



## Santa Cruz County Animal Shelter

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

580 Airport Boulevard, Watsonville, CA 95076

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

Melanie Sobel  
General Manager

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

August 12, 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 Santa Cruz County Animal Shelter Board of Directors during the Oral Communications period. All Oral Communications should be directed to items or issues that would be within the jurisdiction of the Santa Cruz County Animal Shelter but not on today's Agenda. Board members will not take actions or respond immediately to Oral Communications presented, but may choose to follow-up at a later time, either individually or on a subsequent Agenda.
- 5.0 Consent Agenda
  - Pg 1 5.1 Approve minutes of the June 10, 2013 meeting
  - Pg 3 5.2 Accept reports of the General Manager and management team for June 2013/July 2013
  - Pg 11 5.3 Accept and file the statistics for the months June 2013/July 2013
  - Pg 14 5.4 Accept and approve quarterly report for all claims under \$10,000
  - Pg 20 5.5 Approve Fixed Asset Inventory for 2013 (Policy No. 370: Inventory Control)
  - Pg 22 5.6 Approve changes made to Policy No. 370 (Inventory Control)
  - Pg 27 5.7 Approve contract for Audit Services
  - Pg 36 5.8 Approve Engagement Letter for Audit Services
  - Pg 39 5.9 Accept and approve RFP for contract Veterinarian Services
  - Pg 53 5.10 Accept and approve Journal Entry payments with the County of Santa Cruz for FY12/13 fourth quarter
  - Pg 56 5.11 Continue to next meeting the revision of SCCAS Policy and Procedure #210 and #220
- 6.0 Regular Agenda
  - Pg 57 6.1 General Manager's Oral Report
  - Pg 58 6.2 Consider and approve financial report for the months of June 2013 and July 2013 and take related actions
  - Pg 67 6.3 Vote on the resolution for the election of Directors to the Special District Risk Management Authority Board of Directors

### 7.0 Adjourn Regular Meeting

#### *ACCOMMODATIONS FOR PERSONS WITH DISABILITIES*

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

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

**Consent Agenda Item 5.1**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Approve minutes of June 10, 2013 meetings

## Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of June 10, 2013.

**SANTA CRUZ COUNTY ANIMAL SHELTER**  
**BOARD OF DIRECTORS MEETING**  
Minutes of Monday, June 10, 2013, 3:00 PM  
Board of Supervisors Chambers, Fifth Floor  
701 Ocean Street, Santa Cruz, CA 95060

2

VOTING KEY: M = Mauriello, P = Phares, Md = Maldonado, Sh = Shull, C = Clark, 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: Vice Chairperson Weiss called meeting to order at 3:05 pm Board Member Shull was absent
- 2.0 Introductions: Terry Traub for Michael Ridgeway
- 3.0 Late Addition or changes to agenda: None
- 4.0 ORAL COMMUNICATION – 4 people addressed the board on matters unrelated to the days agenda

5.0 CONSENT AGENDA

- 5.1 Approved minutes of the April 8/May 13, 2013 Board Meetings.
- 5.2 Accepted reports of General Manager and Management Team for the months of April and May 2013.
- 5.3 Accepted statistics for the months of April 2013 and May 2013.
- 5.4 Appointed officers of the Board of Directors for FY 2013-14.
- 5.5 Approved continuing agreements for FY 2013-14.
- 5.6 Authorized the General Manager to sign the contract for veterinary services with Dr. Moreno, DVM for FY 2013-14.
- 5.7 Accepted and approved RFP for Audit and Compilation Services.
- 5.8 Moved to the next meeting to vote on the resolution for the election of Directors to the Special District Risk Management Authority Board of Directors.
- 5.9 Approved continuation of revisions to the Animal Services Administrative Policy and Procedures No. 210 and No. 220 to the next regularly scheduled meeting to discuss changes with staff.

Board Action on Consent Agenda – CMrWeMPMdSh//R

6.0 REGULAR AGENDA

- 6.1 General Manager's Oral report presented by Melanie Sobel introduced SCCAS Animal Control Officer II, George DeLeon, Welcomed Nicole Coburn as the SCCAS new Administrative Analyst and said Goodbye to Christina Mowrey-Riggs. Director Mauriello asked the General Manager to work with SCCAS officer to get more information on the number of feral cat colonies in Santa Cruz County.

No vote was needed

- 6.2 Approved financial reports for the months of April 2013 and May 2013.

Board Action on Regular Agenda – MrCMWePMdSh//R

- 6.3 Adopted Fee Schedule for FY 2013-14 with changes to dogs running at large to indicate there is a 1<sup>st</sup> offense, 2<sup>nd</sup> offense and 3<sup>rd</sup> offense with the amounts remaining the same and for dogs off leash there be a 1<sup>st</sup> offense, 2<sup>nd</sup> offense and 3<sup>rd</sup> offense and adjust the fees to \$50 for 1<sup>st</sup> offense, \$150 for 2<sup>nd</sup> offense and \$250 for 3<sup>rd</sup> offense or more with the additional direction that the General Manager come back in a couple of months with a comparison of other counties to see whether or not the fees need further adjustments.

Board Action on Regular Agenda – MMrCWePMdSh//R

- 7.0 Meeting adjourned at 4:05 pm. Next regular meeting is scheduled for 08/12/2012 at 3pm.

## Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: August 12, 2013  
 SUBJECT: Reports from the Management Team for the months of June 2013 and July 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 received a \$15,000 grant from the California Dept. of Food and Agriculture for spay/neuter. Shelter Manager Ben Winkleblack applied for this grant. SCCAS will use the funds through our Planned Pethood low-cost spay/neuter program for targeted spay/neuter.
- SCCAS provided an information table at the Woof to Woof event on Saturday, June 1, 2013.
- SCCAS received a check for \$12,928.33 in donations from participating in the 2013 Human Race. SCCAS was the second highest fund raising group at this event.
- SCCAS hosted the "Hot Dawgs, Cool Cats & Rockin' Rabbits" adoption event on Saturday, June 22, 2013 which resulted in 25 animals adopted, including a 15 year old cat whose owner was hospitalized with a long term illness.
- SCCAS provided an information table at the Land of Medicine Buddha event on June 29, 2013.
- The Buttery Bakery Café at 702 Soquel Avenue has kindly offered to host SCCAS at their dog friendly grassy area to showcase our adoptable dogs the 2nd and 4th Saturday of each month.
- Due to summer overcrowding at the shelter, SCCAS provided half price adoptions from July 17th through July 31<sup>st</sup>. This resulted in 120 adoptions.
- In June and July Animal Control Officers presented weekly at the SPCA's summer camp hosted at the yellow house adjacent to the Live Oak shelter. Campers also took part in weekly shelter tours and Kids Speak for Pets (creating creative bios to help SCCAS pets get adopted).
- SCCAS continues its partnership program, Canines Teaching Compassion, with the nonprofit organization UnChained. UnChained partners with local schools and organizations to help reduce violence in our homes, schools and communities by implementing humane education and innovative animal-assisted therapy programs, in an effort to teach children and adults the values of respect, empathy, good citizenship and kindness towards one another.
- 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**

SCCAS currently has one Animal Health Technician on light duty and an Animal Control Officer on a six month medical leave.

### **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**

The Live Oak shelter experienced a case of ringworm with a rabbit and cat at the shelter. With guidance from staff Veterinarian Dr. Gleason and Shelter Manager Ben Winkleblack, preventative actions were taken to prevent an outbreak at the shelter.

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

At the clinic at the Live Oak shelter location in the months of June 2013 and July 2013, 642 animals were spay/neutered. Also, 196 animals were transferred to our adoption placement partner organizations. The Live Oak Shelter continues to work closely with Sheriff's Work Release, CalWorks and Court Referral for support.

### Client Services

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

Client services staff is increasingly helping with licensing and donation processing.

### Animal Control

In June Animal Control Officers began conducting a new proactive Community Cat Management Program, working with lower income individuals who have a history of cats they are caring for breeding continuously. With the assistance of staff Veterinarian Dana Gleason, we helped trap the cats they were claiming ownership of, transported them to and from the shelter and had them altered for free. We are monitoring this neighborhood closely to see if this program is effective. If so, we will attempt to branch it out to other areas of the County.

Animal Control Officers testified in a five day jury trial on a criminal case regarding a November 2011 confiscation of 114 rabbits from a rabbit breeder in Aptos. The jury found the breeder guilty on all counts and he was sentenced to 90 days in jail, 5 years searchable probation for animals and he is unable to own/posses or care for animals during his five year probation.

Due to an officer out on extended medical leave, the Door to Door Campaign in the City of Watsonville and Interlaken area of unincorporated Watsonville has been suspended.

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. Two high profile rescue cases in May involved a rescue in collaboration with the Watsonville Fire Department of a stranded old and sickly dog from a small island in the Watsonville Slough. And, assisting the Santa Cruz Police Department and Puma Project in ensuring the public was safe when a mountain lion was loose in downtown Santa Cruz. One of our officers was a first responder with Santa Cruz Police officers.

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

SCCAS' Humane Education program which provides shelter tours and in-classroom humane education presentations reached nearly 1,700 students from 30 different schools from September through June of 2013. Presentations were performed in all areas of the County (San Lorenzo Valley, Scotts Valley, Santa Cruz, Freedom, Corralitos, Watsonville) with approximately 70 – 75% being south county).

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 provide an information table at the Cabrillo Farmer's Markets to promote shelter cats.

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

SCCAS provided the following continuing education opportunities for our volunteers:

- **Foster/SPOTT** session to learn more about fostering with the shelter held Monday, June 6<sup>th</sup> at 5:00pm.
- **Canine Body Language and Safe Handling** Thursday, June 20<sup>th</sup> 5 - 6:30pm with Lori Katz of Kindred Spirit Dog Training (<http://www.dogtrainnow.com/>)
- **Meow Mix It Up - Feline Body Language and Safe Handling** Wednesday, June 19<sup>th</sup> 5 - 6:30pm with Melissa Finley of AFRP
- **Chi/Pit 101 with Our Pack** Sunday, June 30<sup>th</sup> 2 - 5pm covers topics for new owners & those considering a dog
- **Shelter Dog Body Work** Monday, July 8<sup>th</sup> 5:30pm workshop to learn about how our body language affects dogs and about some basic massage techniques to help them while they are at the shelter
- **Foster/SPOTT** session to learn more about fostering with the shelter held Thursday July 18<sup>th</sup> at 5:30pm.

### Statistics

Please see attached.

Melanie Sobel  
General Manager

Recommendation:

Accept and file the reports of the management team for the months of June 2013 and July 2013.

**Shelter Services Board Report  
June and July 2013  
By Ben Winkleblack, Shelter Manager**

In the months of June and July:

- 1715 dog licenses were sold
- 386 animals were adopted
- 196 animals were transferred to another shelter or rescue agency
- 1,148 animals entered the shelter
- 182 animals were reunited with their owner
- 242 WebLicensing transactions

The veterinary team performed 642 surgeries in the months of June and July. Of those surgeries, 79 were for Planned Pethood clients and 563 were for shelter animals.

The shelter applied for a grant from California Department of Food and Agriculture to be used for spay and neuter. The grant was awarded to the shelter in June in the amount of \$15,000.

The Animal Care department welcomes Tricia Breen as the new Animal Care supervisor for the Santa Cruz location. Tricia brings many years of experience in the field of animal sheltering, a fresh perspective and new ideas to the Animal Care department.

The Watsonville shelter had an animal intake of 552 animals in June and July, up from 505 for that period in 2012. Santa Cruz had an animal intake of 596, compared to an intake of 624 for the same period in 2012. Both locations are in constant contact with our placement partners to network transfer to rescue for animals in need and were successful for 196 animals during June and July.

The shelter experienced a dramatic increase in animal intake during fiscal year 2012/2013 when compared to the previous fiscal year. Animal intake was 5,978 for fiscal year 2012/2013 compared to an animal intake of 5,546 during the previous fiscal year. Adoptions were up to 1,896 from 1,815 the previous year and more animals were returned to their owners than the previous year, 1,119 compared to 1,033. Canine licensing saw a marked increase to 10,810 up from 9,621 during the previous fiscal year.

Thank you,  
Ben Winkleblack



**Animal Control Report**  
**June and July 2013**  
**Todd Stosuy, Field Services Manager**

1. In July we were involved in a five day jury trial on a criminal case regarding a November 2011 investigation involving a rabbit breeder in Aptos. At the time in November 2011 we confiscate 114 rabbits from him, many who were pregnant. The jury found him guilty on all counts and he was sentenced to 90 days in jail, 5 years searchable probation for animals and he is unable to own/posses or care for animals during his five year probation
2. In June we began conducting a new proactive Community Cat Management Program. In this program we are working with lower income individuals who have a history of cats they are caring for breeding continuously. This involves feral as well as domesticated cats. So far we have worked with two individuals who live within on block of each other in the Interlaken area of Watsonville. We have extensive history for years of these individuals allowing their cats to breed with each other. During this time the individuals were cited for having intact cats and were educated on Trap Neuter and Release. The citations and education did not prove effective and the individuals were responsible for dozens of litters of kittens coming into the shelter for years. With the assistance of staff veterinarian Dana Gleason, we helped trap the cats they were claiming ownership of, transported them to and from the shelter and had them altered for free. We are monitoring this neighborhood closely to see if this program is effective. If so, we will attempt to branch it out to other areas of the County.
3. At the request of the Sheriff's Department we began proactive enforcement of the leash law at Winklefarm Park from 7:00 to 9:00 AM.
4. We worked with Watsonville Police Department on the recovery of a puppy that was stolen from our shelter in December 2012. Charges were filed against the subject responsible.
5. Animal Control Officers attended the SPCA Kids Camp once a week from June 17 to August 2 and helped educate children of the role of animal control officers in the community.
6. We received a full restitution payment in the amount of \$5267.18 from a woman who was charged and convicted with animal neglect in the City of Watsonville in 2009.
7. Westside Animal Hospital and Capitola Veterinary Hospital donated vaccines for us to provide to homeless individuals in our County who own dogs or cats. We are working with our staff veterinarian to arrange a date and time. An officer will be present to help show that animal control officers want to help ALL animal owners in our community.
8. We issued an Order for Destruction on a dog in Aptos who attacked a child. The dog was euthanized. We issued multiple Vicious Animal Orders and Habitual Animal Orders in the County of Santa Cruz, City of Santa Cruz and City of Watsonville. Officers conducted yard inspections of each property to ensure compliance.
9. We executed a search warrant in Lompico and seized 5 Irish Setters who were not being properly cared for.

**Watsonville Shelter Report**  
**June/July 2013**  
**Kiersten Fox**  
**Watsonville Shelter Supervisor**

- Shelter Improvements

Watsonville has a new Kong freezer that has been implemented for freezing peanut butter in the dogs Kong. We have been giving these Kong's to the dogs as an enrichment to help them occupy their time while at the shelter. This has reduced some of the stress in the kennel environment. The Freezer has been funded by FOWAS. Watsonville now has dog volunteers every day of the week and it has been very helpful to have the dogs out and being worked with regularly.

We are currently working on getting new bids for the various shelter projects as General services has informed us that they needed to raise their bid.

- Staff

We are happy to welcome Tricia Breen as our new Animal Health Technician Supervisor. She brings with her a vast knowledge of animal behavior and years of experience. Tricia is currently familiarizing herself with the shelter and the staff. We are all excited to learn from her and to expand our knowledge in animal behavior. All the staff continues to maintain a positive outlook and dedicate themselves to the shelter and the animals that are received daily.

- Animals

Kitten season is still in full swing and we are moving these animals through the system as quickly as possible. Watsonville has pre-adoption cats and kittens available to be viewed by the public at this time in our adoptable cat room. AFRP and ASR continue to rescue many of the pre-wean kittens and cats. Feral cats continue to be trapped and brought to the shelter and Project Purr has been doing their part to rescue the unwanted feral cats in our community. We continue to educate the community about the TNR program that is offered by Project Purr and encourage willing citizens to participate in this program.

- FOWAS continues to support the Watsonville shelter and the community through their spay/ neuter vouchers and continues to help the shelter with supplies of treats and toys for the animals.

Board Report for the Volunteer, Education, and Outreach Department  
Jen Walker, Volunteer Coordinator and Education Coordinator  
June/July 2012/2013

Six General Volunteer Orientations, and other basic volunteer trainings, were offered during this period. Continuing education sessions for volunteers included: Canine Body Language and Safe Handling, Meow Mix it Up – feline body language, and two SPOTT/Foster information sessions (offered monthly during peak foster session). SCCAS volunteers logged just over 6000 hours.

ACO's presented weekly at the SPCA's summer camp and camp students took part in weekly shelter tours and Kids Speak for Pets (creating creative bios to help SCCAS pets get adopted).

There is continuing media 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), as well as the monthly Pet of the Week spot on KSBW TV. A weekly Pet of the Week video is being shot by Hope Services to promote that particular pet and bring other important information to the public.

New twice monthly adoptable dog outreach event in partnership with the Buttery on Soquel is running every second and fourth Saturday.

Outreach events were during this period:

- Woof to Woof (SCCAS tabled) June 1<sup>st</sup>
- Annual Land of the Medicine Buddha festival (SCCAS tabled) June 29th

**Consent Agenda Item 5.3**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Statistics for the months of June 2013 and July 2013

Recommendation:

Accept and file the reports of statistics for the months of June 2013 and July 2013.



