



# **Santa Cruz County Animal Shelter**

1001 Rodriguez Street, Santa Cruz, CA 95062

580 Airport Boulevard, Watsonville, CA 95076

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

Amber Rowland  
General Manager

## **SANTA CRUZ COUNTY ANIMAL SHELTER BOARD OF DIRECTORS MEETING April 10, 2023 AT 11:00 AM**

**Meeting Location: Sheriff Community Room  
5200 Soquel Avenue, Santa Cruz, CA 95062**

- 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 13, 2023 Board meeting**
  - p.6 **5.2 Accept reports of the General Manager and the Management Team for February and March 2023**
  - p.11 **5.3 Accept and file statistics for February and March 2023**
  - p.16 **5.4 Accept and approve 3<sup>rd</sup> quarter report for all claims under \$10,000**
  - p.23 **5.5 Accept and approve 3<sup>rd</sup> quarter journal entry payments with the County of Santa Cruz**
  - p.25 **5.6 Approve an AUD60 to accept and appropriate \$75,181.29 in unanticipated revenue for legal and management services**
  - p.27 **5.7 Accept and approve revision of the SCCAS Change Fund Policy and Procedure #360**
  - p.30 **5.8 Accept gifts totaling \$55,583.18 from the SCCAS Foundation**
- 6.0 Regular Agenda**
  - p.31 **6.1 General Manager’s oral report**
  - p.32 **6.2 Consider and approve financial report for February and March 2023**
  - p.37 **6.3 Consider General Manager’s proposed budget for FY 2023-24**
- 7.0 Adjourn Regular Meeting**
  - p.59 **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 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: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Approve Minutes of February 13, 2023 Board Meeting

### Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors Meeting held February 13, 2023.

**Santa Cruz County Animal Shelter**

**Board of Directors Meeting**

**Minutes**

**February 13, 2023 11:00am**

**In-Person Meeting**

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, Cn=Conelly D=Dally,  
F=Figueroa, S=Schmidt, V=Vides W=Walpole

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

Abbreviations: Board Member (BM), General Manager (GM), Field Services Manager (FSM)

- 1.0 Called to Order and Roll Call: Meeting was called to order at 11:05 am by ASA Board Chairperson Clark. BM Bush, BM Chung, and BM Schmidt were absent.
- 2.0 Introductions: Pam Conelly was introduced and sat in to represent the County and replace BM Chung for this meeting
- 3.0 Consideration of late additions or changes to the Agenda: None
- 4.0 Oral Communications: None
- 5.0 Consent Agenda
  - 5.1 Approved minutes of the September 26, 2022 special meeting
  - 5.2 Approved minutes of the December 12, 2022 meeting
  - 5.3 Approved minutes of the January 20, 2023 special meeting
  - 5.4 Accepted reports of the General Manager and the Management Team for December 2022 and January 2023
  - 5.5 Accepted and filed statistics for December 2022 and January 2023
  - 5.6 Accepted and approved 2nd quarter report for all claims under \$10,000
  - 5.7 Accepted and approved 2nd quarter journal entry payments with the County of Santa Cruz
  - 5.8 Ratified acceptance of four gifts totaling \$52,531.92
  - 5.9 Accepted a gift in the amount of \$6,381.94 from the SCCAS Foundation

Public Comment: None

Board Comment: None

Vote: W V /B/ Cl Co Cn /D/ F /S/

Item approved unanimously.

## 6.0 Regular Agenda

### 6.1 General Manager's Report –

- Interim GM thanked staff, volunteers and Board for their hard work and support and offered services moving forward once new GM starts in March.
- SCCAS wants to initiate a recruitment for a full-time Veterinarian to replace Dr. Gleason who is extra help through June.
- Announced the Shelter will focus more time on exposure and fundraising
- Thanked Erika Smart for serving as SCCAS Foundation president. Erika recently resigned from this position.
- Looking forward to upcoming St. Pittie's Day to help market the Shelter
- An RVT has resigned to accept employment in Oakland

Board Comment: BM Clark thanked GM Gaffney for his service. BM Coburn thanked Jeff for his hard work, particularly considering he also serves as the Parks Director and was also highly involved in the Emergency Operation Center during the storm. BM Vides also thanked Jeff for his efforts.

- 6.2 Considered and approved financial report for December 2022 and January 2023  
GM Gaffney: Cara serves as legal counsel for SCCAS and will also assist with shelter management oversight. Cara's services are critical to the shelter.

Board Comment: none.

Public Comment: Joan DeNeff commented that the shelter should incentivize vet clinics to work with the Shelter to assist with dog licensing outreach and rabies vaccination compliance.

Vote: Co W /B/ CI Cn /D/ F /S/ V

Item approved unanimously.

- 6.3 Considered and approved a hiring and retention bonus system for licensed staff

GM Gaffney: Recommended the adoption of the hiring and retention incentive program for RVT staff. The County has used this tactic in recent years to hire and retain staff in key positions. The RVT position has been vacant for 18 months. The one current Shelter RVT is leaving the Shelter to accept employment at another Shelter. The incentive program should help attract new RVT staff and retain existing staff.

BM Coburn: Request GM Gaffney share data gathered regarding RVT pay difference between the Shelter and other agencies.

GM Gaffney: Data shows a 15-30% disparity between the Shelter and some other agencies.

BM Coburn: Supports the incentive program and would like to see the Shelter test the program for a while to determine effectiveness of the program, and also cap the program to a maximum of five participants.

BM Clark: Supports a test period.

GM Gaffney: Reiterated the cap is for number of participants and that the program only applies to the RVT position.

BM: Vides: Supports the incentive program and evaluating Shelter staff compensation.

GM Gaffney: Informed Board disparities exist not only for RVT but all Shelter-specific positions.

Clerk Phares: Provided example of disparity with Animal Services Assistant pay is less than Receptionist and Clerk I/II positions which are far less complex positions.

Public Comment: none.

Board Motion (Coburn): Adopt a resolution authorizing the ASA to establish a \$15,000 hiring and retention incentive program for general representation employees possessing an RVT license; limit the program to a maximum of five employees, whether new hire or existing employees; and direct Shelter administration to work with County Personnel to complete a salary comparison study for Shelter positions.

Vote: Co V /B/ CI Cn /D/ F /S/ W

Item approved unanimously.

6.4 Considered and approved the appointment of Amber Rowland as General Manager.

BM Coburn: Reviewed hiring process utilized and detailed the employment agreement for Amber Rowland. Amber's start date will be March 23, 2023.

BM Clark: Supported the hire.

Board Comment: none.

Public Comment: none.

Vote: W F /B/ CI Co Cn /D/ F /S/

Item approved unanimously.

7.0 Adjourned Board Meeting at 11:35 am

The next regular meeting is scheduled for April 10, 2023 and to be held at the Santa Cruz County Board of Supervisors Chambers located at 701 Ocean St., 5th floor, Santa Cruz. The meeting will be held in person.

ATTEST: \_\_\_\_\_  
Chairperson: Chris Clark

\_\_\_\_\_  
Clerk: Joe Phares

## Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Reports from the Management Team for February and March 2023

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. Shelter statistics for this period are attached.

### **General:**

After 12 working days I'm still getting my feet under me, and owe an enormous debt to Jeff Gaffney, Cara Townsend, and Joe Phares, along with the entire staff, for their patience and generosity in helping me start to find my way and gain an understanding of operations and programs at Santa Cruz County Animal Services.

During March, the Santa Cruz location was officially closed on Wednesdays, although most services have still been available, and we'll continue to be closed on Wednesdays at least through April while we do some additional assessments of staffing, operations, and customer demand. I've asked the leadership team to consider how some other possible models might positively impact operations, service and sustainability: like seasonal schedule adjustments or perhaps opening later in the mornings. Watsonville's schedule has remained consistent and there are no immediate plans to make changes there, although there seems to be consensus that it is an under-utilized, under-staffed resource and needs a few facility improvements to increase efficiency and improve safety. We have some funding earmarked for Watsonville to start to address those issues.

In February and March, we conducted two Healthy Pets for All education days – one in Watsonville and one in Santa Cruz, assisting about 40 pets and their people. These events are a significant challenge due to continued resource constraints, but the community need remains clear and significant.

We had seven adoption outreach events in which adoptable dogs were featured at local businesses, including a very popular event at Venus Tasting room, which we're hopeful we can do again in the future. Thanks to the support of the Santa Cruz County Animal Foundation as well as staff, volunteers and fosters, our St. Pittie's Day weekend was a great success, resulting in significant merchandise sales as well as several dog adoptions. The Foundation also hosted a delightful "Top Dog Film Festival" on March 25<sup>th</sup> at the Rio Theatre as a fundraiser, which was completely sold out, so we're extremely grateful for their work and for the tremendous show of community support that was evident there.

I want to express enormous appreciation to Dr. Gleason for agreeing to come back on a part-time basis. With the help of Dr. Brenn-White, she's working to stabilize clinical operations and ensure we're upholding medical standards of care throughout our operations.

As Joe will report, we have one management-level vacancy, the "Program and Development Manager" position. In the face of our forecasted budget shortfall and priority-setting, we're evaluating that position and whether it should remain vacant for part of the new fiscal year. We're

ecstatic that a new Registered Veterinary Technician will start in the coming weeks and hope we can get some applicants for the 2<sup>nd</sup> vacant RVT position. RVTs are rare creatures, so this is a challenging position to fill, especially when there isn't a licensed Veterinarian in a lead role. Finally, a beloved long-term Animal Care worker retired Friday – that position is currently posted, and we hope to fill it soon. We've already got some well-qualified applicants.

**Statistics:**

Please see attached.

**Recommendation:**

Accept and file the reports of the management team for the months of February and March 2023.



Administrative Services Board Report  
February and March 2023  
Joe Phares, Admin. Svcs. Officer II

Personnel

New Hires

- Tina Crivello – Extra Help Animal Care Worker. Tina is a longtime Shelter volunteer who was recently hired in an extra help capacity to assist with both animal care and client services. Tina’s start date was 02/08/23.
- Annie Miller – Extra Help Animal Care Worker. Annie has a deep background in animal care and will also cross-train in both animal care and client services to add flexibility to our workforce. Annie’s start date is 02/12/23.
- Nina Mizuno – Extra Help Animal Services Assistant. Nina has volunteered at the SPCA and has a deep background in marketing and customer service. Nina’s start date is 04/06/23.
- Dr. Maris Brenn-White – Veterinarian. Maris joined the staff as a contracted vet in February and is working alongside Dr. Gleason in all areas of the Shelter medicine. She is working three days per week.

Under Recruitment

- Registered Veterinary Technician #1 – a job offer was made and accepted to fill this position and the hiring process has begun. If the hire is approved, we anticipate a start date in early May.
- Registered Veterinary Technician #2 – this position is under continuous recruitment. We hope that the new hiring and retention incentive program approved by your Board in February will lead to more interest.
- Animal Care Worker – a recruitment was opened on March 31 for this position to replace Tami McConnell, who announced her retirement after five years with the Shelter. Tami’s last day was April 7.
- Animal Care Worker Extra Help – a recruitment was opened on March 31 for this position as well. We are working to bolster our extra help capacity to provide better coverage on an as-needed basis.

Facilities

- Surgery Suite – The suite has been up and running since March and is being used for all spay/neuter surgeries as well as other medical procedures.
- Security Camera System – Bandit Systems completed expansion of the camera system on March 15 to provide more complete coverage of the Santa Cruz Animal Shelter building exterior. Two additional cameras were installed. The system has performed well and we plan to add a similar system at the Watsonville Animal Shelter this year.
- New hallway signage was hung and door decals were installed to provide better direction for our clients to our adoptable animal rooms.
- The Shelter annex was thoroughly cleared out and received some new paint in preparation for use as the new General Manager office. Staff and volunteers assisted with this effort.
- The Leadership Team is evaluating a number of options for shifting manager and supervisor offices/cubicles now that the GM office is in the annex.

- A volunteer has offered to build a custom replacement gate for volunteer access to the kennel area. This is underway.

#### Information Services

- A wireless network was installed at our annex building which is now utilized as office space for Amber Rowland.
- Updates were installed to the Chameleon shelter management software system.

#### Purchasing

- A variety of office furnishings were purchased for the new GM office at the annex.
- An iPhone and laptop were purchased for Amber Rowland.

#### Fiscal

- Preparation of the Proposed FY 2023-24 budget was completed and is being presented elsewhere on this agenda.

Animal Control Report  
February and March 2023  
(on behalf of Todd Stosuy, Field Services Manager)

1. In February all Animal Control Officers, with critical organizational assistance from the Santa Cruz County Sheriff's Office, executed a large-scale gamecock seizure. In addition to 185 birds, we seized 10 severely neglected dogs, weapons, and cockfighting implements. That search and seizure culminated in the arrest and prosecution of two individuals and the interruption of what we believe was a large-scale criminal enterprise focused on the gruesome blood sport of cockfighting. Monterey County SPCA Humane Investigators provided additional assistance on scene.
2. Our 4 new officers continue to develop and refine their skills rapidly. Officer Nicole Harding successfully defended a Potentially Dangerous Dog Appeal in March. Officer Athena Del Rosario has independently handled a number of difficult dog-at-large and vicious animal situations. Officer Del Rosario is also credited with fostering and rehabilitating (through to adoption) a dog neglect victim. Officer Cynthia Meidinger has similarly handled a large volume of difficult and sensitive situations, demonstrating extraordinary animal handling abilities. Finally, Officer April Balke has successfully applied for and coordinated the execution of two warrants related to animal neglect, in close collaboration with the Santa Cruz County Sheriff's Office.
3. In March ACOs assisted in evacuations (including water rescue) related to the Pajaro River levee breach. Officers continued to provide support and services to evacuees and Monterey County Emergency Services at the Santa Cruz County fairgrounds shelter. We currently have a small number of Santa Cruz County displaced animals on "safe holds" at the shelter while their owners reestablish housing following weather events.
4. Calls for service related to dog bites, animals at large, enforcement of Vicious Animal Orders, and injured domestic and wildlife continue daily. Significantly we have a number of complex animal abuse and neglect matters under investigation currently. On March 26 a 4-month-old golden retriever mix was found beneath the Buena Vista/Highway 1 overpass by a motorist. The puppy, nicknamed Cheddar, was transported to the Santa Cruz Veterinary Hospital, where he is recovering from significant injuries and other indications of aggravated animal neglect and abuse. Sgt. Miyoshi with the Santa Cruz County Sheriff's Office is currently coordinating this investigation.

### **Consent Agenda Item 5.3**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Accept and file Statistics for the Months of February and March 2023

Recommendation:

Accept and file the attached statistical report for the months of February and March 2023.

Please note: SCCAS plans to add Animal Control patrol statistics in the coming months.



