



# Santa Cruz County Animal Shelter

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

580 Airport Boulevard, Watsonville, CA 95076

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

Melanie Sobel  
General Manager

**SANTA CRUZ COUNTY ANIMAL SHELTER  
BOARD OF DIRECTORS MEETING  
April 8, 2018 – 11:00 a.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 11, 2019 meeting**
  - 5.2 Accept reports of the General Manager and the Management Team for February/March 2019**
  - 5.3 Accept and file the statistics for the months February/March 2019**
  - 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 \$7,083.41 from the Santa Cruz County Animal Shelter Foundation**
  - 5.7 Accept a gift in the amount of \$5,000 from the Tom and Debby Martin Giving Fund**
  - 5.8 Accept a donation in the amount of \$5,000 from the Capitola Dog Owners Group**
  - 5.9 Approve changes and additions to the FY 2018-19 fee schedule**
- 6.0 Regular Agenda**
  - 6.1 General Manager's oral report**
  - 6.2 Approve financial report for the months of February/March 2019 and take related action**
  - 6.3 Consider General Manager's proposed budget for FY 2019-20**
  - 6.4 Informational item on status of drafting model animals ordinance**
- 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 8, 2019  
SUBJECT: Approve Minutes of February 11, 2019 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of February 11, 2019.

**SANTA CRUZ COUNTY ANIMAL SHELTER  
BOARD OF DIRECTORS MEETING**  
Minutes of Monday, February 11, 2019, 11:00 AM  
Watsonville City Council Chambers  
275 Main Street, 4<sup>th</sup> Floor, Watsonville, CA 95076

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

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 Tamara Vides called the meeting to order at 11:03am. Board Member Marquis Booth was absent.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: none
- 4.0 ORAL COMMUNICATION – None.
- 5.0 CONSENT AGENDA
  - 5.1 Approved minutes of the December 10, 2018 ASA Board Meeting
  - 5.2 Accepted reports of the General Manager and Management Team for December 2018 and January 2019
  - 5.3 Accepted the statistics for the months of December 2018 and January 2019
  - 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 gift in the amount of \$19,227.75 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited
  - 5.7 Authorized General Manger to accept a gift in the amount of \$9,259.07 from the Santa Cruz County animal Shelter Foundation and direct that the check be deposited
  - 5.8 Authorized General Manager to accept a gift in the amount of \$5,000 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited
  - 5.9 Authorized General Manager to accept a gift in the amount of \$5,300 from the Griffin Family Foundation and direct that the check be deposited
  - 5.10 Authorized the General Manager to accept a bequest in the amount of \$10,000 from the Homer S. Green & Phyllis L. Green Trust and direct that the check be deposited

Board Member Flippo asked if the donations are annual or recurring donations. Ms. Sobel explained that the donations from the SCCAS Foundation are designated to replenish the funds used for supplies and for the contract veterinarian for the Healthy Pets For All program. The Foundation donations are also designated to fund the part-time Humane Education position and additional hours for the Behavior and Training Coordinator. The Foundation has also provided a discretionary fund for the General Manger for miscellaneous expenses. The other donations are from individual donors.

General Manager Sobel also noted that the SCCAS Foundation took part in the Santa Cruz Gives campaign. The campaign was very successful, and the Foundation raised the most of any of the non-profits. The campaign raised nearly \$31,000 for the Shelter Foundation.

Board action on Consent Agenda 5.0: CSPViMcWF/B/Ca

## 6.0 REGULAR AGENDA

### 6.1 General Manager's Oral report

Ms. Sobel thanked Chief Deputy Steve Carney for his Department's assistance with a case involving a stolen dog who was subsequently returned to his owner.

The General Manager reported that the Shelter has just started a program using a mobile spay/neuter van. The mobile spay/neuter is set to start on February 25th and 26th in Watsonville. Ms. Sobel thanked Board Member Vides for her help securing the location for this program.

To promote cat spay/neuter, the Dude Where's My Cat Program has started up again this month offering free spay/neuter surgeries. The Shelter was awarded a \$15,000 grant from the State to fund this program which also includes microchips and vaccines.

General Manager Sobel stated that she will be presenting the proposed 2019/20 budget for Board review at the April meeting.

Board Member Flippo noted that the licensing revenue is up for this reporting period. He also mentioned the visibility of the licensing campaign banners.

Board Member Shull inquired about the progress of the model ordinance. Shelter Counsel Jason Heath stated that he has completed the preliminary work on the ordinance. General Manager thanked Counselor Heath for his work and indicated that the Shelter hopes to have a draft of the new model ordinance by the April meeting.

Board action on Regular Agenda Item 6.1: FViCPSMcW/B/Ca

### 6.2 Approved financial report for the months of December 2018 and January 2019.

There were no public comments regarding the financial report for December 2018 and January 2019.

Ms. Sobel noted the increase in the licensing revenue and stated that it is likely due to the new style license tags with the QR code. She also noted that we have begun sending notices to dog owners who have vaccinated their dogs but have not yet licensed. This solicitation is expected to boost license compliance as well.

Board Member Coburn asked if it is assumed that the Shelter will use the contingency. Ms. Sobel stated that the hope is that this deficit will be reduced by the end of the fiscal year.

Board action on Regular Agenda Item 6.2: CSPViMcWF/B/Ca

7.0 Regular meeting was adjourned at 11:20 am.

The next regular meeting is scheduled for Monday, April 8, 2019 at 11:00am at the Santa Cruz County Board of Supervisors Chambers.

## **Consent Agenda Item 5.2**

TO: Santa Cruz County Animal Shelter Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: April 8, 2019  
 SUBJECT: Reports from the Management Team for the months of February/March 2019

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**

- On February 25 & 26, 2019 and March 25 & 26, 2019, SCCAS offered low-cost and free spay/neuter/microchip services through a mobile spay/neuter van at Muzzio Park in Watsonville. During the four days, 118 animals were spay/neutered, vaccinated and microchipped.
- SCCAS' application for a public art project on the Benefit Shop's exterior building has been approved by the Just in Time (JIT) panel. The process for approval of public art projects within Santa Cruz County limits that will result in the placement of a permanent work of art on County property must undergo a public art review and approval process before they can be executed. The local acclaimed artist, Janice Serilla, has offered to paint an animal-themed mural on the exterior of the Benefit Shop building, pro bono.
- On March 12, 2019 SCCAS Shelter Manager Ben Winkleblack received the 2018 Santa Cruz County Employee Bronze Recognition Award in the General Government category. Client Services Supervisor Linda Puzziferro was awarded the Bronze Award in the Justice category (submission is attached in Exhibit A). The awards were given by the Santa Cruz County Board of Supervisors for their outstanding work.
- On March 12, 2019 SCCAS hosted a Decision Forum for SCCAS volunteers. SCCAS staff provides these discussions on an ongoing basis for volunteers. This is a discussion about our animals, how they come to us, the time spent with us, what is involved with evaluating them before making them available for adoption, and how those tough decisions about euthanasia are made. SCCAS staff encourages an open dialogue between staff and volunteers and will provide these forums every other month.
- SCCAS hosted the 3<sup>rd</sup> annual Saint Pittie's Day Weekend Celebration March 16-17, 2019 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; and free professional pet portraits for all Santa Cruz County owners of Pit Bulls and Pit Bull mixes by photographer Tom Burke.
- On March 31, 2019 SCCAS and Driscoll's partnered for an off-site adoption event in front of the East Cliff Brewery in Live Oak.
- 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 is offering the "Dude, Where's My Cat?" program to Santa Cruz County resident cats, including FREE spay/neuter services, as well as microchipping and vaccinations for \$10. This program is limited to the first 300 cats.
- 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 its Healthy Pets for All program. This program improves the lives of animals and helps keep pets with their owners by providing services and supplies to pet owners who are financially struggling to keep their pets healthy and happy. Healthy Pets for All hosts pop-up wellness clinics at sites throughout the community such as Mountain Community Resources, the Salvation Army of Santa Cruz, Project Homeless Connect events, and more. Basic wellness exams (by a licensed veterinarian), vaccinations, parasite control, spay and neuter vouchers and information, free supplies and food, and referrals and discounts for more advanced vet services are provided. This service is free for all income eligible individuals who have pets. In addition to vet care, shelter staff and volunteers provide supplies and consultation for behavior and enrichment resources.
- SCCAS continues to partner with Santa Cruz Mountain Brewing for Ales for Tails on the 4th Thursday of every month. These events raise anywhere from \$500-1500 a month and feature adoptable dogs from the shelter.
- 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**

There has been a successful recruitment of the Program and Development Manager position. The new employee, Erika Anderson, began work on March 25, 2019.

### **Clinic Services**

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 2019 630 animals were spay/neutered. Also, 59 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 2019.

## **Santa Cruz County Employee Recognition Award Submission**

**Linda Puzziferro  
Animal Services Coordinator  
Santa Cruz County Animal Shelter**

Linda Puzziferro, Animal Services Coordinator at the Santa Cruz County Animal Shelter, started out as a volunteer at the Shelter. She passed up a higher paying job with another Santa Cruz County department because she specifically wanted to work at the Shelter to help animals. She was initially hired as a Client Services Representative and was promoted to a supervisory position as Animal Services Coordinator.

Linda dedicated herself completely as a volunteer and continues to do so as an employee. She is always striving to improve Shelter operations, continually brainstorming new ideas and initiatives that will better shelter operations. She is perpetually open to taking directives from her supervisors and her focus on improving the lives of the animals in the Shelter's care never falters.

Linda is extremely well liked by all shelter staff. She coordinates well with coworkers and is often the person employees go to for a shoulder to cry on or to get advice; fellow staff members rely on her to be fair, reasonable, compassionate, and knowledgeable. She also takes the time to make personal contact with shelter volunteers and the clients at our shelter, maintaining a sense of inclusiveness, appreciation, and community.

But most important is the emotional aspect of Linda's position, day in and day out. She supervises the Client Services Representatives; this position is one of the lowest paid yet one of the hardest and most taxing positions on the Santa Cruz County payroll. The Shelter can be an emotionally charged environment with a fast and unpredictable pace (open 7 days a week and accepts all animals that come to its doors). Client Services Representatives are the front lines at the Shelter; they are the employees who absorb the brunt of interactions the Shelter has with clients, both joyful and difficult. On any given day, this can include:

- Angry clients whose animals have been confiscated by law enforcement
- Mentally ill and/or drug addicted clients upset that their animals are in the Shelter
- Irritated clients who received a citation from a law enforcement officer or one of our animal control officers
- Hysterically crying animal owners bringing in their pets to be euthanized
- Panicked animal owners whose animal have been lost or stolen
- Distraught animal owners having to owner surrender their animals to the Shelter
- Upset clients reporting animal abuse and/or neglect they have witnessed
- Traumatized clients bringing in horribly injured animals (such as hit by car)
- Self-righteous, angry clients calling shelter workers "murderers" and "killers"

These types of situations take an incredible toll on one's emotional health and morale. As the supervisor, Linda deals with the most challenging circumstances; the buck stops with her. She

consistently remains calm, patient, and compassionate with clients. She often diffuses situations and ends up calming people down while also educating them. Many, many times, Linda has been the one that has had to explain to people why an animal was euthanized (due to severe injury, illness, or behavior that threatens the safety of people or animals in the community). Because of her role, she is the one who personally gets named on adversarial Facebook, Craigslist, and Yelp posts about the Shelter. She is the scapegoat for people's misplaced anger and ignorance yet remains invested and empathetic.

Client Service Representatives also answer the phone lines for the shelter, facilitate adoptions and animal redemptions (return to owner animals), sign up clients for the Shelter's programs and services, and process dog licenses and donations, among many other tasks. It is a non-stop barrage of both affirming and stressful interactions.

For 12 years, Linda has been an extremely loyal and dependable employee of the Santa Cruz County Animal Shelter. She gives above and beyond what her position requires and demands little in return. In a field that pushes a person's capacities to the limit, Linda has shown resilience and a capacity for longevity far greater than most. Her work is also her passion and it shows in the level of dedication and heart she puts into the position.

Animal Control Report  
February AND March 2019  
Todd Stosuy, Field Services Manager

1. We are now fully staffed with five officers after the officer out on long-term medical came back to full duty.
2. We are continuing with our zero-tolerance policy for off leash dogs and are citing animal owners on contact at Live Oak Beaches, Highlands Park in Ben Lomond, Seascape Park in Aptos, Anna Jean Cummings Park in Soquel and Jade Street Park in Capitola.
3. Melanie and I are continuing to work with County Counsel on the Model Ordinance and have submitted a first draft for review.
4. We assisted the Santa Cruz County Gang Task Force on two separate search warrants where they discovered neglected dogs. We seized dogs in both cases and filed charges.
5. We seized three German Shepard's from a known animal hoarder in the City of Watsonville.
6. Officer Talia Padilla presented at the Santa Cruz Equine Evacuation Team Meeting to ensure mutual aid continues to occur during natural disasters.
7. Officer Mark Van Der Kroef presented at the 2019 CEIBA College Preparatory Academy Career Day.
8. We opened an investigation into a dog that was abandoned on the side of the road with its doghouse in unincorporated Watsonville. We were able to track down the most recent owner and issued a citation for animal abandonment.
9. We executed a search warrant in the City of Watsonville and seized 11 neglected chickens. At the residence we also found multiple dead chickens. We submitted a case to the DA for prosecution.
10. The District Attorney's Office contacted us and stated they will be filing animal cruelty charges against the male subject caught on video at Ramsay Park in Watsonville beating his dog. They requested we further investigate to determine if the male subject "stole" the dog from his relatives. Through interviews we were able to determine that he did, and the DA will be filing theft charges as well.
11. Officer Rodolfo Manriquez attended a Mexican Consulate meeting and the Watsonville Farmers Market. He provided information and resources regarding our spay/neuter services and other programs.
12. We filed a report with the DA after a male subject in the City of Santa Cruz threw a kitten to the ground causing brain trauma and orbital fractures. The kitten is expected to make a full recovery and be put up for adoption.
13. In February we issued one warning letter in the City of Watsonville and one in unincorporated County. In February we declared three separate dogs Vicious Animals in unincorporated County. In March we issued two warning letters in the City of Watsonville and one in unincorporated County. In March we declared one dog a Public Nuisance in City of Watsonville and issued a Destruction Order in City of Santa Cruz. The Order for Destruction was upheld.
14. We were able to capture three German Shepard's that had been abandoned at a known dump location in unincorporated Watsonville. The dogs are very skittish and weary of humans. It took over a week to capture all three but we were successful.

**Shelter Services Board Report  
February and March 2019  
By Ben Winkleblack, Shelter Manager**

In the months of February and March 2019:

- 1,664 dog licenses were sold
- 203 animals were adopted
- 59 animals were transferred to another shelter or placement partner
- 562 animals entered the shelter
- 157 animals were reunited with their owner
- 661 WebLicensing transactions
- 630 spay or neuter procedures
- 450 animals signed up for the Planned Pethood Program

The mobile spay and neuter service performed 69 spay and neuter procedures for shelter clients in February and 49 procedures in March. Many of the procedures were grant funded.

The licensing solicitation that was sent to dog owning residents with current rabies vaccines had brought many first-time licensing clients to the website to license their dogs. Analysis of the licensing program is ongoing.

Thank you,  
Ben Winkleblack

## **Behavior & Training Report**

**February & March 2019**

**Carla Braden, Behavior & Training Coordinator**

1. We joined two other speakers in presenting on assessing shelter dog behavior at the spcaLA to employees from over 20 shelter agencies. The training was held by the California Animal Welfare Association.
2. We provided dog safety training to the Santa Cruz postal workers at the Front St. Post Office.
3. We provided dog safety training to the Santa Cruz Water Dept employees at the Civic Center.
4. We did a radio interview with Lori Katz for a radio spot discussing the behavior & training coordinator position and the behavior modification we do at the shelter. The interview will play on KSQD 90.7 FM Community Radio.
5. We provided training an adopted pitbull mix as part of our St. Pittie's Day special that included free training with adoptions.
6. Trainings were held for volunteers on: handling puppies and adolescent dogs, safely getting dogs in and out of kennels while limiting barrier-reactivity, and fostering dogs, taking dogs off shelter property for runs and sleepovers, and staff decision making at the shelter.
7. We provided staff training on placing adoptable dogs with kids and explaining our placement guidance to families.
8. We developed a new foster checklist to ensure volunteers and foster animals have everything they need before leaving the shelter together, and to arrange follow up with staff.
9. Volunteers continue to receive guidance on modifying behavior of specific dogs in the shelter. We continue to work with shelter dogs in the shelter and in foster on building confidence, good manners, orienting to people, walking on leash, and overcoming fears. This behavior modification significantly increases their adoptability.
10. We continue to mentor Tier I volunteers to become Tier II volunteers to handle dogs that are not adoptable yet.
11. Potential adopters and adopters continue to be counseled prior to adoption for behavior guidance, understanding, and good matchmaking for many of the shelter dogs and cats.
12. Adopters and members of the public continue to be helped through private behavior consultations, phone, and e-mail guidance and support for a range of behavior challenges.
13. We continue to use foster homes for animals who are very stressed and whose behavior is significantly negatively affected by the kennel environment.
14. Shelter animals continue to receive enrichment in the form of food puzzle toys, social time with people, play groups (dogs), new toys, off-property walks, and more.

**Consent Agenda Item 5.3**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
SUBJECT: Statistics for the Months of February and March 2019

Recommendation:

Accept and file the reports of statistics for the months of February and March 2019.



**All Jurisdictions Combined 2/1/19 through 3/31/19**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Total Intake</b>	<b>198</b>	<b>245</b>	<b>29</b>	<b>58</b>	<b>32</b>	<b>562</b>

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Adopted</b>	70	72	18	28	15	<b>203</b>
<b>Died</b>	1	0	3	0	0	<b>4</b>
<b>Euthanized</b>	59	45	5	13	4	<b>126</b>
<b>Relocate Wildlife</b>	0	0	0	1	0	<b>1</b>
<b>Returned to Owner</b>	30	120	1	0	6	<b>157</b>
<b>Transferred</b>	11	15	9	17	7	<b>59</b>
<b>Total Outcome</b>	<b>171</b>	<b>252</b>	<b>36</b>	<b>59</b>	<b>32</b>	<b>550</b>

Intakes of Owner Requested Euthanasia From All Jurisdictions During 2/1/19 to 3/31/19 = **66**

Animals on hand on March 31, 2019 = 142

Patrols by Jurisdiction	Patrols	Total Minutes
County of Santa Cruz	165	5,939
Capitola	50	1,527
Watsonville	31	1,029
Santa Cruz	4	51
Scotts Valley	1	26
Live Oak and E. Cliff Beaches	34	1,135
<b>Total Citations issued</b>	<b>154</b>	

**License Compliance and Revenue**

	Tags Sold	Revenue
CAPITOLA	61	\$1,771
COUNTY	1,035	\$30,640
SANTA CRUZ	269	\$8,162
SCOTTS VALLEY	75	\$2,256
WATSONVILLE	224	\$6,466
<b>TOTAL</b>	<b>1,664</b>	<b>\$49,295</b>

## Consent Agenda Item 5.4

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
SUBJECT: Third Quarter Report of all Claims under \$10,000 approved by the General Manager for January 1, 2019 through March 31, 2019

## Recommendation:

Approve the third quarter report of all claims under \$10,000 approved by the General Manager for January 1, 2019 through March 31, 2019.

## 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, 2019 through June 30, 2019 will be included in the August 2019 agenda.

DATE: April 8, 2019  
 TO: Board of Directors, Santa Cruz County Animal Shelter  
 FROM: Melanie Sobel, General Manager  
 SUBJECT: Item 5.4 January 1, 2019 through March 31, 2019 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, 2019 through March 31, 2019.

## Expenditure Actual Transactions

Posted	Amount	Description	Vendor No	Vendor Name
Object 61310 -- FOOD				
1/31/2019	330.94	GRASS BALES/SHAVINGS/PELLETS	V741	GENERAL FEED & SEED
2/12/2019	245.43	ADULT CANINE FOOD - SC SHELTER	V126091	HILLS PET NUTRITION INC
2/11/2019	15.69	#SPW-2847 DRINKING WATER-WATS	V34903	DAMM SOFTWATER SERVICE INC
3/14/2019	446.19	CANINE/FELINE FOOD FOR SHELTER	V126091	HILLS PET NUTRITION INC
3/14/2019	22.90	GREENS FOR SHELTER RABBITS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
3/11/2019	31.26	#SPW-2847 DRINKING WATER -WATS	V34903	DAMM SOFTWATER SERVICE INC
1/22/2019	20.88	#SPW-2847 DRINKING WATER-WATS	V34903	DAMM SOFTWATER SERVICE INC
1/22/2019	379.27	FOOD/SUPPLIES VOLUNTEER EVENT	E612154	SOBEL, MELANIE
1/22/2019	195.51	ADULT CAT FOOD/KITTEN FOOD	V126091	HILLS PET NUTRITION INC
1/28/2019	13.74	FRESH GREENS-FEED RABBITS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
3/18/2019	441.28	PINE SHAVINGS/GRASS BALES	V741	GENERAL FEED & SEED
3/18/2019	277.23	FEED FOR BARN ANIMALS - SC	V741	GENERAL FEED & SEED
Object 61412 -- JANITORIAL SERVICES				
1/22/2019	908.00	#21487 JANITORIAL SERVICES-SC	V129185	ALVAREZ INDUSTRIES INC
3/11/2019	825.00	#21698 - JANITORIAL -JAN. 2019	V129185	ALVAREZ INDUSTRIES INC
3/11/2019	825.00	#21911 JANITORIAL -SC FEB 2019	V129185	ALVAREZ INDUSTRIES INC
Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV				
3/4/2019	206.83	TOW SERVICE, BRAKE LIGHTS	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	48.71	VEHICLE DOOR REPAIR - SHIPPING	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
2/4/2019	2,413.12	ASA FLEET MAINTENANCE/REPAIRS	V129906	SPECIALIZED AUTO INC
1/22/2019	37.10	LIGHTS FOR ACO TRUCKS	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/28/2019	(567.28)	Reimb for Collision Repairs	C99999	DEP
2/19/2019	2,233.79	MAINT/REPAIRS FOR ASA VEHICLES	V129906	SPECIALIZED AUTO INC
2/12/2019	155.68	OIL CHANGE ASA #800 & #106	V129038	ALLEN BROTHERS OIL INC
3/12/2019	128.61	OIL CHANGE FOR 2 ASA VEHICLES	V129038	ALLEN BROTHERS OIL INC
Object 61725 -- MAINT-OFFICE EQUIPMNT-SERVICES				
1/3/2019	94.73	COPIER MAINT - SC SHELTER	V15391	CANON SOLUTIONS AMERICA INC
3/19/2019	86.53	COPIER MAINTENANCE/USE FEE	V15391	CANON SOLUTIONS AMERICA INC
3/14/2019	84.97	COPIER USE FEE - SC SHELTER	V15391	CANON SOLUTIONS AMERICA INC
2/4/2019	97.22	COPIER MAINTENANCE FEE - SC	V15391	CANON SOLUTIONS AMERICA INC
Object 61730 -- MAINT-OTH EQUIP-SERVICES				
3/14/2019	1,388.75	REPLACEMENT OF DESKS/CABINETS	V38170	MACBRIDE OFFICE FURNITURE
2/12/2019	255.00	WASHER REPAIR - WATS SHELTER	V122492	TAYLOR HOUSEMAN INC
Object 61835 -- FACILITIES MAINT-GENERAL-SERV				
3/12/2019	446.16	SHELTER MAINTENANCE - SC	V127948	AIRTEC SERVICE
Object 61922 -- OTHER MEDICAL MATERIALS & SUPP				
3/26/2019	80.60	FATAL PLUS FOR VET CLINIC	V120920	VORTECH PHARMACEUTICALS
3/26/2019	5,916.77	MONOCRYL/MAXON/TELAZOL-CLINIC	V120453	MWI VETERINARY SUPPLY CO
3/26/2019	426.40	FATAL PLUS FOR VET CLINIC - SC	V120920	VORTECH PHARMACEUTICALS
3/26/2019	1,401.00	NOBIVAC/EXAM GLOVES - SC	V120453	MWI VETERINARY SUPPLY CO
2/12/2019	641.32	ADVANTAGE II FOR XL DOGS - SC	V120324	BAYER HEALTHCARE LLC
2/12/2019	1,173.34	MISC. MEDICAL - ANIMAL CARE	V120453	MWI VETERINARY SUPPLY CO
2/12/2019	5,507.45	MISC. MEDICAL SUPPLIES- CLINIC	V120453	MWI VETERINARY SUPPLY CO
2/12/2019	269.36	RABIES VAX-HEALTHY PETS PGM.	V120453	MWI VETERINARY SUPPLY CO
3/19/2019	428.15	BUPRENORPHINE FOR VET CLINIC	V129835	ROADRUNNER PHARMACY INC BIN#920073
3/19/2019	769.96	XYLAZINE AND NOBIVAC - WATS	V128735	PATTERSON VETERINARY SUPPLY INC
2/25/2019	734.69	OXYGEN TANKS/RENTAL - CLINIC	V125202	ANALGESIC SERVICES INC
3/14/2019	83.19	OXYGEN TANKS FOR VET CLINIC	V125202	ANALGESIC SERVICES INC
1/24/2019	428.15	BUPRENORPHINE FOR CLINIC	V129835	ROADRUNNER PHARMACY INC BIN#920073
2/4/2019	2,038.28	SNAP TESTS FIV/FELV/PARVO	V10638	IDEXX DISTRIBUTION INC
1/22/2019	1,011.57	NOBIVAC/PYRANTEL/EXAM GLOVES	V128735	PATTERSON VETERINARY SUPPLY INC
1/22/2019	221.21	EXAM GLOVES, NEEDLES, NOBIVAC	V120453	MWI VETERINARY SUPPLY CO

1/22/2019	6,088.03	MISC. MEDICAL SUPPLIES-CLINIC	V120453	MWI VETERINARY SUPPLY CO
1/22/2019	172.94	OXYGEN TANKS FOR VET CLINIC	V125202	ANALGESIC SERVICES INC
Object 62111 -- MISCELLANEOUS EXPENSE-SERVICES				
2/11/2019	64.05	LANDFILL DUMP RUN	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
Object 62112 -- CASH SHORTAGES				
3/25/2019	29.00	Cash Shortage 011119 B. Shop	C99999	DEP
3/28/2019	4.00	Cash Shortage 3/23/19 Shop	C99999	DEP
Object 62214 -- DUPLICATING SERVICES				
1/22/2019	470.18	BITE REPORTS, LICENSE RENEWALS	V115600	BLUE HERON DESIGN GROUP
1/22/2019	45.04	BUSINESS CARDS FOR ASA	V115600	BLUE HERON DESIGN GROUP
2/4/2019	305.29	TRAINING GUIDES/KENNEL CARDS	V11770	MAY, LEE
Object 62219 -- PC SOFTWARE PURCHASES				
3/4/2019	75.00	Mail Chmp	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	333.00	Mail Chmp	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
1/22/2019	75.00	MAIL CHIMP	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62221 -- POSTAGE				
3/4/2019	24.72	SHIPPING FOR 2 VAPORIZERS	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
1/24/2019	114.25	POSTAGE METER LEASE FEE - SC	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES
3/26/2019	114.25	POSTAGE METER LEASE FEE	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES
Object 62223 -- SUPPLIES				
3/21/2019	130.30	ANIMAL CARE SUPPLIES - SC	V8645	PET PALS
2/14/2019	45.67	V14384 STAPLES CONTRACT AND C	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
2/14/2019	19.88	TONER FOR NETWORK PRINTER-WATS	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
3/7/2019	51.50	O RINGS FOR DOG LICENSE TAGS	V120628	KETCHUM MFG CO INC
2/7/2019	358.60	BLEACH FOR ANIMAL CARE - WATS	V124747	HEALTH TECHNOLOGY PROFESSIONAL PRODUCTS INC
2/11/2019	65.08	WATER HOSE	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
2/11/2019	31.75	SHELTER VET CLINIC SUPPLIES	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
2/11/2019	120.17	SUPPLIES FOR ASA VOL EVENT	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
2/11/2019	101.37	SUPPLIES FOR ASA VOL EVENT	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
2/11/2019	54.44	TRACTOR BATTERY/SHELTER MOWER	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
2/25/2019	163.69	TONER/MISC OFFICE SUPPLIES -SC	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
3/11/2019	4,884.68	MICROCHIPS - CLIENT SVCS - SC	V37541	DATAMARS INC
3/27/2019	37.04	DISTILLED WATER 1/24-3/14/19	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
3/4/2019	12.55	REPAIR PARTS FOR HVAC SYSTEM	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	95.67	REPAIR PARTS/FLAG FOR SHELTER	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	23.85	WOOD SHAVING FOR SMALL ANIMALS	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
1/8/2019	31.92	DECORATIONS-SHELTER LOBBY	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
1/8/2019	28.13	REPAIRS-HOSE ADAPTER/TORCH	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
3/4/2019	2,300.42	MISC. ANIMAL CARE SUPPLIES	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	435.62	FOOD TRAYS/CAT LITTER	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
2/4/2019	469.89	TONER/CALENDARS/MISC SUPPLIES	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
2/4/2019	87.56	TONER FOR NETWORK PRINTER - SC	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
2/4/2019	29.16	TONER FOR NETWORK PRINTER-WATS	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
1/22/2019	11,309.31	SUPPLIES FOR OUTREACH EVENTS	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
1/22/2019	750.36	MISC. ANIMAL CARE SUPPLIES	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
1/22/2019	1,695.09	LAUNDRY DETERGENT-ANIMAL CARE	V124747	HEALTH TECHNOLOGY PROFESSIONAL PRODUCTS INC
1/22/2019	453.91	SUPPLIES FOR BARN AND SHELTER	V8645	PET PALS
3/25/2019	66.83	CC Machine Supplies 022219	C99999	DEP
3/28/2019	175.20	TONER/PRINTER INK/MISC.	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
3/28/2019	71.66	TONER FOR NETWORK PRINTER SC	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
3/28/2019	35.52	TONER FOR NETWORK PRINTER-WATS	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
1/28/2019	38.80	DISTILLED WATER-VET EQUIP	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
1/28/2019	24.02	HEX KEY SET-SHELTER REPAIRS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
1/28/2019	5.41	BAND AIDS-SHELTER USE	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
1/28/2019	11.28	CURRENCY STRAPS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
Object 62310 -- BANKING SERVICES				
3/4/2019	122.83	LATE FEE FOR CALCARD	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/14/2019	10.19	ACCOUNT FEES	V10638	IDEXX DISTRIBUTION INC
Object 62317 -- CONSULT/MGT/PC SERVICES				
1/3/2019	75.95	WEBLICENSING USE FEE	V11567	HLP INC
3/21/2019	102.90	WEBLICENSING MONTHLY USE FEE	V11567	HLP INC
2/25/2019	105.35	WEBLICENSING TRANSACTION FEE	V11567	HLP INC
2/4/2019	81.55	WEBLICENSING MONTHLY FEE	V11567	HLP INC

