



Santa Cruz County Animal Shelter

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Melanie Sobel
General Manager

**SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
February 11, 2013 – 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 Animal Services Authority 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 Animal Services Authority 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 December 10, 2012 meeting
 - Pg 3 5.2 Accept reports of the General Manager and the Management Team for December 2012/January 2013
 - Pg 12 5.3 Accept and file the statistics for the months December 2012/January 2013
 - Pg 27 5.4 Approve revisions of the Animal Services Administrative Policy and Procedures Policy No. 210 Statutory Authority for Establishment and Policy No. 220 Organizational Structure.
 - Pg 38 5.5 Accept and approve quarterly report of all claims under \$10,000
 - Pg 50 5.6 Accept and approve quarterly report of all Journal Entry payments with the County of Santa Cruz
- 6.0 Regular Agenda
 - Pg 54 6.1 General Manager's Oral Report
 - Pg 55 6.2 Approve Financial Report for the months of December 2012 and January 2013 and take related actions
 - Pg 59 6.3 Consider and approve Report on Audit of Santa Cruz County Animal Shelter for the year ended June 30, 2012 and Consider the General Manager's Response to the Management Letter
- 7.0 Adjourn Regular Meeting
- 8.0 Correspondence

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: February 11, 2013
SUBJECT: Approve minutes of December 10, 2012 meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of December 10, 2012.

SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
Minutes of Monday, December 10, 2012, 3:00 PM
Board of Supervisors Chambers, Fifth Floor
701 Ocean Street, Santa Cruz, CA 95060

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VOTING KEY: M = Mauriello, P=Phares, Md = Maldonado, Sh= Shull, Ma = Martinez, We = Weiss,
R=Ridgway, 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 Shull called meeting to order at 3:08pm,
- 2.0 Introductions: None
- 3.0 Late Addition or changes to agenda: None
- 4.0 ORAL COMMUNICATION – Six people spoke regarding items not on the regular Agenda.

5.0 CONSENT AGENDA

- 5.1 Approved amended minutes of the October 15, 2012 Board meeting
- 5.2 Accepted reports of GM and Management Team for the months of October 2012 and November 2012
Discussion – General Manager thanked Joan DeNeffe, Community Foundation Sally wing
- 5.3 Accepted statistics for the months of October 2012 and November 2012
Discussion – General Manager requested approval of the Board to consolidate the Santa Cruz and Watsonville Shelter Statistics.
- 5.4 Approved recommendation of General Manager to set the 2012 Board of Directors' meeting dates
- 5.5 Accepted report on Watsonville shelter
Discussion – General Manager introduced Watsonville Shelter Supervisor Kiersten Fox
- 5.6 Rejected claim made by Shannon Herzberg
- 5.7 Approved revised SCCAS Policy and Procedure #410

Board Action on Consent Agenda – Approved the Consent Agenda with direction to the Board Chair to send a Thank You letter to the Community Foundation for their gift. - ShWe/Ma//Mr/PM/R/Md

6.0 REGULAR AGENDA

- 6.1 Approved financial reports for the months of October 2012 and November 2012

Board Action on Regular Agenda – ShWe/Ma//Mr/PM/R/Md

- 7.0 Meeting adjourned at 3:43 pm. Next regular meeting is scheduled for 02/11/2012 at 3pm.

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
 FROM: Melanie Sobel, General Manager
 DATE: February 11, 2013
 SUBJECT: Reports from the Management Team for the months of December 2012 and January 2013

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

- SCCAS hosted a Law Enforcement Appreciation Day at the Santa Cruz shelter location on Saturday, December 1, 2013. All of Santa Cruz County law enforcement personnel were invited to come to the shelter for half price adoption fees, low-cost rabies vaccinations and microchips, and food and refreshments.
- SCCAS' General Manager and Shelter Manager attended The Outdoor Cat Conference on December 3 and 4, 2013 sponsored by the Humane Society of the United States.
- SCCAS hosted a free training on Saturday, December 15, 2013 for staff and volunteers on dog play groups at the shelter by Aimee Sadler sponsored by Animal Farm Foundation.
- SCCAS hosted its Volunteer Holiday Party on December 16, 2012.
- SCCAS sent out a holiday direct mail piece to approximately 20,000 Santa Cruz County residents. This campaign is a community outreach/fundraising initiative for SCCAS. So far approximately \$20,000 has been raised.
- Peet's Coffee downtown location chose SCCAS to benefit from their annual holiday charity drive. They asked for and collected monetary donations from their customers for the Shelter from December 17 through the 24, 2013. The drive raised \$1,000 and Peet's matched this amount, so \$2,000 was raised for SCCAS.
- SCCAS received a \$5,000 grant from Silicon Valley Community Foundation on behalf of Laura Griffin Oleyer.
- SCCAS held a holiday cat/kitten and rabbit adoption special for the last three weeks of December 2012. The adoption fee was only \$25 and adopters were asked to "pay it forward" to their community's neediest animals by also donating \$25 to one of SCCAS' donation funds: Planned Pethood, Extra Mile Fund and General Donation Fund. This initiative resulted in many adoptions and \$1,860 raised in donations. This adoption special helped adopt out cats from the hoarder situation in November 2012 which resulted in the influx of 79 cats to the shelter.
- SCCAS hosted two Canine Body Language and Safe Handling classes for SCCAS staff and volunteers taught by Lori Katz of Kindred Spirit Dog Training on December 1 and 9, 2012. The class taught through pictures, conversation, and real dog watching how to better understand what dogs are trying to communicate.
- Shelter Art Foundation's Steven Sloop held a training session for SCCAS volunteers in taking professional quality photographs of shelter pets on December 8, 2012.
- SCCAS hosted two Reiki for Shelter Pets classes taught by Joyce Leonard on December 15 and 17, 2013.

- In January 2013 AFRP (Animal Friends Rescue Project) approached SCCAS to establish a partnership program to help increase adoptions. Both groups are collaborating resources to allow SCCAS to have a presence at PetSmart every Sunday from 1 - 3pm with adoptable dogs.
- A representative from the nonprofit animal welfare organization, Bad Rap, provides weekly dog training classes every Sunday morning to our volunteers and dogs in our care.
- Animal Friends Rescue Project (AFRP) continues to take a record number of 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, many with medical issues, 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. Both organizations also fund low-cost spay/neuter vouchers for low-income residents.
- 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 is participating in the quarterly Bay Area Animal Welfare Directors Meetings at San Francisco SPCA.

SCCAS Staff

Dr. Dana Gleason started as SCCAS' full-time veterinarian on December 28, 2013. Dr. Gleason has a degree in Veterinary Medicine with four years experience in private practice and nearly eight years experience as a shelter veterinarian. She previously worked for San Jose Animal Care Services where she lead and oversaw all health, medical and surgical aspects of the shelter with an annual intake of 19,000 animals. Dr. Gleason has extensive high volume spay/neuter experience (with shelter animals, a public spay/neuter program and feral cats) as well as experience with diagnosing, prescribing and treating animals in a shelter, emergency cases coming to the shelter, and shelter disease outbreaks. She also has experience providing forensic support and reports to animal control officers for animal neglect and abuse cases. Additionally, she has experience writing policies and procedures, training staff and volunteers, working with animal rescue organizations and developing shelter and county disaster plans. The Oral Board in her interview process ranked her #1, and SCCAS General Manager also determined that she is the most qualified applicant and would be an asset to the organization. Dr. Gleason possesses the desired breadth and depth of experience, is a good communicator and teacher, and provided excellent references.

Watsonville Shelter

Supervisor Kiersten Fox continues to identify and oversee the many shelter improvements made at the Watsonville shelter. Some new projects she is researching are a new outdoor cattery, 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 now has 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 Department and also in Veterinary Clinic.

At the clinic at the Live Oak shelter location in the months of December 2012 and January 2013, 510 animals were spay/neutered. Also, 158 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, 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 and donation processing.

Animal Control

We are continuing to work with the County Health Department to update and streamline SCCAS' rabies control policy to make it more efficient and cost effective.

On January 29, 2013 SCCAS took twenty cats into protective custody from a house fire residence. We are providing medical treatment and care for the cats and are working with the owner to allow the most optimal outcome for both the cats and the owner.

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

Volunteers interested in shelter medicine are now allowed to perform volunteer duties within the veterinary clinic. This provides a great learning opportunity for pre-vet students, and volunteers with an interest in this field.

Volunteer orientations continue to be offered twice a month. SCCAS now has a partnership with YouthSERVE so that 13-18 year olds can now 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 animals grooming.

The volunteer marketing committee continues to meet once a month to help fundraise and promote community outreach by SCCAS. Also, Watsonville volunteers continue to bring adoptable cats to the Cabrillo Farmer's Markets to promote shelter cats. Volunteers now are bringing adoptable animals to PetSmart once a week in partnership with AFRP.

The new humane education program partnering with nonprofit Growing Kinder continues to provide this service to the community. Approximately 80% of the presentations are done in South County through Head Start, Boy and Girls Club and Big Brother/Big Sisters programs.

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

Statistics

Please see attached.

Melanie Sobel
General Manager

Recommendation:

Accept and file the reports of the management team for the months of December 2012 and January 2013.

**Shelter Services Board Report
December 2012 and January 2013
By Ben Winkleblack, Shelter Manager**

In the months of December and January:

- 1620 dog licenses were sold
- 342 animals were adopted
- 159 animals were transferred to another shelter or rescue agency
- 702 animals entered the shelter
- 162 animals were reunited with their owner
- 220 WebLicensing transactions

The Planned Pethood continues to draw a steady stream of clients into the shelter. Currently the program is scheduled into the end of March. The Planned Pethood surgery schedule has been increased yet again to continue to balance the seasonal decline in shelter animals needing surgery.

Shelter staff has restarted regular Humane Animal Review Team (HART) meetings 3 times a week. These meetings are open to all staff that would like to attend and are conducted with staff from both shelters on speakerphone. The meetings are for the discussion of options/ plans for animals in our care. The inclusion of all of the staff brings a different perspective to all scenarios and is a place for all voices to be heard. These meetings also create better communication between the two physical locations and only benefit the agency.

The Shelter welcomes our new staff veterinarian Dana Gleason DVM. Dr. Gleason brings many years of shelter veterinary practice experience as well as a fresh set of eyes in regards to current procedures. Dr. Gleason will help to keep our practices current and be an asset when evaluating the flow of animals in our care. Currently, utilizing staff and contract veterinarians we are able to staff our veterinary clinic for seven shifts a week including a double shift on Tuesdays to help accommodate the foster program and our rescue partners.

The television in the lobby is currently displaying videos captured and created by volunteers of shelter animals playing. All of the species that we regularly provide services for are featured including goats, cats, rabbits and dogs.

In December and January we loaned out a total of 11 cat traps. Seven traps were loaned from the Santa Cruz location, three were for TNR, three were used to trap nuisance cats and the other was for an owner to trap their own can. The Watsonville shelter loaned a total of four cat traps, all of those traps were for the capture of nuisance cats.

Thank you,
Ben Winkleblack

Animal Control Report
December 2012 and January 2013
Todd Stosuy, Field Services Manager

1. We have continued to have a proactive presence at various County Parks where we receive a large number of off leash and nuisance dog complaints. For December and January the parks we proactively patrolled were Santa Cruz Gardens Park, the Live Oak Beaches, Brommer Street Park, Floral Park, Polo Grounds and Seascape Park. Due to a number of citizens complaining about our jurisdiction on the beaches due to the median tide line, we have currently suspended these patrols until County Counsel provides guidance.
2. We assisted the City of Santa Cruz in removing over 20 cats from a house that was destroyed in a fire on the west side of the city.
3. I testified in a Motion to Suppress Hearing on a criminal animal cruelty complaint and the court denied the motion. The case is scheduled for trial.
4. We worked one on one with the County Health department to update and streamline our rabies policy to make it more efficient and cost effective. We held numerous in face meetings and multiple telephone conversations and have come up with a sensible policy that meets the needs of both Agencies. Due to this strong working relationship and partnership, we have agreed to meet more often to discuss problems, issues, etc to ensure both Agencies are providing the most appropriate service to the citizens of Santa Cruz County.
5. In December we issued 1 Habitual Offender in Live Oak and 1 Vicious in Live Oak. In January we issued 3 Animal Control Warning letters (Aptos, Ben Lomond and Live Oak), 3 Habitual Offenders (two in Soquel and one in Live Oak) and 3 Vicious (two unincorporated Watsonville and one Ben Lomond).
6. On December 8 two of our officers attended the funeral for Animal Control Officer Roy Marcum in Sacramento, CA. Officer Marcum was shot in the line of duty while on a routine call for service. Hundreds of officers from all over the State attended the funeral and showed their support for a fellow officer.
7. Officer Lauren Nixon has completed her training and is now on the streets by herself. We now have 5 officers (including me) to cover the County and contracted cities 24 hours a day seven days a week.
8. We issued a misdemeanor animal neglect citation in Scotts Valley for failing to provide shelter for a horse after multiple days of extremely inclement weather and warnings.
9. Officer Michael Sharp rescued a cat from a fence at the Morrissey Post Office. This rescue story received a lot of media attention throughout the State.

Board Report for the Volunteer, Education, and Outreach Department
Jen Walker, Volunteer Coordinator/Humane Educator.
December/January 2012/2013

Two monthly General Volunteer Orientations, and other basic volunteer trainings, remain on the same schedule. SCCAS volunteers logged 5,914 volunteer hours (tracked by Volgistics). The partnership with YouthSERVE continues to grow and we have our first Watsonville Teams. There is a YouthSERVE GVO offered once a month to train youth and leaders. A Holiday Party was held to celebrate the work that the volunteers do and was well attended.

Shelter Tours and in-classroom Humane Education presentations continue though the school season. All after-school students (k-5th) at Bayview Elementary School were reached with the three-session Pet Start program during this period.

Continuing outreach with Pet of the Week in the Sentinel, the Mid-County Post, and our KPig radio spot informs our public about adoptable animals as well as offering educational information on a weekly basis. PetSmart outreach is currently in flux but is looking to move toward one weekend day every week. Watsonville volunteers continue to bring adoptable cats to the Cabrillo Farmer's Markets to promote shelter cats.

The Humbug HoeDown (hosted by KPig and Catalyst) brought in food donations and Peet's Coffee and Tea selected the Shelter as their holiday organization of the year (giving matching funds from their company of \$1,000, along with the over \$1,000 donated by the public at this week long event).

Jen Walker (Volunteer Coordinator) has completed training and is now a licensed Pet Partner Trainer through the Delta Society, with the intention of training Therapy Dog teams starting late spring early summer.

Animal Care Report
December 2012-January 2013
Jennifer Price, Animal Care Supervisor / Foster Program Coordinator

- Spay/neuter surgeries performed by Drs. Gleason and Wieser, December 1, 2012-January 31, 2013:

Dogs and puppies:	265
Cats and kittens:	214
Rabbits:	20
Other:	11
TOTAL:	510

Dr. Wieser continued to hold down the fort during the hiring process for a new vet. January saw Dr. Dana Gleason come on board. We have been lucky enough to keep Dr. Wieser in the Shelter's service as we strive to reach our goal of having a vet on site 7 days a week in an attempt to increase spay/neuter capacity. Dr. Gleason has made quite a splash, wowing volunteers with her accessibility and staff with her organization and hands on approach. Having both vets on staff (with Dr. Deborah Moreno on deck) has brought our quality of care to an even higher level, with each vet essentially being the "second opinion" to the other in a productive, intelligent manner.

