



Santa Cruz County Animal Shelter

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Melanie Sobel
General Manager

**SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
June 10, 2019 – 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**
 - Pg 1 **5.1 Approve minutes of the April 8, 2019 meeting**
 - Pg 5 **5.2 Accept reports of the General Manager and the Management Team for April/May 2019**
 - Pg 9 **5.3 Accept and file the statistics for the months April/May 2019**
 - Pg 11 **5.4 Appoint officers of the Board of Directors for FY 2019-20**
 - Pg 15 **5.5 Approve continuing agreements for FY 2019-20**
 - Pg 17 **5.6 Approve and authorize General Manager to sign contract for NetCom contract services from July 1, 2019 to June 30, 2022**
 - Pg 26 **5.7 Approve and authorize General Manager to sign contract for Humane Educator from July 1, 2019 to July 31, 2019.**
 - Pg 35 **5.8 Approve and authorize General Manager to submit RFP for audit services**
 - Pg 46 **5.9 Accept and approve \$10,420 received from the Community Foundation of Santa Cruz County**
- 6.0 Regular Agenda**
 - Pg 47 **6.1 General Manager's oral report**
 - Pg 48 **6.2 Consider and approve financial report for the months of April/May 2019 and take related actions**
 - Pg 53 **6.3 Consider and approve General Manager's proposed budget for FY 2019-20**
- 7.0 Adjourn Regular Meeting**
 - Correspondence**
 - Letter to Melanie Sobel from Ronaele Findley
 - Email to SCCAS Board from Linda & John Brown

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: June 10, 2019
SUBJECT: Approve Minutes of April 8, 2019 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of April 8, 2019.

**SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING**

Minutes of Monday, April 8, 2019, 11:00 AM
Santa Cruz County Board of Supervisors Chambers
701 Ocean Street, 5th Floor, Santa Cruz, CA 95060

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

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 Walpole was absent.
- 2.0 Introductions: ASA General Manager introduced new Program and Development Manager Erika Anderson.
- 3.0 Late Additions or changes to agenda: Ms. Sobel noted two changes to page 40, Summary of Exhibit A. Changes in Expenditures Services and Supplies should show “3% increase”. The 66% increase in overhead should be deleted. The correct figure for this line is “47% decrease”.
- 4.0 ORAL COMMUNICATION – Two members of the public addressed the Board on matters not related to today’s agenda.
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the February 11, 2019 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for February and March 2019
 - 5.3 Accepted the statistics for the months of February and March 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 \$7,083.41 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 \$5,000 from the Tom and Debby martin Giving Fund and direct that the check be deposited
 - 5.8 Authorized General Manager to accept a gift in the amount of \$5,000 from the Capitola Dog Owners Group and direct that the check be deposited
 - 5.9 Approved changes and additions to the FY 2018-19 fee schedule

Board Member Coburn asked if the fee schedule changes are to take effect immediately. General Manager Sobel indicated that the department wishes to implement the new fees right away.

Board action on Consent Agenda 5.0: SBCViMc/W/FCaR

6.0 REGULAR AGENDA

6.1 General Manager's Oral report

The General Manager reported that the new mobile spay/neuter van was able to accommodate 118 animals for surgery during February and March 2019. Ms. Sobel thanked Board Member Vides for her help securing the location for this important program.

Ms. Sobel stated that the Shelter has applied for public art application project to paint a mural on the new Benefit Shop at 17th Avenue and Felt Street. The application has been approved and local artist Janice Sevilla has offered to paint an animal-themed mural on the exterior of the Shop pro bono.

General Manager Sobel noted that two ASA employees won County employee recognition awards this year. Linda Puzziferro, Front Desk Supervisor and Ben Winkleblack, Shelter Manager both won awards for their outstanding work this year.

Board Chair Vides thanked the General Manger for the Dude, Where's My Cat article. Ms. Vides stated that she has received many comments and thanks from Watsonville residents about this program.

6.2 Approved financial report for the months of February and March 2019.

General Manager Sobel reported that for the period ending March 31, 2019 Shelter revenues are at 81% of a potential 75%. She also noted that expenditures are at 66%. Licensing revenue is down for this reporting period and staff is unsure why this is. The Shelter is considering possibly issuing citations for failure to license in order to help increase compliance.

Board action on Regular Agenda Item 6.2: SFCViMc/W/BCaR

6.3 Consider General Manager's proposed budget for FY2019-20

General Manager Sobel explained that she has prepared three different proposed budget plans for the Board to review: Plan A is a 2% increase; Plan B is a 4% increase and Plan C is a 6% increase. Ms. Sobel recommended approval of Plan B, 4% increase.

Ms. Sobel indicated that the 47% decrease in the County overhead amount was due to an adjustment in the prior year for legal services that were charged at an incorrect rate. It was noted that revenue is down due in part to the loss of the Watsonville spay/neuter clinic space. The Department hopes to add more large dog surgery days to the schedule in order to help increase revenue. Ms. Sobel also indicated that the department is hoping to secure more private funds and grants to fund shelter programs long term.

Board Members will consider the budget proposals and return at the June meeting for a vote.

There was no public comment on Item 6.3.

6.4 Informational item on status of drafting model animals ordinance

General Manager Sobel thanked Shelter Counsel Jason Heath for his help with the review and editing process for the model ordinance. She stated that the recently revised Los Angeles County ordinance was used as a basis for the draft of the new model ordinance. The goal is to have consistency across the jurisdictions served and provide greater clarity for the public and enforcement agencies.

Counselor Heath noted that it is recommended that each jurisdiction adopt the County ordinance, so input from each jurisdiction is helpful during the process if they wish to suggest specific changes to the ordinance. Possible formation of a sub-committee for the review process was suggested. Counselor Heath suggested that all interested parties send their recommendations to General Manager Sobel now in order to bring staff recommendation to the next meeting to allow for public comment on the formation of a sub-committee.

Two members of the public commented on the draft of the model ordinance and indicated that they will submit comments to the General Manager for review.

7.0 Regular meeting was adjourned at 11:50 am.

The next regular meeting is scheduled for Monday, June 10, 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: June 10, 2019
 SUBJECT: Reports from the Management Team for the months of April/May 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 April 27, 2019 SCCAS was one of the recipients of proceeds generated from the Wine & Wet Noses event at MacDorsa Park. The event raised over \$3,500 in donations for SCCAS.
- On March 3, 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.
- On May 11, 2019 SCCAS participated in The Human Race which generated over \$8,000 in donations. SCCAS was one of the top fundraising participants.
- May 18-20, 2019 Officer Padilla and Behavior and Training Coordinator Carla Braden presented workshops at the California Animal Welfare Association Animal Care Conference in Santa Clara County.
- On May 23, 2019 SCCAS held a Healthy Pets for All clinic at the FOWAS Clinic in Watsonville. 48 pets received free vet care and pet supplies.
- In May 2019, the SCCAS Foundation offered a \$25K Match Challenge donation to SCCAS to fund mobile spay/neuter. SCCAS sent a direct mail piece to supporters and raised over \$25K.
- SCCAS and Heading Home Animal Rescue are continuing to partner on their "Working Whiskers" program designed to help cats in our community that are not readily adoptable. This program has saved a record number of nonsocial cats from SCCAS. The program has been so successful that in its first 7 months the unsocial cat euthanasia rate went down by more than 2/3 for the entire year of 2016, compared to 2015. Heading Home Animal Rescue, an all volunteer organization with no paid positions, takes more of SCCAS' animals than any other placement partner organization. Over 40% of all animals transferred from SCCAS go into their adoption program.
- Carla Braden, Behavior & Training Coordinator, continues to offer dog training classes, private training, behavior help for new adopters and owners considering surrender, and educational opportunities for staff, volunteers, and community members. Carla is helping SCCAS enhance its outreach on interpretation of dog and cat body language and better understanding of who dogs and cats are, their needs, and how they experience the world.
- SCCAS staff continues to offer training workshops for volunteers on cat behavior, performing dog shows to potential adopters, foster care of animals, and explaining the disposition decisions made on animals regarding health and temperament.

- SCCAS continues to offer community outreach through 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 are no vacancies at this time.

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 April/May 2019 502 animals were spay/neutered. Also, 169 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 April/May 2019.

Shelter Services Board Report
April and May 2019
By Ben Winkleblack, Shelter Manager

In the months of April and May 2019:

- 1,657 dog licenses were sold
- 212 animals were adopted
- 169 animals were transferred to another shelter or placement partner
- 849 animals entered the shelter
- 206 animals were reunited with their owner
- 692 WebLicensing transactions
- 502 spay or neuter procedures
- 398 animals signed up for the Planned Pethood Program

Shelter intake has increased 9% when compared to the same period last year. Animals that were returned to their owners has increased by 28% versus similar period last year. Online dog licensing has increased 32% over the period last year.

Renegade, a horse that had been cared for at the shelter since August 2018, has moved to a large animal sanctuary as of May 16. While in the care of the shelter he received treatment for Cushing's disease, had his dental needs addressed, and had ongoing foot care.

The Healthy Pets for All outreach campaign was able to provide basic veterinary care, necessary vaccines, parasite prevention, and basic grooming to 48 pets in need in the Watsonville area in May.

Thank you,
Ben Winkleblack

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 2019
SUBJECT: Statistics for the Months of April and May 2019

Recommendation:

Accept and file the reports of statistics for the months of April and May 2019.



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

All Jurisdictions Combined 4/1/19 through 5/31/19

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Total Intake	261	280	177	94	37	849

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	53	54	57	23	25	212
Died	3	0	0	1	0	4
Euthanized	55	41	11	18	2	127
Missing	0	0	0	1	0	1
Returned to Owner	41	153	0	5	7	206
Transferred	74	24	36	35	0	169
Total Outcome	226	272	104	83	34	719

Intakes of Owner Requested Euthanasia From All Jurisdictions During 4/1/19 to 5/31/19 = **102**

Animals on hand on May 31, 2019 = 215

Patrols by Jurisdiction	Patrols	Total Minutes
County of Santa Cruz	160	5,819
Capitola	10	280
Watsonville	41	1,480
Santa Cruz	21	454
Scotts Valley	1	28
Live Oak and E. Cliff Beaches	37	1,438
Total Citations issued	321	

License Compliance and Revenue

	Tags Sold	Revenue
CAPITOLA	51	\$1,634
COUNTY	1,056	\$30,968
OTHER	1	\$29
SANTA CRUZ	280	\$8,542
SCOTTS VALLEY	61	\$1,795
WATSONVILLE	208	\$6,528
TOTAL	1,657	\$49,496

Consent Agenda Item 5.4

TO: Animal Services Board of Directors
 FROM: Melanie Sobel, General Manager
 DATE: June 10, 2019
 SUBJECT: ASA Board Officer Positions for FY2019-20

Recommendation: Appoint Officers of the Santa Cruz County Animal Services Authority Board of Directors as recommended by the General Manager, effective for the first meeting of 2019-20.

