



## Santa Cruz County Animal Shelter

2200 7<sup>th</sup> Ave., Santa Cruz, CA 95062

580 Airport Boulevard, Watsonville, CA 95076

Phone: (831) 454-7200 Fax: (831) 454-7210

Melanie Sobel  
General Manager

### SANTA CRUZ COUNTY ANIMAL SHELTER BOARD OF DIRECTORS MEETING

June 9, 2014 – 3:00 p.m.

Board of Supervisors Chambers, Fifth Floor  
701 Ocean Street, Santa Cruz, CA 95060

- 1.0 Call to Order and Roll Call
- 2.0 Introductions
- 3.0 Consideration of Late Additions or Changes to the Agenda
- 4.0 Oral Communications – Any person may address the Santa Cruz County Animal Shelter Board of Directors during the Oral Communications period. All Oral Communications should be directed to items or issues that would be within the jurisdiction of the Santa Cruz County Animal Shelter but not on today's Agenda. Board members will not take actions or respond immediately to Oral Communications presented, but may choose to follow-up at a later time, either individually or on a subsequent Agenda.
- 5.0 Consent Agenda
  - Pg 1 5.1 Approve minutes of the April 14, 2014 meeting
  - Pg 4 5.2 Accept reports of the General Manager and the Management Team for April/May 2014
  - Pg 10 5.3 Accept and file the statistics for the months April/May 2014
  - Pg 12 5.4 Appoint officers of the Board of Directors for FY 2014-15
  - Pg 15 5.5 Approve continuing agreements for FY 2014-15
  - Pg 17 5.6 Accept and approve contract with City of Capitola for animal sheltering services
  - Pg 25 5.7 Authorize General Manager to allocate funds from the B. Jean Adams Trust designated for emergency animal housing supplies in the amount of \$2,881.29
  - Pg 26 5.8 Authorize General Manager to allocate funds from the B. Jean Adams Trust designated for canine behavior assessment supplies in the amount of \$2,230.00
  - Pg 27 5.9 Continue to next meeting the revision of SCCAS policy and procedures #210 and #220
- 6.0 Regular Agenda
  - Pg 28 6.1 General Manager's oral report
  - Pg 29 6.2 Consider and approve financial report for the months of April/May 2014 and take related actions
  - Pg 34 6.3 Consider and approve the General Manager's proposed budget for FY 2014-15
  - Pg 46 6.4 Update on administrative citation program
- 7.0 Adjourn Regular Meeting

#### **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

The Santa Cruz County Animal Services Authority does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities.

The Board holds all public meetings in accessible facilities. If you wish to attend the meeting and you require special assistance, please contact Rosanne Mayclin at 831/454-7205 (TDD 831/454-2123) at least 72 hours in advance of the meeting in order to make arrangements. As a courtesy, please attend the meeting smoke and scent free.

**Consent Agenda Item 5.1**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Approve minutes of April 14, 2014 meeting

## Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of April 14, 2014.

**SANTA CRUZ COUNTY ANIMAL SHELTER  
BOARD OF DIRECTORS MEETING**  
Minutes of Monday, April 14, 2014 3:00 PM  
Board of Supervisors Chambers, Fifth Floor  
701 Ocean Street, Santa Cruz, CA 95060

VOTING KEY: M = Mauriello, P = Phares, V=Vega, S = Shull, C = Clark, W = Weiss,  
K=Knill , Mr = Marsh

First initial indicates maker of motion, second initial indicates the "second"; upper case letter = "yes" vote; lower case letter = "no" vote; () = abstain; // = absent

- 1.0 Call to Order and Roll Call: Chairperson Weiss called meeting to order at 3:10 pm  
Board members Marsh and Shull were absent, Lt. Greg Lansdowne stood in for Board member Jeff Marsh.
- 2.0 Introductions: none
- 3.0 Late Addition or echanges to agenda: Typo on Item 5.1 on Agenda page, should be 2014; page 30 Resolution, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line, "Estate" should be changed to "Living Trust"; 4<sup>th</sup> paragraph account No. should be changed to 76-114; Page 47, discussion 2<sup>nd</sup> line we do not have current population changes for this year so figures from 2013 were used; last paragraph, 3<sup>rd</sup> line 26.6% increase should be changed from 2014-15 to 2013-14.
- 4.0 ORAL COMMUNICATION – 4 people addressed the board on matters unrelated to the day's agenda
- 5.0 CONSENT AGENDA
  - 5.1 Approved minutes of the February 10, 2014 Board Meetings
  - 5.2 Accepted reports of General Manager and the Management Team for the months of February 2014 and March 2014.
  - 5.3 Accepted statistics for the months of February 2014 and March 2014
  - 5.4 Accepted and approved 3rd quarter report for all claims un \$10,000
  - 5.5 Accepted and approved 3rd quarter report for all Journal Entry payments for the County of Santa Cruz
  - 5.6 Authorized General Manager to allocate funds from the B. Jean Adams trust designated for advertisement in La Ganga newspaper for low-cost spay/neuter programs in the amount of \$6,760.00
  - 5.7 Authorize GM to accept gift of \$1,264,486 from Muriel Butler Living Trust, adopt resolution accepting the gift.
  - 5.8 Continue to next meeting revision of SCCAS policy and procedures #210 and #220.

Request was made by Susan Mauriello to move Item 5.8 to regular Agenda for discussion.

Board Action on Consent Agenda (sans Item 5.8)– CPMVS//WKMr//

6.0 REGULAR AGENDA

- 5.8 Discussion of SCCAS policy and procedures #210 and #220 regarding JPA and Governing structure. Options are stand-alone JPA or contract for services for ASA. Board will continue to work on putting together cogent set of recommendations and options. Motion was made to approve continuance of Item 5.8.

Board action on Regular Agenda: WCPMVS//KMr//

- 6.1 General Manager's Oral report presented by Melanie Sobel. Ms. Sobel introduced Shelter staff person Sarah Goldberg who was recently promoted to Animal Services Coordinator. Ms. Sobel noted that Shelter Administrative Aide, Rosanne Mayclin has recently resigned. Ms Sobel gave an update on the status of the new mandatory microchip ordinance. First and second readings have passed for Santa Cruz County. Next step is to go to each of the municipalities for approval as well. Shelter currently has six vacant positions; staff is hoping to fill these as soon as possible. Management recently held a meeting with Project Purr regarding the feral cat issue. Officer Stosuy and Ms. Sobel will be working on a model ordinance for the County. Ms. Sobel acknowledged the Muriel Butler gift and expressed her appreciation. She stated that she is working on ways to use these funds to present to the Board pro-active long term goals, possibly funding a Development Director position to bring in additional grant money. Susan Mauriello asked that Ms. Sobel convey to Rosanne the Board's appreciation of her service to the Agency and wish her well in her new endeavor.

Board Action on Regular Agenda – no vote was needed

Two members of the public made comments on the General Manager's report. The comments were regarding staffing and enforcement.

- 6.2 Approved financial reports for the months of February 2014 and March 2014.

Board Action on Regular Agenda – CMWPVS//KMr//

- 6.3 Consider General Manager's proposed budget for Fiscal Year 2014-15. Ms. Sobel presented the Plan A and Plan B proposed budgets, Plan B being the 2% member contribution increase.

Board Action on Regular Agenda – no action was taken at this time

- 6.4 Consider and approve Report on Audit of SCCAS for the year ending June 30, 2013, and consider GM's response to the Management Letter

Board Action on Regular Agenda – MKWCPVS//Mr//

- 6.5 Ms. Sobel gave an update on Administrative Citation program. Santa Cruz County and City of Santa Cruz have passed the Administrative Citation program. Still waiting for other municipalities to pass it as well. Ms. Sobel offered to speak to the city councils regarding the program in order to help facilitate approval. Ms. Sobel also stated that she will start working on a Capital reserve fund plan — she will return to the Board with a plan at the June meeting.

Board Action on Regular Agenda – No Action taken

One member of the public addressed the Board in response the correspondence regarding a person who was bitten by a dog. He asked that the Board look into streamlining the quarantine process.

- 7.0 Meeting adjourned at 4:00pm. Next regular meeting is scheduled for 6/9/2014 at 3pm

## Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: June 9, 2014  
 SUBJECT: Reports from the Management Team for the months of April/May 2014

This report is provided to give you a brief synopsis of the programs provided and services rendered through the dedication and commitment of Santa Cruz County Animal Shelter's (SCCAS) staff and volunteers.

### General

- On April 12, 2014 SCCAS partnered with the Santa Cruz SPCA to provide free microchips to resident dogs in Santa Cruz County at the Live Oak shelter location.
- On April 27, 2014 SCCAS participated in the Day of the Child Earth Day event at Ramsay Park in Watsonville distributing information on SCCAS low-cost services.
- SCCAS offered half price adoptions for all puppies and dogs during May 2014 due to shelter crowding. This special resulted in a 50% increase in dog adoptions compared to May 2013.
- On May 8, 2014, SCCAS and the Santa Cruz SPCA participated in an event at Chaminade hosted by the county Conference and Visitors Center which announced a new website that directs locals and visitors to dog friendly areas. Supervisor Coonerty and all of the cities' mayors attended the event with their dogs. Supervisor Coonerty presented SCCAS with a Proclamation declaring May 4 through May 10, 2014 as Pet Week in Santa Cruz County.
- On May 10, 2014 SCCAS participated in The Human Race and raised nearly \$12,000 in donations. At last count, SCCAS was in first place for the most money raised.
- SCCAS and Unconditional Love Animal Rescue were the beneficiaries of the Wine & Wet Noses event hosted by KPIG radio at MacDorsa Park in Scotts Valley. The event raised over \$4,000 in donations.
- On May 18, 2014 SCCAS participated in the Spring Dog Festival at Soquel High School in Aptos.
- On May 31, 2014 SCCAS participated in the Woof to Woof event at Sky Park in Scotts Valley.
- SCCAS continues to offer the "Dude, Where's My Cat?" program offering free spay/neuter for all resident cats in Santa Cruz County with purchase of microchip (including registration), rabies and FVRCP vaccinations, all for a total of only \$5. The \$15,000 grant obtained from the California Dept. of Food and Agriculture funds the free spay/neuter surgeries.
- SCCAS continues to offer the "Planned Pethood South" program providing free spay/neuter for all cats that reside in zip code 95076 with purchase of a microchip (includes registration), rabies and FVRCP vaccinations, all for a total of \$5. The PetSmart Charities grant for \$86,000 funds the free spay/neuter surgeries. This program is advertised twice a month in the Register Pajaronian for one year and in Aptos Life and Capitola Life once a month for a year. It also has been advertised three times in La Ganga Newspaper.

- SCCAS continues its partnership program, Canines Teaching Compassion, with the nonprofit organization Unchained. UnChained partners with local schools and organizations to help reduce violence in our homes, schools and communities by implementing humane education and innovative animal-assisted therapy programs, in an effort to teach children and adults the values of respect, empathy, good citizenship and kindness towards one another.
- Heading Home Rescue and Animal Shelter Relief continue to take SCCAS' cats and kittens, many with medical issues and too young for adoption, into their adoption program. This partnership continues to increase SCCAS' animal transfer rate significantly and directly helps increase SCCAS' live animal release rate.
- Santa Cruz SPCA continues to assist SCCAS with taking animals into their adoption program. This directly helps increase SCCAS's live animal release rate.
- Friends of Santa Cruz County Animals (FOSCCA) and Friends of Watsonville Animal Shelter (FOWAS) continue to fund medical procedures for SCCAS animals, allowing them to be treated and made available for adoption. This directly helps increase SCCAS' live animal release rate.
- Project Purr continues to assist SCCAS with feral cat placement and feral cat issues. This directly helps increase SCCAS' live animal release rate and prevents animals from entering the shelter.
- SCCAS staff continues to participate in FOWAS meetings held every other month.

### **SCCAS Staff**

Erin Conway has been hired as the new Volunteer Coordinator. Erin has been a SCCAS volunteer and supporter for five years, initiated and participated in our Development Committee and lead our participation in our largest fundraiser, The Human Race, for the last five years. Erin is a motivated, energetic and passionate animal advocate and is going to be a huge asset for our agency.

