



Santa Cruz County Animal Shelter

1001 Rodriguez Street, Santa Cruz, CA 95062

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Amber Rowland - General Manager

SANTA CRUZ COUNTY ANIMAL SHELTER

BOARD OF DIRECTORS MEETING

June 12, 2023 AT 11:00 AM

Meeting Location: BOS Chambers, 701 Ocean St., Rm. 525, Santa Cruz, CA 95060

- 1.0 Call to Order, Roll Call, and Appointment of Substitute Chairperson**
 - 1.1 Roll Call**
 - 1.2 Authorize Board Member Coburn to act as the Substitute Chairperson due to the absence of Chairperson Clark and Vice Chairperson Bush**
- 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 April 10, 2023 Board meeting**
 - p.6 **5.2 Accept reports of the General Manager and Management Team for April and May 2023**
 - p.10 **5.3 Accept and file statistics for April and May 2023**
 - p.15 **5.4 Appoint officers of the Board of Directors for FY 2023-24**
 - p.18 **5.5 Accept a \$5,000 gift from Altman Plants**
 - p.19 **5.6 Accept gifts totaling \$11,635 from the SCCAS Foundation**
 - p.20 **5.7 Ratify approval to dispose of two vehicles**
 - p.22 **5.8 Approve the continuing agreements list for FY 2023-24**
- 6.0 Regular Agenda**
 - p.24 **6.1 General Manager’s oral report**
 - p.25 **6.2 Consider and approve financial report for April and May 2023**
 - p.30 **6.3 Approve an AUD74 authorizing the General Manager to transfer appropriations in the amount of \$336,954**
 - p.32 **6.4 Approve an agreement with the County in the estimated amount of \$10,000 for provision of payroll and accounts payable processing services and authorize the General Manager to sign the agreement**
 - p.40 **6.5 Consider and approve General Manager’s proposed budget for FY 2023-24**
- 7.0 Adjourn Regular Meeting**
- p.63 **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: June 12, 2023
SUBJECT: Approve Minutes of April 10, 2023 Board Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors Meeting held April 10, 2023.

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes

April 10, 2023 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, D=Dally, F=Figuroa, R=Ryan, 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 11:00 am by ASA Board Chairperson Clark. BM Dally and BM Vides were absent. BM Sara Ryan substituted for BM Dally.
- 2.0 Introductions: None.
- 3.0 Consideration of late additions or changes to the Agenda: None
- 4.0 Oral Communications:
 - Lynn Achtenburg: Lynn represents Project Purr, a Santa Cruz County non-profit organization for over 35 years. Lynn discussed feral cats and how they are treated. Lynn advocated for Trap-Neuter-Return (TNR) program funding to help decrease feral cat breeding and helping the SCCAS save budget funds.
- 5.0 Consent Agenda
 - 5.1 Approved minutes of the February 13, 2023 board meeting
 - 5.2 Accepted reports from the General Manager and Management Team for February and March 2023.
 - 5.3 Accepted and filed statistics for February and March 2023
 - 5.4 Accepted and approved 3rd quarter report for all claims under \$10,000
 - 5.5 Accepted and approved 3rd quarter journal entry payments with the County of Santa Cruz
 - 5.6 Approved an AUD60 to accept and appropriate \$75,181.29 in unanticipated revenue for legal and management services
 - 5.7 Accepted and approved revision of the SCCAS Change Fund Policy and Procedure #360
 - 5.8 Accepted gifts totaling of \$55,583.18 from the SCCAS Foundation

Board Comment: BM Coburn thanked GM Rowland and welcomed her first Board meeting. BM Clark welcomed GM Rowland and thanked Interim GM Gaffney for his support.

Public Comment: None

Vote: Co B C Cl /D/ F R S /N/ W

Item approved unanimously.

6.0 Regular Agenda

6.1 General Manager's Report – GM Rowland comments:

- Orienting with Shelter Team, Board Members, and Stakeholders.
- Thanked Interim GM Gaffney and Shelter Counsel Townsend for their support.
- Thanked Dr. Gleason for returning as an extra-help vet and Dr. Brenn-White for coming on as a contracted vet to help stabilize clinic operations.
- Announced this is National Animal Control Officer Appreciation Week this week and thanked them for their services and expressed her appreciation for their work.
- Thanked SC Sheriff for working on really horrifying animal cruelty cases.
- Announced that National Volunteer Appreciation Week is upcoming and introduced the SCCAS Volunteer Coordinator Megan Carroll
- Megan Carroll Comments:
 - SCCAS has one of the largest volunteer programs in the County
 - 150-200 active volunteers providing TLC to cats and dogs, assist with fundraiser events, transport animals, manage our website
 - Over 21,000 hours worked annual (equivalent to 10 full-time employees)
 - Thanked all the volunteers, including the many in attendance, for their contribution.
- GM Rowland comments (cont'd):
 - Volunteers have a significant impact on our budget and operation
 - SCCAS hosted an adult dog adoption event last week as dog population increases.
 - Cat population should increase quickly in the coming weeks due to kitten season.
 - Indicated there is room for improved efficiency.

Board Comment:

- BM Clark expressed appreciation for volunteers and staff, especially during transition, and in particular the animal control officers and their hard work in investigating animal cruelty cases.

- BM Chung: thanked Amber, Megan, and the volunteers for their efforts and looks forward to working with the Shelter.

Public Comment:

- Ann Miya: volunteer and SCCAS Foundation Board Member, expressed the importance for the volunteers to be ambassadors for the Shelter and educate the community on what the Shelter does.
 - o BM Clark Response: responded how important outreach events are.
- Joanie DeNeff: Expressed the importance of providing the resources needed to advance the Shelter programs.
- Kaye McKenzie: There is still confusion with people thinking that the Shelter is the SPCA. It is important for volunteers to educate the community on the difference between the organizations and what they do.

6.2 Considered and approved financial report for February and March 2023.

Board Comment: None

Public Comment: None

Vote: Ch R B Co Cl /D/ F S /V/ W

Item approved unanimously.

6.3 Considered General Manager's FY 23-24 Proposed Budget

GM Rowland: reviewed proposed budget as summarized in agenda packet pp. 37-39, requesting a 10% increase in member contributions to work toward a balanced budget model.

Board Comment:

- BM Coburn: requested info about funding the Veterinarian position and defunding the Program and Development Manager.
 - o GM Rowland Response: the Veterinarian position is critical to the Shelter and the Shelter will benefit from and be stabilized by an onsite Veterinarian. The Shelter will continue to use both employee and contracted veterinarian services. Shelter will work with the SCCAS Foundation to offset the loss of the Program and Development Manager. The impetus behind unfunding the position was to reduce the budget deficit.
- BM Chung: please consider the current low Veterinarian position salary and how it will impact recruitment. Please also consider equity in any changes in the fee schedule.

- GM Rowland Response: expressed that equity is very important to her.
- BM Schmidt: expressed interest in making improvements are being considered for the Watsonville Animal Shelter.
 - GM Rowland Response: the Watsonville Shelter is definitely underutilized and we plan to increase services contingent on availability of staffing and volunteers to support it.

Public Comment:

- Frank Schmidt, Native Animal Request: expressed support for SCCAS and supported increased veterinary services.
- Nancy Newbie, Volunteer and SCCAS Foundation Board Member: expressed support for increased veterinary services and also expressed that she and the foundation are willing to help in filling in with some of the functions previously handled by the defunded Program and Development Manager position.
- Kathy Helmer, Volunteer and SCCAS Foundation Board Member: expressed that the Foundation is rebuilding after losing several SCCAS employee foundation board members. They are working to learn more about how the foundation and SCCAS can work together, to increase outreach, to provide more support for events and fundraising in the future.
- Kaye Mackenzie: Volunteer: expressed excitement at the prospect of hiring a new veterinarian to fill a critical role in shelter clinical operations.
- Bobbi Wolner: expressed her support for the Shelter and for the addition of a veterinarian position
- Kat Brown: expressed that a vet is critical for the Shelter operations including animal control activities.

7.0 Adjourned Board Meeting at 11:48 am

The next regular meeting is scheduled for 11:00 am on June 12, 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 e 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: June 12, 2023
SUBJECT: Reports from the Management Team for April and May 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:

The Santa Cruz County Animal Shelter continues to be an incredibly busy and resilient place. We're closer to being fully-staffed than we have been in several years – thankfully, because as our statistical reports show, we're operating at or near full capacity, and we're serving a lot of animals and families. We conducted a salary study for a Veterinarian position and hope to start the hiring process for that position this month.

In addition to caring for sheltered animals, staff and volunteers worked with businesses all around the County in April and May at 14 "Shelter Pets On the Town" (SPOTT) events. We have a very active calendar of these events, which help us build partnerships and get the word out about our work and our animals.

We danced it out with a fantastic Jazzercise class in the shelter parking lot on May 28th to kick off a month-long fund-raiser Jazzercise is doing for us, and we just held a Meow Luau on Saturday to celebrate cats & kittens (\$50 adoption fees all this week – spread the word!). We're actively planning to take part in:

- Pleasure Point Street Fair, June 14
- Scott's Valley Parade on July 4th
- Watsonville Pup Parade on July 1
- Pawsitively Fun Family Day at the shelter on July 15th and
- Parks & Rex on August 19th

On the outreach front, we conducted a Healthy Pets for All event in April and will do another on June 16th at the County Health Clinic on Emeline Ave. Also, our Animal Control and Care teams did an in-depth intervention with unsheltered people on the Watsonville levy in May, making multiple visits to get to know people and their pets, link people with resources, provide information, vaccinations, pet food, leashes or safe tethering systems, and spay/neuter services. We took in a few pets but mostly just did what we could to support the bonds these folks have with their pets.

Statistics:

Please see attached.

Recommendation:

Accept and file the reports of the management team for the months of April and May 2023.

Administrative Services Board Report
April and May 2023
Joe Phares, Admin. Svcs. Officer II

Personnel

New Hires

- Animal Care Worker – a job offer was made and accepted to fill this position and the hiring process has begun with a projected start date of 6/19.
- Registered Veterinary Technician #1 – Shadia Valverde was hired into the position and started work on April 30.

Under Recruitment

- Registered Veterinary Technician #2 – we have received four applications for this position and are conducting interviews in June. We expect the position to be filled and a new hire on board in July.
- Animal Care Worker Extra Help – interviews will be completed in early June and we expect to make a hire by the mid to late June.
- Animal Services Coordinator – interviews are scheduled for early June and we expect to fill the position by the end of June.
- Animal Services Assistant Extra Help - interviews are scheduled for early June and we expect to make a hire by mid to late June.
-

Facilities

- Surgery Suite – Continues to receive minor improvements as staff use the space. A new wall-mounted safe was installed, paper towel holder mounted, tools rack mounted. New, longer oxygen hoses were installed. A new faucet will be installed in the prep sink shortly.
- Security Camera System – up and running for several months now and this system has been very effective and helpful. Two additional cameras we added to provide coverage of the volunteer gates. We are been able to review footage from previous events.
- A volunteer built and installed a custom replacement gate for volunteer access to the kennel area.
- Shelter management met with a donor and a contractor to evaluate replacing seven existing gates at the SC Shelter. The contractor will be providing a proposal soon.
- New kennel lighting was installed on the front kennel run (facing Rodriguez). This lighting matches the existing lighting on the back kennel run.
- A back-ordered part was finally received and installed for the SC Shelter boiler which was shutting itself down intermittently. It is now working well again and we have consistent heat throughout the shelter.

Information Services

- Shelter staff and ISD are evaluating the need for more network bandwidth due to some ongoing pc latency issues experienced in client services.

Purchasing

- Two new computers were purchased- one to add a workstation in the Clinic prep room, and a second to replace an old system in receiving. We anticipate replacing up to 6 workstations in FY 23-24.
- 20 transfer cages were ordered to assist staff with feral cats.

Fiscal

- The main focus for this period was to draft and finalize the FY 23-24 budget.

Client Services

- Client services staff are meeting weekly.
- New adoption forms were drafted and are under final evaluation. The forms will help to expedite and simplify the adoption process.
- Pint glasses are now being sold in client services with a color shelter logo.

