



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 20, 2014 – 3:00 p.m.

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

1.0 Call to Order and Roll Call

2.0 Introductions

3.0 Consideration of Late Additions or Changes to the Agenda

4.0 Oral Communications – Any person may address the Santa Cruz County Animal Shelter Board of Directors during the Oral Communications period. All Oral Communications should be directed to items or issues that would be within the jurisdiction of the Santa Cruz County Animal Shelter but not on today's Agenda. Board members will not take actions or respond immediately to Oral Communications presented, but may choose to follow-up at a later time, either individually or on a subsequent Agenda.

5.0 Consent Agenda

5.1 Approve minutes of the August 11, 2014 meeting

5.2 Accept reports of the General Manager and the Management Team for August/September 2014

5.3 Accept and file the statistics for the months August/September 2014

5.4 Accept and approve revised change fund policy

5.5 Accept and approve quarterly report for all claims under \$10,000

5.6 Accept and approve Journal Entry payments with the County of Santa Cruz

5.7 Approve fixed asset inventory for 2014

5.8 Continue to next meeting the revision of SCCAS policy and procedure #210 and #220

6.0 Regular Agenda

6.1 General Manager's oral report

6.2 Consider and approve financial report for the months of August/September 2014 and take related actions

6.3 Consider update on microchip ordinance

6.4 Consider update on administrative citation program

6.5 Consider and approve administrative citation fees for the remaining County and municipal codes regarding animal violations

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 20, 2014
SUBJECT: Approve minutes of August 11, 2014 meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of August 11, 2014.

SANTA CRUZ COUNTY ANIMAL SHELTER

BOARD OF DIRECTORS MEETING

Minutes of Monday, August 11, 2014 3:00 PM

Board of Supervisors Chambers, Fifth Floor

701 Ocean Street, Santa Cruz, CA 95060

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

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: Lt. Greg Lansdowne called the meeting to order at 3:02 pm. Board members Weiss, Clark and Vega were absent.
- 2.0 Introductions: Susan Mauriello introduced Lt. Greg Lansdowne from the Sheriff's Office and welcomed him to the ASA Board.
- 3.0 Late Addition or changes to agenda: two contracts in consent agenda were signed in advance of Board approval. Board member Shull noted that both contracts have current date.
- 4.0 ORAL COMMUNICATION -- None
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the June 9, 2014 Board Meeting
 - 5.2 Accepted reports of General Manager and the Management Team for the months of June 2014 and July 2014
 - 5.3 Accepted statistics for the months of June 2014 and July 2014
 - 5.4 Accept and approve quarterly report for all claims under \$10,000
 - 5.5 Authorized General Manager to sign contract for development services with Anastasia Torres-Gil for FY14-15
 - 5.6 Authorized General Manager to sign contract for veterinary services with Dr. Deborah Moreno, DVM for FY14-15
 - 5.7 Accepted journal entry payments with County of Santa Cruz for FY13-14, fourth quarter
 - 5.8 Continue to next meeting the revision of SCCAS policy and procedure #210 and #220

Regarding Item 5.5, Ms. Sobel gave the Board some background information on development professional Anastasia Torres-Gil with whom the shelter will be contracting for services and noted that the position will be paid through the recent bequest given to the Shelter.

Board Member Joe Phares commended Ms. Sobel and ASA staff for initiating the partnership with Social Vocational Services, and also for the generous awards from the Human Race fundraiser and the Watsonville Car Show fundraiser.

Board Action on Consent Agenda items 5.1 through 5.8 MSPKL/V/C/W/

6.0 REGULAR AGENDA

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

Melanie Sobel introduced new shelter Admin Aide Juanita Gunter and new shelter Volunteer Coordinator Erin Conway.

Ms. Sobel reported that she is still working in conjunction with Nicole Coburn of the CAO's Office on the capital reserve report for discussion at a future Board meeting.

Ms. Sobel acknowledged Watsonville Chevrolet and thanked them for making the Shelter the beneficiary of their annual fundraiser which brought in \$4500 for shelter programs this year.

Ms. Sobel noted that she is hoping to address care of feral cats in the model ordinance to be presented to the Board at a future meeting.

6.2 Approved financial reports for the months of June 2014 and July 2014.

Ms. Sobel noted that Shelter revenue is up from this time last year, and expenditures have been decreased due to staff vacancies and increased efficiency of operations.

Board action on Regular Agenda Item 6.2: SMPKL/V/C/W/

6.3 Ms. Sobel noted that the City of Watsonville has passed the Admin Cite ordinance. Marie Costa stated that Scotts Valley representative has contacted her regarding the Admin Cite program, and they intend to implement it soon.

No Board action taken on Regular Agenda Item 6.3

6.4 Ms. Sobel noted that she is working with Assistant City Manager Tina Shull to try to get the Microchip Ordinance on the October Agenda for the City of Santa Cruz.

No Board Action taken on Regular Agenda Item 6.4

7.0 Meeting adjourned at 3:23pm. Next regular meeting is scheduled for 10/20/2014 at 3pm

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
 FROM: Melanie Sobel, General Manager
 DATE: October 20, 2014
 SUBJECT: Reports from the Management Team for the months of August/September 2014

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

General

- SCCAS has started a new free targeted humane education program for this school year with 82 after school presentations reaching 970 students from preschool to 6th grade in Watsonville and Freedom public schools. SCCAS volunteer Julie Hitchcock, who is bilingual and has been a teacher in the Watsonville public school system for 17 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.
- On August 23 and September 13, 2014 SCCAS hosted a two part seminar on dog behavior by international dog behavior specialist Trish King. SCCAS staff members and volunteers, staff members of Monterey Animal Services and Salinas Animal Services, and members of the public attended both sold out seminars.
- In August 2014, Friends of Santa Cruz County Animal Shelter (FOSCCA) gave SCCAS \$15,000 towards the Dude, Where's My Cat program to enable the program to continue.
- In September 2014, Friends of Santa Cruz County Animal Shelter (FOSCCA) gave SCCAS an additional \$30,000 towards the Dude, Where's My Cat program to enable the program to continue.
- On September 6, 2014 SCCAS hosted a volunteer appreciation barbeque for SCCAS volunteers.
- On September 9, 2014 SCCAS General Manager Melanie Sobel was the guest on the Universal Grapevine radio show on KZSC.
- On September 12, 2014 Melanie Sobel participated in an interview panel for the City of Oakland as part of their hiring process for a new Director for their Animal Services Department.
- SCCAS Melanie Sobel attended the California Shelter CEO Forum at Asilomar Conference Center on September 24-16, 2014.
- On September 27, 2014 Seabright Brewery and KPIG hosted the Bow-wowapalooza fundraiser for SCCAS featuring local musician/songwriter Michael Gaither and local musicians Those Guys (John Begley and George Christos) and raffle prizes. Laurie Roberts of KPIG radio emceed the festivities and Seabright Brewery donated 5% of sales during the event. The event raised approximately \$1,000.
- SCCAS continues to offer the "Dude, Where's My Cat?" program offering free spay/neuter for all resident cats in Santa Cruz County with purchase of microchip (including registration), rabies and FVRCP vaccinations, all for a total of only \$5. The

\$15,000 grant obtained from the California Dept. of Food and Agriculture funds the free spay/neuter surgeries.

- SCCAS continues to offer the "Planned Pethood South" program providing free spay/neuter for all cats that reside in zip code 95076 with purchase of a microchip (includes registration), rabies and FVRCP vaccinations, all for a total of \$5. The PetSmart Charities grant for \$86,000 funds the free spay/neuter surgeries. In September 2014, SCCAS added a free case of canned cat food for participants of this program. This program is advertised twice a month in the Register Pajaronian for one year and in Aptos Life and Capitola Life once a month for a year. It also has been advertised three times in La Ganga Newspaper.
- SCCAS continues its partnership program, Canines Teaching Compassion, with the nonprofit organization UnChained. UnChained partners with local schools and organizations to help reduce violence in our homes, schools and communities by implementing humane education and innovative animal-assisted therapy programs, in an effort to teach children and adults the values of respect, empathy, good citizenship and kindness towards one another.
- Heading Home Rescue, 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 Santa Cruz County Animals (FOSCCA) and Friends of Watsonville Animal Shelter (FOWAS) continue to fund medical procedures for SCCAS animals, allowing them to be treated and made available for adoption. This directly helps increase SCCAS' live animal release rate.
- Project Purr continues to assist SCCAS with 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 Staff

Angelica Reyes has been hired as a full time Client Services Assistant and Jenny Price as an Extra Help Client Services Assistant.

There is one current vacancy: an Animal Health Technician.

Watsonville Shelter

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

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

Live Oak Shelter

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

At the clinic at the Live Oak shelter location in the months of August/September 2014, 783 animals were spay/neutered. Also, 117 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 has added two front desk stations at the Santa Cruz shelter location to accommodate the increase in programs and services offered to the public.

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

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

Animal Control

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 continues to train volunteers to begin assisting in the Field Services Door to Door campaign using the Humane Society of the United States Pets for Life model. These trainings are: How to Approach and Talk to People, Effective Spay/Neuter Outreach, Cats, 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 with 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 2014.

