



Santa Cruz County Animal Shelter

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Erika Smart

Interim General Manager

SANTA CRUZ COUNTY ANIMAL SHELTER

BOARD OF DIRECTORS MEETING

August 8, 2022 AT 11:00 AM

Meeting Location: Watsonville City Council Chambers, 275 Main St., 4th Floor

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 June 13, 2022 meeting**

p.6 **5.2 Accept reports of the General Manager and the Management Team for June and July 2022**

p.12 **5.3 Accept and file the statistics for the months June and July 2022**

p.17 **5.4 Accept and approve quarterly report for all claims under \$10,000**

p.24 **5.5 Accept and approve journal entry payments with the County of Santa Cruz**

p.27 **5.6 Accept a gift in the amount of \$10,000 from the Silicon Valley Community Foundation**

6.0 Regular Agenda

p.28 **6.1 General Manager’s oral report**

p.29 **6.2 Consider and approve financial report for the months of June and July 2022 and take related actions**

p.39 **6.3 Consider and approve General Manager’s FY 2022-23 Revised Budget**

p.62 **6.4 Consider and approve a lease agreement with the City of Watsonville for continued use of the Watsonville Animal Shelter facility**

p.91 **6.5 Consider and approve a proposal from Bandit Systems Inc. for the purchase and installation of a new security camera system**

7.0 Adjourn Regular Meeting

Correspondence

p.98 **18 Items Attached**

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: August 8, 2022
SUBJECT: Approve Minutes of June 13, 2022 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors meeting of June 13, 2022.

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes

June 13, 2022, 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, Cz=Czerwin, Dean=D, F=Figueroa, M=Moreno, S=Schmidt

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 11:00 am by ASA Board Vice Chairperson Clark. BM’s Ryan and Walpole were not present for the meeting. Leo Moreno sat in for BM Ryan, and Mike Dean sat in for BM Walpole. New BM Chung replaced BM Randolph as one of the three County representatives.

2.0 Introductions: Mike Dean and Leo Moreno were introduced as substitute BM’s.

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 April 11, 2022 meeting.

5.2 Accepted reports of the General Manager and the Management Team for April and May 2022.

5.3 Accepted and filed the statistics for April and May 2022.

5.4 Appointed officers of the Board of Directors for FY 2022-23.

5.5 Approve continuing agreements for FY 2022-23.

5.6 Accept designated and undesignated donations totaling of \$ \$8,972 from the SCCAS

Public Comment: None

Board Comment: None

Board action on Consent Agenda 5.0: Vote: Co S B Ch Cl Cz D F M

Item approved unanimously.

6.0 Regular Agenda

6.1 General Manager’s Report –

- GM Sobel announced her resignation effective July 1, 2022. She thanked the Board for their support over the past 11.5 years. She indicated she enjoyed working with the entire Board, in particular BM Coburn.
- The Animal Ordinance is under review with the various jurisdictions, and the ordinance has been slated for review by Santa Cruz and Capitola city councils this summer.
- The Planned Pethood Program was scaled back last year and continues to be scaled back due to veterinarian and RVT shortages.
- SCCAS continuous to recruit for the position of RVT which has been open since last fall with very few applicants.
- SCCS launched an RFP earlier this year for veterinary services but has received no proposals to date.
- GM Sobel recommended the Board consider hiring an employee vet as another avenue in conjunction with soliciting for contract vets, to cast a wider net. That said, she indicated that finding a vet who can perform high volume spay neuter is very difficult.
- Phase I of the SC Shelter expansion project has been completed. Next steps included installation of an epoxy floor in late June, and the purchase and installation of a variety of equipment early next fiscal year. The Foundation is paying for these costs.
- SCCAS currently has three vacancies: an Animal Control Officer I, an RVT, and an Extra Help Animal Services Assistant. SCCAS is planning for another vacancy at the ACO II position due to one of the officers moving out of state. Recruitments are underway for all openings.

Board Comment:

BM Coburn thanked GM Sobel for her work over the years.

BM Clark thanked GM Sobel for her good work, especially in recent years with COVID and the fire.

6.2 Approved financial report for the months of April and May 2022.

- BM Clark reported on the written financial report.

Public Comment: None

Board Comment: None

Board action on Regular Agenda Item 6.2: Vote: Co B Ch Cl Cz D F M S

Item approved unanimously.

6.3 Considered the General Manager's proposed budget for FY 2022-23

GM Sobel reviewed the budget key points:

- SCCAS is requesting the same member contribution as initially requested at the April Board meeting which is a 10% increase over FY 21-22.
- Inventoriable Items was increased by \$15,000 for new medical equipment and supplies. This will be funded by the SCCAS Foundation.
- Rents and Leases were increased by \$48,000 to fund a upcoming lease agreement with the Watsonville Airport for use of the Watsonville Shelter property.
- Professional Services was increased by \$32,800 to fund a contract with a recruiting firm in order to find a replacement for GM Sobel. This contract.
- Fixed Asset Equipment increased by \$45,000 for medical equipment for the SC Shelter. This will be funded by the SCCAS Foundation.
- All other items are unchanged.

Public Comment: None

Board Comment: BM Coburn confirmed that the budget as presented represents no change to the member contribution from the April draft budget.

Board action on Regular Agenda Item 6.3: Vote: Co S Ch Cl Cz D F M

Item approved unanimously.

6.4 Appointed Erika Smart as Interim General Manger

Public Comment: None

Board Comment: BM Coburn indicated that the County CAO has done their due diligence to speak with a variety of people and explore options for an Interim General Manager and supports the GM Sobel's recommendation to appoint Erika Smart. BM Clark echoed BM Coburn's comments and indicated he supports GM Sobel's recommendation.

Board action on Regular Agenda Item 6.3: Vote: S B Ch Cl Co Cz D F M

Item approved unanimously.

6.5 Approved an agreement with WBCP for recruitment services and authorized formation of a hiring subcommittee.

Public Comment: Bob Sidell: Peace of Mind volunteer, Shelter volunteer, but here representing himself. Bob provided an example of the good work Peace of Mind does in coordination with the SCCAS. Bob indicated that the collaboration,

fostering, saving lives, and saving money are key aspects of sheltering. Bob encouraged that the hiring subcommittee and recruiting firm work in a transparent manner and ensure there is appropriate representation from the large variety of stakeholders including volunteers, Shelter employees, other rescue/shelter agencies and others. Bob also listed a variety of recommended focuses for the new GM including collaboration, employee retention, and expansion of a variety of services including spay/neuter, fostering, and others.

Board Comment: BM Coburn indicated that she worked closely with this vendor on a previous recruitment and was confident the contractor will work closely with the stakeholders, and that their process was thorough and well done. BM Coburn indicated the subcommittee would be composed of Board members but would encourage input from the stakeholders. BM Coburn also requested that the subcommittee be composed of the three largest board members which are the County, the City of Santa Cruz, and the City of Watsonville.

Vote: Co S B Ch Cl Cz D F M

Item approved unanimously.

7.0 Adjourn Board Meeting at 12:27 pm

Note: a closed personnel session followed the meeting to complete GM Sobel's annual evaluation.

The next regular meeting is scheduled for August 8, 2022 at 11am at the Watsonville City Council Chambers located at 275 Main St., 4th floor. The meeting will be held in person.

ATTEST: _____

Chairperson: Chris Clark

Clerk: Joe Phares

Consent Agenda Item 5.2

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Reports from the Management Team for June and July 2022

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

General:

The Santa Cruz and Watsonville Shelters remain open with regular hours however, we now stop offering adoptions after 5pm to better support our operations.

The new Animal Ordinance went into effect for Santa Cruz County on February 11, 2022. I am picking up where Melanie and Todd left off and am working to get all the presentations scheduled. We are on the calendar for City of Santa Cruz and I'm looking forward to seeing Melanie's work on this through.

The Shelter's Planned Pethood free and low-cost spay/neuter program is suspended until we can secure more Veterinary and Registered Veterinary Technicians (RVT). Additionally, we have over 200 Shelter animals waiting for surgery. Most of these animals are in foster homes and we will finalize their adoption after they are altered. We have also suspended the One Stop low-cost vaccination program until further notice. An RFP process for veterinary services has been completed with no applicants. 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. We are also working with Dr. Jeff Fankhauser out of his new low-cost clinic in Prunedale and have utilized our transport vehicle to send animals for surgery. On Friday, July 29th Dr. Fankhauser was able to complete 35 surgeries.

Phase I of the Shelter Expansion project (renovation and expansion of the main Shelter building to modernize the clinic and add bunny and cat adoption rooms) is completed and the public can officially use the space. Kennels and other supplies (also paid for by the SCCAS Foundation) for the new additions had been delayed due to production and shipment delays but we have received them. The SCCAS Foundation hosted a Santa Cruz County Chamber of Commerce Open House event on June 22, 2022, from 5pm to 7 pm that was well attended, and the new space was photographed by Santa Cruz Sentinel Photographer, Shumel Thaler, to celebrate this accomplishment. Additionally, the Foundation hired a landscape architect to design a native landscape with a dry creek bed in front of the new addition and this project is now complete along with a Catio enclosure that is outside of the new cat space. We saw a 14% increase in adoptions since our last meeting, reaching 336 adoptions. We've hosted numerous adoption events and adoption specials to help with our population at the Shelter.

In addition to regular adoption events, we've been working on our fundraising efforts. Our annual calendar contest is underway and ends on August 5th. We've already surpassed our goal of \$10,000 and have raised \$14,466 at the time of this report. This year we are also selling advertising space in the calendar which is expected to bring in additional revenue. Bay Federal has partnered with us declaring August, Animal August. They hosted their all-hands virtual company meeting with over 200 attendees at the Shelter in the new cat space and will be

encouraging clients to make donations to us this month with the goal of raising \$5,000. We also have our exciting Parks and Rex (doggie pool party) fundraiser in partnership with Santa Cruz County Parks on August 20th at Simpkins Swim Center.

We just completed our 2022 Summer Camp at the Shelter which provided humane education to 60 kids ages 6-11. This camp was sponsored by New Leaf Community Markets and brought in \$10,800.

SCCAS is currently recruiting for two Animal Control Officer I's, an Animal Control Officer II, a Registered Veterinary Technician, an Extra Help Animal Health Specialist, and an Extra Help Animal Services Assistant. Interviews are in process for the ACO positions and SCCAS expects to make several job offers in August. Due to the multiple open positions in our Animal Control department, we were down to just two officers that can respond to all calls 7 days a week, 24/7. To better support our operations and cover our on-call hours, we established a contract with Wildlife Emergency Services to respond to all emergency after hours calls so that our two officers do not have to cover on call until further notice. Once we recruit and train new officers, we will return to our regular operations.

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. Our upcoming clinic will be held in coordination with City of Watsonville at Franich Park on August 26th.

Statistics:

Please see attached.

Recommendation:

Accept and file the reports of the management team for the months of June and July 2022

Shelter Services Board Report
June and July 2022
Rodolfo Manriquez, Shelter Manager

In the months of June and July 2022:

1,501 licenses were sold

818 animals entered the shelter

152 were return to owner

120 were transferred to a rescue placement partner

336 animals were adopted: 14% more than the last reporting period

During this period, moved into the newly constructed and remodeled spaces at the Santa Cruz Shelter. The new cat and rabbit rooms are fully furnished and occupied. SCCAS is now in the process of furnishing the remodeled veterinary surgery suite with medical equipment including new exam and surgery tables, anesthesia machines, oxygen concentrators, and other equipment. Some of the items are on back order due to supply chain issues.

SCCAS is currently recruiting for two Animal Control Officer I's, an Animal Control Officer II, a Registered Veterinary Technician, an Extra Help Animal Health Specialist, and an Extra Help Animal Services Assistant. Interviews are in process for the ACO positions and SCCAS expects to make several job offers in August. In revised budget proposal elsewhere on this agenda, SCCAS has proposed several personnel changes to better fulfill its current staffing needs.