Animal Control Report
April and May 2023
Todd Stosuy, Field Services Manager

1. In April of 2022 we executed a search warrant at a residence in the City of Watsonville pursuant to illegal rooster fighting. The defendant recently pled guilty to the charges and is on court ordered probation which includes a rooster ownership ban.
2. We requested charges be filed against a mail carrier who intentionally and without provocation pepper sprayed a dog contained in its front yard. Capitola Police assisted in the investigation.
3. We seized two neglected dogs from a residence in the City of Watsonville and requested several charges be filed against the owner. Watsonville Police CSO assisted in providing translation services.
4. Officers did outreach at the levee in the City of Watsonville. The officers provided information and resources, including vaccination and spay/neuter services to several houseless individual's animals. Shelter Manager Rodolfo Manriquez assisted.
5. We requested charges be filed against a City of Watsonville resident for neglecting two of his dogs.
6. During this period, we deemed two dogs Habitual in the City of Santa Cruz, one dog Habitual in the County of Santa Cruz and three dogs Public Nuisances in the City of Watsonville. We also declared one dog Vicious and one dog Potentially Dangerous in the County of Santa Cruz.
7. We seized multiple cats from two known houseless individuals in the City of Santa Cruz. Both individuals currently have pending animal neglect charges in Santa Cruz Superior Court. On the day we seized the cats, one of the subjects was arrested by Santa Cruz Police on a Failure to Appear Warrant for the pending animal neglect charges.

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Accept and file Statistics for the Months of April and May 2023

Recommendation:

Accept and file the attached statistical report for the months of April and May 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 04/01/23 to 05/31/23
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	2	7	0	0	2	11
Born@Shelt	0	5	0	10	9	24
D2D	2	1	0	0	0	3
Flood	1	0	0	0	0	1
Pph	5	18	1	0	1	25
Protective Custody	5	24	4	15	0	48
Quarantine	1	6	0	0	0	7
Safe Hold	2	14	0	135	5	156
Stray	169	150	195	45	30	589
Surrendered by Owner	74	82	73	62	41	332
Transfer	1	1	0	0	0	2
TOTAL	262	308	273	267	88	1,198

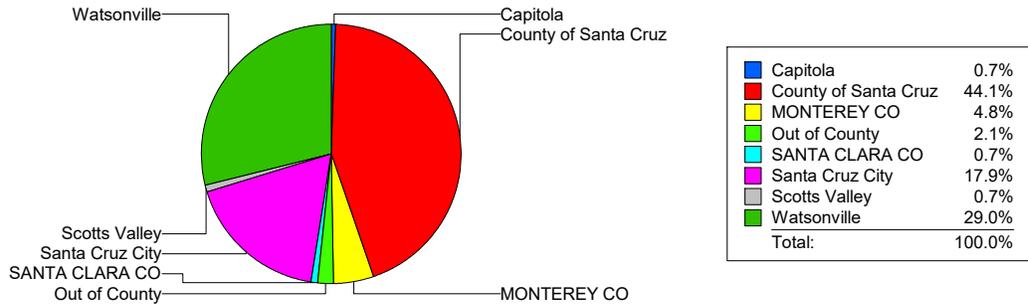
Kennel Statistics Report
 Animals That Left Shelter from 04/01/23 to 05/31/23
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	87	107	52	63	55	364
Died	0	0	1	0	0	1
Euthanized	61	41	11	21	11	145
Missing	11	0	0	0	0	11
Pph	0	2	0	0	0	2
Returned to Owner	32	132	1	3	2	170
Transferred to Another Shelter	39	22	32	38	10	141
TOTAL	230	304	97	125	78	834

**Euthanasia Totals from
04/01/23 to 05/31/23
All Jurisdictions Combined**

<u>Reason for Euth</u>	<u>Animal type</u>					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
	0	0	0	1	0	1
< 8 Weeks	5	5	0	0	9	19
Aggressive	3	9	0	1	0	13
Bite	0	4	0	0	0	4
Bite Hx	0	2	0	0	0	2
Fail2Thrv	1	0	4	0	0	5
Feline AIDS	1	0	0	0	0	1
Feline Leukemia	1	0	0	0	0	1
Field Hist	1	2	0	0	0	3
Ken Stress	0	2	0	0	0	2
Medical	12	4	1	4	0	21
Observed Behavior	0	13	0	0	1	14
Parvo	0	0	0	0	1	1
Prewean	14	0	5	0	0	19
Soiling Hx	2	0	0	0	0	2
Suffering	7	0	1	2	0	10
Unsocial	14	0	0	10	0	24
Wildlife	0	0	0	3	0	3
Total	61	41	11	21	11	145

Monthly Percentage of Euthanasia by Jurisdiction



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

Animals on hand on May 31, 2023 = 355

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	87	196	59	22	30	394
Born@Shelt	13	5	130	113	14	275
D2D	13	20	1	3	2	39
Evacuation	205	94	12	270	0	581
Flood	2	1	1	0	2	6
Pph	236	201	58	0	19	514
Protective Custody	133	1,010	32	856	81	2,112
Quarantine	51	139	14	72	5	281
Safe Hold	21	72	3	141	6	243
Stray	6,703	8,404	5,442	1,566	928	23,043
Surrendered by Owner	2,585	3,010	1,853	2,833	668	10,949
Transfer	60	279	188	899	109	1,535
Total	10,109	13,431	7,793	6,775	1,864	39,972

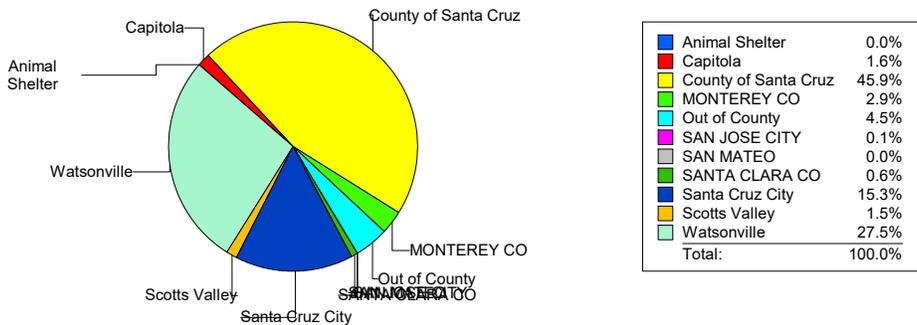
**Animals That Left the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2015**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	3,072	3,581	4,736	2,405	1,236	15,030
Died	57	14	56	55	1	183
Disposal*	800	294	67	225	8	1,394
Euthanized	2,506	1,764	811	1,231	113	6,425
Found	0	1	0	0	0	1
Missing	20	3	2	10	0	35
Pph	156	108	39	0	10	313
Returned to Owner	1,691	6,516	140	811	195	9,353
Transferred to Another Shelt	1,873	1,032	1,601	1,806	141	6,453
Wildlife Relocated	0	1	0	5	0	6
Total	10,175	13,314	7,452	6,548	1,704	39,193

* 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: Animal Services Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: SCCAS Board Officer Positions for FY 2023-24

Recommendation:

Appoint Officers of the Santa Cruz County Animal Services Board of Directors as recommended by the General Manager, effective for the first meeting of FY 2023-24.

Discussion:

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

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

Based on this rotation, the Officers of the Board of Directors are the following for FY 2023-24:

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

For your reference, the following information is provided:

Board Rotation for 2022-23

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

Board Rotation for 2021-22

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

Board Rotation for 2020-21

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

Board Rotation for 2019-20

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

Board Rotation for 2018-19

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

Board Rotation for 2017-18

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

Board Member: Scotts Valley Representative #1 (Police Chief)
Board Member: County Representative #2 (Undersheriff)
Board Member: Santa Cruz Representative #2 (Police Chief)
Board Member: County Representative #3 (HSA)
Board Member: Capitola Representative

Board Rotation for 2016-17

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

Board Rotation for 2015-16

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

Board Rotation for 2014-15

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

Consent Agenda Item 5.5

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Accept a \$5,000 Donation from Altman Plants and Direct that the Check
be Deposited

Recommendation:

Accept a \$5,000 donation from Altman Plants and direct that the check be deposited.

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Accept Donations Totaling \$11,635 from the Santa Cruz County Animal Shelter Foundation and Direct that the Checks be Deposited

Recommendation:

Accept donations totaling \$11,635 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited.

Discussion:

The Foundation has provided a donation of \$5,000 for the purchase of dog runner/trolley systems and \$6,635 to match March and April license donations received from the public.

Consent Agenda Item 5.7

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Ratify Approval to Dispose of Surplus Vehicles

Background:

Animal Services Administration Policy No. 370, Section 4.1 stipulates that any disposal of a fixed asset shall be approved by the Board of Directors.

Recommendation:

SCCAS request your Board ratify approval of the disposal of two vehicles. The vehicles were a 2003 Ford F250 and a 2007 Ford Crown Victoria. Both vehicles were high mileage and were no longer cost effective to retain due to mounting maintenance and repair costs. The vehicles were transferred to the General Services Department to be included in a vehicle auction. See attached AUD43 form providing documentation of the disposal.

**SANTA CRUZ COUNTY
ASSET TRANSFER / ACCOUNTABILITY RELEASE**

All transfers of County property and/or relief of responsibility must be approved by the County Purchasing Agent. All copies of this form should be forwarded to him for approval and subsequent distribution. Interdepartment transfers should be sent to the receiving custodian for required signature, then forwarded to the Auditor's Office.

INTER-DEPARTMENT TRANSFERS (includes transfers of surplus to warehouse) **& DELETIONS**

COMPLETE ONLY FOR TRANSFERS:

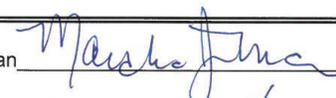
	Action Code	Asset Number	Brief Description	Cond. Or	From dept index:	From dept:	From dept:		To index:	To dept:	To dept:
	D or T	(enter all 10 digits)	(list manufacturer if known)	Del. Code	(FAMIS INDEX#)	*Location	*Sublocation		(FAMIS INDEX#)	*Location	*Sublocation
1	T	7000082743	003 Ford F250 (4x2) - Animal Control Truck	3	702810	ASA	n/a				
2	T	7000090661	2007 Ford Crown Victoria	3	702810	ASA	n/a				
3											
4											
5											
6											
7											
8											
9											
10											

DELETION CODES: 1- Missing/Lost 2-Stolen 3-Worn out/Abandoned 4-Correction 5-Traded/Sold

CONDITION CODES: Good/Poor/Unusable

*see FAACS listing

SIGNATURES: The signatures below acknowledge/approve the release/acceptance of asset accountability

Transferring Custodian <u></u> Date <u>5.11.23</u>	Receiving Custodian <u></u> Date <u>17 Feb 2023</u>
Purchasing Agent: _____ Date _____	PURCHASING ACTION: APPROVED <input checked="" type="checkbox"/> DISAPPROVED <input type="checkbox"/>
	Explanation for disapproval: _____

DISTRIBUTION: Transfers - Original: Auditor-Controller; Copy 1: Purchasing; Copy 2: Originating Dept.; Copy 3: Receiving Dept.

Deletions - Original: Auditor-Controller; Copy 1 & 2: Purchasing; Copy 3: Originating Dept.

AUD43 - REVISED 1/98

Consent Agenda Item 5.8

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Approve Continuing Agreements for FY 2023-24

Recommendation:

Approve the continuing agreements for vendor contracts which exceed \$10,000 for FY 2023-24.

EXPENDITURES AGREEMENTS TO BE RENEWED FOR FISCAL YEAR 2023-2024 OVER \$10,000

Department Title	Index Code	Object Code	Vendor (Contractor) Name	Estimated Amount	Description
Animal Services Authority	702810	62610	County of Santa Cruz	\$200,000	Santa Cruz Animal Shelter Facility Lease
Animal Services Authority	702810	61525	SDRMA	\$60,000	Liability Insurance
Animal Services Authority	702810	62317	HLP, Inc	\$34,000	Chameleon Software Support
Animal Services Authority	702850	62399	People's Petcare Inc.	\$50,000	Veterinarian Services
Animal Services Authority	702850	62399	Veterinarian Services Master Agreement	\$100,000	Substitute Veterinarian Services
Animal Services Authority	702810	62381	Gourmet Products 2 Go	\$25,000	Benefit Shop Management
Animal Services Authority	702810	61215	Santa Cruz Regional 9-1-1	\$36,000	Dispatch Services with NETCOM
Animal Services Authority	702810	62610	City of Watsonville	\$64,000	Watsonville Shelter Facility Lease

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 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: June 12, 2023
SUBJECT: Financial Report for April and May 2023

Recommendation:

Approve the Financial Report as presented for April and May 2023.