Animal Control Report
August and September 2014
Todd Stosuy, Field Services Manager

1. In August we issued 1 Animal Control Warning and deemed two dogs Habitual Offenders in the unincorporated Santa Cruz. In August we also deemed one dog a Habitual Offender in the City of Santa Cruz. In September we issued 1 Animal Control Warning in unincorporated County and 1 in the City of Watsonville. In September we also deemed 3 separate dogs Vicious Animals in unincorporated County.
2. On August 5th we had officers assist with local National Night out Events.
3. We have begun working more collaboratively with Santa Cruz City Rangers in an effort to increase vaccinations and spay and neuter of dogs and cats owned by local transients living within City Parks. We have conducted several sweeps with Rangers and Police in Pogonip and Harvey West Parks. Animal Control Officers also attended a training on coyotes that City Rangers held at their headquarters.
4. Since the inception of the Administrative Citation Program, we have collected close to \$7,000 in revenue from citations that went to collections. In the months of August and September we received close to \$3,000 in Administrative Citation revenue.
5. At the request of Supervisor Friends office we have begun proactively patrolling Aptos Polo Grounds on Saturdays due to a recent increase of unaltered male dogs acting aggressively. Our goal is to provide information and resources on the benefits of spaying and neutering dogs.
6. Officers have begun working with the Animal Shelters Humane Education Program by conducting presentations on responsible pet ownership at various schools in the Watsonville area.
7. I have completed the five trainings for my Volunteer Outreach Team and we hope to be on the streets in November. Kenny Lamberti with Humane Society of the United States (HSUS) gave a training to the volunteers and a separate training for my officers and it was well received. He discussed HSUS's Pets For Life Program and ways shelters can work more effectively in their communities.
8. I was re-elected President of the National Animal Care and Control Association for a fourth term. This is the longest anyone has ever served in the position. This position allows me to effectively network with others in our profession and bring valuable resources back to Santa Cruz. Additionally, I am able to promote the progressive programs Santa Cruz offers and that help us serve as a model of best practices for the rest of the Country.
9. We have several open cases regarding animals that have been suffocated, tortured or otherwise cruelly treated. We are working closely with the staff veterinarian and District Attorney's Office to ensure justice is served.



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

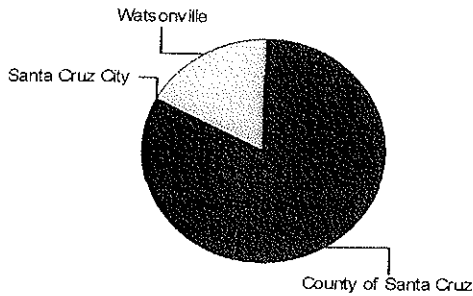
All Jurisdictions Combined 8/1/14 through 9/30/14

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Total Intake	262	379	159	121	61	982
Adopted	62	87	116	32	55	352
Euthanized	155	95	21	21	3	295
Returned to Owner	33	151	4	1	1	190
Transferred	22	40	20	33	2	117
Total Outcome	262	375	313	106	43	1,099

Intakes of Owner Requested Euthanasia From All Jurisdictions During 8/1/14 to 9/30/14 = 51
 Animals on hand on September 30, 2014 = 289

Patrols by Jurisdiction	Patrols	Total Minutes
City of Santa Cruz	1	10
County of Santa Cruz	148	4,207
Watsonville	30	887
Live Oak and E. Cliff Beaches	22	630

Percent of Total by Jurisdiction



County of Santa Cruz	82.4%
Santa Cruz City	0.2%
Watsonville	17.4%
Total:	100.0%

License Compliance and Revenue

	Tags Sold	Revenue
CAPITOLA	48	\$1,323
COUNTY	1,025	\$29,698
OTHER	1	\$29
SANTA CRUZ	325	\$9,556
SV	95	\$2,856
WATSONVILLE	201	\$6,309
TOTAL	1,695	\$49,771

**Shelter Services Board Report
August and September 2014
By Ben Winkleblack, Shelter Manager**

In the months of August and September:

- 1,695 dog licenses were sold
- 352 animals were adopted
- 117 animals were transferred to another shelter or rescue agency
- 982 animals entered the shelter
- 190 animals were reunited with their owner
- 263 WebLicensing transactions
- 316 Grant funded spay and neuter surgeries

The veterinary team performed 783 surgeries in the months of August and September, up from 632 for the same time period last year, a 24% increase. The Client Services Staff signed 488 clients up to have their pets spayed or neutered through the Planned Pethood Program, Dude Where is My Cat Program, or the 95076 Cat Program. The Client Services Staff implanted 81 microchips into owned animals during August and September.

The number of felines that entered the shelter during August and September has decreased to 421 cats this year from 562 for August and September last year, a 25% decline. The number of canines that have entered the shelter during August and September has increased from 373 last year to 440 this year, an 18% increase. The number of stray canines has increased 20% over August and September 2013 and the number of canines that have been surrendered by their owner has increased 57% this year from August and September of last year.

Thank you,
Ben Winkleblack

Melanie Sobel

From: Info@anastasiasproductions.com
Sent: Sunday, October 12, 2014 10:58 PM
To: Melanie Sobel
Subject: List of Outreach and Media since last board meeting

Hi, Melanie:

Here's the list of your Outreach and Media since your last board meeting:

Media:

- *Made Community Television Public Service Announcement;
- *Guest on KZSC's Universal Grapevine program (88.1 FM);
- *Referenced on KSBW and the Sentinel re the charges stemming from the possum killing;
- *Had numerous Public Service Announcements air on KPIG;
- *Published upcoming SCCAS events in The Good Times, the Sentinel's Zvents, Bay Area News Group (San Jose Mercury News), Coastal Canine. We are currently publicizing the Halloween Hoedown in the same manner.
- *Maintained a consistent Social Media presence (posting an average of 4x a day on Facebook and tweeting every other day. We have approximately 130more fans on Facebook since our last board meeting).

Outreach:

- *Created SCCAS display at the County Fair (with bilingual materials);
- *Met with Gayle Ortiz from Gayle's re partnering to support the shelter;
- *Held the Bow-WOW-apalooza fundraiser at Seabright Brewery;
- *Selected to install (on 10/24/14) a shelter exhibit at Pajaro Valley Arts Council for their Dia de los Muertos exhibition (with bilingual materials);
- *Are launching a Surf City Coffee fundraising event (with Surf City promoting us);
- *Are in the process of opening a Shelter Boutique (Bark-tique & Cat-signment Shop) to raise funds and awareness;
- *Have submitted the application to have a parade contingent in the Downtown Association's annual Holiday Parade.
- *Sponsored three intensive dog behavior courses where we invited both the community and other animal control agencies;
- *Sponsored classes for the community involving animal care (like the Pet Reiki).

I'm sure I'm forgetting things and I didn't add that we submitted an article to the Sentinel (which they haven't printed....) and I submitted a thank you to Name Droppers for our Bow-WOW-apalooza

Anastasia

Anastasia's Productions
 The doggy style card with a ♥
www.AnastasiasProductions.com
Info@AnastasiasProductions.com
 Cellular: (831) 247-9775
 Fax: 1(831) 480-5969

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Statistics for the Months of August/September 2014

Recommendation:

Accept and file the reports of statistics for the months of August/September 2014.

Consent Agenda Item 5.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Revised SCCAS Policy and Procedure #360 Change Fund

Recommendation:

Accept and approve revision of the SCCAS Policy and Procedure #360 Change Fund.

Discussion:

SCCAS has added two work stations at the front desk at the Santa Cruz shelter location to accommodate the increased programs and services offered to the public. The change fund is currently authorized at \$700 and it is recommended to increase the change fund to \$900.

**Santa Cruz County of Santa Cruz
Animal Services Authority**

**ANIMAL SERVICES ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No: 360
Date Issued:
Date Revised: 9/24/14

APPROVED: _____
Board Chairperson

SUBJECT: CHANGE FUND

1. The Authority may maintain a change fund to be used in the agency's normal course of business to make change for customers following sales transactions. Change may be in currency and coin.
 - 1.1. The change fund must be used only to makes change for sales performed by the Authority.
 - 1.2. The change fund must be kept separate from any other funds.
 - 1.3. The change fund must be maintained with adequate security and, when not in use, kept in a locked compartment/receptacle or safe.
 - 1.4. No expenditures for wages, cash advances, or loans may ever be paid from the fund. No personal checks may be cashed from the fund. The fund may not be used to reimburse small purchases.
2. The Fund is held and controlled by the General Manager or his/her designated representative (the custodian).
3. The Fund is authorized at ~~\$700~~ \$900. The change fund amount does not change from day to day.
 - 3.1. Cash overages in the change fund will be deposited to subobject 2362. Cash shortages will be replenished to the change fund by way of requesting a warrant to be drawn to the Authority with subobject 3452.
4. From time to time the fund may need to replenish its supply of small bills and change. The custodian of the Fund may take the fund to the Treasurer's Office to make change. The fund may not be replenished by anyone other than the custodian who is responsible for the fund.

**Santa Cruz County of Santa Cruz
Animal Services Authority**

**ANIMAL SERVICES ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No: 360
Date Issued:
Date Revised: 9/24/14

APPROVED: _____
Board Chairperson

SUBJECT: CHANGE FUND

1. The Authority may maintain a change fund to be used in the agency's normal course of business to make change for customers following sales transactions. Change may be in currency and coin.
 - 1.1. The change fund must be used only to makes change for sales performed by the Authority.
 - 1.2. The change fund must be kept separate from any other funds.
 - 1.3. The change fund must be maintained with adequate security and, when not in use, kept in a locked compartment/receptacle or safe.
 - 1.4. No expenditures for wages, cash advances, or loans may ever be paid from the fund. No personal checks may be cashed from the fund. The fund may not be used to reimburse small purchases.
2. The Fund is held and controlled by the General Manager or his/her designated representative (the custodian).
3. The Fund is authorized at \$900. The change fund amount does not change from day to day.
 - 3.1. Cash overages in the change fund will be deposited to subobject 2362. Cash shortages will be replenished to the change fund by way of requesting a warrant to be drawn to the Authority with subobject 3452.
4. From time to time the fund may need to replenish its supply of small bills and change. The custodian of the Fund may take the fund to the Treasurer's Office to make change. The fund may not be replenished by anyone other than the custodian who is responsible for the fund.