Ronald Cyzman has been promoted to Animal Health Technician from an Animal Care Worker position due to his outstanding work ethic and willingness to learn new skills. Samantha Tillman has been hired as an Animal Health Technician. Samantha has experience working in private practice veterinary clinics as well as animal shelters. And Trish Setliff has been hired as an extra help animal care worker. Trish has been an excellent long term volunteer and also works at Bed & Biscuits boarding kennel.

Current vacancies include an Administrative Aide position, Animal Health Technician and extra help Animal Health Technician.

### **Watsonville Shelter**

SCCAS is working on future shelter improvement ideas: shade areas for the dog play yards and a small pole barn to store feral cat traps, cat loaders and house livestock.

SCCAS staff continues to attend bi-monthly Friends of Watsonville Animal Shelter (FOWAS) meetings. We are working with FOWAS to try to improve operations and facilitate community support and outreach to Watsonville residents.

### **Live Oak Shelter**

SCCAS veterinary clinic continues to have interns from the Animal Behavior College Registered Veterinary Technician program. The Shelter will also serve as a clinical rotation stop for students at all stages of their education. Depending on the current stage of the program, students will be receiving instruction and performing duties in the Animal Care Department and also in the Veterinary Clinic.

At the clinic at the Live Oak shelter location in the months of April/May 2014, 686 animals (26% increase from same period last year) were spay/neutered. Also, 203 animals were transferred to our adoption placement partner organizations. The Live Oak Shelter continues to work closely with Sheriff's Work Release, CalWorks and Court Referral for support.

### **Client Services**

Client services staff continues to provide excellent customer service while assisting a high volume of clients in person and on the phone. Staff processes adoptions, returns animals to their owners, distributes spay/neuter vouchers and schedules spay/neuter appointments, processes licenses, files lost and found reports, processes Administrative Citations, does research and follow up for the daily hold report, and sells merchandise and products to the public such as apparel with our new logo, flea prevention medication and pet identification tags to generate revenue.

Client services staff is increasingly helping with licensing, rabies vaccine data entry and donation processing.

### **Animal Control**

Due to full staffing, Animal Control Officers have now increased proactive patrols and resumed the Door-to-Door community outreach campaign. Field Manager Todd Stosuy has now started working on updating Field policies and procedures, and working with the general manager to create a model ordinance for all jurisdictions and set up a volunteer animal control officer program.

Animal control officers continue to provide excellent animal rescue and control service to residents of Santa Cruz County. Officers continue to rescue injured and mistreated animals, promote public safety with assisting laws enforcement and conducting vicious and/or dangerous animal investigations, and providing community outreach and education at special events.

Field Manager Todd Stosuy continues to represent our agency on a national level as President of the National Animal Control Association. Todd regularly attends and gives presentations at animal welfare conferences across the nation.

### **Volunteer and Humane Education Programs**

Volunteer orientations continue to be offered twice a month. SCCAS' partnership with YouthSERVE allows 13-18 year olds to volunteer with trained supervisors. Several continuing education seminars are being offered each month to volunteers, staff and now the public on topics such as animal handling skills and basic animal grooming.

Volunteers continue to assist in community outreach by SCCAS by taking adoptable dogs to venues. Also, Watsonville volunteers continue to provide an information table at the Cabrillo Farmer's Markets to promote shelter cats.

Pet of the Week segments continue each week in the Santa Cruz Sentinel, Mid-County Post and KPIG. We are now showcasing a Pet of the Week segment once a month at KSBW television.

SCCAS continues to provide trainings and education opportunities for our volunteers and members of the public.

### **Statistics**

Please see attached.  
Melanie Sobel  
General Manager

Recommendation:

Accept and file the reports of the management team for the months of April/May 2014.



**Animal Control Report**  
**April and May 2014**  
**Todd Stosuy, Field Services Manager**

1. In April we issued three Animal Control Warning letters, including one in the City of Santa Cruz and two in the City of Watsonville. In April we issued one Habitual Animal Order in unincorporated County (Live Oak) and two Vicious Animal Orders in unincorporated County (Felton and Live Oak). In May we issued one Animal Control Warning letter in the City of Santa Cruz and two Habitual Animal Orders, both in unincorporated County (Watsonville and Scotts Valley areas).
2. We investigated a complaint of neglected pigs at the Watsonville High School Agriculture Department. We were able to educate the students on proper animal care standards and ensure they understood the importance of following not only rules and procedures, but also State Law.
3. We investigated an animal cruelty situation regarding a person stabbing a bobcat with a pitchfork. We were unable to pursue charges due to a "self defense" statement.
4. The following are our current proactive park patrols: Brommer Street Park, 20<sup>th</sup> Avenue Beaches, Winklefarm Park, Anna Jean Cummings Park, Pleasure Point beaches, Floral Street Park, Jose Avenue Park, Interlaken Area of Watsonville, Carey Avenue and surrounding streets in Watsonville, Ford Street and surrounding streets in Watsonville, Felton Covered Bridge Park and Highlands Park.
5. We have begun the Door to Door campaign in the City of Watsonville. We have started on Elm Street, Marchant and Front Street areas.
6. We were involved in two separate wild animal rescues, a baby deer at Dominican and baby ducks at the County Government Center, which received positive stories in the Santa Cruz Sentinel.
7. We are investigating a case in Boulder Creek involving the sexual torture and death of a cat.
8. Officer Carlos Montes took vacation time and went to upstate New York and Virginia on two separate cockfighting busts coordinated by the ASPCA. Officer Montes volunteered his time and helped the ASPCA care for over 4,758 roosters seized in the busts.
9. With the passing of the Mandatory Microchip Ordinance in the County, officers have begun issuing "fix-it" citations for failure to comply.
10. I have begun updating all Animal Control Policies and Procedures and hope to have a fully finished packet in the next few months.
11. I have begun the process of creating a model ordinance that incorporates the same code for all jurisdictions within the County. This will help streamline ordinances across jurisdictions and also have best practice animal control laws.
12. The Administrative Citation program continues to run smoothly. In April/May 2014, the program generated \$4504.00 in revenue.

**Shelter Services Board Report  
April and May 2014  
By Ben Winkleblack, Shelter Manager**

In the months of April and May:

- 1,796 dog licenses were sold
- 242 animals were adopted
- 203 animals were transferred to another shelter or rescue agency
- 953 animals entered the shelter
- 181 animals were reunited with their owner
- 298 WebLicensing transactions
- 238 Grant funded spay and neuter surgeries

The veterinary team performed 686 surgeries in the months of April and May up from 536 for the same time period last year, a 26% increase. The Client Services Staff signed 135 clients up to have their dogs spayed or neutered through the Planned Pethood Program and another 238 cats split between the Dude Where is My Cat Program and the 95076 feline program.

The Shelter saw nearly identical animal intake this year versus the same time period last year. Canine licensing renewal remained at the same level as the previous year.

The Shelter offered half price canine adoptions in the month of May and because of the special adoption pricing 50% more adoptions were performed in that month compared to the previous year.

Overall Canine licensing compliance has increased from 12.6% compliance in 2011 to 14.9% in 2012 and then to 16.8% compliance in 2013. The veterinary team sterilized 2,610 animals in 2011 then sterilized 2,935 animals in 2012 and increased that number again to 3,286 animals in 2013.

Thank you,  
Ben Winkleblack

**Consent Agenda Item 5.3**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Statistics for the Months of April/May 2014

Recommendation:

Accept and file the reports of statistics for the months of April/May 2014.



Santa Cruz County's Open-Door  
**ANIMAL SHELTER**  
 Serving Our Community's Neediest Animals

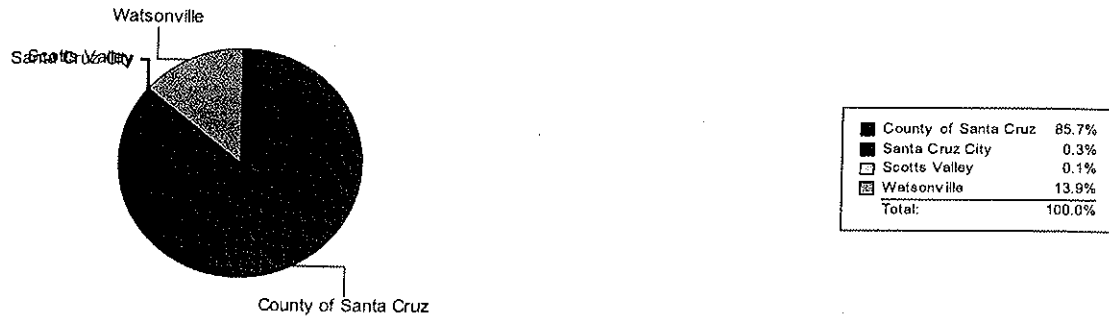
**All Jurisdictions Combined 4/1/14 through 5/31/14**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Total Intake</b>	<b>291</b>	<b>339</b>	<b>184</b>	<b>94</b>	<b>45</b>	<b>953</b>
<b>Adopted</b>	39	98	33	54	18	242
<b>Euthanized</b>	64	60	16	7	6	153
<b>Returned to Owner</b>	20	148	1	1	11	181
<b>Transferred</b>	82	29	60	30	2	203
<b>Total Outcome</b>	<b>208</b>	<b>335</b>	<b>112</b>	<b>93</b>	<b>39</b>	<b>787</b>

Intakes of Owner Requested Euthanasia From All Jurisdictions During 4/1/14 to 5/31/14 = 62  
 Animals on hand on May 31, 2014 = 258

Patrols by Jurisdiction	Patrols	Total Minutes
County of Santa Cruz	222	5,472
City of Santa Cruz	1	18
City of Scotts Valley	1	8
Watsonville	41	884
Live Oak and E. Cliff Beaches	60	1,513

Percent of Total by Jurisdiction



**License Compliance and Revenue**

	Tags Sold	Revenue
CAPITOLA	50	\$1,563
COUNTY	1,156	\$35,102
OTHER	3	\$87
SANTA CRUZ	300	\$8,836
SV	79	\$2,364
WATSONVILLE	208	\$6,336
<b>TOTAL</b>	<b>1,796</b>	<b>\$54,288</b>

### Consent Agenda Item 5.4

TO: Animal Services Authority Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: June 9, 2014  
 SUBJECT: ASA Board Officer Positions for FY2014-15

Recommendation:

Appoint Officers of the Santa Cruz County Animal Services Authority Board of Directors as recommended by the General Manager, effective for the first meeting of 2014-15.

Discussion:

In accordance with Section 3., Paragraph A., Subparagraph 4. 1. (e) of the ASA Joint Powers Agreement, the officers of the Board of Directors are to rotate on an annual basis beginning with the first meeting of the new fiscal year. While the schedule in which Board members rotate into officer positions is not defined within the JPA agreement, your Board appointed officers in the following rotation, effective with the 2003-04 fiscal year, based on the recommendation of staff, I recommend the same rotation.

