



Santa Cruz County Animal Shelter

2200 7th 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
October 19, 2015 – 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**
 - 5.1 Approve minutes of the August 10, 2015 meeting**
 - 5.2 Accept reports of the General Manager and the Management Team for August/September 2015**
 - 5.3 Accept and file the statistics for the months August/September 2015**
 - 5.4 Accept and approve quarterly report for all claims under \$10,000**
 - 5.5 Accept and approve Journal Entry payments with the County of Santa Cruz**
 - 5.6 Approve fixed asset inventory for 2015**
 - 5.7 Continue to next meeting the revision of SCCAS policy and procedure #210 and #220**
 - 5.8 Continue to next meeting the discussion of field patrol activities**
 - 5.9 Accept and approve the record retention policy and procedure**
- 6.0 Regular Agenda**
 - 6.1 General Manager's oral report**
 - 6.2 Consider and approve financial report for the months of August/September 2015 and take related actions**
- 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: October 19, 2015
SUBJECT: Approve Minutes of August 10, 2015 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of August 10, 2015.

**SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING**
Minutes of Monday, August 10, 2015 3:00 PM
Board of Supervisors Chambers, Fifth Floor
701 Ocean Street, Santa Cruz, CA 95060

VOTING KEY: M = Mauriello, P = Phares, S = Shull, C = Clark, W = Weiss, Mc=McCartney,
V = Verinsky, B = Barreto,

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: Deputy Chief Steve Clark called the meeting to order at 3:05 pm. Board member Barreto was absent.
- 2.0 Introductions: Melanie Sobel introduced new Board member Undersheriff Jeremy Verinsky.
- 3.0 Late Addition or changes to agenda: For Item 6.3, we wish to continue to next meeting the discussion of statistics. On page 46, the time spent on Animal Control activities is incorrectly listed as being for April/May. It should be changed to read June/July 2015.
- 4.0 ORAL COMMUNICATION – Six people addressed the Board on matters unrelated to the day's agenda.
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the June 8, 2015 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for June and July 2015
 - 5.3 Accepted and approved recommendations for three candidates for the Special District Risk Management Authority Board of Directors
 - 5.4 Accepted and approved quarterly report for all claims under \$10,000
 - 5.5 Accepted and approved journal entry payments with the County of Santa Cruz for FY14/15 fourth quarter
 - 5.6 Continued to next meeting the revision of SCCAS policy and procedures #210 and #220

CWMPSMcV/B/

6.0 REGULAR AGENDA

- 6.1 General Manager's Oral report presented by Melanie Sobel.

Ms. Sobel gave updates on several recent Shelter events and programs including the summer Critter Camp for kids, the 5th Annual Healthy Dogs Shots Fair, the new Adopt a Chihuahua project and a new Animal Control Officer. Ms. Sobel also indicated that she is working on quotes for Capital Improvements.

6.2 Approved financial reports for the months of June 2015 and July 2015.

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Board Member Phares congratulated Ms. Sobel and shelter staff for exceeding expectations in regards to fundraising.

Board action on Regular Agenda Item 6.2: WSMPCMcV/B/

6.3 Accept and file the statistics for June 2015 and July 2015

As Officer Stosuy was not able to attend this Board meeting, Ms. Sobel has requested to continue to next meeting the discussion of patrol activities. In addition, this will give us a larger sample of data to review at the October meeting.

Board action on Regular Agenda Item 6.3: MVPSCWMc/B/

7.0 Meeting adjourned at 3:43pm. Next regular meeting is scheduled for October 19, 2015 at 3:00pm.

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
 FROM: Melanie Sobel, General Manager
 DATE: October 19, 2015
 SUBJECT: Reports from the Management Team for the months of August/September 2015

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

- Program and Development Manager Jen Walker secured a \$10,000 Youth Humane Education grant from the Petfinder Foundation and Build a Bear Workshop for SCCAS' humane education programs.
- SCCAS completed the "Planned Pethood South" program providing free spay/neuter, microchip (includes registration), rabies and FVRCP vaccinations, for all cats that reside in zip code 95076. Over 1,200 cats have been altered as a result of this program.
- In August 2015, SCCAS started using inmates seven days a week, seven hours a day from Rountree Detention Center to help with basic cleaning, maintenance projects and landscaping at the Santa Cruz shelter location. This partnership has been a win-win situation as the inmates learn skills and aspects of animal shelter operations while helping staff members. SCCAS staff has built a great camaraderie with the inmates and both participant groups benefit from the team building experience.
- On August 15 & 16, 2015 SCCAS had an information booth at the Scotts Valley Art & Wine Festival.
- On August 22, 2015 SCCAS hosted a workshop entitled, Living with a Dog Pack, by renowned canine behaviorist Trish King.
- On August 29, 2015 SCCAS and the Santa Cruz County Parks Department hosted the first annual "Parks & Rex" event at the Simpkins Family Swim Center. The event raised over \$4,000 for youth recreational programs in Santa Cruz County parks. The event featured live music, a DJ, food truck and grill, kid's pool activities, dog activities and raffle.
- On August 31, 2015 Discretion Brewery hosted their Love Monday fundraising event benefitting SCCAS.
- On September 17, 2015 Woodstock Pizza hosted a fundraiser for SCCAS.
- On September 20, 2015 SCCAS had an information booth at the BirchBark Foundation Pet Safety Fair.
- On September 26, 2015 SCCAS hosted a workshop entitled Adolescence & Age, by renowned canine behaviorist Trish King.
- SCCAS received a \$10,000 bequest from the Marjorie Clarke estate.
- SCCAS staff continues to offer training workshops for staff and volunteers on cat and dog behavior, performing dog shows to potential adopters, foster care of animals, and explaining the disposition decisions made on animals regarding health and temperament.

- 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.
- SCCAS continues to expand its free targeted humane education program with after school presentations from preschool to 6th grade in Watsonville and Freedom public schools. SCCAS humane educator Julie Hitchcock, who is bilingual and has been a teacher in the Watsonville public school system for 18 years, is conducting the presentations which include topics such as: Pets and People; Needs We Share; What a Dog Needs; Safe Interactions with Dogs; Adopting a Pet; Learning to See Dogs as Individuals; Pet Overpopulation; Dog Bite Prevention; and Careers in Animal Welfare. This program reaches some of the most underserved areas in South County.
- Heading Home Rescue, Animal Shelter Relief and Four Paws to Love continue to take SCCAS' cats and kittens, many with medical issues and too young for adoption, into their adoption programs. This partnership continues to increase SCCAS' animal transfer rate significantly and directly helps increase SCCAS' live animal release rate.
- Santa Cruz SPCA continues to assist SCCAS with taking animals into their adoption program. This directly helps increase SCCAS's live animal release rate.
- Friends of Watsonville Animal Shelter (FOWAS) continue to fund medical procedures for SCCAS animals, allowing them to be treated and made available for adoption. This directly helps increase SCCAS' live animal release rate.
- Project Purr continues to assist SCCAS with unsocial cat placement. 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 General Manager writes a column on animal welfare issues for the bimonthly Shampoochez newsletter.
- SCCAS General Manager serves as a Board member on the California Animal Control Directors Association.

SCCAS Staff

SCCAS is currently recruiting for the following vacant positions: Animal Control Officer and extra-help Animal Services Assistant.

Watsonville Shelter

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

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

Live Oak Shelter

SCCAS veterinary clinic continues to have interns from the Animal Behavior College Registered Veterinary Technician program. The Shelter will also serve as a clinical rotation stop for

students at all stages of their education. Depending on the current stage of the program, students will be receiving instruction and performing duties in the Animal Care Department and also in the Veterinary Clinic.

At the clinic at the Live Oak shelter location in the months of August/September 2015, 726 animals were spay/neutered. Also, 170 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 continues to accommodate the increase in programs and services offered to the public. In 2015, SCCAS expanded its hours of operation at the Santa Cruz shelter location. The new hours are Monday, 10 am to 5 pm, Tuesday- Friday, 10 am to 7:00 pm, Saturday & Sunday, 10 am to 5:00 pm. The new hours allow the shelter to be open seven days a week and an additional 19 hours per week open to the public. The shelter is now open in the mornings and remains open later in the evenings on weekdays to accommodate the public after working hours. Increasing accessibility to the shelter increases animal adoptions, returns animals to their owners more quickly and expands the public's access to the shelter's services and programs. The SCCAS Watsonville shelter location is open Monday – Saturday, 9 am to 5 pm (closed Noon to 1 pm) and closed on Sunday.

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, schedules spay/neuter appointments, processes licenses, files lost and found reports, processes Administrative Citations, does research and follow up for the daily hold report, and sells merchandise and products to the public such as apparel with our new logo, flea prevention medication and pet identification tags to generate revenue.

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

Animal Control

Animal Control Officers continue proactive patrols and the Door-to-Door community outreach campaign. Field Manager Todd Stosuy has completed updating Field policies and procedures and is working with the general manager to create a model ordinance for all jurisdictions.

Officer Stosuy has started his volunteer program to assist in the Field Services Door-to-Door campaign using the Humane Society of the United States' Pets for Life model. Volunteers have been trained on: How to Approach and Talk to People, Effective Spay/Neuter Outreach, Cats, Cats, Basic Dog Training and Constitutional Law and Civil Rights.

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 assisting law enforcement and conducting vicious and/or dangerous animal investigations, and provide community outreach and education at special events.

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

Volunteer and Humane Education Programs

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

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

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

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

Statistics

Please see attached.

Melanie Sobel
General Manager

Recommendation:

Accept and file the reports of the management team for the months of August/September 2015.

