



Santa Cruz County Animal Shelter

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Melanie Sobel
General Manager

SANTA CRUZ COUNTY ANIMAL SHELTER BOARD OF DIRECTORS 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, JUNE 14, 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/l/meetup-join/19%3ameeting_YzU10GM0MzctNTk00S00MTg4LWFkZDctYjAwZmYxYmM3Mjk5%40tthread.v2/0?context=%7b%22Tid%22%3a%2252044d34-04cb-41a4-a0cd-54ae6eeffb9f%22%2c%22Oid%22%3a%22b86ae18a-17f5-4202-97b2-bb61b7cad5ce%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzU10GM0MzctNTk00S00MTg4LWFkZDctYjAwZmYxYmM3Mjk5%40thread.v2/0?context=%7b%22Tid%22%3a%2252044d34-04cb-41a4-a0cd-54ae6eeffb9f%22%2c%22Oid%22%3a%22b86ae18a-17f5-4202-97b2-bb61b7cad5ce%22%7d)

**Or Call in (audio only): +1 916-318-9542 Unites States, Sacramento (Toll)
Conference ID: 378 445 440#**

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 Joe.Phares@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 Joe.Phares@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.

- 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

- p.1 5.1 Approve minutes of the February 8, 2021 and April 19, 2021 meetings
- p.7 5.2 Accept reports of the General Manager and the Management Team for February - May 2021
- p.12 5.3 Accept and file the statistics for the months February - May 2021
- p.21 5.4 Accept and approve quarterly report for all claims under \$10,000
- p.25 5.5 Accept and approve journal entry payments with the County of Santa Cruz
- p.27 5.6 Appoint officers of the Board of Directors for FY 2021-22
- p.31 5.7 Approve continuing agreements for FY 2021-22
- p.33 5.8 Accept designated and undesignated donations in the total of \$45,550 and direct that the checks be deposited
- p. 34 5.9 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
- p. 36 5.10 Accept a donation of \$318,000 to the Campus Expansion Fund from the 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
- p. 38 5.11 Approve AUD60 accepting and appropriating funds from FEMA totaling \$86,802
- p. 41 5.12 Approve AUD74 authorizing General Manager to transfer appropriations in the amount of \$60,000 to fund the purchase of a new animal control vehicle

6.0 Regular Agenda

- p. 43 6.1 General Manager's oral report
- p. 44 6.2 Consider and approve financial report for the months of April/May 2021 and take related actions
- p. 50 6.3 Consider and approve General Manager's proposed budget for FY 2021-22
- p. 65 6.4 Consider and review draft revised Model Animal Ordinance

7.0 Adjourn Regular Meeting

Correspondence

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 Joe Phares at 831/454-7206 (TDD 831/454-2123) at least 72 hours in advance of the meeting in order to make arrangements. As a courtesy, please attend the meeting smoke and scent free.

Consent Agenda Item 5.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Approve Minutes of February 8 and April 19, 2021 Meetings

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meetings of February 8 and April 19, 2021.

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes of Monday, February 8, 2021, 11:00am

TEAMS Meeting

VOTING KEY: C=Coburn, V=Vides, M=McKinley, W=Walpole, R=Randolph, S=Schmidt, Cl=Clark, D=Dally, E=Escalante

First initial indicates maker of motion, second initial indicates the "second"; upper case letter="yes" vote; lower case letter="no" ()=abstain; /=absent

1.0 Call to Order and Roll Call: Board Chair Laura Schmidt was out and Chief Stephen Walpole was sitting in for her and called the meeting to order at 11:00am. Board member Chief Deputy Chris Clark was out with Jim Ross sitting in for him.

2.0 Introductions: NONE

3.0 Late additions or changes to agenda: NONE

4.0 ORAL COMMUNICATION: One member from the public commented on the changes to the Model Ordinance and questioned when the Fairgrounds Board would be reviewing the document.

5.0 CONSENT AGENDA

5.1 Approved minutes of the December 14, 2020 meeting

5.2 Accepted reports of the General Manager and the Management Team for December 2020/January 2021

5.3 Accepted and filed the statistics for the months December 2020/January 2021

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

5.6 Adopted resolution to accept and appropriate funds in the total amount of \$61,314 from the Santa Cruz County Animal Shelter Foundation (foundation) for a part-time Extra Help Registered Veterinary Technician and part-time Veterinarian and direct that the checks be deposited.

5.7 Adopted resolution to accept and appropriate funds in the total amount of \$17,000 from the Santa Cruz County Animal Shelter donation fund for new computers.

5.8 Accepted designated and undesignated donations in the total of \$33,872.42 from the Foundation and directed that the checks be deposited.

5.9 Accepted a gift in the amount of \$10,000 from the Fowler Family (received from Fidelity Charitable)

5.10 Accepted a gift in the amount of \$5,250 from the Griffin Family Foundation (received from the Silicon Valley Community Foundation).

5.11 Accepted a gift in the amount of \$5,000 from The Capital Group

5.12 Accepted and approved renewal of agreement with UCSC for animal control services

Board action on Consent Agenda 5.0:

C,R,/CI,/S/,E,W,M,V,D

6.0 REGULAR AGENDA

6.1 General Manager's oral report

General Manager, Melanie Sobel, reported that January was a challenging month for the Shelter as two employees tested positive for COVID and the team was short staffed. Due to low animal population, the team was able to pull through. During the two evacuations (Watsonville wind fire and Debris Flow) the Shelter housed ten dogs, five cats, a horse and some chickens and goats. 33 horses were evacuated by Equine Evacuation team of Santa Cruz County and they used Quail Hollow Ranch as a check in point, then directed evacuees to private ranches throughout the County.

FEMA reimbursement for CZU Fire is in progress for the 500 evacuee animals that stayed at the Shelter. In some cases, animals were housed here for two months. FEMA reimbursement is being requested to cover the cost of housing these animals.

Ms. Sobel and Field Manager Todd Stosuy have been meeting with members of the community and horse groups to discuss the Model Ordinance and make changes as needed. Ms. Sobel expects to have a new draft for the board at the April meeting.

The campus expansion project is moving forward and phase one is going out to bid in March. Ms. Sobel will be requesting a transfer of funds that are designated for this project in April.

Ms. Sobel reported that an RFP for an attorney was sent out and with zero response, Animal Services as a JPA can move forward with their own negotiation to find an attorney.

Ms. Sobel announced that the Foundation has supported the installation of new outdoor lightning for staff and volunteers.

Lastly, Ms. Sobel reported that the Santa Cruz County Animal Shelter Foundation raised \$109,000, raising the most any organization has ever raised during this campaign. In addition, the Foundation won an additional \$1,000 for having the most individual donors at 309. Ms. Sobel thanked Program and Development Manager, Erika Anderson, for her efforts on this project and volunteer, Nancie Newby, for her management of the Shelter's Instagram account which has a following over 8,000.

6.2 Considered and approved financial report for the months of December 2020/January 2021 and take related actions

Public comment on item 6.2: One member from the public commented on this item requesting clarification on the lack of cooperation from the Fairgrounds during the Debris Flow evacuations. There were concerns that the Fairgrounds was not allowing any evacuated animals on their site.

Assistant CAO Nicole Coburn also commented to thank Ms. Sobel and her staff on their efforts towards emergency services for animals.

Board action on Regular Agenda Item 6.2:

D,R,/Cl/, /S/,E,W,M,V,D

Regular meeting was adjourned at 11:25am.

The next regular meeting is scheduled for Monday, April 12, 2021 at 11am to be held on TEAMS.

ATTEST: _ _ _ _ _

Chairperson Schmidt

Erika Smart, Clerk

Santa Cruz County Animal Shelter
Board of Directors SPECIAL Meeting

Minutes of Monday, April 19, 2021, 11:00am

TEAMS Meeting

VOTING KEY: C=Coburn, V=Vides, M=McKinley, W=Walpole, R=Randolph, S=Schmidt, Cl=Clark, D=Dally, E=Escalante

First initial indicates maker of motion, second initial indicates the “second”; upper case letter=“yes” vote; lower case letter=“no” ()=abstain; /=absent

1.0 Call to Order and Roll Call: Special meeting was called to order at 11:03am by ASA Board Chair, Laura Schmidt. Tamara Vides and Bernie Escalante were not present for the meeting.

2.0 Introductions: NONE

3.0 Consideration of late additions or changes to the Agenda: NONE

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

Board Action on 4.0:

W,C,/V/, M, R, S, Cl, D,/E/

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

Board Action on 5.0:

Cl, R, C, /V/, M, W, S, D, /E/

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

Board Action 6.0:

M, Cl, C, /V/, W, R, S, D, /E/

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

Board Action 7.0:

W, C, /V/, M, R, S, Cl, D, /E/

8.0 Accept a donation in the amount of \$318,000 to the Campus Expansion Fund from the 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

Board action 8.0:

C, R, /V/, M, W, S, Cl, D, /E/

9.0 Consider and approve financial report for the months of February 2021/March 2021 and take related actions

Board action 9.0:

Cl, D, C, /V/, M, R, S, W, /E/

10.0 Consider General Manager's proposed budget for FY 2021-22

Board action 10.0:

Cl, W, C, /V/, M, R, S, D, /E/

Adjourn Special Meeting at 11:30am

The next regular meeting is scheduled for Monday, June 14, 2021 at 11am to be held on TEAMS.

ATTEST: _____

Chairperson Schmidt

Erika Smart, Clerk

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Reports from the Management Team for the Months of February - May 2021

This report is provided to give you a brief synopsis of the programs provided and services rendered through the dedication and commitment of Santa Cruz County Animal Shelter's (SCCAS) staff and volunteers.

General

SCCAS' Santa Cruz shelter is open for all services every day from 10 am to 6 pm. Clients are monitored at point of entry adhering to social distancing requirements. The Watsonville shelter opened on June 2, 2021.

Field Manager Todd Stosuy and I met for a third time with members of the Farm Bureau and Livestock Producers Association to discuss their issues with the Model Ordinance. We provided additional changes and are awaiting their consideration. Nicole Colburn, Rita Sanchez, and I met with Dave Kegebien, CEO of the Watsonville Fairgrounds, on February 18th to discuss his concerns. Todd and I attended the February 23rd and March 23rd Fairgrounds Board meetings.

I am continuing to work with Robert Tidmore, Project Manager at Department of Public Works, on moving forward with Phase I of the Shelter Expansion project. Phase I includes renovation and expansion of the main Shelter building to modernize the clinic and add bunny and cat adoption rooms. The Board of Supervisors approved the bid process for Phase I on April 13, 2021. Construction should start mid-summer and last 6 months. Phase I total costs are \$1,830,000: The County is funding \$1,342,000, the Shelter is funding \$97,000 from restricted funds and the Santa Cruz County Animal Shelter Foundation is funding \$391,000.

The Santa Cruz County Animal Shelter Foundation received a \$1,500,000 donation from an anonymous donor through the Community Foundation of Santa Cruz County for Phase II of the Campus Expansion project.

We have negotiated a contract for legal services with attorney Cara Townsend.

Joe Phares has been hired for the Administrative Services Officer II position. Rodolpho Manriquez has been promoted to Shelter Manager; he has been an Animal Control Officer for SCCAS for five years. Jen Gordon has been hired as an Extra Help Animal Services Assistant. We currently have two funded staff vacancies that are in the process of recruitment: Animal Control Officer I/II and Registered Vet Tech.

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. 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.

Statistics

Please see attached.

Melanie Sobel
General Manager

Recommendation:

Accept and file the reports of the management team for the months of February – May 2021.

Animal Control Report
February, March, April, and May 2021
Todd Stosuy, Field Services Manager

1. At the request of Scotts Valley Police Department, we have begun doing patrols of Glenwood Open Space Preserve for off leash violations.
2. We requested and obtained a search warrant involving a woman killing her dog and “mummifying” it in plaster of Paris. With the warrant we were able to open the object and a veterinarian was able to determine cause of death. We filed criminal charges against the woman, and she is currently being held in the Behavioral Health Unit. The DA issued an arrest warrant, and she was arrested by SCPD and is in custody.
3. Santa Cruz Sheriff’s Office assisted us in a case involving the torture and killing of a dog. An arrest warrant has been issued for the suspect.
4. We assisted the Sheriff’s Office in taking a puppy into protective custody after the owner was arrested. Once the puppy was in our custody, one of our animal control officers recognized the puppy’s description as a dog we had been looking for. We had received reports of a male subject kicking the puppy a few days earlier on East Cliff Drive. Our witnesses identified the male and puppy and we filed charges with the DA. The suspect remains in jail on the charges he was originally arrested on by the Sheriff.
5. We have started to see a spike in the number of racoons being infected with distemper on the Westside of Santa Cruz. A press release was issued to educate the public on the need for canine distemper shots. We continue to euthanize 1-2 racoons a day on the Westside and have begun to see an uptick in Seabright. We have also seen an increase in coyotes with distemper in the Soquel and Aptos area.
6. In February we issued two Vicious Animal Orders in unincorporated County. We did not issue any Habitual Animal Orders or Vicious Animal Orders in March. In April we issued one Vicious Animal order in County and 2 in Santa Cruz City.
7. I continue to assist the General Manager with Model Ordinance updates and attending meetings with various stakeholders.
8. At the request of Santa Cruz County Parks Department, we have begun patrolling Anna Jean Cummins Park in Soquel and Michael Gray Field in Felton at specific times they are having problems with off leash dogs.
9. PETA offered a \$5,000 reward for information leading to arrest of person (s) shooting cats with pellet guns in Watsonville. We posted dozens of reward posters in English and Spanish, but so far have not had any conclusive tips.
10. All officers attended a 5-hour bat class to better understand how to safely handle, euthanize and gain a better understanding of rabies.
11. We seized 3 dogs from Bonny Doon with a Court ordered Search Warrant. The dogs had previously been declared Vicious and continued to run loose and threaten the community.

Board Report

Erika Smart, Program & Development Manager

June 2021

- Fundraising
 - Bay Federal
 - During the Month of April, all Bay Federal branches were soliciting donations from patrons to our SCCAS. Each branch displayed photos and had flyers up to encourage their customers to donate to us. On Wednesday, March 31st we visited the Capitola branch with some adoptable dogs to take some photos with their team to promote the cause. This effort raised almost \$3,000.
 - GOAT First Friday
 - GOAT is a new outdoor gym in the Live Oak neighborhood. They do First Friday events where they host a special class and donate all the proceeds to a select organization. During the month of April, all proceeds will go to our Shelter. On Friday, April 2nd, we visited their site with adoptable dogs for some photos with their team in support of the event.
 - Santa Cruz Sentinel & Good Times ads with Foundation
 - With support of the Santa Cruz County Animal Shelter Foundation, we ran fundraising ads in the Santa Cruz Sentinel and the Good Times during the month of April.
 - Omega Nu
 - We received a \$1,000 grant with Omega Nu in support of the 2021 Summer Camp Program.
 - New Leaf Sponsorship
 - New Leaf Community Markets agreed to Sponsor the 2021 Summer Camp program at \$3,000 which will support the camp by: sponsoring one child each session (total of four camp sessions), vegetarian lunches and snacks each day, and camp T-Shirts for each child.
 - Business Sponsorship Program
 - \$5,000 from Plants for Pets
- Humane Education
 - Four sessions of Summer Camp will be held at the Shelter on June 7-11, June 21-25, July 5-9, and July 19-23. Each session will have a maximum of ten children to follow COVID-19 guidelines to keep everyone safe.
 - We have a contract Humane Education coordinator that will be contracted for up to 175 hours to conduct camp for four weeks.
 - Camp cost will be \$350 per child – raising \$14,000 for the Shelter over the four weeks.
 - We have also participated in a variety of school presentations over Zoom.

