



Santa Cruz County Animal Shelter

2200 7th Ave., Santa Cruz, CA 95062

580 Airport Boulevard, Watsonville, CA 95076

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

Melanie Sobel
General Manager

**SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
October 21, 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**
 - 5.1 Approve minutes of the August 12, 2019 meeting**
 - 5.2 Accept reports of the General Manager and the Management Team for August/September 2019**
 - 5.3 Accept and file the statistics for the months August/September 2019**
 - 5.4 Accept and approve quarterly report for all claims under \$10,000**
 - 5.5 Accept and approve Journal Entry payments with the County of Santa Cruz**
 - 5.6 Accept a gift in the amount of \$11,939.87 from the Royce J. Scherf Trust for the Watsonville Shelter**
 - 5.7 Approve the AUD74 and authorize the General Manager to transfer appropriations in the amount of \$10,000 from capital improvement funds to equipment maintenance for HVAC maintenance at the Watsonville Shelter**
- 6.0 Regular Agenda**
 - 6.1 General Manager's oral report**
 - 6.2 Consider and approve financial report for the months of August/September 2019 and take related actions**
 - 6.3 Consider General Manager's licensing strategies and options report**
 - 6.4 Consider and review draft Animal Shelter Model Ordinance**
- 7.0 Adjourn Regular Meeting**

EXECUTIVE SESSION – SCCAS BOARD OF DIRECTORS

Schedule a closed personnel session at the Conclusions of the Board's consent or regular agenda, or at any time during the course of the meeting announced by the Chairperson of the Board

Personnel Evaluation – Melanie Sobel - General Manager

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: October 21, 2019
SUBJECT: Approve Minutes of August 12, 2019 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of August 12, 2019.

**SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING**
Minutes of Monday, August 12, 2019, 11:00 AM
Watsonville City Council Chambers
275 Main Street, 4th Floor, Watsonville, CA 95076

VOTING KEY: C=Coburn, V= Vides, M=McKinley, W=Walpole, F=Flippo, B=Booth, Ca=Carney,
R=Randolph, S=Schmidt

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 Mike McKinley called the meeting to order at 11:00am. Carlos Palacios sat in for Board Member Coburn. Captain Andy Dally sat in for Board Member Booth. Captain John Wilson sat in for Board Member Walpole. Board Members Carney and Flippo were absent.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: none
- 4.0 ORAL COMMUNICATION – One person addressed the Board on matters unrelated to the day's Agenda
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the June 10, 2019 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for June and July 2019
 - 5.3 Accepted the statistics for the months of June and July 2019
 - 5.4 Accepted and approved quarterly report for all claims under \$10,000
 - 5.5 Accepted and approved journal entry payments with the County of Santa Cruz for FY18/19 fourth quarter
 - 5.6 Approved fixed asset inventory for 2019
 - 5.7 Authorized General Manager to assign capital improvement funds of \$13,241 for washing machine installation and removal of old machine and approved FY19/20 Capital Reserve budget
 - 5.8 Accepted a donation in the amount of \$25,000 from the Santa Cruz County Animal Shelter Foundation to go towards the purchase of a new transport vehicle
 - 5.9 Approved a purchase in the amount of \$34,075.10 for a new transport vehicle
 - 5.10 Accepted and approved amendment to Exhibit A and D of the FY19/20 Animal Shelter budget and ratified approval of extending all limited term positions until June 30, 2020

Board action on Consent Agenda 5.0: CWVM /F/ B /Ca/ RS

6.0 REGULAR AGENDA

6.1 General Manager's Oral report

General Manager Melanie Sobel reported that she will continue to take comments and suggestions on the new model animals ordinance. The plan is to present the next draft of the model ordinance to the Board at the October meeting.

Ms. Sobel stated that the County Planning Commission is scheduled to review the plans for the campus expansion project at their meeting on 8/28/19.

ASA Board Member Coburn plans to meet with a representative from the County Auditor's Office to discuss the fiscal impacts of the proposed multi-year dog license sales. Staff will report on that decision at the October meeting.

Ms. Sobel also reported that the Shelter ran cat adoption specials during the summer months in an effort to place more cats and kittens in new adoptive homes.

Board Member Vides thanked staff for their efforts to educate the Watsonville community on licensing and spay/neuter for companion animals. She mentioned that she met ASA staff members at the recent National Night Out event and she appreciated their enthusiasm.

Ms. Sobel expressed her thanks to Board Member Vides for arranging to have the ASA licensing information printed in English and in Spanish in the newsletter that is included in the monthly water bills for Watsonville residents.

Board action on Regular Agenda Item 6.1: VSCMW /F/ B /Ca/ R

6.2 Approved financial report for the months of June and July 2019.

Ms. Sobel noted that the revenue reported for this period was only at 2% since the member contributions had not been posted yet. She noted that license revenue was just slightly less for FY19 than it was for the previous fiscal year; however, for the current fiscal year to date, the license revenue is up significantly. The increase is attributed to Ben Winkleblack for creating a report to send notices out to dog owners who have vaccinated their dogs but have not licensed.

Board action on Regular Agenda Item 6.2: WRCVM /F/ B /Ca/ S

6.3 Approved report on audit of Santa Cruz County Animal Shelter for the year ended June 30, 2018

Each Board member was given a hard copy of the audit report for year ended June 30, 2018 in addition to an electronic copy. There was no management letter or findings.

There were no questions from the Board and no public comment on Item 6.3.

Board action on Regular Agenda Item 6.3: CWVM /F/ B /Ca/ RS

7.0 Regular meeting was adjourned at 11:17 am.

The next regular meeting is scheduled for Monday, October 21, 2019 at 11:00am at the Board of Supervisors Chambers, 701 Ocean Street, 5th Floor.

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
 FROM: Melanie Sobel, General Manager
 DATE: October 21, 2019
 SUBJECT: Reports from the Management Team for the months of August/September 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

- Thanks to the SCCAS Foundation, SCCAS now has a new transport van that can be used for Healthy Pets for All clinics, off-site adoption events, transferring animals to our clinic for spay/neuter surgeries, emergency evacuation of animals, transferring unsocial cats for our new Barn Cat program.
- Our new Humane Education Coordinator is giving weekly presentations at the Boys and Girls Clubs in Downtown Santa Cruz and Scotts Valley during their afterschool programs. Also, Tierra Pacifica Charter School gives students the option to come to the Shelter during four scheduled Fridays. Students tour the Shelter, listen to presentations from our Humane Education Coordinator and Animal Control Officers, and interact with adoptable pets.
- On August 8, 2019, the Santa Cruz County Animal Shelter and Santa Cruz County Department of Parks, Recreation and Open Space hosted the first-ever free outdoor movie night, "Doggie Date Night," at Brommer Street Park, showing "The Secret Life of Pets." Food was provided by Tacos El Chuy food truck while the Santa Cruz Mountain Brewing Co. provided beer. The Santa Cruz County Sheriff's Office was available to create optional Child ID Packets for families. Approximately 150 people and their dogs attended.
- On August 11, 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 Saturday, August 24, 2019 the Santa Cruz County Animal Shelter and the Santa Cruz County Parks Department hosted their 5th Annual their Parks & Rex POOL PARTY at the Simpkins Family Swim Center. Nearly \$22,000 was raised for Youth Recreation programs and Animal Welfare programs. New Leaf Community Markets and Driscoll's donated food for the event and Driscoll's matched revenue raised. The event featured music, raffle, food and activities featuring inner tubes, Wibit (inflatable play apparatus), Walk-on-Water Balls, stand-up paddle boards, and a climbing wall. Dogs were allowed to swim in a separate pool just for dogs and also enjoyed doggie spa treatments.
- On August 25, 2019 Shelter staff and volunteers participated in Paws in the Park, a community dog walk on the San Lorenzo River Walk with Birchbark Foundation, WoofPack, and Coastal Watershed Council. Volunteers bring adoptable dogs and join in the walk around the river.

- On August 28, 2019 the Santa Cruz County Planning Commission unanimously approved the SCCAS's Campus Expansion permit application. An appeal was filed by a resident at Casa La Familia, a senior residence complex adjacent to the Shelter. The appeal was unanimously denied by the Santa Cruz County Board of Supervisors on October 8, 2019.
- On August 30, 2019 SCCAS hosted a Healthy Pets for All free clinic in Felton at the Mountain Community Resource Center. Over 50 pets were given free preventative vet care, microchips and materials such as food, collars, leashes, flea medication and blankets, etc.
- On September 19, 2019 SCCAC hosted a Healthy Pets for All free clinic in Watsonville at the FOWAS Clinic. About 60 pets were given free preventative vet care, microchips and materials such as food, collars, leashes, flea medication and blankets, etc.
- On September 20, 2019, the Santa Cruz County Animal Shelter and Santa Cruz County Department of Parks, Recreation and Open Space hosted another free outdoor movie night, "Doggie Date Night," at Anna Jean Cummings Park, showing "Best in Show."
- In September, Officer Rodolfo Manriquez attended both National Night Out event and the Healthy Pets For All community outreach event in Watsonville. Officer Manriquez also went on a local Spanish speaking radio station to promote the Healthy Pets for All event live. Officer Manriquez also spoke at an event at Jardines Del Valle, an affordable housing program, to speak about outdoor cats. The area is located in unincorporated Watsonville near the border with San Benito.
- SCCAS held a calendar contest which raised \$17,500 for the Shelter.
- Due to lack of a placement partner organization to provide this service, SCCAS has created its own Barn Cat program designed to help unsocial cats in our community that are not readily adoptable. In August and September, 41 unsocial cats were adopted into households that provided necessary care.
- 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

Our contract Behavior and Training Coordinator, Carla Braden, decided to leave SCCAS to work full time at her private business, Dogs in Good Hands. She will still work closely with us as a resource for our clients and will provide future training and education for our staff, volunteers and clients. We do not plan to refill this part-time contract position at this time.

Talia Padilla, our Animal Control Officer, returned to Southern California for personal reasons. We are in the process of recruiting for this position.

SCCAS has hired a part-time Humane Educator, Stacy Iverson. The SCCAS Foundation is funding this position.

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 August/September 2019 638 animals were spay/neutered. Also, 119 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

SCCAS completed its fifth very successful year of summer camp for Santa Cruz County youth.

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 August/September 2019.

Animal Control Report
August and September 2019
Todd Stosuy, Field Services Manager

1. We are continuing with our zero-tolerance policy for off leash dogs and are citing animal owners on contact at Live Oak Beaches, Highlands Park in Ben Lomond, Seascape Park in Aptos and Anna Jean Cummings Park in Soquel. Due to increased complaints we have begun patrolling Skypark and Siltanen Park in the City of Scotts Valley
2. Officer Rodolfo Manriquez attended both National Night Out and Healthy Pets For All. Both events were held in Watsonville. During Healthy Pets For All, Officer Manriquez went on a local Spanish speaking radio station to promote the event live. Officer Manriquez was also invited to speak at an event at Jardines Del Valle, an affordable housing program, to speak about outdoor cats. The area is located in unincorporated Watsonville near the border with San Mateo.
3. Officer George Deleon responded to a complaint in the City of Santa Cruz regarding a man with cages full of rats. Officer Deleon was able to determine the rats were not being neglected, just that the owner failed to keep the male and female rats apart, and they were breeding uncontrolled. The subject was hesitant to work with law enforcement but eventually agreed to surrender all the rats, except 4, which we spayed and neutered for him.
4. Officer Rodolfo Manriquez dealt with a similar situation in Boulder Creek regarding rabbits breeding out of control at a petting zoo. The subject there also distrusted law enforcement, but agreed to surrender 52 rabbits, and keep six that we spayed and neutered for him.
5. At the request of Netcom we are moving towards an internet based paging APP that should streamline the dispatching process, and ensure the correct officer is contacted when on call. The App allows for an online mapping tool that will provide additional officer safety for the officers. The dispatcher will know where the officer is at all times. This will ensure that if an officer is not answering their radio due to a person or animal attacking them, we can send appropriate backup units to the exact location of where the officer is.
6. In August we issued two Habitual Offender Orders in unincorporated County and one Vicious Animal Order in unincorporated County. In September we issued two Habitual Offender Orders in the City of Santa Cruz, two Vicious Animal Orders in the City of Santa Cruz and two Vicious Animal Orders in unincorporated County.
7. Officer Talia Padilla resigned for personal reasons and moved back to Southern California. The position was posted for several weeks and we are beginning the interview process for her replacement.

**Shelter Services Board Report
August and September 2019
By Ben Winkleblack, Shelter Manager**

In the months of August and September 2019:

- 1,719 dog licenses were sold
- 371 animals were adopted
- 119 animals were transferred to another shelter or placement partner
- 998 animals entered the shelter
- 211 animals were reunited with their owner
- 682 WebLicensing transactions
- 638 spay or neuter procedures
- 282 animals signed up for the Planned Pethood Program

Although Shelter intake has remained the same, animal adoption has increased by 22% compared to the same period last year. Most notable is the 77% increase in adult cat adoption. Animals transferred to placement partners has decreased by 36% compared to similar period last year. Overall dog licensing has increased 13% when compared to the same period last year and online dog licensing has increased by 20% versus August and September 2018.

Due to lack of placement partners to operate a barn and garden cat adoption program the shelter has launched its own. In the months of August and September 41 unsocial cats have been adopted into households that are willing and able to provide for their needs. This program involves the Client Services, Animal Care, and Veterinary department as well as support from volunteers and the new transport van for hutch delivery.

Volunteer service has increased overall by 26% compared to the same period last year.

Thank you,
Ben Winkleblack

Board Report

- Healthy Pets for All
 - August 30th with Mountain Community Resource Center in Felton served over 50 pets.
 - September 19th in Watsonville at FOWAS Spay and Neuter Clinic served over 50 pets.
 - Upcoming Healthy Pets for All Dates are November 1st free giveaway in Watsonville, pet food and other pet supplies. November 13th with Project Homeless Connect in Watsonville.
- Events
 - Paws in the Park
 - Shelter staff and volunteers have participated in community dog walks on the San Lorenzo River Walk with Birchbark Foundation, WoofPack, and Coastal Watershed Council. Volunteers bring adoptable dogs and join in the walk around the river. June 23rd, July 28th, August 25th.
 - Doggie Date Night
 - Thursday, August 8th 7pm at Brommer Street Park. Partnered with County Parks to show the film, Secret Life of Pets. County Sheriff's and Mosquito and Vector departments were present. Food was available for purchase from Tacos El Chuy and beer from Santa Cruz Mountain Brewing. WoofPack 831 was also out helping us with this event and giving out Puppuccinos to dogs. Over 150 people attended!
 - Doggie Date Night
 - Friday, September 20th 6pm Anna Jean Cummings Park. Partnered with County Parks to show the film, Best in Show. Good Dogs Hot Dogs, Mattia Pizza brought their food trucks to the event, and the Shelter team sold beer donated from Lagunitas, and Discretion Brewing, and we had a Nacho Bar. We also sold Shelter merchandise and a variety of community organizations joined us: WoofPack, Oh My Dog Treats, Healing Hands. Approximately 80 people attended.
 - Parks and Rex
 - Saturday, August 24th 12pm-4pm at Simpkins Family Swim Center partnered with County Parks. Most pre-sale tickets ever sold (over 100). We had about 12 Shelter volunteers working throughout the day and even some volunteers from Driscolls. Volunteers sold Shelter merchandise, beer, wine, and other beverages, pizza, pasta salad, and shortcakes with fresh fruit. 125 dogs participated in Doggie Swim Sessions at the pool which was monitored by WoofPack and Shelter volunteers.
 - Catio Tour
 - Saturday, October 12th 10am-2pm partnered with Native Animal Rescue and features Catos throughout the County (Boulder Creek to Watsonville). The public had the opportunity to tour 15 Catos throughout

the County to learn about how people in our community are keeping both their cats and the native wildlife safe. Tickets were on sale for a \$5+ donation through Eventbrite leading up to the event resulting in 178 tickets sold during the pre-sale period and \$1,250 in donations. This event is sponsored by New Leaf and 500 educational booklets have been printed for attendees. The Catio Tour received great press coverage on multiple radio shows and on the front page of The Sentinel. Approximately 300 people attended the event throughout the County.

- Super Ales for Tails
 - September 24th at Santa Cruz Mountain Brewing raised \$3,154 through the sale of custom steel pint glasses designed and donated by Santa Cruz Mountain Brewing and limited edition Ales for Tails merchandise.
- Cork and Fork Community Night
 - October 3rd 5pm-10pm
- Michael's on Main The Village Green Kinks Tribute Band Cd Release Show
 - October 4th 8pm-11pm all CD sales benefit the Shelter.
- Harvest Hops and Hounds
 - October 5th at Living With Dogs Agility Yard
- Upcoming Events:
 - October 17th Owl Box Raising
 - October 25th Trunk or Treat with Santa Cruz County Sheriff
 - October 31st Howl'oween Costume Meet Up Parade and Ales for Tails After Party
 - November 3rd Benefit Shop Mural Unveiling and Paint Your Pet Brunch
- Humane Education
 - Classroom Presentations
 - Beginning in November our Humane Education Coordinator will be starting presentations at a variety of Elementary schools in PVUSD. Presentations are organized in 3 parts so that she will visit the same class 3 times throughout the remainder of the school year to establish a relationship with the students.
 - Our Humane Education Coordinator is giving weekly presentations at the Boys and Girls Clubs in Downtown Santa Cruz and Scotts Valley during the afterschool programs.
 - Teirra Pacifica has an elective program which gives students the option to come to the Shelter during 4 scheduled Fridays and they just finished their first 4 week session. Students listen to presentations from our Humane Education coordinator, interact with adoptable pets, tour the Shelter, and even learn from our Animal Control Officers.
- Community Partners Program
 - Shelter Buddy Sponsorship program for local businesses. The sponsorship packages rang from \$500-\$10,000 and business owners can select their sponsorship level and receive a variety of benefits from the Shelter in return.

- Grants/Fundraising
 - 2020 Calendar Photo Contest raised \$17,594 and Calendars will be available for purchase in November.

 - Monterey Peninsula Foundation Grant request to fund the Humane Education program.
 - Santa Cruz County Bank request for Planned Pethood
 - Santa Cruz Rotary request for Planned Pethood
 - PetSmart Charities request for transport vehicle
 - Lee Kahn Family Foundation
 - Upcoming grant requests
 - Santa Cruz Sunrise Rotary
 - Watsonville Rotary
 - Omega Nu of Santa Cruz
 - American Humane Foundation
 - Banfield Foundation

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: Statistics for the Months of August and September 2019

Recommendation:

Accept and file the reports of statistics for the months of August and September 2019.



All Jurisdictions Combined 8/1/19 through 9/30/19

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Total Intake	255	267	295	159	22	998

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	83	67	169	39	13	371
Died	1	0	3	3	0	7
Euthanized	72	37	29	84	1	223
Returned to Owner	33	138	6	30	4	211
Transferred	23	26	22	43	5	119
Total Outcome	212	268	229	199	23	931

Intakes of Owner Requested Euthanasia From All Jurisdictions During 8/1/19 to 9/30/19 = **100**

Animals on hand on September 30, 2019 = 244

Patrols by Jurisdiction	Patrols	Total Minutes
County of Santa Cruz	80	2,781
Watsonville	26	939
Santa Cruz	9	219
Scotts Valley	14	391
Live Oak and E. Cliff Beaches	6	218
Total Citations issued	107	

License Compliance and Revenue

	Tags Sold	Revenue
CAPITOLA	63	\$2,250
COUNTY	1,060	\$31,841
SANTA CRUZ	327	\$9,999
SCOTTS VALLEY	88	\$2,525
WATSONVILLE	181	\$5,769
TOTAL	1,719	\$52,384

Consent Agenda Item 5.4

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: First Quarter Report of all Claims under \$10,000 approved by the General Manager for July 1, 2019 through September 30, 2019

Recommendation:

Approve the first quarter report of all claims under \$10,000 approved by the General Manager for July 1, 2019 through September 30, 2019.

