



## Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA 93908  
(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 In Person and Zoom Option

September 19th, 2024 @ 3:00pm

Join via Zoom at <https://montereycty.zoom.us/j/99769079850>

or in- person at: 160 Hitchcock Road, Salinas, CA 93908

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#### 1.0 Call to Order and Roll Call

#### 2.0 Approve Minutes from 8/15/24 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 August 2024.

5.2 Receive staffing and budget updates.

5.3 Sub-Committee Updates:

5.3.1 Advisory Committee (Mike Richards)

5.3.2 JPA Membership (Supervisor Church and Salinas CM Office)

5.4 Provide direction to staff regarding the presentation of items that come to HRAS through separate entities such as the Board of Supervisors or City Council.

#### 6.0 ANNOUNCEMENTS AND ADJOURNMENT

Next Regular Meeting: October 17<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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Cynthia Burnham

Animal Services Administrator

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

August 15, 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) Elsa Jimenez, Alternate Director Tonya Erickson, Interim Director Rene Mendez, 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 Jimenez motioned to approve minutes with the correction to add Elsa Jimenez, Director of Health Services as Staff present. Alternate Director Craig. 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 July 2024. *C. Burnham presented.*

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

5.3 Sub-Committee Updates:

5.3.1 JPA Membership: *no update*

5.4 Review MOU draft between JPA and County and provide direction to staff: *Direction to add an expiration/review date to MOU draft that goes along with Budget review. Also, change the ‘lead agency’ to ‘Administrative Agency’ in language.*

5.5 Strategic Planning Discussion: *Direction to staff to contract with a facilitator of choice, recommendations were provided. Agreed to have this scheduled for the month of October 2024.*

**6.0 ANNOUNCEMENTS AND ADJOURNMENT- None**

Next Regular Meeting: September 19, 2024 at 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:** September 19<sup>th</sup>, 2024

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

**Recommendation:**

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

**Attached:**

Operation Report and Statistics for August 2024.

# Hitchcock Road Animal Services Advisory Committee Meeting

## *Operations and Statistics Report – September 19<sup>th</sup>, 2024*

This report is provided to give you a brief synopsis and statistics for the period of August 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 – HVAC unit #5 complete, Units #1 and #4 scheduled for Sept 23<sup>rd</sup>, This is a conversion from propane to electric.
- 2 Water Heaters have been replaced.

### **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 (currently open)
  - 1.0 FTE Animal Control Officer (recruitment after SR ACO filled)
  - 0.5 Veterinarian (currently open)
  - 0.5 Registered Veterinary Technician (currently open)
  - 0.5 Office Assistant I (pending)
  - 1.0 Education/Volunteer Coordinator (pending)
- *Leave of Absence*
  - 1.0 FTE Animal Care Technician

### **Grant Requests or Awards**

None at this time.

### **Other Updates:**

Zoom Phone conversion complete.

DocuPet migration completed. See report from G. Gonzalez.

Dog August Nights update. See report from G. Gonzalez.

## 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
<b>Intake</b>		
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
<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>437</b>											<b>872</b>	<b>4291</b>	<b>3983</b>
Stray	367	369											736	3598	3316
Owner Surrender	22	9											31	228	194
Protective Custody	11	2											13	89	59
Adoption Return	9	8											17	71	61
Euthanasia Request	6	39											45	39	65
Disposal Request	2	0											2	10	93
Quarantine	2	0											2	22	9
Transfer in (SPCA)	16	10											26	233	186
<b>Intake by Animal Type</b>	<b>435</b>	<b>437</b>											<b>872</b>	<b>4291</b>	<b>3983</b>
Dogs	217	231											448	2514	2312
Cats	205	201											406	1655	1574
Bird	4	2											6	44	20
Other	9	3											12	78	77
<b>Intake by Jurisdiction</b>	<b>435</b>	<b>437</b>											<b>872</b>	<b>4291</b>	<b>3983</b>
City of Salinas	276	270											546	2460	2301
County	128	134											262	1467	1388
Greenfield	19	25											44	204	160
Marina	11	7											18	143	127
Carmel	1	0											1	2	1
DRO	0	1											1	7	5
CSUMB	0	0											0	7	1



