



Santa Cruz County Animal Shelter

2200 7th Ave., Santa Cruz, CA 95062

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Melanie Sobel
General Manager

SANTA CRUZ COUNTY ANIMAL SHELTER BOARD OF DIRECTORS MEETING

April 9, 2018 – 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 February 12, 2018 meeting**
 - 5.2 Accept reports of the General Manager and the Management Team for February/March 2018**
 - 5.3 Accept and file the statistics for the months February/March 2018**
 - 5.4 Accept and approve quarterly report for all claims under \$10,000**
 - 5.5 Accept and approve Journal Entry payments with the County of Santa Cruz**
 - 5.6 Accept a donation in the amount of \$10,000 from Robert Watson**
 - 5.7 Accept a bequest in the amount of \$10,000 from Yule Family Trust**
- 6.0 Regular Agenda**
 - 6.1 General Manager's oral report**
 - 6.2 Approve financial report for the months of February/March 2018 and take related action**
 - 6.3 Consider General Manager's proposed budget for FY 2018-19**
- 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 Juanita Gunter at 831/454-7209 (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: April 9, 2018
SUBJECT: Approve Minutes of February 12, 2018 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of February 12, 2018.

SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
Minutes of Monday, February 12, 2018 3:00 PM
Board of Supervisors Chambers, Fifth Floor
701 Ocean Street, Santa Cruz, CA 95060

VOTING KEY: C=Coburn, P = Phares, S = Shull, V = Verinsky, Vi = Vides, Mc=McKinley, W=Walpole, F=Flippo, B=Booth

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: Board Chair Nicole Coburn called the meeting to order at 3:05 pm. Board Member Shull was absent.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: none
- 4.0 ORAL COMMUNICATION – Two people addressed the Board on matters unrelated to the day’s Agenda.
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the December 11, 2017 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for December 2017 and January 2018
 - 5.3 Accepted the statistics for the months of December 2017 and January 2018
 - 5.4 Approved quarterly report for all claims under \$10,000
 - 5.5 Approved journal entry payments with the County of Santa Cruz
 - 5.6 Authorized General Manager to accept a donation in the amount of \$5,500 from the Silicon Valley Community Foundation and direct that the check be deposited.
 - 5.7 Authorized General Manager to accept a gift in the amount of \$15,000 from an anonymous donor and direct that the check be deposited.

Board action on Consent Agenda 5.0: WVCP/S/ViMcFB

6.0 REGULAR AGENDA

- 6.1 General Manager’s Oral report presented by General Manager Melanie Sobel

Ms. Sobel thanked Board Member Vides for her assistance in getting the Watsonville microchip ordinance approval process underway. She noted that the new ordinance is expected to take effect on 3/15/2018.

6.2 Approved financial report for the months of December 2017 and January 2018.

General Manager Sobel noted that license revenue is down slightly due in part to the decrease in Planned Pethood surgeries when ASA was short the relief vet positions.

Ms. Sobel also noted that ASA typically does one direct mail donation appeal each year. For this fiscal year, two direct mail appeals have already gone out and one more is planned before the end of the fiscal year.

Board action on Regular Agenda Item 6.2: ViBWVCP/S/McF

7.0 Regular meeting was adjourned at 3:30 pm.

The next regular meeting is scheduled for Monday, April 9, 2018 in the Board of Supervisors Chambers at 701 Ocean Street.

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Reports from the Management Team for the months of February/March 2018

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 a new official, legal address: 1001 Rodriguez Street, Santa Cruz, CA 95062--the physical address of our existing public entrance and main parking lot. This will eliminate the problem of visitors being directed by GPS to a restricted 7th Avenue parking area behind the main building. The address 2200 7th Avenue, Santa Cruz, CA 95062, our former mailing address (and ongoing service entrance), will become the mailing address for the newly formed Santa Cruz County Animal Shelter Foundation.
- On March 3, 2018 SCCAS hosted a workshop to engage pet owners in planning ahead for their pet's end of life care. Veterinarian Dr. Gabby Ravina led a discussion about pet end of life care, hospice, and euthanasia decisions. This meaningful but often very difficult stage of pet ownership is the focus of her practice Peaceful Paws.
- On March 13, 2018 SCCAS Shelter Manager Ben Winkleblack received the 2017 Santa Cruz County Employee Gold Recognition Award in the Safety and Justice category. Ben was awarded by the Santa Cruz County Board of Supervisors for his outstanding work.
- At the 2017 California Animal Care Conference held March 10-13 in Long Beach, sponsored by the California Animal Control Directors Association and State Humane Association of California, SCCAS General Manager served on a panel for a workshop: Words Matter; The Impact of Our Language on Animal Welfare. She also served as a moderator for a two-part expert panel discussion: Are Behavior Assessments Dead?
- SCCAS hosted a Saint Pittie's Day Weekend Celebration March 17-18, 2018 to highlight what loving companions Pit Bulls can make when given the right training, care and environment. The event featured special gifts for adopters of Pit Bulls and Pit Bull mixes including one-on-one training sessions and dog toys; a "Pit Stop" Pub Crawl to raise funds for SCCAS; and free professional pet portraits for all Santa Cruz County owners of Pit Bulls and Pit Bull mixes by photographer Tom Burke. Approximately \$5,000 was raised SCCAS' programs and services.
- On March 31, 2018 SCCAS held a "Meet the Fosters" event at the Santa Cruz Shelter location to showcase all the adoptable animals that are residing in foster homes.
- SCCAS and Heading Home Animal Rescue are continuing to partner on their "Working Whiskers" program designed to help cats in our community that are not readily adoptable. This program has saved a record number of nonsocial cats from SCCAS. The program has been so successful that in its first 7 months the unsocial cat euthanasia rate went down by more than 2/3 for the entire year of 2016, compared to 2015. Heading Home Animal Rescue, an all volunteer organization with no paid positions, takes more of SCCAS' animals than any other placement partner organization. Over 40% of all animals transferred from SCCAS go into their adoption program.

- Carla Braden, Behavior & Training Coordinator, continues to offer dog training classes, private training, behavior help for new adopters and owners considering surrender, and educational opportunities for staff, volunteers, and community members. Carla is helping SCCAS enhance its outreach on interpretation of dog and cat body language and better understanding of who dogs and cats are, their needs, and how they experience the world.
- SCCAS staff continues to offer training workshops for volunteers on cat behavior, performing dog shows to potential adopters, foster care of animals, and explaining the disposition decisions made on animals regarding health and temperament.
- SCCAS continues to offer community outreach through education and distribution of free resources three times a month to pet owners in the County's most underserved areas: Farmer's Market in Watsonville, St. Francis Soup Kitchen, Mountain Community Resources and Second Harvest in Felton.
- SCCAS and Friends of Watsonville Animal Shelter (FOWAS) continue to offer the Planned Pethood South program at the spay/neuter clinic at 150A Pennsylvania Drive in Watsonville. This clinic expands services for SCCAS' current high quality, low-cost spay/neuter, rabies vaccination and microchip program. The goals of the clinic are to help provide affordable spay/neuter veterinary services to the residents of South County to help reduce the County's homeless animal population and to help residents comply with current animal ownership laws.
- Heading Home Rescue, Animal Shelter Relief and Four Paws to Love continue to take SCCAS' cats and kittens, many with medical issues and too young for adoption, into their adoption programs. This partnership continues to increase SCCAS' animal transfer rate significantly and directly helps increase SCCAS' live animal release rate.
- Santa Cruz SPCA continues to assist SCCAS with taking animals into their adoption program. This directly helps increase SCCAS's live animal release rate.
- Friends of Watsonville Animal Shelter (FOWAS) continue to fund medical procedures for SCCAS animals, allowing them to be treated and made available for adoption. This directly helps increase SCCAS' live animal release rate.
- SCCAS staff continues to participate in FOWAS meetings held every other month.
- In March, 2018, the California Animal Control Directors Association and State Humane Association of California merged to form a single unified Association for private and public animal welfare professionals in California. SCCAS General Manager serves as Vice-President of this newly formed group: California Animal Welfare Association (CAWA).

SCCAS Staff

SCCAS is currently recruiting for two Animal Control Officers. There has been a successful recruitment of the Program and Development Manager position. The new employee, Sheila Golden, will begin on April 9, 2018. The previous Program and Development Manager, Jen Walker, will continue to work for SCCAS on a contract basis to provide humane education programs.

Tami McConnell, part-time Extra Help Animal Care Worker, was promoted to full time Animal Care Worker. Ms. McConnell served as a SCCAS volunteer for six years prior to her employment at SCCAS.

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. FOWAS and SCCAS partner to provide two days a week of spay/neuter services at the Planned Parenthood South Watsonville clinic.

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 February/March 2018 563 animals were spay/neutered. Also, 104 animals were transferred to our adoption placement partner organizations. The Live Oak Shelter continues to work closely with Sheriff's Work Release, CalWorks and Court Referral for support.

Client Services

Client services staff continues to provide excellent customer service while assisting a high volume of clients in person and on the phone. Staff processes adoptions, returns animals to their owners, 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, when able. 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.

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.

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.

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 February/March 2018.

Animal Control Report
February and March 2018
Todd Stosuy, Field Services Manager

1. We continue to see the need for an officer to be stationed at the Watsonville Shelter 7 days a week due to the high volume of calls in the 95076 area. This includes both proactive outreach and reactive response in an attempt to ensure dogs don't run loose, animals are not neglected and the public is safe.
2. We still have two open animal control officer positions. We had two candidates; one failed a background investigation and the second decided not to pursue the position. We have additional names on the list and will begin additional interviews shortly. This continues to leave us with three officers and myself for twenty-four seven coverage, 7 days a week. This has led to a gap in our proactive services, including patrols of County Parks and Beaches, as well as limiting calls for service we will respond to.
3. We held multiple 597.1 Seizure Hearings on animals we seized and all were upheld by the Hearing Officer. We also held an Order For Destruction hearing with County Nuisance Abatement and it was upheld by the commission.
4. In January we issued 3 Animal Control Warning letters in unincorporated County and one in the City of Santa Cruz. In January we also declared one animal a Habitual Offender and one dog a Vicious Animal in the City of Santa Cruz. In February we issued two Animal Control Warning letters in unincorporated County, one Habitual Animal in County and one Vicious in the City of Santa Cruz.
5. We held a Potentially Dangerous Dog hearing in the City of Watsonville and it was upheld.
6. Officer Rodolfo Manriquez attended a College Career Preparation Panel in Watsonville and discussed careers with animals, including working with the animal shelter, to dozens of students.
7. We worked with UCSC Police Department and the Alameda County Sherriff's Office regarding a former shelter volunteer who made allegations that she had allowed a dog to die under her care as a veterinary technician because she did not like the owner. The video went viral and received national news media attention.
8. We are working with Adult Protective Services (APS) on a case in Soquel involving an elderly male living in a hoarding situation with two cats. We are working closely to ensure the cats continue to receive the best care possible while APS ensure the man cares for himself.
9. We continue to see a strong need for a new Model Ordinance but due to staffing issues I have found it difficult to work on it due to responding to calls for service and assisting the public.

Shelter Services Board Report
February and March 2018
By Ben Winkleblack, Shelter Manager

In the months of February and March 2018:

- 1,713 dog licenses were sold
- 185 animals were adopted
- 104 animals were transferred to another shelter or placement partner
- 578 animals entered the shelter
- 143 animals were reunited with their owner
- 601 WebLicensing transactions
- 563 spay or neuter procedures
- 194 animals signed up for the Planned Pethood Program

The recently implemented canine license tags have been well received by clients. To date 741 of those tags have been issued to canines in the community. The license tags include the Shelter's logo on one side and a QR code on the other. The QR code allows the client to choose to be identified as the owner and supply secondary contact information. The QR code can be read by any smart phone with a suitable application installed.

Overall animal intake has decreased by 13% when compared to the same period last year. Adult canine intake has decreased by 18% and adult feline intake has decreased by 9% when compared to the same period last year.

Thank you,
Ben Winkleblack

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Statistics for the Months of February and March 2018

Recommendation:

Accept and file the reports of statistics for the months of February and March 2018.



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

All Jurisdictions Combined 2/1/18 through 3/31/18

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Total Intake	158	256	35	100	29	578

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	46	60	15	49	15	185
Died	1	0	0	2	0	3
Euthanized	37	40	1	12	0	90
Returned to Owner	19	120	1	1	2	143
Transferred	49	14	22	17	2	104
Total Outcome	152	234	39	81	19	525

Intakes of Owner Requested Euthanasia From All Jurisdictions During 2/1/18 to 3/31/18 = **83**

Animals on hand on March 31, 2018 = 135

Patrols by Jurisdiction	Patrols	Total Minutes
Capitola	2	34
County of Santa Cruz	71	3,106
Watsonville	7	163
Santa Cruz City	1	10
Scotts Valley	3	146
Live Oak and E. Cliff Beaches	0	0
Total Citations issued	60	

License Compliance and Revenue

	Tags Sold	Revenue
CAPITOLA	41	\$1,191
COUNTY	1,090	\$31,256
SANTA CRUZ	277	\$8,032
SCOTTS VALLEY	95	\$2,681
OTHER	1	\$29
WATSONVILLE	209	\$6,123
TOTAL	1,713	\$49,312

Consent Agenda Item 5.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Third Quarter Report of all Claims under \$10,000 approved by the General Manager for January 1, 2018 through March 31, 2018

Recommendation:

Approve the first quarter report of all claims under \$10,000 approved by the General Manager for January 1, 2018 through March 31, 2018.

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 April 1, 2018 through June 30, 2018 will be included in the August 2018 agenda.

DATE: 4/9/18
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.4 January 1, 2018 through March 31, 2018 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 January 1, 2018 through March 31, 2018.