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

**Kennel Statistics Report**  
**Animals Taken Into Shelter from 02/01/23 to 03/31/23**  
**All Jurisdictions Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Adoption Return</b>	2	2	0	0	2	<b>6</b>
<b>Born@Shelt</b>	0	0	0	14	0	<b>14</b>
<b>Pph</b>	71	29	14	0	1	<b>115</b>
<b>Protective Custody</b>	0	30	0	201	2	<b>233</b>
<b>Quarantine</b>	1	2	0	0	0	<b>3</b>
<b>Safe Hold</b>	2	6	0	0	1	<b>9</b>
<b>Stray</b>	115	146	11	10	32	<b>314</b>
<b>Surrendered by Owner</b>	79	63	15	33	32	<b>222</b>
<b>Transfer</b>	3	8	0	0	0	<b>11</b>
<b>TOTAL</b>	<b>273</b>	<b>286</b>	<b>40</b>	<b>258</b>	<b>70</b>	<b>927</b>

**Kennel Statistics Report**  
**Animals That Left Shelter from 02/01/23 to 03/31/23**  
**All Jurisdictions Combined**

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
<b>Adopted</b>	91	74	19	23	44	<b>251</b>
<b>Died</b>	1	1	0	1	0	<b>3</b>
<b>Euthanized</b>	20	24	2	183	1	<b>230</b>
<b>Pph</b>	59	15	11	0	1	<b>86</b>
<b>Returned to Owner</b>	49	125	4	4	6	<b>188</b>
<b>Transferred to Another Shelter</b>	22	29	7	41	2	<b>101</b>
<b>TOTAL</b>	<b>242</b>	<b>268</b>	<b>43</b>	<b>252</b>	<b>54</b>	<b>859</b>

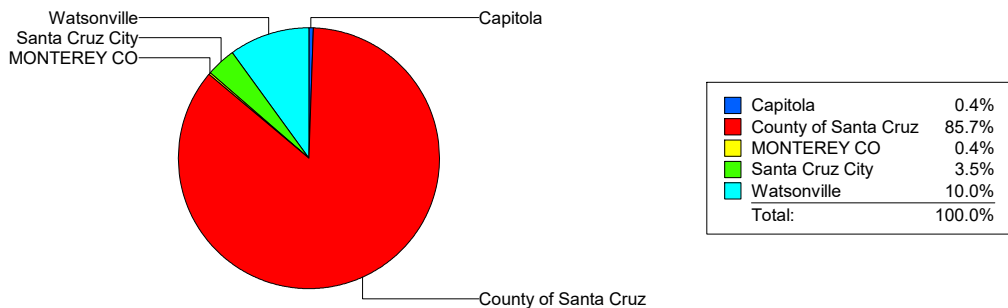
Intakes of Owner Requested Euthanasia From All Jurisdictions During 02/01/23 to 03/31/23 =

57

Euthanasia Totals from  
02/01/23 to 03/31/23  
**All Jurisdictions Combined**

<u>Reason for Euth</u>	<u>Animal type</u>					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
	0	1	0	143	0	144
< 8 Weeks	0	0	2	4	0	6
Aggressive	2	8	0	1	1	12
Bite	0	1	0	0	0	1
Bite Hx	0	2	0	0	0	2
Fail2Thrv	0	4	0	0	0	4
Feline AIDS	2	0	0	0	0	2
Field Hist	0	0	0	30	0	30
Geriatric	1	0	0	0	0	1
Ken Stress	0	1	0	0	0	1
Medical	6	1	0	1	0	8
Observed Behavior	3	6	0	0	0	9
Prewean	2	0	0	0	0	2
Space	0	0	0	1	0	1
Suffering	3	0	0	0	0	3
Unsocial	1	0	0	2	0	3
Wildlife	0	0	0	1	0	1
<b>Total</b>	<b>20</b>	<b>24</b>	<b>2</b>	<b>183</b>	<b>1</b>	<b>230</b>

**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 Taken Into the Shelter From All Jurisdictions  
Combined Y-T-D Beginning 07/01/15**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adoption Return</b>	85	189	59	22	28	<b>383</b>
<b>Born@Shelt</b>	13	0	130	103	5	<b>251</b>
<b>D2D</b>	11	19	1	3	2	<b>36</b>
<b>Evacuation</b>	205	94	12	270	0	<b>581</b>
<b>Flood</b>	1	1	1	0	2	<b>5</b>
<b>Pph</b>	231	183	57	0	18	<b>489</b>
<b>Protective Custody</b>	128	986	28	841	81	<b>2,064</b>
<b>Quarantine</b>	50	133	14	72	5	<b>274</b>
<b>Safe Hold</b>	19	58	3	6	1	<b>87</b>
<b>Stray</b>	6,535	8,255	5,246	1,521	898	<b>22,455</b>
<b>Surrendered by Owner</b>	2,511	2,930	1,780	2,771	627	<b>10,619</b>
<b>Transfer</b>	59	278	188	899	109	<b>1,533</b>
<b>Total</b>	<b>9,848</b>	<b>13,126</b>	<b>7,519</b>	<b>6,508</b>	<b>1,776</b>	<b>38,777</b>

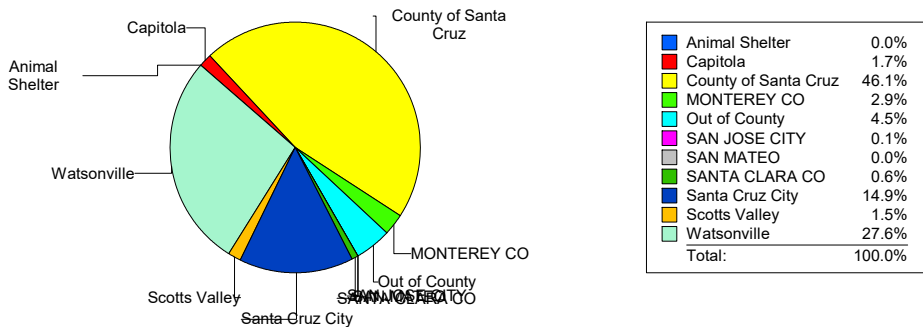
**Animals That Left the Shelter From All Jurisdictions  
Combined Y-T-D Beginning 7/1/2015**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
<b>Adopted</b>	2,985	3,474	4,684	2,341	1,181	<b>14,665</b>
<b>Died</b>	57	14	55	55	1	<b>182</b>
<b>Disposal*</b>	777	281	63	191	8	<b>1,320</b>
<b>Euthanized</b>	2,445	1,723	800	1,210	102	<b>6,280</b>
<b>Found</b>	0	1	0	0	0	<b>1</b>
<b>Missing</b>	9	3	2	10	0	<b>24</b>
<b>Pph</b>	156	106	39	0	10	<b>311</b>
<b>Returned to Owner</b>	1,659	6,384	139	808	193	<b>9,183</b>
<b>Transferred to Another Shelt</b>	1,834	1,010	1,569	1,768	131	<b>6,312</b>
<b>Wildlife Relocated</b>	0	1	0	5	0	<b>6</b>
<b>Total</b>	<b>9,922</b>	<b>12,997</b>	<b>7,351</b>	<b>6,388</b>	<b>1,626</b>	<b>38,284</b>

\* 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**

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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: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Accept and Approve Third Quarter Report of All Claims Under \$10,000  
Approved by the General Manager

**Recommendation:**

Accept and approve the third quarter report of all claims under \$10,000 approved by the General Manager for the period from January 1, 2023 through March 31, 2023.

**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, 2023 through June 30, 2023 will be included on the August, 2023 agenda.

DATE: 4/10/23  
 TO: Board of Directors, Santa Cruz County Animal Shelter  
 FROM: Amber Rowland, General Manager  
 SUBJECT: Item 5.4 January 1, 2023 through March 31, 2023 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, 2023 through March 31, 2023.

**Actual Transactions**

Posted	Document No	Amount	Description	Vendor No	Vendor Name
<b>Object: 61125 – UNIFORM REPLACEMENT</b>					
1/13/2023	84068	195.78	DEL ROSARIO BOOTS	V107901	SUMMIT UNIFORMS CORP
1/13/2023	84069	554.53	MEIDINGER UNIFORMS	V107901	SUMMIT UNIFORMS CORP
1/13/2023	84204	-130.16	RETURN FOR BOOTS - BALKE	V107901	SUMMIT UNIFORMS CORP
<b>Object: 61310 – FOOD</b>					
1/03/2023	000238827	8.00	SPW2847 H2O DISPENSER RENTAL	V34903	DAMM SOFTWATER SERVICE INC
1/06/2023	243687782	-43.38	CAT FOOD RETURN	V126091	HILLS PET NUTRITION INC
1/06/2023	243706256	43.38	CAT FOOD	V126091	HILLS PET NUTRITION INC
1/06/2023	244002828	-109.23	SHELTER PET FOOD RETURN	V126091	HILLS PET NUTRITION INC
1/06/2023	244059571	-86.76	CAT FOOD RETURN	V126091	HILLS PET NUTRITION INC
1/06/2023	244078527	237.83	CAT FOOD	V126091	HILLS PET NUTRITION INC
1/13/2023	2729291	25.90	CAT FOOD	V8645	PET PALS
1/19/2023	000239978	27.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
1/23/2023	244014665	387.27	CAT FOOD	V126091	HILLS PET NUTRITION INC
1/27/2023	000240533	51.00	SPW2847 SC DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
1/27/2023	000240649	29.00	SPW2847 WATS DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
1/31/2023	244306774	151.07	CAT FOOD	V126091	HILLS PET NUTRITION INC
1/31/2023	244306775	281.22	CAT FOOD	V126091	HILLS PET NUTRITION INC
1/31/2023	244374752	151.07	CAT FOOD	V126091	HILLS PET NUTRITION INC
1/31/2023	2720773	116.41	CAT FOOD	V8645	PET PALS
1/31/2023	2729963	145.45	CAT FOOD	V8645	PET PALS
1/31/2023	423849	80.63	HAY AND STRAW	V741	GENERAL FEED & SEED
1/31/2023	425146	117.69	GRASS BALES	V741	GENERAL FEED & SEED
1/31/2023	425616	239.71	HAY AND STRAW	V741	GENERAL FEED & SEED
1/31/2023	425883	69.74	ALFALFA BALES	V741	GENERAL FEED & SEED
2/01/2023	000241168	8.00	SPW2847 WATER DISP RENTAL FEE	V34903	DAMM SOFTWATER SERVICE INC
2/03/2023	2022 1222	7.38	APPLE JUICE FOR VOLUNTEER EVEN	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/03/2023	2022 1222	680.83	FOOD FOR SHELTER PETS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/07/2023	2769182	153.19	RABBIT/HAMSTER FOOD	V8645	PET PALS
2/10/2023	108307	144.79	HAY, GEEKS PELLETS, HEN SCRATCH	V741	GENERAL FEED & SEED
2/10/2023	2023 0123	810.91	DOG, CAT, RABBIT FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	962.38	DOG AND CAT FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	421097	-100.24	REFUND OF ANIMAL FOOD	V741	GENERAL FEED & SEED
2/10/2023	426405	75.21	DUCK FOOD	V741	GENERAL FEED & SEED
2/10/2023	426804	293.62	HAY, GEEKS PELLETS	V741	GENERAL FEED & SEED
2/14/2023	000242494	51.00	SPW2847 DRINKING WATER SC	V34903	DAMM SOFTWATER SERVICE INC
2/21/2023	426173	208.68	FOOD FOR SHELTER ANIMALS	V741	GENERAL FEED & SEED
2/21/2023	426391	208.68	FOOD FOR SHELTER ANIMALS	V741	GENERAL FEED & SEED
3/06/2023	000243424	45.00	SPW2847 WATS DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
3/06/2023	000243494	51.00	SPW2847 SC DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
3/06/2023	2786549	134.66	HAMSTER/RABBIT/G. PIG FOOD	V8645	PET PALS
3/06/2023	427727	296.19	GEEKS PELLETS AND RICE STRAW	V741	GENERAL FEED & SEED
3/06/2023	427887	215.00	GEEKS PELLETS	V741	GENERAL FEED & SEED
3/07/2023	000243623	8.00	SPW2847 WATER DISP. RENTAL	V34903	DAMM SOFTWATER SERVICE INC
3/20/2023	244619551	-263.74	PRICE ADJ FOR SHELTER PET FOOD	V126091	HILLS PET NUTRITION INC
3/20/2023	244822922	467.73	CAT FOOD	V126091	HILLS PET NUTRITION INC
3/20/2023	244822923	226.61	CAT FOOD	V126091	HILLS PET NUTRITION INC
3/20/2023	416927885	-387.27	CREDIT FOR PET FOOD	V126091	HILLS PET NUTRITION INC
3/20/2023	416946736	-125.07	CREDIT FOR PET FOOD	V126091	HILLS PET NUTRITION INC
3/20/2023	416946736	-281.22	CREDIT FOR PET FOOD	V126091	HILLS PET NUTRITION INC
3/22/2023	000245066	51.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
3/22/2023	2023 0222	1,679.20	ANIMAL FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2792329	41.41	RABBIT FOOD	V8645	PET PALS
3/22/2023	427233	39.98	HOG FOOD	V741	GENERAL FEED & SEED
3/22/2023	428592	59.97	HOG FOOD	V741	GENERAL FEED & SEED
3/24/2023	000245664	27.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC

3/24/2023	000245781	59.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWARE SERVICE INC
<b>Object: 61412 – JANITORIAL SERVICES</b>					
1/06/2023	31474	875.00	31474 JANITORIAL SERVICES	V129185	ALVAREZ INDUSTRIES INC
2/13/2023	31677	875.00	31677 JANITORIAL SERVICES	V129185	ALVAREZ INDUSTRIES INC
3/17/2023	31877	802.00	INV31877 JANITORIAL SERVICES	V129185	ALVAREZ INDUSTRIES INC
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>					
1/31/2023	0109884	584.56	VEHICLE MAINTENANCE	V129906	SPECIALIZED AUTO INC
2/06/2023	0110053	841.80	VEHICLE MAINTENANCE	V129906	SPECIALIZED AUTO INC
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>					
1/03/2023	438486	308.02	ACCT CO119 - COPIER LEASE	V125978	MONTEREY BAY SYSTEMS
1/23/2023	29831929	164.66	CANON LEASE	V15391	CANON SOLUTIONS AMERICA INC
3/03/2023	29986676	236.32	CANON COPIER LEASE	V15391	CANON SOLUTIONS AMERICA INC
3/24/2023	30153556	164.66	CANON COPIER LEASE	V15391	CANON SOLUTIONS AMERICA INC
<b>Object: 61730 – MAINT-OTH EQUIP-SERVICES</b>					
3/15/2023	JV230851	2,743.70	MOVE HVAC REPAIRS TO 61730		
3/22/2023	78800	780.00	RECEPTACLE/MOTION SENSORS	V45361	JENSCO INC.
3/22/2023	78866	922.40	CONNECT EXHAUST FAN	V45361	JENSCO INC.
3/27/2023	24829	328.00	HVAC WORK	V127948	AIRTEC SERVICE
<b>Object: 61835 – FACILITIES MAINT-GENERAL-SERV</b>					
3/15/2023	JV230851	-2,743.70	MOVE HVAC REPAIRS TO 61730		
<b>Object: 61922 – OTHER MEDICAL MATERIALS &amp; SUPP</b>					
1/03/2023	44954233	1,241.52	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/05/2023	3023380471	58.67	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
1/05/2023	6001204208	327.61	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
1/06/2023	3023380472	16.76	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
1/12/2023	45135904	1,004.16	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/12/2023	45144766	1,524.35	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/13/2023	6001187277	327.61	ADVANTAGE FLEA MEDIC FOR DOGS	V41124	ELANCO US INC
1/13/2023	6001211685	364.02	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
1/19/2023	000239977	11.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
1/20/2023	45071622	51.11	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/20/2023	45195119	5.82	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/20/2023	45256596	1,281.20	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/26/2023	45381190	21.18	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/26/2023	45384335	1,281.74	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/27/2023	000240532	17.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
1/30/2023	45431149	273.88	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
1/31/2023	3023602043	123.24	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
1/31/2023	6001215898	174.24	BAYTRIL TASTE TABS	V41124	ELANCO US INC
2/01/2023	45589839	602.50	NOBIVAC CANINE 1DAPPV	V120453	MWI VETERINARY SUPPLY CO
2/03/2023	2022 1222	211.31	BUPRENORPHINE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/06/2023	45657790	2,033.83	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
2/07/2023	2023 0131	1,070.30	OXYGEN CYLINDER ANNUAL RENT	V125202	ANALGESIC SERVICES INC
2/07/2023	354138	193.50	OXYGEN FOR CLINIC	V125202	ANALGESIC SERVICES INC
2/08/2023	45654456	372.01	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
2/08/2023	45722145	1,001.81	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
2/10/2023	2023 0123	211.31	BUPRENORPHINE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	6001248544	216.89	DRONCIT	V41124	ELANCO US INC
2/10/2023	99999902516:	298.17	CLINIC SUPPLIES	V43263	WA BUTLER COMPANY
2/10/2023	99999902521:	164.81	DOXYCYCLINE	V43263	WA BUTLER COMPANY
2/13/2023	3023953282	44.49	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
2/13/2023	45788588	544.91	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
2/13/2023	45798090	44.38	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
2/13/2023	6001241017	327.61	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
2/21/2023	000242493	5.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
3/06/2023	000243493	11.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
3/06/2023	6001262164	343.98	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
3/09/2023	3024305668	85.17	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
3/09/2023	46064571	4,077.00	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
3/09/2023	46064571	1,421.39	HEALTHY PETS FOR ALL SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
3/10/2023	2023 0228	511.76	ACCT157635 SNAP TESTS	V10638	IDEXX DISTRIBUTION INC