**Animal Control Report
August and September 2015
Todd Stosuy, Field Services Manager**

1. We continue to conduct proactive patrols on the Live Oak beaches, as well as other County and City Parks, for off leash violations.
2. In August we issued one Animal Control Warning in the unincorporated County. In September we issued three Habitual Animal Orders in unincorporated County and one Order for Destruction in unincorporated County. The Order for Destruction was appealed and scheduled for hearing in November. This involves two Boxers from Aptos who violated their Vicious Animal Order and attacked a dog and human.
3. We filed neglect charges against an owner in unincorporated Watsonville who failed to provide veterinary care for their sick dog.
4. We held three hearings in front of the Nuisance Abatement Commission. The first hearing was an appeal to an Order for Destruction on a Mastiff mix from Aptos who violated his Vicious Animal Order and attacked a dog. The Order was upheld. We held two separate appeals on Vicious Animal Orders. The first involved the two Boxers mentioned in line 3. The order was upheld and the dogs violated the order two weeks later, resulting in the Order for Destruction. The second Vicious Animal appeal was for a dog in Bonny Doon. This order was also upheld.
5. With the assistance of the Sheriff's Office we seized a dog from a couple in Boulder Creek after we received a report from Child Protective Services that the dog was being abused by the male owner. An appeal hearing was held and the seizure was determined justified for the health and safety of the animal. The couple is currently under investigation for multiple criminal violations.
6. We worked closely with a young homeless male who had a female dog and 11 puppies. The puppies were only 3 weeks old and it was getting difficult for him to care for all the dogs while living on the streets. We took all the animals into protective custody and placed them into a foster home. Once the puppies were 8 weeks of age, we placed them up for adoption and returned the mother dog to him spayed at his expense.
7. We seized 10 dogs from a home in the City of Watsonville and turned the case over to Adult Protective Services for possible elder neglect and abuse.
8. We hired a new officer, Rodolfo Manriquez. Rodolfo has over ten years experience as a Registered Veterinary Technician and is bi-lingual in Spanish/English. He has been in training for a month and a half. I am currently interviewing candidates for the second open animal control officer position.
9. I was contacted by the ASPCA out of New York City regarding our numerous outreach and life saving programs. They will be sending a team of people to Santa Cruz in December to learn about our programs in an attempt to market them nationwide. They will be working with the entire management team.

**Shelter Services Board Report
August and September 2015
By Ben Winkleblack, Shelter Manager**

In the months of August and September:

- 1,755 dog licenses were sold
- 391 animals were adopted
- 170 animals were transferred to another shelter or rescue agency
- 1,111 animals entered the shelter
- 206 animals were reunited with their owner
- 556 WebLicensing transactions
- 104 Grant funded spay and neuter surgeries

The veterinary team performed 726 surgeries in the months of September and August. The Client Services Staff signed 395 clients up to have their pets spayed or neutered through the Planned Pethood Program or the 95076 Cat Program.

The 95076 Cat Program has completed after providing surgical sterilization, vaccines, and microchips to over 1,200 felines in the 95076 zip code.

Weblicensing traffic continues to grow and we are currently processing 32% of canine license renewals online allowing the Client Services Staff more time to assist clients with adoptions and redemptions.

Animal intake for all species for the report period has not changed for the similar time period last year. Animal adoptions have increased 12% for the similar time period last year and the number of animals that have been transferred to rescue partners has increased 45% over the similar time period last year. Animals that have been reunited with their families has also increased 8% over last year.

Thank you,
Ben Winkleblack

Board Report for Outreach and Development Department
Jen Walker, Programs & Development Manager
March – September 2015

Two General Volunteer Orientations continue to be held monthly: one on a weekday evening and one on a weekend morning, for potential volunteers' convenience. The three stages of training (General Orientation, Basic TLC, and Mentoring) continue as well. A Tier Two program is in development for both Dog and Cat TLC volunteers. We currently average 3247 volunteer hours per month. In the past five years, since we began tracking hours through Volgistics, that average has more than doubled!

We offer continuing education opportunities, taught by both internal and external instructors. Internal instructors focus on re-training volunteer skills in Fostering, Shelter Ambassador, and other volunteer roles. Specialist instructors teach Pet First Aid/CPR, canine and feline topics (Robin Glascock & Karen Phillippi), and two dog behavior seminars (Trish King).

The outreach teams ("Door to Door") continue to do some canvassing in South County, provide transport for limited Planned Pethood clients, and as of July have begun tabling with community partners (St Francis Soup Kitchen, Mountain Community Resources, Second Harvest). There is a much greater need that we have been able to fill and we continue to seek donations and grants to support these efforts.

84 students attended the Shelter's first year of summer day camp held during June, July, and August, 2015, leading to gross revenues of \$20,000. Julie Hitchcock, an experienced teacher, taught the camp with more than a dozen volunteers assisting. Presenters from the community took part as well. Animal Advocates Club, an afterschool youth volunteer program, began in October. Two groups of students take part: 1st – 5th and 6th - 12th graders. Offsite afterschool humane education programs taught by Ms. Hitchcock continue this fall (In September, 37 lessons for approximately 750 children at 8 different schools - 6 in Watsonville and 2 in Aptos; in October, 45 lessons for approximately 970 students at 7 different schools - 6 in Watsonville and 1 in Aptos).

One major on-site Shelter event was held during the first part of the year, our annual Meow Luau. It was well attended and over 30 cats were adopted from SCCAS and the other adoption groups that we hosted.

Continuing annual offsite events: Wine & Wet Noses, Human Race, Animal Film Festival (in partnership with CAPE), and South County Healthy Dog Vaccine Clinic.

SCCAS tabled at: Day of the Child/Earth Day, Spring Dog Fest, Plantronics Summer Health Fair, Scotts Valley Wine & Art Festival, and two emergency preparedness events (one with Home Depot and one with BirchBark Foundation).

New events this year include: Parks & Rex (in partnership with Simpkins Family Swim Center), Tails on Trails, Adopt a Chihuahua Project, and on October 24th C-DOG will host Harvest, Hops, and Hounds to benefit the Shelter's education programs.

The Monthly Night Outs returned, hosted by businesses such as: Woodstock's Pizza, Pizza My Heart, Discretion Brewing, Odonata Wines, Chaminade, and Santa Cruz Diner.

These events have been promoted through KPIG radio spots and Hog Calls, posters, word of mouth, press releases, our monthly email to current and previous volunteers, our monthly e-newsletter (which reaches nearly 5,000 recipients), and the Shelter's Facebook page.

The Shelter has continuing partnerships with UnChained and local rescue organizations (such as: CAPE, Peace of Mind, and Heading Home).

Media outreach with Pet of the Week in the Sentinel and the Mid-County Post (and, recently, the Scotts Valley Banner) informs our public about adoptable animals and provides educational information on a weekly basis. We are also regularly on KPIG and KSCO radio stations, the First Person Singular program with KUSP, a weekly Adoptable Animals slide show and monthly PSA with CTV, monthly e' newsletters, and weekly Pet of the Week videos taken by Hope Services and posted on Facebook. Updated and corrected SCCAS website and email list.

The Programs & Development Manager has taken continuing education classes such as: Cat Behavior and Retention Course (ten-week online course through HSUS; SCCAS was one of 40 attendees, out of 300 applicants), Beginning Grant Proposal Writing and Intro to Finding Grants (Community Foundation Santa Cruz), Conflict Resolution Skills for Work & Life (Conflict Resolution Center), SC Supervisors Academy and EDD training, and other HSUS and ASPCA Pro webinars.

SCCAS' first Calendar Contest had solid participation and has already earned more than \$3,000. The calendars themselves are due the first or second week of November and will sell for \$16 (tax included).

A grant to install an online streaming video of adoptable pets (iPet) and one from Build a Bear to support educational programs for just over \$10,000 were received this summer, and grants of \$1,000 and \$5,000 from Pollination and ASPCA were awarded for education programs as well.

The Cottage Shop moved to winter hours as of October and has earned over \$30,000 in its first year due to strong leadership, a great volunteer team, and community support!

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: Statistics for the months of August/September 2015

Recommendation:

Accept and file the reports of statistics for the months of August/September 2015.



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

All Jurisdictions Combined 8/1/15 through 9/30/15

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Total Intake	337	368	229	113	64	1,111
	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	69	78	136	63	45	391
Died	2	0	2	0	0	4
Euthanized	168	86	44	17	6	321
Returned to Owner	38	156	3	4	5	206
Transferred	41	35	61	28	5	170
Total Outcome	318	355	246	112	61	1,092

Intakes of Owner Requested Euthanasia From All Jurisdictions During 8/1/15 to 9/30/15 = 65
 Animals on hand on September 30, 2015 = 210

Patrols by Jurisdiction	Patrols	Total Minutes
County of Santa Cruz	81	2,863
City of Santa Cruz	2	107
Watsonville	18	595
Live Oak and E. Cliff Beaches	2	120

Time spent on and number of activity August and September 2015

Type	Total	Time hr:mm
Investigations*	365	109:59
Bite Investigation	341	37:01
Owned Animal	176	33:43
Bark Investigation	95	2:37
Animal Transport	87	16:58
Stray Animal	82	15:27
Wild	60	14:25
Dead Pick up	54	10:54
Driving	38	9:50
Assist Public	34	7:53
Xtra Serv	33	15:13
Yard Check	29	5:27
Protective Custody	19	5:33
Report	19	40:01
Court	14	21:11
3Ptct	9	0:38
Rescue	8	3:13
Kenneling	4	2:04
Total	1,467	352:17

Total Officer Time
Total Citations issued 86

not yet calculated

License Compliance and Revenue

	Tags Sold	Revenue
CAPITOLA	49	\$1,352
COUNTY	1,072	\$31,201
OTHER	1	\$29
SANTA CRUZ	332	\$9,730
SV	97	\$2,898
WATSONVILLE	204	\$6,443
TOTAL	1,755	\$51,653

Consent Agenda Item 5.4

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: First Quarter Report of all Claims under \$10,000 approved by the General Manager for July 1, 2015 through September 30, 2015

Recommendation:

Approve the first quarter report of all claims under \$10,000 approved by the General Manager for July 1, 2015 through September 30, 2015.

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 October 1, 2015 through December 31, 2015 will be included in the February 2016 agenda.

DATE: 10/13/15
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.4 July 1, 2015 through September 30, 2015 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 July 1, 2015 through September 30, 2015.

