



**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  
October 17<sup>th</sup>, 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 9/19/24 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 September 2024.
  - 5.2 Receive staffing and budget updates.
  - 5.3 Sub-Committee Updates:
    - 5.3.1 JPA Membership (Supervisor Church and Salinas CM Office)
  - 5.4 Receive information report regarding Board of Supervisor Referral No. 2024.11 seeking staff to modify the County’s Rooster Ordinance in order to make it more effective at eradicating cockfighting operations in unincorporated Monterey County.
- 6.0 ANNOUNCEMENTS AND ADJOURNMENT**

Next Regular Meeting: *Pending*

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 Minutes - Draft**

September 19, 2024 @ 3:00PM

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

<b>Board Members Present</b>	<b>Staff and Guests</b>
Supervisor Glenn Church, District 2 (Chairperson) Elsa Jimenez, Alternate 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 08/15/2024 Meeting** – *Director Mendez motioned to approve minutes. Alternate Director Jimenez 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 August 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 presented.*
    - 5.3.2 JPA Membership: *no update.*
  - 5.4 Provide direction to staff regarding the presentation of items that come to HRAS through separate entities such as Board of Supervisors or City Council. *Direction to staff is to present at JPA meetings as an agenda line item. If the referral is of urgency, it may be worked on prior to presenting at JPA meetings.*
- 6.0 ANNOUNCEMENTS AND ADJOURNMENT-** *Director Mayor Craig expressed gratitude to our Staff specifically the Field Services team for the impound of the 2 feral dogs roaming the City of Salinas, the relationship the ACO had with the community that played a role in finding these dogs. Also, mentioned the willingness of Scott Delucci*

*from the SPCA to continue dialogue and partnership with HRAS in a plan for South County Expansion.*

Next Regular Meeting: October 17, 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:** October 17<sup>th</sup>, 2024

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

**Recommendation:**

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

**Attached:**

Operation Report and Statistics for September 2024.

## **Hitchcock Road Animal Services Advisory Committee Meeting**

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

This report is provided to give you a brief synopsis and statistics for the period of September 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 for main building are complete. Kennel units are next in conversion. This is a conversion from propane to electric.

#### **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 closed, HR review in process)
  - 1.0 FTE Animal Control Officer (recruitment after SR ACO filled)
  - 0.5 Veterinarian (recruitment closed, HR review in process)
  - 0.5 Registered Veterinary Technician (recruitment closed, HR review in process)
  - 0.5 Office Assistant I (pending)
  - 1.0 Education/Volunteer Coordinator (pending)
- *Leave of Absence*
  - 1.0 FTE Animal Care Technician (expected return 10.1.24)

#### **Grant Requests or Awards**

None at this time.

#### **Other Updates:**

## **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 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>437</b>	<b>428</b>										<b>1300</b>	<b>4291</b>	<b>3983</b>
Stray	367	369	350										1086	3598	3316
Owner Surrender	22	9	18										49	228	194
Protective Custody	11	2	11										24	89	59
Adoption Return	9	8	6										23	71	61
Euthanasia Request	6	39	10										55	39	65
Disposal Request	2	0	0										2	10	93
Quarantine	2	0	1										3	22	9
Transfer in (SPCA)	16	10	32										58	233	186
<b>Intake by Animal Type</b>	<b>435</b>	<b>437</b>	<b>428</b>										<b>1300</b>	<b>4291</b>	<b>3983</b>
Dogs	217	231	214										662	2514	2312
Cats	205	201	193										599	1655	1574
Bird	4	2	7										13	44	20
Other	9	3	14										26	78	77
<b>Intake by Jurisdiction</b>	<b>435</b>	<b>437</b>	<b>428</b>										<b>1300</b>	<b>4291</b>	<b>3983</b>
City of Salinas	276	270	257										803	2460	2301
County	128	134	162										424	1467	1388
Greenfield	19	25	3										47	204	160
Marina	11	7	6										24	143	127
Carmel	1	0	0										1	2	1
DRO	0	1	0										1	7	5
CSUMB	0	0	0										0	7	1

Notes: Currently averaging approximately 433 animals each month. (3 months)