Consent Agenda Item 5.5

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Fourth quarter report of all claims under \$10,000 approved by the General Manager for July 1, 2014 through September 30, 2014.

Recommendation:

Approve the Fourth quarter report of all claims under \$10,000 approved by the General Manager for July 1, 2014 through September 30, 2014.

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, 2014 through December 31, 2014 will be included on the October agenda and every quarter thereafter.

DATE: 10/14/14
 TO: Board of Directors, Santa Cruz County Animal Services
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.5 July 1, 2014 through September 30, 2014 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, 2014 through September 30, 2014

Expenditure Actual Transactions

Sub-Object	Posted	Amount	Description	Vendor No	Vendor Name
3250 - FOOD					
7/21/2014	23.88	*TRADER JOES 6-30-14*	103789	PETTY CASH	
7/21/2014	23.88	*TRADER JOES 7-3-2014* RABBIT GREENS	103789	PETTY CASH	
7/21/2014	29.17	*PET PALS 7-2-14* CAT FOOD	103789	PETTY CASH	
7/28/2014	23.88	*TRADER JOES 7-14-2014* RABBIT GREENS	103789	PETTY CASH	
8/11/2014	71.40	ANIMAL SUPPLIES INV *230141**231362* 7-31-14	000741	GENERAL FEED & SEED	
8/13/2014	177.90	ACC 744051 FOOD INV *0221960612*	126091	HILL'S PET NUTRITION INC	
8/21/2014	2.60	*PET EMPORIUM - 7-31-14* REPTILE FOOD	103789	PETTY CASH	
9/12/2014	23.88	*TRADER JOES 8-21-14* RABBIT GREENS	103789	PETTY CASH	
9/12/2014	147.06	ANIMAL SUPPLIES *11869**11904**233342* 8-31-14	000741	GENERAL FEED & SEED	
9/12/2014	367.08	ACC 744051 FOOD INV *0222025152**0222125671*	126091	HILL'S PET NUTRITION INC	
3295 - LIABILITY INSURANCE					
9/16/2014	1,000.00	FY14-15 CLAIM CL1415005819 0002 SCCASA	122952	SDRMA	
3355 - MAINT-OFFICE EQUIPMENT-SERVICES					
7/23/2014	54.63	*42460445557085060614*HARDWARE SUPPLIES	124770	US BANK CORPORATE PAYMENT SYSTEMS	
9/30/2014	6.51	COPY OVERAGE SKV24632 AUGUST 2014 *4013889294*	015273	CANON SOLUTIONS AMERICA INC	
3360 - MAINT-OTH EQUIP-SERVICES					
9/8/2014	44.50	FIRE EXTINGUISHER INSPECTION 8-26-14 INV *34947*	001993	TRI-COUNTY FIRE PROTECTION	
3361 - MAINT-OTH EQUIP-SUPPLIES					
9/22/2014	76.10	#42460445557085060814#	124770	US BANK CORPORATE PAYMENT SYSTEMS	
9/22/2014	133.95	#42460445557085060814#	124770	US BANK CORPORATE PAYMENT SYSTEMS	
3395 - FACILITIES MAINT-GENERAL-SERVICES					
7/23/2014	113.00	ACCT 52928 SC JUNE 2014 INV *1339251*	126092	CRANE PEST CONTROL	
8/5/2014	86.31	*W-495977* CUST 12222 7/17/14	011882	GREEN RUBBER-KENNEDY AG	
8/18/2014	113.00	ACC 52928 SC JULY 2014 INV *1351218*	126092	CRANE PEST CONTROL	
9/3/2014	42.26	CUST 12222 8-13-14 *W-4967448*	011882	GREEN RUBBER-KENNEDY AG	
9/23/2014	113.00	ACCT 52928 SC AUGUST 2014 INV *1362020*	126092	CRANE PEST CONTROL	
9/30/2014	111.48	CUST 12222 9-8-14 *W-497392*	011882	GREEN RUBBER-KENNEDY AG	

Sub-Object 3432 - OTHER MEDICAL MATERIALS & SUPPLIES

7/23/2014	1,412.26	100144518 6-25-14	MEDICAL SUPPLIES *890-1694753*	128735	PATTERSON VETERINARY SUPPLY INC.
7/28/2014	725.50	100144518 7-7-14	MEDICAL SUPPLIES *890-1704487*	128735	PATTERSON VETERINARY SUPPLY INC.
8/5/2014	150.46	*144991**144924*	OXYGEN SC 7/14	125202	ANALGESIC SERVICES INC
8/13/2014	17.57	100144518 6-2014	SERVICE *9910614178*	128735	PATTERSON VETERINARY SUPPLY INC.
8/13/2014	38.32	ACCT7123999 8-1-14	INV *6001706491*	120324	BAYER HEALTHCARE LLC
8/13/2014	149.29	100144518 7-23-14	MEDICAL SUPPLIES *890-1712750*	128735	PATTERSON VETERINARY SUPPLY INC.
8/13/2014	151.50	ACCT7123999 7-18-14	INV *6001655874*	120324	BAYER HEALTHCARE LLC
8/14/2014	733.98	ACCT 33640 MED	*1811538**1920668**2004837*	120453	MWI VETERINARY SUPPLY CO
8/14/2014	1,864.01	ACCT 33640 MED	*1708278**1713213**1932081*	120453	MWI VETERINARY SUPPLY CO
8/14/2014	3,595.97	AC 33640 MED	*1615521**1722964**1748765**750568*	120453	MWI VETERINARY SUPPLY CO
8/20/2014	45.00	100057 BUPRENORPHINE	- DOXYCYCLINE 8-4-14*104307*	128088	MEHRDAD REYHANI DBA LAUDEN PHARMACY
8/20/2014	156.00	100057 MELOXICAM	7-25-14 *104274*	128088	MEHRDAD REYHANI DBA LAUDEN PHARMACY
9/3/2014	75.23	OXYGEN SC AUGUST 2014	INV *146090*	125202	ANALGESIC SERVICES INC
9/12/2014	75.23	OXYGEN SC AUGUST 2014	INV *152624*	125202	ANALGESIC SERVICES INC
9/16/2014	25.00	100057 BUPRENORPHINE	8-29-14 *104411*	128088	MEHRDAD REYHANI DBA LAUDEN PHARMACY
9/16/2014	312.00	100057 MELOXICAM	8-18-14 *104353*	128088	MEHRDAD REYHANI DBA LAUDEN PHARMACY
9/23/2014	354.13	21944 INV *170416*	FATAL PLUS 2014 09 03	120920	VORTECH PHARMACEUTICALS
9/23/2014	958.66	100144519 MED SUPPLIES	*890-1722736*890-1727348	128735	PATTERSON VETERINARY SUPPLY INC.
9/24/2014	651.26	ACCT33640 MED *2013946**2107325**2167424**2223968*		120453	MWI VETERINARY SUPPLY CO
9/24/2014	2,907.05	AC 33640 MED *2129303**2129809**2333933*		120453	MWI VETERINARY SUPPLY CO
9/24/2014	4,963.81	ACCT 33640 MED*2246341**2279099**2303046**2306103*		120453	MWI VETERINARY SUPPLY CO

Sub-Object 3484 - DUPLICATING SERVICES

9/16/2014	559.04	8-29-14	BITE FORMS AND CITES *INV00001234*	115600	BLUE HERON DESIGN GROUP
9/16/2014	838.55	8-29-14	DOG AND CAT ADOPTION PACKETS *00001234*	115600	BLUE HERON DESIGN GROUP

Sub-Object 3491 - POSTAGE

7/8/2014	127.25	*2187757-JN7-10-14*	10-10-14 MAIL STATION LEASE	127460	PITNEY BOWES GLOBAL FINANCIAL SERVICES
7/21/2014	20.46	*STAPLES 7-2-14*	SHIPPING	103789	PETTY CASH
8/11/2014	2,000.00	POSTAGE *ACCT 8000 9090	06747 3594 7-24-14*	127440	THE PITNEY BOWES BANK, INC. DBA PURCHASE
9/22/2014	276.18	AC 2193 9730 86 3	*612176* 9-6-14 SUPPLIES	000494	PITNEY BOWES
9/30/2014	127.25	*2187757-SP14*10-10-14	1-10-15 MAIL STATION LEASE	127460	PITNEY BOWES GLOBAL FINANCIAL SERVICES

Sub-Object 3492 - SUBSCRIPTIONS/PERIODICALS

7/23/2014	125.00	#42460445557085060614#	AGENCY MEMBERSHIP/NACA	124770	US BANK CORPORATE PAYMENT SYSTEMS
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Sub-Object 3493 - SUPPLIES

7/21/2014	17.29	*HOME DEPOT 7.1-2014*	GARDENING TOOLS	103789	PETTY CASH
7/23/2014	489.66	#42460445557085060614#	SHELTER SUPPLIES	124770	US BANK CORPORATE PAYMENT SYSTEMS
8/5/2014	74.88	*114488* AC 9506AC	FOOD TRAYS 7/16/14	120329	SPECIALTIES INC

