



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
SPECIAL MEETING**

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, the regular meeting of the
**SANTA CRUZ COUNTY ANIMAL SHELTER BOARD OF DIRECTORS
ON MONDAY, APRIL 19, 2021 AT 11:00 AM**

**This special meeting will be held via Microsoft Teams Meeting teleconference ONLY
Board Members and ASA Staff Members will be participating remotely via videoconference.**

Public Participation: For those wishing to participate via Microsoft Teams, you can join by clicking the link below to join:

https://teams.microsoft.com/join/19%3ameeting_N2Q3MGVIZmUtMjA0OC00MDEzLThkNzktNmE0MDA2YjNjMGYz%40thread.v2/0?context=%7b%22Tid%22%3a%2252044d34-04cb-41a4-a0cd-54ae6eeffb9f%22%2c%22Oid%22%3a%2297177c28-394c-4e6f-b125-01c7a0c85dfe%22%7d
Or call in (audio only) +1 916-318-9542,,691048174# United States, Sacramento Phone Conference ID: 691 048 174#

How to comment on agenda items via email before the meeting: Members of the public may provide public comment by sending comments via email to the ASA Clerk at Erika.Smart@santacruzcounty.us,

- Identify the agenda item number in the subject line of the email.
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time.
- Each emailed comment will be read aloud for up to three minutes.
- Emails received by Erika.Smart@santacruzcounty.us outside of the comment period outlined above will not be included in the record.

How to comment on agenda items via Teams, during the meeting and prior to the close of public comment on an item:

- You may ask your question aloud, by raising your hand during the comment period for that item and the moderator will call on you using your name or the last 3 digits of your phone number. You will have three minutes of speaking time.

NOTICE IS HEREBY GIVEN that the Santa Cruz County Animal Shelter Board of Directors will hold a special meeting on Monday, April 19, 2021, by teleconference beginning at 11:00 a.m. or thereafter, to approve and authorize the General Manager to sign a contract for legal services, to accept a donation from the Santa Cruz County Animal Shelter Foundation, to Approve the AUD74 and authorize the General Manager to transfer appropriations, to approve the financial report for February/March 2021, and consider the General Manager's proposed budget for FY2021-22. The public may join the virtual meeting in the manner provided above. There will be an opportunity for the public to address the Board on the meeting topics.

SPECIAL MEETING AGENDA

- 1.0 Call to Order and Roll Call
- 2.0 Introductions
- 3.0 Consideration of Late Additions or Changes to the Agenda
- 4.0 Approve and authorize General Manager to sign contract for legal services from the date of execution through June 30, 2024
- 5.0 Accept a donation in the amount of \$10,796 from the Santa Cruz County Animal Shelter Foundation for matching gift and direct that the check be deposited
- 6.0 Approve the AUD74 and authorize the General Manager to transfer appropriations in the amount of \$20,000 from capital improvement reserves to fund new lighting at Watsonville Shelter location
- 7.0 Approve the AUD74 and authorize the General Manager to transfer appropriations in the amount of \$97,087 to fund Phase I of Campus Expansion Plan
- 8.0 Accept a donation in the amount of \$318,000 to the Campus Expansion Fund from Santa Cruz County Animal Shelter Foundation and approve the AUD74 authorizing the General Manager to transfer appropriations in the same amount to fund Phase I of Campus Expansion Plan
- 9.0 Consider and approve financial report for the months of February 2021/March 2021 and take related actions
- 10.0 Consider General Manager's proposed budget for FY2021-22
Adjourn Regular Meeting

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The Santa Cruz County Animal Services Authority does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The Board holds all public meetings in accessible facilities. If you wish to attend the meeting and you require special assistance, please contact Erika Anderson at 831-454-7229 (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.

Agenda Item 4.0

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 19, 2021
SUBJECT: Approve and Authorize General Manager to Sign Contract for Legal Services from the Date of Execution through June 30, 2024

Recommendation:

Approve and authorize General Manager to sign contract for legal services from the date of execution through June 30, 2024.

Contract No. _____

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this ____ day of _____, 2019, by and between the SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY (“the ASA”) and Cara P. Townsend, Attorney, hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES.** CONTRACTOR agrees to exercise special skill to perform legal services for the ASA as specified in Exhibit “A”: Scope of Work, which by this reference is incorporated herein.

2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, the ASA agrees to pay CONTRACTOR as follows: Total annual payment is not to exceed \$42,000 for time and materials at the rates and conditions set forth in Exhibit “B”: Fee Schedule, which by this reference is incorporated herein. Fees for professional services and reimbursable expenses will be billed no less than monthly and processed for payment upon approval of the project manager.

3. **TERM.** The term of this contract shall be from the date of execution through June 30, 2024.

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

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** CONTRACTOR shall exonerate, indemnify, defend, and hold harmless the ASA (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

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

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

6. **INSURANCE.** CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall

be primary coverage as respects the ASA and any insurance or self-insurance maintained by the ASA shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage from each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and the ASA both initial here ___ / ___

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by the CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and the ASA both certify to this fact by initialing here ___ / ___.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

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

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

“Santa Cruz County Animal Services Authority and its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the Authority.”

(3) All required insurance policies shall be endorsed to contain the following clause:

“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

**Santa Cruz County Animal Services Authority
Attn: Melanie Sobel, General Manager
1001 Rodriguez St., Santa Cruz, CA 95062**

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide the ASA on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

**Santa Cruz County Animal Services Authority
Attn: Melanie Sobel, General Manager
1001 Rodriguez St., Santa Cruz, CA 95062**

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

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

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

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race or creed, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, citizenship, genetic information or any other non-merit factor unrelated to job duties. Such action shall include, but

not be limited to, the following: recruitment; advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR'S solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

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

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

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

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

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

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

By their signatures to this Agreement, each of the undersigned certifies that it is their considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign the Agreement without the prior written consent of the ASA.

10. ACKNOWLEDGMENT. CONTRACTOR shall acknowledge in all reports and literature that the material is prepared for and on behalf of the ASA.

11. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by the ASA, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the ASA Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

12. ATTACHMENTS. This Agreement includes the following attachments that are incorporated into and made a part of this Agreement by this reference:

Exhibit "A": Scope of Work

Exhibit "B": Fee Schedule

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

1. CONTRACTOR

3. SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY

By: _____
SIGNED

By: _____
SIGNED

PRINTED

PRINTED

DATE: _____

DATE: _____

Company Name: _____

Address: _____

Telephone: _____

Email: _____

**2. APPROVED AS TO INSURANCE:
FORM:**

Administrative Services Officer

DATE: _____

4. APPROVED AS TO

ASA Counsel

DATE: _____

DISTRIBUTION:

- *ASA Fiscal & Project Manager*
- *Contractor*

EXHIBIT A

SCOPE OF SERVICES

Day-to-day Legal Services:

