



## Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA93908

Phone: (831) 769-8850 \* [www.hitchcockroadanimals.org](http://www.hitchcockroadanimals.org)

Cynthia Burnham

Animal Services Administrator

### Hitchcock Road Animal Services Agency Board of Directors Regular Meeting Agenda

August 15<sup>th</sup>, 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 7/18/24 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 July 2024.

5.2 Receive staffing and budget updates.

5.3 Sub-Committee Updates:

5.3.1 JPA Membership

5.4 Review MOU draft between JPA and County and provide direction for staff

5.5 Strategic Planning Discussion

**6.0 ANNOUNCEMENTS AND ADJOURNMENT**

Next Regular Meeting: September 19<sup>th</sup>, 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.



**Hitchcock Road Animal Services**

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 Phone: (831) 769-8850 \* www.hitchcockroadanimals.org

Cynthia Burnham  
 Animal Services Administrator

**Hitchcock Road Animal Services Agency**  
**Board of Directors Meeting Draft Minutes (for approval)**  
 July 18, 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 07/18/2024 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 June 2024. *C. Burnham presented.*

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

5.3 Sub-Committee Updates:

5.3.1 *Advisory Committee: Mike Richards, Advisory Chairperson presented. PR/Marketing committee has met. They have prioritized social media promotions, events, volunteer recruitment and exploring fundraising. Facilities sub-committee has met. They have discussed expansion into South County, existing building expansion and various projects to support shelter needs. Ordinance review sub-committee has met. They are reviewing existing City and County ordinances.*

5.3.2 *JPA Membership: no report, has not met since last reporting.*

5.4 *SPCA South County Facility Exploration: Scott Delucci presented.*

**6.0 ANNOUNCEMENTS AND ADJOURNMENT**- *Chairperson Church suggested to move meeting to every other month. It was decided to continue to meet monthly until January 2025 and reassess at that time. C. Burnham suggested we add strategic plans, and department background be added as agenda items to future meetings.*

Next Regular Meeting: August 15, 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:** August 15<sup>th</sup>, 2024

**SUBJECT:** Receive Operation Report and Statistics for July 2024

**Recommendation:**

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

**Attached:**

Operation Report and Statistics for July 2024.

# Hitchcock Road Animal Services Advisory Committee Meeting

## *Operations and Statistics Report – August 15<sup>th</sup>, 2024*

This report is provided to give you a brief synopsis and statistics for the period of July 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 – Installation and conversion work from propane to electric is in progress through October.
- Dish Washer - Part failure under investigation. Due to age of unit, a new unit may be required.

### **Staffing Vacancies**

Current vacancies as funded in budget.

- In progress to be filled: *Several recruitments expected to open in coming weeks.*
  - 1.0 Senior Animal Control Officer (Recruitment submitted for opening – External)
  - 1.0 FTE Animal Control Officer (Recruitment after SR ACO filled)
  - 0.5 Veterinarian (Pending recruitment opening)
  - 0.5 Registered Veterinary Technician (Pending recruitment opening)
  - 0.5 Office Assistant I (temp started on 6/4/24) (Request to Fill submitted, pending)
- *Leave of Absence*
  - 1.0 FTE Animal Care Technician

### **Grant Requests or Awards**

None at this time.

### **Other Updates:**

Dog August Nights – Sunday, August 18<sup>th</sup>, 20 from 2-pm. *See attached Flyer.*

HITCHCOCK ROAD ANIMAL SERVICES

*Presents* 2ND ANNUAL

*Dog*  
**AUGUST  
NIGHTS**

160 Hitchcock Rd, Salinas, CA  
**SUNDAY, AUGUST 18, 2024**  
2PM- 5PM



**ADOPTION  
FEES WAIVED**

- ADOPTIONS
- PET LICENSING
- PET RESOURCES
- FOOD TRUCKS

**MEET OUR RESCUE PARTNERS!**



For more information (831) 769-8836 or [gonzalezg@countyofmonterey.gov](mailto:gonzalezg@countyofmonterey.gov)

## Statistics and Related Legends

Jurisdictions - HRAS jurisdictions defined by County GIS Mapping.

Current Jurisdictional Contracts:

Contract City	Term expiration	Services
Marina	30-Jun-25	Animal Sheltering
Greenfield	30-Jun-25	Animal Sheltering
CSUMB	30-Jun-25	Animal Sheltering, Bite Investigation
Del Rey Oaks	30-Jun-25	Animal Sheltering, Licensing
Carmel	30-Jun-25	Animal Sheltering, Licensing

Statistics Legends:

Term in Stats	Full Term	Description
<b>Intake</b>		
Dispo Req	Disposal Requested	Dispose of a deceased animal
ER Feral	Euthanasia Request for a feral ca	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 pets, relinquishes ownership
Pro Custody	Protective Custody	Special hold on cases that may involve animal cruelty, pwner 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
<b>Outcome</b>		
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

	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	TOTAL	FY 23/24	FY 22/23
<b>Intake by Type</b>	<b>435</b>												<b>435</b>	<b>4291</b>	<b>3983</b>
Stray	367												367	3598	3316
Owner Surrender	22												22	228	194
Protective Custody	11												11	89	59
Adoption Return	9												9	71	61
Euthanasia Request	6												6	39	65
Disposal Request	2												2	10	93
Quarantine	2												2	22	9
Transfer in (SPCA)	16												16	233	186
<b>Intake by Animal Type</b>	<b>435</b>												<b>435</b>	<b>4291</b>	<b>3983</b>
Dogs	217												217	2514	2312
Cats	205												205	1655	1574
Bird	4												4	44	20
Other	9												9	78	77
<b>Intake by Jurisdiction</b>	<b>435</b>												<b>435</b>	<b>4291</b>	<b>3983</b>
City of Salinas	276												276	2460	2301
County	128												128	1467	1388
Greenfield	19												19	204	160
Marina	11												11	143	127
Carmel	1												1	2	1
DRO	0												0	7	5
CSUMB	0												0	7	1

Notes: Currently averaging approximately 435 animals each month.