Animal Control Report
June and July 2022
Todd Stosuy, Field Services Manager

1. Animal Control is down to one officer and me covering our 7 day per week operation. Erika Smart was able to establish an MOU with Wildlife Emergency Services to cover our after hour on calls to ensure we don't burnout. Officer Mark Van Der Kroef moved to Texas, another officer is on light duty, and another officer is on extended medical leave. We are currently interviewing to fill two full time positions and one substitute position.
2. Due to having only one officer on duty each day we are not actively doing proactive patrols and are responding to calls for service.
3. In June we declared one dog a Public Nuisance in the City of Watsonville. In July we declared two separate dogs Potentially Dangerous in unincorporated County (Aptos and Boulder Creek).
4. We held several appeal hearings in front of an Administrative Hearing officer (unincorporated County and City of Santa Cruz). All appeals were denied and the responsible parties were required to follow the stipulations of their Vicious or Potentially Dangerous Orders.
5. We seized five cats from a known cat hoarder who has pending charges against her for animal neglect in criminal court. She is a transient that lives in an RV in the City of Santa Cruz. All five cats were adopted.
6. We seized a dog and requested charges be filed against a houseless person in the City of Santa Cruz that punched her dog in front of an animal control officer and then attempted to run her over in her vehicle. The District Attorney's Office filed charges and an arrest warrant. The animal owner was arrested and released and then failed to show for her pre-trial readiness conference. The dog was sent to an out of County Animal Shelter for adoption.
7. We seized three goats from a houseless person who was well known to us. His care of the goats began deteriorating over the past few months, resulting in neglect. All three goats were re-homed and we will be requesting charges through the District Attorney's Office.
8. We investigated an illegal animal trapping case in Live Oak where a squirrel was caught in a steel hold leg trap. The case resulted in media attention and assistance from the Sheriff's Department in trying to locate fingerprints or DNA. We are still waiting on the results from the Sheriff's Office.
9. We assisted Santa Cruz Police in a dog stabbing that resulted in the death of the dog. Santa Cruz Police requested charges.

Board Report
Erika Smart, Interim General Manager
Program & Development
June and July 2022

- Fundraising
 - Grants in progress:
 - Submitted final records for Petsmart Charities grant (this was a two year grant for \$50k through the Foundation for Healthy Pets for All).
 - Annual Calendar contest started and has already met the goal of \$10,000 raised!
 - August is going to be “Animal August” with Bay Federal where they will encourage their members to donate to us.
 - Events:
 - Every Sunday at Greater Purpose Brewing Shelter the community can meet Shelter dogs.
 - The last Thursday of each month the community can meet Shelter dogs at Santa Cruz Mountain Brewing plus they donate \$1 for each beer sold.
 - REI Adoption event 6/18.
 - Adoption event at Patagonia 7/9.
 - Starbucks adoption event 7/16.
 - Chamber Mixer with SCCAS Foundation 6/22.
 - Pleasure Point Street Fair 6/25.
 - Parks and Rex 8/20.
- Humane Education
 - Summer Camp:
 - Three full weeks of camp and 3-day camps.
 - Sponsored by New Leaf
 - Continuing special tours for classes and small groups as requested.
- Healthy Pets for All
 - August 26th 10am-1pm at Franich Park 795 Vista Montana Dr. Watsonville, CA 95076.
 - September 10am-1pm at East Cliff Village Apartments, 1635 Tremont Dr. in Santa Cruz
 - October 14th at County of Santa Cruz Health 1080 Emeline Ave. Santa Cruz, CA 95060.
 - November 18th 10am-1pm at Franich Park 795 Vista Montana Dr. Watsonville, CA 95076.
- Volunteer Program
 - Volunteer coordinator, Megan Carroll, has been out of the office for 5 weeks.

- AmeriCorps member, Amanda Benton, completed her service with the Shelter at the end of June. We are still hoping to recruit another member to join us.
- Hosting volunteer trainings and orientations.
- We have been having monthly bath days with Pawsitive Styles, a mobile groomer. They visit the Shelter, and our volunteers assist with baths and grooming for 20+ dogs!

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Statistics for the Months of June and July 2022

Recommendation:

Accept and file the statistical report for the months of June and July 2022.



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

Kennel Statistics Report
 Animals Taken Into Shelter from 06/01/22 to 07/31/22
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	1	4	0	1	1	7
Born@Shelt	0	0	13	0	0	13
D2D	0	1	0	0	1	2
Pph	1	13	0	0	0	14
Protective Custody	0	13	6	5	0	24
Quarantine	0	1	0	2	0	3
Safe Hold	0	3	0	0	0	3
Stray	124	125	170	28	20	467
Surrendered by Owner	59	80	81	39	18	277
Transfer	0	0	2	0	6	8
TOTAL	185	240	272	75	46	818

Kennel Statistics Report
 Animals That Left Shelter from 06/01/22 to 07/31/22
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	55	71	153	25	32	336
Died	1	1	1	1	0	4
Euthanized	33	21	14	9	2	79
Pph	1	13	0	0	1	15
Returned to Owner	23	121	3	2	3	152
Transferred to Another Shelter	30	18	26	43	3	120
TOTAL	143	245	197	80	41	706

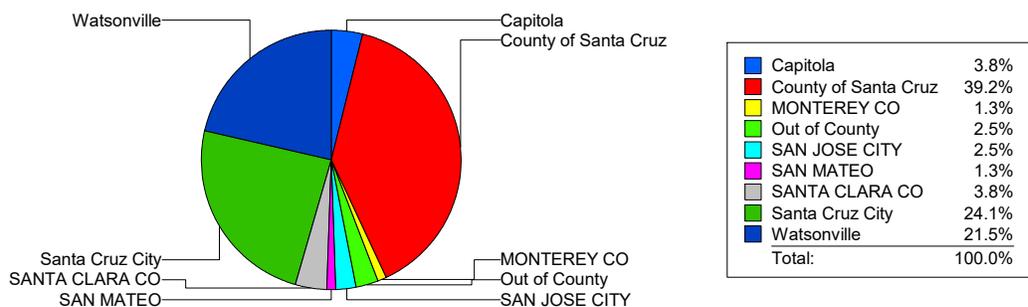
Intakes of Owner Requested Euthanasia From All Jurisdictions During 06/01/22 to 07/31/22 =

61

Euthanasia Totals from
06/01/22 to 07/31/22
All Jurisdictions Combined

<u>Reason for Euth</u>	<u>Animal type</u>					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
	1	1	0	5	0	7
< 8 Weeks	2	0	0	0	0	2
Aggressive	2	8	0	0	0	10
Bite	0	1	0	0	0	1
Bite Hx	0	2	0	0	0	2
Fail2Thrv	1	0	3	0	0	4
Feline AIDS	2	0	0	0	0	2
Geriatric	0	1	0	0	0	1
Ken Stress	1	0	0	0	0	1
Medical	12	1	3	3	1	20
Observed Behavior	0	5	0	0	0	5
Panleuk	0	0	5	0	0	5
Parvo	0	0	0	0	1	1
Prewean	2	0	0	0	0	2
Ringworm	2	0	3	0	0	5
Suffering	1	1	0	1	0	3
Unsocial	7	0	0	0	0	7
Vic/Danger	0	1	0	0	0	1
Total	33	21	14	9	2	79

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 July 31, 2022 = 246

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

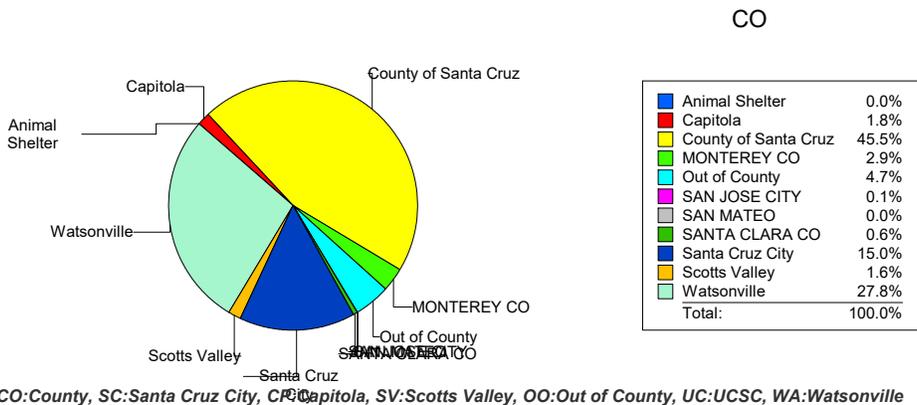
	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	77	181	57	20	25	360
Born@Shelt	13	0	117	83	5	218
D2D	11	19	1	3	2	36
Evacuation	205	94	12	268	0	579
Pph	113	108	32	0	11	264
Protective Custody	118	886	28	620	74	1,726
Quarantine	47	122	14	68	4	255
Safe Hold	13	41	3	1	0	58
Stray	6,027	7,678	4,782	1,428	806	20,721
Surrendered by Owner	2,212	2,636	1,620	2,550	507	9,525
Transfer	54	245	188	891	90	1,468
Total	8,890	12,010	6,854	5,932	1,524	35,210

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	2,630	3,129	4,135	2,195	1,005	13,094
Died	50	10	51	50	1	162
Disposal*	716	257	54	184	8	1,219
Euthanized	2,242	1,601	697	977	95	5,612
Missing	7	2	1	8	0	18
Pph	50	51	19	0	4	124
Returned to Owner	1,493	5,907	130	786	175	8,491
Transferred to Another Shelt	1,706	900	1,421	1,639	118	5,784
Wildlife Relocated	0	1	0	5	0	6
Total	8,894	11,858	6,508	5,844	1,406	34,510

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

Y-T-D Percentage of Intake Total By Jurisdiction



Consent Agenda Item 5.4

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Approve Fourth Quarter Report of all Claims under \$10,000 Approved by the General Manager for April 1, 2022 through June 30, 2022

Recommendation:

Approve the fourth quarter report of all claims under \$10,000 approved by the General Manager for April 1, 2022 through June 30, 2022.

Discussion:

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

The next quarterly report of expenditures for July 1, 2022 through September 30, 2022 will be included on the October 17, 2022 agenda and every quarter thereafter.

DATE: 8/8/22
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Erika Smart, Interim General Manager
 SUBJECT: Item 5.4 April 1, 2022 through June 30, 2022 Claims Report

The following SCCAS claims under \$10,000 have been approved by the General Manager without prior Board of Directors action, and submitted to the County Auditor-Controller for payment from the Operating Budget for the period of April 1, 2022 through June 30, 2022.

