

INCORRECT REDUCTION CLAIM

11-9811-I-01

Animal Adoption Program
CSM 98-TC-11
Chapter 752, Statutes of 1998

Filed on behalf of
The City Of Hayward

Annual Reimbursement Claims for Fiscal Years:

1998-99
1999-00
2000-01
2001-02
2002-03
2005-06
2006-07
2007-08

BACKGROUND

On May 6, 2011, the State Controller's Office (hereinafter "SCO") issued its final audit report on the City of Hayward's (hereinafter "City") claims for costs incurred based on the Animal Adoption program. The SCO audited the costs claimed by the City for the period July 1, 1998, through June 30, 2008, excluding fiscal years 2003-04 and 2004-05. The SCO's findings are based on this Commission's statement of decision adopted on January 25, 2001; the initial set of parameters and guidelines (Ps & Gs) as corrected on March 20, 2002, which apply to the first six fiscal year claims audited (FY 1998-99 through 2005-06); and the January 26, 2006, amended Ps & Gs that were used to audit the last two fiscal years claims (FY 2006-07 and 2007-08).

The City claimed \$2,363,283 for the mandated cost program. In its March 4, 2010, response to the draft audit report, the City provided its primary objections to the audit findings. After review of that letter, the SCO did not make any revisions as requested by the City. The final audit report concluded that \$1,009,646 is allowable and \$1,353,637 is unallowable.

The City contends the SCO erred in the following issues: (1) the retroactive application of *Purifoy v. Howell* (2010)183 Cal.App.4th 166 holding that Saturday is not a business day and (2) the interpretation of the Ps & Gs as they apply to calculating the eligible

facilities constructions costs in the first six months of the mandate (January 1, 1999, to June 30, 1999) and to the staffing requirements for shelters open Saturdays.

SCO FINDINGS AT ISSUE

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The SCO's final audit report contained ten findings. The City challenges the SCO's application of the First District Court of Appeal decision in the matter of *Purifoy v. Howell, supra*, which affects the allowable cost calculations for overstated space and facilities acquisition costs (Finding 2), unallowable care and maintenance costs (Finding 3), misstated necessary and prompt veterinary care costs (Finding 8), and misstated equipment procurement costs (Finding 9). In addition, the City challenges Findings 2 and 4.

ARGUMENT

I. Misapplication Of Purifoy v. Howell

During the pendency of the SCO audit of the City, a decision came down from the First District Court of Appeal in the matter of *Purifoy v. Howell, supra*. At issue before the court was the definition of a business day for purposes of the animal holding period under the Hayden Bill. This holding period forms the basis for reimbursable activities under the Animal Adoption mandate. This Commission was silent as to the definition of business day. The court held that although the Hayden Bill requires animal shelters to hold animals longer or be open for business on a weekday evening or Saturday, Saturday is not a business day for the purposes of calculating how long to hold an animal before it can be released for adoption or disposal. While the decision, published on March 26, 2010, is likely applicable to all future claims, the SCO in seeking to apply the court's holding to current audits overlooks whether such application is proper. The City argues that it is not.

First, the SCO is jumping the gun. *Purifoy* is not a decision of the Commission nor is it a decision to which the Commission was a party. There has been no change to the Commission's Statement of Decision or Ps & Gs in the Animal Adoption mandate nor has there been any proposed amendment to the Ps & Gs or request for a new test claim decision, under the new test claim process. Thus, the effect of this decision on the Ps & Gs has not been addressed by this Commission and until that is the case, the 2002 and 2006 Ps & Gs remain in full force and effect. Moreover, were such a request brought before this Commission and the decision found applicable, the effective date of any change to the Ps & Gs or Statement of Decision would be the filing date of the request which would, in any case, not be retroactive back to 1998 as the SCO is now attempting.

Second, neither this Commission nor the courts would support retroactivity of *Purifoy*. In 1989, the California Supreme Court set forth the rule for retroactive application of judicial decisions in *Newman v. Emerson Radio Corp.* (1989) 48 Cal.3d 973, 978, which states: "The general rule that judicial decisions are given retroactive effect is basic in our

legal tradition.” The Court explains that the historic rationale for retroactivity lies in “the idea adhered to by Blackstone that “judges do not ‘create,’ but instead ‘find’ the law. A decision interpreting the law, therefore, does no more than declare what the law had always been.”

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This rule, however, has exceptions which favor prospective application and which reflect considerations of “fairness”, “public policy” (*Newman v. Emerson Radio Corp.* (1989) 48 Cal.3d 973, 983-984 [258 Cal.Rptr. 592].), and “hardship” (*Moradi-Shalal v. Fireman's Fund Ins. Companies* (1988) 46 Cal.3d 287, 305 [250 Cal.Rptr. 116].) to the parties. As the Court defined a few years later:

Several factors are relevant in determining whether an exception to the general rule of retroactivity is warranted, including: “the reasonableness of the parties’ reliance on the former rule, the nature of the change as substantive or procedural, retroactivity’s effect on the administration of justice, and the purposes to be served by the new rule. [Citations.]” (*Camper v. Workers' Comp. Appeals Bd.* (1992) 3 Cal.4th 679, 688 [12 Cal.Rptr. 101].)¹

The SCO appears to have relied upon the general rule that *Purifoy* should be applied retroactively to the audit. The City argues it falls within the stated exceptions.

The parties’ reliance on the old rule was reasonable: The purpose of the Hayden Bill was, in part, to ensure that shelters were open for business outside of normal working hours to allow owners to retrieve their pets. To that end, the Bill required shelters to remain open either later on a weekday or on Saturday. Thus as the shelter was open to transact business, it was reasonable to assume Saturday was a business day. Local governments filed claims for reimbursement based upon this reliance. This Commission saw no issue with the term “business day”, the trial court found Saturday was a business day and SCO had presumed as much when beginning its audits. Moreover, trying to recreate what would have happened years ago if the current law had been in existence during the time the claim was filed will cause undue hardship on claimants who relied upon the old rule for calculating the date upon which an animal could be euthanized. Reliance on the old rule and the unforeseeability of change support prospective application.

The change is procedural: This new rule changes the manner in which shelters will do business by altering holding periods. Generally, substantive changes are applied retroactively while procedural changes are applied prospectively. This is due in part because procedural changes can determine the rights of the parties, especially in setting a statute of limitations. (*Camper v. Workers' Comp. Appeals Bd., supra*, at p. 689.)²

¹ See also, *Gentis v. Safeguard Business Systems, Inc.* (1998) 60 Cal.App.4th 1294 [71 Cal.Rptr.2d 122], *Rose v. Hudson* (2007) 153 Cal.App.4th 641 [63 Cal.Rptr.3d 248].

² See also, *Woods v. Young* (1991) 53 Cal.3d 315 [279 Cal.Rptr. 613].

Although the change is substantive on its face, in this case, the retroactive application of the law will affect the rights of claimants as reimbursement can only be had for those animals euthanized after the holding period. Extending the holding period years later means that reimbursement will be unavailable to claimants complying with the law as it was understood at the time. Ensuring recovery to claimants in procedural compliance with a mandate program supports prospective application. 11-9811-I-01

Retroactive application will produce unjust results: Judicial decisions are routinely applied retroactively so as to resolve pending cases where the parties are similarly situated and all unfiled cases. In this instance, however, the decision is being applied retroactively to audits of claims which may date back over a decade. The new rule will not be dispositive as to all claimants and will ensure unequal application of the rule to only those who are being audited. The administration of justice in a consistent manner supports prospective application.

The new rule will extend holding periods: The purpose of the new rule set forth in *Purifoy* is to clarify statutory provisions to ensure that the spirit of the Hayden Bill, adequate time for owner retrieval of pets, is promoted. This objective is not compromised by prospective application of the new rule. (*Woods v. Young* (1991) 53 Cal.3d 315, 331 [279 Cal.Rptr. 613].) The retroactive application will not increase the holding period for animals long ago retrieved.

Although the general rule is a judicial decision is given retroactive effect, the weighing of relevant factors balances in favor of an exception to the general rule and supports a prospective application of the *Purifoy* decision.

Were the above-stated analysis not enough to support the City's position, the Legislature has recently concurred through the enactment of AB 222³ which, *inter alia*, provided the following addition to Food and Agriculture Code section 31108:

(d) As used in this division, a "business day" includes any day that a public or private shelter is open to the public for at least four hours, excluding state holidays.

Although it may be argued that this addition arose from circumstances other than as a response to the faulty interpretation of "business day" in *Purifoy*, the facts demonstrate that that cannot be the case: In 2009, the Legislature failed to fund the Animal Adoption mandate thus suspending the program as a matter of law pursuant to Government Code section 17581. Then the Legislature enacted AB 12 of the 4th extraordinary session⁴, to ensure that local agencies hold dogs and cats for 72 hours which was the law prior to the Hayden Bill. As a result, the requirement of the Hayden Bill that animals be held longer than 72 hours is no longer the law of the land. For what reason would the Legislature alter statutory language that is no longer enforceable? The City points to the only

³ Stats. 2011, ch. 97.

⁴ Stats. 2009, ch.12, Fourth Extraordinary Session.

reasonable conclusion: The Legislature stepped in to correct the current retroactive application of *Purifoy* to audits.

The City submits that the above-stated argument provides sufficient reason for the Commission to reverse the SCO as to the retroactive application of the *Purifoy* case to the instant audit and reimburse any and all attendant costs. 11-9811-I-01

II. Misinterpretation Of The Parameters And Guidelines

The City challenges the SCO's interpretation of the Ps & Gs in two instances: Finding 2 and Finding 4. The provisions at issue are contained in original Ps & Gs which govern the reimbursement of costs for the period from January 1, 1998, to June 30, 2005. The amended Ps & Gs are not at issue in this incorrect reduction claim.

A. Finding 2: Overstated space and facilities acquisition costs

Controller Finding: The city claimed \$520,352 under this cost component. We determined that \$282,182 is allowable and \$239,170 is unallowable. The misstated costs occurred because the city claimed reimbursement using pro-rata percentages that were misstated, claimed ineligible and unsupported costs, misclassified costs, and understated allowable costs.

The SCO's disallowance of over 99% of the construction costs incurred and claimed in FY 1998-99 is due to its misinterpretation of what census data should be used to calculate the percentage of reimbursable costs incurred by the City. Allowable costs for this component are based on a formula: all costs incurred by the City applicable to animal shelter construction multiplied by a ratio of animals euthanized after the required holding period to the number of animals housed at the shelter during the required holding period.

The SCO disallowed \$40,385 of \$40,633 of the claimed costs because in calculating those costs, it only used the number "other animals" euthanized to the total population of the "other animals." The Controller comments:

For FY 1998-99, only "other animals" are eligible for reimbursement. As animal census information for FY 1998-99 was unavailable, we used an average of the last six fiscal years of the audit period to determine the number of eligible "other animals." In addition, for reimbursement for "other animal" begins on January 1, 1999, so we divided the six-year average of eligible "other animals" by two.

This Commission, when addressing the construction of new facilities in its statement of decision, found its "regulations allow reimbursement for the most reasonable methods of complying with the activities determined by the Commission to constitute reimbursable

state mandated activities”⁵ noting that claimants would have “to show at the parameters and guidelines phase that construction of new buildings occurred as a direct result of the mandated activities and was the most reasonable method of complying with the mandated activities.”⁶ In determining what portion of new facility costs should be reimbursed, this Commission concluded that it should be based on:

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the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals ... that are held during the *increased* holding period ... and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility during the entire holding period....⁷

The SCO takes the position that the increased number of animals for which the costs were incurred between January 1, 1999, and June 30, 1999, should not include the costs for dogs and cats. The Ps & Gs did not suggest that that six month period should limit the state’s share of the costs to only considering eligible construction costs for “other animals.” Indeed, in no place is there any reference to removing the number of dogs and cats from determining what construction costs should be reimbursed. The City requests the Commission recalculate the costs for FY 1998-99 and restore the cost claimed by the City for that period. In accordance with the Controller’s methodology for used in other calculations, the City suggests the six-year average of all dogs, cats and other animals be used to make that calculation.

In addition, the SCO, by improperly applying the *Purifoy* decision, *supra*, understated the proportionate share of costs to construct the new facilities in fiscal years 1999-00 and 2000-01 by reducing the number of eligible animals contained in the reimbursement formula. In 1999-00, the SCO reduced the ratio of allowable costs from 50.10% to 27.40% and in 2000-01 from 42.30% to 23.51%. The City requests the Commission direct the SCO to recalculate the eligible costs by including Saturday as a business day.

B. Finding 4: Unallowable Holding Period Costs

Controller Finding: The city claimed \$1,050,635 for the Holding Period component during the audit period. We determined that \$340,782 is allowable and \$790,853 is unallowable. The costs were determined to be unallowable because the City claimed employee classifications that were not reimbursable. The city also did not account for the animal shelter being closed on the last Saturday of the month in the last four years of the

⁵ Statement of Decision at p. 27.

⁶ *Id.*

⁷ Parameters and Guidelines, as corrected March 20, 2002, at pp 3-4 (emphasis in the original).

audit period. For these years, we allowed for costs for the shelter being open an additional hour on 12 Wednesdays per year.

* * *

We determined that when the shelter is open to the public to make animals available for owner redemption, one additional Animal Care Attendant, two Police Records Clerks II, one “floating” Police Records Clerk II (may be on shelter staff on limited duty), and one Senior Police Records Clerk Supervisor or Acting Records Supervisor were on duty to perform the required mandated activities. Our calculations of allowable costs for each year of the audit period were based on the salaries and benefits and related indirect costs of these employees according to the hours of operation noted in the paragraph above.

As noted below, the city’s claims included costs under this cost component for all shelter employees that were on duty during the holding period days. Only the employees noted above were on duty to make animals available for owner redemption. However, the additional employees on duty also performed reimbursable activities that are already included in other cost components of the city’s claims (care and maintenance, feral cats, lost and found lists, non-medical records, and necessary and prompt veterinary care).

The City objects to the SCO’s determination that when the shelter is open to the public on Saturdays, only a portion of its staff time and costs are reimbursable. The City contends that the Animal Adoption mandate requires the local agency to be open on Saturdays for normal business operations that are reasonably required by the Hayden Bill which is not limited to the redemption of animals.

In arguing that the City should not be reimbursed for all the staff present on Saturday, the SCO places too much emphasis on the choice of wording in the Ps & Gs concluding that the costs for only those staff members involved with making animals available for redemption should be reimbursable. The SCO mistakes the term “making the animal available for owner redemption” as a limitation on reimbursement rather than as a mere explanation for why the shelter is open for extended hours. Moreover, Food and Agriculture Code sections 31108, 31752 and 31753 set forth the requirement that the shelter be open on a weekday evening or a Saturday without any direction as to how that is to be accomplished. Finally, this Commission in its Statement of Decision left the implementation of this up the shelters. The City should be allowed to staff its shelter as it sees fit to accomplish the goals set forth in statute. If the state wishes to set limits, it should do so not through the SCO but through the Legislature.

CONCLUSION

Based on the arguments presented above, the City requests that the Commission reverse the SCO's retroactive application of case law, and audit Findings 2 and 4, direct the SCO to recalculate the eligible costs based on those findings and award the City the corrected claim amount.

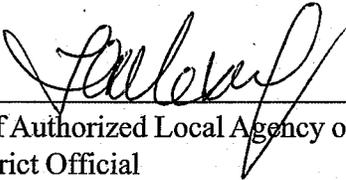
12. CLAIM CERTIFICATION

*Read, sign, and date this section and insert at the end of the incorrect reduction claim submission.**

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

Tracy Vesely
Print or Type Name of Authorized Local Agency
or School District Official

Director of Finance
Print or Type Title


Signature of Authorized Local Agency or
School District Official

December 7, 2011
Date

** If the declarant for this Claim Certification is different from the Claimant contact identified in section 2 of the incorrect reduction claim form, please provide the declarant's address, telephone number, fax number, and e-mail address below.*

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CITY OF HAYWARD

Audit Report

ANIMAL ADOPTION PROGRAM

Civil Code Sections 1834 and 1846 and Food and Agriculture
Code Sections 31108, 31752, 31752.5, 31753, 32001 and 32003
(added and amended by Chapter 752, Statutes of 1998)

*July 1, 1998, through June 30, 2008,
excluding July 1, 2003, through June 30, 2005*



JOHN CHIANG
California State Controller

May 2011



JOHN CHIANG
California State Controller

May 6, 2011

11-9811-I-01

The Honorable Michael Sweeney
Mayor of the City of Hayward
777 "B" Street
Hayward, CA 94541-5007

Dear Mayor Sweeney:

The State Controller's Office audited the costs claimed by the City of Hayward for the legislatively mandated Animal Adoption Program (Civil Code sections 1834 and 1846 and Food and Agriculture Code sections 31108, 31752, 31752.5, 31753, 32001 and 32003, added and amended by Chapter 752, Statutes of 1998) for the period of July 1, 1998, through June 30, 2008, excluding July 1, 2003, through June 30, 2005.

The city claimed \$2,363,283 for the mandated program. Our audit disclosed that \$1,024,131 is allowable and \$1,339,152 is unallowable. The costs are unallowable primarily because the city claimed unallowable costs, estimated costs, misclassified costs, claimed ineligible employees, claimed ineligible animals and incorrect pro rata percentages, misstated animal census data, and overstated offsetting revenues. The State paid the city \$1,663,400. The amount paid exceeds allowable costs claimed by \$639,269.

If you disagree with the audit findings, you may file an Incorrect Reduction Claim (IRC) with the Commission on State Mandates (CSM). The IRC must be filed within three years following the date that we notify you of a claim reduction. You may obtain IRC information at the CSM's Web site at www.csm.ca.gov/docs/IRCForm.pdf.

If you have any questions, please contact Jim L. Spano, Chief, Mandated Cost Audits Bureau, at (916) 323-5849.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/vb

cc: Susan Stark, Interim Director of Finance
City of Hayward
Jay McGowan, Accounting Manager
City of Hayward
Mikyung Pustelnik, Senior Accountant
City of Hayward
Cheryl Amaral, Administrative Secretary
City of Hayward
Maria Walter, Administrative Analyst II
City of Hayward
Cindy Waters, Director-Operations Support
Hayward Police Department
Jennie Comstock, Animals Services Manager
Hayward Animal Services
Jeff Carosone, Principal Program Budget Analyst
Cor-Gen Unit, Department of Finance
Jay Lal, Manager
Division of Accounting and Reporting
State Controller's Office

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Audit Report

Summary

The State Controller's Office (SCO) audited the costs claimed by the City of Hayward for the legislatively mandated Animal Adoption Program (Civil Code sections 1834 and 1846 and Food and Agriculture Code sections 31108, 31752, 31752.5, 31753, 32001, and 32003, added and amended by Chapter 752, Statutes of 1998) for the period of July 1, 1998, through June 30, 2008, excluding July 1, 2003, through June 30, 2005.

The city claimed \$2,363,283 for the mandated program. Our audit disclosed that \$1,024,131 is allowable and \$1,339,152 is unallowable. The costs are unallowable primarily because the city claimed unallowable costs, estimated costs, misclassified costs, claimed ineligible employees, claimed ineligible animals and incorrect pro rata percentages, misstated animal census data, and overstated offsetting revenues. The State paid the city \$1,663,400. The amount paid exceeds allowable costs claimed by \$639,269.

Background

Food and Agriculture Code sections 31108, 31752-31753, 32001, and 32003 (added and amended by Chapter 752, Statutes of 1998) attempted to end the euthanasia of adoptable and treatable animals. It expressly identifies the state policy that "no adoptable animal should be euthanized if it can be adopted into a suitable home" and that "no treatable animal should be euthanized." The legislation increases the holding period for stray and abandoned dogs, cats, and other specified animals. It also requires public or private shelters to:

- Verify the temperament of feral cats;
- Post lost and found lists;
- Maintain records for impounded animals; and
- Ensure that impounded animals receive necessary and prompt veterinary care.

On January 25, 1981, the Commission on State Mandates (CSM) determined that Chapter 752, Statutes of 1998, imposed a state mandate reimbursable under Government Code section 17561.

The program's parameters and guidelines establish the state mandate and define reimbursement criteria. The CSM adopted the parameters and guidelines on February 28, 2002, corrected them on March 20, 2002, and last amended them on January 26, 2006. In compliance with Government Code section 17558, the SCO issues claiming instructions to assist local agencies and school districts in claiming mandated program reimbursable costs.

For fiscal year (FY) 2003-04, the Legislature suspended the Animal Adoption Program.

Objective, Scope, and Methodology

We conducted the audit to determine whether costs claimed represent increased costs resulting from the Animal Adoption Program for the period of July 1, 1998, through June 30, 2008, excluding July 1, 2003, through June 30, 2005.

Our audit scope included, but was not limited to, determining whether costs claimed were supported by appropriate source documents, were not funded by another source, and were not unreasonable and/or excessive.

We conducted this performance audit under the authority of Government Code sections 12410, 17558.5, and 17561. We did not audit the city's financial statements. We conducted the audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We limited our review of the city's internal controls to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

Conclusion

Our audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Summary of Program Costs (Schedule 1) and in the Findings and Recommendations section of this report.

For the audit period, the City of Hayward claimed \$2,363,283 for costs of the Animal Adoption Program. Our audit disclosed that \$1,024,131 is allowable and \$1,339,152 is unallowable.

For the FY 1998-99 claim, the State paid the city \$153,362. Our audit disclosed that \$15,262 is allowable. The State will offset \$138,100 from other mandated program payment due the city. Alternatively, the city may remit this amount to the State.

For the FY 1999-00 claim, the State paid the city \$630,730. Our audit disclosed that \$284,582 is allowable. The State will offset \$346,148 from other mandated program payment due the city. Alternatively, the city may remit this amount to the State.

For the FY 2000-01 claim, the State paid the city \$391,674. Our audit disclosed that \$199,239 is allowable. The State will offset \$199,435 from other mandated program payment due the city. Alternatively, the city may remit this amount to the State.

For the FY 2001-02 claim, the State made no payment to the city. Our audit disclosed that \$95,249 is allowable. The State will pay allowable costs claimed that exceed the amount paid, totaling \$95,249, contingent upon available appropriations.

For the FY 2002-03 claim, the State made no payment to the city. Our audit disclosed that \$82,109 is allowable. The State will pay allowable costs claimed that exceed the amount paid, totaling \$82,109, contingent upon available appropriations.

For the FY 2005-06 claim, the State paid the city \$234,178. Our audit disclosed that \$104,181 is allowable. The State will offset \$129,997 from other mandated program payment due the city. Alternatively, the city may remit this amount to the State.

For the FY 2006-07 claim, the State paid the city \$253,456. Our audit disclosed that \$127,183 is allowable. The State will offset \$126,273 from other mandated program payment due the city. Alternatively, the city may remit this amount to the State.

For the FY 2007-08 claim, the State made no payment to the city. Our audit disclosed that \$123,326 is allowable. The State will pay allowable costs claimed that exceed the amount paid, totaling \$123,326, contingent upon available appropriations.

Views of Responsible Officials

We issued a draft audit report on January 28, 2011. Susan M. Stark, Interim Finance Director, responded by letter dated March 3, 2011 (Attachment), disagreeing with the audit results for Findings 2 and 4, and the retroactive application of an Appellate Court decision affecting Findings 2, 3, 8, and 9. The city did not respond to the other findings. This final audit report includes the city's response.

Restricted Use

This report is solely for the information and use of the City of Hayward, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

May 6, 2011

**Schedule 1—
Summary of Program Costs
July 1, 1998, through June 30, 2008
(Excluding July 1, 2003, through June 30, 2005)**

Cost Elements	Actual Costs Claimed	Allowable per Audit	11-9811-01 Adjustments	Reference ¹
<u>July 1, 1998, through June 30, 1999</u>				
Direct and indirect costs:				
Policies and procedures	\$ 333	\$ 333	\$ —	
Training	486	486	—	
Acquiring space and facilities	40,633	248	(40,385)	Finding 2
Care and maintenance of other animals	850	589	(261)	Finding 3
Holding period	72,594	1,075	(71,519)	Finding 4
Feral cats	—	767	767	Finding 5
Lost and found lists	9,101	2,275	(6,826)	Finding 6
Non-medical records	10,679	3,944	(6,735)	Finding 7
Veterinary care	18,686	5,545	(13,141)	Finding 8
Total program costs	<u>\$ 153,362</u>	15,262	<u>\$ (138,100)</u>	
Less amount paid by the State		(153,362)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (138,100)</u>		
<u>July 1, 1999, through June 30, 2000</u>				
Direct and indirect costs:				
Training	\$ 4,093	\$ 4,093	\$ —	
Computer software	16,854	4,483	(12,371)	Finding 1
Acquiring space and facilities	354,735	195,191	(159,544)	Finding 2
Care and maintenance of dogs and cats	105,094	11,032	(94,062)	Finding 3
Care and maintenance of other animals	1,529	1,027	(502)	Finding 3
Holding period	138,657	43,824	(94,833)	Finding 4
Feral cats	—	1,495	1,495	Finding 5
Lost and found lists	9,768	5,145	(4,623)	Finding 6
Non-medical records	—	7,659	7,659	Finding 7
Veterinary care	—	10,633	10,633	Finding 8
Total program costs	<u>\$ 630,730</u>	284,582	<u>\$ (346,148)</u>	
Less amount paid by the State		(630,730)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (346,148)</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Direct and indirect costs:				
Training	\$ 260	\$ 260	\$ —	
Computer software	11,345	—	(11,345)	Finding 1
Acquiring space and facility	124,984	100,228	(24,756)	Finding 2
Care and maintenance of dogs and cats	99,787	14,293	(85,494)	Finding 3
Care and maintenance of other animals	1,715	467	(1,248)	Finding 3
Holding period	148,621	47,594	(101,027)	Finding 4
Feral cats	—	1,279	1,279	Finding 5
Lost and found lists	11,859	5,545	(6,314)	Finding 6
Non-medical records	—	8,382	8,382	Finding 7
Veterinary care	—	10,776	10,776	Finding 8
Procuring equipment	—	3,415	3,415	Finding 9
Total direct and indirect costs	398,571	192,239	(206,332)	
Less offsetting savings/reimbursements	(6,897)	—	6,897	Finding 10
Total program costs	<u>\$ 391,674</u>	192,239	<u>\$ (199,435)</u>	
Less amount paid by the State		(391,674)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (199,435)</u>		

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustments	Reference ¹
<u>July 1, 2001, through June 30, 2002</u>				
Direct and indirect costs:				
Training	\$ 1,157	\$ 1,157	11\$9811-1-01	
Care and maintenance of dogs and cats	130,269	16,855	(113,414)	Finding 3
Care and maintenance of other animals	3,122	1,381	(1,741)	Finding 3
Holding period	169,216	48,633	(120,583)	Finding 4
Feral cats	—	1,828	1,828	Finding 5
Lost and found lists	18,900	5,665	(13,235)	Finding 6
Non-medical records	—	8,812	8,812	Finding 7
Veterinary care	—	10,918	10,918	Finding 8
Total direct and indirect costs	322,664	95,249	(227,415)	
Less offsetting savings/reimbursements	(7,922)	—	7,922	Finding 10
Total program costs	<u>\$ 314,742</u>	95,249	<u>\$ (219,493)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 95,249</u>		
<u>July 1, 2002, through June 30, 2003</u>				
Direct and indirect costs:				
Training	\$ 588	\$ 588	\$ —	
Care and maintenance of dogs and cats	31,717	12,568	(19,149)	Finding 3
Care and maintenance of other animals	1,667	1,398	(269)	Finding 3
Holding period	117,533	41,338	(76,195)	Finding 4
Feral cats	3,513	1,949	(1,564)	Finding 5
Lost and found lists	23,934	5,893	(18,041)	Finding 6
Non-medical records	—	9,096	9,096	Finding 7
Veterinary care	—	9,279	9,279	Finding 8
Total direct and indirect costs	178,952	82,109	(96,843)	
Less offsetting savings/reimbursements	(26,485)	—	26,485	Finding 10
Total program costs	<u>\$ 152,467</u>	82,109	<u>\$ (70,358)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 82,109</u>		
<u>July 1, 2005, through June 30, 2006</u>				
Direct and indirect costs:				
Training	\$ 522	\$ 522	\$ —	
Computer software	1,008	—	(1,008)	Finding 1
Care and maintenance of dogs and cats	42,261	18,844	(23,417)	Finding 3
Care and maintenance of other animals	1,901	2,015	114	Finding 3
Holding period	104,216	46,920	(57,296)	Finding 4
Feral cats	977	2,340	1,363	Finding 5
Lost and found lists	9,319	6,719	(2,600)	Finding 6
Non-medical records	36,968	10,061	(26,907)	Finding 7
Veterinary care	17,389	13,452	(3,937)	Finding 8
Procuring equipment	19,617	3,308	(16,309)	Finding 9
Total program costs	<u>\$ 234,178</u>	104,181	<u>\$ (129,997)</u>	
Less amount paid by the State		(234,178)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (129,997)</u>		

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustments	Reference ¹
<u>July 1, 2006, through June 30, 2007</u>				
Direct and indirect costs:				
Training	\$ 152	\$ 152	11-9811-1-01	
Computer software	3,637	—	(3,637)	Finding 1
Care and maintenance of dogs and cats	46,362	32,788	(13,574)	Finding 3
Care and maintenance of other animals	12,340	4,952	(7,388)	Finding 3
Holding period	142,151	54,139	(88,012)	Finding 4
Feral cats	931	2,496	1,565	Finding 5
Lost and found lists	10,790	7,710	(3,080)	Finding 6
Non-medical records	15,301	12,600	(2,701)	Finding 7
Veterinary care	21,792	12,346	(9,446)	Finding 8
Total direct and indirect costs	253,456	127,183	(126,273)	
Less offsetting savings/reimbursements	—	—	—	
Total program costs	<u>\$ 253,456</u>	<u>127,183</u>	<u>\$ (126,273)</u>	
Less amount paid by the State		(253,456)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (126,273)</u>		
<u>July 1, 2007, through June 30, 2008</u>				
Direct and indirect costs:				
Care and maintenance of dogs and cats	\$ 15,219	\$ 27,087	\$ 11,868	Finding 3
Care and maintenance of other animals	925	2,111	1,186	Finding 3
Holding period	157,647	57,259	(100,388)	Finding 4
Feral cats	3,382	2,056	(1,326)	Finding 5
Lost and found lists	12,300	8,090	(4,210)	Finding 6
Non-medical records	18,198	11,840	(6,358)	Finding 7
Veterinary care	25,003	14,883	(10,120)	Finding 8
Total program costs	<u>\$ 232,674</u>	<u>123,326</u>	<u>\$ (109,348)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 123,326</u>		
<u>Summary: July 1, 1998, through June 30, 2008</u> <u>(excluding FY 2003-04 and FY 2004-05)</u>				
Direct and indirect costs:				
Policies and procedures	\$ 333	\$ 333	\$ —	
Training	7,258	7,258	—	
Computer software	32,844	4,483	(28,361)	
Acquiring space and facilities	520,352	295,667	(224,685)	
Care and maintenance of dogs and cats	470,709	133,467	(337,242)	
Care and maintenance of other animals	24,049	13,940	(10,109)	
Holding period	1,050,635	340,782	(709,853)	
Feral cats	8,803	14,210	5,407	
Lost and found lists	105,971	47,042	(58,929)	
Non-medical records	81,146	72,394	(8,752)	
Veterinary care	82,870	87,832	4,962	
Procuring equipment	19,617	6,723	(12,894)	
Total direct and indirect costs	2,404,587	1,024,131	(1,380,456)	
Less offsetting savings/reimbursements	(41,304)	—	41,304	
Total program costs	<u>\$ 2,363,283</u>	<u>1,024,131</u>	<u>\$ (1,339,152)</u>	
Less amount paid by the State		(1,663,400)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (639,269)</u>		

¹ See the Findings and Recommendations section.

**Schedule 2—
Summary of Care and Maintenance Costs
July 1, 1998, through June 30, 2008
(Excluding July 1, 2003, through June 30, 2005)**

Category	11-9811-I-01 Allowable per Audit ¹			Audit Adjust- ments
	Actual Costs Claimed ¹	Salaries and Benefits ²	Materials and Supplies	
<u>July 1, 1998, through June 30, 1999</u>				
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	\$ 62,065	\$ 209,718	\$ 69,780	
Total annual census	÷ 2,190	÷ 76,830	÷ 76,830	
Cost per "eligible" animal per day	\$28.34	\$2.73	\$0.91	
Number of other "eligible" animals	× 7.5	× 54	× 54	
Reimbursable days ³	× 4	× 3	× 3	
Total care and maintenance costs for other "eligible" animals	<u>\$ 850</u>	<u>\$ 442</u>	<u>\$ 147</u>	<u>\$ (261)</u>
<u>July 1, 1999, through June 30, 2000</u>				
Care and maintenance of dogs and cats:				
Total care and maintenance costs	\$ 2,161,262	\$ 173,631	\$ 69,780	
Percentage of dogs and cats to total animals	× 94.96%	× 91.94%	× 91.94%	
Total care and maintenance costs for dogs and cats	2,052,334	159,636	64,156	
Total dog and cat kennel days	÷ 78,739	÷ 70,641	÷ 70,641	
Cost per dog and cat per day	\$26.06	\$2.26	\$0.91	
Number of eligible dogs and cats	× 2,016	× 1,160	× 1,160	
Reimbursable days	× 2	× 3	× 3	
Total care and maintenance costs for dogs and cats	<u>105,094</u>	<u>7,865</u>	<u>3,167</u>	<u>\$ (94,062)</u>
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	2,161,262	173,631	69,780	
Percentage of other "eligible" animals to total animals	× 5.04%	× 8.06%	× 8.06%	
Total care and maintenance costs for other "eligible" animals	108,928	13,995	5,624	
Total other "eligible" animal kennel days	÷ 21,375	÷ 6,189	÷ 6,189	
Cost per other "eligible" animal per day	\$5.10	\$2.26	\$0.91	
Number of other "eligible" animals	× 75	× 54	× 54	
Reimbursable days	× 4	× 6	× 6	
Total care and maintenance costs for other "eligible" animals	<u>1,529</u>	<u>732</u>	<u>295</u>	<u>(502)</u>
Total care and maintenance costs	<u>\$ 106,623</u>	<u>\$ 8,597</u>	<u>\$ 3,462</u>	<u>\$ (94,564)</u>
<u>July 1, 2000, through June 30, 2001</u>				
Care and maintenance of dogs and cats:				
Total care and maintenance costs	\$ 345,325	\$ 179,297	\$ 69,780	
Percentage of dogs and cats to total animals	× 96.94%	× 94.11%	× 94.11%	
Total care and maintenance costs for dogs and cats	334,758	168,736	65,670	
Total dog and cat kennel days	÷ 13,922	÷ 57,206	÷ 57,206	
Cost per dog and cat per day	\$24.04	\$2.95	\$1.15	
Number of eligible dogs and cats	× 2,075	× 1,162	× 1,162	
Reimbursable days	× 2	× 3	× 3	
Total care and maintenance costs for dogs and cats	<u>99,787</u>	<u>10,284</u>	<u>4,009</u>	<u>\$ (85,494)</u>

Schedule 2 (continued)

Category	Allowable per Audit ¹			Audit Adjust- ments
	Actual Costs Claimed ¹	Salaries and Benefits ²	Materials and Supplies	
July 1, 2000, through June 30, 2001 (continued)				
11-9811-I-01				
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	\$ 345,325	\$ 179,297	\$ 69,780	
Percentage of other "eligible" animals to total animals	× 3.06%	× 5.89%	× 5.89%	
Total care and maintenance costs for other "eligible" animals	10,567	10,561	4,110	
Total other "eligible" animal kennel days	÷ 1,947	÷ 3,583	÷ 3,583	
Cost per other "eligible" animal per day	\$5.43	\$2.95	\$1.15	
Number of other "eligible" animals	× 79	× 19	× 19	
Reimbursable days	× 4	× 6	× 6	
Total care and maintenance costs for other "eligible" animals	1,715	336	131	(1,248)
Total care and maintenance costs	<u>\$ 101,502</u>	<u>\$ 10,620</u>	<u>\$ 4,140</u>	<u>\$ (86,742)</u>
July 1, 2001, through June 30, 2002				
Care and maintenance of dogs and cats:				
Total care and maintenance costs	Unknown	\$ 228,023	\$ 69,780	
Percentage of dogs and cats to total animals	Unknown	× 91.03%	× 91.03%	
Total care and maintenance costs for dogs and cats	Unknown	207,569	63,521	
Total dog and cat kennel days	Unknown	÷ 65,986	÷ 65,986	
Cost per dog and cat per day	\$28.05	\$3.15	\$0.96	
Number of eligible dogs and cats	× 2,322	× 1,367	× 1,367	
Reimbursable days	× 2	× 3	× 3	
Total care and maintenance costs for dogs and cats	130,269	12,918	3,937	\$ (113,414)
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	Unknown	\$ 228,023	\$ 69,780	
Percentage of other "eligible" animals to total animals	Unknown	× 8.97%	× 8.97%	
Total care and maintenance costs for other "eligible" animals	Unknown	20,454	6,259	
Total other "eligible" animal kennel days	Unknown	÷ 6,506	÷ 6,506	
Cost per other "eligible" animal per day	\$7.50	\$3.15	\$0.96	
Number of other "eligible" animals	× 104	× 56	× 56	
Reimbursable days	× 4	× 6	× 6	
Total care and maintenance costs for other "eligible" animals	3,122	1,058	323	(1,741)
Total care and maintenance costs	<u>\$ 133,391</u>	<u>\$ 13,976</u>	<u>\$ 4,260</u>	<u>\$ (115,155)</u>
July 1, 2002, through June 30, 2003				
Care and maintenance of dogs and cats:				
Total care and maintenance costs	\$ 267,443	\$ 288,976	\$ 69,780	
Percentage of dogs and cats to total animals	× 96.89%	× 95.13%	× 95.13%	
Total care and maintenance costs for dogs and cats	259,121	274,903	66,382	
Total dog and cat kennel days	÷ 24,820	÷ 73,283	÷ 73,283	
Cost per dog and cat per day	\$10.44	\$3.75	\$0.91	
Number of eligible dogs and cats	× 1,519	× 899	× 899	
Reimbursable days	× 2	× 3	× 3	
Total care and maintenance costs for dogs and cats	31,717	10,114	2,454	(19,149)

Schedule 2 (continued)

Category	Allowable per Audit ¹			Audit Adjust- ments
	Actual Costs Claimed ¹	Salaries and Benefits ²	Materials and Supplies	
July 1, 2002, through June 30, 2003 (continued)				
11-9811-I-01				
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	267,443	\$ 288,976	\$ 69,780	
Percentage of other "eligible" animals to total animals	× 3.11%	× 4.87%	× 4.87%	
Total care and maintenance costs for other "eligible" animals	8,323	14,073	3,398	
Total other "eligible" animal kennel days	÷ 1,278	÷ 3,748	÷ 3,748	
Cost per other "eligible" animal per day	\$6.51	\$3.75	\$0.91	
Number of other "eligible" animals	× 64	× 50	× 50	
Reimbursable days	× 4	× 6	× 6	
Total care and maintenance costs for other "eligible" animals	1,667	1,125	\$ 273	(269)
Total care and maintenance costs	<u>\$ 33,384</u>	<u>\$ 11,239</u>	<u>\$ 2,727</u>	<u>\$ (19,418)</u>
July 1, 2005, through June 30, 2006				
Care and maintenance of dogs and cats:				
Total care and maintenance costs	\$ 429,269	\$ 394,992	\$ 59,233	
Percentage of dogs and cats to total animals	× 90.28%	× 88.45%	× 88.45%	
Total care and maintenance costs for dogs and cats	387,544	349,370	52,392	
Total dog and cat kennel days	÷ 26,190	÷ 84,890	÷ 84,890	
Cost per dog and cat per day	\$14.80	\$4.11	\$0.62	
Number of eligible dogs and cats	× 1,428	× 1,328	1,328	
Reimbursable days	× 2	× 3	× 3	
Total care and maintenance costs for dogs and cats	42,261	16,374	2,470	\$ (23,417)
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	429,269	394,992	59,233	
Percentage of other "eligible" animals to total animals	× 9.72%	× 11.55%	× 11.55%	
Total care and maintenance costs for other "eligible" animals	41,725	45,622	6,841	
Total other "eligible" animal kennel days	÷ 22,561	÷ 11,087	÷ 11,087	
Cost per other "eligible" animal per day	\$1.85	\$4.11	\$0.62	
Number of other "eligible" animals	× 257	× 71	× 71	
Reimbursable days	× 4	× 6	× 6	
Total care and maintenance costs for other "eligible" animals	1,901	1,751	264	114
Total care and maintenance costs	<u>\$ 44,162</u>	<u>\$ 18,125</u>	<u>\$ 2,734</u>	<u>\$ (23,303)</u>
July 1, 2006, through June 30, 2007				
Care and maintenance of dogs and cats:				
Total care and maintenance costs	\$ 508,117	\$ 605,864	\$ 89,812	
Percentage of dogs and cats to total animals	× 91.77%	× 91.73%	× 91.73%	
Total care and maintenance costs for dogs and cats	466,294	555,759	82,385	
Total dog and cat kennel days	÷ 21,765	÷ 70,338	÷ 70,338	
Cost per dog and cat per day	\$21.42	\$7.90	\$1.17	
Number of eligible dogs and cats	× 1,082	× 1,205	× 1,205	
Reimbursable days	× 2	× 3	× 3	
Total care and maintenance costs for dogs and cats	46,362	28,558	4,230	\$ (13,574)

Schedule 2 (continued)

Category	Allowable per Audit ¹			Audit Adjust- ments
	Actual Costs Claimed ¹	Salaries and Benefits ²	Materials and Supplies	
11-9811-I-01				
<u>July 1, 2006, through June 30, 2007 (continued)</u>				
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	508,117	605,864	89,812	
Percentage of other "eligible" animals to total animals	× 8.23%	× 8.27%	× 8.27%	
Total care and maintenance costs for other "eligible" animals	41,823	50,105	7,427	
Total other "eligible" animal kennel days	÷ 1,952	÷ 6,338	÷ 6,338	
Cost per other "eligible" animal per day	\$21.42	\$7.90	\$1.17	
Number of other "eligible" animals	× 144	× 91	× 91	
Reimbursable days	× 4	× 6	× 6	
Total care and maintenance costs for other "eligible" animals	12,340	4,313	639	(7,388)
Total care and maintenance costs	<u>\$ 58,702</u>	<u>\$ 32,871</u>	<u>\$ 4,869</u>	<u>\$ (20,962)</u>
<u>July 1, 2007, through June 30, 2008</u>				
Care and Maintenance of Dogs and Cats:				
Total care and maintenance costs	\$ 516,069	\$ 620,142	\$ 83,763	
Percentage of dogs and cats to total animals	× 94.601%	× 92.47%	× 92.47%	
Total care and maintenance costs for dogs and cats	488,206	573,445	77,456	
Total dog and cat kennel days	÷ 72,562	÷ 72,140	÷ 72,140	
Cost per dog and cat per day	\$6.73	\$7.95	\$1.07	
Number of eligible dogs and cats	× 1,131	× 1,001	× 1,001	
Reimbursable days	× 2	× 3	× 3	
Total care and maintenance costs for dogs and cats	15,219	23,874	3,213	\$ 11,868
Care and maintenance of other "eligible" animals:				
Total care and maintenance costs	516,069	620,142	83,763	
Percentage of other "eligible" animals to total animals	× 5.40%	× 7.53%	× 7.53%	
Total care and maintenance costs for other "eligible" animals	27,863	46,697	6,307	
Total other "eligible" animal kennel days	÷ 4,098	÷ 5,872	÷ 5,872	
Cost per other "eligible" animal per day	\$6.80	\$7.95	\$1.07	
Number of other "eligible" animals	× 34	× 39	× 39	
Reimbursable days	× 4	× 6	× 6	
Total care and maintenance costs for other "eligible" animals	925	1,861	250	1,186
Total care and maintenance costs	<u>\$ 16,144</u>	<u>\$ 25,735</u>	<u>\$ 3,463</u>	<u>\$ 13,054</u>
<u>Summary: July 1, 1998, through June 30, 2003 and July 1, 2005, through June 30, 2008</u>				
Care and maintenance of dogs and cats	\$ 470,709	\$ 109,987	\$ 23,480	\$ (337,242)
Care and maintenance of other "eligible" animals	24,049	11,618	2,322	(10,109)
Total care and maintenance costs	<u>\$ 494,758</u>	<u>\$ 121,605</u>	<u>\$ 25,802</u>	<u>\$ (347,351)</u>

¹ Minor calculation variances occur due to rounding of the percentages/amounts to two decimal points.

² Includes related indirect costs.

³ Costs were reimbursable for other animals beginning on January 1, 1999. Therefore, the number of reimbursable days was changed from six days to three days. Costs of dogs and cats were not reimbursable until July 1, 1999.

Findings and Recommendations

**FINDING 1—
Unallowable and
misclassified computer
software costs**

The city claimed \$32,844 to procure computer software. We determined that \$4,483 is allowable, and \$28,361 is unallowable: \$9,491 is unallowable, \$10,405 was reclassified to the Non-Medical Records cost component (see Finding 7), and \$8,465 was reclassified to the Procuring Equipment cost component (see Finding 9).

The following table summarizes the claimed, allowable, and unallowable costs for the audit period by fiscal year:

<u>Category</u> <u>Fiscal Year</u>	<u>Amount</u> <u>Claimed</u>	<u>Amount</u> <u>Allowable</u>	<u>Audit</u> <u>Adjustment</u>
Salaries and benefits:			
1999-2000	\$ 650	\$ 650	\$ —
Total salaries and benefits	<u>650</u>	<u>650</u>	<u>—</u>
Related indirect costs:			
1999-2000	120	120	—
Total related indirect costs	<u>120</u>	<u>120</u>	<u>—</u>
Materials and supplies:			
1999-2000	16,084	3,713	(12,371)
2000-01	11,345	—	(11,345)
Total materials and supplies	<u>27,429</u>	<u>3,713</u>	<u>(23,716)</u>
Contract services:			
2005-06	1,008	—	(1,008)
2006-07	3,637	—	(3,637)
Total contract services	<u>4,645</u>	<u>3,713</u>	<u>(4,645)</u>
Total	<u>\$ 32,844</u>	<u>\$ 4,483</u>	<u>\$ (28,361)</u>

Salaries and Benefits

The city claimed \$650 in salaries and benefits for fiscal year (FY) 1999-2000 and \$120 in related indirect costs. The costs were incurred for the Animal Shelter Manager to research various computer software systems and negotiate with the vendor. We determined that these costs are allowable.

Overstated/Misclassified Materials and Supplies

The city claimed \$27,429 in material and supply costs (\$16,084 for FY 1999-2000 and \$11,345 for FY 2000-01). We determined that \$3,713 was allowable, \$9,491 was unallowable, \$5,760 was reclassified to the Non-Medical Records cost component, and \$8,465 was reclassified to the Procuring Equipment cost component.

In FY 1999-2000, the city acquired the Chameleon software system for its animal shelter operations and paid fees totaling \$10,609. The city included the entire amount in its claim. However, the city determined that only 35% of the software system was used for mandated activities. Accordingly, \$3,713 of the initial fee is reimbursable as the pro rata share applicable to the mandated program and the remaining \$6,896 is unallowable.

The unallowable costs occurred because the city claimed training costs twice (\$2,400), claimed unsupported costs (\$195), and claimed costs greater than the pro rata share for software acquisition costs (\$6,896). The unallowable training costs were already claimed and allowable under the cost component of training for FY 1999-2000. The \$195 of unsupported costs appears to be a calculation error made in the city's claim for FY 1999-2000.

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The misclassified costs occurred because the city claimed annual licensing fees of \$2,880 for both FY 1999-2000 and FY 2000-01 under this cost component that should have been claimed under the cost component of Non-Medical Records. In addition, the city claimed \$8,465 for the purchase of computer equipment under this cost component for FY 2000-01 that should have been claimed under the cost component of Procuring Equipment.

Misclassified Contract Services

The city claimed \$4,645 in contract services costs (\$1,008 for FY 2005-06 and \$3,637 for FY 2006-07) under this cost component. We determined that these costs should have been claimed under the cost component of Non-Medical Records.

The parameters and guidelines (Section IV.A.3–One Time Activities) identify the following one-time reimbursable activity:

Develop or procure computer software for the maintenance of records on animals specified in Section IV (B) (8). If the computer software is utilized in some way that is not directly related to the maintenance of records specified in Section IV (B) (8), only the pro rata portion of the activity that is used for compliance with Section IV (B) (8) is reimbursable.

Recommendation

We recommend that the city ensure that claimed costs are based on eligible costs and are properly supported.

City's Response

The city did not respond to this audit finding.

**FINDING 2—
Overstated space and
facilities acquisition
costs**

The city claimed \$520,352 under this cost component. We determined that \$295,667 is allowable and \$224,685 is unallowable. The misstated costs occurred because the city claimed reimbursement using pro-rata percentages that were misstated, claimed ineligible and unsupported costs, misclassified costs, and understated allowable costs.

Allowable costs for this cost component are based on a formula that includes all costs incurred by the city applicable to animal shelter construction multiplied by a ratio of animals euthanized after the required holding period, to the number of animals housed at the shelter during the required holding period. We made adjustments to gross construction costs incurred and the pro rata animal population information.

The following table summarizes the claimed, allowable, and unallowable costs for the audit period by fiscal year:

<u>Category</u> <u>Fiscal Year</u>	<u>Amount</u> <u>Claimed</u>	<u>Amount</u> <u>Allowable</u>	<u>Audit</u> <u>Adjustment</u>
Salaries and benefits:			
1999-2000	\$ 2,206	\$ 2,206	\$ —
2000-01	2,069	2,069	—
Total salaries and benefits	<u>4,275</u>	<u>4,275</u>	<u>—</u>
Related indirect costs:			
1999-2000	408	408	—
2000-01	412	412	—
Total related indirect costs	<u>820</u>	<u>820</u>	<u>—</u>
Materials and supplies:			
1998-99	40,633	248	(40,385)
1999-2000	352,121	192,577	(159,544)
2000-01	122,503	97,747	(24,756)
Total materials and supplies	<u>515,257</u>	<u>290,572</u>	<u>(224,685)</u>
Total	<u>\$ 520,352</u>	<u>\$ 295,667</u>	<u>\$ (224,685)</u>

Background—Construction of Additional Shelter Space

On November 9, 1999, the City Council approved plans and specifications for construction of 6,700 square feet of additional kennel space, adoption gallery, night deposit area, get-acquainted room, and grooming and laundry rooms. The project also included an outside concrete pad for the freezer unit and filling the existing loading ramp to provide better access and additional parking space. On January 4, 2000, the city awarded the project to Sevan Construction, Inc. of San Mateo in the amount of \$869,000. Additional costs budgeted for the project included \$140,000 for city-furnished equipment (cages, kennels, etc.), \$135,000 for design and administration, and \$76,000 for inspection. The total estimated costs for the project were \$1,200,000. The project was completed during FY 2000-01.

Construction Costs Incurred

Costs incurred for construction were adjusted for the following reasons:

- The city applied offsetting revenues totaling \$64,550 against gross construction costs for FY 2000-01. We determined that no offset was required. 11-9811-I-01
- The city did not use the correct pro rata representation of impounded stray or abandoned dogs, cats, and other animals held during the increased holding period that died or were ultimately euthanized to the total population of animals housed in the facility during the required holding period.

Overstated Materials and Supplies

Gross Construction Costs

Gross construction costs incurred were adjusted upwards by \$64,550 for FY 2000-01. The city applied offsetting revenues totaling \$64,550 against gross construction costs incurred totaling \$354,155. We determined that no offset was required.

Pro Rata Representation of Animals

The parameters and guidelines adopted on February 28, 2002, state that reimbursement is based on the number of animals that “die during the increased holding period or are ultimately euthanized (numerator) to the total population of animals housed at the facility (denominator).” For the purposes of this calculation, the term “animals that are held and die during the increased holding period” means that they died of natural causes and the term “are ultimately euthanized” means only animals that were euthanized *after* the required holding period.

The parameters and guidelines (Section III–Period of Reimbursement) also state that costs incurred for Food and Agriculture Code sections 31108 (stray dogs) and 31752 (stray cats), as amended by Statutes of 1998, Chapter 752, are eligible for reimbursement on or after July 1, 1999.

We used the animal census data that was provided by the city to determine the total number of animals housed at the facility during the required holding period, the number of stray and abandoned animals that died of natural causes during the required holding period, and the number of stray and abandoned animals that were ultimately euthanized after the required holding period.

For FY 1998-99, only “other animals” are eligible for reimbursement. As animal census information for FY 1998-99 was unavailable, we used an average of the last six years of the audit period to determine the number of eligible “other animals.” In addition, reimbursement for “other animals” begins on January 1, 1999, so we divided the six-year average of eligible “other animals” by two.

For FY 1999-2000, we also used an average of the last six years of the audit period to determine both the number of eligible animals (the number of eligible euthanized or dead dogs, cats, and other animals) and the total population of animals (total number of animals that came into the shelter, excluding those dead on arrival). We used an average because the shelter’s animal database information for FY 1999-2000 was incomplete.

11-9811-I-01

For FY 2000-01, we extracted the required animal census data from the city’s Chameleon software system database.

Based on the changes that we made to the pro rata percentages of animals, the following table summarizes the claimed and allowable materials and supplies costs by fiscal year:

Fiscal Year	Eligible No. of Animals	Total No. of Animals	Ratio	Total Construction Costs	Reimbursable Amount
Claimed:					
1998-99	—	—	100.00%	\$ 40,633	\$ 40,633
1999-2000	2,091	4,177	50.10%	702,837	352,121
2000-01	2,075	4,908	42.30%	289,605	122,503
Total claimed costs				<u>1,033,075</u>	<u>515,257</u>
Allowable:					
1998-99	27	4,431	0.61%	40,633	248
1999-2000	1,214	4,431	27.40%	702,837	192,577
2000-01	1,181	4,279	27.60%	354,155	97,747
Total allowable costs				<u>\$1,097,625</u>	<u>290,572</u>
Audit adjustment					<u>\$ (224,685)</u>

The program’s parameters and guidelines (Section IV.B.1–Acquisition of Additional Space and/or Construction of New Facilities) identify the following reimbursable activities:

Beginning January 1, 1999 – acquiring additional space by purchase or lease and/or construction of new facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are entitled to reimbursement for the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the increased holding period specified in Sections IV (B) (3) and (4) of these parameters and guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility. The population of animals housed in the facilities includes those animals that are excluded from reimbursement, as specified in Sections IV (B)(3) and (4) of these parameters and guidelines during the entire holding period required by Food and Agriculture Code sections 31108, 31752, and 31753.

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

11-9811-I-01

The City believes the Controller error in its interpretation of the parameters and guidelines provisions related to reimbursement of construction costs. It did not use the proper ratio of animals euthanized when calculating the costs for the initial fiscal year (FY 1998-99). The City also believes the Controller inappropriately applied the Purifoy case decision retroactively, which impacts the calculation of eligible costs in all three years.

The Controller's disallowance of over ninety-nine percent (99%) of the construction costs incurred and claimed in FY 1998-99 is due to the Controller's misinterpretation of what census data should be used to calculate the percentage of reimbursable costs incurred by the City. Allowable costs for this component are based on a formula that includes all costs incurred by the City applicable to animal shelter construction multiplied by a ratio of animals euthanized after the required holding period to the number of animals housed at the shelter during the required holding period.

The Controller disallowed \$40,385 of \$40,633 of the claimed costs in the fiscal year because in calculating those costs, it only used the number "other animals" euthanized to the total population of the "other animals." The Controller comments:

"For FY 1998-99, only "other animals" are eligible for reimbursement. As animal census information for FY 1998-99 was unavailable, we used an average of the last six fiscal years of the audit period to determine the number of eligible "other animals." In addition, for reimbursement for "other animal" begins on January 1, 1999, so we divided the six-year average of eligible "other animals" by two.

The Commission, when addressing the construction of new facilities in its statement of decision, found that the Commission regulations allow reimbursement for the most reasonable methods of complying with the mandated activities. The Commission left the specific methodology for making that determination to be made during the parameter and guidelines process. In determining what portion of new facilities [sic] should be reimbursed, the Commission concluded that it should be based on the increased costs to house the additional animal population directly related to the additional number of animals to be cared for due to the increased holding period that were ultimately euthanized. The Controller takes the position that the increased number of animals for which the costs were incurred between January 1, 1999 and June 30, 1999 should not include the costs for dogs and cats. The parameters and guidelines did not suggest that that six month period should limit the state's share of the costs to only considering eligible construction costs for "other animals."

The parameters and guidelines provide that beginning on January 1, 1999, the eligible costs include the construction of new facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals that die during the

increased holding period or are ultimately euthanized. Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animal that are held during the increased holding period and died during the increased hold period or are ultimately euthanized, to the total population of animal housed in the facility.

11-9811-I-01

In no place is there any reference to removing the number of dogs and cats from determining what construction costs should be reimbursed. The City requests the Controller to recalculate the costs for FY 1998-99 and restore the cost claimed by the City for that period. In accordance with the Controller's methodology for used in other calculations, the City suggests the six-year average of all dogs, cats and other animals be used to make that calculation.

In the 1999-2000 and 2000-2001 fiscal years, the Controller reduced the number of eligible animals contained in the reimbursement formula by nearly fifty percent (50%). In FY 1999-2000, the Controller reduced the ratio of allowable costs from 50.10% to 27.40% and in FY 2000-01 from 42.30% to 23.51%.

The Controller, by retroactively applying the Purifoy decision, understated the proportionate share of costs to construct the new facilities. The City requests the Controller recalculate the eligible costs by including Saturday as a business day.

SCO's Comment

Subsequent to the issuance of the draft audit report, we revised the audit finding to correct the reimbursement ratio for FY 2000-01 from 23.51% to 27.60%. As a result, allowable materials and supplies costs increased by \$14,485, from \$276,087 to \$290,572. The reimbursement ratio was changed because the total number of animals used in the calculation should have been 4,279 instead of 5,024.

The city believes that unallowable construction costs for FY 1998-99 is due to the SCO's misinterpretation of what census data should be used to calculate the percentage of reimbursable costs incurred by the city. In its response, the city states that "In no place is there any reference to removing the number of dogs and cats from determining what construction costs should be reimbursed."

We disagree. We concur that the parameters and guidelines allow reimbursement under this cost component beginning January 1, 1999. However, while the period of reimbursement for "other" animals began as of January 1, 1999, the parameters and guidelines state that allowable costs for stray dogs and cats are reimbursable as of July 1, 1999 (FY 1999-2000). Therefore, allowable costs for stray or abandoned dogs and cats are not reimbursable for **any** cost component of the mandated program until July 1, 1999 (FY 1999-2000).

The parameters and guidelines (Section III-Period of Reimbursement) state:

However, except for the amendments to Food and Agriculture Code sections 3 1108 and 3 1752, Statutes of 1998, Chapter 752 became

operative and effective on January 1, 1999. Therefore, except for amendments to Food and Agriculture Code sections 3 1108 and 3 1752, the costs incurred for Statutes of 1998, Chapter 752, are eligible for reimbursement on or after January 1, 1999.

Section 21 of Statutes of 1998, Chapter 752 established an operative date of July 1, 1999 for the amendments to Food and Agriculture Code section 3 1108 (holding period for stray dogs) and Food and Agriculture sections 3 1752 (holding period for stray cats). Therefore, costs incurred for Food and Agriculture Code sections 3 1108 and 3 1752, as amended by Statutes of 1998, Chapter 752, are eligible for reimbursement on or after July 1, 1999.

Therefore, we conclude that the parameters and guidelines make a clear distinction as to when reimbursement begins for dogs and cats versus other animals.

In addition, the city believes the SCO understated the proportionate share of costs to construct the new facility by retroactively applying the *Purifoy* decision, which excluded Saturday as a business day. We disagree.

The reduction in the reimbursement ratios for FY 1999-2000 and FY 2000-01 were not made solely because we excluded Saturday as a business day for the purposes of the mandated program. In its claims for both fiscal years, the city did not provide worksheets showing how it computed the number of “eligible animals” or the “total number of animals” that it used to determine reimbursement ratios of 50.10% and 42.30% respectively.

FY 1999-2000 was the first year that the city used the Chameleon software system. However, shelter management acknowledged that the city’s animal database for that year was incomplete. Accordingly, we used averages of the last six years of the audit period to determine the eligible number of animals (2,091) and the total number of animals (4,908).

For FY 2000-01, we analyzed the city’s animal database information and revised the eligible number of animals from 2,075 to 1,181. As previously mentioned, the city did not provide a worksheet showing how it determined that 2,075 animals were eligible. In our analysis, we applied the requirements of the parameters and guidelines, and eligible animals include those that died during the increased holding period plus those that were ultimately euthanized (i.e., euthanized after the required holding period). Our analysis took into account that Saturday was not to be considered as a business day, which is consistent with the Appellate Court decision in the case of *Purifoy et al v. Howell*. However, had we considered Saturday as a business day, the number of eligible animals would have only increased by 147, from 1,181 to 1,328 and allowable costs would have increased by \$12,183.

Our comments relating to the city’s comments on the retroactive application of the Appellate Court decision in the case of *Purifoy et al v. Howell* are provided in the Other Issue section of the audit report.

**FINDING 3—
Unallowable care and
maintenance costs**

The city claimed \$494,758 during the audit period for the care and maintenance of stray and abandoned animals (\$470,709 for dogs and cats and \$24,049 for other animals) that die during the increased holding period or are ultimately euthanized. We determined that \$147,407 was allowable and \$347,351 was unallowable. The costs are unallowable because the city misstated animal census data, co-mingled costs for veterinary care and lost and found lists within the actual cost formula, and claimed salaries and benefits costs for ineligible employees. We also determined that the city understated costs for food and supplies and salaries and benefits.

The following table summarizes the claimed, allowable, and unallowable care and maintenance costs for the audit period separately for dogs and cats and other animals by fiscal year. Refer to Schedule 2 (Summary of Care and Maintenance Costs) for further details.

Fiscal Year	Dogs and Cats			Other Animals		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	\$ —	\$ —	\$ —	\$ 850	\$ 589	\$ (261)
1999-2000	105,094	11,032	(94,062)	1,529	1,027	(502)
2000-01	99,787	14,293	(85,494)	1,715	467	(1,248)
2001-02	130,269	16,855	(113,414)	3,122	1,381	(1,741)
2002-03	31,717	12,568	(19,149)	1,667	1,398	(269)
2005-06	42,261	18,844	(23,417)	1,901	2,015	114
2006-07	46,362	32,788	(13,574)	12,340	4,952	(7,388)
2007-08	15,219	27,087	11,868	925	2,111	1,186
Total	<u>\$ 470,709</u>	<u>\$ 133,467</u>	<u>\$ (337,242)</u>	<u>\$ 24,049</u>	<u>\$ 13,940</u>	<u>\$ (10,109)</u>

The following table summarizes the combined claimed, allowable, and unallowable costs for the care and maintenance cost component for the audit period:

Fiscal Year	Combined Dogs, Cats, and Other Animals		
	Claimed	Allowable	Adjustment
1998-99	\$ 850	\$ 589	\$ (261)
1999-2000	106,623	12,059	(94,564)
2000-01	101,502	14,760	(86,742)
2001-02	133,391	18,236	(115,155)
2002-03	33,384	13,966	(19,418)
2005-06	44,162	20,859	(23,303)
2006-07	58,702	37,740	(20,962)
2007-08	16,144	29,198	13,054
Total	<u>\$ 494,758</u>	<u>\$ 147,407</u>	<u>\$ (347,351)</u>

The parameters and guidelines (section IV.B.3—Care and Maintenance for Impounded Stray and Abandoned Dogs and Cats that Die During the Increased Holding Period or are Ultimately Euthanized) identify the following reimbursable activities:

Beginning July 1, 1999, for providing care and maintenance during the increased holding period for impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized The increased holding period shall be measured by calculating the difference between the days from the day of capture and four or six business days from the day after impoundment.

The parameters and guidelines (section IV.B.4–Care and Maintenance for Impounded Stray or Abandoned Animals Specified in Food and Agriculture Code Section 31753 that Die During the Increased Holding Period or are Ultimately Euthanized) identify the following reimbursable activities:

Beginning on January 1, 1999 for providing care and maintenance for stray or abandoned animals (specified in Food and Agriculture Code Section 31753) the die during the increased holding period or are ultimately euthanized.

Eligible claimants are not entitled to reimbursement for the care and maintenance of the following population of dogs, cats, and other animals:

- Stray or abandoned dogs, cats, and other animals that are irremediably suffering from a serious illness or severe injury;
- Newborn stray or abandoned dogs, cats, and other animals that need maternal care and have been impounded without their mothers;
- Stray or abandoned dogs, cats, and other animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal;
- Owner-relinquished dogs, cats and other animals; and
- Stray or abandoned dogs, cats, and other animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

The parameters and guidelines state that claimants may elect to use either the Actual Cost Method or the Time Study Method to claim costs for the care and maintenance of impounded stray or abandoned dogs, cats, and other animals that die during the increased holding period or are ultimately euthanized. The city elected to use the actual cost method to claim these costs.

The parameters and guidelines specify the following steps for claiming costs using the Actual Cost Method:

Actual Cost Method – Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period, as follows:

- a) Determine the total annual cost of care and maintenance for all dogs, cats and other animals impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
- b) Determine the average daily census of all dogs, cats and other animals. For purposes of claiming reimbursement under IV.B.3, average daily census is defined as the average number of all dogs and cats at a facility housed on any given day, in 365-day period and the average number of all other animals at a facility housed on any given day in a 365-day period.
- c) Multiply the average daily census of dogs, cats and other animals by 365 to calculate the yearly census of dogs and cats and the yearly census of other animals.

- d) Divide the total annual cost of care by the yearly census of dogs and cats to calculate the cost per dog and cat per day and by the yearly census of other animals to calculate the cost per other animal per day.
- e) Multiply the cost per animal per day by the number of impounded stay or abandoned dogs, cats, and other animals that die during the increase holding period, or are ultimately euthanized by each reimbursable day.

Reimbursable days for dogs and cats is the difference between three days from the day of capture, and four or six business days from the day after impoundment. The reimbursable days for other animals are four or six business days from the day after impoundment.

Care and Maintenance Formula

The city elected to use the Actual Cost Method to claim costs; the parameters and guidelines provide for a formula-driven methodology to determine allowable mandated costs for the care and maintenance of dogs, cats, and other animals. The use of this method requires claimants to calculate the total amount of eligible costs incurred to provide care and maintenance for the animals housed in its shelter. This total is divided by the annual census of animals housed in the shelter to determine a cost per animal per day.

The next element of the formula is adding the number of stray and abandoned animals that died of natural causes during the holding period plus those animals that were euthanized after the required holding period. This total number of animals is then multiplied by the cost per animal per day. The resulting amount represents allowable costs for providing care and maintenance. Our calculations took into consideration that the required holding period does not include Saturday as a business day. This is consistent with an Appellate Court decision dated March 26, 2010.

The mandate reimburses claimants for costs associated with animals that were not relinquished, redeemed, adopted, or released to a nonprofit agency—animals for which the local agency was unable to assess fees to recover such costs.

Costs incurred by the city for care and maintenance consisted of salaries and benefits, materials and supplies, and related indirect costs. We made adjustments to the costs incurred by the city and to the animal data that was used to claim costs. As a result, we adjusted the costs per animal per day.

The table in Schedule 2 summarizes the changes made to claimed costs for animal care and maintenance. These changes consisted of changes to total annual costs incurred by the city for animal care and maintenance (salaries, benefits, indirect costs, and services and supplies) and animal census data used to determine the cost per animal per day. The table also shows changes to the number of eligible animals and the number of reimbursable days that were used to determine reimbursable costs for each year of the audit period.

Labor—Salaries, Benefits, and Related Indirect Costs

For all years of the audit period, the city claimed 80% of labor costs incurred for its full-time animal care attendants as time spent on care and maintenance. The city did so in consideration of the fact that costs for these employees were also included in other components of the city’s claims. We determined that the 80% amount claimed is reasonable. However, the city should have also included 80% of actual salaries paid to part-time animal care attendants in the computation of labor costs.

The city also claimed 30% of labor costs incurred for the Senior Animal Care Attendant/Animal Care Attendant Supervisor Position. The main duty of this employee classification is to provide supervisory assistance to animal care attendants. We concluded that the city did not support that this employee classification spent 30% of his time performing care and maintenance activities. Accordingly, all costs claimed for supervisory Animal Care Attendant positions are unallowable.

Materials and Supplies

Food

The city has a contract with a supplier that provides animal food to the shelter for a specified amount per year. The city determined its costs to be \$8,752 per year for FY 2005-06 through FY 2007-08. However, the city’s shelter staff was able to compile additional invoices for food that were not claimed. We determined that additional costs totaling \$23,470 are allowable (\$3,329 for FY 2005-06, \$14,127 for FY 2006-07 and \$6,014 for FY 2007-08); these costs will be included in the materials and supplies portion of the actual cost formula.

Supplies

The city claimed \$27,800 for supplies in every year of the audit period as “other stuff.” This amount was based on estimates and is unallowable. During the audit, shelter staff was able to compile invoices to adequately support costs incurred for supplies in the total amount of \$183,083 (\$47,152 for FY 2005-06, \$66,933 for FY 2006-07 and \$68,997 for FY 2007-08). We included these costs in the materials and supplies portion of the actual cost formula.

We used the average amount of supplies for these three years (\$61,028) as the allowable cost for supplies in the actual cost formulas for all five earlier years of the audit period.

The following table summarizes the claimed and allowable costs for materials and supplies:

Fiscal Year	Food			Supplies		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	Unknown	\$ 8,752	\$ 8,752	Unknown	\$ 61,028	\$ 61,028
1999-2000	Unknown	8,752	8,752	Unknown	61,028	61,028
2000-01	Unknown	8,752	8,752	Unknown	61,028	61,028
2001-02	Unknown	8,752	8,752	Unknown	61,028	61,028
2002-03	Unknown	8,752	8,752	Unknown	61,028	61,028
2005-06	Unknown	12,081	12,081	36,552	47,152	10,600
2006-07	Unknown	22,879	22,879	36,552	66,933	30,381
2007-08	Unknown	14,766	14,766	36,552	68,997	32,445
Total	\$ —	\$ 93,486	\$ 93,486	\$ 109,656	\$ 488,222	\$ 378,566

Comingled Costs

For FY 1999-2000 through FY 2002-03, the city included the costs of veterinary care related to the performance of initial physical exams and administration of wellness vaccinations into its actual cost formulas for care and maintenance. These costs are not reimbursable under this cost component and were removed from the actual cost formulas for those years.

Annual Census Data

The yearly census refers to the total number of days that all animals were housed in the shelter. The actual cost formula requires the eligible cost of care to be divided by the yearly census to arrive at an average cost per animal per day. The cost per animal per day is then multiplied by the eligible number of animals and the number of increased days.

We determined the eligible number of animals to apply to the actual cost formula for all years of the audit period. We consistently applied the exclusions per the parameters and guidelines to the raw animal data provided by the animal shelter.

We applied costs per animal per day to the eligible number of dogs and cats impounded at the city's shelter for the two additional days required by the mandated program. We also applied costs per animal per day to the eligible number of "other animals" for all five days of the required holding period.

Increased Holding Period

A recent Appellate Court ruling in the case of *Purifoy v. Howell* determined that Saturday is not considered a business day for the purposes of this mandated program. Therefore, we determined that the increased holding period for dogs and cats changed from 2 days to 3 days and the increased holding period for other animals increased from 5 days to 6 days.

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The city did not respond to this audit finding.

**FINDING 4—
Unallowable holding
period costs**

The city claimed \$1,050,635 for the Holding Period component during the audit period. We determined that \$340,782 is allowable and \$709,853 is unallowable. The unallowable costs occurred because the city claimed employee classifications that were not reimbursable. The city also did not account for the animal shelter being closed on the last Saturday of the month in the last four years of the audit period. For these years, we allowed costs for the shelter being open an additional hour on 12 Wednesdays per year.

The following table summarizes the claimed, allowable, and unallowable holding period costs separately for salaries and benefits and related indirect costs for the audit period by fiscal year:

Fiscal Year	Salaries and Benefits			Indirect Costs		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	\$ 58,686	\$ 869	\$ (57,817)	\$ 13,908	\$ 206	\$ (13,702)
1999-2000	117,010	36,982	(80,028)	21,647	6,842	(14,805)
2000-01	123,954	39,695	(84,259)	24,667	7,899	(16,768)
2001-02	141,367	40,629	(100,738)	27,849	8,004	(19,845)
2002-03	101,147	35,575	(65,572)	16,386	5,763	(10,623)
2005-06	89,653	40,363	(49,290)	14,563	6,557	(8,006)
2006-07	110,520	42,092	(68,428)	31,631	12,047	(19,584)
2007-08	138,490	49,878	(88,612)	19,157	7,381	(11,776)
Total	<u>\$ 880,827</u>	<u>\$ 286,083</u>	<u>\$ (594,744)</u>	<u>\$ 169,808</u>	<u>\$ 54,699</u>	<u>\$ (115,109)</u>

The following table summarizes total claimed, allowable, and unallowable costs for the Holding Period cost component by fiscal year:

Fiscal Year	Salaries, Benefits, and Indirect Costs		
	Claimed	Allowable	Adjustment
1998-99	\$ 72,594	\$ 1,075	\$ (71,519)
1999-2000	138,657	43,824	(94,833)
2000-01	148,621	47,594	(101,027)
2001-02	169,216	48,633	(120,583)
2002-03	117,533	41,338	(76,195)
2005-06	104,216	46,920	(57,296)
2006-07	142,151	54,139	(88,012)
2007-08	157,647	57,259	(100,388)
Total	<u>\$ 1,050,635</u>	<u>\$ 340,782</u>	<u>\$ (709,853)</u>

The parameters and guidelines (Section IV.B.5–Agencies Using the Holding Period of Four Business Days after the Day of Impoundment) identify the following reimbursable activities:

Beginning July 1, 1999, for impounded dogs and cats, and beginning January 1, 1999, for the impounded animals specified in Food and Agriculture Code section 31753 (“other animals”), for either:

1. Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
2. For those local agencies with fewer than three full time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owner to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

Hours of Operation

The city's current Notice of Impoundment (NOI) shows the hours of operation for the city's animal shelter. The NOI is posted to disclose where and when owners can pick up their impounded animals. For the later years of the audit (FY 2002-03, FY 2005-06, FY 2006-07, and FY 2007-08), the animal shelter was closed on Sundays and Mondays. The shelter was open an extra hour on Wednesdays and was also open six hours on Saturdays in order to comply with the mandate. However, the shelter was closed on the last Saturday of every month. Therefore, allowable costs are for the extra animal shelter employees needed for owner redemption for 40 Saturdays a year (at six hours per additional employee) as well as 12 Wednesday evenings a year (at one hour per additional employee).

For the earlier years of the audit period (FY 1998-99, FY 1999-2000, FY 2000-01, and FY 2001-02) the shelter was open for 6 hours on every Saturday of the year but was not open an extra hour on Wednesdays, as shown on an NOI dated October, 2001. According to shelter staff, this was also the animal shelter's schedule prior to October 2001. Therefore, allowable costs are for the extra animal shelter employees needed for owner redemption for 52 Saturdays a year (at six hours per additional employee) for these four years.

Staffing Requirements

We determined that when the shelter is open to the public to make animals available for owner redemption, one additional Animal Care Attendant, two Police Records Clerks II, one "floating" Police Records Clerk II (may be on shelter staff on limited duty), and one Senior Police Records Clerk Supervisor or Acting Records Supervisor were on duty to perform the required mandated activities. Our calculations of allowable costs for each year of the audit period were based on the salaries and benefits and related indirect costs of these employees according to the hours of operation noted in the paragraph above.

As noted below, the city's claims included costs under this cost component for all shelter employees that were on duty during the holding period days. Only the employees noted above were on duty to make animals available for owner redemption. However, the additional employees on duty also performed reimbursable activities that are already included in other cost components of the city's claims (care and maintenance, feral cats, lost and found lists, non-medical records, and necessary and prompt veterinary care).

For FY 1998-99, the city claimed 2,808 hours for the six-month period allowable for seven Animal Care Attendants, three Police Records Clerks, one Animal Control Officer, and one Senior Animal Care Attendant for six hours per employee for every Saturday. For FY 1998-99, making dogs and cats available for owner redemption is not reimbursable. However, costs incurred for owner redemption of "other animals" was reimbursable beginning January 1, 1999. We determined that shelter employees worked 780 total hours during the 26 Saturdays that the shelter was open between January 1 and June 30, 1999. As

“other animals” comprised 4.72% of the total animal population for FY 1998-99, that pro-rata percentage was applied to the 780 employee hours. Accordingly, we determined that 37 total hours were allowable.

For FY 1999-2000, FY 2000-01, and FY 2001-02, the city claimed 5,616 employee hours for each year for seven Animal Care Attendants, three Police Records Clerks, one Animal Control Officer, and one Senior Animal Care Attendant for six hours per employee for every Saturday. We calculated allowable costs based on the shelter schedule for these years and the additional employees required for this cost component. We determined that 1,560 employee hours were allowable for each of these fiscal years.

For FY 2002-03, the city claimed 3,744 employee hours for seven full-time Animal Care Attendants, two additional part-time Animal Care Attendants, three Police Records Clerks, and one Senior Animal Care Attendant for six hours per employee for every Saturday. We determined that 1,260 employee hours were allowable for this fiscal year.

For FY 2005-06, the city claimed 2,912 employee hours for five Animal Care Attendants, two Police Records Clerks, and one Senior Animal Care Attendant, one Acting Records Supervisor, and one Volunteer Coordinator for six hours per employee for every Saturday. We determined that 1,260 employee hours were allowable for this fiscal year.

For FY 2006-07 and FY 2007-08, the city claimed 3,432 employee hours for five Animal Care Attendants, four Police Records Clerks, one Senior Animal Care Attendant, one Senior Records Clerk, and one Animal Care Attendant Supervisor for 6 hours per employee for every Saturday. We determined that 1,260 employee hours were allowable for both years.

The following table summarizes the claimed and allowable hours for making animals available for owner redemption per the Holding Period cost component on Saturdays:

Fiscal Year	Hours		
	Claimed	Allowable	Adjustment
1998-99	\$ 2,808	\$ 37	\$ (2,771)
1999-2000	5,616	1,560	(4,056)
2000-01	5,616	1,560	(4,056)
2001-02	5,616	1,560	(4,056)
2002-03	3,744	1,260	(2,484)
2005-06	2,912	1,260	(1,652)
2006-07	3,432	1,260	(2,172)
2007-08	3,432	1,260	(2,172)
Total	<u>\$ 33,176</u>	<u>\$ 9,757</u>	<u>\$ (23,419)</u>

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The City objects to the Controller's determination that when the shelter is open to the public on Saturday's, only a portion of its staff time and costs are reimbursable. The City contends that the Animal Adoption mandate requires the city to be open on Saturdays for business operations that are reasonably required by the Hayden Bill.

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In arguing that the City should not be reimbursed for all the staffs present on Saturday, the SCO is relying only on the language in the parameters and guidelines (P's and G's) that the reason to be open for on a weekend is only to make animals available for owner redemption. Therefore, the Controller concludes, that the costs for only those staff members involved with making animals available should be reimbursable. The Ps & Gs, however, make no such distinction. Indeed, Food and Agriculture Code sections 31108, 31752 and 31753 set forth the requirement that the shelter be open on a weekday evening or a Saturday without any direction as to how that is to be accomplished. Moreover, the Commission in its Statement of Decision left the implementation of this up the shelter. The City should be allowed to staff its shelter as it sees fit to accomplish the goals set forth in statute. If the state wishes to set limits it should do so not through the SCO but through the Legislature.

SCO's Comment

The finding and recommendation remain unchanged.

The city disputes the SCO's determination that only a portion of its staff time and costs are reimbursable under this cost component. We disagree.

The city correctly points out that SCO is relying on the language in the parameters and guidelines that the reason to be open on a weekend is to make animals available for owner redemption on one weekday evening until 7:00 p.m. or on one weekend day. Therefore, we used this criterion to determine the actual costs associated with making the animals available for owner redemption. Our audit report notes the additional employee classifications that performed these activities during the audit period. All salary, benefit, and related indirect costs incurred for these employees to be on duty during Saturdays were reimbursable.

However, in its response, the city fails to recognize that costs for other staff on duty during Saturdays are already reimbursable within other cost components of the mandated program. For example, the Animal Care Attendants not involved with duties under this cost component as well as the Senior Animal Care Attendants' salaries, benefits, and related indirect costs are allowable under the Care and Maintenance cost component. In addition, costs incurred for these and other employee classifications on duty during Saturdays are also reimbursable for providing feral cat testing, performing lost-and-found list activities, processing non-medical records, performing initial physical examinations, and administering wellness vaccines. Such costs were supported by the time studies that the city conducted. The costs for these employees cannot also be reimbursable under the Holding Period cost component.

In addition, some staff on duty during Saturdays are performing activities not reimbursable under the mandated program. Just because the mandated program requires agencies to be open extra hours one weekday evening or on one weekend day to make animals available for owner redemption does not make activities such as euthanasia, spay and neutering procedures, implanting microchips, licensing, processing animal adoptions, as well as other unallowable activities temporarily reimbursable.

We believe that our approach to the mandated program provides the intended reimbursement allowable under the mandated program per the requirements of the adopted parameters and guidelines.

**FINDING 5—
Understated feral cats costs**

The city claimed \$8,803 during the audit period under this cost component. We determined that \$14,210 was allowable. The costs were understated by \$5,407 because the actual costs incurred to perform the mandated activities required exceeded the costs that the city estimated for the first six years of the audit period, and because the number of cats tested was misstated.

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The following table summarizes the claimed, allowable, and unallowable costs separately for salaries and benefits and related indirect costs for the audit period by fiscal year:

Fiscal Year	Salaries and Benefits			Indirect Costs		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	\$ —	\$ 620	\$ 620	\$ —	\$ 147	\$ 147
1999-2000	—	1,262	1,262	—	233	233
2000-01	—	1,067	1,067	—	212	212
2001-02	—	1,527	1,527	—	301	301
2002-03	3,023	1,677	(1,346)	490	272	(218)
2005-06	840	2,013	1,173	137	327	190
2006-07	724	1,941	1,217	207	555	348
2007-08	2,971	1,791	(1,180)	411	265	(146)
Total	\$ 7,558	\$ 11,898	\$ 4,340	\$ 1,245	\$ 2,312	\$ 1,067

The following table summarizes total claimed, allowable, and unallowable costs for the Feral Cats cost component by fiscal year:

Fiscal Year	Salaries, Benefits, and Indirect Costs		
	Claimed	Allowable	Adjustment
1998-99	\$ —	\$ 767	\$ 767
1999-2000	—	1,495	1,495
2000-01	—	1,279	1,279
2001-02	—	1,828	1,828
2002-03	3,513	1,949	(1,564)
2005-06	977	2,340	1,363
2006-07	931	2,496	1,565
2007-08	3,382	2,056	(1,326)
Total	\$ 8,803	\$ 14,210	\$ 5,407

The city estimated costs for this component for the first six years of the audit period. In addition, the costs were not claimed under this cost component for the first four years of the audit period because they were commingled in the city’s claims either as part of the non-medical records cost component or the care and maintenance cost component. The city also misstated the number of cats tested. The city conducted a time study in July of 2007, and used the results to claim costs for FY 2006-07 and FY 2007-08. We also used the time study results to determine allowable costs for the first six years of the audit period.

Time Study

The city conducted a time study in July of 2007 to support the time it takes shelter staff to verify whether a cat is feral or tame. The city documented the time it took Animal Care Attendants, Senior Animal Care Attendants, and Senior Police Records Clerks II to conduct a feral cat test. The time study determined that the above employees spent an average of 1 minute, 54 seconds (1.9 minutes) per cat to determine if the cat was feral or tame.

We analyzed the time study results and applied them to the entire audit period, including the first four audit years when the city did not have any support for this component. Although the calculations of the time study were correct, the percentages of time spent by an Animal Care Attendant (46.48% of the feral cat tests) and the Senior Police Records Clerk II (12.67% of the feral cat tests) were transposed. As noted above, the time study showed that employees spent an average of 1.09 minutes per cat to determine if the cat was feral or tame, but the city applied the time study results with the transposed percentages.

The city's Kennel Statistics Reports provided the maximum eligible number of cats that may have had feral cat tests. These reports detailed the number of cats and kittens and their final outcome per fiscal year. We interviewed the Senior Records Clerk to determine which categories of cats and kittens might have received a feral cat test. The Kennel Statistics Report and the interview was essential because there is no current system in place to track exactly which cats were given a feral cat test and which were not.

The following table summarizes the claimed and allowable number of eligible cats which may have had a feral cat test during the audit period:

<u>Fiscal Year</u>	<u>Claimed</u>	<u>Allowable</u>	<u>Adjustment</u>
1998-99	\$ —	\$ 806	\$ 806
1999-2000	—	1,611	1,611
2000-01	769	1,302	533
2001-02	769	1,836	1,067
2002-03	1,060	1,811	751
2005-06	703	1,798	1,095
2006-07	694	1,661	967
2007-08	2,234	1,260	(974)
Total	<u>\$ 6,229</u>	<u>\$ 12,085</u>	<u>\$ 5,856</u>

The program's parameters and guidelines (Section IV.B.6—Feral Cats) identify the following reimbursable activity:

Beginning January 1, 1999, for verifying whether a cat is feral or tame by using a standardized protocol within the first three days of the required holding period, if an apparently feral cat has not been reclaimed by its owner or caretaker.

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The city did not respond to this audit finding.

**FINDING 6—
Unallowable lost and
found lists costs**

The city claimed \$105,971 during the audit period. We determined that \$47,042 is allowable and \$58,929 is unallowable. The unallowable costs occurred because the city claimed costs based on estimates. Allowable costs were based on a time study that the city conducted during the course of the audit.

The following table summarizes the claimed, allowable, and unallowable costs separately for salaries and benefits and related indirect costs for the audit period for the Lost and Found Lists cost component by fiscal year:

Fiscal Year	Salaries and Benefits			Indirect Costs		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	\$ 7,357	\$ 1,839	\$ (5,518)	\$ 1,744	\$ 436	\$ (1,308)
1999-2000	8,243	4,342	(3,901)	1,525	803	(722)
2000-01	9,891	4,625	(5,266)	1,968	920	(1,048)
2001-02	15,789	4,733	(11,056)	3,111	932	(2,179)
2002-03	20,597	5,071	(15,526)	3,337	822	(2,515)
2005-06	8,017	5,780	(2,237)	1,302	939	(363)
2006-07	8,389	5,994	(2,395)	2,401	1,716	(685)
2007-08	10,805	7,047	(3,758)	1,495	1,043	(452)
Total	<u>\$ 89,088</u>	<u>\$ 39,431</u>	<u>\$ (49,657)</u>	<u>\$ 16,883</u>	<u>\$ 7,611</u>	<u>\$ (9,272)</u>

The following table summarizes total claimed, allowable, and unallowable costs for the Lost and Found Lists cost component by fiscal year:

Fiscal Year	Salaries, Benefits, and Indirect Costs		
	Claimed	Allowable	Adjustment
1998-99	\$ 9,101	\$ 2,275	\$ (6,826)
1999-2000	9,768	5,145	(4,623)
2000-01	11,859	5,545	(6,314)
2001-02	18,900	5,665	(13,235)
2002-03	23,934	5,893	(18,041)
2005-06	9,319	6,719	(2,600)
2006-07	10,790	7,710	(3,080)
2007-08	12,300	8,090	(4,210)
Total	<u>\$ 105,971</u>	<u>\$ 47,042</u>	<u>\$ (58,929)</u>

Time Study

All costs claimed were initially unallowable because the city estimated costs claimed for this cost component. During the audit period, the city conducted a time study to determine the time required to comply with the mandated activities for this cost component. The time study results are based on time captured during a typical four week period. The time study determined that shelter employees spent a total of 183.52 hours a year to comply with all five requirements of the Lost and Found Lists component (125.23 hours by the Police Records Clerks II, 51.35 hours by the Animal Care Attendants, and 6.94 hours by the Acting Records Supervisor). Allowable hours for the classifications of Police Records Clerk II and Animal Care Attendants were applied to one employee per classification per year.

For FY 1998-99, this portion of the mandate began on January 1, 1999. Accordingly, we divided total hours allowable per the time study in half.

The program's parameters and guidelines (Section IV.B.7–Lost and Found Lists) identify the follow reimbursable activities:

Beginning January 1, 1999, for providing owners of lost animals and those who find lost animals with all of the following:

- Ability to list the animals they have lost or found on “lost and found” lists maintained by the local agency;
- Referrals to animals listed that may be the animals the owner or finders have lost or found;
- The telephone numbers and addresses of other pounds and shelters in the same vicinity;
- Advice as to means of publishing and disseminating information regarding lost animals; and
- The telephone numbers and addresses of volunteer groups that may be of assistance in locating lost animals.

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The city did not respond to this audit finding.

**FINDING 7—
Unallowable non-
medical records costs**

The city claimed \$81,146 for costs to maintain non-medical records. We determined that \$72,394 is allowable and \$8,752 is unallowable. The unallowable costs occurred because the city claimed costs based on estimates, misstated the number of animals processed, made calculation errors in its time study, and misclassified costs.

The following tables summarize the claimed, allowable, and unallowable costs separately for salaries and benefits and the related indirect costs, materials and supplies, and contract services for the audit period for the Non-Medical Records cost component by fiscal year:

Fiscal Year	Salaries and Benefits			Indirect Costs		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	\$ —	\$ 2,781	\$ 2,781	\$ —	\$ 659	\$ 659
1999-2000	—	5,613	5,613	—	1,038	1,038
2000-01	—	6,150	6,150	—	1,224	1,224
2001-02	—	6,520	6,520	—	1,284	1,284
2002-03	—	6,960	6,960	—	1,128	1,128
2005-06	31,802	7,788	(24,014)	5,166	1,265	(3,901)
2006-07	11,896	6,969	(4,927)	3,405	1,994	(1,411)
2007-08	12,777	7,131	(5,646)	1,767	1,055	(712)
Total	\$ 56,475	\$ 49,912	\$ (6,563)	\$ 10,338	\$ 9,647	\$ (691)

Fiscal Year	Materials and Supplies		
	Claimed	Allowable	Adjustment
1998-99	\$ 10,679	\$ —	\$ (10,679)

Fiscal Year	Contract Services				
	Claimed	Supported Costs	Pro Rata Percentage	Allowable Costs	Audit Adjustment
1998-99	\$ —	\$ 2,880	35.00%	\$ 504	\$ 504
1999-2000	—	2,880	35.00%	1,008	1,008
2000-01	—	2,880	35.00%	1,008	1,008
2001-02	—	2,880	35.00%	1,008	1,008
2002-03	—	2,880	35.00%	1,008	1,008
2005-06	—	2,880	35.00%	1,008	1,008
2006-07	—	10,392	35.00%	3,637	3,637
2007-08	3,654	10,440	35.00%	3,654	—
Total	\$ 3,654	\$ 38,112		\$ 12,835	\$ 9,181

The following table summarizes the combined claimed, allowable, and unallowable costs for the Non-Medical Records cost component for the audit period by fiscal year.

Fiscal Year	Combined Costs		
	Claimed	Allowable	Adjustment
1998-99	\$ 10,679	\$ 3,944	\$ (6,735)
1999-2000	—	7,659	7,659
2000-01	—	8,382	8,382
2001-02	—	8,812	8,812
2002-03	—	9,096	9,096
2005-06	36,968	10,061	(26,907)
2006-07	15,301	12,600	(2,701)
2007-08	18,198	11,840	(6,358)
Total	\$ 81,146	\$ 72,394	\$ (8,752)

Time Study

All costs claimed were initially unallowable because the city estimated all costs claimed for this cost component. The city conducted a time study for a one-month period in October of 2007 to determine the time required to maintain non-medical animal records. The city studied the time required to process the status of incoming animals and the final disposition of animals. These activities were performed by various employees. The city's time study results showed that 3.38 minutes were spent processing incoming animals and 0.93 minutes were spent processing the final disposition of animals.

However, during our review of the time study results, we noted that the city made several calculation errors. First, the time spent by one employee was entered as five hours and two minutes instead of two minutes. Secondly, the percentages of time spent by an Animal Records Supervisor and Animal Care Attendants to perform mandated activities were transposed. When we adjusted for these calculation errors, we determined that the time study supported 1.55 minutes to process incoming animal records and 0.94 minutes to process final disposition records.

Number of Animal Records Processed

For FY 1998-99, the city claimed salaries and benefits for this cost component under materials and supplies. For FY 1999-2000 through FY 2002-03, the city's claims comingled costs for this component under care and maintenance. We were unable to determine how many animal records were used to claim these costs.

During the course of the audit, we obtained the city's raw animal data from its Chameleon system database, analyzed the outcome reports containing the animal data, and performed a count for the number of animal records that appeared in each year's database. The city was unable to provide any animal database information for FY 1998-99 and FY 1999-2000. We used an average of animal records from the last six years of the audit period to determine an average number of animal records processed during these two fiscal years.

The following table summarizes the number of non-medical records processed during the audit period:

Fiscal Year	Claimed Incoming Records	Allowable Incoming Records	Adjustment	Claimed Outcome Records	Allowable Outcome Records	Adjustment
1998-99*	1,731	2,872	1,141	—	2,872	2,872
1999-2000*	—	5,745	5,745	—	5,745	5,745
2000-01	—	6,112	6,112	—	6,112	6,112
2001-02	—	6,341	6,341	—	6,341	6,341
2002-03	—	6,210	6,210	—	6,210	6,210
2005-06	6,200	6,007	(193)	—	6,007	6,007
2006-07	4,841	5,214	373	4,841	5,214	373
2007-08	4,060	4,585	525	4,060	4,585	525
Totals	<u>16,832</u>	<u>43,086</u>	<u>26,254</u>	<u>8,901</u>	<u>43,086</u>	<u>34,185</u>

* Records for FY 1998-99 and FY 1999-2000 represent an average of the last six years of the audit period. For FY 1998-99, reimbursement began on January 1, 1999, so the average was divided in half.

Contract Services—Cost of Chameleon License Renewal

The city claimed \$3,654 under this cost component for software license renewal costs. We determined that \$12,835 is allowable. The costs were understated by \$9,181 because allowable costs were comingled with costs for other cost components.

Allowable License Renewal Costs

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The city determined that 35% of the license renewal fee was for mandate-related activities.

For 1998-99, we determined that \$504 is allowable for software license renewal fees. The animal shelter maintained an animal database called “Records Management System” (RMS) for this fiscal year. However, the city did not have any information concerning costs incurred for maintaining the RMS system. To determine allowable costs, we used an average based on Chameleon system database costs for the last three years of the audit period ($\$2,880 \times 35\% \div 2$).

For FY 1999-2000 through FY 2005-06, \$1,008 is allowable per year for software license renewal fees (\$960 for three workstations = $\$2,880 \times$ the pro rata percentage of 35%). The city claimed the full license fee amount of \$2,880 for FY 1999-2000 and FY 2000-01 under the Computer Software cost component. We reclassified these costs to this cost component and applied the applicable pro-rata percentage. The city also claimed \$1,008 for FY 2005-06 under the Computer Software cost component, which we reclassified under this cost component.

For FY 2006-07, we determined that \$3,637 is allowable for software license renewal fees for one server plus nine workstations ($\$960$ for 10 total workstations $\times .0825$ tax \times the 35% pro rata percentage). The city claimed \$3,637 under the Computer Software cost component, which we reclassified under this cost component.

For FY 2007-08, we determined that \$3,654 is allowable for software license renewal fees for one server plus nine work stations ($\$960$ for 10 total workstations $\times 0.0875$ tax \times the 35% pro rata portion).

The program’s parameters and guidelines (section IV.B.8—Maintaining Non-Medical Records) identify the following reimbursable activities:

Beginning January 1, 1999, for maintaining non-medical records on animals that are either taken up, euthanized after the holding period, or impounded. Such records shall include the following:

- The date the animal was taken up, euthanized, or impounded;
- The circumstances under which the animal is taken up, euthanized, or impounded;
- The names of the personnel who took up, euthanized, or impounded the animal; and
- The final disposition of the animal, including the name of the person who euthanized the animal or the name and address of the adopting party.

The parameters and guidelines (section IV.B.8–Maintaining Non-Medical Records) identify the following reimbursable activity:

The cost of software license renewal contracts, to the extent these cost are not claimed as an indirect cost under these parameters and guidelines, is eligible for reimbursement under Section V (A) (2) of the parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in this section, only the pro rata portion of the software license renewal contract that is used for compliance with this section is reimbursable.

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

The city did not respond to this audit finding.

**FINDING 8—
Misstated necessary and prompt veterinary care costs**

The city claimed \$82,870 for necessary and prompt veterinary care. We determined that \$87,832 is allowable and costs were underclaimed by \$4,962. The costs were misstated because costs were unsupported, were misclassified within other cost components, and were claimed incorrectly.

The following table summarizes the claimed, allowable, and unallowable costs separately for salaries and benefits, related indirect costs, materials and supplies, and contract services for the Necessary and Prompt Veterinary Care cost component for the audit period by fiscal year:

Fiscal Year	Salaries and Benefits			Indirect Costs		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	\$ —	\$ 478	\$ 478	\$ —	\$ 113	\$ 113
1999-2000	—	970	970	—	179	179
2000-01	—	988	988	—	197	197
2001-02	—	1,051	1,051	—	207	207
2002-03	—	780	780	—	126	126
2005-06	—	1,385	1,385	—	225	225
2006-07	—	1,389	1,389	—	398	398
2007-08	—	1,313	1,313	—	194	194
Total	\$ —	\$ 8,354	\$ 8,354	\$ —	\$ 1,639	\$ 1,639

Fiscal Year	Materials and Supplies			Contract Services		
	Claimed	Allowable	Adjustment	Claimed	Allowable	Adjustment
1998-99	\$ 18,686	\$ 1,170	\$ (17,516)	\$ —	\$ 3,784	\$ 3,784
1999-2000	—	1,905	1,905	—	7,579	7,579
2000-01	—	2,259	2,259	—	7,332	7,332
2001-02	—	2,373	2,373	—	7,287	7,287
2002-03	—	1,776	1,776	—	6,597	6,597
2005-06	14,836	4,421	(10,415)	2,553	7,421	4,868
2006-07	—	1,800	1,800	21,792	8,759	(13,033)
2007-08	7,708	1,920	(5,788)	17,295	11,456	(5,839)
Total	\$ 41,230	\$ 17,624	\$ (23,606)	\$ 41,640	\$ 60,215	\$ 18,575

The following table summarizes the combined claimed, allowable, and unallowable costs for the Necessary and Prompt Veterinary Care cost component for the audit period by fiscal year:

Fiscal Year	Combined Costs		
	Claimed	Allowable	Adjustment
1998-99	\$ 18,686	\$ 5,545	\$ (13,141)
1999-2000	—	10,633	10,633
2000-01	—	10,776	10,776
2001-02	—	10,918	10,918
2002-03	—	9,279	9,279
2005-06	17,389	13,452	(3,937)
2006-07	21,792	12,346	(9,446)
2007-08	25,003	14,883	(10,120)
Total	\$ 82,870	\$ 87,832	\$ 4,962

Basically, allowable costs for this cost component consist of costs incurred for the administration of a wellness vaccine and the conduct of an initial physical exam, as well as certain necessary and prompt care services. The city's claims had costs for veterinary care scattered throughout various cost components.

Allowable Costs—Administration of Wellness Vaccine

Administering a wellness vaccine constitutes a two-part reimbursable cost. The first part relates to the labor costs associated with administering the wellness vaccine to eligible animals. The Animal Care Attendants administer the wellness vaccine and the time spent is supported by a time study. The second part is the actual cost of the wellness vaccines given to eligible animals.

Labor Costs

The city conducted a time study from July 21, 2009, through August 28, 2009. The Animal Care Attendants who perform this function recorded the time spent to administer a wellness vaccine to cats and dogs, which averaged 2.54 minutes per eligible cat and dog. We applied the results of the time study to all years of the audit period. The table above details allowable salaries, benefits, and related indirect costs based on the time study results.

Animal Census Data

We used the city's raw animal data in order to determine the eligible number of animals that may have received a wellness vaccine. The number of eligible animals was based on the population exclusions for this cost component as outlined in the parameters and guidelines.

Materials and Supplies—Cost of Wellness Vaccines

The costs, as originally claimed, were unallowable because the city totaled the cost of vaccinations and other medications administered to all animals and applied percentages. This methodology is not consistent with the requirements of the parameters and guidelines. Animal shelter representatives advised that two wellness vaccines are given to dogs and one wellness vaccine is given to cats. The city provided adequate support for the costs of vaccines per fiscal year. To determine allowable costs, the cost per vaccine was multiplied by the number of eligible dogs and cats treated.

Materials and Supplies Costs Claimed

The city claimed \$41,230 during the audit period for materials and supplies costs (\$18,686 for FY 1998-99, \$14,836 for FY 2005-06, and \$7,708 for FY 2007-08).

For FY 1998-99, the city claimed \$18,686 using the following calculation: (\$10.92 veterinary cost × 1,701 eligible dogs and cats) + (\$3.69 veterinary cost × 30 eligible "other" animals). The methodology used to claim these costs is not consistent with the parameters and guidelines. Also, "other animals" do not receive a wellness vaccine, according to city representatives.

For FY 1999-2000 through FY 2002-03, the city did not claim any costs under this cost component. However, we determined that the city claimed veterinary care costs by comingling them as part of the care and maintenance cost component.

For FY 2005-06 through FY 2007-08, the city used the same methodology to determine the amount of costs claimed. For each year, the city determined the total cost of vaccinations and other medications administered for necessary and prompt veterinary care. The city applied a formula to these costs based on a pro rata percentage of dogs and cats that were strays and the number that were euthanized after the required holding period. However, this formula is inconsistent with the requirements of the parameters and guidelines.

For FY 2005-06, the city claimed \$14,836 based on total medication costs of \$54,420. To determine claimed costs, the city used the following formula: $(\$54,420 \times 44.35\%) \times 61.47\% = \$14,836$. The 44.35% represents the percentage of dogs and cats that were strays and the 61.47% represents the percentage of dogs and cats that were euthanized after the holding period.

For FY 2006-07, the city claimed \$1,584 based on total medication costs of \$6,374. The city used the following formula: $(\$6,373.62 \times 88.42\%) \times 28.11\% = \$1,584$. The 88.42% represents the percentage of dogs and cats that were strays and the 28.11% represents the percentage of dogs and cats that were euthanized after the holding period. For this fiscal year, the city claimed costs for materials and supplies as contract services costs. We reclassified the allowable costs as materials and supplies costs in the table above.

For FY 2007-08, the city claimed \$7,708 based on total medication costs of \$25,740.36. The city used the following formula: $(\$25,740) \times (91.05\%) \times (32.89\%) = \$7,708$. The 91.05% represents the percentage of dogs and cats that were strays and the 32.89% represents the percentage of dogs and cats that were euthanized after the holding period.

Analysis of Allowable Costs—Wellness Vaccines

We determined that allowable costs totaled \$17,624 for the audit period based on the cost of wellness vaccines incurred by the city for each fiscal year and the number of eligible animals treated. Our calculations included the following adjustments:

- For FY 1998-99, this component was reimbursable beginning on January 1, 1999. To calculate the correct amount of allowable costs, we divided by half the amount incurred for vaccines.
- The city did not acquire the Chameleon database until FY 1999-2000, although the data was incomplete for that year. To determine the number of eligible dogs and cats for FY 1998-99 and FY 1999-2000, we used an average based on the number of eligible dogs and cats from the last six years of the audit period.

The following table summarizes the calculations of allowable materials and supplies costs for wellness vaccines by fiscal year:

Fiscal Year	Dogs			Cats		
	Vaccine Costs	Eligible Dogs	Allowable Costs	Vaccine Costs	Eligible Cats	Allowable Costs
1998-99	\$ 1.79 ×	468	\$ 838	\$ 0.64 ×	519	\$ 332
1999-2000	3.04 ×	468	1,423	0.93 ×	519	483
2000-01	3.04 ×	623	1,894	0.93 ×	393	365
2001-02	3.05 ×	647	1,973	0.97 ×	412	400
2002-03	3.27 ×	440	1,439	1.15 ×	293	337
2005-06	5.82 ×	472	2,747	2.62 ×	639	1,674
2006-07	3.05 ×	327	997	1.05 ×	764	802
2007-08	3.79 ×	296	1,122	1.30 ×	614	798
Totals			<u>\$ 12,433</u>			<u>\$ 5,191</u>
Total allowable costs						<u>\$ 17,624</u>

Allowable Costs—Initial Physical Exam and Veterinary Care Services

The city claimed \$41,640 as contract services costs under the Necessary and Prompt Veterinary Care cost component during the audit period. We determined that \$60,215 is allowable (\$23,435 for conducting initial physical exams and \$36,780 for itemized medical services performed during the holding period). The costs were understated by \$18,575 because costs were claimed incorrectly, were comingled with various other cost components, and were not properly segregated based on the specifications of the parameters and guidelines.

Contract Services—Initial Physical Examination

The city contracts with a private veterinarian for various medical services. We interviewed the Veterinarian, who stated that she performs the initial physical examination of animals. Although the Animal Care Attendants perform a visual inspection of the animal, the veterinarian emphasized that the Animal Care Attendants do not have the authority to classify an animal as “adoptable,” “treatable,” or “non-rehabilitatable.”

We noted that the Veterinarian visits the shelter on Mondays and Thursdays and the city pays a fixed fee per month for various medical services, including emergency vet care. In addition, the veterinarian bills the shelter separately for any services provided outside of the shelter contract. These bills are itemized and contain the date that services were performed, an animal ID number, and the specific services performed.

To determine allowable costs for the conduct of initial physical exams, the city’s shelter management proposed, and we accepted us that we use the annual contract amount for veterinary services and divide it by the total number of animals that came into the shelter for the year to arrive at a cost per animal. The cost per animal would then be multiplied by the number of animals that may have received an initial physical examination. In addition, allowable costs include the number of initial physical examinations that were performed at the veterinarian’s office. These out-of-shelter examinations are billed separately at \$27 per exam.

The table below summarizes the calculation of allowable costs for initial physical examinations:

Fiscal Year	Contract Amount	Incoming Animals	Cost per Animal	Eligible Animals	Subtotal	Offsite Exams and Exam Fee ¹	Allowable Costs
1998-99	\$ 6,000 ÷	4,431 =	\$ 1.35 ×	987 =	\$ 1,332 +	\$ — =	\$ 1,332
1999-2000	12,000 ÷	4,431 =	2.71 ×	987 =	2,675 +	— =	2,675
2000-01	12,000 ÷	5,024 =	2.39 ×	1,016 =	2,428 +	— =	2,428
2001-02	12,000 ÷	5,327 =	2.25 ×	1,059 =	2,383 +	— =	2,383
2002-03	12,000 ÷	5,196 =	2.31 ×	733 =	1,693 +	— =	1,693
2005-06	12,000 ÷	5,460 =	2.20 ×	1,111 =	2,444 +	— =	2,444
2006-07 ²	8,000 ÷	3,219 =	2.56 ×	719 =	1,841 +	— =	1,841
2006-07 ²	8,000 ÷	1,564 =	5.12 ×	360 =	1,843 +	324 =	2,167
2007-08	24,000 ÷	4,061 =	5.98 ×	861 =	5,149 +	1,323 =	6,472
Totals					<u>\$ 21,788</u>	\$ 1,647	<u>\$ 23,435</u>

¹ Includes 12 offsite exams for FY 2006-07 and 49 exams for FY 2007-08 at a fee of \$27 per exam.

² The city contracted with a different veterinarian eight months into FY 2006-07.

Contract Services—Itemized Necessary and Prompt Veterinary Care Invoices

The city submitted itemized invoices with its claims for specific medical services performed by a veterinarian. However, the claimed amount included services for animals that were excluded per the provisions of the parameters and guidelines. We advised shelter management that costs were reimbursable only for eligible medical services performed for eligible animals during the required holding period. We requested that the city properly determine which invoices met these criteria. Accordingly, shelter staff reviewed each invoice and provided a spreadsheet of reimbursable veterinary costs per year. As itemized invoices were not available for FY 1998-99 through FY 2002-03, we used an average of allowable medical services costs for the last three years of the audit period and applied this amount as allowable costs for those years.

The table below summarizes the allowable costs by fiscal year for the Necessary and Prompt Veterinary Care cost component:

Fiscal Year	Amount Allowable
1998-99	\$ 2,452
1999-2000	4,904
2000-01	4,904
2001-02	4,904
2002-03	4,904
2005-06	4,977
2006-07	4,751
2007-08	4,984
Total allowable	<u>\$ 36,780</u>

The parameters and guidelines (section IV.B.9—Necessary and Prompt Veterinary Care) identify the following reimbursable activities:

Beginning January 1, 1999 – Providing “necessary and prompt veterinary care” for stray and abandoned animals, other than injured cats and dogs given emergency treatment that die during the holding

period or are ultimately euthanized during the holding periods specified in Statutes of 1998, Chapter 752.

Necessary and prompt veterinary care” means all reasonably necessary medical procedures performed by a veterinarian or someone under the supervision of a veterinarian to make stay or abandoned animals “adoptable.” The following veterinary procedures, if conducted, are eligible for reimbursement:

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- An initial physical examination of the animal to determine the animal’s baseline health status and classification as “adoptable,” “treatable,” or “non-rehabilitatable.”
- A wellness vaccine administered to “treatable” or “adoptable” animals.
- Veterinary care to stabilize and or relieve the suffering of a “treatable” animal.
- Veterinary care intended to remedy any applicable disease, injury, or congenital or hereditary condition that adversely affects the health of a “treatable” animal or that is likely to adversely affect the animal’s health in the future, until the animal becomes “adoptable.”

Population Exclusions

Eligible claimants are not entitled to reimbursement for providing “necessary and prompt veterinary care” to the following population of animals:

- Animals that are irremediably suffering from a serious illness or severe injury,
- Newborn animals that need maternal care and have been impounded without their mothers,
- Animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal,
- Owner relinquished animals, and
- Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Veterinary Care Exclusions

Eligible claimants are not entitled to reimbursement for providing the following veterinary procedures:

- Emergency treatment given to injured cats and dogs,
- Administration of rabies vaccination to dogs,
- Implantation of microchip identification;
- Spay or neuter surgery and treatment; and
- Euthanasia

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City’s Response

The city did not respond to this audit finding.

**FINDING 9—
Misstated equipment
procurement costs**

The city claimed \$19,617 for procuring the medical and kennel equipment necessary to comply with the mandate. We determined that \$6,723 is allowable and \$12,894 is unallowable. For FY 2005-06, costs claimed for procuring shelter equipment were overstated by \$16,309 because the wrong pro-rata percentage was used to claim costs. For FY 1999-2000, costs were understated by \$452 because the pro-rata share of eligible computer equipment costs was not claimed. For FY 2000-01, costs were understated by \$2,963 because the pro-rata share of eligible computer equipment costs was misclassified and claimed under the Computer Software cost category.

The following table summarizes the claimed, allowable, and unallowable costs for kennel equipment claimed for FY 2005-06:

Fiscal Year 2005-06:	
Eligible animals claimed	Unknown
Total number of animals claimed	Unknown
Total equipment procurement cost	\$ 71,958
Pro rata percentage	× 27.26%
Claimed costs	<u>\$ 19,617</u>
Allowable costs:	
Total equipment procurement cost	\$ 71,958
Total annual census (dogs, cats, and other)	÷ 95,977
Cost per animal per day	\$0.7500
Eligible number of dogs and cats	× 1,328
Increased number of days	× 3
Allowable costs for dogs and cats	<u>2,988</u>
Number of eligible other animals	71
Increased number of days	× 6
Allowable costs for other animals	<u>320</u>
Total allowable costs	<u>3,308</u>
Total audit adjustment	<u>\$ (16,309)</u>

The following table summarizes the calculation of allowable costs for computer equipment purchases during the audit period:

	Fiscal Year		Totals
	1999-2000	2000-01	
Computer equipment	\$ 1,292	\$ 8,465	\$ 9,757
Pro-rata percentage	× 35%	× 35%	× 35%
Allowable costs	<u>\$ 452</u>	<u>\$ 2,963</u>	<u>\$ 3,415</u>

The parameters and guidelines (section IV.B.10) identify the following reimbursable activity:

Beginning January 1, 1999, procuring medical, kennel, and computer equipment necessary to comply with the reimbursable activities listed in Section IV (B) of these parameters and guidelines, to the extent these costs are not claimed as an indirect cost under Section V (B) of these parameters and guidelines. If the medical, kennel, and computer equipment is utilized in some way not directly related to the mandated program or the population of animals listed in Section IV (B), only the pro rata portion of the activity that is used for the purpose of the mandated program is reimbursable.

Recommendation

We recommend that the city establish and implement procedures to ensure that claimed costs include only eligible costs, are based on actual costs, and are properly supported.

City's Response

11-9811-I-01

The city did not respond to this audit finding.

**FINDING 10—
Overstated offsetting
savings/reimbursements**

The city overstated offsetting savings/reimbursements by \$41,304 during the audit period. Costs were overstated because the city offset \$14,819 received for dog license fees and \$26,485 claimed by the City of San Leandro under the Animal Adoption Program. However, we determined that the amount of offsetting savings/reimbursements applicable to the city’s claims was \$0.

	Fiscal Year 11-9811-I-01			Totals
	2000-01	2001-02	2002-03	
Claimed offsets:				
Dog license revenues	\$ (6,897)	\$ (7,922)	\$ —	\$ (14,819)
San Leandro contract	—	—	(26,485)	(26,485)
Claimed offset	<u>\$ (6,897)</u>	<u>\$ (7,922)</u>	<u>\$ (26,485)</u>	<u>\$ (41,304)</u>
Allowable offsets:				
Dog license revenues	\$ —	\$ —	\$ —	\$ —
San Leandro contract	—	—	—	\$ —
Allowed offset	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Audit adjustment	<u>\$ (6,897)</u>	<u>\$ 7,922</u>	<u>\$ 26,485</u>	<u>\$ 41,304</u>

Contract with the City of San Leandro

The City of Hayward had a contract with the City of San Leandro during FY 2001-02 through FY 2002-03 to provide animal shelter services. San Leandro also filed mandated cost claims with the State for the Animal Adoption Program totaling \$36,468 (\$5,014 for FY 2000-01, \$5,829 for FY 2001-02, and \$25,625 for FY 2002-03). The City of Hayward did not offset the amounts claimed by San Leandro as offsetting revenues in its claims for FY 2000-01 and FY 2001-02, although \$26,485 was offset in the city’s claim for FY 2002-03.

We were unable to determine if any contract revenues received by the City of Hayward were for mandated activities. Therefore, we requested, and the City of Hayward provided, a written statement that all of the contract revenues received from the City of San Leandro for FY 2000-01 through FY 2004-05 were for general operating expenditures incurred by the city for the operation of its animal shelter. Accordingly, as none of the contract revenues received was used for mandated activities, the City of San Leandro’s Animal Adoption claims will be reduced to \$0.

License Fees

The city claimed offsetting savings/reimbursements for dog license fees for FY 2000-01 (\$6,897) and FY 2001-02 (\$7,922). We determined that these revenues were not mandate related.

Recommendation

We recommend that the city establish and implement procedures to ensure that offsetting savings/reimbursements are included in the city’s claims to the extent that revenues received from contracting cities were used to fund mandated activities.

City’s Response

The city did not respond to this audit finding.

**OTHER ISSUE—
Retroactive application of
Purifoy v. Howell**

In its response dated March 3, 2011, the city objected to the SCO's retroactive application of the Purifoy decision that Saturday is not a business day. For the purposes of this audit, this affected our calculations of allowable costs for Finding 2 (overstated space and facilities acquisition costs), Finding 3 (unallowable care and maintenance costs), Finding 8 (misstated necessary and prompt veterinary care costs), and Finding 9 (misstated equipment procurement costs).

11-0811-I-01

City's Response

**PURIFOY V. HOWELL SHOULD NOT BE APPLIED
RETROACTIVELY**

During the pendency of the audit of the City of Hayward's Animal Adoption program, a decision came down from the First District Court of Appeal in the matter of *Purifoy v. Howell*. At issue before the court was the definition of a business day for purposes of the animal holding period under the Hayden Bill. This holding period forms the basis for reimbursable activities under the Animal Adoption mandate. The Commission on State Mandates was silent as to the definition of business day. The court held that although the Hayden Bill requires animal shelters to hold animals longer or be open for business on a Weekday evening or Saturday, Saturday is not a business day for the purposes of calculating how long to hold an animal before it can be released for adoption or disposal. The decision, published on March 26, 2010, is clearly applicable to all future claims.

The State Controller's Office (SCO) seeks to apply the court's holding to this audit. The issue is whether the SCO can apply this decision retroactively to all claims filed. The City argues that it cannot.

First, the SCO is jumping the gun. The Purifoy case is not a decision of the Commission nor is it a decision to which the Commission was a party. There has been no change to the Commission's Statement of Decision or Parameters and Guidelines (Ps & Gs) in the Animal Adoption mandate nor has there been any proposed amendment to the Ps & Gs or request for a new test claim decision, under the new process. Thus, the effect of this decision on the Ps & Gs has not been addressed by the Commission and until that is the case, the 2006 Ps & Gs remain in full force and effect. Moreover, were such a request brought before the Commission and the decision found applicable, the effective date of any change to the Ps & Gs or Statement of Decision would be the filing date of the request which would, in any case, not be retroactive back to 1998 as the SCO is now attempting.

Second, neither the Commission nor the courts would support retroactivity of the Purifoy case to this audit. In 1989, the California Supreme Court set forth the rule for retroactive application of judicial decisions in *Newman v. Emerson Radio Corp.*¹ which states: "The general rule that judicial decisions are given retroactive effect is basic in our legal tradition."² The Court explains that the historic rationale for retroactivity lies in "the idea adhered to by Blackstone that 'judges do not 'create,' but instead 'find' the law. A decision interpreting the law, therefore, does no more than declare what the law had always been"³

This rule, however, has exceptions which favor prospective application and which reflect considerations of "fairness", "public policy"⁴, and "hardship"⁵ to the parties. As the Court defined a few years later:

Several factors are relevant in determining whether an exception to the general rule of retroactivity is warranted, including: “the reasonableness of the parties’ reliance on the former rule, the nature of the change as substantive or procedural, retroactivity’s effect on the administration of justice, and the purposes to be served by the new rule.”⁶ (Citations omitted.)

The State Controller’s Office relied upon the general rule that *Purifoy* should be applied retroactively to the audit. The City argues it falls within the stated exceptions.

The parties’ reliance on the old rule was reasonable: The purpose of the Hayden Bill was, in part, to ensure that shelters were open for business outside of normal working hours to allow owners to retrieve their pets. To that end, the Bill required shelters to remain open either later on a weekday or on Saturday. Thus as the shelter was open to transact business, it was reasonable to assume Saturday was a business day. Local governments filed claims for reimbursement based upon this reliance. The Commission on State Mandates saw no issue with the term “business day”, the trial court found Saturday was a business day and State Controller’s Office had presumed as much when beginning its audits. Moreover, trying to recreate what would have happened years ago if the current law had been in existence during the time the claim was filed will cause undue hardship on claimants who relied upon the old rule for calculating the date upon which an animal could be euthanized. Reliance on the old rule and the unforeseeability of change support prospective application.

The change is procedural: This new rule changes the manner in which shelters will do business by altering holding periods. Generally, substantive changes are applied retroactively while procedural changes are applied prospectively. This is due in part because procedural changes can determine the rights of the parties, especially in setting statute of limitations.⁷ Although the change is substantive on its face, in this case, the retroactive application of the law will affect the rights of claimants as reimbursement can only be had for those animals euthanized after the holding period. Extending the holding period years later means that reimbursement will be unavailable to claimants complying with the law as it was understood at the time. Ensuring recovery to claimants in procedural compliance with a mandate program supports prospective application.

Retroactive application will produce unjust results: Judicial decisions are routinely applied retroactively so as to resolve pending cases where the parties are similarly situated and all unfiled cases. In this instance, however, the decision is being applied retroactively to audits of claims which may date back over a decade. The new rule will not be dispositive as to all claimants and will ensure unequal application of the rule to only those who are being audited. The administration of justice in a consistent manner supports prospective application.

The new rule will extend holding periods: The purpose of the new rule set forth in *Purifoy* is to clarify statutory provisions to ensure that the spirit of the Hayden Bill, adequate time for owner retrieval of pets, is promoted. This objective is not compromised by prospective application of the new rule.⁸ The retroactive application will not increase the holding period for animals long ago retrieved.

In conclusion, although the general rule is a judicial decision are given retroactive effect, the weighing of relevant factors balances in favor of an exception to the general rule and supports a prospective application of the *Purifoy* decision.

After the Controller has had the opportunity to review the City's argument, hopefully it will agree that the *Purifoy* case should not be applied retroactively, adjust its calculations and ~~1-98411-01~~ issued audit report.

¹ (1989) 48 Cal. 3d 973, [258 Cal. Rptr. 592].

² *Id.* At pp. 978-979.

³ *Ibid.*

⁴ *Id.* At p. 983-984.

⁵ *Moradi-Shalal v. Fireman's Fund Ins. Companies* (1988) 46 Cal. 3d 287, 305, [250 Cal. Rptr. 116].