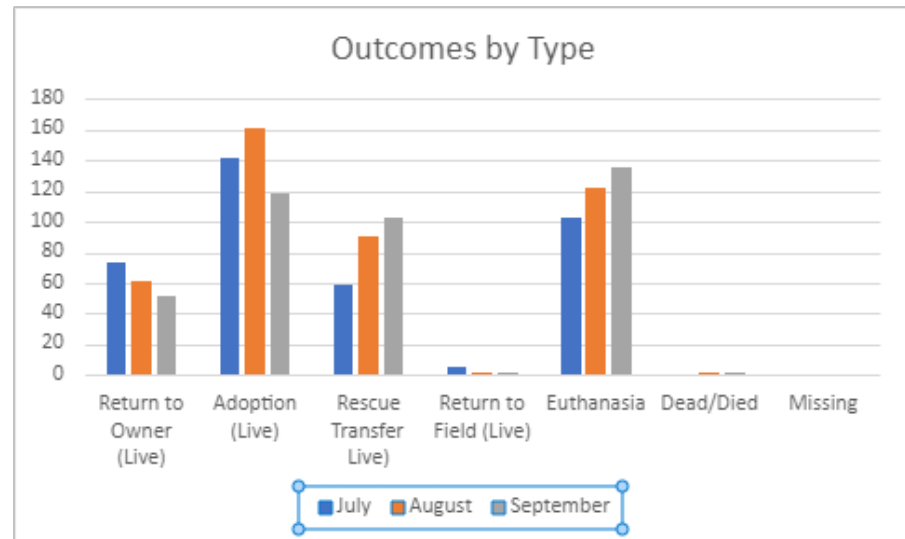
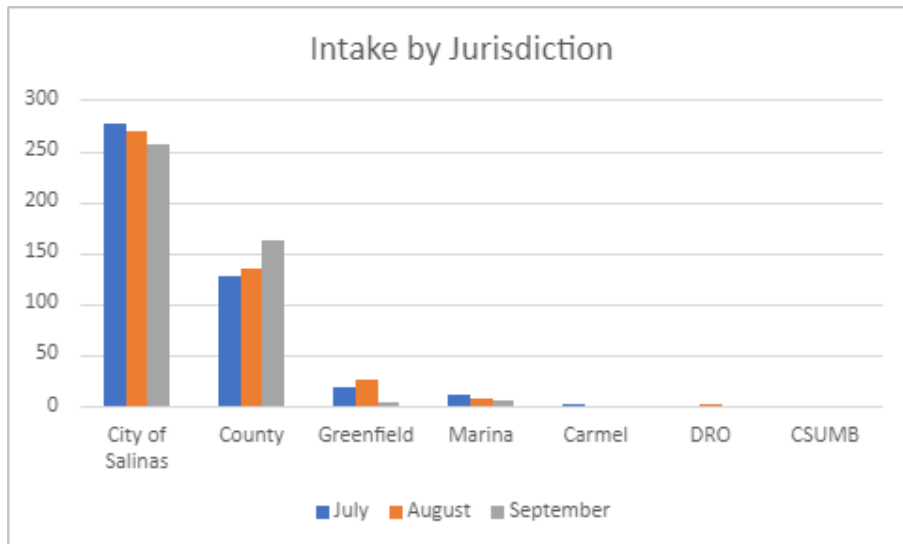
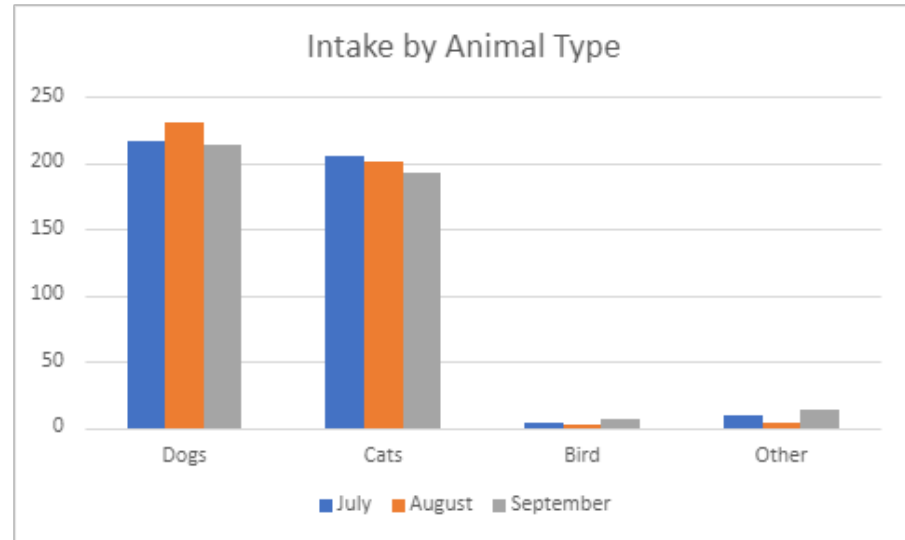
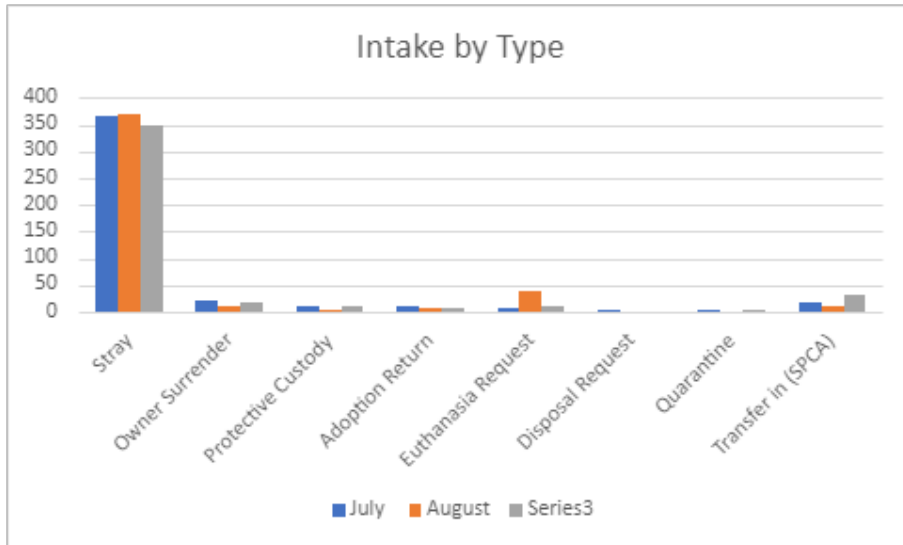
Comparison: FYI 23/24 averaged 358

