



## **Hitchcock Road Animal Services**

160 Hitchcock Road, Salinas, CA93908

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

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

#### **Announcement and Agenda**

**Thursday, November 14, 2024, 3:30-5:00 p.m.**

Join via Zoom at: <https://montereycty.zoom.us/j/98278167642>

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

- I. Call to Order and Roll Call**
- II. Introductions**
- III. Approval of minutes from 9/12/2024** (Action Item)
- IV. Considerations of Late Agendas or Changes to the Agenda**
- V. Public Comment** – Any member of the public may address the Advisory Board for a period not to exceed three minutes on any issue within the Advisory Board’s jurisdiction that is not on the Advisory Board’s agenda; any member of the public may address the Advisory Board on agenda items as they are considered. The Animal Control Program Advisory 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.
- VI. Correspondence**
- VII. Regular Agenda**
  - A. Receive Operations Report and Statistics for September 2024
  - B. Ad Hoc Sub-Committee Updates:
    - a. Ordinance Review -Mary Arnold, Chair
    - b. Facilities- Mike Richards, Chair
    - c. PR/Marketing- Briana Sanford, Chair
- VIII. ANNOUNCEMENTS AND ADJOURNMENT**
  - A. Announcements
  - B. Next Regular Meeting: January 9, 2025 @ 3:30 pm
  - C. Adjournment

Documents related to agenda items that are distributed to the HRAS Advisory Committee 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 Advisory Committee at the meeting by County staff will be available to the public at the meeting; documents distributed to the HRAS Advisory Committee 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 Hitchcock Road Animal Services Administrator:

Cindy Burnham, Administrator-Animal Services  
Hitchcock Road Animal Services  
160 Hitchcock Road Salinas, CA 93908 (831) 769-8796  
[Burnhamc1@co.monterey.ca.us](mailto:Burnhamc1@co.monterey.ca.us)



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**Hitchcock Road Animal Services Agency  
Advisory Committee Regular DRAFT Meeting Minutes**

**Thursday, September 12, 2024**

3:30-5:00 p.m.

Location: Hitchcock Road Animal Services Conference Room  
160 Hitchcock Road, Salinas, CA 93908

<b>Board Members Present</b>	<b>Staff</b>
Mike Richards Briana Sanford Julia Nix Josh Mendenhall Mary Arnold Mary Koch	Cindy Burnham, Animal Services Administrator Robert Brayer, Deputy County Counsel IV Jesse Anaya, OAI, Secretary

- I. **Call to Order and Roll Call**
- II. **Introductions:** *Julia Nix was sworn in as a member of the HRAS Advisory Committee*
- III. **Approval of minutes from 7/11/2024** (Action Item)  
*Motion: Briana Sanford, Second: Mary Koch - Approved 6/0*
- IV. **Considerations of Late Agendas or Changes to the Agenda:** *None*
- V. **Public Comment** - Any member of the public may address the Advisory Board for a period not to exceed three minutes on any issue within the Advisory Board’s jurisdiction that is not on the Advisory Board’s agenda; any member of the public may address the Advisory Board on agenda items as they are considered. The Animal Control Program Advisory 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. *-None*
- VI. **Correspondence:** *None*
- VII. **Regular Agenda**
  - A. Receive Operations Report and Statistics for July 2024  
*Operations Report and Statistics Report were received / presented.*

- B. Ad Hoc Sub-Committee Updates:
  - a. Ordinance Review -Mary Arnold, Chair – *Updates were presented.*
  - b. Facilities- Mike Richards, Chair – Updates were presented.
  - c. PR/Marketing- Briana Sanford, Chair – Updates were presented.
- C. Grant Research/Writing (Discussion) – Mary Arnold – *Keep on next agenda.*

**VIII. ANNOUNCEMENTS AND ADJOURNMENT**

- A. Announcement - *None*
- B. Next Regular Meeting: Nov 14, 2024 @ 3:30-5pm.
- C. Adjournment – 5:00pm

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## **Regular Agenda Item A**

**TO:** Hitchcock Road Animal Services Advisory Committee

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

**DATE:** November 14, 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 that was provided to the JPA Board of Directors on October 17<sup>th</sup>, 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 (Updated)**

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. *Water heaters replaced.*
- *Duct cleaning completed early November. (updated)*

#### **Staffing Vacancies (Updated)**

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 (*pending*)
  - 1.0 FTE Animal Control Officer (recruitment after SR ACO filled)
  - 0.5 Veterinarian (*interviews completed.*)
  - 0.5 Registered Veterinary Technician (*interviews completed*)
  - 0.5 Office Assistant I (*pending*)
  - 1.0 Education/Volunteer Coordinator (*pending*)
  - *0.5 Animal Care Technician I*
- *Leave of Absence*
  - *1.0 FTE Animal Care Technician (expected return 1.6.2025)*

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

None at this time.