Comparison: FY 23/24 averaged 358 per month, FY22/23 averaged 331 animals per month

	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	TOTAL		FY 23/24	FY 22/23
<b>Outcomes by Type</b>	<b>381</b>												<b>381</b>		<b>4295</b>	<b>3851</b>
Return to Owner (Live)	73												73		735	644
Adoption (Live)	141												141		1310	1106
Rescue Transfer Live)	59												59		897	926
Return to Field (Live)	5												5		26	12
Euthanasia	103												103		1296	1144
Dead/Died	0												0		26	13
Missing	0												0		5	6
<b>External Mobile Clinics - S/N animals</b>													<b>0</b>		<b>1443</b>	<b>2214</b>
SNIP (City)	0												0		524	1079
SNIP (County)	0												0		812	1014
UC Davis Grant	0												0		107	121
<b>Internal Surgeries</b>																
Shelter animals (not public)	160												160		1409	1154

**Year to Date:**

**Current Live Release Rate\* for Dogs and Cats: 77.24%**

Dogs: 87.39%

Cats: 58.77%

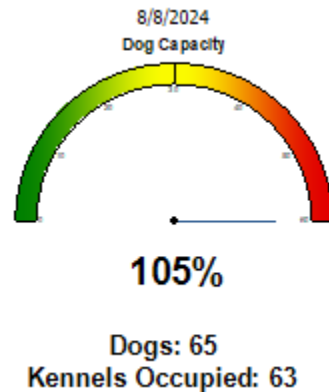
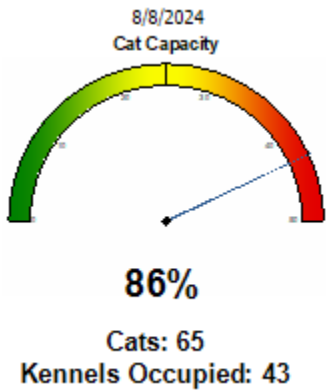
\*Live Release Rate indicates the percentage of animals leaving the shelter alive (ie, Adoption, Return to Owner, Transfer to Rescue or Return to Field).

**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.

**Current Kennel Capacity as of 8/8/24**

Note: some kennels may house multiple animals.



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

### Stats related to your team/unit, program updates:

- July rescue numbers:  
59 Animals in total were transferred to rescue and we networked with 22 of our rescue partners.

18 cats between two groups=, 12 to Best Life TNR Rescue and 6 to AFRP.

41 dogs between 21 organizations!

First Name	Person Stat	Total Transfers
AFRP	RSCUE PART	3
BASH	RSCUE PART	1
NORCAL BOXER	RSCUE PART	1
MILO	RSCUE PART	1
BULL TERRIER NC	RSCUE PART	1
BICHON FURKIDS	RSCUE PART	2
SCAR	RSCUE PART	3
MIRANDA'S	RSCUE PART	2
DOGWOOD ANIMAL	RSCUE PART	2
CALPAWS K9	RSCUE PART	1
MUTTVILLE	RSCUE PART	1
GRATEFUL DOGS	RSCUE PART	1
PEACE OF MIND DOG	RSCUE PART	5
MONTEREY BAY LABRADOR	RSCUE PART	1
AUSTRALIAN SHEPHERDS FUREVER	RSCUE PART	1
NOVY'S ARK	RSCUE PART	2
NEW LIFE ASHER HOUSE	RSCUE PART	8
GERMAN SHEPHERD OF SACTO VLY	RSCUE PART	1
CA DOODLE	RSCUE PART	1
JACK RUSSELL RESCUE OR, WA, ID	RSCUE PART	1
PAW SQUAD 559	RSCUE PART	2
		<b>41</b>

- We have hit our capacity limit with cats. We continue to see many sick litters of kittens that we are able to care for. We have reached out to our rescue partners for assistance, but they are in the same position we are. The cats we have been able to transfer have been neonate kittens and medical cases.
- The Sunday pop-up produced 10 adoptions and 1 RTO. Our extended hours and pop-up Sunday events have helped create much-needed space in our kennels.
- Animal Care staffing: One F/T ACT is still out on leave.
- Currently, we have 36 kittens and 2 dogs in foster.

### Special kudos, happenings, stories to share:

I am grateful for our team's support of our extended hours and shot clinics. Not only have we pulled together to make these events a success, but we have also opened ourselves even more to our community and made important connections in the process.

### In progress:

- Behavior Assessment Protocol is still in progress.

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

### ***Special Kudos, Donations, Trends***

Staff have done an incredible job getting animals out of our shelter through our front doors by adoptions and reclaiming. We reacted to the need to reunite owners with their loved pets the week before and after the 4<sup>th</sup> of July. Staff were more than happy to work with our community and open early for the public to come in and reclaim their pets to the extent that we also opened the morning of 4<sup>th</sup> of July. We also offered reduced fees for reclaiming. **A total of 214 animals were either adopted or reclaimed in July!**

### ***DocuPet:***

We have solidified a soft launch date of our new licensing program scheduled for 08/21/2024. Weekly meetings have been conducted since June to prepare for the launch of this platform. Our online licensing will be done through their website. In person and mail-in will also remain in effect. Pet owners will receive their license tags from Docupet directly. Staff have participated in training to include hands-on testing of the platform. We are working with Karen Smith, Public Information Officer and staff to provide messaging to our customers, and increasing awareness via social media, flyers, etc.



