



## **Santa Cruz County Animal Shelter**

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

580 Airport Boulevard, Watsonville, CA 95076

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

Melanie Sobel

General Manager

**SANTA CRUZ COUNTY ANIMAL SHELTER  
BOARD OF DIRECTORS MEETING  
December 10, 2012 – 3:00 p.m.  
Board of Supervisors Chambers, Fifth Floor  
701 Ocean Street, Santa Cruz, CA 95060**

- 1.0 Call to Order and Roll Call
- 2.0 Introductions
- 3.0 Consideration of Late Additions or Changes to the Agenda
- 4.0 Oral Communications – Any person may address the Animal Services Authority Board of Directors during the Oral Communications period. All Oral Communications should be directed to items or issues that would be within the jurisdiction of the Animal Services Authority but not on today's Agenda. Board members will not take actions or respond immediately to Oral Communications presented, but may choose to follow-up at a later time, either individually or on a subsequent Agenda.
- 5.0 Consent Agenda
  - pg 01 5.1 Approve minutes of the October 15, 2012
  - pg 03 5.2 Accept reports of the General Manager and the Management Team for October/November 2012
  - pg 12 5.3 Accept and file the statistics for the months October/November 2012
  - pg 28 5.4 Approve recommendation of General Manager to set the 2012 Board of Directors' meeting dates
  - pg 29 5.5 Accept report on Watsonville shelter
  - pg 32 5.6 Reject claim made by Shannon Herzberg
  - pg 38 5.7 Revise SCCAS Policy and Procedure #410
- 6.0 Regular Agenda
  - pg 42 6.1 Approve Financial Report for the months of October 2012 and November 2012 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: December 10, 2012  
SUBJECT: Approve minutes of October 15, 2012 meeting

## Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of October 15, 2012.

**SANTA CRUZ COUNTY ANIMAL SHELTER**  
**BOARD OF DIRECTORS MEETING**  
Minutes of Monday, October 15, 2012, 3:00 PM  
Board of Supervisors Chambers, Fifth Floor  
701 Ocean Street, Santa Cruz, CA 95060

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VOTING KEY: M = Mauriello, P=Phares, Md = Maldonado, Sh= Shull, Ma = Martinez, We =  
Weiss, Br= Bradley; R=Ridgway

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

- 1.0 Call to Order and Roll Call: Chairperson Shull called meeting to order at 3:08pm,
- 2.0 Introductions: none
- 3.0 Late Addition or changes to agenda: Amended Item 5.1 the minutes from August 13, 2012 to show revised language for the motion made on Item 6.2.
- 4.0 ORAL COMMUNICATION – One people spoke regarding items not on the regular Agenda.
- 5.0 CONSENT AGENDA
  - 5.1 Approved amended minutes of the August 13, 2012 Board meeting
  - 5.2 Accepted reports of GM and Management Team for the months of August 2012 and September 2012  
Discussion – General Manager recognized Benjamin Winkleblack for the work he put into the Top Hats for Tails Event, also thanked Director Mauriello for her help at the Meow Luau and thanked License Clerk Juanita Gunter for her support to the department while the Administrative Aide was on leave.
  - 5.3 Accepted statistics for the months of August 2012 and September 2012
  - 5.4 Accepted and approved quarterly report for all claims under \$10,000
  - 5.5 Approved claim to Vikki Krup not to exceed \$3,699.96.
  - 5.6 Approved Fixed Asset Inventory List for 2012.
  - 5.7 Adopted Resolution amending the Conflict of Interest Code for the Animal Services Authority

Board Action on Consent Agenda – WeShMaBrPMRMd

6.0 REGULAR AGENDA

- 6.1 Approved financial reports for the months of August 2012 and September 2012

Board Action on Regular Agenda –WeShBrMaPRMdm

- 7.0 Meeting adjourned at 4:40 pm. Next regular meeting is scheduled for 10/15/2012 at 3pm.

Executive Session – ASA Board closed session for personnel evaluation – Melanie Sobel, General Manager

## Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: December 10, 2012  
 SUBJECT: Reports from the Management Team for the months of October 2012 and November 2012

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

### General

- SCCAS received a \$1,000 grant from Petfinder.com Foundation and Blue Sky Soda to support SCCAS's adoption efforts in a positive way. SCCAS purchased a flat screen TV which is placed in the lobby to highlight pictures of animals currently in foster homes waiting for adoption. We also plan on interjecting educational animal welfare messages onto the screen between the pictures of animals.
- On October 9, 2012 I gave a brief presentation on SCCAS's programs and services to the City of Santa Cruz City Council.
- On October 13, 2012 Mickaboo Bird Rescue taught a Bird Basics class for the general public at SCCAS.
- "My Best Friend" art show opened in October at Bruno's Restaurant "Gallery at the Loft," in Scotts Valley, co-hosted by Scotts Valley Artisans' *Art in Public Place*, featuring the work of seven Santa Cruz County artists. One of the artists, photographer David Reese, is featured with photos of animals adopted through SCCAS. A portion of the art sales from this event will be donated to SCCAS.
- SCCAS hosted the 2<sup>nd</sup> annual "Halloween Hoe-Down" on Sunday, October 28, 2012 at the Santa Cruz shelter. The event featured live music, a pet costume contest with celebrity judges, special adoption prices, autumn-themed food and fun activities.
- Linda Puzziferro, Client Services Supervisor, taught a class to SCCAS volunteers, "Meet and Greet/How to Introduce a Shelter Pet to a Potential Adopter" on November 8, 2012. This workshop teaches the basics on how to do a "Meet" to help Client Services match good adoption matches.
- Jenny Price, Santa Cruz Shelter Supervisor taught a class to SCCAS volunteers, "SPOTT/Foster" on November 15, 2012. This workshop introduces volunteers to fostering pets from the Shelter and to how to take a "Shelter Pooch On The Town".
- Five SCCAS employees attended an animal behavior seminar by Dr. Ian Dunbar on November 9, 10 and 11 in Santa Clara.
- On November 15, 2012 I attended a County Police Chiefs' meeting to discuss the upcoming Law Enforcement Appreciation Day at SCCAS on December 1, 2012. All County law enforcement personnel and their families are invited to SCCAS for half price adoptions, free rabies vaccinations and \$10 microchips for owned animals, food and refreshments and children's activities.
- SCCAS hosted a collaborative adoption event with Animal Friends Rescue Project (AFRP) on Friday, November 23, 2012. The "Black FUR-iday" event resulted in 27 adoptions by SCCAS and another 12 adoptions AFRP.

- Woodstock's Pizza hosted a fundraiser for SCCAS on November 29, 2012.
- SCCAS hosted a Chihuahua/Pitbull 101 class by Our Pack on November 3, 2012.
- A representative from the nonprofit animal welfare organization, Bad Rap, provides weekly dog training classes every Sunday morning to our volunteers and dogs in our care.
- Animal Friends Rescue Project (AFRP) continues to take a record number of SCCAS cats and kittens, many with medical issues and too young for adoption, into their adoption program. This partnership continues to increase SCCAS' animal transfer rate significantly and directly helps increase SCCAS' live animal release rate.
- Santa Cruz SPCA continues to assist SCCAS with taking animals, many with medical issues, into their adoption program. This directly helps increase SCCAS's live animal release rate.
- Friends of Santa Cruz County Animals (FOSCCA) and Friends of Watsonville Animal Shelter (FOWAS) continue to fund medical procedures for SCCAS animals, allowing them to be treated and made available for adoption. This directly helps increase SCCAS' live animal release rate. Both organizations also fund low-cost spay/neuter vouchers for low-income residents.
- Project Purr continues to assist SCCAS with feral cat placement and feral cat issues. This directly helps increase SCCAS' live animal release rate and prevents animals from entering the shelter.
- SCCAS staff continues to participate in FOWAS meetings held every other month.
- SCCAS is participating in the quarterly Bay Area Animal Welfare Directors Meetings at San Francisco SPCA.

### **SCCAS Staff**

We are currently recruiting for the veterinarian position. We hope to have this position start in December 2012.

### **Watsonville Shelter**

Supervisor Kiersten Fox continues to identify and oversee the many shelter improvements made at the Watsonville shelter. Some new projects she is researching are a new outdoor cattery, shade areas for the dog play yards and a small pole barn to store feral cat traps, cat loaders and house livestock.

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

### **Live Oak Shelter**

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

At the clinic at the Live Oak shelter location in the months of October and November 2012, 559 animals were spay/neutered. Also, 173 animals were transferred to our adoption placement partner organizations. Volunteers continue to bring adoptable animals to PetSmart twice a month. The Live Oak Shelter continues to work closely with Sheriff's Work Release, CalWorks and Court Referral for support.

### **Client Services**

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

Client services staff is increasingly helping with licensing processing.

### **Animal Control**

On October 22, 2012 and November 19, 2012, Officer Stosuy and I met with the interim Director of the Santa Cruz County Health Dept. and several health dept staff to revise rabies testing policies and procedures.

On November 11, 2012, SCCAS rescued 79 cats from a hoarding situation in Los Gatos. All cats and two animal owners were residing in a one bedroom mobile home.

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

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

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

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

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

The volunteer marketing committee continues to meet once a month to help fundraise and promote community outreach by SCCAS. Also, Watsonville volunteers continue to bring adoptable cats to the Cabrillo Farmer's Markets to promote shelter cats.

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

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

### **Statistics**

Please see attached.

Melanie Sobel  
General Manager

Recommendation:

Accept and file the reports of the management team for the months of October and November 2012.

**Shelter Services Board Report  
October and November 2012  
By Ben Winkleblack, Shelter Manager**

In the months of October and November:

- 1430 dog licenses were sold
- 365 animals were adopted
- 181 animals were transferred to another shelter or rescue agency
- 1010 animals entered the shelter
- 199 animals were reunited with their owner
- 167 WebLicensing transactions

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

Currently, Friends of Santa Cruz County Animals (FOSCCA), is able to subsidize 35 spays and neuters for low-income households. The distribution of these vouchers happens on the first of each month and a line will form at our door hours before opening. Dogs whose owners are qualifying for the low-income spay and neuter program are licensed at the time of voucher receipt.