Discussion:

The fiscal year (FY) 2022-23 April/May period reflects total revenues of \$500,737 and expenditures of \$1,145,851. Total YTD revenues of \$4,169,066 are 88.25% of a potential 91.67%. Total YTD expenditures of \$4,662,743 are 89.22% of a potential 91.67%.

Year to date licensing revenues through May are \$243,094. Last year's YTD licensing revenues were \$250,647. Current YTD licensing revenues are 3.01% lower than last year.

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

Revenues:	2022-2023 Final Budget	2022-2023 Adj Budget	2022-2023 Est/Actuals	2022-2023 YTD Actuals	YTD Remaining	2021-2022 YTD Actuals
SALES TAX	\$0	\$0	(\$101)	(\$101)	(\$0)	\$0
INTEREST	\$17,000	\$17,000	\$43,000	\$34,822	\$8,178	\$10,368
RENTS & CONCESSIONS	\$700	\$700	\$125	\$86	\$39	\$122
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$200	\$120	\$80	\$110
HUMANE SERVICES	\$250,000	\$250,000	\$210,000	\$195,665	\$14,335	\$198,711
ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$2,500	\$2,426	\$74	\$1,865
COST RECOVERY-OTHER	\$5,500	\$5,500	\$5,300	\$5,070	\$230	\$4,191
MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$3,349,066	\$2,807,444	\$541,622	\$3,044,616
CHARGES FOR CURRENT SERVICES	\$14,000	\$14,000	\$0	\$0	\$0	\$10,425
ADMIN FINE FEES	\$5,000	\$5,000	\$3,000	\$2,750	\$250	\$6,195
GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$5,000
ANIMAL MICROCHIP FEES	\$10,000	\$10,000	\$6,500	\$5,985	\$515	\$8,290
ANIMAL RABIES FEES	\$9,000	\$9,000	\$5,000	\$4,610	\$390	\$6,891
ANIMAL SPAY&NEUTER FEES	\$20,000	\$20,000	\$15,000	\$13,890	\$1,110	\$27,619
SALES-OTHER-TAXABLE	\$80,000	\$80,000	\$93,000	\$88,436	\$4,564	\$85,726
CASH OVERRAGES	\$0	\$0	\$0	\$0	(\$0)	\$5
CONTRIBUTIONS and DONATIONS	\$460,000	\$605,181	\$745,000	\$727,127	\$17,873	\$534,983
NSF CHECKS	\$0	\$0	(\$344)	(\$344)	\$0	(\$584)
OTHER REVENUE	\$40,000	\$40,000	\$40,000	\$22,843	\$17,157	\$23,081
LICENSES - CAPITOLA	\$9,000	\$9,000	\$8,000	\$7,294	\$706	\$7,731
LICENSES - SANTA CRUZ	\$60,000	\$60,000	\$50,000	\$46,879	\$3,121	\$50,164
LICENSES- SCOTTS VALLEY	\$17,000	\$17,000	\$14,000	\$13,099	\$901	\$13,435
LICENSES- COUNTY	\$180,000	\$180,000	\$160,000	\$150,760	\$9,240	\$152,789
LICENSES- WATSONVILLE	\$35,000	\$35,000	\$27,000	\$25,062	\$1,938	\$26,528
TOTAL REVENUES:	\$4,579,066	\$4,724,247	\$4,791,286	\$4,168,965	\$622,321	\$4,218,261

Less Expenditures:

Salaries and Benefits	\$3,337,731	\$3,337,731	\$3,234,517	\$2,870,402	\$364,115	\$2,398,345
Services and Supplies	\$1,165,358	\$1,282,933	\$1,597,857	\$1,460,846	\$137,011	\$981,570
Other Uses	\$167,525	\$167,525	\$167,525	\$149,020	\$18,505	\$167,545
Fixed Assets	\$86,245	\$135,000	\$79,444	\$79,445	(\$1)	\$0
Operating Transfers Out	\$103,030	\$103,030	\$103,030	\$103,030	\$0	\$102,010
Intrafund Transfer	\$0	\$13,228	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$4,859,889	\$5,039,447	\$5,182,373	\$4,662,743	\$519,630	\$3,649,470

Plus Contingency:

	\$186,954	\$186,954	\$0	\$0	(\$0)	\$0
TOTAL EXPENDITURES INCUDING CONTINGENCY:	\$5,046,843	\$5,226,401	\$5,182,373	\$4,662,743	\$519,630	\$3,649,470

NET REVENUES OVER (UNDER) EXPENDITURE	(\$467,777)	(\$502,154)	(\$391,087)	(\$493,778)	\$102,691	\$568,791
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BEGINNING FUND BALANCE - UNDESIGNATED	\$1,384,065	\$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)

ENDING FUND BALANCE - UNDESIGNATED	\$916,289	\$881,912	\$992,978	\$890,288	\$1,486,756	\$1,952,856
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ANIMAL LICENSE DETAIL

	2022-23 YTD Actuals	2021-22 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$7,294	\$7,731	(\$437)
LICENSES - SANTA CRUZ	\$46,879	\$50,164	(\$3,285)
LICENSES- SCOTTS VALLEY	\$13,099	\$13,435	(\$336)
LICENSES- COUNTY	\$150,760	\$152,789	(\$2,029)
LICENSES- WATSONVILLE	\$25,062	\$26,528	(\$1,466)

* 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 5/31/23 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	April Actuals	May Actuals	22/23 YTD Actuals	YTD Remaining	92%	92%	21/22 YTD Actuals	COMPARE		May Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU MAY PY ACTUALS	THRU MAY ACTUALS		
51000	SALARIES & BENF	\$3,337,731	\$3,337,731	\$3,234,517	\$262,394	\$383,260	\$2,870,402	\$364,115	86.00%	86.31%	\$2,398,345	\$472,057	\$218,595	\$2,778,870	
61000	SERVICES & SUPL	\$1,165,358	\$1,282,933	\$1,597,857	\$128,959	\$307,969	\$1,460,846	\$137,011	113.87%	84.18%	\$981,570	\$479,276	\$153,683	\$1,166,006	
70000	OTHER CHARGES	\$167,525	\$167,525	\$167,525	\$0	\$74,510	\$149,020	\$18,505	88.95%	100.00%	\$167,545	(\$18,525)	\$0	\$167,545	
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	21.35%	\$0	\$0	\$0	\$0	
86204	FIXED ASSETS	\$86,245	\$135,000	\$79,444	\$3,668	\$0	\$79,445	(\$1)	58.85%	0.00%	\$37,874	\$41,571	\$12,334	\$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	\$0	\$0	(\$15,179)	\$0	\$0	0.00%	\$0	\$0	\$0	\$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	\$5,226,401	\$5,182,373	\$395,020	\$750,560	\$4,662,743	\$519,630	89.22%	157.56%	\$3,687,344	\$975,399	\$384,612	\$4,267,755	
40100-42500	TOTAL REVENUES	\$4,579,066	\$4,724,247	\$4,791,387	\$132,593	\$368,144	\$4,169,066	\$622,321	88.25%	97.44%	\$4,218,261	(\$49,195)	\$168,797	\$4,329,227	
	NET COST	\$467,777	\$502,154	\$390,986	\$262,427	(\$382,416)	\$493,677	(\$102,691)	98.31%	863.67%	(\$530,917)	(\$1,024,593)	(\$215,815)	(\$61,472)	
51000	REGULAR PAY-PER	1,975,003	1,975,003	1,898,292	\$156,768	\$232,650	\$1,669,168	\$229,125	84.51%	85.70%	\$1,401,347	\$267,821	\$132,644	1,635,246	
51005	OVERTIME PAY-PE	7,500	7,500	21,488	\$2,238	\$2,070	\$20,286	\$1,202	270.48%	95.97%	\$12,864	\$7,422	\$344	13,405	
51010	REGULAR PAY-EXT	60,000	60,000	112,604	\$13,162	\$16,856	\$95,605	\$16,999	159.34%	88.27%	\$49,849	\$45,755	\$4,142	56,471	
51040	DIFFERENTIAL PAY	32,000	32,000	27,525	\$2,529	\$3,550	\$24,772	\$2,753	77.41%	85.19%	\$23,819	\$953	\$2,501	27,961	
52010	OASDI-SOCIAL SE	148,296	148,296	154,988	\$13,262	\$19,343	\$136,007	\$18,982	91.71%	85.79%	\$111,049	\$24,958	\$10,473	129,448	
52015	RETIREMENT	576,856	576,856	487,625	\$40,227	\$60,331	\$436,289	\$51,336	75.63%	85.64%	\$369,616	\$66,673	\$36,012	431,568	
53010	EMPLOYEE INSURA	486,264	486,264	480,182	\$34,208	\$48,462	\$436,465	\$43,718	89.76%	87.51%	\$385,310	\$51,155	\$32,478	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	\$3,234,517	\$262,394	\$383,260	\$2,870,402	\$364,115	86.00%	86.31%	\$2,398,345	\$472,057	\$218,595	\$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	\$263	\$0	\$5,578	\$422	371.83%	99.99%	\$3,921	\$1,657	\$0	3,921	
61215	RADIO SERVICES	35,000	35,000	35,000	\$0	\$2,915	\$34,431	\$569	98.37%	100.00%	\$33,894	\$537	\$5,649	33,894	
61220	TELECOM SERVICES	40,000	40,000	40,000	\$3,248	\$3,967	\$28,774	\$11,226	71.93%	68.98%	\$27,593	\$1,180	\$0	40,000	
61310	FOOD	20,000	20,000	34,000	\$2,391	\$5,847	\$31,916	\$2,084	159.58%	92.44%	\$21,723	\$10,193	\$1,977	23,500	
61412	JANITORIAL SERVICES	11,500	11,500	11,500	\$875	\$875	\$8,677	\$2,823	75.45%	83.33%	\$8,750	(\$73)	\$1,750	10,500	
61525	LIABILITY INSURANCE	60,000	60,000	54,000	\$0	\$0	\$53,343	\$657	88.91%	100.00%	\$45,259	\$8,085	\$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	15,000	\$68	\$3,094	\$14,219	\$781	189.59%	100.00%	\$7,527	\$6,692	\$1,104	7,527	
61725	MAINT-OFFICE EQUIPMENT	3,500	3,500	2,800	\$379	\$233	\$2,714	\$86	77.54%	100.03%	\$1,765	\$949	\$192	1,765	
61730	MAINT-OTHER EQUIP-SVCS	17,500	2,838	10,000	\$4,128	\$0	\$9,338	\$662	329.03%	100.01%	\$2,152	\$7,186	\$0	2,152	
61731	MAINT-OTHER EQUIP-SUP	1,500	1,500	500	\$0	\$0	\$0	\$500	0.00%	54.12%	\$541	(\$541)	\$102	1,000	
61835	FACILITIES MAINT	7,500	8,934	25,000	\$0	\$16,521	\$19,012	\$5,988	212.80%	90.00%	\$16,201	\$2,811	\$1,939	18,000	
61845	MAINT STRUCT IM	1,000	1,000	2,183	\$0	\$2,183	\$2,183	\$0	218.30%	1.47%	\$15	\$2,168	\$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	135,000	\$2,752	\$21,959	\$119,484	\$15,516	149.35%	82.96%	\$74,660	\$44,824	\$5,918	90,000	
62020	MEMBERSHIPS	3,000	3,000	3,084	\$350	\$150	\$3,084	\$0	102.80%	100.00%	\$2,756	\$328	\$0	2,756	
62111	MISCELLANEOUS EXPENSES	14,000	14,000	7,000	\$556	\$228	\$6,828	\$172	48.77%	53.30%	\$7,462	(\$634)	\$0	14,000	
62112	CASH SHORTAGES	50	50	5	\$0	\$0	\$3	\$2	0.00%	100.75%	\$40	(\$37)	\$0	40	
62214	DUPLICATING SVCS.	5,000	5,000	5,000	\$0	\$1,355	\$4,038	\$962	80.76%	69.76%	\$2,790	\$1,247	\$22	4,000	
62217	MISC NONINVENTORIABLE ITEMS EXPENSE	0	0	700	\$0	\$0	\$696	\$4	0.00%	100.00%	\$100	\$596	\$0	100	
62219	PC SOFTWARE PURCHASES	8,000	8,000	8,234	\$174	\$0	\$8,234	(\$0)	102.93%	99.99%	\$6,845	\$1,390	\$0	6,845	
62221	POSTAGE	12,000	12,000	12,000	\$2,157	\$17	\$9,654	\$2,346	80.45%	82.55%	\$9,906	(\$252)	\$263	12,000	
62222	SUBSCRIPTIONS/PERIODICALS	500	500	500	\$0	\$0	\$225	\$275	44.97%	100.00%	\$3,679	(\$3,454)	\$15	3,679	
62223	SUPPLIES	75,000	75,000	80,000	\$8,116	\$17,673	\$71,345	\$8,655	95.13%	90.50%	\$72,402	(\$1,058)	\$24,913	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 5/31/23 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	April Actuals	May Actuals	22/23 YTD Actuals	YTD Remaining	92%	92%	21/22 YTD Actuals	COMPARE THRU MAY PY ACTUALS	May Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
62226	INVENTORIAL ITEMS	20,000	20,000	35,000	\$3,216	\$0	\$34,472	\$528	172.36%	51.24%	\$30,747	\$3,725	\$0	60,000
62301	ACCOUNTING & AUDITING	15,000	15,000	15,000	\$0	\$6,600	\$6,600	\$8,400	44.00%	0.00%	\$0	\$6,600	\$0	15,000
62310	BANKING SERVICES	17,500	17,500	17,500	\$1,252	\$2,896	\$15,512	\$1,988	88.64%	85.32%	\$14,931	\$581	\$2,873	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	32,000	\$130	\$154	\$31,803	\$197	113.58%	91.94%	\$20,687	\$11,116	\$482	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	83,496	\$0	\$42,336	\$83,496	\$0	101.43%	50.00%	\$41,160	\$42,336	\$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	75,181	85,000	\$10,441	\$9,208	\$78,515	\$6,485	0.00%	0.00%	\$0	\$78,515	\$0	0
62381	PROF & SPECIAL	107,800	141,249	140,000	\$48,261	\$9,634	\$129,484	\$10,517	91.67%	85.71%	\$61,709	\$67,775	\$9,968	72,000
62399	VETERINARIAN SERVICES	100,000	100,000	235,000	\$25,875	\$27,025	\$204,198	\$30,802	204.20%	85.26%	\$119,369	\$84,829	\$25,536	140,000
62500	EQUIPMENT RENTS & LEASES-	0	0	0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$49,417	(\$49,417)	\$49,417	0
62610	RENTS & LEASES-	248,000	267,673	267,673	\$0	\$114,690	\$265,342	\$2,331	99.13%	75.00%	\$148,252	\$117,090	\$0	197,669
62710	FIELD EQUIPMENT	1,500	1,500	2,524	\$0	\$47	\$2,524	(\$0)	168.29%	89.97%	\$1,080	\$1,445	\$250	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	\$0	\$0	\$1,410	\$1,590	#DIV/0!	99.94%	\$4,186	(\$2,776)	\$24	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	34,000	\$0	\$4,233	\$27,346	\$6,654	136.73%	100.00%	\$22,486	\$4,859	\$7,093	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	\$0	\$384	\$116	76.85%	100.00%	\$510	(\$126)	\$0	510
62893	TOWING	0	0	600	\$0	\$0	\$581	\$20	0.00%	0.00%	\$0	\$581	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	1,712	\$0	\$0	\$1,712	\$0	68.46%	100.00%	\$2,371	(\$659)	\$100	2,371
62920	GAS, OIL, FUEL	20,000	20,000	22,000	\$2,319	\$2,495	\$19,087	\$2,913	95.43%	87.82%	\$17,565	\$1,522	\$4,783	20,000
62922	TRAVEL-LODGING	1,500	1,500	3,688	\$0	\$0	\$3,688	(\$0)	245.87%	99.99%	\$992	\$2,696	\$290	992
62924	TRAVEL-MEALS	500	500	785	\$0	\$0	\$785	(\$0)	157.00%	100.12%	\$257	\$528	\$239	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	\$28	\$22	28.00%	99.94%	\$714	(\$686)	\$198	714
62930	REGISTRATIONS	1,000	1,000	150	\$0	\$17	\$150	\$0	15.00%	100.00%	\$225	(\$75)	\$0	225
62935	SERVICE CENTER	500	500	2,585	\$0	\$562	\$2,585	\$0	0.00%	100.08%	\$476	\$2,108	\$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	122,000	\$12,008	\$10,916	\$112,619	\$9,381	125.13%	90.92%	\$89,105	\$23,515	\$8,587	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	\$1,282,933	\$1,597,857	\$128,959	\$307,969	\$1,460,846	\$137,011	113.87%	84.18%	\$981,570	\$951,333	\$153,683	\$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	\$74,510	\$149,020	\$18,505	88.95%	100.00%	\$167,545	\$0	\$0	\$167,545
700000	OTHER CHARGES	\$167,525	\$167,525	\$167,525	\$0	\$74,510	\$149,020	\$18,505	88.95%	100.00%	\$167,545	(\$18,525)	\$0	\$167,545
86204	EQUIPMENT	\$0	\$20,000	\$20,049	\$3,668	\$0	\$20,049	(\$0)	100.25%	21.35%	\$16,239	\$3,810	\$0	\$16,239
86208	MEDICAL EQUIPMENT	\$45,000	\$45,000	\$18,160	\$0	\$0	\$18,160	(\$0)	40.36%	19.13%	\$14,550	\$3,610	\$5,249	\$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!	9.32%	\$7,085	(\$7,085)	\$7,085	\$7,085
86204	FIXED ASSETS	\$86,245	\$135,000	\$79,444	\$3,668	\$0	\$79,445	(\$1)	58.85%	0.00%	\$37,874	\$41,571	\$12,334	\$53,324