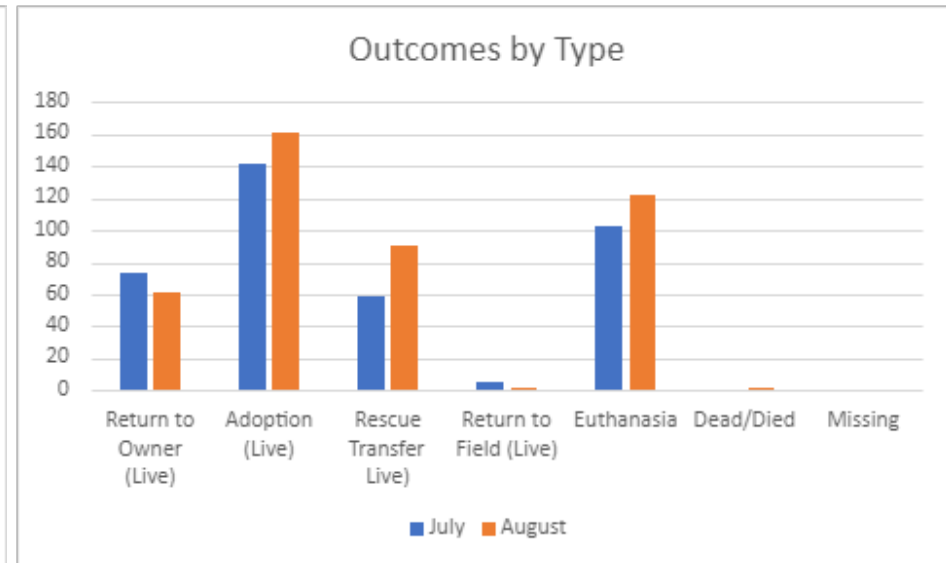
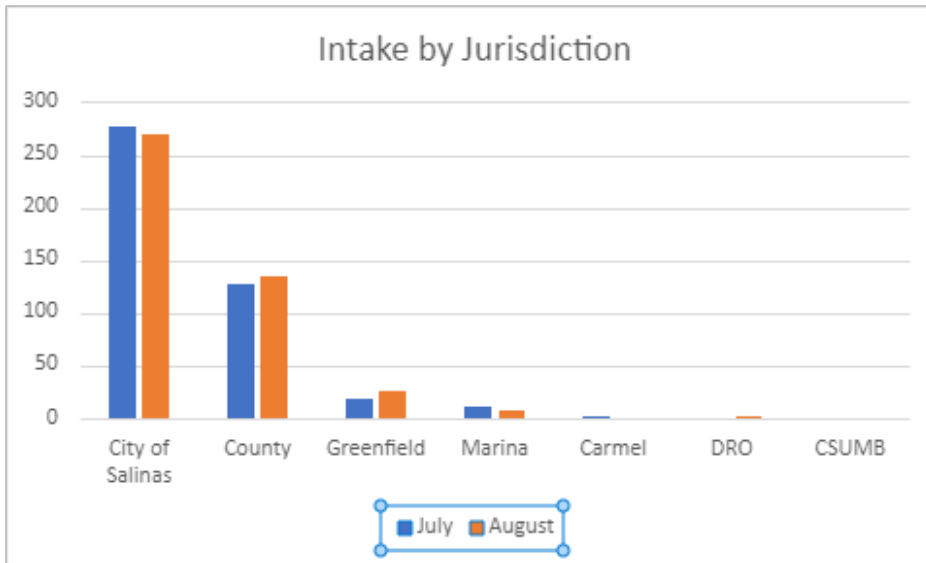
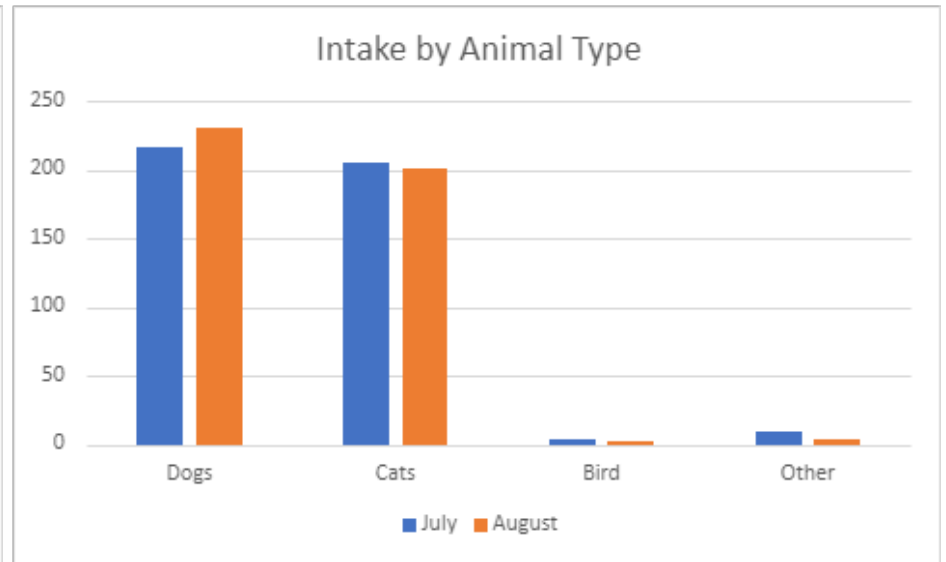
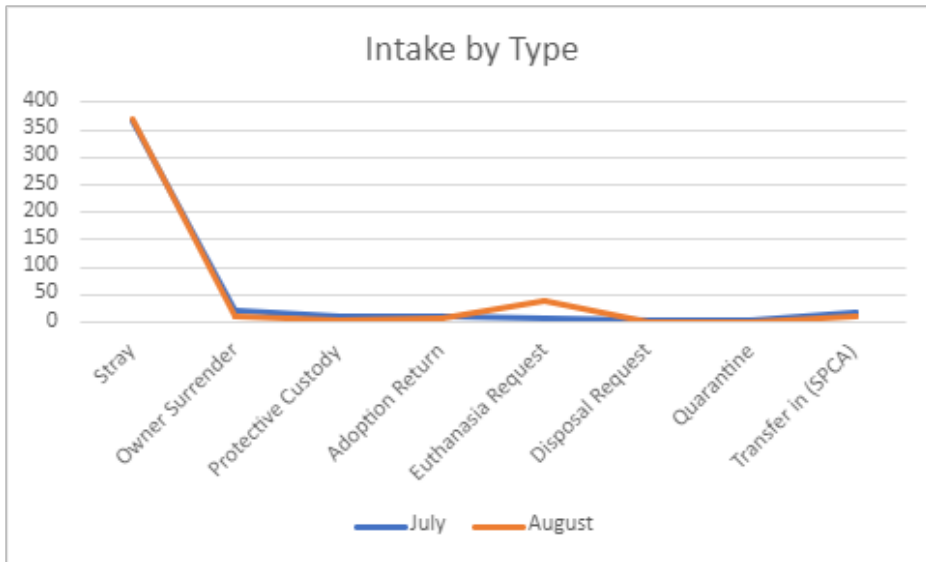
	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	TOTAL		FY 23/24	FY 22/23
<b>Outcomes by Type</b>	<b>381</b>	<b>438</b>											<b>819</b>		<b>4295</b>	<b>3851</b>
Return to Owner (Live)	73	61											134		735	644
Adoption (Live)	141	161											302		1310	1106
Rescue Transfer Live)	59	91											150		897	926
Return to Field (Live)	5	2											7		26	12
Euthanasia	103	122											225		1296	1144
Dead/Died	0	1											1		26	13
Missing	0	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											0		524	1079
SNIP (County)	0	0											0		812	1014
UC Davis Grant	0	0											0		107	121
<b>Internal Surgeries</b>																
Shelter animals (not public)	160	144											304		1409	1154