#### **Other Updates: (Updated)**

- Received donations from The Parks at Monterey Bay of dog path, plants, benches and play yards and 2 adoptions. Several staff had adopted from HRAS and wanted to pay it forward.
- JPA Board of Directors to hold initial Strategic Planning meeting on Thursday, November 21<sup>st</sup> from 3-5pm.

## 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)

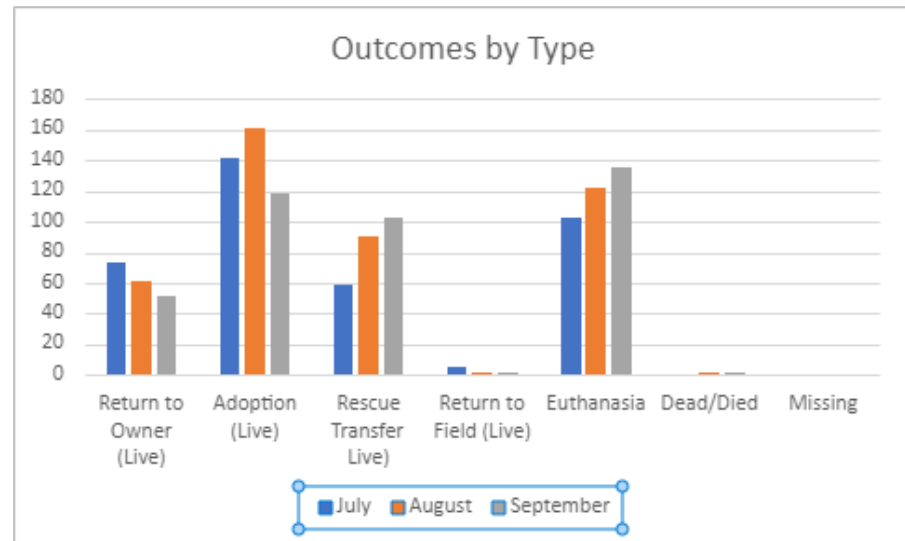
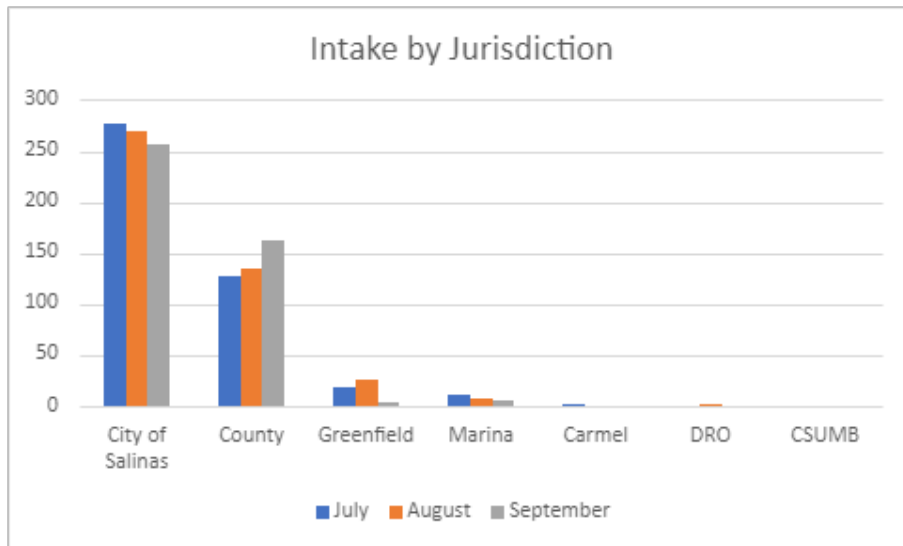
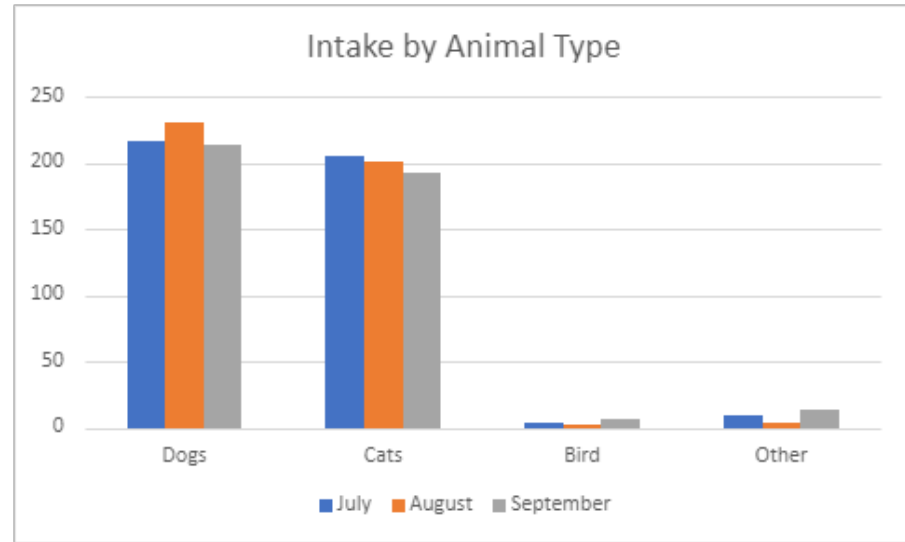
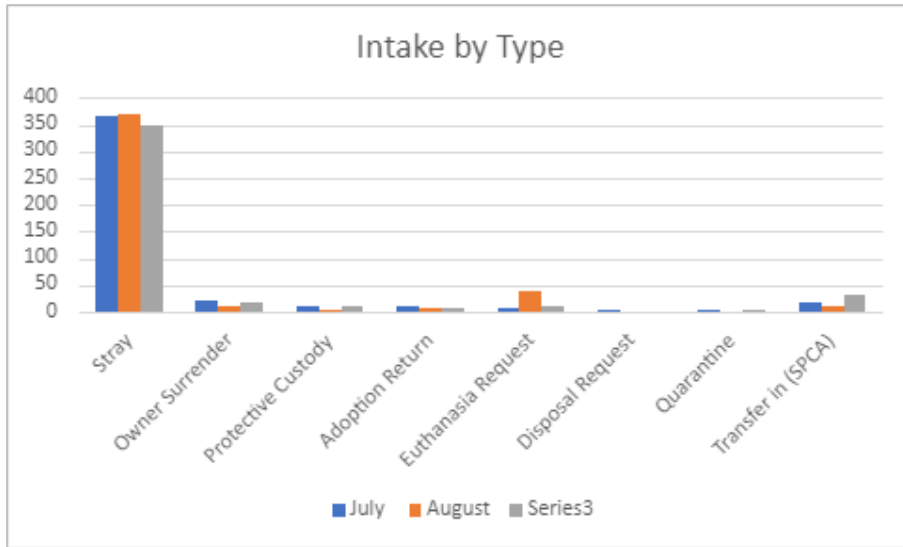
Comparison: FYI 23/24 averaged 358