3/15/2023	2023 0228	29.70	OXYGEN CYLINDER RENTAL	V125202	ANALGESIC SERVICES INC
3/15/2023	353186	98.39	OXYGEN	V125202	ANALGESIC SERVICES INC
3/17/2023	244695385	547.61	CAT AND DOG FOOD	V126091	HILLS PET NUTRITION INC
3/20/2023	244634035	118.92	CAT FOOD	V126091	HILLS PET NUTRITION INC
3/20/2023	3024308971	6.63	AUTOCLAVE STEAM TAPE	V128735	PATTERSON VETERINARY SUPPLY INC
3/21/2023	45849671	51.16	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
3/21/2023	46087808	-287.44	MEMBER REWARDS REBATE	V120453	MWI VETERINARY SUPPLY CO
3/21/2023	46141846	128.79	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
3/21/2023	46279411	4,331.25	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
3/21/2023	6001273875	343.98	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
3/22/2023	000245065	11.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWARE SERVICE INC
3/24/2023	3024343434	76.25	CONTROLLED SUBSTANCE LOG	V128735	PATTERSON VETERINARY SUPPLY INC
3/24/2023	46272009	4.10	LIDOCAINE - CLINIC	V120453	MWI VETERINARY SUPPLY CO
3/24/2023	46428950	68.13	SURGERY GOWNS	V120453	MWI VETERINARY SUPPLY CO
3/24/2023	46433132	3,007.05	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
3/24/2023	46439255	553.59	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
3/24/2023	6101471955	565.98	NEXGARD DOG	V38957	BOEHRINGER INGELHEIM ANIMAL HEALTH USA INC
3/24/2023	99999902554:	61.36	PRAZIQUANTEL - CLINIC	V43263	WA BUTLER COMPANY

**Object: 62020 – MEMBERSHIPS**

2/03/2023	2022 1222	950.00	JUSTICE CLEARINGHOUSE MEMBERSH	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/13/2023	2022 1001	1,634.00	CSDA MEMBERSHIP	V123263	CALIFORNIA SPECIAL DISTRICT ASSOCIATION
3/06/2023	300001297	350.00	CAL ANIMALS MEMBERSHIP	V120008	STATE HUMANE ASSOCIATION OF CA
3/17/2023	300001297	-350.00	CAL ANIMALS MEMBERSHIP	V120008	STATE HUMANE ASSOCIATION OF CA

**Object: 62111 – MISCELLANEOUS EXPENSE-SERVICES**

1/05/2023	38495	106.54	EQUIP MAINTENANCE	V124747	HEALTH TECHNOLOGY PROFESSIONAL PRODUCTS INC
1/05/2023	38498	163.07	EQUIP MAINTENANCE	V124747	HEALTH TECHNOLOGY PROFESSIONAL PRODUCTS INC
1/06/2023	1208159	92.90	HARNESS REPAIR	V40490	NEWBY, NANCIE
3/17/2023	2023 0301	27.00	DUMP FEE - ROOSTER SOILED BOAR	V45256	SHREVE, PHYLLIS
3/22/2023	2023 0222	2,400.00	VOLUNTEER MANAGEMENT SYSTEM	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/24/2023	2090592	545.43	APN02606349 PROP TAX BILL	V311120	COUNTY OF SANTA CRUZ TREASURER-TAX COLLECTOR

**Object: 62112 – CASH SHORTAGES**

2/01/2023	DU93917	0.08	CASH SHORTAGE	C99999	DEP
2/28/2023	DU94567	0.11	CASH SHORTAGES	C99999	DEP
3/16/2023	DU95018	0.02	CASH SHORTAGES	C99999	DEP

**Object: 62214 – DUPLICATING SERVICES**

2/07/2023	19435	65.55	CAT VISIT PERMISSION SLIPS	V11770	MAY, LEE
3/06/2023	00002660	503.32	BUSINESS CARDS, SIGNS	V115600	BLUE HERON DESIGN GROUP

**Object: 62217 – MISC NONINVENTORIABLE ITEMS**

3/03/2023	2023 0216	696.15	CABINETS FOR VET CLINIC	V42012	TOWNSEND, CARA
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**Object: 62221 – POSTAGE**

2/07/2023	2023 0124	1,008.50	POSTAGE FOR METER	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC
2/10/2023	2023 0123	49.50	POSTAGE STAMPS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/21/2023	3105992982	134.53	POSTAGE METER LEASE	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC

**Object: 62223 – SUPPLIES**

1/10/2023	2022 1224	21.41	PAINTING SUPPLIES	E611680	GOLDBERG, SARAH
1/26/2023	8068759548	354.01	OFFICE SUPPLIES	V14384	STAPLES, INC.
2/03/2023	2022 1222	187.78	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/03/2023	2022 1222	735.74	OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/03/2023	2022 1222	1,168.75	STAFF SWEATSHIRTS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/03/2023	2022 1222	140.57	CLINIC SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/03/2023	2022 1222	970.78	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/03/2023	439189	50.00	TONER FOR COPIER	V125978	MONTEREY BAY SYSTEMS
2/07/2023	39014	1,375.83	BLEACH AND HAND SOAP	V124747	HEALTH TECHNOLOGY PROFESSIONAL PRODUCTS INC
2/10/2023	2023 0123	168.90	CAT FOOD CAN ORGANIZER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	184.17	FLASHLIGHTS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	29.77	STAMPER, PICTURES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	628.39	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	149.15	TOOLS, ANCHOR, BATHROOM SUPPL	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	700.62	OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	112.55	SCREWS AND WASHERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506

2/10/2023	2769795	34.86	FELINE PINE CAT LITTER	V8645	PET PALS
2/10/2023	2773623	205.63	COOP WIRE	V8645	PET PALS
2/15/2023	8069104626	444.52	OFFICE SUPPLIES	V14384	STAPLES, INC.
2/28/2023	2023 0216	27.23	TAPE FOR LABELING ROOSTERS	E613142	MANRIQUEZ, RODOLFO
3/03/2023	2023 0120	305.07	SPACE HEATERS FOR KENNELS	V42012	TOWNSEND, CARA
3/10/2023	YS43476	520.79	CAT CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
3/10/2023	YU81777	-1,433.15	2022 UNFURGETTABLE PROGRAM CRD	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
3/10/2023	YV43900	520.79	CAT CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
3/10/2023	YY62070	520.79	CAT CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
3/22/2023	2023 0222	395.54	GUTTER REPAIR SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	723.82	OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	1,836.34	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	488.87	CLINIC SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	827.70	ROOSTER SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	36.52	GARAGE DOOR ROLLERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	373.17	BULLETIN BOARD, DON BOX, FRIDG	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	8.71	CARABINERS FOR CAT KENNELS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2792329	52.29	RODENT BEDDING	V8645	PET PALS

**Object: 62226 – INVENTORIAL ITEMS <5000**

3/22/2023	2023 0222	660.49	LAPTOP FOR GM	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
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**Object: 62301 – ACCOUNTING AND AUDITING FEES**

1/31/2023	1017	6,400.00	20-21 AUDIT FEES	V45004	KINOSHITA CPA
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**Object: 62310 – BANKING SERVICES**

1/05/2023	DU93245	942.95	BANK FEES SC OCTOBER 2022	C99999	DEP
2/01/2023	DU93916	352.76	BANK FEES WEB 010423	C99999	DEP
2/02/2023	DU93981	756.21	DECEMBER PAYPAL FEES	C99999	DEP
2/02/2023	DU93981	109.33	JANUARY PAYPAL FEES	C99999	DEP
2/03/2023	DU94010	796.61	BANK FEES 012723	C99999	DEP
2/23/2023	DU94483	895.58	SANTA CRUZ BANK FEES 021323	C99999	DEP
2/27/2023	DU94537	252.76	WEB BANK FEES 020223	C99999	DEP
3/06/2023	DU94754	110.33	JANUARY PAYPAL FEES	C99999	DEP
3/24/2023	DU95203	748.02	BANK FEES SC 032223	C99999	DEP
3/30/2023	DU95368	223.65	030223 WEB BANK FEES	C99999	DEP
3/30/2023	DU95371	-100.97	COUNTY SALES TAX	C99999	DEP

**Object: 62317 – CONSULT/MGT/PC SERVICES**

1/31/2023	189395	108.15	DECEMBER WEB LICENSE FEES	V11567	HLP INC
2/10/2023	189559	134.05	WEB LICENSE TRANSACTION FEES	V11567	HLP INC
3/24/2023	189701	127.75	FEBRUARY WEB LICENSE TRANS FEE	V11567	HLP INC

**Object: 62360 – LEGAL SERVICES**

3/13/2023	2022 1128	3,775.00	FEES FOR DICKEL TRIAL	V45230	DOYLE, ROBERT P
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**Object: 62381 – PROF & SPECIAL SERV-OTHER**

1/05/2023	166611	163.50	SC ALARM MONITORING	V2295	POLAND, DOYLE
1/05/2023	2022 0622	-49.00	SECURITY ALARM ANNUAL RENEWAL	V9813	WATSONVILLE POLICE DEPARTMENT
1/06/2023	166402	87.00	WATS ALARM MONITORING	V2295	POLAND, DOYLE
1/13/2023	109523	307.27	FIRE EQUIP MAINTENANCE	V125908	SANTA CRUZ FIRE EQUIPMENT COMPANY
1/23/2023	8896	1,000.00	PICK UP SERVICES - WATS	V35604	FLINTSTONE ENTERPRISES
1/23/2023	8896	1,000.00	SC PICK UP SERVICES	V35604	FLINTSTONE ENTERPRISES
1/26/2023	1132023	1,920.00	BENEFIT SHOP MGMT	V37693	GOODMAN, LEA M
1/30/2023	2022 1231	820.20	LAB WORK - DECEMBER	V10638	IDEXX DISTRIBUTION INC
1/31/2023	9429	855.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
2/03/2023	2022 1222	11.00	ACCESS COURT RECORDS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/06/2023	2	425.00	TRANSPORT/CAPTURE OF 2 HORSES	V37554	VANOVER, MARK
2/07/2023	71137	50.00	SHREDDING SERVICES	V12521	SANTA CRUZ RECORDS MANAGEMENT
2/08/2023	9444	345.00	ANESTHESICA MACHINE CERT	V45106	SOMNI SCIENTIFIC
2/14/2023	8913	700.00	PICK UP SERVICES - WATS	V35604	FLINTSTONE ENTERPRISES
2/14/2023	8913	700.00	PICK UP SERVICES - SC	V35604	FLINTSTONE ENTERPRISES
2/21/2023	2023 0131	745.23	ACCT 157635 LAB WORK	V10638	IDEXX DISTRIBUTION INC
2/28/2023	02152023	1,920.00	BENEFIT SHOP MGMT	V37693	GOODMAN, LEA M
3/03/2023	1	1,440.00	ST. PITTIE'S DAY EVENT MGMT	V45146	PRICE, JENNIFER ALMAN
3/03/2023	9469	1,060.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
3/06/2023	71535	50.00	SHREDDING SERVICES	V12521	SANTA CRUZ RECORDS MANAGEMENT

3/09/2023	3	600.00	ASSITANCE WITH ROOSTER SEIZURE	V37554	VANOVER, MARK
3/10/2023	2023 0228	393.08	ACCT157635 LAB WORK	V10638	IDEXX DISTRIBUTION INC
3/15/2023	3142023	1,920.00	BENEFIT SHOP MGMT	V37693	GOODMAN, LEA M
3/15/2023	SS43684	222.00	INV#SS43684 SHARPS PICK UP	V127605	SHARPS SOLUTIONS LLC
3/22/2023	2023 0130	800.00	EUTHANASIA BY INJECTION TRAINI	V45364	WINKLEBLACK, BENJAMIN
3/22/2023	2023 0307	1,000.00	RABIES SAMPLE COLLECTION, PREP	V45364	WINKLEBLACK, BENJAMIN
3/22/2023	71929	50.00	SHREDDING SERVICES	V12521	SANTA CRUZ RECORDS MANAGEMENT
3/24/2023	9498	1,430.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
3/27/2023	167698	87.00	WATSONVILLE ALARM MONITORING	V2295	POLAND, DOYLE
3/27/2023	167905	163.50	SANTA CRUZ ALARM MONITORING	V2295	POLAND, DOYLE
3/27/2023	741344	128.25	ALARM MONITORING	V129086	FIRST ALARM

**Object: 62390 – REHABILITATION EXPENSE**

3/22/2023	2023 0222	100.00	SEARCH WARRANT TRAINING	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/28/2023	JV230887	-100.00	TRAINING OBJECT IS 62914		
Total 62390 – REHABILITATI		0.00			

**Object: 62399 – VETERINARIAN SERVICES**

1/05/2023	15	5,002.50	DECEMBER SPAY/NEUTER SVCS	V42810	CLAY, JOHN W
1/06/2023	0009	2,660.00	OCTOBER-DECEMBER S/N SVCS	V42926	SULLIVAN, RHIANNON MARIE
1/06/2023	DU93302	-317.25	SCVH FEES	C99999	DEP
1/13/2023	2022 1231	5,234.48	EMERGENCY VET SVCS - DECEMBER	V108476	SANTA CRUZ VETERINARY HOSPITAL
1/13/2023	DU93452	-342.64	SCVH FEES	C99999	DEP
2/03/2023	DU94010	-104.75	SCVH FEES	C99999	DEP
2/07/2023	16	4,686.25	JANUARY S/N SERVICES	V42810	CLAY, JOHN W
2/08/2023	2023 0131	9,215.14	JANUARY EMERGENCY VET SVCS	V108476	SANTA CRUZ VETERINARY HOSPITAL
2/10/2023	2023 0123	1,858.00	RABBIT SPAY/NEUTER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	DU94199	-258.25	SCVH FEES	C99999	DEP
2/16/2023	DU94322	-225.09	SCVH FEES	C99999	DEP
2/23/2023	2023 0209	1,558.50	RADIOGRAPHS AND MEDS	V42498	KOPLOY, JEANNE A. C.
2/23/2023	DU94483	-209.50	SCVH FEES	C99999	DEP
2/28/2023	DU94563	-104.75	SCVH FEES	C99999	DEP
3/02/2023	DU94682	-187.00	SCVH FEES	C99999	DEP
3/03/2023	2301256	326.25	CONSULT/EXAM/ECHO	V121767	MISSION VLY VET CARDIOLOGY
3/07/2023	17	3,881.25	FEBRUARY S/N SERVICES	V42810	CLAY, JOHN W
3/09/2023	DU94844	-215.00	SCVH FEES	C99999	DEP
3/13/2023	999741	6,660.39	A299120 SURGERY	V108476	SANTA CRUZ VETERINARY HOSPITAL
3/14/2023	120	9,550.00	JANUARY SPAY/NEUTER SERVICES	V41919	PEOPLES PET CARE INC.
3/14/2023	120.2	2,595.00	JANUARY VET SERVICES	V41919	PEOPLES PET CARE INC.
3/14/2023	121	1,500.00	FEB VET SERVICES	V41919	PEOPLES PET CARE INC.
3/16/2023	DU95018	-113.50	SCVH FEES	C99999	DEP
3/17/2023	2023 0228	4,622.42	FEBRUARY EMERGENCY VET SVCS	V108476	SANTA CRUZ VETERINARY HOSPITAL
3/22/2023	2023 0222	582.00	RABBIT SPAY/NEUTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	DU95144	-113.50	SCVH FEES	C99999	DEP
3/24/2023	1000772	2,905.14	A299663 SURGERY	V108476	SANTA CRUZ VETERINARY HOSPITAL
3/30/2023	DU95371	-340.50	SCVH FEES	C99999	DEP