- December and January tend to be the lead up to the only annual down time the Shelter gets in terms of population but the Shelter remains crowded, with dogs often being at capacity. November's hoarding case (79 cats) is still having a ripple effect but we did get some breathing room in January in terms of the cat population. Kitten season is fast approaching and we've even continued to get kittens in over the winter months.
- We transferred a total of 158 animals to rescue groups and other shelters December 1, 2013-January 31, 2013:

Animal Friends Rescue Project	57
Animal Shelter Relief Rescue	9
Bay Area Siberian Husky Rescue	2
Center for Animal Protection and Education	3
Capitola Police Department	2
Cavy House	3
Creepy Critters	3
English Toy Spaniel Rescue	1
House Rabbit Society	1
Mickaboo	1
Monterey Co. Animal Services	8
Native Animal Rescue	1
NorCal German Shepherd Rescue	2
North Star Rescue	2

Papillon Haven Rescue	1
Peace of Mind Dog Rescue	3
Project Purr	27
Rabbit Haven	6
Santa Cruz SPCA	24
Tropaquarium	4
Wilder Ranch	1
TOTAL:	158

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: February 11, 2013
SUBJECT: Statistics for the months of December 2012 and January 2013

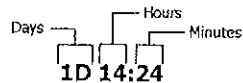
Recommendation:

Accept and file the reports of statistics for the months of December 2012 and January 2013.

Response Times by Activity Types & Subtypes

From 12/01/2012 To 01/31/2013

All Jurisdictions Combined



2/4/2013

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<u>Activity Type</u>	<u>Total Calls Responded To</u>	<u>Average Response Time</u>
Investigations*	314	09:35
Bite Investigation	265	1D 15:22
Stray Animal	143	01:09
Owned Animal	127	08:04
Animal Transport	64	02:22
Dead pick up	61	09:29
Bark Investigation	42	01:03
Xtra Serve	24	05:33
Yard Check	18	03:29
Report	17	02:04
Wild	17	00:19
Protective Custody	13	00:23
Assist Public	12	04:30
3Ptct	11	05:50
Court	6	05:11
Rescue	2	00:02

Total Calls Responded To: 1,136

* Investigation Types: Abandonment, County Investigation, Follow-up, Gross Negligence, Illegal Kennel, Malicious Cruelty, Municipal or City Code Violation and General Negligence.

Response Times by Activity Types & Subtypes

YTD 7/1/2011 To 01/31/2013

All Jurisdictions Combined

Days Hours Minutes
 1D 14:24

<u>Activity Type</u>	<u>Total Calls Responded To</u>	<u>Average Response Time</u>
Investigations*	1,423	2D 22:50
Bite Investigation	962	14:47
Owned Animal	553	08:09
Stray Animal	444	01:10
Animal Transport	331	03:41
Bark Investigation	312	01:01
Dead pick up	245	12:40
Wild	121	00:24
Yard Check	91	08:04
Report	76	04:35
Xtra Serve	68	06:35
Assist Public	63	01:59
Protective Custody	49	00:39
3Ptct	46	08:09
Court	21	04:49
Rescue	16	00:19
Public	3	02:25
Other	1	01:26

Total Calls Responded To: 4,825

* Investigation Types: Abandonment, County Investigation, Follow-up, Gross Negligence, Illegal Kennel, Malicious Cruelty, Municipal or City Code Violation and General Negligence.

Kennel Statistics Report
Animals Taken Into Shelter from 12/01/12 to 01/31/13
All Jurisdictions and an intake shelter of SANTA CRUZ Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	1	4	0	2	1	8
Protective Custody	21	12	0	1	1	35
Quarantine	0	1	1	2	0	4
Stray	84	123	12	18	9	246
Surrendered by Owner	40	39	3	20	9	111
Transfer	0	4	0	0	0	4
TOTAL	146	183	16	43	20	408

Kennel Statistics Report
Animals That Left Shelter from 12/01/12 to 01/31/13
All Jurisdictions Combined

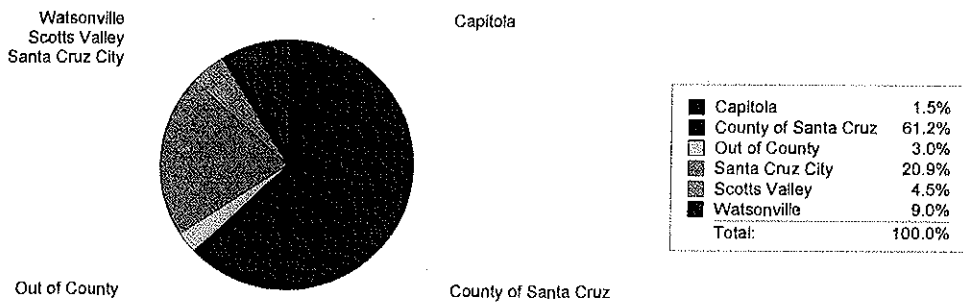
	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	60	58	17	23	47	205
Died	0	1	0	0	0	1
Euthanized	36	25	0	4	2	67
Returned to Owner	21	98	0	2	2	123
Transferred to Another Shelter	25	12	6	16	4	63
TOTAL	142	194	23	45	55	459

Intakes of Owner Requested Euthanasia From All Jurisdictions During 12/1/2012 to 1/31/2013 =

Euthanasia Totals from
12/1/2012 to 1/31/2013
All Jurisdictions Combined

Reason for Euth	Animal type				Total
	CAT	DOG	OTHER	PUPPY	
Agg Food	0	2	0	2	4
Aggressive	0	3	0	0	3
Feline AIDS	1	0	0	0	1
Feral	6	0	0	0	6
Ken Stress	2	1	0	0	3
Medical	4	0	0	0	4
Observed Behavior	8	15	0	0	23
Scvh	1	0	0	0	1
Space	0	0	4	0	4
Suffering	10	2	0	0	12
Unsocial	4	2	0	0	6
Total	36	25	4	2	67

Monthly Percentage of Euthanasia by Jurisdiction



CO:County, SC:Santa Cruz City, CP:Capitola, SV:Scotts Valley, OO:Out of County, UC:UCSC, WA:Watsonville

Animals on hand on January 31, 2013 = 142

**Animals Taken Into the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2012**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	7	12	2	3	2	26
Born@Shelt	0	0	9	0	7	16
Protective Custody	33	75	0	13	4	125
Quarantine	7	15	1	10	0	33
Stray	387	529	250	112	49	1,327
Surrendered by Owner	161	153	47	287	46	694
Transfer	0	6	3	0	2	11
Total	595	790	312	425	110	2,232

**Animals That Left the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2012**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	164	195	273	104	106	842
Died	0	4	1	5	0	10
Disposal*	26	16	1	10	0	53
Euthanized	199	111	27	39	8	384
Missing	0	0	0	1	0	1
Returned to Owner	95	402	7	11	8	523
Transferred to Another Shel	101	55	187	112	10	465
Total	585	783	496	282	132	2,278

* Doa intakes and euthansia requests are not included in these overall stats. The exception are the disposals which may be listed above. These are dead animals that were confiscated for investigation and then disposed of after completion of investigation.

Kennel Statistics Report
Animals Taken Into Shelter from 12/01/12 to 01/31/13
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	1	5	0	2	1	9
Protective Custody	21	12	0	1	1	35
Quarantine	0	2	1	2	0	5
Stray	131	235	39	30	40	475
Surrendered by Owner	54	70	8	23	19	174
Transfer	0	4	0	0	0	4
TOTAL	207	328	48	58	61	702

Kennel Statistics Report
Animals That Left Shelter from 12/01/12 to 01/31/13
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	92	100	43	28	79	342
Died	0	2	0	0	0	2
Euthanized	52	61	3	5	6	127
Missing	0	0	0	0	1	1
Returned to Owner	27	130	0	3	2	162
Transferred to Another Shelter	73	32	25	21	8	159
TOTAL	244	325	71	57	96	793

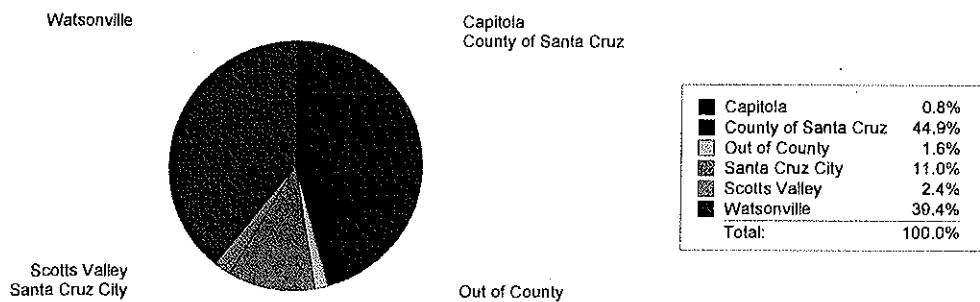
Intakes of Owner Requested Euthanasia From All Jurisdictions During 12/1/2012 to 1/31/2013 =

74

Euthanasia Totals from
12/1/2012 to 1/31/2013
All Jurisdictions Combined

Reason for Euth	Animal type					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
Agg Food	0	4	0	0	3	7
Aggressive	0	21	0	0	1	22
Feline AIDS	1	0	0	0	0	1
Feline Leukemia	0	0	2	0	0	2
Feral	15	0	1	0	0	16
Geriatric	0	1	0	0	0	1
Ken Stress	2	2	0	0	0	4
Medical	8	1	0	0	0	9
Observed Behavior	9	24	0	0	0	33
Sevh	1	1	0	0	0	2
Space	0	0	0	4	0	4
Suffering	12	4	0	1	2	19
Unsocial	4	3	0	0	0	7
Total	52	61	3	5	6	127

Monthly Percentage of Euthanasia by Jurisdiction



CO:County, SC:Santa Cruz City, CP:Capitola, SV:Scotts Valley, OO:Out of County, UC:UCSC, WA:Watsonville

Animals on hand on January 31, 2013 = 212

**Animals Taken Into the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2012**

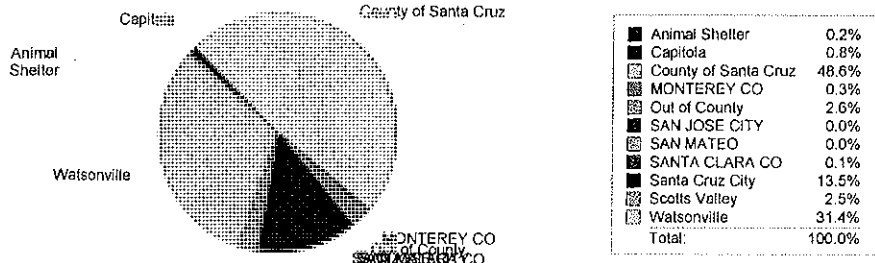
	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	7	13	3	3	2	28
Born@Shelt	0	0	11	0	7	18
Protective Custody	33	84	0	13	4	134
Quarantine	8	22	1	14	1	46
Stray	675	958	613	147	151	2,544
Surrendered by Owner	297	252	113	327	95	1,084
Transfer	0	6	3	0	2	11
Total	1,020	1,335	744	504	262	3,865

**Animals That Left the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2012**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	250	328	390	133	185	1,286
Died	0	6	5	6	1	18
Disposal*	38	28	2	14	1	83
Euthanized	370	252	84	43	22	771
Missing	0	1	0	1	1	3
Returned to Owner	117	548	8	12	16	701
Transferred to Another Shel	218	110	347	136	23	834
Total	993	1,273	836	345	249	3,696

* Doa intakes and euthansia requests are not included in these overall stats. The exception are the disposals which may be listed above. These are dead animals that were confiscated for investigation and then disposed of after completion of investigation.

Y-T-D Percentage of Intake Total By Jurisdiction



Scotts Valley Santa Cruz City

CO:County, SC:Santa Cruz City, CP:Capitola, SV:Scotts Valley, OO:Out of County, UC:UCSC, WA:Watsonville

Kennel Statistics Report
Animals Taken Into Shelter from 12/01/12 to 01/31/13
All Jurisdictions and an intake shelter of WATSONVILLE Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	0	1	0	0	0	1
Quarantine	0	1	0	0	0	1
Stray	47	112	27	12	31	229
Surrendered by Owner	14	31	5	3	10	63
TOTAL	61	145	32	15	41	294

Kennel Statistics Report
Animals That Left Shelter from 12/01/12 to 01/31/13
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	32	42	26	5	32	137
Died	0	1	0	0	0	1
Euthanized	16	36	3	1	4	60
Missing	0	0	0	0	1	1
Returned to Owner	6	32	0	1	0	39
Transferred to Another Shelter	48	20	19	5	4	96
TOTAL	102	131	48	12	41	334

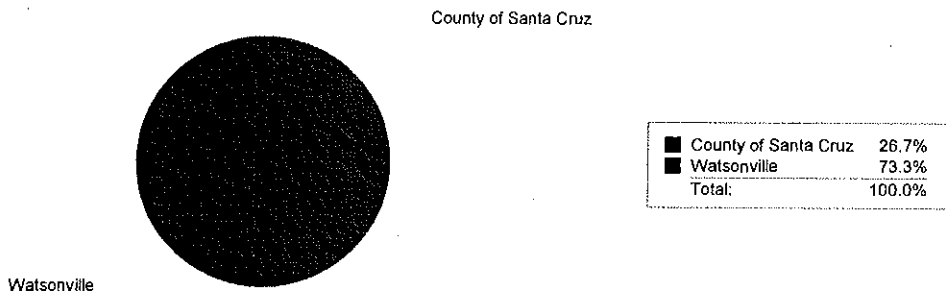
Intakes of Owner Requested Euthanasia From All Jurisdictions During 12/1/2012 to 1/31/2013 =

26

Euthanasia Totals from
12/1/2012 to 1/31/2013
All Jurisdictions Combined

Reason for Euth	Animal type					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
Agg Food	0	2	0	0	1	3
Aggressive	0	18	0	0	1	19
Feline Leukemia	0	0	2	0	0	2
Feral	9	0	1	0	0	10
Geriatric	0	1	0	0	0	1
Ken Stress	0	1	0	0	0	1
Medical	4	1	0	0	0	5
Observed Behavior	1	9	0	0	0	10
Sevh	0	1	0	0	0	1
Suffering	2	2	0	1	2	7
Unsocial	0	1	0	0	0	1
Total	16	36	3	1	4	60

Monthly Percentage of Euthanasia by Jurisdiction



CO:County, SC:Santa Cruz City, CP:Capitola, SV:Scotts Valley, OO:Out of County, UC:UCSC, WA:Watsonville

Animals on hand on January 31, 2013 = 69

**Animals Taken Into the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2012**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	0	1	1	0	0	2
Born@Shelt	0	0	2	0	0	2
Protective Custody	0	9	0	0	0	9
Quarantine	1	7	0	4	1	13
Stray	288	429	363	35	102	1,217
Surrendered by Owner	136	99	66	40	49	390
Total	425	545	432	79	152	1,633

**Animals That Left the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2012**

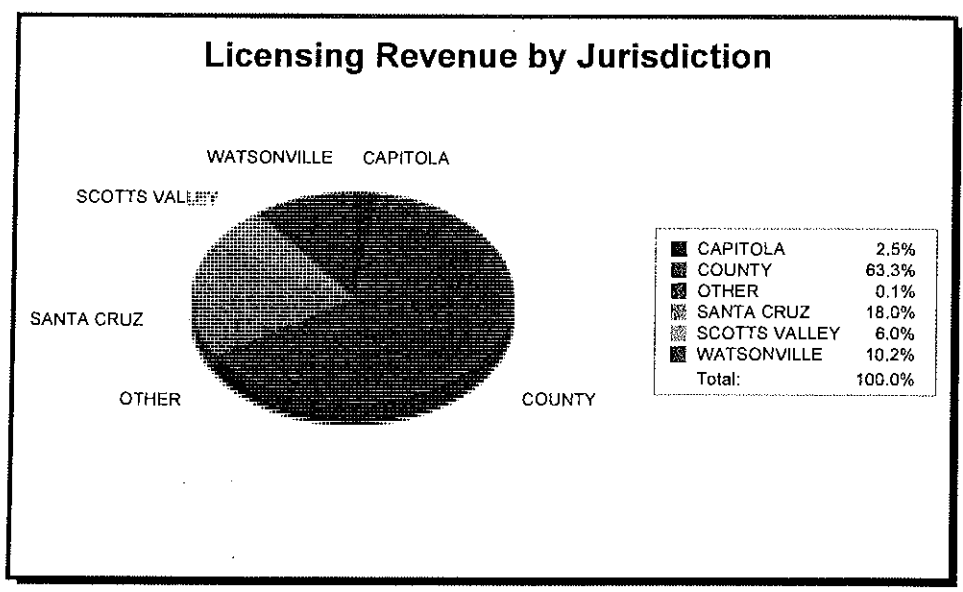
	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	86	133	117	29	79	444
Died	0	2	4	1	1	8
Disposal*	12	12	1	4	1	30
Euthanized	171	141	57	5	14	388
Missing	0	1	0	0	1	2
Returned to Owner	22	146	1	1	8	178
Transferred to Another Shel	117	55	160	24	13	369
Total	408	490	340	64	117	1,419

* Doa intakes and euthansia requests are not included in these overall stats. The exception are the disposals which may be listed above. These are dead animals that were confiscated for investigation and then disposed of after completion of investigation.

