



Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA 93908
(831) 769-8850 * www.hitchcockroadanimals.org

Cynthia Burnham
Animal Services Administrator

Hitchcock Road Animal Services Agency Board of Directors Regular Meeting Agenda

July 18th, 2024 @ 3:00pm

Meeting Location: 160 Hitchcock Road, Salinas, CA 93908, Obie's Conference Room

- 1.0 Call to Order and Roll Call**
- 2.0 Approve Minutes from 6/12/24 Meeting** (Action Item)
- 3.0 Consideration of Late Agendas or Changes to the Agenda**
- 4.0 Public Comment** - Any member of the public may address the HRAS Agency Board for a period not to exceed three minutes on any issue within the HRAS Agency's jurisdiction that is not on today's agenda; any member of the public may address the HRAS Agency Board on agenda items as they are considered. The HRAS Agency Board will listen to all communications regarding items not on the agenda but may not take any action, except to clarify, briefly respond, or to direct staff to report back on the item at a future meeting or place the item on a future agenda. Information for members of the public requiring disability-related modification or accommodation is set forth at the end of this agenda.
- 5.0 Regular Agenda**
 - 5.1 Receive Operation Report and Statistics for June 2024.
 - 5.2 Receive staffing and budget updates.
 - 5.3 Sub-Committee Updates:
 - 5.3.1 Advisory Committee
 - 5.3.2 JPA Membership
 - 5.4 SPCA South County Facility Exploration (Discussion)

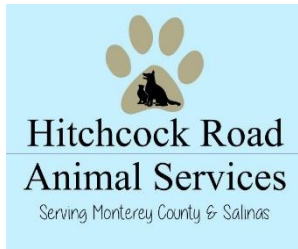
6.0 ANNOUNCEMENTS AND ADJOURNMENT

Next Regular Meeting: August 15th, 2024 @ 3:00 pm

Documents related to agenda items that are distributed to the HRAS Agency Board less than 72 hours prior to the meeting shall be available for public inspection at 160 Hitchcock Road, Salinas, California. Documents distributed to the HRAS Agency Board at the meeting by HRAS staff will be available to the public at the meeting; documents distributed to the HRAS Agency Board by members of the public shall be made available after the meeting.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation,

including auxiliary aids or services, in order to participate in the public meeting may make these requests to the HRAS Animal Services Administrator at 160 Hitchcock Road, Salinas, Ca 93908 or 831-769-8796.



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Cynthia Burnham
 Animal Services Administrator

**Hitchcock Road Animal Services Agency
 Board of Directors Meeting DRAFT Minutes**

June 12th, 2024 @ 3:00PM

Meeting Location: 160 Hitchcock Road, Salinas, CA 93908, Obie’s Conference Room

Board Members Present	Staff and Guests
Supervisor Glenn Church, District 2 (Chairperson) Sonia De La Rosa, Director Tonya Erickson, Interim Director Mayor Kimbley Craig, Alternate Director	Robert Brayer, Deputy County Counsel Cindy Burnham, Animal Services Director Gabriela Gonzalez, Secretary Karla Tinajero, Treasurer Miriam Mendoza, Finance Manager III

1.0 Call to Order and Roll Call

2.0 Approve Minutes from 05/16/2024 Meeting - *Alternate Director Craig motioned to approve minutes. Director De La Rosa second. Motion Passed.*

3.0 Consideration of Late Agendas or Changes to the Agenda – *None.*

4.0 Public Comment – *Public comment was opened and then closed.*

5.0 Regular Agenda

5.1 Receive Operation Report and Statistics for May 2024. *C. Burnham presented.*

5.2 Receive YTD budget and staffing updates. *K. Tinajero presented.*

5.3 Consider FY24/25 Final HRAS budget – *Director Erickson moved to approve budget as presented with the understanding that the City’s cap is \$2.67 million, and the additional Education and Volunteer Coordinator position is on hold pending further updates with hope to fill as soon as it can be supported. Alternate Director Craig amended the motion to approve budget as presented with the understanding that the City’s cap is \$2.67 million without a hold of the Education and Volunteer Coordinator to be filled further in the FY 2025. Motion Passed.*

5.4 Sub-Committee Updates:

5.4.1 JPA Membership: *Chairperson Church and Director Erickson reported they had a meeting with SPCA. SPCA has not entered into contract with any other cities. They are pursuing a presence in South County for possible sheltering. They have been invited to present what this proposed presence would entail at the July JPA meeting. Clarification was provided that the SPCA is invited to all JPA meetings, and they have committed to the July 18th meeting.*

6.0 ANNOUNCEMENTS AND ADJOURNMENT-

Next Regular Meeting: July 18th, 2024 3:00PM

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Regular Agenda Item 5.1

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: July 18th, 2024

SUBJECT: Receive Operation Report and Statistics for June 2024

Recommendation:

It is recommended to receive the attached Operation Report and Statistics for June 2024.

Attached:

Operation Report and Statistics for June 2024.

Hitchcock Road Animal Services Advisory Committee Meeting ***Operations and Statistics Report – July 18th, 2024***

This report is provided to give you a brief synopsis and statistics for the period of June 2024 (unless otherwise identified) of the programs provided and services rendered through the dedication and commitment of Hitchcock Road Animal Services (HRAS) staff and volunteers.

Major Facility Updates

Current major facility projects or issues.

- HVAC replacement – 1 of 7 units replaced to date; 2 of 7 is in process and the others should be in process throughout the summer. This is a conversion from propane to electric.
- Water Heater in Puppy Kennels set for replacement on July 15th.
- Two Connex containers in place to assist with additional storage needs.

Staffing Vacancies

Current vacancies as funded in budget.

- In progress to be filled: *Several recruitments expected to open in coming weeks.*
 - 1.0 FTE Animal Control Officer (recruitment after SR ACO filled)
 - 1.0 Senior Animal Control Officer (Internal recruitment)
 - 0.5 Veterinarian
 - 0.5 Registered Veterinary Technician
 - 0.5 Office Assistant I (temp started on 6/4/24)
- *Leave of Absence*
 - *1.0 FTE Animal Care Technician*

Grant Requests or Awards

None at this time.

Other Updates:

Zoom Options/Equipment - Zoom accounts confirmed and cameras are in. Additional equipment and set up with I.T. in progress.