Discussion: In accordance with Section 3., Paragraph A., Subparagraph 4. 1. (e) of the ASA Joint Powers Agreement, the officers of the Board of Directors are to rotate on an annual basis beginning with the first meeting of the new fiscal year. While the schedule in which Board members rotate into officer positions is not defined within the JPA agreement, your Board appointed officers in the following rotation, effective with the 2003-04 fiscal year, based on the recommendation of staff, I recommend the same rotation.

- 1) Chair rotates out of an officer position to the bottom of the Board Member positions
- 2) Vice Chair rotates into Chair position
- 3) Secretary rotates into Vice Chair position
- 4) Board members 4-9 rotate in order up into officer positions

Based on this rotation, the Officers of the Board of Directors are the following for 2019-20:

Chair: Watsonville Representative #2 (Captain)
 Vice Chair: Santa Cruz Representative #1 (City Manager)
 Secretary: Scotts Valley Representative #1 (Police Chief)
 Board Member: County Representative #2 (Chief Deputy)
 Board Member: Santa Cruz Representative #2 (Deputy Chief)
 Board Member: County Representative #3 (HSA)
 Board Member: Capitola Representative (Sergeant)
 Board Member: County Representative # 1 (CAO)
 Board Member: Watsonville Representative #1 (Deputy City Manager)

For your reference, the following information is provided:

Board Rotation for 2018-19

Chair: Watsonville Representative #1 (Senior Analyst)
 Vice Chair: Watsonville Representative #2 (Captain)
 Secretary: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative #1 (Police Chief)
 Board Member: County Representative #2 (Chief Deputy)
 Board Member: Santa Cruz Representative #2 (Deputy Chief)
 Board Member: County Representative #3 (HSA)
 Board Member: Capitola Representative (Sergeant)
 Board Member: County Representative # 1 (CAO)

Board Rotation for 2017-18

Chair: County Representative # 1 (CAO)
 Vice Chair: Watsonville Representative #1 (Senior Analyst)
 Secretary: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative #1 (Police Chief)
 Board Member: County Representative #2 (Undersheriff)
 Board Member: Santa Cruz Representative #2 (Police Chief)
 Board Member: County Representative #3 (HSA)
 Board Member: Capitola Representative

Board Rotation for 2016-17

Chair: County Representative #3 (HSA)
 Vice Chair: County Representative # 1 (CAO)
 Secretary: Watsonville Representative #1 (Senior Analyst)
 Board Member: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative #1 (Police Chief)
 Board Member: County Representative #2 (Undersheriff)
 Board Member: Santa Cruz Representative #2 (Police Chief)

Board Rotation for 2015-16

Chair: Santa Cruz Representative #2 (Police Chief)
 Vice Chair: County Representative # 3 (HSA)
 Secretary: County Representative #1 (CAO)
 Board Member: Watsonville Representative #1 (Fire Chief)
 Board Member: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative #1 (Police Chief)
 Board Member: County Representative #2 (Sheriff)

Board Rotation for 2014-15

Chair: County Representative #2 (Sheriff)
 Vice-Chair: Santa Cruz Representative #2 (Police Chief)
 Secretary: County Representative #3 (CAO)
 Board Member: County Representative #1 (CAO)
 Board Member: Watsonville Representative #1 (City Manager)
 Board Member: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative #1 (City Manager)

Board Rotation for 2013-14

Chair: Scotts Valley Representative (City Manager)
 Vice Chair: County representative #2 (Sheriff)
 Secretary: Santa Cruz representative #2 (Police Chief)
 Board Member: County representative #3 (CAO)
 Board Member: County representative #1 (CAO)
 Board Member: Watsonville representative #1 (City Manager)
 Board Member: Watsonville representative #2 (Police Chief)
 Board Member: Santa Cruz representative #1 (City Manager)

Board Rotation for 2012-13

Chair: Santa Cruz Representative #1 (City Manager)
 Vice Chair: Scotts Valley Representative #1 (City Manager)
 Secretary: County Representative #2 (Sheriff)
 Board Member: Santa Cruz Representative #2 (Police Chief)
 Board Member: County Representative #3 (CAO)
 Board Member: County Representative #1 (CAO)
 Board Member: Watsonville Representative #1 (City Manager)
 Board Member: Watsonville Representative #2 (Police Chief)

Board Rotation for 2011-12

Chair: Watsonville Representative #2 (Police Chief)
 Vice Chair: Santa Cruz Representative #1 (City Manager)
 Secretary: Scotts Valley Representative #1 (City Manager)
 Board Member: County Representative #2 (Sheriff)
 Board Member: Santa Cruz Representative #2 (Police Chief)
 Board Member: County Representative #3 (CAO)
 Board Member: County Representative #1 (CAO)
 Board Member: Watsonville Representative #1 (City Manager)

Board Rotation for 2010-11

Chair: Watsonville Representative #1 (City Manager)
 Vice Chair: Watsonville Representative #2 (Police Chief)
 Secretary: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative
 Board Member: County Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #2 (Police Chief)
 Board Member: County Representative #3 (DPW)
 Board Member: County Representative #1 (CAO)

Board Rotation for 2009-10

Chair: County Representative #1 (CAO)
 Vice Chair: Watsonville Representative #1 (City Manager)
 Secretary: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative
 Board Member: County Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #2 (Police Chief)
 Board Member: County Representative #3 (DPW)

Board Rotation for 2008-09

Chair: County Representative #3 (DPW)
 Vice Chair: County Representative #1 (CAO)
 Secretary: Watsonville Representative #1 (City Manager)
 Board Member: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative
 Board Member: County Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #2 (Police Chief)

Board Rotation for 2007-08

Chair: Santa Cruz Representative #2 (Police Chief)
 Vice Chair: County Representative #3 (DPW)
 Secretary: County Representative #1 (CAO)
 Board Member: Watsonville Representative #1 (City Manager)
 Board Member: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative
 Board Member: County Representative #2 (Police Chief)

Board Rotation for 2006-07

Chair: County Representative #2 (Sheriff)
 Vice-Chair: Santa Cruz Representative #2 (Police Chief)
 Secretary: County Representative #3 (DPW)
 Board Member: County Representative #1 (CAO)
 Board Member: Watsonville Representative #1 (City Manager)
 Board Member: Watsonville Representative #2 (Police Chief)
 Board Member: Santa Cruz Representative #1 (City Manager)
 Board Member: Scotts Valley Representative
 Board Member: Capitola Representative

Board Rotation for 2005-2006

Chair: Capitola representative (City Manager)

Vice Chair: County representative #2 (Sheriff)
 Secretary: Santa Cruz representative #2 (Police Chief)
 Board Member: County representative #3 (vacant)
 Board Member: County representative #1 (CAO)
 Board Member: Watsonville representative #1 (City Manager)
 Board Member: Watsonville representative #2 (Police Chief)
 Board Member: Santa Cruz representative #1 (City Manager)
 Board Member: Scotts Valley Representative (City Manager)

Board Rotation for 2004-2005

Chair: Scotts Valley Representative (City Manager)
 Vice Chair: Capitola representative (City Manager)
 Secretary: County representative #2 (Sheriff)
 Board Member: Santa Cruz representative #2 (Police Chief)
 Board Member: County representative #3 (vacant)
 Board Member: County representative #1 (CAO)
 Board Member: Watsonville representative #1 (City Manager)
 Board Member: Watsonville representative #2 (Police Chief)
 Board Member: Santa Cruz representative #1 (City Manager)

Board Rotation for 2003-2004

Chair: Santa Cruz representative #1 (City Manager)
 Vice Chair: Scotts Valley Representative
 Secretary: Capitola representative
 Board Member: County representative #2 (Sheriff)
 Board Member: Santa Cruz representative #2 (Police Chief)
 Board Member: County representative #3 (vacant)
 Board Member: County representative #1 (CAO)

Board Rotation for 2002-2003

Chair: County representative #1 (County Administrator's Office (CAO))
 Vice Chair: Santa Cruz representative #1 (City Manager)
 Secretary: Scotts Valley representative
 Board Member: Capitola representative
 Board Member: County representative #2 (Sheriff)
 Board Member: Santa Cruz representative #2 (Police Chief)
 Board Member: County representative #3 (Auditor-Controller)

Consent Agenda Item 5.5

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 2019
SUBJECT: Approve Continuing Agreements for FY 2019-2020

Recommendation:

Approve the continuing agreements for vendor contracts over \$10,000 for FY 2019-2020.

EXPENDITURES AGREEMENTS TO BE RENEWED FOR FISCAL YEAR 2019-2020 OVER \$10,000

Department Title	Index Code	Object Code	Vendor (Contractor) Name	Amount	Description
Animal Services Authority	702810	62610	County of Santa Cruz	\$197,669	Live Oak Shelter Lease
Animal Services Authority	702810	61525	SDRMA	\$41,000	Liability Insurance
Animal Services Authority	702810	62317	HLP, Inc	\$19,600	Chameleon Software Support
Animal Services Authority	702850	62399	Master contract	\$86,000	Substitute Veterinarian Services
Animal Services Authority	702810	62381	Lea Goodman	\$20,800	Benefit Shop Management
Animal Services Authority	702810	62381	Carla Braden	\$66,700	Behavior and Training Consultant

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 2019
SUBJECT: Approve and authorize contract with Santa Cruz Regional 9-1-1 for
Communication Services from July 1, 2019 through June 30, 2022

Recommendation:

Approve and authorize contract with Santa Cruz Regional 9-1-1 for Communication Services from July 1, 2019 through June 30, 2022.

AGREEMENT BETWEEN SANTA CRUZ REGIONAL 9-1-1
AND
SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY
FOR COMMUNICATIONS SERVICES

This Agreement is entered into on July 1, 2019, between the SANTA CRUZ REGIONAL 9-1-1, a joint exercise of powers agency organized and existing under the laws of the State of California by the County of Santa Cruz and the Cities of Capitola, Santa Cruz and Watsonville, hereinafter referred to as "Center" and the SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY, a joint exercise of powers agency organized and existing under the laws of the State of California by the County of Santa Cruz and the Cities of Watsonville, Santa Cruz and Scotts Valley, hereinafter referred to as "Animal Services".

WITNESSETH

WHEREAS, it is beneficial for the Center to provide consolidated public safety communications services to Santa Cruz County agencies; and

WHEREAS, Animal Services has requested the Center to provide communications services; and

WHEREAS, the Center is willing to provide such services provided that Animal Services reimburses the Center for all costs incurred in providing such services; and

WHEREAS, it is necessary and desirable that the parties enter into the Agreement as set forth below;

NOW, THEREFORE, IT IS HEREBY AGREED between the Center and Animal Services as follows:

1. Term. This agreement shall commence on July 1, 2019 and terminate on June 30, 2022.

2. Obligations of the Parties.

(a) The Center will provide communications services to Animal Services as set forth in EXHIBIT A, attached hereto and incorporated herein by reference.