- 1) Chair rotates out of an officer position to the bottom of the Board Member positions
- 2) Vice Chair rotates into Chair position
- 3) Secretary rotates into Vice Chair position
- 4) Board members 4-8 rotate in order up into officer positions

Based on this rotation, the Officers of the Board of Directors are the following for 2014-15:

**Chair: County Representative #2 (Sheriff)**  
**Vice Chair: Santa Cruz Representative #2 (Police Chief)**  
**Secretary: County Representative #3 (CAO)**  
**Board Member: County Representative #1 (CAO)**  
**Board Member: Watsonville Representative #1 (City Manager)**  
**Board Member: Watsonville Representative #2 (Police Chief)**  
**Board Member: Santa Cruz Representative #1 (City Manager)**  
**Board Member: Scotts Valley Representative #1 (City Manager)**

For your reference, the following information is provided:

**Board Rotation for 2013-14**

Chair: Scotts Valley Representative #1 (City Manager)  
 Vice Chair: County Representative #2 (Sheriff)  
 Secretary: Santa Cruz Representative #2 (Police Chief)  
 Board Member: County Representative #3 (CAO)  
 Board Member: County Representative #1 (CAO)  
 Board Member: Watsonville Representative #1 (City Manager)  
 Board Member: Watsonville Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #1 (City Manager)

**Board Rotation for 2012-13**

Chair: Santa Cruz Representative #1 (City Manager)

Vice Chair: Scotts Valley Representative #1 (City Manager)  
 Secretary: County Representative #2 (Sheriff)  
 Board Member: Santa Cruz Representative #2 (Police Chief)  
 Board Member: County Representative #3 (CAO)  
 Board Member: County Representative #1 (CAO)  
 Board Member: Watsonville Representative #1 (City Manager)  
 Board Member: Watsonville Representative #2 (Police Chief)

**Board Rotation for 2011-12**

Chair: Watsonville Representative #2 (Police Chief)  
 Vice Chair: Santa Cruz Representative #1 (City Manager)  
 Secretary: Scotts Valley Representative #1 (City Manager)  
 Board Member: County Representative #2 (Sheriff)  
 Board Member: Santa Cruz Representative #2 (Police Chief)  
 Board Member: County Representative #3 (CAO)  
 Board Member: County Representative #1 (CAO)  
 Board Member: Watsonville Representative #1 (City Manager)

**Board Rotation for 2010-11**

Chair: Watsonville Representative #1 (City Manager)  
 Vice Chair: Watsonville Representative #2 (Police Chief)  
 Secretary: Santa Cruz Representative #1 (City Manager)  
 Board Member: Scotts Valley Representative  
 Board Member: County Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #2 (Police Chief)  
 Board Member: County Representative #3 (DPW)  
 Board Member: County Representative #1 (CAO)

**Board Rotation for 2009-10**

Chair: County Representative #1 (CAO)  
 Vice Chair: Watsonville Representative #1 (City Manager)  
 Secretary: Watsonville Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #1 (City Manager)  
 Board Member: Scotts Valley Representative  
 Board Member: County Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #2 (Police Chief)  
 Board Member: County Representative #3 (DPW)

**Board Rotation for 2008-09**

Chair: County Representative #3 (DPW)  
 Vice Chair: County Representative #1 (CAO)  
 Secretary: Watsonville Representative #1 (City Manager)  
 Board Member: Watsonville Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #1 (City Manager)  
 Board Member: Scotts Valley Representative  
 Board Member: County Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #2 (Police Chief)

**Board Rotation for 2007-08**

Chair: Santa Cruz Representative #2 (Police Chief)  
 Vice Chair: County Representative #3 (DPW)  
 Secretary: County Representative #1 (CAO)  
 Board Member: Watsonville Representative #1 (City Manager)  
 Board Member: Watsonville Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #1 (City Manager)  
 Board Member: Scotts Valley Representative

Board Member: County Representative #2 (Police Chief)

**Board Rotation for 2006-07**

Chair: County Representative #2 (Sheriff)  
 Vice-Chair: Santa Cruz Representative #2 (Police Chief)  
 Secretary: County Representative #3 (DPW)  
 Board Member: County Representative #1 (CAO)  
 Board Member: Watsonville Representative #1 (City Manager)  
 Board Member: Watsonville Representative #2 (Police Chief)  
 Board Member: Santa Cruz Representative #1 (City Manager)  
 Board Member: Scotts Valley Representative  
 Board Member: Capitola Representative

**Board Rotation for 2005-2006**

Chair: Capitola representative (City Manager)  
 Vice Chair: County representative #2 (Sheriff)  
 Secretary: Santa Cruz representative #2 (Police Chief)  
 Board Member: County representative #3 (vacant)  
 Board Member: County representative #1 (CAO)  
 Board Member: Watsonville representative #1 (City Manager)  
 Board Member: Watsonville representative #2 (Police Chief)  
 Board Member: Santa Cruz representative #1 (City Manager)  
 Board Member: Scotts Valley Representative (City Manager)

**Board Rotation for 2004-2005**

Chair: Scotts Valley Representative (City Manager)  
 Vice Chair: Capitola representative (City Manager)  
 Secretary: County representative #2 (Sheriff)  
 Board Member: Santa Cruz representative #2 (Police Chief)  
 Board Member: County representative #3 (vacant)  
 Board Member: County representative #1 (CAO)  
 Board Member: Watsonville representative #1 (City Manager)  
 Board Member: Watsonville representative #2 (Police Chief)  
 Board Member: Santa Cruz representative #1 (City Manager)

**Board Rotation for 2003-2004**

Chair: Santa Cruz representative #1 (City Manager)  
 Vice Chair: Scotts Valley Representative  
 Secretary: Capitola representative  
 Board Member: County representative #2 (Sheriff)  
 Board Member: Santa Cruz representative #2 (Police Chief)  
 Board Member: County representative #3 (vacant)  
 Board Member: County representative #1 (CAO)

**Board Rotation for 2002-2003**

Chair: County representative #1 (County Administrator's Office (CAO))  
 Vice Chair: Santa Cruz representative #1 (City Manager)  
 Secretary: Scotts Valley representative  
 Board Member: Capitola representative  
 Board Member: County representative #2 (Sheriff)  
 Board Member: Santa Cruz representative #2 (Police Chief)  
 Board Member: County representative #3 (Auditor-Controller)

**Consent Agenda Item 5.5**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Approve Continuing Agreements for FY 2014-2015

Recommendation: Approve continuing agreements for vendor contracts over \$10,000 for FY 2014-15.



**EXPENDITURES AGREEMENTS TO BE RENEWED FOR FISCAL YEAR 2014-2015 OVER \$10,000**

Department Title	Index Code	Sub-Object	Sec	Vendor (Contractor) Name	Amount	Description
Animal Services Authority	702810	3810	II	County of Santa Cruz	197,670	Live Oak Shelter Lease
Animal Services Authority	702810	3295	II	SDRMA	29,488	Liability Insurance
Animal Services Authority	702810	3235	II	SCCECC	29,000	Dispatch Services with NETCOM
Animal Services Authority	702810	3545	II	HLP, Inc	18,000	Chameleon Software Support
Animal Services Authority	702850	3763	II	Ed Wieser, DVM	37,500	Substitute Veterinarian Services
Animal Services Authority	702850	3763	II	R. Dilts, DVM	37,500	Substitute Veterinarian Services

**Consent Agenda Item 5.6**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Contract with City of Capitola for Shelter Services

**Recommendation:**

Authorize the General Manager to sign the contract for animal shelter services for City of Capitola for July 1, 2014 to June 30, 2015.

**AGREEMENT BETWEEN SANTA CRUZ COUNTY ANIMAL SERVICES  
AUTHORITY AND THE CITY OF CAPITOLA FOR ANIMAL SHELTER SERVICES**

This Agreement is entered into on July 1, 2014, between the SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY, a joint powers authority organized and existing under the laws of the State of California by the County of Santa Cruz and the Cities of Santa Cruz, Scotts Valley and Watsonville, hereinafter referred to as "ASA" and the City of Capitola, hereinafter referred to as "CITY".

W I T N E S S E T H

WHEREAS, it is beneficial for the ASA to provide consolidated animal shelter and animal control services on a county-wide basis; and

WHEREAS, the CITY has requested the ASA to provide certain animal shelter services; and

WHEREAS, the ASA is willing to provide such services provided that the CITY reimburses the ASA for all costs incurred in providing such services; and

WHEREAS, it is necessary and desirable that the parties enter into the Agreement as set forth below;

NOW, THEREFORE, IT IS HEREBY AGREED between the CITY and ASA as follows:

1. Term. This agreement shall commence on July 1, 2014 and terminate on June 30, 2015.

2. Obligations of the Parties.

(a) The ASA will provide animal shelter services to the CITY as set forth in EXHIBIT A, attached hereto and incorporated herein by reference.

(b) In consideration for the services provided by the ASA, the CITY shall make payments as provided in Paragraph 3.

3. Payment. By mutual agreement of both parties, services as described within EXHIBIT A of this agreement will be billed by the ASA at a flat rate of \$22,000 in four equal installments of

\$5,500 on a quarterly basis and will be payable by the CITY within thirty (30) days of receipt of invoice. The CITY shall in addition pay for all costs incurred at a veterinary hospital or incurred by the ASA (1) if an animal needs veterinary treatment pursuant to California Penal Code Section 597.1 (c), or any of the procedures included in the attached EXHIBIT B of this agreement; and (2) for costs incurred if an animal is euthanized by the ASA. The CITY shall pay current euthanasia and disposal fees to the ASA. The ASA's 2013-14 fees are listed in the attached EXHIBIT B of this agreement.

4. Notice. All notices, demands, requests, consents, approvals, waivers, or communications ("notices") that either party desires or is required to give to the other party or any other person shall be in writing and either personally served or sent by prepaid postage, first class mail. Notices shall be addressed as appears below for each party, provided that if either party gives notice of a change of name or address, notices to the giver of that notice shall thereafter be given as demanded in that notice.

Authority:                   General Manager  
                                   Santa Cruz County Animal Services Authority  
                                   2200 7<sup>th</sup> Avenue  
                                   Santa Cruz, CA 95062

City:                         Chief of Police  
                                   City of Capitola  
                                   422 Capitola Avenue  
                                   Capitola, CA 95010

5. Mutual Indemnification. It is agreed that the ASA shall defend, hold harmless, and indemnify the CITY, its officers and employees, from any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement and which results from the negligent act or omissions of the ASA, its officers, and/or employees.

It is further agreed that the CITY shall defend, hold harmless, and indemnify the ASA, its officers and employees, from any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement and which results from the negligent act or omissions of the CITY, its officers, and/or employees.

In the event of concurrent negligence of the ASA, its officers and/or employees, and the CITY, its officers and/or employees, then the liability for any and all claims for injuries or damages

to persons and/or property, which arises out of the terms and conditions of this Agreement, shall be apportioned according to the California theory of comparative negligence.

In the event of a dispute as to indemnification between the ASA and the CITY, the payment of monies or apportionment of fault, as specified herein, the parties agree to non-binding arbitration. If the parties cannot agree on the selection of an arbitrator, they shall contact the Santa Cruz County Arbitration Administrator pursuant to Cal. Rules of Court 1617, and select an arbitrator from the randomly selected list of names provided, and shall be entitled to preemptory challenges as specified in Cal. Rules of Court 1605.

The arbitration shall be conducted according to Cal. Rules of Court 1600 st. seq., which governs Judicial Arbitration Rules for Civil Cases. The findings of the arbitrator shall be non-binding on all parties to the arbitration.

The duty of the ASA and the CITY to indemnify and save harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. Insurance.

(a) Each party shall furnish the other with certificates of insurance evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the other party of any pending change in the limits of liability or of any cancellation or modification of the policy.

(b) Each party shall have in effect, during the entire life of this Agreement, Workers' Compensation an employer liability insurance providing full statutory coverage. Each party certifies that it is aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the code.

(c) Each Party shall take out and maintain during the entire life of this Agreement such bodily injury liability and property damage liability insurance as shall protect it from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from the performance of services under the Agreement. Such insurance shall be combined single-limit bodily injury and property damage for each occurrence and shall include comprehensive liability of at least \$ 1,000,000.00.

(d) In the event of a breach of any provisions of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the non-breaching party at its option may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work or obligations pursuant to this Agreement.

7. Inspection of Records. All records, books, reports, and documentation maintained by the ASA related to performance under the Agreement shall be open for inspection by the CITY upon demand at reasonable times.

8. Merger Clause. This Agreement, including the attached EXHIBIT "A" sets forth the entire Agreement between the parties. No subsequent alteration or variations shall be valid unless made in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have affixed their hands on the day and year in the Agreement first above written.

Dated: \_\_\_\_\_

\_\_\_\_\_  
General Manager  
Santa Cruz County Animal Shelter

APPROVED AS TO FORM:

Marie Costa  
Attorney for the Animal Shelter

Dated: 6/3/2014

\_\_\_\_\_  
Chief of Police  
City of Capitola

EXHIBIT A  
PROVISION OF SERVICES

1. Animal shelter services – The CITY will collect and transport animals to the Animal Shelter located at 2200 7<sup>th</sup> Avenue, Santa Cruz, CA 95062 where the ASA will provide the following services:
  - Impounding and boarding of dogs, cats and other animals;
  - Veterinary care for impounded animals;
  - Euthanasia services;
  - Quarantine services;
  - Spay/neuter services for impounded animals;
  - Licensing and microchipping services; and
  - Adoption and transfer services.