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

As of 5/31/23 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	April Actuals	May Actuals	22/23 YTD Actuals	YTD Remaining	92%	92%	21/22 YTD Actuals	COMPARE THRU MAY PY ACTUALS	May 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	\$0	\$0	(\$15,179)	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
95000	INTRAFUND TRANSFERS	\$0	\$13,228	\$0	\$0	(\$15,179)	\$0	\$0	0.00%	0.00%	\$0	\$0	\$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
40171	SALES TAX	\$0	\$0	(\$101)	(\$101)	\$0	(\$101)	(\$0)	#DIV/0!	#DIV/0!	\$0	(\$101)	\$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	\$43,000	\$4,584	\$0	\$34,822	\$8,178	204.84%	94.25%	\$10,368	\$24,455	\$1,561	\$11,000
40440	RENTS & CONCESS	\$700	\$700	\$125	\$0	\$26	\$86	\$39	12.24%	60.85%	\$122	(\$36)	\$24	\$200
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$200	\$0	\$0	\$120	\$80	60.00%	78.57%	\$110	\$10	\$0	\$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	\$210,000	\$20,713	\$25,410	\$195,665	\$14,335	78.27%	92.42%	\$198,711	(\$3,046)	\$25,051	\$215,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$2,500	\$113	\$340	\$2,426	\$74	93.32%	93.25%	\$1,865	\$561	\$232	\$2,000
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$5,300	\$344	\$647	\$5,070	\$230	92.19%	93.12%	\$4,191	\$880	\$725	\$4,500
42044	MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$3,349,066	\$0	\$154,366	\$2,807,444	\$541,622	83.83%	100.00%	\$3,044,616	(\$237,172)	\$56,101	\$3,044,616
42047	OTHER CHARGES CURRRENT SERVICES	\$14,000	\$14,000	\$0	\$0	\$0	\$0	(\$0)	0.00%	97.89%	\$10,425	(\$10,425)	\$75	\$10,650
42073	ADMINISTRATIVE FINE FEES	\$5,000	\$5,000	\$3,000	\$0	\$350	\$2,750	\$250	55.00%	95.31%	\$6,195	(\$3,445)	\$1,144	\$6,500
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000	\$0	0.00%	0.00%	\$5,000	\$10,000	\$5,000	\$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	\$6,500	\$745	\$190	\$5,985	\$515	59.85%	97.53%	\$8,290	(\$2,305)	\$990	\$8,500
42206	ANIMAL RABIES FEES	\$9,000	\$9,000	\$5,000	\$444	\$244	\$4,610	\$390	51.22%	98.44%	\$6,891	(\$2,281)	\$708	\$7,000
42207	ANIMAL SPAY&NEUTER FEES	\$20,000	\$20,000	\$15,000	\$1,103	\$996	\$13,890	\$1,110	69.45%	96.91%	\$27,619	(\$13,729)	\$673	\$28,500
42234	SALES-OTHER-TAXABLE	\$80,000	\$80,000	\$93,000	\$4,787	\$10,667	\$88,436	\$4,564	110.54%	93.18%	\$85,726	\$2,710	\$15,492	\$92,000
42362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	96.80%	\$5	(\$5)	\$1	\$5
42372	CONTRIBUTIONS AND DONATIONS	\$460,000	\$605,181	\$745,000	\$75,391	\$146,319	\$727,127	\$17,873	120.15%	91.45%	\$534,983	\$192,144	\$27,600	\$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	(\$344)	\$29	(\$130)	(\$344)	(\$0)	0.00%	100.00%	(\$584)	\$240	\$0	(\$584)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$40	\$40	\$0	\$40	\$0	0.00%	#DIV/0!	\$0	\$40	\$0	\$0
42384	OTHER REVENUE	\$40,000	\$40,000	\$40,000	\$2,252	\$2,825	\$22,843	\$17,157	57.11%	57.70%	\$23,081	(\$238)	\$3,260	\$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	\$606	\$622	\$7,294	\$706	81.04%	0.00%	\$7,731	(\$437)	\$938	\$8,200
42982	LICENSES - SANTA CRUZ	\$60,000	\$60,000	\$50,000	\$4,513	\$4,602	\$46,879	\$3,121	78.13%	0.00%	\$50,164	(\$3,285)	\$6,827	\$53,000
42983	LICENSES- SCOTTS VALLEY	\$17,000	\$17,000	\$14,000	\$783	\$1,821	\$13,099	\$901	77.05%	0.00%	\$13,435	(\$336)	\$1,921	\$14,000
42984	LICENSES- COUNTY	\$180,000	\$180,000	\$160,000	\$13,522	\$16,581	\$150,760	\$9,240	83.76%	0.00%	\$152,789	(\$2,029)	\$17,605	\$165,000
42986	LICENSES- WATSONVILLE	\$35,000	\$35,000	\$27,000	\$2,725	\$2,269	\$25,062	\$1,938	71.61%	0.00%	\$26,528	(\$1,466)	\$2,870	\$29,000
40100-42500	REVENUES	\$4,579,066	\$4,724,247	\$4,791,286	\$132,593	\$368,144	\$4,169,066	\$622,321	88.25%	97.44%	\$4,218,261	(\$49,195)	\$168,797	\$4,329,227

Regular Agenda Item 6.3

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Approve an AUD74 Authorizing the General Manager to Transfer Appropriations in the Amount of \$336,954

Recommendation:

Approve an AUD74 authorizing the General Manager to transfer appropriations in the amount of \$336,954 from Salaries & Benefits, Fixed Assets and Contingencies to various Services & Supplies categories.

Discussion:

SCCAS has experienced higher than expected costs in a number of Services & Supplies categories including: Food, Facilities Maintenance, Other Medical Materials & Supplies, Veterinarian Services, Inventory Materials Purchased, and Utilities. SCCAS requests funding be transferred from Salaries & Benefits, Fixed Assets and Contingencies to fund these costs.

Food: food costs have gone up significantly due to inflation. There has not been a significant increase in usage over FY 21-22.

Facilities Maintenance: both the Santa Cruz and Watsonville Shelters required significant maintenance work with regard to HVAC, plumbing, and electrical systems.

Other Medical Materials: these costs have increased significantly due to inflation and an unanticipated increase in onsite spay/neuter and other medical procedures due to additional extra help and contracted veterinarians.

Veterinarian Services: SCCAS has utilized contracted veterinarian services extensively in FY 22-23.

Inventoriable Materials (\$30,000 over budget): surgery clinic equipment was budgeted under fixed asset gl object 86208 – Medical Equipment, but lower than expected cost per item required we shift the actual expenditures to gl object 62226 Inventoriable Items.