## Object 62381 -- PROF &amp; SPECIAL SERV-OTHER

2/4/2019	316.83	A-FRAME SIGN FOR BENEFIT SHOP	V129207	MONTEREY SIGNS INC
2/4/2019	316.83	A-FRAME SIGN FOR CLINIC ANNEX	V129207	MONTEREY SIGNS INC
2/4/2019	114.39	BIO-WASTE PICK UP - WATS	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
2/4/2019	345.49	LAB WORK FOR VET CLINIC	V10638	IDEXX DISTRIBUTION INC
3/4/2019	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
3/11/2019	5,120.00	ANIMAL BEHAVIOR CONSULTING	V33107	BRADEN, CARLA
3/11/2019	5,120.00	ANIMAL BEHAVIOR CONSULTING	V33107	BRADEN, CARLA
3/11/2019	1,200.00	HUMANE EDUCATION COORDINATOR	V37749	ADAMIC, CAROL DIANA
3/11/2019	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
1/22/2019	5,120.00	BEHAVIOR CONSULTING NOV 2018	V33107	BRADEN, CARLA
1/22/2019	5,120.00	BEHAVIOR CONSULTING DEC 2018	V33107	BRADEN, CARLA
3/28/2019	228.72	BIO WASTE PICK UP - SC SHELTER	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
1/14/2019	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
1/14/2019	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
1/17/2019	990.00	V37749 ADAMIC, CAROL DIANA	V37749	ADAMIC, CAROL DIANA
2/19/2019	500.00	PICL UP SERVICE - WATS SHELTER	V35604	FLINTSTONE ENTERPRISES
2/19/2019	218.00	PRIVATE CREMATION SERVICES	V37591	THOMPSON, TRENT
2/19/2019	750.00	PICK UP SERVICE FOR SC SHELTER	V35604	FLINTSTONE ENTERPRISES
3/14/2019	983.08	LAB SERVICES FOR VET CLINIC	V10638	IDEXX DISTRIBUTION INC
3/14/2019	292.19	LAB WORK FOR VET CLINIC	V10638	IDEXX DISTRIBUTION INC
2/11/2019	1,000.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
2/11/2019	780.00	HUMANE EDUCATION COORDINATOR	V37749	ADAMIC, CAROL DIANA
1/24/2019	87.00	BURGLAR ALARM SC SHELTER	V2295	POLAND, DOYLE
1/24/2019	148.50	FIRE ALARM MONIORING - SC	V2295	POLAND, DOYLE
1/24/2019	218.28	BIO-WASTE PICK UP SERVICE - SC	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
1/24/2019	79.50	ALARM MONITORING-WATS SHELTER	V2295	POLAND, DOYLE
3/19/2019	175.00	PRIVATE CREMATION SERVICE WATS	V37591	THOMPSON, TRENT
3/26/2019	87.00	SUPERIOR ALARM BURGLAR ALARM M	V2295	POLAND, DOYLE
3/26/2019	148.50	FIRE ALARM MONITORING - SC	V2295	POLAND, DOYLE
3/26/2019	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
3/26/2019	600.00	PICK UP SERVICE FOR SC SHELTER	V35604	FLINTSTONE ENTERPRISES
3/26/2019	79.50	ALARM MONITORING -WATS SHELTER	V2295	POLAND, DOYLE
3/26/2019	400.00	PICK UP SERVICE - WATS SHELTER	V35604	FLINTSTONE ENTERPRISES
1/31/2019	300.00	LIVESTOCK HAULING FOR ASA	V37554	VANOVER, MARK
1/31/2019	400.00	PICK UP SERVICE - WATS SHELTER	V35604	FLINTSTONE ENTERPRISES
1/31/2019	800.00	BENEFIT SHOP MANAGEMENT SVCS	V37693	GOODMAN, LEA M
1/31/2019	600.00	PICK UP SERVICE - SC SHELTER	V35604	FLINTSTONE ENTERPRISES
Object 62399 -- VETERINARIAN SERVICES				
1/31/2019	3,721.25	SPAY/NEUTER VET SERVICES	V38012	PETER MAKOTO MATSUKI
1/2/2019	(100.00)	Santa Cruz Vet Hospital fees	C99999	DEP
1/29/2019	(26.75)	Santa Cruz Vet Hospital fees	C99999	DEP
2/20/2019	(142.25)	SCVH Fees	C99999	DEP
3/5/2019	(53.50)	SCVH Fees	C99999	DEP
3/26/2019	5,000.00	SNIP BUS FOR 2 CLINIC EVENTS	V38174	SPAY NEUTER IMPERATIVE PROJECT CALIFORNIA
3/26/2019	891.40	EXAM/DENTAL FOR PIERRE A254961	V120211	FLYING J VETERINARY SERVICES
3/19/2019	2,100.00	SPAY/NEUTER VET SERVICES	V36589	SULLENBERGER, ERIKA A
3/19/2019	1,738.75	SPAY/NEUTER VET SERVICES	V38012	PETER MAKOTO MATSUKI
1/7/2019	(201.00)	SCVH Fees	C99999	DEP
3/14/2019	4,087.50	SPAY/NEUTER VET SERVICES	V36909	HANSON-KAO, SHARON K.
3/14/2019	5,156.25	SPAY/NEUTER VET SERVICES	V36909	HANSON-KAO, SHARON K.
2/19/2019	261.65	VETERINARY SERVICES	V8622	ANIMAL HOSPITAL OF SOQUEL
3/18/2019	328.48	EXAM/TREATMENT FOR GOAT	V123183	LARGE ANIMAL VETERINARY SERVICE OF SANTA CRUZ INC
1/17/2019	5,343.75	SPAY/NEUTER VET SERVICES	V36909	HANSON-KAO, SHARON K.
1/17/2019	3,056.25	SPAY/NEUTER VET SERVICES	V36909	HANSON-KAO, SHARON K.
3/28/2019	(30.00)	Vet Procedure	C99999	DEP
1/22/2019	1,485.00	VET SERVICES - HEALTHY PETS	V37906	DEBAENE, KELLY
3/25/2019	(61.50)	SCVH Fees R19-238819	C99999	DEP
1/22/2019	235.36	TREATMENT FOR A252790	V13385	PACIFIC VETERINARY SPECIALISTS
1/22/2019	1,324.30	EXAM AND TREATMENT FOR HORSE	V123183	LARGE ANIMAL VETERINARY SERVICE OF SANTA CRUZ INC
3/4/2019	1,126.70	EMERGENCY AFTER HOURS VET CARE	V108476	SANTA CRUZ VETERINARY HOSPITAL
3/4/2019	1,912.50	SPAY/NEUTER VET SERVICES	V36589	SULLENBERGER, ERIKA A
2/4/2019	4,087.50	SPAY/NEUTER VET SERVICES	V36589	SULLENBERGER, ERIKA A

2/4/2019	71.10	EMERGENCY AFTER HOURS VET CARE	V13385	PACIFIC VETERINARY SPECIALISTS
Object 62500 -- EQUIPMENT LEASE & RENT				
3/4/2019	190.68	PODS MONTHLY LEASE FEE	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	190.68	PODS MONTHLY LEASE FEE	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
1/22/2019	190.68	PODS MONTHLY LEASE FEE	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62610 -- RENTS/LEASES-STRUC IMP & GRNDS				
1/22/2019	218.95	WALL MOUNTS FOR DESKS - FIELD	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62710 -- FIELD EQUIPMENT				
3/4/2019	105.74	CHARGERS FOR MICROCHIP SCANNER	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62801 -- ADVERTISING & PROMOTION SUPP				
3/5/2019	377.76	BANNERS, EVENT POSTERS/FLYERS	V115600	BLUE HERON DESIGN GROUP
3/26/2019	36.05	CLASSIFIED AD FOR BENEFIT SHOP	V126191	CALIFORNIA NEWSPAPERS PARTNERSHIP
1/10/2019	150.00	PROG & DEVLOPMENT MNGR	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62857 -- SPECIAL MISC EXPENSE-SUPPLIES				
1/24/2019	31.00	PET ID TAGS SOLD AT SHELTER	V127862	RED DINGO INC
3/19/2019	69.75	PET ID TAGS SOLD AT SC SHELTER	V127862	RED DINGO INC
Object 62890 -- SUBSCRIPTIONS BOOKS & ED MATER				
3/4/2019	360.00	2019 LAW BOOKS FOR OFFICERS	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
Object 62920 -- GAS, OIL, FUEL				
3/27/2019	1,361.01	FUEL FOR ASA FLEET - 413.2 GAL	V121773	VALERO MARKETING AND SUPPLY COMPANY
3/20/2019	(1,361.01)	FUEL FOR ASA FLEET - 413.2 GAL	V121773	VALERO MARKETING AND SUPPLY COMPANY
1/28/2019	48.62	FUEL-VEHICLE #2435	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
1/24/2019	1,248.30	FUEL FOR ASA FLEET - 371.7 GAL	V121773	VALERO MARKETING AND SUPPLY COMPANY
2/11/2019	1,363.69	FUEL FOR ASA FLEET- 374.5 GAL	V121773	VALERO MARKETING AND SUPPLY COMPANY
2/25/2019	1,361.01	FUEL FOR ASA FLEET - 413.2 GAL	V121773	VALERO MARKETING AND SUPPLY COMPANY
3/21/2019	1,337.36	FUEL FOR ASA FLEET - 426 GALS.	V121773	VALERO MARKETING AND SUPPLY COMPANY
2/7/2019	(1,363.69)	FUEL FOR ASA FLEET - 374.5 GAL	V121773	VALERO MARKETING AND SUPPLY COMPANY
Object 62922 -- LODGING				
1/22/2019	282.72	LODGING DURING TRAINING	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	315.33	LODGING DURING TRAINING	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
3/4/2019	254.90	LODGING DURING CONFERENCE	V124770	U S BANK CORPORATE PAYMENT SYSTEMS
Object 63070 -- UTILITIES				
2/4/2019	956.00	WATER/SEWER/TRASH - WATS	V100856	WATSONVILLE CITY UTILITIES
2/4/2019	933.22	PG&E FOR WATSONVILLE SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
2/4/2019	851.38	TRASH/RECYCLING SC SHELTER	V124657	GREENWASTE RECOVERY INC
2/4/2019	233.97	TRASH/RECYCLE FOR BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
1/22/2019	42.60	PG&E FOR CLINIC ANNEX - SC	V129169	PACIFIC GAS AND ELECTRIC CO
1/22/2019	73.84	#33115 INTERNET - SC SHELTER	V125912	THE INTERNET STORE INC
1/22/2019	894.91	PGE FOR WATSONVILLE SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
1/17/2019	24.75	WATER/SEWER FOR SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/17/2019	127.98	WATER/SEWER NEW CLINIC ANNEX	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/18/2019	954.39	TRASH/RECYCLING FOR SC SHELTER	V124657	GREENWASTE RECOVERY INC
3/18/2019	260.93	TRASH/RECYCLING - BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
3/18/2019	954.39	TRASH/RECYCLING FOR SC SHELTER	V124657	GREENWASTE RECOVERY INC
3/18/2019	260.93	TRASH/RECYCLING BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
1/31/2019	1,521.11	PG&E SANTA CRUZ SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
1/31/2019	61.88	PG&E FOR CLINIC ANNEX	V129169	PACIFIC GAS AND ELECTRIC CO
3/21/2019	1,005.46	V100856 WATER/SEWER/TRASH - WA	V100856	WATSONVILLE CITY UTILITIES
3/21/2019	65.92	#33115 INTERNET SERVICE - SC	V125912	THE INTERNET STORE INC
3/7/2019	1,036.13	WATER/SEWER/TRASH-WATS SHELTER	V100856	WATSONVILLE CITY UTILITIES
3/26/2019	132.36	PG&E FOR CLINIC ANNEX - SC	V129169	PACIFIC GAS AND ELECTRIC CO
2/25/2019	65.92	ACCT # 33115 INTERNET SERVICE	V125912	THE INTERNET STORE INC
2/19/2019	5,884.75	PG&E - SANTA CRUZ SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
1/24/2019	1,113.27	WATER/SEWER FOR SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/19/2019	1,041.00	PG&E FOR WATSONVILLE SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
3/19/2019	84.31	PG&E FOR CLINIC ANNEX	V129169	PACIFIC GAS AND ELECTRIC CO
3/19/2019	3,055.87	PG&E FOR SANTA CRUZ SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
3/19/2019	1,389.09	WATER/SEWER FOR SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/19/2019	126.99	SANTA CRUZ MUNI V125932	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/19/2019	179.10	WATER/SEWER FOR CLINIC ANNEX	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/12/2019	1,036.59	WATER AND SEWER - SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/12/2019	63.09	WATER/SEWER - SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/12/2019	127.98	WATER/SEWER - CLINIC ANNEX	V125932	SANTA CRUZ MUNICIPAL UTILITIES

### **Consent Agenda Item 5.5**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
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, 2019 through March 31, 2019

**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, 2019 through March 31, 2019.

**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, 2019 through June 30, 2019 will be included on the August 2019 agenda and every quarter thereafter.

DATE: 4/8/2019  
 TO: Board of Directors, Santa Cruz County Animal Shelter  
 FROM: Melanie Sobel, General Manager  
 SUBJECT: Item 5.5 January 1, 2019 through March 31, 2019 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, 2019 through March 31, 2019.

Expenditure Actual Transactions

Posted	Amount	Description	Department
3/19/2019	2,587.59	SCR911 MARCH 2019	SANTA CRUZ REGIONAL 911
2/14/2019	2,587.59	SCR911 FEBRUARY 2019	SANTA CRUZ REGIONAL 911
1/10/2019	1,612.92	Radio Shop 2nd Quarter Charge	SANTA CRUZ REGIONAL 911
1/14/2019	2,587.59	SCR911 - JAN 2019	SANTA CRUZ REGIONAL 911
Department Total	9,375.69		
3/1/2019	3,965.97	FEBRUARY 2019 TELEPHONE CHGS	ISD - TELECOM
3/1/2019	97.20	FEBRUARY 2019 TELEPHONE CHGS	ISD - TELECOM
2/1/2019	3,976.00	JANUARY 2019 TELEPHONE CHGS	ISD - TELECOM
2/1/2019	96.74	JANUARY 2019 TELEPHONE CHGS	ISD - TELECOM
1/3/2019	3,952.31	DECEMBER 2018 TELEPHONE CHGS	ISD - TELECOM
1/3/2019	99.55	DECEMBER 2018 TELEPHONE CHGS	ISD - TELECOM
Department Total	12,187.77		
1/31/2019	4,621.32	Q2 1819 Equip Mntc 7th Ave ASA	GSD - MAINTENANCE
Department Total	4,621.32		
1/3/2019	718.45	WAREHOUSE CHARGES MONTH 12/18	GSD - WAREHOUSE
3/5/2019	591.50	WARHOUSE CHARGES MONTH 02/19	GSD - WAREHOUSE
2/5/2019	263.30	WAREHOUSE CHARGES MONTH 01/19	GSD - WAREHOUSE
2/5/2019	124.30	WAREHOUSE CHARGES MONTH 01/19	GSD - WAREHOUSE
Department Total	1,697.55		
3/28/2019	661.90	Oct & Nov Bank Fees WATS	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/28/2019	2,014.46	Web Bank Fees Oct-Jan	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/28/2019	248.30	Auth.net Fees Oct-March	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/25/2019	20.00	ACH Block Fees Oct-March	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/25/2019	1,650.25	Balance of Bank Fees SC Oct-No	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
2/6/2019	1,768.43	Bank Fees - Santa Cruz	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
1/7/2019	1,564.83	Bank Fees - 11/1/18 - 1/3/19	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/5/2019	558.21	Bank Fees - February	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/5/2019	1,689.38	Bank Fees - SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
3/15/2019	1,075.43	Bank Fees - Watsonville	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
Department Total	11,251.19		
3/25/2019	155.00	PROGRAM & DEV. MANAGER	PERSONNEL
Department Total	155.00		
2/7/2019	49,417.25	3rd Qtr CERTS Lease Pmt SCCAS	COUNTY OF SANTA CRUZ
1/16/2019	47,907.00	3RD COST PLAN CHARGES	COUNTY OF SANTA CRUZ
Department Total	97,324.25		

### **Consent Agenda Item 5.6**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
SUBJECT: Accept a donation in the amount of \$7,083.41 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited

**Recommendation:**

Accept a donation in the amount of \$7,083.41 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited.

**Discussion:**

The Santa Cruz County Animal Shelter Foundation is funding the promotional materials for the 2019 St. Pittie's Day event.

**Consent Agenda Item 5.7**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
SUBJECT: Accept a gift in the amount of \$5,000 from the Tom and Debby Martin Giving Fund

**Recommendation:**

Accept a donation in the amount of \$5,000 from the Tom and Debby Martin Giving Fund.

### **Consent Agenda Item 5.8**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
SUBJECT: Accept a donation in the amount of \$5,000 from the Capitola Dog Owners Group and direct that the check be deposited

**Recommendation:**

Accept a donation in the amount of \$5,000 from the Capitola Dog Owners Group and direct that the check be deposited.

**Discussion:**

The Capitola Dog Owners Group sponsors the annual Harvest, Hops and Hounds event. A portion of the proceeds are donated to the Shelter to benefit the Education and Outreach Program.

### Consent Agenda Item 5.9

TO: Santa Cruz County Animal Shelter Board of Directors  
 FROM: Melanie Sobel, General Manager  
 DATE: April 8, 2019  
 SUBJECT: Proposed Additional Fees and Changes to Fee Schedule 2018-19

**Recommendation:**

To adopt the proposed additional fees and changes to Fee Schedule 2018-19.

**Discussion:**

The following proposed additions to the fee schedule 2018-19 include the following:

- \$20.00 DA2PP vaccine to dogs
- \$20.00 FVRCP vaccine for cats
- \$350.00 Dental procedure (cleaning, simple extractions)
- \$400.00 Puppy Package -- starting at 8 weeks of age includes Da2PP vaccine and deworming every 4 weeks of age until 6 months old and spay/neuter + rabies and microchip
- \$400.00 Kitten Package -- starting at 8 weeks of age includes FVRCP vaccine and deworming every 4 weeks of age until 6 months old and spay/neuter + rabies and microchip

The following proposed changes to the fee schedule 2018-19 include the following:

- \$35.00 Additional charge for Planned Pethood program for animals over 100 lbs., in heat, pregnant, cryptorchid or determined by veterinarian to be obese
- \$75.00 Blood panel for dogs over 7 years of age and cats over 10 years of age

		<b>Current 2018-19</b>	<b>Proposed 2019-20</b>
<b>Adoption Fees</b>			
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

**Current 2018-19****Proposed 2019-20****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**

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	
FVRCP		\$ 20
DA2PP		\$ 20
Medical bath	\$20	
Wound prep	\$35	
Kitten Package		\$ 400
Puppy Package		\$ 400
Dental		\$ 350

**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

	<b>Current 2018-19</b>	<b>Proposed 2019-20</b>
Large Exotic	\$0	
	\$0	
<b>Owner Surrender of Animal Residing Outside of Santa Cruz County</b>		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15-\$35	
Large livestock	\$10-\$25	
small livestock	\$100	
Large Exotic	\$75	
	\$55	
<b>Protective Custody Fee</b>		
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	
	\$50 100 – Up	
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75 unaltered penalty fee if applicable	
<b>Spay/Neuter Fees for Impounded Animals</b>		
Cats		
Neuter	\$50	
Spay	\$50	
Dogs		
Neuter	\$195	
Spay	\$195	
<b>Planned Pethood Spay/Neuter Fees</b>		
Dog	\$190	
Cat	\$25	
Rabbit	\$75	
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50	
Animals over 100 lbs/in heat/pregnant/cryptorchid add	\$25	\$35
Animals determined obese by veterinarian add		
<b>Fees for Additional Required Services</b>		
Microchip	\$10	
License	\$29	

	<b>Current 2018-19</b>	<b>Proposed 2019-20</b>
Rabies	\$10	
Late drop-off fee	\$20	
Late pick-up fee	\$40/night	
Blood panel for dogs over 7 yrs / cats over 10 yrs of age	\$55	\$75

**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

	<b>Current 2018-19</b>	<b>Proposed 2019-20</b>
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
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.

**Regular Agenda Item 6.1**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
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 8, 2019  
SUBJECT: Financial Report for the period ending March 31, 2019

### Recommendation:

Approve the Financial Report as presented for the period ending March 31, 2019 including the Estimated/Actuals for FY 2018-19.

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 2019 reflects total revenues of \$815,747 and expenditures of \$591,017. YTD revenues are \$3,572,151. YTD expenditures are \$3,167,069. Current total revenues are 81% of a potential 75%. The percentage of current year expenditures is at 66%.

Licensing revenues YTD are \$211,601. At this point last year licensing revenues were \$224,396.

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 \$121,668 instead of the budgeted amount of \$346,603.

**Santa Cruz County Animal Services Authority  
Financial Summary for Fiscal Year 2018-2019  
For Months Ending March 31, 2019**

Revenues:	2018-19 Final Budget	2018-19 Est/Actuals	2018-19 YTD Actuals	YTD Remaining	2017-18 YTD Actuals
ANIMAL LICENSES	\$350,000	\$300,000	\$211,601	\$88,399	\$224,396
INTEREST	\$31,000	\$46,000	\$30,609	\$15,391	\$21,534
RENTS & CONCESSIONS	\$200	\$700	\$605	\$95	\$110
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$280	\$280	\$0	\$0
ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$305,000	\$280,000	\$197,251	\$82,750	\$215,497
ADMINISTRATIVE SERVICES	\$2,600	\$3,100	\$2,515	\$585	\$2,461
COST RECOVERY-OTHER	\$9,500	\$6,500	\$4,548	\$1,952	\$7,317
MEMBER CONTRIBUTION	\$2,972,305	\$2,972,305	\$2,675,074	\$297,231	\$2,420,300
CHARGES FOR CURRENT SERVICES	\$32,000	\$25,000	\$3,961	\$21,039	\$14,576
ADMIN FINE FEES	\$20,000	\$10,000	\$7,306	\$2,695	\$8,655
GRANT SERVICES-NON INTERGOV	\$0	\$28,130	\$523	\$27,607	\$1,870
ANIMAL MICROCHIP FEES	\$22,000	\$20,000	\$16,046	\$3,954	\$12,868
ANIMAL RABIES FEES	\$18,000	\$16,000	\$12,192	\$3,808	\$12,516
ANIMAL SPAY&NEUTER FEES	\$131,000	\$95,000	\$69,085	\$25,915	\$73,060
SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$45,403	\$19,597	\$49,874
CASH OVERRAGES	\$0	\$0	\$22	(\$22)	\$30
CONTRIBUTIONS and DONATIONS	\$416,700	\$416,700	\$274,601	\$142,099	\$258,576
INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0
NSF CHECKS	\$0	\$0	(\$33)	\$33	(\$75)
NSF CHECKS-RETURNED CHECK FEE	\$0	\$0	\$30	(\$30)	\$0
OTHER REVENUE	\$38,000	\$43,000	\$20,531	\$22,469	\$15,076
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$4,413,505</b>	<b>\$4,327,715</b>	<b>\$3,572,151</b>	<b>\$755,564</b>	<b>\$3,338,642</b>

**Less Expenditures:**

Salaries and Benefits	\$3,151,425	\$2,973,759	\$2,186,383	\$787,376	\$2,134,637
Services and Supplies	\$1,141,349	\$1,183,998	\$836,965	\$347,033	\$787,452
Other Uses	\$191,626	\$191,626	\$143,721	\$47,905	\$86,411
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out	\$100,000	\$100,000	\$0	\$100,000	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$4,584,400</b>	<b>\$4,449,383</b>	<b>\$3,167,069</b>	<b>\$1,282,314</b>	<b>\$3,008,499</b>

**Plus Contingency:**

	\$175,708	\$0	\$0	(\$0)	\$0
<b>TOTAL EXPENDITURES INCLUDING CONTINGENCY:</b>	<b>\$4,760,108</b>	<b>\$4,449,383</b>	<b>\$3,167,069</b>	<b>\$1,282,314</b>	<b>\$3,008,499</b>

**NET REVENUES OVER (UNDER) EXPENDITURE** **(\$346,603)** **(\$121,668)** **\$405,082** **(\$526,750)** **\$330,143**

**BEGINNING FUND BALANCE - UNDESIGNATED** **\$1,117,347** **\$1,117,347** **\$1,117,347** **\$1,117,347** **\$1,283,900**  
(unaudited ending balance from 6/30/18)

**ENDING FUND BALANCE - UNDESIGNATED** **\$770,744** **\$995,679** **\$1,522,429** **\$590,597** **\$1,614,043**

**ANIMAL LICENSE DETAIL**

	2018-19 YTD Actuals	2017-18 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$6,645	\$6,312	\$333
LICENSES - SANTA CRUZ	\$37,042	\$37,640	(\$598)
LICENSES- SCOTTS VALLEY	\$10,293	\$12,045	(\$1,752)
LICENSES- COUNTY	\$129,408	\$142,151	(\$12,743)
LICENSES- WATSONVILLE	\$28,213	\$26,248	\$1,965

\* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/18 is \$521,191 (Unaudited)

\* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/18 is \$900 (Unaudited)

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2018-2019**

As of 3/31/19 from ONESolution  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	2018-19 Final Budget	2018-19 Adj. Budget	2017-18 Est./Actuals	February Actuals	March Actuals	2018-19 YTD Actuals	YTD Remaining	Budget Remaining	75%	75%	2017-18 YTD Actuals	COMPARE		2017-18 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU MAR PY ACTUALS		
51000	SALARIES & BENF	\$3,151,425	\$3,175,770	\$2,973,759	\$209,449	\$194,251	\$2,186,383	\$787,376	\$989,387	68.85%	74.24%	\$2,134,637	\$51,746	\$2,875,488	
61000	SERVICES & SUPL	\$1,141,349	\$1,161,349	\$1,183,998	\$96,251	\$91,066	\$836,965	\$347,033	\$324,384	72.07%	72.19%	\$787,452	\$49,514	\$1,090,788	
70000	OTHER CHARGES	\$191,626	\$191,626	\$191,626	\$0	\$0	\$143,721	\$47,905	\$47,905	75.00%	75.00%	\$86,411	\$57,311	\$115,214	
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	
86204	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	
90000	OTHER FINANCING USES	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	0.00%	0.00%	\$0	\$0	\$100,000	
98700	CONTINGENCIES	\$175,708	\$175,708	\$0	\$0	\$0	\$0	\$0	\$175,708	0.00%	0.00%	\$0	\$0	\$0	
51000-98700	TOTAL EXPENDITURES	\$4,760,108	\$4,804,453	\$4,449,383	\$305,700	\$285,317	\$3,167,069	\$1,282,314	\$1,637,384	65.92%	128.55%	\$3,008,499	\$158,570	\$4,181,490	
40100-42500	TOTAL REVENUES	\$4,413,505	\$4,413,505	\$4,327,715	\$555,202	\$260,545	\$3,572,151	\$755,564	\$841,350	80.94%	84.06%	\$3,338,642	\$233,509	\$3,971,823	
	<b>NET COST</b>	<b>\$346,603</b>	<b>\$390,948</b>	<b>\$121,668</b>	<b>(\$249,502)</b>	<b>\$24,772</b>	<b>(\$405,082)</b>	<b>\$526,750</b>	<b>\$796,030</b>	<b>-103.62%</b>	<b>-157.46%</b>	<b>(\$330,143)</b>	<b>\$74,939</b>	<b>\$209,667</b>	
51000	REGULAR PAY-PER	1,880,698	1,880,698	1,760,204	\$129,737	\$133,215	\$1,282,495	\$477,709	\$598,203	68.19%	73.48%	\$1,280,116	\$2,379	1,742,107	
51005	OVERTIME PAY-PE	3,880	3,880	3,658	\$120	\$313	\$2,526	\$1,132	\$1,354	65.11%	59.28%	\$2,589	(\$62)	4,367	
51010	REGULAR PAY-EXT	62,527	86,872	74,722	\$5,102	\$2,947	\$52,800	\$21,922	\$34,072	60.78%	79.05%	\$53,893	(\$1,094)	68,176	
51040	DIFFERENTIAL PAY	29,197	29,197	26,718	\$2,021	\$1,968	\$19,378	\$7,340	\$9,819	66.37%	74.47%	\$22,026	(\$2,648)	29,577	
52010	OASDI-SOCIAL SE	141,117	141,117	137,642	\$10,307	\$10,509	\$100,346	\$37,296	\$40,771	71.11%	73.26%	\$100,140	\$206	136,683	
52015	RETIREMENT	394,033	394,033	367,971	\$27,957	\$28,591	\$268,098	\$99,873	\$125,935	68.04%	73.30%	\$245,144	\$22,954	334,449	
53010	EMPLOYEE INSURA	562,566	562,566	525,437	\$34,206	\$16,708	\$383,333	\$142,104	\$179,233	68.14%	75.02%	\$388,580	(\$5,246)	517,980	
53015	UNEMPLOYMENT IN	5,413	5,413	5,413	\$0	\$0	\$5,413	(\$0)	\$0	100.00%	100.00%	\$6,128	(\$715)	6,128	
54010	WORKERS COMPENS	71,994	71,994	71,994	\$0	\$0	\$71,994	(\$0)	\$0	100.00%	100.00%	\$36,021	\$35,973	36,021	
51000	SALARIES & BENF	\$3,151,425	\$3,175,770	\$2,973,759	\$209,449	\$194,251	\$2,186,383	\$787,376	\$989,387	68.85%	74.24%	\$2,134,637	\$51,746	\$2,875,488	
61115	POLICE SAFETY EQUIPMENT	500	500	500	\$0	\$0	\$112	\$388	\$388	22.49%	0.00%	\$0	\$112	500	
61125	UNIFORM REPLACEMENT	2,500	2,500	6,178	\$0	\$0	\$6,178	(\$0)	(\$3,678)	247.14%	62.40%	\$334	\$5,845	535	
61215	RADIO SERVICES	29,208	29,208	33,471	\$2,588	\$2,588	\$24,901	\$8,569.77	\$4,307	85.25%	75.00%	\$22,566	\$2,335	30,088	
61220	TELECOM SERVICES	46,000	46,000	46,000	\$4,073	\$4,063	\$32,910	\$13,090	\$13,090	71.54%	66.36%	\$31,368	\$1,543	47,272	
61310	FOOD	9,000	9,000	10,000	\$261	\$1,219	\$6,719	\$3,281	\$2,281	74.66%	73.70%	\$6,780	(\$61)	9,200	
61412	JANITORIAL SERVICES	10,000	10,000	10,000	\$0	\$1,650	\$6,683	\$3,317	\$3,317	66.83%	80.85%	\$15,664	(\$8,981)	19,374	
61525	LIABILITY INSURANCE	32,519	32,519	37,200	\$0	\$0	\$37,200	(\$0)	(\$4,681)	114.40%	100.00%	\$34,515	\$2,685	34,515	
61535	OTHER INSURANCE	1,000	1,000	3,119	\$0	\$0	\$3,119	\$0	(\$2,119)	311.90%	0.00%	\$3,022	\$97	3,022	
61720	MAINT-MOBILE EQUIPMENT-SERV	10,000	10,000	7,900	\$4,803	(\$183)	\$5,363	\$2,537	\$4,637	53.63%	82.25%	\$7,402	(\$2,039)	9,000	
61725	MAINT-OFFICE EQUIPMENT	900	900	900	\$97	\$172	\$701	\$199	\$199	77.88%	60.92%	\$548	\$153	900	
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	3,000	\$255	\$1,389	\$2,939	\$61	(\$939)	146.94%	61.29%	\$2,452	\$487	4,000	
61731	MAINT-OTHER EQUIP-SUP	1,000	1,000	1,000	\$0	\$0	\$407	\$593	\$593	40.75%	8.01%	\$80	\$327	1,000	
61835	FACILITIES MAINT	18,000	18,000	18,000	\$0	\$446	\$15,199	\$2,801	\$2,801	84.44%	37.98%	\$6,837	\$8,362	18,000	
61845	MAINT STRUCT IM	1,000	1,000	1,000	\$0	\$0	\$682	\$318	\$318	68.22%	28.55%	\$171	\$511	600	
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0	
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0	
61922	OTHER MEDICAL MATERIALS	96,000	96,000	90,000	\$10,364	\$9,106	\$66,451	\$23,549	\$29,549	69.22%	72.85%	\$69,933	(\$3,481)	96,000	
62020	MEMBERSHIPS	2,000	2,000	2,000	\$0	\$0	\$1,377	\$623	\$623	68.85%	100.00%	\$1,959	(\$582)	1,959	
62111	MISCELLANEOUS EXPENSES	10,500	10,500	10,500	\$64	\$0	\$8,495	\$2,005	\$2,005	80.90%	100.00%	\$10,123	(\$1,629)	10,123	