⁶ *Camper v. Workers' Comp. Appeals Bd.* (1992) 3 Cal. 4th 679, 688, [12 Cal. Rptr. 101]. See also, *Gentis v. Safeguard Business Systems, Inc.* (1998) 60 Cal. App. 4th 1294, [71 Cal. Rptr. 2d 122], *Rose v. Hudson* (2007) 153 Cal. App. 4th 641, [63 Cal. Rptr. 3d 248].

⁷ *Id.* At 689. See also, *Woods v. Young* (1991) 53 Cal. 3d 315 [279 Cal. Rptr. 613].

⁸ *Woods v. Young* (1991) 53 Cal. 3d 315, 331.

SCO's Comment

The findings and recommendations remain unchanged.

We forwarded the city's legal arguments to our legal counsel for review and will revise the final report if the legal response supports any changes to the position taken in this report.

The city's response expressed its disagreement over our retroactive application of the Appellate Court decision in the case of *Purifoy et al v. Howell*. In that case, Saturday was determined **not** to be a business day for the purposes of determining the required holding period for dogs. For the purposes of our audit, this affected the allowable cost calculations for overstated space and facilities acquisition costs (Finding 2), unallowable care and maintenance costs (Finding 3), misstated necessary and prompt veterinary care costs (Finding 8), and misstated equipment procurement costs (Finding 9).

The city's response cited multiple reasons why SCO should not apply the court's decision retroactively:

- The Commission on State Mandates (CSM) was not a party to the decision and there has been no change to the CSM's statement of decision or parameters and guidelines.
- While retroactive application of judicial decisions is the general rule, prospective application is warranted in this instance because the nature of the decision qualifies as an exception to the general rule.
- Claimants' assumption that Saturday was to be treated as a business day was reasonable in light of the requirements of the Hayden Bill.

- The decision provides for a procedural change in law rather than a substantive change and procedural changes are applied prospectively.
- Retroactive application is unjust because it will only be applied to claims audited by SCO.
- Retroactive application will not increase the holding period for animals long ago retrieved. 11-9811-1-01

The SCO contends that the court decision defines the legal definition of a business day for the required holding period as of the date that the applicable statute was enacted in 1998.

There is considerable amount of public record related to this mandated program, including, but not limited to, the initial Test Claim, Statement of Decision, adopted Parameters and Guidelines, CSM draft staff analysis, and comments made by various local agencies and other interested parties. We have reviewed this extensive public record and have been unable to find any definition of what specific days of the week were considered to be business days. There is extensive language regarding extension of the required holding period for impounded cats and dogs from 72 hours from the time of capture to 4 or 6 *business days* [emphasis added] from the day after impoundment. There is also extensive language regarding the creation of the required holding period for specified “other animals” to be four or six *business days* [emphasis added] from the day after impoundment. However, there is no language stating which days of the week were considered to be business days.

Our audits of mandated cost claims are based upon the provisions contained within all applicable California statutes and regulations as valid audit criteria. In some cases, such as this one, some or all of the applicable audit criteria have been adjudicated by the courts. Therefore, we follow the decisions of the courts as definitions of existing statutes and/or regulations and apply these definitions to the audit criteria as applicable. In this case, the Appellate Court opined that Saturday is **not** to be treated as a business day for the purposes of determining the required holding period. The results of our audit are, therefore, consistent with the legal definition of a business day, the intent of the mandate to extend the holding period for animals, and the Appellate Court decision that Saturday is **not** to be treated as a business day.

The city is correct in summarizing that the CSM was not a party to the *Purifoy et al v. Howell* court case nor has there been a change to the CSM’s adopted statement of decision or the parameters and guidelines. However, we question whether a proposed amendment to the statement of decision or the parameters and guidelines would be warranted in this instance. There have been no changes made to the test claim statutes on which the mandated program is based. The court case simply provided a clearer definition of what the statutes mean.

We acknowledge that most animal shelters were operating under the assumption that they could count Saturday as a business day to calculate the holding period of an animal. However, the court's decision showed that this assumption was incorrect. We looked specifically at the language which the court used in their opinion, which stated in part:

In short, if the Legislature, having provided an incentive for shelters to remain open on weekend days, had also intended to permit shelters to count Saturdays as "business days" (thus further shortening the total number of calendar days in the holding period), we would expect a clearer expression of such an intention in the statute. More broadly, a construction of "business days" that includes Saturdays would both (1) shorten the holding period, and (2) reduce the opportunities for redemption and adoption. It thus would fail to achieve the dual purposes reflected in the legislative findings.

Accordingly, in the absence of a clear expression of legislative intent to treat Saturdays as "business days," and in light of our obligation to choose a construction that most closely comports with the Legislature's intent and promotes, rather than defeats, the statute's general purposes (see *Smith, supra*, 39 Cal.4th at p. 83; *California Highway Patrol, supra*, 135 Cal.App.4th at pp. 496-497), we conclude that "business days" in section 31108(a) means Monday through Friday, the meaning most commonly used in ordinary discourse.

As previously mentioned, we believe that the court's decision clarifies existing law that would be applicable to the date that the statute was enacted. Therefore, the clarification would apply to all of the city's Animal Adoption claims within the audit period. We acknowledge that the court's decision does not contain language indicating that it considered what effect this decision would have on mandated cost claims filed by local agencies.

By clarifying existing language in statute, the court's decision shed light on an old rule that had apparently been misinterpreted for some time. The retroactive application of the Appellate Court decision will only be within the Animal Adoption Program claims audited by the SCO. We are not precluded from taking audit findings in those claims that are audited just because we do not audit all claims filed under the mandated program.

**Attachment—
City's Response to
Draft Audit Report**

11-9811-I-01



CITY OF
HAYWARD
HEART OF THE BAY

11-9811-I-01

March 3, 2011

Jim L. Spano, Chief
Mandated Cost Audits Bureau
State Controller's Office
Division of Audits
Post Office Box 94850
Sacramento, CA 94250-5874

Dear Mr. Spano,

The Controller audited the costs claimed by the City of Hayward for the legislatively mandated Animal Adoption Program for the period July 1, 1998, through June 30, 2008, excluding the 2003-2004 and 2004-05 fiscal years. The City claimed \$2,363,283 for the mandated cost program. In the Controller's draft audit report, it concluded that \$1,009,646 is allowable and \$1,353,637 is unallowable. The Controller's report contained ten separate findings, each detailing which cost activities it determined to be allowable and which, if any, it found to be unallowable.

In response to the ten findings in the draft audit report, the City's primary objections are to (1) the Controller's retroactive application of the Purifoy decision that Saturday is not a business day, and (2) the Controller's interpretation of the Commission on State Mandates statement of decision and parameters and guidelines as they apply to calculating the eligible facilities construction costs in the first six months of the Animal Adoption mandate (January 1, 1999 to June 30, 1999) and to the scope of work reasonably required to be performed in accordance with the mandate on a Saturday. The City's argument against the retroactive application of the Purifoy case is presented below. Following that argument, the City presents its argument against the Controller's interpretation and application of the parameters and guidelines used to disallow costs contained in Finding 2 and Finding 4.

PURIFOY V. HOWELL SHOULD NOT BE APPLIED RETROACTIVELY

During the pendency of the audit of the City of Hayward's Animal Adoption program, a decision came down from the First District Court of Appeal in the matter of *Purifoy v. Howell*. At issue before the court was the definition of a business day for purposes of the animal holding period under the Hayden Bill. This holding period forms the basis for reimbursable activities under the Animal Adoption mandate. The Commission on State Mandates was silent as to the definition of business day. The court held that although the Hayden Bill requires animal shelters to hold animals longer or be open for business on a

DEPARTMENT OF FINANCE

777 B STREET, HAYWARD, CA 94541-5007

TEL: 510/583-4000 • FAX: 510/583-3600 • TDD: 510/247-3340

Weekday evening or Saturday, Saturday is not a business day for the purposes of calculating how long to hold an animal before it can be released for adoption or disposal. The decision, published on March 26, 2010, is clearly applicable to all future claims.

11-9811-I-01

The State Controller's Office (SCO) seeks to apply the court's holding to this audit. The issue is whether the SCO can apply this decision retroactively to all claims filed. The City argues that it cannot.

First, the SCO is jumping the gun. The Purifoy case is not a decision of the Commission nor is it a decision to which the Commission was a party. There has been no change to the Commission's Statement of Decision or Parameters and Guidelines (Ps & Gs) in the Animal Adoption mandate nor has there been any proposed amendment to the Ps & Gs or request for a new test claim decision, under the new process. Thus, the effect of this decision on the Ps & Gs has not been addressed by the Commission and until that is the case, the 2006 Ps & Gs remain in full force and effect. Moreover, were such a request brought before the Commission and the decision found applicable, the effective date of any change to the Ps & Gs or Statement of Decision would be the filing date of the request which would, in any case, not be retroactive back to 1998 as the SCO is now attempting.

Second, neither the Commission nor the courts would support retroactivity of the Purifoy case to this audit. In 1989, the California Supreme Court set forth the rule for retroactive application of judicial decisions in *Newman v. Emerson Radio Corp.*¹ which states: "The general rule that judicial decisions are given retroactive effect is basic in our legal tradition."² The Court explains that the historic rationale for retroactivity lies in "the idea adhered to by Blackstone that 'judges do not 'create,' but instead 'find' the law. A decision interpreting the law, therefore, does no more than declare what the law had always been."³

This rule, however, has exceptions which favor prospective application and which reflect considerations of "fairness", "public policy"⁴, and "hardship"⁵ to the parties. As the Court defined a few years later:

Several factors are relevant in determining whether an exception to the general rule of retroactivity is warranted, including: "the reasonableness of the parties' reliance on the former rule, the nature of the change as substantive or procedural, retroactivity's effect on the administration of justice, and the purposes to be served by the new rule."⁶ (Citations omitted.)

¹ (1989) 48 Cal.3d 973, [258 Cal.Rptr. 592].

² *Id.* at pp. 978-979.

³ *Ibid.*

⁴ *Id.* at p. 983-984.

⁵ *Moradi-Shalal v. Fireman's Fund Ins. Companies* (1988) 46 Cal.3d 287, 305, [250 Cal.Rptr. 116].

⁶ *Camper v. Workers' Comp. Appeals Bd.* (1992) 3 Cal.4th 679, 688, [12 Cal.Rptr. 101]. See also, *Gentis v. Safeguard Business Systems, Inc.* (1998) 60 Cal.App.4th 1294, [71 Cal.Rptr.2d 122], *Rose v. Hudson* (2007) 153 Cal.App.4th 641, [63 Cal.Rptr.3d 248].

The State Controller's Office relied upon the general rule that *Purifoy* should be applied retroactively to the audit. The City argues it falls within the stated exceptions.

11-9811-I-01

The parties' reliance on the old rule was reasonable: The purpose of the Hayden Bill was, in part, to ensure that shelters were open for business outside of normal working hours to allow owners to retrieve their pets. To that end, the Bill required shelters to remain open either later on a weekday or on Saturday. Thus as the shelter was open to transact business, it was reasonable to assume Saturday was a business day. Local governments filed claims for reimbursement based upon this reliance. The Commission on State Mandates saw no issue with the term "business day", the trial court found Saturday was a business day and State Controller's Office had presumed as much when beginning its audits. Moreover, trying to recreate what would have happened years ago if the current law had been in existence during the time the claim was filed will cause undue hardship on claimants who relied upon the old rule for calculating the date upon which an animal could be euthanized. Reliance on the old rule and the unforeseeability of change support prospective application.

The change is procedural: This new rule changes the manner in which shelters will do business by altering holding periods. Generally, substantive changes are applied retroactively while procedural changes are applied prospectively. This is due in part because procedural changes can determine the rights of the parties, especially in setting a statute of limitations.⁷ Although the change is substantive on its face, in this case, the retroactive application of the law will affect the rights of claimants as reimbursement can only be had for those animals euthanized after the holding period. Extending the holding period years later means that reimbursement will be unavailable to claimants complying with the law as it was understood at the time. Ensuring recovery to claimants in procedural compliance with a mandate program supports prospective application.

Retroactive application will produce unjust results: Judicial decisions are routinely applied retroactively so as to resolve pending cases where the parties are similarly situated and all unfiled cases. In this instance, however, the decision is being applied retroactively to audits of claims which may date back over a decade. The new rule will not be dispositive as to all claimants and will ensure unequal application of the rule to only those who are being audited. The administration of justice in a consistent manner supports prospective application.

The new rule will extend holding periods: The purpose of the new rule set forth in *Purifoy* is to clarify statutory provisions to ensure that the spirit of the Hayden Bill, adequate time for owner retrieval of pets, is promoted. This objective is not compromised by prospective application of the new rule.⁸ The retroactive application will not increase the holding period for animals long ago retrieved.

⁷ *Id.* at 689. See also, *Woods v. Young* (1991) 53 Cal.3d 315 [279 Cal.Rptr. 613].

⁸ *Woods v. Young* (1991) 53 Cal.3d 315, 331.

In conclusion, although the general rule is a judicial decision are given retroactive effect, the weighing of relevant factors balances in favor of an exception to the general rule and supports a prospective application of the *Purifoy* decision.

11-9811-I-01

After the Controller has had the opportunity to review the City's argument, hopefully it will agree that the *Purifoy* case should not be applied retroactively, adjust its calculations and issue an amended audit report.

MISINTERPRETATION OF THE PARAMETERS AND GUIDELINES

As stated earlier, the City is challenging the Controller's interpretation of the Commission on State Mandates parameters and guidelines in two instances. Those misinterpretations are contained in the Controller Finding 2 and Finding 4. Each is discussed below.

Finding 2: Overstated space and facilities acquisition costs

Controller: The City claimed \$520,352 under this cost component. We determined that \$281,182 is allowable and \$239,170 is unallowable. The misstated costs occurred because the city claimed reimbursement using pro-rata percentages that were misstated, claimed ineligible and unsupported costs, misclassified costs, and understated allowable costs.

City Response: The City believes the Controller error in its interpretation of the parameters and guidelines provisions related to reimbursement of construction costs. It did not use the proper ratio of animals euthanized when calculating the costs for the initial fiscal year (FY 1998-99). The City also believes the Controller inappropriately applied the *Purifoy* case decision retroactively, which impacts the calculation of eligible costs in all three years.

The Controller's disallowance of over ninety-nine percent (99%) of the construction costs incurred and claimed in FY 1998-99 is due to the Controller's misinterpretation of what census data should be used to calculate the percentage of reimbursable costs incurred by the City. Allowable costs for this component are based on a formula that includes all costs incurred by the City applicable to animal shelter construction multiplied by a ratio of animals euthanized after the required holding period to the number of animals housed at the shelter during the required holding period.

The Controller disallowed \$40,385 of \$40,633 of the claimed costs in the fiscal year because in calculating those costs, it only used the number "other animals" euthanized to the total population of the "other animals." The Controller comments:

"For FY 1998-99, only "other animals" are eligible for reimbursement. As animal census information for FY 1998-99 was unavailable, we used an average of the last six fiscal years of the audit period to determine the number of eligible "other animals." In addition, for reimbursement for "other animal" begins on January 1, 1999, so we divided the six-year average of eligible "other animals" by two.

The Commission, when addressing the construction of new facilities in its statement of decision, found that the Commission regulations allow reimbursement for the most reasonable methods of complying with the mandated activities. The Commission left the specific methodology for making that determination to be made during the parameter and guidelines process. In determining what portion of new facilities should be reimbursed, the Commission concluded that it should be based on the increased costs to house the additional animal population directly related to the additional number of animals to be cared for due to the increased holding period that were ultimately euthanized. The Controller takes the position that the increased number of animals for which the costs were incurred between January 1, 1999 and June 30, 1999 should not include the costs for dogs and cats. The parameters and guidelines did not suggest that that six month period should limit the state's share of the costs to only considering eligible construction costs for "other animals."

The parameters and guidelines provide that beginning on January 1, 1999, the eligible costs include the construction of new facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals that die during the increased holding period or are ultimately euthanized. Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animal that are held during the increased holding period and died during the increased hold period or are ultimately euthanized, to the total population of animal housed in the facility.

In no place is there any reference to removing the number of dogs and cats from determining what construction costs should be reimbursed. The City requests the Controller to recalculate the costs for FY 1998-99 and restore the cost claimed by the City for that period. In accordance with the Controller's methodology for used in other calculations, the City suggests the six-year average of all dogs, cats and other animals be used to make that calculation.

In the 1999-2000 and 2000-2001 fiscal years, the Controller reduced the number of eligible animals contained in the reimbursement formula by nearly fifty percent (50%). In FY 1999-2000, the Controller reduced the ratio of allowable costs from 50.10% to 27.40% and in FY 2000-01 from 42.30% to 23.51%.

The Controller, by retroactively applying the Purifoy decision, understated the proportionate share of costs to construct the new facilities. The City requests the Controller recalculate the eligible costs by including Saturday as a business day.

Finding 4: Unallowable holding period costs

Controller: The city claimed \$1,050,635 for the Holding Period component during the audit period. We determined that \$340,782 is allowable and \$709,853 is unallowable.

The costs were determined to be unallowable because the City claimed employee classifications that were not reimbursable. The city also did not account for the animal shelter being closed on the last Saturday of the month in the last four years of the audit period. For these years, we allowed for costs for the shelter being open an additional hour on 12 Wednesdays per year. 11-9811-1-01

City Response: The City objects to the Controller's determination that when the shelter is open to the public on Saturday's, only a portion of its staff time and costs are reimbursable. The City contends that the Animal Adoption mandate requires the city to be open on Saturdays for business operations that are reasonably required by the Hayden Bill.

In arguing that the City should not be reimbursed for all the staffs present on Saturday, the SCO is relying only on the language in the parameters and guidelines (P's and G's) that the reason to be open for on a weekend is only to make animals available for owner redemption. Therefore, the Controller concludes, that the costs for only those staff members involved with making animals available should be reimbursable. The Ps & Gs, however, make no such distinction. Indeed, Food and Agriculture Code sections 31108, 31752 and 31753 set forth the requirement that the shelter be open on a weekday evening or a Saturday without any direction as to how that is to be accomplished. Moreover, the Commission in its Statement of Decision left the implementation of this up the shelters. The City should be allowed to staff its shelter as it sees fit to accomplish the goals set forth in statute. If the state wishes to set limits it should do so not through the SCO but through the Legislature.

The City requests the Controller restore the costs of all City staff that are providing services eligible for reimbursement under the Animal Adoption mandate.

If you have any questions, please contact Ms. Maria Walter at (510) 583-4620.

Sincerely,



Susan Stark
Interim Finance Director

11-9811-I-01

**State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250-5874**

<http://www.sco.ca.gov>

CLAIM FOR PAYMENT

**Pursuant to Government Code Section 17561
ANIMAL ADOPTION**

For State Controller Use Only

(19) Program Number **00213**
 (20) Date Filed ___/___/___
 (21) LRS Input ___/___/___

**Program
213**

(01) Claimant Identification Number 9801358			Reimbursement Claim Data	
(02) Claimant Name City of Hayward			(22) AA-1, (04)(A)(1)(g)	269
County of Location Alameda County			(23) AA-1, (04)(A)(2)(g)	393
Street Address or P.O. Box 777 "B" Street			(24) AA-1, (04)(A)(3)(g)	
City Hayward	State CA	Zip Code 94541-5007	(25) AA-1, (04)(B)(1)(g)	40,633
Type of Claim	Estimated Claim		Reimbursement Claim	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) AA-1, (04)(B)(2)(g)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) AA-1, (04)(B)(3)(g)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) AA-1, (04)(B)(4)(g)	850
Fiscal Year of Cost			(29) AA-1, (04)(B)(5)(g)	58,685
(06)	1998-1999		(30) AA-1, (04)(B)(6)(g)	
Total Claimed Amount			(31) AA-1, (04)(B)(7)(g)	7,357
(07)	\$153,362		(32) AA-1, (04)(B)(8)(g)	10,679
LESS: 10% Late Penalty, not to exceed \$1,000			(33) AA-1, (04)(B)(9)(g)	18,686
LESS: Prior Claim Payment Received			(34) AA-1, (04)(B)(10)(g)	
Net Claimed Amount			(35) AA-1, (06)	24
(08)	\$153,362		(36)	
Due from State				
(08)	\$153,362			
Due to State				

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 752, Statutes of 1998, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 752, Statutes of 1998.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 752, Statutes of 1998 set forth on the attached statements.

Signature of Authorized Officer

10-1-1186-11

Date

Perry H. Carter

Type or Print Name

Finance Director

Title

(38) Name of Contact Person for Claim

Telephone Number **916.485.8102**

Nicole R. Zieba (MAXIMUS, Inc.)

E-mail Address **nicolezieba@maximus.com**

**MANDATED COSTS
ANIMAL ADOPTION
CLAIM SUMMARY**

(01) Claimant: City of Hayward

(02) Fiscal year costs were incurred:

1998-1999

(03) Department

Animal Control

Direct Costs

Object Accounts

(04) Reimbursable Components

A. One-Time Costs

- 1. Policies and Procedures
- 2. Training
- 3. Computer Software

B. Ongoing Costs

- 1. Acquiring Space/Facilities
- 2. Renovating Facilities
- 3. Care of Dogs & Cats
- 4. Care of Other Animals
- 5. Holding Period
- 6. Feral Cats
- 7. Lost and Found Lists
- 8. Non-Medical Records
- 9. Veterinary Care
- 10. Procuring Equipment

	(a) Salaries	(b) Benefits	(c) Materials & Supplies	(d) Contract Services	(e) Travel & Training	(f) Fixed Assets	(g) Total
	\$195	\$74					\$269
	\$285	\$108					\$393
			\$40,633				\$40,633
			\$850				\$850
	\$42,587	\$16,098					\$58,685
	\$5,339	\$2,018					\$7,357
			\$10,679				\$10,679
			\$18,686				\$18,686
(05) Total Direct Costs	\$48,407	\$18,298	\$70,848				\$137,553

Indirect Costs

(06) Indirect Cost Rate	[From ICRP] Salary and Benefits	23.70%
(07) Total Indirect Costs	[Line (06)(a) x line(05)(a)] or [(Line(06) x line (05)(a)) + line (05)(b)]	\$15,809
(08) Total Direct and Indirect Costs	[Line(05)(g) + line(07)]	\$153,362

Cost Reduction

11-9811-01

(09) Less: Offsetting Savings

(10) Less: Other Reimbursements

(11) Total Claimed Amount

{Line(08) - {Line (09) + Line(10)}}

\$153,362

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Services Manager	\$30.40	37.80%	4.00					\$122	\$46	\$168
Animal Control Officer	\$16.53	37.80%	2.30					\$38	\$14	\$52
Senior Animal Care Attendant	\$15.52	37.80%	2.30					\$36	\$13	\$49
<p>The above staff members analyzed the legislation, drafted new policies and procedures concerning mandated activities, reviewed and edited the draft policies and procedures, and finalized the draft versions.</p>										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____ \$195 \$74 \$269

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants	\$14.11	37.80%	10.00					\$141	\$53	\$194
Police Records Clerk	\$15.04	37.80%	4.00					\$60	\$23	\$83
Animal Control Officers	\$16.53	37.80%	3.00					\$50	\$19	\$68
Senior Animal Care Attendant	\$15.52	37.80%	1.00					\$16	\$6	\$21
Senior Animal Control Officer	\$19.03	37.80%	1.00					\$19	\$7	\$26
<p>The staff in the Hayward Animal Control Department were trained on the new policies and procedures concerning mandated activities. The time claimed above represents a one hour training session for each staff member.</p>										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____ \$285 \$108 \$393

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
No activity this fiscal period.										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>Due to the new law, the City of Hayward determined that they needed a larger space to accommodate additional holding periods, "other" animals, and other mandated activities. The construction planning started in fiscal year 1998-1999. The eligible period for construction costs and planning is from January 1, 1999 through June 30, 1999. Therefore, only costs incurred within the eligible period are claimed herein.</p> <p><i>Detailed capital budget for the eligible period is attached.</i></p>				\$40,633						
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____ **\$40,633**

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input checked="" type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
No activity this fiscal period.										
10-1-1186-1										

(05) Total () Subtotal () Page: ___ of ___

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input checked="" type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Not eligible this fiscal period.										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants	\$14.11	37.80%	1464.00					\$20,657	\$7,808	\$28,465
Police Records Clerks	\$15.04	37.80%	576.00					\$8,663	\$3,275	\$11,938
Senior Animal Control Officer	\$19.03	37.80%	384.00					\$7,308	\$2,762	\$10,070
Sr. Animal Care Attendant	\$15.52	37.80%	384.00					\$5,960	\$2,253	\$8,212
<p>For fiscal year 1998-1999, the Hayward Animal Control department made itself available and open to the public on Saturdays from 12 PM to 6PM to make animals available for owner redemption.</p> <p>The total claimed herein represents the actual time of staff for the six-month eligible period.</p> <p>Every Saturday, there are 7 Animal Care Attendants, 3 Police Records Clerks, 1 Animal Control Officer and 1 Senior Animal Care Attendant that staff the operation. The shelter is extremely busy on the Saturday, many members of the public come to the shelter seeking to adopt and redeem animals. Because of the numbers of people who come, the shelter must have staff on hand to assist the public in adopting and redeeming animals.</p>										

(05) Total () Subtotal () Page: _____ of _____ **\$42,587 \$16,098 \$58,685**

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input checked="" type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>This cost has been claimed as part of the non-medical records cost for eligible animals.</p> <p align="center">?</p> <p align="right">10-1-1186-11</p>										

(05) Total () Subtotal () Page: _____ of _____

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>Police Records Clerk II (4)</p> <p>The Police Records Clerks II spent approximately 355 hours per year in taking information about lost and found animals via telephone, updating the lost and found lists daily, and providing owners with the names and addresses of other shelters within their vicinity.</p> <p align="right">10-1-1186-11</p>	\$15.04	37.80%	355.00					\$5,339	\$2,018	\$7,357

(05) Total () Subtotal () Page: _____ of _____ \$5,339 \$2,018 \$7,357

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input checked="" type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>This cost has only been applied to the eligible euthanized animals sheltered by the City of Hayward.</p> <p>The attached data form provides explanation of each task within this category. The total time spent on record-keeping averages to 19.9 minutes per animal.</p> <p>19.9 min. x .31 salary/min. x 1731 eligible animals = \$10,679</p>				\$10,679						

10-1-1186-1

(05) Total () Subtotal () Page: _____ of _____ **\$10,679**

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input checked="" type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>This cost has been prorated based upon the number of animals that would have been eligible euthanized animals had the Care and Maintenance portion of this claim been eligible for this period. The costs contained herein represent an initial physical exam and administration of "wellness" vaccine as well as costs for "necessary and prompt" veterinary care.</p> <p>Dogs/Cats (10.92 vet x 1701 eligible) + "Other" animals (3.69 vet x 30 eligible) = \$18,685.62</p>				\$18,686						

10-1-1186-11

(05) Total () Subtotal () Page: _____ of _____ \$18,686

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1998-1999**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- One-Time** Policies and Procedures Training Computer Software
- Ongoing** Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
- Care of Other Animals Holding Period Feral Cats
- Lost and Found Lists Non-Medical Records Veterinary Care
- Procuring Equipment

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
No activity this fiscal period.										
10-1-1186-1										

(05) Total () Subtotal () Page: _____ of _____

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward

Department: Animal Control

Fiscal Year: 1998-1999

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$429,050		\$60,070	\$368,980
2 Part-time Wages & Overtime	\$24,002			\$24,002
3 Benefits 37.8%	\$162,384		\$22,735	\$139,649
SUBTOTAL:	\$615,436		\$82,805	\$532,631
Line Item Costs (Services, Supplies & Other):				
4 Maintenance	\$9,083		\$9,083	
5 Utilities	\$4,104		\$4,104	
6 Office Supplies	\$4,077		\$4,077	
7 Printing	\$2,629		\$2,629	
8 Field Supplies	\$23,417			\$23,417
9 Computer Supplies	\$92		\$92	
10 Facilities Maintenance	\$7,540		\$7,540	
11 Dues, Publications and Books	\$622	\$622		
12 Meals (MOU)	\$562		\$562	
13 Special Services	\$47,469			\$47,469
14 Software	\$438		\$438	
15 Publicity and Community Program	\$3,180	\$3,180		
16 Vehicle Operation	\$10,780		\$10,780	
17 Travel, Meeting and Meals	\$445		\$445	
18 Other Expense	\$267		\$267	
19 Capital Expense	\$4,546	\$4,546		
20 Employee Services	\$3,173		\$3,173	
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
SUBTOTAL:	\$122,424	\$8,348	\$43,190	\$70,886
TOTAL EXPENDITURES:	\$737,860			
Cost Adjustments and/or Cost Plan Costs:				
36 A-87 Cost Allocation Plan				
37				
SUBTOTAL:				
TOTAL COSTS:	\$737,860	\$8,348	\$125,995	\$603,517
CALCULATED INDIRECT COST RATE = 23.7%				
Rate is based on: Salaries & Benefits				
		\$125,995	= Total allowable indirect costs	
		\$532,631	= Total direct salaries and benefits	

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: City of Hayward
Department: Animal Control
Fiscal Year: 1998-1999

INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 Animal Services Manager	\$63,232	95%	\$60,070		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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37 11-9811-1-01					
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TOTALS	\$63,232	\$60,070	
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TOTAL INDIRECT SALARIES \$60,070

ACCOUNT NUMBER	FOOT NOTE	ACCOUNT DESCRIPTION	S	ACTUAL	BUDGET	LEDGER BALANCES
FND ACTV OBJ SUB T	DATE	CHECK# EXPLANATION	R REFERENCE	-	-	-
100 1890 5000		OTHER REVENUES		30,659.68	*	27,100.00
SUBTOTAL.....				30,659.68	*	27,100.00
100 1890 5100		OTHER REVENUES		30,659.68	*	27,100.00
SUBTOTAL.....				30,659.68	*	27,100.00
100 1890 5102		REVENUES		88,210.19	*	76,700.00
SUBTOTAL.....				88,210.19	*	76,700.00
5		EMPLOYEE SERVICES				
6		SALARIES				0.00
8		SALARIES-LEAVE W/O PAY				0.00
		ANNUAL BUDGET - 07/01/1998				
07/05/1998		PAYROLL DISTRIBUTION	P FISGA321	0.00		0.00
09/13/1998		PAYROLL DISTRIBUTION	P FISGA321	0.00		0.00
10/11/1998		PAYROLL DISTRIBUTION	P FISGA321	0.00		0.00
11/22/1998		PAYROLL DISTRIBUTION	P FISGA321	0.00		0.00
01/03/1999		PAYROLL DISTRIBUTION	P FISGA321	0.00		0.00
01/17/1999		PAYROLL DISTRIBUTION	P FISGA321	0.00		0.00
02/14/1999		PAYROLL DISTRIBUTION	P FISGA321	0.00		0.00
SUBTOTAL.....				0.00		0.00
8		SALARIES-LEAVE W/O PAY				0.00
		ANNUAL BUDGET - 07/01/1998				
07/05/1998		PAYROLL DISTRIBUTION	P FISGA321	10,835.09		0.00
07/19/1998		PAYROLL DISTRIBUTION	P FISGA321	13,666.44		0.00
08/02/1998		PAYROLL DISTRIBUTION	P FISGA321	13,926.93		0.00
08/16/1998		PAYROLL DISTRIBUTION	P FISGA321	12,322.47		0.00
08/30/1998		PAYROLL DISTRIBUTION	P FISGA321	12,254.46		0.00
09/13/1998		PAYROLL DISTRIBUTION	P FISGA321	10,990.23		0.00
09/27/1998		PAYROLL DISTRIBUTION	P FISGA321	11,865.01		0.00
10/11/1998		PAYROLL DISTRIBUTION	P FISGA321	12,204.69		0.00
10/25/1998		PAYROLL DISTRIBUTION	P FISGA321	12,310.32		0.00
11/08/1998		PAYROLL DISTRIBUTION	P FISGA321	19,116.15		0.00
11/22/1998		PAYROLL DISTRIBUTION	P FISGA321	16,098.36		0.00
12/06/1998		PAYROLL DISTRIBUTION	P FISGA321	12,325.77		0.00
12/20/1998		PAYROLL DISTRIBUTION	P FISGA321	14,901.15		0.00
01/03/1999		PAYROLL DISTRIBUTION	P FISGA321	10,435.85		0.00
01/17/1999		PAYROLL DISTRIBUTION	P FISGA321	18,241.01		0.00
01/31/1999		PAYROLL DISTRIBUTION	P FISGA321	15,841.42		0.00
02/14/1999		PAYROLL DISTRIBUTION	P FISGA321	14,199.68		0.00
02/28/1999		PAYROLL DISTRIBUTION	P FISGA321	15,376.95		0.00
03/14/1999		PAYROLL DISTRIBUTION	P FISGA321	15,902.09		0.00
03/28/1999		PAYROLL DISTRIBUTION	P FISGA321	15,322.97		0.00
04/11/1999		PAYROLL DISTRIBUTION	P FISGA321	14,463.98		0.00
04/25/1999		PAYROLL DISTRIBUTION	P FISGA321	15,268.23		0.00
05/09/1999		PAYROLL DISTRIBUTION	P FISGA321	15,884.90		0.00
05/23/1999		PAYROLL DISTRIBUTION	P FISGA321	15,326.66		0.00
06/06/1999		PAYROLL DISTRIBUTION	P FISGA321	15,385.55		0.00
06/20/1999		PAYROLL DISTRIBUTION	P FISGA321	15,114.62		0.00
SUBTOTAL.....				369,580.98	*	301,996.00
8		SALARIES-REGULAR TIME				0.00
		ANNUAL BUDGET - 07/01/1998				
07/05/1998		PAYROLL DISTRIBUTION	P FISGA321	10,835.09		0.00
07/19/1998		PAYROLL DISTRIBUTION	P FISGA321	13,666.44		0.00
08/02/1998		PAYROLL DISTRIBUTION	P FISGA321	13,926.93		0.00
08/16/1998		PAYROLL DISTRIBUTION	P FISGA321	12,322.47		0.00
08/30/1998		PAYROLL DISTRIBUTION	P FISGA321	12,254.46		0.00
09/13/1998		PAYROLL DISTRIBUTION	P FISGA321	10,990.23		0.00
09/27/1998		PAYROLL DISTRIBUTION	P FISGA321	11,865.01		0.00
10/11/1998		PAYROLL DISTRIBUTION	P FISGA321	12,204.69		0.00
10/25/1998		PAYROLL DISTRIBUTION	P FISGA321	12,310.32		0.00
11/08/1998		PAYROLL DISTRIBUTION	P FISGA321	19,116.15		0.00
11/22/1998		PAYROLL DISTRIBUTION	P FISGA321	16,098.36		0.00
12/06/1998		PAYROLL DISTRIBUTION	P FISGA321	12,325.77		0.00
12/20/1998		PAYROLL DISTRIBUTION	P FISGA321	14,901.15		0.00
01/03/1999		PAYROLL DISTRIBUTION	P FISGA321	10,435.85		0.00
01/17/1999		PAYROLL DISTRIBUTION	P FISGA321	18,241.01		0.00
01/31/1999		PAYROLL DISTRIBUTION	P FISGA321	15,841.42		0.00
02/14/1999		PAYROLL DISTRIBUTION	P FISGA321	14,199.68		0.00
02/28/1999		PAYROLL DISTRIBUTION	P FISGA321	15,376.95		0.00
03/14/1999		PAYROLL DISTRIBUTION	P FISGA321	15,902.09		0.00
03/28/1999		PAYROLL DISTRIBUTION	P FISGA321	15,322.97		0.00
04/11/1999		PAYROLL DISTRIBUTION	P FISGA321	14,463.98		0.00
04/25/1999		PAYROLL DISTRIBUTION	P FISGA321	15,268.23		0.00
05/09/1999		PAYROLL DISTRIBUTION	P FISGA321	15,884.90		0.00
05/23/1999		PAYROLL DISTRIBUTION	P FISGA321	15,326.66		0.00
06/06/1999		PAYROLL DISTRIBUTION	P FISGA321	15,385.55		0.00
06/20/1999		PAYROLL DISTRIBUTION	P FISGA321	15,114.62		0.00
SUBTOTAL.....				369,580.98	*	301,996.00

11-98111-I-01

100 1890 5111		SALARIES-REGULAR TIME				0.00
		ANNUAL BUDGET - 07/01/1998				
07/05/1998		PAYROLL DISTRIBUTION	P FISGA321	10,835.09		0.00
07/19/1998		PAYROLL DISTRIBUTION	P FISGA321	13,666.44		0.00
08/02/1998		PAYROLL DISTRIBUTION	P FISGA321	13,926.93		0.00
08/16/1998		PAYROLL DISTRIBUTION	P FISGA321	12,322.47		0.00
08/30/1998		PAYROLL DISTRIBUTION	P FISGA321	12,254.46		0.00
09/13/1998		PAYROLL DISTRIBUTION	P FISGA321	10,990.23		0.00
09/27/1998		PAYROLL DISTRIBUTION	P FISGA321	11,865.01		0.00
10/11/1998		PAYROLL DISTRIBUTION	P FISGA321	12,204.69		0.00
10/25/1998		PAYROLL DISTRIBUTION	P FISGA321	12,310.32		0.00
11/08/1998		PAYROLL DISTRIBUTION	P FISGA321	19,116.15		0.00
11/22/1998		PAYROLL DISTRIBUTION	P FISGA321	16,098.36		0.00
12/06/1998		PAYROLL DISTRIBUTION	P FISGA321	12,325.77		0.00
12/20/1998		PAYROLL DISTRIBUTION	P FISGA321	14,901.15		0.00
01/03/1999		PAYROLL DISTRIBUTION	P FISGA321	10,435.85		0.00
01/17/1999		PAYROLL DISTRIBUTION	P FISGA321	18,241.01		0.00
01/31/1999		PAYROLL DISTRIBUTION	P FISGA321	15,841.42		0.00
02/14/1999		PAYROLL DISTRIBUTION	P FISGA321	14,199.68		0.00
02/28/1999		PAYROLL DISTRIBUTION	P FISGA321	15,376.95		0.00
03/14/1999		PAYROLL DISTRIBUTION	P FISGA321	15,902.09		0.00
03/28/1999		PAYROLL DISTRIBUTION	P FISGA321	15,322.97		0.00
04/11/1999		PAYROLL DISTRIBUTION	P FISGA321	14,463.98		0.00
04/25/1999		PAYROLL DISTRIBUTION	P FISGA321	15,268.23		0.00
05/09/1999		PAYROLL DISTRIBUTION	P FISGA321	15,884.90		0.00
05/23/1999		PAYROLL DISTRIBUTION	P FISGA321	15,326.66		0.00
06/06/1999		PAYROLL DISTRIBUTION	P FISGA321	15,385.55		0.00
06/20/1999		PAYROLL DISTRIBUTION	P FISGA321	15,114.62		0.00
SUBTOTAL.....				369,580.98	*	301,996.00
8		SALARIES-INCENTIVE PAY				0.00
		ANNUAL BUDGET - 07/01/1998				
07/05/1998		PAYROLL DISTRIBUTION	P FISGA321	28.44		0.00
SUBTOTAL.....				28.44		0.00
PRIOR BALANCE						765.00

ACCOUNT NUMBER	FND ACTV OBJ SUB T	NOTE	FOOT ACCOUNT DESCRIPTION	DATE	CHECK#	EXPLANATION	S R REFERENCE	LEDGER BALANCES	ENCUMBRANCE	BUDGET
100 1890 5111										
		07/19/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		08/02/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		08/16/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		08/30/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		09/13/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		09/27/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		10/11/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		10/25/1998	PAYROLL DISTRIBUTION				P FIGA321	28.44		
		11/08/1998	PAYROLL DISTRIBUTION				P FIGA321	41.26		
		11/22/1998	PAYROLL DISTRIBUTION				P FIGA321	30.17		
		12/06/1998	PAYROLL DISTRIBUTION				P FIGA321	135.56		
		12/20/1998	PAYROLL DISTRIBUTION				P FIGA321	65.30		
		01/03/1999	PAYROLL DISTRIBUTION				P FIGA321	65.30		
		01/17/1999	PAYROLL DISTRIBUTION				P FIGA321	65.30		
		01/31/1999	PAYROLL DISTRIBUTION				P FIGA321	65.30		
		02/14/1999	PAYROLL DISTRIBUTION				P FIGA321	65.30		
		02/28/1999	PAYROLL DISTRIBUTION				P FIGA321	65.30		
		03/14/1999	PAYROLL DISTRIBUTION				P FIGA321	66.21		
		03/28/1999	PAYROLL DISTRIBUTION				P FIGA321	66.21		
		04/11/1999	PAYROLL DISTRIBUTION				P FIGA321	66.21		
		04/25/1999	PAYROLL DISTRIBUTION				P FIGA321	66.21		
		05/09/1999	PAYROLL DISTRIBUTION				P FIGA321	69.15		
		05/23/1999	PAYROLL DISTRIBUTION				P FIGA321	69.15		
		06/06/1999	PAYROLL DISTRIBUTION				P FIGA321	69.15		
		06/20/1999	PAYROLL DISTRIBUTION				P FIGA321	69.15		
			SALARIES-INCENTIVE PAY					1,396.19	0.00	765.00 *
			SUBTOTAL.....						0.00	0.00
100 1890 5120	8		SALARIES-WORKERS COMPENSATION					0.00	0.00	0.00
			ANNUAL BUDGET - 07/01/1998							
		07/05/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		07/19/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		08/02/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		08/16/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		08/30/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		09/13/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		09/27/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		10/11/1998	PAYROLL DISTRIBUTION				P FIGA321	1,199.35		
		11/08/1998	PAYROLL DISTRIBUTION				P FIGA321	46.33		
		01/17/1999	PAYROLL DISTRIBUTION				P FIGA321	52.05		
			SALARIES-WORKERS COMPENSATION					9,453.31	0.00	0.00 *
			SUBTOTAL.....						0.00	0.00
100 1890 5121	8		SALARIES-HOLID PD NOT WORKED					0.00	0.00	0.00
			ANNUAL BUDGET - 07/01/1998							
		07/05/1998	PAYROLL DISTRIBUTION				P FIGA321	449.48		
		09/13/1998	PAYROLL DISTRIBUTION				P FIGA321	951.10		
		10/25/1998	PAYROLL DISTRIBUTION				P FIGA321	236.11		
		11/22/1998	PAYROLL DISTRIBUTION				P FIGA321	850.10		
		12/06/1998	PAYROLL DISTRIBUTION				P FIGA321	1,958.89		
		01/03/1999	PAYROLL DISTRIBUTION				P FIGA321	3,465.85		
		01/31/1999	PAYROLL DISTRIBUTION				P FIGA321	370.40		
		02/14/1999	PAYROLL DISTRIBUTION				P FIGA321	714.61		
		02/28/1999	PAYROLL DISTRIBUTION				P FIGA321	236.11		
			SALARIES-HOLID PD NOT WORKED					0.00	0.00	0.00
			ANNUAL BUDGET - 07/01/1998							
		07/05/1998	PAYROLL DISTRIBUTION				P FIGA321	449.48		
		09/13/1998	PAYROLL DISTRIBUTION				P FIGA321	951.10		
		10/25/1998	PAYROLL DISTRIBUTION				P FIGA321	236.11		
		11/22/1998	PAYROLL DISTRIBUTION				P FIGA321	850.10		
		12/06/1998	PAYROLL DISTRIBUTION				P FIGA321	1,958.89		
		01/03/1999	PAYROLL DISTRIBUTION				P FIGA321	3,465.85		
		01/31/1999	PAYROLL DISTRIBUTION				P FIGA321	370.40		
		02/14/1999	PAYROLL DISTRIBUTION				P FIGA321	714.61		
		02/28/1999	PAYROLL DISTRIBUTION				P FIGA321	236.11		
			SALARIES-HOLID PD NOT WORKED					0.00	0.00	0.00
			ANNUAL BUDGET - 07/01/1998							
		07/05/1998	PAYROLL DISTRIBUTION				P FIGA321	449.48		
		09/13/1998	PAYROLL DISTRIBUTION				P FIGA321	951.10		
		10/25/1998	PAYROLL DISTRIBUTION				P FIGA321	236.11		
		11/22/1998	PAYROLL DISTRIBUTION				P FIGA321	850.10		
		12/06/1998	PAYROLL DISTRIBUTION				P FIGA321	1,958.89		
		01/03/1999	PAYROLL DISTRIBUTION				P FIGA321	3,465.85		
		01/31/1999	PAYROLL DISTRIBUTION				P FIGA321	370.40		
		02/14/1999	PAYROLL DISTRIBUTION				P FIGA321	714.61		
		02/28/1999	PAYROLL DISTRIBUTION				P FIGA321	236.11		

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ACCOUNT NUMBER	FND ACTV OBJ SUB T	FOOT NOTE	ACCOUNT DESCRIPTION	DATE	CHECK#	EXPLANATION	S REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
100 1890 5122	8	06/06/1999	PAYROLL DISTRIBUTION				P FISGA321	381.51	0.00	17,552.00
			SALARIES-HOLID PD NOT WORKED					9,614.16	0.00	
			SALARIES-LEAVE PAID					0.00	0.00	0.00
			ANNUAL BUDGET - 07/01/1998							31,600.00
		07/05/1998	PAYROLL DISTRIBUTION				P FISGA321	1,908.03		
		07/19/1998	PAYROLL DISTRIBUTION				P FISGA321	712.84		
		08/02/1998	PAYROLL DISTRIBUTION				P FISGA321	806.36		
		08/16/1998	PAYROLL DISTRIBUTION				P FISGA321	1,135.88		
		08/30/1998	PAYROLL DISTRIBUTION				P FISGA321	1,345.86		
		09/13/1998	PAYROLL DISTRIBUTION				P FISGA321	862.55		
		09/27/1998	PAYROLL DISTRIBUTION				P FISGA321	2,440.97		
		10/11/1998	PAYROLL DISTRIBUTION				P FISGA321	1,112.03		
		10/25/1998	PAYROLL DISTRIBUTION				P FISGA321	1,384.93		
		11/08/1998	PAYROLL DISTRIBUTION				P FISGA321	1,497.84		
		11/22/1998	PAYROLL DISTRIBUTION				P FISGA321	1,236.52		
		12/06/1998	PAYROLL DISTRIBUTION				P FISGA321	1,585.47		
		12/20/1998	PAYROLL DISTRIBUTION				P FISGA321	1,926.48		
		01/03/1999	PAYROLL DISTRIBUTION				P FISGA321	573.37		
		01/17/1999	PAYROLL DISTRIBUTION				P FISGA321	510.96		
		01/31/1999	PAYROLL DISTRIBUTION				P FISGA321	983.58		
		02/14/1999	PAYROLL DISTRIBUTION				P FISGA321	495.95		
		02/28/1999	PAYROLL DISTRIBUTION				P FISGA321	568.02		
		03/14/1999	PAYROLL DISTRIBUTION				P FISGA321	388.78		
		03/28/1999	PAYROLL DISTRIBUTION				P FISGA321	338.09		
		04/11/1999	PAYROLL DISTRIBUTION				P FISGA321	838.49		
		04/25/1999	PAYROLL DISTRIBUTION				P FISGA321	459.54		
		05/09/1999	PAYROLL DISTRIBUTION				P FISGA321	1,114.63		
		05/23/1999	PAYROLL DISTRIBUTION				P FISGA321	226.86		
		06/06/1999	PAYROLL DISTRIBUTION				P FISGA321	1,195.38		
		06/20/1999	PAYROLL DISTRIBUTION				P FISGA321	1,426.38		
			SALARIES-LEAVE PAID					27,075.79	0.00	31,600.00
			ANNUAL BUDGET - 07/01/1998						0.00	0.00
		12/20/1998	PAYROLL DISTRIBUTION				P FISGA321	767.35		
		01/03/1999	PAYROLL DISTRIBUTION				P FISGA321	1,534.69		
		05/23/1999	PAYROLL DISTRIBUTION				P FISGA321	472.21		
			SALARIES-OTHER LEAVE PAID					2,774.25	0.00	0.00
			ANNUAL BUDGET - 07/01/1998						0.00	0.00
		07/19/1998	PAYROLL DISTRIBUTION				P FISGA321	41.93		
		08/02/1998	PAYROLL DISTRIBUTION				P FISGA321	329.11		
		08/16/1998	PAYROLL DISTRIBUTION				P FISGA321	708.81		
		08/30/1998	PAYROLL DISTRIBUTION				P FISGA321	111.78		
		09/13/1998	PAYROLL DISTRIBUTION				P FISGA321	526.47		
		10/11/1998	PAYROLL DISTRIBUTION				P FISGA321	407.55		
		10/25/1998	PAYROLL DISTRIBUTION				P FISGA321	779.52		
		11/08/1998	PAYROLL DISTRIBUTION				P FISGA321	603.45		
		11/22/1998	PAYROLL DISTRIBUTION				P FISGA321	290.72		
		12/06/1998	PAYROLL DISTRIBUTION				P FISGA321	52.69		

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ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
FND ACTV OBJ SUB T	NOTE	CHECK#	EXPLANATION				
100 1890 5124	12/20/1998	PAYROLL DISTRIBUTION	P	FISGA321	61.76		
	01/03/1999	PAYROLL DISTRIBUTION	P	FISGA321	576.67		
	01/17/1999	PAYROLL DISTRIBUTION	P	FISGA321	262.50		
	01/31/1999	PAYROLL DISTRIBUTION	P	FISGA321	13.47		
	02/14/1999	PAYROLL DISTRIBUTION	P	FISGA321	378.51		
	02/28/1999	PAYROLL DISTRIBUTION	P	FISGA321	144.79		
	03/14/1999	PAYROLL DISTRIBUTION	P	FISGA321	124.14		
	03/28/1999	PAYROLL DISTRIBUTION	P	FISGA321	542.82		
	04/11/1999	PAYROLL DISTRIBUTION	P	FISGA321	350.42		
	04/25/1999	PAYROLL DISTRIBUTION	P	FISGA321	186.13		
	05/09/1999	PAYROLL DISTRIBUTION	P	FISGA321	192.98		
	05/23/1999	PAYROLL DISTRIBUTION	P	FISGA321	1,695.21		
	05/06/1999	PAYROLL DISTRIBUTION	P	FISGA321	680.51		
	06/20/1999	PAYROLL DISTRIBUTION	P	FISGA321	132.97		
		SALARIES-COMP TIME PAID			9,167.97		
		SUBTOTAL.....				0.00	0.00
100 1890 5130	8	SALARIES-A.I. AT TERMINATION		PRIOR BALANCE	0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998				0.00	0.00
10/11/1998		PAYROLL DISTRIBUTION	P	FISGA321	872.08		
		SALARIES-A.I. AT TERMINATION		SUBTOTAL.....	872.08	0.00	0.00
100 1890 5131	8	SALARIES-S.I. AT TERMINATION		PRIOR BALANCE	0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998				0.00	0.00
10/11/1998		PAYROLL DISTRIBUTION	P	FISGA321	511.57		
		SALARIES-S.I. AT TERMINATION		SUBTOTAL.....	511.57	0.00	0.00
100 1890 5132	8	SALARIES-COMP TIME AT TERMINATION		PRIOR BALANCE	0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998				0.00	0.00
10/11/1998		PAYROLL DISTRIBUTION	P	FISGA321	511.57		
		SALARIES-COMP TIME AT TERMINATION		SUBTOTAL.....	511.57	0.00	0.00
100 1890 5140	8	SALARIES-OVERTIME		PRIOR BALANCE	0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998				0.00	0.00
07/05/1998		PAYROLL DISTRIBUTION	P	FISGA321	1,823.17		
07/19/1998		PAYROLL DISTRIBUTION	P	FISGA321	885.91		
08/02/1998		PAYROLL DISTRIBUTION	P	FISGA321	595.51		
08/16/1998		PAYROLL DISTRIBUTION	P	FISGA321	405.28		
08/30/1998		PAYROLL DISTRIBUTION	P	FISGA321	226.01		
09/13/1998		PAYROLL DISTRIBUTION	P	FISGA321	1,555.53		
09/27/1998		PAYROLL DISTRIBUTION	P	FISGA321	1,280.09		
10/11/1998		PAYROLL DISTRIBUTION	P	FISGA321	911.59		
10/25/1998		PAYROLL DISTRIBUTION	P	FISGA321	766.43		
11/08/1998		PAYROLL DISTRIBUTION	P	FISGA321	1,113.98		
11/22/1998		PAYROLL DISTRIBUTION	P	FISGA321	570.49		
12/06/1998		PAYROLL DISTRIBUTION	P	FISGA321	406.32		
12/20/1998		PAYROLL DISTRIBUTION	P	FISGA321	630.81		
01/03/1999		PAYROLL DISTRIBUTION	P	FISGA321	1,182.58		
01/17/1999		PAYROLL DISTRIBUTION	P	FISGA321	697.37		
01/31/1999		PAYROLL DISTRIBUTION	P	FISGA321	353.53		
02/14/1999		PAYROLL DISTRIBUTION	P	FISGA321	425.29		
02/28/1999		PAYROLL DISTRIBUTION	P	FISGA321	716.27		
03/14/1999		PAYROLL DISTRIBUTION	P	FISGA321	486.62		
03/28/1999		PAYROLL DISTRIBUTION	P	FISGA321	280.71		

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13,517.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	CHECK#	EXPLANATION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
100 1890 5140		04/11/1999			PAYROLL DISTRIBUTION	P	FISGA321	1,041.85		
		04/25/1999			PAYROLL DISTRIBUTION	P	FISGA321	1,008.01		
		05/09/1999			PAYROLL DISTRIBUTION	P	FISGA321	1,720.15		
		05/23/1999			PAYROLL DISTRIBUTION	P	FISGA321	69.96		
		06/06/1999			PAYROLL DISTRIBUTION	P	FISGA321	471.40		
		06/20/1999			PAYROLL DISTRIBUTION	P	FISGA321	707.90		
		SALARIES-OVERTIME			SUBTOTAL			20,332.76	0.00	13,517.00
100 1890 5141	8	SALARIES-OVERTIME- SAFETY HOL			PRIOR BALANCE			0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998						0.00	0.00	0.00
		SALARIES-OVERTIME- SAFETY HOL			SUBTOTAL			0.00	0.00	0.00
100 1890 5142	8	SALARIES-SAVINGS			PRIOR BALANCE			0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998						0.00	0.00	0.00
		SALARIES-SAVINGS			SUBTOTAL			0.00	0.00	0.00
100 1890 5144	8	SALARIES - EXCESS MEDICAL			PRIOR BALANCE			0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998						0.00	0.00	0.00
		SALARIES - EXCESS MEDICAL			SUBTOTAL			0.00	0.00	0.00
100 1890 5146	8	SALARIES-OVERTIME-CIVILIAN HOL			PRIOR BALANCE			0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998						0.00	0.00	0.00
		09/13/1998			PAYROLL DISTRIBUTION	P	FISGA321	902.70		
		10/25/1998			PAYROLL DISTRIBUTION	P	FISGA321	188.88		
		11/22/1998			PAYROLL DISTRIBUTION	P	FISGA321	210.76		
		12/06/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
		01/03/1999			PAYROLL DISTRIBUTION	P	FISGA321	185.30		
		01/31/1999			PAYROLL DISTRIBUTION	P	FISGA321	185.30		
		02/14/1999			PAYROLL DISTRIBUTION	P	FISGA321	210.76		
		02/28/1999			PAYROLL DISTRIBUTION	P	FISGA321	194.52		
		06/06/1999			PAYROLL DISTRIBUTION	P	FISGA321	194.52		
		SALARIES-OVERTIME-CIVILIAN HOL			SUBTOTAL			2,272.74	0.00	0.00
		SALARIES			SUBTOTAL			453,051.80	0.00	365,430.00
100 1890 5200	6	EMPLOYEE BENEFITS			PRIOR BALANCE			0.00	0.00	0.00
100 1890 5210	8	EMPL BENE-SOCIAL PROGRAM			ANNUAL BUDGET - 07/01/1998			0.00	0.00	0.00
		EMPL BENE-SOCIAL PROGRAM			SUBTOTAL			0.00	0.00	0.00
100 1890 5211	8	UNIFORMS/PAYROLL			PRIOR BALANCE			0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998						750.00	0.00	0.00
		05/23/1999			PAYROLL DISTRIBUTION	P	FISGA321	750.00	0.00	0.00
		UNIFORMS/PAYROLL			SUBTOTAL			750.00	0.00	0.00
100 1890 5220	8	EMPL BENE-FICA			PRIOR BALANCE			0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/1998						206.55	0.00	0.00
		07/05/1998			PAYROLL DISTRIBUTION	P	FISGA321	217.06	0.00	0.00
		07/19/1998			PAYROLL DISTRIBUTION	P	FISGA321	221.78	0.00	0.00
		08/02/1998			PAYROLL DISTRIBUTION	P	FISGA321	204.92	0.00	0.00
		08/16/1998			PAYROLL DISTRIBUTION	P	FISGA321	196.28	0.00	0.00
		08/30/1998			PAYROLL DISTRIBUTION	P	FISGA321		0.00	0.00

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ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	NOTE	CHECK#	EXPLANATION	S	R REFERENCE	-ACTUAL-	- ENCUMBRANCE -	- BUDGET -
100 1890 5220			09/13/1998			PAYROLL DISTRIBUTION	P	FISGA321	221.77		
			09/27/1998			PAYROLL DISTRIBUTION	P	FISGA321	216.19		
			10/11/1998			PAYROLL DISTRIBUTION	P	FISGA321	218.82		
			10/25/1998			PAYROLL DISTRIBUTION	P	FISGA321	200.48		
			11/08/1998			PAYROLL DISTRIBUTION	P	FISGA321	281.92		
			11/22/1998			PAYROLL DISTRIBUTION	P	FISGA321	245.31		
			12/06/1998			PAYROLL DISTRIBUTION	P	FISGA321	238.47		
			12/20/1998			PAYROLL DISTRIBUTION	P	FISGA321	234.45		
			01/03/1999			PAYROLL DISTRIBUTION	P	FISGA321	226.47		
			01/17/1999			PAYROLL DISTRIBUTION	P	FISGA321	259.67		
			01/31/1999			PAYROLL DISTRIBUTION	P	FISGA321	228.10		
			02/14/1999			PAYROLL DISTRIBUTION	P	FISGA321	207.34		
			02/28/1999			PAYROLL DISTRIBUTION	P	FISGA321	218.99		
			03/14/1999			PAYROLL DISTRIBUTION	P	FISGA321	219.93		
			03/28/1999			PAYROLL DISTRIBUTION	P	FISGA321	214.10		
			04/11/1999			PAYROLL DISTRIBUTION	P	FISGA321	216.16		
			04/25/1999			PAYROLL DISTRIBUTION	P	FISGA321	220.09		
			05/09/1999			PAYROLL DISTRIBUTION	P	FISGA321	247.49		
			05/23/1999			PAYROLL DISTRIBUTION	P	FISGA321	239.56		
			06/06/1999			PAYROLL DISTRIBUTION	P	FISGA321	238.26		
			06/20/1999			PAYROLL DISTRIBUTION	P	FISGA321	223.20		
						SUBTOTAL.....			5,863.36	0.00	4,116.00 *
						PRIOR BALANCE			0.00	0.00	0.00
						BUDGET - 07/01/1998					63,445.00
			07/05/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			07/05/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,029.17		
			07/05/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,288.37		
			07/19/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			07/19/1998			PAYROLL DISTRIBUTION	P	FISGA321	978.60		
			07/19/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,225.05		
			08/02/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			08/02/1998			PAYROLL DISTRIBUTION	P	FISGA321	981.49		
			08/02/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,228.68		
			08/16/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			08/16/1998			PAYROLL DISTRIBUTION	P	FISGA321	986.14		
			08/16/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,234.51		
			08/30/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			08/30/1998			PAYROLL DISTRIBUTION	P	FISGA321	980.90		
			08/30/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,227.95		
			09/13/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			09/13/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,049.66		
			09/13/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,314.05		
			09/27/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			09/27/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,008.15		
			09/27/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,262.04		
			10/11/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			10/11/1998			PAYROLL DISTRIBUTION	P	FISGA321	932.82		
			10/11/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,167.77		
			10/25/1998			PAYROLL DISTRIBUTION	P	FISGA321	0.00		
			10/25/1998			PAYROLL DISTRIBUTION	P	FISGA321	913.17		
			10/25/1998			PAYROLL DISTRIBUTION	P	FISGA321	1,143.16		

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C I T Y O F H A Y W A R D
 GENERAL LEDGER

ACCOUNT NUMBER FOOT ACCOUNT DESCRIPTION
 FND ACTV OBJ SUB T NOIE DATE CHECK# EXPLANATION

 100 1890 5230

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	CHECK#	EXPLANATION	S	R REFERENCE	-ACTUAL-	ENCUMBRANCE	BUDGET	
100 1890 5230		PAYROLL DISTRIBUTION	11/08/1998			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	11/08/1998			P	FISGA321	1,185.98			
		PAYROLL DISTRIBUTION	11/08/1998			P	FISGA321	1,484.66			
		PAYROLL DISTRIBUTION	11/22/1998			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	11/22/1998			P	FISGA321	945.57			
		PAYROLL DISTRIBUTION	11/22/1998			P	FISGA321	1,183.73			
		PAYROLL DISTRIBUTION	12/06/1998			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	12/06/1998			P	FISGA321	934.16			
		PAYROLL DISTRIBUTION	12/06/1998			P	FISGA321	1,169.43			
		PAYROLL DISTRIBUTION	12/20/1998			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	12/20/1998			P	FISGA321	952.35			
		PAYROLL DISTRIBUTION	12/20/1998			P	FISGA321	1,192.19			
		PAYROLL DISTRIBUTION	01/03/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	01/03/1999			P	FISGA321	973.70			
		PAYROLL DISTRIBUTION	01/03/1999			P	FISGA321	1,218.92			
		PAYROLL DISTRIBUTION	01/17/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	01/17/1999			P	FISGA321	931.23			
		PAYROLL DISTRIBUTION	01/17/1999			P	FISGA321	1,165.76			
		PAYROLL DISTRIBUTION	01/31/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	01/31/1999			P	FISGA321	946.34			
		PAYROLL DISTRIBUTION	01/31/1999			P	FISGA321	1,184.66			
		PAYROLL DISTRIBUTION	02/14/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	02/14/1999			P	FISGA321	949.34			
		PAYROLL DISTRIBUTION	02/14/1999			P	FISGA321	1,188.41			
		PAYROLL DISTRIBUTION	02/28/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	02/28/1999			P	FISGA321	949.38			
		PAYROLL DISTRIBUTION	02/28/1999			P	FISGA321	1,188.48			
		PAYROLL DISTRIBUTION	03/14/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	03/14/1999			P	FISGA321	940.55			
		PAYROLL DISTRIBUTION	03/14/1999			P	FISGA321	1,177.43			
		PAYROLL DISTRIBUTION	03/28/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	03/28/1999			P	FISGA321	950.35			
		PAYROLL DISTRIBUTION	03/28/1999			P	FISGA321	1,189.69			
		PAYROLL DISTRIBUTION	04/11/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	04/11/1999			P	FISGA321	939.99			
		PAYROLL DISTRIBUTION	04/11/1999			P	FISGA321	1,176.74			
		PAYROLL DISTRIBUTION	04/25/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	04/25/1999			P	FISGA321	963.30			
		PAYROLL DISTRIBUTION	04/25/1999			P	FISGA321	1,205.90			
		PAYROLL DISTRIBUTION	04/25/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	05/09/1999			P	FISGA321	1,013.14			
		PAYROLL DISTRIBUTION	05/09/1999			P	FISGA321	1,268.30			
		PAYROLL DISTRIBUTION	05/23/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	05/23/1999			P	FISGA321	1,111.14			
		PAYROLL DISTRIBUTION	05/23/1999			P	FISGA321	1,391.00			
		PAYROLL DISTRIBUTION	06/06/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	06/06/1999			P	FISGA321	1,061.70			
		PAYROLL DISTRIBUTION	06/06/1999			P	FISGA321	1,329.08			
		PAYROLL DISTRIBUTION	06/06/1999			P	FISGA321	0.00			
		PAYROLL DISTRIBUTION	06/20/1999			P	FISGA321	977.05			
		PAYROLL DISTRIBUTION	06/20/1999			P	FISGA321	1,223.13			
		PAYROLL DISTRIBUTION	06/20/1999			P	FISGA321	57,614.46			
		SUBTOTAL.....							0.00		63,445.00

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ACCOUNT NUMBER	FND ACTIV OBJ SUB T	FOOT	ACCOUNT DESCRIPTION	NOTE	DATE	CHECK#	EXPLANATION	S	R REFERENCE	- ACTUAL -	- ENCUMBRANCE -	- BUDGET -
100 1890 5244			PAYROLL DISTRIBUTION		10/11/1998			P	FISGA321	3,312.41		
			PAYROLL DISTRIBUTION		11/08/1998			P	FISGA321	2,894.62		
			PAYROLL DISTRIBUTION		12/06/1998			P	FISGA321	2,894.62		
			PAYROLL DISTRIBUTION		01/03/1999			P	FISGA321	3,561.12		
			161854 PUBLIC EMPLOYEES		01/15/1999			O	SFO-10101788	457.94		
			PAYROLL DISTRIBUTION		02/14/1999			P	FISGA321	3,103.18		
			PAYROLL DISTRIBUTION		03/14/1999			P	FISGA321	3,103.18		
			TERM EMPL PREM 11/98		03/31/1999			J	JV112	417.79		
			PAYROLL DISTRIBUTION		04/11/1999			P	FISGA321	3,103.18		
			PAYROLL DISTRIBUTION		05/09/1999			P	FISGA321	3,103.18		
			PAYROLL DISTRIBUTION		06/06/1999			P	FISGA321	3,103.18		
			EMPL BENE-MEDICAL-PERS							38,075.75	0.00	36,837.00 *
			SUBTOTAL.....							0.00	0.00	8,982.00 *
			PRIOR BALANCE							0.00		0.00
			EMPL BENE-DENTAL-DELTA									8,982.00

ACCOUNT NUMBER	FND ACTIV OBJ SUB T	FOOT	ACCOUNT DESCRIPTION	NOTE	DATE	CHECK#	EXPLANATION	S	R REFERENCE	- ACTUAL -	- ENCUMBRANCE -	- BUDGET -
100 1890 5250		8	ANNUAL BUDGET - 07/01/1998		07/05/1998			P	FISGA321	748.44		
			PAYROLL DISTRIBUTION		08/02/1998			P	FISGA321	748.44		
			PAYROLL DISTRIBUTION		09/13/1998			P	FISGA321	748.44		
			PAYROLL DISTRIBUTION		10/11/1998			P	FISGA321	748.44		
			PAYROLL DISTRIBUTION		11/08/1998			P	FISGA321	665.28		
			PAYROLL DISTRIBUTION		12/06/1998			P	FISGA321	665.28		
			PAYROLL DISTRIBUTION		01/03/1999			P	FISGA321	665.28		
			PAYROLL DISTRIBUTION		02/14/1999			P	FISGA321	665.28		
			PAYROLL DISTRIBUTION		03/14/1999			P	FISGA321	665.28		
			PAYROLL DISTRIBUTION		04/11/1999			P	FISGA321	665.28		
			PAYROLL DISTRIBUTION		05/09/1999			P	FISGA321	665.28		
			PAYROLL DISTRIBUTION		06/06/1999			P	FISGA321	665.28		
			EMPL BENE-DENTAL-DELTA							8,316.00	0.00	8,982.00 *
			SUBTOTAL.....							0.00	0.00	466.00
			PRIOR BALANCE									466.00
			EMPL BENE-DENTAL-ORAL									500.00

ACCOUNT NUMBER	FND ACTIV OBJ SUB T	FOOT	ACCOUNT DESCRIPTION	NOTE	DATE	CHECK#	EXPLANATION	S	R REFERENCE	- ACTUAL -	- ENCUMBRANCE -	- BUDGET -
100 1890 5251		8	ANNUAL BUDGET - 07/01/1998		07/05/1998			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		08/02/1998			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		09/13/1998			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		10/11/1998			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		11/08/1998			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		12/06/1998			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		01/03/1999			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		02/14/1999			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		03/14/1999			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		04/11/1999			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		05/09/1999			P	FISGA321	38.81		
			PAYROLL DISTRIBUTION		06/06/1999			P	FISGA321	38.81		
			EMPL BENE-DENTAL-ORAL							465.72	0.00	466.00 *
			SUBTOTAL.....							0.00	0.00	0.00
			PRIOR BALANCE									500.00
			EMPL BENE-LIFE INS-OCCIDENTAL									0.00

ACCOUNT NUMBER	FND ACTIV OBJ SUB T	FOOT	ACCOUNT DESCRIPTION	NOTE	DATE	CHECK#	EXPLANATION	S	R REFERENCE	- ACTUAL -	- ENCUMBRANCE -	- BUDGET -
100 1890 5260		8	ANNUAL BUDGET - 07/01/1998		07/05/1998			P	FISGA321	40.50		
			PAYROLL DISTRIBUTION		08/02/1998			P	FISGA321	40.50		
			PAYROLL DISTRIBUTION		09/13/1998			P	FISGA321	40.50		
			PAYROLL DISTRIBUTION		10/11/1998			P	FISGA321	40.50		
			PAYROLL DISTRIBUTION		11/08/1998			P	FISGA321	36.45		
			EMPL BENE-LIFE INS-OCCIDENTAL							0.00	0.00	0.00
			SUBTOTAL.....							0.00	0.00	0.00
			PRIOR BALANCE									500.00

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ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	EXPLANATION	DEBIT	CREDIT	BALANCE
100 1890 5270		EMPL BENE-WORKER COMP INS	06/20/1999	PAYROLL DISTRIBUTION	1,324.37		
		SUBTOTAL			34,064.96		22,434.00 *
100 1890 5271	8	EMPL BENE-STATE UNEMPL INS			0.00		0.00
		ANNUAL BUDGET - 07/01/1998					0.00
		SUBTOTAL			0.00		0.00 *
100 1890 5280	8	EMPL BENE-DEFERRED COMP			0.00		0.00
		ANNUAL BUDGET - 07/01/1998					10,039.00
		PAYROLL DISTRIBUTION	07/05/1998	P FIGSA321	334.53		
		PAYROLL DISTRIBUTION	07/19/1998	P FIGSA321	324.30		
		PAYROLL DISTRIBUTION	08/02/1998	P FIGSA321	325.62		
		PAYROLL DISTRIBUTION	08/16/1998	P FIGSA321	327.73		
		PAYROLL DISTRIBUTION	08/30/1998	P FIGSA321	325.36		
		PAYROLL DISTRIBUTION	09/13/1998	P FIGSA321	325.88		
		PAYROLL DISTRIBUTION	09/27/1998	P FIGSA321	337.79		
		PAYROLL DISTRIBUTION	10/11/1998	P FIGSA321	291.63		
		PAYROLL DISTRIBUTION	10/25/1998	P FIGSA321	242.72		
		PAYROLL DISTRIBUTION	11/08/1998	P FIGSA321	335.93		
		PAYROLL DISTRIBUTION	11/22/1998	P FIGSA321	206.26		
		PAYROLL DISTRIBUTION	12/06/1998	P FIGSA321	2,300.85		
		PAYROLL DISTRIBUTION	12/20/1998	P FIGSA321	79.70		
		PAYROLL DISTRIBUTION	01/03/1999	P FIGSA321	439.78		
		PAYROLL DISTRIBUTION	01/17/1999	P FIGSA321	420.50		
		PAYROLL DISTRIBUTION	01/31/1999	P FIGSA321	421.07		
		PAYROLL DISTRIBUTION	02/14/1999	P FIGSA321	421.56		
		PAYROLL DISTRIBUTION	02/28/1999	P FIGSA321	422.13		
		PAYROLL DISTRIBUTION	03/14/1999	P FIGSA321	424.72		
		PAYROLL DISTRIBUTION	03/28/1999	P FIGSA321	424.53		
		PAYROLL DISTRIBUTION	04/11/1999	P FIGSA321	424.46		
		PAYROLL DISTRIBUTION	04/25/1999	P FIGSA321	425.11		
		PAYROLL DISTRIBUTION	05/09/1999	P FIGSA321	435.99		
		PAYROLL DISTRIBUTION	05/23/1999	P FIGSA321	444.87		
		PAYROLL DISTRIBUTION	06/06/1999	P FIGSA321	464.67		
		PAYROLL DISTRIBUTION	06/20/1999	P FIGSA321	376.09		
		SUBTOTAL			11,303.78		10,039.00 *
100 1890 5290	8	EMPL BENE-VISION CARE			0.00		0.00
		ANNUAL BUDGET - 07/01/1998					1,876.00
		PAYROLL DISTRIBUTION	07/05/1998	P FIGSA321	156.45		
		PAYROLL DISTRIBUTION	08/02/1998	P FIGSA321	156.45		
		PAYROLL DISTRIBUTION	09/13/1998	P FIGSA321	156.45		
		PAYROLL DISTRIBUTION	10/11/1998	P FIGSA321	156.45		
		PAYROLL DISTRIBUTION	11/08/1998	P FIGSA321	140.85		
		PAYROLL DISTRIBUTION	12/06/1998	P FIGSA321	140.85		
		PAYROLL DISTRIBUTION	01/03/1999	P FIGSA321	144.45		
		PAYROLL DISTRIBUTION	02/14/1999	P FIGSA321	144.45		
		PAYROLL DISTRIBUTION	03/14/1999	P FIGSA321	144.45		
		PAYROLL DISTRIBUTION	04/11/1999	P FIGSA321	144.45		
		PAYROLL DISTRIBUTION	05/09/1999	P FIGSA321	149.27		
		PAYROLL DISTRIBUTION	06/06/1999	P FIGSA321	146.86		
		SUBTOTAL			1,781.43		1,876.00 *

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ACCOUNT NUMBER FOOT ACCOUNT DESCRIPTION S
 FND ACTV OBJ SUB T NOTE DATE CHECK# EXPLANATION R REFERENCE - - - - - LEDGER BALANCES.....

 100 1890 6000

EMPLOYEE BENEFITS SUBTOTAL..... 162,384.44 * 0.00 * 148,983.00 *
 EMPLOYEE SERVICES SUBTOTAL..... 615,436.24 * 0.00 * 514,413.00 *

MAINTENANCE AND UTILITIES PRIOR BALANCE 0.00 5,230.00 0.00
 MAINTENANCE
 FIELD & OFFICE MAINTENANCE 0.00 5,230.00 0.00
 ANNUAL BUDGET - 07/01/1998

DATE	DESCRIPTION	AMOUNT	ENCUMBRANCE	BUDGET
07/01/1998	06/30/98 ENCUMB CARRY FWD	J DM711		
08/31/1998	155416 ARMES, GREG	O SPO-10098078	151.55	
08/31/1998	156255 ARMES, GREG	O SPO-10098427	45.86	
09/30/1998	156963 MBA OF CALIFORNIA	O 12776	21.14	
09/30/1998	156963 MBA OF CALIFORNIA	O 12776	7.43	
09/30/1998	157599 SECURITYLINK	O 12441	592.07	
10/23/1998	158608 ARMES, GREG	O SPO-10099721	72.42	
10/23/1998	158872 SIGN A RAMA	O SPO-10099778	297.69	
10/23/1998	158785 MBA OF CALIFORNIA	O 12776	112.89	
11/13/1998	159569 MBA OF CALIFORNIA	O 12776	112.36	
11/30/1998	BUD TRF:FACILITIES 11/98	J JV094		
11/30/1998	BIG JOE CALIFORNIA INC	O AP62		
11/30/1998	YALE NORTHERN CALIFORNIA	O AP61		
12/31/1998	161157 MBA OF CALIFORNIA	O 12776	210.16	
12/31/1998	YALE NORTHERN CALIFORNIA	O AP63		
01/22/1999	162063 MBA OF CALIFORNIA	O 12776	93.64	
01/31/1999	BUD TRF-ANIMAL SERVICES	J JV025		
02/19/1999	163060 MBA OF CALIFORNIA	O 12776	17.00	
03/05/1999	163724 STATE BOARD OF EQUALIZATI	O SPO-10102878	215.60	
03/19/1999	164243 MBA OF CALIFORNIA	O 12776	18.73	
04/16/1999	165420 MBA OF CALIFORNIA	O 12776	325.48	
05/21/1999	165806 MBA OF CALIFORNIA	O 12776	90.77	
05/28/1999	166931 ARMES, GREG	O SPO-10104814	180.99	
06/25/1999	168119 MBA OF CALIFORNIA	O 12776	51.71	
06/30/1999	169017 CRYSTAL DATA SYSTEMS, INC	O 12417	175.00	
06/30/1999	169166 SECURITYLINK FROM AMERITE	O 12441	75.00	
06/30/1999	169166 SECURITYLINK FROM AMERITE	O 12441	408.00	
	FIELD & OFFICE MAINTENANCE SUBTOTAL.....		3,275.49 *	0.00 *

100 1890 6112 8 BLDG & STRUCTURE MAINTENANCE PRIOR BALANCE 0.00 4,195.00 0.00
 ANNUAL BUDGET - 07/01/1998

DATE	DESCRIPTION	AMOUNT	ENCUMBRANCE	BUDGET
07/01/1998	06/30/98 ENCUMB CARRY FWD	J DM711		
10/23/1998	158770 LES WORLEY & SONS	O AP265		
10/23/1998	158770 LES WORLEY & SONS	O 110833		
12/11/1998	160330 BAY AREA FENCE COMPANY	O 11546	3,472.00	
01/15/1999	161635 ACME SECURITY SYSTEMS	O SPO-10101647	314.00	
01/15/1999	161635 ACME SECURITY SYSTEMS	O SPO-10101647	272.34	
01/15/1999	161635 ACME SECURITY SYSTEMS	O AP61	48.00	
04/30/1999	RAGO NEON	O AP61		
06/30/1999	RECLASS EXP-ANIMAL CONTRL	J JV052	1,701.66	
	BLDG & STRUCTURE MAINTENANCE SUBTOTAL.....		5,808.00 *	1,103.61 *
	MAINTENANCE SUBTOTAL.....		9,083.49 *	17,653.49 *

ACCOUNT NUMBER FOOT ACCOUNT DESCRIPTION S R REFERENCE ***** LEDGER BALANCES *****
 FND ACTV OBJ SUB T NOTE DATE CHECK# EXPLANATION ***** - ACTUAL - - ENCUMBRANCE - - BUDGET - - *****

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	*****	*****	*****	*****
100 1890 6200	6	UTILITIES						
100 1890 6200	8	UTILITIES						
100 1890 6210		UTILITIES						
		ANNUAL BUDGET - 07/01/1998						
		07/31/1998 CORR UTILITY CHARGES	J	JV100	8,791.08			
		09/30/1998 CORR UTILITY CHARGES	J	JV100	6,748.08			
		10/02/1998 156769 PACIFIC BELL	O	12420	2,043.00			
		10/30/1998 157822 PACIFIC BELL	O	12420	2,043.00			
		12/04/1998 159079 PACIFIC BELL	O	12420	2,043.00			
		12/31/1998 160184 PACIFIC BELL	O	12420	2,043.00			
		01/29/1999 161191 PACIFIC BELL	O	12420	2,043.00			
		02/05/1999 162358 PACIFIC BELL	O	12420	2,043.00			
		03/05/1999 162710 UNITED TELECOM LLC	O	12858	115.78			
		04/02/1999 163666 PACIFIC BELL	O	12420	2,043.00			
		04/30/1999 164837 PACIFIC BELL	O	12420	2,043.10			
		05/31/1999 165940 PACIFIC BELL	O	12420	2,043.00			
		UTILITIES						
		RECLASS ANIMAL CNTL CHG	J	JV052	16,545.00			
		SUBTOTAL.....			4,000.88			
		PRIOR BALANCE			0.00			
		SUBTOTAL.....			0.00			

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	*****	*****	*****	*****
100 1890 6211	8	PORTABLE COMMUNICATION EQUIP						
		ANNUAL BUDGET - 07/01/1998						
		05/14/1999 166415 ARMES, GREG	O	SPO-10104493	103.60			
		PORTABLE COMMUNICATION EQUIP			103.60			
		SUBTOTAL.....			103.60			
		PRIOR BALANCE			0.00			
		SUBTOTAL.....			0.00			

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	*****	*****	*****	*****
100 1890 7000	5	SUPPLIES AND SERVICES						
100 1890 7100	6	SUPPLIES						
100 1890 7110	8	OFFICE SUPPLIES						
		ANNUAL BUDGET - 07/01/1998						
		07/01/1998 06/30/98 ENCUMB CARRY FWD J DM711	O	AP61	610.95			
		08/31/1998 154906 PETTY CASH - ANIMAL CONTR	O	SPO-10097731	16.26			
		08/31/1998 155447 CORPORATE EXPRESS	O	AP61	60.27			
		08/31/1998 KELCO SALES	O	AP61				
		08/31/1998 CORPORATE EXPRESS	O	AP61				
		09/30/1998 CORPORATE EXPRESS	O	AP61				
		09/30/1998 CORPORATE EXPRESS	O	AP265				
		09/30/1998 CORPORATE EXPRESS	O	AP265				
		11/30/1998 CORPORATE EXPRESS	O	111161	111.12			
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP61				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	110438	273.71			
		12/31/1998 CORPORATE EXPRESS OF THE	O	110438	29.23			
		12/31/1998 CORPORATE EXPRESS OF THE	O	110464	209.49			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111061	292.71			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	345.58			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	54.76			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	12.77			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	12.77			
		SUBTOTAL.....			1,103.61			
		PRIOR BALANCE			0.00			
		SUBTOTAL.....			1,103.61			

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	*****	*****	*****	*****
100 1890 7000	5	SUPPLIES AND SERVICES						
100 1890 7100	6	SUPPLIES						
100 1890 7110	8	OFFICE SUPPLIES						
		ANNUAL BUDGET - 07/01/1998						
		07/01/1998 06/30/98 ENCUMB CARRY FWD J DM711	O	AP61	610.95			
		08/31/1998 154906 PETTY CASH - ANIMAL CONTR	O	SPO-10097731	16.26			
		08/31/1998 155447 CORPORATE EXPRESS	O	AP61	60.27			
		08/31/1998 KELCO SALES	O	AP61				
		08/31/1998 CORPORATE EXPRESS	O	AP61				
		09/30/1998 CORPORATE EXPRESS	O	AP61				
		09/30/1998 CORPORATE EXPRESS	O	AP265				
		09/30/1998 CORPORATE EXPRESS	O	AP265				
		11/30/1998 CORPORATE EXPRESS	O	111161	111.12			
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP61				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	AP265				
		12/31/1998 CORPORATE EXPRESS OF THE	O	110438	273.71			
		12/31/1998 CORPORATE EXPRESS OF THE	O	110438	29.23			
		12/31/1998 CORPORATE EXPRESS OF THE	O	110464	209.49			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111061	292.71			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	345.58			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	54.76			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	12.77			
		12/31/1998 CORPORATE EXPRESS OF THE	O	111423	12.77			
		SUBTOTAL.....			17,653.49			
		PRIOR BALANCE			0.00			
		SUBTOTAL.....			17,653.49			

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CITY OF HAYWARD
GENERAL LEDGER

REPORT ID: FMIS-FR427
REPORT PERIOD: 07/01/1998 - 06/30/1999
100 - GENERAL FUND

*****LEDGER BALANCES*****
S R REFERENCE - - - BUDGET - -
- - ACTUAL - - - ENCUMBRANCE - - -

ACCOUNT NUMBER	FOOT ACCOUNT DESCRIPTION	DATE	CHECK#	EXPLANATION	AMOUNT	BUDGET
100 1890 7500	OTHER EXPENSE				0.00	0.00
100 1890 7500	CREDIT CARD SERVICE CHARGE				0.00	0.00
100 1890 7505	ANNUAL BUDGET - 07/01/1998				266.56	0.00 *
	RECLASS CR CARD SVC CHG J JVL199				266.56 *	
	SUBTOTAL.....				0.00	0.00 *
	PRIOR BALANCE				0.00	0.00 *
100 1890 7510	TRAINING AND EDUCATION				0.00	0.00
	ANNUAL BUDGET - 07/01/1998				0.00	0.00 *
	SUBTOTAL.....				0.00	0.00 *
	PRIOR BALANCE				0.00	0.00 *
100 1890 7590	DEPRECIATION				0.00	0.00
	ANNUAL BUDGET - 07/01/1998				0.00	0.00 *
	SUBTOTAL.....				0.00	0.00 *
	PRIOR BALANCE				0.00	0.00 *
	DEPRECIATION				266.56 *	
	SUBTOTAL.....				266.56 *	
	OTHER EXPENSE				101,518.37 *	
	SUBTOTAL.....				101,518.37 *	
	SUPPLIES AND SERVICES				829.47 *	107,731.41 *
	CAPITAL EXPENSE				0.00	0.00
100 1890 8000	PURCHASES - EQUIPMENT				0.00	0.00
100 1890 8100	FIELD & OFF EQUIP (OVER \$500)				1,341.51	1,341.51
100 1890 8110	ANNUAL BUDGET - 07/01/1998				1,341.98	
	BUD TRF-ANIMAL SERVICES J JV025				1,341.98-	
	NORTHERN STEEL O AP61				0.00 *	1,341.51 *
	169975 NORTHERN STEEL COMPANY O AP265				0.00	0.00
	06/30/1999 169975 NORTHERN STEEL COMPANY O 111702				0.00	0.00
	06/30/1999 FIELD & OFF EQUIP (OVER \$500) SUBTOTAL.....				0.00	0.00
	PRIOR BALANCE				0.00	0.00
100 1890 8112	COMPUTERS AND PRINTERS				1,583.70	3,177.00
	ANNUAL BUDGET - 07/01/1998				1,583.70	
	163139 VANSTAR FINANCE CO O 12672				1,592.38	
	02/19/1999 BUDGET TRANSFER-HPD J JV056				1,592.38-	
	02/28/1999 DELL MARKETING L P O AP61				0.00 *	3,177.00 *
	02/28/1999 DELL MARKETING L P O AP265				0.00	0.00
	03/19/1999 164162 DELL MARKETING L P O 111904				0.00 *	4,518.51 *
	03/19/1999 164162 DELL MARKETING L P SUBTOTAL.....				0.00 *	4,518.51 *
	COMPUTERS AND PRINTERS				4,545.71 *	
	SUBTOTAL.....				4,545.71 *	
	PURCHASES - EQUIPMENT				0.00	0.00
100 1890 8400	PURCHASES - VEHICLES				0.00	0.00
100 1890 8410	AUTOMOTIVE EQUIPMENT				0.00 *	0.00 *
	ANNUAL BUDGET - 07/01/1998				0.00 *	0.00 *
	SUBTOTAL.....				0.00 *	0.00 *
	PRIOR BALANCE				0.00	0.00
	PURCHASES - VEHICLES				4,545.71 *	4,518.51 *
	SUBTOTAL.....				4,545.71 *	4,518.51 *
	CAPITAL EXPENSE				0.00	0.00
100 1890 9000	EXPENSE TRANSFERS				0.00	0.00
100 1890 9100	EMPLOYEE SERVICES				0.00	0.00
100 1890 9110	SALARIES-S.T.-FROM OTHER				0.00	0.00

11-9811-1-01

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	EXPLANATION	ACTUAL	ENCUMBRANCE	BUDGET
100 1890 9110		ANNUAL BUDGET - 07/01/1998			983.74		0.00
		PAYROLL DISTRIBUTION	08/16/1998	P FIGA321	328.36		0.00
		PAYROLL DISTRIBUTION	11/08/1998	P FIGA321	416.43		0.00
		PAYROLL DISTRIBUTION	02/14/1999	P FIGA321	895.67		0.00
		SALARIES-S.T.-FROM OTHER					
		SALARIES-S.T.-TO OTHER AC			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			0.00		0.00
		SALARIES-S.T.-TO OTHER AC			0.00		0.00
		SALARIES-O.T.-FROM OTHER			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			27.73		0.00
		PAYROLL DISTRIBUTION	08/16/1998	P FIGA321	610.06		0.00
		PAYROLL DISTRIBUTION	01/03/1999	P FIGA321	388.56		0.00
		PAYROLL DISTRIBUTION	01/17/1999	P FIGA321	222.03		0.00
		PAYROLL DISTRIBUTION	02/14/1999	P FIGA321	122.03		0.00
		PAYROLL DISTRIBUTION	04/25/1999	P FIGA321	1,370.41		0.00
		SALARIES-O.T.-FROM OTHER			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			0.00		0.00
		SALARIES-O.T.-TO OTHER AC			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			0.00		0.00
		SALARIES-O.T.-TO OTHER AC			0.00		0.00
		EMPLOYEE BENE FROM OTHER			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			738.70		0.00
		PAYROLL DISTRIBUTION	08/16/1998	P FIGA321	237.74		0.00
		PAYROLL DISTRIBUTION	11/08/1998	P FIGA321	86.02		0.00
		PAYROLL DISTRIBUTION	01/03/1999	P FIGA321	54.79		0.00
		PAYROLL DISTRIBUTION	01/17/1999	P FIGA321	214.38		0.00
		PAYROLL DISTRIBUTION	02/14/1999	P FIGA321	3.90		0.00
		PAYROLL DISTRIBUTION	04/25/1999	P FIGA321	906.77		0.00
		EMPLOYEE BENE FROM OTHER			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			0.00		0.00
		EMPLOYEE BENE TO OTHER AC			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			0.00		0.00
		EMPLOYEE BENE TO OTHER AC			0.00		0.00
		EMPLOYEE SERVICES			3,172.85		0.00
		EXPENSE TRANSFERS			3,172.85		0.00
		ANIMAL CONTROL PROGRAM			649,650.95		567,616.41
		ANIMAL CNTRL-SPAY/NEUTER FEES					
		REVENUES			0.00		0.00
		FEES AND SERVICE CHARGES			0.00		0.00
		SPAY & NEUTER UNCLAIMED FEES			0.00		0.00
		ANNUAL BUDGET - 07/01/1998			0.00		0.00
		SPAY & NEUTER UNCLAIMED FEES			0.00		0.00
		SPAY & NEUTER DEPOSITS			0.00		0.00

11-9811-1-01

CITY OF HAYWARD
 GENERAL LEDGER

REPORT ID: FMIS-FR427
 REPORT PERIOD: 07/01/1998 - 06/30/1999
 410 - CAPITAL PROJECT FUNDS

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	LEDGER BALANCES
FND ACTV OBJ SUB T	NOTE	DATE CHECK# EXPLANATION	- ACTUAL - ENCUMBRANCE - BUDGET -
410 6949 4000	2	REVENUES	0.00
410 6949 4800	6	FEES AND SERVICE CHARGES	0.00
410 6949 4894	8	PROJECT REVENUE	0.00
SUBTOTAL.....			80.36 *
CITY EQUIPMENT EXPENSE			
SUBTOTAL.....			80.36 *
ADMINISTRATION AND GENERAL			
SUBTOTAL.....			61,806.05 *
ACTIVITY TOTAL.....			120,000.00 *

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	LEDGER BALANCES
410 6949 9500	5	ADMINISTRATION AND GENERAL	0.00
410 6949 9510	8	ADMINISTRATION AND GENERAL	0.00
SUBTOTAL.....			0.00
PRIOR BALANCE			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	LEDGER BALANCES
410 6949 9500	5	ADMINISTRATION AND GENERAL	0.00
410 6949 9510	8	ADMINISTRATION AND GENERAL	0.00
SUBTOTAL.....			0.00
PRIOR BALANCE			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	LEDGER BALANCES
410 6949 9500	5	ADMINISTRATION AND GENERAL	0.00
410 6949 9510	8	ADMINISTRATION AND GENERAL	0.00
SUBTOTAL.....			0.00
PRIOR BALANCE			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	LEDGER BALANCES
410 6949 9500	5	ADMINISTRATION AND GENERAL	0.00
410 6949 9510	8	ADMINISTRATION AND GENERAL	0.00
SUBTOTAL.....			0.00
PRIOR BALANCE			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	LEDGER BALANCES
410 6949 9500	5	ADMINISTRATION AND GENERAL	0.00
410 6949 9510	8	ADMINISTRATION AND GENERAL	0.00
SUBTOTAL.....			0.00
PRIOR BALANCE			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00
SUBTOTAL.....			0.00

Handwritten: \$ 406,332.32
 - 1,899.75 Not E.I.S.B.Y.
 11-9811-I-01

C I T Y O F H A Y W A R D
 GENERAL LEDGER

REPORT ID: FMIS-FR427
 REPORT PERIOD: 07/01/1998 - 06/30/1999
 410 - CAPITAL PROJECT FUNDS

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	NOTE	EXPLANATION	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9513		PAYROLL DIST-BENEFITS	05/09/1999			P FIGSA321	89.72		0.00 *
		PAYROLL DIST-SALARIES	05/09/1999			P FIGSA321	166.14		0.00
		PAYROLL DIST-BENEFITS	05/23/1999			P FIGSA321	179.43		0.00
		PAYROLL DIST-SALARIES	05/23/1999			P FIGSA321	332.27		0.00 *
		PAYROLL DIST-BENEFITS	06/06/1999			P FIGSA321	251.20		0.00 *
		PAYROLL DIST-SALARIES	06/06/1999			P FIGSA321	465.18		0.00 *
		PAYROLL DIST-BENEFITS	06/20/1999			P FIGSA321	394.74		0.00 *
		PAYROLL DIST-SALARIES	06/20/1999			P FIGSA321	731.00		0.00 *
		SUBTOTAL.....					9,256.35		0.00 *
410 6948 9514	8	DRAFTING-DRAWING CONTRACT					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					62.06		0.00
		PAYROLL DIST-BENEFITS	03/28/1999			P FIGSA321	114.93		0.00 *
		PAYROLL DIST-SALARIES	03/28/1999			P FIGSA321	176.99		0.00 *
		SUBTOTAL.....					0.00		0.00
410 6948 9515	8	DESIGN/DRAFTING-CONSULTAN					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					12,934.75		0.00
		PHILIP HENRY ARCHITECT	02/19/1999			O AP265	95,000.00		0.00 *
		PHILIP HENRY ARCHITECT	02/19/1999			O A588	20,259.20		0.00 *
		PHILIP HENRY ARCHITECT	02/28/1999			O AP61	61,806.05		0.00 *
		PHILIP HENRY ARCHITECT	06/25/1999			O AP265	0.00		0.00
		PHILIP HENRY ARCHITECT	06/25/1999			O A588	0.00		0.00
		SUBTOTAL.....					12,934.75		0.00 *
410 6948 9516	8	INSPECTION-TESTING-CONST					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					0.00		0.00 *
		SUBTOTAL.....					0.00		0.00
410 6948 9518	8	PRELIMINARY SURVEYS					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					420.06		0.00 *
		PAYROLL DIST-BENEFITS	05/09/1999			P FIGSA321	777.89		0.00 *
		PAYROLL DIST-SALARIES	05/09/1999			P FIGSA321	267.05		0.00 *
		PAYROLL DIST-BENEFITS	05/23/1999			P FIGSA321	494.53		0.00 *
		PAYROLL DIST-SALARIES	05/23/1999			P FIGSA321	1,959.53		0.00 *
		SUBTOTAL.....					0.00		0.00
410 6948 9519	8	REVIEW PLANS					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					0.00		0.00 *
		SUBTOTAL.....					0.00		0.00
410 6948 9530	8	CITY LABOR EXPENSE					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					0.00		0.00 *
		SUBTOTAL.....					0.00		0.00
410 6948 9531	8	CITY MATERIALS/FIELD SUPPLIES					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					0.00		0.00 *
		SUBTOTAL.....					0.00		0.00
410 6948 9532	8	CITY EQUIPMENT EXPENSE					0.00		0.00
		ANNUAL BUDGET - 07/01/1998					80.36		0.00
		5/99 VEH CHG-ENGG & TRANS J JV050	05/31/1999				80.36		0.00

9254.35
 -4355.19
 4899.16
 Not 519.84
 ELS

11-98111-01

C I T Y O F H A Y W A R D
 GENERAL LEDGER

REPORT ID: FMIS-FR427
 REPORT PERIOD: 07/01/1998 - 06/30/1999
 410 - CAPITAL PROJECT FUNDS

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	NOTE	DATE	CHECK#	EXPLANATION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9510		PAYROLL DIST-BENEFITS	06/20/1999					P	FISGA321	16.42		
		PAYROLL DIST-SALARIES	06/20/1999					P	FISGA321	27.84		
		ADMINISTRATION AND GENERAL								679.30		120,000.00
		SUBTOTAL								713.56		
410 6948 9511	8	BLUEPRINTS								0.00		0.00
		ANNUAL BUDGET - 07/01/1998								65.90		
		PAYROLL DIST-BENEFITS	05/23/1999					P	FISGA321	111.69		
		PAYROLL DIST-SALARIES	05/23/1999					P	FISGA321	177.59		
		BLUEPRINTS								0.00		0.00
		SUBTOTAL								0.00		0.00
410 6948 9513	8	DESIGN								0.00		0.00
		ANNUAL BUDGET - 07/01/1998								174.20		
		PAYROLL DIST-BENEFITS	08/02/1998					P	FISGA321	322.60		
		PAYROLL DIST-SALARIES	08/02/1998					P	FISGA321	104.52		
		PAYROLL DIST-BENEFITS	08/16/1998					P	FISGA321	193.56		
		PAYROLL DIST-SALARIES	08/16/1998					P	FISGA321	174.20		
		PAYROLL DIST-BENEFITS	08/30/1998					P	FISGA321	322.60		
		PAYROLL DIST-SALARIES	08/30/1998					P	FISGA321	121.94		
		PAYROLL DIST-BENEFITS	09/13/1998					P	FISGA321	225.82		
		PAYROLL DIST-SALARIES	09/13/1998					P	FISGA321	87.10		
		PAYROLL DIST-BENEFITS	09/27/1998					P	FISGA321	161.49		
		PAYROLL DIST-SALARIES	09/27/1998					P	FISGA321	299.05		
		PAYROLL DIST-BENEFITS	10/11/1998					P	FISGA321	71.77		
		PAYROLL DIST-SALARIES	10/11/1998					P	FISGA321	132.91		
		PAYROLL DIST-BENEFITS	10/25/1998					P	FISGA321	71.77		
		PAYROLL DIST-SALARIES	10/25/1998					P	FISGA321	132.91		
		PAYROLL DIST-BENEFITS	11/08/1998					P	FISGA321	132.91		
		PAYROLL DIST-SALARIES	11/08/1998					P	FISGA321	215.31		
		PAYROLL DIST-BENEFITS	11/22/1998					P	FISGA321	398.73		
		PAYROLL DIST-SALARIES	11/22/1998					P	FISGA321	71.77		
		PAYROLL DIST-BENEFITS	12/06/1998					P	FISGA321	132.91		
		PAYROLL DIST-SALARIES	12/06/1998					P	FISGA321	287.09		
		PAYROLL DIST-BENEFITS	12/20/1998					P	FISGA321	531.64		
		PAYROLL DIST-SALARIES	12/20/1998					P	FISGA321	71.77		
		PAYROLL DIST-BENEFITS	01/03/1999					P	FISGA321	132.91		
		PAYROLL DIST-SALARIES	01/03/1999					P	FISGA321	107.65		
		PAYROLL DIST-BENEFITS	01/17/1999					P	FISGA321	199.36		
		PAYROLL DIST-SALARIES	01/17/1999					P	FISGA321	161.49		
		PAYROLL DIST-BENEFITS	01/31/1999					P	FISGA321	299.05		
		PAYROLL DIST-SALARIES	01/31/1999					P	FISGA321	35.88		
		PAYROLL DIST-BENEFITS	02/14/1999					P	FISGA321	66.45		
		PAYROLL DIST-SALARIES	02/14/1999					P	FISGA321	71.77		
		PAYROLL DIST-BENEFITS	02/28/1999					P	FISGA321	132.91		
		PAYROLL DIST-SALARIES	02/28/1999					P	FISGA321	161.49		
		PAYROLL DIST-BENEFITS	03/14/1999					P	FISGA321	299.05		
		PAYROLL DIST-SALARIES	03/14/1999					P	FISGA321	89.72		
		PAYROLL DIST-BENEFITS	03/28/1999					P	FISGA321	166.14		
		PAYROLL DIST-SALARIES	03/28/1999					P	FISGA321	53.83		
		PAYROLL DIST-BENEFITS	04/11/1999					P	FISGA321	99.68		
		PAYROLL DIST-SALARIES	04/11/1999					P	FISGA321	35.88		
		PAYROLL DIST-BENEFITS	04/25/1999					P	FISGA321	66.45		
		PAYROLL DIST-SALARIES	04/25/1999					P	FISGA321			

LEDGER BALANCES
 - ACTUAL - 679.30
 - ENCUMBRANCE - 495.50
 - BUDGET - 120,000.00
 120,000.00

4395.19

11-9811-I-01

Not e filed



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 01/04/00
AGENDA ITEM 4
WORK SESSION ITEM _____

TO: Mayor and City Council
FROM: Director of Public Works
SUBJECT: Animal Control Facility Improvements: Approval of Addendum No. 1, Award of Contract, and Appropriation of Funds

RECOMMENDATION:

It is recommended that the City Council approve the attached resolutions that:

1. Approve Addendum No. 1, which provides for minor modifications to the plans and specifications;
2. Award the contract to Sevan Construction, Inc., in the amount of \$869,000; and
3. Appropriate an additional amount of \$330,000 to complete the project.

BACKGROUND:

On November 9, 1999, Council approved the plans and specifications for subject project and called for bids to be received on December 7, 1999. The project includes construction of 6,700 square feet of additional kennel space, adoption gallery, night deposit area, get acquainted room, and grooming and laundry rooms. The project also provides an outside concrete pad for the freezer unit and fills the existing loading ramp to provide better access and more parking.

Eight bids were received on December 7, 1999. Sevan Construction, Inc., of San Mateo, submitted the low bid of \$869,000, which is \$6,000 lower than the Engineer's estimate of \$875,000. Ramlor Construction, Inc. of Pleasanton, submitted the second low bid in the amount of \$905,500, which is \$30,500 higher than the Engineer's estimate and \$36,500 more than the low bid.

The established goals for this project were set at 19 percent for Disadvantaged Business Enterprise (DBE) and 7 percent for Women-Owned Business Enterprise (WBE). The low bidder, Sevan Construction, Inc., will have 12 percent DBE and zero percent WBE participation. Although the DBE and WBE goals will not be met, information submitted by the low bidder document that a good-faith effort was made to meet the DBE and WBE project goals. All bid documents and licenses are in order, and staff recommends that Council award the contract to Sevan Construction, Inc.

*feasibility
Study done
1/19/98-99*

PROJECT COSTS:

The construction, design, and contract administration costs are as follows:

Construction Contract	\$ 869,000
City-Furnished Equipment (cages, kennels, etc.)	140,000
Design and Administration	135,000
Inspection	76,000
Total estimated costs	<u>\$1,220,000</u>

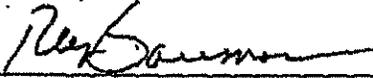
FUNDING:

The adopted 1999/2000 Capital Improvement Program Budget includes \$890,000 in the Capital Improvement Fund for this project. As stated in the November 9, 1999, agenda report, which recommended the call for bids on this project, the project scope has been expanded to take advantage of the \$295,500 grant from the State Department of Parks and Recreation. In addition, the Hayward Friends of the Animal Humane Society and Hayward Shelter Volunteers are raising \$35,000 to be used towards the purchase of the City-furnished equipment. Thus, an additional appropriation of \$330,000 is necessary to complete the project. However, this increase in funding is fully covered by the additional reimbursements.

SCHEDULE:

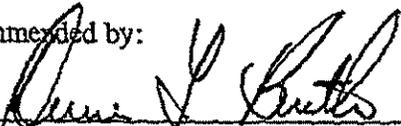
Award Contract	January 4, 2000
Begin Construction	January 31, 2000
Complete Construction	September 1, 2000

Prepared by:



Robert A. Bauman, Deputy Director of Public Works

Recommended by:



Dennis L. Butler, Director of Public Works

Approved by:



Jesús Armas, City Manager

- Attachments: Exhibit A: Project Location Map
Exhibit B: Floor Plan
Exhibit C: Summary of Bids

10-1-1186-11

1998-1999 Claim

Costs per animal

Labor	@Salary/min	sub total	supplies
34.57	\$0.31	\$10.72	0.62

Sub total

@2days
\$22.67

Single cost

imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
19.9	0.31	\$6.17	\$3.92	\$7.00	\$17.09	\$46.76

Dogs/Cats	xCost	Total
1701	\$46.76	\$79,542.84

Labor	@Salary/min	sub total	supplies
10	\$0.31	\$3.10	0.62

Sub total

@2days
\$7.44

Single cost

imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
27.9	0.35	\$9.77	\$3.69	\$0.00	\$13.46	\$20.90

Other	xCost	Total
30	\$20.90	\$626.85

4 dogs total = 14.88

→ 28.34

→ 850.20

Total Claim	\$80,169.69
--------------------	--------------------

Average Labor Required

Cleaning	Average minutes	Average animals	Average Labor
ward 3	130	15	8.67
ward 4	130	15	8.67
obs dog	80	6	13.33
vicious	150	16	9.38
feral cat 1	120	24	5.00
obs cat	90	24	3.75
sub total	700	100	7.00

Average Daily Animal Census	
Average 1998	80

Average Cost per animal

Cleaning	Avg Old
Dogs	10.01
spot clean	7
Cats	4.38
spot clean	3
Cleaning	24.39
Gen. Care	10.19

General Care

Task	minutes	Avg #	Avg per	Gen. Care
feeding pm	90	80	1.13	
med am	15	8	1.88	
med pm	15	8	1.88	
dishes	90	160	0.56	
laundry	240	80	3.00	
restock	60	80	0.75	
updates	20	avg 20 day	1.00	
Total	530	Total	10.19	Total
				34.57

11-9811-11

Single Cost items

Task	
Impound	15
Behavior	3.2
Vet	1.5
Supv review	0.2
sub total	19.9

Dog & cat			
# PTS	2001 avg		total claim
2502	@32%	800.64	1701.36

Vet Contract

monthly	Avg # animals	Per animal
\$700	256	\$2.73

Vaccinations	
Per animal	\$7.00

Carcass disposal	deceased	per animal
\$8,127.00	2948	\$2.76

Food	medicines	supplies	total	Animals	per animal
\$13,202	\$2,137	\$3,068	\$18,407	5648	\$3.26

Salary (mid)		Benefit Cost	Fully Costed	Per Min
Kennel	\$14.11	32%	\$18.63	\$0.31
Kennel Supv	\$15.52	32%	\$20.49	\$0.34
PCII	\$15.04	32%	\$19.85	\$0.33
ACO	\$16.53	32%	\$21.82	\$0.36
ACO Supv	\$19.03	32%	\$25.12	\$0.42
Manager	\$30.40	32%	\$40.13	\$0.67

Avg Stay	# animals	sub	Care	per day
6.00	4938	29628	18407	0.62

11-9811-01

HAYWARD POLICE DEPARTMENT
 ANIMAL SERVICES BUREAU
 DISPOSITION BY TYPE OF SERVICE
 FROM 07/01/1998 TO 06/30/1999

DOG

BREED All Breeds

DISPOSITION	OWNER SURRNRD	STRAY	DEAD	ADOPTION RETURN	QUARANTNE	PROTECTIVE CUSTODY	VICIOUS	OTHER	TOTAL
ADOPTION	84	499	0	48	0	21	0	0	652
ESCAPED	0	1	0	0	0	0	0	0	1
EUTHANASIA	233	410	4	16	19	31	0	0	713
FOSTERED	0	3	0	0	0	0	0	0	3
REDEEMED	17	304	0	2	10	77	0	0	410
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	2	11	107	1	0	0	0	0	121
IN SHELTER	16	38	38	16	0	4	0	0	112
TOTAL	352	1,266	149	83	29	133	0	0	2,012

11-98111-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1998 TO 06/30/1999

AMPHIBIAN

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE		OTHER	TOTAL
	SURR	RNDR	DEAD	RETURN	QUARANTINE	CUSTODY	VICIOUS		
ADOPTION	0	0	0	0	0	0	0	0	0
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	0	0	0	0	0	0	0	0	0
FOSTERED	0	1	0	0	0	0	0	0	1
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
IN SHELTER	0	0	0	0	0	0	0	0	0
TOTAL	0	1	0	0	0	0	0	0	1

11-98111-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1998 TO 06/30/1999

SNAKES AND REPTILES

BREED All Breeds

DISPOSITION	OWNER			ADOPTION		PROTECTIVE			TOTAL
	SURRNRD	STRAY	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS	OTHER	
ADOPTION	0	0	0	0	0	4	0	0	4
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	1	0	0	0	0	0	0	0	1
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	10	0	0	0	2	0	0	12
OTHER	0	0	1	0	0	0	0	0	1
IN SHELTER	0	0	0	0	0	0	0	0	0
TOTAL	1	10	1	0	0	6	0	0	18

11-98111-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1998 TO 06/30/1999

MICE AND RODENTS

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE			TOTAL
	SURR	RNDR	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS	OTHER	
ADOPTION	2	4	0	0	0	0	0	0	6
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	5	1	0	0	0	0	0	0	6
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	0	6	0	0	0	0	0	6
IN SHELTER	0	0	0	0	0	0	0	0	0
TOTAL	7	5	6	0	0	0	0	0	18

11-9811-01

HAYWARD POLICE DEPARTMENT
 ANIMAL SERVICES BUREAU
 DISPOSITION BY TYPE OF SERVICE
 FROM 07/01/1998 TO 06/30/1999

LIVESTOCK

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE			TOTAL
	SURRNR	STRAY	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS	OTHER	
ADOPTION	2	2	0	0	0	0	0	0	4
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	1	6	0	0	0	0	0	0	7
FOSTERED	0	2	0	0	0	0	0	0	2
REDEEMED	0	3	0	0	0	0	0	0	3
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	0	2	0	0	0	0	0	2
IN SHELTER	0	0	2	0	0	0	0	0	2
TOTAL	3	13	4	0	0	0	0	0	20

11-9811-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1998 TO 06/30/1999

DOMESTIC RABBIT

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE		OTHER	TOTAL
	SURR	RNDR	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS		
ADOPTION	14	36	0	3	1	0	0	0	54
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	1	7	0	0	0	1	0	0	9
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	2	2	0	0	0	0	0	0	4
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	3	21	0	0	0	0	0	24
IN SHELTER	0	2	1	0	0	0	0	0	3
TOTAL	17	50	22	3	1	1	0	0	94

11-9811-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1998 TO 06/30/1999

BIRD

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE		OTHER	TOTAL
	SURR	RNDR	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS		
ADOPTION	0	10	0	0	0	8	0	0	18
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	5	25	0	0	0	0	0	0	30
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	1	0	0	0	0	0	0	1
WILDLF RELS	0	25	0	0	0	0	0	0	25
OTHER	0	1	28	0	0	0	0	0	29
IN SHELTER	0	3	0	0	0	1	0	0	4
TOTAL	5	65	28	0	0	9	0	0	107

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1998 TO 06/30/1999

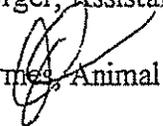
FISH

BREED All Breeds

DISPOSITION	OWNER SURRENDER	STRAY	DEAD	ADOPTION RETURN	QUARANTINE	PROTECTIVE CUSTODY	VICIOUS	OTHER	TOTAL
ADOPTION	0	0	0	0	0	0	0	0	0
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	0	0	0	0	0	0	0	0	0
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
IN SHELTER	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

11-98111-01

City of Hayward
Animal Services Bureau
Interoffice Memorandum
October 5, 1998

To: Joan Borger, Assistant City Attorney
From:  Greg Armes, Animal Services Director
Subject: Request for analysis of SB 1785 Shelter requirements

On September 22, 1998, the Governor signed into law SB 1785 which spells out a significant number of mandates for animal shelters to follow. I am requesting a review and analysis of the bill in order to prepare future budgetary needs and develop revisions to the animal shelter's master plan currently under way.

The bill is very complex and covers a multitude of subjects in a variety of State ordinances. Attached for your review, is a copy of the law, highlighted with what I believe to be the significant issues. I have also attached a copy of Oakland SPCA's initial review of the law. This law has created a considerable commotion among the professional community. Many private and public agencies are concern over the liability and cost implications. I see several issues that would have budgetary and operational impact upon the Bureau. I believe there is also liability issues that need to be reviewed. Briefly are some of the important ramifications of the law:

1. The law mandates holding times for owner surrender animals and increases holding times for stray animals.
2. The law requires extensive records of animals handled, reported lost or found, to be kept three years and made available to the public. The records must include all care, medicines, dispositions, finders, owners and the names of all staff handling the animals,
3. All animals must receive medical treatment and can not euthanized unless the illness or injury is "irremediably suffering from a serious illness or severe injury."
4. Feral cats must be held for three days and may be euthanized after evaluation using a non specified standardized protocol.
5. ¹⁰⁻¹⁻¹¹⁸⁶⁻¹¹ State Civil Code 1834.4 is amended to state that no adoptable or treatable animal will be euthanized if it can be adopted into a suitable home. Mandates shelters accept and provide care for all animals.
6. Require private persons to take on same requirements and liabilities of public shelters if they take in and care for a stray animal.

7. Mandates post seizure administrative hearings for impoundment based on cruelty, neglect.

I would like to arrange a time to meet with you and discuss this law as soon as possible. We currently are redesigning the animal shelter master plan. This law may require a re design of the plan to accommodate additional caging, additional staff or medical care personnel . Please call me (7922) at your earliest convenience.

cc: Trimble
Erskine

11-9811-01

CLAIM FOR PAYMENT

**Pursuant to Government Code Section 17561
ANIMAL ADOPTION**

For State Controller Use Only

(19) Program Number **00213**
 (20) Date Filed ___/___/___
 (21) LRS Input ___/___/___

**Program
213**

(01) Claimant Identification Number 9801358			Reimbursement Claim Data	
(02) Claimant Name City of Hayward			(22) AA-1, (04)(A)(1)(g)	
County of Location Alameda County			(23) AA-1, (04)(A)(2)(g)	3,829
Street Address or P.O. Box 777 "B" Street			(24) AA-1, (04)(A)(3)(g)	16,735
City Hayward	State CA	Zip Code 94541-5007	(25) AA-1, (04)(B)(1)(g)	354,327
Type of Claim	Estimated Claim		Reimbursement Claim	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) AA-1, (04)(B)(2)(g)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) AA-1, (04)(B)(3)(g)	105,094
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) AA-1, (04)(B)(4)(g)	1,529
Fiscal Year of Cost	(06)	(12) 1999-2000	(30) AA-1, (04)(B)(6)(g)	
Total Claimed Amount	(07)	(13) \$630,730	(31) AA-1, (04)(B)(7)(g)	8,242
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	(32) AA-1, (04)(B)(8)(g)
LESS: Prior Claim Payment Received			(15)	(33) AA-1, (04)(B)(9)(g)
Net Claimed Amount			(16) \$630,730	(34) AA-1, (04)(B)(10)(g)
Due from State	(08)	(17) \$630,730	(35) AA-1, (06)	19
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 752, Statutes of 1998, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 752, Statutes of 1998.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 752, Statutes of 1998 set forth on the attached statements.

Signature of Authorized Officer

Date

10-1-11 86-11

Perry H. Carter

Finance Director

Type or Print Name

Title

(38) Name of Contact Person for Claim

Telephone Number **916.485.8102**

Nicole R. Zieba (MAXIMUS, Inc.)

E-mail Address **nicolezieba@maximus.com**

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
No activity this fiscal period.										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts							
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)			
								Salaries	Benefits	Total Sal. & Ben.	
Animal Care Attendants	\$14.71	30.90%	27.00					\$397	\$123	\$520	
Police Records Clerk	\$16.44	30.90%	20.00					\$329	\$102	\$430	
Animal Control Officers	\$18.59	30.90%	12.00					\$223	\$69	\$292	
Senior Animal Care Attendant	\$16.62	30.90%	4.00					\$66	\$21	\$87	
Senior Animal Control Officer	\$19.03	30.90%	4.00					\$76	\$24	\$100	
Chameleon training staff fee					\$2,400						
<p>The Hayward Animal Control Department purchased Chameleon software to assist them in tracking animals and other duties related to mandated activities. Each staff member had to be trained on using the system.</p> <p>Please see attached Chameleon invoice for documentation on training fee.</p>											
10-1-1186-1											
(05) Total () Subtotal ()									\$1,092	\$337	\$1,429

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward**

(02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Services Manager The Animal Services Manager spent approximately 15 hours researching appropriate software systems to assist the City of Hayward in complying with mandated activities. Time claimed herein also includes time in negotiating with the vendor and being available for implementation help.	\$32.09	30.90%	15.50					\$497	\$154	\$651
Chameleon Chameleon software system and associated necessary computer equipment, including server set up and hardware.				\$16,084						
<i>Costs claimed herein have not been included within the Indirect Cost Rate Proposal.</i>										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____ **\$16,084** **\$497** **\$154** **\$651**

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input checked="" type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Services Manager Capital costs @ 50.1% In fiscal year 1999-2000, the City of Hayward determined that, due to additional holding period mandates and other associated mandated activities, it would be necessary to expand and construct new facilities to comply with mandated activities. Costs claimed herein represent the pro-rated share of capital costs. <i>Please see attached, detailed capital budget for descriptions of activities and expenditures.</i> 2091 eligible euthanized animals/4177 total animals = 51.5% 10-1-1186-1	\$32.09	30.90%	52.50	\$352,121				\$1,685	\$521	\$2,205

(05) Total () Subtotal () Page: _____ of _____ **\$352,121** **\$1,685** **\$521** **\$2,205**

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- One-Time** Policies and Procedures Training Computer Software
- Ongoing** Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
- Care of Other Animals Holding Period Feral Cats
- Lost and Found Lists Non-Medical Records Veterinary Care
- Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
No activity this fiscal period.										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>Care and maintenance of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized.</p> <p>Average Daily Census = 113</p> <p>Total cost per eligible euthanized dog and cat for two additional days of care plus veterinary care for initial physical exam and wellness vaccination = \$52.13</p> <p>Total cost of care and maintenance for 2016 eligible euthanized dogs and cats for two additional holding days = \$105,094</p> <p><i>Please see attached time study and cost summary for detail and documentation.</i></p>				\$105,094						

10-1-1186-11

(05) Total () Subtotal () Page: _____ of _____ **\$105,094**

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Care and maintenance of impounded stray or abandoned animals that die during the increased holding period or are ultimately euthanized. Average Daily Census = 6 4 day holding cost = 20.38 Total number of eligible euthanized animals = 75 Total cost for eligible euthanized animals = \$1528.5 Please see attached time study and cost summary for detail and documentation. 10-1-1186-1				\$1,529						

(05) Total () Subtotal () Page: _____ of _____ **\$1,529**

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants	\$14.71	30.90%	2928.00					\$43,071	\$13,309	\$56,380
Police Records Clerks	\$16.44	30.90%	1152.00					\$18,939	\$5,852	\$24,791
Senior Animal Control Officer	\$19.03	30.90%	768.00					\$14,615	\$4,516	\$19,131
Sr. Animal Care Attendant	\$16.62	30.90%	768.00					\$12,764	\$3,944	\$16,708
<p>For fiscal year 1999-2000, the Hayward Animal Control department made itself available and open to the public on Saturdays from 12 PM to 6PM to make animals available for owner redemption.</p> <p>The total claimed herein represents the actual time of staff for the year-long eligible period.</p> <p>Every Saturday, there are 7 Animal Care Attendants, 3 Police Records Clerks, 1 Animal Control Officer and 1 Senior Animal Care Attendant that staff the operation.</p> <p>The shelter is extremely busy on the Saturday, many members of the public come to the shelter seeking to adopt and redeem animals. Because of the numbers of people who come, the shelter must have staff on hand to assist the public in adopting and redeeming animals.</p>										

(05) Total () Subtotal () Page: _____ of _____ **\$89,389 \$27,621 \$117,010**

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input checked="" type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.</p> <p align="center">10-1-1186-11</p>										

(05) Total () Subtotal () Page: _____ of _____

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input checked="" type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Police Records Clerk II (4) The Police Records Clerks II spend approximately 383 hours per year in taking information about lost and found animals via telephone, updating the lost and found lists daily, and providing owners with the names and addresses of other shelters within their vicinity.	\$16.44	30.90%	383.00					\$6,297	\$1,946	\$8,242
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____

\$6,297	\$1,946	\$8,242
---------	---------	---------

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input checked="" type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.</p> <p align="center">10-1-1186-11</p>										

(05) Total () Subtotal () Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.</p> <p align="right">10-1-1186-11</p>										

(05) Total () Subtotal () Page: _____ of _____

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **1999-2000**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- One-Time** Policies and Procedures Training Computer Software
- Ongoing** Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
- Care of Other Animals Holding Period Feral Cats
- Lost and Found Lists Non-Medical Records Veterinary Care
- Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
These costs have been claimed under the "Computer Software" portion of this claim.										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward

Department: Animal Control

Fiscal Year: 1999-2000

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$443,294		\$54,874	\$388,420
2 Part-time Wages & Overtime	\$15,382			\$15,382
3 Benefits 30.9%	\$136,782		\$16,932	\$119,850
SUBTOTAL:	\$595,458		\$71,806	\$523,652
Line Item Costs (Services, Supplies & Other):				
4 Maintenance	\$4,952		\$4,952	
5 Utilities	\$330		\$330	
6 Office Supplies	\$3,190		\$3,190	
7 Printing	\$3,390		\$3,390	
8 Field Supplies	\$39,379			\$39,379
9 Computer Supplies				
10 Facilities Maintenance				
11 Uniforms	\$1,026		\$1,026	
12 Dues, Publications, Books	\$965	\$965		
13 Meals (MOU)	\$144		\$144	
14 Special Services	\$56,641			\$56,641
15 Software	\$49		\$49	
16 Publicity	\$351	\$351		
17 Computer Contract Services				
18 Vehicle Operation	\$10,778		\$10,778	
19 Travel and Meeting Expenses	\$569		\$569	
20 Other Expenses	\$394		\$394	
21 Capital Purchases	\$3,653	\$3,653		
22 Employee Services	\$2,094	\$2,094		
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
SUBTOTAL:	\$127,905	\$7,063	\$24,822	\$96,020

TOTAL EXPENDITURES: \$723,363

Cost Adjustments and/or Cost Plan Costs:

36 A-87 Cost Allocation Plan

37 10-1-1186-11

SUBTOTAL:

TOTAL COSTS:	\$723,363	\$7,063	\$96,628	\$619,672
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CALCULATED INDIRECT COST RATE =	18.5%	\$96,628	= Total allowable indirect costs
Rate is based on: Salaries & Benefits		\$523,652	= Total direct salaries and benefits

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: City of Hayward
Department: Animal Control
Fiscal Year: 1999-2000

INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 Animal Services Manager	\$57,762	95%	\$54,874		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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37 11-9811-1-01					
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40					

TOTALS	\$57,762		\$54,874	
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TOTAL INDIRECT SALARIES \$54,874

99-00

10-19-2000 Animal Services Page 32.09/hr.