- Organized the COVID Dog Talk with local dog trainer, Mardi Richmond. This was a free virtual training attended by 40 people.
- Healthy Pets for All
 - Healthy Pets for All in Watsonville in January served over 85 animals in 4.5 hours. Due to the demand, we set up a February clinic in Watsonville and saw over 100 pets in 4.5 hours. We were able to serve this many pets with the help of two veterinarians and four registered vet techs from East Lake Animal Hospital who donated their time to the program.
 - April 16th 10am-2pm at Mountain Community resource center in Felton served 60 pets.
 - April 21st East Lake Animal hospital hosted their own version of Healthy Pets for All because they were inspired by our events. They used the Watsonville Shelter and served over 60 animals.
 - Outreach call with HPHP resulted in helping a family dealing with a hoarding situation in their RV. They had over 50 cats living in poor conditions. Many were sick, pregnant, or had other inherited illnesses. The family surrendered the cats and we were able to spay/neuter and find new homes for most of the cats quickly!
 - May 10th Free vaccines in Watsonville at Loaves and Fishes food pantry.
 - May 14th 10am-2pm with Housing Matters on Coral St. in Downtown Santa Cruz. Served 30 pets.
 - **Upcoming Clinics:**
 - June 17th 12pm-2pm dog vaccines at San Lorenzo Park with HPHP.
 - June 25th 10am-2pm at FOWAS spay/neuter clinic in Watsonville.
 - Utilizing \$50,000 Petsmart Charities grant to purchase new supplies and provide free spay/neuter surgery appointments.
- Volunteer Program
 - We have started recruiting new volunteers and officially holding volunteer orientations virtually. In coordination with our Americorps volunteer, we have been able to create video trainings that will be a great benefit to the program moving forward.
 - April was Volunteer Appreciation Month and we secured a variety of donations to have “drive thru pick-up” treats for volunteers.
 - The volunteer center recognized five top volunteers who have continued to volunteer throughout the Pandemic, Fire, Evacuations, and Mass Vaccinations on April 27th. Our amazing (husband and wife volunteer team) Nancie Newby and Brian Gustavson were recognized for their continued support throughout the Pandemic and the CZU Fire.
 - Volunteers have been participating in the Santa Cruz Public Libraries Tales to Tails program biweekly. Volunteers sit with a shelter animal and allow children of all ages to read to the Shelter pets virtually.

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Statistics for the Months of February-May 2021

Recommendation:

Accept and file the reports of statistics for the months of February-May 2021.



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

Kennel Statistics Report
 Animals Taken Into Shelter from 01/01/20 to 12/31/20
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	8	19	3	2	3	35
Born@Shelt	1	0	34	6	0	41
D2D	4	8	0	3	1	16
Evacuation	193	70	12	160	0	435
Protective Custody	14	89	1	393	7	504
Quarantine	5	10	3	12	1	31
Safe Hold	3	18	0	0	0	21
Stray	815	702	486	162	48	2,213
Surrendered by Owner	185	239	123	394	29	970
Transfer	17	84	22	344	9	476
TOTAL	1245	1239	684	1476	98	4,742

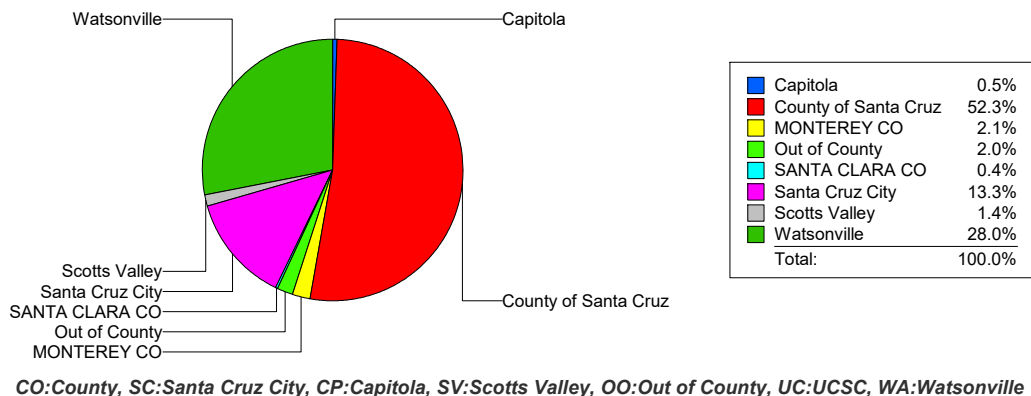
Kennel Statistics Report
 Animals That Left Shelter from 01/01/20 to 12/31/20
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	443	366	476	491	69	1,845
Died	3	0	7	16	0	26
Euthanized	208	132	34	185	3	562
Missing	0	0	0	2	0	2
Relocate Wildlife	0	0	0	4	0	4
Returned to Owner	360	643	21	532	18	1,574
Transferred to Another Shelter	164	95	127	194	11	591
TOTAL	1178	1236	665	1424	101	4,604

Euthanasia Totals from
1/1/2020 to 12/31/2020
All Jurisdictions Combined

<u>Reason for Euth</u>	<u>Animal type</u>					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
	8	0	2	7	0	17
< 8 Weeks	11	0	1	50	0	62
Aggressive	6	44	1	12	0	63
Bite	1	2	0	0	0	3
Bite Hx	2	2	0	0	0	4
Fail2Thrv	4	0	1	0	0	5
Geriatric	4	0	0	0	0	4
Ken Stress	1	1	0	0	0	2
Medical	62	20	23	31	2	138
Observed Behavior	23	57	1	45	1	127
Parvo	0	1	0	0	0	1
Sevh	1	0	0	0	0	1
Space	0	0	0	12	0	12
Suffering	25	0	2	11	0	38
Unsocial	59	5	4	13	0	81
Wildlife	0	0	0	4	0	4
Total	207	132	35	185	3	562

Monthly Percentage of Euthanasia by Jurisdiction





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

Kennel Statistics Report
 Animals Taken Into Shelter from 02/01/21 to 03/31/21
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	2	4	1	0	0	7
D2D	3	0	1	0	0	4
Protective Custody	0	24	0	3	1	28
Quarantine	0	3	1	0	0	4
Safe Hold	6	3	0	1	0	10
Stray	81	75	10	15	6	187
Surrendered by Owner	39	44	9	62	4	158
Transfer	2	22	0	1	0	25
TOTAL	133	175	22	82	11	423

Kennel Statistics Report
 Animals That Left Shelter from 02/01/21 to 03/31/21
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	72	52	18	18	7	167
Died	0	1	0		0	1
Euthanized	14	16	3	4	0	37
Returned to Owner	28	84	0	13	0	125
Transferred to Another Shelter	9	11	0	31	3	54
TOTAL	123	164	21	66	10	384

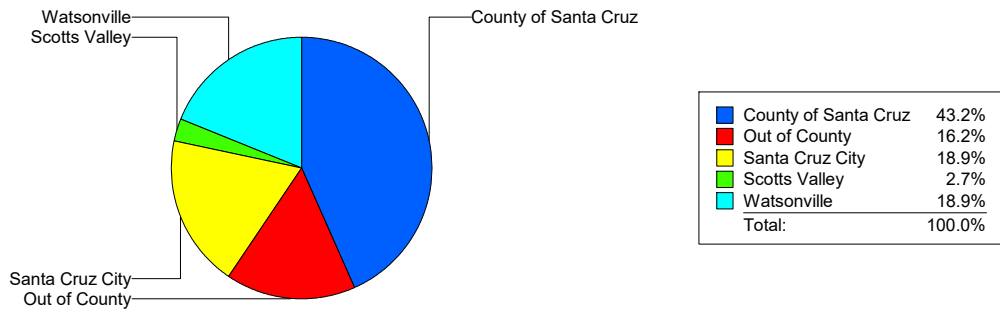
Intakes of Owner Requested Euthanasia From All Jurisdictions During 2/1/2021 to 3/31/2021 =

58

Euthanasia Totals from
2/1/2021 to 3/31/2021
All Jurisdictions Combined

<u>Reason for Euth</u>	<u>Animal type</u>				Total
	CAT	DOG	KITTEN	OTHER	
	0	2	0	1	3
Aggressive	0	4	0	0	4
Bite Hx	1	2	0	0	3
Medical	7	2	3	1	13
Observed Behavior	1	3	0	0	4
Parvo	0	1	0	0	1
Ringworm	1	0	0	0	1
Space	0	0	0	1	1
Suffering	2	1	0	1	4
Unsocial	2	1	0	0	3
Total	14	16	3	4	37

Monthly Percentage of Euthanasia by Jurisdiction



CO:County, SC:Santa Cruz City, CP:Capitola, SV:Scotts Valley, OO:Out of County, UC:UCSC, WA:Watsonville

Animals on hand on March 31, 2021 = 70



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

Kennel Statistics Report
 Animals Taken Into Shelter from 04/01/21 to 05/31/21
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	0	3	2	0	1	6
Born@Shelt	0	0	5	0	0	5
D2D	1	0	0	0	0	1
Protective Custody	0	19	0	3	0	22
Quarantine	2	3	0	0	0	5
Safe Hold	2	5	1	0	0	8
Stray	82	111	106	47	6	352
Surrendered by Owner	73	44	23	116	4	260
Transfer	3	14	76	0	0	93
TOTAL	163	199	213	166	11	752

Kennel Statistics Report
 Animals That Left Shelter from 04/01/21 to 05/31/21
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	74	60	77	37	3	251
Died	5	1	2	1	0	9
Euthanized	28	26	19	50	0	123
Returned to Owner	33	89	1	6	3	132
Transferred to Another Shelter	8	14	14	79	0	115
TOTAL	148	190	113	173	6	630

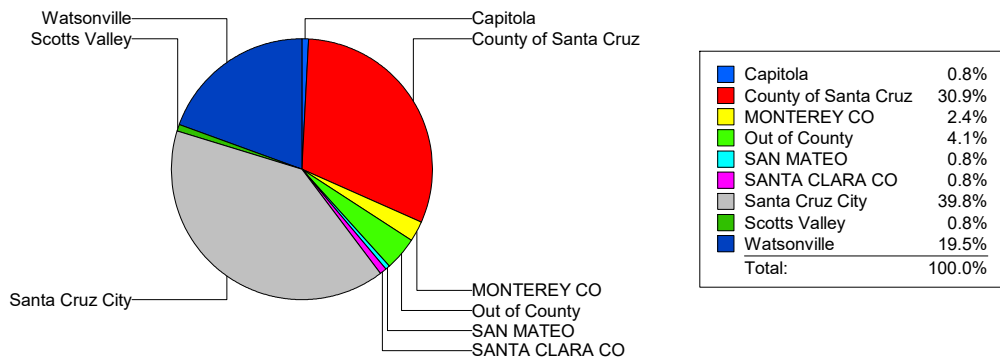
Intakes of Owner Requested Euthanasia From All Jurisdictions During 4/1/2021 to 5/31/2021 =

80

Euthanasia Totals from
4/1/2021 to 5/31/2021
All Jurisdictions Combined

<u>Reason for Euth</u>	<u>Animal type</u>				Total
	CAT	DOG	KITTEN	OTHER	
	1	1	6	0	8
Aggressive	1	12	0	25	38
Bite	0	3	0	0	3
Bite Hx	0	2	0	0	2
Medical	13	3	8	4	28
Observed Behavior	1	4	0	3	8
Prewean	3	0	0	0	3
Ringworm	0	0	4	0	4
Space	0	0	0	6	6
Suffering	1	1	1	0	3
Unsocial	8	0	0	12	20
Total	28	26	19	50	123

Monthly Percentage of Euthanasia by Jurisdiction



CO:County, SC:Santa Cruz City, CP:Capitola, SV:Scotts Valley, OO:Out of County, UC:UCSC, WA:Watsonville

Animals on hand on May 31, 2021 = 92

**Animals Taken Into the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2015**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	60	142	37	12	20	271
Born@Shelt	10	0	89	76	5	180
D2D	8	10	1	3	1	23
Evacuation	205	94	12	245	0	556
Protective Custody	87	770	11	511	70	1,449
Quarantine	40	104	11	60	3	218
Safe Hold	11	29	1	1	0	42
Stray	5,264	6,786	3,921	1,183	710	17,864
Surrendered by Owner	1,884	2,242	1,273	2,071	427	7,897
Transfer	47	194	124	802	23	1,190
Total	7,616	10,371	5,480	4,964	1,259	29,690

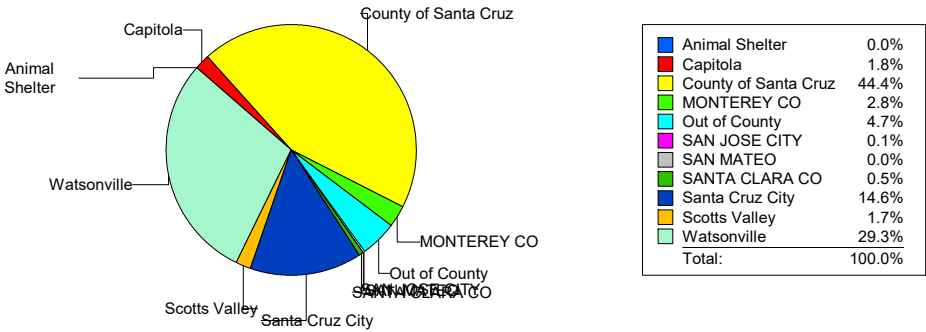
**Animals That Left the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2015**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	2,177	2,697	3,279	1,880	831	10,864
Died	40	9	43	41	1	134
Disposal*	608	210	33	166	7	1,024
Euthanized	2,006	1,474	615	771	90	4,956
Missing	7	2	1	4	0	14
Returned to Owner	1,260	5,083	89	734	144	7,310
Transferred to Another Shelt	1,518	753	1,256	1,305	107	4,939
Wildlife Relocated	0	0	0	5	0	5
Total	7,616	10,228	5,316	4,906	1,180	29,246

* Doa intakes and euthansia requests are not included in these overall stats. The exception are the disposals which may be listed above. These are dead animals that were confiscated for investigation and then disposed of after completion of investigation.

Y-T-D Percentage of Intake Total By Jurisdiction

*



CO:County, SC:Santa Cruz City, CP:Capitola, SV:Scotts Valley, OO:Out of County, UC:UCSC, WA:Watsonville

Consent Agenda Item 5.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Approve Third Quarter Report of all Claims under \$10,000 Approved by the General Manager for January 1, 2021 through March 31, 2021

Recommendation:

Approve the third quarter report of all claims under \$10,000 approved by the General Manager for January 1, 2021 through March 31, 2021.

Discussion:

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

The next quarterly report of expenditures for April 1, 2021 through July 31, 2021 will be included on the August 9, 2021 agenda and every quarter thereafter.

DATE: 4/12/21
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.4 January 1, 2021 through March 31, 2021 Claims Report

The following SCCAS claims under \$10,000 have been approved by the General Manager without prior Board of Directors action, and submitted to the County Auditor-Controller for payment from the Operating Budget for the period of January 1, 2021 through March 31, 2021.