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

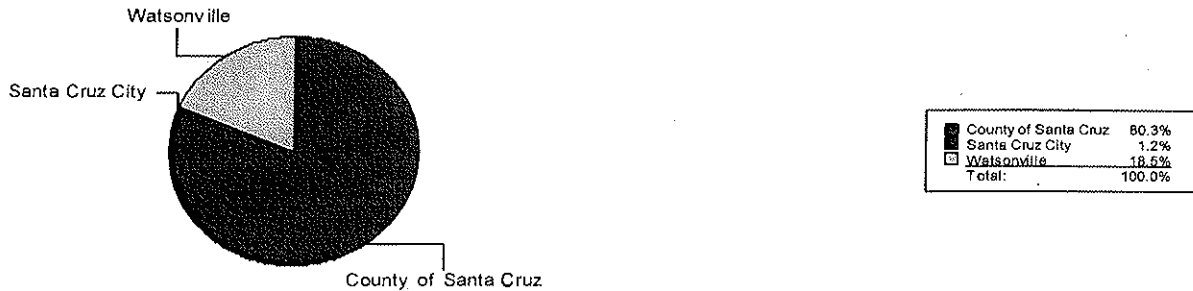
**All Jurisdictions Combined 06/01/13 to 07/31/13**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Total Intake</b>	<b>279</b>	<b>342</b>	<b>339</b>	<b>141</b>	<b>47</b>	<b>1,148</b>
<b>Adopted</b>	47	93	198	15	33	<b>386</b>
<b>Died</b>	1	1	1	3	0	<b>6</b>
<b>Euthanized</b>	143	80	70	75	4	<b>372</b>
<b>Missing</b>	1	0	1	0	0	<b>2</b>
<b>Returned to Owner</b>	25	142	3	7	5	<b>182</b>
<b>Transferred</b>	58	45	47	42	4	<b>196</b>
<b>Total Outcome</b>	<b>275</b>	<b>361</b>	<b>320</b>	<b>142</b>	<b>46</b>	<b>1,144</b>

Intakes of Owner Requested Euthanasia From All Jurisdictions During 6/1/2013 to 7/31/2013 = 81  
 Animals on hand on July 31, 2013 = 237

Patrols by Jurisdiction	Patrols	Total Minutes
County of Santa Cruz	46	611
City of Santa Cruz	1	9
Watsonville	4	141

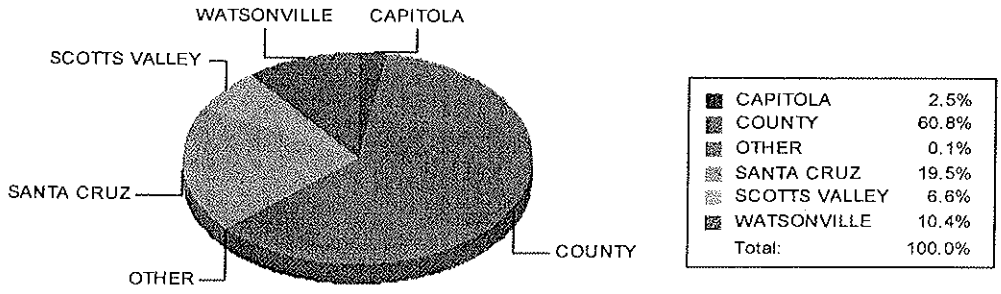
**Percent of Total by Jurisdiction**



**License Compliance and Revenue**

	Tags Sold	Revenue
CAPITOLA	43	\$1,212
COUNTY	1,043	\$29,765
OTHER	1	\$29
SANTA CRUZ	335	\$9,583
SV	114	\$3,326
WATSONVILLE	179	\$5,162
<b>TOTAL</b>	<b>1,715</b>	<b>\$49,077</b>

### Licensing Revenue by Jurisdiction



**Consent Agenda Item 5.4**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: First quarter report of all claims under \$10,000 approved by the General Manager for April 1, 2013 through June 30, 2013.

Recommendation: Approve the Fourth quarter report of all claims under \$10,000 approved by the General Manager for April 1, 2013 through June 30, 2013.

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 July 1, 2013 through September 30, 2013 will be included on the October 21, 2013 agenda and every quarter thereafter.

DATE: 08/05/2013

TO: Board of Directors, Santa Cruz County Animal Services

FROM: Melanie Sobel, General Manager

SUBJECT: Item 5.4 April 1, 2013 through June 30, 2013 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 April 1, 2013 through June 30, 2013

Expenditure Actual Transactions

Sub-Object	Posted	Amount	Description	Vendor No	Vendor Name
3250 - FOOD					
4/3/2013	19.90	*TRADER JOES 3/9/2013* RABBIT GREENS	103789	PETTY CASH	
4/3/2013	19.90	*TRADER JOES 3/22/2013* RABBIT GREENS	103789	PETTY CASH	
4/3/2013	60.00	*APTOS FEED-- 12/29/2013* DIET PUPPY FOOD	103789	PETTY CASH	
4/11/2013	176.35	FEB 2013 ANML SUP *188538**189556154788*	000741	GENERAL FEED & SEED	
4/19/2013	19.90	*TRADER JOES 4/8/13* RABBIT GREENS	103789	PETTY CASH	
4/19/2013	23.88	*TRADER JOES 3/29/13* RABBIT GREENS	103789	PETTY CASH	
4/25/2013	19.90	*TRADER JOES 4/15/13* RABBIT GREENS	103789	PETTY CASH	
5/13/2013	19.90	*TRADER JOES 5/6/13 * RABBIT GREENS	103789	PETTY CASH	
5/13/2013	19.90	*TRADER JOES 4/28/13* RABBIT GREENS	103789	PETTY CASH	
5/14/2013	118.09	APRIL 2013 ANML SUP-INV*156317**156568**191287*	000741	GENERAL FEED & SEED	
5/29/2013	19.90	*TRADER JOES 5/13/13* RABBIT GREENS	103789	PETTY CASH	
5/29/2013	22.14	*COSTCO 5/17/13* RABBIT GREENS	103789	PETTY CASH	
6/4/2013	148.63	AC744051 FOOD IN V *220194428*	126091	HILL'S PET NUTRITION INC	
6/19/2013	23.88	*TRADER JOES 6/3/13 * RABBIT GREENS	103789	PETTY CASH	
6/19/2013	23.88	TRADER JOES 5/24/13 RABBIT GREENS	103789	PETTY CASH	
6/24/2013	11.94	*USA GASOLINE 5/18/13* BAGGED ICE SHOT FAIR	103789	PETTY CASH	
7/3/2013	227.09	AC744051 FOOD INV *220327118*	126091	HILL'S PET NUTRITION INC	
7/9/2013	17.89	*TRADER JOES 6/13/13 * RABBIT GREENS	103789	PETTY CASH	
Sub-Object 3262 - JANITORIAL SERVICES					
6/21/2013	15.35	42460445557085060513	124770	CALCARD	
Sub-Object 3295 - LIABILITY INSURANCE					
4/16/2013	50.00	IN*43156*FY12/13 CERT 10	122952	SDRMA	
Sub-Object 3355 - MAINT-OFFICE EQUIPMENT-SERVICES					
4/3/2013	36.04	*4008998527* COPIES 2/5-3/4/13	015273	CANON SOLUTIONS AMERICA INC	
4/17/2013	29.65	#42460445557085060313#	124770	CALCARD	
4/19/2013	35.25	*4009281153* COPIES 3/5-4/4/13 AC:1356178	015273	CANON SOLUTIONS AMERICA INC	
5/31/2013	47.93	*SC-4009571287**WA-4009281153* AC 1356178	015273	CANON SOLUTIONS AMERICA INC	
6/21/2013	1.94	*4009281154*WATS OFC COPIES 3/5-4/4/13 /1356178	015273	CANON SOLUTIONS AMERICA INC	
6/21/2013	28.62	*4009833492* SC OFFICE COPIES 5/5-6/4/13 /1356178	015273	CANON SOLUTIONS AMERICA INC	
Sub-Object 3360 - MAINT-OTH EQUIP-SERVICES					
5/10/2013	33.66	SERVICE LAWN MOWER 4/30/13 *284126*	007469	B & B SMALL ENGINE REPAIR	
6/11/2013	260.00	ACCT 30007 5/1/13 WASHER REPAIR SC IN *203229*	122492	TAYLOR HOUSEMAN	
Sub-Object 3395 - FACILITIES MAINT-GENERAL-SERVICES					
4/9/2013	121.26	53 KEYS VOL/SC1 3/15/2013 *937615*	109597	STEPHEN REEDER DBA BRASS KEY LOCKSMITH	
4/17/2013	110.00	ACC52928 SC PEST CONTROL MARCH 31 2013**1216241	126092	CRANE PEST CONTROL	
5/10/2013	219.73	CUST 12222 APRIL 13 2013 *W-483788*	011882	GREEN RUBBER-KENNEDY AG	
5/28/2013	110.00	ACCT 52928 SC PEST CONTROL APRIL30 2013**1219972	126092	CRANE PEST CONTROL	
6/12/2013	184.11	5/23/13 PIPE LEAK IN *89215 0*	111445	TINO'S PLUMBING & DRAIN CLEANING	
6/21/2013	8.12	42460445557085060513	124770	CALCARD	



6/24/2013	110.00	ACCT 52928	SC PEST CONTROL MAY 31 2013	126092	CRANE PEST CONTROL
6/24/2013	150.20	CUST 12222	APRIL 30 2013 IN*W 484346*	011882	GREEN RUBBER-KENNEDY AG
Sub-Object 3405 - MAINT-STRUCT/MPGS/GRDS-OTHER-SERVICES					
4/17/2013	801.42	#42460445557085060313#		124770	CALCARD
Sub-Object 3406 - MAINT-STRUCT/MPGS/GRDS-OTHER-SUPPLIES					
4/17/2013	56.79	#42460445557085060313#		124770	CALCARD
Sub-Object 3432 - OTHER MEDICAL MATERIALS & SUPPLIES					
4/3/2013	339.65	ACCT 21944	IN *102679* FATAL PLUS 3/13/2013	120920	VORTECH PHARMACEUTICALS
4/15/2013	30.54	ACCT33640	- MED *1896189**1936018*	120453	MWI VETERINARY SUPPLY CO
4/15/2013	280.54	ACCT 33640	MED *20192050*	120453	MWI VETERINARY SUPPLY CO
4/15/2013	435.65	AC 100144519	3/25/13 MEDS*8901495856**8901501544*	128735	PATTERSON VETERINARY SUPPLY INC.
4/15/2013	728.82	ACCT33640-MED*	1959275**1990290**2036385**2037943*	120453	MWI VETERINARY SUPPLY CO
4/15/2013	805.94	ACT100144519	2/25/13 MEDS *8915074369*	128735	MWI VETERINARY SUPPLY CO
4/15/2013	1,013.71	ACCT33640-MED*	1904043**1904044**1904715**1923932*	120453	PATTERSON VETERINARY SUPPLY INC.
4/15/2013	1,239.56	ACCT 33640-MED*	2091421**2132540**2159246**2192017	120453	MWI VETERINARY SUPPLY CO
4/16/2013	88.21	OXYGEN SC MAR 2013	IN*126864126944*	125202	MWI VETERINARY SUPPLY CO
4/17/2013	75.77	ACCT7123999	BAYTRIL INV *6000220587*	120324	ANALGESIC SERVICES INC
4/17/2013	717.36	ACCT 7123999	ADV 6PK IN*6000245159*	120324	BAYER HEALTHCARE LLC
5/14/2013	46.76	ACT100144519	04/25/13 SYRINGES *8901520521*	128735	BAYER HEALTHCARE LLC
5/14/2013	147.39	OXYGEN SC APRIL 2013	INV**126791 125011 128567*	125202	PATTERSON VETERINARY SUPPLY INC.
5/15/2013	629.93	ACCT33640-MED*	2589670**2658816*	120453	ANALGESIC SERVICES INC
5/15/2013	871.97	ACCT33640MED	*2385335** 2585606**2616062**2634688	120453	MWI VETERINARY SUPPLY CO
5/15/2013	1,480.13	ACCT33640-MED*	2476743**2516317**2516498**2556356*	120453	MWI VETERINARY SUPPLY CO
5/15/2013	1,752.56	ACCT33640-MED	*2270262**2274701**2333589**2385336	120453	MWI VETERINARY SUPPLY CO
5/15/2013	2,692.77	ACCT33640-MED*	2235293**2236408**2372736**2470264*	120453	MWI VETERINARY SUPPLY CO
6/10/2013	1,025.45	ACT100144519	5/13 MED SUP *8901522453**8901530037	128735	MWI VETERINARY SUPPLY CO
6/12/2013	49.13	OXYGEN SC MAY 2013	INV 128173	125202	PATTERSON VETERINARY SUPPLY INC.
6/12/2013	340.61	ACCT 21944	INV*103424* FATAL PLUS JUNE 2013	120920	ANALGESIC SERVICES INC
6/12/2013	754.76	ACCT33640 MED*	2896575**2917065**2994293**2995169*	120453	VORTECH PHARMACEUTICALS
6/12/2013	1,671.52	ACC33640 MED	*2698377**2783384**2819264**2824827*	120453	MWI VETERINARY SUPPLY CO
6/12/2013	1,972.76	AC 33640 MED	*2689666**2694052**2755468**2824826*	120453	MWI VETERINARY SUPPLY CO
6/12/2013	2,407.37	AC33640 MED	*3042576**3063830**3063831**3095076*	120453	MWI VETERINARY SUPPLY CO
6/12/2013	3,162.57	ACC33640 MED	*2919596**2923669**2982451**3092770*	120453	MWI VETERINARY SUPPLY CO
7/1/2013	65.00	AC 10057	METRONIDAZOLE/PRAZIQUANTEL *102696*	128088	MWI VETERINARY SUPPLY CO
7/3/2013	(65.00)	ACCT 10057	BUPREN/MELOX IN *102729*	128088	MEHRDAD REYHANI DBA LAUDEN PHARMACY
7/3/2013	65.00	ACCT 10057	BUPREN/MELOX IN *102729*	128088	MEHRDAD REYHANI DBA LAUDEN PHARMACY
Sub-Object 3451 - MISCELLANEOUS EXPENSE-SERVICES					
5/2/2013	1,162.91	CUST292220	DENTAL EQP*DB74883**DB74779**CY0368(	127179	MEHRDAD REYHANI DBA LAUDEN PHARMACY
Sub-Object 3491 - POSTAGE					
4/9/2013	127.25	ACT2187757	DC 12 4/10/13 7/10/13MAIL STA LEASE	127460	BUTLER ANIMAL HEALTH HOLDING COMPANY LLC
4/9/2013	2,000.00	POSTAGE	ACCT 8000 9090-0647 3594 3/8/13	127440	PITNEY BOWES GLOBAL FINANCIAL SERVICES
Sub-Object 3493 - SUPPLIES					
4/3/2013	8.65	*TOYSRUS	3/22/13* WADING POOL	103789	THE PITNEY BOWES BANK, INC. DBA PURCHASE
4/3/2013	79.60	*WOODWORM	3/22/2013* PLAYYARD GRND OPEN DEC	103789	PETTY CASH
4/10/2013	466.77	70030423-N 12	IN*3191295085**3191295086*	014385	PETTY CASH
4/10/2013	469.25	70030423 N 12	IN*3191295087**3191295088*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
4/11/2013	1,097.14	LAUNDRY DET	55GAL DRUM 3/27/13 *27729*	124747	STAPLES CONTRACT & COMMERCIAL INC DBA
4/12/2013	5,999.93	*MICROCHIPS-	3/19/2013-212* 2 SCANNERS	128858	HEALTH TECHNOLOGY DBA ANIMAL HEALTH &
4/17/2013	7.95	*42460445557085060313#		124770	FOUND ANIMALS FOUNDATION INC