Notes: Currently averaging approximately 436 animals each month. (2 months)

Comparison: FYI 23/24 averaged 358

FY 22/23 averaged 332 animals per month

Associated Charts:



**Year to Date:**

**Current Year to Date Live Release Rate\* for Dogs and Cats: 75.97%**

Dogs: 87.16%

Cats: 57.38%

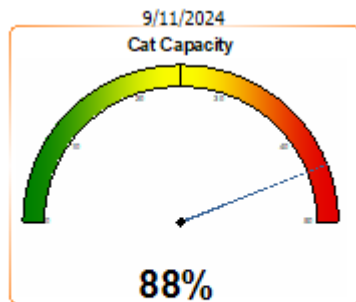
\*Live Release Rate indicates the percentage of animals leaving the shelter alive (ie, Adoption, Return to Owner, Transfer to Rescue or Return to Field).

**How are the animals coming into the shelter?**

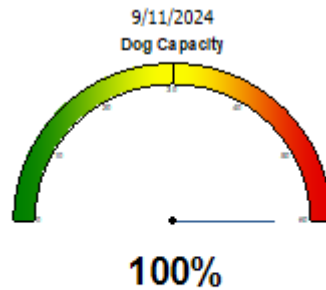
- About 68.5% of the animals came in from the public bringing directly (over the counter).
- About 31.5% of the animals came from Field Services Officers.

**Current Kennel Capacity as of 9/11/24**

Note: some kennels may house multiple animals.