Expenditure Actual Transactions				
	Posted	Amount	Description	Vendor Name
Object 61310 -- FOOD				
	9/14/2015	362.29	dog & cat food #744051	HILLS PET NUTRITION INC
	9/18/2015	30.03	SAVE MART 8/21/15 REFRESHM	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
	9/18/2015	48.73	COSTCO 8/21 REFRESHMENTS	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
	9/21/2015	32.00	Animal food #4184	GENERAL FEED & SEED
	9/21/2015	3.73	Food for shelter animals #4184	GENERAL FEED & SEED
	9/21/2015	23.49	Hen scratch #4184	GENERAL FEED & SEED
	9/21/2015	10.81	Food for shelter animals #4184	GENERAL FEED & SEED
	9/21/2015	71.42	V741 GENERAL FEED & SEED	GENERAL FEED & SEED
	9/21/2015	21.64	Alfalfa bale #4184	GENERAL FEED & SEED
	9/21/2015	70.98	GENERAL FEED & Food for SC she	GENERAL FEED & SEED
	8/20/2015	27.05	#4184 food for SC Shelter	GENERAL FEED & SEED
	8/20/2015	21.63	#4184 food for SC Shelter	GENERAL FEED & SEED
	8/18/2015	86.49	#4184 Food for shelter animals	GENERAL FEED & SEED
	8/18/2015	44.46	#4184 Food for shelter animals	GENERAL FEED & SEED
	8/3/2015	428.74	Acct# 744051	HILLS PET NUTRITION INC
	8/3/2015	158.15	HILLS PET NUTRI V126091	HILLS PET NUTRITION INC
	7/13/2015	11.07	FOOD FOR EVENT	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
	7/13/2015	37.94	EVENING CENTER FOOD	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
	7/13/2015	129.18	FOOD AND DRINK FOR EVENT	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
	7/13/2015	15.58	FOOD AND EVENT SUPPLIES	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
Object 61535 -- OTHER INSURANCE				
	8/3/2015	1,000.00	AD15160061770001	SDRMA
Object 61725 -- MAINT-OFFICE EQUIPMNT-SERVICES				
	7/16/2015	42.54	Acct# 1356178	CANON SOLUTIONS AMERICA INC
	7/16/2015	5.55	Acct# 1356178	CANON SOLUTIONS AMERICA INC
	8/25/2015	53.32	#1356178 copier usage SC	CANON SOLUTIONS AMERICA INC
	9/24/2015	61.65	Copier usage #1356178	CANON SOLUTIONS AMERICA INC
Object 61730 -- MAINT-OTH EQUIP-SERVICES				
	9/10/2015	48.00	Annual fire extinguisher maint	TRI-COUNTY FIRE PROTECTION
Object 61731 -- MAINT-OTH EQUIP-SUPPLIES				
	9/22/2015	118.30	plumbing 4246-0445-5570-8506	U S BANK CORPORATE PAYMENT SYSTEMS
	7/13/2015	32.63	BALLASTS FOR LIGHT REPAIR	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
	7/13/2015	150.00	*GORDON BERNARD CO 6/23/15*	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
	7/27/2015	275.76	4246 0445 5570 8506	U S BANK CORPORATE PAYMENT SYSTEMS
Object 61835 -- FACILITIES MAINT-GENERAL-SERV				
	8/11/2015	82.49	Acct# CSAN008	ASSEMBLED PRODUCTS CORPORATION
	8/11/2015	97.64	Acct# CSAN008	ASSEMBLED PRODUCTS CORPORATION
	8/20/2015	116.25	#52928 pest control service SC	CRANE PEST CONTROL
	9/22/2015	192.00	Pest Control Wats #54714	CRANE PEST CONTROL
	9/22/2015	185.00	hose repair4246-0445-5570-8506	U S BANK CORPORATE PAYMENT SYSTEMS
	9/10/2015	51.08	THE HOSE SHOP Hose assembly #1	THE HOSE SHOP
	8/31/2015	85.60	#12222 parts for SMT sprayer	GREEN RUBBER-KENNEDY AG
	8/31/2015	96.00	#54714 pest control Wats	CRANE PEST CONTROL
	9/14/2015	183.97	SMT repair parts #18280	THE HOSE SHOP
Object 61845 -- MAINT-STRUCT/IMPS/GRDS-OTH-SRV				
	8/25/2015	986.09	sewer line 4246044555708506	U S BANK CORPORATE PAYMENT SYSTEMS

Object 61922 -- OTHER MEDICAL MATERIALS & SUPP

8/20/2015	904.61	#157635 med supplies	IDEXX DISTRIBUTION INC
8/20/2015	118.21	#608821 meds for clinic use	ROADRUNNER PHARMACY INC
8/20/2015	75.23	SC Animal Shelter oxygen	ANALGESIC SERVICES INC
9/3/2015	388.89	Exam gloves #33640	MWI VETERINARY SUPPLY CO
9/3/2015	875.01	Exam gloves #33640	MWI VETERINARY SUPPLY CO
9/3/2015	1,158.80	Medical supplies #33640	MWI VETERINARY SUPPLY CO
9/3/2015	917.35	medical supplie #33640	MWI VETERINARY SUPPLY CO
9/3/2015	226.20	Nobivac feline #33640	MWI VETERINARY SUPPLY CO
9/3/2015	728.59	V120453 MWI VETERINARY SUPPLY	MWI VETERINARY SUPPLY CO
9/3/2015	960.47	Ketamine, Telazol #33640	MWI VETERINARY SUPPLY CO
9/3/2015	10.81	misc medical for clinic #33640	MWI VETERINARY SUPPLY CO
9/3/2015	174.10	Clipper blades #33640	MWI VETERINARY SUPPLY CO
9/3/2015	191.31	Hydromorphone #33640	MWI VETERINARY SUPPLY CO
9/3/2015	580.20	Medical supplies #33640	MWI VETERINARY SUPPLY CO
9/3/2015	62.36	Medical supplies #33640	MWI VETERINARY SUPPLY CO
8/18/2015	234.85	#157635 diagnostics	IDEXX DISTRIBUTION INC
8/18/2015	50.49	SC Animal Shelter oxygen	ANALGESIC SERVICES INC
8/18/2015	11.03	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/11/2015	61.51	Cust# 33640	MWI VETERINARY SUPPLY CO
8/11/2015	1,105.01	#100144518 med supplies	PATTERSON VETERINARY SUPPLY INC
8/12/2015	257.42	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/12/2015	282.63	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/12/2015	572.49	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/13/2015	1,524.68	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/13/2015	100.72	#608821 meds for clinic	ROADRUNNER PHARMACY INC
8/13/2015	111.82	Acct# 7 123999 reapply credit	BAYER HEALTHCARE LLC
8/13/2015	158.41	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/13/2015	31.48	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/13/2015	32.23	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/13/2015	841.99	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/13/2015	2,094.84	#33640 med supplies	MWI VETERINARY SUPPLY CO
8/3/2015	244.79	Cust# 33640	MWI VETERINARY SUPPLY CO
8/3/2015	2,219.53	Cust# 33640	MWI VETERINARY SUPPLY CO
8/3/2015	59.31	Cust# 33640	MWI VETERINARY SUPPLY CO
8/3/2015	778.47	Cust# 33640	MWI VETERINARY SUPPLY CO
8/3/2015	1,526.44	Cust# 33640	MWI VETERINARY SUPPLY CO
7/23/2015	240.60	Cust# 21944	VORTECH PHARMACEUTICALS
7/23/2015	235.00	refund of surgery fee	ACOSTA, MARIA
9/14/2015	902.39	SNAP FeLV tests #157635	IDEXX DISTRIBUTION INC
9/17/2015	50.49	Oxygen for SC Shelter Clinic	ANALGESIC SERVICES INC
9/17/2015	50.49	Oxygen for SC Shelter clinic	ANALGESIC SERVICES INC
9/15/2015	84.81	medical supplies #100144519	PATTERSON VETERINARY SUPPLY INC
9/15/2015	50.49	Oxygen for clinic SC Shelter	ANALGESIC SERVICES INC
9/17/2015	51.99	Katamine #100144519	PATTERSON VETERINARY SUPPLY INC
9/21/2015	1,207.72	Meds for clinic use #608821	ROADRUNNER PHARMACY INC
9/29/2015	353.50	FATAL PLUS FOR CLINIC #21944	VORTECH PHARMACEUTICALS
9/22/2015	117.70	Meds for clinic use #608821	ROADRUNNER PHARMACY INC
9/22/2015	77.59	Meds for vet clinic #608821	ROADRUNNER PHARMACY INC

Object 62020 -- MEMBERSHIPS

8/25/2015	220.00	enrollment 4246044555708506	U S BANK CORPORATE PAYMENT SYSTEMS
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Object 62214 -- DUPLICATING SERVICES

8/4/2015	328.79	Animal Shelter misc	BLUE HERON DESIGN GROUP
8/31/2015	53.83	MPRESS DIGITAL V11770	MPRESS DIGITAL
9/10/2015	53.83	dog volunteer training guide	MPRESS DIGITAL