8/5/2014	486.39	PELLETS 7/1/14 *3832* 7/25/14 *4006*	002094	HANSEN FEED & PET SUPPLY
8/6/2014	75.53	*HOME DEPOT 6/24/14* SUPPLIES	103789	PETTY CASH
8/11/2014	151.77	AC 1015661 JULY 2014 *3237977227*	014385	STAPLES CONTRACT AND COMMERCIAL INC DBA
8/12/2014	10.00	#42460445557085060714#	124770	US BANK CORPORATE PAYMENT SYSTEMS
8/12/2014	174.70	*42460445557085060714*	124770	US BANK CORPORATE PAYMENT SYSTEMS
8/12/2014	216.49	#42460445557085060714#	124770	US BANK CORPORATE PAYMENT SYSTEMS
8/12/2014	1,387.41	#42460445557085060714#	124770	US BANK CORPORATE PAYMENT SYSTEMS
8/18/2014	15.98	*VACUUMSLNC.COM 8-5-14* VACUUM BAGS	103789	PETTY CASH
8/21/2014	135.36	*HOME DEPOT 7-26-14* SUPPLIES	103789	PETTY CASH
8/25/2014	416.16	PELLETS 8-18-14 *4050**4051*	002094	HANSEN FEED & PET SUPPLY
8/25/2014	471.34	PELLETS 7-12-14 *2964* LITTER 8-7-14 *4031*	002094	HANSEN FEED & PET SUPPLY
8/29/2014	18.48	*O REILLY AUTO PARTS6252014* PARTS	103789	PETTY CASH
8/29/2014	21.64	*STAPLES 8-11-14* MEMORY CARD	103789	PETTY CASH
8/29/2014	111.15	*BEST BUY 8-6-14* COMPUTER MONITOR	103789	PETTY CASH
9/3/2014	196.53	INV*29141* 8-25-14 SERVICE DOG TAGS	120569	ANIMAL CARE EQUIP & SVCS
9/12/2014	90.23	PELLETS 9-2-14 *4078* WATSONVILLE SHELTER	002094	HANSEN FEED & PET SUPPLY
9/12/2014	152.03	*TRADER JOES 8-9-2014* CAT SCRATCHERS	103789	PETTY CASH
9/12/2014	401.16	PELLETS 9-2-2014 *4081* SANTA CRUZ SHELTER	002094	HANSEN FEED & PET SUPPLY
9/22/2014	161.09	*42460445557085060814*	124770	US BANK CORPORATE PAYMENT SYSTEMS
9/23/2014	5,611.68	ASPCA GRANT WOODEN DOGHOUSES *2014 0804*	008645	PET PALS
9/30/2014	175.54	INV 29770 9-19-2014 SNAPPY SNARES	120569	ANIMAL CARE EQUIP & SVCS
9/30/2014	551.25	ISO MAX V UNIVERSAL SCANNER 9-19-14 *4702*	128858	FOUND ANIMALS FOUNDATION INC
9/30/2014	5,453.53	1000 MICROCHIPS 9-18-2014 *4682*	128858	FOUND ANIMALS FOUNDATION INC
Sub-Object 3545 - CONSULT/MGT/PC SERVICES				
7/23/2014	50.05	MAY 2014 WEBLIC TRANSACTIONS INV *9581*	011567	HLP INC
7/23/2014	55.30	JUNE 2014 WEBLIC TRANSACTIONS INV *9705*	011567	HLP INC
8/12/2014	220.98	#42460445557085060714#	124770	US BANK CORPORATE PAYMENT SYSTEMS
8/19/2014	54.95	JULY 2014 WEBLICENSING TRANSACTIONS INV *9796*	011567	HLP INC
9/3/2014	3,840.00	FY14-15 WEBLICENSING SERVICES INV *9851*	011567	HLP INC
9/24/2014	47.60	AUGUST 2014 WEBLICENSING TRANSA INV *9894*	011567	HLP INC
Sub-Object 3665 - PROF & SPECIAL SERV-OTHER				
7/1/2014	72.00	WA ALARM 7-1-2014 9-30-2014 *117988*	002294	DOYLE POLAND DBA SUPERIOR ALARM CO
7/1/2014	79.50	SC ALARM 7-1-2014 9-30-2014 *118316*	002294	DOYLE POLAND DBA SUPERIOR ALARM CO
7/1/2014	135.00	SC FIRE SYS 07-01-2014 -9-30-14*118317*	002294	DOYLE POLAND DBA SUPERIOR ALARM CO
7/22/2014	159.86	7-7-14 FY 14-15 WEB HOST AND SECURITY *00001221*	115600	BLUE HERON DESIGN GROUP
7/23/2014	75.00	SC SERV CALL 7-15-14 INV *118705*	002294	DOYLE POLAND DBA SUPERIOR ALARM CO
7/28/2014	100.00	*MICHELLE KIBA 7-11-2014*MUSIC PERFORMANCE	103789	PETTY CASH

7/30/2014	92.67	ACCT6108507 WA SHARPS 8-20-14 10-2014*3002706273*	126887	STERICYCLE INC
8/11/2014	30.26	*ACCT ANIMS1-07/31/2014 * WATER FO RWATS SHELTER	122402	ALL PURE WATER
8/18/2014	290.95	AC 157635 LAB 7-31-2014 INV *0714457635*	010638	IDEXX DISTRIBUTION INC
8/25/2014	83.22	ACCT 6108507 SC SHARPS 9-2014 11-2014*3002737025*	126887	STERICYCLE INC
8/25/2014	1,000.00	7446 DEAD PICK UP JULY 2014 WATS *0000080098*	122350	KOEFRAN INDUSTRIES
8/25/2014	1,700.00	6451 DEAD PICKUP JULY 2014 SC *0000080084*	122350	KOEFRAN INDUSTRIES
9/9/2014	494.63	ACCT 157635 LAB 8-31-2014 INV *0814157635*	010638	IDEXX DISTRIBUTION INC
9/10/2014	800.00	*INV 0079* TRISH KING BEHAVIOR WORKSHOPS 2014	128931	PATRICIA A KING
9/12/2014	40.64	*ACCT ANIMS1-8-31-2014* WATER FOR WATS SHELTER	122402	ALL PURE WATER
9/12/2014	1,000.00	7446 DEAD PICK UP AUGUST 2014 WATS *0000084236*	122350	KOEFRAN INDUSTRIES
9/12/2014	1,700.00	6451 DEAD PICKUP AUGUST 2014 SC *0000084222*	122350	KOEFRAN INDUSTRIES
9/30/2014	72.00	WA ALARM 10-1-2014 12-31-14 *119495*	002294	DOYLE POLAND DBA SUPERIOR ALARM CO
9/30/2014	79.50	SC ALARM 10-1-2014 12-31-2014 *119813*	002294	DOYLE POLAND DBA SUPERIOR ALARM CO
9/30/2014	135.00	SC FIRE SYS 10-1-2014 12-31-14 *119814*	002294	DOYLE POLAND DBA SUPERIOR ALARM CO
Sub-Object 3763 - VETERINARIAN SERVICES				
7/23/2014	400.00	IN HOUSE SUB VET *5-5-14 5-6-14*	126485	ED C WIESER
7/23/2014	2,500.00	IN HOUSE SUBST VET *6-3-14 6-30-14*	126485	ED C WIESER
8/11/2014	4,237.50	S/N VET 7-2-2014 7-30-2014 *73014BD*	129294	RUTH BINGHAM DILTS
8/19/2014	52.00	*8 4 2014* RADIOLOGY CONSULTATION	125348	VETERINARY RADIOLOGY SPECIALISTS, INC
8/19/2014	260.36	ACCOUNT 11965 8-8-2014 * INV 172596761*	120265	VCA ANIMAL HOSPITAL
8/20/2014	763.30	INV *06-30-2014* EMERGENCY VET SERVICES	108476	SANTA CRUZ VETERINARY HOSPITAL
8/25/2014	162.00	ACCOUNT 7928 EMERGENCY AVIAN CARE 8-11-14 *39855*	008622	ANIMUS INC DBA ANIMAL HOSPITAL OF SOQUEL
8/25/2014	472.24	INV *7-31-2014* EMERGENCY VET SERVICES	108476	SANTA CRUZ VETERINARY HOSPITAL
8/25/2014	2,350.00	IN HOUSE SUBSTITUTE VET *7-1-14 7-29-14*	126485	ED C WIESER
9/2/2014	3,450.00	S/N VET 8-6-2014 8-27-2014 *082714BD*	129294	RUTH BINGHAM DILTS
9/8/2014	52.00	*9-3-2014* RADIOLOGY CONSULTATION	125348	VETERINARY RADIOLOGY SPECIALISTS, INC
9/24/2014	2,200.00	IN HOUSE SUBSTITUTE VET *8-4-14 - 8-26-14*	126485	ED C WIESER
9/30/2014	947.72	INV *8-31-2014* EMERGENCY VET SERVICES	108476	SANTA CRUZ VETERINARY HOSPITAL
9/30/2014	1,800.00	ET 9-6-14 9-24-14 *092414BD*	129294	RUTH BINGHAM DILTS
Sub-Object 3820 - FIELD EQUIPMENT				
7/23/2014	100.42	#42460445557085060614#HARDWARE SUPPLIES	124770	US BANK CORPORATE PAYMENT SYSTEMS
8/12/2014	157.95	#42460445557085060714#	124770	US BANK CORPORATE PAYMENT SYSTEMS
9/22/2014	103.30	#42460445557085060814#	124770	US BANK CORPORATE PAYMENT SYSTEMS
9/30/2014	348.04	INV *29770* 9-19-2014 KETCH POLE AND HANDLE	120569	ANIMAL CARE EQUIP & SVCS
Sub-Object 3935 - INVENTORY MATERIALS PURCHASED				
7/22/2014	433.75	ID 208595 SLIP KEADS 7-3-14 INV *44010*	127882	WATER STREET CONNECTION INC DBA REGAL
8/25/2014	1,201.69	INV *6702* VOLUNTEER APRONS 8-18-14	127740	THE TIFFIN COMPANY INC DBA SHIRT