1. Legal counsel to the agency and the ASA Board of Directors.
2. Assure that matters considered and acted upon by the ASA Board do not violate state, federal, or local laws, rules, regulations and statutes, and that the ASA Board operates within the constraints of the Ralph M. Brown Act.
3. Review and offer legal counsel to the ASA Board and/or General Manager or other authorized staff on the ASA Board meeting agendas prior to and after posting as needed.
4. Prepare for and attend regular monthly and special meetings of the ASA Board. The ASA Board typically meets every other month on the first Monday of the month.
5. Review and offer corrections to ASA Board meeting minutes as needed.
6. Preparation, review and adoption of legal opinions, contracts, memoranda, resolutions, minute orders for closed sessions, ordinances, by-laws, rules and regulations, legal correspondence, and policies, as requested by the ASA Board, the General Manager, or other authorized agency staff.
7. Maintain knowledge of issues facing the ASA and be prepared to offer legal advice and counsel to the General Manager and the management staff regarding various aspects of operating animal shelters, the provision of animal services, and the regulation of animals.
8. Be available by phone (conference call) to participate from time-to-time in management staff discussions on specific subject matter.
9. Provide advice and counsel related to various state and federal grants, the grant process, grant agreements and grant compliance.
10. Provide day-to-day legal counsel as needed relative to represented and non-represented employees on labor and employment matters, including labor law, labor conflicts and disputes.
11. Represent the ASA in administrative hearings on an as-needed basis.
12. Represent the ASA in writs and related superior court proceedings related to the seizure of animals and assessments of charges for animal care.

Additional services as needed:

In addition to services described above, the ASA may request the following:

1. A complete review and update of the following items:
 - a. All procurement boilerplate contract language, in coordination with the authorized ASA staff, to ensure full compliance with federal, state and local requirements.
 - b. ASA's rules and regulations, policies, and related procedures including procurement, equal employment opportunity, civil rights, and Americans with Disabilities Act to ensure compliance with state, federal and local laws, rules, statutes, and regulations.
2. Specialized on-site training sessions of the management team in focus areas such as the Skelly process, progressive discipline, Weingarten rights. labor relations, meet and confer, federal and state rules and regulations, and other topics on an as-needed basis.
3. Specialized on-site training sessions of the Board in focus areas such as the Brown Act.
4. Specialized on-site training sessions with the management team on responding to a Public Records Act Request, how to respond, and how to determine what documents need to be produced.
5. Specialized on-site training on proper procedures to seize animals, for example when an administrative warrant is necessary versus a search warrant and how to determine exigent circumstances.
6. Assist the ASA with drafting releases, real property leases, and various contracts, including employment and independent contractor agreements.
7. Assist and represent the ASA with tort claims, and work with the ASA's outside liability insurer to resolve claims, as necessary.
8. Represent the ASA in contested labor matters, including grievances.
9. Appear for and represent the ASA, its officers and employees at hearings and meetings before state, federal, and local agencies.

EXHIBIT B

FEE SCHEDULE

<u>Legal Services:</u>	\$175 per hour, not to exceed 20 hours per month
<u>Necessary Travel:</u>	\$45 per hour; hours not to be included as part of the maximum 20 hours per month; mileage reimbursed according to state standard mileage rates

Agenda Item 5.0

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 19, 2021
SUBJECT: Accept funds in the total amount of \$10,796 from the Santa Cruz County Animal Shelter Foundation and Direct that the Check be Deposited

Recommendation:

Accept funds in the total amount of \$10,796 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited.

These funds are a matching gift of February 2021 donations accompanying license fees.

Consent Agenda Item 6.0

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 19, 2021
SUBJECT: Approve the AUD74 and Authorize the General Manager to Transfer Appropriations in the Amount of \$20,00 from Capital Improvement Reserves to Fund New Lighting at Watsonville Shelter Location

Recommendation:

Approve the AUD74 and authorize the General Manager to transfer appropriations in the amount of \$20,000 from capital improvement reserves to fund new lighting at Watsonville Shelter location.

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

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

Date: April 12, 2021

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2021

AUDITORS USE ONLY	
DOCUMENT #	AMOUNT
	14,000

Batch #	
Date	Keyed By:

		GL KEY	OBJECT	JL CODE	Amount	Account Description	
		702860	61730			\$ 20,000	EQUIPMENT
TRANSFER	To						
		076124	MEMO ONLY		\$ 20,000	FUND BALANCE 76124001 GL 344	
From							

Explanation: ALLOCATE \$20,000 FROM THE CAPITAL RESERVE FUND FOR REPLACEMENT OF OUTDOOR LIGHTING AT WATSONVILLE SHELTER.

SEE SCCAS 4/12/21 ITEM THAT AUTHORIZED THE SCCAS GM TO ALLOCATE FUNDS FROM AVAILABLE FUND BALANCE FOR THE REPLACEMENT OF OUTDOOR LIGHTING AT THE WATSONVILLE SHELTER.

Name X Title _____

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 }
 ss. As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
 County of Santa Cruz 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.

Consent Agenda Item 7.0

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 19, 2021
SUBJECT: Approve the AUD74 and Authorize the General Manager to Transfer Appropriations in the Amount of \$97,087 to Fund Phase I of Campus Expansion Plan

Recommendation:

Approve the AUD74 and authorize the General Manager to transfer appropriations in the amount of \$97,087 to fund Phase I of Campus Expansion Plan.

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

Department: Animal Shelter
 Fund No. 76114
 TO: Animal Shelter Board of Directors
 Requires 4/5 vote:

Date: April 12, 2021

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2021

AUDITORS USE ONLY	
DOCUMENT #	AMOUNT
	97,087

Batch #	
Date	Keyed By:

		GL KEY	OBJECT	JL CODE	Amount	Account Description
TRANSFER	To	191024	42372		\$ 97,087	DONATIONS
	From	076114	21600	M28023	\$ 26,770	SCCAS Don-7th Ave. Remodel
		076114	21600	M28031	70,317	SCCAS Don-Campus Expansion

Explanation: ALLOCATE \$26,770 FROM THE 7TH AVENUE REMODEL DONATION ACCOUNT AND \$70,317 FROM THE CAMPUS EXPANSION DONATION ACCOUNT FOR PHASE 1 OF THE SANTA CRUZ SHELTER'S EXPANSION.

SEE SCCAS 4/12/21 ITEM THAT AUTHORIZED THE SCCAS GM TO ALLOCATE FUNDS FROM DONATION ACCOUNTS FOR PHASE 1 OF THE SANTA CRUZ SHELTER'S EXPANSION.

Name X Title _____

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 }
 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

County of Santa Cruz
 _____ 20_____, By _____, Deputy Clerk

(A-C) * Decs: _____ Item _____ - Budget Transfer
 BRD. NAME AGENDA DATE Item No.

Distribution:

Consent Agenda Item 8.0

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 19, 2021
SUBJECT: Accept a Donation in the Amount of \$318,000 to the Campus Expansion Fund from Santa Cruz County Animal Shelter Foundation and Approve the AUD74 Authorizing the General Manager to Transfer Appropriations in the Same Amount to Fund Phase I of Campus Expansion Plan

Recommendation:

Accept a donation in the amount of \$318,000 to the Campus Expansion Fund from Santa Cruz County Animal Shelter Foundation and approve the AUD74 authorizing the General Manager to transfer appropriations in the same amount to fund Phase I of Campus Expansion Plan.