### ***Extended Hours:***

Extended hours have continued and proven successful. We had a total of 141 adoptions for the month of July. Adoptions during extended hours was 47. A revision to our weekend adoption hours is being considered, the recommendation would be to permanently change our adoption hours on Saturdays from 1pm-4pm to 11am-4pm.

### ***Vaccine Clinics:***

The recent vaccine clinic on July 24<sup>th</sup> saw 43 animals, more than double from the last clinic. Most were pre-registered. We did have the ability to service some walk-ups. This has been the highest number we have seen. Animals received one or more of the following vaccines; Rabies, DA2PP, FVRCP and/or a microchip. All dogs were licensed at the time of vaccine. st 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 our Dispatch staff.

August 14<sup>th</sup> will be our next Clinic. Staff is working on schedule for Low-Cost Vaccine Clinics for the remainder of this calendar year.



**Vet Compliance:**

Last Months Report reflected 23 of 28 Veterinary Offices in compliance. Letters to non-compliant offices were mailed out to the five offices that had not been responsive to other efforts via email, phone. Two of those five have responded and are working with us to produce records. This brings our Vet compliance to 25 of 28 in compliance (92%).

**Licensing Update:**

Compliance rate as of July 1, 2024 is 15.9%. We are looking forward to Docupet’s marketing and canvassing strategies to assist to improve our current compliance rates. Free one-year license coupons have been part of our giveaways at events and Animal Control Officers have also provided them to the community as needed.

**Customer Service Stats**

*Comparison from 2024 (2023 comparison data not available).*

Jul-24		
Visit Adoptables		380
Licensing		100
Looking for Lost Pet		60
Stray Drop Off		110
Reclaiming		23
Donations		11
Other Business		82
<b>Total Parties Served</b>		<b>766</b>

**License Stats for July 2024**

<b>751</b> Total Licenses Sold	<b>11,951</b> Total Current Licenses
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## Current Tags by Type:

Current Tags by Type

Tag Type	Total
LIC MCU DOG 36 SN	2,526
LIC MCU DOG 00 SN SR	2,445
LIC SAL DOG 36 SN	1,266
LIC MCU DOG 36	885
LIC MCU DOG 12 SN	829
LIC SAL DOG 00 SN SR	807
LIC MCU DOG 12	746
LIC SAL DOG 36	510
LIC MCU DOG 24 SN	492
LIC SAL DOG 12	383
LIC MCU DOG 24	293
LIC SAL DOG 12 SN	291
LIC SAL DOG 24	231
LIC SAL DOG 24 SN	225
LIC MCU CAT 36 SN	9
LIC SAL CAT 36 SN	7
LIC MCU CAT 36	3
LIC SAL CAT 36	2
LIC MCU SERVICE ANIMAL	1
<b>Total</b>	<b>11,951</b>

## Current Tags by Jurisdiction:

Current Tags by Jurisdiction

Jurisdiction	Total
CITY OF SALINAS	4,873
SALINAS UNINCORPORATED	2,509
CARMEL UNINCORPORATED	1,023
CARMEL VALLEY UNINCORPORATED	838
CASTROVILLE UNINCORPORATED	459
PEBBLE BEACH UNINCORPORATED	447
ROYAL OAKS UNINCORPORATED	341
CITY OF CARMEL BY THE SEA	295
AROMAS UNINCORPORATED	157
MONTEREY UNINCORPORATED	156
CITY OF DEL REY OAKS	124
MARINA UNINCORPORATED	114
KING CITY UNINCORPORATED	113
EAST GARRISON UNINCORPORATED	85
MOSS LANDING UNINCORPORATED	75
CHUALAR UNINCORPORATED	59
CSUMB	44
GREENFIELD UNINCORPORATED	39
SPRECKELS UNINCORPORATED	38
BIG SUR UNINCORPORATED	33
SOLEDAD UNINCORPORATED	24
BRADLEY UNINCORPORATED	20
CITY OF MONTEREY	19
GONZALES UNINCORPORATED	13
SAN LUCAS UNINCORPORATED	12
LOCKWOOD UNINCORPORATED	11
PAJARO UNINCORPORATED	7
OUT OF COUNTY	6
PARKFIELD UNINCORPORATED	6
CITY OF GREENFIELD	3
CITY OF MARINA	2
CITY OF SOLEDAD	2
SAN ARDO UNINCORPORATED	2
CITY OF SEASIDE	1
JOLON UNINCORPORATED	1
<b>Total</b>	<b>11,951</b>

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: 1732.11**

Total volunteers: 90 current

**Monthly Off site Volunteer and Community Events:**

- Greenfield SOCOS (South County Social) - 7/10/24
- Kiddie Kapers Parade - 7/14/24
- AFRP Clinic Open House Fundraiser - 7/20/24
- Toro Park Resource - 7/27/24

**On-site events that volunteers helped at:**

- Early adoption hours - 7/6 & 7/20
- Extended adoption hours - 7/10 & 7/24
- Sunday Pop Up adoption - 7/28/24

**Volunteer Tasks:**

Row Labels	Count of Task
ADOPTABLE DOG WALKING	129
CAT ADOPTIONS	6
CAT COMPANION	56
CAT ROOM CLEANER	51
DOG ADOPTIONS	9
DOG COMPANION	23
DOG FEEDER	50
ENRICHMENT	3
EVENT SUPPORT	2
GENERAL SUPPORT	14
OFF SITE EVENT	9
PHOTOGRAPHER	1
SHELTER SUPPORT	17
SPECIAL SHELTER EVENT	2
TRAINING HOURS	5
TRANSPORT	2
VOLUNTEER MEETING	26
WEB PHOTOS	3
<b>Grand Total</b>	<b>408</b>