Expenditure Actual Transactions

Posted	Amount	Description	Vendor Name
Object 61310 -- FOOD			
1/9/2018	25.51	FOOD & SUPPLIES-ANIMAL CARE	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
1/9/2018	47.76	FRESH GREENS FOR RABBITS	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
1/16/2018	318.77	KITTEN, ADULT CAT, DOG FOOD	HILLS PET NUTRITION INC
1/16/2018	12.88	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
1/16/2018	5.19	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
1/16/2018	8.00	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
1/24/2018	108.65	GOAT'S MILK-FEED PUPPIES	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
1/25/2018	23.86	V741 GENERAL FEED & SEED	GENERAL FEED & SEED
1/25/2018	98.71	GRASS BALES/GEEKS PELLETS-SC	GENERAL FEED & SEED
1/25/2018	47.72	MISC. ANIMAL FOOD - SC	GENERAL FEED & SEED
1/25/2018	117.30	HEN SCRATCH/FEED/PELLETS - SC	GENERAL FEED & SEED
2/15/2018	140.92	V741 GRASS BALES/BARN DRY - SC	GENERAL FEED & SEED
2/15/2018	104.03	BARN DRY BLUE MT - SC SHELTER	GENERAL FEED & SEED
2/15/2018	130.04	BARN DRY/BLUE MT. - SC SHELTER	GENERAL FEED & SEED
2/15/2018	159.43	GRASS BALES/ALFALFA BALE - SC	GENERAL FEED & SEED
2/15/2018	12.88	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
2/15/2018	10.38	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
2/15/2018	8.00	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
2/15/2018	8.00	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
3/13/2018	46.83	S{W-2847 DRINKING WATER - WATS	DAMM SOFTWATER SERVICE INC
3/13/2018	6.42	MEALWORKS FOR GECKO	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
3/13/2018	283.88	GRASS BALES/GEEKS PELLETS - SC	GENERAL FEED & SEED
3/13/2018	441.79	CAT, KITTEN & ADULT DOG FOOD	HILLS PET NUTRITION INC
Object 61525 -- LIABILITY INSURANCE			
1/29/2018	50.00	INSURANCE FOR OFF-SITE EVENT	SDRMA
Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV			
2/9/2018	27.24	TAIL LIGHT-ASA VEHICLE	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
2/22/2018	30.00	VEHICLE TIRE REPAIR - #106	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
2/26/2018	1,990.16	TIRES/FRONT & REAR BRAKES #107	SPOORENBERG INC
3/15/2018	509.15	TWO TIRES FOR ASA #106	SPOORENBERG INC
3/15/2018	1,947.77	BALL JOINTS, 4 TIRES- ASA #331	SPOORENBERG INC
3/15/2018	303.80	DOOR LOCK REPLACEMENT - #800	SPECIALIZED AUTO INC
3/15/2018	387.94	WINDOW REGULATOR/PRESSURE TEST	SPECIALIZED AUTO INC
3/29/2018	1,096.45	FUEL SENSOR/BRAKE CONTROLLER	SPECIALIZED AUTO INC
3/29/2018	608.20	SPARK PLUGS, COIL VEHICLE #800	SPECIALIZED AUTO INC
Object 61725 -- MAINT-OFFICE EQUIPMNT-SERVICES			
1/29/2018	65.38	COPIER USE/MAINT FEE - SC	CANON SOLUTIONS AMERICA INC
2/26/2018	82.77	V15391 COPIER USE FEE - SC SHE	CANON SOLUTIONS AMERICA INC
Object 61730 -- MAINT-OTH EQUIP-SERVICES			
1/18/2018	681.90	WASHER REPAIR - SC SHELTER	WESTERN STATE DESIGN INC
2/8/2018	294.00	PARTS/REPAIR FOR WATS LAUNDRY	TAYLOR HOUSEMAN INC
2/15/2018	250.65	REPAIRS - WATS SHELTER LAUNDRY	TAYLOR HOUSEMAN INC
Object 61731 -- MAINT-OTH EQUIP-SUPPLIES			
3/13/2018	32.59	REPLACEMENT LIGHTS	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
Object 61835 -- FACILITIES MAINT-GENERAL-SERV			

3/19/2018	721.00	COOLING FAN REPLACEMENT - SC	AIRTEC SERVICE
Object 61845 -- MAINT-STRUCT/IMPS/GRDS-OTH-SRV			
1/29/2018	119.89	DEADBOLT LOCK FOR WATS SHELTER	REEDER, STEPHEN
Object 61922 -- OTHER MEDICAL MATERIALS & SUPP			
1/11/2018	687.35	TELAZOL FOR VET CLINIC - SC	MWI VETERINARY SUPPLY CO
1/11/2018	213.49	SYRINGES/GLOVES/MASKS - CLINIC	MWI VETERINARY SUPPLY CO
1/11/2018	226.11	CLIPPER BLADES/DISP. NEEDLES	MWI VETERINARY SUPPLY CO
1/11/2018	328.60	CLAVAMOX/MONOCRYL/GLOVES	MWI VETERINARY SUPPLY CO
1/11/2018	71.61	MIDAZOLAM FOR VET CLINIC - SC	MWI VETERINARY SUPPLY CO
1/11/2018	896.48	MAXON/ISOFLURANE/MISC MED	MWI VETERINARY SUPPLY CO
1/11/2018	(183.94)	CREDIT FOR RETURNED CIRCUIT	MWI VETERINARY SUPPLY CO
1/11/2018	871.74	SURGICAL GLOVES/SYRINGES	MWI VETERINARY SUPPLY CO
1/11/2018	415.06	EXAM GLOVES/NOBIVAC/SYRINGES	MWI VETERINARY SUPPLY CO
1/11/2018	791.87	NOBIVAC/GLOVES/SYRINGES	MWI VETERINARY SUPPLY CO
1/18/2018	53.79	OXYGEN TANK FOR VET CLINIC	ANALGESIC SERVICES INC
1/29/2018	195.67	DRONCIT CANINE FOR VET CLINIC	BAYER HEALTHCARE LLC
1/29/2018	68.30	SNAP PARVO TESTS - ANIMAL CARE	IDEXX DISTRIBUTION INC
1/29/2018	635.00	ADVANTAGE II FOR XL DOGS	BAYER HEALTHCARE LLC
2/6/2018	1,160.68	MISC MEDICAL - ANIMAL CARE SC	MWI VETERINARY SUPPLY CO
2/6/2018	4,954.21	MISC. MEDICAL SUPPLIES-CLINIC	MWI VETERINARY SUPPLY CO
2/15/2018	53.91	OXYGEN TANK FOR VET CLINIC -SC	ANALGESIC SERVICES INC
2/15/2018	53.91	OXYGEN TANK FOR VET CLINIC -SC	ANALGESIC SERVICES INC
2/15/2018	343.45	PRAZIQUANTEL FOR VET CLINIC	ROADRUNNER PHARMACY INC BIN#920073
2/15/2018	305.04	BUPRENORPHINE FOR VET CLINIC	ROADRUNNER PHARMACY INC BIN#920073
2/15/2018	229.35	ANNUAL RENT FOR OXYGEN TANKS	ANALGESIC SERVICES INC
2/15/2018	1,105.01	NOBIVAC/SYRINGES/GLOVES - WATS	PATTERSON VETERINARY SUPPLY INC
3/13/2018	4,241.43	MISC. MEDS & SUPPLIES - CLINIC	MWI VETERINARY SUPPLY CO
3/13/2018	107.82	OXYGEN TANKS FOR VET CLINIC-SC	ANALGESIC SERVICES INC
3/13/2018	1,182.71	NOBIVAC CANINE/FELINE - SC	MWI VETERINARY SUPPLY CO
3/15/2018	510.79	DOXYCYCLINE/BUPRENORPHINE	ROADRUNNER PHARMACY INC BIN#920073
Object 62111 -- MISCELLANEOUS EXPENSE-SERVICES			
2/13/2018	75.00	MAIL CHIMP EMAIL SERVICE FEE	U S BANK CORPORATE PAYMENT SYSTEMS
2/22/2018	75.00	MAIL CHIMP EMAIL SERVICE FEE	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62214 -- DUPLICATING SERVICES			
1/29/2018	155.33	VOLUNTEER TRAINING GUIDES -DOG	MPRESS DIGITAL
3/15/2018	38.15	CAT TLC VOLUNTEER GUIDES	MPRESS DIGITAL
Object 62221 -- POSTAGE			
2/6/2018	2,291.94	POSTAGE METER REFILL/SUPPLIES	THE PITNEY BOWES BANK INC
2/13/2018	20.40	POSTAGE FOR CALENDAR MAILING	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62223 -- SUPPLIES			
1/9/2018	39.15	CLEANING SUPPLIES	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
1/23/2018	13.31	ANIMAL CARE SUPPLIES	PET PALS
1/23/2018	37.03	ANIMAL CARE SUPPLIES - SC	PET PALS
1/23/2018	50.06	ANIMAL CARE SUPPLIES - SC	PET PALS
1/23/2018	36.39	ANIMAL CARE SUPPLIES - SC	PET PALS
1/23/2018	48.58	ANIMAL CARE SUPPLIES - SC	PET PALS
1/23/2018	68.98	ANIMAL CARE SUPPLIES - SC	PET PALS
1/24/2018	26.12	PVC GLUE-CAT KENNELS	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
1/24/2018	35.28	DISTILLED WATER FOR VET EQUIP.	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
1/25/2018	371.88	WOOD PELLETS - ANIMAL CARE -SC	HANSEN FEED AND PET SUPPLY
1/29/2018	56.93	TONER FOR NETWORK PRINTER - SC	STAPLES CONTRACT AND COMMERCIAL INC.
1/29/2018	6.76	TONER FOR NETWORK PRINTER-WATS	STAPLES CONTRACT AND COMMERCIAL INC.
1/30/2018	599.21	Move Supplies from 62381	
2/9/2018	36.49	PLUMBING PARTS-REPAIRS SHELTER	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
2/9/2018	30.59	PLUMBING PARTS-REPAIRS SHELTER	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
2/13/2018	144.69	PLUMBING REPAIR PARTS - SC	U S BANK CORPORATE PAYMENT SYSTEMS

2/13/2018	963.72	ANIMALSUPPLIES/ENRICHMENT - SC	U S BANK CORPORATE PAYMENT SYSTEMS
2/15/2018	590.61	OFFICE SUPPLIES/MONITORS - SC	STAPLES CONTRACT AND COMMERCIAL INC.
2/22/2018	771.82	HARDWARE/EPOXY/PAINT	U S BANK CORPORATE PAYMENT SYSTEMS
2/22/2018	20.29	LIQUID NAILS-REPAIR TRIM DAMAG	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
2/22/2018	194.29	PRICE TAGS/PAINT FOR SC LOBBY	U S BANK CORPORATE PAYMENT SYSTEMS
2/22/2018	95.47	PLUMBING PARTS FOR REPAIR	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
2/26/2018	5,425.00	1,000 MICROCHIPS - CLIENT SVCS	INTERVET INC
2/26/2018	455.00	COLLARS AND LEASHES-SC SHELTER	CAMPBELL PET COMPANY
3/13/2018	113.79	PAINT & PAINTING SUPPLIES	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
3/13/2018	21.76	HARDWARE-SHELTER REPAIRS	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
3/13/2018	59.61	HOSE AND REPAIR HARDWARE	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
3/15/2018	247.07	WOOD PELLETS - ANIMAL CARE SC	HANSEN FEED AND PET SUPPLY
3/15/2018	129.39	WOOD PELLETS -WATS ANIMAL CARE	HANSEN FEED AND PET SUPPLY
3/19/2018	54.84	TONER FOR NETWORK PRINTER-WATS	STAPLES CONTRACT AND COMMERCIAL INC.
3/19/2018	22.75	TONER FOR NETWORK PRINTER-WATS	STAPLES CONTRACT AND COMMERCIAL INC.
3/19/2018	1,324.18	DETERGENT/BLEACH -WATS SHELTER	HEALTH TECHNOLOGY PROFESSIONAL PRODUCTS INC
3/19/2018	62.66	TONER FOR NETWORK PRINTER - SC	STAPLES CONTRACT AND COMMERCIAL INC.
3/19/2018	44.50	TONER FOR NETWORK PRINTER - SC	STAPLES CONTRACT AND COMMERCIAL INC.
3/22/2018	334.46	OFFICE SUPPLIES/TONER - SC	STAPLES CONTRACT AND COMMERCIAL INC.
3/28/2018	9.78	PRICE LABELS-BENEFIT SHOP	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
3/28/2018	69.76	WOOD PELLETS	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
3/28/2018	79.21	WOOD PELLETS-CAT LITTER	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
3/28/2018	46.29	GLUE, HARDWARE	SANTA CRUZ AUDITOR-CONTROLLER, COUNTY OF
Object 62310 -- BANKING SERVICES			
2/15/2018	6.65	INTEREST CHARGED ON ACCOUNT	IDEXX DISTRIBUTION INC
Object 62317 -- CONSULT/MGT/PC SERVICES			
1/29/2018	90.30	WEBLICENSING MONTHLY FEE	HLP INC
2/15/2018	84.00	WEBLICENSING TRANSACTION FEE	HLP INC
3/13/2018	100.10	WEBLICENSING FEE - FEB. 2018	HLP INC
3/15/2018	71.75	WEBLICENSING FEE FOR NOV. 2017	HLP INC
Object 62381 -- PROF & SPECIAL SERV-OTHER			
1/11/2018	800.00	BENEFIT SHOP MANAGEMENT	DUNN, LEILA
1/16/2018	275.00	ADMIN HEARING DOCUMENTS	GIGARJIAN, GEORGE J
1/23/2018	800.00	BENEFIT SHOP MANAGEMENT	DUNN, LEILA
1/25/2018	4,166.00	ANIMAL BEHAVIOR CONSULTING SVC	BRADEN, CARLA
1/25/2018	4,166.00	ANIMAL BEHAVIOR CONSULTING SVC	BRADEN, CARLA
1/25/2018	600.00	PICK UP SERVICE FOR SC SHELTER	FLINTSTONE ENTERPRISES
1/25/2018	400.00	PICK UP SERVICE - WATS SHELTER	FLINTSTONE ENTERPRISES
1/29/2018	109.44	SHARPS PICK UP - WATSONVILLE	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
1/29/2018	748.85	DIAGNOSTICS FOR VET CLINIC	IDEXX DISTRIBUTION INC
1/29/2018	599.21	TONER/CALENDARS/MISC. SUPPLIES	STAPLES CONTRACT AND COMMERCIAL INC.
1/30/2018	(599.21)	Move Supplies to 62223	
2/5/2018	800.00	BENEFIT SHOP MANAGEMENT SVCS	DUNN, LEILA
2/13/2018	300.00	EDUCATION COORDINATOR	WALKER, JEN LAURE
2/13/2018	800.00	BENEFIT SHOP MANAGEMENT	DUNN, LEILA
2/15/2018	600.00	PICK UP SERVICE - SC SHELTER	FLINTSTONE ENTERPRISES
2/15/2018	630.16	DIAGNOSTICS FOR VET CLINIC-SC	IDEXX DISTRIBUTION INC
2/15/2018	400.00	PICK UP SERVICE - WATS SHELTER	FLINTSTONE ENTERPRISES
2/20/2018	800.00	BENEFIT SHOP MANAGEMENT SVCS	DUNN, LEILA
3/13/2018	800.00	BENEFIT SHOP MANAGEMENT SVCS	DUNN, LEILA
3/15/2018	1,275.00	EDUCATION COORD. FEB. 2018	WALKER, JEN LAURE
3/15/2018	450.00	PICK UP SERVICE FOR SC SHELTER	FLINTSTONE ENTERPRISES
3/15/2018	300.00	PICK UP SERVICE - WATS SHELTER	FLINTSTONE ENTERPRISES
3/22/2018	495.19	DIAGNOSTICS SVCS - VET CLINIC	IDEXX DISTRIBUTION INC
3/26/2018	2,563.29	POSTAGE FOR MAILER -APRIL 2018	PARKS PRINTING
Object 62399 -- VETERINARIAN SERVICES			