**EXHIBIT B**  
**2013-14 FEES**

**1. Medical Fees**

Medical groom	\$45
Medical nail trim	\$15
Medication dispensed	\$20
Vet procedure	\$25
Rabies	\$14
Medical bath	\$20
Wound prep	\$35

**2. Euthanasia and Disposal Fees**

Euthanasia	\$50 plus disposal
Disposal of dead animals	\$30, up to 19 lbs
	\$40, 20-69 lbs
	\$55, 70-99 lbs
	\$70, 100 lbs and up

**Consent Agenda Item 5.7**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Authorize General Manager to Allocate Funds from the B. Jean Adams Trust Designated for Emergency Animal Housing Supplies in the Amount of \$2,881.29

**Recommendation:**

Authorize General Manager to allocate funds from the B. Jean Adams Trust designated for emergency animal housing supplies in the amount of \$2,881.29

**Discussion:**

The funds would purchase supplies needed to provide portable short-term housing for dogs, cats or other domestic animals for use during an emergency.

**Consent Agenda Item 5.8**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Authorize General Manager to Allocate Funds from the B. Jean Adams Trust  
designated for Canine Behavior Assessment Supplies in the Amount of  
\$2,230.00

**Recommendation:**

Authorize General Manager to allocate funds from the B. Jean Adams Trust designated for canine behavior assessment supplies in the amount of \$2,230.00

**Discussion:**

The funds will purchase supplies needed to provide better assessment of canine behavior.

**Consent Agenda Item 5.9**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Continue to next meeting the revision of SCCAS policy and procedures  
#210 and #220

## Recommendation:

Continue to next meeting the revision of SCCAS policy and procedures #210 and #220.

**Regular Agenda Item 6.1**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: General Manager's Oral Report

General Manager will present an oral report on the Santa Cruz County Animal Shelter.

**Regular Agenda Item 6.2**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 9, 2014  
SUBJECT: Financial Report for the period ending May 31, 2014

**Recommendation:**

Approve the Financial Report as presented for the period ending May 31, 2014 including the Estimated/Actuals for FY 2013-14.

**Discussion:**

The Financial Report ending May 31, 2014 reflects total revenues of \$76,232 and expenditures of \$290,156. YTD revenues are \$4,524,862. YTD expenditures are \$3,003,983. Current total revenues are 98% of a potential 92%. The percentage of current year expenditures is at 91%.

Licensing revenues YTD are \$303,237. At this point last year licensing revenues were \$297,081.

The Financial Report reflects the estimated/actual expenditures and revenues based on current YTD actual through May and an estimate through June 30, 2014 based on experience and expectations.

**Santa Cruz County Animal Services Authority**  
**Financial Summary for Fiscal Year 2013-14**  
**For Months Ending May 31, 2014**

**Revenues:**

	2013-14 Final Budget	2013-14 Est/Actuals	2013-14 YTD Actuals	YTD Remaining	2012-13 YTD Actuals
ANIMAL LICENSES	\$340,000	\$335,000	\$303,237	\$31,763	\$297,081
INTEREST	\$3,000	\$6,500	\$5,700	\$800	\$3,384
RENTS & CONCESSIONS	\$1,500	\$1,800	\$1,746	\$54	\$281
RENTAL DEPOSIT/FORFEIT REVENUE	\$0	\$0	\$140	(\$140)	\$140
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$336,000	\$270,000	\$250,291	\$19,709	\$261,710
ADMINISTRATIVE SERVICES	\$1,000	\$1,000	\$980	\$20	\$930
COST RECOVERY-OTHER	\$5,500	\$5,500	\$5,097	\$403	\$5,159
MEMBER CONTRIBUTION	\$2,217,945	\$2,217,945	\$2,217,945	\$0	\$2,217,945
CHARGES FOR CURRENT SERVICES	\$0	\$17,000	\$11,345	\$5,655	\$2,100
ADMIN FINE FEES	\$25,000	\$8,900	\$8,179	\$721	\$2,850
GRANT SERVICES-NON INTERGOV	\$0	\$137,945	\$137,945	\$0	\$0
ANIMAL MICROCHIP FEES	\$20,000	\$24,500	\$22,900	\$1,600	\$21,344
ANIMAL RABIES FEES	\$10,000	\$6,000	\$5,660	\$340	\$6,358
ANIMAL SPAY&NEUTER FEES	\$100,000	\$104,000	\$95,847	\$8,153	\$68,084
SALES-OTHER-TAXABLE	\$15,000	\$14,000	\$12,561	\$1,439	\$11,727
CASH OVERRAGES	\$0	\$0	\$55	(\$55)	\$26
CONTRIBUTIONS and DONATIONS	\$270,000	\$1,430,000	\$1,408,815	\$21,185	\$159,391
NSF CHECKS	\$0	\$0	(\$71)	\$71	(\$273)
NSF CHECKS-RETURNED CHECK FEE	\$0	\$0	\$200	(\$200)	\$160
OTHER REVENUE	\$50,000	\$39,000	\$35,881	\$3,119	\$42,469
UNCLAIMED MONEY-ESCHEATED	\$0	\$411	\$411	\$0	\$0
BOND PROCEEDS	\$4,023	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$3,398,968</b>	<b>\$4,619,501</b>	<b>\$4,524,862</b>	<b>\$94,639</b>	<b>\$3,100,865</b>

**Less Expenditures:**

Salaries and Benefits	\$2,332,962	\$2,238,015	\$2,062,413	\$175,602	\$2,043,501
Services and Supplies	\$984,670	\$944,804	\$821,663	\$123,141	\$969,134
Other Uses	\$119,907	\$119,907	\$119,907	\$0	\$107,672
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$3,437,539</b>	<b>\$3,302,726</b>	<b>\$3,003,983</b>	<b>\$298,743</b>	<b>\$3,120,307</b>

**Plus Contingency:**

TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$137,474	\$0	\$0	(\$0)	\$0
	<b>\$3,575,013</b>	<b>\$3,302,726</b>	<b>\$3,003,983</b>	<b>\$298,743</b>	<b>\$3,120,307</b>

<b>NET REVENUES OVER (UNDER) EXPENDITURE</b>	<b>(\$176,045)</b>	<b>\$1,316,775</b>	<b>\$1,520,880</b>	<b>(\$204,105)</b>	<b>(\$19,442)</b>
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<b>BEGINNING FUND BALANCE - UNDESIGNATED</b> (audited ending balance from 6/30/13)	\$27,218	\$0	\$0	\$0	\$0
<b>ENDING FUND BALANCE - UNDESIGNATED</b>	(\$148,827)	\$1,316,775	\$1,520,880	(\$204,105)	(\$19,442)
Est. Transfer from SB90 Designations	\$148,827	\$0	\$0	\$0	
<b>ENDING FUND BALANCE - UNDESIGNATED</b>	<b>\$0</b>	<b>\$1,316,775</b>	<b>\$1,520,880</b>	<b>(\$204,105)</b>	<b>(\$19,442)</b>

**ANIMAL LICENSE DETAIL**

	2013-14 YTD Actuals	2012-13 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$8,446	\$7,819	\$627
LICENSES - SANTA CRUZ	\$55,058	\$53,051	\$2,007
LICENSES- SCOTTS VALLEY	\$17,756	\$15,501	\$2,255
LICENSES- COUNTY	\$185,599	\$184,530	\$1,069
LICENSES- WATSONVILLE	\$36,378	\$36,180	\$198

\* Fund Balance Committed for SB 90 Claims received and set aside as of 6/30/13 is \$470,722 (Audited)

\* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/13 is \$546,992 (Audited)

\* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/13 is \$700 (Audited)

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2013-14

As of 5/31/14 from FAIMS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Acct	Acct Title	2013-14		2013-14		April	May	2013-14		YTD	Percentage		Percentage		2012-13	COMPARE	THRU MAR	Actuals	Est/Actuals
		Final Budget	Est./Actuals	Actuals	Actuals			YTD Actuals	Remaining		of CY EA's	of PY Budget	YTD Actuals	YTD Actuals					
3100-9700	TOTAL EXPENDITURES	\$3,585,027	\$3,302,726	\$254,374	\$290,456	\$254,374	\$290,456	\$3,003,983	\$298,743	90.95%	133.33%	\$3,120,307	(\$116,325)	\$296,092	\$3,402,326				
100-2500	TOTAL REVENUES	\$3,394,945	\$4,619,501	\$1,563,158	\$76,232	\$4,524,862	\$4,524,862	\$4,524,862	\$94,639	97.95%	95.66%	\$3,100,855	\$1,423,997	\$171,662	\$3,241,515				
	NET COST	\$190,082	\$1,316,775	(\$1,308,784)	(\$213,924)	(\$1,520,800)	(\$1,520,800)	(\$204,195)	(\$274)	-800.12%	-12.08%	\$19,442	\$1,540,322	\$124,430	\$160,811				
3100	REGULAR PAY-PER	1,387,396	1,360,180	\$96,720	\$151,406	\$1,224,816	\$1,224,816	\$135,364	90.05%	89.72%	\$1,197,325	\$27,491	\$157,176	1,334,557					
3105	OVERTIME PAY-PER	4,850	1,423	\$73	\$139	\$1,423	\$1,423	(\$0)	100.01%	83.67%	\$1,181	\$243	\$0	1,411					
3110	REGULAR PAY-EXT	30,604	27,340	\$1,847	\$2,158	\$26,046	\$26,046	\$2,294	91.61%	91.85%	\$27,300	(\$2,254)	\$2,324	29,173					
3140	DIFFERENTIAL PAY	22,817	17,679	\$1,342	\$1,734	\$16,162	\$16,162	\$1,517	91.42%	91.20%	\$17,719	(\$1,557)	\$2,062	19,429					
3150	OASD-SOCIAL SE	109,775	104,609	\$7,463	\$11,677	\$93,972	\$93,972	\$10,637	89.83%	89.89%	\$92,449	\$1,523	\$12,214	102,842					
3155	RETIREMENT	280,138	260,995	\$18,161	\$28,122	\$235,698	\$235,698	\$25,297	90.31%	88.08%	\$227,085	\$8,613	\$29,700	257,825					
3160	EMPL OYEE INSURA	392,187	360,594	\$23,726	\$23,395	\$360,375	\$360,375	\$219	99.94%	99.28%	\$340,147	\$8,228	\$27,476	380,995					
3165	UNEMPLOYMENT IN	5,285	5,285	\$0	\$0	\$5,011	\$5,011	\$274	100.00%	100.00%	\$10,318	(\$5,307)	\$0	10,318					
3170	WORKERS COMPENS	99,910	99,910	\$0	\$0	\$99,910	\$99,910	(\$0)	100.00%	113.19%	\$129,978	(\$30,068)	\$0	114,833					
3100	SALARIES & BENEF	\$2,332,962	\$2,238,015	\$149,331	\$218,631	\$2,062,413	\$2,062,413	\$175,602	92.15%	90.74%	\$2,043,501	\$18,912	\$230,952	\$2,251,933					
3215	POLICE SAFETY EQUIPMENT	1,000	500	\$0	\$0	\$0	\$0	\$500	0.00%	8.56%	\$43	(\$43)	\$0	500					
3225	UNIFORM REPLACEMENT	2,000	2,064	\$33	\$1,103	\$2,064	\$2,064	(\$0)	100.02%	29.02%	\$580	\$1,484	\$0	2,000					
3235	RADIO SERVICES	29,000	28,500	\$2,254	\$2,714	\$26,174	\$26,174	\$2,326	91.84%	89.78%	\$24,241	\$1,933	\$2,204	27,000					
3240	TELECOM SERVICES	28,000	26,000	\$6,274	\$2,090	\$21,080	\$21,080	\$4,920	81.08%	70.89%	\$18,431	\$2,649	\$2,142	26,000					
3250	FOOD	8,000	7,500	\$454	\$232	\$6,508	\$6,508	\$992	86.77%	89.29%	\$7,143	(\$635)	\$200	8,000					
3262	JANITORIAL SERVICES	12,000	9,000	\$728	\$0	\$7,280	\$7,280	\$1,720	80.89%	88.93%	\$8,893	(\$1,613)	\$1,456	10,000					
3295	LIABILITY INSURANCE	30,882	32,197	\$541	\$0	\$32,197	\$32,197	\$0	100.00%	100.15%	\$31,296	\$901	\$0	31,250					
3305	OTHER INSURANCE	1,215	1,693	\$0	\$46	\$0	\$0	\$1,693	0.00%	0.00%	\$0	\$0	\$0	1,215					
3355	MAINT-OFFICE EQUIPMENT	800	600	\$46	\$46	\$47	\$47	\$183	69.46%	82.96%	\$664	(\$247)	\$48	800					
3360	MAINT-OTHER EQUIP-SVCS	3,000	2,000	\$157	\$357	\$1,248	\$1,248	\$752	62.39%	97.99%	\$2,939	(\$1,692)	\$34	3,000					
3361	MAINT-OTHER EQUIP-SVCS	500	800	\$0	\$224	\$732	\$732	\$68	91.45%	23.11%	\$116	\$616	\$0	500					
3395	FACILITIES MAINT	2,500	26,000	\$262	\$3,062	\$22,458	\$22,458	\$3,542	86.33%	68.99%	\$28,974	(\$6,516)	\$6,198	42,000					
3405	MAINT-STRUCT/IMP/SIGNS-OTHER-SUPPLIES	0	8,000	\$0	\$0	\$7,262	\$7,262	\$0	90.78%	101.92%	\$5,096	\$2,166	\$0	5,000					
3406	MAINT-STRUCT/IMP/SIGNS-OTHER-SUPPLIES	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$57	(\$57)	\$0	0					
3430	MEDICAL, DENTAL & LAB SUPPLIES	0	0	\$3	\$0	\$0	\$0	(\$3)	0.00%	0.00%	\$17	(\$14)	\$0	0					
3432	OTHER MEDICAL MATERIALS	1,200	100,000	\$6,096	\$9,689	\$89,993	\$89,993	\$10,007	89.99%	76.26%	\$87,694	\$2,299	\$6,122	115,000					
3450	MEMBERSHIPS	1,450	1,450	\$0	\$0	\$1,450	\$1,450	\$0	100.00%	95.80%	\$1,916	(\$466)	\$0	2,000					
3451	MISCELLANEOUS EXPENSES	6,381	8,300	\$0	\$0	\$7,583	\$7,583	\$717	91.36%	128.51%	\$16,707	(\$9,124)	\$1,163	13,000					