Utilities: utilities costs increased substantially in FY 22-23 due to PG&E rate increases. The Shelters' usage did not increase significantly over FY 21-22.

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

Department: Animal Shelter
 Fund No. 76114
 TO: ASA Board of Directors

Date: June 12, 2023

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2023

AUDITORS USE ONLY	
DOCUMENT #	AMOUNT
	336,954

Batch #	
Date	Keyed By:

		GL KEY	OBJECT	JL CODE	Amount	Account Description	
TRANSFER	To	702810	61310		20,000	FOOD	
		702810	61835		30,000	FACILITIES MAINT	
		702810	61922		60,000	OTHER MEDICAL MATERIALS	
		702810	62399		156,000	VETERINARIAN SERVICES	
		702810	62842		30,000	INVENTORY MATERIALS PURCHASED	
		702810	63070		40,954	UTILITIES	
	From	702810	51000		75,000	REGULAR PAY-PERM	
		702810	52015		22,000	RETIREMENT	
		702810	86208		25,000	MEDICAL EQUIPMENT	
		702810	86209		28,000	MOBILE EQUIPMENT	
		702810	98700		186,954	APPROP FOR CONTINGENCIES	

Explanation: ALLOCATE \$186,954 FROM APPROPRIATIONS FOR CONTINGENCIES; \$53,000 FROM PROJECTED FIXED ASSET SAVINGS; AND \$97,000 FROM PROJECTED SALARY SAVINGS TO COVER PROJECTED SHORTFALL IN SERVICES AND SUPPLIES.

SEE SCCAS 6/12/23 ITEM THAT AUTHORIZED THE SCCAS GM TO ALLOCATE FUNDS FROM APPROPRIATIONS FOR FOR CONTINGENCIES, PROJECTED FIXED ASSET SAVINGS, AND PROJECTED SALARY SAVINGS TO COVER PROJECTED SHORTFALL IN SERVICES AND SUPPLIES.

Name X Title _____

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

Auditor-Controller, by _____ Deputy Date _____

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

Administrative Officer _____ Date _____

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

_____, 20____, By _____, Deputy Clerk

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

BRD. NAME AGENDA DATE Item No.

Distribution:

Regular Agenda Item 6.4

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Approve an Agreement with the County of Santa Cruz for Payroll and Accounts Payable Services and Authorize the General Manager to Sign

Background:

The County of Santa Cruz Auditor-Controller has provided payroll and accounts payable processing services for the Animal Shelter for many years. These services have been provided for a fee. For Fiscal Year 2023-24, the County would like to formalize the terms of this arrangement through a contractual agreement. SCCAS anticipates the total cost for these services to be approximately \$10,000 for FY 2023-24 which represents a modest increase over to FY 2022-23.

Recommendation:

Approve an agreement with the County of Santa Cruz for provision of payroll and account payable services and authorize the General Manager to sign.

INDEPENDENT CONTRACTOR AGREEMENT

This Contract, which is effective on the date it is fully executed, is between the SANTA CRUZ COUNTY ANIMAL SHELTER, hereinafter called DISTRICT, and the COUNTY OF SANTA, hereinafter called COUNTY.

WITNESSETH

WHEREAS, the COUNTY is able to furnish, and the DISTRICT wishes to receive and purchase, accounts payable and payroll services as set forth below;

NOW, THEREFORE, in consideration of the policies, covenants and obligations of the parties as set forth herein, the parties agree as follows:

1. **PAYROLL-RELATED DUTIES OF COUNTY.** COUNTY shall maintain the level of payroll-related service provided to DISTRICT as of the date of execution of this Contract, which shall include the following:
COUNTY will maintain a payroll system in conformance with State and federal laws and regulations and CalPERS requirements and exercise special skill to accomplish the following results for DISTRICT during the term of this Contract with regard to DISTRICT'S payroll:
 - A. Process DISTRICT'S bi-weekly payroll for approximately **35** employees, all of whom have wages computed hourly and must be reported by DISTRICT in accordance with COUNTY published payroll processing calendar.
 - B. Deduct amounts from employee payroll and submit those payments as appropriate on behalf of DISTRICT or the employee, including but not limited to the following: various insurance deductions, garnishments, retirement, direct deposit to banks, deferred compensation, Medicare, and credit unions.
 - C. Provide for timekeeper data entry and retrieval of attendance information, which shall include corrections and balancing by either:
 - i. hard copy via mail or courier; or
 - ii. electronically via computer connected to COUNTY'S database.
 - D. Provide each payee with an Earnings, Deductions & Leave statement which shows, at a minimum, the following:
 - i. current earnings by hours and amount, current taxes and other deductions by amount;
 - ii. year-to-date earnings, taxes and other deductions;
 - iii. current balances for sick, annual, personal, administrative leave and floating holidays.

- E. Provide for direct deposit to financial institutions both for saving and/or checking accounts. (DISTRICT employees must agree to be paid via direct deposit.) The official pay day is the Friday after the end of the two-week pay period as posted by COUNTY. COUNTY will strive to provide funds early to financial institutions that choose to post and make available to employees their payroll funds on Thursday (Wednesday if Thursday is a holiday).
- F. File all federal and State payroll taxes within prescribed time limits.
- G. Deduct for Medicare from employees hired after April 1, 1985, and for FICA as necessary.
- H. DISTRICT employees covered by the Public Employees' Retirement System (PERS), COUNTY will process all retirement deductions in accordance with DISTRICT's contract with PERS including:
 - i. Deductions on first 80 hours only (not to include overtime). The DISTRICT shall provide COUNTY a copy of its contract with PERS;
 - ii. Payment for the monthly CalPERS Unfunded Accrued Liability; and
 - iii. Payment for the monthly CalPERS medical benefits invoice.
- I. Interface with COUNTY financial system and provide journal entries for posting to general ledger within five (5) workdays of payday.
- J. Provide reports with the following information and frequency shown in parentheses:
 - i. By employee, usage and balance-available reports on compensatory time, sick leave, annual leave, administrative leave, personal leave, floating holidays, overtime reports, leave usage, hours and liability for leave reports (payday).
 - ii. Payroll history by employee made available by payday.
 - a. Master File
 - b. Earnings History
 - iii. Hours and earnings (payday).
 - iv. Deductions (payday).
 - v. Audit report (payday).
 - vi. Last rate of pay increase, by employee amount and date (monthly).
 - vii. Payroll register (payday).
- K. Generate new reports as required and provide direct access to the database for

retrieval of information as required. (If an additional charge for a report is required by DISTRICT, COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.)

- L. Account for taxable, non-cash fringe benefits as reported to COUNTY by DISTRICT.
 - M. Issue W-2s and quarterly reports; provide, upon request, duplicate W-2s.
 - N. Provide information needed for special project reports subject to an hourly billing charge if COUNTY deems applicable.
 - O. Provide services to DISTRICT as a payroll processing vendor, in no way taking responsibility for the correctness, accuracy, or status of taxability of the data provided by DISTRICT. In the event data is determined to be incorrect by an outside agency such as IRS, CALPERS or others, DISTRICT takes full responsibility for penalties, interest or additional charges incurred to correct errors including those for reissuance of employee or the DISTRICT IRS tax forms.
2. **PAYROLL-RELATED DUTIES OF DISTRICT.** DISTRICT agrees to conform its payroll schedule to that of COUNTY and to not arrange for any additional types of pay or employee compensation without consulting and receiving agreement from COUNTY to determine the feasibility of COUNTY to make those payments timely. DISTRICT also agrees during the term of this Contract to perform the following functions and duties with regard to DISTRICT'S payroll:
- A. The DISTRICT shall deposit in advance with COUNTY such funds as are necessary to process and make payment of required payroll.
 - B. The DISTRICT shall provide COUNTY accurate documentation of hours worked by each employee in advance of payday in accordance with COUNTY payroll processing schedule and in a format as required by COUNTY.
3. **ACCOUNTS PAYABLE-RELATED DUTIES OF COUNTY.** COUNTY shall maintain the level of accounts payable-related service provided to the DISTRICT as of the date of execution of this Contract, which shall include the following:

COUNTY will maintain a financial accounting system and exercise special skill to accomplish the following results for the DISTRICT during the term of this Contract with regard to DISTRICT'S accounts payable:

- A. Grant DISTRICT access to COUNTY'S financial accounting system, where DISTRICT staff will enter accounts payable transactions on behalf of the DISTRICT.

OR

Enter accounts payable transactions into COUNTY'S financial accounting system on behalf of DISTRICT, with proper supporting documentation provided by DISTRICT.

- B. Set up vendors for payment in COUNTY’S financial accounting system as needed, with proper supporting documentation such as W-9 forms provided by DISTRICT.
- C. Issue warrant or EFT payments to vendors on behalf of DISTRICT;
- D. Issue 1099s to vendors on behalf of DISTRICT, in accordance with IRS guidelines;
- E. Provide services to DISTRICT as an accounts payable processing vendor, in no way taking responsibility for the correctness, accuracy, or status of taxability of the data provided by DISTRICT. In the event data is determined to be incorrect by an outside agency such as IRS or others, DISTRICT takes full responsibility for penalties, interest or additional charges incurred to correct errors including those for reissuance of 1099s.

4. **ACCOUNTS PAYABLE-RELATED DUTIES OF THE DISTRICT.** The DISTRICT agrees during the term of this Contract to perform the following functions and duties with regard to DISTRICT’S accounts payable:

- A. DISTRICT shall deposit in advance with COUNTY such funds as are necessary to process and make payment of required accounts payable.
- B. DISTRICT shall attach accurate documentation to support vendor payments in COUNTY’S financial accounting system

OR

DISTRICT shall provide requests for payments to vendors to COUNTY in the format as required by COUNTY.

5. **COMPENSATION.** In consideration for COUNTY accomplishing said results with regards to DISTRICT’S payroll and accounts payable:

- A. DISTRICT agrees to pay COUNTY for payroll services rendered as follows:
 - i. \$7.36 per pay period per employee for direct deposit of bi-weekly wages for fiscal year 2023-2024 services and an adjustment for each subsequent year based upon Payroll Division costs including overhead and employment demographics of DISTRICT, and;
 - ii. Up to \$10,000 for initial set up services or system modification requested by DISTRICT including Information Services Department (ISD) programming of the County Payroll system and Auditor-Controller payroll division staff time. Charges will be calculated based upon COUNTY employee documented hours and direct ISD billings. COUNTY will charge the DISTRICT for these services at a current rate of \$100 per hour. COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.

B. DISTRICT agrees to pay COUNTY for accounts-payable services rendered as follows:

- i. \$6.60 per check/EFT issued on behalf of DISTRICT for fiscal year 2023-2024, with an adjustment for each subsequent year to be calculated based upon Claims (Accounts Payable) division costs, including overhead.

C. COUNTY agrees to submit an annual invoice for total payroll and accounts payable services provided.

6. **TERM.** The term of this Contract shall be: the date of execution through June 30, 2024. If this Contract is placed on the County's Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated.
7. **EARLY TERMINATION.** Either party hereto may terminate this Contract as of June 30 of any year by giving one hundred twenty (120) days' written notice to the other party.
8. **MODIFICATION OF CONTRACT.** The fees, terms or conditions of this Contract may be modified in writing with the consent of the parties. No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representative of both parties.
9. **OBLIGATIONS UPON TERMINATION.** Upon termination of this Contract, a final accounting shall be made of the fees payable to the COUNTY and any funds belonging to the DISTRICT in the possession of COUNTY and any balance due either party shall be promptly paid by the debtor party.
10. **RECORDS.** All records, reports and material pertaining to DISTRICT payroll subject to this Contract shall be the property of DISTRICT and shall be available to DISTRICT.
11. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** To the fullest extent allowed by law, each of the Parties will indemnify, hold harmless and defend the other party and its directors, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses under or in connection with any work or authority delegated to such party under this Contract. Neither party, nor any director, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other party hereto, under or in connection with any work or authority delegated to such other party under this Contract. This indemnification will survive termination or expiration of this Contract.
12. **NONASSIGNMENT.** Neither party shall assign this Contract or any part hereof without the written consent of the other party. This provision is not intended to restrict

the COUNTY from engaging personnel, as COUNTY deems reasonably advisable.