June 1, 2024 Free Adoption Event Update

- We adopted 60 animals! That is a one day record for sure!
 - 27 dogs and 33 cats left on Saturday. (Plus 2 RTOs).
- We started with 36 cats for adoption and had 3 left here at the end of the day. (92% were adopted).
- We started with 41 dogs for adoption and 14 were left at the end of the day. (65% were adopted).
- We checked in over 150 people in Waitwhile.
- Adopters were from:
 - City of Salinas 28%
 - South County (Soledad, Greenfield, King City, Gonzales) 25%
 - Peninsula (Marina, Seaside, Monterey) 25%
 - Unincorporated (Royal Oaks, Castroville, Salinas Unincorporated) 15%
 - Out of County (Watsonville, Alameda, San Juan Bautista, Hollister) 7%
- Staff support was amazing.
 - Three ACTs plus other support/clerical staff came in early to start cleaning and prepping before 8am
 - Six staff came in on their day off.
 - Other staff flexed their duties and adjusted to fit the needs of the event. Much appreciated!
- Volunteer Support rocked!
 - 13 roles
 - Over 45 volunteers took on roles to help get us through the day, including several from the Health Department!
- Baked potatoes and snow cones were tasty and a great addition to the event.
- Our social media content and updates were on point!
 - Thanks to the HD and County for helping us get the word out!
 - Our stories with adoption pics on Sat was HUGE and so helpful. (Thanks Ayna!)
 - Our Instagram post event re-cap has over 175 likes and 26 comments.
 - Our Facebook post event re-cap has over 450 likes, 54 shares and 119 comments.



Hitchcock Road Animal Services Presents:

California Adopt-a-Pet Day

Saturday, June 1st, 2024
10 a.m. - 4 p.m.

- Free Adoptions
- Dog licensing fees waived for all dogs adopted
- Food Trucks
- Music

Hitchcock Road Animal Services
160 Hitchcock Road
Salinas, CA 93906

Fill your heart with more love by bringing home a new pet on California Adopt-a-Pet Day.
Adoptable animals will be online www.hitchcockroadanimals.org



Presentado por los servicios de animales de Hitchcock Road

Día de Adopción de Mascotas de California

Sábado 1 de junio de 2024
10 a.m. - 4 p.m.

- Adopciones gratuitas
- Licencia gratuita para todos los perros adoptados
- Camión de comida
- Música

Hitchcock Road Animal Services
160 Hitchcock Road
Salinas, CA 93906

Llene su corazón de amor llevando a una mascota a casa en el Día de la Adopción de Mascotas de California.
Los animales adoptables estarán en línea www.hitchcockroadanimals.org

Statistics and Related Legends

Jurisdictions - HRAS jurisdictions defined by County GIS Mapping.

Current Jurisdictional Contracts*:

Contract City	Term expiration	Services
Marina	30-Jun-24	Animal Sheltering
Greenfield	30-Jun-24	Animal Sheltering
CSUMB	30-Jun-24	Animal Sheltering, Bite Investigation
Del Rey Oaks	30-Jun-24	Animal Sheltering, Licensing
Carmel	30-Jun-24	Animal Sheltering, Licensing

Statistics Legends:

Term in Stats	Full Term	Description
Intake		
Dispo Req	Disposal Requested	Dispose of a deceased animal
ER Feral	Euthanasia Request for a feral cat	A cat that has been on property for over 30 days and property owner requests euthanasia as owner
Euth Req	Euthanasia Request	An owner requests euthanasia service for owner pet
Owner Sur	Owner Surrender	An owner surrenders a pet, relinquishes ownership
Pro Custody	Protective Custody	Special hold on cases that may involve animal cruelty, owner in jail/hospital.
Quarantine	Quarantine	Animal under quarantine for human bite
Return	Return	Adoption return
Stray	Stray	Stray animal with no known owner
Transfer	Transfer	Transfer from another agency

Term in Stats	Full Term	Description
Outcome		
Adoption	Adoption	Adopted to a new legal owner
Died	Died	Died while in shelter
Euth	Euthanasia	Euthanasia performed on animal
RTF	Return to Field	Feral cat was returned to community (field)
RTO	Return to Owner	Returned animal to owner
Transfer	Transfer	Transferred to a rescue partner (after stray hold)