Expenditure Actual Transactions

	Posted	Amount	Description	Vendor No	Vendor Name
Object 61125 -- UNIFORM REPLACEMENT					
	3/15/2021	162.78	VANDERKROEF BOOTS	V107901	SUMMIT UNIFORMS CORP
	3/15/2021	215.22	DELEON PANTS/BELT	V107901	SUMMIT UNIFORMS CORP
	2/25/2021	205.39	STOSUY UNIFORM	V107901	SUMMIT UNIFORMS CORP
Object 61310 -- FOOD					
	1/28/2021	631.11	FOOD FOR EVACUEES' ANIMALS	V14019	COUNTRY HILLS FEED
	2/25/2021	420.25	GEEKS PELLETS, HEN SCRATCH	V741	GENERAL FEED & SEED
	3/15/2021	299.89	ADULT CAT FOOD	V126091	HILLS PET NUTRITION INC
	2/16/2021	299.89	CAT FOOD	V126091	HILLS PET NUTRITION INC
	1/7/2021	1,333.49	CAT AND DOG FOOD	V126091	HILLS PET NUTRITION INC
	1/14/2021	130.80	FOOD FOR EVACUEES' ANIMALS	V14019	COUNTRY HILLS FEED
	1/14/2021	71.34	FOOD FOR EVACUEES' ANIMALS	V14019	COUNTRY HILLS FEED
	1/14/2021	101.45	FOOD FOR EVACUEES' ANIMALS	V14019	COUNTRY HILLS FEED
	1/14/2021	43.58	FOOD FOR EVACUEES' ANIMALS	V14019	COUNTRY HILLS FEED
	1/14/2021	8.00	SPW-2847 WATS SHELTER WATER	V34903	DAMM SOFTWARE SERVICE INC
	1/19/2021	459.70	FOOD FOR EVACUEES' ANIMALS	V14019	COUNTRY HILLS FEED
	2/18/2021	18.99	CHICKEN FEED	E612018	GOMEZ CORONA, RICARDO
Object 61412 -- JANITORIAL SERVICES					
	1/7/2021	825.00	26700 DEC. JANITORIAL	V129185	ALVAREZ INDUSTRIES INC
	2/11/2021	825.00	#26902 JANITORIAL SVCS	V129185	ALVAREZ INDUSTRIES INC
	3/15/2021	825.00	INV #27105 JANITORIAL SVCS	V129185	ALVAREZ INDUSTRIES INC
Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV					
	1/25/2021	294.54	BATTER REPLACEMENT #800	V129906	SPECIALIZED AUTO INC
	1/25/2021	96.20	OIL CHANGE	V39608	HENLEY PACIFIC SF LLC
	3/15/2021	17.47	FUEL CAP	E614070	VAN DER KROEF, MARK
	3/15/2021	155.74	TURN SIGNAL/BRAKE REPAIR	V129906	SPECIALIZED AUTO INC
	2/8/2021	90.00	ACO VEHICLE LOCKOUT REPAIR	V113428	AUTO CARE TOWING
	2/25/2021	89.52	OIL CHANGE - VAN 2062	V39608	HENLEY PACIFIC SF LLC
	2/25/2021	89.52	OIL CHANGE 2354	V39608	HENLEY PACIFIC SF LLC
Object 61725 -- MAINT-OFFICE EQUIPMNT-SERVICES					
	1/28/2021	139.66	CANON CONTRACT	V15391	CANON SOLUTIONS AMERICA INC
	3/29/2021	164.66	CANON LEASE	V15391	CANON SOLUTIONS AMERICA INC
	3/1/2021	139.66	CANON CONTRACT	V15391	CANON SOLUTIONS AMERICA INC
Object 61730 -- MAINT-OTH EQUIP-SERVICES					
	1/7/2021	1,275.20	ANESTHESIA MACHINE SERVICING	V121223	VETEQUIP INC
Object 61922 -- OTHER MEDICAL MATERIALS & SUPP					
	1/7/2021	491.28	FATAL PLUS SOLUTION	V120920	VORTECH PHARMACEUTICALS
	1/14/2021	2,025.99	RESCUE, EUTH SOLUTION	V120453	MWI VETERINARY SUPPLY CO
	1/19/2021	57.83	SPW-2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
	1/14/2021	9,376.00	RESCUE, MELOXICAM, TATTOO INK	V120453	MWI VETERINARY SUPPLY CO
	1/14/2021	215.63	OXYGEN CYLINDERS FOR CLINIC	V125202	ANALGESIC SERVICES INC
	1/14/2021	40.50	SPW-2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
	2/4/2021	3,979.14	GLOVES, DRAPE, SHOE COVERS	V120453	MWI VETERINARY SUPPLY CO
	2/4/2021	213.00	MEDICAL LABELS	V41790	PARA-MEDICAL LABELS OF COOO KAMONGA INC
	2/4/2021	805.24	BUPRENORPHINE, PRAZIQUANTEL	V129835	ROADRUNNER PHARMACY INC
	2/8/2021	16.00	SPW-2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
	3/15/2021	163.12	#250094 PRESCRIPTION LABELS	V41790	PARA-MEDICAL LABELS OF COOO KAMONGA INC
	3/15/2021	10,326.99	FORCEPS, TELAZOL, GAUZE, GLOVE	V120453	MWI VETERINARY SUPPLY CO
	3/15/2021	90.81	OXYGEN CYLINDERS	V125202	ANALGESIC SERVICES INC
	2/16/2021	697.40	ASI ANNUAL FEE	V125202	ANALGESIC SERVICES INC
	2/25/2021	1,075.28	BUPRENORPHINE	V129835	ROADRUNNER PHARMACY INC
	2/25/2021	496.14	ADVANTAGE, CLARO OTIC SOLUTION	V41124	ELANCO US INC
	3/4/2021	24.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
	3/11/2021	18.50	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
Object 62020 -- MEMBERSHIPS					
	1/28/2021	765.00	JUSTICE CLEARINGHOUSE TRAININ	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	3/4/2021	150.00	MANRIQUEZ STATE CERTIFICATION	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	3/4/2021	350.00	CALIFORNIA ANIMAL WELFARE MEMB	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62111 -- MISCELLANEOUS EXPENSE-SERVICES					
	3/4/2021	25.00	BUENA VISTA LANDFILL FEE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	1/25/2021	17.00	MEASURE F PARCEL TAX	V31259	SANTA CRUZ COUNTY PARKS
	1/7/2021	25.00	PREMISES PERMIT CERTIFICATE	E612154	SOBEL, MELANIE

	Posted	Amount	Description	Vendor No	Vendor Name
Object 62112 -- CASH SHORTAGES					
	2/1/2021	1.00	Cash Shortage	C99999	DEP
Object 62221 -- POSTAGE					
	1/7/2021	114.78	POSTAGE METER LEASE	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES
	2/4/2021	3,155.80	POSTAGE	V15715	THE PITNEY BOWES BANK INC
	1/25/2021	111.64	PITNEY BOWES LEASE	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES
	3/22/2021	111.64	POSTAGE METER LEASE	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES
	3/4/2021	36.30	POSTAGE STAMPS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	1/28/2021	36.30	POSTCARD STAMPS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62223 -- SUPPLIES					
	1/28/2021	6,841.79	CHAIR MAT, USB CABLE, SWEATSHI	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	1/28/2021	436.93	LIGHTS, HOSE, SHARPS DISPOSAL	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	3/4/2021	187.93	CHAIR MAT, TRAINING BOOKS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	3/4/2021	22.94	SUPPLIES FOR SINK REPAIR	E613605	MCCONNELL, TAMI
	3/4/2021	364.07	LOCKS, AC SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	3/4/2021	39.89	BOTTLES/CONTAINERS - CAT FOOD	E611680	GOLDBERG, SARAH
	3/4/2021	4,750.00	MICROCHIPS	V37541	DATAMARS INC
	3/4/2021	2,352.79	CLINIC SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
	2/25/2021	607.67	RECEIPT BOOKS, BATTERIES	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
	2/22/2021	201.30	LICENSE TAGS	V34353	PET HUB INC
	1/25/2021	137.23	CONTROLLED SUBSTANCE LOG	V128735	PATTERSON VETERINARY SUPPLY INC
	3/29/2021	219.80	TONER, LEGAL PADS, FOLDERS	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
	2/4/2021	95.52	KEYS FOR STAFF	V109597	REEDER, STEPHEN
	1/7/2021	61.03	PRESCRIPTION LABELS	V126117	QUILL CORPORATION
	1/19/2021	89.36	TONER, FILE BOX	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
	1/19/2021	388.38	PET CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
	2/18/2021	35.76	CONTRACTOR FARM HOSE	E614733	MCCALL, LINDSAY
Object 62310 -- BANKING SERVICES					
	2/3/2021	105.31	January PayPal Fees	C99999	DEP
	2/9/2021	55.34	PA Fees 122220-013121	C99999	DEP
	3/2/2021	339.93	Bank Fees SC 022321	C99999	DEP
	2/23/2021	224.84	Web Bank Fees 010521	C99999	DEP
	2/23/2021	228.63	Web Bank Fees 020221	C99999	DEP
	2/16/2021	5.83	INTEREST CHARGE	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
	3/22/2021	368.87	Web Fees 030221	C99999	DEP
	1/11/2021	63.15	VALERO INTEREST CHARGES	V14942	WEX BANK
	1/6/2021	837.59	December PayPal Fees	C99999	DEP
	1/11/2021	143.13	Web Fees 110320	C99999	DEP
	1/11/2021	221.71	Web Fees 120220	C99999	DEP
	1/26/2021	311.88	Bank Fees SC 012521	C99999	DEP
	3/8/2021	66.42	February PayPal Fees	C99999	DEP
	1/4/2021	234.79	Bank Fees SC 111820	C99999	DEP
	1/4/2021	298.05	Bank Fees SC 121820	C99999	DEP
Object 62317 -- CONSULT/MGT/PC SERVICES					
	1/19/2021	137.20	DEC WEB LICENSE FEES	V11567	HLP INC
	3/18/2021	155.05	FEB WEB LICENSE FEES	V11567	HLP INC
	2/16/2021	151.55	WEB LICENSING FEES-JANUARY	V11567	HLP INC
Object 62381 -- PROF & SPECIAL SERV-OTHER					
	1/25/2021	1,600.00	BENEFIT SHOP MANAGMENT	V37693	GOODMAN, LEA M
	2/16/2021	300.00	JANUARY PICK UP	V35604	FLINTSTONE ENTERPRISES
	3/15/2021	300.00	FEBRUARY CREMATION SERVICES	V35604	FLINTSTONE ENTERPRISES
	3/15/2021	170.00	ALARM ACTIVATIONS	V9813	WATSONVILLE POLICE DEPARTMENT
	3/29/2021	1,600.00	BENEFIT SHOP MGMT	V37693	GOODMAN, LEA M
	3/29/2021	87.00	ALARM MONITORING 0401-0630	V2295	POLAND, DOYLE
	3/29/2021	148.50	ALARM MONITORING 0401-0630	V2295	POLAND, DOYLE
	3/29/2021	251.16	BIO WASTE PICK UP SC	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
	3/29/2021	855.00	CREMATION SERVICES	V37591	THOMPSON, TRENT
	3/29/2021	79.50	ARAM MONITORING 0401-0630	V2295	POLAND, DOYLE
	1/28/2021	125.04	MEDICAL WASTE SERVICES	V14496	STERICYCLE ENVIRONMENTAL SOLUTIONS INC
	3/4/2021	1,600.00	BENEFIT SHOP MANAGEMENT	V37693	GOODMAN, LEA M
	3/18/2021	364.00	FEB LAB TESTS	V10638	IDEXX DISTRIBUTION INC
	1/14/2021	318.20	DECEMBER LAB WORK	V10638	IDEXX DISTRIBUTION INC
	3/1/2021	287.50	ALARM SERVICE CALL, BATTERY	V2295	POLAND, DOYLE
	1/19/2021	200.00	DEC CREMATION SERVICES	V35604	FLINTSTONE ENTERPRISES
	1/14/2021	1,325.00	CREMATION SVCS DEC	V37591	THOMPSON, TRENT
	2/11/2021	328.61	ACCT #157635 LAB WORK	V10638	IDEXX DISTRIBUTION INC
Object 62399 -- VETERINARIAN SERVICES					
	2/11/2021	4,916.25	JANUARY VET SVCS	V41376	KEIL, JENNIFER
	2/11/2021	(69.50)	SCVH Fees	C99999	DEP
	3/8/2021	3,847.50	FEBRUARY VET SERVICES	V38841	FANKHAUSER, JEFFREY
	3/8/2021	(170.75)	SCVH Fees	C99999	DEP

Posted	Amount	Description	Vendor No	Vendor Name
2/1/2021	(35.75)	SCVH Fees	C99999	DEP
2/18/2021	8,370.00	VET SVCES DEC-JAN	V38841	FANKHAUSER, JEFFREY
1/7/2021	3,752.50	DECEMBER VET SVCS	V41376	KEIL, JENNIFER
1/26/2021	(86.50)	SCVH Fees	C99999	DEP
1/28/2021	184.80	DIGITAL RADIOGRAPH STUDY	V128367	COAST EQUINE VETERINARY SERVICES INC
2/25/2021	328.20	VET SERVICES - GOATS	V123183	LARGE ANIMAL VETERINARY SERVICE OF SANTA CRUZ INC
2/25/2021	99.35	VET SERVICES - EWE	V123183	LARGE ANIMAL VETERINARY SERVICE OF SANTA CRUZ INC
2/25/2021	3,871.25	FEB VET SERVICES	V41376	KEIL, JENNIFER
3/4/2021	184.80	DIGITAL RADIOGRAPH STUDY	V128367	COAST EQUINE VETERINARY SERVICES INC
3/2/2021	(105.25)	SCVH Fees	C99999	DEP
2/9/2021	(40.00)	SCVH Fees	C99999	DEP
2/24/2021	(96.75)	SCVH Fees	C99999	DEP
3/11/2021	5,082.50	FEBRUARY VET SERVICE	V41376	KEIL, JENNIFER
1/11/2021	(198.92)	SCVH Fees	C99999	DEP
3/15/2021	2,288.76	SCVH Vet Svcs Jan 2021	V108476	SANTA CRUZ VETERINARY HOSPITAL
1/25/2021	1,043.25	NOVEMBER VET SVCS	V108476	SANTA CRUZ VETERINARY HOSPITAL
1/25/2021	1,345.73	DECEMBER VET SVCS	V108476	SANTA CRUZ VETERINARY HOSPITAL
1/25/2021	2,185.00	VET SERVICES JANUARY	V41376	KEIL, JENNIFER
Object 62710 -- FIELD EQUIPMENT				
1/28/2021	103.31	LAPTOP CORD, BITE GLOVES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/4/2021	162.57	MASKS, GUN RACK, BOARDS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62842 -- INVENTORY MATERIALS PURCHASED				
1/28/2021	2,026.92	HARNESS, COLLARS, LEASHES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62857 -- SPECIAL MISC EXPENSE-SUPPLIES				
1/28/2021	1,362.46	SECURITY CAMERAS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62914 -- EDUCATION & TRAINING(REPT)				
3/4/2021	495.00	EMPLOYEE TRAINING	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/24/2021	150.00	Move Reg to Education		
3/24/2021	40.00	Move Reg to Education		
Object 62920 -- GAS, OIL, FUEL				
1/11/2021	1,128.46	69560150 FUEL CHARGES	V14942	WEX BANK
3/15/2021	1,311.92	FEB. FUEL CHARGES	V14942	WEX BANK
2/16/2021	1,566.34	FUEL FOR ACO VEHICLES	V14942	WEX BANK
3/4/2021	31.33	FUEL FOR CROWN VICTORIA	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 63070 -- UTILITIES				
1/11/2021	2,433.67	SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
3/25/2021	312.67	4857456190-7	V129169	PACIFIC GAS AND ELECTRIC CO
2/16/2021	273.98	TRASH/RECYCLE BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
2/16/2021	1,002.11	TRASH/RECYCLE SC	V124657	GREENWASTE RECOVERY INC
2/16/2021	84.09	Acct#33115 INTERNET FOR SC	V125912	THE INTERNET STORE INC
3/4/2021	2,456.44	SC UTILITIES	V129169	PACIFIC GAS AND ELECTRIC CO
3/4/2021	2,650.74	SC UTILITIES	V129169	PACIFIC GAS AND ELECTRIC CO
3/4/2021	27.17	ANNEX WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/4/2021	597.98	SANTA CRUZ WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/4/2021	26.15	SANTA CRUZ WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/28/2021	2,632.43	SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
2/25/2021	342.06	WATSONVILLE UTILITIES	V129169	PACIFIC GAS AND ELECTRIC CO
3/11/2021	532.57	WATS WATER/SEWER/TRASH	V100856	WATSONVILLE CITY UTILITIES
3/25/2021	5,053.48	0484373105-2	V129169	PACIFIC GAS AND ELECTRIC CO
3/11/2021	273.98	TRASH/RECYCLE - B. SHOP	V124657	GREENWASTE RECOVERY INC
3/11/2021	1,002.11	TRASH/RECYCLE SC	V124657	GREENWASTE RECOVERY INC
2/4/2021	27.17	ANNEX WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/4/2021	597.98	SANTA CRUZ WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/4/2021	26.15	SANTA CRUZ WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/4/2021	527.55	WATS WATER/SEWER	V100856	WATSONVILLE CITY UTILITIES
1/19/2021	357.46	WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
1/19/2021	93.72	ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
1/7/2021	528.83	WATSONVILLE WATER/SEWER	V100856	WATSONVILLE CITY UTILITIES
1/14/2021	273.98	TRASH/RECYCLE - BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
1/14/2021	1,002.11	TRASH/RECYLCE - SC SHELTER	V124657	GREENWASTE RECOVERY INC
1/14/2021	91.99	ACCT 33115 SC SHELTER INTERNET	V125912	THE INTERNET STORE INC
1/7/2021	39.71	SC SHELTER WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/7/2021	79.05	#33115 INTERNET - SC SHELTER	V125912	THE INTERNET STORE INC
1/7/2021	81.41	ANNEX WATER UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/7/2021	26.15	SC SHELTER WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/7/2021	747.14	SC SHELTER WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/18/2021	109.42	SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
2/18/2021	150.96	PG&E - ANNEX	V129169	PACIFIC GAS AND ELECTRIC CO