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

A very large High Definition television was installed in the lobby of the Live Oak location. Currently the television displays a slideshow of past adoptable animals that were taken by our volunteers. In the future the television will show animal and shelter related PSA and be linked to our database to reflect current animals available for adoption both in the shelter and in our foster system.

In October and November, we loaned out a total of 47 cat traps. Seventeen traps were loaned from the Santa Cruz location, thirteen were for TNR, two were used to trap nuisance cats and the other two were for owners to trap their own cats. The Watsonville shelter loaned a total of thirty cat traps, twenty-three were for TNR, six were for nuisance cats, and one was for an owner trapping their own cat.

Thank you,  
Ben Winkleblack



**Animal Control Report  
October and November 2012  
Todd Stosuy, Field Services Manager**

1. One of the goats we rescued two months ago from neglectful conditions at the custom slaughterhouse in Watsonville recently gave birth to two beautiful babies at her farmed animal rescue in Northern California.
2. We impounded 19 loose rabbits in La Selva Beach.
3. We impounded over 80 cats from a one bedroom trailer in the Santa Cruz Mountains. The investigation regarding neglect of the cats is still open.
4. In the month of October we issued
5. New hire Officer Lauren Nixon has been able to attend multiple trainings in order to satisfy her job requirements and increase her job knowledge. She has been certified in Euthansia by Injection, Firearms, Search Warrant, Report Writing, Bite Stick and Illegal Blood Sports.
6. We assisted the Sheriff's Department and County Planning on an Administrative Warrant in the Santa Cruz Mountains. They requested our assistance as the property had several vicious dogs.
7. Officer George DeLeon attended the Fire Prevention Week Open House at Central Fire Department in Live Oak. He provided information on disaster planning for residents with animals, information on Animal Shelter Services, Planned Pethood, dog licensing information and Junior Animal Control Officer Badge stickers to children.
8. Officer Carlos Montes spent several hours working with an elderly and disabled man in the City of Watsonville regarding multiple dogs being bred. Officer Montes was able to convince the man to surrender all his puppies and get his two adults spayed and neutered.
9. Officer Carlos Montes has continued to provide educational outreach to at risk youth with the group Unchained in the City of Watsonville.
10. I assisted Santa Cruz Harbor Police with the rescue of a raccoon who was trapped under one of the docks. After the rescue I was able to secure the funding for a free control pole to be donated to the Harbor Police.
11. I attended the Society for Animal Welfare Administrators (SAWA) Conference and had my expenses fully funded by PetSmart Charities. I was able to discover new cost saving ideas for the shelter as well as attend classes that will benefit the shelter.
12. In October and November we issued one Animal Control Warning and one Habitual Offender in the City of Santa Cruz. In October and November we issued 2 Animal Control Warnings, three Habitual Offenders and two Vicious Orders in unincorporated County.
13. We assisted the Sheriff's Department on multiple evictions that involved the impounding of animals.

**Animal Care Report  
October-November 2012  
Jennifer Price, Animal Care Supervisor / Foster Program Coordinator**

- Spay/neuter surgeries performed by Dr. Wieser, October 1-November 28, 2012:

Dogs and puppies:	194
Cats and kittens:	328
Rabbits:	25
Other:	12
<b>TOTAL:</b>	<b>559</b>

We have continued to enjoy Dr. Wieser's efficiency and technical skill along with his highly compassionate care in assessing animals needing veterinary care. The overall health of the animals has increased due to Dr. Wieser's diligence. His private practice experience provides a uniquely different approach and a wonderful range of expertise. Dr. Wieser's open door policy has led to volunteers and foster parents feeling more included in the care of the animals they come to know and, in the case of foster parents, take into their homes. Dr. Wieser has welcomed interns and volunteers into the clinic to work alongside him assisting with technician-type duties, a huge boon from a public relations standpoint, among others.

- October and November haven't yet brought relief to a very crowded shelter. A large abandonment of 20 domesticated rabbits on a woman's property and a surrender of 79 cats from a hoarding situation has compounded the space crunch. Staff has done wonders to make sure the animals get premium care. The vast majority of the cats broke with calicivirus (something they brought in with them), requiring extensive medicating and nursing care, further taxing an already stretched staff and still the care provided was of the highest quality, something of which everyone should be incredibly proud. As usual, our relationships with local non-profit groups proved invaluable.
- We transferred a total of 173 animals to rescue groups and other shelters October 1-November 28, 2012:

Animal Friends Rescue Project	53
Animal Place	9
Animal Shelter Relief Rescue	24
BAD RAP	1
Center for Animal Protection and Education	1
Capitola Police Department	1
Cavy House	2
Copper's Dream	1
Creepy Critters	10
Mickaboo	2
Monterey Co. Animal Services	1
Muttville	1

Native Animal Rescue	3
Nor Cal Golden Retriever Rescue	1
NorCal German Shepherd Rescue	1
North Star Rescue	2
Peace of Mind Dog Rescue	1
Project Purr	17
Rabbit Haven	16
Santa Cruz SPCA	24
<b>TOTAL:</b>	<b>173</b>

**Watsonville Shelter Report**  
**October / November 2012**  
**Kiersten Fox**  
**Watsonville Shelter Supervisor**

- Shelter Improvements

I have received a bid from Contractor Joe Tomaino for shelter improvements that we would like to have done in Watsonville. We have several different projects all bid separately. We have the kitchen remodel with dishwasher, floor to ceiling shelving in the pantry area, putting a door in the existing adoptable cat room to the outdoor cattery/play yard, removal of existing vines for the placement of the security structure of the cattery, a cat shade pavilion, a dog shade pavilion, the separation of the large dog play yard to make room for a pole barn and the building of a small pole barn. I am currently looking to get bids from two more contractors so that we have a pool to choose from. We continue to do routine maintenance such as repairing sprinklers, fight an on going ant population, replace faulty door locks, replace faulty light fixtures and oil the pulleys and guillotines in the dog kennels.

- Staff

Dina Regev has filled the extra help position. She has proven to be a valuable member to our team. She possesses all of the qualities needed to work in a shelter environment. She is compassionate; level headed and a hard worker. All the staff appreciates her as we continue to receive many animals and work with shelter at a maximum capacity regularly. We continue to share staff between shelters; this has proven very helpful with communication and we have a larger appreciation for each shelter thus strengthening us as a team.

- Animals

The number of kittens to come into the shelter has finally slowed but seems they have been replaced with puppies. Animal Control has brought in seventy-five cats from a hoarding case; Watsonville has been housing thirty-six of these cats. Many of them have come down with the Calicivirus and have been successfully treated. All of the cats are social and affectionate and should have no difficulties getting adopted. ASR has rescued five of the cats from the hoarding case. Project Purr continues to rescue feral cats that come in to the shelters. AFRP continues to support both shelters as well.

- FOWAS

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

**Consent Agenda Item 5.3**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: December 10, 2012  
SUBJECT: Statistics for the months of October 2012 and November 2012

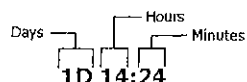
## Recommendation:

Accept and file the reports of statistics for the months of October 2012 and November 2012.

# Response Times by Activity Types & Subtypes

From 10/01/2012 To 11/30/2012

All Jurisdictions Combined



11/30/2012

<u>Activity Type</u>	<u>Total Calls Responded To</u>	<u>Average Response Time</u>
<b>Investigations*</b>	<b>408</b>	<b>08:25</b>
<b>Bite Investigation</b>	<b>275</b>	<b>05:08</b>
<b>Owned Animal</b>	<b>142</b>	<b>07:05</b>
<b>Stray Animal</b>	<b>117</b>	<b>00:55</b>
<b>Animal Transport</b>	<b>94</b>	<b>03:58</b>
<b>Bark Investigation</b>	<b>90</b>	<b>01:26</b>
<b>Dead pick up</b>	<b>66</b>	<b>11:01</b>
<b>Wild</b>	<b>41</b>	<b>00:27</b>
<b>3Ptct</b>	<b>24</b>	<b>09:26</b>
<b>Report</b>	<b>23</b>	<b>02:18</b>
<b>Assist Public</b>	<b>21</b>	<b>00:37</b>
<b>Yard Check</b>	<b>16</b>	<b>07:05</b>
<b>Protective Custody</b>	<b>10</b>	<b>00:19</b>
<b>Xtra Serve</b>	<b>7</b>	<b>08:09</b>
<b>Rescue</b>	<b>5</b>	<b>00:40</b>
<b>Public</b>	<b>2</b>	<b>00:00</b>
<b>Court</b>	<b>1</b>	<b>06:25</b>

**Total Calls Responded To: 1,342**

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

## Response Times by Activity Types & Subtypes

YTD 7/1/2011 To 11/30/2012

All Jurisdictions Combined

Days      Hours      Minutes  
 1D 14:24

<u>Activity Type</u>	<u>Total Calls Responded To</u>	<u>Average Response Time</u>
<b>Investigations*</b>	<b>1,105</b>	<b>3D 16:27</b>
<b>Bite Investigation</b>	<b>682</b>	<b>05:29</b>
<b>Owned Animal</b>	<b>424</b>	<b>08:12</b>
<b>Stray Animal</b>	<b>301</b>	<b>01:10</b>
<b>Animal Transport</b>	<b>267</b>	<b>04:00</b>
<b>Bark Investigation</b>	<b>264</b>	<b>01:02</b>
<b>Dead pick up</b>	<b>182</b>	<b>13:52</b>
<b>Wild</b>	<b>104</b>	<b>00:24</b>
<b>Yard Check</b>	<b>73</b>	<b>09:12</b>
<b>Report</b>	<b>59</b>	<b>05:19</b>
<b>Assist Public</b>	<b>51</b>	<b>01:23</b>
<b>Xtra Serve</b>	<b>43</b>	<b>07:15</b>
<b>Protective Custody</b>	<b>36</b>	<b>00:45</b>
<b>3Ptct</b>	<b>35</b>	<b>08:52</b>
<b>Rescue</b>	<b>14</b>	<b>00:22</b>
<b>Court</b>	<b>13</b>	<b>05:07</b>
<b>Public</b>	<b>3</b>	<b>02:25</b>
<b>Other</b>	<b>1</b>	<b>01:26</b>