## 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: 160 total**

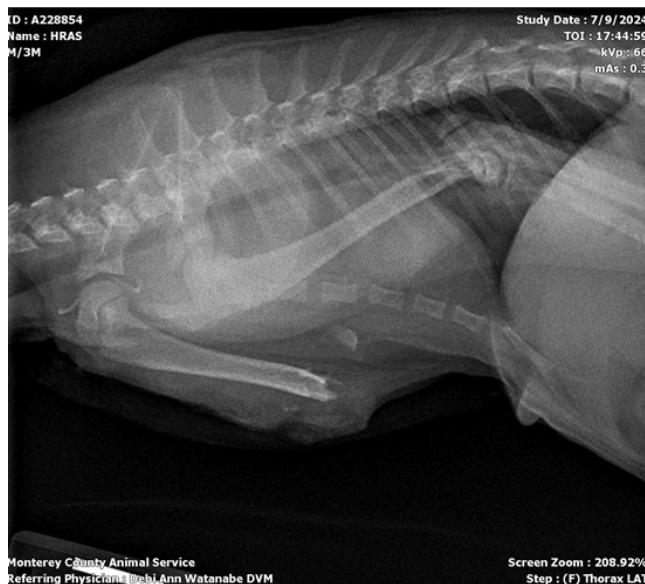
### **A few Special Cases that required further care:**

#### Injured cats :

In July, we took in 3 cats that required leg amputations. Dr. Watanabe performed one of the amputation procedures, and the AFRP clinic assisted 2, one of which the front leg was traumatically ripped in an unknown way. Per the finder she was driving down Davis Road when she noticed a kitten that was alive in the road. After she had placed the cat in her car when she saw the severe injury to the front leg. She rushed it to the SPCA but was turned away because the cat was found in the City of Salinas limits. She then called our dispatch, and she was instructed to take the cat to Romie Lane Pet Hospital. The cat was stabilized and transferred to the shelter.

X-rays of the injury were taken at HRAS by Dr. Watanabe.

See below. The cat is now healing in foster with one of our ACTs and recovering well!

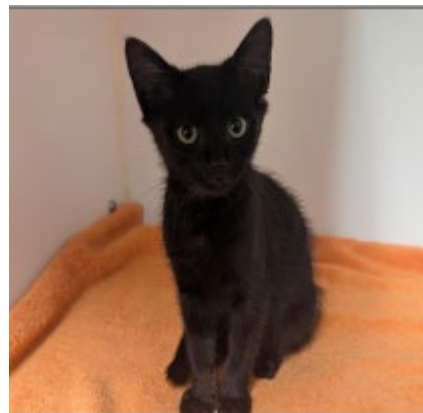


#### Foxtails Beware!



A228858: Shih Tzu with a mess of foxtails. The Clinic removed foxtails from both ears, forepaws and coat. Transferred to a rescue partner.

A229574: Black Short Hair Kitten.  
Removed foxtail from left ear canal.



## Upper Respiratory Infection (URI):

Often cats and kittens come in with severe upper respiratory infections. When HRAS can treat, we do and will.

A228704, Nyla came in with severe URI (pic #1) on July 2<sup>nd</sup>. She was thin, had some teeth missing and there was concern her eyes would be permanent scarring due to the URI.

NYLA 14W KITTN CAT BLACK S DOMESTIC SH



9 days later, on July 11th, significant improvement noted!



On July 28<sup>th</sup>, look at those eyes! Totally cleared up!

*Nayla has been adopted and is enjoying her new life! 😊*

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

**Dangerous Dog Cases:**

- 2 PDD in County pending

**Permits:**

- 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, 57 total, 13 current, 27 in process, 17 expired.

Citations issued:

Jurisdiction	June
City Salinas	18
County	1

**Criminal Cases:**

- 3, City of Salinas: Cruelty/ Neglect,
- 3 County: Dog vs. Livestock , Cruelty/Neglect and Rooster Keeping

**Mediation Referrals:**

- None

**Number of calls received:**

Month	County	City of Salinas
July	216	297

**Bite cases:**

Month	County	City of Salinas
July	14	18

**ACO Vehicle Update:** One of the new trucks is about 90% completed. Hopefully it will be online by end of August or early September. County Fleet is back logged as well as having some

issues with onboarding this new truck. Even when it comes online, we will still be short trucks as we are back logged.

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: Reunited!**



On the evening of July 29th, our department received a call of a white dog roaming the area of East Garrison. Due to the late-night call, our officers were not able to respond until the next day. On July 30th, officers patrolled the area but did not locate the dog.

On July 31st, we received information regarding the exact location of where the dog was staying. Our officers responded and located the dog, however, he decided to evade our

initial attempts to capture. Our next option was to place a trap in the area the dog was frequenting. After officers placed a trap and proceeded to leave the location, they noticed a woman and two children get out of their car and walk towards the area with the trap. The officers turned around to talk to the family to see if they knew anything. As they were talking to the mom of the two children, the daughter spoke up and provided some very important information that shifted the case.

She informed them there was two dogs initially, but one dog was caught by a Good Samaritan. At that point, the officers looked through the most recent animal brought to the shelter and found a dog picked up on Blanco Rd. They called the Goof Samaritan and he confirmed there was a second white dog he was unable to catch. The ACOs made their way to the shelter, loaded up the dog and made their way back out to East Garrison. Within minutes, they located the white Husky and the reunion that ensued was heartwarming to say the least! Both dogs cried as if they were reunited with their long-lost sibling while licking each other's faces. Within seconds, our white Husky was in the ACO's custody and on his way to the shelter.

Update: The husky is going to rescue! The Terrier had a chip and is status is pending as of 8/8.