13. INDEPENDENT CONTRACTOR. While performing service hereunder, the COUNTY shall be an independent contractor and not an agent, officer, or employee of the DISTRICT.

12. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Contract shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

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

Attachments included: None.

14. AUTHORITY. Each party has full power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

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

END OF PAGE
SEE SIGNATURE PAGE BELOW

SIGNATURE PAGE

INDEPENDENT CONTRACTOR AGREEMENT

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

2. SANTA CRUZ COUNTY ANIMAL SHELTER

4. COUNTY OF SANTA CRUZ

By: _____
SIGNED

By: _____
SIGNED

Amber Rowland, General Manager
PRINTED

PRINTED

Company Name: Santa Cruz County Animal Shelter

Address: 1001 Rodriguez Street

Santa Cruz, CA 95062

Telephone: 831.454.7200

Fax: 831.454.7210

3. APPROVED AS TO INSURANCE:

1. APPROVED AS TO FORM:

Risk Management

Office of the County Counsel

Regular Agenda Item 6.3

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Amber Rowland, General Manager
DATE: June 12, 2023
SUBJECT: Proposed Budget Fiscal Year 2023-24

Recommendation:

Consider and approve 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 \$391,086 to be offset through the use of reserve funds, resulting in an estimated year-end reserve fund balance of \$992,979.

The Proposed FY 2023-24 Budget assumes use of \$440,229 in reserve funds to balance the budget, which is \$61,925 less than was allocated for the FY 2022-23 Adjusted Budget. \$215,112 or 48.86% of the total deficit is accounted for by the required budgeted funds for contingencies. SCCAS only utilizes contingency funds to offset a deficit at year end. 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 \$366,565 increase in Salaries and Benefits represents a 10.98% 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 \$172,662 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 (\$50,000), 4) increased veterinarian services costs (\$50,000), and 5) increased required appropriations for contingency (\$28,158).

The Proposed FY 2023-24 budget contains a required 4% Contingency of \$215,112 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 9.97% to \$5,152,673 due primarily 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. Total FY 23-24 member contributions are budgeted to be \$3,683,973.

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 requesting several fee schedule changes in the proposed budget including increases to spay/neuter, adoption, and boarding fees in order to more closely reflect the actual costs for those services.

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

SCCAS is requesting several fee schedule changes in the proposed budget including increases to spay/neuter, adoption, and boarding fees in order to more closely reflect the actual costs for those services.

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 will 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

Exhibit A

Accounts	Actuals 2021-22	Adopted Budget 2022-23	Adjusted Budget 2022-23	Estimated Actuals 2022-23	04.10.23	06.12.23	Change From
					Proposed Budget 2023-24	Proposed Budget 2023-24	04.10.23 Proposed Budget
SALARIES AND BENEFITS							
51000 -- REGULAR PAY-PERMANENT	1,627,429	1,975,003	1,975,003	1,898,292	2,198,716	2,198,716	-
51005 -- OVERTIME PAY-PERMANENT	13,131	7,500	7,500	21,488	15,000	15,000	0
51010 -- REGULAR PAY-EXTRA HELP	56,224	60,000	60,000	112,604	60,000	80,000	20,000
51040 -- DIFFERENTIAL PAY	27,796	32,000	32,000	27,525	32,000	32,000	0
52010 -- OASDI-SOCIAL SECURITY	128,802	148,296	148,296	154,988	163,779	163,779	0
52015 -- PERS	430,737	576,856	576,856	487,625	620,129	620,129	0
53010 -- EMPLOYEE INSURANCE AND BENEFITS	438,935	486,264	486,264	480,182	540,004	540,004	0
53015 -- UNEMPLOYMENT INSURANCE	5,297	8,673	8,673	8,673	14,664	14,664	0
54010 -- WORKERS COMPENSATION INSURANCE	39,194	43,139	43,139	43,139	40,004	40,004	0
SUBTOTAL SALARIES AND BENEFITS	2,767,544	3,337,731	3,337,731	3,234,516	3,684,296	3,704,296	20,000
SERVICES AND SUPPLIES							
61115 -- POLICE SAFETY EQUIP-REPLACE	739	500	500	500	500	500	0
61125 -- UNIFORM REPLACEMENT	3,921	1,500	1,500	6,000	1,500	1,500	0
61215 -- RADIO	33,894	35,000	35,000	35,000	5,000	5,000	0
61220 -- TELECOM SERVICES	40,032	40,000	40,000	40,000	40,000	40,000	0
61310 -- FOOD	27,675	20,000	20,000	34,000	36,000	36,000	0
61412 -- JANITORIAL SERVICES	10,500	11,500	11,500	11,500	11,500	11,500	0
61525 -- LIABILITY INSURANCE	45,392	60,000	60,000	54,000	65,127	65,127	0
61535 -- OTHER INSURANCE	3,618	4,338	4,338	4,338	32,233	32,233	0
61720 -- MAINT-MOBILE EQUIPMENT-SERV	8,224	7,500	7,500	15,000	12,000	15,000	3,000
61725 -- MAINT-OFFICE EQUIPMENT-SERVICES	2,047	3,500	3,500	2,800	3,500	3,500	0
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	2,192	17,500	2,838	10,000	15,000	15,000	0
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	541	1,500	1,500	500	1,500	1,500	0
61835 -- FACILITIES MAINT-GENERAL-SERVICES	22,268	7,500	8,934	25,000	7,500	10,000	2,500
61845 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	15	1,000	1,000	2,183	1,000	1,000	0
61846 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0				1,000	1,000	0
61920 -- MEDICAL, DENTAL & LAB SUPPLIES	0						0
61922 -- OTHER MEDICAL MATERIALS & SUPPLIES	94,118	80,000	80,000	135,000	120,000	130,000	10,000
62020 -- MEMBERSHIPS	2,756	3,000	3,000	3,084	3,000	3,000	0
62111 -- MISCELLANEOUS EXPENSE-SERVICES	7,462	14,000	14,000	7,000	7,500	7,500	0
62112 -- CASH SHORTAGES	48	50	50	5	50	50	0
62214 -- DUPLICATING SERVICES	3,796	5,000	5,000	5,000	5,000	5,000	0
62217 -- MISC NONINVENTORIAL ITEMS EXPENSE	100	0	0	700	0	0	0
62219 -- PC SOFTWARE PURCHASES	6,903	8,000	8,000	8,234	8,560	9,500	940
62221 -- POSTAGE	11,420	12,000	12,000	12,000	12,000	12,000	0
62222 -- SUBSCRIPTIONS/PERIODICALS	3,724	500	500	500	500	500	0
62223 -- SUPPLIES	88,489	75,000	75,000	80,000	75,000	75,000	0
62225 -- NON-PC SOFTWARE	0	250	250	0	250	0	(250)
62226 -- INVENTORIAL ITEMS	30,747	20,000	20,000	35,000	20,000	20,000	0

PROPOSED BUDGET FOR FISCAL YEAR 2023-24

Exhibit A

Accounts	Actuals	Adopted	Adjusted	Estimated	04.10.23	06.12.23	Change From
	2021-22	Budget 2022-23	Budget 2022-23	Actuals 2022-23	Proposed Budget 2023-24	Proposed Budget 2023-24	04.10.23 Proposed Budget
62301 -- ACCOUNTING AND AUDITING FEES	15,274	15,000	15,000	15,000	15,000	16,000	1,000
62310 -- BANKING FEES	15,732	17,500	17,500	17,500	17,500	17,500	0
62316 -- COMPUTER PROF SERVICES		0	0	0	0	0	0
62317 -- CONSULT/MGT/PC SERVICES	21,472	22,500	28,000	32,000	34,000	34,000	0
62325 -- DATA PROCESSING SERVICES	84,672	82,320	82,320	83,496	85,302	87,739	2,437
62360-- LEGAL SERVICES	2,066			85,000	20,000	20,000	0
62381 -- PROF & SPECIAL SERV-OTHER	79,217	107,800	141,249	140,000	120,000	120,000	0
62399 -- VETERINARIAN SERVICES	138,346	100,000	100,000	235,000	130,000	150,000	20,000
62610 -- RENTS & LEASES-STRUC IMP & GRNDS	197,669	248,000	267,673	267,673	265,665	265,665	0
62710 -- FIELD EQUIPMENT	2,329	1,500	1,500	2,524	2,000	2,000	0
62715 -- SMALL TOOLS & INSTRUMENTS	0		1,000	1,000	1,000	1,000	0
62801 -- ADVERTISING & PROMOTION SUPPLIES	4,251	4,000	0	3,000	2,000	2,000	0
62842 -- INVENTORY MATERIALS PURCHASED	28,430	20,000	20,000	34,000	20,000	30,000	10,000
62857 -- SPECIAL MISC EXPENSE - SUPPLIES	903	500	500	0	500	500	0
62890 -- SUBSCRIPTIONS BOOKS & ED MATERIALS	510	500	500	500	500	500	0
62893 -- TOWING	275			600	500	500	0
62914 -- EDUCATION & TRAINING	2,421	2,500	2,500	1,712	2,500	2,500	0
62920 -- GAS, OIL, FUEL	22,388	20,000	20,000	22,000	20,000	25,000	5,000
62922 -- LODGING	992	1,500	1,500	3,688	1,500	1,500	0
62924 -- MEALS	257	500	500	785	500	500	0
62926 -- MILEAGE	88	500	500	250	500	500	0
62928 -- TRAVEL-OTHER	714	100	100	50	100	100	0
62930 -- REGISTRATIONS	225	1,000	1,000	150	1,000	1,000	0
62935 -- SERVICE CENTER CHARGES	476	500	500	2,585	500	500	0
62940 -- TRAVEL ADVANCES	0						0
63070 -- UTILITIES	106,283	90,000	90,000	122,000	100,000	100,000	0
SUBTOTAL SERVICES AND SUPPLIES	1,175,611	1,165,358	1,207,752	1,597,857	1,325,787	1,380,414	54,627
OTHER EXPENDITURES							
75294 -- TRUST FUND DISTRIBUTIONS		0	0		0	0	0
75315 -- COUNTY OVERHEAD (See prev. 3550)	167,545	167,525	167,525	167,525	149,020	149,020	0
86110 -- BUILDINGS AND IMPROVEMENTS		0	0		0	0	0
86204 -- FIXED ASSETS - EQUIPMENT AND MOBILE	16,239	0	20,000	20,049	15,000	15,000	0
86208 -- MEDICAL EQUIPMENT	5,249	45,000	45,000	18,160			0
86209 -- MOBILE EQUIPMENT	0	41,245	70,000	41,235	25,000	25,000	0
86210 -- OFFICE EQUIPMENT	7,085						0
90000 -- Operating Transfers Out	102,010	103,030	103,030	103,030	104,060	104,060	0
95000 -- REPAIR & MAINTENANCE	0	0	13,228	0			0
98700 -- APPROPRIATIONS FOR CONTINGENCY		186,954	186,954	0	212,127	215,112	2,985
SUBTOTAL OTHER EXPENDITURES	298,128	543,754	605,737	349,999	505,207	508,192	2,985
TOTAL EXPENDITURES	4,241,284	5,046,843	5,151,220	5,182,372	5,515,290	5,592,902	77,612