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

Department: Animal Shelter
 Fund No. 76114
 TO: **Animal Shelter Board of Directors**
 Requires 4/5 vote:

Date: April 12, 2021

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2021

AUDITORS USE ONLY	
DOCUMENT #	AMOUNT
	318,000

Batch #	
Date	Keyed By:

		GL KEY	OBJECT	JL CODE	Amount	Account Description	
		191024	42372			\$ 318,000	DONATIONS
TRANSFER	To						
		076114	21600	M28021	\$ 318,000	SCCAS Don-Campus Expansion	
From							

Explanation: ALLOCATE \$318,000 FROM THE CAMPUS EXPANSION FUND FOR PHASE 1 OF THE SANTA CRUZ SHELTER CAMPUS EXPANSION PLAN.

SEE SCCAS 4/12/21 ITEM THAT AUTHORIZED THE SCCAS GM TO ALLOCATE FUNDS FROM THE CAMPUS EXPANSION FUND FOR PHASE 1 OF THE SANTA CRUZ SHELTER'S CAMPUS EXPANSION PLAN.

Name X Title _____

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 }
 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

County of Santa Cruz _____ 20____, By _____, Deputy Clerk

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

Distribution: BRD. NAME AGENDA DATE Item No.

Agenda Item 9.0

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 19, 2021
SUBJECT: Financial Report for the period ending March 31, 2021

Recommendation:

Approve the Financial Report as presented for the period ending March 31, 2021 including the Estimated/Actuals for FY 2020-21.

Discussion:

The Financial Report for February/March 2021 reflects total revenues of \$861,574 and expenditures of \$512,626. Current YTD revenues are 90% of a potential 67%. The percentage of current year expenditures is at 70%.

Licensing revenues YTD are \$214,325. At this point last year licensing revenues were \$241,824.

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

Based on current estimated/actuals a year-end surplus is estimated at \$187,389 instead of the budgeted deficit of \$318,896.

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
2020-2021**

As of 3/31/21 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	20-21 Final Budget	20-21 Adj. Budget	20-21 Est./Actuals	February Actuals	March Actuals	2020-21 YTD Actuals	YTD Remaining	67%		2019-20 YTDActuals	COMPARE THRU MAR PY ACTUALS	March Actuals	2019-20 Est./Actuals	
									Percentage of CY Budget Actualized	Percentage of PY Eas Actualized					
62928	TRAVEL-OTHER	100	100	100	\$0	\$0	\$20	\$80	20.35%	104.38%	\$8	\$12	\$0	8	(\$80)
62930	REGISTRATIONS	250	250	1,652	\$0	(\$190)	\$1,462	\$190	584.80%	99.78%	\$226	\$1,237	\$0	226	(\$190)
62935	SERVICE CENTER	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	0.00%	0.00%	\$0	\$0	\$0	0	\$0
63070	UTILITIES	85,000	85,000	85,000	\$3,032	\$14,705	\$58,173	\$26,827	68.44%	65.24%	\$60,296	(\$2,124)	\$9,808	92,427	(\$26,827)
74230	PRINCIPAL ON LEASE PURCHASES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0	\$0
61000	SERVICES & SUPPLIES	\$1,047,757	\$1,100,757	\$1,091,468	\$60,583	\$70,733	\$788,338	\$303,130	71.62%	73.43%	\$779,574	(\$313,160)	\$94,165	\$1,061,634	(\$303,130)
75315	COUNTY OVERHEAD (see 3550)	\$63,391	\$63,391	\$63,391	\$15,847	\$0	\$47,542	\$15,849	75.00%	75.00%	\$77,403	\$0	\$0	\$103,204	(\$15,849)
70000	OTHER CHARGES	\$63,391	\$63,391	\$63,391	\$15,847	\$0	\$47,542	\$15,849	75.00%	75.00%	\$77,403	(\$29,861)	\$0	\$103,204	(\$15,849)
86204	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	42.70%	\$32,474	(\$32,474)	\$0	\$32,474	\$0
86204	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$32,474	(\$32,474)	\$0	\$32,474	\$0
90000	OPERATING TRSF OUT	\$101,000	\$101,000	\$101,000	\$0	\$0	\$101,000	\$0	100.00%	131.49%	\$100,000	\$1,000	\$0	\$100,000	\$0
90000	OTHER FINANCING USES	\$101,000	\$101,000	\$101,000	\$0	\$0	\$101,000	\$0	100.00%	0.00%	\$100,000	\$1,000	\$0	\$100,000	\$0
98700	APPROP FOR CONTINGENCIES	\$181,121	\$166,814	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$181,121	\$166,814	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$225,000	\$300,000	\$285,000	\$26,757	\$28,327	\$214,325	\$70,675	71.44%	80.18%	\$241,824	(\$27,499)	\$30,717	\$301,588	(\$70,676)
40430	INTEREST	\$30,000	\$40,000	\$17,000	\$1,035	\$0	\$12,438	\$4,562	31.09%	80.51%	\$31,555	(\$19,117)	\$3,547	\$39,193	(\$4,562)
40440	RENTS & CONCESS	\$700	\$700	\$100	\$21	\$0	\$65	\$35	9.23%	82.59%	\$142	(\$77)	\$0	\$172	(\$35)
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$200	\$0	\$0	\$0	\$200	100.00%	0.00%	\$140	(\$140)	\$0	\$140	(\$200)
40872	ST-MANDATED COST REIMBURSEMENT	\$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	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
41148	FED-CARES ACT CRF FUNDING	\$0	\$0	(\$21,425)	\$36,635	\$0	(\$21,425)	\$0	0.00%	0.00%	\$0	(\$21,425)	\$0	\$58,059	\$0
41510	HUMANE SERVICES	\$200,000	\$250,000	\$240,000	\$17,028	\$13,775	\$173,536	\$66,464	69.41%	80.61%	\$201,069	(\$27,533)	\$20,291	\$249,436	(\$66,464)
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$2,000	\$204	\$218	\$1,543	\$457	59.35%	86.85%	\$2,502	(\$959)	\$238	\$2,881	(\$457)
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$2,000	\$0	\$106	\$1,541	\$459	28.02%	95.14%	\$5,213	(\$3,672)	\$261	\$5,479	(\$459)
42044	MEMBER CONTRIBUTION	\$3,191,322	\$2,872,279	\$2,872,279	\$434,409	\$140,047	\$2,583,051	\$289,228	89.93%	90.00%	\$2,872,279	(\$289,228)	\$0	\$3,191,421	(\$289,228)
42047	OTHER CHARGES CURRENT SERVICES	\$20,000	\$20,000	\$0	\$0	\$0	\$0	(\$0)	0.00%	283.78%	\$7,875	(\$7,875)	\$5,100	\$2,775	\$0
42073	ADMINISTRATIVE FINE FEES	\$10,000	\$12,000	\$5,000	\$19	\$660	\$3,560	\$1,440	29.67%	63.82%	\$8,025	(\$4,465)	\$630	\$12,575	(\$1,440)
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$1,113	\$10,972	\$15,000	\$0	0.00%	0.00%	\$15,000	\$0	\$0	\$15,000	\$0
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$20,000	\$18,000	\$17,000	\$1,735	\$1,667	\$13,028	\$3,972	72.38%	82.34%	\$13,197	(\$169)	\$1,140	\$16,027	(\$3,972)
42206	ANIMAL RABIES FEES	\$18,000	\$15,000	\$16,000	\$1,584	\$1,546	\$12,372	\$3,628	82.48%	82.03%	\$12,603	(\$231)	\$1,271	\$15,363	(\$3,628)
42207	ANIMAL SPAY&NEUTER FEES	\$100,000	\$100,000	\$103,000	\$11,205	\$5,890	\$74,984	\$28,016	74.98%	81.57%	\$84,239	(\$9,255)	\$9,359	\$103,272	(\$28,016)
42234	SALES-OTHER-TAXABLE	\$30,000	\$65,000	\$67,000	\$6,527	\$9,526	\$54,535	\$12,465	83.90%	85.97%	\$55,125	(\$590)	\$5,663	\$64,122	(\$12,465)
42362	CASH OVERRAGES	\$0	\$0	\$80	\$1	\$0	\$80	\$0	0.00%	94.57%	\$66	\$14	\$7	\$70	(\$0)
42372	CONTRIBUTIONS AND DONATIONS	\$262,000	\$304,314	\$575,000	\$80,608	\$23,730	\$519,929	\$55,071	152.78%	83.46%	\$315,602	\$204,327	\$26,630	\$378,152	(\$55,071)
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	100.00%	(\$63)	\$63	\$0	(\$63)	\$0
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	100.00%	\$40	(\$40)	\$0	\$40	\$0
42384	OTHER REVENUE	\$40,000	\$40,000	\$40,000	\$2,508	\$3,722	\$21,097	\$18,903	52.74%	51.63%	\$21,761	(\$664)	\$2,543	\$42,147	(\$18,903)
42390	UNCLAIMED MONEY-ESCHEATED	\$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	0.00%	0.00%	\$0	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$0	\$0	\$0	\$896	\$788	\$6,105	(\$6,105)	0.00%	0.00%	\$8,480	(\$2,375)	\$1,088	\$0	\$6,105
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$0	\$5,472	\$5,633	\$43,725	(\$43,725)	0.00%	0.00%	\$42,209	\$1,516	\$5,029	\$0	\$43,725
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$0	\$643	\$1,360	\$12,145	(\$12,145)	0.00%	0.00%	\$12,665	(\$520)	\$1,364	\$0	\$12,145
42984	LICENSES- COUNTY	\$0	\$0	\$0	\$16,062	\$16,908	\$127,107	(\$127,107)	0.00%	0.00%	\$147,757	(\$20,650)	\$18,714	\$0	\$127,107
42986	LICENSES- WATSONVILLE	\$0	\$0	\$0	\$3,684	\$3,638	\$25,243	(\$25,243)	0.00%	0.00%	\$30,713	(\$5,470)	\$4,522	\$0	\$25,243
40100-42500	REVENUES	\$4,170,322	\$4,096,593	\$4,235,234	\$621,389	\$240,185	\$3,679,659	\$555,575	89.82%	86.45%	\$3,888,195	(\$208,535)	\$107,397	\$4,497,849	(\$3,679,659)