1/11/2018	1,862.25	SPAY/NEUTER VET SERVICES	LIN, ANDREA Y T
1/12/2018	(50.00)	SCVH Fees A244144 R18-217965	DEP
1/23/2018	654.00	CRYOSURGERY FOR A243359	OPHTHALMOLOGY FOR ANIMALS INC
1/25/2018	2,145.00	SPAY/NEUTER VET SERVICES	LIN, ANDREA Y T
1/29/2018	(177.00)	SCVH Fees A207676	DEP
2/5/2018	1,310.40	SPAY/NEUTER VET SERVICES	LIN, ANDREA Y T
2/5/2018	2,275.00	SPAY/NEUTER VET SERVICES	HOSHIZAKI, TIVA FLEMING
2/5/2018	894.25	AFTER HOURS VET CARE SEPT 2017	SANTA CRUZ VETERINARY HOSPITAL
2/5/2018	1,167.77	AFTER HOURS VET CARE OCT 2017	SANTA CRUZ VETERINARY HOSPITAL
2/5/2018	593.07	AFTER HOURS VET CARE NOV 2017	SANTA CRUZ VETERINARY HOSPITAL
2/5/2018	2,714.09	AFTER HOURS VET CARE DEC 2017	SANTA CRUZ VETERINARY HOSPITAL
2/6/2018	549.44	DENTAL EXTRACTATIONS FOR A153738	FLYING J VETERINARY SERVICES
2/8/2018	814.40	DENTAL EXAM/EXTRACTATIONS/MEDS	FLYING J VETERINARY SERVICES
2/8/2018	16.88	EMERGENCY AFTER HOURS VET CARE	PACIFIC VETERINARY SPECIALISTS
2/13/2018	1,739.15	SPAY/NEUTER VET SERVICES	LIN, ANDREA Y T
2/22/2018	576.78	AFTER HOURS EMERGENCY VET CARE	SANTA CRUZ VETERINARY HOSPITAL
3/15/2018	1,435.00	SPAY/NEUTER VET - FEB. 2018	HOSHIZAKI, TIVA FLEMING
3/15/2018	1,662.70	SPAY/NEUTER VET - FEB. 2018	LIN, ANDREA Y T
3/15/2018	1,625.00	SPAY/NEUTER VET SERVICES	LIN, ANDREA Y T
Object 62500 -- EQUIPMENT LEASE & RENT			
2/13/2018	190.68	PODS LEASE FEE - BENEFIT SHOP	U S BANK CORPORATE PAYMENT SYSTEMS
2/22/2018	190.68	PODS LEASE FEE - BENEFIT SHOP	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62801 -- ADVERTISING & PROMOTION SUPP			
2/22/2018	181.53	DOMAIN REGISTRATION FEE	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62842 -- INVENTORY MATERIALS PURCHASED			
2/8/2018	1,213.25	APRONS FOR SHELTER VOLUNTEERS	BANANA PROMOTIONS
2/20/2018	6,100.28	ASA LOGO TEES-RESALE & PROMO	BROPRINTS INC
2/26/2018	1,023.77	SLIP LEASHES FOR VOLUNTEER USE	REGAL CONNECTION
Object 62857 -- SPECIAL MISC EXPENSE-SUPPLIES			
2/15/2018	521.07	MAILBOX FOR SANTA CRUZ SHELTER	USMAILBOXES
3/13/2018	7.75	PET ID TAG SOLD AT SC SHELTER	RED DINGO INC
Object 62914 -- EDUCATION & TRAINING(REPT)			
2/22/2018	199.00	REQUIRED VET TECH REGISTRATION	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62920 -- GAS, OIL, FUEL			
1/11/2018	998.43	332.3 GAL. FUEL FOR ASA FLEET	VALERO MARKETING AND SUPPLY COMPANY
2/15/2018	972.42	FUEL FOR ASA FLEET - 323.9 GAL	VALERO MARKETING AND SUPPLY COMPANY
3/19/2018	1,122.11	FUEL FOR ASA FLEET - 369 GAL.	VALERO MARKETING AND SUPPLY COMPANY
Object 62922 -- LODGING			
3/20/2018	620.49	LODGING-ANIMAL CARE CONF. 2018	SOBEL, MELANIE
Object 62924 -- MEALS			
3/20/2018	15.00	INCIDENTALS- ANIMAL CARE CONF.	SOBEL, MELANIE
Object 62928 -- TRAVEL-OTHER(NON-REPT)			
3/20/2018	31.79	PARKING-ANIMAL CARE CONF. 2018	SOBEL, MELANIE
Object 63070 -- UTILITIES			
1/16/2018	38.52	LANDLINE PHONE - BENEFIT SHOP	AT&T
1/16/2018	749.56	WATER/SEWER - SC SHELTER	SANTA CRUZ MUNICIPAL UTILITIES
1/16/2018	107.76	WATER/SEWER FOR SC SHELTER	SANTA CRUZ MUNICIPAL UTILITIES
1/16/2018	12.14	WATER/SEWER FOR BENEFIT SHOP	SANTA CRUZ MUNICIPAL UTILITIES
1/16/2018	844.11	WATER/SEWER/TRASH-WATS SHELTER	WATSONVILLE CITY UTILITIES
1/23/2018	1,007.90	PG & E WATSONVILLE SHELTER	PACIFIC GAS AND ELECTRIC CO
1/23/2018	146.12	BUSINESS INTERNET - SC SHELTER	COMCAST CABLE COMMUNICATIONS
1/23/2018	4,490.21	PG&E - SANTA CRUZ SHELTER	PACIFIC GAS AND ELECTRIC CO
1/23/2018	72.60	PG&E FOR BENEFIT SHOP	PACIFIC GAS AND ELECTRIC CO
1/29/2018	769.88	TRASH/RECYCLE FOR SC SHELTER	GREENWASTE RECOVERY INC
2/13/2018	38.63	LANDLINE PHONE - BENEFIT SHOP	AT&T
2/13/2018	653.00	WATER & SEWER SERVICE - SC	SANTA CRUZ MUNICIPAL UTILITIES

2/13/2018	119.83	WATER & SEWER SERVICE - SC	SANTA CRUZ MUNICIPAL UTILITIES
2/13/2018	24.21	WATER/SEWER - BENEFIT SHOP	SANTA CRUZ MUNICIPAL UTILITIES
2/13/2018	146.12	BUSINESS INTERNET SERVICE - SC	COMCAST CABLE COMMUNICATIONS
2/13/2018	4,615.12	PG&E SANTA CRUZ SHELTER	PACIFIC GAS AND ELECTRIC CO
2/13/2018	74.30	PG&E FOR BENEFIT SHOP	PACIFIC GAS AND ELECTRIC CO
2/15/2018	989.47	TRASH/RECYCLE SERVICES - SC	GREENWASTE RECOVERY INC
2/15/2018	865.90	WATER/SEWER/TRASH-WATS SHELTER	WATSONVILLE CITY UTILITIES
2/20/2018	883.01	PG&E - WATSONVILLE SHELTER	PACIFIC GAS AND ELECTRIC CO
3/15/2018	18.59	LANDLINE PHONE - BENEFIT SHOP	AT&T
3/15/2018	689.21	WATER/SEWER - SC SHELTER	SANTA CRUZ MUNICIPAL UTILITIES
3/15/2018	83.62	WATER/SEWER - SC SHELTER	SANTA CRUZ MUNICIPAL UTILITIES
3/15/2018	24.21	WATER/SEWER - BENEFIT SHOP	SANTA CRUZ MUNICIPAL UTILITIES
3/15/2018	146.12	BUSINESS INTERNET SERVICE - SC	COMCAST CABLE COMMUNICATIONS
3/15/2018	4,463.95	PG&E - SANTA CRUZ SHELTER	PACIFIC GAS AND ELECTRIC CO
3/15/2018	88.77	PG&E FOR BENEFIT SHOP	PACIFIC GAS AND ELECTRIC CO
3/19/2018	829.57	WATER/SEWER/TRASH-WATS SHELTER	WATSONVILLE CITY UTILITIES
3/20/2018	851.38	TRASH/RECYCLE SERVICES - SC	GREENWASTE RECOVERY INC

Consent Agenda Item 5.5

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Third Quarter Report of all Journal Entries made to the County of Santa Cruz and Interfaces for the County ISD Telecom Services for January 1, 2018 through March 31, 2018.

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 for January 1, 2018 through March 31, 2018.

Discussion:

The Santa Cruz Auditor-Controller's Office management letter dated January 3, 2013 recommended the Shelter Manager review all Journal Entries 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 April 1, 2018 through June 30, 2018 will be included on the August 2018 agenda and every quarter thereafter.

DATE: 4/9/2018
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.5 January 1, 2018 through March 31, 2018 County Journal Entry Report

The following SCCAS journal entry claims are for services paid directly to Santa Cruz County and submitted to the County Auditor-Controller for payment from the Operating Budget for the period January 1, 2018 through March 31, 2018.

Expenditure Actual Transactions			
Posted	Amount	Description	Department
1/22/2018	2,507.37	SCR 911 JAN. 2018	SANTA CRUZ REGIONAL 911
2/9/2018	2,507.37	SCR911 - FEBRUARY 2018	SANTA CRUZ REGIONAL 911
3/13/2018	2,507.37	SCR911 - MARCH 2018	SANTA CRUZ REGIONAL 911
Department Total	7,522.11		
1/4/2018	3,804.03	DECEMBER 2017 TELEPHONE CHGS	ISD - TELECOM
1/4/2018	67.67	DECEMBER 2017 TELEPHONE CHGS	ISD - TELECOM
2/2/2018	62.27	JANUARY 2018 TELEPHONE CHGS	ISD - TELECOM
2/2/2018	3,806.01	JANUARY 2018 TELEPHONE CHGS	ISD - TELECOM
3/13/2018	3,954.62	FEBRUARY 2018 TELEPHONE CHGS	ISD - TELECOM
3/13/2018	64.28	FEBRUARY 2018 TELEPHONE CHGS	ISD - TELECOM
Department Total	11,758.88		
1/10/2018	3,916.00	ASA Custodial Nov-Dec 2017	GSD - JANITORIAL
2/5/2018	1,958.00	ASA Custodial JAN 2018	GSD - JANITORIAL
3/9/2018	1,958.00	ASA Custodial FEB 2018	GSD - JANITORIAL
Department Total	7,832.00		
3/8/2018	844.14	Q1 1718 Bldg Maint - ASA	GSD - MAINTENANCE
3/8/2018	3,999.00	Q2 1718 Equip Maint - ASA	GSD - MAINTENANCE
Department Total	4,843.14		
3/15/2018	25.50	ANIMAL SHELTER	PARKS, OPEN SPACE, AND CULTURAL SERVICES
Department Total	25.50		
2/1/2018	309.70	WAREHOUSE CHARGES MONTH 1/18	GSD - WAREHOUSE
3/2/2018	514.00	WAREHOUSE CHARGES MONTH 2/18	GSD - WAREHOUSE
3/2/2018	363.00	WAREHOUSE CHARGES MONTH 2/18	GSD - WAREHOUSE
Department Total	1,186.70		
3/19/2018	735.75	1- Desktop TC M710	ISD
Department Total	735.75		
1/5/2018	1,952.00	December Bank Fees SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
1/5/2018	615.67	December Bank Fees Watsonville	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
1/12/2018	394.83	November Bank Fees LockBox	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
1/12/2018	504.26	December Bank Fees LockBox	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
1/12/2018	552.33	PayPal Fees December	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
1/29/2018	4.00	ACH Block Fee 012218	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
2/2/2018	498.78	January Bank Fees Watsonville	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
2/2/2018	1,433.35	January Bank Fees Santa Cruz	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
2/7/2018	69.60	January PayPal Fees	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
2/13/2018	512.40	January Bank Fees Web	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
2/23/2018	4.00	ACH Block Fee 022018	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/2/2018	1,316.12	February Bank Fees SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/2/2018	374.63	February Bank Fees Watsonville	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/6/2018	280.57	February PayPal Fees	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/26/2018	4.00	ACH Block Fee 032018	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/29/2018	554.01	February Bank Fees Web	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
Department Total	9,070.55		
1/10/2018	5,766.00	2017- December , NETWORK CONN	ISD - PC
2/28/2018	6,138.00	2018- January, NETWORK CONNEC	ISD - PC
3/9/2018	6,138.00	2018- February, NETWORK CONNE	ISD - PC
Department Total	18,042.00		
2/5/2018	45.00	ANIMAL CONTROL FILING FEES	COUNTY COUNSEL
Department Total	45.00		
1/11/2018	49,417.25	3rd Qtr 1718 SCCAS Bdg Lease	COUNTY OF SANTA CRUZ
1/31/2018	28,803.50	3RD COST PLAN CHARGES	COUNTY OF SANTA CRUZ
Department Total	78,220.75		
1/10/2018	40.00	ANIMAL CONTROL OFFICER I / II	PERSONNEL
3/21/2018	15.00	ANIMAL CARE WORKER	PERSONNEL
3/21/2018	200.00	ANIMAL CONTROL OFFICER II	PERSONNEL
Department Total	255.00		

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Accept a donation in the amount of \$10,000 from Robert Watson

Recommendation:

Accept a donation in the amount of \$10,000 from Robert Watson and direct that the check be deposited.