Discussion:

As recommended by the Santa Cruz County Auditors-Controllers Office management letter dated 11/17/2010 SCCAS has resumed provision of the quarterly report of all authorized claims under and in excess of \$10,000 which have been approved and forwarded to the Controller of the Authority for payment.

The next quarterly report of expenditures for October 1, 2019 through December 31, 2019 will be included in the February 2020 agenda.

DATE: 10/21/19
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.4 July 1, 2019 through September 30, 2019 Claims Report

The following SCCAS claims under \$10,000 have been approved by the General Manager without prior Board of Directors action, and submitted to the County Auditor-Controller for payment from the Operating Budget for the period of July 1, 2019 through September 30, 2019.

Expenditure Actual Transactions						
Posted	Document	Amount	Description	Vendor No	Vendor Name	
Object 61125 -- UNIFORM REPLACEMENT						
9/23/2019	2019 0722	47.85	UNIFORM HATS FOR OFFICERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506	
Object 61310 -- FOOD						
7/1/2019	EV700001RV	(52.34)	ACCRUE GENERAL FEED 2019 0630			
7/11/2019	2019 0630	52.34	GEEKS PELLETS AND BARN DRY	V741	GENERAL FEED & SEED	
8/8/2019	2019 0725	764.05	KITTEN FOOD/ADULT CAT FOOD-SC	V126091	HILLS PET NUTRITION INC	
8/8/2019	2019 0801	72.02	#SPW-2847 DRINKING WATER-WATS	V34903	DAMM SOFTWATER SERVICE INC	
8/9/2019	PETTYCASH073019B	82.78	REFRSHMENTS SHELTER FUND RAISE	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	
8/16/2019	PETTYCASH081519	29.88	FRESH GREENS-SHELTER RABBITS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	
8/16/2019	PETTYCASH081519	29.88	FRESH GREENS- SHELTER RABBITS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	
8/29/2019	2019 0731	157.65	GRASS BALES/HEN SCRATCH/PELLET	V741	GENERAL FEED & SEED	
9/16/2019	2019 0825	858.86	ADULT CAT AND KITTEN FOOD	V126091	HILLS PET NUTRITION INC	
9/17/2019	2019 0904	57.52	#SPW-2847 DRINKING WATER-WATS	V34903	DAMM SOFTWATER SERVICE INC	
9/26/2019	2019 0831	27.41	GEEKS PELLETS/BARN DRY - SC	V741	GENERAL FEED & SEED	
9/27/2019	PETTYCASH092719	156.80	FOOD AND BEVERAGES	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	
Object 61412 -- JANITORIAL SERVICES						
8/12/2019	23009	825.00	#23009 - JANITORIAL SVCS - SC	V129185	ALVAREZ INDUSTRIES INC	
9/16/2019	23231	825.00	#23231 JANITORIAL SERVICES-SC	V129185	ALVAREZ INDUSTRIES INC	
Object 61525 -- LIABILITY INSURANCE						
9/26/2019	66883	120.60	OFF-SITE EVENT & VEHICLE INS.	V122952	SDRMA	
Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV						
7/22/2019	2019 0630	218.72	OIL CHANGE ASA#106 & #331	V129038	ALLEN BROTHERS OIL INC	
Object 61725 -- MAINT-OFFICE EQUIPMNT-SERVICES						
7/29/2019	20297505	139.82	COPIER MAINTENANCE AND USE FEE	V15391	CANON SOLUTIONS AMERICA INC	
8/8/2019	2184	135.00	COPIER REPAIR - WATS SHELTER	V128553	CLARK, SU K	
8/29/2019	20408836	139.82	COPIER USE/MAINTENANCE FEE	V15391	CANON SOLUTIONS AMERICA INC	
9/24/2019	20520711	139.82	COPIER MAINTENANCE CONTRACT	V15391	CANON SOLUTIONS AMERICA INC	
Object 61730 -- MAINT-OTH EQUIP-SERVICES						
7/1/2019	EV700001RV	(420.49)	ACCRUE T HOUSEMAN 3486 307136			
7/11/2019	3486 307136	420.49	WASHER REPAIRS - WATS FY19	V122492	TAYLOR HOUSEMAN INC	
7/15/2019	50071	108.00	FIRE EXTINGUISHER MAINT. FY20	V126121	TRI-COUNTY FIRE PROTECTION	
7/29/2019	3486 307927	72.75	REPAIR PARTS FOR WATS LAUNDRY	V122492	TAYLOR HOUSEMAN INC	
8/13/2019	3486 308140	321.85	WASHER REPAIRS - WATS SHELTER	V122492	TAYLOR HOUSEMAN INC	
9/3/2019	3486 308275	286.57	DRYER REPAIR -- WATS SHELTER	V122492	TAYLOR HOUSEMAN INC	
Object 61731 -- MAINT-OTH EQUIP-SUPPLIES						
7/26/2019	PETTYCASH072519	(36.02)	RETURN OF FLEX HOSE	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	
8/22/2019	2019 0812	2,212.97	DEPOSIT FOR WASHING MACHINE SC	V13250	WESTERN STATE DESIGN INC	
9/26/2019	2019 0822	103.54	KEYPAD LOCK FOR SC SHELTER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506	
9/26/2019	2019 0822	2,788.02	SURGERY LIGHT FOR VET CLINIC	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506	
Object 61922 -- OTHER MEDICAL MATERIALS & SUPP						
7/1/2019	EV700001RV	(258.92)	ACCRUE PATTERSON 38235535			
7/1/2019	EV700001RV	(322.14)	ACCRUE BAYER 6007501421			
7/11/2019	38235535	258.92	SYRINGES/KETAMINE/EXAM GLOVES	V128735	PATTERSON VETERINARY SUPPLY INC	
7/11/2019	6007501421	322.14	ADVANTAGE FOR DOGS	V120324	BAYER HEALTHCARE LLC	
7/29/2019	117809	459.12	FATAL PLUS POWDER - VET CLINIC	V120920	VORTECH PHARMACEUTICALS	
8/8/2019	9539492	211.90	METACAM FOR VET CLINIC - SC	V38957	BOEHRINGER INGELHEIM ANIMAL HEALTH USA INC	
8/12/2019	6007593075	322.14	ADVANTAGE II FOR XL DOGS	V120324	BAYER HEALTHCARE LLC	
8/12/2019	2019 0725	1,352.14	NOBIVAC/SYRINGES/EXAM GLOVES	V120453	MWI VETERINARY SUPPLY CO	
8/12/2019	2019 0725	4,853.78	MONOCRYL/MEDS/MISC MEDICAL	V120453	MWI VETERINARY SUPPLY CO	
8/12/2019	2019 0731	124.82	OXYGEN TANKS FOR VET CLINIC	V125202	ANALGESIC SERVICES INC	
8/13/2019	38716361	331.67	NOBIVAC/PYRANTEL/NEEDLES-WATS	V128735	PATTERSON VETERINARY SUPPLY INC	
8/22/2019	9587555	423.79	METACAM FOR VET CLINIC - SC	V38957	BOEHRINGER INGELHEIM ANIMAL HEALTH USA INC	
8/22/2019	818584	449.12	PRAZQUANTEL/PONAZURIL/DOXY	V129835	ROADRUNNER PHARMACY INC BIN#920073	
8/29/2019	2019 0731	150.31	SNAP PARVO TESTS - ANIMAL CARE	V10638	IDEXX DISTRIBUTION INC	
9/16/2019	600777867	322.14	ADVANTAGE FOR XL DOGS	V120324	BAYER HEALTHCARE LLC	
9/16/2019	2019 0831	339.22	OXYGEN TANKS FOR VET CLINIC	V125202	ANALGESIC SERVICES INC	
9/17/2019	3000477328	663.15	NOBIVAC/SYRINGES/EXAM GLOVES	V128735	PATTERSON VETERINARY SUPPLY INC	
9/17/2019	2019 0825	1,302.17	MISC. MED SUPPLIES-ANIMAL CARE	V120453	MWI VETERINARY SUPPLY CO	
9/17/2019	2019 0825	7,927.74	MISC MED SUPPLIES - VET CLINIC	V120453	MWI VETERINARY SUPPLY CO	

9/17/2019	2019 0901	907.22	MELOXICAM/BUPRENORPHINE-CLINIC	V129835	ROADRUNNER PHARMACY INC BIN#920073
Object 62112 -- CASH SHORTAGES					
7/3/2019	DU61916	0.50	Cash Shortage	C99999	DEP
7/3/2019	DU61919	1.00	Cash Shortage	C99999	DEP
7/18/2019	DU62308	2.00	Cash Shortage	C99999	DEP
9/4/2019	DU63675	1.00	Cash Shortage	C99999	DEP
Object 62214 -- DUPLICATING SERVICES					
7/15/2019	2060	144.18	FLYERS FOR SHELTER PROMO	V115600	BLUE HERON DESIGN GROUP
9/16/2019	2083	1,966.32	ENVELOPES/FLYERS/CARDS	V115600	BLUE HERON DESIGN GROUP
9/27/2019	PETTYCASH092719	96.14	BUSINESS WITH PLEASURE FLYERS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
Object 62219 -- PC SOFTWARE PURCHASES					
9/23/2019	2019 0722	254.88	MAILCHIMP, ADOBE PRO	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/26/2019	2019 0822	505.00	VOLGISTICS AND MAIL CHIMP FEES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62221 -- POSTAGE					
9/9/2019	2049 0825	1,968.50	POSTAGE METER REFILL - SC	V15715	THE PITNEY BOWES BANK INC
9/30/2019	3103407330	114.78	POSTAGE METER LEASE FEE	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES
Object 62223 -- SUPPLIES					
7/1/2019	EV700001RV	(407.09)	ACCRUE HEALTH TECH INV15623		
7/1/2019	EV700001RV	(194.26)	ACCRUE HENRY SCHEIN RK13179		
7/1/2019	EV700001RV	(312.25)	ACCRUE STAPLES 8054878413		
7/5/2019	PETTYCASH070319	9.82	IBUPROFEN-SHELTER FRST AID KIT	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
7/11/2019	INV15623	407.09	CHLORSAN BLEACH - WATS SHELTER	V124747	HEALTH TECHNOLOGY PROFESSIONAL PRODUCTS INC
7/11/2019	RK13179	194.26	CARDBOARD CAT CARRIERS	V35087	HENRY SCHEIN ANIMAL HEALTH
7/11/2019	8054878413	312.25	TONER/SUPPLIES FOR SHOP FY19	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
7/26/2019	PETTYCASH072519	31.83	CAT LITTER - SHELTER CAT ROOM	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
7/29/2019	1315	1,920.00	LICENSE TAGS WITH QR CODE	V34353	PET HUB INC
7/29/2019	565966	5,189.38	1,000 MICROCHIPS - SC SHELTER	V37541	DATAMARS INC
8/5/2019	73907	150.00	INSERTS FOR JIFFY TAGS	V120569	ANIMAL CARE EQUIP & SVCS
8/8/2019	RL21904	375.27	CAT CARRIERS FOR CLIENT SVCS	V35087	HENRY SCHEIN ANIMAL HEALTH
8/9/2019	PETTYCASH073019B	132.04	KENNEL REPAIRS SC SHELTER	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
8/9/2019	PETTYCASH073019B	43.94	FENCING PARTS SC SHELTER	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
8/9/2019	PETTYCASH073019B	13.10	DESK ORGANIZER FOR ADMIN	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
8/16/2019	PETTYCASH081519	20.08	FENCING PARTS-PASTURE SC SHLTR	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
8/16/2019	PETTYCASH081519	58.84	ANIMAL FOOD STORAGE	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
8/29/2019	8055195127	114.34	OFFICE SUPPLIES FOR SC SHELTER	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
9/23/2019	2019 0722	613.42	ANTI GRAFFITI COATING	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/23/2019	2019 0722	1,157.66	FENCING SUPPLIES/CABLES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/23/2019	2019 0722	424.85	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/23/2019	2019 0722	52.39	KEYBOX FOR WATS SHELTER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/23/2019	2019 0722	30.51	WEBCAM FOR WATS SHELTER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/24/2019	PC092319	37.53	DISTILLED WATER	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
9/24/2019	PC092319	28.00	ALFALFA HAY	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
9/26/2019	2019 0822	3,315.74	FENCING MATERIALS - SC SHELTER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/26/2019	2019 0822	1,491.66	SUPPLIES - COMMUNITY OUTREACH	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/26/2019	2019 0822	21.57	REPAIR PARTS FOR DRYER - WATS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/26/2019	2019 0822	491.22	MISC ANIMAL CARE SUPPLIES - SC	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/26/2019	RN99370	375.27	CAT CARRIERS FOR SC SHELTER	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
9/27/2019	PETTYCASH092719	27.69	CUPS & ICE 8/7-8/8/19	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
9/27/2019	PETTYCASH092719	39.26	PELLETS FOR RABBITS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
9/27/2019	PETTYCASH092719	34.36	PELLETS FOR RABBITS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
9/27/2019	PETTYCASH092719	27.83	BEDDING FOR RABBITS	V103789	COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER
9/30/2019	8055589822	151.02	MISC SUPPLIES - BENEFIT SHOP	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
9/30/2019	8055589822	570.13	MISC. OFFICE SUPPLIES - SC	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
Object 62226 -- INVENTORIAL ITEMS <5000					
9/23/2019	2019 0722	766.85	DIGITAL CAMERA AND STABILIZER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62317 -- CONSULT/MGT/PC SERVICES					
7/1/2019	EV700001RV	(102.20)	ACCRUE HLP INC 16610		
7/11/2019	16610	102.20	WEBLICENSING MONTHLY FEE FY19	V11567	HLP INC
7/15/2019	2060	478.80	WEB MAINTENANCE AND HOSTING	V115600	BLUE HERON DESIGN GROUP
8/29/2019	16743	122.85	WEBLICENSING MONTHLY FEE	V11567	HLP INC
9/3/2019	16804	3,840.00	WEBLICENSING ANNUAL FEE	V11567	HLP INC
9/16/2019	16875	126.35	WEBLICENSING MONTHLY FEE	V11567	HLP INC
Object 62381 -- PROF & SPECIAL SERV-OTHER					
7/1/2019	EV700001RV	(400.00)	ACCRUE FLINSTONE WATS 7762		
7/1/2019	EV700001RV	(284.00)	ACCRUE TRENT THOMPSON 7419		
7/1/2019	EV700001RV	(600.00)	ACCRUE FLINSTONE SC 7762		
7/1/2019	EV700001RV	(676.07)	ACCRUE IDEXX 0619157635		
7/8/2019	147728	87.00	BURGLAR ALARM MONITORING-SC	V2295	POLAND, DOYLE
7/9/2019	147729	148.50	V2295 FIRE ALARM MONITORING -	V2295	POLAND, DOYLE

7/9/2019	3004725275	228.72	BIO-WASTE PICK UP - SC SHELTER	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
7/9/2019	147488	79.50	ALARM MONITORING-WATS SHELTER	V2295	POLAND, DOYLE
7/11/2019	7762	400.00	PICK UP SERVICE - WATS SHELTER	V35604	FLINTSTONE ENTERPRISES
7/11/2019	7419	284.00	PET CREMATION SERVICES	V37591	THOMPSON, TRENT
7/11/2019	7762	600.00	PICK UP SERVICE FOR SC SHELTER	V35604	FLINTSTONE ENTERPRISES
7/11/2019	0619157635	676.07	LAB WORK FOR VET CLINIC - SC	V10638	IDEXX DISTRIBUTION INC
7/15/2019	71201917	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
7/22/2019	3004759053	119.61	BIO WASTE PICK UP-WATS SHELTER	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
7/29/2019	2019 0723	900.00	ASA SUMMER CAMP ASSISTANT	V38956	ANDERSON, BIANCA NICOLE
7/29/2019	72301917	800.00	BENEFIT SHOP MANAGEMENT SVCS	V37693	GOODMAN, LEA M
8/5/2019	2019 0731	3,030.00	HUMANE EDUCATION - JULY 2019	V37749	ADAMIC, CAROL DIANA
8/8/2019	8062019	800.00	BENEFIT SHOP MANAGEMENT SVCS	V37693	GOODMAN, LEA M
8/8/2019	7795	600.00	PICK UP SERVICE - SC SHELTER	V35604	FLINTSTONE ENTERPRISES
8/8/2019	7795	400.00	PICK UP SERVICE - WATS SHELTER	V35604	FLINTSTONE ENTERPRISES
8/15/2019	7484	190.00	PRIVATE CREMATION - SC SHELTER	V37591	THOMPSON, TRENT
8/15/2019	7485	177.00	PRIVATE CREMATION - WATS	V37591	THOMPSON, TRENT
8/15/2019	2019 0802	210.00	PREP/DECISION - HANSON HEARING	V38409	ASHLEY B. WHELOCK
8/22/2019	8202019	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
8/22/2019	190807000	111.93	RODENT CONTROL FOR SC BARN	V15348	HUMANE WILDLIFE CONTROL
8/22/2019	32	7,168.00	BEHAVIOR CONSULTING SERVICES	V33107	BRADEN, CARLA
8/29/2019	2019 0731	723.48	LAB WORK FOR VET CLINIC - SC	V10638	IDEXX DISTRIBUTION INC
9/12/2019	2019 0901	315.00	HUMANE EDUCATION SERVICES	V39319	IVERSON, STACEY JANE
9/16/2019	9032019	800.00	BENEFIT SHOP MANAGEMENT SVCS	V37693	GOODMAN, LEA M
9/16/2019	0819157635	874.33	LAB WORK FOR VET CLINIC	V10638	IDEXX DISTRIBUTION INC
9/16/2019	7556	667.00	CREMATION SERVICES - AUGUST	V37591	THOMPSON, TRENT
9/16/2019	7859	750.00	PICK UP SERVICES - SC SHELTER	V35604	FLINTSTONE ENTERPRISES
9/16/2019	7859	500.00	PICK UP SERVICE - WATS SHELTER	V35604	FLINTSTONE ENTERPRISES
9/17/2019	2019 0905	200.00	LIVESTOCK HAULING FOR ASA	V37554	VANOVER, MARK
9/26/2019	9172019	800.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
9/30/2019	149135	87.00	BURGLAR ALARM MONITORING - SC	V2295	POLAND, DOYLE
9/30/2019	149136	148.50	FIRE ALARM MONITORING - SC	V2295	POLAND, DOYLE
9/30/2019	3004827424	228.72	BIO-WASTE PICK UP - SC SHELTER	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
9/30/2019	2019 0918	200.00	LIVESTOCK HAULING SERVICES	V37554	VANOVER, MARK
9/30/2019	148898	79.50	ALARM MONITORING-WATS SHELTER	V2295	POLAND, DOYLE
Object 62399 -- VETERINARIAN SERVICES					
7/1/2019	EV700001RV	(621.89)	ACCURUE COAST VET 7721		
7/1/2019	EV700001RV	(628.00)	ACCURUE COAST VET 7571		
7/15/2019	7571	628.00	COAST EQUINE VE V128367	V128367	COAST EQUINE VETERINARY SERVICES INC
7/15/2019	7721	789.89	EXAM/DENTAL WORK FOR FELINE	V128367	COAST EQUINE VETERINARY SERVICES INC
7/15/2019	2019 0705	422.50	SPAY/NEUTER VET SERVICES FY20	V38012	PETER MAKOTO MATSUKI
8/20/2019	DU63249	(287.75)	SCVH Fees for A260804	C99999	DEP
9/9/2019	9168	643.71	DENTAL WORK FOR DOG A260208	V128367	COAST EQUINE VETERINARY SERVICES INC
9/16/2019	014	5,081.25	SPAY/NEUTER VET SERVICES	V36909	HANSON-KAO, SHARON K.
9/16/2019	015	3,862.50	SPAY/NEUTER VET SERVICES	V36909	HANSON-KAO, SHARON K.
9/30/2019	2019 0912	422.50	SPAY/NEUTER VET SERVICES	V38012	PETER MAKOTO MATSUKI
Object 62500 -- EQUIPMENT LEASE & RENT					
9/23/2019	2019 0722	191.56	PODS MONTHLY RENTAL FEE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/26/2019	2019 0822	191.56	PODS MONTHLY LEASE FEE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62710 -- FIELD EQUIPMENT					
9/23/2019	2019 0722	365.27	BINOCULARS/CATCH POLE/TONGS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
9/26/2019	2019 0822	55.76	VOICE RECORDER/DUCT TAPE-FIELD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62801 -- ADVERTISING & PROMOTION SUPP					
9/26/2019	2019 0822	316.10	ASA LOGO MAGNETS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62842 -- INVENTORY MATERIALS PURCHASED					
7/29/2019	2019 0723	6,770.51	ASA LOGO TEE SHIRTS FOR RESALE	V30193	BROPRINTS INC
8/5/2019	M940	1,052.86	ASA LOGO APRONS FOR VOLUNTEERS	V127178	BANANA PROMOTIONS
9/9/2019	SCCAS942	912.49	ASA LOGO CAPS AND BEANIES	V127178	BANANA PROMOTIONS
9/16/2019	SCCAS944	940.81	ASA LOGO APRONS FOR VOLUNTEERS	V127178	BANANA PROMOTIONS
9/24/2019	16753	1,555.63	ASA LOGO TEE SHIRT/HOODIES	V30193	BROPRINTS INC
Object 62857 -- SPECIAL MISC EXPENSE-SUPPLIES					
9/19/2019	USORD00408319	38.75	PET ID TAGS SOLD AT SC SHELTER	V127862	RED DINGO INC
Object 62920 -- GAS, OIL, FUEL					
7/1/2019	EV700001RV	(1,642.83)	ACCURUE VALERO 2019 0708		
7/11/2019	2019 0708	1,647.03	FUEL FOR ASA - 420.3 GAL FY19	V121773	VALERO MARKETING AND SUPPLY COMPANY
8/22/2019	2019 0807	2,239.63	FUEL FOR ASA FLEET - 601.3 GAL	V121773	VALERO MARKETING AND SUPPLY COMPANY
9/19/2019	2019 0909	1,580.04	443.1 GAL. FUEL FOR ASA FLEET	V121773	VALERO MARKETING AND SUPPLY COMPANY
Object 63070 -- UTILITIES					
7/1/2019	EV700001RV	(870.91)	ACCURUE WATS UTILITIES 2019 062		
7/1/2019	EV700001RV	(954.39)	ACCURUE GREENWASTE 4186880		