(b) In consideration for the services provided by the Center, Animal Services shall make payments as provided in Paragraph 3 and provide personnel and facilities as set forth in EXHIBIT B, attached hereto and incorporated herein by reference.

3. Payment.

(a) Animal Services agrees to pay the Center for basic services as described within EXHIBIT A of this agreement the sum of THIRTY TWO THOUSAND, TWO HUNDRED, SIXTY TWO (\$32,262 payable in equal monthly installments of TWO THOUSAND, SIX HUNDRED, EIGHTY EIGHT AND FIFTY CENTS (\$2,688.50) in advance on or before the first day of each and every calendar month during the term of this Agreement.

(b) Unless otherwise agreed, the annual payment sum described in Paragraph 3 (a) shall be adjusted on the first (1st) day of July 2020, and thereafter on each subsequent July 1 during the term of this agreement, with said adjustment to be determined according to the following computation: The basis for adjustment in annual payment sum is the Consumer Price Index for All Consumers for the San Francisco-Oakland-San Jose Metropolitan Area based on the standard reference of 1980-1984=100, as published by U.S. Department of Labor's Bureau of Labor Statistics (ACIP@), adjusted to the publication date which is published before, but nearest each first (1st) day of April prior to the July 1 annual payment sum computation. If for any reason said Index is not available, the said Consumer Price Index for the United States shall be used.

(c) By mutual agreement of both parties, additional daily services as described within EXHIBIT A of this agreement will be billed at the daily rate of FOUR HUNDRED SIXTY DOLLARS (\$460) per day (or an hourly rate equivalent to \$57.50) and will be payable within thirty (30) days of receipt of invoice.

4. Notice. All notices, demands, requests, consents, approvals, waivers, or communications ("notices") that either party desires or is required to give to the other party or any

other person shall be in writing and either personally served or sent by prepaid postage, first class mail. Notices shall be addressed as appears below for each party, provided that if either party gives notice of a change of name or address, notices to the giver of that notice shall thereafter be given as demanded in that notice.

Authority: General Manager
 Santa Cruz Regional 9-1-1, JPA
 495 Upper Park Road, Santa Cruz, CA 95065

Animal Services: General Manager
 Santa Cruz County Animal Services Authority
 2200 7TH Avenue, Santa Cruz, CA 95062

5. Mutual Indemnification. It is agreed that the Center shall defend, hold harmless, and indemnify Animal Services, its officers and employees, from any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement and which results from the negligent act or omissions of the Center, its officers, and/or employees.

It is further agreed that Animal Services shall defend, hold harmless, and indemnify the Center, its officers and employees, from any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement and which results from the negligent act or omissions of Animal Services, its officers, and/or employees.

In the event of concurrent negligence of the Center, its officers and/or employees, and Animal Services, its officers and/or employees, then the liability for any and all claims for injuries or damages to persons and/or property, which arises out of the terms and conditions of this Agreement shall be apportioned according to the California theory of comparative negligence.

In the event of a dispute as to indemnification between the Center and Animal Services, the payment of monies or apportionment of fault, as specified herein, the parties agree to select an arbitrator and be bound by the determination of the arbitrator. If the parties cannot agree on the selection of an arbitrator, they shall contact the Santa Cruz County Arbitration Administrator pursuant to Cal. Rules of Court 1617, and select an arbitrator from the randomly selected list of

names provided, and shall be entitled to preemptory challenges as specified in Cal. Rules of Court 1605.

The arbitration shall be conducted according to Cal. Rules of Court 1600 st. seq., which governs Judicial Arbitration Rules for Civil Cases. The findings of the arbitrator shall be binding on all parties to the arbitration.

The duty of the Center and Animal Services to indemnify and save harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. Insurance.

(a) Each party shall furnish the other with certificates of insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending coverage to include the contractual liability assumed by this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the other party of any pending change in the limits of liability or of any cancellation or modification of the policy.

(b) Each party shall have in effect, during the entire life of this Agreement, Workers' Compensation an employer liability insurance providing full statutory coverage. Each party certifies that it is aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the code.

(c) Each Party shall take out and maintain during the entire life of this Agreement such bodily injury liability and property damage liability insurance as shall protect it from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from the performance of services under the Agreement. Such insurance shall be combined single-limit bodily injury and property damage for each occurrence and shall include comprehensive liability of at least **\$ 1,000,000.00.**

(d) In the event of a breach of any provisions of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the non-breaching party at its option may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work or obligations pursuant to this Agreement.

7. Inspection of Records. All records, books, reports, and documentation maintained by Authority related to performance under the Agreement shall be open for inspection by Animal Services upon demand at reasonable times.

8. Merger Clause. This Agreement, including the attached EXHIBITS "A" and "B" sets forth the entire Agreement between the parties. No subsequent alteration or variations shall be valid unless made in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have affixed their hands on the day and year in the Agreement first above written.

Dated: 3/28/19


Board Chairperson
Santa Cruz Regional 9-1-1

APPROVED AS TO FORM:


Attorney for the Authority

Dated: 4/15/19

Board Chairperson
Santa Cruz County Animal Services
Authority

APPROVED AS TO FORM:


Attorney for Animal Services

EXHIBIT A

CENTER PROVISION OF SERVICES

1. Basic Communications Services are described as after-hours telephone and radio transmitting, receiving and monitoring services required for safe, rapid and efficient dispatch of Animal Services resources. Specific after-hour time periods will be established by mutual agreement of both parties, but are generally defined as after 5:30 p.m. and before 9:00 a.m. weekdays and all hours Saturday, Sunday, and holidays.
2. Additional Daily Communications Services include those services described above which are provided between the hours of 9:00 a.m. and 5:30 p.m., Monday through Friday and which are specifically and mutually approved by a responsible management employee of both parties.
3. In providing communications services, the Center shall:
 - (a) Provide personnel, working space and facilities at the Center for the service and equipment described in this agreement.
 - (b) Provide and maintain telephone equipment to accommodate Animal Services' seven-digit emergency telephone volume.
 - (c) Provide a general business telephone number that can be used for official Animal Services business to communicate directly with the assigned Animal Services Dispatcher.
 - (d) Provide radio console and control equipment and connections to effect radio transmissions from and between the Center and Animal Services on frequencies which are mutually acceptable.
 - (e) Provide recording equipment to log and record incoming and outgoing Animal Services related radio and telephone transmissions/incidents.
 - (f) Maintain detailed incident records "on-line" for at least one hundred eighty (180) days, and permanently for three (3) years.

(g) Maintain a separate computerized account within the Center's Computer Aided Dispatch (CAD) system for the purposes of dispatching, tracking, and auditing animal control calls for service (CFS).

(h) Adhere to the instructions or commands of the Animal Services Incident Commander or Senior Animal Services Officer regarding animal control issues or operations.

(i) Temporarily provide extended hours of service during disaster situations.

EXHIBIT B

OBLIGATIONS OF ANIMAL SERVICES

1. Animal Services shall:
 - (a) Provide at its own facility, personnel and/or arrangements to answer and coordinate incoming business and other non-emergency calls during business hours; during after-hour periods, Animal Services will provide a recording for its business telephone lines which will inform callers that emergency calls should be directed to 9-1-1 and that non-emergency, business calls should be made on the following business day.
 - (b) Co-operate with the County of Santa Cruz in providing for the installation, modification, maintenance, and static/interference-free operation of radio frequencies and all radio network equipment used by Animal Services.
 - (c) Assume responsibility for the costs of installing and maintaining dedicated voice telephone lines and/or equipment, which are deemed necessary by mutual agreement of the parties, to Animal Services station(s). Animal Services shall reimburse the Center for the costs of such equipment on an "as billed" basis.

Consent Agenda Item 5.7

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 2019
SUBJECT: Approve and authorize General Manager to sign contract with Humane Educator from July 1, 2019 through July 31, 2019

Recommendation:

Approve and authorize General Manager to sign contract with Humane Educator from July 1, 2019 through July 31, 2019.

Contract No. 20-0012

INDEPENDENT CONTRACTOR AGREEMENT

This Contract is entered into this ____ day of _____, 2019 by and between the SANTA CRUZ COUNTY ANIMAL SHELTER, hereinafter called SCCAS, and DIANA ADAMIC, hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES.** CONTRACTOR agrees to exercise special skill to accomplish the services set forth in Exhibit A attached hereto and incorporated herein by this reference.

2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, SCCAS agrees to pay CONTRACTOR as follows: \$30.00 per hour, up to a total not-to-exceed amount of \$10,000. Payment shall be made after staff approval of invoice.

3. **TERM.** The term of this Contract shall be from the date of execution through July 31, 2019. If this Contract is placed on the SCCAS Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated.

4. **EARLY TERMINATION.** Either party hereto may terminate this Contract at any time by giving thirty (30) days written notice to the other party.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.**
To the fullest extent permitted by applicable law, CONTRACTOR shall exonerate, indemnify, defend, and hold harmless SCCAS (which for the purpose of Section 5 and 6 of this document shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, other legal costs, or liability of any kind or nature which SCCAS may sustain or incur or which may be imposed upon it at any time for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this contract, excepting any liability arising out of the sole negligence of the SCCAS. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. **INSURANCE.** CONTRACTOR, at its sole cost and expense, for the full term of this Contract (and any extensions thereof), shall obtain and maintain, at minimum, compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects SCCAS and any insurance or self-insurance maintained by SCCAS shall be considered in excess of CONTRACTOR'S insurance coverage and shall not contribute to it. If CONTRACTOR normally carries insurance in an amount greater than the minimum amount required by the SCCAS for this Contract, that greater amount shall become the minimum required amount of insurance for purposes of this Contract.

Therefore, CONTRACTOR hereby acknowledges and agrees that any and all insurances carried by it shall be deemed liability coverage for any and all actions it performs in connection with this Contract. Insurance is to be obtained from insurers reasonably acceptable to the SCCAS.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Contract, CONTRACTOR shall obtain and maintain Contractor's Protective Liability insurance as to each subcontractor or otherwise provide evidence of insurance coverage from each subcontractor equivalent to that required of CONTRACTOR in this Contract, unless CONTRACTOR and SCCAS both initial here ____ / ____.

A. Types of Insurance and Minimum Limits

(1) Workers' Compensation Insurance in the minimum statutorily required coverage amounts. This insurance coverage shall be required unless the CONTRACTOR has no employees and certifies to this fact by initialing here _____.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage is required.

(3) Comprehensive or Commercial General Liability Insurance coverage at least as broad as the most recent ISO Form CG 00 01 with a minimum limit of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, including coverage for: (a) products and completed operations, (b) bodily and personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$ _____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and SCCAS ____ / ____.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Contract is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees that the retroactive date thereof shall be no later than the date first written above (in the first paragraph on page 1), and that it shall maintain the required coverage for a period of three (3) years after the expiration of this Contract (hereinafter "post Contract coverage") and any extensions thereof. CONTRACTOR may maintain the required post Contract coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post Contract coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Contract. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Contract in order to purchase prior acts or tail coverage for post Contract coverage shall be deemed to be reasonable.