Expenditure Actual Transactions

Posted	Document	Amount	Description	Vendor No	Vendor Name
Object 61125 -- UNIFORM REPLACEMENT					
04/25/22	2022 0322	500.00	ALTERATIONS ON ACO UNIFORMS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 61310 -- FOOD					
04/13/22	2022 0325	846.35	FOOD FOR SHELTER ANIMALS	V126091	HILLS PET NUTRITION INC
04/13/22	000216035	32.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
04/13/22	000215662	8.00	SPW2847 WATER DISP RENTAL	V34903	DAMM SOFTWATER SERVICE INC
04/22/22	2022 0402	30.98	FOOD - VOLUNTEER APPRECIATION	E615156	CARROLL, MEGAN
04/25/22	2022 0322	32.91	RABBIT FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2022 0322	191.83	ANIMAL FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2621167	162.68	ANIMAL FOOD	V8645	PET PALS
04/26/22	2613928	35.17	ANIMAL FOOD	V8645	PET PALS
04/26/22	000217102	18.50	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
04/26/22	2623897	34.87	RABBIT FOOD	V8645	PET PALS
05/06/22	000217137	18.50	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
05/13/22	000218506	56.00	SPW2847 SC DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
05/13/22	000218139	8.00	SPW2847 WATER DISPENSER FEE	V34903	DAMM SOFTWATER SERVICE INC
05/13/22	000218505	8.00	SPW2847 WATS DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
05/16/22	2022 0430	459.75	FOOD FOR SHELTER ANIMALS	V741	GENERAL FEED & SEED
05/17/22	2633908	494.42	CANNED DOG FOOD	V8645	PET PALS
05/17/22	2636168	29.39	TURTLE FOOD	V8645	PET PALS
05/27/22	000219584	15.38	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
05/27/22	000219622	11.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
05/31/22	2022 0528	35.98	GREENS FOR RABBITS	E612154	SOBEL, MELANIE
05/31/22	2022 0422	431.74	FOOD FOR SHELTER ANIMALS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	184.15	FOOD FOR SHELTER ANIMALS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2643370	114.73	RABBIT/GUINEA PIG FOOD	V8645	PET PALS
05/31/22	2640711	110.06	RABBIT/GUINEA PIG FOOD	V8645	PET PALS
06/02/22	000217102 2	12.00	DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
06/02/22	000221117	69.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
06/02/22	000220589	8.00	SPW2847 WATER DISP RENTAL FEE	V34903	DAMM SOFTWATER SERVICE INC
06/02/22	000221116	17.00	SPW2847 DISTILLED WATER - CLIN	V34903	DAMM SOFTWATER SERVICE INC
06/03/22	242188818	401.68	CAT I/D AND A/D FOOD	V126091	HILLS PET NUTRITION INC
06/03/22	242188817	302.15	ADULT CAT FOOD	V126091	HILLS PET NUTRITION INC
06/03/22	242313448	194.45	SD ADULT CAT FOOD	V126091	HILLS PET NUTRITION INC
06/21/22	2022 0523	943.86	FOOD FOR SHELTER ANIMALS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	178.02	FOOD FOR SHELTER ANIMALS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/22/22	000221898	19.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
06/24/22	242418031	226.61	CAT FOOD	V126091	HILLS PET NUTRITION INC
06/30/22	242428535	161.48	CAT AND KITTEN FOOD	V126091	HILLS PET NUTRITION INC
06/30/22	JV221636	312.01	ACCRUE 2022 0722 CAL CARD		
06/30/22	2650466	57.24	KITTEN FOOD	V8645	PET PALS
06/30/22	2654151	741.64	DOG FOOD	V8645	PET PALS
06/30/22	JV221636	874.17	ACCRUE 2022 0622 CAL CARD		
06/30/22	JV221636	888.68	ACCRUE 2022 0622 CAL CARD		
06/30/22	2654820	20.70	GUINEA PIG FOOD	V8645	PET PALS
06/30/22	064317	8.00	SPW2847 WATER DISPENSER RENTAL	V34903	DAMM SOFTWATER SERVICE INC
06/30/22	2649367	46.56	KITTEN FOOD	V8645	PET PALS
06/30/22	000222845	35.00	SPW2847 DRINKING WATER - SC	V34903	DAMM SOFTWATER SERVICE INC
06/30/22	242552210	269.17	CAT AND KITTEN FOOD	V126091	HILLS PET NUTRITION INC
06/30/22	JV221636	84.98	ACCRUE 2022 0722 CAL CARD		
06/30/22	242549008	80.17	PUPPY FOOD	V126091	HILLS PET NUTRITION INC
Object 61412 -- JANITORIAL SERVICES					
05/06/22	29686	875.00	MARCH JANITORIAL SERVICES	V129185	ALVAREZ INDUSTRIES INC
05/10/22	29895	875.00	INV#29895 JANITORIAL SVCS	V129185	ALVAREZ INDUSTRIES INC
06/24/22	30094	875.00	INV 30094 JANITORIAL SERVICES	V129185	ALVAREZ INDUSTRIES INC
06/30/22	30292	875.00	INV30292 JUNE JANITORIAL SVCS	V129185	ALVAREZ INDUSTRIES INC
Object 61525 -- LIABILITY INSURANCE					
04/22/22	DU87023	(725.48)	SDRMA INSURANCE REFUND	C99999	DEP
06/30/22	72487	132.98	PROPERTY/LIABILITY INS 21-22	V122952	SDRMA

Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV

04/25/22	0058243	2,423.78	REALIGNMENT, BRAKE WORK - ACO	V129906	SPECIALIZED AUTO INC
04/25/22	2022 0322	895.00	BMW WINDSHIELD REPLACEMENT	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/06/22	0105451	134.86	VEH MAINT - GEAR SHIFT/LIGHTS	V129906	SPECIALIZED AUTO INC
05/17/22	57127	162.53	OIL CHANGE FOR FLEET VEHICLE	V39608	HENLEY PACIFIC SF LLC
05/18/22	0105766	616.86	BRAKE WORK ON FLEET VEHICLE	V129906	SPECIALIZED AUTO INC
05/24/22	59038	94.45	OIL CHANGE ON TRUCK 800	V39608	HENLEY PACIFIC SF LLC
05/24/22	95777	95.00	TOWING SVCS FOR VEHICLE 800	V108591	ROSSIS BODY SHOP AND TOWING
06/24/22	0106310	576.09	BRAKE WORK AND OIL CHANGE	V129906	SPECIALIZED AUTO INC
06/30/22	JV221636	121.25	ACCRUE 2022 0622 CAL CARD		

Object 61725 -- MAINT-OFFICE EQUIPMNT-SERVICES

04/25/22	28404316	139.66	COPY MACHINE CONTRACT	V15391	CANON SOLUTIONS AMERICA INC
05/31/22	28565775	191.74	CANON LEASE	V15391	CANON SOLUTIONS AMERICA INC
06/28/22	28718785	164.66	COPIER LEASE	V15391	CANON SOLUTIONS AMERICA INC
06/30/22	426837	116.40	New Blanket PO through 06/30/2	V125978	MONTEREY BAY SYSTEMS

Object 61730 -- MAINT-OTH EQUIP-SERVICES

04/12/22	8831A	365.54	DRYER REPAIR	V41705	G&G ELECTRIC AND MECHANICAL
06/21/22	2022 0523	40.00	SECURITY ALARM REGISTRATION	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506

Object 61731 -- MAINT-OTH EQUIP-SUPPLIES

04/25/22	2022 0322	438.87	MAINTENANCE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	102.30	HVAC FILTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506

Object 61835 -- FACILITIES MAINT-GENERAL-SERV

04/26/22	21023	640.00	HVAC REPAIRS	V127948	AIRTEC SERVICE
05/06/22	20236353	1,691.14	PLUMBING SERVICES	V122942	GEORGE H WILSON INC
05/31/22	20255780	247.50	HVAC REPAIRS	V122942	GEORGE H WILSON INC

Object 61922 -- OTHER MEDICAL MATERIALS & SUPP

04/12/22	39536183	2,158.72	MISC CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
04/12/22	3018548614	74.34	SYRINGES	V128735	PATTERSON VETERINARY SUPPLY INC
04/13/22	000216034	8.00	SPW2847 DISTILLED WATER - CLIN	V34903	DAMM SOFTWARE SERVICE INC
04/22/22	3018687369	29.60	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
04/22/22	39986552	2,021.34	CLINIC MEDS	V120453	MWI VETERINARY SUPPLY CO
04/25/22	346263	126.66	OXYGEN FOR CLINIC	V125202	ANALGESIC SERVICES INC
04/25/22	3018861279	14.17	SNOOK HOOK DELICATE 7"	V128735	PATTERSON VETERINARY SUPPLY INC
04/25/22	3018916351	28.60	SCISSORS FOR CLINIC	V128735	PATTERSON VETERINARY SUPPLY INC
04/25/22	39685958	1,438.51	OSTILOX, MUZZLES, GLOVES	V120453	MWI VETERINARY SUPPLY CO
04/25/22	39996912	6.54	GABAPENTIN	V120453	MWI VETERINARY SUPPLY CO
04/25/22	3018916350	190.53	GLOVES AND SYRINGES	V128735	PATTERSON VETERINARY SUPPLY INC
04/25/22	40068228	5.91	SALINE SOLUTION	V120453	MWI VETERINARY SUPPLY CO
04/25/22	80151966	2,061.57	FUEL FOR FLEET	V14942	WEX BANK
04/25/22	000217136	10.50	SPW2847 DISTILLED WATER FOR CL	V34903	DAMM SOFTWARE SERVICE INC
04/25/22	39781513	7.76	OFLOXACIN	V120453	MWI VETERINARY SUPPLY CO
04/25/22	40068229	6.56	SPONGE FOR CLINIC	V120453	MWI VETERINARY SUPPLY CO
04/26/22	39683610	655.53	TZED, MIDAZOLAM	V120453	MWI VETERINARY SUPPLY CO
04/26/22	39924378	34.10	TOURNIQUET	V120453	MWI VETERINARY SUPPLY CO
04/26/22	39840262	1,544.35	CONVENIA, TRUCAN, DURAMUNE, RA	V120453	MWI VETERINARY SUPPLY CO
05/03/22	JV221215	(2,061.57)	MOVE FUEL CHARGES TO 62920		
05/06/22	6000806889	208.54	DRONCIT FOR CLINIC	V41124	ELANCO US INC
05/06/22	6000886348	208.54	DRONCIT	V41124	ELANCO US INC
05/06/22	40026054	264.27	CLAVAMOX	V120453	MWI VETERINARY SUPPLY CO
05/06/22	40026055	6.56	SPONGE LAP W/ LOOPS	V120453	MWI VETERINARY SUPPLY CO
05/06/22	2022 0403	94.94	DRONCIT	V41124	ELANCO US INC
05/10/22	40309705	2,325.63	MISC CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
05/10/22	40375978	171.31	SECUROCRYL, GABAPENTIN	V120453	MWI VETERINARY SUPPLY CO
05/10/22	40290949	32.31	KETAMINE ZETAMINE	V120453	MWI VETERINARY SUPPLY CO
05/10/22	40375980	30.70	TATTOO INK, SPONGE, STERILIZAT	V120453	MWI VETERINARY SUPPLY CO
05/13/22	3019203558	137.94	MISC CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
05/13/22	3019210023	22.70	ANESTHESIA MASKS	V128735	PATTERSON VETERINARY SUPPLY INC
05/16/22	3019286996	250.70	RESPIRATION MONITOR	V128735	PATTERSON VETERINARY SUPPLY INC
05/16/22	3019308743	752.10	RESPIRATION MONITORS	V128735	PATTERSON VETERINARY SUPPLY INC
05/17/22	99999902253029	354.24	BUPRENORPHINE	V43263	WA BUTLER COMPANY
05/17/22	99999902253038	214.63	METRONIDAZOLE, DOXYCYCLINE	V43263	WA BUTLER COMPANY
05/18/22	40531084	22.41	EAR CLEANERS	V120453	MWI VETERINARY SUPPLY CO
05/18/22	2022 0430	473.82	ACCT 157635 SNAP TESTS	V10638	IDEXX DISTRIBUTION INC
05/18/22	40499136	174.09	BETACILLIN DROPS	V120453	MWI VETERINARY SUPPLY CO
05/24/22	40515825	121.58	ARTICIAL TEARS, ANESTH MASK	V120453	MWI VETERINARY SUPPLY CO
05/24/22	40701816	96.92	KETAMINE ZETAMINE FOR CLINIC	V120453	MWI VETERINARY SUPPLY CO
05/27/22	000219621	19.00	SPW2847 DISTILLED WATER - CLIN	V34903	DAMM SOFTWARE SERVICE INC
05/27/22	40707947	1,563.50	NOBIVAC FELINE, EXAM GLOVES	V120453	MWI VETERINARY SUPPLY CO
05/31/22	40673097	141.79	RABIES VACCINES	V120453	MWI VETERINARY SUPPLY CO