7/1/2019	EV700001RV	(260.93)	ACCRUE GREENWASTE 4187259		
7/11/2019	2019 0627	870.91	WATER/SEWER/TRASH FY19	V100856	WATSONVILLE CITY UTILITIES
7/11/2019	4186880	954.39	TRASH/RECYCLE SC SHELTER FY19	V124657	GREENWASTE RECOVERY INC
7/11/2019	4187259	260.93	TRASH/RECYCLE BENEFIT SH. FY19	V124657	GREENWASTE RECOVERY INC
7/22/2019	2019 0709	31.45	PG&E FOR CLINIC ANNEX - SC	V129169	PACIFIC GAS AND ELECTRIC CO
7/22/2019	2019 0711	66.40	#33115 INTERNET SVC-SC SHELTER	V125912	THE INTERNET STORE INC
7/29/2019	2019 0717	2,268.47	PG&E FOR SANTA CRUZ SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
7/29/2019	2019 0718	791.92	PG&E FOR WATSONVILLE SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
8/5/2019	2019 0725 001	1,573.35	WATER/SEWER SERVICE-SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
8/5/2019	2019 0725 012	24.75	WATER/SEWER SERVICE-SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
8/6/2019	2019 0725 020	64.08	WATER/SEWER - SC CLINIC ANNEX	V125932	SANTA CRUZ MUNICIPAL UTILITIES
8/8/2019	2019 0725	886.38	WATER/SEWER/TRASH-WATS SHELTER	V100856	WATSONVILLE CITY UTILITIES
8/12/2019	2019 0731	935.02	PG&E FOR SC SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
8/13/2019	4231006	260.93	TRASH/RECYCLE FOR BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
8/13/2019	4230629	954.39	TRASH/RECYCLING - SC SHELTER	V124657	GREENWASTE RECOVERY INC
8/15/2019	2019 0807	34.80	PG&E FOR SC CLINIC ANNEX	V129169	PACIFIC GAS AND ELECTRIC CO
8/22/2019	2019 0811	66.32	#33115 INTERNET FOR SC SHELTER	V125912	THE INTERNET STORE INC
8/22/2019	2019 0813	706.48	PG&E FOR SANTA CRUZ SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
9/3/2019	2019 0819	805.81	PG&E - WATSONVILLE SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
9/12/2019	2019 0823 001	1,208.18	WATER/SEWER FOR SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
9/12/2019	2019 0823 012	26.15	WATER/SEWER - SC SHELTER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
9/12/2019	2019 0823 020	135.65	WATER/SEWER - SC CLINIC ANNEX	V125932	SANTA CRUZ MUNICIPAL UTILITIES
9/16/2019	2019 0910	66.32	#33115 INTERNET SERVICE - SC	V125912	THE INTERNET STORE INC
9/19/2019	2019 0829	944.44	WATER/SEWER/TRASH - WATS	V100856	WATSONVILLE CITY UTILITIES
9/26/2019	2019 0908	34.92	PG&E FOR CLINIC ANNEX - SC	V129169	PACIFIC GAS AND ELECTRIC CO
9/26/2019	2019 0918	898.04	PG&E - WATSONVILLE SHELTER	V129169	PACIFIC GAS AND ELECTRIC CO
9/30/2019	4301077	260.93	TRASH & RECYCLING-BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC

Consent Agenda Item 5.5

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: First Quarter Report of all Journal Entries made to the County of Santa Cruz and Interfaces for the County ISD Telecom Services for July 1, 2019 through September 30, 2019.

Recommendation:

Accept the first quarter report of all Journal Entries made to the County of Santa Cruz and interfaces for the County ISD Telecom Services for July 1, 2019 through September 30, 2019.

Discussion:

The Santa Cruz Auditor-Controller's Office management letter dated January 3, 2013 recommended the Shelter Manager review all Journal Entries made to the County of Santa Cruz and ensure all support is on file and present this report to the Board during regular Board meetings.

A list of all Journal Entry payments to the County of Santa Cruz has been downloaded and checked against department files to insure hard copy support for each transaction. Staff compared monthly amount interfaces for ISD Telecom to the "Extension Detail Report", which shows complete charges, and found no discrepancies. The interfaces for ISD Telecom are included on the Journal Report.

The next quarterly report of Journal Entries and interfaces for October 1, 2019 through December 31, 2019 will be included on the February 2020 agenda and every quarter thereafter.

DATE: 10/21/2019
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.5 July 1, 2019 through September 30, 2019 County Journal Entry Report

The following SCCAS journal entry claims are for services paid directly to Santa Cruz County and submitted to the County Auditor-Controller for payment from the Operating Budget for the period July 1, 2019 through September 30, 2019.

Expenditure Actual Transactions

Posted	Document	Amount	Description	Department
7/2/2019	JV200005	2,688.50	SCR911 - JULY 2019	SANTA CRUZ REGIONAL 911
8/5/2019	JV200041	2,688.50	SCR911 - AUGUST 2019	SANTA CRUZ REGIONAL 911
9/24/2019	JV200165	2,688.50	SCR911 - SEPT. 2019	SANTA CRUZ REGIONAL 911
Department Total		8,065.50		
7/1/2019	EV420008RV	(3,970.36)	JUNE 2019 EST TELEPHONE CHGS	ISD - TELECOM
7/1/2019	EV420008RV	(120.03)	JUNE 2019 EST TELEPHONE CHGS	ISD - TELECOM
7/10/2019	IB200013	3,990.19	JUNE 2019 ACT TELEPHONE CHGS	ISD - TELECOM
7/10/2019	IB200013	104.83	JUNE 2019 ACT TELEPHONE CHGS	ISD - TELECOM
8/2/2019	IB200036	3,819.63	JULY 2019 TELEPHONE CHGS	ISD - TELECOM
8/2/2019	IB200036	108.60	JULY 2019 TELEPHONE CHGS	ISD - TELECOM
9/3/2019	IB200075	3,838.40	AUGUST 2019 TELEPHONE CHGS	ISD - TELECOM
9/3/2019	IB200075	105.88	AUGUST 2019 TELEPHONE CHGS	ISD - TELECOM
Department Total		7,877.14		
9/11/2019	JV12150	2,964.00	FY 19.20 LIAB/PROPERTY CHGS	
Department Total		2,964.00		
7/1/2019	EV330004RV	(400.00)	JUNE 2019 EST WRHS CHRGS	GSD - WAREHOUSE
7/1/2019	EV330004RV	(200.00)	JUNE 2019 EST WRHS CHRGS	GSD - WAREHOUSE
7/16/2019	GS200003	841.30	WAREHOUSE CHRGS MONTH 6/19 ACT	GSD - WAREHOUSE
7/16/2019	GS200003	214.40	WAREHOUSE CHRGS MONTH 6/19 ACT	GSD - WAREHOUSE
8/15/2019	GS200005	762.05	WAREHOUSE CHARGES MONTH 7/19	GSD - WAREHOUSE
9/12/2019	GS200006	436.75	Warehouse Charges Mont 8/2019	GSD - WAREHOUSE
9/12/2019	GS200006	279.20	Warehouse Charges Mont 8/2019	GSD - WAREHOUSE
Department Total		1,933.70		
7/1/2019	EV700001RV	(655.06)	ACCRUE JUNE BANK FEES - WEB	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/1/2019	EV700001RV	(1,975.78)	ACCRUE JUNE BANK FEES - SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/1/2019	EV700001RV	(423.06)	ACCRUE JUNE BANK FEES - WATS	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/3/2019	DU61917	655.06	June Bank Fees Web	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/3/2019	DU61918	13.11	PayPal Fees 0626-0630	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/3/2019	DU61916	1,975.78	June Bank Fees SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/3/2019	DU61920	423.06	June Bank Fees Watsonville	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
7/29/2019	DU62606	4.00	ACH Block Fee 072019	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/1/2019	DU62727	182.64	July PayPal Fees	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/7/2019	DU62892	1,929.74	July Bank Fees Santa Cruz	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/7/2019	DU62891	375.09	July Bank Fees Watsonville	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/21/2019	DU63283	717.71	July Bank Fees Web	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
8/26/2019	DU63401	4.00	ACH Block Fee 082019	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
9/4/2019	DU63675	137.14	August PayPal Fees	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
9/4/2019	DU63677	1,961.63	August Bank Fees SC	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
9/4/2019	DU63676	386.65	August Bank Fees Watsonville	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
9/12/2019	DU63936	765.20	Bank Fees Web	TREASURER-TAX COLLECTOR (BANK OF THE WEST)
Department Total		6,476.91		
8/12/2019	JV200065	49,417.25	1st Qtr 1920 CERTS Lease Pmt	COUNTY OF SANTA CRUZ
7/24/2019	JCOSTPLAN1920A	25,801.00	1ST QTR COST PLAN CHARGES	COUNTY OF SANTA CRUZ
Department Total		75,218.25		
9/10/2019	JV12147	155.00	ANIMAL CARE WORKER	PERSONNEL
Department Total		155.00		

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: Accept a gift in the amount of \$11,939.87 from the Royce J. Scherf Trust
for the Watsonville Shelter

Recommendation:

Accept a donation in the amount of \$11,939.87 from the Royce J. Scherf Trust for the
Watsonville Shelter

Consent Agenda Item 5.7

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: Approve the AUD74 and authorize the General Manager to transfer appropriations in the amount of \$10,000 from capital improvement funds to equipment maintenance for HVAC maintenance at the Watsonville Shelter

Recommendation:

Approve the AUD74 and authorize the General Manager to transfer appropriations in the amount of \$10,000 from capital improvement funds to equipment maintenance for HVAC maintenance at the Watsonville Shelter.

COUNTY OF SANTA CRUZ
 REQUEST FOR TRANSFER OR REVISION
 OF BUDGET APPROPRIATIONS AND / OR FUNDS

Department: Animal Shelter
 Fund No. 76124
 TO: **Board of Supervisors**
 Requires 4/5 vote:

Date: October 21, 2019

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2019

AUDITORS USE ONLY	
DOCUMENT #	AMOUNT
	20,000

Batch #	
Date	Keyed By:

		GL KEY	OBJECT	JL CODE	Amount	Account Description	
			702860	61730		\$ 10,000	MAINT-OTH EQUIP-SERVICES
TRANSFER	To						
	From	076124	MEMO ONLY		\$ 10,000	FUND BALANCE 76124001 GL 344	

Explanation: ALLOCATE \$10,000 FOR MAINT-OTH EQUIP-SERVICES FOR MAINTENANCE ON HVAC SYSTEM AT WATSONVILLE SHELTER.

SEE SCCAS 10/21/19 ITEM THAT AUTHORIZED THE SCCAS GM TO ALLOCATE FUNDS FROM AVAILABLE FUND BALANCE FOR MAINTENANCE ON THE HVAC SYSTEM AT THE WATSONVILLE SHELTER.

Name X  Title General Manager

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by _____ Deputy Date _____

Administrative Officer's Action: () Recommended to Board () Approved () Not Recommended or Approved

Administrative Officer _____ Date _____

State of California }
 County of Santa Cruz } ss. As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered in the minutes of said Board on

_____ 20_____, By _____, Deputy Clerk

(A-C) * Decs: _____ Item _____ - Budget Transfer

Distribution: BRD. NAME AGENDA DATE Item No.

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 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 Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: Financial Report for the period ending September 30, 2019

Recommendation:

Approve the Financial Report as presented for the period ending September 30, 2019.

Discussion:

The Financial Report ending September 30, 2018 reflects total revenues of \$839,392 and expenditures of \$955,133. YTD Revenues are \$932,831. YTD Expenditures are \$1,303,749. Current total revenues are 20% of a potential 25%. The percentage of current year expenditures is at 27%.

Licensing revenues YTD are \$83,401. At this point last year licensing revenues were \$71,147.

**Santa Cruz County Animal Services Authority
Financial Summary for Fiscal Year 2018-2019
For Months Ending September 30, 2019**

Revenues:	2019-2020 Final Budget	2019-2020 Est/Actuals	2019-2020 YTD Actuals	YTD Remaining	2018-2019 YTD Actuals
ANIMAL LICENSES	\$300,000	\$300,000	\$83,401	\$216,599	\$71,147
INTEREST	\$45,000	\$45,000	\$8,385	\$36,615	\$9,919
RENTS & CONCESSIONS	\$700	\$700	\$44	\$656	\$34
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$0	\$200	\$70
ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$280,000	\$280,000	\$72,075	\$207,925	\$66,598
ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$929	\$1,671	\$885
COST RECOVERY-OTHER	\$9,500	\$9,500	\$1,745	\$7,755	\$1,160
MEMBER CONTRIBUTION	\$3,191,322	\$3,191,322	\$602,796	\$2,588,526	\$1,659,359
CHARGES FOR CURRENT SERVICES	\$30,000	\$30,000	\$275	\$29,725	\$1,631
ADMIN FINE FEES	\$15,000	\$15,000	\$4,403	\$10,598	\$1,371
GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$0	\$15,000	\$523
ANIMAL MICROCHIP FEES	\$22,000	\$22,000	\$4,729	\$17,271	\$4,870
ANIMAL RABIES FEES	\$18,000	\$18,000	\$4,360	\$13,640	\$4,770
ANIMAL SPAY&NEUTER FEES	\$100,000	\$100,000	\$26,708	\$73,292	\$22,995
SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$17,587	\$47,413	\$9,663
CASH OVERRAGES	\$0	\$0	\$37	(\$37)	\$2
CONTRIBUTIONS and DONATIONS	\$400,000	\$434,075	\$97,502	\$336,573	\$94,307
INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0
NSF CHECKS	\$0	\$0	(\$5)	\$5	\$68
NSF CHECKS-RETURNED CHECK FEE	\$0	\$0	\$0	\$0	\$30
OTHER REVENUE	\$43,000	\$43,000	\$7,860	\$35,140	\$6,050
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$4,537,322	\$4,571,397	\$932,831	\$3,638,566	\$1,955,452

Less Expenditures:

Salaries and Benefits	\$3,322,464	\$3,322,464	\$892,114	\$2,430,350	\$712,416
Services and Supplies	\$1,167,485	\$1,167,485	\$253,360	\$914,125	\$261,755
Other Uses	\$103,206	\$103,206	\$25,801	\$77,405	\$47,907
Fixed Assets	\$0	\$34,075	\$32,474	\$0	\$0
Operating Transfers Out	\$100,000	\$100,000	\$100,000	\$0	\$0
TOTAL EXPENDITURES:	\$4,693,155	\$4,727,230	\$1,303,749	\$3,421,880	\$1,022,078

Plus Contingency:

	\$183,726	\$183,726	\$0	\$183,726	\$0
TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$4,876,881	\$4,910,956	\$1,303,749	\$3,605,606	\$1,022,078

NET REVENUES OVER (UNDER) EXPENDITURE	(\$339,559)	(\$339,559)	(\$370,918)	\$32,960	\$933,374
--	--------------------	--------------------	--------------------	-----------------	------------------

BEGINNING FUND BALANCE - UNDESIGNATED (unaudited ending balance from 6/30/19)	\$1,223,451	\$1,223,451	\$1,223,451	\$1,223,451	\$1,223,451
---	-------------	-------------	-------------	-------------	-------------

ENDING FUND BALANCE - UNDESIGNATED	\$883,892	\$883,892	\$852,534	\$1,256,411	\$2,156,825
---	-----------	-----------	-----------	-------------	-------------

ANIMAL LICENSE DETAIL

	2019-20 YTD Actuals	2018-19 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$3,495	\$2,210	\$1,285
LICENSES - SANTA CRUZ	\$15,271	\$12,848	\$2,423
LICENSES- SCOTTS VALLEY	\$4,232	\$3,747	\$485
LICENSES- COUNTY	\$50,666	\$43,087	\$7,579
LICENSES- WATSONVILLE	\$9,737	\$9,255	\$482

* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/19 is \$496,846 (Unaudited)

* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/19 is \$900 (Unaudited)

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

29

As of 9/30/19 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	2019-20 Final Budget	2019-20 Adj. Budget	CY Encumb	July Actuals	August Actuals	September Actuals	2019-20 YTD Actuals	YTD Remaining	25%	25%	2018-19 YTD Actuals	COMPARE	August Actuals	September Actuals	2018-19 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU SEP PY ACTUALS			
51000	SALARIES & BENF	\$3,322,464	\$3,322,464	\$0	\$241,513	\$237,244	\$413,357	\$892,114	\$2,430,350	26.85%	23.61%	\$712,416	\$179,698	\$376,454	\$218,159	\$3,017,538
61000	SERVICES & SUPL	\$1,167,485	\$1,167,485	\$0	\$81,302	\$96,748	\$75,310	\$253,360	\$914,125	21.70%	22.17%	\$261,755	(\$8,395)	\$74,196	\$80,990	\$1,180,458
70000	OTHER CHARGES	\$103,206	\$103,206	\$0	\$25,801	\$0	\$0	\$25,801	\$77,405	25.00%	25.00%	\$47,907	(\$22,106)	\$0	\$47,907	\$191,626
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$0	\$34,075	\$0	\$0	\$0	\$32,474	\$32,474	\$1,601	95.30%	0.00%	\$0	\$32,474	\$0	\$0	\$0
90000	OTHER FINANCING USES	\$100,000	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	\$0	100.00%	0.00%	\$0	\$100,000	\$0	\$0	\$100,000
98700	CONTINGENCIES	\$183,726	\$183,726	\$0	\$0	\$0	\$0	\$0	\$183,726	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$4,876,881	\$4,910,956	\$0	\$348,616	\$433,992	\$521,141	\$1,303,749	\$3,607,207	26.55%	43.67%	\$1,022,078	\$281,671	\$450,651	\$347,056	\$4,489,622
40100-42500	TOTAL REVENUES	\$4,537,322	\$4,571,397	\$0	\$93,439	\$148,827	\$690,565	\$932,831	\$3,638,566	20.41%	45.46%	\$1,955,452	(\$1,022,621)	\$582,320	\$600,770	\$4,301,448
	NET COST	\$339,559	\$339,559	(\$0)	\$255,176	\$285,165	(\$169,424)	\$370,918	(\$31,359)	109.24%	-496.02%	(\$933,374)	(\$1,304,292)	(\$131,670)	(\$253,713)	\$188,174
51000	REGULAR PAY-PER	1,983,275	1,983,275	\$0	\$150,975	\$162,006	\$147,599	\$460,581	\$1,522,694	23.22%	22.47%	\$405,582	\$54,998	\$194,215	\$135,304	1,804,840
51005	OVERTIME PAY-PE	4,000	4,000	\$0	(\$93)	\$253	\$733	\$893	\$3,107	22.32%	22.71%	\$717	\$176	\$310	\$410	3,158
51010	REGULAR PAY-EXT	90,000	90,000	\$0	\$5,503	\$6,273	\$10,814	\$22,590	\$67,410	25.10%	26.96%	\$18,622	\$3,968	\$9,125	\$6,578	69,081
51040	DIFFERENTIAL PAY	20,000	20,000	\$0	\$2,336	\$2,345	\$2,558	\$7,239	\$12,761	36.20%	23.91%	\$6,312	\$927	\$3,154	\$2,186	26,395
52010	OASDI-SOCIAL SE	148,861	148,861	\$0	\$11,959	\$12,985	\$12,196	\$37,140	\$111,721	24.95%	23.30%	\$32,739	\$4,400	\$15,709	\$10,980	140,510
52015	RETIREMENT	468,780	468,780	\$0	\$33,901	\$35,685	\$36,117	\$105,703	\$363,077	22.55%	21.95%	\$82,769	\$22,934	\$39,591	\$29,549	377,090
53010	EMPLOYEE INSURA	531,487	531,487	\$0	\$36,932	\$17,699	\$127,277	\$181,907	\$349,580	34.23%	17.01%	\$88,267	\$93,640	\$36,943	\$33,152	519,057
53015	UNEMPLOYMENT IN	4,416	4,416	\$0	\$0	\$0	\$4,416	\$4,416	(\$0)	100.00%	100.00%	\$5,413	(\$997)	\$5,413	\$0	5,413
54010	WORKERS COMPENS	71,645	71,645	\$0	\$0	\$0	\$71,645	\$71,645	(\$0)	100.00%	100.00%	\$71,994	(\$349)	\$71,994	\$0	71,994
51000	SALARIES & BENF	\$3,322,464	\$3,322,464	\$0	\$241,513	\$237,244	\$413,357	\$892,114	\$2,430,350	26.85%	23.61%	\$712,416	\$179,698	\$376,454	\$218,159	\$3,017,538
61115	POLICE SAFETY EQUIPMENT	500	500	\$0	\$0	\$0	\$0	\$0	\$500	0.00%	0.00%	\$112	(\$112)	\$0	\$112	500
61125	UNIFORM REPLACEMENT	1,500	1,500	\$0	\$0	\$0	\$48	\$48	\$1,452	3.19%	56.50%	\$3,550	(\$3,502)	\$2,105	\$1,445	6,283
61215	RADIO SERVICES	35,000	35,000	\$0	\$2,689	\$2,689	\$2,689	\$8,066	\$26,935	23.04%	23.19%	\$7,763	\$303	\$2,588	\$2,588	33,471
61220	TELECOM SERVICES	46,000	46,000	\$0	\$5	\$3,928	\$3,944	\$7,877	\$38,123	17.12%	18.22%	\$8,380	(\$503)	\$4,087	\$4,308	46,000
61310	FOOD	10,000	10,000	\$0	\$0	\$1,136	\$1,101	\$2,237	\$7,763	22.37%	18.26%	\$1,826	\$411	\$1,065	\$706	10,000
61412	JANITORIAL SERVICES	10,000	10,000	\$0	\$0	\$825	\$825	\$1,650	\$8,350	16.50%	16.50%	\$1,650	\$0	\$825	\$825	10,000
61525	LIABILITY INSURANCE	37,000	37,000	\$0	\$41,026	\$0	\$121	\$41,147	(\$4,147)	111.21%	99.82%	\$37,200	\$3,946	\$0	\$0	37,266
61535	OTHER INSURANCE	3,040	3,040	\$0	\$0	\$0	\$2,964	\$2,964	\$76	97.50%	0.00%	\$3,119	(\$155)	\$3,119	\$0	3,119
61720	MAINT-MOBILE EQUIPMENT-SERV	10,000	10,000	\$0	\$219	\$0	\$0	\$219	\$9,781	2.19%	2.71%	\$214	\$5	\$70	\$144	7,900
61725	MAINT-OFFICE EQUIPMENT	1,000	1,000	\$0	\$140	\$275	\$140	\$554	\$446	55.45%	18.91%	\$225	\$329	\$59	\$96	1,191
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	\$0	\$181	\$322	\$287	\$789	\$1,211	39.46%	2.60%	\$85	\$704	\$85	\$0	3,273
61731	MAINT-OTHER EQUIP-SUP	1,000	1,000	\$0	(\$36)	\$2,213	\$2,892	\$5,069	(\$4,069)	506.85%	17.40%	\$268	\$4,801	\$268	\$0	1,540
61835	FACILITIES MAINT	18,000	18,000	\$0	\$0	\$0	\$0	\$0	\$18,000	0.00%	16.17%	\$3,112	(\$3,112)	\$272	\$0	19,250
61845	MAINT STRUCT IM	1,000	1,000	\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	\$0	1,000
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
61922	OTHER MEDICAL MATERIALS	95,000	95,000	\$0	\$459	\$8,220	\$11,462	\$20,140	\$74,860	21.20%	12.22%	\$10,998	\$9,142	\$9,646	\$7,207	90,000
62020	MEMBERSHIPS	2,000	2,000	\$0	\$0	\$0	\$0	\$0	\$2,000	0.00%	0.00%	\$0	\$0	\$0	\$0	2,000
62111	MISCELLANEOUS EXPENSES	10,500	10,500	\$0	\$0	\$0	\$0	\$0	\$10,500	0.00%	0.00%	\$0	\$0	\$0	\$0	10,500

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

As of 9/30/19 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	2019-20 Final Budget	2019-20 Adj. Budget	CY Encumb	July Actuals	August Actuals	September Actuals	2019-20 YTD Actuals	YTD Remaining	25%	25%	2018-19 YTD Actuals	COMPARE THRU SEP PY ACTUALS	August Actuals	September Actuals	2018-19 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized					
62112	CASH SHORTAGES	0	0	\$0	\$4	\$0	\$1	\$5	(\$5)	0.00%	0.00%	\$0	\$5	\$0	\$0	74
62214	DUPLICATING SVCS.	3,500	3,500	\$0	\$144	\$0	\$2,062	\$2,207	\$1,293	63.05%	31.56%	\$1,427	\$780	\$0	\$1,427	4,520
62217	MISC NONINVENTORIAL ITEMS EXPENSE	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0	0
62219	PC SOFTWARE PURCHASES	5,500	5,500	\$0	\$0	\$0	\$760	\$760	\$4,740	13.82%	80.59%	\$6,419	(\$5,660)	\$6,419	\$75	7,965
62221	POSTAGE	10,000	10,000	\$0	\$0	\$0	\$2,083	\$2,083	\$7,917	20.83%	20.19%	\$2,019	\$65	\$2,019	\$0	10,000
62222	SUBSCRIPTIONS/PERIODICALS	125	125	\$0	\$0	\$0	\$0	\$0	\$125	0.00%	0.00%	\$0	\$0	\$0	\$0	125
62223	SUPPLIES	78,000	78,000	\$0	\$7,607	\$1,670	\$9,606	\$18,882	\$59,118	24.21%	25.16%	\$20,885	(\$2,003)	\$8,739	\$3,778	83,000
62225	NON-PC SOFTWARE	250	250	\$0	\$0	\$0	\$0	\$0	\$250	0.00%	0.00%	\$0	\$0	\$0	\$0	250
62226	INVENTORIAL ITEMS	5,000	5,000	\$0	\$0	\$0	\$767	\$767	\$4,233	15.34%	0.00%	\$0	\$767	\$0	\$0	20,572
62301	ACCOUNTING & AUDITING	13,500	13,500	\$0	\$0	\$0	\$0	\$0	\$13,500	0.00%	0.00%	\$0	\$0	\$0	\$0	13,500
62310	BANKING SERVICES	30,000	30,000	\$0	\$17	\$3,209	\$3,251	\$6,477	\$23,523	21.59%	18.36%	\$5,509	\$968	\$2,719	\$2,831	30,000
62316	COMPUTER PROF SVCS	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	20,000	20,000	\$0	\$15,162	\$123	\$3,966	\$19,251	\$749	96.26%	85.24%	\$18,752	\$499	\$91	\$14,745	22,000
62318	COUNTY COUNSEL	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
62325	DATA PROCESSING	71,770	71,770	\$0	\$0	\$0	\$0	\$0	\$71,770	0.00%	0.09%	\$71	(\$71)	\$71	\$0	75,335
62330	DPW SERVICES - GENERAL MONEY	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
62381	PROF & SPECIAL	215,000	215,000	\$0	\$3,163	\$14,210	\$5,650	\$23,024	\$191,976	10.71%	20.00%	\$30,000	(\$6,976)	\$8,968	\$18,945	150,000
62399	VETERINARIAN SERVICES	100,000	100,000	\$0	\$591	(\$288)	\$10,010	\$10,313	\$89,687	10.31%	15.78%	\$19,721	(\$9,409)	\$3,530	\$14,317	125,000
62500	EQUIPMENT RENTS & LEASES-	0	0	\$0	\$0	\$0	\$383	\$383	(\$383)	#DIV/0!	19.99%	\$381	\$2	\$381	\$191	1,908
62610	RENTS & LEASES-	200,000	200,000	\$0	\$0	\$49,417	\$0	\$49,417	\$150,583	24.71%	24.85%	\$49,417	\$0	\$0	\$0	198,842
62710	FIELD EQUIPMENT	1,200	1,200	\$0	\$0	\$0	\$421	\$421	\$779	35.09%	25.34%	\$586	(\$165)	\$109	\$542	2,314
62801	ADVERTISING & PROMOTION	2,500	2,500	\$0	\$0	\$0	\$471	\$471	\$2,029	18.84%	70.40%	\$2,513	(\$2,042)	\$837	\$1,063	3,570
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	\$0	\$6,771	\$1,053	\$3,409	\$11,232	\$8,768	56.16%	28.98%	\$9,336	\$1,897	\$8,363	\$973	32,215
62857	SPECIAL MISC EXP-SUPPLIES	500	500	\$0	\$0	\$0	\$39	\$39	\$461	7.75%	6.20%	\$31	\$8	\$0	\$0	500
62890	SUBSCRIPTIONS/BOOKS	500	500	\$0	\$0	\$0	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	\$0	500
62893	TOWING	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	\$0	\$0	\$0	\$0	\$0	\$2,500	0.00%	20.85%	\$209	(\$209)	\$209	\$0	1,000
62920	GAS, OIL, FUEL	15,000	15,000	\$0	\$4	\$2,240	\$1,580	\$3,824	\$11,176	25.49%	16.68%	\$2,670	\$1,154	\$1,247	\$1,423	16,000
62922	TRAVEL-LODGING	1,500	1,500	\$0	\$0	\$0	\$0	\$0	\$1,500	0.00%	43.83%	\$942	(\$942)	\$0	\$942	2,150
62924	TRAVEL-MEALS	500	500	\$0	\$0	\$0	\$0	\$0	\$500	0.00%	73.20%	\$366	(\$366)	\$366	\$0	500
62926	TRAVEL-MILEAGE	1,000	1,000	\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	\$0	1,000
62928	TRAVEL-OTHER	100	100	\$0	\$0	\$0	\$0	\$0	\$100	0.00%	0.00%	\$0	\$0	\$0	\$0	100
62930	REGISTRATIONS	1,000	1,000	\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%	13.02%	\$550	(\$550)	\$550	\$0	4,225
62935	SERVICE CENTER	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0	0
62940	TRAVEL ADVANCES	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
63070	UTILITIES	85,000	85,000	\$0	\$3,158	\$5,507	\$4,380	\$13,045	\$71,955	15.35%	12.72%	\$11,448	\$1,597	\$5,392	\$2,308	90,000
74230	PRINCIPAL ON LEASE PUCHASES	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,167,485	\$1,167,485	\$0	\$81,302	\$96,748	\$75,310	\$253,360	\$914,125	21.70%	22.17%	\$261,755	\$171,303	\$74,196	\$80,990	\$1,180,458

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

31

As of 9/30/19 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	2019-20 Final Budget	2019-20 Adj. Budget	CY Encumbr	July Actuals	August Actuals	September Actuals	2019-20 YTD Actuals	YTD Remaining	25%	25%	2018-19 YTD Actuals	COMPARE THRU SEP PY ACTUALS	August Actuals	September Actuals	2018-19 Est./Actuals
										Percentage of CY Budget Actualized	Percentage of PY Eas Actualized					
75315	COUNTY OVERHEAD (see 3550)	\$103,206	\$103,206	\$0	\$25,801	\$0	\$0	\$25,801	\$77,405	25.00%	25.00%	\$47,907	\$0	\$0	\$47,907	\$191,626
70000	OTHER CHARGES	\$103,206	\$103,206	\$0	\$25,801	\$0	\$0	\$25,801	\$77,405	25.00%	25.00%	\$47,907	(\$22,106)	\$0	\$47,907	\$191,626
86209	EQUIPMENT	\$0	\$34,075	\$0	\$0	\$0	\$32,474	\$32,474	\$1,601	95.30%	0.00%	\$0	\$32,474	\$0	\$0	\$0
86204	FIXED ASSETS	\$0	\$34,075	\$0	\$0	\$0	\$32,474	\$32,474	\$1,601	95.30%	0.00%	\$0	\$32,474	\$0	\$0	\$0
90000	OPERATING TRSF OUT	\$100,000	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	\$0	100.00%	0.00%	\$0	\$100,000	\$0	\$0	\$100,000
90000	OTHER FINANCING USES	\$100,000	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	\$0	100.00%	0.00%	\$0	\$100,000	\$0	\$0	\$100,000
98700	APPROP FOR CONTINGENCIES	\$183,726	\$183,726	\$0	\$0	\$0	\$0	\$0	\$183,726	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$183,726	\$183,726	\$0	\$0	\$0	\$0	\$0	\$183,726	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$300,000	\$300,000	\$0	\$28,807	\$29,426	\$25,168	\$83,401	\$216,599	27.80%	23.72%	\$71,147	\$12,254	\$25,315	\$24,693	\$300,000
40430	INTEREST	\$45,000	\$45,000	\$0	\$3,345	\$2,600	\$2,440	\$8,385	\$36,615	18.63%	21.56%	\$9,919	(\$1,534)	\$3,608	\$3,444	\$46,000
40440	RENTS & CONCESS	\$700	\$700	\$0	\$0	\$44	\$0	\$44	\$656	6.31%	4.82%	\$34	\$10	\$34	\$0	\$700
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$0	\$0	\$0	\$0	\$0	\$200	0.00%	25.00%	\$70	(\$70)	\$0	\$0	\$280
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
41510	HUMANE SERVICES	\$280,000	\$280,000	\$0	\$28,853	\$24,052	\$19,170	\$72,075	\$207,925	25.74%	24.67%	\$66,598	\$5,478	\$18,656	\$26,806	\$270,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$0	\$353	\$336	\$240	\$929	\$1,671	35.73%	25.29%	\$885	\$44	\$328	\$287	\$3,500
42022	COST RECOVERY-OTHER	\$9,500	\$9,500	\$0	\$523	\$731	\$491	\$1,745	\$7,755	18.37%	17.85%	\$1,160	\$585	\$447	\$311	\$6,500
42044	MEMBER CONTRIBUTION	\$3,191,322	\$3,191,322	\$0	\$0	\$0	\$602,796	\$602,796	\$2,588,526	18.89%	55.83%	\$1,659,359	(\$1,056,564)	\$493,512	\$470,438	\$2,972,305
42047	OTHER CHARGES CURRENT SERVICES	\$30,000	\$30,000	\$0	\$0	\$275	\$0	\$275	\$29,725	0.92%	6.53%	\$1,631	(\$1,356)	\$481	\$875	\$25,000
42073	ADMINISTRATIVE FINE FEES	\$15,000	\$15,000	\$0	\$975	\$2,000	\$1,428	\$4,403	\$10,598	29.35%	11.42%	\$1,371	\$3,032	\$425	\$596	\$12,000
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0.00%	0.00%	\$523	(\$523)	\$0	\$523	\$28,130
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$22,000	\$22,000	\$0	\$1,645	\$1,780	\$1,304	\$4,729	\$17,271	21.50%	23.19%	\$4,870	(\$141)	\$1,180	\$1,585	\$21,000
42206	ANIMAL RABIES FEES	\$18,000	\$18,000	\$0	\$1,556	\$1,652	\$1,152	\$4,360	\$13,640	24.22%	29.81%	\$4,770	(\$410)	\$1,120	\$1,742	\$16,000
42207	ANIMAL SPAY&NEUTER FEES	\$100,000	\$100,000	\$0	\$9,249	\$10,811	\$6,648	\$26,708	\$73,292	26.71%	22.54%	\$22,995	\$3,713	\$5,648	\$5,720	\$102,000
42234	SALES-OTHER-TAXABLE	\$65,000	\$65,000	\$0	\$3,497	\$8,089	\$6,001	\$17,587	\$47,413	27.06%	14.87%	\$9,663	\$7,924	\$2,464	\$6,440	\$65,000
42362	CASH OVERAGES	\$0	\$0	\$0	\$11	\$26	\$0	\$37	(\$37)	0.00%	5.56%	\$2	\$35	\$0	\$1	\$36
42372	CONTRIBUTIONS AND DONATIONS	\$400,000	\$434,075	\$0	\$12,880	\$64,755	\$19,867	\$97,502	\$336,573	22.46%	24.18%	\$94,307	\$3,195	\$27,078	\$55,322	\$390,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	\$0	(\$5)	\$0	\$0	(\$5)	\$5	0.00%	-204.55%	\$68	(\$73)	\$0	\$68	(\$33)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	100.00%	\$30	(\$30)	\$0	\$30	\$30
42384	OTHER REVENUE	\$43,000	\$43,000	\$0	\$1,750	\$2,249	\$3,861	\$7,860	\$35,140	18.28%	14.07%	\$6,050	\$1,810	\$2,025	\$1,890	\$43,000
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$0	\$0	\$0	\$1,016	\$1,067	\$1,412	\$3,495	(\$3,495)	0.00%	0.00%	\$2,210	\$1,285	\$1,177	\$680	\$0
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$0	\$4,910	\$5,255	\$5,106	\$15,271	(\$15,271)	0.00%	0.00%	\$12,848	\$2,423	\$4,959	\$4,381	\$0
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$0	\$1,592	\$1,447	\$1,193	\$4,232	(\$4,232)	0.00%	0.00%	\$3,747	\$485	\$1,165	\$1,291	\$0
42984	LICENSES- COUNTY	\$0	\$0	\$0	\$17,804	\$18,760	\$14,102	\$50,666	(\$50,666)	0.00%	0.00%	\$43,087	\$7,579	\$14,869	\$15,510	\$0
42986	LICENSES- WATSONVILLE	\$0	\$0	\$0	\$3,485	\$2,897	\$3,355	\$9,737	(\$9,737)	0.00%	0.00%	\$9,255	\$482	\$3,145	\$2,831	\$0
40100-42500	REVENUES	\$4,537,322	\$4,571,397	\$0	\$93,439	\$148,827	\$690,565	\$932,831	\$3,638,566	20.41%	45.46%	\$1,955,452	(\$1,022,621)	\$582,320	\$600,770	\$4,301,448

Regular Agenda Item 6.3

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: Consider General Manager's licensing strategies and options report

Recommendation:

Consider General Manager's licensing strategies and options report.