FY 22/23 averaged 332 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>438</b>	<b>411</b>										<b>1230</b>	<b>4295</b>	<b>3851</b>
Return to Owner (Live)	73	61	52										186	735	644
Adoption (Live)	141	161	119										421	1310	1106
Rescue Transfer Live)	59	91	103										253	897	926
Return to Field (Live)	5	2	1										8	26	12
Euthanasia	103	122	135										360	1296	1144
Dead/Died	0	1	1										2	26	13
Missing	0	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	57										57	524	1079
SNIP (County)	0	0	134										134	812	1014
UC Davis Grant	0	0	63										63	107	121
<b>Internal Surgeries</b>															
Shelter animals (not public)	160	144	125										429	1409	1154

Associated Charts:



**Year to Date:**

**Current Year to Date Live Release Rate\* for Dogs and Cats: 74.83%**

Dogs: 86.72%

Cats: 56.52%

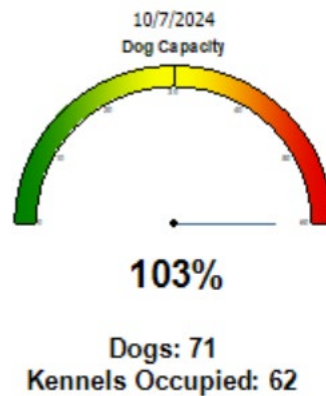
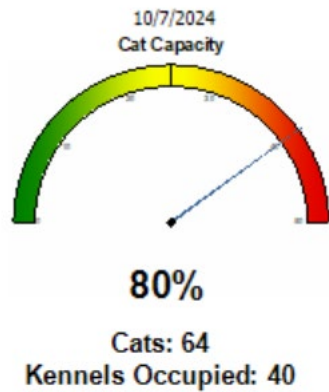
\*Live Release Rate indicates the percentage of animals leaving the shelter alive (ie, Adoption, Return to Owner, Transfer to Rescue or Return to Field).

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

- About 80% of the animals came in from the public bringing directly (over the counter).
- About 20% of the animals came from Field Services Officers.

**Current Kennel Capacity as of 10/7/24**

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:** September Update:

- September rescue numbers: 103 animals were transferred to rescue: 68 dogs and 26 cats (and 9 other animals). Some of the rescue partners that took in transfers from the shelter include Milo, New Life Asher House, Peace of Mind Dog Rescue, Dobies and Little Paws, and Shep Heroes. Of those 68 dogs, 11 were from the hoarding case the ACOs went out on in August. Given how unsocialized they were and their varying medical conditions, it wasn't easy to secure rescue for them. Our Rescue Coordinator, Gina Wolf, and our Senior Animal Care Tech, Leah Gast, worked tirelessly to get them out of the shelter.
- The surge of orphaned kittens surged through September, which is typical, and affected our cat kennel capacity. We refer to it as our third wave of kittens. On September 29th, during our Sunday Pop Up Adoption event, we offered free cat adoptions. We adopted out roughly 20 kittens in 3 hours!
- Besides underage kittens, we are also seeing an uptick in underage puppies. We took in 12 underage puppies in a two-week period.
- 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 definitely feels pressured by our staffing issues.
- We currently have 36 kittens in foster and 9 puppies.

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### **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:***

Effective October 5<sup>th</sup>, Saturday adoption hours have changed from 1-4pm to 11am-4pm. This was implemented as a direct result of our 'Extended Hours'. The Front Office noticed a huge increase in adoptions when we opened earlier two Saturdays a month and made the decision to make this permanent change. We have high hopes that this trend of higher adoptions on these days will increase.