4/17/2013	21.33	#42460445557085060313#	124770	CALCARD
4/17/2013	28.00	INV*17420*4/11/2013 HELPING HAND	120569	ANIMAL CARE EQUIP & SVCS
4/17/2013	680.71	AMIA STOOL 4/4/13 INV*35762*	000343	P B I
4/19/2013	61.97	*BRASS KEY 3/20/13* VOLUNTEER KEYS	103789	PETTY CASH
5/10/2013	8.37	O/S SQUEEZE TUBES 4/24/13 *27915*	124747	HEALTH TECHNOLOGY DBA ANIMAL HEALTH &
5/10/2013	61.70	PROPHY ANGLE 100/BOX 4/17/2013 *INV DB15205*	127179	BUTLER ANIMAL HEALTH HOLDING COMPANY LLC
5/10/2013	62.74	HEAT BULBS *PETSMAART 04/12/13*	103789	PETTY CASH
5/10/2013	922.63	*INV SCCASA738-APPARAL PRINT T-SHIRTS/BANDANA\$	127178	
5/13/2013	8.18	70030423-INV*3193632866**3193632867**3193632869*	014385	JOSEPH G BUGNA JR DBA BANANA PROMOTIONS
5/13/2013	37.50	70030423 INV *3196199197*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
5/13/2013	137.64	70030423-INV *3196188199**3196188194**3196188195*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
5/13/2013	314.34	70030423 -INV *3193632868**3196188196**3196188198*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
5/14/2013	163.81	70030423 - N IN*3198547110**3198547111*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
5/22/2013	14.08	#42460445557085060413#	124770	CALCARD
5/29/2013	15.98	*VACUUMS INC 5/22/13* VACUUM BAGS	103789	PETTY CASH
5/29/2013	150.00	COSTCO *DOG BEHAVIOR SEMINAR 5/5/213*	103789	PETTY CASH
6/4/2013	333.65	PELLETED BEDDING 5/27/2013 INV *50102*	128563	CALIFORNIA HAY BARNS LLC DBA DAVES HAY
6/12/2013	22.13	AC 1015661*3200909336**3200909337*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
6/12/2013	71.93	ACCT 1015661 *3200909334*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
6/12/2013	299.26	AC 1015661 *3200909338**3200909335**3200909339*	014385	STAPLES CONTRACT & COMMERCIAL INC DBA
6/21/2013	339.22	*42460445557085060513*	124770	CALCARD
6/24/2013	325.50	PELLETED BEDDING 6/12/2013/ IN * 50773 *	128563	CALIFORNIA HAY BARNS LLC DBA DAVES HAY
7/9/2013	12.71	WATCH BATTERIES	103789	PETTY CASH
7/9/2013	22.71	TOYS R US *SUMMER ADOPT EVENT 6/23/13*	103789	PETTY CASH
7/9/2013	46.85	COSTCO *HEALTHY DOG SHOT FAIR 5/18/13*	103789	PETTY CASH
7/9/2013	56.56	CELEBRATIONS *SUMMER ADOPT EVENT 6/22-6/24*	103789	PETTY CASH
7/9/2013	72.25	HEAVENLY SNOW CONES *SUMMER ADOPT EVENT6/1:103789	103789	PETTY CASH
7/9/2013	137.41	SAFEWAY *SUMMER ADOPT EVENT 6/21 & 6/22*	103789	PETTY CASH
		Sub-Object 3665 - PROF & SPECIAL SERV-OTHER		
4/3/2013	1,000.00	ACCT 6451 DEADPU FEB 2013 SC INV *666835*	122350	KOEFRAN INDUSTRIES
4/3/2013	1,700.00	ACCT 6451 DEADPU FEB 2013 SC INV*666834*	122350	KOEFRAN INDUSTRIES
4/10/2013	107.92	*4804202* ANIMAL SERVICES COORDINATOR	124855	SANTA CRUZ SENTINEL
4/11/2013	39.20	ACCT ANIMS 1 3/31/20103 WATER WA SHELTER	122402	ALL PURE WATER
4/11/2013	783.27	ACCT157635 LAB MARCH 2013 IN*0313157635*	010638	IDEXX DISTRIBUTION INC
4/11/2013	1,240.00	IN*74-04089-04395* S/N VOUCHERS 3/25/13	125804	FRIENDS OF WATSONVILLE ANIMAL SHELTER
4/16/2013	1,400.00	S/N VOUCHER *6364-6398 IN29*	127301	FRIENDS OF SANTA CRUZ COUNTY ANIMALS
4/17/2013	1,000.00	ACCT 6451 DEADPU MAR 2013 SCINV*669747*	122350	KOEFRAN INDUSTRIES
4/17/2013	1,700.00	ACCT6451 DEADPU MAR2013 SC INV*669746*	122350	KOEFRAN INDUSTRIES
5/10/2013	34.25	*ACCT ANIMS1-04/30/2013* WATER WA SHELTER	122402	ALL PURE WATER
5/10/2013	76.35	ACCT6108507 SCSHARPS *05/2013-7/2013 3002231230*	126887	STERICYCLE INC
5/10/2013	129.71	*253953* ANIMAL SVCS COORD 3/23/13 1120	005105	REGISTER-PAJARONIAN
5/14/2013	358.01	ACCT 157635 LAB APR 30 2013*0413157635*	010638	IDEXX DISTRIBUTION INC
5/14/2013	1,400.00	S/N VOUCHER *6399-6433-INV30*	127301	FRIENDS OF SANTA CRUZ COUNTY ANIMALS
5/15/2013	1,000.00	ACCT 6451 DEADPU APR 2013 SC INV*673158*	122350	KOEFRAN INDUSTRIES
5/15/2013	1,600.00	INV*75-04097 04436* S/N VOUCHERS 5/1/2013	125804	FRIENDS OF WATSONVILLE ANIMAL SHELTER
5/15/2013	1,700.00	ACCT6451 DEADPU APR 2013 SC INV*673157*	122350	KOEFRAN INDUSTRIES
5/29/2013	1,054.75	*TRISH KING WORKSHOP MAY 5-6 2013*	128931	PATRICIA A KING
6/10/2013	34.25	ACT ANIMS 1-5/2013 WATER WA SHELTER	122402	ALL PURE WATER
6/10/2013	812.51	ACCT157635 LAB 5/31/13 INV *0513157635*	010638	IDEXX DISTRIBUTION INC

6/10/2013	1,400.00	S/N VOUCHER *6434-6469 IN31*	127301	FRIENDS OF SANTA CRUZ COUNTY ANIMALS
6/24/2013	1,000.00	AC 6451 DEADPU MAY 2013 IN*676148*	122350	KOEFRAN INDUSTRIES
6/24/2013	1,700.00	ACCT 6451 DEADPU MAY 2013 SC IN*676147*	122350	KOEFRAN INDUSTRIES
6/26/2013	625.00	ADMIN HEARING 5/22 5/23 *A13-049374*	114239	GEORGE J GIGARJIAN DBA LAW OFFICE OF
7/1/2013	1,200.00	IN*76 04713 04742* S/N VOUCHERS 6/22/2013	125804	FRIENDS OF WATSONVILLE ANIMAL SHELTER
Sub-Object 3763 - VETERINARIAN SERVICES				
4/3/2013	778.11	IN*02282013* EMERGENCY VET SERVICES	108476	SANTA CRUZ VETERINARY HOSPITAL
4/3/2013	1,350.00	IN HOUSE SUBSTITUTE VET *2/12/2013-2/25/2013*	126485	ED C WIESER
4/3/2013	2,600.00	IN HOUSE SUBSTITUTE VET *1/2/2013-1/22/213*	126485	ED C WIESER
4/18/2013	62.00	ACCT 30141 S/N *CN761507*	003541	ADOBE ANIMAL HOSPITAL
4/18/2013	64.79	ACCT30141-S/N*OVH-757687**75980**759986**759987*	003541	ADOBE ANIMAL HOSPITAL
4/18/2013	189.00	ACCT 30141-S/N *CN-757979**758289**759991**760152*	003541	ADOBE ANIMAL HOSPITAL
4/18/2013	370.00	ACCT 30141-S/N*OVH-760151**760244**764216*	003541	ADOBE ANIMAL HOSPITAL
4/18/2013	614.35	ACCT30142-S/N *DN-760245**760154**759988**761101*	003541	ADOBE ANIMAL HOSPITAL
4/19/2013	495.00	*DEC 2012 RELIEF VET SERVICE S/N INV 1857*	127790	MY PERSONAL VET INC
5/14/2013	1,847.91	IN*03302013* EMERGENCY VET SERVICES	108476	SANTA CRUZ VETERINARY HOSPITAL
5/14/2013	3,800.00	IN HOUSE SUBSTITUTE VET *3/4/2013 -3/26/2013*	126485	ED C WIESER
5/15/2013	2,225.00	SUBSTITUTE IN HOUSE VET 2/26/13 3/13/13*180*	128772	DEBORAH ANNE MORENO
5/15/2013	3,150.00	SUBSTITUTE IN HOUSE VET 3/20/13 4/24/13 *187*	128772	DEBORAH ANNE MORENO
6/12/2013	3,525.00	SUBSTITUTE IN HOUSE VET 5/1/13 5/29/13*193*	128772	DEBORAH ANNE MORENO
6/24/2013	2,800.00	IN HOUSE SUBST VET *5/6/2013 5/28/2013*	126485	ED C WIESER
6/24/2013	3,500.00	IN HOUSE SUBST VET *4/8/2013-4/30/2013*	126485	ED C WIESER
7/1/2013	970.17	IN*04302013* EMERGENCY VET SERVICES	108476	SANTA CRUZ VETERINARY HOSPITAL
7/1/2013	1,621.56	IN*05312013* EMERG VET SERVICES	108476	SANTA CRUZ VETERINARY HOSPITAL
Sub-Object 3800 - EQUIPMENT LEASE & RENT				
4/3/2013	394.20	*6745488029* COPIER LEASE/TAX 4/18-5/18/13	014748	CANON BUSINESS SOLUTIONS NEWCAL
4/19/2013	394.20	*6745525589* COPIER LEASE 5/18-6/18/13 2200 7TH	014748	CANON BUSINESS SOLUTIONS NEWCAL
Sub-Object 3835 - ADVERTISING & PROMOTION SUPPLIES				
5/10/2013	129.71	*253434* ANIMAL HEALTH TECH 2/23/13 1120	005105	REGISTER-PAJARONIAN
5/10/2013	275.00	*4/24/2013-AD 1/4 V SHAKESPEARE SANTA CRUZ*	122641	UC REGENTS
6/10/2013	100.00	*WE'RE SHELTERING YOUR SOULMATE-SPRING2013IN 000222		BAY CO BOOKS DBA BOOKSHOP SANTA CRUZ
Sub-Object 3935 - INVENTORY MATERIALS PURCHASED				
4/3/2013	320.01	IN*6001* PRINT GARMENTS 3/11/2013	127740	THE TIFFIN COMPANY INC DBA SHIRT
4/3/2013	2,471.34	INV*6002* PRINT VOL APRONS 3/11/2013	127740	THE TIFFIN COMPANY INC DBA SHIRT
4/16/2013	323.27	INV*6042* PRING GARMENTS 4/2/2013	127740	THE TIFFIN COMPANY INC DBA SHIRT
4/16/2013	3,276.20	ACC7123999 APRIL 2013 IN*6000323500*4/3/13	120324	BAYER HEALTHCARE LLC
4/19/2013	2,260.36	T-SHIRTS/SWEATSHIRTS/TOTES *3/29/13 INV 329*	127759	CARA TOWNSEND DBA LAVABELLES INCORPORATE
Sub-Object 3976 - SPECIAL MISC EXPENSE-SUPPLIES				
4/11/2013	6.98	MAR 2013 WA ID TAGE S*USORD00209662*	127862	RED DINGO INC
4/11/2013	13.46	MAR2013 SC ID TAGS *USORD00209661*	127862	RED DINGO INC
5/14/2013	26.34	APRIL 2013 SC ID TAGE INV *USORD00213077*	127862	RED DINGO INC
7/3/2013	33.07	JUNE 2013 SC ID TAGS IN *USORD00219854*	127862	RED DINGO INC
Sub-Object 4154 - EDUCATION & TRAINING(REPT)				
5/28/2013	150.00	*EUTHANSIA BY INJECTION TRAINING 6/10/13 DEBNAM 125241		SPCA FOR MONTEREY COUNTY
Sub-Object 4162 - LODGING				
5/22/2013	123.66	*42460445557085060413*	124770	CALCARD
Sub-Object 4166 - MILEAGE				
4/8/2013	174.02	CSDA MEETING 3/28/13	612154	MELANIE SOBEL
Sub-Object 4175 - SERVICE CENTER CHARGES				

7/2/2013	Sub-Object 4310 - UTILITIES	571.90	VEH 1879 AC UNIT 6/24/13 *R O 18980*	128989	S C ADVANCED AUTO INC
4/3/2013		59.70	*070 01710 020METER 65580068 1/18/2013 3/15/13*	001280	SANTA CRUZ MUNICIPAL UTILITIES
4/3/2013		146.40	*070 02160-012 METER 67244880 1/18/13-3/15/13*	001280	SANTA CRUZ MUNICIPAL UTILITIES
4/3/2013		728.10	*070 02150 001 METER 67423083 1/18-3/15/13*	001280	SANTA CRUZ MUNICIPAL UTILITIES
4/11/2013		1,082.23	ACCT 4857456190-7 2/22/2013 3/22/13	102314	PG & E CUSTOMER BILLING
4/16/2013		40.00	ACCT ANIMAL CTR WA APR 2013 IN*75997*	118092	SCRAP
4/16/2013		55.00	ACCT ANIMAL SERVIC SC APR 2013 INV*75998*	118092	SCRAP
4/17/2013		13.30	AC 4783851189-8 2260 7TH 3/8/2013 - 4/5/13	102314	PG & E CUSTOMER BILLING
4/17/2013		597.14	CUST ID 063738 SCGARB IN*00000227683MAR2013*	124657	GREENWASTE RECOVERY INC
4/17/2013		3,477.53	AC 0484373105-2 2200 7TH 3/8/13 4/5/2013	102314	PG & E CUSTOMER BILLING
5/10/2013		1,022.50	*ACCT 4857456190-7 03/23/2013-04/23/2013*	102314	PG & E CUSTOMER BILLING
5/14/2013		15.41	AC 4783851189 8 2260 7TH 4/6/2013 5/7/2013	102314	PG & E CUSTOMER BILLING
5/14/2013		685.68	ACCT 22469 PARCEL 5301950014127 * 3/17/13 4/22/13*	112417	CITY OF WATSONVILLE
5/14/2013		3,663.69	ACCT 0484373105 2 2200 7TH 4/6/2013 5/7/2013	102314	PG & E CUSTOMER BILLING
5/15/2013		40.00	ACCT ANIMAL CTR WA MAY 2013 IN*76177*	118092	SCRAP
5/15/2013		55.00	ACCT ANIMALSERVIC SC MAY 2013 IN*76178*	118092	SCRAP
6/4/2013		597.14	CUST ID 063738 SCGARB IN*0000274303 APR 2013*	124657	GREENWASTE RECOVERY INC
6/4/2013		599.25	ACCT 22469 PARCEL 5301950014127* 4/22/13 5/20/13*	112417	CITY OF WATSONVILLE
6/4/2013		1,154.58	ACCT 4857456190 7 4/24/2013 5/23/2013	102314	PG & E CUSTOMER BILLING
6/5/2013		44.40	*070 01710-020 METER 65580068 3/16/13-5/15/13*	001280	SANTA CRUZ MUNICIPAL UTILITIES
6/5/2013		161.70	*070 02160 012 METER 672448803/16/13 5/15/13*	001280	SANTA CRUZ MUNICIPAL UTILITIES
6/5/2013		819.90	*070 02150 001 METER 67423083 3/16/13 5/15/13*	001280	SANTA CRUZ MUNICIPAL UTILITIES
6/12/2013		40.00	ACCT ANIMAL CTR WA JUN 2013 IN*76351*	118092	SCRAP
6/12/2013		55.00	ACCT ANIMAL SERVIC SC JUNE 2013 IN*76352*	118092	SCRAP
6/12/2013		597.14	CUST ID 063738 SC GARB IN*0000340836 MAY2013*	124657	GREENWASTE RECOVERY INC
6/24/2013		18.11	ACCT 4783851189 8 2260 7TH 5/8/2013 6/6/2013	102314	PG & E CUSTOMER BILLING
6/24/2013		4,009.06	ACCT 0484373105 2 2200 7TH 5/8/2013 6/6/2013	102314	PG & E CUSTOMER BILLING
7/1/2013		642.56	AC 22469 PARCEL 5301950014127 5/20/13 6/17/2013	112417	CITY OF WATSONVILLE
7/1/2013		1,167.01	AC 4857456190 7 5/24/13 6/21/13	102314	PG & E CUSTOMER BILLING

**Consent Agenda Item 5.5**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Approve Fixed Asset Inventory for 2013 (Policy No. 370: Inventory Control)

Recommendation: Approve Fixed Asset Inventory for 2013 (Policy No. 370: Inventory Control)

Discussion:

SCCAS Policy No. 370: Inventory Control. Section 3.1 states that "A full physical inventory shall be taken annually no later than August 30<sup>th</sup> of each year." Section 3.4 states that "The General Manager shall report the results of the inventory to the Board of Directors each year after the annual physical inventory is completed."

Santa Cruz County Animal Services Authority  
Fixed Asset Listing - FYE 6/30/13

EQUIPMENT

Description	Model	Serial #	DATE OF PURCHASE	Cost	Tag Number
Admin Equipment					
Copier	Canon iR3245i	21-7000066570	10/1/2009	7,297.92	00209
				<b>7,297.92</b>	
Field Equipment					
Trailer - Livestock	2003 Kiefe	1dvsp16283k043558	8/22/2002	6,210.00	00087
				<b>6,210.00</b>	
Watsonville Shelter Equipment					
Dryer, UniMac	UT055NQT2G2W01	1110030667	1/31/2012	5,133.57	00204
Washer, UniMac	UCN030HN2YU1001	1110027539	1/31/2012	7,750.47	00205
Copier	Canon iR4570	SKV24632	10/1/2009	5,573.71	00210
				<b>18,457.75</b>	
<b>Subtotal - Equipment</b>				<b>31,965.67</b>	

VEHICLES

Place of purchase	Make	Year	Model	Serial #	DATE OF PURCHASE	Cost	File Number
Fleet Services	Ford	2003	F250 (4x2)	1FDNF20LO3EB92355	9/14/2003	39,341.00	331
Fleet Services	Ford	2003	F250 (4x4)	1FDNF21LO3EB92354	9/14/2003	39,341.00	332
Enterprise Fleet Services	Chewy	2001	Astro Cargo "A"	1GCDM19W61B151773	9/22/2004	22,923.82	104
Fleet Services	Ford	2008	F250 (4x2)	1FDNF20598EB35208	6/26/2007	37,051.69	800
Fleet Services	Ford	1996	Aerostar XLT	1FMDA31X7T2B85056	2004	0.00	603
Fleet Services	Ford	1997	Taurus	1FALP52U4VG219330	6/29/1905	0.00	739
Salinas Ford	Ford	2008	F250 SuperDuty	1FDNF20588EE41879	10/9/2008	37,021.00	894
San Francisco Ford	Ford	2011	F350 (4x4)	1FTRF3B68EB76082	4/6/2011	36,390.13	107
San Francisco Ford	Ford	2011	F350 (4x4)	1FTRF3B66BEB76081	3/29/2011	36,390.13	106
						<b>248,458.77</b>	
<b>Subtotal - Vehicles</b>						<b>280,424.44</b>	
<b>Total</b>							

## Consent Agenda Item 5.6

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Approve Changes Made to Policy No. 370 (Inventory Control)

Recommendation:

Approve changes made to Policy No. 370 (Inventory Control)

Discussion:

The following was recommended by the Auditor in SCCAS' 2011-12 Management Letter:

### **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.**

Attached please find a "strikethrough/underline" copy and a "clean" copy of the amended policy.