Regular Agenda Item 10.0

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: April 19, 2021
SUBJECT: Proposed FY2021-22 Budget Presentation

Recommendation:

Consider adopting the Proposed Budget 2021-22 – Plan D with a 6% increase in member contributions (4% decrease from FY2019-20) along with 100% elimination of the County's current furlough plan as detailed, and provide any additional direction to staff who will return in June for final adoption.

Discussion:

Staff developed the following Proposed Budget 2021-22 for review and consideration (Exhibit A). Exhibit B outlines the Schedule of Member Contributions with 2010 Census population changes (2020 Census numbers will be available after April 2021), Exhibit C provides Member Data by Jurisdiction (impounds and calls for service), Exhibit D provides the Personnel Summary, Exhibit E provides the Fee Schedule with no changes and Exhibit F is the Capital Improvement Fund Schedule.

Staff has developed the following Proposed Budget 2021-22 for review and consideration (Exhibit A). All revised plans include the following: continue unfunding an Administrative Aide position and an Animal Services Coordinator position due to 2020 retirements; continue unfunding a vacant Animal Care Worker position; unfund the full-time Veterinarian position and add an Administrative Service Officer I/II position reflecting the 2020-21 mid-year change; add an unfunded Animal Services Operations Manager position and delete an unfunded Clerk position and Building Maintenance Worker position reflecting current operations; restore the part-time Accountant II position to 20 hours a week; extend all limited term positions until June 30, 2022; provide for the cost of contract legal and veterinary services; contribute \$102,000 to a 30-year asset reserve fund; provide the required 4% Contingency contribution; and use unassigned reserve balance funds (equal parts from the three unassigned reserve balance fund) to cover any additional net cost increases after revenues. In addition, each plan considers the partial or full elimination of the furlough in anticipation of the County taking this action as part of its budget process.

Plan A reflects a 4% increase (6% decrease from FY2019-20) in member contributions along with 50% elimination of the County's current furlough plan. The Estimated Actuals for FY 2020-21 reflect a surplus of \$187,389, leaving an estimated \$1,908,587 in unassigned reserve balance funds to carry forward to cover an anticipated deficit of \$328,363.

Plan B reflects a 6% increase (4% decrease from FY2019-20) in member contributions along with 50% elimination of the County's current furlough plan. The Estimated Actuals for FY 2020-21 reflect a surplus of \$187,389, leaving an estimated \$1,908,587 in unassigned reserve balance funds to carry forward to cover an anticipated deficit of \$270,927.

Plan C reflects a 4% increase (6% decrease from FY2019-20) in member contributions along with 100% elimination of the County's current furlough plan. The Estimated Actuals for FY 2020-21 reflect a surplus of \$187,389, leaving an estimated \$1,908,587 in unassigned reserve balance funds to carry forward to cover an anticipated deficit of \$420,112.

Plan D reflects a 6% increase (4% decrease from FY2019-20) in member contributions along with 100% elimination of the County's current furlough plan. The Estimated Actuals for FY 2020-21 reflect a surplus of \$187,389, leaving an estimated \$1,908,587 in unassigned reserve balance funds to carry forward to cover an anticipated deficit of \$362,676.

The balances of the unassigned reserve balance funds at the end of FY2020-21 are as follows:

- B. Jean Adams Fund: \$496,846
- Muriel R. Butler Fund: \$750,435
- SB90 Fund: \$473,917

Each plan divides the deficit by three and takes equal parts from the three unassigned reserve balance funds. Traditional use of unassigned reserve fund balance along with increased member contributions has sustained SCCAS's staffing and progressive programs.