Our recent change in lobby hours has also proven successful. We have been able to serve our community with licensing, reclaiming of animals and other general questions. This has helped the afternoon be more adoption focused.

***DocuPet Licensing:***

Communications from Docupet to our pet owners started the week of September 16<sup>th</sup>. To facilitate the gap of communications to Pet Owners, we are waiving late fees until October 31<sup>st</sup>.

We have noticed an increase in calls regarding our new licensing program. Our community has been very supportive. They have provided positive feedback regarding the simplicity of licensing. Especially with the *24/7 Homesafe* feature that will facilitate Pet/Owner reunification.

***Licensing Update:***

We are still working with Docupet to get License Compliance reports created by jurisdiction. We expect this to be ready by the next meeting.

**Total Licenses**

August 2024	11, 267
September 2024	11,798

***Extended Hours/PopUp Adoption:***

September adoptions during our extended hours and Sunday PopUp resulted in a total of 79 adoptions. Which was 66% of the total adoptions for the month of September!

***Vaccine Clinics:***

On September 25, we had 32 animals come thru our Vaccine Clinics. We are offering DA2PP, FVRCP, Rabies and Microchips. All dogs receive a free 1 year license. Next clinic is scheduled for October 23, 2024.

***Vet Compliance:***

Current number of veterinary offices complying is 25 out of 30. All non-compliant offices have received a letter and follow up call. Next steps include a hand delivered 2<sup>nd</sup> letter from Health Department.

### **Customer Service Stats**

<b>Sep-24</b>	
<b>Visit Adoptables</b>	<b>345</b>
<b>Licensing</b>	<b>67</b>
<b>Looking for Lost Pet</b>	<b>35</b>
<b>Stray Drop Off</b>	<b>89</b>
<b>Reclaiming</b>	<b>26</b>
<b>Donations</b>	<b>12</b>
<b>Other Business</b>	<b>98</b>
<b>Total Parties Served</b>	<b>672</b>

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

September Volunteer Hours: 1331.50

Active volunteers: 86, 10 on PAWS

Off-site community events that volunteers helped at:

9/15/24 El Grito

9/28/24 Paws & Pages

On-site events that volunteers helped at:

Early adoption 9/7 & 9/21

Extended adoption 9/11 & 9/25

Sally Port Clean Up Extravaganza 9/22

Pop Up Adoption and Kitten Blow Out 9/29/24

End of Quarter Volunteer Meeting 9/28

Volunteer Tasks:

Row Labels	Count of Task
ADOPTABLE DOG WALKING	136
CAT ADOPTIONS	9
CAT COMPANION	59
CAT ROOM CLEANER	50
DOG ADOPTIONS	13
DOG COMPANION	22
DOG FEEDER	51
ENRICHMENT	2
EVENT SUPPORT	2
GENERAL SUPPORT	7
OFF SITE EVENT	5
PHOTOGRAPHER	3
SHELTER SUPPORT	20
SOCIAL MEDIA	11
TRAINING HOURS	8
TRANSPORT	1
VOLUNTEER MEETING	26
WEB PHOTOS	1
<b>Grand Total</b>	<b>426</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:

*Note: The clinic was closed for a week this month.*

August Spay/Neuter Surgeries: 125 total

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

A231289 - Kitten with old tail injury. The skin of the tail was degloved and the end of the tail was dying.

*Adopted.*

**FIERO 5M LARGE CAT FLAME PT N DOMESTIC SH**



A231553 - Severely matted dog.

*Transferred to rescue partner.*



A231579 - Severely matted dog.

*Transferred to rescue partner.*

**CREAM PUFF 8Y MED DOG WHITE M WEST HIGHLAND**



**CREAM PUFF 8Y MED DOG WHITE M WEST HIGHLAND**





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

### **Citations issued:**

<b>Jurisdiction</b>	<b>September</b>
City Salinas	4
County	2

### **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, 68 total, 20 current, 28 in process, 15 expired.

### **Special Cases:**



Call for a dog and goat tied out in the heat. Dog and goat brought to the shelter, both were in fine condition.

They were eventually returned to their owner.

### **Potentially Dangerous Dog Cases:**

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

### **Pending cases referred to District Attorney:**

1 County – Failure to get Rooster Keeping Permit

### **Cases for Mediation:**

Multiple, for both County and City for noise.

**Number of calls received city & county.**

Month	County	City of Salinas
September	266	344

**Bite cases.**

Month	County	City of Salinas
September	11	15

**ACO Vehicles**

One new truck in done. 2nd new truck should be online in October. Even though two trucks are going to be done, we will still be short trucks as we are back logged 3 trucks.