9/8/2014 493.80 INV *6707 * SCREEN PRINTED TEE SHIRTS 8-19-14 127740 THE TIFFIN COMPANY INC DBA SHIRT
 9/23/2014 2,377.96 ACCT 7123999 9-8-2014 INV *6000182998918* 120324 BAYER HEALTHCARE LLC
 Sub-Object 3976 - SPECIAL MISC EXPENSE-SUPPLIES

8/20/2014 22.50 JULY 2014 SC ID AGS INV *USORD00254535* 127862 RED DINGO INC
 8/20/2014 25.18 JUNE 2014 SC ID TAGS IN*USORD00252287* 127862 RED DINGO INC
 9/8/2014 22.50 AUGUST2014 SC ID TAGS INV *USORD00256728* 127862 RED DINGO INC
 Sub-Object 4154 - EDUCATION & TRAINING(REPT)

7/23/2014 450.00 #42460445557085060614#WARRANT CLASS REGISTRATIONS 124770 US BANK CORPORATE PAYMENT SYSTEMS
 Sub-Object 4162 - LODGING
 9/22/2014 527.32 #42460445557085060814# 124770 US BANK CORPORATE PAYMENT SYSTEMS
 Sub-Object 4166 - MILEAGE
 9/17/2014 80.08 MILEAGE 9/12/14 612154 MELANIE SOBEL
 9/26/2014 7.22 SEPT 2014 608873 TARRAH LIEBENBERG

Sub-Object 4170 - REGISTRATIONS (NON REPT)
 7/23/2014 85.00 #42460445557085060614#BOOTH REGISTRATION 124770 US BANK CORPORATE PAYMENT SYSTEMS
 Sub-Object 4175 - SERVICE CENTER CHARGES
 7/23/2014 1,694.30 ACCT 72750052 FLEET FUEL INV *7-8-14* 121773 VALERO MARKETING AND SUPPLY COMPANY
 8/18/2014 595.09 TAURUS BATTERY AND MAINT 4-24-14 *R O 21409* 128989 S C ADVANCED AUTO INC
 8/20/2014 1,578.63 ACCT 72750052 FLEET FUEL INV *8-7-2014* 121773 VALERO MARKETING AND SUPPLY COMPANY
 9/8/2014 116.66 2014-0829 FORD TAURUS *00052 6406* 129038 ALLEN BROTHERS OIL IV INC DBA OIL CAN
 9/12/2014 1,661.97 ACCT 72750052 FLEET FUEL INV *09-08-2014* 121773 VALERO MARKETING AND SUPPLY COMPANY
 9/23/2014 64.40 2014-0827 VEHICLE 331 *00052-6351* 129038 ALLEN BROTHERS OIL IV INC DBA OIL CAN

Sub-Object 4310 - UTILITIES
 7/8/2014 44.00 ACCT ANIMALSERVIC WATS JULY 2014 INV *78548* 118092 SCRAP
 7/8/2014 64.00 ACCT ANIMAL SERVIC SC JULY 2014 INV *78549* 118092 SCRAP
 7/23/2014 22.32 AC4783851189 8 2260 TTH *06-07-2014 7-8-2014* 102314 PG AND E CUSTOMER BILLING
 7/23/2014 1,492.48 AC 4857456190 7 SERVICE FROM 6-13-14 7-14-14 102314 PG AND E CUSTOMER BILLING
 7/23/2014 3,999.71 AC 0484373105 2 2200-TTH * 5-17-14 6-17-2014* 102314 PG AND E CUSTOMER BILLING
 8/6/2014 27.30 *070-01710-020* METER 655880068 6/18-7/17/14 001280 SANTA CRUZ MUNICIPAL UTILITIES
 8/6/2014 27.30 *070-02160-012* METER 67244880 6/18-7/17/14 001280 SANTA CRUZ MUNICIPAL UTILITIES
 8/6/2014 371.70 *070-02150-001* METER 67423083 6/18-7/17/14 001280 SANTA CRUZ MUNICIPAL UTILITIES
 8/6/2014 727.39 AC 22469 *5301950014127* 6/16-7/21/14 112417 CITY OF WATSONVILLE
 8/13/2014 44.00 AC ANIMAL SERVIC WATS AUG 2014 INV*78713* 118092 SCRAP
 8/13/2014 64.00 AC ANIMAL SERV SC AUGUST 2014 INV *78714* 118092 SCRAP
 8/20/2014 624.21 063738 SC TRASH-RECYCLEINV *0000907549*JULY 2014 124657 GREENWASTE RECOVERY INC
 8/25/2014 25.31 AC 4783851189 8 2260 TTH *7 9 2014-8-7-14* 102314 PG AND E CUSTOMER BILLING
 8/25/2014 3,134.33 ACCT 0484373105 2 2200 TTH *6-18-14 - 7-17-2014* 102314 PG AND E CUSTOMER BILLING

9/2/2014	730.05	ACCT 22469 5301950014127 7-21-2014 8-18-2014	112417	CITY OF WATSONVILLE
9/3/2014	1,322.30	ACCT 4857456190-7 SERVICE FROM 7-15 8-13	102314	PG AND E CUSTOMER BILLING
9/8/2014	27.30	*070 01710 020 METER 65580068 7-18-14 8-18-14*	001280	SANTA CRUZ MUNICIPAL UTILITIES
9/8/2014	27.30	*070 02160 012 METER 67244880 7-18-14 8-18-14*	001280	SANTA CRUZ MUNICIPAL UTILITIES
9/8/2014	44.00	ACCT ANIMALSERVIC WATS SEPT 2014 INV *78874*	118092	SCRAP
9/8/2014	64.00	ACCT ANIMAL SERV SC SEPT 214 INV *78875*	118092	SCRAP
9/8/2014	351.30	*070 02150 001 METER 67423083 7-18-14 8-18-14*	001280	SANTA CRUZ MUNICIPAL UTILITIES
9/12/2014	624.21	063738 SC TRASH RECYCLE *00000953153* AUG 2014	124657	GREENWASTE RECOVERY INC
9/23/2014	29.12	ACCT 4783851189 8 2260 TTH *8-8-14 9-8-14*	102314	PG AND E CUSTOMER BILLING
9/23/2014	1,289.92	ACCT 4857456190 7 SERV FROM 8-14-14 9-12-14	102314	PG AND E CUSTOMER BILLING
9/23/2014	3,186.20	ACCT 0484373105-2 2200 TTH *7-18-14 8-18-2014*	102314	PG AND E CUSTOMER BILLING
9/30/2014	701.87	ACCT22469 5301950014127 *8-18-2014 9-15-2014*	112417	CITY OF WATSONVILLE

Consent Agenda Item 5.6

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: 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, 2014 through September 30, 2014.

Recommendation: Accept the third 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 October 1, 2014 through December 31, 2014 will be included on the February 9, 2015 agenda and every quarter thereafter.

DATE: 10/14/14
 TO: Melanie Sobel, General Manager
 FROM: Dana Morey, Accountant
 SUBJECT: July 01, 2014 through September 30, 2014 County JE Payments

The following SCCAS Journal entry claims are for services paid directly to Santa Cruz County and submitted to the County Auditor/Controller for payment from the Operating Budget for the period of July 01, 2014 through September 30, 2014

Expenditure Actual Transactions

Posted	Amount	Description	Vendor Name
7/14/2014	49,417.25	2002 CERTS LEASE PYMT FOR 1ST QTR 2014-15	COUNTY OF SANTA CRUZ
Department Total	49,417.25		
7/28/2014	179.75	JUNE 14 FLEET SERVICE CHARGES	GSD - FLEET
8/27/2014	66.66	JULY 14 FLEET SERVICE CHARGES	GSD - FLEET
Department Total	246.41		
9/4/2014	1,456.00	CUSTODIAL SERVICES FOR THE MONTH OF JULY & AUG ASA	GSD - JANITORIAL
Department Total	1,456.00		
8/29/2014	245.15	CHARGE ASA-4TH QTR 1314 EQUIP. MAINT- WATSONVILLE	GSD - MAINTENANCE
8/29/2014	2,533.17	CHARGE ASA-4TH QTR 1314 EQUIP. MAINT-7TH AVE	GSD - MAINTENANCE
Department Total	2,778.32		
7/7/2014	239.00	WAREHOUSE CHARGES FOR MONTH ENDING JUNE 2014	GSD - WAREHOUSE
7/7/2014	571.40	WAREHOUSE CHARGES FOR MONTH ENDING JUNE 2014	GSD - WAREHOUSE
7/28/2014	25.22	2200 7TH AVE/95062 USE TAX CHARGES JUL'14 1000 BUL	GSD - WAREHOUSE
8/5/2014	384.70	WAREHOUSE CHARGES FOR MONTH ENDING JULY 2014	GSD - WAREHOUSE
9/4/2014	41.00	WAREHOUSE CHARGES FOR MONTH ENDING AUGUST 2014	GSD - WAREHOUSE
9/4/2014	134.90	WAREHOUSE CHARGES FOR MONTH ENDING AUGUST 2014	GSD - WAREHOUSE
Department Total	1,396.22		
8/11/2014	6.21	CICS 2014-MAY ACTUAL	ISD - PC
8/15/2014	52.79	CICS 2014-JUNE ACTUAL	ISD - PC
9/19/2014	1.04	CICS 2014-AUGUST	ISD - PC
Department Total	60.04		
8/7/2014	17.09	TELEPHONE CHARGES 2014-MAY ACTUALS	ISD - TELECOM
8/7/2014	2,107.75	TELEPHONE CHARGES 2014-MAY ACTUALS	ISD - TELECOM
8/28/2014	17.03	TELEPHONE CHARGES 2014-JUNE ACTUALS	ISD - TELECOM
8/28/2014	2,124.98	TELEPHONE CHARGES 2014-JUNE ACTUALS	ISD - TELECOM