Discussion:

Staff is recommending offering 3-year dog licenses in addition to the 1-year option. Clients tend to like the 3-year option since they can match license expiration date to rabies vaccine expiration date. A 3-year dog licensing option also will result in less administrative work for staff and decreased costs on printed materials and postage since the licenses won't need to be processed each year. Staff will make the adjustments for accounting for license revenue in subsequent years

Arguments against the 3-year license are:

- Renewal notices (or citations) are not forwarded after one year if client has moved.
- If client does not submit rabies vaccination information, license remains a "TEMPORARY" status in software.
- In the past, clients often submitted payment for multi-year license even when rabies vaccination was not valid for long or had already expired.

Staff will handle these issues administratively.

Attached is a spread sheet showing an 8-county comparison of pet license fees with the new proposed Santa Cruz County fees.

Jurisdiction

Fee Type	Santa Cruz County	Santa Cruz County Proposed	San Mateo County	Santa Clara County	Contra Costa County	Marin County	Napa County	Monterey County	Solano County	Sonoma County							
Dog License - 1 Year	\$29 altered \$100 unaltered	\$29 altered \$100 altered	\$20 altered \$50 unaltered	\$17 altered \$34 unaltered	\$20 altered \$40 unaltered	\$20 altered \$60 unaltered	\$20 altered \$55 unaltered	\$15 altered \$45 unaltered	\$20 altered \$40 unaltered	\$27 altered \$104 unaltered							
Dog License - 2 Year	none	none	none	none	\$37 altered \$74 unaltered	\$30 altered \$70 unaltered	\$35 altered \$91.5 unaltered	\$20 altered \$65 unaltered	\$36 altered \$76 unaltered	none							
Dog License - 3 Year	none	\$75 altered \$300 unaltered	2.59 3.00	\$55 altered \$145 unaltered	2.75 2.9	none	\$55 altered \$110 unaltered	2.75 2.75	\$40 altered \$90 unaltered	2.00 1.50	\$50 altered \$137.5 unaltered	2.50 2.50	\$30 altered \$75 unaltered	2.00 1.67	\$53 altered \$113 unaltered	2.65 2.83	none
Cat License	none	none	\$7 altered \$15 unaltered	\$12 altered \$24 unaltered	none	none	\$20 voluntary	\$10 altered/\$15 unaltered 1-3 yrs, optional	none	none							
Late Fee	\$15	\$25	\$20 dogs, \$7 cats	none	\$40		none	none	\$25	\$42/yr							
Replacement Tag Fee	\$5	\$10	\$8 dogs, \$5 cats	none	\$7	\$15	none	none	\$9	\$6							

PROS of multi-year licenses:

Clients tend to like it since they can match license expiration date to rabies expiration date.
 Less administrative work for staff since the licenses won't need to be processed each year.
 Less spent on printed materials and postage.

CONS of multi-year licenses:

Renewal notices (or citations) are not forwarded after one year if client has moved.
 If client does not submit rabies vaccination information, license remains a "TEMPORARY" status in software.
 In the past, clients often submitted payment for multi-year license even when rabies vaccination was not valid for long or had already expired.
 Adjustment for accounting for license revenue in subsequent years.

Regular Agenda Item 6.4

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: October 21, 2019
SUBJECT: Study Session: Consider and review draft Animal Shelter Model Ordinance

Recommendation:

Conduct a study session to consider and review draft Animal Shelter Model Ordinance and provide feedback for staff to make any additional desired amendments, so that staff may present a final version of the draft ordinance for approval at the December 9, 2019 Board meeting.

Discussion:

Currently, each jurisdiction that is a member of the Santa Cruz County Animal Shelter has its own separate ordinance for regulating animals and the conduct of animal owners, including different procedural and substantive regulations. This tends to cause confusion for the public and inefficiencies for staff and inhibits uniformity and consistency across the County regarding regulations, enforcement, and appeals.

Staff is proposing an updated and revised Animal Shelter Model Ordinance for all member jurisdictions that includes best practices and well-balanced substantive and procedural regulations that may be consistently applied and enforced equally on a county-wide basis.

Santa Cruz County's ordinances were used as a base for the model. Here are the major changes from the current County ordinance:

- Chapter 6.04 (General Provisions) adds a spaying or neutering of adopted animals, outlined in depth requirements that owners of animals and owners of animal care facilities will be responsible for to ensure animals are not neglected or mistreated, and prohibition on using live animals for entertainment purposes.
- Chapter 6.08 (Licensing) adds an animal facility license and rooster facility license. This creates a new licensing and enforcement program for any animal related business or organization in Santa Cruz County. This new program will allow for Animal Control Officers to inspect these businesses and organizations and provide an "Animal Facility Grade Card" that must be displayed. This is similar to what the Health Department does for food service facilities but will be based on proper animal care and husbandry. Also, this chapter adds a new

licensing and enforcement program to ensure only legitimate persons are raising roosters. This program will allow for stricter enforcement and the shutting down of locations that breed roosters for cockfighting purposes.

- Chapter 6.10 (Regulation of Animal Breeding) includes rabbits as well as dogs and cats.
- Chapter 6.12 (Animal Control) has a revised, more comprehensive and enforceable excessive animal noise section. It simplifies the ability of private citizens to file citizen arrest citations against owners of chronic nuisance noisy animals while at the same time cutting down on unfounded complaints resulting from neighbor disputes. This section limits the number of roosters on parcels, based on size, to limit excessive noise and cockfighting activities.
- Vicious Dogs are addressed in a new Chapter 6.19 (Regulation of Dangerous Animals) and has been separated from Chapter 6.20 (Impoundment of Animals). Chapter 6.19 is being updated to reflect State Law regarding Habitual, Potentially Dangerous and Vicious Animals. This updated ordinance will allow for more precise investigatory rules and regulations for officers to ensure public safety. It will also require stricter mitigation measures for owners of dangerous and vicious animals, including liability insurance, department approved training classes, and inspection of premises by an Animal Control Officer.
- Chapter 6.25 (Administrative Citations) is being deleted and the administrative citation provisions are being moved to a new Section within Chapter 6.24 (Enforcement).
- New Chapter 6.26 (Administration Appeals) has been added addressing Appeals.

MODEL ORDINANCE

CHAPTER 6.04 – GENERAL PROVISIONS

CHAPTER 6.08 – LICENSING

CHAPTER 6.10 – REGULATION OF ANIMAL BREEDING

CHAPTER 6.12 – ANIMAL CONTROL

CHAPTER 6.18 – AMERICAN BULLFROG PROHIBITIONS

CHAPTER 6.19 – REGULATION OF DANGEROUS ANIMALS

CHAPTER 6.20 – IMPOUNDMENT OF ANIMALS

CHAPTER 6.24 – ENFORCEMENT AUTHORITY AND ALTERNATIVES

CHAPTER 6.26 – ADMINISTRATIVE APPEALS

Chapter 6.04 GENERAL PROVISIONS

Sections:

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

6.04.010 Title for citation.

This title shall be known as the “Animal Services Ordinance.”

6.04.020 Definitions.

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

- (A) “Adoption” means the establishment or transfer of an animal’s ownership.

- (B) “Alter” means to spay or neuter.
- (C) “Animal” means any mammal, bird, reptile, fish or other vertebrate creature, domestic or wild.
- (D) “Animal exhibitions” means to present any animal for public view, for the purpose of entertainment, sale or competition, and includes but is not limited to rodeos, circuses, zoos and animal auctions.
- (E) “Animal care center” or “animal shelter” means a place where animals impounded by the Director are placed for their humane care and keeping.
- (F) “Animal Shelter” or “Shelter” means the Santa Cruz County Animal Shelter.
- (G) “Approved rabies vaccine” means a rabies vaccine approved by the California Department of Public Health.
- (H) “At large”, when used in reference to an animal, means:
- (1) Any dog found off the owner’s premises, that is not under actual physical restraint or control, such as a leash, tether, or in the grasp of a competent person;
- A dog shall be considered under adequate physical custody or control if it has not left the premises of its owner;
- (2) Any livestock or wild animal as referred to in SCCC [6.12.120](#), while on the owner’s premises, or the premises of a third party with the permission of that party, that is not confined to the premises either by a leash, tether, adequate fencing, or other adequate physical custody or control.
- (I) “Bucking strap” or “flank strap” means any device, strap or object generally made of leather and sometimes padded with a woolen lining, which is placed around the flank regions of a horse or bull, behind the rib cage and just forward of the hind legs, and which is tightened immediately before the animal is scheduled to perform.
- (J) “Cat” means any member of *Felis domesticus* and shall be considered personal property, to the extent permitted by law.
- (K) “Competition cat” means a cat used to show, compete, or breed, and which is a breed registered with the Cat Fanciers Association (“CFA”) or other valid registry approved by the Director, and which meets one of the following requirements:

- (1) Within the last 365 days, the cat has competed in at least one cat show approved by a national registry or the Director;
 - (2) The cat has earned a conformation title from a purebred cat registry; or
 - (3) The owner or custodian of the cat is a member of a purebred cat breed club, approved by the Director, which enforces a code of ethics that includes restrictions on breeding cats with genetic defects or life-threatening health problems.
- (L) "Competition dog" means a dog used to show, compete, or breed, and which is a breed registered with the American Kennel Club ("AKC"), United Kennel Club ("UKC"), American Dog Breeders Association ("ADBA"), or other valid registry approved by the Director, and which meets one of the following requirements:
- (1) Within the last 365 days, the dog has competed in at least one dog show or sporting competition approved by a national registry or the Director;
 - (2) The dog has earned a conformation, obedience, agility, carting, herding, protection, rally, sporting, working, or other title from a purebred dog registry referenced above or other registry or dog sport association approved by the Director; or
 - (3) The owner or custodian of the dog is a member of a purebred dog breed club, approved by the Director, which enforces a code of ethics that includes restrictions on breeding dogs with genetic defects or life-threatening health problems.
- (M) "Department" means the public agency supervised by the Director of Animal Services, responsible for providing animal services in the unincorporated area of Santa Cruz County and operating and managing County animal shelters.
- (N) "Director," unless otherwise stated, means the Director of Animal Services or their designated representative.
- (O) "Director of Animal Services" means the independent contractor or employee of the public agency responsible for supervising the Department and having custody and control of the animal shelter and of animals therein. The Director may also be referred to as the General Manager of the animal shelter.
- (P) "Dog" means any member of *Canis familiaris* or any combination of *Canis familiaris* and other *Canis* species including, but not limited to, dog hybrids.

- (Q) "Dog hybrid" means any animal which is a cross-breed between a member of the *Canis familiaris* family and a member of a different *Canidae* family such as wolves or coyotes.
- (R) "Habitual offender" shall mean that the offending animal has had three or more violations, involving separate incidences, of any provision of this title.
- (S) "Impounded" means having been received into the custody of the animal shelter, or of any authorized agent or representative thereof, or of any duly sworn law enforcement officer in the course of their duty.
- (T) "Livestock" means animals kept for husbandry, including but not limited to horses, mules, burros, asses, cattle, sheep, swine and poultry.
- (U) "Owner" means any person who intentionally and continually provides care or sustenance for any animal, has title to or an interest in, or harbors or has control of any animal, including, but not limited to, a dog or cat, including any person who keeps or harbors the animal with the permission of the owner, such as a custodian or caretaker.
- (V) "Person" means any natural person, association, partnership or corporation.
- (W) "Pet shop" means any person, firm or corporation engaged in a commercial business where small animals are kept for the purpose of either wholesale or retail sale. "Pet shop" does not include any place or premises not operated as a commercial business and where pet animals are only occasionally sold.
- (X) "Protective custody" means the status of any animal impounded by an animal control officer acting under the direction of a peace officer, or when an animal control officer acts to enforce a provision of the California Penal Code.
- (Y) "Service Animal" means an animal, such as a guide dog, seeing-eye dog, signal dog, or miniature horse, which is trained by a person licensed under California Business and Professions Code Section 7200 et seq., to do work or perform tasks for the benefit of a person with a disability. Such tasks include, but are not limited to, guiding persons with impaired vision, alerting persons with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.
- (Z) "Sexually unproductive" means being incapable of reproduction by reason of age or physical condition, or incapable of being subjected to a medical procedure to be rendered unproductive and certified by a licensed veterinarian as such.

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

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

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

6.04.030 Director of Animal Services—Office established.

The Office of Director of Animal Services is established. The Director of Animal Services may be either a person, firm, association or corporation hired by the County of Santa Cruz, or an employee of a separate public agency such as the Santa Cruz County Animal Services Authority. Broad experience, education and/or training in the fields of animal control or animal management is desirable. If the Director of Animal Services is employed directly by the County of Santa Cruz, the Director shall receive such compensation as shall be established by contract executed by the Board of Supervisors or by employee salary resolution.

6.04.040 Director of Animal Services—Powers and duties.

The Director of Animal Services shall supervise the animal shelter, and the care of animals impounded therein, and shall administer and enforce the sections of this chapter and applicable State laws relative to animal control.

6.04.050 Director of Animal Services—Delegation of duties.

Whenever a power is granted to, or a duty is imposed upon, the Director of Animal Services, the power may be exercised by a person authorized by the Director unless this chapter or an applicable law expressly provides otherwise.

6.04.060 Animal shelter.

All animals which are subject to being impounded as provided in this title shall be kept and safely held in a suitable building or enclosure which shall be known and designated as the “Santa Cruz County Animal Shelter,” where they shall be either provided for adoption or humanely euthanized as authorized in this title.

6.04.070 Charges for services—Accounting and expenditure.

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

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

- (1) First, to pay fees, salaries, costs, expenses, or any or all of them for the enforcement of Division 14 of the California Food and Agricultural Code, commencing with Section [30501](#), and of this chapter;
- (2) Second, to pay damages to owners of livestock which are killed by dogs;
- (3) Third, to pay costs of any hospitalization or emergency care of animals pursuant to California Penal Code Section [597f](#).

6.04.080 Stray animals.

(A) Every person except the Director or a designated deputy taking possession of any animal at large shall, within eight hours thereafter, give notice to the Santa Cruz County Animal Shelter of:

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

(B) The Director shall pick up and shall thereupon hold and care for the animal in the same manner as though the Director had found the animal at large and impounded it.

6.04.090 Animal bite reporting.

Whenever any person has knowledge that an animal has bitten any person, the person having such knowledge shall report that fact forthwith to the Director or the County Health Officer. The report shall state the name and address of the person bitten, the time and place the person was bitten, and the location, description, and ownership of the animal involved.

6.04.100 Quarantine of biting dogs and cats.

(A) Whenever there is reason to believe that any dog or cat has bitten a person, except as otherwise set forth in subsection (D), below, the owner of that animal shall quarantine the animal for a period of 10 days. Whenever there is reason to believe that any other kind of animal has bitten a person, the Director shall consult with the County Health Officer before deciding whether to order the animal quarantined.

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

(C) If the owner of the animal fails to quarantine it and keep it confined for the period required, the Director shall impound the animal for the required period and charge the owner for the impounding and keeping of the animal in accordance with SCCC 6.20.030.

(D) Dogs or cats which have been isolated in strict confinement under proper care and under observation of a licensed veterinarian, in the shelter, a veterinary hospital, or other adequate facility in a manner approved by the County Health Officer, may be released from isolation by the County Health Officer after five days of veterinary observation if upon conducting a thorough physical examination on the fifth day or more after infliction of the bite, the observing veterinarian certifies that there are no clinical signs or symptoms of any disease. Notwithstanding the foregoing provisions, the County Health Officer may authorize, with the permission of the owner and other legal restrictions permitting, the humane euthanasia of a biting dog or cat for the purpose of laboratory examination for rabies using the fluorescent rabies antibody (FRA) test in an approved public health laboratory.

6.04.110 Impoundment of other biting animals.

In conjunction with the County Health Officer, the Director may order the impoundment of any animal other than a dog or cat which has bitten any person.

6.04.120 Sale or adoption of dogs and cats.

(A) Any person who provides or offers any dog or cat to the public, whether or not for compensation, shall provide to the prospective owner, free of charge, information relating to the vaccination status of the dog or cat. In addition, the provider shall supply to the client, free of charge, information related to pet care and ownership, including information on County laws pertaining to animal control and spay/neuter programs available in the County. This information will be prepared and made available either free of charge or at cost determined by the Director.

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

(C) No person shall present any dog or cat for sale, barter, exchange or adoption, whether or not for compensation, in any public place. "Public place" includes, but is not limited to, streets, highways,

sidewalks, carnivals, shopping malls, flea markets and areas in front of commercial establishments. This prohibition shall not apply to:

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

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

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

(F) No person shall sell, barter, exchange or offer for adoption, whether or not for compensation, any dog or cat to any person who is under the age of 18, without the written permission of the minor's parent or legal guardian.