Licensing Compliance and Revenue
12/1/2012 to 1/31/2013

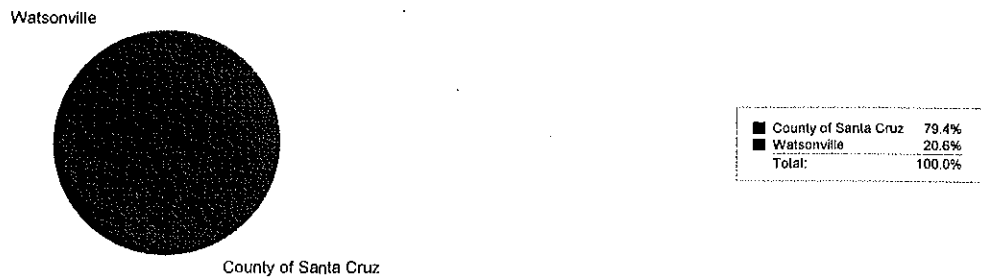
Tags sold	Total
CAPITOLA	40
COUNTY	1,025
OTHER	1
SANTA CRUZ	292
SCOTTS VALLEY	97
WATSONVILLE	165
Total	1,620

Revenue	Total
CAPITOLA	\$1,130.00
COUNTY	\$30,343.00
OTHER	\$29.00
SANTA CRUZ	\$8,318.00
SCOTTS VALLEY	\$2,631.00
WATSONVILLE	\$4,901.00
Total	\$47,352.00



<u>Activity Area</u>	<u>Activity Time (Min)</u>			
County of Santa Cruz	<u>Total Patrols</u>	208	<u>Total Minutes</u>	4,897
Watsonville	<u>Total Patrols</u>	58	<u>Total Minutes</u>	1,270
<u>GRAND TOTAL</u>	<u>Total Patrols</u>	266	<u>Total Minutes</u>	6,167

Percent of Total by Jurisdiction



Consent Agenda Item 5.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: February 11, 2013
SUBJECT: Revision of SCCAS Policy and Procedure #210 and #220

Recommendation:

Approve revision of the SCCAS Policy and Procedure #210 and #220.

Discussion:

As recommended by the Santa Cruz County Auditors-Controllers Office SCCAS would like to revise SCCAS's Administrative Policy #210 and #220 to reflect the current member agencies

ANIMAL SERVICES ADMINISTRATIVE
POLICY/PROCEDURE

Policy No: 210
Date Issued: 07/01/2002
Date Revised: 02/11/2013

APPROVED: _____
Board Chairperson

SUBJECT: STATUTORY AUTHORITY FOR ESTABLISHMENT

1. The Santa Cruz County Animal Services Authority was established July 1, 2002, by approval of an Agreement between the County of Santa Cruz and the cities of Capitola, Santa Cruz and Scotts Valley pursuant to the provisions of Title I, Division 7, Chapter 5, Article I, commencing with section 6500 (et seq) of the California Government Code. Such an agreement is a Joint Powers authority Agreement and the government agency thereby created is commonly known as a JPA.

2. The County of Santa Cruz and the cities of Capitola, Santa Cruz and Scotts Valley are designated by the agreement as Parties to the Agreement.
 - 2.1. The City of Watsonville became a party to the JPA as approved at the Board of Directors meeting on September 2, 2004.
 - 2.2. The City of Capitola withdrew as a member of the JPA effective the 1st day of July, 2007.

 - 2.3. Subordinate operating departments under the jurisdiction of the parties to the agreement are also referred to in this policy and Procedure Manual as Member Agencies.
 - ~~2.3.1. Capitola Police Department~~
 - 2.3.2. Santa Cruz County Sheriff
 - 2.3.3. Santa Cruz City Police
 - 2.3.4. Scotts Valley Police
 - 2.3.5. Watsonville City Police

3. The Santa Cruz County Animal Services Authority is created as a separate and legal public entity under section 6500 of the California Government Code.

4. The purpose of Animal Services are:
 - 4.1. to provide animal control and care services to the Parties of the agreement.
 - 4.1.1. Such services will also be provided on a contractual basis to other government entities (Associate Members)

 - 4.2. to establish, equip, maintain, operate and staff an animal services field division.

- 4.3. to establish, equip, maintain, operate and staff an animal shelter facility.
 - 4.4. to provide a forum for discussion, study development and implementation of programs and services of mutual benefit and interest to any of the Parties of the Agreement.
5. Animal Services, as a JPA, is authorized in its own name:
 - 5.1. To employ agents and employees and establish salary and benefits.
 - 5.2. To make and enter into contracts.
 - 5.3. To acquire, construct, manage, maintain and operate any building and Improvements.
 - 5.4. to acquire, hold or dispose of property.
 - 5.5. to incur debts, liabilities and obligations.
 - 5.5.1 These debts, liabilities and obligations shall not be construed as those of the parties of the Agreement (Member Agencies).
 - 5.6. to accept gifts, contributions, donations, grants or loans of property, funds, services or other financial assistance from any person, firm, corporation or government agency.
 - 5.7. to sue and be sued.
 - 5.8. to rent or lease facilities or space to non-public agencies.
 - 5.9. to invest surplus money in its treasury that is not needed for immediate operation, as the Board determines appropriate, in the same manner and upon the same conditions as other local government entities in accordance with section 53601 of the California Government Code and under advisement of the County Treasurer.
 - 5.10. to designate the date on which to commence performance of each of its functions and to inform and coordinate the transitions with each Member Agency, Associate Member Agency, or contractor performing these functions for any one of the Member Agencies.
6. Agencies represented on the Advisory Committee who are not parties to the Agreement (Member Agencies) shall be known as Associate Agencies if party to the Agreement by contract or advisory Agencies if not.
 7. Associate Agencies may contract with Animal Services to obtain all, or any part of the services provided by the JPA
 8. Associate Agencies may be any of the following:
 - 8.1 any local, State or Federal agency.
 - 8.2 any non-profit entity incorporated as such which exists as its primary purpose animal control or animal welfare.
 - 8.3 any other public or private entity whose association with Animal Services is deemed by the Board of Directors to be beneficial to the Member agencies.

ANIMAL SERVICES ADMINISTRATIVE
POLICY/PROCEDURE

Policy No: 210
Date Issued: 07/01/2002
Date Revised: 02/11/2013

APPROVED: _____
Board Chairperson

SUBJECT: STATUTORY AUTHORITY FOR ESTABLISHMENT

1. The Santa Cruz County Animal Services Authority was established July 1, 2002, by approval of an Agreement between the County of Santa Cruz and the cities of Capitola, Santa Cruz and Scotts Valley pursuant to the provisions of Title I, Division 7, Chapter 5, Article I, commencing with section 6500 (et seq) of the California Government Code. Such an agreement is a Joint Powers authority Agreement and the government agency thereby created is commonly known as a JPA.

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 - 2.1. The City of Watsonville became a party to the JPA as approved at the Board of Directors meeting on September 2, 2004.
 - 2.2. The City of Capitola withdrew as a member of the JPA effective the 1st day of July, 2007.

 - 2.3. Subordinate operating departments under the jurisdiction of the parties to the agreement are also referred to in this policy and Procedure Manual as Member Agencies.
 - 2.3.1. Santa Cruz County Sheriff
 - 2.3.2. Santa Cruz City Police
 - 2.3.3. Scotts Valley Police
 - 2.3.4. Watsonville City Police

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 - 4.1. to provide animal control and care services to the Parties of the agreement.
 - 4.1.1. Such services will also be provided on a contractual basis to other government entities (Associate Members)

 - 4.2. to establish, equip, maintain, operate and staff an animal services field division.

 - 4.3. to establish, equip, maintain, operate and staff an animal shelter facility.

- 4.4. to provide a forum for discussion, study development and implementation of programs and services of mutual benefit and interest to any of the Parties of the Agreement.
5. Animal Services, as a JPA, is authorized in its own name:
 - 5.1. To employ agents and employees and establish salary and benefits.
 - 5.2. To make and enter into contracts.
 - 5.3. To acquire, construct, manage, maintain and operate any building and Improvements.
 - 5.4. to acquire, hold or dispose of property.
 - 5.5. to incur debts, liabilities and obligations.
 - 5.5.1. These debts, liabilities and obligations shall not be construed as those of the parties of the Agreement (Member Agencies).
 - 5.6. to accept gifts, contributions, donations, grants or loans of property, funds, services or other financial assistance from any person, firm, corporation or government agency.
 - 5.7. to sue and be sued.
 - 5.8. to rent or lease facilities or space to non-public agencies.
 - 5.9. to invest surplus money in its treasury that is not needed for immediate operation, as the Board determines appropriate, in the same manner and upon the same conditions as other local government entities in accordance with section 53601 of the California Government Code and under advisement of the County Treasurer.
 - 5.10. to designate the date on which to commence performance of each of its functions and to inform and coordinate the transitions with each Member Agency, Associate Member Agency, or contractor performing these functions for any one of the Member Agencies.
6. Agencies represented on the Advisory Committee who are not parties to the Agreement (Member Agencies) shall be known as Associate Agencies if party to the Agreement by contract or advisory Agencies if not.
7. Associate Agencies may contract with Animal Services to obtain all, or any part of the services provided by the JPA
8. Associate Agencies may be any of the following:
 - 8.1. any local, State or Federal agency.
 - 8.2. any non-profit entity incorporated as such which exists as its primary purpose animal control or animal welfare.
 - 8.3. any other public or private entity whose association with Animal Services is deemed by the Board of Directors to be beneficial to the Member agencies.

ANIMAL SERVICES ADMINISTRATIVE
POLICY/PROCEDURE

Policy No: 220
Date Issued: 07/01/2002
Date Revised: 02/11/2013

APPROVED: _____
Board Chairperson

SUBJECT: ORGANIZATIONAL STRUCTURE

1. The JPA shall be governed by a Board of Directors composed of:
 - 1.1. The Santa Cruz County Administrative Officer, or designee
 - 1.2. The Santa Cruz County Sheriff, or designee
 - 1.3. The Santa Cruz County Auditor-Controller, or designee
 - ~~1.4. The City Manager of Capitola, or designee~~
 - ~~1.5. The Capitola Police Chief, or designee~~
 - ~~1.6. The City Manager of Scotts Valley, or designee~~
 - 1.7. The Scotts Valley Police Chief, or designee
 - 1.8. The City Manager of Santa Cruz, or designee
 - 1.9. The Santa Cruz Police Chief, or designee
 - 1.10. The City Manager of Watsonville, or designee
 - 1.11. The Watsonville Police Chief, or designee

2. The functions of the Board of Directors shall be to:
 - 2.1. Formulate and set policy
 - 2.2. Provide for the development of an Animal Service and Care program
 - 2.3. Approve and adopt the annual operating and capital budget(s) for Animal Services.

- 2.3.1. Provide for the establishment of policies and procedures for expenditures of budgeted items
- 2.4. select and appoint a General Manager
- 2.5. select and appoint an Attorney for the Authority
3. ~~The Board of Directors shall generally meet the third Thursday of each month at 1:30 PM~~ second Monday every other month at 3:00 PM at a location recommended by the Board of Directors.
4. Each Member of the Board shall appoint an alternate to serve in their absence.
- 4.1. Appointed alternates shall not concurrently serve as designated members of the Advisory Director.
- 4.2. Appointed alternates shall be authorized to serve when requested by their appointing Director.
5. The General Manager shall appoint the Clerk of the Board
- 5.1. The Clerk of the Board will assist the Board Chairperson, Board Secretary, and the General Manager with the clerical and administrative functions of Board related matters as necessary.
6. At any Board meeting, the Board of Directors may consider any matter that it deems proper for carrying out the purpose of the JPA, provided that the Board complies with the provisions of the Ralph M. Brown Act.
7. Pursuant to Section of the Joint Powers Agreement, an advisory entity which is subordinate to the parties to the Agreement, ~~has been~~ may be created as the Advisory Committee.
- 7.1. The purpose of the Advisory Committee is to:
- 7.1.1. Provide independent technical and operational advise to the Board of Directors
- 7.1.2. Provide technical and operational advise to the General Manager
- 7.1.3. Provide a forum for discussion and coordination of communications operating policies, procedures, programs, and technical standards.
- 7.2. Membership of the Advisory Committee is specified in the JPA Agreement.
- 7.2.1. Members of the Advisory Committee shall be appointees of each of the Chief Officers of the parties to the Agreement and those appointees of the Chief Officer of an Associate Member.