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2018-2019**

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As of 3/31/19 from ONESolution  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	2018-19 Final Budget	2018-19 Adj. Budget	2017-18 Est./Actuals	February Actuals	March Actuals	2018-19 YTD Actuals	YTD Remaining	Budget Remaining	75%	75%	2017-18 YTD Actuals	COMPARE	2017-18 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU MAR PY ACTUALS	
62112	CASH SHORTAGES	0	0	0	\$0	\$33	\$33	(\$33)	(\$33)	0.00%	3.52%	\$1	\$32	21
62214	DUPLICATING SVCS.	3,500	3,500	3,920	\$305	\$0	\$3,920	\$0	(\$420)	111.99%	44.44%	\$2,222	\$1,698	5,000
62217	MISC NONINVENTORIAL ITEMS EXPENSE	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	100.12%	\$202	(\$202)	202
62219	PC SOFTWARE PURCHASES	5,500	5,500	7,310	\$0	\$408	\$7,310	(\$0)	(\$1,810)	132.92%	97.38%	\$5,561	\$1,749	5,711
62221	POSTAGE	10,000	10,000	10,000	\$0	\$139	\$4,677	\$5,323	\$5,323	46.77%	66.72%	\$6,672	(\$1,995)	10,000
62222	SUBSCRIPTIONS/PERIODICALS	125	125	125	\$0	\$0	\$0	\$125	\$125	0.00%	0.00%	\$0	\$0	125
62223	SUPPLIES	68,000	68,000	78,000	\$1,935	\$8,912	\$66,982	\$11,018	\$1,018	98.50%	75.08%	\$51,056	\$15,926	68,000
62225	NON-PC SOFTWARE	250	250	250	\$0	\$0	\$0	\$250	\$250	0.00%	0.00%	\$0	\$0	250
62226	INVENTORIAL ITEMS	1,200	21,200	19,785	\$0	\$0	\$19,785	(\$0)	\$1,415	93.33%	100.00%	\$4,947	\$14,838	4,947
62301	ACCOUNTING & AUDITING	13,500	13,500	13,500	\$0	\$0	\$0	\$13,500	\$13,500	0.00%	-41.48%	(\$5,600)	\$5,600	13,500
62310	BANKING SERVICES	30,000	30,000	30,000	\$1,768	\$8,051	\$19,705	\$10,295	\$10,295	65.68%	72.77%	\$21,831	(\$2,126)	30,000
62316	COMPUTER PROF SVCS	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	20,000	20,000	24,000	\$187	\$103	\$20,357	\$3,643	(\$357)	101.78%	96.27%	\$19,253	\$1,103	20,000
62318	COUNTY COUNSEL	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0
62325	DATA PROCESSING	71,770	71,770	71,770	\$0	\$0	\$38,879	\$32,891	\$32,891	54.17%	65.63%	\$46,872	(\$7,993)	71,424
62330	DPW SERVICES - GENERAL MONEY	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0
62381	PROF & SPECIAL	216,700	216,700	216,700	\$4,342	\$16,834	\$102,361	\$114,339	\$114,339	47.24%	67.53%	\$97,918	\$4,443	145,000
62399	VETERINARIAN SERVICES	95,000	95,000	97,000	\$4,278	\$22,197	\$88,036	\$8,964	\$6,964	92.67%	75.19%	\$69,926	\$18,110	93,000
62500	EQUIPMENT RENTS & LEASES-	0	0	0	\$0	\$381	\$1,335	(\$1,335)	(\$1,335)	0.00%	66.56%	\$1,525	(\$191)	2,292
62610	RENTS & LEASES-	198,842	198,842	198,842	\$49,417	\$0	\$148,471	\$50,371	\$50,371	74.67%	75.00%	\$148,252	\$219	197,669
62710	FIELD EQUIPMENT	1,200	1,200	2,224	\$0	\$106	\$2,224	\$0	(\$1,024)	185.33%	42.75%	\$428	\$1,796	1,000
62801	ADVERTISING & PROMOTION	1,000	1,000	3,359	\$0	\$569	\$3,550	(\$191)	(\$2,550)	354.98%	37.14%	\$743	\$2,807	2,000
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	20,000	\$0	\$0	\$17,521	\$2,479	\$2,479	87.61%	86.32%	\$18,807	(\$1,286)	21,789
62857	SPECIAL MISC EXP-SUPPLIES	500	500	500	\$0	\$70	\$193	\$307	\$307	38.65%	96.19%	\$597	(\$404)	621
62890	SUBSCRIPTIONS/BOOKS	500	500	500	\$0	\$360	\$360	\$140	\$140	72.00%	25.00%	\$125	\$235	500
62893	TOWING	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	2,500	\$0	\$0	\$274	\$2,227	\$2,227	10.94%	25.71%	\$199	\$75	774
62920	GAS, OIL, FUEL	14,000	14,000	14,000	\$1,361	\$1,337	\$11,193	\$2,807	\$2,807	79.95%	74.74%	\$10,463	\$730	14,000
62922	TRAVEL-LODGING	1,200	1,200	1,795	\$0	\$570	\$1,795	(\$0)	(\$595)	149.61%	26.57%	\$620	\$1,175	2,335
62924	TRAVEL-MEALS	500	500	500	\$0	\$0	\$461	\$39	\$39	92.14%	100.07%	\$367	\$93	367
62926	TRAVEL-MILEAGE	1,000	1,000	1,000	\$0	\$0	\$0	\$1,000	\$1,000	0.00%	60.86%	\$609	(\$609)	1,000
62928	TRAVEL-OTHER	100	100	100	\$0	\$0	\$0	\$100	\$100	0.00%	22.21%	\$40	(\$40)	178
62930	REGISTRATIONS	335	335	550	\$0	\$0	\$550	\$0	(\$215)	164.18%	72.38%	\$720	(\$170)	995
62935	SERVICE CENTER	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0
62940	TRAVEL ADVANCES	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0
63070	UTILITIES	92,000	92,000	85,000	\$10,153	\$10,547	\$57,557	\$27,443	\$34,443	62.56%	75.37%	\$69,340	(\$11,783)	92,000
74230	PRINCIPAL ON LEASE PUCHASES	0	0	0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,141,349	\$1,161,349	\$1,183,998	\$96,251	\$91,066	\$836,965	\$347,033	\$324,384	72.07%	72.19%	\$787,452	\$101,259	\$1,090,788

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2018-2019**

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As of 3/31/19 from ONESolution  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	2018-19 Final Budget	2018-19 Adj. Budget	2017-18 Est./Actuals	February Actuals	March Actuals	2018-19 YTD Actuals	YTD Remaining	Budget Remaining	75%	75%	2017-18 YTDActuals	COMPARE	2017-18 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU MAR PY ACTUALS	
75315	COUNTY OVERHEAD (see 3550)	\$191,626	\$191,626	\$191,626	\$0	\$0	\$143,721	\$47,905	\$47,905	75.00%	75.00%	\$86,411	\$0	\$115,214
700000	OTHER CHARGES	\$191,626	\$191,626	\$191,626	\$0	\$0	\$143,721	\$47,905	\$47,905	75.00%	75.00%	\$86,411	\$57,311	\$115,214
86204	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
86204	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
90000	OPERATING TRSF OUT	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	0.00%	0.00%	\$0	\$0	\$100,000
90000	OTHER FINANCING USES	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	0.00%	0.00%	\$0	\$0	\$100,000
98700	APPROP FOR CONTINGENCIES	\$175,708	\$175,708	\$0	\$0	\$0	\$0	(\$0)	\$175,708	0.00%	0.00%	\$0	\$0	\$0
98700	CONTINGENCIES	\$175,708	\$175,708	\$0	\$0	\$0	\$0	(\$0)	\$175,708	0.00%	0.00%	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$350,000	\$350,000	\$300,000	\$13,515	\$43,129	\$211,601	\$88,399	\$138,399	60.46%	74.80%	\$224,396	(\$12,795)	\$300,000
40430	INTEREST	\$31,000	\$31,000	\$46,000	\$3,962	\$0	\$30,609	\$15,391	\$391	98.74%	74.26%	\$21,534	\$9,075	\$29,000
40440	RENTS & CONCESS	\$200	\$200	\$700	\$0	\$500	\$605	\$95	(\$405)	302.34%	55.20%	\$110	\$494	\$200
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$280	\$0	\$0	\$280	\$0	(\$80)	140.00%	0.00%	\$0	\$280	\$200
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
41510	HUMANE SERVICES	\$305,000	\$305,000	\$280,000	\$19,438	\$20,569	\$197,251	\$82,749	\$107,750	64.67%	77.52%	\$215,497	(\$18,246)	\$278,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$3,100	\$238	\$446	\$2,515	\$585	\$85	96.73%	70.31%	\$2,461	\$54	\$3,500
42022	COST RECOVERY-OTHER	\$9,500	\$9,500	\$6,500	\$1,304	\$640	\$4,548	\$1,952	\$4,952	47.88%	77.02%	\$7,317	(\$2,769)	\$9,500
42044	MEMBER CONTRIBUTION	\$2,972,305	\$2,972,305	\$2,972,305	\$465,163	\$129,298	\$2,675,074	\$297,231	\$297,231	90.00%	88.29%	\$2,420,300	\$254,774	\$2,741,168
42047	OTHER CHARGES CURRENT SERVICES	\$32,000	\$32,000	\$25,000	\$125	\$720	\$3,961	\$21,039	\$28,039	12.38%	52.06%	\$14,576	(\$10,615)	\$28,000
42073	ADMINISTRATIVE FINE FEES	\$20,000	\$20,000	\$10,000	\$1,613	\$1,638	\$7,306	\$2,695	\$12,695	36.53%	75.26%	\$8,655	(\$1,350)	\$11,500
42074	GRANT SERVICES-NON INTERGOV	\$0	\$0	\$28,130	\$0	\$0	\$523	\$27,607	(\$523)	0.00%	0.00%	\$1,870	(\$1,347)	\$1,870
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$22,000	\$22,000	\$20,000	\$1,555	\$3,316	\$16,046	\$3,954	\$5,954	72.94%	77.99%	\$12,868	\$3,178	\$16,500
42206	ANIMAL RABIES FEES	\$18,000	\$18,000	\$16,000	\$624	\$1,196	\$12,192	\$3,808	\$5,808	67.73%	75.85%	\$12,516	(\$324)	\$16,500
42207	ANIMAL SPAY&NEUTER FEES	\$131,000	\$131,000	\$95,000	\$6,029	\$14,325	\$69,085	\$25,915	\$61,915	52.74%	78.56%	\$73,060	(\$3,975)	\$93,000
42234	SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$65,000	\$1,256	\$9,522	\$45,403	\$19,597	\$19,597	69.85%	76.73%	\$49,874	(\$4,471)	\$65,000
42362	CASH OVERRAGES	\$0	\$0	\$0	\$0	\$20	\$22	(\$22)	(\$22)	0.00%	75.00%	\$30	(\$8)	\$40
42372	CONTRIBUTIONS AND DONATIONS	\$416,700	\$416,700	\$416,700	\$39,114	\$30,817	\$274,601	\$142,099	\$142,099	65.90%	76.05%	\$258,576	\$16,025	\$340,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	\$0	\$0	\$0	(\$33)	\$32	\$33	0.00%	48.39%	(\$75)	\$43	(\$155)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$30	(\$30)	(\$30)	0.00%	0.00%	\$0	\$30	\$0
42384	OTHER REVENUE	\$38,000	\$38,000	\$43,000	\$1,265	\$4,410	\$20,531	\$22,469	\$17,469	54.03%	39.67%	\$15,076	\$5,455	\$38,000
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$0	\$0	\$0	\$411	\$1,233	\$6,645	(\$6,645)	(\$6,645)	0.00%	0.00%	\$6,312	\$333	\$0
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$0	\$2,756	\$6,355	\$37,042	(\$37,042)	(\$37,042)	0.00%	0.00%	\$37,640	(\$598)	\$0
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$0	\$374	\$2,177	\$10,293	(\$10,293)	(\$10,293)	0.00%	0.00%	\$12,045	(\$1,752)	\$0
42984	LICENSES- COUNTY	\$0	\$0	\$0	\$8,885	\$26,259	\$129,408	(\$129,408)	(\$129,408)	0.00%	0.00%	\$142,151	(\$12,743)	\$0
42986	LICENSES- WATSONVILLE	\$0	\$0	\$0	\$1,089	\$7,105	\$28,213	(\$28,213)	(\$28,213)	0.00%	0.00%	\$26,248	\$1,965	\$0
40100-42500	REVENUES	\$4,413,505	\$4,413,505	\$4,327,715	\$555,202	\$260,545	\$3,572,151	\$755,564	\$841,354	80.94%	84.06%	\$3,338,642	\$233,509	\$3,971,823

### Regular Agenda Item 6.3

TO Santa Cruz County Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
SUBJECT: Proposed Budget 2019-20

#### Recommendation:

Consider adopting the Proposed Budget 2019-20 – Plan A with a 2% increase status quo member contribution, Plan B with a 4% increase to member contributions or Plan C with an 6% 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 4% increase to member contributions for any additional net cost increases after revenues.

#### Discussion:

Staff developed the following Proposed Budget 2019-20 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), and Exhibit D provides the Personnel Summary. 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 2% 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 2018-19 reflect a deficit of \$121,668, leaving an estimated \$1,721,198 in unassigned reserve balance funds to carry forward to cover the deficit of \$399,130. The budget proposal assumes using SB90 funds of \$138,214; 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, contract veterinarian and resale shop management contracts.

Plan B reflects a 4% 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 \$1,782,921 of unused unassigned reserve funds can carry forward to cover the deficit of \$339,684 for Plan B. The budget proposal assumes using SB90 funds of \$138,214; 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, contract veterinarian and resale shop management contracts.

Plan C reflects an 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 \$1,782,921 of unused unassigned reserve funds can carry forward to cover the deficit of \$280,238 for Plan C. The budget proposal assumes using SB90 funds of \$138,214; 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, contract 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 2019-20 are based on reports provided by County Personnel. The 5.4% 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.

Contributions and Donations (42372) are continuing to come in 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 and quality of life 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.

## Summary of the 2019-20 Proposed Budget Status Quo Operations

	<u>Amount</u>
<b>2018-19 Net Cost of Operations (Base funding)</b>	<b>\$ 346,603.00</b>
<b>Change in Expenditures:</b>	
Salaries and Benefits 5.4% increase	\$ 171,039.00
Services and Supplies increase	26,136.00
Other Charges - Co. Overhead 66% increase	(88,420.00)
Contingencies 4% increase	8,018.20
<b>Total Expenditures</b>	<b>\$ 116,773.20</b>
<b>Change in Revenues:</b>	
Animal Licenses 14% decrease	\$ (50,000.00)
Interest 45% increase	14,000.00
Rents and Concessions 250% increase	500.00
Humane Services 8% decrease	(25,000.00)
Charges for Current Services 6% decrease	(2,000.00)
Admin Cite Fees 6% decrease	(5,000.00)
Grant Services	15,000.00
Animal Spay and Neuter Fees 23% decrease	(31,000.00)
Contributions and Donations 4% decrease	(16,700.00)
Other Revenue 13% increase	5,000.00
<b>Total Revenues</b>	<b>\$ (95,200.00)</b>
<b>Total Net Increase of Total Expenditures</b>	<b>\$ 211,973.20</b>
<b>Total Net Cost of Operations</b>	<b>\$ 558,576.20</b>
<b>2019-20 Financing Available</b>	
Remaining SB90 funding smoothed over 3 years	\$ 138,214.00
Fund Vet Tech from B. Jean Adams fund	24,345.00
Fund Veterinarian/Behavior&Training/Benefit Contracts from Butler fund	177,000.00
<b>Total Financing Available</b>	<b>\$ 339,559.00</b>
<b>Difference Requires Member Contributions Increase</b>	<b>\$ 219,017.20</b>
<b>Estimated Reserve Funds as of 6/30/19:</b>	
B. Jean	\$ 441,893.00
Butler	573,435.00
Capital Reserve	344,660.00
SB90 remaining	185,136.80
<b>Reserve Funds with Designations</b>	<b>\$ 1,545,124.80</b>

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

Accounts	Actuals 2017-18	Budget 2018-19	Adj. Budget 2018-19	Est./Actuals 2018-19	Difference Adj Budget to EAS	A	B	C	Status Quo Change from 2018-19
						2% Increase Proposal 2019-20	4% Increase Proposal 2019-20	6% Increase Proposal 2019-20	
<b>SALARIES AND BENEFITS</b>									
51000 -- REGULAR PAY-PERMANENT	1,728,400	1,880,698	1,880,698	1,760,204	(120,494)	1,983,275	1,983,275	1,983,275	102,577
51005 -- OVERTIME PAY-PERMANENT	3,937	3,880	3,880	3,658	(222)	4,000	4,000	4,000	120
51010 -- REGULAR PAY-EXTRA HELP	66,560	62,527	86,872	74,722	(12,150)	90,000	90,000	90,000	27,473
51040 -- DIFFERENTIAL PAY	28,913	29,197	29,197	26,718	(2,479)	20,000	20,000	20,000	(9,197)
52010 -- OASDI-SOCIAL SECURITY	135,620	141,117	141,117	137,642	(3,475)	148,861	148,861	148,861	7,744
52015 -- PERS	327,596	394,033	394,033	367,971	(26,062)	468,780	468,780	468,780	74,747
53010 -- EMPLOYEE INSURANCE AND BENEFITS	512,336	562,566	562,566	525,437	(37,129)	531,487	531,487	531,487	(31,079)
53015 -- UNEMPLOYMENT INSURANCE	6,128	5,413	5,413	5,413	0	4,416	4,416	4,416	(997)
54010 -- WORKERS COMPENSATION INSURANCE	36,021	71,994	71,994	71,994	0	71,645	71,645	71,645	(349)
<b>SUBTOTAL SALARIES AND BENEFITS</b>	<b>2,845,511</b>	<b>3,151,425</b>	<b>3,175,770</b>	<b>2,973,759</b>	<b>(202,011)</b>	<b>3,322,464</b>	<b>3,322,464</b>	<b>3,322,464</b>	<b>171,039</b>
<b>SERVICES AND SUPPLIES</b>									
61115 -- POLICE SAFETY EQUIP-REPLACE	0	500	500	500	0	500	500	500	0
61125 -- UNIFORM REPLACEMENT	535	2,500	2,500	6,178	3,678	1,500	1,500	1,500	(1,000)
61215 -- RADIO	30,088	29,208	29,208	33,471	4,263	35,000	35,000	35,000	5,792
61220 -- TELECOM SERVICES	47,432	46,000	46,000	46,000	0	46,000	46,000	46,000	0
61310 -- FOOD	10,761	9,000	9,000	10,000	1,000	10,000	10,000	10,000	1,000
61412 -- JANITORIAL SERVICES	19,374	10,000	10,000	10,000	0	10,000	10,000	10,000	0
61525 -- LIABILITY INSURANCE	34,515	32,519	32,519	37,200	4,681	37,000	37,000	37,000	4,481
61535 -- OTHER INSURANCE	3,022	1,000	1,000	3,119	2,119	3,040	3,040	3,040	2,040
61720 -- MAINT-MOBILE EQUIPMENT-SERV	10,300	10,000	10,000	7,900	(2,100)	10,000	10,000	10,000	0
61725 -- MAINT-OFFICE EQUIPMENT-SERVICES	826	900	900	900	0	1,000	1,000	1,000	100
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	2,451	2,000	2,000	3,000	1,000	2,000	2,000	2,000	0
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	225	1,000	1,000	1,000	0	1,000	1,000	1,000	0
61835 -- FACILITIES MAINT-GENERAL-SERVICES	22,394	18,000	18,000	18,000	0	18,000	18,000	18,000	0
61845 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	281	1,000	1,000	1,000	0	1,000	1,000	1,000	0
61846 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	0	0	-	-	-	0
61920 -- MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	0	0	-	-	-	0
61922 -- OTHER MEDICAL MATERIALS & SUPPLIES	99,402	96,000	96,000	90,000	(6,000)	95,000	95,000	95,000	(1,000)
62020 -- MEMBERSHIPS	1,959	2,000	2,000	2,000	0	2,000	2,000	2,000	0
62111 -- MISCELLANEOUS EXPENSE-SERVICES	10,123	10,500	10,500	10,500	0	10,500	10,500	10,500	0
62112 -- CASH SHORTAGES	21	0	0	0	0	-	-	-	0
62214 -- DUPLICATING SERVICES	4,353	3,500	3,500	3,920	420	3,500	3,500	3,500	0
62217 -- MISC NONINVENTORIABLE ITEMS EXPENSE	202	0	0	0	0	-	-	-	0
62219 -- PC SOFTWARE PURCHASES	6,091	5,500	5,500	7,310	1,810	5,500	5,500	5,500	0
62221 -- POSTAGE	8,919	10,000	10,000	10,000	0	10,000	10,000	10,000	0
62222 -- SUBSCRIPTIONS/PERIODICALS	0	125	125	125	0	125	125	125	0
62223 -- SUPPLIES	67,127	68,000	68,000	78,000	10,000	78,000	78,000	78,000	10,000
62225 -- NON-PC SOFTWARE	0	250	250	250	0	250	250	250	0
62226 -- INVENTORIABLE ITEMS	4,947	1,200	21,200	19,785	(1,415)	5,000	5,000	5,000	3,800
62301 -- ACCOUNTING AND AUDITING FEES	8,862	13,500	13,500	13,500	0	13,500	13,500	13,500	0
62310 -- BANKING FEES	32,921	30,000	30,000	30,000	0	30,000	30,000	30,000	0
62316 -- COMPUTER PROF SERVICES	0	0	0	0	0	-	-	-	0
62317 -- CONSULT/MGT/PC SERVICES	19,770	20,000	20,000	24,000	4,000	20,000	20,000	20,000	0
62318 -- COUNTY COUNSEL	0	0	0	0	0	-	-	-	0
-- COUNTY OVERHEAD - RECLASSIFIED	0	0	0	0	0	-	-	-	0
62325 -- DATA PROCESSING SERVICES	71,424	71,770	71,770	71,770	0	71,770	71,770	71,770	0
62330 -- DPW SERVICES - GENERAL MONEY	0	0	0	0	0	-	-	-	0
62381 -- PROF & SPECIAL SERV-OTHER	151,160	216,700	216,700	216,700	0	215,000	215,000	215,000	(1,700)
62349 -- GIS SERVICES	0	0	0	0	0	-	-	-	0
62399 -- VETERINARIAN SERVICES	97,336	95,000	95,000	97,000	2,000	100,000	100,000	100,000	5,000

**SANTA CRUZ COUNTY ANIMAL SHELTER  
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Accounts	Actuals 2017-18	Budget 2018-19	Adj. Budget 2018-19	Est./Actuals 2018-19	Difference Adj Budget to EAS	A	B	C	Status Quo Change from 2018-19
						2% Increase Proposal 2019-20	4% Increase Proposal 2019-20	6% Increase Proposal 2019-20	
62500 -- EQUIPMENT LEASE & RENT	2,599	0	0	0	0	\$ -	\$ -	\$ -	0
62610 -- RENTS & LEASES-STRUC IMP & GRNDS	197,669	198,842	198,842	198,842	0	\$ 200,000	\$ 200,000	\$ 200,000	1,158
62710 -- FIELD EQUIPMENT	976	1,200	1,200	2,224	1,024	\$ 1,200	\$ 1,200	\$ 1,200	0
62801 -- ADVERTISING & PROMOTION SUPPLIES	2,144	1,000	1,000	3,359	2,359	\$ 2,500	\$ 2,500	\$ 2,500	1,500
62842 -- INVENTORY MATERIALS PURCHASED	21,789	20,000	20,000	20,000	0	\$ 20,000	\$ 20,000	\$ 20,000	0
62857 -- SPECIAL MISC EXPENSE - SUPPLIES	644	500	500	500	0	\$ 500	\$ 500	\$ 500	0
62890 -- SUBSCRIPTIONS BOOKS & ED MATERIALS	125	500	500	500	0	\$ 500	\$ 500	\$ 500	0
62893 -- TOWING	0	0	0	0	0	\$ -	\$ -	\$ -	0
62914 -- EDUCATION & TRAINING	774	2,500	2,500	2,500	0	\$ 2,500	\$ 2,500	\$ 2,500	0
62920 -- GAS, OIL, FUEL	14,577	14,000	14,000	14,000	0	\$ 15,000	\$ 15,000	\$ 15,000	1,000
62922 -- LODGING	1,714	1,200	1,200	1,795	595	\$ 1,500	\$ 1,500	\$ 1,500	300
62924 -- MEALS	367	500	500	500	0	\$ 500	\$ 500	\$ 500	0
62926 -- MILEAGE	985	1,000	1,000	1,000	0	\$ 1,000	\$ 1,000	\$ 1,000	0
62928 -- TRAVEL-OTHER	178	100	100	100	0	\$ 100	\$ 100	\$ 100	0
62930 -- REGISTRATIONS	995	335	335	550	215	\$ 1,000	\$ 1,000	\$ 1,000	665
62935 -- SERVICE CENTER CHARGES	0	0	0	0	0	\$ -	\$ -	\$ -	0
62940 -- TRAVEL ADVANCES	0	0	0	0	0	\$ -	\$ -	\$ -	0
63070 -- UTILITIES	94,362	92,000	92,000	85,000	(7,000)	\$ 85,000	\$ 85,000	\$ 85,000	(7,000)
74230 -- PRINCIPAL ON LEASE PURCHASES	0	0	0	0	0	\$ 0	\$ 0	\$ 0	0
<b>SUBTOTAL SERVICES AND SUPPLIES</b>	<b>1,106,719</b>	<b>1,141,349</b>	<b>1,161,349</b>	<b>1,183,998</b>	<b>22,649</b>	<b>1,167,485</b>	<b>1,167,485</b>	<b>1,167,485</b>	<b>26,136</b>
<b>75315 - COUNTY OVERHEAD (See prev. 3550)</b>	115,214	191,626	191,626	191,626	0	103,206	103,206	103,206	(88,420)
<b>86204 - FIXED ASSETS</b>	18,080	0	0	0	0	0	0	0	0
<b>90000 - Operating Transfers Out</b>	0	100,000	100,000	100,000	0	100,000	100,000	100,000	0
<b>98700 - APPROPRIATIONS FOR CONTINGENCY</b>	0	175,708	175,708	0	(175,708)	183,726	183,726	183,726	8,018
<b>TOTAL EXPENDITURES</b>	<b>4,085,524</b>	<b>4,760,108</b>	<b>4,804,453</b>	<b>4,449,383</b>	<b>(355,070)</b>	<b>4,876,881</b>	<b>4,876,881</b>	<b>4,876,881</b>	<b>116,773</b>
<b>REVENUES</b>									
40100 -- PROPERTY TAX-CURRENT SEC-GEN	0	0	0	0	0	0	0	0	0
40230 -- ANIMAL LICENSES	297,086	350,000	350,000	300,000	(50,000)	300,000	300,000	300,000	(50,000)
40430 -- INTEREST	29,521	31,000	31,000	46,000	15,000	45,000	45,000	45,000	14,000
40440 -- RENTS & CONCESSIONS	138	200	200	700	500	700	700	700	500
40441 -- RENTAL DEPOSIT/FORFEIT REVENUE	0	200	200	280	80	200	200	200	0
40872 -- STATE MANDATED REIMBURSEMENTS	0	0	0	0	0	0	0	0	0
40894 -- STATE-OTHER	0	0	0	0	0	0	0	0	0
41096 -- FED OTHER	0	0	0	0	0	0	0	0	0
41510 -- HUMANE SERVICES	282,972	305,000	305,000	280,000	(25,000)	280,000	280,000	280,000	(25,000)
42010 -- ADMINISTRATIVE SERVICES	3,479	2,600	2,600	3,100	500	2,600	2,600	2,600	0
42022 -- COST RECOVERY-OTHER	8,937	9,500	9,500	6,500	(3,000)	9,500	9,500	9,500	0
42044 -- MEMBER CONTRIBUTIONS	2,741,169	2,972,305	2,972,305	2,972,305	0	3,131,816	3,191,322	3,250,827	159,511
42047 -- CHARGES FOR CURRENT SERVICES	24,567	32,000	32,000	25,000	(7,000)	30,000	30,000	30,000	(2,000)
42073 -- ADMIN FINE FEES	11,792	20,000	20,000	10,000	(10,000)	15,000	15,000	15,000	(5,000)
42074 -- GRANT SERVICES-NON INTERGOV	1,870	0	0	28,130	28,130	15,000	15,000	15,000	15,000
42205 -- ANIMAL MICROCHIP FEES	16,833	22,000	22,000	20,000	(2,000)	22,000	22,000	22,000	0
42206 -- ANIMAL RABIES FEES	16,522	18,000	18,000	16,000	(2,000)	18,000	18,000	18,000	0
42207 -- ANIMAL SPAY & NEUTER FEES	95,995	131,000	131,000	95,000	(36,000)	100,000	100,000	100,000	(31,000)
42334 -- SALES OTHER TAXABLE	63,621	65,000	65,000	65,000	0	65,000	65,000	65,000	0
42362 -- CASH OVERRAGES	51	0	0	0	0	0	0	0	0