Pos + = UP  
Neg ( ) = DOWN



SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2013-14

As of 5/31/14 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Acct	Acct Title	2013-14 Final Budget	2013-14 Est./Actuals	April Actuals	May Actuals	2013-14 YTD Actuals	YTD Remaining	Percentage of CY EAs Actualized	Percentage of PY Budget Actualized	2012-13 YTD Actuals	COMPARE THRU MAR PY ACTUALS	2012-13	
												May Actuals	Est./Actuals
3452	CASH SHORTAGES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$37	(\$26)	\$0	\$0
3484	DUPLICATION SVCS.	2,500	6,000	\$121	\$376	\$5,412	(\$588)	90.21%	138.39%	\$3,460	\$1,953	\$1,029	2,500
3487	MISC NONINVENTORABLE ITEMS EXPENSE	0	869	\$869	\$0	\$869	\$0	0.00%	0.00%	\$0	\$869	\$0	0
3489	PC SOFTWARE PURCHASES	2,000	2,000	\$0	\$335	\$1,625	\$375	81.25%	112.13%	\$2,018	(\$394)	\$0	\$1,800
3491	POSTAGE	8,000	11,500	\$127	\$2,000	\$10,380	\$1,120	90.28%	105.54%	\$8,443	\$1,936	\$0	8,000
3492	SUBSCRIPTIONS/PERIODICALS	400	0	\$0	\$0	\$0	\$0	0.00%	6.50%	\$26	(\$26)	\$0	400
3493	SUPPLIES	60,000	78,000	\$18,018	\$3,109	\$68,871	\$9,129	88.30%	93.33%	\$67,201	\$1,671	\$1,897	72,000
3496	NON-PC SOFTWARE	0	0	\$0	(\$224)	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	0
3498	INVENTORABLE ITEMS	6,800	3,030	\$335	\$2,695	\$3,030	\$0	99.99%	65.87%	\$0	\$0	\$0	0
3505	ACCOUNTING & AUDITING	20,000	12,400	\$6,889	\$0	\$12,389	\$11	99.91%	136.18%	\$5,243	(\$2,214)	\$0	4,500
3520	BANKING SERVICES	18,000	20,000	\$612	\$1,426	\$18,176	\$1,824	90.88%	94.48%	\$17,664	(\$5,274)	\$0	17,000
3535	COMPUTER PROF SVCS	1,200	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$17,006	\$0	\$1,465	18,000
3545	CONSULTING/PC SVCS	18,000	19,039	\$135	\$54	\$19,039	(\$0)	100.00%	81.98%	\$0	\$0	\$0	500
3547	COUNTY COUNSEL	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$14,756	\$4,283	\$0	18,000
3550	COUNTY OVERHEAD	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
3575	DATA PROCESSING	50,000	58,000	\$8,522	\$0	\$53,507	\$4,493	92.25%	99.93%	\$49,963	\$0	\$0	0
3685	PROF & SPECIAL	80,000	75,000	\$3,541	\$5,786	\$67,845	\$7,155	90.46%	101.69%	\$81,351	(\$13,506)	\$7,472	50,000
3783	VETERINARIAN SERVICES	95,000	68,000	\$4,801	\$6,056	\$60,714	\$7,286	89.29%	99.65%	\$131,425	(\$70,711)	\$11,023	80,000
3800	EQUIPMENT RENTS & LEASES-	5,000	2,400	\$0	\$0	\$2,365	\$35	98.55%	95.47%	\$4,774	(\$2,408)	\$0	5,000
3810	RENTS & LEASES-	198,842	198,842	\$0	\$16	\$148,268	\$50,574	74.57%	99.41%	\$197,669	(\$49,401)	\$0	198,842
3820	FIELD EQUIPMENT	1,500	1,386	\$38	\$110	\$1,386	(\$0)	100.02%	21.45%	\$161	\$1,225	\$0	750
3835	ADVERTISING & PROMOTION	10,000	10,000	\$80	\$6,760	\$9,514	\$486	95.14%	160.74%	\$1,206	\$8,308	\$0	750
3935	SPECIAL MISC EXP-SUPPLIES	10,000	17,000	\$2,618	\$2,518	\$16,865	\$135	99.20%	107.55%	\$19,358	(\$2,494)	\$405	18,000
3976	SUBSCRIPTIONS/BOOKS	500	300	\$13	\$0	\$204	\$96	68.03%	59.60%	\$298	\$0	\$26	500
4110	TOWING	500	434	\$0	\$0	\$434	\$0	100.00%	126.55%	\$633	(\$199)	\$0	500
4120	TRAVEL-EDUCATION	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
4154	TRAVEL-LODGING	3,500	2,400	\$151	\$869	\$2,398	\$2	99.92%	53.83%	\$1,615	\$783	\$150	3,000
4162	TRAVEL-LODGING	750	1,500	\$311	\$0	\$989	\$511	65.93%	112.84%	\$846	\$143	\$124	750
4164	TRAVEL-MEALS	600	400	\$0	\$0	\$219	\$181	54.80%	57.87%	\$289	(\$70)	\$0	500
4168	TRAVEL-MILEAGE	3,000	500	\$0	\$0	\$348	\$152	69.70%	30.16%	\$302	\$47	\$0	1,000
4175	REGISTRATIONS	100	1,200	\$240	\$0	\$1,135	\$65	94.57%	51.64%	\$52	\$1,083	\$0	100
4175	SERVICE CENTER	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
4180	TRAVEL ADVANCES	36,000	20,000	\$870	\$1,734	\$16,095	\$3,905	80.48%	92.05%	\$33,138	(\$17,043)	\$3,214	36,000
4310	UTILITIES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
4830	PRINCIPAL ON LEASE PURCHASES	87,000	80,000	\$9,927	\$7,395	\$73,124	\$6,876	91.41%	88.52%	\$75,393	(\$2,269)	\$0	85,174
3200	SERVICES & SUPPLIES	\$994,684	\$944,804	\$75,066	\$71,525	\$821,563	\$173,021	86.97%	82.94%	\$969,134	(\$129,636)	\$65,140	\$1,042,721

Pos + = UP  
Neg () = DOWN

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2013-14

As of 5/31/14 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Acct	Acct Title	2013-14 Final Budget	2013-14 Est./Actuals	April Actuals	May Actuals	2013-14 YTD Actuals	YTD Remaining	Percentage		2012-13 YTD Actuals	COMPARE		May Actuals	2012-13 Est./Actuals
								of CY EAS Actualized	of PY Budget Actualized		THRU MAR PY ACTUALS	Actuals		
6106	OTHER USES	\$119,907	\$119,907	\$29,977	\$0	\$119,907	(\$0)	100.00%	100.00%	\$107,672	(\$19,907)	\$0	\$0	\$107,672
8404	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
9695	APPROP FOR CONTINGENCIES	\$137,474	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
9700	CONTINGENCIES	\$137,474	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	(\$3,422)	\$0	\$0	\$0
100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
230	ANIMAL LICENSES	\$340,000	\$335,000	\$34,829	\$25,710	\$303,237	\$31,763	0.00%	0.00%	\$297,081	\$6,156	\$24,024	\$310,000	\$0
430	INTEREST	\$3,000	\$6,500	\$776	\$0	\$5,700	\$800	90.52%	95.83%	\$3,384	\$2,316	\$226	\$3,500	\$0
440	RENTS & CONCESS	\$1,500	\$1,800	\$61	\$0	\$1,746	\$54	96.98%	18.71%	\$281	\$1,465	\$65	\$1,500	\$0
441	RENTAL DEPOSIT/FORFEIT REVENUE	\$0	\$0	\$0	\$0	\$140	(\$140)	0.00%	200.00%	\$140	\$0	\$0	\$70	\$0
984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
1096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
1510	HUMAN SERVICES	\$336,000	\$270,000	\$19,301	\$22,598	\$250,291	\$19,709	0.00%	83.08%	\$261,710	(\$11,420)	\$0	\$0	\$0
2010	ADMINISTRATIVE SERVICES	\$1,000	\$1,000	\$50	\$80	\$980	\$20	98.00%	93.00%	\$930	\$50	\$21,730	\$1,000	\$0
2022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$12	\$743	\$5,097	\$403	92.67%	85.99%	\$5,159	(\$62)	\$599	\$5,000	\$0
2044	MEMBER CONTRIBUTION	\$2,217,945	\$2,217,945	\$221,795	\$0	\$2,217,945	(\$0)	100.00%	100.00%	\$2,217,945	\$0	\$94,298	\$2,217,945	\$0
2047	OTHER CHARGES CURRENT SERVICES	\$0	\$17,000	\$0	\$0	\$17,000	\$0	0.00%	0.00%	\$17,000	\$0	\$0	\$0	\$0
2073	ADMINISTRATIVE FINE FEES	\$25,000	\$8,900	\$1,025	\$1,254	\$8,179	\$721	66.74%	0.00%	\$2,100	\$9,245	\$250	\$0	\$0
2074	GRANT SERVICES-NON INTERGOV	\$0	\$137,945	\$375	\$1,700	\$137,945	\$0	0.00%	0.00%	\$2,850	\$5,329	\$1,250	\$0	\$0
2205	ANIMAL MICROCHIP FEES	\$20,000	\$24,500	\$2,556	\$1,499	\$22,900	\$1,600	93.47%	106.72%	\$0	\$137,945	\$0	\$0	\$0
2206	ANIMAL RABIES FEES	\$10,000	\$6,000	\$611	\$475	\$5,660	\$340	84.77%	84.77%	\$6,358	(\$698)	\$526	\$7,500	\$0
2207	ANIMAL SPAY&NEUTER FEES	\$100,000	\$104,000	\$10,476	\$9,960	\$95,847	\$8,153	92.16%	80.10%	\$68,084	\$27,763	\$6,809	\$85,000	\$0
2334	SALES-OTHER-TAXABLE	\$15,000	\$14,000	\$828	\$1,604	\$12,561	\$1,439	89.72%	97.72%	\$11,727	\$834	\$2,100	\$12,000	\$0
2362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$55	(\$55)	0.00%	0.00%	\$26	\$30	\$0	\$0	\$0
2372	CONTRIBUTIONS AND DONATIONS	\$270,000	\$1,430,000	\$1,268,879	\$6,586	\$1,408,815	\$21,185	0.00%	74.14%	\$159,391	\$1,249,424	\$14,288	\$215,000	\$0
2380	NSF CHECKS	\$0	\$0	\$0	\$0	(\$71)	\$71	0.00%	0.00%	(\$273)	\$202	(\$17)	\$0	\$0
2381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$200	(\$200)	0.00%	0.00%	\$160	\$40	\$0	\$0	\$0
2384	OTHER REVENUE	\$50,000	\$39,000	\$1,084	\$4,023	\$35,881	\$3,119	92.00%	90.36%	\$42,469	(\$6,588)	\$3,170	\$47,000	\$0
2390	UNCLAIMED MONEY-ESCHEATED	\$0	\$411	\$0	\$0	\$411	\$0	99.91%	0.00%	\$0	(\$411)	\$0	\$0	\$0
2500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
2981	LICENSES - CAPITOLA	\$0	\$0	\$1,253	\$583	\$8,446	(\$8,446)	0.00%	0.00%	\$7,819	\$627	\$0	\$0	\$0
2982	LICENSES - SANTA CRUZ	\$0	\$0	\$5,562	\$4,922	\$55,058	(\$55,058)	0.00%	0.00%	\$53,051	\$2,007	\$536	\$0	\$0
2983	LICENSES- SCOTT'S VALLEY	\$0	\$0	\$869	\$17,756	\$17,756	(\$17,756)	0.00%	0.00%	\$15,501	\$2,255	\$4,133	\$0	\$0
2984	LICENSES- COUNTY	\$0	\$0	\$22,445	\$16,221	\$185,599	(\$185,599)	0.00%	0.00%	\$184,530	\$1,069	\$1,189	\$0	\$0
2986	LICENSES- WATSONVILLE	\$0	\$0	\$3,941	\$3,115	\$36,378	(\$36,378)	0.00%	0.00%	\$36,180	\$198	\$2,977	\$0	\$0
100-2500	REVENUES	\$3,394,945	\$4,619,501	\$1,563,158	\$76,232	\$4,524,862	\$94,639	97.95%	95.66%	\$3,100,865	\$1,423,997	\$171,662	\$3,241,515	\$0