- 7.2.2. In order to provide for the effective participation of all Member Agencies, the Board of Directors may designate additional agency representation as it deems appropriate.
- 7.3. Board appointed agencies who are not specifically enumerated in the JPA Agreement shall be known as non-charter members. Non-charter members shall have the same authority as charter members
- 7.4. The Charter agency membership of the Advisory Committee is specified in the JPA Agreement as follows:
- 7.4.1. ~~City of Capitola~~
 - 7.4.2. City of Santa Cruz
 - 7.4.3. City of Scotts Valley
 - 7.4.4. County of Santa Cruz
 - 7.4.5. City of Watsonville
- 7.5. Non-charter agencies which have been designated by the Board of Directors as additional representation to the Advisory Committee in accordance with paragraph 7.2.2 of this policy are as follows:
- 7.5.1. University of California, Santa Cruz
 - 7.5.2. ~~City of Watsonville~~
 - 7.5.2. City of Capitola

**ANIMAL SERVICES ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No: 220
Date Issued: 07/01/2002
Date Revised: 02/11/2013

APPROVED: _____
Board Chairperson

SUBJECT: ORGANIZATIONAL STRUCTURE

1. The JPA shall be governed by a Board of Directors composed of:
 - 1.1. The Santa Cruz County Administrative Officer, or designee
 - 1.2. The Santa Cruz County Sheriff, or designee
 - 1.3. The Santa Cruz County Auditor-Controller, or designee
 - 1.4. The Scotts Valley Police Chief, or designee
 - 1.5. The City Manager of Santa Cruz, or designee
 - 1.6. The Santa Cruz Police Chief, or designee
 - 1.7. The City Manager of Watsonville, or designee
 - 1.8. The Watsonville Police Chief, or designee

2. The functions of the Board of Directors shall be to:
 - 2.1. Formulate and set policy
 - 2.2. Provide for the development of an Animal Service and Care program
 - 2.3. Approve and adopt the annual operating and capital budget(s) for Animal Services.
 - 2.3.1. Provide for the establishment of policies and procedures for expenditures of budgeted items
 - 2.4. select and appoint a General Manager

- 2.5. select and appoint an Attorney for the Authority
3. The Board of Directors shall generally meet the second Monday every other month at 3:00 PM at a location recommended by the Board of Directors.
4. Each Member of the Board shall appoint an alternate to serve in their absence.
 - 4.1. Appointed alternates shall not concurrently serve as designated members of the Advisory Director.
 - 4.2. Appointed alternates shall be authorized to serve when requested by their appointing Director.
5. The General Manager shall appoint the Clerk of the Board
 - 5.1. The Clerk of the Board will assist the Board Chairperson, Board Secretary, and the General Manager with the clerical and administrative functions of Board related matters as necessary.
6. At any Board meeting, the Board of Directors may consider any matter that it deems proper for carrying out the purpose of the JPA, provided that the Board complies with the provisions of the Ralph M. Brown Act.
7. Pursuant to Section of the Joint Powers Agreement, an advisory entity which is subordinate to the parties to the Agreement, may be created as the Advisory Committee.
 - 7.1. The purpose of the Advisory Committee is to:
 - 7.1.1. Provide independent technical and operational advise to the Board of Directors
 - 7.1.2. Provide technical and operational advise to the General Manager
 - 7.1.3. Provide a forum for discussion and coordination of communications operating policies, procedures, programs, and technical standards.
 - 7.2. Membership of the Advisory Committee is specified in the JPA Agreement.
 - 7.2.1. Members of the Advisory Committee shall be appointees of each of the Chief Officers of the parties to the Agreement and those appointees of the Chief Officer of an Associate Member.
 - 7.2.2. In order to provide for the effective participation of all Member Agencies, the Board of Directors may designate additional agency representation as it deems appropriate.
 - 7.3. Board appointed agencies who are not specifically enumerated in the JPA Agreement shall be known as non-charter members. Non-charter members shall have the same authority as charter members

7.4. The Charter agency membership of the Advisory Committee is specified in the JPA Agreement as follows:

- 7.4.1. City of Santa Cruz
- 7.4.2. City of Scotts Valley
- 7.4.3. County of Santa Cruz
- 7.4.4. City of Watsonville

7.5 Non-charter agencies which have been designated by the Board of Directors as additional representation to the Advisory Committee in accordance with paragraph 7.2.2 of this policy are as follows:

- 7.5.1 University of California, Santa Cruz
- 7.5.2 City of Capitola

Consent Agenda Item 5.5

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: February 11, 2013
SUBJECT: First quarter report of all claims under \$10,000 approved by the General Manager for October 1, 2012 through December 31, 2012.

Recommendation: Approve the First quarter report of all claims under \$10,000 approved by the General Manager for October 1, 2012 through December 31, 2012.

Discussion:

As recommended by the Santa Cruz County Auditors-Controllers Office management letter dated 11/17/2010 SCCAS has resumed provision of the quarterly report of all authorized claims under and in excess of \$10,000 which have been approved and forwarded to the Controller of the Authority for payment.

The next quarterly report of expenditures for January 1, 2013 through March 31, 2013 will be included on the April 8, 2013 agenda and every quarter thereafter.

DATE: 02/11/2013

TO: Board of Directors, Santa Cruz County Animal Services
 FROM: Melanie Sobel, General Manager

SUBJECT: Item 5.4 October 1, 2012 through Decemeber 31, 2012 Claims Report

The following SCCAS claims under \$10,000 have been approved by the General Manager without prior Board of Directors action, and submitted to the County Auditor/Controller for payment from the Operating Budget for the period of October 1, 2012 through Decemeber 31, 2012

Expenditure Actual Transactions

Posted	Amount	Description	Vendor Name
Fund Type 76 - INVESTMT TRUST-LOCAL BOARDS INDEP*			
Fund 114 - SC CO ANIMAL SHELTER			
Sub-Fund 100 - SCC ASA-PRIMARY OPERATIONS I/C 006110			
Sub-Object 3215 - POLICE SAFETY EQUIP-REPLACE			
10/1/2012	11.90	#42460445557085060812#	CAL CARD
Total Sub-Object 3215	11.90		
Sub-Object 3225 - UNIFORM REPLACEMENT			
10/4/2012	78.97	IN*793* OFFICER MONTES TROUSERS 9/21/12	CALIFORNIA COAST UNIFORM CO
Total Sub-Object 3225	78.97		
Sub-Object 3235 - RADIO			
10/9/2012	2,203.75	*COMMUNICATION SVCS- SCR9-1-1 OCTOBER 2012*	SANTA CRUZ REGIONAL 911
11/15/2012	2,203.75	COMMUNICATION SVCS- SCR9-1-1 NOVEMBER 2012	SANTA CRUZ REGIONAL 911
12/7/2012	2,203.75	COMMUNICATION SVCS-SCR9-1-1 DECEMBER 2012	SANTA CRUZ REGIONAL 911
Total Sub-Object 3235	6,611.25		
Sub-Object 3240 - TELECOM SERVICES			
10/12/2012	2,059.49	TELEPHONE CHARGES 2012-AUGUST	SANTA CRUZ CO ISD
11/2/2012	2,057.13	TELEPHONE CHARGES 2012-SEPTEMBER	SANTA CRUZ CO ISD
11/29/2012	2,098.72	TELEPHONE CHARGES 2012-OCTOBER	SANTA CRUZ CO ISD
Total Sub-Object 3240	6,215.34		
Sub-Object 3250 - FOOD			
10/1/2012	10.96	#42460445557085060812#	CAL CARD
10/10/2012	69.50	JULY 2012 ANML SUP IN *175243**176388**144116*	GENERAL FEED & SEED
10/15/2012	11.96	*COSTCO 9/13/2012* RABBIT GREENS	PETTY CASH
10/15/2012	17.75	*COSTCO 9/1/2012 * RABBIT GREENS	PETTY CASH
10/17/2012	5.19	AC744051 FOOD *1600942316 0925 2012*	HILL'S PET NUTRITION INC

10/17/2012	40.46	AC744051	FOOD INV *219290299**219317729*	HILL'S PET NUTRITION INC
10/17/2012	68.36	AC744051	FOOD IN*219247303**219271133*	HILL'S PET NUTRITION INC
11/7/2012	20.94	*COSTCO	9/21/12 * RABBIT GREENS	PETTY CASH
11/7/2012	20.94	*COSTCO	9/28/2012* RABBIT GREENS	PETTY CASH
11/7/2012	21.76	AC744051	FOOD IN *1600943284**219424599*	HILL'S PET NUTRITION INC
11/7/2012	30.38	AC744051	FOOD INV *219370937**219396923*	HILL'S PET NUTRITION INC
11/7/2012	49.76	AC744051	FOOD IN*21945166*	HILL'S PET NUTRITION INC
11/14/2012	13.96	*COSTCO	10/19/20125* RABBIT GREENS	PETTY CASH
11/14/2012	17.45	*COSTCO	11/4/2012* RABBIT GREENS	PETTY CASH
11/20/2012	76.82	*JULY 2012	ANMI SUP**177902**145618*	GENERAL FEED & SEED
11/28/2012	13.96	*COSTCO	10/14/12* RABBIT GREENS	PETTY CASH
12/5/2012	13.96	*COSTCO	11/24/2012* RABBIT GREENS	PETTY CASH
12/11/2012	116.81	NOVEMBER 2012	ANML SUP *179687**179809**180822*	GENERAL FEED & SEED
12/11/2012	141.68	AC744051	FOOD *219554997*	HILL'S PET NUTRITION INC
12/11/2012	233.68	AC744051	FOOD IN*219501962**219574926*	HILL'S PET NUTRITION INC
12/11/2012	319.64	AC744051	FOOD IN *219479200**219501961**019528439*	HILL'S PET NUTRITION INC
12/12/2012	23.94	*COSTCO	11/30/2012* RABBIT GREENS	PETTY CASH
12/13/2012	27.04	#42460445557085061112#		CAL CARD
		Total Sub-Object 3250	1,366.90	
		Sub-Object 3262 - JANITORIAL SERVICES		
10/9/2012	728.00	CUSTODIAL SERVICES	FOR SEPTEMBER FOR ASA	SANTA CRUZ CO GSD
11/2/2012	728.00	CUSTODIAL SERVICES	FOR OCTOBER FOR ASA	SANTA CRUZ CO GSD
11/13/2012	157.30	#42460445557085060912#		CAL CARD
12/3/2012	728.00	CUSTODIAL SERVICES	FOR NOVEMBER 12 FOR ASA	SANTA CRUZ CO GSD
12/20/2012	728.00	CUSTODIAL SVCS	FOR DEC'12 FOR ASA	SANTA CRUZ CO GSD
		Total Sub-Object 3262	3,069.30	
		Sub-Object 3295 - LIABILITY INSURANCE		
10/9/2012	1,217.00	FY 12-13	LIAB/PROPERTY CHARGES	SANTA CRUZ COUNTY
		Total Sub-Object 3295	1,217.00	
		Sub-Object 3355 - MAINT-OFFICE EQUIPMENT-SERVICES		
10/12/2012	32.24	*4007584757* COPIES	7/5-8/4/12 001-0079555-001	CANON BUSINESS SOLUTIONS, INC.
10/29/2012	33.81	*4007897630* 1356178	OVERAGE COPIES 9/5-10/4/12	CANON BUSINESS SOLUTIONS, INC.
11/20/2012	45.09	*4008057374* OVERAGE	COPIES 10/5-11/4/12 1356178	CANON BUSINESS SOLUTIONS, INC.
12/20/2012	22.15	*4008215476* COPIES	11/5-12/4/12 2200 7TH AVE	CANON BUSINESS SOLUTIONS, INC.

10/11/2012	9.70	WALGREENS * ALCOHOL/PEROXIDE 9/6/12*	PETTY CASH
10/12/2012	26.98	ACT 100144519 8/12 MEDS *9878112270*	WEBSTER VETERINARY SUPPLY INC
10/12/2012	196.32	ACT 100144519 8/12 MEDS *8901434253**8901434302*	WEBSTER VETERINARY SUPPLY INC
10/12/2012	4,098.42	ACT100144519 08/12 MEDS *8901423853**8901432825*	WEBSTER VETERINARY SUPPLY INC
10/17/2012	18.50	AC 10057 METRONIDAZOLE *101944*	LAUDEN PHARMACY
10/17/2012	32.50	AC 10057 ENROFLOXACIN IN*101940*	LAUDEN PHARMACY
10/19/2012	48.07	ACC33640 INTEREST *273405 9/25/2012*	MWI VETERINARY SUPPLY CO
10/19/2012	692.93	AC33640 MED *6780818**6825044**6843853**6844358*	MWI VETERINARY SUPPLY CO
10/19/2012	1,111.99	AC 33640 MED *6502280**6507965**6564061**6579797*	MWI VETERINARY SUPPLY CO
10/19/2012	1,361.72	ACCT33640 MED*6828736**6857084**6860507**6869069*	MWI VETERINARY SUPPLY CO
10/19/2012	1,780.87	AC33640 MED *6608308**6609653**6622192**6780170*	MWI VETERINARY SUPPLY CO
10/19/2012	2,806.33	AC33640 MED *6564060**6609654**6630437**6720887*	MWI VETERINARY SUPPLY CO
11/6/2012	32.28	ACCT33640 MED *7203170*	MWI VETERINARY SUPPLY CO
11/6/2012	530.26	AC33640 MED *6904165**6914182**6916466**6932894*	MWI VETERINARY SUPPLY CO
11/6/2012	651.69	AC33640 MED *7110145**7136430**7137648**7155823*	MWI VETERINARY SUPPLY CO
11/6/2012	835.87	AC33640 - MED *7009675**7027193**7044346**7098108*	MWI VETERINARY SUPPLY CO
11/6/2012	1,504.23	AC33640-MED*6997772**7004140**7105033**7271091*	MWI VETERINARY SUPPLY CO
11/7/2012	17.41	*TARGET -CLINIC SUPPLIES 10/18/12*	PETTY CASH
11/19/2012	44.02	OXYGEN WA OCT 2012 IN*121602*	ANALGESIC SERVICES INC
11/19/2012	111.49	OXYGEN SC OCT 2012 IN*118944**119411*	ANALGESIC SERVICES INC
11/26/2012	38.97	AC 100144519 8/12 MEDS *8901447098*	WEBSTER VET SUPPLY INC
11/26/2012	289.52	ACT100144519 8/12 MEDS *8901443728**8901447097*	WEBSTER VET SUPPLY INC
11/26/2012	529.66	AC 100144519 08/12 MEDS *8901441058**8901442149*	WEBSTER VET SUPPLY INC
12/5/2012	338.91	AC21944 *101588* FATAL PLUS NOV 2012	VORTECH PHARMACEUTICALS
12/10/2012	15.00	ACC10057 DOXYCYCLINE INV *102094* 15.00	LAUDEN PHARMACY
12/10/2012	20.00	ACCT 10057 METRONIDAZOLE *102110*	LAUDEN PHARMACY
12/11/2012	1,206.80	AC100144519 11/12 MEDS *8901451775**8901451779*	WEBSTER VETERINARY SUPPLY INC
12/11/2012	1,823.38	AC100144519 11/12 MEDS 8901451775 8901451779	WEBSTER VETERINARY SUPPLY INC
12/12/2012	6.04	ACCT 33640 MED *7633135*	MWI VETERINARY SUPPLY CO
12/12/2012	250.66	ACCT33640MED *7443684**7448888**7476238**7485033*	MWI VETERINARY SUPPLY CO
12/12/2012	1,170.40	AC33640 MED*7497503**7497830**7549854**7611777*	MWI VETERINARY SUPPLY CO
12/12/2012	1,433.09	AC33640 MED 873372138874397078874813968874813978	MWI VETERINARY SUPPLY CO
12/12/2012	2,218.76	AC33640 MED *7338480**7426223**7426908**7426909*	MWI VETERINARY SUPPLY CO
12/12/2012	2,367.16	AC33640 MED *7504082**7559859**7579011**7581476*	MWI VETERINARY SUPPLY CO