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

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

**SANTA CRUZ COUNTY ANIMAL SHELTER
PROPOSED BUDGET FOR FISCAL YEAR 2021-22**

Accounts	Actuals 2019-20	Budget 2020-21	Adj. Budget 2020-21	Est./Actuals 2020-21	Difference Adj Budget to EAs	A 50% furlough elimination		C 100% furlough elimination		D 6% increase Proposal 2021-22	Change from Adj. Budget 2021-22
						4% increase Proposal 2021-22	6% increase Proposal 2021-22	4% increase Proposal 2021-22	6% increase Proposal 2021-22		
SALARIES AND BENEFITS											
51000 -- REGULAR PAY-PERMANENT	1,948,836	1,954,631	1,644,064	1,662,523	18,459	1,690,534	1,690,534	1,756,193	1,756,193	112,129	
51005 -- OVERTIME PAY-PERMANENT	3,656	4,159	4,159	5,651	1,492	4,159	4,159	4,159	4,159	0	
51010 -- REGULAR PAY-EXTRA HELP	80,356	56,234	111,702	52,379	(59,323)	56,234	56,234	56,234	56,234	(55,468)	
51040 -- DIFFERENTIAL PAY	29,833	31,366	31,366	23,984	(7,382)	31,366	31,366	31,366	31,366	0	
52010 -- OASDI-SOCIAL SECURITY	153,208	146,703	135,970	128,800	(7,170)	128,133	128,133	132,675	132,675	(3,295)	
52015 -- PERS	456,352	500,562	464,225	380,119	(84,106)	464,415	464,415	482,434	482,434	18,209	
53010 -- EMPLOYEE INSURANCE AND BENEFITS	522,938	542,630	512,452	458,941	(53,511)	474,586	474,586	474,586	474,586	(37,866)	
53015 -- UNEMPLOYMENT INSURANCE	4,416	3,964	3,964	3,964	0	3,964	3,964	3,964	3,964	0	
54010 -- WORKERS COMPENSATION INSURANCE	71,645	75,625	75,625	75,625	0	75,625	75,625	75,625	75,625	0	
SUBTOTAL SALARIES AND BENEFITS	3,271,242	3,315,874	2,983,527	2,791,986	(191,541)	2,929,016	2,929,016	3,017,236	3,017,236	33,709	
SERVICES AND SUPPLIES											
61115 -- POLICE SAFETY EQUIP-REPLACE	0	500	500	500	0	500	500	\$ 500	\$ 500	0	
61125 -- UNIFORM REPLACEMENT	3,177	1,500	1,500	1,500	0	1,500	1,500	\$ 1,500	\$ 1,500	0	
61215 -- RADIO	32,388	35,000	35,000	35,000	0	35,000	35,000	\$ 35,000	\$ 35,000	0	
61220 -- TELECOM SERVICES	49,154	46,000	46,000	46,000	0	46,000	46,000	\$ 46,000	\$ 46,000	0	
61310 -- FOOD	12,784	10,000	10,000	19,000	9,000	10,000	10,000	\$ 10,000	\$ 10,000	0	
61412 -- JANITORIAL SERVICES	9,075	10,000	10,000	10,000	0	10,000	10,000	\$ 10,000	\$ 10,000	0	
61525 -- LIABILITY INSURANCE	43,027	60,000	60,000	60,000	0	60,000	60,000	\$ 60,000	\$ 60,000	0	
61535 -- OTHER INSURANCE	2,964	4,012	4,012	4,154	142	4,012	4,012	\$ 4,012	\$ 4,012	0	
61720 -- MAINT-MOBILE EQUIPMENT-SERV	8,642	10,000	10,000	8,000	(2,000)	10,000	10,000	\$ 10,000	\$ 10,000	0	
61725 -- MAINT-OFFICE EQUIPMENT-SERVICES	2,290	1,000	1,000	1,200	200	1,000	1,000	\$ 1,000	\$ 1,000	0	
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	7,174	2,000	2,000	2,000	0	2,000	2,000	\$ 2,000	\$ 2,000	0	
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	2,856	1,000	1,000	1,000	0	1,000	1,000	\$ 1,000	\$ 1,000	0	
61835 -- FACILITIES MAINT-GENERAL-SERVICES	12,922	18,000	18,000	20,000	2,000	18,000	18,000	\$ 18,000	\$ 18,000	0	
61845 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	889	1,000	1,000	1,000	0	1,000	1,000	\$ 1,000	\$ 1,000	0	
61922 -- OTHER MEDICAL MATERIALS & SUPPLIES	96,150	95,000	95,000	115,000	20,000	110,000	110,000	\$ 110,000	\$ 110,000	15,000	
62020 -- MEMBERSHIPS	1,946	2,000	2,000	2,700	700	2,000	2,000	\$ 2,000	\$ 2,000	0	
62111 -- MISCELLANEOUS EXPENSE-SERVICES	9,344	10,500	10,500	14,000	3,500	14,000	14,000	\$ 14,000	\$ 14,000	3,500	
62112 -- CASH SHORTAGES	39	0	0	3	3	0	0	\$ -	\$ -	0	
62214 -- DUPLICATING SERVICES	4,838	3,500	3,500	3,500	0	3,500	3,500	\$ 3,500	\$ 3,500	0	
62217 -- MISC NONINVENTORIAL ITEMS EXPENSE	5,561	0	0	0	0	0	0	\$ -	\$ -	0	
62219 -- PC SOFTWARE PURCHASES	7,556	5,500	5,500	6,506	1,006	6,500	6,500	\$ 6,500	\$ 6,500	1,000	
62221 -- POSTAGE	7,926	10,000	10,000	11,000	1,000	12,000	12,000	\$ 12,000	\$ 12,000	2,000	
62222 -- SUBSCRIPTIONS/PERIODICALS	0	125	125	125	0	125	125	\$ 125	\$ 125	0	
62223 -- SUPPLIES	75,047	75,000	78,000	65,000	(13,000)	75,000	75,000	\$ 75,000	\$ 75,000	(3,000)	
62225 -- NON-PC SOFTWARE	0	250	250	250	0	250	250	\$ 250	\$ 250	0	
62226 -- INVENTORIAL ITEMS	767	5,000	22,000	21,000	(1,000)	5,000	5,000	\$ 5,000	\$ 5,000	(17,000)	
62301 -- ACCOUNTING AND AUDITING FEES	14,800	13,500	13,500	15,000	1,500	15,000	15,000	\$ 15,000	\$ 15,000	1,500	
62310 -- BANKING FEES	13,278	13,000	13,000	13,000	0	13,000	13,000	\$ 13,000	\$ 13,000	0	
62316 -- COMPUTER PROF SERVICES	0	0	0	0	0	0	0	\$ -	\$ -	0	
62317 -- CONSULT/MGT/PC SERVICES	21,898	22,000	22,000	22,000	0	20,000	20,000	\$ 20,000	\$ 20,000	(2,000)	