**Activity Reports:**

New Activities created:

Activity	Total
ASST	31
COMPLAINT	1
DEAD	62
INV	436
INVOICE	10
LIC CHECK	4
OTHER	22
OWNED	33
PATROL	23
STRAY	328
TRANS	37
TRAP	25
YRDCK	14
<b>Total</b>	<b>1026</b>

Outcomes:

Result	Total
24 HR NOTICE	1
72 HR NOTICE	5
ADD PHOTO	49
ASST	16
BARK COLLAR GIVEN	8
CASE CLOSED	22
CAT DETERRENT GIVEN	2
CF	9
COMPLETE	150
DEAD ON ARRIVAL	3
EDUCATE	58
FEES	6
FORMS	23
FRA	5
GONE ON ARRIVAL	19
IMPOUND	127
LEFT MESSAGE	1
LETTER	44
MADE CONTACT	54
MADE CONTACT - LO	96
MADE CONTACT - RP	50
MEDIATION	2
NO DOG SEEN	30
NOTICE GIVEN	33
NOTICE TO COMPLY	10
NOTICE TO CONTACT	9
POSTED PROPERTY	6
QUARANTINE	30
RECVD COMPLETE RSTR APP	3
REFERRED TO EPI	5
RELEASE QUARANTINE	29
REPORT TAKEN	1
ROOSTER 4 AND UNDER	2
RSTR APP DENIED	1
RSTR PERMIT APP HANDED OUT	2
RSTR PERMIT INSPECTION FAIL	1
RSTR PERMIT ISSUED	2
RSTR PMT INSPECTION PASS	3
RTO	2
SUPPLEMENT GIVEN	1
TRANSPORT	4
TRAP DROP-OFF	9
TRAP PICK-UP	4
UNABLE TO CONTACT	18
UNABLE TO LOCATE	14
UNABLE TO MAKE CONTACT	3
UNFOUNDED	18
WARNING VERBAL	25
WARNING WRITTEN	1
ZIP LINE GIVEN	10
<b>Total</b>	<b>1026</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.)

**Regular Agenda Item 5.2**

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

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

**DATE:** October 17<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 Department                    4000

Position Unit                            8442

Position	Title Desc	Auth FTE	Filled FTE	Vacant FTE	Position Auth Assig Type
14H240001	EDU & VO COORD	1.000	1.000	0.000	Permanent
14H240002	EDU & VO COORD	1.000	0.000	1.000	Permanent
34C010001	ANML CNTRL OFC	1.000	1.000	0.000	Permanent
34C010002	ANML CNTRL OFC	1.000	1.000	0.000	Permanent
34C010003	ANML CNTRL OFC	1.000	1.000	0.000	Permanent
34C010004	ANML CNTRL OFC	1.000	1.000	0.000	Permanent
34C010005	ANML CNTRL OFC	1.000	1.000	0.000	Permanent
34C020001	SR ANML CNT OF	1.000	0.000	1.000	Permanent
34C110001	ANML SVCS SUPV	1.000	1.000	0.000	Permanent
34C110002	ANML SVCS SUPV	1.000	1.000	0.000	Permanent
50M210001	REG VET TECH	1.000	1.000	0.000	Permanent
50M210002	REG VET TECH	0.500	0.000	0.500	Permanent
50M800001	VETERINARIAN	1.000	1.000	0.000	Permanent
50M800002	VETERINARIAN	0.500	0.000	0.500	Permanent
70B030001	ANIMAL CARE TEC	0.500	0.500	0.000	Permanent
70B030002	ANIMAL CARE TEC	1.000	1.000	0.000	Permanent
70B030003	ANIMAL CARE TEC	1.000	1.000	0.000	Permanent
70B030004	ANIMAL CARE TEC	1.000	1.000	0.000	Permanent
70B030005	ANIMAL CARE TEC	0.500	0.500	0.000	Permanent
70B030006	ANIMAL CARE TEC	1.000	1.000	0.000	Permanent
70B030007	ANIMAL CARE TEC	1.000	1.000	0.000	Permanent
70B030008	ANML CR TECH II	1.000	1.000	0.000	Permanent
70B040001	SR ANML CR TECH	1.000	1.000	0.000	Permanent
80E010001	OFFICE ASST I	0.500	0.000	0.500	Permanent
80E010002	OFFICE ASST I	0.500	0.500	0.000	Permanent
80E210001	OFFICE ASST II	1.000	1.000	0.000	Permanent
80E210002	OFFICE ASST II	1.000	1.000	0.000	Permanent
80E210003	OFFICE ASST II	1.000	1.000	0.000	Permanent
80E210004	OFFICE ASST II	1.000	1.000	0.000	Permanent
80E220001	OFFICE ASST III	1.000	1.000	0.000	Permanent
80E800001	PRNCPL OA	1.000	1.000	0.000	Permanent
99ZXXUF11	ALLCTN LOAN XX	1.000	1.000	0.000	Permanent
<b>Total for Unit : 8442 - Animal Services</b>		<b>29.000</b>	<b>26.600</b>	<b>3.600</b>	
<b>4000 - Health</b>		<b>29.000</b>	<b>26.600</b>	<b>3.600</b>	
<b>Grand Total</b>		<b>29.000</b>	<b>26.600</b>	<b>3.600</b>	