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						2% Increase Proposal 2019-20	4% Increase Proposal 2019-20	6% Increase Proposal 2019-20	
42372 -- CONTRIBUTIONS AND DONATIONS	435,514	416,700	416,700	416,700	0	400,000	400,000	400,000	(16,700)
42375 -- INSURANCE PROCEEDS	0	0	0	0	0	0	0	0	0
42380 -- NSF CHECKS	(95)	0	0	0	0	0	0	0	0
42381 -- NSF CHECK FEES	0	0	0	0	0	0	0	0	0
42384 -- OTHER REVENUE	33,661	38,000	38,000	43,000	5,000	43,000	43,000	43,000	5,000
42390 -- UNCLAIMED MONEY-ESCHEATED	0	0	0	0	0	0	0	0	0
42462 -- OPERATING TRANSFER IN	0	0	0	0	0	0	0	0	0
42500 -- BOND PROCEEDS	0	0	0	0	0	0	0	0	0
42981 -- LICENSES-CAPITOLA CITY	8,618	0	0	0	0	0	0	0	0
42982 -- LICENSES-SANTA CRUZ CITY	49,942	0	0	0	0	0	0	0	0
42983 -- LICENSES-SCOTTS VALLEY CITY	15,261	0	0	0	0	0	0	0	0
42984 -- LICENSES-COUNTY SANTA CRUZ	187,596	0	0	0	0	0	0	0	0
42986 -- LICENSES-WATSONVILLE	35,669	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>4,063,633</b>	<b>4,413,505</b>	<b>4,413,505</b>	<b>4,327,715</b>	<b>(85,790)</b>	<b>4,477,816</b>	<b>4,537,322</b>	<b>4,596,827</b>	<b>64,311</b>
<b>EXPENDITURES LESS REVENUES</b>	<b>21,891</b>	<b>346,603</b>	<b>390,948</b>	<b>121,668</b>	<b>(269,280)</b>	<b>399,065</b>	<b>339,559</b>	<b>280,054</b>	<b>52,462</b>
<b>FUND BALANCE TRANSFER TO ASSET RESERVE</b>				<b>100,000</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	
<b>Positions Authorized</b>		33.50	33.50	33.50		33.50	33.50	33.50	0.00
<b>Positions Unfunded</b>		4.00	4.00	4.00		4.00	4.00	4.00	0.00

FY 2018-19			FY 2019-20 Base Adjustment		FY 2019-20 Operational Increase				FY 2019-20 Asset Reserve Contribution		
Year 2 Base	Year 2 Smoothing	Year 2 Total (New Base)	Year 3 Smoothing	Year 3 Base	Blended % (50% Pop, 25% Imp, 25% Cfs)	2% Increase	4% Increase	6% Increase	Blended % (50% Pop, 25% Imp, 25% Cfs)	Contribution	
Capitola	\$47,810	\$5,801	\$53,611	\$9,433	\$63,045	2.8%	\$1,828	\$3,492	\$5,157	2.8%	\$2,800
County	\$1,442,846	\$125,279	\$1,568,125	(\$1,447)	\$1,566,678	52.4%	\$34,205	\$65,354	\$96,504	52.4%	\$52,400
Santa Cruz	\$543,324	\$43,965	\$587,289	(\$18,996)	\$568,293	18.8%	\$12,272	\$23,448	\$34,624	18.8%	\$18,800
Scotts Valley	\$108,744	\$8,045	\$116,790	(\$8,136)	\$108,654	3.3%	\$2,154	\$4,116	\$6,078	3.3%	\$3,300
Watsonville	\$592,614	\$53,876	\$646,490	\$13,315	\$659,806	22.8%	\$14,883	\$28,437	\$41,990	22.8%	\$22,800
<b>Total</b>	<b>\$2,735,339</b>	<b>\$236,966</b>	<b>\$2,972,305</b>	<b>(\$5,830)</b>	<b>\$2,966,475</b>	<b>100%</b>	<b>\$65,341</b>	<b>\$124,847</b>	<b>\$184,352</b>	<b>100%</b>	<b>\$100,000</b>
							2.0%	4.0%	6.0%		

	FY2019-20 Total Contribution			Change from 2018-19			Change from 2018-19		
	2% Increase	4% Increase	6% Increase	2% Increase	4% Increase	6% Increase	2% Increase	4% Increase	6% Increase
Capitola	\$67,672	\$69,337	\$71,001	\$14,061	\$15,726	\$17,390	26.23%	29.33%	32.44%
County	\$1,653,282	\$1,684,432	\$1,715,582	\$85,158	\$116,307	\$147,457	5.43%	7.42%	9.40%
Santa Cruz	\$599,365	\$610,540	\$621,716	\$12,076	\$23,252	\$34,428	2.06%	3.96%	5.86%
Scotts Valley	\$114,108	\$116,070	\$118,032	(\$2,681)	(\$720)	\$1,242	-2.30%	-0.62%	1.06%
Watsonville	\$697,489	\$711,042	\$724,596	\$50,998	\$64,552	\$78,106	7.89%	9.99%	12.08%
<b>Total</b>	<b>\$3,131,916</b>	<b>\$3,191,422</b>	<b>\$3,250,927</b>	<b>\$159,611</b>	<b>\$219,117</b>	<b>\$278,622</b>	<b>5.37%</b>	<b>7.37%</b>	<b>9.37%</b>

**Impounds - Animal Intake by Jurisdiction**

Jurisdiction	Fiscal Year 2015/2016		Fiscal Year 2016/2017		Fiscal Year 2017/2018		3-Year Avg 3 year average percentage (rounded)	
	Intake	Percentage of Total	Intake	Percentage of Total	Intake	Percentage of Total		
Capitola	123	2.10%	87	1.71%	143	2.51%	118	2.30%
County	2,508	42.73%	2,182	42.93%	2,669	46.77%	2,453	47.97%
Monterey County	144	2.45%	145	2.85%	122	2.14%	137	
Other	265	4.51%	316	6.22%	202	3.54%	261	
Santa Jose City	10	0.17%	5	0.10%	2	0.04%	6	
San Mateo	2	0.03%	-	0.00%	-	0.00%	1	
Santa Clara County	21	0.36%	56	1.10%	29	0.51%	35	
Santa Cruz	876	14.92%	630	12.39%	780	13.67%	762	14.90%
Scotts Valley	93	1.58%	126	2.48%	110	1.93%	110	2.14%
Shelter	1	0.02%	-	0.00%	-	0.00%	0	
Watsonville	1,827	31.12%	1,536	30.22%	1,650	28.91%	1,671	32.68%
Grand Total	5,870	100.00%	5,083	100.00%	5,707	100.00%	5,113	

**Calls for Service - Activities by Jurisdiction**

Jurisdiction	Fiscal Year 2015/2016		Fiscal Year 2016/2017		Fiscal Year 2017/2018		3-Year Avg (rounded)	
	Calls Responded To	Percentage of Total	Calls Responded To	Percentage of Total	Calls Responded To	Percentage of Total		
Capitola	21	0.21%	31	0.38%	242	3.11%	98	1.14%
County	6,207	60.63%	4,794	58.41%	4,308	55.36%	5,103	59.36%
Monterey County	6	0.06%	6	0.07%	1	0.01%	4	
Other	32	0.31%	29	0.35%	45	0.58%	35	
San Jose City	-	0.00%	2	0.02%	-	0.00%	1	
San Mateo	1	0.01%	-	0.00%	-	0.00%	0	
Santa Clara County	1	0.01%	6	0.07%	1	0.01%	3	
Santa Cruz	1,824	17.82%	1,553	18.92%	1,484	19.07%	1,620	18.85%
Scotts Valley	160	1.56%	174	2.12%	160	2.06%	165	1.92%
Shelter	140	1.37%	168	2.05%	-	0.00%	103	
Watsonville	1,846	18.03%	1,444	17.59%	1,541	19.80%	1,610	18.73%
Grand Total	10,238	100.00%	8,207	100.00%	7,782	100.00%	8,596	

**2019-20 County of Santa Cruz Proposed Budget  
Allowed and Recommended Positions**

INDEX	POSITION	Salary Range	2018-19 Allowed	2018-19 Mid-Year	2017-18 Total	2019-20 Request	2019-20 Recomm	Change From 18-19	2019-20 Unfunded
<b>ANIMAL SERVICES</b>									
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
	<b>TOTAL</b>		<b>33.50</b>	<b>0.00</b>	<b>33.50</b>	<b>33.50</b>	<b>33.50</b>	<b>0.00</b>	<b>4.00</b>

Extend all limited term positions until June 30, 2019

### **Regular Agenda Item 6.4**

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Melanie Sobel, General Manager  
DATE: April 8, 2019  
SUBJECT: Informational Item on Status of Drafting Model Animals Ordinance

As your Board is aware, each jurisdiction that is a member of the Animal Services Authority has its own separate ordinances for regulating animals and the conduct of animal owners. Being responsible for the enforcement of different ordinances in different jurisdictions leads to confusion and inefficiencies for staff and inhibits uniformity and consistency across our region. In the last few months, staff has been working diligently on a model animals ordinance that could be adopted by all jurisdictions, or adopted with minimal modifications, so that the JPA can have a consistent regulatory, enforcement, and appeal scheme throughout the County. The model ordinance is based on the County's current code provisions, with additions from other model ordinances where helpful.

We are presenting this to your Board at this time not for deliberation, but rather as an informational item so that you can see where we are in the drafting process, ask questions, and provide us with input for further drafting. We expect to continue to work on the model ordinance over the next several months and hope to bring something back to your Board at the October meeting for further discussion and a determination of next steps.

## Chapter 6.04 GENERAL PROVISIONS

Sections:

- 6.04.010** Title for citation.
- 6.04.020** Definitions.
- 6.04.030** Director of Animal ~~Control~~ Services—Office established.
- 6.04.040** Director of Animal ~~Control~~ Services—Powers and duties.
- 6.04.050** Director of Animal ~~Control~~ Services—Delegation of duties.
- 6.04.060** Animal shelter.
- 6.04.070** Charges for services—Accounting and expenditure.
- 6.04.080** Stray animals.
- 6.04.090** Animal bite reporting.
- 6.04.100** Quarantine of biting dogs and cats.
- 6.04.110** Impoundment of other biting animals.
- 6.04.120** Sale or adoption of dogs and cats.
- 6.04.130** Spaying or neutering of adopted animals.
- 6.04.1430** Biomedical livestock animal treatment standards.
- 6.04.150** Public Spay and Neuter Clinic – Establishment – Services and fees.
- 6.04.160** Animal care – requirements for animal owners and animal facilities.
- 6.04.170** Capture and custody of animals.
- 6.04.180** Inhumane treatment – Enforcement of State law.
- 6.04.190** Right of entry for inspection.
- 6.04.200** Authorization of property owners to capture domestic animals.
- 6.04.210** Statements by animal owners—Requirements.
- 6.04.220** Sale of live animals prohibited in public venues other than pet shops.
- 6.04.230** Excessive animal noise.
- 6.04.240** Transportation of wild animals.
- 6.04.250** Furnishing animals for research purposes.

### **6.04.010** Title for citation.

This title shall be known as the "~~A~~animal ~~Services~~~~control~~ ~~O~~rdinance." [Ord. 4490 § 1, 1998; Ord. 540, 1957; prior code § 8.05.100].

### **6.04.020** Definitions.

For the purpose of this title, unless it is plainly evident from the context that a different meaning is intended, ~~the following words and terms certain terms used in this title are~~ defined as follows:

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(A) "Adoption" means the establishment or transfer of an animal's ownership.

~~(B) "Alter" means to spay or neuter.~~

~~(C) "Animal" means any mammal, bird, reptile, fish or other vertebrate creature, domestic or wild.~~

~~(D) "Animal exhibitions" means to present any animal for public view, for the purpose of entertainment, sale or competition, and includes but is not limited to rodeos, circuses, zoos and animal auctions.~~

~~(E) "Animal facility" means any premises used by an animal-related business or organization, including a non-profit humane organization, grooming shop, pet shop, stockyard, slaughterhouse, stable, boarding facility, or breeding facility.~~

~~(F) "Animal Facility Grade Card" means a card issued by the Director, showing the letter grade earned by an animal facility, as stated in the most recent Animal Facility Inspection Report. The letter grade received by the facility is based on the final score reflected on the grade card.~~

~~(G) "Animal Facility Inspection Report" means the report of the Director stating the conditions existing at the facility at the time of the inspection.~~

~~(H) "Animal care center" or "animal shelter" means a place where animals impounded by the Director are placed for their humane care and keeping.~~

~~(I) "Approved rabies vaccine" means a rabies vaccine approved by the California Department of Public Health.~~

(JG) "Animal at large," when used in reference to an animal, means:

(1) Any dog found off the owner's premises, that is not under actual physical restraint or control, such as a leash, tether, or in the grasp of a competent person;

~~(2) Any dog while on the owner's premises or the premises of a third party with the permission of that party, that is not confined to the premises either by a leash, tether, adequate fencing, or other adequate physical custody or control. A dog shall be considered under adequate physical custody or control if it has not left the premises of its owner or caretaker;~~

~~(23)~~ Any livestock or wild animal as referred to in [SCCC 6.12.120](#), while on the owner's premises, or the premises of a third party with the permission of that party, that is not confined to the premises either by a leash, tether, adequate fencing, or other adequate physical custody or control.

~~(D) “Animal exhibitions” means to present any animal for public view, for the purpose of entertainment, sale or competition, and includes but is not limited to rodeos, circuses, zoos and animal auctions.~~

~~(K) “Boarding facility” means an animal facility used for the care and temporary boarding, including day care, of dogs, cats, and other animals normally kept as pets, in return for money or other consideration. “Boarding facility” does not include an animal hospital that only boards animals receiving medical treatment.~~

~~(L) “Breeding facility” means an animal facility that breeds dogs, cats, or other animals normally kept as pets, for sale or exchange.~~

~~(ME) “Bucking strap” or “flank strap” means any device, strap or object generally made of leather and sometimes padded with a woolen lining, which is placed around the flank regions of a horse or bull, behind the rib cage and just forward of the hind legs, and which is tightened immediately before the animal is scheduled to perform.~~

~~(NF) “Cat” means any member of Felis domesticus and shall be considered personal property, to the extent permitted by law.~~

~~(O) “Competition cat” means a cat used to show, compete, or breed, and which is a breed registered with the Cat Fanciers Association (“CFA”) or other valid registry approved by the Director, and which meets one of the following requirements:~~

~~(1) Within the last 365 days, the cat has competed in at least one cat show approved by a national registry or the Director;~~

~~(2) The cat has earned a conformation title from a purebred cat registry; or~~

~~(3) The owner or custodian of the cat is a member of a purebred cat breed club, approved by the Director, which enforces a code of ethics that includes restrictions on breeding cats with genetic defects or life-threatening health problems.~~

~~(P) “Competition dog” means a dog used to show, compete, or breed, and which is a breed registered with the American Kennel Club (“AKC”), United Kennel Club (“UKC”), American Dog Breeders Association (“ADBA”), or other valid registry approved by the Director, and which meets one of the following requirements:~~

~~(1) Within the last 365 days, the dog has completed in at least one dog show or sporting competition approved by a national registry or the Director;~~

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(2) The dog has earned a conformation, obedience, agility, carting, herding, protection, rally, sporting, working, or other title from a purebred dog registry referenced above or other registry or dog sport association approved by the Director; or

(3) The owner or custodian of the dog is a member of a purebred dog breed club, approved by the Director, which enforces a code of ethics that includes restrictions on breeding dogs with genetic defects or life-threatening health problems.

(Q~~G~~) "Department" means the public agency supervised by the Director of Animal Services, responsible for providing animal services in the unincorporated area of Santa Cruz County and operating and managing County animal shelters.

(R) "Director," unless otherwise stated, means the Director of Animal ~~Control~~-Services or their designated representative.

(S~~H~~) "Director of Animal ~~Control~~-Services" means the independent contractor or employee of the public agency responsible for supervising the Department and having custody and control of the animal shelter and of animals therein. The Director may also be~~otherwise~~ referred to as the General Manager of the animal shelter~~poundmaster or poundkeeper.~~

(T~~I~~) "Dog" means any member of Canis familiaris or any combination of Canis familiaris and other Canis species including, but not limited to, dog hybrids.

(U~~J~~) "Dog hybrid" means any animal which is a cross-breed between a member of the Canis familiaris family and a member of a different Canidae family such as wolves or coyotes.

(V~~K~~) "Euthanasia" means putting an animal to death in a humane manner.

(W~~L~~) "Habitual offender" shall mean that the offending animal has had three or more violations, involving separate incidences, of any provision of this title.

(X) "Hobby breeder" means a person who owns and breeds a dog or cat and sells the offspring for money or other consideration, and who does not have an animal facility license.

(Y~~M~~) "Impounded" means having been received into the custody of the animal shelter, or of any authorized agent or representative thereof, or of any duly sworn law enforcement officer in the course of their duty.

(~~ZN~~) "Livestock" means animals kept for husbandry, including but not limited to horses, mules, burros, asses, cattle, sheep, swine and poultry.

(~~AAQ~~) "Livestock facility" means any facility for the keeping of livestock.

(~~BBP~~) "Owner" means any person who intentionally and continually provides care or sustenance for any animal, has title to or an interest in, or harbors or has control of any animal, including, but not limited to, a dog or cat, including any person who keeps or harbors the animal with the permission of the owner, such as a custodian or caretaker.

(~~CCQ~~) "Person" means any natural person, association, partnership or corporation.

(~~DDR~~) "Pet shop" means any person, firm or corporation engaged in a commercial business where small animals are kept for the purpose of either wholesale or retail sale. "Pet shop" does not include any place or premises not operated as a commercial business and where pet animals are only occasionally sold.

(~~EES~~) "Protective custody" means the status of any animal impounded by an animal control officer acting under the direction of a peace officer, or when an animal control officer acts to enforce a provision of the California Penal Code.

(~~FF~~) "Service Animal" means an animal, such as a guide dog, seeing-eye dog, signal dog, or miniature horse, which is trained by a person licensed under California Business and Professions Code Section 7200 et seq., to do work or perform tasks for the benefit of a person with a disability. Such tasks include, but are not limited to, guiding persons with impaired vision, alerting persons with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

(~~GGT~~) "Sexually unproductive" means being incapable of reproduction by reason of age or physical condition, or incapable of being subjected to a medical procedure to be rendered unproductive and certified by a licensed veterinarian as such.

(~~HHU~~) "Unidentified dog" means any dog that does not have an identification tag, tattoo, or microchip that is securely fastened to, displayed upon and/or implanted in the animal.

(~~IV~~) "Unlicensed dog" means any dog for which a current license has not been paid or to which the tag provided for in this title is not attached.

~~(JJ) "Wild animal" means a non-domesticated, exotic, or dangerous animal including, but not limited to, the following: wild/domestic animal hybrids, other mammals, wildfowl, fish, and reptiles.~~

~~(W) "Vicious animal" means any animal, except a dog assisting a peace officer engaged in law enforcement duties, which bites any human being or any domestic animal or which threatens or attempts to bite or attack human beings or domestic animals, but does not include an animal which bites, attacks or threatens to bite or attack a trespasser on the property of its owner or harms or menaces anyone who has tormented, tortured or exhibited cruelty to such animal as such terms are defined in Section 599(b) of the California Penal Code. [Ord. 5179 § 2, 2014; Ord. 4673 § 1, 2002; Ord. 4490 § 1, 1998; Ord. 4503 § 1, 2, 1998; Ord. 4502 § 1, 1998; Ord. 3728 § 1, 1986; Ord. 3675 § 1, 1985; Ord. 2170, 1975; Ord. 540, 1957; prior code § 8.05.110].~~

**6.04.030 Director of Animal ~~Control~~ Services—Office established.**

The Office of Director of Animal ~~Control~~ Services is established. The Director of Animal ~~Control~~ Services may be either a person, firm, association or corporation hired by the County of Santa Cruz, or an employee of a separate public agency such as the Santa Cruz County Animal Services Authority, or the County of Santa Cruz. Broad experience, education and/or training in the fields of animal control or animal management is desirable. ~~If~~ The Director of Animal ~~Control~~ Services is employed directly by the County of Santa Cruz, the Director shall receive such compensation as shall be established by contract executed by the Board of Supervisors or by employee salary resolution. [Ord. 4673 § 2, 2002; Ord. 4490 § 1, 1998; Ord. 2170, 1975; Ord. 1220, 1966; Ord. 540, 1957; prior code § 8.05.120].

**6.04.040 Director of Animal ~~Control~~ Services—Powers and duties.**

The Director of Animal ~~Control~~ Services shall supervise the animal shelter, and the care of animals impounded therein, and shall administer and enforce the sections of this chapter and applicable State laws relative to animal control. [Ord. 4490 § 1, 1998; Ord. 2170, 1975; Ord. 540, 1957; prior code § 8.05.130].

**6.04.050 Director of Animal ~~Control~~ Services—Delegation of duties.**

Whenever a power is granted to, or a duty is imposed upon, the Director of Animal ~~Control~~ Services ~~or other public officer~~, the power may be exercised by a person authorized ~~pursuant to law~~ by the ~~Director said officer~~ unless this chapter or an applicable law expressly provides otherwise. [Ord. 4490 § 1, 1998; Ord. 1447, 1969; prior code § 8.05.131].

**6.04.060 Animal shelter.**

All animals which are subject to being impounded, as provided in this title, shall be kept, safely held and, as authorized herein, disposed of, in a suitable building or enclosure which shall be known and

designated as the "Santa Cruz County Animal Shelter." [Ord. 4490 § 1, 1998; Ord. 2170, 1975; prior code § 8.05.125].

**6.04.070 Charges for services—Accounting and expenditure.**

(A) All charges collected by the Director ~~of Animal Control Services~~ for impounding and keeping animals pursuant to this chapter, together with all sales proceeds received by the Director from the sale of animals impounded or brought in from the unincorporated area of the County, shall be paid over to the County.

(B) All fees for the issuance of County dog license tags and all fines collected under the provisions of this chapter shall be paid into the County Treasury and shall be used:

- (1) First, to pay fees, salaries, costs, expenses, or any or all of them for the enforcement of Division 14 of the California Food and Agricultural Code, commencing with Section 30501, and of this chapter;
- (2) Second, to pay damages to owners of livestock which are killed by dogs;
- (3) Third, to pay costs of any hospitalization or emergency care of animals pursuant to California Penal Code Section 597f of the Penal Code. [Ord. 4490 § 1, 1998; Ord. 2170, 1975; Ord. 1572, 1971; Ord. 1447, 1969; Ord. 1220, 1966; Ord. 595, 1959; Ord. 587, 1959; Ord. 540, 1957; prior code § 8.05.140].

**6.04.080 Stray animals.**

(A) Every person except the Director ~~of Animal Control Services~~ or a designated deputy taking possession of up any ~~stray~~ animal ~~found~~ at large ~~contrary to the provisions of this chapter~~ shall, within eight hours thereafter, give notice to the Santa Cruz County Animal Shelter of:

- (1) The fact that ~~they have the~~ animal in ~~their~~ possession;
- (2) A complete description of ~~the~~ animal, including tattoos or other distinguishing marks, if any;
- (3) The license number of ~~the~~ animal, if any, and ~~the~~ county or ~~city that~~ municipal corporation issued ~~the license, or, alternatively, that the animal has no visible license. If such animal has no license, such person shall so state; and~~
- (4) The place where ~~the~~ animal is confined.

(B) The Director ~~of Animal Control Services~~ shall pick up and shall thereupon hold and dispose of ~~thesuch~~ animal in the same manner as though ~~the Directorsuch animal~~ had ~~been found~~ ~~the animal~~ at large and impounded ~~it~~. [Ord. 4490 § 1, 1998; Ord. 1220, 1966; Ord. 540, 1957; prior code § 8.05.150].

#### **6.04.090 Animal bite reporting.**

Whenever any person has knowledge that such animal has bitten any person, the person having such knowledge shall report that fact forthwith to the ~~Director or the~~ County Health Officer ~~or to the Director of Animal Control Services or their deputies~~. The report shall state the name and address of the person bitten, ~~and~~ the time and place ~~thesuch~~ person was bitten, and the location, description, and ownership of the animal involved. [Ord. 4490 § 1, 1998; Ord. 3728 § 2, 1986; Ord. 1447, 1969; Ord. 1220, 1966; prior code § 8.05.160].

#### **6.04.100 Quarantine of biting dogs and cats.**

(A) Whenever there is ~~reason~~ ~~cause~~ to believe that any dog or cat has bitten a person, the owner of that animal shall quarantine the animal for a period of 10 days. Whenever there is ~~reason~~ ~~cause~~ to believe that any other kind of animal has bitten a person, the Director ~~of Animal Control Services~~ shall consult with the County Health Officer before deciding whether to order the animal quarantined.

(B) Unless the biting animal's owner has proof of a current rabies shot, and the enforcement officer determines that the owner has the proper facilities in which to confine the animal adequately, biting dogs and cats shall be immediately quarantined at the owner's expense at the animal shelter, at a veterinary facility, or at a boarding kennel. If a vaccination is determined to be necessary, the animal shall be vaccinated at the owner's expense.

(C) If the owner of ~~thesuch~~ animal fails to quarantine ~~itthe animal~~ and keep it confined for the period required, the Director ~~of Animal Control Services~~ shall impound ~~thesuch~~ animal for the required period and charge the owner for the impounding and keeping of ~~thesuch~~ animal in accordance with SCCC ~~6.20.050 and 6.20.060, respectively~~. [Ord. 4490 § 1, 1998; Ord. 3728 § 3, 1986; Ord. 1447, 1969; Ord. 1220, 1966; prior code § 8.05.170].

#### **6.04.110 Impoundment of other biting animals.**

In conjunction with the County Health Officer, the Director ~~of Animal Control Services~~ may order the impoundment of any animal other than a dog or cat which has bitten any person. [Ord. 4490 § 1, 1998; Ord. 3728 § 4, 1986; prior code § 8.05.171].

#### **6.04.120 Sale or adoption of dogs and cats.**

(A) Any person who provides or offers any dog or cat to the public, whether or not for compensation, shall provide to the prospective owner, free of charge, information relating to the vaccination status of the

dog or cat. In addition, the provider shall supply to the client, free of charge, information related to pet care and ownership, including information on County laws pertaining to animal control and spay/neuter programs available in the County. This information will be prepared and made available either free of charge or at cost determined by the Director ~~of Animal Control Services~~.

(B) Any person offering a dog for sale, barter, exchange or adoption, whether or not for compensation, shall disclose to any prospective owner, information regarding the licensing requirements of the County applicable to such animal.

(C) No person shall present any dog or cat for sale, barter, exchange or adoption, whether or not for compensation, in any public place. "Public place" includes, but is not limited to, streets, highways, sidewalks, carnivals, shopping malls, flea markets and areas in front of commercial establishments. This prohibition shall not apply to:

- (1) Any animal rescue or humane organization or agency recognized by the Director ~~of Animal Control Services~~; or
- (2) Any cat breeder selling cats at a nationally sanctioned cat show.

(D) No person shall give away any dog or cat as a prize or as an inducement to enter any contest, lottery, drawing, game or competition.

(E) No person shall give away any dog or cat as an inducement to enter a place of business or to enter into a business arrangement. This prohibition shall not apply to any licensed veterinarian who offers dogs or cats for sale or adoption.

(F) No person shall sell, barter, exchange or offer for adoption, whether or not for compensation, any dog or cat to any person who is under the age of 18, without the written permission of the minor's parent or legal guardian. [Ord. 4490 § 1, 1998; Ord. 4305 § 4, 1994].

**6.04.130 Spaying or neutering of adopted animals.**

Unless a licensed veterinarian states in writing that the date specified in the adoption agreement is inappropriate for the animal in question, any person adopting an unspayed or unneutered dog or cat from any animal shelter, humane society, or SPCA shelter in the unincorporated area of the County shall have the animal spayed or neutered on or before a date specified in the adoption agreement. On submission of a written statement from a licensed veterinarian to the officer at the shelter responsible for ensuring compliance with this section, the adoption agreement will be modified accordingly. [Ord. 4490 § 11, 1998; Ord. 3728 § 15, 1986; prior code §§ 8.05.275, 6.20.105].

**6.04.1430 Biomedical livestock animal treatment standards.**

~~(A)~~—The following provisions shall apply to those animals used in a biomedical livestock operation issued a development permit pursuant to SCCC [13.10.647](#):

~~(A1)~~ No person shall use any procedure for animal care or treatment unless it is consistent with the most recently enacted or published provisions of the Federal Animal Welfare Act, the National Research Council's "Guide for the Care and Use of Laboratory Animals," and the American Veterinary Medical Association Euthanasia Guidelines. In the event of a conflict between these standards concerning the method of euthanasia to be applied, the standards contained in the American Veterinary Medical Association Euthanasia Guidelines shall prevail.

~~(B2)~~ No person shall perform a dehorning, disbudding or castration on an animal without the use of local or general anesthetic.

~~(C3)~~ Notwithstanding the standards established by subsection (A)(1) of this section, euthanasia shall be performed by either a licensed veterinarian, a registered veterinary technician, or a euthanasia technician trained and certified as prescribed by the State Humane Association of California. [Ord. 4524 § 1, 1998].

**6.04.150 Public Spay and Neuter Clinic – Establishment – Services and fees.**

~~(A)~~ The Director may establish a clinic where dogs and cats can be spayed or neutered upon payment of the applicable fees.

~~(B)~~ A person requesting that a dog or cat be spayed or neutered must provide written consent to the procedure and confirm in writing that they are the owner of the animal. A custodian who is not the owner of the dog or cat must provide written authorization from the owner of the dog or cat. The owner's written authorization must contain a waiver of liability of the County, the Santa Cruz County Animal Services Authority, and any employees of those agencies for injury or death to an animal arising from the requested procedure, or any related services.

~~(C)~~ The owner or custodian of the animal must pick up the animal on the return date stated by the Director or be subject to a reasonable board-and-care fee starting the day after the return date. An animal that is not picked up within 15 days after the return date is deemed abandoned and the Director may dispose of it by adoption or other disposition.

**6.04.160 Animal care – requirements for animal owners and animal facilities.**

A person who owns an animal or who owns or operates an animal facility must comply with each of the following conditions, violation of which constitutes a misdemeanor:

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(A) Housing facilities for animals must be structurally sound and maintained in good repair to protect the animals from injury, contain the animals, and restrict the entrance of other animals.