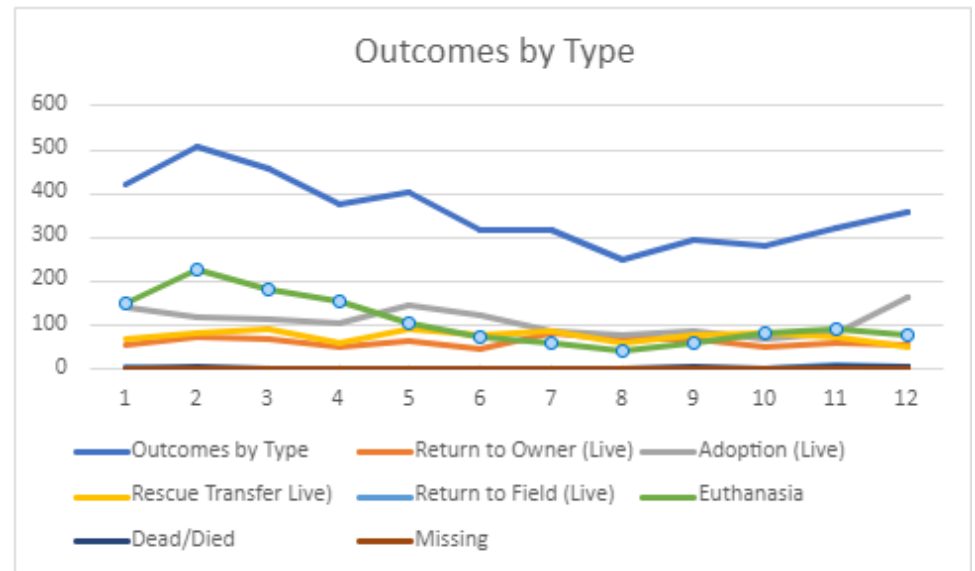
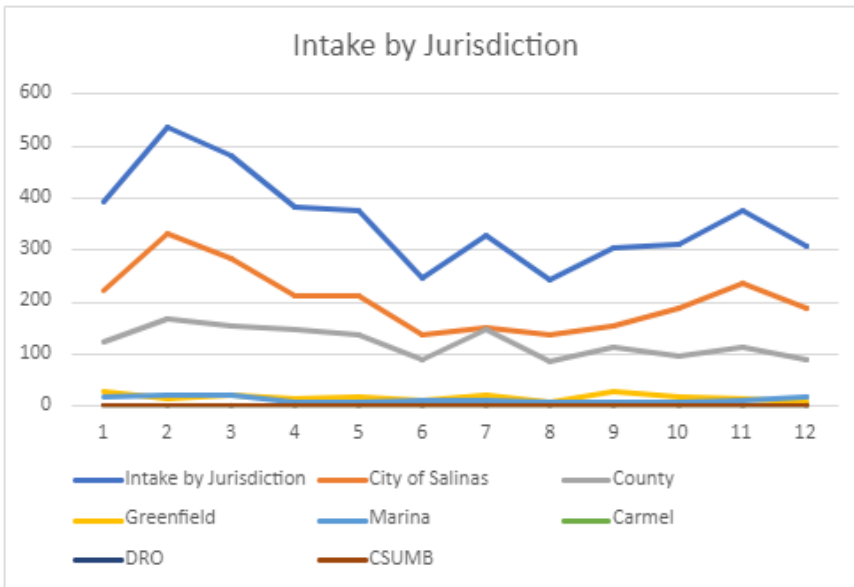
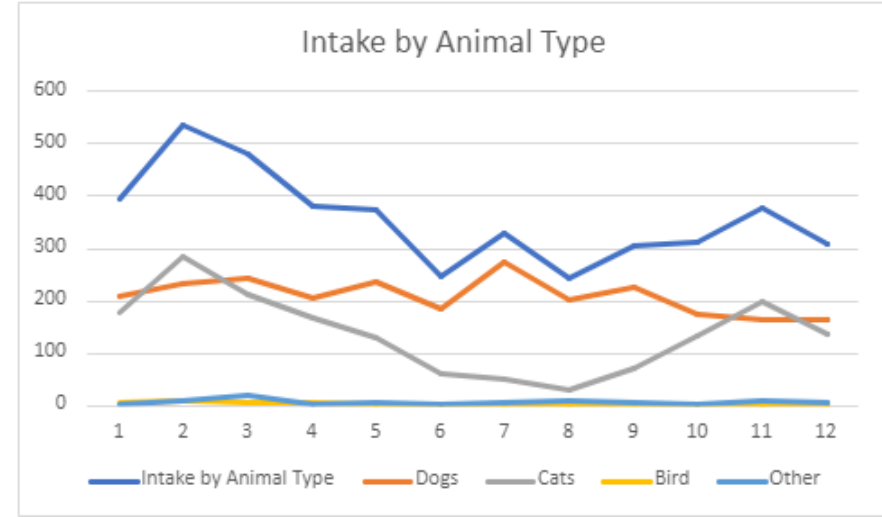
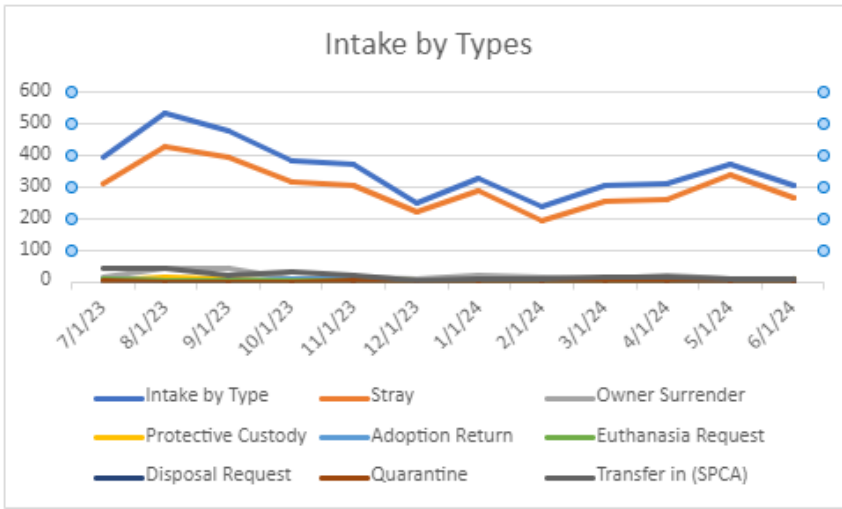
Monthly Total Intake/Outcome/S/N Statistics for FY 23/24

	7/1/23	8/1/23	9/1/23	10/1/23	11/1/23	12/1/23	1/1/24	2/1/24	3/1/24	4/1/24	5/1/24	6/1/24	TOTAL	FY 22/23
Intake by Type	395	535	482	382	375	248	330	242	305	313	376	308	4291	3983
Stray	312	428	398	320	309	220	290	195	255	264	339	268	3598	3316
Owner Surrender	14	46	43	9	18	12	22	13	9	20	10	12	228	194
Protective Custody	2	16	9	6	12	6	3	7	4	4	10	10	89	59
Adoption Return	9	2	4	8	10	4	2	11	11	3	6	1	71	61
Euthanasia Request	10	2	6	3	2	1	3	3	3	3	0	3	39	65
Disposal Request	1	0	1	0	0	0	2	1	2	1	1	1	10	93
Quarantine	3	0	0	1	3	1	0	2	4	3	2	3	22	9
Transfer in (SPCA)	44	41	21	35	21	4	8	10	17	14	8	10	233	186
Intake by Animal Type	395	535	482	382	375	248	330	242	305	313	376	308	4291	3983
Dogs	209	233	243	206	236	183	273	201	226	174	165	165	2514	2312
Cats	179	285	213	168	130	59	50	31	71	133	200	136	1655	1574
Bird	4	9	7	5	3	3	1	2	3	3	2	2	44	20
Other	3	8	19	3	6	3	6	8	5	3	9	5	78	77
Intake by Jurisdiction	395	535	482	382	375	248	330	242	305	313	376	308	4291	3983
City of Salinas	222	332	285	212	211	136	151	138	156	190	237	190	2460	2301
County	124	168	154	148	136	90	146	87	114	96	113	91	1467	1388
Greenfield	29	14	21	13	19	12	20	8	27	19	13	9	204	160
Marina	19	20	22	6	8	10	11	7	6	7	10	17	143	127
Carmel	0	0	0	1	0	0	0	0	0	0	1	0	2	1
DRO	1	0	0	0	1	0	2	0	2	0	1	0	7	5
CSUMB	0	0	0	2	0	0	0	2	0	1	1	1	7	1

	7/1/23	8/1/23	9/1/23	10/1/23	11/1/23	12/1/23	1/1/24	2/1/24	3/1/24	4/1/24	5/1/24	6/1/24	TOTAL	FY 22/23
Outcomes by Type	422	505	457	374	401	316	315	249	296	283	320	357	4295	3851
Return to Owner (Live)	56	72	68	49	62	47	82	70	66	48	61	54	735	644
Adoption (Live)	140	118	114	106	143	123	85	78	86	69	83	165	1310	1106
Rescue Transfer Live)	68	82	92	61	89	75	85	58	79	83	74	51	897	926
Return to Field (Live)	7	1	2	0	0	0	1	1	2	0	8	4	26	12
Euthanasia	149	228	179	155	106	71	60	40	58	80	91	79	1296	1144
Dead/Died	2	3	2	1	1	0	2	2	5	1	3	4	26	13
Missing	0	1	0	2	0	0	0	0	0	2	0	0	5	6
External Mobile Clinics - S/N animals														
SNIP (City)	0	56	60	62	62	99	0	32	36	31	50	36	524	1079
SNIP (County)	0	40	69	68	56	68	99	69	81	133	89	40	812	1014
UC Davis Grant	27	17	21	26	16	0	0	0	0	0	0	0	107	121
Internal Surgeries														
Shelter animals (not public)	156	150	116	119	136	79	120	72	107	82	131	141	1409	1154

Notes: Currently averaging approximately 358 animals each month.