(2) All policies of Comprehensive or Commercial General Liability Insurance shall be endorsed to cover the Santa Cruz County Animal Shelter, its officials, employees, agents and volunteers as additional insureds with respect to liability arising out of the work or operations and activities performed by or on behalf of CONTRACTOR, including materials, parts or equipment furnished in connection with such work or operations. Endorsements shall be at least as broad as ISO Form CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01, covering both ongoing operations and products and completed operations.

(3) All required policies shall be endorsed to contain the following clause:
 “This insurance shall not be canceled until after thirty (30) days’ prior written notice (10 days for nonpayment of premium) has been given to:

**Santa Cruz County Animal Shelter
 Attn: Melanie Sobel
 1001 Rodriguez Street
 Santa Cruz, CA 95062**

Should CONTRACTOR fail to obtain such an endorsement to any policy required hereunder, CONTRACTOR shall be responsible to provide at least thirty (30) days’ notice (10 days for nonpayment of premium) of cancellation of such policy to the SCCAS as a material term of this Contract.

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide SCCAS on or before the effective date of this Contract with Certificates of Insurance and endorsements for all required coverages. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR’s obligation to provide them. All Certificates of Insurance and endorsements shall be delivered or sent to:

**Santa Cruz County Animal Shelter
 Attn: Melanie Sobel
 1001 Rodriguez Street
 Santa Cruz, CA 95062**

(5) CONTRACTOR hereby grants to SCCAS a waiver of any right of subrogation which any insurer of said CONTRACTOR may acquire against the SCCAS by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SCCAS has received a waiver of subrogation endorsement from the insurer.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Contract, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Contract provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employees fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising, layoff or termination, rates of pay or other

forms of compensation, selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR'S solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the County of Santa Cruz General Services Purchasing Division.

(2) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Contract or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further contracts with the SCCAS.

(3) The CONTRACTOR shall cause the foregoing provisions of subparagraphs 7B(1) and 7B(2) to be inserted in all subcontracts for any work covered under this Contract by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and SCCAS have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of SCCAS. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. SCCAS agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than SCCAS has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, SCCAS may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the SCCAS supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of SCCAS; (i) CONTRACTOR and SCCAS believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The SCCAS conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors that indicate that CONTRACTOR is an independent contractor.

By their signatures on this Contract, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Contract is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign the Contract without the prior written consent of the SCCAS.

10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Contract for a period of not less than five (5) years after final payment under this

Contract or until a final audit report is accepted by SCCAS, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Contract.

11. ATTACHMENTS. Should a conflict arise between the language in the body of this Contract and any attachment to this Contract, the language in the body of this Contract controls. This Contract includes the following attachments:

Exhibit A – Scope of Services

12. MISCELLANEOUS. This written Contract, along with any attachments, is the full and complete integration of the parties’ agreement forming the basis for this Contract. The parties agree that this written Contract supersedes any previous written or oral agreements between the parties, and any modifications to this Contract must be made in a written document signed by all parties. The unenforceability, invalidity or illegality of any provisions(s) of this Contract shall not render the other provisions unenforceable, invalid or illegal. Waiver by any party of any portion of this Contract shall not constitute a waiver of any other portion thereof. Any arbitration, mediation, or litigation arising out of this Contract shall occur only in the County of Santa Cruz, notwithstanding the fact that one of the contracting parties may reside outside of the County of Santa Cruz. This Contract shall be governed by and interpreted in accordance with California law.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

3. Diana Adamic

4. Santa Cruz County Animal Shelter

By: _____
SIGNED

By: _____
SIGNED

PRINTED

PRINTED

Company Name: not applicable

Address: 110 Cardiff Court

Santa Cruz, CA 95060

Telephone: (831) 469-9741, (831) 295-2851

Fax: not applicable

Email: adamic@me.com

2. APPROVED AS TO INSURANCE:

1. APPROVED AS TO FORM:

Risk Management

Chief Asst. County Counsel

DISTRIBUTION:

- Santa Cruz County Animal Shelter
- Auditor-Controller
- Risk Management
- *Diana Adamic*

EXHIBIT A
SCOPE OF SERVICES

Educational Programs:

1. Develop an age-appropriate humane education program for children in preschool through 12th grade.
2. Schedule class presentations at local schools and clubs. Maintain communications with the organizations to facilitate future programs.
3. Directly instruct students in the humane treatment of animals, safe interactions with animals, and positive ways to help animals.
4. Collaborate with SCCAS Field Manager to schedule school visits by Animal Control Officers.
5. Design and distribute informational materials about the education programs.
6. Conduct tours of the shelter for groups.
7. Represent SCCAS at community events and meetings and provide educational materials for children and their families.

Summer Camp, Afterschool Club, and Special Programs:

1. Develop age-appropriate summer camp, afterschool club, and special programs at SCCAS.
2. Schedule, promote, and administer the summer camp, afterschool club, and special programs.
3. Recruit and train staff and volunteers to assist with the summer camp, afterschool club, and special programs.
4. Directly oversee the daily operation of the summer camp and the afterschool club and maintain communications with the parents of the campers/club members.
5. Design and schedule further educational events at SCCAS as appropriate.

Community Outreach:

1. Conduct behavioral, pre-adoption appointments with adopters for animals with special needs and follow-up with adopters.
2. Provide pre-surrender behavior assistance.
3. Manage behavior helpline telephone calls and emails.
4. Provide trainings, workshops and lectures to community.
5. Provide individual animal behavior and training sessions and consultations.

6. Provide educational resources via printed materials, articles, Facebook postings, etc.
7. Attend special events to educate the community.
8. Support Behavior & Training Coordinator

Animal Enrichment and Behavior:

1. Help design and teach shelter dog obedience classes and teach staff and volunteers to obedience train dogs.
2. Train volunteers on animal related topics as determined by management staff.
3. Collect behavioral histories of animals from their previous homes when necessary.

Miscellaneous:

1. Serve on special committees, projects, or teams at the request of SCCAS management. Special projects may or may not be limited to projects related to Education and could include special training projects and events such as all-staff meetings.
2. Research and write grant proposals.
3. Willingly and cooperatively perform other duties as assigned by proper authority.

Consent Agenda Item 5.8

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 2019
SUBJECT: Accept Request for Proposals for Audit and Compilation Services

Recommendation: Accept Request for Proposals for Audit and Compilation Services.



Santa Cruz County Animal Shelter

1001 Rodriguez Street, 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 REQUEST FOR PROPOSALS FOR 2018-2019 AUDIT AND COMPILATION SERVICES

Your firm is invited to submit proposals for furnishing independent audit and compilation services to the Santa Cruz County Animal Shelter for the fiscal year ending June 30, 2019.

The audit and compilation services are needed to provide audited financial statements required by the California State Controller's Office.

Your written proposals must be submitted no later than 4:00 p.m. PST on July 15, 2019, in accordance with the attached proposal requirements. In your proposal, please present a separate cost estimate for the audit and for the compilation services. In addition to the requested services for the fiscal year ended June 30, 2019, please include in your proposal a separate cost estimate for all services to be awarded on a three-year basis, i.e. fiscal years 2018-19, 2019-20, and 2020-21.

Services Required

We are requesting proposals to perform the following audit and compilation services:

1. Audit the Santa Cruz County Animal Shelter's annual financial statements in accordance with generally accepted auditing standards. Details of the services to be performed are set forth in **Section I** of the attached audit specifications.
2. Compile the Santa Cruz County Animal Shelter's annual financial statements. The scope of work is set forth in **Section II** of the attached specifications.

Copies of the most recent financial report of the Santa Cruz County Animal Shelter will be available upon request.

Sincerely,

Melanie Sobel
 General Manager

**SANTA CRUZ COUNTY ANIMAL SHELTER
REQUEST FOR PROPOSALS FOR 2018-2019
AUDIT AND COMPILATION SERVICES**

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**SANTA CRUZ COUNTY ANIMAL SHELTER
REQUEST FOR PROPOSALS FOR 2018-2019
AUDIT AND COMPILATION SERVICES**

INFORMATION FOR PROPOSERS

A. Requester's address and recipient of proposals

Santa Cruz County Animal Shelter
1001 Rodriguez Street
Santa Cruz, CA 95062

Questions regarding this request for proposals may be directed to:

Dana Morey, Accountant
Santa Cruz County Animal Shelter
1001 Rodriguez Street
Santa Cruz, CA 95062
Phone (831) 454-7261
Fax (831) 454-7210
email: dana.morey@santacruzcounty.us

To be considered, firms must submit 4 copies (3 bound and 1 unbound and/or electronic) of the proposals no later than 4:00 PM, July 15, 2019. Proposals may be mailed or delivered to the Santa Cruz County Animal Shelter at the above address.

B. Description of Entity and Records to be Audited

The Santa Cruz County Animal Shelter, formerly known as the Animal Services Authority, was formed on June 18, 2002, by the execution of a joint powers agreement among the cities of Capitola, Santa Cruz, and Scotts Valley, and the County of Santa Cruz. The joint powers agreement was amended to allow the City of Watsonville to become a Party to the joint powers agreement effective November 15, 2004. The City of Capitola withdrew from the joint powers agreement effective July 1, 2007. However, the joint powers agreement was amended to allow the City of Capitola to become a Party again effective July 1, 2017. The Santa Cruz County Shelter is governed by an eight member board.

In accordance with governmental code Section 6500, the Santa Cruz County Animal Shelter adopts an annual budget. The total 2018-2019 Santa Cruz County Animal Shelter budget is \$4,804,453.

The Santa Cruz County Animal Shelter invests its money in the County of Santa Cruz Treasury. Investments are reported to the County of Santa Cruz Board of Supervisors at cost and market value. A Treasury Oversight Commission oversees the County of Santa Cruz Treasurer's investment policy and reporting.

The Santa Cruz County Animal Shelter is insured by the Special District Risk Management Authority (SDRMA).

SANTA CRUZ COUNTY ANIMAL SHELTER REQUEST FOR PROPOSALS FOR 2018-2019 AUDIT AND COMPILATION SERVICES

The Santa Cruz County Animal Shelter participates in the Deferred Compensation Plan (the Plan) offered by the County of Santa Cruz. The Plan was created in accordance with Section 457 of the Internal Revenue Code. The Plan permits employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or emergency. Employees direct the investment of plan assets into certificates of deposit and various mutual funds.

The Santa Cruz County Animal Shelter conforms to Generally Accepted Accounting Principles with respect to the basis of accounting applicable to the individual fund type, and in the budgeting process. Appropriations are recorded in the fund accounting records.