**Total Calls Responded To: 3,657**

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

Kennel Statistics Report  
Animals Taken Into Shelter from 10/01/12 to 11/30/12  
**All Jurisdictions Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	1	2	2	1	0	6
Born@Shelt	0	0	0	0	7	7
Protective Custody	7	22	0	9	2	40
Quarantine	3	9	0	2	0	14
Stray	195	232	107	55	38	627
Surrendered by Owner	105	85	44	35	44	313
Transfer	0	1	2	0	0	3
<b>TOTAL</b>	<b>311</b>	<b>351</b>	<b>155</b>	<b>102</b>	<b>91</b>	<b>1,010</b>

Kennel Statistics Report  
Animals That Left Shelter from 10/01/12 to 11/30/12  
**All Jurisdictions Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	61	76	114	61	53	365
Died	0	2	2	3	1	8
Euthanized	96	77	20	15	5	213
Missing	0	0	0	1	0	1
Returned to Owner	38	153	2	3	3	199
Transferred to Another Shelter	55	22	60	42	2	181
<b>TOTAL</b>	<b>250</b>	<b>330</b>	<b>198</b>	<b>125</b>	<b>64</b>	<b>967</b>

Intakes of Owner Requested Euthanasia From All Jurisdictions During 10/1/2012 to 11/30/2012 =

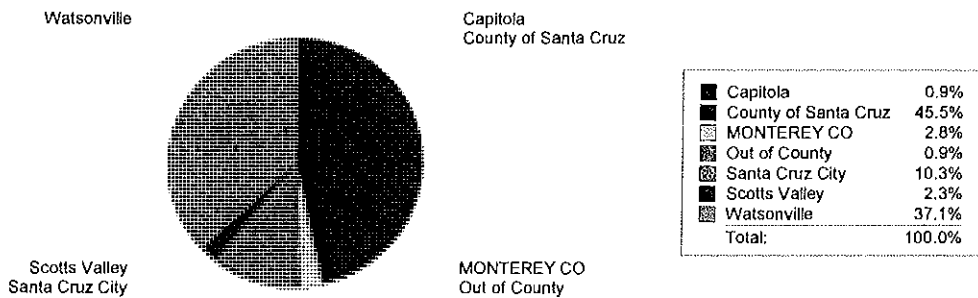
114



Euthanasia Totals from  
10/1/2012 to 11/30/2012  
All Jurisdictions Combined

Reason for Euth	Animal type					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
	2	0	0	0	0	2
< 8 Weeks	6	0	4	0	0	10
Agg Food	0	5	0	0	0	5
Aggressive	2	17	1	0	0	20
Bite	0	1	0	0	0	1
Feral	34	0	5	0	0	39
Geriatric	3	2	0	0	0	5
Ken Stress	1	2	0	0	1	4
Medical	13	6	3	2	0	24
Observed Behavior	13	34	3	0	5	55
Parvo	0	1	0	0	0	1
Sevh	2	0	0	0	0	2
Soiling Hx	1	0	0	0	0	1
Space	0	0	0	12	0	12
Suffering	16	1	5	1	0	23
Unsocial	2	6	0	0	0	8
Vic/Danger	0	1	0	0	0	1
<b>Total</b>	<b>95</b>	<b>76</b>	<b>21</b>	<b>15</b>	<b>6</b>	<b>213</b>

**Monthly Percentage of Euthanasia by Jurisdiction**



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

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adoption Return</b>	6	8	3	1	1	<b>19</b>
<b>Born@Shelt</b>	0	0	11	0	7	<b>18</b>
<b>Protective Custody</b>	12	73	0	12	2	<b>99</b>
<b>Quarantine</b>	8	20	0	12	1	<b>41</b>
<b>Stray</b>	542	704	574	115	107	<b>2,042</b>
<b>Surrendered by Owner</b>	242	181	104	304	74	<b>905</b>
<b>Transfer</b>	0	2	3	0	2	<b>7</b>
<b>Total</b>	<b>810</b>	<b>988</b>	<b>695</b>	<b>444</b>	<b>194</b>	<b>3,131</b>

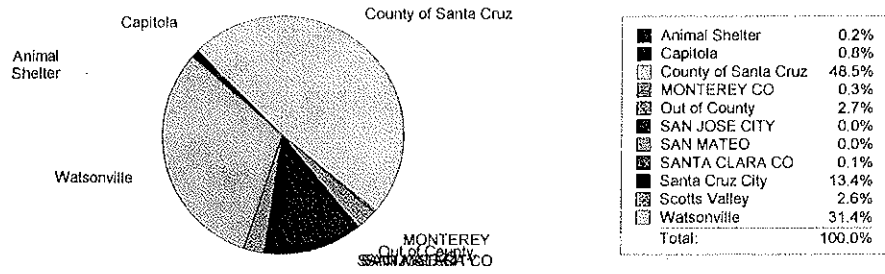
**Animals That Left the Shelter From All Jurisdictions  
Combined Y-T-D Beginning 7/1/2012**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adopted</b>	158	227	347	105	105	<b>942</b>
<b>Died</b>	0	4	5	6	1	<b>16</b>
<b>Disposal*</b>	27	23	2	11	0	<b>63</b>
<b>Euthanized</b>	315	191	81	38	16	<b>641</b>
<b>Missing</b>	0	1	0	1	0	<b>2</b>
<b>Returned to Owner</b>	90	416	8	9	13	<b>536</b>
<b>Transferred to Another Shel</b>	144	76	322	101	15	<b>658</b>
<b>Total</b>	<b>734</b>	<b>938</b>	<b>765</b>	<b>271</b>	<b>150</b>	<b>2,858</b>

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

# Y-T-D Percentage of Intake Total By Jurisdiction

\*



Scotts Valley Santa Cruz City

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

**Kennel Statistics Report  
Animals Taken Into Shelter from 10/01/12 to 11/30/12  
All Jurisdictions and an intake shelter of SANTA CRUZ Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	1	2	1	1	0	5
Born@Shelt	0	0	0	0	7	7
Protective Custody	7	21	0	9	2	39
Quarantine	3	7	0	1	0	11
Stray	102	137	40	49	20	348
Surrendered by Owner	36	53	10	18	23	140
Transfer	0	1	2	0	0	3
<b>TOTAL</b>	<b>149</b>	<b>221</b>	<b>53</b>	<b>78</b>	<b>52</b>	<b>553</b>

**Kennel Statistics Report  
Animals That Left Shelter from 10/01/12 to 11/30/12  
All Jurisdictions Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	34	48	84	54	27	247
Died	0	2	1	2	0	5
Euthanized	47	35	7	12	3	104
Missing	0	0	0	1	0	1
Returned to Owner	29	115	2	3	1	150
Transferred to Another Shelter	29	14	35	36	1	115
<b>TOTAL</b>	<b>139</b>	<b>214</b>	<b>129</b>	<b>108</b>	<b>32</b>	<b>622</b>

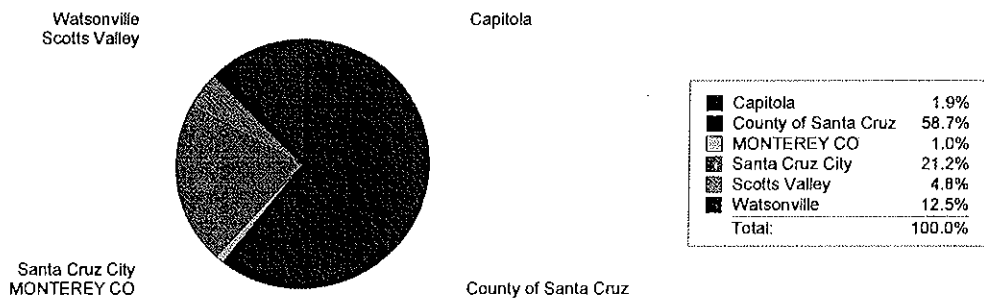
Intakes of Owner Requested Euthanasia From All Jurisdictions During 10/1/2012 to 11/30/2012 =

77

Euthanasia Totals from  
10/1/2012 to 11/30/2012  
All Jurisdictions Combined

Reason for Euth	Animal type					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
Agg Food	0	3	0	0	0	3
Aggressive	1	6	0	0	0	7
Bite	0	1	0	0	0	1
Feral	12	0	2	0	0	14
Geriatric	3	0	0	0	0	3
Medical	10	3	1	1	0	15
Observed Behavior	11	18	1	0	3	33
Scvh	2	0	0	0	0	2
Soiling Hx	1	0	0	0	0	1
Space	0	0	0	11	0	11
Suffering	7	1	3	0	0	11
Unsocial	0	2	0	0	0	2
Vic/Danger	0	1	0	0	0	1
<b>Total</b>	<b>47</b>	<b>35</b>	<b>7</b>	<b>12</b>	<b>3</b>	<b>104</b>

**Monthly Percentage of Euthanasia by Jurisdiction**



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

Animals on hand on November 30, 2012 = 161

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adoption Return</b>	6	8	2	1	1	<b>18</b>
<b>Born@Shelt</b>	0	0	9	0	7	<b>16</b>
<b>Protective Custody</b>	12	64	0	12	2	<b>90</b>
<b>Quarantine</b>	7	14	0	8	0	<b>29</b>
<b>Stray</b>	301	397	239	92	40	<b>1,069</b>
<b>Surrendered by Owner</b>	120	112	43	267	36	<b>578</b>
<b>Transfer</b>	0	2	3	0	2	<b>7</b>
<b>Total</b>	<b>446</b>	<b>597</b>	<b>296</b>	<b>380</b>	<b>88</b>	<b>1,807</b>

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adopted</b>	104	137	256	81	58	<b>636</b>
<b>Died</b>	0	3	1	5	0	<b>9</b>
<b>Disposal*</b>	16	12	1	8	0	<b>37</b>
<b>Euthanized</b>	160	86	27	34	6	<b>313</b>
<b>Missing</b>	0	0	0	1	0	<b>1</b>
<b>Returned to Owner</b>	74	302	7	9	5	<b>397</b>
<b>Transferred to Another Shel</b>	75	43	181	82	6	<b>387</b>
<b>Total</b>	<b>429</b>	<b>583</b>	<b>473</b>	<b>220</b>	<b>75</b>	<b>1,780</b>