Comparison: FY22/23 averaged 331 animals per month



Year to Date:

Current Year to Date Live Release Rate* for Dogs and Cats: 77.48%

Dogs: 87.59%

Cats: 57.28%

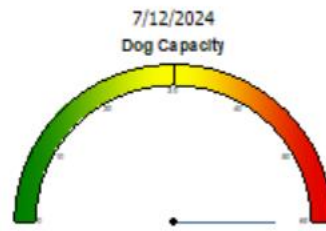
*Live Release Rate indicates the percentage of animals leaving the shelter alive (ie, Adoption, Return to Owner, Transfer to Rescue or Return to Field).

How are the animals coming into the shelter?

- Over 80% of the animals are coming in from the public bringing directly (over the counter)..
- Under 20% of the animals are coming in from Field Services Officers.
- This has shifted with holiday as more people found lost pets and brought to us directly.

Current Kennel Capacity as of 7/12/24

Note: some kennels may house multiple animals.



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Animal Care Report (prepared by Animal Services Supervisor, Petra Lewis)

Stats related to your team/unit, program updates:

- June rescue numbers: 33 dogs, 17 kittens, and 4 rabbits. Many under-socialized dogs and medical cases required assistance from our rescue partners. In total, we networked with 17 different rescues.
- June brought many medical cases, such as geriatric, sick, and injured animals requiring initial triaging on intake and special attention and care from the clinic and Animal Care team while in our care.
- June foster numbers: 25 kittens and 1 dog.
- Animal Care staffing: One F/T ACT is still out on leave, and we had a spike in callouts, which has been impactful to the Animal Care team, especially since it's our 'busy' time of year. The senior Animal Care Tech and ACT Supervisor have had to assist with morning and afternoon duties, cleaning, feeding, processing strays, etc.
- Continue to work with one of the ACTs on their euthanasia training and certification while accommodating time for ACOs to work on the euthanasia training with their supervisor.

Special kudos, happenings, stories to share:

Due to being short-staffed, other units (FO and ACOs) have stepped in to assist the ACT team where they can: walking intakes to receiving, assisting with administering vaccinations, etc. This solidifies that even though we are a small team, we are united in our mission and will support each other when one is struggling.

Needs/issues/concerns:

Continued issue: We continue to see the need for separate isolation areas for medical cases. Our receiving is consistently holding 1-2 animals that require special care and monitoring.

In progress:

- Behavior Assessment Protocol is still in progress.

Front Office Report (from Principled Office Assistant, Gaby Gonzalez)

Special Kudos, Donations, Trends

California Adopt-a-Pet Day was an incredible experience for us all. All Staff and Volunteers did an amazing job at helping 60 animals find homes. We have only seen 1 dog returned to us from this Adoption Day. Considering the recent increase of returns we expected/feared we would see more.

DocuPet:

After providing Historical Data from our Chameleon system to Docupet we had several meetings to ensure the data set was accurate and met their criteria. We were able to meet on June 25th to discuss our Implementation and Next Steps process. Weekly meetings have been set to discuss implementation, marketing, training, etc. We will have approximately 1 week overlap between Chameleon and Docupet for licensing. Expected soft launch is still projected for end of July 2024.

Extended Hours:

Extended hours have continued and proven successful, specifically Saturdays being that we are open at 11AM. We have noticed that at least half of our adoption are completed between 11AM-1PM on these Saturdays. This month we increased our extended hour Saturdays from 2 to 4 with reduced adoption fees to offset the projected increase of intakes for 4th of July.

Vaccine Clinics:

In an effort to help our community and get word out that we are open later 2 Wednesdays out of the month, we have added a Low Cost Rabies and Microchip Clinic one Wednesday a month. This effort was supported by Front Office staff, Animal Care Techs, Clinic and Animal Control Officers and support staff. We had 21 animals vaccinated and/or microchipped in May and 28 animals vaccinated and/or microchipped in June. Dogs within our jurisdiction for licensing received reduced licensing fees for 1 year.

Clinics have been extremely helpful for those who have had issues getting into a Veterinary Office. We will start offering DA2PP and FVRCP vaccines at next clinic. Next Vaccine Clinic dates are July 24th and August 14th.



Vet Compliance:

Last Months Report reflected 23 of 28 Veterinary Offices in compliance. Since this reporting we have added other service clinics within our County that offer Rabies Vaccine to the public and would also be required to comply with the reporting. These are Animal Friends Rescue Project (AFRP) Clinic, Peace of Mind Dog Rescue (POMDR), Spay Neuter Imperative Project (SNIP) and the SPCA of Monterey County Clinic. Bringing the total number of Offices/Clinics within our County required to report and the number actually report is 32. Please note that all have been notified regarding reporting either via phone or email. We are actively working towards 100% compliance.

Licensing Update:

Compliance rate as of June 1, 2024 is 15.7%, not much of a change since last report in May. Looking

forward to the transition to Docupet. This opportunity is promising as other agencies have shared a significant increase in compliance, and also monetary donations.

Customer Service Stats

Comparison from 2024 (2023 comparison data not available).

JUNE 2024	
Visit Adoptables	458
Licensing	90
Looking for Lost Pet	
Stray Drop Off	39
Reclaiming	78
Donations	24
Other Business	7
Total Parties Served	71
	767

Licenses Stats for May 2024

628 <small>Total Licenses Sold</small>	11,853 <small>Total Current Licenses</small>
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Current Tags by Type:

Current Tags by Jurisdiction

Current Tags by Type

Tag Type	Total
LIC MCU DOG 36 SN	2,452
LIC MCU DOG 00 SN SR	2,403
LIC SAL DOG 36 SN	1,305
LIC MCU DOG 36	850
LIC SAL DOG 00 SN SR	839
LIC MCU DOG 12 SN	747
LIC MCU DOG 12	676
LIC SAL DOG 36	518
LIC MCU DOG 24 SN	482
LIC SAL DOG 12	435
LIC SAL DOG 12 SN	341
LIC MCU DOG 24	286
LIC SAL DOG 24 SN	251
LIC SAL DOG 24	247
LIC MCU CAT 36 SN	8
LIC SAL CAT 36 SN	8
LIC MCU SERVICE ANIMAL	2
LIC SAL CAT 36	2
LIC MCU CAT 36	1
Total	11,853