Consent Agenda Item 5.5

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Third Quarter Report of all Journal Entries made to the County of Santa Cruz and Interfaces for the County ISD Telecom Services for January 1, 2021 through March 31, 2021

Recommendation:

Accept the third quarter report of all Journal Entries made to the County of Santa Cruz and interfaces for the County ISD Telecom Services for January 1, 2021 through March 31, 2021.

Discussion:

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

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

The next quarterly report of Journal Entries and interfaces for April 1, 2021 through June 30, 2021 will be included on the August 9, 2021 agenda and every quarter thereafter.

DATE: 4/12/2021
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Melanie Sobel, General Manager
 SUBJECT: Item 5.5 January 1, 2021 through March 31, 2021 County Journal Entry Report

The following SCCAS journal entry claims are for services paid directly to Santa Cruz County and submitted to the County Auditor-Controller for payment from the Operating Budget for the period January 1, 2021 through March 31, 2021.

Expenditure Actual Transactions

	Posted	Document	Amount	Description	Department
	3/5/2021	JV210689	2,777.25	MARCH RADIO SERVICES	SANTA CRUZ REGIONAL 911
	1/31/2021	JV210539	2,777.25	RADIO SVCS FEBRUARY 2021	SANTA CRUZ REGIONAL 911
Department Total			5,554.50		
	2/17/2021	IB210315	2,753.12	JANUARY 2021 TELEPHONE CHGS	ISD-TELECOM
	2/17/2021	IB210315	60.81	JANUARY 2021 TELEPHONE CHGS	ISD-TELECOM
	1/4/2021	IB210280	186.77	DECEMBER 2020 TELEPHONE CHGS	ISD-TELECOM
	1/4/2021	IB210280	4,776.92	DECEMBER 2020 TELEPHONE CHGS	ISD-TELECOM
	3/11/2021	IB210367	3,984.55	FEBRUARY 2021 TELEPHONE CHGS	ISD-TELECOM
	3/11/2021	IB210367	194.94	FEBRUARY 2021 TELEPHONE CHGS	ISD-TELECOM
Department Total			11,957.11		
	2/18/2021	GS210261	12,314.33	Q2 2021 Bldg/Eqp Mntc SC ASA	GSD
Department Total			12,314.33		
	1/20/2021	GS210004	2,319.75	WAREHOUSE CHARGES MONTH 9/2020	GSD - WAREHOUSE
	3/22/2021	GS210006	1,474.25	WAREHOUSE CHARGES MONTH 11/20	GSD - WAREHOUSE
	2/18/2021	GS210005	1,282.50	WAREHOUSE CHARGES MONTH 10/20	GSD - WAREHOUSE
Department Total			5,076.50		
Object 62226 -- INVENTORIAL ITEMS <5000					
	2/1/2021	IB210318	313.09	1-LVO TIO G4 23.8IN MON FHD DP	ISD - PC
	2/18/2021	IB210343	5,649.76	3-LVO M720Q AND 9-LVO TIO G4 M	ISD - PC
	1/26/2021	IB210302	944.00	1-LVO M720Q I7-8700T 256/16 W1	ISD - PC
	3/15/2021	IB210383	6,581.17	6-LVO M720Q I7-10610U AND 9-4Y	ISD - PC
	1/28/2021	IB210305	101.91	1-LVO 4Y PROTECT (ONSITE+KYD+P	ISD - PC
	1/5/2021	IB210281	5.98	6-Port Data Jack Inserts and F	
Department Total			13,595.91		
	2/1/2021	JV210545	1,450.00	Code Compliance Hearings OCT.	CAO's OFFICE
Department Total			1,450.00		
	1/31/2021	JV210540	49,417.25	3RD QTR CERTS LEASE PMT	COUNTY OF SANTA CRUZ
	2/1/2021	JCOSTPLAN	15,847.25	3RD QTR COST PLAN CHARGES	COUNTY OF SANTA CRUZ
Department Total			65,264.50		
	3/19/2021	JV210733	1,662.27	SCCAS BENEFIT SHOP UTILITIES	PARKS DEPARTMENT
Department Total			1,662.27		

Consent Agenda Item 5.6

TO: Animal Services Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: ASA Board Officer Positions for FY 2021-22

Recommendation:

Appoint Officers of the Santa Cruz County Animal Services Authority Board of Directors as recommended by the General Manager, effective for the first meeting of FY 2021-22.

Discussion:

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

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

Based on this rotation, the Officers of the Board of Directors are the following for 2021-22:

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

For your reference, the following information is provided:

Board Rotation for 2020-21

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

Board Rotation for 2019-20

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

Board Rotation for 2018-19

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

Board Rotation for 2017-18

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

Board Rotation for 2016-17

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

Board Rotation for 2015-16

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

Board Rotation for 2014-15

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

Board Rotation for 2013-14

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

Board Rotation for 2012-13

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

Board Rotation for 2011-12

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

Board Rotation for 2010-11

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

Board Rotation for 2009-10

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

Board Rotation for 2008-09

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

Board Rotation for 2007-08

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

Board Rotation for 2006-07

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

Board Rotation for 2005-2006

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

Board Rotation for 2004-2005

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

Board Rotation for 2003-2004

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

Board Rotation for 2002-2003

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

Consent Agenda Item 5.7

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Approve Continuing Agreements for FY 2021-22

Recommendation:

Approve the continuing agreements for vendor contracts over \$10,000 for FY 2021-22.

EXPENDITURES AGREEMENTS TO BE RENEWED FOR FISCAL YEAR 2021-2022 OVER \$10,000

Department Title	Index Code	Object Code	Vendor (Contractor) Name	Estimated Amount	Description
Animal Services Authority	702810	62610	County of Santa Cruz	\$200,000	Live Oak Shelter Lease
Animal Services Authority	702810	61525	SDRMA	\$60,000	Liability Insurance
Animal Services Authority	702810	62317	HLP, Inc	\$22,000	Chameleon Software Support
Animal Services Authority	702850	62399	Fankhauser, Jeffrey	\$150,000	Veterinarian Services
Animal Services Authority	702850	62399	Veterinarian Services Master Agreement	\$50,000	Substitute Veterinarian Services
Animal Services Authority	702810	62381	Gourmet Products 2 Go	\$25,000	Benefit Shop Management
Animal Services Authority	702810	62381	Stacey Iverson	\$25,000	Education Coordinator
Animal Services Authority	702810	61215	Santa Cruz Regional 9-1-1	\$35,000	Dispatch Services with NETCOM

Consent Agenda Item 5.8

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Accept Designated and Undesignated Donations in the Total of \$45,550 and Direct that the Checks be Deposited

Recommendation:

Accept designated and undesignated donations in the total of \$45,550 and direct that the checks be deposited.

Discussion:

Donations received from the Santa Cruz County Animal Shelter Foundation:

- \$8,500 for April licenses and green envelope
- \$17,050 for March dog license donation match, green envelope campaign match, Humane Educator, collars and leashes for Healthy Pets for All clinics, Constant Contact fee

Other donations received:

- \$5,000 from Fidelity Charitable from an anonymous donor for the Campus Expansion program
- \$5,000 from Fidelity Charitable from Char Williams for the Campus Expansion program
- \$10,000 from Schwab Charitable from Peter and Emma Thelen for unrestricted donation

Consent Agenda Item 5.9

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 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.

Discussion:

This agenda item was brought to your Board and accepted on April 19, 2021. Subsequently, it was discovered that there was an error in the AUD74 form. A revised form is attached.

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: June 14, 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	076114	75239	M28023	\$ 26,770
076114	75239			M28031	70,317	CONTRIB TO COUNTY	
From			076114	34400		\$ 97,087	FUND BALANCE

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 6/14/21 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

Distribution: BRD. NAME AGENDA DATE Item No.

Consent Agenda Item 5.10

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 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.

Discussion:

This agenda item was brought to your Board and accepted on April 19, 2021. Subsequently, it was discovered that there was an error in the AUD74 form. A revised form is attached.

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: June 14, 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
		076114	75239	M28031	\$ 318,000	CONTRIB TO COUNTY
TRANSFER	To					
	From	076114	34400		\$ 318,000	FUND BALANCE

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

SEE SCCAS 6/14/21 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.

Consent Agenda Item 5.11

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Approve AUD60 Accepting and Appropriating Funds from FEMA Totaling \$86,802

Recommendation:

Approve AUD60 accepting and appropriating funds from FEMA totaling \$86,802.

Discussion:

FEMA is reimbursing the Santa Cruz County Animal Shelter for costs incurred from housing and caring for privately owned animals during the CZU Lightning Fires.

BEFORE THE BOARD OF DIRECTORS
OF THE SANTA CRUZ COUNTY ANIMAL SHELTER

Resolution No. 2021-5

On the motion of Board Member
Duly seconded by Board Member
The following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is the recipient of funds, in the amount of \$86,802.00, from FEMA to help fund the CZU Fire-related expenditures; and

WHEREAS, the above-referenced funds are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the Santa Cruz County Animal Shelter; and

WHEREAS, pursuant to Government Code section 29130(b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Directors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller-Treasurer-Tax Collector accept the amount of \$86,802.00 for use by the Santa Cruz County Animal Shelter to help fund the CZU Fire—related expenditures.

<u>GL Key</u>	<u>Revenue Object</u>	<u>JL Key</u>	<u>JL Object</u>	<u>Acct Name</u>	<u>Amount</u>
<u>702810</u>	<u>41093</u>				<u>\$86,802.00</u>

and that such funds be and are hereby appointed as follows:

<u>GL Key</u>	<u>Expenditure Object</u>	<u>JL Key</u>	<u>JL Object</u>	<u>Acct Name</u>	<u>Amount</u>
<u>702810</u>	<u>61922</u>				<u>\$46,802.00</u>
<u>702810</u>	<u>62399</u>				<u>\$40,000.00</u>

PASSED AND ADOPTED BY THE Board of Directors of the Santa Cruz County Animal Shelter, this 14th day of June, 2021 by the following vote (requires four-fifths vote for approval):

AYES: MEMBERS _____

NOES: MEMBERS _____

ABSENT: MEMBERS _____

Chair of the Board

ATTEST:

Clerk of the Board

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been)(will be)received within the current fiscal year.

By: _____
Department Head

Date: _____

COUNTY ADMINISTRATIVE OFFICER /___ / Recommended to Board
/___ / Not recommended to Board

APPROVED AS TO FORM:

APPROVED AS TO ACCOUNTING DETAIL:

County Counsel

Auditor-Controller-Treasurer-Tax Collector

Distribution:
Auditor-Controller-Treasurer-Tax Collector
County Counsel
County Administrative Officer
Originating Department

Consent Agenda Item 5.12

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Approve AUD74 Authorizing General Manager to Transfer Appropriations
in the Amount of \$60,000 to Fund the Purchase of a New Animal Control
Vehicle

Recommendation:

Approve AUD74 authorizing General Manager to transfer appropriations in the amount of \$60,000 to fund the purchase of a new animal control vehicle.

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

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

Date: June 14, 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
	60,000

Batch #	
Date	Keyed By:

		GL KEY	OBJECT	JL CODE	Amount	Account Description	
			702810	86209		\$ 60,000	MOBILE EQUIPMENT
TRANSFER	To						
	From	702810	52015		\$ 60,000	RETIREMENT	

Explanation: TRANSFER APPROPRIATIONS IN SALARIES AND BENEFITS FOR PURCHASE OF ANIMAL CONTROL VEHICLE SHELTER.

SEE SCCAS 6/14/21 ITEM THAT AUTHORIZED THE SCCAS GM TO TRANSFER AVAILABLE APPROPRIATIONS IN SALARIES AND BENEFITS TO PURCHASE AN ANIMAL CONTROL VEHICLE.

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.

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: General Manager's Oral Report

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

Agenda Item 6.2

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Financial Report for the period ending May 31, 2021

Recommendation:

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

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

Discussion:

The Financial Report for April/May 2021 reflects total revenues of \$932,792 and expenditures of \$627,638. Current YTD revenues are 113% of a potential 92%. The percentage of current year expenditures is at 84%.

Licensing revenues YTD are \$267,328. At this point last year licensing revenues were \$272,864.