Pos + = UP  
Neg ( ) = DOWN

### Regular Agenda Item 6.3

TO: Santa Cruz County Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: June 9, 2014  
 SUBJECT: Proposed Budget 2014-15

#### Recommendation:

Consider adopting the Proposed Budget 2014-15 – Plan A with a 0% increase status quo member contribution and the alternative Plan B with a 2% increase to member contributions. Both plans use SB90 funds to cover increased net cost. Consider using remaining SB90 fund balance over the next three years in conjunction with a 2% plus COLA increase for member contributions for any additional net cost increases after revenues.

#### Discussion:

Staff revised the following Budget 2014-15 for review and consideration (Exhibit A). Exhibit B outlines the Schedule of Member Contributions with populations changes, Exhibit C provides the Personnel Summary, and Exhibit D provides the Proposed Fee Schedule 2013-14 with changes in fees. Upon approval in concept, staff will return with any associated personnel changes.

Plan A reflects a 0% increase status quo to member contributions and support for current levels of service with existing staff and recommends continuing to use SB90 funds to cover increased net costs. The Estimated Actuals for FY 2013-14 reflect a positive balance of \$2,903 instead of the budgeted deficit of \$179,387. The projected \$179,387 of unused SB90 funds and the projected positive balance of \$2,903 can carry forward to cover the deficit of \$369,499 for Plan A and an additional \$187,209 of SB90 funds can be used to cover the remaining deficit.

Plan B reflects a 2% increase to member contributions and support for current levels of service with existing staff and recommends continuing to use SB90 funds to cover increased net costs. The projected \$179,387 of unused SB90 funds and the projected positive balance of \$2,903 can carry forward to cover the deficit of \$325,140 for Plan B and an additional \$142,850 of SB90 funds to cover the remaining deficit.

Alternatives to using SB90 funds could be cutting more staff, reducing shelter hours open to the public, reducing services to the community, and decreasing opportunities to use existing staff to generate new revenue producing programs.

Salaries and Benefits projected for 2014-15 are based on reports provided by County Personnel. The 7% increase in Salaries and Benefits supports current staff.

Revenues continue to increase through growing programs and services. The Planned Pethood low-cost spay/neuter program with existing staff continues to grow and generate revenue. New revenue accounts to date (2205-2207) have shown a 26.6% increase in 2013-14 and are anticipated to increase with the growing Planned Pethood program. Licensing revenue to date has increased 4.7% compared to last year. General donations to date have

increased by 4.1% compared to last year due to increased shelter exposure in the community, more special events, and through online and direct mail giving campaigns.

The budget maintains a minimal amount of services and supplies for the average population in the shelters and accepts fixed costs based on current operations for the shelter lease, county overhead, telephone and data processing, service center charges for vehicles, and janitorial services. Staff continues to count on volunteer and public/non-profit support. The budget contains the required 4% Contingency that will be needed for any unanticipated costs or revenue shortfalls.

The proposed fee schedule for 2014-15 decreases the fee for a microchip from \$25 to \$15 except for impounded animals. In 2013-14, SCCAS changed the dog license for senior citizens (65+) from \$29 for the lifetime of an altered dog to \$20 for an altered dog per year. While the amount was updated in the fee schedule, the language changing the fee from one time to one year was omitted and needs to be updated.

Section 6.08.074 of the County Code provides that license fees for dogs owned by senior citizens (65+) shall be reduced by the amount equal to the license fee for an altered dog for one dog per household. Since the altered dog license is set at \$29, SCCAS recommends readjusting the senior citizen dog license to \$29 for one year and waiving the fee for one dog per household. With these changes, a senior citizen will not pay any license fee each year for owning one altered dog. A senior citizen who owns two or more altered dogs will pay \$29 per additional dog per year.

Additionally, fees are increased for Failure to Spay/Neuter Dogs and Cats Over 6 Months of Age: \$250 for first offense, \$500 for second offense and \$750 for third offense and the language "in one year" is omitted. This provides further incentive for pet owners to choose to resolve their citation with altering their animal.

The proposed fee schedule also adds new fees: \$85 for the service of dead animal removal and disposal on private property; \$40/night for late pick up fee of Planned Pethood surgery animals; \$100 for first offense, \$200 for second offense and \$500 for third offense for Failure to Microchip; and \$250 for Safety of Animal in Parked Vehicle. Citations for failure to microchip will be dismissed if cured within 7 calendar days, including day of issuance.

In summary, staff recommends Plan B which considers increased costs in general operations and is a well balanced approach to meet the current needs of the community. SCCAS continues the movement toward a higher live animal release rate and institution of progressive, long-term approaches to address pet overpopulation in Santa Cruz County. With current staff and service levels, SCCAS can continue to work towards implementing revenue generating programs to help offset ongoing expenditures and CPI increases.

In considering SCCAS's long-term sustainability, it is unwise to continue to use one-time funds, SB90 funds and Jean B. Trust funds, for basic operations. In order to address SCCAS's long-term sustainability, it is recommended to phase out the use of one-time funds for general operations. A three year plan is suggested beginning in FY 2015-16. The estimated remaining SB90 funds (\$327,872) could be spread out over three fiscal years through FY 2017-18 in the amount of \$109,291 each year in conjunction with an increase to

member contributions of an estimated COLA of \$45,246 plus any additional net cost increases after revenues.

In addition, SCCAS is required to create a capital reserve for replacement and major maintenance for the Live Oak animal shelter and needs to start working on a policy and reserve for this purpose.