(B) All animals must be supplied with sufficient food and water suitable for the age, species, and nutritional requirements of the animal. Animals must have access at all times to potable water, unless otherwise directed by a veterinarian. All animal food must be properly stored to prevent contamination, infestation by vermin, and exposure to the elements.

(C) Animals must be groomed and kept in a manner that is not injurious to their health. All animal buildings or enclosures must be maintained in a clean and sanitary condition to control odors and prevent the spread of disease.

(D) All animals must be maintained in a manner that eliminates excessive noise and nighttime noise.

(E) No animals may be without attention for more than 12 consecutive hours; whenever an animal is left unattended at a commercial animal facility, the telephone number of the Department, or the name, address, and telephone number of the responsible person, must be posted in a conspicuous place at the front of the property.

(F) Animals may not be neglected, teased, abused, mistreated, annoyed, tormented, or in any manner made to suffer.

(G) No condition may be maintained or permitted that is or could be injurious to the animals.

(H) Tethering of animals is prohibited except as permitted under California Health and Safety Code Section 122335.

(I) Animal buildings and enclosures must be constructed and maintained to prevent escape of animals. All reasonable precautions must be taken to protect the animals and the public.

(J) An animal facility must isolate sick animals so as to not endanger the health of other animals.

(K) A building or enclosure for animals must be kept in a sanitary condition and in good repair and must be constructed of material easily cleaned. The building must be properly ventilated to prevent drafts and to remove odors. Heating and cooling must be provided to meet the physical needs of the animals, with sufficient light to allow observation of the animals and proper sanitation. An animal facility must be equipped with working smoke alarms and have means of fire suppression, such as a sprinkler system in each room where animals are kept, or functioning fire extinguishers.

(L) An animal must be taken to a veterinarian for examination or treatment if the Director orders the owner to do so.

(M) All animal enclosures, including but not limited to rooms, cages, and kennel runs, must be of a sufficient size to provide adequate and proper accommodations for the animals housed there. An

enclosure with a wire bottom may be used temporarily for dogs, and only if it complies with Health and Safety Code Sections 122065 and 122065.5. If enclosures such as crates and other mobile containers are stacked upon one another, or on a surface other than the floor, the crates/containers must be securely fastened and designed and arranged so that there is no danger of an enclosure falling, the animals do not have direct access to one another, and waste from one enclosure cannot be transmitted to another enclosure. Food and water containers must be secured to prevent spillage. Crates may be stacked no more than two high.

(N) A violation of an ordinance must be corrected within the time specified by the Director.

(O) Proper shelter and protection from the weather must be provided at all times.

(P) An animal must not be given any alcoholic beverage, illegal drug, or legal drug, unless prescribed by a veterinarian.

(Q) Animals that are natural enemies, temperamentally unsuited, or otherwise incompatible must not be housed together or so near to each other as to cause injury, fear, or torment. Two or more animals can be housed together if they do not harm each other.

(R) Any tack, equipment, device, substance, or material that is, or could be, injurious or cause unnecessary cruelty to an animal may not be used.

(S) Working animals must be given adequate rest periods. Confined or restrained animals must be given appropriate exercise.

(T) An animal that is weak, exhausted, sick, injured, lame, or otherwise unfit may not be worked or used.

(U) An animal that the Department has suspended from use may not be worked or used until released by the Department.

(V) Animals bearing evidence of malnutrition, ill health, unhealed injury, or having been kept in an unsanitary condition may not be displayed.

(W) An animal whose appearance is or may be offensive or contrary to public decency may not be displayed.

(X) No animal may be allowed to constitute or cause a hazard, or be a menace to the health, peace, or safety of the community.

(Y) A person may not violate any condition imposed by the Director on any license issued by the Department.

**6.04.170 Capture and custody of animals.**

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The Director is authorized to capture and take into custody:

- (A) Any animal being kept or maintained in violation of a State statute or local ordinance;
- (B) Dogs and other animals running at large in violation of a State statute or local ordinance;
- (C) Sick, injured, stray, unwanted, or abandoned animals;
- (D) Unvaccinated dogs;
- (E) Animals relinquished to the Director or the animal shelter; or

(F) Animals for which the owner or custodian is unable to care because of imprisonment, illness, bankruptcy litigation, or other contingency, or in cases in which the owner or custodian cannot be found.

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**6.04.180 Inhumane treatment – Enforcement of State law.**

The Director will enforce the California Penal Code provisions relating to the inhumane treatment of animals, take possession of abandoned or neglected animals, and care for and dispose of the animals in their possession in accordance with law.

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**6.04.190 Right of entry for inspection.**

(A) The Director or a law enforcement officer may enter a building or property to inspect the premises for violation of this Title only if:

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(1) The owner or occupant of the building or property consents to the entry and inspection after the Director or law enforcement officer presents their credentials and explains the reasons for the entry and inspection;

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(2) The Director or the law enforcement officer obtains a warrant for the entry and inspection of the building or property under California Code of Civil Procedure Sections 1822.50 to 1822.57 or California Penal Code Section 830.9; or

(3) The Director or law enforcement officer has reasonable cause to believe that the keeping of an animal on the property is so dangerous that an immediate inspection is necessary to safeguard an animal or public health and safety and there is insufficient time to obtain a search warrant given the safety concerns. Under these circumstances, the Director or law enforcement officer may use reasonable means to immediately enter and inspect the building or property after presenting their credentials to the owner or occupant and requesting entry, if possible under the circumstances.

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(B) This section does not prohibit the Director or a law enforcement officer from entering property for the purpose of capturing an animal running at large in violation of this Title or another applicable law.

**6.04.200 Authorization of property owners to capture domestic animals.**

Any person who finds any domestic animal upon their property without permission, or on public property in violation of this chapter or SCCC 6.04 through 6.12 and 6.20, may use any reasonable and humane means to capture the animal and deliver it to the Director for impoundment. The Director shall encourage any person intending to capture an animal to first attempt to notify the animal's owner, if the owner's identity is known. [Ord. 4490 § 12, 1998; Ord. 3728 § 34, 1986; Ord. 2259, 1976; Ord. 2170, 1975; prior code §§ 8.05.500(c), 6.24.040].

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**6.04.210 Statements by animal owners—Requirements.**

No person owning or having charge, care or control of any dog, cat or other animal shall fail or refuse to state their true name and residence address, or to exhibit evidence of any vaccination or license certificate when requested to do so by the Director, the Health Officer, or any peace officer of this County. [Ord. 4490 § 12, 1998; Ord. 2170, 1975; Ord. 1220, 1966; Ord. 540, 1957; prior code §§ 8.05.530, 6.24.060].

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**6.04.220 Sale of live animals prohibited in public venues other than pet shops.**

Outside of permitted pet shops, live animals may not be displayed, sold, or promoted for sale in public venues such as a swap meet, flea market, farmers market, or other public venue. "Live animal" includes, but is not limited to, dogs, cats, birds, fish, poultry, rabbits, and livestock.

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**6.04.230 Excessive animal noise.**

(A) Prohibition. It is unlawful for an owner of an animal to allow the animal to emit any excessive noise after the Department has issued a written notice of an excessive noise complaint. For purposes of this section, the term "excessive noise" means a noise that is unreasonably annoying, disturbing, offensive, or which unreasonably interferes with the comfortable enjoyment of life or property.

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(B) Complaints. All complaints to the Department regarding violations of subsection (A) must be made in writing, signed under penalty of perjury, and must include the name, address, and telephone number of the complainant(s), as well as the address of the animal owner and a description of the noise, including the date(s) and approximate times of the excessive noise.

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(C) Violations. Notwithstanding other provisions of this code, the following penalties apply to violations of this section:

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(1) First violation. The Department will issue a written notice to the owner of the animal advising of the noise complaint after it receives a verifiable written complaint. The notice will order the owner to abate the excessive noise within 10 days of the notice ("compliance date").

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(2) Second violation. A second violation occurs if the animal's owner fails to stop the excessive noise by the compliance date. A second violation is an infraction punishable by a fine of up to \$100.

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(3) Third violation. A third violation occurs if the animal's owner fails to stop the excessive noise within 10 days after the notice of the second violation is mailed. A third violation is an infraction punishable by a fine of up to \$200.

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(4) Subsequent violations. Each subsequent violation after the third violation within one year of the original complaint is an additional infraction punishable by a fine of up to \$500.

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**6.04.240 Transportation of wild animals.**

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A person transporting a wild animal through the unincorporated area of Santa Cruz County must take adequate precautions to protect the public and must notify the Sheriff's Office and the Department if an animal escapes from the person's custody or control.

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**6.04.250 Furnishing animals for research purposes.**

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The Director shall not furnish any animals from the animal shelter for research purposes. [Ord. 4490 § 11, 1998; Ord. 3728 § 16, 1986; prior code §§ 8.05.285, 6.20.115].

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## Chapter 6.08 LICENSING

Sections:

- 6.08.005 Dog identification.**
- 6.08.010 Dog licensing requirements ~~and~~ ~~T~~ term of license.**
- 6.08.011 Microchip of dogs and cats.**
- 6.08.015 Display of tags—License nontransferable.**
- 6.08.020 Vaccination—Requirements.**
- 6.08.024 Certificate of antirabies vaccination.**
- 6.08.040 Licensing authority—Remittance of fees.**
- 6.08.050 Fees—Licenses, duplicates and transfers.**
- 6.08.070 ~~Penalty Fees—Late payment penalty.~~**
- 6.08.074 Waiver or reduction of license fees.**
- 6.08.076 Dog licensing compliance programs—Vendor fees.**
- 6.08.080 Dogs with licenses from other jurisdictions.**
- 6.08.090 Special licensing requirements for pygmy pigs.**
- 6.08.100 Animal facility licenses.**
- 6.08.110 Rooster facility licenses.**

**6.08.005 Dog identification.**

Each dog shall have an identification tag, tattoo or microchip, and such identification must be securely fastened to and/or displayed upon the dog at all times, except while the dog is confined to the owner's premises or while displayed in an exhibition. [Ord. 4490 § 2, 1998].

**6.08.010 Dog licensing requirements ~~and~~ ~~T~~ term of license.**

- (A) Dogs shall be licensed within 30 days of reaching the age of four months, or within 30 days of acquisition by the owner, whichever occurs later.
- (B) Licenses shall be valid for 12 months from the date of issuance and shall be issued upon payment of the fee set by resolution of the Board of Supervisors.
- (C) Licenses issued under prior existing County ordinances shall remain valid until expiration.
- (D) No license shall be issued unless proof of antirabies vaccination is presented and is valid for the license period. The Director may accept payment for the license fee for a dog that has not been vaccinated against rabies, if the owner of custodian has the dog vaccinated within 30 days of payment

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and submits written proof of vaccination to the Director. The Director may not issue the license tag and license until proof of rabies vaccination is received.

(E) A license may be sold for less than the full 12-month license period if the antirabies vaccination expires prior to the full license period. Fees for partial-term licenses will be prorated on a monthly basis, with a minimum fee of \$5.00 to cover administrative costs. [Ord. 4490 § 2, 1998; Ord. 3675 § 2, 1985; Ord. 2259, 1976; Ord. 2170, 1975; Ord. 1220, 1966; Ord. 540, 1957; prior code § 8.05.300].

#### **6.08.011 Microchip of dogs and cats.**

(A) Microchip Requirement. All dogs and cats over the age of four months must be implanted with an identifying microchip. Nothing in this section supersedes, eliminates, or alters the licensing requirements of this chapter.

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(B) Exemptions. The microchip requirements shall not apply to any of the following:

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(1) A dog or cat with a high likelihood of suffering serious bodily injury, if implanted with the microchip identification, due to the health conditions of the animal. The owner must obtain written confirmation of that fact from a California licensed veterinarian. If the dog or cat is able to be safely implanted with an identifying microchip at a later date, the date must be stated in the written confirmation.

(2) A dog or cat that is kenneled or trained in the County of Santa Cruz, but is owned by an individual that does not reside in the County of Santa Cruz. The owner must keep and maintain the animal in accordance with the applicable laws and ordinances of the jurisdiction in which the owner of the animal permanently resides, including but not limited to the applicable licensing and rabies vaccination requirements of that jurisdiction.

(3) A dog that is tattooed and registered with the National Dog Registry located at 9018 E. Wilson Rd., Independence, MO 64053.

(C) Transfer, Sale of Dogs and Cats.

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(1) An owner who offers any dog, over the age of four months, for sale, trade, or adoption must provide the microchip identification number and the valid dog license number with the offer of sale, trade or adoption. The license and microchip numbers must appear on a document transferring the dog to the new owner.

(2) An owner who offers any cat, over the age of four months, for sale, trade, or adoption must provide the microchip identification number with the offer of sale, trade or adoption. The microchip numbers must appear on a document transferring the cat to the new owner.

(D) Requirements for Impounded Animals. When an impounded dog or cat is without microchip identification, in addition to satisfying applicable requirements for the release of the animal, including but not limited to payment of impound fees pursuant to this chapter, the owner shall also do one of the following:

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(1) Have the dog or cat implanted with a County Animal Shelter microchip by a California licensed veterinarian technician or veterinarian or designated personnel at the expense of the owner; or

(2) Have the dog or cat implanted with a County Animal Shelter approved microchip by a California licensed veterinarian. The owner may arrange for another California licensed veterinarian to perform the implant, and shall pay to the department the cost to deliver the dog or cat to the chosen veterinarian. The veterinarian shall complete and return to the County Animal Shelter within 10 days a statement confirming that the microchip has been implanted, and shall release the dog or cat to the owner only after the procedure is complete.

(E) Fees for Microchip Identification Device. The fee for the identifying microchip device shall be included in the cost of adoption when adopting a dog or cat from the Santa Cruz County Animal Shelter.

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(F) Allocation of Fees and Fines Collected. All costs, fees and fines collected under this section shall be paid to the ~~County of~~ Santa Cruz ~~County~~ Animal Shelter for the purpose of defraying the cost of the implementation and enforcement ~~of this chapter program~~. [Ord. 5179 § 1, 2014].

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#### **6.08.015 Display of tags—License nontransferable.**

(A) License tags shall be securely displayed upon dogs at all times, except when the dog is confined to the owner's premises or displayed in an exhibition.

(B) A license is not transferable to another dog and shall be void upon transfer of a licensed dog to another owner; provided, however, that a new license may be purchased for the license replacement fee as set by ~~County~~ resolution of the Board of Supervisors. [Ord. 4490 § 2, 1998; Ord. 3675 § 3, 1985; prior code § 8.05.305].

#### **6.08.020 Vaccination—Requirements.**

(A) Every owner of any dog, other than a dog hybrid, over the age of three months or older, within the unincorporated area limits of Santa Cruz County shall, at intervals specified by the California ~~State~~ Department of Public Health, procure the vaccination of the dog by a licensed veterinarian with an approved canine antirabies vaccine and administered according to the vaccine label, unless a licensed veterinarian determines, on an annual basis, that a rabies vaccination would endanger the dog's life due to disease or other considerations that the veterinarian can verify and document. Every owner of a dog hybrid over the age of three months within the County is required to provide proof of annual rabies vaccination with an inactivated canine rabies product.

(BA) Exemptions.

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(1) A request for an exemption from the requirements of this section shall be submitted on an approved form developed by the California ~~State~~ Department of Public Health and shall include a signed statement by ~~the~~ licensed veterinarian explaining the inadvisability of the vaccination and a signed statement by the dog owner affirming that the owner understands the consequences and accepts all liability associated with owning a dog that has not received the canine antirabies vaccine. The request shall be submitted to the ~~Santa Cruz~~ County Health Officer, who may issue an exemption from the canine antirabies vaccine.

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(2B) The ~~Santa Cruz~~ County Health Officer shall report exemptions issued pursuant to this section to the California ~~State~~ Department of Public Health.

(3C) A dog that is exempt from the vaccination requirements of this section shall be considered unvaccinated.

(4D) A dog that is exempt from the vaccination requirements of this section shall, at the discretion of the ~~Santa Cruz~~ County Health Officer or the Officer's designee, be confined to the premises of the owner, keeper, or harbinger, and when off the premises, shall be on a leash the length of which shall not exceed six feet and shall be under the direct physical control of an adult. A dog that is exempt from the provisions of this section shall not have contact with a dog or cat that is not currently vaccinated against rabies. [Ord. 5177 § 1, 2014; Ord. 4490 § 2, 1998; Ord. 3675 § 4, 1985; Ord. 2259, 1976; Ord. 2170, 1975; Ord. 1220, 1966; prior code § 8.05.310].

**6.08.024 Certificate of antirabies vaccination.**

(A) Any veterinarian who vaccinates or causes or directs to be vaccinated in the unincorporated area of ~~the~~ County of Santa Cruz any dog with the antirabies vaccine shall:

(1A) Use a certificate approved by the Santa Cruz County Animal Shelter to certify that such animal has been vaccinated; and

(2B) Send a copy of the completed certificate to the Santa Cruz County Animal Shelter within 30 days from the date the dog is vaccinated; ~~and~~

(BC) If the dog is vaccinated for rabies by a veterinarian located outside the County of Santa Cruz, the owner/guardian or person with a right to control the dog must submit a copy of the vaccination certificate to the Santa Cruz County Animal Shelter within 30 days from the date that a dog is vaccinated or brought into the unincorporated area of the County, whichever date is later in time. [Ord. 5097 § 1, 2011].

**6.08.040 Licensing authority—Remittance of fees.**

The Board of Supervisors shall designate the Department~~independent contractor or public agency~~ to serve as the Pet Licensing Authority for the County. License fees and related fees shall be collected and remitted to the County for licenses sold to pet owners residing in the unincorporated parts of the County. [Ord. 4673 § 3, 2002; Ord. 4490 § 2, 1998; Ord. 3675 § 6, 1985; Ord. 2170, 1975; Ord. 1220, 1966; prior code § 8.05.330].

**6.08.050 Fees—Licenses, duplicates and transfers.**

(A) Fees for licenses, duplicate tags and transfer of ownership shall be as established by resolution of the Board of Supervisors.

(B) The full amount of such fees will be payable for any portion of the calendar year. The license collector shall keep a record of the name and address of the owner, and the number and date of issuance of the certificate and tag. [Ord. 4490 § 2, 1998; Ord. 2551, 1978; Ord. 1220, 1966; prior code § 8.05.340].

**6.08.070 Penalty fFees—Late payment penalty.**

(A) A penalty fee, as set by resolution of the Board of Supervisors, shall be charged for late renewal of a license. "Late renewal" is defined as the first day of the month past the due date.

(B) A penalty fee, as set by County-resolution of the Board of Supervisors, shall be charged to any owner who fails to apply for an initial Santa Cruz County license within the times specified in this chapter.

(C) Any penalty shall be in addition to the applicable license fee and payable at the time the license is issued or renewed~~of issuance~~. [Ord. 4490 § 2, 1998; Ord. 3675 § 8, 1985; Ord. 2170, 1975; Ord. 2022, 1974; Ord. 1220, 1966; prior code § 8.05.346].

**6.08.074 Waiver or reduction of license fees.**

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(A) Fees shall be waived for licenses issued for any dog documented as having been appropriately trained and actually being used as a service dog such as a guide dog, hearing dog, assistance dog, seizure alert dog or social/therapy dog. A service dog license shall be valid for the life of the dog, or so long as the dog remains the property of the person issued the license.

(B) License fees for dogs owned by persons aged 65 or older shall be reduced by the amount equal to the license fee for a sexually unproductive dog for one dog per household.

(C) A fee may be waived by the Director ~~of Animal Control Services~~ if ~~they~~he or she determines that payment of such fee would create an extreme financial hardship for the animal owner or the adopting party. Fee waivers granted pursuant to this section shall be limited to no more than a combined total of \$200.00 during any fiscal year. The Director shall submit an annual report to the County Administrative Office providing the basis upon which each fee waiver was granted. [Ord. 4490 § 2, 1998; Ord. 4216 § 1, 1992; Ord. 3675 § 10, 1985; prior code § 8.05.360].

**6.08.076 Dog licensing compliance programs—Vendor fees.**

(A) The ~~Department Licensing Authority~~ may establish a program to promote dog licensing compliance by training and authorizing outside sales persons and vendors to sell licenses to the public at specified places or areas throughout the County.

(B) The ~~Department Licensing Authority~~ may ~~also~~ deduct a fee, as set by resolution of the Board of Supervisors, from each license fee collected by the ~~Department Authority~~, to cover commissions paid to outside sales persons. The commission shall only be deducted from licenses actually sold by outside sales persons.

(C) The ~~Department Licensing Authority~~ may ~~also~~ deduct a fee, as set by resolution of the Board of Supervisors, from each license fee collected by the ~~Department Authority~~, to cover fees paid to license vendors. The vendor fee shall only be deducted from licenses actually sold by vendors. [Ord. 4490 § 2, 1998; Ord. 3675 § 11, 1985; prior code § 8.05.380].

**6.08.080 Dogs with licenses from other jurisdictions.**

A dog displaying a current license from ~~a~~ jurisdictions outside ~~the unincorporated area of~~ Santa Cruz County, but within the State, shall not require licensing under this chapter until expiration of the current license; provided, that the dog remains in the possession of the owner to whom the license was duly issued and the appropriate transfer fee, as set by ~~County~~ resolution of the Board of Supervisors, is paid by the dog owner. [Ord. 4490 § 2, 1998; Ord. 3675 § 9, 1985; Ord. 2551, 1978; Ord. 2022, 1974; Ord. 1220, 1966; prior code § 8.05.350].

**6.08.090 Special licensing requirements for pygmy pigs.**

(A) A license is required to keep a pygmy pig. A license may only be issued if the applicant provides written confirmation from a license veterinarian that the pig has been neutered or spayed.

(B) A pygmy pig license must be attached to a harness or other device and worn by the animal at all times.

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**6.08.100 Animal facility licenses.**

(A) General Requirements.

(1) A person, including a new owner of an existing organization or business, cannot conduct or operate an animal facility within the unincorporated area of the County without first obtaining a license from the Director and any other applicable agency. Operation of an animal facility without a license constitutes a misdemeanor.

(2) A license is not required for the keeping of the following animals as pets: birds; domestic rodents (e.g., mice, rats, guinea pigs, hamsters, and chinchillas); fish; non-venomous reptiles less than six feet in length; and rabbits.

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(B) Requirements for Specific Animals.

(1) Dogs. It is unlawful to keep more than three dogs at any residence without an animal facility license. For purposes of this section, a service dog serving a person who is disabled within the meaning of Government Code Section 12926(i) or (j) is not counted toward the number of dogs kept or maintained. If a dog at an animal facility is kept as a pet and is not kept exclusively in a kennel run or cage, that dog must be separately licensed as set forth above in Section 6.08.010.

(2) Cats. It is unlawful to keep more than five cats at any residence without an animal facility license. Each cat must be kept primarily indoors.

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(C) License Application.

(1) A person who seeks to operate an animal facility must file an application with the Director and pay the required fee. The fee is non-refundable.

(2) A person who operated an animal facility without the required license must pay the required penalty in addition to the license fee.

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(D) Inspection of Premises. Prior to issuing or renewing a license, the Director will inspect the relevant premises and, at their discretion, conduct any further investigation necessary regarding the application. If an initial license or renewal fee has been paid within the preceding 12 months, and a re-inspection is

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necessary to determine compliance with licensing requirements, the licensee shall pay a re-inspection fee.

(E) License Issuance.

(1) The Director shall issue a license if the following requirements are met:

(a) The maintenance of the animals at the facility will not violate any federal law, state law, or ordinance of the County of Santa Cruz, or constitute a menace to the health, peace, or safety of the community;

(b) The applicant has received confirmation from the County Planning Director that the maintenance of the animals at the facility will not violate a zoning ordinance or other land-use plan; and

(c) The applicant has not had an animal facility license denied or revoked within the County of Santa Cruz within the 12-month period before the date of the application. However, the Director may issue a license within that 12-month period if the applicant can show that the grounds for the denial or revocation no longer exist.

(2) If a ground exists to deny a license, the Director may issue the license subject to conditions rather than denying it.

(F) License Term. The term of an animal facility license is 12 months following the date of issuance, unless sooner revoked by the Director, or unless the licensee changes the location of the facility or sells or otherwise transfers ownership of the animal facility, in which case the license shall terminate immediately.

(G) Display of License. The holder of an animal facility license must post the current license in a conspicuous place at the premises.

(H) License Suspension or Revocation. The Director may suspend or revoke a license for violation of any provision of this Code, or State or Federal law, relating to the care and treatment of animals; if it becomes clear that false statements were made to obtain the license; or if the facility changes locations or is otherwise sold or transferred to a new owner.

(I) Appeal. Any person aggrieved by a decision of the Director with regard to the denial, conditional issuance, suspension, or revocation of an animal facility license may appeal the decision by filing with the Director, within 14 days of the decision, a Notice of Appeal. The appeal will be heard by the Animal Nuisance Abatement Appeals Commission within 30 days after the date the Notice of Appeal is filed. After receiving evidence in the form of documents and testimony from both parties, the Commission will make such findings and determinations as are consistent with the provisions of this Code. The Commission's decision shall be final and is not subject to further administrative appeal.

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(J) License Renewal. If the holder of an animal facility license wishes to continue operations after the license term expires, the holder must file a renewal application and pay the required renewal fee before their current license expires. A licensee who has not applied for a renewal license within 30 days after their current license expires must obtain a new license and pay the applicable fees and penalties.

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(K) Inspection and Grading Authority. The Director is authorized to inspect an animal facility at any time, grade the conditions at the facility, and report any relevant findings in an Animal Facility Inspection Report. The letter grade issued by the Director shall be based on the findings reflected on the Animal Facility Grade Card and in the Animal Facility Inspection Report. The Director is authorized to take appropriate licensing or other legal action as a result of their findings.

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(L) Animal Facility Grading.

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(1) Purpose and Basis for Grading. The Director shall grade animal facilities to provide notice to the public of the conditions at the facility at the time of the most recent inspection. The grading standards shall be set forth in the Animal Facility Inspection Report. The Report shall be available to the public upon request.

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(2) Metric for Grading. The letter grade reflected in the Animal Facility Inspection Report is based on the facility's level of compliance with applicable Federal and State laws, local ordinances, and stated internal policies relating to the care and treatment of animals. The grade is based on the facility's score as follows:

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- \_\_\_\_\_ (a) Grade of A: 90% and above;
- \_\_\_\_\_ (b) Grade of B: 80% to 89%;
- \_\_\_\_\_ (c) Grade of C: 70% to 79%.

A score of 70% is the minimum grade required to maintain a license in good standing. A score of less than 70% will result in denial of an original or renewal application or suspension or revocation of an animal facility license.

(3) Display of Grading Card.

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- \_\_\_\_\_ (a) The facility is required to post the Animal Facility Grade Card as follows:
  - (i) In the front window of the facility within five feet of the front door;
  - (ii) In a display case mounted on the outside front wall of the facility within five feet of the front door;
  - (iii) In a location as determined by the Director to ensure proper notice to the general public and to patrons; or

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(iv) If an animal facility is operated in the same building or space or shares a common customer entrance as a separate business, in the initial customer contact area, or in a location determined by the Director.

(b) The Animal Facility Grade Card must not be defaced, marred, camouflaged, hidden, or removed. Except as provided in sub-section (c), below, it is unlawful to operate an animal facility unless the Animal Facility Grade Card is displayed as required by this section.

(c) The Director may waive posting of the Animal Facility Grade Card when the animal facility consists of animals maintained solely as personal pets that are not used to breed, show, sell, adopt, or otherwise transfer ownership or custody.

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(M) Records Required for Each Animal.

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(1) The operator of an animal facility must keep available for inspection on the premises the following records:

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(a) The name and current contact information of the owner of each animal kept at the facility;

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(b) The date the animal entered and left the facility, including any animal that died while at the facility;

(c) The reason that the animal was at the facility, such as for boarding, sale, breeding, or grooming; and

(d) The description of the animal, including its age, breed, sex, color, and other available identifying information, such as an animal license number, tattoo, or microchip registration number.

(2) A current, valid rabies certificate must be maintained for every dog and cat older than four months of age while the dog or cat is kept at the animal facility. Vaccination records must be provided to a new owner upon transfer.

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(3) Any animal facility selling dogs and/or cats to the public must post a notice containing the breeder's name, address, and license number or each dog or cat's cage. If the breeder's name is not known, the name and address of the person from whom the dog or cat was obtained must be displayed.

(4) A violation of any requirement of this section is a misdemeanor.

(N) Liability of Licensees for Acts of Employees. Licensees are liable for the acts and omissions of individuals employed at the facility.

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(O) Miscellaneous Requirements.

1. Provision of Lists of Animals Sold. Licensees must complete and maintain a form provided by the Department listing all animals sold and submit it to the Department upon demand.

2. Advertisements for Sale. An advertisement for the sale or adoption of an animal must include the animal facility license number or breeding license number of the seller.

**6.08.110. Rooster facility licenses.**

(A) Obtaining a License. A rooster facility license may only be issued to a person approved by the Director who complies with the following requirements:

(1) A person who seeks to keep or maintain more roosters than allowed under SCCC 6.12.145 must file an application for a rooster facility license and pay the required fee.

(2) The number of additional roosters allowed to be kept with a rooster facility license will be determined according to several factors relating to the public health, welfare, and safety, including but not limited to the following: parcel size, proximity to neighbors, sanitation, and ability to meet animal care standards. No more than 25 roosters may be kept or maintained on any property with a rooster facility license.

(3) Any person who seeks a rooster facility license is subject to an onsite inspection of the premises by an animal control officer, humane officer, or peace officer upon demand.

(4) A person who seeks a rooster facility license as part of a local chapter of 4-H or Future Farmers of America (FFA) must meet all of the following requirements:

(a) Provide written proof of current membership in 4-H or FFA to the licensing official;

(b) Provide written documentation and approval of a 4-H or FFA project that involves the roosters to the licensing official. The approval must be from 4-H, the County 4-H Advisor, or the FFA. The documentation must state the nature of the project, the number of roosters required by the project, the breed of each rooster, the duration of the project, the purpose of keeping the roosters, and the address where the roosters are kept and maintained;

(c) The roosters on the property are designated in the 4-H or FFA project documentation; and

(d) The number of roosters on a single property does not exceed the number of roosters specified in the 4-H or FFA project documentation.

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(B) Fees and Penalties. The amount charged for a rooster facility license and the amount charged for penalties for exceeding the license limitations and late renewal of the license will be determined by resolution of the Board of Supervisors and set forth in the Santa Cruz County Unified Fee Schedule.