Object 62221 -- POSTAGE

9/10/2015	1,513.50	Postage #8000-9090-0647-3594	PITNEY BOWES
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8/11/2015	1,314.04	PITNEY BOWES	PITNEY BOWES
8/17/2015	5.75	USPS 7/30 SHIPPING	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
8/27/2015	137.30	#2187757 mail station lease	PITNEY BOWES GLOBAL FINANCIAL SERVICES
Object 62223 -- SUPPLIES			
8/27/2015	127.85	wood pellets for Wats shelter	HANSEN FEED AND PET SUPPLY
8/27/2015	90.23	wood pellets for Wats shelter	HANSEN FEED AND PET SUPPLY
8/27/2015	113.79	plastic litter pans	ANIMAL CARE EQUIP & SVCS
8/31/2015	406.16	V2094 wood shavings for SC she	HANSEN FEED AND PET SUPPLY
8/27/2015	203.00	#LA 70030423 office supplies	STAPLES ADVANTAGE
8/20/2015	5,485.13	1,000 microchips	FOUND ANIMALS FOUNDATION INC
8/25/2015	151.50	dog toys 4246044555708506	U S BANK CORPORATE PAYMENT SYSTEMS
8/25/2015	36.08	stand up desk 4246044555708506	U S BANK CORPORATE PAYMENT SYSTEMS
8/13/2015	406.16	SC Animal Shelter	HANSEN FEED AND PET SUPPLY
8/11/2015	487.76	receipt books inv 2190088-1	INNERWORKINGS INC
8/11/2015	90.23	SC Animal Shelter - Wats	HANSEN FEED AND PET SUPPLY
8/5/2015	(8.09)	Petty Cash Error	MISC CR
8/3/2015	51.31	MINERAL OIL	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
8/3/2015	645.00	Cust# GQ05254	KETCHUM MFG CO INC
7/27/2015	173.68	Cust# LA 70030423	STAPLES ADVANTAGE
7/27/2015	65.33	4246 0445 5570 8506	U S BANK CORPORATE PAYMENT SYSTEMS
7/23/2015	395.34	Animal Shelter - Santa Cruz	HANSEN FEED AND PET SUPPLY
7/23/2015	406.16	Animal Shelter - Santa Cruz	HANSEN FEED AND PET SUPPLY
7/23/2015	514.25	Santa Cruz Animal Shelter	ANIMAL HEALTH & SANITARY SUPPLY
7/23/2015	90.23	Animal Shelter - Watsonville	HANSEN FEED AND PET SUPPLY
7/17/2015	8.09	HOME DEPO 7/10 HARDWARE PO	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
9/17/2015	941.49	volunteer aprons SCCAS	BANANA PROMOTIONS
9/22/2015	238.40	toys, meds 4246-0445-5570-8506	U S BANK CORPORATE PAYMENT SYSTEMS
9/22/2015	212.91	PODS, gas 4246-0445-5570-8506	U S BANK CORPORATE PAYMENT SYSTEMS
9/24/2015	286.63	Office supplies #LA70030423	STAPLES ADVANTAGE
9/24/2015	93.00	Office supplies #LA70030423	STAPLES ADVANTAGE
9/24/2015	406.16	Pellets for shelter use SCCAS	HANSEN FEED AND PET SUPPLY
9/24/2015	49.00	Office supplies #LA70030423	STAPLES ADVANTAGE
9/24/2015	148.00	Office supplies #LA70030423	STAPLES ADVANTAGE
9/24/2015	573.00	Office supplies #LA70030423	STAPLES ADVANTAGE
Object 62317 -- CONSULT/MGT/PC SERVICES			
7/16/2015	71.05	acct# SNCR	HLP INC
9/10/2015	77.70	SNCR WebLicensing fee	HLP INC
9/10/2015	3,840.00	SNCR WebLicensing services	HLP INC
9/22/2015	121.10	346 WebLicensing SNCR	HLP INC
Object 62381 -- PROF & SPECIAL SERV-OTHER			
9/28/2015	79.50	Burgler alarm SC #4472	SUPERIOR ALARM CO
9/22/2015	1,700.00	Pick up service SC #6451	KOEFRAN INDUSTRIES
9/24/2015	72.00	Wats alarm #3375	SUPERIOR ALARM CO
9/24/2015	135.00	Fire system alarm SC #4473	SUPERIOR ALARM CO
9/22/2015	30.26	Drinking water Wats #ANIMS1	ALL PURE WATER
9/3/2015	4,200.00	Community Outreach August 2015	ANASTASIAS PRODUCTIONS
9/3/2015	87.39	medical waste #6108507	STERICYCLE INC
9/3/2015	2,632.50	Humane Educator August 2015	HITCHCOCK, JULIE
9/14/2015	4,600.00	Community Outreach July 2015	ANASTASIAS PRODUCTIONS
9/14/2015	990.15	Diagnostics #157635	IDEXX DISTRIBUTION INC
9/21/2015	1,000.00	V122350 KOEFRAN INDUSTRIES	KOEFRAN INDUSTRIES
7/23/2015	150.40	Acct# 3979	ANIMAL HOSPITAL OF SOQUEL
7/9/2015	45.15	Cust# 6108507	STERICYCLE INC
8/3/2015	44.38	Plaque for Animal Shelter	BRINKS AWARDS & SIGNS
8/3/2015	4,720.00	2200 7th Ave, Santa Cruz	BELLIZZI, ROBERT C
7/27/2015	96.78	STERICYCLE INC Cust# 6108507	STERICYCLE INC
8/4/2015	2,497.50	July 2015 Critter Camp	HITCHCOCK, JULIE

8/18/2015	35.45	ANIMS1 drinking water	ALL PURE WATER
8/20/2015	1,000.00	#7446 Wats shelter pick up	KOEFRAN INDUSTRIES
8/20/2015	1,700.00	#6451 SC shelter pick up	KOEFRAN INDUSTRIES
Object 62399 -- VETERINARIAN SERVICES			
8/20/2015	472.80	SCCAS dental	ANIMAL HOSPITAL OF SOQUEL
8/11/2015	1,270.43	emergency services ASA	SANTA CRUZ VETERINARY HOSPITAL
8/11/2015	1,450.00	s/n vet 5/7/15 - 5/23/15	COLLINS, MICAELA ROSE
8/11/2015	2,975.00	s/n vet 6/11/15 - 6/20/15	COLLINS, MICAELA ROSE
8/11/2015	700.00	s/n vet 7/25/15 and 7/31/15	COLLINS, MICAELA ROSE
8/11/2015	900.00	s/n vet 8/1/15 and 8/3/15	COLLINS, MICAELA ROSE
8/27/2015	1,817.98	emergency vet care	SANTA CRUZ VETERINARY HOSPITAL
8/27/2015	4,293.75	MORENO, DEBORAH V128772	MORENO, DEBORAH ANNE
8/3/2015	3,881.25	July 8 - July 23, 2015	MORENO, DEBORAH ANNE
7/16/2015	2,718.75	vet services 6/9/15-7/7/15	MORENO, DEBORAH ANNE
9/14/2015	3,693.75	spay/neuter vet August 2015	MORENO, DEBORAH ANNE
9/17/2015	2,868.75	Vet services 8/27/15 - 9/10/15	MORENO, DEBORAH ANNE
9/22/2015	440.55	Dental for A218000 #3979	ANIMAL HOSPITAL OF SOQUEL
9/22/2015	516.55	Dental for A217772 #3979	ANIMAL HOSPITAL OF SOQUEL
9/22/2015	428.80	Dental work A218829 #3979	ANIMAL HOSPITAL OF SOQUEL
Object 62500 -- EQUIPMENT LEASE & RENT			
7/27/2015	191.12	4246 0445 5570 8506	U S BANK CORPORATE PAYMENT SYSTEMS
8/25/2015	191.12	POD rental 4246044555708506	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62710 -- FIELD EQUIPMENT			
9/3/2015	276.49	microchip scanner for ACO	FOUND ANIMALS FOUNDATION INC
Object 62801 -- ADVERTISING & PROMOTION SUPP			
9/8/2015	226.00	Shelter ad in Growing Up in SC	GROWING UP IN SANTA CRUZ
8/11/2015	40.00	SC County Animal Shelter	ROCKET, M
8/27/2015	226.00	1/8 pg display ad Critter Camp	GROWING UP IN SANTA CRUZ
Object 62842 -- INVENTORY MATERIALS PURCHASED			
7/14/2015	1,328.80	Animal Shelter logo apparel	LAVABELLES INCORPORATE
9/3/2015	38.99	SCCAS logo jacket	BANANA PROMOTIONS
9/10/2015	3,609.52	Shelter logo apparel	LAVABELLES INCORPORATE
9/1/2015	1,306.45	BANANA PROMOTIO V127178	BANANA PROMOTIONS
Object 62857 -- SPECIAL MISC EXPENSE-SUPPLIES			
9/15/2015	30.00	ID tags SCCANIMAL	RED DINGO INC
Object 62914 -- EDUCATION & TRAINING(REPT)			
8/25/2015	225.00	training 4246044555708506	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62926 -- MILEAGE			
8/13/2015	106.15	travel claim mileage	SOBEL, MELANIE
Object 62930 -- REGISTRATIONS (NON REPT)			
8/17/2015	60.00	FIRST FRIDAY SC 7/29	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
Object 62935 -- SERVICE CENTER CHARGES			
8/11/2015	447.59	SC Animal Shelter truck	S C ADVANCED AUTO INC
8/20/2015	1,365.23	#72750052 fuel for vehicles	VALERO MARKETING AND SUPPLY COMPANY
7/16/2015	1,150.97	acct# 7275 0052	VALERO MARKETING AND SUPPLY COMPANY
9/1/2015	67.83	OIL CAN HENRY'S SCCAS vehicle #	OIL CAN HENRY'S (WATSONVILLE)
9/3/2015	138.97	SCCAS vehicle #894 maint	OIL CAN HENRY'S (WATSONVILLE)
Object 63070 -- UTILITIES			
8/31/2015	1,299.96	PG&E Wats 4857456190-7	PACIFIC GAS AND ELECTRIC CO
9/1/2015	783.10	Wats utilities #22469	WATSONVILLE CITY UTILITIES
9/21/2015	3,742.70	PG&E SC 0484373105-2	PACIFIC GAS AND ELECTRIC CO
9/21/2015	45.14	PG&E SC 4783851189-8	PACIFIC GAS AND ELECTRIC CO
9/22/2015	1,245.59	PG&E Wats 4857456190-7	PACIFIC GAS AND ELECTRIC CO
9/24/2015	230.77	AT&T COTTAGE 831464-1041 1145	AT&T
9/22/2015	640.47	Trash & recycle #063738	GREENWASTE RECOVERY INC
7/23/2015	1,329.14	Acct# 4857456190-7	PACIFIC GAS AND ELECTRIC CO
7/16/2015	3,343.91	V129169 PACIFIC GAS AND ELECTR	PACIFIC GAS AND ELECTRIC CO

7/16/2015	33.43	Acct# 4783851189 8	PACIFIC GAS AND ELECTRIC CO
7/14/2015	624.21	cust ID 063738	GREENWASTE RECOVERY INC
8/3/2015	38.22	Acct# 070-01710-020	SANTA CRUZ MUNICIPAL UTILITIES
8/6/2015	434.95	Acct# 070-02150-001	SANTA CRUZ MUNICIPAL UTILITIES
8/6/2015	718.78	Acct# 22469	WATSONVILLE CITY UTILITIES
8/20/2015	640.47	#063738 trash/recycle pick up	GREENWASTE RECOVERY INC
8/20/2015	3,154.76	#0484373105-2 PG&E 7th Ave	PACIFIC GAS AND ELECTRIC CO
8/20/2015	42.28	#4783851189-8 PG&E 2260 7th	PACIFIC GAS AND ELECTRIC CO
8/11/2015	105.54	Acct# 070-02160-012	SANTA CRUZ MUNICIPAL UTILITIES
8/27/2015	505.83	SCMU 070-02150-001	SANTA CRUZ MUNICIPAL UTILITIES
8/27/2015	125.13	SCMU 070-02160-012	SANTA CRUZ MUNICIPAL UTILITIES
8/27/2015	46.60	SCMU 070-01710-020	SANTA CRUZ MUNICIPAL UTILITIES

Consent Agenda Item 5.5

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: First Quarter Report of all Journal Entries made to the County of Santa Cruz and Interfaces for the County ISD Telecom Services for July 1, 2015 through September 30, 2015.

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 for July 1, 2015 through September 30, 2015.

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 October 1, 2015 through December 31, 2015 will be included on the February 2016 agenda and every quarter thereafter.

DATE: 10/13/15
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.4 July 1, 2015 through September 30, 2015 County Journal Entry Report

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 July 1, 2015 through September 30, 2015.