12/17/2012	88.16	OXYGEN SC OCT 2012 IN*122001**122728*	ANALGESIC SERVICES INC
12/31/2012	231.18	AC 21944 *101819* FATAL PLUS DEC 2012	VORTECH PHARMACEUTICALS
12/31/2012	511.11	ACCT 7123999 12/7/12 IN*105751962*	BAYER HEALTHCARE LLC
Total Sub-Object 3432	30,357.71		
Sub-Object 3450 - MEMBERSHIPS			
10/17/2012	935.00	*MEMBER ID 24799 MEMBERSHIP DUES 2013*	CSDA
11/7/2012	125.00	*THINK LOCAL FIRST MEMBERSHIP 10/23/12*	PETTY CASH
11/13/2012	731.00	#42460445557085060912#	CAL CARD
Total Sub-Object 3450	1,791.00		
Sub-Object 3451 - MISCELLANEOUS EXPENSE-SERVICES			
10/10/2012	1,548.63	CUST ID USS 59160 *0-320530-9/24/12*	UNITED SITE SERVICES OF CALIF. INC
10/17/2012	631.98	CLIENT ID 11265424 *TV INSTALL PKG 10/16/12*	BEST BUY STORES, L.P.
10/23/2012	282.06	*026 461 02 11/11/00 2260 7TH AVE * TOTAL PAYME	SANTA CRUZ CO TREAS/TAX COLLECTOR
10/23/2012	3,136.64	*026 062 97 11/1/00 2200 7TH AVE * TOTAL PA	SANTA CRUZ CO TREAS/TAX COLLECTOR
11/6/2012	322.71	BANNER ANIMAL SHELTER 10/29/12 *27621*	ROAD AMERICA, INC.
11/7/2012	40.00	*VOLUNTEER CENTER AWARDS J WALKER 9/28/12*	PETTY CASH
11/7/2012	2,659.79	TOPS N TAILS EVENT 9/21/12 *26665**25932*	ALEXIS PARTY RENTAL
Total Sub-Object 3451	8,621.81		
Sub-Object 3489 - PC SOFTWARE PURCHASES			
11/19/2012	792.00	AC 378446192 VOL SFTWR 30305453 1/8/13 1/7/14	VOLGISTICS, INC.
Total Sub-Object 3489	792.00		
Sub-Object 3491 - POSTAGE			
10/3/2012	7.68	*ESC POSTAL STORE RETURN HAINES DIRECT 9/14/12*	PETTY CASH
10/3/2012	34.56	*MAIL STAT POST FINANCE CHARG SEPT 2012*	THE PITNEY BOWES BANK, INC.
10/3/2012	107.71	*THE UPS STORE-RETURN PARTS DRYER 8/25/2012*	PETTY CASH
10/3/2012	158.95	AC*2187757-SP2310/10/12 1/10/13*MAIL STATION LEASE	PITNEY BOWES GLOBAL
10/12/2012	7.54	POSTAGE 2012-SEPTEMBER	SANTA CRUZ CO MAILROOM
10/15/2012	37.41	FED EX *CANON PAYMENTS 9/27/12*	PETTY CASH
11/14/2012	1,000.00	POSTAGE AC 8000 9090 0647 3594 11/20/12	THE PITNEY BOWES BANK, INC.
12/10/2012	67.96	FC/LATE CHARGES*AC8000 9090 0647 3594 11/25/12*	THE PITNEY BOWES BANK, INC.
Total Sub-Object 3491	1,421.81		
Sub-Object 3493 - SUPPLIES			
10/1/2012	23.16	#42460445557085060812#	CAL CARD
10/1/2012	64.79	#42460445557085060812#	CAL CARD

10/1/2012	93.98	#42460445557085060812#	CAL CARD
10/1/2012	319.50	*42460445557085060812*	CAL CARD
10/9/2012	86.25	WAREHOUSE CHARGES FOR MONTH ENDING SEPT. 2012	SANTA CRUZ CO GSD
10/9/2012	273.00	WAREHOUSE CHARGES FOR MONTH ENDING SEPT. 2012	SANTA CRUZ CO GSD
10/9/2012	421.12	NOTICE TO APPEAR 9/24/12 IN*1255984-1*	INNERWORKINGS INC
10/10/2012	987.16	CUST 9506006 LEASH/COLLAR *0282281-IN*	CAMPBELL PET COMPANY
10/11/2012	14.98	VACUUMS INC VACUUM BAGS - 9/20/12	SANTA CRUZ CO AUD CONTROLLER
10/11/2012	26.73	STAPLES *CLIP BOARDS/PENS 9/26/12*	SANTA CRUZ CO AUD CONTROLLER
10/17/2012	609.00	AC GQ05254 LICENSE TAGS IN*106790*	KETCHUM MFG CO INC
10/19/2012	324.21	PELLETED BEDDING 10/11/12 INV*41104*	DAVES HAY BARN
10/24/2012	180.32	AC 70030423 SEPT 2012 IN*8023248917*	STAPLES
10/24/2012	393.66	AC 70030423 AUG 2012 *8022904409*	STAPLES
10/30/2012	(52.85)	CREDIT CARD MACHINE SUPPLIES (9/26/12)	BANK OF THE WEST
10/30/2012	324.21	PELLETED BEDDING 10/24/12 IN*41677*	DAVES HAY BARN
11/2/2012	52.85	CREDIT CARD MACHINE SALES (9/26/12)	BANK OF THE WEST
11/2/2012	657.80	WAREHOUSE CHARGES FOR MONTH ENDING OCT. 2012	SANTA CRUZ CO GSD
11/13/2012	9.70	#42460445557085060912#	CAL CARD
11/13/2012	901.59	#42460445557085060912#	CAL CARD
11/13/2012	1,168.33	*42460445557085060912*	CAL CARD
11/15/2012	90.54	#42460445557085061012#	CAL CARD
11/15/2012	273.62	*42460445557085061012*	CAL CARD
11/21/2012	149.27	70030423 OCT 12 *3185279201**3185279202*	STAPLES
11/21/2012	362.49	70030423 OCT 12 IN *3185279206*	STAPLES
11/21/2012	453.83	70030423 OCT 12 *3185279203**31852792004*	STAPLES
11/21/2012	482.17	70030423 OCT 12 *3185279205*	STAPLES
11/28/2012	3.24	DOLLAR TREE *SPRAY BOTTLES 11/5/ 12/12*	PETTY CASH
11/28/2012	36.78	BIG 5 *AIR HORN 11/5/12*	PETTY CASH
11/28/2012	79.88	PET PALS *DOG CORRECTOR 11/5/ 12/12*	PETTY CASH
11/28/2012	82.77	COSTCO*HALLOWEEN HOE-DOWN 10/27/2012*	PETTY CASH
11/28/2012	324.21	PELLETED BEDDING 11/14/12 *42476*	DAVES HAY BARN
11/28/2012	9,990.00	AC-10067467 *240668830* MICROCHIPS 10/11/12	INTERVET INC.
12/5/2012	107.39	COSTCO *HALLOWEEN HOE-DOWN 10/25/2012*	PETTY CASH
12/5/2012	1,135.30	ACCT 9506AC PET CARRIERS 11/20/12*INV107836*	SPECIALTIES INC
12/7/2012	220.80	WAREHOUSE CHARGES FOR MONTH ENDING NOV 2012	SANTA CRUZ CO GSD

12/7/2012	513.35	WAREHOUSE CHARGES FOR MONTH ENDING NOV 2012	SANTA CRUZ CO GSD
12/11/2012	324.75	PELLETED BEDDING 10/30/12 *41908*	DAVES HAY BARN
12/11/2012	324.75	PELLETED BEDDING 12/2/12 *43170*	DAVES HAY BARN
12/11/2012	1,969.60	LAUNDRY DET 55 GAL DRUM 12/3/12 *26856*	ANIMAL HEALTH & SANITARY
12/12/2012	69.77	CREDIT CARD MACHINE SUPPLIES (11/30/12)	BANK OF THE WEST
12/31/2012	461.52	CUST 9506006 TAGS 11/29/2012 *0284503-IN*	CAMPBELL PET COMPANY
1/3/2013	605.00	WAREHOUSE CHARGES FOR MONTH ENDING DEC 2012	SANTA CRUZ CO GSD
	<u>24,940.52</u>		
Total Sub-Object 3493 24,940.52			
Sub-Object 3520 - BANKING SERVICES			
10/2/2012	334.86	BANK FEES- WEB	BANK OF THE WEST
10/10/2012	38.80	BANK FEES- WEB	BANK OF THE WEST
10/10/2012	315.38	BANK FEES- WATSONVILLE	BANK OF THE WEST
10/10/2012	1,281.94	BANK FEES- SANTA CRUZ	BANK OF THE WEST
11/6/2012	250.85	BANK FEES WEB	BANK OF THE WEST
11/6/2012	257.13	BANK FEES- WATSONVILLE	BANK OF THE WEST
11/6/2012	874.09	BANK FEES- SANTA CRUZ	BANK OF THE WEST
12/12/2012	193.82	BANK FEES-WEB	BANK OF THE WEST
12/12/2012	241.99	BANK FEES-WATSONVILLE	BANK OF THE WEST
12/12/2012	1,072.30	BANK FEES-SANTA CRUZ	BANK OF THE WEST
	<u>4,861.16</u>		
Total Sub-Object 3520 4,861.16			
Sub-Object 3575 - DATA PROCESSING SERVICES			
10/31/2012	3.45	CICS 2012-SEPTEMBER	SANTA CRUZ CO ISD
10/31/2012	4,089.00	2012- September Network Connection Fee	SANTA CRUZ CO ISD
11/29/2012	4,089.00	2012-OCTOBER NETWORK CONNECTION FEE	SANTA CRUZ CO ISD
	<u>8,181.45</u>		
Total Sub-Object 3575 8,181.45			
Sub-Object 3665 - PROF & SPECIAL SERV-OTHER			
10/3/2012	800.00	IN*68* S/N VOUCHERS 9/20/12	FRIENDS OF WATSONVILLE ANIMALS
10/10/2012	24.35	*ACC ANIMS 1 9/30/012* WATER WA SHELTER	ALL PURE WATER
10/10/2012	143.09	FEE FOR TICKET SALES *201209U36062138206* AUG12	EVENTBRITE INC
10/17/2012	66.92	AC 157635 LAB SEPT 2012 INV *0912157635*	IDEXX DISTRIBUTION INC
10/17/2012	1,000.00	AC 7446 DEADPICKUP SEPT 2012 IN*649884*	KOEFRAN INDUSTRIES
10/17/2012	1,400.00	S/N VOUCHER *6150-6185 IN23*	FRIENDS OF SANTA CRUZ CO ANIMALS
10/17/2012	1,700.00	AC 6451 DEADPICKUP SEPT 2012 INV *649883*	KOEFRAN INDUSTRIES
10/29/2012	66.33	ACCT 6108507 SCSHARPS *11/20/12 1/20 3002028237*	STERICYCLE INC

11/14/2012	238.00	SEPTEMBER 2012 EPIC HSA CLINIC CHGS-SC CASA-ANIMAL	SANTA CRUZ CO ENVIRO HEALTH
11/15/2012	1,400.00	S/N VOUCHER *6188-6222-IN 24*	FRIENDS OF SANTA CRUZ CO ANIMALS
11/19/2012	34.35	*ACCT ANIMS1 10/31/12* WATER WA SHELTER	ALL PURE WATER
11/20/2012	320.56	ACC157635-LAB OCTOBER 2012 IN*1012157635*	IDEXX DISTRIBUTION INC
11/20/2012	4,337.13	*ACT 0000000122298 11/19/12 MAILER IN68884*	PARKS PRINTING
11/21/2012	1,000.00	ACCT 6451 DEAD PICKUP OCT 2012 WA *653695*	KOEFRAN INDUSTRIES
11/21/2012	1,700.00	AC6451 DEAD PICKUP OCT 2012 SC *653694*	KOEFRAN INDUSTRIES
11/26/2012	126.00	*HEALTH PERMIT #7072-FA0005341-IN63404 SC 2013*	SANTA CRUZ CO ENVIROMENTAL HEALTH
11/27/2012	56.52	AC6108507 SC SHARPS *12/2012 2/2013 3002061725*	STERICYCLE INC
11/30/2012	126.00	HEALTH PERMIT *FA0005649-IN0063408 WA 2013*	SANTA CRUZ CO ENVIROMENTAL HEALTH
11/30/2012	238.00	OCTOBER 2012 EPIC HSA CLINIC CHGS-SC CASA ANIMAL L	SANTA CRUZ CO H.S.A.
12/10/2012	1,400.00	S/N VOUCHER *6223 6257 IN 25 *	FRIENDS OF SANTA CRUZ CO ANIMALS
12/11/2012	29.20	*ACCT.ANIMS1 11/30/12* WATER WA SHELTER	ALL PURE WATER
12/11/2012	920.00	*69* S/N 23 VOUCHERS 10/22/12	FRIENDS OF WATSONVILLE ANIMALS
12/11/2012	1,200.00	*70* S/N VOUCHERS 11/5/12	FRIENDS OF WATSONVILLE ANIMALS
12/11/2012	1,200.00	*71* S/N 30 VOUCHERS 12/2/12	FRIENDS OF WATSONVILLE ANIMALS
12/18/2012	112.50	*FIRE SYS SVC CALL 12 12/03/12* *108365*	SUPERIOR ALARM CO
12/21/2012	479.38	AC 000000122298 11/30/12 INSERT*INV73364*	PARKS PRINTING
12/21/2012	1,434.20	AC 0000000122298 12/5/12 CARD *INV 73415*	PARKS PRINTING
12/31/2012	1,000.00	ACC 6451 DEAD PU NOV 2012 WA *658015*	KOEFRAN INDUSTRIES
12/31/2012	1,700.00	ACCT 6451 DEAD PU NOV 2012 SC *658014*	KOEFRAN INDUSTRIES
	<u>24,252.53</u>		
		Total Sub-Object 3665	
		Sub-Object 3763 - VETERINARIAN SERVICES	
10/10/2012	455.00	AC 30142 S/N 9/28/12*764215**764214*	ADOBE ANIMAL HOSPITAL
10/24/2012	1,634.45	IN*05312012* EMERGENCY VET SERVICES	SANTA CRUZ VETERINARY HOSPITAL
10/30/2012	55.25	AC 11965 10/7/12 IN*181374**181376*	VCA ANIMAL HOSPITAL
11/6/2012	120.00	AC 6207 VET OCT 2012 IN*134399*	SUMMIT VETERINARY HOSPITAL
11/13/2012	143.85	#42460445557085060912#	CAL CARD
11/19/2012	110.00	ACCT 30142 S/N 10/31/2012 *763984*	ADOBE ANIMAL HOSPITAL
11/19/2012	120.00	AC 6207 VET NOV 2012 IN*134677*	SUMMIT VETERINARY HOSPITAL
11/20/2012	1,972.07	IN*06302012* EMERGENCY VET SERVICES	SANTA CRUZ VETERINARY HOSPITAL
11/28/2012	133.77	*A179346 BLK PEARL 8/9/12 IN 8577*	ANNE TERRY,DVM DBA LARGE ANIMAL
12/5/2012	2,200.00	IN HOUSE VET *10/22/2012 10/26/2012*	ED C WIESER
12/5/2012	2,450.00	IN HOUSE VET *10.08.2012 10/12/2012*	ED C WIESER