**Object: 62710 – FIELD EQUIPMENT**

2/03/2023	2022 1222	253.74	STEERING WHEEL COVERS, WRAP	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
2/10/2023	2023 0123	628.19	NET TRAPS/PLASTIC BAGS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	163.44	STORAGE BOXES, CHICKEN LEG BAN	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506

**Object: 62842 – INVENTORY MATERIALS PURCHASED**

2/03/2023	2022 1222	2,088.66	MERCHANDISE FOR RESALE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	614.53	SCREEN PRINT FOR VOL APRONS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	8,813.56	ST. PITTIE'S DAY MERCHANDISE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/22/2023	2023 0222	982.16	APRONS FOR VOLUNTEERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506

**Object: 62890 – SUBSCRIPTIONS BOOKS & ED MATER**

3/22/2023	2023 0222	384.26	2023 LAW BOOKS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
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**Object: 62893 – TOWING**

3/15/2023	23-52592	234.00	TOW SERVICE FOR ACO TRUCK	V14253	KJRB INC
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**Object: 62914 – EDUCATION & TRAINING(REPT)**

2/10/2023	2023 0123	300.00	INTERVIEW TRAININ G28/34/35/36	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
3/10/2023	202310-02-01	190.50	PC832 FIREARMS TRAINING	V129527	COLLEGE OF THE SEQUOIAS 21

3/28/2023 JV230887 100.00 TRAINING OBJECT IS 62914

**Object: 62920 – GAS, OIL, FUEL**

1/13/2023	86369351	2,034.25 FUEL FOR FLEET	V14942	WEX BANK
2/13/2023	87119873	1,753.89 FUEL FOR FLEET	V14942	WEX BANK
3/17/2023	87793706	1,809.88 FUEL FOR FLEET	V14942	WEX BANK

**Object: 62922 – LODGING**

2/03/2023	2022 1222	2,621.72 LODGING FOR ACO TRAININGS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
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**Object: 62924 – MEALS**

1/23/2023	2022 1114	340.00 ACO TRAINING NOVEMBER 2022	E616210	HARDING, NICOLE
1/23/2023	2022 1127	238.00 ACO TRAINING NOVEMBER 2022	E616210	HARDING, NICOLE
1/23/2023	2022 1127	207.00 ACO TRAINING - NOV 2022	E616218	BALKE, APRIL

**Object: 63070 – UTILITIES**

1/06/2023	2022 1228 1	39.31 ANNEX UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/06/2023	2022 1228 2	37.35 SC UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/06/2023	2022 1228 3	904.91 SC UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
1/06/2023	98510	793.56 WATSONVILLE UTILITIES	V100856	WATSONVILLE CITY UTILITIES
1/10/2023	98510	793.56 WATSONVILLE UTILITIES	V126091	HILLS PET NUTRITION INC
1/12/2023	0006487584	1,563.85 TRASH/RECYCLE - SANTA CRUZ	V124657	GREENWASTE RECOVERY INC
1/12/2023	0006487877	328.53 TRASH/RECYCLE - BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
1/23/2023	2023 0111 W	1,122.65 WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
1/26/2023	2023 0106	242.68 ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
1/26/2023	2023 0111 SC	7,318.58 SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
1/31/2023	2023 0108	0.06 ACCT33115 INTERNET SVCS	V125912	THE INTERNET STORE INC
1/31/2023	2023 0111	182.75 ACCT33115 INTERNET SVCS	V125912	THE INTERNET STORE INC
2/01/2023	2023 0126 1	867.80 SC WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/01/2023	2023 0126 2	37.35 SC WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/01/2023	2023 0126 3	39.31 ANNEX WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
2/08/2023	0006574477	1,563.85 TRASH/RECYCLE - SC	V124657	GREENWASTE RECOVERY INC
2/08/2023	0006574767	328.53 TRASH/RECYLCE - BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
2/10/2023	2023 0208	182.63 ACCT33115 INTERNET SERVICES	V125912	THE INTERNET STORE INC
2/13/2023	113684	872.09 WATSONVILLE UTILITIES	V100856	WATSONVILLE CITY UTILITIES
2/13/2023	2023 0205	256.20 ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
2/14/2023	2023 0209	9,446.70 SC PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
2/21/2023	2023 0210	1,368.50 WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
3/10/2023	2023 0224 1	1,003.87 SC WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/10/2023	2023 0224 2	49.72 SC WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/10/2023	2023 0224 3	39.31 ANNEX WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
3/17/2023	0006638376	328.53 BENEFIT SHOP TRASH/.RECYCLE	V124657	GREENWASTE RECOVERY INC
3/17/2023	128813	819.73 WATSONVILLE UTILITIES	V100856	WATSONVILLE CITY UTILITIES
3/21/2023	0006638088	1,563.85 SC TRASH/RECYCLE	V124657	GREENWASTE RECOVERY INC
3/21/2023	2023 0308	198.49 ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
3/22/2023	2023 0311	189.69 ACCT 33115 INTERNET SVCS	V125912	THE INTERNET STORE INC
3/24/2023	2023 0314 S	7,191.29 SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
3/24/2023	2023 0314 W	1,492.12 WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO

**Object: 86208 – MEDICAL EQUIPMENT**

1/06/2023	YN22790	7,607.94 LIGHT FOR CLINIC	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
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### **Consent Agenda Item 5.5**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Accept and Approve Third Quarter Report of All Journal Entries Made to the County of Santa Cruz and Interfaces for the County ISD Telecom Services

#### Recommendation:

Accept and approve 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, 2023 through March 31, 2023.

#### 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, 2023 through June 30, 2023 will be included on the August 2023 agenda.



DATE: 04/10/23  
 TO: Board of Directors, Santa Cruz County Animal Shelter  
 FROM: Amber Rowland, General Manager  
 SUBJECT: Item 5.5 January 1, 2023 through March 31, 2023 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, 2023 through March 31, 2023.

**Actual Transactions**

Posted	Document No	Amount	Description	Department
1/05/2023	JV230664	2,914.92	JANUARY RADIO SERVICES	Santa Cruz Regional 911
1/31/2023	IB230397	2,366.57	RADIO SHOP 2ND QTR CHARGES	Santa Cruz Regional 911
1/31/2023	JV230726	2,914.92	SCR911 FEBRUARY RADIO SERVICES	Santa Cruz Regional 911
2/27/2023	JV230802	2,914.92	SCR911 MARCH SERVICES	Santa Cruz Regional 911
3/28/2023	JV230886	2,914.92	APRIL SCR911 CHARGES	Santa Cruz Regional 911
Department Total		14,026.25		
1/11/2023	IB230287	2,818.04	NOVEMBER 2022 TELEPHONE CHGS	ISD - TELECOM
1/11/2023	IB230287	320.06	NOVEMBER 2022 TELEPHONE CHGS	ISD - TELECOM
2/10/2023	IB230368	2,829.45	DECEMBER 2022 TELEPHONE CHGS	ISD - TELECOM
2/10/2023	IB230368	327.54	DECEMBER 2022 TELEPHONE CHGS	ISD - TELECOM
3/07/2023	IB230437	316.50	JANUARY 2023 TELEPHONE CHGS	ISD - TELECOM
3/07/2023	IB230437	2,842.98	JANUARY 2023 TELEPHONE CHGS	ISD - TELECOM
Department Total		9,454.57		
1/12/2023	JV230679	8.50	2022-2023 COUNTY PARKS PARCEL	PARKS DEPARTMENT
Department Total		8.50		
1/23/2023	IB230292	6,860.00	NOVEMBER 2022 NETWORK CONNECTI	ISD
1/23/2023	IB230293	6,860.00	DECEMBER 2022 NETWORK CONNECTI	ISD
Department Total		13,720.00		
1/12/2023	JV230683	49,417.25	3RD QTR CERTS LEASE PAYMENT	COUNTY
1/12/2023	JV230684	1,800.00	2ND, 3RD, 4TH QTR FELT STREET	COUNTY
Department Total		51,217.25		
2/10/2023	JV14073	240.00	REGISTERED VETERINARY TECH	PERSONNEL
Department Total		240.00		
3/24/2023	GS230110	650.93	JULY22 FLEET CHGS	GSD - FLEET
3/24/2023	GS230112	958.69	SEPT 22 FLEET CHGS - ACTUAL	GSD - FLEET
Department Total		1,609.62		
3/29/2023	GS230227	7,888.15	Q1 22-23 Fac/equip maint ASA	GSD
3/29/2023	GS230257	517.40	Q2 22/23 Fac maint ASA	GSD
3/29/2023	GS230257	6,773.15	Q2 22/23 Equip maint ASA	GSD
Department Total		15,178.70		

## Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Approve an AUD60 Accepting and Appropriating \$75,181.29 in Unanticipated Revenue to Fund Legal Services

### Recommendation:

Approve an AUD60 accepting and appropriating \$75,181.29 in unanticipated revenue to fund legal services.

### Discussion:

At the December 12, 2023 meeting, the SCCAS Board of Directors approved an addendum to the agreement with Cara Townsend for provision of additional management and legal services for the Shelter. At that time, SCCAS anticipated that existing budget funds would be available to cover these costs. However, due to higher than anticipated expenditures it is now necessary to appropriate additional funds to cover these costs.

### Background on Unanticipated Revenue:

From the Shelter's inception through June 30, 2011, all general donations were deposited into the Shelter's General Ledger account as an asset. Towards the end of each fiscal year, a portion of these general donations would be recognized into revenue as needed to offset the year's net cost. Starting in fiscal year 2011-2012 this practice was discontinued, and all general donations were deposited directly into revenue. At the end of fiscal year (FY) 2010-2011, there was a balance of \$89,591.67 of general donations in the General Ledger. \$9,410.38 was recognized as revenue during FY 2017-2018 and \$5,000 has been recognized during FY 2022-2023. There is now a balance of \$75,181.29, which SCCAS proposes to recognize into revenue for FY 2022-2023 to help cover the cost of legal fees.

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

Resolution No. 2023-1

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

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the Santa Cruz County Animal Shelter is the recipient of funds, in the amount of \$75,181.29, from general donations held in the General Ledger for the payment of legal services; 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 \$75,181.29 for use by the Santa Cruz County Animal Shelter for the payment of legal services.

<u>GL Key</u>	<u>Revenue Object</u>	<u>IL Key</u>	<u>IL Object</u>	<u>Acct Name</u>	<u>Amount</u>
<u>702810</u>	<u>42372</u>				<u>\$75,181.29</u>

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

<u>GL Key</u>	<u>Expenditure Object</u>	<u>IL Key</u>	<u>IL Object</u>	<u>Acct Name</u>	<u>Amount</u>
<u>702810</u>	<u>62360</u>				<u>\$75,181.29</u>

PASSED AND ADOPTED BY THE Board of Directors of the Santa Cruz County Animal Shelter, this 10<sup>th</sup> day of April, 2023 by the following vote (requires four-fifths vote for approval):

AYES: MEMBERS \_\_\_\_\_

NOES: MEMBERS \_\_\_\_\_

ABSENT: MEMBERS \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
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: \_\_\_\_\_

## Consent Agenda Item 5.7

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Revised Change Fund Policy and Procedure #360

### Recommendation:

Accept and approve revision to the SCCAS Policy and Procedure #360 Change Fund.

### Discussion:

SCCAS has added a pool of three extra Animal Services Assistants to support the Client Services unit. Increasing the change fund from \$900 to \$1000 will allow SCCAS to utilize additional workstations at the Santa Cruz Shelter on an as-needed basis.

**Santa Cruz County of Santa Cruz  
Animal Services Authority**

ANIMAL SERVICES ADMINISTRATIVE  
POLICY/PROCEDURE

Policy No: 360  
Date Issued:  
Date Revised: 9/24/143/3/23

APPROVED: \_\_\_\_\_  
Board Chairperson

SUBJECT: CHANGE FUND

1. The Authority may maintain a change fund to be used in the agency's normal course of business to make change for customers following sales transactions. Change may be in currency and coin.

1.1. The change fund must be used only to make change for sales performed by the Authority.

1.2. The change fund must be kept separate from any other funds.

1.3. The change fund must be maintained with adequate security and, when not in use, kept in a locked compartment/receptacle or safe.

1.4. No expenditures for wages, cash advances, or loans may ever be paid from the fund. No personal checks may be cashed from the fund. The fund may not be used to reimburse small purchases.

2. The Fund is held and controlled by the General Manager or his/her designated representative (the custodian).

3. The Fund is authorized at ~~\$900~~\$1,000. The change fund amount does not change from day to day.

3.1. Cash overages in the change fund will be deposited to ~~GL object subject 236242362~~GL object subject 345262112. Cash shortages will be replenished to the change fund by way of requesting a warrant to be drawn to the Authority with ~~subject-GL object 345262112~~.

4. From time to time the fund may need to replenish its supply of small bills and change. The custodian of the Fund may take the fund to the Treasurer's Office to make change. The fund may not be replenished by anyone other than the custodian who is responsible for the fund.

**Santa Cruz County of Santa Cruz  
Animal Services Authority**

**ANIMAL SERVICES ADMINISTRATIVE  
POLICY/PROCEDURE**

Policy No: 360  
Date Issued:  
Date Revised: 3/3/23

APPROVED: \_\_\_\_\_  
Board Chairperson

SUBJECT: CHANGE FUND

1. The Authority may maintain a change fund to be used in the agency's normal course of business to make change for customers following sales transactions. Change may be in currency and coin.

1.1. The change fund must be used only to make change for sales performed by the Authority.

1.2. The change fund must be kept separate from any other funds.

1.3. The change fund must be maintained with adequate security and, when not in use, kept in a locked compartment/receptacle or safe.

1.4. No expenditures for wages, cash advances, or loans may ever be paid from the fund. No personal checks may be cashed from the fund. The fund may not be used to reimburse small purchases.

2. The Fund is held and controlled by the General Manager or his/her designated representative (the custodian).

3. The Fund is authorized at \$1,000. The change fund amount does not change from day to day.

3.1. Cash overages in the change fund will be deposited to GL object 42362. Cash shortages will be replenished to the change fund by way of requesting a warrant to be drawn to the Authority with GL object 62112.

4. From time to time the fund may need to replenish its supply of small bills and change. The custodian of the Fund may take the fund to the Treasurer's Office to make change. The fund may not be replenished by anyone other than the custodian who is responsible for the fund.

## Consent Agenda Item 5.8

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Accept Donations Totaling \$55,583.18 from the Santa Cruz County Animal Shelter Foundation and Direct that the Checks be Deposited

### Recommendation:

Accept donations totaling \$55,583.18 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited.

### Discussion:

The Foundation received \$44,011.88 from the Santa Cruz Gives campaign designated for the Extra Mile Fund. The Foundation also provided a double license match for January and February dog license payments resulting in a donation of \$11,571.30. These funds are general donations.

## **Regular Agenda Item 6.1**

TO Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: General Manager's Oral Report

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



## Regular Agenda Item 6.2

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Financial Report for February and March 2023

Recommendation:

Approve the Financial Report as presented for February and March 2023.

Discussion:

The fiscal year (FY) 2022-23 February/March period reflects total revenues of \$599,430 and expenditures of \$705,756. Total YTD revenues of \$3,663,627 are 68.24% of a potential 75.00%. Total YTD expenditures of \$3,515,062 are 78.80% of a potential 75.00%.

Year to date licensing revenues through March are \$195,050. Last year's YTD licensing revenues were \$200,788. Current YTD licensing revenues are 2.86% lower than last year.