Expenditure Actual Transactions

Posted	Amount	Description	Vendor Name
7/15/2015	2,358.86	SCR-911 July 2015	SANTA CRUZ REGIONAL 911
7/27/2015	230.34	Radio Shop 4th Quarter	SANTA CRUZ REGIONAL 911
8/18/2015	2,358.86	SCR-911 for Animal Shelter	SANTA CRUZ REGIONAL 911
9/1/2015	2,358.86	SCR-911 for September 2015	SANTA CRUZ REGIONAL 911
Department Total	7,306.92		
9/17/2015	1,490.05	Vox Network Solutions	ISD - TELECOM
Department Total	1,490.05		
8/6/2015	728.00	JULY CUSTODIAL- ASA	GSD - JANITORIAL
9/10/2015	728.00	CUSTODIAL AUG ASA	GSD - JANITORIAL
Department Total	1,456.00		
9/18/2015	3,336.40	Q4 1415 EQUIP MAINT ASA 7TH AV	GSD - MAINTENANCE
Department Total	3,336.40		
8/6/2015	36.00	W/H CHRGS MONTH END JULY 2015	GSD - WAREHOUSE
8/6/2015	440.50	W/H CHRGS MONTH END JULY 2015	GSD - WAREHOUSE
7/24/2015	398.10	W/H CHRGS MONTH END JUNE 2015	GSD - WAREHOUSE
9/4/2015	782.90	W/H CHGS MONTH END AUG 2015	GSD - WAREHOUSE
Department Total	1,657.50		
9/9/2015	133.17	Bank Fees - August PayPal	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
9/9/2015	2,295.45	Bank Fees SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
9/9/2015	661.28	Bank Fees - LockBox	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
9/9/2015	510.62	Bank Fees Wats	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/7/2015	1,536.31	Bank Fees SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/7/2015	24.77	Bank Fees - PPL	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/7/2015	381.61	Bank Fees - Wats	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/29/2015	436.70	Bank Fees - L	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/5/2015	438.52	Bank Fees	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/5/2015	1,530.05	Bank Fees - Santa Cruz	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/5/2015	546.05	Bank Fees Wats	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/11/2015	143.82	Bank Fees - PayPal	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/11/2015	50.45	Bank Fees - Lockbox	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
Department Total	8,688.80		
8/18/2015	595.00	0615 HSA CLNC CHGS-SCCASA ANIM	HEALTH SERVICES AGENCY
Department Total	595.00		
8/17/2015	49,417.25	2002 CERTS lease pmt 1st qtr	COUNTY OF SANTA CRUZ
9/22/2015	36,318.25	1ST COST PLAN CHARGES	COUNTY OF SANTA CRUZ
Department Total	85,735.50		

Consent Agenda Item 5.6

TO: Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: Approve Fixed Asset Inventory for 2015 (Policy No. 370: Inventory Control)

Recommendation:

Approve Fixed Asset Inventory for 2015 (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 30th 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 Shelter
Fixed Asset Listing
FYE 6/30/15

EQUIPMENT

Admin Equipment	Description	Model	Serial #	Date of Purchase	Cost	Tag Number
	Copier	Canon iR3245i	DHK05303	10/1/2009	7,297.92	00209
	Field Equipment	Trailor - Livestock			<u>7,297.92</u>	
		2003 Kiefe	1dvsp16283K043558	8/22/2002	6,210.00	00087
	Watsonville Shelter Equipment				6,210.00	
	Dryer, UniMac	UT056NQT B2G2W01	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
					<u>18,457.75</u>	
	Subtotal - Equipment				31,965.67	

VEHICLES

Place of purchase	Make	Year	Model	Serial #	Date of Purchase	Cost	File Number
Fleet Services	Ford	2003	F250 (4x2)	1FDNF20L03EB92355	9/14/2003	39,341.00	331
Fleet Services	Ford	2003	F250 (4x4)	1FDNF21L03EB92354	9/14/2003	39,341.00	332
Fleet Services	Ford	2008	F250 (4x2)	1FDNF20598EB35208	6/26/2007	37,051.69	800
Fleet Services	Ford	1996	Aerostar XLT	1FMDA31X7T2B85056	2004	-	603
Salinias Ford	Ford	1997	Taurus	1FALP52U4V G219330	6/29/1905	-	739
San Francisco 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
						<u>225,534.95</u>	
						257,500.62	

Total Vehicles

Consent Agenda Item 5.7

TO: Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: Continue to Next Meeting the Revision of SCCAS Policy and Procedures
#210 and #220

Recommendation:

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

Consent Agenda Item 5.8

TO: Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: Continue to Next Meeting the Discussion of SCCAS Field Patrol Activities

Recommendation:

Continue to next meeting the discussion of SCCAS field patrol activities.

Consent Agenda Item 5.9

TO: Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: Accept and Approve the Record Retention Policy and Procedure

Recommendation:

Accept and approve the record retention policy and procedure.

**Santa Cruz County
Animal Services Authority**

Policy #: 290
Date Issued:
Date Revised:

APPROVED: _____
Board Chairperson

SUBJECT: RECORDS AND INFORMATION MANGEMENT

SCOPE:

This policy applies to all Santa Cruz County Animal Services Authority employees. This policy applies to all records regardless of their media (i.e. paper, electronic or other).

All managers, supervisors and designated coordinators are responsible for communicating with all employees the purpose and intent of this policy and should develop procedures as necessary to implement this policy.

PURPOSE:

It is the Authority's policy to ensure that records, regardless of media or format, in the Authority's custody are maintained and managed as required by California State Law. All information created or maintained by local government agencies in connection with their official business are records.

The purpose of this policy is to provide the Authority employees with the information and procedures necessary to understand and carry out their responsibilities, including the requirements for managing records and the manner in which records shall be preserved, transferred or destroyed.

RESPONSIBILITIES:

1. The General Manager is responsible for the complete, accurate and timely implementation of this policy. The General Manager will rely upon the following staff to implement the policy.
2. Managers shall be responsible for ensuring staff complies with this policy and related procedures. Should any division or section specific procedures be necessary to fully comply, managers shall be responsible for drafting these procedures in consultation with the General Manager.
3. Employees shall be responsible for ensuring that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this policy.

DEFINITIONS:

1. "Inactive Records" means records which have lost some of their value or have been superseded by new records, but have not reached their specific retention.
2. "Record" means all papers, maps, plans, photographic films and prints, microfilm or other micro formats, electronic data, audio and visual materials, and other documents, regardless of physical form or characteristics, which are produced, received, owned, used, or retained by a department in the regular course of transacting official Authority business.
3. "Record Copy" or "Copy of Record" means the record specifically designated by the custodian as the official record.
4. "Record Holder" or "Record Custodian" means the individual responsible for maintaining the record copy or copy of record for the duration of the retention period.
5. "Records Retention Schedule" or "RRS" means a table or chart that identifies the length of time a record must be retained before its final disposition.
6. "Records Series" means a group of related documents arranged under a single filing arrangement or kept together as a unit because they consist of the same form, related to the same subject, result from the same activity, or have certain common characteristics.
7. "Trusted System" means 'a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or produced by the systems could differ substantially from the document that is originally stored.' [GC 12168.7]

RECORDS NOT ADDRESSED BY THE RRS:

Records and other documents or materials that are not expressly addressed by the RRS must be retained until the administrative purpose and function is addressed. The records will either be linked to an existing records series on the RRS or a new record series will be added to cover them.

STORAGE OF RECORDS:

Records may be stored in the Authority's office space or equipment, including servers.

HISTORICAL RECORDS:

Historical records are records which are no longer of use to the Authority but which, because of their enduring research value, may be of historical interest. For any records the Authority believes may be historically significant, the Authority shall notify the Santa Cruz County General Services Department that the Historical Resources Commission should be given the opportunity to review for historical significance prior to destruction.

PENDING CLAIMS AND LITIGATION:

The retention periods set forth in the RRS shall not apply to materials that are otherwise eligible for destruction, but which may be relevant to a pending claim or litigation against the Authority. Once the Authority becomes aware of a claim or litigation, the Authority shall retain all documents and other materials related to the claim or litigation until such times as the claim or subsequent litigation has been resolved. Where the Authority has reason to believe that one or more other agencies or departments also have records relating to the claim or litigation, those agencies or departments should also be notified of the need to retain such records.

RECORDS MANAGEMENT:

Records management is the application of systematic control, from creation to final disposition, to records acquired during the normal course of doing business. Therefore, records management involves retention, storage, disposition, and all other recordkeeping requirements and practices that support department programs, activities, operations, and accomplishments in order to best serve the public.

1. Organization and Maintenance:
 - 1.1 Records shall be organized, arranged, and maintained using a filing or recordkeeping system that:
 - a. Is appropriate to the nature, purpose and use of the records;
 - b. Can be easily understood by all users; and
 - c. Facilitates the location of and access to those records by all users, when and where it is needed.
 - 1.2 All records shall be stored on an appropriate media format to ensure their preservation for the entire length of the required retention.
 - 1.3 Inactive paper records can be boxed until the applicable retention period has been met. Records shall be boxed according to the appropriate records series to facilitate disposal of the records in a timely manner. (See #2.3 below.)
2. Inventory: Each division or office in the Authority must maintain a current inventory of all records in their custody or control. The inventory can be in any format at the discretion of each division or office, including, but not limited to, the following methods:
 - 2.1 Document each record type the office maintains in a centralized list that is updated annually or as needed.
 - 2.2 Highlight each record series applicable to records found in the division or office on a copy of the RRS.
 - 2.3 Records Retention Schedules: All records created and maintained by the Authority must be covered by a records retention schedule approved by the Board of Directors.

3. Disposition: Each division or office in the Authority must systematically dispose of records that have met their retention requirements according to the approved RRS and are no longer needed.
 - 3.1 Regularly review records against the RRS to identify their eligibility for destruction. This review must involve staff who can identify any possible legal or operational reason to retain the records in excess of their scheduled retention periods. The same staff should also sign off on the actual records disposition certificate or other appropriate permanent document. See below.
 - 3.2 The record holder or custodian must properly document the disposition of these records. The Authority must retain permanently the completed disposition certificates.
 - 3.3 The records disposition certificate must contain, at minimum, the following information:
 - a. The name of the division responsible for the records;
 - b. The name of the employee responsible for confirming that the records are indeed eligible for destruction;
 - c. Citation, including the date of approval adoption, of the authority (authorities) by which legal destruction is allowed (e.g. the RRS schedule number and records series code);
 - d. Documentation of the types (must be tied to an approved records retention schedule), quantities and dates of the records to be destroyed;
 - e. Signature of the General Manager or designee giving approval to destroy the records; and
 - f. Date and method of destruction.
 - 3.4 Recycle non-confidential paper records.
 - 3.5 Shred or otherwise render unreadable confidential paper records.
 - 3.6 Erase or destroy electronically shared data. (Contact the Santa Cruz County Information Services Department for assistance in effectively disposing of this data.)
 - 3.7 For any records the Authority believes may be historically significant, the Authority shall notify Santa Cruz County General Services Department that the Historical Resources Commission should be given the opportunity to review for historical significance prior to destruction
4. Record Retention and Destruction Schedule
 - 4.1 For records held for audit purposes, the appropriate auditing authority will notify the Authority once the audit is complete.
 - 4.2 For records held for litigation, the Authority will maintain the requested records until the close of litigation plus an additional ten (10) years.