Consent Agenda Item 5.7

TO: Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Approve Fixed Asset Inventory for 2014(Policy No. 370: Inventory Control)

Recommendation:

Approve Fixed Asset Inventory for 2014 (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 6/30/14

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	2003 Kiefe	1dvsp16283K043558	8/22/2002	6,210.00	00087
Watsonville Shelter Equipment	Dryer, UniMac	UT055NQT B2G2W01	1110030667	1/31/2012	5,133.57	00204
	Washer, UniMac	UCN030HNP2YU1001	1110027539	1/31/2012	7,750.47	00205
	Copier	Canon iR4570	SKV24632	10/1/2009	5,573.71	00210
					18,457.75	
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)	1FDNF20LO3EB92355	9/14/2003	39,341.00	331
Fleet Services	Ford	2003	F250 (4x4)	1FDNF21LO3EB92354	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	0.00	603
Fleet Services	Ford	1997	Taurus	1FALP52U4VVG219330	6/29/2005	0.00	739
Salinas Ford	Ford	2008	F250 SuperDuty	1FDNF20588EE41879	10/9/2008	37,021.00	894
San Francisco Ford	Ford	2011	F350 (4x4)	1FTRF3B68BEB76082	4/6/2011	36,390.13	107
San Francisco Ford	Ford	2011	F350 (4x4)	1FTRF3B66BEB76081	3/29/2011	36,390.13	106
Subtotal - Vehicles						225,534.95	
Total						257,500.62	

Consent Agenda Item 5.8

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Continue to next meeting the revision of SCCAS policy and procedures
#210 and #220

Recommendation:

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

Regular Agenda Item 6.1

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: General Manager's Oral Report

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

Regular Agenda Item 6.2

TO: Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Financial Report for the period ending September 30, 2014

Recommendation:

Approve the Financial Report as presented for the period ending September 30, 2014.

Discussion:

The Financial Report ending September 30, 2014 reflects total revenues of \$471,846 and expenditures of \$361,331. YTD Revenues are \$1,540,378. YTD Expenditures are \$784,592. Current total revenues are 46% of a potential 25%. The percentage of current year expenditures is at 21%.

Licensing revenues YTD are \$78,444. At this point last year licensing revenues were \$69,139.

Santa Cruz County Animal Services Authority
Financial Summary for Fiscal Year 2014-15
For Months Ending September 30, 2014

Revenues:	2014-15 Final Budget	2014-15 YTD Actuals	YTD Remaining	2013-14 YTD Actuals
ANIMAL LICENSES	\$340,000	\$78,444	\$261,556	\$69,139
INTEREST	\$6,500	\$3,160	\$3,340	\$961
RENTS & CONCESSIONS	\$1,800	\$48	\$1,752	\$63
RENTAL DEPOSIT/FORFEIT REVENUE	\$0	\$0	\$0	\$0
ST-MANDATED COST REIMBURSEMENT	\$0	\$4,749	(\$4,749)	\$0
HUMANE SERVICES	\$300,000	\$68,299	\$231,702	\$73,445
ADMINISTRATIVE SERVICES	\$1,000	\$470	\$530	\$320
COST RECOVERY-OTHER	\$5,000	\$1,966	\$3,034	\$900
MEMBER CONTRIBUTION	\$2,262,304	\$1,263,300	\$999,004	\$1,269,317
CHARGES FOR CURRENT SERVICES	\$24,000	\$9,080	\$14,920	\$1,200
ADMIN FINE FEES	\$15,000	\$3,170	\$11,830	\$2,000
GRANT SERVICES-NON INTERGOV	\$0	\$0	\$0	\$0
ANIMAL MICROCHIP FEES	\$24,000	\$5,650	\$18,350	\$5,835
ANIMAL RABIES FEES	\$10,000	\$1,561	\$8,439	\$1,558
ANIMAL SPAY&NEUTER FEES	\$115,000	\$73,276	\$41,724	\$22,906
SALES-OTHER-TAXABLE	\$15,000	\$4,146	\$10,854	\$3,909
CASH OVERRAGES	\$0	\$0	\$0	\$0
CONTRIBUTIONS and DONATIONS	\$225,000	\$20,523	\$204,477	\$55,736
NSF CHECKS	\$0	(\$69)	\$69	(\$30)
NSF CHECKS-RETURNED CHECK FEE	\$0	\$70	(\$70)	(\$40)
OTHER REVENUE	\$34,000	\$2,535	\$31,465	\$12,870
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$3,378,604	\$1,540,378	\$1,838,226	\$1,520,090
Less Expenditures:				
Salaries and Benefits	\$2,507,006	\$568,038	\$1,938,968	\$547,809
Services and Supplies	\$943,044	\$216,554	\$726,490	\$240,482
Other Uses	\$111,242	\$0	\$111,242	\$29,977
Fixed Assets	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$3,561,292	\$784,592	\$2,776,700	\$818,268
Plus Contingency:	\$142,452	\$0	\$142,452	\$0
TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$3,703,744	\$784,592	\$2,919,152	\$818,268
NET REVENUES OVER (UNDER) EXPENDITURE	(\$325,140)	\$755,786	(\$1,080,926)	\$701,822
BEGINNING FUND BALANCE - UNDESIGNATED (unaudited ending balance from 6/30/14)	\$674,093	\$674,093	\$674,093	\$0
ENDING FUND BALANCE - UNDESIGNATED	\$348,953	\$1,429,879	(\$406,833)	\$701,822
ENDING FUND BALANCE - UNDESIGNATED	\$348,953	\$1,429,879	(\$406,833)	\$701,822
ANIMAL LICENSE DETAIL				
	2014-15 YTD Actuals	2013-14 YTD Actuals	PY COMPARISON	
LICENSES - CAPITOLA	\$2,420	\$1,810	\$610	
LICENSES - SANTA CRUZ	\$14,057	\$13,094	\$963	
LICENSES- SCOTTS VALLEY	\$4,470	\$3,957	\$513	
LICENSES- COUNTY	\$46,894	\$40,883	\$6,011	
LICENSES- WATSONVILLE	\$10,603	\$9,395	\$1,208	

* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/14 is \$552,080 (Unaudited)

* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/14 is \$700 (Unaudited)

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2014-2015

As of 9/30/14 from FAMIS
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Acct	Acct Title	2014-15 Final Budget	2014-15 Est./Actuals	August Actuals	September Actuals	2014-15 YTD Actuals	YTD Remaining	25%		2013-14 YTD Actuals	COMPARE THRU SEPT PY ACTUALS	August Actuals	September Actuals	2013-14 Est./Actuals
								Percentage of CY EA's Actualized	Percentage of PY Budget Actualized					
3100-9700	TOTAL EXPENDITURES	\$3,703,744	\$3,703,744	\$220,837	\$361,331	\$784,592	\$2,919,152	21.18%	34.96%	\$818,268	(\$33,675)	\$238,698	\$346,651	\$3,302,726
100-2600	TOTAL REVENUES	\$3,378,604	\$3,378,604	\$517,877	\$471,846	\$1,540,378	\$1,838,226	45.59%	32.91%	\$1,520,090	\$20,288	\$465,512	\$481,986	\$4,619,501
	NET COST	\$325,140	\$325,140	(\$297,041)	(\$110,515)	(\$75,786)	\$1,080,926	-232.45%	53.30%	(\$701,822)	\$53,964	(\$229,814)	(\$136,335)	\$1,316,775)
3100	REGULAR PAY-PER OVERTIME PAY-PER	1,520,184	1,520,184	\$104,540	\$106,239	\$283,769	\$1,236,415	18.67%	22.06%	\$300,073	(\$16,304)	\$109,675	\$107,814	1,360,180
3110	REGULAR PAY-EXT	4,850	4,850	\$0	\$192	\$208	\$4,642	4.29%	8.21%	\$117	\$91	\$101	\$1	1,423
3140	DIFFERENTIAL PAY	30,604	30,604	\$2,149	\$3,540	\$6,818	\$23,786	22.28%	20.85%	\$5,700	\$1,118	\$1,697	\$3,177	27,340
3150	OASDI-SOCIAL SE	11,640	11,640	\$1,196	\$1,311	\$3,316	\$8,324	28.49%	20.93%	\$3,700	(\$384)	\$1,281	\$1,464	17,679
3155	RETIREMENT	118,385	118,385	\$8,046	\$8,306	\$21,941	\$96,444	18.53%	22.18%	\$23,203	(\$1,262)	\$8,454	\$8,431	104,609
3160	EMPLOYEE INSURA	286,484	286,484	\$20,860	\$21,062	\$56,589	\$229,895	19.75%	22.57%	\$58,912	(\$2,323)	\$21,471	\$21,208	260,995
3165	UNEMPLOYMENT IN	403,481	403,481	\$23,822	\$23,822	\$64,019	\$339,462	15.87%	43.29%	\$156,104	(\$92,085)	\$28,829	\$107,134	360,594
3170	WORKERS COMPENS	6,950	6,950	\$0	\$6,950	\$6,950	(\$0)	100.00%	0.00%	\$0	\$6,950	\$0	\$0	5,285
		124,428	124,428	\$0	\$124,428	\$124,428	(\$0)	100.00%	0.00%	\$0	\$124,428	\$0	\$0	99,910
3100	SALARIES & BENEF	\$2,507,006	\$2,507,006	\$160,614	\$295,851	\$568,038	\$1,938,968	22.66%	24.48%	\$547,809	\$20,229	\$171,508	\$249,227	\$2,238,015
3215	POLICE SAFETY EQUIPMENT	500	500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	\$0	500
3225	UNIFORM REPLACEMENT	2,000	2,000	\$0	\$0	\$0	\$2,000	0.00%	0.00%	\$0	\$0	\$0	\$0	2,000
3235	RADIO SERVICES	28,000	28,000	\$2,313	\$2,313	\$6,938	\$21,062	24.78%	0.00%	\$6,762	\$176	\$2,254	\$2,254	2,064
3240	TELECOM SERVICES	26,000	26,000	\$4,267	\$2,146	\$2,233	\$23,767	8.43%	23.73%	\$2,193	\$40	\$2,138	\$2,172	28,500
3250	FOOD	7,500	7,500	\$252	\$538	\$891	\$6,609	11.88%	40.01%	\$3,001	(\$2,110)	\$975	\$1,680	7,500
3262	JANITORIAL SERVICES	9,000	9,000	\$0	\$1,456	\$1,456	\$7,544	16.18%	16.18%	\$1,456	\$0	\$0	\$1,456	9,000
3295	LIABILITY INSURANCE	32,000	32,000	\$0	\$0	\$0	\$32,000	0.00%	92.13%	\$29,663	\$884	\$0	\$0	32,197
3305	OTHER INSURANCE	2,002	2,002	\$0	\$0	\$0	\$2,002	0.00%	0.00%	\$0	\$0	\$0	\$0	1,683
3355	MAINT-OFFICE EQUIPMENT	1,300	1,300	\$0	\$7	\$61	\$1,239	4.70%	20.50%	\$123	(\$62)	\$123	\$0	600
3360	MAINT-OTHER EQUIP-SVCS	3,000	3,000	\$0	\$45	\$45	\$2,956	1.48%	2.23%	\$45	\$0	\$45	\$0	2,000
3361	MAINT-OTHER EQUIP-SVCS	500	500	\$0	\$210	\$210	\$290	42.01%	19.12%	\$153	\$57	\$163	\$0	800
3395	FACILITIES MAINT	36,000	36,000	\$2,978	\$267	(\$1,072)	\$37,072	-2.96%	1.27%	\$330	(\$1,402)	\$110	\$110	26,000
3406	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	2,500	2,500	\$0	\$0	\$0	\$2,500	0.00%	1.48%	\$118	(\$118)	\$118	\$0	8,000
3430	MEDICAL, DENTAL & LAB SUPPLIES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
3450	MEMBERSHIPS	100,000	100,000	\$6,902	\$0	\$0	\$80,638	0.00%	25.61%	\$25,605	(\$6,243)	\$9,147	\$7,138	100,000
3451	MISCELLANEOUS EXPENSES	10,000	10,000	\$0	\$0	\$0	\$1,200	0.00%	30.69%	\$445	(\$445)	\$0	\$0	1,450
		10,000	10,000	\$0	\$0	\$0	\$10,000	0.00%	0.00%	\$0	\$0	\$0	\$0	8,300