SANTA CRUZ COUNTY ANIMAL SHELTER  
 PROPOSED BUDGET FOR FISCAL YEAR 2014-15

Exhibit A

Accounts	Actuals		Actuals		Actuals		Budget		Adj. Budget		Est./Actuals		Difference		UPDATE		UPDATE		Status Quo	
	2010-11	2011-12	2011-12	2012-13	2013-14	2013-14	2013-14	2013-14	2013-14	2013-14	2013-14	Adj Budget to EAS	Status Quo Proposal 2014-15	2% Increase Proposal 2014-15	Status Quo Change from 2013-14	Status Quo Proposal 2014-15	2% Increase Proposal 2014-15	Status Quo Change from 2013-14		
<b>SALARIES AND BENEFITS</b>																				
3100 -- REGULAR PAY-PERMANENT	1,119,356	1,217,810	1,468	1,328,323	1,387,396	1,387,396	1,387,396	1,387,396	1,387,396	1,387,396	1,387,396	1,387,396	1,520,184	1,520,184	1,520,184	1,520,184	1,520,184	1,520,184	132,788	
3105 -- OVERTIME PAY-PERMANENT	2,012	1,468	1,183	1,183	4,850	4,850	4,850	4,850	4,850	4,850	4,850	4,850	4,850	4,850	4,850	4,850	4,850	4,850	0	
3110 -- REGULAR PAY-EXTRA HELP	89,131	33,428	33,428	28,723	30,604	30,604	30,604	30,604	30,604	30,604	30,604	30,604	30,604	30,604	30,604	30,604	30,604	30,604	0	
3140 -- DIFFERENTIAL PAY	19,414	19,969	19,969	19,404	109,775	109,775	109,775	109,775	109,775	109,775	109,775	109,775	11,640	11,640	11,640	11,640	11,640	11,640	0	
3150 -- GASDI-SOCIAL SECURITY	92,900	94,675	94,675	102,527	252,133	252,133	252,133	252,133	252,133	252,133	252,133	252,133	286,484	286,484	286,484	286,484	286,484	286,484	8,610	
3155 -- PERS	194,775	228,388	228,388	383,859	392,187	392,187	392,187	392,187	392,187	392,187	392,187	392,187	403,481	403,481	403,481	403,481	403,481	403,481	6,346	
3160 -- EMPLOYEE INSURANCE AND BENEFITS	337,976	330,455	330,455	303,318	5,285	5,285	5,285	5,285	5,285	5,285	5,285	5,285	6,950	6,950	6,950	6,950	6,950	6,950	11,294	
3165 -- UNEMPLOYMENT INSURANCE	20,319	7,471	7,471	129,978	99,910	99,910	99,910	99,910	99,910	99,910	99,910	99,910	124,428	124,428	124,428	124,428	124,428	124,428	1,665	
3170 -- WORKERS COMPENSATION INSURANCE	94,096	98,801	98,801	129,978	99,910	99,910	99,910	99,910	99,910	99,910	99,910	99,910	124,428	124,428	124,428	124,428	124,428	124,428	24,518	
<b>SUBTOTAL SALARIES AND BENEFITS</b>	<b>1,969,957</b>	<b>2,032,465</b>	<b>2,032,465</b>	<b>2,256,448</b>	<b>2,332,962</b>	<b>2,332,962</b>	<b>2,332,962</b>	<b>2,332,962</b>	<b>2,332,962</b>	<b>2,332,962</b>	<b>2,332,962</b>	<b>2,332,962</b>	<b>2,507,006</b>	<b>2,507,006</b>	<b>2,507,006</b>	<b>2,507,006</b>	<b>2,507,006</b>	<b>2,507,006</b>	<b>174,044</b>	
<b>SERVICES AND SUPPLIES</b>																				
3215 -- POLICE SAFETY EQUIP-REPLACE	3,300	1,829	1,744	43	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	500	500	500	500	500	500	(500)	
3225 -- UNIFORM REPLACEMENT	3,863	1,744	1,744	580	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	
3235 -- RADIO	25,334	27,047	27,047	26,445	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	28,000	28,000	28,000	28,000	28,000	28,000	(1,000)	
3240 -- TELECOM SERVICES	28,434	26,048	26,048	24,810	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	26,000	26,000	26,000	26,000	26,000	26,000	(2,000)	
3250 -- FOOD	8,498	7,015	7,015	7,596	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	7,500	7,500	7,500	7,500	7,500	7,500	(500)	
3262 -- JANITORIAL SERVICES	9,828	8,736	8,736	8,909	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	9,000	9,000	9,000	9,000	9,000	9,000	(3,000)	
3295 -- LIABILITY INSURANCE	27,188	30,519	30,519	31,296	30,882	30,882	30,882	30,882	30,882	30,882	30,882	30,882	32,000	32,000	32,000	32,000	32,000	32,000	(1,118)	
3305 -- Other INSURANCE	0	0	0	0	1,215	1,215	1,215	1,215	1,215	1,215	1,215	1,215	2,002	2,002	2,002	2,002	2,002	2,002	787	
3355 -- MAINT-OFFICE EQUIPMENT-SERVICES	644	345	345	694	800	800	800	800	800	800	800	800	1,300	1,300	1,300	1,300	1,300	1,300	500	
3360 -- MAINT-OTHER EQUIPMENT-SERVICES	3,233	4,659	4,659	3,199	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	
3361 -- MAINT-OTHER EQUIPMENT-SUPPLIES	0	315	315	116	500	500	500	500	500	500	500	500	500	500	500	500	500	500	0	
3395 -- FACILITIES MAINT-GENERAL-SERVICES	35,146	55,385	55,385	36,731	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	36,000	36,000	36,000	36,000	36,000	36,000	4,000	
3405 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	343	29,189	29,189	5,096	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,891	2,891	2,891	2,891	2,891	2,891	0	
3406 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	57	0	0	0	0	0	0	0	0	5,500	5,500	5,500	5,500	5,500	5,500	0	
3430 -- MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3432 -- OTHER MEDICAL MATERIALS & SUPPLIES	116,408	106,530	106,530	99,143	115,000	117,145	117,145	117,145	117,145	117,145	117,145	117,145	100,000	100,000	100,000	100,000	100,000	100,000	(15,000)	
3450 -- MEMBERSHIPS	1,051	1,155	1,155	1,916	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0	
3451 -- MISCELLANEOUS EXPENSE-SERVICES	1,735	9,724	9,724	17,388	5,700	6,381	6,381	6,381	6,381	6,381	6,381	6,381	10,000	10,000	10,000	10,000	10,000	10,000	4,300	
3452 -- CASH SHORTAGES	0	113	113	37	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3484 -- DUPLICATING SERVICES	4,468	2,618	2,618	3,460	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	5,000	5,000	5,000	5,000	5,000	5,000	2,500	
3489 -- PC SOFTWARE PURCHASES	517	2,212	2,212	2,018	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	0	
3491 -- POSTAGE	11,535	8,017	8,017	8,443	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	0	
3492 -- SUBSCRIPTIONS/PERIODICALS	375	383	383	26	400	400	400	400	400	400	400	400	100	100	100	100	100	100	(300)	
3493 -- SUPPLIES	43,942	61,492	61,492	70,446	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	80,000	80,000	80,000	80,000	80,000	80,000	20,000	
3496 -- NON-PC SOFTWARE	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250	250	250	250	0	
3505 -- ACCOUNTING AND AUDITING FEES	0	0	0	4,017	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	0	
3520 -- BANKING FEES	16,023	16,401	16,401	17,654	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	13,000	13,000	13,000	13,000	13,000	13,000	(7,000)	
3535 -- COMPUTER PROF SERVICES	245	15,500	15,500	18,593	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	22,000	22,000	22,000	22,000	22,000	22,000	4,000	
3545 -- CONSULT/MGT/PC SERVICES	22,151	17,316	17,316	14,756	18,000	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0	0	0	0	0	0	0	
3547 -- COUNTY COUNSEL	0	0	0	0	0	0	0	0	0	0	0	0	19,000	19,000	19,000	19,000	19,000	19,000	(1,200)	
3550 -- COUNTY OVERHEAD - RECLASSIFIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	
3575 -- DATA PROCESSING SERVICES	50,492	46,493	46,493	49,960	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	
3665 -- PROF & SPECIAL SERV-OTHER	125,839	84,886	84,886	93,920	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	65,000	65,000	65,000	65,000	65,000	65,000	(15,000)	
3670 -- GIS SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3733 -- VETERINARIAN SERVICES	132,347	182,724	182,724	143,842	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	75,000	75,000	75,000	75,000	75,000	75,000	(20,000)	
3800 -- EQUIPMENT LEASE & RENT	7,126	4,683	4,683	4,774	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0	0	0	0	0	0	(20,000)	
3810 -- RENTS & LEASES-STRUC IMP & GRNDS	200,975	197,669	197,669	197,669	198,842	198,842	198,842	198,842	198,842	198,842	198,842	198,842	198,842	198,842	198,842	198,842	198,842	198,842	(5,000)	
3820 -- FIELD EQUIPMENT	591	347	347	161	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,200	1,200	1,200	1,200	1,200	1,200	0	
3835 -- ADVERTISING & PROMOTION SUPPLIES	1,659	452	452	1,306	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	2,700	2,700	2,700	2,700	2,700	2,700	(300)	

SANTA CRUZ COUNTY ANIMAL SHELTER  
 PROPOSED BUDGET FOR FISCAL YEAR 2014-15

Exhibit A

Accounts	Actuals					Budget	Adj. Budget	Est./Actuals	Difference Adj Budget to EAS	UPDATE		Status Quo Change from 2013-14
	2010-11	2011-12	2012-13	2013-14	2013-14					2013-14	Status Quo 2014-15	
3935 -- INVENTORY MATERIALS PURCHASED												
3976 -- SPECIAL MISC EXPENSE - SUPPLIES												
4110 -- SUBSCRIPTIONS BOOKS & ED MATERIALS												
4120 -- TOWING	367	483	633	500	500	500	434	4,000	14,000	14,000	4,000	
4154 -- EDUCATION & TRAINING	0	0	0	0	0	0	0	(200)	500	500	0	
4162 -- LODGING	1,998	657	1,615	3,500	0	0	0	(86)	500	500	0	
4164 -- MEALS	1,453	738	846	750	3,500	3,500	2,000	(1,500)	3,000	3,000	(500)	
4166 -- MILEAGE	257	192	289	600	750	750	1,500	750	750	750	0	
4168 -- TRAVEL-OTHER	1,457	1,374	302	600	600	600	400	(200)	500	500	(100)	
4170 -- REGISTRATIONS	1,299	1,031	52	3,000	3,000	3,000	500	(2,500)	1,500	1,500	(1,500)	
4175 -- SERVICE CENTER CHARGES	0	250	0	100	100	100	900	0	100	100	0	
4180 -- TRAVEL ADVANCES	38,836	39,109	41,570	0	36,000	36,000	25,000	0	25,000	25,000	(11,000)	
4310 -- UTILITIES	0	0	0	0	0	0	0	(11,000)	0	0	0	
4830 -- PRINCIPAL ON LEASE PURCHASES	86,252	86,627	84,702	87,000	87,000	87,000	87,000	0	87,000	87,000	0	
SUBTOTAL SERVICES AND SUPPLIES	1,015,209	1,101,301	1,044,826	983,989	987,924	987,924	962,861	(25,063)	943,044	943,044	(40,945)	
5980 -- COUNTY OVERHEAD (See prev. 3650)	147,118	95,947	107,672	119,907	119,907	119,907	119,907	0	111,242	111,242	(8,665)	
8404 -- FIXED ASSETS	72,780	13,884	0	0	0	0	0	0	0	0	0	
9695 -- APPROPRIATIONS FOR CONTINGENCY	0	0	0	0	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	3,205,064	3,243,597	3,408,946	3,574,332	3,578,267	3,578,267	3,399,442	(178,825)	3,703,744	3,703,744	129,412	
REVENUES												
0100 -- PROPERTY TAX-CURRENT SEC-GEN												
0230 -- ANIMAL LICENSES	268,676	0	0	0	0	0	0	0	0	0	0	
0430 -- INTEREST	2,479	4,007	3,582	3,000	3,000	3,000	6,500	(5,000)	340,000	340,000	0	
0440 -- RENTS & CONCESSIONS	249	2,256	1,281	1,500	1,500	1,500	1,800	300	6,500	6,500	3,500	
0441 -- RENTAL DEPOSIT/FORFEIT REVENUE	0	140	140	0	0	0	0	0	1,800	1,800	300	
0872 -- STATE MANDATED REIMBURSEMENTS	0	0	0	0	0	0	0	0	0	0	0	
0894 -- STATE-OTHER	0	0	0	0	0	0	0	0	0	0	0	
1096 -- FED OTHER	7,171	9,000	0	0	0	0	0	0	0	0	0	
1510 -- HUMANE SERVICES	352,766	0	0	0	0	0	0	0	0	0	0	
2010 -- ADMINISTRATIVE SERVICES	0	305,617	299,087	1,000	336,000	336,000	290,000	(46,000)	300,000	300,000	(36,000)	
2022 -- COST RECOVERY-OTHER	0	1,380	1,040	5,597	1,000	1,000	1,000	0	1,000	1,000	0	
2044 -- MEMBER CONTRIBUTIONS	0	6,999	5,597	5,500	5,500	5,500	5,000	(500)	5,000	5,000	0	
2047 -- CHARGES FOR CURRENT SERVICES	2,111,072	2,163,849	2,217,945	2,217,945	2,217,945	2,217,945	2,217,945	0	2,217,945	2,262,304	(500)	
2073 -- ADMIN FINE FEES	0	294	2,100	0	0	0	17,000	17,000	24,000	24,000	0	
2074 -- GRANT SERVICES-NON INTERGOV	0	100	3,825	25,000	0	0	7,100	(17,900)	15,000	15,000	24,000	
2205 -- ANIMAL MICROCHIP FEES	0	0	0	0	0	0	136,000	136,000	15,000	15,000	(10,000)	
2206 -- ANIMAL RABIES FEES	0	11,566	0	0	0	0	24,000	4,000	24,000	0		
2207 -- ANIMAL SPAY & NEUTER FEES	0	4,957	6,754	10,000	20,000	20,000	6,000	(4,000)	10,000	10,000	4,000	
2334 -- SALES OTHER TAXABLE	422	116,865	76,269	15,000	100,000	100,000	100,000	0	115,000	115,000	0	
2362 -- CASH OVERAGES	291	10,741	12,923	42	15,000	15,000	14,000	(1,000)	15,000	15,000	15,000	
2372 -- CONTRIBUTIONS AND DONATIONS	257,074	37	42	0	0	0	0	0	0	0	0	
2380 -- NSF CHECKS	(518)	160,423	184,025	270,000	270,000	270,000	200,000	(70,000)	225,000	225,000	(45,000)	
2381 -- NSF CHECK FEES	680	(169)	(173)	0	0	0	0	0	0	0	0	
2384 -- OTHER REVENUE	99,169	44,189	46,317	60,000	50,000	50,000	40,500	(9,500)	34,000	34,000	(16,000)	
2500 -- UNCLAIMED MONEY-ESCHEATED	0	0	0	0	0	0	500	500	0	0	0	
2501 -- BOND PROCEEDS	0	0	0	0	0	0	0	0	0	0	0	
2981 -- LICENSES-CAPITOLA CITY	6,843	0	0	0	0	0	0	0	0	0	0	
2982 -- LICENSES-SANTA CRUZ CITY	47,028	0	8,971	0	0	0	0	0	0	0	0	
2983 -- LICENSES-SCOTT'S VALLEY CITY	14,784	0	59,954	0	0	0	0	0	0	0	0	
Budget 14-15 rev 6-3-14.xlsx												