Current Tags by Jurisdiction

Jurisdiction	Total
CITY OF SALINAS	4,795
SALINAS UNINCORPORATED	2,502
CARMEL UNINCORPORATED	1,010
CARMEL VALLEY UNINCORPORATED	839
CASTROVILLE UNINCORPORATED	456
PEBBLE BEACH UNINCORPORATED	451
ROYAL OAKS UNINCORPORATED	344
CITY OF CARMEL BY THE SEA	304
AROMAS UNINCORPORATED	160
MONTEREY UNINCORPORATED	157
CITY OF DEL REY OAKS	122
KING CITY UNINCORPORATED	110
MARINA UNINCORPORATED	97
EAST GARRISON UNINCORPORATED	91
MOSS LANDING UNINCORPORATED	76
CHUALAR UNINCORPORATED	56
CSUMB	45
SPRECKELS UNINCORPORATED	39
GREENFIELD UNINCORPORATED	33
BIG SUR UNINCORPORATED	31
SOLEDAD UNINCORPORATED	26
BRADLEY UNINCORPORATED	20
CITY OF MONTEREY	20
SAN LUCAS UNINCORPORATED	13
GONZALES UNINCORPORATED	11
LOCKWOOD UNINCORPORATED	11
OUT OF COUNTY	9
PAJARO UNINCORPORATED	7
PARKEFIELD UNINCORPORATED	6
Total	11,853

Note: City of Del Rey Oaks and Carmel by the Sea fall under "LIC MCU" tags. They are not issued separate tags.

Volunteer and Education Program Report (from Educator/Volunteer Coordinator Kendra Brady)

June volunteer hours: 1494

Total volunteers: 92 current

Monthly Volunteer and Community Events:

- CA Adopt a Pet- 6/1
- MBFC in Marina- 6/2
- Door to Hope Recovery Run- 6/8
- Extended hours- 6/12
- Early adoption hours- 6/15
- Volunteer quarterly meeting- 6/29
- Extended hours- 6/26

Volunteer Tasks:

Row Labels	Count of Task
ADOPTABLE DOG WALKING	122
CAT ADOPTIONS	5
CAT COMPANION	54
CAT ROOM CLEANER	48
CLINIC HELPER	1
DOG ADOPTIONS	8
DOG COMPANION	22
DOG FEEDER	49
ENRICHMENT	3
EVENT SUPPORT	1
FOSTER	1
GENERAL SUPPORT	4
OFF SITE EVENT	3
PHOTOGRAPHER	3
SHELTER SUPPORT	31
SOCIAL MEDIA	44
SPECIAL SHELTER EVENT	43
TRAINING HOURS	12
TRANSPORT	1
WEB PHOTOS	1
Grand Total	456

Veterinary Clinic Report (from Veterinarian Debi T. Watanabe)

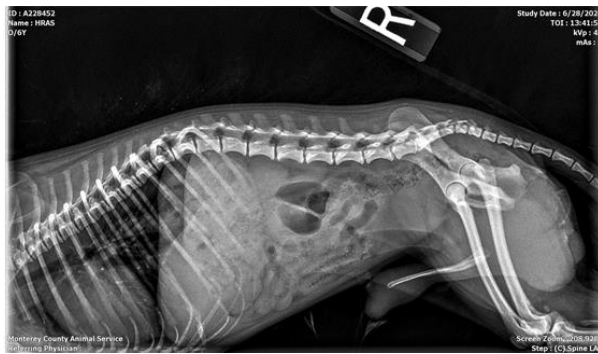
In addition to daily rounds and treatments, which include exams, follow ups, minor procedures and other animal medical care related tasks, the clinic did the following:

June Spay/Neuter Surgeries: 141 total

A few Special Cases that required additional care/procedures:

- A226636 - photos of home ear crop
- A226765 - radiographs of right fore fracture
- A227738 - rectal prolapse (severe)
- A227733 - very matted
- A228378 - infected dog bite wounds on neck area
- A228360 - very matted

A 228452 - Pomeranian Spinal radiographs on Pomeranian with neurologic symptoms Transferred to rescue.



A228331 Tan Chihuahua Radiographs taken of abdomen. Suspect pregnant but was distended with ingesta to the point of moving the large intestines. Adopted.

Field Services Report (from Valiska Lujan, Field Services Supervisor)

Number of calls received city vs county.

Month	County of Monterey	City of Salinas
June	223	252

Bite cases (*May 2024 was 18 total*).

Month	County	City of Salinas
June	20	23

Potentially Dangerous Cases.

No PDD in city of Salinas or County.

Any neglect cases in progress or where animals were confiscated.

1 City and 1 County case are pending and in process to be prepared to go to DA.

Permit status's (all) – current, pending, citations sent.

For County only.

- Boarding Permits 2, 1 current 1 expired.
- Kennel Permits 18. 2 current, 11 in process, 5 expired
- Pet Shop Permits 1 current, none expired.
- Rooster permits 53 total, 10 current, 25 in process, 18 expired.

Citations written in the time frame, broken out by City and County.

May
City Salinas 13
County 2

Complaint cases in mediation (Mandell Gisnet Center):

8 cases, all for barking/ nuisance dogs.

ACO Vehicles:

Due to ACO trucks are very specific piece of equipment and they do have requirements for use by law, getting and maintaining such trucks can be difficult to find and costly. Example: all cage units are made on the east coast only. Trucks have be of a certain size and weight to accommodate the cage unit.

We have 2 trucks that are in excellent condition and under VAMP.

One other truck had a mechanical issue that is too costly to repair and even if we wanted to, the part is on permanent back order. It is no longer in use.

We do a lot of driving to service the public and the trucks are not making it through the lease (VAMP). We have 2 other trucks that are having break down mechanical problems due to high mileage and the age of the vehicle. We are in proses of purchasing another two new trucks to replace the old ones that are having the problems.

Our fleet has been working on our other new other trucks to get them outfitted for use, since December 2023. They can only work on one at a time. So, we have a second brand-new truck (with no bed) sitting and waiting to have cage unit and electronics installed.

We currently only have 4 trucks that can be used. We do not have enough trucks for each ACO (5 ACOs) currently on staff. We need a total of 6 ACO trucks to accommodate all Officers. (Once fully staffed.)

Special Cases:

A24-062259 Kitten trapped in a storm drain 6/07/24. (County area)



After being rescued, tamed, and treated, "Goji" DSH BLK/WHT male kitten was adopted on 6/22/24. 😊

A24-062307 report of “Jurassic Park” living in cactus outside of RP home.



Morph Iguana adult male captured in City of Salinas was rescued by our 2 ACOs Moreno and Nicks. After no owner found, the Iguana was sent to rescue.

Activity Reports:

Total May Main

Activities Created:

Activity	Total
ASST	19
COMPLAINT	1
DEAD	51
INV	380
INVOICE	2
LIC CHECK	24
OTHER	10
OWNED	83
PATROL	23
RESCU	3
STRAY	219
TRANS	4
TRAP	3
YRDCK	25
Total	847

Jurisdiction of Activities:

(Not calls for service but “actions” based off of calls/emails/complaints. One CFS may result in multiple actions or activities.)