Consent Agenda Item 5.7

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Accept a bequest in the amount of \$10,000 from the Yule Family Trust

Recommendation:

Accept a bequest in the amount of \$10,000 from the Yule Family Trust and direct that the check be deposited.

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: General Manager's Oral Report

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

Regular Agenda Item 6.2

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Financial Report for the period ending March 31, 2018

Recommendation:

Approve the Financial Report as presented for the period ending March 31, 2018 including the Estimated/Actuals for FY 2017-18.

Authorize the General Manager to work with the Auditor-Controller to transfer available appropriations in Salaries and Benefits and Contingencies to cover the shortfall in Services and Supplies and as noted in the Financial Report—Estimated/Actuals.

Discussion:

The Financial Report for February/March 2018 reflects total revenues of \$422,953 and expenditures of \$526,313. YTD revenues are \$3,335,868. YTD expenditures are \$3,008,499. Current total revenues are 83% of a potential 75%. The percentage of current year expenditures is at 73%.

Licensing revenues YTD are \$224,396. At this point last year licensing revenues were \$238,938.

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

Based on current estimated/actuals the SCCAS year-end deficit is estimated at \$120,618 instead of the budgeted amount of \$330,156.

**Santa Cruz County Animal Services Authority
Financial Summary for Fiscal Year 2017-2018
For Months Ending March 31, 2018**

Revenues:	2017-18 Final Budget	2017-18 Est/Actuals	2017-18 YTD Actuals	YTD Remaining	2016-17 YTD Actuals
ANIMAL LICENSES	\$356,000	\$330,000	\$224,396	\$105,604	\$238,938
INTEREST	\$23,000	\$29,000	\$18,760	\$10,240	\$17,097
RENTS & CONCESSIONS	\$200	\$200	\$110	\$90	\$137
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$0	\$200	\$70
ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$305,000	\$305,000	\$215,497	\$89,504	\$201,142
ADMINISTRATIVE SERVICES	\$1,750	\$2,600	\$2,461	\$139	\$2,066
COST RECOVERY-OTHER	\$7,500	\$9,500	\$7,317	\$2,183	\$7,944
MEMBER CONTRIBUTION	\$2,741,168	\$2,741,168	\$2,420,300	\$320,868	\$2,376,962
CHARGES FOR CURRENT SERVICES	\$32,000	\$32,000	\$14,576	\$17,424	\$34,680
ADMIN FINE FEES	\$20,000	\$15,000	\$8,655	\$6,345	\$15,081
GRANT SERVICES-NON INTERGOV	\$0	\$1,870	\$1,870	(\$0)	\$0
ANIMAL MICROCHIP FEES	\$22,000	\$18,000	\$12,868	\$5,132	\$15,813
ANIMAL RABIES FEES	\$16,000	\$16,000	\$12,516	\$3,484	\$13,530
ANIMAL SPAY&NEUTER FEES	\$131,000	\$100,000	\$73,060	\$26,940	\$94,685
SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$49,874	\$15,126	\$44,279
CASH OVERRAGES	\$0	\$30	\$30	\$0	\$57
CONTRIBUTIONS and DONATIONS	\$200,000	\$300,000	\$258,576	\$41,424	\$161,317
INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0
NSF CHECKS	\$0	(\$75)	(\$75)	\$0	(\$119)
NSF CHECKS-RETURNED CHECK FEE	\$0	\$0	\$0	\$0	\$40
OTHER REVENUE	\$38,000	\$38,000	\$15,076	\$22,924	\$20,565
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$3,958,818	\$4,003,493	\$3,335,868	\$667,625	\$3,244,282

Less Expenditures:

Salaries and Benefits	\$2,938,910	\$2,893,895	\$2,134,637	\$759,258	\$2,085,876
Services and Supplies	\$1,037,493	\$1,081,669	\$787,452	\$294,217	\$840,542
Other Uses	\$115,214	\$115,214	\$86,411	\$28,804	\$41,654
Fixed Assets	\$33,333	\$33,333	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$4,124,950	\$4,124,111	\$3,008,499	\$1,082,279	\$2,968,072

Plus Contingency:

	\$164,024	\$0	\$0	(\$0)	\$0
TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$4,288,974	\$4,124,111	\$3,008,499	\$1,082,279	\$2,968,072

NET REVENUES OVER (UNDER) EXPENDITURES:	(\$330,156)	(\$120,618)	\$327,369	(\$414,654)	\$276,210
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BEGINNING FUND BALANCE - UNDESIGNATED (unaudited ending balance from 6/30/17)	\$1,326,895	\$1,326,895	\$1,326,895	\$1,326,895	\$1,326,895
ENDING FUND BALANCE - UNDESIGNATED	\$996,739	\$1,206,277	\$1,654,264	\$912,241	\$1,603,105

ANIMAL LICENSE DETAIL

	2017-18 YTD Actuals	2016-17 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$6,312	\$6,398	(\$86)
LICENSES - SANTA CRUZ	\$37,640	\$40,806	(\$3,166)
LICENSES- SCOTTS VALLEY	\$12,045	\$11,590	\$455
LICENSES- COUNTY	\$142,151	\$151,407	(\$9,256)
LICENSES- WATSONVILLE	\$26,248	\$28,737	(\$2,489)

* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/17 is \$539,273 (Unaudited)

* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/17 is \$900 (Unaudited)

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2017-2018**

As of 3/31/18 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	2017-18 Final Budget	2017-18 Adj. Budget	2017-18 Est./Actuals	February Actuals	March Actuals	2017-18 YTD Actuals	YTD Remaining	75%	75%	75%	2016-17 YTD Actuals	COMPARE	March Actuals	2016-17 Est./Actuals
									Percentage of CY EA Actualized	Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU MAR PY ACTUALS		
51000	SALARIES & BENF	\$2,914,565	\$2,938,910	\$2,893,895	\$206,478	\$185,066	\$2,134,637	\$759,258	73.76%	72.63%	73.23%	\$2,085,876	\$48,761	\$307,226	\$2,848,365
61000	SERVICES & SUPL	\$1,037,496	\$1,037,493	\$1,081,669	\$76,063	\$58,705	\$787,452	\$294,217	72.80%	75.90%	73.08%	\$840,542	(\$53,090)	\$128,936	\$1,150,216
90000	OTHER USES	\$115,211	\$115,214	\$115,214	\$0	\$0	\$86,411	\$28,804	75.00%	75.00%	75.00%	\$41,654	\$44,756	\$0	\$55,540
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$33,333	\$33,333	\$33,333	\$0	\$0	\$0	\$33,333	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$164,024	\$164,024	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	0.00%	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$4,264,629	\$4,288,974	\$4,124,111	\$282,542	\$243,771	\$3,008,499	\$1,115,612	72.95%	70.14%	126.83%	\$2,968,072	\$40,427	\$436,162	\$4,054,121
40100-42500	TOTAL REVENUES	\$3,958,818	\$3,958,818	\$4,003,493	\$306,131	\$116,822	\$3,335,868	\$667,625	83.32%	84.26%	88.58%	\$3,244,282	\$91,586	\$256,253	\$3,662,629
	NET COST	\$305,811	\$330,156	\$120,618	(\$23,589)	\$126,950	(\$327,369)	\$447,987	-271.41%	-99.16%	-70.55%	(\$276,210)	\$51,159	(\$179,909)	\$391,492
51000	REGULAR PAY-PER	1,794,665	1,794,665	1,760,167	\$128,060	\$126,772	\$1,280,116	\$480,051	72.73%	71.33%	72.13%	\$1,264,626	\$15,490	\$205,727	1,753,222
51005	OVERTIME PAY-PE	3,880	3,880	3,686	\$45	\$146	\$2,589	\$1,097	70.23%	66.72%	78.79%	\$2,995	(\$406)	\$128	3,801
51010	REGULAR PAY-EXT	62,527	86,872	74,388	\$5,809	\$4,139	\$53,893	\$20,495	72.45%	62.04%	75.16%	\$51,867	\$2,026	\$8,426	69,013
51040	DIFFERENTIAL PAY	29,197	29,197	29,845	\$2,305	\$2,188	\$22,026	\$7,819	73.80%	75.44%	73.07%	\$21,474	\$551	\$3,730	29,389
52010	OASDI-SOCIAL SE	143,143	143,143	135,602	\$10,303	\$10,134	\$100,140	\$35,462	73.85%	69.96%	71.91%	\$98,089	\$2,051	\$16,357	136,398
52015	RETIREMENT	344,728	344,728	332,145	\$25,264	\$24,341	\$245,144	\$87,001	73.81%	71.11%	72.28%	\$237,852	\$7,292	\$38,953	329,058
53010	EMPLOYEE INSURA	494,276	494,276	515,913	\$34,692	\$17,346	\$388,580	\$127,333	75.32%	78.62%	75.39%	\$363,048	\$25,532	\$33,905	481,559
53015	UNEMPLOYMENT IN	6,128	6,128	6,128	\$0	\$0	\$6,128	(\$0)	100.00%	100.00%	100.00%	\$7,405	(\$1,277)	\$0	7,405
54010	WORKERS COMPENS	36,021	36,021	36,021	\$0	\$0	\$36,021	(\$0)	100.00%	100.00%	100.00%	\$38,520	(\$2,499)	\$0	38,520
51000	SALARIES & BENF	\$2,914,565	\$2,938,910	\$2,893,895	\$206,478	\$185,066	\$2,134,637	\$759,258	73.76%	72.63%	73.23%	\$2,085,876	\$48,761	\$307,226	\$2,848,365
61115	POLICE SAFETY EQUIPMENT	500	500	500	\$0	\$0	\$0	\$500	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
61125	UNIFORM REPLACEMENT	2,500	2,500	2,500	\$0	\$0	\$334	\$2,166	13.35%	13.35%	100.00%	\$1,488	(\$1,154)	\$21	1,488
61215	RADIO SERVICES	29,208	29,208	29,208	\$2,507	\$2,507	\$22,566	\$6,642	77.26%	77.26%	71.71%	\$22,044	\$522	\$0	30,739
61220	TELECOM SERVICES	30,855	30,855	46,767	\$3,868	\$4,019	\$31,368	\$15,399	67.07%	101.66%	65.33%	\$18,309	\$13,059	\$2,391	28,026
61310	FOOD	9,000	9,000	9,000	\$574	\$779	\$6,780	\$2,220	75.34%	75.34%	76.13%	\$11,419	(\$4,639)	\$1,104	15,000
61412	JANITORIAL SERVICES	9,000	9,000	18,964	\$1,958	\$1,958	\$15,664	\$3,300	82.60%	174.04%	75.00%	\$6,552	\$9,112	\$1,456	8,736
61525	LIABILITY INSURANCE	32,519	32,519	34,515	\$0	\$0	\$34,515	(\$0)	100.00%	106.14%	99.54%	\$33,415	\$1,100	\$0	33,568
61535	OTHER INSURANCE	1,000	1,000	3,022	\$0	\$0	\$3,022	\$0	100.00%	302.20%	0.00%	\$0	\$3,022	\$0	0
61720	MAINT-MOBILE EQUIPMENT-SERV	10,000	10,000	9,000	\$2,047	\$4,853	\$7,402	\$1,598	82.25%	74.02%	50.04%	\$3,002	\$4,400	\$1,152	6,000
61725	MAINT-OFFICE EQUIPMENT	600	600	900	\$83	\$0	\$548	\$352	60.92%	91.38%	74.29%	\$650	(\$102)	\$58	875
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	4,500	\$545	\$0	\$2,452	\$2,048	54.48%	122.58%	85.62%	\$2,740	(\$288)	\$1,181	3,200
61731	MAINT-OTHER EQUIP-SUP	1,000	1,000	1,000	\$0	\$33	\$80	\$920	8.01%	8.01%	50.27%	\$402	(\$322)	\$0	800
61835	FACILITIES MAINT	18,000	18,000	18,000	\$0	\$5,564	\$6,837	\$11,163	37.98%	37.98%	31.33%	\$10,338	(\$3,501)	\$226	33,000
61845	MAINT STRUCT IM	1,500	1,500	1,200	\$0	\$0	\$171	\$1,029	14.28%	11.42%	49.41%	\$593	(\$422)	\$0	1,200
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
61922	OTHER MEDICAL MATERIALS	96,000	96,000	96,000	\$8,206	\$6,043	\$69,933	\$26,067	72.85%	72.85%	76.37%	\$65,674	\$4,259	\$1,382	86,000
62020	MEMBERSHIPS	1,500	1,500	1,959	\$0	\$0	\$1,959	\$0	100.00%	130.60%	85.96%	\$1,531	\$428	\$1,231	1,781
62111	MISCELLANEOUS EXPENSES	7,000	7,000	10,500	\$150	\$26	\$10,123	\$377	96.41%	144.62%	97.94%	\$7,130	\$2,993	\$228	7,280