Cats: 73  
Kennels Occupied: 44



Dogs: 66  
Kennels Occupied: 60

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

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

- August rescue numbers: 91 animals were transferred to rescue, including those transferred to Heading Home Rescue, Miranda's Rescue, New Life Asher House, Greyhound Friends For Life, Woods Humane Society, and Santa Cruz SPCA.
- Cat intake had slowed down, but towards the end of August, we had another wave of underage kittens and moms with litters.
- Medical cases decreased and we have been able to free up kennel space in our isolation areas.
- Animal Care staffing: One F/T ACT is still out on leave. This continues to impact staff and day to day operations. Also, we continue to deal with call-outs while trying to accommodate PTO requests. Animal care is definitely feeling the pressure from our staffing issues.
- Currently, we have 45 kittens and 1 dogs in foster.
- On 8/23/24, we took in 36 dogs from a neglect case. ACOs made the animal care team aware of the situation that they were dealing with, and the animal care team quickly sprung into action. The Animal Care team was directed to clear all the current dogs being housed in our dog isolation ward that has 10 kennels and re-clean and prep the kennels. Each kennel housed 3 to 4 dogs, varying ages and condition. Our Rescue Coordinator was made aware of the incoming dogs and quickly began to network with our rescue partners.
  - Kudos! I am always impressed by my team and how quickly we can pull together in an emergency and effectively accomplish what we need to. We absolutely specialize in situations like this.

### **In progress:**

- Finalizing the update of rescue partner application process.
- Behavior Assessment Protocol is still in progress.

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

**Special Kudos, Trends:**

Our 2<sup>nd</sup> Annual Dog August Nights event on August 18th brought our staff, volunteers, rescue/resource partners & community together! We waived our Adoption Fees on all Animals and waived Licensing fees for Dogs. We successfully adopted out a total of 19 animals, 4 dogs and 15 cats.

The Front Office staff continue to seek opportunities to better serve our community. Frequently making ourselves available before or after our normal business hours to accommodate licensing or reclaiming of pets.

Although we remain a small team, we make the best of what we have to meet the overwhelming needs of our Shelter.

**We made the NEWS in the Monterey County Weekly in THE BUZZ section on 08/29/2024.**

FOUNTAIN GROVE (see Squid's take, montereycountyweekly.com).

## GOOD WEEK / GREAT WEEK

**GOOD:** Carmel residents **Abbie Leeson** and her husband **Bruce Leeson** were way ahead of the ginger trend when they began promoting the health benefits of the knobby rhizome close to 40 years ago. In 1997 they launched **The Ginger People**, headquartered in Marina, to sell and distribute ginger around the world—today their annual revenue is \$40 million, with their ginger and turmeric products in over 23,000 retail locations in 30 countries. On Aug. 1, Abbie Leeson was named on **Forbes Magazine's** 2024 "50 Over 50" list, highlighting women making a difference—she was named in the "Lifestyle" category for her role in taking ginger into the mainstream with the company's many products, including supplements, candy, juices, marinades and more. Abbie Leeson serves as head of innovation, adding new products annually. "We're always working on something that's new," she told the *Weekly* in 2023.

**GREAT:** Great news for Monterey County pet owners. **Hitchcock Road Animal Services** has partnered with **DocuPet**, a pet licensing provider, to streamline the pet licensing process with the goal to make it easier to identify and reunite pet owners with their lost furry family members. (Pet licensing is mandatory for dogs and optional for cats.) Humans can choose and customize their pet's tags from hundreds of options. Every tag has a dual use, which serves as the pet's license and is equipped with the free **HomeSafe**® 24/7 service. "This pet licensing partnership will help to reduce the number of animals in our shelter and open up space and vital resources for pets that truly need our care. We are excited for residents to utilize this program to help protect their pets and all pets in the community." Animal Services Administrator **Cindy Burnham** said.

**DocuPet:** Our new pet licensing program Soft Launched on 8/21/2024. The transition has gone very well. Hard Launch will be in September, once Docupet begins their communications with our pet owners for licensing renewals and notices of any late or new requests. We are planning a licensing marketing campaign for early 2025.

**Licensing Update:** Compliance rate as of August 1, 2024 is 15.8% a decrease of .1% since last reported. This is based on a formula of our population and estimated percentage of those households being pet owners. This licensing rate was produced by our former licensing vendor.

We are expecting to see a drastic change (not sure which direction) in this rate once we have fine-tuned the new licensing system and reporting.