**SANTA CRUZ COUNTY ANIMAL SHELTER
PROPOSED BUDGET FOR FISCAL YEAR 2021-22**

Accounts	Actuals 2019-20	Budget 2020-21	Adj. Budget 2020-21	Est./Actuals 2020-21	Difference Adj Budget to EAs	50% furlough elimination		100% furlough elimination		Change from Adj. Budget 2021-22
						A 4% increase Proposal 2021-22	B 6% increase Proposal 2021-22	C 4% increase Proposal 2021-22	D 6% increase Proposal 2021-22	
62318 -- COUNTY COUNSEL	0	0	0	0	0	0	0	\$ -	\$ -	0
62325 -- DATA PROCESSING SERVICES	82,320	82,320	82,320	82,320	0	82,320	82,320	82,320	82,320	0
62330 -- DPW SERVICES - GENERAL MONEY	0	0	0	0	0	0	0	\$ -	\$ -	0
62381 -- PROF & SPECIAL SERV-OTHER	82,848	80,000	80,000	75,000	(5,000)	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	45,000
62349 -- GIS SERVICES	0	0	0	0	0	0	0	\$ -	\$ -	0
62399 -- VETERINARIAN SERVICES	97,809	100,000	130,000	120,000	(10,000)	170,000	170,000	170,000	170,000	40,000
62500 -- EQUIPMENT LEASE & RENT	2,212	0	0	32	32	0	0	\$ -	\$ -	0
62610 -- RENTS & LEASES-STRUC IMP & GRNDS	198,109	200,000	200,000	200,000	0	200,000	200,000	\$ 200,000	\$ 200,000	0
62710 -- FIELD EQUIPMENT	2,874	1,200	1,200	1,200	0	1,200	1,200	\$ 1,200	\$ 1,200	0
62801 -- ADVERTISING & PROMOTION SUPPLIES	2,098	2,500	2,500	2,726	226	2,500	2,500	\$ 2,500	\$ 2,500	0
62842 -- INVENTORY MATERIALS PURCHASED	31,155	20,000	20,000	4,500	(15,500)	20,000	20,000	\$ 20,000	\$ 20,000	0
62857 -- SPECIAL MISC EXPENSE - SUPPLIES	1,617	500	500	1,500	1,000	500	500	\$ 500	\$ 500	0
62890 -- SUBSCRIPTIONS BOOKS & ED MATERIALS	459	500	500	500	0	500	500	\$ 500	\$ 500	0
62893 -- TOWING	0	0	0	0	0	0	0	\$ -	\$ -	0
62914 -- EDUCATION & TRAINING	1,025	2,500	2,500	2,500	0	2,500	2,500	\$ 2,500	\$ 2,500	0
62920 -- GAS, OIL, FUEL	19,401	15,000	18,000	16,000	(2,000)	16,000	16,000	16,000	16,000	(2,000)
62922 -- LODGING	368	1,500	1,500	0	(1,500)	1,500	1,500	\$ 1,500	\$ 1,500	0
62924 -- MEALS	91	500	500	0	(500)	500	500	\$ 500	\$ 500	0
62926 -- MILEAGE	95	500	500	0	(500)	500	500	\$ 500	\$ 500	0
62928 -- TRAVEL-OTHER	8	100	100	100	0	100	100	\$ 100	\$ 100	0
62930 -- REGISTRATIONS	226	250	250	1,652	1,402	250	250	\$ 250	\$ 250	0
62935 -- SERVICE CENTER CHARGES	0	0	0	0	0	0	0	\$ -	\$ -	0
62940 -- TRAVEL ADVANCES	0	0	0	0	0	0	0	\$ -	\$ -	0
63070 -- UTILITIES	92,427	85,000	85,000	85,000	0	85,000	85,000	\$ 85,000	\$ 85,000	0
74230 -- PRINCIPAL ON LEASE PURCHASES	0	0	0	0	0	0	0	0	0	0
SUBTOTAL SERVICES AND SUPPLIES	1,061,633	1,047,757	1,100,757	1,091,468	(9,289)	1,184,757	1,184,757	1,184,757	1,184,757	84,000
75315 - COUNTY OVERHEAD (See prev. 3550)	103,204	63,391	63,391	63,391	0	167,422	167,422	167,422	167,422	104,031
86204 - FIXED ASSETS - EQUIPMENT AND MOBILE	32,474	0	0	0	0	0	0	0	0	0
90000 - Operating Transfers Out	100,000	101,000	101,000	101,000	0	102,010	102,010	102,010	102,010	1,010
98700 - APPROPRIATIONS FOR CONTINGENCY	0	181,121	166,814	0	(166,814)	175,328	175,328	178,857	178,857	12,043
TOTAL EXPENDITURES	4,568,553	4,709,143	4,415,489	4,047,845	(367,644)	4,558,533	4,558,533	4,650,282	4,650,282	234,793

**SANTA CRUZ COUNTY ANIMAL SHELTER
PROPOSED BUDGET FOR FISCAL YEAR 2021-22**

Accounts	Actuals 2019-20	Budget 2020-21	Adj. Budget 2020-21	Est./Actuals 2020-21	Difference Adj Budget to EAs	A 50% furlough elimination		C 100% furlough elimination		Change from Adj. Budget 2021-22
						4% increase Proposal 2021-22	6% increase Proposal 2021-22	4% increase Proposal 2021-22	6% increase Proposal 2021-22	
REVENUES										
40100 -- PROPERTY TAX-CURRENT SEC-GEN	0	0	0	0	0	0	0	0	0	0
40230 -- ANIMAL LICENSES	301,588	225,000	300,000	285,000	(15,000)	285,000	285,000	285,000	285,000	(15,000)
40430 -- INTEREST	39,193	30,000	40,000	17,000	(23,000)	17,000	17,000	17,000	17,000	(23,000)
40440 -- RENTS & CONCESSIONS	172	700	700	100	(600)	700	700	700	700	0
40441 -- RENTAL DEPOSIT/FORFEIT REVENUE	140	200	200	200	0	200	200	200	200	0
40872 -- STATE MANDATED REIMBURSEMENTS	0	0	0	0	0	0	0	0	0	0
40894 -- STATE-OTHER	0	0	0	0	0	0	0	0	0	0
41096 -- FED OTHER	0	0	0	0	0	0	0	0	0	0
41148 -- FED-CARES ACT CRF FUNDING	58,059	0	0	(21,425)	(21,425)	0	0	0	0	0
41510 -- HUMANE SERVICES	249,436	200,000	250,000	240,000	(10,000)	250,000	250,000	250,000	250,000	0
42010 -- ADMINISTRATIVE SERVICES	2,881	2,600	2,600	2,000	(600)	2,600	2,600	2,600	2,600	0
42022 -- COST RECOVERY-OTHER	5,479	5,500	5,500	2,000	(3,500)	5,500	5,500	5,500	5,500	0
42044 -- MEMBER CONTRIBUTIONS	3,191,421	3,191,322	2,872,279	2,872,279	0	2,987,170	3,044,606	2,987,170	3,044,606	172,327
42047 -- CHARGES FOR CURRENT SERVICES	2,775	20,000	20,000	0	(20,000)	14,000	14,000	14,000	14,000	(6,000)
42073 -- ADMIN FINE FEES	12,575	10,000	12,000	5,000	(7,000)	5,000	5,000	5,000	5,000	(7,000)
42074 -- GRANT SERVICES-NON INTERGOV	15,000	15,000	15,000	15,000	0	15,000	15,000	15,000	15,000	0
42205 -- ANIMAL MICROCHIP FEES	16,027	20,000	18,000	17,000	(1,000)	20,000	20,000	20,000	20,000	2,000
42206 -- ANIMAL RABIES FEES	15,363	18,000	15,000	16,000	1,000	18,000	18,000	18,000	18,000	3,000
42207 -- ANIMAL SPAY & NEUTER FEES	103,272	100,000	100,000	103,000	3,000	100,000	100,000	100,000	100,000	0
42334 -- SALES OTHER TAXABLE	64,122	30,000	65,000	67,000	2,000	70,000	70,000	70,000	70,000	5,000
42362 -- CASH OVERAGES	70	0	0	80	80	0	0	0	0	0
42372 -- CONTRIBUTIONS AND DONATIONS	378,152	262,000	340,314	575,000	234,686	400,000	400,000	400,000	400,000	59,686
42375 -- INSURANCE PROCEEDS	0	0	0	0	0	0	0	0	0	0
42380 -- NSF CHECKS	(63)	0	0	0	0	0	0	0	0	0
42381 -- NSF CHECK FEES	40	0	0	0	0	0	0	0	0	0
42384 -- OTHER REVENUE	42,147	40,000	40,000	40,000	0	40,000	40,000	40,000	40,000	0
42390 -- UNCLAIMED MONEY-ESCHEATED	0	0	0	0	0	0	0	0	0	0
42462 -- OPERATING TRANSFER IN	0	0	0	0	0	0	0	0	0	0
42500 -- BOND PROCEEDS	0	0	0	0	0	0	0	0	0	0
42981 -- LICENSES-CAPITOLA CITY	10,143	0	0	0	0	0	0	0	0	0
42982 -- LICENSES-SANTA CRUZ CITY	53,313	0	0	0	0	0	0	0	0	0
42983 -- LICENSES-SCOTTS VALLEY CITY	15,472	0	0	0	0	0	0	0	0	0
42984 -- LICENSES-COUNTY SANTA CRUZ	183,965	0	0	0	0	0	0	0	0	0
42986 -- LICENSES-WATSONVILLE	38,695	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	4,497,849	4,170,322	4,096,593	4,235,234	138,641	4,230,170	4,287,606	4,230,170	4,287,606	191,013
EXPENDITURES LESS REVENUES	70,704	538,821	318,896	(187,389)	(506,285)	328,363	270,927	420,112	362,676	43,780
FUND BALANCE TRANSFER TO ASSET RESERVE				101,000		102,010	102,010	102,010	102,010	
Positions Authorized	33.50	33.50	34.80	34.80		33.50	33.50	33.50	33.50	-1.30
Positions Unfunded	4.00	4.00	8.00	8.00		7.00	7.00	7.00	7.00	-1.00