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Pos + = UP
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Acct	Acct Title	2017-18 Final Budget	2017-18 Adj. Budget	2017-18 Est./Actuals	February Actuals	March Actuals	2017-18 YTD Actuals	YTD Remaining	75%	75%	75%	2016-17 YTD Actuals	COMPARE	March Actuals	2016-17 Est./Actuals
									Percentage of CY EA Actualized	Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU MAR PY ACTUALS		
62112	CASH SHORTAGES	0	0	1	\$0	\$0	\$1	\$0	0.00%	0.00%	100.00%	\$30	(\$29)	\$0	30
62214	DUPLICATING SVCS.	3,500	3,500	3,500	\$0	\$38	\$2,222	\$1,278	63.48%	63.48%	67.80%	\$3,051	(\$829)	\$266	4,500
62217	MISC NONINVENTORIAL ITEMS EXPENSE	0	0	202	\$0	\$0	\$202	(\$0)	0.00%	0.00%	0.00%	\$0	\$202	\$0	66
62219	PC SOFTWARE PURCHASES	2,000	2,000	5,561	\$0	\$0	\$5,561	(\$0)	100.00%	278.06%	100.00%	\$1,158	\$4,403	\$0	1,158
62221	POSTAGE	10,000	10,000	10,000	\$2,312	\$0	\$6,672	\$3,328	66.72%	66.72%	97.63%	\$9,275	(\$2,603)	\$2,461	9,500
62222	SUBSCRIPTIONS/PERIODICALS	125	125	125	\$0	\$0	\$0	\$125	0.00%	0.00%	100.00%	\$411	(\$411)	\$0	411
62223	SUPPLIES	68,000	67,997	68,000	\$9,038	\$3,497	\$51,056	\$16,944	75.08%	75.09%	75.68%	\$45,407	\$5,649	\$7,140	60,000
62225	NON-PC SOFTWARE	250	250	250	\$0	\$0	\$0	\$250	0.00%	0.00%	0.00%	\$0	\$0	\$0	250
62226	INVENTORIAL ITEMS	1,200	1,200	4,947	\$0	\$736	\$4,947	(\$0)	100.00%	412.25%	93.95%	\$85,733	(\$80,786)	\$49,999	91,250
62301	ACCOUNTING & AUDITING	13,500	13,500	13,500	\$0	\$0	(\$5,600)	\$19,100	-41.48%	-41.48%	0.00%	\$0	(\$5,600)	\$0	13,500
62310	BANKING SERVICES	30,000	30,000	30,000	\$2,525	\$2,529	\$21,831	\$8,169	72.77%	72.77%	67.22%	\$23,527	(\$1,695)	\$2,559	35,000
62316	COMPUTER PROF SVCS	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	20,000	20,000	20,000	\$84	\$172	\$19,253	\$747	96.27%	96.27%	95.96%	\$19,191	\$62	\$87	20,000
62318	COUNTY COUNSEL	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
62325	DATA PROCESSING	71,770	71,770	71,770	\$6,138	\$6,138	\$46,872	\$24,898	65.31%	65.31%	66.14%	\$42,250	\$4,622	\$5,408	63,882
62330	DPW SERVICES - GENERAL MONEY	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
62381	PROF & SPECIAL	135,000	135,000	145,000	\$4,375	\$5,883	\$97,918	\$47,082	67.53%	72.53%	68.04%	\$89,816	\$8,102	\$13,176	132,000
62399	VETERINARIAN SERVICES	95,000	95,000	85,000	\$12,651	\$4,723	\$69,926	\$15,074	82.27%	73.61%	72.35%	\$75,971	(\$6,045)	\$12,518	105,000
62500	EQUIPMENT RENTS & LEASES-	2,292	2,292	2,292	\$381	\$0	\$1,525	\$767	66.55%	66.55%	74.68%	\$1,712	(\$186)	\$190	2,292
62610	RENTS & LEASES-	198,842	198,842	197,669	\$0	\$0	\$148,252	\$49,417	75.00%	74.56%	75.00%	\$148,252	\$0	\$0	197,669
62710	FIELD EQUIPMENT	1,200	1,200	1,200	\$0	\$0	\$428	\$773	35.63%	35.63%	6.31%	\$916	(\$488)	\$0	14,500
62801	ADVERTISING & PROMOTION	2,000	2,000	2,000	\$182	\$215	\$743	\$1,257	37.14%	37.14%	84.63%	\$2,290	(\$1,547)	\$150	2,706
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	20,000	\$8,337	\$0	\$18,807	\$1,193	94.04%	94.04%	97.46%	\$19,840	(\$1,033)	\$13,427	20,357
62857	SPECIAL MISC EXP-SUPPLIES	500	500	597	\$521	\$8	\$597	(\$0)	100.05%	119.46%	54.92%	\$275	\$323	\$0	500
62890	SUBSCRIPTIONS/BOOKS	500	500	500	\$0	\$0	\$125	\$375	25.00%	25.00%	0.00%	\$0	\$125	\$0	500
62893	TOWING	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	2,500	\$199	\$0	\$199	\$2,301	7.96%	7.96%	67.82%	\$1,153	(\$954)	\$0	1,700
62920	GAS, OIL, FUEL	12,000	12,000	14,000	\$972	\$1,122	\$10,463	\$3,537	74.74%	87.20%	41.82%	\$3,032	\$7,431	\$996	7,250
62922	TRAVEL-LODGING	1,200	1,200	1,200	\$0	\$620	\$620	\$580	51.71%	51.71%	4.32%	\$136	\$485	\$418	3,141
62924	TRAVEL-MEALS	500	500	500	\$0	\$15	\$367	\$133	73.45%	73.45%	41.79%	\$209	\$158	\$28	500
62926	TRAVEL-MILEAGE	1,000	1,000	1,000	\$0	\$0	\$609	\$391	60.86%	60.86%	71.66%	\$717	(\$108)	\$0	1,000
62928	TRAVEL-OTHER	100	100	100	\$0	\$32	\$40	\$60	39.54%	39.54%	68.15%	\$107	(\$67)	\$20	157
62930	REGISTRATIONS	335	335	720	\$0	\$0	\$720	(\$0)	100.02%	214.97%	78.20%	\$722	(\$2)	\$0	923
62935	SERVICE CENTER	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	100.00%	\$8,781	(\$8,781)	\$0	8,781
62940	TRAVEL ADVANCES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
63070	UTILITIES	92,000	92,000	92,000	\$8,410	\$7,195	\$69,340	\$22,660	75.37%	75.37%	75.85%	\$71,295	(\$1,955)	\$9,664	94,000
74230	PRINCIPAL ON LEASE PURCHASES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,037,496	\$1,037,493	\$1,081,669	\$76,063	\$58,705	\$787,452	\$294,217	72.80%	75.90%	73.08%	\$840,542	(\$4,330)	\$128,936	\$1,150,216

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									Percentage of CY EA Actualized	Percentage of CY Budget Actualized	Percentage of PY Eas Actualized				
75315 90001	COUNTY OVERHEAD (see 3550) OPERATING TRSF OUT	\$115,211 \$0	\$115,214 \$0	\$115,214 \$0	\$0 \$0	\$0 \$0	\$86,411 \$0	\$28,804 (\$0)	75.00% 0.00%	75.00% 0.00%	75.00% 0.00%	\$41,654 \$0	\$0 \$0	\$0 \$0	\$55,540 \$0
90000	OTHER USES	\$115,211	\$115,214	\$115,214	\$0	\$0	\$86,411	\$28,803	75.00%	75.00%	75.00%	\$41,654	\$86,411	\$0	\$55,540
86204	EQUIPMENT	\$33,333	\$33,333	\$33,333	\$0	\$0	\$0	\$33,333	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$33,333	\$33,333	\$33,333	\$0	\$0	\$0	\$33,333	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	APPROP FOR CONTINGENCIES	\$164,024	\$164,024	\$0	\$0	\$0	\$0	(\$0)	#DIV/0!	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$164,024	\$164,024	\$0	\$0	\$0	\$0	(\$0)	#DIV/0!	0.00%	0.00%	\$0	(\$1,876)	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$356,000	\$356,000	\$330,000	\$22,043	\$33,938	\$224,396	\$105,604	68.00%	63.03%	74.67%	\$238,938	(\$14,541)	\$41,112	\$320,000
40430	INTEREST	\$23,000	\$23,000	\$29,000	\$2,629	\$0	\$18,760	\$10,240	64.69%	81.56%	74.34%	\$17,097	\$1,662	\$2,104	\$23,000
40440	RENTS & CONCESS	\$200	\$200	\$200	\$0	\$0	\$110	\$90	55.20%	55.20%	74.18%	\$137	(\$27)	\$0	\$185
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$200	\$0	\$0	\$0	\$200	0.00%	0.00%	50.00%	\$70	(\$70)	\$0	\$140
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
41510	HUMANE SERVICES	\$305,000	\$305,000	\$305,000	\$14,058	\$18,112	\$215,497	\$89,503	70.65%	70.65%	75.90%	\$201,142	\$14,355	\$20,310	\$265,000
42010	ADMINISTRATIVE SERVICES	\$1,750	\$1,750	\$2,600	\$260	\$512	\$2,461	\$139	94.65%	140.63%	73.79%	\$2,066	\$395	\$364	\$2,800
42022	COST RECOVERY-OTHER	\$7,500	\$7,500	\$9,500	\$294	\$1,826	\$7,317	\$2,183	77.02%	97.56%	79.44%	\$7,944	(\$626)	\$1,358	\$10,000
42044	MEMBER CONTRIBUTION	\$2,741,168	\$2,741,168	\$2,741,168	\$235,999	\$0	\$2,420,300	\$320,868	88.29%	88.29%	95.31%	\$2,376,962	\$43,338	\$132,394	\$2,493,964
42047	OTHER CHARGES CURRRRENT SERVICES	\$32,000	\$32,000	\$32,000	\$480	\$13,680	\$14,576	\$17,424	45.55%	45.55%	68.00%	\$34,680	(\$2,104)	\$14,850	\$51,000
42073	ADMINISTRATIVE FINE FEES	\$20,000	\$20,000	\$15,000	\$606	\$938	\$8,655	\$6,345	57.70%	43.28%	75.40%	\$15,081	(\$6,425)	\$930	\$20,000
42074	GRANT SERVICES-NON INTERGOV	\$0	\$0	\$1,870	\$0	\$0	\$1,870	(\$0)	0.00%	0.00%	0.00%	\$0	\$1,870	\$0	\$0
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$22,000	\$22,000	\$18,000	\$1,355	\$935	\$12,868	\$5,132	71.49%	58.49%	75.30%	\$15,813	(\$2,945)	\$1,925	\$21,000
42206	ANIMAL RABIES FEES	\$16,000	\$16,000	\$16,000	\$1,273	\$1,738	\$12,516	\$3,484	78.23%	78.23%	77.31%	\$13,530	(\$1,014)	\$1,811	\$17,500
42207	ANIMAL SPAY&NEUTER FEES	\$131,000	\$131,000	\$100,000	\$7,439	\$5,747	\$73,060	\$26,940	73.06%	55.77%	76.36%	\$94,685	(\$21,625)	\$11,875	\$124,000
42234	SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$65,000	\$3,971	\$8,215	\$49,874	\$15,126	76.73%	76.73%	71.42%	\$44,279	\$5,595	\$5,045	\$62,000
42362	CASH OVERAGES	\$0	\$0	\$30	\$0	\$5	\$30	\$0	0.00%	0.00%	85.07%	\$57	(\$27)	\$30	\$67
42372	CONTRIBUTIONS AND DONATIONS	\$200,000	\$200,000	\$300,000	\$14,643	\$29,741	\$258,576	\$41,424	86.19%	129.29%	76.82%	\$161,317	\$97,260	\$19,049	\$210,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	(\$75)	\$0	\$0	(\$75)	(\$0)	0.00%	0.00%	122.68%	(\$119)	\$44	\$0	(\$97)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	57.14%	\$40	(\$40)	\$0	\$70
42384	OTHER REVENUE	\$38,000	\$38,000	\$38,000	\$1,080	\$1,435	\$15,076	\$22,924	39.67%	39.67%	48.96%	\$20,565	(\$5,489)	\$3,095	\$42,000
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$0	\$0	\$0	\$493	\$1,018	\$6,312	(\$6,312)	0.00%	0.00%	0.00%	\$6,398	(\$86)	\$963	\$0
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$0	\$3,771	\$5,479	\$37,640	(\$37,640)	0.00%	0.00%	0.00%	\$40,806	(\$3,166)	\$5,905	\$0
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$0	\$999	\$1,697	\$12,045	(\$12,045)	0.00%	0.00%	0.00%	\$11,590	\$455	\$1,769	\$0
42984	LICENSES- COUNTY	\$0	\$0	\$0	\$13,747	\$22,454	\$142,151	(\$142,151)	0.00%	0.00%	0.00%	\$151,407	(\$9,256)	\$26,515	\$0
42986	LICENSES- WATSONVILLE	\$0	\$0	\$0	\$3,033	\$3,290	\$26,248	(\$26,248)	0.00%	0.00%	0.00%	\$28,737	(\$2,489)	\$5,960	\$0
40100-42500	REVENUES	\$3,958,818	\$3,958,818	\$4,003,493	\$306,131	\$116,822	\$3,335,868	\$667,625	83.32%	84.26%	88.58%	\$3,244,282	\$91,586	\$256,253	\$3,662,629

Regular Agenda Item 6.3

TO: Santa Cruz County Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 9, 2018
SUBJECT: Proposed Budget 2018-19

Recommendation:

Consider adopting the Proposed Budget 2018-19 – Plan A with a 4% increase status quo member contribution, Plan B with a 6% increase to member contributions or Plan C with an 8% increase to member contributions. All plans use unassigned reserve balance funds to cover increased net cost. Consider using reserve funds and a portion of the remaining SB90 funds in conjunction with a 6% increase to member contributions for any additional net cost increases after revenues.