**Extended Hours:** Quick Stat: 44% of our August Adoptions were completed during our 4 extended hour days. Total of 71 animals! This is possible as part of our recent grant. Staff is open to continuing this schedule in the future. However, funding will be needed.

**Vaccine Clinics:** The recent vaccine clinic on August 28 saw 43 animals, same as the previous month. All dogs were licensed at the time of vaccine. Next clinic is scheduled for September 25, 2024.

**Vet Compliance:** We are holding steady with 23 of 28 Veterinary Offices and 1 of 2 Rescue Vet Clinics has joined our efforts. This moves our total to 24 out of 30 Veterinary/Rescue Clinics in compliance. We reached out to the Rescue Partner Veterinary Clinics recently and they quickly responded. Next steps, I will be visiting the offices that are not complying in September to continue communications and see how we may assist their process to send in the information requested before moving to more pointed efforts.

### **Customer Service Stats**

<b>Aug-24</b>	
<b>Visit Adoptables</b>	<b>435</b>
<b>Licensing</b>	<b>86</b>
<b>Looking for Lost Pet</b>	<b>50</b>
<b>Stray Drop Off</b>	<b>89</b>
<b>Reclaiming</b>	<b>27</b>
<b>Donations</b>	<b>12</b>
<b>Other Business</b>	<b>89</b>
<b>Total Parties Served</b>	<b>788</b>

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

August volunteer hours: 1061.20

Total volunteers: 94 current, 15 on Paws

Monthly Volunteer and Community Events:

- 8/3/24 Early Adoption
- 8/4/24 Fiesta Dog Show, Carmel Valley
- 8/6/24 National Night Out, Salinas
- 8/6/24 National Night Out, Spreckels
- 8/14/24 Extended Adoption
- 8/17/24 Early Adoption
- 8/18/24 Dog August Nights
- 8/25/24 Aromas Day
- 8/2/24 Extended Adoption
- 8/30/24 Monterey County Fair

Volunteer Tasks:

Row Labels	Count of Task
ADOPTABLE DOG WALKING	133
ADOPTION COUNSELOR	1
CAT ADOPTIONS	10
CAT COMPANION	64
CAT ROOM CLEANER	55
DOG ADOPTIONS	12
DOG COMPANION	19
DOG FEEDER	56
EMERGENCY VOLUNTEER	1
ENRICHMENT	3
EVENT SUPPORT	19
GENERAL SUPPORT	8
OFF SITE EVENT	5
PHOTOGRAPHER	6
SHELTER SUPPORT	17
TRAINING HOURS	1
TRANSPORT	1
VOLUNTEER MEETING	56
<b>Grand Total</b>	<b>467</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:

### **August Spay/Neuter Surgeries: 144 total**

### **A few Special Cases that required additional care/procedures:**

A228822 - Chest radiographs to check heart and lungs. Dog came in with a severe moist cough. Possible heart murmur. On radiographs, you can see narrowing of the trachea (windpipe). *Transferred to Rescue Partner.*

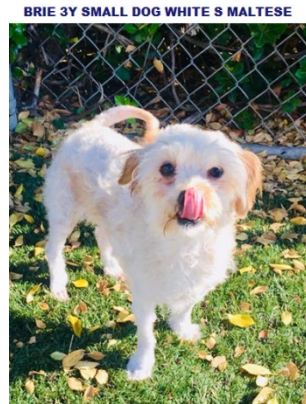


A229908 - Vomiting in a cat. Worried about possible obstruction so abdominal radiographs were taken. No obvious signs of obstruction. *Transferred to a rescue partner.*

A230405 - Radiographs of pelvic fractures in a dog. The dog presented with an abnormal gait on the hindlimbs. Suspect major trauma caused the pelvic fractures and the dog was left to heal as best as possible. *Transferred to a rescue partner.*

A230281- Radiographs of pelvic fractures in a dog. This poor dog had many injuries. Please see Chameleon medical notes. *Transferred to a rescue partner.*

A230546 - Matted dog. There are before and after intake photos. There are photos attached of the foxtails poking into the skin. *Adopted!*





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

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

<b>Jurisdiction</b>	<b>June</b>
City Salinas	13
County	2

### **Criminal cases in process:**

Yes, 1 City of Salinas for neglect and County 2 Rooster keeping permits required.

### **Mediation cases:**

Yes, both County and City for noise. Pending update from Mandell Gisnet Center, Good Neighbors Project

### **Number of calls received City vs County:**

<b>Month</b>	<b>County</b>	<b>City of Salinas</b>
<i>August</i>	197	319

### **Bite cases received:**

<b>Month</b>	<b>County</b>	<b>City of Salinas</b>
August	14	8

### **Potentially Dangerous or Vicious Dog Cases:**

No PDD in County or City due to animals were surrendered or after investigation, PDD/VD was not applicable.