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

\*

**Kennel Statistics Report**  
**Animals Taken Into Shelter from 10/01/12 to 11/30/12**  
**All Jurisdictions and an intake shelter of WATSONVILLE Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Adoption Return</b>	0	0	1	0	0	<b>1</b>
<b>Protective Custody</b>	0	1	0	0	0	<b>1</b>
<b>Quarantine</b>	0	2	0	1	0	<b>3</b>
<b>Stray</b>	93	95	67	6	18	<b>279</b>
<b>Surrendered by Owner</b>	69	32	34	17	21	<b>173</b>
<b>TOTAL</b>	<b>162</b>	<b>130</b>	<b>102</b>	<b>24</b>	<b>39</b>	<b>457</b>

**Kennel Statistics Report**  
**Animals That Left Shelter from 10/01/12 to 11/30/12**  
**All Jurisdictions Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Adopted</b>	27	28	30	7	26	<b>118</b>
<b>Died</b>	0	0	1	1	1	<b>3</b>
<b>Euthanized</b>	49	42	13	3	2	<b>109</b>
<b>Returned to Owner</b>	9	38	0	0	2	<b>49</b>
<b>Transferred to Another Shelter</b>	26	8	25	6	1	<b>66</b>
<b>TOTAL</b>	<b>111</b>	<b>116</b>	<b>69</b>	<b>17</b>	<b>32</b>	<b>345</b>

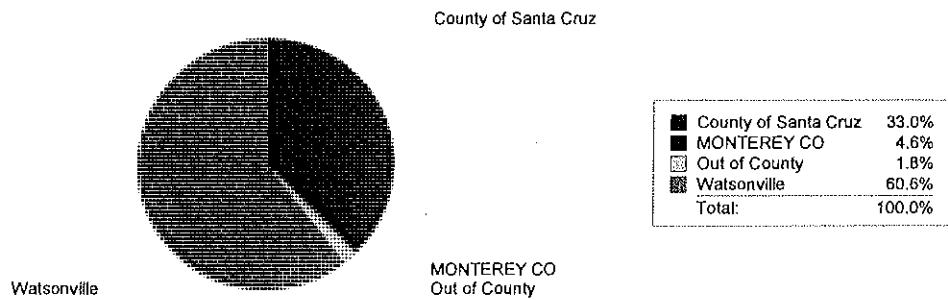
Intakes of Owner Requested Euthanasia From All Jurisdictions During 10/1/2012 to 11/30/2012 =



Euthanasia Totals from  
10/1/2012 to 11/30/2012  
**All Jurisdictions Combined**

<u>Reason for Euth</u>	<u>Animal type</u>					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
	2	0	0	0	0	2
< 8 Weeks	6	0	4	0	0	10
Agg Food	0	2	0	0	0	2
Aggressive	1	11	1	0	0	13
Feral	22	0	3	0	0	25
Geriatric	0	2	0	0	0	2
Ken Stress	1	2	0	0	1	4
Medical	3	3	2	1	0	9
Observed Behavior	2	16	2	0	2	22
Parvo	0	1	0	0	0	1
Space	0	0	0	1	0	1
Suffering	9	0	2	1	0	12
Unsocial	2	4	0	0	0	6
<b>Total</b>	<b>48</b>	<b>41</b>	<b>14</b>	<b>3</b>	<b>3</b>	<b>109</b>

**Monthly Percentage of Euthanasia by Jurisdiction**



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

Animals on hand on November 30, 2012 = 131

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adoption Return</b>	0	0	1	0	0	<b>1</b>
<b>Born@Shelt</b>	0	0	2	0	0	<b>2</b>
<b>Protective Custody</b>	0	9	0	0	0	<b>9</b>
<b>Quarantine</b>	1	6	0	4	1	<b>12</b>
<b>Stray</b>	241	307	335	23	67	<b>973</b>
<b>Surrendered by Owner</b>	122	69	61	37	38	<b>327</b>
<b>Total</b>	<b>364</b>	<b>391</b>	<b>399</b>	<b>64</b>	<b>106</b>	<b>1,324</b>

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

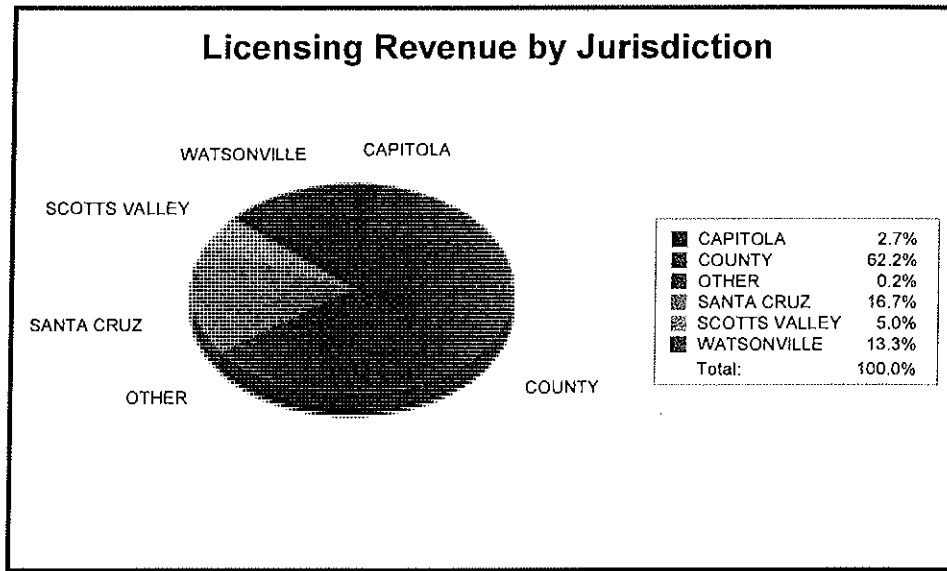
	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adopted</b>	54	90	91	24	47	<b>306</b>
<b>Died</b>	0	1	4	1	1	<b>7</b>
<b>Disposal*</b>	11	11	1	3	0	<b>26</b>
<b>Euthanized</b>	155	105	54	4	10	<b>328</b>
<b>Missing</b>	0	1	0	0	0	<b>1</b>
<b>Returned to Owner</b>	16	114	1	0	8	<b>139</b>
<b>Transferred to Another Shel</b>	69	33	141	19	9	<b>271</b>
<b>Total</b>	<b>305</b>	<b>355</b>	<b>292</b>	<b>51</b>	<b>75</b>	<b>1,078</b>

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

**Licensing Compliance and Revenue**  
**10/1/2012 to 11/30/2012**

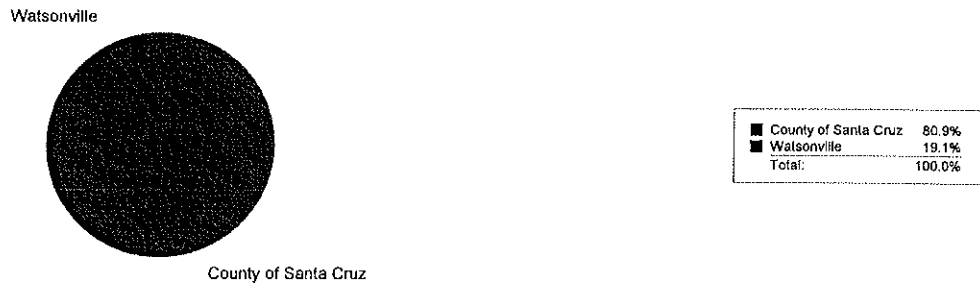
Tags sold	Total
CAPITOLA	38
COUNTY	889
OTHER	3
SANTA CRUZ	239
SCOTTS VALLEY	71
WATSONVILLE	190
<b>Total</b>	<b>1,430</b>

Revenue	Total
CAPITOLA	<b>\$1,158.00</b>
COUNTY	<b>\$25,841.00</b>
OTHER	<b>\$87.00</b>
SANTA CRUZ	<b>\$6,865.00</b>
SCOTTS VALLEY	<b>\$2,083.00</b>
WATSONVILLE	<b>\$6,008.00</b>
<b>Total</b>	<b>\$42,042.00</b>



<u>Activity Area</u>	<u>Activity Time (Min)</u>			
County of Santa Cruz	<u>Total Patrols</u>	100	<u>Total Minutes</u>	2,250
Watsonville	<u>Total Patrols</u>	23	<u>Total Minutes</u>	532
<b><u>GRAND TOTAL</u></b>	<u>Total Patrols</u>	123	<u>Total Minutes</u>	2,782

Percent of Total by Jurisdiction



**Consent Agenda Item 5.4**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: December 10, 2012  
SUBJECT: Board of Directors' Meeting Schedule of 2013

**Recommendation:**

Approve the Board of Directors' meeting schedule for 2013.

**Discussion:**

Each December, your Board adopts the meeting schedule for the upcoming calendar year. The proposed meeting schedule keeps the current rotation whereby your Board meets on the second Monday of every other month, unless there is a holiday scheduled for that Monday or another conflict. For months with holidays on the second Monday, the meeting is scheduled on the following Monday.

The following dates are the proposed 2013 schedule:

February 11  
April 8  
June 10  
August 12  
October 21 (October 14 is a holiday)  
December 9

### **Consent Agenda Item 5.5**

TO: Santa Cruz County Animal Shelter Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: December 10, 2012  
 SUBJECT: Accept and file report on Watsonville shelter

Recommendation:

Accept and file report on Watsonville shelter.

Discussion:

#### **Watsonville Services:**

- Animal Control began a proactive door-to-door campaign in the City of Watsonville on February 1, 2011 to address the relatively high rate of impounds and euthanasia from the Watsonville area as compared to the rest of the County. Officers wearing polo shirts without a badge (for a less intimidating approach) made contact with residents to provide education, advice and information on domestic pet ownership and TNR of feral cats. In the first month over 1,000 households were visited, providing information on ASA services and free pet supplies such as collars, leashes, bowls, doghouses and dog toys. This program was postponed in the summer of 2011 due to two animal control officer vacancies. We are planning to resume this program in the spring of 2013.
- SCCAS partnered with the Watsonville Animal Task Force, City of Watsonville, Friends of Santa Cruz County Animals, Friends of Watsonville Animals, Watsonville Public Works and Utilities Department, Watsonville Police Cadets to host the two "Watsonville Healthy Dogs Shots Fair" on May 21, 2011 and May 19, 2012. At each event approximately 350 dogs were given free rabies and distemper/parvo vaccines and microchips and approximately 40 dogs received \$20 spay/neuter vouchers. Additionally, SCCAS provided free dog food, collars and leashes and flea preventative medication.
- SCCAS always assigns at least one officer every shift to cover Watsonville to keep up with the volume of service calls.
- SCCAS staff is attending bi-monthly Friends of Watsonville Animal Shelter (FOWAS) meetings.