05/31/22	40653071	35.80	SURG TISSUE ADHES, TONGUE BLAD	V120453	MWI VETERINARY SUPPLY CO
05/31/22	40751872 MWI INV	255.47	HYDROMORPHONE INJ	V120453	MWI VETERINARY SUPPLY CO
06/02/22	6000958509	655.23	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
06/02/22	40860854	1,408.81	NOBIVAC FELINE, RAB VAC	V120453	MWI VETERINARY SUPPLY CO
06/02/22	40906927	143.91	ERYTHROMYCIN FOR CLINIC	V120453	MWI VETERINARY SUPPLY CO
06/02/22	40960097	180.15	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/02/22	40850909	530.40	ZOLETIL INJ FOR CLINIC	V120453	MWI VETERINARY SUPPLY CO
06/02/22	40925959	1,548.08	MISC CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/02/22	40667131	1,945.69	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/02/22	40959876	2,899.46	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/03/22	3019758947	158.18	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
06/06/22	9999902283422	354.24	BUPRENORPHINE FOR CLINIC	V43263	WA BUTLER COMPANY
06/07/22	343471	126.66	OXYGEN FOR CLINIC	V125202	ANALGESIC SERVICES INC
06/22/22	41360343	83.17	SURGICAL DRAPE	V120453	MWI VETERINARY SUPPLY CO
06/22/22	41158835	78.86	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/22/22	41145500	1,393.17	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/22/22	41270876	315.28	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/22/22	41333617	1,853.92	MISC CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/22/22	41334601	33.48	KETAMINE ZETAMINE	V120453	MWI VETERINARY SUPPLY CO
06/24/22	9999902296870	164.81	DOXYCYCLINE	V43263	WA BUTLER COMPANY
06/27/22	2022 0531	157.94	ACCT 157635 SNAP TESTS	V10638	IDEXX DISTRIBUTION INC
06/28/22	9999902306039	246.39	PONAZURIL, METRONIDAZOLE	V43263	WA BUTLER COMPANY
06/28/22	3020128672	155.87	SURGICAL GLOVES	V128735	PATTERSON VETERINARY SUPPLY INC
06/29/22	6000984796	655.23	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
06/29/22	6000990211	327.61	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
06/30/22	41619143	442.57	clinic supplies	V120453	MWI VETERINARY SUPPLY CO
06/30/22	JV221636	157.94	ACCRUE 2022 0701 IDEXX		
06/30/22	344404	126.66	OXYGEN FOR CLINIC	V125202	ANALGESIC SERVICES INC
06/30/22	41527833	45.30	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/30/22	41534138	2,492.17	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/30/22	41286755	124.19	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
06/30/22	41534139	516.39	EXAM GLOVES	V120453	MWI VETERINARY SUPPLY CO
06/30/22	3020277124	136.36	SYRINGES	V128735	PATTERSON VETERINARY SUPPLY INC
Object 62112 -- CASH SHORTAGES					
06/27/22	DU88575	7.99	SHORTAGE	C99999	DEP
Object 62214 -- DUPLICATING SERVICES					
05/03/22	00002523	21.80	GENERAL BUSINESS CARDS	V115600	BLUE HERON DESIGN GROUP
06/06/22	00002525	776.09	ENVELOPES, LIC FORMS, POSTCARD	V115600	BLUE HERON DESIGN GROUP
06/28/22	000025471	229.21	LICENSE RETURN ENVELOPES	V115600	BLUE HERON DESIGN GROUP
Object 62221 -- POSTAGE					
04/12/22	2022 0324	2,628.94	POSTAGE	V15715	THE PITNEY BOWES BANK INC
04/25/22	2022 0322	234.00	POSTAGE STAMPS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/10/22	2022 0424	131.46	POSTAGE SUPPLIES - INK	V15715	THE PITNEY BOWES BANK INC
05/31/22	2022 0422	131.20	POSTAGE STAMPS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/07/22	2022 0524	1,513.50	POSTAGE FOR METER	V15715	THE PITNEY BOWES BANK INC
Object 62222 -- SUBSCRIPTIONS/PERIODICALS					
04/25/22	2022 0322	3,414.99	VOL MGMT SYSTM, VOL TRAINING	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	14.99	ZOOM ONLINE ORIENTATIONS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	14.99	VOLUNTEER ORIENTATION ZOOM	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/30/22	JV221636	14.99	ACCRUE 2022 0722 CAL CARD		
06/30/22	JV221636	14.99	ACCRUE 2022 0622 CAL CARD		
Object 62223 -- SUPPLIES					
04/25/22	2022 0322	547.76	SHARPS CONT, FOOD TRAYS, HOSE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2022 0322	123.11	HPFA ICE CHEST AND PACK	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2022 0322	173.30	DOCUMENT STAMP	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2022 0322	99.16	2WAY RADIOS, ETHERNET HUB	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2022 0322	1,524.13	POSTCARDS, STICKERS, FLDER TAB	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2613410	21.79	ANIMAL SUPPLIES	V8645	PET PALS
04/25/22	2022 0322	453.22	TARP, CLEANING PRODUCTS, HOSE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2022 0322	213.23	PADLOCKS, POOP SCOOPERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/26/22	8065733257	909.82	TONER, PAPER, FOLDERS	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
05/16/22	2630407	32.68	RODENT BEDDING	V8645	PET PALS
05/17/22	WK73550	500.58	PET CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
05/17/22	2636168	141.64	RODENT BEDDING	V8645	PET PALS
05/18/22	8066090028	635.70	TONER, BATTERIES, PENS	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
05/20/22	2022 0518	3.05	PHOTO PRINTS	E614284	SMART, ERIKA
05/23/22	754734	4,750.00	MICROCHIPS	V37541	DATAMARS INC
05/27/22	1473	1,710.00	DOG LICENSE TAGS - LARGE	V34353	PET HUB INC
05/27/22	1474	855.00	DOG LICENSE TAGS - SMALL	V34353	PET HUB INC

05/31/22	102164	315.00	JIFFY TAGS	V120569	ANIMAL CARE EQUIP & SVCS
05/31/22	2022 0422	2,429.62	CAMP SHIRTS, VOL APRONS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	44.69	BOLT CUTTERS, POCKET KNIFE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	276.95	JR. OFFICER BADGE STICKERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	501.45	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	15.69	HEADLAMP FOR VEHICLE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	502.38	TWO WAY RADIO, SAFETY GLASSES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	598.41	HONDA LAWNMOWER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	1,718.57	SUPPLIES FOR NEW CAT ROOM	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	2,976.90	MISC. OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	862.40	ADMIN SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	23.40	PRINTER DRUM	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	87.15	NEONATE KITTEN SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	428.88	COMPOST BAGS, BINS & LIDS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	20.54	IPHONE CASE AND SCREEN PROTECT	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	374.27	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0602	5.45	PAINT BRUSHES FOR SUMMER CAMP	E614284	SMART, ERIKA
06/21/22	2022 0523	70.84	HINGE AND FAUCET	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	158.05	HANDHELD SCANNER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/22/22	8066431669	355.87	OFFICE SUPPLIES	V14384	STAPLES CONTRACT AND COMMERCIAL INC.
06/24/22	UT73311	441.81	CAT CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
06/30/22	2654151	182.68	LITTER PANS	V8645	PET PALS
06/30/22	2022 0628	762.14	PET CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
06/30/22	JV221636	177.10	ACCRUE 2022 0722 CAL CARD		
06/30/22	JV221636	874.79	ACCRUE 2022 0622 CAL CARD		
06/30/22	JV221636	286.56	ACCRUE 8066727908 STAPLES		
06/30/22	2650466	43.06	LITTER PANS	V8645	PET PALS
06/30/22	JV221636	230.65	ACCRUE 2022 0722 CAL CARD		
06/30/22	JV221636	754.41	ACCRUE 2022 0622 CAL CARD		
06/30/22	JV221636	3,189.16	ACCRUE 2022 0622 CAL CARD		
Object 62301 -- ACCOUNTING AND AUDITING FEES					
06/30/22	JV221636	6,400.00	ACCRUE 2122 AUDIT FEES		
Object 62310 -- BANKING SERVICES					
04/13/22	DU86771	145.44	MARCH PAYPAL FEES	C99999	DEP
05/03/22	DU87283	825.10	SC BANK FEES 041122	C99999	DEP
05/03/22	DU87283	958.88	SC BANK FEES 050222	C99999	DEP
05/04/22	DU87320	172.03	APRIL PAYPAL FEES	C99999	DEP
05/31/22	DU87908	269.28	BANK FEES WEB 040122	C99999	DEP
05/31/22	DU87908	390.27	BANK FEES WEB 030122	C99999	DEP
05/31/22	DU87908	257.04	BANK FEES WEB 050322	C99999	DEP
06/21/22	DU88419	192.78	MAY PAYPAL FEES	C99999	DEP
06/28/22	DU88617	251.36	BANK FEES WEB 060122	C99999	DEP
06/30/22	JV221636	356.91	ACCRUE JUNE BANK FEES		
Object 62317 -- CONSULT/MGT/PC SERVICES					
05/03/22	00002523	220.00	SHELTER WEBSITE MAINTENANCE	V115600	BLUE HERON DESIGN GROUP
05/06/22	21391	128.45	WEB LICENSE TRANSACTION FEES	V11567	HLP INC
05/18/22	21532	133.70	APRIL WEB LICENSE FEES	V11567	HLP INC
06/27/22	21683	155.05	WEBLICENSE TRANSACTION FEES	V11567	HLP INC
06/30/22	JV221636	134.75	ACCRUE 21867 HLP INC		
Object 62360 -- LEGAL SERVICES					
06/30/22	22-01	2,066.15	LEGAL SVCS MARCH-JUNE 2022	V42012	TOWNSEND, CARA
Object 62381 -- PROF & SPECIAL SERV-OTHER					
04/12/22	68595	3,378.55	SPRING MAILER PRINTING	V128069	VILLAGE INSTANT PRINTING INC
04/25/22	4182022	1,920.00	BENEFIT SHOP MGMT 0321-0420	V37693	GOODMAN, LEA M
04/26/22	9121	870.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
05/06/22	041522-3	1,850.00	APRIL LANDSCAPING - WATSONVILL	V41612	JERRY ALLISON LANDSCAPING INC.
05/06/22	2022 0331	648.86	ACCT 157635 LAB & SNAP TEST	V10638	IDEXX DISTRIBUTION INC
05/06/22	8716	500.00	PICK UP SERVICES	V35604	FLINTSTONE ENTERPRISES
05/09/22	163302	95.00	CHECK FIRE ALARM PHONE LINES	V2295	POLAND, DOYLE
05/16/22	9147	1,420.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
05/18/22	2022 0430	534.38	ACCT 157635 LAB WORK	V10638	IDEXX DISTRIBUTION INC
05/20/22	8733	650.00	PICK UP SERVICES - WATSONVILLE	V35604	FLINTSTONE ENTERPRISES
05/20/22	8733	650.00	PICK UP SERVICES - SC	V35604	FLINTSTONE ENTERPRISES
05/27/22	5182022	1,920.00	BENEFIT SHOP MGMT 0421-0520	V37693	GOODMAN, LEA M
05/31/22	163368	325.00	FIRE TEST 5/18/22	V2295	POLAND, DOYLE
06/03/22	684283	116.85	ALARM MONITORING APRIL - JUNE	V129086	FIRST ALARM
06/07/22	684282	7,949.00	Installation of new alarm syst	V129086	FIRST ALARM
06/24/22	9187	1,075.00	CREMATION SERVICES - MAY	V43417	THOMPSON, GRACE
06/24/22	8756	650.00	WATS PICK UP SERVICES	V35604	FLINTSTONE ENTERPRISES