Pos + = UP
Neg (-) = DOWN

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2014-2015

As of 9/30/14 from FAMIS
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Acct	Acct Title	2014-15 Final Budget	2014-15 Est/Actuals	August Actuals	September Actuals	2014-15 YTD Actuals	YTD Remaining	Percentage of CY EA's Actualized	Percentage of PY Budget Actualized	2013-14 YTD Actuals	COMPARE THRU SEPT PY ACTUALS	August Actuals	September Actuals	2013-14 Est/Actuals
3452	CASH SHORTAGES													
3484	DUPLICATING SVCS	5,000	5,000	\$0	\$0	\$0	\$0	0.00%	0.00%	\$11	(\$11)	\$0	\$0	\$0
3489	MISC NONINVENTORABLE ITEMS EXPENSE	0	0	\$0	\$1,398	\$1,398	\$3,602	27.95%	13.70%	\$822	\$576	\$50	\$0	6,000
3491	PC SOFTWARE PURCHASES	2,500	2,500	\$0	\$221	\$1,090	(\$1,090)	0.00%	0.00%	\$0	\$1,090	\$0	\$0	869
3492	POSTAGE	8,000	8,000	\$0	\$0	\$0	\$2,500	0.00%	62.66%	\$1,253	(\$1,253)	\$245	\$0	\$2,000
3493	SUBSCRIPTIONS/PERIODICALS	100	100	\$0	\$403	\$2,551	\$5,449	31.89%	18.50%	\$2,127	\$424	\$0	\$0	11,500
3495	SUPPLIES	80,000	80,000	\$0	\$0	\$17,995	(\$25)	0.00%	#DIV/0!	\$0	\$125	\$0	\$0	0
3496	NON-PC SOFTWARE	250	250	\$0	\$13,000	\$17,995	\$62,005	22.49%	19.82%	\$15,461	\$2,533	\$4,787	\$0	78,000
3505	INVENTORABLE ITEMS	6,800	6,800	\$0	\$0	\$0	\$250	0.00%	0.00%	\$0	\$0	\$0	\$0	0
3520	ACCOUNTING & AUDITING	13,000	13,000	\$0	\$0	\$0	\$6,800	0.00%	0.00%	\$0	\$0	\$0	\$0	3,030
3535	BANKING SERVICES	22,000	22,000	\$0	\$0	\$5,688	\$13,000	0.00%	0.00%	\$0	\$0	\$0	\$0	0
3545	COMPUTER PROF SVCS	0	0	\$2,140	\$1,515	\$0	\$13,000	25.85%	26.86%	\$5,373	\$0	\$1,571	\$0	12,400
3547	CONSULT/MGT/PC SVCE	0	0	\$0	\$0	\$0	\$16,312	0.00%	0.00%	\$0	\$0	\$0	\$0	20,000
3550	COUNTRY COUNSEL	19,000	19,000	\$0	\$0	\$18,838	\$162	99.15%	77.68%	\$0	\$0	\$14,790	\$0	0
3550	COUNTY OVERHEAD	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$14,790	\$0	19,039
3575	DATA PROCESSING	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
3665	PROF & SPECIAL	50,000	50,000	\$59	\$1	\$57	\$49,943	0.11%	21.40%	\$0	\$0	\$0	\$0	0
3763	VETERINARIAN SERVICES	65,000	65,000	\$3,104	\$4,322	\$8,140	\$58,860	12.52%	24.63%	\$12,412	(\$12,355)	\$4	\$4	58,000
3800	EQUIPMENT RENTS & LEASES-	75,000	75,000	\$8,297	\$8,450	\$19,647	\$55,353	26.20%	27.75%	\$18,474	(\$10,333)	\$4,806	\$5,951	75,000
3810	RENTS & LEASES-	0	0	\$0	\$0	\$0	\$0	0.00%	65.70%	\$18,869	\$778	\$7,465	\$5,400	68,000
3820	FIELD EQUIPMENT	198,842	198,842	\$0	\$0	\$0	\$0	#DIV/0!	24.85%	\$1,577	(\$1,577)	\$1,577	\$0	2,400
3835	ADVERTISING & PROMOTION	1,200	1,200	\$158	\$451	\$49,417	\$149,425	59.14%	1.40%	\$49,417	\$0	\$0	\$0	0
3935	INVENTORY MATERIALS PURCHASED	2,000	2,000	\$0	\$0	\$0	\$490	0.00%	2.34%	\$19	\$680	\$0	\$0	0
3976	SPECIAL MISC EXP-SUPPLIES	14,000	14,000	\$1,202	\$2,872	\$4,507	\$9,493	32.19%	40.61%	\$234	(\$234)	\$19	\$0	1,386
4170	SUBSCRIPTIONS/BOOKS	500	500	\$48	\$23	\$70	\$430	14.04%	10.83%	\$6,904	(\$2,397)	\$4,250	\$2,654	10,000
4154	TOWING	0	0	\$0	\$0	\$0	\$500	0.00%	0.00%	\$32	\$0	\$0	\$32	300
4162	TRAVEL-EDUCATION	3,000	3,000	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	434
4164	TRAVEL-LODGING	750	750	\$0	\$0	\$450	\$2,550	15.00%	66.79%	\$0	\$0	\$0	\$0	0
4166	TRAVEL-MEALS	500	500	\$0	\$527	\$527	\$223	70.31%	0.00%	\$1,603	(\$1,153)	\$745	\$858	2,400
4168	TRAVEL-MILEAGE	1,500	1,500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$0	\$527	\$0	\$0	0
4170	TRAVEL-OTHER	100	100	\$0	\$87	\$85	\$1,413	5.82%	0.00%	\$0	\$0	\$0	\$0	400
4175	REGISTRATIONS	0	0	\$0	\$0	\$0	\$100	0.00%	0.00%	\$0	\$87	\$0	\$0	500
4180	SERVICE CENTERS	25,000	25,000	\$2,240	\$0	\$5,466	(\$85)	0.00%	0.00%	\$0	\$0	\$0	\$0	1,200
4310	TRAVEL ADVANCES	0	0	\$0	\$1,843	\$0	\$19,534	21.86%	17.07%	\$3,413	\$85	\$2,171	\$2,578	0
4830	UTILITIES	87,000	87,000	\$5,046	\$0	\$0	\$0	0.00%	22.24%	\$0	\$0	\$0	\$0	0
3200	PRINCIPAL ON LEASE PURCHASES	\$0	\$0	\$0	\$0	\$19,066	\$0	0.00%	0.00%	\$17,796	\$1,270	\$6,647	\$0	80,000
	SERVICES & SUPPLIES	\$943,044	\$943,044	\$60,223	\$65,480	\$216,554	\$726,490	22.96%	25.45%	\$240,482	(\$4,051)	\$64,151	\$66,447	\$944,804