### **Special Cases:**



City of Salinas: Officers responded to a call of 4 or more dogs and found over 30 dogs in a home. The owner was very cooperative and knew the dogs could not remain in the home. 36 were surrendered to HRAS. Most of the dogs were unsocialized, with various degrees of being timid/fearful, but not in horrible condition. To date, 29 have been transferred to rescue partners. The remaining dogs as of 9/13/2024, are still rescue options as long as one steps forward.

**Permits:**

Boarding Permits 2, 2 expired.

- Kennel Permits 18, 2 current, 11 in process, 5 expired.
- Pet Shop Permits 1, current, none expired.
- Rooster permits, 60 total, 15 current, 30 in process, 15 expired.

**ACO Vehicles**

One new truck in done and in the field. Even though this truck is done, we will still be short trucks as we are back logged. The other from FY 23/24 is about 90% completed. Three trucks for FYI 24/25 have been ordered.

**Activity Reports:**

New Activities created:

Activity	Total
ASST	9
DEAD	70
INV	588
INVOICE	9
LIC CHECK	1
OTHER	8
OWNED	41
PATROL	53
STRAY	225
TRANS	39
TRAP	10
YRDCK	8
<b>Total</b>	<b>1061</b>

**Outcomes**

Result	Total
IMPOUND	236
COMPLETE	159
MADE CONTACT - LO	91
LETTER	68
ADD PHOTO	58
GONE ON ARRIVAL	47
EDUCATE	43
MADE CONTACT - RP	36
MADE CONTACT	35
NO DOG SEEN	29
QUARANTINE	23
RELEASE QUARANTINE	21
TRANSPORT	20
CASE CLOSED	17
NOTICE GIVEN	17
CF	14
RSTR PERMIT APP HANDED OUT	13
UNFOUNDED	12
POSTED PROPERTY	11
UNABLE TO CONTACT	11
WARNING VERBAL	11
FEES	8
FORMS	7
NOTICE TO COMPLY	7
NOTICE TO CONTACT	6
RECVD COMPLETE RSTR APP	6
72 HR NOTICE	5
RSTR PMT INSPECTION PASS	4
RTO	4
UNABLE TO MAKE CONTACT	4
ZIP LINE GIVEN	4
BARK COLLAR GIVEN	3
FRA	3
RSTR APP DENIED	3
TRAP DROP-OFF	3
	2
LIC SOLD	2
MEDIATION	2
RSTR PERMIT INSPECTION FAIL	2
TRAP PICK-UP	2
UNABLE TO LOCATE	2
24 HR NOTICE	1
AP	1
ASST	1
CAT DETERRENT GIVEN	1
EUTHANIZED	1
LEFT MESSAGE	1
REFERRED TO EPI	1
RSTR PERMIT ISSUED	1
RSTR PMT - C&D ISSUED	1
WARNING WRITTEN	1
<b>Total</b>	<b>1061</b>

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
AROMAS UNINCORPORATED	15
BRADLEY UNINCORPORATED	2
CARMEL UNINCORPORATED	14
CARMEL VALLEY UNINCORPORATED	7
CASTROVILLE UNINCORPORATED	20
CHUALAR UNINCORPORATED	3
CITY OF CARMEL BY THE SEA	1
CITY OF DEL REY OAKS	5
CITY OF GREENFIELD	1
CITY OF MARINA	3
CITY OF MONTEREY	3
CITY OF SALINAS	752
CITY OF SEASIDE	1
EAST GARRISON UNINCORPORATED	4
KING CITY UNINCORPORATED	2
MONTEREY UNINCORPORATED	2
MOSS LANDING UNINCORPORATED	1
OUT OF COUNTY	14
PAJARO UNINCORPORATED	1
PEBBLE BEACH UNINCORPORATED	11
ROYAL OAKS UNINCORPORATED	24
SALINAS UNINCORPORATED	162
SAN ARDO UNINCORPORATED	3
SAN LUCAS UNINCORPORATED	1
SOLEDAD UNINCORPORATED	6
SPRECKELS UNINCORPORATED	3
<b>Grand Total</b>	<b>1061</b>