06/24/22	8756	650.00	SANTA CRUZ PICK UP SERVICES	V35604	FLINTSTONE ENTERPRISES
06/27/22	2022 0531	944.93	ACCT 157635 LAB SERVICES	V10638	IDEXX DISTRIBUTION INC
06/28/22	6182022	1,920.00	BENEFIT SHOP MGMT 0521-0620	V37693	GOODMAN, LEA M
06/30/22	JV221636	950.00	ACCRUE 8773 FLINSTONE		
06/30/22	JV221636	950.00	ACCRUE 8773 FLINSTONE		
06/30/22	JV221636	1,545.00	ACCRUE 9221 CARING PET SERVICE		
06/30/22	67930	50.00	SHREDDING SERVICES	V12521	SANTA CRUZ RECORDS MANAGEMENT
06/30/22	JV221636	320.42	ACCRUE 2022 0701 IDEXX		
Object 62399 -- VETERINARIAN SERVICES					
04/12/22	DU86736	(77.36)	SCVH FEES	C99999	DEP
04/13/22	6	1,686.25	SPAY/NEUTER SERVICES	V42810	CLAY, JOHN W
04/13/22	2022 0228	875.70	EMERGENCY VET SERVICES	V108476	SANTA CRUZ VETERINARY HOSPITAL
04/19/22	DU86904	(117.46)	SCVH FEES	C99999	DEP
04/22/22	2022 0331	8,990.79	EMERGENCY VET SERVICES - MARCH	V108476	SANTA CRUZ VETERINARY HOSPITAL
04/25/22	0004	760.00	SPAY/NEUTER SERVICES	V42926	SULLIVAN, RHIANNON MARIE
04/25/22	2022 0322	700.00	DENTAL VET WORK	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/25/22	2022 0322	2,167.00	RABBIT SPAY/NEUTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
04/28/22	DU87167	(21.21)	SCVH FEE	C99999	DEP
05/09/22	DU87424	(77.36)	SCVH FEES	C99999	DEP
05/12/22	DU87540	(257.00)	REIMB FOR RABBIT SPAY	C99999	DEP
05/12/22	DU87540	(338.13)	SCVH FEES	C99999	DEP
05/16/22	239418	136.00	ACCT42376 RADS FOR CORKY	V42498	KOPLOY, JEANNE
05/16/22	2022 0430	1,751.90	APRIL EMERGENCY VET SERVICES	V108476	SANTA CRUZ VETERINARY HOSPITAL
05/16/22	2022 0505	741.00	OPHTHALMOLOGY WORK FOR ROCKY	V129854	OPHTHALMOLOGY FOR ANIMALS INC
05/16/22	239163	136.00	ACCT42376 RADS A289343	V42498	KOPLOY, JEANNE
05/16/22	239417	136.00	ACCT42376 RADS FOR TODD	V42498	KOPLOY, JEANNE
05/16/22	239419	136.00	ACCT42376 RADS FOR LITTLE PIP	V42498	KOPLOY, JEANNE
05/17/22	237693	603.00	ACCT#42376 RADS FOR A284648	V42498	KOPLOY, JEANNE
05/18/22	11	5,640.00	MAY 2-9 SPAY/NEUTER SVCS	V41919	PEOPLES PET CARE INC.
05/18/22	7	2,826.25	APRIL SPAY/NEUTER SERVICES	V42810	CLAY, JOHN W
05/26/22	DU87858	(113.82)	SCVH FEES	C99999	DEP
05/31/22	2022 0422	960.00	RABBIT SPAY/NEUTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	DU87929	(958.97)	SCVH FEES	C99999	DEP
05/31/22	2022 0422	775.00	DENTAL PROCEDURE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/07/22	8	2,066.25	MAY SPAY/NEUTER SERVICES	V42810	CLAY, JOHN W
06/14/22	DU88285	(197.14)	SCVH FEES	C99999	DEP
06/17/22	0005	1,235.00	APRIL/MAY SPAY/NEUTER SERVICES	V42926	SULLIVAN, RHIANNON MARIE
06/17/22	2022 0614	170.00	GOAT NECROPSY	V39078	REGENTS OF THE UNIVERSITY OF CA, DAVIS
06/17/22	DU88379	(197.14)	SCVH FEES	C99999	DEP
06/17/22	2022 0531	3,566.16	MAY EMERGENCY VET SVCS	V108476	SANTA CRUZ VETERINARY HOSPITAL
06/21/22	2022 0523	677.00	RABBIT SPAY/NEUTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/24/22	DU88542	(218.35)	SCVH FEES	C99999	DEP
06/27/22	2022 0610	119.00	OPHTHALMOLOGY FOR 5 KITTENS	V129854	OPHTHALMOLOGY FOR ANIMALS INC
06/27/22	111	2,960.00	MAY SPAY/NEUTER SERVICES	V41919	PEOPLES PET CARE INC.
06/27/22	15705	448.80	GOAT VET EXAMS	V123183	LARGE ANIMAL VETERINARY SERVICE OF SANTA CRUZ INC
06/28/22	DU88620	(98.57)	SCVH FEES	C99999	DEP
06/30/22	9	3,800.00	JUNE SPAY/NEUTER SERVICES	V42810	CLAY, JOHN W
06/30/22	JV221636	2,987.28	ACCRUE 2022 0630 SCVH		
06/30/22	JV221636	1,744.00	ACCRUE 2022 0622 CAL CARD		
06/30/22	000222844	13.00	SPW2847 DISTILLED WATER - CLIN	V34903	DAMM SOFTWARE SERVICE INC
06/30/22	EY700001	(98.57)	ACCRUE SCVH FEES JUNE 2022		
Object 62710 -- FIELD EQUIPMENT					
05/31/22	2022 0422	250.18	HEADPHONES, IPHONE HOLDER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	896.90	DOG TROLLEY SYSTEM	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	331.74	MISC FIELD EQUIP	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/30/22	JV221636	20.96	ACCRUE 2022 0622 CAL CARD		
Object 62801 -- ADVERTISING & PROMOTION SUPP					
05/03/22	00002523	23.90	ONE-STOP SIGNS FOR SIDEWALK	V115600	BLUE HERON DESIGN GROUP
06/10/22	JV13665	65.00	ANIMAL CONTROL OFF I II	V998173	U S BANK CORPORATE PAYMENT SYSTEMS-PER 8173
Object 62842 -- INVENTORY MATERIALS PURCHASED					
05/31/22	2022 0422	7,092.96	MERCHANDISE FOR RESALE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	3,366.90	MERCHANDISE FOR RESALE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/30/22	JV221636	2,576.66	ACCRUE 2022 0622 CAL CARD		
Object 62893 -- TOWING					
06/30/22	017475	275.00	TOW SERVICES FOR ACO VEHICLE	V15951	EXTREME TOWING
Object 62914 -- EDUCATION & TRAINING(REPT)					
04/25/22	2022 0322	205.00	CAL ANIMAL WORKSHOPS FOR ACO'S	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	100.00	BLOODSPORTS CLASS - 4 OFFICERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
06/21/22	2022 0523	50.00	TRAININGS FOR G28	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506

Object 62920 -- GAS, OIL, FUEL					
05/03/22	JV221215	2,061.57	MOVE FUEL CHARGES TO 62920		
05/18/22	80807263	2,720.96	FUEL FOR FLEET	V14942	WEX BANK
06/24/22	81378645	2,284.05	FUEL FOR FLEET	V14942	WEX BANK
06/30/22	JV221636	23.89	ACCRUE 2022 0622 CAL CARD		
06/30/22	82302150	2,515.24	FUEL FOR FLEET VEHICLES	V14942	WEX BANK
Object 62922 -- LODGING					
04/25/22	2022 0322	66.67	CHAMELEON CONFERENCE LODGING	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/31/22	2022 0422	290.41	LODGING FOR CHAM CONF - GANLEY	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object 62924 -- MEALS					
05/13/22	2022 0425	239.00	APRIL CONF. MEALS - GANLEY	E614334	GANLEY, JILLIAN
Object 62928 -- TRAVEL-OTHER(NON-REPT)					
04/22/22	2022 0322	483.79	AIRFARE/TRAVEL INS - CHAM CONF	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
05/13/22	2022 0425	197.70	APRIL CONF PARKING, LYFT GANLEY	E614334	GANLEY, JILLIAN
Object 62930 -- REGISTRATIONS (NON REPT)					
04/04/22	2022 0311	225.00	RVT CERTIFICATE RENEWAL	E615643	CRONQUIST, LEANNE
Object 63070 -- UTILITIES					
04/22/22	0005981268	296.53	TRASH/RECYCLE PICK UP BENEFIT	V124657	GREENWASTE RECOVERY INC
04/22/22	0005980962	1,085.11	TRASH/RECYCLE PICK UP SC	V124657	GREENWASTE RECOVERY INC
04/22/22	2022 0328 2	27.64	SC SHELTER UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
04/22/22	2022 0330	707.71	WATS UTILITIES	V100856	WATSONVILLE CITY UTILITIES
04/22/22	2022 0328 3	850.85	SC SHELTER UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
04/22/22	2022 0410	84.17	ACCT 33115 INTERNET SVCS	V125912	THE INTERNET STORE INC
04/22/22	2022 0328 1	28.69	ANNEX UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
04/22/22	2022 0406	52.24	ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
04/25/22	2022 0413	703.96	WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
04/26/22	2022 0411	6,052.29	SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
05/03/22	2022 0427 3	28.69	ANNEX WATER/FIRE SERVICES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
05/03/22	2022 0427 1	951.65	SC SHELTER WATER/FIRE SERVICE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
05/03/22	2022 0427 2	42.04	SC SHELTER WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
05/09/22	2022 0429	740.81	WATSONVILLE WATER/SEWER	V100856	WATSONVILLE CITY UTILITIES
05/16/22	0006057492	296.53	BENEFIT SHOP TRASH/RECYCLE	V124657	GREENWASTE RECOVERY INC
05/16/22	0006057186	1,085.11	SC TRASH/RECYCLE PICK UP	V124657	GREENWASTE RECOVERY INC
05/18/22	2022 0511	94.16	ACCT#33115 INTERNET SERVICES	V125912	THE INTERNET STORE INC
05/18/22	2022 0506	112.38	ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
05/23/22	2022 0512 W	704.45	WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
05/23/22	2022 0512 S	4,531.44	SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
06/02/22	2022 0526 1	951.65	SANTA CRUZ UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
06/02/22	2022 0526 2	56.44	SANTA CRUZ UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
06/02/22	2022 0526 3	43.09	ANNEX UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
06/03/22	2022 0525	770.69	WATS WATER/SEWER/SOLID WASTE	V100856	WATSONVILLE CITY UTILITIES
06/21/22	2022 0512	75.00	ACCT33115 TRUCK ROLL SET UP	V125912	THE INTERNET STORE INC
06/22/22	2022 0607	91.81	SC PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
06/22/22	0006121738	1,176.97	TRASH/RECYCLE - SANTA CRUZ	V124657	GREENWASTE RECOVERY INC
06/22/22	2022 0611	731.15	WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
06/22/22	0006122045	296.53	TRASH/RECYCLE - BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
06/22/22	2022 0610	4,546.41	SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
06/24/22	2022 0610	93.67	ACCT33115 INTERNET SERVICES	V125912	THE INTERNET STORE INC
06/30/22	2022 0627 1	966.05	SANTA CRUZ WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
06/30/22	2022 0627 3	28.69	ANNEX FIRE/WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
06/30/22	2022 0627 2	85.24	SC FIRE/WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
06/30/22	JV221636	783.47	ACCRUE 070122 WATS UTILITIES		
06/30/22	JV221636	1,176.97	ACCRUE 0006168428 GREENWASTE		
06/30/22	JV221636	296.53	ACCRUE 0006168734 GREENWASTE		
Object 86208 -- MEDICAL EQUIPMENT					
05/06/22	3018612836	5,249.28	ULTRASOUND MACHINE	V128735	PATTERSON VETERINARY SUPPLY INC
06/30/22	JV221636	(9,300.73)	ACCRUE 2022 0622 CAL CARD		
Object 86210 -- OFFICE EQUIPMENT					
05/18/22	42499	7,085.00	Konica Minolta Bizhub C450i MF	V125978	MONTEREY BAY SYSTEMS

Consent Agenda Item 5.5

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Fourth Quarter Report of all Journal Entries made to the County of Santa Cruz and Interfaces for the County ISD Telecom Services for April 1, 2022 through June 30, 2022.

Recommendation:

Accept the fourth quarter report of all Journal Entries made to the County of Santa Cruz and interfaces for the County ISD Telecom Services for April 1, 2022 through June 30, 2022.

Discussion:

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

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

The next quarterly report of Journal Entries and interfaces for July 1, 2022 through September 30, 2022 will be included on the October 17, 2022 agenda and every quarter thereafter.

DATE: 08/08/22
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Erika Smart, Interim General Manager
 SUBJECT: Item 5.5 April 1, 2022 through June 30, 2022 County Journal Entry Report

The following SCCAS journal entry claims are for services paid directly to Santa Cruz County and submitted to the County Auditor-Controller for payment from the Operating Budget for the period April 1, 2022 through June 30, 2022.

Expenditure Actual Transactions

Posted	Document	Amount	Description	Department
04/14/22	JV221166	2,824.50	SCR911 APRIL SERVICES	SANTA CRUZ REGIONAL 911
05/03/22	JV221214	2,824.50	SCR911 MAY SERVICES	SANTA CRUZ REGIONAL 911
05/31/22	JV221355	2,824.50	JUNE SCR911 SERVICES	SANTA CRUZ REGIONAL 911
Department Total		8,473.50		
04/25/22	JV13548	239.04	FEBRUARY 2022 TELEPHONE CHGS	ISD-TELECOM
04/25/22	JV13548	2,801.02	FEBRUARY 2022 TELEPHONE CHGS	ISD-TELECOM
06/14/22	JV13669	2,785.55	MARCH 2022 TELEPHONE CHGS	ISD-TELECOM
06/14/22	JV13669	240.93	MARCH 2022 TELEPHONE CHGS	ISD-TELECOM
06/30/22	IB220503	2,897.49	APRIL 2022 TELEPHONE CHGS	ISD-TELECOM
06/30/22	IB220564	2,765.37	MAY 2022 TELEPHONE CHGS	ISD-TELECOM
06/30/22	IB220503	232.24	APRIL 2022 TELEPHONE CHGS	ISD-TELECOM
06/30/22	IB220564	376.21	MAY 2022 TELEPHONE CHGS	ISD-TELECOM
06/30/22	EY420007	2,765.37	JUNE 2022 TELEPHONE CHGS ESTIM	ISD-TELECOM
06/30/22	EY420007	376.21	JUNE 2022 TELEPHONE CHGS ESTIM	ISD-TELECOM
Department Total		15,479.43		
06/16/22	GS220287	4,115.46	Q2 2122 BLDG/EQUIP MAINT ASA	GSD
06/30/22	EY330004	975.92	Q4 2122 EST EQUIP MAINT ASA	GSD
06/30/22	GS220294	975.92	Q3 2122 FAC/EQUIP MAINT ASA	GSD
Department Total		6,067.30		
06/15/22	JV13678	58.03	1-ADOBE ACROBAT STD LICENSE	ISD
06/30/22	JV221907	495.00	1-SAP CRYSTAL REPORT LICENSE	ISD
Department Total		553.03		
04/05/22	GS220008	1,198.55	WAREHOUSE CHARGES MONTH 1/2022	GSD-WAREHOUSE
04/15/22	GS220009	802.65	WAREHOUSE CHARGES MONTH 2/2022	GSD-WAREHOUSE
05/09/22	GS220010	661.82	WAREHOUSE CHARGES MONTH 3/2022	GSD-WAREHOUSE
05/23/22	GS220011	838.40	WAREHOUSE CHARGES MONTH 4/2022	GSD-WAREHOUSE
06/28/22	GS220012	720.62	WAREHOUSE CHARGES MONTH 5/2022	GSD-WAREHOUSE
06/29/22	EY330001	720.62	ESTIMATES MONTH 6/2022	GSD-WAREHOUSE
06/30/22	GS220317	22.61	Q3Q4 2122 ID BADGE CHARGES	GSD-WAREHOUSE
Department Total		4,965.27		
06/30/22	JV13761	4,920.29	2122 PAYROLL CHARGES	AUDITOR-CONTROLLER
06/30/22	JV13774	3,953.40	21/22CLAIMS CHARGES	AUDITOR-CONTROLLER
Department Total		8,873.69		
06/07/22	JV13674	7,252.00	JUNE 2022 NETWORK CONNECTIO	ISD-PC SERVICES
06/07/22	JV13670	7,252.00	FEBRUARY 2022 NETWORK CONNECTI	ISD-PC SERVICES
06/07/22	JV13672	7,252.00	APRIL 2022 NETWORK CONNECTIO	ISD-PC SERVICES
06/07/22	JV13671	7,252.00	MARCH 2022 NETWORK CONNECTIO	ISD-PC SERVICES
06/07/22	JV13656	7,252.00	JANUARY 2022 NETWORK CONNECTIO	ISD-PC SERVICES
06/07/22	JV13673	7,252.00	MAY 2022 NETWORK CONNECTIO	ISD-PC SERVICES
Department Total		43,512.00		