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**Chapter 6.10  
REGULATION OF ANIMAL BREEDING**

Sections:

- 6.10.010 Findings.**
- 6.10.020 Definitions.**
- 6.10.030 Mandatory spaying/neutering.**
- 6.10.040 Care of feral cats.**
- 6.10.050 Unaltered animal certification—Administration.**
- 6.10.060 Use of certification revenue.**
- 6.10.070 Penalty for violation.**
- 6.10.080 Enforcement responsibility.**
- 6.10.090 Severability.**
- ~~**6.10.100 Review.**~~

**6.10.010 Findings.**

The Board of Supervisors finds and declares that a program for mandatory spaying/neutering of cats and dogs combined with a certification system for unaltered cats and dogs owned, harbored or kept within the unincorporated areas of Santa Cruz County is a reasonable and effective means of reducing the population of homeless or stray cats and dogs, reducing the need to euthanize healthy cats and dogs, and providing for the health, safety and welfare of the public. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].

**6.10.020 Definitions.**

~~(A) "Director" means the Director of Animal Services or their designated representative.~~

~~(B) "Feral cat" means a feline which is by its nature wild; or is no longer domesticated.~~

~~(C) "Feral cat colony" means a group of two or more feral cats.~~

~~(D) "Unaltered animal certification" means a written authorization, issued annually by the Director-of Animal Control Services, giving permission to maintain an unaltered dog or cat. Fees for the certification shall be established by resolution of the Board of Supervisors. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].~~

**6.10.030 Mandatory spaying/neutering.**

(A) No person shall own, harbor or keep within the unincorporated area of Santa Cruz County, a dog or cat over the age of six months, which has not been spayed or neutered unless such person holds an unaltered animal certification for the animal issued pursuant to SCCC 6.10.050.

(B) Any person intentionally providing care or sustenance for a dog or cat shall be deemed the owner of such dog or cat and shall comply with this section.

(C) The following animals are exempt from the provisions of this section:

- (1) Dogs documented as having been appropriately trained and actually being used by public law enforcement agencies for law enforcement activities, or dogs designated as breeding stock by an appropriate agency or organization approved by the Director ~~of Animal Control Services~~ after consultation with knowledgeable professionals;
- (2) Dogs documented as having been appropriately trained and actually being used as a service dog such as a guide dog, hearing dog, assistance dog, seizure alert dog or social/therapy dog, or a dog designated as breeding stock by an appropriate agency or organization approved by the Director ~~of Animal Control Services~~ after consultation with knowledgeable professionals;
- (3) Dogs documented as having been appropriately trained and actually being used by search and rescue agencies for search and rescue activities, or dogs designated as breeding stock by an appropriate agency or organization approved by the Director ~~of Animal Control Services~~ after consultation with knowledgeable professionals;
- (4) Dogs or cats certified by a licensed veterinarian as having a health reason for not being spayed/neutered;
- (5) Dogs which are appropriately trained and actually being used for herding of other animals, or as livestock guardian dogs, or dogs designated as breeding stock by an appropriate agency or organization approved by the Director ~~of Animal Control Services~~ after consultation with knowledgeable professionals;
- (6) Dogs or cats boarded in a licensed kennel or a business which boards such animals for professional training or resale. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].

**6.10.040 Care of feral cats.**

~~(A)~~—It is unlawful for any person within the unincorporated area of the County ~~to~~ intentionally ~~to~~ provide food, water or other forms of sustenance to a feral cat colony unless the person also performs the following acts and furnishes the Director ~~of Animal Control Services~~ with a signed statement verifying such performance agreeing to the following conditions:

~~(A)~~ The person shall rRegister with the Director ~~of Animal Control Services~~ as caring for feral cats;

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(B2) ~~The person shall r~~Regularly feed the cat colony, including on weekends and holidays;

(C3) ~~The person shall r~~Regularly and frequently trap those cats over the age of eight weeks and have them spayed or neutered;

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(D4) ~~The person shall a~~Arrange to have all trapped cats tested for feline leukemia and feline immune deficiency virus, and to have those who test positive humanely euthanized or isolated indoors;

(E5) ~~The person shall i~~Identify all trapped cats by tipping their ears; and

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(F6) ~~The person shall a~~Arrange to have all trapped cats vaccinated for rabies in addition to any other vaccination or immunization requirement imposed by the State. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].

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#### 6.10.050 Unaltered animal certification—Administration.

(A) The Director ~~of Animal Control Services~~ shall administer a certification program to allow for unaltered animals over the age of six months when the Director ~~of Animal Control Services~~ determines that the following conditions have been met:

(1) The animal is examined annually by a licensed veterinarian and is following the preventative health care program recommended by the veterinarian;

(2) ~~The Director has not received at least one complaint, signed under penalty of perjury, stating that the applicant, custodian, or licensee has allowed an unaltered dog or cat to run loose or escape, or has neglected it or another animal; The owner has not been convicted of one or more violations of the following offenses within the preceding 24 months:~~

(a) ~~SCCC 6.12.100 (harassment, threat or injury by dog),~~

(b) ~~SCCC 6.12.110 (dog killing domesticated animal),~~

(c) ~~SCCC 6.12.130 (dog threatening or injuring livestock or wild game),~~

(d) ~~SCCC 6.12.140 (unrestrained vicious animal),~~

(e) ~~SCCC 6.16.020 (failure to acquire permit for a kennel/pet shop),~~

(f) ~~SCCC 6.20.020(E) (refusing demand to produce animal),~~

(g) ~~SCCC 6.24.060 (failure to provide requested information),~~

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~~(h) — SCCC 6.24.080 (interference with Director of Animal Control Services);~~

~~(i) — Health and Safety Code Section 121705 (concealing bite information);~~

~~(j) — Penal Code Section 286.5 (sexual assault on animal);~~

~~(k) — Penal Code Section 596 (poisoning of animal);~~

~~(l) — Penal Code Section 597 (animal cruelty);~~

~~(m) — Penal Code Section 597.5 (fighting dogs);~~

~~(n) — Penal Code Section 599aa (seizure of fighting dogs);~~

~~(o) — Penal Code Sections 487e, 487f, or 487g (theft of animal);~~

~~(3) The applicant or licensee has not been cited for violating a State law or local ordinance relating to the care and control of animals. The owner has not been convicted of two or more violations of the following offenses involving the dog for whom the unaltered animal certification is sought, within the preceding 24 months:~~

~~(a) — SCCC 6.12.010 (dog at large);~~

~~(b) — SCCC 6.12.020 (dog off leash);~~

~~(c) — SCCC 6.08.020 (vaccination required);~~

~~(4) A court or agency of appropriate jurisdiction has not determined that the dog or cat is a nuisance, or that the dog is a potentially dangerous or vicious dog under a State law or local ordinance. Within the preceding 24 months, the owner has not received a Director of Animal Control Services order involving the dog for whom the unaltered animal certification is sought, pursuant to:~~

~~(a) — SCCC 6.04.100(A) (quarantine a dog for biting a person);~~

~~(b) — SCCC 6.04.100(C) (impounding a dog for nonconfinement);~~

~~(c) — SCCC 6.20.020(D) (impounding a vicious animal without notice); and such determination has not been expressly overturned by the Animal Nuisance Abatement Appeals Commission;~~

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~~(5) The dog for whom the unaltered animal certification is sought has not been determined by the Director of Animal Control Services to be a "vicious animal" pursuant to SCCC 6.24.070, unless such determination has been expressly overturned by the Animal Nuisance Abatement Appeals Commission;~~

~~(56)~~ The animal is properly housed and cared for as follows:

- (a) The animal is provided a sufficient quantity of good and wholesome food and water,
- (b) The animal is provided shelter that will allow the animal to stand up, turn around, and lay down without laying in ~~their~~his/her feces ~~and. That~~ the area where the animal is kept is properly cleaned and disinfected,
- (c) If the animal is a dog, it must be fully contained on the owner's property and be provided appropriate exercise,
- (d) The animal owner otherwise complies with any applicable State law concerning the care and housing of animals;

~~(67)~~ The owner furnishes the Director ~~of Animal Control Services~~ with a signed statement agreeing to the following conditions:

- (a) The ~~unaltered~~ female ~~dog or cat~~unaltered animal will have no more than one litter per year, ~~or five litters in her lifetime; unless the owner furnishes the Director of Animal Control Services in advance of any breeding, a written statement from a licensed veterinarian recommending that the female feline be allowed to have up to two litters per year. This written recommendation may result from the annual examination required pursuant to subsection (A)(1) of this section,~~
- (b) Offspring of the unaltered animal will not be sold or adopted until they are at least seven weeks of age,
- (c) Records will be kept documenting how many offspring were produced and who adopted or purchased them;

~~(78)~~ The dog for whom the unaltered animal certification is sought is currently licensed as required by ~~SCCC~~Chapter ~~6.08~~ ~~SCCC~~.

~~(8) Another unaltered dog or cat license held by the applicant has not been revoked.~~

(9) The license application does not contain a material representation of fact.

(B) Any person advertising to the public the availability of any dog or cat subject to certification pursuant to this chapter, for adoption, sale, barter or other transfer must prominently display theirhis or her unaltered animal certification number in the advertisement. The certification number shall also be provided to any person adopting or purchasing any dog or cat subject to certification pursuant to this chapter that is bred in the unincorporated area of the County.

(C) Any owner of an unspayed or unneutered dog or cat who has been cited for failing to obtain an unaltered animal certification shall have theirhis or her citation dismissed if they are subsequently issued an unaltered animal certification, or if there is proof that the animal has been spayed or neutered within 30 days of the issuance of the citation.

(D) Any owner who is denied an unaltered animal certification or whose certification is revoked by the Director of ~~Animal Control Services~~ for failure to comply with the requirements of this section may appeal such denial or revocation to the Animal Nuisance Abatement Appeals Commission pursuant to the provisions of ~~SCCC Chapter 2.66~~ SCCC. [Ord. 4490 § 3, 1998; Ord. 4409 § 1, 1996; Ord. 4305 § 1, 1994].

**6.10.060 Use of certification revenue.**

(A) All certification revenue collected pursuant to this chapter, unless otherwise specified, shall be applied by the Board of Supervisors as follows:

- (1) To recover and/or offset the costs for the enforcement, administration and support of this chapter;
- (2) To advance the purposes of this chapter by providing for the spaying and neutering of animals, and/or providing for the testing and immunization of feral cats. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].

**6.10.070 Penalty for violation.**

(A) Except as otherwise provided, any person violating or causing or permitting the violation of this chapter shall be deemed guilty of an infraction, and shall be punished by a fine in accordance with SCCC 6.24.090(A) 1.12.040.

(B) Any person who has been cited for theirhis or her first violation of SCCC 6.10.040 shall not be subject to a fine, but may be ordered to comply with the requirements of said section. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].

**6.10.080 Enforcement responsibility.**

The Director of Animal ~~Control~~-Services shall be responsible for the enforcement and administration of this chapter. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].

**6.10.090 Severability.**

The provisions of this chapter are severable. If any section, paragraph, sentence, phrase or word of this chapter is declared invalid for any reason by a court of competent jurisdiction, such invalidity thereof shall not affect the validity of any other portion of this chapter, which shall remain in full force and effect. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].

**6.10.100 Review.**

~~The ordinance codified in this chapter shall be reviewed by the Board of Supervisors one year after its effective date, or earlier upon the direction of the Board of Supervisors or the recommendation of staff, and annually thereafter. The Director of Animal Control Services shall prepare a written report concerning the effectiveness of this chapter for consideration by the Board in its review. [Ord. 4490 § 3, 1998; Ord. 4305 § 1, 1994].~~

## Chapter 6.12 ANIMAL CONTROL

Sections:

- 6.12.010 Dogs at large prohibited.
- 6.12.020 Leash required for dogs off premises.
- 6.12.030 Safety of animals in moving motor vehicles.
- 6.12.040 Safety of animals in parked motor vehicles.
- 6.12.080 Animal defecation prohibited as specifiedwhere.
- 6.12.090 Noisy animals.
- 6.12.100 Harassment, threat or injury by animals.
- 6.12.110 Dogs killing domesticated animals or other dogs.
- 6.12.120 Owner's control and management of Llivestock or wild animals—At large prohibited.
- 6.12.130 Livestock or wild game mammals—Threat or injury by animals prohibited.
- 6.12.132 Cinches, saddle girths, and bucking and flanking straps.
- 6.12.134 Electric prods.
- 6.12.136 Bloodless bullfights prohibited.
- 6.12.138 Animal control officers present at rodeos and similar events.
- 6.12.140 Unrestrained vVicious animals prohibitedunrestrained.
- 6.12.145 Restrictions on roosters.
- 6.12.150 Wild animals.
- 6.12.155 Use of steel-jawed, leg-hold traps.
- 6.12.160 Violation—Evidence.
- 6.12.170 Prohibition on dog ownership by certain convicted felons.
- 6.12.180 Permit for prohibited dog.

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### 6.12.010 Dogs at large prohibited.

(A) It is unlawful for the owner ~~or caretaker~~ of any dog, licensed or not, to permit or allow such dog to be at large anywhere in the unincorporated area of Santa Cruz County when there is reasonable cause to believe that the dog has caused or is likely to cause harm to persons or property, or other nuisances such as urinating, defecating, dumping garbage, digging or making noise on the property of others.

(B) The owner ~~or caretaker~~ of any dog found in violation as described above may be contacted by an animal control officer or peace officer and issued a citation for the violation. If the owner ~~or caretaker~~ is not present, and there is no reasonable way to secure the dog to the owner's ~~or caretaker's~~ property to prevent subsequent violations, it may be impounded. If a dog is impounded from the property where the owner ~~or caretaker~~ is not present, a notice of such impound will be left with information about the nature

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of the impound, the name and address of the impounding agency, and an indication of the ultimate disposition of the dog if it is not reclaimed within a specified period of time. [Ord. 4503 § 3, 1998].

**6.12.020 Leash required for dogs off premises.**

It is unlawful for the owner of any dog, whether licensed or unlicensed, to permit or allow such dog to be away from the premises of its owner at any time if not under actual physical restraint or control, such as a leash, tether, or in the grasp of a person. [Ord. 4490 § 4, 1998; Ord. 3728 § 20, 1986; Ord. 2170, 1975; Ord. 1447, 1972; Ord. 1371, 1968; prior code § 8.05.401].

**6.12.030 Safety of animals in moving motor vehicles.**

No person shall transport or carry on any public highway or public roadway any dog or other animal in a motor vehicle unless the animal is safely enclosed within the vehicle, or if traveling in an unenclosed vehicle (including but not limited to convertibles, pick-up and flat-bed trucks), ~~the animal is shall be~~ confined by a container, cage or other device that will prevent the animal from falling from or jumping from the motor vehicle. [Ord. 3728 § 25, 1986; prior code § 8.05.406].

**6.12.040 Safety of animals in parked motor vehicles.**

No person shall leave any animal in any standing or parked vehicle in such a way as to endanger the animal's health, safety or welfare. An animal control officer, State Humane Officer, or law enforcement~~police or safety~~ officer is hereby authorized to use reasonable force to remove the animal from the vehicle whenever it appears that the animal's health, safety or welfare is or will be endangered. [Ord. 3728 § 26, 1986; prior code § 8.05.407].

**6.12.080 Animal defecation prohibited as specifiedwhere.**

It is unlawful for the owner of any animal to allow or permit such animal to defecate on any public property or improved private property, other than that of the owner. It is the responsibility of the animal's owner to properly dispose of any solid waste resulting from an act in violation of this section. [Ord. 4490 § 5, 1998; Ord. 2170, 1975; prior code § 8.05.420].

**6.12.090 Noisy animals.**

(A) It is unlawful for any person to keep or harbor any dog, cat or other animal, whether licensed or not, which by habitual howling, yelping, barking or other noise unreasonably disturbs or annoys any person with ordinary sensitivities. When determining if there has been a violation of this section, the use and character of the property where the animal is located as well as the neighboring properties shall be taken into consideration.

(B) Notwithstanding any other provisions of this section, commercial agricultural activities, operations or facilities shall be exempt from the provisions of this section to the extent provided by Civil Code Section

~~3482.5 of the California Civil Code.~~ [Ord. 3979 § 1, 1989; Ord. 2170, 1975; Ord. 540, 1957; prior code § 8.05.460].

**6.12.100 Harassment, threat or injury by animals.**

It is unlawful for the owner of any dog or animal to suffer or permit the same to annoy and harass, chase, threaten to inflict or inflict injury of any kind on any person. [Ord. 4490 § 6, 1998; Ord. 2170, 1975; prior code § 8.05.410].

**6.12.110 Dogs killing domesticated animals or other dogs.**

It is unlawful for the owner of any dog or other domesticated animal to suffer or permit the same to cause the death of another dog or other domesticated animal, except where the offending animal is acting in self-defense, or where the incident occurs on the property of the owner of the offending animal. The Director ~~of Animal Control Services~~ may impound any dog or domesticated animal found at large in violation of this section, and the Director ~~of Animal Control Services~~ may declare the dog or domesticated animal to be a vicious animal and ~~take appropriate further action as authorized under this code proceed under the procedure set forth in SCCC 6.24.070.~~ [Ord. 4490 § 7, 1998; Ord. 3060, 1981; prior code § 8.05.412].

**6.12.120 Owner's control and management of Livestock or wild animals—At large prohibited.**

~~No~~ Persons owning or having care, custody or control of any ox, steer, bull, cow, horse, calf, sheep, goat, ~~or~~ hog, or other livestock animal, including any wild animal as defined in Fish and Game Code Section 2118 that is kept as livestock, commonly referred to as a "wild species," shall not:

- (A) Permit such animal to be at large in the unincorporated areas of the County; ~~or~~
- (B) Cause or permit any such animal to be pastured, herded, staked or tied in any street, lane, alley, park or other public place; ~~or~~
- (C) Tie, stake or pasture, or permit the tying, staking or pasturing of any such animal upon any private property within the unincorporated areas of the County; without the consent of the owner or occupant of such property, or in such a way as to permit any such animal to trespass upon any street or public place; or upon any such private property; or
- (D) Permit any such animal to be or remain during the nighttime secured by a stake, or secured in any manner other than by enclosing such animal in a pen, corral, or barn sufficient and adequate to restrain ~~the~~ such animal. [Ord. 540, 1957; prior code § 8.05.470].

**6.12.130 Livestock or wild game mammals—Threat or injury by animals prohibited.**

It is unlawful for the owner of any animal to ~~allow suffer or permit~~ the ~~animals~~ same, under any circumstances, to chase, threaten to inflict, or inflict injury of any kind on any wild game ~~mammals~~, as defined in Fish and Game Code Section ~~3950~~, or on any domestic livestock, including cows, sheep, horses and chickens. [Ord. 4490 § 8, 1998; Ord. 2170, 1975; prior code § 8.05.415].

#### **6.12.132 Cinches, saddle girths, and bucking and flanking straps.**

No sharp or cutting objects in cinch, saddle girth or flank straps shall be permitted. Only sheepskin-lined flanking straps shall be used on bucking stock and ~~those straps~~ shall be of the quick-release type. Flank straps shall be placed on ~~an~~ the animal so the sheepskin-covered portion is over both ~~the~~ flanks and belly of the animal. Flanking straps shall be released immediately upon the completion of any event in which they are employed. Bucking or flanking straps shall not be overtightened, or otherwise used to torment, torture or practice any cruelty on any animal, as such terms are defined in ~~Penal Code Section 599(b) of the California Penal Code~~. [Ord. 3728 § 27, 1986; prior code § 8.05.416].

#### **6.12.134 Electric prods.**

The use of electric prods ~~on livestock in rodeos and similar contests~~ shall not be permitted to torture, torment or practice cruelty on any animal, as such terms are defined in ~~Penal Code Section 599(b) of the California Penal Code~~. [Ord. 3728 § 28, 1986; prior code § 8.05.417].

#### **6.12.136 Bloodless bullfights prohibited.**

Bloodless bullfights are prohibited. [Ord. 3728 § 29, 1986; prior code § 8.05.418].

#### **6.12.138 Animal control officers present at rodeos and similar events.**

Animal control officers shall be present at all rodeos and similar events to ensure that animals participating in or being utilized in those types of events are not tortured, tormented or treated with cruelty as such terms are defined in ~~Penal Code Section 599(b) of the California Penal Code or as defined by local ordinance~~. [Ord. 3728 § 30, 1986; prior code § 8.05.419].

#### **6.12.140 Unrestrained ~~v~~ Vicious animals ~~prohibited~~ unrestrained.**

It is unlawful to permit any vicious animal to go unrestrained. Any vicious animal may be required by written order of the Director ~~of Animal Control Services~~ to be confined to its owner's premises, and allowed at liberty only under the direct control of its owner while on a leash and properly muzzled to prevent harm or injury to the public. [Ord. 4490 § 9, 1998; Ord. 2170, 1975; prior code § 8.05.430].

#### **6.12.145 Restrictions on roosters.**

(A) Purpose. The purpose of this section is to limit the number of roosters that may be kept on a single property to reduce public nuisances, illegal cockfighting, the raising of birds used for cockfighting, and to

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protect the health and safety of the County's residents. For purposes of this section a single property is defined as any parcel or combination of parcels operated as one unit.

(B) Rooster Keeping Requirements.

(1) It is unlawful to keep or maintain on any single property more roosters than are listed in the following table without a rooster facility license issued under SCCC 6.08.090.

Size of Property	Maximum number of roosters
Less than one-half acre	2
One-half acre to one acre	4
One to five acres	6
More than five acres	10

(2) This section does not apply to commercial poultry ranches whose primary commodity is the production of eggs or meat for sale and which are regulated by the United States Department of Agriculture (USDA) Food Safety Inspection Service, or government-operated animal shelters or other animal welfare organizations that employ humane officers as described in Corporations Code Section 14502.

(3) Each individual rooster over the number listed in the table above for the applicable size of a single property constitutes a separate violation.

(4) The construction and location of rooster cages or coops must not conflict with the requirements of any building code or setback line and must be at least 50 feet from any residence other than the owner's residence.

(5) Nothing in this section may be construed as authorizing the keeping of roosters in violation of any other applicable law or ordinance.

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**6.12.150 Wild animals.**

(A) Prohibition. No person shall possess, keep or have care, custody or control of any animal belonging to a "wild species," as defined in Fish and Game Code Section 2118 of the California Fish and Game Code, anywhere in the unincorporated area of the County.

(B) Exemption. This section shall not apply to persons having a valid, unexpired permit from the California State Department of Fish and Wildlife Game under Fish and Game Code Sections 2150 et seq., to possess a wild animal as enumerated in, or designated pursuant to, California Code of Regulations, Title 14, Section 671 belonging to a "wild species" on the effective date of the ordinance codified in this chapter. ~~However, this section shall apply to any such person whose preexisting valid permit expires and is not renewed, or is revoked.~~ [Ord. 2427, 1977; prior code § 8.05.475].

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**6.12.155 Use of steel-jawed, leg-hold traps.**

It is unlawful for any person to set, trigger, activate or otherwise use, or cause to be set, triggered, activated or used, any steel-jawed, leg-hold trap to be used for the capture of any animal, except to address rodent infestation as set forth as provided in California Health and Safety Code Section 116125 1803. [Ord. 3728 § 32, 1986; prior code § 8.05.480].

**6.12.160 Violation—Evidence.**

Proof that an animal was found at large in violation of any of the provisions of this chapter, together with proof that the defendant was the owner of such animal at the time, shall constitute prima facie evidence that the defendant allowed or permitted the animal to be at large or otherwise act in violation of the provisions of this chapter. [Ord. 2170, 1975; Ord. 1747, 1972; prior code § 8.05.440].

**6.12.170 Prohibited dog ownership by certain convicted felons.**

(A) Any person who has been convicted of a felony under any Federal or State law who owns, purchases, receives, or has in their possession or under their custody or control a dog that poses a danger to the public's health, safety, or welfare if misused by a convicted felon is guilty of a misdemeanor, unless the person possesses a current, valid prohibited dog permit for that dog as specified in Section 6.12.180. For purposes of this chapter, a convicted felon does not include felons whose convictions were set aside pursuant to Penal Code Section 1203.4. "Misused" for purposes of this chapter means use of a dog in a threatening or aggressive manner, or in the commission of a crime.

(B) Any dog whose owner or custodian is in violation of this section shall be impounded, or impounded subject to destruction, at the owner's expense.

(C) A dog that poses a danger to the public's health, safety, or welfare if misused by a convicted felon under this section means any of the following:

(1) A dog weighing more than twenty (20) pounds).

(2) A dog which has been designated a potentially dangerous dog or vicious dog under Sections \_\_\_\_\_.

(3) A dog designated by the Director of Animal Services as posing a danger to the public's health, safety, or welfare if misused by a convicted felon based upon one or more of the following factors:

(i) The nature of any complaints regarding the dog;

(ii) The strength of the dog, including jaw strength;

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(iii) The dog's tolerance to pain;

(iv) The dog's tendency to refuse to terminate an attack;

(v) The dog's potential propensity to bite humans;

(vi) The dog's potential or unpredictable behavior;

(vii) The dog's aggressiveness;

(viii) The likelihood that a bite by the dog will result in serious injury.

This section shall not apply to any assistance dog, including guide dogs, signal dogs and service dogs, trained or in training to assist a qualified individual with a disability.

**6.12.180 Permit for prohibited dog.**

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Any convicted felon who wishes to own, purchase, receive, or have in their possession or under their custody or control a dog weighing more than twenty (20) pounds or a dog that the Director designates as posing a danger to the public's health, safety, or welfare if misused by a convicted felon, may apply for a prohibited dog permit to own, keep, or maintain that dog. If there is probable cause to believe that a dog poses a danger to the public's health, safety, or welfare if misused by a convicted felon, the dog may be impounded pending a determination made under this chapter and until any required permit is obtained. If the Director designates a dog as posing a danger to the public's health, safety, or welfare if misused by a convicted felon, written notice of this designation shall be mailed to the owner or custodian of the dog. The owner or custodian must pay an application fee and apply for the prohibited dog permit within fifteen (15) calendar days after the mailing of the written notice of designation. The Director may deny a prohibited dog permit if they determine that the dog poses a danger to the public's health, safety, or welfare, or may condition the issuance of the permit upon the permittee's written agreement to comply with conditions of ownership to be determined by the Director. These conditions of ownership may include, but are not limited to, those found in this chapter. A prohibited dog permit may subsequently be revoked by the Director if there is probable cause to believe that the convicted felon's continued ownership of the dog poses a danger to the public's health, safety, or welfare. This section shall not apply to any assistance dog, including guide dogs, signal dogs, and service dogs, trained or in training to assist a qualified individual with a disability.

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## Chapter 6.16 KENNELS AND PET SHOPS

Sections:

- 6.16.010 Definitions.**
- 6.16.020 Permit to operate kennel or pet shop—Required.**
- ~~6.16.030 Permit—Application, fees, expiration and delinquency.~~
- ~~6.16.040 Permit—Exceptions to fees.~~
- ~~6.16.050 Permit—Suspension or revocation.~~
- ~~6.16.060 Permit—Notice of suspension or revocation.~~
- 6.16.070 Appeal of permit actions—Procedure.**
- ~~6.16.080 Appeal—Hearing—Notice.~~

**6.16.010 Definitions.**

(A) "Kennel" means any site meeting the definition of a kennel under SCCC 13.10.700-K. For the purposes of this chapter, "kennel" shall not include any place or premises not operated as a commercial business and where pet animals are only occasionally sold, boarded, groomed or trained.

(B) "Pet shop" means any person, firm or corporation engaged in a commercial business where small animals are kept for the purpose of either wholesale or retail sale. "Pet shop" does not include any place or premises not operated as a commercial business and where pet animals are only occasionally sold. [Ord. 4502 § 2, 1998; Ord. 4490 § 10, 1998; Ord. 540, 1957; prior code § 11.44.010].

**6.16.020 Permit to operate kennel or pet shop—Required.**

(A) Permit Required. No person shall operate any kennel or pet shop as defined in this chapter without first obtaining a permit from the County Health Officer. The granting of such permit shall be within the discretion of the Health Officer, taking into consideration the type of construction as it relates to sanitation and the manner in which animals, birds or fowl are to be housed, zoning regulations, and the character of the person making the application. Permits must be renewed on a yearly basis. [Ord. 1662, 1971; Ord. 540, 1957; prior code § 11.44.020].

~~(B) **6.16.030 Permit—Application, Fees, Expiration and Delinquency.**~~

~~(1A) Applications. Applications for a permit to operate a kennel or a pet shop, or for renewal thereof, shall be filed with the Health Officer upon such forms established by the Health Officer as he may prescribe.~~

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(2B) Fees. The permit fee for the calendar year or any part thereof during which the permitted activity is carried on and the fee for renewal thereof shall be that established by resolution of the Board of Supervisors.

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(a) Exception to Fees. The provisions of this chapter requiring the payment of an annual permit fee shall not apply to an animal shelter maintained and operated by a chapter of the American Society for the Prevention of Cruelty to Animals duly incorporated under Title 1, Division 2, Part 9, of the California Corporations Code.

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(3G) Plan Check Charge. The applicant shall pay the plan check charge established by resolution of the Board of Supervisors.

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(4D) Expiration of Permits. Each permit shall expire on December 31st of the current year, provided such permit may be renewed without penalty on or before February 15th next following the expiration date.

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(5E) Delinquent Permits. Permittees who do not renew the permit on or before February 15th shall pay the extra amount established by resolution of the Board of Supervisors. [Ord. 1662, 1971; Ord. 540, 1957; prior code § 11.44.030].

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**6.16.040 Permit—Exceptions to fees.**

The provisions of this chapter requiring the payment of an annual license fee shall not apply to an animal shelter maintained and operated by a Society for the Prevention of Cruelty to Animals duly incorporated under Title 1, Division 2, Part 4, of the Corporation Code of the State of California. [Ord. 540, 1957; prior code § 11.44.040].

**(C) 6.16.050 Permit—Suspension or Revocation of Permit.**

Any permit issued under this chapter may be suspended or revoked ~~or suspended~~ if, after due investigation, the Health Officer finds that:

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(1A) The permittee, ~~or their~~ his agent or employee, has been convicted of any offense involving the violation of Penal Code Section 597 ~~of the Penal Code of the State~~, or any provision of this chapter; ~~or~~

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(2B) The permittee, ~~or their~~ his agent or employee has, at the place for which the permit was issued, failed to provide any animal, fowl or reptile in their ~~his~~ possession, care or control with proper and sufficient food, drink, shelter or protection, or subjected any such animal, fowl or reptile to needless suffering, unnecessary cruelty, or abuse; ~~or~~

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(3C) The permittee, or theirhis agent or employee, has failed to maintain the premises in a clean and sanitary condition; or

(4D) The permittee, or theirhis agent or employee, has violated any rule or regulation of the Health Officer. [~~Ord. 540, 1957; prior code § 11.44.050~~].

~~(D) 6.16.060 Permit—~~Notice of ~~S~~suspension or ~~R~~evocation.

(1) The Health Officer may order an immediate suspension of any permit granted under this chapter for a period of up to 10 days; such order shall set forth the findings of the ~~Board~~Health Officer on which the suspension is based. The order shall be served upon the owner, occupant, or other person in charge of the permittee's business. Such a suspension is a final decision and is not appealable under any further administrative procedure.