**Santa Cruz County  
Animal Services Authority**

**ANIMAL SERVICES ADMINISTRATIVE  
POLICY/PROCEDURE**

Policy No: 370

Date Issued:

Date Revised:

APPROVED: \_\_\_\_\_  
Board Chairperson

SUBJECT: INVENTORY CONTROL

- 1 Accountability shall be maintained for all Authority fixed asset equipment, including software, with a value in excess of \$5,000 or as deemed necessary by the Authority.
  - 1.1 Accountability shall also be maintained for other equipment with a value of less than \$5,000 when the expected life is in excess of five (5) years.
  - 1.2 The General Manager may add any other type of equipment to the inventory when he/she deems accountability should be maintained.
- 2 Authority inventory tags shall be affixed to equipment required for accountability.
- 3 The inventory records shall be maintained by the Authority.
  - 3.1 A full physical inventory shall be taken annually no later than August 30<sup>th</sup> of each year.
  - 3.2 The results shall be certified by the General Manager, a copy kept in the Authority records, and a copy filed with the Controller for the Authority.
  - 3.3 If equipment is stolen a report will be filed with the appropriate law enforcement agency.
  - 3.4 The General Manager shall report the results of the inventory to the Board of Directors each year after the annual physical inventory is completed.
- 4 Surplus equipment may be disposed of by public auction, transferred to another governmental entity, or disposed of (if damaged beyond repair).
  - 4.1 Any such proposed disposal shall be approved by the Board of Directors.



- 5 Authority inventory tags shall read "Property of SCCASA" and a five (5) digit number (starting with 00001).
- 6 Associate Member or Member agencies may make available for the use of SCCASA certain equipment and other resources.
  - 6.1 The Authority shall account for borrowed equipment in conjunction with the annual physical inventory.
- 7 SCCAS may make available to its User agencies certain equipment and other resources.
  - 7.1 Ownership and accountability for loaned equipment shall remain with the Authority.
- 8 All fixed assets are depreciated on a straight-line basis using estimated useful lives as follows:
  - 8.1 Buildings: 30-40 years
  - 8.2 Land Improvements: 20-30 years
  - 8.3 Radio/Phone Equipment: 8-15 years
  - 8.4 Computer Equipment: 4-8 years
  - 8.5 Vehicles: 4-6 years
  - 8.6 Other Equipment: Useful life to be determined by General Manager based on type of equipment

**Santa Cruz County  
Animal Services Authority**

**ANIMAL SERVICES ADMINISTRATIVE  
POLICY/PROCEDURE**

Policy No: 370

Date Issued:

Date Revised:

APPROVED: \_\_\_\_\_  
Board Chairperson

SUBJECT: INVENTORY CONTROL

- 1 Accountability shall be maintained for all Authority fixed asset equipment, including software, with a value in excess of \$5,000 or as deemed necessary by the Authority.
  - 1.1 Accountability shall also be maintained for other equipment with a value of less than \$5,000 when the expected life is in excess of five (5) years.
  - 1.2 The General Manager may add any other type of equipment to the inventory when he/she deems accountability should be maintained.
- 2 Authority inventory tags shall be affixed to equipment required for accountability.
- 3 The inventory records shall be maintained by the Authority.
  - 3.1 A full physical inventory shall be taken annually no later than August 30<sup>th</sup> of each year.
  - 3.2 The results shall be certified by the General Manager, a copy kept in the Authority records, and a copy filed with the Controller for the Authority.
  - 3.3 If equipment is stolen a report will be filed with the appropriate law enforcement agency.
  - 3.4 The General Manager shall report the results of the inventory to the Board of Directors each year after the annual physical inventory is completed.
- 4 Surplus equipment may be disposed of by public auction, transferred to another governmental entity, or disposed of (if damaged beyond repair).
  - 4.1 Any such proposed disposal shall be approved by the Board of Directors.

- 5 Authority inventory tags shall read "Property of SCCASA" and a five (5) digit number (starting with 00001).
- 6 Associate Member or Member agencies may make available for the use of SCCASA certain equipment and other resources.
  - 6.1 The Authority shall account for borrowed equipment in conjunction with the annual physical inventory.
- 7 SCCAS may make available to its User agencies certain equipment and other resources.
  - 7.1 Ownership and accountability for loaned equipment shall remain with the Authority.
- 8 All fixed assets are depreciated on a straight-line basis using estimated useful lives as follows:
  - 8.1 Buildings: 30-40 years
  - 8.2 Land Improvements: 20-30 years
  - 8.3 Radio/Phone Equipment: 8-15 years
  - 8.4 Computer Equipment: 4-8 years
  - 8.5 Vehicles: 4-6 years
  - 8.6 Other Equipment: Useful life to be determined by General Manager based on type of equipment

**Consent Agenda Item 5.7**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Contract for Audit Services of Vargas and Company

## Recommendation:

Authorize the General Manager to sign the contract for audit services of of Vargas and Company for FY13-14.

Contract No. \_\_\_\_\_

**INDEPENDENT CONTRACTOR AGREEMENT**

This Contract is entered into this 15th day of August, 2013, by and between the SANTA CRUZ COUNTY ANIMAL SHELTER, hereinafter called SCCAS, and VARGAS AND COMPANY, hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES.** CONTRACTOR agrees to exercise special skill to audit the Santa Cruz County Animal Shelter for the years ended June 30, 2013, 2014 and 2015, as set forth in Exhibit A attached hereto and incorporated herein by this reference. CONTRACTOR shall report all findings to the SCCAS. The CONTRACTOR may also be requested to appear before management to confer with its members and report as to the progress of the tasks and all other matters pertaining thereto.

2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, SCCAS agrees to pay CONTRACTOR as follows:

Audit services for fiscal year 2012/2013 completed in 2013/2014	\$ 5,100
Audit services for fiscal year 2013/2014 completed in 2014/2015	\$ 5,300
Audit services for fiscal year 2014/2015 completed in 2015/2016	\$ 5,500
Total for three years	<u>\$ 15,900</u>

These amounts will be compensation in full for all services to be provided and all costs incurred by CONTRACTOR under this Agreement, including but not limited to the auditing services and expenses incidental to the preparation of the required reports.

3. **TERM.** The term of this Contract shall be: August 15, 2013 through June 30, 2016.

4. **EARLY TERMINATION.** Either party hereto may terminate this Contract at any time by giving thirty (30) days written notice to the other party.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** CONTRACTOR shall exonerate, indemnify, defend, and hold harmless SCCAS (which for the purpose of Section 5 and 6 of this document shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, other legal costs, or liability of any kind or nature which SCCAS may sustain or incur or which may be imposed upon it at any time for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Contract, excepting any liability arising out of the sole negligence of the SCCAS. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. **INSURANCE.** CONTRACTOR, at its sole cost and expense, for the full term of this Contract (and any extensions thereof), shall obtain and maintain, at minimum, compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects SCCAS and any insurance or self-insurance maintained by SCCAS shall be considered in excess of CONTRACTOR'S insurance coverage and shall not contribute to it. If CONTRACTOR normally carries insurance in an amount greater than the minimum amount required by the SCCAS for this Contract, that greater amount shall become the minimum required amount of insurance for purposes of this Contract. Therefore, CONTRACTOR hereby acknowledges and agrees that any and all insurances carried by it shall be deemed liability coverage for any and all actions it performs in connection with this Contract.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Contract, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage from each subcontractor equivalent to that required of CONTRACTOR in this contract, unless CONTRACTOR and SCCAS both initial here \_\_\_\_ / \_\_\_\_.

**A. Types of Insurance and Minimum Limits**

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall be required unless the CONTRACTOR has no employees and certifies to this fact by initialing here \_\_\_\_\_.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage is required unless the CONTRACTOR does not drive a vehicle in conjunction with any part of the performance of this Contract and CONTRACTOR and SCCAS both certify to this fact by initialing here \_\_\_\_ / \_\_\_\_.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$ 1,000,000 combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and SCCAS \_\_\_\_ / \_\_\_\_.

**B. Other Insurance Provisions**

(1) If any insurance coverage required in this Contract is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Contract (hereinafter "post Contract coverage") and any extensions thereof. CONTRACTOR may maintain the required post Contract coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post Contract coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Contract. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Contract in order to purchase prior acts or tail coverage for post Contract coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

“The Santa Cruz County Animal Shelter, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, and on behalf of, the named insured’s performance under its/his/her/their contract with the Santa Cruz County Animal Shelter.”

(3) If any insurance policy of CONTRACTOR required by this document includes language conditioning the insurer’s legal obligation to defend or indemnify SCCAS on the performance of any act(s) by the named insured, then said insurance policy, by endorsement, shall also name the Santa Cruz County Animal Shelter as a named insured. Notwithstanding the foregoing, both the CONTRACTOR and its insurers agree that by naming the Santa Cruz County Animal Shelter as a named insured, the SCCAS may at its sole direction, but is not obligated to, perform any act required by the named insured under said insurance policies.

(4) CONTRACTOR shall do all things required to be performed by it pursuant to its insurance policies including but not limited to paying within five (5) work days, all deductibles and self-insured retentions (SIR) required to be paid under any insurance policy that may provide defense or indemnity coverage to SCCAS or any additional insured.

(5) All required insurance policies shall be endorsed to contain the following clause: “This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

**Santa Cruz County Animal Shelter  
Attn: Melanie Sobel  
2200 7<sup>th</sup> Avenue  
Santa Cruz, CA 95062**

(6) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide SCCAS on or before the effective date of this Contract with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

**Santa Cruz County Animal Shelter  
Attn: Melanie Sobel  
2200 7<sup>th</sup> Avenue  
Santa Cruz, CA 95062**

7. **EQUAL EMPLOYMENT OPPORTUNITY.** During and in relation to the performance of this Contract, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Contract provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employees fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising, layoff or termination, rates of pay or other forms of compensation, selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR'S solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the Santa Cruz County General Services Purchasing Division.

(2) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Contract or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further contracts with the SCCAS.

(3) The CONTRACTOR shall cause the foregoing provisions of subparagraphs 7B(1) and 7B(2) to be inserted in all subcontracts for any work covered under this Contract by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**8. INDEPENDENT CONTRACTOR STATUS.** CONTRACTOR and SCCAS have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of SCCAS. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. SCCAS agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than SCCAS has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, SCCAS may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the SCCAS supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of SCCAS; (i) CONTRACTOR and SCCAS believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The SCCAS conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors that indicate that CONTRACTOR is an independent contractor.

By their signatures on this Contract, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Contract is in fact an independent contractor.

**9. NONASSIGNMENT.** CONTRACTOR shall not assign the Contract without the prior written consent of the SCCAS.



10. **ACKNOWLEDGMENT.** CONTRACTOR shall acknowledge in all reports and literature that the Santa Cruz County Animal Shelter has provided funding to the CONTRACTOR.

11. **RETENTION AND AUDIT OF RECORDS.** CONTRACTOR shall retain records pertinent to this Contract for a period of not less than five (5) years after final payment under this Contract or until a final audit report is accepted by SCCAS, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Contract.

12. **PRESENTATION OF CLAIMS.** Presentation and processing of any or all claims arising out of or related to this Contract shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

13. **ATTACHMENTS.** This Contract includes the following attachments:

Exhibit A - Services To Be Performed

14. **LIVING WAGE.** This Contract is covered under Living Wage provisions if this section is initialed by SCCAS \_\_\_\_\_.

If Item # 14 above is initialed by the SCCAS, then this Contract is subject to the provisions of Santa Cruz County Code Chapter 2.122, which requires payment of a living wage to covered employees. Non-compliance during the term of the Contract with these Living Wage provisions will be considered a material breach, and may result in termination of the Contract and/or pursuit of other legal or administrative remedies.

CONTRACTOR agrees to comply with Santa Cruz County Code section 2.122.140, if applicable.

15. **MISCELLANEOUS.** This written Contract, along with any attachments, is the full and complete integration of the parties' agreement forming the basis for this Contract. The parties agree that this written Contract supersedes any previous written or oral agreements between the parties, and any modifications to this Contract must be made in a written document signed by all parties. Any arbitration, mediation, or litigation arising out of this Contract shall occur only in the County of Santa Cruz, notwithstanding the fact that one of the contracting parties may reside outside of the County of Santa Cruz.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

**1. VARGAS AND COMPANY**

**3. SANTA CRUZ COUNTY ANIMAL SHELTER**

By: \_\_\_\_\_  
SIGNED

By: \_\_\_\_\_  
SIGNED

\_\_\_\_\_  
PRINTED

\_\_\_\_\_  
PRINTED

Company: Vargas and Company

Address: 601 North First Street  
San Jose, CA 95112

Telephone: (408) 298-1700

E-mail: annalou\_vargasco@yahoo.com

**2. APPROVED AS TO INSURANCE:**

**4. APPROVED AS TO FORM:**

*Janet McKinley*  
Risk Management  
8-5-13

*Marie Costa 8/5/13*  
Asst. County Counsel

**DISTRIBUTION:**

- Auditor-Controller
- Risk Management
- Contractor

**EXHIBIT A****SERVICES TO BE PERFORMED****SCOPE OF WORK**

The CONTRACTOR shall conduct an examination of Santa Cruz Animal Shelter's financial statements in accordance with generally accepted auditing standards and express an opinion on the fair presentation of the County's general purpose financial statements in conformity with generally accepted accounting principles and compliance with provisions of Federal, State, and county statutes, ordinances, rules, and regulations. The examination will be performed in accordance with generally accepted auditing standards (GAAS) established by the AICPA.

**TASKS TO BE PERFORMED**

I. SCCAS'S CAFR. The CONTRACTOR shall express an opinion on the fair presentation of Santa Cruz County Animal Shelter's general purpose financial statements in conformity with generally accepted accounting principles. The CONTRACTOR shall express an opinion on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements. At the conclusion of the audit, the CONTRACTOR shall hold an exit conference with the SCCAS, or his designee(s), to discuss the report and the CONTRACTOR's management recommendations.

CONTRACTOR shall deliver to the SCCAS final reports consisting of the following:

- A. An opinion (or a clear presentation of the reasons for disclaimer of opinion) on the fairness of the general purpose financial statements of the Santa Cruz County Animal Shelter and an "in-relation-to" opinion on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements. CONTRACTOR shall deliver one original copy to the SCCAS by March 15, following the end of each fiscal year.
- B. A management letter containing comments and recommendations on:
  - 1. Internal control and financial operation, accounting policies and procedures, adequacy of internal audit procedures, and other matters that come to the attention of the CONTRACTOR during the audit.
  - 2. All financial activity of the Santa Cruz County Animal Shelter, including, but not limited to, the comprehensiveness of the County's financial report prepared by the SCCAS.
  - 3. Any indication of the misappropriation of public money or the irregular disbursement thereof.
  - 4. The effectiveness of the accounting systems and the internal control features, including an examination of budget appropriations and funds, to see that they are being properly accounted for.

5. Any improper maintenance or non-maintenance of required books, records, or accounts pertaining to financial transactions.

CONTRACTOR shall deliver one unbound original, one electronic copy, plus up to ten (10) copies of the CAFR to the SCCAS by March 15, following the end of each fiscal year.

CONTRACTOR shall deliver one unbound, one electronic copy, plus up to ten (10) copies of the management letter to the SCCAS by March 15, following the end of each fiscal year.

**Consent Agenda Item 5.8**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Approve Engagement Letter for Audit Services

Recommendation: Approve Engagement Letter for Audit Services of Vargas and Company for FY 2013-14.



## Vargas and Company

certified public accountants

July 29, 2013

Ms Melaine Sobel  
 General Manager  
 Santa Cruz County Animal Shelter  
 2200 7<sup>th</sup> Avenue  
 Santa Cruz, CA 95076

Ms Sobel and Interested Parties,

We thank you for accepting our proposal to audit the Santa Cruz County Animal Shelter for the years ending June 30, 2013 through 2015, inclusive. We are writing this letter as our understanding of our commitments. This letter incorporates the ingredients of our proposal and details our understanding of the work to be performed under this engagement as well as our fee. Also, the letter is designed to be a "letter of agreement" between us which, when signed by you will detail our contractual obligations under this engagement.

Based upon our understanding of the requirements and the guidelines, objectives, standards, scope, and understanding of the work to be performed, our services would be as follows:

Provide an audit of the SCCAS's financial statements in accordance generally accepted auditing standards, Governmental Auditing Standards issued by the Comptroller General of the United States. Since the SCCAS's does not have a federal grant in excess of \$500,000.00 the audit is to be a regular audit.

In fulfillment of these requirements, we shall perform such auditing services as we deem necessary to meet the requirements of the task. It is also contemplated that your accounting personnel will assist us by supplying to us any documentation we in support of transactions we are testing and in support of any financial matter we may request.

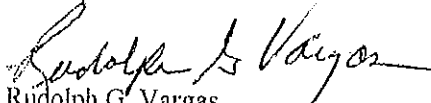
Our fees for the above audits will be as follows:

For the year ending June 30, 2013	\$ 5,100.00
For the year ending June 30, 2014	\$ 5,300.00
For the year ending June 30, 2015	\$ 5,500.00
Total	\$15,900.00

Our billings will be submitted as the work progresses and will be due by the end of each month.

We are pleased that you have selected Vargas and Company and trust that our association will be a pleasant one. If you agree with the details of this letter, please indicate this by signing this letter and returning it to us. You should retain a copy for your file.