## 24/25 FY Animal Services Budget YTD

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

24.0

Object	Description	Adopted Budget	YTD Actuals	Remaining		Allocations	
				Appropriations	% Consumed	City 48.11%	County 50.89%
6111	Regular Employees	1,433,431	392,666.14	1,030,764.86	20%	192,829.31	199,836.83
6112	Temporary Employees	766,937	-	766,937.00	0%	-	-
6113	Overtime	35,612	5,962.18	29,649.82	17%	2,927.89	3,034.29
6121	PERS	290,654	34,472.25	256,181.75	12%	16,928.53	17,543.72
6122	Other Post-Employment Benefits	17,429	5,808.76	11,620.24	33%	2,852.55	2,956.21
6126	Supplemental Unfunded Accrued Liability	-	-	-	0%	-	-
6131	FICA	87,573	23,840.34	63,732.66	27%	11,707.44	12,132.90
6132	Medicare	20,464	5,575.55	14,888.45	27%	2,738.02	2,837.53
6141	Flex Co Paid Insurance-Pretax	51,876	12,506.56	39,369.44	24%	6,141.68	6,364.88
6142	Life Insurance	1,920	266.80	1,653.20	14%	131.02	135.78
6143	Long-Term Disability Insurance	684	130.29	553.71	19%	63.98	66.31
6144	Short-Term Disability Insurance	864	163.89	700.11	19%	80.48	83.41
6145	Dental Insurance	13,254	2,684.96	10,569.04	20%	1,318.52	1,366.44
6147	Vision Insurance	3,888	846.80	3,041.20	22%	415.84	430.96
6148	Unemployment Insurance	2,469	823.00	1,646.00	33%	404.16	418.84
6161	Workers Compensation Insurance	101,578	101,578.00	-	100%	49,882.62	51,695.38
6171	Employee Assistance Program	696	133.02	562.98	19%	65.32	67.70
6173	Flex-Benefit Plan Contribution	548,604	92,906.43	455,697.57	17%	45,623.72	47,281.71
6174	Special Benefits	5,000	142.86	4,857.14	3%	70.16	72.70
6175	Wellness Plan	-	-	-	-	-	-
<b>SALARY &amp; BENEFITS</b>		<b>3,372,933</b>	<b>680,608.83</b>	<b>2,692,324.17</b>	<b>20%</b>	<b>334,181.25</b>	<b>346,325.58</b>
6222	Uniforms and Safety Equipment	3,000	-	3,000.00	0%	-	-
6231	Communication Charges - External	30,984	5,654.40	25,329.60	18%	2,776.75	2,877.65
6251	Cleaning and Janitorial	52,800	14,237.86	38,562.14	27%	6,991.89	7,245.97
6261	Insurance - General Liability (Non-recoverable)	4,073	4,073.00	-	100%	2,000.16	2,072.84
6262	Insurance - General Liability (Recoverable)	8,492	8,492.00	-	100%	4,170.23	4,321.77
6266	Insurance - Property	5,538	6,102.00	(567.00)	110%	2,996.55	3,105.45
6268	Insurance - Other	3,704	1,234.36	2,469.64	33%	606.17	628.19
6311	Buildings & Improvements Maintenance - External	45,000	1,800.41	43,199.59	4%	785.92	814.45
6321	Equipment Maintenance	12,000	1,086.83	10,913.17	9%	533.72	553.11
6333	Medical Supplies	90,000	14,100.14	75,899.86	16%	6,924.25	7,175.89
6351	Membership Fees	500	-	500.00	0%	-	-
6381	Advertising	3,000	-	3,000.00	0%	-	-
6384	Miscellaneous Supplies	30,000	10,670.94	19,329.06	36%	5,240.25	5,430.69
6405	Courier Services - Internal	3,530	885.00	2,645.00	25%	434.60	450.40
6406	Mail Handling Charges	2,013	-	2,013.00	0%	-	-
6407	Minor Computer Hardware	8,000	3,441.24	4,558.76	43%	1,689.91	1,751.33