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 Summary for Fiscal Year 2020-2021
For Months Ending May 31, 2021**

Revenues:	2020-2021 Final Budget	2020-2021 Est/Actuals	2020-2021 YTD Actuals	YTD Remaining	2019-2020 YTD Actuals
ANIMAL LICENSES	\$225,000	\$290,000	\$267,328	\$22,673	\$272,864
INTEREST	\$30,000	\$16,000	\$15,032	\$968	\$37,109
RENTS & CONCESSIONS	\$700	\$100	\$84	\$16	\$172
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$0	\$0	\$0	\$140
ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
FED-CARES ACT CRF FUNDING	\$0	\$0	\$0	\$0	\$0
HUMANE SERVICES	\$200,000	\$225,000	\$209,402	\$15,598	\$220,516
ADMINISTRATIVE SERVICES	\$2,600	\$2,000	\$1,879	\$121	\$2,675
COST RECOVERY-OTHER	\$5,500	\$3,000	\$2,571	\$430	\$5,479
MEMBER CONTRIBUTION	\$3,191,322	\$2,872,279	\$2,870,279	\$2,000	\$3,184,487
CHARGES FOR CURRENT SERVICES	\$20,000	\$11,550	\$10,850	\$700	\$11,775
ADMIN FINE FEES	\$10,000	\$7,500	\$6,598	\$903	\$9,331
GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$0	\$15,000
ANIMAL MICROCHIP FEES	\$20,000	\$17,000	\$15,823	\$1,177	\$14,357
ANIMAL RABIES FEES	\$18,000	\$16,000	\$14,963	\$1,037	\$13,419
ANIMAL SPAY&NEUTER FEES	\$100,000	\$105,000	\$95,230	\$9,770	\$91,465
SALES-OTHER-TAXABLE	\$30,000	\$75,000	\$66,509	\$8,491	\$56,819
CASH OVERRAGES	\$0	\$93	\$93	(\$0)	\$66
CONTRIBUTIONS and DONATIONS	\$262,000	\$600,000	\$997,368	(\$397,368)	\$354,124
INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0
NSF CHECKS	\$0	(\$35)	(\$35)	\$0	(\$63)
NSF CHECKS-RETURNED CHECK FEE	\$0	\$0	\$0	\$0	\$40
OTHER REVENUE	\$40,000	\$40,000	\$24,473	\$15,527	\$24,231
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$4,170,322	\$4,295,487	\$4,613,446	(\$317,959)	\$4,314,006

Less Expenditures:

Salaries and Benefits	\$3,315,874	\$2,744,589	\$2,515,627	\$228,962	\$2,907,033
Services and Supplies	\$1,047,757	\$1,155,463	\$1,029,784	\$125,679	\$945,028
Other Uses	\$63,391	\$63,391	\$63,389	\$2	\$103,204
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out	\$101,000	\$101,000	\$101,000	\$0	\$0
TOTAL EXPENDITURES:	\$4,528,022	\$4,064,443	\$3,709,800	\$354,643	\$3,955,265

Plus Contingency:

	\$181,121	\$0	\$0	(\$0)	\$0
TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$4,709,143	\$4,064,443	\$3,709,800	\$354,643	\$3,955,265

NET REVENUES OVER (UNDER) EXPENDITURE	(\$538,821)	\$231,044	\$903,646	(\$672,602)	\$358,741
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BEGINNING FUND BALANCE - UNDESIGNATED (unaudited ending balance from 6/30/20)	\$1,048,850	\$1,048,850	\$1,048,850	\$1,048,850	\$685,045
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ENDING FUND BALANCE - UNDESIGNATED	\$510,029	\$1,279,894	\$1,952,496	\$376,248	\$1,043,786
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ANIMAL LICENSE DETAIL

	2020-21 YTD Actuals	2019-20 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$8,263	\$9,363	(\$1,100)
LICENSES - SANTA CRUZ	\$55,268	\$48,154	\$7,114
LICENSES- SCOTTS VALLEY	\$14,752	\$13,764	\$988
LICENSES- COUNTY	\$157,918	\$166,411	(\$8,493)
LICENSES- WATSONVILLE	\$31,127	\$35,172	(\$4,045)

* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/20 is \$472,501 (Unaudited)

* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/20 is \$900 (Unaudited)

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

As of 5/31/21 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	April Actuals	May Actuals	2020-21 YTD Actuals	YTD Remaining	92%	92%	2019-20 YTD Actuals	COMPARE THRU MAY PY ACTUALS	May Actuals	2019-20 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY Eas Actualized				
51000	SALARIES & BENF	\$3,315,874	\$2,983,527	\$2,744,589	\$181,619	\$188,725	\$2,515,627	\$228,962	84.32%	88.87%	\$2,907,033	(\$391,406)	\$218,877	\$3,271,240
61000	SERVICES & SUPPL	\$1,047,757	\$1,100,757	\$1,155,463	\$130,718	\$110,728	\$1,029,784	\$125,679	93.55%	89.02%	\$945,028	\$84,756	\$64,086	\$1,061,634
70000	OTHER CHARGES	\$63,391	\$63,391	\$63,391	\$15,847	\$0	\$63,389	\$2	100.00%	100.00%	\$103,204	(\$39,815)	\$0	\$103,204
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	42.70%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$32,474	(\$32,474)	\$0	\$32,474
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
98700	CONTINGENCIES	\$181,121	\$166,814	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$4,709,143	\$4,415,489	\$4,064,443	\$328,185	\$299,453	\$3,709,800	\$354,643	84.02%	174.67%	\$4,087,739	(\$377,939)	\$282,963	\$4,568,552
40100-42500	TOTAL REVENUES	\$4,170,322	\$4,096,593	\$4,382,289	\$260,998	\$671,794	\$4,613,446	(\$231,157)	112.62%	95.91%	\$4,314,006	\$299,440	\$123,397	\$4,497,849
	NET COST	\$538,821	\$318,896	(\$317,846)	\$67,187	\$372,341	(\$903,646)	\$585,800	-283.37%	-320.02%	(\$226,267)	\$677,379	(\$159,566)	\$70,703
51000	REGULAR PAY-PER	1,954,631	1,644,064	1,630,768	\$108,149	\$114,767	\$1,489,848	\$140,920	90.62%	88.22%	\$1,719,167	(\$229,319)	\$138,068	1,948,836
51005	OVERTIME PAY-PE	4,159	4,159	5,391	\$95	\$24	\$5,288	\$103	127.14%	99.88%	\$3,652	\$1,636	\$4	3,656
51010	REGULAR PAY-EXT	56,234	111,702	51,175	\$3,690	\$3,300	\$45,884	\$5,291	41.08%	97.73%	\$78,531	(\$32,647)	\$200	80,356
51040	DIFFERENTIAL PAY	31,366	31,366	24,210	\$2,029	\$1,989	\$21,934	\$2,276	69.93%	91.15%	\$27,194	(\$5,260)	\$1,753	29,833
52010	OASDI-SOCIAL SE	146,703	135,970	123,342	\$8,521	\$8,985	\$115,251	\$8,091	84.76%	88.53%	\$135,641	(\$20,390)	\$10,500	153,208
52015	RETIREMENT	500,562	464,225	377,259	\$28,987	\$29,347	\$342,054	\$35,205	73.68%	88.14%	\$402,220	(\$60,166)	\$32,752	456,352
53010	EMPLOYEE INSURA	542,630	512,452	452,855	\$30,147	\$30,312	\$415,778	\$37,077	81.14%	88.84%	\$464,567	(\$48,789)	\$35,600	522,938
53015	UNEMPLOYMENT IN	3,964	3,964	3,964	\$0	\$0	\$3,964	(\$0)	100.00%	100.00%	\$4,416	(\$452)	\$0	4,416
54010	WORKERS COMPENS	75,625	75,625	75,625	\$0	\$0	\$75,625	(\$0)	100.00%	100.00%	\$71,645	\$3,980	\$0	71,645
51000	SALARIES & BENF	\$3,315,874	\$2,983,527	\$2,744,589	\$181,619	\$188,725	\$2,515,627	\$228,962	84.32%	88.87%	\$2,907,033	(\$391,406)	\$218,877	\$3,271,240
61115	POLICE SAFETY EQUIPMENT	500	500	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61125	UNIFORM REPLACEMENT	1,500	1,500	1,500	\$0	\$205	\$1,088	\$412	72.52%	99.34%	\$3,156	(\$2,068)	\$0	3,177
61215	RADIO SERVICES	35,000	35,000	35,000	\$5,555	\$2,777	\$33,327	\$1,673	95.22%	91.70%	\$29,700	\$3,627	\$2,689	32,388
61220	TELECOM SERVICES	46,000	46,000	46,000	\$3,947	\$4,234	\$40,885	\$5,115	88.88%	83.31%	\$40,952	(\$67)	\$4,103	49,154
61310	FOOD	10,000	10,000	18,000	\$440	\$33	\$16,190	\$1,810	161.90%	94.44%	\$12,073	\$4,117	\$109	12,784
61412	JANITORIAL SERVICES	10,000	10,000	10,000	\$825	\$1,567	\$9,107	\$893	91.07%	72.73%	\$6,600	\$2,507	\$0	9,075
61525	LIABILITY INSURANCE	60,000	60,000	57,173	\$0	\$0	\$57,173	\$0	95.29%	100.00%	\$43,027	\$14,146	\$0	43,027
61535	OTHER INSURANCE	4,012	4,012	4,154	\$0	\$0	\$4,154	\$0	103.54%	0.00%	\$2,964	\$1,190	\$0	2,964
61720	MAINT-MOBILE EQUIPMENT-SERV	10,000	10,000	8,000	\$0	\$1,177	\$4,759	\$3,241	47.59%	61.54%	\$5,318	(\$560)	\$0	8,642
61725	MAINT-OFFICE EQUIPMENT	1,000	1,000	1,662	\$165	\$165	\$1,662	(\$0)	166.22%	85.60%	\$1,960	(\$298)	\$262	2,290
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	2,000	\$0	\$0	\$1,832	\$168	91.61%	40.21%	\$2,884	(\$1,052)	\$0	7,174
61731	MAINT-OTHER EQUIP-SUP	1,000	1,000	1,000	\$0	\$0	\$121	\$879	12.13%	99.98%	\$2,856	(\$2,734)	\$0	2,856
61835	FACILITIES MAINT	18,000	18,000	20,000	\$0	\$483	\$14,058	\$5,942	78.10%	72.42%	\$9,358	\$4,700	\$2,985	12,922
61845	MAINT STRUCT IM	1,000	1,000	1,000	\$0	\$0	\$583	\$417	58.28%	99.96%	\$889	(\$306)	\$0	889
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61922	OTHER MEDICAL MATERIALS	95,000	95,000	125,000	\$12,681	\$13,720	\$113,693	\$11,307	119.68%	87.87%	\$84,484	\$29,209	\$12,762	96,150
62020	MEMBERSHIPS	2,000	2,000	3,197	\$0	\$0	\$3,197	\$0	159.85%	92.29%	\$1,796	\$1,401	\$0	1,946
62111	MISCELLANEOUS EXPENSES	10,500	10,500	14,000	\$0	\$0	\$13,200	\$800	125.71%	99.37%	\$9,285	\$3,915	\$0	9,344

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

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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	April Actuals	May Actuals	2020-21 YTD Actuals	YTD Remaining	92%	92%	2019-20 YTDActuals	COMPARE	May Actuals	2019-20 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY Eas Actualized		THRU MAY PY ACTUALS		
62112	CASH SHORTAGES	0	0	3	\$0	\$0	\$3	\$0	0.00%	75.64%	\$30	(\$27)	\$0	39
62214	DUPLICATING SVCS.	3,500	3,500	4,500	\$1,277	\$0	\$3,632	\$868	103.78%	93.29%	\$4,513	(\$881)	\$0	4,838
62217	MISC NONINVENTORABLE ITEMS EXPENSE	0	0	0	\$0	\$0	\$0	\$0	0.00%	88.90%	\$4,944	(\$4,944)	\$0	5,561
62219	PC SOFTWARE PURCHASES	5,500	5,500	6,509	\$0	\$3	\$6,509	\$0	118.34%	100.00%	\$7,556	(\$1,047)	\$85	7,556
62221	POSTAGE	10,000	10,000	12,000	\$5	\$886	\$9,305	\$2,695	93.05%	96.63%	\$7,659	\$1,646	\$980	7,926
62222	SUBSCRIPTIONS/PERIODICALS	125	125	1,050	\$0	\$1,050	\$1,050	\$0	840.00%	#DIV/0!	\$0	\$1,050	\$0	0
62223	SUPPLIES	75,000	78,000	65,000	\$8,870	\$2,774	\$55,783	\$9,217	71.52%	82.14%	\$61,644	(\$5,861)	\$2,599	75,047
62225	NON-PC SOFTWARE	250	250	250	\$0	\$0	\$0	\$250	0.00%	#DIV/0!	\$0	\$0	\$0	0
62226	INVENTORABLE ITEMS	5,000	22,000	29,767	\$6,740	\$0	\$29,767	\$0	135.30%	99.98%	\$767	\$29,000	\$0	767
62301	ACCOUNTING & AUDITING	13,500	13,500	15,000	\$6,200	\$0	\$6,200	\$8,800	45.93%	40.54%	\$6,000	\$200	\$0	14,800
62310	BANKING SERVICES	13,000	13,000	14,000	\$1,593	\$1,875	\$12,243	\$1,757	94.18%	90.84%	\$12,062	\$181	\$468	13,278
62316	COMPUTER PROF SVCS	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	22,000	22,000	22,000	\$155	\$1,126	\$20,879	\$1,121	94.90%	91.68%	\$20,076	\$803	\$142	21,898
62318	COUNTY COUNSEL	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62325	DATA PROCESSING	82,320	82,320	82,320	\$0	\$23,328	\$67,378	\$14,942	81.85%	100.00%	\$82,320	(\$14,942)	\$13,720	82,320
62330	DPW SERVICES - GENERAL MONEY	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62381	PROF & SPECIAL	80,000	80,000	65,000	\$5,559	\$3,789	\$56,587	\$8,413	70.73%	88.39%	\$73,228	(\$16,641)	\$1,000	82,848
62399	VETERINARIAN SERVICES	100,000	130,000	165,000	\$16,128	\$41,762	\$145,476	\$19,524	111.90%	85.40%	\$83,529	\$61,946	\$9,243	97,809
62500	EQUIPMENT RENTS & LEASES-	0	0	32	\$0	\$0	\$32	\$0	#DIV/0!	74.03%	\$1,637	(\$1,605)	\$192	2,212
62610	RENTS & LEASES-	200,000	200,000	197,669	\$49,417	\$0	\$197,669	\$0	98.83%	100.00%	\$198,109	(\$440)	\$0	198,109
62710	FIELD EQUIPMENT	1,200	1,200	1,936	\$0	\$770	\$1,936	\$0	161.31%	91.06%	\$2,617	(\$681)	\$0	2,874
62801	ADVERTISING & PROMOTION	2,500	2,500	5,973	\$592	\$2,656	\$5,973	(\$0)	238.92%	100.01%	\$2,098	\$3,875	\$809	2,098
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	12,500	\$0	\$0	\$4,445	\$8,055	22.22%	85.31%	\$26,578	(\$22,133)	\$4,707	31,155
62857	SPECIAL MISC EXP-SUPPLIES	500	500	1,500	\$0	\$0	\$1,394	\$106	278.89%	56.64%	\$916	\$479	\$736	1,617
62890	SUBSCRIPTIONS/BOOKS	500	500	0	\$0	\$0	\$0	\$0	0.00%	100.03%	\$459	(\$459)	\$0	459
62893	TOWING	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	1,206	\$175	\$346	\$1,206	\$0	48.24%	99.95%	\$1,025	\$182	\$0	1,025
62920	GAS, OIL, FUEL	15,000	18,000	18,000	\$1,889	\$1,413	\$14,537	\$3,463	80.76%	76.53%	\$14,848	(\$311)	\$0	19,401
62922	TRAVEL-LODGING	1,500	1,500	0	\$0	\$0	\$0	(\$0)	0.00%	99.98%	\$368	(\$368)	\$0	368
62924	TRAVEL-MEALS	500	500	0	\$0	\$0	\$0	(\$0)	0.00%	99.69%	\$91	(\$91)	\$0	91
62926	TRAVEL-MILEAGE	500	500	0	\$0	\$0	\$0	\$0	0.00%	100.47%	\$95	(\$95)	\$0	95
62928	TRAVEL-OTHER	100	100	100	\$8	\$6	\$35	\$65	34.75%	104.38%	\$8	\$26	\$0	8
62930	REGISTRATIONS	250	250	1,462	\$0	\$0	\$1,462	\$0	584.80%	99.78%	\$226	\$1,237	\$0	226
62935	SERVICE CENTER	0	0	0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	0
62940	TRAVEL ADVANCES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
63070	UTILITIES	85,000	85,000	85,000	\$8,498	\$4,584	\$71,255	\$13,745	83.83%	80.41%	\$74,323	(\$3,067)	\$6,497	92,427
74230	PRINCIPAL ON LEASE PUCHASES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,047,757	\$1,100,757	\$1,155,463	\$130,718	\$110,728	\$1,029,784	\$125,679	93.55%	89.02%	\$945,028	(\$306,650)	\$64,086	\$1,061,634