#### **Watsonville shelter facility improvements:**

- Outside dog kennel covers have been built to shelter the dogs from sun and rain.
- A new laundry room was constructed allowing adequate storage area for clean laundry and cleaning supplies. New industrial washer and dryer were purchased to replace existing equipment that was residential grade and inadequate.

- New guillotine doors have been installed in the kennels.
- Two new freezers replaced one nonfunctioning and one failing freezer.
- Vinyl slats have been placed in the fence between the kennels and the dog exercise area. This simple addition allows dogs to be exercised without inciting the other animals which decreases the stress level within the kennel area.
- There is now a computer at the front desk that clients can use to view the Lost Pet Listing and also view the animals available for adoption at both shelter locations.

#### **Upcoming Watsonville shelter facility improvements:**

- Dish room remodel with dishwasher
- New shelving in the pantry area
- New outdoor enclosed cattery/play yard with shade pavilion
- New dog shade pavilion
- New pole barn by separation of the large dog play yard

#### **Statistics**

In comparing statistics for animals entering the Watsonville shelter in 2010 and 2011:

The number of animals taken in to the shelter **increased by 8%**

The number of animals euthanized **decreased by 14%**

The number of animals that were returned to their owners **increased by 11%**

The number of animals adopted **increased by 7%**

The number of animals transferred to placement partners **increased by 101%**

Please see attached statistics.

<b>Watsonville SHELTER</b>	<b>2010</b>	<b>2011</b>	<b>% change</b>
<b>intake</b>	2398	2591	↑ 8%
<b>euth</b>	837	720	↓ 14%
<b>% euth</b>	34.90%	27.80%	
<b>return to owner</b>	211	235	↑ 11%
<b>% return to owner</b>	8.70%	9%	
<b>adopted</b>	606	647	↑ 7%
<b>% adopted</b>	25.20%	25%	
<b>transferred</b>	319	643	↑ 101%
<b>% transferred</b>	13.30%	25%	



**Consent Agenda Item 5.6**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: December 10, 2012  
SUBJECT: Reject claim made by Shannon Herzberg

## Recommendation:

Reject claim of Shannon Herzberg.

## Discussion:

On November 28, 2012, Shannon Herzberg filed claim against the Santa Cruz County Animal Shelter (SCCAS) for \$10,000. Ms. Herzberg claims that SCCAS did not follow guidelines and was treated poorly.

On October 14, 2011, a Reporting Party found the dog, a French Bulldog, running at large on State Park Drive, in Aptos. When found, the dog did not have a collar, a tag, a microchip or any form of identification. The dog had an odor common with skin infections. A check of the dog confirmed a skin infection that required treatment costing approximately \$500.

Ms. Herzberg called the Shelter on October 15, 2011, to inform the Staff that she had given a dog to her mother in Florida that fit the description of the French Bulldog in the Shelter. Ms. Herzberg was told by staff Kathleen Angelo about the hold period and that proof of ownership was required along with applicable fees in order to reclaim the dog.

The hold period required under California Food and Agriculture Code Section 31168 is 4 business days, not including the day of impoundment. The Shelter's hold period is 4 business days, not including the day of impoundment. Ms. Herzberg was informed of the Shelter's business hours and that October 19, 2011, was the final business day to reclaim the dog. Ms. Herzberg failed to come to SCCAS to identify the dog and provide the required information or fees necessary to reclaim the dog within the end of the 4<sup>th</sup> day of business at 5:30 p.m. on October 19, 2011. A copy of the Timeline related to this dog is attached for your review.



# STOLEN...

*ANY INFO:*  
[REDACTED]

OZZY♥

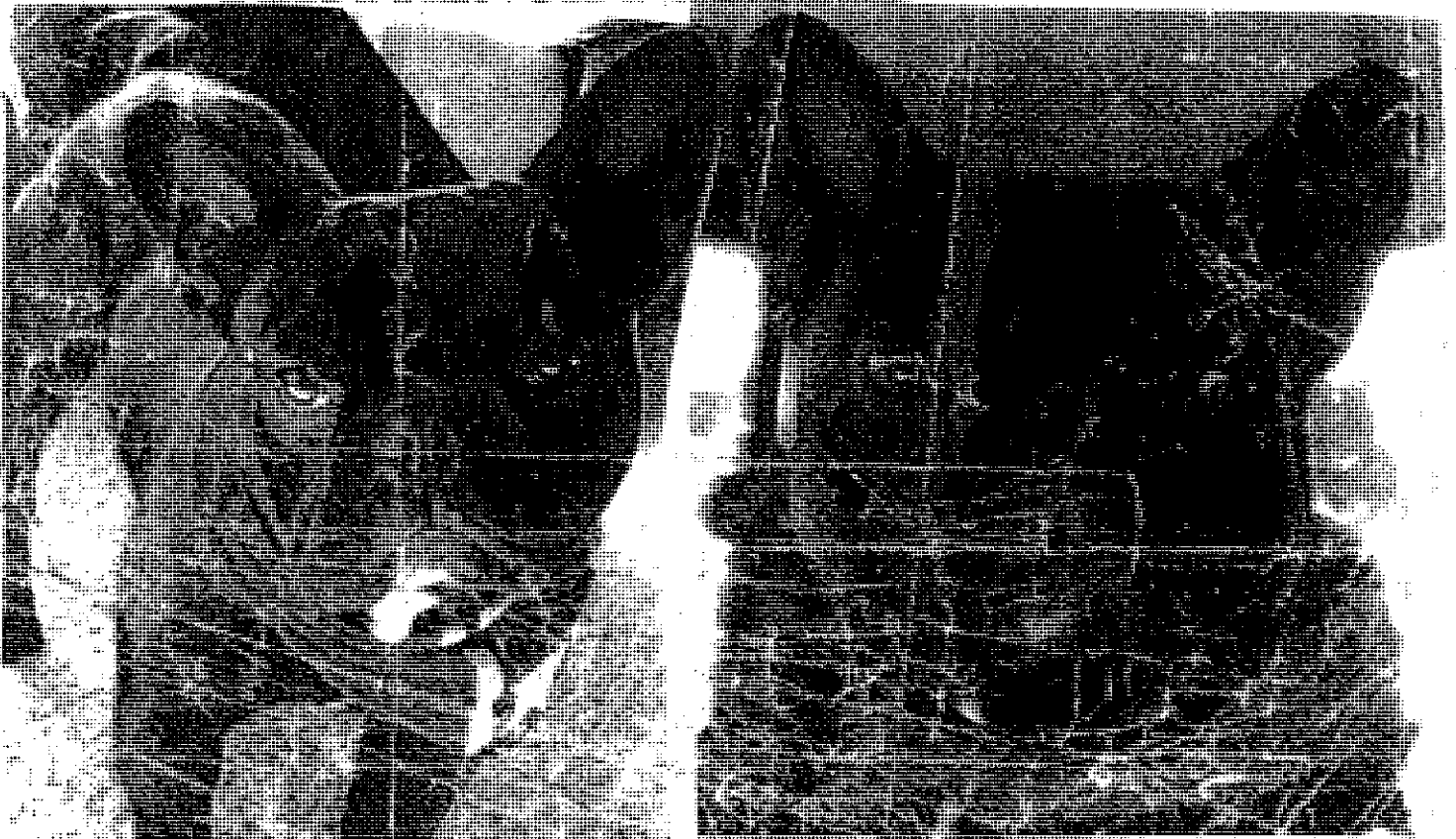
*Thanks*

HELP BRING OZZY HOME! STOLEN BY THE SANTA CRUZ ANIMAL SHELTER BY THEIR EMPLOYEES AND NO WHERE TO BE FOUND. WAS TOLD HE IS NO LONGER MINE AND THEY DONT HAVE TO TELL ME WHERE HE IS. MY CHILDREN AND I MISS OUR FURY FAMILY MEMBER. THEY CRY EVERY NIGHT FOR HIM. HE WAS ONE OF THE ONLY REASONS WHY MY TWO KIDS HAD A SMILE ON THEIR FACES THIS PAST YEAR....

PLEASE ANY INFO HELPS. REWARD!!!

MISSING SINCE OCTOBER.

BLK FRENCH BULLDOG 1.5YRS OLD



### **Timeline for the French Bulldog (A169863)**

10/14/11 Reporting party found dog running at large (RAL) State Park Dr. / Center. The dog was not wearing a collar or tag and did not have a microchip or any other form of identification. Dog smelled yeasty possibly due to a skin infection.

10/15/11 A woman named Shannon Herzberg called in and stated she had owned a French Bulldog that fit the description of this dog, but had given the dog to her mother who resides in Florida. Client Service staff member Kathleen Angelo answered the call and told Shannon about the hold period and explained she would need to come in with proof of ownership and pay applicable fees in order to reclaim the dog. Kathleen quoted the fees at that time.

10/16/11 Kathleen spoke with Shannon again to reiterate the hold period and explained she would need to come in with proof of ownership and pay applicable fees in order to reclaim the dog and that \$25 would be added for board fees for each night the dog was in the shelter.

10/18/11 Shannon called in and spoke to Client Services staff member Tarrah Leibenberg. Tarrah asked her to bring in proof of ownership and updated Shannon on the current fees to reclaim the dog, explained that Shannon would receive a citation if she reclaimed the dog intact and that the dog had a skin condition that would need to be treated by a vet.

10/19/11 Animal Services Coordinator Jennifer Price added in a note updating fees and stated that if the owner did not come in with proof of ownership by the end of the day, there would be no option to reclaim intact.

10/19/11 Shannon called in and spoke to Wendy. She asked what time we closed and was swearing and stated our fees were ridiculous. Wendy asked her to bring in proof of ownership if she was coming to reclaim the dog. She hung up on Wendy.