05/05/22	JV221239	1,375.00	Code Compliance Hearing Office	CAO'S OFFICE
06/15/22	JV221467	<u>387.50</u>	Code Compliance Hearing Office	CAO'S OFFICE
Department Total		1,762.50		
04/22/22	JV13547	80.00	ANIMAL SERVICES ASSISTANT	PERSONNEL
04/22/22	JV13547	<u>240.00</u>	REGISTERED VET TECH	PERSONNEL
Department Total		320.00		
06/30/22	JV221719	<u>5,007.65</u>	21-22 Felt Street benefit Shop	PARKS
Department Total		5,007.65		
04/18/22	JCOSTPLAN2122D	41,886.25	4TH QTR COST PLAN CHARGES	COUNTY OF SANTA CRUZ
05/04/22	JV221228	<u>49,417.25</u>	4TH QTR CERTS LEASE PMT	COUNTY OF SANTA CRUZ
Department Total		91,303.50		

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Accept a \$10,000 Gift from Silicon Valley Community Foundation

Recommendation:

Accept a \$10,000 Gift from Silicon Valley Community Foundation and direct that the check be deposited.

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
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 Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Financial Report for the periods ending June 30, 2022 and July 31, 2022

Recommendation:

Approve the Financial Report as presented for the periods ending June 30, 2022 and July 31, 2022.

Discussion:

The fiscal year (FY) 2021-22 financial report for June 2022 reflects total revenues of \$135,712 and expenditures of \$384,612. Total FY revenues are 101% of a potential 100%. Total expenditures is 89% of a potential 100%.

Licensing revenues for FY 21-22 are \$277,342. Last year's licensing revenues were \$305,365.

The Financial Report ending July 31, 2021 reflects total revenues of \$41,110 and expenditures of \$261,253. Current total revenues are 1% of a potential 9%. Current total expenditures are 5% of a potential 9%.

Licensing revenues YTD are \$13,103. At this point last year licensing revenues were \$17,280.

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

Revenues:	2021-2022 Final Budget	2021-2022 Est/Actuals	2021-2022 YTD Actuals	YTD Remaining	2020-2021 YTD Actuals
ANIMAL LICENSES	\$285,000	\$0	\$0	\$0	\$305,365
INTEREST	\$17,000	\$11,000	\$11,933	(\$933)	\$15,861
RENTS & CONCESSIONS	\$700	\$200	\$122	\$78	\$84
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$140	\$110	\$30	\$0
ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$1,891
FED-FEMA	\$0	\$0	\$379	(\$379)	\$86,802
HUMANE SERVICES	\$250,000	\$215,000	\$231,776	(\$16,776)	\$248,694
ADMINISTRATIVE SERVICES	\$2,600	\$2,000	\$2,109	(\$109)	\$2,100
COST RECOVERY-OTHER	\$5,500	\$4,500	\$4,480	\$20	\$2,924
MEMBER CONTRIBUTION	\$3,044,606	\$3,044,616	\$3,044,616	\$0	\$2,872,279
CHARGES FOR CURRENT SERVICES	\$14,000	\$10,650	\$10,800	(\$150)	\$11,550
ADMIN FINE FEES	\$5,000	\$6,500	\$7,209	(\$709)	\$7,448
GRANT SERVICES-NON INTERGOV	\$15,000	\$5,000	\$5,000	\$0	\$15,000
ANIMAL MICROCHIP FEES	\$20,000	\$8,500	\$9,175	(\$675)	\$18,015
ANIMAL RABIES FEES	\$18,000	\$7,000	\$7,771	(\$771)	\$16,559
ANIMAL SPAY&NEUTER FEES	\$100,000	\$28,500	\$28,185	\$315	\$114,747
SALES-OTHER-TAXABLE	\$70,000	\$92,000	\$93,931	(\$1,931)	\$77,927
CASH OVERRAGES	\$0	\$5	\$5	(\$0)	\$93
CONTRIBUTIONS and DONATIONS	\$400,000	\$585,000	\$583,945	\$1,055	\$1,083,865
NSF CHECKS	\$0	(\$584)	(\$584)	\$0	(\$35)
OTHER REVENUE	\$40,000	\$40,000	\$35,669	\$4,331	\$41,720
LICENSES - CAPITOLA	\$0	\$8,200	\$8,656	(\$456)	\$0
LICENSES - SANTA CRUZ	\$0	\$53,000	\$55,463	(\$2,463)	\$0
LICENSES- SCOTTS VALLEY	\$0	\$14,000	\$14,866	(\$866)	\$0
LICENSES- COUNTY	\$0	\$165,000	\$169,203	(\$4,203)	\$0
LICENSES- WATSONVILLE	\$0	\$29,000	\$29,154	(\$154)	\$0
TOTAL REVENUES:	\$4,287,606	\$4,329,227	\$4,353,973	(\$24,746)	\$4,922,888

Less Expenditures:

Salaries and Benefits	\$3,017,236	\$2,778,870	\$2,767,544	\$11,326	\$2,834,329
Services and Supplies	\$1,184,757	\$1,166,003	\$1,175,611	(\$9,608)	\$1,215,854
Other Uses	\$167,422	\$167,545	\$167,545	\$0	\$478,476
Fixed Assets	\$60,000	\$53,324	\$28,573	\$24,751	\$0
Operating Transfers Out	\$102,010	\$102,010	\$102,010	\$0	\$101,000
TOTAL EXPENDITURES:	\$4,531,425	\$4,267,752	\$4,241,284	\$26,468	\$4,629,658

Plus Contingency:

	\$178,857	\$0	\$0	(\$0)	\$0
TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$4,710,282	\$4,267,752	\$4,241,284	\$26,468	\$4,629,658

NET REVENUES OVER (UNDER) EXPENDITURE

	(\$422,676)	\$61,475	\$112,689	(\$51,214)	\$293,230
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BEGINNING FUND BALANCE - UNDESIGNATED

	\$978,146	\$978,146	\$978,146	\$978,146	\$659,250
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(unaudited ending balance from 6/30/21)

ENDING FUND BALANCE - UNDESIGNATED

	\$555,470	\$1,039,621	\$1,090,835	\$926,932	\$952,480
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ANIMAL LICENSE DETAIL

	2021-22 YTD Actuals	2020-21 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$8,656	\$9,383	(\$727)
LICENSES - SANTA CRUZ	\$55,463	\$62,946	(\$7,483)
LICENSES- SCOTTS VALLEY	\$14,866	\$16,747	(\$1,881)
LICENSES- COUNTY	\$169,203	\$181,416	(\$12,213)
LICENSES- WATSONVILLE	\$29,154	\$34,873	(\$5,719)

* 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 6/30/22 from Finance Enterprise
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	21-22 Final Budget	21-22 Adj. Budget	21-22 Est./Actuals	May Actuals	June Actuals	21-22 YTD Actuals	YTD Remaining	100%	100%	20-21 YTD Actuals	COMPARE	June Actuals	20-21 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU JUNE PY ACTUALS		
51000	SALARIES & BENF	\$3,017,236	\$2,995,136	\$2,778,870	\$218,595	\$369,198	\$2,767,544	\$11,326	92.40%	103.27%	\$2,834,329	(\$66,785)	\$318,701	\$2,744,589
61000	SERVICES & SUPL	\$1,184,757	\$1,229,757	\$1,166,003	\$153,683	\$194,042	\$1,175,611	(\$9,608)	95.60%	105.23%	\$1,215,854	(\$40,242)	\$186,070	\$1,155,463
70000	OTHER CHARGES	\$167,422	\$167,422	\$167,545	\$0	\$0	\$167,545	\$0	100.07%	100.00%	\$478,476	(\$310,931)	\$415,087	\$478,478
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$0	\$100,100	\$53,324	\$12,334	(\$9,301)	\$28,573	\$24,751	28.54%	0.00%	\$0	\$28,573	\$0	\$0
90000	OTHER FINANCING USES	\$102,010	\$102,010	\$102,010	\$0	\$0	\$102,010	\$0	100.00%	0.00%	\$101,000	\$1,010	\$0	\$101,000
98700	CONTINGENCIES	\$178,857	\$178,857	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$4,650,282	\$4,773,282	\$4,267,752	\$384,612	\$553,939	\$4,241,284	\$26,468	88.85%	197.83%	\$4,629,658	(\$388,375)	\$919,858	\$4,479,530
40100-42500	TOTAL REVENUES	\$4,287,606	\$4,350,606	\$4,329,227	\$168,797	\$135,712	\$4,353,973	(\$24,746)	100.08%	112.34%	\$4,922,888	(\$568,915)	\$309,442	\$4,382,289
	NET COST	\$362,676	\$422,676	(\$61,475)	(\$215,815)	(\$418,228)	(\$112,689)	\$51,214	-26.66%	-301.55%	(\$293,230)	(\$180,540)	(\$610,416)	\$97,241
51000	REGULAR PAY-PER	1,756,193	1,734,093	1,635,246	\$132,644	\$226,082	\$1,627,429	\$7,817	93.85%	103.05%	\$1,680,574	(\$53,145)	\$190,725	1,630,768
51005	OVERTIME PAY-PE	4,159	4,159	13,405	\$344	\$266	\$13,131	\$274	315.71%	98.14%	\$5,291	\$7,840	\$3	5,391
51010	REGULAR PAY-EXT	56,234	56,234	56,471	\$4,142	\$6,375	\$56,224	\$247	99.98%	110.13%	\$56,357	(\$133)	\$10,473	51,175
51040	DIFFERENTIAL PAY	31,366	31,366	27,961	\$2,501	\$3,976	\$27,796	\$165	88.62%	106.25%	\$25,724	\$2,072	\$3,790	24,210
52010	OASDI-SOCIAL SE	132,675	132,675	129,448	\$10,473	\$17,752	\$128,802	\$646	97.08%	105.86%	\$130,568	(\$1,767)	\$15,317	123,342
52015	RETIREMENT	482,434	482,434	431,568	\$36,012	\$61,121	\$430,737	\$831	89.28%	103.55%	\$390,665	\$40,072	\$48,611	377,259
53010	EMPLOYEE INSURA	474,586	474,586	440,280	\$32,478	\$53,625	\$438,935	\$1,345	92.49%	102.81%	\$465,560	(\$26,626)	\$49,782	452,855
53015	UNEMPLOYMENT IN	3,964	3,964	5,297	\$0	\$0	\$5,297	(\$0)	133.63%	100.00%	\$3,964	\$1,333	\$0	3,964
54010	WORKERS COMPENS	75,625	75,625	39,194	\$0	\$0	\$39,194	(\$0)	51.83%	100.00%	\$75,625	(\$36,431)	\$0	75,625
51000	SALARIES & BENF	\$3,017,236	\$2,995,136	\$2,778,870	\$218,595	\$369,198	\$2,767,544	\$11,326	92.40%	103.27%	\$2,834,329	(\$66,785)	\$318,701	\$2,744,589
61115	POLICE SAFETY EQUIPMENT	500	500	800	\$0	\$0	\$739	\$61	147.83%	0.00%	\$0	\$739	\$0	0
61125	UNIFORM REPLACEMENT	1,500	1,500	3,921	\$0	\$0	\$3,921	\$0	261.37%	94.26%	\$1,414	\$2,507	\$326	1,500
61215	RADIO SERVICES	35,000	35,000	33,894	\$5,649	\$0	\$33,894	\$0	96.84%	95.22%	\$33,327	\$567	\$0	35,000
61220	TELECOM SERVICES	46,000	46,000	40,000	\$0	\$12,439	\$40,032	(\$32)	87.03%	107.34%	\$49,375	(\$9,343)	\$8,490	46,000
61310	FOOD	10,000	10,000	23,500	\$1,977	\$5,952	\$27,675	(\$4,175)	276.75%	97.65%	\$17,578	\$10,097	\$1,388	18,000
61412	JANITORIAL SERVICES	10,000	10,000	10,500	\$1,750	\$1,750	\$10,500	\$0	105.00%	108.60%	\$10,860	(\$360)	\$1,753	10,000
61525	LIABILITY INSURANCE	60,000	60,000	45,259	\$0	\$133	\$45,392	(\$133)	75.65%	100.00%	\$57,173	(\$11,781)	\$0	57,173
61535	OTHER INSURANCE	4,012	4,012	3,618	\$0	\$0	\$3,618	\$0	90.18%	0.00%	\$4,154	(\$536)	\$0	4,154
61720	MAINT-MOBILE EQUIPMENT-SERV	10,000	10,000	7,527	\$1,104	\$697	\$8,224	(\$697)	82.24%	95.52%	\$7,641	\$583	\$2,883	8,000
61725	MAINT-OFFICE EQUIPMENT	1,000	1,000	1,765	\$192	\$281	\$2,047	(\$282)	204.65%	108.42%	\$1,802	\$245	\$140	1,662
61730	MAINT-OTHER EQUIP-SVCS	2,000	2,000	2,152	\$0	\$40	\$2,192	(\$40)	109.61%	91.61%	\$1,832	\$360	\$0	2,000
61731	MAINT-OTHER EQUIP-SUP	1,000	1,000	1,000	\$102	\$0	\$541	\$459	54.12%	12.13%	\$121	\$420	\$0	1,000
61835	FACILITIES MAINT	18,000	18,000	18,000	\$1,939	\$6,067	\$22,268	(\$4,268)	123.71%	111.94%	\$22,387	(\$119)	\$8,330	20,000
61845	MAINT STRUCT IM	1,000	1,000	1,000	\$0	\$0	\$15	\$985	1.47%	58.28%	\$583	(\$568)	\$0	1,000
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61922	OTHER MEDICAL MATERIALS	110,000	110,000	90,000	\$5,918	\$19,458	\$94,118	(\$4,118)	85.56%	122.12%	\$152,653	(\$58,535)	\$38,960	125,000
62020	MEMBERSHIPS	2,000	2,000	2,756	\$0	\$0	\$2,756	\$0	137.80%	113.26%	\$3,621	(\$865)	\$424	3,197
62111	MISCELLANEOUS EXPENSES	14,000	14,000	14,000	\$0	\$0	\$7,462	\$6,538	53.30%	95.09%	\$13,313	(\$5,851)	\$113	14,000