- 4.3 The Authority is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period.
- 4.4 Furthermore, the Authority is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY
RECORDS RETENTION SCHEDULE**

Record Series		Copy of Record	Official Record Retention	Citation/ Rationale	Final Disposition
Title	Description				
Administration					
California Regulations Manual	Manual used to enforce policies and regulations set forth by the State. The manual should be updated as necessary to remain current.	Administration	P	Best Practice	Department
Expenditure Claims	Claims, warrants or other paper issued as a warrant voucher.	Administration	FY + 5	GC 26907	Shred/Delete
Deposit Affidavits	Copies of deposit permits or deposit receipts issued by the County Auditor.	Administration	FY + 5	GC 26907.2	Shred/Delete
Field Services					
Animal Permit and License Records	Includes those issued to service dog licenses and dog license tags.	Field Services	Expiration or revocation + 3; Denied + 2	GC 26202; Best Practice	Shred/Delete
Citations	Citations issued to public for failure to license, noisy animal complaint, leash law violations, failure to vaccinate, microchip or any other violation that falls under all Santa Cruz County jurisdictions' Ordinances and California State Codes.	Field Services	Resolution + 10	CCP 343; GC 68152(c)(1); Best Practice	Shred/Delete
Complaints and Case Files	Records documenting complaints received from the public or other agency regarding animal control issues, including possible violations of animal control regulations.	Field Services	P	CCP 343; Best Practice	Department
Dispatch Logs	Logs sent from contracted after hours answering service.	Field Services	CY + 3	GC 26202; CCP 340; Best Practice	Shred/Delete
Field Euthanasia Log	Log animal control officers use to document animals they euthanize in the field.	Field Services	CL + 3	H&S11190-11191	Shred/Delete
Field Investigation Reports	Records used to investigate reported neglect or abuse of an animal. Series includes animal investigation documents such as pictures, tapes, CDs, and correspondence.	Field Services	Incident + 5	GC 26202; Best Practice	Shred/Delete
Official Notice of Violation	Violation notice issued to a member of the public failure to quarantine an animal. See also Citations.	Field Services	Resolution + 10	CCP 343; GC 68152(c)(1); Best Practice	Shred/Delete
Pepper Spray Discharge	Record of incident and complete information supporting the reasons for a discharge of pepper spray in the field.	Field Services	CY + 2	GC 26202	Shred/Delete

Record Series		Title	Description	Copy of Record	Official Record Retention	Citation/ Rationale	Final Disposition
		Restraint Orders	Records used to identify history of an animal that poses a safety threat to the public or other animals. Series includes animal investigation documents including pictures, tapes, CDs, and correspondence.	Field Services	Restraining Order expired + 5	GC 26202; Best Practice	Shred/Delete
		Trip Sheet	Record used to track call activity, pick ups and time reporting for services performed in the field.	Field Services	FY + 7	Best Practice	Shred/Delete
Shelter Services							
		Animal Inventory	Record of each animal received at an animal shelter, including data relating to its admission and condition, it's reclamation, adoption, sale or destruction. Used to track individual animals on a daily basis.	Shelter Services	CY + 3	FAC 32003; CCP 340(G); Best Practice	Shred/Delete
		Alarm Records	Records indicating when alarm has been set off and law enforcement responds. Series includes the log form and invoices for call services.	Shelter Services	FY + 7	Best Practice	Shred/Delete
		Call Activity Report	Form used in case of an emergency or computer failure to log and dispatch calls.	Shelter Services	CY + 3	GC 26202; Best Practice	Shred/Delete
		Pet Adoption Application	Application used to screen potential pet adoptees. Adoption form including name, address, phone and adopting history.	Shelter Services	CY + 3	GC 26202; Best Practice	Shred/Delete
		Training	Training handouts and materials for educating the public on safe animal handling practices and annotations. Documentation of Training.	Shelter Services	CY + 7	GC 26202; Best Practice	Shred/Delete
		Work Release Program	Records related to Animal Services participation in the County's Work Release Program. Series includes program guidelines and documents used to track hours worked.	Shelter Services	CL + 6	GC 26202; Best Practice	Shred/Delete

Record Series		Copy of Record	Official Record Retention	Citation/ Rationale	Final Disposition
Title	Description				
Veterinarian Services					
Animal License Records	Records generated or used by various agencies for the purposes of licensing an animal. Series includes animal license numbers, copy of rabies certificate, if applicable, person and veterinarian information including address and phone numbers.	Vet Services	CL + 3	17 CCR 2606.4(a) FAC 32003; Veterinary Medical Board (VMB) Policy 95/96-4	Shred/Delete
Animal Treatment Records	Records documenting veterinary treatment of animals in the custody of Animal Control. Series include animal patient chart, daily evaluation report, microchip implant procedure, surgical patient list including spay/neuter log, and any treatment provided including Telazol.	Vet Services	Discharge + 3	FAC 32003	Shred/Delete
Communicable Disease Reports	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Vet Services	Release from Quarantine + 3	FAC 32003; Best Practice	Shred/Delete
Controlled Substance Log	Log used to track controlled substance used by clinic.	Vet Services	CY + 3	H&S 11190-11191;	Shred/Delete
Medical Waste Tracking	Log used to track medical waste and syringe needles.	Vet Services	CY + 3	21 CFR 1304.04(a) H&S 118040	Shred/Delete
Rabies Vaccination Certificates	Copies of certificates of rabies vaccinations performed by veterinarians.	Vet Services	Date of issuance + 3	FAC 32003; H&S 11190-11191	Shred/Delete

Regular Agenda Item 6.1

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
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: Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 19, 2015
SUBJECT: Financial Report for the period ending September 30, 2015

Recommendation:

Approve the Financial Report as presented for the period ending September 30, 2015.

Discussion:

The Financial Report ending September 30, 2015 reflects total revenues of \$60,695 and expenditures of \$293,603. YTD Revenues are \$1,211,183. YTD Expenditures are \$762,527. Current total revenues are 35% of a potential 25%. The percentage of current year expenditures is at 19%.

Licensing revenues YTD are \$81,787. At this point last year licensing revenues were \$78,444.

**Santa Cruz County Animal Services Authority
Financial Summary for Fiscal Year 2015-2016
For Months Ending September 30, 2015**

Revenues:

	2015-16 Final Budget	2015-16 YTD Actuals	YTD Remaining	2014-15 YTD Actuals
ANIMAL LICENSES	\$345,000	\$81,787	\$263,213	\$78,444
INTEREST	\$14,000	\$2,986	\$11,014	\$3,160
RENTS & CONCESSIONS	\$200	\$43	\$157	\$48
RENTAL DEPOSIT/FORFEIT REVENUE	\$160	\$0	\$160	\$0
ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$4,749
HUMANE SERVICES	\$290,000	\$75,613	\$214,387	\$68,299
ADMINISTRATIVE SERVICES	\$1,200	\$336	\$864	\$470
COST RECOVERY-OTHER	\$7,500	\$2,093	\$5,407	\$1,966
MEMBER CONTRIBUTION	\$2,352,796	\$941,118	\$1,411,678	\$1,263,300
CHARGES FOR CURRENT SERVICES	\$53,000	\$9,430	\$43,570	\$9,080
ADMIN FINE FEES	\$25,000	\$5,026	\$19,974	\$3,170
GRANT SERVICES-NON INTERGOV	\$0	(\$14,380)	\$14,380	\$0
ANIMAL MICROCHIP FEES	\$24,000	\$5,485	\$18,515	\$5,650
ANIMAL RABIES FEES	\$8,000	\$3,335	\$4,665	\$1,561
ANIMAL SPAY&NEUTER FEES	\$110,000	\$29,155	\$80,845	\$73,276
SALES-OTHER-TAXABLE	\$28,000	\$13,941	\$14,059	\$4,146
CASH OVERRAGES	\$0	\$0	\$0	\$0
CONTRIBUTIONS and DONATIONS	\$170,000	\$49,981	\$120,019	\$20,523
NSF CHECKS	\$0	(\$40)	\$40	(\$69)
NSF CHECKS-RETURNED CHECK FEE	\$0	\$80	(\$80)	\$70
OTHER REVENUE	\$34,000	\$5,193	\$28,807	\$2,535
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$3,462,856	\$1,211,183	\$2,251,673	\$1,540,378

Less Expenditures:

Salaries and Benefits	\$2,755,951	\$492,126	\$2,263,825	\$568,038
Services and Supplies	\$1,004,648	\$234,083	\$770,565	\$216,554
Other Uses	\$145,272	\$36,318	\$108,954	\$0
Fixed Assets	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$3,905,871	\$762,527	\$3,143,344	\$784,592

Plus Contingency:

TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$156,235	\$0	\$156,235	\$0
	\$4,062,106	\$762,527	\$3,299,579	\$784,592

NET REVENUES OVER (UNDER) EXPENDITURE:	(\$599,250)	\$448,655	(\$1,047,905)	\$755,786
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BEGINNING FUND BALANCE - UNDESIGNATED (unaudited ending balance from 6/30/15)	\$1,780,210	\$1,780,210	\$1,780,210	\$0
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ENDING FUND BALANCE - UNDESIGNATED	\$1,180,960	\$2,228,865	\$732,305	\$755,786
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ANIMAL LICENSE DETAIL

	2015-2016 YTD Actuals	2014-2015 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$2,343	\$2,420	(\$77)
LICENSES - SANTA CRUZ	\$14,251	\$14,057	\$194
LICENSES- SCOTTS VALLEY	\$5,227	\$4,470	\$757
LICENSES- COUNTY	\$49,803	\$46,894	\$2,909
LICENSES- WATSONVILLE	\$10,163	\$10,603	(\$440)

* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/15 is \$545,023 (Unaudited)

* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/15 is \$900 (Unaudited)