### Activity Reports:

#### Activities Created:

Activity	Total
ASST	4
COMPLAINT	2
DEAD	53
INV	410
INVOICE	1
LIC CHECK	21
OTHER	14
OWNED	58
PATROL	35
STRAY	312
TRANS	16
TRAP	17
WILD	3
YRDCK	11
<b>Total</b>	<b>957</b>

**Jurisdiction of Activities:** (Noted difference of 61, pending determination of reason). (Not calls for service but "actions" based off of calls/emails/complaints. One CFS may result in multiple actions or activities.)

Row Labels	Count of 'Activity_Results'[Jur_Val]
AROMAS UNINCORPORATED	10
BRADLEY UNINCORPORATED	1
CARMEL UNINCORPORATED	4
CARMEL VALLEY UNINCORPORATED	4
CASTROVILLE UNINCORPORATED	21
CHUALAR UNINCORPORATED	3
CITY OF PACIFIC GROVE	1
CITY OF CARMEL BY THE SEA	4
CITY OF DEL REY OAKS	1
CITY OF KING CITY	6
CITY OF MONTEREY	2
CITY OF SALINAS	622
EAST GARRISON UNINCORPORATED	7
GREENFIELD UNINCORPORATED	2
KING CITY UNINCORPORATED	3
MONTEREY UNINCORPORATED	14
MOSS LANDING UNINCORPORATED	2
OUT OF COUNTY	7
PAJARO UNINCORPORATED	1
PEBBLE BEACH UNINCORPORATED	6
ROYAL OAKS UNINCORPORATED	17
SALINAS UNINCORPORATED	148
SOLEDAD UNINCORPORATED	7
SPRECKELS UNINCORPORATED	3
<b>Grand Total</b>	<b>896</b>

## Activity Results (Outcome):

Result	Total
COMPLETE	171
MADE CONTACT - LO	103
IMPOUND	94
EDUCATE	71
MADE CONTACT	54
ADD PHOTO	53
LETTER	35
MADE CONTACT - RP	34
NOTICE GIVEN	31
CF	24
QUARANTINE	24
NO DOG SEEN	23
WARNING VERBAL	22
GONE ON ARRIVAL	21
RELEASE QUARANTINE	20
NOTICE TO COMPLY	16
UNABLE TO CONTACT	16
TRANSPORT	15
CASE CLOSED	14
UNFOUNDED	14
REFERRED TO EPI	8
24 HR NOTICE	7
NOTICE TO CONTACT	7
TRAP DROP-OFF	7
72 HR NOTICE	6
FORMS	6
RSTR PERMIT APP HANDED OUT	6
TRAP PICK-UP	6
UNABLE TO LOCATE	5
ZIP LINE GIVEN	5
RSTR PMT - C&D ISSUED	4
FEES	3
LEFT MESSAGE	3
POSTED PROPERTY	3
RECVD COMPLETE RSTR APP	3
RSTR PERMIT ISSUED	3
RSTR PMT INSPECTION PASS	3
UNABLE TO MAKE CONTACT	3
DEAD ON ARRIVAL	2
ROOSTER 4 AND UNDER	2
RSTR APP DENIED	2
ASST	1
FRA	1
NO ROOSTER ON PROPERTY	1
RESOLVED	1
RSTR APP MAILED	1
RSTR PERMIT INSPECTION FAIL	1
RTO	1
RTO BY RP	1
<b>Total</b>	<b>957</b>

## **Regular Agenda Item 5.2**

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** August 15<sup>th</sup>, 2024

**SUBJECT:** Receive staffing and budget updates.

**Recommendation:**

It is recommended to receive staffing and budget updates.

**Attached:**

HRAS - Current Position Report

HRAS- YTD FY25 Budget

## Current Position Report

Position Department: 4000

Position Unit: 8442

Position	Title Code	Title Desc	Union Cd	Auth FTE	Filled FTE	Vacant FTE	Position Auth Assig Type
14H240001	14H24	EDU & VO COORD	J	1.000	1.000	0.000	Permanent
14H240002	14H24	EDU & VO COORD	J	1.000	0.000	1.000	Permanent
34C010001	34C01	ANML CNTRL OFC	J	1.000	1.000	0.000	Permanent
34C010002	34C01	ANML CNTRL OFC	J	1.000	1.000	0.000	Permanent
34C010003	34C01	ANML CNTRL OFC	J	1.000	1.000	0.000	Permanent
34C010004	34C01	ANML CNTRL OFC	J	1.000	1.000	0.000	Permanent
34C010005	34C01	ANML CNTRL OFC	J	1.000	1.000	0.000	Permanent
34C020001	34C02	SR ANML CNT OF	J	1.000	0.000	1.000	Permanent
34C110001	34C11	ANML SVCS SUPV	F	1.000	1.000	0.000	Permanent
34C110002	34C11	ANML SVCS SUPV	F	1.000	1.000	0.000	Permanent
50M210001	50M21	REG VET TECH	H	1.000	1.000	0.000	Permanent
50M210002	50M21	REG VET TECH	H	0.500	0.000	0.500	Permanent
50M800001	50M80	VETERINARIAN	X	1.000	1.000	0.000	Permanent
50M800002	50M80	VETERINARIAN	X	0.500	0.000	0.500	Permanent
70B030001	70B03	ANIMAL CARE TEC	J	0.500	0.500	0.000	Permanent
70B030002	70B03	ANIMAL CARE TEC	J	1.000	1.000	0.000	Permanent
70B030003	70B03	ANIMAL CARE TEC	J	1.000	1.000	0.000	Permanent
70B030004	70B03	ANIMAL CARE TEC	J	1.000	1.000	0.000	Permanent
70B030005	70B03	ANIMAL CARE TEC	J	0.500	0.500	0.000	Permanent
70B030006	70B03	ANIMAL CARE TEC	J	1.000	1.000	0.000	Permanent
70B030007	70B03	ANIMAL CARE TEC	J	1.000	1.000	0.000	Permanent
70B030008	70B03	ANML CR TECH II	J	1.000	1.000	0.000	Permanent
70B040001	70B04	SR ANML CR TECH	J	1.000	1.000	0.000	Permanent
80E010001	80E01	OFFICE ASST I	J	0.500	0.000	0.500	Permanent
80E010002	80E01	OFFICE ASST I	J	0.500	0.500	0.000	Permanent
80E210001	80E21	OFFICE ASST II	J	1.000	1.000	0.000	Permanent
80E210002	80E21	OFFICE ASST II	J	1.000	1.000	0.000	Permanent
80E210003	80E21	OFFICE ASST II	J	1.000	1.000	0.000	Permanent
80E210004	80E21	OFFICE ASST II	J	1.000	1.000	0.000	Permanent
80E220001	80E22	OFFICE ASST III	J	1.000	1.000	0.000	Permanent
80E800001	80E80	PRNCPL OA	J	1.000	1.000	0.000	Permanent
99ZXUF11	99ZXX	ALLCTN LOAN XX	X	1.000	1.000	0.000	Permanent
<b>Total for Unit : 8442 - Animal Services</b>				<b>29.000</b>	<b>25.500</b>	<b>3.500</b>	