10/19/11 Shannon called back and asked to speak to a manger. Wendy transferred her to Ben Winkleblack's extension. Ben told Shannon that Wendy had advised her correctly and she began swearing and yelling and hung up or was disconnected.

10/19/11 Shannon came to the shelter after the front doors were locked and the shelter was closed. She was told we were closed and asked to speak to a manager. Ben met her in the front of the building. Shannon was very hostile and was using abusive language. Ben advised her that staff had followed the law and had given her correct information. She approached Ben aggressively and threatened him. Wendy, seeing the exchange, called the police. The police arrived and escorted Shannon off the premises.

10/20/11 The French Bulldog was transferred to a placement partner organization that had contacted Supervisor Jenny Price about the dog during its stray holding period (the rescue partner organization saw the French Bulldog's picture posted on our lost pets

website). The dog needed immediate treatment for a skin condition that ended up requiring over \$500 in veterinary care.

10/24/11 Shannon came in to the Watsonville shelter and asked to speak to a manager. Kiersten Fox spoke to her and Shannon told Kiersten she had received terrible service from our agency and that Wendy VanWinkle and Ben Winkleblack were both rude to her. Shannon told Kiersten that she had arrived at the shelter before we closed on the day the dog was due out, that she tried to reclaim her dog and was denied. Kiersten referred Shannon to Ben and then Shannon accused Kiersten of being rude and having an attitude.

10/25/11 A woman called in asking questions about a French Bulldog. She asked the location of the dog and stated the conversation was being taped per her lawyer. She did not give her name. She transferred to General Manager Melanie Sobel's voicemail.

We received two more phone calls from a woman who would not give her name but did say her husband is a sheriff. She stated she didn't want to have to come to the shelter with her husband and her lawyer. Wendy told her she certainly had a right to do that, and the woman stated she would and hung up.

10/26/11 Shannon called in and spoke to General Manager Melanie Sobel. Melanie explained that the dog was held for the legal hold period, and that she, Shannon had failed to come in, provide proof of ownership and pay the required fees for redemption. Shannon claimed she had come in before closing and that Ben Winkleblack was rude, called her a liar and laughed in her face. Shannon also stated that she was never informed of the stray hold even though the notes indicate clearly that she was told repeatedly. Shannon told Melanie that it says on the Shelter's website that stray dogs are held for 30 days and that weekend days do not count in the stray hold period. Melanie informed her that it does not say either of those things on the Shelter's website. Melanie told her there was nothing she could do at this point and that her dog was no longer the Shelter's property and had been transferred to one of our placement partners. Shannon asked Melanie if she would pass along her name and contact information to the placement partner organization that the French Bull dog was transferred to. Melanie assured her that she would do so and did in fact call the organization and gave Shannon's information to them.

Melanie spoke to Shannon at least three other times and gave her the same information as in the above paragraph. During one of the conversations Shannon was screaming at Melanie and demanding that Melanie give her the name and contact information of the rescue group where the dog was sent. Shannon kept screaming that the agency stole her dog and Melanie reminded Shannon that the dog was running loose on a very busy street with no identification and that a concerned citizen brought him to the shelter, and that no one had stolen her dog.

Shannon continued to send emails and faxes to staff members complaining that the Shelter had stole her dog. An attorney, Anthony Robinson 831-535-9788 and a Santa Cruz Sentinel reporter called Melanie in late October to ask about Shannon's dog.

Melanie explained that the dog was held for the legal hold period, and that she, Shannon had failed to come in, provide proof of ownership and pay the required fees for redemption. Also, Shannon sent faxes and emails to other area animal welfare groups accusing SCCAS of stealing her dog. She also posted this many times on Craigslist.

On Saturday February 4, 2012 at about 9:00 pm, Ben Winkleblack's neighbors had a man knock on their doors (several other people were with him in a pick-up truck) to ask about his dog being stolen. He had one of Shannon's flyers in his hand when he spoke to the neighbors.

**Consent Agenda Item 5.7**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: December 10, 2012  
SUBJECT: Revise SCCAS Policy and Procedure #410.

## Recommendation:

Approve revision of the SCCAS Policy and Procedure #410.

## Discussion:

As recommended by the Santa Cruz County Auditors-Controllers Office SCCAS would like to revise SCCAS's Administrative Policy 410 to add paragraph 3. In the absence of the General Manager, the duties set forth in Policy No. 410 may be performed by the Shelter Manager or Field Service Manager.

**Santa Cruz County  
Animal Shelter**

**ANIMAL SHELTER ADMINISTRATIVE  
POLICY/PROCEDURE**

Policy No: 410  
Date Issued: 07/01/2002  
Date Revised: 10/12/2012

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

SUBJECT: PURCHASING POWER AND AUTHORITY – GENERAL MANAGER

**1. SUPPLIES, MATERIAL, AND EQUIPMENT**

1.1. The General Manager is authorized to execute contracts or purchase orders for the purposes of supplies, materials, and equipment in the following instances:

1.1.1. Each such purchase which is not subject to the bidding requirement as set forth in Policy No. 420 and which does not exceed \$10,000.

1.1.2. Purchases which do not exceed \$10,000 from or through agreement with a public agency as set forth in Policy No. 431.

1.2. The General Manager will report all purchases of supplies, materials, and equipment to the Board of Directors in accordance with Policy No. 320 and paragraph 2.2 of this Policy.

1.3. All other contracts or purchase orders for the purchase of supplies, materials, and equipment shall be approved or awarded by the Board of Directors.

**2. GENERAL AND PROFESSIONAL SERVICE CONTRACTS**

2.1. The General Manager may enter into and execute on behalf of the Authority, and without prior approval of the Board of Directors, any written contract or purchase order for general or professional services as defined in Policy No. 450 and Policy No, 460 in the following instances:



2.1.1. Each such contract does not exceed a total payment amount of \$10,000.

2.1.2. Each such lease or rental agreement for equipment or personal property does not exceed a total payment amount of \$10,000.

2.2. The General Manager will provide the Board of Directors with a listing, at periodic intervals and not less than once a quarter, of all contracts, leases or purchase orders for general or professional services in amounts exceeding \$2500, made in the preceding period without prior Board approval. Authorized claims under the terms and conditions of these executed agreements will be reported to the Board as described in Policy No. 320.

2.3. All other contracts, leases or purchase orders for general or professional services shall be approved or awarded by the Board of Directors.

3. In the absence of the General Manager, the duties set forth in Policy No. 410 may be performed by the Shelter Manager or the Field Services Manager.

**Santa Cruz County  
Animal Shelter**

**ANIMAL SHELTER ADMINISTRATIVE  
POLICY/PROCEDURE**

Policy No: 410  
Date Issued: 07/01/2002  
Date Revised: 10/12/2012

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

SUBJECT: PURCHASING POWER AND AUTHORITY – GENERAL MANAGER

**1. SUPPLIES, MATERIAL, AND EQUIPMENT**

1.1. The General Manager is authorized to execute contracts or purchase orders for the purposes of supplies, materials, and equipment in the following instances:

1.1.1. Each such purchase which is not subject to the bidding requirement as set forth in Policy No. 420 and which does not exceed \$10,000.

1.1.2. Purchases which do not exceed \$10,000 from or through agreement with a public agency as set forth in Policy No. 431.

1.2. The General Manager will report all purchases of supplies, materials, and equipment to the Board of Directors in accordance with Policy No. 320 and paragraph 2.2 of this Policy.

1.3. All other contracts or purchase orders for the purchase of supplies, materials, and equipment shall be approved or awarded by the Board of Directors.

**2. GENERAL AND PROFESSIONAL SERVICE CONTRACTS**

2.1. The General Manager may enter into and execute on behalf of the Authority, and without prior approval of the Board of Directors, any written contract or purchase order for general or professional services as defined in Policy No. 450 and Policy No, 460 in the following instances:

**Regular Agenda Item 6.1**

TO: Animal Services Authority Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: December 10, 2012  
SUBJECT: Financial Report for the period ending November 30, 2012

## Recommendation:

Approve the Financial Report as presented for the period ending November 30, 2012.

## Discussion:

The Financial Report ending November 30, 2012 reflects total revenues of \$205,134 and expenditures of \$286,080. YTD Revenues are \$1,929,591. YTD Expenditures are \$1,467,045. Current total revenues are 57% of a potential 41%. The percentage of current year expenditures is at 41%.

Licensing revenues YTD are \$126,986. At this point last year licensing revenues were \$84,454.

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

Revenues:	2012-13 Final Budget	2012-13 YTD Actuals	YTD Remaining	2011-12 YTD Actuals
ANIMAL LICENSES	\$338,462	\$126,986	\$211,476	\$84,454
INTEREST	\$3,000	\$1,707	\$1,293	\$1,422
RENTS & CONCESSIONS	\$2,500	\$218	\$2,282	\$1,127
RENTAL DEPOSIT/FORFEIT REVENUE	\$0	\$0	\$0	\$70
INTERGOVERNMENTAL REVENUES	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$311,207	\$120,152	\$191,055	\$117,484
ADMINISTRATIVE SERVICES	\$0	\$500	(\$500)	\$580
COST RECOVERY-OTHER	\$0	\$2,320	(\$2,320)	\$2,750
MEMBER CONTRIBUTION	\$2,217,945	\$1,552,562	\$665,384	\$1,748,352
CHARGES FOR CURRENT SERVICES	\$0	\$0	\$0	\$0
ADMIN FINE FEES	\$25,000	\$0	\$25,000	\$100
ANIMAL MICROCHIP FEES	\$7,500	\$7,334	\$166	\$1,060
ANIMAL RABIES FEES	\$5,000	\$2,162	\$2,838	\$1,042
ANIMAL SPAY&NEUTER FEES	\$126,000	\$31,870	\$94,130	\$23,917
SALES-OTHER-TAXABLE	\$15,000	\$5,226	\$9,774	\$4,767
CASH OVERRAGES	\$0	\$20	(\$20)	\$17
CONTRIBUTIONS and DONATIONS	\$270,000	\$56,583	\$213,417	\$40,118
NSF CHECKS	\$0	(\$202)	\$202	(\$166)
OTHER REVENUE	\$50,000	\$22,154	\$27,846	\$33,723
BOND PROCEEDS	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$3,371,614</b>	<b>\$1,929,591</b>	<b>\$1,442,023</b>	<b>\$2,060,817</b>