6.04.130 Spaying or neutering of adopted animals.

Unless a licensed veterinarian states in writing that the date specified in the adoption agreement is inappropriate for the animal in question, any person adopting an unspayed or unneutered dog, cat, or rabbit from any animal shelter, humane society, or SPCA shelter or animal welfare or rescue group in the unincorporated area of the County shall have the animal spayed or neutered on or before a date specified in the adoption agreement. On submission of a written statement from a licensed veterinarian to the officer at the shelter responsible for ensuring compliance with this section, the adoption agreement will be modified accordingly.

6.04.140 Biomedical livestock animal treatment standards.

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

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

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

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

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

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

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

(C) The owner or custodian of the animal must pick up the animal on the return date stated by the Director or be subject to a reasonable board-and-care fee starting the day after the return date. An animal that is not picked up within 14 days after the return date is deemed abandoned and the Director may provide it for adoption or humanely euthanize it.

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

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

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

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

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

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

- (E) No animals may be without attention for more than 12 consecutive hours; whenever an animal is left unattended at a commercial animal facility, the telephone number of the Department, or the name, address, and telephone number of the responsible person, must be posted in a conspicuous place at the front of the property.
- (F) Animals may not be neglected, teased, abused, mistreated, annoyed, tormented, or in any manner made to suffer.
- (G) No condition may be maintained or permitted that is or could be injurious to the animals.
- (H) Tethering of animals is prohibited except as permitted under California Health and Safety Code Section 122335.
- (I) Animal buildings and enclosures must be constructed and maintained to prevent escape of animals. All reasonable precautions must be taken to protect the animals and the public.
- (J) An animal facility must isolate sick animals so as to not endanger the health of other animals.
- (K) A building or enclosure for animals must be kept in a sanitary condition and in good repair and must be constructed of material easily cleaned. The building must be properly ventilated to prevent drafts and to remove odors. Heating and cooling must be provided to meet the physical needs of the animals, with sufficient light to allow observation of the animals and proper sanitation. An animal facility must be equipped with working smoke alarms and have means of fire suppression, such as a sprinkler system in each room where animals are kept, or functioning fire extinguishers.
- (L) An animal must be taken to a veterinarian for examination or treatment if the Director orders the owner to do so.
- (M) All animal enclosures, including but not limited to rooms, cages, and kennel runs, must be of a sufficient size to provide adequate and proper accommodations for the animals housed there. An enclosure with a wire bottom may be used temporarily for dogs, and only if it complies with Health and Safety Code Sections 122065 and 122065.5. If enclosures such as crates and other mobile containers are stacked upon one another, or on a surface other than the floor, the crates/containers must be securely fastened and designed and arranged so that there is no danger of an enclosure falling, the animals do not have direct access to one another, and waste from one enclosure cannot be transmitted to another enclosure. Food and water containers must be secured to prevent spillage. Crates may be stacked no more than two high.
- (N) A violation of an ordinance must be corrected within the time specified by the Director.
- (O) Proper shelter and protection from the weather must be provided at all times.

- (P) An animal must not be given any alcoholic beverage, illegal drug, or legal drug, unless prescribed by a veterinarian.
- (Q) Animals that are natural enemies, temperamentally unsuited, or otherwise incompatible must not be housed together or so near to each other as to cause injury, fear, or torment. Two or more animals can be housed together if they do not harm each other.
- (R) Any tack, equipment, device, substance, or material that is, or could be, injurious or cause unnecessary cruelty to an animal may not be used.
- (S) Working animals must be given adequate rest periods. Confined or restrained animals must be given appropriate exercise.
- (T) An animal that is weak, exhausted, sick, injured, lame, or otherwise unfit may not be worked or used.
- (U) An animal that the Department has suspended from use may not be worked or used until released by the Department.
- (V) A person may not violate any condition imposed by the Director on any license issued by the Department.

6.04.170 Capture and custody of animals.

The Director is authorized to capture and take into custody:

- (A) Any animal being kept or maintained in violation of a State statute or local ordinance;
- (B) Dogs and other animals running at large in violation of a State statute or local ordinance;
- (C) Sick, injured, stray, unwanted, or abandoned animals;
- (D) Unvaccinated dogs;
- (E) Animals relinquished to the Director or the animal shelter; and
- (F) Animals for which the owner or custodian is unable to care because of imprisonment, illness, bankruptcy litigation, or other contingency, or in cases in which the owner or custodian cannot be found.

6.04.180 Inhumane treatment – Enforcement of State law.

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

6.04.190 Right of entry for inspection.

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

- (1) The owner or occupant of the building or property consents to the entry and inspection after the Director or law enforcement officer presents their credentials and explains the reasons for the entry and inspection;
- (2) The Director or the law enforcement officer obtains a warrant for the entry and inspection of the building or property under California Code of Civil Procedure Sections 1822.50 to 1822.57 or California Penal Code Section 830.9; or
- (3) The Director or law enforcement officer has reasonable cause to believe that the keeping of an animal on the property is so dangerous that an immediate inspection is necessary to safeguard an animal or public health and safety and there is insufficient time to obtain a search warrant given the safety concerns. Under these circumstances, the Director or law enforcement officer may use reasonable means to immediately enter and inspect the building or property after presenting their credentials to the owner or occupant and requesting entry, if it is possible under the circumstances.

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

6.04.200 Authorization of property owners to capture domestic animals.

Any person who finds any domestic animal upon their property without permission, or on public property in violation of this title, may use any reasonable and humane means to capture the animal and deliver it to the Director for impoundment. The Director shall encourage any person intending to capture an animal to first attempt to notify the animal's owner, if the owner's identity is known.

6.04.210 Statements by animal owners—Requirements.

No person owning or having charge, care or control of any dog, cat or other animal shall fail or refuse to state their true name and residence address, or to exhibit evidence of any vaccination or license certificate when requested to do so by the Director, the Health Officer, or any peace officer of this County.

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

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

6.04.230 Transportation of wild animals.

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

6.04.240 Furnishing animals for research purposes.

The Director shall not furnish any animals from the animal shelter for research purposes.

6.04.250 Prohibition on using live animals for entertainment purposes.

(A) Purpose. The use of animals as a form of amusement or entertainment in events such as circuses or rodeos is detrimental to the safety of the animals and the public, including children and trainers. Wild animals pose a significant danger to audience members, trainers, and the public at large. Travel or confinement impairs the animals' physical, psychological, and social needs, while close confinement, lack of exercise, pressure to perform, and other physical requirements of performing render the animals unable to express natural behaviors and socialize appropriately. In addition, the training techniques, devices, or agents used to make the animals perform are often abusive, cruel, and/or stressful, causing suffering to the animals and creating a greater threat to the public. Finally, the display of animals at circuses and rodeos is not an adequate educational forum for children.

(B) Definitions. For purposes of this section, the following definitions apply:

- (1) "Animals" means all vertebrate animals including, but not limited to, elephants, lions, bears, primates, tigers, camels, monkeys, leopards, horses, cats, and dogs.
- (2) "Ankus" or "bullhook" means a wooden stick with a sharp, pointed hook at the end, used to control animal behavior.
- (3) "Display" means a circus or rodeo event, or any other exhibition or act (e.g., roadside zoos) where an animal participates in performances for the amusement or entertainment of an audience. Display does not include presenting or showing animals for strictly educational purposes.

(C) Specific Prohibitions.

- (1) The advertisement of animals used in displays for amusement or entertainment purposes is prohibited.
- (2) The display of animals in an act that engages the animal in unnatural behavior, or in an act in which the animal is wrestled, fought, mentally or physically harassed, or displayed in a manner that abuses the animal or causes the animal mental or physical stress is prohibited.
- (3) Use of an ankus or bullhook to control animal behavior is prohibited.

(D) Violation. Violation of this section is a misdemeanor, punishable by a fine of \$1,000, or six months imprisonment in the County jail, or by both such fine and imprisonment.

Chapter 6.08 LICENSING

Sections:

- 6.08.005 Dog identification.**
- 6.08.010 Dog licensing requirements and term of license.**
- 6.08.011 Microchip of dogs and cats.**
- 6.08.015 Display of tags—License nontransferable.**
- 6.08.020 Vaccination—Requirements.**
- 6.08.024 Certificate of antirabies vaccination.**
- 6.08.040 Licensing authority—Remittance of fees.**
- 6.08.050 Fees—Licenses, duplicate tags, and transfers of ownership.**
- 6.08.070 Penalty fees.**
- 6.08.074 Waiver or reduction of license fees.**
- 6.08.076 Dog licensing compliance programs—Vendor fees.**
- 6.08.080 Dogs with licenses from other jurisdictions.**
- 6.08.090 Licenses not required for specified animals.**
- 6.08.100 Animal facility licenses.**
- 6.08.110 Rooster facility licenses.**

6.08.005 Dog identification.

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

6.08.010 Dog licensing requirements and term of license.

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

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

(E) A license may be sold for less than the full 12-month license period if the antirabies vaccination expires prior to the full license period. Fees for partial-term licenses will be prorated on a monthly basis, with a minimum fee of \$5.00 to cover administrative costs.

6.08.011 Microchip of dogs and cats.

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

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

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

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

(C) Transfer, Sale of Dogs and Cats.

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

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

(D) Impounded Animals. When an impounded dog or cat is without microchip identification, the Animal Shelter shall, at the expense of the owner, implant microchip identification in the animal before releasing it to the owner.

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

(F) Allocation of Fees and Fines Collected. All costs, fees and fines collected under this section shall be paid to the Animal Shelter for the purpose of defraying the cost of the implementation and enforcement of this chapter.

6.08.015 Display of tags—License nontransferable.

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

(B) A license is not transferable to another dog and shall be void upon transfer of a licensed dog to another owner; provided, however, that a new license may be purchased for the license replacement fee as set by resolution of the Board of Supervisors.

6.08.020 Vaccination—Requirements.

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

(B) Exemptions.

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

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

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

(4) A dog that is exempt from the vaccination requirements of this section shall, at the discretion of the County Health Officer or the Officer's designee, be confined to the premises of the owner, keeper, or harbinger, and when off the premises, shall be on a leash the length of which shall not exceed six feet and shall be under the direct physical control of an adult. A dog that is exempt from the provisions of this section shall not have contact with a dog or cat that is not currently vaccinated against rabies.

6.08.024 Certificate of antirabies vaccination.

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

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

(2) Send a copy of the completed certificate to the Animal Shelter within 30 days from the date the dog is vaccinated.

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

6.08.040 Licensing authority—Remittance of fees.

The Board of Supervisors shall designate the Department to serve as the Pet Licensing Authority for the County. License fees and related fees shall be collected and remitted to the County for licenses sold to pet owners residing in the unincorporated parts of the County.

6.08.050 Fees—Licenses, duplicate tags, and transfers of ownership.

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

(B) The full amount of such fees will be payable for any portion of the calendar year. The license collector shall keep a record of the name and address of the owner, and the number and date of issuance of the certificate and tag.

6.08.070 Penalty fees.

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

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

(C) Any penalty shall be in addition to the applicable license fee and payable at the time the license is issued or renewed.

6.08.074 Waiver or reduction of license fees.

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

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

(C) A fee may be waived by the Director if they determine that payment of such fee would create an extreme financial hardship for the animal owner or the adopting party.

6.08.076 Dog licensing compliance programs—Vendor fees.

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

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

(C) The Department may also deduct a fee, as set by resolution of the Board of Supervisors, from each license fee collected by the Department, to cover fees paid to license vendors. The vendor fee shall only be deducted from licenses actually sold by vendors.

6.08.080 Dogs with licenses from other jurisdictions.

A dog displaying a current license from a jurisdiction outside the unincorporated area of Santa Cruz County, but within the State, shall be licensed locally within thirty (30) days of being housed in the unincorporated area. If licensed locally within thirty (30) days of being housed in the unincorporated area, and if the dog remains in the possession of the owner to whom the license was originally issued, the owner shall not pay any license or transfer fees associated with such licensure.

6.08.090 License not required for specific animals.

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

6.08.100 Animal facility licenses.

(A) Definitions. For purposes of this section, the words and terms set forth below are defined as follows:

- (1) "Animal facility" means any premises used by an animal-related business or organization, including a non-profit humane organization, grooming shop, kennel, pet shop, stockyard, slaughterhouse, stable, boarding facility, or breeding facility.
- (2) "Animal Facility Grade Card" means a card issued by the Director, showing the letter grade earned by an animal facility, as stated in the most recent Animal Facility Inspection Report. The letter grade received by the facility is based on the final score reflected on the grade card.
- (3) "Animal Facility Inspection Report" means the report of the Director stating the conditions existing at the facility at the time of the inspection.
- (4) "Boarding facility" means an animal facility used for the care and temporary boarding, including day care, of dogs, cats, and other animals normally kept as pets, in return for money or other consideration. "Boarding facility" does not include an animal hospital that only boards animals receiving medical treatment.
- (5) "Breeding facility" means an animal facility that breeds dogs, cats, or other animals normally kept as pets, for sale or exchange.
- (6) "Kennel" means any site meeting the definition of a kennel under SCCC 13.10.700-K. For the purposes of this section, "kennel" shall not include any place or premises not operated as a commercial business and where pet animals are only occasionally sold, boarded, groomed, or trained.

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

(C) Requirements for Specific Animals.

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

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

(D) License Application.

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

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

(3) An animal shelter maintained and operated by a Society for the Prevention of Cruelty to Animals duly incorporated under Title 1, Division 2, Part 4, of the California Corporations Code shall not pay license fees.

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

(F) License Issuance.

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

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

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

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

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

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

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

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

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

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

(L) Animal Facility Grading.

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

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

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

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

(3) Display of Grading Card.

- (a) The facility is required to post the Animal Facility Grade Card as follows:
 - (i) In the front window of the facility within five feet of the front door;
 - (ii) In a display case mounted on the outside front wall of the facility within five feet of the front door;
 - (iii) In a location as determined by the Director to ensure proper notice to the general public and to patrons; or
 - (iv) If an animal facility is operated in the same building or space or shares a common customer entrance as a separate business, in the initial customer contact area, or in a location determined by the Director.
- (b) The Animal Facility Grade Card must not be defaced, marred, camouflaged, hidden, or removed. Except as provided in sub-section (c), below, it is unlawful to operate an animal facility unless the Animal Facility Grade Card is displayed as required by this section.
- (c) The Director may waive posting of the Animal Facility Grade Card when the animal facility consists of animals maintained solely as personal pets that are not used to breed, show, sell, adopt, or otherwise transfer ownership or custody.

(M) Records Required for Each Animal.

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

- (a) The name and current contact information of the owner of each animal kept at the facility;
- (b) The date the animal entered and left the facility, including any animal that died while at the facility;
- (c) The reason that the animal was at the facility, such as for boarding, sale, breeding, or grooming; and
- (d) The description of the animal, including its age, breed, sex, color, and other available identifying information, such as an animal license number, tattoo, or microchip registration number.

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

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

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

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

(O) Miscellaneous Requirements.

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

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

6.08.110 Rooster facility licenses.

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

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

(2) The number of additional roosters allowed to be kept with a rooster facility license will be determined according to several factors relating to the public health, welfare, and safety, including

but not limited to the following: parcel size, proximity to neighbors, sanitation, and ability to meet animal care standards. No more than 25 roosters may be kept or maintained on any property with a rooster facility license.

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

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

- (a) Provide written proof of current membership in 4-H or FFA to the licensing official;
- (b) Provide written documentation and approval of a 4-H or FFA project that involves the roosters to the licensing official. The approval must be from 4-H, the County 4-H Advisor, or the FFA. The documentation must state the nature of the project, the number of roosters required by the project, the breed of each rooster, the duration of the project, the purpose of keeping the roosters, and the address where the roosters are kept and maintained;
- (c) The roosters on the property are designated in the 4-H or FFA project documentation; and
- (d) The number of roosters on a single property does not exceed the number of roosters specified in the 4-H or FFA project documentation.

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

Chapter 6.10 REGULATION OF ANIMAL BREEDING

Sections:

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

6.10.010 Findings.

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

6.10.020 Definitions.

- (A) "Director" means the Director of Animal Services or their designated representative.
- (B) "Feral cat" means a feline which is by its nature wild or is no longer domesticated.
- (C) "Feral cat colony" means a group of two or more feral cats.
- (D) "Unaltered animal certification" means a written authorization, issued annually by the Director, giving permission to maintain an unaltered dog, cat, or rabbit. Fees for the certification shall be established by resolution of the Board of Supervisors.

6.10.030 Mandatory spaying/neutering.

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

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

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

(1) Dogs documented as having been appropriately trained and actually being used by public law enforcement agencies for law enforcement activities, or dogs designated as breeding stock by an appropriate agency or organization approved by the Director after consultation with knowledgeable professionals;

(2) Dogs documented as having been appropriately trained and actually being used by search and rescue agencies for search and rescue activities, or dogs designated as breeding stock by an appropriate agency or organization approved by the Director after consultation with knowledgeable professionals;

(3) Dogs or cats certified by a licensed veterinarian as having a health reason for not being spayed/neutered;

(4) Dogs which are appropriately trained and actually being used for herding of other animals, or as livestock guardian dogs, or dogs designated as breeding stock by an appropriate agency or organization approved by the Director after consultation with knowledgeable professionals;

(5) Dogs, cats, or rabbits boarded in a licensed kennel or a business which boards such animals for professional training or resale.

6.10.040 Care of feral cats.

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

(A) The person shall register with the Director as caring for feral cats;

(B) The person shall regularly provide water, shelter, and a sufficient quantity of wholesome food for the cat colony, including on weekends and holidays;

(C) The person shall regularly and frequently trap those cats over the age of eight weeks and have them spayed or neutered;

- (D) The person shall arrange to have all trapped cats tested for feline leukemia and feline immune deficiency virus, and to have those who test positive humanely euthanized or isolated indoors;
- (E) The person shall identify all trapped cats by tipping their ears; and
- (F) The person shall arrange to have all trapped cats vaccinated for rabies in addition to any other vaccination or immunization requirement imposed by the State.
- (G) The person shall provide veterinary care for sick or injured cats.

6.10.050 Unaltered animal certification—Administration.

- (A) The Director shall administer a certification program to allow for unaltered animals over the age of six months when the Director determines that the following conditions have been met:
 - (1) The animal is examined annually by a licensed veterinarian and is following the preventative health care program recommended by the veterinarian;
 - (2) The Director has not received a complaint, signed under penalty of perjury, stating that the applicant, custodian, or licensee has allowed an unaltered dog, cat, or rabbit to run loose or escape, or has neglected it or another animal;
 - (3) The applicant or licensee has not been cited or had an animal impounded for violating a State law or local ordinance relating to the care and control of animals;
 - (4) A court or agency of appropriate jurisdiction has not determined that the dog, cat, or rabbit is a nuisance, or that the animal is a potentially dangerous or vicious animal under a State law or local ordinance;
 - (5) The animal is properly housed and cared for as follows:
 - (a) The animal is provided a sufficient quantity of good and wholesome food and water,
 - (b) The animal is provided shelter that will allow the animal to stand up, turn around, and lay down without laying in their feces and the area where the animal is kept is properly cleaned and disinfected,
 - (c) If the animal is a dog, it must be fully contained on the owner's property and be provided appropriate exercise,

- (d) The animal owner otherwise complies with any applicable State law concerning the care and housing of animals;
- (6) The owner furnishes the Director with a signed statement agreeing to the following conditions:
- (a) The unaltered female dog, cat, or rabbit will have no more than one litter per year, or five litters in her lifetime;
 - (b) Offspring of the unaltered animal will not be sold or adopted until they are at least seven weeks of age;
 - (c) Records will be kept documenting how many offspring were produced and who adopted or purchased them;
- (7) The dog for whom the unaltered animal certification is sought is currently licensed as required by SCCC [6.08](#);
- (8) Another unaltered dog license held by the applicant has not been revoked; and
- (9) The license application does not contain a material representation of fact.
- (B) Any person advertising to the public the availability of any dog or cat subject to certification pursuant to this chapter for adoption, sale, barter or other transfer must prominently display their unaltered animal certification number in the advertisement. The certification number shall also be provided to any person adopting or purchasing any dog or cat subject to certification pursuant to this chapter that is bred in the unincorporated area of the County.
- (C) Any owner of an unspayed or unneutered dog, cat, or rabbit who has been cited for failing to obtain an unaltered animal certification shall have their citation dismissed if they are subsequently issued an unaltered animal certification, or if there is proof that the animal has been spayed or neutered within 30 days of the issuance of the citation.
- (D) Any owner who is denied an unaltered animal certification or whose certification is revoked by the Director for failure to comply with the requirements of this section may appeal such denial or revocation as set forth in SCCC 6.26.