FY 2020-21			FY 2021-22 Base Adjustment		FY 2021-22 Operational Increase			FY 2021-22 Asset Reserve Contribution		
Year 4 Base	Year 4 Smoothing	Year 5 Total (New Base)	Year 5 Base Adjustment	Year 5 Base	Blended % (50% Pop, 25% Imp, 25% Cfs)	4% Increase	6% Increase	Blended % (50% Pop, 25% Imp, 25% Cfs)	Contribution	
Capitola	\$69,337	-\$347	\$69,684	\$0	\$69,684	2.4%	\$2,780	\$4,171	2.4%	\$2,469
County	\$1,684,432	\$163,743	\$1,520,689	\$0	\$1,520,689	59.2%	\$67,993	\$101,989	59.2%	\$60,370
Santa Cruz	\$610,540	\$77,585	\$532,955	\$0	\$532,955	16.3%	\$18,704	\$28,056	16.3%	\$16,607
Scotts Valley	\$116,070	\$18,475	\$97,595	\$0	\$97,595	2.4%	\$2,711	\$4,067	2.4%	\$2,407
Watsonville	\$711,042	\$59,686	\$651,356	\$0	\$651,356	19.8%	\$22,702	\$34,054	19.8%	\$20,157
Total	\$3,191,421	\$319,142	\$2,872,279	\$0	\$2,872,279	100%	\$114,891	\$172,337	100%	\$102,010

4.0% 6.0%

FY2021-22 Total Contribution		
	4% Increase	6% Increase
Capitola	\$74,933	\$76,323
County	\$1,649,051	\$1,683,047
Santa Cruz	\$568,267	\$577,619
Scotts Valley	\$102,714	\$104,070
Watsonville	\$694,216	\$705,567
Total	\$3,089,180	\$3,146,626

2,929,724.58 2,987,170.16 3,044,615.74

Impounds - Animal Intake by Jurisdiction

Jurisdiction	Fiscal Year 2016/2017		Fiscal Year 2017/2018		Fiscal Year 2018/2019		3-Year Avg 3 year average percentage (rounded)	
	Intake	Percentage of Total	Intake	Percentage of Total	Intake	Percentage of Total		
Capitola	87	1.71%	143	2.51%	104	2.06%	111	2.27%
County	2,182	42.93%	2,669	46.77%	2,297	45.40%	2,383	48.60%
Monterey County	145	2.85%	122	2.14%	138	2.73%	135	
Other	316	6.22%	202	3.54%	90	1.78%	203	
Santa Jose City	5	0.10%	2	0.04%	12	0.24%	6	
San Mateo	-	0.00%	-	0.00%	1	0.02%	0	
Santa Clara County	56	1.10%	29	0.51%	24	0.47%	36	
Santa Cruz	630	12.39%	780	13.67%	695	13.74%	702	14.31%
Scotts Valley	126	2.48%	110	1.93%	62	1.23%	99	2.03%
Shelter	-	0.00%	-	0.00%	-	0.00%	-	
Watsonville	1,536	30.22%	1,650	28.91%	1,636	32.34%	1,607	32.79%
Grand Total	5,083	100.00%	5,707	100.00%	5,059	100.00%	4,902	

Calls for Service - Activities by Jurisdiction

Jurisdiction	Fiscal Year 2016/2017		Fiscal Year 2017/2018		Fiscal Year 2018/2019		3-Year Avg (rounded)	
	Calls Responded To	Percentage of Total	Calls Responded To	Percentage of Total	Calls Responded To	Percentage of Total		
Capitola	31	0.38%	242	3.11%	155	1.97%	143	1.82%
County	4,794	58.41%	4,308	55.36%	4,175	53.19%	4,426	56.44%
Monterey County	6	0.07%	1	0.01%	6	0.08%	4	
Other	29	0.35%	45	0.58%	46	0.59%	40	
San Jose City	2	0.02%	-	0.00%	-	-	1	
San Mateo	-	0.00%	-	0.00%	-	-	-	
Santa Clara County	6	0.07%	1	0.01%	2	0.03%	3	
Santa Cruz	1,553	18.92%	1,484	19.07%	1,440	18.35%	1,492	19.03%
Scotts Valley	174	2.12%	160	2.06%	146	1.86%	160	2.04%
Shelter	168	2.05%	-	0.00%	-	-	56	
Watsonville	1,444	17.59%	1,541	19.80%	1,879	23.94%	1,621	20.67%
Grand Total	8,207	100.00%	7,782	100.00%	7,849	100.00%	7,842	