**Less Expenditures:**

Salaries and Benefits	\$2,213,034	\$980,608	\$1,232,426	\$879,133
Services and Supplies	\$1,075,856	\$459,518	\$616,338	\$472,522
Other Uses	\$107,672	\$26,918	\$80,754	\$23,987
Fixed Assets	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$3,396,562</b>	<b>\$1,467,045</b>	<b>\$1,929,517</b>	<b>\$1,375,641</b>

**Plus Contingency:**

<b>TOTAL EXPENDITURES INCLUDING CONTINGENCY:</b>	<b>\$135,863</b>	<b>\$0</b>	<b>\$135,863</b>	<b>\$0</b>
	<b>\$3,532,425</b>	<b>\$1,467,045</b>	<b>\$2,065,380</b>	<b>\$1,375,641</b>

<b>NET REVENUES OVER (UNDER) EXPENDITURE:</b>	<b>(\$160,811)</b>	<b>\$462,547</b>	<b>(\$623,358)</b>	<b>\$685,176</b>
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<b>BEGINNING FUND BALANCE - UNDESIGNATED</b> (unaudited ending balance from 6/30/12)	<b>(\$39,218)</b>	<b>(\$39,218)</b>	<b>(\$39,218)</b>	<b>\$0</b>
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<b>ENDING FUND BALANCE - UNDESIGNATED</b>	<b>(\$200,029)</b>	<b>\$423,329</b>	<b>(\$662,576)</b>	<b>\$685,176</b>
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<b>Est. Transfer from SB90/B.JEAN Designations</b>	<b>\$200,029</b>	<b>\$0</b>	<b>\$0</b>	
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<b>ENDING FUND BALANCE - UNDESIGNATED</b>	<b>\$0</b>	<b>\$423,329</b>	<b>(\$662,576)</b>	<b>\$685,176</b>
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**ANIMAL LICENSE DETAIL**

	2012-13 YTD Actuals	2011-12 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$3,288	\$2,023	\$1,265
LICENSES - SANTA CRUZ	\$23,995	\$15,619	\$8,376
LICENSES- SCOTTS VALLEY	\$6,218	\$4,327	\$1,891
LICENSES- COUNTY	\$77,418	\$51,555	\$25,863
LICENSES- WATSONVILLE	\$16,067	\$10,930	\$5,137

\* Fund Balance Committed for SB 90 Claims received and set aside as of 6/30/12 is \$947,587 (Unaudited) before 11-12 adjust.

\* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/12 is \$506,992 (Unaudited) before 11-12 adjustments

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

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

As of 11/30/12 from FAMIS  
 SC CO ANIMAL SERVICES AUTHORITY  
 Organization: 70 28

Pos + = UP  
 Neg ( ) = DOWN

Acct	Acct Title	2012-13		November Actuals	2012-13 YTD Actuals	YTD Remaining	41%		2011-12 YTD Actuals	COMPARE	
		Adj. Budget	Est./Actuals				Percentage of CY Budget Actualized	Percentage of PY Budget Actualized		THRU NOV PY ACTUALS	2011-12 Est./Actuals
3100	SALARIES & BENF	\$2,213,034	\$2,213,034	\$219,673	\$980,608	\$1,232,426	44.31%	44.83%	\$879,133	\$101,476	\$2,047,780
3200	SERVICES & SUPPL	\$1,075,856	\$1,075,856	\$66,406	\$459,518	\$616,338	42.71%	46.01%	\$472,522	(\$13,004)	\$1,118,174
6100	OTHER USES	\$107,672	\$107,672	\$0	\$26,918	\$80,754	25.00%	78.65%	\$23,987	\$2,931	\$95,947
6600	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
6800	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
8400	CONTINGENCIES	\$135,863	\$135,863	\$0	\$0	\$135,863	0.00%	0.00%	\$0	\$0	\$12,884
9700											\$0
3100-9700	TOTAL EXPENDITURES	\$3,532,425	\$3,532,425	\$286,080	\$1,467,045	\$2,065,380	41.53%	58.78%	\$1,375,641	\$91,404	\$3,274,785
100-2500	TOTAL REVENUES	\$3,371,614	\$3,371,614	\$205,134	\$1,929,591	\$1,442,023	57.23%	70.49%	\$2,060,817	(\$131,226)	\$3,154,184
	NET COST	\$160,811	\$160,811	\$80,946	\$482,547	\$623,358	-287.63%	-668.13%	(\$685,176)	(\$222,630)	\$120,601
3100	REGULAR PAY-PER	1,300,969	1,300,969	\$147,320	\$504,256	\$796,713	38.76%	39.27%	\$456,318	\$47,938	1,214,707
3105	OVERTIME PAY-PE	14,114	14,114	\$486	\$869	\$13,245	6.16%	1.56%	\$523	\$346	4,849
3110	REGULAR PAY-EXT	31,551	31,551	\$5,370	\$16,424	\$15,127	52.05%	17.04%	\$13,631	\$2,793	31,069
3140	DIFFERENTIAL PAY	23,523	23,523	\$2,623	\$8,308	\$15,215	35.32%	31.54%	\$7,254	\$1,053	20,435
3150	OASDI-SOCIAL SE	103,911	103,911	\$11,487	\$39,475	\$64,436	37.99%	36.73%	\$36,109	\$3,366	94,876
3155	RETIREMENT	259,161	259,161	\$28,920	\$98,596	\$160,565	38.04%	43.50%	\$85,077	\$13,519	230,147
3160	EMPLOYEE INSURA	339,509	339,509	\$23,467	\$172,385	\$167,124	50.77%	66.90%	\$173,948	(\$1,563)	345,425
3165	UNEMPLOYMENT IN	10,318	10,318	\$0	\$10,318	\$0	100.00%	114.01%	\$7,471	\$2,847	7,471
3170	WORKERS COMPENS	129,978	129,978	\$0	\$129,978	\$0	100.00%	96.65%	\$98,801	\$31,177	98,801
3100	SALARIES & BENF	\$2,213,034	\$2,213,034	\$219,673	\$980,608	\$1,232,426	44.31%	44.83%	\$879,133	\$101,476	\$2,047,780
3215	POLICE SAFETY EQUIPMENT	1,000	1,000	\$0	\$43	\$957	4.28%	0.00%	\$0	\$43	1,900
3225	UNIFORM REPLACEMENT	2,000	2,000	\$0	\$505	\$1,495	25.23%	58.14%	\$1,744	(\$1,240)	2,000
3235	RADIO SERVICES	28,000	28,000	\$2,204	\$11,019	\$16,981	39.35%	33.90%	\$11,019	(\$0)	27,000
3240	TELECOM SERVICES	28,000	28,000	\$4,156	\$7,960	\$20,040	28.43%	24.20%	\$6,775	\$1,185	27,000
3250	FOOD	8,000	8,000	\$266	\$2,759	\$5,241	34.49%	17.42%	\$2,962	(\$203)	8,000
3262	JANITORIAL SERVICES	10,000	10,000	\$885	\$3,069	\$6,931	30.69%	49.29%	\$3,640	(\$571)	10,000
3295	LIABILITY INSURANCE	30,882	30,882	\$0	\$31,246	(\$364)	101.18%	101.25%	\$30,882	\$364	30,882
3305	OTHER INSURANCE	1,215	1,215	\$0	\$0	\$1,215	0.00%	0.00%	\$0	\$0	1,000
3355	MAINT-OFFICE EQUIPMENT	800	800	\$120	\$428	\$372	53.47%	0.81%	\$246	\$182	800
3360	MAINT-OTHER EQUIP-SVCS	3,000	3,000	\$47	\$1,075	\$1,925	35.82%	123.74%	\$1,856	(\$781)	3,000
3361	MAINT-OTHER EQUIP-SVCS	500	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	500
3395	FACILITIES MAINT	31,667	31,667	\$3,249	\$14,481	\$17,186	45.73%	255.89%	\$12,283	\$2,199	52,000
3405	MAINT STRUCT IM	2,500	2,500	\$0	\$147	\$2,353	5.89%	0.00%	\$0	\$147	30,000
3430	MEDICAL, DENTAL & LAB SUPPL	0	0	\$0	\$17	(\$17)	0.00%	0.00%	\$0	\$17	0
3432	OTHER MEDICAL MATERIALS	125,000	125,000	\$4,585	\$41,025	\$83,975	32.82%	74.83%	\$59,361	(\$18,336)	105,000
3450	MEMBERSHIPS	1,200	1,200	\$856	\$1,916	(\$716)	159.67%	89.23%	\$870	\$1,046	1,150
3451	MISCELLANEOUS EXPENSES	5,700	5,700	\$3,023	\$8,945	(\$3,245)	156.94%	17.72%	\$3,561	\$5,384	12,500

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

As of 11/30/12 from FAMIS  
 SC CO ANIMAL SERVICES AUTHORITY  
 Organization: 70 28