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

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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	April Actuals	May Actuals	2020-21 YTD Actuals	YTD Remaining	92%	92%	2019-20 YTDActuals	COMPARE THRU MAY PY ACTUALS	May Actuals	2019-20 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY Eas Actualized				
75315	COUNTY OVERHEAD (see 3550)	\$63,391	\$63,391	\$63,391	\$15,847	\$0	\$63,389	\$2	100.00%	100.00%	\$103,204	\$0	\$0	\$103,204
700000	OTHER CHARGES	\$63,391	\$63,391	\$63,391	\$15,847	\$0	\$63,389	\$2	100.00%	100.00%	\$103,204	(\$39,815)	\$0	\$103,204
86204	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	42.70%	\$32,474	(\$32,474)	\$0	\$32,474
86204	FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$32,474	(\$32,474)	\$0	\$32,474
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
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
98700	APPROP FOR CONTINGENCIES	\$181,121	\$166,814	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$181,121	\$166,814	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$225,000	\$300,000	\$290,000	\$28,019	\$24,984	\$267,328	\$22,672	89.11%	90.48%	\$272,864	(\$5,536)	\$13,567	\$301,588
40430	INTEREST	\$30,000	\$40,000	\$16,000	\$796	\$806	\$15,032	\$968	37.58%	94.68%	\$37,109	(\$22,077)	\$2,604	\$39,193
40440	RENTS & CONCESS	\$700	\$700	\$100	\$0	\$19	\$84	\$16	12.00%	99.75%	\$172	(\$88)	\$30	\$172
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$0	\$0	\$0	\$0	\$0	0.00%	100.00%	\$140	(\$140)	\$0	\$140
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	\$0
41093	FED-FEMA	\$0	\$0	\$86,802	\$0	\$0	\$0	\$86,802	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41148	FED-CARES ACT CRF FUNDING	\$0	\$0	\$0	\$0	\$21,425	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$58,059
41510	HUMANE SERVICES	\$200,000	\$250,000	\$225,000	\$13,665	\$22,201	\$209,402	\$15,598	83.76%	88.41%	\$220,516	(\$11,113)	\$10,866	\$249,436
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$2,000	\$177	\$159	\$1,879	\$121	72.27%	92.85%	\$2,675	(\$796)	\$77	\$2,881
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$3,000	\$450	\$580	\$2,571	\$430	46.74%	100.00%	\$5,479	(\$2,908)	\$0	\$5,479
42044	MEMBER CONTRIBUTION	\$3,191,322	\$2,872,279	\$2,872,279	\$152,069	\$135,159	\$2,870,279	\$2,000	99.93%	99.78%	\$3,184,487	(\$314,208)	\$61,054	\$3,191,421
42047	OTHER CHARGES CURRRENT SERVICES	\$20,000	\$20,000	\$11,550	\$5,950	\$4,900	\$10,850	\$700	54.25%	424.32%	\$11,775	(\$925)	\$600	\$2,775
42073	ADMINISTRATIVE FINE FEES	\$10,000	\$12,000	\$7,500	\$1,169	\$1,869	\$6,598	\$903	54.98%	74.20%	\$9,331	(\$2,734)	\$419	\$12,575
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000	\$0	0.00%	0.00%	\$15,000	\$0	\$0	\$15,000
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$20,000	\$18,000	\$17,000	\$1,525	\$1,270	\$15,823	\$1,177	87.91%	89.58%	\$14,357	\$1,466	\$645	\$16,027
42206	ANIMAL RABIES FEES	\$18,000	\$15,000	\$16,000	\$1,317	\$1,274	\$14,963	\$1,037	99.75%	87.35%	\$13,419	\$1,544	\$436	\$15,363
42207	ANIMAL SPAY&NEUTER FEES	\$100,000	\$100,000	\$105,000	\$12,896	\$7,350	\$95,230	\$9,770	95.23%	88.57%	\$91,465	\$3,765	\$4,096	\$103,272
42234	SALES-OTHER-TAXABLE	\$30,000	\$65,000	\$75,000	\$8,688	\$3,286	\$66,509	\$8,491	102.32%	88.61%	\$56,819	\$9,690	\$484	\$64,122
42362	CASH OVERAGES	\$0	\$0	\$93	\$10	\$0	\$93	(\$0)	0.00%	94.57%	\$66	\$27	\$0	\$70
42372	CONTRIBUTIONS AND DONATIONS	\$262,000	\$340,314	\$600,000	\$33,410	\$444,029	\$997,368	(\$397,368)	293.07%	93.65%	\$354,124	\$643,244	\$27,115	\$378,152
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	(\$35)	\$0	(\$35)	(\$35)	(\$0)	0.00%	100.00%	(\$63)	\$28	\$0	(\$63)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	100.00%	\$40	(\$40)	\$0	\$40
42384	OTHER REVENUE	\$40,000	\$40,000	\$40,000	\$857	\$2,518	\$24,473	\$15,527	61.18%	57.49%	\$24,231	\$242	\$1,405	\$42,147
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$0	\$0	\$0	\$899	\$1,259	\$8,263	(\$8,263)	0.00%	0.00%	\$9,363	(\$1,100)	\$477	\$0
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$0	\$5,552	\$5,991	\$55,268	(\$55,268)	0.00%	0.00%	\$48,154	\$7,114	\$3,181	\$0
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$0	\$1,695	\$912	\$14,752	(\$14,752)	0.00%	0.00%	\$13,764	\$988	\$564	\$0
42984	LICENSES- COUNTY	\$0	\$0	\$0	\$16,615	\$14,196	\$157,918	(\$157,918)	0.00%	0.00%	\$166,411	(\$8,493)	\$7,808	\$0
42986	LICENSES- WATSONVILLE	\$0	\$0	\$0	\$3,258	\$2,626	\$31,127	(\$31,127)	0.00%	0.00%	\$35,172	(\$4,045)	\$1,537	\$0
40100-42500	REVENUES	\$4,170,322	\$4,096,593	\$4,382,289	\$260,998	\$671,794	\$4,613,446	(\$231,157)	112.62%	95.91%	\$4,314,006	\$299,440	\$123,397	\$4,497,849

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

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

Date: June 14, 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
	60,000

Batch #	
Date	Keyed By:

		GL KEY	OBJECT	JL CODE	Amount	Account Description
		TRANSFER	To	702810	61922	
702810	62399				30,000	VETERINARIAN SERVICES
From	702810		51010		\$ 60,000	REGULAR PAY-EXT

Explanation: TRANSFER APPROPRIATIONS IN SALARIES AND BENEFITS TO COVER SHORTFALL IN SERVICES AND SUPPLIES.

SEE SCCAS 6/14/21 ITEM THAT AUTHORIZED THE SCCAS GM TO TRANSFER AVAILABLE APPROPRIATIONS IN SALARIES AND BENEFITS TO COVER THE SHORTFALL IN SERVICES AND SUPPLIES.

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.

Regular Agenda Item 6.3

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Proposed FY2021-22 Budget Presentation

Recommendation:

Consider adopting the Proposed Budget 2021-22 – Plan B 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.

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 and Exhibit F is the Capital Improvement Fund Schedule.

Staff has developed the following Proposed Budget 2021-22 for review and consideration (Exhibit A). Both plans include the following: fully eliminate the current furlough, 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 \$102,010 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, the Fee Schedule increases some medical service fees and some of the Planned Pethood spay/neuter fees.

Plan A 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 \$317,846, leaving an estimated \$2,039,044 in unassigned reserve balance funds to carry forward to cover an anticipated deficit of \$420,112.

Plan B 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 \$317,846, leaving an estimated \$2,039,044 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 B which considers increased costs in general operations and is a well-balanced approach to meet the current needs of the community. SCCAS continues the movement toward a higher live animal release rate and institution of progressive, long-term approaches to address pet homelessness and quality of life in Santa Cruz County. These vital programs help animals and their guardians beyond the Shelter's doors – spay/neuter clinics, training classes, humane education, and community outreach.

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	100% furlough elimination		Change from Adj. Budget 2021-22
						A 4% increase Proposal 2021-22	B 6% increase Proposal 2021-22	
SALARIES AND BENEFITS								
51000 -- REGULAR PAY-PERMANENT	1,948,836	1,954,631	1,644,064	1,630,768	(13,296)	1,756,193	1,756,193	112,129
51005 -- OVERTIME PAY-PERMANENT	3,656	4,159	4,159	5,391	1,232	4,159	4,159	0
51010 -- REGULAR PAY-EXTRA HELP	80,356	56,234	111,702	51,175	(60,527)	56,234	56,234	(55,468)
51040 -- DIFFERENTIAL PAY	29,833	31,366	31,366	24,210	(7,156)	31,366	31,366	0
52010 -- OASDI-SOCIAL SECURITY	153,208	146,703	135,970	123,342	(12,628)	132,675	132,675	(3,295)
52015 -- PERS	456,352	500,562	464,225	377,259	(86,966)	482,434	482,434	18,209
53010 -- EMPLOYEE INSURANCE AND BENEFITS	522,938	542,630	512,452	452,855	(59,597)	474,586	474,586	(37,866)
53015 -- UNEMPLOYMENT INSURANCE	4,416	3,964	3,964	3,964	0	3,964	3,964	0
54010 -- WORKERS COMPENSATION INSURANCE	71,645	75,625	75,625	75,625	0	75,625	75,625	0
SUBTOTAL SALARIES AND BENEFITS	3,271,242	3,315,874	2,983,527	2,744,589	(238,938)	3,017,236	3,017,236	33,709
SERVICES AND SUPPLIES								
61115 -- POLICE SAFETY EQUIP-REPLACE	0	500	500	0	(500) \$	500 \$	500	0
61125 -- UNIFORM REPLACEMENT	3,177	1,500	1,500	1,500	0 \$	1,500 \$	1,500	0
61215 -- RADIO	32,388	35,000	35,000	35,000	0 \$	35,000 \$	35,000	0
61220 -- TELECOM SERVICES	49,154	46,000	46,000	46,000	0 \$	46,000 \$	46,000	0
61310 -- FOOD	12,784	10,000	10,000	18,000	8,000 \$	10,000 \$	10,000	0
61412 -- JANITORIAL SERVICES	9,075	10,000	10,000	10,000	0 \$	10,000 \$	10,000	0
61525 -- LIABILITY INSURANCE	43,027	60,000	60,000	57,173	(2,827)	60,000	60,000	0
61535 -- OTHER INSURANCE	2,964	4,012	4,012	4,154	142 \$	4,012 \$	4,012	0
61720 -- MAINT-MOBILE EQUIPMENT-SERV	8,642	10,000	10,000	8,000	(2,000) \$	10,000 \$	10,000	0
61725 -- MAINT-OFFICE EQUIPMENT-SERVICES	2,290	1,000	1,000	1,662	662 \$	1,000 \$	1,000	0
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	7,174	2,000	2,000	2,000	0 \$	2,000 \$	2,000	0
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	2,856	1,000	1,000	1,000	0 \$	1,000 \$	1,000	0
61835 -- FACILITIES MAINT-GENERAL-SERVICES	12,922	18,000	18,000	20,000	2,000 \$	18,000 \$	18,000	0
61845 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	889	1,000	1,000	1,000	0 \$	1,000 \$	1,000	0
61922 -- OTHER MEDICAL MATERIALS & SUPPLIES	96,150	95,000	95,000	125,000	30,000	110,000	110,000	15,000
62020 -- MEMBERSHIPS	1,946	2,000	2,000	3,197	1,197 \$	2,000 \$	2,000	0
62111 -- MISCELLANEOUS EXPENSE-SERVICES	9,344	10,500	10,500	14,000	3,500	14,000	14,000	3,500
62112 -- CASH SHORTAGES	39	0	0	3	3 \$	- \$	-	0
62214 -- DUPLICATING SERVICES	4,838	3,500	3,500	4,500	1,000 \$	3,500 \$	3,500	0
62217 -- MISC NONINVENTORIAL ITEMS EXPENSE	5,561	0	0	0	0 \$	- \$	-	0
62219 -- PC SOFTWARE PURCHASES	7,556	5,500	5,500	6,509	1,009	6,500	6,500	1,000
62221 -- POSTAGE	7,926	10,000	10,000	12,000	2,000	12,000	12,000	2,000
62222 -- SUBSCRIPTIONS/PERIODICALS	0	125	125	1,050	925 \$	125 \$	125	0
62223 -- SUPPLIES	75,047	75,000	78,000	65,000	(13,000) \$	75,000 \$	75,000	(3,000)
62225 -- NON-PC SOFTWARE	0	250	250	250	0 \$	250 \$	250	0
62226 -- INVENTORIAL ITEMS	767	5,000	22,000	29,767	7,767 \$	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	1,500