(2) The Health Officer ~~shall not~~may revoke a permit granted under this chapter after providing unless the permittee with an opportunity to attend a hearing before the Health Officer on the revocation. ~~Written~~ notice of a hearing on ~~the~~such revocation ~~shall be~~is served upon the owner, occupant or other person in charge of the permittee's business, at least five days before the hearing is held by the Health Officer on the revocation of said permit. Where, after diligent search, such owner, occupant or person in control cannot be found, a copy of the notice of hearingssuch notice shall be mailed to the permittee at the permittee'ssaid place of business at least five days before the hearing is held on the revocation of the permit. ~~Failure of the permittee to attend the hearing constitutes a waiver of any further administrative procedure or administrative remedy and the Health Officer's revocation decision shall be final. However, if a hearing takes place, the Health Officer's final decision to revoke a permit after such hearing is appealable to the Board of Supervisors as set forth below.~~

(3) No person shall operate ~~a~~said kennel or pet shopbusiness in the unincorporated limits of the County during any time in which the permit for such business has been suspended or revoked. [~~Ord. 1662, 1971; Ord. 540, 1957; prior code §§ 11.44.030, 11.44.040, 11.44.050, Ord. 540, 1957; prior code § 11.44.060~~].

**6.16.070 Appeal of permit actions—Procedure.**

(A) Filing an Appeal. The owner or operator of any kennel or pet shop who ~~is~~shall be aggrieved by any action of the County Health Officer other than a suspension order may ~~take an~~ appeal to the Board of Supervisors. TheNotice of such appeal shall be in writing, and filed with the Health Officer and the Board of Supervisors on or before 10 days after the action of the Health Officer appealed from , andThe

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appeal shall state the grounds upon which it such appeal is based. [Ord. 540, 1957; prior code § 11.44.070].

(B) 6.16.080 Appeal—Hearing—Notice of Hearing.

(1A) ~~Upon receipt of such notice of appeal, t~~The Board of Supervisors shall hear the appeal within 60 days after receiving such notice of the appeal. Written notice of the time and place of hearing on the appeal shall be given by the Clerk of the Board of Supervisors to the appellant and to the Health Officer, and upon receipt of such notice of hearing, the Health Officer shall forward to the Board of Supervisors all papers and records related to the appeal and relating to all proceedings had by the Health Officer in connection with appellant's case. Any suspension currently in place shall remain in effect pending the outcome of the appeal hearing.

(2B) ~~AfterUpon the hearing of the appeal,~~ the Board of Supervisors may take such action or make such order as the Board ~~of Supervisors~~ may deem just and proper in the disposition of ~~thesuch~~ appeal. [Ord. 540, 1957; prior code §§ 11.44.070, 11.44.080].

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## Chapter 6.18 AMERICAN BULLFROG PROHIBITIONS

Sections:

**6.18.010 Findings.**

**6.18.020 Prohibitions.**

**6.18.030 Enforcement.**

**6.18.010 Findings.**

(A) American bullfrogs (*Rana catesbeiana*; also known as *Lithobates catesbeianus*) are not native to Santa Cruz County.

(B) American bullfrogs are widely regarded as one of the world's most harmful invasive species.

(C) American bullfrogs cause significant and lasting damage to the County's ecosystems by preying on native wildlife, spreading harmful infectious diseases, and competing with native wildlife for limited food resources.

(D) Efforts to eradicate or manage feral American bullfrog populations are expensive.

(E) American bullfrogs delay or prevent the recovery of many of the County's legally protected endangered species, such as the California red-legged frog and California tiger salamander.

(F) The presence of American bullfrog populations forms a significant obstacle to amphibian conservation efforts in Santa Cruz County. [Ord. 5118 § 1, 2012].

**6.18.020 Prohibitions.**

The importation, purchase, sale, or offering to purchase or sell an American bullfrog (*Rana catesbeiana*; also known as *Lithobates catesbeianus*) in the unincorporated area of the County of Santa Cruz is prohibited. This section shall apply to all sales, regardless of whether the seller is a commercial business or a private individual. [Ord. 5118 § 1, 2012].

**6.18.030 Enforcement.**

A violation of this chapter shall be considered an infraction punishable in accordance with the provisions of SCCC 6.24.090(A). [Ord. 5118 § 1, 2012].

**Chapter 6.20**  
**IMPOUNDMENT OF ANIMALS AND REGULATION OF DANGEROUS DOGS**

Sections:

~~6.20.010~~ ~~Animals at large.~~

~~6.20.010~~ ~~Definitions.~~

~~6.20.020~~ ~~Impoundment of vicious animals.~~

~~6.20.020~~ ~~Habitual offender, potentially dangerous, and vicious dogs.~~

~~6.20.030~~ ~~Impoundment of animals at large or posing an immediate threat to public safety.~~

~~6.20.040~~ ~~Care of impounded animals.~~

~~6.20.050~~ ~~Charges for impoundment—Basic.~~

~~6.20.055~~ ~~Charges for impoundment—Daily costs.~~

~~6.20.060~~ ~~Charges for impoundment—Hearing.~~

~~6.20.070~~ ~~Disposal of impounded animals—On owner's request.~~

~~6.20.080~~ ~~Disposal of animals—Infirm or dangerous animals.~~

~~6.20.090~~ ~~Reclaiming impounded animals.~~

~~6.20.090~~ ~~Adoption of impounded animals.~~

~~6.20.105~~ ~~Spaying or neutering of adopted animals.~~

~~6.20.110~~ ~~Disposal of unclaimed animals.~~

~~6.20.115~~ ~~Furnishing animals for research purposes.~~

~~6.20.120~~ ~~Recordkeeping requirements.~~

~~6.20.010~~ ~~Animals at large.~~

~~It shall be the duty of the Director of Animal Control Services to impound on sight, after making such investigation as is reasonable under the circumstances for the purpose of locating the owner, any animal found at large contrary to any of the provisions of Chapters 6.04 through 6.12 and 6.24 SCCC or of Division 14 of the Agricultural Code (commencing with Section 30501), and to keep any such animal so impounded as provided in this chapter and Chapters 6.04 through 6.12 and 6.24 SCCC. [Ord. 4490 § 11, 1998; Ord. 3728 § 5, 1986; Ord. 2393, 1977; Ord. 540, 1957; prior code § 8.05.200].~~

~~6.20.010~~ ~~Definitions.~~

~~For purposes of this chapter, the words and terms set forth below are defined as follows:~~

~~(A) "Enclosure" means a fence or structure that will prevent the entry of young children and that will confine a potentially dangerous or vicious dog, in conjunction with other measures that may be required to be taken by the owner or custodian of the dog. "Confine" means that the enclosure must be designed to prevent the animal from escaping.~~

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(B) "Habitual offender" shall mean a dog that has had three or more violations, involving separate incidences, of any provision of this title.

(C) "Owner" means the person who owns an animal and includes any person who has or maintains custody of the animal with the owner's permission.

(D) "Potentially dangerous dog" means any of the following:

(1) A dog that on two separate occasions within the prior 36-month period engages in any unprovoked behavior, off the property of the owner or custodian of the dog, that requires a defensive action to prevent bodily injury to a person, domestic animal, or livestock;

(2) A dog that, when unprovoked, bites a person or otherwise engages in aggressive behavior causing a non-severe injury.

(3) A dog that, when unprovoked, has killed, seriously bitten, inflicted injury, or otherwise caused injury to a domestic animal or livestock off the property of the owner or custodian of the dog.

(E) "Severe injury" means any physical harm to a human being that results in a serious illness or injury, including but not limited to a major fracture, muscle tears, or disfiguring lacerations requiring multiple sutures or corrective cosmetic surgery.

(F) "Vicious dog" means any of the following:

(1) A dog that engages in or has been bred or trained to engage in exhibitions of fighting;

(2) A dog that, when unprovoked, in an aggressive manner, inflicts severe injury on or kills a person; or

(3) A dog previously designated as and currently listed as a potentially dangerous dog in Santa Cruz County, or to be a dangerous dog in another jurisdiction, which, after its owner has been notified of that designation, continues the behavior described subsection (D), above or is maintained in violation of a stipulation, an administrative decision, a court order, or restrictions placed upon it by another jurisdiction.

**6.20.020 Habitual offender, potentially dangerous, and vicious dogs.**

(A) Director's Authority To Determine Dog To Be Habitual Offender, Potentially Dangerous, Or Vicious.

(1) The Director is hereby authorized to declare a dog to be a habitual offender, potentially dangerous, or vicious based on the dog meeting the definition of those terms as set forth in this chapter.

(2) Exceptions. No dog may be determined to be potentially dangerous or vicious under this chapter if:

(a) The injury or damage is sustained by a person who, at the time the injury or damage was sustained, was committing a willful trespass or other tort upon premises occupied by the owner or custodian of the dog, or was teasing, tormenting, abusing, or assaulting the dog, or was committing or attempting to commit a crime;

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(b) The dog was protecting or defending a person from an unjustified attack or assault within the immediate vicinity of the dog;

(c) The injury was sustained by an animal that, at the time of the injury, initiated an attack against the dog; or

(d) The injury was sustained by an animal while the dog was working as a hunting, herding, or predator-control dog while under the control of its owner or custodian and the injury was to a type of animal appropriate to the work of the dog.

(B) Consequences of habitual offender determination. Upon declaring a dog to be a habitual offender, the Director may impose reasonable conditions which are designed to cease further violations of this Code. To the extent possible, the conditions should be narrowly designed to address the specific violation at issue. In the alternative, and if necessary, the Director may impound the dog and dispose of it as set forth in Section 6.20.070.

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(C) Consequences of potentially dangerous dog determination. Upon declaring a dog to be potentially dangerous, the Director shall impose the following conditions:

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(1) The dog must be properly licensed, microchipped, and vaccinated at the owner's expense before release to its owner. If the dog was not impounded, the dog owner must provide proof that the dog is licensed, microchipped, and vaccinated within 14 calendar days after the Director's determination is served on the owner. The Department may include the designation in the registration records of the dog.

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(2) The dog, while on the owner's property, must be kept indoors or in a securely fenced yard or enclosure from which the dog cannot escape, and into which children cannot enter. The Department must inspect and give written approval of the yard of enclosure before the dog is released to its owner. If the dog was not impounded, the Department must inspect and give written approval of the yard or enclosure within 14 calendar days after the Director's determination is served on the owner.

(3) The dog may be off the owner's premises only if it is muzzled with a Department-approved basket muzzle and restrained by a substantial leash, not exceeding six feet in length, and at all times under the control of an adult capable of restraining and controlling the dog. At no time may the dog be left unattended while off the owner's premises.

(4) The owner of the dog must notify the Department immediately if the dog is at large or has committed an attack on any person, domestic animal, or livestock. If the dog no longer resides with the owner or has been transferred to another person(s), the owner must advise the Department of the dog's new location in writing, under penalty of perjury, and provide a copy of the Director's determination to the new owner. Each subsequent owner must provide each new owner with a copy of the Director's determination during the effective period of the determination. Likewise, if the dog is moved to another jurisdiction, the owner is required to provide the animal

control authorities in the new jurisdiction with a copy of the Director's determination during the effective period of the determination.

(5) The owner of the dog and the dog must complete a Department-approved obedience course for a minimum of ten hours of training, at the owner's expense, within 60 calendar days of the Director's determination. If the dog was impounded, the course must be approved by the Department before the release of the dog to the owner. If the dog was not impounded, the owner must obtain approval of the course within 14 calendar days after the Director's determination.

(6) If the dog was impounded, it must be spayed or neutered at the expense of the owner before release. If the dog was not impounded, the dog owner must provide proof that the dog has been spayed or neutered within 30 calendar days after the Director's determination is served on the dog's owner.

(7) The owner of the dog may be required to maintain general liability insurance covering property damage and bodily injury caused by a dog declared to be potentially dangerous, with a combined single limit of \$300,000 per occurrence. If required to maintain insurance, the owner must show proof of insurance within 14 calendar days after the Director's determination is served on the dog's owner.

(8) If the dog is impounded, all charges for services performed by the Department and all fines must be paid before the release of the dog to its owner or within 14 days after the services are performed or the charges and fines are ordered to be paid. If the owner does not take possession of the dog and pay the charges and fines within 14 calendar days after the services are performed or the charges and fines are ordered to be paid, the dog will be deemed abandoned and may be disposed of by the Department as set forth in this chapter.

(9) The Director or the Animal Nuisance Abatement Appeals Commission may impose additional conditions that are necessary to protect the public safety and welfare.

(D) Consequences of vicious dog determination. The following consequences apply to a dog determined by the Director to be vicious.

(1) A dog determined to be a vicious dog may be euthanized by the Department when it is found, after the opportunity for an appeal hearing pursuant to subsection (E), below, that the release of the dog would create a significant threat to the public health, safety, or welfare.

(2) If it is determined that a dog found to be vicious will not be euthanized, the Director shall impose the conditions set forth above for potentially dangerous dogs, the conditions required by this section, and any other conditions necessary to protect the public health, safety, and welfare.

(3) For a vicious dog, the enclosure required in Section 6.20.020(B) must be an enclosure that is sealed on all sides and locked with a padlock. The Director may require that the enclosure have a top and a cement floor. If the dog was impounded, the enclosure must be approved by the Department in writing before the release of the dog to the owner. If the dog was not

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impounded, the dog owner must obtain the written approval of the Department within 14 calendar days after the Director's determination is served on the dog owner.

(4) The owner of a vicious dog must give written notice of the vicious dog determination to the local branch of the United States Post Office and to all utility companies providing services to the premises where the dog is kept. If the dog was impounded, the owner must provide a copy of the notices to the Department before the dog is released from impound. If the dog was not impounded, the dog owner must provide a copy of the required notices to the Department within 14 calendar days of the Director's determination.

(5) The owner of the dog must post one or more signs on the premises, at a location(s) approved by the Department, stating that a vicious dog resides on the premises. The sign(s) must be posted within 14 calendar days after the Director's determination.

(6) The owner of a dog determined to be a vicious dog may be prohibited from owning, keeping, possessing, controlling, or having custody of any dog for a period of up to three years, if the Director determines that ownership or possession of a dog by that person would create a significant threat to the public health, safety, or welfare.

(E) Notice to Owners of Director's Determination.

(1) Upon declaring a dog a habitual offender, potentially dangerous, or vicious, the Director shall serve upon the owner of the dog either personally or by first-class mail with return receipt requested a written notice that such animal shall be destroyed or otherwise subject to appropriate conditions upon the expiration of the appeal period unless the owner requests a hearing before the Animal Nuisance Abatement Appeals Commission.

(2) The notice shall contain (a) the name, business address, and telephone number of the person providing the notice; (b) the authority for the order; (c) a description of the animal, including any known identification upon the animal; (d) a copy of the complainant's statement and report of the Director, if any; (e) a statement from the Director specifying whether the animal should be destroyed or proposing conditions as outlined above; and (f) notice of the owner's right to request a hearing before the Commission to appeal the Director's determination and orders by signing and returning a notice of appeal to the Director within three days of the date of the notice (excluding weekends and legal holidays). Having served the notice, the Director shall detain the animal at the owner's expense until the animal is destroyed, appropriate conditions outlined above have been implemented, or an appeal hearing is held.

(F) Appeal of Director's Determination or Conditions Imposed.

(1) Except as modified by the provisions of this section, the procedures established in SCCC 2.66 shall govern any appeal to the Commission.

(2) At the conclusion of the hearing, the Commission may uphold, modify, or reverse the Director's determinations and orders related to the declaration of any dog as potentially

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dangerous or vicious. If the Commission determines that the dog was not lawfully impounded, the dog shall be returned to its owner and no impound charges of any kind shall be imposed.

(G) Violation of Conditions Imposed on Habitual Offender, Potentially Dangerous, and Violent Dogs.

(1) The failure to comply with any condition imposed upon a potentially dangerous or violent dog is a misdemeanor punishable by a fine not exceeding \$1,000 or by imprisonment in the County Jail for a period not to exceed six months, or by both a fine and imprisonment.

(2) A violation of any condition imposed upon a potentially dangerous or violent dog may be the subject of a civil action for injunctive relief to enjoin the person who violated the condition. The filing and prosecution of such an action does not limit the authority or ability of the County to take any other action permitted by law.

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**6.20.030 Impoundment of animals at large or posing an immediate threat to public safety.**

(A) It shall be the duty of the Director to impound on sight, after making such investigation as is reasonable under the circumstances for the purpose of locating the owner, any animal found at large in violation of any of the provisions of SCCC 6.04 through 6.12 and 6.24 or of Division 14 of the Food and Agricultural Code (commencing with Section 30501), and to keep any such animal so impounded as provided in this chapter and SCCC 6.04 through 6.12 and 6.24.

(B) An animal control or law enforcement officer may seize and impound a dog when probable cause exists that the dog poses an immediate threat to public safety. The owner or custodian of the dog is liable for the impound fee and costs if the dog is determined to be potentially dangerous or vicious. The fees and costs must be paid before the release of the dog, but no later than 14 days after the dog is available to be released.

(C) When a dog has been impounded under subsection (B) and it is not contrary to public safety, the Director may allow the animal to be confined at the owner's expense in a Department-approved animal or veterinary facility. [Ord. 4490 § 11, 1998; Ord. 3728 § 5, 1986; Ord. 2393, 1977; Ord. 540, 1957; prior code § 8.05.200].

**6.20.020 Impoundment of vicious animals.**

(A) Whenever an animal is in violation of SCCC 6.12.100, 6.12.110, 6.12.130 or 6.12.140, or whenever a vicious animal as described in SCCC 6.04.020(W) has done any of the acts described in that section, the victim or any citizen with personal knowledge may submit to the Director of Animal Control Services a signed written statement describing the incident and the animal or animals involved.

(B) If, after making such investigation as is reasonable under the circumstances to determine the validity of the allegations contained in the statement, the Director of Animal Control Services

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or his or her designated deputy finds that the animal or animals should be impounded, the Director shall personally serve upon the owner written notice of his intent to impound said animal or animals at the expiration of 72 hours, and the reasons therefor, a copy of the victim or citizen's statement and notice of the owner's right to request an administrative hearing prior to the impoundment. The administrative hearing shall be held within two days, excluding weekends and legal holidays, after receipt of the request. The Director of Animal Control Services, or some other officer, employee or outside hearing officer designated by the Director, may conduct the hearing. Failure of the owner or keeper, or his or her agent, to request or to attend a scheduled hearing shall result in a forfeiture of any right to challenge the Director's impound order.

(C) Upon the expiration of the 72-hour period, the Director of Animal Control Services is expressly authorized to impound the animal or animals whether found on or off the premises of its owner, and to keep or abate any such animal so impounded as provided in this title.

(D) However, if after making his or her investigation, the Director of Animal Control Services or his or her designated deputy finds that extraordinary circumstances exist such that immediate seizure of the animal or animals is necessary to protect the personal safety of the public, the Director is expressly authorized to immediately impound the animal or animals, whether found on or off the premises of its owner, and to keep or abate any such animal so impounded as provided in this title, without otherwise complying with the requirements of subsection (B) of this section.

(E) Refusal of the owner to release or deliver the animal to the Director of Animal Control Services or his or her designated deputy, upon demand made pursuant to this section, is a misdemeanor. [Ord. 4490 § 11, 1998; Ord. 3728 § 5, 1986; Ord. 2393, 1977; Ord. 540, 1957; prior code § 8.05.200].

**6.20.040 Care of impounded animals.**

The Director shall ensure that impounded animals are When any animal is so impounded, it shall be provided with proper and sufficient food and water, by the Director of Animal Control Services. [Ord. 4490 § 11, 1998; Ord. 540, 1957; prior code § 8.05.220].

**6.20.050 Charges for impoundment—Basic.**

(A) Basic Charges.

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(1) The Director ~~of Animal Control Services~~ shall charge, and collect from the owner, the charges for impounding animals as established by resolution of the Board of Supervisors.

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(2B) For cats and dogs impounded for the first time, the Director ~~of Animal Control Services~~ may waive the impounding fee for any unaltered dog or cat when, prior to the release of the

animal, the reclaiming owner volunteers ~~their~~his animal for spaying or neutering, and deposits the fees for the spaying or neutering with the Director.

(3C) Upon the second or subsequent impoundment of a dog or cat, the Director ~~of Animal Control Services~~ may not waive the impounding fee for any such unaltered animal. Prior to the release of this subsequently impounded dog or cat, the Director shall require that the animal be spayed or neutered and shall require the owner to pay the impounding fee as established by resolution ~~of the Board of Supervisors~~, and to deposit the fees for the spaying or neutering with the Director.

(a4) The Director shall serve upon the owner of the animal either personally or by first-class mail with return receipt requested, written notice that said animal shall be spayed or neutered upon the expiration of the appeal period, unless the owner requests an administrative hearing.

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(b2) The notice shall contain: (a) the name, business address and telephone number of the person providing the notice; (b) the authority for the order to spay or neuter the animal; (c) a description of the animal, including any known identification upon the animal; (d) notice of the owner's right to request an administrative hearing to appeal the Director's order by signing and returning the enclosed declaration of ownership or right to keep the animal to the Director within three days, excluding weekends and legal holidays, of the date on the notice. Having served such notice, the Director shall continue to detain the animal at the owner's expense until a hearing is held or the animal is spayed or neutered. The notice shall also include a statement that the cost of caring and treating any animal is a lien on the animal, and that the animal shall not be returned to its owner until the charges are paid.

(c3) The administrative hearing shall be held within two days, excluding weekends and legal holidays, after receipt of the request. The Director ~~of Animal Control Services~~, or some other officer, employee or outside hearing officer designated by the Director, may conduct the hearing as long as the hearing officer was not involved with the impoundment and is not junior in rank to that person. Failure of the owner ~~or keeper, or his or her agent~~, to request or to attend a scheduled hearing shall result in a forfeiture of any right to challenge the Director's order to spay or neuter the animal.

(d4) The decision of the hearing officer may be appealed to the Animal Nuisance Abatement Appeals Commission pursuant to ~~Chapter~~SCCC 2.66 ~~SCCC~~. The

Commission may order the animal spayed or neutered, or returned to its owner without being spayed or neutered. Except as modified by the provisions of this section, the procedures established, and fees required by ~~Chapter~~SCCC 2.66 SGGC shall govern any appeal to the Commission.

(e5) The owner shall pay all impound charges required by law before the animal is released from the shelter. If the owner refuses to make such payment, the Director shall dispose of the animal as provided in SCCC 6.20.070100 or 6.20.110. [Ord. 4490 § 11, 1998; Ord. 3728 § 8, 1986; Ord. 2551, 1978; Ord. 2170, 1975; Ord. 1670, 1972; Ord. 1220, 1966; Ord. 540, 1957; prior code § 8.05.230].

(B) 6.20.055 Charges for impoundment — Daily Costs.

In addition to the charges specified in subsection (A) SCCC 6.20.050, the Director of Animal Control Services shall charge and collect from the owner for care and feeding of impounded animals the following charges for each day or portion thereof following the day in which the animal was impounded: for each animal, the reasonable cost incurred in caring for and feeding the animal, as established by resolution of the Board of Supervisors' resolution. [Ord. 4490 § 11, 1998; Ord. 3728 § 9, 1986; prior code § 8.05.231].

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(C) 6.20.060 Challenging Charges For Impoundment; —Hearing.

(1A) Whenever an owner objects to payment of impound charges on the ground that the impoundment of ~~their~~his or her animal was not lawfully accomplished as provided in this title, the owner shall be notified that ~~they have~~he or she has a right to an administrative hearing before the Director of Animal Control Services personally (or before some other impartial officer or official designated by the Director for this purpose) on the sole issue of the lawfulness of the seizure of the animal. Such hearing shall be held no later than 12 hours after a request is made by the owner.

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(2B) The hearing shall be informal in nature, and the owner, the impounding officer, and any other person having personal knowledge of any fact relevant to the issue of the lawfulness of the seizure of the animal may appear and testify.

(3C) If no hearing is requested within 48 hours after notification of a right to hearing, or if a hearing is held and the hearing officer determines that the animal was lawfully impounded, the owner shall pay all impound charges required by law before the animal is released from the animal shelter pound. If the owner refuses to make such payment, the Director of Animal Control Services shall dispose of the animal as provided in SCCC 6.20.070100 or 6.20.110. If, after hearing, the Director determines that the animal was not lawfully impounded, the animal shall be

returned to its owner and no impound charges of any kind shall be imposed. [Ord. 4490 § 11, 1998; Ord. 3728 §§ 8, 9, 10, 1986; Ord. 2551, 1978; Ord. 2393, 1977; prior code § 8.05.235; Ord. 2170, 1975; Ord. 1670, 1972; Ord. 1220, 1966; Ord. 540, 1957; prior code §§ 8.05.230, 8.05.231, 8.05.235].

**6.20.0670 Disposal of impounded animals—On owner’s request.**

(A) Disposal Based on Owner’s Request. It shall be the duty of the Director ~~of Animal Control Services~~ to dispose of any domestic animal pet or pets at the request of the owner thereof when such owner delivers the pet to the Director. [~~Ord. 4490 § 11, 1998; Ord. 1371, 1968; prior code § 8.05.245~~].

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**6.20.080 Disposal of animals—Infirm or dangerous animals.**

(B) Destruction of Infirm or Dangerous Animals. The Director ~~of Animal Control Services~~ is authorized, directed and empowered ~~forthwith~~ to destroy in a humane manner any animal lawfully impounded which is by reason of disease or injury unfit for further use, or is dangerous to keep impounded.

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(C) Disposal of Unclaimed Impounded Animals.

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(1) The Director may, and is authorized and empowered to, destroy in a humane manner, or otherwise dispose of, any animal lawfully impounded without proper identification which remains unclaimed by its owner, if any, for more than 72 hours excluding weekends and legal holidays.

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(2) Stray dogs and cats with proper identification or under protective custody status that are impounded by the Director shall be held for a minimum of seven days. During the period that the animal is held, the Director shall attempt to inform the owner of the location of the impounded animal and how the owner may claim the animal. If telephone contact is unsuccessful, the owner shall be notified by mail sent to the last recorded address of the owner. Seven days after mailed notice is sent, the Director may destroy or otherwise dispose of the animal in a humane manner.

(3) Disposal of unclaimed livestock shall be in accordance with Food and Agricultural Codes and regulations. [Ord. 4490 § 11, 1998; Ord. 3728 §§ 11, 12, 1986; Ord. 2170, 1975; Ord. 1371, 1968; Ord. 540, 1957; prior code §§ 8.05.240, 8.05.245, 8.05.250].

**6.20.0790 Reclaiming impounded animals.**

The owner of any impounded animal shall have the right to reclaim the same at any time prior to the lawful disposition thereof, provided payment is made to the Director ~~of Animal Control Services~~ of the costs and charges specified for the impounding and keeping of the animals; and provided further, that as to any dog without a current license, a deposit is made with the Director to cover the license fee and the

cost of a rabies vaccination. [Ord. 4490 § 11, 1998; Ord. 3728 § 13, 1986; Ord. 1572, 1971; Ord. 540, 1957; prior code § 8.05.260].

**6.20.4080 Adoption of impounded animals.**

Unless impounded animals without proper identification are redeemed within 72 hours, or animals with proper identification or under protective custody status are redeemed within seven days, they may be offered for adoption by the Director ~~of Animal Control Services~~, provided all reasonable effort has been made to notify the owner of the animal ~~; and provided further, that~~ I the adopter shall not be given possession of any dog or dogs, including dogs under six months of age, until ~~they have~~ he has deposited with the Director a sum sufficient to cover the cost of a rabies vaccination for any dog which does not have a current vaccination. [Ord. 4490 § 11, 1998; Ord. 3728 § 14, 1986; Ord. 1573, 1971; Ord. 1447, 1969; Ord. 540, 1957; prior code § 8.05.270].

**6.20.105 Spaying or neutering of adopted animals.**

~~Unless a licensed veterinarian states in writing that the date specified in the adoption agreement is inappropriate for the animal in question, any person adopting an unspayed or unneutered dog or cat from any animal shelter, humane society, or SPCA shelter in the County shall have the animal spayed or neutered on or before a date specified in the adoption agreement. On submission of a written statement from a licensed veterinarian to the officer at the shelter or pound responsible for ensuring compliance with this section, the adoption agreement will be modified accordingly. [Ord. 4490 § 11, 1998; Ord. 3728 § 15, 1986; prior code § 8.05.275].~~

**6.20.110 Disposal of unclaimed animals.**

~~(A) — The Director of Animal Control Services may, and is authorized and empowered to, destroy in a humane manner, or otherwise dispose of, any animal lawfully impounded without proper identification which remains unclaimed by its owners, if any, for more than 72 hours excluding weekends and legal holidays.~~

~~(B) — Stray dogs and cats with proper identification or under protective custody status, that are impounded by the Director of Animal Control Services, shall be held for a minimum of seven days. During the period that the animal is held by the Director of Animal Control Services, the Director shall attempt to inform the owner of the location of the impounded animal and how the owner may claim the animal. If telephone contact is unsuccessful, the owner shall be notified by mail sent to the last recorded address of the owner. Seven days after mailed notice is sent, the Director may destroy or otherwise dispose of such animal in a humane manner.~~

~~(C)—Disposal of unclaimed livestock shall be in accordance with Food and Agriculture Codes and regulations. [Ord. 4490 § 11, 1998; Ord. 3728 § 12, 1986; Ord. 2170, 1975; prior code § 8.05.250].~~

~~**6.20.115 Furnishing animals for research purposes.**~~

~~The Director of Animal Control Services shall not furnish any animals from the animal shelter for research purposes. [Ord. 4490 § 11, 1998; Ord. 3728 § 16, 1986; prior code § 8.05.285].~~

~~**6.20.12090 Recordkeeping requirements.**~~

The Director ~~of Animal Control Services~~ shall keep a record of the number of all animals impounded showing in detail in the case of each animal the description, dates of receipt, the date and manner of disposal, the name of any person redeeming or adopting, and any fees and charges received on account thereof, and such additional records as may be required by the Board of Supervisors. [Ord. 4490 § 11, 1998; Ord. 1220, 1966; prior code § 8.05.280].

## Chapter 6.24 ENFORCEMENT

Sections:

- 6.24.010** Director of Animal ~~Control~~ Services—Arrest powers.
- 6.24.020** Director of Animal ~~Control~~ Services—Animal capture or dispatch powers.
- 6.24.030** Director of Animal ~~Control~~ Services—Investigation and inspection authority.
- ~~6.24.040—Property owners authorized to capture domestic animals when.~~
- ~~6.24.0450~~ Badges for Director of Animal ~~Control~~ Services and deputies.
- ~~6.24.060—Statements by animal owners—Requirements.~~
- ~~6.24.070—Detention or destruction of certain animals—Conditions.~~
- ~~6.24.0580~~ Interference with Director of Animal ~~Control~~ Services prohibited.
- ~~6.24.060~~ Enforcement alternatives.
- ~~6.24.0790~~ Violation—Penalties.