12/5/2012	2,650.00	IN HOUSE VET*9/4/12- 9/7/12*	ED C WIESER
12/5/2012	2,800.00	IN HOUSE VET *10/29/2012 11/2/2012*	ED C WIESER
12/5/2012	2,850.00	IN HOUSE VET *9/24/2012-9/28/2012*	ED C WIESER
12/5/2012	3,000.00	IN HOUSE VET *10/01/2012 10/05/2012*	ED C WIESER
12/5/2012	3,200.00	IN HOUSE VET *9/17/2012 9/21/2012*	ED C WIESER
12/5/2012	3,250.00	IN HOUSE VET *9/10/2012 -9/14/2012*	ED C WIESER
12/5/2012	3,300.00	IN HOUSE VET *10/15/12 - 10/19/2012*	ED C WIESER
Total Sub-Object 3763	30,444.39		
Sub-Object 3800 - EQUIPMENT LEASE & RENT			
10/29/2012	394.20	*6745164625* COPIER 11/18-12/18/12	CANON BUSINESS SOLUTIONS NEWCAL
11/20/2012	394.20	*6745228124* COPIER LEASE/TAX 12/18/12-1/18/13	CANON BUSINESS SOLUTIONS NEWCAL
12/20/2012	394.20	*6745292678* COPIER LEASE 1/18-2/18/13	CANON BUSINESS SOLUTIONS NEWCAL
Total Sub-Object 3800	1,182.60		
Sub-Object 3820 - FIELD EQUIPMENT			
11/13/2012	147.47	#42460445557085060912#	CAL CARD
11/15/2012	13.41	#42460445557085061012#	CAL CARD
Total Sub-Object 3820	160.88		
Sub-Object 3935 - INVENTORY MATERIALS PURCHASED			
10/3/2012	2,749.12	IN*5744* VOLUNTEER APRONS 9/18/2012	THE TIFFIN COMPANY INC
10/24/2012	568.75	INV*5785* TEE SHIRTS 10/15/12	THE TIFFIN COMPANY INC
10/29/2012	2,435.30	T-SHIRTS/SWEATSHIRTS/TOTES *10/24/12 INV 99*	LAVABELLES INC
10/30/2012	701.65	AC7123999 OCT 2012 *105653605*	BAYER HEALTHCARE LLC
12/17/2012	701.65	ACC7123999 DEC 2012 *105748579*	BAYER HEALTHCARE LLC
Total Sub-Object 3935	7,156.47		
Sub-Object 3976 - SPECIAL MISC EXPENSE-SUPPLIES			
10/12/2012	46.20	SEPT 2012 WA ID TAGS IN *USORD00189421*	RED DINGO INC
10/12/2012	170.18	SEPT 2012 SC ID TAGS INV*USORD00189420*	RED DINGO INC
11/7/2012	6.73	OCT 2012 WA ID TAGS - IN*USORD00192916*	RED DINGO INC
12/11/2012	25.76	NOV 2012 WA ID TAGS IN *USORD001963345*	RED DINGO INC
12/11/2012	29.75	NOV 2012 SC ID TAGS *USORD00196344*	RED DINGO INC
Total Sub-Object 3976	278.62		
Sub-Object 4110 - SUBSCRIPTIONS BOOKS & ED MATERIALS			
11/15/2012	92.75	#42460445557085061012#	CAL CARD
Total Sub-Object 4110	92.75		

11/6/2012	1,094.44	AC 4857456190 7	9/22/12	10/22/12	PG & E CUSTOMER BILLING
11/19/2012	4,213.08	ACC 0484373105 2	2200 7TH 10/5/12	11/5/12	PG & E CUSTOMER BILLING
11/20/2012	40.00	AC ANIMAL CTR WA	OCT 12 *75091*		SCRAP
11/20/2012	55.00	AC ANIMAL SER SC	NOV 2012 *75090*		SCRAP
11/20/2012	593.65	AC 22469 PARCEL	5301950014127*9/27/2012-10/25/12*		CITY OF WATSONVILLE
11/27/2012	597.14	CUST ID 063738	SCGARB IN*0000055908	OCT 2012*	GREENWASTE RECOVERY INC
12/5/2012	945.23	AC4857456190 7	10/23/2012	11/19/2013	PG & E CUSTOMER BILLING
12/11/2012	44.40	*070-01710-020	METER 65580068	9/20/12 - 11/16*	SANTA CRUZ MUNICIPAL UTILITIES
12/11/2012	156.60	*070 02160 012	METER 67244880	9/20/2012 11/16*	SANTA CRUZ MUNICIPAL UTILITIES
12/11/2012	835.20	*070 02150 001	METER 67423083	9/20/12 11/16/*	SANTA CRUZ MUNICIPAL UTILITIES
12/17/2012	40.00	AC ANIMAL CTR WA	DEC 2012 *75282*		SCRAP
12/17/2012	55.00	AC ANIMAL SERV	SC DEC 2012 *75283*		SCRAP
12/17/2012	591.65	ACCT 22469 PARCEL	5301950014127 *10/25/12-11/28*		CITY OF WATSONVILLE
12/19/2012	6.56	AC4783851189 8	2260 7TH 11/6/12-12/5/12		PG & E CUSTOMER BILLING
12/19/2012	3,777.41	AC 0484373105 2	2200 7TH 11/6	12/5	PG & E CUSTOMER BILLING
Total Sub-Object 4310	20,860.32				

Total Sub-Fund 100	214,257.55
Total Fund 114	214,257.55
Total Fund Type 76	214,257.55

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: February 11, 2013
SUBJECT: First and second quarter report of all Journal Entries made to the County of Santa Cruz and interfaces for the County ISD Telecom Services for July 1, 2012 through December 31, 2012.

Recommendation: Accept the first and second quarter report of all Journal Entries made to the County of Santa Cruz and interfaces for the County ISD Telecom Services

Discussion:

The Santa Cruz Auditor-Controller's Office management letter dated January 3, 2013 recommended the Shelter Manager review all JE made to the County of Santa Cruz and ensure all support is on file and present this report to the Board during regular Board meetings

A list of all Journal Entry payments to the County of Santa Cruz has been downloaded and checked against department files to insure hard copy support for each transaction. Staff compared monthly amount interfaces for ISD Telecom to the "Extension Detail Report", which shows complete charges, and found no discrepancies. The interfaces for ISD Telecom are included on the Journal Report.

The next quarterly report of Journal Entries and interfaces for January 1, 2013 through March 31, 2013 will be included on the April 8, 2013 agenda and every quarter thereafter.

DATE: 2/1/2013

TO: Melanie Sobel, General Manager

FROM: Rosanne Mayclin, Administrative Aide

SUBJECT: July 1, 2012 through Decemeber 31, 2012 County JE Payments

The following SCCAS Journal entry claims are for services paid directly to Santa Cruz County and submitted to the County Auditor/Controller for payment from the Operating Budget for the period of July 1, 2012 through Decemeber 31, 2012

Expenditure Actual Transactions

Posted	Index	S.O.	Amount	Description	Vendor
7/13/2012	702810	3810	49,417.25	2002 CERTS LEASE PYMT FOR 1ST QTR 2012-2013	AUD X
10/10/2012	702810	3810	49,417.25	2002 CERTS LEASE PYMT FOR 2ND QTR 2012-13	AUD X
9/24/2012	702810	5980	26,918.00	1ST COST PLAN CHARGES- ANIMAL SHELTER	AUD X
12/13/2012	702810	5980	26,918.00	2ND COST PLAN CHARGES- ANIMAL SHELTER	AUD X
11/26/2012	702810	3665	126.00	*HEALTH PERMIT #7072-FA0005341-IN63404 SC 2013*	ENV X
11/30/2012	702870	3665	126.00	HEALTH PERMIT *FA0005649-IN0063408 WA 2013*	ENV X
12/3/2012	702810	3262	728.00	CUSTODIAL SERVICES FOR NOVEMBER 12 FOR ASA	GSD X
11/2/2012	702810	3262	728.00	CUSTODIAL SERVICES FOR OCTOBER FOR ASA	GSD X
10/9/2012	702810	3262	728.00	CUSTODIAL SERVICES FOR SEPTEMBER FOR ASA	GSD X
9/14/2012	702810	3262	1,456.00	CUSTODIAL SERVICES FOR THE MONTH OF JULY & AUG ASA	GSD X
12/20/2012	702810	3262	728.00	CUSTODIAL SVCS FOR DEC'12 FOR ASA	GSD X
10/29/2012	702810	3395	1,487.65	JUNE & 1ST QTR 12-13 BLDG MAINT WATSONVILLE-ASA	GSD X
10/29/2012	702810	3395	3,474.03	JUNE & 1ST QTR 12-13 BLDG. MAINT @ 7TH AVE-ASA	GSD X
10/29/2012	702810	3395	3,332.07	JUNE & 1ST QTR 12-13 EQUIP MAINT @ 7TH AVE-ASA	GSD X
10/29/2012	702810	3395	980.58	JUNE & 1ST QTR 12-13 EQUIP MINT WATSONVILLE-ASA	GSD X
8/3/2012	702830	3493	30.00	WAREHOUSE CHARGES FOR MONTH ENDING JUNE 2012	GSD X
8/3/2012	702870	3493	220.55	WAREHOUSE CHARGES FOR MONTH ENDING JUNE 2012	GSD X
8/3/2012	702830	3493	802.80	WAREHOUSE CHARGES FOR MONTH ENDING JUNE 2012	GSD X
8/7/2012	702830	3493	291.10	WAREHOUSE CHARGES FOR MONTH ENDING JULY 2012	GSD X
9/7/2012	702870	3493	331.05	WAREHOUSE CHARGES FOR MONTH ENDING AUGUST 2012	GSD X
9/7/2012	702830	3493	422.50	WAREHOUSE CHARGES FOR MONTH ENDING AUGUST 2012	GSD X
10/9/2012	702870	3493	86.25	WAREHOUSE CHARGES FOR MONTH ENDING SEPT. 2012	GSD X
10/9/2012	702830	3493	273.00	WAREHOUSE CHARGES FOR MONTH ENDING SEPT. 2012	GSD X

Posted	Index	S.O.	Amount	Description	Vendor
11/2/2012	702830	3493	657.80	WAREHOUSE CHARGES FOR MONTH ENDING OCT. 2012	GSD X
12/7/2012	702870	3493	220.80	WAREHOUSE CHARGES FOR MONTH ENDING NOV 2012	GSD X
12/7/2012	702830	3493	513.35	WAREHOUSE CHARGES FOR MONTH ENDING NOV 2012	GSD X
1/3/2013	702830	3493	605.00	WAREHOUSE CHARGES FOR MONTH ENDING DEC 2012	GSD X
8/6/2012	702810	4175	2,782.83	JUNE 12 FLEET SERVICE CHARGES	GSD X
9/11/2012	702810	4175	3,277.48	JULY 12 FLEET SERVICE CHARGES	GSD X
10/9/2012	702810	4175	3,034.07	AUGUST 12 FLEET SERVICE CHARGES	GSD X
10/22/2012	702810	4175	3,463.27	SEPTEMBER 12 FLEET SERVICE CHARGES	GSD X
11/27/2012	702810	4175	4,030.22	OCTOBER 12 FLEET SERVICE CHARGES	GSD X
12/21/2012	702810	4175	2,095.59	NOVEMBER 12 FLEET SERVICE CHARGES	GSD X
8/2/2012	702830	3665	119.00	JUNE 2012 EPIC HSA CLINIC CHGS-SC CASA-ANIMAL LAB	H.S.A. X
9/21/2012	702830	3665	119.00	AUGUST 2012 EPIC HSA CLINIC CHGS- SC CASA- ANIMAL	H.S.A. X
9/21/2012	702830	3665	476.00	JULY 2012 EPIC HSA CLINIC CHGS- SC CASA- ANIMAL LA	H.S.A. X
11/14/2012	702830	3665	238.00	SEPTEMBER 2012 EPIC HSA CLINIC CHGS-SC CASA-ANIMAL	H.S.A. X
11/30/2012	702830	3665	238.00	OCTOBER 2012 EPIC HSA CLINIC CHGS-SC CASA ANIMAL L	H.S.A. X
8/1/2012	702810	3240	2,138.70	TELEPHONE CHARGES 2012-MAY ACTUAL	ISD X
8/17/2012	702810	3240	2,098.22	TELEPHONE CHARGES 2012-JUNE ACTUAL	ISD X
9/13/2012	702810	3240	2,109.45	TELEPHONE CHARGES 2012-JULY	ISD X
10/12/2012	702810	3240	2,059.49	TELEPHONE CHARGES 2012-AUGUST	ISD X
11/2/2012	702810	3240	2,057.13	TELEPHONE CHARGES 2012-SEPTEMBER	ISD X
11/29/2012	702810	3240	2,098.72	TELEPHONE CHARGES 2012-OCTOBER	ISD X
10/12/2012	702810	3491	7.54	POSTAGE 2012-SEPTEMBER	ISD X
8/13/2012	702810	3575	4,089.00	Network Connection Fee 2012-July	ISD X
9/13/2012	702810	3575	4,089.00	2012- August Network Connection Fee	ISD X
10/31/2012	702810	3575	4,089.00	2012- September Network Connection Fee	ISD X
11/29/2012	702810	3575	4,089.00	2012-OCTOBER NETWORK CONNECTION FEE	ISD X
8/1/2012	702810	3575	28.16	CICS 2012-JUNE ACTUAL	ISD X
8/13/2012	702810	3575	54.17	CICS 2012-JULY	ISD X
8/30/2012	702810	3575	23.81	CICS 2012-JULY Corrected	ISD X
8/30/2012	702810	3575	(54.17)	CICS 2012-JULY Reversal	ISD X
9/13/2012	702810	3575	4.83	CICS 2012-AUGUST	ISD X

Posted	Index	S.O.	Amount	Description	Vendor
10/31/2012	702810	3575	3.45	CICS 2012-SEPTEMBER	ISD x
10/9/2012	702810	3295	1,217.00	FY 12-13 LIAB/PROPERTY CHARGES	RISK x
Total				221,094.99	

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: February 11, 2011
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: February 11, 2013
 SUBJECT: Financial Report for the period ending January 31, 2013

Recommendation:

Approve the Financial Report as presented for the period ending January 31, 2013 including the Estimated/Actuals for FY 2012-13.

Discussion:

The Financial Report ending January 31, 2013 reflects total revenues of \$481,133 and expenditures of \$269,980. YTD revenues are \$2,457,791. YTD expenditures are \$1,994,371. Current total revenues are 76% of a potential 58%. The percentage of current year expenditures is at 59%.

Licensing revenues YTD are \$168,093. At this point last year licensing revenues were \$134,993.

The Financial Report reflects the estimated/actual expenditures and revenues based on current YTD actual through January and an estimate for February – June based on experience and expectations.

Based on current estimated/actuals the SCCAS year-end net deficit from operations is estimated at \$160,811. The balance will require a transfer of \$160,811 of SB90 money to augment the fund balance available of \$0. This will enable us to potentially have \$39,218 in SB90 funds to carry forward for next year's financing.