Sincerely,

  
Rudolph G. Vargas  
Partner

The foregoing is acceptable:

SANTA CRUZ COUNTY ANIMAL SHELTER

BY Melvin Sobel

TITLE General Manager

DATE 8-2-13

**Consent Agenda Item 5.9**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Accept and Approve Request for Proposals for Contract Veterinarian Services

Recommendation:

Accept and Approve Request for Proposals for Contract Veterinarian Services.





## Santa Cruz County Animal Shelter

2200 7<sup>th</sup> Ave., Santa Cruz, CA 95062  
580 Airport Boulevard, Watsonville, CA 95076  
Phone: (831) 454-7303 Fax: (831) 454-7210  
Melanie Sobel  
General Manager

40

### SANTA CRUZ COUNTY ANIMAL SHELTER REQUEST FOR PROPOSALS FOR VETERINARY SERVICES

The Santa Cruz County Animal Shelter is seeking proposals from veterinarians licensed to practice in California to provide veterinary services as per specifications contained in this Request for Proposals (RFP) document.

Proposals must be submitted no later than 4:00 p.m. PST on September 20, 2013, in accordance with the attached proposal requirements. Please furnish us with one (1) original and three (3) copies of your proposal.

All questions concerning this RFP are to be submitted in writing to Ben Winkleblack, Shelter Manager, Santa Cruz County Animal Shelter, 2200 7<sup>th</sup> Avenue, Santa Cruz, CA 95062. The questions may be faxed to (831) 454-7210 or e-mailed to [ASA200@co.santa-cruz.ca.us](mailto:ASA200@co.santa-cruz.ca.us).

Sincerely,

Melanie Sobel  
General Manager

**SANTA CRUZ COUNTY ANIMAL SHELTER  
REQUEST FOR PROPOSALS  
FOR VETERINARIAN SERVICES**

**TABLE OF CONTENTS**

Section 1 - Invitation	1
Section 2 - Instructions to Respondents	1
Section 3 - Statement of Work, Specifications	3
Exhibit A – References	8
Exhibit B – Questionnaire	9
Exhibit C – Score Sheet	10
Exhibit D – Sample Contract	12

## SECTION 1 - INVITATION

The Santa Cruz County Animal Shelter is seeking proposals from veterinarians licensed to practice in California to provide veterinary services as per specifications contained in this Request for Proposals (RFP) document.

The Santa Cruz County Animal Shelter, formerly known as the Animal Services Authority, was formed on June 18, 2002, by the execution of a joint powers agreement among the cities of Capitola, Santa Cruz, and Scotts Valley, and the County of Santa Cruz. The joint powers agreement was amended to allow the City of Watsonville to become a Party to the joint powers agreement effective November 15, 2004. The City of Capitola withdrew from the joint powers agreement effective July 1, 2007. The Santa Cruz County Animal Shelter is governed by an eight member board.

## SECTION 2 – INSTRUCTIONS TO RESPONDENTS

### 2.1 Preparation of RFP

Respondents shall submit the completed Request for Proposals (RFP) with appropriate attachments or explanatory materials. All attachments shall be identified with the Respondent's name. No oral, telegraph, telephone, facsimile, electronic responses or photocopies will be accepted. RFPs must be completed in ink, typewritten, or word-processed.

### 2.2 RFP Documents

The following, in addition to this RFP, constitute the RFP documents:

- Exhibit "A" - References
- Exhibit "B" - Questionnaire
- Exhibit "C" – Score Sheet
- Exhibit "D" – Sample Contract

### 2.3 RFP Process Schedule

The following is an anticipated RFP and engagement schedule. The Santa Cruz County Animal Shelter (SCCAS) may change the estimated dates and process as deemed necessary. The proposed schedule for the submittal reviews and notification is as follows:

	TASK	DUE DATE
01	Obtain RFP approval from Board of Directors	August 12, 2013
02	Send out notices for RFP	August 16, 2013
03	Due date for proposals	September 20, 2013
04	Evaluate proposals, possibly conduct interviews	September 23, 2013
05	Select applicant to recommend	September 30, 2013
07	Notify selected applicant	October 2 2013
08	Notify other proposers	October 3, 2013
09	Finalize contract	October 14, 2013

#### 2.4 Submission of Response to RFP

Respondents shall submit the following:

- Four (4) sets: an original and three (3) copies of the completed RFP and the following exhibits
- Exhibit "A" – References
- Exhibit "B" – Questionnaire

#### 2.5 Respondent Qualifications

The following, in addition to any other information you may wish to submit, must be provided in attachment form as part of your RFP. All responses shall reference the RFP paragraph number.

- a. Experience: Respondent shall provide a brief statement of background and experience, including years in business.
- b. References: Provide a list of four (4) references. See Exhibit "A."
- c. Permit: Respondent must possess certification and licensure from the State of California. A copy of the Veterinary License shall be included.
- d. Other Information: Any other information the Respondent deems appropriate should be included in this section.

#### 2.6 Submittals

All submissions must be received by **4:00 PM, PST, Friday, September 20, 2013** and delivered to Santa Cruz County Animal Shelter, 2200 7<sup>th</sup> Avenue, Santa Cruz, CA 95062. If the submission is late the proposal will be rejected. Responders submitting proposals shall be responsible for all cost of preparing such proposals.

Responders to this Request for Proposals shall closely examine the specific requirements noted herein and the attached Terms of Conditions. Proposals may be mailed or delivered to the SCCAS at the address listed below.

**Santa Cruz County Animal Shelter  
Attn: Melanie Sobel  
2200 7th Avenue  
Santa Cruz, CA 95062**

2.7 Point of Contact

All questions concerning this RFP are to be submitted in writing via fax, electronic mail, or regular mail to Ben Winkleblack, Shelter Manager, to the address listed below.

**Ben Winkleblack, Shelter Manager  
Santa Cruz County Animal Shelter  
2200 7th Avenue  
Santa Cruz, CA 95062  
Phone (831) 454-7206  
Fax (831) 454-7210  
email: [ASA200@co.santa-cruz.ca.us](mailto:ASA200@co.santa-cruz.ca.us)**

2.8 Multiple Bids

Only one RFP will be accepted from any one person, partnership, corporation or other entity; however, several alternatives may be included in one RFP.

2.9 References

Respondent shall submit Exhibit "A" – References with RFP. Unsatisfactory responses to reference checks may result in rejection of the RFP.

2.10 RFP Evaluation Criteria

The proposals will be evaluated on the following utilizing the score sheet (Exhibit "C") in this RFP. The SCCAS reserves the right to interview responders to this RFP at its discretion. The SCCAS will not be responsible for any costs associated with interviews of responders.

- Responsiveness to this RFP
- Qualifications
- Previous experience on projects of similar scope and size
- Cost
- References

The SCCAS will evaluate and select the Respondent that best meets the needs set forth in this RFP, is the best qualified and is able to provide the requested services. The evaluation of the proposals shall be within the sole judgment and discretion of the

SCCAS. The SCCAS reserves the right to reject any or all RFPs. Award of contract is contingent upon approval from the SCCAS Board of Directors.

2.11 Reservations

The SCCAS reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all RFPs, without indicating any reasons for such rejection.
- Waive or correct any minor or inadvertent defect, irregularity or technical error in any RFP or procedure, as part of the RFP or any subsequent negotiation process.
- Withdraw this RFP and issue a new Request for Proposals anytime thereafter.
- Extend any or all deadlines specified in the RFP, including deadlines for accepting proposals, by issuance of an Addendum at any time prior to the deadline for receipt of responses to the RFP.
- Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the RFP or other data available to the County. Such disqualification is at the sole discretion of the County.
- Reject the RFP of any Respondent that is in breach of or in default under any other agreement with the County.
- Reject any Respondent deemed by the County to be non-responsive, unreliable, or unqualified.

2.12 Notification of Withdrawals of RFPs

RFPs may be modified or withdrawn prior to the date and time specified for RFP submission by an authorized representative of the respondent or by formal written notice. All RFPs not withdrawn prior to the response due date will become the property of the SCCAS.

2.13 Interpretation

Should any discrepancies or omissions be found in the RFP, or doubt as to its meaning, the respondent shall notify the Shelter Manager in writing at once (e-mail is acceptable). The Shelter Manager may issue written instructions or addenda to all participants in this RFP process. No oral statement of interpretation by SCCAS staff shall be binding. Questions must be received at least seven (7) days before RFP closing date. All addenda issued shall be incorporated into the Contract.

2.14 Compliance

Has the Respondent complied with all specifications, requirements, terms and conditions of this Proposal?

Yes \_\_\_\_\_ No \_\_\_\_\_

A “no” answer requires a detailed explanation giving reference to all deviations to be submitted on company letterhead in attachment form. All exceptions must reference the RFP paragraph and section number followed by an explanation

### 2.15 Addenda

These documents may not be changed by any oral statement. Changes to these documents will only be written Addendum issued by the General Manager, Melanie Sobel or designee. If/when necessary, a written addendum will be faxed or emailed or mailed to all prospective respondents.

## SECTION 3 – STATEMENT OF WORK, SPECIFICATION

### 3.1 Scope of Work

a. Respondents should have a thorough knowledge of:

- Current principles, practices, techniques and policies of veterinary medicine, including disease identification, prevention, control and eradication;
- Preoperative, surgical and postoperative procedures involved in performing spay and neutering surgeries;
- Utilization and effects of medications for animals;
- Pain management
- Local, State and Federal Animal Health laws and regulations.

b. Respondents should have a working knowledge of:

- Safety policies, procedures and practices as they relate to veterinary medicine and shelter environments including zoonotic diseases;
- Appropriate equipment required in performing specific medical procedures;
- Anesthesia monitoring equipment including capnograph, pulse oximeter and respiratory monitor.

c. Some knowledge of:

- Quality assurance procedures and techniques;
- Training principles, practices and techniques;
- Principles and practices of leadership;
- Basic computer skills.

d. Ability to:

- Provide surgical and medical services and care for a variety of well, sick and injured animals, including a high volume of spay and neutering operations;
- Perform full range of veterinarian duties including veterinary diagnosis and treatment;

- Establish medical standards and procedures to assure the maintenance of healthy, safe and sanitary facilities;
- Make sound decisions, including prescribing medications and euthanasia;
- Establish and enforce quarantine of animals;
- Develop and implement methods to control and prevent the spread of diseases in a shelter;
- Understand quality control practice to assure compliance with safety and accreditation standards and regulations;
- Analyze situations accurately and adopt an effective course of action;
- Establish and maintain cooperative working relationships with those contacted through the course of work, including co-workers, volunteers and the public;
- Prepare clear and concise written and oral reports;
- Communicate effectively orally and in writing;
- Lift 50 lbs. unassisted.

### 3.2 Training and Experience

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possession and maintenance of a license to practice as a Veterinarian issued by the State of California Veterinary Medical Board.

Twenty-four months of experience working in an animal shelter environment consisting of a high volume spay/neuter surgical setting is highly desirable.

### 3.3 Hours

Part time 5 – 20 hours a week including weekends

### 3.4 Pricing

Pricing shall be quoted on a per hour basis. Vendor shall list price on attached questionnaire (Exhibit B).

### 3.5 Licenses and Permits

Respondent must possess and maintain a valid California Veterinary License.

### 3.6 Insurance

The contractor shall not commence work under the associated contract until he/she has obtained all insurance required, and the SCCAS has approved such insurance in writing, nor shall the contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained. All insurance



policies shall be maintained for the life of the contract. Refer to Sample Contract (Exhibit "D") for insurance requirements.

**EXHIBIT A -  
REFERENCES**

List and submit with this RFP, four (4) customer references for whom you have furnished similar services in size and nature, two (2) of which in Santa Cruz County Area if applicable.

1. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

2. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

3. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

4. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

**EXHIBIT B -  
QUESTIONNAIRE**

**QUALIFICATIONS**

Do you have knowledge of shelter veterinarian services? Yes \_\_\_\_ No \_\_\_\_

Do you have experience of shelter veterinarian services? Yes \_\_\_\_ No \_\_\_\_

If Yes, how many years experience? \_\_\_\_\_

Year began practice \_\_\_\_\_

Experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Certifications \_\_\_\_\_

(Santa Cruz County Animal Shelter reserves the right to request copies of certification at a later date.)

**PRICING**

\$\_\_\_\_\_ per hour

**BUSINESS INFORMATION**

Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Best time to contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE MAKE SURE THIS FORM IS SIGNED**

**EXHIBIT C -  
SCORE SHEET  
Responses for  
VETERINARY SERVICES RFP**

VENDOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Non Responsiveness	CRITERIA					Total Score	Comments		
	Low	Medium Low	Average	Medium High	High				
0	1	2	3	4	5	1.	Responsiveness to this RFP		
0	1	2	3	4	5	2.	Qualifications		
0	1	2	3	4	5	3.	Previous experience on projects of similar scope and size		
0	1	2	3	4	5	4.	Cost		
0	1	2	3	4	5	5.	References		

Maximum Points 25

Total Score \_\_\_\_\_



**Consent Agenda Item 5.10**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Third quarter report of all Journal Entries made to the County of Santa Cruz and interfaces for the County ISD Telecom Services for April 1, 2013 through June 30, 2013.

Recommendation: Accept the fourth 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 July 1, 2013 through September 30, 2013 will be included on the October 21, 2013 agenda and every quarter thereafter.

DATE: 8/05/13  
 TO: Melanie Sobel, General Manager  
 FROM: Rosanne Mayclin, Administrative Aide  
 SUBJEC: April 01, 2013 through June 30, 2013 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 April 01, 2013 through June 30, 2013

**Expenditure Actual Transactions**

Posted	Amount	Description	Vendor Name
4/10/2013	4,075.09	12/13 PR WARR/AUTODEP CHG ANIMAL SERVICE AUTHORITY	AUDITOR-CONTROLLER
4/12/2013	26,918.00	4TH COST PLAN CHARGES-ANIMAL SHELTER	AUDITOR-CONTROLLER
<b>Department Total</b>	<b>30,993.09</b>		
4/23/2013	49,417.25	2002 CERTS LEASE PYMT FOR 4TH QTR 2012-13	COUNTY OF SANTA CRUZ
<b>Department Total</b>	<b>49,417.25</b>		
4/12/2013	95.00	RAPID COPY 2013-MARCH	GSD - DUPLICATING
5/20/2013	342.94	PRESS 2013-APRIL	GSD - DUPLICATING
5/29/2013	342.94	PRESS 2013-MAY ESTIMATE	GSD - DUPLICATING
5/29/2013	342.94	PRESS 2013-JUNE ESTIMATE	GSD - DUPLICATING
<b>Department Total</b>	<b>1,123.82</b>		
4/16/2013	4,789.30	MARCH 13 FLEET SERVICE CHARGES	GSD - FLEET
5/30/2013	3,214.12	APRIL 13 FLEET SERVICE CHARGES	GSD - FLEET
6/12/2013	3,929.99	MAY 13 FLEET SERVICE CHARGES	GSD - FLEET
6/27/2013	3,929.99	JUN 13 EST. FLEET SERVICE CHARGES	GSD - FLEET
<b>Department Total</b>	<b>15,863.40</b>		
4/30/2013	728.00	CUSTODIAL SERVICES FOR APRIL '13 FOR ASA	GSD - JANITORIAL
5/20/2013	1,456.00	CUSTODIAL SERVICES FOR MAY-JUNE 13 FOR ASA	GSD - JANITORIAL
<b>Department Total</b>	<b>2,184.00</b>		
5/3/2013	464.89	CHARGE ASA 3RD QTR 12-13 BLDG MAINT WATSONVILLE	GSD - MAINTAINENCE
5/3/2013	1,416.49	CHARGE ASA 3RD QTR 12-13 BLDG MAINT 7TH AVE	GSD - MAINTAINENCE
5/3/2013	1,454.07	CHARGE ASA 3RD QTR 12-13 EQUIP MAINT WATSONVILLE	GSD - MAINTAINENCE
5/3/2013	2,533.17	CHARGE ASA 3RD QTR 12-13 EQUIP MAINT 7TH AVE	GSD - MAINTAINENCE
6/28/2013	141.19	CHARGE ASA FOR MAY-APR 12-13 BLD MAINT-7TH AVE	GSD - MAINTAINENCE
6/28/2013	1,307.44	CHARGE ASA FOR MAY-APR 12-13 EQUIP MNT-7TH AVE	GSD - MAINTAINENCE
6/28/2013	2,071.38	CHARGE ASA FOR MAY-APR 12-13 EQUIP MNT-WATSONVILLE	GSD - MAINTAINENCE
6/28/2013	3,784.94	CHARGE ASA FOR MAY-APR 12-13 BLDG MANT-WATSONVILLE	GSD - MAINTAINENCE
<b>Department Total</b>	<b>13,173.57</b>		
4/3/2013	268.00	WAREHOUSE CHARGES FOR MONTH ENDING MARCH 2013	GSD - WAREHOUSE
4/3/2013	494.70	WAREHOUSE CHARGES FOR MONTH ENDING MARCH 2013	GSD - WAREHOUSE
5/2/2013	377.00	WAREHOUSE CHARGES FOR MONTH ENDING APRIL 2013	GSD - WAREHOUSE
6/4/2013	206.45	WAREHOUSE CHARGES FOR MONTH ENDING MAY 2013	GSD - WAREHOUSE
6/4/2013	253.00	WAREHOUSE CHARGES FOR MONTH ENDING MAY 2013	GSD - WAREHOUSE
6/6/2013	250.00	ESTIMATED WAREHOUSE CHGS FOR MONTH ENDING JUNE 13	GSD - WAREHOUSE
6/6/2013	250.00	ESTIMATED WAREHOUSE CHGS FOR MONTH ENDING JUNE 13	GSD - WAREHOUSE
<b>Department Total</b>	<b>2,099.15</b>		
4/9/2013	119.00	FEBRUARY 2013 EPIC- HSA CLINIC CHGS-SC CASA-ANIMAL	HSA - CLINIC/LAB
5/6/2013	119.00	MARCH 2013 EPIC HSA CLINIC CHGS-SC CASA ANIMAL LAB	HSA - CLINIC/LAB
6/13/2013	833.00	APRIL '13 EPIC HSA CLINC CHGS-SC CASA-ANIMAL LAB	HSA - CLINIC/LAB
<b>Department Total</b>	<b>1,071.00</b>		