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2015-2016

As of 9/30/15 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Acct	Acct Title	2015-16		August Actuals	September Actuals	2015-16		YTD Actuals	YTD Remaining	Percentage of Budget		Percentage of PY Eas		2014-15 YTD Actuals	PY ACTUALS	COMPARE THRU SEP ACTUALS	September Actuals	2014-15 Est/Actuals
		Final Budget	Est./Actuals			YTD Actuals	YTD Remaining			Actualized	Actualized	YTD Actuals	PY ACTUALS					
51000	SALARIES & BENEF	\$2,755,951	\$2,755,951	\$182,545	\$189,839	\$492,126	\$2,263,825	\$2,263,825	\$0	17.86%	22.77%	\$568,038	(\$75,912)	\$295,851	\$2,494,980			
61000	SERVICES & SUPPL	\$1,004,648	\$1,004,648	\$118,618	\$67,445	\$234,083	\$770,565	\$770,565	\$0	23.30%	22.56%	\$216,554	\$17,529	\$65,480	\$959,949			
90000	OTHER USES	\$145,272	\$145,272	\$0	\$0	\$36,318	\$108,954	\$108,954	\$0	25.00%	0.00%	\$0	\$36,318	\$0	\$111,242			
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	\$0			
86204	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	\$0			
98700	CONTINGENCIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0			
51000-98700	TOTAL EXPENDITURES	\$4,062,106	\$4,062,106	\$301,163	\$293,603	\$762,527	\$3,299,579	\$3,299,579	\$0	18.77%	33.53%	\$784,592	(\$22,065)	\$361,331	\$3,566,171			
40100-42500	TOTAL REVENUES	\$3,462,856	\$3,462,856	\$537,927	\$60,895	\$1,211,183	\$2,251,673	\$2,251,673	\$0	34.98%	45.40%	\$1,540,378	(\$329,195)	\$471,846	\$3,993,132			
	NET COST	\$599,250	\$599,250	(\$236,764)	\$232,908	(\$448,655)	\$1,047,905	\$1,047,905	\$0	-74.87%	-436.77%	(\$755,785)	(\$307,130)	(\$110,515)	\$173,039			
51000	REGULAR PAYER	1,708,627	1,708,627	\$118,904	\$121,758	\$317,324	\$1,391,303	\$1,391,303	\$0	18.57%	18.94%	\$283,769	\$33,555	\$106,239	1,498,199			
51005	OVERTIME PAY-PE	3,880	3,880	\$342	\$814	\$2,486	\$1,394	\$1,394	\$0	64.06%	9.30%	\$208	\$2,278	\$192	2,235			
51010	REGULAR PAY-EXT	52,686	52,686	\$1,718	\$2,136	\$4,564	\$48,122	\$48,122	\$0	8.66%	15.41%	\$6,818	(\$2,254)	\$3,540	44,255			
51040	DIFFERENTIAL PAY	26,190	26,190	\$1,607	\$1,698	\$4,330	\$21,860	\$21,860	\$0	16.53%	13.32%	\$3,316	\$1,014	\$1,311	24,888			
52010	CASDI/SOCIAL SE	134,991	134,991	\$9,207	\$9,486	\$24,528	\$110,463	\$110,463	\$0	18.17%	18.88%	\$21,941	\$2,587	\$8,306	116,205			
52015	RETIREMENT	304,252	304,252	\$22,834	\$23,452	\$61,507	\$242,745	\$242,745	\$0	20.22%	20.63%	\$4,918	\$4,918	\$23,822	274,339			
53010	EMPLOYEE INSURA	434,065	434,065	\$27,934	\$30,495	\$77,387	\$356,678	\$356,678	\$0	17.83%	15.87%	\$64,019	\$13,368	\$23,822	403,481			
53015	UNEMPLOYMENT IN	5,538	5,538	\$0	\$0	\$0	\$5,538	\$5,538	\$0	0.00%	100.00%	\$6,950	(\$6,950)	\$6,950	6,950			
54010	WORKERS COMPENS	85,722	85,722	\$0	\$0	\$0	\$85,722	\$85,722	\$0	0.00%	100.00%	\$124,428	(\$124,428)	\$124,428	124,428			
51000	SALARIES & BENEF	\$2,755,951	\$2,755,951	\$182,545	\$189,839	\$492,126	\$2,263,825	\$2,263,825	\$0	17.86%	22.77%	\$568,038	(\$75,912)	\$295,851	\$2,494,980			
61115	POLICE SAFETY EQUIPMENT	500	500	\$0	\$0	\$0	\$500	\$500	\$0	0.00%	0.00%	\$0	\$0	\$0	500			
61125	UNIFORM REPLACEMENT	2,500	2,500	\$0	\$0	\$7,307	\$20,693	\$20,693	\$0	0.00%	0.00%	\$6,938	\$369	\$0	3,300			
61215	RADIO SERVICES	28,000	28,000	\$2,359	\$2,359	\$1,490	\$33,057	\$33,057	\$0	26.10%	24.78%	\$2,233	\$369	\$2,313	28,000			
61220	TELECOM SERVICES	26,000	26,000	(\$8,547)	\$1,490	(\$7,057)	\$5,865	\$5,865	\$0	-27.14%	8.59%	\$2,233	(\$9,290)	\$2,146	26,000			
61310	FOOD	7,500	7,500	\$767	\$675	\$1,635	\$5,865	\$5,865	\$0	21.81%	11.13%	\$891	\$745	\$538	8,000			
61412	LABORATORIAL SERVICES	9,000	9,000	\$728	\$728	\$1,456	\$7,544	\$7,544	\$0	16.18%	16.18%	\$1,456	\$0	\$1,456	9,000			
61525	LIABILITY INSURANCE	32,519	32,519	\$0	\$0	\$28,740	\$3,779	\$3,779	\$0	88.38%	93.84%	\$30,517	(\$1,777)	\$1,000	32,519			
61535	OTHER INSURANCE	2,927	2,927	\$1,000	\$62	\$163	\$437	\$437	\$0	34.16%	10.19%	\$61	\$102	\$7	2,002			
61726	MAINT-OFFICE EQUIPMENT	600	600	\$53	\$62	\$48	\$1,952	\$1,952	\$0	27.21%	10.19%	\$45	\$4	\$45	600			
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	\$0	\$48	\$118	\$1,423	\$1,423	\$0	2.40%	7.00%	\$210	\$367	\$210	2,500			
61731	MAINT-OTHER EQUIP-SUP	2,000	2,000	\$0	\$0	\$157	\$21,843	\$21,843	\$0	28.83%	-5.64%	(\$1,072)	\$1,228	\$267	3,000			
61835	FACILITIES MAINT	2,500	2,500	(\$3,792)	\$3,948	\$157	\$21,843	\$21,843	\$0	0.71%	-5.64%	(\$1,072)	\$1,228	\$267	19,000			
61845	MAINT STRUCT IM	0	0	\$986	\$0	\$986	\$1,514	\$1,514	\$0	39.44%	0.00%	\$0	\$986	\$0	1,500			
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	0			
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	0			
61922	OTHER MEDICAL MATERIALS	0	0	\$13,398	\$0	\$0	\$76,905	\$76,905	\$0	23.10%	20.93%	\$19,362	\$3,733	\$0	92,500			
62020	MEMBERSHIPS	1,500	1,500	\$220	\$0	\$220	\$1,280	\$1,280	\$0	14.67%	0.00%	\$0	\$220	\$0	1,696			
62111	MISCELLANEOUS EXPENSES	8,500	8,500	\$0	\$0	\$0	\$8,500	\$8,500	\$0	0.00%	0.00%	\$0	\$0	\$0	8,500			