## **Regular Agenda Item 5.2**

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

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

**DATE:** September 19<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 – Approved FY 24/25 Budget

## Current Animal Services Position Report

Position Unit

42

Position	Title Code	Title Desc	Union Cd	Auth FTE	Filled FTE	Vacant Position FTE	Auth Asslg 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
99ZXKUF11	99ZXK	ALLCTN LOAN XK	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 FY Animal Services Budget YTD

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

25.0

Object	Description	Adopted Budget	YTD Actuals	Remaining Appropriations	% Consumed	Allocations	
						City 49.11%	County 50.89%
6111	Regular Employees	1,423,431	264,668.63	1,158,762.37	19%	129,972.68	134,695.95
6112	Temporary Employees	766,937	-	766,937.00	0%	-	-
6113	Overtime	35,612	3,876.68	31,735.32	11%	1,903.75	1,972.93
6121	PERs	290,654	22,799.89	267,854.11	8%	11,196.50	11,603.39
6122	Other Post-Employment Benefits	17,429	4,356.57	13,072.43	25%	2,139.41	2,217.16
6125	Supplemental Unfunded Accrued Liability	-	-	-	0%	-	-
6131	FICA	87,573	16,085.39	71,487.61	18%	7,899.17	8,186.22
6132	Medicare	20,464	3,761.87	16,702.13	18%	1,847.37	1,914.50
6141	Flex Co Paid Insurance-Pretax	51,876	7,011.56	44,864.44	14%	3,443.22	3,568.34
6142	Life Insurance	1,920	133.40	1,786.60	7%	65.51	67.89
6143	Long-Term Disability Insurance	684	84.69	599.31	12%	41.59	43.10
6144	Short-Term Disability Insurance	864	106.53	757.47	12%	52.31	54.22
6145	Dental Insurance	13,254	1,772.96	11,481.04	13%	670.66	902.30
6147	Vision Insurance	3,888	3,888.00	3,329.20	14%	274.41	284.39
6148	Unemployment Insurance	2,469	617.25	1,851.75	25%	303.12	314.13
6161	Workers Compensation Insurance	101,578	-	101,578.00	0%	-	-
6171	Employee Assistance Program	696	87.66	608.34	13%	43.05	44.61
6173	Flex-Benefit Plan Contribution	548,604	59,940.60	488,663.40	11%	29,435.45	30,505.15
6174	Special Benefits	5,000	92.86	4,907.14	2%	45.60	47.26
6175	Wellness Plan	-	-	-	-	-	-
<b>SALARY &amp; BENEFITS</b>		<b>3,372,933</b>	<b>385,955.34</b>	<b>2,986,977.88</b>	<b>11%</b>	<b>189,533.79</b>	<b>196,421.55</b>
6222	Uniforms and Safety Equipment	3,000	-	3,000.00	0%	-	-
6231	Communication Charges - External	30,984	3,782.12	27,201.88	12%	1,857.31	1,924.81
6251	Cleaning and Janitorial	52,800	10,663.73	42,136.27	20%	5,236.71	5,427.02
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	925.77	2,778.23	25%	454.62	471.15
6311	Buildings & Improvements Maintenance - External	45,000	1,321.99	43,678.01	3%	649.20	672.79
6321	Equipment Maintenance	12,000	-	12,000.00	0%	-	-
6333	Medical Supplies	90,000	11,240.49	78,759.51	12%	5,519.95	5,720.54
6351	Membership Fees	500	-	500.00	0%	-	-
6381	Advertising	3,000	-	3,000.00	0%	-	-
6384	Miscellaneous Supplies	30,000	4,871.22	25,128.78	16%	2,392.14	2,479.08
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	3,394.28	4,605.72	42%	1,666.55	1,727.43
6408	Minor Computer Software	30,000	1,966.18	28,033.82	7%	965.55	1,000.63
6409	Minor Equipment and Furnishings	5,000	-	5,000.00	0%	-	-
6410	Office Supplies	3,500	561.70	2,938.30	16%	275.84	285.86
6411	Postage and Shipping	6,000	64.44	5,935.56	1%	31.65	32.79
6412	Printing, Graphics and Binding Charge - External	20,000	1,731.44	18,268.56	9%	850.27	881.17
6415	Records Retention Charge - Internal	182	1.92	180.08	1%	0.94	0.98
6603	Data Processing Services - Internal	-	-	-	0%	-	-
6605	Laboratory Services	2,500	333.96	2,166.04	13%	164.00	169.96
6606	Legal Service - External	1,500	-	1,500.00	0%	-	-
6608	Other Medical Services	446,000	2,378.70	443,621.30	1%	1,168.12	1,210.58
6609	Other Personnel Services	895,054	28.00	895,026.00	0%	13.75	14.25
6611	Staff Training Services	2,500	695.00	1,805.00	28%	341.30	353.70
6612	Temporary Help Services	5,000	-	5,000.00	0%	-	-
6613	Other Professional & Special Services	34,000	2,543.70	31,456.30	7%	1,249.15	1,294.55
6821	Rents and Leases - Equipment	4,087	1,272.56	2,814.44	31%	624.92	647.64
6835	Other Special Departmental Expenses	72,406	(1,079.60)	73,485.60	-1%	(530.17)	(549.43)
6864	Fleet Service Charge	84,948	4,153.36	80,794.64	5%	2,039.62	2,113.74
6861	Conference/Lodging/Meals/Travel	5,000	206.10	4,793.90	4%	101.21	104.89
6862	Employee Mileage Reimbursement	750	-	750.00	0%	-	-
6867	Vehicle Usage/Replacement	52,800	3,938.00	48,862.00	7%	1,933.86	2,004.14
6881	Utilities	129,318	13,094.77	116,223.23	10%	6,430.54	6,664.23
<b>SERVICES &amp; SUPPLIES</b>		<b>2,103,176</b>	<b>68,384.83</b>	<b>1,736,820.86</b>	<b>8%</b>	<b>33,582.22</b>	<b>34,802.61</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>1,704,882.41</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	766.51	2,833.49	21%	376.42	390.09
7551	Construction In Progress	-	301.25	(301.25)	0%	147.94	153.31
<b>CAPITAL ASSETS</b>		<b>203,600</b>	<b>1,067.76</b>	<b>630,268.06</b>	<b>1%</b>	<b>524.35</b>	<b>543.41</b>
<b>TOTAL EXPENDITURES</b>		<b>6,142,768</b>	<b>918,466.93</b>	<b>6,224,301.07</b>	<b>16%</b>	<b>451,037.98</b>	<b>467,428.95</b>
4200	Animal Licenses	296,000	53,872.00	242,128.00	18%	26,455.30	27,416.70
4300	Other Licenses and Permits	7,000	3,275.00	3,725.00	47%	1,608.28	1,666.72
5560	Humane Services	14,000	3,579.00	10,421.00	26%	1,757.56	1,821.44
5685	Adoption Fees	140,000	31,164.00	108,836.00	22%	15,303.92	15,860.08
5750	Other Services and Non-Taxable Sales	65,000	14,981.00	50,019.00	23%	7,356.82	7,624.18
5870	Miscellaneous Revenues	18,000	89,065.50	(71,065.50)	496%	43,738.02	45,327.48
5980	Contributions	20,000	4,956.75	15,043.25	25%	2,434.15	2,622.60
<b>TOTAL REVENUE</b>		<b>560,000</b>	<b>200,893.25</b>	<b>368,108.76</b>	<b>38%</b>	<b>98,654.05</b>	<b>102,239.20</b>
<b>Net Cost</b>		<b>5,582,768</b>	<b>717,573.68</b>	<b>4,865,194.32</b>		<b>352,383.93</b>	<b>365,189.75</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