Pos + = UP
Neg (-) = DOWN

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2014-2015

As of 9/30/14 from FAMIS
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Acct	Acct Title	2014-15 Final Budget	2014-15 Est./Actuals	August Actuals	September Actuals	2014-15 YTD Actuals	YTD Remaining	25%		2013-14 YTD Actuals	THRU SEPT PY ACTUALS	COMPRE THRU SEPT PY ACTUALS	August Actuals	September Actuals	2013-14 Est./Actuals
								Percentage of CY EAs Actualized	Percentage of FY Budget Actualized						
5880	COUNTY OVERHEAD (see 3550)	\$111,242	\$111,242	\$0	\$0	\$0	\$111,242	0.00%	25.00%	\$29,977	\$0	\$0	\$0	\$29,977	\$119,907
6101	OPERATING TRSF OUT	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
6100	OTHER USES	\$111,242	\$111,242	\$0	\$0	\$0	\$111,242	0.00%	25.00%	\$29,977	\$0	\$0	\$0	\$29,977	\$119,907
8404	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
9695	APPROP FOR CONTINGENCIES	\$142,452	\$142,452	\$0	\$0	\$0	\$142,452	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
9700	CONTINGENCIES	\$142,452	\$142,452	\$0	\$0	\$0	\$142,452	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
230	ANIMAL LICENSES	\$340,000	\$340,000	\$21,967	\$29,002	\$78,444	\$261,556	23.07%	20.64%	\$69,139	\$9,305	\$21,520	\$21,520	\$29,279	\$335,000
430	INTEREST	\$6,500	\$6,500	\$1,114	\$1,140	\$3,160	\$3,340	48.61%	14.79%	\$961	\$2,199	\$357	\$357	\$400	\$6,500
440	RENTS & CONCESS	\$1,800	\$1,800	\$0	\$0	\$48	\$1,752	2.68%	3.57%	\$63	(\$15)	\$0	\$0	\$0	\$1,800
441	RENTAL DEPOSIT/FORFEIT REVENUE	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
984	STATE-OTHER	\$0	\$0	\$0	\$4,749	\$4,749	(\$4,749)	#DIV/0!	#DIV/0!	\$0	\$4,749	\$0	\$0	\$0	\$0
1096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0	\$0	\$0
1510	HUMANE SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0	\$0	\$0
2010	ADMINISTRATIVE SERVICES	\$300,000	\$300,000	\$17,693	\$27,999	\$68,299	\$231,701	22.77%	27.20%	\$73,445	(\$5,146)	\$27,602	\$27,602	\$20,147	\$270,000
2022	COST RECOVERY-OTHER	\$1,000	\$1,000	\$140	\$170	\$470	\$630	47.00%	32.00%	\$320	\$150	\$70	\$70	\$90	\$1,000
2044	MEMBER CONTRIBUTION	\$5,000	\$5,000	\$890	\$527	\$1,966	\$3,034	39.33%	16.36%	\$900	\$1,066	\$277	\$277	\$172	\$5,000
2047	OTHER CHARGES CURRENT SERVICES	\$2,262,304	\$2,262,304	\$427,084	\$358,379	\$1,263,300	\$999,004	55.84%	57.23%	\$1,269,317	(\$6,017)	\$377,659	\$377,659	\$382,139	\$2,217,945
2073	ADMINISTRATIVE FINE FEES	\$24,000	\$24,000	\$8,110	\$220	\$9,080	\$14,920	37.83%	7.06%	\$1,200	\$7,880	\$0	\$0	\$1,200	\$17,000
2074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$1,945	\$675	\$3,170	\$11,830	21.13%	22.47%	\$2,000	\$1,170	\$750	\$750	\$550	\$15,000
2205	ANIMAL MICROCHIP FEES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
2206	ANIMAL RABIES FEES	\$24,000	\$24,000	\$1,925	\$1,900	\$5,650	\$18,350	23.54%	23.82%	\$5,835	(\$185)	\$2,175	\$2,175	\$1,960	\$137,945
2207	ANIMAL SPAY/NEUTER FEES	\$10,000	\$10,000	\$527	\$518	\$1,561	\$8,439	15.61%	25.97%	\$1,558	\$3	\$658	\$658	\$528	\$24,500
2334	SALES-OTHER-TAXABLE	\$15,000	\$15,000	\$22,871	\$39,830	\$73,276	\$41,724	63.72%	22.03%	\$22,906	\$50,370	\$9,155	\$9,155	\$8,416	\$6,000
2362	CASH OVERAGES	\$0	\$0	\$2,005	\$1,191	\$4,146	\$10,854	27.64%	27.92%	\$3,909	\$237	\$1,598	\$1,598	\$1,120	\$104,000
2372	CONTRIBUTIONS AND DONATIONS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
2380	NSF CHECKS	\$225,000	\$225,000	\$10,887	\$5,054	\$20,523	\$204,477	9.12%	3.90%	\$55,736	(\$35,213)	\$17,829	\$17,829	\$3,928	\$1430,000
2381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$29	(\$69)	\$69	0.00%	#DIV/0!	(\$30)	(\$59)	\$149	\$149	(\$50)	\$0
2384	OTHER REVENUE	\$0	\$0	\$0	\$70	(\$70)	(\$70)	0.00%	#DIV/0!	(\$40)	\$110	\$120	\$120	\$0	\$0
2390	UNCLAIMED MONEY-ESCHEATED	\$34,000	\$34,000	\$1,020	\$265	\$2,555	\$31,465	7.46%	33.00%	\$12,870	(\$10,335)	\$5,593	\$5,593	\$4,107	\$39,000
2500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0	\$0
2981	LICENSES - CAPITOLA	\$0	\$0	\$976	\$654	\$2,420	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0	\$0	\$411
2982	LICENSES - SANTA CRUZ	\$0	\$0	\$3,752	\$5,472	\$14,957	(\$2,420)	0.00%	#DIV/0!	\$1,810	\$610	\$348	\$348	\$1,139	\$0
2983	LICENSES - SCOTT'S VALLEY	\$0	\$0	\$1,184	\$1,631	\$4,470	(\$4,057)	0.00%	#DIV/0!	\$13,094	\$963	\$4,713	\$4,713	\$4,815	\$0
2984	LICENSES - COUNTY	\$0	\$0	\$13,219	\$16,994	\$46,984	(\$46,894)	0.00%	#DIV/0!	\$3,957	\$513	\$1,021	\$1,021	\$1,474	\$0
2986	LICENSES - WATSONVILLE	\$0	\$0	\$2,836	\$4,251	\$10,603	(\$10,603)	0.00%	#DIV/0!	\$40,883	\$6,071	\$12,433	\$12,433	\$17,701	\$0
100-2500	REVENUES	\$3,378,604	\$3,378,604	\$517,877	\$471,846	\$1,540,378	\$1,838,226	45.59%	32.91%	\$1,520,090	\$20,288	\$465,512	\$465,512	\$481,986	\$4,619,501

Pos + = UP
Neg (-) = DOWN

Regular Agenda Item 6.3

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Microchip Ordinance Update

Recommendation:

Consider update on microchip ordinance.

Regular Agenda Item 6.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Administrative Citation Program Update

Recommendation:

Consider update on administrative citation program.

Regular Agenda Item 6.5

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 20, 2014
SUBJECT: Administrative Citation Fees for the Remaining County and Municipal
Codes Regarding Animal Violations

Recommendation:

Consider and approve administrative citation fees for the remaining County and municipal codes regarding animal violations.



Melanie Sobel
General Manager

Santa Cruz County Animal Shelter Field Services Division

2200 7th Ave., Santa Cruz, CA 95062
580 Airport Boulevard, Watsonville, CA 95076
Phone: (831) 454-7303 Fax: (831) 454-7222

To: Santa Cruz Animal Shelter Board of Directors

From: Todd Stosuy, Field Services Manager

RE: Administrative Citations

Date: October 20, 2014

As the Board of Directors is aware, the Field Services Division currently utilizes both Administrative Citations and Traffic Court tickets for animal related violations in the County of Santa Cruz, City of Santa Cruz and City of Watsonville. In recent discussions with the Court, as well as County Counsel, it has been determined that we cannot legally use both sets of citations due to differing bail amounts.

As an Agency, we have found that administrative citations are much more effective in gaining compliance on "fix-it" tickets due to the more friendly tone of the program and payment options. Additionally, administrative citations have allowed us to increase our revenue stream and recoup costs effectively using County collections.

Currently, eleven (11) of our local ordinances can be processed via administrative citation as approved by the Board. These ordinances are: Failure to License, Failure to Provide Rabies Vaccination, Failure to Display License, Failure to Spay/Neuter, Dog Running At Large, Dog Off Leash, Failure of Owner to Pickup Dog or Cat Defecation, Habitual Noisy Animals, Permitting Livestock to Trespass, Mandatory Microchipping and Safety of Animal in a Parked Vehicle.

It is therefore recommended that the Board approve administrative citations for the remaining County and Municipal Codes regarding animal violations as follows:

Dog Harass or Threaten People, per offense - \$300
Dog Killing Domestic Animal, per offense - \$300
Animal Harass/Injure Livestock, per offense - \$300
Vicious Dog Unrestrained, per offense - \$500
Care of Feral Cats Without Permit - \$50 (correctable if permit obtained in 30 days)
Selling Dogs or Cats- \$100

If approved, all animal related infraction violations will be handled as part of the Administrative Citation Program, while misdemeanors and felonies will continue to be handled by the District Attorney's Office. We are also hopeful that the City of Scotts Valley will join the program in the near future.