The Santa Cruz County Animal Shelter's accounting system, ONESolution, is maintained by the County of Santa Cruz. ONESolution is a generalized system of financial management designed for governmental operations. The ONESolution system comprises general ledger accounting, check writing, interest apportionment, and reporting modules. Appropriations and expenditures for the Santa Cruz County Animal Shelter are recorded by fund, character, and object. The Santa Cruz County Animal Shelter's payroll is processed by the County of Santa Cruz. The County of Santa Cruz maintains a computerized Payroll system that interfaces with ONESolution.

C. Assistance Available to Auditor

The 2016-2017 financial statements were audited by Harshwal & Company LLP. The audit opinion on the financial statements was unmodified.

Statements of individual funds and government-wide financial statements, as well as the notes to the financial statements and required supplementary information, may be prepared by the Santa Cruz County Animal Shelter staff, or the independent contractor.

Space will be made available in the Santa Cruz County Animal Shelter facility as needed.

D. Time Requirements Summary

- a. Proposals submitted by July 15, 2019 4:00 PM
- b. Audit Report due date on or before March 15, 2020

INFORMATION REQUIRED FROM PROPOSER

To facilitate a uniform review and evaluation process, proposal comparability is necessary. Proposals must be organized as follows. Failure to organize the proposal according to these requirements may result in your proposal being rejected.

SANTA CRUZ COUNTY ANIMAL SHELTER REQUEST FOR PROPOSALS FOR 2018-2019 AUDIT AND COMPILATION SERVICES

1. Title Page

Show the RFP subject, the name of the proposing firm, address and phone number, name of the primary contact person, and the date the proposal is prepared.

2. Table of Contents

Include a clear identification of the material by selection, subject matter, and page number.

3. Letter of Transmittal

Limit to no more than two pages. Briefly state the proposer's understanding of the work to be performed and make a positive statement committing to perform the work within the time periods established.

Provide name(s) of the persons who will be authorized to make binding representations on behalf of the proposer; the person(s) title(s), address, telephone and fax number(s).

4. Firm Profile

State the location of the Firm's home office, and the office from which the work will be performed.

Describe the range of services provided at the office from which the engagement will be conducted. Identify the extent of the audit function and proportion of governmental audits conducted.

5. Summary of Proposer's Qualifications

Describe recent and on-going local office audit experience comparable to this engagement. Provide a name and telephone number of a responsible client representative for each client, who may be contacted as a reference.

6. Scope Section

Clearly describe the scope of the audit services to be provided.

The examination is to be made in accordance with Generally Accepted Auditing Standards for governmental entities. These standards are defined in the Statements on Auditing Standards of the American Institute of Certified Public Accountants, and Government Auditing Standards published as the "Yellow Book" by the Comptroller General of the United States.

7. Compensation

Estimate the total hours, out-of-pocket costs, and the resultant all-inclusive maximum fee for which the audit, and compilation, will be conducted under both alternatives (single and three-year).

SANTA CRUZ COUNTY ANIMAL SHELTER REQUEST FOR PROPOSALS FOR 2018-2019 AUDIT AND COMPILATION SERVICES

8. Proposer's Peer Review

Describe the results of the firm's most recent peer review. Attach a copy of the peer review as Exhibit 2 of the proposal.

EVALUATION OF PROPOSALS

A predetermined and standardized method of evaluating proposals shall be used. If, after evaluation, two or more proposals are deemed comparable, oral interviews may be conducted to assist in the final selection. Evaluation considerations will include:

1. Responsiveness and clarity of the proposal in addressing the requirements and stating an understanding of the work to be performed.
2. Cost. While an important consideration, it may not be the dominant factor. Cost is particularly important when all other evaluation criteria are essentially equal.
3. Technical experience of the Firm.
4. Experience and technical competence of the audit team.
5. Past performance on similar audit engagements for entities similar in size, structure, and complexity.

The Santa Cruz County Animal Shelter reserves the right to reject any and all proposals submitted and/or request additional information from proposers. The award will be made to the Firm which, in the opinion of the Santa Cruz County Animal Shelter, is best qualified to meet the Santa Cruz County Animal Shelter's needs.

TIMELINE FOR RFP FOR 2018-2019

	TASK	DUE DATE
01	Obtain RFP approval from Board of Directors	June 10, 2019
02	Send out notices for RFP	June 11, 2019
03	Due date for proposals	July 15, 2019
04	Evaluate proposals, possibly conduct interviews	July 16, 2019
05	Select CPA firm to recommend	July 19, 2019
07	Notify selected firm	July 22, 2019
08	Notify other proposers	July 23, 2019
09	Finalize contract	July 29, 2019
10	Schedule preliminary conference with CPA firm	August 1, 2019

Section I**Scope of Services for Audit of Financial Statements
For Fiscal Year Ending June 30, 2019**

1. Audit the financial records and render an opinion on the fairness of the Santa Cruz County Animal Shelter's financial statements.
2. Perform the audit in accordance with Generally Accepted Auditing Standards (GAAS), Generally Accepted Government Auditing Standards (GAGAS) (the Yellow Book), and all applicable pronouncements of the American Institute of Certified Public Accountants (AICPA), Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB).
3. Provide a copy of the opinion to the General Manager by March 15 of each year.
4. Provide the General Manager with a draft of the "Management Letter" which will include internal control evaluations, findings, and recommendations, by March 15 of each year.

**Scope of Services for Compilation of Financial Statements
For Fiscal Year Ending June 30, 2019**

1. The financial statements, notes to financial statements, and any other supplementary information to be included in the financial statements, are to be compiled from information provided by the Santa Cruz County Animal Shelter. Financial statements are to be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and GASB 34. Style of presentation and interpretations of GAAP are to be decided with the Santa Cruz County Animal Shelter.
2. The General Manager will provide financial information to the Contractor in a computer readable format by downloading detail transaction data, by fund, from the County of Santa Cruz's financial accounting system (ONESolution). Data format is to be agreed upon with the Santa Cruz County Animal Shelter.
3. The Contractor is responsible for printing and proofing all exhibits. The financial statements and schedules should be compiled and printed in a manner that utilizes software to perform mathematical functions, i.e. spreadsheets.
4. The Contractor will provide draft financial statements to the General Manager and will make any necessary revisions to the Santa Cruz County Animal Shelter's satisfaction.
5. The Contractor will provide an unbound copy of the financial statements to the Santa Cruz County Animal Shelter for printing and binding, up to fifteen (15) bound copies of the financial statements, and provide all financial statement information in an electronic format to be agreed upon with the Santa Cruz County Animal Shelter.
6. The Santa Cruz County Animal Shelter retains ownership of the financial statements and of all the data provided and compiled. The Contractor will retain ownership of all working papers used in the presentation of the financial statements, and will provide the Santa Cruz County Animal Shelter the right to examine any of the working papers and provide the Santa Cruz County Animal Shelter with copies of any working papers as requested.

**SANTA CRUZ COUNTY ANIMAL SHELTER
EXHIBIT 1 – SUMMARY OF PROPOSAL COSTS
PROPOSER**

No	Service to be Performed	FY 18-19 Cost	FY 19-20 Cost	FY 20-21 Cost	TOTAL All Years
I	Audit of Santa Cruz County Animal Shelter's financial statements				
II	Compiling Santa Cruz County Animal Shelter's financial statements				
	TOTAL COST	\$	\$	\$	\$

PROPOSER SIGNATURE: _____

DATE: _____

Consent Agenda Item 5.9

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 2019
SUBJECT: Accept and approve \$10,420 received from the Community Foundation of Santa Cruz County

Recommendation:

Accept and approve \$10,420 received from the Community Foundation of Santa Cruz County.

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 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: June 10, 2019
SUBJECT: Financial Report for the period ending May 31, 2019

Recommendation:

Approve the Financial Report as presented for the period ending May 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 to cover the shortfall in Services and Supplies and as noted in the Financial Report—Estimated/Actuals.

Discussion:

The Financial Report for April/May 2019 reflects total revenues of \$402,923 and expenditures of \$752,895. YTD revenues are \$4,020,750. YTD expenditures are \$3,919,964. Current total revenues are 91% of a potential 92%. The percentage of current year expenditures is at 81%.

Licensing revenues YTD are \$267,705. At this point last year licensing revenues were \$270,569.

The Financial Report reflects the estimated/actual expenditures and revenues based on current YTD actual through May and an estimate through June 30, 2019 based on experience and expectations.

**Santa Cruz County Animal Services Authority
Financial Summary for Fiscal Year 2018-2019
For Months Ending May 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	\$267,705	\$32,295	\$270,569
INTEREST	\$31,000	\$46,000	\$39,476	\$6,524	\$26,954
RENTS & CONCESSIONS	\$200	\$700	\$641	\$59	\$138
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$280	\$280	\$0	\$0
ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$305,000	\$270,000	\$240,470	\$29,530	\$254,948
ADMINISTRATIVE SERVICES	\$2,600	\$3,500	\$3,173	\$327	\$3,164
COST RECOVERY-OTHER	\$9,500	\$6,500	\$5,417	\$1,083	\$8,669
MEMBER CONTRIBUTION	\$2,972,305	\$2,972,305	\$2,815,492	\$156,813	\$2,636,487
CHARGES FOR CURRENT SERVICES	\$32,000	\$25,000	\$19,511	\$5,489	\$20,924
ADMIN FINE FEES	\$20,000	\$12,000	\$11,164	\$836	\$10,542
GRANT SERVICES-NON INTERGOV	\$0	\$28,130	\$28,130	\$0	\$1,870
ANIMAL MICROCHIP FEES	\$22,000	\$21,000	\$19,451	\$1,549	\$15,153
ANIMAL RABIES FEES	\$18,000	\$16,000	\$14,588	\$1,412	\$14,936
ANIMAL SPAY&NEUTER FEES	\$131,000	\$102,000	\$93,530	\$8,470	\$85,560
SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$61,392	\$3,608	\$60,819
CASH OVERRAGES	\$0	\$36	\$36	\$0	\$40
CONTRIBUTIONS and DONATIONS	\$416,700	\$390,000	\$375,421	\$14,579	\$313,696
INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0
NSF CHECKS	\$0	(\$33)	(\$33)	(\$1)	(\$155)
NSF CHECKS-RETURNED CHECK FEE	\$0	\$30	\$30	\$0	\$0
OTHER REVENUE	\$38,000	\$43,000	\$24,874	\$18,126	\$17,911
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$4,413,505	\$4,301,448	\$4,020,750	\$280,698	\$3,742,225

Less Expenditures:

Salaries and Benefits	\$3,151,425	\$3,017,538	\$2,646,320	\$371,218	\$2,546,599
Services and Supplies	\$1,141,349	\$1,180,458	\$1,082,016	\$98,442	\$977,481
Other Uses	\$191,626	\$191,626	\$191,628	(\$2)	\$115,214
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out	\$100,000	\$100,000	\$0	\$100,000	\$0
TOTAL EXPENDITURES:	\$4,584,400	\$4,489,622	\$3,919,964	\$569,658	\$3,639,294