PROPOSED BUDGET FOR FISCAL YEAR 2023-24

Exhibit A

Accounts	Actuals 2021-22	Adopted Budget 2022-23	Adjusted Budget 2022-23	Estimated Actuals 2022-23	04.10.23	06.12.23	Change From
					Proposed Budget 2023-24	Proposed Budget 2023-24	04.10.23 Proposed Budget
REVENUES							
40100 -- PROPERTY TAX-CURRENT SEC-GEN		0	0		0	0	0
40171 -- ANIMAL LICENSES				(101)			
40230 -- ANIMAL LICENSES		0	0		0	0	0
40430 -- INTEREST	11,933	17,000	17,000	43,000	30,000	45,000	15,000
40440 -- RENTS & CONCESSIONS	122	700	700	125	500	500	0
40441 -- RENTAL DEPOSIT/FORFEIT REVENUE	110	200	200	200	200	200	0
40810 -- ST NATURAL DISASTER ASSISTANCE		0	0		0	0	0
41093 -- FED FEMA	379	0	0		0	0	0
41510 -- HUMANE SERVICES	231,776	250,000	250,000	210,000	250,000	250,000	0
42010 -- ADMINISTRATIVE SERVICES	2,109	2,600	2,600	2,500	3,000	3,000	0
42022 -- COST RECOVERY-OTHER	4,480	5,500	5,500	5,300	5,000	5,000	0
42044 -- MEMBER CONTRIBUTIONS	3,044,616	3,349,066	3,349,066	3,349,066	3,683,973	3,683,973	0
42047 -- CHARGES FOR CURRENT SERVICES	10,800	14,000	14,000	0	0	0	0
42073 -- ADMIN FINE FEES	7,209	5,000	5,000	3,000	5,000	5,000	0
42074 -- GRANT SERVICES-NON INTERGOV	5,000	15,000	15,000	15,000	15,000	15,000	0
42205 -- ANIMAL MICROCHIP FEES	9,175	10,000	10,000	6,500	10,000	10,000	0
42206 -- ANIMAL RABIES FEES	7,771	9,000	9,000	5,000	9,000	9,000	0
42207 -- ANIMAL SPAY & NEUTER FEES	28,185	20,000	20,000	15,000	30,000	40,000	10,000
42334 -- SALES OTHER TAXABLE	93,931	80,000	80,000	93,000	80,000	95,000	15,000
42362 -- CASH OVERAGES	5	0	0		0	0	0
42371 -- CONTRIBUTIONS-OTHER			0		0	0	0
42372 -- CONTRIBUTIONS AND DONATIONS	583,945	460,000	530,000	745,000	650,000	650,000	0
42375 -- INSURANCE PROCEEDS		0	0		0	0	0
42380 -- NSF CHECKS	(584)	0	0	(344)	0	0	0
42381 -- NSF CHECK FEES		0	0	40	0	0	0
42384 -- OTHER REVENUE	35,669	40,000	40,000	40,000	40,000	40,000	0
42390 -- UNCLAIMED MONEY-ESCHEATED		0	0		0	0	0
42462 -- OPERATING TRANSFER IN		0	0		0	0	0
42981 -- LICENSES-CAPITOLA CITY	8,656	9,000	9,000	8,000	9,000	9,000	0
42982 -- LICENSES-SANTA CRUZ CITY	55,463	60,000	60,000	50,000	60,000	60,000	0
42983 -- LICENSES-SCOTTS VALLEY CITY	14,866	17,000	17,000	14,000	17,000	17,000	0
42984 -- LICENSES-COUNTY SANTA CRUZ	169,203	180,000	180,000	160,000	180,000	180,000	0
42986 -- LICENSES-WATSONVILLE	29,154	35,000	35,000	27,000	35,000	35,000	0
TOTAL REVENUES	4,353,973	4,579,066	4,649,066	4,791,286	5,112,673	5,152,673	40,000
EXPENDITURES LESS REVENUES	(112,689)	467,777	502,154	391,086	402,617	440,229	37,612

PROPOSED BUDGET FOR FISCAL YEAR 2023-24

Accounts	Actuals 2021-22	Adopted Budget 2022-23	Adjusted Budget 2022-23	Estimated Actuals 2022-23	04.10.23 Proposed Budget 2023-24	06.12.23 Proposed Budget 2023-24	Change From 04.10.23 Proposed Budget
FUND BALANCE TRANSFER TO ASSET RESERVE	102,010	103,030	103,030		104,060	104,060	
Positions Authorized	33.70	33.70	34.70		35.00	35.00	
Positions Unfunded	5.00	5.00	4.00		4.00	4.00	
Positions Funded	28.70	28.70	30.70		31.00	31.00	
Beginning Fund Balance FY 07/01/22				1,384,065			
Less Est./Actuals 22-23				(391,086)			
Total Projected Fund Balance 6/30/23				992,979	992,979	992,979	
Assigned to Budget Deficit 2023-24					402,617	440,229	
Estimated Fund Balance 6/30/24					590,362	552,750	
Breakdown of Fund Balance							
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	472,501	
Assigned to Budget Deficit 2023-24					402,617	440,229	
Estimated Ending Balance 6/30/24					69,884	32,272	
Balance of Butler Gift, SB90 Funds, & Surplus FY 07/01/22				911,564			
Less Est./Actuals 22-23				(391,086)			
Estimate Fund Balance 6/30/23				520,478	520,478	520,478	
Assigned to Budget Deficit 2023-24							
Estimated Balance 6/30/24					520,478	520,478	
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	366,468	
FY 23-24 Contribution					104,060	104,060	
Less Est./Actuals 23-24 (Exp. - Int. Rev.)					0	0	
Estimated Balance 6/30/24					470,528	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
Total	\$3,349,066	100.000%	\$267,925	\$334,907	\$401,888	\$3,616,992	\$3,683,973	\$3,750,954

**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
Capitola	110	2.02%	56	0.96%	79	1.41%	81.67	1.600%
County	2,613	48.01%	2,672	45.69%	3,016	54.01%	2,767.00	54.219%
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	
Santa Cruz	820	15.07%	1,188	20.31%	972	17.41%	993.33	19.464%
Scotts Valley	76	1.40%	97	1.66%	57	1.02%	76.67	1.502%
Shelter	-	0.00%	2	0.03%	-	0.00%	0.67	
Watsonville	1,449	26.62%	1,057	18.07%	1,048	18.77%	1,184.67	23.214%
Grand Total	5,443	100.00%	5,848	100.00%	5,584	100.00%	5,103.33	100.00%

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
Capitola	188	2.11%	186	1.84%	271	3.82%	464	2.221%
County	4,742	53.34%	6,168	60.86%	3,801	53.54%	12,177	58.245%
Monterey County	6	0.07%	13	0.13%	12	0.17%	23	
Other	67	0.75%	65	0.64%	34	0.48%	143	
Santa 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	
Santa Cruz	1,629	18.32%	1,660	16.38%	1,341	18.89%	3,736	17.870%
Scotts Valley	199	2.24%	243	2.40%	165	2.32%	497	2.377%
Shelter	167		80		120	1.69%	287	
Watsonville	1,873	21.07%	1,708	16.85%	1,354	19.07%	4,032	19.287%
Grand Total	8,890	100.00%	10,134	100.00%	7,100	100.00%	20,907	100.00%

**Membership Data
FY 2023-24**

Exhibit C

Jurisdiction	Intake	CFS	Population
Capitola	1.600%	2.221%	2.448%
County	54.219%	58.245%	66.070%
Santa Cruz	19.464%	17.870%	15.603%
Scotts Valley	1.502%	2.377%	2.869%
Watsonville	23.214%	19.287%	13.010%
	100.000%	100.000%	100.000%

Blended %
2.179%
61.151%
17.135%
2.404%
17.130%
100.000%

Population		
Capitola	10,121.00	2.45%
County	273,213.00	66.07%
Santa Cruz	64,522.00	15.60%
Scotts Valley	11,863.00	2.87%
Watsonville	53,800.00	13.01%
	413,519.00	100.00%

**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
	TOTAL		33.70	1.30	35.00	35.00	0.00	4.00

Extend all limited term positions until June 30, 2024

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

Exhibit F

Capital Fund 76124 (702860)	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2022-2023	2023-24
	Actual	Actual	Actual	Actual	Budget	Actual	Est. Actual	Budget
Expenditures								
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								
Total Expenditures	-	-	22,809	72,883	238,000	215,335	50,000	-
Revenues								
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
Total Revenues	144,732	103,046	106,460	113,411	109,010	107,030	106,030	107,060
EXPENDITURES LESS REVENUE	(144,732)	(103,046)	(83,651)	(40,528)	128,990	108,305	(56,030)	(107,060)
Fund Balance	(144,732)	(247,778)	(331,428)	(371,957)	(242,967)	(263,652)	(319,682)	(426,742)

SCCAS Fee Schedule - County Unincorporated Area

Exhibit G

		2022-23	Proposed 2023-24 (Blank if no change)
Adoption Fees			
Dogs	Puppies 2-6 months	\$195	\$210
	Adults 7 mon-6 yrs	\$130	\$150
	Sr. Adult 6 yrs+	\$60	\$75
Cats	Kittens 2-12 months	\$120	\$125
	Adults 1-6 yrs	\$100	\$110
	Sr. Adult 6 yrs+	\$55	\$60
Rabbits		\$50	\$75
Rodents		\$25	
Small caged birds		\$25	
Exotic birds (i.e. parrots)		\$75	
Small Livestock	Goats, Pigs, etc.	\$75	
Large Livestock	Cows	\$100	
Horses		\$250	\$300
Chickens/Roosters		\$10	\$25
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	
Horses		\$50
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	

SCCAS Fee Schedule - County Unincorporated Area

Exhibit G

	2022-23	Proposed 2023-24
License Fees – Cats		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
Quarantine Fees		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
Service Fees		
Microchip	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	\$10	(free for Cat TNR done by ordinance)
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property	\$85	
Use of Livestock Trailer - 1st Time	\$100	
Use of Livestock Trailer - 2nd Time and Subsequent	\$150	
Medical Fees		
Medical groom	\$25 - \$100	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25 - \$100	
Rabies	\$14	\$15
FVRCP	\$20	
DA2PP	\$20	
Medical bath	\$20	
Wound prep	\$35	
Kitten Package	\$400	
Puppy Package	\$400	
Dental	\$200 - \$800	
Umbilical hernia repair	\$40	
Recovery cone collar	\$8	
Owner Surrender of Animal Residing in Santa Cruz County		
Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock horses, cows	\$0	\$200
small livestock pigs, goats	\$0	
Large Exotic	\$0	

SCCAS Fee Schedule - County Unincorporated Area

Exhibit G

	2022-23	Proposed 2023-24
Owner Surrender of Animal Residing Outside of Santa Cruz County		
Owner Surrender of Dog	\$50	\$75
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15-\$35	
Large livestock horses, cows	\$10-\$25	
Large livestock horses, cows	\$100	\$400
small livestock pigs, goats	\$75	\$100
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	\$100
Disposal of Owned Dead Animals	\$50 Up to 19 lbs	
	\$50 20 – 69 lbs	
	\$50 70 – 99 lbs	
	\$50 100 – Up	
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75 unaltered penalty fee if applicable	
Spay/Neuter Fees for Impounded Animals		
Cats		
Neuter	\$50	\$150
Spay	\$50	\$150
Dogs		
Neuter	\$275	\$300
Spay	\$275	\$300
Planned Pethood Spay/Neuter Fees		
Dog	\$250	\$300
Cat	\$50	\$150
Rabbit	\$75	\$150
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50	No Longer Offered
Animals over 100 lbs/brachycephalic/pregnant/cryptorchid in heat add	\$50	
Animals determined obese by veterinarian add	\$50	
Fees for Additional Required Services		
Microchip	\$10	
License	\$29	
Rabies	\$10	
Late drop-off fee	\$20	
Late pick-up fee	\$40/night	
Blood panel for dogs over 7 yrs / cats over 10 yrs of age	\$75	
Planned Pethood Spay/Neuter Fees for Limited Income*		
Dog	\$50	\$150
Cat	\$25	\$75
Rabbit	\$50	\$75

*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

SCCAS Fee Schedule - County Unincorporated Area

Exhibit G

	2022-23	Proposed 2023-24
<u>ONE STOP Fees with Purchase of License</u>		
Rabies	\$10	\$15
Microchip	\$15	
Nuisance Abatement Appeals Fee (County)	\$75	
Non-sufficient Funds Check Fee	\$40	
Puppy Training Deposits	\$100-\$200	
Training Room Rental Fees	\$22	No Longer Offered

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 align="center">\$250

Failure of owner to pick up after dog or cat defecating align="center">\$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 align="center">\$200

*****Appeal of impounded animal align="center">\$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

SCCAS Fee Schedule - County Unincorporated Area

Exhibit G

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	\$210
	Adults 7 mon-6 yrs	\$130	\$150
	Sr. Adult 6 yrs+	\$60	\$75
Cats			
	Kittens 2-12 months	\$120	\$125
	Adults 1-6 yrs	\$100	\$110
	Sr. Adult 6 yrs+	\$55	\$60
Rabbits		\$50	\$75
Rodents		\$25	
Small caged birds		\$25	
Exotic birds (i.e. parrots)		\$75	
Small Livestock	Goats, Pigs, etc.	\$75	
Large Livestock	Cows	\$100	
Horse		\$250	\$300
Chicken/Rooster		\$10	\$25