6.10.060 Use of certification revenue.

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

- (1) To recover and/or offset the costs for the enforcement, administration and support of this chapter;
- (2) To advance the purposes of this chapter by providing for the spaying and neutering of animals, and/or providing for the testing and immunization of feral cats.

6.10.070 Penalty for violation.

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

(B) Any person who has been cited for their first violation of SCCC 6.10.040 shall not be subject to a fine but may be ordered to comply with the requirements of said section.

6.10.080 Enforcement responsibility.

The Director of Animal Services shall be responsible for the enforcement and administration of this chapter.

6.10.090 Severability.

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

Chapter 6.12 ANIMAL CONTROL

Sections:

- 6.12.010 Dogs at large prohibited.**
- 6.12.020 Leash required for dogs off premises.**
- 6.12.030 Safety of animals in moving motor vehicles.**
- 6.12.040 Safety of animals in parked motor vehicles.**
- 6.12.080 Animal defecation prohibited as specified.**
- 6.12.090 Excessive animal noise.**
- 6.12.100 Harassment, threat or injury by animals.**
- 6.12.110 Dogs killing domesticated animals or other dogs.**
- 6.12.120 Owner's control and management of livestock.**
- 6.12.130 Livestock or wild game mammals—Threat or injury by animals prohibited.**
- 6.12.132 Cinches, saddle girths, and bucking and flanking straps.**
- 6.12.134 Electric prods.**
- 6.12.136 Bloodless bullfights prohibited.**
- 6.12.138 Animal control officers present at rodeos and similar events.**
- 6.12.140 Unrestrained vicious animals prohibited.**
- 6.12.145 Restrictions on roosters.**
- 6.12.150 Wild animals.**
- 6.12.155 Use of steel-jawed leghold traps.**
- 6.12.160 Violation—Evidence.**

6.12.010 Dogs at large prohibited.

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

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

6.12.020 Leash required for dogs off premises.

It is unlawful for the owner of any dog, whether licensed or unlicensed, to permit or allow such dog to be away from the premises of its owner at any time if not under actual physical restraint and control, such as a leash, tether, or in the grasp of a person.

6.12.030 Safety of animals in moving motor vehicles.

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

6.12.040 Safety of animals in parked motor vehicles.

No person shall leave any animal in any standing or parked vehicle in such a way as to endanger the animal's health, safety or welfare. An animal control officer, State Humane Officer, or law enforcement officer is hereby authorized to use reasonable force to remove the animal from the vehicle whenever it appears that the animal's health, safety or welfare is or will be endangered.

6.12.080 Animal defecation prohibited as specified.

It is unlawful for the owner of any animal to allow or permit such animal to defecate on any public property or improved private property, other than that of the owner. It is the responsibility of the animal's owner to properly dispose of any solid waste resulting from an act in violation of this section.

6.12.090 Excessive animal noise.

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

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

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

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

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

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

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

6.12.100 Harassment, threat or injury by animals.

It is unlawful for the owner of any dog or animal to suffer or permit the same to annoy and harass, chase, threaten to inflict or inflict injury of any kind on any person.

6.12.110 Dogs killing domesticated animals or other dogs.

It is unlawful for the owner of any dog or other domesticated animal to suffer or permit the same to cause the death of another dog or other domesticated animal, except where the offending animal is acting in self-defense, or where the incident occurs on the property of the owner of the offending animal. The Director may impound any dog or domesticated animal found at large in violation of this section, and the Director may declare the dog or domesticated animal to be a vicious animal and take appropriate further action as authorized under this code.

6.12.120 Owner’s control and management of livestock.

Persons owning or having care, custody or control of any ox, steer, bull, cow, horse, calf, sheep, goat, hog, or other livestock animal, including any wild animal as defined in California Fish and Game Code Section 2118 that is kept as livestock, shall not:

(A) Permit such animal to be at large in the unincorporated areas of the County;

(B) Cause or permit any such animal to be pastured, herded, staked or tied in any street, lane, alley, park or other public place;

(C) Tie, stake or pasture, or permit the tying, staking or pasturing of any such animal upon any private property within the unincorporated areas of the County without the consent of the owner or occupant of

such property, or in such a way as to permit any such animal to trespass upon any street or public place or upon any such private property; or

(D) Permit any such animal to be or remain during the nighttime secured by a stake or secured in any manner other than by enclosing such animal in a pen, corral, or barn sufficient and adequate to restrain the animal.

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

It is unlawful for the owner of any animal to allow the animal, under any circumstances, to chase, threaten to inflict, or inflict injury of any kind on any wild game mammals, as defined in California Fish and Game Code Section [3950](#), or on any domestic livestock, including cows, sheep, horses and chickens.

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

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

6.12.134 Electric prods.

The use of electric prods shall not be permitted to torture, torment or practice cruelty on any animal, as such terms are defined in California Penal Code Section [599\(b\)](#).

6.12.136 Bloodless bullfights prohibited.

Bloodless bullfights are prohibited.

6.12.138 Animal control officers present at rodeos and similar events.

Animal control officers shall be present at all rodeos and similar events to ensure that animals participating in or being utilized in those types of events are not tortured, tormented or treated with cruelty as such terms are defined in California Penal Code Section [599\(b\)](#).

6.12.140 Unrestrained vicious animals prohibited.

It is unlawful to permit any vicious animal to go unrestrained. Any vicious animal may be required by written order of the Director to be confined to its owner's premises and allowed at liberty only under the direct control of its owner while on a leash and properly muzzled to prevent harm or injury to the public.

6.12.145 Restrictions on roosters.

(A) Purpose. The purpose of this section is to limit the number of roosters that may be kept on a single property to reduce public nuisances, illegal cockfighting, the raising of birds used for cockfighting, and to protect the health and safety of the County's residents. For purposes of this section a single property is defined as any parcel or combination of parcels operated as one unit.

(B) Rooster Keeping Requirements.

(1) It is unlawful to keep or maintain on any single property more roosters than are listed in the following table without a rooster facility license issued under SCCC 6.08.110.

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

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

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

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

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

6.12.150 Wild animals.

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

(B) Exemption. This section shall not apply to persons having a valid, unexpired permit from the California Department of Fish and Wildlife under Fish and Game Code Section [2150](#) et seq., to possess a wild animal as enumerated in, or designated pursuant to, California Code of Regulations, Title 14, Section 671, on the effective date of the ordinance codified in this chapter.

6.12.155 Use of steel-jawed leghold traps.

It is unlawful for any person to set, trigger, activate or otherwise use, or cause to be set, triggered, activated or used, any steel-jawed leghold trap to be used for the capture of any animal, except to address rodent infestation as set forth in California Health and Safety Code Section 116125.

6.12.160 Violation—Evidence.

Proof that an animal was found at large in violation of any of the provisions of this chapter, together with proof that the person accused was the owner of such animal at the time, shall constitute prima facie evidence that the person allowed or permitted the animal to be at large or otherwise act in violation of the provisions of this chapter.

Chapter 6.18 AMERICAN BULLFROG PROHIBITIONS

Sections:

6.18.010 Findings.

6.18.020 Prohibitions.

6.18.030 Enforcement.

6.18.010 Findings.

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

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

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

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

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

(F) The presence of American bullfrog populations forms a significant obstacle to amphibian conservation efforts in Santa Cruz County.

6.18.020 Prohibitions.

The importation, purchase, sale, or offering to purchase or sell an American bullfrog in the unincorporated area of the County of Santa Cruz is prohibited. This section shall apply to all sales, regardless of whether the seller is a commercial business or a private individual.

6.18.030 Enforcement.

A violation of this chapter shall be considered an infraction punishable in accordance with the provisions of SCCC 6.24.070(A).

Chapter 6.19 REGULATION OF DANGEROUS ANIMALS

Sections:

6.19.010 Definitions.

6.19.020 Habitual offender, potentially dangerous, and vicious animals.

6.19.010 Definitions.

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

- (A) "Enclosure" means a fence or structure that will prevent the entry of young children and that will confine a potentially dangerous or vicious animal, in conjunction with other measures that may be required to be taken by the owner or custodian of the animal. "Confine" means that the enclosure must be designed to prevent the animal from escaping.
- (B) "Habitual offender" shall mean an animal that has had three or more violations, involving separate incidences, of any provision of this title.
- (C) "Owner" means the person who owns an animal and includes any person who has or maintains custody of the animal with the owner's permission.
- (D) "Potentially dangerous animal" means any of the following:
- (1) An animal that on two separate occasions within the prior 36-month period engages in any unprovoked behavior, off the property of the owner, that requires a defensive action to prevent bodily injury to a person, domestic animal, or livestock;
 - (2) An animal that, when unprovoked, bites a person or otherwise engages in aggressive behavior causing a non-severe injury; or
 - (3) An animal that, when unprovoked, has killed, seriously bitten, inflicted injury, or otherwise caused injury to a domestic animal or livestock off the property of the owner.
- (E) "Severe injury" means any physical harm to a human being that results in a serious illness or injury, including but not limited to a major fracture, muscle tears, or disfiguring lacerations requiring multiple sutures or corrective cosmetic surgery.
- (F) "Vicious animal" means any of the following:
- (1) An animal that engages in or has been bred or trained to engage in exhibitions of fighting;

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

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

6.19.020 Habitual offender, potentially dangerous, and vicious animals.

(A) Director's Authority to Determine Animal to be Habitual Offender, Potentially Dangerous, or Vicious.

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

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

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

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

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

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

(B) Consequences of Habitual Offender Determination. Upon declaring an animal to be a habitual offender, the Director may impose reasonable conditions which are designed to cease further violations of this Code. To the extent possible, the conditions should be narrowly designed to address the specific violation at issue. In the alternative, and if necessary, the Director may impound the animal and humanely euthanize it as set forth in SCCC 6.20.040.

(C) Consequences of Potentially Dangerous Animal Determination. Upon declaring an animal to be potentially dangerous, the Director shall impose the following conditions:

- (1) The animal must be properly licensed, microchipped, and vaccinated at the owner's expense before release to its owner. If the animal was not impounded, the animal owner must provide proof that the animal is licensed, microchipped, and vaccinated within 14 calendar days after the Director's determination is served on the owner. The Department may include the designation in the registration records of the animal.
- (2) The animal, while on the owner's property, must be kept indoors or in a securely fenced yard or enclosure from which the animal cannot escape, and into which children cannot enter. The Department must inspect and give written approval of the yard or enclosure before the animal is released to its owner. If the animal was not impounded, the Department must inspect and give written approval of the yard or enclosure within 14 calendar days after the Director's determination is served on the owner.
- (3) The animal may be off the owner's premises only if it is muzzled with a Department-approved basket muzzle and restrained by a substantial leash, not exceeding six feet in length, and at all times under the control of an adult capable of restraining and controlling the animal (the muzzle and leash requirement applies only to dogs). At no time may the animal be left unattended while off the owner's premises.
- (4) The owner of the animal must notify the Department immediately if the animal is at large or has committed an attack on any person, domestic animal, or livestock. If the animal no longer resides with the owner or has been transferred to another person, the owner must advise the Department of the animal's new location in writing, under penalty of perjury, and provide a copy of the Director's determination to the new owner. Each subsequent owner must provide each new owner with a copy of the Director's determination during the effective period of the determination. Likewise, if the animal is moved to another jurisdiction, the owner is required to provide the animal control authorities in the new jurisdiction with a copy of the Director's determination during the effective period of the determination.
- (5) For dogs, the owner of the dog and the dog must complete a Department-approved obedience course for a minimum of ten hours of training, at the owner's expense, within 60 calendar days of the Director's determination. If the dog was impounded, the course must be approved by the Department before the release of the dog to the owner. If the dog was not

impounded, the owner must obtain approval of the course within 14 calendar days after the Director's determination.

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

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

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

(9) The Director may impose additional conditions that are necessary to protect the public safety and welfare.

(D) Consequences of Vicious Animal Determination. The following consequences apply to an animal determined by the Director to be vicious.

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

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

(3) A vicious animal must be kept in an enclosure that is sealed on all sides and locked with a padlock when not under the immediate control of the owner. The Director may require that the enclosure have a top and a cement floor. If the animal was impounded, the enclosure must be approved by the Department in writing before the release of the animal to the owner. If the animal was not impounded, the animal owner must obtain the written approval of the Department within 14 calendar days after the Director's determination is served on the animal owner.

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

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

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

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

(1) Upon declaring an animal a habitual offender, potentially dangerous, or vicious, the Director shall serve upon the owner of the animal either personally or by first-class mail with return receipt requested a written notice that such animal shall be humanely euthanized or otherwise subject to appropriate conditions upon the expiration of the appeal period unless the owner requests an appeal hearing pursuant to SCCC 6.26.

(2) The notice shall contain (a) the name, business address, and telephone number of the person providing the notice; (b) the authority for the order; (c) a description of the animal, including any known identification upon the animal; (d) a copy of the complainant's statement and report of the Director, if any; (e) a statement from the Director specifying whether the animal should be humanely euthanized or proposing conditions as outlined above; and (f) notice of the owner's right to request an appeal hearing pursuant to SCCC 6.26. Having served the notice, the

Director shall detain the animal at the owner's expense until the animal is humanely euthanized, appropriate conditions outlined above have been implemented, or an appeal hearing is held.

(F) Appeal of Director's Determination or Conditions Imposed. Parties may appeal a decision of the Director under this chapter as set forth in SCCC 6.26.

(G) Violation of Conditions Imposed on Habitual Offender, Potentially Dangerous, and Vicious Animals.

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

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

Chapter 6.20 IMPOUNDMENT OF ANIMALS

Sections:

6.20.010 Impoundment of animals at large and animals posing an immediate threat to health and safety.

6.20.020 Care of impounded animals.

6.20.030 Charges for impoundment.

6.20.040 Managing impounded animals.

6.20.050 Reclaiming impounded animals.

6.20.060 Recordkeeping requirements.

6.20.010 Impoundment of animals at large and animals posing an immediate threat to health and safety.

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

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

(C) When an animal has been impounded under subsection (B) and it is not contrary to public safety, the Director may allow the animal to be confined at the owner's expense in a Department-approved animal or veterinary facility.

6.20.020 Care of impounded animals.

The Director shall ensure that impounded animals are provided with proper and sufficient food and water.

6.20.030 Charges for impoundment.

(A) Basic Charges.

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

(2) For dogs, cats, and rabbits impounded for the first time, the Director may waive the impounding fee for any unaltered dog, cat, or rabbit when, prior to the release of the animal, the reclaiming owner volunteers their animal for spaying or neutering and deposits the fees for the spaying or neutering with the Director.

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

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

(b) The notice shall contain: (i) the name, business address and telephone number of the person providing the notice; (ii) the authority for the order to spay or neuter the animal; (iii) a description of the animal, including any known identification upon the animal; (iv) a statement that the cost of caring and treating any animal is a lien on the animal, and that the animal shall not be returned to its owner until the charges are paid; and (v) notice of the owner's right to request an administrative hearing to appeal the Director's order under the provisions of SCCC 6.26. Having served such notice, the Director shall continue to detain the animal at the owner's expense until a hearing is held or the animal is spayed or neutered.

(c) The owner shall pay all impound charges required by law before the animal is released from the shelter. If the owner refuses to make such payment, the Director shall manage the animal as provided in SCCC 6.20.040.

(B) Daily Costs.

In addition to the charges specified in subsection (A), the Director shall charge and collect from the owner the reasonable cost incurred in caring for and feeding the impounded animal, as established by resolution of the Board of Supervisors.

(C) **Appealing Charges For Impoundment.**

(1) Whenever an owner objects to payment of impound charges on the ground that the impoundment of their animal was not lawfully accomplished as provided in this title, the owner may appeal the decision under the provisions of SCCC 6.26.

(2) If no hearing is requested within 48 hours after impoundment, or if a hearing is held and the hearing officer determines that the animal was lawfully impounded, the owner shall pay all impound charges required by law before the animal is released from the animal shelter. If the owner refuses to make such payment, the Director shall make the animal available for adoption or humanely euthanize it as provided in SCCC 6.20.040. If, after hearing, the Director determines that the animal was not lawfully impounded, the animal shall be returned to its owner and no impound charges of any kind shall be imposed.

6.20.040 Managing impounded animals.

(A) **Impounding Pet Based on Owner's Request.** It shall be the duty of the Director to impound any domestic animal pet at the request of the owner when the owner delivers the pet to the Director.

(B) **Humanely Euthanizing Dangerous or Infirm Animals.** The Director is authorized, directed and empowered to humanely euthanize any animal lawfully impounded which is dangerous to keep impounded or is, by reason of disease or injury, appropriate for humane euthanizing.

(C) **Adoption of Impounded Animals.** Unless impounded animals without proper identification are redeemed within 72 hours, or animals with proper identification or under protective custody status are redeemed within seven days, they may be offered for adoption by the Director, provided all reasonable effort has been made to notify the owner of the animal. The adopter shall not be given possession of any dog or dogs, including dogs under six months of age, until they have deposited with the Director a sum sufficient to cover the cost of a rabies vaccination for any dog which does not have a current vaccination.

(D) **Humanely Euthanizing Unclaimed Impounded Animals.**

(1) The Director may humanely euthanize any animal lawfully impounded without proper identification which remains unclaimed by its owner, if any, for more than 72 hours excluding weekends and legal holidays.

(2) Stray dogs and cats with proper identification or under protective custody status that are impounded by the Director shall be held for a minimum of seven days. During the period that the animal is held, the Director shall attempt to inform the owner of the location of the impounded

animal and how the owner may claim the animal. If telephone contact is unsuccessful, the owner shall be notified by mail sent to the last recorded address of the owner. Seven days after mailed notice is sent, the Director may humanely euthanize the animal if it remains unclaimed.

(3) Humane euthanizing of unclaimed livestock shall be performed in accordance with the provisions of the California Food and Agricultural Code.

6.20.050 Reclaiming impounded animals.

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

6.20.060 Recordkeeping requirements.

The Director shall keep a record of the number of all animals impounded showing in detail in the case of each animal the description, dates of receipt, the date and manner of disposal, the name of any person redeeming or adopting, and any fees and charges received on account thereof, and such additional records as may be required by the Board of Supervisors.