**Santa Cruz County Animal Services Authority  
Financial Summary for Fiscal Year 2022-2023  
For Months Ending March 31, 2023**

Revenues:	2022-2023 Final Budget	2022-2023 Est/Actuals	2022-2023 YTD Actuals	YTD Remaining	2021-2022 YTD Actuals
ANIMAL LICENSES	\$0	\$0	\$0	\$0	\$0
INTEREST	\$17,000	\$38,000	\$25,637	\$12,363	\$7,627
RENTS & CONCESSIONS	\$700	\$125	\$60	\$65	\$98
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$120	\$80	\$110
ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$0
FED-FEMA	\$0	\$0	\$0	\$0	(\$0)
HUMANE SERVICES	\$250,000	\$200,000	\$149,543	\$50,457	\$157,060
ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$1,973	\$627	\$1,489
COST RECOVERY-OTHER	\$5,500	\$5,000	\$4,079	\$921	\$2,874
MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$2,653,079	\$695,988	\$2,740,154
CHARGES FOR CURRENT SERVICES	\$14,000	\$0	\$0	\$0	\$9,075
ADMIN FINE FEES	\$5,000	\$4,000	\$2,400	\$1,600	\$3,508
GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$0	\$0
ANIMAL MICROCHIP FEES	\$10,000	\$7,000	\$5,050	\$1,950	\$5,930
ANIMAL RABIES FEES	\$9,000	\$5,500	\$3,922	\$1,578	\$5,163
ANIMAL SPAY&NEUTER FEES	\$20,000	\$15,500	\$11,791	\$3,709	\$19,140
SALES-OTHER-TAXABLE	\$80,000	\$95,000	\$72,982	\$22,018	\$62,292
CASH OVERAGES	\$0	\$0	\$0	(\$0)	\$4
CONTRIBUTIONS and DONATIONS	\$460,000	\$630,000	\$505,416	\$124,584	\$360,240
NSF CHECKS	\$0	(\$243)	(\$243)	\$0	(\$550)
OTHER REVENUE	\$40,000	\$40,000	\$17,767	\$22,233	\$17,355
LICENSES - CAPITOLA	\$9,000	\$8,000	\$6,066	\$1,934	\$6,257
LICENSES - SANTA CRUZ	\$60,000	\$50,000	\$37,764	\$12,236	\$39,995
LICENSES- SCOTTS VALLEY	\$17,000	\$14,000	\$10,495	\$3,505	\$10,788
LICENSES- COUNTY	\$180,000	\$160,000	\$120,657	\$39,343	\$122,548
LICENSES- WATSONVILLE	\$35,000	\$27,000	\$20,068	\$6,932	\$21,200
<b>TOTAL REVENUES:</b>	<b>\$4,579,066</b>	<b>\$4,665,748</b>	<b>\$3,663,627</b>	<b>\$1,002,121</b>	<b>\$3,592,358</b>

**Less Expenditures:**

Salaries and Benefits	\$3,337,731	\$3,234,083	\$2,224,748	\$1,009,334	\$1,952,977
Services and Supplies	\$1,165,358	\$1,483,204	\$1,021,818	\$461,386	\$729,969
Other Uses	\$167,525	\$167,525	\$74,510	\$93,015	\$125,659
Fixed Assets	\$86,245	\$75,777	\$75,777	\$0	\$0
Operating Transfers Out	\$103,030	\$103,030	\$103,030	\$0	\$102,010
Intrafund Transfer	\$0	\$15,179	\$15,179	\$0	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$4,859,889</b>	<b>\$5,078,797</b>	<b>\$3,515,062</b>	<b>\$1,563,735</b>	<b>\$2,910,615</b>

**Plus Contingency:**

<b>TOTAL EXPENDITURES INCLUDING CONTINGENCY:</b>	\$186,954	\$0	\$0	(\$0)	\$0
	<b>\$5,046,843</b>	<b>\$5,078,797</b>	<b>\$3,515,062</b>	<b>\$1,563,735</b>	<b>\$2,910,615</b>

<b>NET REVENUES OVER (UNDER) EXPENDITURE</b>	<b>(\$467,777)</b>	<b>(\$413,049)</b>	<b>\$148,564</b>	<b>(\$561,614)</b>	<b>\$681,743</b>
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<b>BEGINNING FUND BALANCE - UNDESIGNATED</b>	\$1,384,065	\$1,384,065	\$1,384,065	\$1,384,065	\$1,384,065
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(unaudited ending balance from 6/30/22)

<b>ENDING FUND BALANCE - UNDESIGNATED</b>	\$916,289	\$971,016	\$1,532,630	\$822,452	\$2,065,808
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**ANIMAL LICENSE DETAIL**

	2022-23 YTD Actuals	2021-22 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$6,066	\$6,257	(\$191)
LICENSES - SANTA CRUZ	\$37,764	\$39,995	(\$2,231)
LICENSES- SCOTTS VALLEY	\$10,495	\$10,788	(\$293)
LICENSES- COUNTY	\$120,657	\$122,548	(\$1,891)
LICENSES- WATSONVILLE	\$20,068	\$21,200	(\$1,132)
	\$195,050	\$200,788	(\$5,738)

\* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/22 is \$472,501 (Unaudited)

\* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/22 is \$900 (Unaudited)

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2022-2023**

As of 3/31/23 from Finance Enterprise  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	22/23 Est./Actuals	February Actuals	March Actuals	22/23 YTD Actuals	YTD Remaining	75%	75%	21/22 YTD Actuals	COMPARE THRU MARCH PY ACTUALS	March Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
51000	SALARIES & BENF	\$3,337,731	\$3,337,731	\$3,234,083	\$240,467	\$237,216	\$2,224,748	\$1,009,334	66.65%	70.28%	\$1,952,977	\$271,771	\$250,673	\$2,778,870
61000	SERVICES & SUPL	\$1,165,358	\$1,207,752	\$1,483,204	\$89,110	\$151,192	\$1,021,818	\$461,386	84.60%	62.60%	\$729,969	\$291,849	\$89,962	\$1,166,006
70000	OTHER CHARGES	\$167,525	\$167,525	\$167,525	\$0	\$0	\$74,510	\$93,015	44.48%	75.00%	\$125,659	(\$51,149)	\$41,886	\$167,545
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$86,245	\$135,000	\$75,777	\$0	(\$27,407)	\$75,777	\$0	56.13%	0.00%	\$9,301	\$66,476	\$9,301	\$53,324
90000	OTHER FINANCING USES	\$103,030	\$103,030	\$103,030	\$0	\$0	\$103,030	\$0	100.00%	0.00%	\$102,010	\$1,020	\$0	\$102,010
95000	INTRAFUND TRANSFERS	\$0	\$13,228	\$15,179	\$0	\$15,179	\$15,179	\$0	114.75%	0.00%	\$0	\$15,179	\$0	\$0
98700	CONTINGENCIES	\$186,954	\$186,954	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$5,046,843	\$5,151,220	\$5,078,797	\$329,577	\$376,179	\$3,515,062	\$1,563,735	68.24%	124.77%	\$2,919,916	\$595,147	\$391,821	\$4,267,755
40100-42500	TOTAL REVENUES	\$4,579,066	\$4,649,066	\$4,665,748	\$503,051	\$96,379	\$3,663,627	\$1,002,121	78.80%	82.98%	\$3,592,358	\$71,269	\$128,262	\$4,329,227
	<b>NET COST</b>	<b>\$467,777</b>	<b>\$502,154</b>	<b>\$413,049</b>	<b>(\$173,474)</b>	<b>\$279,800</b>	<b>(\$148,564)</b>	<b>\$561,614</b>	<b>-29.59%</b>	<b>1093.90%</b>	<b>(\$672,442)</b>	<b>(\$523,878)</b>	<b>(\$263,559)</b>	<b>(\$61,472)</b>
51000	REGULAR PAY-PER	1,975,003	1,975,003	1,894,753	\$139,511	\$135,721	\$1,279,750	\$615,003	64.80%	69.07%	\$1,129,510	\$150,240	\$162,024	1,635,246
51005	OVERTIME PAY-PE	7,500	7,500	21,715	\$2,572	\$3,644	\$15,979	\$5,736	213.05%	91.23%	\$12,230	\$3,749	\$413	13,405
51010	REGULAR PAY-EXT	60,000	60,000	108,955	\$10,957	\$12,606	\$65,587	\$43,368	109.31%	74.38%	\$42,006	\$23,581	\$3,983	56,471
51040	DIFFERENTIAL PAY	32,000	32,000	27,656	\$2,465	\$2,427	\$18,693	\$8,963	58.42%	67.33%	\$18,826	(\$132)	\$2,669	27,961
52010	OASDI-SOCIAL SE	148,296	148,296	149,476	\$11,803	\$11,717	\$103,402	\$46,075	69.73%	69.25%	\$89,641	\$13,761	\$12,726	129,448
52015	RETIREMENT	576,856	576,856	481,302	\$38,947	\$38,055	\$335,731	\$145,572	58.20%	68.57%	\$295,919	\$39,812	\$36,384	431,568
53010	EMPLOYEE INSURA	486,264	486,264	498,413	\$34,212	\$33,046	\$353,795	\$144,619	72.76%	72.76%	\$320,355	\$33,439	\$32,474	440,280
53015	UNEMPLOYMENT IN	8,673	8,673	8,673	\$0	\$0	\$8,673	(\$0)	100.00%	100.00%	\$5,297	\$3,376	\$0	5,297
54010	WORKERS COMPENS	43,139	43,139	43,139	\$0	\$0	\$43,139	(\$0)	100.00%	100.00%	\$39,194	\$3,945	\$0	39,194
51000	SALARIES & BENF	\$3,337,731	\$3,337,731	\$3,234,083	\$240,467	\$237,216	\$2,224,748	\$1,009,334	66.65%	70.28%	\$1,952,977	\$271,771	\$250,673	\$2,778,870
61115	POLICE SAFETY EQUIPMENT	500	500	500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$739	(\$739)	\$0	800
61125	UNIFORM REPLACEMENT	1,500	1,500	6,000	\$0	\$0	\$5,314	\$686	354.28%	87.24%	\$3,421	\$1,894	\$0	3,921
61215	RADIO SERVICES	35,000	35,000	35,000	\$2,915	\$2,915	\$31,516	\$3,484	90.05%	75.00%	\$25,421	\$6,095	\$2,825	33,894
61220	TELECOM SERVICES	40,000	40,000	40,000	\$3,157	\$3,159	\$21,559	\$18,441	53.90%	61.38%	\$24,553	(\$2,994)	\$3,247	40,000
61310	FOOD	20,000	20,000	32,000	\$3,504	\$2,344	\$23,677	\$8,323	118.39%	78.10%	\$18,353	\$5,325	\$2,315	23,500
61412	JANITORIAL SERVICES	11,500	11,500	11,500	\$875	\$802	\$6,927	\$4,573	60.23%	66.67%	\$7,000	(\$73)	\$875	10,500
61525	LIABILITY INSURANCE	60,000	60,000	54,000	\$0	\$0	\$53,343	\$657	88.91%	101.60%	\$45,984	\$7,359	\$0	45,259
61535	OTHER INSURANCE	4,338	4,338	4,338	\$0	\$0	\$4,338	\$0	100.00%	0.00%	\$3,618	\$720	\$0	3,618
61720	MAINT-MOBILE EQUIPMENT-SERV	7,500	7,500	14,000	\$842	\$0	\$11,057	\$2,943	147.43%	41.25%	\$3,105	\$7,953	\$23	7,527
61725	MAINT-OFFICE EQUIPMENT	3,500	3,500	2,200	\$0	\$401	\$2,103	\$97	60.08%	81.25%	\$1,434	\$669	\$140	1,765
61730	MAINT-OTHER EQUIP-SVCS	17,500	2,838	6,000	\$0	\$4,774	\$5,210	\$790	183.57%	83.02%	\$1,787	\$3,423	\$0	2,152
61731	MAINT-OTHER EQUIP-SUP	1,500	1,500	500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	1,000
61835	FACILITIES MAINT	7,500	8,934	7,500	\$0	(\$2,744)	\$2,491	\$5,009	27.89%	75.68%	\$13,622	(\$11,131)	\$12,662	18,000
61845	MAINT STRUCT IM	1,000	1,000	0	\$0	\$0	\$0	\$0	0.00%	1.47%	\$15	(\$15)	\$0	1,000
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	80,000	80,000	125,000	\$7,343	\$16,167	\$94,773	\$30,227	118.47%	64.80%	\$58,319	\$36,454	\$18,343	90,000
62020	MEMBERSHIPS	3,000	3,000	3,000	\$2,584	\$0	\$2,584	\$416	86.13%	100.00%	\$2,756	(\$172)	\$0	2,756
62111	MISCELLANEOUS EXPENSES	14,000	14,000	4,500	\$0	\$2,972	\$3,944	\$556	28.17%	53.30%	\$7,462	(\$3,518)	\$1,074	14,000
62112	CASH SHORTAGES	50	50	5	\$0	\$0	\$3	\$2	0.00%	100.75%	\$40	(\$38)	\$0	40
62214	DUPLICATING SVCS.	5,000	5,000	5,000	\$66	\$503	\$2,683	\$2,317	53.67%	69.21%	\$2,769	(\$85)	\$0	4,000
62217	MISC NONINVENTORABLE ITEMS EXPENSE	0	0	700	\$0	\$696	\$696	\$4	0.00%	100.00%	\$100	\$596	\$0	100
62219	PC SOFTWARE PURCHASES	8,000	8,000	8,060	\$0	\$0	\$8,060	(\$0)	100.75%	99.99%	\$6,845	\$1,215	\$548	6,845
62221	POSTAGE	12,000	12,000	12,000	\$1,058	\$135	\$7,480	\$4,520	62.33%	56.51%	\$6,781	\$699	\$135	12,000
62222	SUBSCRIPTIONS/PERIODICALS	500	500	500	\$0	\$0	\$225	\$275	44.97%	6.76%	\$249	(\$24)	\$0	3,679
62223	SUPPLIES	75,000	75,000	65,000	\$7,315	\$5,177	\$45,556	\$19,444	60.74%	51.78%	\$41,423	\$4,134	\$2,872	80,000
62225	NON-PC SOFTWARE	250	250	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	250