At June 30, 2012, the commitment of fund balance related to SB90 funds is comprised of the following transactions:

SB90 State Mandated Cost Claims 2005-2006	\$405,151
SB90 State Mandated Cost Claims 2006-2007	\$735,147
SB90 State Mandated Cost Claims 2007-2008	\$ 57,182
Transfer to Unassigned Fund Balance for Operations Interest	(\$653,009)
<u>Interest</u>	<u>\$130,931</u>
Balance at June 30, 2012	\$675,402

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT

2012-13

As of 01/31/13 from FAMIS
 SC CO ANIMAL SERVICES AUTHORITY
 Organization: 70 28

Pos + = UP
 Neg () = DOWN

Acct	Acct Title	2012-13		December Actuals	January Actuals	2012-13		YTD Remaining	58%		COMPARE		2011-12	
		Adj. Budget	Est./Actuals			YTD Actuals	YTD Actuals		Percentage of CY EA's Actualized	Percentage of PY Budget Actualized	THRU JAN PY ACTUALS	YTD Actuals	January Actuals	Est./Actuals
3100-9700	SALARIES & BENF	\$2,290,459	\$2,266,350	\$159,244	\$168,816	\$1,308,669	\$957,681	\$957,681	57.74%	62.23%	\$88,249	\$141,108	\$2,047,780	
3200	SERVICES & SUPPL	\$998,431	\$1,029,511	\$71,184	\$101,164	\$631,866	\$397,645	\$397,645	61.38%	67.86%	(\$65,064)	\$165,288	\$1,118,174	
6100	OTHER USES	\$107,672	\$107,672	\$26,918	\$0	\$53,836	\$53,836	\$53,836	50.00%	157.29%	\$0	\$0	\$95,947	
6600	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	
9700	CONTINGENCIES	\$135,863	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$12,884	
3100-9700	TOTAL EXPENDITURES	\$3,532,425	\$3,403,533	\$257,346	\$269,980	\$1,994,371	\$1,409,162	\$1,409,162	58.60%	83.98%	\$29,047	\$306,396	\$3,274,785	
100-2500	TOTAL REVENUES	\$3,371,614	\$3,242,722	\$47,066	\$481,133	\$2,457,791	\$784,931	\$784,931	75.79%	79.99%	\$119,183	\$105,670	\$3,154,184	
	NET COST	\$160,811	\$160,811	\$210,280	(\$211,153)	(\$463,420)	\$624,231	\$624,231	-288.18%	-309.52%	\$90,135	\$200,727	\$120,601	
3100	REGULAR PAY-PER	1,359,586	1,333,974	\$100,953	\$106,493	\$711,702	\$622,272	\$622,272	53.35%	58.73%	\$29,292	\$89,543	1,214,707	
3105	OVERTIME PAY-PE	14,114	1,411	\$179	\$29	\$1,077	\$334	\$334	76.34%	3.47%	(\$84)	\$488	4,849	
3110	REGULAR PAY-EXT	31,551	29,578	\$2,583	\$2,029	\$21,036	\$8,542	\$8,542	71.12%	27.68%	(\$1,110)	\$2,954	31,069	
3140	DIFFERENTIAL PAY	23,523	19,429	\$1,594	\$1,441	\$11,342	\$8,087	\$8,087	58.38%	48.92%	\$91	\$1,598	20,435	
3150	OASDI-SOCIAL SE	108,395	102,842	\$7,194	\$8,242	\$54,911	\$47,931	\$47,931	53.39%	54.02%	\$1,812	\$7,058	94,876	
3155	RETIREMENT	267,516	257,825	\$19,557	\$20,539	\$138,693	\$119,132	\$119,132	64.62%	64.62%	\$12,299	\$16,950	230,147	
3160	EMPLOYEE INSURA	345,478	380,995	\$27,184	\$30,044	\$229,613	\$151,382	\$151,382	100.00%	83.73%	\$11,926	\$22,516	345,425	
3165	UNEMPLOYMENT IN	10,318	10,318	\$0	\$0	\$10,318	(\$0)	(\$0)	100.00%	114.01%	\$2,947	\$0	7,471	
3170	WORKERS COMPENS	129,978	129,978	\$0	\$0	\$129,978	(\$0)	(\$0)	100.00%	96.65%	\$31,177	\$0	98,801	
3100	SALARIES & BENF	\$2,290,459	\$2,266,350	\$159,244	\$168,816	\$1,308,669	\$957,681	\$957,681	57.74%	62.23%	\$88,249	\$141,108	\$2,047,780	
3215	POLICE SAFETY EQUIPMENT	1,000	500	\$0	\$0	\$43	\$457	\$457	8.56%	6.08%	(\$112)	\$155	1,900	
3225	UNIFORM REPLACEMENT	2,000	2,000	\$0	\$54	\$559	\$1,441	\$1,441	27.93%	58.14%	(\$1,185)	\$0	2,000	
3235	RADIO SERVICES	28,000	27,000	\$2,204	\$2,204	\$15,426	\$11,574	\$11,574	57.13%	48.88%	(\$460)	\$2,664	27,000	
3240	TELECOM SERVICES	28,000	26,000	\$0	\$2,083	\$10,043	\$15,957	\$15,957	38.63%	46.08%	(\$2,860)	\$2,291	27,000	
3250	FOOD	8,000	8,000	\$877	\$513	\$4,149	\$3,851	\$3,851	51.86%	24.69%	(\$49)	\$83	8,000	
3262	JANITORIAL SERVICES	10,000	10,000	\$1,456	\$728	\$5,253	\$4,747	\$4,747	52.53%	59.15%	\$855	\$728	10,000	
3295	LIABILITY INSURANCE	30,882	31,250	\$0	\$0	\$31,246	\$4	\$4	99.99%	101.25%	\$364	\$0	30,882	
3305	OTHER INSURANCE	1,215	1,215	\$0	\$0	\$1,215	\$0	\$0	0.00%	0.00%	\$0	\$0	1,000	
3355	MAINT-OFFICE EQUIPMENT	800	800	\$22	\$0	\$450	\$350	\$350	56.24%	0.96%	\$158	\$0	800	
3360	MAINT-OTHER EQUIP-SVCS	3,000	3,000	\$255	\$641	\$2,171	\$829	\$829	72.35%	154.42%	(\$146)	\$460	3,000	
3361	MAINT-OTHER EQUIP-SVCS	500	500	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	500	
3395	FACILITIES MAINT	31,667	50,000	\$2,143	(\$2,188)	\$14,437	\$35,563	\$35,563	28.87%	646.88%	(\$16,614)	\$17,502	52,000	
3405	MAINT STRUCT IM	2,500	1,000	\$13	\$3,261	\$3,421	(\$2,421)	(\$2,421)	342.06%	46.99%	(\$10,913)	\$14,333	30,000	
3430	MEDICAL, DENTAL & LAB SUPPL	0	0	\$0	\$0	\$17	(\$17)	(\$17)	0.00%	0.00%	\$17	\$0	0	
3432	OTHER MEDICAL MATERIALS	125,000	115,000	\$11,681	\$6,208	\$58,913	\$56,087	\$56,087	51.23%	92.24%	(\$14,262)	\$9,622	105,000	
3450	MEMBERSHIPS	1,200	2,000	\$0	\$0	\$1,916	\$84	\$84	95.80%	104.62%	\$896	\$0	1,150	
3451	MISCELLANEOUS EXPENSES	5,700	13,000	\$0	\$351	\$9,297	\$3,703	\$3,703	71.51%	43.28%	\$596	\$5,139	12,500	

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2012-13

As of 01/31/13 from FAMIS
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	2012-13 Adj. Budget	2012-13 Est./Actuals	December Actuals	January Actuals	2012-13 YTD Actuals	YTD Remaining	58%		2011-12 YTD Actuals	COMPARE THRU JAN PY ACTUALS	January Actuals	2011-12 Est./Actuals
								Percentage of CY EA's Actualized	Percentage of PY Budget Actualized				
3452	CASH SHORTAGES	\$0	\$0	\$0	\$0	\$32	(\$32)	0.00%	0.00%	\$0	\$32	\$0	\$0
3484	DUPLICATING SVCS.	2,500	2,500	\$0	\$868	\$2,032	\$468	81.29%	9.12%	\$593	\$1,439	\$0	1,500
3489	PC SOFTWARE PURCHASES	2,500	1,800	\$0	\$0	\$792	\$1,008	44.00%	6.94%	\$2,116	(\$1,324)	\$1,008	\$2,200
3491	POSTAGE	8,000	8,000	\$68	\$2,592	\$6,284	\$1,716	78.55%	63.31%	\$6,415	(\$131)	\$3,394	8,000
3492	SUBSCRIPTIONS/PERIODICALS	400	400	\$0	\$0	\$400	\$0	0.00%	109.32%	\$383	(\$383)	\$0	400
3493	SUPPLIES	60,000	72,000	\$5,732	\$715	\$49,006	\$22,994	68.06%	63.43%	\$36,985	\$12,022	\$2,635	60,000
3496	INVENTORIAL ITEMS	2,500	1,000	\$0	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	0
3505	ACCOUNTING & AUDITING	17,000	17,000	\$0	\$0	\$0	\$17,000	0.00%	0.00%	\$0	\$0	\$0	17,000
3520	BANKING SERVICES	17,000	18,000	\$1,508	\$1,770	\$10,803	\$7,197	60.02%	63.69%	\$8,141	\$0	\$1,530	16,000
3535	COMPUTER PROF SVCS	1,200	500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	1,200
3545	CONSULT/MGT/PC SVCE.	18,000	18,000	\$0	\$0	\$14,756	\$3,244	81.98%	60.83%	\$17,316	(\$2,560)	\$0	18,000
3547	COUNTY COUNSEL	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
3550	COUNTY OVERHEAD	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
3575	DATA PROCESSING	50,000	50,000	(\$8)	\$8,182	\$24,585	\$25,415	49.17%	57.12%	\$23,420	\$1,165	\$3,836	55,000
3665	PROF & SPECIAL	105,000	105,000	\$9,475	\$11,995	\$58,145	\$46,855	55.38%	84.78%	\$57,168	\$977	\$8,860	95,000
3763	VETERINARIAN SERVICES	87,575	87,575	\$25,700	\$365	\$75,141	\$12,434	85.80%	78.36%	\$110,634	(\$35,494)	\$23,017	173,500
3800	EQUIPMENT RENTS & LEASES-	5,000	5,000	\$394	\$0	\$3,089	\$1,911	61.78%	37.21%	\$3,153	(\$64)	\$788	5,000
3810	RENTS & LEASES-	198,842	198,842	\$0	\$49,417	\$148,252	\$50,590	74.56%	76.03%	\$148,252	\$0	\$49,417	198,942
3820	FIELD EQUIPMENT	1,500	750	\$0	\$0	\$161	\$589	21.45%	0.00%	\$0	\$161	\$0	1,500
3835	ADVERTISING & PROMOTION	1,500	750	\$0	\$0	\$348	\$402	46.39%	22.58%	\$452	(\$104)	\$0	1,500
3935	INVENTORY MATERIALS PURCH	7,500	18,000	\$702	\$0	\$11,254	\$6,746	62.52%	585.45%	\$11,709	(\$455)	\$5,577	20,000
3976	SPECIAL MISC EXP-SUPPLIES	1,500	750	\$56	\$19	\$179	\$571	23.87%	11.93%	\$239	(\$60)	\$20	2,000
4110	SUBSCRIPTIONS/BOOKS	500	500	\$0	\$420	\$513	(\$13)	102.55%	48.30%	\$483	\$30	\$336	500
4120	TOWING	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
4154	TRAVEL-EDUCATION	3,500	3,000	\$141	\$0	\$1,412	\$1,588	47.07%	8.31%	\$355	\$1,057	\$0	1,500
4162	TRAVEL-LODGING	750	750	\$0	\$0	\$0	\$750	0.00%	28.91%	\$217	(\$217)	\$0	750
4164	TRAVEL-MEALS	600	500	\$91	\$142	\$289	\$211	57.87%	21.22%	\$159	\$130	\$0	600
4166	TRAVEL-MILEAGE	3,000	1,000	\$128	\$0	\$128	\$872	12.75%	8.21%	\$329	(\$201)	\$0	2,000
4168	TRAVEL-OTHER	100	100	\$0	\$0	\$52	\$48	51.64%	0.54%	\$166	(\$114)	\$0	1,100
4170	REGISTRATIONS	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	250
4175	SERVICE CENTER	36,000	36,000	\$2,096	\$3,356	\$18,839	\$17,161	52.33%	37.65%	\$18,072	\$767	\$4,333	36,000
4180	TRAVEL ADVANCES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
4310	UTILITIES	87,000	90,529	\$6,452	\$7,267	\$48,433	\$42,096	53.50%	62.22%	\$49,152	(\$719)	\$7,561	86,000
4830	PRINCIPAL ON LEASE PURCHASE	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
3200	SERVICES & SUPPLIES	\$998,431	\$1,029,511	\$71,184	\$101,164	\$631,856	\$443,990	61.38%	67.86%	\$696,930	\$20,523	\$165,288	\$1,118,174