**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	100% furlough elimination		Change from Adj. Budget 2021-22
						A 4% increase Proposal 2021-22	B 6% increase Proposal 2021-22	
62310 -- BANKING FEES	13,278	13,000	13,000	14,000	1,000	\$ 13,000	\$ 13,000	0
62316 -- COMPUTER PROF SERVICES	0	0	0	0	0	\$ -	\$ -	0
62317 -- CONSULT/MGT/PC SERVICES	21,898	22,000	22,000	22,000	0	\$ 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	100% furlough elimination		Change from Adj. Budget 2021-22
						A 4% increase Proposal 2021-22	B 6% increase Proposal 2021-22	
62318 -- COUNTY COUNSEL	0	0	0	0	0	\$ -	\$ -	0
62325 -- DATA PROCESSING SERVICES	82,320	82,320	82,320	82,320	0	82,320	82,320	0
62330 -- DPW SERVICES - GENERAL MONEY	0	0	0	0	0	\$ -	\$ -	0
62381 -- PROF & SPECIAL SERV-OTHER	82,848	80,000	80,000	65,000	(15,000)	\$ 125,000	\$ 125,000	45,000
62349 -- GIS SERVICES	0	0	0	0	0	\$ -	\$ -	0
62399 -- VETERINARIAN SERVICES	97,809	100,000	130,000	165,000	35,000	170,000	170,000	40,000
62500 -- EQUIPMENT LEASE & RENT	2,212	0	0	32	32	\$ -	\$ -	0
62610 -- RENTS & LEASES-STRUC IMP & GRNDS	198,109	200,000	200,000	197,669	(2,331)	\$ 200,000	\$ 200,000	0
62710 -- FIELD EQUIPMENT	2,874	1,200	1,200	1,936	736	\$ 1,200	\$ 1,200	0
62801 -- ADVERTISING & PROMOTION SUPPLIES	2,098	2,500	2,500	5,973	3,473	\$ 2,500	\$ 2,500	0
62842 -- INVENTORY MATERIALS PURCHASED	31,155	20,000	20,000	12,500	(7,500)	\$ 20,000	\$ 20,000	0
62857 -- SPECIAL MISC EXPENSE - SUPPLIES	1,617	500	500	1,500	1,000	\$ 500	\$ 500	0
62890 -- SUBSCRIPTIONS BOOKS & ED MATERIALS	459	500	500	0	(500)	\$ 500	\$ 500	0
62893 -- TOWING	0	0	0	0	0	\$ -	\$ -	0
62914 -- EDUCATION & TRAINING	1,025	2,500	2,500	1,206	(1,294)	\$ 2,500	\$ 2,500	0
62920 -- GAS, OIL, FUEL	19,401	15,000	18,000	18,000	0	16,000	16,000	(2,000)
62922 -- LODGING	368	1,500	1,500	0	(1,500)	\$ 1,500	\$ 1,500	0
62924 -- MEALS	91	500	500	0	(500)	\$ 500	\$ 500	0
62926 -- MILEAGE	95	500	500	0	(500)	\$ 500	\$ 500	0
62928 -- TRAVEL-OTHER	8	100	100	100	0	\$ 100	\$ 100	0
62930 -- REGISTRATIONS	226	250	250	1,462	1,212	\$ 250	\$ 250	0
62935 -- SERVICE CENTER CHARGES	0	0	0	0	0	\$ -	\$ -	0
62940 -- TRAVEL ADVANCES	0	0	0	0	0	\$ -	\$ -	0
63070 -- UTILITIES	92,427	85,000	85,000	85,000	0	\$ 85,000	\$ 85,000	0
74230 -- PRINCIPAL ON LEASE PURCHASES	0	0	0	0	0	0	0	0
SUBTOTAL SERVICES AND SUPPLIES	1,061,633	1,047,757	1,100,757	1,155,463	54,706	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	104,031
86204 - FIXED ASSETS - EQUIPMENT AND MOBILE	32,474	0	0	0	0	0	0	0
90000 - Operating Transfers Out	100,000	101,000	101,000	101,000	0	102,010	102,010	1,010
98700 - APPROPRIATIONS FOR CONTINGENCY	0	181,121	166,814	0	(166,814)	178,857	178,857	12,043
TOTAL EXPENDITURES	4,568,553	4,709,143	4,415,489	4,064,443	(351,046)	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	100% furlough elimination		Change from Adj. Budget 2021-22
						A 4% increase Proposal 2021-22	B 6% increase Proposal 2021-22	
REVENUES								
40100 -- PROPERTY TAX-CURRENT SEC-GEN	0	0	0	0	0	0	0	0
40230 -- ANIMAL LICENSES	301,588	225,000	300,000	290,000	(10,000)	285,000	285,000	(15,000)
40430 -- INTEREST	39,193	30,000	40,000	16,000	(24,000)	17,000	17,000	(23,000)
40440 -- RENTS & CONCESSIONS	172	700	700	100	(600)	700	700	0
40441 -- RENTAL DEPOSIT/FORFEIT REVENUE	140	200	200	0	(200)	200	200	0
40872 -- STATE MANDATED REIMBURSEMENTS	0	0	0	0	0	0	0	0
40894 -- STATE-OTHER	0	0	0	0	0	0	0	0
41093 -- FED FEMA	0	0	0	86,802	86,802	0	0	0
41096 -- FED OTHER	0	0	0	0	0	0	0	0
41148 -- FED-CARES ACT CRF FUNDING	58,059	0	0	0	0	0	0	0
41510 -- HUMANE SERVICES	249,436	200,000	250,000	225,000	(25,000)	250,000	250,000	0
42010 -- ADMINISTRATIVE SERVICES	2,881	2,600	2,600	2,000	(600)	2,600	2,600	0
42022 -- COST RECOVERY-OTHER	5,479	5,500	5,500	3,000	(2,500)	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	172,327
42047 -- CHARGES FOR CURRENT SERVICES	2,775	20,000	20,000	11,550	(8,450)	14,000	14,000	(6,000)
42073 -- ADMIN FINE FEES	12,575	10,000	12,000	7,500	(4,500)	5,000	5,000	(7,000)
42074 -- GRANT SERVICES-NON INTERGOV	15,000	15,000	15,000	15,000	0	15,000	15,000	0
42205 -- ANIMAL MICROCHIP FEES	16,027	20,000	18,000	17,000	(1,000)	20,000	20,000	2,000
42206 -- ANIMAL RABIES FEES	15,363	18,000	15,000	16,000	1,000	18,000	18,000	3,000
42207 -- ANIMAL SPAY & NEUTER FEES	103,272	100,000	100,000	105,000	5,000	100,000	100,000	0
42334 -- SALES OTHER TAXABLE	64,122	30,000	65,000	75,000	10,000	70,000	70,000	5,000
42362 -- CASH OVERAGES	70	0	0	93	93	0	0	0
42372 -- CONTRIBUTIONS AND DONATIONS	378,152	262,000	340,314	600,000	259,686	400,000	400,000	59,686
42375 -- INSURANCE PROCEEDS	0	0	0	0	0	0	0	0
42380 -- NSF CHECKS	(63)	0	0	(35)	(35)	0	0	0
42381 -- NSF CHECK FEES	40	0	0	0	0	0	0	0
42384 -- OTHER REVENUE	42,147	40,000	40,000	40,000	0	40,000	40,000	0
42390 -- UNCLAIMED MONEY-ESCHEATED	0	0	0	0	0	0	0	0
42462 -- OPERATING TRANSFER IN	0	0	0	0	0	0	0	0
42500 -- BOND PROCEEDS	0	0	0	0	0	0	0	0
42981 -- LICENSES-CAPITOLA CITY	10,143	0	0	0	0	0	0	0
42982 -- LICENSES-SANTA CRUZ CITY	53,313	0	0	0	0	0	0	0
42983 -- LICENSES-SCOTTS VALLEY CITY	15,472	0	0	0	0	0	0	0
42984 -- LICENSES-COUNTY SANTA CRUZ	183,965	0	0	0	0	0	0	0
42986 -- LICENSES-WATSONVILLE	38,695	0	0	0	0	0	0	0
TOTAL REVENUES	4,497,849	4,170,322	4,096,593	4,382,289	285,696	4,230,170	4,287,606	191,013

**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	100% furlough elimination		Change from Adj. Budget 2021-22
						A 4% increase Proposal 2021-22	B 6% increase Proposal 2021-22	
EXPENDITURES LESS REVENUES	70,704	538,821	318,896	(317,846)	(636,742)	420,112	362,676	43,780
FUND BALANCE TRANSFER TO ASSET RESERVE				101,000		102,010	102,010	
Positions Authorized	33.50	33.50	34.80	34.80		33.50	33.50	-1.30
Positions Unfunded	4.00	4.00	8.00	8.00		7.00	7.00	-1.00

FY 2020-21		FY 2021-22 Operational Increase			FY 2021-22 Total Contribution	
Actual		Blended % (50% Pop, 25% Imp, 25% Cfs)	4% Increase	6% Increase	4% Increase	6% Increase
Capitola	\$69,684	2.4%	\$2,780	\$4,171	\$72,464	\$73,855
County	\$1,520,689	59.2%	\$67,993	\$101,989	\$1,588,682	\$1,622,678
Santa Cruz	\$532,955	16.3%	\$18,704	\$28,056	\$551,659	\$561,011
Scotts Valley	\$97,595	2.4%	\$2,711	\$4,067	\$100,306	\$101,662
Watsonville	\$651,356	19.8%	\$22,702	\$34,054	\$674,058	\$685,410
Total	\$2,872,279	100%	\$114,891	\$172,337	\$2,987,170	\$3,044,616

Impounds - Animal Intake by Jurisdiction

Jurisdiction	Fiscal Year 2017/2018		Fiscal Year 2018/2019		Fiscal Year 2019/2020		3-Year Avg 3 year average percentage (rounded)	
	Intake	Percentage of	Intake	Percentage of	Intake	Percentage of		
		Total		Total		Total		
Capitola	143	2.51%	104	2.06%	110	2.02%	119	2.35%
County	2,669	46.77%	2,297	45.40%	2,613	48.01%	2,526	49.82%
Monterey County	122	2.14%	138	2.73%	143	2.63%	134	
Other	202	3.54%	90	1.78%	189	3.47%	160	
Santa Jose City	2	0.04%	12	0.24%	5	0.09%	6	
San Mateo	-	0.00%	1	0.02%	5	0.09%	2	
Santa Clara County	29	0.51%	24	0.47%	33	0.61%	29	
Santa Cruz	780	13.67%	695	13.74%	820	15.07%	765	15.08%
Scotts Valley	110	1.93%	62	1.23%	76	1.40%	83	1.63%
Shelter	-	0.00%	-	0.00%	-	0.00%	-	
Watsonville	1,650	28.91%	1,636	32.34%	1,449	26.62%	1,578	31.12%
Grand Total	5,707	100.00%	5,059	100.00%	5,443	100.00%	5,071	

Calls for Service - Activities by Jurisdiction

Jurisdiction	Fiscal Year 2017/2018		Fiscal Year 2018/2019		Fiscal Year 2019/2020		3-Year Avg (rounded)	
	Calls Responded To	Percentage of	Calls Responded To	Percentage of	Calls Responded To	Percentage of		
		Total		Total		Total		
Capitola	242	3.11%	155	1.97%	188	2.11%	195	2.42%
County	4,308	55.36%	4,175	53.19%	4,742	53.34%	4,408	54.74%
Monterey County	1	0.01%	6	0.08%	6	0.07%	4	
Other	45	0.58%	46	0.59%	67	0.75%	53	
San Jose City	-	0.00%	-		9		3	
San Mateo	-	0.00%	-		4		1	
Santa Clara County	1	0.01%	2	0.03%	6	0.07%	3	
Santa Cruz	1,484	19.07%	1,440	18.35%	1,629	18.32%	1,518	18.84%
Scotts Valley	160	2.06%	146	1.86%	199	2.24%	168	2.09%
Shelter	-	0.00%	-		167		56	
Watsonville	1,541	19.80%	1,879	23.94%	1,873	21.07%	1,764	21.91%
Grand Total	7,782	100.00%	7,849	100.00%	8,890	100.00%	8,054	

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

Exhibit D

INDEX	POSITION	Salary Range	2020-21 Allowed	2020-21 Mid-Year	2020-21 Total	2021-22 Recommend	Change From 2020-21	2021-22 Unfunded
ANIMAL SERVICES								
702800	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 W	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
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			
Rodents			
Small caged birds			
Exotic birds (i.e. parrots)			
Small Livestock	Goats	\$75	
Large Livestock	Cow	\$100	
Horse			
Chicken/Rooster			

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 Nui	\$100
Senior Citizen (65+) - one year, altered (waived for one dog)	\$29
Potentially Dangerous/Vicious dog – one year	\$200

	2021-22	Proposed 2021-22
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	
Umbilical hernia repair		\$40
Recovery cone collar		\$8
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	

	2021-22	Proposed 2021-22
Owner Surrender of Animal Residing Outside of Santa Cruz County		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15-\$35	
Large livestock	\$10-\$25	
small livestock	\$100	
Large Exotic	\$75	
	\$55	
Protective Custody Fee		
Owner Arrest	\$75 /hour min.(2 hours after hrs)	
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)	
Emergency Hospital	\$25	
Owner Requested Euthanasia	\$75	Plus Disposal
Disposal of Owned Dead Animals	\$50	Up to 19 lbs
	\$50	20 – 69 lbs
	\$50	70 – 99 lbs
	\$50	100 – Up
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75	unaltered penalty fee if applicable
Spay/Neuter Fees for Impounded Animals		
Cats		
Neuter	\$50	
Spay	\$50	
Dogs		
Neuter	\$195	\$275
Spay	\$195	\$275
Planned Pethood Spay/Neuter Fees		
Dog	\$190	\$250
Cat	\$25	\$50
Rabbit	\$75	
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50	
Animals over 100 lbs/brachycephalic/pregnant/cryptorchid in heat add	\$50	
Animals determined obese by veterinarian add	\$50	
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	\$25
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

	2021-22	Proposed 2021-22
2 person household--maximum of \$40,350 annual income		
3 person household--maximum of \$45,400 annual income		
4 person household--maximum of \$50,400 annual income		

ONE STOP Fees with Purchase of License

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

FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM

***Failure to license**

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

****Failure to microchip**

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

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

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

Failure to display license (each dog)

\$50

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

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

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

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

Safety of animal in parked vehicle \$250

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

Habitual noisy animals (6.12.090) \$100

Permitting livestock to trespass, per offense \$200

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

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

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

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

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

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)

Regular Agenda Item 6.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: June 14, 2021
SUBJECT: Consider and Review Draft Revised Model Animal Ordinance

Recommendation:

Consider and review draft revised Model Animal Ordinance.

Discussion:

Please see Officer Stosuy's memo attached.



Santa Cruz County Animal Shelter Field Services Division

2200 7th Ave., Santa Cruz, CA 95062
580 Airport Boulevard, Watsonville, CA 95076
Phone: (831) 454-7303 Fax: (831) 454-7222

Melanie Sobel
General Manager

To: Santa Cruz County Animal Shelter Board of Directors

From: Todd Stosuy, Field Services Manager

Date: June 14, 2021

RE: Consider and review draft revised Model Animal Ordinance

Since the initial review by this Board of the Santa Cruz County Model Animal Ordinance, there have been several additions and deletions at the request of the community we serve. Over the course of the past year myself and Melanie Sobel have met with the Director to the Board of the California Rodeo, Fairgrounds CEO and Board, Farm Bureau, Horseman's Association, Livestock Association, 4-H Club and the Santa Cruz County Coalition of Family Farms and Homesteads to address their concerns.

Below are the major additions and deletions within this document that address the concerns of these groups:

- Definitions:
 - Added a definition of domestic animal to exclude livestock
 - Added a definition of livestock guardian dog
 - Deleted the definition of animal exhibitions
 - Added a definition defining rabbits used for commercial purposes as livestock
- Exempted rabbits used for commercial purposes from spay/neuter and microchipping
- Exempted livestock from 6.04.160 Animal Care Requirements
- Added free range animals to 6.04.164 Maintenance of fowl, goats, rabbits, and guinea pigs
- Exempted 4H, Future Farmers of America and other educational groups from 6.04.220 Sale of live animals prohibited in public venues other than pet shops
- Deleted 6.04.250 Prohibition on Using Live Animals for Entertainment Purposes
- Exempted livestock and equestrian from 6.08.100 Animal facility licenses.
- Changed 6.08.110 Rooster Facility licenses to: Male Old English Game, male Game Bird or male Game Cock facility licenses. Also deleted the 4H record keeping requirements from this section.
- Changed 6.12.145 Restrictions on Roosters to Restrictions on male Old English Game, male Game Bird or male Game Cock.

Issued 5/19/21 DRAFT
MODEL ORDINANCE

CHAPTER 6.04 – GENERAL PROVISIONS

CHAPTER 6.08 – LICENSING

CHAPTER 6.10 – REGULATION OF ANIMAL BREEDING

CHAPTER 6.12 – ANIMAL CONTROL

CHAPTER 6.14 – WATERFOWL AND PIGEONS – REGULATIONS CONCERNING
FEEDING, SALE AND RELEASE

CHAPTER 6.17 – WILD RODENTS AND VERMIN

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.**
- 6.04.054 Interference with an animal control officer.**
- 6.04.060 Animal shelter.**
- 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, cats, and rabbits.**
- 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.**
- 6.04.164 Maintenance of fowl, goats, rabbits and guinea pigs.**
- 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.~~

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

~~(FE)~~ "Animal Shelter" or "Shelter" means the Santa Cruz County Animal Shelter.