Discussion:

Staff developed the following Proposed Budget 2018-19 for review and consideration (Exhibit A). Exhibit B outlines the Schedule of Member Contributions with population changes, Exhibit C provides Member Data by Jurisdiction (impounds and calls for service), Exhibit D provides the Personnel Summary, and Exhibit E provides the Proposed Fee Schedule 2018-19 with no changes in fees. All three plans include a \$100,000 contribution to a 30 year asset reserve fund to repair and replace all building components at the Santa Cruz County Animal Shelter in Santa Cruz.

Plan A reflects a 4% increase to member contributions and support for current levels of service with existing staff and recommends continuing to use unassigned reserve balance funds to cover increased net costs. The Estimated Actuals for FY 2017-18 reflect a deficit of \$120,618, leaving an estimated \$2,073,600 in unassigned reserve balance funds to carry forward to cover the deficit of \$402,760. The budget proposal assumes using the remaining SB90 funds smoothed over three years (@ \$104,466 each year) and funds \$100,000 for the Capital Asset Reserve fund; funds \$24,345 from the B. Jean Adams fund to fund the extra-help Registered Veterinarian Technician; and funds \$177,000 from the Muriel R. Butler living trust fund for the animal behavior and training, veterinarian and resale shop management contracts.

Plan B reflects a 6% increase to member contributions and support for current levels of service with existing staff and recommends continuing to use unassigned reserve funds to cover increased net costs. The projected \$2,073,600 of unused unassigned reserve funds can carry forward to cover the deficit of \$347,936 for Plan B. The budget proposal assumes using the remaining SB90 funds smoothed over three years (@ \$104,466 each year) and funds \$100,000 for the Capital Asset Reserve fund; funds \$24,345 from the B. Jean Adams fund to fund the extra-help Registered Veterinarian Technician; and funds \$177,000 from the Muriel R. Butler living trust fund for the animal behavior and training, veterinarian and resale shop management contracts.

Plan C reflects an 8% increase to member contributions and support for current levels of service with existing staff and recommends continuing to use unassigned reserve funds to cover increased net costs. The projected \$2,073,600 of unused unassigned reserve funds can

carry forward to cover the deficit of \$293,113 for Plan B. The budget proposal assumes using the remaining SB90 funds smoothed over three years (@ \$104,466 each year) and funds \$100,000 for the Capital Asset Reserve fund; funds \$24,345 from the B. Jean Adams fund to fund the extra-help Registered Veterinarian Technician; and funds \$177,000 from the Muriel R. Butler living trust fund for the animal behavior and training, veterinarian and resale shop management contracts.

Alternatives to using reserve funds could be reducing staff, shelter hours open to the public or services to the community. Staff reductions could result in fewer opportunities to generate new revenue through grants and programs.

Salaries and Benefits projected for 2018-19 are based on reports provided by County Personnel. The 8% increase in Salaries and Benefits supports the current staffing level. Employee Insurance and Benefits (53010) continue to rise each year. Three contractors for animal behavior and training coordination, humane education coordination and resale shop management have been added under Professional and Special Services (62381). All contractors are being funded through the gift from the Muriel R. Butler living trust. And the extra-help registered veterinarian technician position which helps expand our Planned Pethood program is funded through the B. Jean Adams fund.

Revenues continue to increase through growing programs and services. The Planned Pethood low-cost spay/neuter program, which uses existing staff, had a set-back in 2017-18 due to not having a contract vet for over three months. Now that this position is filled, we expect the program to continue to grow and generate revenue. Contributions and Donations (42372) are increasing due to increased shelter exposure in the community, more special events, and online and direct mail giving campaigns. With the creation of the Santa Cruz County Animal Shelter Foundation, we expect this revenue to continue to grow to offset our proactive program expenses.

The budget maintains a minimal amount of services and supplies for the average population in the shelters and accepts fixed costs based on current operations for the shelter lease, county overhead, telephone and data processing, service center charges for vehicles, and janitorial services. Staff continues to count on volunteer and public/non-profit support. The budget contains the required 4% Contingency that will be needed for any unanticipated costs or revenue shortfalls.

In summary, staff recommends Plan B which considers increased costs in general operations and is a well balanced approach to meet the current needs of the community. SCCAS continues the movement toward a higher live animal release rate and institution of progressive, long-term approaches to address pet homelessness in Santa Cruz County. These vital programs help animals and their guardians beyond the Shelter's doors – spay/neuter clinics, training classes, humane education, and community outreach. With current staff and service levels, SCCAS can continue to work towards implementing revenue generating programs to help offset ongoing expenditures.

In considering SCCAS's future, the use of one-time funds for general operations is not sustainable and must be phased out. Staff will continue to recommend increases to member contributions in future years.

**SANTA CRUZ COUNTY ANIMAL SHELTER
PROPOSED BUDGET FOR FISCAL YEAR 2018-2019**

Accounts	Actuals 2014-15	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Adj. Budget 2017-18	Est./Actuals 2017-18	Difference Adj Budget to EAS	A	B	C
								4% Increase Proposal 2018-19	6% Increase Proposal 2018-19	8% Increase Proposal 2018-19
SALARIES AND BENEFITS										
51000 -- REGULAR PAY-PERMANENT	1,498,304	1,664,850	1,751,127	1,794,665	1,794,665	1,760,167	(34,498)	1,880,698	1,880,698	1,880,698
51005 -- OVERTIME PAY-PERMANENT	2,253	6,632	3,782	3,880	3,880	3,686	(194)	3,880	3,880	3,880
51010 -- REGULAR PAY-EXTRA HELP	42,946	49,847	68,855	62,527	86,872	74,388	(12,484)	62,527	62,527	62,527
51040 -- DIFFERENTIAL PAY	24,430	25,526	29,049	29,197	29,197	29,845	648	29,197	29,197	29,197
52010 -- OASDI-SOCIAL SECURITY	116,218	128,814	136,148	143,143	143,143	135,602	(7,541)	141,117	141,117	141,117
52015 -- PERS	272,788	293,561	328,737	344,728	344,728	332,145	(12,583)	394,033	394,033	394,033
53010 -- EMPLOYEE INSURANCE AND BENEFITS	405,380	449,616	481,559	494,276	494,276	515,913	21,637	562,566	562,566	562,566
53015 -- UNEMPLOYMENT INSURANCE	1,939	5,538	7,405	6,128	6,128	6,128	0	5,413	5,413	5,413
54010 -- WORKERS COMPENSATION INSURANCE	124,428	85,722	38,520	36,021	36,021	36,021	0	71,994	71,994	71,994
SUBTOTAL SALARIES AND BENEFITS	2,488,686	2,710,107	2,845,183	2,914,565	2,938,910	2,893,895	(45,015)	3,151,425	3,151,425	3,151,425
SERVICES AND SUPPLIES										
61115 -- POLICE SAFETY EQUIP-REPLACE	162	396	0	500	500	500	0	500	500	500
61125 -- UNIFORM REPLACEMENT	2,759	2,412	1,488	2,500	2,500	2,500	0	2,500	2,500	2,500
61215 -- RADIO	27,751	28,857	30,739	29,208	29,208	29,208	0	29,208	29,208	29,208
61220 -- TELECOM SERVICES	25,153	33,935	28,026	30,855	30,855	46,767	15,912	46,000	46,000	46,000
61310 -- FOOD	8,478	8,810	15,697	9,000	9,000	9,000	0	9,000	9,000	9,000
61412 -- JANITORIAL SERVICES	8,736	8,736	8,736	9,000	9,000	18,964	9,964	10,000	10,000	10,000
61525 -- LIABILITY INSURANCE	32,519	31,792	33,568	32,519	32,519	34,515	1,996	32,519	32,519	32,519
61535 -- OTHER INSURANCE	0	1,000	0	1,000	1,000	3,022	2,022	1,000	1,000	1,000
61720 -- MAINT-MOBILE EQUIPMENT-SERV	0	0	6,558	10,000	10,000	9,000	(1,000)	10,000	10,000	10,000
61725 -- MAINT-OFFICE EQUIPMENT-SERVICES	526	710	851	600	600	900	300	900	900	900
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	2,255	1,383	4,618	2,000	2,000	4,500	2,500	2,000	2,000	2,000
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	2,790	1,280	680	1,000	1,000	1,000	0	1,000	1,000	1,000
61835 -- FACILITIES MAINT-GENERAL-SERVICES	19,439	18,009	29,857	18,000	18,000	18,000	0	18,000	18,000	18,000
61845 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	1,089	1,430	593	1,500	1,500	1,200	(300)	1,000	1,000	1,000
61846 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	0	0	0	0	0	0	0
61920 -- MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	0	0	0	0	0	0	0
61922 -- OTHER MEDICAL MATERIALS & SUPPLIES	97,382	101,133	96,787	96,000	96,000	96,000	0	96,000	96,000	96,000
62020 -- MEMBERSHIPS	1,821	1,516	1,781	1,500	1,500	1,959	459	2,000	2,000	2,000
62111 -- MISCELLANEOUS EXPENSE-SERVICES	7,125	6,310	7,706	7,000	7,000	10,500	3,500	10,500	10,500	10,500
62112 -- CASH SHORTAGES	10	5	30	0	0	1	1	0	0	0
62214 -- DUPLICATING SERVICES	3,167	4,158	4,785	3,500	3,500	3,500	0	3,500	3,500	3,500
62217 -- MISC NONINVENTORIAL ITEMS EXPENSE	1,090	543	66	0	0	202	202	0	0	0
62219 -- PC SOFTWARE PURCHASES	1,008	1,208	1,158	2,000	2,000	5,561	3,561	5,500	5,500	5,500
62221 -- POSTAGE	7,556	6,904	9,766	10,000	10,000	10,000	0	10,000	10,000	10,000
62222 -- SUBSCRIPTIONS/PERIODICALS	125	0	411	125	125	125	0	125	125	125
62223 -- SUPPLIES	65,506	65,285	60,879	68,000	67,997	68,000	3	68,000	68,000	68,000
62225 -- NON-PC SOFTWARE	0	0	0	250	250	250	0	250	250	250
62226 -- INVENTORIAL ITEMS	14,281	2,974	85,733	1,200	1,200	4,947	3,747	1,200	1,200	1,200
62301 -- ACCOUNTING AND AUDITING FEES	12,264	13,154	13,958	13,500	13,500	13,500	0	13,500	13,500	13,500
62310 -- BANKING FEES	24,231	33,760	34,441	30,000	30,000	30,000	0	30,000	30,000	30,000
62316 -- COMPUTER PROF SERVICES	0	0	0	0	0	0	0	0	0	0
62317 -- CONSULT/MGT/PC SERVICES	19,440	19,938	19,799	20,000	20,000	20,000	0	20,000	20,000	20,000
62318 -- COUNTY COUNSEL	0	0	0	0	0	0	0	0	0	0
-- COUNTY OVERHEAD - RECLASSIFIED	0	0	0	0	0	0	0	0	0	0
62325 -- DATA PROCESSING SERVICES	54,434	63,882	63,882	71,770	71,770	71,770	0	71,770	71,770	71,770
62330 -- DPW SERVICES - GENERAL MONEY	0	1,503	0	0	0	0	0	0	0	0
62381 -- PROF & SPECIAL SERV-OTHER	114,302	131,909	133,002	135,000	135,000	145,000	10,000	125,000	125,000	125,000
62349 -- GIS SERVICES	0	0	0	0	0	0	0	0	0	0
62399 -- VETERINARIAN SERVICES	88,212	97,969	100,238	95,000	95,000	85,000	(10,000)	95,000	95,000	95,000
62500 -- EQUIPMENT LEASE & RENT	816	1,909	2,282	2,292	2,292	2,292	0	0	0	0
62610 -- RENTS & LEASES-STRUC IMP & GRNDS	197,523	198,501	197,669	198,842	198,842	197,669	(1,173)	198,842	198,842	198,842
62710 -- FIELD EQUIPMENT	762	4,832	14,511	1,200	1,200	1,200	0	1,200	1,200	1,200
62801 -- ADVERTISING & PROMOTION SUPPLIES	2,850	8,953	2,706	2,000	2,000	2,000	0	1,000	1,000	1,000