4/19/2013	245.27	SOFTWARE LICENSE REQUEST	ISD - PC
4/19/2013	981.08	SOFTWARE LICENSE REQUEST	ISD - PC
4/19/2013	1,098.26	1-THINKPAD L530 2478CTO RX	ISD - PC
4/19/2013	2,918.75	4 ASSEMBLY M92P INTEL Q77 ES TW R	ISD - PC
4/12/2013	1.38	CICS 2013-MARCH	ISD - PC
4/12/2013	4,230.00	2013- March Network Connection Fee	ISD - PC
5/20/2013	1.04	CICS 2013-APRIL	ISD - PC
5/20/2013	4,230.00	2013- April Network Connection Fee	ISD - PC
5/22/2013	4,230.00	2013- May Network Connection Fee	ISD - PC
5/22/2013	4,230.00	2013- June Network Connection Fee	ISD - PC
6/4/2013	1.04	CICS 2013-MAY ESTIMATE	ISD - PC
6/5/2013	1.04	CICS 2013-JUNE ESTIMATE	ISD - PC
<b>Department Total</b>	<b>22,167.86</b>		
4/4/2013	17.00	TELEPHONE CHARGES 2013-FEBRUARY	ISD - TELECOM
4/4/2013	2,097.78	TELEPHONE CHARGES 2013-FEBRUARY	ISD - TELECOM
5/22/2013	17.00	TELEPHONE CHARGES 2013-MARCH	ISD - TELECOM
5/22/2013	2,124.68	TELEPHONE CHARGES 2013-MARCH	ISD - TELECOM
6/13/2013	17.12	TELEPHONE CHARGES 2013-MAY ESTIMATE	ISD - TELECOM
6/13/2013	17.12	TELEPHONE CHARGES 2013-JUNE ESTIMATE	ISD - TELECOM
6/13/2013	17.12	TELEPHONE CHARGES 2013-APRIL	ISD - TELECOM
6/13/2013	2,109.27	TELEPHONE CHARGES 2013-MAY ESTIMATE	ISD - TELECOM
6/13/2013	2,109.27	TELEPHONE CHARGES 2013-JUNE ESTIMATE	ISD - TELECOM
6/13/2013	2,109.27	TELEPHONE CHARGES 2013-APRIL	ISD - TELECOM
<b>Department Total</b>	<b>10,635.63</b>		
4/8/2013	2,203.75	*COMMUNICATIONS SVCS-SCR9-1-1-APRIL 2013	SANTA CRUZ REGIONAL 911
5/14/2013	2,203.75	*COMMUNICATION SVCS-SCR9-1-1-MAY 2013*	SANTA CRUZ REGIONAL 911
6/12/2013	2,203.75	COMMUNICATION SVCS-SCR9-1-1 JUNE2013	SANTA CRUZ REGIONAL 911
<b>Department Total</b>	<b>6,611.25</b>		



**Consent Agenda Item 5.11**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Continue revision of SCCAS Policy and Procedure #210 and #220 to next meeting.

## Recommendation:

Continue approval of revisions to the SCCAS Policy and Procedure #210 and #220 to SCCAS next meeting on October 21, 2013.

## 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. The policies are currently under review with County Counsel for changes requested by the board.

**Regular Agenda Item 6.1**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
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: August 12, 2013  
SUBJECT: Financial Report for the period ending June 30, 2013 and July 31, 2013

## Recommendation:

Approve the Financial Reports as presented for the period ending June 30, 2013 and July 31, 2013.

## Discussion:

The Financial Report ending June 30, 2013 reflects total revenues of \$3,216,822 and expenditures of \$3,408,946 for a net cost of operations for FY 2012-13 of \$192,124 offset by a transfer from SB90 Fund of \$192,124 leaving \$0 in available fund balance to carry forward to FY 2013-14. The final actuals for FY 2012-13 show a deficit of \$31,313 (revenues under expenditures) from the estimated actuals. However, \$40,000 of B. Jean Adams funds that were approved to be transferred towards Contributions and Donations for FY 2012-13 did not happen.

The Financial Report ending July 31, 2013 reflects total revenues of \$572,387 and expenditures of \$234,783. Current total revenues are 16.9% of a potential 8%. The percentage of current year expenditures is at 7%.

Licensing revenues YTD are \$18,340. At this point last year licensing revenues were \$16,455.

**Santa Cruz County Animal Services Authority  
Financial Summary for Fiscal Year 2012-13  
For Months Ending June 30, 2013**

Revenues:	2012-13 Adj. Budget	2012-13 Est/Actuals	2012-13 YTD Actuals	YTD Remaining	2011-12 YTD Actuals
ANIMAL LICENSES	\$338,462	\$310,000	\$332,929	(\$22,929)	\$272,448
INTEREST	\$3,000	\$3,500	\$3,582	(\$82)	\$4,007
RENTS & CONCESSIONS	\$2,500	\$1,500	\$1,281	\$219	\$2,256
RENTAL DEPOSIT/FORFEIT REVENUE	\$0	\$70	\$140	(\$70)	\$140
STATE-OTHER	\$0	\$0	\$0	\$0	\$9,000
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$311,207	\$315,000	\$299,087	\$15,913	\$305,617
ADMINISTRATIVE SERVICES	\$0	\$1,000	\$1,040	(\$40)	\$1,380
COST RECOVERY-OTHER	\$0	\$6,000	\$5,597	\$403	\$6,999
MEMBER CONTRIBUTION	\$2,217,945	\$2,217,945	\$2,217,945	\$0	\$2,163,849
CHARGES FOR CURRENT SERVICES	\$0	\$0	\$2,100	(\$2,100)	\$294
ADMIN FINE FEES	\$25,000	\$0	\$3,825	(\$3,825)	\$100
ANIMAL MICROCHIP FEES	\$7,500	\$20,000	\$22,779	(\$2,779)	\$11,566
ANIMAL RABIES FEES	\$5,000	\$7,500	\$6,754	\$746	\$4,957
ANIMAL SPAY&NEUTER FEES	\$126,000	\$85,000	\$76,269	\$8,731	\$116,865
SALES-OTHER-TAXABLE	\$15,000	\$12,000	\$12,923	(\$923)	\$10,741
CASH OVERRAGES	\$0	\$0	\$42	(\$42)	\$37
CONTRIBUTIONS and DONATIONS	\$270,000	\$215,000	\$184,025	\$30,975	\$160,423
NSF CHECKS	\$0	\$0	(\$173)	\$173	(\$169)
NSF CHECKS - RETURNED CHECK FEE	\$0	\$0	\$360	(\$360)	\$0
OTHER REVENUE	\$50,000	\$47,000	\$46,317	\$683	\$44,189
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$3,371,614</b>	<b>\$3,241,515</b>	<b>\$3,216,822</b>	<b>\$24,693</b>	<b>\$3,114,699</b>

**Less Expenditures:**

Salaries and Benefits	\$2,290,459	\$2,251,933	\$2,256,448	(\$4,515)	\$2,032,465
Services and Supplies	\$998,431	\$1,042,721	\$1,044,826	(\$2,105)	\$1,101,300
Other Uses	\$107,672	\$107,672	\$107,672	\$0	\$95,947
Fixed Assets	\$0	\$0	\$0	\$0	\$12,884
<b>TOTAL EXPENDITURES:</b>	<b>\$3,396,562</b>	<b>\$3,402,326</b>	<b>\$3,408,946</b>	<b>(\$6,620)</b>	<b>\$3,242,596</b>

**Plus Contingency:**

<b>TOTAL EXPENDITURES INCLUDING CONTINGENCY:</b>	<b>\$135,863</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>
	<b>\$3,532,425</b>	<b>\$3,402,326</b>	<b>\$3,408,946</b>	<b>(\$6,620)</b>	<b>\$3,242,596</b>

<b>NET REVENUES OVER (UNDER) EXPENDITURE</b>	<b>(\$160,811)</b>	<b>(\$160,811)</b>	<b>(\$192,124)</b>	<b>\$31,313</b>	<b>(\$127,897)</b>
--	--------------------	--------------------	--------------------	-----------------	--------------------

<b>BEGINNING FUND BALANCE - UNDESIGNATED</b> (audited ending balance from 6/30/12)	<b>(\$39,218)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
---	-------------------	------------	------------	------------	------------

<b>ENDING FUND BALANCE - UNDESIGNATED</b>	<b>(\$200,029)</b>	<b>(\$160,811)</b>	<b>(\$192,124)</b>	<b>\$31,313</b>	<b>(\$127,897)</b>
---	--------------------	--------------------	--------------------	-----------------	--------------------

Est. Transfer from SB90/B.JEAN Designations	\$200,029	\$160,811	\$192,124	\$0	
---	-----------	-----------	-----------	-----	--

<b>ENDING FUND BALANCE - UNDESIGNATED</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$31,313</b>	<b>(\$127,897)</b>
---	------------	------------	--------------	-----------------	--------------------

**ANIMAL LICENSE DETAIL**

	2012-13 YTD Actuals	2011-12 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$8,971	\$6,843	\$2,128
LICENSES - SANTA CRUZ	\$59,954	\$47,028	\$12,926
LICENSES- SCOTTS VALLEY	\$17,514	\$14,784	\$2,730
LICENSES- COUNTY	\$206,791	\$171,219	\$35,572
LICENSES- WATSONVILLE	\$39,699	\$32,574	\$7,125

\* Fund Balance Committed for SB 90 Claims received and set aside as of 6/30/12 is \$675,402 (Audited)

\* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/12 is \$546,992 (Audited)

\* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/12 is \$700 (Audited)

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2012-13**

As of 06/30/13 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Acct	Acct Title	2012-13		2012-13		2012-13		2012-13		2012-13		2011-12		2011-12	
		Adj. Budget	Est./Actuals	May Actuals	June Actuals	YTD Actuals	YTD Remaining	Percentage of CY EA's Actualized	Percentage of PY Budget Actualized	YTD Actuals	THRU JUNE PY ACTUALS	May Actuals	June Actuals	Est./Actuals	Est./Actuals
3100	SALARIES & BENF	\$2,290,459	\$2,251,933	\$230,952	\$212,947	\$2,256,448	(\$4,515)	100.20%	93.27%	\$2,032,465	\$223,984	\$147,416	\$229,670	\$2,047,780	
3200	SERVICES & SUPPL	\$998,431	\$1,042,721	\$65,140	\$75,692	\$1,044,826	(\$2,105)	100.20%	110.00%	\$1,101,300	(\$66,474)	\$84,906	\$71,940	\$1,118,174	
6100	OTHER USES	\$107,672	\$0	\$0	\$0	\$107,672	\$0	100.00%	0.00%	\$95,947	\$11,725	\$23,987	\$0	\$95,947	
6600	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$12,884	\$0	\$12,884	\$0	\$12,884	
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	
9700	CONTINGENCIES	\$135,863	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	
3100-9700	TOTAL EXPENDITURES	\$3,532,425	\$3,402,326	\$296,092	\$288,639	\$3,408,946	(\$6,620)	100.19%	94.87%	\$3,242,596	\$166,351	\$238,892	\$301,610	\$3,274,785	
100-2500	TOTAL REVENUES	\$3,371,614	\$3,241,515	\$171,662	\$115,957	\$3,216,822	\$24,693	99.24%	98.67%	\$3,114,699	\$102,123	\$87,378	\$241,809	\$3,154,184	
	NET COST	\$160,811	\$160,811	(\$124,430)	(\$172,682)	\$192,124	(\$31,313)	119.47%	106.05%	\$127,897	(\$64,227)	(\$151,515)	(\$59,801)	\$120,601	
3100	REGULAR PAY-PER	1,359,586	1,334,557	\$157,176	\$130,998	\$1,328,323	\$6,234	99.53%	94.97%	\$1,217,809	\$110,514	\$94,516	\$163,840	1,214,707	
3105	OVERTIME PAY-PE	14,114	1,411	\$0	\$2	\$1,183	\$228	83.83%	10.40%	\$1,468	(\$285)	\$9	\$0	4,849	
3110	REGULAR PAY-EXT	31,551	29,723	\$2,324	\$1,423	\$28,723	\$1,000	96.64%	105.95%	\$33,429	(\$4,705)	\$1,951	\$3,865	31,069	
3140	DIFFERENTIAL PAY	23,523	19,429	\$2,062	\$1,685	\$19,404	\$25	99.87%	84.90%	\$19,970	(\$566)	\$1,493	\$2,710	20,435	
3150	OASD-SOCIAL SE	108,395	102,842	\$12,214	\$10,079	\$102,527	\$35	99.69%	92.43%	\$94,674	\$7,853	\$7,317	\$12,814	94,876	
3155	RETIREMENT	267,516	257,825	\$29,700	\$25,048	\$252,133	\$5,692	97.79%	91.58%	\$228,387	\$23,746	\$18,066	\$31,316	230,147	
3160	EMPLOYEE INSURA	345,478	380,995	\$27,476	\$43,712	\$252,133	(\$2,864)	100.75%	132.51%	\$330,455	\$53,404	\$24,063	\$15,093	345,425	
3165	UNEMPLOYMENT IN	10,318	10,318	\$0	\$0	\$10,318	(\$0)	100.00%	77.78%	\$7,471	\$2,847	\$0	\$0	7,471	
3170	WORKERS COMPENS	129,978	114,833	\$0	\$0	\$129,978	(\$15,145)	113.19%	76.01%	\$98,801	\$31,177	\$0	\$0	98,801	
3100	SALARIES & BENF	\$2,290,459	\$2,251,933	\$230,952	\$212,947	\$2,256,448	(\$4,515)	100.20%	93.27%	\$2,032,465	\$223,984	\$147,416	\$229,670	\$2,047,780	
3215	POLICE SAFETY EQUIPMENT	1,000	500	\$0	\$0	\$43	\$457	8.56%	182.91%	\$1,829	(\$1,786)	\$0	\$0	1,900	
3225	UNIFORM REPLACEMENT	2,000	2,000	\$0	\$0	\$580	\$1,420	29.02%	87.21%	\$1,744	(\$1,164)	\$0	\$0	2,000	
3235	RADIO SERVICES	28,000	26,000	\$2,204	\$2,204	\$26,445	\$555	97.94%	93.27%	\$27,047	(\$602)	\$2,204	\$2,319	27,000	
3240	TELECOM SERVICES	8,000	8,000	\$200	\$453	\$24,810	\$1,190	95.42%	86.83%	\$26,049	(\$1,239)	\$2,301	\$4,602	27,000	
3250	FOOD	10,000	10,000	\$1,456	\$15	\$7,596	\$404	94.95%	87.69%	\$7,015	\$581	\$1,003	\$954	8,000	
3262	JANITORIAL SERVICES	30,882	31,250	\$0	\$0	\$8,909	\$1,091	89.09%	87.36%	\$8,736	\$173	\$728	\$1,456	10,000	
3295	LIABILITY INSURANCE	1,215	1,215	\$0	\$0	\$31,296	(\$46)	100.15%	109.00%	\$30,519	\$777	\$0	\$0	30,882	
3305	OTHER INSURANCE	800	800	\$48	\$31	\$0	\$1,215	0.00%	0.00%	\$345	\$0	\$0	\$0	1,000	
3355	MAINT-OFFICE EQUIPMENT	3,000	3,000	\$34	\$260	\$694	\$106	86.78%	43.07%	\$345	\$350	\$0	\$0	800	
3360	MAINT-OTHER EQUIP-SVCS	500	500	\$0	\$0	\$3,199	(\$199)	106.65%	155.29%	\$4,659	(\$1,459)	\$263	\$1,769	3,000	
3361	MAINT-OTHER EQUIP-SVCS	31,667	42,000	\$6,198	\$7,757	\$116	\$384	23.11%	62.98%	\$315	(\$199)	\$0	\$0	500	
3395	FACILITIES MAINT	2,500	5,000	\$0	\$0	\$5,096	\$5,269	87.46%	461.54%	\$55,385	(\$18,654)	\$427	\$4,052	52,000	
3405	MAINT STRUCT IM	0	0	\$0	\$0	\$0	(\$96)	0.00%	0.00%	\$29,189	(\$24,093)	(\$12,043)	\$0	30,000	
3406	MAINT-STRUCT/IMPS(GRDS-SUP	0	0	\$0	\$0	\$57	(\$57)	0.00%	0.00%	\$0	\$57	\$0	\$0	0	
3430	MEDICAL, DENTAL & LAB SUPPLI	125,000	115,000	\$6,122	\$11,449	\$99,143	\$15,857	86.21%	101.46%	\$106,530	(\$7,386)	\$2,040	\$13,896	105,000	
3432	OTHER MEDICAL MATERIALS	1,200	2,000	\$0	\$0	\$1,916	\$84	95.80%	115.50%	\$1,155	\$761	\$135	\$0	1,150	
3450	MEMBERSHIPS	5,700	13,000	\$1,163	\$681	\$17,388	(\$4,388)	133.75%	121.54%	\$9,723	\$7,664	\$0	\$235	12,500	