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

~~(HG)~~ "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; or

(2) Any livestock or wild animal as referred to in SCCC [6.12.120](#) that is not confined by a leash, tether, adequate fencing, or under other adequate physical custody or control.

~~(H)~~ "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.

~~(JK)~~ "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.

~~(KL)~~ "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 of~~

(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.

~~(LM)~~ "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 the Animal Shelter.

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

~~(ON)~~ "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.

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

~~(PQ)~~ "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) "Domestic Animal" is defined as cats, dog, and other small animals intended to live inside a residential home and does not include livestock.

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

(IS) "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.

(UT) "Livestock" means animals kept for husbandry, including but not limited to horses, mules, burros, asses, cattle, sheep, swine and poultry. Rabbits raised for commercial purposes are considered livestock.

(V) A livestock guardian dog is a dog type bred for the purpose of protecting livestock from predators. Livestock guardian dogs stay with the group of animals they protect as a full-time member of the flock or herd.

(UW) "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.

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

(Y) "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.

(XZ) "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.

(YAA) "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, as defined in Code of Federal Regulations, Title 28, Part 35, including but not limited to 28 C.F.R. 35.104 and 28 C.F.R. 35.136 and California Code of Civil Procedure Section 54.1(b)(6)(C). 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.

~~(ZBB)~~ “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.

~~(AACC)~~ – “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.

~~(BBDD)~~ “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.

~~(CGEE)~~ “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.

6.04.054 Interference with an animal control officer.

No individual may interfere with an animal control officer in the legal performance of their duties. This includes, but is not limited to, striking or attempting to strike the animal control officer, providing the

animal control officer with false information, taking or attempting to take any animal from any animal control officer in the legal performance of their duties, from any official vehicle used by the Department to transport animals, or from the Department without proper authority, or to taking or damaging any County property used in conjunction with the legal performance of the animal control officer's duties.

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.

6.04.080 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, cats, and rabbits.

(A) Any person who provides or offers any dog, cat, or rabbit 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, cat, or rabbit. In addition, the person shall supply to the prospective owner, 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. This does not include rabbits that are defined as livestock.

(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, cat, or rabbit 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 any animal rescue or humane organization or agency recognized by the Director.

(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, cat, or rabbit as an inducement to enter a place of business, ~~or to enter into a business arrangement.~~

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

(G) An animal that is known to be suffering from or afflicted with a contagious or infectious disease shall not be transferred, sold, bartered, or disposed of without first disclosing to the person to whom the same is transferred, sold, bartered, or disposed of that such animal is so diseased, nor shall such animal be or knowingly allowed to come into contact with any animal of another person without their knowledge or permission.

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].

(D) These provisions only affect animals used in biomedical livestock operations and not to commercial farming operations.

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

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

(B) A person requesting that a dog, cat, or rabbit 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, cat, or rabbit must provide written authorization from the owner of the animal. 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 a domesticated animal or who owns or operates an animal facility must comply with each of the following conditions, violation of which constitutes a misdemeanor (this section does not apply to livestock):

(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 wholesome food and fresh 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 14 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, SCCC 6.12.022 and SCCC 6.12.025.
- (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 or illegal drug. An animal must not be given any 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.

~~(W) — It shall be unlawful for any owner or person having the charge, care, control, or possession of an animal to stake out, herd, or graze it upon any lot or land in any manner so that such animal may be or go beyond the boundary of such lot or land. No owner shall stake or tie or leave staked or tied within 100 feet of an inhabited residence any horse, cow, or goat in an open lot without the written consent of the occupant of such residence.~~

~~(XV)~~ No person shall have, keep, or harbor any animal which is known or believed to be infected with any dangerous or communicable disease or which is afflicted with any painful disease which is believed by such person to be incurable except as otherwise provided in this title.

6.04.164 Maintenance of fowl, goats, rabbits, and guinea pigs.

It shall be unlawful for any person to keep or maintain within the unincorporated area of the County, or cause to be kept or maintained, any chickens, ducks, geese, pigeons, or other fowl or any goats, rabbits, or guinea pigs, except under the following conditions:

- (A) Such fowl and animals shall under no circumstances be permitted to run at large. ~~They shall be confined, but shall be~~ at all times to the owner's property and be provided confined within a suitable house or coop with an enclosed runway. ~~Free range animals are permitted, but must remain on the owner's property.~~
- (B) Such house or coop and runway shall be at all times maintained in a clean and sanitary condition and ~~shall be cleaned once a week or more often if necessary and~~ shall at all times be free from offensive odors.
- (C) Such house or coop shall be ~~predator-proof, well limewashed or painted once each year or more often if necessary.~~
- (D) No part of any such house, coop, or runway shall be less than twenty-five (25) feet from any dwelling or place of business occupied by human beings for dwelling or business purposes without the written consent of the occupant of such dwelling or place of business.

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, neglected 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. This does not include educational events or activities venues such as 4H or Future Farmers of America or- Nor does it exclude sales between private parties at the Santa Cruz County Fairgrounds, on private property or online auctions.

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 events such as 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, cats, and rabbits.**
- 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.**
- 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 or custodian has the dog vaccinated within 30 days of payment and submits written proof of vaccination to the Director.

(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, cats, and rabbits.

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

~~(3) Rabbits used for commercial purposes, rabbits defined as livestock or rabbits used for educational purposes such as FFA or 4H.~~

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(C) Transfer, Sale of Dogs, Cats, and Rabbits.

(1) An owner who offers any dog, over the age of three 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 or rabbit, 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 or rabbit to the new owner.

(D) Impounded Animals. When an impounded dog, cat, or rabbit 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, cat, or rabbit 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 required 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 timely 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.

The Department shall serve as the Pet Licensing Authority for 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 issuer 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; cats; 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, domestic animal boarding facility, or domestic animal breeding facility.

This section does not apply to equestrian boarding facilities.

(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) "Domestic Animal" is defined as cats, dog, and other small animals intended to live inside a residential home and does not include livestock.

~~(7)~~ "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, business, or organization 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, business, or organization 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; or 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 person who has not applied for a renewal license within 30 days after their prior license expired 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 Director shall issue a letter grade 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 the following records available on the premises for inspection:

- (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 on 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 sub-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~~ Male Old English Game, male Game Bird or male Game Cock 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:~~ (A) Obtaining a License. A Male Old English Game, male Game Bird or male Game Cock ~~rooster~~ facility license may only be issued to a person who resides in a Residential Agricultural Zone District in Santa Cruz County, is approved by the Director and complies with the following requirements:

(1) A person who seeks to keep or maintain more male Old English Games, male Game Birds or male Game Cocks ~~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 male Old English Games, male Game Birds or male Game Cocks ~~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 25-10 male Old English Game, male Game Bird or male Game Cock~~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, State 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;~~

~~(be) The male Old English Games, male Game Birds or male Game Cocks ~~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 any undomesticated member of *Felis domesticus*.
- (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 domestic 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; and

(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) Rabbits used for commercial purposes, rabbits defined as livestock or rabbits used for educational purposes such as FFA or 4H.

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 humanely trap those cats over the age of eight weeks and have them spayed or neutered by a licensed veterinarian;

- (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 ensure that all trapped cats have their ears tipped by a licensed veterinarian at the same time they receive spay/neuter surgery;
- (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; and
- (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 dogs, cats or rabbits ~~animals~~ over the age of six months when the Director determines that the following conditions have been met:

- (1) The animal-dog, cat or rabbit 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 wholesome food and fresh 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 eight 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 misrepresentation of fact.

(10) This section does not apply to rabbits defined as livestock.

(B) Any person advertising to the public the availability of any dog, cat, or rabbit 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, cat, or rabbit 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 Animal Shelter 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 6.24.080(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.**
- 6.12.022 Control of dogs in public places.**
- 6.12.025 Restrictions on dog tethering.**
- 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.**
- 6.12.085 Leaving dead animals in public places prohibited.**
- 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.**
- 6.12.139 Food poisoning prohibited.**
- 6.12.140 Unrestrained potentially dangerous and 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.

6.12.022 Control of dogs in public places.

Any person who owns or has custody, control, or possession of a dog in a public place shall abide by the following:

- (A) The dog shall at all times be on leash, except at legally designated dog off-leash areas.
- (B) The dog shall at all times be accompanied by its owner or the person that has custody, control, or possession of the dog and shall at no time be left unattended for more than 15 minutes.
- (C) The dog shall at no time be tied or tethered to any pole, bench, planter, or other structure or object on the street or sidewalk or to any structure in the public right-of-way for more than 15 minutes.
- (D) Any dog showing a propensity for aggression when tethered shall not be allowed to be unattended for any period of time and must be at all times physically connected by leash to the owner or other person who has custody, control or possession of the dog.

6.12.025 Restrictions on dog tethering.

In addition to the restrictions set forth in Health and Safety Code Section 122335, the following requirements apply to any dogs attached to a tether, running line, pulley, or trolley system (together "tether system"):

- (A) The tether system shall not allow a dog to reach an object or hazard, including but not limited to a window sill, edge of a pool, fence, public road or highway, porch, or terrace railing that poses a substantial risk of injury or strangulation to such dog if the dog were to walk into or jump over such object or hazard.
- (B) The tether system shall not have weights attached or contain metal chain links more than one quarter of an inch thick.

- (C) The tether system shall have swivels on both ends to prevent twisting and tangling.
- (D) The tether system shall allow the dog to walk at least ten feet in any one direction, excluding the length of such dog as measured from the tip of the dog's nose to the base of the dog's tail.
- (E) The dog may not be attached to a tether system outside in periods of extreme weather, including but not limited to extreme heat or cold, thunderstorms, or lightning.
- (F) The tether system must be connected to the dog by a commercially available buckle type collar or body harness made of nylon or leather that is of sufficient size to adequately and safely restrain the dog.

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 due to heat, cold, lack of adequate ventilation, or lack of food or water, or other circumstances that could reasonably be expected to cause suffering, disability, or death to the animal. 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~~ there is reasonable belief 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.

6.12.085 Leaving dead animals in public places prohibited.

It is unlawful for any person to place or leave the body of any dead animal in any street, park, or public place. The bodies of any dead animals shall be promptly removed as directed by any animal control officer. In the event the County knows the identity of the owner of such dead animal and it is necessary for the County to remove the animal, the owner shall pay the costs of the removal. The charges to be paid for removal of dead animals shall be set by resolution of the Board of Supervisors.

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. Livestock guardian dogs actively working to protect their flock are exempt from this section.

(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 other 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 potentially dangerous or 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. [Livestock guardian dogs actively working to protect their flock are exempt from this section.](#)

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. SHARE

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 Section 599(b) of the California Penal Code or as defined by local ordinance.

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6.12.139 Food poisoning prohibited.

No person shall place, leave, or expose, in any place accessible to birds, fowl, dogs, cats, or any domestic animal, with the intent to kill or harm such birds, fowl, or animals, any edible item which has in any manner been treated or prepared with any poisonous substance or ingredient.

6.12.140 Unrestrained potentially dangerous or vicious animals prohibited.

It is unlawful to permit any potentially dangerous or vicious animal to go unrestrained. Any potentially dangerous or 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 male Old English Game, male Game Bird or male Game Cock 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, and 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) Male Old English Game, male Game Bird or male Game Cock Rooster Keeping Requirements.

- (1) It is unlawful to keep or maintain on any single property more ~~roosters~~ male Old English Games, male Game Birds or male Game Cocks 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 male Old English Game, male Game Bird or male Game Cock 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~~ male Old English Game, male Game Bird or male Game Cock 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.

(C) Injuring wildlife prohibited. No person shall willfully injure, kill, capture, or take any wildlife within the unincorporated area of Santa Cruz County. "Wildlife" includes mammals and birds of any kind which live in the wild, except for rodent pests. This section does not apply to any County employees or Animal Shelter employees acting within the scope of their employment for the protection of public health and safety. This does not include legal hunting or fishing with a valid license from the California Department of Fish and Wildlife. This section does not prevent owners of livestock or domesticated animals to shoot a wild animal that is caught in the act of attacking their domestic animal or livestock.

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 6.14
WATERFOWL AND PIGEONS – REGULATIONS CONCERNING FEEDING, SALE AND RELEASE

Sections:

6.14.010 Definitions.

6.14.020 Feeding, sale and release of fowl prohibited.

6.14.030 Exceptions.

6.14.010 Definitions.

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

(A) "Release" means to set free.

(B) "Waterfowl" means and refers to any ducks, geese, or other birds which can be found in Santa Cruz County and which have used the waterways as a habitat or are reasonably capable of using the waterways as a habitat.

6.14.020 Feeding, sale and release of waterfowl and pigeons prohibited.

(A) It is prohibited to feed waterfowl or pigeons, or to place or release food which may be consumed by waterfowl or pigeons. It is also prohibited for any adult to allow any minor in their care or custody to allow such feeding by the minor.

(B) It is prohibited to sell or offer to sell (or conduct a business in which there is a sale or offer to sell) live waterfowl or pigeons as pets or for release.

(C) It is prohibited to abandon or release any waterfowl or pigeons.

6.14.030 Exceptions.

The Director may grant permission to feed or release waterfowl upon a showing of some health, wildlife management, or stream management reason that sufficiently justifies the activity.

**Chapter 6.17
WILD RODENTS AND VERMIN**

Sections:

6.17.010 Feeding wild rodents and vermin prohibited.

6.16.020 Penalty.

6.17.010 Feeding wild rodents and vermin prohibited.

It is prohibited on any street or sidewalk, or in any other outdoor place open to the public including but not limited to parks and beaches, to feed any wild rodent or vermin, or to place or release food which may be consumed by wild rodents or vermin, without the express written permission of the Director. It is also prohibited for any adult to allow any minor in their care or custody to allow such feeding by the minor. As used in this section, the terms "wild rodent" and "vermin" include rats and mice but do not include domesticated pets that reside indoors on the private premises of the owners.

6.17.020 Penalty.

A violation of this chapter shall constitute an infraction.

**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 6.24.080(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 in 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 either by first-class mail with return receipt requested or priority mail 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 wholesome food and fresh water suitable for the age, species, and nutritional requirements of the animal. Food shall be of a nature compatible with the dietary habits and needs 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.

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 either by first-class mail with return receipt requested or priority mail, 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 housing 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 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.

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 reasonably 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 [1.14](#).
- (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 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 within a time specified and an explanation of the consequences of failure to correct the violation.

(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 either by first class mail, postage prepaid, or priority mail, 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, they shall not be assessed a civil penalty. If the owner or responsible party fails to correct or remedy the violation, 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, 6.12.136, 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 an animal to be a habitual offender, potentially dangerous, or vicious.
- (3) Order to humanely euthanize or impose other conditions upon an animal based on a habitual offender, potentially dangerous, or vicious designation.
- (4) Notice that an impounded animal 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 an animal 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 an animal 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 animal 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 communicated to the appellant.
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.

(5) For an appeal concerning an impounded animal, at the same time the appeal is filed the appellant must pay the cost of the care and housing of the animal for the time period during which the appeal is pending. Appeals shall not be accepted without advance payment of such costs. Costs shall be assessed in 14-day increments and must be regularly maintained on an on-going

basis in order to continue the appeal process. If costs are not timely paid, the appeal shall be considered abandoned. Any excess collected costs shall be returned to the animal's owner as determined by the administrative hearing officer or the Director.

(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 either by first class mail, postage prepaid, or priority mail, 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.

(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.