Row Labels	Sum of Total
	3
AROMAS UNINCORPORATED	7
CARMEL UNINCORPORATED	4
CARMEL VALLEY UNINCORPORATED	10
CASTROVILLE UNINCORPORATED	16
CHUALAR UNINCORPORATED	3
CITY OF CARMEL BY THE SEA	8
CITY OF DEL REY OAKS	1
CITY OF GONZALES	2
CITY OF MONTEREY	4
CITY OF SALINAS	649
CITY OF SEASIDE	1
GREENFIELD UNINCORPORATED	2
KING CITY UNINCORPORATED	2
LOCKWOOD UNINCORPORATED	2
MONTEREY UNINCORPORATED	4
MOSS LANDING UNINCORPORATED	1
OUT OF COUNTY	12
ROYAL OAKS UNINCORPORATED	15
SALINAS UNINCORPORATED	87
SAN ARDO UNINCORPORATED	4
SAN LUCAS UNINCORPORATED	7
SPRECKELS UNINCORPORATED	3
Grand Total	847

Activity Results (Outcome):

Result	Total
COMPLETE	163
MADE CONTACT - LO	85
IMPOUND	62
EDUCATE	56
LETTER	52
MADE CONTACT	52
ADD PHOTO	47
MADE CONTACT - RP	34
QUARANTINE	27
NO DOG SEEN	25
GONE ON ARRIVAL	24
RELEASE QUARANTINE	23
CF	21
NOTICE GIVEN	21
WARNING VERBAL	20
UNFOUNDED	16
UNABLE TO CONTACT	14
TRANSPORT	9
CASE CLOSED	8
POSTED PROPERTY	8
NOTICE TO COMPLY	6
ASST	5
NOTICE TO CONTACT	5
RSTR PMT INSPECTION PASS	5
72 HR NOTICE	4
FORMS	4
FRA	4
RECVD COMPLETE RSTR APP	4
RSTR PERMIT ISSUED	4
UNABLE TO LOCATE	4
EMAIL	3
FEES	3
TRAP DROP-OFF	3
ZIP LINE GIVEN	3
24 HR NOTICE	2
ROOSTER 4 AND UNDER	2
RSTR APP MAILED	2
RTO	2
TRAP PICK-UP	2
UNABLE TO MAKE CONTACT	2
WARNING WRITTEN	2
BARK COLLAR GIVEN	1
CITE ADMIN	1
DEAD ON ARRIVAL	1
FAIL	1
LEFT MESSAGE	1
NO ROOSTER ON PROPERTY	1
REFERRED TO EPI	1
REPORT TAKEN	1
SUPPLEMENT GIVEN	1
Total	847

Regular Agenda Item 5.2

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: July 18th, 2024

SUBJECT: Receive staffing and budget updates.

Recommendation:

It is recommended to receive staffing and budget updates.

Attached:

HRAS - Current Position Report

HRAS- YTD FY24 Budget (not final)

HRAS – Approved FY 25 Budget

Current Animal Services Position Report

Position	Pos Short Desc	Employee ID	Employee Name	Title Code	Auth FTE	Filled FTE	Vacant FTE
14H240001	EDU & VO COORD				1.000	1.000	0.000
34C010001	ANML CNTRL OFC				1.000	1.000	0.000
34C010002	ANML CNTRL OFC				1.000	1.000	0.000
34C010003	ANML CNTRL OFC				1.000	1.000	0.000
34C010004	ANML CNTRL OFC				1.000	1.000	0.000
34C010005	ANML CNTRL OFC				1.000	1.000	0.000
34C020001	SR ANML CNT OF				1.000	0.000	1.000
34C110001	ANML SVCS SUPV				1.000	1.000	0.000
34C110002	ANML SVCS SUPV				1.000	1.000	0.000
50M210001	REG VET TECH				1.000	1.000	0.000
50M210002	REG VET TECH				0.500	0.000	0.500
50M800001	VETERINARIAN				1.000	1.000	0.000
50M800002	VETERINARIAN				0.500	0.000	0.500
70B030001	ANIMAL CARE TEC				0.500	0.500	0.000
70B030002	ANIMAL CARE TEC				1.000	1.000	0.000
70B030003	ANIMAL CARE TEC				1.000	1.000	0.000
70B030004	ANIMAL CARE TEC				1.000	1.000	0.000
70B030005	ANIMAL CARE TEC				0.500	0.500	0.000
70B030006	ANIMAL CARE TEC				1.000	1.000	0.000
70B030007	ANIMAL CARE TEC				1.000	1.000	0.000
70B030008	ANML CR TECH II				1.000	1.000	0.000
70B040001	SR ANML CR TECH				1.000	1.000	0.000
80E010001	OFFICE ASST I				0.500	0.000	0.500
80E010002	OFFICE ASST I				0.500	0.500	0.000
80E210001	OFFICE ASST II				1.000	1.000	0.000
80E210002	OFFICE ASST II				1.000	1.000	0.000
80E210003	OFFICE ASST II				1.000	1.000	0.000
80E210004	OFFICE ASST II				1.000	1.000	0.000
80E220001	OFFICE ASST III				1.000	1.000	0.000
80E800001	PRNCPL OA				1.000	1.000	0.000
99ZXXUF11	ALLCTN LOAN XX				1.000	1.000	0.000
TEMP	TEMPORARY				1.000	0.500	0.500
Total for Unit : 8442 - Animal Services					29.00	26.00	3.00
Total for Dept : 4000 - Health					29.00	26.00	3.00
Grand Total					29.00	26.00	3.00