Chapter 6.24 ENFORCEMENT AUTHORITY AND ALTERNATIVES

Sections:

- 6.24.010 Director of Animal Services—Arrest powers.**
- 6.24.020 Director of Animal Services—Animal capture or dispatch powers.**
- 6.24.030 Director of Animal Services—Investigation and inspection authority.**
- 6.24.040 Badges for Director of Animal Services and deputies.**
- 6.24.050 Interference with Director of Animal Services prohibited.**
- 6.24.060 Enforcement alternatives.**
- 6.24.070 Administrative citations.**
- 6.24.080 Violation—Non-administrative penalties.**
- 6.24.090 Severability.**

6.24.010 Director of Animal Services—Arrest powers.

Pursuant to the provisions of California Penal Code Section [830.9](#), the Director of Animal Services is authorized to arrest a person without a warrant whenever they have reasonable cause to believe that the person has committed a misdemeanor in their presence which is a violation of this title or State law relative to animal control and care. Upon making such an arrest, the Director shall release the person arrested pursuant to Penal Code Section [853.6](#), the provisions of which are adopted by reference as part of this section. The Director is further authorized to issue citations for any violation of this title or State law relative to animal control and care.

6.24.020 Director of Animal Services—Animal capture or dispatch powers.

The Director of Animal Services is expressly authorized, when acting in the course and scope of their official duties, to capture or, if no other reasonable effective means of control is available, to humanely euthanize any animal found at large and annoying, harassing, chasing, or threatening to inflict or inflicting injury of any kind on a person, any wild game mammals as defined in California Fish and Game Code Section 3950, or any domestic livestock, including cows, sheep, horses and chickens.

6.24.030 Director of Animal Services—Investigation and inspection authority.

The Director of Animal Services is empowered to investigate, inspect, and take necessary actions to:

- (A) Stop all practices that cause animal torment or torture, or practices of cruelty on any animal, as such terms are defined in California Penal Code Section [599b](#).
- (B) Ensure that pet shops and kennels are meeting minimum standards for animal housing and care and operations are properly licensed; and

(C) Ensure compliance with the biomedical livestock animal treatment standards set forth in SCCC 6.04.140.

Subject to the approval of the Board of Supervisors, the Director shall have the authority to promulgate regulations to enforce this section.

6.24.040 Badges for Director of Animal Services and deputies.

The Director of Animal Services and their designated deputies, while engaged in the execution of their duties, shall wear in plain view a badge having, in the case of the Director, the words “Director of Animal Services,” and in the case of the deputy, the words “animal control officer” engraved therein.

6.24.050 Interference with Director of Animal Services prohibited.

It is unlawful for any person to resist or interfere with the Director of Animal Services or their designated deputy in the discharge of their official duties.

6.24.060 Enforcement alternatives.

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

- (A) Abatement as a public nuisance pursuant to this title and SCCC [1.12](#).
- (B) Criminal prosecution.
- (C) Administrative citation for the recovery of civil penalties and enforcement costs pursuant to SCCC 6.24.070 and [1.12](#).
- (D) Civil action for injunction, civil penalties, or other appropriate remedies provided by law including, but not limited to, SCCC [1.12](#).
- (E) Any other remedies provided by law.

6.24.070 Administrative citations.

- (A) Purpose. The purpose of this section is to provide a clear and explicit process for issuing administrative citations to those persons violating the animal control regulations set forth in the Santa Cruz County Code related to the protection of the health, safety and welfare of animals.
- (B) Scope. This chapter sets forth procedures for issuing and adjudicating administrative citations to those persons violating animal control regulations in the unincorporated area of Santa Cruz County.
- (C) Director's Authority to Issue Citation. The Director may issue an administrative citation assessing a civil penalty to any person violating any provision of this title.

(1) Civil penalties established pursuant to this chapter shall be imposed and collected as set forth herein including, but not limited to, SCCC [1.12](#).

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

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

(4) Civil penalties assessed by an administrative citation shall be collected in accordance with the procedures specified in this chapter and SCCC [1.12](#).

(D) Procedure for Issuing Citation.

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

(2) The administrative citation shall be issued on a form titled "Administrative Citation" and shall contain the following information:

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

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

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

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

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

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

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

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

(3) A single administrative citation may charge a violation for one or more days on which a violation exists, and for the violation of one or more provisions of this title.

(E) Service of Administrative Citations.

(1) The Director shall issue any required notice of the violation to the owner or responsible party in the following manner:

(a) Personal Service. The Director shall attempt to locate and personally serve the owner or responsible party and, if possible, obtain the signature of the owner or responsible party on the administrative citation. If the owner or responsible party served refuses or fails to sign the citation, the failure or refusal to sign shall not affect the validity of the citation or subsequent proceedings and the Director shall make service of the citation as otherwise provided herein.

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

(c) Posting of Citation. As an alternative to service by mail, and if the Director is unable for any reason to personally serve the owner or responsible party, the Director may post the citation by affixing the citation to a surface in a conspicuous location on any real property in which the owner or responsible party has a legal interest, and such posting shall be deemed effective service. Failure of a posted citation to remain in place after

posting shall in no way affect the validity of the citation or the proceeding. Service shall be deemed effective pursuant to posting on the date that the citation is actually posted.

(2) The failure of any owner or responsible party to receive any notice served in accordance with this section will not affect the validity of any proceedings taken under this chapter when the owner or responsible party has actual notice of these proceedings.

(F) Opportunity to Correct Violation. Upon the service of an administrative citation for a correctible violation, the owner or responsible party shall be allowed seven days to correct or remedy the violation, except 30 days are allowed to correct a spay/neuter violation. If the owner or responsible party properly corrects the violation(s), they shall not be assessed a civil penalty. If the owner or responsible party fails to correct or remedy the violation(s), civil penalties shall be assessed from the date written upon the citation. This section shall not be construed to waive any fee or payment that would ordinarily be required pursuant to this title.

(G) Satisfaction of Administrative Citation.

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

(a) Pay the civil penalty to the Santa Cruz County Animal Shelter; and

(b) Demonstrate to the Director that the violation has been corrected or remedied, if the violation is of such a nature that it can be remedied. The Director may not accept payment of a civil penalty unless the owner or responsible party has demonstrated that the violation has been corrected or remedied. If the violation is corrected or remedied within the time set forth in subsection (F) of this section (correctible violation), no civil penalty shall be imposed.

(2) If an owner or responsible party fails to properly correct or remedy a continuing violation in accordance with subsection (F) of this section or otherwise, the owner or responsible party shall pay the accrued civil penalty amount to the Santa Cruz County Animal Shelter. Penalty amounts shall continue to accrue as specified until the date the owner or responsible party satisfies the administrative citation or files a notice of appeal. Payment of an accrued penalty shall not excuse or discharge the owner's responsibility to correct or remedy the cited violation, nor shall it bar further enforcement action by the Director.

(H) Appeal of Administrative Citation. Administrative citations may be appealed as set forth in SCCC 6.26.

(I) Penalties and Costs Assessed.

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

(2) If the animal owner or responsible party fails to correct the violation, subsequent administrative citations may be issued for the same continuing violation. The amount of the penalty shall increase at a rate specified in subsection (3) of this section or the civil penalty schedule provided for in subsection (1) of this section.

(3) Except as otherwise provided by subsection (4) of this section, the civil penalty assessed by administrative citation for violation of a provision of this title shall be as follows:

(a) First administrative citation—\$100.00;

(b) Second administrative citation within one year for violation of the same code section—\$200.00;

(c) Third or subsequent administrative citation within one year for violation of the same code section—\$500.00.

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

(a) Failure to display license (each dog): \$50.00.

(b) Dog off leash, first offense: \$50.00.

(c) Dog off leash, second offense within one year: \$100.00.

(d) Dog off leash, third offense within one year: \$150.00.

(e) Failure of owner to pick up after dog or cat defecating: \$100.00.

(f) Permitting livestock to trespass, per offense: \$200.00.

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

(6) Penalties collected in the manner described in this section may be deposited in an animal shelter fund or other appropriate designated account.

(J) Failure to Pay Civil Penalties.

(1) Any person who fails to pay a civil penalty imposed pursuant to this chapter shall owe a debt to the Department. To enforce the debt the Director may file a claim with the small claims court or pursue any other legal remedy to collect the amount owed.

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

(3) In addition to all of the procedures set forth in this section, the Director shall have the ability and discretion to impose necessary conditions, to forgive portions of a debt or penalty owed to the Department under this chapter, and to otherwise coordinate collection and enforcement efforts. A written finding explaining the basis for each action taken pursuant to this subsection shall be prepared and maintained by the Director.

(K) Civil or Criminal Actions Not Affected by Administrative Citation. An administrative citation issued pursuant to this chapter shall not prejudice or adversely affect any other action, civil or criminal, that may be brought to abate a public nuisance or violation or prevent the County from seeking compensation for damages suffered. A civil or criminal action may be brought concurrently with any other process regarding the same public nuisance or violation.

6.24.080 Violation—Non-administrative penalties.

(A) Violation of any of the provisions of this title, except for violation of SCCC 6.04.090, 6.04.100, 6.04.250, 6.08.100(B) and (M), 6.12.110, 6.12.132, 6.12.134, 6.12.136, 6.12.140, 6.12.155, 6.19.020(G), and 6.24.050, is an infraction punishable by a fine not exceeding \$100.00 for a first violation, a fine not exceeding \$200.00 for a second violation of the same code provision that occurs within one year of the first violation, and a fine not exceeding \$500.00 for each additional violation of the same code provision that occurs within one year of the first violation.

(B) Violation of any of the provisions of SCCC 6.04.090, 6.04.100, 6.04.250, 6.08.100(B) and (M), 6.12.110, 6.12.132, 6.12.134, 6.12.140, 6.12.155, 6.19.020(G), and 6.24.050 is a misdemeanor and punishable as such by fine and/or imprisonment.

6.24.090 Severability.

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

Chapter 6.26 ADMINISTRATIVE APPEALS

Sections:

6.26.010 Actions subject to administrative appeal.

6.26.020 Appeal procedures.

6.26.030 Costs of appeal.

6.26.010 Actions subject to administrative appeal.

(A) The following actions or decisions of the Director are subject to administrative appeal pursuant to the provisions of this chapter:

- (1) Denial, conditional issuance, suspension, or revocation of an animal facility license.
- (2) Declaring a dog to be a habitual offender, potentially dangerous, or vicious.
- (3) Order to humanely euthanize or impose other conditions upon a dog based on a habitual offender, potentially dangerous, or vicious designation.
- (4) Notice that an impounded dog will be spayed or neutered.
- (5) Impound charges.
- (6) Denial or revocation of unaltered animal certification for failure to comply with SCCC 6.10.050.
- (7) Administrative citation.

(B) All other actions or decisions of the Director are final when issued or made and are not subject to further administrative appeal.

6.26.020 Appeal procedures.

(A) Filing an Appeal.

- (1) An owner or responsible party wishing to appeal a decision of the Director on an action subject to administrative appeal may do so by completing a notice of appeal and request for appeal hearing form and filing it with the Santa Cruz County Animal Shelter. Any appeal must include a detailed written explanation of the grounds for appeal.

(2) Time Deadlines for Filing Appeal. All appeals must be filed within the time frames set forth in the following table:

Denial, conditional issuance, suspension, or revocation of an animal facility license (SCCC 6.26.010(A)(1).)	14 calendar days from the date the decision is communicated to the appellant.
Declaring a dog to be a habitual offender, potentially dangerous, or vicious. (SCCC 6.26.010(A)(2).)	72 hours from the date the decision is communicated to the appellant.
Order to humanely euthanize or impose other conditions upon a dog based on a habitual offender, potentially dangerous, or vicious designation. (SCCC 6.26.010(A)(3).)	72 hours from the date the decision is communicated to the appellant.
Notice that an impounded dog will be spayed or neutered. (SCCC 6.26.010(A)(4).)	72 hours from the date the decision is communicated to the appellant.
Impound charges. (SCCC 6.26.010(A)(5).)	48 hours from the date impound charges are objected to and appeal is requested.
Denial or revocation of unaltered animal certification for failure to comply with SCCC 6.10.050. (SCCC 6.26.010(A)(6).)	10 calendar days from the date of the decision.
Administrative citation. (SCCC 6.26.010(A)(7).)	10 calendar days from the date the citation is issued.

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

(4) The failure to submit a timely and complete notice of appeal shall terminate a person's right to appeal, result in a failure to exhaust administrative remedies, and the Director's decision shall not be subject to further administrative appeal.

(B) Administrative Hearing Officers.

The Department shall provide independent contractor hearing officers to conduct administrative appeal hearings, to issue subpoenas, to receive evidence, to administer oaths, to rule on questions of law and the admissibility of evidence, to prepare a record of the proceedings, to issue enforcement orders with

regard to violations of this title, and to provide for the recovery of enforcement costs, any civil penalties and any other costs of abatement as a personal obligation of the owner or responsible party violating, causing, permitting or continuing any violation.

(C) Notice of Administrative Appeal Hearing.

Upon receipt of a timely and complete notice of appeal, the Director shall provide written notice of the time, date and location of a hearing before the administrative hearing officer by personal service or by first class mail, postage prepaid, including a copy of the affidavit or certificate of mailing to the appellant at least 10 days prior to the date of the administrative hearing. The hearing officer shall be designated by the Director. The notice period may be collapsed to 48 hours in the discretion of the Director, where the Director determines it is necessary to hold a hearing on an expedited basis.

(D) Administrative Hearing Officer Disqualification.

Administrative hearing officers shall be licensed attorneys of the State Bar of California in good standing. Administrative hearing officers shall disqualify themselves from serving as hearing officers in a particular matter where they have a conflict of interest within the meaning of the Political Reform Act (California Government Code Section [87100](#) et seq.), and shall otherwise comply with the disqualification provisions of Canon 3.E. of the Code of Judicial Ethics. The notice of hearing shall identify the administrative hearing officer designated to conduct the hearing and advise the appellant of their right to submit within 10 business days of the date of the notice of hearing a written objection to the designated hearing officer. In the event of such a disqualification, a new administrative hearing officer shall be randomly selected from the panel of alternate hearing officers established by the Department. Each party shall have the right to disqualify one administrative hearing officer for a particular matter.

(E) Hearing Procedures.

(1) Failure to Appear. The failure of the appellant to appear at the administrative appeal hearing or, in the alternative, to present written or demonstrative evidence supporting their position, shall constitute an abandonment of the appeal and an admission that the Director's decision (including the amount of any civil penalty) is appropriate,

(2) Requirements for Taking Testimony. In any appeal hearing before an administrative hearing officer, oral testimony offered as evidence shall be taken only on oath or affirmation, and the hearing officer, their clerk, or other designee shall have the power to administer oaths and affirmations. Oaths of witnesses may be given individually or to a group. Witnesses shall be asked to raise their right hands and to swear or affirm that the testimony they shall give will be the truth, the whole truth, and nothing but the truth.

- (3) Appellant's Evidence. The appellant shall be given the opportunity to testify and present witnesses and evidence concerning the alleged violation(s).
- (4) Department's Evidence. Any documents submitted by the Director shall constitute prima facie evidence of the respective facts contained in those documents.
- (5) Only Relevant Evidence Considered. The administrative hearing officer shall only consider evidence relevant to the decision being appealed.
- (6) Recording of Hearing. The administrative hearing officer shall not be required to provide transcripts of hearings but shall be required to tape record the hearings and make the recordings of the hearings available for a fee.
- (7) Continuances. The administrative hearing officer may continue the administrative hearing for good cause as determined by the administrative hearing officer.
- (8) Administrative Interpretations. In conducting the hearing, the administrative hearing officer shall consider as controlling the previously established interpretation of any provision of this title by the officials charged with its enforcement unless that interpretation is shown to be clearly erroneous or unauthorized.
- (9) Administrative Hearing Officer Decisions.
 - (a) At the conclusion of the administrative hearing, the administrative hearing officer shall have the authority, subject to the limitations set forth in this chapter, to render a decision, supported by written findings, which:
 - (i) Reverses the decision of the Director;
 - (ii) Determines whether the appellant has committed, maintained or permitted an alleged violation of this title;
 - (iii) Orders the appellant to pay the total verified amount of the enforcement costs, impound charges, and any other abatement costs associated with a violation of this title by a date certain;
 - (iv) Orders the appellant to pay civil penalties for any violations of this title by a date certain;
 - (v) Orders action to be taken to correct any violation by the appellant;

(vi) Determines whether any enforcement costs, other abatement costs, and civil penalties are to be the personal obligation of the appellant.

(b) In determining the amount of civil penalties to be assessed against the appellant, which would otherwise be an infraction or a misdemeanor, the administrative hearing officer shall take into consideration the following:

(i) The extent to which the appellant knowingly and willingly committed the violation;

(ii) The magnitude of the violation;

(iii) Any prior history of related violations by the appellant;

(iv) The financial ability of the appellant to pay based on submitted documentation; and

(v) Any corrective action voluntarily undertaken by the appellant prior to the hearing to eliminate the violation and any other mitigating circumstances justifying a reduction of the amount of the penalties.

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

(d) The decision of the administrative hearing officer shall be subject to judicial review. The administrative hearing officer shall submit the decision to the Director pursuant to the provisions of Government Code Section [53069.4](#). Pursuant to Section 53069.4 a notice of appeal must be filed with the Santa Cruz County Superior Court Clerk, together with the applicable appeal fee, within 20 days after service of the administrative hearing officer's decision by first class mail, postage prepaid, including a copy of the affidavit or certificate of mailing. Any person filing a Superior Court appeal shall serve a copy of the notice of appeal in person or by first class mail on the administrative hearing officer with a copy to the Director. Within 15 days after the Superior Court sets a date for the appeal hearing, the administrative hearing officer shall forward to the court the file of the hearing together with the subject notice of violation, the notice of administrative appeal hearing before an administrative hearing officer, and the decision of the administrative hearing

officer. If a Superior Court appeal is not timely filed in accordance with this subsection, all persons shall thereafter be barred from commencing or prosecuting any such action or proceeding concerning the underlying violation or asserting any defense of invalidity or unreasonableness of the administrative hearing officer's decision, proceedings, determinations or actions taken in connection therewith.

(e) The County Counsel, upon receipt of a final decision of an administrative hearing officer which orders payment of civil penalties or payment of enforcement costs or other abatement costs, or upon obtaining authorization from the Director, may, in addition to any other collection procedures provided by this chapter, prepare and file a civil action in any court of competent jurisdiction to obtain compliance with the administrative decision and the provisions of this code, and to recover the civil penalties and costs of enforcement provided by this chapter, as well as for injunctive relief or any other available legal remedy. In addition, the Director may prepare and file small claims actions in this regard or pursue collection by any available legal remedy.

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

(g) The remedies and civil penalties provided for in this chapter shall be in addition to any other remedies and penalties provided for by law.

6.26.030 Costs of appeal.

(A) The appellant is responsible for paying the costs for the administrative appeal process, unless the Director's decision is reversed on appeal.

(B) At the time the appellant files a notice of appeal with the Animal Shelter, the appellant shall place a deposit of \$250. The deposit shall be applied to those costs on appeal set forth in the Unified Fee Schedule. If the costs of the administrative appeal exceed \$250, the appellant shall supplement the deposit such that all appellate fees have been received before a decision on the administrative appeal is issued.

(C) If the Director's decision is reversed on appeal, all costs assessed to the appellant shall be returned to the appellant.