Plus Contingency:

	\$175,708	\$0	\$0	(\$0)	\$0
TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$4,760,108	\$4,489,622	\$3,919,964	\$569,658	\$3,639,294

NET REVENUES OVER (UNDER) EXPENDITURE	(\$346,603)	(\$188,174)	\$100,786	(\$288,960)	\$102,931
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BEGINNING FUND BALANCE - UNDESIGNATED (unaudited ending balance from 6/30/18)	\$1,117,347	\$1,117,347	\$1,117,347	\$1,117,347	\$1,283,900
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ENDING FUND BALANCE - UNDESIGNATED	\$770,744	\$929,173	\$1,218,133	\$828,387	\$1,386,831
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ANIMAL LICENSE DETAIL

	2018-19 YTD Actuals	2017-18 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$8,545	\$7,662	\$883
LICENSES - SANTA CRUZ	\$46,264	\$45,542	\$722
LICENSES- SCOTTS VALLEY	\$12,123	\$13,979	(\$1,856)
LICENSES- COUNTY	\$164,262	\$171,623	(\$7,361)
LICENSES- WATSONVILLE	\$36,511	\$31,763	\$4,748

* 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**

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As of 5/31/19 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	2018-19 Est./Actuals	April Actuals	May Actuals	2018-19 YTD Actuals	YTD Remaining	Budget Remaining	92%	92%	2017-18 YTD Actuals	COMPARE	2017-18 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU APR PY ACTUALS	
51000	SALARIES & BENF	\$3,151,425	\$3,175,770	\$3,017,538	\$234,702	\$225,235	\$2,646,320	\$371,218	\$529,450	83.33%	88.56%	\$2,546,599	\$99,722	\$2,875,488
61000	SERVICES & SUPL	\$1,141,349	\$1,161,349	\$1,180,458	\$115,461	\$129,589	\$1,082,016	\$98,442	\$79,333	93.17%	89.61%	\$977,481	\$104,535	\$1,090,788
70000	OTHER CHARGES	\$191,626	\$191,626	\$191,626	\$47,907	\$0	\$191,628	(\$2)	(\$2)	100.00%	100.00%	\$115,214	\$76,414	\$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	\$4,489,622	\$398,070	\$354,825	\$3,919,964	\$569,658	\$884,489	81.59%	155.51%	\$3,639,294	\$280,670	\$4,181,490
40100-42500	TOTAL REVENUES	\$4,413,505	\$4,413,505	\$4,301,448	\$155,096	\$247,825	\$4,020,750	\$280,698	\$392,755	91.10%	94.22%	\$3,742,225	\$278,526	\$3,971,823
	NET COST	\$346,603	\$390,948	\$188,174	\$242,975	(\$107,000)	(\$100,786)	\$288,960	\$491,734	-25.78%	-49.09%	(\$102,931)	(\$2,145)	\$209,667
51000	REGULAR PAY-PER	1,880,698	1,880,698	1,804,840	\$150,834	\$143,264	\$1,576,593	\$228,247	\$304,105	83.83%	88.24%	\$1,537,188	\$39,405	1,742,107
51005	OVERTIME PAY-PE	3,880	3,880	3,158	\$191	\$61	\$2,778	\$380	\$1,102	71.60%	87.96%	\$3,841	(\$1,063)	4,367
51010	REGULAR PAY-EXT	62,527	86,872	69,081	\$2,918	\$2,353	\$58,071	\$11,010	\$28,801	66.85%	90.99%	\$62,034	(\$3,963)	68,176
51040	DIFFERENTIAL PAY	29,197	29,197	26,395	\$1,904	\$1,933	\$23,214	\$3,181	\$5,983	79.51%	88.24%	\$26,099	(\$2,884)	29,577
52010	OASDI-SOCIAL SE	141,117	141,117	140,510	\$11,752	\$11,126	\$123,224	\$17,285.75	\$17,893	87.32%	88.23%	\$120,601	\$2,623	136,683
52015	RETIREMENT	394,033	394,033	377,090	\$29,670	\$30,608	\$328,376	\$48,714	\$65,658	83.34%	88.22%	\$295,064	\$33,312	334,449
53010	EMPLOYEE INSURA	562,566	562,566	519,057	\$37,432	\$35,891	\$456,657	\$62,400	\$105,909	81.17%	88.73%	\$459,623	(\$2,967)	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	\$3,017,538	\$234,702	\$225,235	\$2,646,320	\$371,218	\$529,450	83.33%	88.56%	\$2,546,599	\$99,722	\$2,875,488
61115	POLICE SAFETY EQUIPMENT	500	500	500	\$48	\$0	\$160	\$340	\$340	32.09%	0.00%	\$0	\$160	500
61125	UNIFORM REPLACEMENT	2,500	2,500	6,283	\$0	\$105	\$6,283	(\$0)	(\$3,783)	251.33%	99.97%	\$535	\$5,748	535
61215	RADIO SERVICES	29,208	29,208	33,471	\$2,588	\$2,588	\$30,076	\$3,395	(\$868)	102.97%	91.67%	\$27,581	\$2,495	30,088
61220	TELECOM SERVICES	46,000	46,000	46,000	\$4,064	\$4,075	\$41,049	\$4,951	\$4,951	89.24%	83.33%	\$39,393	\$1,655	47,272
61310	FOOD	9,000	9,000	10,000	\$1,311	\$540	\$8,570	\$1,430	\$430	95.23%	91.82%	\$8,447	\$123	9,200
61412	JANITORIAL SERVICES	10,000	10,000	10,000	\$825	\$825	\$8,333	\$1,667	\$1,667	83.33%	91.48%	\$17,724	(\$9,391)	19,374
61525	LIABILITY INSURANCE	32,519	32,519	37,266	\$65	\$0	\$37,266	\$0	(\$4,747)	114.60%	100.00%	\$34,515	\$2,751	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	\$835	\$574	\$6,772	\$1,128	\$3,228	67.72%	84.42%	\$7,598	(\$826)	9,000
61725	MAINT-OFFICE EQUIPMENT	900	900	1,191	\$351	\$140	\$1,191	(\$0)	(\$291)	132.38%	82.37%	\$741	\$450	900
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	3,273	\$335	\$0	\$3,273	(\$0)	(\$1,273)	163.67%	61.29%	\$2,452	\$822	4,000
61731	MAINT-OTHER EQUIP-SUP	1,000	1,000	1,540	\$1,133	\$0	\$1,540	(\$0)	(\$540)	154.01%	8.01%	\$80	\$1,460	1,000
61835	FACILITIES MAINT	18,000	18,000	19,250	\$0	\$2,461	\$17,660	\$1,590	\$340	98.11%	56.18%	\$10,112	\$7,548	18,000
61845	MAINT STRUCT IM	1,000	1,000	1,000	\$0	\$0	\$682	\$318	\$318	68.22%	34.65%	\$208	\$474	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	\$6,488	\$3,952	\$76,891	\$13,109	\$19,109	80.10%	82.91%	\$79,596	(\$2,705)	96,000
62020	MEMBERSHIPS	2,000	2,000	2,000	\$350	\$0	\$1,727	\$273	\$273	86.35%	100.00%	\$1,959	(\$232)	1,959
62111	MISCELLANEOUS EXPENSES	10,500	10,500	10,500	\$777	\$0	\$9,271	\$1,229	\$1,229	88.30%	100.00%	\$10,123	(\$852)	10,123

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

As of 5/31/19 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	2018-19 Est./Actuals	April Actuals	May Actuals	2018-19 YTD Actuals	YTD Remaining	Budget Remaining	92%	92%	2017-18 YTDActuals	COMPARE	2017-18 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU APR PY ACTUALS	
62112	CASH SHORTAGES	0	0	74	\$17	\$20	\$70	\$4	(\$70)	0.00%	98.76%	\$21	\$49	21
62214	DUPLICATING SVCS.	3,500	3,500	4,520	\$601	\$0	\$4,520	(\$0)	(\$1,020)	129.15%	73.93%	\$3,696	\$824	5,000
62217	MISC NONINVENTORIABLE 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	7,965	\$580	\$75	\$7,965	(\$0)	(\$2,465)	144.83%	100.00%	\$5,711	\$2,254	5,711
62221	POSTAGE	10,000	10,000	10,000	\$2,027	\$0	\$6,703	\$3,297	\$3,297	67.03%	88.05%	\$8,805	(\$2,101)	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	83,000	\$3,526	\$6,572	\$77,080	\$5,920	(\$9,080)	113.35%	88.13%	\$59,930	\$17,150	68,000
62225	NON-PC SOFTWARE	250	250	250	\$0	\$0	\$0	\$250	\$250	0.00%	0.00%	\$0	\$0	250
62226	INVENTORIABLE ITEMS	1,200	21,200	20,572	\$0	\$787	\$20,572	\$0	\$628	97.04%	100.00%	\$4,947	\$15,625	4,947
62301	ACCOUNTING & AUDITING	13,500	13,500	13,500	\$0	\$3,570	\$3,570	\$9,930	\$9,930	26.44%	-41.48%	(\$5,600)	\$9,170	13,500
62310	BANKING SERVICES	30,000	30,000	30,000	\$4,271	\$3,100	\$27,076	\$2,924	\$2,924	90.25%	91.29%	\$27,387	(\$311)	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	22,000	\$128	\$119	\$20,604	\$1,396	(\$604)	103.02%	97.26%	\$19,451	\$1,153	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	75,335	\$0	\$36,456	\$75,335	\$0	(\$3,565)	104.97%	100.00%	\$71,424	\$3,911	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	150,000	\$7,246	\$21,708	\$131,315	\$18,685	\$85,385	60.60%	87.22%	\$126,463	\$4,852	145,000
62399	VETERINARIAN SERVICES	95,000	95,000	125,000	\$10,216	\$11,714	\$109,967	\$15,034	(\$14,967)	115.75%	89.64%	\$83,367	\$26,599	93,000
62500	EQUIPMENT RENTS & LEASES-	0	0	1,908	\$381	\$192	\$1,908	\$0	(\$1,908)	0.00%	83.19%	\$1,907	\$1	2,292
62610	RENTS & LEASES-	198,842	198,842	198,842	\$49,417	\$0	\$197,888	\$954	\$954	99.52%	100.00%	\$197,669	\$219	197,669
62710	FIELD EQUIPMENT	1,200	1,200	2,314	\$0	\$90	\$2,314	\$0	(\$1,114)	192.83%	78.79%	\$788	\$1,526	1,000
62801	ADVERTISING & PROMOTION	1,000	1,000	3,570	\$0	\$20	\$3,570	\$0	(\$2,570)	356.98%	56.64%	\$1,133	\$2,437	2,000
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	32,215	\$11,148	\$3,545	\$32,215	\$0	(\$12,215)	161.07%	100.00%	\$21,789	\$10,426	21,789
62857	SPECIAL MISC EXP-SUPPLIES	500	500	500	\$0	\$70	\$263	\$237	\$237	52.60%	99.93%	\$621	(\$358)	621
62890	SUBSCRIPTIONS/BOOKS	500	500	500	\$0	\$0	\$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	1,000	\$0	\$0	\$274	\$727	\$2,227	10.94%	100.00%	\$774	(\$501)	774
62920	GAS, OIL, FUEL	14,000	14,000	16,000	\$1,470	\$2,059	\$14,722	\$1,278	(\$722)	105.16%	89.09%	\$12,473	\$2,249	14,000
62922	TRAVEL-LODGING	1,200	1,200	2,150	\$355	\$0	\$2,150	(\$0)	(\$950)	179.18%	99.99%	\$2,335	(\$185)	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%	98.55%	\$985	(\$95)	1,000
62928	TRAVEL-OTHER	100	100	100	\$0	\$0	\$0	\$100	\$100	0.00%	99.97%	\$178	(\$178)	178
62930	REGISTRATIONS	335	335	4,225	\$0	\$3,675	\$4,225	\$0	(\$3,890)	1261.19%	100.02%	\$995	\$3,230	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	90,000	\$4,910	\$20,558	\$83,025	\$6,975	\$8,975	90.24%	92.88%	\$85,452	(\$2,426)	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	\$1,180,458	\$115,461	\$129,589	\$1,082,016	\$98,442	\$79,333	93.17%	89.61%	\$977,481	\$204,256	\$1,090,788