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2012-13

As of 01/31/13 from FAMIS
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	2012-13		December Actuals	January Actuals	2012-13 YTD Actuals	YTD Remaining	58%		2011-12 YTD Actuals	COMPARE THRU JAN PY ACTUALS		2011-12 Est./Actuals
		Adj. Budget	Est./Actuals					Percentage of CY EA's Actualized	Percentage of PY Budget Actualized		2011-12 YTD Actuals	2011-12 Est./Actuals	
5980	COUNTY OVERHEAD (see 3550)	\$107,672	\$107,672	\$26,918	\$0	\$53,836	\$53,836	50.00%	157.29%	\$47,974	\$0	\$0	\$95,947
6101	OPERATING TRSF OUT	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
6100	OTHER USES	\$107,672	\$107,672	\$26,918	\$0	\$53,836	\$53,836	50.00%	0.00%	\$47,974	\$53,836	\$0	\$95,947
8404	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$12,884
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$12,884
9695	APPROP FOR CONTINGENCIES	\$135,863	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
9700	CONTINGENCIES	\$135,863	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	(\$400)	\$0	\$0
100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
230	ANIMAL LICENSES	\$338,462	\$315,000	\$14,374	\$26,733	\$168,093	\$146,907	53.36%	73.37%	\$134,993	\$33,100	\$29,989	\$284,180
430	INTEREST	\$3,000	\$3,000	\$281	\$0	\$1,988	\$1,012	66.27%	9.46%	\$2,458	(\$470)	\$501	\$3,600
440	RENTS & CONCESS	\$2,500	\$1,500	\$0	\$68	\$286	\$1,214	19.05%	7.12%	\$1,191	(\$905)	\$64	\$2,500
441	RENTAL DEPOSIT/FORFEIT REV	\$0	\$70	\$70	\$0	\$70	\$0	100.00%	0.42%	\$70	\$0	\$0	\$140
984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	53.79%	\$9,000	(\$9,000)	\$0	\$9,000
1096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
1510	HUMANE SERVICES	\$311,207	\$311,207	\$17,296	\$30,320	\$167,768	\$143,439	53.91%	71.91%	\$179,763	(\$11,995)	\$41,132	\$305,000
2010	ADMINISTRATIVE SERVICES	\$0	\$1,000	\$20	\$70	\$590	\$410	59.00%	0.31%	\$770	(\$180)	\$120	\$1,500
2022	COST RECOVERY-OTHER	\$0	\$6,000	\$422	\$403	\$3,145	\$2,855	52.42%	1.22%	\$3,059	\$86	\$0	\$3,059
2044	MEMBER CONTRIBUTION	\$2,217,945	\$2,217,945	\$0	\$372,071	\$1,924,632	\$293,313	86.78%	743.37%	\$1,858,418	\$66,214	\$0	\$2,163,849
2047	OTHER CHARGES CURRRENT S	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$170
2073	ADMINISTRATIVE FINE FEES	\$25,000	\$0	\$0	\$0	\$0	\$0	0.00%	0.04%	\$100	(\$100)	\$0	\$0
2205	ANIMAL MICROCHIP FEES	\$7,500	\$17,000	\$825	\$1,535	\$9,694	\$7,306	57.02%	0.75%	\$1,882	\$7,812	\$697	\$10,500
2206	ANIMAL RABIES FEES	\$5,000	\$5,000	\$420	\$418	\$3,000	\$2,000	60.00%	0.86%	\$2,144	\$856	\$900	\$4,500
2207	ANIMAL SPAY&NEUTER FEES	\$126,000	\$100,000	\$3,571	\$6,390	\$41,831	\$58,169	41.83%	15.68%	\$39,212	\$2,619	\$11,445	\$116,000
2334	SALES-OTHER-TAXABLE	\$15,000	\$15,000	\$727	\$1,437	\$7,389	\$7,611	49.26%	2.77%	\$6,914	\$475	\$1,664	\$11,500
2362	CASH OVERAGES	\$0	\$0	\$0	\$1	\$21	(\$21)	0.00%	0.01%	\$17	\$4	\$0	\$0
2372	CONTRIBUTIONS AND DONATION	\$270,000	\$200,000	\$8,314	\$38,167	\$103,055	\$96,935	51.53%	21.97%	\$54,922	\$48,142	\$12,287	\$198,686
2380	NSF CHECKS	\$0	\$0	\$0	(\$58)	(\$260)	\$260	100.00%	-0.01%	(\$166)	(\$94)	\$0	\$0
2381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$40	\$0	\$40	(\$40)	0.00%	0.00%	\$0	\$40	\$0	\$0
2384	OTHER REVENUE	\$50,000	\$50,000	\$706	\$3,579	\$26,439	\$23,561	52.88%	156.64%	\$43,860	(\$17,421)	\$6,870	\$40,000
2500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
2981	LICENSES - CAPITOLA	\$0	\$0	\$392	\$550	\$4,230	(\$4,230)	0.00%	0.00%	\$3,501	\$729	\$850	\$0
2982	LICENSES - SANTA CRUZ	\$0	\$0	\$2,188	\$5,257	\$31,440	(\$31,440)	0.00%	0.00%	\$24,547	\$6,893	\$5,400	\$0
2983	LICENSES- SCOTT'S VALLEY	\$0	\$0	\$997	\$1,204	\$8,419	(\$8,419)	0.00%	0.00%	\$7,614	\$805	\$1,792	\$0
2984	LICENSES- COUNTY	\$0	\$0	\$8,503	\$17,003	\$102,924	(\$102,924)	0.00%	0.00%	\$83,024	\$19,900	\$18,879	\$0
2986	LICENSES- WATSONVILLE	\$0	\$0	\$2,294	\$2,719	\$21,080	(\$21,080)	0.00%	0.00%	\$16,307	\$4,773	\$3,068	\$0
100-2500	REVENUES	\$3,371,614	\$3,242,722	\$47,066	\$481,133	\$2,457,791	\$784,931	75.79%	79.95%	\$2,338,608	\$119,183	\$105,670	\$3,154,184

Regular Agenda Item 6.3

TO Santa Cruz County Animal Shelter Board of Directors
 FROM: Melanie Sobel, General Manager
 DATE: February 11, 2013
 SUBJECT: Report on Audit of Santa Cruz County Animal Shelter

Recommendation: Consider and Approve Report on Audit of Santa Cruz County Animal Shelter for the year ended June 30, 2012 and Consider the General Manager's Response to the Management Letter.

Discussion: The Audit indicates in the Statement of Net Assets:

Total Assets	<u>\$1,666,990</u>
Total Liabilities	\$ 825,690
Total Net Assets	<u>\$1,058,280</u>
Total Liabilities and Net Assets	<u>\$1,666,990</u>

The Audit also indicated in the Statement of Activities:

Total Government Activities	\$ 3,337,971
Total General Revenues	\$ 3,119,382
Change in Net Assets	(218,589)
Net Assets-Beginning	<u>1,058,280</u>
Net Assets-Ending	\$ 841,300

The Management's Discussion and Analysis section provides explanations of significant changes in revenue by source and are summarized below:

- Member Contributions increased by \$54,096, a 2.5% increase for 2011-2012
- Charges for services increased by \$123,626 mainly due new services being offered to the public for spay/neuter, rabies vaccinations and microchip implantation in 2011-2012.
- Other Revenue decreased by \$135,208, mainly due to a large bequest the Shelter received during 2010-2011.

Further information can be found in the Management's Discussion section as well as the entire Report on Audit.



COUNTY OF SANTA CRUZ

MARY JO WALKER, AUDITOR-CONTROLLER
 701 OCEAN STREET, SUITE 100, SANTA CRUZ, CA 95060-4073
 (831) 454-2500 FAX (831) 454-2660

Edith Driscoll, Chief Deputy Auditor-Controller
 Pam Silbaugh, General Accounting Manager
 Mark Huett, Audit and Systems Manager
 Marianne Ellis, Property Tax Accounting Manager

January 3, 2013

To the Board of Directors of the
 Santa Cruz County Animal Shelter
 Santa Cruz, California

Management Letter

We have performed an audit of the fiscal activities of the Santa Cruz County Animal Shelter (the Shelter) for the fiscal year ended June 30, 2012.

As part of our audit we conducted a study of the Shelter's internal control structure. Our study and evaluation would not necessarily disclose all weaknesses in the system because they were based on selective tests of accounting records and related data. However, our study and evaluation did disclose certain procedures which we believe could be changed to improve your accounting and internal controls.

AUDIT RECOMMENDATIONS

A. Expenditures

We noted the following internal control weakness regarding expenditures:

1. During 2011-2012, 9 out of 37 (24%) of the expenditure transactions selected for testing were journals or interfaces from the County of Santa Cruz (the County) for services such as:
 - General Services Department for Fleet, Building Maintenance, & Vehicle Purchases.
 - CAO/Department of Public works for Building Rental/CERTS Payment.
 - Auditor-Controller's Office for Audit Fees.
 - Information Services Department for Telecommunications, PC Replacement, and Network Connection Fees.

A. Expenditures - continued

In some cases the County department submitted a copy of the journal to the Shelter staff for the Shelter's records. In other cases, the support for the journal was transmitted, or available to Shelter staff, electronically. In other cases, the journal posted and Shelter staff was not notified. In 10 instances, the amount of the journal exceeded \$10,000. The Shelter did not have a policy for the level of Board approval or notification needed for charges journaled from the County. Payments to the County made up a significant amount of the Shelter's non-payroll expenditures, and should be reviewed for accuracy and reasonableness.

2. During 2011-2012, 1 out of 37 (3%) transaction selected for testing was an interface from the County for Information Services Department (ISD) Telecom. The Shelter did not have anything in its vendor files to support this journal. Instead, Shelter staff were able to access a 'User Call Summary' through ISD. The amount reported on the 'User Call Summary' for the period selected for testing did not agree with the amount charged to the Shelter through the interface

We recommend that the Shelter prepare and implement written procedures for a review process of payments to the County. In addition to the Board reviewing expenses during regular Board meetings, Shelter management should review journal entries made to the County and ensure that support for all journal entries are kept on file, whether hard copies or electronic copies.

We further recommend that the Shelter compare each monthly amount interfaced for ISD Telecom to the User Call Summary. Any discrepancies should be resolved, and the record of the resolution should be kept in the Shelter's vendor files.

SCCAS staff will prepare and implement written policies and procedures for a review process of payments to the County, review journal entries to the County, keep journal entries on file, and compare monthly amount interfaced for ISD Telecom to the User Call Summary.

B. Expenditures – Payments Exceeding Contracted Amount

The Shelter's Board approved a listing of expenditure agreements to be renewed for fiscal year 2011-2012 over \$10,000. The amount the Board approved for Joan Freed's contract was \$97,020. The amount actually paid to Joan Freed was \$123,443, a difference of \$26,423. There was no evidence of discussion of this overage in the SCCAS Board meeting minutes.

We recommend that the Shelter monitor the amount it pays its contracted vendors. If the Shelter determines that it has, or will, pay the contracted vendor more than the amount approved by the Board, management should request the Board to approve an additional amount.

SCCAS staff will closely monitor amounts paid to contract vendors and will request Board approval if contracted vendors are to be paid more than the approved budgeted amount.

C. Revenues

The Shelter's Accounting Policy states that 'deposits must be calculated and delivered to the Treasurer's Office at least once a week.' Further, the Auditor-Controller's approval of the practice of weekly deposits required the following provisions to be followed:

- Deposits must be made at least weekly.
- Upon receipt, all deposits are placed in a locked safe.
- If more than \$5,000 is accumulated, a deposit shall be made by the end of the day.

We noted that during 2011-2012, 13 deposits did not comply with the weekly deposit requirement. Most deposits were for amounts greater than \$5,000. This finding was reported in the prior three management letters.

We recommend that the Shelter comply with its written policy and make deposits at least weekly. We further recommend that the Shelter modify its Accounting Policy to include reference to the requirement that a deposit must be made by the end of the day if more than \$5,000 is accumulated.

SCCAS staff will ensure that deposits are done weekly and if needed, twice a week. SCCAS will strive to make daily deposits if more than \$5,000 is accumulated. The difficulty in this policy is that SCCAS closes at 7:00 pm on weekdays, past the time a deposit can be made with the County at the end of business day.

D. Fixed Assets

The Shelter's inventory control policy #370 stated that:

All fixed assets are depreciated on a straight-line basis using estimated useful lives as follows:

Buildings 30-40 years
Land Improvements 20-30 years
Radio/phone equipment 8-15 years
Computer equipment 4-8 years
Vehicles 4-6 years

There was not a useful life listed for equipment other than computer and radio/phone equipment. However, the Shelter's current year fixed additions included a washer and dryer, which do not fall into these equipment categories.

We recommend that the Shelter amend its policy #370 to include other types of equipment.

SCCAS staff will amend inventory control policy #370 to include other types of equipment.

E. Board Meeting Minutes

We noted 4 instances during 2011-2012 in which the Shelter Board minutes indicated that minutes were approved for a meeting that did not actually take place.

We recommend that the Shelter's staff verify information included in the Board meeting minutes prior to submission for approval by the Board.

SCCAS staff will ensure that information included in the Board meeting minutes is accurate.

F. Compliance with Grant Requirements

During 2011-2012, the Shelter received \$9,000 in grant revenues from PetSmart Charities for the medical expenses of 114 rabbits. This grant required a disaster/emergency grant follow-up report to be filed no later than 6 months from the date of the grant check. The grant check was deposited on December 3, 2011. The disaster emergency grant follow-up report was not filed until November of 2012.

We recommend that the Shelter's management assign someone to monitor all grant revenues, and ensure compliance with all grant requirements.

SCCAS will assign a staff member to be responsible for monitoring grant revenues and ensuring compliance with grant requirements.

G. Administrative Policies #210 and #220

The Shelter's Administrative Policies #210, Statutory Authority for Establishment; and #220, Organizational Structure, have not been updated to reflect current member agencies. This finding was reported in the prior management letter.

We recommend that the Shelter update Administrative Policies #210 and #220, to reflect the current member agencies. We further recommend that Shelter review all its administrative policies and make updates as needed.

SCCAS' administrative policies #210 and #220 have been updated and will be presented to the Board on February 11, 2013. SCCAS staff will continue to review and update all SCCAS administrative policies.

H. Vendor Contract Insurance Requirements

The Shelter entered into an agreement with UC Santa Cruz to provide animal control services. The agreement required that there shall be a specific contractual liability endorsement extending insurance coverage to include the contractual liability assumed by this agreement, and that the certificate of insurance 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. The Shelter was not able to provide evidence that the Shelter was named as an additional insured on UC Santa Cruz's policy. Shelter staff was, however, able to provide the Shelter's policy which named UC Santa Cruz as additional insured.

We recommend that the Shelter carefully review insurance requirements for the contracts into which it enters to ensure that all certifications and endorsements are complete and accurate. Policies should be updated as soon as practical to comply with the insurance requirements.

SCCAS staff will provide evidence that the Shelter was named as an additional insured on UC Santa Cruz's policy and will carefully review insurance requirements for its contracts to ensure that all certifications and endorsements are complete and accurate.

Status Of Prior Year Audit Recommendations

Prior year recommendation A – Expenditures

1. We recommended that the Shelter work with its Board and CAO Analyst to determine what format is desirable for claims of less than \$10,000, and present a listing at each Board meeting.

STATUS: Implemented.

Prior year recommendation A – Expenditures - continued

2. We further recommended that the Shelter comply with its written procedures regarding payments exceeding \$10,000.

STATUS: Implemented.

3. We further recommended that the General Manager approval date on the Blue Claim form should not be hard-coded, and that the General Manager should write in the date on the day she signs the form.

STATUS: Implemented.

4. We further recommended that the Shelter monitor its budget versus actual expenditures throughout the year, and if the Shelter is on track to incur expenditures in excess of appropriations, Shelter management should preemptively obtain Board approval to transfer appropriations from appropriations for contingencies or another character.

STATUS: Implemented.

5. We further recommended that the Shelter prepare and implement written procedures for a review process of payments to the County. In addition to the Board reviewing expenses during regular Board meetings, Shelter management should review journal entries made to the County and ensure that support for all journal entries are kept on file, whether hard copies or electronic copies.

STATUS: Not implemented, see current recommendation A.1

6. We finally recommended that the Shelter update its purchasing policy to indicate who is allowed to sign expenditure forms as approver in the absence of the general manager.

STATUS: Implemented.

Prior year recommendation B – Revenues

We recommended that the Shelter comply with its written policy and make deposits at least weekly. We further recommend that the Shelter modify its Accounting Policy to include reference to the requirement that a deposit must be made by the end of the day if more than \$1,500 is accumulated.

STATUS: Not implemented, see current year recommendation C.

Prior year recommendation C – Fixed Assets

We recommended that the Shelter comply with Administrative Policy #370 and perform a full physical inventory, including assets with a useful life of greater than five years and a value less than \$5,000, no later than August 30th of each year, certify the results of the inventory, maintain a copy in its records, and provide a copy to the Controller of Shelter.

Status: Implemented.

Prior year recommendation D – Contract with HDL for Chameleon

We recommended that the Shelter comply with Administrative Policy #460 and present contracts for professional services in which the total fee is estimated to be between \$10,000 and \$50,000 the Shelter's Board of Directors for consideration and/or approval.

Status: Implemented.

Prior year recommendation E – Administrative Policies #210 and #220

We recommended that the Shelter update Administrative Policies #210 and #220, to reflect the current member agencies. We further recommend that Shelter review all its administrative policies and make updates as needed.

Status: Not implemented, see current recommendation G.

Prior year recommendation F – Vendor Contract Insurance Requirements

We recommended that the Shelter carefully review insurance requirements for the contracts into which it enters to ensure that all certifications and endorsements are complete and accurate. Policies should be updated as soon as practical to comply with the insurance requirements.

Status: Partially, see current recommendation H.

If you have any questions or if we can be of service in implementing these recommendations please contact me at 454-2500.

Sincerely,

Mary Jo Walker, CPA
Auditor-Controller