**SANTA CRUZ COUNTY ANIMAL SHELTER
PROPOSED BUDGET FOR FISCAL YEAR 2018-2019**

Accounts	Actuals 2014-15	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Adj. Budget 2017-18	Est./Actuals 2017-18	Difference Adj Budget to EAS	A	B	C
								4% Increase Proposal 2018-19	6% Increase Proposal 2018-19	8% Increase Proposal 2018-19
62842 -- INVENTORY MATERIALS PURCHASED	18,829	18,462	21,303	20,000	20,000	20,000	0	20,000	20,000	20,000
62857 -- SPECIAL MISC EXPENSE - SUPPLIES	323	290	350	500	500	597	97	500	500	500
62890 -- SUBSCRIPTIONS BOOKS & ED MATERIALS	403	428	0	500	500	500	0	500	500	500
62893 -- TOWING	0	0	0	0	0	0	0	0	0	0
62914 -- EDUCATION & TRAINING	700	1,622	1,153	2,500	2,500	2,500	0	2,500	2,500	2,500
62920 -- GAS, OIL, FUEL	0	0	7,054	12,000	12,000	14,000	2,000	14,000	14,000	14,000
62922 -- LODGING	1,097	1,392	3,141	1,200	1,200	1,200	0	1,200	1,200	1,200
62924 -- MEALS	21	441	321	500	500	500	0	500	500	500
62926 -- MILEAGE	908	1,018	717	1,000	1,000	1,000	0	1,000	1,000	1,000
62928 -- TRAVEL-OTHER	742	392	177	100	100	100	0	100	100	100
62930 -- REGISTRATIONS	335	360	923	335	335	720	385	335	335	335
62935 -- SERVICE CENTER CHARGES	21,593	40,518	8,781	0	0	0	0	0	0	0
62940 -- TRAVEL ADVANCES	0	0	0	0	0	0	0	0	0	0
63070 -- UTILITIES	84,386	84,656	92,534	92,000	92,000	92,000	0	92,000	92,000	92,000
74230 -- PRINCIPAL ON LEASE PURCHASES	0	0	0	0	0	0	0	0	0	0
SUBTOTAL SERVICES AND SUPPLIES	974,900	1,054,677	1,149,455	1,037,496	1,037,493	1,081,669	44,176	1,049,649	1,049,649	1,049,649
75315 - COUNTY OVERHEAD (See prev. 3550)	111,242	145,273	55,539	115,211	115,214	115,214	0	191,626	191,626	191,626
86204 - FIXED ASSETS	0	0	0	33,333	33,333	33,333	0	33,333	33,333	33,333
98700 - APPROPRIATIONS FOR CONTINGENCY	0	0	0	164,024	164,024	0	(164,024)	177,041	177,041	177,041
TOTAL EXPENDITURES	3,574,828	3,910,057	4,050,176	4,264,629	4,288,974	4,124,111	(164,863)	4,603,074	4,603,074	4,603,074
REVENUES										
40100 -- PROPERTY TAX-CURRENT SEC-GEN	0	0	0	0	0	0	0	0	0	0
40230 -- ANIMAL LICENSES	333,062	331,474	327,040	356,000	356,000	330,000	(26,000)	350,000	350,000	350,000
40430 -- INTEREST	14,050	19,032	22,980	23,000	23,000	29,000	6,000	31,000	31,000	31,000
40440 -- RENTS & CONCESSIONS	408	169	185	200	200	200	0	200	200	200
40441 -- RENTAL DEPOSIT/FORFEIT REVENUE	160	140	70	200	200	200	0	200	200	200
40872 -- STATE MANDATED REIMBURSEMENTS	4,749	0	0	0	0	0	0	0	0	0
40894 -- STATE-OTHER	0	0	0	0	0	0	0	0	0	0
41096 -- FED OTHER	0	0	0	0	0	0	0	0	0	0
41510 -- HUMANE SERVICES	284,359	293,574	270,289	305,000	305,000	305,000	0	305,000	305,000	305,000
42010 -- ADMINISTRATIVE SERVICES	1,110	2,084	2,869	1,750	1,750	2,600	850	2,600	2,600	2,600
42022 -- COST RECOVERY-OTHER	8,221	9,118	10,252	7,500	7,500	9,500	2,000	9,500	9,500	9,500
42044 -- MEMBER CONTRIBUTIONS	2,262,304	2,352,796	2,493,964	2,741,168	2,741,168	2,741,168	0	2,850,815	2,905,638	2,960,461
42047 -- CHARGES FOR CURRENT SERVICES	50,566	56,629	50,800	32,000	32,000	32,000	0	32,000	32,000	32,000
42073 -- ADMIN FINE FEES	19,775	26,720	21,507	20,000	20,000	15,000	(5,000)	20,000	20,000	20,000
42074 -- GRANT SERVICES-NON INTERGOV	6,125	7,033	0	0	0	1,870	1,870	0	0	0
42205 -- ANIMAL MICROCHIP FEES	22,866	20,923	21,193	22,000	22,000	18,000	(4,000)	22,000	22,000	22,000
42206 -- ANIMAL RABIES FEES	7,079	15,232	17,975	16,000	16,000	16,000	0	18,000	18,000	18,000
42207 -- ANIMAL SPAY & NEUTER FEES	151,126	119,899	121,548	131,000	131,000	100,000	(31,000)	131,000	131,000	131,000
42334 -- SALES OTHER TAXABLE	35,405	61,654	61,612	65,000	65,000	65,000	0	65,000	65,000	65,000
42362 -- CASH OVERAGES	13	43	69	0	0	30	30	0	0	0
42372 -- CONTRIBUTIONS AND DONATIONS	178,997	418,090	236,510	200,000	200,000	300,000	100,000	325,000	325,000	325,000
42375 -- INSURANCE PROCEEDS	0	874	0	0	0	0	0	0	0	0
42380 -- NSF CHECKS	(58)	(57)	(97)	0	0	(75)	(75)	0	0	0
42381 -- NSF CHECK FEES	160	190	70	0	0	0	0	0	0	0
42384 -- OTHER REVENUE	36,434	38,196	39,315	38,000	38,000	38,000	0	38,000	38,000	38,000
42390 -- UNCLAIMED MONEY-ESCHEATED	0	0	0	0	0	0	0	0	0	0
42500 -- BOND PROCEEDS	0	0	0	0	0	0	0	0	0	0
42981 -- LICENSES-CAPITOLA CITY	10,150	9,840	9,023	0	0	0	0	0	0	0
42982 -- LICENSES-SANTA CRUZ CITY	57,086	55,204	54,619	0	0	0	0	0	0	0
42983 -- LICENSES-SCOTTS VALLEY CITY	18,773	18,049	16,433	0	0	0	0	0	0	0

**SANTA CRUZ COUNTY ANIMAL SHELTER
PROPOSED BUDGET FOR FISCAL YEAR 2018-2019**

Accounts	Actuals 2014-15	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Adj. Budget 2017-18	Est./Actuals 2017-18	Difference Adj Budget to EAS	A	B	C
								4% Increase Proposal 2018-19	6% Increase Proposal 2018-19	8% Increase Proposal 2018-19
42984 -- LICENSES-COUNTY SANTA CRUZ	206,229	205,074	206,062	0	0	0	0	0	0	0
42986 -- LICENSES-WATSONVILLE	40,824	43,308	40,903	0	0	0	0	0	0	0
TOTAL REVENUES	3,416,910	3,773,811	3,698,149	3,958,818	3,958,818	4,003,493	44,675	4,200,315	4,255,138	4,309,961
EXPENDITURES LESS REVENUES	157,918	136,246	352,027	305,811	330,156	120,618	(209,538)	402,760	347,936	293,113
FUND BALANCE ASSIGNED TO ASSET RESERVE						100,000		100,000	100,000	100,000
Positions Authorized				33.50	33.50	33.50		33.50	33.50	33.50
Positions Unfunded				4.00	4.00	4.00		4.00	4.00	4.00

Summary of the 2018-19 Proposed Budget Status Quo Operations

	<u>Amount</u>
2017-18 Net Cost of Operations (Base funding)	\$ 305,811.20
Change in Expenditures:	
Salaries and Benefits 8% increase	\$ 236,860.00
Services and Supplies small increase	12,153.00
Other Charges - Co. Overhead 66% increase	76,415.00
Contingencies 4% increase	13,017.12
Total Expenditures	\$ 338,445.12
Change in Revenues:	
Animal Licenses 2% decrease	\$ (6,000.00)
Interest 35% increase	8,000.00
Administrative Services 49% increase	850.00
Cost Recovery 27% increase	2,000.00
Animal Rabies Fees 13% increase	2,000.00
Contributions and Donations 63% increase	125,000.00
Total Revenues	\$ 131,850.00
Total Net Increase 5% of Total Expenditures	\$ 206,595.12
Total Net Cost of Operations	\$ 512,406.32
2018-19 Financing Available	
Remaining SB90 funding smoothed over 3 years	\$ 104,466.00
Fund Vet Tech from B. Jean Adams fund	24,345.00
Fund Veterinarian/Behavior&Training/Benefit Contracts from Butler fund	177,000.00
Total Financing Available	\$ 305,811.00
Difference Requires Member Contributions Increase	\$ 206,595.32
Estimated Reserve Funds as of 6/30/18:	
B. Jean	\$ 490,583.00
Butler	667,918.00
Capital Reserve	244,660.00
SB90 remaining	267,679.40
Reserve Funds with Designations	\$ 1,670,840.40

Member Contributions

Exhibit B

	FY 2017-2018		FY 2018-2019		Year 2 Base + Proposed Increase			
	Year 1 Base	Year 2 Change	Year 2 Base	Blended %, Weighted 50% Pop, 25% Impound, CfS	4% Increase	6% Increase	8% Increase	
Capitola	\$32,753	\$9,433	\$42,187	2.4%	\$50,637	\$51,979	\$53,321	
County	\$1,322,848	(\$1,447)	\$1,321,401	52.9%	\$1,503,896	\$1,532,880	\$1,561,863	
Santa Cruz	\$519,700	(\$18,996)	\$500,704	18.6%	\$564,748	\$574,920	\$585,091	
Scotts Valley	\$109,081	(\$8,136)	\$100,945	3.4%	\$112,665	\$114,526	\$116,388	
Watsonville	\$527,072	\$13,315	\$540,387	22.7%	\$618,869	\$631,333	\$643,797	
Total	\$2,511,454	(\$5,830)	\$2,505,624	100%	\$2,850,815	\$2,905,638	\$2,960,461	

Sample Membership Formulas using Population, Animal Impounds and Call-for-Service as Variables, Based on Current Year Budget

Sample #1: Population Basis (Includes Capitola)

			Compared to Existing Membership Formula		
	Population	% of total	Membership Contribution	% Point Difference	Nominal Difference
Capitola	10,150	3.8%	\$104,401	3.8	96,778
County	136,086	51.1%	\$1,399,750	-2.0%	\$75,455
Santa Cruz	55,231	20.7%	\$568,093	-0.9%	\$29,397
Scotts Valley	12,143	4.6%	\$124,900	-0.1%	\$7,684
Watsonville	52,891	19.8%	\$544,025	-0.8%	\$30,268
	266,501		\$2,741,169		

Note: Capitola pays \$23,320 (annualized) for contract services. Actual Δ = \$73,458

*Adjusted to remove UCSC population (9,401) from Santa Cruz ** Total FY 2017-2018 Budget: \$2,741,169

Recommended Formula: Blended Population (50% Weight), Animal Impound (25% Weight) and Call-for-Service (25% Weight)

					Compared to Existing Membership Formula		
	% of Impounds (3 Yr Avg)	% of Calls for Service (3 Yr Avg)	% of Population	Weighted 50% Pop, 25% Impound, CFS	Membership Contribution	% Point Difference	Nominal Difference
Capitola	1.9%	0.2%	3.8%	2.4%	\$67,105.12	2.4%	\$67,105.12
County	47.0%	62.3%	51.1%	52.9%	\$1,449,198.26	-0.2%	\$124,903.38
Santa Cruz	15.6%	17.1%	20.7%	18.6%	\$508,576.32	-2.9%	(\$30,119.90)
Scotts Valley	2.0%	2.5%	4.6%	3.4%	\$93,067.07	-1.3%	(\$24,149.24)
Watsonville	33.4%	17.8%	19.8%	22.7%	\$623,221.79	2.1%	\$109,465.21
	100.0%	100.0%	100.0%	100.0%	\$2,741,169	0.1%	\$247,204.56

Actual Δ = \$38,885

Existing Formula: Population

	Population	% of total
County	136,086	53.1%
Santa Cruz	55,231	21.5%
Scotts Valley	12,143	4.7%
Watsonville	52,891	20.6%
	256,351	99.9%

Sample #2: Blended Population, Animal Impound and Call-for-Service (Equal Weight 1/3)

					Compared to Existing Membership Formula		
	% of Impounds (3 Yr Avg)	% of Calls for Service (3 Yr Avg)	% of Population	Blended %, Weighted in Equal 1/3	Membership Contribution	% Point Difference	Nominal Difference
Capitola	#DIV/0!	#DIV/0!	3.8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
County	47.0%	62.3%	51.1%	53.5%	\$1,465,534.58	2.4%	\$141,239.70
Santa Cruz	15.6%	17.1%	20.7%	17.8%	\$488,688.39	-2.9%	(\$50,007.83)
Scotts Valley	2.0%	2.5%	4.6%	3.0%	\$82,447.80	-1.5%	(\$34,768.51)
Watsonville	33.4%	17.8%	19.8%	23.7%	\$649,555.84	3.8%	\$135,799.26
	#DIV/0!	#DIV/0!	100.0%	#DIV/0!	#DIV/0!		#DIV/0!

Actual Δ = \$27,356

Sample #4: Tailorable Weighting.

Enter as decimal:
 Impounds Weighting 0
 Calls for Service Weighting 0
 Population Weighting 0

Compared to Existing Membership Formula

	% of Impounds (3 Yr Avg)	% of Calls for Service (3 Yr Avg)	% of Population	Blended %	Membership Contribution	% Point Difference	Nominal Difference	
Capitola	1.9%	0.2%	3.8%	0.0%	\$0.00	0.0%	\$0.00	Actual Δ = (\$23,320.00)
County	47.0%	62.3%	51.1%	0.0%	\$0.00	-51.1%	(\$1,324,294.88)	
Santa Cruz	15.6%	17.1%	20.7%	0.0%	\$0.00	-20.7%	(\$538,696.22)	
Scotts Valley	2.0%	2.5%	4.6%	0.0%	\$0.00	-4.6%	(\$117,216.31)	
Watsonville	33.4%	17.8%	19.8%	0.0%	\$0.00	-19.8%	(\$513,756.58)	
	100.0%	100.0%	100.0%	0.0%	\$0		(\$2,493,964.00)	

#1 New Formula Implementation: Equal 4-Year Smoothing

Note that these numbers are not fixed as the annual budget will likely rise year over year and the service calculations will be updated each year.