# 24/25 Budget

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

26.0

Object	Description	Adopted Budget	YTD Actuals	Remaining Appropriations	% Consumed	Allocations	
						City 49.11%	County 50.89%
6111	Regular Employees	1,423,431	134,160.61	1,289,270.39	9%	65,863.19	68,277.42
6112	Temporary Employees	766,937	-	766,937.00	0%	-	-
6113	Overtime	35,612	1,578.43	34,033.57	4%	775.13	803.30
6121	PERS	290,654	11,649.16	279,004.84	4%	5,720.63	5,928.53
6122	Other Post-Employment Benefits	17,429	2,904.38	14,524.62	17%	1,426.27	1,478.11
6125	Supplemental Unfunded Accrued Liability	-	-	-	0%	-	-
6131	FICA	87,573	8,137.35	79,435.65	9%	3,996.07	4,141.28
6132	Medicare	20,464	1,903.05	18,560.95	9%	934.54	968.51
6141	Flex Co Paid Insurance-Pretax	51,876	3,400.56	48,475.44	7%	1,669.94	1,730.62
6142	Life Insurance	1,920	133.40	1,786.60	7%	65.51	67.89
6143	Long-Term Disability Insurance	684	39.09	644.91	6%	19.20	19.89
6144	Short-Term Disability Insurance	864	49.17	814.83	6%	24.15	25.02
6145	Dental Insurance	13,254	860.96	12,393.04	6%	422.80	438.16
6147	Vision Insurance	3,888	270.80	3,617.20	7%	132.98	137.82
6148	Unemployment Insurance	2,469	411.50	2,057.50	17%	202.08	209.42
6161	Workers Compensation Insurance	101,578	-	101,578.00	0%	-	-
6171	Employee Assistance Program	696	42.30	653.70	6%	20.77	21.53
6173	Flex-Benefit Plan Contribution	548,604	29,067.34	519,536.66	5%	14,274.30	14,793.04
6174	Special Benefits	5,000	42.86	4,957.14	1%	21.05	21.81
6175	Wellness Plan	-	-	-	-	-	-
<b>SALARY &amp; BENEFITS</b>		<b>3,372,933</b>	<b>194,650.96</b>	<b>3,178,282.04</b>	<b>8%</b>	<b>95,588.61</b>	<b>99,062.35</b>
6222	Uniforms and Safety Equipment	3,000	-	3,000.00	0%	-	-
6231	Communication Charges - External	30,984	-	30,984.00	0%	-	-
6251	Cleaning and Janitorial	52,800	-	52,800.00	0%	-	-
6261	Insurance - General Liability (Non-recoverable)	4,073	-	4,073.00	0%	-	-
6262	Insurance - General Liability (Recoverable)	8,492	-	8,492.00	0%	-	-
6266	Insurance - Property	5,535	-	5,535.00	0%	-	-
6268	Insurance - Other	3,704	617.18	3,086.82	17%	303.08	314.10
6311	Buildings & Improvements Maintenance - External	45,000	-	45,000.00	0%	-	-
6321	Equipment Maintenance	12,000	-	12,000.00	0%	-	-
6333	Medical Supplies	90,000	-	90,000.00	0%	-	-
6351	Membership Fees	500	-	500.00	0%	-	-
6381	Advertising	3,000	-	3,000.00	0%	-	-
6384	Miscellaneous Supplies	30,000	-	30,000.00	0%	-	-
6405	Courier Services - Internal	3,530	295.00	3,235.00	8%	144.87	150.13
6406	Mail Handling Charges	2,013	-	2,013.00	0%	-	-
6407	Minor Computer Hardware	8,000	-	8,000.00	0%	-	-
6408	Minor Computer Software	30,000	-	30,000.00	0%	-	-
6409	Minor Equipment and Furnishings	5,000	-	5,000.00	0%	-	-
6410	Office Supplies	3,500	-	3,500.00	0%	-	-
6411	Postage and Shipping	6,000	22.98	5,977.02	0%	11.28	11.70
6412	Printing, Graphics and Binding Charge - External	20,000	-	20,000.00	0%	-	-
6415	Records Retention Charge - Internal	182	-	182.00	0%	-	-
6603	Data Processing Services - Internal	-	-	-	0%	-	-
6605	Laboratory Services	2,500	-	2,500.00	0%	-	-
6606	Legal Service - External	1,500	-	1,500.00	0%	-	-
6608	Other Medical Services	446,000	-	446,000.00	0%	-	-
6609	Other Personnel Services	895,054	0.00	895,054.00	0%	0.00	0.00
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	34,000	-	34,000.00	0%	-	-
6821	Rents and Leases - Equipment	4,087	-	4,087.00	0%	-	-
6835	Other Special Departmental Expenses	72,406	(766.32)	73,172.32	-1%	(376.32)	(390.00)
6864	Fleet Service Charge	84,948	-	84,948.00	0%	-	-
6861	Conference/Lodging/Meals/Travel	5,000	-	5,000.00	0%	-	-
6862	Employee Mileage Reimbursement	750	-	750.00	0%	-	-
6867	Vehicle Usage/Replacement	52,800	-	52,800.00	0%	-	-
6881	Utilities	129,318	2,726.76	126,591.24	2%	1,339.05	1,387.71
<b>SERVICES &amp; SUPPLIES</b>		<b>2,103,176</b>	<b>2,895.60</b>	<b>1,789,681.68</b>	<b>0%</b>	<b>1,421.96</b>	<b>1,473.64</b>
7121	Taxes and Assessments	-	-	-	-	-	-
7301	Cost Plan Charges	463,059	463,059.00	-	100%	227,397.62	235,661.38
7303	Reimbursement Clearing	-	-	-	-	-	-
7614	Operating Transfers Out	-	-	-	-	-	-
<b>OTHER EXPENDITURES &amp; REIMBURSEMENTS</b>		<b>463,059</b>	<b>463,059.00</b>	<b>1,728,802.68</b>	<b>100%</b>	<b>227,397.62</b>	<b>235,661.38</b>
7532	Vehicles	200,000	-	200,000.00	0%	-	-
7533	Right-To-Use Expenditure - Equipment	3,600	-	3,600.00	0%	-	-
7551	Construction in Progress	-	-	-	0%	-	-
<b>CAPITAL ASSETS</b>		<b>203,600</b>	<b>-</b>	<b>660,848.68</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>6,142,768</b>	<b>660,605.56</b>	<b>6,482,182.44</b>	<b>11%</b>	<b>324,408.20</b>	<b>336,197.36</b>
4200	Animal Licenses	296,000	33,634.00	262,366.00	11%	16,516.88	17,117.12
4300	Other Licenses and Permits	7,000	730.00	6,270.00	10%	358.49	371.51
5560	Humane Services	14,000	1,450.00	12,550.00	10%	712.06	737.94
5685	Adoption Fees	140,000	16,027.00	123,973.00	11%	7,870.49	8,156.51
5750	Other Services and Non-Taxable Sales	65,000	7,187.00	57,813.00	11%	3,529.37	3,657.63
5870	Miscellaneous Revenues	18,000	87,841.50	(69,841.50)	488%	43,136.94	44,704.56
5980	Contributions	20,000	1,998.50	18,001.50	10%	981.42	1,017.08
<b>TOTAL REVENUE</b>		<b>560,000</b>	<b>148,868.00</b>	<b>411,182.00</b>	<b>27%</b>	<b>73,105.65</b>	<b>75,762.35</b>
<b>Net Cost</b>		<b>5,582,768</b>	<b>511,737.56</b>	<b>5,071,030.44</b>		<b>251,302.55</b>	<b>260,435.01</b>
<b>Allocations FY25</b>							
City	49.11%	2,632,550					
County	50.89%	2,950,218					
	100.00%	5,582,768					