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2022-2023**

As of 3/31/23 from Finance Enterprise  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	22/23 Est./Actuals	February Actuals	March Actuals	22/23 YTD Actuals	YTD Remaining	75%	75%	21/22 YTDActuals	COMPARE	March Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU MARCH PY ACTUALS		
62226	INVENTORIALBLE ITEMS	20,000	20,000	35,000	\$0	\$28,067	\$31,257	\$3,743	156.28%	0.00%	\$0	\$31,257	\$0	60,000
62301	ACCOUNTING & AUDITING	15,000	15,000	15,000	\$0	\$0	\$0	\$15,000	0.00%	0.00%	\$0	\$0	\$0	15,000
62310	BANKING SERVICES	17,500	17,500	16,000	\$3,163	\$981	\$11,364	\$4,636	64.93%	68.07%	\$11,913	(\$549)	\$1,415	17,500
62316	COMPUTER PROF SVCS	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	22,500	28,000	33,000	\$134	\$128	\$31,519	\$1,481	112.57%	89.80%	\$20,205	\$11,314	\$147	22,500
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	\$0	\$41,160	\$41,160	50.00%	50.00%	\$41,160	\$0	\$0	82,320
62330	DPW SERVICES - GENERAL MONEY	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62360	LEGAL SERVICES	0	0	80,000	\$11,993	\$15,938	\$58,866	\$21,134	0.00%	0.00%	\$0	\$58,866	\$0	0
62381	PROF & SPECIAL	107,800	141,249	127,800	\$4,896	\$9,344	\$71,589	\$56,211	50.68%	63.29%	\$45,572	\$26,017	\$9,065	72,000
62399	VETERINARIAN SERVICES	100,000	100,000	202,000	\$16,416	\$31,653	\$151,298	\$50,702	151.30%	56.34%	\$78,870	\$72,428	\$20,769	140,000
62500	EQUIPMENT RENTS & LEASES-	0	0	0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	0
62610	RENTS & LEASES-	248,000	267,673	267,673	\$0	\$0	\$150,652	\$117,021	56.28%	75.00%	\$148,252	\$2,400	\$0	197,669
62710	FIELD EQUIPMENT	1,500	1,500	2,500	\$882	\$163	\$2,477	\$23	165.14%	69.12%	\$829	\$1,648	\$0	1,200
62715	SMALL TOOLS & INSTRUMENTS	0	1,000	1,000	\$0	\$0	\$344	\$656	34.42%	#DIV/0!	\$0	\$344	\$0	0
62801	ADVERTISING & PROMOTION	4,000	0	3,000	\$240	\$0	\$1,410	\$1,590	#DIV/0!	91.73%	\$3,843	(\$2,433)	\$241	4,189
62810	S/APP CNTR SRV-PLNT MNT & RPR	0	0	0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	0
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	30,000	\$2,089	\$10,410	\$23,112	\$6,888	115.56%	68.46%	\$15,393	\$7,719	\$0	22,486
62857	SPECIAL MISC EXP-SUPPLIES	500	500	0	\$0	\$0	\$0	\$0	0.00%	100.04%	\$903	(\$903)	\$0	903
62890	SUBSCRIPTIONS/BOOKS	500	500	500	\$0	\$384	\$384	\$116	76.85%	100.00%	\$510	(\$126)	\$126	510
62893	TOWING	0	0	600	\$0	\$234	\$581	\$20	0.00%	0.00%	\$0	\$581	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	1,712	\$300	\$291	\$1,712	\$0	68.46%	87.14%	\$2,066	(\$354)	\$25	2,371
62920	GAS, OIL, FUEL	20,000	20,000	20,000	\$1,754	\$1,810	\$14,273	\$5,727	71.36%	63.91%	\$12,782	\$1,490	\$1,857	20,000
62922	TRAVEL-LODGING	1,500	1,500	3,688	\$2,622	\$0	\$3,688	(\$0)	245.87%	64.00%	\$635	\$3,053	\$0	992
62924	TRAVEL-MEALS	500	500	785	\$0	\$0	\$785	(\$0)	157.00%	7.12%	\$18	\$767	\$0	257
62926	TRAVEL-MILEAGE	500	500	250	\$0	\$0	\$69	\$181	13.75%	100.55%	\$88	(\$20)	\$0	88
62928	TRAVEL-OTHER	100	100	50	\$0	\$0	\$21	\$29	21.00%	4.49%	\$32	(\$11)	\$0	714
62930	REGISTRATIONS	1,000	1,000	1,000	\$0	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	225
62935	SERVICE CENTER	500	500	2,023	\$0	\$1,610	\$2,023	(\$0)	0.00%	100.08%	\$476	\$1,547	\$0	476
62940	TRAVEL ADVANCES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
63070	UTILITIES	90,000	90,000	120,000	\$14,963	\$12,877	\$89,695	\$30,305	99.66%	72.07%	\$70,628	\$19,067	\$11,257	98,000
74230	PRINCIPAL ON LEASE PUCHASES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,165,358	\$1,207,752	\$1,483,204	\$89,110	\$151,192	\$1,021,818	\$461,386	84.60%	62.60%	\$729,969	\$563,621	\$89,962	\$1,166,006
75239	CONTRIBUTIONS TO COUNTY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0
75315	COUNTY OVERHEAD (see 3550)	\$167,525	\$167,525	\$167,525	\$0	\$0	\$74,510	\$93,015	44.48%	75.00%	\$125,659	\$0	\$41,886	\$167,545
700000	OTHER CHARGES	\$167,525	\$167,525	\$167,525	\$0	\$0	\$74,510	\$93,015	44.48%	75.00%	\$125,659	(\$51,149)	\$41,886	\$167,545
86204	EQUIPMENT	\$0	\$20,000	\$16,382	\$0	\$0	\$16,382	\$0	81.91%	0.00%	\$0	\$16,382	\$0	\$16,239
86208	MEDICAL EQUIPMENT	\$45,000	\$45,000	\$18,160	\$0	(\$27,407)	\$18,160	(\$0)	40.36%	12.23%	\$9,301	\$8,859	\$9,301	\$30,000
86209	MOBILE EQUIPMENT	\$41,245	\$70,000	\$41,235	\$0	\$0	\$41,235	(\$0)	58.91%	0.00%	\$0	\$41,235	\$0	\$0
86210	OFFICE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	\$7,085
86204	FIXED ASSETS	\$86,245	\$135,000	\$75,777	\$0	(\$27,407)	\$75,777	\$0	56.13%	0.00%	\$9,301	\$66,476	\$9,301	\$53,324

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT  
2022-2023**

As of 3/31/23 from Finance Enterprise  
SC CO ANIMAL SERVICES AUTHORITY  
Organization: 70 28

Pos + = UP  
Neg ( ) = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	22/23 Est./Actuals	February Actuals	March Actuals	22/23 YTD Actuals	YTD Remaining	75%	75%	21/22 YTD Actuals	COMPARE THRU MARCH PY ACTUALS	March Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
90000	OPERATING TRSF OUT	\$103,030	\$103,030	\$103,030	\$0	\$0	\$103,030	\$0	100.00%	134.13%	\$102,010	\$1,020	\$0	\$102,010
90000	OTHER FINANCING USES	\$103,030	\$103,030	\$103,030	\$0	\$0	\$103,030	\$0	100.00%	0.00%	\$102,010	\$1,020	\$0	\$102,010
95390	REPAIR & MAINTENANCE	\$0	\$13,228	\$15,179	\$0	\$15,179	\$15,179	\$0	114.75%	0.00%	\$0	\$15,179	\$0	\$0
95000	INTRAFUND TRANSFERS	\$0	\$13,228	\$15,179	\$0	\$15,179	\$15,179	\$0	114.75%	0.00%	\$0	\$15,179	\$0	\$0
98700	APPROP FOR CONTINGENCIES	\$186,954	\$186,954	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$186,954	\$186,954	\$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	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0
40430	INTEREST	\$17,000	\$17,000	\$38,000	\$4,246	\$0	\$25,637	\$12,363	150.81%	69.34%	\$7,627	\$18,010	\$1,032	\$11,000
40440	RENTS & CONCESS	\$700	\$700	\$125	\$0	\$0	\$60	\$65	8.56%	49.00%	\$98	(\$38)	\$0	\$200
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$200	\$0	\$0	\$120	\$80	60.00%	78.57%	\$110	\$10	\$10	\$140
40810	ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0
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	0.00%	0.00%	\$0	\$0	\$0	\$0
41093	FED-FEMA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	(\$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	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41510	HUMANE SERVICES	\$250,000	\$250,000	\$200,000	\$19,307	\$21,760	\$149,543	\$50,457	59.82%	73.05%	\$157,060	(\$7,517)	\$23,503	\$215,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$2,600	\$196	\$177	\$1,973	\$627	75.89%	74.45%	\$1,489	\$484	\$282	\$2,000
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$5,000	\$840	\$619	\$4,079	\$921	74.17%	63.87%	\$2,874	\$1,205	\$904	\$4,500
42044	MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$3,349,066	\$308,732	\$0	\$2,653,079	\$695,987	79.22%	90.00%	\$2,740,154	(\$87,076)	\$0	\$3,044,616
42047	OTHER CHARGES CURRENT SERVICES	\$14,000	\$14,000	\$0	\$0	\$0	\$0	(\$0)	0.00%	85.21%	\$9,075	(\$9,075)	\$9,075	\$10,650
42073	ADMINISTRATIVE FINE FEES	\$5,000	\$5,000	\$4,000	\$0	\$0	\$2,400	\$1,600	48.00%	53.97%	\$3,508	(\$1,108)	\$358	\$6,500
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$3,786	\$977	\$15,000	\$0	0.00%	0.00%	\$0	\$15,000	\$0	\$5,000
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$10,000	\$10,000	\$7,000	\$980	\$555	\$5,050	\$1,950	50.50%	69.76%	\$5,930	(\$880)	\$1,975	\$8,500
42206	ANIMAL RABIES FEES	\$9,000	\$9,000	\$5,500	\$766	\$460	\$3,922	\$1,578	43.58%	73.76%	\$5,163	(\$1,241)	\$1,076	\$7,000
42207	ANIMAL SPAY&NEUTER FEES	\$20,000	\$20,000	\$15,500	\$3,136	\$2,597	\$11,791	\$3,709	58.96%	67.16%	\$19,140	(\$7,349)	\$9,089	\$28,500
42234	SALES-OTHER-TAXABLE	\$80,000	\$80,000	\$95,000	\$11,220	\$10,155	\$72,982	\$22,018	91.23%	67.71%	\$62,292	\$10,690	\$6,780	\$92,000
42362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	76.80%	\$4	(\$4)	\$0	\$5
42372	CONTRIBUTIONS AND DONATIONS	\$460,000	\$530,000	\$630,000	\$114,941	\$33,399	\$505,416	\$124,584	95.36%	61.58%	\$360,240	\$145,177	\$45,585	\$585,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	(\$243)	\$0	(\$29)	(\$243)	(\$0)	0.00%	94.18%	(\$550)	\$307	\$0	(\$584)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0
42384	OTHER REVENUE	\$40,000	\$40,000	\$40,000	\$1,408	\$1,494	\$17,767	\$22,233	44.42%	43.39%	\$17,355	\$411	\$2,340	\$40,000
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	\$9,000	\$9,000	\$8,000	\$1,217	\$956	\$6,066	\$1,934	67.40%	0.00%	\$6,257	(\$191)	\$1,145	\$8,200
42982	LICENSES - SANTA CRUZ	\$60,000	\$60,000	\$50,000	\$6,705	\$4,696	\$37,764	\$12,236	62.94%	0.00%	\$39,995	(\$2,231)	\$5,296	\$53,000
42983	LICENSES- SCOTTS VALLEY	\$17,000	\$17,000	\$14,000	\$1,866	\$1,576	\$10,495	\$3,505	61.74%	0.00%	\$10,788	(\$293)	\$1,073	\$14,000
42984	LICENSES- COUNTY	\$180,000	\$180,000	\$160,000	\$19,801	\$15,261	\$120,657	\$39,343	67.03%	0.00%	\$122,548	(\$1,891)	\$16,277	\$165,000
42986	LICENSES- WATSONVILLE	\$35,000	\$35,000	\$27,000	\$3,905	\$1,725	\$20,068	\$6,932	57.34%	0.00%	\$21,200	(\$1,132)	\$2,462	\$29,000
40100-42500	REVENUES	\$4,579,066	\$4,649,066	\$4,665,748	\$503,051	\$96,379	\$3,663,627	\$1,002,121	78.80%	82.98%	\$3,592,358	\$71,269	\$128,262	\$4,329,227

### Regular Agenda Item 6.3

TO: Santa Cruz County Animal Shelter Board of Directors  
FROM: Amber Rowland, General Manager  
DATE: April 10, 2023  
SUBJECT: Proposed Budget Fiscal Year 2023-24

#### Recommendation:

Consider the Proposed Fiscal Year (FY) 2023-24 Budget with a 10% increase to member contributions. This plan uses available reserve funds in conjunction with the requested 10% increase to member contributions to balance the budget.

#### Discussion:

##### Exhibit A - Proposed Budget

Staff have developed the following Proposed FY 2023-24 Budget for review and consideration. This budget reflects a 10% increase in member contributions and supports status quo levels of services and staffing and recommends continuing to use unassigned reserve balance funds to cover increased net costs.

The Estimated Actuals for FY 2022-23 reflect a deficit of \$413,049 to be offset through the use of reserve funds, resulting in an estimated year-end reserve fund balance of \$971,016.

The Proposed FY 2023-24 Budget assumes use of \$402,617 in reserve funds to balance the budget, which is \$99,536 less than was allocated for the FY 2022-23 Adjusted Budget. \$212,127 or 53% of the total deficit is accounted for by the required budgeted funds for contingencies. SCCAS typically does not use these contingency funds. Alternatives to using reserve funds to balance the budget are reductions in shelter staffing or reduction in high-cost services to the community such as spay/neuter surgeries. Staffing reductions could result in fewer opportunities to generate new revenue through grants and programs, lowered morale, staff burnout, and staff retention difficulties.

Salaries and Benefits budgeted for FY 2023-24 are based on reports provided by County Personnel. The \$346,565 increase in Salaries and Benefits represents a 10.4% increase over FY 2022-23 budget. Significant increases in this category come from 1) funding a Veterinarian position (\$176,440), 2) an increase in the General Manager salary (\$24,278), 3) a 3% cost of living increase for general representation and management staff (approximately \$50,000), 4) anticipated incentive pay for new and existing Registered Veterinary Technicians (\$22,500), 5) an increase in employee retirement costs (\$43,273), and 6) an increase in employee insurance costs (\$53,740). SCCAS is offsetting a portion of these increased costs by unfunding the Program and Development Manager position for FY 2023-24 (savings of \$138,585). There is no net change to funded positions (31 total FTE).

Services and Supplies costs are budgeted to increase by \$118,035 in FY 2023-24. Major increases in this category come from: 1) increased animal food costs (\$16,000) 2) increased insurance costs due to adding earthquake insurance per County requirement (\$27,895), 3) increased medical supplies costs (\$40,000), 4) increased veterinarian services costs (\$30,000), and 5) increased required appropriations for contingency (\$25,173).

The Proposed FY 2023-24 budget contains a required 4% Contingency of \$212,127 for any unanticipated costs or revenue shortfalls as well as a required \$104,060 contribution to a 30-year asset reserve fund to repair and replace all building components at the Santa Cruz County Animal Shelter.

Revenues are projected to increase by 10% to \$5,112,673 due to the 10% proposed increase in member contributions. Other revenue sources are expected to be stable year over year. Periodically, SCCAS is the beneficiary of substantial bequests, but these donations are unpredictable and are not included in the revenue forecast.

#### Exhibit B - Schedule of Member Contributions

This schedule delineates the change in member contributions based on the 10% increase request (\$334,907) and also shows for comparison purposes the effects on contributions of 8% and 12% increases.

#### Exhibit C - Member Data by Jurisdiction

This worksheet documents impounds and calls for service over the past three previous fiscal years. Along with population, these criteria are utilized to determine the allocation of member contributions.

#### Exhibit D - Member Contribution Increases/Decreases by Fiscal Year

This chart shows the increase/decrease in member contributions over the past ten years. The average annual member contribution increase over the past ten years has been 3.45% which has led to an ongoing structural budget deficit.

#### Exhibit E – Personnel Summary

SCCAS is requesting to fund the Veterinarian position and unfund the Program and Development Manager position for FY 2023-24. There is no net change to the total funded FTE's which remains at 31.0. Four positions remain unfunded.

#### Exhibit F – Proposed Capital Reserve Budget

SCCAS is proposing not to fund any capital expenditures for FY 2023-24. SCCAS spent a large portion of the reserve (\$396,000) in FY 2020-21 and FY 2021-22 to fund aspects of the Santa Cruz Shelter Expansion Project. SCCAS plans to allow the capital reserve to accumulate via the annual budgeted transfers to provide funding for larger future capital improvement needs. SCCAS anticipates the SCCAS Foundation will be willing to fund several smaller capital expenditures.

#### Exhibit G - Fee Schedule for Santa Cruz County

SCCAS is not requesting any fee schedule changes in the proposed budget. Further research and discussion are required on this subject. SCCAS may bring fee changes to the Board with the June budget.

#### Exhibit H - Fee Schedule for City of Capitola, City of Santa Cruz, City of Scotts Valley and City of Watsonville

SCCAS is not requesting any fee schedule changes in the proposed budget. Further research and discussion are required on this subject. SCCAS may bring fee changes to the Board with the June budget.

In summary, staff recommends a 10% increase in member contributions which considers increased costs in general operations and is a well-balanced approach to meet the current needs of the community. SCCAS can continue to work towards implementing revenue generating programs to help offset ongoing expenditures. In considering SCCAS's future, the use of existing fund balance for general operations is not sustainable and should be phased out. Without significant new unanticipated revenues, the fund balance may be exhausted in under five years. Staff will continue to recommend increases to member contributions in future years in order to work toward a balanced budget.