Pos + = UP
Neg (-) = DOWN

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2015-2016

As of 9/30/15 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Acct	Acct Title	2015-16		August Actuals	September Actuals	2015-16		YTD Remaining	25%		25%		2014-15 YTD Actuals	COMPARE THRU SEP PY ACTUALS	September Actuals	2014-15 Est/Actuals
		Final Budget	Est./Actuals			Percentage of CY Budget Actualized	Percentage of PY Eas Actualized									
62112	CASH SHORTAGES	0	0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0	0	
62214	DUPLICATING SVCS	4,000	4,000	\$383	\$54	\$436	\$3,564	\$0	10.91%	34.94%	\$1,398	(\$961)	\$1,398	(\$961)	4,000	
62217	MISC NONINVENTORABLE ITEMS EXPENSE	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	100.00%	\$1,090	(\$1,090)	\$221	(\$1,090)	1,090	
62219	PC SOFTWARE PURCHASES	2,500	2,500	\$0	\$0	\$0	\$2,500	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	1,500	
62221	POSTAGE	7,000	7,000	\$1,457	\$1,514	\$2,971	\$4,029	\$0	42.44%	34.02%	\$2,551	\$419	\$403	(\$125)	7,500	
62223	SUBSCRIPTIONS/PERIODICALS	125	125	\$0	\$0	\$0	\$125	\$0	0.00%	100.00%	\$125	(\$125)	\$0	(\$125)	125	
62225	SUPPLIES	75,000	75,000	\$8,063	\$3,731	\$13,845	\$61,155	\$250	18.46%	28.56%	\$17,995	(\$4,150)	\$0	(\$4,150)	63,000	
62226	NON-PC SOFTWARE	250	250	\$0	\$0	\$0	\$250	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	250	
62301	INVENTORABLE ITEMS	6,800	6,800	\$0	\$0	\$0	\$6,800	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	15,500	
62310	ACCOUNTING & AUDITING	13,000	13,000	\$0	\$0	\$0	\$13,000	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	13,000	
62316	BANKING SERVICES	24,000	24,000	\$2,709	\$3,601	\$8,689	\$15,311	\$0	36.20%	22.75%	\$5,687	\$3,001	\$1,515	\$3,001	25,000	
62317	COMPUTER PROF SVCS	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0	
62318	CONSULTMG/IT/PC SVCE	19,250	19,250	\$14,790	\$4,039	\$18,900	\$350	\$0	98.18%	96.60%	\$18,838	\$62	\$3,667	\$62	19,500	
62325	DATA PROCESSING	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.10%	\$57	(\$57)	\$0	(\$57)	0	
62381	PROF & SPECIAL	50,000	50,000	\$0	\$0	\$0	\$50,000	\$0	0.00%	7.40%	\$1	(\$18,271)	\$1	(\$18,271)	54,500	
62398	VETERINARIAN SERVICES	147,000	147,000	\$10,592	\$15,527	\$26,411	\$120,589	\$0	17.97%	24.58%	\$8,140	\$5,281	\$4,322	\$5,281	110,000	
62500	EQUIPMENT RENTS & LEASES-	77,000	77,000	\$14,261	\$7,948	\$24,928	\$52,072	\$0	32.37%	0.00%	\$19,647	\$5,281	\$8,450	\$5,281	80,000	
62510	RENTS & LEASES- FIELD EQUIPMENT	0	0	\$191	\$0	\$382	(\$382)	\$0	0.00%	0.00%	\$0	\$382	\$0	\$382	340	
62710	RENTS & LEASES-	198,842	198,842	\$49,417	\$0	\$49,417	\$149,425	\$0	24.85%	24.85%	\$49,417	\$0	\$0	\$382	198,842	
62801	ADVERTISING & PROMOTION	1,200	1,200	\$0	\$276	\$276	\$924	\$0	23.04%	70.93%	\$709	(\$433)	\$451	(\$433)	1,000	
62842	INVENTORY MATERIALS PURCHASED	2,000	2,000	\$266	\$226	\$492	\$1,508	\$0	0.00%	22.54%	\$0	\$492	\$0	\$492	2,700	
62857	SPECIAL MISC EXP.SUPPLIES	20,000	20,000	\$0	\$4,955	\$6,284	\$13,716	\$0	31.42%	14.04%	\$4,507	\$1,778	\$2,872	\$1,778	20,000	
62889	SUBSCRIPTIONS/BOOKS	500	500	\$0	\$30	\$30	\$470	\$0	6.00%	0.00%	\$70	(\$40)	\$23	(\$40)	500	
62893	TOWING	500	500	\$0	\$0	\$0	\$500	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	500	
62914	TRAVEL-EDUCATION	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0	
62922	TRAVEL-LODGING	2,500	2,500	\$225	\$0	\$225	\$2,275	\$0	9.00%	60.00%	\$450	(\$225)	\$0	(\$225)	750	
62924	TRAVEL-MEALS	1,200	1,200	\$0	\$0	\$0	\$1,200	\$0	0.00%	43.94%	\$527	(\$527)	\$527	(\$527)	1,200	
62926	TRAVEL-MILEAGE	500	500	\$0	\$0	\$0	\$500	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	500	
62928	TRAVEL-OTHER	1,000	1,000	\$106	\$0	\$106	\$894	\$0	10.62%	7.94%	\$87	\$19	\$87	\$19	1,100	
62930	REGISTRATIONS	100	100	\$0	\$0	\$0	\$100	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	800	
62935	SERVICE CENTER	335	335	\$60	\$0	\$60	\$275	\$0	17.91%	25.37%	\$85	(\$28)	\$0	(\$28)	335	
62940	TRAVEL ADVANCES	20,000	20,000	\$1,813	\$207	\$3,171	\$18,829	\$0	15.85%	27.33%	\$5,465	(\$2,295)	\$1,843	(\$2,295)	20,000	
74230	UTILITIES	0	0	\$0	\$0	\$0	\$6,888	\$0	0.00%	24.44%	\$19,066	\$55	\$0	\$55	0	
63000	PRINCIPAL ON LEASE PURCHASES	82,000	82,000	\$7,113	\$0	\$7,113	\$62,889	\$0	23.33%	24.44%	\$19,066	\$55	\$8,398	\$55	83,998	
61000	SERVICES & SUPPLIES	\$1,004,648	\$1,004,648	\$178,678	\$67,445	\$234,083	\$770,565	\$0	23.30%	22.56%	\$216,554	(\$58,353)	\$65,480	(\$58,353)	\$958,949	

Pos + = UP
Neg () = DOWN

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2015-2016

As of 9/30/15 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Acct	Acct Title	2015-16		2015-16		August	September	2015-16		YTD	Percentage of CY Budget Actualized	Percentage of PY Eas Actualized	2014-15 YTD Actuals	COMPARE THRU SEP		September Actuals	2014-15 Est./Actuals
		Final Budget	Est./Actuals	Actuals	Actuals			YTD Actuals	Remaining					Actuals	Actuals		
75315	COUNTY OVERHEAD (see 3550)	\$145,272	\$145,272	\$0	\$0	\$0	\$36,318	\$36,318	\$108,954	\$0	25.00%	0.00%	\$0	\$0	\$0	\$0	\$111,242
90000	OPERATING TRSF OUT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
90000	OTHER USES	\$145,272	\$145,272	\$0	\$0	\$0	\$36,318	\$36,318	\$108,954	\$0	25.00%	0.00%	\$0	\$0	\$0	\$0	\$111,242
86204	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
98700	APPROP FOR CONTINGENCIES	\$156,235	\$156,235	\$0	\$0	\$0	\$0	\$0	\$156,235	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$156,235	\$156,235	\$0	\$0	\$0	\$0	\$0	\$156,235	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$345,000	\$345,000	\$23,387	\$29,770	\$0	\$81,787	\$81,787	\$263,213	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40430	INTEREST	\$14,000	\$14,000	\$1,628	\$0	\$0	\$2,986	\$2,986	\$11,014	\$11,014	23.71%	23.42%	\$78,444	\$3,343	\$29,002	\$335,000	
40440	RENTS & CONCESS	\$200	\$200	\$0	\$0	\$0	\$43	\$43	\$157	\$157	21.33%	24.69%	\$3,160	(\$173)	\$1,140	\$12,800	
40441	RENTAL DEPOSIT/FOREFT REVENUE	\$160	\$160	\$0	\$0	\$0	\$0	\$0	\$160	\$160	21.38%	23.18%	\$48	(\$5)	\$0	\$208	
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$160	
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%	100.00%	\$4,749	(\$4,749)	\$0	\$4,749	
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0	
41510	HUMAN SERVICES	\$290,000	\$290,000	\$27,821	\$26,298	\$0	\$75,613	\$75,613	\$214,387	\$0	26.07%	24.39%	\$68,299	\$7,315	\$27,999	\$280,000	
42010	ADMINISTRATIVE SERVICES	\$1,200	\$1,200	\$100	\$186	\$186	\$336	\$336	\$864	\$864	28.00%	39.17%	\$470	(\$134)	\$170	\$1,200	
42022	COST RECOVERY-OTHER	\$7,500	\$7,500	\$892	\$725	\$0	\$2,091	\$2,091	\$5,407	\$5,407	27.90%	26.22%	\$1,966	\$127	\$527	\$7,500	
42044	MEMBER CONTRIBUTION	\$2,352,796	\$2,352,796	\$442,336	\$0	\$0	\$941,118	\$941,118	\$1,411,678	\$1,411,678	40.00%	55.84%	\$1,263,300	(\$322,182)	\$358,379	\$2,262,304	
42073	OTHER CHARGES CURRENT SERVICES	\$53,000	\$53,000	\$2,040	\$1,290	\$1,290	\$9,430	\$9,430	\$43,570	\$43,570	17.79%	18.16%	\$9,080	\$350	\$220	\$50,000	
42074	ADMINISTRATIVE FINE FEES	\$25,000	\$25,000	\$1,986	\$2,290	\$2,290	\$5,026	\$5,026	\$19,974	\$19,974	20.11%	16.26%	\$3,170	\$1,856	\$875	\$19,500	
42205	GRANT SERVICES-NON INTERGOV	\$0	\$0	\$500	(\$29,880)	\$0	(\$14,380)	(\$14,380)	\$16,515	\$16,515	0.00%	0.00%	\$0	(\$14,380)	\$0	\$6,125	
42206	ANIMAL MICROCHIP FEES	\$24,000	\$24,000	\$1,660	\$2,140	\$2,140	\$5,485	\$5,485	\$18,515	\$18,515	25.11%	22.30%	\$5,650	(\$165)	\$1,900	\$22,500	
42207	ANIMAL RABIES FEES	\$8,000	\$8,000	\$1,089	\$1,344	\$1,344	\$3,335	\$3,335	\$4,665	\$4,665	41.69%	41.89%	\$1,561	\$1,774	\$518	\$7,000	
42207	ANIMAL SPAY&NEUTER FEES	\$110,000	\$110,000	\$9,265	\$11,455	\$11,455	\$29,155	\$29,155	\$80,845	\$80,845	26.50%	49.18%	\$73,276	(\$44,121)	\$39,830	\$149,000	
42234	SALES-OTHER-TAXABLE	\$28,000	\$28,000	\$3,182	\$5,149	\$5,149	\$13,941	\$13,941	\$14,059	\$14,059	48.79%	12.56%	\$4,146	\$9,795	\$1,191	\$33,000	
42362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	\$0	
42372	CONTRIBUTIONS AND DONATIONS	\$170,000	\$170,000	\$19,689	\$8,381	\$8,381	\$49,981	\$49,981	\$120,019	\$120,019	29.40%	12.07%	\$20,523	\$29,458	\$5,054	\$170,000	
42380	NSF CHECKS	\$0	\$0	(\$250)	\$210	\$210	(\$40)	(\$40)	\$40	\$40	#DIV/0!	79.31%	(\$69)	\$29	\$29	\$29	(\$87)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$80	\$80	\$80	\$80	(\$80)	(\$80)	#DIV/0!	43.75%	\$70	\$10	\$70	\$160	
42384	OTHER REVENUE	\$34,000	\$34,000	\$2,602	\$1,256	\$1,256	\$5,193	\$5,193	\$28,807	\$28,807	15.27%	7.92%	\$2,535	\$2,668	\$255	\$32,000	
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0	
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0	
42981	LICENSES - CAPITOLA	\$0	\$0	\$694	\$879	\$879	\$2,343	\$2,343	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$3,727	\$5,517	\$5,517	\$14,251	\$14,251	(\$14,251)	(\$14,251)	0.00%	0.00%	\$14,057	(\$77)	\$654	\$0	
42983	LICENSES - SCOTTS VALLEY	\$0	\$0	\$2,132	\$1,495	\$1,495	\$5,227	\$5,227	(\$5,227)	(\$5,227)	0.00%	0.00%	\$4,470	\$194	\$5,472	\$0	
42984	LICENSES - COUNTY	\$0	\$0	\$13,629	\$18,294	\$18,294	\$49,803	\$49,803	(\$49,803)	(\$49,803)	0.00%	0.00%	\$46,894	\$757	\$1,631	\$0	
42986	LICENSES - WATSONVILLE	\$0	\$0	\$3,205	\$3,645	\$3,645	\$10,163	\$10,163	(\$10,163)	(\$10,163)	0.00%	0.00%	\$10,603	\$2,909	\$16,994	\$0	
40100-42500	REVENUES	\$3,462,856	\$3,462,856	\$537,927	\$60,695	\$60,695	\$1,211,183	\$1,211,183	\$2,251,673	\$2,251,673	34.98%	45.40%	\$1,540,378	(\$329,195)	\$471,846	\$3,393,132	

Pos + = UP
Neg () = DOWN