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

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As of 5/31/19 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	2018-19 Est./Actuals	April Actuals	May Actuals	2018-19 YTD Actuals	YTD Remaining	Budget Remaining	92%	92%	2017-18 YTDActuals	COMPARE	2017-18 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU APR PY ACTUALS	
75315	COUNTY OVERHEAD (see 3550)	\$191,626	\$191,626	\$191,626	\$47,907	\$0	\$191,628	(\$2)	(\$2)	100.00%	100.00%	\$115,214	\$0	\$115,214
70000	OTHER CHARGES	\$191,626	\$191,626	\$191,626	\$47,907	\$0	\$191,628	(\$2)	(\$2)	100.00%	100.00%	\$115,214	\$76,414	\$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	\$25,259	\$30,845	\$267,705	\$32,295	\$82,295	76.49%	90.19%	\$270,569	(\$2,864)	\$300,000
40430	INTEREST	\$31,000	\$31,000	\$46,000	\$4,321	\$0	\$39,476	\$6,524	(\$8,476)	127.34%	92.95%	\$26,954	\$12,522	\$29,000
40440	RENTS & CONCESS	\$200	\$200	\$700	\$0	\$37	\$641	\$59	(\$441)	320.68%	69.18%	\$138	\$503	\$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	\$270,000	\$14,748	\$28,472	\$240,470	\$29,530	\$64,530	78.84%	91.71%	\$254,948	(\$14,478)	\$278,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$3,500	\$259	\$399	\$3,173	\$327	(\$573)	122.04%	90.40%	\$3,164	\$9	\$3,500
42022	COST RECOVERY-OTHER	\$9,500	\$9,500	\$6,500	\$589	\$280	\$5,417	\$1,083	\$4,083	57.02%	91.26%	\$8,669	(\$3,252)	\$9,500
42044	MEMBER CONTRIBUTION	\$2,972,305	\$2,972,305	\$2,972,305	\$17,040	\$123,378	\$2,815,492	\$156,813	\$156,813	94.72%	96.18%	\$2,636,487	\$179,005	\$2,741,168
42047	OTHER CHARGES CURRRENT SERVICES	\$32,000	\$32,000	\$25,000	\$7,875	\$7,675	\$19,511	\$5,489	\$12,489	60.97%	74.73%	\$20,924	(\$1,412)	\$28,000
42073	ADMINISTRATIVE FINE FEES	\$20,000	\$20,000	\$12,000	\$2,821	\$1,038	\$11,164	\$836	\$8,836	55.82%	91.67%	\$10,542	\$623	\$11,500
42074	GRANT SERVICES-NON INTERGOV	\$0	\$0	\$28,130	\$0	\$0	\$28,130	\$0	(\$28,130)	0.00%	0.00%	\$1,870	\$26,259	\$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	\$21,000	\$1,605	\$1,800	\$19,451	\$1,549	\$2,549	88.41%	91.84%	\$15,153	\$4,298	\$16,500
42206	ANIMAL RABIES FEES	\$18,000	\$18,000	\$16,000	\$1,090	\$1,306	\$14,588	\$1,412	\$3,412	81.04%	90.52%	\$14,936	(\$348)	\$16,500
42207	ANIMAL SPAY&NEUTER FEES	\$131,000	\$131,000	\$102,000	\$12,959	\$11,486	\$93,530	\$8,470	\$37,470	71.40%	92.00%	\$85,560	\$7,970	\$93,000
42234	SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$65,000	\$9,010	\$6,978	\$61,392	\$3,608	\$3,608	94.45%	93.57%	\$60,819	\$573	\$65,000
42362	CASH OVERAGES	\$0	\$0	\$36	\$7	\$7	\$36	\$0	(\$36)	0.00%	100.00%	\$40	(\$4)	\$40
42372	CONTRIBUTIONS AND DONATIONS	\$416,700	\$416,700	\$390,000	\$56,088	\$31,208	\$375,421	\$14,579	\$41,279	90.09%	92.26%	\$313,696	\$61,726	\$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	(\$33)	\$0	\$0	(\$33)	(\$1)	\$33	0.00%	100.00%	(\$155)	\$123	(\$155)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$30	\$0	\$0	\$30	\$0	(\$30)	0.00%	0.00%	\$0	\$30	\$0
42384	OTHER REVENUE	\$38,000	\$38,000	\$43,000	\$1,425	\$2,918	\$24,874	\$18,126	\$13,126	65.46%	47.13%	\$17,911	\$6,963	\$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	\$854	\$1,046	\$8,545	(\$8,545)	(\$8,545)	0.00%	0.00%	\$7,662	\$883	\$0
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$0	\$4,176	\$5,046	\$46,264	(\$46,264)	(\$46,264)	0.00%	0.00%	\$45,542	\$722	\$0
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$0	\$783	\$1,047	\$12,123	(\$12,123)	(\$12,123)	0.00%	0.00%	\$13,979	(\$1,856)	\$0
42984	LICENSES- COUNTY	\$0	\$0	\$0	\$15,292	\$19,562	\$164,262	(\$164,262)	(\$164,262)	0.00%	0.00%	\$171,623	(\$7,361)	\$0
42986	LICENSES- WATSONVILLE	\$0	\$0	\$0	\$4,154	\$4,144	\$36,511	(\$36,511)	(\$36,511)	0.00%	0.00%	\$31,763	\$4,748	\$0
40100-42500	REVENUES	\$4,413,505	\$4,413,505	\$4,301,448	\$155,096	\$247,825	\$4,020,750	\$280,698	\$392,755	91.10%	94.22%	\$3,742,225	\$278,526	\$3,971,823

Regular Agenda Item 6.3

TO Santa Cruz County Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 10, 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, Exhibit C provides Member Data by Jurisdiction (impounds and calls for service), Exhibit D provides the Personnel Summary and Exhibit E provides the Fee Schedule with no changes. 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 \$188,174, 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>
2018-19 Net Cost of Operations (Base funding)	\$ 346,603.00
Change in Expenditures:	
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
Total Expenditures	\$ 116,773.20
Change in Revenues:	
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
Total Revenues	\$ (95,200.00)
Total Net Increase of Total Expenditures	\$ 211,973.20
Total Net Cost of Operations	\$ 558,576.20
2019-20 Financing Available	
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
Total Financing Available	\$ 339,559.00
Difference Requires Member Contributions Increase	\$ 219,017.20
Estimated Reserve Funds as of 6/30/19:	
B. Jean	\$ 441,893.00
Butler	573,435.00
Capital Reserve	344,660.00
SB90 remaining	118,630.80
Reserve Funds with Designations	\$ 1,478,618.80

**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	
SALARIES AND BENEFITS									
51000 -- REGULAR PAY-PERMANENT	1,728,400	1,880,698	1,880,698	1,804,840	(75,858)	1,983,275	1,983,275	1,983,275	102,577
51005 -- OVERTIME PAY-PERMANENT	3,937	3,880	3,880	3,158	(722)	4,000	4,000	4,000	120
51010 -- REGULAR PAY-EXTRA HELP	66,560	62,527	86,872	69,081	(17,791)	90,000	90,000	90,000	27,473
51040 -- DIFFERENTIAL PAY	28,913	29,197	29,197	26,395	(2,802)	20,000	20,000	20,000	(9,197)
52010 -- OASDI-SOCIAL SECURITY	135,620	141,117	141,117	140,510	(607)	148,861	148,861	148,861	7,744
52015 -- PERS	327,596	394,033	394,033	377,090	(16,943)	468,780	468,780	468,780	74,747
53010 -- EMPLOYEE INSURANCE AND BENEFITS	512,336	562,566	562,566	519,057	(43,509)	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)
SUBTOTAL SALARIES AND BENEFITS	2,845,511	3,151,425	3,175,770	3,017,538	(158,232)	3,322,464	3,322,464	3,322,464	171,039
SERVICES AND SUPPLIES									
61115 -- POLICE SAFETY EQUIP-REPLACE	0	500	500	500	0	500	500	500	0
61125 -- UNIFORM REPLACEMENT	535	2,500	2,500	6,283	3,783	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	37,266	4,747	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	1,191	291	1,000	1,000	1,000	100
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	2,451	2,000	2,000	3,273	1,273	2,000	2,000	2,000	0
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	225	1,000	1,000	1,540	540	1,000	1,000	1,000	0
61835 -- FACILITIES MAINT-GENERAL-SERVICES	22,394	18,000	18,000	19,250	1,250	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	74	74	-	-	-	0
62214 -- DUPLICATING SERVICES	4,353	3,500	3,500	4,520	1,020	3,500	3,500	3,500	0
62217 -- MISC NONINVENTORIAL ITEMS EXPENSE	202	0	0	0	0	-	-	-	0
62219 -- PC SOFTWARE PURCHASES	6,091	5,500	5,500	7,965	2,465	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	83,000	15,000	78,000	78,000	78,000	10,000
62225 -- NON-PC SOFTWARE	0	250	250	250	0	250	250	250	0
62226 -- INVENTORIAL ITEMS	4,947	1,200	21,200	20,572	(628)	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	22,000	2,000	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	75,335	3,565	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	150,000	(66,700)	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	125,000	30,000	100,000	100,000	100,000	5,000