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### 6.24.010 Director of Animal ~~Control~~ Services—Arrest powers.

Pursuant to the provisions of ~~Penal Code~~ Section 830.9 ~~of the Penal Code~~, the Director of Animal ~~Control~~ Services ~~is and his or her designated deputies are~~ authorized to arrest a person without a warrant whenever ~~they have~~ ~~he or she has~~ reasonable cause to believe that the person has committed a misdemeanor in ~~their~~ ~~his or her~~ presence which is a violation of this chapter, ~~and Chapters~~ SCCC 6.04 through 6.12 and 6.20, ~~SCCC~~ or State law relative to animal control. Upon making such an arrest, the Director ~~or his or her delegated deputy~~ shall release the person arrested pursuant to ~~Penal Code~~ Section 853.6 ~~of the Penal Code~~, the provisions of which are adopted by reference as part of this section. The Director ~~is and his or her delegated deputies are~~ further authorized to issue citations for any violation of this chapter, ~~and Chapters~~ SCCC 6.04 through 6.12, 6.18 and 6.20, ~~SCCC~~ or State law relative to animal control and care. [Ord. 5118 § 2, 2012; Ord. 4490 § 12, 1998; Ord. 3728 § 34, 1986; Ord. 2259, 1976; Ord. 2170, 1975; prior code § 8.05.500(a)].

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### 6.24.020 Director of Animal ~~Control~~ Services—Animal capture or dispatch powers.

The Director of Animal ~~Control~~ Services ~~is, or his or her designated deputies, are~~ expressly authorized, when acting in the course and scope of ~~their~~ ~~his or her~~ official duties, to capture or, if no other reasonable effective means of control is available, to humanely destroy any animal found at large ~~and in the act of~~ violating SCCC 6.12.100 or 6.12.130. [Ord. 4490 § 12, 1998; Ord. 3728 § 34, 1986; Ord. 2259, 1976; Ord. 2170, 1975; prior code § 8.05.500(b)].

### 6.24.030 Director of Animal ~~Control~~ Services—Investigation and inspection authority.

The Director of Animal ~~Control~~-Services ~~and his or her designated deputies are is~~ empowered to investigate, inspect, and take necessary actions to:

(A) ~~To s~~Stop all practices that cause animal torment or torture, or practices of cruelty on any animal, as such terms are defined in Penal Code Section 599b of the California Penal Code.

~~(B) To e~~Ensure that pet shops and kennels are meeting minimum standards for animal housing and care ~~are being provided and operations are properly permitted;~~ ~~pet shops and kennels shall also be inspected and licensed.~~ Subject to Board of Supervisors approval, the Director of Animal Control Services shall have the authority to promulgate regulations to enforce this section; and

~~(C) To e~~Ensure compliance with the biomedical livestock animal treatment standards set forth in SCCC 6.04.1430.

Subject to the approval of the Board of Supervisors, the Director shall have the authority to promulgate regulations to enforce this section. [Ord. 4524 § 2, 1998; Ord. 4490 § 12, 1998; Ord. 3728 § 36, 1986; prior code § 8.05.600].

#### **6.24.040 Property owners authorized to capture domestic animals when.**

~~Any person who finds any domestic animal upon his or her property without permission, or on public property in violation of this chapter and Chapters 6.04 through 6.12 and 6.20 SCCC, may use any reasonable and humane means to capture such animal and shall deliver it to the Director of Animal Control Services for impoundment. The Director shall encourage any person intending to capture an animal to first attempt to notify the animal's owner, if the owner's identity is known. [Ord. 4490 § 12, 1998; Ord. 3728 § 34, 1986; Ord. 2259, 1976; Ord. 2170, 1975; prior code § 8.05.500(c)].~~

#### **6.24.0450 Badges for Director of Animal ~~Control~~ Services and deputies.**

The Director of Animal ~~Control~~-Services and ~~their~~his or her designated deputies, while engaged in the execution of their duties, shall wear in plain view a badge having, in the case of the Director, the words "Director of Animal ~~Control~~-Services," and in the case of the deputy, the words "animal control officer" engraved therein. [Ord. 4490 § 12, 1998; Ord. 1220, 1966; prior code § 8.05.510].

#### **6.24.060 Statements by animal owners—Requirements.**

~~No person owning or having charge, care or control of any dog, cat or any animal shall fail or refuse to state his or her true name and residence address, or to exhibit evidence of any vaccination or license certificate when requested to do so by the Director of Animal Control Services, his or her designated deputies, the County License Collector, or any peace officer of this County or the County Health Officer. [Ord. 4490 § 12, 1998; Ord. 2170, 1975; Ord. 1220, 1966; Ord. 540, 1957; prior code § 8.05.530].~~

**6.24.070 Detention or destruction of certain animals—Conditions.**

(A)—Whenever the Director of Animal Control Services or his or her deputy lawfully impounds any animal and he or she has reasonable cause to believe that the impounded animal is a habitual offender as defined in SCCC 6.04.020(L), the Director shall declare the animal a habitual offender.

(B)—Whenever the Director of Animal Control Services or his or her deputy lawfully impounds any animal for acting as described in SCCC 6.04.020(W) (based upon the observations of the officer or the sworn written statement of one or more persons), the Director may declare the animal a vicious animal.

(C)—Upon declaring an animal either a habitual offender or vicious, the Director of Animal Control Services shall serve upon the owner of the animal either personally or by first-class mail with return receipt requested, written notice that such animal shall be destroyed or otherwise subject to appropriate mitigation measures, upon the expiration of the appeal period, unless the owner requests a hearing before the Animal Nuisance Abatement Appeals Commission. The notice shall contain: (1) the name, business address and telephone number of the person providing the notice; (2) the authority for the order; (3) a description of the animal, including any known identification upon the animal; (4) a copy of the complainant's statement and report of the Director, if any; (5) a statement from the Director specifying whether the animal shall be destroyed or proposing mitigation measures and (6) notice of the owner's right to request a hearing before the Commission to appeal the Director's order by signing and returning the enclosed declaration of ownership or right to keep the animal to the Director within three days, excluding weekends and legal holidays, of the date on the notice. Having served said notice, the Director shall detain the animal at the owner's expense until the animal is destroyed, or appropriate mitigation measures are ordered, or a hearing held. At the conclusion of the hearing, the Animal Nuisance Abatement Appeals Commission may order the animal's destruction or it may order appropriate mitigation measures. If the Commission determines that the animal was not lawfully impounded, the animal shall be returned to its owner and no impound charges of any kind shall be imposed. Except as modified by the provisions of this section, the procedures established, and fees required by Chapter 2.66 SCCC shall govern any appeal to the Commission. [Ord. 4490 § 12, 1998; Ord. 4366 § 5, 1995; Ord. 4331 § 2, 1994; Ord. 2170, 1975; prior code § 8.05.540].

**6.24.0580 Interference with Director of Animal ~~Control~~ Services prohibited.**

It is unlawful for any person to resist or interfere with the Director of Animal ~~Control~~ Services or ~~their~~his or ~~her~~ designated deputy in the discharge of their official duties. [Ord. 4490 § 12, 1998; Ord. 2170, 1975; Ord. 540, 1957; prior code § 8.05.520].

**6.24.060 Enforcement alternatives.**

Violation of animal control regulations shall be enforced through one or more of the following remedies:

(A) Abatement as a public nuisance pursuant to this title and SCCC 1.12.

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(B) Criminal prosecution.

(C) Administrative citation for the recovery of civil penalties and enforcement costs pursuant to SCCC 6.25 and 1.12.

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(D) Civil action for injunction, civil penalties, or other appropriate remedies provided by law including, but not limited to, SCCC 1.12.

(E) Any other remedies provided by law. [Ord. 5137 § 1, 2012, prior § 6.25.030].

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**6.24.0790 Violation—Penalties.**

(A) Violation of any of the provisions of this title, except for violation of SCCC 6.04.090, 6.04.100, 6.12.110, 6.12.132, 6.12.134, 6.12.136, ~~6.12.138~~, 6.12.140, 6.12.155, ~~6.20.020(E)~~, 6.24.060 and 6.24.080, is an infraction punishable by a fine not exceeding \$100.00 for a first violation, a fine not exceeding \$200.00 for a second violation of the same code provision that occurs within one year of the first violation, and a fine not exceeding \$500.00 for each additional violation of the same code provision that occurs within one year of the first violation.

(B) Violation of any of the provisions of SCCC 6.04.090, 6.04.100, 6.12.110, 6.12.132, 6.12.134, ~~6.12.138~~, 6.12.140, 6.12.155, 6.20.020(~~D~~E), 6.24.060 and 6.24.080 is a misdemeanor and punishable as such by fine and/or imprisonment. [Ord. 5137 § 2, 2012; Ord. 4673 § 4, 2002; Ord. 4490 § 12, 1998; Ord. 3728 § 35, 1986; Ord. 3060, 1981; Ord. 2170, 1975; Ord. 1747, 1972; Ord. 1572, 1971; Ord. 1447, 1969; prior code § 8.05.550].

**Chapter 6.25**  
**~~CITATION AND ADMINISTRATIVE CITATIONS~~ ABATEMENT**

Sections:

**6.25.010 Purpose.**

**6.25.020 Scope.**

~~**6.25.030 Enforcement alternatives.**~~

**6.25.040 Administrative citation.**

**6.25.050 Procedure for administrative citations.**

**6.25.060 Service of administrative citations.**

**6.25.070 Opportunity to correct violation.**

**6.25.080 Satisfaction of an administrative citation.**

**6.25.090 Appeal of administrative citation.**

~~**6.25.100 Administrative hearing officers.**~~

~~**6.25.110 Notice of administrative appeal hearing.**~~

~~**6.25.120 Administrative hearing officer disqualification.**~~

~~**6.25.130 Hearing procedures.**~~

**6.25.10040 Penalties and costs assessed.**

**6.25.11050 Failure to pay civil penalties.**

**6.25.12060 Severability.**

**6.25.13070 Civil or criminal actions not affected by administrative citation.**

**6.25.010 Purpose.**

The purpose of this chapter is to provide a clear and explicit process for issuing administrative citations to those persons violating the ~~enforcement of~~ animal control regulations ~~as~~ set forth in the Santa Cruz County Code related to the protection of the health, safety and welfare of animals. [Ord. 5137 § 1, 2012].

**6.25.020 Scope.**

This chapter sets forth procedures for issuing and adjudicating administrative citations to those persons violating the enforcement of County animal control regulations in the unincorporated area of Santa Cruz County. [Ord. 5137 § 1, 2012].

~~**6.25.030 Enforcement alternatives.**~~

~~(A) Any violation of animal control regulations shall be enforced through one or more of the following remedies:~~

~~(1) Abatement as a public nuisance pursuant to this title and Chapter 1.12 SCCG.~~

~~(2) — Criminal prosecution.~~

~~(3) — Administrative citation, for the recovery of civil penalties and enforcement costs pursuant to this chapter and Chapter 1.12 SCCC.~~

~~(4) — Civil action for injunction, civil penalties, or other appropriate remedies provided by law including, but not limit to, Chapter 1.12 SCCC.~~

~~(5) — Any other remedies provided by law. [Ord. 5137 § 1, 2012].~~

#### **6.25.040 Administrative citation.**

The ~~Director Animal Shelter General Manager or any Animal Shelter Control Officer~~ may issue an administrative citation assessing a civil penalty to any person violating any provision of this title.

(A) ~~Administrative-Civil~~ penalties established pursuant to this chapter shall be imposed and collected as set forth herein including, but not limited to, ~~Chapter~~SCCC 1.12 SCCC.

(B) Each provision of this title that is violated constitutes a separate offense. Each and every day a violation of any provision of this title exists constitutes a separate and distinct offense.

(C) A civil penalty assessed by an administrative citation shall be payable directly to the Santa Cruz County Animal Shelter.

(D) Civil penalties assessed by an administrative citation shall be collected in accordance with the procedures specified in this chapter and ~~Chapter~~SCCC 1.12 SCCC. [Ord. 5137 § 1, 2012].

#### **6.25.050 Procedure for administrative citations.**

~~(A) — The Animal Shelter General Manager or any Animal Shelter Control Officer may issue an administrative citation to any person responsible for a violation of this title.~~

~~(A)~~ When a violation of any of the provisions of this title is identified, the ~~Director Animal Shelter General Manager or an Animal Shelter Control Officer~~ shall identify the owner or responsible party and ~~may~~ issue ~~them~~ an administrative citation. A responsible party shall be deemed to be the person who is in immediate control of the animal or activity that constitutes a violation.

~~(B)~~ The administrative citation shall be issued on a form ~~titled "Administrative Citation" prescribed by the Animal Shelter General Manager~~ and shall contain the following information:

~~(1) — The form shall be titled "Administrative Citation."~~

(12) The date, approximate time, and address or definite description of the location where the violation(s) was observed.

(23) The provisions of this title violated and a description of the violation.

(34) A description of the action required to correct the violation.

(45) An order to the owner or responsible party to correct the violation(s) within a time specified and an explanation of the consequences of failure to correct the violation(s).

(56) The amount of monetary penalty for each violation.

(67) An explanation of how the penalty shall be paid and directing that it be made payable to the Santa Cruz County Animal Shelter, the time period within which it shall be paid, and the address at which the penalty payment shall be remitted or mailed.

(78) A statement regarding the right to appeal the administrative citation, including the time within which the appeal must be filed, and the place to obtain a notice of appeal and request for administrative citation appeal hearing form.

(89) The name and signature of the officer issuing the administrative citation and, if possible, the signature of the owner or responsible party acknowledging receipt of the citation.

(C40) A single administrative citation may charge a violation for one or more days on which a violation exists, and for the violation of one or more provisions of this title. [Ord. 5137 § 1, 2012].

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**6.25.060 Service of administrative citations.**

The ~~DirectorAnimal Shelter General Manager or his/her designee~~ shall issue any required notice to the owner or responsible party of the violation in the following manner:

(A) Personal Service. The ~~DirectorAnimal Shelter General Manager, or his/her designee,~~ shall attempt to locate and personally serve the owner or responsible party and, if possible, obtain the signature of the owner or responsible party on the administrative citation. If the owner or responsible party served refuses or fails to sign the citation, the failure or refusal to sign shall not affect the validity of the citation or subsequent proceedings and the ~~DirectorAnimal Shelter General Manager or his/her designee~~ shall make service of the citation as otherwise provided herein.

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(B) Mail. If for any reason the ~~DirectorAnimal Shelter General Manager or his/her designee~~ is unable to personally serve the citation on the owner or responsible party, the citation shall be mailed to the owner

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or responsible party by first class mail, postage prepaid, with a declaration of service under penalty of perjury. The declaration of service shall be made by the person mailing the citation showing the date and manner of service by mail and reciting the name and address of the citation addressee. The failure of any owner, responsible party, or person with an interest in the animal, where applicable, to receive a properly addressed citation shall not affect the validity of any proceeding under this chapter. Service of the citation in the manner described above shall be effective on the date of mailing.

(C) Posting of Citation. As an alternative to service by mail, and if the DirectorAnimal Shelter General Manager or his/her designee is unable for any reason to personally serve the owner or responsible party, the DirectorAnimal Shelter General Manager or his/her designee may post the citation by affixing the citation to a surface in a conspicuous location on any real property in which the owner or responsible party has a legal interest, and such posting shall be deemed effective service. Failure of a posted citation to remain in place after posting shall in no way affect the validity of the citation or the proceeding. Service shall be deemed effective pursuant to posting on the date that the citation is actually posted.

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(D) The failure of any owner or responsible party to receive any notice served in accordance with this section will not affect the validity of any proceedings taken under this chapter when the owner or responsible party has actual notice of these proceedings. [Ord. 5137 § 1, 2012].

#### **6.25.070 Opportunity to correct violation.**

Upon the serviceissuance of an administrative citation that for a correctible violation has been served upon an owner or responsible party, the owner or responsible party shall be allowed seven days to correct or remedy the violation(s), except 30 days are allowed to correct a spay/neuter violation. If the owner or responsible party properly corrects the violation(s), theyhe or she shall not be assessed a civiln administrative penalty. If the owner or responsible party fails to correct or remedy the violation(s), civiladministrative penalties shall be assessed from the date written upon the citation. This section shall not be construed to waive any fee or payment that would ordinarily be required pursuant to this title. [Ord. 5137 § 1, 2012].

#### **6.25.080 Satisfaction of an administrative citation.**

(A) Upon receipt of an administrative citation, the owner or responsible party must do the following:

- (1) Pay the civiladministrative penalty to the Santa Cruz County Animal Shelter; and
- (2) Demonstrate to the DirectorAnimal Shelter General Manager or his/her designee that the violation has been corrected or remedied, if the violation(s) is of such a nature that it can be remedied. The DirectorAnimal Shelter General Manager or his/her designee may not accept payment of a civiln administrative penalty unless the owner or responsible party has

demonstrated that the violation(s) has been corrected or remedied. If the violation(s) is corrected or remedied within the time set forth in SCCC 6.25.070, no civiladministrative penalty shall be imposed on a correctible violation.

(B) If an owner or responsible party fails to properly correct or remedy a continuing violation in accordance with SCCC 6.25.070 or otherwise, the owner or responsible party shall pay the accrued administrative-civil penalty amount to the Santa Cruz County Animal Shelter. Penalty amounts shall continue to accrue as specified until the date the owner or responsible party satisfies the administrative citation or files a notice of appeal. Payment of an accrued penalty shall not excuse or discharge the owner's responsibility to correct or remedy the cited violation, nor shall it bar further enforcement action by the DirectorAnimal Shelter General Manager. [Ord. 5137 § 1, 2012].

**6.25.090 Appeal of administrative citation.**

(A) Filing an Appeal.

(1) An owner or responsible party receiving an administrative citation may contest that there was a violation of this title or that they arehe or she is the responsible party by completing a notice of appeal and request for appeal hearing form and filing it with the Santa Cruz Animal Shelter within 10 calendar days from the date of issuance of the citation. Any appeal of the administrative citation must include a detailed written explanation of the grounds for appeal.

(2B) The filing of a notice of appeal does not stay, postpone or excuse the owner or responsible party's duty to correct or remedy a violation. If the administrative hearing officer upholds the administrative citation, the applicable penalty shall accrue as of the date on the administrative citation.

(3C) The failure to submit a timely and complete notice of appeal shall terminate a person's right to contest the administrative citation, result in a failure to exhaust administrative remedies and the administrative citation shall then serve as a final determination and conclusive evidence of the named owner or responsible party's liability. [Ord. 5137 § 1, 2012].

(B) ~~6.25.100~~ Administrative H~~e~~aring O~~o~~fficers.

Duties.—The DepartmentBoard of the Santa Cruz County Animal Services Authority shall provide independent contractor hearing officers to conduct administrative appeal hearings, to issue subpoenas, to receive evidence, to administer oaths, to rule on questions of law and the admissibility of evidence, to prepare a record of the proceedings, to issue enforcement orders with regard to violations of this title, and to provide for the recovery of enforcement costs, any civil penalties and any other costs of abatement as

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a personal obligation of the owner or responsible party violating, causing, permitting or continuing the violation(s). [Ord. 5137 § 1, 2012].

(C) 6.25.110 Notice of Administrative Appeal Hearing.

Upon receipt of a timely and complete notice of appeal, the Director Animal Shelter General Manager or his/her designee shall provide written notice of the time, date and location of a hearing before the administrative hearing officer by personal service or by first class mail, postage prepaid, including a copy of the affidavit or certificate of mailing to the owner or responsible party alleged to have violated this chapter, and to any other person known to own or possess the animal(s) which are the subject of the citation, at least 10 days prior to the date of the administrative hearing. The hearing officer shall be designated by the Director Animal Shelter General Manager. [Ord. 5137 § 1, 2012].

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(D) 6.25.120 Administrative Hearing Officer Disqualification.

Administrative hearing officers shall be licensed attorneys of the State Bar of California in good standing. An administrative hearing officers shall disqualify themselves/himself/herself from serving as hearing officers in a particular matter where they have/he/she has a conflict of interest within the meaning of the Political Reform Act (Government Code Section 87100 et seq.), and shall otherwise comply with the disqualification provisions of Canon 3.E. of the Code of Judicial Ethics. The notice of hearing shall also identify the administrative hearing officer designated to conduct the hearing and advise the recipient(s) of their right to submit within 10 business days of the date of the notice of hearing a written objection to the designated hearing officer. In the event of such a disqualification, a new administrative hearing officer shall be randomly selected from the panel of alternate hearing officers established by the Department Santa Cruz County Animal Services Authority. Each party shall only have the right to disqualify one administrative hearing officer for a particular matter. [Ord. 5137 § 1, 2012].

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(E) 6.25.130 Hearing Procedures.

(1) Failure to Appear. The failure of the owner or responsible party who receives an administrative citation to appear at the administrative appeal hearing or, in the alternative, to present written or demonstrative evidence shall constitute an admission of the violation by that owner or responsible party and an admission that the amount of the civil penalty is appropriate and shall also constitute a failure to exhaust administrative remedies that may bar judicial review.

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(2A) Requirements for Taking Testimony. In any appeal hearing before an administrative hearing officer, oral testimony offered as evidence shall be taken only on oath or affirmation, and the hearing officer, their/his/her clerk, or other designee shall have the power to administer oaths and affirmations. Oaths of witnesses may be given individually or en masse. Witnesses shall be

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asked to raise their right hands and to swear or affirm that the testimony they shall give will be the truth, the whole truth, and nothing but the truth.

~~(3B) Appellant's Evidence. The owner, agent, persons responsible for the violation and appealing the administrative citation shall be given the opportunity to testify and present witnesses and evidence concerning the alleged violation(s).~~

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~~(C) The administrative hearing officer may impose conditions and deadlines for correction of violations or payment of outstanding penalties.~~

~~(D) The failure of the owner or responsible party who receives an administrative citation to appear at the administrative appeal hearing or, in the alternative, to present written or demonstrative evidence shall constitute an admission of the violation by that owner or responsible party and an admission that the amount of the civil penalty is appropriate and shall also constitute a failure to exhaust administrative remedies that may bar judicial review.~~

~~(4E) Department's Evidence. The administrative citation and any additional documents submitted by the Director Animal Shelter General Manager, or his/her designee, shall constitute prima facie evidence of the respective facts contained in those documents.~~

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~~(5F) Only Relevant Evidence Considered. The administrative hearing officer shall only consider evidence relevant to whether the violation(s) occurred and whether the owner or responsible party has caused, maintained, or allowed the violation(s) of this title that was subject to the citation.~~

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~~(6G) Recording of Hearing. The administrative hearing officer shall not be required to provide transcripts of hearings, but shall be required to tape record the hearings and make the recordings of the hearings available for a fee.~~

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~~(7H) Continuances. The administrative hearing officer may continue the administrative hearing for good cause as determined by the administrative hearing officer.~~

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~~(8I) Administrative Interpretations. In conducting the hearing, the administrative hearing officer shall consider as controlling the previously established interpretation of any provision of this title by the officials charged with its enforcement unless that interpretation is shown to be clearly erroneous or unauthorized.~~

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~~(9J) Administrative Hearing Officer Decisions. At the conclusion of the administrative hearing held on the alleged violation(s), the administrative hearing officer shall have the authority, subject~~

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to the limitations set forth in this chapter, to render a decision, supported by written findings, which:

(a4) Determines whether the owner or responsible party has committed, maintained or permitted the alleged violation(s) of this chapter.

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(b2) Orders the payment of the total verified amount of the enforcement costs and other abatement costs by any such owner or responsible party found to have committed or permitted the violation(s).

(c3) Orders the payment of civil penalties to be paid by any such owner or responsible party found to have committed or permitted the violation(s).

(d4) Orders action to be taken to correct any violation(s) by any such owner or responsible party found to have committed or permitted the violation(s).

(e5) Determines whether any enforcement costs, other abatement costs, and civil penalties are to be the personal obligation of the owner or responsible party committing or permitting the violation(s).

(f6) In determining the amount of civil penalties to be assessed against any owner or responsible party violating a provision of this chapter, which would otherwise be an infraction or a misdemeanor, the administrative hearing officer shall take into consideration the following:

(ia) The extent to which the owner or responsible party knowingly and willingly committed the violation(s);

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(iib) The magnitude of the violation(s);

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(iiie) Any prior history of related violation(s) by the same owner or responsible party;

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(ivd) The financial ability of the owner or responsible party to pay based on submitted documentation;

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(ve) Any corrective action voluntarily undertaken by the owner or responsible party prior to the hearing to eliminate the violation(s) and any other mitigating circumstances justifying a reduction of the amount of the penalties.

(g7) The decision of the administrative hearing officer shall be final when issued in writing and shall be thereafter immediately enforceable. The decision of the administrative hearing officer shall include a statement of the judicial appeal rights of any party to the proceeding as set forth in subsection (9)(h)(j)(8) of this section.

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(h8) The decision of the administrative hearing officer shall be subject to judicial review pursuant to the provisions of California Government Code Section 53069.4. Pursuant to Section 53069.4 a notice of appeal must be filed with the Santa Cruz County Superior Court Clerk, together with the applicable appeal fee, within 20 days after service of the administrative hearing officer's decision by first class mail, postage prepaid, including a copy of the affidavit or certificate of mailing. Any person filing a Superior Court appeal shall serve a copy of the notice of appeal in person or by first class mail on the administrative hearing officer with a copy to the ~~Director Animal Shelter General Manager~~. Within 15 days of the Superior Court's request, the administrative hearing officer shall forward to the court the file of the hearing together with the subject notice of violation, the notice of administrative appeal hearing before an administrative hearing officer, and the decision of the administrative hearing officer. If a Superior Court appeal is not timely filed in accordance with this subsection, all persons shall thereafter be barred from commencing or prosecuting any such action or proceeding concerning the underlying violation or asserting any defense of invalidity or unreasonableness of the administrative hearing officer's decision, proceedings, determinations or actions taken in connection therewith.

(i9) The administrative hearing officer shall submit the decision to the ~~Director Animal Shelter General Manager~~.

(j40) The County ~~Ceounsel~~, upon receipt of a final decision of an administrative hearing officer which orders payment of civil penalties or payment of enforcement costs or other abatement costs, or upon obtaining authorization from the ~~Director Board of the County Animal Services Authority~~, may, in addition to any other collection procedures provided by this chapter, prepare and file a civil action ~~on behalf of the County Animal Services Authority and County Animal Shelter~~ in any court of competent jurisdiction to obtain compliance with the administrative decision ~~and the provisions of this code, SCCG Title 6 regulations,~~ and ~~to~~ recover the civil penalties and costs of enforcement provided by this chapter, ~~as well as and~~ for injunctive relief or any other available legal remedy. In addition, the ~~Director Animal Shelter General Manager, or his or her designee,~~ may

prepare and file small claims actions in this regard or pursue collection by any available legal remedy.

(k44) In the event a civil action is initiated to obtain enforcement of the decision of the administrative hearing officer, and judgment is entered to enforce the decision, the person against whom the order of enforcement has been entered shall be liable to pay the County's total costs of enforcement, including reasonable attorney fees.

(l42) The remedies and civil penalties provided for in this chapter shall be in addition to any other remedies and penalties provided for by law. [Ord. 5137 § 1, 2012].

#### **6.25.140 Penalties and costs assessed.**

(A) The ~~Department~~~~Santa Cruz County Animal Services Authority~~ may establish a civil penalty schedule setting forth the penalty to be assessed by an administrative citation for violation of a particular provision of this title in accordance with ~~California~~ Government Code Section [53069.4](#)(a)(1) and may, in connection therewith, also authorize the reductions specified therein for timely payment.

(B) If the animal owner or responsible party fails to correct the violation(s), subsequent administrative citations may be issued for the same continuing violation(s). The amount of the penalty shall increase at a rate specified in subsection (C) of this section or the civil penalty schedule provided for in subsection (A) of this section.

(C) Except as otherwise provided by subsection (D) of this section, the civil penalty assessed by administrative citation for violation of a provision of this title shall be as follows:

- (1) First administrative citation—\$100.00;
- (2) Second administrative citation within one year for violation of the same code section—\$200.00;
- (3) Third or subsequent administrative citation within one year for violation of the same code section—\$500.00.

(D) The civil penalty assessed by the administrative citation for the following violations shall be as set forth below:

- (1) Failure to display license (each dog): \$50.00.
- (2) Dog off leash, first offense: \$50.00.

- (3) Dog off leash, second offense within one year: \$100.00.
- (4) Dog off leash, third offense within one year: \$150.00.
- (5) Failure of owner to pick up after dog or cat defecating: \$100.00.
- (6) Habitual noisy animals (SCCC 6.12.090): \$100.00.
- (7) Permitting livestock to trespass, per offense: \$200.00.

(E) Payment of the civil penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action by the ~~Department Santa Cruz County Animal Services Authority or the Santa Cruz County Animal Shelter~~. All assessed penalties and enforcement costs assessed shall be payable to the Santa Cruz County Animal Shelter.

(F) Penalties collected in the manner described in this section may be deposited in an animal shelter fund or other appropriate designated account. [Ord. 5137 § 1, 2012].

#### **6.25.150 Failure to pay civil penalties.**

(A) Any person who fails to pay a civil penalty imposed pursuant to this chapter shall owe a debt to the ~~Department Santa Cruz Animal Services Authority~~. To enforce the debt the ~~Director Animal Shelter General Manager~~ may file a claim with the small claims court, or pursue any other legal remedy to collect the amount owed.

(B) Any person who fails to pay any civil penalty imposed pursuant to this chapter on or before the penalty payment due date shall also be liable in any action brought by the ~~Department Santa Cruz Animal Services Authority and/or the Santa Cruz County Animal Shelter~~ for all costs incurred in securing payment of the delinquent amount, including, but not limited to, administrative costs and attorney fees. Such collection costs are in addition to any required costs, penalties, interest and late charges.

(C) In addition to all of the procedures set forth in this section, the ~~Director Animal Shelter General Manager~~ shall have the ability and discretion to impose necessary conditions, to forgive portions of a debt or penalty owed to the ~~Department Santa Cruz County Animal Services Authority~~ under this chapter, and to otherwise coordinate collection and enforcement efforts. A written finding explaining the basis for each action taken pursuant to this subsection shall be prepared and maintained by the ~~Director General Manager, or his or her designee~~. [Ord. 5137 § 1, 2012].

#### **6.25.160 Severability.**

If any provision of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this chapter that can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable. [Ord. 5137 § 1, 2012].

**6.25.170 Civil or criminal actions not affected by administrative citation.**

Any administrative citation pursuant to this chapter shall not prejudice or adversely affect any other action, civil or criminal, that may be brought to abate a public nuisance or violation or prevent the County from seeking compensation for damages suffered. A civil or criminal action may be brought concurrently with any other process regarding the same public nuisance or violation. [Ord. 5137 § 1, 2012].