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	
Horses		\$50
Other	\$25	

License Fees – Dogs

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

SCCAS Fee Schedule - Cities

Exhibit H

	2022-2023	Proposed 2023-24
Senior Citizen (65+) - one year, altered (waived for one dog)	\$29	
Potentially Dangerous/Vicious dog – one year	\$200	
Unaltered Animal Certificate -- one time	\$350	
Exemption from Unaltered Animal Certificate	\$15	plus license fee
Administrative fee for mailed licenses	\$1	
License Fees – Cats		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
Quarantine Fees		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
Service Fees		
Microchip	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	\$10	(free for Cat TNR done by ordinance)
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property	\$85	
Use of Livestock Trailer - 1st Time	\$100	\$300
Use of Livestock Trailer - 2nd Time and Subsequent	\$150	\$300
Medical Fees		
Medical groom	\$25 - \$100	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25 - \$100	
Rabies	\$14	\$15
FVRCP	\$20	
DA2PP	\$20	
Medical bath	\$20	
Wound prep	\$35	
Kitten Package	\$400	
Puppy Package	\$400	
Dental	\$200 - \$800	
Umbilical hernia repair	\$40	
Recovery cone collar	\$8	
Owner Surrender of Animal Residing in Santa Cruz County		
Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock horses, cows	\$0	\$200
small livestock pigs, goats	\$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	\$75
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15-\$35	
Large livestock horses, cows	\$10-\$25	
Large livestock	\$100	\$400
small livestock pigs, goats	\$75	\$100
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	\$100
Disposal of Owned Dead Animals	\$50 Up to 19 lbs	
	\$50 20 – 69 lbs	
	\$50 70 – 99 lbs	
	\$50 100 – Up	
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75 unaltered penalty fee if applicable	
Spay/Neuter Fees for Impounded Animals		
Cats		
Neuter	\$50	\$150
Spay	\$50	\$150
Dogs		
Neuter	\$275	\$300
Spay	\$275	\$300
Planned Pethood Spay/Neuter Fees		
Dog	\$250	\$300
Cat	\$50	\$150
Rabbit	\$75	\$150
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50	No Longer Offered
Animals over 100 lbs/brachycephalic/pregnant/cryptorchid in heat add	\$50	
Animals determined obese by veterinarian add	\$50	
Fees for Additional Required Services		
Microchip	\$10	
License	\$29	
Rabies	\$10	
Late drop-off fee	\$20	
Late pick-up fee	\$40/night	
Blood panel for dogs over 7 yrs / cats over 10 yrs of age	\$75	
Planned Pethood Spay/Neuter Fees for Limited Income*		
Dog	\$50	\$150
Cat	\$25	\$75
Rabbit	\$50	\$75

*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	\$15
Microchip	\$15	
Nuisance Abatement Appeals Fee (County)	\$75	
Non-sufficient Funds Check Fee	\$40	
Puppy Training Deposits	\$100-\$200	
Training Room Rental Fees	\$22	No Longer Offered

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.

*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.

From: [Nicole Coburn](#)
To: [Amber Rowland](#); [Joe Phares](#)
Subject: FW: Veterinary Program and Staff Compensation at the SCCAS
Date: Friday, May 26, 2023 4:52:45 PM

From: Nikki Simpson <nikki.jane@sbcglobal.net>
Sent: Friday, May 26, 2023 9:13 AM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; swalpole@scottsvally.org; tamara.vides@cityofwatsonville.org; adally@ci.capitola.ca.us; Antonio.Figueroa@cityofwatsonville.org
Cc: Joe Phares <Joe.Phares@santacruzcounty.us>
Subject: Veterinary Program and Staff Compensation at the SCCAS

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To the Members of the Santa Cruz County Animal Shelter Board of Directors:

I am an RN who has volunteered at the Santa Cruz County Animal Shelter for over twenty years. I am writing to express my serious concern about the shelter's lack of a full-time staff veterinarian. This situation has been ongoing for the last two to three years and has resulted in a patchwork of ever-changing part-time veterinarians and use of outside practices for surgeries and medical care. For example, until recently, volunteers were driving animals to Prunedale to be spayed and neutered! This is inappropriate for a shelter that serves a human population of over 265,000 and takes in nearly 5000 animals per year. It is also inefficient and expensive. Just as critically, the lack of its own veterinarian has resulted in the suspension of the shelter's community low cost spay and neuter program. This program is essential to the shelter's core goal of reducing animal overpopulation so it can reduce the number of animals coming into the shelter, thereby also reducing costs.

Since it is likely that the cost of housing in Santa Cruz is playing a key role in the failure to successfully recruit a veterinarian, I strongly urge the Board to take the step of increasing the salary for this position to one that is realistic and competitive.

I also urge the Board to reevaluate the job classifications and salary step increases for the shelter's front office staff. If you visit the shelter, you will see what a difficult and demanding job they have. Members of the public bring in sick and injured animals, can be angry about animal impoundment, or crying over the need to euthanize their beloved pets. Yelling and crying are not uncommon, and staff must respond calmly and professionally, explain shelter policies and procedures, juggle

multiple tasks and triage needs for services. They have more complex responsibilities than a standard clerk who answers phones and makes appointments, and should be compensated accordingly.

Also, it has been many years since many of the animal care staff have had salary increases above the standard annual cost of living increases. They have such dedication for the work they do. Like so many of our front-line workers, they are asked to do so much with too little, but this is work stemming the tide of over population that results in life and death decisions. We are lucky that we have several staff with long-term commitments to the Shelter but with the rise in cost of living we have the potential of losing these dedicated staff who have institutional knowledge that would be impossible to replace. It is time to spend money to save money by funding the programs and staff that our community expects and relies on.

Thank you for taking the time to consider my concerns.

Nikki Simpson
Shelter Volunteer

From: [Nicole Coburn](#)
To: [Joe Phares](#)
Subject: FW: Support for hiring a full time veterinarian for the animal shelter
Date: Friday, June 2, 2023 12:27:39 PM
Attachments: [memo in support of full time vet.docx](#)

From: Bob Seibel <bobseibel.ca@gmail.com>
Sent: Friday, June 2, 2023 10:07 AM
To: Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>;
Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>;
swalpole@scottsvally.org; Antonio.Figueroa@cityofwatsonville.org;
tamara.vides@cityofwatsonville.org; adally@ci.capitola.ca.us; Nicole Coburn
<Nicole.Coburn@santacruzcounty.us>
Cc: Amber Rowland <Amber.Rowland@santacruzcounty.us>
Subject: Support for hiring a full time veterinarian for the animal shelter

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On behalf of a large group of Santa Cruz residents I attach a request that the JPA approve funding for a full time veterinarian at the shelter at its June, 2023 meeting. The request includes information from Dr. Kate Hurley, Program Director of the Koret Shelter Medicine Program at UC Davis Veterinary School that supports the benefits of having a full time veterinarian. We also ask that the request and its documentation be included with the minutes of the meeting and be part of the public record. We look forward to seeing you at the meeting.

--

Bob Seibel
831 477 9807
bobseibel.ca@gmail.com



Virus-free. www.avast.com

To: the Santa Cruz County Animal Shelter Board and General Manager

From: A group of concerned animal lovers in Santa Cruz County including Bob Seibel, Dana Gleason, DVM, Jenny Price, Krissi Durant, Amy Herbst, Kelley Fuller, Rena Cochlin, Lynne Achterberg, Annette Hogue, Kathleen Seibel, Leslie Krzeczowski, Monica Gordon, Loren Crabb, Nancie Newby, Sandy Ettinger, Shannon Henderson, Sequoia Craig, Marilee Geyer and Tiffany Helmich.

We think that you know from the April JPA meeting and other sources that there is strong support in the community for the funding and hiring of a full time Veterinarian for the staff of the Shelter. The proposed budget includes restoring funding for that position and we support that as a priority for the shelter. We believe that the prior experience with contract veterinary services has not permitted the necessary level of coordination and communication required to maintain the standards of care that are desired by the community for the SCCAS and animals in the community.

We also consulted Dr. Kate Hurley, Program Director of the Koret Shelter Medicine Program at UC Davis Veterinary School to obtain authoritative information about the benefits and economic efficacy of having a full time shelter vet on staff. In addition to her work at the Shelter Medicine Program, Dr. Hurley had experience working at the SCCAS prior to joining the faculty at Davis, so she is familiar with the shelter and this community.

Dr. Hurley said "For my part in terms of the economics, one of the biggest benefits of having a full time vet is the ability to have someone who can really get to know the population and put in systems and preventive measures to optimize health and, importantly, minimize length of stay, which in turn reduces disease risk and staffing needs." She also agreed that the shelter vet staff does not have to provide all the desired services, but the shelter and the vet staff have to be willing and able to collaborate with other community resources to fill the needs.

She shared the following detailed points about the impact of having a full time staff vet at a shelter*:

1. Animal Health and Welfare: A full-time veterinarian ensures the overall health and well-being of animals at the shelter. They can conduct regular health checks, provide necessary vaccinations, diagnose and treat illnesses, and perform surgeries when needed. By maintaining optimal health conditions, the shelter can reduce the risk of disease outbreaks, minimize suffering, and improve the chances of successful adoptions.
2. Cost Efficiency: While having a full-time veterinarian may require an initial investment, it can lead to long-term cost savings. By promptly addressing health issues, the veterinarian can prevent conditions from worsening, potentially reducing the need for costly treatments or emergency interventions. Early disease detection can also prevent the spread of illnesses among shelter animals, saving on medical expenses.
3. Adoption Rates: Healthy animals are more likely to be adopted. Having a full-time veterinarian ensures that animals are in good health, making them more appealing to potential adopters. Additionally, the veterinarian can provide behavioral assessments, which help match animals with suitable homes, increasing the chances of successful adoptions.

4. **Community Support:** Animal shelters serve as a vital resource for the local community. Having a full-time veterinarian demonstrates the shelter's commitment to animal welfare, which can enhance public trust and support. It also allows the shelter to provide valuable veterinary services to the community, such as low-cost vaccinations or spaying/neutering programs, promoting responsible pet ownership and reducing the burden on public health resources.
5. **Professional Expertise:** A full-time veterinarian brings specialized knowledge and skills to the shelter. They can provide professional guidance and training to shelter staff on animal care, health management, and emergency response. This expertise contributes to a higher standard of care and ensures that animals receive appropriate treatment based on current veterinary practices.
6. **Legal and Ethical Responsibilities:** Animal shelters have legal and ethical obligations to provide adequate veterinary care to the animals in their custody. Employing a full-time veterinarian helps fulfill these responsibilities and ensures compliance with animal welfare regulations and guidelines. It also demonstrates the shelter's commitment to upholding the highest standards of care for the animals in their care.
7. **Emergency Response:** In the event of a disease outbreak or a medical emergency, having a full-time veterinarian on-site allows for immediate response and appropriate action. Timely interventions can prevent the spread of diseases, reduce suffering, and improve survival rates. This preparedness helps safeguard both the animals in the shelter and the surrounding community.
8. **Overall,** having a full-time veterinarian at an animal shelter benefits the animals' health and well-being, enhances community support, improves adoption rates, and ensures compliance with legal and ethical obligations. While there are economic considerations involved, the long-term cost savings and positive outcomes justify the investment in a dedicated veterinary professional.

Interestingly, Dr. Hurley noted that she is more commonly requested by shelters for guidance on finding a vet to fill a full time position than for justification for creating or funding such a position. We believe that the SCCAS shelter is in the enviable position of having at least one well qualified candidate to fill the position once it is funded.

We urge the board to approve funding for the full time veterinarian position and to authorize the immediate commencement of a search to fill the position.

*Dr. Hurley also supplied some authoritative research resources:

Here are a few research studies and articles that provide justifications for having a full-time veterinarian at an animal shelter:

1. "The Importance of Veterinary Care in Animal Shelters: A Review" by Scarlett, J.M. and Johnston, N. (2006):
2. "Economic Impacts of High-Quality Animal Shelters: A Review" by Patronek, G.J., et al. (2012):
3. "Impacts of Spay/Neuter Programs on Pet Populations: A Systematic Review" by Spehar, D.D. and Wolf, P.J. (2018):
4. "The Relationship Between Animal Cruelty, Child Abuse, and Domestic Violence: A Review" by Ascione, F.R. (2005):