REPORT ID: FMIS-NR423
100 GENERAL FUND
1890 ANIMAL CONTROL PROGRAM
PROGRAM MANAGER: ADMINISTRATION DIRECTOR

CITY OF HAYWARD
SUMMARY REVENUE AND EXPENDITURES REPORT
MONTH ENDING DATE: 06/30/2000

REPORT PRINT DATE: 08/22/2000
PAGE NO. 151
TIME: 09:52

ACCOUNT NO	OBJ	DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PROGRAM	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
4000	2	ANIMAL CONTROL PROGRAM REVENUES	27,000.00	27,000.00	22,870.00	0.00	4,130.00	
4400	6	LICENSES AND PERMITS	27,000.00	27,000.00	22,870.00	0.00	4,130.00	
4411	8	ANIMAL LICENSES	27,000.00	27,000.00	22,870.00	0.00	4,130.00	
TOTAL ..		LICENSES AND PERMITS	0.00	0.00	0.00	0.00	0.00	
4500	6	FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	
TOTAL ..		FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	
4700	6	FROM OTHER AGENCIES	0.00	0.00	0.00	0.00	0.00	
4757	7	POLICE-REIMB FR OTHER AGENCIES	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL ..		POLICE-REIMB FR OTHER AGENCIES	0.00	0.00	0.00	0.00	0.00	
TOTAL ..		FROM OTHER AGENCIES	0.00	0.00	0.00	0.00	0.00	
4800	6	FEES AND SERVICE CHARGES	6,900.00	6,900.00	9,483.40	0.00	1,583.40	
4824	8	RABIES VAC. DEPOSITS	19,100.00	19,100.00	17,240.93	0.00	1,859.07	
4837	8	ANIMAL IMPOUNDING	17,564.00	17,564.00	4,847.64	0.00	13,016.36	
4859	8	POLICE-AC-OWNER SERVICES	8,200.00	8,200.00	9,299.00	0.00	92.00	
4866	8	POLICE-AC-RENTAL	51,864.00	51,864.00	38,670.97	0.00	13,193.03	
TOTAL ..		FEES AND SERVICE CHARGES	5,136.00	5,136.00	16,171.84	0.00	11,035.84	
4900	6	OTHER REVENUES	5,136.00	5,136.00	16,171.84	0.00	11,035.84	
4999	8	OTHER REVENUES	5,136.00	5,136.00	16,171.84	0.00	11,035.84	
TOTAL ..		OTHER REVENUES	85,000.00	84,000.00	77,712.81	0.00	6,287.19	
TOTAL ..		REVENUES	322,494.00	322,494.00	382,654.28	0.00	60,150.28	
5000	5	EMPLOYEE SERVICES	1,806.00	1,806.00	1,814.73	0.00	8.73	
5106	6	SALARIES-REGULAR TIME	0.00	0.00	314.13	0.00	314.13	
5110	8	SALARIES-INCENTIVE PAY	18,744.00	18,744.00	7,683.55	0.00	11,060.45	
5111	8	SALARIES-WORKERS COMPENSATION	33,745.00	33,745.00	36,131.97	0.00	2,386.97	
5120	8	SALARIES-HOLID ED NOT WORKED	0.00	0.00	4,104.52	0.00	4,104.52	
5121	8	SALARIES-LEAVE PAID	0.00	0.00	8,210.04	0.00	8,210.04	
5122	8	SALARIES-OTHER LEAVE PAID	0.00	0.00	1,861.95	0.00	1,861.95	
5123	8	SALARIES-COMP TIME PAID	0.00	0.00	528.98	0.00	528.98	
5124	8	SALARIES-A.L. AT TERMINATION	0.00	0.00	13,147.93	0.00	13,147.93	
5130	8	SALARIES-COMP TIME AT TERMIN..	0.00	0.00	2,233.87	0.00	2,233.87	
5132	8	SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00	
5140	8	SALARIES-OVERTIME-CIVILIAN HOL	0.00	0.00	0.00	0.00	0.00	
5146	8	SALARIES-OVERTIME-CIVILIAN HOL	0.00	0.00	0.00	0.00	0.00	



REPORT ID: FMIS-NR423
100 GENERAL FUND
1896 ANIMAL CONTROL PROGRAM
PROGRAM MANAGER: ADMINISTRATION DIRECTOR

CITY OF HAYWARD
SUMMARY REVENUE AND EXPENDITURES REPORT
MONTH ENDING DATE: 06/30/2000

REPORT PRINT DATE: 08/22/2000
PAGE NO. 152 TIME: 09:52

ACCOUNT NO	FOOT	OBJ	SUB	NOTH	ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE	
TOTAL	..				SALARIES	390,306.00	*	390,306.00	*	458,675.95	*	68,369.95
5200	6				EMPLOYEE BENEFITS	0.00		0.00		0.00		250.00
5211	8				UNIFORMS/PAYROLL	4,421.00		4,421.00		0.00		1,487.13
5220	8				EMPL BENEF-FICA	37,507.00		37,507.00		0.00		3,686.79
5230	8				EMPL BENEF-PERS	0.00		0.00		0.00		3,125.40
5232	8				EMPL BENEF-PARS	39,741.00		39,741.00		0.00		677.15
5244	8				EMPL BENEF-MEDICAL-PERS	8,982.00		8,982.00		0.00		411.00
5250	8				EMPL BENEF-DENTAL-DELTA	466.00		466.00		0.00		233.14
5251	8				EMPL BENEF-DENTAL-UNITED CONCOR	500.00		500.00		0.00		58.55
5260	8				EMPL BENEF-BASIC LIFE INS(1070)	296.00		296.00		0.00		124.48
5261	8				EMPL BENEF-LTD-WGNT/CONF(1090)	53,540.00		53,540.00		0.00		21,208.58
5270	8				EMPL BENEF-WORKER COMP INS	10,100.00		10,100.00		0.00		583.55
5280	8				EMPL BENEF-DEFERRED COMP	1,676.00		1,676.00		0.00		129.73
5290	8				EMPL BENEF-VISION CARE	157,429.00	*	157,429.00	*	136,781.72	*	20,647.28
TOTAL	..				EMPLOYEE BENEFITS	547,735.00	*	547,735.00	*	595,457.67	*	47,722.67
6000	5				MAINTENANCE AND UTILITIES	5,232.00		5,232.00		0.00		2,113.23
6100	6				MAINTENANCE	3,233.61		3,233.61		3,883.00		2,483.00
6110	8				FIELD & OFFICE MAINTENANCE	0.00		0.00		0.00		0.00
6112	8				BLDG & STRUCTURE MAINTENANCE	8,465.61	*	8,465.61	*	4,952.38	*	3,670.00
TOTAL	..				MAINTENANCE	4,000.00	*	4,000.00	*	330.00	*	3,670.00
6200	6				UTILITIES	4,000.00		4,000.00		0.00		0.00
6210	8				UTILITIES	4,000.00	*	4,000.00	*	330.00	*	3,670.00
TOTAL	..				UTILITIES	12,465.61	*	12,465.61	*	5,282.38	*	3,300.23
TOTAL	..				MAINTENANCE AND UTILITIES	4,250.90		4,250.90		968.26		92.79
7000	5				SUPPLIES AND SERVICES	1,800.00		1,800.00		0.00		1,589.58
7100	6				SUPPLIES	316.00		316.00		0.00		316.00
7110	8				OFFICE SUPPLIES	41,542.00		41,542.00		91.62		2,071.61
7112	8				PRINTING	3,200.00		3,200.00		0.00		3,260.00
7113	8				PRINTING SUPPLIES	9,585.00		9,585.00		0.00		9,586.00
7120	8				FIELD SUPPLIES	0.00		0.00		0.00		1,026.48
7122	8				COMPUTER SUPPLIES	551.00		551.00		0.00		413.55
7124	8				FACILITIES MAINTENANCE CHARGES	100.00		100.00		0.00		44.00
7150	8				UNIFORMS - ALLOWANCES							
7170	8				DUES, PUBLICATIONS, BOOKS							
7180	8				MEALS (MOU)							

1-9811-1-01

REPORT ID: FMIS-WR423
 190 GENERAL FUND
 1890 ANIMAL CONTROL PROGRAM
 PROGRAM MANAGER: ADMINISTRATION DIRECTOR

CITY OF HAYWARD
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2000

REPORT PRINT DATE: 08/22/2000
 PAGE NO. 153 TIME: 09:52

ACCOUNT NO FOOT	OBJ SUB T NOTE ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PROPRATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
TOTAL ..	SUPPLIES	61,345.90 *	61,345.90 *		48,093.23 *	1,059.80 *	12,192.79 *
7200 6	SERVICES						
7210 8	SPECIAL SERVICES- CLAIMS	50,711.57	50,711.57		55,640.80	375.57	6,304.80-
7215 8	SOFTWARE	500.00	500.00		48.94	0.00	451.06
7250 8	PUBLICITY AND COMMUNITY PROM	2,069.00	2,069.00		351.39	69.80	1,648.61
7276 7	COMPUTER CONTRACT SERVICES	0.00 *	0.00 *		0.00 *	0.00 *	0.00 *
SUBTOTAL ..	COMPUTER CONTRACT SERVICES						
TOTAL ..	SERVICES	53,280.57 *	53,280.57 *		57,041.13 *	444.57 *	4,205.13--
7300 6	VEHICLE OPERATION						
7320 8	INTERNAL VEH. & RADIO RENTAL	10,772.00	10,772.00		10,772.04	0.00	0.04-
7330 8	LOCAL MILEAGE, PARKING & TOLL	22.00	22.00		6.00	0.00	16.00
TOTAL ..	VEHICLE OPERATION	10,794.00 *	10,794.00 *		10,778.04 *	0.00 *	15.96 *
7400 6	TRAVEL, MEETINGS AND MEALS						
7410 8	TRAINING, EDUC, TRVL, MEETING, MEALS	1,140.00	1,140.00		569.03	0.00	570.97
TOTAL ..	TRAVEL, MEETINGS AND MEALS	1,140.00 *	1,140.00 *		569.03 *	0.00 *	570.97 *
7500 6	OTHER EXPENSE						
7505 8	CREDIT CARD SERVICE CHARGE	0.00	0.00		393.76	0.00	393.76-
7515 7	COMPUTER TRAINING & EDUCATION	0.00 *	0.00 *		0.00 *	0.00 *	0.00 *
SUBTOTAL ..	COMPUTER TRAINING & EDUCATION						
TOTAL ..	OTHER EXPENSE	0.00 *	0.00 *		393.76 *	0.00 *	393.76--
TOTAL ..	SUPPLIES AND SERVICES	126,560.47 *	126,560.47 *		116,875.19 *	1,504.45 *	8,180.83 *
8000 5	CAPITAL EXPENSE						
8100 6	PURCHASES - EQUIPMENT	0.00	0.00		3,653.47	0.00	3,653.47-
8112 8	COMPUTERS AND PRINTERS	0.00	0.00		0.00	0.00	0.00
TOTAL ..	PURCHASES - EQUIPMENT	0.00 *	0.00 *		3,653.47 *	0.00 *	3,653.47--
8400 6	PURCHASES - VEHICLES						
TOTAL ..	PURCHASES - VEHICLES	0.00 *	0.00 *		0.00 *	0.00 *	0.00 *

11-98111-1-01

HAYWARD ANIMAL SERVICES BUREAU EUTHANASIA STATISTICS

EUTHANASIAS BETWEEN 07/01/99 AND 06/30/00

		CAT	DOG	TOTAL
	FERAL	1	0	1
	MEDICAL	0	0	0
	TOTAL	1	0	1
ADOPTABLE	BEHAV OBSV	4	9	13
	CONTAG DIS	6	2	8
	MEDICAL	3	1	4
	PREGNANT	1	0	1
	SPACE	0	7	7
	TIME	0	4	4
	TIME/SPACE	1	27	28
	TOTAL	15	50	65
EUTH REQ	BEHAV HIST	0	1	1
	MEDICAL	1	4	5
	TOTAL	1	5	6
UNADOPTABLE		9	1	10
	BEHAV HIST	8	35	43
	BEHAV OBSV	56	100	156
	CONTAG DIS	100	23	123
	FERAL	167	0	167
	MEDICAL	82	31	113
	SPACE	1	26	27
	TIME	0	7	7
	TIME/SPACE	2	47	49
	TOO OLD	0	10	10
	TOO YOUNG	119	0	119
TOTAL	544	280	824	
TOTAL		561	335	896

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1999 TO 06/30/2000

CAT

BREED All Breeds

DISPOSITION	OWNER		DEAD	ADOPTION		PROTECTIVE			TOTAL	
	SURR	RNDR		STRAY	RETURN	QUARANTINE	CUSTODY	VICIOUS		OTHER
ADOPTION	32		254	0	2	0	6	0	0	294
ESCAPED	0		2	0	0	0	0	0	0	2
EUTHANASIA	45		860	0	0	6	8	0	0	919
FOSTERED	1		9	0	1	0	0	0	0	11
REDEEMED	10		45	0	1	0	2	0	0	58
WILDLF RELS	0		0	0	0	0	0	0	0	0
OTHER	1		15	256	0	0	1	0	0	273
IN SHELTER	8		120	8	2	3	3	0	0	144
TOTAL	97		1,305	264	6	9	20	0	0	1,701

11-98111-01

HAYWARD POLICE DEPARTMENT
 ANIMAL SERVICES BUREAU
 DISPOSITION BY TYPE OF SERVICE
 FROM 07/01/1999 TO 06/30/2000

DOG

BREED All Breeds

DISPOSITION	OWNER SURRNDR	STRAY	DEAD	ADOPTION RETURN	QUARANTINE	PROTECTIVE CUSTODY	VICIOUS	OTHER	TOTAL
ADOPTION	23	197	0	10	1	4	0	0	235
ESCAPED	0	1	0	0	0	0	0	0	1
EUTHANASIA	59	238	0	4	13	12	0	0	326
FOSTERED	1	1	0	0	1	0	0	0	3
REDEEMED	17	150	0	2	10	30	0	0	209
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	6	71	0	0	0	0	0	77
IN SHELTER	11	67	11	8	5	8	0	0	110
TOTAL	111	660	82	24	30	54	0	0	961

11-98111-01

HAYWARD ANIMAL SERVICES BUREAU SHELTER STATISTICS

OUTCOMES BETWEEN 07/01/99 AND 06/30/00

	BIRD	CAT	CATTLE	DOG	MAMMAL	RABBIT	REPTILE	RODENT	SWINE
ADOPTION	HAYWARD	8	0	0	4	0	0	0	0
	TOTAL	8	0	0	4	0	0	0	0
	HAYWARD	315	0	301	0	30	3	8	1
DIED	OUT OF ARI	2	0	1	0	0	0	0	0
	SAN LEAND	0	0	1	0	0	0	0	0
	TOTAL	2	0	2	0	0	0	0	0
DISPOSAL	HAYWARD	259	1	68	111	10	2	16	0
	OUT OF ARI	0	0	1	0	0	0	0	0
	TOTAL	259	1	69	111	10	2	16	0
EUTH	HAYWARD	558	0	330	3	8	1	18	0
	OUT OF ARI	3	0	3	0	0	0	14	0
	TOTAL	561	0	333	3	8	1	32	0
HOME EXP	HAYWARD	0	0	1	0	0	0	0	0
	TOTAL	0	0	1	0	0	0	0	0
	HAYWARD	0	3	0	0	0	0	0	0
MISSING	TOTAL	0	3	0	0	0	0	0	0

		BIRD	CAT	CATTLE	DOG	MAMMAL	RABBIT	REPTILE	RODENT	SWINE
RELOCATE	HAYWARD	2	2	0	4	7	0	1	0	0
	TOTAL	2	2	0	4	7	0	1	0	0
	HAYWARD	1	13	0	216	0	0	0	0	0
RTO	OUT OF ARI	0	0	0	1	0	0	0	0	0
	TOTAL	1	13	0	217	0	0	0	0	0
	HAYWARD	2	29	0	15	0	0	0	3	0
TRANSFER	OUT OF ARI	0	0	0	2	0	0	0	0	0
	TOTAL	2	29	0	17	0	0	0	3	0
	TOTAL	61	245	1	936	125	58	7	49	1

Animals on hand on June 30, 2000 = 199

11-9811-I-01

HAYWARD ANIMAL SERVICES BUREAU SHELTER STATISTICS

INTAKES BETWEEN 07/01/99 AND 06/30/00

	BIRD	CAT	CATTLE	DOG	MAMMAL	RABBIT	REPTILE	RODENT	SWINE
CONFISCATE									
HAYWARD	0	2	0	40	0	0	0	0	0
TOTAL	0	2	0	40	0	0	0	0	0
DISPO REQ									
HAYWARD	22	244	1	60	106	10	3	18	0
TOTAL	22	244	1	60	106	10	3	18	0
EUTH REQ									
HAYWARD	0	1	0	5	0	0	0	2	0
OUT OF AREA	0	0	0	0	0	0	0	1	0
TOTAL	0	1	0	5	0	0	0	3	0
OWNER SUR									
HAYWARD	1	83	0	165	0	4	0	5	0
OUT OF AREA	0	2	0	0	0	0	0	0	0
SAN LEANDRO	0	0	0	3	0	0	0	0	0
TOTAL	1	85	0	168	0	4	0	5	0
RETURN									
HAYWARD	0	4	0	12	0	1	0	0	0
OUT OF AREA	0	0	0	1	0	0	0	0	0
TOTAL	0	4	0	13	0	1	0	0	0
STRAY									
HAYWARD	41	1,025	0	726	22	53	4	28	1
OUT OF AREA	0	3	0	7	0	0	0	1	0
SAN LEANDRO	1	0	0	0	0	0	0	0	0
TOTAL	42	1,028	0	733	22	53	4	29	1
TOTAL	65	1,364	1	1,019	128	68	7	50	1

11-9811-I-01

TOTAL
42
42
464
464
8
1
9
258
2
3
263
17
1
48
1,896
10
1
1,907
2,703

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1999 TO 06/30/2000

AMPHIBIAN

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE			TOTAL
	SURRNR	STRAY	DEAD	RETURN	QUARANTINE	CUSTODY	VICIOUS	OTHER	
ADOPTION	0	0	0	0	0	0	0	0	0
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	0	0	0	0	0	0	0	0	0
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
IN SHELTER	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

11-98111-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1999 TO 06/30/2000

LIVESTOCK

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE			TOTAL	
	SURR	NDR	STRAY	DEAD	RETURN	QUARANTINE	CUSTODY	VICIOUS		OTHER
ADOPTION	12		0	0	0	0	0	0	0	12
ESCAPED	0		0	0	0	0	0	0	0	0
EUTHANASIA	1		1	0	0	0	0	0	0	2
FOSTERED	0		1	0	0	0	0	0	0	1
REDEEMED	0		2	0	0	0	0	0	0	2
WILDLF RELS	0		0	0	0	0	0	0	0	0
OTHER	0		0	1	0	0	0	0	0	1
IN SHELTER	0		0	0	0	0	0	0	0	0
TOTAL	13		4	1	0	0	0	0	0	18

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1999 TO 06/30/2000

MICE AND RODENTS

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE			TOTAL
	SURR	NDR	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS	OTHER	
ADOPTION	2		0	0	0	0	0	0	6
ESCAPED	0		0	0	0	0	0	0	0
EUTHANASIA	2		0	0	0	0	0	0	8
FOSTERED	0		0	0	0	0	0	0	0
REDEEMED	4		0	0	0	0	0	0	4
WILDLF RELS	0		0	0	0	0	0	0	0
OTHER	1		1	0	0	0	0	0	2
IN SHELTER	0		0	0	0	0	0	0	0
TOTAL	9		1	0	0	0	0	0	20

11-98111-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1999 TO 06/30/2000

DOMESTIC RABBIT

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE		OTHER	TOTAL
	SURR	RNDR	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS		
ADOPTION	5	20	0	1	0	0	0	0	26
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	3	8	0	0	0	0	0	0	11
FOSTERED	0	3	0	0	0	0	0	0	3
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	2	14	0	0	0	0	0	16
IN SHELTER	2	12	1	0	0	0	0	0	15
TOTAL	10	45	15	1	0	0	0	0	71

11-9811-1-01

HAYWARD POLICE DEPARTMENT
 ANIMAL SERVICES BUREAU
 DISPOSITION BY TYPE OF SERVICE
 FROM 07/01/1999 TO 06/30/2000

BIRD

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE			TOTAL
	SURRNDR	STRAY	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS	OTHER	
ADOPTION	0	6	0	0	0	0	0	0	6
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	0	10	0	0	0	0	0	0	10
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	20	0	0	0	0	0	0	20
OTHER	0	0	8	0	0	0	0	0	8
IN SHELTER	0	4	0	0	0	0	0	0	4
TOTAL	0	40	8	0	0	0	0	0	48

11-9811-01

HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU
DISPOSITION BY TYPE OF SERVICE
FROM 07/01/1999 TO 06/30/2000

SNAKES AND REPTILES

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE			TOTAL
	SURR	RNDR	DEAD	RETURN	QUARANTNE	CUSTODY	VICIOUS	OTHER	
ADOPTION	2	5	0	0	0	0	0	0	7
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	0	0	0	0	0	0	0	0	0
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	0	0	0	0	0	0	0	0
WILDLF RELS	0	1	0	0	0	0	0	0	1
OTHER	0	2	1	0	0	1	0	0	4
IN SHELTER	1	2	0	0	0	0	0	0	3
TOTAL	3	10	1	0	0	1	0	0	15

11-9811-01

HAYWARD POLICE DEPARTMENT
 ANIMAL SERVICES BUREAU
 DISPOSITION BY TYPE OF SERVICE
 FROM 07/01/1999 TO 06/30/2000

FISH

BREED All Breeds

DISPOSITION	OWNER		ADOPTION			PROTECTIVE		OTHER	TOTAL
	SURR	RNDR	DEAD	RETURN	QUARANTINE	CUSTODY	VICIOUS		
ADOPTION	0	0	0	0	0	0	0	0	0
ESCAPED	0	0	0	0	0	0	0	0	0
EUTHANASIA	0	0	0	0	0	0	0	0	0
FOSTERED	0	0	0	0	0	0	0	0	0
REDEEMED	0	0	0	0	0	1	0	0	1
WILDLF RELS	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
IN SHELTER	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	1	0	0	1

11-98111-01

CITY OF HAYWARD

PURCHASING DIVISION
HAYWARD, CALIFORNIA
PHONE (510) 583-4800 FAX (510) 583-3600

No. 112634

THIS NUMBER MUST
APPEAR
ON ALL PACKAGES AND
CORRESPONDENCE

BILL TO: ACCOUNTS PAYABLE

CITY OF HAYWARD
777 "B" STREET
HAYWARD, CA 94541-5007
PHONE (510) 583-4060
(510) 583-4062

INCLUDE TAX I.D.# ON INVOICE

VENDOR NO.

Annual Contract

SHIP TO

POLICE DEPARTMENT
300 West Winton Avenue
Hayward CA 94544
Alex Cardas

VENDOR

884

20-771-9254

HLP, INC.
1991 Ponderosa Lane
Prescott AZ 86305
Diane Hoover

REQUIRED DELIVERY	SHIP VIA	TERMS	REQUISITION	DATE		
7/20/99		Net 30	1951-377-99	7/30/1999		
ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	BUDGET ACCOUNT
1	1	Ea.	Chameleon/CMS Software License (including 1 manual)	\$9,800.00	\$9,800.00	100-1851-72
2	1	Ea.	Tax on Software	\$808.50	\$808.50	
3	3	Ea.	Chameleon/CMS annual support and Maintenance Limited to a single server & 2 workstations for daily operations beginning at software installation for one year.	\$960.00	\$2,880.00	
4	3	Ea.	Software Tuning & Training per day (on site) ***NEED COPY OF INSURANCE COVERAGE VERIFICATION***	\$800.00	\$2,400.00	

We will be billed Separately for item 3 + 4

GREEN SENT TO AP	AMOUNT APPROVED
<i>partial print: #86-11</i>	
<i>#HYWR0899 CMS</i>	
<i>8/13/99</i>	
<i>\$10,608.50</i>	
<i>To Julie - 8/25/99</i>	

print #2 (Final print)
#HYWR0100 all
11/2000
\$5,280.00
To Patty - 11/2/00

ACCOUNTS PAYABLE

CITY OF HAYWARD
777 "B" STREET
HAYWARD, CA 94541-5007
PHONE (510) 583-4060
(510) 583-4062

CITY OF HAYWARD

PURCHASING DIVISION
HAYWARD, CALIFORNIA
PHONE (510) 583-4800 FAX (510) 583-3600

PURCHASE ORDER

No. 113207

THIS NUMBER MUST
APPEAR
ON ALL PACKAGES AND
CORRESPONDENCE

INCLUDE TAX I.D.# ON INVOICE

VENDOR NO.

SHIP TO

VENDOR: ANIXTER INC.
5720 Stoneridge Drive, Ste #2
Pleasanton CA 94588-2700
Casey Scott
636
0-221-2643

POLICE DEPARTMENT
300 West Winton Avenue
Hayward CA 94544
Mike Pollak

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	BUDGET ACCOUNT
1	Ea.	#196424, (AMER PWR BK650m) 600va. 400w ups BACK-UPS for Non-Critical Network Nodes	\$224.00	\$224.00	100-1851-712
2	Ea.	(TECH DATA 825119) 3COM Superstack 500 24 Port Hub Dual Speed 3C16611	\$970.00	\$970.00	
1	Ea.	Sales Tax @ 8.25%	\$98.51	\$98.51	
Per your Quote No. 03051, Dated 12/08/99 for Customer No. 207758					
Total for Purchase				\$1,292.51	

Final print 1/12/00
#673-363023
12/17/99
\$ 254.14
To Patty - 1/3/00

GREEN SENT TO A/P	AMOUNT APPROVED
673-364426	
12/17/99 10-11-1186-11	
1050.03	
To Maria - 1/3/00	

NOTICE TO VENDORS: To comply with IRS regulations, please include on your invoice your Federal Tax I.D. # / Social Security #; failure to provide this information will result in a 10% penalty.

ANIXTER INC.

SOLD TO

HAYWARD, CITY OF
ATTN I S DEPT
777 "B" STREET
HAYWARD CA 94541

SHIP TO

CITY OF HAYWARD POLICE DEPT.
MICHEAL POLLACK
300 WEST WENTON
HAYWARD CA 94544

FOR CUSTOMER SERVICE CALL: (925) 469-8300

SHIPPED FROM: RENO NV. 89506

CUSTOMER NUMBER 207758	ORDER NUMBER 113207	CALIFORNIA TAX EXEMPTION NUMBER CA 8.2501	PAYMENT TERMS NET30	PAGE 1	OF 1	ISSUE DATE 12/17/99	OUR INVOICE NUMBER 673-363023
PROJECT NUMBER	ISSUER U P S	SHIPPING METHOD PPD/CHARGE	F.S.I. POINT SHIP PT.	NO. OF LINES 333	SALES TAX WY		OUR SALES ORDER NUMBER 673-43396

LINE NO.	ANIXTER NUMBER	ORDER QUANTITY	SHIPPED QUANTITY	BACK ORDERED	CATALOG NUMBER AND DESCRIPTION	PRICE	AMOUNT
01	196424	1	1	0	CT 1 RL 0 CO 0 WT 27 BK650M 196424 600VA/400W UPS "BACK-UPS" FOR NON-CRITICAL NETWORK NODES SPB994123621	224.00 PER EA	224.00
			SERIAL NUMBER				

PLEASE NOTE - SALES TAX HAS BEEN CHARGED.
CREDIT WILL BE ISSUED UPON RECEIPT OF EXEMPTION CERTIFICATE FOR SHIP-TO STATE.
11-1-1186-11

SALES TOTAL	SALES TAX	SHIPPING CHARGES	FUEL CHARGE	OTHER CHARGES	
224.00	18.49	11.65	0.00	0.00	254.14

ANIXTER INC.
FILE #98908
LOS ANGELES, CA 90074-8308

PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR REMITTANCE

ORIGINAL INVOICE

ANIXTER

HAYWARD, CITY OF
ATTN: I'S DEPT
777 "B" STREET
HAYWARD

CA 94541

CITY OF HAYWARD POLICE DEPT
MICHEAL POLLACK
300 WEST WINTON
HAYWARD

CA 94544

FOR CUSTOMER SERVICE CALL: (925) 469-8500

SHIPPED FROM: PLEASANTON, CA 94588

ORDER NUMBER	CUSTOMER ORDER NUMBER	SALES TAX RATE	PAYMENT TERMS	PAGE NO.	INVOICE DATE	OUR INVOICE NUMBER
207758	113207	CA 8.250%	NET30	1	12/17/99	673-364426
PROJECT NUMBER	CARRIER	SHIPPING TERMS	F.O.B. POINT	SHIP LOC.	SALESMAN	OUR SALES ORDER NUMBER
	U P S	PPD/CHARGE	SHIP PT.	673	WY	673-43996

ANIXTER NUMBER	ORDER QUANTITY	SHIPPED QUANTITY	BACK ORDERED	CATALOG NUMBER AND DESCRIPTION	PRICE	AMOUNT
02 DS-67343996-02	1	1	0	825119 DS-67343996-02 3COM SUPERSTACK 500 24 PORT HUB DUAL SPEED 3C16611	970.00 PER EA	970.00

11-9811-01

PLEASE NOTE -- SALES TAX HAS BEEN CHARGED.
CREDIT WILL BE ISSUED UPON RECEIPT OF EXEMPTION CERTIFICATE FOR SHIP-TO STATE.

SALES TOTAL	SALES TAX	SHIPPING CHGS.	FUEL CHARGES	OTHER CHARGES	PLEASE SEND REMITTANCE TO	PLEASE PAY
970.00	80.03	0.00	0.00	0.00	ANIXTER INC. FILE #98908 LOS ANGELES, CA 90074-8908	1,050.03

PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR REMITTANCE

THIS INVOICE IS SUBJECTIVE TO THE TERMS & CONDITIONS ON THE BACK INCLUDING THOSE LIMITING WARRANTIES

***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >5< EMPLOYEE SERVICES ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5200	6	EMPLOYEE BENEFITS				
5210	8	EMPL BENE-SOCIAL PROGRAM				
5211	8	UNIFORMS/PAYROLL		750.00+		750.00-
5220	8	EMPL BENE-FICA		7457.14+		1490.14-
		5967.00+				
5230	8	EMPL BENE-PERS		32585.87+		6477.13+
		39063.00+				
5232	8	EMPL BENE-PARS		3206.71+		3206.71-
5240	8	EMPL BENE-MEDICAL-CITY TRUST				



14:56:06:99 INQUIRY REQUEST

***** Activity Account Totals *****

Year... 2000/2001 Through Month Of Total Code CURRENT FY TOTALS

Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100

Object code 5 EMPLOYEE SERVICES ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5132	8	SALARIES-COMP TIME AT TERMIN..		395.55+		395.55-
5140	8	SALARIES-OVERTIME				
		13517.00+		24201.15+		10684.15-
5141	8	SALARIES-SAFETY HOLIDAY PAY				
5142	8	SALARIES-SAVINGS				
5144	8	SALARIES - EXCESS MEDICAL				
5146	8	SALARIES-OVERTIME-CIVILIAN HOL				
				4756.39+		4756.39-
5200	6	EMPLOYEE BENEFITS				

14:55:52:16 INQUIRY REQUEST



***** Activity Account Totals *****

FMIS-FD25

Year... 2000/2001 Through Month Of Total Code CURRENT FY TOTALS

Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100

Object code 5 EMPLOYEE SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5000	5	EMPLOYEE SERVICES				
5100	6	SALARIES				
5102	8	SALARIES-LEAVE W/O PAY				
5110	8	SALARIES-REGULAR TIME				
			418259.00+	462050.18+		43791.18-
5111	8	SALARIES-INCENTIVE PAY				
			2756.00+	1793.34+		962.66+
5120	8	SALARIES-WORKERS COMPENSATION				
				743.95+		743.95-
5121	8	SALARIES-HOLID PD NOT WORKED				
			24198.00+	7252.32+		16945.68+
14:55:04:17		INQUIRY REQUEST				

***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >5< EMPLOYEE SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5121		8	SALARIES-HOLID PD NOT WORKED			
			24198.00+	7252.32+		16945.68+
5122		8	SALARIES-LEAVE PAID			
			43557.00+	32149.77+		11407.23+
5123		8	SALARIES-OTHER LEAVE PAID			
				1983.03+		1983.03-
5124		8	SALARIES-COMP TIME PAID			
				16530.68+		16530.68-
5130		8	SALARIES-A.L. AT TERMINATION			
				682.58+		682.58-
5131		8	SALARIES-S.L. AT TERMINATION			
5132		8	SALARIES-COMP TIME AT TERMIN..			
				395.55+		395.55-

14:55:42:60 INQUIRY REQUEST

***** Activity Account Totals *****

Year... 2000/2001 Through Month Of Total Code CURRENCY FY TOTALS
Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100
Object code 6 MAINTENANCE & UTILITY ACCOUNTS

Account	Sub	Type	Budget	Actual	Encumbered	Budget Balance
6000		5	MAINTENANCE AND UTILITIES			
6100		6	MAINTENANCE			
6110		8	FIELD & OFFICE MAINTENANCE			
			14700.00+	11164.62+		3535.38+
6112		8	BLDG & STRUCTURE MAINTENANCE			
			5783.00+	6500.39+	3000.00+	3717.39-
6114		8	COMPUTER MAINTENANCE			
				2880.00+		2880.00-
6200		6	UTILITIES			
6210		8	UTILITIES			
			4000.00+			4000.00+
15:18:29:09			INQUIRY REQUEST			

***** Activity Account Totals *****

Year... 2000/2001 Through Month Of Total Code CURRENT FY TOTALS
Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100
Object code 6 MAINTENANCE & UTILITY ACCOUNTS

Table with columns: Account, Sub, Type, Budget, Actual, Encumbered, Budget Balance. Rows include 6210 UTILITIES and 6211 PORTABLE COMMUNICATION EQUIP.

LAST TRANSACTION SCREEN FOR ACTIVITY ACCOUNT SERIES
15:18:39:13 INQUIRY REQUEST



***** Activity Account Totals *****

FMIS-FD25

Year... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS

Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<

Object code >7< SUPPLIES & SERVICES ACCOUNTS

Account	j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget
							- Balance -
7000			5	SUPPLIES AND SERVICES			
7100			6	SUPPLIES			
7110			8	OFFICE SUPPLIES			
				21716.26+	5500.00+	875.58+	15340.68+
7112			8	PRINTING			
				1800.00+	2044.01+		244.01-
7113			8	PRINTING SUPPLIES			
				316.00+			316.00+
7120			8	FIELD SUPPLIES			
				43982.62+	66292.18+	598.80+	22908.36-
7122			8	COMPUTER SUPPLIES			
				3200.00+	1323.32+		1876.68+
14:57:24:93				INQUIRY REQUEST			

***** Activity Account Totals *****

FMIS-FD25

Year.... 2000/2001 Through Month Of Total Code CURRENT FY TOTALS

Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100

Object code 7 SUPPLIES & SERVICES ACCOUNTS

Account	j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget
							- Balance -
7122		8	COMPUTER SUPPLIES				
				3200.00+	1323.32+		1876.68+
7123		8	FACILITIES BUILDING MATERIALS				
7124		8	FACILITIES MAINTENANCE CHARGES				
				9586.00+	201.00+		9385.00+
7126		8	PRINTERS - UNDER \$1000				
7130		8	AUTOMOTIVE PARTS				
7140		8	FUEL, OIL AND LUBRICANTS				
7150		8	UNIFORMS - ALLOWANCES				
					280.00+		280.00-

14:57:33:96 INQUIRY REQUEST

***** Activity Account Totals *****

Year... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >7< SUPPLIES & SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7150	8	UNIFORMS - ALLOWANCES		280.00+		280.00-
7151	8	UNIFORMS - PATROL				
7160	8	RENTAL (LAND, BLDG, STRUCTURES)				
7170	8	DUES, PUBLICATIONS, BOOKS				
			551.00+	559.41+		8.41-
7180	8	MEALS (MOU)				
			100.00+	870.61+		770.61-
7200	6	SERVICES				
7210	8	SPECIAL SERVICES- CLAIMS				
			54709.57+	60185.31+	375.57+	5851.31-
14:57:43:21		INQUIRY REQUEST				

***** Activity Account Totals *****

Year.... 2000/2001 Through Month Of ^ Total Code CURRENT FY TOTALS
 Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100
 Object code 7 SUPPLIES & SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7210		8	SPECIAL SERVICES- CLAIMS			
			54709.57+	60185.31+	375.57+	5851.31-
7215		8	SOFTWARE			
			500.00+			500.00+
7250		8	PUBLICITY AND COMMUNITY PROM			
			2069.00+	220.73+		1848.27+
7270		8	OTHER CONTRACT SERVICES			
7272		8	ECONOMIC DEVELOPMENT ELEMENT			
7276		7	COMPUTER CONTRACT SERVICES			
7276	001	9	DOUGLAS RENNER CONSULTING			

14:57:51:05 INQUIRY REQUEST



Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7276	001	9				
			DOUGLAS RENNER CONSULTING			
7300		6				
			VEHICLE OPERATION			
7310		8				
			AUTO ALLOWANCE			
7320		8				1.04-
			INTERNAL VEH. & RADIO RENTAL			
			10772.00+	10772.04+		
7330		8				1.53+
			LOCAL MILEAGE, PARKING & TOLL			
			22.00+	20.47+		
7400		6				
			TRAVEL, MEETINGS AND MEALS			
7410		8				799.76+
			TRNING, EDUC, TRVL, MEETING, MEALS			
			1140.00+	340.24+		
14:58:00:54			INQUIRY REQUEST			

11-98111-01

***** Activity Account Totals *****
Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >7< SUPPLIES & SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7410	8	TRNING, EDUC, TRVL, MEETING, MEALS	1140.00+	340.24+		799.76+
7500	6	OTHER EXPENSE				
7505	8	CREDIT CARD SERVICE CHARGE		522.18+		522.18-
7510	8	TRAINING AND EDUCATION				
7515	7	COMPUTER TRAINING & EDUCATION				
7515	001	9	# NOW AVAILABLE			
7590	8	DEPRECIATION				

14:58:07:20 INQUIRY REQUEST

11-9811-1-01

***** Activity Account Totals *****

Year.... 2000/2001 Through Month Of Total Code CURRENT FY TOTALS
Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100
Object code 8 CAPITAL EXPENSE ACCOUNTS

Table with columns: Account, Sub, Type, Budget, Actual, Encumbered, Budget Balance. Rows include 8000 CAPITAL EXPENSE, 8100 PURCHASES - EQUIPMENT, 8110 FIELD & OFF EQUIP (OVER \$1000), 8112 COMPUTERS & PRINTERS-OVER 1000, 8113 COMPUTERS & PRINTERS (0-1000), 8400 PURCHASES - VEHICLES, 8410 AUTOMOTIVE EQUIPMENT.

15:18:50:18 INQUIRY REQUEST

2000-2001 Claim

Costs per animal

Labor	@Salary/min	sub total	supplies
35.91	\$0.35	\$12.57	0.63

Sub total

@2days
\$26.40

Single cost

imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
27.9	0.35	\$9.77	\$3.92	\$8.00	\$21.69	\$56.09

~~56.09~~
48.09

Dogs/Cats	xCost	Total
2075	\$56.09	\$116,370.15

48.09
Sub total

9978.75

Labor	@Salary/min	sub total	supplies
10	\$0.35	\$3.50	0.63

@2days
\$8.26

Single cost

imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
27.9	0.35	\$9.77	\$3.69	\$0.00	\$13.46	\$21.72

Other	xCost-\$8	Total
79	\$21.72	\$1,715.49

Total Claim	\$118,085.64
-------------	--------------

Average Labor Required

Cleaning	Average minutes	Average animal	Avg time per animal	Average Daily Animal Census Average 2001
ward 3	130	14	9.29	190
ward 4	130	14	9.29	
obs dog	80	5	16.00	
vicious	150	13	11.54	
sick cat	40	6	6.67	
feral cat 1	120	14	8.57	
obs cat	90	14	6.43	
ward 1	90	7	12.86	
ward 2	90	7	12.86	
Adopt D 1	60	7	8.57	
Adopt D 2	95	11	8.64	
Adopt C 1	95	16	5.94	
Adopt C 2	120	24	5.00	
cat 1	120	32	3.75	
cat 2	120	32	3.75	
cat 3	70	16	4.38	
Small animal	60	6	10.00	

11-98111-01

00-01
24.85 offset
cost per animal
each day
dog license

2154 | 4908
= 4309

General Care

Average Cost per animal

	minutes	Avg #	Avg per	Cleaning	Avg Old	Avg new	Avg time
feeding am	60	42	1.43	Dogs	11.53	10.73	11.13
feeding pm	90	110	0.82	spot clean	7	5	6
med am	20	14	1.43	Cats	7.22	4.56	5.89
med pm	20	14	1.43	spot clean	3	3	3
dishes	120	380	0.32	Care			9.89
laundry	240	150	1.60	Gen. Care			
restock	60	150	0.40				
updates	57	28	2.04				
Inventory	65	150	0.43				
Total	732	Total	9.89	Total			35.91

Single Cost items

Task	Time
Impound	18
Behavior	5.7
Supv review	0.4
Vet assist	3.8
Total	27.9

Vet

Monthly	Avg.# animals	per animal
\$850	217	\$3.92

Vaccinations

per animal	\$8.00
Disposal	Deceased \$ per
\$15,821.00	3186 \$4.97

Lost and Found

	minutes		
Phone Servic	16.3		
walk in	8		
Avg Cases		Avg time	
month	76		
Avg Yearly	912	14865.6	
Avg walk in	114		
Avg Yearly	1368	10944	
sub total		25809.6	
@\$.38			\$9,807.65
posting/recording			
Daily	work days		
30	260	7800	
@\$.38			\$2,964.00
Total			\$12,771.65

Food	supplies	Disinfectants	medicines			
17,749.00	15,965.00	2,415.00	4,093.00	40,222.00	6156	\$6.53

Licenses

Avg time	Data entry	tags sold	
avg time	8.7		
	8.7		
@.38.min	\$3.31	747	\$2,469.58
tag	\$10.64	747	\$7,948.08
postage	\$0.33	221	\$72.93
Total Cost			\$10,490.59
Revenue			
tags sold		747	
Revenue			17,388.00
Cost			10,490.59
Difference			6,897.41

Salary (mid)		Benefit Cost	Fully Costed	Per Min
Kennel	\$15.71	32%	\$20.74	\$0.35
Kennel Sup	\$17.28	32%	\$22.81	\$0.38
PCII	\$17.44	32%	\$23.02	\$0.38
ACO	\$18.59	32%	\$24.54	\$0.41
ACO Supv	\$19.03	32%	\$25.12	\$0.42
Manager	\$33.37	32%	\$44.05	\$0.73

Avg Stay	# animals	sub	Care	per day
13.05	4908	64064.124	40222	0.63

11-9811-1-01

Animal Services Capacity Analysis

The following table summarizes Hayward's ability to house our own animals, based on the ICMA model and after the expansion currently approved as Phase II of the Animal Shelter Remodel

	Existing Cages	Phase II Additions	Total Cages	Required Cages	Excess or Shortage
Dogs	56.0	9.0	65.0	68.2	-3.2
Cats	69.0	62.0	131.0	135.4	-4.4

The following table summarizes Hayward's ability to house both our own and San Leandro's animals based on the ICMA model and after the expansion which includes the current Phase II and the addition of the Corbett money.

	Total after Phase II	Corbett Additions	Total Cages	Required Cages	Excess or Shortage
Dogs	65.0	14.0	86.0	80.9	5.1
Cats	131.0	32.0	131.0	155.0	-24.0

HAYWARD ANIMAL SERVICES BUREAU SHELTER STATISTICS

INTAKES BETWEEN 07/01/00 AND 06/30/01

CONFISCATE	BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
HAYWARD	4	1	74	0	2	0	0	0	0
SAN LEANDRO	4	7	19	0	0	1	1	3	0
TOTAL	8	8	93	0	2	1	1	3	0
HAYWARD	26	448	142	0	2	199	17	10	21
OUT OF AREA	0	1	2	0	0	0	0	0	1
SAN LEANDRO	12	84	22	0	2	30	2	0	8
TOTAL	38	533	166	0	4	229	19	10	30
HAYWARD	2	4	5	0	0	0	0	0	3
OUT OF AREA	0	0	1	0	0	0	0	0	0
SAN LEANDRO	0	0	1	0	0	1	0	0	0
TOTAL	2	4	7	0	0	1	0	0	3
HAYWARD	4	198	268	0	0	0	9	3	5
OUT OF AREA	0	5	4	0	0	0	0	0	0
SAN LEANDRO	0	27	56	0	0	0	1	0	0
TOTAL	4	230	328	0	0	0	10	3	5
HAYWARD	0	25	38	0	0	1	0	0	0
OUT OF AREA	0	1	0	0	0	0	0	0	0
SAN LEANDRO	0	0	1	0	0	0	0	0	0
TOTAL	0	26	39	0	0	1	0	0	0
HAYWARD	78	2,390	1,236	1	4	56	48	14	21

11-9811-1-01

	BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
STRAY	0	6	6	0	0	2	0	0	0
	7	212	242	0	0	7	7	0	3
	85	2,608	484	1	4	65	55	14	24
TRANSFER	0	0	2	0	0	0	1	0	0
	0	0	4	0	0	0	0	0	0
	0	0	1	0	0	0	0	0	0
	0	0	7	0	0	0	1	0	0
TOTAL	137	3,409	2,127	1	10	297	86	30	62

11-9811-I-01

11-9811-I-01

TOTAL
81
35
116
865
4
160
1,029
14
1
2
17
487
9
84
580
64
1
1
66
3,848

is our mutual desire to provide services as soon as possible, and probably before that date.

- Actual revenue received for the first year will be prorated based on service availability.
- We are requesting that:
 - 1) the positions be authorized for July 1, 2000 to allow for recruiting, hiring and training prior to actual commencement of services, and that
 - 2) the Personnel Department be authorized to start a recruitment that will target an actual hire date of July 1, 2000.

admin/animals/slpdcontract/memo-bdgtinputfy00-01

11-9811-1-01

cc: Admin Analyst, Animal Svcs Mgr

HAYWARD ANIMAL SERVICES BUREAU EUTHANASIA STATISTICS

EUTHANASIAS BETWEEN 07/01/00 AND 06/30/01

		CAT	DOG	TOTAL
	CONTAG DIS	1	0	1
	MEDICAL	1	0	1
	TOTAL	2	0	2
ADOPTABLE	BEHAV OBSV	2	14	16
	CONTAG DIS	28	21	49
	FERAL	1	0	1
	MEDICAL	5	3	8
	SPACE	0	2	2
	TIME	0	5	5
	TIME/SPACE	0	63	63
	TOO OLD	0	1	1
	TOTAL	36	109	145
EUTH REQ	BEHAV HIST	0	2	2
	BEHAV OBSV	0	1	1
	MEDICAL	2	3	5
	TOO OLD	1	1	2
	TOTAL	3	7	10
UNADOPTABLE		23	1	24
	BEHAV HIST	6	87	93
	BEHAV OBSV	91	309	400
	CONTAG DIS	245	107	352
	FELV	2	0	2
	10-1-186-11 FERAL	604	0	604
	MEDICAL	182	142	324
	PREGNANT	1	1	2
	SPACE	6	10	16
	TIME	11	7	18
	TIME/SPACE	9	60	69

		CAT	DOG	TOTAL
UNADOPTABLE	TOO OLD	9	15	24
	TOO YOUNG	605	17	622
	TOTAL	1,794	756	2,550
TOTAL		1,835	872	2,707

11-98111-01

Hayward Animal Services KENNEL STATISTICS

INTAKES BETWEEN 07/01/00 AND 06/30/01

		HAYWARD			OUT OF AREA			SAN LEANDRO			TOTAL
		CAT	DOG	OTHE	CAT	DOG	OTHE	CAT	DOG	OTHE	
CONFISCATE	BITE	0	45	0	0	0	0	0	3	0	48
	CRUELTY	1	11	2	0	0	0	0	2	0	16
	EVICTON	0	1	0	0	0	0	0	2	0	3
	OWNER	0	0	0	0	0	0	1	3	1	5
	OWNER	0	0	0	0	0	0	6	5	7	18
	OWNER JAIL	0	13	4	0	0	0	0	4	1	22
	PBLC SFTY	0	4	0	0	0	0	0	0	0	4
	TOTAL	1	74	6	0	0	0	7	19	9	116
DISPO REQ	FIELD	399	81	259	1	2	0	84	22	54	902
	FIELD OWN	1	1	1	0	0	0	0	0	0	3
	NIGHT	20	8	4	0	0	0	0	0	0	32
	NIGHT OWN	1	4	0	0	0	0	0	0	0	5
	OTC	27	48	11	0	0	1	0	0	0	87
	TOTAL	448	142	275	1	2	1	84	22	54	1,029
EUTH REQ		1	0	0	0	0	0	0	0	0	1
	FIELD OWN	1	2	1	0	1	0	0	0	1	6
	NIGHT OWN	0	0	0	0	0	0	0	1	0	1
	OTC OWNED	2	3	4	0	0	0	0	0	0	9
	TOTAL	4	5	5	0	1	0	0	1	1	17
OWNER SUR		1	0	0	0	0	0	0	0	0	1
	FIELD	16	36	1	0	0	0	2	5	0	60
	NIGHT	101	1186	1138	5	0	0	2	4	0	115
	OTC	143	174	12	0	4	0	23	47	1	404
	TOTAL	198	268	21	5	4	0	27	56	1	580
RETURN	FIELD	0	0	1	0	0	0	0	0	0	1
	NIGHT	2	2	0	1	0	0	0	0	0	5
	OTC	23	36	0	0	0	0	0	1	0	60

		HAYWARD			OUT OF AREA			SAN LEANDRO			TOTAL
		CAT	DOG	OTHE	CAT	DOG	OTHE	CAT	DOG	OTHE	
RETURN	TOTAL	25	38	1	1	0	0	0	1	0	66
STRAY		4	1	0	0	0	0	1	0	0	6
	FIELD	203	518	171	0	0	0	74	187	25	1,178
	NIGHT	1,108	431	55	2	3	2	19	16	1	1,637
	OTC	1,076	286	53	4	3	0	118	39	4	1,583
	TOTAL	2,391	1,236	279	6	6	2	212	242	30	4,404
TRANSFER	AN	0	1	2	0	4	0	0	1	0	8
	SPCA	0	1	1	0	0	0	0	0	0	2
	TOTAL	0	2	3	0	4	0	0	1	0	10
TOTAL		3,067	1,765	590	13	17	5	390	342	9	6,222

11-9811-01

FID Number: 74-2616805
 Sales Rep: WADE DAHN
 For Sales: (800)274-7799
 Sales Fax: (800)433-9527
 Customer Service: (800)981-3355
 Technical Support: (800)981-3355
 Dell Online: http://www.dell.com

Customer Number: 001274983
 Purchase Order: 114460
 Order Date: 09/28/00

Invoice Number: **439879339**

Invoice Date: 10/01/00
 Payment Terms: NET DUE 30 DAYS
 Shipped Via: UNAUTHORIZED
 Waybill Number: SBR-720545

84 01 0 01 01 N

SOLD TO:

19.1.5728 1 AB 0.270 74394S11.XRX 1 of 2
 CITY OF HAYWARD
 ACCOUNTS PAYABLE
 ACCOUNTS PAYABLE
 777 B ST
 HAYWARD CA 94541-5007

SHIP TO:

ALEX CARDES KATIE NELSON
 CITY OF HAYWARD
 300 WEST WINTON AVE
 POLICE DEPT
 HAYWARD CA 94544



PLEASE REVIEW IMPORTANT TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS INVOICE

Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
4	4	220-6587	Dell 800Mhz/133 GX110 Mini Tower,4MB Int Vid,Int 10/100 NIC w/RWU,No Sound,256K Cache	EA	997.00	3,988.00
4	4	310-3552	Quietkey Spacesaver 104-key Keyboard,GX100/110,Factory Install	EA	0.00	0.00
4	4	310-3554	Dell 2-Button System Mouse, GX100/110,Factory Install	EA	0.00	0.00
4	4	311-2532	64MB,NonECC,100MHz SDRAM,1DIMM GX100/110,Factory Install	EA	0.00	0.00
4	4	313-0619	20/48X IDE CD-ROM,GX100/110 Mid-Desktop and Mini-Tower, Factory Install	EA	0.00	0.00
4	4	313-7168	Resources CD contains Diagnostics and Driver for Dell OptiPlex Systems	EA	0.00	0.00
4	4	313-8085	Dell Optiplex No Optical Device,Factory Install	EA	0.00	0.00
4	4	320-3704	No Monitor for all Optiplex	EA	0.00	0.00
4	4	320-3920	No Video Card Option for Optiplex,Factory Install	EA	0.00	0.00
4	4	340-3224	3.5,1.44MB Floppy Drive, GX100/110 Mid-Desktop, Mini-Tower	EA	0.00	0.00

ervice contract may be subject to sales tax.
 ny on-site or other service covers Dell system hardware only.
 EASE KEEP THE ORIGINAL BOX FOR ALL RETURNS.

Ship. &/or Handling	\$	0.00
Subtotal	\$	3,988.00
Taxable:	Tax:	
\$ 3,988.00	\$	329.01
Invoice Total	\$	4,317.01

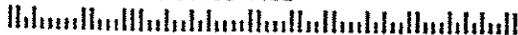


DETACH AT PERF AND RETURN WITH PAYMENT

10-11186-11

MAKE CHECK PAYABLE/REMIT TO:

DELL MARKETING L.P.
 P O BOX 21132
 PASADENA CA 91185-1132



Invoice Number: 439879339
 Customer Number: 001274983
 Purchase Order: 114460

Ship. &/or Handling	\$	0.00
Subtotal	\$	3,988.00
Taxable:	Tax:	
\$ 3,988.00	\$	329.01
Invoice Total	\$	4,317.01
	\$	
	\$	
	\$	
Balance Due	\$	4,317.01
Amt. Enclosed	\$	

FID Number: 74-2616805
 Sales Rep: WADE DAHN
 For Sales: (800)274-7799
 Sales Fax: (800)433-9527
 Customer Service: (800)981-3355
 Technical Support: (800)981-3355
 Dell Online: <http://www.dell.com>

Customer Number: 001274983
 Purchase Order: 114460
 Order Date: 09/28/00
 84 01 0 01 01 N

Invoice Number: **439879339**

Invoice Date: 10/01/00
 Payment Terms: NET DUE 30 DAYS
 Shipped Via: UNAUTHORIZED
 Waybill Number: SBR-720545

SOLD TO:

19.1.5728 1 AB 0.270 74394S11.XRX 2 of 2
 CITY OF HAYWARD
 ACCOUNTS PAYABLE
 ACCOUNTS PAYABLE
 777 B ST
 HAYWARD CA 94541-5007

SHIP TO:

ALEX CARDES KATIE NELSON
 CITY OF HAYWARD
 300 WEST WINTON AVE
 POLICE DEPT
 HAYWARD CA 94544

PLEASE REVIEW IMPORTANT TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS INVOICE

er	Shipped	Item Number	Description	Unit	Unit Price	Amount
4	4	340-9220	7.5GB,EIDE,5400 RPM,Hard Drive GX100/110 Mid-Desktop and Mini-Tower,Factory Install	EA	0.00	0.00
4	4	420-1781	Windows NT4 SP5,NTFS,Compact Disk,English,Optiplex,Factory Install	EA	0.00	0.00
4	4	430-0203	Expansion Riser For GX100/110MT System,5 PCI Slots Factory Install	EA	0.00	0.00
4	4	430-3061	Integrated 10/100 3Com Remote Wake-up NIC,Optiplex,GX200/300	EA	0.00	0.00
4	4	460-8759	Thank you for purchasing a Dell OptiPlex from the State & Local Gov't Accounts Division!	EA	0.00	0.00
4	4	460-9052	Dell E Com will help you build internet ideas/infrastructure see www.dell.com/us/en/gen/corporate/howeworks.htm	EA	0.00	0.00
4	4	902-3610	*Type 3 Contract - Next Business Day Parts & Labor On-Site Response Initial Year	EA	0.00	0.00
4	4	902-3612	*Type 3 Contract - Next Business Day Parts & Labor On-Site Response 2YR Extended	EA	0.00	0.00
4	4	900-9987	*Standard On-Site Installation Declined System Service Tags 4113301, 5113301, 6113301, 7113301	EA	0.00	0.00

11-98111-01

CLAIM FOR PAYMENT

DATE 1-12-01

PAYABLE TO:	<u>HLP, Inc.</u>			
MAIL TO:				
STREET	<u>3271 Falkland Circle</u>			
CITY	<u>Hampton Beach</u>	STATE	<u>CA</u>	ZIP CODE <u>92649-2812</u>

COPY

ARTICLES OR SERVICES	AMOUNT
# HYWR1200 ann Chameleon/CMS Software Mtnce & support. 12-1-00 thru 11-30-01	2,880.00

COPY

NOTE: An invoice, receipt or statement must be submitted to Accounting with this claim.	TOTAL 2,880.00
---	----------------

EXPENDITURE SEGREGATION				
FUND	ACTIVITY	OBJECT	SUB	AMOUNT
<u>180</u>	<u>1890</u>	<u>7120</u>		<u>2,880.00</u>
TOTAL				<u>2,880.00</u>

COPY

CONTRACT ENCUMBRANCE
_____ Partial <input type="checkbox"/> Final <input type="checkbox"/>
RETURN CHECK TO:
SPECIAL INSTRUCTIONS

11-98111-01

PREPARED BY [Signature]

APPROVED BY [Signature]

DEPARTMENT HEAD _____

COPY

If you have any questions, call x4060.

BILL TO: ACCOUNTS PAYABLE
 CITY OF HAYWARD
 777 "B" STREET
 HAYWARD, CA 94541-5007
 PHONE (510) 583-4060
 (510) 583-4062
 INCLUDE TAX I.D.# ON INVOICE
 VENDOR NO.

CITY OF HAYWARD

PURCHASING DIVISION
 HAYWARD, CALIFORNIA
 PHONE (510) 583-4800 FAX (510) 583-3600

PURCHASE ORDER
No. 114460
 THIS NUMBER MUST
 APPEAR
 ON ALL PACKAGES AND
 CORRESPONDENCE

SHIP TO

VENDOR
05
0-981-3355
DELL MARKETING LP
One Dell Way
Round Rock TX 78682
Nikki Henka-McDaniel

POLICE DEPARTMENT
300 West Winton Avenue
Hayward CA 94544
Alex Cardas/Kalle Nelson

PIED DELIVERY	SHIP VIA	TERMS	REQUISITION	DATE
AP-Next Day	Destination	30 days	1851-482-00	9/26/2000

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	BUDGET ACCOUNT
1	4	Ea.	Per Quote# E000389632, dated 9/21/00, furnish the OptiPlex GX 110 Mini-Tower CMAS# 3-99-00-0167C	\$1,037.08	\$4,148.32	100-1851-811
			Total for Purchase		\$4,148.32	

GREEN SENT TO A/P	AMOUNT APPROVED
439879339	
10/1/00	11-98111-01
54317.01	
To Patty 10/17/00	

[Handwritten signature]

NOTICE TO VENDORS: To comply with IRS regulations, please include on your invoice your Federal Tax I.D. # / Social Security # failure to provide this

EX-00-01

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	LEDGER BALANCES	
FND ACTV OBJ SUB T	NOTE	DATE	R REFERENCE	- ACTUAL -	- ENCUMBRANCE -
*****	*****	*****	*****	*****	*****
410 6947 9594					BUDGET
410 6947 9594	8 9999	COMPUTER CONTRACT SERVICES		0.00	0.00
		ANNUAL BUDGET - 07/01/2000			
		COMPUTER CONTRACT SERVICES		0.00 *	0.00 *
		SUBTOTAL.....			
		PRIOR BALANCE			
410 6947 9595	8 9999	COMPUTER SOFTWARE		0.00	0.00
		ANNUAL BUDGET - 07/01/2000			
		COMPUTER SOFTWARE		0.00 *	0.00 *
		SUBTOTAL.....			
		PRIOR BALANCE			
410 6947 9596	8 9999	COMPUTER TRAINING		0.00	0.00
		ANNUAL BUDGET - 07/01/2000			
		COMPUTER TRAINING		0.00 *	0.00 *
		SUBTOTAL.....			
		PRIOR BALANCE			
		ADMINISTRATION AND GENERAL		0.00 *	0.00 *
		SUBTOTAL.....			
		PRIOR BALANCE			
		YK PROJECT		0.00 *	0.00 *
		ACTIVITY TOTAL.....			
410 6948	2	ANIMAL CONTROL PHASES II-IV		0.00	0.00
410 6948 4000	5	REVENUES			
410 6948 4700	6	FROM OTHER AGENCIES			
410 6948 4780	8	STATE			
		ANNUAL BUDGET - 07/01/2000			
		PRIOR BALANCE		0.00	0.00
		R 81029			
		SUBTOTAL.....		29,550.00-	29,000.00-
		SUBTOTAL.....		29,550.00-	29,000.00-
		FROM OTHER AGENCIES			
		SUBTOTAL.....		29,550.00-	29,000.00-
410 6948 4800	6	FEEES AND SERVICE CHARGES		0.00	0.00
410 6948 4894	8	PROJECT REVENUE			
		ANNUAL BUDGET - 07/01/2000			
		PROJECT REVENUE		0.00	0.00
		SUBTOTAL.....		0.00 *	0.00 *
		FEEES AND SERVICE CHARGES		0.00 *	0.00 *
		SUBTOTAL.....		0.00 *	0.00 *
410 6948 4900	6	OTHER REVENUES		0.00	0.00
410 6948 4977	7	DONATIONS			
410 6948 4977 005 9	9	ANIMAL SERVICES			
		ANNUAL BUDGET - 07/01/2000			
		PRIOR BALANCE		0.00	0.00
		R 81121			
		REC TRF TO ANIMAL CONTROL J JV042		17,000.00-	11-98411-01
		REC TRF TO ANIMAL CONTROL J JV042		14,000.00-	11-98411-01
		ANIMAL SERVICES		4,000.00-	
		SUBTOTAL.....		35,000.00-	0.00 *
		DONATIONS		35,000.00-	0.00 *
		SUBTOTAL.....		35,000.00-	0.00 *
		OTHER REVENUES		35,000.00-	0.00 *
		SUBTOTAL.....		35,000.00-	0.00 *
		REVENUES		64,550.00-	64,000.00-
		SUBTOTAL.....		64,550.00-	64,000.00-
410 6948 9500	5	ADMINISTRATION AND GENERAL		0.00	0.00
410 6948 9510	8	ADMINISTRATION AND GENERAL			
		PRIOR BALANCE		0.00	0.00

C I T Y O F H A Y W A R D
 GENERAL LEDGER

REPORT ID: FMIS-FR427
 REPORT PERIOD: 07/01/2000 - 06/30/2001
 410 - CAPITAL PROJECT FUNDS

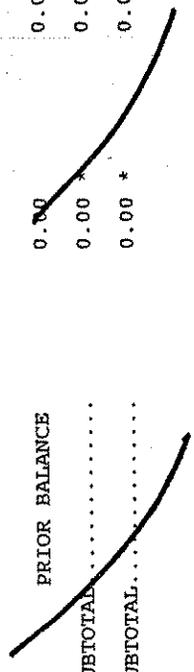
*****LEDGER BALANCES*****
 - ACTUAL - - - - -
 - ENCUMBRANCE - - - - - BUDGET - - -

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	DEBIT	CREDIT	ENCUMBRANCE	BUDGET
410 6948 9516		PAYROLL DIST-BENEFITS	07/02/2000	523.21			
		PAYROLL DIST-SALARIES	07/02/2000	968.90			
		PAYROLL DIST-BENEFITS	07/16/2000	262.55			
		PAYROLL DIST-SALARIES	07/16/2000	486.19			
		PAYROLL DIST-BENEFITS	07/30/2000	609.28			
		PAYROLL DIST-SALARIES	07/30/2000	1,126.34			
		PAYROLL DIST-BENEFITS	08/13/2000	988.29			
		PAYROLL DIST-SALARIES	08/13/2000	1,826.25			
		PAYROLL DIST-BENEFITS	08/27/2000	898.02			
		PAYROLL DIST-SALARIES	08/27/2000	1,663.01			
		PAYROLL DIST-BENEFITS	09/10/2000	609.53			
		PAYROLL DIST-SALARIES	09/10/2000	1,128.76			
		PAYROLL DIST-BENEFITS	09/24/2000	86.36			
		PAYROLL DIST-SALARIES	09/24/2000	157.97			
		PAYROLL DIST-BENEFITS	10/08/2000	278.45			
		PAYROLL DIST-SALARIES	10/08/2000	492.25			
		PAYROLL DIST-BENEFITS	10/22/2000	73.92			
		PAYROLL DIST-SALARIES	10/22/2000	136.88			
		PAYROLL DIST-BENEFITS	11/05/2000	88.68			
		PAYROLL DIST-SALARIES	11/05/2000	159.01			
		PAYROLL DIST-BENEFITS	11/19/2000	106.19			
		PAYROLL DIST-SALARIES	11/19/2000	196.64			
		PAYROLL DIST-BENEFITS	12/03/2000	455.56			
		PAYROLL DIST-SALARIES	12/03/2000	832.05			
		PAYROLL DIST-BENEFITS	12/17/2000	421.00			
		PAYROLL DIST-SALARIES	12/17/2000	769.20			
		PAYROLL DIST-BENEFITS	12/31/2000	81.91			
		PAYROLL DIST-SALARIES	12/31/2000	90.46			
		PAYROLL DIST-BENEFITS	01/14/2001	165.40			
		PAYROLL DIST-SALARIES	01/14/2001	102.52			
		PAYROLL DIST-BENEFITS	01/28/2001	187.83			
		PAYROLL DIST-SALARIES	01/28/2001	112.90			
		PAYROLL DIST-BENEFITS	02/11/2001	200.40			
		PAYROLL DIST-SALARIES	02/11/2001	97.82			
		PAYROLL DIST-BENEFITS	02/25/2001	173.34			
		PAYROLL DIST-SALARIES	02/25/2001	94.49			
		PAYROLL DIST-BENEFITS	03/11/2001	169.19			
		PAYROLL DIST-SALARIES	03/11/2001	57.66			
		PAYROLL DIST-BENEFITS	03/25/2001	106.77			
		PAYROLL DIST-SALARIES	03/25/2001	32.16			
		PAYROLL DIST-BENEFITS	04/08/2001	57.53			
		PAYROLL DIST-SALARIES	04/08/2001	222.74			
		PAYROLL DIST-BENEFITS	05/20/2001	404.67			
		PAYROLL DIST-SALARIES	05/20/2001	132.11			
		PAYROLL DIST-BENEFITS	06/03/2001	235.99			
		PAYROLL DIST-SALARIES	06/03/2001	149.73			
		PAYROLL DIST-BENEFITS	06/17/2001	262.82			
		PAYROLL DIST-SALARIES	06/17/2001	18,634.61			
		INSPECTION-TESTING-CONST					
		SUBTOTAL		0.00			0.00
		PRIOR BALANCE					0.00
		PRELIMINARY SURVEYS					0.00
		ANNUAL BUDGET - 07/01/2000					0.00

11-9811-I-01

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	CHECK#	EXPLANATION	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9531		CITY LABOR EXPENSE					1,339.67 *	0.00 *	0.00 *
		SUBTOTAL.....							
410 6948 9531	8	CITY MATERIALS/FIELD SUPPLIES					0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/2000							
06/30/2001		RECODE CK#198481 6/22/01			J JV093		982.31		
06/30/2001		RECLS CHGS-PW/ENGG			J JVI05		112.48		
06/30/2001		RECLS CHGS-PW/ENGG			J JVI05		869.83		
		CITY MATERIALS/FIELD SUPPLIES					1,964.62 *	0.00 *	0.00 *
		SUBTOTAL.....							
410 6948 9532	8	CITY EQUIPMENT EXPENSE					0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/2000							
09/30/2000		VEHICLE CHRG FOR AUG2000			J JV093		200.90		
09/30/2000		VEHICLE CHARGES FOR JUL00			J JVI01		109.06		
09/30/2000		VEH CHRG-EQUIP USE AUG00			J JV095		86.70		
11/30/2000		10/00 VEH CHGS-ENGETRANS			J JV038		12.16		
11/30/2000		9/00 VEH CHGS-ENG & TRANS			J JV039		28.70		
12/31/2000		12/00 VEH CHGS-ENG/TRANS			J JV091		5.74		
12/31/2000		11/00 VEH CHG-ENG/TRANS			J JV064		2.87		
06/30/2001		5/01 VEH CHGS-ENG & TRANS			J JV054		5.74		
06/30/2001		6/01 VEH CHGS/ENG & TRANS			J JV137		2.26		
		CITY EQUIPMENT EXPENSE					454.13 *	0.00 *	0.00 *
		SUBTOTAL.....							
410 6948 9593	8	COMPUTERS SUPPLIES/ACCESSORIES					0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/2000							
		COMPUTERS SUPPLIES/ACCESSORIES					0.00 *	0.00 *	0.00 *
		SUBTOTAL.....							
410 6948 9594	8	COMPUTER CONTRACT SERVICES					0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/2000							
		COMPUTER CONTRACT SERVICES					0.00 *	0.00 *	0.00 *
		SUBTOTAL.....							
410 6948 9595	8	COMPUTER SOFTWARE					0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/2000							
		COMPUTER SOFTWARE					0.00 *	0.00 *	0.00 *
		SUBTOTAL.....							
410 6948 9596	8	COMPUTER TRAINING					0.00	0.00	0.00
		ANNUAL BUDGET - 07/01/2000							
		COMPUTER TRAINING					0.00 *	0.00 *	0.00 *
		SUBTOTAL.....							
		ADMINISTRATION AND GENERAL					354,154.79 *	69,814.12 *	9,300.00 *
		SUBTOTAL.....							
		ANIMAL CONTROL PHASES II-IV					289,604.79 *	69,814.12 *	54,700.00 *
		ERCON MOD.-EMPLOYEE WORKSTA.					0.00	0.00	0.00
		REVENUES					0.00	0.00	0.00
		FEES AND SERVICE CHARGES					0.00 *	0.00 *	0.00 *
		PROJECT REVENUE					0.00 *	0.00 *	0.00 *
		PROJECT REVENUE					0.00 *	0.00 *	0.00 *
		FEES AND SERVICE CHARGES					0.00 *	0.00 *	0.00 *

11-9811-01



CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION	For State Controller Use Only	Program 213
	(19) Program Number 00213	
	(20) Date Filed ____/____/____ (21) LRS Input ____/____/____	

(01) Claimant Identification Number 9801358			Reimbursement Claim Data	
(02) Claimant Name City of Hayward			(22) AA-1, (04)(A)(1)(g)	
County of Location Alameda County			(23) AA-1, (04)(A)(2)(g)	216
Street Address or P.O. Box 777 "B" Street			(24) AA-1, (04)(A)(3)(g)	11,345
City Hayward	State CA	Zip Code 94541-5007	(25) AA-1, (04)(B)(1)(g)	124,572
Type of Claim	Estimated Claim		Reimbursement Claim	
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>
(26) AA-1, (04)(B)(2)(g)			(27) AA-1, (04)(B)(3)(g)	99,787
(28) AA-1, (04)(B)(4)(g)			(29) AA-1, (04)(B)(5)(g)	1,715
(30) AA-1, (04)(B)(6)(g)			(31) AA-1, (04)(B)(7)(g)	123,954
Fiscal Year of Cost 2001-2002	(06)	2000-2001	(12)	
Total Claimed Amount \$100,000	(07)	\$391,674	(13)	9,891
LESS: 10% Late Penalty, not to exceed \$1,000	(14)		(32) AA-1, (04)(B)(8)(g)	
LESS: Prior Claim Payment Received	(15)		(33) AA-1, (04)(B)(9)(g)	
Net Claimed Amount	(16)	\$391,674	(34) AA-1, (04)(B)(10)(g)	
Due from State	(08)	\$100,000	(17)	20
Due to State	(18)		(35) AA-1, (06)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 752, Statutes of 1998, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 752, Statutes of 1998.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 752, Statutes of 1998 set forth on the attached statements.

Signature of Authorized Officer

Date

Perry H. Carter

Finance Director

Type or Print Name

Title

(38) Name of Contact Person for Claim

Telephone Number **916.485.8102**

Nicole R. Zieba (MAXIMUS, Inc.)

E-mail Address **nicolezieba@maximus.com**

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software
11-9911-1-01

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
No activity this fiscal period.										

(05) Total () Subtotal () Page: _____ of _____

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training 11-981 Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants	\$15.71	31.90%	6.00					\$94	\$30	\$124
Police Records Clerk	\$17.44	31.90%	4.00					\$70	\$22	\$92
The above staff were new to the Animal Control Department and were trained on the Chameleon software to record necessary non-medical records as required by the mandate.										

(05) Total () Subtotal () Page: _____ of _____ \$164 \$52 \$216

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software
Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Chameleon Chameleon software system fees and associated necessary computer equipment. <i>Costs claimed herein have not been included within the Indirect Cost Rate Proposal.</i>				\$11,345						

(05) Total () Subtotal () Page: _____ of _____ **\$11,345**

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Services Manager Capital costs @ 42.3% In fiscal year 1999-2000, the City of Hayward determined that, due to additional holding period mandates and other associated mandated activities, it would be necessary to expand and construct new facilities to comply with mandated activities. Costs claimed herein represent the pro-rated share of capital costs for the continuing construction in the 2000-2001 fiscal year. <i>Please see attached, detailed capital budget for descriptions of activities and expenditures.</i> 2075 eligible euthanized animals/4908 total animals = 42.3%	\$33.37	31.90%	47.00	\$122,503				\$1,568	\$500	\$2,069

(05) Total () Subtotal () Page: _____ of _____ **\$122,503** **\$1,568** **\$500** **\$2,069**

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training ~~11-98~~ ~~1-1-01~~ Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
No activity this fiscal period.										

(05) Total () Subtotal () Page: _____ of _____

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software
Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Care and maintenance of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized. Average Daily Census = 190 Total cost per eligible euthanized dog and cat for two additional days of care plus veterinary care for initial physical exam and wellness vaccination = \$48.09 Total cost of care and maintenance for 2075 eligible euthanized dogs and cats for two additional holding days = \$99,787 <i>Please see attached time study and cost summary for detail and documentation.</i>				\$99,787						

(05) Total () Subtotal () Page: _____ of _____ **\$99,787**

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training 11.98 Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants	\$15.71	31.90%	2928.00					\$45,999	\$14,674	\$60,673
Police Records Clerks	\$17.44	31.90%	1152.00					\$20,091	\$6,409	\$26,500
Senior Animal Control Officer	\$19.03	31.90%	768.00					\$14,615	\$4,662	\$19,277
Sr. Animal Care Attendant	\$17.28	31.90%	768.00					\$13,271	\$4,233	\$17,505
<p>For fiscal year 2000-2001, the Hayward Animal Control department made itself available and open to the public on Saturdays from 12 PM to 6PM to make animals available for owner redemption.</p> <p>The total claimed herein represents the actual time of staff for the year-long eligible period.</p> <p>Every Saturday, there are 7 Animal Care Attendants, 3 Police Records Clerks, 1 Animal Control Officer and 1 Senior Animal Care Attendant that staff the operation. The shelter is extremely busy on the Saturday, many members of the public come to the shelter seeking to adopt and redeem animals. Because of the numbers of people who come, the shelter must have staff on hand to assist the public in adopting and redeeming animals.</p>										
(05) Total () Subtotal ()								\$93,976	\$29,978	\$123,954

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software **11-9811-1-01**

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.										

(05) Total () Subtotal () Page: _____ of _____

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward**

(02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- One-Time Policies and Procedures Training Computer Software
- Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
- Care of Other Animals Holding Period Feral Cats
- Lost and Found Lists Non-Medical Records Veterinary Care
- Procuring Equipment

(04) Description of Expenses				Object Accounts							
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)			
								Salaries	Benefits	Total Sal. & Ben.	
Police Records Clerk II (4) The Police Records Clerks II spend approximately 430 hours per year in taking information about lost and found animals via telephone, updating the lost and found lists daily, and providing owners with the names and addresses of other shelters within their vicinity.	\$17.44	31.90%	430.00					\$7,499	\$2,392	\$9,891	
								\$7,499	\$2,392	\$9,891	

(05) Total () Subtotal () Page: _____ of _____

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.
 One-Time Policies and Procedures Training Computer Software **44-9811-1-01**

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts								
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)				
								Salaries	Benefits	Total Sal. & Ben.		
This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.												

(05) Total () Subtotal () Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software **11-9811-1-01**

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts							
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)			
								Salaries	Benefits	Total Sal. & Ben.	
This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.											

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2000-2001**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.
 One-Time Policies and Procedures Training **11-98 Computer Software**

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i) Object Accounts		
								Salaries	Benefits	Total Sal. & Ben.
These costs have been claimed under the "Computer Software" portion of this claim.										
(05) Total () Subtotal ()										

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward
 Department: Animal Control
 Fiscal Year: 2000-2001

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs 1-9811-1-01	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$530,834		\$65,939	\$464,895
2 Part-time Wages & Overtime	\$29,353			\$29,353
3 Benefits	\$169,162		\$21,013	\$148,149
	31.9%		\$86,952	\$642,397
SUBTOTAL:				
Line Item Costs (Services, Supplies & Other):				
4 Maintenance and Utilities	\$20,545		\$20,545	
5 Office Supplies	\$5,500		\$5,500	
6 Printing	\$2,044		\$2,044	
7 Field Supplies	\$66,292			\$66,292
8 Computer Supplies	\$1,323			\$1,323
9 Facilities Maintenance	\$201		\$201	
10 Uniforms	\$280		\$280	
11 Dues, Publications, Books	\$871	\$559	\$871	
12 Meals (MOU)	\$60,185			\$60,185
13 Special Services	\$221	\$221		
14 Publicity	\$10,792		\$10,792	
15 Vehicle Operation	\$340		\$340	
16 Travel and Meeting Expenses	\$522		\$522	
17 Other Expenses	\$11,698	\$11,698		
18 Capital Purchases				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
SUBTOTAL:				
	\$181,373	\$12,478	\$41,095	\$127,800
TOTAL EXPENDITURES:				
	\$910,722			
Cost Adjustments and/or Cost Plan Costs:				
36 A-87 Cost Allocation Plan				
37				
SUBTOTAL:				
		\$12,478	\$128,047	\$770,197
TOTAL COSTS:				
	\$910,722	\$12,478	\$128,047	\$770,197
<p>CALCULATED INDIRECT COST RATE = 19.9% \$128,047 = Total allowable indirect costs</p> <p>Rate is based on: Salaries & Benefits \$642,397 = Total direct salaries and benefits</p>				

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: City of Hayward
 Department: Animal Control
 Fiscal Year: 2000-2001

11-9811-I-01

INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 Animal Services Manager	\$69,410	95%	\$65,939		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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36					
37					
38					
39					
40					

TOTALS	\$69,410	\$65,939	
TOTAL INDIRECT SALARIES			\$65,939

<FD25AT00002223AUG02<>0208< > <-NEXT FORMAT
 ***** Activity Account Totals ***** FMIS-FD25
 Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
 Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
 Object code >5< EMPLOYEE SERVICES ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5290	8	EMPL BENE-VISION CARE	2538.00+	2131.47+		1148143+01

LAST TRANSACTION SCREEN FOR ACTIVITY ACCOUNT SERIES
 14:56:44:67 INQUIRY REQUEST



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 Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
 Object code >5< EMPLOYEE SERVICES ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5251	8	EMPL BENE-DENTAL-UNITED CONCOR				11-9811-I-01
5260	8	EMPL BENE-BASIC LIFE INS(I070)				6.01+
		637.00+ 630.99+				
5261	8	EMPL BENE-LTD-MGMT/CONF(I090)				126.88-
		308.00+ 434.88+				
5270	8	EMPL BENE-WORKER COMP INS				11630.50+
		54992.00+ 43361.50+				
5271	8	EMPL BENE-STATE UNEMPL INS				
5280	8	EMPL BENE-DEFERRED COMP				102.73+
		13130.00+ 13027.27+				
5290	8	EMPL BENE-VISION CARE				406.53+
		2538.00+ 2131.47+				

14:56:25:07 INQUIRY REQUEST

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 Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
 Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
 Object code >5< EMPLOYEE SERVICES ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget Balance -
5240	8	EMPL BENE-MEDICAL-CITY TRUST				11-9811-I-01
5241	8	EMPL BENE-MEDICAL-KAISER				
5242	8	EMPL BENE-MEDICAL-HPA				
5243	8	EMPL BENE-MEDICAL-SOCIAL PRG				
5244	8	EMPL BENE-MEDICAL-PERS				12454.24+
		63613.00+		51158.76+		
5250	8	EMPL BENE-DENTAL-DELTA				1468.17+
		13754.00+		12285.83+		
5251	8	EMPL BENE-DENTAL-UNITED CONCOR				

14:56:15:09 INQUIRY REQUEST



***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >5< EMPLOYEE SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5200	6	EMPLOYEE BENEFITS				11-9811-I-01
5210	8	EMPL BENE-SOCIAL PROGRAM				
5211	8	UNIFORMS/PAYROLL		750.00+		750.00-
5220	8	EMPL BENE-FICA		5967.00+		1490.14-
5230	8	EMPL BENE-PERS		39063.00+		6477.13+
5232	8	EMPL BENE-PARS		32585.87+		3206.71-
5240	8	EMPL BENE-MEDICAL-CITY TRUST		3206.71+		



14:56:06:99 INQUIRY REQUEST

OC

FD25AT00001823AUG020208

<-NEXT FORMAT
FMIS-FD25

***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >5< EMPLOYEE SERVICES ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5132	8	SALARIES-COMP TIME AT TERMIN..		395.55+		11-9815-01
5140	8	SALARIES-OVERTIME		24201.15+		10684.15-
		13517.00+				
5141	8	SALARIES-SAFETY HOLIDAY PAY				
5142	8	SALARIES-SAVINGS				
5144	8	SALARIES - EXCESS MEDICAL				
5146	8	SALARIES-OVERTIME-CIVILIAN HOL		4756.39+		4756.39-
5200	6	EMPLOYEE BENEFITS				

14:55:52:16 INQUIRY REQUEST



FD25AT00001623AUG020208

-NEXT FORMAT
FMIS-FD25

***** Activity Account Totals *****

Year.... 2000/2001 Through Month Of ^ Total Code > CURRENT FY TOTALS
Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100
Object code 5 EMPLOYEE SERVICES ACCOUNTS

Account	Sub	Type	Budget	Actual	Encumbered	Budget Balance
5000	5	EMPLOYEE SERVICES				11-9811-I-01
5100	6	SALARIES				
5102	8	SALARIES-LEAVE W/O PAY				
5110	8	SALARIES-REGULAR TIME				
			418259.00+	462050.18+		43791.18-
5111	8	SALARIES-INCENTIVE PAY				
			2756.00+	1793.34+		962.66+
5120	8	SALARIES-WORKERS COMPENSATION				
				743.95+		743.95-
5121	8	SALARIES-HOLID PD NOT WORKED				
			24198.00+	7252.32+		16945.68+
14:55:04:17		INQUIRY REQUEST				

***** Activity Account Totals *****

Year.... 2000/2001 Through Month Of ^ Total Code < CURRENT FY TOTALS
 Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100
 Object code 5 EMPLOYEE SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
5121	8	SALARIES-HOLID PD NOT WORKED	24198.00+	7252.32+		1498198-01
5122	8	SALARIES-LEAVE PAID	43557.00+	32149.77+		11407.23+
5123	8	SALARIES-OTHER LEAVE PAID		1983.03+		1983.03-
5124	8	SALARIES-COMP TIME PAID		16530.68+		16530.68-
5130	8	SALARIES-A.L. AT TERMINATION		682.58+		682.58-
5131	8	SALARIES-S.L. AT TERMINATION				
5132	8	SALARIES-COMP TIME AT TERMIN.		395.55+		395.55-

14:55:42:60 INQUIRY REQUEST

FD25AT00004423AUG020208

-NEXT FORMAT
FMIS-FD25

***** Activity Account Totals *****

Year.... 2000/2001
Activity 1890
Object code 6

Through Month Of A
ANIMAL SERVICES BUREAU
MAINTENANCE & UTILITY ACCOUNTS

Total Code
CURRENT FY TOTALS
Fund No. 100

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
6000	5	MAINTENANCE AND UTILITIES				11-9811-I-01
6100	6	MAINTENANCE				
6110	8	FIELD & OFFICE MAINTENANCE				3535.38+
			14700.00+	11164.62+		
6112	8	BLDG & STRUCTURE MAINTENANCE				3717.39-
			5783.00+	6500.39+	3000.00+	
6114	8	COMPUTER MAINTENANCE				2880.00-
				2880.00+		
6200	6	UTILITIES				
6210	8	UTILITIES				4000.00+
			4000.00+			
15:18:29:09		INQUIRY REQUEST				

FD25AT00004523AUG020208

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FMIS-FD25

***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >6< MAINTENANCE & UTILITY ACCOUNTS

Account					Budget
j	Sub	Type	- Budget -	- Actual -	Encumbered - Balance -
6210	8	UTILITIES			11-9811-1-01
			4000.00+		
6211	8	PORTABLE COMMUNICATION EQUIP			

LAST TRANSACTION SCREEN FOR ACTIVITY ACCOUNT SERIES
15:18:39:13 INQUIRY REQUEST



FD25AT00002623AUG020208

<-NEXT FORMAT
FMIS-FD25

***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >7< SUPPLIES & SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7000		5	SUPPLIES AND SERVICES			11-9811-I-01
7100		6	SUPPLIES			
7110		8	OFFICE SUPPLIES 21716.26+	5500.00+	875.58+	15340.68+
7112		8	PRINTING 1800.00+	2044.01+		244.01-
7113		8	PRINTING SUPPLIES 316.00+			316.00+
7120		8	FIELD SUPPLIES 43982.62+	66292.18+	598.80+	22908.36-
7122		8	COMPUTER SUPPLIES 3200.00+	1323.32+		1876.68+

14:57:24:93 INQUIRY REQUEST

***** Activity Account Totals *****

Year.... 2000/2001 Through Month Of ^ Total Code CURRENT FY TOTALS
Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100
Object code 7 SUPPLIES & SERVICES ACCOUNTS

Table with columns: Account, Sub, Type, Budget, Actual, Encumbered, Budget Balance. Rows include: 7122 COMPUTER SUPPLIES, 7123 FACILITIES BUILDING MATERIALS, 7124 FACILITIES MAINTENANCE CHARGES, 7126 PRINTERS - UNDER \$1000, 7130 AUTOMOTIVE PARTS, 7140 FUEL, OIL AND LUBRICANTS, 7150 UNIFORMS - ALLOWANCES.

14:57:33:96 INQUIRY REQUEST

FD25AT00002823AUG020208

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FMIS-FD25

***** Activity Account Totals *****

Year... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS

Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<

Object code >7< SUPPLIES & SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7150	8	UNIFORMS - ALLOWANCES		280.00+		11-9811-01
7151	8	UNIFORMS - PATROL				
7160	8	RENTAL (LAND, BLDG, STRUCTURES)				
7170	8	DUES, PUBLICATIONS, BOOKS	551.00+	559.41+		8.41-
7180	8	MEALS (MOU)	100.00+	870.61+		770.61-
7200	6	SERVICES				
7210	8	SPECIAL SERVICES- CLAIMS	54709.57+	60185.31+	375.57+	5851.31-
14:57:43:21		INQUIRY REQUEST				

FD25AT00002923AUG020208

-NEXT FORMAT
FMIS-FD25

***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS
Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<
Object code >7< SUPPLIES & SERVICES ACCOUNTS

Account j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7210		8	SPECIAL SERVICES- CLAIMS 54709.57+	60185.31+	375.57+	5851.21-
7215		8	SOFTWARE 500.00+			11-9811-1-01 500.00+
7250		8	PUBLICITY AND COMMUNITY PROM 2069.00+	220.73+		1848.27+
7270		8	OTHER CONTRACT SERVICES			
7272		8	ECONOMIC DEVELOPMENT ELEMENT			
7276		7	COMPUTER CONTRACT SERVICES			
7276	001	9	DOUGLAS RENNER CONSULTING			



14:57:51:05 INQUIRY REQUEST

***** Activity Account Totals *****

Year.... 2000/2001 Through Month Of Total Code CURRENT FY TOTALS

Activity 1890 ANIMAL SERVICES BUREAU Fund No. 100

Object code 7 SUPPLIES & SERVICES ACCOUNTS

Account	j	Sub	Type	- Budget -	- Actual -	Encumbered	Budget Balance -
7276	001	9	DOUGLAS RENNER CONSULTING				
7300		6	VEHICLE OPERATION				11-9811-I-01
7310		8	AUTO ALLOWANCE				
7320		8	INTERNAL VEH. & RADIO RENTAL				
			10772.00+	10772.04+			.04-
7330		8	LOCAL MILEAGE, PARKING & TOLL				
			22.00+	20.47+			1.53+
7400		6	TRAVEL, MEETINGS AND MEALS				
7410		8	TRNG, EDUC, TRVL, MEETNG, MEALS				
			1140.00+	340.24+			799.76+
14:58:00:54			INQUIRY REQUEST				

DD

***** Activity Account Totals *****

FMIS-FD25

Year.... >2000/2001< Through Month Of ^ < Total Code > ◀ CURRENT FY TOTALS

Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<

Object code >7< SUPPLIES & SERVICES ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
7410		8	TRNING, EDUC, TRVL, MEETING, MEALS			
			1140.00+	340.24+		799.76+
7500		6	OTHER EXPENSE			11-9811-I-01
7505		8	CREDIT CARD SERVICE CHARGE			
				522.18+		522.18-
7510		8	TRAINING AND EDUCATION			
7515		7	COMPUTER TRAINING & EDUCATION			
7515	001	9	# NOW AVAILABLE			
7590		8	DEPRECIATION			

14:58:07:20 INQUIRY REQUEST



***** Activity Account Totals *****

Year.... >2000/2001< Through Month Of ^ < Total Code > < CURRENT FY TOTALS

Activity >1890< ANIMAL SERVICES BUREAU Fund No. >100<

Object code >8< CAPITAL EXPENSE ACCOUNTS

Account	Sub	Type	- Budget -	- Actual -	Encumbered	Budget - Balance -
8000		5	CAPITAL EXPENSE			
8100		6	PURCHASES - EQUIPMENT			11-9811-I-01
8110		8	FIELD & OFF EQUIP (OVER \$1000)			
8112		8	COMPUTERS & PRINTERS-OVER 1000			
				11268.72+		11268.72-
8113		8	COMPUTERS & PRINTERS (0-1000)			
				428.83+		428.83-
8400		6	PURCHASES - VEHICLES			
8410		8	AUTOMOTIVE EQUIPMENT			
15:18:50:18			INQUIRY REQUEST			



2000-2001 Claim

Costs per animal			
Labor	@Salary/min	sub total	supplies
35.91	\$0.35	\$12.57	0.63

Sub total
@2days
\$26.40

11-9811-I-01

Single cost						
imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
27.9	0.35	\$9.77	\$3.92	\$8.00	\$21.69	\$56.09

~~56.09~~
48.09

Dogs/Cats	xCost	Total
2075	\$56.09	\$116,370.15

9978.75

48.09

Sub total
@2days
\$8.26

Labor	@Salary/min	sub total	supplies
10	\$0.35	\$3.50	0.63

Single cost						
imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
27.9	0.35	\$9.77	\$3.69	\$0.00	\$13.46	\$21.72
				Other	xCost-\$8	Total
				79	\$21.72	\$1,715.49

Total Claim \$118,085.64

Average Labor Required

Cleaning	Average minutes	Average animal	Avg time per animal	Average Daily Animal Census
				Average 2001 190
ward 3	130	14	9.29	
ward 4	130	14	9.29	
obs dog	80	5	16.00	
vicious	150	13	11.54	
sick cat	40	6	6.67	
feral cat 1	120	14	8.57	
obs cat	90	14	6.43	
ward 1	90	7	12.86	
ward 2	90	7	12.86	
Adopt D 1	60	7	8.57	
Adopt D 2	95	11	8.64	
Adopt C 1	95	16	5.94	
Adopt C 2	120	24	5.00	
cat 1	120	32	3.75	
cat 2	120	32	3.75	
cat 3	70	16	4.38	
Small animal	60	6	10.00	

00-01
34.99 offset
cost per animal
each day

2154 / 4908 = 43.9%

General Care

Average Cost per animal

	minutes	Avg #	Avg per	Cleaning	Avg Old	Avg new	Avg time
feeding am	60	42	1.43	Dogs	11.53	10.73	11.13
feeding pm	90	110	0.82	spot clean	7	5	6
med am	20	14	1.43	Cats	7.22	4.56	5.89
med pm	20	14	1.43	spot clean	3	3	3
dishes	120	380	0.32	Care			9.89
laundry	240	150	1.60	Gen. Care			
restock	60	150	0.40				
updates	57	28	2.04				
Inventory	65	150	0.43				
Total	732	Total	9.89	Total			35.91

Single Cost items

Task	Time
Impound	18
Behavior	5.7
Supv review	0.4
Vet assist	3.8
Total	27.9

Vet		
Monthly	Avg.# animals	per animal
\$850	217	\$3.92

Vaccinations		
per animal		\$8.00
Disposal	Deceased	\$ per
\$15,821.00	3186	\$4.97

Lost and Found			
	minutes		
Phone Serv	16.3		
walk in	8		
Avg Cases		Avg time	
month	76		
Avg Yearly	912	14865.6	
Avg walk in	114		
Avg Yearly	1368	10944	
sub total		25809.6	
@\$.38			\$9,807.65
posting/recording			
Daily	work days		
	30	260	7800
@\$.38			\$2,964.00
Total			\$12,771.65

Food	supplies	Disinfectants	medicines			
17,749.00	15,965.00	2,415.00	4,093.00	40,222.00	6156	\$6.53

Licenses

Avg time	Data entry	tags sold	
avg time	8.7		
	8.7		
@.38.min	\$3.31	747	\$2,469.58
tag	\$10.64	747	\$7,948.08
postage	\$0.33	221	\$72.93
Total Cost			\$10,490.59
Revenue			
tags sold		747	
Revenue			17,388.00
Cost			10,490.59
Difference			6,897.41

Salary (mid)		Benefit Cost	Fully Costed	Per Min
Kennel	\$15.71	32%	\$20.74	\$0.35
Kennel Supv	\$17.28	32%	\$22.81	\$0.38
PCII	\$17.44	32%	\$23.02	\$0.38
ACO	\$18.59	32%	\$24.54	\$0.41
ACO Supv	\$19.03	32%	\$25.12	\$0.42
Manager	\$33.37	32%	\$44.05	\$0.73

11-9811-I-01

Avg Stay	# animals	sub	Care	per day
13.05	4908	64064.124	40222	0.63

Animal Services Capacity Analysis

11-9811-I-01

The following table summarizes Hayward's ability to house our own animals, based on the ICMA model and after the expansion currently approved as Phase II of the Animal Shelter Remodel

	Existing Cages	Phase II Additions	Total Cages	Required Cages	Excess or Shortage
Dogs	56.0	9.0	65.0	68.2	-3.2
Cats	69.0	62.0	131.0	135.4	-4.4

The following table summarizes Hayward's ability to house both our own and San Leandro's animals based on the ICMA model and after the expansion which includes the current Phase II and the addition of the Corbett money.

	Total after Phase II	Corbett Additions	Total Cages	Required Cages	Excess or Shortage
Dogs	65.0	14.0	86.0	80.9	5.1
Cats	131.0	32.0	131.0	155.0	-24.0

HAYWARD ANIMAL SERVICES BUREAU SHELTER STATISTICS

INTAKES BETWEEN 07/01/00 AND 06/30/01

10-11-01

		BIRD	CAT	DOG	FISH	OATS/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
CONFISCATE	HAYWARD	4	1	74	0	2	0	0	0	0
	SAN LEANDRO	4	7	19	0	0	1	1	3	0
	TOTAL	8	8	93	0	2	1	1	3	0
	DISPO REQ	HAYWARD	26	448	142	0	2	199	17	10
DISPO REQ	OUT OF AREA	0	1	2	0	0	0	0	0	1
	SAN LEANDRO	12	84	22	0	2	30	2	0	8
	TOTAL	38	533	166	0	4	229	19	10	30
	EUTH REQ	HAYWARD	2	4	5	0	0	0	0	0
EUTH REQ	OUT OF AREA	0	0	1	0	0	0	0	0	0
	SAN LEANDRO	0	0	1	0	0	1	0	0	0
	TOTAL	2	4	7	0	0	1	0	0	3
	OWNER SUR	HAYWARD	4	198	268	0	0	0	9	3
OWNER SUR	OUT OF AREA	0	5	4	0	0	0	0	0	0
	SAN LEANDRO	0	27	56	0	0	0	1	0	0
	TOTAL	4	230	328	0	0	0	10	3	5
	RETURN	HAYWARD	0	25	38	0	0	1	0	0
RETURN	OUT OF AREA	0	1	0	0	0	0	0	0	0
	SAN LEANDRO	0	0	1	0	0	0	0	0	0
	TOTAL	0	26	39	0	0	1	0	0	0
STRAY	HAYWARD	78	2,390	1,236	1	4	56	48	14	21

		BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
STRAY	OUT OF AREA	0	6	6	0	0	2	0	0	0
	SAN LEANDRO	7	212	242	0	0	7	7	0	3
	TOTAL	7	218	248	0	0	9	7	0	3
TRANSFER	HAWARD	0	0	2	0	0	0	1	0	0
	OUT OF AREA	0	0	4	0	0	0	0	0	0
	SAN LEANDRO	0	0	1	0	0	0	0	0	0
	TOTAL	0	0	7	0	0	0	1	0	0
TOTAL		7	218	255	0	0	9	8	0	3

11-9811-I-01

TOTAL
81
35
116
865
4
160
1,029
14
1
2
17
487
9
84
580
64
1
1
66
3,848

TOTAL
14
478
4,340
3
4
1
8
6156

11-9811-I-01

DE

HAYWARD ANIMAL SERVICES BUREAU SHELTER STATISTICS

OUTCOMES BETWEEN 07/01/00 AND 06/30/01

	BIRD	CAT	DOG	FISH	OATS/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
ADOPTION	HAYWARD	0	6	2	0	2	0	0	0
	OUT OF ARI	0	0	1	0	0	0	0	0
	SAN LEAND	0	6	2	0	0	0	0	0
	TOTAL	0	12	5	0	0	2	0	0
DIED	HAYWARD	30	669	475	1	4	3	44	10
	OUT OF ARI	0	2	3	0	0	0	0	0
	SAN LEAND	8	51	72	0	0	0	6	1
	TOTAL	38	722	650	1	4	3	50	11
DISPOSAL	HAYWARD	6	68	21	0	1	1	1	0
	OUT OF ARI	1	6	3	0	1	2	0	0
	SAN LEAND	7	74	24	0	2	3	1	0
	TOTAL	14	148	48	0	4	6	2	0
EUTH	HAYWARD	27	1,678	716	0	0	19	17	10
	OUT OF ARI	0	9	6	0	0	0	0	0
	SAN LEAND	2	148	150	0	0	1	2	0
	TOTAL	29	1,835	872	0	0	20	19	10
HOME EXP	HAYWARD	0	0	1	0	0	0	0	0

10-1-01

		BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
HOME EXP	TOTAL	0	0	0	0	0	0	0	0	0
	HAYWARD	0	16	2	0	0	0	1	0	0
	SAN LEAND	0	3	0	0	0	0	0	0	0
MISSING	TOTAL	0	19	2	0	0	0	1	0	0
	HAYWARD	0	3	2	0	0	0	2	0	0
	SAN LEAND	0	0	1	0	0	0	0	0	0
RELOCATE	TOTAL	10	3	3	0	0	3	2	0	0
	HAYWARD	10	3	2	0	0	3	2	0	0
	SAN LEAND	0	0	1	0	0	0	0	0	0
RTO	TOTAL	10	3	3	0	0	3	2	0	0
	HAYWARD	2	44	389	0	1	0	0	1	0
	OUT OF ARI	0	1	2	0	0	0	0	0	0
TRANSFER	SAN LEAND	0	4	73	0	0	0	1	0	0
	TOTAL	2	49	464	0	1	0	1	1	0
	HAYWARD	5	27	20	0	0	1	0	0	0
TOTAL	OUT OF ARI	0	0	2	0	0	0	0	0	0
	SAN LEAND	0	2	3	0	0	0	0	0	0
	TOTAL	5	29	25	0	0	1	0	0	0
TOTAL		35	367	221	10	10	297	94	27	60

Animals on hand on June 30, 2001 = 254

Hayward Animal Services KENNEL STATISTICS

INTAKES BETWEEN 07/01/00 AND 06/30/01

11-9811-I-01

		HAYWARD			OUT OF AREA			SAN LEANDRO			TOTAL
		CAT	DOG	OTHE	CAT	DOG	OTHE	CAT	DOG	OTHE	
CONFISCATE	BITE	0	45	0	0	0	0	0	3	0	48
	CRUELTY	1	11	2	0	0	0	0	2	0	16
	EVICTION	0	1	0	0	0	0	0	2	0	3
	OWNER	0	0	0	0	0	0	1	3	1	5
	OWNER	0	0	0	0	0	0	6	5	7	18
	OWNER JAIL	0	13	4	0	0	0	0	4	1	22
	PBLC SFTY	0	4	0	0	0	0	0	0	0	4
	TOTAL	1	74	6	0	0	0	7	19	9	116
DISPO REQ	FIELD	399	81	259	1	2	0	84	22	54	902
	FIELD OWN	1	1	1	0	0	0	0	0	0	3
	NIGHT	20	8	4	0	0	0	0	0	0	32
	NIGHT OWN	1	4	0	0	0	0	0	0	0	5
	OTC	27	48	11	0	0	1	0	0	0	87
	TOTAL	448	142	275	1	2	1	84	22	54	1,029
EUTH REQ		1	0	0	0	0	0	0	0	0	1
	FIELD OWN	1	2	1	0	1	0	0	0	1	6
	NIGHT OWN	0	0	0	0	0	0	0	1	0	1
	OTC OWNED	2	3	4	0	0	0	0	0	0	9
	TOTAL	4	5	5	0	1	0	0	1	1	17
OWNER SUR		1	0	0	0	0	0	0	0	0	1
	FIELD	16	36	1	0	0	0	2	5	0	60
	NIGHT	38	58	8	5	0	0	2	4	0	115
	OTC	143	174	12	0	4	0	23	47	1	404
	TOTAL	198	268	21	5	4	0	27	56	1	580
RETURN	FIELD	0	0	1	0	0	0	0	0	0	1
	NIGHT	2	2	0	1	0	0	0	0	0	5
	OTC	23	36	0	0	0	0	0	1	0	60

		HAYWARD			OUT OF AREA			SAN LEANDRO			TOTAL
		CAT	DOG	OTHE	CAT	DOG	OTHE	CAT	DOG	OTHE	
RETURN	TOTAL	25	38	1	1	0	0	0	1	0	66
STRAY		4	1	0	0	0	0	1	0	0	6
	FIELD	203	518	171	0	0	0	74	187	25	1,178
	NIGHT	1,108	431	55	2	3	2	19	16	1	1,637
	OTC	1,076	286	53	4	3	0	118	39	4	1,583
	TOTAL	2,391	1,236	279	6	6	2	212	242	30	4,404
TRANSFER	AN	0	1	2	0	4	0	0	1	0	8
	SPCA	0	1	1	0	0	0	0	0	0	2
	TOTAL	0	2	3	0	4	0	0	1	0	10
TOTAL		2,067	1,765	590	13	17	3	330	342	95	6,222

YOUR SHELTER KENNEL STATISTICS

OUTCOMES BETWEEN 07/01/00 AND 06/30/01

11-9811-I-01

		CAT	DOG	OTHER	TOTAL
	HAYWARD	6	2	8	16
	OUT OF	0	1	0	1
	SAN	6	2	0	8
	TOTAL	12	5	8	25
	HAYWARD	0	0	2	2
	TOTAL	0	0	2	2
ADOPTION	HAYWARD	669	475	104	1,248
	OUT OF	2	3	0	5
	SAN	51	72	15	138
	TOTAL	722	550	119	1,391
DIED	HAYWARD	68	21	10	99
	SAN	6	3	4	13
	TOTAL	74	24	14	112
DISPOSAL	HAYWARD	523	151	319	993
	OUT OF	1	2	3	6
	SAN	90	22	61	173
	TOTAL	614	175	383	1,172
EUTH	HAYWARD	1,678	716	76	2,470
	OUT OF	9	6	0	15
	SAN	148	150	5	303
	TOTAL	1,835	872	81	2,788
HOME EXP	HAYWARD	0	1	0	1
	TOTAL	0	1	0	1
MISSING	HAYWARD	16	2	1	19
	SAN	3	0	0	3
	TOTAL	19	2	1	22
RELOCATE	HAYWARD	3	2	43	48
	SAN	0	1	0	1

		CAT	DOG	OTHER	TOTAL
RELOCATE	TOTAL	3	3	43	49
RTO	HAYWARD	44	389	4	437
	OUT OF	1	2	0	3
	SAN	4	73	1	78
	TOTAL	49	464	5	518
TRANSFER	HAYWARD	27	20	27	74
	OUT OF	0	2	0	2
	SAN	2	3	6	11
	TOTAL	29	25	33	87
TOTAL		3357	2121	689	6167

1-9811-I-01

Animals on hand on June 30, 2001 = 255

HAYWARD ANIMAL SERVICES BUREAU EUTHANASIA STATISTICS

EUTHANASIAS BETWEEN 07/01/00 AND 06/30/01

11-9811-I-01

		CAT	DOG	TOTAL
	CONTAG DIS	1	0	1
	MEDICAL	1	0	1
	TOTAL	2	0	2
ADOPTABLE	BEHAV OBSV	2	14	16
	CONTAG DIS	28	21	49
	FERAL	1	0	1
	MEDICAL	5	3	8
	SPACE	0	2	2
	TIME	0	5	5
	TIME/SPACE	0	63	63
	TOO OLD	0	1	1
	TOTAL	36	109	145
EUTH REQ	BEHAV HIST	0	2	2
	BEHAV OBSV	0	1	1
	MEDICAL	2	3	5
	TOO OLD	1	1	2
	TOTAL	3	7	10
UNADOPTABLE		23	1	24
	BEHAV HIST	6	87	93
	BEHAV OBSV	91	309	400
	CONTAG DIS	245	107	352
	FELV	2	0	2
	FERAL	604	0	604
	MEDICAL	182	142	324
	PREGNANT	1	1	2
	SPACE	6	10	16
	TIME	11	7	18
	TIME/SPACE	9	60	69

		CAT	DOG	TOTAL
UNADOPTABLE	TOO OLD	9	15	24
	TOO YOUNG	605	17	622
	TOTAL	1,794	756	2,550
TOTAL		1,835	872	2,707

11-9811-I-01

REPORT ID: FMIS-MR422

CITY OF HAYWARD
DETAIL REVENUE AND EXPENDITURE REPORT
PERIOD: 07/01/2000 - 06/30/2001
ABBREVIATION KEY

YR = YEAR
 T = ACCOUNT TYPE
 S = TRANSACTION SOURCE CODE
 A = AIRPORT TENANT
 D = CASH DISBURSEMENT
 F = FIXED ASSET
 G = GARAGE
 J = JOURNAL ENTRY
 M = MEMO ENTRIES (BANK DEBITS/CREDITS)
 O = PURCHASE ORDER
 P = PAYROLL
 R = CASH RECEIPT
 V = VENDOR CHECK

REPORT REQUESTED BY: PEGGY BAKER

REPORT PARAMETERS:
 FUND NUMBER RANGE..... 410 THROUGH 410
 ACTIVITY NUMBER RANGE.. 6948 THROUGH 6948
 TRANSACTION DATE RANGE. 07/01/2000 06/30/2001

DEFAULT REPORT PRINT PARAMETERS WHEN EXECUTED AS MONTHLY REPORT BY DP ARE:
 FROM 100 THROUGH 950
 RANGE OF FUND NUMBERS..... 1000 7999
 RANGE OF ACTIVITY NUMBERS..... 1000 7999
 REPORT PERIOD DATES ARE TAKEN FROM THE CURRENT REPORT DATES STORED IN THE
 ACTIVE ACCOUNTING MONTHS RECORD.

TO OBTAIN AN ACCURATE REPORT THE TRANSACTION DATE RANGE CANNOT OVERLAP FISCAL YEARS.

REPORT ID: FMIS-MR422
 410 CAPITAL PROJECT FUNDS II-IV
 6948 ANIMAL CONTROL PHASES
 PROGRAM MANAGER: ENG/FAKHRAI

C I T Y O F H A Y W A R D
 DETAIL REVENUE AND EXPENDITURE REPORT
 PERIOD: 07/01/2000 - 06/30/2001

REPORT PRINT DATE: 05/06/2002
 PAGE NO 3
 TIME: 09:06

11-98111-0

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/EXPENSE
410 6948 9518	8	PRELIMINARY SURVEYS	PRELIMINARY SURVEYS	0.00 *	0.00 *	0.00 *
		TOTAL				
410 6948 9519	8	REVIEW PLANS	REVIEW PLANS	0.00 *	0.00 *	0.00 *
		TOTAL				
410 6948 9526	8	OUTSIDE SERVICES	OUTSIDE SERVICES			
		O 10/31/2000 113407	T KENNEL SYSTEMS INC		16110.00-	16110.00
		O 10/31/2000 113407	T KENNEL SYSTEMS INC		41475.00-	41475.00
		O 10/31/2000 113407	T KENNEL SYSTEMS INC			670.00
		O 10/31/2000 113407	T KENNEL SYSTEMS INC			
		O 10/31/2000 SPO-10116960	DANCO WATERPROOFING CORP		4150.00	2905.00
		O 11/30/2000 114546	BEL AIRE ENGINEERING		1750.00-	1300.00
		O 11/30/2000 114525	T KENNEL SYSTEMS INC		2905.00-	1245.00
		O 02/28/2001 114546	BEL AIRE ENGINEERING		1750.00-	1245.00
		O 02/28/2001 114625	T KENNEL SYSTEMS INC		1245.00-	1245.00
		O 02/28/2001 114546	BEL AIRE ENGINEERING		1245.00-	1245.00
		O 02/28/2001 114625	T KENNEL SYSTEMS INC		1245.00-	1245.00
		O 03/31/2001 114546	BEL AIRE ENGINEERING		1245.00-	1245.00
		O 03/31/2001 114546*	BEL AIRE ENGINEERING		1245.00-	1245.00
		O 04/30/2001 114546*	BEL AIRE ENGINEERING		1245.00-	1245.00
		O 04/30/2001 114546*	BEL AIRE ENGINEERING		1245.00-	1245.00
		P 11/19/2000 FIGSA321	PAYROLL DIST-SALARIES			196.64
		P 12/03/2000 FIGSA321	PAYROLL DIST-BENEFITS			455.56
		P 12/03/2000 FIGSA321	PAYROLL DIST-SALARIES			832.05
		P 12/17/2000 FIGSA321	PAYROLL DIST-SALARIES			421.00
		P 12/17/2000 FIGSA321	PAYROLL DIST-BENEFITS			769.20
		P 12/31/2000 FIGSA321	PAYROLL DIST-SALARIES			81.91
		P 12/31/2000 FIGSA321	PAYROLL DIST-BENEFITS			151.68
		P 01/14/2001 FIGSA321	PAYROLL DIST-SALARIES			90.46
		P 01/14/2001 FIGSA321	PAYROLL DIST-BENEFITS			165.40
		P 01/28/2001 FIGSA321	PAYROLL DIST-SALARIES			102.52
		P 01/28/2001 FIGSA321	PAYROLL DIST-BENEFITS			187.83
		P 02/11/2001 FIGSA321	PAYROLL DIST-SALARIES			112.90
		P 02/11/2001 FIGSA321	PAYROLL DIST-BENEFITS			200.40
		P 02/25/2001 FIGSA321	PAYROLL DIST-SALARIES			97.82
		P 02/25/2001 FIGSA321	PAYROLL DIST-BENEFITS			173.34
		P 03/11/2001 FIGSA321	PAYROLL DIST-SALARIES			94.49
		P 03/11/2001 FIGSA321	PAYROLL DIST-BENEFITS			169.19
		P 03/25/2001 FIGSA321	PAYROLL DIST-SALARIES			57.66
		P 03/25/2001 FIGSA321	PAYROLL DIST-BENEFITS			106.77
		P 04/08/2001 FIGSA321	PAYROLL DIST-SALARIES			32.16
		P 04/08/2001 FIGSA321	PAYROLL DIST-BENEFITS			57.53
		P 05/20/2001 FIGSA321	PAYROLL DIST-SALARIES			222.74
		P 05/20/2001 FIGSA321	PAYROLL DIST-BENEFITS			404.67
		P 06/03/2001 FIGSA321	PAYROLL DIST-SALARIES			132.11
		P 06/03/2001 FIGSA321	PAYROLL DIST-BENEFITS			235.99
		P 06/17/2001 FIGSA321	PAYROLL DIST-SALARIES			149.73
		P 06/17/2001 FIGSA321	PAYROLL DIST-BENEFITS			262.82
		TOTAL	INSPECTION-TESTING-CONST	0.00 *	0.00 *	18634.61 *

REPORT ID: FMIS-MR422
 410 CAPITAL PROJECT FUNDS
 6948 ANIMAL CONTROL PHASES II-IV
 PROGRAM MANAGER: ENG/FAKHRAI

CITY OF HAWAII
 DETAIL REVENUE AND EXPENDITURE REPORT
 PERIOD: 07/01/2000 - 06/30/2001

REPORT PRINT DATE: 05/06/2002
 PAGE NO. 5
 TIME: 09:06

ACCOUNT NUMBER - FOOT	ACCOUNT DESCRIPTION	DATE REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/EXPENSE
410 6948 9595	COMPUTER SOFTWARE			0.00 *	0.00 *	0.00 *
8	TOTAL			0.00 *	0.00 *	0.00 *
410 6948 9596	COMPUTER TRAINING			0.00 *	0.00 *	0.00 *
8	TOTAL			0.00 *	0.00 *	0.00 *
	SUBTOTAL			9300.00 *	308708.59 *	354154.79 *
	TOTAL		ANIMAL CONTROL PHASES II-IV	9300.00 *	308708.59 *	289604.79 *

***** END OF REPORT *****

Licensing Report

Licensed Sold From 7/1/2000 to 6/30/2001

		ADOPT	MAIL	NEW/OFFI	REN/OFFI	RTO	Total
LIC 1	0	0	4	69	3	11-9811-1-01	85
LIC 2	0	0	2	9	2	2	15
LIC 3	2	0	11	70	42	21	146
LIC A 1	1	25	4	54	2	5	91
LIC A 2	0	2	0	12	9	8	31
LIC A 3	3	11	61	123	159	10	367
LIC DUP	2	0	2	2	4	1	11
LIC P	1	0	0	0	0	0	1
Total	9	38	84	339	221	56	747

Current Licenses as of 6/5/2002

		ADOPT	MAIL	NEW/OFFI	REN/OFFI	RTO	Total
LIC 1	4	0	3	84	1	19	111
LIC 2	0	0	2	13	5	2	22
LIC 3	9	0	35	192	103	51	390
LIC A 1	3	85	11	74	5	8	186
LIC A 2	0	2	4	19	13	9	47
LIC A 3	18	31	182	343	483	33	1,090
LIC CAT	0	0	0	1	0	0	1
LIC DUP	9	0	3	5	7	2	26
LIC P	110	0	0	1	1	0	112
LIC SER	0	0	0	0	0	0	1

Expired Licenses as of 6/5/2002

		ADOPT	MAIL	NEW/OFFI	REN/OFFI	RTO	Total
LIC VIC	0	0	0	0	0	2	2
LIC VIC	23	0	5	101	4	20	153
Total	153	118	240	734	618	126	1,979

LIC 2	2	0	0	2	2	1	7
LIC 3	15	0	0	2	4	3	24
LIC A 1	13	34	7	112	4	7	177
LIC A 2	6	0	1	4	2	1	14
LIC A 3	34	0	1	3	7	0	45
LIC DUP	2	0	0	1	5	1	9
LIC P	178	0	0	0	0	0	178
	0	0	0	0	0	1	1

		ADOPT	MAIL	NEW/OFFI	REN/OFFI	RTO	Total
LIC VIC	0	0	0	1	0	0	1
Total	273	34	14	226	28	34	609

11-9811-I-01

AGREEMENT FOR ANIMAL SHELTER SERVICES
BETWEEN THE CITY OF HAYWARD
AND THE CITY OF SAN LEANDRO

11-9811-I-01

This Agreement, dated for convenience this 22nd day of June, 2000, is made and entered into by and between the City of Hayward, a municipal corporation (hereafter "Hayward"), and the City of San Leandro, a municipal corporation (hereafter, "San Leandro").

WHEREAS, the Hayward operates and maintains Animal Shelter facilities within its jurisdictional boundaries; and

WHEREAS, the San Leandro desires to make use of the services provided by Hayward at its shelter facilities; and

WHEREAS, Hayward has received the sum of \$295,000 from the State of California to expand its Animal Shelter facilities to accommodate animals from San Leandro.

NOW, THEREFORE, Hayward and San Leandro agree as follows:

AGREEMENT:

1. **Scope of Service.** Subject to the terms and conditions set forth in this agreement, Hayward shall provide to San Leandro animal shelter services of the nature and at the level of which the Hayward shelter currently operates. All San Leandro field personnel operating under this agreement shall be euthanasia certified, and San Leandro field personnel shall assist Hayward personnel with intake operations of San Leandro animals at the Hayward shelter, including but not limited to vaccinations, euthanasia, and limited data entry.

2. **Compensation.** San Leandro hereby agrees to pay to Hayward the sum of \$85,100 annually, payable in quarterly installments, beginning on the effective date of this agreement, as provided in paragraph 4. It is understood that Hayward shall retain all service fees and fines it collects for San Leandro animals, without offset for the annual compensation rate.

In addition to the above compensation, San Leandro agrees to reimburse Hayward for the following extraordinary expenses:

(a) Daily boarding fee for each animal held in excess of 10 days at San Leandro's request, at the current boarding rate for each species, beginning on the 11th day of such impoundment.

(b) Actual cost of emergency veterinary medical care required for San Leandro animals, whether brought in by San Leandro field personnel or San Leandro residents.

San Leandro's payment for these extra services shall be made within 30 days of the date of Hayward's invoice.

3. Fee Review and Adjustments. On an ongoing basis, Hayward will monitor trends in animal surrender volume, changes in animal holding policy and procedures, Shelter operating costs and Shelter operations. Hayward shall analyze and review the data collected and the costs of providing animal shelter services and may adjust the fee established to be effective July 1 of each year. Hayward shall notify San Leandro of any fee adjustments by January 1 of each year in which an increase in fees is proposed.

11-9811-I-01

It is understood by and between the parties that the initial annual fee of \$85,100 is based upon the estimated processing of 756 live animals per year from San Leandro, which number shall serve as a base for fee adjustments due to changes in volume. Fee adjustments for changes in operating costs shall be based upon Hayward's actual cost of employee services and San Leandro's pro-rated share of the actual cost of Shelter supplies and services. No fee increase to San Leandro shall exceed Hayward's actual cost of providing services pursuant to this agreement.

4. Effective Date and Term. The effective date of this agreement shall be the first date of operational occupancy of Phase II of the Hayward Animal Shelter expansion, and it shall terminate no later than June 30, 2005, unless sooner terminated as provided herein.

5. Termination. Either party may terminate this Agreement for any reason upon 90 days' written notice to the other party. Upon termination, all fees due to Hayward under the terms of this Agreement shall be billed promptly by Hayward and shall be paid by San Leandro within 30 days of the date of Hayward's invoice. The obligation to pay fees due under this Agreement shall survive the termination of the Agreement.

6. Indemnification.

(a) San Leandro indemnification of Hayward. San Leandro agrees to indemnify, defend and hold Hayward, its officers, employees and agents, harmless from and against any and all liability, claims, suits, actions, damages, and causes of action, including but not limited to petitions filed under Government Code section 946.6, arising out of any personal injury, or damage to property, or any violation of any federal, state, or municipal law or ordinance, or other causes whatsoever arising from any acts of willful or intentional misconduct or negligence by San Leandro or any officer, agent or employee thereof, arising solely from the care, custody, or control of any animal delivered to Hayward's Shelter by San Leandro or any officer, employee or agent thereof pursuant to this Agreement while such animals are under the control of San Leandro or its agents, employees or officers until such time as Hayward receives the animal.

(b) Hayward indemnification of San Leandro. Hayward agrees to indemnify, defend and hold San Leandro, its officers, employees, and agents, harmless from and against any and all liability, claims, suits, actions, damages, and causes of action, including ~~98116-01~~ petitions filed under Government Code section 946.6, arising out of any personal injury, or damage to property, or any violation of any federal, state, or municipal law or ordinance, or other causes whatsoever arising from any acts of willful or intentional misconduct or negligence by Hayward or any officer, agent, or employee thereof, arising solely from the care, custody, or control of any animal received by the Hayward Animal Shelter after such time that Hayward receives the animal.

7. **Notices.** Notices required by this agreement shall be personally delivered or mailed, postage prepaid, as follows:

City of Hayward:

City of San Leandro:

City Manager
777 B Street, 4th Floor
Hayward, CA 94541

Each party shall provide the other party with telephone and written notice of any change in address as soon as practicable.

Notices given by personal delivery shall be effective immediately. Notices given by mail shall be deemed to have been delivered 48 hours after having been deposited in the United States mail.

8. **Waiver.** The waiver by either party of a breach by the other of any provision of this agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this agreement.

9. **No Third-Party Rights.** The parties intend not to create rights in, or to grant remedies to, any third party as a beneficiary of this agreement or of any duty, covenant, obligation, or undertaking established herein.

10. **Compliance With Laws.** In the performance of this agreement, both Hayward and San Leandro shall abide by and conform to any and all applicable laws of the United States and the State of California, and the Hayward City Charter and all ordinances of the Cities of San Leandro and Hayward.

11. **Whole Agreement.** This agreement has four pages excluding the exhibits described on its signature page. This agreement constitutes the entire understanding and agreement of the parties. This agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the

parties with respect to all or any part of the subject matter hereof.

12. Multiple Copies of Agreement. Multiple copies of this agreement may be executed but the parties agree that the agreement on file in the office of Hayward's City Clerk is the version of the agreement that shall take precedence should any differences exist among counterparts of the document.

13. Amendments. This agreement may be modified or amended only by a written document executed by both Hayward and San Leandro and approved as to form by their respective City Attorneys. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this agreement.

14. Severability. Should any part of this agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this agreement, which shall continue in full force and effect, provided that the remainder of this agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the parties.

IN WITNESS WHEREOF, each City, by its authorized representative, has executed this agreement.

City of Hayward

By: Jesús Armas
Jesús Armas, City Manager

City of San Leandro

By: [Signature]
CITY MANAGER

Approved as to form and procedure:

Nancy Hart
City Attorney

Approved as to form and procedure:

[Signature]
City Attorney

Attest: Angela Lopez
City Clerk

Attest: Boyle Petersen
City Clerk

Gilman
info copy
[Signature]

City of Hayward
INTEROFFICE MEMORANDUM 98-I-01

February 18, 2000

To: Craig
From: Bob
Subject: **FY 2000-01 BUDGET ADJUSTMENTS ASSOCIATED WITH THE SAN LEANDRO ANIMAL SHELTERING CONTRACT**

=====
Any budget input for the upcoming fiscal year requires a discussion between the Department Head and City Manager. The following provides you the detail necessary to discuss the animal shelter contract.

On November 9, 1999, the City Council authorized the acceptance of \$295,000 in State grant funding provided by Assembly member Ellen Corbett for the purpose of expanding our Animal Shelter sufficiently to service to the City of San Leandro.

Preliminary information provided by the San Leandro Police staff, indicate that contracting shelter services with them will increase our volume of animals processed by 19.3% (approx. 1,100 animals). Our contract proposal, which they consider acceptable, includes providing the funding for 1.5 f.t.e. Animal Care Attendant positions and a 19.3% increase in our applicable supplies and services budgets. The total amounts to \$85,100.

The FY 2000-01 budget should reflect:

Revenue:	(\$85,100)
Employee Services	+2.0 f.t.e. Animal Care Attendants (0.5 Police Records Clerk II will be transferred from activity 1840 to offset the cost)
Supplies and Services	\$15,587

The contract, which is currently under review by the City Attorney's Office, incorporates a provision for examining actual costs and modifying the contract amount to ensure that we do not end up subsidizing the City of San Leandro.

The start date of the contract is dependant upon substantial completion of the ongoing Phase II remodel at the shelter. The projected completion date is September 2000, but it

is our mutual desire to provide services as soon as possible, and probably before that date.

- Actual revenue received for the first year will be prorated based on service availability.
- We are requesting that: 11-9811-I-01
 - 1) the positions be authorized for July 1, 2000 to allow for recruiting, hiring and training prior to actual commencement of services, and that
 - 2) the Personnel Department be authorized to start a recruitment that will target an actual hire date of July 1, 2000.

admin/animals/slpdcontract/memo-bdgtinputfy00-01

cc: Admin Analyst, Animal Svcs Mgr

06

HAYWARD ANIMAL SERVICES BUREAU EUTHANASIA STATISTICS

EUTHANASIAS BETWEEN 07/01/00 AND 06/30/01

11-9811-I-01

		CAT	DOG	TOTAL
	CONTAG DIS	1	0	1
	MEDICAL	1	0	1
	TOTAL	2	0	2
ADOPTABLE	BEHAV OBSV	2	14	16
	CONTAG DIS	28	21	49
	FERAL	1	0	1
	MEDICAL	5	3	8
	SPACE	0	2	2
	TIME	0	5	5
	TIME/SPACE	0	63	63
	TOO OLD	0	1	1
	TOTAL	36	109	145
EUTH REQ	BEHAV HIST	0	2	2
	BEHAV OBSV	0	1	1
	MEDICAL	2	3	5
	TOO OLD	1	1	2
	TOTAL	3	7	10
UNADOPTABLE		23	1	24
	BEHAV HIST	6	87	93
	BEHAV OBSV	91	309	400
	CONTAG DIS	245	107	352
	FELV	2	0	2
	FERAL	604	0	604
	MEDICAL	182	142	324
	PREGNANT	1	1	2
	SPACE	6	10	16
	TIME	11	7	18
	TIME/SPACE	9	60	69

		CAT	DOG	TOTAL
UNADOPTABLE	TOO OLD	9	15	24
	TOO YOUNG	605	17	622
	TOTAL	1,794	756	2,550
TOTAL		1,835	872	2,707

11-9811-I-01

Hayward Animal Services KENNEL STATISTICS

INTAKES BETWEEN 07/01/00 AND 06/30/01

		HAYWARD			OUT OF AREA			1408 HAYWARD			TOTAL
		CAT	DOG	OTHE	CAT	DOG	OTHE	CAT	DOG	OTHE	
CONFISCATE	BITE	0	45	0	0	0	0	0	3	0	48
	CRUELTY	1	11	2	0	0	0	0	2	0	16
	EVICTION	0	1	0	0	0	0	0	2	0	3
	OWNER	0	0	0	0	0	0	1	3	1	5
	OWNER	0	0	0	0	0	0	6	5	7	18
	OWNER JAIL	0	13	4	0	0	0	0	4	1	22
	PBLC SFTY	0	4	0	0	0	0	0	0	0	4
	TOTAL	1	74	6	0	0	0	7	19	9	116
DISPO REQ	FIELD	399	81	259	1	2	0	84	22	54	902
	FIELD OWN	1	1	1	0	0	0	0	0	0	3
	NIGHT	20	8	4	0	0	0	0	0	0	32
	NIGHT OWN	1	4	0	0	0	0	0	0	0	5
	OTC	27	48	11	0	0	1	0	0	0	87
	TOTAL	448	142	275	1	2	1	84	22	54	1,029
EUTH REQ		1	0	0	0	0	0	0	0	0	1
	FIELD OWN	1	2	1	0	1	0	0	0	1	6
	NIGHT OWN	0	0	0	0	0	0	0	1	0	1
	OTC OWNED	2	3	4	0	0	0	0	0	0	9
	TOTAL	4	5	5	0	1	0	0	1	1	17
OWNER SUR		1	0	0	0	0	0	0	0	0	1
	FIELD	16	36	1	0	0	0	2	5	0	60
	NIGHT	38	58	8	5	0	0	2	4	0	115
	OTC	143	174	12	0	4	0	23	47	1	404
	TOTAL	198	268	21	5	4	0	27	56	1	580
RETURN	FIELD	0	0	1	0	0	0	0	0	0	1
	NIGHT	2	2	0	1	0	0	0	0	0	5
	OTC	23	36	0	0	0	0	0	1	0	60

		HAYWARD			OUT OF AREA			SAN LEANDRO			TOTAL
		CAT	DOG	OTHE	CAT	DOG	OTHE	CAT	DOG	OTHE	
RETURN	TOTAL	25	38	1	1	0	0	0	1	0	66
STRAY		4	1	0	0	0	0	1	0	0	6
	FIELD	203	518	171	0	0	0	74	187	25	1,178
	NIGHT	1,108	431	55	2	3	2	19	16	1	1,637
	OTC	1,076	286	53	4	3	0	118	39	4	1,583
	TOTAL	2,391	1,236	279	6	6	2	212	242	30	4,404
TRANSFER	AN	0	1	2	0	4	0	0	1	0	8
	SPCA	0	1	1	0	0	0	0	0	0	2
	TOTAL	0	2	3	0	4	0	0	1	0	10
TOTAL		3,067	1,765	590	13	17	8	330	342	95	6,222

FID Number: 74-2616805
 Sales Rep: WADE DAHN
 For Sales: (800)274-7799
 Sales Fax: (800)433-9527
 Customer Service: (800)981-3355
 Technical Support: (800)981-3355
 Dell Online: http://www.dell.com

Customer Number: 001274983
 Purchase Order: 114460
 Order Date: 09/28/00
 84 01 0 01 01 N

Invoice Number: **439879339**
 Invoice Date: 10/01/00
 Payment Terms: NET DUE 30 DAYS
 Shipped Via: UNAUTHORIZED
 Waybill Number: SBR-720545

SOLD TO:

19.1.5728 1 AB 0.270 74394S11.XRX 1 of 2
 CITY OF HAYWARD
 ACCOUNTS PAYABLE
 ACCOUNTS PAYABLE
 777 B ST
 HAYWARD CA 94541-5007



SHIP TO:

11-9811-I-01
 ALEX GARDES KATIE NELSON
 CITY OF HAYWARD
 300 WEST WINTON AVE
 POLICE DEPT
 HAYWARD CA 94544

PLEASE REVIEW IMPORTANT TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS INVOICE

Order	Shipped	Item Number	Description	Unit	Unit Price	Amount
4	4	220-6587	Dell 800Mhz/133 GX110 Mini Tower,4MB Int Vid,Int 10/100 NIC w/RWU,No Sound,256K Cache	EA	997.00	3,988.00
4	4	310-3552	Quietkey Spacesaver 104-key Keyboard,GX100/110,Factory Install	EA	0.00	0.00
4	4	310-3554	Dell 2-Button System Mouse, GX100/110,Factory Install	EA	0.00	0.00
4	4	311-2532	64MB,NonECC,100MHz SDRAM,1DIMM GX100/110,Factory Install	EA	0.00	0.00
4	4	313-0619	20/48X IDE CD-ROM,GX100/110 Mid-Desktop and Mini-Tower, Factory Install	EA	0.00	0.00
4	4	313-7168	Resources CD contains Diagnostics and Driver for Dell OptiPlex Systems	EA	0.00	0.00
4	4	313-8085	Dell Optiplex No Optical Device,Factory Install	EA	0.00	0.00
4	4	320-3704	No Monitor for all Optiplex	EA	0.00	0.00
4	4	320-3920	No Video Card Option for Optiplex,Factory Install	EA	0.00	0.00
4	4	340-3224	3.5,1.44MB Floppy Drive, GX100/110 Mid-Desktop, Mini-Tower	EA	0.00	0.00

Service contract may be subject to sales tax.
 Any on-site or other service covers Dell system hardware only.
 PLEASE KEEP THE ORIGINAL BOX FOR ALL RETURNS.



DETACH AT PERFORATION AND RETURN WITH PAYMENT

MAKE CHECK PAYABLE/REMIT TO:

DELL MARKETING L.P.
 P O BOX 21132
 PASADENA CA 91185-1132



Invoice Number: 439879339
 Customer Number: 001274983
 Purchase Order: 114460

Ship. &/or Handling	\$	0.00
Subtotal	\$	3,988.00
Taxable:	Tax:	
\$ 3,988.00	\$	329.01
Invoice Total	\$	4,317.01

Ship. &/or Handling	\$	0.00
Subtotal	\$	3,988.00
Taxable:	Tax:	
\$ 3,988.00	\$	329.01
Invoice Total	\$	4,317.01
	\$	
	\$	
	\$	
Balance Due	\$	4,317.01
Amt. Enclosed	\$	

FID Number: 74-2616805
 Sales Rep: WADE DAHN
 For Sales: (800)274-7799
 Sales Fax: (800)433-9527
 Customer Service: (800)981-3355
 Technical Support: (800)981-3355
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Invoice Date: 10/01/00
 Payment Terms: NET DUE 30 DAYS
 Shipped Via: UNAUTHORIZED
 Waybill Number: SBR-720545

SOLD TO:

19.1.5728 1 AB 0.270 74394S11.XRX 2 of 2
 CITY OF HAYWARD
 ACCOUNTS PAYABLE
 ACCOUNTS PAYABLE
 777 B ST
 HAYWARD CA 94541-5007

11-9811-I-01

SHIP TO:

ALEX CARDES KATIE NELSON
 CITY OF HAYWARD
 300 WEST WINTON AVE
 POLICE DEPT
 HAYWARD CA 94544

PLEASE REVIEW IMPORTANT TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS INVOICE

er	Shipped	Item Number	Description	Unit	Unit Price	Amount
4	4	340-9220	7.5GB,EIDE,5400 RPM,Hard Drive GX100/110 Mid-Desktop and Mini-Tower,Factory Install	EA	0.00	0.00
4	4	420-1781	Windows NT4 SP5,NTFS,Compact Disk,English,Optiplex,Factory Install	EA	0.00	0.00
4	4	430-0203	Expansion Riser For GX100/110MT System,5 PCI Slots Factory Install	EA	0.00	0.00
4	4	430-3061	Integrated 10/100 3Com Remote Wake-up NIC,Optiplex,GX200/300	EA	0.00	0.00
4	4	460-8759	Thank you for purchasing a Dell OptiPlex from the State & Local Gov't Accounts Division!	EA	0.00	0.00
4	4	460-9052	Dell E Com will help you build internet ideas/infrastructure see www.dell.com/us/en/gen/corporate/howeworks.htm	EA	0.00	0.00
4	4	902-3610	*Type 3 Contract - Next Business Day Parts & Labor On-Site Response Initial Year	EA	0.00	0.00
4	4	902-3612	*Type 3 Contract - Next Business Day Parts & Labor On-Site Response 2YR Extended	EA	0.00	0.00
4	4	900-9987	*Standard On-Site Installation Declined System Service Tags 4113301, 5113301, 6113301, 7113301	EA	0.00	0.00

CLAIM FOR PAYMENT

DATE 1-12-01

PAYABLE TO:	<u>HLP, Inc.</u>				
MAIL TO:					
STREET	<u>3271 Falkland Circle</u>			11-9811-I-01	
CITY	<u>Huntington Beach</u>	STATE	<u>CA</u>	ZIP CODE	<u>92649-2812</u>

COPY

ARTICLES OR SERVICES	AMOUNT
<p># HYWR1200 ann Chameleon/CMS Software Mtnce & support. 12-1-00 thru 11-30-01</p>	2,880.00
NOTE: An invoice, receipt or statement must be submitted to Accounting with this claim.	TOTAL 2,880.00

COPY

EXPENDITURE SEGREGATION				
FUND	ACTIVITY	OBJECT	SUB	AMOUNT
<u>180</u>	<u>1890</u>	<u>7120</u>		<u>2,880.00</u>
COPY				
TOTAL				<u>2,880.00</u>

CONTRACT ENCUMBRANCE
_____ Partial <input type="checkbox"/> Final <input type="checkbox"/>
RETURN CHECK TO:
SPECIAL INSTRUCTIONS

[Signature]
 PREPARED BY
[Signature]
 APPROVED BY

 DEPARTMENT HEAD

COPY

If you have any questions,
call x4060.

BILL TO: ACCOUNTS PAYABLE

CITY OF HAYWARD
 777 "B" STREET
 HAYWARD, CA 94541-5007
 PHONE (510) 583-4060
 (510) 583-4062

INCLUDE TAX I.D.# ON INVOICE

VENDOR NO.

CITY OF HAYWARD

PURCHASING DIVISION
 HAYWARD, CALIFORNIA
 PHONE (510) 583-4800 FAX (510) 583-3600

PURCHASE ORDER
No. 114460

THIS NUMBER MUST
 APPEAR
 ON ALL PACKAGES AND
 CORRESPONDENCE

VENDOR
05
0-981-3355

DELL MARKETING LP
 One Dell Way
 Round Rock TX 78682
 Nikki Henka-McDaniel

SHIP TO **11-9811-I-01**

POLICE DEPARTMENT
 300 West Winton Avenue
 Hayward CA 94544
 Alex Cardes/Katie Nelson

WIRE DELIVERY		SHIP VIA	TERMS	REQUISITION	DATE	
AP-Next Day		Destination	30 days	1851-482-00	9/26/2000	
QTY	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	BUDGET ACCOUNT
1	4	Ea.	Per Quote# E000389632, dated 9/21/00, furnish the OptiPlex GX 110 Mini-Tower CMAS# 3-99-00-0167C	\$1,037.08	\$4,148.32	100-1851-811
Total for Purchase					\$4,148.32	

GREEN SENT TO AP

AMOUNT APPROVED

4439879339

10/1/00

54317.01

To Patty 10/17/00

[Handwritten signature]

NOTICE TO VENDORS: To comply with IRS regulations, please include on your

FR100-01

ACCOUNT NUMBER	END ACTV OBJ	SUB T	NOTE	DATE	CHECK#	EXPLANATION	S R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6947 9594	1	8	9999			COMPUTER CONTRACT SERVICES		0.00	0.00	0.00
						ANNUAL BUDGET - 07/01/2000				
						COMPUTER CONTRACT SERVICES		0.00	0.00	0.00
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
410 6947 9599	1	8	9999			COMPUTER SOFTWARE		0.00	0.00	0.00
						ANNUAL BUDGET - 07/01/2000				
						COMPUTER SOFTWARE		0.00	0.00	0.00
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
410 6947 9596	1	8	9999			COMPUTER TRAINING		0.00	0.00	0.00
						ANNUAL BUDGET - 07/01/2000				
						COMPUTER TRAINING		0.00	0.00	0.00
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						ADMINISTRATION AND GENERAL		0.00	0.00	0.00
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						ADMINISTRATION AND GENERAL		0.00	0.00	0.00
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						ANNUAL BUDGET - 07/01/2000				
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						STATE		29,550.00	0.00	29,000.00
						SUBTOTAL.....		29,550.00	0.00	29,000.00
						PRIOR BALANCE				
						FROM OTHER AGENCIES		29,550.00	0.00	29,000.00
						SUBTOTAL.....		29,550.00	0.00	29,000.00
						PRIOR BALANCE				
						FEES AND SERVICE CHARGES		0.00	0.00	0.00
						PROJECT REVENUE		0.00	0.00	0.00
						ANNUAL BUDGET - 07/01/2000				
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						FEES AND SERVICE CHARGES		0.00	0.00	0.00
						PROJECT REVENUE		0.00	0.00	0.00
						ANNUAL BUDGET - 07/01/2000				
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						OTHER REVENUES		0.00	0.00	0.00
						DONATIONS		0.00	0.00	0.00
						ANNUAL SERVICES		0.00	0.00	0.00
						ANNUAL BUDGET - 07/01/2000				
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						DONATIONS		0.00	0.00	0.00
						ANNUAL SERVICES		0.00	0.00	0.00
						ANNUAL BUDGET - 07/01/2000				
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				
						REVENUES		35,000.00	0.00	64,000.00
						SUBTOTAL.....		35,000.00	0.00	64,000.00
						PRIOR BALANCE				
						ADMINISTRATION AND GENERAL		64,550.00	0.00	64,000.00
						SUBTOTAL.....		64,550.00	0.00	64,000.00
						PRIOR BALANCE				
						ADMINISTRATION AND GENERAL		0.00	0.00	0.00
						SUBTOTAL.....		0.00	0.00	0.00
						PRIOR BALANCE				

REPORT ID: FMIS-FR427
 REPORT PERIOD: 07/01/2000 - 06/30/2001
 410 - CAPITAL PROJECT FUNDS

C I T Y O F H A Y W A R D
 GENERAL LEDGER

REPORT PRINT DATE: 02/01/2002
 PAGE NO: 3536 TIME: 15:06

ACCOUNT NUMBER FOOT ACCOUNT DESCRIPTION S R REFERENCE
 FND ACTV OBJ SUB T NOTE DATE CHECK# EXPLANATION
 410 6948 9510
 11-98111-01

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R	REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9510	8	ANNUAL BUDGET - 07/01/2000						
		PAYROLL DIST-BENEFITS	P		FIGSA321	7.63		
		PAYROLL DIST-SALARIES	P		FIGSA321	12.94		
		PAYROLL DIST-BENEFITS	P		FIGSA321	22.67		
		PAYROLL DIST-SALARIES	P		FIGSA321	38.42		
		PAYROLL DIST-BENEFITS	P		FIGSA321	28.34		
		PAYROLL DIST-SALARIES	P		FIGSA321	48.03		
		PAYROLL DIST-BENEFITS	P		FIGSA321	27.68		
		PAYROLL DIST-SALARIES	P		FIGSA321	46.91		
		PAYROLL DIST-BENEFITS	P		FIGSA321	22.67		
		PAYROLL DIST-SALARIES	P		FIGSA321	38.42		
		PAYROLL DIST-BENEFITS	P		FIGSA321	38.54		
		PAYROLL DIST-SALARIES	P		FIGSA321	65.32		
		PAYROLL DIST-BENEFITS	P		FIGSA321	19.84		
		PAYROLL DIST-SALARIES	P		FIGSA321	33.62		
		PAYROLL DIST-BENEFITS	P		FIGSA321	10.02		
		PAYROLL DIST-SALARIES	P		FIGSA321	16.98		
		PAYROLL DIST-BENEFITS	P		FIGSA321	24.19		
		PAYROLL DIST-SALARIES	P		FIGSA321	40.99		
		PAYROLL DIST-BENEFITS	P		FIGSA321	14.17		
		PAYROLL DIST-SALARIES	P		FIGSA321	24.01		
		PAYROLL DIST-BENEFITS	P		FIGSA321	22.67		
		PAYROLL DIST-SALARIES	P		FIGSA321	38.42		
		BUD TRF:ACTIV 6980 TO 6948	U		JV045	3.01		
		PAYROLL DIST-BENEFITS	P		FIGSA321	5.10		
		PAYROLL DIST-SALARIES	P		FIGSA321	650.59		
		ADMINISTRATION AND GENERAL						
		SUBTOTAL.....						9,300.00
		PRIOR BALANCE						0.00
		ANNUAL BUDGET - 07/01/2000						0.00
		SUBTOTAL.....						0.00
		PRIOR BALANCE						0.00

410 6948 9511	8	BLUEPRINTS				0.00		0.00
		ANNUAL BUDGET - 07/01/2000						0.00
		SUBTOTAL.....						0.00
		PRIOR BALANCE						0.00
410 6948 9513	8	DESIGN				0.00		0.00
		ANNUAL BUDGET - 07/01/2000						0.00
		SUBTOTAL.....						0.00
		PRIOR BALANCE						0.00
410 6948 9514	8	DRAFTING-DRAWING CONTRACT				0.00		0.00
		ANNUAL BUDGET - 07/01/2000						0.00
		SUBTOTAL.....						0.00
		PRIOR BALANCE						0.00

410 6948 9515	8	DESIGN/DRAFTING-CONSULTANT				0.00		0.00
		ANNUAL BUDGET - 07/01/2000						0.00
		188614 HENRY ARCHITECT, PHILIP	O		AP265	500.00		500.00
		188614 HENRY ARCHITECT, PHILIP	O		AP265	500.00		500.00
		188614 HENRY ARCHITECT, PHILIP	O		A588	2,392.50		2,392.50
		188614 HENRY ARCHITECT, PHILIP	O		A588	2,392.50		2,392.50
		191298 HENRY ARCHITECT, PHILIP	O		AP265	3,070.00		3,070.00
		191298 HENRY ARCHITECT, PHILIP	O		A588	5,962.50		5,962.50
		SUBTOTAL.....						5,736.73
		PRIOR BALANCE						0.00

410 6948 9516	8	INSPECTION-TESTING-CONST				0.00		0.00
		ANNUAL BUDGET - 07/01/2000						0.00
		SUBTOTAL.....						0.00
		PRIOR BALANCE						0.00

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REPORT ID: FMIS-FR427
 REPORT PERIOD: 07/01/2000 - 06/30/2001
 410 - CAPITAL PROJECT FUNDS

C I T Y O F H A Y W A R D
 GENERAL LEDGER

REPORT PRINT DATE: 02/04/2002
 PAGE NO. 3537 TIME: 15:06

ACCOUNT NUMBER 410 6948 9516
 FND ACTV OBJ SUB T NOTE

11-98111-01

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	DATE	CHECK#	EXPLANATION	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9516	07/02/2000	PAYROLL DIST-BENEFITS				P FIGSA321	523.21		
	07/02/2000	PAYROLL DIST-SALARIES				P FIGSA321	968.90		
	07/16/2000	PAYROLL DIST-BENEFITS				P FIGSA321	262.55		
	07/16/2000	PAYROLL DIST-SALARIES				P FIGSA321	486.19		
	07/30/2000	PAYROLL DIST-BENEFITS				P FIGSA321	609.28		
	07/30/2000	PAYROLL DIST-SALARIES				P FIGSA321	1,126.34		
	08/13/2000	PAYROLL DIST-BENEFITS				P FIGSA321	988.29		
	08/13/2000	PAYROLL DIST-SALARIES				P FIGSA321	1,826.25		
	08/27/2000	PAYROLL DIST-BENEFITS				P FIGSA321	898.02		
	08/27/2000	PAYROLL DIST-SALARIES				P FIGSA321	1,663.01		
	09/10/2000	PAYROLL DIST-BENEFITS				P FIGSA321	609.53		
	09/10/2000	PAYROLL DIST-SALARIES				P FIGSA321	1,128.76		
	09/24/2000	PAYROLL DIST-BENEFITS				P FIGSA321	86.36		
	09/24/2000	PAYROLL DIST-SALARIES				P FIGSA321	157.97		
	10/08/2000	PAYROLL DIST-BENEFITS				P FIGSA321	278.45		
	10/08/2000	PAYROLL DIST-SALARIES				P FIGSA321	492.25		
	10/22/2000	PAYROLL DIST-BENEFITS				P FIGSA321	73.92		
	10/22/2000	PAYROLL DIST-SALARIES				P FIGSA321	136.88		
	11/05/2000	PAYROLL DIST-BENEFITS				P FIGSA321	88.68		
	11/05/2000	PAYROLL DIST-SALARIES				P FIGSA321	159.01		
	11/19/2000	PAYROLL DIST-BENEFITS				P FIGSA321	106.19		
	11/19/2000	PAYROLL DIST-SALARIES				P FIGSA321	196.64		
	12/03/2000	PAYROLL DIST-BENEFITS				P FIGSA321	455.56		
	12/03/2000	PAYROLL DIST-SALARIES				P FIGSA321	832.05		
	12/17/2000	PAYROLL DIST-BENEFITS				P FIGSA321	421.00		
	12/17/2000	PAYROLL DIST-SALARIES				P FIGSA321	769.20		
	12/31/2000	PAYROLL DIST-BENEFITS				P FIGSA321	81.91		
	12/31/2000	PAYROLL DIST-SALARIES				P FIGSA321	151.68		
	01/14/2001	PAYROLL DIST-BENEFITS				P FIGSA321	90.46		
	01/14/2001	PAYROLL DIST-SALARIES				P FIGSA321	165.40		
	01/28/2001	PAYROLL DIST-BENEFITS				P FIGSA321	102.52		
	01/28/2001	PAYROLL DIST-SALARIES				P FIGSA321	187.83		
	02/11/2001	PAYROLL DIST-BENEFITS				P FIGSA321	112.90		
	02/11/2001	PAYROLL DIST-SALARIES				P FIGSA321	200.40		
	02/25/2001	PAYROLL DIST-BENEFITS				P FIGSA321	97.82		
	02/25/2001	PAYROLL DIST-SALARIES				P FIGSA321	173.34		
	03/11/2001	PAYROLL DIST-BENEFITS				P FIGSA321	94.49		
	03/11/2001	PAYROLL DIST-SALARIES				P FIGSA321	169.19		
	03/25/2001	PAYROLL DIST-BENEFITS				P FIGSA321	57.66		
	03/25/2001	PAYROLL DIST-SALARIES				P FIGSA321	106.77		
	04/08/2001	PAYROLL DIST-BENEFITS				P FIGSA321	32.16		
	04/08/2001	PAYROLL DIST-SALARIES				P FIGSA321	57.53		
	05/20/2001	PAYROLL DIST-BENEFITS				P FIGSA321	222.74		
	05/20/2001	PAYROLL DIST-SALARIES				P FIGSA321	404.67		
	06/03/2001	PAYROLL DIST-BENEFITS				P FIGSA321	132.11		
	06/03/2001	PAYROLL DIST-SALARIES				P FIGSA321	235.99		
	06/17/2001	PAYROLL DIST-BENEFITS				P FIGSA321	149.73		
	06/17/2001	PAYROLL DIST-SALARIES				P FIGSA321	262.82		
		INSPECTION-TESTING-CONST					18,634.61		
		SUBTOTAL							
		PRIOR BALANCE					0.00		

410 6948 9518 8

PRELIMINARY SURVEYS
 ANNUAL BUDGET - 07/01/2000

0.00 * 0.00 * 0.00 *
 0.00 0.00

ACCOUNT NUMBER FOOT ACCOUNT DESCRIPTION CHECK# EXPLANATION S R REFERENCE
 FND ACTV OBJ SUB T NOTE DATE

 410 6948 9519-0-1-18-0-1
 PRELIMINARY SURVEYS SUBTOTAL..... 0.00 * 0.00 * 0.00 *
 REVIEW PLANS PRIOR BALANCE 0.00
 ANNUAL BUDGET - 07/01/2000 SUBTOTAL..... 0.00 * 0.00 * 0.00 *
 REVIEW PLANS PRIOR BALANCE 0.00

410 6948 9525-1-1-8
 OUTSIDE SERVICES ANNUAL BUDGET - 07/01/2000 PRIOR BALANCE 0.00
 10/31/2000 187676 T KENNEL SYSTEMS INC O AP265 16,110.00 16,110.00-
 10/31/2000 187676 T KENNEL SYSTEMS INC O AP265 41,475.00 41,475.00-
 10/31/2000 187676 T KENNEL SYSTEMS INC O AP265 670.00
 10/31/2000 DANCO WATERPROOFING CORP O SBO-10116960 4,150.00
 11/30/2000 BEL AIRE ENGINEERING O AP61 1,750.00
 11/30/2000 T KENNEL SYSTEMS INC O AP61 2,905.00-
 02/28/2001 BEL AIRE ENGINEERING O AP265 1,750.00-
 02/28/2001 T KENNEL SYSTEMS INC O AP265 1,750.00-
 02/28/2001 193520 T KENNEL SYSTEMS INC O AP265 2,905.00
 02/28/2001 193292 BEL AIRE ENGINEERING O 114546 1,300.00
 02/28/2001 T KENNEL SYSTEMS INC O 114625 1,245.00-
 03/31/2001 194573 BEL AIRE ENGINEERING O AP265 1,245.00-
 03/31/2001 BEL AIRE ENGINEERING O 114546 1,245.00-
 04/30/2001 BEL AIRE ENGINEERING O AP265 1,245.00
 04/30/2001 BEL AIRE ENGINEERING O 114546* 1,245.00
 04/30/2001 BEL AIRE ENGINEERING O AP61 4,863.00
 04/30/2001 BEL AIRE ENGINEERING O AP61 4,863.00
 04/30/2001 BAY AREA FENCE COMPANY O AP61 4,863.00-
 04/30/2001 VOID CR#00194573 BEL AIRE O AP61 4,863.00-
 04/30/2001 194573 BEL AIRE ENGINEERING O AP265 4,863.00
 05/31/2001 BAY AREA FENCE COMPANY O 115312 8,289.58
 05/31/2001 BEL AIRE ENGINEERING O AP61 1,680.00
 05/31/2001 BEL AIRE ENGINEERING O AP61 8,289.58-
 06/30/2001 MARKISON PLUMBING INC O AP265 1,680.00-
 06/30/2001 BEL AIRE ENGINEERING O AP265 1,680.00-
 06/30/2001 BEL AIRE ENGINEERING O AP265 1,680.00
 06/30/2001 MARKISON PLUMBING INC O AP265 1,680.00
 06/30/2001 MARKISON PLUMBING INC O 115545 153.00
 06/30/2001 MARKISON PLUMBING INC O 115545 153.00
 06/30/2001 TAP PLASTICS O AP62 78,690.58 *
 SUBTOTAL..... 315,200.98
 PRIOR BALANCE 0.00

410 6948 9529-1-1-8
 CONTRACT CONSTRUCTION ANNUAL BUDGET - 07/01/2000 PRIOR BALANCE 0.00
 08/31/2000 184815 SEVAN CONSTRUCTION INC O AP265 197,252.84
 08/31/2000 184815 SEVAN CONSTRUCTION INC O AP265 49,205.25-
 09/30/2000 186449 SEVAN CONSTRUCTION INC O AP265 49,205.25
 09/30/2000 186449 SEVAN CONSTRUCTION INC O AP265 246,458.09 *
 CONTRACT CONSTRUCTION SUBTOTAL..... 68,742.89 *
 PRIOR BALANCE 0.00

410 6948 9530-1-1-8
 CITY LABOR EXPENSE ANNUAL BUDGET - 07/01/2000 PRIOR BALANCE 0.00
 07/30/2000 PAYROLL DIST-BENEFITS P FIGGA321 56.09
 07/30/2000 PAYROLL DIST-SALARIES P FIGGA321 308.16
 08/13/2000 PAYROLL DIST-BENEFITS P FIGGA321 408.77
 08/13/2000 PAYROLL DIST-SALARIES P FIGGA321 566.65

CITY OF HAWAII
GENERAL LEDGER

REPORT ID: FMIS-FR427
REPORT PERIOD: 07/01/2000 - 06/30/2001
410 - CAPITAL PROJECT FUNDS

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9531	10	CITY LABOR EXPENSE			1,339.67 *	0.00	0.00 *
		SUBTOTAL.....				0.00	0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9531	8	CITY MATERIALS/FIELD SUPPLIES			982.31	0.00	0.00 *
		ANNUAL BUDGET - 07/01/2000		J JV093	112.48		
		RECODE CK#198481 6/22/01		J JV105	869.83		
		RECLIS CHGS-PW/ENGG		J JV105	2.26		
		RECLIS CHGS-PW/ENGG		J JV105	1,964.62 *		
		SUBTOTAL.....				0.00	0.00
		PRIOR BALANCE			0.00		0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9532	8	CITY EQUIPMENT EXPENSE			200.90	0.00	0.00 *
		ANNUAL BUDGET - 07/01/2000		J JV093	109.06		
		VEHICLE CHRGES FOR AUG2000		J JV101	86.70		
		VEHICLE CHARGES FOR JUL00		J JV095	12.16		
		VEH CHRG-S-EQUIP USE AUG00		J JV038	28.70		
		10/00 VEH CHGS-ENGG/TRANS		J JV039	5.74		
		9/00 VEH CHGS-ENG & TRANS		J JV091	2.87		
		12/00 VEH CHGS-ENG/TRANS		J JV064	5.74		
		11/00 VEH CHG-ENG/TRANS		J JV054	2.26		
		5/01 VEH CHGS-ENG & TRANS		J JV054	454.13 *		
		6/01 VEH CHGS-ENG & TRANS		J JV137			
		SUBTOTAL.....				0.00	0.00
		PRIOR BALANCE			0.00		0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9593	8	COMPUTERS SUPPLIES/ACCESSORIES			0.00	0.00	0.00 *
		ANNUAL BUDGET - 07/01/2000					
		SUBTOTAL.....				0.00	0.00
		PRIOR BALANCE			0.00		0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9594	8	COMPUTER CONTRACT SERVICES			0.00	0.00	0.00 *
		ANNUAL BUDGET - 07/01/2000					
		SUBTOTAL.....				0.00	0.00
		PRIOR BALANCE			0.00		0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9595	8	COMPUTER SOFTWARE			0.00	0.00	0.00 *
		ANNUAL BUDGET - 07/01/2000					
		SUBTOTAL.....				0.00	0.00
		PRIOR BALANCE			0.00		0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9596	8	COMPUTER TRAINING			0.00	0.00	0.00 *
		ANNUAL BUDGET - 07/01/2000					
		SUBTOTAL.....				0.00	0.00
		PRIOR BALANCE			0.00		0.00

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9596	8	ADMINISTRATION AND GENERAL			354,154.79 *	69,814.12 *	9,300.00 *
		SUBTOTAL.....					

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6948 9596	8	ANIMAL CONTROL PHASES II-IV			289,604.79 *	69,814.12 *	54,700.00 *
		SUBTOTAL.....					

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6949 4000	2	ERSON MOD.-EMPLOYEE WORKSTA.			0.00	0.00	0.00
410 6949 4800	5	REVENUES			0.00	0.00	0.00
410 6949 4800	6	FEES AND SERVICE CHARGES			0.00	0.00	0.00
410 6949 4894	8	PROJECT ANNUAL BUDGET - 07/01/2000			0.00	0.00	0.00
		SUBTOTAL.....					

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6949 4894	8	PROJECT REVENUE			0.00	0.00	0.00
		SUBTOTAL.....					

ACCOUNT NUMBER	FOOT	ACCOUNT DESCRIPTION	S	R REFERENCE	ACTUAL	ENCUMBRANCE	BUDGET
410 6949 4894	8	FEES AND SERVICE CHARGES			0.00	0.00	0.00
		SUBTOTAL.....					

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION	For State Controller Use Only (19) Program Number 00213 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 213
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(01) Claimant Identification Number 9801358		Reimbursement Claim Data	
(02) Claimant Name City of Hayward		(22) AA-1, (04)(A)(1)(g)	
County of Location Alameda County		(23) AA-1, (04)(A)(2)(g)	9811-01 967
Street Address or P.O. Box 777 "B" Street		(24) AA-1, (04)(A)(3)(g)	
City Hayward	State CA	Zip Code 94541-5007	(25) AA-1, (04)(B)(1)(g)
Type of Claim (03) Estimated <input checked="" type="checkbox"/> (04) Combined <input type="checkbox"/> (05) Amended <input type="checkbox"/>	Estimated Claim		(26) AA-1, (04)(B)(2)(g)
	Reimbursement Claim		(27) AA-1, (04)(B)(3)(g)
	(09) Reimbursement <input checked="" type="checkbox"/>	(10) Combined <input type="checkbox"/>	130,269
	(11) Amended <input type="checkbox"/>	(12) 2001-2002	3,122
(06) 2002-2003	(12) 2001-2002	(30) AA-1, (04)(B)(6)(g)	
(07) \$250,000	(13) \$314,742	(31) AA-1, (04)(B)(7)(g)	15,788
LESS: 10% Late Penalty, not to exceed \$1,000		(14)	(32) AA-1, (04)(B)(8)(g)
LESS: Prior Claim Payment Received		(15)	(33) AA-1, (04)(B)(9)(g)
Net Claimed Amount		(16) \$314,742	(34) AA-1, (04)(B)(10)(g)
(08) \$250,000	(17) \$314,742	(35) AA-1, (06)	20
Due to State		(18)	(36)

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 752, Statutes of 1998, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 752, Statutes of 1998.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 752, Statutes of 1998 set forth on the attached statements.

Signature of Authorized Officer	Date
Perry H. Carter	Finance Director
Type or Print Name	Title

(38) Name of Contact Person for Claim	Telephone Number 916.485.8102
Nicole R. Zieba (MAXIMUS, Inc.)	E-mail Address nicolezieba@maximus.com

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2001-2002**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software
11-9811-1-01

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses **Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants (10)	\$16.18	32.40%	40.00					\$647	\$210	\$857
Police Records Clerk (1)	\$20.80	32.40%	4.00					\$83	\$27	\$110
<p>The above staff were new to the Animal Control Department and were trained on the Chameleon software to record necessary non-medical records as required by the mandate. The training took four hours.</p>										

(05) Total () Subtotal () Page: ____ of ____ **\$730 \$237 \$967**

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward**

(02) Fiscal year costs were incurred: **2001-2002**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

11-9811-1-01

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>Care and maintenance of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized.</p> <p>Number of Dogs/Cats = 3,219 Eligible Euth. Digs//Cats = 2,322</p> <p>Total cost per eligible euthanized dog and cat for two additional days of care plus veterinary care for initial physical exam and wellness vaccination = \$56.10</p> <p>Total cost of care and maintenance for 2,322 eligible euthanized dogs and cats for two additional holding days = \$130,269</p> <p><i>Please see attached time study and cost summary for detail and documentation.</i></p> <p><small>*All vet care for eligible animals, including the allowable "wellness" vaccine is being claimed within this category of care.</small></p>				\$130,269						

(05) Total () Subtotal ()

Page: _____ of _____

\$130,269

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2001-2002**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input checked="" type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses **Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Care and maintenance of impounded stray or abandoned animals that die during the increased holding period or are ultimately euthanized.				\$3,122						
'Other' animals = 104										
4 day holding cost per animal = \$30.02										
Total number of eligible euthanized animals = 104										
Total cost for eligible euthanized animals = \$3,122										
(05) Total () Subtotal ()				\$3,122						

(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2001-2002
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input checked="" type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses	Object Accounts									
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants	\$16.18	32.40%	2928.00					\$47,375	\$15,350	\$62,725
Police Records Clerks	\$20.80	32.40%	1152.00					\$23,962	\$7,764	\$31,725
Senior Animal Control Officer	\$25.38	32.40%	768.00					\$19,489	\$6,314	\$25,803
Sr. Animal Care Attendant	\$20.77	32.40%	768.00					\$15,948	\$5,167	\$21,115
<p>For fiscal year 2001-2002, the Hayward Animal Control department made itself available and open to the public on Saturdays from 12 PM to 6PM to make animals available for owner redemption.</p> <p>The total claimed herein represents the actual time of staff for the year-long eligible period.</p> <p>Every Saturday, there are 7 Animal Care Attendants, 3 Police Records Clerks, 1 Animal Control Officer and 1 Senior Animal Care Attendant that staff the operation. The shelter is extremely busy on the Saturday, many members of the public come to the shelter seeking to adopt and redeem animals. Because of the numbers of people who come, the shelter must have staff on hand to assist the public in adopting and redeeming animals.</p>										
(05) Total () Subtotal () Page: _____ of _____								\$106,773	\$34,595	\$141,368

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2001-2002**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input checked="" type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

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(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.</p> <p>To verify that a cat taken in by the agency is feral, a Senior Animal Care Attendant spends approximately 5.7 minutes per cat to conduct a standardized protocol to determine whether the cat is feral or tame.</p> <p>In FY 01-02, there were approximately 769 cats determined to be feral.</p>										

(05) Total () Subtotal () Page: ____ of ____

Program
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2001-2002**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software
 Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Police Records Clerk II (4) The Police Records Clerks II spend approximately 573.32 hours per year in taking information about lost and found animals via telephone, updating the lost and found lists daily, and providing owners with the names and addresses of other shelters within their vicinity. <i>Please see attached time study for documentation.</i>	\$20.80	32.40%	573.30					\$11,925	\$3,864	\$15,788

(05) Total () Subtotal () Page: ____ of ____ \$11,925 \$3,864 \$15,788

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward**

(02) Fiscal year costs were incurred: **2001-2002**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input checked="" type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

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(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
This cost has been claimed as part of the care and maintenance cost for eligible euthanized dogs and cats.										

(05) Total () Subtotal () Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2001-2002**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
This cost has been claimed as part of the care and maintenance cost for eligible authorized dogs and cats.										

(05) Total () Subtotal () Page: ___ of ___

2001-2002 Claim

Costs per animal			
Labor	@Salary/min	sub total	supplies
35.91	\$0.35	\$12.57	0.64

Sub total
@2days
\$26.42

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Dogs

Single cost						
imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
27.9	0.35	\$9.77	\$3.92	\$8.00	\$21.69	\$56.10

Dogs/Cats	xCost	Total
2322	\$56.10	\$130,268.84

Labor	@Salary/min	sub total	supplies
10	\$0.35	\$3.50	0.64

Sub total
@2days
\$8.28

4 days
\$16.56

Single cost						
imp/admin	@salary/min	sub total	vet	vaccination	Sub total	Total cost
27.9	0.35	\$9.77	\$3.69	\$0.00	\$13.46	\$21.74
		Other		xCost	Total	
				104	\$21.74	\$2,260.44

30.02
"Other Animals"
3,122.08

Total Claim	\$132,529.28
--------------------	---------------------

30.02

Average Labor Required

Cleaning	Average minutes	Average animal	Avg time per animal	Average Daily Animal Census
ward 3	130	14	9.29	232
ward 4	130	14	9.29	
obs dog	80	5	16.00	
vicious	150	13	11.54	
sick cat	40	0	6.67	
feral cat 1	120	14	8.57	
obs cat	90	14	6.43	
ward 1	90	7	12.86	
ward 2	90	7	12.86	
Adopt D 1	60	7	8.57	
Adopt D 2	95	11	8.64	
Adopt C 1	95	16	5.94	
Adopt C 2	120	24	5.00	
cat 1	120	32	3.75	
cat 2	120	32	3.75	
cat 3	70	16	4.38	
Small animal	60	6	10.00	

General Care

Average Cost per animal

	minutes	Avg #	Avg per	Cleaning	Avg Old	Avg new	Avg time
feeding am	60	42	1.43	Dogs	11.53	10.73	11.13
feeding pm	90	110	0.82	spot clean	7	5	6
med am	20	14	1.43	Cats	7.22	4.56	5.89
med pm	20	14	1.43	spot clean	3	3	3
dishes	120	380	0.32	Care			9.89
laundry	240	150	1.60	Gen. Care			
restock	60	150	0.40				
updates	57	28	2.04				
Inventory	65	150	0.43				
Total	732	Total	9.89	Total			35.91

Single Cost items

Task	Time
Impound	18
Behavior	5.7
Supv review	0.4
Vet assist	3.8
Total	27.9

Vet		
Monthly	Avg.# animal	per animal
\$850	217	\$3.92

Vaccinations		
per animal	\$8.00	
Disposal	Deceased	\$ per
\$15,821.00	4055	\$3.90

Not eligible

Lost and Found		
	minutes	
Phone Service	16.3	
walk in	11	
Avg Cases		Avg time
month	82	
Avg Yearly	984	16039.2
Avg walk in	110	
Avg Yearly	1320	10560
sub total		26599.2
@\$.38		\$10,107.70
posting/recording		
Daily	work days	
30	260	7800
@\$.38		\$2,964.00
Total		\$13,071.70

Food	supplies	Disinfectants	medicines			
20,485.00	26,062.00	2,871.00	9,926.00	59,344.00	5310	\$11.18

Licenses

Avg time	Data entry	tags sold	
avg time	8.7		
	8.7		
@.38.min	\$3.31	897	\$2,469.58
tag	\$10.64	897	\$9,544.08
postage	\$0.33	145	\$47.85

Total Cost			\$9,591.93
Revenue			
tags sold			897
Revenue			17,513.50
Cost			9,591.93
Difference			7,921.57

→ offset for deir

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Salary (mid)		Benefit Cos	Fully Coste	Per Min
Kennel	\$15.71	32%	\$20.74	\$0.35
Kennel Sup	\$17.28	32%	\$22.81	\$0.38
PCII	\$17.44	32%	\$23.02	\$0.38
ACO	\$18.59	32%	\$24.54	\$0.41
ACO Supv	\$19.03	32%	\$25.12	\$0.42
Manager	\$33.37	32%	\$44.05	\$0.73

Avg Stay	# animals	sub	Care	per day
13.05	5310	69295.5	59344	0.86

C I T Y O F H A Y W A R D
 DETAIL REVENUE AND EXPENDITURE REPORT
 PERIOD: 07/01/2001 - 06/30/2002
 4000/6000/7000/8000 ACCOUNTS ONLY

REPORT ID: FMIS-MR420
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

REVENUE/
 EXPENSE
 BUDGET
 BALANCE

ACCOUNT DESCRIPTION
 CHECK# REFERENCE
 TRANSACTION DESCRIPTION
 CURRENT
 BUDGET
 ENCUMBRANCE

-ACCOUNT-
 OBJ SUB T S DATE

OBJ	SUB	T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
2					ANIMAL SERVICES BUREAU					
4000					REVENUES			0.00	25.00-	
4400					LICENSES AND PERMITS	BAL FRMD			50.00-	
4411					ANIMAL LICENSES	ANNUAL BUDGET	17000.00-		125.00-	
				R 07/02/2001	80773				37.50-	
				R 07/03/2001	80776				25.00-	
				R 07/06/2001	80779				12.50-	
				R 07/06/2001	80777				37.50-	
				R 07/06/2001	80778				25.00-	
				R 07/09/2001	80781				12.50-	
				R 07/09/2001	80782				37.50-	
				R 07/09/2001	80789				12.50-	
				R 07/16/2001	80788				25.00-	
				R 07/18/2001	80790				429.00-	
				R 07/18/2001	80791				25.00-	
				R 07/19/2001	80786				25.00-	
				R 07/20/2001	FMIS-AR112	A/R INVOICES 20010720			12.50-	
				R 07/20/2001	80793				25.00-	
				R 07/23/2001	80795				37.50-	
				R 07/26/2001	80797				205.00-	
				R 07/30/2001	80794				35.50	
				R 07/30/2001	FMIS-AR112	A/R INVOICES 20010720			17.50	
				R 07/31/2001	200380	A/R ADJ REV TO ALLOWANCE WOLFE, CHRISTIE			175.00-	
				R 07/31/2001	FMIS-AR431				275.00-	
				R 08/03/2001	80798				25.00-	
				R 08/03/2001	80800				287.50-	
				R 08/06/2001	80301				75.00-	
				R 08/10/2001	80303				50.00-	
				R 08/10/2001	80305				25.00-	
				R 08/10/2001	80304				87.50-	
				R 08/10/2001	80306				12.50-	
				R 08/13/2001	80307				262.50-	
				R 08/15/2001	80310				212.50-	
				R 08/17/2001	80308				25.00-	
				R 08/17/2001	80311				12.50-	
				R 08/20/2001	80312				50.00-	
				R 08/20/2001	80314				37.50-	
				R 08/24/2001	80318				25.00-	
				R 08/27/2001	80317				137.50	
				R 08/27/2001	80315				525.00-	
				R 08/27/2001	80319				12.50-	
				R 08/29/2001	80316				25.00-	
				R 08/29/2001	FMIS-AR431	A/R ADJ REV TO ALLOWANCE			25.00-	
				R 08/31/2001	80323				25.00-	
				R 09/04/2001	80327				191.50-	
				R 09/06/2001	80325				225.00-	
				R 09/07/2001	80328				12.50-	
				R 09/07/2001	80331				50.00-	
				R 09/10/2001	80329				12.50-	
				R 09/10/2001	FMIS-AR112	A/R INVOICES 20010914			175.00-	
				R 09/14/2001	80332					
				R 09/17/2001						

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C I T Y O F H A Y W A R D
 DETAIL REVENUE AND EXPENDITURE REPORT
 PERIOD: 07/01/2001 - 06/30/2002
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REPORT ID: FMIS-MR420
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
	R	09/19/2001	80335				50.00-	
	R	09/24/2001	80340				12.50-	
	R	09/24/2001	80339				62.50-	
	R	09/26/2001	80336				175.00-	
	R	09/26/2001	80341				241.50-	
	B	09/30/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			25.00	
	R	10/02/2001	80344				200.00-	
	R	10/04/2001	80346				25.00-	
	R	10/09/2001	80348				37.50-	
	R	10/11/2001	80350				329.00-	
	R	10/15/2001	80255				12.50-	
	R	10/15/2001	80253				4.00-	
	R	10/18/2001	80256				37.50-	
	R	10/22/2001	80259				229.00-	
	R	10/22/2001	80252				75.00-	
	R	10/25/2001	80263				25.00-	
	R	10/25/2001	80264				150.00-	
	R	11/01/2001	80271				87.50-	
	R	11/01/2001	80270				12.50-	
	R	11/02/2001	80272				25.00-	
	R	11/02/2001	80273				62.50-	
	R	11/03/2001	80275				12.50-	
	R	11/07/2001	80276				187.50-	
	R	11/08/2001	80277				25.00-	
	R	11/09/2001	80278				100.00-	
	R	11/15/2001	80281				12.50-	
	R	11/16/2001	80283				12.50-	
	R	11/16/2001	80282				12.50-	
	R	11/19/2001	80286				12.50-	
	R	11/26/2001	80289				195.50-	
	R	11/26/2001	80290				37.50-	
	R	11/28/2001	80288				12.50-	
	R	11/28/2001	80291				25.00-	
	R	11/30/2001	80295				188.00-	
	B	12/01/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			37.50-	
	R	12/06/2001	80299				37.50-	
	R	12/06/2001	80298				37.50-	
	R	12/10/2001	80353				62.50-	
	R	12/10/2001	80352				12.50-	
	R	12/11/2001	80354				12.50-	
	R	12/11/2001	80356				72.50-	
	R	12/11/2001	80358				37.50-	
	R	12/13/2001	80358				12.50-	
	R	12/14/2001	80300				50.00-	
	B	12/18/2001	FMIS-AR112	A/R INVOICES 20011218			12.50-	
	R	12/19/2001	80360				25.00-	
	R	12/19/2001	80362				12.50-	
	R	12/19/2001	80359				25.00-	
	R	12/21/2001	80365				25.00-	
	R	12/21/2001	80364				75.00-	
	R	12/21/2001	80368				12.50-	
	R	12/21/2001	80366				12.50-	

C I T Y O F H A Y W A R D
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 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

REVENUE/
 EXPENSE
 BUDGET
 BALANCE

ENCUMBRANCE

CURRENT
 BUDGET

ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	ENCUMBRANCE	CURRENT BUDGET	REVENUE/ EXPENSE	BUDGET BALANCE
80370	R	12/28/2001					12.50-	
80369	R	12/31/2001					37.50-	
80371	R	12/31/2001					12.50-	
80373	R	12/31/2001					75.00-	
80378	R	01/04/2002					12.50-	
80375	R	01/04/2002					12.50-	
80377	R	01/04/2002					25.00-	
80379	R	01/04/2002					100.00-	
80381	R	01/04/2002					37.50-	
80386	R	01/10/2002					25.00-	
80385	R	01/10/2002					16.50-	
80389	R	01/10/2002					62.50-	
80387	R	01/11/2002					37.50-	
80388	R	01/11/2002					50.00-	
80391	R	01/14/2002					62.50-	
80393	R	01/16/2002					25.00-	
80392	R	01/16/2002					12.50-	
80394	R	01/16/2002					12.50-	
80396	R	01/16/2002					100.00-	
80397	R	01/16/2002					12.50-	
80395	R	01/16/2002					87.50-	
80399	R	01/16/2002					12.50-	
80400	R	01/17/2002					12.50-	
84003	R	01/18/2002					25.00-	
84002	R	01/23/2002					25.00-	
84007	R	01/23/2002					50.00-	
84006	R	01/24/2002					50.00-	
84009	R	01/28/2002					87.50-	
FMIS-AR112				A/R INVOICES 20020129			12.50-	
84005	B	01/29/2002					12.50-	
84008	R	01/29/2002					12.50-	
84010	R	01/30/2002					12.50-	
84011	R	01/30/2002					37.50-	
84012	R	01/31/2002					100.00-	
84014	R	02/01/2002					100.00-	
84015	R	02/01/2002					50.00-	
84018	R	02/01/2002					29.00-	
84016	R	02/04/2002					25.00-	
84019	R	02/04/2002					50.00-	
84017	R	02/06/2002					50.00-	
84022	R	02/06/2002					12.50-	
84020	R	02/07/2002					200.00-	
84021	R	02/07/2002					12.50-	
84027	R	02/08/2002					104.00-	
84024	R	02/11/2002					25.00-	
84029	R	02/11/2002					75.00-	
84031	R	02/14/2002					25.00-	
84026	R	02/15/2002					25.00-	
84028	R	02/15/2002					12.50-	
84034	R	02/15/2002					12.50-	
84032	R	02/19/2002					12.50-	

REPORT ID: FMIS-MR420
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 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 DETAIL REVENUE AND EXPENDITURE REPORT
 PERIOD: 07/01/2001 - 06/30/2002
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REPORT PRINT DATE: 08/20/2002
 PAGE NO. 276 TIME: 08:39

OBJ	SUB	T	S	DATE	ACCOUNT DESCRIPTION	CHECK#	REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/EXPENSE	BUDGET BALANCE
R	02/19/2002	84030									12.50-	
R	02/20/2002	84035									66.50-	
R	02/20/2002	84033									75.00-	
R	02/20/2002	84037									12.50-	
R	02/21/2002	84036									66.50-	
R	02/21/2002	84039									12.50-	
R	02/22/2002	84038									25.00-	
R	02/25/2002	84042									12.50-	
R	02/25/2002	84040									125.00-	
R	02/27/2002	84047									112.50-	
R	02/27/2002	84041									50.00	
B	02/28/2002	FISAR431						A/R ADJ REV TO ALLOWANCE			16.50-	
R	02/28/2002	84043									62.50-	
R	02/28/2002	84045									25.00-	
R	02/28/2002	84046									25.00-	
R	03/01/2002	84049									12.50-	
R	03/04/2002	83204									25.00-	
R	03/04/2002	83202									12.50-	
R	03/04/2002	84050									87.50-	
R	03/05/2002	83203									150.00-	
R	03/05/2002	83205									16.50-	
R	03/05/2002	83201									62.50-	
R	03/07/2002	83209									337.50-	
R	03/08/2002	83207									95.00-	
R	03/11/2002	83211									12.50-	
R	03/11/2002	83214									12.50-	
R	03/11/2002	83212									30.00-	
R	03/11/2002	83210									25.00-	
R	03/11/2002	83208									100.00-	
R	03/14/2002	83215									162.50-	
R	03/14/2002	83213									137.50-	
R	03/15/2002	83216									87.50-	
R	03/15/2002	83219									12.50-	
R	03/18/2002	83224									12.50-	
R	03/18/2002	83222									54.00-	
R	03/18/2002	83221									50.00-	
R	03/19/2002	83225									25.00-	
R	03/19/2002	83223									87.50-	
R	03/21/2002	83227									75.00-	
R	03/22/2002	83228									62.50-	
R	03/22/2002	83239									50.00-	
R	03/22/2002	83233									37.50-	
R	03/25/2002	83231									112.50-	
R	03/26/2002	83234									137.50-	
R	03/28/2002	83236									25.00-	
R	03/28/2002	83238									50.00-	
R	03/28/2002	83240									12.50	
O	03/31/2002	209486	SPO-10129742					TOM, JARRETT			12.50-	
R	04/01/2002	83241									125.00-	
R	04/03/2002	83242									125.00-	
R	04/03/2002	83244									125.00-	

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C I T Y O F H A Y W A R D
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 PERIOD: 07/01/2001 - 06/30/2002
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REPORT ID: FMIS-MR420
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

OBJ	SUB T	S	DATE	ACCOUNT- CHECK#	REFERENCE	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R	04	03	2002		83246					50.00-	
R	04	04	2002		83245					37.50-	
R	04	05	2002		83247					50.00-	
R	04	05	2002		83249					37.50-	
R	04	05	2002		83248					75.00-	
R	04	10	2002		83301					175.00-	
R	04	11	2002		83303					100.00-	
R	04	11	2002		83302					50.00-	
R	04	15	2002		83305					137.50-	
R	04	15	2002		83306					50.00-	
R	04	17	2002		83307					137.50-	
R	04	17	2002		83309					75.00-	
R	04	17	2002		83311					62.50-	
R	04	18	2002		83312					12.50-	
R	04	18	2002		83310					12.50-	
R	04	18	2002		83313					150.00-	
R	04	18	2002		83315					50.00-	
R	04	18	2002		83316					37.50-	
R	04	22	2002		83317					25.00-	
R	04	22	2002		83319					187.50-	
R	04	24	2002		83320					25.00-	
R	04	25	2002		83321					175.00-	
R	04	26	2002		83323					41.50-	
R	04	26	2002		83325					87.50-	
R	04	26	2002		83328					25.00-	
R	04	29	2002		83328					25.00-	
B	04	29	2002		FMIS-AR112		A/R INVOICES 20020429			12.50-	
R	05	01	2002		83330					100.00-	
R	05	01	2002		83332					12.50-	
R	05	02	2002		83331					100.00-	
R	05	03	2002		83333					175.00-	
R	05	03	2002		83327					25.00-	
R	05	05	2002		83336					12.50-	
R	05	07	2002		83334					25.00-	
R	05	07	2002		83337					12.50-	
R	05	07	2002		83340					50.00-	
R	05	07	2002		83338					37.50-	
R	05	08	2002		83339					87.50-	
R	05	09	2002		83341					25.00-	
R	05	09	2002		83343					112.50-	
R	05	10	2002		83345					137.50-	
R	05	14	2002		83349					41.50-	
R	05	16	2002		83350					75.00-	
R	05	17	2002		82752					25.00-	
R	05	20	2002		82754					12.50-	
R	05	22	2002		82751					25.00-	
R	05	22	2002		82753					87.50-	
R	05	22	2002		82755					100.00-	
R	05	22	2002		82757					62.50-	
R	05	22	2002		82759					50.00-	
R	05	22	2002		82761					37.50-	
R	05	22	2002		83347					12.50-	

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT CHECK# REFERENCE	DESCRIPTION	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R	05/23/2002	82763						50.00-	
R	05/23/2002	82760						12.50-	
R	05/24/2002	82765						66.50-	
R	05/28/2002	82769						112.50-	
R	05/28/2002	82767						100.00-	
R	05/28/2002	82768						25.00-	
R	05/28/2002	82770						125.00-	
R	05/31/2002	82771						12.50-	
R	06/05/2002	82776						62.50-	
R	06/05/2002	82774						12.50-	
R	06/05/2002	82772						75.00-	
R	06/05/2002	82778						37.50-	
R	06/06/2002	82777						50.00-	
R	06/06/2002	82781						12.50-	
R	06/10/2002	82779						37.50-	
R	06/10/2002	82783						25.00-	
R	06/10/2002	82780						37.50-	
R	06/11/2002	82784						50.00-	
R	06/11/2002	82782						37.50-	
R	06/14/2002	82786						37.50-	
R	06/14/2002	82787						25.00-	
R	06/17/2002	82790						37.50-	
R	06/21/2002	82795						162.50-	
R	06/21/2002	82794						50.00-	
R	06/21/2002	82796						50.00-	
R	06/26/2002	82799						62.50-	
R	06/27/2002	82800						62.50-	
R	06/27/2002	82797						87.50-	
R	06/28/2002	82792						12.50-	
R	06/28/2002	83252						25.00	
B	06/30/2002					17000.00-*	0.00 *	17513.50-*	513.50 *
TOTAL ANIMAL LICENSES									
TOTAL LICENSES AND PERMITS									
FINES AND FORFEITURES									
TOTAL FINES AND FORFEITURES									
FROM OTHER AGENCIES									
POLICE-REIMB FR OTHER AGENCIES									
POLICE-SAN LEANDRO ANIMAL CONT									
ANNUAL BUDGET									
BAL FRWD									
109315.00-									
JV015 RCLS BILLING ALAMEDA CNTY									
FMIS-AR112 A/R INVOICES 20020418									
TOTAL POLICE-SAN LEANDRO ANIMAL CONT									
109315.00-*									
POLICE-REIMB FR OTHER AGENCIES									
109315.00-*									
SUBTOTAL 63825.00-*									

OBJ	DATE	DESCRIPTION	AMOUNT	BALANCE
4500	6	TOTAL	17000.00-*	513.50 *
4700	6	TOTAL	17000.00-*	513.50 *
4757	7	TOTAL	0.00 *	0.00 *
4757	007 9	TOTAL	0.00 *	0.00 *

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42550.00-
 21275.00-
 63825.00-*

J 12/31/2001
 B 04/18/2002

45490.00-
 45490.00-*

ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
B	08/31/2001		FISAR431	A/R ADJ REV TO ALLOWANCE			475.27	
R	08/31/2001		80322				20.00-	
O	08/31/2001		200147 SPO-10124341	ALTA VISTA VET CLINIC			26.00	
O	08/31/2001		200148 SPO-10124341	ALTA VISTA VET CLINIC			49.50	
O	08/31/2001		200146 SPO-10124341	ALTA VISTA VET CLINIC			62.13	
O	08/31/2001		200149 SPO-10124341	ALTA VISTA VET CLINIC			68.50	
R	09/04/2001		80321				5.00-	
R	09/04/2001		80326				5.00-	
R	09/04/2001		80323				170.00-	
R	09/07/2001		80325				225.00-	
R	09/07/2001		80328				20.00-	
R	09/10/2001		80331				15.00-	
R	09/10/2001		80330				170.00-	
B	09/14/2001		FMIS-AR112	A/R INVOICES 20010914			195.00-	
R	09/17/2001		80332				76.00-	
R	09/17/2001		80333				10.00-	
R	09/19/2001		80335				10.00-	
R	09/20/2001		80337				5.00-	
R	09/21/2001		80338				20.00-	
R	09/24/2001		80340				152.00-	
R	09/26/2001		80336				150.00-	
R	09/26/2001		80341				15.00-	
R	09/28/2001		80343				5.00	
O	09/30/2001		201653 SPO-10124984	SEBESTYEN, JENNY			10.00-	
O	09/30/2001		201653 SPO-10124984	SEBESTYEN, JENNY			42.06	
B	09/30/2001		FISAR431	A/R ADJ REV TO ALLOWANCE			5.00-	
R	10/01/2001		80345				125.00-	
R	10/02/2001		80344				380.00-	
B	10/09/2001		FMIS-AR112	A/R INVOICES 20011009			440.00-	
R	10/11/2001		80350				25.00-	
R	10/15/2001		80255				25.00-	
R	10/15/2001		80254				10.00-	
R	10/15/2001		80253				5.00-	
R	10/18/2001		80256				30.00-	
R	10/22/2001		80261				125.00-	
R	10/22/2001		80259				60.00-	
R	10/22/2001		80252				10.00-	
R	10/22/2001		80260				35.00-	
R	10/22/2001		80262				10.00-	
R	10/25/2001		80263				125.00-	
R	10/25/2001		80264				15.00-	
B	10/26/2001		FMIS-AR112	A/R INVOICES 20011026			5.00-	
R	10/29/2001		80267				5.00-	
R	10/29/2001		80268				2.94	
B	10/31/2001		FISAR431	A/R ADJ REV TO ALLOWANCE			5.00-	
R	10/31/2001		80269				15.00-	
B	10/31/2001		FMIS-AR112	A/R INVOICES 20011031			215.00-	
R	11/01/2001		80271				10.00-	
R	11/01/2001		80270				20.00-	
R	11/02/2001		80272				31.00-	
R	11/02/2001		80273					

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REPORT ID: FMIS-NR420
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R		11/03/2001	80275				25.00-	
R		11/05/2001	80274				15.00-	
R		11/07/2001	80276				185.00-	
R		11/08/2001	80277				5.00-	
R		11/09/2001	80278				90.00-	
R		11/13/2001	80280				5.00-	
R		11/15/2001	80281				5.00-	
R		11/16/2001	80283				290.00-	
B		11/16/2001	FMIS-AR112	A/R INVOICES 20011116			170.00-	
R		11/16/2001	80282				110.00-	
R		11/19/2001	80286				5.00-	
R		11/19/2001	80285				10.00-	
R		11/19/2001	80284				25.00-	
R		11/19/2001	80287				10.00-	
R		11/23/2001	80289				5.00-	
R		11/26/2001	80290				179.00-	
R		11/26/2001	80288				95.00-	
R		11/28/2001	80291				15.00-	
B		11/29/2001	FMIS-AR112	A/R INVOICES 20011129			40.00-	
R		11/30/2001	80295				94.92-	
B		12/01/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			10.00-	
R		12/03/2001	80296				5.00-	
R		12/03/2001	80297				357.50-	
R		12/06/2001	80299				20.00-	
R		12/06/2001	80298				5.00-	
R		12/10/2001	80351				29.00-	
R		12/10/2001	80353				15.00-	
R		12/10/2001	80355				15.00-	
R		12/10/2001	80355				76.00-	
R		12/10/2001	80352				15.00-	
R		12/11/2001	80355				50.00-	
R		12/11/2001	80354				50.00-	
R		12/11/2001	80356				59.00-	
R		12/12/2001	80357				157.00-	
R		12/12/2001	80358				20.00-	
R		12/13/2001	80300				135.00-	
R		12/14/2001	80361				210.00-	
B		12/18/2001	FMIS-AR112	A/R INVOICES 20011218			30.00-	
R		12/19/2001	80360				150.00-	
R		12/19/2001	80362				25.00-	
R		12/19/2001	80359				35.00-	
R		12/19/2001	80363				5.00-	
R		12/20/2001	80365				45.00-	
R		12/21/2001	80364				70.00-	
R		12/21/2001	80368				10.00-	
R		12/21/2001	80366				5.00-	
R		12/21/2001	80367				15.00-	
R		12/24/2001	FMIS-AR112	A/R INVOICES 20011226			65.00-	
B		12/26/2001	80370				20.00-	
R		12/28/2001	80372				15.00-	
R		12/31/2001	80376				15.00-	

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT CHECK#	DESCRIPTION REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R		12/31/2001	80369					50.00-	
R		12/31/2001	80371					50.00-	
R		12/31/2001	80373					120.00-	
B		12/31/2001	FISAR431		A/R ADJ REV TO ALLOWANCE			288.53	
R		01/02/2002	80374					5.00-	
R		01/04/2002	80378					25.00-	
R		01/04/2002	80375					30.00-	
R		01/04/2002	80377					70.00-	
R		01/04/2002	80379					45.00-	
R		01/04/2002	80381					5.00-	
R		01/07/2002	80384					5.00-	
R		01/07/2002	80382					15.00-	
R		01/07/2002	80380					5.00-	
R		01/10/2002	80386					5.00-	
R		01/10/2002	80385					50.00-	
R		01/10/2002	80383					25.00-	
R		01/11/2002	80389					35.00-	
R		01/11/2002	80387					100.00-	
R		01/11/2002	80388					100.00-	
B		01/11/2002	FMIS-AR112		A/R INVOICES 20020111			180.00-	
B		01/11/2002	FMIS-AR51		A/R ADJUSTMENT-INV 114411			65.00	
R		01/14/2002	80390					15.00-	
R		01/14/2002	80391					50.00-	
R		01/16/2002	80393					30.00-	
R		01/16/2002	80394					10.00-	
R		01/16/2002	80396					20.00-	
R		01/16/2002	80397					120.00-	
R		01/16/2002	80395					70.00-	
R		01/17/2002	80399					10.00-	
R		01/18/2002	80400					5.00-	
R		01/18/2002	80398					5.00-	
R		01/22/2002	84001					33.00-	
R		01/23/2002	84004					20.00-	
R		01/23/2002	84003					20.00-	
R		01/23/2002	84002					30.00-	
R		01/24/2002	84007					5.00-	
R		01/28/2002	84006					5.00-	
R		01/28/2002	84009					20.00-	
B		01/29/2002	FMIS-AR112		A/R INVOICES 20020129			846.20-	
R		01/29/2002	84005					40.00-	
R		01/30/2002	84008					30.00-	
R		01/30/2002	84010					15.00-	
R		01/31/2002	84011					50.00-	
B		01/31/2002	FISAR431		A/R ADJ REV TO ALLOWANCE			235.00	
R		02/01/2002	84013					5.00-	
R		02/01/2002	84012					157.00-	
R		02/01/2002	84014					65.00-	
R		02/01/2002	84015					40.00-	
R		02/06/2002	84019					30.00-	
R		02/07/2002	84022					25.00-	
R		02/07/2002	84020					20.00-	

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
B	02/08/2002		FMIS-AR112	A/R INVOICES 20020208			964.00-	
R	02/08/2002		84021				10.00-	
R	02/11/2002		84025				10.00-	
R	02/11/2002		84027				70.00-	
R	02/11/2002		84023				15.00-	
R	02/11/2002		84024				85.00-	
R	02/11/2002		84029				30.00-	
R	02/14/2002		84031				148.00-	
R	02/15/2002		84026				5.00-	
R	02/15/2002		84028				130.00-	
R	02/15/2002		84035				30.00	
B	02/15/2002		FMIS-ARS1	A/R ADJUSTMENT-INV 108337			201.00-	
B	02/15/2002		FMIS-AR112	A/R INVOICES 20020215			20.00-	
B	02/15/2002		84034				30.00-	
R	02/19/2002		84032				35.00-	
R	02/20/2002		84035				5.00-	
R	02/20/2002		84033				15.00-	
R	02/20/2002		84037				10.00-	
R	02/20/2002		84036				35.00-	
R	02/21/2002		84039				5.00-	
R	02/21/2002		84038				160.00-	
R	02/22/2002		FMIS-AR112	A/R INVOICES 20020225			5.00-	
B	02/25/2002		84044				15.00-	
R	02/25/2002		84042				5.00-	
R	02/25/2002		84040				45.00-	
R	02/25/2002		84047				85.00-	
R	02/27/2002		84041	A/R ADJ REV TO ALLOWANCE			80.17-	
R	02/27/2002		FISAR431				25.00-	
B	02/28/2002		84043				45.00-	
R	02/28/2002		84045				10.00-	
R	02/28/2002		84046				172.10-	
R	02/28/2002		FMIS-AR112	A/R INVOICES 20020228			10.00-	
B	02/28/2002		84049				5.00-	
R	03/01/2002		83204				5.00-	
R	03/04/2002		83202				20.00-	
R	03/04/2002		84050				60.00-	
R	03/04/2002		83203				70.00-	
R	03/05/2002		83205				25.00-	
R	03/05/2002		83201				440.00-	
R	03/05/2002		83206				5.00-	
R	03/07/2002		83206				25.00-	
R	03/07/2002		83209				105.00-	
R	03/07/2002		83207				110.00-	
R	03/08/2002		83211				5.00-	
R	03/11/2002		83214				5.00-	
R	03/11/2002		83212				10.00-	
R	03/11/2002		83210				90.52-	
R	03/11/2002		83208				105.00-	
B	03/14/2002		FMIS-AR112	A/R INVOICES 20020314			40.00-	
R	03/14/2002		83215				15.00-	
R	03/14/2002		83213					
R	03/15/2002		83217					

OBJ	SUB	T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R				03/15/2002	83216				115.00-	
R				03/15/2002	83219				40.00-	
R				03/18/2002	83224				15.00-	
R				03/18/2002	83222				5.00-	
R				03/18/2002	83220				5.00-	
R				03/18/2002	83221				25.00-	
R				03/19/2002	83223				20.00-	
R				03/21/2002	83227				55.00-	
R				03/21/2002	83226				30.00-	
R				03/22/2002	83228				5.00-	
R				03/22/2002	83229				5.00-	
R				03/22/2002	83233				15.00-	
R				03/25/2002	83230				5.00-	
B				03/28/2002	FMIS-AR112	A/R INVOICES 20020328			205.00-	
R				03/28/2002	83234				65.00-	
R				03/28/2002	83236				25.00-	
R				03/28/2002	83238				50.00-	
R				03/28/2002	83235				5.00-	
R				03/29/2002	83240				55.00-	
B				03/31/2002	FISAR431	A/R ADJ REV TO ALLOWANCE			634.42	
R				04/01/2002	83239				20.00-	
R				04/01/2002	83237				10.00-	
R				04/01/2002	83241				20.00-	
R				04/01/2002	83243				10.00-	
R				04/03/2002	83242				40.00-	
R				04/03/2002	83244				85.00-	
R				04/03/2002	83246				10.00-	
R				04/05/2002	83247				30.00-	
R				04/05/2002	83249				45.00-	
R				04/05/2002	83248				25.00-	
R				04/08/2002	83250				5.00-	
B				04/08/2002	FMIS-AR112	A/R INVOICES 20020408			15.00-	
R				04/10/2002	83301				108.00-	
R				04/11/2002	83303				50.00-	
R				04/11/2002	83302				5.00-	
R				04/12/2002	83304				10.00-	
R				04/15/2002	83305				55.00-	
B				04/15/2002	FMIS-AR112	A/R INVOICES 20020415			35.00-	
R				04/17/2002	83307				50.00-	
R				04/17/2002	83309				30.00-	
R				04/17/2002	83311				25.00-	
R				04/18/2002	83312				10.00-	
R				04/18/2002	83310				10.00-	
R				04/18/2002	83313				30.00-	
R				04/18/2002	83315				15.00-	
B				04/18/2002	FMIS-AR112	A/R INVOICES 20020418			5.00-	
R				04/19/2002	83314				110.00-	
R				04/22/2002	83316				5.00-	
R				04/22/2002	83318				96.00-	
R				04/24/2002	83319				15.00-	
R				04/25/2002	83320					

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 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

OBJ	SUB	T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R	04/26/2002				83321				15.00-	
R	04/26/2002				83323				35.00-	
R	04/26/2002				83325				147.00-	
R	04/29/2002				83328				5.00-	
R	04/29/2002				83326				5.00-	
B	04/29/2002				210953	A/R INVOICES 20020429			245.00-	
B	04/30/2002				FMIS-AR112	A/R ADJ REV TO ALLOWANCE			1331.10	
O	04/30/2002				FISAR431	ALTA VISTA VET CLINIC			229.10	
J	04/30/2002				SPO-10130618	RCLS CHGS AP CKS 4/12/02			229.10	
R	05/01/2002				JV070				45.00-	
R	05/01/2002				83330				45.00-	
B	05/02/2002				83332	A/R INVOICES 20020502			104.00-	
R	05/02/2002				FMIS-AR112				10.00-	
R	05/02/2002				83331				75.00-	
R	05/03/2002				83327				10.00-	
R	05/06/2002				83336				85.00-	
R	05/07/2002				83334				25.00-	
R	05/07/2002				83337				35.00-	
R	05/07/2002				83340				35.00-	
R	05/07/2002				83338				5.00-	
R	05/08/2002				83339				20.00-	
R	05/09/2002				83341				30.00-	
R	05/09/2002				83343				20.00-	
R	05/10/2002				83345				40.00-	
R	05/10/2002				83342				20.00-	
R	05/13/2002				83348				25.00-	
R	05/13/2002				83346				5.00-	
R	05/13/2002				83344				25.00-	
R	05/14/2002				83349				5.00-	
R	05/16/2002				83350				5.00-	
R	05/17/2002				82752				25.00-	
R	05/20/2002				82758				105.00-	
R	05/20/2002				82756				40.00-	
R	05/22/2002				82751				60.00-	
R	05/22/2002				82753				40.00-	
R	05/22/2002				82755				105.00-	
R	05/22/2002				82757				170.00-	
R	05/22/2002				82759				86.00-	
R	05/22/2002				82761				10.00-	
B	05/23/2002				FMIS-AR112	A/R INVOICES 20020523			165.00-	
R	05/23/2002				83347				15.00-	
R	05/23/2002				82763				65.00-	
R	05/23/2002				82760				15.00-	
R	05/24/2002				82765				50.00-	
R	05/24/2002				82762				25.00-	
R	05/28/2002				82769				5.00-	
R	05/28/2002				82767				60.00-	
R	05/28/2002				82766				85.00-	
R	05/28/2002				82768				83.46-	
R	05/30/2002				82770				45.00-	
B	05/31/2002				FISAR431	A/R ADJ REV TO ALLOWANCE				
B	05/31/2002				FMIS-AR112	A/R INVOICES 20020531				

ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT CHECK# REFERENCE	DESCRIPTION	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R		05/31/2002	82771					5.00-	
R		06/03/2002	82773					5.00-	
R		06/03/2002	82775					69.00-	
R		06/05/2002	82776					145.00-	
R		06/05/2002	82774					20.00-	
R		06/05/2002	82772					20.00-	
R		06/06/2002	82778					59.00-	
R		06/06/2002	82777					35.00-	
R		06/10/2002	82781					10.00-	
R		06/10/2002	82779					10.00-	
R		06/10/2002	82783					80.00-	
R		06/10/2002	82780					155.00-	
R		06/11/2002	82784					30.00-	
R		06/11/2002	82782					126.00-	
R		06/13/2002	82785					5.00-	
B		06/14/2002	FMIS-AR112	A/R INVOICES 20020614				60.00-	
R		06/14/2002	82786					25.00-	
R		06/14/2002	82787					40.00-	
R		06/14/2002	82789					5.00-	
R		06/17/2002	82788					5.00-	
R		06/17/2002	82791					5.00-	
R		06/20/2002	82793					5.00-	
B		06/20/2002	FMIS-AR112	A/R INVOICES 20020620				70.00-	
R		06/21/2002	82795					95.00-	
R		06/21/2002	82794					60.00-	
R		06/21/2002	82796					10.00-	
R		06/24/2002	82798					5.00-	
R		06/26/2002	82799					36.00-	
R		06/27/2002	82800					95.00-	
R		06/27/2002	82797					40.00-	
R		06/28/2002	82792					85.00-	
R		06/28/2002	83252					10.00-	
B		06/30/2002	FISAR431	A/R ADJ REV TO ALLOWANCE				239.71	
O		06/30/2002	214220	SPO-10132563 PADILLA, DANIELEE				10.00-	
				TOTAL POLICE-AC FEES AND SERVICES		17000.00-*	0.00 *	19112.53-	2112.53 *
				ANIMAL IMPOUNDING					
				ANNUAL BUDGET					
				REAL FRND					
4837	8					14100.00-	0.00		
		07/02/2001	80773					80.00-	
		07/03/2001	80776					40.00-	
		07/05/2001	20010703					48.00-	
		07/06/2001	80779					450.00-	
		07/06/2001	80777					50.00-	
		07/06/2001	80778					25.00-	
		07/09/2001	80780					40.00-	
		07/12/2001	80783					140.00-	
		07/16/2001	80787					40.00-	
		07/18/2001	80788					115.00-	
		07/18/2001	80790					40.00-	
		07/20/2001	80786					471.00-	
		07/20/2001	FMIS-AR112	A/R INVOICES 20010720				84.00-	

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OBJ	SUB	T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R	07/23/2001	80793							25.00-	
R	07/27/2001	80796							25.00-	
R	07/30/2001	80794							305.00-	
B	07/31/2001	FISAR431				A/R ADJ REV TO ALLOWANCE			166.27	
R	08/03/2001	80798							65.00-	
R	08/03/2001	80800							90.00-	
R	08/10/2001	80303							220.00-	
B	08/13/2001	FMIS-AR112				A/R INVOICES 20010813			50.00-	
R	08/17/2001	80308							65.00-	
R	08/17/2001	80311							40.00-	
R	08/27/2001	80317							40.00-	
R	08/27/2001	80319							310.00-	
R	08/29/2001	80316							40.00-	
B	08/29/2001	FMIS-AR112				A/R INVOICES 20010829			227.14	
B	08/31/2001	FISAR431				A/R ADJ REV TO ALLOWANCE			40.00-	
R	09/04/2001	80323							21300.00-	
R	09/04/2001	80327							190.00-	
R	09/06/2001	80325							215.00-	
R	09/07/2001	80328							130.00-	
R	09/07/2001	FMIS-AR112				A/R INVOICES 20010914			50.00-	
B	09/14/2001	80332							25.00-	
R	09/17/2001	80334							70.00-	
R	09/19/2001	80336							40.00-	
R	09/26/2001	80341							25.00-	
R	09/26/2001	FMIS-AR112				A/R INVOICES 20010926			70.28	
B	09/26/2001	80342							115.00-	
R	09/27/2001	80343							40.00-	
R	09/28/2001	FISAR431				A/R ADJ REV TO ALLOWANCE			230.00-	
B	09/30/2001	80344							80.00-	
R	10/02/2001	80346							25.00-	
R	10/04/2001	FMIS-AR112				A/R INVOICES 20011009			145.00-	
B	10/09/2001	80350							185.00-	
R	10/11/2001	80354							40.00-	
R	10/15/2001	80256							25.00-	
R	10/18/2001	80259							65.00-	
R	10/22/2001	80252							80.00-	
R	10/22/2001	80257							26.27	
R	10/22/2001	80264							180.00-	
R	10/25/2001	FMIS-AR112				A/R INVOICES 20011026			75.00-	
B	10/26/2001	FISAR431				A/R ADJ REV TO ALLOWANCE			90.00-	
B	10/31/2001	80271							145.00-	
R	11/01/2001	80272							25.00-	
R	11/02/2001	80273							195.00-	
R	11/02/2001	80276							245.00-	
R	11/07/2001	80278							50.00-	
R	11/09/2001	80280							21275.00-	
R	11/13/2001	FMIS-AR112				A/R INVOICES 20011116				
B	11/16/2001	80282								
R	11/16/2001	80288								
R	11/28/2001	80292								
B	11/29/2001	FMIS-AR112				A/R INVOICES 20011129				

ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
B		12/01/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			13.73-	
R		12/06/2001	80299				195.00-	
R		12/06/2001	80298				80.00-	
R		12/10/2001	80353				80.00-	
R		12/11/2001	80354				65.00-	
R		12/11/2001	80356				25.00-	
R		12/13/2001	80358				50.00-	
B		12/18/2001	FMIS-AR112	A/R INVOICES 20011218			90.00-	
R		12/19/2001	80360				25.00-	
R		12/19/2001	80362				40.00-	
R		12/19/2001	80359				40.00-	
R		12/20/2001	80363				25.00-	
R		12/21/2001	80365				40.00-	
R		12/21/2001	80364				100.00-	
R		12/28/2001	80370				40.00-	
J		12/31/2001	JV015	RCLS BILLING ALAMEDA CNTY			42550.00	
R		12/31/2001	80369				185.00-	
R		12/31/2001	80371				80.00-	
B		12/31/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			288.14	
R		01/02/2002	80374				25.00-	
R		01/04/2002	80377				10.00-	
R		01/04/2002	80379				40.00-	
R		01/11/2002	80387				120.00-	
R		01/11/2002	80388				40.00-	
B		01/11/2002	FMIS-AR112	A/R INVOICES 20020111			40.00-	
B		01/11/2002	FMIS-AR51	A/R ADJUSTMENT-INV 114411			240.00-	
R		01/16/2002	80392				40.00-	
R		01/16/2002	80394				300.00-	
R		01/16/2002	80397				40.00-	
B		01/29/2002	FMIS-AR112	A/R INVOICES 20020129			40.00-	
R		01/29/2002	84005				100.00-	
R		01/30/2002	84010				120.00-	
B		01/31/2002	FISAR431	A/R ADJ REV TO ALLOWANCE			40.00-	
R		02/01/2002	84012				195.00	
R		02/01/2002	84014				40.00-	
R		02/01/2002	84015				105.00-	
R		02/01/2002	84022				40.00-	
R		02/07/2002	84020				230.00-	
R		02/07/2002	FMIS-AR112	A/R INVOICES 20020208			40.00-	
B		02/08/2002	84021				21275.00-	
R		02/08/2002	84025				25.00-	
R		02/11/2002	84027				40.00-	
R		02/11/2002	84029				165.00-	
R		02/14/2002	84031				40.00-	
R		02/15/2002	84038				25.00-	
B		02/15/2002	FMIS-AR51	A/R ADJUSTMENT-INV 108337			40.00	
B		02/15/2002	FMIS-AR112	A/R INVOICES 20020215			290.00-	
R		02/19/2002	84032				150.00-	
R		02/20/2002	84037				25.00-	
R		02/22/2002	84038				40.00-	
B		02/25/2002	FMIS-AR112	A/R INVOICES 20020225			180.00-	

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ACCOUNT DESCRIPTION
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TRANSACTION DESCRIPTION

CURRENT
 BUDGET

ENCUMBRANCE

REVENUE/
 EXPENSE

BUDGET
 BALANCE

ACCOUNT- OBJ SUB T S DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R 02/27/2002	84047				65.00-	
B 02/28/2002	FISAR431	A/R ADJ REV TO ALLOWANCE			100.21-	
R 02/28/2002	84043				25.00-	
R 02/28/2002	84046				40.00-	
B 02/28/2002	FMIS-AR112	A/R INVOICES 20020228			120.00-	
R 03/01/2002	84049				40.00-	
R 03/04/2002	83204				40.00-	
R 03/04/2002	83202				40.00-	
R 03/04/2002	84050				40.00-	
R 03/05/2002	83201				65.00-	
R 03/07/2002	83206				65.00-	
R 03/07/2002	83209				145.00-	
R 03/08/2002	83207				40.00-	
R 03/11/2002	83211				25.00-	
R 03/11/2002	83210				40.00-	
R 03/11/2002	83208				25.00-	
R 03/14/2002	83215				40.00-	
R 03/14/2002	83213				25.00-	
R 03/14/2002	83217				40.00-	
R 03/15/2002	83216				40.00-	
R 03/18/2002	83222				54.00-	
R 03/18/2002	83221				185.00-	
R 03/21/2002	83227				40.00-	
R 03/25/2002	83233				51.00-	
B 03/28/2002	FMIS-AR112	A/R INVOICES 20020328			65.00-	
R 03/28/2002	83234				100.00-	
R 03/28/2002	83236				120.00-	
R 03/28/2002	83238				130.00-	
R 03/29/2002	83240				215.00	
B 03/31/2002	FISAR431	A/R ADJ REV TO ALLOWANCE			40.00-	
R 04/01/2002	83239				25.00-	
R 04/01/2002	83241				40.00-	
R 04/03/2002	83242				40.00-	
R 04/05/2002	83247				80.00-	
R 04/05/2002	83248				340.00-	
R 04/10/2002	83301				150.00-	
R 04/11/2002	83303				40.00-	
B 04/15/2002	FMIS-AR112	A/R INVOICES 20020415			40.00-	
R 04/17/2002	83307				40.00-	
R 04/18/2002	83311				40.00-	
R 04/18/2002	83312				40.00-	
R 04/18/2002	83313				40.00-	
R 04/18/2002	83316				40.00-	
R 04/22/2002	83319				120.00-	
R 04/24/2002	83319				39.00-	
R 04/24/2002	83319				80.00-	
R 04/25/2002	83320				80.00-	
R 04/26/2002	83321				65.00-	
R 04/26/2002	83325				40.00-	
R 04/29/2002	83326				50.00-	
R 04/29/2002	83324				130.00-	
B 04/29/2002	FMIS-AR112	A/R INVOICES 20020429				

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B			04/30/2002	FTSAR431		A/R ADJ REV TO ALLOWANCE			450.00	
R			05/01/2002	83330					325.00-	
R			05/01/2002	83332					25.00-	
R			05/03/2002	83327					40.00-	
R			05/07/2002	83334					25.00-	
R			05/07/2002	83338					25.00-	
B			05/09/2002	FMIS-AR112		A/R INVOICES 20020509			57.00-	
R			05/09/2002	83341					180.00-	
R			05/10/2002	83345					65.00-	
R			05/13/2002	83346					40.00-	
R			05/13/2002	83344					80.00-	
R			05/16/2002	83350					40.00-	
R			05/20/2002	82756					25.00-	
R			05/22/2002	82751					60.00-	
R			05/22/2002	82753					120.00-	
R			05/22/2002	82755					40.00-	
R			05/22/2002	82757					40.00-	
R			05/22/2002	82759					40.00-	
R			05/23/2002	82763					25.00-	
R			05/23/2002	82760					40.00-	
R			05/28/2002	82769					40.00-	
R			05/28/2002	82767					65.00-	
R			05/28/2002	82768					2.08-	
R			05/30/2002	82770		A/R ADJ REV TO ALLOWANCE			60.00-	
B			05/31/2002	FISAR431					120.00-	
R			06/05/2002	82776					40.00-	
R			06/05/2002	82772					80.00-	
R			06/06/2002	82777					80.00-	
R			06/10/2002	82783					40.00-	
R			06/11/2002	82782					80.00-	
R			06/14/2002	82786					40.00-	
R			06/21/2002	82795					80.00-	
R			06/21/2002	82794					125.00-	
R			06/26/2002	82799					40.00-	
R			06/27/2002	82800					40.00-	
R			06/27/2002	82797					165.00-	
R			06/28/2002	82792					90.00	
B			06/30/2002	FISAR431		A/R ADJ REV TO ALLOWANCE	14100.00-*	0.00 *	35211.92-*	21111.92 *
TOTAL ANIMAL IMPOUNDING										
POLICE-AC-OWNER SERVICES ANNUAL BUDGET										
						BAL FRWD	14000.00-			
R			07/02/2001	80775					4.00-	
R			07/06/2001	80779					58.00-	
R			07/06/2001	80777					33.00-	
R			07/09/2001	80780					4.00-	
R			07/09/2001	80781					50.00-	
R			07/12/2001	80783					25.00-	
R			07/13/2001	80784					4.00-	
R			07/16/2001	80787					25.00-	
R			07/18/2001	80788					30.00-	

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ACCOUNT-
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 ACCOUNT DESCRIPTION
 CHECK# REFERENCE

 TRANSACTION DESCRIPTION

 CURRENT
 BUDGET

 ENCUMBRANCE

 REVENUE/
 EXPENSE

 BUDGET
 BALANCE

ACCOUNT- OBJ SUB T S DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R 07/18/2001	80790				108.00-	
R 07/19/2001	80791				14.00-	
R 07/20/2001	80786				199.00-	
R 07/20/2001	80792				50.00-	
B 07/20/2001	FMIS-AR112	A/R INVOICES 20010720			100.00-	
R 07/30/2001	80794				240.00-	
B 07/31/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			30.59	
R 08/03/2001	80798				74.00-	
R 08/03/2001	80800				63.00-	
R 08/09/2001	80302				25.00-	
R 08/10/2001	80303				218.00-	
B 08/13/2001	FMIS-AR112	A/R INVOICES 20010813			25.00-	
R 08/16/2001	80309				30.00-	
R 08/17/2001	80310				50.00-	
R 08/17/2001	80308				25.00-	
R 08/17/2001	80311				58.00-	
R 08/20/2001	80312				4.00-	
R 08/24/2001	80314				91.00-	
R 08/29/2001	80319				279.00-	
R 08/29/2001	80316				4.00-	
R 08/30/2001	80324				235.59	
B 08/31/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			24.00-	
R 08/31/2001	80322				4.00-	
R 09/04/2001	80321				161.00-	
R 09/07/2001	80325				145.00-	
R 09/07/2001	80328				10.00-	
B 09/07/2001	FMIS-AR112	A/R INVOICES 20010907			4.00-	
R 09/10/2001	80331				4.00-	
R 09/10/2001	80330				376.65-	
B 09/14/2001	FMIS-AR112	A/R INVOICES 20010914			246.00-	
R 09/17/2001	80332				18.00-	
R 09/19/2001	80335				4.00-	
R 09/20/2001	80337				25.00-	
R 09/24/2001	80340				108.00-	
R 09/26/2001	80336				157.00-	
R 09/26/2001	80341				4.00-	
R 09/28/2001	80343				45.58	
B 09/30/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			118.00-	
R 10/02/2001	80344				160.00-	
B 10/09/2001	FMIS-AR112	A/R INVOICES 20011009			354.00-	
R 10/11/2001	80350				20.00-	
R 10/15/2001	80255				10.00-	
R 10/15/2001	80254				25.00-	
R 10/15/2001	80261				200.00-	
R 10/22/2001	80259				75.00-	
R 10/22/2001	80252				4.00-	
R 10/22/2001	80260				25.00-	
R 10/22/2001	80262				86.00-	
R 10/25/2001	80264				4.00-	
R 10/29/2001	80267				4.41-	
B 10/31/2001	FISAR431	A/R ADJ REV TO ALLOWANCE				

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT CHECK#	DESCRIPTION REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
B		10/31/2001	FMIS-AR112	A/R INVOICES 20011031				25.00-	
R		11/01/2001	80271					251.00-	
R		11/02/2001	80273					25.00-	
R		11/03/2001	80275					104.00-	
R		11/07/2001	80276					109.00-	
R		11/09/2001	80278					68.00-	
R		11/13/2001	80279					10.00-	
R		11/15/2001	80281					25.00-	
B		11/16/2001	FMIS-AR112	A/R INVOICES 20011116				105.00-	
R		11/16/2001	80282					112.00-	
R		11/19/2001	80286					50.00-	
R		11/23/2001	80287					24.00-	
R		11/26/2001	80289					50.00-	
R		11/28/2001	80288					276.00-	
R		11/28/2001	80291					127.00-	
R		11/29/2001	80292					111.00-	
B		11/29/2001	FMIS-AR112	A/R INVOICES 20011129				25.00-	
R		11/30/2001	80295					54.00-	
B		12/01/2001	FISAR431	A/R ADJ REV TO ALLOWANCE				78.97	
R		12/03/2001	80296					4.00-	
R		12/06/2001	80299					380.00-	
R		12/10/2001	80351					4.00-	
R		12/10/2001	80353					25.00-	
R		12/10/2001	80355					12.00-	
R		12/10/2001	80355					12.00-	
R		12/10/2001	80352					12.00-	
R		12/11/2001	80355					43.00-	
R		12/11/2001	80354					40.00-	
R		12/11/2001	80356					30.00-	
R		12/12/2001	80357					119.00-	
R		12/13/2001	80358					16.00-	
R		12/14/2001	80300					87.00-	
R		12/17/2001	80361					372.00-	
B		12/18/2001	FMIS-AR112	A/R INVOICES 20011218				50.00-	
R		12/19/2001	80360					98.00-	
R		12/19/2001	80362					14.00-	
R		12/19/2001	80359					4.00-	
R		12/21/2001	80365					37.00-	
R		12/21/2001	80364					93.00-	
R		12/21/2001	80368					4.00-	
R		12/21/2001	80366					4.00-	
R		12/24/2001	80367					25.00-	
B		12/26/2001	FMIS-AR112	A/R INVOICES 20011226				83.00-	
R		12/28/2001	80370					4.00-	
R		12/28/2001	JV043	RECORD RV80347 10/01				25.00-	
J		12/31/2001	80372					4.00-	
R		12/31/2001	80376					4.00-	
R		12/31/2001	80369					54.00-	
R		12/31/2001	80371					12.00-	
R		12/31/2001	80373					224.00-	
B		12/31/2001	FISAR431	A/R ADJ REV TO ALLOWANCE				182.79	

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ACCOUNT-
 OBJ SUB T S DATE

 ACCOUNT DESCRIPTION
 CHECK# REFERENCE

 TRANSACTION DESCRIPTION
 BUDGET
 CURRENT
 ENCUMBRANCE

 REVENUE/
 EXPENSE

 BUDGET
 BALANCE

ACCOUNT- OBJ SUB T S DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION BUDGET CURRENT ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R 01/04/2002	80378		25.00-	
R 01/04/2002	80375		4.00-	
R 01/04/2002	80377		68.00-	
R 01/04/2002	80379		4.00-	
R 01/07/2002	80382		4.00-	
R 01/07/2002	80385		38.00-	
R 01/10/2002	80383		29.00-	
R 01/10/2002	80389		33.00-	
R 01/11/2002	80387		37.00-	
R 01/11/2002	80388		29.00-	
R 01/11/2002	80387		154.34-	
R 01/11/2002	80388		35.00	
B 01/11/2002	FMIS-AR112	A/R INVOICES 20020111	12.00-	
B 01/11/2002	FMIS-ARS1	A/R ADJUSTMENT-INV 114411	20.00-	
R 01/14/2002	80391		74.00-	
R 01/16/2002	80393		4.00-	
R 01/16/2002	80397		50.00-	
R 01/16/2002	80395		49.00-	
R 01/16/2002	80399		4.00-	
R 01/17/2002	84001		37.00-	
R 01/22/2002	84004		116.00-	
R 01/23/2002	84003		130.00-	
R 01/23/2002	84002		75.00-	
R 01/24/2002	84007		29.00-	
R 01/29/2002	FMIS-AR112	A/R INVOICES 20020129	24.00-	
B 01/29/2002	84005		40.00	
R 01/30/2002	84008		25.00-	
R 01/30/2002	84010		8.00-	
B 01/31/2002	FISAR431	A/R ADJ REV TO ALLOWANCE	29.00-	
R 02/01/2002	84013		29.00-	
R 02/01/2002	84012		4.00-	
R 02/01/2002	84014		25.00-	
R 02/01/2002	84015		8.00-	
R 02/06/2002	84019		29.00-	
R 02/07/2002	84022		4.00-	
R 02/07/2002	84020		20.00-	
B 02/08/2002	FMIS-AR112	A/R INVOICES 20020208	23.00-	
R 02/08/2002	84021		4.00-	
R 02/11/2002	84027		29.00-	
R 02/11/2002	84023		4.00-	
R 02/11/2002	84024		35.00-	
R 02/11/2002	84031		118.00-	
R 02/15/2002	84028		78.00-	
B 02/15/2002	FMIS-AR112	A/R INVOICES 20020215	35.00-	
R 02/19/2002	84034		4.00-	
R 02/20/2002	84035		29.00-	
R 02/20/2002	84036		4.00-	
R 02/21/2002	84039		54.00-	
B 02/25/2002	FMIS-AR112	A/R INVOICES 20020225	156.69-	
R 02/25/2002	84042		4.00-	
R 02/27/2002	84047		33.00-	
R 02/27/2002	84041		51.00-	
B 02/28/2002	FISAR431	A/R ADJ REV TO ALLOWANCE	227.59	

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R	02/28/2002	84043					43.00-	
R	02/28/2002	84045					37.00-	
R	02/28/2002	84046					4.00-	
B	02/28/2002	FMIS-AR112	A/R INVOICES 20020228				275.00-	
R	03/01/2002	84049					4.00-	
R	03/04/2002	83202					10.00-	
R	03/04/2002	84050					29.00-	
R	03/05/2002	83203					34.00-	
R	03/05/2002	83205					79.00-	
R	03/05/2002	83201					35.00-	
R	03/07/2002	83206					4.00-	
R	03/07/2002	83209					16.00-	
R	03/08/2002	83207					28.00-	
R	03/11/2002	83211					29.00-	
R	03/11/2002	83210					4.00-	
R	03/11/2002	83208					20.00-	
B	03/14/2002	FMIS-AR112	A/R INVOICES 20020314				53.00-	
R	03/14/2002	83215					72.00-	
R	03/14/2002	83217					33.00-	
R	03/15/2002	83216					4.00-	
R	03/15/2002	83219					133.00-	
R	03/15/2002	83224					30.00-	
R	03/18/2002	83223					8.00-	
R	03/19/2002	83227					14.00-	
R	03/21/2002	83226					20.00-	
R	03/25/2002	83233					25.00-	
R	03/26/2002	83231					4.00-	
B	03/28/2002	FMIS-AR112	A/R INVOICES 20020328				170.00-	
R	03/28/2002	83234					50.00-	
R	03/28/2002	83238					33.00-	
R	03/28/2002	83240					54.00-	
R	03/29/2002	FISAR431	A/R ADJ REV TO ALLOWANCE				87.77	
B	03/31/2002	83239					25.00-	
R	04/01/2002	83241					29.00-	
R	04/03/2002	83242					25.00-	
R	04/03/2002	83244					100.00-	
R	04/03/2002	83246					4.00-	
R	04/05/2002	83249					50.00-	
R	04/05/2002	83248					25.00-	
B	04/08/2002	FMIS-AR112	A/R INVOICES 20020408				25.00-	
R	04/10/2002	83301					93.00-	
R	04/11/2002	83303					54.00-	
R	04/11/2002	83302					4.00-	
R	04/15/2002	83305					33.00-	
B	04/15/2002	FMIS-AR112	A/R INVOICES 20020415				78.00-	
R	04/17/2002	83307					33.00-	
R	04/17/2002	83309					29.00-	
R	04/17/2002	83311					18.00-	
R	04/18/2002	83312					4.00-	
R	04/18/2002	83313					29.00-	

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OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R	04/18/2002	83315					29.00-	
B	04/18/2002	FMIS-AR112	A/R INVOICES 20020418				35.00-	
R	04/22/2002	83316					25.00-	
R	04/25/2002	83320					25.00-	
R	04/26/2002	83321					8.00-	
R	04/26/2002	83323					50.00-	
R	04/26/2002	83325					10.00-	
R	04/26/2002	83322					85.00-	
B	04/29/2002	FMIS-AR112	A/R INVOICES 20020429				14.00-	
B	04/30/2002	FISAR431	A/R ADJ REV TO ALLOWANCE				65.00-	
R	05/01/2002	83330					50.00-	
R	05/01/2002	83332					75.00-	
B	05/02/2002	FMIS-AR112	A/R INVOICES 20020502				4.00-	
R	05/02/2002	83331					69.00-	
R	05/03/2002	83327					82.00-	
R	05/07/2002	83334					12.00-	
R	05/07/2002	83337					12.00-	
R	05/07/2002	83340					39.00-	
R	05/07/2002	83338					4.00-	
R	05/08/2002	83339					20.00-	
B	05/09/2002	FMIS-AR112	A/R INVOICES 20020509				8.00-	
R	05/09/2002	83341					50.00-	
R	05/09/2002	83343					4.00-	
R	05/10/2002	83342					29.00-	
R	05/13/2002	83348					29.00-	
R	05/14/2002	83349					45.00-	
R	05/20/2002	82756					79.00-	
R	05/22/2002	82751					8.00-	
R	05/22/2002	82753					49.00-	
R	05/22/2002	82757					53.00-	
R	05/22/2002	82759					154.00-	
R	05/22/2002	82761					25.00-	
B	05/23/2002	FMIS-AR112	A/R INVOICES 20020523				58.00-	
R	05/23/2002	82763					4.00-	
R	05/23/2002	82760					84.00-	
R	05/23/2002	82765					50.00-	
R	05/24/2002	82769					4.00-	
R	05/28/2002	82766					32.00-	
R	05/28/2002	82768					38.00-	
R	05/28/2002	82770					21.75	
B	05/30/2002	FISAR431	A/R ADJ REV TO ALLOWANCE				75.00-	
B	05/31/2002	FMIS-AR112	A/R INVOICES 20020531				40.00-	
R	06/03/2002	82775					173.00-	
R	06/05/2002	82776					25.00-	
R	06/05/2002	82774					61.00-	
R	06/06/2002	82778					29.00-	
R	06/06/2002	82777					35.00-	
R	06/10/2002	82783					103.00-	
R	06/10/2002	82780					41.00-	
R	06/11/2002	82782					4.00-	
R	06/13/2002	82785					4.00-	

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B	06/14/2002			FMIS-AR112	A/R INVOICES 20020614				110.00-	
R	06/14/2002			82786					5.00-	
R	06/14/2002			82787					55.00-	
R	06/17/2002			82788					4.00-	
R	06/20/2002			82793					4.00-	
R	06/21/2002			82795					4.00-	
R	06/21/2002			82794					19.00-	
R	06/21/2002			82796					16.00-	
R	06/24/2002			82798					4.00-	
R	06/26/2002			82799					8.00-	
B	06/26/2002			FMIS-AR112	A/R INVOICES 20020626				20.00-	
R	06/27/2002			82800					8.00-	
R	06/27/2002			82792					26.00-	
R	06/28/2002			82792					75.00-	
R	06/28/2002			83252					4.00-	
B	06/30/2002			FISAR431	A/R ADJ REV TO ALLOWANCE		14000.00-*	0.00 *	161.10	1048.33-*
				TOTAL	POLICE-AC-OWNER SERVICES			0.00 *	12951.67-*	
4866	8				POLICE-AC-RENTAL	ANNUAL BUDGET	500.00-	0.00		
				80786					2.00-	
				80800					30.00-	
				80336					14.00-	
				80382					170.00-	
				84038					170.00-	
				83214					11.00-	
				83232					18.00-	
				209397	SPO-10129582 HAYWARD SHELTER VOLUNTEER				170.00	
				83249					4.00-	
				83328					33.00-	
				83347					8.00-	
				82791					22.00-	
				TOTAL	POLICE-AC-RENTAL		500.00-*	0.00 *	312.00-*	188.00-*
4867	8				POLICE-AC-VACCINATIONS	ANNUAL BUDGET	16030.00-	0.00		
				80773					25.00-	
				80775					8.00-	
				80776					50.00-	
				80779					159.00-	
				80777					107.00-	
				80778					8.00-	
				80780					16.00-	
				80781					25.00-	
				80782					67.00-	
				80783					49.00-	
				80789					17.00-	
				80785					17.00-	
				80788					59.00-	
				80790					67.00-	
				80791					8.00-	

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OBJ	SUB	T	S	DATE	ACCOUNT DESCRIPTION	CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/EXPENSE	BUDGET BALANCE
R	07	20	2001	80786						352.00-	
B	07	20	2001	80793	FMIS-AR112	A/R INVOICES 20010720				9.00-	
R	07	23	2001	80796						8.00-	
R	07	27	2001	80799						83.00-	
R	07	30	2001	80797						51.00-	
R	07	30	2001	80794						247.00-	
R	07	30	2001	FISAR431	A/R ADJ REV TO ALLOWANCE					8.00	
B	07	31	2001	200144	SPO-10124205	ALISAL PET CLINIC				195.00-	
O	07	31	2001	80798						124.00-	
R	08	03	2001	80800						116.00-	
R	08	10	2001	80303						34.00-	
R	08	10	2001	80305						17.00-	
R	08	10	2001	80304						17.00-	
R	08	13	2001	80306						16.00-	
R	08	13	2001	80307	FMIS-AR112	A/R INVOICES 20010813				17.00-	
B	08	15	2001	80309						93.00-	
R	08	16	2001	80308						144.00-	
R	08	17	2001	80311						17.00-	
R	08	17	2001	80312						16.00-	
R	08	22	2001	80313						8.00-	
R	08	24	2001	80314						17.00-	
R	08	27	2001	80318						16.00-	
R	08	27	2001	80317						34.00-	
R	08	27	2001	80315						74.00-	
R	08	27	2001	80319						328.00-	
R	08	29	2001	80316						8.00-	
R	08	29	2001	80324						8.00	
B	08	30	2001	FISAR431	A/R ADJ REV TO ALLOWANCE					8.00-	
R	08	31	2001	80322						8.00-	
R	09	04	2001	80321						17.00-	
R	09	04	2001	80326						8.00-	
R	09	04	2001	80323						235.00-	
R	09	06	2001	80327						174.00-	
R	09	07	2001	80325						42.00-	
R	09	07	2001	80328						16.00-	
R	09	07	2001	80331						9.00-	
R	09	10	2001	80330						157.00-	
B	09	10	2001	FMIS-AR112	A/R INVOICES 20010914					16.00-	
R	09	14	2001	80332						16.00-	
R	09	17	2001	80335						16.00-	
R	09	19	2001	80334						16.00-	
R	09	19	2001	80337						17.00-	
R	09	20	2001	80340						169.00-	
R	09	24	2001	80336						125.00-	
R	09	26	2001	80341						8.00-	
R	09	26	2001	80342						33.00-	
R	09	27	2001	80343						17.00	
O	09	28	2001	201653	SPO-10124984	SEBESTYEN, JENNY				9.00	
O	09	30	2001	201807	SPO-10125178	FOUR CORNERS VETERINARY					

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CITY OF HAYWARD
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OBJ	SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
B	09/30/2001			FISAR431	A/R ADJ REV TO ALLOWANCE			9.00	
R	10/01/2001			80345				17.00-	
R	10/02/2001			80344				199.00-	
R	10/04/2001			80346				8.00-	
R	10/09/2001			80348				34.00-	
R	10/11/2001			80350				356.00-	
R	10/15/2001			80255				76.00-	
R	10/15/2001			80254				8.00-	
R	10/15/2001			80253				16.00-	
R	10/18/2001			80256				41.00-	
R	10/22/2001			80261				42.00-	
R	10/22/2001			80259				215.00-	
R	10/22/2001			80252				25.00-	
R	10/22/2001			80260				25.00-	
R	10/22/2001			80257				8.00-	
R	10/22/2001			80262				41.00-	
R	10/25/2001			80263				34.00-	
R	10/25/2001			80264				117.00-	
B	10/26/2001			FMIS-AR112	A/R INVOICES 20011026			8.00-	
R	10/29/2001			80267				8.00-	
R	10/29/2001			80268				25.00-	
R	10/31/2001			80269				204.00-	
R	11/01/2001			80271				16.00-	
R	11/01/2001			80270				42.00-	
R	11/02/2001			80272				24.00-	
R	11/02/2001			80273				58.00-	
R	11/03/2001			80275				33.00-	
R	11/05/2001			80274				122.00-	
R	11/07/2001			80276				17.00-	
R	11/08/2001			80277				99.00-	
R	11/09/2001			80278				25.00-	
R	11/13/2001			80280				8.00-	
R	11/16/2001			80283				8.00-	
B	11/16/2001			FMIS-AR112	A/R INVOICES 20011116			8.00-	
R	11/16/2001			80282				141.00-	
R	11/19/2001			80286				33.00-	
R	11/19/2001			80285				8.00-	
R	11/19/2001			80284				25.00-	
R	11/23/2001			80287				16.00-	
R	11/26/2001			80289				50.00-	
R	11/26/2001			80290				34.00-	
R	11/28/2001			80288				244.00-	
R	11/28/2001			80291				74.00-	
R	11/30/2001			80295				25.00-	
R	12/03/2001			80296				25.00-	
R	12/03/2001			80297				8.00-	
R	12/06/2001			80299				264.00-	
R	12/06/2001			80298				26.00-	
R	12/10/2001			80351				8.00-	
R	12/10/2001			80353				41.00-	
R	12/10/2001			80355				24.00-	

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R		12/10/2001	80355				24.00	
R		12/10/2001	80352				84.00	
R		12/10/2001	80355				24.00	
R		12/11/2001	80355				57.00	
R		12/11/2001	80354				50.00	
R		12/11/2001	80356				49.00	
R		12/12/2001	80357				58.00	
R		12/13/2001	80358				40.00	
R		12/14/2001	80300				58.00	
R		12/17/2001	80361				32.00	
B		12/18/2001	FMIS-AR112	A/R INVOICES 20011218			25.00	
R		12/19/2001	80360				75.00	
R		12/19/2001	80362				50.00	
R		12/19/2001	80359				16.00	
R		12/20/2001	80363				25.00	
R		12/21/2001	80365				48.00	
R		12/21/2001	80364				58.00	
R		12/21/2001	80368				25.00	
R		12/21/2001	80366				8.00	
R		12/24/2001	80367				50.00	
R		12/28/2001	80370				9.00	
J		12/31/2001	JV043	RECORD RV80347 10/01			17.00	
R		12/31/2001	80372				50.00	
R		12/31/2001	80376				32.00	
R		12/31/2001	80369				57.00	
R		12/31/2001	80371				74.00	
R		12/31/2001	80373				8.00	
B		12/31/2001	FISAR431	A/R ADJ REV TO ALLOWANCE			8.00	
R		01/02/2002	80374				34.00	
R		01/04/2002	80378				41.00	
R		01/04/2002	80375				108.00	
R		01/04/2002	80377				75.00	
R		01/04/2002	80379				17.00	
R		01/04/2002	80381				8.00	
R		01/07/2002	80384				33.00	
R		01/07/2002	80382				17.00	
R		01/07/2002	80380				17.00	
R		01/10/2002	80386				83.00	
R		01/10/2002	80385				25.00	
R		01/10/2002	80383				32.00	
R		01/11/2002	80389				116.00	
R		01/11/2002	80387				17.00	
R		01/11/2002	80388				16.00	
B		01/11/2002	FMIS-AR112	A/R INVOICES 20020111			8.00	
B		01/11/2002	FMIS-AR51	A/R ADJUSTMENT-INV 114411			33.00	
R		01/14/2002	80390				81.00	
R		01/14/2002	80391				57.00	
R		01/16/2002	80393				26.00	
R		01/16/2002	80394				59.00	
R		01/16/2002	80396				67.00	
R		01/16/2002	80397				67.00	
R		01/16/2002	80395				67.00	

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK#	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R		01/17/2002	80399				16.00-	
R		01/18/2002	80400				8.00-	
R		01/18/2002	80398				17.00-	
R		01/23/2002	84004				33.00-	
R		01/23/2002	84003				50.00-	
R		01/23/2002	84002				33.00-	
R		01/23/2002	84007				16.00-	
R		01/24/2002	84006				8.00-	
R		01/28/2002	84009				59.00-	
R		01/28/2002	84008				9.00-	
B		01/29/2002	FMIS-AR112	A/R INVOICES 20020129			25.00-	
R		01/29/2002	84005				24.00-	
R		01/30/2002	84010				42.00-	
R		01/30/2002	84011				34.00-	
R		01/31/2002	84011				8.00	
B		01/31/2002	FISAR431	A/R ADJ REV TO ALLOWANCE			8.00-	
R		02/01/2002	84013				51.00-	
R		02/01/2002	84012				41.00-	
R		02/01/2002	84014				32.00-	
R		02/01/2002	84015				24.00-	
R		02/01/2002	84019				57.00-	
R		02/06/2002	84022				68.00-	
R		02/07/2002	84020				16.00-	
R		02/08/2002	84021				8.00-	
R		02/11/2002	84025				75.00-	
R		02/11/2002	84027				24.00-	
R		02/11/2002	84023				8.00-	
R		02/11/2002	84024				102.00-	
R		02/14/2002	84029				25.00-	
R		02/15/2002	84031				26.00-	
R		02/15/2002	84026				58.00-	
R		02/15/2002	84028				41.00-	
R		02/19/2002	84034				16.00-	
R		02/19/2002	84035				59.00-	
R		02/20/2002	84032				8.00-	
R		02/20/2002	84033				25.00-	
R		02/20/2002	84037				25.00-	
R		02/20/2002	84036				8.00-	
R		02/21/2002	84039				26.00-	
R		02/21/2002	84038				8.00-	
R		02/22/2002	FMIS-AR112	A/R INVOICES 20020225			17.00-	
B		02/25/2002	84044				42.00-	
R		02/25/2002	84042				9.00-	
R		02/25/2002	84040				66.00-	
R		02/25/2002	84047				66.00-	
R		02/27/2002	84041				9.12	
B		02/27/2002	FISAR431	A/R ADJ REV TO ALLOWANCE			16.00-	
R		02/28/2002	84043				75.00-	
R		02/28/2002	84045				16.00-	
R		02/28/2002	84046				8.00-	
B		02/28/2002	FMIS-AR112	A/R INVOICES 20020228			24.00-	
R		03/01/2002	84049					

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
R	03	01/2002	84048				8.00-	
R	03	04/2002	83204				25.00-	
R	03	04/2002	83202				34.00-	
R	03	04/2002	84050				16.00-	
R	03	04/2002	83203				42.00-	
R	03	05/2002	83205				58.00-	
R	03	05/2002	83201				34.00-	
R	03	05/2002	83206				24.00-	
R	03	07/2002	83209				42.00-	
R	03	07/2002	83207				133.00-	
R	03	08/2002	83211				25.00-	
R	03	11/2002	83214				17.00-	
R	03	11/2002	83212				8.00-	
R	03	11/2002	83210				8.00-	
R	03	11/2002	83208				43.00-	
R	03	11/2002	83215				74.00-	
R	03	14/2002	83213				66.00-	
R	03	14/2002	83217				16.00-	
R	03	15/2002	83216				101.00-	
R	03	15/2002	83219				34.00-	
R	03	18/2002	83224				33.00-	
R	03	18/2002	83222				17.00-	
R	03	18/2002	83221				17.00-	
R	03	18/2002	83223				16.00-	
R	03	19/2002	83227				15.00-	
R	03	21/2002	83226				105.00-	
R	03	21/2002	83228				33.00-	
R	03	22/2002	83229				17.00-	
R	03	22/2002	83233				17.00-	
R	03	25/2002	83230				41.00-	
R	03	25/2002	83234				17.00-	
R	03	28/2002	83236				68.00-	
R	03	28/2002	83238				59.00-	
R	03	28/2002	83235				33.00-	
R	03	28/2002	83240				17.00-	
R	03	29/2002	FISAR431				16.00-	
B	03	31/2002	83239				8.00	
R	04	01/2002	83237				17.00-	
R	04	01/2002	83241				16.00-	
R	04	01/2002	83243				11.00	
R	04	01/2002	83242				34.00	
R	04	03/2002	83244				51.00	
R	04	03/2002	83246				76.00	
R	04	03/2002	83245				25.00	
R	04	03/2002	83247				8.00	
R	04	04/2002	83249				59.00	
R	04	05/2002	83248				33.00	
R	04	05/2002	83250				32.00	
R	04	08/2002	83301				17.00-	
R	04	10/2002	83303				41.00-	
R	04	11/2002					50.00-	

A/R ADJ REV TO ALLOWANCE

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OBJ	ACCOUNT-	S	DATE	ACCOUNT CHECK#	DESCRIPTION REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/EXPENSE	BUDGET BALANCE
R	04	11	2002	83302					8.00-	
R	04	12	2002	83304					34.00-	
R	04	15	2002	83305					110.00-	
R	04	15	2002	83308					8.00-	
R	04	15	2002	83307					33.00-	
R	04	17	2002	83309					49.00-	
R	04	17	2002	83311					74.00-	
R	04	17	2002	83312					34.00-	
R	04	18	2002	83310					25.00-	
R	04	18	2002	83313					90.00-	
R	04	18	2002	83315					42.00-	
R	04	18	2002	83314					17.00-	
R	04	19	2002	83316					17.00-	
R	04	22	2002	83319					59.00-	
R	04	24	2002	83320					16.00-	
R	04	25	2002	83321					42.00-	
R	04	26	2002	83323					49.00-	
R	04	26	2002	83325					25.00-	
R	04	26	2002	83328					17.00-	
R	04	29	2002	83326					8.00-	
R	04	29	2002	83326					17.00-	
R	04	29	2002	83332					16.00	
B	04	29	2002	83331	FMIS-AR12	A/R INVOICES 20020429			50.00-	
B	04	30	2002	83330	FISAR431	A/R ADJ REV TO ALLOWANCE			41.00-	
R	05	01	2002	83332					25.00-	
R	05	01	2002	83331					9.00-	
R	05	02	2002	83333					57.00-	
R	05	03	2002	83327					25.00-	
R	05	03	2002	83336					49.00-	
R	05	06	2002	83334					32.00-	
R	05	07	2002	83337					101.00-	
R	05	07	2002	83340					8.00-	
R	05	07	2002	83338					8.00-	
R	05	07	2002	83339					92.00-	
R	05	08	2002	83341					34.00-	
R	05	09	2002	83345					16.00-	
R	05	10	2002	83342					8.00-	
R	05	10	2002	83348					25.00-	
R	05	13	2002	83346					25.00-	
R	05	13	2002	83344					8.00-	
R	05	13	2002	83349					17.00-	
R	05	14	2002	83350					8.00-	
R	05	16	2002	82752					8.00-	
R	05	17	2002	82754					16.00-	
R	05	20	2002	82758					65.00-	
R	05	20	2002	82756					88.00-	
R	05	20	2002	82751					33.00-	
R	05	22	2002	82753					49.00-	
R	05	22	2002	82755					122.00-	
R	05	22	2002	82757					81.00-	
R	05	22	2002	82759						
R	05	22	2002	82761						

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ACCOUNT- OBJ SUB T S DATE ACCOUNT DESCRIPTION CHECK# REFERENCE TRANSACTION DESCRIPTION CURRENT BUDGET ENCUMBRANCE REVENUE/ EXPENSE BUDGET BALANCE

ACCOUNT- OBJ SUB T S DATE	ACCOUNT DESCRIPTION	CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE	
R 05/23/2002	83347					34.00-		
R 05/23/2002	92763					17.00-		
R 05/23/2002	92760					17.00-		
R 05/23/2002	92765					34.00-		
R 05/24/2002	92762					16.00-		
R 05/28/2002	92769					42.00-		
R 05/28/2002	92767					7.00-		
R 05/28/2002	92764					8.00-		
R 05/28/2002	92766					49.00-		
R 05/28/2002	92768					108.00-		
R 05/28/2002	92770					9.00-		
R 05/30/2002	92771					17.00-		
R 06/03/2002	92773					8.00-		
R 06/03/2002	92775					117.00-		
R 06/03/2002	92776					9.00-		
R 06/05/2002	92774					67.00-		
R 06/05/2002	92772					66.00-		
R 06/05/2002	92778					67.00-		
R 06/06/2002	92777					25.00-		
R 06/10/2002	92781					34.00-		
R 06/10/2002	92779					33.00-		
R 06/10/2002	92783					33.00-		
R 06/10/2002	92780					82.00-		
R 06/11/2002	92784					8.00-		
R 06/11/2002	92782					8.00-		
R 06/13/2002	92785					33.00-		
R 06/14/2002	92786					33.00-		
R 06/14/2002	92787					17.00-		
R 06/14/2002	92789					8.00-		
R 06/17/2002	92788					8.00-		
R 06/17/2002	92791					8.00-		
R 06/20/2002	92793					34.00-		
R 06/21/2002	92795					90.00-		
R 06/21/2002	92794					24.00-		
R 06/21/2002	92796					8.00-		
R 06/21/2002	92798					32.00-		
R 06/24/2002	92799					42.00-		
R 06/26/2002	92800					108.00-		
R 06/27/2002	92797					117.00-		
R 06/27/2002	92792					33.00-		
R 06/28/2002	92792					17.00-		
R 06/28/2002	92792					17.00-		
R 06/30/2002	92792					17.00-		
B 06/30/2002	92792					17.00-		
TOTAL							15541.88	488.12
FISAR431				16030.00	0.00			
A/R ADJ REV TO ALLOWANCE								
POLICE-AC-VACCINATIONS								
TOTAL				61630.00	0.00	83130.00	21500.00	
FEES AND SERVICE CHARGES								
TOTAL				0.00	0.00	40.00		
OTHER REVENUES								
OTHER REVENUES								
TOTAL								
BAL FRWD								
ANNUAL BUDGET								
TOTAL								
R 07/20/2001								

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B	07/31/2001			FISAR431	A/R ADJ REV TO ALLOWANCE				15.22	
R	08/10/2001			80303					25.00-	
B	08/31/2001			FISAR431	A/R ADJ REV TO ALLOWANCE				0.78-	
R	09/26/2001			80341					15.00-	
B	09/30/2001			FISAR431	A/R ADJ REV TO ALLOWANCE				0.79-	
B	10/31/2001			FISAR431	A/R ADJ REV TO ALLOWANCE				0.78-	
B	12/01/2001			FISAR431	A/R ADJ REV TO ALLOWANCE				17.79-	
R	12/06/2001			80299					15.00-	
R	12/19/2001			80359					25.00-	
B	12/31/2001			FISAR431	A/R ADJ REV TO ALLOWANCE				0.39-	
R	01/23/2002			84002					25.00-	
R	02/11/2002			84024					8.00	
B	02/15/2002			FIS-AR51	A/R ADJUSTMENT-INV 108337				8.78-	
B	02/28/2002			FISAR431	A/R ADJ REV TO ALLOWANCE				50.00-	
R	03/05/2002			83203					25.00-	
R	04/18/2002			83313					25.00-	
R	04/24/2002			83319					25.00-	
R	05/01/2002			83330					25.00-	
R	05/22/2002			82761					50.00-	
R	05/23/2002			82763					56.07-	
B	05/31/2002			FISAR431	A/R ADJ REV TO ALLOWANCE				9.00	
O	06/30/2002			214220 SPO-10132563	PADILLA, DANIELLE		0.00 *	0.00 *	423.16-*	423.16 *
TOTAL OTHER REVENUES										423.16 *
TOTAL OTHER REVENUES										423.16 *
TOTAL REVENUES										187945.00-*
TOTAL REVENUES										164891.66-*
TOTAL REVENUES										23053.34-*
6000	5				MAINTENANCE AND UTILITIES					
6100	6				MAINTENANCE					
6110	8				FIELD & OFFICE MAINTENANCE					
					ANNUAL BUDGET					
					SECURITYLINK FROM AMERITE					
					MBA OF CALIFORNIA					
					MBA OF CALIFORNIA					
					CRYSTAL DATA SYSTEMS, INC					
					MBA OF CALIFORNIA					
					MBA OF CALIFORNIA					
					ADT					
					TRI-COUNTY FIRE PROTECTIO					
					MBA OF CALIFORNIA					
					MBA OF CALIFORNIA					
					R & R CASH REGISTER					
					CRYSTAL DATA SYSTEMS, INC					
					ADT					
					ADT					
					MBA OF CALIFORNIA					
					BUD TRF: ANIMAL CONTROL					
					MBA OF CALIFORNIA					

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705.00
 120.78
 76.77
 180.00
 143.98
 81.75
 705.00
 851.80
 98.54
 73.69
 243.80
 108.25
 161.03
 705.00
 138.84
 111.58

0.00
 0.00
 187945.00-*

8700.00
 BAL FRWD

0.00
 0.00
 164891.66-*

23053.34-*

OBJ	SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
6112	8			TOTAL	FIELD & OFFICE MAINTENANCE	8311.00 *	0.00 *	7877.42 *	433.58 *
					BLDG & STRUCTURE MAINTENANCE		3000.00		
					ANNUAL BUDGET	1900.00			
					06/30/01 ENCUMB CARRY FWD	3000.00			
					DM711			220.83	
		J	07/01/2001	205820 SPO-10127785	ACME SECURITY SYSTEMS			687.00	
		O	12/31/2001	205823 SPO-10127642	ADT			70.00	
		O	12/31/2001	205476 SPO-10127532	ACME SECURITY SYSTEMS			70.00	
		O	02/28/2002	208984 SPO-10129380	ACME SECURITY SYSTEMS				
		J	02/28/2002	JV054	BUD TRF: ANIMAL CONTROL				
		O	04/30/2002	116737	MARKISON PLUMBING INC		820.00		
		O	04/30/2002	116737	MARKISON PLUMBING INC		820.00-		
		O	05/31/2002	TOTAL	BLDG & STRUCTURE MAINTENANCE	5289.00 *	3000.00 *	1047.83 *	1241.17 *
6114	8			TOTAL	COMPUTER MAINTENANCE		0.00		
					ANNUAL BUDGET	0.00			
					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
6200	6			TOTAL	UTILITIES				
6210	8			TOTAL	UTILITIES				
					ANNUAL BUDGET	0.00			
					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
6211	8			TOTAL	PORTABLE COMMUNICATION EQUIP				
					ANNUAL BUDGET	0.00			
					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
					UTILITIES				
					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
					UTILITIES				
					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
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					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
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					UTILITIES				
					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
					UTILITIES				
					TOTAL	0.00 *	0.00 *	0.00 *	0.00 *
					UTILITIES				

C I T Y O F H A Y W A R D
 DETAIL REVENUE AND EXPENDITURE REPORT
 PERIOD: 07/01/2001 - 06/30/2002
 4000/6000/7000/8000 ACCOUNTS ONLY

REPORT ID: FWIS-MR420
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

ACCOUNT -
 OBJ SUB T S DATE

 ACCOUNT DESCRIPTION
 CHECK# REFERENCE

 TRANSACTION DESCRIPTION

 CURRENT BUDGET

 ENCUMBRANCE

 REVENUE/
 EXPENSE

 BUDGET
 BALANCE

OBJ	SUB	T	S	DATE	ACCOUNT DESCRIPTION	CHECK#	REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
7000	5				SUPPLIES AND SERVICES							
7100	6				SUPPLIES							
7110	8				OFFICE SUPPLIES							
					ANNUAL BUDGET		BAL FRWD		7100.00	875.58		
					06/30/01 ENCUMB CARRY FWD				875.58			
					DM711			US OFFICE PRODUCTS		1113.18	91.03	
					200924	112878		CORPORATE EXPRESS			9.07	
					201668	115870		US OFFICE PRODUCTS		484.02		
						116029		CORPORATE EXPRESS		1347.86		
						116030		CORPORATE EXPRESS			78.18	
					202647	12421		GENE'S OFFICE SUPPLY			88.53	
					202600	12878		CORPORATE EXPRESS			40.60	
					202600	12878		CORPORATE EXPRESS			40.60	
					202600	12878		CORPORATE EXPRESS				
					203862	116030		CORPORATE EXPRESS		418.69		
					203862	116030		CORPORATE EXPRESS		484.02		
					203283	116029		CORPORATE EXPRESS		141.15		
					203283	116029		CORPORATE EXPRESS			2.52	
					203283	116029		CORPORATE EXPRESS			38.78	
					204208	12421		GENE'S OFFICE SUPPLY			19.88	
					204288	SPO-10126622		MILLER MAP COMPANY				
					204172	12878		CORPORATE EXPRESS		929.17		
					203862	116030		CORPORATE EXPRESS			1084.28	
					203862	116030		CORPORATE EXPRESS			22.18	
					205585	12421		GENE'S OFFICE SUPPLY			58.86	
					207999	12878		CORPORATE EXPRESS			119.81	
					207068	12878		CORPORATE EXPRESS		847.17		
					207401	115870		CORPORATE EXPRESS			10.26	
					207401	115870		CORPORATE EXPRESS			56.35	
					207401	115870		CORPORATE EXPRESS			13.57	
					207401	115870		CORPORATE EXPRESS			65.91	
					207401	115870		CORPORATE EXPRESS			42.69	
					207401	115870		CORPORATE EXPRESS			84.24	
					207401	115870		CORPORATE EXPRESS			112.40	
					207401	115870		CORPORATE EXPRESS			112.40	
					207403	12878		CORPORATE EXPRESS				
					207403	12878		CORPORATE EXPRESS				
					208755	116433		CORPORATE EXPRESS		765.66		
					208755	116433		CORPORATE EXPRESS		567.54		
					208755	116433		CORPORATE EXPRESS		134.20		
					208755	116433		CORPORATE EXPRESS		12.51		
					208755	116433		CORPORATE EXPRESS		51.41		
					208755	116433		CORPORATE EXPRESS		59.14		
					208755	116433		CORPORATE EXPRESS		59.14		

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REPORT ID: FMIS-MR420
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 DETAIL REVENUE AND EXPENDITURE REPORT
 PERIOD: 07/01/2001 - 06/30/2002
 4000/6000/7000/8000 ACCOUNTS ONLY

REPORT PRINT DATE: 08/20/2002
 PAGE NO. 307 TIME: 08:39

ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
O	02/28/2002	208755	116433	CORPORATE EXPRESS			567.54	
O	02/28/2002	208755	116433	CORPORATE EXPRESS			134.20	
O	02/28/2002	208755	116433	CORPORATE EXPRESS			12.51	
O	02/28/2002	208755	116433	CORPORATE EXPRESS			59.14	
O	02/28/2002	208755	116433	CORPORATE EXPRESS			59.14	
O	02/28/2002	208755	116433	CORPORATE EXPRESS			51.41	
O	02/28/2002	208755	116433	CORPORATE EXPRESS			210.60	
O	02/28/2002	208756	12878	CORPORATE EXPRESS		447.28		
O	02/28/2002	209965	116596	CORPORATE EXPRESS		421.71		
O	03/31/2002	209965	116596	CORPORATE EXPRESS		25.57		
O	03/31/2002	209965	116596	CORPORATE EXPRESS		12.78		
O	03/31/2002	209965	116596	CORPORATE EXPRESS		12.78		
O	03/31/2002	209965	116596	CORPORATE EXPRESS		12.78		
O	03/31/2002	209965	116596	CORPORATE EXPRESS		25.57		
O	03/31/2002	209965	116596	CORPORATE EXPRESS		25.57		
O	03/31/2002	209965	116596	CORPORATE EXPRESS		11.53		
O	04/30/2002	211841	12421	DEAPPROPRIATION-POLICE	500.00-			
O	04/30/2002	211808	12878	GENE'S OFFICE SUPPLY			20.26	
O	04/30/2002	211698	SPO-1013992	CORPORATE EXPRESS			6.75	
O	04/30/2002	211042	10925	SHANK'S HATCHERY			414.06	
O	04/30/2002	211042	10925	HAYWARD RUBBER STAMP INC			29.23	
O	04/30/2002	211042	10925	CORPORATE EXPRESS		253.39-		
O	04/30/2002	211243	900004	CORPORATE EXPRESS		253.39		
O	04/30/2002	211925	SPO-10131292	PETTY CASH - ANIMAL CONTR			59.41	
O	05/31/2002		116872	LETTERPLUS GRAPHICS		432.78		
O	05/31/2002		900057	CORPORATE EXPRESS		232.40		
O	06/30/2002		214119	CORPORATE EXPRESS		219.46-		
O	06/30/2002		214119	CORPORATE EXPRESS		12.41-		
O	06/30/2002		214119	CORPORATE EXPRESS		0.53-		
O	06/30/2002		214119	CORPORATE EXPRESS			219.46	
O	06/30/2002		214119	CORPORATE EXPRESS			12.41	
O	06/30/2002		214119	CORPORATE EXPRESS			120.32	
O	06/30/2002		214119	CORPORATE EXPRESS			120.32-	
O	06/30/2002		214119	CORPORATE EXPRESS			143.34	
O	06/30/2002		213541	CORPORATE EXPRESS		432.78		
O	06/30/2002		213344	LETTERPLUS GRAPHICS		141.15-		
O	06/30/2002		213344	LETTERPLUS GRAPHICS			37.71	
O	06/30/2002		216140	CORPORATE EXPRESS			140.24	
O	06/30/2002		216140	CORPORATE EXPRESS			26.13	
O	06/30/2002		216140	CORPORATE EXPRESS			6921.71	
O	06/30/2002		216141	CORPORATE EXPRESS		875.58 *		321.71-*
O	06/30/2002			OFFICE SUPPLIES				
			TOTAL					
			PRINTING					
			ANNUAL BUDGET					
			ACTION DIVERSIFIED					
			ACTION DIVERSIFIED					
			ACTION DIVERSIFIED					
			BAL FRWD					
			8					
			7112					
			08/31/2001					
			08/31/2001					
			09/30/2001					
			200693					
			12354					
			200137					
			12354					
			201482					
			12354					
			3448.00					
			0.00					
			37.26					
			165.74					
			36.72					

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ACCOUNT- OBJ SUB T S DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
O 10/31/2001	202994 12354	ACTION DIVERSIFIED			341.28	
O 10/31/2001	202994 12354	ACTION DIVERSIFIED			139.32	
O 12/31/2001	205821 12354	ACTION DIVERSIFIED			56.16	
O 01/31/2002	207932 12354	ACTION DIVERSIFIED			160.20	
O 01/31/2002	207975 12434	CALIFORNIA ENVELOPE CO.			123.57	
O 01/31/2002	207975 12434	CALIFORNIA ENVELOPE CO.			270.00	
O 02/28/2002	208504 12354	ACTION DIVERSIFIED			99.05	
O 02/28/2002	208504 12354	ACTION DIVERSIFIED			101.20	
O 02/28/2002	208504 12354	ACTION DIVERSIFIED			115.82	
O 02/28/2002	208504 12354	ACTION DIVERSIFIED			68.20	
O 03/31/2002	209906 12354	ACTION DIVERSIFIED			75.23	
O 03/31/2002	209906 12354	ACTION DIVERSIFIED			164.54	
O 03/31/2002	209269 12354	ACTION DIVERSIFIED			37.35	
O 03/31/2002	209315 12434	CALIFORNIA ENVELOPE CO.			270.00	
O 04/30/2002	210944 12354	ACTION DIVERSIFIED			20.03	
O 04/30/2002	210944 12354	ACTION DIVERSIFIED			17.32	
O 04/30/2002	210944 12354	ACTION DIVERSIFIED			398.35	
O 05/31/2002	212720 12354	ACTION DIVERSIFIED			25.44	
O 05/31/2002	212720 12354	ACTION DIVERSIFIED			95.80	
O 06/30/2002	214069 12354	ACTION DIVERSIFIED			262.51	
O 06/30/2002	214069 12354	ACTION DIVERSIFIED			96.01	
O 06/30/2002	213193 12354	ACTION DIVERSIFIED			199.40	
O 06/30/2002	213193 12354	ACTION DIVERSIFIED			77.40	
O 06/30/2002	213193 12354	ACTION DIVERSIFIED	3448.00 *	0.00 *	3453.90 *	5.90-*
TOTAL PRINTING						

7120	8	FIELD SUPPLIES	ANNUAL BUDGET	BAL FRWD	73891.00	598.80	598.80
J 07/01/2001		DM711	06/30/01 ENCUMB CARRY FWD				
O 08/31/2001		201058 11135	HAYWARD ACE HARDWARE		111.59		
O 08/31/2001		200701 12566	ALHAMBRA DRINKING WATER		10.00		
O 08/31/2001		200921 12901	UNITED LABORATORIES		304.66		
O 08/31/2001		200933 12897	WAXIE SANITARY SUPPLY		137.70		
O 08/31/2001		200933 12897	WAXIE SANITARY SUPPLY		540.06		
O 08/31/2001		200933 12897	WAXIE SANITARY SUPPLY		71.28-		
O 08/31/2001		200933 12897	WAXIE SANITARY SUPPLY		18.36		
O 08/31/2001		200933 12897	WAXIE SANITARY SUPPLY		1839.77		
O 08/31/2001		200933 12897	WAXIE SANITARY SUPPLY		421.20		
O 08/31/2001		200933 12897	WAXIE SANITARY SUPPLY		552.80		
O 08/31/2001		200937 12955	XPECT FIRST AID		120.71		
O 08/31/2001		115878	NORTHERN STEEL				
O 08/31/2001		201421 12729	SMART & FINAL		236.98		
O 08/31/2001		201421 12729	SMART & FINAL		71.38		
O 08/31/2001		201285 12779	CLOSE FEED & SUPPLY		425.48		
O 08/31/2001		201285 12779	CLOSE FEED & SUPPLY		1305.59		
O 08/31/2001		201285 12779	CLOSE FEED & SUPPLY		35.53		
O 08/31/2001		201452 12897	WAXIE SANITARY SUPPLY		651.78		
O 08/31/2001		201452 12897	WAXIE SANITARY SUPPLY		476.28		
O 08/31/2001		115918	CHARNSTROM				
O 08/31/2001		AP881	USE TAX INV# 25172-00				
J 09/30/2001		JV006	BUD TRF: ACTV 1890-7120				
O 09/30/2001		202294 115918	CHARNSTROM		1889.55		
					1889.00-		
					1889.55-		

11-9811-I-01

ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
O	09/30/2001	202251	12566	ALHAMBRA DRINKING WATER			3.50	
O	09/30/2001	202372	11135	HAYWARD ACE HARDWARE			46.30	
O	09/30/2001	202298	12779	CLOSE FEED & SUPPLY			909.95	
O	09/30/2001	202298	12779	CLOSE FEED & SUPPLY			1311.82	
O	09/30/2001	202294	115918	CHARNSTROM			1889.55	
O	09/30/2001	202529	12897	WAXIE SANITARY SUPPLY		1933.50	5.13	
O	09/30/2001		115987	HOLLISTER INC			212.97	
O	10/31/2001	202810	12791	ZEP MANUFACTURING CO.		1933.50-		
O	10/31/2001	203611	115987	HOLLISTER INC			1837.62	
O	10/31/2001	203611	115987	HOLLISTER INC			924.20	
O	10/31/2001	203786	12897	WAXIE SANITARY SUPPLY			133.27	
O	10/31/2001	203786	12897	WAXIE SANITARY SUPPLY			2.75	
O	10/31/2001	203816	12566	ALHAMBRA DRINKING WATER			479.20	
O	10/31/2001	203859	12779	CLOSE FEED & SUPPLY			14.84	
O	10/31/2001	203859	12779	CLOSE FEED & SUPPLY			312.44	
O	10/31/2001	204043	12897	WAXIE SANITARY SUPPLY		369.12-	369.12	
O	11/30/2001	204587	116174	KETCH-ALL COMPANY			73.34	
O	11/30/2001	204587	116174	KETCH-ALL COMPANY			71.58	
O	11/30/2001	204668	SPO-10126787	SWART, CANDY		369.12		
O	11/30/2001	204601	SPO-10126783	MCDONNELL, DOLORES			40.87	
O	11/30/2001		116174	KETCH-ALL COMPANY			395.68	
O	11/30/2001	204224	11135	HAYWARD ACE HARDWARE			187.56	
O	11/30/2001	204347	SPO-10126536	SAN JOSE MERCURY/NEWS			689.04	
O	11/30/2001	204416	12791	ZEP MANUFACTURING CO.			133.27	
O	11/30/2001	204393	12897	WAXIE SANITARY SUPPLY			266.22	
O	11/30/2001	204393	12897	WAXIE SANITARY SUPPLY			548.21	
O	11/30/2001	204393	12897	WAXIE SANITARY SUPPLY			274.59	
O	11/30/2001	203859	12779	CLOSE FEED & SUPPLY			30.00	
O	11/30/2001	205178	12566	ALHAMBRA DRINKING WATER			24.50	
O	11/30/2001	205226	12779	CLOSE FEED & SUPPLY			866.99	
O	11/30/2001	205226	12779	CLOSE FEED & SUPPLY			437.40	
O	11/30/2001	205226	12779	CLOSE FEED & SUPPLY			89.10	
O	11/30/2001	205226	12779	CLOSE FEED & SUPPLY			758.70	
O	11/30/2001	204982	115878	NORTHERN STEEL		1234.58-		
O	11/30/2001	204982	115878	NORTHERN STEEL			1234.59	
O	12/31/2001	205887	12779	CLOSE FEED & SUPPLY			102.04	
O	12/31/2001	205887	12779	CLOSE FEED & SUPPLY			11.99	
O	12/31/2001	205887	12779	CLOSE FEED & SUPPLY			5.50	
O	12/31/2001	205887	12779	CLOSE FEED & SUPPLY			1035.45	
O	12/31/2001	205439	12897	WAXIE SANITARY SUPPLY			1038.90	
O	12/31/2001	205439	12897	WAXIE SANITARY SUPPLY			376.38	
O	12/31/2001	205439	12897	WAXIE SANITARY SUPPLY			105.40	
O	12/31/2001	205439	12897	WAXIE SANITARY SUPPLY			745.32	
O	12/31/2001	205439	12897	WAXIE SANITARY SUPPLY			595.51	
O	12/31/2001	205596	11135	HAYWARD ACE HARDWARE			421.20	
O	12/31/2001	205740	SPO-10127558	SWART, CANDY			13.73	
O	12/31/2001	206662	12566	ALHAMBRA DRINKING WATER			10.56	
O	01/31/2002		116419	FORESTRY SUPPLIERS INC		143.80	30.25	

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0	01/31/2002	207739	11135 HAYWARD ACE HARDWARE				22.34	
0	01/31/2002	207739	11135 HAYWARD ACE HARDWARE				24.81	
0	01/31/2002	207942	12566 ALHAMBRA DRINKING WATER				14.75	
0	01/31/2002	208201	12901 UNITED LABORATORIES				29.03	
0	01/31/2002	208201	12901 UNITED LABORATORIES				376.38	
0	01/31/2002	207990	12779 CLOSE FEED & SUPPLY				31.25	
0	01/31/2002	207990	12779 CLOSE FEED & SUPPLY				706.80	
0	01/31/2002	207990	12779 CLOSE FEED & SUPPLY				49.49	
0	01/31/2002	207990	12779 CLOSE FEED & SUPPLY				1176.87	
0	01/31/2002	207990	12779 CLOSE FEED & SUPPLY				40.75	
0	01/31/2002	207990	12779 CLOSE FEED & SUPPLY				421.47	
0	01/31/2002	207990	12779 CLOSE FEED & SUPPLY				259.20	
0	01/31/2002	208162	12368 RITZ CAMERA CENTERS, INC.				952.15	
0	01/31/2002	208212	12897 WAXIE SANITARY SUPPLY				36.91	
0	01/31/2002	208212	12897 WAXIE SANITARY SUPPLY				690.64	
0	01/31/2002	208212	12897 WAXIE SANITARY SUPPLY				1515.11	
0	01/31/2002	208212	12897 WAXIE SANITARY SUPPLY				222.79	
0	01/31/2002	207303	12791 ZEP MANUFACTURING CO.				48.11	
0	01/31/2002	207255	12729 SMART & FINAL				1189.94	
0	01/31/2002	207288	12897 WAXIE SANITARY SUPPLY				33.75	
0	02/28/2002	208713	12566 ALHAMBRA DRINKING WATER				859.55	
0	02/28/2002	208926	12897 WAXIE SANITARY SUPPLY				456.41	
0	02/28/2002	208926	12897 WAXIE SANITARY SUPPLY				55.69	
0	02/28/2002	208938	12955 XPECT FIRST AID				242.58	
0	02/28/2002	116597	12955 NAPA GLOVE & SAFETY INC				147.41	
0	02/28/2002	116419	12955 FORESTRY SUPPLIERS INC				9.55	
0	02/28/2002	116419	12955 FORESTRY SUPPLIERS INC				133.96	
0	02/28/2002	116419	12955 FORESTRY SUPPLIERS INC				143.80-	
J	02/28/2002	AP881	USE TAX INV# 354431-00				178.50-	
0	02/28/2002	209148	116549 LINAGER COMPANY				178.46	
0	02/28/2002	209148	116549 LINAGER COMPANY				178.50	
0	02/28/2002	116549	116549 LINAGER COMPANY				800.00	
0	02/28/2002	116549	116549 LINAGER COMPANY				154.79	
0	02/28/2002	116624	116624 CAMPBELL ENTERPRISES				66.00	
0	02/28/2002	116621	116621 ANIMAL CARE EQUIPMENT				800.00-	
J	03/31/2002	AP881	USE TAX INV# 0128351-IN				154.79-	
0	03/31/2002	209947	116624 CAMPBELL ENTERPRISES				13.50	
0	03/31/2002	209923	116621 ANIMAL CARE EQUIPMENT				831.60	
0	03/31/2002	209916	12566 ALHAMBRA DRINKING WATER				146.16	
0	03/31/2002	209947	116624 CAMPBELL ENTERPRISES				102.92	
0	03/31/2002	209923	116621 ANIMAL CARE EQUIPMENT				2144.78	
0	03/31/2002	210157	12729 SMART & FINAL				34.60	
0	03/31/2002	210490	12897 WAXIE SANITARY SUPPLY				187.92	
0	03/31/2002	210447	SPO-10130234 PUTZKE, MICHELLE				1278.66	
0	03/31/2002	209900	12791 ZEP MANUFACTURING CO.				548.28	
0	03/31/2002	209629	12779 CLOSE FEED & SUPPLY				382.12	
0	03/31/2002	209629	12779 CLOSE FEED & SUPPLY				79.58	
0	03/31/2002	209629	12779 CLOSE FEED & SUPPLY				520.79	
0	03/31/2002	209883	12897 WAXIE SANITARY SUPPLY				699.31	
J	03/31/2002	UV037	DEAPPROPRIATION-POLICE				7161.00-	
0	04/30/2002	211750	SPO-10131196 ARMES, GREG					

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 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

ACCOUNT- OBJ SUB T	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
O	04/30/2002	211526 12566	ALHAMBRA DRINKING WATER			33.75	
O	04/30/2002	211725 12897	WAXIE SANITARY SUPPLY		111.22-	1090.56	
O	04/30/2002	211085 116597	NAPA GLOVE & SAFETY INC			111.22	
O	04/30/2002	210987 12779	CLOSE FEED & SUPPLY			994.04	
O	04/30/2002	210987 12779	CLOSE FEED & SUPPLY			55.06	
O	04/30/2002	210987 12779	CLOSE FEED & SUPPLY			1229.45	
O	04/30/2002	211151 12897	WAXIE SANITARY SUPPLY			108.36	
O	04/30/2002	211151 12897	WAXIE SANITARY SUPPLY			1.93	
O	04/30/2002	211151 12897	WAXIE SANITARY SUPPLY			200.91	
O	04/30/2002	211151 12897	WAXIE SANITARY SUPPLY		22.74-	38.54-	
O	04/30/2002	210737 12729	NAPA GLOVE & SAFETY INC SMART & FINAL		1933.50	51.83	
O	04/30/2002	212407 12779	HOLLISTER INC			21.25	
O	05/31/2002	212407 12779	CLOSE FEED & SUPPLY			50.39	
O	05/31/2002	212407 12779	CLOSE FEED & SUPPLY			78.28	
O	05/31/2002	212407 12779	CLOSE FEED & SUPPLY			877.96	
O	05/31/2002	212407 12779	CLOSE FEED & SUPPLY			6.50	
O	05/31/2002	212649 12897	WAXIE SANITARY SUPPLY			494.94	
O	05/31/2002	211925 SPO-10131292	PETTY CASH - ANIMAL CONTR			50.60	
O	05/31/2002	211985 12791	ZEP MANUFACTURING CO.			430.98	
O	05/31/2002	212934 12566	ALHAMBRA DRINKING WATER			29.00	
O	05/31/2002	213060 12776	MBA OF CALIFORNIA			292.28	
O	05/31/2002	213137 12897	WAXIE SANITARY SUPPLY			72.85	
O	05/31/2002	213137 12897	WAXIE SANITARY SUPPLY			351.60	
O	05/31/2002	213137 12897	WAXIE SANITARY SUPPLY			1563.21	
O	05/31/2002	212335 116887	LONESTAR BADGE & SIGN		310.00	163.74	
O	05/31/2002	212335 12955	XPECT FIRST AID				
O	06/30/2002	214347 116981	ANIMAL HEALTH & SANITARY		1461.14		
O	06/30/2002	214435 11135	ANIMAL HEALTH & SANITARY		1461.14-		
O	06/30/2002	214579 12791	HAYWARD ACE HARDWARE			43.27	
O	06/30/2002	214347 116981	ZEP MANUFACTURING CO.			246.46	
J	06/30/2002	AP881 USE TAX INV# 45830	ANIMAL HEALTH & SANITARY			1461.14	
O	06/30/2002	215851 12779	CLOSE FEED & SUPPLY			171.31	
O	06/30/2002	215851 12779	CLOSE FEED & SUPPLY			1940.80	
O	06/30/2002	215851 12779	CLOSE FEED & SUPPLY			597.39	
O	06/30/2002	214082 13039	ANIMAL CARE EQUIPMENT			81.00	
O	06/30/2002	214082 13039	ANIMAL CARE EQUIPMENT			215.62	
O	06/30/2002	214252 12729	SMART & FINAL			69.11	
O	06/30/2002	213762 12897	WAXIE SANITARY SUPPLY			1326.74	
O	06/30/2002	215695 12897	WAXIE SANITARY SUPPLY			828.10	
O	06/30/2002	213322 116756	HOLLISTER INC		1933.50-		
O	06/30/2002	213322 116756	HOLLISTER INC			1841.87	
O	06/30/2002	213445 12897	WAXIE SANITARY SUPPLY			714.45	
O	06/30/2002	213821 12566	ALHAMBRA DRINKING WATER			29.00	
O	06/30/2002	213911 11135	HAYWARD ACE HARDWARE			17.00	
O	06/30/2002	213870 12779	CLOSE FEED & SUPPLY			675.81	
O	06/30/2002	213870 12779	CLOSE FEED & SUPPLY			416.59	
O	06/30/2002	213870 12779	CLOSE FEED & SUPPLY			227.33	

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CITY OF HAYWARD
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 1890 ANIMAL SERVICES BUREAU
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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
7122	8		COMPUTER SUPPLIES	BAL FRWD	3200.00	0.00		
			ANNUAL BUDGET					
			205940 12392	FRY'S ELECTRONICS			302.39	
			205962 SPO-10127787	HLP INC			2880.00	
			207168 12622	LASERPRO TECHNOLOGIES, IN			305.00	
			210304 SPO-10130199	ARMES, GREG			29.00	
			210304 SPO-10130199	ARMES, GREG			26.99	
			214186 12622	LASERPRO TECHNOLOGIES, IN			164.76	
			TOTAL	COMPUTER SUPPLIES	3200.00 *	0.00 *	3708.14 *	508.14 **
7124	8		FACILITIES MAINTENANCE CHARGES	BAL FRWD	9586.00	0.00		
			ANNUAL BUDGET					
			TOTAL	FACILITIES MAINTENANCE CHARGES	9586.00 *	0.00 *	0.00 *	9586.00 *
7150	8		UNIFORMS - ALLOWANCES	BAL FRWD	0.00	0.00		
			ANNUAL BUDGET					
			TOTAL	UNIFORMS - ALLOWANCES	0.00 *	0.00 *	0.00 *	0.00 *
7170	8		DUES, PUBLICATIONS, BOOKS	BAL FRWD	867.00	0.00		
			ANNUAL BUDGET					
			205835 SPO-10127786	ANIMAL CARE TRAINING			101.80	
			206114 SPO-10127637	STATE HUMANE ASSOCIATION			100.00	
			206110 SPO-10127693	SOCIETY OF ANIMAL WELFARE			75.00	
			206711 SPO-10128001	COSTCO BUSINESS DELIVERY			45.00	
			208116 SPO-10128928	NATIONAL ANIMAL CONTROL			35.00	
			208413 SPO-10129056	STATE HUMANE ASSOCIATION			118.00	
			208998 SPO-10129413	ANIMAL SHELTERING			16.00	
			208286 SPO-10129567	AMERICAN HUMANE ASSOCIATI			59.00	
			210561 SPO-10130307	CACDA			75.00	
			210561 SPO-10130307	CACDA			35.00	
			210561 SPO-10130307	CACDA			35.00	
			TOTAL	DUES, PUBLICATIONS, BOOKS	867.00 *	0.00 *	694.80 *	172.20 *
7180	8		MEALS (MCU)	BAL FRWD	100.00	0.00		
			ANNUAL BUDGET					
			P 07/01/2001	FISGA321			56.00	
			P 07/15/2001	FISGA321			64.00	
			P 07/29/2001	FISGA321			104.00	
			P 08/12/2001	FISGA321			144.00	
			P 08/26/2001	FISGA321			104.00	
			P 09/09/2001	FISGA321			16.00	

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OBJ	SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
				FISGA321	PAYROLL DISTRIBUTION			24.00	
				FISGA321	PAYROLL DISTRIBUTION			16.00	
				FISGA321	PAYROLL DISTRIBUTION			48.00	
				FISGA321	PAYROLL DISTRIBUTION			48.00	
				FISGA321	PAYROLL DISTRIBUTION			24.00	
				FISGA321	PAYROLL DISTRIBUTION			88.00	
				FISGA321	PAYROLL DISTRIBUTION			8.00	
				FISGA321	PAYROLL DISTRIBUTION			8.00	
				FISGA321	PAYROLL DISTRIBUTION			24.00	
				FISGA321	PAYROLL DISTRIBUTION			24.00	
				FISGA321	PAYROLL DISTRIBUTION			8.00	
				FISGA321	PAYROLL DISTRIBUTION			8.00	
				FISGA321	PAYROLL DISTRIBUTION			24.00	
				FISGA321	PAYROLL DISTRIBUTION			16.00	
				FISGA321	PAYROLL DISTRIBUTION			40.00	
				FISGA321	PAYROLL DISTRIBUTION			16.00	
				FISGA321	PAYROLL DISTRIBUTION			24.00	
				FISGA321	PAYROLL DISTRIBUTION			80.00	
				TOTAL MEALS (MOU)		100.00 *	0.00 *	1016.00 *	916.00 -*

TOTAL SUPPLIES
 90116.38 * 1474.38 * 79933.74 * 8708.26 *

OBJ	SUB T	S	DATE	SERVICES	CLAIMS	BAL FRWD
7200	6			SPECIAL SERVICES - ANNUAL BUDGET		60334.00
7210	8			DM711	06/30/01 ENCUMB. CARRY FWD	375.57
				199536 SPO-10123896	CHABOT VETERINARY CLINIC	
				201077 11596	KOEFRAN SERVICES	
				200734 SPO-10124548	CHABOT VETERINARY CLINIC	
				200796 SPO-10124553	HAYWARD VETERINARY CLINIC	
				200928 SPO-10124561	VETERINARY MEDICAL CENTER	
				200752 SPO-10124551	CUSTOM GRAPHIC DESIGN	
				200902 SPO-10124559	SILVA, STEFAN	
				201351 11596	KOEFRAN SERVICES	
				202151 SPO-10125236	SEAY, JUDITH	
				202435 SPO-10125411	NOBLE VETERINARY CLINIC,	
				202435 SPO-10125412	NOBLE VETERINARY CLINIC,	
				202435 SPO-10125413	NOBLE VETERINARY CLINIC,	
				202435 SPO-10125414	NOBLE VETERINARY CLINIC,	
				202435 12387	NOBLE VETERINARY CLINIC,	
				202270 SPO-10125394	BAY AREA VETERINARY	
				202494 SPO-10125465	SIBLEY, CHRISTINE	
				201736 SPO-10125159	ALTA VISTA VET CLINIC	
				201736 SPO-10125160	ALTA VISTA VET CLINIC	
				201736 SPO-10125161	ALTA VISTA VET CLINIC	
				201771 SPO-10125170	CHABOT VETERINARY CLINIC	
				201914 SPO-10125199	VCA LEWELLING ANIMAL HOSP	
				201914 SPO-10125199	VCA LEWELLING ANIMAL HOSP	
				201906 SPO-10125198	TRACO, DANIEL	
				202677 11596	KOEFRAN SERVICES	

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ACCOUNT- OBJ SUB T S	DATE	ACCOUNT CHECK#	DESCRIPTION REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
O	10/31/2001	202593	SPO-10125707	CONCEL, MARIA			17.00	
O	10/31/2001	203769	SPO-10126231	TOOMEY, JANICE PEMENTE			150.00	
O	10/31/2001	203937	11596	KOEFRAN SERVICES			1368.43	
O	10/31/2001	203973	12387	NOBLE VETERINARY CLINIC,			1434.19	
O	10/31/2001	203973	12387	NOBLE VETERINARY CLINIC,			2358.51	
O	10/31/2001	203973	12387	NOBLE VETERINARY CLINIC,			850.00	
O	10/31/2001	203973	12387	NOBLE VETERINARY CLINIC,			850.00	
O	10/31/2001	203348	11596	KOEFRAN SERVICES			1368.43	
O	10/31/2001	203348	11596	KOEFRAN SERVICES			125.00	
O	10/31/2001	203380	12387	NOBLE VETERINARY CLINIC,			956.97	
O	10/31/2001	203380	12387	NOBLE VETERINARY CLINIC,			68.35	
O	10/31/2001	203315	SPO-10126113	GERAT, CARA			9.67	
O	11/30/2001	204663	SPO-10126786	SINGH, SIMRANPAL			34.50	
O	11/30/2001	204251	11596	KOEFRAN SERVICES			155.00	
O	11/30/2001	204307	SPO-10126526	NOBLE VETERINARY CLINIC,			1732.32	
O	11/30/2001	204307	SPO-10126526	NOBLE VETERINARY CLINIC,			324.00	
O	11/30/2001	204307	SPO-10126527	NOBLE VETERINARY CLINIC,			270.00	
O	11/30/2001	204270	SPO-10126520	LIVERMORE COUNTRY VETERIN			211.00	
O	11/30/2001	204133	SPO-10126500	BAY AREA VETERINARY			1890.38	
O	11/30/2001	204286	SPO-10126522	MEJIA, JEMINIH			34.50	
O	11/30/2001	204252	SPO-10126618	KRAHENBUHL, JANE			9.00	
O	12/31/2001	205883	SPO-10127606	CHANG, GLORIA			6.00	
O	12/31/2001	205883	SPO-10127606	CHANG, GLORIA			70.00	
O	12/31/2001	206155	SPO-10127641	WORDEN, WENDY			431.76	
O	12/31/2001	205839	SPO-10127646	ASPCA LEARNING TO CARE			13.00	
O	12/31/2001	205884	SPO-10127662	CHARLES, SHERRY			1368.43	
O	12/31/2001	205314	11596	KOEFRAN SERVICES			35.00	
O	12/31/2001	205314	11596	KOEFRAN SERVICES			80.00	
O	12/31/2001	205314	11596	KOEFRAN SERVICES			22.00	
O	12/31/2001	205219	SPO-10127206	CHAND, KRISH			80.95	
O	12/31/2001	205740	SPO-10127439	SWART, CANDY			1368.43	
O	12/31/2001	206757	11596	KOEFRAN SERVICES			105.00	
O	12/31/2001	206757	11596	KOEFRAN SERVICES			17.00	
O	01/31/2002	207733	SPO-10128620	GRASS, JOHN			9.00	
O	01/31/2002	207671	SPO-10128665	COOPER, PATRICK			9.00	
O	01/31/2002	207804	SPO-10128675	PALACIOS, JORGE			29.27	
R	01/31/2002	81215		ACME AWARDS & EMBROIDERY			69.28	
O	01/31/2002	207930	11650	ALTA VISTA VET CLINIC			295.14	
O	01/31/2002	207947	SPO-10128790	ALTA VISTA VET CLINIC			127.60	
O	01/31/2002	207947	SPO-10128790	ALTA VISTA VET CLINIC			109.75	
O	01/31/2002	207947	SPO-10128790	ALTA VISTA VET CLINIC			55.00	
O	01/31/2002	208085	11596	KOEFRAN SERVICES			1368.43	
O	01/31/2002	207943	SPO-10128863	ALISAL PET CLINIC			202.72	
O	01/31/2002	208052	SPO-10128875	GUDINO, OSCAR			34.50	
O	01/31/2002	207985	SPO-10128911	CHADOR, NAOMI			9.00	
O	01/31/2002	207163	11596	KOEFRAN SERVICES			80.00	
O	01/31/2002	207163	11596	KOEFRAN SERVICES			70.00	
O	01/31/2002	207012	SPO-10128274	ANIMAL CARE TRAINING			101.80	
O	01/31/2002	207290	SPO-10128269	WEDGEWOOD, SUSANNA			34.50	
O	01/31/2002	207198	SPO-10128296	NORSWORTHY, ANJELA			34.50	

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT DESCRIPTION CHECK# REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
0	01/31/2002	207341	SPO-10128421	ALTA VISTA VET CLINIC			68.50	
0	01/31/2002	207341	SPO-10128421	ALTA VISTA VET CLINIC			26.00	
0	01/31/2002	207445	SPO-10128455	GROVE WAY VET HOSPITAL			35.00	
0	01/31/2002	207445	SPO-10128455	GROVE WAY VET HOSPITAL			104.34	
0	01/31/2002	207455	SPO-10128461	HAYWARD SHELTER VOLUNTEER			170.00	
0	01/31/2002	207470	SPO-10128526	KAMMERLING, DIANNE			8.64	
0	01/31/2002	207517	SPO-10128534	KINERDA, JOSE			34.50	
0	01/31/2002	207592	SPO-10128553	VALDEZ, RITA			34.50	
0	02/28/2002	208821	11596	KOEFRAN SERVICES			1430.00	
0	02/28/2002	208821	11596	KOEFRAN SERVICES			115.00	
0	02/28/2002	208858	12387	NOBLE VETERINARY CLINIC,			1647.05	
0	02/28/2002	208781	SPO-10129266	ENGDAHL, JULIA			9.00	
0	02/28/2002	208785	SPO-10129228	FELICIANO, MARY			22.00	
0	02/28/2002	208274	SPO-10129011	CHABOT VETERINARY CLINIC			9.00	
0	02/28/2002	208248	SPO-10129007	BAY AREA VETERINARY			1688.10	
0	02/28/2002	208995	SPO-10129381	ALTA VISTA VET CLINIC			9.00	
0	02/28/2002	209175	SPO-10129410	NOBLE VETERINARY CLINIC,			109.00	
0	02/28/2002	209175	SPO-10129410	NOBLE VETERINARY CLINIC,			310.00	
0	02/28/2002	209175	SPO-10129410	NOBLE VETERINARY CLINIC,			189.00	
0	02/28/2002	209175	SPO-10129429	NOBLE VETERINARY CLINIC,			1874.70	
0	02/28/2002	209175	SPO-10129429	NOBLE VETERINARY CLINIC,			175.00	
0	02/28/2002	209175	SPO-10129429	NOBLE VETERINARY CLINIC,			185.00	
0	02/28/2002	209175	SPO-10129429	NOBLE VETERINARY CLINIC,			356.00	
0	02/28/2002	209038	SPO-10129415	CHANG, GLORIA			96.00	
0	02/28/2002	209071	SPO-10129390	DINCOGNITO, PAT			13.00	
0	02/28/2002	209254	SPO-10129451	WEBSTER, CAROLYN			22.00	
0	02/28/2002	209228	SPO-10129501	SINGER, JASON			9.00	
0	02/28/2002	205883	SPO-10127606	VOID CK#00205883 CHANG, G			90.00	
0	02/28/2002	205883	SPO-10127606	VOID CK#00205883 CHANG, G			6.00	
0	03/31/2002	210050	11596	KOEFRAN SERVICES			1430.00	
0	03/31/2002	210093	SPO-10130060	NOBLE VETERINARY CLINIC,			365.24	
0	03/31/2002	210093	SPO-10130060	NOBLE VETERINARY CLINIC,			327.00	
0	03/31/2002	210093	SPO-10130060	NOBLE VETERINARY CLINIC,			180.00	
0	03/31/2002	210093	12387	NOBLE VETERINARY CLINIC,			1814.93	
0	03/31/2002	210028	SPO-10130053	HAYWARD SHELTER VOLUNTEER			11.00	
0	03/31/2002	209929	SPO-10130089	BAILEY, PATRICK			22.00	
0	03/31/2002	209285	SPO-10129566	ALTA VISTA VET CLINIC			150.00	
0	03/31/2002	209285	SPO-10129566	ALTA VISTA VET CLINIC			172.10	
0	03/31/2002	209285	SPO-10129651	ALTA VISTA VET CLINIC			26.00	
0	03/31/2002	209345	SPO-10129573	CURLE, ROBERT			22.00	
0	03/31/2002	210405	11596	KOEFRAN SERVICES			35.00	
0	03/31/2002	210303	SPO-10130198	ARANA, NESTOR			34.50	
0	03/31/2002	209584	SPO-10129767	ALTA VISTA VET CLINIC			229.45	
0	03/31/2002	209826	SPO-10129825	FUTZKE, MICHELLE			50.10	
0	03/31/2002	209696	SPO-10129793	FURTADO, STACEY			17.00	
J	03/31/2002		JV037	DEAPPROPRIATION-POLICE	4299.00-			
0	04/30/2002	211857	SPO-10131212	HARRIS, HILDA			7.00	
0	04/30/2002	211628	11596	KOEFRAN SERVICES			1465.00	
0	04/30/2002	211653	SPO-10130984	NOBLE VETERINARY CLINIC,			174.80	
0	04/30/2002	211653	SPO-10130984	NOBLE VETERINARY CLINIC,			189.00	
0	04/30/2002	211554	SPO-10130961	CALLOM, CORDILIA			13.00	

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O		04/30/2002	210971	SPO-10130623	BOUCHER, MARY			12.00	
J		04/30/2002	211067	SPO-10130735	LAGBAO, PAULO			22.00	
J		04/30/2002		JV070	RCLS CHGS AP CKS 4/12/02			229.10	
J		04/30/2002		JV070	RCLS CHGS AP CKS 4/12/02			850.00	
O		04/30/2002	211213	SPO-10130886	BAY AREA VETERINARY			1670.25	
O		04/30/2002	210630	SPO-10130525	HAYWARD SHELTER VOLUNTEER			18.00	
O		04/30/2002	210630	SPO-10130525	HAYWARD SHELTER VOLUNTEER			50.00	
O		04/30/2002	210629	SPO-10130526	HAYWARD SHELTER VOLUNTEER			25.00	
J		04/30/2002		JV115	RCLS CHGS-ANIMAL CONTROL			5950.00	
O		05/31/2002	212507	11596	KOEFRAN SERVICES			35.00	
O		05/31/2002	21253	SPO-10131629	NOBLE VETERINARY CLINIC,			480.00	
O		05/31/2002	212553	SPO-10131630	NOBLE VETERINARY CLINIC,			422.00	
O		05/31/2002	212553	12387	NOBLE VETERINARY CLINIC,			1649.00	
O		05/31/2002	212553	12387	NOBLE VETERINARY CLINIC,			850.00	
O		05/31/2002	212553	12387	NOBLE VETERINARY CLINIC,			850.00	
O		05/31/2002	212535	SPO-10131625	MEYER, PETER			17.00	
J		05/31/2002		JV017	RCLS CHGS ACTV 1890>1892			109.00-	
J		05/31/2002		JV017	RCLS CHGS ACTV 1890>1892			185.00-	
J		05/31/2002		JV017	RCLS CHGS ACTV 1890>1892			356.00-	
J		05/31/2002		JV017	RCLS CHGS ACTV 1890>1892			327.00-	
O		05/31/2002	213047	11596	KOEFRAN SERVICES			1430.00	
O		05/31/2002	213074	SPO-10131836	OGLESBY, GREGG			9.00	
O		05/31/2002	212172	SPO-10131313	HAYWARD SHELTER VOLUNTEER			33.00	
O		06/30/2002	214343	SPO-10132864	ALTA VISTA VET CLINIC			214.60	
O		06/30/2002	214343	SPO-10132864	ALTA VISTA VET CLINIC			354.70	
O		06/30/2002	214460	SPO-10132870	LANCASTER, LAWRENCE			9.00	
O		06/30/2002	214165	SPO-10132513	HAYWARD SHELTER VOLUNTEER			22.00	
O		06/30/2002	216595	SPO-10133869	NOBLE VETERINARY CLINIC,			771.50	
O		06/30/2002	216595	SPO-10133869	NOBLE VETERINARY CLINIC,			376.50	
O		06/30/2002	216595	12387	NOBLE VETERINARY CLINIC,			708.35	
O		06/30/2002	216595	12387	NOBLE VETERINARY CLINIC,			850.00	
O		06/30/2002	213936	11596	KOEFRAN SERVICES			1430.00	
O		06/30/2002	213913	SPO-10132339	HAYWARD SHELTER VOLUNTEER			12.00	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			58.72	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			58.72	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			42.67	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			42.67	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			26.00	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			26.00	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			26.00	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			26.00	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			73.50	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			73.50	
O		06/30/2002	214917	SPO-10133002	ALTA VISTA VET CLINIC			70.00	
O		06/30/2002	215115	11596	KOEFRAN SERVICES			35.00	
O		06/30/2002	215115	11596	KOEFRAN SERVICES			1430.00	
O		06/30/2002	214941	SPO-10133011	BAY AREA VETERINARY			827.03	
O		06/30/2002	216104	SPO-10133751	BIAS, NIA			12.50	
O		06/30/2002		TOTAL	SPECIAL SERVICES- CLAIMS			67818.13	

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11783.13--*

67818.13 *

375.57 *

56410.57 *

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7215	8		SOFTWARE	BAL FRWD	0.00			
		J 03/31/2002	JV037	ANNUAL BUDGET	500.00			
			TOTAL	DEAPPROPRIATION-POLICE	340.00-			
				SOFTWARE	160.00 *		0.00 *	160.00 *
7250	8		PUBLICITY AND COMMUNITY PROM	BAL FRWD	0.00			
			ANNUAL BUDGET		1700.00			
		O 12/31/2001	205832 SPO-10127602	AMERICAN BIRD CONSERVANCY			15.00	
		O 02/28/2002	208228 SPO-10129003	AAHA			110.00	
		O 05/31/2002	212179 SPO-10131318	HSUS			36.75	
			TOTAL	PUBLICITY AND COMMUNITY PROM	1700.00 *		161.75 *	1538.25 *
7276	7		COMPUTER CONTRACT SERVICES					
			SUBTOTAL	COMPUTER CONTRACT SERVICES	0.00 *		0.00 *	0.00 *
7300	6		VEHICLE OPERATION					
7320	8		INTERNAL VEH. & RADIO RENTAL	BAL FRWD	0.00			
			ANNUAL BUDGET		34601.00			
		J 07/31/2001	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 08/31/2001	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 09/30/2001	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 10/31/2001	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 12/01/2001	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 12/31/2001	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 01/31/2002	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 02/28/2002	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 03/31/2002	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 04/30/2002	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 05/31/2002	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
		J 06/30/2002	RJ021	MONTHLY VEHICLE CHARGES			2883.42	
			TOTAL	INTERNAL VEH. & RADIO RENTAL	34601.00 *		34601.04 *	0.04 -*
7330	8		LOCAL MILEAGE, PARKING & TOLL	BAL FRWD	0.00			
			ANNUAL BUDGET		22.00			
			TOTAL	LOCAL MILEAGE, PARKING & TOLL	22.00 *		0.00 *	22.00 *
7400	6		TRAVEL, MEETINGS AND MEALS					
7410	8		TRNING, EDUC, TRVL, MEETING, MEALS	BAL FRWD	0.00			
			ANNUAL BUDGET		1140.00			
		O 08/31/2001	200906 SPO-10124560	SMART, CANDY			29.67	
		J 09/30/2001	JV006	BUD TRF: ACTV 1890-7120			405.00	
		O 09/30/2001	201744 SPO-10125166	ARMES, GREG			1164.80	
		O 09/30/2001	201752 SPO-10125169	BAHIA HOTEL			225.00	
		O 10/31/2001	203608 SPO-10126320	HAYWARD VOLUNTEER DINNER			51.05	
		O 11/30/2001	204314 SPO-10126626	ORTIZ, JENNIE				
			TOTAL	VEHICLE OPERATION	34623.00 *		34601.04	21.96 *
				LOCAL MILEAGE, PARKING & TOLL	22.00 *		0.00 *	22.00 *
				TRAVEL, MEETINGS AND MEALS	1140.00		29.67	
				TRNING, EDUC, TRVL, MEETING, MEALS	1889.00		405.00	
				SMART, CANDY			1164.80	
				BUD TRF: ACTV 1890-7120			225.00	
				ARMES, GREG			51.05	
				BAHIA HOTEL				
				HAYWARD VOLUNTEER DINNER				
				ORTIZ, JENNIE				

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ACCOUNT- OBJ SUB T	S	DATE	ACCOUNT CHECK#	DESCRIPTION REFERENCE	TRANSACTION DESCRIPTION	CURRENT BUDGET	ENCUMBRANCE	REVENUE/ EXPENSE	BUDGET BALANCE
7500	6			OTHER EXPENSE					
7505	8			CREDIT CARD SERVICE CHARGE	BAL FRWD	300.00			
				ANNUAL BUDGET					
		J 07/31/2001	JV047	REC BANK CHGS FOR 7/01				56.54	
		J 08/31/2001	JV046	REC BANKCARD CHGS 8/01				54.71	
		J 09/30/2001	JV009	REC BANKCARD CHG FOR 9/01				33.35	
		J 10/31/2001	JV023	REC BANKCARD CHGS 10/01				35.04	
		J 11/30/2001	JV027	BANKCARD CHGS FOR 11/01				44.98	
		J 12/31/2001	JV055	REC BANKCARD CHGS-12/01				59.02	
		J 01/31/2002	JV075	UCB BANKCARD CHGS 1/02				48.87	
		J 02/28/2002	JV095	REC BANKCARD CHGS 02/02				55.67	
		J 03/31/2002	JV015	REC BANKCARD CHGS 03/02				56.13	
		J 04/30/2002	JV003	BANKCARD CHARGES 04/02				71.96	
		J 05/31/2002	JV012	REC BANKCARD CHGS 05/02				36.41	
		J 06/30/2002	JV033	REC BANKCARD CHGS-6/02				55.66	
			TOTAL	CREDIT CARD SERVICE CHARGE		300.00 *	0.00 *	608.34 *	308.34-*
			TOTAL	TRAVEL, MEETINGS AND MEALS		1894.00 *	0.00 *	2020.03 *	126.03-*

7515	7			COMPUTER TRAINING & EDUCATION		0.00 *	0.00 *	0.00 *	0.00 *
				COMPUTER TRAINING & EDUCATION		0.00 *	0.00 *	0.00 *	0.00 *
				OTHER EXPENSE		300.00 *	0.00 *	608.34 *	308.34-*
				TOTAL		185203.95 *	1849.95 *	185143.03 *	1789.03-*

8000	5			CAPITAL EXPENSE					
8100	6			PURCHASES - EQUIPMENT					
8110	8			FIELD & OFF EQUIP (OVER \$1000)	BAL FRWD	0.00	0.00	0.00	0.00
				ANNUAL BUDGET		0.00 *	0.00 *	0.00 *	0.00 *
				TOTAL	FIELD & OFF EQUIP (OVER \$1000)	0.00	0.00	0.00	0.00
8112	8			COMPUTERS & PRINTERS-OVER 1000	BAL FRWD	0.00	0.00	0.00	0.00
				ANNUAL BUDGET		0.00 *	0.00 *	0.00 *	0.00 *
				TOTAL	COMPUTERS & PRINTERS-OVER 1000	0.00	0.00	0.00	0.00
8113	8			COMPUTERS & PRINTERS (0-1000)	BAL FRWD	0.00	0.00	0.00	0.00
				ANNUAL BUDGET		0.00 *	0.00 *	0.00 *	0.00 *
				TOTAL	COMPUTERS & PRINTERS (0-1000)	0.00	0.00	0.00	0.00

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8400	6				PURCHASES - EQUIPMENT				0.00 *	0.00 *	0.00 *	0.00 *
					PURCHASES - VEHICLES				0.00 *	0.00 *	0.00 *	0.00 *
					PURCHASES - VEHICLES				0.00 *	0.00 *	0.00 *	0.00 *
					CAPITAL EXPENSE				0.00 *	0.00 *	0.00 *	0.00 *
					ANIMAL SERVICES BUREAU				10858.95 *	4849.95 *	29176.62 *	23167.62 *

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1892 ANIMAL CNTRL-SPAY/NEUTER FEES
PROGRAM MANAGER: ANIMAL SERVICES MANAGER

REVENUE/
EXPENSE

BUDGET
BALANCE

ENCUMBRANCE

CURRENT
BUDGET

ACCOUNT DESCRIPTION
CHECK# REFERENCE

TRANSACTION DESCRIPTION

-ACCOUNT-
OBJ SUB T S DATE

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HAYWARD ANIMAL SERVICES BUREAU SHELTER STATISTICS

INTAKES BETWEEN 07/01/01 AND 06/30/02

	BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
CONFISCATE									
HAYWARD	2	20	70	0	0	0	0	0	0
SAN LEANDRO	0	2	22	0	0	0	0	0	0
TOTAL	2	22	92	0	0	0	0	0	0
DISPO REQ									
HAYWARD	28	323	90	1	1	190	15	2	9
OUT OF AREA	0	1	3	0	0	0	0	0	0
SAN LEANDRO	10	110	13	0	0	66	4	1	18
TOTAL	38	434	106	1	1	256	19	3	27
EUTH REQ									
HAYWARD	0	9	6	0	0	2	1	0	0
OUT OF AREA	0	0	3	0	0	0	0	0	0
SAN LEANDRO	0	1	0	0	0	0	0	0	0
TOTAL	0	10	9	0	0	2	1	0	0
OWNER SUR									
HAYWARD	14	191	248	0	0	0	11	1	7
OUT OF AREA	0	2	9	0	0	0	0	0	0
SAN LEANDRO	3	33	62	0	0	0	1	0	2
TOTAL	17	226	319	0	0	0	12	1	9
RETURN									
HAYWARD	0	7	23	0	0	0	0	0	0
OUT OF AREA	0	0	3	0	0	0	0	0	0
SAN LEANDRO	0	2	1	0	0	0	0	0	0
TOTAL	0	9	27	0	0	0	0	0	0
STRAY									
HAYWARD	83	2,646	1,113	0	3	97	63	5	60

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SWINE	TOTAL
0	92
0	24
0	116
0	659
0	4
0	222
0	885
0	18
0	3
0	1
0	22
0	472
0	11
0	101
0	584
0	30
0	3
0	3
0	36
1	4,071

	BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
STRAY									
OUT OF AREA	2	14	14	0	0	1	2	0	0
SAN LEANDRO	14	287	325	0	1	5	7	0	0
TOTAL	99	2,947	1,452	0	4	103	72	5	60
TRANSFER									
OUT OF AREA	0	0	1	0	0	0	0	0	0
SAN LEANDRO	0	1	1	0	0	0	0	0	0
TOTAL	0	1	2	0	0	0	0	0	0
TOTAL	156	3,649	2,007	1	5	361	104	9	96

11-9811-I-01

SWINE	TOTAL
0	33
0	639
1	4,743
0	1
0	2
0	3
1	6,389

HAYWARD ANIMAL SERVICES BUREAU SHELTER STATISTICS

OUTCOMES BETWEEN 07/01/01 AND 06/30/02

	BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
ADOPTION	HAYWARD	1	2	0	0	0	0	0	0
	SAN	1	0	0	0	0	0	0	0
	TOTAL	2	2	0	0	0	0	0	0
DIED	HAYWARD	781	425	0	2	1	23	2	33
	OUT OF	8	11	0	0	0	1	0	0
	SAN	76	98	0	1	0	1	2	2
TOTAL	865	534	0	3	1	25	4	35	
DISPOSAL	HAYWARD	92	28	0	0	12	6	0	2
	SAN	5	6	0	0	0	0	0	0
	TOTAL	97	34	0	0	12	6	0	2
EUTH	HAYWARD	445	103	1	1	237	17	2	14
	OUT OF	1	3	0	0	1	0	0	0
	SAN	115	14	0	0	62	4	1	18
TOTAL	561	120	1	1	300	21	3	11	
HOME EXP	HAYWARD	1,765	663	0	0	23	38	0	24
	OUT OF	5	10	0	0	0	1	0	0
	SAN	216	212	0	0	9	6	0	0
TOTAL	1,986	885	0	0	32	45	0	24	
HAYWARD	1	0	0	0	0	0	0	0	
TOTAL	1	0	0	0	0	0	0	0	

4

5

197

1513

11

157

220

1079

3019

1

	BIRD	CAT	DOG	FISH	OAT/SHEE	MAMMAL	RABBIT	REPTILE	RODENT
MISSING	HAYWARD	15	1	0	0	0	1	1	0
	SAN	6	0	0	0	0	0	0	0
	TOTAL	21	1	0	0	0	1	1	0
RELOCATE	HAYWARD	3	3	0	0	12	0	2	2
	OUT OF	0	2	0	0	0	0	0	0
	TOTAL	3	5	0	0	12	0	2	2
RTO	HAYWARD	52	288	0	1	2	1	0	0
	OUT OF	3	6	0	0	0	0	0	0
	SAN	6	95	0	0	0	0	0	0
	TOTAL	61	389	0	1	2	1	0	0
TRANSFER	HAYWARD	27	26	0	0	2	0	0	0
	OUT OF	0	1	0	0	0	0	0	0
	SAN	5	2	0	0	0	0	0	0
	TOTAL	32	29	0	0	2	0	0	0
TOTAL	161	3,628	1,999	1	5	361	99	10	95

6
24
3
39
101
457
7
65

Animals on hand on June 30, 2002 = 284

11-9811-I-01

YOUR SHELTER KENNEL STATISTICS

OUTCOMES BETWEEN 07/01/01 AND 06/30/02

		CAT	DOG	OTHER	TOTAL
	HAYWARD	1	2	1	4
	SAN	1	0	0	1
	TOTAL	2	2	1	5
ADOPTION	HAYWARD	781	425	90	1,296
	OUT OF	8	11	1	20
	SAN	76	98	23	197
	TOTAL	865	534	114	1,513
DIED	HAYWARD	92	28	26	146
	SAN	5	6	0	11
	TOTAL	97	34	26	157
DISPOSAL	HAYWARD	445	103	306	854
	OUT OF	1	3	1	5
	SAN	115	14	91	220
	TOTAL	561	120	398	1,079
EUTH	HAYWARD	1,765	663	126	2,554
	OUT OF	5	10	2	17
	SAN	216	212	20	448
	TOTAL	1,986	885	148	3,019
HOME EXP	HAYWARD	0	0	1	1
	TOTAL	0	0	1	1
MISSING	HAYWARD	15	1	2	18
	SAN	6	0	0	6
	TOTAL	21	1	2	24
RELOCATE	HAYWARD	3	3	35	41
	OUT OF	0	2	1	3
	SAN	0	0	1	1
	TOTAL	3	5	37	45
RTO	HAYWARD	52	288	7	347

1-9811-I-01

		CAT	DOG	OTHER	TOTAL
RTO	OUT OF	3	6	0	9
	SAN	6	95	0	101
	TOTAL	61	389	7	457
TRANSFER	HAYWARD	27	26	4	57
	OUT OF	0	1	0	1
	SAN	5	2	0	7
	TOTAL	32	29	4	65
TOTAL		3,628	1,999	738	6,365

11-9811-I-01

Animals on hand on June 30, 2002 = 285

		HAYWARD			OUT OF AREA			SAN LEANDRO			TOTAL
		CAT	DOG	OTHER	CAT	DOG	OTHER	CAT	DOG	OTHER	
RETURN	OTC	7	20	0	0	3	0	2	0	0	32
	TOTAL	7	23	0	0	3	0	2	1	0	36
STRAY		4	6	0	0	0	0	0	0	0	10
	FIELD	214	326	125	0	3	0	45	233	23	969
	NIGHT	1,269	527	133	5	10	2	50	28	1	2,025
	OTC	1,159	254	59	9	1	3	192	64	4	1,745
	TOTAL	2,646	1,113	317	14	14	5	287	325	28	4,749
TRANSFER	AN	0	0	0	0	0	0	1	1	0	2
	SPCA	0	0	0	0	1	0	0	0	0	1
	TOTAL	0	0	0	0	1	0	1	1	0	3
TOTAL		3,196	1,550	601	17	33	5	436	424	133	6,395

14

HAYWARD ANIMAL SERVICES BUREAU EUTHANASIA STATISTICS

EUTHANASIAS BETWEEN 07/01/01 AND 06/30/02

11-9811-I-01

		CAT	DOG	TOTAL
ADOPTABLE		1	1	2
	BEHAV HIST	0	1	1
	BEHAV OBSV	1	8	9
	CONTAG DIS	4	4	8
	FERAL	1	0	1
	MEDICAL	4	5	9
	SPACE	0	1	1
	TIME	11	1	12
	TIME/SPACE	9	55	64
	TOO OLD	0	1	1
	TOO YOUNG	1	0	1
TOTAL	32	77	109	
EUTH REQ		2	1	3
	BEHAV HIST	0	2	2
	MEDICAL	3	4	7
	TOO OLD	1	0	1
	TOO YOUNG	1	0	1
	TOTAL	7	7	14
UNADOPTABLE		61	8	69
	BEHAV HIST	7	69	76
	BEHAV OBSV	54	253	307
	CONTAG DIS	95	69	164
	FELV	3	0	3
	FERAL	769	0	769
	MEDICAL	232	130	362
	SPACE	4	9	13
	TIME	97	55	152
	TIME/SPACE	90	196	286

		CAT	DOG	TOTAL
UNADOPTABLE	TOO OLD	5	7	12
	TOO YOUNG	530	5	535
	TOTAL	1,947	801	2,748
TOTAL		1,986	885	2,871

11-9811-I-01

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward
Department: Animal Services Bureau
Fiscal Year: 01-02

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$518,351		\$73,445	\$444,906
2 Part-time Wages & Overtime	\$105,096			\$105,096
3 Benefits 32.4%	\$167,952		\$23,797	\$144,155
SUBTOTAL:	\$791,399		\$97,242	\$694,157
Line Item Costs (Services, Supplies & Other):				
4 Maintenance and Utilities	\$8,925		\$8,925	
5 Office Supplies	\$6,922		\$6,922	
6 Printing	\$3,454		\$3,454	
7 Field Supplies	\$64,139			\$64,139
8 Computer Supplies	\$3,708		\$3,708	
9 Facilities Maintenance				
10 Dues, Publications and Books	\$695	\$695		
11 Meals (MOU)	\$1,016		\$1,016	
12 Services	\$67,980			\$67,980
13 Vehicle Operation	\$34,601		\$10,000	\$24,601
14 Travel, Meetings and Meals	\$2,020		\$2,020	
15 Other Expense	\$608	\$608		
16 Expense Transfers	\$3,739		\$3,739	
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
SUBTOTAL:	\$197,807	\$1,303	\$39,784	\$156,720
TOTAL EXPENDITURES:	\$989,206			
Cost Adjustments and/or Cost Plan Costs:				
36 A-87 Cost Allocation Plan				
37				
SUBTOTAL:				
TOTAL COSTS:	\$989,206	\$1,303	\$137,026	\$850,877
CALCULATED INDIRECT COST RATE = 19.7%				
Rate is based on: Salaries & Benefits				
		\$137,026	= Total allowable indirect costs	
		\$694,157	= Total direct salaries and benefits	

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: City of Hayward
Department: Animal Services Bureau
Fiscal Year: 01-02

11-9811-I-01
INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 Animal Services Manager	\$73,445	100%	\$73,445		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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26					
27					
28					
29					
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33					
34					
35					
36					
37					
38					
39					
40					

TOTALS	\$73,445		\$73,445
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TOTAL INDIRECT SALARIES **\$73,445**

REPORT ID: EMI5-NR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 11/07/2002
 PAGE NO. 1 TIME: 13:37

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ACCOUNT NO FOOT
 OBJ SUB T NOTE ACCOUNT DESCRIPTION
 ***** CURRENT BUDGET - - - - YTD PRORATE EXPENDITURES BUDGET BALANCE *****

4000 2 ANIMAL SERVICES BUREAU
 4400 5 REVENUES
 4411 6 LICENSES AND PERMITS
 4411 8 ANIMAL LICENSES
 TOTAL .. 11-1
 4500 6 FINES AND FORFEITURES
 TOTAL ..
 4700 6 FROM OTHER AGENCIES
 4757 7 POLICE-REIMB FR OTHER AGENCIES
 4757 9 POLICE-SAN LEANDRO ANIMAL CONT
 SUBTOTAL ..
 TOTAL ..
 4800 6 FEES AND SERVICE CHARGES
 4824 8 POLICE-AC FEES AND SERVICES
 4837 8 ANIMAL IMPOUNDING
 4837 8 POLICE-AC-OWNER SERVICES
 4866 8 POLICE-AC-RENTAL
 4867 8 POLICE-AC-VACCINATIONS
 TOTAL ..
 4900 6 OTHER REVENUES
 4999 8 OTHER REVENUES
 TOTAL ..
 TOTAL ..
 5000 5 EMPLOYEE SERVICES
 5100 6 SALARIES
 5110 8 SALARIES-REGULAR TIME
 5111 8 SALARIES-INCENTIVE PAY
 5120 8 SALARIES-WORKERS COMPENSATION
 5121 8 SALARIES-HOLID PD NOT WORKED
 5122 8 SALARIES-LEAVE PAID
 5123 8 SALARIES-OTHER LEAVE PAID
 5124 8 SALARIES-COMP TIME PAID
 5130 8 SALARIES-A.L. AT TERMINATION
 5131 8 SALARIES-S.L. AT TERMINATION
 5132 8 SALARIES-COMP TIME AT TERMINATION

OBJ	SUB	T	NOTE	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	EXPENDITURES	BUDGET BALANCE
4000	2			ANIMAL SERVICES BUREAU				
4400	5			REVENUES				
4411	6			LICENSES AND PERMITS	17,000.00-	17,000.00-	17,513.50-	0.00
4411	8			ANIMAL LICENSES				513.50
TOTAL	..	11		LICENSES AND PERMITS	17,000.00-	17,000.00-	17,513.50-	0.00
4500	6			FINES AND FORFEITURES				513.50
TOTAL	..			FINES AND FORFEITURES	0.00 *	0.00 *	0.00 *	0.00 *
4700	6			FROM OTHER AGENCIES				
4757	7			POLICE-REIMB FR OTHER AGENCIES				
4757	9			POLICE-SAN LEANDRO ANIMAL CONT	109,315.00-	109,315.00-	63,825.00-	0.00
SUBTOTAL	..			POLICE-REIMB FR OTHER AGENCIE	109,315.00-	109,315.00-	63,825.00-	0.00
TOTAL	..			FROM OTHER AGENCIES	109,315.00-	109,315.00-	63,825.00-	0.00
4800	6			FEES AND SERVICE CHARGES				
4824	8			POLICE-AC FEES AND SERVICES	17,000.00-	17,000.00-	19,112.53-	0.00
4837	8			ANIMAL IMPOUNDING	14,100.00-	14,100.00-	15,211.92-	0.00
4837	8			POLICE-AC-OWNER SERVICES	14,000.00-	14,000.00-	12,951.67-	0.00
4866	8			POLICE-AC-RENTAL	500.00-	500.00-	312.00-	0.00
4867	8			POLICE-AC-VACCINATIONS	16,030.00-	16,030.00-	15,541.08-	0.00
TOTAL	..			FEES AND SERVICE CHARGES	61,630.00-	61,630.00-	63,130.00-	0.00
4900	6			OTHER REVENUES				
4999	8			OTHER REVENUES	0.00	0.00	423.16-	0.00
TOTAL	..			OTHER REVENUES	0.00 *	0.00 *	423.16-	0.00 *
TOTAL	..			REVENUES	187,945.00-	187,945.00-	164,991.66-	0.00
5000	5			EMPLOYEE SERVICES				
5100	6			SALARIES				
5110	8			SALARIES-REGULAR TIME	609,326.00	609,326.00	518,351.13	0.00
5111	8			SALARIES-INCENTIVE PAY	2,240.00	2,240.00	1,022.44	0.00
5120	8			SALARIES-WORKERS COMPENSATION	0.00	0.00	382.56	0.00
5121	8			SALARIES-HOLID PD NOT WORKED	32,548.00	32,548.00	10,821.85	0.00
5122	8			SALARIES-LEAVE PAID	58,598.00	58,598.00	11,896.08	0.00
5123	8			SALARIES-OTHER LEAVE PAID	0.00	0.00	3,997.44	0.00
5124	8			SALARIES-COMP TIME PAID	0.00	0.00	16,230.56	0.00
5130	8			SALARIES-A.L. AT TERMINATION	0.00	0.00	4,489.83	0.00
5131	8			SALARIES-S.L. AT TERMINATION	0.00	0.00	978.81	0.00
5132	8			SALARIES-COMP TIME AT TERMINATION	0.00	0.00	2,254.53	0.00
TOTAL	..			EMPLOYEE SERVICES	609,326.00	609,326.00	518,351.13	0.00
TOTAL	..			REVENUES	187,945.00-	187,945.00-	164,991.66-	0.00
TOTAL	..			EXPENDITURES			23,053.34-	

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REPORT ID: FMIS-NR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 11/07/2002
 PAGE NO. 2 TIME: 13:37

ACCOUNT NO FOOT
 OBJ SUB T QTYE ACCOUNT DESCRIPTION

ACCOUNT NO	OBJ	SUB	T	QTYE	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PROABTE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
5140	8	00	11		SALARIES-OVERTIME	13,517.00	13,517.00	24,264.89	0.00	10,747.89-
5144	8	00	00		SALARIES - EXCESS MEDICAL	0.00	0.00	2,639.78	0.00	2,639.78-
5146	8	00	00		SALARIES-OVERTIME-CIVILIAN HOL	0.00	0.00	4,117.66	0.00	4,117.66-
TOTAL			11		SALARIES	716,229.00 *	716,229.00 *	623,447.56 *	0.00 *	92,781.44 *

5200	6				EMPLOYEE BENEFITS	0.00	0.00	500.00	0.00	500.00-
5211	8				UNIFORMS/PAYROLL	8,206.00	8,206.00	9,202.90	0.00	996.90-
5220	8				EMPL BENE-FICA	52,437.00	52,437.00	39,313.92	0.00	13,123.28
5230	8				EMPL BENE-PERS	0.00	0.00	2,536.73	0.00	2,536.73-
5232	8				EMPL BENE-PARS	79,667.00	79,667.00	44,861.47	0.00	34,805.53
5244	8				EMPL BENE-MEDICAL-PERS	19,952.00	19,952.00	13,305.60	0.00	6,646.40
5250	8				EMPL BENE-DENTAL-DELTA	0.00	0.00	648.08	0.00	648.08-
5251	8				EMPL BENE-DENTAL-UNITED CONCOR	962.00	962.00	773.55	0.00	188.45
5260	8				EMPL BENE-BASIC LIFE INS(1070)	317.00	317.00	458.16	0.00	141.16-
5261	8				EMPL BENE-LTD-MGMT/COMP(1096)	39,981.00	39,981.00	38,350.33	0.00	1,630.67
5270	8				EMPL BENE-WORKER COMP INS	16,160.00	16,160.00	15,705.28	0.00	450.72
5280	8				EMPL BENE-DEPERARD COMP	3,117.00	3,117.00	2,291.97	0.00	825.03
5290	8				EMPL BENE-VISION CARE					
TOTAL					EMPLOYEE BENEFITS	220,799.00 *	220,799.00 *	167,951.79 *	0.00 *	52,847.21 *

TOTAL					EMPLOYEE SERVICES	937,028.00 *	937,028.00 *	791,395.35 *	0.00 *	145,628.65 *
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6000	5				MAINTENANCE AND UTILITIES					
6100	6				MAINTENANCE	8,311.00	8,311.00	7,875.42	0.00	433.58
6110	8				FIELD & OFFICE MAINTENANCE	5,289.00	5,289.00	1,047.83	3,000.00	1,241.17
6112	8				BLDG & STRUCTUR MAINTENANCE					
TOTAL					MAINTENANCE	13,600.00 *	13,600.00 *	8,925.25 *	3,000.00 *	1,674.75 *

6200	6				UTILITIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL					UTILITIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *

TOTAL					MAINTENANCE AND UTILITIES	13,600.00 *	13,600.00 *	8,925.25 *	3,000.00 *	1,674.75 *
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7000	5				SUPPLIES AND SERVICES					
7100	6				SUPPLIES	7,475.58	7,475.58	6,921.71	675.58	321.71-
7110	8				OFFICE SUPPLIES	3,448.00	3,448.00	3,453.90	0.00	5.90-
7112	8				PRINTING	65,439.80	65,439.80	64,139.19	598.80	701.81
7120	8				FIELD SUPPLIES	3,200.00	3,200.00	3,706.14	0.00	508.14-
7122	8				COMPUTER SUPPLIES	9,586.00	9,586.00	0.00	0.00	9,586.00
7124	8				FACILITIES MAINTENANCE CHARGES	867.00	867.00	694.80	0.00	172.20
7176	6				DUES, PUBLICATIONS, BOOKS					

REPORT ID: FMS-MR423
100 GENERAL FUND
1890 ANIMAL SERVICES BUREAU
PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O P H A Y W A R D
SUMMARY REVENUE AND EXPENDITURES REPORT
MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 11/07/2002
PAGE NO. 3 TIME: 13:37

ACCOUNT NO FOOT	ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PROPRATE	YTD REVENUE/ EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
7180 8 1	MEALS (MOU)	100.00	100.00	100.00	1,016.00	0.00	916.00-
TOTAL .00	SUPPLIES	90,116.38 *	90,116.38 *	79,933.74 *	1,474.38 *	8,708.26 *	
7200 6 1	SERVICES	56,410.57	56,410.57	67,018.13	375.57	11,783.13-	
7210 8 1	SPECIAL SERVICES - CLAIMS	160.00	160.00	0.00	0.00	160.00	
7215 8	SOFTWARE	1,700.00	1,700.00	161.75	0.00	1,538.25	
7250 8	PUBLICITY AND COMMUNITY PROM						
7276 7	COMPUTER CONTRACT SERVICES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
SUBTOTAL ..	COMPUTER CONTRACT SERVICES						
TOTAL ..	SERVICES	58,270.57 *	58,270.57 *	67,979.88 *	375.57 *	10,084.88-	
7300 6	VEHICLE OPERATION	34,601.00	34,601.00	34,601.04	0.00	0.04-	
7320 8	INTERNAL VEH. & RADIO RENTAL	22.00	22.00	0.00	0.00	22.00	
7330 8	LOCAL MILEAGE, PARKING & TOLL						
TOTAL ..	VEHICLE OPERATION	34,623.00 *	34,623.00 *	34,601.04 *	0.00 *	21.96 *	
7400 6	TRAVEL, MEETINGS AND MEALS	1,894.00	1,894.00	2,020.03	0.00	126.03-	
7410 8	TRAINING, EDUC, TRVL, MEETING, MEALS						
TOTAL ..	TRAVEL, MEETINGS AND MEALS	1,894.00 *	1,894.00 *	2,020.03 *	0.00 *	126.03-	
7500 6	OTHER EXPENSE	300.00	300.00	608.34	0.00	308.34-	
7505 8	CREDIT CARD SERVICE CHARGE						
TOTAL ..	OTHER EXPENSE	300.00 *	300.00 *	608.34 *	0.00 *	308.34-	
7515 7	COMPUTER TRAINING & EDUCATION	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	
SUBTOTAL ..	COMPUTER TRAINING & EDUCATION						
TOTAL ..	OTHER EXPENSE	300.00 *	300.00 *	608.34 *	0.00 *	308.34-	
TOTAL ..	SUPPLIES AND SERVICES	185,203.95 *	185,203.95 *	185,143.03 *	1,849.95 *	1,789.03-	
8000 5	CAPITAL EXPENSE						
8100 6	PURCHASES - EQUIPMENT	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	
TOTAL ..	PURCHASES - EQUIPMENT	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	
8400 6	PURCHASES - VEHICLES						
TOTAL ..	PURCHASES - VEHICLES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	

REPORT ID: FMS-NR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

CITY OF HAYWARD
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 11/07/2002
 PAGE NO. 4 TIME: 13:37

ACCOUNT NO FOOT
 OBJ SUB T NOTE ACCOUNT DESCRIPTION

ACCOUNT NO	OBJ	SUB	T	NOTE	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PROPRATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
TOTAL						0.00	0.00	0.00	0.00	0.00
9000	5				EXPENSE TRANSFERS					
9100	6				EMPLOYEE SERVICES			2,389.60	0.00	2,389.80-
9110	8				SALARIES-S.T. - FROM OTHER			99.21	0.00	99.21-
9120	8				SALARIES-O.T. - FROM OTHER			1,249.59	0.00	1,249.59-
9130	8				EMPLOYER BENE FROM OTHER					
TOTAL					EMPLOYER SERVICES	0.00	0.00	3,738.60	0.00	3,738.60-*

TOTAL	EXPENSE TRANSFERS	EMPLOYEE SERVICES	SALARIES-S.T. - FROM OTHER	SALARIES-O.T. - FROM OTHER	EMPLOYER BENE FROM OTHER	EMPLOYER SERVICES
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,135,831.95	1,135,831.95	989,206.23	4,849.95	141,775.77	187,945.00-	164,891.66-
187,945.00-	187,945.00-	164,891.66-	0.00	23,053.34-	947,886.95 *	947,886.95 *
947,886.95 *	947,886.95 *	824,314.57 *	4,849.95 *	118,722.43 *		

TOTAL	EXPENSE TRANSFERS	EMPLOYEE SERVICES	SALARIES-S.T. - FROM OTHER	SALARIES-O.T. - FROM OTHER	EMPLOYER BENE FROM OTHER	EMPLOYER SERVICES
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,135,831.95	1,135,831.95	989,206.23	4,849.95	141,775.77	187,945.00-	164,891.66-
187,945.00-	187,945.00-	164,891.66-	0.00	23,053.34-	947,886.95 *	947,886.95 *
947,886.95 *	947,886.95 *	824,314.57 *	4,849.95 *	118,722.43 *		

TOTAL	EXPENSE TRANSFERS	EMPLOYEE SERVICES	SALARIES-S.T. - FROM OTHER	SALARIES-O.T. - FROM OTHER	EMPLOYER BENE FROM OTHER	EMPLOYER SERVICES
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,135,831.95	1,135,831.95	989,206.23	4,849.95	141,775.77	187,945.00-	164,891.66-
187,945.00-	187,945.00-	164,891.66-	0.00	23,053.34-	947,886.95 *	947,886.95 *
947,886.95 *	947,886.95 *	824,314.57 *	4,849.95 *	118,722.43 *		

TOTAL	EXPENSE TRANSFERS	EMPLOYEE SERVICES	SALARIES-S.T. - FROM OTHER	SALARIES-O.T. - FROM OTHER	EMPLOYER BENE FROM OTHER	EMPLOYER SERVICES
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,135,831.95	1,135,831.95	989,206.23	4,849.95	141,775.77	187,945.00-	164,891.66-
187,945.00-	187,945.00-	164,891.66-	0.00	23,053.34-	947,886.95 *	947,886.95 *
947,886.95 *	947,886.95 *	824,314.57 *	4,849.95 *	118,722.43 *		

TOTAL	EXPENSE TRANSFERS	EMPLOYEE SERVICES	SALARIES-S.T. - FROM OTHER	SALARIES-O.T. - FROM OTHER	EMPLOYER BENE FROM OTHER	EMPLOYER SERVICES
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,135,831.95	1,135,831.95	989,206.23	4,849.95	141,775.77	187,945.00-	164,891.66-
187,945.00-	187,945.00-	164,891.66-	0.00	23,053.34-	947,886.95 *	947,886.95 *
947,886.95 *	947,886.95 *	824,314.57 *	4,849.95 *	118,722.43 *		

TOTAL	EXPENSE TRANSFERS	EMPLOYEE SERVICES	SALARIES-S.T. - FROM OTHER	SALARIES-O.T. - FROM OTHER	EMPLOYER BENE FROM OTHER	EMPLOYER SERVICES
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,135,831.95	1,135,831.95	989,206.23	4,849.95	141,775.77	187,945.00-	164,891.66-
187,945.00-	187,945.00-	164,891.66-	0.00	23,053.34-	947,886.95 *	947,886.95 *
947,886.95 *	947,886.95 *	824,314.57 *	4,849.95 *	118,722.43 *		

REPORT ID: PHMS-PP812

C I T Y O F H A Y W A R D
CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

REPORT PRINT DATE: 09/20/2002
PAGE NO. 12
TIME: 10:44

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
2218	ESTRADA, ROBERT A	632	FAMILY COUNSELOR I	28.87	05	M	H
1029	RADEMAN, MARJORIE A	632	FAMILY COUNSELOR I	27.44	04	F	W
100-1883	CYSASOTANP CASE MGMT						
2976	PATTERSON, DENISE P	632	FAMILY COUNSELOR I	26.22	03	F	H
100-1884	CYSA-TANP LOCAL SERVICE AREA						
2219	BUTLER, RICHARD D	515	POLICE OFFICER	33.32	04	M	W
1517	GROSHONG, PATRICIA	632	FAMILY COUNSELOR I	28.87	05	F	H
2060	RODRIGUEZ, PATRICIA L	632	FAMILY COUNSELOR I	28.87	05	F	H
100-1886	LOCL IW ENFOR BLK GRT PRG-EXPS						
1530	JAKUB, GUY J	515	POLICE OFFICER	34.91	05	M	W
2282	KRIMM, ERIC R	515	POLICE OFFICER	34.91	05	M	W
100-1889	UHP COPS IN SCHOOL						
1457	CHRISTENSEN, ANNA C	515	POLICE OFFICER	34.91	05	F	H
1766	YOSHIMATA, TOSHIKAZU	515	POLICE OFFICER	34.91	05	M	A
100-1890	ANIMAL SERVICES BUREAU						
2114	ARMES, GREGORY M	714	ANIMAL SERVICES MANAGER	35.31	05	M	W
3125	BLANTON, CHERYL	182	VOLUNTEER PROGRAM ASSISTANT	15.08	01	F	W
3051	FELBER, WENDY	120	POLICE RECORDS CLERK II	17.09	01	F	W
3059	GERRAT, CARA M	185	ANIMAL CONTROL OFFICER	18.49	02	F	W
2858	HAFFER, JOSHUA	181	ANIMAL CARE ATTENDANT	15.08	01	M	W
3060	HEPWORTH, CAROLINA B	181	ANIMAL CARE ATTENDANT	16.34	03	F	W
3182	HORNE, DONNA L	181	ANIMAL CARE ATTENDANT	15.08	01	F	W
3057	KABIGTING, JERALYN G	120	POLICE RECORDS CLERK II	18.50	03	F	A
2870	KAMERLING, DIANNE S	120	POLICE RECORDS CLERK II	17.09	01	F	W
3076	MARCELIN, MEISHA	181	ANIMAL CARE ATTENDANT	15.08	01	F	B
3002	MC GREGOR, WILLIAM P	181	ANIMAL CARE ATTENDANT	15.08	01	F	W
2764	NAVAL, JULY M	181	ANIMAL CARE ATTENDANT	15.08	01	M	W
1807	NELSON, AIMEE S	181	ANIMAL CARE ATTENDANT	17.89	05	M	A
3092	ORTIZ, JENNIE M	120	POLICE RECORDS CLERK II	17.05	04	F	W
2868	PACHECO, DANNY	181	ANIMAL CARE ATTENDANT	19.32	04	F	H
2960	PUTZKE, MICHELLE L	183	SENIOR ANIMAL CARE ATTENDANT	15.08	01	M	W
2864	SANCHEZ JR, PAUL	184	SENIOR ANIMAL CONTROL OFFICER	17.97	03	F	W
1488	SWART, CANDY L	185	ANIMAL CONTROL OFFICER	21.96	04	M	H
3044	YBARRA, PRISCILLA G	185	ANIMAL CONTROL OFFICER	18.49	02	F	W
		181	ANIMAL CARE ATTENDANT	15.72	02	F	H

100-1911 OFFICE OF THE FIRE CHIEF

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION	For State Controller Use Only	Program 213
	(19) Program Number 00213	
	(20) Date Filed ___/___/___	
	(21) LRS Input ___/___/___	

(01) Claimant Identification Number 9801358		Reimbursement Claim Data		
(02) Claimant Name City of Hayward		(22) AA-1, (04)(A)(1)(g)		
County of Location Alameda		(23) AA-1, (04)(A)(2)(g) ¹¹⁻⁹⁸¹¹⁻¹⁻⁰¹	506	
Street Address of P.O. Box 777 "B" Street		(24) AA-1, (04)(A)(3)(g)		
City Hayward	State CA	Zip Code 94541	(25) AA-1, (04)(B)(1)(g)	
Type of Claim	Estimated Claim		Reimbursement Claim	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) AA-1, (04)(B)(2)(g)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) AA-1, (04)(B)(3)(g)	31,717
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) AA-1, (04)(B)(4)(g)	1,667
Fiscal Year of Cost	(06)	(12) 2002-2003	(30) AA-1, (04)(B)(6)(g)	3,023
Total Claimed Amount	(07)	(13) \$152,467	(31) AA-1, (04)(B)(7)(g)	20,598
LESS: 10% Late Penalty		(14)	(32) AA-1, (04)(B)(8)(g)	
LESS: Prior Claim Payment Received		(15)	(33) AA-1, (04)(B)(9)(g)	
Net Claimed Amount		(16) \$152,467	(34) AA-1, (04)(B)(10)(g)	
Due from State	(08)	(17) \$152,467	(35) AA-1, (06)	16
Due to State		(18)	(36)	

FIRM 2

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer

Perry H. Carter

Date

Finance Director

Type or Print Name

Diona LaChapelle (MAXIMUS, Inc.)

Telephone Number **916.485.8102**
E-mail Address **dionalachapelle@maximus.com**

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
CLAIM SUMMARY**

FORM
AA-1

(01) Claimant: City of Hayward		(02) Fiscal year costs were incurred: 2002-2003	
(03) Department	Police - Animal Control		
	11-9811-I-01		
Direct Costs	Object Accounts		
(04) Reimbursable Components	(a)	(b)	(c)
A. One-Time Costs	Salaries	Benefits	Materials & Supplies
1. Policies and Procedures			
2. Training	\$383	\$123	
3. Computer Software			
B. Ongoing Costs			
1. Acquiring Space/Facilities			
2. Renovating Facilities			
3. Care of Dogs & Cats			\$31,717
4. Care of Other Animals			\$1,667
5. Holding Period	\$79,754	\$21,393	
6. Feral Cats	\$2,290	\$733	
7. Lost and Found Lists	\$15,605	\$4,994	
8. Non-Medical Records			
9. Veterinary Care			
10. Procuring Equipment			
(05) Total Direct Costs	\$98,031	\$27,242	\$33,384
Indirect Costs			
(06) Indirect Cost Rate	[From ICRP]	Salary and Benefits	16.20%
(07) Total Indirect Costs	[Line (06)(a) x line(05)(a)] or [(Line(06) x line (05)(a)) + line (05)(b)]		\$20,294
(08) Total Direct and Indirect Costs	[Line(05)(g) + line(07)]		\$178,952
Cost Reduction			
(09) Less: Offsetting Savings			
(10) Less: Other Reimbursements			\$26,485
(11) Total Claimed Amount	{Line(08) - {Line (09) + Line(10)}}		\$152,467

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2002-2003**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.
 One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<u>Time to train staff on the reimbursable activities.</u> <i>(one-time per employee)</i>										
Wendy Felber, ACO	\$24.46	32.00%	8.00					\$196	\$63	\$258
Fabiola Giddings, PCII	\$23.41	32.00%	8.00					\$187	\$60	\$247
(05) Total () Subtotal ()								\$383	\$123	\$506

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2002-2003**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	11-981 Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input checked="" type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>Due to the passing of the Hayden Bill which increased the holding period from 3 business days to 4 if business hours were expanded to 7pm on a week day, the City is eligible to claim costs of care and maintenance for animals held during the increased holding period that are ultimately euthanized after the requisite period. <i>4 business days plus the day of impoundment equals 5 days less the original 3 business days equals 2 claimable days.</i> There were a total of 4975 dogs and cats impounded at the City's shelter. 4289 of those were stray or abandoned. 2568 dogs and cats (1519 eligible) were ultimately euthanized after the requisite period during this fiscal year.</p> <p>Care & Maintenance (\$10.44 per day) \$10.44 x 1519 x 2 days = \$31,716.72</p> <p>Please see attached time study and cost summary for detail and documentation.</p> <p>*All vet care for eligible animals, including the allowable "wellness" vaccine is being claimed within this category of care.</p> <p>* Owner relinquished, newborn or animals irremediably suffering from illness or injury not included in cost.</p>				\$31,717						
(05) Total () Subtotal ()				\$31,717						

Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2002-2003**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software 11-9819-101

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>Based on the passing of the Hayden Bill legislation, the costs to provide care and maintenance to "other animals" for four business days from the day after impoundment that are ultimately euthanized is eligible for reimbursement. Other animals include: rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles or tortoises legally allowed as personal property. There were 64 eligible animals that were ultimately euthanized during this fiscal period. Statistics do not include livestock or wildlife.</p> <p>Care & Maint. (\$6.51 per day) 64 eligible animals x 4 days = 256 \$6.51 x 256 claimable days=\$1,666.56</p> <p>Please see attached time study and cost summary for detail and documentation.</p>				\$1,667						
(05) Total () Subtotal () Page: ____ of ____				\$1,667						

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2002-2003**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software **11-9811-01**

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Animal Care Attendants (7)	\$20.67	32.00%	2184.00					\$45,150	\$14,448	\$59,597
*Animal Care Attendants (2)	\$20.67		624.00					\$12,900		\$12,900
Police Records Clerks (2)	\$23.41	32.00%	624.00					\$14,609	\$4,675	\$19,284
Sr. Animal Care Attendant	\$22.74	32.00%	312.00					\$7,095	\$2,270	\$9,366
<i>* part time attendants</i>										
In fiscal year 2002-2003, the Hayward Animal Control department made itself available and open to the public on Saturdays from 11 AM to 5 PM to make animals available for owner redemption and adoptions.										
The total claimed herein represents the actual time of staff for the year-long eligible period.										
The shelter is extremely busy on Saturday's. Many members of the public come to the shelter seeking to adopt and redeem animals. Because of the vast number of people who come in, the shelter must have staff on hand to assist the public with adopting and redeeming animals.										
(05) Total () Subtotal () Page: _____ of _____								\$79,754	\$21,393	\$101,147

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2002-2003**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training 11-98 Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Sr. Animal Care Attendant To determine whether the cat is feral or tame, a Senior Animal Care Attendant spends approx. 5.7 minutes per cat to conduct a standardized protocol within the first three days of the required holding period. In FY 2002-03, there were approx. 1060 cats determined to be feral.	\$22.74	32.00%	100.70					\$2,290	\$733	\$3,023

(05) Total () Subtotal () Page: _____ of _____

\$2,290 \$733 \$3,023

(05) Total () Subtotal () Page: _____ of _____

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2002-2003
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training 11-9801 Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
Police Records Clerk II (3) Time spent by Police Records Clerks II per year in taking information about lost and found animals via telephone, posting, recording, and updating the lost and found lists daily, and providing owners with the names and addresses of other shelters within their vicinity. <i>Phone calls</i> 290.14 hrs <i>Walk ins</i> 246.40 hrs <i>Posting/Recording</i> 130.00 hrs <i>*Please see attached time study for documentation.</i>	\$23.41	32.00%	666.54					\$15,605	\$4,994	\$20,598

(05) Total () Subtotal () Page: _____ of _____	\$15,605	\$4,994	\$20,598
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(05) Total () Subtotal () Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2002-2003**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software **11-9811-1-01**

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<i>This cost has been claimed as part of the care and maintenance for eligible euthanized dogs and cats.</i>										

(05) Total () Subtotal () Page: _____ of _____

(05) Total () Subtotal () Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2002-2003**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed. **11-9811-I-01**

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<i>This cost has been claimed as part of the care and maintenance for eligible euthanized dogs and cats.</i>										

(05) Total () Subtotal () Page: ____ of ____

(05) Total () Subtotal () Page: ____ of ____

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward

Department: Police

Fiscal Year: 2002-2003

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs 19,981,101	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$17,807,771		\$1,096,784	\$16,710,987
2 Part-time Wages & Overtime	\$6,971,755			\$6,971,755
3 Benefits 36.7%	\$6,527,973		\$402,059	\$6,125,914
SUBTOTAL:	\$31,307,499		\$1,498,843	\$29,808,656
Line Item Costs (Services, Supplies & Other):				
4 Maintenance	\$289,844		\$289,844	
5 Utilities	\$341,027		\$341,027	
6 Office Supplies	\$134,576		\$134,576	
7 Advertising	\$3,535			\$3,535
8 Printing Supplies	\$33,861		\$33,861	
9 Police Supplies	\$4,233		\$4,233	
10 Field Supplies	\$241,689			\$241,689
11 Computer Supplies	\$23,111		\$23,111	
12 Facilities Supplies	\$8,971		\$8,971	
13 Training Supplies	\$589		\$589	
14 Printers Under \$1,000	\$3,558		\$3,558	
15 Fuel, Oil and Lubricants	\$877		\$877	
16 Uniforms - Allowances	\$215,003		\$215,003	
17 Rentals	\$21,667		\$21,667	
18 Dues, Publications, Books	\$10,237	\$10,237		
19 Meals (MOU)	\$10,136			\$10,136
20 Police Carryovers	\$4,897			\$4,897
21 Physical Fitness (MOU)	\$5,080			\$5,080
22 Special Services-Claims	\$711,112			\$711,112
23 Onsite Meals	\$992			\$992
24 Software	\$44,513	\$35,610	\$8,903	
25 Publicity & Community Prom	\$8,351			\$8,351
26 Background Investigations	\$32,920			\$32,920
27 Computer Contract Services	\$118,287	\$94,630	\$23,657	
28 Vehicle Operation	\$1,039,402		\$1,039,402	
29 Travel, Meetings, Training, Educ	\$232,536			\$232,536
30 Other Expenses	\$676	\$676		
31 Capital Exp., Purch's-Equipment	\$154,985	\$154,985		
32 Purchases - Vehicles	\$316,000	\$316,000		
33 Employee Services	(\$229)		(\$229)	
34				
35				
SUBTOTAL:	\$4,012,436	\$612,138	\$2,149,050	\$1,251,248
TOTAL EXPENDITURES:		\$35,319,935		
Cost Adjustments and/or Cost Plan Costs:				
36 Equipment Use Allowance (6 2/3%)	\$10,337		\$10,337	
37 Vehicle Use Allowance (14.29%)	\$45,156		\$45,156	
SUBTOTAL:	\$55,494		\$55,494	
TOTAL COSTS:	\$35,375,429	\$612,138	\$3,703,387	\$31,059,904
CALCULATED INDIRECT COST RATE =				
	16.2%	\$3,703,387	= Total allowable indirect costs	
Rate is based on: Salaries & Benefits		\$22,836,901	= Total direct salaries and benefits	

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: City of Hayward

Department: Police

Fiscal Year: 2002-2003

11-9811-I-01
INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration		Departmental Support	
		(%)	(\$)	(%)	(\$)
1 Administrative Analyst II	\$74,006			100%	\$74,006
2 Administrative Analyst III	\$82,222			100%	\$82,222
3 Administrative Secretary (2)	\$109,117			100%	\$109,117
4 Secretary (2 of 3)	\$90,605			100%	\$90,605
5 Programmer Analyst (2)	\$140,338			100%	\$140,338
6 Crime Scene Technician (4)	\$192,275			100%	\$192,275
7 Police I.D. Specialist	\$58,552			100%	\$58,552
8 Operations Support Director	\$101,254	100%	\$101,254		
9 Public Safety Info Sys Mgr	\$80,891	100%	\$80,891		
10 Youth & Family Svcs. Mgr.	\$94,973	100%	\$94,973		
11 Jail Supervisor	\$72,550	100%	\$72,550		
12					
13					
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40					
TOTALS	\$1,096,784		\$349,669		\$747,115

TOTAL INDIRECT SALARIES **\$1,096,784**

REPORT ID: FMIS-MR427

1800 POLICE DEPARTMENT
PROGRAM MANAGER: POLICE CHIEF

CITY OF HARVARD
REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 09/30/2003
PAGE NO. 41
TIME: 07:53

ACCOUNT NO	OBJ SUB T	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/	ENCUMBRANCES	BUDGET
			TOTAL		EXPENDITURES		BALANCE
2	0	100-1810-OFFICE OF THE POLICE CHIEF					
2		100-1815-OFFICE OF THE DEPUTY CHIEF					
2		100-1816-ALCOHOL BEV CONTROL PROGRAM					
2		100-1820-PATROL BUREAU					
2		100-1823-UNIVERSAL HIRING PROGRAM					
2		100-1824-COPS MORE					
2		100-1826-CITIZEN OPT FOR PUB SAFETY-EXP					
2		100-1827-H.U.D. OPERATION SAFE HOME					
2		100-1828-COMMUNITY CRIME RESISTANCE					
2		100-1829-PUBLIC SAFETY & YOUTH ED PROG					
2		100-1830-INVESTIGATIONS					
2		100-1832-CRIME ANALYSIS					
2		100-1836-D.A.R.E. PROGRAM					
2		100-1839-LOCAL LAW ENFOR BLK GRANT-EXP4					
2		100-1840-RECORDS MANAGEMENT BUREAU					
2		100-1841-PERSONNEL AND TRAINING BUREAU					
2		100-1842-JAIL BUREAU					
2		100-1843-JAIL TELEPHONE COMMISSION					
2		100-1844-PROPERTY & EVIDENCE BUREAU					
2		100-1845-CRIME SCENE UNIT					
2		100-1850-COMMUNICATIONS					
2		100-1851-PUBLIC SAFETY INFORMATION SYS					
2		100-1852-CLETP					
2		100-1860-YOUTH & FAMILY SERVICES BUREAU					
2		100-1861-YOUTH VIOLENCE INTERVENTION					
2		100-1863-LOC LAW ENFOR BLK GRANT-EXP 7					
2		100-1864-GANG VIOLENCE REDUCTION PROJ					
2		100-1866-LOCAL LAW ENFOR BLK GRANT-EXP2					
2		100-1868-LOCAL LAW ENFOR BLK GRANT-EXP3					
2		100-1869-DOMESTIC VIOLENCE GRANT					
2		100-1870-TRAFFIC ENFORCEMENT BUREAU					
2		100-1871-TRAFFIC SAFETY PROGRAM					
2		100-1872-ABANDONED VEHICLE ABATEMENT					
2		100-1875-MPACT GRANT					
2		100-1880-CROSSING GUARDS PROGRAM					
2		100-1881-DRUG ABUSE PREVENTION PROGRAM					
2		100-1882-CYSA-TANF DSO					
2		100-1883-CYSA-TANF CASE MGMT					
2		100-1884-CYSA-TANF LOCAL SERVICE AREA					
2		100-1886-LOCL LM ENFOR BLK GRT PRG-EXP5					
2		100-1888-LOCAL LAW ENFOR BLK GRT-EXP 6					
2		100-1889-UHP COPS IN SCHOOL					
2		100-1890-ANIMAL SERVICES BUREAU					
2		100-1892-ANIMAL CNTRL-SPAY/NEUTER FEES					
5		REVENUES AND PERMITS					
4400		LICENSES	5,000.00-	5,000.00-	7,675.00-	0.00	2,675.00
4409		VERIFICATION/CHECK OFF SVCS.	32,000.00-	32,000.00-	44,240.00-	0.00	12,240.00
4410		ALARM PERMIT FEE	17,000.00-	17,000.00-	513.50-	0.00	513.50
4411		ANIMAL LICENSES	5,000.00-	5,000.00-	10,431.00-	0.00	5,431.00
4451		POLICE PERMITS	0.00	0.00	0.00	0.00	0.00
4453		OTHER PERMITS	0.00	0.00	0.00	0.00	0.00

REPORT ID: FMIS-MR427

1800 POLICE DEPARTMENT
PROGRAM MANAGER: POLICE CHIEF

C I T Y O F H A Y W A R D
REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 09/30/2003
PAGE NO. 42 TIME: 07:53

ACCOUNT NO	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
TOTAL ..	TOTAL	59,000.00-*	59,000.00-*	79,859.50-*	0.00 *	20,859.50 *

4500	FINES AND FORFEITURES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..	FINES AND FORFEITURES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *

4700	FROM OTHER AGENCIES	100,000.00-	100,000.00-	94,242.96-	0.00	5,757.04-
4711	GRANTS	152,300.00-	152,300.00-	130,975.90-	0.00	21,324.10-
4725	POLICE-CHABOT COLLEGE CONTRACT	0.00	0.00	0.00	0.00	0.00
4727	COPS AHEAD GRANT	0.00	0.00	20,543.33-	0.00	20,543.33
4728	COPS MORE GRANT FUNDING	350,000.00-	350,000.00-	280,279.24-	0.00	69,720.76-
4730	TRAFFIC SAFETY GRANT	60,000.00-	60,000.00-	78,800.30-	0.00	18,800.30
4745	P.O.S.T. REIMBURSEMENT	14,250.00-	14,250.00-	10,339.35-	0.00	3,910.65-
4752	S.T.C. REIMBURSEMENT					
TOTAL ..	FROM OTHER AGENCIES	100,000.00-	100,000.00-	67,305.85-	0.00	17,278.15-

4757 001 9	POLICE-CYSA/TANF-CASE MGMT	84,584.00-	84,584.00-	67,305.85-	0.00	5,017.39-
4757 002 9	POLICE-CYSA/TANF-SCHOOL SERV	219,230.00-	219,230.00-	214,212.61-	0.00	5,017.39-
4757 003 9	POLICE-SACVSTP-OVERTIME	4,000.00-	4,000.00-	0.00	0.00	4,000.00-
4757 004 9	POLICE-OCJP-DRUG ABUSE PREV PG	100,000.00-	100,000.00-	100,400.00-	0.00	400.00
4757 005 9	POLICE-HUSD-CROSSING GUARDS	12,000.00-	12,000.00-	9,132.67-	0.00	2,867.33-
4757 006 9	POLICE-OCJP-CIETEP	0.00	0.00	0.00	0.00	0.00
4757 007 9	POLICE-SAN LEANDRO ANIMAL CONT	109,315.00-	109,315.00-	63,825.00-	0.00	45,490.00-
4757 008 9	POLICE-CA HIGH TECHNOLOGY	74,379.00-	74,379.00-	74,379.00-	0.00	0.00
4757 009 9	POLICE-OJP-VESTS	15,000.00-	15,000.00-	0.00	0.00	15,000.00-
4757 010 9	POLICE-CA BOOKING FEE REIMB	45,470.00-	45,470.00-	45,470.10-	0.00	0.10
4757 011 9	POLICE-IHP COPS IN SCHOOL	693,333.00-	693,333.00-	83,333.33-	0.00	609,999.67-
4757 013 9	POLICE-MPACT GRANT	44,995.00-	44,995.00-	44,995.00-	0.00	0.00
SUBTOTAL ..	POLICE-REIMB FR OTHER AGENCIE	1,402,306.00-*	1,402,306.00-*	703,053.56-*	0.00 *	699,252.44-*

4759	POLICE-EAST BAY COMM FOUNDATN	0.00	0.00	0.00	0.00	0.00
4760	POLICE-DOMESTIC VIOLENCE GRANT	7,000.00-	7,000.00-	107,973.00-	0.00	100,973.00
4764	POLICE - HUSD-SRO	250,000.00-	250,000.00-	250,000.00-	0.00	0.00
4767	POLICE-CYSA/TANF-YOUTH SVCS	182,115.00-	182,115.00-	180,349.93-	0.00	1,765.07-
4796	GANG VIOLENCE REDUCTION GRANT	0.00	0.00	0.00	0.00	0.00
4797	UNIVERSAL HIRING PROG GRANT	200,000.00-	200,000.00-	143,135.58-	0.00	56,864.42-
TOTAL ..	FROM OTHER AGENCIES	2,717,971.00-*	2,717,971.00-*	1,999,693.15-*	0.00 *	718,277.85-*

4800	FEES AND SERVICE CHARGES	85,000.00-	85,000.00-	88,915.00-	0.00	3,915.00
4802	VEHICLE RELEASE FEES	58,000.00-	58,000.00-	58,975.19-	0.00	975.19
4814	SALE OF DOCUMENTS	17,000.00-	17,000.00-	19,112.53-	0.00	2,112.53
4824	POLICE-AC FEES AND SERVICES	6,000.00-	6,000.00-	5,939.54-	0.00	60.46-
4829	REIMB.-POLICE SECURITY SERV.	40,000.00-	40,000.00-	27,257.00-	0.00	12,743.00-
4830	FINGERPRINT FEES	3,000.00-	3,000.00-	2,055.00-	0.00	945.00-
4831	CIVIL SUBPOENAS	2,500.00-	2,500.00-	0.00	0.00	2,500.00-
4832	POLICE - EXTRADITION	38,000.00-	38,000.00-	48,131.49-	0.00	10,131.49
4833	POLICE - SCHOOL PATROL	500.00-	500.00-	19.29-	0.00	480.71-
4835	POLICE - RESTITUTION	316,000.00-	316,000.00-	302,197.58-	0.00	13,802.42-
4836	POLICE - FALSE ALARM					

REPORT ID: FMIS-MR427

1800 POLICE DEPARTMENT
PROGRAM MANAGER: POLICE CHIEF

CITY OF HAWAII
REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 09/30/2003
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ACCOUNT NO	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
4837	ANIMAL IMPOUNDED	14,100.00-	14,100.00-	35,211.92-	0.00	21,111.92
4838	SPRAY & NETTER DEPOSITS	37,000.00-	37,000.00-	41,301.35-	0.00	4,301.35
4839	EMERGENCY RESPONSE REVENUE	0.00	0.00	0.00	0.00	0.00
4859	POLICE-AC-OWNER SERVICES	14,000.00-	14,000.00-	12,951.67-	0.00	1,048.33-
4866	POLICE-AC-RENTAL	500.00-	500.00-	312.00-	0.00	188.00-
4867	POLICE-AC-VACCINATIONS	16,030.00-	16,030.00-	15,541.88-	0.00	488.12-
4886	COMMUNITY PRESERVATION PROGRAM	80,000.00-	80,000.00-	110,576.43-	0.00	30,576.43
4886 004	POLICE A.V.A. REIMBURSEMENT	80,000.00-*	80,000.00-*	110,576.43-*	0.00*	30,576.43*
	COMMUNITY PRESERVATION PROGRA					
SUBTOTAL ..						
TOTAL ..	FEES AND SERVICE CHARGES	727,630.00-*	727,630.00-*	768,497.87-*	0.00*	40,867.87*
4900	OTHER REVENUES					
4901	CLANDESTINE DRUG LAB CLEANUP	5,000.00-	5,000.00-	0.00	0.00	5,000.00-
4905	BOOKING FEE REIMBURSEMENT	500.00-	500.00-	0.00	0.00	500.00-
4906	POLICE-LOCAL BOOKING FEE REIMB	10,000.00-	10,000.00-	5,682.76-	0.00	4,317.24-
4907	YOUTH COMMISSION COOPERATIVE	2,000.00-	2,000.00-	2,000.00-	0.00	0.00
4911	"UNCLAIMED PROPERTY"	2,000.00-	2,000.00-	2,000.00-	0.00	0.00
4915	SALE OF SCRAP MATERIALS	0.00	0.00	0.00	0.00	0.00
4918	SALE OF T - SHIRTS	0.00	0.00	0.00	0.00	0.00
4921	COMMISSIONS ON VENDING & TEL.	0.00	0.00	5,334.34-	0.00	5,334.34
4921 001	PAY PHONE COMMISSION	0.00*	0.00*	5,334.34-*	0.00*	5,334.34*
SUBTOTAL ..	COMMISSIONS ON VENDING & TEL.					
4945	POLICE - ACNT F OVERTIME	60,000.00-	60,000.00-	21,246.53-	0.00	38,753.47-
4947	TOBACCO CONTROL GRANT	0.00	0.00	16,170.00-	0.00	16,170.00
4948	POLICE - CCAP GRANT	0.00	0.00	0.00	0.00	0.00
4949	POLICE - CCR GRANT	0.00	0.00	23,117.00-	0.00	23,117.00
4973	INTOXICATION ANALYSIS REIMB	2,000.00-	2,000.00-	1,960.00-	0.00	40.00-
4977	DONATIONS	0.00	0.00	0.00	0.00	0.00
4977	DONATIONS	0.00	0.00	0.00	0.00	0.00
4977 006	SOUTHLAND MALL	75,000.00-	75,000.00-	75,000.00-	0.00*	0.00*
SUBTOTAL ..	DONATIONS					
4985	BIKE AUCTION	7,000.00-	7,000.00-	1,438.75-	0.00	5,561.25-
4989	POLICE - BART- PSYEP	0.00	0.00	0.00	0.00	0.00
4999	OTHER REVENUES	1,000.00-	1,000.00-	11,736.28-	0.00	10,736.28
TOTAL ..	OTHER REVENUES	164,500.00-*	164,500.00-*	165,685.66-*	0.00*	1,185.66*
SUBTOTAL ..	REVENUES	3,669,101.00-*	3,669,101.00-*	3,013,736.18-*	0.00*	655,364.82-*
5000	EMPLOYEE SERVICES					
5100	SALARIES					

REPORT ID: FMTS-MR427
 1800 POLICE DEPARTMENT
 PROGRAM MANAGER: POLICE CHIEF

CITY OF HAWAII
 REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
 MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 09/30/2003
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ACCOUNT NO	OBJ SUB T	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PROGR	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
5101	8	SALARIES-BUDGET	0.00	0.00	0.00	0.00	0.00
5102	8	SALARIES-LEAVE W/O PAY	0.00	0.00	0.00	0.00	0.00
5110	8	SALARIES-REGULAR TIME	19,001,999.00	19,001,999.00	17,807,770.00	0.00	1,194,228.41
5111	8	SALARIES-INCENTIVE PAY	797,125.00	797,125.00	741,324.65	0.00	55,800.35
5120	8	SALARIES-WORKERS COMPENSATION	0.00	0.00	454,200.14	0.00	454,200.14
5121	8	SALARIES-HOLID PD NOT WORKED	1,056,750.00	1,056,750.00	281,490.69	0.00	775,259.31
5122	8	SALARIES-LEAVE PAID	1,902,209.00	1,902,209.00	1,652,632.37	0.00	249,576.63
5123	8	SALARIES-OTHER LEAVE PAID	0.00	0.00	384,995.35	0.00	384,995.35
5124	8	SALARIES-COMP TIME PAID	0.00	0.00	345,499.61	0.00	345,499.61
5127	8	SALARIES-VACATION & COMP ACCRU	0.00	0.00	0.00	0.00	0.00
5130	8	SALARIES-A.L. AT TERMINATION	234,822.00	234,822.00	245,056.87	0.00	10,234.87
5131	8	SALARIES-S.L. AT TERMINATION	324,872.00	324,872.00	318,065.55	0.00	6,806.45
5132	8	SALARIES-COMP TIME AT TERMIN..	58,053.00	58,053.00	89,940.24	0.00	31,887.24
5140	8	SALARIES-OVERTIME	1,210,008.00	1,210,008.00	1,520,334.25	0.00	310,326.25
5141	8	SALARIES-SAFETY HOLIDAY PAY	930,598.00	930,598.00	763,529.75	0.00	167,068.25
5142	8	SALARIES-SAVINGS	0.00	0.00	0.00	0.00	0.00
5144	8	SALARIES - EXCESS MEDICAL	14,908.00	14,908.00	50,680.34	0.00	35,772.34
5146	8	SALARIES-OVERTIME-CIVILIAN HOL	0.00	0.00	124,005.52	0.00	124,005.52
TOTAL		SALARIES	25,531,344.00	25,531,344.00	24,779,525.92	0.00	751,818.08
5200	6	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
5210	8	EMPL BENEF-SOCIAL PROGRAM	96,300.00	96,300.00	98,275.00	0.00	1,975.00
5211	8	UNIFORMS/PAYROLL	217,073.00	217,073.00	255,874.46	0.00	38,801.46
5220	8	EMPL BENEF-FICA	2,795,765.00	2,795,765.00	2,572,639.39	0.00	223,125.61
5230	8	EMPL BENEF-PERS	0.00	0.00	7,033.10	0.00	7,033.10
5232	8	EMPL BENEF-PARS	0.00	0.00	0.00	0.00	0.00
5240	8	EMPL BENEF-MEDICAL-CITY TRUST	0.00	0.00	0.00	0.00	0.00
5241	8	EMPL BENEF-MEDICAL-KAISER	0.00	0.00	0.00	0.00	0.00
5242	8	EMPL BENEF-MEDICAL-HPA	0.00	0.00	0.00	0.00	0.00
5243	8	EMPL BENEF-MEDICAL-SOCIAL PRG	0.00	0.00	0.00	0.00	0.00
5244	8	EMPL BENEF-MEDICAL-PERS	1,600,703.00	1,600,703.00	1,497,165.48	0.00	103,537.52
5250	8	EMPL BENEF-DENTAL-DELTA	390,935.00	390,935.00	364,655.10	0.00	26,279.90
5251	8	EMPL BENEF-DENTAL-UNITED	4,512.00	4,512.00	6,461.96	0.00	1,949.96
5260	8	EMPL BENEF-BASIC LIFE INS(1070)	9,757.00	9,757.00	10,169.40	0.00	412.40
5261	8	EMPL BENEF-LTD-MGMT/CONF(1090)	6,230.00	6,230.00	8,482.73	0.00	2,252.73
5270	8	EMPL BENEF-WORKER COMP INS	1,483,253.00	1,483,253.00	1,470,490.81	0.00	12,762.19
5271	8	EMPL BENEF-STATE UNEMPL INS	0.00	0.00	0.00	0.00	0.00
5280	8	EMPL BENEF-DEFERRED COMP	193,895.00	193,895.00	178,178.29	0.00	15,716.71
5290	8	EMPL BENEF-VISION CARE	61,603.00	61,603.00	58,547.14	0.00	3,055.86
TOTAL		EMPLOYEE BENEFITS	6,860,026.00	6,860,026.00	6,527,972.86	0.00	332,053.14
SUBTOTAL		EMPLOYEE SERVICES	32,391,370.00	32,391,370.00	31,307,498.78	0.00	1,083,871.22
6000	5	MAINTENANCE AND UTILITIES					
6100	6	MAINTENANCE					
6110	8	FIELD & OFFICE MAINTENANCE	155,789.00	155,789.00	115,611.59	0.00	5,024.00
TOTAL			155,789.00	155,789.00	115,611.59	0.00	35,153.41

REPORT ID: FMIS-MR427

1800 POLICE DEPARTMENT
PROGRAM MANAGER: POLICE CHIEF

C I T Y O F H A Y W A R D
REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 09/30/2003
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ACCOUNT NO	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PROPRATE	YTD REVENUE/	ENCUMBRANCES	BUDGET
OBJ SUB T		TOTAL		EXPENDITURES		BALANCE
6111	0	0.00	0.00	0.00	0.00	0.00
6112	8	5,289.00	5,289.00	2,371.10	3,000.00	82.10-
6114	8	156,208.71	156,208.71	171,861.02	0.00	15,652.31-
TOTAL ..	8	317,286.71 *	317,286.71 *	289,843.71 *	8,024.00 *	19,419.00 *
6200	6	339,957.84	339,957.84	240,248.21	0.00	99,709.63
6210	8	50,057.00	50,057.00	100,779.30	0.00	50,722.30-
6211	8	390,014.84 *	390,014.84 *	341,027.51 *	0.00 *	48,987.33 *
TOTAL ..	8	707,301.55 *	707,301.55 *	630,871.22 *	8,024.00 *	68,406.33 *
SUBTOTAL ..	8	707,301.55 *	707,301.55 *	630,871.22 *	8,024.00 *	68,406.33 *
7000	5	112,701.91	112,701.91	134,575.61	2,502.28	24,375.98-
7100	6	9,400.00	9,400.00	3,535.00	5,000.00	865.00
7110	8	36,074.00	36,074.00	33,861.32	0.00	2,212.68
7111	8	0.00	0.00	0.00	0.00	0.00
7112	8	0.00	0.00	0.00	0.00	0.00
7113	8	0.00	0.00	0.00	0.00	0.00
7117	8	0.00	0.00	0.00	0.00	0.00
7119	7	4,839.00	4,839.00	4,233.23	1,206.99	601.22-
7119 001 9	9	563.31	563.31	0.00	0.00	563.31
7119 002 9	9	5,402.31 *	5,402.31 *	4,233.23 *	1,206.99 *	37.91-*
SUBTOTAL ..	9	250,664.78	250,664.78	241,689.00	4,995.77	3,980.01
7120	8	0.00	0.00	0.00	0.00	0.00
7121	8	14,698.76	14,698.76	23,110.90	0.00	8,412.14-
7122	8	6,750.00	6,750.00	8,971.04	2,600.00	4,821.04-
7123	8	9,586.00	9,586.00	0.00	0.00	9,586.00
7124	8	775.60	775.60	589.03	0.00	186.57
7125	8	444.12	444.12	3,557.91	0.00	3,113.79-
7126	8	0.00	0.00	0.00	0.00	0.00
7128	8	0.00	0.00	0.00	0.00	0.00
7130	8	800.00	800.00	877.38	0.00	77.38-
7140	8	127,007.00	127,007.00	55,834.19	0.00	71,172.81
7150	8	0.00	0.00	0.00	0.00	0.00
7150 001 9	9	0.00	0.00	0.00	0.00	0.00
7150 003 9	9	7,000.00	7,000.00	51,276.13	0.00	51,276.13-
7150 004 9	9	0.00	0.00	52,986.03	0.00	45,986.03-
7150 005 9	9	0.00	0.00	37,800.29	0.00	37,800.29-
7150 006 9	9	0.00	0.00	17,107.17	0.00	17,107.17-
7151	8	0.00	0.00	0.00	0.00	0.00
7152	8	0.00	0.00	0.00	0.00	0.00
7160	8	11,937.00	11,937.00	10,325.67	0.00	1,611.33
7161	8	0.00	0.00	0.00	0.00	0.00
7163	8	1,800.00	1,800.00	11,341.00	0.00	9,541.00-

REPORT ID: FMS-MR427
 1800 POLICE DEPARTMENT
 PROGRAM MANAGER: POLICE CHIEF

C I T Y O F H A Y W A R D
 REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
 MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 09/30/2003
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ACCOUNT NO	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PROABTE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
7170	DUES, PUBLICATIONS, BOOKS	15,252.00	15,252.00	10,237.34	0.00	5,014.66
7180	MEALS (MOU)	13,330.00	13,330.00	10,136.15	0.00	3,193.85
7190 001 9	POLICE - CARRYOVERS	0.00	0.00	0.00	0.00	0.00
7190 003 9	BOOKS FOR SENIORS	0.00	0.00	0.00	0.00	0.00
7190 008 9	CORRECTIONS TRAINING	9,201.47	9,201.47	4,897.77	0.00	4,303.70
7190 009 9	PAY PHONE COMMISSION - POLICE	13,884.40	13,884.40	0.00	1,028.17	12,856.23
7190 013 9	ANIMAL SERVICES SPAY & NEUTER	0.00	0.00	0.00	0.00	0.00
	OPERATION SAFE HOME					
	POLICE - CARRYOVERS	23,085.87	23,085.87	4,897.77	1,028.17	17,159.93
	SUBTOTAL ..					
	SUPPLIES	646,709.35	646,709.35	716,942.16	17,333.21	87,566.02
7200	SERVICES	6,000.00	6,000.00	5,080.00	0.00	920.00
7208	PHYSICAL FITNESS (MOU)	652,200.88	652,200.88	711,112.05	20,975.57	79,886.74
7210	SPECIAL SERVICES- CLAIMS	6,000.00	6,000.00	991.83	0.00	5,008.17
7211	ONSITE MEALS	43,844.01	43,844.01	44,513.02	100.00	769.01
7215	SOFTWARE	0.00	0.00	0.00	0.00	0.00
7217	RECORD STORAGE COST	0.00	0.00	0.00	0.00	0.00
7218	ANIMAL POPULATION CONTROL	0.00	0.00	0.00	0.00	0.00
7220	RESIDENTIAL RENT-SPEC SVCS	0.00	0.00	0.00	0.00	0.00
7230	MOBILE HOME RENT-SPEC SVCS	0.00	0.00	0.00	0.00	0.00
7250	PUBLICITY AND COMMUNITY PROM	7,812.00	7,812.00	8,350.60	0.00	538.60
7252	HAYWARD ARTS COUNCIL	0.00	0.00	0.00	0.00	0.00
7256	COMMUTE INCENTIVES	0.00	0.00	0.00	0.00	0.00
7260	INSURANCE	0.00	0.00	0.00	0.00	0.00
7261	RETIREE INSURANCE BENEFIT	0.00	0.00	0.00	0.00	0.00
7270	OTHER CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
7271	ECONOMIC FORUM	0.00	0.00	0.00	0.00	0.00
7272	ECONOMIC DEVELOPMENT ELEMENT	0.00	0.00	0.00	0.00	0.00
7273	BACKGROUND INVESTIGATIONS	22,826.00	22,826.00	32,919.88	0.00	10,093.88
7276	COMPUTER CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
7276 001 9	DOUGLAS KENNER CONSULTING	120,889.13	120,889.13	118,287.00	1,491.96	1,110.17
7276 002 9	HIGH TECHNOLOGY STATE GRANT	0.00	0.00	0.00	0.00	0.00
7276 003 9	PRC PUBLIC SECTOR, INC.	120,889.13	120,889.13	118,287.00	1,491.96	1,110.17
	COMPUTER CONTRACT SERVICES					
	SUBTOTAL ..					
	SERVICES	859,572.02	859,572.02	921,254.38	22,567.53	84,249.89
7300	VEHICLE OPERATION	8,401.00	8,401.00	8,721.27	0.00	320.27
7310	AUTO ALLOWANCE	1,027,608.00	1,027,608.00	1,029,831.15	0.00	2,223.15
7320	INTERNAL VEH. & RADIO RENTAL	1,400.00	1,400.00	849.95	0.00	550.05
7330	LOCAL MILEAGE, PARKING & TOLL	0.00	0.00	0.00	0.00	0.00
	VEHICLE OPERATION					
	TOTAL ..	1,037,409.00	1,037,409.00	1,039,402.37	0.00	1,993.37
7400	TRAVEL, MEETINGS AND MEALS	244,501.80	244,501.80	231,645.38	4,875.00	7,981.42
7410	TRNNG,EDUC,TRVL,MEETING,MEALS					

REPORT ID: FMIS-MR427

1800 POLICE DEPARTMENT
PROGRAM MANAGER: POLICE CHIEF

C I T Y O F H A Y W A R D
REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
MONTH ENDING DATE: 06/30/2002

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ACCOUNT NO
OBJ SUB T ACCOUNT DESCRIPTION

TOTAL
CURRENT BUDGET
YTD PROABTE
YTD REVENUE/
EXPENDITURES
ENCUMBRANCES
BUDGET
BALANCE

7411 8 CORRECTIONS TRAINING 14,250.00 14,250.00 577.27 0.00 13,672.73

7412 7 TRAINING 0.00 0.00 0.00 0.00 0.00

7412 001 9 TRNG-1801-INV 0.00 0.00 0.00 0.00 0.00

7412 002 9 TRNG-1802-PATROL 0.00 0.00 0.00 0.00 0.00

7412 003 9 TRNG-1803-ADMIN 0.00 0.00 0.00 0.00 0.00

7412 004 9 TRNG-MANDATORY 0.00 0.00 313.57 0.00 313.57-

7412 005 9 TRNG-MISCELLANEOUS 0.00 0.00 0.00 0.00 0.00

7412 006 9 TRNG-ACADEMY 8,000.00 8,000.00 0.00 0.00 8,000.00

7420 8 BOARDS & COMMISSIONS 0.00 0.00 0.00 0.00 0.00

TOTAL 266,751.80 * 266,751.80 * 232,536.22 * 4,875.00 * 29,340.58 *

7500 6 OTHER EXPENSE 0.00 0.00 0.00 0.00 0.00

7501 8 SAD REFUNDS TO PROPERTY OWNERS 300.00 300.00 676.01 0.00 376.01-

7505 8 CREDIT CARD SERVICE CHARGE 0.00 0.00 0.00 0.00 0.00

7510 8 TRAINING AND EDUCATION 0.00 0.00 0.00 0.00 0.00

7511 8 RELOCATION EXPENSE 0.00 0.00 0.00 0.00 0.00

7513 8 PRISONER WELFARE 0.00 0.00 0.00 0.00 0.00

7515 7 COMPUTER TRAINING & EDUCATION 0.00 0.00 0.00 0.00 0.00

7515 001 9 # NOW AVAILABLE 0.00 0.00 0.00 0.00 0.00

7570 8 BAD DEBT EXPENSE 0.00 0.00 0.00 0.00 0.00

7582 002 9 LEASE PAYMENTS-97 EQUIP LEASE 4,042.00 4,042.00 0.00 0.00 4,042.00

7583 002 9 INTEREST -97 EQUIP LEASE 843.00 843.00 0.00 0.00 843.00

7590 8 DEPRECIATION 0.00 0.00 0.00 0.00 0.00

TOTAL 5,185.00 * 5,185.00 * 676.01 * 0.00 * 4,508.99 *

7700 6 DELAYED LOANS - RENTAL REHAB 0.00 0.00 0.00 0.00 0.00

7710 8 CASTAS OF HAYWARD, INC. 0.00 0.00 0.00 0.00 0.00

TOTAL 0.00 * 0.00 * 0.00 * 0.00 * 0.00 *

7900 6 MISC EXPENDITURES 0.00 0.00 0.00 0.00 0.00

7999 8 STATE REDUCTIONS 0.00 0.00 0.00 0.00 0.00

TOTAL 0.00 * 0.00 * 0.00 * 0.00 * 0.00 *

SUBTOTAL SUPPLIES AND SERVICES 2,815,627.17 * 2,815,627.17 * 2,910,811.14 * 44,775.74 * 139,959.71-*

8000 5 CAPITAL EXPENSE 102,819.03 102,819.03 60,012.36 71,144.05 28,337.38-

8100 6 PURCHASES - EQUIPMENT
8110 8 FIELD & OFF EQUIP (OVER \$1000)

REPORT ID: FMTS-MR427

1800 POLICE DEPARTMENT
PROGRAM MANAGER: POLICE CHIEF

C I T Y O F H A Y W A R D
REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
MONTH ENDING DATE: 06/30/2002

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ACCOUNT NO	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PROBABE	YTD REVENUE/ EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
8111	FIELD & OFF EQUIP (0 - 1000)	0.00	0.00	1,407.15-	0.00	1,407.15
8112	COMPUTERS & PRINTERS-OVER 1000	56,072.57	56,072.57	96,379.78	0.00	40,307.21-
8113	COMPUTERS & PRINTERS (0-1000)	0.00	0.00	0.00	0.00	0.00
TOTAL ..	PURCHASES - EQUIPMENT	158,891.60 *	158,891.60 *	154,984.99 *	71,144.05 *	67,237.44-
8200	PURCHASES - LAND	0.00	0.00	0.00	0.00	0.00
8210	GROUNDS/LAND (NEW)	0.00	0.00	0.00	0.00	0.00
TOTAL ..	PURCHASES - LAND	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
8400	PURCHASES - VEHICLES	346,000.00	346,000.00	316,000.00	30,000.00	0.00
8410	AUTOMOTIVE EQUIPMENT	346,000.00 *	346,000.00 *	316,000.00 *	30,000.00 *	0.00 *
TOTAL ..	PURCHASES - VEHICLES	346,000.00 *	346,000.00 *	316,000.00 *	30,000.00 *	0.00 *
SUBTOTAL ..	CAPITAL EXPENSE	504,891.60 *	504,891.60 *	470,984.99 *	101,144.05 *	67,237.44-
9000	EXPENSE TRANSFERS	0.00	0.00	522,809.79	0.00	522,809.79-
9100	EMPLOYEE SERVICES	0.00	0.00	522,194.06-	0.00	522,194.06
9110	SALARIES-S.T.-FROM OTHER	0.00	0.00	745,490.93	0.00	745,490.93-
9111	SALARIES-S.T.-TO OTHER AC	0.00	0.00	745,852.76-	0.00	745,852.76
9120	SALARIES-O.T.-FROM OTHER	0.00	0.00	0.00	0.00	0.00
9121	SALARIES-O.T.-TO OTHER AC	0.00	0.00	0.00	0.00	0.00
9122	SALARIES-TO OTHER ACTIVITIES	0.00	0.00	327,256.33	0.00	327,256.33-
9130	EMPLOYEE BENE FROM OTHER	0.00	0.00	327,738.97-	0.00	327,738.97
9131	EMPLOYEE BENE TO OTHER AC	0.00	0.00	0.00	0.00	0.00
9140	DEV CHARGES IN EXCESS OF MAX	0.00	0.00	0.00	0.00	0.00
TOTAL ..	EMPLOYEE SERVICES	0.00 *	0.00 *	228.74-*	0.00 *	228.74 *
9200	MAINTENANCE AND UTILITIES	0.00	0.00	0.00	0.00	0.00
9210	REPAIR/MAINT-FACILITIES D	0.00	0.00	0.00	0.00	0.00
TOTAL ..	MAINTENANCE AND UTILITIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
9300	EXPENSE RECOVERY	0.00	0.00	0.00	0.00	0.00
9340	PAYROLL EXPENSE RECOVERY	0.00	0.00	0.00	0.00	0.00
9341	PAYROLL EXPENSE RECOVERY	0.00	0.00	0.00	0.00	0.00
2	271-1833-NARCOTIC ASSET SEIZURE-DOJ					
2	272-1834-NARCOTIC ASSET SEIZURE-DOJ					
2	273-1865-LOCAL LAW ENFOR BLK GRANT-REV2					
2	273-1887-LOCAL LAW ENFOR BLK GRANT-REV 6					
2	274-1862-LOC LAW ENFOR BLK GRANT-REV 7					
2	274-1885-LOCAL LW ENFOR BLK GRANT-REV 7					
2	276-1835-NARCOTIC ASSET SEIZURE-LOCAL					
2	277-1831-NARCOTIC ASSET SEIZURE-STATE					
2	277-1899-DRUG SEIZURE - FIXED ASSET ADJ					

REPORT ID: FWIS-MR427

1800 POLICE DEPARTMENT
PROGRAM MANAGER: POLICE CHIEF

C I T Y O F H A Y W A R D
REVENUE AND EXPENSE SUMMARY BY DEPARTMENT
MONTH ENDING DATE: 06/30/2002

REPORT PRINT DATE: 09/30/2003
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ACCOUNT NO	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/	ENCUMBRANCES	BUDGET
OBJ SUB T		TOTAL		EXPENDITURES		BALANCE

2	278-1825-CITIZEN OPT FOR PUB SAFETY-REV	0.00	0.00	0.00	0.00	0.00
2	279-1867-LOCAL LAW ENFOR BLK GRANT-REV3	0.00	0.00	0.00	0.00	0.00
2	281-1837-LOCAL LAW ENF BLK GRANT-REV 4	0.00	0.00	0.00	0.00	0.00
2	282-1838-POLICE YOUTH ACTIVITIES	0.00	0.00	0.00	0.00	0.00
9342	PMROLL EXPENSE RECOVERY	0.00	0.00	0.00	0.00	0.00

TOTAL	EXPENSE RECOVERY	0.00	0.00	0.00	0.00	0.00
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SUBTOTAL	EXPENSE TRANSFERS	0.00	0.00	228.74	0.00	228.74
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TOTAL	POLICE DEPARTMENT	32,750,089.32	32,750,089.32	32,306,201.21	153,943.79	289,944.32
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**City of Hayward - Police Salaries
FY 2002-2003**

Officer		Sergeant	Records Clerk	Comm Operator	Comm Svc Off
40.23	36.64	48.21	20.49	26.69	22.7
38.4	40.23	45.87	21.49	26.69	22.7
36.64	38.4	45.87	21.49	34.88	22.7
40.23	38.4	45.87	21.49	30.54	19.78
38.4	40.23	45.87	21.49	30.54	22.7
40.23	36.64	45.87	21.49	23.04	11-9811-I-01 22.7
40.23	38.4	48.21	20.49	23.04	19.78
38.4	34.93	48.21	21.49	26.69	20.72
38.4	40.23	45.87	20.49	25.4	20.72
36.64	40.23	45.87	30.19	26.69	20.72
36.64	38.4	48.21	19.62	26.69	20.72
38.4	40.23	48.21	19.62	30.54	19.78
38.4	40.23	48.21	21.49	26.69	20.72
40.23	40.23	48.21 *	23.66	26.69	19.78
40.23	34.93	48.21	20.49	26.69	21.67
40.23	40.23	48.21	19.13	25.4	22.7
36.64	36.64	754.98	21.49	26.69	22.7
40.23	38.4		21.49	26.69	22.7
38.4	40.23	\$47.19	21.49	26.69	22.7
40.23	36.64		20.49	26.69	21.67
38.4	38.4		21.49	26.69	22.7
40.23	40.23		21.49	26.69	19.78
38.4	40.23		472.55	25.4	19.78
40.23	38.4			30.54	20.72
40.23	40.23		\$21.48	652.98	18.96
40.23	40.23				22.7
40.23	38.4			\$27.21	19.78
38.4	38.4				22.7
40.23	40.23				22.7
38.4	40.23			Inspector	18.96
40.23	33.33			45.48	22.7
38.4	40.23			45.48	661.84
40.23	40.23	Avg Patrol Salary		45.48	
38.4	36.64	\$39.91		45.48	\$21.35
36.64	40.23			45.48	
38.4	34.93			45.48	
38.4	38.4			45.48	
40.23	38.4			43.35	
40.23	40.23			45.48	
40.23	40.23			45.48	
40.23	40.23			45.48	
40.23	40.23			45.48	
34.93	33.33			45.48	
40.23	40.23			45.48	
38.4	40.23			634.59	
36.64	33.33				
40.23	36.64			\$45.33	
38.4	40.23				
40.23	40.23				
38.4	4073.78				
40.23					
38.4	\$38.80				
40.23					
36.64					
33.33					
40.23					

REPORT ID: PHMS-PP812

CITY OF HAWAII
CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

REPORT PRINT DATE: 09/30/2003
PAGE NO. 4
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EMP # EMPLOYEE NAME

JOB# POSITION TITLE

HOURLY RATE

STEP SEX ETH

100-1741 PURCHASING PROGRAM

1526	CARRILLO, MARIA G	111	PURCHASING ASSISTANT	23.63	05	F	H
2484	COSMA, RALPH E	739	PURCHASING & SERVICES MANAGER	42.76	05	M	W

100-1742 CENTRAL SERVICES PROGRAM

2200	IBARRA, RENEE J	112	MAIL & STOCK CLERK	19.60	05	M	H
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100-1810 OFFICE OF THE POLICE CHIEF

2430	CALHOUN, CRAIG H	1102	CHIEF OF POLICE	70.13	05	M	W
1290	DIAZ, SUSAN G	108	ADMINISTRATIVE SECRETARY	27.73	05	F	W
2353	PALERMINI, ROBERT J	555	POLICE LIEUTENANT	55.56	05	M	W

100-1815 OFFICE OF THE DEPUTY CHIEF

2276	ALBERTELLI, JEFFREY S	515	POLICE OFFICER	40.23	05	M	W
1461	BEAL, MICHAEL S	515	POLICE OFFICER	40.23	05	M	W
2070	BIRD, LARRY J	545	POLICE SERGEANT	48.21	05	M	W
1957	BROWN, STEVEN J	545	POLICE SERGEANT	48.21	05	M	W
3254	CANG, ALMA T	188	CRIME PREVENTION SPECIALIST	20.77	02	F	A
2483	COREY, STEVEN F	515	POLICE OFFICER	40.23	05	M	W
2895	CORSOLINI, JASON J	515	POLICE OFFICER	40.23	05	M	W
1667	DEBEO, SCOTT A	515	POLICE OFFICER	40.23	05	M	W
2578	DOMINGUEZ, THERESA B	169	COMMUNITY SERVICE OFFICER	22.70	05	F	I
2477	DU-LONG, JR., VICTOR F	515	POLICE OFFICER	40.23	05	M	A
2298	ESPERSO, IRENE M	515	POLICE OFFICER	40.23	05	F	H
2067	HOUHTEILING, DENNIS	802	POLICE CAPTAIN	64.17	06	M	W
2750	HUTCHINSON, BURT T	515	POLICE OFFICER	40.23	05	M	W
2652	LOWE, LLOYD L	555	POLICE LIEUTENANT	55.56	05	M	A
2258	NISHIMOTO, DARIN M	545	POLICE SERGEANT	45.87	04	M	A
1064	PAGAN, REINALDO	515	POLICE OFFICER	38.40	04	M	H
2058	PUENTE, ANTONIO M	515	POLICE OFFICER	40.23	05	M	H
3031	RIPPY, MICHAEL	515	POLICE OFFICER	33.33	01	M	U
1827	SCHROER, DAVID D	515	POLICE OFFICER	38.40	04	M	W
2517	VALENCIA, DEAN A	515	POLICE OFFICER	40.23	05	M	H
2429	VELASQUEZ, GREG C	515	POLICE OFFICER	40.23	05	M	H
2623	WOOLEY, PHILLIP J	515	POLICE OFFICER	40.23	05	M	B

100-1816 ALCOHOL BEV CONTROL PROGRAM

2238	KELLY, WILLIAM H	515	POLICE OFFICER	40.23	05	M	W
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100-1820 PATROL BUREAU

2541	ABERCROMBIE, STEPHEN J	515	POLICE OFFICER	40.23	05	M	W
1617	ALLEN, RICHARD A	545	POLICE SERGEANT	48.21	05	M	W

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
3183	ANGILO, NOELMA D	106	SECRETARY	19.86	03	F	A
2332	AYER, ANGETA S	515	POLICE OFFICER	38.40	04	F	B
3155	BANTLOS, JOSE A	515	POLICE OFFICER	36.64	03	M	H
2495	BARTOLOMEW, TONY I	515	POLICE OFFICER	40.23	05	M	W
2928	BELL, TYRINE D	515	POLICE OFFICER	38.40	04	M	B
2575	BENSON, JUDITH E	545	POLICE SERGEANT	45.87	04	F	W
2856	BEYER, DARIN A	515	POLICE OFFICER	40.23	05	F	W
2365	BONNETT, LORI R	515	POLICE OFFICER	40.23	05	F	W
2938	BORDE, TAMMY L	515	POLICE OFFICER	38.40	04	F	W
1525	BOYKINS, SHERYL L	555	POLICE LIBUTENANT	52.98	04	F	B
3035	BRADLEY, DONN A	515	POLICE OFFICER	38.40	04	M	W
2748	BRANSON, GARY W	555	POLICE LIBUTENANT	52.98	04	M	W
2964	BRYAN, JASON L	515	POLICE OFFICER	36.64	03	M	W
1438	BRYAN, KEITH G	545	POLICE SERGEANT	45.87	04	M	W
2951	BULLOCH, HEATHER M	515	POLICE OFFICER	36.64	03	F	H
2931	CARPENTER, MICHAEL W	515	POLICE OFFICER	38.40	04	M	W
1640	CERRUTI, DAVID J	515	POLICE OFFICER	38.40	04	M	W
1457	CHRISTENSEN, ANNA C	515	POLICE OFFICER	40.23	05	F	H
2722	COLTRELLI, JAMES M	515	POLICE OFFICER	40.23	05	M	W
2404	COOPER, JAY H	515	POLICE OFFICER	40.23	05	M	W
3191	CORRIERE, TROY R	515	POLICE OFFICER	36.64	03	M	W
2553	CRISTOPANI, JEFF W	515	POLICE OFFICER	40.23	05	M	W
3268	DEPLITICH, WILLIAM	515	POLICE OFFICER	40.23	04	M	W
2649	DIVINAGRACIA, PHILLIP	515	POLICE OFFICER	38.40	05	M	A
2844	DONOFRIO, MICHAEL	515	POLICE OFFICER	40.23	05	M	H
1298	DUCKER, MARK A	515	POLICE OFFICER	40.23	05	F	W
2308	EAKIN, GAIL	169	COMMUNITY SERVICE OFFICER	22.70	05	M	W
2672	EDENS, AARON C	169	COMMUNITY SERVICE OFFICER	22.70	05	M	W
2999	FARRO, ROBERT J	515	POLICE OFFICER	38.40	04	M	W
2894	FARRO, ROBERT J	545	POLICE SERGEANT	45.87	04	M	H
2619	FERRERA, CARLOS E	169	COMMUNITY SERVICE OFFICER	19.78	02	M	H
3207	FERRERA, JUSTIN	515	POLICE OFFICER	40.23	05	F	W
2149	FERRERA, LORI M	515	POLICE OFFICER	40.23	05	F	A
2681	FORD, CHRISTINE	515	POLICE OFFICER	40.23	05	M	W
2220	FORKUS, KENNETH A	515	POLICE OFFICER	38.40	04	M	W
2987	FOVEL, CRAIG J	515	POLICE OFFICER	40.23	05	M	W
2530	FRAZER, RICHARD J	515	POLICE OFFICER	40.23	05	M	W
2927	GONZALEZ JR, ROBERTO J	515	POLICE OFFICER	38.40	04	M	H
2229	GRAVE, JEFFREY D	515	POLICE OFFICER	40.23	05	M	W
3005	HACKL, KEVIN M	515	POLICE OFFICER	38.40	04	M	W
2294	HEDRICK, KENNETH R	515	POLICE OFFICER	40.23	05	M	W
2446	HORN, WESLEY W	515	POLICE OFFICER	38.40	04	M	B
2245	HOYER, ZACHARY A	545	POLICE SERGEANT	45.87	04	M	W
1648	HUMBERT, CHRISTOPHER B	515	POLICE OFFICER	36.64	03	M	W
2751	HUTCHINSON, ERIC P	515	POLICE OFFICER	38.40	04	M	W
1530	JAKUB, GUY J	515	POLICE OFFICER	38.40	04	M	W
1662	JAVIER, JAMES B	515	POLICE OFFICER	40.23	05	M	A
1419	JOHANNES, DAVID E	515	POLICE OFFICER	40.23	05	M	W
1677	KENER, ROGER E	515	POLICE OFFICER	40.23	05	M	W
3144	KELL, JENNIFER I	545	POLICE SERGEANT	45.87	04	F	W
3148	KIDWELL, STEVEN W	169	COMMUNITY SERVICE OFFICER	20.72	03	F	W
1536	KOLIER, MARK D	555	POLICE LIBUTENANT	52.98	04	M	A

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
2282	KRIND, ERIC R	515	POLICE OFFICER	40.23	05	M	W
1842	LAMPALIN, ROBERT V	515	POLICE OFFICER	40.23	05	M	B
3192	LANDRETH, KENNETH L	515	POLICE OFFICER	34.93	02	M	W
3049	LEGAN, MICHAEL	515	POLICE OFFICER	40.23	05	M	W
1067	LITZ, BERNARD A	545	POLICE SERGEANT	48.21	05	M	W
3004	LIMON, LEON L	515	POLICE OFFICER	38.40	04	M	H
1503	LINDROM, REID S	555	POLICE LIEUTENANT	52.98	04	M	W
3130	LINTO, CORY L	515	POLICE OFFICER	36.64	03	M	W
1670	LUNDEREN, DAVID W	515	POLICE OFFICER	40.23	05	M	W
3015	LUNGER, SCOTT P	515	POLICE OFFICER	38.40	04	M	W
1857	LUTZINGER, JEFFERY C	515	POLICE OFFICER	40.23	05	M	W
3040	MALONEY, BRIAN E	515	POLICE OFFICER	38.40	04	M	W
1790	MARTIN, JOSEPH T	545	POLICE SERGEANT	48.21	05	M	H
2929	MARTINEZ, CARLOS I	515	POLICE OFFICER	40.23	05	M	W
3083	MARTINEZ, SHERWIN M	515	POLICE OFFICER	38.40	04	M	W
2816	MATTHEWS, BRYAN J	515	POLICE OFFICER	40.23	05	M	W
2936	MATTHEWS, MICHAEL S	515	POLICE OFFICER	36.64	03	M	W
3200	MONAMARA, SEAN P	515	POLICE OFFICER	33.33	01	M	W
1429	MELLENDEZ, ERIC R	515	POLICE OFFICER	40.23	05	M	H
3154	MILLS, JON C	515	POLICE OFFICER	36.64	03	M	W
3279	MITCHELL, SHERYL E	515	POLICE OFFICER	24.07	01	F	W
1395	MOSEY, MARK S	174	POLICE OFFICER TRAINEE	45.87	04	M	W
1929	MULHERN, ERIC M	545	POLICE SERGEANT	40.23	05	M	W
2911	MUNIZ, DONALD E	515	POLICE OFFICER	40.23	05	M	W
2966	NETLA, JR, ALLEN	515	POLICE OFFICER	38.40	04	M	W
2147	NGUYEN, ANTMAN P	515	POLICE OFFICER	40.23	05	M	A
3128	NUNEZ, JR., JOSE H	515	POLICE OFFICER	36.64	03	M	H
2992	OLSEN, DANIEL T	515	POLICE OFFICER	38.40	04	M	W
3194	ORMSBY, MARK	515	POLICE OFFICER	34.93	02	M	W
2660	ORTIZ, RONALD M	515	POLICE OFFICER	40.23	05	M	H
1002	OWENS, ARTHUR L	515	POLICE OFFICER	40.23	05	M	W
2038	PERRY, THOMAS A	515	POLICE OFFICER	55.56	05	M	W
3246	PERRYMAN, JESSICA A	515	POLICE OFFICER	38.40	04	F	W
3261	PIMENTEL, CRAIG J	515	POLICE OFFICER	19.78	02	M	W
1763	PORTO, JEFFREY M	169	COMMUNITY SERVICE OFFICER	40.23	05	M	W
2842	POWER, JEFFREY M	515	POLICE OFFICER	40.23	05	M	W
2555	QUINN, COREY L	515	POLICE OFFICER	40.23	05	M	A
3159	QUINN, MARK W	515	POLICE OFFICER	34.93	02	M	W
2531	RABINO, DENNY T	515	POLICE OFFICER	40.23	05	M	A
3126	RACETTE, JOHN W	515	POLICE OFFICER	36.64	03	M	W
3023	RAMIREZ, ISABEL G	515	POLICE OFFICER	20.72	03	F	H
2909	RAMSEY, DERREL L	169	COMMUNITY SERVICE OFFICER	38.40	04	M	W
2125	RANKIN, BRIAN A	515	POLICE OFFICER	40.23	05	M	A
2967	REED, RODNEY O	515	POLICE OFFICER	36.64	03	M	B
2175	RIERA, PHILIP P	802	POLICE CAPTAIN	61.12	05	M	H
3103	RILEY, OSWALD	515	POLICE OFFICER	38.40	04	M	W
1603	RIVA, JOSEPH A	515	POLICE OFFICER	40.23	05	M	W
1848	ROBINSON, GERALD L	515	POLICE OFFICER	40.23	05	M	H
3050	ROCKWELL, MARIE	515	POLICE OFFICER	38.40	04	F	H
2897	ROSE, MATTHEW J	515	POLICE OFFICER	40.23	05	M	W
3131	RUTZ, DIANA M	515	POLICE OFFICER	20.72	03	F	H
2640	RUSHWORTH-MCKER, RENEE	169	COMMUNITY SERVICE OFFICER	40.23	05	F	H
2965	SANDER, SAM A	515	POLICE OFFICER	38.40	04	M	W

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
3140	SAPPINGTON, ROBERT S	515	POLICE OFFICER	38.40	04	M	W
3208	SAUNDERS, HELEN	169	COMMUNITY SERVICE OFFICER	20.72	03	F	W
2291	SISSON, RAYMOND L	545	POLICE SERGEANT	45.87	04	M	W
1604	SNEEL, JEFFREY A	515	POLICE OFFICER	40.23	05	M	W
1812	SORENSEN, MICHAEL K	515	POLICE OFFICER	40.23	01	M	W
3220	SPIGNER, THOMAS G	515	POLICE OFFICER	33.33	05	M	W
2401	STANLEY, ERIC P	515	POLICE OFFICER	40.23	05	M	W
2393	SUNBERT, FRANKLIN	515	POLICE OFFICER	40.23	03	M	B
3110	TAYLOR, BENNIE	515	POLICE OFFICER	36.64	05	M	W
2010	TAYLOR, MAYSE E	515	POLICE OFFICER	40.23	05	M	W
2520	VARGAS, LARRY M	545	POLICE SERGEANT	48.21	02	M	H
3193	VONNEGUT, TREVOR	515	POLICE OFFICER	34.93	05	M	W
3018	WAYBRIGHT, JASON M	515	POLICE OFFICER	38.40	04	M	W
2559	WEIDON, ROBERT G	545	POLICE SERGEANT	48.21	05	M	W
3077	WINSOR, DANIEL T	515	POLICE OFFICER	38.40	04	M	W
3100	WOODS, MICHAEL	515	POLICE OFFICER	40.23	05	M	B
1124	WRIGHT, MAC GREGOR R	545	POLICE SERGEANT	48.21	05	M	W
2694	WYDLER, ARTHUR A	545	POLICE SERGEANT	48.21	05	M	W

100-1823 UNIVERSAL HIRING PROGRAM
 2901 CERRUTI, JON C

515	POLICE OFFICER	38.40	04	M	W		
1918	BLANTON, RICHARD S	186	SENIOR CRIME PREVENTION SPECIALIST	26.22	05	F	W
2970	FABIAN, MARY C	169	COMMUNITY SERVICE OFFICER	21.67	04	F	W
2606	MARTINEZ, JASON E	545	POLICE SERGEANT	48.21	05	M	H
1625	MUNIZ, THEODORE A	545	POLICE SERGEANT	45.87	04	M	W

100-1830 INVESTIGATIONS

1392	ATKINS, KEVIN E	515	POLICE OFFICER	40.23	05	M	W
2206	BELL, PAMELA A	515	POLICE OFFICER	40.23	05	F	A
2663	BOLSTER-KOLLER, BOBBIE M	520	INSPECTOR	45.48	05	F	W
1789	BRANDON, STANLEY W	520	INSPECTOR	45.48	05	M	W
1441	CAMARA, RICHARD C	545	POLICE SERGEANT	48.21	05	M	A
1985	CARDES, ALEXIOS N	520	INSPECTOR	45.48	05	M	W
2081	COFFEY, ROBERT D	520	INSPECTOR	45.48	05	M	W
1921	DENHOIM, JAMES S	515	POLICE OFFICER	40.23	05	M	W
2069	DORN, DAVID J	515	POLICE OFFICER	40.23	01	M	W
3218	GATES, DOUGLAS R	515	POLICE OFFICER	45.48	05	M	H
2363	GUIMARAES, JOHN P	520	INSPECTOR	45.48	05	F	H
1341	HERNANDEZ, RAMONA A	545	POLICE SERGEANT	48.21	05	M	A
2769	HOPFE, MICHAEL R	520	INSPECTOR	48.21	05	M	M
1541	LAGE, JOHN M	520	INSPECTOR	43.35	04	M	A
2997	LEON, GLENDA J	520	INSPECTOR	20.49	04	F	W
2305	MADRID, ANNE F	120	POLICE RECORDS CLERK II	45.48	05	F	W
1851	MCALLISTER, DARRYL C	555	POLICE LIEUTENANT	55.56	05	M	B
2053	MCKEE, JR., LLOYD R	515	POLICE OFFICER	40.23	05	M	W

REPORT ID: PHMS-PP812

C I T Y O F H A Y W A R D
CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

REPORT PRINT DATE: 09/30/2003
PAGE NO. 8 TIME: 07:50

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
2466	MUNDT, EDWARD J	515	POLICE OFFICER	40.23	05	M	W
2485	MYERS, LLOYD T	555	POLICE LIEUTENANT	55.56	05	M	H
3216	NALK, NESAR A	515	POLICE OFFICER	33.33	01	M	W
3129	PIERCE, RODNEY A	515	POLICE OFFICER	36.64	03	M	W
2100	POLO, RUBEN	520	INSPECTOR	45.48	05	M	H
1343	RITCHIE, FRASER G	515	POLICE OFFICER	40.23	05	M	W
1294	SCHWARTZ, RICHARD S	520	INSPECTOR	45.48	05	M	A
1850	STUART, MARK C	520	INSPECTOR	45.48	05	M	W
1736	THOMS, ARTHUR W	515	POLICE OFFICER	40.23	05	M	W
2273	TORRES, GEORGE R	520	INSPECTOR	45.48	05	M	H
2151	VALDIVIA, RAUL	802	POLICE CAPTAIN	61.12	05	M	H
1928	MON, KENDELL H	520	INSPECTOR	45.48	05	M	A

100-1832 CRIME REPORTING AND ANALYSIS

2410	HESS, CATHERINE C	120	POLICE RECORDS CLERK II	21.49	05	F	W
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100-1836 D.A.R.E. PROGRAM

1442	GUZMAN, JOHN J	515	POLICE OFFICER	40.23	05	M	H
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100-1840 RECORDS MANAGEMENT BUREAU

2007	ANAYA, MARY L	120	POLICE RECORDS CLERK II	21.49	05	F	H
2356	BLAKE, IRMGARD V	120	POLICE RECORDS CLERK II	21.49	05	F	W
2587	CARVALHO, TANYA D	120	POLICE RECORDS CLERK II	21.49	05	F	B
1761	COSTA, KATHERINE L	120	POLICE RECORDS CLERK II	21.49	05	F	W
1646	ESCOBAR, AMY R	106	SECRETARY	21.78	05	F	A
2962	FRENCH, MARY F	120	POLICE RECORDS CLERK II	20.49	04	F	W
1900	GABRIEL, VICTORIA M	120	POLICE RECORDS CLERK II	20.49	04	F	A
2865	HALLMAN, ANTOINETTE	120	POLICE RECORDS CLERK II	30.19	05	F	T
1156	HICKMAN, MARVA L	751	POLICE RECORDS SUPERVISOR	20.49	04	F	B
3172	HUGHTELLING, JENNIFER	120	POLICE RECORDS CLERK II	19.62	03	F	W
3112	MARTIN, ANNA L	120	POLICE RECORDS CLERK II	19.62	03	F	W
1471	MOORE, LORNA D	120	POLICE RECORDS CLERK II	21.49	03	F	B
2610	PEDRIOLI-KEYS, CHRISTINA S	121	SENIOR POLICE RECORDS CLERK	23.66	05	F	H
2113	PEREZ, LINDA S	120	POLICE RECORDS CLERK II	20.49	04	F	W
3286	SAMUELS, TARIYA	120	POLICE RECORDS CLERK II	18.13	01	F	B
1767	SANDOVAL, FELICIA A	120	POLICE RECORDS CLERK II	21.49	05	F	B
2039	SANTIAGO, GLORIA A	120	POLICE RECORDS CLERK II	21.49	05	F	H
1026	TATUM, ANNA	120	POLICE RECORDS CLERK II	21.49	05	F	B
2922	VARGAS, DIANE L	120	POLICE RECORDS CLERK II	20.49	04	F	H
2123	VEGA, LETICIA A	120	POLICE RECORDS CLERK II	21.49	05	F	H
1908	WILLIAMS, JOYCE D	120	POLICE RECORDS CLERK II	21.49	05	F	B

100-1841 PERSONNEL AND TRAINING BUREAU

2516	ALFARO, EDDIE D	515	POLICE OFFICER	40.23	05	M	A
1066	BRONO JR, HARRY R	724	ADMINISTRATIVE ANALYST II	35.58	05	M	W

***** EMP # EMPLOYEE NAME ***** JOB# POSITION TITLE ***** HOURLY RATE STEP SEX ETH *****

100-1842 JAIL BUREAU
 00
 2148 DINNEN, GERARD 555 POLICE LIEUTENANT
 1656 MARQUEZ, DIANA 108 ADMINISTRATIVE SECRETARY

3058 ALFARO, JAMES E 169 COMMUNITY SERVICE OFFICER
 3243 ALFARONNA, ANTHONY V 169 COMMUNITY SERVICE OFFICER
 3160 BRIGHT, PATRICIA H 169 COMMUNITY SERVICE OFFICER
 3038 CARAVSU, DACU E 168 SENIOR JAILER
 2382 CUNHA, BERNARD M 784 JAIL SUPERVISOR
 3213 DERESPINI, RYAN 169 COMMUNITY SERVICE OFFICER
 1086 DOUGHTY, EARL E 168 SENIOR JAILER
 3024 ELARDO, MICHAEL S 169 COMMUNITY SERVICE OFFICER
 1334 FULLER, JOHN T 169 COMMUNITY SERVICE OFFICER
 1105 GADDIE, CHRISTOPH L 169 COMMUNITY SERVICE OFFICER
 1836 HONG, GENE 169 COMMUNITY SERVICE OFFICER
 2144 JAKUB, FELISA M 169 COMMUNITY SERVICE OFFICER
 3025 JARA, SERGIO A 169 COMMUNITY SERVICE OFFICER
 2486 LEPENDORF, BARRY 169 COMMUNITY SERVICE OFFICER
 3259 MARTINEZ, SERGIO D 169 COMMUNITY SERVICE OFFICER
 3260 MC LAIN, LESLIE A 169 COMMUNITY SERVICE OFFICER
 3190 PARMELEY, TINA L 169 COMMUNITY SERVICE OFFICER
 3001 SUZUKI, CHRISTOPHER N 168 SENIOR JAILER
 1038 VICTOR, SYLVON H 168 SENIOR JAILER

100-1844 PROPERTY & EVIDENCE BUREAU
 1051 BUCHANAN JR, RAY B 169 COMMUNITY SERVICE OFFICER
 1138 DAVIS, ROBERT S 723 ADMINISTRATIVE ANALYST III
 1058 MARKUS, JAMES P 120 POLICE RECORDS CLERK II
 2507 MOY, WILLIAM K 169 COMMUNITY SERVICE OFFICER
 3278 MUNGUIA, BRIAN C 169 COMMUNITY SERVICE OFFICER
 2203 PERZIGIAN, GEORGE C 169 COMMUNITY SERVICE OFFICER

100-1845 CRIME SCENE UNIT
 3081 COMBS, MICHELLE R 175 CRIME SCENE TECHNICIAN
 3078 COWAN, DENISE M 652 POLICE IDENTIFICATION SPECIALIST
 3127 GARCIA, MENDY M 175 CRIME SCENE TECHNICIAN
 1584 MARQUEZ, MARY R 175 CRIME SCENE TECHNICIAN
 3249 SORIANO, ROMMEL R 175 CRIME SCENE TECHNICIAN

100-1850 COMMUNICATIONS
 1760 BAILEY, JENNIE F. W 165 COMMUNICATIONS OPERATOR
 1462 BETHBA, LEAH F 165 COMMUNICATIONS OPERATOR
 2042 CALZADA, DESIDERIO C 773 COMMUNICATIONS SUPERVISOR
 1748 DOTY, MICHAEL A 164 SENIOR COMMUNICATIONS OPERATOR
 1883 ENOS, CHRYSSTL S 164 SENIOR COMMUNICATIONS OPERATOR

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
2148	DINNEN, GERARD	555	POLICE LIEUTENANT	55.56	05	M	W
1656	MARQUEZ, DIANA	108	ADMINISTRATIVE SECRETARY	24.73	02	F	H
3058	ALFARO, JAMES E	169	COMMUNITY SERVICE OFFICER	20.72	03	M	H
3243	ALFARONNA, ANTHONY V	169	COMMUNITY SERVICE OFFICER	19.78	02	M	W
3160	BRIGHT, PATRICIA H	169	COMMUNITY SERVICE OFFICER	20.72	03	F	W
3038	CARAVSU, DACU E	168	SENIOR JAILER	23.97	02	M	W
2382	CUNHA, BERNARD M	784	JAIL SUPERVISOR	34.88	05	M	W
3213	DERESPINI, RYAN	169	COMMUNITY SERVICE OFFICER	19.78	02	M	W
1086	DOUGHTY, EARL E	168	SENIOR JAILER	27.56	05	M	W
3024	ELARDO, MICHAEL S	169	COMMUNITY SERVICE OFFICER	21.67	04	M	W
1334	FULLER, JOHN T	169	COMMUNITY SERVICE OFFICER	22.70	05	M	W
1105	GADDIE, CHRISTOPH L	169	COMMUNITY SERVICE OFFICER	22.70	05	M	B
1836	HONG, GENE	169	COMMUNITY SERVICE OFFICER	22.70	05	M	B
2144	JAKUB, FELISA M	169	COMMUNITY SERVICE OFFICER	22.70	05	M	A
3025	JARA, SERGIO A	169	COMMUNITY SERVICE OFFICER	21.67	04	M	H
2486	LEPENDORF, BARRY	169	COMMUNITY SERVICE OFFICER	22.70	05	M	H
3259	MARTINEZ, SERGIO D	169	COMMUNITY SERVICE OFFICER	19.78	02	M	H
3260	MC LAIN, LESLIE A	169	COMMUNITY SERVICE OFFICER	19.78	02	F	W
3190	PARMELEY, TINA L	169	COMMUNITY SERVICE OFFICER	20.72	03	F	W
3001	SUZUKI, CHRISTOPHER N	168	SENIOR JAILER	22.99	01	M	A
1038	VICTOR, SYLVON H	168	SENIOR JAILER	25.13	03	M	B
1051	BUCHANAN JR, RAY B	169	COMMUNITY SERVICE OFFICER	18.96	01	M	W
1138	DAVIS, ROBERT S	723	ADMINISTRATIVE ANALYST III	39.53	05	M	W
1058	MARKUS, JAMES P	120	POLICE RECORDS CLERK II	21.49	05	M	W
2507	MOY, WILLIAM K	169	COMMUNITY SERVICE OFFICER	22.70	05	M	A
3278	MUNGUIA, BRIAN C	169	COMMUNITY SERVICE OFFICER	19.78	02	M	H
2203	PERZIGIAN, GEORGE C	169	COMMUNITY SERVICE OFFICER	22.70	05	M	W
3081	COMBS, MICHELLE R	175	CRIME SCENE TECHNICIAN	24.16	05	M	A
3078	COWAN, DENISE M	652	POLICE IDENTIFICATION SPECIALIST	28.15	04	F	W
3127	GARCIA, MENDY M	175	CRIME SCENE TECHNICIAN	22.06	03	F	W
1584	MARQUEZ, MARY R	175	CRIME SCENE TECHNICIAN	24.16	05	F	H
3249	SORIANO, ROMMEL R	175	CRIME SCENE TECHNICIAN	22.06	03	M	A
1760	BAILEY, JENNIE F. W	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
1462	BETHBA, LEAH F	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
2042	CALZADA, DESIDERIO C	773	COMMUNICATIONS SUPERVISOR	34.88	05	M	H
1748	DOTY, MICHAEL A	164	SENIOR COMMUNICATIONS OPERATOR	30.54	05	M	W
1883	ENOS, CHRYSSTL S	164	SENIOR COMMUNICATIONS OPERATOR	30.54	05	F	W

***** EMP # EMPLOYEE NAME ***** JOB# POSITION TITLE ***** HOURLY RATE STEP SEX ETH *****

3231	GREYER, TAMMERA E	165	COMMUNICATIONS OPERATOR	23.04	02	F	W
3244	GREEN, KATIE T	165	COMMUNICATIONS OPERATOR	23.04	02	F	A
1802	JORBACK, ESTHER D	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
3045	JORDAN-SUPERBIDA, MONICA C	165	COMMUNICATIONS OPERATOR	25.40	04	F	W
2599	LAVOKIN, JANICE D	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
2274	LEWIS, JENNIFER L	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
1383	MCADAMS, JENNIFER A	164	SENIOR COMMUNICATIONS OPERATOR	30.54	05	F	B
2177	MCNIGHTON, MELODY J	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
2594	MOSTER, DARLENE	165	COMMUNICATIONS OPERATOR	26.69	05	M	H
1995	NOE, MARCIE D	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
1424	NORRIS, VINCE D	165	COMMUNICATIONS OPERATOR	25.40	04	M	W
2204	ROBINSON, LARRY D	165	COMMUNICATIONS OPERATOR	26.69	05	M	W
1325	SPOFFORTH, POLLY	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
1432	STANLEY, SAMIRA A	165	COMMUNICATIONS OPERATOR	26.69	05	F	A
1464	TALLI, VICTORIA N	165	COMMUNICATIONS OPERATOR	26.69	05	F	W
1841	TORRES, CHARLENE J	165	COMMUNICATIONS OPERATOR	26.69	05	F	I
2422	TOWAN, MICHAEL A	165	COMMUNICATIONS OPERATOR	26.69	05	M	W
2893	VALE, SANDRA J	165	COMMUNICATIONS OPERATOR	25.40	04	F	W
1450	WATERS, CYNTHIA L	779	OPERATIONS SUPPORT DIRECTOR	48.68	05	F	W
2453	WHITE, RANDAL S	164	SENIOR COMMUNICATIONS OPERATOR	30.54	05	M	W

100-1851 PUBLIC SAFETY INFORMATION SYS

3245	DEAR, SONIKA	628	PROGRAMMER ANALYST	32.92	03	F	A
3174	HEIMSOETH, WAYNE B	708	PUBLIC SAFETY INFORMATION SYS. MGR.	38.89	04	M	W
1423	NELSON, KATHRYN A	631	COMPUTER OPERATOR	25.64	05	F	W
3199	VILJ, HARNAM	628	PROGRAMMER ANALYST	34.55	04	F	A
3046	ZHAO, YE	630	NETWORK/MICROCOMPUTER SPECIALIST	31.34	04	M	A

100-1860 YOUTH & FAMILY SERVICES BUREAU

1250	BEARD, JOHN T	737	COUNSELLING SUPERVISOR	36.94	05	M	W
3269	CANTRELL, RYAN D	515	POLICE OFFICER	38.40	04	M	W
1410	EDWARDS, WILLIAM M	515	POLICE OFFICER	40.23	05	M	W
1322	FREDERICK, LANCE A	790	YOUTH & FAMILY SERVICES MANAGER	45.66	05	M	W
1106	JENKINS, DONALD R	515	POLICE OFFICER	40.23	05	M	B
2124	LUUVANO, JEAN C	515	POLICE OFFICER	40.23	05	F	H
2855	NAVAS, SCOTT B	515	POLICE OFFICER	40.23	05	M	H
1758	O'BAYLEY, ARIADNA D	120	POLICE RECORDS CLERK II	21.49	05	F	F
2554	ORREY, CHRISTINE M	545	POLICE SERGEANT	48.21	05	F	H
2499	SCOTT, MICHAEL E	515	POLICE OFFICER	40.23	05	M	W
2390	STIVER, KEITH W	515	POLICE OFFICER	40.23	05	M	W
1898	YOUNG, BEVERLY P	515	POLICE OFFICER	40.23	05	F	W
1484	ZACKOWITZ, AUDREY C	120	POLICE RECORDS CLERK II	21.49	05	F	W

100-1869 DOMESTIC VIOLENCE GRANT

1537	KOLLER, SCOTT A	515	POLICE OFFICER	40.23	05	M	A
1166	LINDLEY, DONALD	632	FAMILY COUNSELOR I	30.46	05	M	W

CITY OF HAWAII
CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

EMP # EMPLOYEE NAME

JOB# POSITION TITLE

HOURLY RATE

STEP SEX ETH

100-1870 TRAFFIC ENFORCEMENT BUREAU

2709	AKACOS, STEPHEN P	545	POLICE SERGEANT	48.21	05	M	W
3006	AYALA, MARCO A	515	POLICE OFFICER	38.40	04	M	H
1173	EIGEN, BRIAN J	515	POLICE OFFICER	36.64	03	M	W
1212	FODSECA, ANTHONY	515	POLICE OFFICER	40.23	05	M	W
1452	GAPAVATTI, GARY G	515	POLICE OFFICER	40.23	05	M	H
1492	GOSWAMY, MICHAEL J	515	POLICE OFFICER	40.23	05	M	W
2170	HARRIS, TODD R	169	COMMUNITY SERVICE OFFICER	22.70	05	M	B
1778	HILL, PATRICIA A	106	SECRETARY	21.78	05	F	W
3219	LINDBERG, DANIEL C	515	POLICE OFFICER	33.33	01	M	W
1497	MONTGOMERY, LAWRENCE R	515	POLICE OFFICER	40.23	05	M	A
3082	O'CONNELL, MICHAEL P	515	POLICE OFFICER	38.40	04	M	W
2792	OLTHOFF, CHAD A	515	POLICE OFFICER	40.23	05	M	W
3016	PASSADORE, ADRIAN G	515	POLICE OFFICER	40.23	05	M	W
1233	POSEY, RODNEY O	515	POLICE OFFICER	40.23	05	M	W
3284	PRIEST-MORGAN, ROZALYNN	169	COMMUNITY SERVICE OFFICER	18.96	01	F	B
1560	RODRIGUES, THOMAS	515	POLICE OFFICER	40.23	05	M	W
2910	SOUZA, RODNEY J	515	POLICE OFFICER	38.40	04	M	W
2240	WINTERS, MICHELLE D	515	POLICE OFFICER	33.33	01	F	W

100-1872 ABANDONED VEHICLE ABATEMENT

2625	CLEARWATER, PHILomena A	169	COMMUNITY SERVICE OFFICER	22.70	05	F	H
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100-1875 MPACT GRANT

3120	MOORE, LYNNETTE S	632	FAMILY COUNSELOR I	25.11	01	F	W
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100-1880 CROSSING GUARDS PROGRAM

3047	DEMSEY, SHARON	901	TRAFFIC SAFETY ASSISTANT	12.43	05	F	W
3290	GONZALEZ, JAMES P	901	TRAFFIC SAFETY ASSISTANT	12.43	05	M	H
3116	GUNDOGDUT, NATASHA	901	TRAFFIC SAFETY ASSISTANT	12.43	05	F	U
3225	MUNOZ, MOSES M	901	TRAFFIC SAFETY ASSISTANT	12.43	05	M	H
3289	PIERANTONI, SHIRLEY	901	TRAFFIC SAFETY ASSISTANT	12.43	05	F	W

100-1882 CYSA-TANF DSO

1810	DOM, COLIN R	632	FAMILY COUNSELOR I	30.46	05	M	W
2218	ESTRADA, ROBERT A	632	FAMILY COUNSELOR I	30.46	05	M	H
1029	RADEMAN, MARJORIE A	632	FAMILY COUNSELOR I	30.46	05	F	W

100-1883 CYSA-TANF CASE MGMT

2976	PATTERSON, DENISE P	632	FAMILY COUNSELOR I	28.95	04	F	H
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REPORT ID: PMS-PR812

CITY OF HAWAII
CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

REPORT PRINT DATE: 09/30/2003
PAGE NO. 12 TIME: 07:50

***** EMPLOYEE NAME *****
***** JOB# POSITION TITLE *****
***** HOURLY RATE *****
***** STEP SEX ETH *****

100-1884 CYSA-PLANF LOCAL SERVICE AREA

2219	BUTLER, RICHARD D	515	POLICE OFFICER	40.23	05	M	W
1517	GRISHONG, PATRICIA	632	FAMILY COUNSELOR I	30.46	05	F	H
2060	RODRIGUEZ, PATRICIA L	632	FAMILY COUNSELOR I	30.46	05	F	H

100-1888 LOCAL LAW ENFOR BLK GRT-EXP 6

3007	HAZEL, DAVID D	515	POLICE OFFICER	40.23	05	M	W
2908	JOHNSON, RODNEY E	515	POLICE OFFICER	38.40	04	M	B

100-1889 UHP COPS IN SCHOOL

1274	SORENSEN, SCOTT C	515	POLICE OFFICER	40.23	05	M	W
1766	YOSHIMATA, TOSHIKAZU	515	POLICE OFFICER	40.23	05	M	A

100-1890 ANIMAL SERVICES BUREAU

2114	ARMES, GREGORY M	714	ANIMAL SERVICES MANAGER	37.34	05	M	W
3233	DRAKE, HILARY J	182	VOLUNTEER PROGRAM ASSISTANT	16.99	03	F	W
3051	FELBER, WENDY	185	ANIMAL CONTROL OFFICER	18.29	01	F	W
3085	GIDDINGS, FABIOLA B	120	POLICE RECORDS CLERK II	19.62	03	F	H
3060	HEPWORTH, CAROLINA B	181	ANIMAL CARE ATTENDANT	17.73	04	F	W
3182	HORNE, DONNA L	181	ANIMAL CARE ATTENDANT	16.99	03	F	W
3256	HURTADO, MICHELLE	181	ANIMAL CARE ATTENDANT	15.68	01	F	W
3057	KABIGTING, JERALYN G	120	POLICE RECORDS CLERK II	20.49	04	F	A
2870	KAMMERLING, DIANNE S	120	POLICE RECORDS CLERK II	18.13	01	F	W
3002	MC GREGOR, WILLIAM P	181	ANIMAL CARE ATTENDANT	16.99	03	F	W
1807	MCDONALD, AIMEE S	181	ANIMAL CARE ATTENDANT	17.73	04	F	W
2764	NAVAL, JULY M	181	ANIMAL CARE ATTENDANT	18.61	05	F	A
2868	ORTIZ, JENNIE M	181	ANIMAL CARE ATTENDANT	21.62	03	F	H
3092	PACHECO, DANNY	121	SENIOR POLICE RECORDS CLERK	15.68	01	F	W
2960	PUTZKE, MICHELE L	181	ANIMAL CARE ATTENDANT	15.68	01	F	W
2864	SANCHEZ JR, PAUL	183	SENIOR ANIMAL CARE ATTENDANT	23.92	05	M	H
1488	SWART, CANDY L	184	SENIOR ANIMAL CONTROL OFFICER	17.73	04	F	W
3059	TAFT, CARA	181	ANIMAL CARE ATTENDANT	20.10	03	F	W
3255	THIERRY, MELISSA A	181	ANIMAL CARE ATTENDANT	15.68	01	F	W
3044	YBARRA, PRISCILLA G	181	ANIMAL CARE ATTENDANT	17.73	04	F	H

100-1911 OFFICE OF THE FIRE CHIEF

1722	ACEVES, HELEN M	108	ADMINISTRATIVE SECRETARY	27.73	05	F	H
2428	ARFSTEN, LARRY P	1101	FIRE CHIEF	71.63	05	M	W
2322	JOLLY, STEVEN E	724	ADMINISTRATIVE ANALYST II	35.58	05	M	W
2497	STANLAND, ELEANOR B	106	SECRETARY	21.78	05	F	H

100-1921 SUPPORT SERVICES ADMIN

City of Hayward
 Animal Shelter Care & Maintenance Costs
 Dogs & Cats
 Fiscal Year 2002-2003

Annual Care and Maintenance Cost	11-9811-I-01	\$259,098
Total Dogs & Cats Impounded		4,975
Total Stray / Abandoned Dogs & Cats		4,289
Total Euthanized After Requisite Period		2568
Total Eligible Animals Euthanized		1519
Total number of claimable days		3038

\$259,098 annual care & maintenance
 $4975 \times 5 \text{ days} / 365 = 68$ average daily census
 $68 \times 365 = 24,820$ yearly census
 $\$259,098 / 24,820 = \10.44 per day rate
 $\$10.44 \times 3038$ claimable days = \$31,716.72

"Other Animals"

Annual Care and Maintenance Cost		\$8,313
Total "Other Animals" Impounded		254
Total Stray / Abandoned "Other Animals"		222
Total Eligible Animals Euthanized		64
Total number of claimable days (4 days)		256

\$8313.42 annual care & maintenance
 $254 \times 5 \text{ days} / 365 = 3.5$ average daily census
 $3.5 \times 365 = 1,277.5$ yearly census
 $\$8,313.40 / 1,277.5 = \6.51 per day rate
 $\$6.51 \times 256$ claimable days = \$1,666.56

City of Hayward
Animal Adoption Allocation for Contract City
2002-2003

Total	Hayward	San Leandro	11-01
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Training	\$506	\$431	\$75
Care of Dogs & Cats	\$31,717	\$27,023	\$4,694
Care of "Other" Animals	\$1,667	\$1,420	\$247
Holding Period	\$101,147	\$86,177	\$14,970
Feral Cat Testing	\$3,023	\$2,576	\$447
Lost & Found Lists	\$20,598	\$17,549	\$3,049
Non-Medical Records		\$0	\$0
Veterinary Care		\$0	\$0
Indirect Costs	\$20,294	\$17,290	\$3,004
% of Incoming Animals	100.0%	85.2%	14.8%

\$178,952	\$152,467	\$26,485	\$178,952
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	BIRD	CAT	DOG	EQUINE	GOAT/SH	INSECT	MAMMAL	RABBIT	REPTILE	RODENT	SWINE	TOTAL
CONFISCATE												
HAYWARD	2	22	86	0	0	0	1	0	1	0	0	112
OUT OF AREA	0	0	1	0	0	0	0	0	0	0	0	1
SAN LEANDRO	0	5	21	0	0	0	0	0	0	0	0	26
TOTAL	2	27	108	0	0	0	1	0	1	0	0	139
DISPO REQ												
HAYWARD	35	385	100	0	1	0	198	14	1	24	1	759
OUT OF AREA	0	1	2	0	0	0	0	0	0	0	0	3
SAN LEANDRO	12	74	8	1	0	0	76	0	0	26	0	197
TOTAL	47	460	110	1	1	0	274	14	1	50	1	959
EUTH REQ												
HAYWARD	2	2	4	0	0	0	0	0	0	0	0	8
OUT OF AREA	0	0	1	0	0	0	0	0	0	0	0	1
SAN LEANDRO	0	1	1	0	0	0	0	1	0	0	0	3
TOTAL	2	3	6	0	0	0	0	1	0	0	0	12
OWNER SUR												
HAYWARD	3	158	241	0	0	0	0	8	0	4	0	414
OUT OF AREA	0	4	7	0	0	0	0	0	0	0	0	11
SAN LEANDRO	0	24	46	0	0	0	0	1	0	0	0	71
TOTAL	3	186	294	0	0	0	0	9	0	4	0	496
RETURN												
HAYWARD	0	27	21	0	0	0	0	2	0	0	0	50
OUT OF AREA	0	2	7	0	0	0	0	0	0	0	0	9
SAN LEANDRO	0	4	0	0	0	0	0	0	0	0	0	4
TOTAL	0	33	28	0	0	0	0	2	0	0	0	63
STRAY												
HAYWARD	93	2,616	987	0	1	1	62	87	14	44	0	3,905
OUT OF AREA	2	34	18	0	0	0	0	0	0	0	0	54
SAN LEANDRO	7	331	303	0	0	0	5	7	1	2	0	656
TOTAL	102	2,981	1,308	0	1	1	67	94	15	46	0	4,615
TRANSFER												
OUT OF AREA	0	0	0	0	0	0	0	0	0	0	0	14
SAN LEANDRO	0	1	0	0	0	0	0	0	0	0	0	1
TOTAL	0	1	0	0	0	0	0	0	0	0	0	15
TOTAL	156	3,691	1,695	0	2	1	942	120	17	114	0	6,289

11-9811-I-01

HAYWARD ANIMAL SERVICES BUREAU
SHELTER STATISTICS

INTAKES BETWEEN 07/01/02 AND 06/30/03

	BIRD	CAT	DOG	EQUINE	GOAT/SH	INSECT	MAMMAL	RABBIT	REPTILE	RODENT	SWINE	TOTAL
CONFISCATE	HAYWARD	2	22	86	0	0	1	0	1	0	0	112
	OUT OF AREA	0	0	1	0	0	0	0	0	0	0	1
	SAN LEANDRO	0	5	21	0	0	0	0	0	0	0	26
	TOTAL	2	27	108	0	0	1	0	1	0	0	139
DISPO REQ	HAYWARD	35	385	100	0	1	198	14	1	24	1	759
	OUT OF AREA	0	1	2	0	0	0	0	0	0	0	3
	SAN LEANDRO	12	74	8	1	0	76	0	0	26	0	197
	TOTAL	47	460	110	1	1	274	14	1	50	1	959
EUTH REQ	HAYWARD	2	2	4	0	0	0	0	0	0	0	8
	OUT OF AREA	0	0	1	0	0	0	0	0	0	0	1
	SAN LEANDRO	0	1	1	0	0	0	1	0	0	0	3
	TOTAL	2	3	6	0	0	0	1	0	0	0	12
OWNER SUR	HAYWARD	3	158	241	0	0	0	8	0	4	0	414
	OUT OF AREA	0	4	7	0	0	0	0	0	0	0	11
	SAN LEANDRO	0	24	46	0	0	0	1	0	0	0	71
	TOTAL	3	186	294	0	0	0	9	0	4	0	496
RETURN	HAYWARD	0	27	21	0	0	0	2	0	0	0	50
	OUT OF AREA	0	2	7	0	0	0	0	0	0	0	9
	SAN LEANDRO	0	4	0	0	0	0	0	0	0	0	4
	TOTAL	0	33	28	0	0	0	2	0	0	0	63

STRAY	HAYWARD	93	2,616	987	0	1	1	62	87	14	TOTAL	156	3,691	1,854	1	2	1	342	120	17
TRANSFER	OUT OF AREA	2	34	18	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
	SAN LEANDRO	7	331	303	0	0	0	5	7	1	0	0	0	0	0	0	0	0	0	0
	TOTAL	102	2,981	1,308	0	1	1	67	94	15	0	0	0	0	0	0	0	0	0	0
TOTAL	OUT OF AREA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SAN LEANDRO	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	TOTAL	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	TOTAL	156	3,691	1,854	1	2	1	342	120	17	156	3,691	1,854	1	2	1	342	120	17	

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION	For State Controller Use Only	Program 213
	(19) Program Number 00213	
	(20) Date Filed ___/___/___	
	(21) LRS Input ___/___/___	

(01) Claimant Identification Number 9801358			Reimbursement Claim Data	
(02) Claimant Name City of Hayward			(22) AA-1, (04)(A)(1)(g)	0
County of Location Alameda			(23) AA-1, (04)(A)(2)(g)	448
Street Address of P.O. Box 777 "B" Street			(24) AA-1, (04)(A)(3)(g)	1,008
City Hayward			(25) AA-1, (04)(B)(1)(g)	0
State CA				
Zip Code 94541				
Type of Claim	Estimated Claim		Reimbursement Claim	
	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>
Fiscal Year of Cost	(06) 2006-2007	(12) 2005-2006	(30) AA-1, (04)(B)(6)(g)	840
Total Claimed Amount	(07) \$187,342	(13) \$234,178	(31) AA-1, (04)(B)(7)(g)	8,018
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	31,802
LESS: Prior Claim Payment Received			(15)	17,389
Net Claimed Amount			(16)	19,617
Due from State	(08) \$187,342	(17) \$234,178	(35) AA-1, (06)	24
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer 10-1-1186-11

Date

Fran David
Type or Print Name

Assistant City Manager
Title

(38) Name of Contact Person for Claim
Cindy Sconce, MAXIMUS

Telephone Number 916-485-8102 X 114
E-mail Address cynthiasconce@maximus.com

Program

213

**MANDATED COSTS
ANIMAL ADOPTION
CLAIM SUMMARY**

FORM
AA-1

(01) Claimant:

City of Hayward

(02) Fiscal year costs were incurred:

2005-2006

(03) Department

Police - Animal Control

Direct Costs

Object Accounts

(04) Reimbursable
Components

A. One-Time Costs

1. Policies and Procedures
2. Training
3. Computer Software

B. Ongoing Costs

1. Acquiring Space/Facilities
2. Renovating Facilities
3. Care of Dogs & Cats
4. Care of Other Animals
5. Holding Period
6. Feral Cats
7. Lost and Found Lists
8. Non-Medical Records
9. Veterinary Care
10. Procuring Equipment

(a) Salaries	(b) Benefits	(c) Materials & Supplies	(d) Contract Services	(e) Travel & Training	(f) Fixed Assets	(g) Total
\$307	\$141					\$448
			\$1,008			\$1,008
		\$42,261				\$42,261
		\$1,901				\$1,901
\$61,448	\$28,205					\$89,653
\$576	\$264					\$840
\$5,495	\$2,522					\$8,018
\$21,797	\$10,005					\$31,802
		\$14,836	\$2,553			\$17,389
			\$19,617			\$19,617
\$89,624	\$41,137	\$58,998	\$23,178			\$212,937

(05) Total Direct Costs

Indirect Costs

(06) Indirect Cost Rate	[From ICRP]	Salary and Wages	23.70%
(07) Total Indirect Costs	[Line (06)(a) x line(05)(a)] or [{Line(06) x line (05)(a)} + line (05)(b)]		\$21,241
(08) Total Direct and Indirect Costs	[Line(05)(g) + line(07)]		\$234,178

Cost Reduction 10-1-1186-11

(09) Less: Offsetting Savings

(10) Less: Other Reimbursements

(11) Total Claimed Amount

{Line(08) - {Line (09) + Line(10)}}

\$234,178

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2005-2006
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input checked="" type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<u>Time to train staff on the reimbursable activities.</u> <i>(one-time per employee)</i>										
Heather Wheat, ACA	\$18.85	45.90%	2.00					\$38	\$17	\$55
Clinton Pierce, ACA	\$18.85	45.90%	2.00					\$38	\$17	\$55
Jenna Flick, ACA	\$19.64	45.90%	2.00					\$39	\$18	\$57
Dawn Price, ACA	\$18.85	45.90%	2.00					\$38	\$17	\$55
Myles Bowie, ACA	\$18.85	45.90%	2.00					\$38	\$17	\$55
Tiana Scott, Sr. ACA	\$20.71	45.90%	2.00					\$41	\$19	\$60
Kyle Koller, ACA	\$18.85	45.90%	2.00					\$38	\$17	\$55
Justin Mallory, ACA	\$18.85	45.90%	2.00					\$38	\$17	\$55
* ACA= Animal Care Attendant										
10-1-1186-11										

(05) Total () Subtotal () Page: ____ of ____	\$307	\$141	\$448
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Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward**

(02) Fiscal year costs were incurred: **2005-2006**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p>Chameleon Software</p> <p>The City of Hayward uses the Chameleon Software at their animal shelter.</p> <p>35% of it's use is related to this mandate</p> <p>\$2880 x 35% = \$1008</p> <p align="right">10-1-1186-11</p>					\$1,008					

(05) Total () Subtotal () Page: _____ of _____

\$1,008

Program
213

MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL

FORM
AA-2

(01) Claimant: **City of Hayward**

(02) Fiscal year costs were incurred: **2005-2006**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<i>See attached care & maintenance spreadsheet for details</i>										
Total Shelter Cost for all dogs & cats:				\$42,261						
90.28% <input type="checkbox"/> \$387,544										
Yearly census	26,190									
Number Euthanized	1,428									
Reimbursable days	2									
\$14.80 per animal per day										
* The City of Hayward did not have any other cities contract for animal services during the 2005/2006 fiscal year.										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____ \$42,261

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2005-2006
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input checked="" type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<u>Making the animals available for owner redemption as mandated.</u>										
Michele Putzke, ACA	\$22.36	45.90%	208.00					\$4,651	\$2,135	\$6,786
Sorayda Duarte, ACA	\$18.85	45.90%	312.00					\$5,881	\$2,699	\$8,581
Jenna Flick, ACA	\$19.64	45.90%	312.00					\$6,128	\$2,813	\$8,940
Justin Mallory, ACA	\$18.85	45.90%	312.00					\$5,881	\$2,699	\$8,581
Dan Pacheco, ACA	\$20.42	45.90%	208.00					\$4,247	\$1,950	\$6,197
Tiana Scott, SR. ACA	\$20.71	45.90%	312.00					\$6,462	\$2,966	\$9,427
Adele Michael, Sr. Records Clerk	\$23.57	45.90%	312.00					\$7,354	\$3,375	\$10,729
Lisa Pineda, Records Clerk II	\$22.66	45.90%	312.00					\$7,070	\$3,245	\$10,315
Jessica Goodness, Records Clerk II	\$21.79	45.90%	312.00					\$6,798	\$3,121	\$9,919
Hilary Drake, Volunteer Coordinator	\$22.36	45.90%	312.00					\$6,976	\$3,202	\$10,178
 The City of Hayward's animal shelter is open to the public on Saturdays from 11 am to 5 pm.										
Most of the employees work 9 am - 6 pm and therefore 6 hrs would be reimbursable. Michele Putzke and Dan Pacheco work 6 am - 3 pm and therefore only 4 hours would be reimbursable.										
10-1-1186-1										
* The City of Hayward did not have any other cities contract for animal services during the 2005/2006 fiscal year.										
(05) Total () Subtotal () Page: _____ of _____								\$61,448	\$28,205	\$89,653

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2005-2006
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time <input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing <input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input checked="" type="checkbox"/> Feral Cats
<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<u>Verify whether a cat is feral or tame within the first three days of the required holding period.</u>										
Tiana Scott, Sr. ACA	\$20.71	45.90%	11.71					\$243	\$111	\$354
Jenny Comstock, Sr. Records Clerk	\$28.44	45.90%	11.72					\$333	\$153	\$486
* The above employees spent 2 minutes per cat within the first 3 days of the required holding period to determine if the cat was feral or tame.										
2 min. x 703 cats tested = 23.43 hrs										
10-1-1186-11										
* The City of Hayward did not have any other cities contract for animal services during the 2005/2006 fiscal year.										
(05) Total () Subtotal () Page: _____ of _____								\$576	\$264	\$840

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2005-2006
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input checked="" type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses	Object Accounts							(i)		
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	Salaries	Benefits	Total Sal. & Ben.
<u>Provide various information to owners of lost animals and those who have found lost animals.</u>										
Lisa Pinedo, Rec. Clerk II 25%	\$22.66	45.90%	60.00					\$1,360	\$624	\$1,984
Adele Michael, Sr. Rec. Clerk 50%	\$23.57	45.90%	120.00					\$2,828	\$1,298	\$4,127
Kathy Diminlig, Rec. Clerk II 25%	\$21.79	45.90%	60.00					\$1,307	\$600	\$1,907
* The following employees spend 20 hours a month providing lost and found information to owners, including the time it takes to receive the information via phone or over the counter, updating the listings on a daily basis, providing the numbers and addresses of pounds or shelters in the vicinity and advice as to the means of publishing and disseminating information regarding lost animals.										
10-1-1186-1										
* The City of Hayward did not have any other cities contract for animal services during the 2005/2006 fiscal year.										

(05) Total () Subtotal () Page: _____ of _____	\$5,495	\$2,522	\$8,018
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Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2005-2006**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<u>Maintain non-medical records on animals that are taken up, euthanized after the holding period, or impounded.</u>										
Records Clerk II (various) 40%	\$22.33	45.90%	413.33					\$9,230	\$4,236	\$13,466
ACA (various) 60%	\$20.27	45.90%	620.00					\$12,567	\$5,768	\$18,336
<p>* The above employees spent 10 minutes on each non medical record that they entered in for animals either taken up, euthanized after the holding period, or impounded.</p> <p>10 min x 6200 non med.records= 1033.33 hrs.</p> <p align="right">10-1-1186-11</p> <p>* The City of Hayward did not have any other cities contract for animal services during the 2005/2006 fiscal year.</p>										

(05) Total () Subtotal () Page: _____ of _____

\$21,797 \$10,005 \$31,802

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward**

(02) Fiscal year costs were incurred: **2005-2006**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- One-Time Policies and Procedures Training Computer Software
- Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
- Care of Other Animals Holding Period Feral Cats
- Lost and Found Lists Non-Medical Records Veterinary Care
- Procuring Equipment

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
								<p>Necessary and Prompt: <u>Veterinary Costs</u></p> <p>Total cost of eligible vet care = \$9,364.64 for necessary and prompt veterinary care.</p> <p>44.35% of all of the dogs and cats were strays</p> <p>61.47% of the stray dogs and cats were euthanized after the holding period</p> <p>\$9,364.64 x 44.35%=\$4,153.22 \$4,153.22 x 61.47%=\$2,552.98</p> <p>The City of Hayward utilizes Noble veterinary Clinic to provide necessary and prompt veterinary care for stray and abandoned animals that die during the holding period or are ultimately euthanized during the holding period. It does not include any cost for emergency services rendered, spay or neuter surgery, euthanasia, administration or rabies vaccination, or the cost to implant microchip identification.</p> <p><u>Vaccinations and other medications</u> administered by the City of Hayward for "Necessary and Prompt" veterinary care</p> <p>same formula applies as above \$54,420 x 44.35%=\$24,135.27 \$24,135.27 x 61.47%=\$14,835.95</p>		
				\$14,836						
(05) Total () Subtotal () Page: _____ of _____					\$14,836	\$2,553				

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2005-2006**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

- One-Time** Policies and Procedures Training Computer Software
- Ongoing** Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
- Care of Other Animals Holding Period Feral Cats
- Lost and Found Lists Non-Medical Records Veterinary Care
- Procuring Equipment

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	(i)		
								Salaries	Benefits	Total Sal. & Ben.
<p><u>The City of Hayward added additional kennels to accommodate the number of dogs and cats that are now being held at the shelter.</u></p> <p>Kennel Cost J-2 Enterprises - \$29,229 Economy Lumber Company - \$3484 T Kennel Systems, Inc.- \$39,245</p> <p>44.35% of all of the dogs and cats were strays</p> <p>61.47% of the stray dogs and cats were euthanized after the holding period</p> <p>\$71958 x 44.35%=\$31,913.37 \$31,913.37 x 61.47%=\$19,617.15</p> <p align="right">10-1-1186-1</p>					\$19,617					

(05) Total () Subtotal () Page: ____ of ____ \$19,617

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward

Department: Animal Control

Fiscal Year: 2005-2006

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$818,801		\$73,299	\$745,502
2 Part-time Wages & Overtime	\$44,108			\$44,108
3 Benefits 45.9%	\$376,137		\$33,672	\$342,465
SUBTOTAL:	\$1,239,046		\$106,971	\$1,132,075
Line Item Costs (Services, Supplies & Other):				
4 Maintenance and Utilities	\$7,476		\$7,476	
5 Office Supplies	\$7,161		\$7,161	
6 Printing	\$3,737		\$3,737	
7 Field Supplies	\$115,655			\$115,655
8 Computer Supplies	\$2,880		\$2,880	
9 Facilities Maint. Charges	\$6,360			\$6,360
10 Dues, Publications, Books	\$614	\$614		
11 Meals (MOU)	\$1,272			\$1,272
12 Special Services - Claims	\$86,853			\$86,853
13 Publicity and Community Prom	\$281		\$281	
14 Internal Veh. & Radio Rental	\$45,647		\$45,647	
15 Local Mileage, Parking & Toll	\$53		\$53	
16 Credit Card Service Charge	\$1,419	\$1,419		
17 Field & Office Equip (over \$1000)	\$14,257	\$14,257		
18 Employee Services	\$1,600		\$1,600	
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
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34				
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39				
40				
41	11-9811-1-01			
42				
43				
44				
45				
46				
47				
48				
PAGE 1 - SUBTOTAL:	\$295,265	\$16,290	\$68,835	\$210,140

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward
Department: Animal Control
Fiscal Year: 2005-2006

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
PAGE 2 - SUBTOTAL:				
Total Line Item Costs - Page 1 and 2	\$295,265	\$16,290	\$68,835	\$210,140
TOTAL ALL EXPENDITURES:	\$1,534,311			
Cost Adjustments and/or Cost Plan Costs:				
89 Equipment Allocation 6.67%	\$951		\$951	
90				
COST ALLOCATION SUBTOTAL:	\$951		\$951	
TOTAL ALL COSTS:	\$1,535,262		\$176,757	\$1,342,215
CALCULATED INDIRECT COST RATE =	23.7%	\$176,757	= Total allowable indirect costs	
Rate is based on: Salaries		\$745,502	= Total direct salaries	

DEPARTMENTAL INDIRECT SALARIES

Claimant Name: City of Hayward
Department: Animal Control
Fiscal Year: 2005-2006

INDIRECT SALARIES

Position or Name of Employee	Annual Wages	Departmental Administration (%)	Departmental Administration (\$)	Departmental Support (%)	Departmental Support (\$)
1 Animal Services Manager	\$73,299	100%	\$73,299		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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28					
29					
30					
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32					
33					
34					
35					
36					
37 11-98111-01					
38					
39					
40					

TOTALS	\$73,299	\$73,299		
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TOTAL INDIRECT SALARIES **\$73,299**

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2006

REPORT ID: FWIS-MR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

ACCOUNT NO FOOT	OBJ SUB T NOTE	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
TOTAL ..		CAPITAL EXPENSE	42,691.00 *	42,691.00 *	14,257.06 *	21,650.00 *	6,783.94 *
9000	5	EXPENSE TRANSFERS					
9100	6	EMPLOYEE SERVICES		0.00	894.00	0.00	894.00-
9110	8	SALARIES-S.T.-FROM OTHER		0.00	706.26	0.00	706.26-
9130	8	EMPLOYEE BENE FROM OTHER					
TOTAL ..		EMPLOYEE SERVICES	0.00 *	0.00 *	1,600.26 *	0.00 *	1,600.26-*
TOTAL ..		EXPENSE TRANSFERS	0.00 *	0.00 *	1,600.26 *	0.00 *	1,600.26-*
		ANIMAL SERVICES BUREAU					
		TOTAL EXPENSE	1,360,916.77	1,360,916.77	1,534,312.98	24,626.72	198,022.93-
		TOTAL REVENUE	355,128.00-	355,128.00-	131,726.65-	0.00	223,401.35-
		NET EXPENSE	1,005,788.77 *	1,005,788.77 *	1,402,586.33 *	24,626.72 *	421,424.28-*

11-9811-I-01

ACCOUNT NO FOOT	OBJ	SUB T	NOTE	ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
5140	8			SALARIES-OVERTIME	13,517.00	13,517.00	13,517.00	31,608.38	0.00	18,091.38-
5144	8			SALARIES - EXCESS MEDICAL	5,712.00	5,712.00	5,712.00	8,423.09	0.00	2,711.09-
5145	8			SALARIES-OVERTIME-CIVILIAN HOLS	0.00	0.00	0.00	4,076.68	0.00	4,076.68-
TOTAL ..				SALARIES	736,211.00 *	736,211.00 *	736,211.00 *	862,909.04 *	0.00 *	126,698.04-*
5200	6			EMPLOYEE BENEFITS	0.00	0.00	0.00	275.00	0.00	275.00-
5211	8			UNIFORMS/PAYROLL	10,398.00	10,398.00	10,398.00	13,537.13	0.00	3,139.13-
5220	8			EMPL BENE-FICA	138,516.00	138,516.00	138,516.00	134,820.80	0.00	3,695.20
5230	8			EMPL BENE-PERS	0.00	0.00	0.00	4,444.72	0.00	4,444.72-
5232	8			EMPL BENE-PARS	130,637.00	130,637.00	130,637.00	123,302.92	0.00	7,334.08
5244	8			EMPL BENE-MEDICAL-PERS	22,290.00	22,290.00	22,290.00	21,094.83	0.00	1,195.17
5248	8			EMPL BENE-DENTAL-DELTA	716.00	716.00	716.00	971.76	0.00	255.76-
5251	8			EMPL BENE-DENTAL-UNITED CONCOR	1,552.00	1,552.00	1,552.00	1,372.68	0.00	179.32
5260	8			EMPL BENE-BASIC LIFE INS(I070)	0.00	0.00	0.00	185.68	0.00	185.68-
5261	8			EMPL BENE-LTD-MGMT/CONF(I090)	53,183.00	53,183.00	53,183.00	55,867.74	0.00	2,684.74-
5270	8			EMPL BENE-WORKER COMP INS	16,160.00	16,160.00	16,160.00	16,582.37	0.00	422.37-
5280	8			EMPL BENE-DEFERRED COMP	3,968.00	3,968.00	3,968.00	3,681.04	0.00	286.96
5290	8			EMPL BENE-VISION CARE	377,420.00 *	377,420.00 *	377,420.00 *	376,136.67 *	0.00 *	1,283.33 *
TOTAL ..				EMPLOYEE BENEFITS	1,113,631.00 *	1,113,631.00 *	1,113,631.00 *	1,239,045.71 *	0.00 *	125,414.71-*
6000	5			MAINTENANCE AND UTILITIES	8,265.00	8,265.00	8,265.00	7,475.86	0.00	789.14
6100	6			MAINTENANCE	1,805.00	1,805.00	1,805.00	0.00	0.00	1,805.00
6110	8			FIELD & OFFICE MAINTENANCE	10,070.00 *	10,070.00 *	10,070.00 *	7,475.86 *	0.00 *	2,594.14 *
6112	8			BLDG & STRUCTURE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ..				MAINTENANCE	10,070.00 *	10,070.00 *	10,070.00 *	7,475.86 *	0.00 *	2,594.14 *
6200	6			UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ..				UTILITIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
7000	5			MAINTENANCE AND UTILITIES	10,070.00 *	10,070.00 *	10,070.00 *	7,475.86 *	0.00	2,594.14 *
7100	6			MAINTENANCE AND UTILITIES	6,745.00	6,745.00	6,745.00	7,161.33	190.19	606.52-
7110	8			SUPPLIES AND SERVICES	3,276.00	3,276.00	3,276.00	3,737.07	0.00	461.07-
7112	8			OFFICE SUPPLIES	64,495.77	64,495.77	64,495.77	115,655.45	2,786.53	53,946.21-
7120	8			PRINTING	3,040.00	3,040.00	3,040.00	2,880.00	0.00	160.00
7122	8			FIELD SUPPLIES	9,106.00	9,106.00	9,106.00	6,360.17	0.00	2,745.83
7124	8			COMPUTER SUPPLIES	824.00	824.00	824.00	614.00	0.00	210.00
7170	8			FACILITIES MAINTENANCE CHARGES	824.00	824.00	824.00	614.00	0.00	210.00
				DUES, PUBLICATIONS, BOOKS						

11-9811-1-01

ACCOUNT NO	OBJ	SUB	T	NOTE	DESCRIPTION	TOTAL	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
4000	2				ANIMAL SERVICES BUREAU REVENUES					
4400	5				LICENSES AND PERMITS	30,000.00-	30,000.00-	36,732.12-	0.00	6,732.12
4411	6				ANIMAL LICENSES					
	8				LICENSES AND PERMITS	30,000.00-	30,000.00-	36,732.12-	0.00 *	6,732.12 *
TOTAL ..										
4500	6				FINES AND FORFEITURES					
TOTAL ..										
4700	6				FROM OTHER AGENCIES					
4757	7				POLICE-REIMB FR OTHER AGENCIES					
4757 007 9					POLICE-SAN LEANDRO ANIMAL CONT	195,528.00-	195,528.00-	0.00	0.00	195,528.00-
SUBTOTAL ..					POLICE-REIMB FR OTHER AGENCIE	195,528.00-	195,528.00-	0.00 *	0.00 *	195,528.00-
TOTAL ..										
4800	6				FROM OTHER AGENCIES	195,528.00-	195,528.00-	0.00 *	0.00 *	195,528.00-
4824	8				FEES AND SERVICE CHARGES					
4837	8				POLICE-AC FEES AND SERVICES	44,000.00-	44,000.00-	31,802.34-	0.00	12,197.66-
4838	8				ANIMAL IMPOUNDING	20,000.00-	20,000.00-	18,491.02-	0.00	1,508.98-
4859	8				SPAY & NEUTER DEPOSITS	0.00	0.00	2,517.30-	0.00	2,517.30-
4866	8				POLICE-AC-OWNER SERVICES	33,000.00-	33,000.00-	21,412.71-	0.00	11,587.29-
4867	8				POLICE-AC-RENTAL	600.00-	600.00-	182.00-	0.00	418.00-
	8				POLICE-AC-VACCINATIONS	32,000.00-	32,000.00-	20,549.16-	0.00	11,450.84-
TOTAL ..						129,600.00-	129,600.00-	94,954.53-	0.00 *	34,645.47-
4900	6				OTHER REVENUES					
4999	8				OTHER REVENUES	0.00	0.00	40.00-	0.00	40.00
TOTAL ..										
					OTHER REVENUES	0.00 *	0.00 *	40.00-	0.00 *	40.00 *
TOTAL ..					REVENUES	355,128.00-	355,128.00-	131,726.65-	0.00	223,401.35-
5000	5				EMPLOYEE SERVICES					
5100	6				SALARIES	615,279.00	615,279.00	691,974.38	0.00	76,635.38-
5110	8				SALARIES-REGULAR TIME	1,560.00	1,560.00	3,116.41	0.00	1,556.41-
5111	8				SALARIES-INCENTIVE PAY	0.00	0.00	27,300.72	0.00	27,300.72-
5120	8				SALARIES-WORKERS COMPENSATION	35,763.00	35,763.00	11,039.63	0.00	24,723.37-
5121	8				SALARIES-HOLID PD NOT WORKED	64,380.00	64,380.00	48,966.27	0.00	15,413.73-
5122	8				SALARIES-LEAVE PAID	0.00	0.00	2,305.21	0.00	2,305.21-
5123	8				SALARIES-OTHER LEAVE PAID	0.00	0.00	28,612.51	0.00	28,612.51-
5124	8				SALARIES-COMP TIME PAID	0.00	0.00	3,232.21	0.00	3,232.21-
5130	8				SALARIES-A.L. AT TERMINATION	0.00	0.00	2,253.55	0.00	2,253.55-
5132	8				SALARIES-COMP TIME AT TERMINA	0.00	0.00		0.00	

11-98111-1-01

REPORT ID: PHMS-PP812

C I T Y O F H A Y W A R D
CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

REPORT PRINT DATE: 09/11/2006
PAGE NO. 11 TIME: 11:21

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
3388	MITCHELL, CELESTINA M	901	TRAFFIC SAFETY ASSISTANT	12.43	05	F	U
3225	MUNOZ, MOSES M	901	TRAFFIC SAFETY ASSISTANT	12.43	05	M	H
100-1882 CYSA-TANF DSO							
3315	BATTISTA, JACQUELINE D	632	FAMILY COUNSELOR I	28.78	03	F	B
2218	ESTRADA, ROBERT A	632	FAMILY COUNSELOR I	31.68	05	M	H
1029	RADEMAN, MARJORIE A	632	FAMILY COUNSELOR I	31.68	05	F	W
100-1883 CYSA-TANF CASE MGMT							
3515	MARTINEZ, CHRISTINE R	632	FAMILY COUNSELOR I	27.41	02	F	W
100-1884 CYSA-TANF LOCAL SERVICE AREA							
1166	LINDLEY, DONALD	737	COUNSELING SUPERVISOR	34.86	03	M	W
2060	RODRIGUEZ, PATRICIA L	632	FAMILY COUNSELOR I	31.68	05	F	H
100-1890 ANIMAL SERVICES BUREAU							
3427	AVILA, MICHAEL J	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
3060	BLANCAS, CAROLINA B	181	ANIMAL CARE ATTENDANT	19.35	05	F	F
3460	BOWIE, MYLES K	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
2868	COMSTOCK, JENNIE M	121	SENIOR POLICE RECORDS CLERK	24.61	05	F	F
3461	DIMANLIG, KATHLEEN R	120	POLICE RECORDS CLERK II	18.86	01	F	W
3233	DRAKE, HILARY J	182	VOLUNTEER PROGRAM ASSISTANT	19.35	05	F	F
3364	DUARTE GUERRA, SORAYDA A	181	ANIMAL CARE ATTENDANT	16.31	01	F	F
3455	FLICK, JENNA P	181	ANIMAL CARE ATTENDANT	17.00	02	F	F
3431	GOODNESS, JESSICA A	120	POLICE RECORDS CLERK II	18.86	01	F	F
1488	HOLEMAN, CANDY L	181	ANIMAL CARE ATTENDANT	19.35	05	F	F
3182	HORNE, DONNA L	181	ANIMAL CARE ATTENDANT	19.35	05	F	F
2870	KAMMERLING, DIANNE S	120	POLICE RECORDS CLERK II	18.86	01	F	F
3490	KOLLER, KYIE S	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
3059	KULAS, CARA	184	SENIOR ANIMAL CONTROL OFFICER	24.88	05	F	F
3448	MALLORY, JUSTIN J	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
1807	MCDONALD, AIMEE S	181	ANIMAL CARE ATTENDANT	19.35	05	F	F
3348	MICHAEL, ADELE	120	POLICE RECORDS CLERK II	16.31	01	F	F
3092	PACHECO, DANNY	181	ANIMAL CARE ATTENDANT	20.40	03	F	F
3491	PIERCE, CLINTON R	181	ANIMAL CARE ATTENDANT	17.67	03	M	U
3423	PINEDA, LISA D	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
3506	PRICE, DAWN D	120	POLICE RECORDS CLERK II	19.61	02	F	F
2960	PUTZKE, MICHELE L	181	ANIMAL CARE ATTENDANT	16.31	01	F	F
2864	SANCHEZ JR, PAUL	181	ANIMAL CARE ATTENDANT	19.35	05	F	F
3467	SCOTT, TIANA	714	ANIMAL SERVICES MANAGER	35.24	03	M	H
3507	WHEAT, HEATHER N	183	SENIOR ANIMAL CARE ATTENDANT	17.92	01	F	B
3338	YOUNG, TRACI L	181	ANIMAL CARE ATTENDANT	16.31	01	F	F
		185	ANIMAL CONTROL OFFICER	20.90	03	F	W

100-1911 OFFICE OF THE FIRE CHIEF

FEB 01 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 1

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 55355

PATIENT ID: 1	SPECIES: CANINE	COLOR:	SEX: MALE(N)
PATIENT NAME: ALL PETS (PINK SLIP)	BREED: OTHER BREED	MARKS:	BIRTHDAY: / /

JAN 04 06	043027 1/3/06		\$ 10.00
JAN 04 06	043690 1/3/06		30.00
JAN 04 06	043869 1/3/06		27.00
JAN 12 06	041777 1/4/06		55.00
JAN 12 06	044204 1/12/06	\$ 30	30.00
JAN 12 06	044203 1/12/06	\$ 170	170.00
JAN 12 06	044226 1/12/06		33.00
JAN 12 06	044288 1/12/06		33.00
JAN 12 06	044000 1/12/06	\$ 33.00	34.00
JAN 12 06	044165 1/12/06		21.75
JAN 12 06	044220 1/12/06	\$ 60	60.00
JAN 12 06	044298 1/12/06		150.00
JAN 12 06	044224 1/12/06	\$ 50	50.00
JAN 12 06	044293 1/12/06	\$ 39.	39.00
JAN 12 06	- Invoice N950439 1/12/06		<u>326.25</u>
JAN 12 06	AD athena knott #222 1/12/06		10.00
JAN 12 06	42345 1/12/06		10.00
JAN 12 06	43184 1/12/06		20.00
JAN 17 06	- 44373 1/13/06	\$ 57.00	57.00
JAN 17 06	invoice #N950439		<u>330.00</u>
JAN 17 06	44202 1/16/06	\$ 10.00	10.00
JAN 17 06	43878 1/17/06	15.00	15.00
JAN 26 06	44056 1/17/06		27.00
JAN 26 06	44411 1/18/06		24.00
JAN 26 06	44385 1/19/06	\$ 30.00	30.00
JAN 26 06	44145 1/21/06		30.00
JAN 26 06	44385 1/23/06	\$ 45.00	45.00
JAN 26 06	44424 1/25/06	\$ 20.00	20.00
JAN 26 06	44233 1/25/06		52.50
JAN 26 06	44511 1/25/06	\$ 75	50.00
JAN 26 06	44530 1/26/06	\$ 30.00	30.00
JAN 26 06	44087 1/26/06	\$ 27.00	21.25

*charged
twice
for
same
thing*

PATIENT SUBTOTAL: \$ 1850.75

10-11186-11

INVOICE TOTAL: \$ 1850.75

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1524 ⁵⁰

NOV 30 2005

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 2

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 53767

PATIENT ID: 1	SPECIES: CANINE	WEIGHT:	SEX: MALE(N)
PATIENT NAME: ALL PETS (PINK SLIP)	BREED: OTHER BREED	BIRTHDAY: _/_	

NOV 30 2005	42936 11/29/05		\$ 61.25
	43647 11/29/05		85.50
	43656 11/29/05		85.50
	43454 11/29/05		26.00
	43455 11/29/05		26.00
	43456 11/29/05		26.00
	43690 11/29/05		75.00
	43655 11/30/05	1/2 100	82.00
	43620 11/30/05		82.00
	43652 11/30/05		82.00

PATIENT SUBTOTAL: \$ 3127.16

REMINDEERS:

AUG 05 04	FVRCP vaccine booster
AUG 07 04	RABIES CANINE 3 YEAR BOOSTER
OCT 03 04	FECAL EXAMINATION-DIRECT SMEAR
OCT 03 04	Fecal float - in house
NOV 19 04	DHPP vaccine 3 year

TOTAL INVOICE:	\$ 3127.16
PREVIOUS BALANCE:	\$ 1565.42
BALANCE DUE:	\$ 4692.58

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11-9811186-11

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

JUL 06 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 1

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 59008

PATIENT ID: 1 SPECIES: CANINE COLOR: SEX: MALE(N)
 PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED MARKS: BIRTHDAY: ___/___

JUN 19 06	fecal to lab (A046470)	\$ 25.00
JUN 19 06	A046429	25.00
JUN 19 06	(A046470) → charged twice	25.00
JUN 19 06	A0460132	25.00
JUN 19 06	A046719 ?	23.29
JUN 19 06	6/3/06 Frontline	30.00
JUN 19 06	6/5/06 A044921- 119.80	50.00
JUN 19 06	6/6/06 A046325	26.80
JUN 19 06	6/6/06 A046346	25.00
JUN 19 06	6/6/06 A045964	25.00
JUN 19 06	6/8/06 A046831- 120	20.00
JUN 19 06	6/8/06 A046668?	120.00
JUN 19 06	6/8/06 A045497?	150.00
JUN 19 06	6/8/06 A046346	120.00
JUN 19 06	6/8/06 A046813?	150.00
JUN 19 06	6/8/06 A046817	75.00
JUN 19 06	6/8/06 A046820	100.00
JUN 19 06	6/8/06 No #	200.00
JUN 19 06	6/8/06 A046508-50	50.00
JUN 19 06	6/9/06 A046769	50.00
JUN 19 06	6/9/06 A046851- 30	50.00
JUN 19 06	6/12/06 A046897	30.00
JUN 19 06	6/12/06 A046594- 75	120.00
JUN 19 06	6/13/06 A046913	75.00
JUN 19 06	6/15/06 A046968- 30	30.00
JUN 19 06	6/16/06 A046977?	30.00
JUN 19 06	6/17/06 A046686?	50.00
JUN 19 06	6/17/06 A046706	30.00
JUN 19 06	6/19/06 A047013-20	27.00
JUN 19 06	6/19/06 A047014?	20.00
JUN 19 06	6/19/06 A046898	20.00
JUN 20 06	6/20/06 A046820	20.00
JUN 26 06	Doxycyline 100mg	14.50
		60
		26.50

10-1-1186-11

\$ 444.80

PATIENT SUBTOTAL: \$ 1833.09
- 25.

\$ 1808.09

of Animals 14 7

MAY 01 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 1

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 57457

PATIENT ID:	1	SPECIES:	CANINE	COLOR:		SEX:	MALE (N)
PATIENT NAME:	ALL PETS (PINK SLIP)	BREED:	OTHER BREED	MARKS:		BIRTHDAY:	___/___

APR 20 06	3/8/06 A045041-31-		
APR 20 06	3/31/06 A045368-30-	\$	31.00
APR 20 06	3/31/06 A045286		30.00
APR 20 06	4/1/06 A045379-30		30.00
APR 20 06	A044914 4/4/06-122.75 Foster		30.00
APR 20 06	4/4/06 A045365 Address		21.00
APR 20 06	4/4/06 A043951		140.00
APR 20 06	4/6/06 A045085		70.00
APR 20 06	4/6/06 A045435-22		15.00
APR 20 06	4/6/06 A045430-120		22.00
APR 20 06	4/6/06 pet medication		120.00
APR 20 06	4/6/06 A045448-20		40.00
APR 20 06	4/8/06 A044914		60.00
APR 20 06	4/10/06 A045440-0		40.00
APR 20 06	4/10/06 A045499-30		5.00
APR 20 06	4/10/06 food		30.00
APR 20 06	4/10/06 A045487?		6.00
APR 20 06	4/10/06 A044761-21		100.00
APR 20 06	4/11/06 A045433?		21.00
APR 20 06	4/13/06 A045509		21.00
APR 20 06	4/15/06 A045230?		50.00
APR 20 06	4/15/06 A045591		8.00
APR 20 06	4/18/06 A044921-23		54.25
APR 20 06	4/19/06 A045104		25.00
APR 20 06	4/19/06 A045477		28.50
APR 25 06	4/21/06 A045608		50.00
APR 25 06	4/22/06 A045554		50.00
APR 25 06	4/22/06 A045745-68		20.00
APR 25 06	4/22/06 no # on sheet		68.00
APR 25 06	4/22/06 A045696-20		120.00
APR 25 06	4/24/06 A045749-180		20.00
APR 25 06	4/25/06 A045477		33.00
			10.80

\$ 735

PATIENT SUBTOTAL: \$ 1369.55

10-1-1186-11

of Animal 18
13

INVOICE TOTAL: \$ 1369.55
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JAN 04 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 1

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 54554

PATIENT ID:	1	SPECIES:	CANINE	COLOR:		SEX:	MALE (N)
PATIENT NAME:	ALL PETS (PINK SLIP)	BREED:	OTHER BREED	MARKS:		BIRTHDAY:	___/___/___

DEC 12 05	A043685 12/1/05		\$ 15.00
DEC 12 05	A043714 12/02/05		30.00
DEC 12 05	A043731 12/2/05		30.00
DEC 12 05	A043755 12/3/05-200		30.00
DEC 12 05	A042965 12/6/05		12.50
DEC 12 05	A043512 12/7/05		50.00
DEC 12 05	A043815 12/8/05?		30.00
DEC 12 05	A043817 12/9/05?		150.00
DEC 12 05	No Number 12/9/05		93.00
DEC 12 05	A043690 12/12/05		15.00
DEC 12 05	A042786 12/12/05		22.50
DEC 22 05	A043897 12/14/05?		30.00
DEC 22 05	A043894 12/14/05?		150.00
DEC 22 05	A043896 12/15/05?		35.00
DEC 22 05	A043904 12/16/05?		50.00
DEC 22 05	A043892 12/16/05		95.00
DEC 22 05	A043930 12/16/05?		220.00
DEC 22 05	A042602 12/16/05		30.00
DEC 22 05	A043934 12/17/05-30		30.00
DEC 22 05	A043937 12/17/05?		60.00
DEC 22 05	A043951 12/19/05		45.00
DEC 22 05	A043950 12/19/05-188		188.00
DEC 22 05	A043866 12/19/05		100.00
DEC 22 05	A043960 12/20/05-150		150.00
DEC 22 05	<u>A043821</u> 12/21/05		42.00
DEC 22 05	A043934 12/21/05-30.00		20.00
DEC 22 05	A043955 12/22/05		28.00
DEC 22 05	A044000 12/22/05? #247-		225.00
DEC 22 05	A044006 12/22/05		115.00
DEC 22 05	A043705 12/22/05		10.00
DEC 29 05	A043731 12/22/05		35.00
DEC 29 05	A044021 12/23/05?		56.00
DEC 29 05	A044056 12/26/05		70.00
DEC 29 05	A024762 12/26/05		24.78
DEC 29 05	A043705 12/26/05		7.50
DEC 29 05	A043960 ~150		12.00

FIV POSITIVE
tested AFTER
adoption
we do not pay

per agreement
with client at 11/24/05
split 28.00
for changed
bill amount
\$28.00

10-11186-11

995-

\$ 568

of Animals 17 5

JAN 04 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 2

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 54554

PATIENT ID:	1	SPECIES:	CANINE	COLOR:		SEX:	MALE (N)
PATIENT NAME:	ALL PETS (PINK SLIP)	BREED:	OTHER BREED	MARKS:		BIRTHDAY:	___/___

DEC 29 05	•A044046 12/28/05	\$	30.00	—
DEC 29 05	•A024762 12/28/05		24.00	—
DEC 29 05	•A044064 12/28/05		60.00	—
DEC 29 05	•A044000 12/29/05 ?		22.50	—
DEC 29 05	•A043823 12/29/05		33.00	—

PATIENT SUBTOTAL: \$ ~~2475.78~~

INVOICE TOTAL: \$ ~~2475.78~~
=====

- 28

2447.78

11-98111-01

5-2 Enterprises
 Post Office Box 821226
 North Richland Hills, Texas 76182-1226

COPY

Invoice

Date

Invoice #

11/29/2005

193

Bill To

City of Hayward
 Animal Control
 15 Barnes Court
 Hayward, California 94541-5007
 Attn: Paul Sanchez

Job Location/Description:

Hayward Animal Services
 15 Barnes Court
 Hayward, California 94544

COPY

Job Number	Terms	Purchase Order #
2005-0001	Due Upon Receipt	

Description	Amount
2005-0001 - Hayward Animal Services - Hayward, CA	
(3) 1/2" 4x8 Water resistant Sheetrock	38.76
(12) 5/8 4x8 Water Resistant Sheetrock	472.44
(1) 5/8 RTD Plywood Sheeting	21.88
(2) Joint Tape	5.98
(5) Ply Sheeting	80.99
1" Drywall Screws	4.11
1 1/4 Drywall Screws	34.04
Staples	6.76
Joint Compound	9.85
5 Q Bright White Exterior Latex Paint	179.96
Kilz	54.88
Tray Set	21.92
(2) Set	23.94
Trim	17.94
Floor Paint	396.00
Mixer	9.47
(2) Roller Cover	5.96
Floor Finish	5.94
Nuts, Bolts, Cement, DAP	84.03
Base Trim @ Doors	58.95
Buckets, Nuts, Bit, Paper, Paint	66.33
FRP Glue	77.74
Masking Tape	25.94
Lac Thinner	10.97
Rags	12.79
FRP @ 29.5 ea	1,062.00
8' Divider Strips @ 2.35 ea	70.50

Reimbursement Only Invoice
 In Addition to Separate Installation Invoice
 10-11186-11

Total

Payments/Credits

Balance Due

Phone #	Fax #	E-mail
817-427-2991	817-427-2991	J2Construction@aol.com

J-2 Enterprises
Post Office Box 821226
North Richland Hills, Texas 76182-1226

Invoice

Date:
 11/29/2005

Invoice #
 193

Bill To

City of Hayward
 Animal Control
 15 Barnes Court
 Hayward, California 94541-5007
 Attn: Paul Sanchez

Job Location/Description:

Hayward Animal Services
 15 Barnes Court
 Hayward, California 94544

Job Number	Terms	Purchase Order #
2005-0001	Duc Upon Receipt	

Description	Amount
8' Inside Corners @ 1.75 ea	10.50
FRP Glue 4 Gal @ 44.36 ea	199.84
FRP End Cap / J Mold @ 2.05 ea	36.90
Taxes Paid by J2 Enterprises on Purchases	271.89
Fuel / Labor to Pickup Materials	200.00
State Sales Tax	0.00

Reimbursement Only Invoice
 In Addition to Separate Installation Invoice
 101118611

Total \$3,579.20

Payments/Credits \$0.00

Balance Due \$3,579.20

Phone #	Fax #	E-mail
817-427-2991	817-427-2991	J2Construction@aol.com

Kennel Statistics Report
Outcomes from 07/01/05 to 06/30/06

		CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
		3	1	0	2	0	0	6
	RESCUE GRP	0	1	0	0	0	11-9811-01	1
	TOTAL	3	2	0	2	0	0	7
ADOPTION		6	3	0	4	2	2	17
	BERKELEY H	1	2	0	0	0	0	3
	OSPCA	127	71	0	138	0	12	348
	OWN PRIOR	2	4	0	2	0	1	9
	OWNER NEW	303	168	0	353	70	45	939
	RESCUE GRP	62	81	2	18	50	14	227
	SANTA CLAR	0	6	0	0	0	1	7
	SFSPCA	23	3	0	18	0	0	44
	TOTAL	524	338	2	533	122	75	1594
DIED		3	3	0	1	5	0	12
	AT VET	2	1	0	2	1	0	6
	ENROUTE	6	0	0	0	0	0	6
	IN FOSTER	16	2	0	13	1	0	32
	IN KENNEL	14	0	0	1	1	0	16
	TOTAL	41	6	0	17	8	0	72
DISPOSAL		393	99	1	10	334	2	839
		1	0	0	0	0	0	1
	CREM-COM	0	1	0	0	0	0	1
	CREM-GEN	0	2	0	0	0	0	2
	CREM-PRIV	1	3	0	0	0	0	4
	TOTAL	395	105	1	10	334	2	847
EUTH		43	2	0	2	37	0	84
	BEHAV HIST	43	63	0	5	0	1	112
	BEHAV OBSV	335	339	0	32	21	7	734
	BREED	0	0	0	0	3	0	3
	CONTAG DIS	(34)	0	0	14	0	0	48

ATTACH (4) 5

		CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
EJTH	FELV	1	0	0	0	0	0	1
	FERAL	328	0	0	19	0	0	347
	MEDICAL	(332)	(119)	0	81	57	10	599
	PREGNANT	2	0	0	0	1	0	3
	SPACE	64	3	0	25	28	0	120
	TIME	9	11	0	2	8	0	30
	TIME/SPACE	28	29	0	37	21	0	115
	TOO OLD	(1)	(5)	0	0	0	0	6
	TOO YOUNG	(677)	0	0	45	81	5	808
	TOTAL	1897	571	0	262	257	23	3010
LOST EXP		1	0	0	0	1	0	2
	TOTAL	1	0	0	0	1	0	2
MISSING		10	1	0	4	3	0	18
	IN FOSTER	2	0	0	0	1	0	3
	IN KENNEL	4	0	0	3	1	0	8
	TOTAL	16	1	0	7	5	0	29
RELOCATE		0	0	0	0	87	0	87
	TOTAL	0	0	0	0	87	0	87
RTO		27	372	0	1	2	17	419
	TOTAL	27	372	0	1	2	17	419
TRANSFER		2	1	0	0	0	2	5
	AN CONTROL	43	28	0	10	10	1	92
	SPCA	0	3	0	8	0	0	11
	WILD REHAB	0	0	0	0	25	0	25
	TOTAL	45	32	0	18	35	3	133
TOTAL		2949	1427	3	850	851	120	6200

HAYWARD ANIMAL SERVICES BUREAU EUTHANASIA STATISTICS

EUTHANASIAS BETWEEN 07/01/05 AND 06/30/06

COPY

11-9811-I-01

		CAT	DOG	TOTAL
ADOPTABLE	BEHAV HIST	0	2	2
	BEHAV OBSV	11	15	26
	CONTAG DIS	(1)	0	1
	MEDICAL	(34)	(5)	39
	SPACE	28	1	29
	TIME	1	4	5
	TIME/SPACE	30	19	49
	TOO OLD	0	(1)	1
	TOTAL	105	47	152
EUTH REQ		(1)	(1)	2
	MEDICAL	0	(1)	1
	TOTAL	1	2	3
UNADOPTABLE		44	1	45
	BEHAV HIST	48	62	110
	BEHAV OBSV	356	331	687
	CONTAG DIS	(47)	0	47
	FELV	1	0	1
	FERAL	347	0	347
	MEDICAL	(379)	(123)	502
	PREGNANT	2	0	2
	SPACE	61	2	63
	TIME	10	7	17
	TIME/SPACE	35	10	45
	TOO OLD	(1)	(4)	5
	TOO YOUNG	(722)	(5)	727
	TOTAL	2,053	545	2,598
TOTAL	2,159	594	2,753	

356/2 = 178
+ 347

525

2

1428

1185
1974 1140
454 1469

ATTACH (3)

Cat Behavior Evaluation (ferals)

Step one:

Assess the cat in the cage, do not remove the cat or open the cage door. 1-9811-1-01

Step two:

Is the cat sitting at the back of the cage as far back as possible?

Step three:

Does the cat appear relaxed or does he seem tense?

Step four:

As you approach what behavior, does the cat display?

Step five:

Does the cat react in preparation to protect itself aggressively as you approach closer to the cage?

Step six

Does the cat come forward to meet or greet you in anyway, verbally or with physical movement?

Step seven

Have you been able to clean or feed the cat without using physical restraint?
(Physical restraint is the use of nets, traps and transfer cages)

Step eight:

Use the access - a -hand for evaluation to human touch
Open the cage with caution and open a couple of inches only. Be prepared to close the cage quickly, ferals may appear stationary, but they possess fast flight reaction.

Step nine:

Does the cat allow touch, without hissing and attacking the hand?

Check off the above to what pertains to the behavior the cat.

Ask for help in the evaluation process from the behaviorist, senior animal technician, shelter operations supervisor or a vet.

If in any doubt, do not mark cat as feral.

Medications & Vaccinations

COPY

* Vortech

- \$471.48

- \$87.93

= \$559.41

11-9811-I-01

* RX through Noble

Butler

- \$330.00

Butler

- \$326.25

Fizer

- \$925.58

- \$11,673.26

- \$3,164.23

= \$16,419.32

* Total = \$54,419.56

* Bayer Healthcare

- \$3,248.42 < \$1,873.92 was Advantage
- \$248.84 = \$3,497.26 ^{11-9811-I-01}

* Butler

- \$279.45
- \$71.75
- \$364.20
- \$790.89
- \$300.00
- \$540.42
- \$728.41
- \$519.04
- \$326.25
- \$82.76
- \$352.79
- \$514.00
- \$883.16
- \$807.40
- \$347.46
- \$2,181.09
- \$368.71
- \$347.46
- \$12.59
- \$878.80

* Butler

- \$136.09
- \$87.35
- \$55.19
- \$347.36
- \$347.46
- \$728.52
- \$853.62
- \$431.15
- \$284.45
- \$64.99
- \$207.82
= \$14,210.65

* NOVARTIS

- \$ 308.12

= \$ 308.12

11-9811-I-01

* Pfizer Animal health

- \$ 891.60

- \$ 608.50

- \$ 603.20

- \$ 369.00

- \$ 1205.65

- \$ 981.80

- \$ 414.00

- \$ 1,173.55

- \$ 195.00

- \$ 485.00

= \$ 6,927.3

* Schering - Plough

- \$ 1,095.00

- \$ 1,095.00

- \$ 1,095.00

- \$ 847.50

- \$ 847.50

- \$ 1,095.00

- \$ 821.25

- \$ 500.00

- \$ 1,095.00

- \$ 500.00

- \$ 1,368.75

- \$ 1,368.75

- \$ 1,368.75

= \$ 12,497.50

vet charges

11-9811-I-01

05/06

\$6243.¹⁰ medical fees on animals pts
(based on 8 months of Noble charges)

÷ 84 animals listed

= \$74.³² average spent on medical per animal

$$\begin{array}{r} \$6,243.¹⁰ \\ \times 12/8 \\ \hline \end{array}$$

\$9,364.⁶⁵ PRORATE FOR 12 MONTHS

ATTACH (2)

FEB 28 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 11-9811-i-01 56100

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE(N)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: / /

BODY WEIGHT SUMMARY:

Weight Range: 0.00 - 0.00 lbs.

paid front out client

FEB 01 2006	Fatal Plus 5 Bottles 1-3-06	\$	330.00*
	A044000 2/2/06 -\$80.00		80.00
	A044511 2/2/06 -\$45.00 <i>29 \$39.00</i>		20.00*
	No # 2/2/06 ----- A044530 <i>-\$30</i>		30.00*
	A044583 2/2/06 <i>\$55</i>		55.00*
	A044530 2/2/06 <i>\$30</i>		21.00*
	A042645 2/2/06		65.00*
	A044604 2/2/06		180.00*
	A044614 2/2/06 <i>\$30</i>		30.00
	A044511 2/2/06 <i>repack</i>		14.50*
FEB 06 2006	A044564 2/6/06		48.00
	A044377 2/6/06		28.00
	A028961 2/06/06		15.00
	A044586 2/6/06		80.00
	A044512 2/6/06		10.00
FEB 27 2006	A042098 2/7/06		28.00
	A042645 2/13/06		15.40
	A040218 2/17/06		28.00
	A044822 2/17/06 <i>\$350</i>		350.00
	A038817 2/17/06		28.00*
	A041018 2/16/06		42.00
	A044131 2/17/06		13.78*
	A044739 2/21/06		21.00*
	A044729 2/22/06 <i>\$22.00</i>		130.00*
	A044878 2/22/06 <i>A044878 - \$140</i>		140.00
	A044659 2/22/06		16.00
	A044878 2/23/06 <i>\$22.00</i>		23.00
	A044897 2/23/06 <i>\$51.00</i>		51.00
	A044899 2/23/06		90.00
	A044382 2/24/06		45.00*
	A044729 2/24/06 <i>\$22.00</i>		22.00
	A044381 2/24/06		76.50
	A044883 2/24/06 <i>\$60.00</i>		60.00
	A044914 2/24/06		100.00*
	A044770 2/25/06		55.00*
	A044928 2/27/06		120.00

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

FEB 28 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 56100
11-9811-1-01

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE (M)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: / /

FEB 27 2006	A044837 2/27/06		\$ 31.50
	A044802 2/15/06		228.00
	A044660 2/14/06		50.00
	A044647 2/14/06		10.00
	A043798 2/14/06	Bill Sunshine	120.00
	A044756 2/14/06		33.75
	A044678 2/9/06		33.75
	A040136 2/9/06		87.00
	A044678 2/9/06		136.00
	A044703 2/7/06	no sheet	60.00
	A044606 2/7/06	no notes	33.75
	A042098 2/7/06		28.00
FEB 28 2006	<u>A040218 2/17/06</u>	charged earlier on this invoice	<u>28.00</u>
	<u>A044660 2/4/06</u>		<u>50.00</u>

PATIENT SUBTOTAL: \$ 3390.93
-28.00
-50.00

- REMINDERS:
- AUG 05 04 FVRCP 1 year
 - AUG 07 04 RABIES CANINE 3 YEAR BOOSTER
 - OCT 03 04 FECAL EXAMINATION-DIRECT SMEAR
 - OCT 03 04 Fecal float - in house
 - NOV 19 04 DHPP vaccine 3 year

= 3312.93

TOTAL INVOICE: \$ 3390.93
PREVIOUS BALANCE: \$ -614.68
BALANCE DUE: \$ 2776.25

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

Kennel Statistics Report
Outcomes from 07/01/05 to 06/30/06

		CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
		3	1	0	2	0	0	6
	RESCUE GRP	0	1	0	0	0	0	1
	TOTAL	3	2	0	2	0	0	7
ADOPTION		6	3	0	4	2	2	17
	BERKELEY H	1	2	0	0	0	0	3
	OSPCA	127	71	0	138	0	12	348
	OWN PRIOR	2	4	0	2	0	1	9
	OWNER NEW	303	168	0	353	70	45	939
	RESCUE GRP	62	81	2	18	50	14	227
	SANTA CLAR	0	6	0	0	0	1	7
	SFSPCA	23	3	0	18	0	0	44
	TOTAL	524	338	2	533	122	75	1594
DIED		3	3	0	1	5	0	12
	AT VET	2	1	0	2	1	0	6
	ENROUTE	6	0	0	0	0	0	6
	IN FOSTER	16	2	0	13	1	0	32
	IN KENNEL	14	0	0	1	1	0	16
	TOTAL	41	6	0	17	8	0	72
DISPOSAL		393	99	1	10	334	2	839
		1	0	0	0	0	0	1
	CREM-COM	0	1	0	0	0	0	1
	CREM-GEN	0	2	0	0	0	0	2
	CREM-PRIV	1	3	0	0	0	0	4
	TOTAL	395	105	1	10	334	2	847
EUTH		43	2	0	2	37	0	84
	10-1-1186-11 BEHAV HIST	43	63	0	5	0	1	112
	BEHAV OBSV	335	339	0	32	21	7	734
	BREED	0	0	0	0	3	0	3
	CONTAG DIS	(34)	0	0	14	0	0	48

ATTACH (4)

EUTH		CAT	DOG	KENNEL	WILDER			
	FELV	1	0	0	0	0	0	1
	FERAL	328	0	0	19	0	0	347
	MEDICAL	(332)	(119)	0	81	57	10	599
	PREGNANT	2	0	0	0	1	0	3
	SPACE	64	3	0	25	28	0	120
	TIME	9	11	0	2	8	0	30
	TIME/SPACE	28	29	0	37	21	0	115
	TOO OLD	(1)	(5)	0	0	0	0	6
	TOO YOUNG	(677)	0	0	45	81	5	808
	TOTAL	1897	571	0	262	257	23	3010
LOST EXP		1	0	0	0	1	0	2
	TOTAL	1	0	0	0	1	0	2
MISSING		10	1	0	4	3	0	18
	IN FOSTER	2	0	0	0	1	0	3
	IN KENNEL	4	0	0	3	1	0	8
	TOTAL	16	1	0	7	5	0	29
RELOCATE		0	0	0	0	87	0	87
	TOTAL	0	0	0	0	87	0	87
RTO		27	372	0	1	2	17	419
	TOTAL	27	372	0	1	2	17	419
TRANSFER		2	1	0	0	0	2	5
	AN CONTROL	43	28	0	10	10	1	92
	SPCA	0	3	0	8	0	0	11
	WILD REHAB	0	0	0	0	25	0	25
	TOTAL	45	32	0	18	35	3	133
TOTAL		2949	1427	3	850	851	120	6200

11-98111-01

HAYWARD ANIMAL SERVICES BUREAU EUTHANASIA STATISTICS

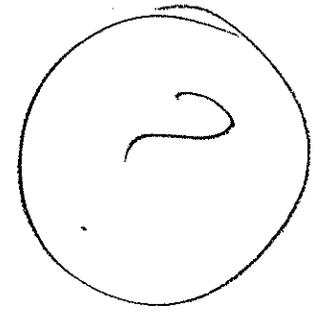
EUTHANASIAS BETWEEN 07/01/05 AND 06/30/06

COPY

		CAT	DOG	TOTAL
ADOPTABLE	BEHAV HIST	0	2	2
	BEHAV OBSV	11	15	26
	CONTAG DIS	(1)	0	1
	MEDICAL	(34)	(5)	39
	SPACE	28	1	29
	TIME	1	4	5
	TIME/SPACE	30	19	49
	TOO OLD	0	(1)	1
	TOTAL	105	47	152
	EUTH REQ		(1)	(1)
MEDICAL		0	(1)	1
TOTAL		1	2	3
UNADOPTABLE		44	1	45
	BEHAV HIST	48	62	110
	BEHAV OBSV	356	331	687
	CONTAG DIS	(47)	0	47
	FELV	1	0	1
	FERAL	347	0	347
	MEDICAL	(379)	(123)	502
	PREGNANT	2	0	2
	SPACE	61	2	63
	TIME	10	7	17
	TIME/SPACE	35	10	45
	10-11 TOO OLD	(1)	(4)	5
	TOO YOUNG	(722)	(5)	727
	TOTAL	2,053	545	2,598
TOTAL	2,159	594	2,753	

356/2 = 178
+ 347

56



1428

→ 1185 ← - 1190
1974 454 1469

ATTACH (3)

Cat Behavior Evaluation (ferals)

Step one:

Assess the cat in the cage, do not remove the cat or open the cage door.

Step two:

Is the cat sitting at the back of the cage as far back as possible?

Step three:

Does the cat appear relaxed or does he seem tense?

Step four:

As you approach what behavior, does the cat display?

Step five:

Does the cat react in preparation to protect itself aggressively as you approach closer to the cage?

Step six

Does the cat come forward to meet or greet you in anyway, verbally or with physical movement?

Step seven

Have you been able to clean or feed the cat without using physical restraint?
(Physical restraint is the use of nets, traps and transfer cages)

Step eight:

Use the access - a - hand for evaluation to human touch
Open the cage with caution and open a couple of inches only. Be prepared to close the cage quickly, ferals may appear stationary, but they possess fast flight reaction.

Step nine:

Does the cat allow touch, without hissing and attacking the hand?

Check off the above to what pertains to the behavior the cat.

Ask for help in the evaluation process from the behaviorist, senior animal technician, shelter operations supervisor or a vet.

11-9811-101

If in any doubt, do not mark cat as feral.

COPY

*

Vortech

- \$471.48

- \$87.93

= \$559.41

*

RX through Noble

water

- \$330.00

water

- \$326.25

fizer

- \$925.58

- \$11,673.26

- \$3,164.23

= \$16,419.32

*

Total = \$54,419.56

* Bayer Healthcare

- \$3,248.42 < \$1,873.92 was Advantage
 - \$248.84 = \$3,497.26

* Butler

- \$279.45
 - \$71.75
 - \$364.20
 - \$790.89
 - \$300.00
 - \$540.42
 - \$728.41
 - \$519.04
 - \$326.25
 - \$82.76
 - \$352.79
 - \$514.00
 - \$883.16
 - \$807.40
 - \$347.46
 - \$2,181.09
 - \$368.71
 - \$347.46
 - \$12.59
 - \$878.80

* Butler

- \$136.09
 - \$87.35
 - \$55.19
 - \$347.36
 - \$347.46
 - \$728.52
 - \$853.62
 - \$431.15
 - \$284.45
 - \$64.99
 - \$207.82
 = \$14,210.65

* NOVARTIS
- \$ 308.12 = \$ 308.12

* Pfizer Animal health

- \$ 891.60
- \$ 608.50
- \$ 603.20
- \$ 369.00
- \$ 1205.65
- \$ 981.80
- \$ 414.00
- \$ 1,173.55
- \$ 195.00
- \$ 485.00 = \$ 6927.3

* Schering - Plough

- \$ 1,095.00	
- \$ 1,095.00	- \$ 1,368.75
- \$ 1,095.00	- \$ 1,368.75
- \$ 847.50	- \$ 1,368.75
- \$ 847.50	= \$ 2,497.50
- \$ 1,095.00	
- \$ 821.25	
- \$ 500.00	
- \$ 1,095.00	
- \$ 500.00	

vet charges

05/06

\$6243.¹⁰ medical fees on animals pts
(based on 8 months of Noble charges)

÷ 84 animals listed

= \$74.³² average spent on medical per animal

$$\begin{array}{r} \$6,243.¹⁰ \\ \times 12/8 \\ \hline \end{array}$$

\$9,364.⁶⁵ PRORATE FOR 12 MONTHS

11-98111-1-01

ATTACH (2)

FEB 28 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 56100

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE(N)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: _/_

BODY WEIGHT SUMMARY:

Weight Range: 0.00 - 0.00 lbs.

Date	Description	Price
FEB 01 2006	Fatal Plus 5 Bottles 1-3-06	\$ 330.00*
	A044000 2/2/06 -\$80.00	80.00
	A044511 2/2/06 -\$15.00 2x \$89.00	20.00*
	No # 2/2/06 ----- A044530 -\$30	30.00*
	A044583 2/2/06 \$55	55.00*
	A044530 2/2/06 \$30	21.00*
	A042645 2/2/06	65.00*
	A044604 2/2/06	180.00*
	A044614 2/2/06 \$30	30.00
	A044511 2/2/06 - pink	14.50*
FEB 06 2006	A044564 2/6/06	48.00
	A044377 2/6/06	28.00
	A028961 2/06/06	15.00
	A044586 2/6/06	80.00
	A044512 2/6/06	10.00
FEB 27 2006	A042098 2/7/06	28.00
	A042645 2/13/06	15.40*
	A040218 2/17/06	28.00*
	A044822 2/17/06 \$350	350.00
	A038817 2/17/06	28.00*
	A041018 2/16/06	42.00
	A044131 2/17/06	13.78*
	A044739 2/21/06	21.00*
	A044729 2/22/06 \$22.00	130.00*
	A044878 2/22/06 A044878 - \$140	140.00
	A044659 2/22/06	16.00
	A044878 2/23/06 \$22.00	23.00
	A044897 2/23/06 \$51.00	51.00
	A044899 2/23/06	90.00
	AU44382 2/24/06	45.00*
	A044729 2/24/06 \$22.00	22.00
	A044381 2/24/06	76.50
	A044883 2/24/06 \$60.00	60.00
	A044914 2/24/06	100.00*
	A044770 2/25/06	55.00*
	A044928 2/27/06	120.00

a noble clinic
paid front out front

10-11-186

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

FEB 28 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 56100

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE (M)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: _/_

FEB 27 2006	A044837 2/27/06	\$ 31.50
	A044802 2/15/06	228.00
	A044660 2/14/06	50.00
	A044647 2/14/06	10.00
	A043798 2/14/06 <i>Big Longhine</i>	120.00
	A044756 2/14/06	33.75
	A044678 2/9/06	33.75
	A040136 2/9/06	87.00
	A044678 2/9/06	136.00
	A044703 2/7/06 <i>#60</i>	60.00
	A044606 2/7/06 <i>no sheet no notes</i>	33.75
	A042098 2/7/06	28.00
FEB 28 2006	<u>A040218 2/17/06</u> <i>charged earlier on this invoice</i>	<u>28.00</u>
	<u>A044660 2/4/06</u>	<u>50.00</u>

PATIENT SUBTOTAL: \$ 3390.93
-28.00
-50.00

REMINDERS: AUG 05 04 FVRCP 1 year
AUG 07 04 RABIES CANINE 3 YEAR BOOSTER
OCT 03 04 FECAL EXAMINATION-DIRECT SMEAR
OCT 03 04 Fecal float - in house
NOV 19 04 DHPP vaccine 3 year

= 3312.93

TOTAL INVOICE: \$ 3390.93
PREVIOUS BALANCE: \$ -614.68
BALANCE DUE: \$ 2776.25

11-9811186-11

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

MAR 30 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 1

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 56796

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE (N)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: _/_

BODY WEIGHT SUMMARY:

Weight Range: 0.00 - 0.00 lbs.

MAR 14 2006	A044511	2/27/06	\$75 \$75	\$	25.00
	A044837	2/27/06	\$21.50		31.50
	A044681	3/1/06	\$14		14.00
	A045011	3/9/06			27.00
	*A045038	3/9/06	\$57		27.00
	supplies				83.40
	A044971	3/9/06			28.00
	A044722	3/7/06			28.00
	A045038	3/7/06	Account - 3.00		30.00
	A045015	3/7/06			30.00
	A044921	3/10/06	\$119.80		68.00
	A045085	3/10/06			150.00
	A045081	3/13/06			100.00
MAR 16 2006	over charge Feb.			-1	-78.00
MAR 20 2006	A044901	3/16/06			14.50
	A045090	3/16/06	\$31.00		31.00
	A040219	3/16/06			50.00
	A045085	3/17/06			100.00
	-A044087	3/17/06	\$27.00 \$247.00		27.00
	A045184	3/17/06	\$210.00		210.00
		3/18/06			100.00
	3/18/06 A044087	Repeat	\$27	charged twice	27.00
	3/18/06 A044087	Repeat	\$120		170.00
MAR 30 2006	3/20/06 A045085				30.00
	3/22/06 A044087	Repeat	\$50		50.00
	3/23/06 A044659				32.00
	3/23/06 A044901				31.50
	3/23/06	A045047	-\$57		57.00
	3/24/06 A043631				70.00
	3/24/06 A044901				45.00
	3/24/06	A044649	\$30		30.00
	3/24/06 A045104				100.00
	3/24/06 A045043				30.00
	3/27/06 A045005				20.00
	3/28/06 A045120				70.00
	3/29/06 A045348				60.00

10-11186-1186

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

MAR 30 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 2

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 56796

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE(N)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: _/_

MAR 30 2006 3/30/06 A045309 \$100 100.00
~~3/30/06 A045085 30.00~~
~~3/30/06 A045106 30.00~~
3/30/06 A045316 \$17.50 17.50

PATIENT SUBTOTAL: \$ 2096.40

REMEMINDERS: AUG 05 04 FVRCP 1 year
AUG 07 04 RABIES CANINE 3 YEAR BOOSTER
OCT 03 04 FECAL EXAMINATION-DIRECT SMEAR
OCT 03 04 Fecal float - in house
NOV 19 04 DHPP vaccine 3 year

total - 2174.40
double charge - 27.00
total - 2147.40

TOTAL INVOICE: \$ 2096.40
PREVIOUS BALANCE: \$ -536.68
BALANCE DUE: \$ 1559.72

11-98111-11

copy
Michelle
4-19-06

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

MAY 31 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 1

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 58152

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE(N)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: __/__/__

BODY WEIGHT SUMMARY:

Weight Range: 0.00 - 0.00 lbs.

Date	Patient ID	Description	Amount
MAY 17 2006	A045477	4/19/06	50.00
	A045448	-60	30.00
	A045574	4/25/06 Meds - 32/92	15.00
	A045771	4/25/06 - \$200	200.00
	A044914	4/26/06	22.00
	A045749	4/28/06 - \$180	30.00
	A045706	4/28/06	25.00
	A045852	4/28/06	50.00
	A045859	4/2906 → 31.50	31.50
	A045917	4/29/06 - \$31.50	31.50
	A045883	5/2/06 - \$60	60.00
	A045591	5/3/06	14.50
	A045666	5/4/06	14.50
	A045960	5/4/06 - 80.50	80.50
	A045854	5/4/06	51.00
	A045737	5/5/06 → 45.00	45.00
	<u>A045736</u>	<u>5/5/06</u> charged twice	<u>32.00</u>
	A045736	5/5/06	47.75
	A045025	5/6/06	32.00
	A045574	5/6/06 Repeat - \$32.00	32.00
	A046075	5/9/06	30.00
	A046089	5/11/06	60.00
	A046121	5/11/06	46.00
	A045873	5/11/06 \$75	75.00
	A045025	5/12/06	30.00
	A046164	- \$32.00	32.00
	A046053	5/12/06 - \$100	100.00
	A046075	5/12/06	150.00
	A046186	5/13/06 - \$40	40.00
	A046230	5/13/06 - \$32	32.00
	A046232	5/15/06 - \$80	80.00
	A045658	5/16/06 - \$50	50.00
MAY 25 2006	A046181	5/17/06	60.00
	A044914	5/18/06	40.00
	A046363	5/22/06	32.00
	A045574	5/23/06 Repeat - \$28.00	28.00

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

MAY 31 2006

NOBLE VETERINARY CLINIC
36 BARNES CT.
HAYWARD, CA 94544
510-537-3292

PAGE: 2

Medical Service HAC In House
Was Pink Slips

CLIENT ID: 00350
INVOICE: 58152

PATIENT ID: 1 SPECIES: CANINE WEIGHT: SEX: MALE(N)
PATIENT NAME: ALL PETS (PINK SLIP) BREED: OTHER BREED BIRTHDAY: _/_

MAY 25 2006	A046417 5/23/06		
	A046480 5/25/06	\$	75.00
	A046013 5/25/06		50.00
MAY 31 2006	A046270 5/26/06		100.00
	A046648 5/31/06		27.00
	A046649 5/31/06		100.00
			20.00

PATIENT SUBTOTAL: \$ 2151.25
- 32.00

REMINDERS:

AUG 05 04	FVRCP 1 year
AUG 07 04	RABIES 3 year
OCT 03 04	FECAL EXAMINATION-DIRECT SMEAR
OCT 03 04	Fecal float - in house
NOV 19 04	DHPP vaccine 3 year

total = 2119.25

TOTAL INVOICE:	\$	2151.25
PREVIOUS BALANCE:	\$	781.87
BALANCE DUE:	\$	2933.12

11-98111-11

PET PROOF YOUR HOME !!! Pets are curious. They will chew or taste any thing they find. Drugs, insecticides, cleaning products, garbage.

Controller's Office

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561
ANIMAL ADOPTION

For State Controller Use Only

(19) Program Number 00213
 (20) Date Filed ___/___/___
 (21) LRS Input ___/___/___

Program
213

Claimant Identification Number			Reimbursement Claim Data	
01358			(22) AA-1, (04)(A)(1)(g)	0
City of Hayward			(23) AA-1, (04)(A)(2)(g)	118
County of Location			(24) AA-1, (04)(A)(3)(g)	3,637
City of Alameda			(25) AA-1, (04)(B)(1)(g)	0
Street Address of P.O. Box			(26) AA-1, (04)(B)(2)(g)	0
77 B Street			(27) AA-1, (04)(B)(3)(g)	46,362
City	State	Zip Code	(28) AA-1, (04)(B)(4)(g)	12,340
Hayward	CA	94541	(29) AA-1, (04)(B)(5)(g)	110,520
Type of Claim	Estimated Claim	Reimbursement Claim	(30) AA-1, (04)(B)(6)(g)	724
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(31) AA-1, (04)(B)(7)(g)	8,389
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(32) AA-1, (04)(B)(8)(g)	11,896
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(33) AA-1, (04)(B)(9)(g)	21,792
iscal Year of Cost	(06) 2007-2008	(12) 2006-2007	(34) AA-1, (04)(B)(10)(g)	0
total Claimed Amount	(07) \$202,765	(13) \$253,456	(35) AA-1, (06)	42
ESS: 10% Late Penalty, not to exceed \$1,000		(14)		
ESS: Prior Claim Payment Received		(15)		
et Claimed Amount		(16)		
Due from State	(08) \$202,765	(17) \$253,456		
Due to State		(18)		

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer
 10-1-1186-11

Date

Debra Auker
 Type or Print Name

Finance Director

Title

(38) Name of Contact Person for Claim
Cindy Sconce, MAXIMUS

Telephone Number **916-485-8102**

Ext. **114**

E-mail Address **cynthiasconce@maximus.com**

Program
13

**MANDATED COSTS
ANIMAL ADOPTION
CLAIM SUMMARY**

**FORM
AA-1**

(1) Claimant: **City of Hayward** (02) Type of Claim: **Reimbursement Estimated** **Fiscal Year: 2006-2007**

(3) Department: _____ Object Accounts:

Direct Costs	Object Accounts						
	(a) Salaries	(b) Benefits	(c) Materials & Supplies	(d) Contract Services	(e) Travel & Training	(f) Fixed Assets	(g) Total
4) Reimbursable Components							
1. One-Time Costs							
1. Policies and Procedures							\$118
2. Training	\$80	\$38					\$3,637
3. Computer Software							
3. Ongoing Costs							
1. Acquiring Space/Facilities							
2. Renovating Facilities							\$46,362
3. Care of Dogs & Cats			\$46,362				\$12,340
4. Care of Other Animals			\$12,340				\$110,520
5. Holding Period	\$74,777	\$35,743					\$724
6. Feral Cats	\$490	\$234					\$8,389
7. Lost and Found Lists	\$5,676	\$2,713					\$11,896
8. Non-Medical Records	\$8,049	\$3,847					\$21,792
9. Veterinary Care				\$21,792			
10. Procuring Equipment							\$215,779
(05) Total Direct Costs	\$89,072	\$42,576	\$58,702	\$25,429			\$215,779

Indirect Costs		
(06) Indirect Cost Rate	[From ICRP] Salary and Wages	42.30%
(07) Total Indirect Costs	[Line (06)(a) x line(05)(a)] or [{Line(06) x line (05)(a)} + line (05)(b)]	\$37,677
(08) Total Direct and Indirect Costs	[Line(05)(g) + line(07)]	\$253,456

Cost Reduction		
(09) Less: Offsetting Savings		
(10) Less: Other Reimbursements		
(11) Total Claimed Amount	{Line(08) - {Line (09) + Line(10)}}	\$253,456

Program
13

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2006-2007**

Reimbursable Components: Check only one box per form to identify the component being claimed.

Policies and Procedures Training Computer Software
 Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
Time to train staff on the reimbursable activities.										
<i>(one-time per employee)</i>										
Jessica Goodness - ACA	\$20.42	47.80%	2.00	\$41	\$20	\$60				
Weather Rappa - ACA	\$19.64	47.80%	2.00	\$39	\$19	\$58				
ACA=Animal Care Attendant										
10-1-1186-11										
(05) Total () Subtotal ()					\$80	\$38	\$118			

Controller's Office

Program
13

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2006-2007**

Reimbursable Components: Check only one box per form to identify the component being claimed.

- Policies and Procedures
- Training
- Computer Software
- Acquiring Space/Facilities
- Renovating Facilities
- Care of Dogs & Cats
- Care of Other Animals
- Holding Period
- Feral Cats
- Lost and Found Lists
- Non-Medical Records
- Veterinary Care
- Procuring Equipment

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<p><u>Develop and/or procure computer software for the maintenance of non-medical animal records.</u></p> <p><u>Chameleon Software</u></p> <p>The City of Hayward uses the Chameleon Software at their animal shelter.</p> <p>35% of it's use is related to this mandate</p> <p>$\\$10,392 \times 35\% = \\3637</p> <p align="right">10-1-1186-11</p>								\$3,637		
								\$3,637		

(05) Total () Subtotal () Page: _____ of _____

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(1) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2006-2007**

3) Reimbursable Components: Check only one box per form to identify the component being claimed.

Policies and Procedures Training Computer Software
 Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

4) Description of Expenses

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	Object Accounts			
							(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<p><u>Care and maintenance for impounded stray or abandoned dogs and cats that die or are ultimately euthanized during the increased holding period.</u></p> <p>See attached care & maintenance spreadsheet for details</p> <p>Number Euthanized <input type="text" value="1082"/></p> <p>Reimbursable days <input type="text" value="2"/></p> <p>\$21.42 per animal per day</p> <p><i>* The City of Hayward did not have any other cities contract for animal services during the 2006/2007 fiscal year.</i></p>							\$46,362			

(05) Total () Subtotal () Page: ___ of ___

\$46,362

Program **213** **MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL** FORM AA-2

Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2006-2007**

Reimbursable Components: Check only one box per form to identify the component being claimed.

Policies and Procedures Training Computer Software
 Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

4) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<p><u>Care and maintenance for impounded stray or abandoned "Other" animals that die or are ultimately euthanized during the increased holding period.</u></p> <p>See attached care & maintenance spreadsheet for details</p> <p>Number Euthanized <input type="text" value="144"/></p> <p>Reimbursable days <input type="text" value="4"/></p> <p>\$21.42 per animal per day</p> <p>* The City of Hayward did not have any other cities contract for animal services during the 2006/2007 fiscal year.</p> <p style="text-align: right;">10-I-1186-11</p>							\$12,340			
(05) Total () Subtotal () Page: _____ of _____							\$12,340			

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(1) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2006-2007**

(3) Reimbursable Components: Check only one box per form to identify the component being claimed.

Out-of-Time Policies and Procedures Training Computer Software
 Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats
 Care of Other Animals Holding Period Feral Cats
 Lost and Found Lists Non-Medical Records Veterinary Care
 Procuring Equipment

(4) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
Making the animals available for owner redemption as mandated.										
ACA's (various)	\$20.46	47.80%	1560.00	\$31,918	\$15,257	\$47,174				
Records Clerk II (various)	\$22.39	47.80%	1248.00	\$27,943	\$13,357	\$41,299				
Liana Scott, Sr. ACA	\$22.46	47.80%	156.00	\$3,504	\$1,675	\$5,179				
Jennie Comstock, Sr. Records Clerk	\$28.44	47.80%	156.00	\$4,437	\$2,121	\$6,557				
Hilary Drake, ACA Sup.	\$22.36	47.80%	312.00	\$6,976	\$3,335	\$10,311				
<p>The schedule rotates every three months for those who works on Saturday. The Sr. ACA and Sr. Records Clerk rotate hours. Each person will account for only 6 months of time due to the rotation.</p> <p>The City of Hayward's animal shelter is open to the public on Saturdays from 11 am to 5 pm. Only the hours open to the public will count for employee hours. No field hours are included. Each employee works a 10 hr shift and is present during the 11-5 public hours.</p> <p align="center">11-9811-101</p>										

SAME hrs.

(05) Total () Subtotal () Page: _____ of _____ **\$74,777 \$35,743 \$110,520**

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2006-2007**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input checked="" type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
<p><u>Verify whether a cat is feral or tame within the first three days of the required holding period.</u></p>										
ACA	\$20.46	47.80%	10.21	\$209	\$100	\$309				
Sr. ACA	\$22.46	47.80%	8.98	\$202	\$96	\$298				
Sr. Records Clerk	\$28.44	47.80%	2.79	\$79	\$38	\$117				
<p>* As the result of a time study the employees spent an average of 1 minutes 54 seconds per cat within the first 3 days of the required holding period to determine if the cat was feral or tame.</p>										
ACA	46.48%									
Sr. ACA	40.85%									
Sr. Records Clerk	12.68%									
<p>1.9 minutes 694 cats tested 21.98 hours spent</p> <p style="text-align: right;">11-9811-101</p>										
(05) Total () Subtotal ()				\$490	\$234	\$724				

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2006-2007
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input checked="" type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses	Object Accounts																																										
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Benefit Rate	(d) Hours Worked or Quantity	(e) Salaries	(f) Benefits	(g) Total Sal. & Ben.	(h) Materials and Supplies	(i) Contract Services	(j) Fixed Assets	(k) Travel and Training																																	
<p><u>Provide various information to owners of lost animals and those who have found lost animals.</u></p> <p><i>same</i></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Lisa Pineda, Rec. Clerk II 25%</td> <td style="width:8%;">\$23.57</td> <td style="width:8%;">47.80%</td> <td style="width:8%;">60.00</td> <td style="width:8%;">\$1,414</td> <td style="width:8%;">\$676</td> <td style="width:8%;">\$2,090</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Adele Michael, Rec. Clerk 50%</td> <td>\$24.62</td> <td>47.80%</td> <td>120.00</td> <td>\$2,954</td> <td>\$1,412</td> <td>\$4,367</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kathy Diminlig, Rec. Clerk II 25%</td> <td>\$21.79</td> <td>47.80%</td> <td>60.00</td> <td>\$1,307</td> <td>\$625</td> <td>\$1,932</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>* The following employees spend 20 hours a month providing lost and found information to owners, including the time it takes to receive the information via phone or over the counter, updating the listings on a daily basis, providing the numbers and addresses of pounds or shelters in the vicinity and advice as to the means of publishing and disseminating information regarding lost animals.</p> <p style="text-align: right;">11-9811-01</p>											Lisa Pineda, Rec. Clerk II 25%	\$23.57	47.80%	60.00	\$1,414	\$676	\$2,090					Adele Michael, Rec. Clerk 50%	\$24.62	47.80%	120.00	\$2,954	\$1,412	\$4,367					Kathy Diminlig, Rec. Clerk II 25%	\$21.79	47.80%	60.00	\$1,307	\$625	\$1,932				
Lisa Pineda, Rec. Clerk II 25%	\$23.57	47.80%	60.00	\$1,414	\$676	\$2,090																																					
Adele Michael, Rec. Clerk 50%	\$24.62	47.80%	120.00	\$2,954	\$1,412	\$4,367																																					
Kathy Diminlig, Rec. Clerk II 25%	\$21.79	47.80%	60.00	\$1,307	\$625	\$1,932																																					

(05) Total () Subtotal ()	Page: ____ of ____	\$5,676	\$2,713	\$8,389
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Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2006-2007**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<u>Maintain non-medical records on animals that are taken up, euthanized after the holding period, or impounded.</u>										
<u>Incoming Records</u>										
Records Clerk II	\$22.39	47.80%	114.84	\$2,571	\$1,229	\$3,800				
Acting Records Supervisor	\$24.62	47.80%	138.15	\$3,401	\$1,626	\$5,027				
ACA	\$20.46	47.80%	19.98	\$409	\$195	\$604				
* As the result of a time study the employees spent an average of 3 minutes 23 seconds to enter the non medical record of an incoming animal.										
Records Clerk II	42.07%									
Acting Records Sup.	50.61%									
ACA	7.32%									
4841 records										
<u>Final Disposition Records</u>										
Sr. Records Clerk	\$28.44	47.80%	14.23	\$405	\$193	\$598				
Sr. ACA	\$22.46	47.80%	6.43	\$144	\$69	\$213				
ACA	\$20.46	47.80%	54.64	\$1,118	\$534	\$1,652				
* As the result of a time study the employees spent an average of 56 seconds to list the final disposition on the non medical record.										
Sr. Records Clerk	18.90%									
Sr. ACA	8.54%									
ACA	72.56%									
4841 records										

same

101-1186-11

(05) Total () Subtotal () Page: _____ of _____ **\$8,049 \$3,847 \$11,896**

(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2006-2007
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input checked="" type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<p>Necessary and Prompt: <u>Veterinary Costs</u></p> <p>Total cost of eligible vet care = \$81,304.74 for necessary and prompt veterinary care.</p> <p>88.42% of all of the dogs and cats were strays</p> <p>28.11% of the eligible stray dogs and cats were euthanized after the holding period</p> <p>\$81304.74 x 88.42%=\$71,889.65 \$71,889.62 x 28.11%=\$20,208.17</p> <p>The City of Hayward utilizes Noble veterinary Clinic to provide necessary and prompt veterinary care for stray and abandoned animals that die during the holding period or are ultimately euthanized during the holding period. It does not include any cost for emergency services rendered, spay or neuter surgery, euthanasia, administration or rabies vaccination, or the cost to implant microchip identification.</p> <p><u>Vaccinations and other medications administered by the City of Hayward for "Necessary and Prompt" veterinary care</u></p> <p>same formula applies as above \$6373.62 x 88.42%=\$5,635.55 \$5,635.55 x 28.11%=\$1,584.15</p>								\$20,208		
								\$1,584		

Eden Hospital

(05) Total () Subtotal ()	Page: _____ of _____	\$21,792
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INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward
Department: Animal Services Bureau
Fiscal Year: 2006-2007

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs 11-9811-1-01	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$832,113			\$832,113
2 Part-time Wages & Overtime	\$40,478			\$40,478
3 Benefits 47.8%	\$397,849			\$397,849
SUBTOTAL:	\$1,270,440			\$1,270,440
Line Item Costs (Services, Supplies & Other):				
4 Maintenance	\$5,521		\$5,521	
5 Office Supplies	\$9,306		\$9,306	
6 Printing	\$3,001		\$3,001	
7 Field Supplies	\$117,455			\$117,455
8 Dues, Publications, Books	\$559	\$559		
9 Meals (MOU)	\$1,232			\$1,232
10 Special Services- Claims	\$135,926			\$135,926
11 Publicity and Community Prom	\$1,542		\$1,542	
12 Vehicle Operation	\$47,698		\$47,698	
13 Travel, Meetings and Meals	\$69			\$69
14 Other Expense	\$1,784		\$1,784	
15 Employee Services	\$293			\$293
16				
17				
18				
19				
20				
21				
22				
23				
24				
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45				
46				
47				
48				
PAGE 1 - SUBTOTAL:	\$324,385	\$559	\$68,852	\$254,974

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward
Department: Animal Services Bureau
Fiscal Year: 2006-2007

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs 11-9811-1-01	Allowable Direct Costs
49				
50				
51				
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55				
56				
57				
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82				
83				
84				
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86				
87				
88				
PAGE 2 - SUBTOTAL:				
Total Line Item Costs - Page 1 and 2	\$324,385	\$559	\$68,852	\$254,974
TOTAL ALL EXPENDITURES:	\$1,594,826			
Cost Adjustments and/or Cost Plan Costs:				
89 A-87 Cost Allocation	\$282,827		\$282,827	
90				
COST ALLOCATION SUBTOTAL:	\$282,827		\$282,827	
TOTAL ALL COSTS:	\$1,877,653		\$351,679	\$1,525,415
CALCULATED INDIRECT COST RATE =	42.3%	\$351,679	= Total allowable indirect costs	
Rate is based on: Salaries		\$832,113	= Total direct salaries	

City of Hayward
Full Cost Plan

2005-2006
3/31/2006

Department	1880 Crossing Guards	1882 CYS- TANF DSO	1883 CYS- TANF Case Mgmt	1884 CYS- TANF LSA	1889 UHP Cops in School	1890 Animal Svcs	1892 Animal Control	1922 Hazardous Materials	1923 Fire Prevention	1925 Academy Training
1880 Crossing Guards	\$0	\$0	\$0	\$0	\$0	\$6,710	\$0	\$0	\$0	\$0
1882 CYS-TANF DSO	340	849	283	566	566	4,527	0	3,112	0	0
1883 CYS-TANF Case Mgmt	709	1,773	591	1,182	1,182	9,457	0	6,502	0	0
1884 CYS-TANF LSA	26	200	66	128	209	957	26	1,367	28	0
1889 UHP Cops in School	0	0	0	0	0	0	0	9,950	0	0
1890 Animal Svcs	382	954	318	636	636	5,089	0	3,499	0	0
1892 Animal Control	702	1,756	585	1,170	1,170	87,392	0	57,796	0	0
1922 Hazardous Materials	0	0	0	0	0	14,737	0	4,157	0	0
1923 Fire Prevention	1,105	2,763	921	1,842	1,842	14,737	0	593,019	0	0
1925 Academy Training	560	1,478	489	969	1,222	7,546	2,764	7,399	89	89
1880	0	0	0	0	0	0	0	0	0	0
1882 CYS-TANF DSO	92	712	234	456	745	3,414	0	5,386	0	0
1883 CYS-TANF Case Mgmt	87	674	221	432	705	3,230	93	4,876	101	101
1884 CYS-TANF LSA	167	454	151	301	323	2,391	7	4,614	96	96
1889 UHP Cops in School	2,111	5,276	1,759	3,518	3,518	28,141	0	19,347	0	0
1890 Animal Svcs	0	0	0	0	0	0	0	0	0	0
1892 Animal Control	0	0	0	0	0	0	0	0	0	0
1922 Hazardous Materials	7,201	18,002	6,001	12,002	0	96,012	0	0	0	0
1923 Fire Prevention	0	0	0	0	0	0	0	93,907	0	0
1925 Academy Training	0	0	0	0	0	0	883	0	0	0
TOTAL CURRENT ALLOCATIONS	13,482	34,891	11,619	23,202	12,118	278,966	3,861	79,677	816,769	322

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2007

REPORT PRINT DATE: 09/24/2007
 PAGE NO. 1
 TIME: 09:49

ACCOUNT NO	FOOT	OBJ	SUB T	NOTE	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/	ENCUMBRANCES	BUDGET
						TOTAL		EXPENDITURES		BALANCE
4000	2				ANIMAL SERVICES BUREAU					
4400	5				REVENUES					
4411	6				LICENSES AND PERMITS	33,000.00-	33,000.00-	43,155.11-	0.00	10,155.11
	8				ANIMAL LICENSES					
	8				LICENSES AND PERMITS	33,000.00-	33,000.00-	43,155.11-	0.00 *	10,155.11 *
	6				FINES AND FORFEITURES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
	6				FROM OTHER AGENCIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
4757	7				POLICE-REIMB PR OTHER AGENCIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
	7				POLICE-REIMB PR OTHER AGENCIE	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
	6				FEES AND SERVICE CHARGES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
4800	6				MISCELLANEOUS FEES	34,000.00-	34,000.00-	42,187.66-	0.00	8,187.66
	7				POLICE-AC FEES AND SERVICES	15,000.00-	15,000.00-	20,503.95-	0.00	5,503.95
	8				ANIMAL IMPOUNDING	0.00	0.00	630.00-	0.00	630.00
	8				SPAY & NEUTER DEPOSITS	24,000.00-	24,000.00-	20,794.65-	0.00	3,205.35-
	8				POLICE-AC-OWNER SERVICES	250.00-	250.00-	0.00	0.00	250.00-
	8				POLICE-AC-RENTAL	25,000.00-	25,000.00-	15,085.25-	0.00	9,914.75-
	8				MISCELLANEOUS FEES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
	6				FEES AND SERVICE CHARGES	98,250.00-*	98,250.00-*	99,201.51-*	0.00 *	951.51 *
	6				OTHER REVENUES	0.00	0.00	300.00	0.00	300.00-
	9				ANIMAL SERVICES	0.00	0.00	226.63	0.00	14,226.63-
	9				HAYWARD FRIENDS OF ANIMALS SOC	0.00	0.00	101.25-	0.00	101.25
	8				OTHER REVENUES	0.00 *	0.00 *	14,425.38 *	0.00 *	14,425.38-*
	5				EMPLOYEE SERVICES	635,046.00	635,046.00	719,007.82	0.00	83,961.82-
	6				SALARIES	2,848.00	2,848.00	2,608.98	0.00	239.02
	8				SALARIES-REGULAR TIME	0.00	0.00	11,801.81	0.00	11,801.81-
	8				SALARIES-INCENTIVE PAY	36,911.00	36,911.00	11,831.51	0.00	25,079.49
	8				SALARIES-WORKERS COMPENSATION					
	8				SALARIES-HOLID PD NOT WORKED					
	5				REVENUES	131,250.00-*	131,250.00-*	127,931.24-*	0.00 *	3,318.76-*

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

CITY OF HAWAII
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2007

REPORT PRINT DATE: 09/24/2007
 PAGE NO. 2
 TIME: 09:49

ACCOUNT NO	FOOT	ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/	ENCUMBRANCES	BUDGET
OBJ	SUB	T NOTE				EXPENDITURES		BALANCE
5122	8	1 SALARIES-LEAVE PAID	66,450.00	66,450.00	44,591.62	0.00	21,858.38	
5123	8	1 SALARIES-OTHER LEAVE PAID	0.00	0.00	4,792.00	0.00	4,792.00	
5124	8	1 SALARIES-COMP TIME PAID	0.00	0.00	24,833.97	0.00	24,833.97	
5130	8	8 SALARIES-V. L. AT TERMINATION	0.00	0.00	476.85	0.00	476.85	
5132	8	9 SALARIES-COMP TIME AT TERMIN.	0.00	0.00	1,688.79	0.00	1,688.79	
5140	8	9 SALARIES-OVERTIME	13,517.00	13,517.00	34,896.90	0.00	21,379.90	
5144	8	1 SALARIES - EXCESS MEDICAL	9,432.00	9,432.00	10,479.48	0.00	1,047.48	
5146	8	1 SALARIES-OVERTIME-CIVILIAN HOL	0.00	0.00	5,581.62	0.00	5,581.62	
TOTAL ..		SALARIES	764,204.00 *	764,204.00 *	872,591.35 *	0.00 *	108,387.35-*	
5200	6	EMPLOYEE BENEFITS	0.00	0.00	275.00	0.00	275.00	
5211	8	UNIFORMS/PAYROLL	10,747.00	10,747.00	13,679.73	0.00	2,932.73	
5230	8	EMPL BENE-FICA	145,661.00	145,661.00	138,756.57	0.00	6,904.43	
5230	8	EMPL BENE-PERS	0.00	0.00	4,456.36	0.00	4,456.36	
5232	8	EMPL BENE-PARS	0.00	0.00	145,079.00	0.00	12,524.29	
5244	8	EMPL BENE-MEDICAL-PERS	145,079.00	145,079.00	22,260.91	0.00	1,833.09	
5250	8	EMPL BENE-DENTAL-DELTA	24,094.00	24,094.00	789.14	0.00	18.86	
5251	8	EMPL BENE-DENTAL-UNITED CONCOR	788.00	788.00	1,210.01	0.00	421.99	
5260	8	EMPL BENE-BASIC LIFE INS(1070)	1,632.00	1,632.00	577.92	0.00	577.92	
5261	8	EMPL BENE-LTD-MGMT/CONF(1090)	0.00	0.00	62,973.33	0.00	509.33	
5270	8	EMPL BENE-WORKER COMP INS	62,464.00	62,464.00	16,249.78	0.00	89.78	
5280	8	EMPL BENE-DEFERRED COMP	16,160.00	16,160.00	3,915.00	0.00	170.88	
5290	8	EMPL BENE-VISION CARE	3,915.00	3,915.00	4,085.88	0.00	170.88	
TOTAL ..		EMPLOYEE BENEFITS	410,540.00 *	410,540.00 *	397,849.34 *	0.00 *	12,690.66 *	
TOTAL ..		EMPLOYEE SERVICES	1,174,744.00 *	1,174,744.00 *	1,270,440.69 *	0.00 *	95,696.69-*	
6000	5	MAINTENANCE AND UTILITIES						
6100	6	MAINTENANCE	8,265.00	8,265.00	5,521.34	0.00	2,743.66	
6110	8	FIELD & OFFICE MAINTENANCE	1,805.00	1,805.00	0.00	0.00	1,805.00	
6112	8	BIDG & STRUCTURE MAINTENANCE						
TOTAL ..		MAINTENANCE	10,070.00 *	10,070.00 *	5,521.34 *	0.00 *	4,548.66 *	
6200	6	UTILITIES						
TOTAL ..		UTILITIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	
TOTAL ..		MAINTENANCE AND UTILITIES	10,070.00 *	10,070.00 *	5,521.34 *	0.00 *	4,548.66 *	
7000	5	SUPPLIES AND SERVICES						
7100	6	SUPPLIES	6,935.19	6,935.19	9,305.95	0.00	2,370.76-	
7110	8	OFFICE SUPPLIES						

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2007

REPORT PRINT DATE: 09/24/2007
 PAGE NO. 3 TIME: 09:49

ACCOUNT NO	FOOT	OBJ	SUB	NOTE	ACCOUNT DESCRIPTION	CURRENT	BUDGET	YTD	PROBATE	YTD	REVENUE/	EXPENDITURES	ENCUMBRANCES	BUDGET
					TOTAL									BALANCE
7112	8				PRINTING	3,276.00		3,276.00		3,000.59	0.00	117,454.50	795.03	51,429.00-
7120	8				FIELD SUPPLIES	66,820.53		66,820.53		3,040.00	0.00	0.00	0.00	3,040.00
7122	8				COMPUTER SUPPLIES	3,040.00		3,040.00		9,106.00	0.00	0.00	0.00	9,106.00
7124	8				FACILITIES MAINTENANCE CHARGES	9,106.00		9,106.00		824.00	559.45	0.00	0.00	264.55
7170	8				FILES, PUBLICATIONS, BOOKS	824.00		824.00		95.00	1,232.00	0.00	0.00	1,137.00-
7180	8				MEALS (MOU)	95.00		95.00						
TOTAL ..					SUPPLIES	90,096.72 *		90,096.72 *		131,552.49 *	795.03 *		795.03 *	42,250.80-*
7200	6				SERVICES									
7210	8				SPECIAL SERVICES- CLAIMS	57,317.00		57,317.00		89,100.86	0.00	0.00	0.00	31,783.86-
7215	8				SOFTWARE	475.00		475.00		0.00	0.00	0.00	0.00	475.00
7250	8				PUBLICITY AND COMMUNITY PROM	1,615.00		1,615.00		1,541.82	0.00	0.00	0.00	73.18
7276	7				COMPUTER CONTRACT SERVICES	0.00 *		0.00 *		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
SUBTOTAL ..					COMPUTER CONTRACT SERVICES	0.00 *		0.00 *		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..					SERVICES	59,407.00 *		59,407.00 *		90,642.68 *	0.00 *		0.00 *	31,235.68-*
7300	6				VEHICLE OPERATION									
7320	8				INTERNAL VEH. & RADIO RENTAL	47,669.00		47,669.00		47,669.02	0.00	0.00	0.00	0.02-
7330	8				LOCAL MILEAGE, PARKING & TOLL	21.00		21.00		29.00	0.00	0.00	0.00	8.00-
TOTAL ..					VEHICLE OPERATION	47,690.00 *		47,690.00 *		47,698.02 *	0.00 *		0.00 *	8.02-*
7400	6				TRAVEL, MEETINGS AND MEALS									
7410	8				TRAINING, EDUC, TRVL, MEETING, MEALS	1,083.00		1,083.00		68.55	0.00	0.00	0.00	1,014.45
TOTAL ..					TRAVEL, MEETINGS AND MEALS	1,083.00 *		1,083.00 *		68.55 *	0.00 *		0.00 *	1,014.45 *
7500	6				OTHER EXPENSE									
7505	8				CREDIT CARD SERVICE CHARGE	285.00		285.00		1,783.86	0.00	0.00	0.00	1,498.86-
7515	7				COMPUTER TRAINING & EDUCATION	0.00 *		0.00 *		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
SUBTOTAL ..					COMPUTER TRAINING & EDUCATION	0.00 *		0.00 *		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..					OTHER EXPENSE	285.00 *		285.00 *		1,783.86 *	0.00 *		0.00 *	1,498.86-*
TOTAL ..					SUPPLIES AND SERVICES	198,561.72 *		198,561.72 *		271,745.60 *	795.03 *		795.03 *	73,978.91-*
8000	5				CAPITAL EXPENSE									
8100	6				PURCHASES - EQUIPMENT	21,650.00		21,650.00		0.00	0.00	0.00	0.00	21,650.00
8110	8				FIELD & OFF EQUIP (OVER \$1000)	21,650.00 *		21,650.00 *		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..					PURCHASES - EQUIPMENT	21,650.00 *		21,650.00 *		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2007

REPORT PRINT DATE: 09/24/2007
 PAGE NO. 4 TIME: 09:49

ACCOUNT NO FOOT
 OBJ SUB T NOTE ACCOUNT DESCRIPTION
 ***** CURRENT BUDGET - - - YTD REVENUE/ EXPENDITURES ENCUMBRANCES BUDGET BALANCE *****

8400 6 PURCHASES - VEHICLES 0.00 * 0.00 * 0.00 * 0.00 *
 TOTAL .. 0.00 * 0.00 * 0.00 * 0.00 *

9100 5 EMPLOYEE SERVICES 0.00 * 0.00 * 259.56 0.00 259.56-
 9120 8 SALARIES-O.T.-FROM OTHER 0.00 0.00 33.74 0.00 33.74-
 9130 8 EMPLOYEE BENE FROM OTHER 0.00 * 0.00 * 293.30 * 0.00 * 293.30-*

TOTAL .. 0.00 * 0.00 * 293.30 * 0.00 * 293.30-*

EXPENSE TRANSFERS
 TOTAL .. 0.00 * 0.00 * 293.30 * 0.00 * 293.30-*

ANIMAL SERVICES BUREAU
 TOTAL EXPENSE 1,405,025.72 1,405,025.72 1,548,000.93 22,445.03 165,420.24-
 TOTAL REVENUE 131,250.00- 131,250.00- 127,931.24- 0.00 3,318.76-
 NET EXPENSE 1,273,775.72 * 1,273,775.72 * 1,420,069.69 * 22,445.03 * 168,739.00-*

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1892 ANIMAL CNTRL-SPAY/NEUTER FEES
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

CITY OF HAWAII
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2007

REPORT PRINT DATE: 09/24/2007
 PAGE NO. 5 TIME: 09:49

ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
ANIMAL CNTRL-SPAY/NEUTER FEES						
4000 REVENUES	2					
4800 FEES AND SERVICE CHARGES	5					
4838 SPAY & NEUTER DEPOSITS	6					
TOTAL ..	8	60,000.00-	60,000.00-	54,091.70-	0.00	5,908.30-
OTHER REVENUES						
4900 OTHER REVENUES	6					
4921 COMMISSIONS ON VENDING & TEL.	7					
SUBTOTAL ..	7	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
REVENUES		60,000.00-	60,000.00-	54,091.70-	0.00 *	5,908.30-
EMPLOYEE SERVICES						
5000 EMPLOYEE SERVICES	5					
5100 SALARIES	6					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
SALARIES						
5200 EMPLOYEE BENEFITS	6					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
EMPLOYEE BENEFITS						
EMPLOYEE SERVICES						
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
MAINTENANCE AND UTILITIES						
6000 MAINTENANCE AND UTILITIES	5					
6100 MAINTENANCE	6					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
UTILITIES						
6200 UTILITIES	6					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
UTILITIES						
MAINTENANCE AND UTILITIES						
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
SUPPLIES AND SERVICES						
7000 SUPPLIES AND SERVICES	5					
7100 SUPPLIES	6					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1892 ANIMAL CNTRL-SPAY/NEUTER FEES
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

CITY OF HAWAII
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2007

REPORT PRINT DATE: 09/24/2007
 PAGE NO. 6 TIME: 09:49

ACCOUNT NO FOOT	ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
7190 7	POLICE - CARRYOVERS	26,636.24	*	26,636.24	0.00	0.00	26,636.24
7190 009 9	ANIMAL SERVICES SPAY & NEUTER	26,636.24	*	26,636.24	0.00	0.00	26,636.24
SUBTOTAL ..	POLICE - CARRYOVERS	26,636.24	*	26,636.24	0.00	0.00	26,636.24
TOTAL ..	SUPPLIES	26,636.24	*	26,636.24	0.00	0.00	26,636.24
7200 6	SERVICES	12,882.00	*	12,882.00	46,824.80	0.00	33,942.80-
7210 8	SPECIAL SERVICES- CLAIMS	12,882.00	*	12,882.00	46,824.80	0.00	33,942.80-
7276 7	COMPUTER CONTRACT SERVICES	0.00	*	0.00	0.00	0.00	0.00
SUBTOTAL ..	COMPUTER CONTRACT SERVICES	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	SERVICES	12,882.00	*	12,882.00	46,824.80	0.00	33,942.80-
7300 6	VEHICLE OPERATION	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	VEHICLE OPERATION	0.00	*	0.00	0.00	0.00	0.00
7400 6	TRAVEL, MEETINGS AND MEALS	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	TRAVEL, MEETINGS AND MEALS	0.00	*	0.00	0.00	0.00	0.00
7500 6	OTHER EXPENSE	0.00	*	0.00	0.00	0.00	0.00
7515 7	COMPUTER TRAINING & EDUCATION	0.00	*	0.00	0.00	0.00	0.00
SUBTOTAL ..	COMPUTER TRAINING & EDUCATION	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	OTHER EXPENSE	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	SUPPLIES AND SERVICES	39,518.24	*	39,518.24	46,824.80	0.00	7,306.56-
8000 5	CAPITAL EXPENSE	0.00	*	0.00	0.00	0.00	0.00
8100 6	PURCHASES - EQUIPMENT	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	PURCHASES - EQUIPMENT	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	CAPITAL EXPENSE	0.00	*	0.00	0.00	0.00	0.00
9000 5	EXPENSE TRANSFERS	0.00	*	0.00	0.00	0.00	0.00
9100 6	EMPLOYEE SERVICES	0.00	*	0.00	0.00	0.00	0.00
TOTAL ..	EMPLOYEE SERVICES	0.00	*	0.00	0.00	0.00	0.00

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1892 ANIMAL CNTRL-SPAY/NEUTER FEES
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2007

REPORT PRINT DATE: 09/24/2007
 PAGE NO. 7 TIME: 09:49

ACCOUNT NO FOOT
 OBJ SUB T NOTE ACCOUNT DESCRIPTION

 CURRENT BUDGET YTD PRORATE YTD REVENUE/ ENCUMBRANCES BUDGET
 TOTAL YTD PRORATE EXPENDITURES BALANCE

TOTAL .. 11-911-1-01
 EXPENSE TRANSFERS
 0.00 * 0.00 * 0.00 * 0.00 * 0.00 *

ANIMAL CNTRL-SPAY/NEUTER FEES

TOTAL EXPENSE	39,518.24	39,518.24	46,824.80	0.00	7,306.56-
TOTAL REVENUE	60,000.00-	60,000.00-	54,091.70-	0.00	5,908.30-
NET EXPENSE	20,481.76-*	20,481.76-*	7,266.90-*	0.00 *	13,214.86-*

***** END OF REPORT *****

use for care & maint

ANIMAL CONTROL	2080 hrly	Annual from salary schedule	1800 hrly	Benefit %	benefits
Manager - Sanchez	\$37.00	\$76,960	\$42.76	53.32%	\$41,035.07
Sr ACO - Kulas	\$24.88	\$51,750	\$28.75	33.97%	\$17,579.61
ACO - Vacant		\$0	\$0.00	0%	\$0.00
ACO - Young	\$21.88	\$45,510	\$25.28	68.31%	\$31,088.15
Sr. ACA - Scott	\$19.44	\$40,435	\$22.46	50.86%	\$20,565.34
ACA - Blancas	\$19.35	\$40,248	\$22.36	66.41%	\$26,728.70
ACA - Pacheco	\$18.44	\$38,355	\$21.31	73.28%	\$28,106.69
ACA - Horne	\$19.35	\$40,248	\$22.36	49.58%	\$19,954.96
ACA - Mallory	\$17.67	\$36,754	\$20.42	51.24%	\$18,832.54
ACA - McDonald	\$19.35	\$40,248	\$22.36	73.28%	\$29,493.73
ACA - Putzke	\$19.35	\$40,248	\$22.36	61.93%	\$24,925.59
ACA - Rappa	\$17.00	\$35,360	\$19.64	73.06%	\$25,834.02
Sr PRC - Comstock	\$24.61	\$51,189	\$28.44	48.34%	\$24,744.67
PRC - Michael	\$21.31	\$44,325	\$24.62	26.01%	\$11,528.88
PRC - Pineda	\$20.40	\$42,432	\$23.57	48.70%	\$20,664.38
Veterinary Technician - Vacant		\$0	\$0.00	60.68%	\$0.00

2,080	1800
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ACA

- \$16.31
- \$16.31
- \$19.35
- \$16.31
- \$19.35
- \$17.67
- \$19.35
- \$19.35
- \$16.31
- \$17.67
- \$19.35
- \$16.31
- \$18.44
- \$16.31
- \$16.31
- \$19.35
- \$17.00

Goodness

\$20.42

avg. ACA	\$17.71	\$20.46
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Record Clerk

- \$18.86
- \$18.86 \$ 21.79 Dimanlig
- \$20.40
- \$19.37 \$ 22.39

*Adele
Acting Rec. Clerk Sup 24.62*

1800

C I T Y O F H A Y W A R D
 CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

REPORT ID: PHMS-PP812

HOURLY RATE STEP SEX ETH

 EMP # EMPLOYEE NAME

 JOB# POSITION TITLE

 HOURLY RATE STEP SEX ETH

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
100-1880 CROSSING GUARDS PROGRAM							
3381	LAURETA, SANDRA R	901	TRAFFIC SAFETY ASSISTANT	12.43	05	F	W
3549	MCDONALD, TINA L	901	TRAFFIC SAFETY ASSISTANT	12.43	05	F	W
3388	MITCHELL, CELESTINA M	901	TRAFFIC SAFETY ASSISTANT	12.43	05	F	U
3225	MUNOZ, MOSES M	901	TRAFFIC SAFETY ASSISTANT	12.43	05	M	H
100-1882 CYSA-TANF DSO							
1517	GROSHONG, PATRICIA	632	FAMILY COUNSELOR I	31.68	05	F	H
3120	MOORE, LYNNETTE S	632	FAMILY COUNSELOR I	31.68	05	F	W
1029	RADEMAN, MARJORIE A	632	FAMILY COUNSELOR I	31.68	05	F	W
100-1883 CYSA-TANF CASE MGMT							
3515	MARTINEZ, CHRISTINE R	632	FAMILY COUNSELOR I	28.78	03	F	W
100-1884 CYSA-TANF LOCAL SERVICE AREA							
1166	LINDLEY, DONALD	737	COUNSELING SUPERVISOR	36.60	04	M	W
2060	RODRIGUEZ, PATRICIA L	632	FAMILY COUNSELOR I	31.68	05	F	H
100-1890 ANIMAL SERVICES BUREAU							
3427	AVILA, MICHAEL J	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
3546	BARBY, KRISTIN J	181	ANIMAL CARE ATTENDANT	16.31	01	F	W
3060	BLANCAS, CAROLINA B	181	ANIMAL CARE ATTENDANT	19.35	05	F	W
3460	BOWIE, MYLES K	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
2868	COMSTOCK, JENNIE M	121	SENIOR POLICE RECORDS CLERK	24.61	05	F	W
3461	DIMANLIG, KATHLEEN R	120	POLICE RECORDS CLERK II	18.86	01	F	W
3233	DRAKE, HILARY J	181	ANIMAL CARE ATTENDANT	19.35	05	F	W
3431	GOODNESS, JESSICA A	181	ANIMAL CARE ATTENDANT	17.67	03	F	A
1488	HOLEMAN, CANDY L	181	ANIMAL CARE ATTENDANT	19.35	05	F	W
3182	HORNE, DONNA L	181	ANIMAL CARE ATTENDANT	19.35	05	F	W
2870	KAMMERLING, DIANNE S	120	POLICE RECORDS CLERK II	18.86	01	F	W
3490	KOLLER, KYLE S	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
3059	KULAS, CARA	184	SENIOR ANIMAL CONTROL OFFICER	24.88	05	F	W
3448	MALLORY, JUSTIN J	181	ANIMAL CARE ATTENDANT	17.67	03	F	W
1807	MCDONALD, AIMEE S	120	POLICE RECORDS CLERK II	19.35	05	F	W
3348	MICHAEL, ADELE	181	ANIMAL CARE ATTENDANT	21.31	04	F	W
3558	OBICHERE, ANA G	181	ANIMAL CARE ATTENDANT	16.31	01	F	W
3092	PACHECO, DANNY	181	ANIMAL CARE ATTENDANT	18.44	04	M	W
3597	PALERMINI, ANTHONY J	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
3491	PIERCE, CLINTON R	181	ANIMAL CARE ATTENDANT	16.31	01	M	W
3423	PINEDA, LISA D	120	POLICE RECORDS CLERK II	20.40	03	F	W
2960	PUTZKE, MICHELE L	181	ANIMAL CARE ATTENDANT	19.35	05	F	W
3507	RAPPA, HEATHER N	181	ANIMAL CARE ATTENDANT	17.00	02	F	F
2864	SANCHEZ JR, PAUL	714	ANIMAL SERVICES MANAGER	37.00	04	F	M

11-98111-01

1800 2080
 1885
 28.44
 2230
 2460

C I T Y O F H A Y W A R D
 CURRENT CITY EMPLOYEES BY FUNDING ACTIVITY NUMBER

REPORT ID: PHMS-PP812

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
3467	SCOTT, TIANA	183	SENIOR ANIMAL CARE ATTENDANT	19.44	03	F	B
3338	YOUNG, TRACI L	185	ANIMAL CONTROL OFFICER	21.88	04	F	W
100-1911 OFFICE OF THE FIRE CHIEF							
2428	ARFSTEN, LARRY P	1101	FIRE CHIEF	74.50	05	M	W
1708	DELAND, KIMBERLY S	108	ADMINISTRATIVE SECRETARY	27.73	04	F	A
2322	JOLLY, STEVEN E	724	ADMINISTRATIVE ANALYST II	37.00	05	M	W
2497	STANALAND, ELEANOR B	106	SECRETARY	22.65	05	F	H
100-1922 HAZARDOUS MATERIALS							
1619	BUSCOVICH, STEVEN	676	HAZARDOUS MATERIALS INVESTIGATOR	35.85	05	M	W
1556	GALANG, DANILIO M	677	ENVIRONMENTAL SPECIALIST	37.63	05	M	A
1388	MURPHY, HUGH J	705	HAZARDOUS MATERIALS PROGRAM COORDINATOR	43.60	05	M	W
2000	PEREZ, MILES J	676	HAZARDOUS MATERIALS INVESTIGATOR	35.85	05	M	H
2226	TRAVIS, LAURA L	107	SENIOR SECRETARY	25.06	05	F	W
100-1923 FIRE PREVENTION PROGRAM							
2319	ARTEAGA, ROBERT M	244	STAFF FIRE CAPTAIN (40 HR)	58.67	05	M	H
1798	BERG, JOHN O	1003	FIRE MARSHAL (40 HR)	52.72	03	M	H
1700	CASHEN, PHILLIP P	230	FIRE PREVENTION INSP.	49.79	05	M	B
1586	GIEL, CHARMAINE M	244	STAFF FIRE CAPTAIN (40 HR)	58.67	05	F	H
2155	HYDE, MICHAEL C	950	CONTRACT SERVICES EMPLOYEE	79.00	17	M	W
3600	LATCHISON, MARKESHA	180	PERMIT TECHNICIAN (40 HR)	22.74	05	F	U
2747	MONTAVAGO, DEAN C	1006	DEPUTY FIRE CHIEF (40 HR)	63.79	05	M	H
2513	OREMUS, LINDA M	102	ADMINISTRATIVE CLERK II (40 HR)	20.57	05	F	W
1370	REED, BARRY S	230	FIRE PREVENTION INSP.	49.79	05	M	B
2283	SIMON, PHILIP J	244	STAFF FIRE CAPTAIN (40 HR)	58.67	05	M	W
2086	SKJONG, TARA M	180	PERMIT TECHNICIAN (40 HR)	22.74	05	F	W
2568	WARD, JAMES E	230	FIRE PREVENTION INSP.	49.79	05	M	W
2383	WESTFIELD, ANDREW J	230	FIRE PREVENTION INSP.	49.79	05	M	B
100-1931 FIRE OPERATIONS ADMINISTRATION							
2408	BUENO, CRAIG R	1006	DEPUTY FIRE CHIEF (40 HR)	63.79	05	M	H
2578	DOMINGUEZ, THERESA B	102	ADMINISTRATIVE CLERK II	20.57	05	F	I
1178	NEGRI, ROBERT J	710	EMERGENCY MEDICAL SERVICES COORD.	39.66	05	M	W
1809	POULSEN, THOR S	244	STAFF FIRE CAPTAIN (40 HR)	58.67	05	M	I
100-1932 FIRE OPERATIONS PROGRAM							
1880	ALVES, THOMAS M	245	FIRE CAPTAIN (56 HR)	38.10	05	M	W
2673	ANDERSON, JOHN S	245	FIRE CAPTAIN (56 HR)	38.10	05	M	I
1348	ARMSTRONG, NATHANIEL L	245	FIRE CAPTAIN (56 HR)	36.28	04	M	B
1751	BAKER, THOMAS B	245	FIRE CAPTAIN (56 HR)	38.10	05	M	W
3525	BARBANO, MARTIN M	215	FIREFIGHTER (56 HR)	27.48	02	M	W

11-9811-I-01

Kennel Statistics Report

Intakes from 07/01/06 to 06/30/07

		CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
CONFISCATE		0	3	0	0	0	0	3
	BITE	1	27	0	0	0	0	28
	CRUELTY	2	4	0	0	44	7	57
	EVICTION	0	8	0	0	0	0	8
	OWNER DIE	0	1	0	0	0	0	1
	OWNER HO:	23	5	0	0	0	2	30
	OWNER JAIL	0	8	0	0	0	2	10
	PBLC SFTY	0	21	0	0	0	0	21
	TOTAL	26	77	0	0	44	11	158
DISPO REQ	FIELD	205	30	0	1	207	1	444
	FIELD OWN	1	3	0	0	0	0	4
	NIGHT	20	8	0	4	7	0	39
	NIGHT OWN	1	1	0	0	0	0	2
	OTC	25	27	0	0	13	0	65
	TOTAL	252	69	0	5	227	1	554
EUTH REQ		0	0	0	0	1	0	1
	FIELD OWN	0	1	0	0	1	0	2
	TOTAL	0	1	0	0	2	0	3
OWNER SUR	FIELD	17	15	0	3	0	1	36
	NIGHT	78	44	0	22	26	13	183
	OTC	44	108	0	7	10	4	173
	TOTAL	139	167	0	32	36	18	392
RETURN	OTC	6	20	0	5	0	0	31
	TOTAL	6	20	0	5	0	0	31
STRAY		1	0	0	0	4	0	5
	FIELD	141	269	0	14	142	14	580
	NIGHT	997	388	1	459	151	78	2074
	OTC	826	237	0	361	110	64	1598
	TOTAL	1965	894	1	834	407	156	4257

11-9811-1-01
 554
 3

		CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
TRANSFER	AN CONTRC	0	2	0	0	0	1	3
	TOTAL	0	2	0	0	0	1	3
TOTAL		2388	1230	1	876	716	187	5398

11-9811-I-01

Kennel Statistics Report

Outcomes from 07/01/06 to 06/30/07

		CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
		3	8	0	1	11-98	11-1-01	13
	TOTAL	3	8	0	1	1	0	13
ADOPTION		17	8	0	18	20	3	66
	OSPCA	174	85	0	140	0	23	422
	OWN PRIOR	2	1	0	1	2	0	6
	OWNER NEW	220	147	0	217	37	43	664
	RESCUE GRP	82	68	1	90	60	34	335
	SANTA CLAR	0	2	0	0	0	4	6
	SFSPCA	10	10	0	9	0	5	34
	TOTAL	505	321	1	475	119	112	1533
DIED		4	1	0	1	2	0	8
	AT VET	3	5	0	0	0	0	8
	ENROUTE	0	1	0	0	0	0	1
	IN FOSTER	9	0	0	2	0	0	11
	IN KENNEL	8	1	0	0	1	1	11
	TOTAL	24	8	0	3	3	1	39
DISPOSAL	<i>200 net's</i>	343	92	0	13	296	2	746
	CREM-GEN	0	1	0	0	0	0	1
	CREM-PRIV	0	0	0	0	2	0	2
	TOTAL	343	93	0	13	298	2	749
EUTH		53	3	0	0	63	0	119
	BEHAV HIST	18	33	0	1	0	2	54
	BEHAV OBSV	459	302	0	19	19	19	818
	BREED	0	0	0	0	1	0	1
	CONTAG DIS	6 NO	0	0	0	4	0	10
	FELV	0	0	0	1	0	0	1
	FERAL	192 NO	0	0	5	0	0	197
	MEDICAL	278 NO	67 NO	0	95 NO	56 NO	7 NO	503
	SPACE	59	5	0	48	40	0	152

		CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
EUTH	TIME/SPACE	23	12	0	20	17	0	72
	TOO OLD	1 ^{no}	3 ^{no}	0	0	0	0	4
	TOO YOUNG	404 ^{no}	11 ^{no}	0	86 ^{no}	45 ^{no}	0 ^{no}	546
	TOTAL	1493	436	0	275	245	21 ²⁸	2477
LOST EXP		1	0	0	0	11-9811-1-01	0	1
	TOTAL	1	0	0	0	0	0	1
MISSING		4	0	0	3	1	0	8
	IN FOSTER	0	0	0	0	0	1	1
	TOTAL	4	0	0	3	1	1	9
RELOCATE		0	3	0	0	42	0	45
	TOTAL	0	3	0	0	42	0	45
RTO		42	337	0	1	8	25	413
	TOTAL	42	337	0	1	8	25	413
TRANSFER		8	6	0	7	2	1	24
	AN CONTROL	32	19	0	5	3	5	64
	SPCA	2	0	0	0	0	0	2
	WILD REHAB	0	0	0	0	10	0	10
	TOTAL	42	25	0	12	15	6	100
TOTAL		2457	1231	1	783	732	175	5379

strays
eligible
euth
1088 D.C

Others
144

HLP, INC

Chameleon Software Products
3271 Falkland Circle
Huntington Beach, CA 92649-2812

Invoice

Date	Invoice #
12/1/2006	3769

11-9811-I-01

Bill To
City of Hayward Animal Control Attn: Paul Sanchez 300 West Winton Avenue Hayward, CA 94544

Services Provided To
City of Hayward Animal Control Attn: Paul Sanchez 300 West Winton Avenue Hayward, CA 94544

Account #	P.O. No.	Due Date	FEIN
HWRD	120934	12/1/2006	86-0487620

Q...	Description	Rate	Amount
10	Chameleon/CMS Software Annual Support & Maintenance * Licensed for 1 single Server & 9 Workstations Please Note New Remittance Address: Chameleon Software Products 2595 S. Lewis Way, Ste.B-124 Lakewood, CO 80227	960.00	9,600.00
	Sales Tax	8.25%	792.00

Period Covered - 1 year from invoice date	Total	\$10,392.00
Please make checks payable to HLP, Inc. Please note that a late fee will be charged monthly after 60 days.	Balance Due	\$10,392.00

Phone #	Fax #	E-mail	Web Site
303-914-8630	303-914-8633	kristin@chameleonbeach.com	www.chameleonbeach.com

JULY 06 to JULY 07
JULY
JUN 30.00

DHLPP
Dog bord.
FVRCP
Heska
Parvo

131

Vendors & what they supply.
(food, supplies, janitorial, animal health, building maintenance, ect)

vaccine total

AAA Business Supplies

Office Furniture

11-9844-01

-total

VACCINES
6375.62

Acc Hardware

Hardware

Acme Awards

Awards

ADT

Alarm Services

Acme Pacific Repairs

dishwasher/sanitizer

Air Products

Compressed Gas

Alhambra Water

Bottled Water

Alpine Awards

Awards & T-shirts

Animal Care & Equipment (ACE)

Kennel Supplies

Animal Health & Sanitary Supply

Cleaning Supplies

Aramark

Mats & Shirts

Barco

Pet Litter Bags

Bayer Health Care

Animal Meds

1323.41

Bay Area Communication Access

Translating Services

Besam

Front Door

Butler Co.

Medical Supplies

12,850.13

Butler Uniform

Uniforms

CACDA

Membership Dues

C Specialties

Disposable Litter Trays

Campbell Pet Co.

Leashes

Chameleon

Software

Cintas First Aid

First Aid

Close Feed

Animal Feed

Commercial Laundry Repair

Dryer Repair

Corporate Express

Office Supplies

Fed Express

Shipping

Grainger

Safety Items

Hayward Rubber Stamp

Rubber Stamp

Heska Corp.

Intra-Nasal Vaccines

3868.00

4/11/07 \$575.00
11/9/07 \$1304.70
11/21/06 \$57.00
9/15/06 \$709.80
8/25/06 \$252.00
7/18/06 \$451.31
(parvo)
3350.83

3022.77

6/18/07 \$815.00
5/4/07 \$570.94
1/12/07 \$815.03
2/15/06 \$250.13

July 06
to
July 07

Vendors & what they supply.
(food, supplies, janitorial, animal health, building maintenance, ect.)

Nec. &
Prompt

AAA Business Supplies	Office Furniture	11-9811-I-01
Ace Hardware	Hardware	
Acme Awards	Awards	
ADT	Alarm Services	
Acme Pacific Repairs	dishwasher/sanitizer	
Air Products	Compressed Gas	
Alhambra Water	Bottled Water	
Alpine Awards	Awards & T-shirts	
Animal Care & Equipment (ACE)	Kennel Supplies	
Animal Health & Sanitary Supply	Cleaning Supplies	
Aramark	Mats & Shirts	
Barco	Pet Litter Bags	
Bayer Health Care	Animal Meds	1323 ⁴¹
Bay Area Communication Access	Translating Services	
Besam	Front Door	
Butler Co.	Medical Supplies	12,850 ¹²
Butler Uniform	Uniforms	
CACDA	Membership Dues	
C Specialties	Disposable Litter Trays	
Campbell Pet Co.	Leashes	
Chameleon	Software	
Cintas First Aid	First Aid	
Close Feed	Animal Feed	
Commercial Laundry Repair	Dryer Repair	
Corporate Express	Office Supplies	
Fed Express	Shipping	
Grainger	Safety Items	
Hayward Rubber Stamp	Rubber Stamp	
Heska Corp.	Intra- Nasal Vaccines	3868 ⁶⁰

22

Hills Science Diet
 Hi-Tech Wireless
 Hollister Inc.

American Humane Assoc.

ASPCA

State Humane Assoc. of CA
 Idexx
 J & J Enterprises

Ketch-All

Keystone Pest Control

Kocfran

Lab Safety Supply

MBA

Medical Arts Press

Monterey Bay

Nature's Earth Products

Novartis Animal Health
 P & D Appliances
 Patrick & Co.
 Patterson
 Pfizer
 Pet Food Express
 Pryme

Schering-Plough

Smart & Final

Telepath/Ritron

Tri County Fire Protection
 United Lab
 Victor Medical

Vortex

Waxio

Western Allied
 Western State Design
 Wolf Camera

Zoo Medical

Food
 Kenwood radios
 Pet ID Bands
 11-9811-I-01

Membership

Education Materials

Law Hand Book
 Selv/Fiv tests
 Shirts

Ketch-All Poles

Pest Control

Animal Disposal

Field & Kennel Supplies

Printers

Pet Sympathy Cards

Cremation

Pine Cat Litter

Capstar
 dishwasher/sanitizer repair

Licenses (tags)
 Rx Labels
 Revolution

Radio Products

Microchips

Misc.

Radio Products

Fire Extn.
 Cleaning solvents
 Medical

Meds.

Cleaning

Heating
 Washer/Dryer repair
 Camera

Med. Products

Zep
 Claims for PMT - Animal Eye Exam

Laundry Supplies
 735-

JULY 06
JULY 07
JULY
JUN. 30.07

DALPP
Dog bord.
FVRCP
Heska
Parvo

MSI

Vendors & what they supply.
(food, supplies, janitorial, animal health, building maintenance, ect.)

vaccine total

AAA Business Supplies	Office Furniture
Acc Hardware	Hardware
Acme Awards	Awards
ADT	Alarm Services
Acme Pacific Repairs	dishwasher/sanitizer
Air Products	Compressed Gas
Alhambra Water	Bottled Water
Alpine Awards	Awards & T-shirts
Animal Care & Equipment (ACE)	Kennel Supplies
Animal Health & Sanitary Supply	Cleaning Supplies
Aramark	Mats & Shirts
Barco	Pet Litter Bags
Bayer Health Care	Animal Meds
Bay Area Communication Access	Translating Services
Besam	Front Door
Butler Co.	Medical Supplies
Butler Uniform	Uniforms
CACDA	Membership Dues
C Specialties	Disposable Litter Trays
Campbell Pet Co.	Leashes
Chameleon	Software
Cintas First Aid	First Aid
Close Feed	Animal Feed
Commercial Laundry Repair	Dryer Repair
Corporate Express	Office Supplies
Fed Express	Shipping
Grainger	Safety Items
Hayward Rubber Stamp	Rubber Stamp
Heska Corp.	Intra-Nasal Vaccines

11-9844-01

total
vaccines
6373.62

1323.41

12,850.13

4/11/07 \$575.5
 11/9/07 \$1304.7
 11/21/06 \$57.00
 9/15/06 \$709.8
 8/25/06 \$252.00
 7/18/06 \$451.31
 (Parvo)
 3350.85

3022.72

3868.00

6/18/07 \$815.43
 5/4/07 \$570.94
 1/12/07 \$815.63
 2/15/06 \$250.13

6

JULY 06
TO
JULY 07

Vendors & what they supply.
(food, supplies, janitorial, animal health, building maintenance, ect.)

Rec. &
Prompt

AAA Business Supplies	Office Furniture	11-9811-I-01
Ace Hardware	Hardware	
Acme Awards	Awards	
ADT	Alarm Services	
Acme Pacific Repairs	dishwasher/sanitizer	
Air Products	Compressed Gas	
Alhambra Water	Bottled Water	
Alpine Awards	Awards & T-shirts	
Animal Care & Equipment (ACE)	Kennel Supplies	
Animal Health & Sanitary Supply	Cleaning Supplies	
Aramark	Mats & Shirts	
Barco	Pet Litter Bags	
Bayer Health Care	Animal Meds	1323 ⁴¹
Bay Area Communication Access	Translating Services	
Besam	Front Door	
Butler Co.	Medical Supplies	12,850 ¹³
Butler Uniform	Uniforms	
CACDA	Membership Dues	
C Specialties	Disposable Litter Trays	
Campbell Pet Co.	Leashes	
Chameleon	Software	
Cintas First Aid	First Aid	
Close Feed	Animal Feed	
Commercial Laundry Repair	Dryer Repair	
Corporate Express	Office Supplies	
Fed Express	Shipping	
Grainger	Safety Items	
Hayward Rubber Stamp	Rubber Stamp	
Heska Corp.	Intra-Nasal Vaccines	3808 ⁶⁹

22

Hills Science Diet
 Hi-Tech Wireless
 Hollister Inc.

American Humane Assoc.

ASPCA

State Humane Assoc. of CA
 Idexx
 J & J Enterprises

Ketch-All

Keystone Pest Control

Koefran

Lab Safety Supply

MBA

Medical Arts Press

Monterey Bay

Natura's Earth Products

Novartis Animal Health
 P & D Appliances
 Patrick & Co.
 Patterson
 Pfizer
 Nat Food Express
 Pryme

Schering-Plough

Smart & Final

Telepath/Ritron

Tri County Fire Protection
 United Lab
 Victor Medical

Vortex

Waxia

Western Allied
 Western State Design
 Wolf Camera

Zoo Medical

Food
 Kenwood radios
 Pet ID Bands 11-9811-I-01

Membership

Education Materials

Law Hand Book
 Flew/Fur tests Ø
 Shirts

Ketch-All Poles

Pest Control

Animal Disposal

Field & Kennel Supplies

Printers

Pet Sympathy Cards

Cremation

Pine Cat Litter

Capstar (14157)
 dishwasher/sanitizer repair

Licenses (tags)
 Rx Labels
 Revolution (7545 45)

Radio Products

Microchips

Misc.

Radio Products

Fire Extn.
 cleaning solvents
 Medical

Meds.

Cleaning

Heating
 washer/dryer repair
 Camera

Med. Products (8457)

Zep
 claims for PMT - Animal
 eye care

Laundry Supplies
 (735-)

CLAIM FOR PAYMENT

Pursuant to Government Code Section 17561

ANIMAL ADOPTION

For State Controller Use Only

(19) Program Number 00213

(20) Date Filed ___/___/___

(21) LRS Input ___/___/___

Program

213

(01) Claimant Identification Number 9801358			FIRM 1		Reimbursement Claim Data		
(02) Claimant Name City of Hayward			(22) AA-1, (04)(A)(1)(g)			0	
County of Location Alameda			(23) AA-1, (04)(A)(2)(g)			0	
Street Address of P.O. Box 777 B Street			(24) AA-1, (04)(A)(3)(g)	Suite		0	
City Hayward			(25) AA-1, (04)(B)(1)(g)	State CA		0	
Zip Code 94541			(26) AA-1, (04)(B)(2)(g)			0	
Type of Claim	Estimated Claim		Reimbursement Claim		(27) AA-1, (04)(B)(3)(g)	15,219	
	(03) Estimated	<input type="checkbox"/>	(09) Reimbursement	<input checked="" type="checkbox"/>	(28) AA-1, (04)(B)(4)(g)	925	
	(04) Combined	<input type="checkbox"/>	(10) Combined	<input type="checkbox"/>	(29) AA-1, (04)(B)(5)(g)	138,491	
	(05) Amended	<input type="checkbox"/>	(11) Amended	<input type="checkbox"/>	(30) AA-1, (04)(B)(6)(g)	2,971	
Fiscal Year of Cost	(06)	(12) 2007-2008	(31) AA-1, (04)(B)(7)(g)			10,805	
Total Claimed Amount	(07)	(13) \$232,674	(32) AA-1, (04)(B)(8)(g)			16,430	
LESS: 10% Late Penalty, not to exceed \$1,000			(14)	(33) AA-1, (04)(B)(9)(g)			25,003
LESS: Prior Claim Payment Received			(15)	(34) AA-1, (04)(B)(10)(g)			0
Net Claimed Amount			(16)	(35) AA-1, (06)			22
Due from State	(08)	(17) \$232,674	(36)				
Due to State		(18)					

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer

10-1-1186-11

Date

Debra Auker

Finance Director

Type or Print Name

Title

(38) Name of Contact Person for Claim

Telephone Number 916-471-5521

Ext.

Cindy Sconce, MAXIMUS

E-mail Address

cynthiasconce@maximus.com

Program 213	MANDATED COSTS ANIMAL ADOPTION CLAIM SUMMARY						FORM AA-1
(01) Claimant:	City of Hayward			(02) Type of Claim	Fiscal Year		
				Reimbursement Estimated	X	2007-2008	
(03) Department							
Direct Costs		Object Accounts					
(04) Reimbursable Components	(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Salaries	Benefits	Materials & Supplies	Contract Services	Travel & Training	Fixed Assets	Total
A. One-Time Costs							
1. Policies and Procedures							
2. Training							
3. Computer Software							
B. Ongoing Costs							
1. Acquiring Space/Facilities							
2. Renovating Facilities							
3. Care of Dogs & Cats			\$15,219				\$15,219
4. Care of Other Animals			\$925				\$925
5. Holding Period	\$87,875	\$50,616					\$138,491
6. Feral Cats	\$1,885	\$1,086					\$2,971
7. Lost and Found Lists	\$6,856	\$3,949					\$10,805
8. Non-Medical Records	\$8,107	\$4,669		\$3,654			\$16,430
9. Veterinary Care			\$7,708	\$17,295			\$25,003
10. Procuring Equipment							
(05) Total Direct Costs	\$104,723	\$60,320	\$23,852	\$20,949			\$209,844
Indirect Costs							
(06) Indirect Cost Rate	[From ICRP]			Salary and Wages		21.80%	
(07) Total Indirect Costs	[Line (06)(a) x line(05)(a)] or [{"Line(06) x line (05)(a)} + line (05)(b)]						\$22,830
(08) Total Direct and Indirect Costs	[Line(05)(g) + line(07)]						\$232,674
Cost Reduction 10-1-1186-11							
(09) Less: Offsetting Savings							
(10) Less: Other Reimbursements							
(11) Total Claimed Amount	{Line(08) - {Line (09) + Line(10)}}						\$232,674

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2007-2008
---------------------------------------	--

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input checked="" type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<p><u>Care and maintenance for impounded stray or abandoned dogs and cats that die or are ultimately euthanized during the increased holding period.</u></p> <p><i>See attached care & maintenance spreadsheet for details</i></p>							\$15,219			

11-9811-1-01

(05) Total () Subtotal () Page: _____ of _____						\$15,219
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**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2007-2008**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/>	Policies and Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>	Computer Software
Ongoing	<input type="checkbox"/>	Acquiring Space/Facilities	<input type="checkbox"/>	Renovating Facilities	<input type="checkbox"/>	Care of Dogs & Cats
	<input checked="" type="checkbox"/>	Care of Other Animals	<input type="checkbox"/>	Holding Period	<input type="checkbox"/>	Feral Cats
	<input type="checkbox"/>	Lost and Found Lists	<input type="checkbox"/>	Non-Medical Records	<input type="checkbox"/>	Veterinary Care
	<input type="checkbox"/>	Procuring Equipment				

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<p><u>Care and maintenance for impounded stray or abandoned "Other" animals that die or are ultimately euthanized during the increased holding period.</u></p> <p><i>See attached care & maintenance spreadsheet for details</i></p> <p style="text-align: right;">11-9811-01</p>							\$925			
<p>(05) Total () Subtotal () Page: _____ of _____</p>							\$925			

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
------------------------------	---	----------------------

(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2007-2008
---------------------------------------	--

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input checked="" type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses	Object Accounts					
------------------------------	-----------------	--	--	--	--	--

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<u>Making the animals available for owner redemption as mandated.</u>										
5 ACA's (various)	\$23.36	57.60%	1560.00	\$36,442	\$20,990	\$57,432				
4 Records Clerk II (various)	\$27.05	57.60%	1248.00	\$33,758	\$19,445	\$53,203				
Tiana Scott, Sr. ACA	\$27.86	57.60%	156.00	\$4,346	\$2,503	\$6,850				
Jennie Comstock, Sr. Records Clerk	\$34.76	57.60%	156.00	\$5,423	\$3,123	\$8,546				
Hilary Drake, ACA Sup.	\$25.34	57.60%	312.00	\$7,906	\$4,554	\$12,460				
*The schedule rotates every three months for those who works on Saturday. The Sr. ACA and Sr. Records Clerk rotate hours. Each person will account for only 6 months of time due to the rotation.										
Th City of Hayward's animal shelter is open to the public on Saturdays from 11 am to 5 pm. Only the hours open to the public will count for employee hours. No field hours are included. Each employee works a 10 hr shift and is present during the 11-5 public hours.										
10-1-1186-11										

(05) Total () Subtotal () Page: _____ of _____	\$87,875	\$50,616	\$138,491
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Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
------------------------------	---	----------------------------

(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2007-2008
---------------------------------------	--

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input checked="" type="checkbox"/> Feral Cats
	<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses	Object Accounts					
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(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
<u>Verify whether a cat is feral or tame within the first three days of the required holding period.</u>										
ACA	46.48%	57.60%	32.88	\$768	\$442	\$1,211				
Sr. ACA	40.85%	57.60%	28.90	\$805	\$464	\$1,269				
Sr. Records Clerk	12.68%	57.60%	8.97	\$312	\$180	\$491				
* As the result of a time study the employees spent an average of 1 minutes 54 seconds per cat within the first 3 days of the required holding period to determine if the cat was feral or tame.										
1.9 minutes										
2234 cats tested										
70.74 hours spent										
10-1-1186-11										

(05) Total () Subtotal ()	Page: _____ of _____	\$1,885	\$1,086	\$2,971
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Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COSTS DETAIL	FORM AA-2
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(01) Claimant: City of Hayward	(02) Fiscal year costs were incurred: 2007-2008
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(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time	<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing	<input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
	<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
	<input checked="" type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
	<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<u>Provide various information to owners of lost animals and those who have found lost animals.</u>										
Lisa Pineda, Rec. Clerk II 25%	\$28.69	57.60%	60.00	\$1,721	\$992	\$2,713				
Adele Michael, Acting Rec. Sup 50%	\$30.09	57.60%	120.00	\$3,611	\$2,080	\$5,691				
Kathy Diminlig, Rec. Clerk II 25%	\$25.40	57.60%	60.00	\$1,524	\$878	\$2,402				
* The following employees spend 20 hours a month providing lost and found information to owners, including the time it takes to receive the information via phone or over the counter, updating the listings on a daily basis, providing the numbers and addresses of pounds or shelters in the vicinity and advice as to the means of publishing and disseminating information regarding lost animals.										
10-1-1186-11										
(05) Total () Subtotal ()				\$6,856	\$3,949	\$10,805				

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

**FORM
AA-2**

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2007-2008**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<u>Maintain non-medical records on animals that are taken up, euthanized after the holding period, or impounded.</u>										
4060 records										
<u>Incoming Records</u>										
Records Clerk II 42.07%	\$27.05	57.60%	96.22	\$2,603	\$1,499	\$4,102				
Records Sup. 50.61%	\$30.09	57.60%	115.75	\$3,483	\$2,006	\$5,489				
ACA 7.32%	\$23.36	57.60%	16.74	\$391	\$225	\$616				
<i>* As a result of a time study the employees spent an average of 3 minutes 23 seconds (3.38) to enter the non medical record of an incoming animal.</i>										
<u>Final Disposition Records</u>										
Sr. Records Clerk 18.90%	\$34.76	57.60%	11.89	\$413	\$238	\$652				
Sr. ACA 8.54%	\$27.86	57.60%	5.37	\$150	\$86	\$236				
ACA 72.56%	\$23.36	57.60%	45.66	\$1,067	\$614	\$1,681				
<i>* As the result of a time study the employees spent an average of 56 seconds (.93) to list the final disposition on the non medical record.</i>										
<u>Chameleon Software</u>								\$3,654		
35% of it's use is related to this mandate \$10,440 * 35% = \$3,654										
(05) Total () Subtotal ()				\$8,107	\$4,669	\$12,776		\$3,654		

Program
213

**MANDATED COSTS
ANIMAL ADOPTION
COMPONENT/ACTIVITY COSTS DETAIL**

FORM
AA-2

(01) Claimant: **City of Hayward** (02) Fiscal year costs were incurred: **2007-2008**

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses				Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	Benefit Rate	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	Total Sal. & Ben.	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training
<p>Necessary and Prompt: <u>Veterinary Costs</u> Total cost of eligible vet care = \$57,754.09 for necessary and prompt veterinary care.</p> <p>91.05% of all of the dogs and cats were strays</p> <p>32.89% of the eligible stray dogs and cats were euthanized after the holding period</p> <p>\$57,754.09 x 91.05%=\$52,585.10 \$52,585.10 x 32.89%=\$17,295.24</p> <p>The City of Hayward utilizes several veterinary clinics to provide necessary and prompt veterinary care for stray and abandoned animals that die during the holding period or are ultimately euthanized during the holding period. It does not include any cost for emergency services rendered, spay or neuter surgery, euthanasia, administration or rabies vaccination, or the cost to implant microchip identification.</p> <p><u>Vaccinations and other medications administered by the City of Hayward for "Necessary and Prompt" veterinary care</u></p> <p><i>same formula applies as above</i> \$25,740.36 x 91.05%=\$23,436.60 \$23,436.60 x 32.89%=\$7,708.30</p>							\$7,708	\$17,295		
(05) Total () Subtotal ()							\$7,708	\$17,295		

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward
Department: Animal Services Bureau
Fiscal Year: 2007-2008

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
Personnel Services:				
1 Salaries & Wages	\$755,547			\$755,547
2 Part-time Wages & Overtime	\$192,927			\$192,927
3 Benefits 57.6%	\$435,277			\$435,277
SUBTOTAL:	\$1,383,752			\$1,383,752
Line Item Costs (Services, Supplies & Other):				
4 MAINTENANCE	\$4,313		\$4,313	
5 OFFICE SUPPLIES	\$4,794		\$4,794	
6 PRINTING	\$843		\$843	
7 FIELD SUPPLIES	\$122,446			\$122,446
8 DUES, PUBLICATIONS, BOOKS	\$441	\$559		
9 MEALS (MOU)	\$930			\$930
10 SPECIAL SERVICES-CLAIMS	\$123,170			\$123,170
11 PUBLICITY & COMMUNITY PROM	\$487			\$487
12 VEHICLE OPERATION	\$56,464		\$56,464	
13 TRAVEL, MEETINGS & MEALS				
14 OTHER EXPENSE	\$2,055		\$2,055	
15 EMPLOYEE SERVICES				
16 POSTAGE	\$32		\$32	
17 COMPUTER SUPPLIES	\$10,440			\$10,440
18 PRINTERS - UNDER \$1000	\$159		\$159	
19				
20				
21				
22				
23				
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42				
43	11-9811-01			
44				
45				
46				
47				
48				
PAGE 1 - SUBTOTAL:	\$326,574	\$559	\$68,659	\$257,474

INDIRECT COST RATE PROPOSAL

Claimant Name: City of Hayward
Department: Animal Services Bureau
Fiscal Year: 2007-2008

Description of Costs	Total Costs	Unallowable Costs	Allowable Indirect Costs	Allowable Direct Costs
49				
50				
51				
52				
53				
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82				
83				
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85				
86				
87				
88				
PAGE 2 - SUBTOTAL:				
Total Line Item Costs - Page 1 and 2	\$326,574	\$559	\$68,659	\$257,474
TOTAL ALL EXPENDITURES:	\$1,710,325			
Cost Adjustments and/or Cost Plan Costs:				
89 A-87 Cost Allocation	\$95,686		\$95,686	
90				
COST ALLOCATION SUBTOTAL:	\$95,686		\$95,686	
TOTAL ALL COSTS:	\$1,806,011		\$164,345	\$1,641,225
CALCULATED INDIRECT COST RATE =	21.8%	\$164,345	= Total allowable indirect costs	
Rate is based on: Salaries		\$755,547	= Total direct salaries	

REPORT ID: PWIS-MR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2008

REPORT PRINT DATE: 10/21/2008
 PAGE NO. 1
 TIME: 12:01

ACCOUNT NO	FOOT	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
4000	2	ANIMAL SERVICES BUREAU					
4400	5	REVENUES	35,000.00-	35,000.00-	42,180.13-		7,180.13
4411	8	LICENSES AND PERMITS					
		ANIMAL LICENSES	35,000.00-*	35,000.00-*	42,180.13-*		7,180.13 *
		LICENSES AND PERMITS					
4500	6	FINES AND FORFEITURES					
		FINES AND FORFEITURES	0.00 *	0.00 *	0.00 *		0.00 *
4700	6	FROM OTHER AGENCIES					
4757	7	POLICE-REIMB FR OTHER AGENCIES	0.00 *	0.00 *	0.00 *		0.00 *
		POLICE-REIMB FR OTHER AGENCIE					
		FROM OTHER AGENCIES	0.00 *	0.00 *	0.00 *		0.00 *
4800	6	FEES AND SERVICE CHARGES					
4801	7	MISCELLANEOUS FEES	40,000.00-	40,000.00-	26,796.62-		13,203.38-
4824	8	POLICE-AC FEES AND SERVICES	18,000.00-	18,000.00-	14,491.26-		3,508.74-
4837	8	ANIMAL IMPOUNDING	0.00	0.00	217.70-		217.70
4838	8	SPAY & NEUTER DEPOSITS	24,000.00-	24,000.00-	17,552.98-		6,447.02-
4859	8	POLICE-AC-OWNER SERVICES	20,000.00-	20,000.00-	13,644.28-		6,355.72-
4867	8	POLICE-AC-VACCINATIONS	0.00	0.00	0.00		0.00
		MISCELLANEOUS FEES					
		FEES AND SERVICE CHARGES	102,000.00-*	102,000.00-*	72,702.84-*		29,297.16-*
4900	6	OTHER REVENUES					
		OTHER REVENUES	0.00 *	0.00 *	0.00 *		0.00 *
		REVENUES	137,000.00-*	137,000.00-*	114,882.97-*		22,117.03-*
5000	5	EMPLOYEE SERVICES					
5100	6	SALARIES	681,600.00	681,600.00	755,547.36		73,947.36-
5110	8	SALARIES-REGULAR TIME	2,179.00	2,179.00	1,404.92		774.08
5111	8	SALARIES-INCENTIVE PAY	0.00	0.00	32,214.51		32,214.51-
5120	8	SALARIES-WORKERS COMPENSATION	39,620.00	39,620.00	13,360.85		26,259.15
5121	8	SALARIES-HOLID PD NOT WORKED	71,321.00	71,321.00	60,234.78		11,086.22
5122	8	SALARIES-LEAVE PAID	0.00	0.00	4,386.08		4,386.08-
5123	8	SALARIES-OTHER LEAVE PAID	0.00	0.00	31,366.02		31,366.02-
5124	8	SALARIES-COMP TIME PAID	0.00	0.00	4,514.67		4,514.67-
5130	8	SALARIES-V.L. AT TERMINATION					

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1890 ANIMAL SERVICES BUREAU
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

CITY OF HAWAII
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2008

REPORT PRINT DATE: 10/21/2008
 PAGE NO. 3
 TIME: 12:01

ACCOUNT NO	FOOT	OBJ	SUB T	NOTES	ACCOUNT DESCRIPTION	TOTAL	CURRENT BUDGET	YTD PRORATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
7122	8				COMPUTER SUPPLIES	3,040.00	3,040.00	10,440.00	0.00	0.00	7,400.00-
7124	8				FACILITIES MAINTENANCE CHARGES	9,106.00	9,106.00	0.00	0.00	0.00	9,106.00
7126	8				PRINTERS - UNDER \$1000	0.00	0.00	158.72	0.00	0.00	158.72-
7170	8				DUES, PUBLICATIONS, BOOKS	824.00	824.00	441.00	0.00	0.00	383.00
7180	8				MEALS (MOU)	95.00	95.00	930.00	0.00	0.00	835.00-
TOTAL ..					SUPPLIES	87,915.03 *	87,915.03 *	140,084.27 *	0.00 *	0.00 *	52,169.24-*
7200	6				SERVICES	57,317.00	57,317.00	76,850.10	0.00	100.00	19,633.10-
7210	8				SPECIAL SERVICES- CLAIMS	475.00	475.00	0.00	0.00	0.00	475.00
7215	8				SOFTWARE	1,615.00	1,615.00	487.00	0.00	0.00	1,128.00
7250	8				PUBLICITY AND COMMUNITY PROM						
7276	7				COMPUTER CONTRACT SERVICES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
SUBTOTAL ..					COMPUTER CONTRACT SERVICES	59,407.00 *	59,407.00 *	77,337.10 *	100.00 *	100.00 *	18,030.10-*
TOTAL ..					SERVICES	59,407.00 *	59,407.00 *	77,337.10 *	100.00 *	100.00 *	18,030.10-*
7300	6				VEHICLE OPERATION	56,420.00	56,420.00	56,420.04	0.00	0.00	0.04-
7320	8				VEHICLE MAINT & OPER RATE	21.00	21.00	43.97	0.00	0.00	22.97-
7330	8				LOCAL MILEAGE, PARKING & TOLL						
TOTAL ..					VEHICLE OPERATION	56,441.00 *	56,441.00 *	56,464.01 *	0.00 *	0.00 *	23.01-*
7400	6				TRAVEL, MEETINGS AND MEALS	1,083.00	1,083.00	0.00	0.00	0.00	1,083.00
7410	8				TRNG, EDUC, TRVL, MEETING, MEALS	1,083.00 *	1,083.00 *	0.00 *	0.00 *	0.00 *	1,083.00 *
TOTAL ..					TRAVEL, MEETINGS AND MEALS	1,083.00 *	1,083.00 *	0.00 *	0.00 *	0.00 *	1,083.00 *
7500	6				OTHER EXPENSE	285.00	285.00	2,055.37	0.00	0.00	1,770.37-
7505	8				CREDIT CARD SERVICE CHARGE						
7515	7				COMPUTER TRAINING & EDUCATION	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
SUBTOTAL ..					COMPUTER TRAINING & EDUCATION	285.00 *	285.00 *	2,055.37 *	0.00 *	0.00 *	1,770.37-*
TOTAL ..					OTHER EXPENSE	285.00 *	285.00 *	2,055.37 *	0.00 *	0.00 *	1,770.37-*
8000	5				CAPITAL EXPENSE						
8100	6				PURCHASES - EQUIPMENT	205,131.03 *	205,131.03 *	275,940.75 *	100.00 *	100.00 *	70,909.72-*
8110	8				FIELD & OPF EQUIP (OVER \$1000)						
TOTAL ..					PURCHASES - EQUIPMENT	205,131.03 *	205,131.03 *	275,940.75 *	100.00 *	100.00 *	70,909.72-*
8400	6				PURCHASES - VEHICLES	21,650.00 *	21,650.00 *	0.00 *	0.00 *	0.00 *	21,650.00 *

REPORT ID: PMIS-MR423
 100 GENERAL FUND
 1892 ANIMAL CNTRL-SPAY/NEUTER FEES
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2008

REPORT PRINT DATE: 10/21/2008
 PAGE NO. 5
 TIME: 12:01

ACCOUNT NO FOOT	ACCOUNT DESCRIPTION	CURRENT BUDGET	YTD PROBATE	YTD REVENUE/EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
4000	ANIMAL CNTRL-SPAY/NEUTER FEES	60,000.00-	60,000.00-	49,059.75-	0.00	10,940.25-
4800	REVENUES					
4838	FEES AND SERVICE CHARGES					
	SPAY & NEUTER DEPOSITS					
	FEES AND SERVICE CHARGES	60,000.00-*	60,000.00-*	49,059.75-*	0.00 *	10,940.25-*
TOTAL ..						
4900	OTHER REVENUES					
4921	COMMISSIONS ON VENDING & TEL.					
	COMMISSIONS ON VENDING & TEL.					
SUBTOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..						
	OTHER REVENUES					
TOTAL ..		60,000.00-*	60,000.00-*	49,059.75-*	0.00 *	10,940.25-*
	REVENUES					
5000	EMPLOYEE SERVICES					
5100	SALARIES					
	SALARIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..						
5200	EMPLOYEE BENEFITS					
	EMPLOYEE BENEFITS	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..						
	EMPLOYEE SERVICES					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
6000	MAINTENANCE AND UTILITIES					
6100	MAINTENANCE					
	MAINTENANCE	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..						
6200	UTILITIES					
	UTILITIES	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
TOTAL ..						
	UTILITIES					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
7000	SUPPLIES AND SERVICES					
7100	SUPPLIES					
TOTAL ..		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *

REPORT ID: FMIS-MR423
 100 GENERAL FUND
 1892 ANIMAL CNTRL-SPAY/NEUTER FEES
 PROGRAM MANAGER: ANIMAL SERVICES MANAGER

C I T Y O F H A Y W A R D
 SUMMARY REVENUE AND EXPENDITURES REPORT
 MONTH ENDING DATE: 06/30/2008

REPORT PRINT DATE: 10/21/2008
 PAGE NO. 7
 TIME: 12:01

ACCOUNT NO FOOT ***** ACCOUNT DESCRIPTION *****
 OBJ SUB T NOT *****

	TOTAL	CURRENT BUDGET	YTD PRORATE	YTD REVENUE / EXPENDITURES	ENCUMBRANCES	BUDGET BALANCE
TOTAL ..	11-98111-	0.00 *	0.00 *	0.00 *	0.00 *	0.00 *
EXPENSE TRANSFERS		0.00 *	0.00 *	0.00 *	0.00 *	0.00 *

	TOTAL EXPENSE	TOTAL REVENUE	NET EXPENSE
ANIMAL CNTRL-SPAY/NEUTER FEES	46,785.14	46,785.14	46,320.28
TOTAL EXPENSE	60,000.00-	60,000.00-	49,059.75-
TOTAL REVENUE	13,214.86-*	13,214.86-*	2,739.47-*
NET EXPENSE			0.00 *
			10,475.39-*

***** END OF REPORT *****

City of Hayward
OMB A-87 Cost Allocation Plan

SUMMARY SCHEDULE

Department	1875 Our Kds Contract	1877 Avoid the 21 Grant	1879 Saturation DUI Grant	1880 Crossing Guards	1882 CYSA- TANF DSO	1883 CYSA- TANF Case Mgmt	1884 CYSA- TANF LSA	1889 UHP Cops in School	1890 Animal Svcs	1892 Animal Control
1 1401 City Clerk	\$385	\$0	\$0	\$154	\$385	\$128	\$257	\$0	\$2,053	\$0
2 1201 City Manager	1,700	0	0	680	1,700	567	1,133	0	9,067	0
3 1711 Finance - Admin	359	0	0	34	346	109	241	0	1,978	14
4 1721 Finance - Accounting	1,334	0	0	508	1,471	431	891	0	9,124	18
5 Fin - Building Use	0	0	0	0	0	0	0	0	6,710	0
6 1741 Finance - Purchasing	1,108	0	0	333	1,095	359	740	0	5,975	14
7 1742 Finance - Central Services	643	0	0	238	641	212	429	0	3,440	2
8 1731 Finance - Revenue	0	0	0	0	0	0	0	0	18,306	0
9 1601 Human Resources Admin	3,419	0	0	1,377	3,419	1,140	2,279	0	38,985	0
10 1611 HR - Misc Benefits	7,310	0	0	2,924	7,310	2,437	4,873	0		0
TOTAL CURRENT ALLOCATIONS	16,258	0	0	6,248	16,367	5,383	10,843	0	95,638	48

EMP #	EMPLOYEE NAME	JOB#	POSITION TITLE	HOURLY RATE	STEP	SEX	ETH
3553	ATAGI, CHRISTOPHER R	169	COMMUNITY SERVICE OFFICER	25.25	03	M	A
2625	CLEFWATER, PHILOMENA A	169	COMMUNITY SERVICE OFFICER	27.65	05	F	H
3492	COLTON, JONATHAN J	169	COMMUNITY SERVICE OFFICER	26.40	04	M	W
3459	COSGROVE, JULIAN M	169	COMMUNITY SERVICE OFFICER	26.40	04	M	B
2141	COWLES, FELISA M	169	COMMUNITY SERVICE OFFICER	27.65	05	F	F
2382	CUNHA, BERNARD M	706	JAIL MANAGER	43.71	05	M	W
1086	DOUGLTY, EARL E	142	JAIL SUPERVISOR	33.90	05	M	W
3477	DROST, MATTHEW D	169	COMMUNITY SERVICE OFFICER	26.40	04	M	W
2308	EAKIN, GAILL	142	JAIL SUPERVISOR	33.90	05	F	W
2672	EAKIN, RAYMOND L	169	COMMUNITY SERVICE OFFICER	27.65	05	M	W
3024	ELARDO, MICHAEL S	142	JAIL SUPERVISOR	32.34	05	M	W
1334	FULLER, JOHN T	169	COMMUNITY SERVICE OFFICER	27.65	05	M	W
1836	HONG, GENE	169	COMMUNITY SERVICE OFFICER	27.65	05	M	A
3025	JARA, SERGIO A	169	COMMUNITY SERVICE OFFICER	27.65	05	M	H
3614	JOHNSON, ERIKA L	169	COMMUNITY SERVICE OFFICER	23.09	01	F	W
3190	MILLS, TINA L	169	COMMUNITY SERVICE OFFICER	27.65	05	F	W
3284	PRIEST-MORGAN, ROZALYNN	169	COMMUNITY SERVICE OFFICER	27.65	05	F	B

100-1848 ANIMAL SERVICES BUREAU

3634	ARAFILES, JIENYMARIE	181	ANIMAL CARE ATTENDANT	18.48	01	F	U
3427	AVILA, MICHAEL J	181	ANIMAL CARE ATTENDANT	18.48	01	M	W
3546	BARBY, KRISTIN J	181	ANIMAL CARE ATTENDANT	18.48	01	F	W
3668	BETHEA, ALISHA R	181	ANIMAL CARE ATTENDANT	18.48	01	F	F
3060	BLANCAS, CAROLINA B	181	ANIMAL CARE ATTENDANT	19.25	02	F	M
3460	BOWIE, MYLES K	143	RECORDS SUPERVISOR	30.08	05	F	W
2868	COMSTOCK, JENNIE M	181	ANIMAL CARE ATTENDANT	18.48	01	F	F
3622	COSTA, HEATHER D	120	POLICE RECORDS CLERK II	21.93	05	F	W
3461	DIMANLIG, KATHLEEN R	181	ANIMAL CARE ATTENDANT	20.89	04	F	W
3233	DRAKE, HILARY J	181	ANIMAL CARE ATTENDANT	21.93	05	F	A
3431	GOODNESS, JESSICA A	181	ANIMAL CARE ATTENDANT	21.93	05	F	W
3182	HORNE, DONNA L	181	ANIMAL CARE ATTENDANT	18.48	01	F	W
3490	KOLLER, KYIE S	181	ANIMAL CARE ATTENDANT	30.47	05	F	W
3059	KULAS, CARA	144	ANIMAL SERVICES SUPERVISOR	20.89	04	M	W
3448	MALLORY, JUSTIN J	181	ANIMAL CARE ATTENDANT	21.93	05	F	F
1807	MCDONALD, AIMEE S	181	POLICE RECORDS CLERK II	21.93	05	F	W
3348	MICHAEL, ADELE	120	POLICE RECORDS CLERK II	26.04	05	F	W
3092	PACHECO, DANNY	181	ANIMAL CARE ATTENDANT	21.93	05	M	W
3491	PIERCE, DANNY	181	ANIMAL CARE ATTENDANT	18.48	01	M	U
3423	PINEDA, LISA D	120	POLICE RECORDS CLERK II	24.83	04	F	F
2960	PITZKE, MICHAEL L	181	ANIMAL CARE ATTENDANT	21.93	05	F	W
3507	RAPPA, HEATHER N	181	ANIMAL CARE ATTENDANT	20.02	03	F	F
2864	SANCHEZ JR, PAUL	181	ANIMAL CARE ATTENDANT	44.70	05	M	M
3467	SCOTT, TIANNA	714	ANIMAL SERVICES MANAGER	24.11	04	F	F
3338	YOUNG, TRACT L	145	ANIMAL SHELTER SUPERVISOR	25.30	04	F	W
		185	ANIMAL CONTROL OFFICER				

100-1850 PUBLIC SAFETY COMMUNICATIONS

3609	ARTEAGA-LARGENT, YVETTE D	165	COMMUNICATIONS OPERATOR	28.25	02	F	O
1760	BAILLEY, JENNIE F. W	165	COMMUNICATIONS OPERATOR	32.72	05	F	W
1462	BETHEA, LEAH F	165	COMMUNICATIONS OPERATOR	32.72	05	F	W

Handwritten notes:

- 28.64
- 27.40
- 34.70
- 25.40
- 25.94
- 21.93
- 19.21
- 30.08
- 21.93
- 20.89
- 26.04
- 21.93
- 18.48
- 24.83
- 21.93
- 20.02
- 44.70
- 24.11
- 25.30

Additional notes:

- Also known as Sr. Clerk
- Also known as Sr. Clerk

ACA

2,080	1800
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\$18.48

\$18.48

\$18.48

\$18.48

\$21.93

\$19.25

\$21.93

\$20.89

\$21.93

\$18.48

\$20.89

\$21.93

\$21.93

\$18.48

\$21.93

\$20.02

avg. ACA	\$20.22	\$23.36
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11-98111-01

City of Hayward
Animal Adoption Care & Maintenance
FY 2007-2008

adjusted to
1800 hrs

Dogs & Cats

Labor - Name, title	Salaries	Benefits	Indirect Costs	Total Labor	Dog & Cat Care %	Annual Hours	Dog & Cat Care Labor	Services & Supplies	Annual Cost
Manager - Sanchez	\$89,253	\$49,180	21.8%	\$157,890		-	\$0	Food	\$8,752
Sr ACO - Kulas	\$62,394	\$21,544	21.8%	\$97,540		-	\$0	supplies	\$27,800
ACO - Vacant	\$47,525	\$31,576	21.8%	\$89,461		-	\$0		
ACO - Young	\$54,564	\$37,569	21.8%	\$104,028		-	\$0		
Sr. ACA - Scott	\$51,906	\$25,996	21.8%	\$89,218	30%	540	\$26,765		
ACA - Blancas	\$46,919	\$32,210	21.8%	\$89,357	80%	1,440	\$71,486		
ACA - Goodness	\$46,109	\$16,907	21.8%	\$73,068	80%	1,440	\$58,454		
ACA - Horne	\$46,109	\$23,410	21.8%	\$79,571	80%	1,440	\$63,657		
ACA - Mallory	\$43,950	\$22,726	21.8%	\$76,257	80%	1,440	\$61,006		
ACA - McDonald	\$46,139	\$34,939	21.8%	\$91,136	80%	1,440	\$72,909		
ACA - Putzke	\$46,139	\$29,341	21.8%	\$85,538	80%	1,440	\$68,431		
ACA - Rappa	\$46,355	\$14,552	21.8%	\$71,012	80%	1,440	\$56,810		
Sr. PRC - Comstock	\$64,165	\$31,194	21.8%	\$109,347		-	\$0		
PRC - Michael	\$59,133	\$15,649	21.8%	\$87,673		-	\$0		
PRC - Pineda	\$52,360	\$24,508	21.8%	\$88,282		-	\$0		
Veterinary Technician - Vacant	\$61,069	\$37,561	21.8%	\$111,943		-	\$0		
	\$864,089	\$448,862		\$1,501,322		10,620	\$479,517		

ACO = Animal Control Officer
 ACA = Animal Care Attendant
 PRC = Police Records Clerk

Total Annual Cost	
Total Labor	\$479,517
Annual Services & Supplies	\$36,552
Total Related Expenditures	\$516,070

Dogs & Cats ADC	198.80
Other Animals ADC	10.69
Total ADC	209.49

Average Daily Census	Yearly Census
209.49	76,464

Cost Per Animal Per Day	Number of Animals Euthanized	Number of Increased Days Held
\$6.75	1,131	2,255
	89	137

Care & Maintenance Costs of Dogs & Cats	Annual Cost
	\$15,219
	\$925

* See attached report for animal details

Total	\$36,552
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Cats and Dogs 198.80
 Others 10.69

SB90 Animals Outcomed Between 1/1/2008 and 12/31/2008

~~SACRAMENTO~~

Hayward

	Cats	Dogs	Others
Total All Animals (includes feral cats)	2,404	1,373	283
Feral Cats	44		
Total Eligible Animals	2,234	1,205	240
Total Eligible Animals that Died or were Euthanized after holding period.	787	344	89
Total Number of Eligible Days <i>Criteria differs for Dogs and Cats vs. Other</i>	1568	687	137

Animal Type	Animal ID	Total	Intake	Type	Outcome	Type	Total Days Impounded	Eligible Days
CAT	A054832	1	09/23/2007	OWNER SUR	01/01/2008	ADOPTION	101	0
CAT	A055265	1	10/26/2007	STRAY	01/01/2008	ADOPTION	68	0
CAT	A055308	1	10/31/2007	STRAY	01/01/2008	ADOPTION	63	0
CAT	A055444	1	11/10/2007	STRAY	01/01/2008	ADOPTION	53	0
CAT	A055681	1	11/28/2007	STRAY	01/01/2008	ADOPTION	35	0
CAT	A055699	1	11/29/2007	OWNER SUR	01/01/2008	ADOPTION	34	0
CAT	A055853	1	12/11/2007	STRAY	01/01/2008	ADOPTION	22	0
CAT	A054783	1	09/20/2007	STRAY	01/02/2008	ADOPTION	105	0
CAT	A055182	1	10/18/2007	OWNER SUR	01/03/2008	ADOPTION	78	0
CAT	A055664	1	11/25/2007	STRAY	01/03/2008	ADOPTION	40	0
CAT	A055680	1	11/28/2007	STRAY	01/04/2008	ADOPTION	38	0
CAT	A054675	1	09/14/2007	STRAY	01/05/2008	ADOPTION	114	0
CAT	A054707	1	09/15/2007	STRAY	01/05/2008	ADOPTION	113	0
CAT	A055091	1	10/13/2007	STRAY	01/05/2008	ADOPTION	85	0
CAT	A055093	1	10/13/2007	STRAY	01/05/2008	ADOPTION	85	0
CAT	A055840	1	12/14/2007	STRAY	01/05/2008	ADOPTION	23	0
CAT	A055947	1	12/28/2007	STRAY	01/05/2008	ADOPTION	9	0
CAT	A054706	1	09/15/2007	STRAY	01/07/2008	ADOPTION	115	0
CAT	A055841	1	12/14/2007	STRAY	01/07/2008	ADOPTION	25	0
CAT	A055842	1	12/14/2007	STRAY	01/07/2008	ADOPTION	25	0
CAT	A055949	1	12/28/2007	STRAY	01/07/2008	ADOPTION	11	0
CAT	A056064	1	01/08/2008	STRAY	01/08/2008	ADOPTION	1	0
CAT	A056065	1	01/08/2008	STRAY	01/08/2008	ADOPTION	1	0
CAT	A056066	1	01/08/2008	STRAY	01/08/2008	ADOPTION	1	0
CAT	A056067	1	01/08/2008	STRAY	01/08/2008	ADOPTION	1	0
CAT	A056069	1	01/08/2008	STRAY	01/08/2008	ADOPTION	1	0
CAT	A056070	1	01/08/2008	STRAY	01/08/2008	ADOPTION	1	0
CAT	A056005	1	01/02/2008	STRAY	01/09/2008	ADOPTION	8	0
CAT	A052181	1	05/05/2007	STRAY	01/10/2008	ADOPTION	251	0
CAT	A055353	1	11/04/2007	CONFISCATE	01/10/2008	ADOPTION	68	0

10-1-1186-11

Fiscal Year 07/08 Medical Totals

Medications:

Bayer: \$3904.89

Butler: \$9263.10

IDEXX: \$261.43

Novartis: \$1111.32

Pfizer: \$4524.60

Vortech: \$966.38

TOTAL: \$19,031.72

Vaccinations:

Heska: \$3,631.57

Butler: \$3,077.07

TOTAL: \$6,708.64

Veterinary Fees/Contract Fees:

Noble Veterinary Clinic: \$442.00

Grove Way Veterinary Clinic: \$279.26

Eden Pet Hospital: \$57,032.83

TOTAL: \$57,754.09

11-9811-01

GRAND TOTAL: \$83,494.45

HLP, INC

Chameleon Software Products
 2595 S. Lewis Way, Ste. B-124
 Lakewood, CO 80227

Invoice

Date	Invoice #
12/1/2008	5083

Bill To
City of Hayward Animal Control Attn: Paul Sanchez 300 West Winton Avenue Hayward, CA 94544

Services Provided To
City of Hayward Animal Control Attn: Paul Sanchez 300 West Winton Avenue Hayward, CA 94544

Account #	P.O. No.	Due Date	FEIN
HWRD	120934	12/31/2008	86-0487620

Q...	Description	Rate	Amount
10	Chameleon/CMS Software Annual Support & Maintenance * Licensed for 1 single Server & 9 Workstations Please Note New Remittance Address: Chameleon Software Products 2595 S. Lewis Way, Ste.B-124 Lakewood, CO 80227 Sales Tax	960.00	9,600.00
		8.75%	840.00
Period Covered - 1 year from invoice date		Total	\$10,440.00
		Balance Due	\$10,440.00

Please make checks payable to HLP, Inc. Please note that a late fee will be charged monthly after 60 days.

Phone #	Fax #	E-mail	Web Site
800-459-8376	866-844-3924	Accounting@chameleonbeach....	www.chameleonbeach.com

OFFICE OF THE STATE CONTROLLER

STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2002-06A

ANIMAL ADOPTION

MAY 7, 2002

11-9811-I-01

In accordance with Government Code Section (GC §) 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for the filing of claims for the Animal Adoption (AA) program. These claiming instructions are issued subsequent to adoption of the program's parameters and guidelines (P's & G's) by the Commission on State Mandates (COSM).

The test claim legislation was enacted in an attempt to end the euthanasia of adoptable and treatable animals. It increased the holding period for stray and abandoned dogs, cats, and other specified animals; required the verification of the temperament of feral cats; required the posting of lost and found lists; required the maintenance of records for impounded animals; and required that impounded animals receive necessary and prompt veterinary care.

On January 25, 2001, the COSM determined that Chapter 752/98 established costs mandated by the State according to the provisions listed in the attached P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

Eligible Claimants

Any city, county, city and county, dependent special district, and joint powers authority comprised of a city, county, and/or city and county that incurs increased costs as a direct result of this mandate, is eligible to claim reimbursement of these costs.

Filing Deadlines

A. Initial Claims

Initial reimbursement claims must be filed within 120 days from the issuance date of claiming instructions. All claims must be filed with the SCO and be delivered or postmarked on or before **September 4, 2002**. Estimated claims for the 2001-02 fiscal year must also be delivered or postmarked on or before **September 4, 2002**. Thereafter, having received payment for an estimated claim, the claimant must file an annual reimbursement claim by January 15 of the following fiscal year. Claims filed after the deadline will be reduced by a late penalty of 10%, not to exceed \$1,000. The claiming period for the reimbursable activities listed in **IV.**, beginning on page 3 of the P's and G's, are as follows:

- **IV. A. 1., 2., 3. - One Time Activities**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 1. - Acquisition of Additional Space and/or Construction of New Facilities (Food and Agriculture Code Sections {F & AC §§} 31108, 31752, and 31753).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 2. - Remodeling/Renovating Existing Facilities (F & AC §§ 31108, 31752, and 31753).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 3. - Care and Maintenance of Impounded Stray or Abandoned Dogs and Cats (F & AC §§ 31108 and 31752).**

Claiming Period - Fiscal years 1999-00 to 2000-01¹.

- **IV. B. 4. - Care and Maintenance of Impounded Stray or Abandoned Animals (F & AC § 31753).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 5. - Agencies Using the Holding Period of Four Business Days after the Day of Impoundment (F & AC §§ 31108, 31752, and 31753).**

Animals Other than Cats and Dogs

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

Impounded Dogs and Cats

Claiming Period - Fiscal year 1999-00 to 2000-01.

- **IV. B. 6. - Feral Cats (F & AC § 31752.5).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 7. - Lost and Found Lists (F & AC § 32001).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 and 2000-01.

- **IV. B. 8. - Maintaining Non-Medical Records (F & AC § 32003).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 and 2000-01.

- **IV. B. 9. - Necessary and Prompt Veterinary Care (Civil Code §§ 1834 and 1846).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 and 2000-01.

¹ Claiming period was previously listed as January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 10. - Procurement of Medical, Kennel, and Computer Equipment**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

Costs for all initial reimbursement claims must be filed separately according to the fiscal year in which the costs were incurred. However, the initial claims will be considered as one claim for the purpose of computing the late claim penalty. Do not prorate the penalty among fiscal years. If the claims are late, the penalty should be applied to a single fiscal year.

In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. **Claims filed more than one year after the deadline will not be accepted.**

B. Estimated Claims

Unless otherwise specified in the claiming instructions, local agencies are not required to provide cost schedules and supporting documents with an estimated claim if the estimated amount does not exceed the previous fiscal year's actual costs by more than 10%. Claimants can simply enter the estimated amount on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, claimants must complete supplemental claim forms to support their estimated costs as specified for the program to explain the reason for the increased costs. If no explanation supporting the higher estimate is provided with the claim, it will automatically be adjusted to 110% of the previous fiscal year's actual costs. Future estimated claims filed with the SCO must be postmarked by January 15 of the fiscal year in which costs will be incurred. Claims filed timely will be paid before late claims.

Minimum Claim Cost

GC Section 17564 provides that no claim shall be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds two hundred dollars (\$200), provided that a county superintendent of schools or county may submit a combined claim on behalf of school districts, direct service districts, or special districts within their county if the combined claim exceeds \$200, even if the individual school district's, direct service district's, or special district's claims do not each exceed \$200. The county superintendent of schools or the county shall determine if the submission of the combined claim is economically feasible and shall be responsible for disbursing the funds to each school, direct service, or special district. These combined claims may be filed only when the county superintendent of schools or the county is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible district. All subsequent claims based upon the same mandate shall only be filed in the combined form unless a school district, direct service district, or special district provides to the county superintendent of schools or county and to the SCO, at least 180 days prior to the deadline for filing the claim, a written notice of its intent to file a separate claim.

Reimbursement of Claims

Initial reimbursement claims will only be reimbursed to the extent that expenditures can be supported and, if such information is unavailable, claims will be reduced. In addition, ongoing reimbursement claims must be supported by documentation as evidence of the expenditures. Examples of documentation may include, but are not limited to, employee time records that

identify mandate activities, payroll records, invoices, receipts, contracts, travel expense vouchers, purchase orders, and caseload statistics.

If a documented time study is the basis for claimed time spent in implementing the provisions of **IV. B. 3.** of the P's and G's, attach the time records with the claim. The Controller's Office will review the documented time study for precision and reliability. For information on the Time Study Method, refer to pages 7 and 8 of the P's and G's.

Audit of Costs

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment," specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

On-site audits will be conducted by the SCO as deemed necessary. Accordingly, all documentation to support actual costs claimed must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or amended regardless of the year of costs incurred. When no funds are appropriated for initial claims at the time the claim is filed, supporting documents must be retained for two years from the date of initial payment of the claim. Claim documentation shall be made available to the SCO on request.

Retention of Claiming Instructions

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at www.sco.ca.gov/ard/local/locreim/index.htm.

Address for Filing Claims

Submit a signed, original form FAM-27, Claim for Payment, and all other forms and supporting documents (no copies necessary) to:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

PARAMETERS AND GUIDELINES

11-9811-I-01

Civil Code Sections 1834 and 1846;
Food and Agriculture Code Sections 31108, 31752, 31752.5, 31753, 32001, and 32003
As Added or Amended by Statutes of 1998, Chapter 752

Animal Adoption

I. Summary of the Mandate

The test claim legislation was enacted in an attempt to end the euthanasia of adoptable and treatable animals. Generally, the test claim legislation increased the holding period for stray and abandoned dogs, cats, and other specified animals; required the verification of the temperament of feral cats; required the posting of lost and found lists; required the maintenance of records for impounded animals; and required that impounded animals receive “necessary and prompt veterinary care.”

The Commission partially approved this test claim, pursuant to article XIII B, section 6 of the California Constitution and Government Code section 17514, for the *increased costs* in performing the following activities only:

1. Providing care and maintenance during the increased holding period for impounded dogs and cats that are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture and four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment (Food & Agr. Code, §§ 31108, 31752);
2. Providing care and maintenance for four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment, for impounded rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, or tortoises legally allowed as personal property that are ultimately euthanized (Food & Agr. Code, § 31753);
3. For dogs, cats, and other specified animals held for four business days after the day of impoundment, either:
 - (a) Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
 - (b) For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a

mutually agreeable time when the agency would otherwise be closed (Food & Agr., Code §§ 31108, 31752, and 31753);

4. Verifying whether a cat is feral or tame by using a standardized protocol (Food & Agr. Code, § 31752.5);
5. Posting lost and found lists (Food & Agr. Code, § 32001)†1-9811-l-01
6. Maintaining records on animals that are not medically treated by a veterinarian, but are either taken up, euthanized after the holding period, or impounded (Food & Agr. Code, § 32003); and
7. Providing “necessary and prompt veterinary care” for abandoned animals, other than injured cats and dogs given emergency treatment, that are ultimately euthanized (Civ.Code, §§ 1834 and 1846).

II. Eligible Claimants

Any city, county, city and county, dependent special district, and joint powers authority comprised of a city, county, and/or city and county that incurs increased costs as a result of this reimbursable state mandated program is eligible to claim reimbursement of those costs.

III. Period of Reimbursement

Government Code section 17557, as amended by Statutes of 1998, Chapter 681 (which became effective on September 22, 1998), states that a test claim shall be submitted on or before June 30 following a fiscal year in order to establish eligibility for reimbursement for that fiscal year. On December 22, 1998, the County of Los Angeles filed the test claim for this mandated program, establishing eligibility for reimbursement beginning on or after July 1, 1997.

However, except for the amendments to Food and Agriculture Code sections 31108 and 31752, Statutes of 1998, Chapter 752 became operative and effective on January 1, 1999. Therefore, except for the amendments to Food and Agriculture Code sections 31108 and 31752, the costs incurred for Statutes of 1998, Chapter 752 are eligible for reimbursement on or after January 1, 1999.

Section 21 of Statutes of 1998, Chapter 752 establishes an operative date of July 1, 1999 for the amendments to Food and Agriculture Code section 31108 (holding period for stray dogs) and Food and Agriculture Code sections 31752 (holding period for stray cats). Therefore, costs incurred for Food and Agriculture Code sections 31108 and 31752, as amended by Statutes of 1998, Chapter 752, are eligible for reimbursement on or after July 1, 1999.

Actual costs for one fiscal year shall be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561, subdivision (d)(1) of the Government Code, all claims for reimbursement of initial years’ costs shall be submitted within 120 days of notification by the State Controller of the issuance of claiming instructions.

If the total costs for a given year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

IV. Reimbursable Activities

For each eligible claimant, all direct and indirect costs of labor, materials, supplies, fixed assets, contracted services, training and travel for the performance of the activities listed below are eligible for reimbursement.

Except as specified in Component (B)(3) and (4), reimbursement claims for the performance of the activities listed below shall be based on actual or estimated costs as provided in Government Code section 17560.

A. One Time Activities

1. Develop policies and procedures to implement the reimbursable activities listed in Section IV (B) of these parameters and guidelines.
2. Train staff on the reimbursable activities listed in Section IV (B) of these parameters and guidelines. (One-time per employee.)
3. Develop or procure computer software for the maintenance of records on animals specified in Section IV (B) (8) of these parameters and guidelines to the extent these costs are not claimed as an indirect cost under Section V (B) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in Section IV (B) (8), only the pro rata portion of the activity that is used for compliance with Section IV (B) (8) is reimbursable.

B. Ongoing Activities

1. Acquisition of Additional Space and/or Construction of New Facilities

Beginning January 1, 1999 - Acquiring additional space by purchase or lease and/or construction of new facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from

reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

11-9811-I-01

Acquiring additional space and/or construction of new facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board that acquiring additional space and/or constructing new facilities is necessary for the increased holding period required by Statutes of 1998, Chapter 752 because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized. The determination by the governing board shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. Average Daily Census is defined as the average number of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;
- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in a given year under the holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;
- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Remodeling existing facilities is not feasible or is more expensive than acquiring additional space and/or constructing new facilities; and
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes of 1998, Chapter 752 is not feasible or is more expensive than acquiring additional space and/or constructing new facilities.

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board

meetings, transcripts of governing board meetings, certification by the governing board describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

11-9811-I-01

2. Remodeling/Renovating Existing Facilities

Beginning January 1, 1999 - Remodeling/renovating existing facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, remodel and/or renovate existing facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

Remodeling/renovating existing facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board or a delegated representative that remodeling/renovating existing facilities is necessary because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized for the increased holding period required by Statutes of 1998, Chapter 752. The determination by the governing board or delegated representative shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. Average Daily Census is defined as the average number of impounded stray or

abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 in a given year under the holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;
- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes of 1998, Chapter 752 is not feasible or is more expensive than remodeling/renovating existing facilities.

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board meetings, transcripts of governing board meetings, certification by the governing board or declaration from the delegated representative describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

3. Care and Maintenance for Impounded Stray or Abandoned Dogs and Cats that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, §§ 31108, 31752)

Beginning July 1, 1999 - Providing care and maintenance during the increased holding period for impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture, and four or six business days from the day after impoundment.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of dogs and cats:

- a. Stray or abandoned dogs and cats that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- b. Newborn stray or abandoned dogs and cats that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);

- c. Stray or abandoned dogs and cats too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- d. Owner relinquished dogs and cats; and 11-9811-I-01
- e. Stray or abandoned dogs and cats that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method – Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all dogs and cats impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of dogs and cats.
 - c) Multiply the average daily census of dogs and cats by 365 = yearly census of dogs and cats.
 - d) Divide the total annual cost of care by the yearly census of dogs and cats = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized, by each reimbursable day (the difference between three days from the day of capture, and four or six business days from the day after impoundment).
- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned dogs and cats are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study

supports a fixed-cost approach such as an animal day (i.e., dog-day, cat-day, etc.), the eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- i. Reflect an after-the-fact distribution of each employee's actual activity;
 - ii. Account for the total activity for which each employee is compensated;
 - iii. Account for the total labor hours of the month;
 - iv. Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
 - v. Document, by signature or initials and date, supervisor approval.
4. Care and Maintenance for Impounded Stray or Abandoned Animals Specified in Food and Agriculture Code Section 31753 that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, § 31753)

Beginning January 1, 1999 - Providing care and maintenance for four or six business days from the day after impoundment for impounded stray or abandoned rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, and tortoises legally allowed as personal property that die during the increased holding period or are ultimately euthanized.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of animals:

- a. Stray or abandoned animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- b. Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- c. Stray or abandoned animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- d. Owner relinquished animals; and

- e. Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method – Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all animals specified in Food and Agriculture Code section 31753 that are impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of the animals specified in Food and Agriculture Code section 31753.
 - c) Multiply the average daily census of the animals specified in Food and Agriculture Code section 31753 by 365 = yearly census of animals specified in Food and Agriculture Code section 31753.
 - d) Divide the total annual cost of care by the yearly census of animals specified in Food and Agriculture Code section 31753 = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized, by each reimbursable day (four or six business days from the day after impoundment).
- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned animals are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study supports a fixed-cost approach such as an animal day, the

eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- i. Reflect an after-the-fact distribution of each employee's actual activity; 11-9811-l-01
- ii. Account for the total activity for which each employee is compensated;
- iii. Account for the total labor hours of the month;
- iv. Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
- v. Document, by signature or initials and date, supervisor approval.

5. Agencies Using the Holding Period of Four Business Days After the Day of Impoundment (Food & Agr. Code, §§ 31108, 31752, 31753)

Beginning January 1, 1999 - For impounded animals specified in Food and Agriculture Code section 31753, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

Beginning July 1, 1999 - For impounded dogs and cats, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

6. Feral Cats (Food & Agr. Code, § 31752.5)

Beginning January 1, 1999 - Verifying whether a cat is feral or tame by using a standardized protocol within the first three days of the required holding period if an apparently feral cat has not been reclaimed by its owner or caretaker.

7. Lost and Found Lists (Food & Agr. Code, § 32001)

Beginning January 1, 1999 - Providing owners of lost animals and those who find lost animals with all of the following:

- Ability to list the animals they have lost or found on “lost and found” lists maintained by the local agency; 11-9811-l-01
- Referrals to animals listed that may be the animals the owner or finders have lost or found;
- The telephone numbers and addresses of other pounds and shelters in the same vicinity;
- Advice as to means of publishing and disseminating information regarding lost animals; and
- The telephone numbers and addresses of volunteer groups that may be of assistance in locating lost animals.

8. Maintaining *Non-Medical* Records (Food & Agr. Code, § 32003)

Beginning January 1, 1999 - Maintaining non-medical records on animals that are either taken up, euthanized after the holding period, or impounded. Such records shall include the following:

- The date the animal was taken up, euthanized, or impounded;
- The circumstances under which the animal is taken up, euthanized, or impounded;
- The names of the personnel who took up, euthanized, or impounded the animal; and
- The final disposition of the animal, including the name of the person who euthanized the animal or the name and address of the adopting party.

The cost of software license renewal contracts, to the extent these costs are not claimed as an indirect cost under these parameters and guidelines, is eligible for reimbursement under Section V (A) (2) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in this section, only the pro rata portion of the software license renewal contract that is used for compliance with this section is reimbursable.

9. “Necessary and Prompt Veterinary Care” (Civ. Code, §§ 1834 and 1846)

Beginning January 1, 1999 - Providing “necessary and prompt veterinary care” for stray and abandoned animals, other than injured cats and dogs given emergency treatment, that die during the holding

period or are ultimately euthanized, during the holding periods specified in Statutes of 1998, Chapter 752.

“Necessary and prompt veterinary care” means all reasonably necessary medical procedures performed by a veterinarian or someone under the supervision of a veterinarian to make stray or abandoned animals “adoptable.” The following veterinary procedures, if conducted, are eligible for reimbursement:

- An initial physical examination of the animal to determine the animal’s baseline health status and classification as “adoptable,” “treatable,” or “non-rehabilitatable.”
- A wellness vaccine administered to “treatable” or “adoptable” animals.
- Veterinary care to stabilize and/or relieve the suffering of a “treatable” animal.
- Veterinary care intended to remedy any applicable disease, injury, or congenital or hereditary condition that adversely affects the health of a “treatable” animal or that is likely to adversely affect the animal’s health in the future, until the animal becomes “adoptable.”

Population Exclusions

Eligible claimants are *not* entitled to reimbursement for providing “necessary and prompt veterinary care” to the following population of animals:

- a. Animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- b. Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- c. Animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal. (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- d. Owner relinquished animals; and
- e. Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Veterinary Care Exclusions

Eligible claimants are *not* entitled to reimbursement for providing the following veterinary procedures:

- Emergency treatment given to injure cats and dogs (Pen. Code, § 597f, subd. (b));

- Administration of rabies vaccination to dogs (Health & Saf. Code, § 121690);
- Implantation of microchip identification;
- Spay or neuter surgery and treatment;
- Euthanasia.

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10. Beginning January 1, 1999 - Procuring medical, kennel, and computer equipment necessary to comply with the reimbursable activities listed in Section IV (B) of these parameters and guidelines, to the extent these costs are not claimed as an indirect cost under Section V (B) of these parameters and guidelines. If the medical, kennel, and computer equipment is utilized in some way not directly related to the mandated program or the population of animals listed in Section IV (B), only the pro rata portion of the activity that is used for the purposes of the mandated program is reimbursable.

V. Claim Preparation and Submission

Each claim for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section IV. of these Parameters and Guidelines.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, programs, activities, or functions and shall be supported by the following cost element information:

1. Salaries and Benefits

Identify the employee(s), and/or show the classification of the employee(s) involved. Describe the reimbursable activities performed, specify the actual time devoted to each activity by each employee, and the productive hourly rate, and related fringe benefits.

Reimbursement for personnel services includes compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g., annual leave, sick leave) and the employer’s contributions to social security, pension plans, insurance, and worker’s compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities performed by the employee.

2. Materials and Supplies

Only expenditures that can be identified as direct costs of this mandate may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases

shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

3. Contract Services 11-9811-I-01
Provide the name(s) of the contractor(s) who performed the services, including any fixed contracts for services. Describe the reimbursable activity(ies) performed by each named contractor and give the number of actual hours spent on the activities, if applicable. Show the inclusive dates when services were performed and itemize all costs for those services. Attach consultant invoices to the claim.
4. Travel
Travel expenses for mileage, per diem, lodging, and other employee entitlements are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of traveler(s), purpose of travel, inclusive dates and times of travel, destination point(s), and travel costs.
5. Training
The cost of training an employee to perform the mandated activities, as specified in Section IV (A) of these Parameters and Guidelines, is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended, and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging, and per diem.
6. Fixed Assets
List the costs of the fixed assets that have been acquired specifically for the purpose of this mandate. If the fixed asset is utilized in some way not directly related to the mandated program, only the pro-rata portion of the asset that is used for the purposes of the mandated program is reimbursable.

B. Indirect Costs

Compensation for indirect costs is eligible for reimbursement. Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned to other activities, as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been claimed as a direct cost.

Indirect costs include (a) the indirect costs originating in each department or agency of the governmental unit carrying out state mandated programs and (b) the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) pursuant to the Office of Management and Budget (OMB) Circular A-87.

VI. Supporting Data

For auditing purposes, all costs claimed shall be traceable to source documents (e.g., employee time records, cost allocation reports, invoices, receipts, purchase orders, contracts, worksheets, calendars, declarations, time studies, etc.) that show evidence of the validity of such costs and their relationship to this mandate. All documentation in support of claimed costs shall be made available to the State Controller's Office, as may be requested. Pursuant to Government Code section 17558.5, these documents must be kept on file by the agency submitting the claim for a period of no less than two years after the later of (1) the end of the calendar year in which the reimbursement claim is filed or last amended, or (2) if no funds are appropriated for the fiscal year for which the claim is made, the date of initial payment of the claim.

VII. Offsetting Savings and Other Reimbursements

Any offsetting savings that the claimant experiences as a direct result of this mandate must be deducted from the costs claimed. Additionally, reimbursement for this mandate received from any source shall be identified and deducted from this claim. These sources shall include, but not be limited to, rewards received under the authority of Civil Code section 1845; licensing fees and fines received and applied pursuant to Food and Agriculture Code section 30652, Government Code section 28502, and Penal Code section 597f; other state funds, and federal funds. The fees and fines received pursuant to Food and Agriculture Code section 30652 shall be deducted from the claim according to the priority specified in the statute and stated below:

- First, to pay fees for the issuance of dog license tags pursuant to Food and Agriculture Code section 30652, subdivision (a);
- Second, in accordance with Food and Agriculture Code section 30652, subdivision (b), any excess revenue held after the payment of dog license tags shall be applied to the fees, salaries, costs, expenses, or any or all of them for the enforcement of Division 14 of the Food and Agriculture Code, including Food and Agriculture Code section 31108, and all ordinances that are made pursuant to Division 14. Costs incurred under Food and Agriculture Code section 31108 are specified in Section IV (B) (1), (2), (3), and (5), and Section IV (A) of these parameters and guidelines. Any or all excess revenue must be applied to the costs incurred under Food and Agriculture Code section

31108 before any revenue can be applied to subdivisions (c) and (d) of Food and Agriculture Code section 30652.

VIII. State Controller's Office Required Certification

An authorized representative of the claimant shall be required to provide a certification of the claim, as specified in the State Controller's 109811-01 claiming instructions, for those costs mandated by the state contained herein.

IX. Parameters and Guidelines Amendments

Pursuant to title 2, California Code of Regulations, section 1183.2, Parameters and Guidelines amendments filed before the deadline for initial claims as specified in the Claiming Instructions shall apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines. A Parameters and Guidelines amendment filed after the initial claiming deadline must be submitted on or before January 15, following a fiscal year in order to establish eligibility for reimbursement for the fiscal year.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION			For State Controller Use Only	Program
			(19) Program Number 00213	213
			(20) Date Filed ___/___/___	
			(21) LRS Input ___/___/___	
(01) Claimant Identification Number			Reimbursement Claim Data	
(02) Claimant Name			(22) AA-1, (04)(A)(1)(g)	11-9811-I-01
(03) County of Location			(23) AA-1, (04)(A)(2)(g)	
(04) Street Address or P.O. Box			(24) AA-1, (04)(A)(3)(g)	
(05) City			(25) AA-1, (04)(B)(1)(g)	
(06) State			(26) AA-1, (04)(B)(2)(g)	
(07) Zip Code			(27) AA-1, (04)(B)(3)(g)	
(08) Suite			(28) AA-1, (04)(B)(4)(g)	
(09) Estimated <input type="checkbox"/>			(29) AA-1, (04)(B)(5)(g)	
(10) Combined <input type="checkbox"/>			(30) AA-1, (04)(B)(6)(g)	
(11) Amended <input type="checkbox"/>			(31) AA-1, (04)(B)(7)(g)	
(12) Reimbursement <input type="checkbox"/>			(32) AA-1, (04)(B)(8)(g)	
(13) Combined <input type="checkbox"/>			(33) AA-1, (04)(B)(9)(g)	
(14) Amended <input type="checkbox"/>			(34) AA-1, (04)(B)(10)(g)	
(15) Fiscal Year of Cost			(35) AA-1, (06)	
(16) Total Claimed Amount			(36)	
(17) Less: 10% Late Penalty, not to exceed \$1,000				
(18) Less: Prior Claim Payment Received				
(19) Net Claimed Amount				
(20) Due from State				
(21) Due to State				
<p>(37) CERTIFICATION OF CLAIM</p> <p>In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 752, Statutes of 1998, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 752, Statutes of 1998.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 752, Statutes of 1998 set forth on the attached statements.</p> <p>Signature of Authorized Officer _____ Date _____</p> <p>_____</p> <p>Type or Print Name _____ Title _____</p> <p>(38) Name of Contact Person for Claim _____ Telephone Number () - Ext. _____</p> <p>_____ E-Mail Address _____</p>				

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Program 213	ANIMAL ADOPTION Certification Claim Form Instructions	FORM FAM-27
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- (01) Leave blank.
- (02) A set of mailing labels with the claimant's I.D. number and address was enclosed with the letter regarding the claiming instructions. Affix a label in the space shown. If you did not receive labels, print or type your agency's mailing address.
- (03) If filing an original estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) If filing an original estimated claim on behalf of districts within the county, enter an "X" in the box on line (04) Combined.
- (05) If filing an amended or combined claim, enter an "X" in the box on line (05) Amended. Leave boxes (03) and (04) blank.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form AA-1 and enter the amount from line (11).
- (08) Enter the same amount as shown on line (07).
- (09) If filing an original reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing an original reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended or a combined claim on behalf of districts within the county, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of reimbursement claim from form AA-1, line (11).
- (14) **Filing Deadline. Initial Claims of Ch. 752/98.** If the reimbursement claims for the period January 1, 1999, to June 30, 1999, and fiscal years 1999-00 through 2000-01 are filed after **September 4, 2002**, the claims must be reduced by a late penalty. Costs for all initial reimbursement claims must be filed separately according to the fiscal year in which the costs were incurred. However, the initial claims will be considered as one claim for the purpose of computing the late claim penalty. Do not prorate the penalty among the fiscal years. If the claims are late, the penalty should be applied to a single fiscal year. Enter either the product of multiplying the sum total of line (13) for all applicable FAM-27's by the factor 0.10 (10% penalty) or \$1,000, whichever is less.

In subsequent years, reimbursement claims must be filed by January 15 of the following fiscal year in which costs were incurred or the claims shall be reduced by a late penalty. Enter either the product of multiplying line (13) by the factor 0.10 (10% penalty) or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and an estimated claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17) Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount in line (18) Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., AA-1, (04)(A)(1)(f), means the information is located on form AA-1, line (04)(A)(1), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 34.19% should be shown as 34. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by a signed certification.**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED, ORIGINAL FORM FAM-27 WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS (NO COPIES NECESSARY) TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816**

Program 213	MANDATED COSTS ANIMAL ADOPTION CLAIM SUMMARY	FORM AA-1
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(01) Claimant	(02) Type of Claim	Fiscal Year
	Reimbursement <input type="checkbox"/> 11-9811-I-01	19__/20__
	Estimated <input type="checkbox"/>	

(03) Department	
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Direct Costs	Object Accounts
---------------------	------------------------

(04) Reimbursable Components	(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Salaries	Benefits	Materials & Supplies	Contract Services	Travel & Training	Fixed Assets	Total
A. One-Time Costs							
1. Policies and Procedures							
2. Training							
3. Computer Software							
B. Ongoing Costs							
1. Acquiring Space/Facilities							
2. Renovating Facilities							
3. Care of Dogs & Cats							
4. Care of Other Animals							
5. Holding Period							
6. Feral Cats							
7. Lost and Found Lists							
8. Non-Medical Records							
9. Veterinary Care							
10. Procuring Equipment							
(05) Total Direct Costs							

Indirect Costs

(06) Indirect Cost Rate	[From ICRP]	%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or [Line (06) x {line (05)(a) + line (05)(b)}]	
(08) Total Direct and Indirect Costs	[Line (05)(g) + line (07)]	
Cost Reduction		
(09) Less: Offsetting Savings		
(10) Less: Other Reimbursements		
(11) Total Claimed Amount	[Line (08) - {line (09) + line (10)}]	

Program 213	ANIMAL ADOPTION CLAIM SUMMARY Instructions	FORM AA-1
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year of costs. 11-9811-I-01
- Form AA-1 must be filed for a reimbursement claim. Do not complete form AA-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form AA-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) Department. If more than one department has incurred costs for this mandate, give the name of each department. A separate form AA-1 should be completed for each department.
- (04) Reimbursable Components. For each reimbursable component, enter the total from form AA-2, line (05), columns (d) through (i) to form AA-1, block (05), columns (a) through (f) in the appropriate row. Total each row.
- (05) Total Direct Costs. Total columns (a) through (g).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim. If more than one department is reporting costs, each must have its own ICRP for the program.
- (07) Total Indirect Costs. Multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06).
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(g), and Total Indirect Costs, line (07).
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. Reimbursement received from any source shall be identified and deducted from this claim. Sources shall include, but are not limited to, rewards received under authority of Civil Code § 1845, licensing fees and fines received and applied pursuant to Food and Agriculture Code Section (F & AC §) 30652, Government Code Section 28502, and Penal Code Section 597f, and other state funds, and federal funds. Fees and fines received pursuant to F & AC § 30652 shall be deducted according to the priority specified on page 15 of the P's and G's.
- (11) Total Claimed Amount. From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to form FAM-27, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COST DETAIL	FORM AA-2
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(01) Claimant	(02) Fiscal Year
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(03) Reimbursable Components: Check only **one** box per form to identify the component being claimed. 11-9811-1-01

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses			Object Accounts					
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training

(05) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ___ of ___	
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Program 213	ANIMAL ADOPTION COMPONENT/ACTIVITY COST DETAIL Instructions	FORM AA-2
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- (01) Claimant. Enter the name of the claimant. If more than one department has incurred costs for this mandate, give the name of each department. A separate form AA-2 should be completed for each department. 11-9811-1-01
- (02) Fiscal Year. Enter the fiscal year for which costs were incurred.
- (03) Reimbursable Components. Check the box which indicates the cost component being claimed. Check only one box per form. A separate form AA-2 shall be prepared for each applicable component.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. If no funds are appropriated for the initial payment at the time the claims are filed, supporting documents must be retained for two years from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Itemized Cost of Services Performed			Copy of Contract
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Itemized Cost of Equipment Purchased		Supporting Documentation
Travel and Training	Purpose of Trip Name and Title	Per Diem Rate	Days					Cost = Rate x Days or Miles	
Travel	Departure and Return Date	Mileage Rate Travel Cost	Miles Travel Mode					or Total Travel Cost	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d) through (i) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component/activity costs, number each page. Enter totals from line (05), columns (d) through (i) to form AA-1, block (05), columns (a) through (f) in the appropriate row.

OFFICE OF THE STATE CONTROLLER

STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2002-06A

ANIMAL ADOPTION

MAY 7, 2002

11-9811-I-01

In accordance with Government Code Section (GC §) 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for the filing of claims for the Animal Adoption (AA) program. These claiming instructions are issued subsequent to adoption of the program's parameters and guidelines (P's & G's) by the Commission on State Mandates (COSM).

The test claim legislation was enacted in an attempt to end the euthanasia of adoptable and treatable animals. It increased the holding period for stray and abandoned dogs, cats, and other specified animals; required the verification of the temperament of feral cats; required the posting of lost and found lists; required the maintenance of records for impounded animals; and required that impounded animals receive necessary and prompt veterinary care.

On January 25, 2001, the COSM determined that Chapter 752/98 established costs mandated by the State according to the provisions listed in the attached P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

Eligible Claimants

Any city, county, city and county, dependent special district, and joint powers authority comprised of a city, county, and/or city and county that incurs increased costs as a direct result of this mandate, is eligible to claim reimbursement of these costs.

Filing Deadlines

A. Initial Claims

Initial reimbursement claims must be filed within 120 days from the issuance date of claiming instructions. All claims must be filed with the SCO and be delivered or postmarked on or before **September 4, 2002**. Estimated claims for the 2001-02 fiscal year must also be delivered or postmarked on or before **September 4, 2002**. Thereafter, having received payment for an estimated claim, the claimant must file an annual reimbursement claim by January 15 of the following fiscal year. Claims filed after the deadline will be reduced by a late penalty of 10%, not to exceed \$1,000. The claiming period for the reimbursable activities listed in **IV.**, beginning on page 3 of the P's and G's, are as follows:

- **IV. A. 1., 2., 3. - One Time Activities**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 1. - Acquisition of Additional Space and/or Construction of New Facilities (Food and Agriculture Code Sections {F & AC §§} 31108, 31752, and 31753).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 2. - Remodeling/Renovating Existing Facilities (F & AC §§ 31108, 31752, and 31753).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 3. - Care and Maintenance of Impounded Stray or Abandoned Dogs and Cats (F & AC §§ 31108 and 31752).**

Claiming Period - Fiscal years 1999-00 to 2000-01¹.

- **IV. B. 4. - Care and Maintenance of Impounded Stray or Abandoned Animals (F & AC § 31753).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 5. - Agencies Using the Holding Period of Four Business Days after the Day of Impoundment (F & AC §§ 31108, 31752, and 31753).**

Animals Other than Cats and Dogs

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

Impounded Dogs and Cats

Claiming Period - Fiscal year 1999-00 to 2000-01.

- **IV. B. 6. - Feral Cats (F & AC § 31752.5).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 7. - Lost and Found Lists (F & AC § 32001).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 and 2000-01.

- **IV. B. 8. - Maintaining Non-Medical Records (F & AC § 32003).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 and 2000-01.

- **IV. B. 9. - Necessary and Prompt Veterinary Care (Civil Code §§ 1834 and 1846).**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 and 2000-01.

¹ Claiming period was previously listed as January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

- **IV. B. 10. - Procurement of Medical, Kennel, and Computer Equipment**

Claiming Period - January 1, 1999, to June 30, 1999, and fiscal years 1999-00 to 2000-01.

Costs for all initial reimbursement claims must be filed separately according to the fiscal year in which the costs were incurred. However, the initial claims will be considered as one claim for the purpose of computing the late claim penalty. Do not prorate the penalty among fiscal years. If the claims are late, the penalty should be applied to a single fiscal year.

In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. **Claims filed more than one year after the deadline will not be accepted.**

B. Estimated Claims

Unless otherwise specified in the claiming instructions, local agencies are not required to provide cost schedules and supporting documents with an estimated claim if the estimated amount does not exceed the previous fiscal year's actual costs by more than 10%. Claimants can simply enter the estimated amount on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, claimants must complete supplemental claim forms to support their estimated costs as specified for the program to explain the reason for the increased costs. If no explanation supporting the higher estimate is provided with the claim, it will automatically be adjusted to 110% of the previous fiscal year's actual costs. Future estimated claims filed with the SCO must be postmarked by January 15 of the fiscal year in which costs will be incurred. Claims filed timely will be paid before late claims.

Minimum Claim Cost

GC Section 17564 provides that no claim shall be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds two hundred dollars (\$200), provided that a county superintendent of schools or county may submit a combined claim on behalf of school districts, direct service districts, or special districts within their county if the combined claim exceeds \$200, even if the individual school district's, direct service district's, or special district's claims do not each exceed \$200. The county superintendent of schools or the county shall determine if the submission of the combined claim is economically feasible and shall be responsible for disbursing the funds to each school, direct service, or special district. These combined claims may be filed only when the county superintendent of schools or the county is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible district. All subsequent claims based upon the same mandate shall only be filed in the combined form unless a school district, direct service district, or special district provides to the county superintendent of schools or county and to the SCO, at least 180 days prior to the deadline for filing the claim, a written notice of its intent to file a separate claim.

Reimbursement of Claims

Initial reimbursement claims will only be reimbursed to the extent that expenditures can be supported and, if such information is unavailable, claims will be reduced. In addition, ongoing reimbursement claims must be supported by documentation as evidence of the expenditures. Examples of documentation may include, but are not limited to, employee time records that

identify mandate activities, payroll records, invoices, receipts, contracts, travel expense vouchers, purchase orders, and caseload statistics.

If a documented time study is the basis for claimed time spent in implementing the provisions of **IV. B. 3.** of the P's and G's, attach the time records with the claim. The Controller's Office will review the documented time study for precision and reliability. For information on the Time Study Method, refer to pages 7 and 8 of the P's and G's.

Audit of Costs

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment," specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

On-site audits will be conducted by the SCO as deemed necessary. Accordingly, all documentation to support actual costs claimed must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or amended regardless of the year of costs incurred. When no funds are appropriated for initial claims at the time the claim is filed, supporting documents must be retained for two years from the date of initial payment of the claim. Claim documentation shall be made available to the SCO on request.

Retention of Claiming Instructions

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at www.sco.ca.gov/ard/local/locreim/index.htm.

Address for Filing Claims

Submit a signed, original form FAM-27, Claim for Payment, and all other forms and supporting documents (no copies necessary) to:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

PARAMETERS AND GUIDELINES

11-9811-I-01

Civil Code Sections 1834 and 1846;
Food and Agriculture Code Sections 31108, 31752, 31752.5, 31753, 32001, and 32003
As Added or Amended by Statutes of 1998, Chapter 752

Animal Adoption

I. Summary of the Mandate

The test claim legislation was enacted in an attempt to end the euthanasia of adoptable and treatable animals. Generally, the test claim legislation increased the holding period for stray and abandoned dogs, cats, and other specified animals; required the verification of the temperament of feral cats; required the posting of lost and found lists; required the maintenance of records for impounded animals; and required that impounded animals receive “necessary and prompt veterinary care.”

The Commission partially approved this test claim, pursuant to article XIII B, section 6 of the California Constitution and Government Code section 17514, for the *increased costs* in performing the following activities only:

1. Providing care and maintenance during the increased holding period for impounded dogs and cats that are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture and four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment (Food & Agr. Code, §§ 31108, 31752);
2. Providing care and maintenance for four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment, for impounded rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, or tortoises legally allowed as personal property that are ultimately euthanized (Food & Agr. Code, § 31753);
3. For dogs, cats, and other specified animals held for four business days after the day of impoundment, either:
 - (a) Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
 - (b) For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a

mutually agreeable time when the agency would otherwise be closed (Food & Agr., Code §§ 31108, 31752, and 31753);

4. Verifying whether a cat is feral or tame by using a standardized protocol (Food & Agr. Code, § 31752.5);
5. Posting lost and found lists (Food & Agr. Code, § 32001)†1-9811-l-01
6. Maintaining records on animals that are not medically treated by a veterinarian, but are either taken up, euthanized after the holding period, or impounded (Food & Agr. Code, § 32003); and
7. Providing “necessary and prompt veterinary care” for abandoned animals, other than injured cats and dogs given emergency treatment, that are ultimately euthanized (Civ.Code, §§ 1834 and 1846).

II. Eligible Claimants

Any city, county, city and county, dependent special district, and joint powers authority comprised of a city, county, and/or city and county that incurs increased costs as a result of this reimbursable state mandated program is eligible to claim reimbursement of those costs.

III. Period of Reimbursement

Government Code section 17557, as amended by Statutes of 1998, Chapter 681 (which became effective on September 22, 1998), states that a test claim shall be submitted on or before June 30 following a fiscal year in order to establish eligibility for reimbursement for that fiscal year. On December 22, 1998, the County of Los Angeles filed the test claim for this mandated program, establishing eligibility for reimbursement beginning on or after July 1, 1997.

However, except for the amendments to Food and Agriculture Code sections 31108 and 31752, Statutes of 1998, Chapter 752 became operative and effective on January 1, 1999. Therefore, except for the amendments to Food and Agriculture Code sections 31108 and 31752, the costs incurred for Statutes of 1998, Chapter 752 are eligible for reimbursement on or after January 1, 1999.

Section 21 of Statutes of 1998, Chapter 752 establishes an operative date of July 1, 1999 for the amendments to Food and Agriculture Code section 31108 (holding period for stray dogs) and Food and Agriculture Code sections 31752 (holding period for stray cats). Therefore, costs incurred for Food and Agriculture Code sections 31108 and 31752, as amended by Statutes of 1998, Chapter 752, are eligible for reimbursement on or after July 1, 1999.

Actual costs for one fiscal year shall be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to section 17561, subdivision (d)(1) of the Government Code, all claims for reimbursement of initial years’ costs shall be submitted within 120 days of notification by the State Controller of the issuance of claiming instructions.

If the total costs for a given year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

IV. Reimbursable Activities

For each eligible claimant, all direct and indirect costs of labor, materials, supplies, fixed assets, contracted services, training and travel for the performance of the activities listed below are eligible for reimbursement.

Except as specified in Component (B)(3) and (4), reimbursement claims for the performance of the activities listed below shall be based on actual or estimated costs as provided in Government Code section 17560.

A. One Time Activities

1. Develop policies and procedures to implement the reimbursable activities listed in Section IV (B) of these parameters and guidelines.
2. Train staff on the reimbursable activities listed in Section IV (B) of these parameters and guidelines. (One-time per employee.)
3. Develop or procure computer software for the maintenance of records on animals specified in Section IV (B) (8) of these parameters and guidelines to the extent these costs are not claimed as an indirect cost under Section V (B) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in Section IV (B) (8), only the pro rata portion of the activity that is used for compliance with Section IV (B) (8) is reimbursable.

B. Ongoing Activities

1. Acquisition of Additional Space and/or Construction of New Facilities

Beginning January 1, 1999 - Acquiring additional space by purchase or lease and/or construction of new facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from

reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

11-9811-I-01

Acquiring additional space and/or construction of new facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board that acquiring additional space and/or constructing new facilities is necessary for the increased holding period required by Statutes of 1998, Chapter 752 because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized. The determination by the governing board shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. Average Daily Census is defined as the average number of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;
- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in a given year under the holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;
- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Remodeling existing facilities is not feasible or is more expensive than acquiring additional space and/or constructing new facilities; and
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes of 1998, Chapter 752 is not feasible or is more expensive than acquiring additional space and/or constructing new facilities.

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board

meetings, transcripts of governing board meetings, certification by the governing board describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

11-9811-I-01

2. Remodeling/Renovating Existing Facilities

Beginning January 1, 1999 - Remodeling/renovating existing facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, remodel and/or renovate existing facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

Remodeling/renovating existing facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board or a delegated representative that remodeling/renovating existing facilities is necessary because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized for the increased holding period required by Statutes of 1998, Chapter 752. The determination by the governing board or delegated representative shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. Average Daily Census is defined as the average number of impounded stray or

abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 in a given year under the holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;
- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes of 1998, Chapter 752 is not feasible or is more expensive than remodeling/renovating existing facilities.

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board meetings, transcripts of governing board meetings, certification by the governing board or declaration from the delegated representative describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

3. Care and Maintenance for Impounded Stray or Abandoned Dogs and Cats that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, §§ 31108, 31752)

Beginning July 1, 1999 - Providing care and maintenance during the increased holding period for impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture, and four or six business days from the day after impoundment.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of dogs and cats:

- a. Stray or abandoned dogs and cats that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- b. Newborn stray or abandoned dogs and cats that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);

- c. Stray or abandoned dogs and cats too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- d. Owner relinquished dogs and cats; and 11-9811-I-01
- e. Stray or abandoned dogs and cats that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method – Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all dogs and cats impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of dogs and cats.
 - c) Multiply the average daily census of dogs and cats by 365 = yearly census of dogs and cats.
 - d) Divide the total annual cost of care by the yearly census of dogs and cats = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized, by each reimbursable day (the difference between three days from the day of capture, and four or six business days from the day after impoundment).
- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned dogs and cats are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study

supports a fixed-cost approach such as an animal day (i.e., dog-day, cat-day, etc.), the eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- i. Reflect an after-the-fact distribution of each employee's actual activity;
 - ii. Account for the total activity for which each employee is compensated;
 - iii. Account for the total labor hours of the month;
 - iv. Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
 - v. Document, by signature or initials and date, supervisor approval.
4. Care and Maintenance for Impounded Stray or Abandoned Animals Specified in Food and Agriculture Code Section 31753 that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, § 31753)

Beginning January 1, 1999 - Providing care and maintenance for four or six business days from the day after impoundment for impounded stray or abandoned rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, and tortoises legally allowed as personal property that die during the increased holding period or are ultimately euthanized.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of animals:

- a. Stray or abandoned animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- b. Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- c. Stray or abandoned animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- d. Owner relinquished animals; and

- e. Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method –Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all animals specified in Food and Agriculture Code section 31753 that are impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of the animals specified in Food and Agriculture Code section 31753.
 - c) Multiply the average daily census of the animals specified in Food and Agriculture Code section 31753 by 365 = yearly census of animals specified in Food and Agriculture Code section 31753.
 - d) Divide the total annual cost of care by the yearly census of animals specified in Food and Agriculture Code section 31753 = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized, by each reimbursable day (four or six business days from the day after impoundment).
- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned animals are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study supports a fixed-cost approach such as an animal day, the

eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- i. Reflect an after-the-fact distribution of each employee's actual activity; 11-9811-l-01
 - ii. Account for the total activity for which each employee is compensated;
 - iii. Account for the total labor hours of the month;
 - iv. Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
 - v. Document, by signature or initials and date, supervisor approval.
5. Agencies Using the Holding Period of Four Business Days After the Day of Impoundment (Food & Agr. Code, §§ 31108, 31752, 31753)

Beginning January 1, 1999 - For impounded animals specified in Food and Agriculture Code section 31753, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

Beginning July 1, 1999 - For impounded dogs and cats, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

6. Feral Cats (Food & Agr. Code, § 31752.5)

Beginning January 1, 1999 - Verifying whether a cat is feral or tame by using a standardized protocol within the first three days of the required holding period if an apparently feral cat has not been reclaimed by its owner or caretaker.

7. Lost and Found Lists (Food & Agr. Code, § 32001)

Beginning January 1, 1999 - Providing owners of lost animals and those who find lost animals with all of the following:

- Ability to list the animals they have lost or found on “lost and found” lists maintained by the local agency; 11-9811-l-01
- Referrals to animals listed that may be the animals the owner or finders have lost or found;
- The telephone numbers and addresses of other pounds and shelters in the same vicinity;
- Advice as to means of publishing and disseminating information regarding lost animals; and
- The telephone numbers and addresses of volunteer groups that may be of assistance in locating lost animals.

8. Maintaining *Non-Medical* Records (Food & Agr. Code, § 32003)

Beginning January 1, 1999 - Maintaining non-medical records on animals that are either taken up, euthanized after the holding period, or impounded. Such records shall include the following:

- The date the animal was taken up, euthanized, or impounded;
- The circumstances under which the animal is taken up, euthanized, or impounded;
- The names of the personnel who took up, euthanized, or impounded the animal; and
- The final disposition of the animal, including the name of the person who euthanized the animal or the name and address of the adopting party.

The cost of software license renewal contracts, to the extent these costs are not claimed as an indirect cost under these parameters and guidelines, is eligible for reimbursement under Section V (A) (2) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in this section, only the pro rata portion of the software license renewal contract that is used for compliance with this section is reimbursable.

9. “Necessary and Prompt Veterinary Care” (Civ. Code, §§ 1834 and 1846)

Beginning January 1, 1999 - Providing “necessary and prompt veterinary care” for stray and abandoned animals, other than injured cats and dogs given emergency treatment, that die during the holding

period or are ultimately euthanized, during the holding periods specified in Statutes of 1998, Chapter 752.

“Necessary and prompt veterinary care” means all reasonably necessary medical procedures performed by a veterinarian or someone under the supervision of a veterinarian to make stray or abandoned animals “adoptable.” The following veterinary procedures, if conducted, are eligible for reimbursement:

- An initial physical examination of the animal to determine the animal’s baseline health status and classification as “adoptable,” “treatable,” or “non-rehabilitatable.”
- A wellness vaccine administered to “treatable” or “adoptable” animals.
- Veterinary care to stabilize and/or relieve the suffering of a “treatable” animal.
- Veterinary care intended to remedy any applicable disease, injury, or congenital or hereditary condition that adversely affects the health of a “treatable” animal or that is likely to adversely affect the animal’s health in the future, until the animal becomes “adoptable.”

Population Exclusions

Eligible claimants are *not* entitled to reimbursement for providing “necessary and prompt veterinary care” to the following population of animals:

- a. Animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- b. Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- c. Animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal. (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- d. Owner relinquished animals; and
- e. Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Veterinary Care Exclusions

Eligible claimants are *not* entitled to reimbursement for providing the following veterinary procedures:

- Emergency treatment given to injure cats and dogs (Pen. Code, § 597f, subd. (b));

- Administration of rabies vaccination to dogs (Health & Saf. Code, § 121690);
- Implantation of microchip identification;
- Spay or neuter surgery and treatment;
- Euthanasia.

11-9811-I-01

10. Beginning January 1, 1999 - Procuring medical, kennel, and computer equipment necessary to comply with the reimbursable activities listed in Section IV (B) of these parameters and guidelines, to the extent these costs are not claimed as an indirect cost under Section V (B) of these parameters and guidelines. If the medical, kennel, and computer equipment is utilized in some way not directly related to the mandated program or the population of animals listed in Section IV (B), only the pro rata portion of the activity that is used for the purposes of the mandated program is reimbursable.

V. Claim Preparation and Submission

Each claim for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section IV. of these Parameters and Guidelines.

A. Direct Costs

Direct costs are defined as costs that can be traced to specific goods, services, programs, activities, or functions and shall be supported by the following cost element information:

1. Salaries and Benefits

Identify the employee(s), and/or show the classification of the employee(s) involved. Describe the reimbursable activities performed, specify the actual time devoted to each activity by each employee, and the productive hourly rate, and related fringe benefits.

Reimbursement for personnel services includes compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g., annual leave, sick leave) and the employer’s contributions to social security, pension plans, insurance, and worker’s compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities performed by the employee.

2. Materials and Supplies

Only expenditures that can be identified as direct costs of this mandate may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases

shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

3. Contract Services 11-9811-I-01
Provide the name(s) of the contractor(s) who performed the services, including any fixed contracts for services. Describe the reimbursable activity(ies) performed by each named contractor and give the number of actual hours spent on the activities, if applicable. Show the inclusive dates when services were performed and itemize all costs for those services. Attach consultant invoices to the claim.
4. Travel
Travel expenses for mileage, per diem, lodging, and other employee entitlements are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of traveler(s), purpose of travel, inclusive dates and times of travel, destination point(s), and travel costs.
5. Training
The cost of training an employee to perform the mandated activities, as specified in Section IV (A) of these Parameters and Guidelines, is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended, and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging, and per diem.
6. Fixed Assets
List the costs of the fixed assets that have been acquired specifically for the purpose of this mandate. If the fixed asset is utilized in some way not directly related to the mandated program, only the pro-rata portion of the asset that is used for the purposes of the mandated program is reimbursable.

B. Indirect Costs

Compensation for indirect costs is eligible for reimbursement. Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned to other activities, as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been claimed as a direct cost.

Indirect costs include (a) the indirect costs originating in each department or agency of the governmental unit carrying out state mandated programs and (b) the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) pursuant to the Office of Management and Budget (OMB) Circular A-87.

VI. Supporting Data

For auditing purposes, all costs claimed shall be traceable to source documents (e.g., employee time records, cost allocation reports, invoices, receipts, purchase orders, contracts, worksheets, calendars, declarations, time studies, etc.) that show evidence of the validity of such costs and their relationship to this mandate. All documentation in support of claimed costs shall be made available to the State Controller's Office, as may be requested. Pursuant to Government Code section 17558.5, these documents must be kept on file by the agency submitting the claim for a period of no less than two years after the later of (1) the end of the calendar year in which the reimbursement claim is filed or last amended, or (2) if no funds are appropriated for the fiscal year for which the claim is made, the date of initial payment of the claim.

VII. Offsetting Savings and Other Reimbursements

Any offsetting savings that the claimant experiences as a direct result of this mandate must be deducted from the costs claimed. Additionally, reimbursement for this mandate received from any source shall be identified and deducted from this claim. These sources shall include, but not be limited to, rewards received under the authority of Civil Code section 1845; licensing fees and fines received and applied pursuant to Food and Agriculture Code section 30652, Government Code section 28502, and Penal Code section 597f; other state funds, and federal funds. The fees and fines received pursuant to Food and Agriculture Code section 30652 shall be deducted from the claim according to the priority specified in the statute and stated below:

- First, to pay fees for the issuance of dog license tags pursuant to Food and Agriculture Code section 30652, subdivision (a);
- Second, in accordance with Food and Agriculture Code section 30652, subdivision (b), any excess revenue held after the payment of dog license tags shall be applied to the fees, salaries, costs, expenses, or any or all of them for the enforcement of Division 14 of the Food and Agriculture Code, including Food and Agriculture Code section 31108, and all ordinances that are made pursuant to Division 14. Costs incurred under Food and Agriculture Code section 31108 are specified in Section IV (B) (1), (2), (3), and (5), and Section IV (A) of these parameters and guidelines. Any or all excess revenue must be applied to the costs incurred under Food and Agriculture Code section

31108 before any revenue can be applied to subdivisions (c) and (d) of Food and Agriculture Code section 30652.

VIII. State Controller's Office Required Certification

An authorized representative of the claimant shall be required to provide a certification of the claim, as specified in the State Controller's 109811-01 claiming instructions, for those costs mandated by the state contained herein.

IX. Parameters and Guidelines Amendments

Pursuant to title 2, California Code of Regulations, section 1183.2, Parameters and Guidelines amendments filed before the deadline for initial claims as specified in the Claiming Instructions shall apply to all years eligible for reimbursement as defined in the original Parameters and Guidelines. A Parameters and Guidelines amendment filed after the initial claiming deadline must be submitted on or before January 15, following a fiscal year in order to establish eligibility for reimbursement for the fiscal year.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION	For State Controller Use Only (19) Program Number 00213 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 213
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L A B E L H E R E	(01) Claimant Identification Number		Reimbursement Claim Data	
	(02) Claimant Name		(22) AA-1, (04)(A)(1)(g)	11-9811-I-01
	County of Location		(23) AA-1, (04)(A)(2)(g)	
	Street Address or P.O. Box		(24) AA-1, (04)(A)(3)(g)	
	City		(25) AA-1, (04)(B)(1)(g)	
	State			

Type of Claim	Estimated Claim	Reimbursement Claim		
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(26) AA-1, (04)(B)(2)(g)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) AA-1, (04)(B)(3)(g)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) AA-1, (04)(B)(4)(g)	
			(29) AA-1, (04)(B)(5)(g)	
Fiscal Year of Cost	(06) 20 ___/20 ___	(12) 20 ___/20 ___	(30) AA-1, (04)(B)(6)(g)	
Total Claimed Amount	(07)	(13)	(31) AA-1, (04)(B)(7)(g)	
Less: 10% Late Penalty, not to exceed \$1,000		(14)	(32) AA-1, (04)(B)(8)(g)	
Less: Prior Claim Payment Received		(15)	(33) AA-1, (04)(B)(9)(g)	
Net Claimed Amount		(16)	(34) AA-1, (04)(B)(10)(g)	
Due from State	(08)	(17)	(35) AA-1, (06)	
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM
 In accordance with the provisions of Government Code §17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer	Date

Type or Print Name	Telephone Number	() - Ext.	Title
(38) Name of Contact Person for Claim			
	E-Mail Address		

Program 213	ANIMAL ADOPTION Certification Claim Form Instructions	FORM FAM-27
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code. 11-9811-I-01
- (03) If filing an estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) If filing a combined estimated claim on behalf of districts within the county, enter an "X" in the box on line (04) Combined.
- (05) If filing an amended estimated claim, enter an "X" in the box on line (05) Amended.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of the estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form AA-1 and enter the amount from line (11).
- (08) Enter the same amount as shown on line (07).
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim from form AA-1, line (11). The total claimed amount must exceed \$1,000.
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs were incurred or the claims shall be reduced by a late penalty. Enter zero if the claim was timely filed, otherwise, enter the product of multiplying line (13) by the factor 0.10 (10% penalty), or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and an estimated claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., AA-1, (04)(A)(1)(g), means the information is located on form AA-1, line (04)(A)(1), column (g). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 34.19% should be shown as 34. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED ORIGINAL, AND A COPY OF FORM FAM-27, WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816**

Program 213	MANDATED COSTS ANIMAL ADOPTION CLAIM SUMMARY	FORM AA-1
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(01) Claimant	(02) Type of Claim	Fiscal Year
	Reimbursement <input type="checkbox"/> 11-9811-I-01	20__/20__
	Estimated <input type="checkbox"/>	

(03) Department	
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Direct Costs	Object Accounts
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(04) Reimbursable Components	(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Salaries	Benefits	Materials & Supplies	Contract Services	Travel & Training	Fixed Assets	Total
A. One-Time Costs							
1. Policies and Procedures							
2. Training							
3. Computer Software							
B. Ongoing Costs							
1. Acquiring Space/Facilities							
2. Renovating Facilities							
3. Care of Dogs & Cats							
4. Care of Other Animals							
5. Holding Period							
6. Feral Cats							
7. Lost and Found Lists							
8. Non-Medical Records							
9. Veterinary Care							
10. Procuring Equipment							
(05) Total Direct Costs							

Indirect Costs

(06) Indirect Cost Rate	[From ICRP]	%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or [Line (06) x {line (05)(a) + line (05)(b)}]	
(08) Total Direct and Indirect Costs	[Line (05)(g) + line (07)]	
Cost Reduction		
(09) Less: Offsetting Savings		
(10) Less: Other Reimbursements		
(11) Total Claimed Amount	[Line (08) - {line (09) + line (10)}]	

Program 213	ANIMAL ADOPTION CLAIM SUMMARY Instructions	FORM AA-1
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year of costs. 11-9811-I-01
- Form AA-1 must be filed for a reimbursement claim. Do not complete form AA-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form AA-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) Department. If more than one department has incurred costs for this mandate, give the name of each department. A separate form AA-1 should be completed for each department.
- (04) Reimbursable Components. For each reimbursable component, enter the total from form AA-2, line (05), columns (d) through (i) to form AA-1, block (05), columns (a) through (f) in the appropriate row. Total each row.
- (05) Total Direct Costs. Total columns (a) through (g).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits, without preparing an ICRP. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim.
- (07) Total Indirect Costs. If the 10% flat rate is used for indirect costs, multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If an ICRP is submitted and both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06). If more than one department is reporting costs, each must have its own ICRP for the program.
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(g), and Total Indirect Costs, line (07).
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. Reimbursement received from any source shall be identified and deducted from this claim. Sources shall include, but are not limited to, rewards received under authority of Civil Code § 1845, licensing fees and fines received and applied pursuant to Food and Agriculture Code Section (F & AC §) 30652, Government Code Section 28502, and Penal Code Section 597f, and other state funds, and federal funds. Fees and fines received pursuant to F & AC § 30652 shall be deducted according to the priority specified on page 15 of the P's and G's.
- (11) Total Claimed Amount. From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to form FAM-27, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.

Program 213	MANDATED COSTS ANIMAL ADOPTION COMPONENT/ACTIVITY COST DETAIL	FORM AA-2
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(01) Claimant	(02) Fiscal Year
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(03) Reimbursable Components: Check only **one** box per form to identify the component being claimed. 11-9811-1-01

One-Time Policies and Procedures Training Computer Software

Ongoing Acquiring Space/Facilities Renovating Facilities Care of Dogs & Cats

Care of Other Animals Holding Period Feral Cats

Lost and Found Lists Non-Medical Records Veterinary Care

Procuring Equipment

(04) Description of Expenses			Object Accounts					
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training

(05) Total <input type="checkbox"/>	Subtotal <input type="checkbox"/>	Page: ___ of ___
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Program 213	ANIMAL ADOPTION COMPONENT/ACTIVITY COST DETAIL Instructions	FORM AA-2
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- (01) Claimant. Enter the name of the claimant. If more than one department has incurred costs for this mandate, give the name of each department. A separate form AA-2 should be completed for each department. 11-9811-1-01
- (02) Fiscal Year. Enter the fiscal year for which costs were incurred.
- (03) Reimbursable Components. Check the box which indicates the cost component being claimed. Check only one box per form. A separate form AA-2 shall be prepared for each applicable component.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Cost = Hourly Rate x Hours Worked			Copy of Contract
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost = Unit Cost x Usage		Supporting Documentation
Travel and Training	Purpose of Trip Name and Title	Per Diem Rate	Days					Cost = Rate x Days or Miles	
Travel	Departure and Return Date	Mileage Rate Travel Cost	Miles Travel Mode					or Total Travel Cost	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d) through (i) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component/activity costs, number each page. Enter totals from line (05), columns (d) through (i) to form AA-1, block (04), columns (a) through (f) in the appropriate row.

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2006-11
ANIMAL ADOPTION 2005

April 3, 2006

11-9811-I-01

In accordance with Government Code (GC) section 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for filing claims for the Animal Adoption (AA) program. These claiming instructions are issued subsequent to adoption of the program's Parameters and Guidelines (P's & G's) by the Commission on State Mandates (COSM).

On January 25, 2001, the COSM determined that Chapter 752, Statutes of 1998, established costs mandated by the State according to the provisions listed in the P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

Eligible Claimants

Any city, county, city and county, dependent special district, or joint powers authority comprised of a city, county, and/or city and county that incurs increased costs as a result of this mandate, is eligible to claim reimbursement of these costs.

Filing Deadlines

A. Reimbursement Claims

Initial reimbursement claims must be filed within 120 days from the issuance date of claiming instructions. Costs incurred for this program are reimbursable for fiscal year 2005-06. Estimated claims for fiscal year 2005-06 must be filed on or before **August 1, 2006**. Actual reimbursement claims for fiscal year 2005-06 and estimated claims for fiscal year 2006-07 must be filed on or before **January 16, 2007**.

In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. **Claims filed more than one year after the deadline or without the requested supporting documentation will not be accepted.**

B. Late Penalty

1. Initial Claims

AB 3000, enacted into law on September 30, 2002, amended the late penalty assessments on initial claims. Late initial claims submitted **on or after September 30, 2002**, are assessed a late penalty of 10% of the total amount of the initial claims **without limitation**.

2. Annual Reimbursement Claims

All late annual reimbursement claims are assessed a late penalty of 10% subject to the \$1,000 limitation regardless of when the claims were filed.

C. Estimated Claims

Unless otherwise specified in the claiming instructions local agencies are not required to provide cost schedules and supporting documents with an estimated claim if the estimated amount does not exceed the previous fiscal year's actual costs by more than 10%. Claimants can simply enter the estimated amount on form FAM-27, line (07). 11-9811-I-01

However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, claimants must complete supplemental claim forms to support their estimated costs as specified for the program to explain the reason for the increased costs. If no explanation supporting the higher estimate is provided with the claim, it will automatically be adjusted to 110% of the previous fiscal year's actual costs. Future estimated claims filed with the SCO must be postmarked by January 15 of the fiscal year in which costs will be incurred. Claims filed timely will be paid before late claims.

Minimum Claim Cost

GC section 17564(a) provides that no claim shall be filed pursuant to Sections 17551 and 17561, unless such claim exceeds one thousand dollars (\$1,000).

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs incurred to implement the mandated activities. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question.

Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts. Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. It may also include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

Certification of Claim

In accordance with the provisions of GC section 17561, an authorized representative of the claimant shall be required to provide a certification of claim stating: "I certify, (or declare), under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of the Code of Civil Procedure section 2015.5, for those costs mandated by the State and contained herein.

Audit of Costs

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency pursuant to this chapter is subject to the initiation of an audit by the SCO no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the SCO to initiate an audit shall commence to run from the date of initial payment of the claim. 11-9811-l-01

In any case, an audit shall be completed no later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. On-site audits will be conducted by the SCO as deemed necessary.

Retention of Claiming Instructions

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

Questions, or requests for hard copies of these instructions, should be faxed to Angie Lowi-Teng at (916) 323-6527 or e-mailed to **LRS DAR@sco.ca.gov**. Or, if you wish, you may call the Local Reimbursements Section at (916) 324-5729.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at www.sco.ca.gov/ard/local/locreim/index.shtml.

Address for Filing Claims

Claims should be rounded to the nearest dollar. Submit a signed original and a copy of form FAM-27, Claim for Payment, and all other forms and supporting documents. **(To expedite the payment process, please sign the form in blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**

Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Amended: January 26, 2006
Adopted: February 28, 2002
j:mandates/2004/pga/04pga01 and 02/draftpga

PARAMETERS AND GUIDELINES AMENDMENT 1-9811-I-01

Civil Code Sections 1834 and 1846;
Food and Agriculture Code Sections 31108, 31752, 31752.5, 31753, 32001, and 32003
As Added or Amended by Statutes of 1998, Chapter 752

AND

Amended Pursuant to Statutes 2004, Chapter 313 (AB 2224) and
Request of the State Controller's Office

Animal Adoption

I. Summary of the Mandate

The test claim legislation was enacted in an attempt to end the euthanasia of adoptable and treatable animals. Generally, the test claim legislation increased the holding period for stray and abandoned dogs, cats, and other specified animals; required the verification of the temperament of feral cats; required the posting of lost and found lists; required the maintenance of records for impounded animals; and required that impounded animals receive "necessary and prompt veterinary care."

The Commission partially approved this test claim, pursuant to article XIII B, section 6 of the California Constitution and Government Code section 17514, for the *increased costs* in performing the following activities only:

1. Providing care and maintenance during the increased holding period for impounded dogs and cats that are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture and four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment (Food & Agr. Code, §§ 31108, 31752);
2. Providing care and maintenance for four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment, for impounded rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, or tortoises legally allowed as personal property that are ultimately euthanized (Food & Agr. Code, § 31753);
3. For dogs, cats, and other specified animals held for four business days after the day of impoundment, either:
 - (a) Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or

(b) For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed (Food & Agr., Code §§ 31108, 31752, and 31753);

- 11-9811-I-01
4. Verifying whether a cat is feral or tame by using a standardized protocol (Food & Agr. Code, § 31752.5);
 5. Posting lost and found lists (Food & Agr. Code, § 32001);
 6. Maintaining records on animals that are not medically treated by a veterinarian, but are either taken up, euthanized after the holding period, or impounded (Food & Agr. Code, § 32003); and
 7. Providing “necessary and prompt veterinary care” for abandoned animals, other than injured cats and dogs given emergency treatment, that are ultimately euthanized (Civ.Code, §§ 1834 and 1846).

II. Eligible Claimants

Any city, county, city and county, dependent special district, and joint powers authority comprised of a city, county, and/or city and county that incurs increased costs as a result of this reimbursable state mandated program is eligible to claim reimbursement of those costs.

III. Period of Reimbursement

The period of reimbursement for the activities in this parameters and guidelines amendment begins on July 1, 2005.

Pursuant to Government Code section 17560, reimbursement for state-mandated costs may be claimed as follows:

1. A local agency may file an estimated reimbursement claim by January 15 of the fiscal year in which costs are to be incurred, and, by January 15 following that fiscal year shall file an annual reimbursement claim that details the costs actually incurred for that fiscal year; or it may comply with the provisions of subdivision (b).
2. A local agency may, by January 15 following the fiscal year in which costs are incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.
3. In the event revised claiming instructions are issued by the Controller pursuant to subdivision (c) of section 17558 between October 15 and January 15, a local agency filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim.

Reimbursable actual costs for one fiscal year shall be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Government Code section 17561, subdivision (d)(1), all claims for reimbursement of initial years’ costs shall be submitted within

120 days of the issuance of the State Controller's claiming instructions. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law. 1-31-11-101

IV. Reimbursable Activities

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant, the following activities are reimbursable:

A. One Time Activities

1. Develop policies and procedures to implement the reimbursable activities listed in Section IV (B) of these parameters and guidelines.
2. Train staff on the reimbursable activities listed in Section IV (B) of these parameters and guidelines. (One-time per employee.)
3. Develop or procure computer software for the maintenance of records on animals specified in Section IV (B) (8) of these parameters and guidelines to the extent these costs are not claimed as an indirect cost under Section V (B) (8) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in Section IV (B) (8), only the

pro rata portion of the activity that is used for compliance with Section IV (B) (8) is reimbursable.

B. Ongoing Activities

1. Acquisition of Additional Space and/or Construction of New Facilities

Beginning January 1, 1999 - Acquiring additional space by purchase or lease and/or construction of new facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Formula for Proportionate Share of Actual Costs:

Where:

(A) = Shelter square footage, 1998

(B) = Total animal average daily census (ADC), 1998

(C) = Square footage per ADC, 1998 (=A/B)

(D) = Total dog/cat ADC, 1998

(E) = Shelter square footage, claim year

(F) = Total dog/cat ADC, claim year

(G) = Eligible dog/cat ADC, claim year

(H) = Eligible other animal ADC, claim year

(I) = Eligible dog/cat square footage, claim year

For shelters that meet the conditions of to Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats:¹

$$(I) = 2/5 \times C \times F$$

For shelters that do not meet the conditions of Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats:

$$(I) = 4/7 \times C \times F$$

(J) = Reduction in eligible square footage due to decline in total dog/cat population (cannot exceed 0)

For shelters that meet the conditions of Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats:²

$$(J) = [(F/5 - D/3 \times C \times D) / (D/3)]$$

For shelters that do not meet the conditions of Food and Agricultural Code section 31108(a)(10 or (2) for dogs, and section 31752(a)(1) or (2) for cats:

$$(J) = [(F/7 - D/3) \times C \times D] / (D/3)$$

(K) = Net eligible dog/cat square footage (cannot be less than 0)

$$(K = I+J)$$

(L) = Percentage of eligible dog/cat ADC, claim year (L = G/F)

(M) = Allowable dog/cat square footage (M = K x L)

(N) = Allowable square footage for other animals specified by Food and Agricultural Code section 31573 (N = C x H)

(P) = Eligible percentage of acquisition/construction costs (cannot exceed 100%) [P = (M+N) / ((E-A)]

Statutes 2004, chapter 313 specifies that costs incurred to address preexisting shelter overcrowding or animal population growth are not reimbursable. The mandate reimburses for costs required due to the

¹ In order to select this option claimants must either make the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or (b) Have fewer than three full-time employees or are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

² In order to select this option claimants must either make the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or (b) Have fewer than three full-time employees or are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

increased holding period required by Statutes 1998, chapter 752. In calculating net eligible dog/cat square footage, the formula recognizes that a decline in the number of animals sheltered may offset the effect of the increased holding period. For example, if the dog/cat average daily census does not change between the 1998 base year and the claim year, there is no additional square footage required. 11-9811-l-01

The mandate reimburses only for costs attributable to eligible animals. Prior to Statutes 1998, chapter 752, shelters were required to hold dogs and cats for three days, whereas there was no required holding period for other animals. Therefore, the mandate reimbursable percentage formula separately calculates allowable square footage for dogs and cats, and allowable square footage for other animals specified by Food and Agricultural Code section 31753.

Acquisition/construction costs that are less than or equal to the cost of contract services for eligible animals are reimbursable.

Claimants may recalculate the eligible percentage of acquisition/construction costs each year, based on current animal population statistics. However, claimants may only claim allowable costs that have not been claimed in previous fiscal years.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

Acquiring additional space and/or construction of new facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board that acquiring additional space and/or constructing new facilities is necessary for the increased holding period required by Statutes of 1998, Chapter 752 because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized. The determination by the governing board shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. For purposes of claiming reimbursement under section IV.B.1, average Daily Census is defined as the average number of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;
- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in a given year under the

holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;

- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Remodeling existing facilities is not feasible or is more expensive than acquiring additional space and/or constructing new facilities to comply with the increased holding period required by Statutes 1998, chapter 752; and
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes 1998, chapter 752 is not feasible or is more expensive than acquiring additional space and/or constructing new facilities to comply with the increased holder period required by Statutes 1998, chapter 752. This finding should include the cost to contract with existing shelters..

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board meetings, transcripts of governing board meetings, certification by the governing board describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

2. Remodeling/Renovating Existing Facilities

Beginning January 1, 1999 - Remodeling/renovating existing facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, remodel and/or renovate existing facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire

holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Since the remodeling/renovation will not increase square footage to address existing overcrowding or future growth issues, the mandate reimbursable percentage formula for remodeling/renovation would exclude the eligible percentage of square footage factor.

Formula for proportionate share of actual remodeling/renovation costs:

(A) = Shelter square footage

(B) = Total animal average daily census (ADC), claim year

(C) = Square footage per ADC, claim year (C = A/B)

(G) = Eligible dog/cat ADC, claim year

(H) = Eligible other animal ADC, claim year

(M) = Eligible dog/cat square footage, claim year

For shelters that meet the requirements of Food and Agricultural Code section 31108 (a)(1) or (2) for dogs, and section 31752 (a)(1) or (2) for cats, $M = 2/5 \times C \times G$.

For shelters that do not meet the requirements of Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats, $M = 4/7 \times C \times G$.

(N) = Allowable square footage for other animals specified by Food and Agricultural Code section 31753, claim year (N = C x H)

(P) = Eligible percentage of remodeling/renovation costs

[P = (M + N) / A]

Claimants may recalculate the eligible percentage of remodeling/renovation costs each year, based on current animal population statistics. However, claimants may only claim allowable costs that have not been claimed in previous fiscal years.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

Remodeling/renovating existing facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board or a delegated representative that remodeling/renovating existing facilities is necessary because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized for the increased holding period required by Statutes of 1998, Chapter 752. The

determination by the governing board or delegated representative shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. For purposes of claiming reimbursement under section IV.B.2, average Daily Census is defined as the average number of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;
- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 in a given year under the holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;
- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes of 1998, Chapter 752 is not feasible or is more expensive than remodeling/renovating existing facilities to comply with the increased holding period required by Statutes 1998, chapter 752.

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board meetings, transcripts of governing board meetings, certification by the governing board or declaration from the delegated representative describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

3. Care and Maintenance for Impounded Stray or Abandoned Dogs and Cats that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, §§ 31108, 31752)

Beginning July 1, 1999 - Providing care and maintenance during the increased holding period for impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture, and four or six business days from the day after impoundment.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of dogs and cats:

- Stray or abandoned dogs and cats that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- Newborn stray or abandoned dogs and cats that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- Stray or abandoned dogs and cats too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- Owner relinquished dogs and cats; and
- Stray or abandoned dogs and cats that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method – Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all dogs and cats impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of all dogs and cats impounded at a facility. For purposes of claiming reimbursement under IV.B.3, average daily census is defined as the average number of all dogs and cats at a facility housed on any given day, in a 365-day period..
 - c) Multiply the average daily census of dogs and cats by 365 = yearly census of dogs and cats.
 - d) Divide the total annual cost of care by the yearly census of dogs and cats = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned dogs and cats that die

during the increased holding period or are ultimately euthanized, by each reimbursable day (the difference between three days from the day of capture, and four or six business days from the day after impoundment).

- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned dogs and cats are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study supports a fixed-cost approach such as an animal day (i.e., dog-day, cat-day, etc.), the eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- a) Reflect an after-the-fact distribution of each employee's actual activity;
- b) Account for the total activity for which each employee is compensated;
- c) Account for the total labor hours of the month;
- d) Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
- e) Document, by signature or initials and date, supervisor approval.

3. Care and Maintenance for Impounded Stray or Abandoned Animals Specified in Food and Agriculture Code Section 31753 that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, § 31753)

Beginning January 1, 1999 - Providing care and maintenance for four or six business days from the day after impoundment for impounded stray or abandoned rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, and tortoises legally allowed as personal property that die during the increased holding period or are ultimately euthanized.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of animals:

- Stray or abandoned animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- Stray or abandoned animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- Owner relinquished animals; and
- Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method –Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all animals specified in Food and Agriculture Code section 31753 that are impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of the animals specified in Food and Agriculture Code section 31753.
 - c) Multiply the average daily census of the animals specified in Food and Agriculture Code section 31753 by 365 = yearly census of animals specified in Food and Agriculture Code section 31753.
 - d) Divide the total annual cost of care by the yearly census of animals specified in Food and Agriculture Code section 31753 = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized, by

each reimbursable day (four or six business days from the day after impoundment).

- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned animals are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study supports a fixed-cost approach such as an animal day, the eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- a) Reflect an after-the-fact distribution of each employee's actual activity;
- b) Account for the total activity for which each employee is compensated;
- c) Account for the total labor hours of the month;
- d) Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
- e) Document, by signature or initials and date, supervisor approval.

4. Agencies Using the Holding Period of Four Business Days After the Day of Impoundment (Food & Agr. Code, §§ 31108, 31752, 31753)

Beginning January 1, 1999 - For impounded animals specified in Food and Agriculture Code section 31753, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

Beginning July 1, 1999 - For impounded dogs and cats, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

5. Feral Cats (Food & Agr. Code, § 31752.5)

Beginning January 1, 1999 - Verifying whether a cat is feral or tame by using a standardized protocol within the first three days of the required holding period if an apparently feral cat has not been reclaimed by its owner or caretaker.

6. Lost and Found Lists (Food & Agr. Code, § 32001)

Beginning January 1, 1999 - Providing owners of lost animals and those who find lost animals with all of the following:

- Ability to list the animals they have lost or found on “lost and found” lists maintained by the local agency;
- Referrals to animals listed that may be the animals the owner or finders have lost or found;
- The telephone numbers and addresses of other pounds and shelters in the same vicinity;
- Advice as to means of publishing and disseminating information regarding lost animals; and
- The telephone numbers and addresses of volunteer groups that may be of assistance in locating lost animals.

7. Maintaining *Non-Medical* Records (Food & Agr. Code, § 32003)

Beginning January 1, 1999 - Maintaining non-medical records on animals that are either taken up, euthanized after the holding period, or impounded. Such records shall include the following:

- The date the animal was taken up, euthanized, or impounded;
- The circumstances under which the animal is taken up, euthanized, or impounded;
- The names of the personnel who took up, euthanized, or impounded the animal; and

- The final disposition of the animal, including the name of the person who euthanized the animal or the name and address of the adopting party.

The cost of software license renewal contracts, to the extent these costs are not claimed as an indirect cost under these parameters and guidelines, is eligible for reimbursement under Section V (A) (2) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in this section, only the pro rata portion of the software license renewal contract that is used for compliance with this section is reimbursable.

8. “Necessary and Prompt Veterinary Care” (Civ. Code, §§ 1834 and 1846)

Beginning January 1, 1999 - Providing “necessary and prompt veterinary care” for stray and abandoned animals, other than injured cats and dogs given emergency treatment, that die during the holding period or are ultimately euthanized, during the holding periods specified in Statutes of 1998, Chapter 752.

“Necessary and prompt veterinary care” means all reasonably necessary medical procedures performed by a veterinarian or someone under the supervision of a veterinarian to make stray or abandoned animals “adoptable.” The following veterinary procedures, if conducted, are eligible for reimbursement:

- An initial physical examination of the animal to determine the animal’s baseline health status and classification as “adoptable,” “treatable,” or “non-rehabilitatable.”
- A wellness vaccine administered to “treatable” or “adoptable” animals.
- Veterinary care to stabilize and/or relieve the suffering of a “treatable” animal.
- Veterinary care intended to remedy any applicable disease, injury, or congenital or hereditary condition that adversely affects the health of a “treatable” animal or that is likely to adversely affect the animal’s health in the future, until the animal becomes “adoptable.”

Population Exclusions

Eligible claimants are *not* entitled to reimbursement for providing “necessary and prompt veterinary care” to the following population of animals:

- Animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);

- Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- Animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal. (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- Owner relinquished animals; and
- Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Veterinary Care Exclusions

Eligible claimants are *not* entitled to reimbursement for providing the following veterinary procedures:

- Emergency treatment given to injured cats and dogs (Pen. Code, § 597f, subd. (b));
- Administration of rabies vaccination to dogs (Health & Saf. Code, § 121690);
- Implantation of microchip identification;
- Spay or neuter surgery and treatment;
- Euthanasia.

10. Beginning January 1, 1999 - Procuring medical, kennel, and computer equipment necessary to comply with the reimbursable activities listed in Section IV (B) of these parameters and guidelines, to the extent these costs are not claimed as an indirect cost under Section V (B) of these parameters and guidelines. If the medical, kennel, and computer equipment is utilized in some way not directly related to the mandated program or the population of animals listed in Section IV (B), only the pro rata portion of the activity that is used for the purposes of the mandated program is reimbursable.

V. Claim Preparation and Submission

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and attorney invoices with the claim and a description of the contract scope of services.

4. Fixed Assets and Equipment

Report the purchase price paid for fixed assets and equipment (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset or equipment is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element A.1, Salaries and Benefits, for each applicable reimbursable activity.

6. Training

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates

attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element A.1, Salaries and Benefits, and A.2, Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element A.3, Contracted Services. 11-9811-I-01

B. Indirect Cost Rates

Indirect costs are costs that are incurred for a common or joint purpose, benefiting more than one program, and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate; and (2) the costs of the central government services distributed to the other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the Office of Management and Budget (OMB) Circular A-87. Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate claimed exceeds 10%.

If the claimant chooses to prepare an ICRP, both the direct costs (as defined and described in OMB Circular A-87 Attachments A and B) and the indirect costs shall exclude capital expenditures and unallowable costs (as defined and described in OMB Circular A-87 Attachments A and B). However, unallowable costs must be included in the direct costs if they represent activities to which indirect costs are properly allocable.

The distribution base may be (1) total direct costs (excluding capital expenditures and other distorting items, such as pass-through funds, major subcontracts, etc.), (2) direct salaries and wages, or (3) another base which results in an equitable distribution.

In calculating an ICRP, the claimant shall have the choice of one of the following methodologies:

1. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 Attachments A and B) shall be accomplished by (1) classifying a department's total costs for the base period as either direct or indirect, and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate which is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount allowable indirect costs bears to the base selected; or
2. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 Attachments A and B) shall be accomplished by (1) separating a department into groups, such as divisions or sections,

and then classifying the division's or section's total costs for the base period as either direct or indirect, and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate that is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount allowable indirect costs bears to the base selected.

11-9811-1-01

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter³ is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENTS

Any offsetting savings that the claimant experiences as a direct result of this mandate must be deducted from the costs claimed. Additionally, reimbursement for this mandate received from any source shall be identified and deducted from this claim. These sources shall include, but not be limited to, rewards received under the authority of Civil Code section 1845; licensing fees and fines received and applied pursuant to Food and Agriculture Code section 30652, Government Code section 28502, and Penal Code section 597f; other state funds, and federal funds. The fees and fines received pursuant to Food and Agriculture Code section 30652 shall be deducted from the claim according to the priority specified in the statute and stated below:

- First, to pay fees for the issuance of dog license tags pursuant to Food and Agriculture Code section 30652, subdivision (a);
- Second, in accordance with Food and Agriculture Code section 30652, subdivision (b), any excess revenue held after the payment of dog license tags shall be applied to the fees, salaries, costs, expenses, or any or all of them for the enforcement of Division 14 of the Food and Agriculture Code, including Food and Agriculture Code section 31108, and all ordinances that are made pursuant to Division 14. Costs incurred under Food and Agriculture Code section 31108 are specified in Section IV (B) (1), (2), (3), and (5), and Section IV (A) of

³ This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

these parameters and guidelines. Any or all excess revenue must be applied to the costs incurred under Food and Agriculture Code section 31108 before any revenue can be applied to subdivisions (c) and (d) of Food and Agriculture Code section 30652.

VIII. STATE CONTROLLER'S REVISED CLAIMING INSTRUCTIONS 11-9811-1-01

Pursuant to Government Code section 17558, subdivision (c), the Controller shall issue revised claiming instructions for each mandate that requires state reimbursement not later than 60 days after receiving the revised parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed. The revised claiming instructions shall be derived from the test claim decision and the revised parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(2), issuance of the revised claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon the revised parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The Statement of Decision is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claim. The administrative record, including the Statement of Decision, is on file with the Commission.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION 2005	For State Controller Use Only (19) Program Number 00213 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 213
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L A B E L H E R E	(01) Claimant Identification Number		Reimbursement Claim Data	
	(02) Claimant Name		(22) AA-1, (04)(A)(1)(g)	11-0811-I-01
	County of Location		(23) AA-1, (04)(A)(2)(g)	
	Street Address or P.O. Box Suite		(24) AA-1, (04)(A)(3)(g)	
	City State Zip Code		(25) AA-1, (04)(B)(1)(g)	

Type of Claim	Estimated Claim	Reimbursement Claim		
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(26) AA-1, (04)(B)(2)(g)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) AA-1, (04)(B)(3)(g)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) AA-1, (04)(B)(4)(g)	
			(29) AA-1, (04)(B)(5)(g)	
Fiscal Year of Cost	(06) 20 ___/20 ___	(12) 20 ___/20 ___	(30) AA-1, (04)(B)(6)(g)	
Total Claimed Amount	(07)	(13)	(31) AA-1, (04)(B)(7)(g)	
Less: 10% Late Penalty, not to exceed \$1,000		(14)	(32) AA-1, (04)(B)(8)(g)	
Less: Prior Claim Payment Received		(15)	(33) AA-1, (04)(B)(9)(g)	
Net Claimed Amount		(16)	(34) AA-1, (04)(B)(10)(g)	
Due from State	(08)	(17)	(35) AA-1, (06)	
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code §17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer	Date

Type or Print Name	Title	
(38) Name of Contact Person for Claim		Telephone Number () - Ext.
		E-Mail Address

Program 213	ANIMAL ADOPTION 2005 Certification Claim Form Instructions	FORM FAM-27
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code. **911-1-01**
- (03) If filing an estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) If filing a combined estimated claim on behalf of districts within the county, enter an "X" in the box on line (04) Combined.
- (05) If filing an amended estimated claim, enter an "X" in the box on line (05) Amended.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of the estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form AA-1 and enter the amount from line (11).
- (08) Enter the same amount as shown on line (07).
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim from form AA-1, line (11). The total claimed amount must exceed \$1,000.
- (14) Estimated claims for fiscal year 2005-06 must be filed on or before **August 1, 2006**. Actual reimbursement claims for fiscal year 2005-06 and estimated claims for fiscal year 2006-07 must be filed on or before **January 16, 2007**. Enter zero if the claim was timely filed, otherwise, enter the product of multiplying line (13) by the factor 0.10 (10% penalty), or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and an estimated claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., AA-1, (04)(A)(1)(g), means the information is located on form AA-1, line (04)(A)(1), column (g). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 34.19% should be shown as 34. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED ORIGINAL, AND A COPY OF FORM FAM-27, WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816**

Program 213	MANDATED COSTS ANIMAL ADOPTION 2005 CLAIM SUMMARY	FORM AA-1
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(01) Claimant	(02) Type of Claim Fiscal Year Reimbursement <input type="checkbox"/> 11-9811-I-01 Estimated <input type="checkbox"/> 20__/20__
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(03) Department	
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Direct Costs	Object Accounts
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(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Materials & Supplies	(d) Contract Services	(e) Travel & Training	(f) Fixed Assets	(g) Total
A. One-Time Activities							
1. Policies and Procedures							
2. Training							
3. Computer Software							
B. Ongoing Activities							
1. Acquiring Space/Facilities							
2. Renovating Facilities							
3. Care of Dogs & Cats							
4. Care of Other Animals							
5. Holding Period							
6. Feral Cats							
7. Lost and Found Lists							
8. Non-Medical Records							
9. Veterinary Care							
10. Procuring Equipment							
(05) Total Direct Costs							

Indirect Costs

(06) Indirect Cost Rate	[From ICRP]	%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or [Line (06) x {line (05)(a) + line (05)(b)}]	
(08) Total Direct and Indirect Costs	[Line (05)(g) + line (07)]	

Cost Reduction

(09) Less: Offsetting Savings		
(10) Less: Other Reimbursements		
(11) Total Claimed Amount	[Line (08) - {line (09) + line (10)}]	

Program 213	ANIMAL ADOPTION 2005 CLAIM SUMMARY Instructions	FORM AA-1
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year of costs. 11-9811-I-01
- Form AA-1 must be filed for a reimbursement claim. Do not complete form AA-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form AA-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) Department. If more than one department has incurred costs for this mandate, give the name of each department. A separate form AA-1 should be completed for each department.
- (04) Reimbursable Components. For each reimbursable component, enter the total from form AA-2, line (05), columns (d) through (i) to form AA-1, block (05), columns (a) through (f) in the appropriate row. Total each row.
- (05) Total Direct Costs. Total columns (a) through (g).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits, without preparing an ICRP. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim.
- (07) Total Indirect Costs. If the 10% flat rate is used for indirect costs, multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If an ICRP is submitted and both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06). If more than one department is reporting costs, each must have its own ICRP for the program.
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(g), and Total Indirect Costs, line (07).
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. Reimbursement received from any source shall be identified and deducted from this claim. Sources shall include, but are not limited to, rewards received under authority of Civil Code section 1845, licensing fees and fines received and applied pursuant to Food and Agriculture Code section 30652, Government Code section 28502, and Penal Code section 597f, and other state funds, and federal funds. Fees and fines received pursuant to Food & Agriculture Code section 30652 shall be deducted according to the priority specified on page 15 of the P's and G's.
- (11) Total Claimed Amount. From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to form FAM-27, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.

Program 213	MANDATED COSTS ANIMAL ADOPTION 2005 COMPONENT/ACTIVITY COST DETAIL	FORM AA-2
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(01) Claimant	(02) Fiscal Year
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11-9811-1-01

(03) Reimbursable Components: Check only **one** box per form to identify the component being claimed.

One-Time <input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing <input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses	Object Accounts				
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(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training

(05) Total <input type="checkbox"/>	Subtotal <input type="checkbox"/>	Page: ___ of ___
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Program 213	ANIMAL ADOPTION 2005 COMPONENT/ACTIVITY COST DETAIL INSTRUCTIONS	FORM AA-2
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- (01) Claimant. Enter the name of the claimant. If more than one department has incurred costs for this mandate, give the name of each department. A separate form AA-2 should be completed for each department. 11-9811-1-01
- (02) Fiscal Year. Enter the fiscal year for which costs were incurred.
- (03) Reimbursable Components. Check the box which indicates the cost component being claimed. Check only one box per form. A separate form AA-2 shall be prepared for each applicable component.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Cost = Hourly Rate x Hours Worked			Copy of Contract
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost = Unit Cost x Usage		Supporting Documentation
Travel and Training	Purpose of Trip Name and Title	Per Diem Rate	Days					Cost = Rate x Days or Miles	
Travel	Departure and Return Date	Mileage Rate Travel Cost	Miles Travel Mode					or Total Travel Cost	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d) through (i) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the component/activity costs, number each page. Enter totals from line (05), columns (d) through (i) to form AA-1, block (04), columns (a) through (f) in the appropriate row.

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2006-11
ANIMAL ADOPTION

April 3, 2006

Revised January 30, 2009

11-9811-I-01

In accordance with Government Code (GC) Section 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for filing claims for the Animal Adoption (AA) program. These claiming instructions are issued subsequent to adoption of the program's Parameters and Guidelines (P's & G's) by the Commission on State Mandates (CSM).

On January 25, 2001, the CSM determined that Chapter 752, Statutes of 1998, established costs mandated by the State according to the provisions listed in the P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

Eligible Claimants

Any city, county, or city and county, which incurs increased costs, as a direct result of this mandate is eligible to claim reimbursement of these costs.

Filing Deadlines

A. Reimbursement Claims

A reimbursement claim is defined in GC Section 17522 as any claim filed with SCO by a local agency for reimbursement of costs incurred for which an appropriation is made for the purpose of paying the claim.

An actual claim may be filed by February 15 following the fiscal year in which costs were incurred. If the filing deadline falls on a weekend or holiday, the filing deadline will be the next business day. Since the 15th falls on a weekend in 2009 claims for fiscal year 2007-08 will be accepted without penalty if postmarked or delivered on or before February 17, 2009. Claims filed after the deadline will be reduced by a late penalty of 10%, not to exceed \$10,000. A claim filed more than one year after the deadline cannot be accepted for reimbursement.

In order for a claim to be considered properly filed, it must include the Indirect Cost Rate Proposal (ICRP) if the indirect cost rate exceeds 10%. A more detailed discussion of the ICRP may be found in Section 8 of the instructions.

Documentation to support actual costs must be kept on hand by the claimant and made available to SCO upon request as explained in Section 17 of the instructions.

B. Estimated Claims

Pursuant to AB 8, Chapter 6, Statutes of 2008, the option to file estimated claims has been eliminated. Therefore, estimated claims filed on or after February 16, 2008, will not be accepted for reimbursement.

Minimum Claim Cost

GC Section 17564(a) provides that no claim shall be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds one thousand dollars (**\$1,000**), provided that a county may submit a combined claim on behalf of direct service districts or special districts within their county if the combined claim exceeds **\$1,000**, even if the individual direct service district's or special district's claim does not each exceed **\$1,000**. The county shall determine if the submission of the combined claim is economically feasible and shall be responsible for disbursing the funds to each direct service district or special district. These combined claims may be filed only when the county is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible district. All subsequent claims based upon the same mandate shall only be filed in the combined form unless a direct service district or special district provides a written notice of its intent to file a separate claim to the county and to SCO, at least 180 days prior to the deadline for filing the claim.

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities.

A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, notices of order of suspension or revocation, sworn reports, arrest reports, notices to appear, employee time records, or time logs, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, and declarations.

Declarations must include a certification or declaration stating, "I certify, (or declare), under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of the Code of Civil Procedure Section 2015.5.

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

Certification of Claim

In accordance with the provisions of GC Section 17561, an authorized representative of the claimant shall be required to provide a certification of claim stating: "I certify, (or declare), under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of the Code of Civil Procedure Section 2015.5, for those costs mandated by the State and contained herein.

Audit of Costs

All claims submitted to SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with SCO's claiming instructions and the P's & G's adopted by the CSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim activity adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

Pursuant to GC Section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter is subject to the initiation of an audit by SCO no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents shall be made available to SCO on request.

Retention of Claiming Instructions

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

Questions or requests for hard copies of these instructions should be faxed to Angie Teng at (916) 323-6527, or e-mailed to LRSDAR@sco.ca.gov. Or, if you wish, you may call the Local Reimbursements Section at (916) 324-5729.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at <http://www.sco.ca.gov/ard/local/locreim/index.shtml>.

Address for Filing Claims

Claims should be rounded to the nearest dollar. Submit a signed original and a copy of form FAM-27, Claim for Payment, and all other forms and supporting documents. **To expedite the payment process, please sign the form in blue ink, and attach a copy of the form FAM-27 to the top of the claim package.**

Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Amended: January 26, 2006
Adopted: February 28, 2002
j:mandates/2004/pga/04pga01 and 02/draftpga

PARAMETERS AND GUIDELINES AMENDMENT 1-9811-I-01

Civil Code Sections 1834 and 1846;
Food and Agriculture Code Sections 31108, 31752, 31752.5, 31753, 32001, and 32003
As Added or Amended by Statutes of 1998, Chapter 752

AND

Amended Pursuant to Statutes 2004, Chapter 313 (AB 2224) and
Request of the State Controller's Office

Animal Adoption

I. Summary of the Mandate

The test claim legislation was enacted in an attempt to end the euthanasia of adoptable and treatable animals. Generally, the test claim legislation increased the holding period for stray and abandoned dogs, cats, and other specified animals; required the verification of the temperament of feral cats; required the posting of lost and found lists; required the maintenance of records for impounded animals; and required that impounded animals receive "necessary and prompt veterinary care."

The Commission partially approved this test claim, pursuant to article XIII B, section 6 of the California Constitution and Government Code section 17514, for the *increased costs* in performing the following activities only:

1. Providing care and maintenance during the increased holding period for impounded dogs and cats that are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture and four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment (Food & Agr. Code, §§ 31108, 31752);
2. Providing care and maintenance for four business days from the day after impoundment, as specified below in 3 (a) and 3 (b), or six business days from the day after impoundment, for impounded rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, or tortoises legally allowed as personal property that are ultimately euthanized (Food & Agr. Code, § 31753);
3. For dogs, cats, and other specified animals held for four business days after the day of impoundment, either:
 - (a) Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or

(b) For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed (Food & Agr., Code §§ 31108, 31752, and 31753);

- 11-9811-I-01
4. Verifying whether a cat is feral or tame by using a standardized protocol (Food & Agr. Code, § 31752.5);
 5. Posting lost and found lists (Food & Agr. Code, § 32001);
 6. Maintaining records on animals that are not medically treated by a veterinarian, but are either taken up, euthanized after the holding period, or impounded (Food & Agr. Code, § 32003); and
 7. Providing “necessary and prompt veterinary care” for abandoned animals, other than injured cats and dogs given emergency treatment, that are ultimately euthanized (Civ.Code, §§ 1834 and 1846).

II. Eligible Claimants

Any city, county, city and county, dependent special district, and joint powers authority comprised of a city, county, and/or city and county that incurs increased costs as a result of this reimbursable state mandated program is eligible to claim reimbursement of those costs.

III. Period of Reimbursement

The period of reimbursement for the activities in this parameters and guidelines amendment begins on July 1, 2005.

Pursuant to Government Code section 17560, reimbursement for state-mandated costs may be claimed as follows:

1. A local agency may file an estimated reimbursement claim by January 15 of the fiscal year in which costs are to be incurred, and, by January 15 following that fiscal year shall file an annual reimbursement claim that details the costs actually incurred for that fiscal year; or it may comply with the provisions of subdivision (b).
2. A local agency may, by January 15 following the fiscal year in which costs are incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.
3. In the event revised claiming instructions are issued by the Controller pursuant to subdivision (c) of section 17558 between October 15 and January 15, a local agency filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim.

Reimbursable actual costs for one fiscal year shall be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Government Code section 17561, subdivision (d)(1), all claims for reimbursement of initial years’ costs shall be submitted within

120 days of the issuance of the State Controller's claiming instructions. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law. 1-31-11-101

IV. Reimbursable Activities

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant, the following activities are reimbursable:

A. One Time Activities

1. Develop policies and procedures to implement the reimbursable activities listed in Section IV (B) of these parameters and guidelines.
2. Train staff on the reimbursable activities listed in Section IV (B) of these parameters and guidelines. (One-time per employee.)
3. Develop or procure computer software for the maintenance of records on animals specified in Section IV (B) (8) of these parameters and guidelines to the extent these costs are not claimed as an indirect cost under Section V (B) (8) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in Section IV (B) (8), only the

pro rata portion of the activity that is used for compliance with Section IV (B) (8) is reimbursable.

B. Ongoing Activities

1. Acquisition of Additional Space and/or Construction of New Facilities

Beginning January 1, 1999 - Acquiring additional space by purchase or lease and/or construction of new facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, acquire, and/or build facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Formula for Proportionate Share of Actual Costs:

Where:

(A) = Shelter square footage, 1998

(B) = Total animal average daily census (ADC), 1998

(C) = Square footage per ADC, 1998 (=A/B)

(D) = Total dog/cat ADC, 1998

(E) = Shelter square footage, claim year

(F) = Total dog/cat ADC, claim year

(G) = Eligible dog/cat ADC, claim year

(H) = Eligible other animal ADC, claim year

(I) = Eligible dog/cat square footage, claim year

For shelters that meet the conditions of to Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats:¹

$$(I) = 2/5 \times C \times F$$

For shelters that do not meet the conditions of Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats:

$$(I) = 4/7 \times C \times F$$

(J) = Reduction in eligible square footage due to decline in total dog/cat population (cannot exceed 0)

For shelters that meet the conditions of Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats:²

$$(J) = [(F/5 - D/3 \times C \times D) / (D/3)]$$

For shelters that do not meet the conditions of Food and Agricultural Code section 31108(a)(10 or (2) for dogs, and section 31752(a)(1) or (2) for cats:

$$(J) = [(F/7 - D/3) \times C \times D] / (D/3)$$

(K) = Net eligible dog/cat square footage (cannot be less than 0)

$$(K = I+J)$$

(L) = Percentage of eligible dog/cat ADC, claim year (L = G/F)

(M) = Allowable dog/cat square footage (M = K x L)

(N) = Allowable square footage for other animals specified by Food and Agricultural Code section 31573 (N = C x H)

(P) = Eligible percentage of acquisition/construction costs (cannot exceed 100%) [P = (M+N) / ((E-A)]

Statutes 2004, chapter 313 specifies that costs incurred to address preexisting shelter overcrowding or animal population growth are not reimbursable. The mandate reimburses for costs required due to the

¹ In order to select this option claimants must either make the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or (b) Have fewer than three full-time employees or are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

² In order to select this option claimants must either make the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or (b) Have fewer than three full-time employees or are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

increased holding period required by Statutes 1998, chapter 752. In calculating net eligible dog/cat square footage, the formula recognizes that a decline in the number of animals sheltered may offset the effect of the increased holding period. For example, if the dog/cat average daily census does not change between the 1998 base year and the claim year, there is no additional square footage required. 11-9811-l-01

The mandate reimburses only for costs attributable to eligible animals. Prior to Statutes 1998, chapter 752, shelters were required to hold dogs and cats for three days, whereas there was no required holding period for other animals. Therefore, the mandate reimbursable percentage formula separately calculates allowable square footage for dogs and cats, and allowable square footage for other animals specified by Food and Agricultural Code section 31753.

Acquisition/construction costs that are less than or equal to the cost of contract services for eligible animals are reimbursable.

Claimants may recalculate the eligible percentage of acquisition/construction costs each year, based on current animal population statistics. However, claimants may only claim allowable costs that have not been claimed in previous fiscal years.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

Acquiring additional space and/or construction of new facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board that acquiring additional space and/or constructing new facilities is necessary for the increased holding period required by Statutes of 1998, Chapter 752 because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized. The determination by the governing board shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. For purposes of claiming reimbursement under section IV.B.1, average Daily Census is defined as the average number of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;
- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in a given year under the

holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;

- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Remodeling existing facilities is not feasible or is more expensive than acquiring additional space and/or constructing new facilities to comply with the increased holding period required by Statutes 1998, chapter 752; and
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes 1998, chapter 752 is not feasible or is more expensive than acquiring additional space and/or constructing new facilities to comply with the increased holder period required by Statutes 1998, chapter 752. This finding should include the cost to contract with existing shelters..

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board meetings, transcripts of governing board meetings, certification by the governing board describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

2. Remodeling/Renovating Existing Facilities

Beginning January 1, 1999 - Remodeling/renovating existing facilities to provide appropriate or adequate shelter necessary to comply with the mandated activities during the increased holding period for impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that die during the increased holding period or are ultimately euthanized.

Eligible claimants are only entitled to reimbursement for the proportionate share of actual costs required to plan, design, remodel and/or renovate existing facilities in a given fiscal year based on the pro rata representation of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that are held during the *increased* holding period specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines and die during the increased holding period or are ultimately euthanized, to the total population of animals housed in the facility (including those animals that are excluded from reimbursement, as specified in Sections IV (B) (3) and (4) of these Parameters and Guidelines) during the entire

holding period required by Food and Agriculture Code sections 31108, 31752 and 31753.

Since the remodeling/renovation will not increase square footage to address existing overcrowding or future growth issues, the mandate reimbursable percentage formula for remodeling/renovation would exclude the eligible percentage of square footage factor.

Formula for proportionate share of actual remodeling/renovation costs:

(A) = Shelter square footage

(B) = Total animal average daily census (ADC), claim year

(C) = Square footage per ADC, claim year (C = A/B)

(G) = Eligible dog/cat ADC, claim year

(H) = Eligible other animal ADC, claim year

(M) = Eligible dog/cat square footage, claim year

For shelters that meet the requirements of Food and Agricultural Code section 31108 (a)(1) or (2) for dogs, and section 31752 (a)(1) or (2) for cats, $M = 2/5 \times C \times G$.

For shelters that do not meet the requirements of Food and Agricultural Code section 31108(a)(1) or (2) for dogs, and section 31752(a)(1) or (2) for cats, $M = 4/7 \times C \times G$.

(N) = Allowable square footage for other animals specified by Food and Agricultural Code section 31753, claim year (N = C x H)

(P) = Eligible percentage of remodeling/renovation costs

[P = (M + N) / A]

Claimants may recalculate the eligible percentage of remodeling/renovation costs each year, based on current animal population statistics. However, claimants may only claim allowable costs that have not been claimed in previous fiscal years.

Supporting Documentation Submitted with the Initial and Subsequent Reimbursement Claims

Remodeling/renovating existing facilities is reimbursable only to the extent that an eligible claimant submits, with the initial and/or subsequent reimbursement claim, documentation reflecting the following:

A determination by the governing board or a delegated representative that remodeling/renovating existing facilities is necessary because the existing facilities do not reasonably accommodate impounded stray or abandoned dogs, cats and other specified animals that are ultimately euthanized for the increased holding period required by Statutes of 1998, Chapter 752. The

determination by the governing board or delegated representative shall include all of the following findings:

- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 that were impounded in 1998. For purposes of claiming reimbursement under section IV.B.2, average Daily Census is defined as the average number of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 housed on any given day, in a 365-day period;
- The average daily census of impounded stray or abandoned dogs, cats, and other animals specified in Statutes of 1998, Chapter 752 in a given year under the holding periods required by Food and Agriculture Code sections 31108, 31752, and 31753, as added or amended by Statutes of 1998, Chapter 752;
- Existing facilities are not appropriately configured and/or equipped to comply with the increased holding period required by Statutes of 1998, Chapter 752;
- Contracting with existing private or public shelters in the area to house the increase of impounded stray or abandoned dogs, cats, or other animals specified in Statutes of 1998, Chapter 752 is not feasible or is more expensive than remodeling/renovating existing facilities to comply with the increased holding period required by Statutes 1998, chapter 752.

Documentation requirements may be satisfied in whole or in part by staff agenda items, staff reports, minutes of governing board meetings, transcripts of governing board meetings, certification by the governing board or declaration from the delegated representative describing the findings and determination, and/or a resolution adopted by the governing board pursuant to Food and Agriculture Code section 31755, as added by Statutes of 1999, Chapter 81 (Assembly Bill 1482).

3. Care and Maintenance for Impounded Stray or Abandoned Dogs and Cats that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, §§ 31108, 31752)

Beginning July 1, 1999 - Providing care and maintenance during the increased holding period for impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized. The increased holding period shall be measured by calculating the difference between three days from the day of capture, and four or six business days from the day after impoundment.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of dogs and cats:

- Stray or abandoned dogs and cats that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- Newborn stray or abandoned dogs and cats that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- Stray or abandoned dogs and cats too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- Owner relinquished dogs and cats; and
- Stray or abandoned dogs and cats that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned dogs and cats that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method – Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all dogs and cats impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of all dogs and cats impounded at a facility. For purposes of claiming reimbursement under IV.B.3, average daily census is defined as the average number of all dogs and cats at a facility housed on any given day, in a 365-day period..
 - c) Multiply the average daily census of dogs and cats by 365 = yearly census of dogs and cats.
 - d) Divide the total annual cost of care by the yearly census of dogs and cats = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned dogs and cats that die

during the increased holding period or are ultimately euthanized, by each reimbursable day (the difference between three days from the day of capture, and four or six business days from the day after impoundment).

- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned dogs and cats are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study supports a fixed-cost approach such as an animal day (i.e., dog-day, cat-day, etc.), the eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- a) Reflect an after-the-fact distribution of each employee's actual activity;
- b) Account for the total activity for which each employee is compensated;
- c) Account for the total labor hours of the month;
- d) Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
- e) Document, by signature or initials and date, supervisor approval.

3. Care and Maintenance for Impounded Stray or Abandoned Animals Specified in Food and Agriculture Code Section 31753 that Die During the Increased Holding Period or are Ultimately Euthanized (Food & Agr. Code, § 31753)

Beginning January 1, 1999 - Providing care and maintenance for four or six business days from the day after impoundment for impounded stray or abandoned rabbits, guinea pigs, hamsters, pot-bellied pigs, birds, lizards, snakes, turtles, and tortoises legally allowed as personal property that die during the increased holding period or are ultimately euthanized.

Exclusions

Eligible claimants are *not* entitled to reimbursement for the care and maintenance of the following population of animals:

- Stray or abandoned animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);
- Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- Stray or abandoned animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- Owner relinquished animals; and
- Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Methods for Claiming Costs

Eligible claimants may elect one of following two methods to claim costs for the care and maintenance of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized:

- Actual Cost Method –Under the actual cost method, actual reimbursable care and maintenance costs per animal per day are computed for an annual claim period.
 - a) Determine the total annual cost of care and maintenance for all animals specified in Food and Agriculture Code section 31753 that are impounded at a facility. Total cost of care and maintenance includes labor, materials, supplies, indirect costs, and contract services.
 - b) Determine the average daily census of the animals specified in Food and Agriculture Code section 31753.
 - c) Multiply the average daily census of the animals specified in Food and Agriculture Code section 31753 by 365 = yearly census of animals specified in Food and Agriculture Code section 31753.
 - d) Divide the total annual cost of care by the yearly census of animals specified in Food and Agriculture Code section 31753 = cost per animal per day.
 - e) Multiply the cost per animal per day, by the number of impounded stray or abandoned animals specified in Food and Agriculture Code section 31753 that die during the increased holding period or are ultimately euthanized, by

each reimbursable day (four or six business days from the day after impoundment).

- Time Study Method – Under the time study method, a random sample of impounded stray or abandoned animals are observed to determine the amount of time to provide care and maintenance during a reimbursable day.

The time study shall be developed using one representative month each quarter and be supported with actual source documentation. Time studies shall be conducted on a more frequent basis if there are significant variations of time expended from month to month. The time study shall identify hours devoted to each specific category. If the time study supports a fixed-cost approach such as an animal day, the eligible claimant shall document the analysis supporting the method used.

Time records used to support the time study shall:

- a) Reflect an after-the-fact distribution of each employee's actual activity;
- b) Account for the total activity for which each employee is compensated;
- c) Account for the total labor hours of the month;
- d) Be signed and dated by the employee not later than the end of the pay period that follows the pay period covered by the report; and
- e) Document, by signature or initials and date, supervisor approval.

4. Agencies Using the Holding Period of Four Business Days After the Day of Impoundment (Food & Agr. Code, §§ 31108, 31752, 31753)

Beginning January 1, 1999 - For impounded animals specified in Food and Agriculture Code section 31753, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

Beginning July 1, 1999 - For impounded dogs and cats, either:

- Making the animal available for owner redemption on one weekday evening until at least 7:00 p.m., or one weekend day; or
- For those local agencies with fewer than three full-time employees or that are not open during all regular weekday business hours, establishing a procedure to enable owners to reclaim their animals by appointment at a mutually agreeable time when the agency would otherwise be closed.

5. Feral Cats (Food & Agr. Code, § 31752.5)

Beginning January 1, 1999 - Verifying whether a cat is feral or tame by using a standardized protocol within the first three days of the required holding period if an apparently feral cat has not been reclaimed by its owner or caretaker.

6. Lost and Found Lists (Food & Agr. Code, § 32001)

Beginning January 1, 1999 - Providing owners of lost animals and those who find lost animals with all of the following:

- Ability to list the animals they have lost or found on “lost and found” lists maintained by the local agency;
- Referrals to animals listed that may be the animals the owner or finders have lost or found;
- The telephone numbers and addresses of other pounds and shelters in the same vicinity;
- Advice as to means of publishing and disseminating information regarding lost animals; and
- The telephone numbers and addresses of volunteer groups that may be of assistance in locating lost animals.

7. Maintaining *Non-Medical* Records (Food & Agr. Code, § 32003)

Beginning January 1, 1999 - Maintaining non-medical records on animals that are either taken up, euthanized after the holding period, or impounded. Such records shall include the following:

- The date the animal was taken up, euthanized, or impounded;
- The circumstances under which the animal is taken up, euthanized, or impounded;
- The names of the personnel who took up, euthanized, or impounded the animal; and

- The final disposition of the animal, including the name of the person who euthanized the animal or the name and address of the adopting party.

The cost of software license renewal contracts, to the extent these costs are not claimed as an indirect cost under these parameters and guidelines, is eligible for reimbursement under Section V (A) (2) of these parameters and guidelines. If the computer software is utilized in some way that is not directly related to the maintenance of records specified in this section, only the pro rata portion of the software license renewal contract that is used for compliance with this section is reimbursable.

8. “Necessary and Prompt Veterinary Care” (Civ. Code, §§ 1834 and 1846)

Beginning January 1, 1999 - Providing “necessary and prompt veterinary care” for stray and abandoned animals, other than injured cats and dogs given emergency treatment, that die during the holding period or are ultimately euthanized, during the holding periods specified in Statutes of 1998, Chapter 752.

“Necessary and prompt veterinary care” means all reasonably necessary medical procedures performed by a veterinarian or someone under the supervision of a veterinarian to make stray or abandoned animals “adoptable.” The following veterinary procedures, if conducted, are eligible for reimbursement:

- An initial physical examination of the animal to determine the animal’s baseline health status and classification as “adoptable,” “treatable,” or “non-rehabilitatable.”
- A wellness vaccine administered to “treatable” or “adoptable” animals.
- Veterinary care to stabilize and/or relieve the suffering of a “treatable” animal.
- Veterinary care intended to remedy any applicable disease, injury, or congenital or hereditary condition that adversely affects the health of a “treatable” animal or that is likely to adversely affect the animal’s health in the future, until the animal becomes “adoptable.”

Population Exclusions

Eligible claimants are *not* entitled to reimbursement for providing “necessary and prompt veterinary care” to the following population of animals:

- Animals that are irremediably suffering from a serious illness or severe injury (Food & Agr. Code, § 17006);

- Newborn animals that need maternal care and have been impounded without their mothers (Food & Agr. Code, § 17006);
- Animals too severely injured to move or where a veterinarian is not available and it would be more humane to dispose of the animal. (Pen. Code, §§ 597.1, subd. (e), 597f, subd. (d));
- Owner relinquished animals; and
- Stray or abandoned animals that are ultimately redeemed, adopted, or released to a nonprofit animal rescue or adoption organization.

Veterinary Care Exclusions

Eligible claimants are *not* entitled to reimbursement for providing the following veterinary procedures:

- Emergency treatment given to injured cats and dogs (Pen. Code, § 597f, subd. (b));
- Administration of rabies vaccination to dogs (Health & Saf. Code, § 121690);
- Implantation of microchip identification;
- Spay or neuter surgery and treatment;
- Euthanasia.

10. Beginning January 1, 1999 - Procuring medical, kennel, and computer equipment necessary to comply with the reimbursable activities listed in Section IV (B) of these parameters and guidelines, to the extent these costs are not claimed as an indirect cost under Section V (B) of these parameters and guidelines. If the medical, kennel, and computer equipment is utilized in some way not directly related to the mandated program or the population of animals listed in Section IV (B), only the pro rata portion of the activity that is used for the purposes of the mandated program is reimbursable.

V. Claim Preparation and Submission

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the services that were performed during the period covered by the reimbursement claim. If the contract services are also used for purposes other than the reimbursable activities, only the pro-rata portion of the services used to implement the reimbursable activities can be claimed. Submit contract consultant and attorney invoices with the claim and a description of the contract scope of services.

4. Fixed Assets and Equipment

Report the purchase price paid for fixed assets and equipment (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset or equipment is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element A.1, Salaries and Benefits, for each applicable reimbursable activity.

6. Training

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates

attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element A.1, Salaries and Benefits, and A.2, Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element A.3, Contracted Services. 11-9811-I-01

B. Indirect Cost Rates

Indirect costs are costs that are incurred for a common or joint purpose, benefiting more than one program, and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate; and (2) the costs of the central government services distributed to the other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the Office of Management and Budget (OMB) Circular A-87. Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) if the indirect cost rate claimed exceeds 10%.

If the claimant chooses to prepare an ICRP, both the direct costs (as defined and described in OMB Circular A-87 Attachments A and B) and the indirect costs shall exclude capital expenditures and unallowable costs (as defined and described in OMB Circular A-87 Attachments A and B). However, unallowable costs must be included in the direct costs if they represent activities to which indirect costs are properly allocable.

The distribution base may be (1) total direct costs (excluding capital expenditures and other distorting items, such as pass-through funds, major subcontracts, etc.), (2) direct salaries and wages, or (3) another base which results in an equitable distribution.

In calculating an ICRP, the claimant shall have the choice of one of the following methodologies:

1. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 Attachments A and B) shall be accomplished by (1) classifying a department's total costs for the base period as either direct or indirect, and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate which is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount allowable indirect costs bears to the base selected; or
2. The allocation of allowable indirect costs (as defined and described in OMB Circular A-87 Attachments A and B) shall be accomplished by (1) separating a department into groups, such as divisions or sections,

and then classifying the division's or section's total costs for the base period as either direct or indirect, and (2) dividing the total allowable indirect costs (net of applicable credits) by an equitable distribution base. The result of this process is an indirect cost rate that is used to distribute indirect costs to mandates. The rate should be expressed as a percentage which the total amount allowable indirect costs bears to the base selected.

11-9811-1-01

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter³ is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENTS

Any offsetting savings that the claimant experiences as a direct result of this mandate must be deducted from the costs claimed. Additionally, reimbursement for this mandate received from any source shall be identified and deducted from this claim. These sources shall include, but not be limited to, rewards received under the authority of Civil Code section 1845; licensing fees and fines received and applied pursuant to Food and Agriculture Code section 30652, Government Code section 28502, and Penal Code section 597f; other state funds, and federal funds. The fees and fines received pursuant to Food and Agriculture Code section 30652 shall be deducted from the claim according to the priority specified in the statute and stated below:

- First, to pay fees for the issuance of dog license tags pursuant to Food and Agriculture Code section 30652, subdivision (a);
- Second, in accordance with Food and Agriculture Code section 30652, subdivision (b), any excess revenue held after the payment of dog license tags shall be applied to the fees, salaries, costs, expenses, or any or all of them for the enforcement of Division 14 of the Food and Agriculture Code, including Food and Agriculture Code section 31108, and all ordinances that are made pursuant to Division 14. Costs incurred under Food and Agriculture Code section 31108 are specified in Section IV (B) (1), (2), (3), and (5), and Section IV (A) of

³ This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

these parameters and guidelines. Any or all excess revenue must be applied to the costs incurred under Food and Agriculture Code section 31108 before any revenue can be applied to subdivisions (c) and (d) of Food and Agriculture Code section 30652.

VIII. STATE CONTROLLER'S REVISED CLAIMING INSTRUCTIONS 11-9811-1-01

Pursuant to Government Code section 17558, subdivision (c), the Controller shall issue revised claiming instructions for each mandate that requires state reimbursement not later than 60 days after receiving the revised parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed. The revised claiming instructions shall be derived from the test claim decision and the revised parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(2), issuance of the revised claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon the revised parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The Statement of Decision is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claim. The administrative record, including the Statement of Decision, is on file with the Commission.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 ANIMAL ADOPTION		For State Controller Use Only (19) Program Number 00213 (20) Date Filed (21) LRS Input	PROGRAM 213
(01) Claimant Identification Number		Reimbursement Claim Data	
(02) Claimant Name		(22) FORM-1, (04)(A)(1)(g)	11-9811-I-01
Address		(23) FORM-1, (04)(A)(2)(g)	
		(24) FORM-1, (04)(A)(3)(g)	
		(25) FORM-1, (04)(B)(1)(g)	
Type of Claim	Estimated Claim	Reimbursement Claim	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(26) FORM-1, (04)(B)(2)(g)
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) FORM-1, (04)(B)(3)(g)
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) FORM-1, (04)(B)(4)(g)
Fiscal Year of Cost	(06)	(12)	(30) FORM-1, (04)(B)(6)(g)
Total Claimed Amount	(07)	(13)	(31) FORM-1, (04)(B)(7)(g)
Less: 10% Late Penalty (refer to claiming instructions)		(14)	(32) FORM-1, (04)(B)(8)(g)
Less: Prior Claim Payment Received		(15)	(33) FORM-1, (04)(B)(9)(g)
Net Claimed Amount		(16)	(34) FORM-1, (04)(B)(10)(g)
Due from State	(08)	(17)	(35) FORM-1, (06)
Due to State		(18)	(36)
<p>(37) CERTIFICATION OF CLAIM</p> <p>In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for the Reimbursement Claim are hereby claimed from the State for payment of actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>			
Signature of Authorized Officer		Date	
_____		_____	
Type or Print Name		Title	
(38) Name of Contact Person for Claim		Telephone Number	
_____		_____	
E-mail Address		_____	
_____		_____	

Program 213	ANIMAL ADOPTION Certification Claim Form Instructions	FORM FAM-27
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code **95811-I-01**
- (03) Leave blank.
- (04) Leave blank.
- (05) Leave blank.
- (06) Leave blank.
- (07) Leave blank.
- (08) Leave blank.
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim from Form-1, line (11). The total claimed amount must exceed \$1,000.
- (14) Reimbursement claims must be filed by **February 15** of the following fiscal year in which costs were incurred or the claims will be reduced by a late penalty. Enter zero if the claim was timely filed, otherwise, enter the product of multiplying line (13) by the factor 0.10 (10% penalty), not to exceed \$10,000.
- (15) If filing a reimbursement claim or a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (28) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (28) for the reimbursement claim, e.g., Form-1, (04)(A)(1)(g), means the information is located on Form-1, block (04)(A)(1), column (g). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 35.19% should be shown as 35. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED ORIGINAL, AND A COPY OF FORM FAM-27, WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816**

Program 213	MANDATED COSTS ANIMAL ADOPTION CLAIM SUMMARY	FORM 1
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(01) Claimant	(02) Fiscal Year 11-9811-I-01___/20___
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(03) Department	
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Direct Costs	Object Accounts
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(04) Reimbursable Activities	(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Salaries	Benefits	Materials & Supplies	Contract Services	Travel & Training	Fixed Assets	Total
A. One-Time Activities							
1. Policies and Procedures							
2. Training							
3. Computer Software							
B. Ongoing Activities							
1. Acquiring Space/Facilities							
2. Renovating Facilities							
3. Care of Dogs & Cats							
4. Care of Other Animals							
5. Holding Period							
6. Feral Cats							
7. Lost and Found Lists							
8. Non-Medical Records							
9. Veterinary Care							
10. Procuring Equipment							
(05) Total Direct Costs							

Indirect Costs

(06) Indirect Cost Rate	[From ICRP]	%
(07) Total Indirect Costs	[See claim instructions]	
(08) Total Direct and Indirect Costs	[Line (05)(g) + line (07)]	

Cost Reduction

(09) Less: Offsetting Savings	
(10) Less: Other Reimbursements	
(11) Total Claimed Amount	[Line (08) - {(line (09) + line (10))}]

Program 213	ANIMAL ADOPTION CLAIM SUMMARY Instructions	FORM 1
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- (01) Enter the name of the claimant. 11-9811-I-01
- (02) Enter the fiscal year of costs.
- (03) Department. If more than one department has incurred costs for this mandate, give the name of each department. A separate Form-1 should be completed for each department.
- (04) Reimbursable Activities. For each reimbursable activity, enter the total from Form-2, line (05), columns (d) through (i) to Form-1, block (05), columns (a) through (f) in the appropriate row. Total each row.
- (05) Total Direct Costs. Total columns (a) through (g).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits, without preparing an ICRP. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim.
- (07) Total Indirect Costs. If the 10% flat rate is used for indirect costs, multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If an ICRP is submitted and both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06). If more than one department is reporting costs, each must have its own ICRP for the program.
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(g), and Total Indirect Costs line (07).
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. Reimbursement received from any source shall be identified and deducted from this claim. Sources shall include, but are not limited to, rewards received under authority of Civil Code section 1845, licensing fees and fines received and applied pursuant to Food and Agriculture Code section 30652, Government Code section 28502, and Penal Code section 597f, and other state funds, and federal funds. Fees and fines received pursuant to Food & Agriculture Code section 30652 shall be deducted according to the priority specified on page 15 of the P's and G's.
- (11) Total Claimed Amount. From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to form FAM-27, line (13) for the Reimbursement Claim.

Program 213	MANDATED COSTS ANIMAL ADOPTION ACTIVITY COST DETAIL	FORM 2
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(01) Claimant	(02) Fiscal Year
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11-9811-1-01

(03) Reimbursable Activities: Check only **one** box per form to identify the activity being claimed.

One-Time <input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Computer Software
Ongoing <input type="checkbox"/> Acquiring Space/Facilities	<input type="checkbox"/> Renovating Facilities	<input type="checkbox"/> Care of Dogs & Cats
<input type="checkbox"/> Care of Other Animals	<input type="checkbox"/> Holding Period	<input type="checkbox"/> Feral Cats
<input type="checkbox"/> Lost and Found Lists	<input type="checkbox"/> Non-Medical Records	<input type="checkbox"/> Veterinary Care
<input type="checkbox"/> Procuring Equipment		

(04) Description of Expenses			Object Accounts					
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Materials and Supplies	(g) Contract Services	(h) Fixed Assets	(i) Travel and Training

(05) Total <input type="checkbox"/>	Subtotal <input type="checkbox"/>	Page: ___ of ___
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Program 213	ANIMAL ADOPTION ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2
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- (01) Claimant. Enter the name of the claimant. If more than one department has incurred costs for this mandate, give the name of each department. A separate Form-2 should be completed for each department. 11-9811-1-01
- (02) Fiscal Year. Enter the fiscal year for which costs were incurred.
- (03) Reimbursable Activities. Check the box which indicates the cost activity being claimed. Check only one box per form. A separate Form -2 shall be prepared for each applicable activity.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Cost = Hourly Rate x Hours Worked			Copy of Contract
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost = Unit Cost x Usage		Supporting Documentation
Travel and Training	Purpose of Trip Name and Title	Per Diem Rate	Days					Cost = Rate x Days or Miles	
Travel	Departure and Return Date	Mileage Rate Travel Cost	Miles Travel Mode					or Total Travel Cost	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d) through (i) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the activity costs, number each page. Enter totals from line (05), columns (d) through (i) to Form-1, block (04), columns (a) through (f) in the appropriate row.