352,383.93    365,189.75

### **Regular Agenda Item 5.3**

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

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

**DATE:** September 19<sup>th</sup>, 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, Salinas CM Office)

## Regular Agenda Item 5.4

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

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

**DATE:** September 19<sup>th</sup>, 2024

**SUBJECT:** Provide direction to staff regarding the presentation of items that come to HRAS through separate entities such as the Board of Supervisors or City Council.

### **Recommendation:**

It is recommended to provide direction to staff on how to present items that come to HRAS through separate entities such as the Board of Supervisors or City Council.

### **Discussion:**

At times, separate entities such as the Monterey County Board of Supervisors or City of Salinas, City Council may request a specific action or response from HRAS. Such as request or “referral” may be specific to that one entity alone. To ensure the HRAS Board of Directors is receiving that information or request appropriately, staff is requesting direction on the specific presentation of such requests or referrals.

For example, the Board of Supervisors may submit a referral to review a specific policy or ordinance, which is specific to Monterey County only. HRAS will provide the response appropriately but wants to ensure the JPA Board as whole is properly informed, even when it is not a matter that pertains to all members.

Options for presentation may include (but are not limited to):

1. Have a specific line item on the agenda.
2. Include in the Operations Report, under general information.
3. Announce via the Announcements portion of the agenda.

Staff has already received direction to bring new grant applications to the boards attention and intends to do that as a specific line item on the agenda.

Staff will proceed with providing the JPA Board of Directors related information as directed moving forward.