23/24 FY Animal Services Budget YTD

Monterey County Health Department - Animal Services Bureau FY 2023-24 Requested Budget & YTD Tracking								Allocations	
Object	Description	Adopted Budget	YTD Actuals	% Consumed	Year End Projections	Remaining Appropriations	% Consumed	City	
								48.11%	60.89%
6111	Regular Employees	1,484,744	1,600,468.16	1.08	1,602,921	(115,724.16)	100%	785,953.10	814,515.06
6112	Temporary Employees	497,583	10,345.70	0.02	10,362	487,237.30	2%	5,080.54	5,265.16
6113	Overtime	6,500	17,334.14	2.67	17,361	(10,834.14)	267%	6,512.40	8,821.74
6121	PERS	297,800	267,214.64	0.90	267,624	30,585.36	90%	131,222.96	135,991.68
6122	Other Post-Employment Benefits	21,362	21,362.16	1.00	21,395	(0.16)	100%	10,490.47	10,871.63
6126	Supplemental Unfunded Accrued Liability	27,933	30,220.00	1.08	30,266	(2,287.00)	100%	14,840.35	15,379.65
6131	FICA	95,609	99,229.98	1.03	99,382	(2,620.98)	100%	48,729.56	50,500.42
6132	Medicare	22,693	23,207.05	1.03	23,243	(814.05)	100%	11,396.45	11,810.60
6141	Flex Co Paid Insurance-Pretax	46,224	50,765.00	1.10	50,843	(4,541.00)	110%	24,929.52	25,835.48
6142	Life Insurance	1,908	1,582.40	0.83	1,585	325.60	63%	777.08	805.32
6143	Long-Term Disability Insurance	864	547.20	0.63	548	316.80	63%	268.72	278.48
6144	Short-Term Disability Insurance	1,008	604.98	0.60	606	403.02	60%	297.09	307.88
6145	Dental Insurance	10,944	10,716.00	0.98	10,732	228.00	98%	5,262.38	5,453.62
6147	Vision Insurance	3,312	3,276.00	0.99	3,281	36.00	99%	1,608.77	1,667.23
6148	Unemployment Insurance	2,417	2,416.56	1.00	2,420	0.44	100%	1,186.72	1,229.84
6161	Workers Compensation Insurance	101,010	101,010.00	1.00	101,155	-	100%	49,603.69	51,405.31
6171	Employee Assistance Program	-	-	-	-	-	-	-	-
6173	Flex-Benefit Plan Contribution	502,356	392,036.79	0.78	392,638	110,319.21	78%	192,520.25	199,516.54
6174	Special Benefits	5,400	18,800.00	3.48	18,800	(13,400.00)	348%	9,232.25	9,567.75
6175	Wellness Plan	-	-	-	-	-	-	-	-
	SALARY & BENEFITS	3,180,687	2,861,138.78	89%	2,866,171	479,430.24	85%	1,301,912.29	1,349,224.47
6222	Uniforms and Safety Equipment	1,000	4,093.56	4.09	4,094	(3,093.56)	409%	2,010.26	2,083.31
6231	Communication Charges - External	16,780	28,251.31	1.68	28,251	(11,471.31)	168%	13,873.57	14,377.74
6251	Cleaning and Janitorial	41,160	66,963.62	1.63	70,471	(25,803.62)	163%	32,884.29	34,079.33
6261	Insurance - General Liability (Non-recoverable)	6,854	6,854.00	1.00	6,854	-	100%	3,365.84	3,488.16
6262	Insurance - General Liability (Recoverable)	15,735	15,735.00	1.00	15,735	-	100%	7,727.10	8,007.90
6266	Insurance - Property	3,513	3,817.00	1.09	3,817	(304.00)	100%	1,874.44	1,942.56
6268	Insurance - Other	3,526	3,526.32	1.00	3,526	(0.32)	100%	1,731.69	1,794.63
6311	Buildings & Improvements Maintenance - External	40,000	15,491.76	0.39	206,692	24,508.24	39%	7,607.65	7,884.11
6321	Equipment Maintenance	12,000	16,778.47	1.40	16,943	(4,778.47)	140%	8,239.52	8,538.95
6333	Medical Supplies	90,000	78,226.46	0.87	92,897	11,773.54	87%	38,415.22	39,811.24
6351	Membership Fees	500	1,209.93	2.42	1,210	(709.93)	242%	594.17	615.76
6381	Advertising	2,500	-	-	-	2,500.00	0%	-	-
6384	Miscellaneous Supplies	14,000	62,615.13	4.47	66,679	(48,615.13)	447%	30,748.85	31,866.28
6405	Courier Services - Internal	3,922	3,619.00	0.92	3,619	303.00	92%	1,777.21	1,841.79
6406	Mail Handling Charges	1,850	1,984.99	1.07	1,985	(134.99)	107%	974.78	1,010.21
6407	Minor Computer Hardware	6,000	13,754.34	2.29	13,754	(7,754.34)	229%	6,754.44	6,999.90
6408	Minor Computer Software	28,000	20,061.10	0.72	25,058	7,938.90	72%	9,861.54	10,209.56
6409	Minor Equipment and Furnishings	5,000	19,282.80	3.86	19,383	(14,282.80)	386%	9,469.34	9,813.46
6410	Office Supplies	3,500	2,790.69	0.80	3,791	709.31	80%	1,370.44	1,420.25
6411	Postage and Shipping	6,000	2,277.11	0.38	2,277	3,722.89	38%	1,118.24	1,158.87
6412	Printing, Graphics and Binding Charge - External	15,000	19,750.88	1.32	24,649	(4,750.88)	132%	9,699.20	10,051.68
6415	Records Retention Charge - Internal	35	180.12	5.15	180	(145.12)	515%	88.45	91.67
6503	Data Processing Services - Internal	18,052	18,515.93	1.03	18,516	(463.93)	103%	9,092.75	9,423.18
6505	Laboratory Services	1,300	7,376.78	5.67	7,771	(6,076.78)	615%	3,522.57	3,754.21
6506	Legal Service - External	500	3,550.00	7.10	5,000	(3,050.00)	710%	1,743.32	1,806.68
6508	Other Medical Services	230,000	243,575.52	1.06	261,300	(13,575.52)	106%	119,514.34	123,961.18
6509	Other Personnel Services	821,908	724,796.57	0.88	724,787	97,121.43	88%	355,926.01	368,860.58
6611	Staff Training Services	2,500	-	-	-	2,500.00	0%	-	-
6612	Temporary Help Services	5,000	-	-	-	5,000.00	0%	-	-
6613	Other Professional & Special Services	31,164	64,976.83	2.08	98,928	(33,812.83)	208%	31,908.63	33,068.20
6821	Rents and Leases - Equipment	5,262	5,772.03	1.10	8,300	(510.03)	110%	2,834.51	2,937.52
6835	Other Special Departmental Expenses	29,251	(2,215.74)	(0.08)	(2,216)	31,466.74	-4%	(1,088.10)	(1,127.64)
6864	Fleet Service Charge	74,592	71,035.12	0.95	71,035	3,556.88	95%	34,883.71	36,151.41
6861	Conference/Lodging/Meals/Travel	5,000	2,009.21	0.40	2,009	2,990.79	40%	966.68	1,022.53
6862	Employee Mileage Reimbursement	750	-	-	-	750.00	0%	-	-
6867	Vehicle Usage/Replacement	52,800	26,961.90	0.51	26,962	25,838.10	51%	13,240.37	13,721.53
6881	Utilities	124,242	116,068.29	0.93	116,068	8,173.71	93%	56,998.47	59,069.82
	SERVICES & SUPPLIES	1,719,098	1,876,710.88	97%	1,866,443	119,344.78	97%	822,902.97	852,807.71
7121	Taxes and Assessments	-	-	-	-	-	-	-	-
7301	Cost Plan Charges	359,338	359,716.00	1.00	359,716	(378.00)	100%	176,648.25	183,067.75
7303	Reimbursement Clearing	-	-	-	-	-	-	-	-
7614	Operating Transfers Out	-	-	-	-	-	-	-	-
	OTHER EXPENDITURES & REIMBURSEMENTS	368,338	368,716.00	100%	368,716	129,121.27	100%	178,648.25	183,067.75
7532	Vehicles	-	113,200.40	-	153,200	(113,200.40)	-	55,590.11	57,610.29
7533	Right-To-Use Expenditure - Equipment	3,600	4,575.96	1.27	5,400	(975.96)	127%	2,247.14	2,328.81
7551	Construction In Progress	156,000	13,571.54	0.09	299,749	142,428.46	9%	6,564.57	6,905.87
	CAPITAL ASSETS	169,600	131,347.88	0.78	468,350	100,140.30	82%	64,601.83	68,846.96
	TOTAL EXPENDITURES	5,368,801	4,817,811.33	90%	5,438,880	550,889.67	90%	2,986,966.44	2,461,946.88
				%					
				Realized					
4200	Animal Licenses	296,000	283,427.65	0.96	283,428	12,572.31	96%	139,184.82	144,242.87
4300	Other Licenses and Permits	5,000	5,848.00	1.17	5,848	(848.00)	117%	2,871.82	2,976.18
5560	Humane Services	14,000	26,263.00	1.88	26,263	(12,263.00)	188%	12,897.16	13,365.84
5685	Adoption Fees	95,000	160,563.85	1.69	160,564	(65,563.85)	169%	78,849.21	81,714.64
5750	Other Services and Non-Taxable Sales	55,000	115,925.41	2.11	115,925	(60,925.41)	211%	56,328.30	58,997.11
5870	Miscellaneous Revenues	17,000	179,529.50	10.56	179,530	(162,529.50)	1056%	88,162.81	91,366.69
5980	Contributions	20,000	49,261.74	2.46	49,262	(29,261.74)	246%	24,191.31	25,070.43
	TOTAL REVENUE	602,000	820,818.19	104%	820,819	(318,819.19)	164%	403,086.43	417,783.78
	Net Cost	4,866,801	3,997,082.14		4,817,861	888,608.88		1,982,880.02	2,034,212.12
	Allocations FY24								
City	48.11%	2,389,876			2,267,726			(474,881.42)	
County	50.89%	2,476,725			2,360,138			(601,780.88)	
	100.00%	4,866,601			4,817,861			(629,873.47)	
								468,444.47	2,034,212.12