Acct	Acct Title	2012-13 Adj. Budget	2012-13 Est./Actuals	October Actuals	November Actuals	2012-13 YTD Actuals	YTD Remaining	41%		Percentage of PY Budget Actualized	2011-12 YTD Actuals	COMPARE THRU NOV PY ACTUALS	2011-12 Est./Actuals
								Percentage of CY Budget Actualized	41%				
3452	CASH SHORTAGES	\$0	\$0	\$0	\$0	\$32	(\$32)	0.00%	0.00%	0.00%	\$0	\$32	\$0
3484	DUPLICATING SVCS.	2,500	2,500	\$0	\$0	\$1,164	\$1,336	46.57%	46.57%	9.12%	\$593	\$571	1,500
3489	PC SOFTWARE PURCHASES	2,500	2,500	\$0	\$792	\$792	\$1,708	31.68%	31.68%	3.63%	\$1,108	(\$316)	\$2,200
3491	POSTAGE	8,000	8,000	\$354	\$1,000	\$3,624	\$4,376	45.30%	45.30%	29.60%	\$2,999	\$625	8,000
3492	SUBSCRIPTIONS/PERIODICALS	400	400	\$0	\$0	\$0	\$400	0.00%	0.00%	109.32%	\$383	(\$383)	400
3493	SUPPLIES	60,000	60,000	\$4,195	\$15,066	\$42,559	\$17,441	70.93%	70.93%	53.27%	\$31,060	\$11,499	60,000
3496	INVENTORIALBLE ITEMS	2,500	2,500	\$0	\$0	\$0	\$2,500	0.00%	0.00%	0.00%	\$0	\$0	0
3505	ACCOUNTING & AUDITING	17,000	17,000	\$0	\$0	\$0	\$17,000	0.00%	0.00%	0.00%	\$0	\$0	17,000
3520	BANKING SERVICES	17,000	17,000	\$1,971	\$1,382	\$7,525	\$9,475	44.27%	44.27%	43.07%	\$5,505	\$0	16,000
3535	COMPUTER PROF SVCS	1,200	1,200	\$0	\$0	\$0	\$1,200	0.00%	0.00%	0.00%	\$0	\$0	1,200
3545	CONSULT/MGT/PC SVCE.	18,000	18,000	\$0	\$0	\$14,756	\$3,244	81.98%	81.98%	60.83%	\$17,316	(\$2,560)	18,000
3547	COUNTY COUNSEL	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0
3550	COUNTY OVERHEAD	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0
3575	DATA PROCESSING	50,000	50,000	\$4,092	\$4,089	\$16,411	\$33,589	32.82%	32.82%	38.41%	\$15,748	\$664	55,000
3665	PROF & SPECIAL	105,000	105,000	\$5,201	\$9,577	\$36,675	\$68,325	34.93%	34.93%	57.92%	\$39,053	(\$2,378)	95,000
3763	VETERINARIAN SERVICES	165,000	165,000	\$2,145	\$2,600	\$49,076	\$115,924	29.74%	29.74%	49.95%	\$70,528	(\$21,452)	173,500
3800	EQUIPMENT RENTS & LEASES-	5,000	5,000	\$394	\$287	\$2,695	\$2,305	53.90%	53.90%	27.91%	\$2,365	\$330	5,000
3810	RENTS & LEASES-	198,842	198,842	\$49,417	\$0	\$98,835	\$100,008	49.71%	49.71%	50.68%	\$98,834	\$0	198,942
3820	FIELD EQUIPMENT	1,500	1,500	\$0	\$161	\$161	\$1,339	10.73%	10.73%	0.00%	\$0	\$161	1,500
3835	ADVERTISING & PROMOTION	1,500	1,500	\$0	\$0	\$348	\$1,152	23.20%	23.20%	22.58%	\$452	(\$104)	1,500
3935	INVENTORY MATERIALS PURCH	7,500	7,500	\$6,455	\$0	\$10,553	(\$3,053)	140.70%	140.70%	290.88%	\$5,818	\$4,735	20,000
3976	SPECIAL MISC EXP-SUPPLIES	1,500	1,500	\$216	\$7	\$104	\$1,396	6.95%	6.95%	10.95%	\$219	\$0	2,000
4110	SUBSCRIPTIONS/BOOKS	500	500	\$0	\$93	\$93	\$407	18.55%	18.55%	14.70%	\$147	(\$54)	500
4120	TOWING	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0
4154	TRAVEL-EDUCATION	3,500	3,500	\$0	\$1,271	\$1,271	\$2,229	36.31%	36.31%	8.31%	\$355	\$916	1,500
4162	TRAVEL-LODGING	750	750	\$0	\$0	\$0	\$750	0.00%	0.00%	0.00%	\$0	\$0	750
4164	TRAVEL-MEALS	600	600	\$0	\$56	\$56	\$544	9.34%	9.34%	0.00%	\$0	\$56	600
4166	TRAVEL-MILEAGE	3,000	3,000	\$0	\$0	\$0	\$3,000	0.00%	0.00%	5.12%	\$205	(\$205)	2,000
4168	TRAVEL-OTHER	100	100	\$0	\$12	\$52	\$48	51.64%	51.64%	0.00%	\$0	\$52	1,100
4170	REGISTRATIONS	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	250
4175	SERVICE CENTER	36,000	36,000	\$6,519	\$4,030	\$13,388	\$22,613	37.19%	37.19%	23.54%	\$11,297	\$2,090	36,000
4180	TRAVEL ADVANCES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	0
4310	UTILITIES	87,000	87,000	\$7,815	\$6,593	\$34,714	\$52,286	39.90%	39.90%	42.20%	\$33,339	\$1,375	86,000
4830	PRINCIPAL ON LEASE PURCHASE	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0
3200	SERVICES & SUPPLIES	\$1,075,856	\$1,075,856	\$124,560	\$66,406	\$459,518	\$616,338	42.71%	42.71%	46.01%	\$472,522	\$86,567	\$1,118,174

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

As of 11/30/12 from FAMIS  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	2012-13		October Actuals	November Actuals	2012-13 YTD Actuals	YTD Remaining	41%		2011-12 YTD Actuals	COMPARE THRU NOV PY ACTUALS	2011-12 Est./Actuals
		Adj. Budget	2012-13 Est./Actuals					Percentage of CY Budget Actualized	Percentage of PY Budget Actualized			
5980	COUNTY OVERHEAD (see 3550)	\$107,672	\$107,672	\$0	\$0	\$26,918	\$80,754	25.00%	78.65%	\$23,987	\$0	\$95,947
6101	OPERATING TRSF OUT	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0
6100	OTHER USES	\$107,672	\$107,672	\$0	\$0	\$26,918	\$80,754	25.00%	0.00%	\$23,987	\$26,918	\$95,947
8404	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$12,884
8400	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$12,884
9695	APPROP FOR CONTINGENCIES	\$135,863	\$135,863	\$0	\$0	\$0	\$135,863	0.00%	0.00%	\$0	\$0	\$0
9700	CONTINGENCIES	\$135,863	\$135,863	\$0	\$0	\$0	\$135,863	0.00%	0.00%	\$0	(\$400)	\$0
100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
230	ANIMAL LICENSES	\$338,462	\$338,462	\$29,086	\$22,105	\$126,986	\$211,476	37.52%	45.90%	\$84,454	\$42,532	\$284,180
430	INTEREST	\$3,000	\$3,000	\$397	\$342	\$1,707	\$1,293	56.90%	5.47%	\$1,422	\$285	\$3,600
440	RENTS & CONCESS	\$2,500	\$2,500	\$70	\$0	\$218	\$2,282	8.71%	6.73%	\$1,127	(\$909)	\$2,500
441	RENTAL DEPOSIT/FORFEIT REV	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.42%	\$70	(\$70)	\$140
984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
1096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
1510	HUMANE SERVICES	\$311,207	\$311,207	\$27,933	\$20,345	\$120,152	\$191,055	38.61%	46.99%	\$117,484	\$2,668	\$305,000
2010	ADMINISTRATIVE SERVICES	\$0	\$0	\$100	\$100	\$500	(\$500)	0.00%	0.23%	\$580	(\$80)	\$1,500
2022	COST RECOVERY-OTHER	\$0	\$0	\$518	\$694	\$2,320	(\$2,320)	0.00%	1.10%	\$2,750	(\$430)	\$3,059
2044	MEMBER CONTRIBUTION	\$2,217,945	\$2,217,945	\$362,252	\$144,297	\$1,552,562	\$665,383	70.00%	699.34%	\$1,748,352	(\$195,790)	\$2,163,849
2047	OTHER CHARGES CURRRENT S	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$170
2073	ADMINISTRATIVE FINE FEES	\$25,000	\$25,000	\$0	\$0	\$0	\$25,000	0.00%	0.04%	\$100	(\$100)	\$0
2205	ANIMAL MICROCHIP FEES	\$7,500	\$7,500	\$1,800	\$1,300	\$7,334	\$166	97.79%	0.42%	\$1,060	\$6,274	\$10,500
2206	ANIMAL RABIES FEES	\$5,000	\$5,000	\$514	\$308	\$2,162	\$2,838	43.24%	0.42%	\$1,042	\$1,120	\$4,500
2207	ANIMAL SPAY&NEUTER FEES	\$126,000	\$126,000	\$8,135	\$5,655	\$31,870	\$94,130	25.29%	9.57%	\$23,917	\$7,953	\$116,000
2334	SALES-OTHER-TAXABLE	\$15,000	\$15,000	\$919	\$1,125	\$5,226	\$9,774	34.84%	1.91%	\$4,767	\$459	\$11,500
2362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$20	(\$20)	0.00%	0.01%	\$17	\$3	\$0
2372	CONTRIBUTIONS AND DONATIO	\$270,000	\$270,000	\$8,890	\$3,474	\$56,583	\$213,417	20.96%	16.05%	\$40,118	\$16,465	\$198,686
2380	NSF CHECKS	\$0	\$0	\$0	(\$4)	(\$202)	\$202	0.00%	-0.01%	(\$166)	(\$36)	\$0
2381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
2384	OTHER REVENUE	\$50,000	\$50,000	\$5,179	\$5,393	\$22,154	\$27,846	44.31%	120.44%	\$33,723	(\$11,569)	\$40,000
2500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
2981	LICENSES - CAPITOLA	\$0	\$0	\$625	\$693	\$3,288	(\$3,288)	0.00%	0.00%	\$2,023	\$1,265	\$0
2982	LICENSES - SANTA CRUZ	\$0	\$0	\$4,706	\$4,153	\$23,995	(\$23,995)	0.00%	0.00%	\$15,619	\$8,376	\$0
2983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$1,596	\$1,268	\$6,218	(\$6,218)	0.00%	0.00%	\$4,327	\$1,891	\$0
2984	LICENSES- COUNTY	\$0	\$0	\$18,618	\$13,072	\$77,418	(\$77,418)	0.00%	0.00%	\$51,555	\$25,863	\$0
2986	LICENSES- WATSONVILLE	\$0	\$0	\$3,541	\$2,919	\$16,067	(\$16,067)	0.00%	0.00%	\$10,930	\$5,137	\$0
100-2500	REVENUES	\$3,371,614	\$3,371,614	\$445,792	\$205,134	\$1,929,591	\$1,442,023	57.23%	70.49%	\$2,060,817	(\$131,226)	\$3,154,184