PROPOSED BUDGET FOR FISCAL YEAR 2023-24

Accounts	Actuals 2021-22	Adopted Budget 2022-23	Adjusted Budget 2022-23	Est./Actuals 2022-23	10% Increase Proposed Budget 2023-24	Change from Adj. 2022-23
<b>SALARIES AND BENEFITS</b>						
51000 -- REGULAR PAY-PERMANENT	1,627,429	1,975,003	1,975,003	1,894,753	2,198,716	223,713
51005 -- OVERTIME PAY-PERMANENT	13,131	7,500	7,500	21,715	15,000	7,500
51010 -- REGULAR PAY-EXTRA HELP	56,224	60,000	60,000	108,955	60,000	0
51040 -- DIFFERENTIAL PAY	27,796	32,000	32,000	27,656	32,000	0
52010 -- OASDI-SOCIAL SECURITY	128,802	148,296	148,296	149,476	163,779	15,483
52015 -- PERS	430,737	576,856	576,856	481,302	620,129	43,273
53010 -- EMPLOYEE INSURANCE AND BENEFITS	438,935	486,264	486,264	498,413	540,004	53,740
53015 -- UNEMPLOYMENT INSURANCE	5,297	8,673	8,673	8,673	14,664	5,991
54010 -- WORKERS COMPENSATION INSURANCE	39,194	43,139	43,139	43,139	40,004	(3,135)
<b>SUBTOTAL SALARIES AND BENEFITS</b>	<b>2,767,544</b>	<b>3,337,731</b>	<b>3,337,731</b>	<b>3,234,082</b>	<b>3,684,296</b>	<b>346,565</b>
<b>SERVICES AND SUPPLIES</b>						
61115 -- POLICE SAFETY EQUIP-REPLACE	739	500	500	500	500	0
61125 -- UNIFORM REPLACEMENT	3,921	1,500	1,500	6,000	1,500	0
61215 -- RADIO	33,894	35,000	35,000	35,000	5,000	(30,000)
61220 -- TELECOM SERVICES	40,032	40,000	40,000	40,000	40,000	0
61310 -- FOOD	27,675	20,000	20,000	32,000	36,000	16,000
61412 -- JANITORIAL SERVICES	10,500	11,500	11,500	11,500	11,500	0
61525 -- LIABILITY INSURANCE	45,392	60,000	60,000	54,000	65,127	5,127
61535 -- OTHER INSURANCE	3,618	4,338	4,338	4,338	32,233	27,895
61720 -- MAINT-MOBILE EQUIPMENT-SERV	8,224	7,500	7,500	14,000	12,000	4,500
61725 -- MAINT-OFFICE EQUIPMENT-SERVICES	2,047	3,500	3,500	2,200	3,500	0
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	2,192	17,500	2,838	6,000	15,000	12,162
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	541	1,500	1,500	500	1,500	0
61835 -- FACILITIES MAINT-GENERAL-SERVICES	22,268	7,500	8,934	7,500	7,500	(1,434)
61845 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	15	1,000	1,000		1,000	0
61846 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0				1,000	1,000
61920 -- MEDICAL, DENTAL & LAB SUPPLIES	0					0
61922 -- OTHER MEDICAL MATERIALS & SUPPLIES	94,118	80,000	80,000	125,000	120,000	40,000
62020 -- MEMBERSHIPS	2,756	3,000	3,000	3,000	3,000	0
62111 -- MISCELLANEOUS EXPENSE-SERVICES	7,462	14,000	14,000	4,500	7,500	(6,500)
62112 -- CASH SHORTAGES	48	50	50	5	50	0
62214 -- DUPLICATING SERVICES	3,796	5,000	5,000	5,000	5,000	0
62217 -- MISC NONINVENTORIAL ITEMS EXPENSE	100	0	0	700	0	0
62219 -- PC SOFTWARE PURCHASES	6,903	8,000	8,000	8,060	8,560	560
62221 -- POSTAGE	11,420	12,000	12,000	12,000	12,000	0
62222 -- SUBSCRIPTIONS/PERIODICALS	3,724	500	500	500	500	0
62223 -- SUPPLIES	88,489	75,000	75,000	65,000	75,000	0
62225 -- NON-PC SOFTWARE	0	250	250	0	250	0
62226 -- INVENTORIAL ITEMS	30,747	20,000	20,000	35,000	20,000	0

## PROPOSED BUDGET FOR FISCAL YEAR 2023-24

Accounts	Actuals 2021-22	Adopted Budget 2022-23	Adjusted Budget 2022-23	Est./Actuals 2022-23	10% Increase	Change from Adj. 2022-23
					Proposed Budget 2023-24	
62301 -- ACCOUNTING AND AUDITING FEES	15,274	15,000	15,000	15,000	15,000	0
62310 -- BANKING FEES	15,732	17,500	17,500	16,000	17,500	0
62316 -- COMPUTER PROF SERVICES		0	0	0	0	0
62317 -- CONSULT/MGT/PC SERVICES	21,472	22,500	28,000	33,000	34,000	6,000
62325 -- DATA PROCESSING SERVICES	84,672	82,320	82,320	82,320	85,302	2,982
62360-- LEGAL SERVICES	2,066			80,000	20,000	20,000
62381 -- PROF & SPECIAL SERV-OTHER	79,217	107,800	141,249	127,800	120,000	(21,249)
62399 -- VETERINARIAN SERVICES	138,346	100,000	100,000	202,000	130,000	30,000
62610 -- RENTS & LEASES-STRUC IMP & GRNDS	197,669	248,000	267,673	267,673	265,665	(2,008)
62710 -- FIELD EQUIPMENT	2,329	1,500	1,500	2,500	2,000	500
62715 -- SMALL TOOLS & INSTRUMENTS	0		1,000	1,000	1,000	0
62801 -- ADVERTISING & PROMOTION SUPPLIES	4,251	4,000	0	3,000	2,000	2,000
62842 -- INVENTORY MATERIALS PURCHASED	28,430	20,000	20,000	30,000	20,000	0
62857 -- SPECIAL MISC EXPENSE - SUPPLIES	903	500	500	0	500	0
62890 -- SUBSCRIPTIONS BOOKS & ED MATERIALS	510	500	500	500	500	0
62893 -- TOWING	275			600	500	500
62914 -- EDUCATION & TRAINING	2,421	2,500	2,500	1,712	2,500	0
62920 -- GAS, OIL, FUEL	22,388	20,000	20,000	20,000	20,000	0
62922 -- LODGING	992	1,500	1,500	3,688	1,500	0
62924 -- MEALS	257	500	500	785	500	0
62926 -- MILEAGE	88	500	500	250	500	0
62928 -- TRAVEL-OTHER	714	100	100	50	100	0
62930 -- REGISTRATIONS	225	1,000	1,000	1,000	1,000	0
62935 -- SERVICE CENTER CHARGES	476	500	500	2,023	500	0
62940 -- TRAVEL ADVANCES	0					0
63070 -- UTILITIES	106,283	90,000	90,000	120,000	100,000	10,000
<b>SUBTOTAL SERVICES AND SUPPLIES</b>	<b>1,175,611</b>	<b>1,165,358</b>	<b>1,207,752</b>	<b>1,483,204</b>	<b>1,325,787</b>	<b>118,035</b>
<b>OTHER EXPENDITURES</b>						
75294 -- TRUST FUND DISTRIBUTIONS		0	0		0	0
75315 -- COUNTY OVERHEAD (See prev. 3550)	167,545	167,525	167,525	167,525	149,020	(18,505)
86110 -- BUILDINGS AND IMPROVEMENTS		0	0		0	0
86204 -- FIXED ASSETS - EQUIPMENT AND MOBILE	16,239	0	20,000	16,382	15,000	(5,000)
86208 -- MEDICAL EQUIPMENT	5,249	45,000	45,000	18,160		(45,000)
86209 -- MOBILE EQUIPMENT	0	41,245	70,000	41,235	25,000	(45,000)
86210 -- OFFICE EQUIPMENT	7,085					0
90000 -- Operating Transfers Out	102,010	103,030	103,030	103,030	104,060	1,030
95000 -- REPAIR & MAINTENANCE	0	0	13,228	15,179		(13,228)
98700 -- APPROPRIATIONS FOR CONTINGENCY		186,954	186,954	0	212,127	25,173
<b>SUBTOTAL OTHER EXPENDITURES</b>	<b>298,128</b>	<b>543,754</b>	<b>605,737</b>	<b>361,511</b>	<b>505,207</b>	<b>(100,530)</b>
<b>TOTAL EXPENDITURES</b>	<b>4,241,284</b>	<b>5,046,843</b>	<b>5,151,220</b>	<b>5,078,797</b>	<b>5,515,290</b>	<b>364,070</b>

PROPOSED BUDGET FOR FISCAL YEAR 2023-24

Accounts	Actuals 2021-22	Adopted Budget 2022-23	Adjusted Budget 2022-23	Est./Actuals 2022-23	10% Increase Proposed Budget 2023-24	Change from Adj. 2022-23
<b>REVENUES</b>						
40100 -- PROPERTY TAX-CURRENT SEC-GEN		0	0		0	0
40230 -- ANIMAL LICENSES		0	0		0	0
40430 -- INTEREST	11,933	17,000	17,000	38,000	30,000	13,000
40440 -- RENTS & CONCESSIONS	122	700	700	125	500	(200)
40441 -- RENTAL DEPOSIT/FORFEIT REVENUE	110	200	200	200	200	0
40810 -- ST NATURAL DISASTER ASSISTANCE		0	0		0	0
41093 -- FED FEMA	379	0	0		0	0
41510 -- HUMANE SERVICES	231,776	250,000	250,000	200,000	250,000	0
42010 -- ADMINISTRATIVE SERVICES	2,109	2,600	2,600	2,600	3,000	400
42022 -- COST RECOVERY-OTHER	4,480	5,500	5,500	5,000	5,000	(500)
42044 -- MEMBER CONTRIBUTIONS	3,044,616	3,349,066	3,349,066	3,349,066	3,683,973	334,907
42047 -- CHARGES FOR CURRENT SERVICES	10,800	14,000	14,000	0	0	(14,000)
42073 -- ADMIN FINE FEES	7,209	5,000	5,000	4,000	5,000	0
42074 -- GRANT SERVICES-NON INTERGOV	5,000	15,000	15,000	15,000	15,000	0
42205 -- ANIMAL MICROCHIP FEES	9,175	10,000	10,000	7,000	10,000	0
42206 -- ANIMAL RABIES FEES	7,771	9,000	9,000	5,500	9,000	0
42207 -- ANIMAL SPAY & NEUTER FEES	28,185	20,000	20,000	15,500	30,000	10,000
42334 -- SALES OTHER TAXABLE	93,931	80,000	80,000	95,000	80,000	0
42362 -- CASH OVERAGES	5	0	0		0	0
42371 -- CONTRIBUTIONS-OTHER			0		0	0
42372 -- CONTRIBUTIONS AND DONATIONS	583,945	460,000	530,000	630,000	650,000	120,000
42375 -- INSURANCE PROCEEDS		0	0		0	0
42380 -- NSF CHECKS	(584)	0	0	(243)	0	0
42381 -- NSF CHECK FEES		0	0		0	0
42384 -- OTHER REVENUE	35,669	40,000	40,000	40,000	40,000	0
42390 -- UNCLAIMED MONEY-ESCHEATED		0	0		0	0
42462 -- OPERATING TRANSFER IN		0	0		0	0
42981 -- LICENSES-CAPITOLA CITY	8,656	9,000	9,000	8,000	9,000	0
42982 -- LICENSES-SANTA CRUZ CITY	55,463	60,000	60,000	50,000	60,000	0
42983 -- LICENSES-SCOTTS VALLEY CITY	14,866	17,000	17,000	14,000	17,000	0
42984 -- LICENSES-COUNTY SANTA CRUZ	169,203	180,000	180,000	160,000	180,000	0
42986 -- LICENSES-WATSONVILLE	29,154	35,000	35,000	27,000	35,000	0
<b>TOTAL REVENUES</b>	<b>4,353,973</b>	<b>4,579,066</b>	<b>4,649,066</b>	<b>4,665,748</b>	<b>5,112,673</b>	<b>463,607</b>
<b>EXPENDITURES LESS REVENUES</b>	<b>(112,689)</b>	<b>467,777</b>	<b>502,154</b>	<b>413,049</b>	<b>402,617</b>	<b>(99,536)</b>

PROPOSED BUDGET FOR FISCAL YEAR 2023-24

Accounts	Actuals 2021-22	Adopted Budget 2022-23	Adjusted Budget 2022-23	Est./Actuals 2022-23	10% Increase Proposed Budget 2023-24	Change from Adj. 2022-23
<b>FUND BALANCE TRANSFER TO ASSET RESERVE</b>	<b>102,010</b>	<b>103,030</b>	<b>103,030</b>		<b>104,060</b>	
<b>Positions Authorized</b>	33.70	33.70	34.70		35.00	
<b>Positions Unfunded</b>	5.00	5.00	4.00		4.00	
<b>Positions Funded</b>	28.70	28.70	30.70		31.00	
Beginning Fund Balance FY 07/01/22				1,384,065		
Less Est./Actuals 22-23				(413,049)		
Total Projected Fund Balance 6/30/23				971,016	971,016	
Assigned to Budget Deficit 2023-24					402,617	
Estimated Fund Balance 6/30/24					568,399	
<b>Breakdown of Fund Balance</b>						
Beginning Balance of B. Jean Funds 07/01/22				472,501		
Less Est./Actuals 22-23				0		
Estimate Fund Balance 6/30/23				472,501	472,501	
Assigned to Budget Deficit 2023-24					402,617	
Estimated Ending Balance 6/30/24					69,884	
Balance of Butler Gift, SB90 Funds, & Surplus FY 07/01/22				911,564		
Less Est./Actuals 22-23				(413,049)		
Estimate Fund Balance 6/30/23				498,515	498,515	
Assigned to Budget Deficit 2023-24						
Estimated Balance 6/30/24					498,515	
Beginning Balance Capital Asset Reserve 07/01/22				260,164		
FY 22-23 Contribution				103,030		
Less Est./Actuals 22-23 (Exp. - Int. Rev.)				3,274		
Estimate Fund Balance 6/30/23				366,468	366,468	
FY 23-24 Contribution					104,060	
Less Est./Actuals 23-24 (Exp. - Int. Rev.)					0	
Estimated Balance 6/30/24					470,528	

**Member Contributions  
FY 2023-24**

**Exhibit B**

FY 2022-23		FY 2023-24 Operational Increase				FY 23-24 Total Contribution		
Member	Actual	Blended % (50% Pop, 25% Imp, 25% CfS)	8% Increase	10% Increase	12% Increase	8% Increase	10% Increase	12% Increase
Capitola	\$80,492	2.180%	\$5,841	\$7,301	\$8,761	\$86,332	\$87,793	\$89,253
County	\$1,805,409	61.151%	\$163,839	\$204,799	\$245,759	\$1,969,248	\$2,010,208	\$2,051,168
Santa Cruz	\$612,190	17.135%	\$45,909	\$57,386	\$68,864	\$658,099	\$669,576	\$681,053
Scotts Valley	\$108,908	2.404%	\$6,441	\$8,051	\$9,661	\$115,349	\$116,959	\$118,569
Watsonville	\$742,068	17.130%	\$45,896	\$57,370	\$68,843	\$787,963	\$799,437	\$810,911
<b>Total</b>	<b>\$3,349,066</b>	<b>100.000%</b>	<b>\$267,925</b>	<b>\$334,907</b>	<b>\$401,888</b>	<b>\$3,616,992</b>	<b>\$3,683,973</b>	<b>\$3,750,954</b>