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%

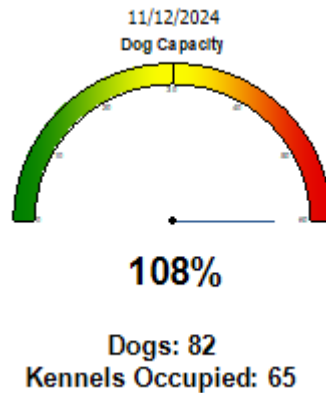
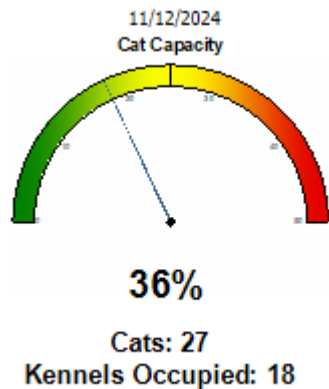
\*Live Release Rate indicates the percentage of animals leaving the shelter alive (ie, Adoption, Return to Owner, Transfer to Rescue or Return to Field).

**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 11/12/24 (Updated)**

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 B**

**TO:** Hitchcock Road Animal Services Advisory Committee

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

**DATE:** November 14<sup>th</sup>, 2024

**SUBJECT:** AD Hoc Sub-Committee Updates

### **Recommendation:**

It is recommended to receive Sub-Committee Updates:

- a. Ordinance Review – Mary Arnold, Chair
- b. Facilities – Mike Richards, Chair
- c. PR/Marketing – Briana Sanford, Chair