SANTA CRUZ COUNTY ANIMAL SHELTER  
 PROPOSED BUDGET FOR FISCAL YEAR 2014-15

Exhibit A

Accounts	UPDATE A				UPDATE B					
	Actuals 2010-11	Actuals 2011-12	Actuals 2012-13	Budget 2013-14	Adj. Budget 2013-14	Est./Actuals 2013-14	Difference Adj Budget to EAS	Status Quo Proposal 2014-15	2% Increase Proposal 2014-15	Status Quo Change from 2013-14
2984 -- LICENSES-COUNTY SANTA CRUZ		171,219	206,791	0	0	0	0	0	0	0
2986 -- LICENSES-WATSONVILLE		32,574	39,699	0	0	0	0	0	0	0
TOTAL REVENUES	3,099,531	3,114,699	3,216,822	3,394,945	3,394,945	3,402,345	6,900	3,334,245	3,378,604	(60,700)
EXPENDITURES LESS REVENUES	105,533	128,898	192,124	179,387	183,322	(2,903)	(185,725)	369,499	325,140	190,112
Positions Authorized				33.50	33.50			33.50	33.50	0.00
Positions Unfunded				5.00	5.00			5.00	5.00	0.00
Beginning Fund Balance										
Est. Ending Fund Balance Fiscal Year 2013-14										
Less 2013-14 Est./Actuals Net Cost				179,387		(2,903)				
Less 2013-14 Funding from SB90 Reserve				(179,387)		0				
Total Projected Fund Balance 6/30/14				0		2,903		2,903	2,903	
Funds Available from SB90 Reserve Carry Forward from 2013-14						179,387		179,387	179,387	
Total Funds Available in 2014-15						182,290		182,290	182,290	
Proposed Net Cost 2014-15										
Estimated Fund Balance Available (Short)										
SB 90 Balance estimated 6-30-13								369,499	325,140	
If SB 90 Funds are allocated to fund shortfall in 2014-15								(187,209)	(142,850)	
Balance SB90 fund balance for future years								470,722	470,722	
								(187,209)	(142,850)	
								283,513	327,872	
SB90 fund balance per year over 3 years										109,291



Schedule of Local Government Contributions

	2009-10	2010-11	2011-12	2012-13	2013-14	Plan A 2014-15 No Change	Plan A Over (Under) Prior Year	Plan B 2014-15 2% Increase	Plan B Over (Under) Prior Year
County of Santa Cruz	1,200,449	1,139,121	1,168,288	1,170,768	1,169,547	1,171,172	1,625	1,194,595	25,048
Santa Cruz	457,878	438,609	449,468	480,989	483,407	481,501	(1,906)	491,131	7,724
Watsonville	459,826	434,762	445,231	461,986	460,741	460,447	(295)	469,656	8,914
Scotts Valley	104,028	98,580	100,862	104,202	104,250	104,826	576	106,922	2,672
Total Contributions	2,222,181	2,111,072	2,163,849	2,217,945	2,217,945	2,217,945	0	2,262,304	44,359
Total SCCAS Net Cost	2,222,181	2,111,072	2,163,849	2,217,945	2,217,945	2,217,945	0	2,262,304	44,359
Member Contributions	2,222,181	2,111,072	2,163,849	2,217,945	2,217,945	2,217,945	0	2,262,304	44,359

DOF E-1 as of 1/1/14	2014-15	Deducts UCSC	Net	% of Total
County	133,557		133,557	52.8%
Santa Cruz	63,440	(8,531)	54,909	21.7%
Watsonville	52,508		52,508	20.8%
Scotts Valley	11,954		11,954	4.7%
Population Total	261,459		252,928	100.0%

**2014-15 County of Santa Cruz Proposed Budget  
Allowed and Recommended Positions**

Exhibit C 41

INDEX	POSITION	Salary Range	2013-14 Allowed	2013-14 Mid-Year	2013-14 Total	2014-15 Request	2014-15 Recomm	Change From 13-14	2014-15 Unfunded
<b>ANIMAL SERVICES</b>									
702800	General Manager	9B	1.00		1.00	1.00	1.00	0.00	
	Supervising AS Field Manager	D8	1.00		1.00	1.00	1.00	0.00	
	Supervising AS Shelter Manager	D8	1.00		1.00	1.00	1.00	0.00	
	Veterinarian	BC	1.00		1.00	1.00	1.00	0.00	
	Animal Services Coord-PIO/volunteer	DO	1.00		1.00	1.00	1.00	0.00	
	Animal Services Coord-Animal Care	DO	1.00		1.00	1.00	1.00	0.00	
	Animal Services Coord-Watsonville	DO	1.00		1.00	1.00	1.00	0.00	
	Animal Services Coord-Client Svcs	DO	1.00		1.00	1.00	1.00	0.00	
	Admin Aide	JJ	1.00		1.00	1.00	1.00	0.00	
	Accountant II	HV	0.50		0.50	0.50	0.50	0.00	
	Clerk II/III	28/FB	1.00		1.00	1.00	1.00	0.00	
	Bldg Maint Work II	R8	1.00		1.00	1.00	1.00	0.00	1.00
	Animal Control Officer/II	D4/D6	6.00		6.00	6.00	6.00	0.00	2.00
	Animal Services Clk Disp	FC	1.00		1.00	1.00	1.00	0.00	
	Animal Svs Assistant	CD	5.50		5.50	5.50	5.50	0.00	1.50
	Animal Health Tech/Care Worker	D5/D2	9.50		9.50	9.50	9.50	0.00	0.50
	<b>TOTAL</b>		<b>33.50</b>	<b>0.00</b>	<b>33.50</b>	<b>33.50</b>	<b>33.50</b>	<b>0.00</b>	<b>5.00</b>

Extend all limited term positions until June 30, 2015

		Current 2013-14	Proposed 2014-15
<b>Adoption Fees</b>			
Dogs			
	Puppies 2-6 months	\$195	
	Adults 7 mon-6 yrs	\$130	
	Sr. Adult 6 yrs+	\$60	
Cats			
	Kittens 2-12 months	\$120	
	Adults 1-6 yrs	\$100	
	Sr. Adult 6 yrs+	\$55	
	Rabbits	\$50	
	Rodents	\$25	
	Small caged birds	\$25	
	Exotic birds (i.e. parrots)	\$75	
	Small Livestock Goats	\$75	
	Large Livestock Cow	\$100	
	Horse	\$250	
	Chicken/Rooster	\$10	
Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable			
	Cat	\$20	
	Dog	\$25	

Adoption fee for rescue/non-profit agencies is equal to the cost of the spay/neuter for only adoptable animals  
 Adoption fee for rescue/non-profit agencies for Rabbits \$20  
 Adoption fee for rescue/non-profit agencies include a microchip

**Impound Fees**

		Altered	* Unaltered
Cat	First Impound	\$ 30	\$ 30 + Penalty \$ 35
	Second Impound	\$ 50	\$ 50 + Penalty \$ 50
	Third Impound	\$ 75	\$ 75 + Penalty \$100
	Fourth/Subsequent	\$ 75	\$ 75 + Penalty \$100
Dog	First Impound	\$ 75	\$ 75 + Penalty \$ 35
	Second Impound	\$ 115	\$115 + Penalty \$ 50
	Third Impound	\$ 195	\$195 + Penalty \$100
	Fourth/Subsequent	\$ 225	\$225 + Penalty \$100

\*Unaltered animal penalty fee provided under California Food and Agriculture Code section 30804.7 and 31751.7

Livestock:	Large: First Impound	\$200
	Second/Subsequent	\$250
	Small: First Impound	\$75
	Second/Subsequent	\$125
	A.C. Officer Services	\$75 /hour min.2 hours (after hrs)

**Board Fees - Daily**

Cats	\$20
Dogs	\$25
Other	\$25

	Current 2013-14	Proposed 2014-15
<b>License Fees – Dogs</b>		
Altered - one year	\$29	
Unaltered - one year	\$100 with Unaltered Animal Certificate	
Late Penalty	\$15	
Senior Citizen (65+) - one year, altered (waived for one dog)	\$20	\$29
Potentially Dangerous/Vicious dog – one year	\$200	
Unaltered Animal Certificate -- one time	\$250	
Exemption from Unaltered Animal Certificate	\$15 plus license fee	
<b>License Fees – Cats</b>		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
<b>Quarantine Fees</b>		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50 plus board fees	
<b>Service Fees</b>		
Microchip	\$25	\$15
Microchip for impounded dogs and cats		\$25
Dog/Cat trap rental	\$10	
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property		\$85
Use of Livestock Trailer	\$100/\$150 (1st /2nd time)	
<b>Medical Fees</b>		
Medical groom	\$45	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25	
Rabies	\$14	
Medical bath	\$20	
Wound prep	\$35	
<b>Owner Surrender of Animal</b>		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic	\$55	
(snake, lizard, bird, turtle)	\$15-\$35	
small rodents	\$10-\$25	
Large livestock	\$100	
small livestock	\$75	
Large Exotic	\$55	

**Current 2013-14**

**Proposed 2014-15**

**Protective Custody Fee**

Owner Arrest \$75 /hour min.(2 hours after hrs)  
 Confiscate/Humane \$75 /hour min.(2 hours after hrs)  
 Emergency Hospital \$25

Owner Requested Euthanasia \$50 Plus Disposal

Disposal of Owned Dead Animals  
 \$30 Up to 19 lbs  
 \$40 20 – 69 lbs  
 \$55 70 – 99 lbs  
 \$70 100 – Up

Refund Processing Fee \$25

Animal Control Officer Services \$75/hour

Field Return of Owned Animal \$75 unaltered penalty fee if applicable

**Spay/Neuter Fees for Impounded Animals**

**Cats**

Neuter \$55  
 Spay \$80

**Dogs**

Neuter 30 lbs/under \$100  
 Neuter 50 lbs/under \$110  
 Neuter 75 lbs/under \$120  
 Neuter 99 lbs/under \$130  
 Neuter +100 lbs \$150  
 Spay 30 lbs/under \$100  
 Spay 50 lbs/under \$120  
 Spay 75 lbs/under \$130  
 Spay 99 lbs/under \$160  
 Spay +100 lbs \$190

**Planned Pethood Spay/ Neuter Fees**

Dog \$100  
 Cat \$50  
 Rabbit \$75  
 "Fix-a-Pit" Program all Pit Bulls & Chihuahuas \$50  
 Animals over 100 lbs., in heat, pregnant or cryptorchid add \$20

**Fees for Additional Required Services**

Microchip ~~\$25~~ \$15  
 License \$29  
 Rabies \$10  
 Late drop-off fee \$20  
 Late pick-up fee \$40/night  
 Blood panel \$55

**ONE STOP Fees with Purchase of License**

Rabies \$10  
 Microchip ~~\$25~~ \$15

	Current 2013-14	Proposed 2014-15
Nuisance Abatement Appeals Fee (County)	\$75	
Non-sufficient Funds Check Fee	\$40	
Puppy Training Deposits	\$100-\$200	
Training Room Rental Fees	\$22	
<b>FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM</b>		
<b>*Failure to license</b>		
First offense in one year	\$100	
Second offense in one year	\$200	
Third offense in one year	\$500	
<b>**Failure to microchip</b>		
First offense in one year		\$100
Second offense in one year		\$200
Third offense in one year		\$500
<b>***Failure to provide rabies vaccination,</b>		
First offense in one year	\$100	
Second offense in one year	\$200	
Third offense in one year	\$500	
<b>Failure to display license (each dog)</b>	<b>\$50</b>	
<b>****Failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate</b>		
First offense <del>in one year</del>	<del>\$100</del>	\$250
Second offense <del>in one year</del>	<del>\$200</del>	\$500
Third offense <del>in one year</del>	<del>\$500</del>	\$750
Dog running at large, first offense	\$100	
Dog running at large, second offense	\$200	
Dog running at large, third offense	\$250	
Dog off leash, first offense	\$50	
Dog off leash, second offense	\$150	
Dog off leash, third offense	\$250	
Safety of animal in parked vehicle		\$250
Failure of owner to pick up after dog or cat defecating	\$100	
Habitual noisy animals (6.12.090)	\$100	
Permitting livestock to trespass, per offense	\$200	

All first offense recommended penalties not subject to cure will be reduced by 50% if they are paid in full by 5:00 p.m. of the first business day following issuance.

\*Citations for failure to license will be dismissed if cured within 7 calendar days, including day of issuance

\*\*Citations for failure to microchip will be dismissed if cured within 7 calendar days, including day of issuance

\*\*\*Citations for failure to provide rabies vaccination will be dismissed if cured within 7 calendar days, including day of issuance

\*\*\*\*Citations for failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate will be dismissed if ASA receives evidence that animal was spayed or neutered within 30 calendar days, including day of issuance.

**Regular Agenda Item 6.4**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: June 14, 2014  
SUBJECT: Consider Update on Administrative Citation Program

Recommendation:

Consider update on administrative citation program.

Oral report to be given by Marie Costa of County Counsel.