**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	
62500 -- EQUIPMENT LEASE & RENT	2,599	0	0	1,908	1,908	\$ -	\$ -	\$ -	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	2,314	1,114	\$ 1,200	\$ 1,200	\$ 1,200	0
62801 -- ADVERTISING & PROMOTION SUPPLIES	2,144	1,000	1,000	3,570	2,570	\$ 2,500	\$ 2,500	\$ 2,500	1,500
62842 -- INVENTORY MATERIALS PURCHASED	21,789	20,000	20,000	32,215	12,215	\$ 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	1,000	(1,500)	\$ 2,500	\$ 2,500	\$ 2,500	0
62920 -- GAS, OIL, FUEL	14,577	14,000	14,000	16,000	2,000	\$ 15,000	\$ 15,000	\$ 15,000	1,000
62922 -- LODGING	1,714	1,200	1,200	2,150	950	\$ 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	4,225	3,890	\$ 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	90,000	(2,000)	\$ 85,000	\$ 85,000	\$ 85,000	(7,000)
74230 -- PRINCIPAL ON LEASE PURCHASES	0	0	0	0	0	\$ 0	\$ 0	\$ 0	0
SUBTOTAL SERVICES AND SUPPLIES	1,106,719	1,141,349	1,161,349	1,180,458	19,109	1,167,485	1,167,485	1,167,485	26,136
75315 - COUNTY OVERHEAD (See prev. 3550)	115,214	191,626	191,626	191,626	0	103,206	103,206	103,206	(88,420)
86204 - FIXED ASSETS	18,080	0	0	0	0	0	0	0	0
90000 - Operating Transfers Out	0	100,000	100,000	100,000	0	100,000	100,000	100,000	0
98700 - APPROPRIATIONS FOR CONTINGENCY	0	175,708	175,708	0	(175,708)	183,726	183,726	183,726	8,018
TOTAL EXPENDITURES	4,085,524	4,760,108	4,804,453	4,489,622	(314,831)	4,876,881	4,876,881	4,876,881	116,773
REVENUES									
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	270,000	(35,000)	280,000	280,000	280,000	(25,000)
42010 -- ADMINISTRATIVE SERVICES	3,479	2,600	2,600	3,500	900	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	12,000	(8,000)	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	21,000	(1,000)	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	102,000	(29,000)	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	36	36	0	0	0	0

**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	
42372 -- CONTRIBUTIONS AND DONATIONS	435,514	416,700	416,700	390,000	(26,700)	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	(33)	(33)	0	0	0	0
42381 -- NSF CHECK FEES	0	0	0	30	30	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
TOTAL REVENUES	4,063,633	4,413,505	4,413,505	4,301,448	(112,057)	4,477,816	4,537,322	4,596,827	64,311
EXPENDITURES LESS REVENUES	21,891	346,603	390,948	188,174	(202,774)	399,065	339,559	280,054	52,462
FUND BALANCE TRANSFER TO ASSET RESERVE				100,000		100,000	100,000	100,000	
Positions Authorized		33.50	33.50	33.50		33.50	33.50	33.50	0.00
Positions Unfunded		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
Total	\$2,735,339	\$236,966	\$2,972,305	(\$5,830)	\$2,966,475	100%	\$65,341	\$124,847	\$184,352	100%	\$100,000
							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%
Total	\$3,131,916	\$3,191,422	\$3,250,927	\$159,611	\$219,117	\$278,622	5.37%	7.37%	9.37%

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
ANIMAL SERVICES									
702800	General Manager	9B	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Field Manager	D8	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Shelter Manager	D8	1.00		1.00	1.00	1.00	0.00	0.00
	Prog and Dev Mgr - Animal Shelter	DK	1.00		1.00	1.00	1.00	0.00	0.00
	Veterinarian	BC	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-PIO/volunteers	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Animal Care	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Watsonville	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Client Svcs	DO	1.00		1.00	1.00	1.00	0.00	0.00
	Admin Aide	JJ	1.00		1.00	1.00	1.00	0.00	0.00
	Accountant II	HV	0.50		0.50	0.50	0.50	0.00	0.00
	Clerk II/III	28/FB	1.00		1.00	1.00	1.00	0.00	1.00
	Bldg Maint Work II	R8	1.00		1.00	1.00	1.00	0.00	1.00
	Animal Control Officer I/II	D4/D6	6.00		6.00	6.00	6.00	0.00	1.00
	Animal Svcs Clk Disp	FC	1.00		1.00	1.00	1.00	0.00	0.00
	Animal Svcs Assistant	CD	5.50		5.50	5.50	5.50	0.00	0.50
	Registered Veterinary Technician	ZF	2.00		2.00	2.00	2.00	0.00	0.00
	Animal Health Specialist/Animal Care Worker	D5/D2	6.50		6.50	6.50	6.50	0.00	0.50
	TOTAL		33.50	0.00	33.50	33.50	33.50	0.00	4.00

Extend all limited term positions until June 30, 2019

	Current 2018-19	Proposed 2019-20 (no chan
Adoption Fees		
Dogs		
	Puppies 2-6 months	\$195
	Adults 7 mon-6 yrs	\$130
	Sr. Adult 6 yrs+	\$60
Cats		
	Kittens 2-12 months	\$120
	Adults 1-6 yrs	\$100
	Sr. Adult 6 yrs+	\$55
Rabbits		\$50
Rodents		\$25
Small caged birds		\$25
Exotic birds (i.e. parrots)		\$75
Small Livestock	Goats	\$75
Large Livestock	Cow	\$100
Horse		\$250
Chicken/Rooster		\$10
Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable		
	Cat	\$20
	Dog	\$25

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

Impound Fees

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

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

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

Board Fees - Daily

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

Current 2018-19

Proposed 2019-20 (no chan

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	

	Current 2018-19	Proposed 2019-20 (no chan
Large Exotic	\$0	
	\$0	
Owner Surrender of Animal Residing Outside of Santa Cruz County		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15-\$35	
Large livestock	\$10-\$25	
small livestock	\$100	
Large Exotic	\$75	
	\$55	
Protective Custody Fee		
Owner Arrest	\$75 /hour min.(2 hours after hrs)	
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)	
Emergency Hospital	\$25	
Owner Requested Euthanasia	\$75 Plus Disposal	
Disposal of Owned Dead Animals	\$50 Up to 19 lbs	
	\$50 20 – 69 lbs	
	\$50 70 – 99 lbs	
	\$50 100 – Up	
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75 unaltered penalty fee if applicable	
Spay/Neuter Fees for Impounded Animals		
Cats		
Neuter	\$50	
Spay	\$50	
Dogs		
Neuter	\$195	
Spay	\$195	
Planned Pethood Spay/Neuter Fees		
Dog	\$190	
Cat	\$25	
Rabbit	\$75	
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50	
Animals over 100 lbs/in heat/pregnant/cryptorchid add	\$35	
Animals determined obese by veterinarian add		
Fees for Additional Required Services		
Microchip	\$10	
License	\$29	

	Current 2018-19	Proposed 2019-20 (no chan
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	\$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

	Current 2018-19	Proposed 2019-20 (no chan
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.

RONAELE FINDLEY
13220 RAILROAD AVENUE
BOULDER CREEK, CA 95006

26 April 2019

Santa Cruz County Animal Shelter
2200 – 7th Ave
Santa Cruz, CA 95062

Attention: Wendy, Lula and Dr Gleason:

For many years I had some battles with the SSCAS; most of them were followed up by letters to the newspapers, sometimes there were screaming matches with the county shelter. I knew I couldn't deal with "you people", so I decided to support the SPCA.

I've done feral traps and didn't even bother to find homes because all my animal friends were maxed out. Over a period of time, I was momma kitty to 17 cats. I got rid of my covered patio rainforest and converted it to Patio Posse, Inc. They all had shelter, food and bedding. Everything (water and food bowl and washing their bedding frequently) was there for them. I brought them back from their spay/neuters to the patio and no one ever left the property. My home is not in the country; it's one block off Highway 9 behind the fire house. Only one neighbor knew of their existence over this period of time. They have all passed on to their next life. I know that I gave them a home/place where they could be safe and that makes me feel good.

Six months ago we had three house cats and a big dog. Guess what? We were adopted by two senior males, already neutered! They didn't come together, didn't even like each other. They live with Fred in his abode. What their story was, I don't know. And not too, too long later along came Kali (please note – she wants her name spelled like this, not Cali or Calli)! She showed up in our front yard playing with leaves. It took a week for Fred to capture her and bring her inside. In time we could touch her and howl at her antics, but NO ONE was going to touch her. There was the problem. We had to cancel three spay appointments because we couldn't get her in a carrier. Then, miracles of miracles, Fred got her

and took her to you. I cannot begin to tell you how much you did, both for Kali and for turning my mind around. I cannot say enough about your dedication and willingness to go the extra mile, and putting me so much at ease. When she came home she was oh, so pissed off at us and the dog and cats. She went under the bed, but 24 hours later, there was the Kali we know and love, almost back to normal.

However, I'm sure you will hear from me shortly. A momma kitty took residence under the neighbor's house and had a litter. We think close to four weeks ago, but we don't know how many there are or what to do. We have no relationship with this neighbor anymore; in fact, she is not an animal person and I don't want to say what we think could happen; I'm not even sure she knows of their existence. Of course, we're feeding momma! 😊 I'm disabled and have very little mobility, but with your expertise and guidance we'll somehow do it.

Now, let me get to the good part, which almost makes it worthwhile to have had to read through this letter just to get to the good stuff!

You did so many extras for Kali and wouldn't charge anything additional. That's not fair to you. Use this check, please, to help a bit with spay and neuter.

But, wait, there's more!!! I called my attorney this morning to change one of my charitable bequests. Santa Cruz SPCA is out and SCCAS is in. I'm involved in a lot of animal welfare issues. I have causes that are very important to me – spay/neuter is at the top of the list. I can no longer support an organization that doesn't have anything to do with these vital issues. I thought that was a major goal of all rescues, humane societies and shelters. Don't get too excited; this is not millions of dollars, but a percentage of my Trust will be earmarked for your cause(s) and will help you considerably. How much exactly will depend on what my estate is worth. BTW, my health is very poor and I'm 78! 😊 😊

Again, from the bottom of my heart, please continue to stay and function the way you are. You do an excellent job.

Gratefully,



Info Copy: Melanie Sobel ✓

From: [John - Linda Brown](#)
To: [Juanita Gunter](#)
Subject: Animal Serv. Joint Powers Auth. Board - June 10th
Date: Tuesday, May 28, 2019 11:47:04 AM

Dear Ms. Gunter and the Board of Directors:

Please include our comments below in the agenda packet for the June 10th meeting of the Animal Serv. Joint Powers Auth. Board:

We request that the board increase the fines for those owners who allow their dogs to run off-leash in public places where it is posted that they are not to do so.

Time and time again while we are walking in town or on the beach or in nearby parks, we see many violations of the "no dogs off-leash" guidelines that are clearly posted.

Statistically, dogs running at large cause higher than 50% of all dog bites against humans. We cherish our pets - and our children! - so it is imperative that this bad habit of disregarding posted guidelines when in public places is curbed by the only way we can at this point, i.e., by raising the fines.

Linda & John Brown
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