Pos + = UP  
Neg ( ) = DOWN

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2012-13

As of 06/30/13 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Acct	Acct Title	2012-13		June Actuals	2012-13 YTD Actuals	YTD Remaining	100%		100%		COMPARE		2011-12 Est/Actuals
		Adj. Budget	Est./Actuals				Percentage of CY EA's Actualized	Percentage of PY Budget Actualized	THRU JUNE PY ACTUALS	JUNE ACTUALS	2011-12 YTD Actuals	May Actuals	
3452	CASH SHORTAGES	\$0	\$0	\$0	\$37	(\$37)	0.00%	0.00%	\$113	\$0	\$0	\$0	\$0
3484	DUPPLICATING SVCS.	2,500	2,500	\$0	\$3,460	(\$960)	138.39%	65.45%	\$2,618	\$0	\$842	\$0	\$1,145
3489	PC SOFTWARE PURCHASES	2,500	1,800	\$0	\$2,018	(\$218)	112.13%	100.00%	\$2,213	\$0	(\$194)	\$0	\$97
3491	POSTAGE	8,000	8,000	\$0	\$8,443	(\$443)	105.54%	100.21%	\$8,017	\$493	\$426	\$493	\$1,108
3492	SUBSCRIPTIONS/PERIODICALS	400	400	\$0	\$26	\$374	6.50%	95.66%	\$383	\$2,448	(\$357)	\$0	\$0
3493	SUPPLIES	60,000	72,000	\$3,245	\$70,446	\$1,554	97.84%	122.99%	\$61,493	\$0	\$8,954	\$0	\$0
3496	INVENTORABLE ITEMS	2,500	4,500	(\$1,226)	\$4,017	\$483	89.27%	0.00%	\$0	\$0	\$4,017	\$0	\$0
3505	ACCOUNTING & AUDITING	17,000	17,000	\$0	\$17,664	(\$664)	103.90%	96.47%	\$16,401	\$0	\$1,263	\$0	\$0
3520	BANKING SERVICES	17,000	18,000	\$1,587	\$18,593	(\$593)	103.30%	100.00%	\$15,499	\$0	\$0	\$1,169	\$1,436
3535	COMPUTER PROF SVCS	1,200	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
3545	CONSULT/MGT/PC SVCE.	18,000	18,000	\$0	\$14,756	\$3,244	81.98%	96.20%	\$17,316	\$0	(\$2,560)	\$0	\$0
3547	COUNTY COUNSEL	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
3550	COUNTY OVERHEAD	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
3575	DATA PROCESSING	50,000	50,000	(\$3)	\$49,960	\$40	99.92%	92.99%	\$46,493	\$19,235	\$3,467	\$19,235	\$0
3665	PROF & SPECIAL	105,000	80,000	\$12,569	\$93,920	(\$13,920)	117.40%	65.88%	\$84,887	\$5,688	\$9,033	\$5,688	\$3,584
3763	VETERINARIAN SERVICES	87,575	131,890	\$12,417	\$143,842	(\$11,952)	109.06%	140.56%	\$182,724	\$10,431	(\$38,882)	\$10,431	\$22,307
3800	EQUIPMENT RENTS & LEASES-	5,000	5,000	\$0	\$4,774	\$226	95.47%	62.44%	\$4,683	\$0	\$91	\$0	\$0
3810	RENTS & LEASES-	198,842	198,842	\$0	\$197,669	\$1,173	99.41%	99.36%	\$197,669	\$0	\$0	\$108	\$513
3820	FIELD EQUIPMENT	1,500	750	\$0	\$161	\$589	21.45%	23.12%	\$347	\$0	(\$186)	\$0	\$0
3835	ADVERTISING & PROMOTION	1,500	750	\$100	\$1,306	(\$556)	174.08%	18.06%	\$452	\$0	\$854	\$0	\$0
3935	INVENTORY MATERIALS PURCHA	7,500	18,000	\$0	\$19,358	(\$1,358)	107.55%	100.00%	\$18,368	\$796	\$991	\$796	\$1,213
3976	SPECIAL MISC EXP-SUPPLIES	1,500	500	\$33	\$331	\$169	66.21%	100.00%	\$925	\$0	(\$594)	\$0	\$208
4110	SUBSCRIPTIONS/BOOKS	500	500	\$0	\$633	(\$133)	126.55%	96.59%	\$483	\$0	\$150	\$0	\$0
4120	TOWING	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
4154	TRAVEL-EDUCATION	3,500	3,000	\$0	\$1,615	\$1,385	53.83%	18.77%	\$657	\$40	\$958	\$40	\$37
4162	TRAVEL-LODGING	750	750	\$0	\$846	(\$96)	112.84%	98.35%	\$738	\$415	\$109	\$415	\$0
4164	TRAVEL-LODGING	600	500	\$0	\$289	\$211	57.87%	32.01%	\$192	\$0	\$97	\$0	\$0
4166	TRAVEL-MEALS	3,000	1,000	\$0	\$302	\$698	30.16%	34.36%	\$1,375	\$33	(\$1,073)	\$33	\$0
4168	TRAVEL-OTHER	100	100	\$0	\$52	\$48	51.64%	1031.14%	\$1,031	\$148	(\$980)	\$148	\$273
4170	REGISTRATIONS	0	0	\$0	\$0	\$0	0.00%	0.00%	\$250	\$865	(\$980)	\$865	\$0
4175	SERVICE CENTER	36,000	36,000	\$8,432	\$41,570	(\$5,570)	115.47%	111.74%	\$39,108	\$250	\$2,462	\$250	\$250
4180	TRAVEL ADVANCES	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
4310	UTILITIES	87,000	85,174	\$9,309	\$84,702	\$472	98.45%	100.73%	\$86,628	\$11,356	(\$1,926)	\$11,356	\$6,628
4830	PRINCIPAL ON LEASE PURCHASES	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
3200	SERVICES & SUPPLIES	\$998,431	\$1,042,721	\$75,692	\$1,044,826	\$31,030	109.20%	110.00%	\$1,101,300	\$54,606	\$164,416	\$54,606	\$71,940
													\$1,118,174

Pos + = UP  
Neg ( ) = DOWN

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT**  
2012-13

As of 06/30/13 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Acct	Acct Title	2012-13 Adj. Budget	2012-13 Est./Actuals	May Actuals	June Actuals	2012-13 YTD Actuals	YTD Remaining	100%		2011-12 YTD Actuals	COMPARE		2011-12 Est./Actuals
								Percentage of CY EA's Actualized	Percentage of PY Budget Actualized		THRU JUNE PY ACTUALS	JUNE Actuals	
5980	COUNTY OVERHEAD (see 3550)	\$107,672	\$107,672	\$0	\$0	\$107,672	\$0	100.00%	100.00%	\$95,947	\$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	\$0	\$0	\$107,672	(\$0)	100.00%	0.00%	\$95,947	\$107,672	\$0	\$95,947
8404	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	16.94%	\$12,884	\$0	\$0	\$12,884
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	100.59%	\$12,884	\$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	\$310,000	\$24,024	\$35,848	\$332,929	(\$22,929)	107.40%	83.99%	\$272,448	\$60,481	\$31,689	\$27,532
430	INTEREST	\$3,000	\$3,500	\$226	\$198	\$3,582	(\$82)	102.34%	133.55%	\$4,007	(\$425)	\$249	\$230
440	RENTS & CONCESS	\$2,500	\$1,500	\$65	\$1,000	\$1,281	\$219	85.37%	90.23%	\$2,256	(\$975)	\$1,000	\$0
441	RENTAL DEPOSIT/FORFEIT REVE	\$0	\$70	\$0	\$0	\$140	(\$70)	200.00%	100.00%	\$140	\$0	\$0	\$0
984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	100.00%	\$9,000	(\$9,000)	\$0	\$140
1096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
1510	HUMANE SERVICES	\$311,207	\$315,000	\$21,730	\$37,377	\$299,087	\$15,913	94.95%	78.77%	\$305,617	(\$6,529)	\$31,723	\$29,915
2010	ADMINISTRATIVE SERVICES	\$0	\$1,040	\$90	\$110	\$1,040	(\$40)	104.00%	0.00%	\$1,380	(\$340)	\$130	\$120
2022	COST RECOVERY-OTHER	\$0	\$6,000	\$599	\$438	\$5,597	\$403	93.28%	0.00%	\$6,999	(\$1,402)	\$0	\$3,940
2044	MEMBER CONTRIBUTION	\$2,217,945	\$2,217,945	\$94,298	\$0	\$2,217,945	(\$0)	100.00%	100.00%	\$2,163,849	\$54,096	\$0	\$116,829
2047	OTHER CHARGES CURRRENT SE	\$0	\$0	\$250	\$0	\$2,100	(\$2,100)	0.00%	0.00%	\$294	\$1,806	\$170	\$124
2073	ADMINISTRATIVE FINE FEES	\$25,000	\$0	\$1,250	\$975	\$3,825	(\$3,825)	0.00%	0.20%	\$100	\$3,725	\$0	\$0
2205	ANIMAL MICROCHIP FEES	\$7,500	\$20,000	\$2,175	\$1,435	\$22,779	(\$2,779)	113.90%	100.00%	\$11,213	\$11,213	\$1,770	\$1,979
2206	ANIMAL RABIES FEES	\$5,000	\$7,500	\$526	\$396	\$6,754	\$746	90.05%	100.00%	\$4,957	\$1,797	\$439	\$635
2207	ANIMAL SPAY&NEUTER FEES	\$126,000	\$85,000	\$6,809	\$8,185	\$76,269	\$8,731	89.73%	100.00%	\$116,865	(\$40,595)	\$8,878	\$12,667
2334	SALES-OTHER-TAXABLE	\$15,000	\$12,000	\$2,100	\$1,196	\$12,923	(\$923)	107.69%	100.00%	\$10,741	\$2,182	\$838	\$896
2362	CASH OVERAGES	\$0	\$0	\$0	\$16	\$42	(\$42)	0.00%	100.00%	\$37	\$4	\$0	\$20
2372	CONTRIBUTIONS AND DONATION	\$270,000	\$215,000	\$14,288	\$24,534	\$184,025	\$30,975	85.59%	106.95%	\$160,423	\$23,602	\$8,354	\$33,753
2380	NSF CHECKS	\$0	\$0	(\$17)	\$100	(\$173)	\$173	100.00%	0.00%	(\$169)	(\$4)	\$27	\$0
2381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$80	\$200	\$360	(\$360)	0.00%	0.00%	\$0	\$360	\$0	\$0
2384	OTHER REVENUE	\$50,000	\$47,000	\$3,170	\$3,848	\$46,317	\$663	98.55%	58.92%	\$44,189	\$2,127	\$2,110	\$13,169
2500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
2981	LICENSES - CAPITOLA	\$0	\$0	\$536	\$1,152	\$8,971	(\$8,971)	0.00%	0.00%	\$6,843	\$2,128	\$818	\$787
2982	LICENSES - SANTA CRUZ	\$0	\$0	\$4,133	\$6,903	\$59,954	(\$59,954)	0.00%	0.00%	\$47,028	\$12,926	\$5,235	\$4,387
2983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$1,169	\$2,013	\$17,514	(\$17,514)	0.00%	0.00%	\$14,784	\$2,730	\$1,891	\$1,693
2984	LICENSES- COUNTY	\$0	\$0	\$15,209	\$22,261	\$206,791	(\$206,791)	0.00%	0.00%	\$171,219	\$35,572	\$19,928	\$17,606
2986	LICENSES- WATSONVILLE	\$0	\$0	\$2,977	\$3,519	\$39,699	(\$39,699)	0.00%	0.00%	\$32,574	\$7,125	\$3,817	\$3,059
100-2500	REVENUES	\$3,371,614	\$3,241,515	\$171,662	\$115,957	\$3,216,822	\$24,693	99.24%	98.87%	\$3,114,699	\$102,123	\$87,378	\$241,809
													\$3,154,184

Pos + = UP  
Neg ( ) = DOWN

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

Revenues:	2013-14 Final Budget	2013-14 YTD Actuals	YTD Remaining	2012-13 YTD Actuals
ANIMAL LICENSES	\$340,000	\$18,340	\$321,660	\$16,455
INTEREST	\$3,000	\$0	\$3,000	\$183
RENTS & CONCESSIONS	\$1,500	\$63	\$1,437	\$78
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$336,000	\$25,696	\$310,304	\$19,081
ADMINISTRATIVE SERVICES	\$1,000	\$160	(\$160)	\$100
COST RECOVERY-OTHER	\$5,500	\$451	(\$451)	\$384
MEMBER CONTRIBUTION	\$2,217,945	\$509,519	\$1,708,426	\$0
CHARGES FOR CURRENT SERVICES	\$0	\$0	\$0	\$0
ADMIN FINE FEES	\$25,000	\$700	\$24,300	\$0
ANIMAL MICROCHIP FEES	\$20,000	\$1,700	\$18,300	\$840
ANIMAL RABIES FEES	\$10,000	\$372	\$9,628	\$226
ANIMAL SPAY&NEUTER FEES	\$100,000	\$5,335	\$94,665	\$600
SALES-OTHER-TAXABLE	\$15,000	\$1,191	\$13,809	\$575
CASH OVERRAGES	\$0	\$0	\$0	\$3
CONTRIBUTIONS and DONATIONS	\$270,000	\$5,979	\$264,021	\$6,311
NSF CHECKS	\$0	(\$129)	\$129	\$0
NSF CHECKS-RETURNED CHECK FEE	\$0	(\$160)	\$160	\$0
OTHER REVENUE	\$50,000	\$3,170	\$46,830	\$3,135
BOND PROCEEDS	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$3,394,945</b>	<b>\$572,387</b>	<b>\$2,816,058</b>	<b>\$47,970</b>

**Less Expenditures:**

Salaries and Benefits	\$2,332,962	\$127,074	\$2,205,888	\$105,951
Services and Supplies	\$984,670	\$107,709	\$876,961	\$102,999
Other Uses	\$119,907	\$0	\$119,907	\$0
Fixed Assets	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$3,437,539</b>	<b>\$234,783</b>	<b>\$3,202,756</b>	<b>\$208,949</b>

**Plus Contingency:**

\$137,474	\$0	\$137,474	\$0	
<b>TOTAL EXPENDITURES INCLUDING CONTINGENCY:</b>	<b>\$3,575,013</b>	<b>\$234,783</b>	<b>\$3,340,230</b>	<b>\$208,949</b>

<b>NET REVENUES OVER (UNDER) EXPENDITURE</b>	<b>(\$180,068)</b>	<b>\$337,604</b>	<b>(\$524,172)</b>	<b>(\$160,980)</b>
--	--------------------	------------------	--------------------	--------------------

<b>BEGINNING FUND BALANCE - UNDESIGNATED</b>	<b>\$27,218</b>	<b>\$27,218</b>	<b>\$27,218</b>	<b>\$0</b>
--	-----------------	-----------------	-----------------	------------

(unaudited ending balance from 6/30/13)

<b>ENDING FUND BALANCE - UNDESIGNATED</b>	<b>(\$152,850)</b>	<b>\$364,822</b>	<b>(\$496,954)</b>	<b>(\$160,980)</b>
---	--------------------	------------------	--------------------	--------------------

Est. Transfer from SB90/B.JEAN Designations

\$152,850	\$0	\$0		
<b>ENDING FUND BALANCE - UNDESIGNATED</b>	<b>\$0</b>	<b>\$364,822</b>	<b>(\$496,954)</b>	<b>(\$160,980)</b>

**ANIMAL LICENSE DETAIL**

	2013-14 YTD Actuals	2012-13 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$323	\$262	\$61
LICENSES - SANTA CRUZ	\$3,566	\$2,957	\$609
LICENSES- SCOTTS VALLEY	\$1,462	\$799	\$663
LICENSES- COUNTY	\$10,749	\$9,969	\$780
LICENSES- WATSONVILLE	\$2,240	\$2,468	(\$228)

\* Fund Balance Committed for SB 90 Claims received and set aside as of 6/30/13 is \$648,346 (Unaudited) before 12-13 adjust.

\* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/13 is \$546,992 (Unaudited) before 12-13 adjustments

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



**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT**  
2012-13

As of 07/31/13 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Acct	Acct Title	2013-14 Final Budget	CY Encumb	July Actuals	2013-14 YTD Actuals	YTD Remaining	8%		8%		COMPARE	
							Percentage of CY Budget Actualized	Percentage of PY Budget Actualized	2012-13 YTD Actuals	THRU JULY PY ACTUALS	July-12 Actuals	2012-13 Est./Actuals
3100	SALARIES & BENF	\$2,332,962	\$0	\$127,074	\$127,074	\$2,205,888	5.45%	5.40%	\$105,951	\$21,123	\$105,951	\$2,251,933
3200	SERVICES & SUPPL	\$984,670	\$0	\$107,709	\$107,709	\$876,961	10.94%	10.03%	\$102,999	\$4,710	\$102,999	\$1,042,721
6100	OTHER USES	\$119,907	\$0	\$0	\$0	\$119,907	0.00%	0.00%	\$0	\$0	\$0	\$107,672
6600	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
9700	CONTINGENCIES	\$137,474	\$0	\$0	\$0	\$137,474	0.00%	0.00%	\$0	\$0	\$0	\$0
3100-9700	TOTAL EXPENDITURES	\$3,575,013	\$0	\$234,783	\$234,783	\$3,340,230	6.57%	8.93%	\$208,949	\$25,834	\$208,949	\$3,402,326
100-2500	TOTAL REVENUES	\$3,394,945	\$0	\$572,387	\$572,387	\$2,822,558	16.86%	1.64%	\$47,970	\$524,418	\$47,970	\$3,241,515
	NET COST	\$180,068	(\$0)	(\$337,604)	(\$337,604)	\$517,672	-187.49%	100.10%	\$160,980	\$498,584	\$160,980	\$160,811
3100	REGULAR PAY-PER	1,387,396	\$0	\$82,584	\$82,584	\$1,304,812	5.95%	5.92%	\$68,755	\$13,829	\$68,755	1,334,557
3105	OVERTIME PAY-PE	4,850	\$0	\$15	\$15	\$4,835	0.31%	0.00%	\$2	\$13	\$2	1,411
3110	REGULAR PAY-EXT	30,604	\$0	\$826	\$826	\$29,778	0.00%	2.59%	\$2,068	(\$1,242)	\$2,068	29,723
3140	DIFFERENTIAL PAY	22,817	\$0	\$956	\$956	\$21,861	4.19%	4.66%	\$1,072	(\$117)	\$1,072	19,429
3150	OASDI-SOCIAL SE	109,775	\$0	\$6,319	\$6,319	\$103,456	5.76%	5.47%	\$5,380	\$940	\$5,380	102,842
3155	RETIREMENT	280,138	\$0	\$16,233	\$16,233	\$263,905	5.79%	6.74%	\$13,189	\$3,044	\$13,189	257,825
3160	EMPLOYEE INSURA	392,187	\$0	\$20,141	\$20,141	\$372,046	5.14%	5.96%	\$15,485	\$4,656	\$15,485	380,995
3165	UNEMPLOYMENT IN	5,285	\$0	\$0	\$0	\$5,285	0.00%	0.00%	\$0	\$0	\$0	10,318
3170	WORKERS COMPENS	99,910	\$0	\$0	\$0	\$99,910	0.00%	0.00%	\$0	\$0	\$0	114,833
3100	SALARIES & BENF	\$2,332,962	\$0	\$127,074	\$127,074	\$2,205,888	5.45%	5.40%	\$105,951	\$21,123	\$105,951	\$2,251,933
3215	POLICE SAFETY EQUIPMENT	1,000	\$0	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	500
3225	UNIFORM REPLACEMENT	2,000	\$0	\$0	\$0	\$2,000	0.00%	0.00%	\$0	\$0	\$0	2,000
3235	RADIO SERVICES	29,000	\$0	\$2,254	\$2,254	\$26,746	7.77%	6.78%	\$2,204	\$50	\$2,204	27,000
3240	TELECOM SERVICES	28,000	\$0	(\$4,253)	(\$4,253)	\$32,253	-15.19%	-8.80%	(\$2,463)	(\$1,790)	(\$2,463)	26,000
3250	FOOD	8,000	\$0	\$346	\$346	\$7,654	4.32%	5.70%	\$970	(\$624)	\$970	8,000
3262	JANITORIAL SERVICES	12,000	\$0	\$0	\$0	\$12,000	0.00%	0.00%	\$0	(\$366)	\$0	10,000
3295	LIABILITY INSURANCE	30,882	\$0	\$29,663	\$29,663	\$1,219	96.05%	98.46%	\$30,029	\$0	\$30,029	31,250
3305	OTHER INSURANCE	1,215	\$0	\$0	\$0	\$1,215	0.00%	0.00%	\$0	\$0	\$0	1,215
3355	MAINT-OFFICE EQUIPMENT	800	\$0	\$0	\$0	\$800	0.00%	0.00%	\$0	\$0	\$0	800
3360	MAINT-OTHER EQUIP-SVCS	3,000	\$0	\$0	\$0	\$3,000	0.00%	0.00%	\$0	\$0	\$0	3,000
3361	MAINT-OTHER EQUIP-SVCS	500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	500
3395	FACILITIES MAINT	32,000	\$0	\$110	\$110	\$31,890	0.34%	2.62%	\$126	(\$16)	\$126	42,000
3405	MAINT STRUCT IM	2,500	\$0	\$0	\$0	\$2,500	0.00%	0.00%	\$0	\$0	\$0	5,000
3432	OTHER MEDICAL MATERIALS	115,000	\$0	\$9,320	\$9,320	\$105,680	8.10%	7.08%	\$5,619	\$3,701	\$5,619	115,000
3450	MEMBERSHIPS	1,200	\$0	\$445	\$445	\$755	37.08%	12.82%	\$125	\$320	\$125	2,000
3451	MISCELLANEOUS EXPENSES	6,381	\$0	\$0	\$0	\$6,381	0.00%	0.00%	\$0	\$0	\$0	13,000

Pos + = UP  
Neg ( ) = DOWN

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT**  
**2012-13**

As of 07/31/13 from FAMIS  
 SC CO ANIMAL SERVICES AUTHORITY  
 Organization: 70 28

Acct	Acct Title	2013-14 Final Budget	CY Encumb	July Actuals	2013-14 YTD Actuals	YTD Remaining	8%		8%		COMPARE THRU JULY PY ACTUALS	2012-13 YTD Actuals	2012-13 Est./Actuals
							Percentage of CY Budget Actualized	Percentage of PY Budget Actualized	Percentage of CY Budget Actualized	Percentage of PY Budget Actualized			
3452	CASH SHORTAGES	\$0	\$0	\$11	\$11	(\$11)	0.00%	0.00%	0.00%	0.00%	\$20	\$0	
3484	DUPLICATING SVCS	2,500	\$0	\$772	\$772	\$1,728	30.88%	0.00%	0.00%	\$772	\$0	2,500	
3489	PC SOFTWARE PURCHASES	2,500	\$0	\$0	\$0	\$2,500	0.00%	0.00%	0.00%	\$0	\$0	\$1,800	
3491	POSTAGE	8,000	\$0	\$2,127	\$2,127	\$5,873	26.59%	0.00%	0.00%	\$2,127	\$0	8,000	
3492	SUBSCRIPTIONS/PERIODICALS	400	\$0	\$0	\$0	\$400	0.00%	0.00%	0.00%	\$0	\$0	400	
3493	SUPPLIES	60,000	\$0	\$2,277	\$2,277	\$57,723	3.80%	0.74%	0.00%	\$1,847	\$431	72,000	
3496	INVENTORABLE ITEMS	6,800	\$0	\$0	\$0	\$6,800	0.00%	0.00%	0.00%	\$0	\$0	4,500	
3505	ACCOUNTING & AUDITING	20,000	\$0	\$0	\$0	\$20,000	0.00%	0.00%	0.00%	\$0	\$0	17,000	
3520	BANKING SERVICES	18,000	\$0	\$1,907	\$1,907	\$16,093	10.59%	10.37%	0.00%	\$0	\$1,325	18,000	
3535	COMPUTER PROF SVCS	1,200	\$0	\$0	\$0	\$1,200	0.00%	0.00%	0.00%	\$0	\$0	500	
3545	CONSULT/MGT/PC SVCE.	18,000	\$0	\$0	\$0	\$18,000	0.00%	0.00%	0.00%	\$0	\$0	18,000	
3547	COUNTY COUNSEL	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0	
3550	COUNTY OVERHEAD	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0	
3575	DATA PROCESSING	50,000	\$0	(\$2)	(\$2)	\$50,002	0.00%	0.06%	0.00%	(\$25)	\$23	50,000	
3665	PROF & SPECIAL	80,000	\$0	\$3,717	\$3,717	\$76,283	4.65%	2.75%	0.00%	\$1,864	\$1,853	80,000	
3763	VETERINARIAN SERVICES	95,000	\$0	\$6,005	\$6,005	\$88,995	6.32%	8.79%	0.00%	(\$6,400)	\$12,405	131,890	
3800	EQUIPMENT RENTS & LEASES-	5,000	\$0	\$0	\$0	\$5,000	0.00%	4.65%	0.00%	(\$394)	\$394	5,000	
3810	RENTS & LEASES-	198,842	\$0	\$49,417	\$49,417	\$149,425	24.85%	25.34%	0.00%	\$0	\$49,417	198,842	
3820	FIELD EQUIPMENT	1,500	\$0	\$0	\$0	\$1,500	0.00%	0.00%	0.00%	\$0	\$0	750	
3835	ADVERTISING & PROMOTION	1,500	\$0	\$234	\$234	\$1,266	15.60%	0.00%	0.00%	\$234	\$0	750	
3935	INVENTORY MATERIALS PURCHA	10,000	\$0	\$0	\$0	\$10,000	0.00%	153.82%	0.00%	(\$3,076)	\$3,076	18,000	
3976	SPECIAL MISC EXP-SUPPLIES	500	\$0	\$0	\$0	\$500	0.00%	0.00%	0.00%	\$0	\$0	500	
4110	SUBSCRIPTIONS/BOOKS	500	\$0	\$0	\$0	\$500	0.00%	0.00%	0.00%	\$0	\$0	500	
4120	TOWING	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0	
4154	TRAVEL-EDUCATION	3,500	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	3,000	
4162	TRAVEL-LODGING	750	\$0	\$0	\$0	\$3,500	0.00%	0.00%	0.00%	\$0	\$0	750	
4164	TRAVEL-MEALS	600	\$0	\$0	\$0	\$750	0.00%	0.00%	0.00%	\$0	\$0	500	
4166	TRAVEL-MILEAGE	3,000	\$0	\$0	\$0	\$600	0.00%	0.00%	0.00%	\$0	\$0	1,000	
4168	TRAVEL-OTHER	100	\$0	\$0	\$0	\$3,000	0.00%	0.00%	0.00%	\$0	\$0	100	
4170	REGISTRATIONS	0	\$0	\$0	\$0	\$100	0.00%	0.00%	0.00%	\$0	\$0	0	
4175	SERVICE CENTER	36,000	\$0	(\$1,335)	(\$1,335)	\$37,335	-3.71%	-6.74%	0.00%	\$1,902	(\$3,237)	36,000	
4180	TRAVEL ADVANCES	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0	
4310	UTILITIES	87,000	\$0	\$4,693	\$4,693	\$82,307	5.39%	0.86%	0.00%	\$4,011	\$681	85,174	
4830	PRINCIPAL ON LEASE PURCHASES	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	
3200	SERVICES & SUPPLIES	\$984,570	\$0	\$107,709	\$107,709	\$876,861	10.94%	10.03%	10.03%	\$25,252	\$102,999	\$1,042,721	

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT**  
2012-13

As of 07/31/13 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	2013-14 Final Budget	CY Encumb	July Actuals	2013-14 YTD Actuals	YTD Remaining	8%		2012-13 YTD Actuals	COMPARE THRU JULY		2012-13 Est./Actuals
							Percentage of CY Budget Actualized	Percentage of PY Budget Actualized		PY ACTUALS	Actuals	
5980	COUNTY OVERHEAD (see 3550)	\$119,907	\$0	\$0	\$0	\$119,907	0.00%	0.00%	\$0	\$0	\$0	\$107,672
6101	OPERATING TRSF OUT	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
6100	OTHER USES	\$119,907	\$0	\$0	\$0	\$119,907	0.00%	0.00%	\$0	\$0	\$0	\$107,672
8404	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
9695	APPROP FOR CONTINGENCIES	\$137,474	\$0	\$0	\$0	\$137,474	0.00%	0.00%	\$0	\$0	\$0	\$0
9700	CONTINGENCIES	\$137,474	\$0	\$0	\$0	\$137,474	0.00%	0.00%	\$0	\$0	\$0	\$0
100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
230	ANIMAL LICENSES	\$340,000	\$0	\$18,340	\$18,340	\$321,660	5.39%	8.94%	\$16,455	\$1,885	\$16,455	\$310,000
430	INTEREST	\$3,000	\$0	\$0	\$0	\$3,000	0.00%	0.70%	\$183	(\$183)	\$183	\$3,500
440	RENTS & CONCESS	\$1,500	\$0	\$63	\$63	\$1,437	4.21%	0.47%	\$78	(\$15)	\$78	\$1,500
441	RENTAL DEPOSIT/FORFEIT REVE	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
1096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
1510	HUMAN SERVICES	\$336,000	\$0	\$25,696	\$25,696	\$310,304	7.65%	7.63%	\$19,081	\$6,616	\$19,081	\$315,000
2010	ADMINISTRATIVE SERVICES	\$1,000	\$0	\$160	\$160	\$840	0.00%	0.04%	\$100	\$60	\$100	\$1,000
2022	COST RECOVERY-OTHER	\$5,500	\$0	\$451	\$451	\$5,049	0.00%	0.15%	\$384	\$67	\$384	\$6,000
2044	MEMBER CONTRIBUTION	\$2,217,945	\$0	\$509,519	\$509,519	\$1,708,426	22.97%	0.00%	\$0	\$509,519	\$0	\$2,217,945
2047	OTHER CHARGES CURRRENT SE	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
2073	ADMINISTRATIVE FINE FEES	\$25,000	\$0	\$700	\$700	\$24,300	2.80%	0.00%	\$0	\$700	\$0	\$0
2205	ANIMAL MICROCHIP FEES	\$20,000	\$0	\$1,700	\$1,700	\$18,300	8.50%	0.34%	\$840	\$860	\$840	\$20,000
2206	ANIMAL RABIES FEES	\$10,000	\$0	\$372	\$372	\$9,628	3.72%	0.09%	\$226	\$146	\$226	\$7,500
2207	ANIMAL SPAY&NEUTER FEES	\$100,000	\$0	\$5,335	\$5,335	\$94,665	5.34%	0.24%	\$600	\$4,735	\$600	\$85,000
2334	SALES-OTHER-TAXABLE	\$15,000	\$0	\$1,191	\$1,191	\$13,809	7.94%	0.23%	\$575	\$617	\$575	\$12,000
2362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$3	(\$3)	\$3	\$0
2372	CONTRIBUTIONS AND DONATION	\$270,000	\$0	\$5,979	\$5,979	\$264,021	2.21%	2.52%	\$6,311	(\$332)	\$6,311	\$215,000
2380	NSF CHECKS	\$0	\$0	(\$129)	(\$129)	\$129	0.00%	0.00%	\$0	(\$129)	\$0	\$0
2381	NSF CHECKS-RETURNED CHECK	\$0	\$0	(\$160)	(\$160)	\$160	0.00%	0.00%	\$0	(\$160)	\$0	\$0
2384	OTHER REVENUE	\$50,000	\$0	\$3,170	\$3,170	\$46,830	6.34%	11.20%	\$3,135	\$35	\$3,135	\$47,000
2500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
2981	LICENSES - CAPITOLA	\$0	\$0	\$323	\$323	(\$323)	0.00%	0.00%	\$262	\$61	\$262	\$0
2982	LICENSES - SANTA CRUZ	\$0	\$0	\$3,566	\$3,566	(\$3,566)	0.00%	0.00%	\$2,957	\$609	\$2,957	\$0
2983	LICENSES-SCOTTS VALLEY	\$0	\$0	\$1,462	\$1,462	(\$1,462)	0.00%	0.00%	\$799	\$663	\$799	\$0
2984	LICENSES-COUNTY	\$0	\$0	\$10,749	\$10,749	(\$10,749)	0.00%	0.00%	\$9,969	\$780	\$9,969	\$0
2986	LICENSES-WATSONVILLE	\$0	\$0	\$2,240	\$2,240	(\$2,240)	0.00%	0.00%	\$2,468	(\$228)	\$2,468	\$0
100-2500	REVENUES	\$3,394,945	\$0	\$572,387	\$572,387	\$2,822,558	16.86%	1.54%	\$47,970	\$524,418	\$47,970	\$3,241,515

**Consent Agenda Item 6.3**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: August 12, 2013  
SUBJECT: Adopt a Resolution for the election of Directors to the Special District Risk Management Authority Board of Directors

## Recommendation:

Adopt a Resolution of the Governing Body of the Santa Cruz County Animal Services Authority for the election of Directors to the Special District Risk Management Authority Board of Directors.

## Discussion:

SDRMA has asked us to adopt a Resolution of the Governing Body of the Santa Cruz County Animal Services Authority for the election of Directors to the Special District Risk Management Authority Board of Directors. The vote is to be received by SDRMA no later than Tuesday, August 27, 2013, 5 p.m.

Special District Risk  
Management Authority

Maximizing Protection.  
Minimizing Risk.

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141  
F 916.231.4111  
Toll-free 800.537.7790  
www.sdrma.org



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2013.

On May 7, 2013, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2012-05 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

Enclosed is the Official Election Resolution and Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 27, 2013 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2014 and terminate on December 31, 2017.
6. Important balloting and election dates are:

**August 27, 2013 - Deadline for members to return the signed Official Election Resolution and Ballot**

August 29, 2013 - Ballots are opened and counted

August 30, 2013 - Election results are announced and candidates notified

September 18, 2013 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 29-30, 2013 -- Newly elected Directors are invited to attend SDRMA Board meeting (Sacramento)

January 2014 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Financial Officer Paul Frydenidal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Santa Cruz County Animal Services Authority  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2012-05 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Santa Cruz County Animal Services Authority selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- MURIL CLIFT (INCUMBENT) Director, Cambria Community Services District
MIKE SCHEAFER Director/Vice President, Costa Mesa Sanitary District
JOHN WOOLLEY Director/Finance Officer, Manila Community Services District
TIM UNRUH District Manager, Kern County Cemetery District No. 1
JEAN BRACY (INCUMBENT) Director of Administrative Services, Mojave Desert Air Quality Management District
DENNIS MAYO Director/President, McKinleyville Community Services District
DAVID ARANDA (INCUMBENT) General Manager, North of the River Municipal Water District

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2013 by the Santa Cruz County Animal Services Authority by the following roll call votes listed by name:

AYES: \_\_\_\_\_
NOES: \_\_\_\_\_
ABSTAIN: \_\_\_\_\_
ABSENT: \_\_\_\_\_

ATTEST:

APPROVED: