



Santa Cruz County Animal Shelter

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Melanie Sobel
General Manager

SANTA CRUZ COUNTY ANIMAL SHELTER BOARD OF DIRECTORS MEETING December 13, 2021 AT 11:00 AM

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

****Masks are required for in chambers participation****

- 1.0 Call to Order and Roll Call**
- 2.0 Introductions**
- 3.0 Consideration of Late Additions or Changes to the Agenda**
- 4.0 Oral Communications – Any person may address the Santa Cruz County Animal Shelter Board of Directors during the Oral Communications period. All Oral Communications should be directed to items or issues that would be within the jurisdiction of the Santa Cruz County Animal Shelter but not on today’s Agenda. Board members will not take actions or respond immediately to Oral Communications presented, but may choose to follow-up at a later time, either individually or on a subsequent Agenda**

- 5.0 Consent Agenda**
 - p.1 5.1 Approve minutes of the October 18, 2021 meeting**
 - p.5 5.2 Accept reports of the General Manager and the Management Team for October and November 2021**
 - p.11 5.3 Accept and file the statistics for the months October and November 2021**
 - p.16 5.4 Approve recommendation of General Manager to set the 2022 Board of Directors meeting dates**
 - p.17 5.5 Accept a gift in the amount of \$10,000 from John and Amy Fowler via Fidelity Charitable**
 - p.18 5.6 Accept a gift in the amount of \$12,000 from the Santa Cruz County Animal Shelter Foundation**
 - p.19 5.7 Approve an AUD-74 and authorize the General Manager to transfer appropriations in the amount of \$198,000 from the Capital Reserve Fund to fund a change order for the Santa Cruz Shelter Expansion Project Phase I.**
 - p.22 5.8 Approve an AUD-74 and authorize the General Manager to transfer appropriations in the amount of \$7,500 from Regular Pay to Fixed Asset Office Equipment to fund the purchase of a new copier for the Santa Cruz Shelter.**
 - p.24 5.9 Accept and approve draft Request for Proposals for Veterinary Services**

- 6.0 Regular Agenda**
 - p.57 6.1 General Manager’s oral report**
 - p.58 6.2 Consider and approve financial report for the months of October and November 2021 and take related actions**

7.0 Adjourn Regular Meeting

p.63 Correspondence

The Boston Globe Article – Pamela Lowry
Santa Cruz Sentinel Obituary – Pamela Lowry
Pamela Lowry Commemoration by Melanie Sobel
Pamela Lowry Commemoration by Erika Smart
San Jose Mercury News Article – Cat Overpopulation

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The Santa Cruz County Animal Services Authority does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The Board holds all public meetings in accessible facilities. If you wish to attend the meeting and you require special assistance, please contact Joe Phares at 831/454-7206 (TDD 831/454-2123) at least 72 hours in advance of the meeting in order to make arrangements. As a courtesy, please attend the meeting smoke and scent free.

Consent Agenda Item 5.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Approve Minutes of October 18, 2021 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of October 18, 2021.

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes of Monday, October 18, 2021, 11:00am

In-Person Meeting

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

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

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

1.0 Call to Order and Roll Call: Meeting was called to order at 11:05 am by ASA Board Chair Walpole. BM Vides and Schmidt were not present for the meeting.

2.0 Introductions: None

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

4.0 Oral Communications: None

5.0 Consent Agenda

5.1 Approved minutes of the August 9, 2021 meeting

5.2 Accepted reports of the General Manager and the Management Team for August and September 2021

5.3 Accepted and filed the statistics for the months August and September 2021

5.4 Accepted and approved quarterly report for all claims under \$10,000

5.5 Accepted and approved Q1 journal entry payments with the County of Santa Cruz

5.6 Accepted a gift in the amount of \$10,000 from an anonymous donor

5.7 Accepted a gift in the amount of \$12,000 from the Santa Cruz County Animal Shelter Foundation

5.8 Approved an AUD-74 and authorize the General Manager to transfer appropriations in the amount of \$20,000 from Capital Improvement Fund to build new fences and fix gates on existing fences at the Santa Cruz shelter location, and authorize the General Manager to contract with Abercherli Fencing Company to perform the work

5.9 Approved a .20 FTE increase in the Accountant II position

Public Comment: None

Board Comment: None

Board action on Consent Agenda 5.0: Item approved unanimously.

Vote: Co C M W R D E /N/ /S/

6.0 Regular Agenda

6.1 General Manager's Report - GM Sobel discussed that the Animal Shelter continues to operate on reduced hours and that the Watsonville Shelter remains closed due to a shortage of staffing. She explained that the Joe Phares is working closely with County Personnel to complete recruitment and hiring, and we will be filling most of our vacancies by the end of November. New staff will require significant training so the Shelter won't be operating at full strength at least until the end of the calendar year. GM Sobel also discussed the current nationwide veterinarian shortage. The Shelter has suspended the Planned Pethood program as well as the One-Stop vaccination program due to a lack of availability of vet services. The Shelter has hired four contracted veterinarians to provide spay/neuter services for Shelter animals up for adoption. However, each of these vets is only able to commit to a few days of work per month. The Shelter is working on a Request for Proposals for veterinary services. The RFP would be brought to this Board for review and approval at a later board meeting. Shelter Admin. Svcs. Officer Joe Phares provided an update on the Santa Cruz Shelter Expansion Project. The Project is currently progressing on-schedule and on-budget. The Project Team consisting of the General Contractor, the Architect, the contracted Project Manager, DPW Project Manager, and Joe Phares meet weekly. A number of change orders have been approved to improve the overall project and will add some cost to the Project. The Shelter will work with CAO and this Board for authorization to use other budgeted funds to finance change orders that surpass the existing budget.

Board Comment: Chairman Walpole commented on how staffing shortages have impacted many organizations during COVID. Director Coburn commented that she would work with GM Sobel on the project financing for any cost over-runs.

6.2 Approved financial report for the months of June and July 2021. GM Sobel stated that significant salary savings has been realized due to vacancies. Revenues and expenditures are both down do to reduced spay/neuter service availability and the suspension of Planned Pethood and One-Stop vaccine programs.

Public Comment: None

Board Comment: None

Board action on Regular Agenda Item 6.2: Item approved unanimously.

Vote: E R Co M W C D /N/ /S/

6.3 Considered the Animal Shelter Model Ordinance, adopted resolution recommending the adoption of the ordinance by each member jurisdiction and direct the General Manager to take related actions. GM Sobel provided a brief background on the model ordinance. She stated that FSM Todd Stosuy had worked extensively with a variety of stakeholders listen to concerns, provide education, and make adjustments to the ordinance as needed. The goal of this outreach was to achieve transparency. FSM Stosuy reports that he has received extensive support from these stakeholders. An attachment showing all proposed updates to the ordinance was included with this item.

Public Comment: None

Board Comment: Chairman Walpole asked about the timing of the request for approval of the ordinance from the County and the four municipalities. Director Coburn indicated that the ordinance could be brought before the County Board of Supervisors in November or December to gain approval, at which point the cities could bring it to their respective councils for approval. Chairman Walpole commented that gaining County approval first would help improve the odds of approval by the cities.

Board action on Regular Agenda Item 6.3: Item approved unanimously.

Vote: Co C M W R D E /N/ /S/

7.0 Adjourn Board Meeting at 11:24 am

The next regular meeting is scheduled for Monday, December 13, 2021 at 11am to be held in person.

ATTEST: _____
Chairperson: Chief Stephen Walpole

Clerk: Joe Phares

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Reports from the Management Team for the Months of October and November 2021

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

Discussion:

Currently, out of 33.5 FTE positions, the SCCAS has 4.5 vacant positions and two positions on long-term medical leave. Due to staff shortage, the Watsonville Shelter continues to remain closed (the Watsonville shelter requires two staff members to operate fully when open to the public). However, one Animal Control Officer is specifically assigned to the Watsonville area every day due to high volume of field service requests; the Watsonville Shelter is checked every day for pick-up of animals possibly dropped off by Watsonville Police Department overnight; and SCCAS continues to provide Healthy Pets for All free pop-up veterinary clinics in the City of Watsonville. Hopefully, with new staff hires and training, the Watsonville Shelter will be open in January or February of 2022.

The Santa Cruz shelter location will continue to temporarily have restricted business hours open to the public from noon to 5:00 pm every day until further notice. Staff will retain their normal schedules and we will still be receiving stray and owner surrendered animals as we normally do from 7:00 am to 6:00 pm every day.

Since the October Board meeting, SCCAS has made four new hires and is actively working on several other recruitments. SCCAS has hired two new Animal Control Officers who have already completed their PC 832 Arrest and Firearms course. SCCAS has hired one full-time and one extra-help Animal Services Assistant. SCCAS has hired one Student Worker III who will start work in January 2022. SCCAS is currently working through the final steps of the hiring process for an Animal Services Coordinator position. SCCAS is also poised to conduct interviews for two Registered Veterinary Technician positions as well as full-time and extra help Animal Care Worker positions. SCCAS is actively working to fill in for staff on long-term medical leaves with substitute appointments and is working on adding more extra help positions as a safeguard against future vacancies.

The Shelter's Planned Pethood free and low-cost spay/neuter program continues to be temporarily suspended due to lack of contract veterinarian staffing for spay/neuter surgeries. Recruitments and an RFP process are in progress for veterinary services. Currently we have a retired veterinarian working twice a week, four hours a day and three other veterinarians coming in for six to eight hour shifts once or twice a month. Also, our One Stop low-cost vaccine and microchip program has been suspended due to low staffing.

Erika Smart, our Program and Development Manager continues to do an excellent job with community outreach, education and fundraising, especially during these challenging times. She

is working closely with the Santa Cruz County Animal Shelter Foundation which was again accepted into Santa Cruz Gives holiday fundraising campaign and to date is in first place with total donations (\$67,673 raised) and an additional \$70,000 donation coming in soon.

Santa Cruz Mountain Brewing has resumed their Ales for Tails events benefiting SCCAS on the 4th Thursday of every month. These events raise anywhere from \$500-1500 a month and feature adoptable dogs from the Shelter.

SCCAS continues to offer community outreach through its Healthy Pets for All program. This program improves the lives of animals and helps keep pets with their owners by providing services and supplies to pet owners who are financially struggling to keep their pets healthy and happy. Basic wellness exams (by a licensed veterinarian), vaccinations, parasite control, spay and neuter vouchers and information, free supplies and food, and referrals and discounts for more advanced vet services are provided. This service is free for all income eligible individuals who have pets. In addition to vet care, shelter staff and volunteers provide supplies and consultation for behavior and enrichment resources.

Phase I of the Santa Cruz Shelter Expansion Project is well under way and on target to be completed in March 2022. The Shelter has been able to maintain all core Shelter activities during the construction by moving staff and animals to new locations within the Shelter.

Recommendation:

Accept and file the reports of the management team for the months of October and November 2021.

Shelter Services Board Report
October and November 2021
Rodolfo Manriquez, Shelter Manager

In the months of August and September 2021:

- 1,231 licenses were sold
- 606 animals entered the shelter
- 175 were returned to the owner
- 101 were transferred to rescue, placement partner
- 282 animals were adopted

As a new manager at the Shelter, I've been working closely with the Animal Care and Clinic departments, learning their functions and goals to implement improvements and best practices, if needed. With several vacancies in our department, I have been filling in to cover staff shifts.

Since our full-time Veterinarian retired, we have been working with different part-time contract veterinarians to provide spay/neuter services and medical attention to animals in our care. I am excited to report we now have four contracted veterinarians who are providing spay/neuter services for Shelter animals. This has allowed the Shelter to reduce the wait time for animals requiring these services. In addition, we are in the process filling four vacant animal care and clinic positions which will enhance our ability to schedule more spay/neuter surgery days.

The construction of the new cat/rabbit housing area and improvement of our clinic is well under way and on target to be completed in March 2022. We have improvised our offices and areas as temporary rabbit, small animal, and cat rooms.

Animal Control Report
October and November 2021
Todd Stosuy, Field Services Manager

1. We have hired two new Animal Control Officers and they are both currently in training. We are hopeful they will be out on their own in the early part of 2022.
2. We seized a dog from a woman in Capitola after there were allegations she was abusing her dog. The seizure was upheld by a hearing officer, and we requested charges be filed with the District Attorney's Office.
3. During the months of October and November I continued to work on updating the County Model ordinance. In early December it was approved by the County Board of Supervisors.
4. Due to our call volume going down with the start of winter, we have begun to do proactive patrols of County and City Parks for off leash violators.
5. In the month of October we declared a dog a Habitual Offender in Aptos and also declared a dog a Habitual Offender in the City of Santa Cruz. In the month of November we declared a dog a Public Nuisance in the City of Watsonville. We didn't declare any animals Vicious in October or November.
6. We seized a turtle in the City of Santa Cruz for neglect. The animal owner decided to surrender the animal.
7. We assisted the Sheriff's Department with the impoundment of a goat and a dog after the animal owner was arrested. We are familiar with the animal owner and knew he had five goats in total. We patrolled several known locations where he hangs out and located the goats on UCSC campus. We impounded all of the goats and held them as protective custody.
8. We assisted the Sheriff's Department in impounding two dogs after their owner died.
9. We continue to see distemper cases in racoons and coyotes in the Live Oak, Soquel and Aptos area. Fish and Wildlife have been collecting some of the animals' bodies for testing purposes.

Board Report

Erika Smart, Program & Development Manager

December 2021

- Fundraising
 - 2022 Calendar Contest raised over \$15,000. Calendars are now on sale at the Shelter and at events
 - Doggie Date Night: Hocus Pocus movie night in Brommer St. Park. Raised over \$500.
 - Subaru Adoption Event and Fundraiser: Subaru matching donations for every dog adopted during October. Proceeds to be announced.
 - Santa Cruz Gives Nonprofit Showcase event at the Shelter on November 21st. We hosted over 20 nonprofit groups participating in Santa Cruz Gives at the Shelter.
 - Accepted into Santa Cruz Gives holiday fundraising campaign and to date we've raised \$67,673 with an additional \$70,000 donation coming in soon!
 - Upcoming Events:
 - Volunteer holiday party will be held at Simpkins on 12/12
 - Bedtime Stories for Shelter Animals 12/19 in honor of our Santa Cruz Gives campaign the public will be invited into the Shelter after hours to read to the Shelter animals. They will be asked to make a contribution to the Santa Cruz Gives Campaign.
- Humane Education
 - Special tours for Girl Scout groups
 - Special tour for American Red Cross
 - Special tour for B40 Elementary School
- Healthy Pets for All
 - Wednesday, November 3rd 10am-2pm with Mountain Community Resource Center, Felton served over 60 animals.
 - Utilizing \$50,000 Petsmart Charities grant to purchase new supplies and provide free spay/neuter surgery appointments.
 - Upcoming clinic dates pending veterinary schedule. To be announced!
- Volunteer Program
 - We have started recruiting new volunteers and officially holding volunteer orientations virtually and in person. In coordination with our Americorps volunteer, we have been able to create video trainings that will be a great benefit to the program moving forward.
 - We are working with VIP to get all our volunteer records up to date.
 - Hosting in person trainings including special trainings for volunteers
 - Planning 2022 Volunteer trainings and orientations.

- January 2022 we should have a Volunteer Coordinator and an Americorps member to help expand our volunteer program further and work on our volunteer management systems.

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Statistics for the Months of October and November 2021

Recommendation:

Accept and file the reports of statistics for the months of October and November 2021.



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

Kennel Statistics Report
 Animals Taken Into Shelter from 10/01/21 to 11/30/21
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	1	5	1	0	1	8
Born@Shelt	0	0	0	5	0	5
D2D	1	2	0	0	0	3
Evacuation	0	0	0	23	0	23
Protective Custody	4	17	1	2	1	25
Quarantine	2	2	0	0	0	4
Stray	75	130	101	23	13	342
Surrendered by Owner	42	60	41	39	7	189
Transfer	2	3	0	0	2	7
TOTAL	127	219	144	92	24	606

Kennel Statistics Report
 Animals That Left Shelter from 10/01/21 to 11/30/21
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	68	45	131	25	13	282
Died	1	0	2	2	0	5
Euthanized	31	13	1	16	0	61
Relocate Wildlife	0	1	0	0	0	1
Returned to Owner	23	123	1	26	2	175
Transferred to Another Shelter	21	24	12	42	2	101
TOTAL	144	206	147	111	17	625

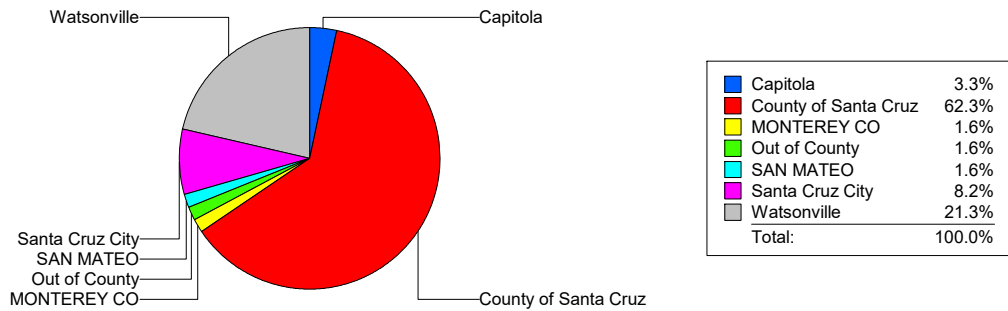
Intakes of Owner Requested Euthanasia From All Jurisdictions During 10/01/21 to 11/30/21 =

118

**Euthanasia Totals from
10/01/21 to 11/30/21
All Jurisdictions Combined**

<u>Reason for Euth</u>	<u>Animal type</u>				Total
	CAT	DOG	KITTEN	OTHER	
	1	0	0	0	1
Aggressive	1	6	0	0	7
Bite	1	0	0	13	14
Medical	2	1	1	1	5
Observed Behavior	0	2	0	0	2
Space	0	0	0	2	2
Suffering	1	4	0	0	5
Unsocial	24	0	1	0	25
Total	30	13	2	16	61

Monthly Percentage of Euthanasia by Jurisdiction



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

Animals on hand on November 30, 2021 = **140**

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	69	154	51	16	21	311
Born@Shelt	10	0	89	83	5	187
D2D	10	15	1	3	1	30
Evacuation	205	94	12	268	0	579
Protective Custody	101	824	13	513	71	1,522
Quarantine	44	112	14	65	4	239
Safe Hold	12	30	3	1	0	46
Stray	5,594	7,157	4,390	1,311	742	19,194
Surrendered by Owner	2,006	2,391	1,416	2,330	445	8,588
Transfer	50	219	186	841	40	1,336
Total	8,101	10,996	6,175	5,431	1,329	32,032

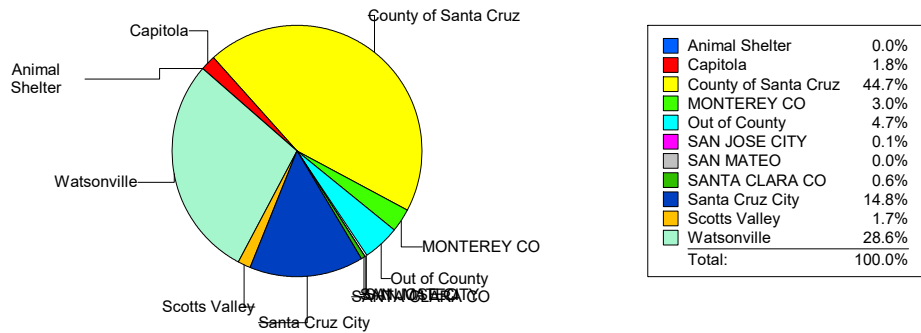
**Animals That Left the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2015**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	2,350	2,851	3,742	2,017	874	11,834
Died	42	9	47	45	1	144
Disposal*	650	224	42	177	7	1,100
Euthanized	2,136	1,529	671	894	92	5,322
Missing	7	2	1	6	0	16
Returned to Owner	1,330	5,401	105	768	150	7,754
Transferred to Another Shelt	1,581	809	1,355	1,423	112	5,280
Wildlife Relocated	0	1	0	5	0	6
Total	8,096	10,826	5,963	5,335	1,236	31,456

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

Y-T-D Percentage of Intake Total By Jurisdiction

*



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

Consent Agenda Item 5.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Board of Directors Meeting Schedule for 2022

Recommendation:

Approve recommendation of General Manager to set the 2022 Board of Directors meeting dates.

Discussion:

Each December, your Board adopts the meeting schedule for the upcoming calendar year. The proposed meeting schedule keeps the current rotation whereby your Board meets on the second Monday of every other month, unless there is a holiday scheduled for that Monday or another conflict. For months with holidays on the second Monday, the meeting is scheduled on the following Monday.

The following dates are the proposed 2022 schedule:

February 14 (Watsonville)
April 11
June 13
August 8 (Watsonville)
October 17 (October 12 is a holiday)
December 12

All meetings are scheduled to begin at 11:00am.

Consent Agenda Item 5.5

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: \$10,000 Gift from John and Amy Fowler via Fidelity Charitable and Direct that the Check be Deposited.

Recommendation:

Accept a \$10,000 Gift from John and Amy Fowler via Fidelity Charitable and direct that the check be deposited.

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Accept a Donation in the Amount of \$12,000 from the Santa Cruz County Animal Shelter Foundation and Direct that the Check be Deposited

Recommendation:

Accept a donation in the amount of \$12,000 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited.

Discussion:

The Santa Cruz County Animal Shelter Foundation matched donations with licenses and green envelope donations for September and October 2021.

Consent Agenda Item 5.7

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Approve the AUD74 Authorizing the General Manager to Transfer \$198,000 in Appropriations from the Capital Reserve Fund in Order to Provide Additional Funding for Phase I of Campus Expansion Plan

Recommendation:

Approve the AUD74 authorizing the General Manager to transfer \$198,000 in appropriations from the Capital Reserve Fund in order to provide additional funding for Phase I of Campus Expansion Plan.

Discussion:

Hard costs of approximately \$105,000 include the replacement of casework in the waiting, prep, and surgery rooms; the installation and plumbing for a new wet table in the prep room; addition of a large pocket door separating the prep room from the surgery room; removal of an existing wall in the prep room to allow more workspace; upgrade from vinyl flooring to more durable, long-lasting epoxy floor finish in all three spaces; additional dedicated electrical circuits; and other changes.

Soft costs of approximately \$93,000 include additional project management costs for Department of Public Works staff time; additional architect costs due to re-design work required for the surgery suite; and additional construction management and general contractor costs due to the extension of the construction timeline by up to 30 days.

Prior to this transfer, the Capital Reserve Fund balance was \$474,500.91. After transfer, the remaining fund balance will be \$276,500.91.

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

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

Date: December 13, 2021

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2022

AUDITORS USE ONLY	
DOCUMENT #	AMOUNT
	198,000

Batch #	
Date	Keyed By:

TRANSFER			GL KEY	OBJECT	JL CODE	Amount	Account Description
			To	702860	75230		
From		076124	MEMO ONLY			\$ 198,000	FUND BALANCE 76124001 GL 344

Explanation: ALLOCATE \$198,000 FROM THE CAPITAL RESERVE FUND FOR PHASE 1 REMODEL AT THE SANTA CRUZ SHELTER.

SEE SCCAS 12/13/21 ITEM THAT AUTHORIZED THE SCCAS GM TO ALLOCATE FUNDS FROM AVAILABLE FUND BALANCE FOR THE PHASE 1 REMODEL AT THE SANTA CRUZ SHELTER.

DocuSigned by:
 Name melanie sobel 12/9/2021 Title General Manager

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

Auditor-Controller, by _____ Deputy Date _____

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

Administrative Officer _____ Date _____

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

_____ 20_____, By _____, Deputy Clerk

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

Distribution:

COUNTY OF SANTA CRUZ
JOURNAL ENTRY FORM

Debit: 198,000.00
Credit: 198,000.00
Net: 0.00
Records: 2

Dept Name: Animal Services
Prepared By: Dana Morey
Phone: 831-454-7261
Date: 12/10/21

21/22

GL KEY	GL OBJECT	JL KEY	JL OBJECT	DEBIT	CREDIT	DESCRIPTION (30)	SECONDARY REF (16)	PEID
702860	75230			198,000.00		PHASE 1 REMODEL AT SCCAS		
191024	42372				198,000.00	PHASE 1 REMODEL AT SCCAS		

Explanation or Itemization	Amount
CONTRIBUTION TO COUNTY FOR ANIMAL SHELTER REMODEL	198,000

APPROVED BY	
SIGNATURE	DATE

Consent Agenda Item 5.8

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Approve the AUD74 Authorizing the General Manager to Transfer \$7,500 in Appropriations from Regular Pay to Fixed Asset Office Equipment in Order to Fund the Purchase of a New Copier

Recommendation:

Approve the AUD74 Authorizing the General Manager to Transfer \$7,500 in Appropriations from Regular Pay to Fixed Asset Office Equipment in order fund the purchase of a new copier

Discussion:

The Santa Cruz County Animal Shelter's (SCCAS) existing copier is an approximately 10-year-old black and white model that is experiencing regular maintenance issues such as jamming and poor copy quality. SCCAS would like to purchase a new Konica Minolta Bizhub copier. The new copier will include color printing which will be very useful for SCCAS for the adoptable animal kennel cards as well as SCCAS literature and signage.

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

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

Date: December 13, 2021

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending - June 30, 2022

AUDITORS USE ONLY	
DOCUMENT #	AMOUNT
	7,500

Batch #	
Date	Keyed By:

TRANSFER			GL KEY	OBJECT	JL CODE	Amount	Account Description
			To	702810	86210		\$
From		702810	51000		\$	7,500	REGULAR PAY

Explanation: ALLOCATE \$7,500 FROM PROJECTED SALARY SAVINGS TO PURCHASE NEW COPIER FOR SANTA CRUZ SHELTER.

SEE SCCAS 12/13/21 ITEM THAT AUTHORIZED THE SCCAS GM TO ALLOCATE FUNDS FROM PROJECTED SALARY SAVINGS FOR THE PURCHASE OF A NEW COPIER FOR THE SANTA CRUZ SHELTER.

DocuSigned by:

 Name X Melanie Sobel Title General Manager
D4D5C48CD54B4B3...

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

Auditor-Controller, by _____ Deputy Date _____

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

Administrative Officer _____ Date _____

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

_____ 20_____, By _____, Deputy Clerk

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

Distribution:

Consent Agenda Item 5.9

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Accept and Approve Draft Request for Proposals for Veterinary Services

Recommendation:

Accept and approve draft request for proposals for veterinary services.

Discussion:

Dog and cat owners in Santa Cruz County are required to spay/neuter, vaccinate, and microchip their animals. The Santa Cruz County Animal Shelter's (SCCAS) Planned Pethood program is the only resource for free and low-cost spay/neuter, microchip and rabies vaccination services, ensuring equitable access for Santa Cruz County residents. SCCAS is pursuing long-term sustainable solutions for veterinary services.

The goals of Planned Pethood are to help reduce our homeless animal population and help residents comply with current animal ownership laws. The Planned Pethood fund, raised through private donations, helps defray the costs of these services. Additionally, many times additional services are provided at the time of surgery for low-cost or free to help eliminate an animal's suffering. This could be removing foxtails, teeth extractions, correcting entropion eyes, etc.

Currently SCCAS has three contract veterinarians who can only perform approximately 12-15 spay/neuter surgeries per day, dependent on size and sex of each animal. The full-time veterinarian position was unfunded in the FY 2021-22 budget in exchange for an Administrative Services Officer II position which has since been filled. This was approved by Middle Management Association. The Veterinary Services expenditure line item was increased for contract veterinarians. We have solicited for contract veterinarians on job posting websites of the Humane Society of the United States, Association of Shelter Veterinarians, the Association for Animal Welfare Advancement, California Animal Welfare Association, Indeed and Craigslist. I have also reached out to my local veterinarian contacts I have made over the past 10 years.

The demand for spay/neuter for Shelter animals (adoptions and return to owners) is not being met in a timely manner. On top of this, the Shelter's public free-to-low-cost spay/neuter program, Planned Pethood, is completely suspended with hundreds of unaltered pets on a waiting list.

SCCAS aims to complete an RFP for veterinary services for both shelter animals and public animals through the Planned Pethood program. Current demand for services justifies 2-4 days per week of veterinary services at optimal level.

SCCAS will seek proposals from vendors to perform high volume spay/neuter surgeries and non-emergency, general care for shelter animals and public animals. These services would augment the services provided by SCCAS staff, and would be coordinated with same.



County of Santa Cruz
General Services Department
Purchasing Division

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073
(831) 454-2210 FAX: (831) 454-2710 TDD: 711

SANTA CRUZ COUNTY ANIMAL SHELTER

Request for Proposal (RFP) 21P2-002

FOR

Veterinary Services

Question Deadline	TBD Submit questions by email to Contact Person
Submittal Deadline	TBD Proposal must be submitted by this Deadline.
Submittal Location	General Services Department - Purchasing Division 701 Ocean Street, 3 rd floor, room 330 Santa Cruz, CA 95060
Contact Person	Andy Thomas, Senior Buyer Email andy.thomas@santacruzcounty.us Phone (831) 454-2723 Fax (831) 454-2710

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SECTION 1. INVITATION

The Santa Cruz County Animal Shelter (SCCAS) is seeking proposals from veterinarians licensed to practice in California to provide veterinary services as per specifications contained in this Request for Proposals (RFP) document.

SCCAS is a non-profit Joint Powers Authority (EIN 90-0039494) serving the County of Santa Cruz, City of Santa Cruz, City of Scotts Valley, City of Watsonville, and City of Capitola. SCCAS is governed by a Board of Directors that has representatives from each of the participating jurisdictions.

The Santa Cruz County Animal Shelter provides 24-hour animal rescue and is Santa Cruz County's only full service, open-admission animal shelter. SCCAS has two locations where people can find and recover lost pets and adopt new animal companions. These shelters are tangible evidence of Santa Cruz County's commitment to animal welfare. They are supported by numerous volunteers and foster care families who provide thousands of hours of assistance to SCCAS staff. We

SECTION 2. INSTRUCTIONS TO RESPONDENTS

2.1 Preparation of Proposal

Respondents shall submit the completed Request for Proposals (RFP) with appropriate attachments or explanatory materials. All attachments shall be identified with the Respondent's name, RFP number and page number. No oral, telegraph, telephone, facsimile, electronic responses or photocopies will be accepted. Proposals must be completed in ink, typewritten, or word-processed.

2.2 RFP Documents

Refer to Section 5 - Official Proposal Form.

2.3 RFP Process Schedule

The following is an anticipated RFP and engagement schedule. The SCCAS may change the estimated dates and process as deemed necessary.

The proposed schedule for the submittal reviews and notification is as follows:

Activity	Date
SCCAS Board Approval	
Advertise RFP - Sentinel	
Release RFP	
Question Deadline	
Dissemination of Answers	
Deadline for Submittals	
Tentative Award	
Contract Negotiation	
SCCAS Board Approval	

2.4 Submission of Proposal

- a) Respondent shall submit three (3) hardcopy set signed in blue ink and marked "ORIGINAL"; and one (1) electronic copy (USB drive) of the completed proposal as specified herein.
- b) Responses to the RFP shall be delivered in a sealed envelope, clearly marked RFP #21P2-002, addressed to:

GSD - Purchasing Division
Attn: Andy Thomas
701 Ocean Street, Room 330
Santa Cruz, CA 95060

- c) The deadline to submit proposals is November 1, 2021, at 5:00 PM PDT.

2.5 Public Opening of Proposals

There will be NO public opening for this RFP. Proposals will be available to the public for review only after the award of the contract.

2.6 Multiple Proposals

Only one Proposal will be accepted from any one person, partnership, corporation or other entity; however, several alternatives may be included in one Proposal.

2.7 Late Responses

All responses to the RFP must be delivered in person or received by mail no later than November 1, 2021, PDT, at 5:00 PM PDT. Respondent will be solely responsible for the timely delivery of their Proposal. Proposals will not be accepted after the deadline and will be returned unopened.

2.8 Point of Contact

All questions regarding this RFP shall be submitted in writing to the Contact Person. No other individual has the authority to respond to any questions on behalf of the SCCAS. Failure to adhere to this process may disqualify the Respondent.

2.9 On Site Inspection

On site inspection of Respondent's facilities may be performed by the SCCAS and an evaluation committee to ascertain that facilities and equipment are in accordance with the requirements and intentions of the specifications.

2.10 Non-Collusion Declaration

Respondent shall execute a Non-Collusion Declaration on the form furnished by the SCCAS as Exhibit D.

2.11 References

Respondent shall complete and submit Exhibit B – Customer References with Proposal.

The SCCAS reserves the right to check any or all references:

1. Necessary to assess a prospective Respondent's past performance;
2. Pertaining to similar projects that demonstrate experience that is relevant to the RFP scope of work; and/or

3. Explicitly specified in the proposal or that result from communication with other entities involved with similar projects, including other industry sources and users of similar services, or others known to the SCCAS.

2.12 Proposal Evaluation Criteria

- A. It is the SCCAS's intent to select the most responsive and responsible Respondent(s) that offer(s) the SCCAS the greatest value based on an analysis involving several criteria, including but not necessarily limited to the following:

Evaluation Criteria		Points
1.	Experience providing high-volume spay/neuter surgeries for dogs, cats and rabbits including unusual surgeries such as cryptorchid, hernia, or animals who are pregnant or in heat	25
2.	Capability to perform multiple surgeries per day, week month all aspects of veterinary services	15
3.	Experience in Animal Shelter Medicine and providing a broad range of general veterinary services	10
4.	Cost-effectiveness of services provided	15
5.	Flexibility to work with SCCAS on scheduling, including ability to accommodate requests with short notice	5
6.	Professional background and qualifications of team members	10
7.	References	10
8.	Quality and responsiveness of proposal	5
9.	Local Vendor	5
		100

- B. A committee of SCCAS employees will evaluate all RFPs and select the Respondent who best meets the needs as set forth in this RFP, is the best qualified and is best able to provide the requested services. Evaluation of the RFPs shall be within the sole judgment and discretion of the Purchasing Division. The SCCAS reserves the right to reject any or all RFPs. Award of contract is contingent upon approval from the Santa Cruz County Animal Shelter Board and funding availability. There may be multiple awards from this RFP.

2.13 Cost of Service

Cost is the responsibility of the contractor.

2.14 Reservations

The SCCAS reserves the right to do the following at any time:

- A. Reject any and all proposals without indicating any reasons for such rejection;
- B. Waive or correct any minor or inadvertent defect, irregularity or technical error in the RFP or any RFP procedure or any subsequent negotiation process;
- C. Terminate the RFP and issue a new RFP anytime thereafter;
- D. Procure any services specified in the RFP by other means;
- E. Extend any or all deadlines specified in the RFP by issuance of an addendum (addenda) at any time prior to the deadline for submittals;
- F. Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the proposal or by other means or other information available to the SCCAS;
- G. Reject the proposal of any Respondent that is in breach of or in default under any other agreement with the SCCAS;
- H. Reject any Respondent the SCCAS deems to be non-responsive, unreliable, or unqualified;

- I. Accept all or a portion of a Respondent's proposal;
- J. Negotiate with any or no Respondents; and
- K. Terminate failed negotiations with any Respondents without liability and negotiate with other Respondents.

2.15 Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn prior to the date and time specified for submission by an authorized representative of the respondent or by formal written notice. All proposals not withdrawn prior to the response due date will become the property of the SCCAS.

2.16 Interpretation

Should any discrepancies or omissions be found in the RFP, or doubt as to its meaning, the respondent shall notify the Buyer in writing at once (e-mail is acceptable). The Buyer may issue written instructions or addenda to all participants in this RFP process. No oral statement of interpretation by the SCCAS staff shall be binding. Questions must be received at least by the Question Deadline. All addenda issued shall be incorporated into the Contract.

2.17 Pre-Award Conference

If requested by Purchasing, successful Respondent(s) shall meet with the SCCAS representatives prior to the Award of Contract to review the specifications and finalize the initiation of the proposed Contract.

2.18 Execution of Agreement

Upon successful reference checks, evaluations and receipt of all required documents, the contract agreement must be executed by both parties.

2.19 Respondent Responsibility and Performance

- A. It is the responsibility of Respondent to read ALL sections of this RFP prior to submitting a proposal.
- B. Respondent shall confirm compliance with all RFP specifications, requirements, terms and conditions. Respondent shall provide, on company letterhead in attachment form, a detailed explanation including the RFP section and paragraph number for each instance of non-compliance.
- C. Failure to comply with the RFP requirements provided herein could result in disqualification.
- D. The SCCAS may at its sole discretion elect to not reject a proposal due to an error, omission, or deviation in the proposal. Such an election by the SCCAS will neither modify the RFP nor excuse Respondent from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.
- E. The SCCAS will consider Respondent to be the sole point of contact with regard to all contractual matters.
- F. Respondent shall provide the services of one (1) or more qualified and dedicated contract manager(s) who will ensure that the services provided under the awarded contract are satisfactory.

2.20 Respondent Qualifications

Respondent shall provide the following information/documentation in attachment form as indicated including reference to the applicable RFP paragraph number.

- A. Training and Experience: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Possession and maintenance of a license to practice as a Veterinarian issued by the State of California Veterinary Medical Board; Twenty-four months of experience working in an animal shelter environment consisting of a high volume spay/neuter surgical setting is highly desirable.
- B. References: Respondent shall provide customer references and request and provide personal and business references. Refer to Exhibit B – Customer References.
- C. Licenses and Permits: Respondent shall possess and maintain a valid California Veterinary License.
- D. Insurance: The contractor shall not commence work under the associated contract until he/she has obtained all insurance required, and the SCCAS has approved such insurance in writing, nor shall the contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained. All insurance policies shall be maintained for the life of the contract.

2.21 Addenda

- A. These documents may not be changed by any oral statement. Changes to these documents will be by written addenda issued by the Buyer or her designee.
- B. Addenda will be posted on the SCCAS website. If/when necessary, the Buyer will email written addenda to all known Respondents of record.
- C. Respondents shall be responsible for ensuring that their proposals reflect any and all addenda issued by the Buyer or her designee prior to the Deadline for Proposals regardless of when the proposals are submitted. All addenda issued shall be incorporated into the contract awarded as a result of this RFP.

If issued, a written addendum will be faxed or emailed or mailed to all prospective respondents.

2.22 Proprietary Information

Proposals will be subject to public inspection in accordance with the California Public Records Act (CPRA). To protect proprietary information, if any, Respondent must clearly mark proprietary information as such, submit it in a separate sealed envelope and only reference it within the body of the proposal. Respondent should not include in the proposal any material that Respondent considers confidential but that does not meet CPRA disclosure exemption requirements. Respondent shall be responsible to defend and indemnify the SCCAS from any claims or liability to compel disclosure of any part of its proposal claimed to be exempt from disclosure.

2.23 Protests and Appeals Procedures

Refer to Exhibit F – Protest and Appeals Procedures.

2.24 Local Vendor Preference

The SCCAS will give a local business a local vendor preference of five (5) points toward a 100 point criteria scale. A local vendor is defined as one that has an established business located within the boundaries of the County as defined in the County Code 2.37.108. In order to qualify, a local vendor must request from, complete, and return the Locally Operated Business Preference Affidavit of Eligibility form to the Purchasing Division of the General Services Department County of Santa Cruz within 3 days after the bid opening. After review of the completed Affidavit, Purchasing shall allow a qualified local vendor the five points.

SECTION 3. STATEMENT OF WORK

3.1 Overview

SCCAS rescues and assures temporary shelter, veterinary and humane care for approximately 5,000 stray, unwanted, abandoned, mistreated, neglected and injured animals every year. Additionally, dog and cat owners in Santa Cruz County are required to spay/neuter, vaccinate, and microchip their animals. SCCAS' Planned Pethood program is the only resource for free and low-cost spay/neuter, microchip and rabies vaccination services, ensuring equitable access for Santa Cruz County residents.

The goals of Planned Pethood are to help reduce our homeless animal population and help residents comply with current animal ownership laws. The Planned Pethood fund, raised through private donations, helps defray the costs of these services. Additionally, many times additional services are provided at the time of surgery for low-cost or free to help eliminate an animal's suffering. This could be removing foxtails, teeth extractions, correcting entropion eyes, etc.

SCCAS will seek proposals from vendors to perform spay/neuter surgeries and non-emergency, general care for shelter animals and public animals. These services would augment the services provided by SCCAS veterinary staff, and would be coordinated with same. Qualified applicants are those that can provide a broad range of general services, such as diagnostics, dental care, and orthopedic and soft tissue surgeries, including spay/neuter surgery. When selecting vendors, SCCAS will consider the ability of each vendor to perform high quality services at reasonable rates, as well as the flexibility to provide these services as needed. Additionally, SCCAS is seeking services for both easy-to-handle and fractious or difficult-to-handle animals.

3.2 Scope

a) General Specifications

The Santa Cruz County Animal Shelter is seeking proposals from qualified applicants to provide veterinary services for both Shelter animals and public animals through the Planned Pethood program, to include high volume spay/neuter services.

b) Project Description

SCCAS is pursuing long-term sustainable solutions for veterinary services. SCCAS will complete an RFP for veterinary services for both shelter animals and public animals through the Planned Pethood program. Current demand for services justifies 2-4 days per week of veterinary services at optimal level.

c) Scope of Services

SCOPE OF SERVICES

a. Respondents should have a thorough knowledge of:

- Current principles, practices, techniques and policies of veterinary medicine, including disease identification, prevention, control and eradication;
- Preoperative, surgical and postoperative procedures involved in performing spay and

- neutering surgeries;
- Utilization and effects of medications for animals;
- Pain management
- Local, State and Federal Animal Health laws and regulations.

b. Respondents should have a working knowledge of:

- Safety policies, procedures and practices as they relate to veterinary medicine and shelter environments including zoonotic diseases;
- Appropriate equipment required in performing specific medical procedures;
- Anesthesia monitoring equipment including capnograph, pulse oximeter and respiratory monitor.

c. Some knowledge of:

- Quality assurance procedures and techniques;
- Training principles, practices and techniques;
- Principles and practices of leadership;
- Basic computer skills.

d. Ability to:

- Provide surgical and medical services and care for a variety of well, sick and injured animals, including a high volume of spay and neutering operations;
- Hold a predetermined number of surgery spots per day, week and month, as outlined in the vendor proposal and contract. The vendor will need to be flexible as to the actual number of surgeries per day, depending on species (e.g. if the surgeries needed are for big dogs, there may be fewer actual surgeries than if for cats);
- Work with SCCAS to schedule actual surgeries, with the following information provided by SCCAS: species, gender and approximate weight. The proposal should clearly specify the process for making appointments and ensuring the committed surgery spots are available, including how much notice must be provided to make the appointments;
- Providing spay/neuter surgery for dogs, puppies, cats, kittens and/or rabbits, including for conditions such as cryptorchid, umbilical hernia, or animals who are pregnant or in heat. Possibly providing spay/neuter surgery for pocket pets and livestock;
- Providing vaccinations, microchips, and flea medicine as requested;
- Providing a single point of contact for scheduling surgeries and for billing;
- Adhering to a set schedule for drop off and pick up. The proposal should clearly explain the logistics for surgery days including time of drop off and pick up;
- Charging set prices on an agreed upon schedule. Prices may not fluctuate without written agreement between SCCAS and the contractor;
- Perform full range of veterinarian duties including veterinary diagnosis and treatment;
- Establish medical standards and procedures to assure the maintenance of healthy, safe and sanitary facilities;
- Make sound decisions, including prescribing medications and euthanasia;
- Establish and enforce quarantine of animals;
- Develop and implement methods to control and prevent the spread of diseases in a shelter;
- Understand quality control practice to assure compliance with safety and accreditation standards and regulations;

- Analyze situations accurately and adopt an effective course of action;
- Establish and maintain cooperative working relationships with those contacted through the course of work, including co-workers, volunteers and the public;
- Prepare clear and concise written and oral reports;
- Communicate effectively orally and in writing;
- Lift 50 lbs. unassisted.

SECTION 4. STANDARD TERMS AND CONDITIONS

The following provisions are expected to form the basis for any contract between the SCCAS and successful Contractor(s).

4.1 Purpose of Contract

The purpose of Contract is to establish the terms and conditions under which Contractor shall provide the services specified herein to the SCCAS.

The SCCAS maintains the right, as it may deem necessary, to add or delete unserved /underserved areas to this contract, with only a thirty (30) day written notice, in order to accommodate any future SCCAS offered programs or as a result in the reduction in SCCAS funds. Requests for increase in services will be negotiated with the successful bidder based on the hourly rates provided herein.

4.2 Term of Contract

It is the SCCAS's intent is to have the supplier provide service at the beginning of the contract and that the supplier will offer the service for a minimum of 1 years with a right to renew for consecutive 3 years.

4.3 Amendment

Amendment to or modification of the terms and conditions of Contract shall be effective only upon the mutual consent in writing by the parties hereto.

4.4 Termination

SCCAS reserves the right to terminate Contract, in whole or in part, at any time, for any reason, without penalty. SCCAS shall give Contractor thirty (30) days written notice prior to the effective date of termination.

4.5 Assignment

Contractor shall not assign Contract, or any interest herein, without the written consent of the SCCAS. The SCCAS reserves the right to approve Contractor's assignee under whatever terms and conditions SCCAS may require. Contractor must provide SCCAS thirty (30) days written notice prior to sale of Contractor. The SCCAS may elect to cancel Contract at that time. The SCCAS may, at its sole discretion, permit the new owner to assume all existing Contract terms and conditions.

4.6 Licenses, Permits and Certifications

Contractor and Contractor's employees shall possess all applicable licenses, permits and certifications required by Federal, State and/or County codes and regulations and shall provide such licenses, permits and certifications to the SCCAS upon request.

4.7 Compliance with Laws

Contractor shall comply with all Federal, State and local rules, regulations and laws.

4.8 Acknowledgement

Contractor shall acknowledge in all reports and literature that the Santa Cruz County Animal Shelter Board has provided funding to Contractor.

4.9 Inclusion of Documents

The RFP, all addenda and the Proposal submitted in response to the RFP shall become a part of any contract awarded as a result of the RFP.

4.10 Presentation of Claims

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

4.11 Off-Shore Outsourcing of Services

Contractor shall certify that all services performed on any purchase order or contract with the SCCAS, either by Contractor or subcontractor(s) will be performed solely by workers within the United States.

4.12 Force Majeure

Contractor shall not be liable for any delays with respect to Contract due to causes beyond its reasonable control, such as acts of God, epidemics, war, terrorism or riots.

4.13 Severability

Should any part of Contract be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of the remainder of Contract, which shall continue in full force and effect; provided that the remainder of Contract can, absent the excised portion, be reasonably interpreted to give the effect to the intentions of the parties.

4.14 Controlling Law

Contract shall only be governed and construed in accordance with the laws of the State of California and the County, and the proper venue for legal action regarding Contract shall only be in the County of Santa Cruz.

4.15 Indemnity and Insurance Requirements

Contractor shall provide Certificates of Insurance for Liability, Automobile, and Workers' Compensation to Purchasing before Contract is signed. Insurance as specified must remain in effect throughout the entire term of Contract. Refer to Exhibit H – Insurance Requirements and Certificates.

4.16 Default

- a. In addition to its remedies under paragraph 4.4, the SCCAS may, by written notice of default to Contractor, terminate Contract in whole or in part if Contractor fails to:
 1. Make delivery of the supplies or perform within the time specified herein or promised, or any extension thereof; or
 2. Perform any of the other provisions of Contract.
- b. In the event the SCCAS terminates Contract in whole or in part, as provided in paragraph 4.4, SCCAS may procure, upon such terms and in such manner as SCCAS deems appropriate, supplies, services or work similar to those so terminated, and Contractor shall be liable to the SCCAS for any excess costs for such similar supplies, services or work; provided that Contractor shall continue the performance of Contract to the extent not terminated under the provisions provided herein. Contractor shall not be liable for any excess costs if the failure to perform Contract arises out of causes beyond the control and without the fault and negligence of Contractor.

4.17 Independent Contractor Status

- a. Contractor and the SCCAS have reviewed and considered the principal test and secondary factors below and agree that Contractor is an independent contractor and not an employee of the SCCAS. Contractor is responsible for all insurance (workers' compensation, unemployment, etc.) and all payroll related taxes. Contractor is not entitled to any employee benefits. The SCCAS agrees that Contractor shall have the right to control the manner and means of accomplishing the result contracted for herein. It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors that indicate that Contractor is an independent contractor.
- b. Principal Test:
Contractor rather than the SCCAS has the right to control the manner and means of accomplishing the result contracted for.
- c. Secondary Factors:
(1) The extent of control which, by agreement, the SCCAS may exercise over the details of the work is slight rather than substantial; (2) Contractor is engaged in a distinct occupation or business; (3) In the locality, the work to be done by Contractor is usually done by a specialist without supervision, rather than under the direction of an employer; (4) The skill required in the particular occupation is substantial rather than slight; (5) Contractor rather than the SCCAS supplies the instrumentalities, tools and work place; (6) The length of time for which Contractor is engaged is of limited duration rather than indefinite; (7) The method of payment of Contractor is by the job rather than by the time; (8) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of the SCCAS; (9) Contractor and the SCCAS believe they are creating an independent contractor relationship not an employer-employee relationship; and (10) the SCCAS conducts public business.

4.18 Equal Employment Opportunity

During and in relation to the performance of Contract, Contractor agrees as follows:

- a. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to: recruitment; advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.
- b. If Contract provides compensation in excess of \$50,000 to Contractor and if Contractor employs fifteen (15) or more employees, the following requirements shall apply:
 1. Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to: recruitment; advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship),

employment, upgrading, demotion, or transfer. In addition, Contractor shall make a good faith effort to consider Minority/Women/Disabled-Owned Business Enterprises in Contractor's solicitation of goods and services.

2. Contractor may be declared ineligible for further agreements with the SCCAS in the event of non-compliance with the non-discrimination clauses of Contract or with any of said rules, regulations or orders.
3. Contractor shall cause the foregoing provisions of this subparagraph to be inserted in all subcontracts for any work covered under Contract by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

4.19 Retention and Audit of Records

Contractor shall retain records pertinent to Contract for a period of not less than five (5) years after final payment under Contract or until a final audit report is accepted by the SCCAS, whichever occurs first. Contractor hereby agrees to be subject to the examination and audit by the County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under Contract.

4.20 Data Security and Privacy – Protected Information

Contractor acknowledges that its performance of services or activities under Contract may involve access to confidential information including, but not limited to, personally-identifiable information, protected health information, or individual financial information (collectively, "Protected Information") that is subject to Federal, State or other laws restricting the use and disclosure of such information. Contractor agrees to comply with all applicable Federal and State laws restricting the access, use and disclosure of Protected Information.

- a. Contractor agrees to hold the SCCAS's Protected Information, and any information derived from such information, in strictest confidence. Contractor shall not access, use or disclose Protected Information except as permitted or required by Contract or as otherwise authorized in writing by the SCCAS, or applicable laws.
- b. Contractor agrees to protect the privacy and security of the SCCAS's Protected Information according to all applicable laws and regulations, by commercially-acceptable standards, and no less rigorously than it protects its own confidential information, but in no case less than reasonable care. Contractor shall implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of the SCCAS's Protected Information.
- c. Within 30 days of the termination, cancellation, expiration or other conclusion of Contract, Contractor shall return the Protected Information to the SCCAS unless the SCCAS requests in writing that such data be destroyed. Contractor shall certify in writing to the SCCAS that such return or destruction has been completed.
- d. Contractor agrees to include the requirements contained in paragraphs 10.20(a) through 10.20(d) inclusive, in all subcontractor contracts providing services under Contract.

SECTION 5. OFFICIAL RFP FORM

The undersigned offers and agrees to furnish all work, materials, equipment or incidentals required to complete the services subject to this Request for the costs stated below and in conformance with all plans, specifications, requirements, conditions and instructions of the SCCAS Request for Proposal #21P2-001. Complete the following requirements in your response:

1. Respondent/Primary Contact:

Vendor Name:	
Vendor Address:	
Vendor Phone:	
Vendor Website:	
Primary Contact	
Name:	
Title:	
Phone:	
Email Address:	

Respondent shall include with Proposal:

1. Letter of Transmittal with information regarding your company and a statement of qualifications to provide the product and services required.
2. Description of the company, including location, number of employees, number of years of experience, available resources, and other information necessary to determine capacity of the company to properly execute the work proposed
3. Business plan describing the method to conduct the Scope of Services above
4. Proposed project performance goals and metrics
5. Each response must have costs broken down into specific areas of proposed services.

1. Please provide the following completed documents with your submittal:

- a) Section 5: Official Proposal Form
- b) Exhibit A: Respondent Fact Sheet
- c) Exhibit B: Customer References
- d) Exhibit C: Designation of Subcontractors
- e) Exhibit D: Non-Collusion Declaration
- f) Exhibit E: Protests and Appeals Procedures
- g) Exhibit G: Locally Operated Business Preference Affidavit of Eligibility

Compliance

Has the Respondent complied with all specifications, requirements, terms and conditions of this Proposal? Yes _____ No _____

A "no" answer requires a detailed explanation giving reference to all deviations to be submitted on company letterhead in attachment form. All exceptions must reference the RFP paragraph and section number followed by an explanation

I declare under penalty of perjury that I have not been a party with any other respondent to offer a fixed cost in conjunction with this Request for Proposal.

Executed in _____, California, on _____, 2021

SIGNATURE _____ TITLE _____

PRINTED NAME OF PERSON WHO'S SIGNATURE APPEARS _____

NAME OF FIRM _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE _____ DATE _____

EMAIL ADDRESS _____

SECTION 6.

EXHIBITS

Exhibit A

RESPONDENT FACT SHEET

Name of Contractor: _____

Contractor Tax ID#: _____

Contractor operates and business is classified as:

___ Sole Proprietor ___ Partnership ___ Corporation
___ Government ___ Fiduciary ___ Other

Is Contractor:

- 1. Authorized to do business in California? Yes ___ No ___
- 2. A California-registered small business? Yes ___ No ___
- 3. A disabled-owned business? Yes ___ No ___
- 4. A women-owned business? Yes ___ No ___
- 5. A minority-owned business? Yes ___ No ___
- 6. Certified as a minority business by any public agency? Yes ___ No ___

If yes, name of agency: _____

Name of certifying officer: _____ Phone #: _____

- 7. A Disadvantaged Business Enterprise (DBE) according to the definitions on next page.
If yes, indicate composition of ownership below.

___% Disabled ___% Women ___% Black
___% Hispanic ___% Asian American ___% Native American

Contractor has been in continuous operation under the present business name for ___ years.

Contractor's annual sales volume is \$_____

Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes* ___ No ___

*If Yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension below, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

Name: _____ Phone: _____

Reason for debarment/suspension (use additional pages if needed):

STANDARD DEFINITIONS FOR MINORITY/WOMEN/DISABLED BUSINESS ENTERPRISE FOR THE PURPOSES OF SANTA CRUZ COUNTY CONTRACT COMPLIANCE PROCEDURES SHALL BE AS FOLLOWS:

1. A **Minority Business Enterprise** (MBE) is a small business owned and controlled by one or more minorities or women. Owned and controlled means that:

a. at least 51 percent of the small business concern is owned and controlled by one or more Minorities or women or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more minorities or women; and

b. whose management and daily business operations are controlled by one or more such individuals.

2. A **Women Business Enterprise** (WBE) is a small business, owned and controlled by one or more women. Owned and controlled means that:

a. at least 51 percent of the small business concern is owned by one or more women; and

b. whose management and daily business operations are controlled by one or more women who own it.

3. A **Disabled Owned Business Enterprise** (DOBE) is a small business owned and controlled by one or more disabled persons. Owned and controlled means that:

a. at least 51 percent of the small business concern is owned by one or more disabled persons; and

b. whose management and daily business operations are controlled by one or more disabled persons who own it.

NOTE: Certain projects conducted under state and federal oversight may have additional definitions and requirements.

EXHIBIT B
Customer References

Provide four (4) customer references for whom you have furnished similar services in size and nature. Customers within the County and public agencies are preferred.

1. Agency Name:	_____
Agency Address:	_____
Contact Name:	_____
Contact Title:	_____
Contact Phone:	_____
Contact Email:	_____
Service Type:	_____
2. Agency Name:	_____
Agency Address:	_____
Contact Name:	_____
Contact Title:	_____
Contact Phone:	_____
Contact Email:	_____
Service Type:	_____
3. Agency Name:	_____
Agency Address:	_____
Contact Name:	_____
Contact Title:	_____
Contact Phone:	_____
Contact Email:	_____
Service Type:	_____
4. Agency Name:	_____
Agency Address:	_____
Contact Name:	_____
Contact Title:	_____
Contact Phone:	_____
Contact Email:	_____
Service Type:	_____

EXHIBIT C
Designation of Subcontractors

Provide the following information for each subcontractor. A Subcontractor is one who either (1) performs work for or (2) provides a service to the Respondent. If there are no subcontractors, please state "NONE".

1. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

2. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

3. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

4. Subcontractor Name: _____

Subcontractor Address: _____

Services to be performed:

EXHIBIT D
Non-Collusion Declaration

TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH Proposal

I, _____, am the
(Name)

_____ of _____,
(Position/Title) (Company)

the party making the foregoing Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham Proposal; and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham Proposal, or that anyone shall refrain from bidding; that the respondent has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the respondent or any other respondent, or to fix any overhead, profit, or cost element of the bid price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

(Date)

Signature of Authorized Representative

Name of Bidder (Firm, Corp., Individual)

Title of Authorized Representative

EXHIBIT E
INSURANCE REQUIREMENTS

Indemnity

In conjunction with work performed at the SCCAS site, the Contractor shall exonerate, indemnify, defend, and hold harmless the SCCAS (which shall include, without limitation, its officers, agents, employees and volunteers) from and against:

1. Any and all claims, demands, losses, damages, defense costs, other legal costs, or liability of any kind or nature which the SCCAS may sustain or incur or which may be imposed upon it at any time for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Contract, excepting any liability arising out of the sole negligence of the SCCAS. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons. In addition, the Contractor shall hold the SCCAS, its officers, agents, and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in connection with the contract or purchase order.
2. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, Social Security and payroll tax withholding).

Insurance

CONTRACTOR, at its sole cost and expense, for the full term of this Contract (and extensions thereof), shall obtain and maintain at minimum all of the following insurance coverage. Such insurance coverage shall be primary coverage as respect the SCCAS and any insurance or self-insurance maintained by the SCCAS shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

1. Types of Insurance and Minimum Limits
 - a) Worker's Compensation and Employer's Liability Insurance in conformance with the laws of the State of California.
 - b) CONTRACTOR'S vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000.00 combined single limit per accident for bodily injury and property damage.
 - c) CONTRACTOR shall obtain and maintain Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and property damage. Such insurance coverage shall include, without limitation:
 - (i) Contractual liability coverage adequate to meet the CONTRACTOR'S indemnification obligations under this Request;
 - (ii) Full Personal Injury coverage;
 - (iii) Broad form Property Damage coverage, and
 - (iv) A cross liability clause in favor of the SCCAS.
2. Other Insurance Provisions
 - a) As to all insurance coverage required herein any deductible or self-insured retention exceeding \$5,000.00 shall be disclosed to and be subject to written approval by the SCCAS.

- b) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, CONTRACTOR shall maintain such insurance coverage for five years after expiration of the term (and any extensions) of this Contract.
- c) All required Automobile Liability Insurance, Comprehensive or Commercial General Liability Insurance or Professional Liability Insurance shall contain the following endorsement as a part of each policy: "The SCCAS is hereby added as an additional insured as respects the operations of the named insured."
- d) All the insurance required herein shall contain the following clause: "It is agreed that these policies shall not be canceled nor the coverage reduced until thirty (30) days after the SCCAS shall have received written notice of such cancellation or reduction. The notice shall be deemed effective the date delivered to the SCCAS as evidenced by properly validated return receipt. Such notice shall be sent to: County of Santa Cruz, Auditor/Controller, 701 Ocean Street, Santa Cruz, CA 95060".
- e) Prospective CONTRACTOR agrees to provide the SCCAS at or before the effective date of any award resulting from this Request for Proposal with a certificate of insurance of the coverage required.
- f) If any insurance policy of Contractor required by these Contract Documents includes language conditioning the insurer's legal obligation to defend or indemnify the SCCAS on the performance of any act(s) by the named insured, then said insurance policy, by endorsement, shall also name the SCCAS as a named insured. Notwithstanding the foregoing, both the Contractor and its insurers agree that by naming the SCCAS as a named insured, the SCCAS may at its sole discretion, but is not obligated to, perform any act required by the named insured under said insurance policies.
- g) Prospective CONTRACTOR shall do all things required to be performed by it pursuant to its insurance policies including but not limited to paying within five (5) work days, all deductibles and self-insured retentions (SIR) required to be paid under any insurance policy that may provide defense or indemnity coverage to the SCCAS or any additional insured.
- h) All required insurance policies shall be endorsed to contain the following clause: "This Insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Santa Cruz County Animal Shelter

1001 Rodriguez St.
Santa Cruz, CA 95062

CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance requirements and provide SCCAS on or before the effective date of this contract Certificates of Insurance for all required coverage.

All respondents will be required to furnish, at time of submittal of Request for Proposals, proof of the insurances stated herein, which will be incorporated in the final contract with the Contractor selected.

If you do not currently carry the type/limit of insurance stated herein, please submit your Proposal with any differences clearly noted. Indicate if you would be

able to obtain the proposed insurance and, if so, indicate the dollar amount, if any, that your Proposal would be increased due to the cost of this insurance. Finally, please indicate any other problems you or your insurance carriers may have with the proposed insurance requirements and why.

It is recommended that you provide a copy of the insurance requirements to your insurance broker(s) for review. Should either you or your broker have questions regarding any of these provisions, contact SDRMA.

EXHIBIT F
PROTESTS AND APPEALS PROCEDURES

1. Protests to the SCCAS General Manager

Any actual or prospective bidder, offeror or Respondent who is allegedly aggrieved in connection with the solicitation or award of a permit, other than a bid protest, may protest to the SCCAS General Manager. The protest shall be submitted in writing to the SCCAS General Manager (Purchasing Agent) within five (5) working days after Respondents have been notified of the SCCAS Board approval of an award.

2. Decision of the General Services Director

Following consultation with Cara Townsend Esq., the SCCAS General Manager shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall:

- (a) State the reason for the action taken;
- (b) Inform the protestant that a request for further administrative appeal of an adverse decision must be submitted in writing to the SCCAS Administrative Services Officer II, within seven (7) working days after receipt of the decision made by the SCCAS General Manager. However, if the underlying protested award is not subject to approval by the SCCAS Board (contracts for services for up to \$35,000), then the SCCAS General Manager's decision shall be final.

3. Protests and Appeals to the SCCAS Board

- (a) If permitted under Section 2(b) above, the decision of the SCCAS General Manager may be appealed to the SCCAS Board.
- (b) Any actual or prospective bidder, offeror or Respondent who is allegedly aggrieved may protest a bid to the SCCAS Board.

4. Time Limits for Filing Protests and Appeals to the SCCAS Board

Protests and appeals to the SCCAS Board must be filed no later than ten (10) working days after the date of the decision being protested or appealed. The SCCAS shall be considered an interested party. When the appeal period ends on a day when the SCCAS offices are not open to the public for business, the time limits shall be extended to the next full working day.

5. Content of Protest and Appeal; Stay of Award

Any appeal or protest shall be filed in writing with SCCAS Administrative Services Officer II, and shall state, as appropriate, any of the following:

- A determination or interpretation is not in accord with the purpose of these procedures or County Code;
- There was an error or abuse of discretion;
- The record includes inaccurate information; or
- A decision is not supported by the record.

In the event of a timely appeal before the SCCAS Board under this Section, the SCCAS shall not proceed further with the solicitation or with the award of the permit until the appeal is resolved, unless the SCCAS General Manager, in consultation with Cara Townsend, Esq., makes a written determination that the award of the permit without delay is necessary to protect a substantial interest of the SCCAS.

6. Protest and Appeal Procedure

- (a) Hearing Date. A hearing before the Board shall be scheduled within thirty (30) days of the SCCAS's receipt of a protest or appeal unless the protestor and the SCCAS both consent to a later date.
- (b) Notice and Public Hearing. The hearing shall be a public hearing. Notice shall be mailed or delivered to the protestor not later than ten (10) days before the scheduled hearing date.
- (c) Hearing. At the hearing, the Board shall review the record of the process or decision, and hear oral explanations from the protestor and any other interested party.
- (d) Decision and Notice. After the hearing, the Board shall affirm, modify or revise the original decision. When a decision is modified or reversed, the Board shall state the specific reasons for modification or reversal. The SCCAS Administrative Services Officer II shall mail notice of the Board decision. Such notice shall be mailed to the protestor within five (5) working days after the date of the decision, and to any other party requesting such notice.
- (e) A decision by the Board shall become final on the date the decision is announced to the public.

Signature

Print Name

Date

EXHIBIT G

LOCALLY OPERATED BUSINESS PREFERENCE AFFIDAVIT OF ELIGIBILITY

Please review County Code Section 2.37.108 "Local Business Preference". Complete all areas below. Incomplete forms will be rejected. Submit completed form by email, mail or in person to the above address.

1) LEGAL NAME OF BUSINESS: _____
Mailing address: _____
Physical address (if different): _____

2) Month/year this business was established in Santa Cruz County:

3) Business license issued by an incorporated city within Santa Cruz County:
Business license #: _____ Issued by: _____

4) For transactions that require sales tax, provide the following reseller information:
Reseller's permit #: _____
Company name and address as it appears on the reseller's permit:

1) Does this business have more than one (1) physical location in California?
Yes____ No____
If yes, please specify the physical location considered the point-of-sale for sales tax purposes:

6) Does this business have at least one (1) physical location staffed by at least one (1) full-time employee or owner/operator located in Santa Cruz County?
Yes____ No____
Address

7) In the most recent tax year, was this business required to pay any or all of the following:
Income taxes? Yes____ No____
Payroll taxes? Yes____ No____
Sales tax? Yes____ No____
Property taxes for property located in Santa Cruz County? Yes____ No____

8) Is the local business delinquent in the payment of any taxes, charges or assessments owed to Santa Cruz County or to an incorporated city within Santa Cruz County?
Yes____ No____

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County of Santa Cruz in an attempt to qualify for a local preference shall be prohibited from bidding on Santa Cruz County projects for a period of three (3) years.

Authorized Signature: _____ Date: _____
Printed Name & Title: _____ Phone: _____

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: General Manager's Oral Report

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

Regular Agenda Item 6.2

TO Animal Services Authority Board of Directors
FROM: Melanie Sobel, General Manager
DATE: December 13, 2021
SUBJECT: Financial Report for the Period from October 1, 2021 through November 30, 2021

Recommendation:

Approve the Financial Report as presented for the period from October 1, 2021 through November 30, 2021.

Discussion:

The Financial Report for the period from October 1, 2021 through November 30, 2021 reflects total revenues of \$1,057,980 and expenditures of \$526,997. Year-to-date (YTD) revenues are \$2,222,210. YTD expenditures are \$1,395,869. Current total revenues are 52% of a potential 42%. The percentage of current year expenditures is at 30%.

Licensing revenues YTD are \$104,767. At this point last year licensing revenues were \$115,092.

**Santa Cruz County Animal Services Authority
Financial Summary for Fiscal Year 2021-2022
For Months Ending November 30, 2021**

Revenues:	2021-2022 Final Budget	2021-2022 Est/Actuals	2021-2022 YTD Actuals	YTD Remaining	2020-2021 YTD Actuals
ANIMAL LICENSES	\$285,000	\$285,000	\$104,767	\$180,233	\$115,092
INTEREST	\$17,000	\$17,000	\$3,000	\$14,000	\$9,023
RENTS & CONCESSIONS	\$700	\$700	\$69	\$631	\$43
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$30	\$170	\$0
ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
FED-FEMA	\$0	\$0	(\$0)	\$0	\$0
FED-CARES ACT CRF FUNDING	\$0	\$0	\$0	\$0	(\$58,059)
HUMANE SERVICES	\$250,000	\$250,000	\$79,788	\$170,212	\$112,450
ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$678	\$1,922	\$854
COST RECOVERY-OTHER	\$5,500	\$5,500	\$1,405	\$4,095	\$1,436
MEMBER CONTRIBUTION	\$3,044,606	\$3,044,606	\$1,857,067	\$1,187,539	\$2,008,595
CHARGES FOR CURRENT SERVICES	\$14,000	\$14,000	\$0	\$14,000	\$0
ADMIN FINE FEES	\$5,000	\$5,000	\$2,683	\$2,317	\$2,319
GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$0	\$15,000	\$1,628
ANIMAL MICROCHIP FEES	\$20,000	\$20,000	\$2,840	\$17,160	\$7,511
ANIMAL RABIES FEES	\$18,000	\$18,000	\$3,275	\$14,725	\$7,080
ANIMAL SPAY&NEUTER FEES	\$100,000	\$100,000	\$8,090	\$91,910	\$44,524
SALES-OTHER-TAXABLE	\$70,000	\$70,000	\$31,121	\$38,879	\$27,169
CASH OVERRAGES	\$0	\$0	\$4	(\$4)	\$69
CONTRIBUTIONS and DONATIONS	\$400,000	\$400,000	\$116,843	\$283,157	\$231,828
INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0
NSF CHECKS	\$0	\$0	(\$550)	\$550	\$0
NSF CHECKS-RETURNED CHECK FEE	\$0	\$0	\$0	\$0	\$0
OTHER REVENUE	\$40,000	\$40,000	\$11,101	\$28,899	\$10,472
UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0
BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$4,287,606	\$4,287,606	\$2,222,210	\$2,065,396	\$2,522,033

Less Expenditures:

Salaries and Benefits	\$3,017,236	\$3,017,236	\$885,737	\$2,131,499	\$1,266,432
Services and Supplies	\$1,184,757	\$1,184,757	\$366,236	\$818,521	\$466,270
Other Uses	\$167,422	\$167,422	\$41,886	\$125,536	\$31,695
Fixed Assets	\$60,000	\$60,000	\$0	\$0	\$0
Operating Transfers Out	\$102,010	\$102,010	\$102,010	\$0	\$101,000
TOTAL EXPENDITURES:	\$4,531,425	\$4,531,425	\$1,395,869	\$3,075,556	\$1,865,396

Plus Contingency:

TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$178,857	\$178,857	\$0	\$178,857	\$0
	\$4,710,282	\$4,710,282	\$1,395,869	\$3,254,413	\$1,865,396

NET REVENUES OVER (UNDER) EXPENDITURE **(\$422,676)** **(\$422,676)** **\$826,341** **(\$1,189,017)** **\$656,637**

BEGINNING FUND BALANCE - UNDESIGNATED **\$978,146** **\$978,146** **\$978,146** **\$978,146** **\$659,250**
(unaudited ending balance from 6/30/21)

ENDING FUND BALANCE - UNDESIGNATED **\$555,470** **\$555,470** **\$1,804,487** **(\$210,871)** **\$1,315,887**

ANIMAL LICENSE DETAIL

	2020-21 YTD Actuals	2019-20 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$3,307	\$3,315	(\$8)
LICENSES - SANTA CRUZ	\$21,350	\$23,011	(\$1,661)
LICENSES- SCOTTS VALLEY	\$6,123	\$7,212	(\$1,089)
LICENSES- COUNTY	\$63,390	\$68,608	(\$5,218)
LICENSES- WATSONVILLE	\$10,597	\$12,946	(\$2,349)

* Fund Balance Assigned for B. Jean Donation - balance as of 6/30/21 is \$472,501 (Unaudited)

* Fund Balance - Non spendable for change fund/petty cash - balance as of 6/30/21 is \$900 (Unaudited)

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

As of 11/30/21 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	21-22 Final Budget	21-22 Adj. Budget	October Actuals	November Actuals	21-22 YTD Actuals	YTD Remaining	42%	42%	20-21 YTD Actuals	COMPARE THRU NOV PY ACTUALS	November Actuals	20-21 Est./Actuals
								Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
51000	SALARIES & BENF	\$3,017,236	\$3,017,236	\$177,154	\$189,378	\$885,737	\$2,131,499	29.36%	46.14%	\$1,266,432	(\$380,695)	\$205,154	\$2,744,589
61000	SERVICES & SUPL	\$1,184,757	\$1,184,757	\$80,147	\$80,318	\$366,236	\$818,521	30.91%	40.35%	\$466,270	(\$100,034)	\$99,374	\$1,155,463
70000	OTHER CHARGES	\$167,422	\$167,422	\$0	\$0	\$41,886	\$125,536	25.02%	50.00%	\$31,695	\$10,192	\$0	\$63,391
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$60,000	\$60,000	\$0	\$0	\$0	\$60,000	0.00%	0.00%	\$0	\$0	\$0	\$0
90000	OTHER FINANCING USES	\$102,010	\$102,010	\$0	\$0	\$102,010	\$0	100.00%	0.00%	\$101,000	\$1,010	\$101,000	\$101,000
98700	CONTINGENCIES	\$178,857	\$178,857	\$0	\$0	\$0	\$178,857	0.00%	0.00%	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$4,710,282	\$4,710,282	\$257,301	\$269,696	\$1,395,869	\$3,314,413	29.63%	79.71%	\$1,865,396	(\$469,528)	\$405,528	\$4,064,443
40100-42500	TOTAL REVENUES	\$4,287,606	\$4,287,606	\$828,139	\$229,841	\$2,222,210	\$2,065,396	51.83%	57.55%	\$2,522,033	(\$299,823)	\$392,420	\$4,382,289
	NET COST	\$422,676	\$422,676	(\$570,838)	\$39,855	(\$826,341)	\$1,249,017	-195.50%	206.59%	(\$656,637)	\$169,704	\$13,109	(\$317,846)
51000	REGULAR PAY-PER	1,756,193	1,756,193	\$106,079	\$112,091	\$535,393	\$1,220,800	30.49%	43.82%	\$714,645	(\$179,252)	\$125,223	1,630,768
51005	OVERTIME PAY-PE	4,159	4,159	\$780	\$585	\$5,553	(\$1,394)	133.51%	87.53%	\$4,719	\$834	\$0	5,391
51010	REGULAR PAY-EXT	56,234	56,234	\$5,726	\$5,560	\$24,500	\$31,734	43.57%	39.58%	\$20,257	\$4,243	\$6,225	51,175
51040	DIFFERENTIAL PAY	31,366	31,366	\$1,961	\$1,931	\$9,290	\$22,076	29.62%	37.90%	\$9,177	\$114	\$2,135	24,210
52010	OASDI-SOCIAL SE	132,675	132,675	\$8,604	\$9,008	\$43,191	\$89,484	32.55%	45.48%	\$56,100	(\$12,909)	\$9,767	123,342
52015	RETIREMENT	482,434	482,434	\$28,416	\$30,757	\$143,813	\$338,621	29.81%	40.80%	\$153,914	(\$10,100)	\$30,680	377,259
53010	EMPLOYEE INSURA	474,586	474,586	\$25,588	\$29,446	\$123,997	\$350,589	26.13%	50.35%	\$228,032	(\$104,035)	\$31,125	452,855
53015	UNEMPLOYMENT IN	3,964	3,964	\$0	\$0	\$0	\$3,964	0.00%	100.00%	\$3,964	(\$3,964)	\$0	3,964
54010	WORKERS COMPENS	75,625	75,625	\$0	\$0	\$0	\$75,625	0.00%	100.00%	\$75,625	(\$75,625)	\$0	75,625
51000	SALARIES & BENF	\$3,017,236	\$3,017,236	\$177,154	\$189,378	\$885,737	\$2,131,499	29.36%	46.14%	\$1,266,432	(\$380,695)	\$205,154	\$2,744,589
61115	POLICE SAFETY EQUIPMENT	500	500	\$0	\$292	\$361	\$139	72.17%	0.00%	\$0	\$361	\$0	0
61125	UNIFORM REPLACEMENT	1,500	1,500	\$74	\$1,170	\$1,245	\$255	82.98%	19.94%	\$299	\$946	\$0	1,500
61215	RADIO SERVICES	35,000	35,000	\$2,825	\$2,825	\$14,123	\$20,878	40.35%	39.68%	\$13,886	\$236	\$2,777	35,000
61220	TELECOM SERVICES	46,000	46,000	\$4,519	\$3,258	\$11,150	\$34,850	24.24%	36.18%	\$16,641	(\$5,491)	\$4,143	46,000
61310	FOOD	10,000	10,000	\$2,957	\$2,174	\$7,727	\$2,273	77.27%	61.31%	\$11,036	(\$3,309)	\$1,522	18,000
61412	JANITORIAL SERVICES	10,000	10,000	\$875	\$875	\$3,500	\$6,500	35.00%	34.15%	\$3,415	\$85	\$825	10,000
61525	LIABILITY INSURANCE	60,000	60,000	\$0	\$0	\$45,984	\$14,016	76.64%	100.00%	\$57,173	(\$11,189)	\$0	57,173
61535	OTHER INSURANCE	4,012	4,012	\$0	\$0	\$0	\$4,012	0.00%	0.00%	\$4,154	(\$4,154)	\$0	4,154
61720	MAINT-MOBILE EQUIPMENT-SERV	10,000	10,000	\$0	\$0	\$1,317	\$8,683	13.17%	34.00%	\$2,720	(\$1,403)	\$277	8,000
61725	MAINT-OFFICE EQUIPMENT	1,000	1,000	\$140	\$159	\$743	\$257	74.30%	36.66%	\$609	\$134	\$0	1,662
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	\$0	\$219	\$1,344	\$656	67.18%	6.25%	\$125	\$1,219	\$0	2,000
61731	MAINT-OTHER EQUIP-SUP	1,000	1,000	\$0	\$0	\$0	\$1,000	0.00%	12.13%	\$121	(\$121)	\$0	1,000
61835	FACILITIES MAINT	18,000	18,000	\$0	\$0	\$0	\$18,000	0.00%	6.30%	\$1,260	(\$1,260)	\$540	20,000
61845	MAINT STRUCT IM	1,000	1,000	\$0	\$0	\$0	\$1,000	0.00%	58.28%	\$583	(\$583)	\$0	1,000
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61922	OTHER MEDICAL MATERIALS	110,000	110,000	\$6,284	\$7,165	\$19,188	\$90,812	17.44%	36.52%	\$45,647	(\$26,459)	\$6,522	125,000
62020	MEMBERSHIPS	2,000	2,000	\$0	\$1,556	\$1,556	\$444	77.80%	14.08%	\$450	\$1,106	\$150	3,197
62111	MISCELLANEOUS EXPENSES	14,000	14,000	\$15	\$6,066	\$6,081	\$7,919	43.44%	83.74%	\$11,723	(\$5,642)	\$35	14,000

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
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As of 11/30/21 from ONESolution
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	21-22 Final Budget	21-22 Adj. Budget	October Actuals	November Actuals	21-22 YTD Actuals	YTD Remaining	42%	42%	20-21 YTD Actuals	COMPARE	November Actuals	20-21 Est./Actuals
								Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU NOV PY ACTUALS		
62112	CASH SHORTAGES	0	0	\$0	\$0	\$40	(\$40)	0.00%	0.00%	\$0	\$40	\$0	3
62214	DUPLICATING SVCS.	3,500	3,500	\$1,294	\$0	\$1,294	\$2,206	36.98%	45.23%	\$2,035	(\$741)	\$0	4,500
62217	MISC NONINVENTORIAL ITEMS EXPENSE	0	0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	0
62219	PC SOFTWARE PURCHASES	6,500	6,500	\$0	\$6,296	\$6,296	\$204	96.87%	99.95%	\$6,506	(\$209)	\$0	6,509
62221	POSTAGE	12,000	12,000	\$1,009	\$57	\$3,118	\$8,882	25.98%	38.06%	\$4,567	(\$1,449)	\$2,019	12,000
62222	SUBSCRIPTIONS/PERIODICALS	125	125	\$0	\$15	\$195	(\$70)	155.90%	0.00%	\$0	\$195	\$0	1,050
62223	SUPPLIES	75,000	75,000	\$4,227	\$10,677	\$19,350	\$55,650	25.80%	26.05%	\$16,934	\$2,415	\$7,167	65,000
62225	NON-PC SOFTWARE	250	250	\$0	\$0	\$0	\$250	0.00%	0.00%	\$0	\$0	\$0	250
62226	INVENTORIAL ITEMS	5,000	5,000	\$0	\$0	\$0	\$5,000	0.00%	21.61%	\$6,432	(\$6,432)	\$306	29,767
62301	ACCOUNTING & AUDITING	15,000	15,000	\$0	\$0	\$0	\$15,000	0.00%	0.00%	\$0	\$0	\$0	15,000
62310	BANKING SERVICES	13,000	13,000	\$234	\$1,248	\$5,441	\$7,559	41.85%	34.88%	\$4,883	\$558	\$750	14,000
62316	COMPUTER PROF SVCS	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	20,000	20,000	\$125	\$114	\$19,469	\$531	97.35%	86.47%	\$19,023	\$447	\$112	22,000
62318	COUNTY COUNSEL	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62325	DATA PROCESSING	82,320	82,320	\$41,160	\$0	\$41,160	\$41,160	50.00%	53.51%	\$44,050	(\$2,890)	\$0	82,320
62330	DPW SERVICES - GENERAL MONEY	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62381	PROF & SPECIAL	125,000	125,000	\$2,792	\$5,227	\$21,042	\$103,958	16.83%	35.61%	\$23,149	(\$2,107)	\$6,032	65,000
62399	VETERINARIAN SERVICES	170,000	170,000	\$2,351	\$11,570	\$38,031	\$131,969	22.37%	17.20%	\$28,379	\$9,652	\$6,007	165,000
62500	EQUIPMENT RENTS & LEASES-	0	0	\$0	\$0	\$0	\$0	#DIV/0!	100.00%	\$32	(\$32)	\$32	32
62610	RENTS & LEASES-	200,000	200,000	\$0	\$0	\$49,417	\$150,583	24.71%	50.00%	\$98,835	(\$49,417)	\$49,417	197,669
62710	FIELD EQUIPMENT	1,200	1,200	\$0	\$0	\$134	\$1,066	11.19%	29.26%	\$566	(\$432)	\$131	1,936
62801	ADVERTISING & PROMOTION	2,500	2,500	\$436	\$67	\$1,347	\$1,153	53.88%	45.64%	\$2,726	(\$1,379)	\$2,726	5,973
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	\$0	\$7,379	\$7,379	\$12,621	36.89%	16.62%	\$2,077	\$5,302	\$0	12,500
62857	SPECIAL MISC EXP-SUPPLIES	500	500	\$8	\$0	\$8	\$492	1.60%	2.13%	\$32	(\$24)	\$0	1,500
62890	SUBSCRIPTIONS/BOOKS	500	500	\$0	\$0	\$0	\$500	0.00%	#DIV/0!	\$0	\$0	\$0	0
62893	TOWING	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	\$480	\$2,536	\$3,016	(\$516)	120.64%	0.00%	\$0	\$3,016	\$0	1,206
62920	GAS, OIL, FUEL	16,000	16,000	\$1,343	\$1,303	\$5,425	\$10,575	33.90%	34.68%	\$6,243	(\$818)	\$1,538	18,000
62922	TRAVEL-LODGING	1,500	1,500	\$0	\$0	\$0	\$1,500	0.00%	#DIV/0!	\$0	\$0	\$0	0
62924	TRAVEL-MEALS	500	500	\$0	\$0	\$0	\$500	0.00%	#DIV/0!	\$0	\$0	\$0	0
62926	TRAVEL-MILEAGE	500	500	\$0	\$0	\$0	\$500	0.00%	#DIV/0!	\$0	\$0	\$0	0
62928	TRAVEL-OTHER	100	100	\$15	\$0	\$15	\$85	15.05%	20.35%	\$20	(\$5)	\$0	100
62930	REGISTRATIONS	250	250	\$0	\$0	\$0	\$250	0.00%	113.00%	\$1,652	(\$1,652)	\$0	1,462
62935	SERVICE CENTER	0	0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	0
62940	TRAVEL ADVANCES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
63070	UTILITIES	85,000	85,000	\$6,984	\$8,068	\$29,740	\$55,260	34.99%	33.28%	\$28,288	\$1,452	\$6,347	85,000
74230	PRINCIPAL ON LEASE PURCHASES	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,184,757	\$1,184,757	\$80,147	\$80,318	\$366,236	\$818,521	30.91%	40.35%	\$466,270	(\$480,729)	\$99,374	\$1,155,463

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SC CO ANIMAL SERVICES AUTHORITY
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Pos + = UP
Neg () = DOWN

Acct	Acct Title	21-22 Final Budget	21-22 Adj. Budget	October Actuals	November Actuals	21-22 YTD Actuals	YTD Remaining	42%	42%	20-21 YTDActuals	COMPARE	November Actuals	20-21 Est./Actuals
								Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU NOV PY ACTUALS		
75315	COUNTY OVERHEAD (see 3550)	\$167,422	\$167,422	\$0	\$0	\$41,886	\$125,536	25.02%	50.00%	\$31,695	\$0	\$0	\$63,391
700000	OTHER CHARGES	\$167,422	\$167,422	\$0	\$0	\$41,886	\$125,536	25.02%	50.00%	\$31,695	\$10,192	\$0	\$63,391
86204	EQUIPMENT	\$60,000	\$60,000	\$0	\$0	\$0	\$60,000	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$60,000	\$60,000	\$0	\$0	\$0	\$60,000	0.00%	0.00%	\$0	\$0	\$0	\$0
90000	OPERATING TRSF OUT	\$102,010	\$102,010	\$0	\$0	\$102,010	\$0	100.00%	132.80%	\$101,000	\$1,010	\$101,000	\$101,000
90000	OTHER FINANCING USES	\$102,010	\$102,010	\$0	\$0	\$102,010	\$0	100.00%	0.00%	\$101,000	\$1,010	\$101,000	\$101,000
98700	APPROP FOR CONTINGENCIES	\$178,857	\$178,857	\$0	\$0	\$0	\$178,857	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$178,857	\$178,857	\$0	\$0	\$0	\$178,857	0.00%	0.00%	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$285,000	\$285,000	\$18,018	\$20,498	\$104,767	\$180,233	36.76%	39.69%	\$115,092	(\$10,325)	\$27,465	\$290,000
40430	INTEREST	\$17,000	\$17,000	\$837	\$0	\$3,000	\$14,000	17.65%	56.39%	\$9,023	(\$6,023)	\$1,444	\$16,000
40440	RENTS & CONCESS	\$700	\$700	\$0	\$35	\$69	\$631	9.89%	43.48%	\$43	\$26	\$0	\$100
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$10	\$20	\$30	\$170	15.00%	#DIV/0!	\$0	\$30	\$0	\$0
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41093	FED-FEMA	\$0	\$0	\$0	\$0	(\$0)	\$0	0.00%	0.00%	\$0	(\$0)	\$0	\$86,802
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41148	FED-CARES ACT CRF FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	(\$58,059)	\$58,059	\$0	\$0
41510	HUMANE SERVICES	\$250,000	\$250,000	\$15,560	\$13,856	\$79,788	\$170,212	31.92%	49.98%	\$112,450	(\$32,662)	\$20,157	\$225,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$175	\$114	\$678	\$1,922	26.08%	42.70%	\$854	(\$176)	\$200	\$2,000
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$473	\$129	\$1,405	\$4,095	25.54%	47.86%	\$1,436	(\$31)	\$284	\$3,000
42044	MEMBER CONTRIBUTION	\$3,044,606	\$3,044,606	\$745,082	\$168,303	\$1,857,067	\$1,187,539	61.00%	69.93%	\$2,008,595	(\$151,528)	\$299,349	\$2,872,279
42047	OTHER CHARGES CURRRENT SERVICES	\$14,000	\$14,000	\$0	\$0	\$0	\$14,000	0.00%	0.00%	\$0	(\$0)	\$0	\$11,550
42073	ADMINISTRATIVE FINE FEES	\$5,000	\$5,000	\$494	\$151	\$2,683	\$2,317	53.66%	30.92%	\$2,319	\$364	\$144	\$7,500
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$0	\$0	\$0	\$15,000	0.00%	0.00%	\$1,628	(\$1,628)	\$1,628	\$15,000
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$20,000	\$20,000	\$360	\$535	\$2,840	\$17,160	14.20%	44.18%	\$7,511	(\$4,671)	\$1,015	\$17,000
42206	ANIMAL RABIES FEES	\$18,000	\$18,000	\$258	\$440	\$3,275	\$14,725	18.19%	44.25%	\$7,080	(\$3,805)	\$1,065	\$16,000
42207	ANIMAL SPAY&NEUTER FEES	\$100,000	\$100,000	\$1,500	\$2,000	\$8,090	\$91,910	8.09%	42.40%	\$44,524	(\$36,434)	\$5,790	\$105,000
42234	SALES-OTHER-TAXABLE	\$70,000	\$70,000	\$10,728	\$5,999	\$31,121	\$38,879	44.46%	36.23%	\$27,169	\$3,952	\$8,831	\$75,000
42362	CASH OVERRAGES	\$0	\$0	\$0	\$0	\$4	(\$4)	0.00%	73.98%	\$69	(\$65)	\$50	\$93
42372	CONTRIBUTIONS AND DONATIONS	\$400,000	\$400,000	\$36,791	\$11,515	\$116,843	\$283,157	29.21%	38.64%	\$231,828	(\$114,985)	\$22,804	\$600,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	(\$3,950)	\$3,450	(\$550)	\$550	0.00%	0.00%	\$0	(\$550)	\$0	(\$35)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0
42384	OTHER REVENUE	\$40,000	\$40,000	\$1,805	\$2,795	\$11,101	\$28,899	27.75%	26.18%	\$10,472	\$629	\$2,193	\$40,000
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$0	\$0	\$706	\$419	\$3,307	(\$3,307)	0.00%	0.00%	\$3,315	(\$8)	\$477	\$0
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$3,671	\$3,613	\$21,350	(\$21,350)	0.00%	0.00%	\$23,011	(\$1,661)	\$4,505	\$0
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$796	\$1,829	\$6,123	(\$6,123)	0.00%	0.00%	\$7,212	(\$1,089)	\$2,638	\$0
42984	LICENSES- COUNTY	\$0	\$0	\$10,819	\$12,341	\$63,390	(\$63,390)	0.00%	0.00%	\$68,608	(\$5,218)	\$16,658	\$0
42986	LICENSES- WATSONVILLE	\$0	\$0	\$2,026	\$2,296	\$10,597	(\$10,597)	0.00%	0.00%	\$12,946	(\$2,349)	\$3,187	\$0
40100-42500	REVENUES	\$4,287,606	\$4,287,606	\$828,139	\$229,841	\$2,222,210	\$2,065,396	51.83%	57.55%	\$2,522,033	(\$299,823)	\$392,420	\$4,382,289

Pamela Lowry, who advocated for abortion rights before Roe v. Wade, dies at 77



Pamela Lowry, abortion rights advocate before Roe v. Wade, in 2007. The Lowry Family

A month before turning 21 in 1965, Pamela Lowry began working in Planned Parenthood's Boston offices, helping women at a time when most had to leave the United States for a legal abortion, and many illegal abortions were dangerous or fatal.

Nine years later, she testified before a US Senate subcommittee and recalled the awful choices women faced before the US Supreme Court's landmark Roe v. Wade decision in 1973 made abortion legal across the country.

In 1967, she said, Planned Parenthood staffers helped arrange trips for women to Japan, where abortions were legal. The following year they set up visits to London when England's abortion laws changed, which cut travel costs in half. But those who couldn't afford a trip to England faced "the hunt for classic illegal abortions," Ms. Lowry said. A Boston surgeon who worked 10 blocks from a major Catholic maternity hospital "charged \$650. If you wanted an anesthetic it was an additional \$100."

Worse still was a Newton physician. "He was an alcoholic and drank during the procedures in order to steady his hand," she said. "And so it went down the rung of the people who weren't physicians and so on. It was a terrible kind of thing to witness."

Ms. Lowry, who later became a valued campaign staffer for Governor Michael S. Dukakis, was 77 when she collapsed and died Nov. 16 while volunteering at the Santa Cruz County Animal Shelter.

She and her husband, Allen Rozelle, had moved 13 years ago to Santa Cruz, Calif., where she wrote novels and focused her political talents on the shelter and its foundation.

“Pam was an all-around superstar and cheerleader for the shelter,” Erika Smart, the organization’s program and development manager, wrote in a tribute.

In her years as a Massachusetts political operative and champion of women’s rights, Ms. Lowry “truly was one of the unsung heroes of the Dukakis return to office in 1982,” said John Sasso, a former political consultant and top aide to Dukakis, who was elected governor in 1974, lost a Democratic primary reelection bid in 1978, and was elected governor again in 1982.

“Computers were in their infancy,” Sasso said of that era. “She kept up the lists and names of volunteers and small contributors as if they were gold, which they were. That is in large part what helped Mike build such a robust organization of volunteers in the field and contributors throughout the state — because of what Pam did.”

After joining the Dukakis campaign team in 1979 and serving as part of the senior campaign staff when he ran for president in 1988, Ms. Lowry launched her own political consulting firm, which focused on administration, election-law compliance, and fund-raising.

“Everybody recognized the tremendous value of what she was doing,” Sasso said. “And her deep conviction about women’s health was at the heart of her commitment.”

Ms. Lowry remained politically active in Massachusetts until 2002, when she married Rozelle, whom she had known since she was at Wellesley and he was at Harvard College. She then moved to Switzerland, where he lived.

Six years later, they moved into a home they had bought in Santa Cruz, drawn there for their retirement years by the proximity of close friends.

Since then, under the authorial byline Lee Lowry, she wrote three novels, “If You Needed Me,” “Judge Not,” and “The Lost Horse,” all of which drew on her experience as an expatriate in Switzerland in a later-in-life marriage.

Like her first novel’s protagonist, “I gave up my career and moved to Europe to help an old love after he lost his wife to cancer,” she said in an interview posted on her website.

“Elements in this story are inspired by my personal experiences as an expatriate, second wife, and step-parent, but I have also drawn heavily on stories from others whom I met in the course of my own adventure,” she said. “As one friend observed, ‘We as humans need to share our journeys.’ ”

By phone, Rozelle described the novels as “fictional accounts of our getting back together in Geneva. The names are all changed, but the events are recognizable, if you know what you’re talking about. And they’re very good.”

The second of five siblings, and the oldest daughter, Pamela Lee Lowry was born in New York City on Sept. 9, 1944.

Her father, Donald Lowry, had graduated from Harvard College and worked for Procter & Gamble, rising to become a vice president. Her mother, Barbara Schueler Lowry, was from Boston and attended the Cambridge School of Weston before marrying Donald.

Pamela grew up mostly in Cincinnati's suburbs, once her father's work brought the family to P&G's Cincinnati headquarters.

At the family's suburban homes, Ms. Lowry developed her love of gardening.

"She and my mother shared an interest in wildflowers and built a wildflower garden together at the edge of the woods," said her sister Sarah Lowry Ames of Boston.

Departing from the more conservative politics of her parents, "Pam was the liberal of the family. We all admired her," said her brother Sam of Huntsville, Ala.

Much like her experience as a field hockey goalie, Ms. Lowry would, in the political arena, "be the person who would defend to the last her team, her side," Sarah said. "She was completely committed to an ideal or a cause and there was no arguing about it. She knew what was right and put everything into trying to convince other people as well."

Ms. Lowry studied at Wellesley for a couple of years before leaving. She worked briefly at the Design Research retail store in Cambridge before moving to the Planned Parenthood League of Massachusetts, where she chaired public affairs by the time she left at the end of the 1970s.

Before *Roe v. Wade*, she also had been co-director of MORAL, the Massachusetts Organization to Repeal Abortion Laws, and later she was on the executive committee of the National Abortion Rights Action League.

"She was very articulate, she was very beautiful, she was very friendly," Rozelle said.

In addition to her husband and her siblings Sarah and Samuel, Ms. Lowry leaves another brother and sister, Peter and Amy, both of Camden, Maine.

Plans for a memorial service are incomplete at this time.

In her 1974 testimony before a US Senate subcommittee, Ms. Lowry recalled that on Aug. 1, 1965, her first day as a Planned Parenthood staffer, the Massachusetts Legislature rejected a proposed bill "which for the first time would have legalized contraception."

She added that "we could count the numbers of senators and representatives who voted against birth control whose wives we knew were on the pill."

The personal and the political were always woven together, she told the US senators who were hearing testimony about abortion rights.

"I hope we never go back to the way it was 10 years ago when, with \$187 in my pocket, I walked to the lower end of Massachusetts Avenue, the seedy side of town, the seedy side of the tracks," Ms. Lowry said.

"I won't go into all of the details, but it ended up in a chiropractor's office and it is the kind of experience which changes your life. It changed mine."

Bryan Marquard can be reached at bryan.marquard@globe.com.

Pamela Lee Lowry

1944 - 2021



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BORN	1944
DIED	2021

FUNERAL HOME	Benito & Azzaro Pacific Gardens Chapel - Santa Cruz 1050 Cayuga St Santa Cruz, CA
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Pamela Lee Lowry
1944 - 2021
Resident of Santa Cruz

Pamela Lee Lowry of Santa Cruz, California, passed away on 16 November 2021 at 2 PM. Pam was born in New York in 1944. She attended Wellesley College and made Boston her home until 2001, when she moved to Switzerland to marry her former college sweetheart, Allen Rozelle. She and her husband lived in Geneva for six years, returning to the United States in 2007. The presence of close friends in California prompted them to consider the west coast for their retirement, and they fell in love with Santa Cruz on their first visit.

Pam's professional life in Boston focused on community activism. Her work in women's health care and family planning services led to involvement in electoral politics, and she eventually served as senior campaign staff for Michael Dukakis during his gubernatorial and presidential campaigns. She went on to found a political consulting firm specializing in campaign

administration, fundraising and election law compliance. The move to Switzerland ended Pam's political career, but allowed her to travel extensively in Europe with her husband. When they settled in California, she became an active volunteer with the SC County Animal Shelter and was honored by the SC Board of Supervisors as an Outstanding County Volunteer. Her passion for gardening prompted her to rise to the challenge of xeriscape landscaping. Pam was also an enthusiastic supporter of local conservation organizations and a strong advocate for the Route 17 Wildlife Crossing, connecting two major wilderness areas. While living in California, Pam wrote three novels – If You Needed Me, Judge Not, and The Lost Horse – under the pen name Lee Lowry, drawing on her experiences as an expatriate and a partner in a late marriage.

She is survived by her husband, Allen Rozelle, and her four siblings, Dr. Peter Lowry of Camden, ME, Sarah Lowry Ames of Boston, MA, Dr. Samuel Lowry of Huntsville, AL, and Amy Lowry of Camden, ME.

Contributions in her memory can be made to the Santa Cruz County Animal Shelter, 1001 Rodriquez Street, Santa Cruz, CA 95062

[View the online memorial for Pamela Lee Lowry.](#)



Published by Santa Cruz Sentinel on Nov. 21, 2021.

To plant trees in memory, please visit the [Sympathy Store](#).

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3 Entries



Allen and Pam bringing wine to a family gathering.

Sarah Lowry Ames

November 19, 2021

Pam was a remarkable woman. I'm so glad to have known her. Among her many accomplishments, her efforts on behalf of the SC Animal Shelter were significant. Her energy and sense of humor were infectious. She will be sorely missed.

Laura Dowling

Other

November 18, 2021

As the days and weeks pass, and as you return to life's routine, may you continue to feel comforted by the love and support of family and friends. Please take comfort in the words found at 2nd Thessalonians 2: 16,17.

DT

November 18, 2021

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Commemorating Pam Lowry

Dear Santa Cruz County Animal Shelter Friends and Supporters,

I'm writing to inform you of the very sad news of the passing of Santa Cruz County Animal Shelter (SCCAS) Foundation Board member, SCCAS volunteer and supporter, Pam Lowry. Her death was sudden and tragic, and it has taken me a while to absorb and process this immense loss.

I was raised in Jewish culture which places a high respect for the deceased. We do not have open caskets at funerals; the idea being that truly honoring the deceased is to remember the person as he or she was in life. To celebrate their deeds, interests, and beliefs. I intend to do this for my beloved friend, Pam Lowry.

I am doing this carefully as Pam was incredibly modest and humble. She did not want any recognition or attention. Her life's work and generosity were done because it was the right thing to do, not for accolades or attention. I remember her saying to me that she thought naming rights on buildings was silly. She said, "What's the point? No one is going to know the name in 50 years."

She was gracious and kind and also extremely pragmatic. She and her lovely husband, Allen, did not own a television or cell phone. She refused to watch the news, participate in social media or get bogged down with sensationalism and nonsense. Instead of wringing her hands and worrying about the world's state of affairs, she chose to roll up her sleeves and help where she could. She was a champion for land conservation, women's health and reproductive rights, progressive change through democracy, and of course, animal welfare—both for domestic and wild animals.

Pam purchased her Santa Cruz County Animal Shelter (SCCAS) volunteer apron on November 19, 2011. Since then, she has been a fierce ally and supporter of SCCAS. The impact she has made to our organization is immeasurable. This impact changed the trajectory of the Santa Cruz County Animal Shelter and its effect will live on.

Pam lives on even before I enter the Shelter as I see its beautiful landscape. She initiated and executed the transformation of the Shelter's grounds by securing a local Master Gardeners group to install a drought friendly landscape surrounding the Shelter. She then organized a group of volunteer gardeners, the Green Team, to maintain and add to it. She was regularly seen digging in the dirt outside the Shelter, pulling weeds, spreading mulch and planting succulents from her beautiful home garden. She also routinely bagged and transported yard waste to her home's yard waste bin so the Shelter's would not be overwhelmed. Additionally, Pam contacted the head of the Bay School, a nearby school for autistic children, and started a program where students come to the Shelter to assist with sweeping and raking of the grounds.

Pam lives on as I walk into the Shelter and see the Phase I construction happening. Not only is the project a reality because of her financial contributions; she also assisted us with the details of the plans. One example is a very important addition she made to the hallway between the cat get acquainted rooms and the new community cat room: she brilliantly pointed out that opening doors into this busy hallway would not be ideal! She suggested sliding inset doors and the change was made.

Pam lives on in our cat housing rooms where she spent countless hours playing with, comforting and socializing cats, matchmaking cats to potential adopters, helping load up cats into carriers to go to adopted homes, and walking upset owners through the stray cat housing rooms to look for lost cats. She lives on with the numerous cat volunteers she expertly trained and mentored that have expanded and will maintain her good work.

Pam lives on with all the educational literature, brochures, correspondence letters and appeals she beautifully crafted and edited for SCCAS and the SCCAS Foundation. She deeply understood and believed in our mission and values and her writing talent allows us to communicate them so well.

Pam lives on with the establishment of the Santa Cruz County Animal Shelter Foundation. This nonprofit organization exists because of her. She built it, named it, and expertly ran it. She served as the Foundation's Secretary, but she was the force behind everything. She was constantly strategizing and planning our next moves. It was hard to keep up with her but what an incredible ride!

It's very difficult to realize the ramifications of this loss. Our community lost a treasure. Pam was a mentor, teacher and consigliere to me and so many others. I learned so much from her. She was such an inspiration and help to me. I will miss her terribly.

She will live on in our memories and hearts, and in the good work of the Santa Cruz County Animal Shelter.

Sincerely,

Melanie Sobel
President
Santa Cruz County Animal Shelter Foundation

Dear Volunteers,

It is with a heavy heart that I write this message to you all to let you know of the passing of our long time volunteer and wonderful friend, Pam Lowry. Pam was a dedicated cat volunteer and mentor at the Shelter for many years as well as the Santa Cruz County Animal Shelter Foundation Board Secretary. Pam has been a huge part of all our fundraising efforts at the Shelter, including making our current construction project happen.

If you knew Pam, you probably knew her for her love for animals and the community, her quick wit, and her dedication to our organization. Pam was an all around superstar and cheerleader for the Shelter. From helping with dog licensing to stamping envelopes - Pam would just show up at the Shelter and see how she could help our staff, always with a smile on her face. Pam also helped to organize the Green Team that is responsible for all the beautiful landscaping at the Shelter and she arranged for the students from the Bay School to come and help with these outdoor projects as well. She wanted the public to get a positive message from the Shelter right from the start and I think we can all agree, the Shelter grounds look amazing! I would often catch Pam loading bags of "green waste" into the back of her small car to take and put in her trashcan at home to save us space. Pam also enjoyed helping with Summer Camp, providing succulents from her own gardens for the camp kiddos to plant as well as sharing her love for the Shelter cats.

As I type this I'm thinking of how Pam would have wanted this message written. Pam was our editor. Any big email or message that we put out goes through her vigorous and loving editing process. Pam shared my competitive nature, especially with the upcoming Santa Cruz Gives campaign and her contributions to our fundraising efforts at the Shelter will be forever better by the impact she made. Pam spent many years working on political campaigns and we all enjoyed hearing her stories of this work and felt grateful that she would share her fundraising knowledge with us. Pam lived a very meaningful life and I know she is in some of my most meaningful memories during my time here at the Shelter. When I think of Pam, I think of an incredibly strong and intelligent person who gave her support to those around her with the goal of making our world a better place.

If you knew Pam, I'm sure you feel as lucky as I do to have shared the same space as her. I will cherish the impact she made on me and I hope I can be like her when I grow up.

A life so beautifully lived deserves to be beautifully remembered. Thank you for remembering Pam Lowry with us during this time.

Sincerely,
Erika Smart



Bay Area rescue groups running into problems trying to stop cat over-population

Lack of access to spay-neuter clinics means fertile cats remain on the streets, breeding at will



CONCORD, CA – NOV. 20: Community Concern for Cats volunteer Catherine Burnham leaves a tray of food for a group of feral cats near an industrial area in Concord, Calif., on Saturday, Nov. 20, 2021. Animal rescue groups are having great difficulty as they try to trap, neuter and return stray cats only to discover that free and low-cost spay-neuter clinics can't take them. Staffing shortages, including a lack of vets and technicians, means county animal shelters and clinics are turning animals away — and the problem is unfolding everywhere. (Jose Carlos Fajardo/Bay Area News Group)

Stray and feral cats and the volunteer groups that try to help them are in the eye of a perfect storm, caught in the vortex of too few veterinarians and too little staff, COVID challenges and changes in the ways public shelters operate.

“This day has been coming for a while,” said Dr. Kate Hurley, program director at UC Davis’ Koret Shelter Medicine Program, during a Zoom conference with Contra Costa County Animal Services and groups that perform cat rescues. “The pandemic has brought it to a head.”

At the crux of the storm is a lack of veterinarians and trained staff to perform necessary spay/neuter surgeries on so-called community cats. Groups that once offered free or low-cost operations closed their doors during the pandemic or drastically cut back on the number of procedures they can safely perform.

This isn’t just a localized problem, either, although each area has its unique challenges. Every rescue group in the Bay Area that does TNR — trap, neuter, return — is having problems finding appointments to have the cats neutered.

Contra Costa Animal Services, for example, performs free spay-neuter for stray cats, is struggling to keep up with demand. And animal rescue groups, which trap scores of cats weekly, are angry that they are repeatedly turned away.

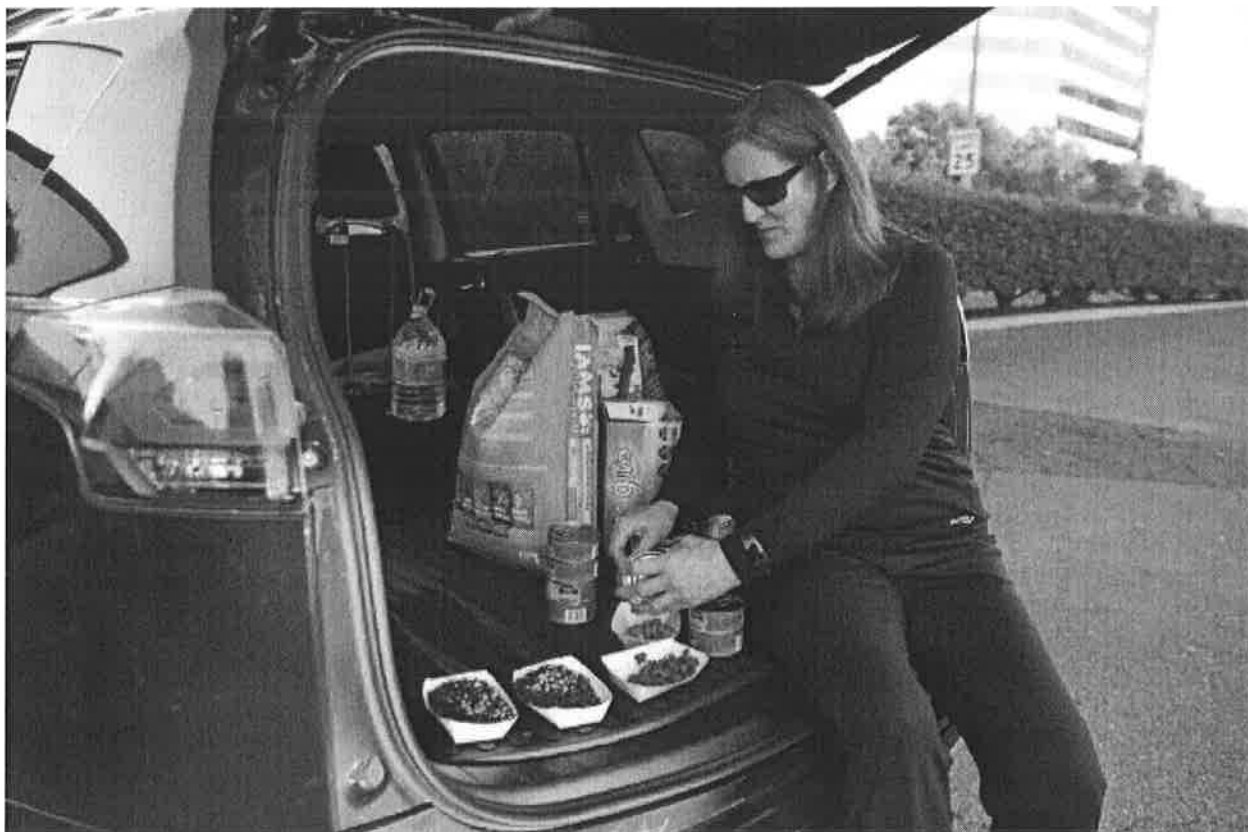
Beth Ward, Contra Costa Animal Services director, said although it might not seem like it to some trappers, the county has done more surgeries in 2021 than it did in pre-pandemic times. In 2018, it performed 400 TNR surgeries; this year, they've done 1,080.

The problem, she says, is that there is a "spay-neuter desert" right now. Private rescue groups that operate clinics should be stepping up to help more, but they face the same veterinary staffing challenges.

"We want to partner with your organizations," Ward told TNR groups during the Zoom call. "We're challenged with our resources."

Lisa Kirk, who has done TNR for decades for Sacramento and Contra Costa County rescue groups, is frustrated to the point of giving up. She believes public shelters that limit the number of spay and neuter surgeries they perform for rescue groups are placing an undue burden on the nonprofits, forcing them to seek and pay for surgeries elsewhere.

"I am no longer trapping because I have no vet services, so the population (of feral cats) out there is just expanding," Kirk says.



CONCORD, CA – NOV. 20: Community Concern for Cats volunteer Catherine Burnham prepares trays of food to feed feral cats near an industrial area in Concord, Calif., on Saturday, Nov. 20, 2021. (Jose Carlos Fajardo/Bay Area News Group)

"We've tried to prioritize TNR," says Dr. Katy Mills, the Contra Costa shelter vet, "but it's difficult to predict what will be coming into the shelter."

The staffing problem is widespread. Some 87 percent of U.S. shelters are understaffed, according to an August survey by the Best Friends Animal Society. The shelter's medical staff is down 40 percent from

its approved staffing level, Mills says, and their obligation is to the pets already in the shelter, who must be spayed and neutered before they can be adopted out, according to California law.

Public shelters aren't the only ones grappling with staffing issues. Community Concern 4 Cats, one of Contra Costa's more established rescues that has its own spay-neuter program, fell behind during the pandemic when it lost one of its vets and had to stop offering services to other groups.

"We did lose a vet," organization leader Gemma Osendorf says, "but we have recovered. We're piecemealing it right now, but ... hopefully we'll be able to feel solid again. We persevere."

Palo Alto Humane Society runs its own spay/neuter support program for qualifying low-income pet owners, and feral cats and the pets it takes in for adoption.

"We have been facing the same issue of reduced access to low-cost spay/neuter services and clinics," PAHS executive director Carole Hyde says. "COVID exacerbated a larger situation with a shortage of personnel in the veterinary service field. It's a real crisis."



CONCORD, CA – NOV. 20: A feral cat warms itself in the sun near an industrial area in Concord. (Jose Carlos Fajardo/Bay Area News Group)

Ruby Waderich, who heads the all-volunteer Solano County Friends of Animals, says the Napa County clinic that handles the rescue's spay-neuter surgeries is booked so far in advance — three to four months — volunteers have been driving cats to Sacramento County when they can find openings. The delays are overwhelming the organization's foster families, who take in the cats until they can be adopted.

Meanwhile, Contra Costa Animal Services has adopted a new policy that mirrors what shelters are doing across the country: taking in only sick, injured or at-risk cats. There's no need to bring in community cats that are doing well on their own, UC Davis' Hurley says. The cats typically are not adoptable and end up being euthanized. Some actually might be someone's pet that was allowed to wander. And there is evidence, Hurley says, that feral cats actually breed more when their colonies are culled.

But TNR groups worry that without adequate neutering efforts, the feral cat population, estimated at 70 million across the U.S., will continue to grow.

Catherine Burnham, who has done foster care for Community Concern 4 Cats for about 10 years and does TNR trapping, says she's never seen it this bad before. "Kitten season" has become a year-round phenomenon.

When COVID hit, the county shelter began limiting spay-neuter services for TNR groups, taking eight cats a day, capped at two per trapper. As staffing problems rose, some surgeries were limited or cancelled.

"For four days in a row," Burnham says, "I stood in line starting at 5:30 a.m., and I got turned away every time. We have to work with the county — we have no other options — but it's gotten ridiculous."

The overarching problem remains, but at least one thing has improved: Contra Costa County just announced it is moving away from its first come, first served policy and returning to appointments — four a day, Tuesday through Friday — and has established a task force to work on problems together.