6408	Minor Computer Software	30,000	2,846.18	27,153.82	9%	1,397.69	1,448.49
6409	Minor Equipment and Furnishings	5,000	696.83	4,303.17	14%	342.20	354.53
6410	Office Supplies	3,500	561.70	2,938.30	16%	275.84	285.86
6411	Postage and Shipping	6,000	135.37	5,864.63	2%	66.48	68.89
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	3.84	178.16	2%	1.89	1.95
6603	Data Processing Services - Internal	-	-	-	0%	-	-
6605	Laboratory Services	2,500	447.92	2,052.08	16%	219.96	227.96
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 & Special Services	895,054	28,444.32	866,609.68	3%	13,968.35	14,475.97
6611	Staff Training Services	2,500	695.00	1,805.00	20%	341.30	353.70
6612	Temporary Help Services	5,000	-	5,000.00	0%	-	-
6613	Other Professional & Special Services	34,000	4,591.60	29,408.40	14%	2,254.83	2,336.77
6821	Rents and Leases - Equipment	4,087	2,245.49	1,841.51	55%	1,102.71	1,142.78
6835	Other Special Departmental Expenses	72,406	278.93	72,127.07	0%	136.98	141.95
6864	Fleet Service Charge	84,948	18,369.51	66,578.49	22%	9,020.84	9,348.67
6861	Conference/Lodging/Meals/Travel	5,000	1,146.31	3,853.69	23%	562.93	583.38
6862	Employee Mileage Reimbursement	750	-	750.00	0%	-	-
6867	Vehicle Usage/Replacement	52,800	7,875.98	44,924.02	15%	3,887.71	4,008.27
6881	Utilities	129,318	19,689.66	109,628.34	15%	9,669.14	10,020.52
<b>SERVICES &amp; SUPPLIES</b>		<b>2,193,178</b>	<b>183,738.98</b>	<b>1,878,949.23</b>	<b>8%</b>	<b>80,397.63</b>	<b>83,319.33</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>1,646,147.50</b>	<b>100%</b>	<b>227,397.82</b>	<b>236,881.38</b>
7532	Vehicles	200,000	-	200,000.00	0%	-	-
7533	Right-To-Use Expenditure - Equipment	3,600	1,299.77	2,300.23	36%	638.29	661.48
7551	Construction In Progress	-	301.25	(301.25)	0%	147.94	153.31
<b>CAPITAL ASSETS</b>		<b>203,600</b>	<b>1,601.02</b>	<b>801,792.10</b>	<b>1%</b>	<b>786.22</b>	<b>814.80</b>
<b>TOTAL EXPENDITURES</b>		<b>6,142,788</b>	<b>1,308,883.81</b>	<b>4,833,884.19</b>	<b>21%</b>	<b>642,782.73</b>	<b>686,121.08</b>
4200	Animal Licenses	296,000	55,139.00	240,861.00	19%	27,077.49	28,061.51
4300	Other Licenses and Permits	7,000	4,005.00	2,995.00	57%	1,966.76	2,038.24
5560	Humane Services	14,000	4,150.00	9,850.00	30%	2,037.97	2,112.03
5685	Adoption Fees	140,000	36,721.45	103,278.54	26%	18,033.06	18,588.40
5750	Other Services and Non-Taxable Sales	65,000	20,160.00	44,840.00	31%	9,900.11	10,259.89
5870	Miscellaneous Revenues	18,000	89,108.50	(71,108.50)	498%	43,759.13	45,349.37
5980	Contributions	20,000	12,421.50	7,578.50	62%	6,099.91	6,321.59
<b>TOTAL REVENUE</b>		<b>680,000</b>	<b>221,706.48</b>	<b>338,294.54</b>	<b>40%</b>	<b>108,874.46</b>	<b>112,881.01</b>
<b>Net Cost</b>		<b>5,462,788</b>	<b>1,087,177.33</b>	<b>4,495,593.65</b>		<b>533,888.28</b>	<b>563,280.07</b>
<b>Allocations FY25</b>							
City	48.11%	2,632,550					
County	50.89%	2,950,238					
	100.00%	5,582,788					