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

Exhibit D

POSITION	Salary Range	2020-21 Allowed	2020-21 Mid-Year	2020-21 Total	2021-22 Recommend	Change From 2020-21	2021-22 Unfunded
SERVICES							
General Manager	9B	1.00	0.00	1.00	1.00	0.00	0.00
Animal Svcs Field Manager	D8	1.00	0.00	1.00	1.00	0.00	0.00
Animal Svcs Operations Manager	S9	0.00	0.00	0.00	1.00	1.00	1.00
Animal Svcs Shelter Manager	D8	1.00	0.00	1.00	1.00	0.00	0.00
Admin Svcs Officer II	PR	0.00	1.00	1.00	1.00	1.00	0.00
Prog and Dev Mgr - Animal Shelter	DK	1.00	0.00	1.00	1.00	0.00	0.00
Veterinarian	BC	1.00	0.00	1.00	1.00	0.00	1.00
Animal Svcs Coord-PIO/volunteers	DO	1.00	0.00	1.00	1.00	0.00	0.00
Animal Svcs Coord-Animal Care	DO	1.00	0.00	1.00	1.00	0.00	0.00
Animal Svcs Coord-Watsonville	DO	1.00	0.00	1.00	1.00	0.00	0.00
Animal Svcs Coord-Client Svcs	DO	1.00	0.00	1.00	1.00	0.00	1.00
Admin Aide	JJ	1.00	0.00	1.00	1.00	0.00	1.00
Accountant II	HV	0.50	0.30	0.80	0.50	0.00	0.00
Clerk II/III	28/FB	1.00	0.00	1.00	0.00	(1.00)	0.00
Bldg Maint Work II	R8	1.00	0.00	1.00	0.00	(1.00)	0.00
Animal Control Officer I/II	D4/D6	6.00	0.00	6.00	6.00	0.00	1.00
Animal Svcs Clk Disp	FC	1.00	0.00	1.00	1.00	0.00	0.00
Animal Svcs Assistant	CD	5.50	0.00	5.50	5.50	0.00	0.50
Registered Veterinary Technician	ZF	2.00	0.00	2.00	2.00	0.00	0.00
Animal Health Specialist/Animal Care Worker	D5/D2	6.50	0.00	6.50	6.50	0.00	1.50
TOTAL		33.50	1.30	34.80	33.50	0.00	7.00

Extend all limited term positions until June 30, 2022

		2021-22	Proposed 2021-22 (no changes)
Adoption Fees			
Dogs	Puppies 2-6 months	\$195	
	Adults 7 mon-6 yrs	\$130	
	Sr. Adult 6 yrs+	\$60	
Cats	Kittens 2-12 months	\$120	
	Adults 1-6 yrs	\$100	
	Sr. Adult 6 yrs+	\$55	
Rabbits		\$50	
Rodents		\$25	
Small caged birds		\$25	
Exotic birds (i.e. parrots)		\$75	
Small Livestock	Goats	\$75	
Large Livestock	Cow	\$100	
Horse		\$250	
Chicken/Rooster		\$10	
Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable			
	Cat	\$20	
	Dog	\$25	

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

Impound Fees

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

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

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

Board Fees - Daily

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

License Fees – Dogs

Altered - one year	\$29
Unaltered - one year	\$100 with Unaltered Animal Certificate
Late Penalty	\$15
Late Penalty for Potentially Dangerous, Vicious, Habitual or Public Nuisance Dog	\$100
Senior Citizen (65+) - one year, altered (waived for one dog)	\$29

	2021-22	Proposed 2021-22
Potentially Dangerous/Vicious dog – one year	\$200	
Unaltered Animal Certificate -- one time	\$350	
Exemption from Unaltered Animal Certificate	\$15	plus license fee
Administrative fee for mailed licenses	\$1	
License Fees – Cats		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
Quarantine Fees		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
Service Fees		
Microchip	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	\$10	(free for Cat TNR done by ordinance)
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property	\$85	
Use of Livestock Trailer	\$100/\$150	(1st /2nd time)
Medical Fees		
Medical groom	\$25 - \$100	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25 - \$100	
Rabies	\$14	
FVRCP	\$20	
DA2PP	\$20	
Medical bath	\$20	
Wound prep	\$35	
Kitten Package	\$400	
Puppy Package	\$400	
Dental	\$200 - \$800	
Owner Surrender of Animal Residing in Santa Cruz County		
Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock	\$0	
small livestock	\$0	
Large Exotic	\$0	
Owner Surrender of Animal Residing Outside of Santa Cruz County		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	

	2021-22	Proposed 2021-22
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15-\$35	
Large livestock	\$10-\$25	
small livestock	\$100	
Large Exotic	\$75	
	\$55	
Protective Custody Fee		
Owner Arrest	\$75 /hour min.(2 hours after hrs)	
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)	
Emergency Hospital	\$25	
Owner Requested Euthanasia	\$75 Plus Disposal	
Disposal of Owned Dead Animals	\$50 Up to 19 lbs	
	\$50 20 – 69 lbs	
	\$50 70 – 99 lbs	
	\$50 100 – Up	
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75 unaltered penalty fee if applicable	
Spay/Neuter Fees for Impounded Animals		
Cats		
Neuter	\$50	
Spay	\$50	
Dogs		
Neuter	\$195	
Spay	\$195	
Planned Pethood Spay/Neuter Fees		
Dog	\$190	
Cat	\$25	
Rabbit	\$75	
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50	
Animals over 100 lbs/brachycephalic/pregnant/cryptorchid ;	\$50	
Animals determined obese by veterinarian add		
Fees for Additional Required Services		
Microchip	\$10	
License	\$29	
Rabies	\$10	
Late drop-off fee	\$20	
Late pick-up fee	\$40/night	
Blood panel for dogs over 7 yrs / cats over 10 yrs of age	\$75	
Planned Pethood Spay/Neuter Fees for Limited Income*		
Dog	\$50	
Cat	\$10	
Rabbit	\$50	
*Limited income eligibility determined through proof of receipt of government assistance OR through a year-to-date pay stub or W2 tax form that proves the following:		
1 person household--maximum of \$35,350 annual income		
2 person household--maximum of \$40,350 annual income		
3 person household--maximum of \$45,400 annual income		
4 person household--maximum of \$50,400 annual income		

	2021-22	Proposed 2021-22
<u>ONE STOP Fees with Purchase of License</u>		
Rabies	\$10	
Microchip	\$15	
Nuisance Abatement Appeals Fee (County)	\$75	
Non-sufficient Funds Check Fee	\$40	
Puppy Training Deposits	\$100-\$200	
Training Room Rental Fees	\$22	

FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM

***Failure to license**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

****Failure to microchip**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

*****Failure to provide rabies vaccination,**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

Failure to display license (each dog) \$50

******Failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate**

First offense	\$250
Second offense	\$500
Third offense	\$750

Dog running at large, first offense	\$100
Dog running at large, second offense	\$200
Dog running at large, third offense	\$250

Dog off leash, first offense	\$50
Dog off leash, second offense	\$150
Dog off leash, third offense	\$250

Safety of animal in parked vehicle \$250

Failure of owner to pick up after dog or cat defecating \$100

Habitual noisy animals (6.12.090) \$100

Permitting livestock to trespass, per offense \$200

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

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

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

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

2021-22

Proposed 2021-22

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

Santa Cruz County Animal Shelter
Capital Budget 76124 FY 2021-2022

Exhibit F

Capital Fund 76124	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021	2021-2022	Change
	Actual	Actual	Actual	Budget	Est./Actuals	Budget	2019-2020
Expenditures							
61730 Maint-Other Equip-Services	-	-	9,869	20,000	-	20,000	20,000
86110 Buildings and Improvements	-	-	-	36,000	41,030	-	
86204 Equipment	-	-	12,940	14,000	13,753	-	(13,753)
Total Expenditures	-	-	22,809	70,000	54,783	20,000	6,247
Revenues							
40430 Interest	72	3,046	6,460	10,000	4,000	7,000	3,000
41148 Fed-Cares Act CRF Funding	-	-	-	10,000	-	-	
42462 Operating Transfer In	144,660	100,000	100,000	101,000	101,000	102,010	1,010
Total Revenues	144,732	103,046	106,460	111,000	105,000	109,010	4,010
EXPENDITURES LESS REVENUE	(144,732)	(103,046)	(83,651)	(41,000)	(50,217)	(89,010)	(38,793)