**Membership Data  
FY 2023-24**

Exhibit C

**Impounds - Animal Intake by Jurisdiction**

Jurisdiction	Fiscal Year 2019/2020		Fiscal Year 2020/2021		Fiscal Year 2021/2022		3-Year Avg	
	Intake	% of Total	Intake	% of Total	Intake	% of Total	Avg.	% of Total
<b>Capitola</b>	<b>110</b>	<b>2.02%</b>	<b>56</b>	<b>0.96%</b>	<b>79</b>	<b>1.41%</b>	<b>81.67</b>	<b>1.600%</b>
<b>County</b>	<b>2,613</b>	<b>48.01%</b>	<b>2,672</b>	<b>45.69%</b>	<b>3,016</b>	<b>54.01%</b>	<b>2,767.00</b>	<b>54.219%</b>
Monterey County	143	2.63%	244	4.17%	116	2.08%	167.67	
Other	189	3.47%	508	8.69%	228	4.08%	308.33	
Santa Jose City	5	0.09%	4	0.07%	11	0.20%	6.67	
San Mateo	5	0.09%	2	0.03%	9	0.16%	5.33	
Santa Clara County	33	0.61%	18	0.31%	48	0.86%	33.00	
<b>Santa Cruz</b>	<b>820</b>	<b>15.07%</b>	<b>1,188</b>	<b>20.31%</b>	<b>972</b>	<b>17.41%</b>	<b>993.33</b>	<b>19.464%</b>
<b>Scotts Valley</b>	<b>76</b>	<b>1.40%</b>	<b>97</b>	<b>1.66%</b>	<b>57</b>	<b>1.02%</b>	<b>76.67</b>	<b>1.502%</b>
Shelter	-	0.00%	2	0.03%	-	0.00%	0.67	
<b>Watsonville</b>	<b>1,449</b>	<b>26.62%</b>	<b>1,057</b>	<b>18.07%</b>	<b>1,048</b>	<b>18.77%</b>	<b>1,184.67</b>	<b>23.214%</b>
<b>Grand Total</b>	<b>5,443</b>	<b>100.00%</b>	<b>5,848</b>	<b>100.00%</b>	<b>5,584</b>	<b>100.00%</b>	<b>5,103.33</b>	<b>100.00%</b>

**Calls for Service - Activities by Jurisdiction**

Jurisdiction	Fiscal Year 2019/2020		Fiscal Year 2020/2021		Fiscal Year 2021/2022		3-Year Avg	
	Calls Responded To	% of Total	Calls Responded To	% of Total	Calls Responded To	% of Total	Avg.	% of Total
<b>Capitola</b>	<b>188</b>	<b>2.11%</b>	<b>186</b>	<b>1.84%</b>	<b>271</b>	<b>3.82%</b>	<b>464</b>	<b>2.221%</b>
<b>County</b>	<b>4,742</b>	<b>53.34%</b>	<b>6,168</b>	<b>60.86%</b>	<b>3,801</b>	<b>53.54%</b>	<b>12,177</b>	<b>58.245%</b>
Monterey County	6	0.07%	13	0.13%	12	0.17%	23	
Other	67	0.75%	65	0.64%	34	0.48%	143	
San Jose City	9		-		1	0.01%	9	
San Mateo	4		1		-	0.00%	5	
Santa Clara County	6	0.07%	10	0.10%	1	0.01%	16	
<b>Santa Cruz</b>	<b>1,629</b>	<b>18.32%</b>	<b>1,660</b>	<b>16.38%</b>	<b>1,341</b>	<b>18.89%</b>	<b>3,736</b>	<b>17.870%</b>
<b>Scotts Valley</b>	<b>199</b>	<b>2.24%</b>	<b>243</b>	<b>2.40%</b>	<b>165</b>	<b>2.32%</b>	<b>497</b>	<b>2.377%</b>
Shelter	167		80		120	1.69%	287	
<b>Watsonville</b>	<b>1,873</b>	<b>21.07%</b>	<b>1,708</b>	<b>16.85%</b>	<b>1,354</b>	<b>19.07%</b>	<b>4,032</b>	<b>19.287%</b>
<b>Grand Total</b>	<b>8,890</b>	<b>100.00%</b>	<b>10,134</b>	<b>100.00%</b>	<b>7,100</b>	<b>100.00%</b>	<b>20,907</b>	<b>100.00%</b>

**SCCAS Budget Increase/Decrease by Fiscal Year  
Past Ten Years**

**Exhibit D**

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Budget Increase/Decrease	0.00%	2.00%	4.00%	6.00%	10.00%	6.00%	4.00%	-10.00%	6.00%	10.00%
Average Increase Per FY	3.45%									

FY 2023-24 SCCAS  
Budgeted Positions

Exhibit E

INDEX	POSITION	Salary Range	2022-23 Allowed	2022-23 Mid-Year	2022-23 Total	2023-24	Change From 2022-23	2023-24 Unfunded
702800 - ANIMAL SERVICES								
	General Manager	9B	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Field Manager	D8	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Operations Manager	S9	1.00	0.00	1.00	1.00	0.00	1.00
	Animal Svcs Shelter Manager	D8	1.00	0.00	1.00	1.00	0.00	0.00
	Admin Svcs Officer II	PR	1.00	0.00	1.00	1.00	0.00	0.00
	Prog and Dev Mgr - Animal Shelter	DK	1.00	0.00	1.00	1.00	0.00	1.00
	Veterinarian	BC	1.00	0.00	1.00	1.00	0.00	0.00
	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	0.00
	Animal Svcs Coord-Foster Care	DO	0.00	1.00	1.00	1.00	0.00	0.00
	Admin Aide	JJ	1.00	0.00	1.00	1.00	0.00	1.00
	Accountant II	HV	0.70	0.30	1.00	1.00	0.00	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	5.00	0.00	5.00	5.00	0.00	0.00
	Registered Veterinary Technician	ZF	2.00	0.00	2.00	2.00	0.00	0.00
	Animal Health Specialist/Animal Care Worker	D5/D2	7.00	0.00	7.00	7.00	0.00	0.00
	<b>TOTAL</b>		<b>33.70</b>	<b>1.30</b>	<b>35.00</b>	<b>35.00</b>	<b>0.00</b>	<b>4.00</b>

Extend all limited term positions until June 30, 2024



**Santa Cruz County Animal Shelter  
Capital Reserve Budget FY 2023-24**

**Exhibit F**

<b>Capital Fund 76124 (702860)</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-24</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Est. Actual</b>	<b>Budget</b>
<b>Expenditures</b>								
61730 Maint-Other Equip-Services	-	-	9,869	18,100	20,000	-	-	-
75230 Contrib to Other Agencies					198,000	198,000	-	-
86110 Buildings and Improvements	-	-	-	41,030	20,000	17,335	50,000	
86204 Equipment			12,940	13,753				
86208 Medical Equipment								
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>22,809</b>	<b>72,883</b>	<b>238,000</b>	<b>215,335</b>	<b>50,000</b>	<b>-</b>
<b>Revenues</b>								
40430 Interest	72	3,046	6,460	2,411	7,000	4,000	3,000	3,000
41148 Fed-Cares Act CRF Funding	-	-	-	10,000	-	-		
42462 Operating Transfer In	144,660	100,000	100,000	101,000	102,010	103,030	103,030	104,060
<b>Total Revenues</b>	<b>144,732</b>	<b>103,046</b>	<b>106,460</b>	<b>113,411</b>	<b>109,010</b>	<b>107,030</b>	<b>106,030</b>	<b>107,060</b>
<b>EXPENDITURES LESS REVENUE</b>	<b>(144,732)</b>	<b>(103,046)</b>	<b>(83,651)</b>	<b>(40,528)</b>	<b>128,990</b>	<b>108,305</b>	<b>(56,030)</b>	<b>(107,060)</b>
<b>Fund Balance</b>	<b>(144,732)</b>	<b>(247,778)</b>	<b>(331,428)</b>	<b>(371,957)</b>	<b>(242,967)</b>	<b>(263,652)</b>	<b>(319,682)</b>	<b>(426,742)</b>

		2022-23	Proposed 2023-24 (Blank if no change)
<b>Adoption Fees</b>			
Dogs	Puppies 2-6 months	\$195	
	Adults 7 mon-6 yrs	\$130	
	Sr. Adult 6 yrs+	\$60	
Cats	Kittens 2-12 months	\$120	
	Adults 1-6 yrs	\$100	
	Sr. Adult 6 yrs+	\$55	
Rabbits		\$50	
Rodents		\$25	
Small caged birds		\$25	
Exotic birds (i.e. parrots)		\$75	
Small Livestock	Goats	\$75	
Large Livestock	Cow	\$100	
Horse		\$250	
Chicken/Rooster		\$10	
Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable			
	Cat	\$20	
	Dog	\$25	

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

**Impound Fees**

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

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

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

**Board Fees - Daily**

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

**License Fees – Dogs**

Altered - one year	\$29
Unaltered - one year	\$100 with Unaltered Animal Certificate
Late Penalty	\$15
Late Penalty for Potentially Dangerous, Vicious, Habitual or Public	
Nuisance Dog	\$100
Senior Citizen (65+) - one year, altered (waived for one dog)	\$29
Potentially Dangerous/Vicious dog – one year	\$200
Unaltered Animal Certificate -- one time	\$350
Exemption from Unaltered Animal Certificate	\$15 plus license fee
Administrative fee for mailed licenses	\$1

	<b>2022-23</b>	<b>Proposed 2023-24</b>
<b>License Fees – Cats</b>		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
<b>Quarantine Fees</b>		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
<b>Service Fees</b>		
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 - 1st Time	\$100	
Use of Livestock Trailer - 2nd Time and Subsequent	\$150	
<b>Medical Fees</b>		
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	
<b>Owner Surrender of Animal Residing in Santa Cruz County</b>		
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	

	2022-23	Proposed 2023-24
<b>Owner Surrender of Animal Residing Outside of Santa Cruz County</b>		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic	\$55	
(snake, lizard, bird, turtle)	\$15-\$35	
small rodents	\$10-\$25	
Large livestock	\$100	
small livestock	\$75	
Large Exotic	\$55	
<b>Protective Custody Fee</b>		
Owner Arrest	\$75 /hour min.(2 hours after hrs)	
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)	
Emergency Hospital	\$25	
Owner Requested Euthanasia	\$75	Plus Disposal
Disposal of Owned Dead Animals	\$50	Up to 19 lbs
	\$50	20 – 69 lbs
	\$50	70 – 99 lbs
	\$50	100 – Up
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75	unaltered penalty fee if applicable
<b>Spay/Neuter Fees for Impounded Animals</b>		
Cats		
Neuter	\$50	
Spay	\$50	
Dogs		
Neuter	\$275	
Spay	\$275	
<b>Planned Pethood Spay/Neuter Fees</b>		
Dog	\$250	
Cat	\$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		
<b>Fees for Additional Required Services</b>		
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	
<b>Planned Pethood Spay/Neuter Fees for Limited Income*</b>		
Dog	\$50	
Cat	\$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		
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		

	2022-23	Proposed 2023-24
<b><u>ONE STOP Fees with Purchase of License</u></b>		
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	\$100
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, first violation	\$0
Habitual noisy animals, second violation	\$100
Habitual noisy animals, third violation	\$200
Habitual noisy animals, subsequent violations within one year	\$500

Permitting livestock to trespass, per offense \$200

\*\*\*\*\*Appeal of impounded animal \$250

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:

First administrative citation	\$100
Second administrative citation within one year for violation of the	\$200
Third or subsequent administrative citation within one year for	\$500

**2022-23**

**Proposed 2023-24**

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.

\*\*\*\*\*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 appellant as determined by the administrative hearing officer or the Director. If impound decision is upheld, appellant is additionally responsible for costs associated with administrative hearing. If impound decision is overturned, all costs assessed to the appellant shall be returned to the appellant.

**SCCAS Fee Schedule - Cities**

Exhibit H

**2022-2023**

**Proposed 2023-24  
(Blank if No Change)**

**Adoption Fees**

Dogs		
	Puppies 2-6 months	\$195
	Adults 7 mon-6 yrs	\$130
	Sr. Adult 6 yrs+	\$60
Cats		
	Kittens 2-12 months	\$120
	Adults 1-6 yrs	\$100
	Sr. Adult 6 yrs+	\$55
Rabbits		\$50
Rodents		\$25
Small caged birds		\$25
Exotic birds (i.e. parrots)		\$75
Small Livestock	Goats	\$75
Large Livestock	Cow	\$100
Horse		\$250
Chicken/Rooster		\$10

Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption,  
non-refundable

Cat	\$20
Dog	\$25

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

**Impound Fees**

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

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

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

**Board Fees - Daily**

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

**License Fees – Dogs**

Altered - one year	\$29
Unaltered - one year	\$100 with Unaltered Animal Certificate
Late Penalty	\$15
Late Penalty for Potentially Dangerous, Vicious, Habitual or Public Nuisance Dog	\$100

**SCCAS Fee Schedule - Cities**

**Exhibit H**

	<b>2022-2023</b>	<b>Proposed 2023-24</b>
Senior Citizen (65+) - one year, altered (waived for one dog)	\$29	
Potentially Dangerous/Vicious dog – one year	\$200	
Unaltered Animal Certificate -- one time	\$350	
Exemption from Unaltered Animal Certificate	\$15	plus license fee
Administrative fee for mailed licenses	\$1	
<b>License Fees – Cats</b>		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
<b>Quarantine Fees</b>		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
<b>Service Fees</b>		
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 Proper	\$85	
Use of Livestock Trailer	\$100/\$150	(1st /2nd time)
<b>Medical Fees</b>		
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	
<b>Owner Surrender of Animal Residing in Santa Cruz County</b>		
Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic	\$0	
(snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock	\$0	
small livestock	\$0	
Large Exotic	\$0	



**SCCAS Fee Schedule - Cities**

**Exhibit H**

**2022-2023**

**Proposed 2023-24**

**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	\$55
(snake, lizard, bird, turtle)	\$15-\$35
small rodents	\$10-\$25
Large livestock	\$100
small livestock	\$75
Large Exotic	\$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**

<b>Cats</b>	
Neuter	\$50
Spay	\$50
<b>Dogs</b>	
Neuter	\$275
Spay	\$275

**Planned Pethood Spay/Neuter Fees**

Dog	\$250
Cat	\$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

**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	\$25
Rabbit	\$50

\*Limited income eligibility determined through proof of receipt of government assistance

**SCCAS Fee Schedule - Cities**

**Exhibit H**

**2022-2023**

**Proposed 2023-24**

OR through a year-to-date pay stub or W2 tax form that proves the following:

- 1 person household--maximum of \$35,350 annual income
- 2 person household--maximum of \$40,350 annual income
- 3 person household--maximum of \$45,400 annual income
- 4 person household--maximum of \$50,400 annual income

**ONE STOP Fees with Purchase of License**

Rabies	\$10
Microchip	\$15
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

**SCCAS Fee Schedule - Cities**

**Exhibit H**

**2022-2023**

**Proposed 2023-24**

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.

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\*\*\*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.

**From:** [Meredith Dyer](#)  
**To:** [Joe Phares](#); [Nicole Coburn](#); [Emily Chung](#); [Chris Clark](#); [Laura Schmidt](#); [jon bush](#); [swalpole@scottsvally.org](#); [antonio.figureroa@cityofwatsonville.org](#); [tamara.vides@cityofwatsonville.org](#); [adally@ci.capitola.ca.us](#)  
**Subject:** SCCAS board meeting on April 10th  
**Date:** Thursday, April 6, 2023 11:38:50 AM

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\*\*\*\*CAUTION:This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.\*\*\*\*

Dear SCCAS board members,

I will not be able to attend the SCCAS board meeting on April 10th but I would like to ask that hiring more staff at the shelter be considered. I have been a volunteer at the shelter for eight years and there has never been sufficient staffing. Virtually every time I volunteer staff are running from one task to another and that can easily lead to burnout and turnover. They literally don't have enough time to do their jobs, and volunteers can't replace help them with many of their responsibilities.

Thank you for your consideration.

Best regards,

Meredith Dyer