	Contribution Percent	Membership Contribution	FY 2016-2017		FY 2017-2018		FY 2017-2018		FY 2018-2019		FY 2019-2020		FY 2020-21	
			Year 0	(Current \$)	Year 1 Change	Year 1 Contribution*	Year 2 Change	Year 2 Contribution*	Year 3 Change	Year 3 Contribution*	Year 4 Change	Year 4 Contribution*		
Capitola	2.4%	\$61,053	\$23,320	\$9,433	\$32,753	\$9,433	\$42,187	\$9,433	\$51,620	\$9,433	\$61,053	\$23,320	\$9,433	\$61,053
County	52.9%	\$1,318,506	\$1,324,295	(\$1,447)	\$1,322,848	(\$1,447)	\$1,321,401	(\$1,447)	\$1,319,954	(\$1,447)	\$1,318,506	\$1,324,295	(\$1,447)	\$1,318,506
Santa Cruz	18.6%	\$462,712	\$538,696	(\$18,996)	\$519,700	(\$18,996)	\$500,704	(\$18,996)	\$481,708	(\$18,996)	\$462,712	\$538,696	(\$18,996)	\$462,712
Scotts Valley	3.4%	\$84,674	\$117,216	(\$8,136)	\$109,081	(\$8,136)	\$100,945	(\$8,136)	\$92,810	(\$8,136)	\$84,674	\$117,216	(\$8,136)	\$84,674
Watsonville	22.7%	\$567,018	\$513,757	\$13,315	\$527,072	\$13,315	\$540,387	\$13,315	\$553,703	\$13,315	\$567,018	\$513,757	\$13,315	\$567,018
			\$2,493,964	(\$5,830)	\$2,511,454	(\$5,830)	\$2,505,624	(\$5,830)	\$2,499,794	(\$5,830)	\$2,493,964	\$2,493,964	(\$5,830)	\$2,493,964
	1	2493964												

*Plus increases annual COLA (approved by the Board) or changes in service levels (backward-looking 3 year formula adjusts ea. year)

Impounds - Animal Intake by Jurisdiction

Jurisdiction	Fiscal Year 2014/2015		Fiscal Year 2015/2016		Fiscal Year 2016/2017		3-Year Avg (rounded)	% of Total, with Capitola
	Intake	Percentage of Total	Intake	Percentage of Total	Intake	Percentage of Total		
Capitola County	97	1.84%	123	2.10%	87	1.71%	102	2.07%
Monterey County	2,295	43.47%	2,508	42.73%	2,182	42.93%	2,328	47.0%
Other	110	2.08%	144	2.45%	145	2.85%		
Santa Jose City	269	5.10%	265	4.51%	316	6.22%		
San Mateo	4	0.08%	10	0.17%	5	0.10%		
San Mateo	3	0.06%	2	0.03%	-	0.00%		
Santa Clara County	12	0.23%	21	0.36%	56	1.10%		
Santa Cruz	718	13.60%	876	14.92%	630	12.39%	741	15.0%
Scotts Valley	121	2.29%	93	1.58%	126	2.48%	113	2.3%
Shelter	7	0.13%	1	0.02%	-	0.00%		
Watsonville	1,643	31.12%	1,827	31.12%	1,536	30.22%	1,669	33.7%
Grand Total	5,279	100.00%	5,870	100.00%	5,083	100.00%		
							4954	100.0%
							No Cap. 4,852	

Calls for Service - Activities by Jurisdiction

Jurisdiction	Fiscal Year 2014/2015		Fiscal Year 2015/2016		Fiscal Year 2016/2017		3-Year Avg (rounded)	% of Total, with Capitola
	Calls Responded To	Percentage of Total	Calls Responded To	Percentage of Total	Calls Responded To	Percentage of Total		
Capitola County	16	0.15%	21	0.21%	31	0.38%	23	0.24%
Monterey County	6,904	63.96%	6,207	60.63%	4,794	58.41%	5,968	62.6%
Other	9	0.08%	6	0.06%	6	0.07%		
Santa Jose City	39	0.36%	32	0.31%	29	0.35%		
San Mateo	2	0.02%	-	0.00%	2	0.02%		
San Mateo	1	0.01%	1	0.01%	-	0.00%		
Santa Clara County	3	0.03%	1	0.01%	6	0.07%		
Santa Cruz	1,677	15.53%	1,824	17.82%	1,553	18.92%	1,685	17.7%
Scotts Valley	305	2.83%	160	1.56%	174	2.12%	213	2.2%
Shelter	191	1.77%	140	1.37%	168	2.05%		
Watsonville	1,648	15.27%	1,846	18.03%	1,444	17.59%	1,646	17.3%
Grand Total	10,795	100.00%	10,238	100.00%	8,207	100.00%		
							9535	100.0%
							No Cap. 9,512	

**2018-19 County of Santa Cruz Proposed Budget
Allowed and Recommended Positions**

Exhibit D

INDEX	POSITION	Salary Range	2017-18 Allowed	2017-18 Mid-Year	2016-17 Total	2018-19 Request	2018-19 Recomm	Change From 17-18	2018-19 Unfunded
ANIMAL SERVICES									
702800	General Manager	9B	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Field Manager	D8	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Shelter Manager	D8	1.00		1.00	1.00	1.00	0.00	0.00
	Prog and Dev Mgr - Animal Shelter	DK	1.00		1.00	1.00	1.00	0.00	0.00
	Veterinarian	BC	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-PIO/volunteers	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Animal Care	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Watsonville	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Client Svcs	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Admin Aide	JJ	1.00		1.00	1.00	1.00	0.00	0.00
	Accountant II	HV	0.50		0.50	0.50	0.50	0.00	0.00
	Clerk II/III	28/FB	1.00		1.00	1.00	1.00	0.00	1.00
	Bldg Maint Work II	R8	1.00		1.00	1.00	1.00	0.00	1.00
	Animal Control Officer I/II	D4/D6	6.00		6.00	6.00	6.00	0.00	1.00
	Animal Svcs Clk Disp	FC	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Assistant	CD	5.50		5.50	5.50	5.50	0.00	0.50
	Registered Veterinary Technician	ZF	2.00		2.00	2.00	2.00	0.00	0.00
	Animal Health Specialist/Animal Care Worker	D5/D2	6.50		6.50	6.50	6.50	0.00	0.50
	TOTAL		33.50	0.00	33.50	33.50	33.50	0.00	4.00

Extend all limited term positions until June 30, 2018

		Current 2017-18	Proposed 2018-19 (no changes from 2017-18)
Adoption Fees			
Dogs	Puppies 2-6 months	\$195	
	Adults 7 mon-6 yrs	\$130	
	Sr. Adult 6 yrs+	\$60	
Cats	Kittens 2-12 months	\$120	
	Adults 1-6 yrs	\$100	
	Sr. Adult 6 yrs+	\$55	
Rabbits		\$50	
Rodents		\$25	
Small caged birds		\$25	
Exotic birds (i.e. parrots)		\$75	
Small Livestock	Goats	\$75	
Large Livestock	Cow	\$100	
Horse		\$250	
Chicken/Rooster		\$10	

Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable

Cat	\$20
Dog	\$25

Adoption fee for rescue/non-profit agencies is equal to the cost of the spay/neuter for only adoptable animals
 Adoption fee for rescue/non-profit agencies for Rabbits \$20
 Adoption fee for rescue/non-profit agencies include a microchip

Impound Fees

		Altered	* Unaltered
Cat	First Impound	\$ 30	\$ 30 + Penalty \$ 35
	Second Impound	\$ 50	\$ 50 + Penalty \$ 50
	Third Impound	\$ 75	\$ 75 + Penalty \$100
	Fourth/Subsequent	\$ 75	\$ 75 + Penalty \$100
Dog	First Impound	\$ 75	\$ 75 + Penalty \$ 35
	Second Impound	\$ 115	\$115 + Penalty \$ 50
	Third Impound	\$ 195	\$195 + Penalty \$100
	Fourth/Subsequent	\$ 225	\$225 + Penalty \$100

*Unaltered animal penalty fee provided under California Food and Agriculture Code section 30804.7 and 31751.7

Livestock:	Large: First Impound	\$200
	Second/Subsequent	\$250
	Small: First Impound	\$75
	Second/Subsequent	\$125
	A.C. Officer Services	\$75 /hour min.2 hours (after hrs)

Board Fees - Daily

Cats	\$20
Dogs	\$25
Other	\$25

License Fees – Dogs

Altered - one year	\$29
Unaltered - one year	\$100 with Unaltered Animal Certificate
Late Penalty	\$15
Late Penalty for Potentially Dangerous, Vicious, Habitual or Public Nuisance Dog	\$100
Senior Citizen (65+) - one year, altered (waived for one dog)	\$29
Potentially Dangerous/Vicious dog – one year	\$200
Unaltered Animal Certificate -- one time	\$350
Exemption from Unaltered Animal Certificate	\$15 plus license fee
Administrative fee for mailed licenses	\$1

License Fees – Cats

	Current 2017-18	Proposed 2018-19
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
Quarantine Fees		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
Service Fees		
Microchip	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	\$10	(free for Cat TNR done by ordinance)
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property	\$85	
Use of Livestock Trailer	\$100/\$150	(1st /2nd time)
Medical Fees		
Medical groom	\$45	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25	
Rabies	\$14	
Medical bath	\$20	
Wound prep	\$35	
Owner Surrender of Animal Residing in Santa Cruz County		
Owner Surrender of Dog		
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock	\$0	
small livestock	\$0	
Large Exotic	\$0	
	\$0	
Owner Surrender of Animal Residing Outside of Santa Cruz County		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic	\$55	
(snake, lizard, bird, turtle)	\$15-\$35	
small rodents	\$10-\$25	
Large livestock	\$100	
small livestock	\$75	
Large Exotic	\$55	
Protective Custody Fee		
Owner Arrest	\$75	/hour min.(2 hours after hrs)
Confiscate/Humane	\$75	/hour min.(2 hours after hrs)
Emergency Hospital	\$25	
Owner Requested Euthanasia	\$75	Plus Disposal
Disposal of Owned Dead Animals	\$50	Up to 19 lbs
	\$50	20 – 69 lbs
	\$50	70 – 99 lbs

	Current 2017-18	Proposed 2018-19
	\$50	100 – Up
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75	unaltered penalty fee if applicable

Spay/Neuter Fees for Impounded Animals

Cats		
Neuter	\$50	
Spay	\$50	
Dogs		
Neuter	\$195	
Spay	\$195	

Planned Pethood Spay/Neuter Fees

Dog	\$190
Cat	\$25
Rabbit	\$75
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50
Animals over 100 lbs., in heat, pregnant or cryptorchid add	
Animals determined obese by veterinarian add	

Fees for Additional Required Services

Microchip	\$10
License	\$29
Rabies	\$10
Late drop-off fee	\$20
Late pick-up fee	\$40/night
Blood panel for dogs over 7 yrs of age and cats over 10 yrs of age	\$55

Planned Pethood Spay/Neuter Fees for Limited Income*

Dog	\$50
Cat	\$10
Rabbit	\$50

*Limited income eligibility determined through proof of receipt of government assistance

OR through a year-to-date pay stub or W2 tax form that proves the following:

- 1 person household--maximum of \$35,350 annual income
- 2 person household--maximum of \$40,350 annual income
- 3 person household--maximum of \$45,400 annual income
- 4 person household--maximum of \$50,400 annual income

ONE STOP Fees with Purchase of License

Rabies	\$10
Microchip	\$15
Nuisance Abatement Appeals Fee (County)	\$75
Non-sufficient Funds Check Fee	\$40
Puppy Training Deposits	\$100-\$200
Training Room Rental Fees	\$22

FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM

***Failure to license**

First offense in one year	\$100
---------------------------	-------

	Current 2017-18	Proposed 2018-19
Second offense in one year	\$200	
Third offense in one year	\$500	
**Failure to microchip		
First offense in one year	\$100	
Second offense in one year	\$200	
Third offense in one year	\$500	
***Failure to provide rabies vaccination,		
First offense in one year	\$100	
Second offense in one year	\$200	
Third offense in one year	\$500	
Failure to display license (each dog)	\$50	
****Failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate		
First offense	\$250	
Second offense	\$500	
Third offense	\$750	
Dog running at large, first offense	\$100	
Dog running at large, second offense	\$200	
Dog running at large, third offense	\$250	
Dog off leash, first offense	\$50	
Dog off leash, second offense	\$150	
Dog off leash, third offense	\$250	
Safety of animal in parked vehicle	\$250	
Failure of owner to pick up after dog or cat defecating	\$100	
Habitual noisy animals (6.12.090)	\$100	
Permitting livestock to trespass, per offense	\$200	

All first offense recommended penalties not subject to cure will be reduced by 50% if they are paid in full by 5:00 p.m. of the first business day following issuance.

*Citations for failure to license will be dismissed if cured within 7 calendar days, including day of issuance

**Citations for failure to microchip will be dismissed if cured within 7 calendar days, including day of issuance

***Citations for failure to provide rabies vaccination will be dismissed if cured within 7 calendar days, including day of issuance

****Citations for failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate will be dismissed if ASA receives evidence that animal was spayed or neutered within 30 calendar days, including day of issuance.