Q1 Pmt  
 Q2 Pmt  
 Q3 Pmt  
 Q4 Pmt

251,302.55    260,435.01

### **Regular Agenda Item 5.3**

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** August 15, 2024

**SUBJECT:** Sub-Committee Updates

**Recommendation:**

It is recommended to receive Sub-Committee Updates:

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:** August 15, 2024

**SUBJECT:** Review MOU draft between JPA and County for direction for staff

### **Recommendation:**

It is recommended to review the MOU draft between the JPA and County and provide direction for staff.

### **Discussion:**

In order to define the roles of the County of Monterey between the Hitchcock Road Animal Services Joint Power Agency, Counsel has drafted a Memorandum of Understanding. This draft is to reflect the County's responsibilities to the JPA. This MOU will serve to provide clarity and direction to the various departments within the County as to the services to be provided to the JPA.

Staff is recommending the Board to review this draft MOU and provide direction as to any needed edits. Upon direction, staff will make requested edits and return to the Board with a final draft for review and approval at a later time.

### **Attached:**

DRAFT MOU between the JPA and County of Monterey

**MEMORANDUM OF AGREEMENT BY AND BETWEEN HITCHCOCK ROAD  
ANIMAL SERVICES AND  
THE COUNTY OF MONTEREY  
(DRAFT)**

THIS MEMORANDUM (MOU) is made and entered into as of the date set forth below, by and between Hitchcock Road Animal Services, a Joint Powers Agency (Hitchcock, the JPA, and/or the Agency) and the County of Monterey, a political subdivision of the State of California (the County) (collectively, the parties). The purpose of this MOU is to clearly set forth the County's responsibilities with respect to the Agency and Agency operations to facilitate the success of the JPA and, by extension, the public.

**RECITALS**

WHEREAS, the County has established the Health Department Animal Services Center, located at 160 Hitchcock Road, Salinas, California, to shelter animals within the unincorporated areas of the county;

WHEREAS, on January 1, 2023, the County and the City of Salinas formed Hitchcock Road Animal Services, a Joint Powers Authority intended to centralize and streamline animal services between the County and the City, share their animal services expertise, optimize expenditures in connection with animal services and related facilities, and provide life-saving aid, care, shelter, and support services for animals in the County;

WHEREAS, the County and the City of Salinas have consolidated shelters and all animals that were being housed at the Salinas Shelter are now being housed at the former County Animal Services Center, now Hitchcock Road Animal Services Center;

WHEREAS, Hitchcock's Joint Exercise of Powers Agreement generally assigned certain responsibilities for day-to-day tasks to the County;

WHEREAS, Hitchcock and the County desire to more specifically delineate these responsibilities to facilitate better cooperation and outcomes for both the parties and the public.

**NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:**

**ARTICLE I**

**DEFINITIONS**

Section 1.1. Unless the context otherwise requires, the words and terms defined in this Article shall have the meanings specified.

Section 1.11. Administrative Agency and/or Lead Agency means the jurisdiction that is directly responsible to the Board of Directors, and which is primarily responsible for the managerial oversight of the operation for the Agency.

Section 1.12. Agency and/or JPA means the Hitchcock Road Animal Services Agency.

Section 1.13. Board of Directors means the governing board of the Agency. Director means an individual member of the Board.

Section 1.14. Legislative Bodies means the governing bodies over each Member Agency, including but not limited to, City Councils and County of Monterey Board of Supervisors. Legislative Body means any such individual governing body.

Section 1.15. Member Agencies means all the public agencies that are signatories to this MOU, which, as of the MOU's initial Effective Date are the City of Salinas and the County of Monterey. Member Agency means any such individual public entity.

## **Article II**

### **THE COUNTY'S RESPONSIBILITIES TO THE JPA**

Section 2.1      Generally.

As the Administering/Lead Agency, the County shall provide certain services to the JPA, including, but not limited to human resources, facility management, fleet management, and financial management. Nothing in either this Section or any other Section of this MOU shall be construed to limit the JPA's ability to outsource for services, irrespective of whether the County normally provides such services.

Section 2.2      Human Resources.

The County is authorized to staff Hitchcock and its facility generally. For all relevant purposes, County employees shall remain County employees and not be deemed employees of the JPA. For purposes of this Section only, distinctions between employees and independent contractors are immaterial; neither shall be considered JPA employees.

Section 2.3      Facilities Management.

The County is authorized to manage the Animal Shelter Facility generally and in accordance with County Facility Management procedures current in place. The facility will remain a County facility and not deemed a facility of the JPA.

Section 2.4      Fleet Management.

The County is authorized to manage the Animal Services Fleet (vehicles) and in accordance with County Fleet Management procedures current in place. The vehicles within the fleet will remain a County fleet and not deemed vehicles of the JPA.

Section 2.5      Financial Management.

Section 2.5.1 Contracting.

The County is authorized to contract on behalf of the JPA, either in its own name or in the name of the JPA. The County shall have standing on behalf of the JPA. Additionally, the County shall be authorized to pursue recovery for breach of any such contract in either its own name or in the JPA's name.

#### Section 2.5.2 Notifications.

The County shall timely notify the JPA of any action it takes on the JPA's behalf, including but not limited to applying for financial assistance, entering contracts for services on behalf of the JPA, applying for and receiving grants to fund JPA services, and material changes in services, including but not limited to staffing, that the County provides to the JPA.

### Article III

#### MISCELLANEOUS

Section 3.1 Section Headings. All section headings in this MOU are for convenience of reference only, and are not to be construed as modifying or governing language in the section referred to or to define or limit the scope of any provision of this MOU.

Section 3.2 Law Governing. This MOU is made under the provision of the California Constitution and laws of the State of California and shall be so construed.

Section 3.3 Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this MOU.

Section 3.4 Construction of MOU. The parties agree that each party has fully participated in the review and revision of this MOU and that any rule of construction that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this MOU or any amendment thereto.

Section 3.5. Amendments. This MOU may be amended at any time, except as limited by Bond covenants, if any. All amendments to the MOU must be in writing and must be approved by a three-fourths vote of the Board of Directors and approved by the Legislative Bodies of the Member Agencies prior to becoming effective.

Section 3.6 Severability. Should a court of competent jurisdiction, arbitrator, or other decision-maker with jurisdiction over this MOU determine that any provision of this MOU is illegal or invalid for any reason, all other provisions and articles of this MOU shall remain in full force and effect unless and until otherwise determined. The illegality and/or invalidity of any provision of this MOU shall in no way affect the legality and enforceability of any other provisions of this MOU.

Section 3.7 Successors. This MOU shall be binding upon and shall inure to the benefit of the successors of the respective Member Agencies. No Member Agency may assign any right or obligation hereunder without the express written consent of the other Member Agencies.

Section 3.8. Counterpart Execution. This MOU, or any amendment to this MOU, may be executed in counterparts, each of which shall be deemed to be an original and said counterparts shall constitute one in the same document which may be sufficiently evidenced by one counterpart.

**DRAFT**

IN WITNESS WHEREOF, the Parties hereto have executed this MOU on the date and year first herein written above.

-Signatures on Following Pages-

**DRAFT**

IN WITNESS WHEREOF, County and the JPA have executed this MOU as of the day and year written below.

**COUNTY OF MONTEREY HITCHCOCK ROAD ANIMAL SERVICES**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Name and Title

By: \_\_\_\_\_  
Department Head (if applicable)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Approved as to Form

\_\_\_\_\_

Name and Title

By: \_\_\_\_\_  
County Counsel

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Regular Agenda Item 5.5

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** August 15, 2024

**SUBJECT:** Strategic Planning discussion

### **Recommendation:**

It is recommended to begin a discussion on Strategic Planning and provide further direction for staff to move this forward.

### **Discussion:**

At the July 18<sup>th</sup> meeting, it was requested to add the topic of Strategic Planning to the agenda to begin a discussion of future goals and strategies the Board would like to see of Animal Services. This is the first discussion on that topic.

Overall, a strategic plan will provide direction for Animal Services and the JPA as it begins to look toward future growth and community needs.

Direction from the Board will assist staff in preparing a plan for the strategic planning process that may include seeking assistance from outside of Animal Services or the County.