G1 Pmt  
 G2 Pmt  
 G3 Pmt  
 G4 Pmt

533,888.28    563,280.07

### **Regular Agenda Item 5.3**

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

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

**DATE:** October 17<sup>th</sup>, 2024

**SUBJECT:** Sub-Committee Updates

#### **Recommendation:**

It is recommended to receive Sub-Committee Updates:

5.3.1 JPA Membership (Supervisor Church, Rene Mendez)

## Regular Agenda Item 5.4

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

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

**DATE:** October 17<sup>th</sup> , 2024

**SUBJECT:** Receive information report regarding Board of Supervisor Referral No. 2024.11 seeking staff to modify the County's Rooster Ordinance in order to make it more effective at eradicating cockfighting operations in unincorporated Monterey County.

### **Recommendation:**

It is recommended to receive information report regarding Board of Supervisor Referral No. 2024.11 seeking staff to modify the County's Rooster Ordinance in order to make it more effective at eradicating cockfighting operations in unincorporated Monterey County.

### **Discussion:**

On September 5th, 2024, Board Referral No. 2024.11 was assigned to the Health Department to have staff look at modifying the County's Rooster Ordinance in order to make it more effective at eradicating cockfighting operations in unincorporated Monterey County.

This referral asks staff to investigate making the following changes to the County's Rooster Ordinance (and other changes as they see fit):

1. Placing limits on the maximum number of roosters allowed, similar to other counties in CA, possibly a sliding scale based on lot size.
2. Placing the burden of proof on the permit seeker to show that they are not using birds for cockfighting.

On October 1, 2024, HRAS staff presented a preliminary response to referral 2024.11. Please see attached preliminary response Board Report.

Attached:

HRAS Board Referral No. 2024.11 (Rooster Keeping Ordinance) 2024



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: PAR 24-012**

**October 01, 2024**

**Introduced:** 9/24/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Preliminary Analysis  
Report

Receive a preliminary response to **Board Referral No. 2024.11** seeking staff to modify the County's Rooster Ordinance in order to make it more effective at eradicating cockfighting operations in unincorporated Monterey County.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a preliminary response to **Board Referral No. 2024.11** seeking staff to modify the County's Rooster Ordinance in order to make it more effective at eradicating cockfighting operations in unincorporated Monterey County.
  - 1) Proceed with completion of referral based on modifications by the Board; or
  - 2) Return to Board with a more comprehensive analysis of referral and anticipated effort for completion; or
- b. Provide further direction to staff, as appropriate.

### PRELIMINARY ANALYSIS:

#### **Referral Summary & Background:**

On September 5th, 2024, Board Referral No. 2024.11 was assigned to the Health Department to have staff look at modifying the County's Rooster Ordinance in order to make it more effective at eradicating cockfighting operations in unincorporated Monterey County.

The County of Monterey adopted its Rooster Ordinance in 2015. One of the main purposes of the ordinance was to prevent illegal cockfighting. There are several aspects of the ordinance, however, that make it difficult to enforce. While other counties across the state who have rooster ordinances limit the number of roosters a person can have with a permit, the County of Monterey's ordinance allows for up to 499 roosters in certain zoning areas. Additionally, the County of Monterey's ordinance places the burden of proof on Animal Control to prove that cockfighting is taking place.

#### **Proposed Project Description:**

This referral asks staff to investigate making the following changes to the County's Rooster Ordinance (and other changes as they see fit):

1. Placing limits on the maximum number of roosters allowed, similar to other counties in CA, possibly a sliding scale based on lot size.



2. Placing the burden of proof on the permit seeker to show that they are not using birds for cockfighting.

Animal Services, through Hitchcock Road Animal Services, enforces County of Monterey Ordinance 8.50, Requirements for Keeping Five or More Roosters. Currently, HRAS has 60 pending permit cases in the unincorporated areas in Monterey County, with 15 current permits and 15 expired permits.

Hitchcock Road Animal Services staff have already met internally to review potential modifications to the Rooster ordinance. Prior to making recommendations, staff intends to also meet with other County departments and external organizations that are stakeholders in the enforcement process of this ordinance:

1. Housing and Community Development
2. Agricultural Commissioner
3. Sheriff
4. SPCA for Monterey County

**Estimated Project Cost:**

At this time, there is no projected cost for this review and update.

**Staffing Level Estimate:**

Animal Services will have 3-4 staff members assigned to this project and will collaborate with County Counsel and various departments. This will take approximately 40-60 hours of cumulative staff time.

**Departmental Challenges:**

Limited staffing continues to remain a challenge for Animal Services.

**Proposed Response Date:**

Hitchcock Road Animal Services staff estimates to take about 6 months to review the ordinance, meet with stakeholders and work with County Counsel on modifications before bringing back an updated ordinance.

This work supports the County of Monterey Health Department 2018-2024 Strategic Plan Goal: 4) Engage MCHD workforces and improve operational functions to meet current and developing population health needs.

OTHER AGENCY INVOLVEMENT:

Hitchcock Road Animal Services staff will continue to have discussions with representatives from stakeholders from other agencies and departments.

FINANCING:

There is no impact to the County General Fund with receipt of this report.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Legistar File Number: PAR 24-012

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Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services, promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:


- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Cindy Burnham, Animal Services Administrator, 769-8796

Approved by:

DocuSigned by:  


Date 9/25/2024 | 10:32 AM PDT

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Elsa Mendoza Jimenez, Director of Health Services, 755-4526

Attachments:

Preliminary Analysis Report

Referral No. 2024.11