24/25 FY Animal Services Budget APPROVED

**Monterey County Health Department - Animal Services Bureau
FY 2024-25 Requested Budget & YTD Tracking**

Object	Description	Adopted Budget
6111	Regular Employees	1,433,431
6112	Temporary Employees	766,937
6113	Overtime	35,512
6121	PERS	290,654
6122	Other Post-Employment Benefits	17,429
6126	Supplemental Unfunded Accrued Liability	-
6131	FICA	87,573
6132	Medicare	20,464
6141	Flex Co Paid Insurance-Pretax	51,875
6142	Life Insurance	1,930
6143	Long-Term Disability Insurance	884
6144	Short-Term Disability Insurance	884
6145	Dental Insurance	13,254
6147	Vision Insurance	3,888
6148	Unemployment Insurance	2,469
6161	Workers Compensation Insurance	101,578
6171	Employee Assistance Program	696
6173	Flex-Benefit Plan Contribution	548,604
6174	Special Benefits	5,000
6175	Wellness Plan	-
SALARY & BENEFITS		3,372,838

6222	Uniforms and Safety Equipment	3,000
6231	Communication Charges - External	30,984
6251	Cleaning and Janitorial	52,800
6261	Insurance - General Liability (Non-recoverable)	4,073
6262	Insurance - General Liability (Recoverable)	8,492
6266	Insurance - Property	5,535
6268	Insurance - Other	3,704
6311	Buildings & Improvements Maintenance - External	45,000
6321	Equipment Maintenance	12,000
6333	Medical Supplies	90,000
6351	Membership Fees	500
6381	Advertising	3,000
6384	Miscellaneous Supplies	30,000
6405	Courier Services - Internal	3,530
6406	Mail Handling Charges	2,013
6407	Minor Computer Hardware	8,000
6408	Minor Computer Software	30,000
6409	Minor Equipment and Furnishings	5,000
6410	Office Supplies	3,500
6411	Postage and Shipping	5,000
6412	Printing, Graphics and Binding Charge - External	20,000
6415	Records Retention Charge - Internal	182
6603	Data Processing Services - Internal	-
6605	Laboratory Services	2,500
6606	Legal Service - External	1,500
6608	Other Medical Services	446,000
6609	Other Personnel Services	895,054
6611	Staff Training Services	2,500
6612	Temporary Help Services	5,000
6613	Other Professional & Special Services	34,000
6821	Rents and Leases - Equipment	4,087
6835	Other Special Departmental Expenses	72,406
6864	Fleet Service Charge	84,348
6861	Conference/Lodging/Meals/Travel	5,000
6862	Employee Mileage Reimbursement	750
6867	Vehicle Usage/Replacement	52,800
6881	Utilities	129,318
SERVICES & SUPPLIES		2,103,176

7121	Taxes and Assessments	-
7301	Cost Plan Charges	463,059
7303	Reimbursement Clearing	-
7614	Operating Transfers Out	-
OTHER EXPENDITURES & REIMBURSEMENTS		463,059

7532	Vehicles	200,000
7533	Right-To-Use Expenditure - Equipment	3,600
7551	Construction in Progress	-
CAPITAL ASSETS		203,600

TOTAL EXPENDITURES		6,142,788
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4200	Animal Licenses	296,000
4300	Other Licenses and Permits	7,000
5560	Humane Services	14,000
5685	Adoption Fees	140,000
5750	Other Services and Non-Taxable Sales	65,000
5870	Miscellaneous Revenues	19,000
5980	Contributions	20,000
TOTAL REVENUE		680,000

Net Cost		6,682,788
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Allocations FY25		
City	49.11%	2,632,550
County	50.89%	2,950,218
100.00%		6,682,768

Regular Agenda Item 5.3

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: July 18th, 2024

SUBJECT: Sub-Committee Updates

Recommendation:

It is recommended to receive Sub-Committee Updates:

5.3.2 Advisory Committee (Mike Richards, Chair)

5.3.2 JPA Membership (Supervisor Church, Tonya Erickson)

Regular Agenda Item 5.4

TO: Hitchcock Road Animal Services Agency Board of Directors

FROM: Cindy Burnham, Animal Services Administrator

DATE: July 18th, 2024

SUBJECT: SPCA South County Facility Exploration (Discussion)

Recommendation:

It is recommended to receive update from Scott Delucchi of the SPCA for Monterey County regarding their South County Facility Exploration as requested from the June 12th, 2024 JPA Board Meeting.