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
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SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	21-22 Final Budget	21-22 Adj. Budget	21-22 Est./Actuals	May Actuals	June Actuals	21-22 YTD Actuals	YTD Remaining	100%	100%	20-21 YTD Actuals	COMPARE	June Actuals	20-21 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU JUNE PY ACTUALS		
62112	CASH SHORTAGES	0	0	40	\$0	\$8	\$48	(\$8)	0.00%	100.00%	\$3	\$45	\$0	3
62214	DUPLICATING SVCS.	3,500	3,500	4,000	\$22	\$1,005	\$3,796	\$204	108.45%	107.77%	\$4,849	(\$1,054)	\$1,217	4,500
62217	MISC NONINVENTORIAL ITEMS EXPENSE	0	0	100	\$0	\$0	\$100	\$0	0.00%	#DIV/0!	\$0	\$100	\$0	0
62219	PC SOFTWARE PURCHASES	6,500	6,500	6,845	\$0	\$58	\$6,903	(\$58)	106.19%	100.52%	\$6,543	\$360	\$34	6,509
62221	POSTAGE	12,000	12,000	12,000	\$263	\$1,514	\$11,420	\$580	95.17%	103.28%	\$12,393	(\$973)	\$3,088	12,000
62222	SUBSCRIPTIONS/PERIODICALS	125	125	3,679	\$15	\$45	\$3,724	(\$45)	2979.03%	100.00%	\$1,050	\$2,674	\$0	1,050
62223	SUPPLIES	75,000	75,000	80,000	\$24,913	\$16,087	\$88,489	(\$8,489)	117.99%	115.39%	\$75,001	\$13,489	\$19,217	65,000
62225	NON-PC SOFTWARE	250	250	250	\$0	\$0	\$0	\$250	0.00%	0.00%	\$0	\$0	\$0	250
62226	INVENTORIAL ITEMS	5,000	50,000	60,000	\$0	\$0	\$30,747	\$29,253	61.49%	100.00%	\$29,767	\$980	\$0	29,767
62301	ACCOUNTING & AUDITING	15,000	15,000	15,000	\$0	\$15,274	\$15,274	(\$274)	101.82%	99.49%	\$14,923	\$351	\$8,723	15,000
62310	BANKING SERVICES	13,000	13,000	17,500	\$2,873	\$801	\$15,732	\$1,768	121.01%	172.54%	\$24,156	(\$8,424)	\$11,913	14,000
62316	COMPUTER PROF SVCS	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	20,000	20,000	22,500	\$482	\$785	\$21,472	\$1,028	107.36%	95.58%	\$21,027	\$445	\$148	22,000
62318	COUNTY COUNSEL	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62325	DATA PROCESSING	82,320	82,320	82,320	\$0	\$43,512	\$84,672	(\$2,352)	102.86%	81.85%	\$67,378	\$17,294	\$0	82,320
62330	DPW SERVICES - GENERAL MONEY	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62360	LEGAL SERVICES	0	0	0	\$0	\$2,066	\$2,066	(\$2,066)	0.00%	0.00%	\$0	\$2,066	\$0	0
62381	PROF & SPECIAL	125,000	125,000	72,000	\$9,968	\$17,509	\$79,217	(\$7,217)	63.37%	103.56%	\$67,311	\$11,906	\$10,724	65,000
62399	VETERINARIAN SERVICES	170,000	170,000	140,000	\$25,536	\$18,977	\$138,346	\$1,654	81.38%	112.47%	\$185,571	(\$47,224)	\$40,095	165,000
62500	EQUIPMENT RENTS & LEASES-	0	0	0	\$0	\$0	\$0	\$0	#DIV/0!	100.00%	\$32	(\$32)	\$0	32
62610	RENTS & LEASES-	200,000	200,000	197,669	\$49,417	\$0	\$197,669	\$0	98.83%	100.00%	\$197,669	\$0	\$0	197,669
62710	FIELD EQUIPMENT	1,200	1,200	1,200	\$250	\$1,250	\$2,329	(\$1,129)	194.10%	114.29%	\$2,213	\$116	\$277	1,936
62801	ADVERTISING & PROMOTION	2,500	2,500	4,186	\$24	\$65	\$4,251	(\$65)	170.06%	141.52%	\$8,453	(\$4,202)	\$2,480	5,973
62810	S/APP CNTR SRV-PLNT MNT & RPR	0	0	0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	0
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	22,486	\$7,093	\$5,944	\$28,430	(\$5,944)	142.15%	99.93%	\$12,491	\$15,939	\$8,046	12,500
62857	SPECIAL MISC EXP-SUPPLIES	500	500	903	\$0	\$0	\$903	(\$0)	180.67%	93.50%	\$1,402	(\$499)	\$8	1,500
62890	SUBSCRIPTIONS/BOOKS	500	500	510	\$0	\$0	\$510	\$0	102.00%	#DIV/0!	\$0	\$510	\$0	0
62893	TOWING	0	0	0	\$0	\$275	\$275	(\$275)	0.00%	0.00%	\$0	\$275	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	2,371	\$100	\$50	\$2,421	(\$50)	96.84%	100.00%	\$1,206	\$1,215	\$0	1,206
62920	GAS, OIL, FUEL	16,000	16,000	20,000	\$4,783	\$4,823	\$22,388	(\$2,388)	139.93%	100.50%	\$18,090	\$4,298	\$3,553	18,000
62922	TRAVEL-LODGING	1,500	1,500	992	\$290	\$0	\$992	\$0	66.13%	#DIV/0!	\$0	\$992	\$0	0
62924	TRAVEL-MEALS	500	500	257	\$239	\$0	\$257	(\$0)	51.46%	#DIV/0!	\$0	\$257	\$0	0
62926	TRAVEL-MILEAGE	500	500	88	\$0	\$0	\$88	(\$0)	17.70%	#DIV/0!	\$0	\$88	\$0	0
62928	TRAVEL-OTHER	100	100	714	\$198	\$0	\$714	\$0	713.54%	55.15%	\$55	\$658	\$20	100
62930	REGISTRATIONS	250	250	225	\$0	\$0	\$225	\$0	90.00%	100.00%	\$1,462	(\$1,237)	\$0	1,462
62935	SERVICE CENTER	0	0	476	\$0	\$0	\$476	(\$0)	0.00%	#DIV/0!	\$0	\$476	\$0	0
62940	TRAVEL ADVANCES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
63070	UTILITIES	85,000	85,000	98,000	\$8,587	\$17,178	\$106,283	(\$8,283)	125.04%	99.97%	\$84,975	\$21,307	\$13,720	85,000
74230	PRINCIPAL ON LEASE PUCHASES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,184,757	\$1,229,757	\$1,166,003	\$153,683	\$194,042	\$1,175,611	(\$9,608)	95.60%	105.23%	\$1,215,854	(\$107,027)	\$186,070	\$1,155,463
75239	CONTRIBUTIONS TO COUNTY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	100.00%	\$415,087	\$0	\$415,087	\$415,087

**SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT
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SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
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Acct	Acct Title	21-22 Final Budget	21-22 Adj. Budget	21-22 Est./Actuals	May Actuals	June Actuals	21-22 YTD Actuals	YTD Remaining	100%	100%	20-21 YTD Actuals	COMPARE THRU JUNE PY ACTUALS	June Actuals	20-21 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
75315	COUNTY OVERHEAD (see 3550)	\$167,422	\$167,422	\$167,545	\$0	\$0	\$167,545	\$0	100.07%	100.00%	\$63,389	\$0	\$0	\$63,391
70000	OTHER CHARGES	\$167,422	\$167,422	\$167,545	\$0	\$0	\$167,545	\$0	100.07%	100.00%	\$478,476	(\$310,931)	\$415,087	\$478,478
86204	EQUIPMENT	\$0	\$18,000	\$16,239	\$0	\$0	\$16,239	\$0	90.22%	0.00%	\$0	\$16,239	\$0	\$0
86208	MEDICAL EQUIPMENT	\$0	\$14,600	\$30,000	\$5,249	(\$9,301)	\$5,249	\$24,751	35.95%	0.00%	\$0	\$5,249	\$0	\$0
86209	MOBILE EQUIPMENT	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
86210	OFFICE EQUIPMENT	\$0	\$7,500	\$7,085	\$7,085	\$0	\$7,085	\$0	94.47%	0.00%	\$0	\$7,085	\$0	\$0
86204	FIXED ASSETS	\$60,000	\$100,100	\$53,324	\$12,334	(\$9,301)	\$28,573	\$24,751	28.54%	0.00%	\$0	\$28,573	\$0	\$0
90000	OPERATING TRSF OUT	\$102,010	\$102,010	\$102,010	\$0	\$0	\$102,010	\$0	100.00%	132.80%	\$101,000	\$1,010	\$0	\$101,000
90000	OTHER FINANCING USES	\$102,010	\$102,010	\$102,010	\$0	\$0	\$102,010	\$0	100.00%	0.00%	\$101,000	\$1,010	\$0	\$101,000
98700	APPROP FOR CONTINGENCIES	\$178,857	\$178,857	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$178,857	\$178,857	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$285,000	\$285,000	\$0	\$0	\$0	\$0	(\$0)	0.00%	105.30%	\$305,365	(\$28,023)	\$38,037	\$290,000
40430	INTEREST	\$17,000	\$17,000	\$11,000	\$1,561	\$1,565	\$11,933	(\$933)	70.20%	99.13%	\$15,861	(\$3,928)	\$829	\$16,000
40440	RENTS & CONCESS	\$700	\$700	\$200	\$24	\$0	\$122	\$78	17.39%	83.98%	\$84	\$38	\$0	\$100
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$140	\$0	\$0	\$110	\$30	55.00%	#DIV/0!	\$0	\$110	\$0	\$0
40810	ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$1,891	(\$1,891)	\$1,891	\$0
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41093	FED-FEMA	\$0	\$0	\$0	\$0	\$379	\$379	(\$379)	0.00%	0.00%	\$86,802	(\$86,423)	\$86,802	\$86,802
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41148	FED-CARES ACT CRF FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41510	HUMANE SERVICES	\$250,000	\$250,000	\$215,000	\$25,051	\$33,065	\$231,776	(\$16,776)	92.71%	110.53%	\$248,694	(\$16,917)	\$39,292	\$225,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$2,000	\$232	\$244	\$2,109	(\$109)	81.12%	105.00%	\$2,100	\$9	\$221	\$2,000
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$4,500	\$725	\$289	\$4,480	\$20	81.45%	97.46%	\$2,924	\$1,556	\$353	\$3,000
42044	MEMBER CONTRIBUTION	\$3,044,606	\$3,044,606	\$3,044,616	\$56,101	\$0	\$3,044,616	(\$0)	100.00%	100.00%	\$2,872,279	\$172,337	\$2,000	\$2,872,279
42047	OTHER CHARGES CURRRENT SERVICES	\$14,000	\$14,000	\$10,650	\$75	\$375	\$10,800	(\$150)	77.14%	100.00%	\$11,550	(\$750)	\$700	\$11,550
42073	ADMINISTRATIVE FINE FEES	\$5,000	\$5,000	\$6,500	\$1,144	\$1,014	\$7,209	(\$709)	144.19%	99.30%	\$7,448	(\$238)	\$850	\$7,500
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$5,000	\$5,000	\$0	\$5,000	\$0	0.00%	0.00%	\$15,000	(\$10,000)	\$0	\$15,000
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$20,000	\$20,000	\$8,500	\$990	\$885	\$9,175	(\$675)	45.88%	105.97%	\$18,015	(\$8,840)	\$2,192	\$17,000
42206	ANIMAL RABIES FEES	\$18,000	\$18,000	\$7,000	\$708	\$880	\$7,771	(\$771)	43.17%	103.49%	\$16,559	(\$8,788)	\$1,596	\$16,000
42207	ANIMAL SPAY&NEUTER FEES	\$100,000	\$100,000	\$28,500	\$673	\$566	\$28,185	\$315	28.19%	109.28%	\$114,747	(\$86,562)	\$19,517	\$105,000
42234	SALES-OTHER-TAXABLE	\$70,000	\$70,000	\$92,000	\$15,492	\$8,206	\$93,931	(\$1,931)	134.19%	103.90%	\$77,927	\$16,004	\$11,418	\$75,000
42362	CASH OVERAGES	\$0	\$0	\$5	\$1	\$0	\$5	(\$0)	0.00%	100.17%	\$93	(\$88)	\$0	\$93
42372	CONTRIBUTIONS AND DONATIONS	\$400,000	\$463,000	\$585,000	\$27,600	\$48,962	\$583,945	\$1,055	126.12%	180.64%	\$1,083,865	(\$499,919)	\$86,496	\$600,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	(\$584)	\$0	\$0	(\$584)	(\$0)	0.00%	100.00%	(\$35)	(\$549)	\$0	(\$35)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0
42384	OTHER REVENUE	\$40,000	\$40,000	\$40,000	\$3,260	\$12,587	\$35,669	\$4,331	89.17%	104.30%	\$41,720	(\$6,052)	\$17,247	\$40,000
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$0	\$0	\$8,200	\$938	\$925	\$8,656	(\$456)	#DIV/0!	0.00%	\$9,383	(\$727)	\$1,120	\$0
42982	LICENSES - SANTA CRUZ	\$0	\$0	\$53,000	\$6,827	\$5,299	\$55,463	(\$2,463)	#DIV/0!	0.00%	\$62,946	(\$7,483)	\$7,678	\$0
42983	LICENSES- SCOTTS VALLEY	\$0	\$0	\$14,000	\$1,921	\$1,431	\$14,866	(\$866)	#DIV/0!	0.00%	\$16,747	(\$1,881)	\$1,995	\$0
42984	LICENSES- COUNTY	\$0	\$0	\$165,000	\$17,605	\$16,414	\$169,203	(\$4,203)	#DIV/0!	0.00%	\$181,416	(\$12,213)	\$23,498	\$0
42986	LICENSES- WATSONVILLE	\$0	\$0	\$29,000	\$2,870	\$2,626	\$29,154	(\$154)	#DIV/0!	0.00%	\$34,873	(\$5,719)	\$3,746	\$0
40100-42500	REVENUES	\$4,287,606	\$4,350,606	\$4,329,227	\$168,797	\$135,712	\$4,353,973	(\$24,746)	100.08%	112.34%	\$4,922,888	(\$568,915)	\$309,442	\$4,382,289

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

Revenues:	2022-2023 Final Budget	2022-2023 Est/Actuals	2022-2023 YTD Actuals	YTD Remaining	2021-2022 YTD Actuals
ANIMAL LICENSES	\$0	\$0	\$0	\$0	\$0
INTEREST	\$17,000	\$17,000	\$0	\$17,000	\$735
RENTS & CONCESSIONS	\$700	\$700	\$0	\$700	\$0
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$0	\$200	\$0
ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$0
FED-FEMA	\$0	\$0	\$0	\$0	(\$86,802)
HUMANE SERVICES	\$250,000	\$250,000	\$14,418	\$235,582	\$9,510
ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$173	\$2,427	\$50
COST RECOVERY-OTHER	\$5,500	\$5,500	\$254	\$5,246	\$73
MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$0	\$3,349,066	\$649,071
CHARGES FOR CURRENT SERVICES	\$14,000	\$14,000	\$0	\$14,000	\$0
ADMIN FINE FEES	\$5,000	\$5,000	\$0	\$5,000	\$100
GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$0	\$15,000	\$0
ANIMAL MICROCHIP FEES	\$10,000	\$10,000	\$300	\$9,700	\$1,000
ANIMAL RABIES FEES	\$9,000	\$9,000	\$294	\$8,706	\$993
ANIMAL SPAY&NEUTER FEES	\$20,000	\$20,000	(\$90)	\$20,090	\$4,834
SALES-OTHER-TAXABLE	\$80,000	\$80,000	\$2,334	\$77,666	\$1,739
CASH OVERRAGES	\$0	\$0	\$0	\$0	\$0
CONTRIBUTIONS and DONATIONS	\$460,000	\$460,000	\$9,709	\$450,291	(\$4,530)
NSF CHECKS	\$0	\$0	(\$59)	\$59	(\$50)
OTHER REVENUE	\$40,000	\$40,000	\$675	\$39,325	\$2,539
LICENSES - CAPITOLA	\$9,000	\$9,000	\$406	\$8,594	\$435
LICENSES - SANTA CRUZ	\$60,000	\$60,000	\$2,287	\$57,713	\$3,598
LICENSES- SCOTTS VALLEY	\$17,000	\$17,000	\$606	\$16,394	\$825
LICENSES- COUNTY	\$180,000	\$180,000	\$8,717	\$171,283	\$10,671
LICENSES- WATSONVILLE	\$35,000	\$35,000	\$1,087	\$33,913	\$1,751
TOTAL REVENUES:	\$4,579,066	\$4,579,066	\$41,110	\$4,537,956	\$596,543

Less Expenditures:

Salaries and Benefits	\$3,337,731	\$3,337,731	\$208,165	\$3,129,566	\$154,195
Services and Supplies	\$1,166,007	\$1,166,007	\$53,088	\$1,112,919	\$48,059
Other Uses	\$167,525	\$167,525	\$0	\$167,525	\$0
Fixed Assets	\$86,245	\$86,245	\$0	\$86,245	\$0
Operating Transfers Out	\$103,030	\$103,030	\$0	\$103,030	\$0
TOTAL EXPENDITURES:	\$4,860,538	\$4,860,538	\$261,253	\$4,599,285	\$202,254

Plus Contingency:

TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$186,954	\$186,954	\$0	\$186,954	\$0
	\$5,047,492	\$5,047,492	\$261,253	\$4,786,239	\$202,254

NET REVENUES OVER (UNDER) EXPENDITURE

	(\$468,426)	(\$468,426)	(\$220,143)	(\$248,283)	\$394,289
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BEGINNING FUND BALANCE - UNDESIGNATED

	\$1,384,065	\$1,384,065	\$1,384,065	\$1,384,065	\$1,384,065
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(unaudited ending balance from 6/30/22)

ENDING FUND BALANCE - UNDESIGNATED

	\$915,640	\$915,640	\$1,163,922	\$1,135,782	\$1,778,354
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ANIMAL LICENSE DETAIL

	2022-23 YTD Actuals	2021-22 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$406	\$435	(\$29)
LICENSES - SANTA CRUZ	\$2,287	\$3,598	(\$1,311)
LICENSES- SCOTTS VALLEY	\$606	\$825	(\$219)
LICENSES- COUNTY	\$8,717	\$10,671	(\$1,954)
LICENSES- WATSONVILLE	\$1,087	\$1,751	(\$664)

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

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

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

As of 7/31/22 from Finance Enterprise
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	July Actuals	22/23 YTD Actuals	YTD Remaining	9%	9%	21/22 YTDActuals	COMPARE THRU JULY PY ACTUALS	July Actuals	21/22 Est./Actuals
							Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
51000	SALARIES & BENF	\$3,337,731	\$3,337,731	\$208,165	\$208,165	\$3,129,566	6.24%	5.55%	\$154,195	\$53,970	\$154,195	\$2,778,870
61000	SERVICES & SUPL	\$1,166,007	\$1,166,007	\$53,088	\$53,088	\$1,112,919	4.55%	4.12%	\$48,059	\$5,029	\$48,059	\$1,166,006
70000	OTHER CHARGES	\$167,525	\$167,525	\$0	\$0	\$167,525	0.00%	0.00%	\$0	\$0	\$0	\$167,545
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$86,245	\$86,245	\$0	\$0	\$86,245	0.00%	0.00%	\$0	\$0	\$0	\$53,324
90000	OTHER FINANCING USES	\$103,030	\$103,030	\$0	\$0	\$103,030	0.00%	0.00%	\$0	\$0	\$0	\$102,010
98700	CONTINGENCIES	\$186,954	\$186,954	\$0	\$0	\$186,954	0.00%	0.00%	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$5,047,492	\$5,047,492	\$261,253	\$261,253	\$4,786,239	5.18%	8.64%	\$202,254	\$58,999	\$202,254	\$4,267,755
40100-42500	TOTAL REVENUES	\$4,579,066	\$4,579,066	\$41,110	\$41,110	\$4,537,956	0.90%	13.78%	\$596,543	(\$555,433)	\$596,543	\$4,329,227
	NET COST	\$468,426	\$468,426	\$220,143	\$220,143	\$248,283	47.00%	641.41%	(\$394,289)	(\$614,431)	(\$394,289)	(\$61,472)
51000	REGULAR PAY-PER	1,975,003	1,975,003	\$152,790	\$152,790	\$1,822,213	7.74%	6.31%	\$103,209	\$49,580	\$103,209	1,635,246
51005	OVERTIME PAY-PE	7,500	7,500	\$1,268	\$1,268	\$6,232	16.91%	7.64%	\$1,025	\$243	\$1,025	13,405
51010	REGULAR PAY-EXT	60,000	60,000	\$3,639	\$3,639	\$56,361	6.07%	4.98%	\$2,815	\$825	\$2,815	56,471
51040	DIFFERENTIAL PAY	32,000	32,000	\$1,316	\$1,316	\$30,684	4.11%	5.13%	\$1,434	(\$118)	\$1,434	27,961
52010	OASDI-SOCIAL SE	148,296	148,296	\$12,094	\$12,094	\$136,202	8.16%	6.35%	\$8,220	\$3,874	\$8,220	129,448
52015	RETIREMENT	576,856	576,856	\$27,582	\$27,582	\$549,274	4.78%	6.22%	\$26,861	\$720	\$26,861	431,568
53010	EMPLOYEE INSURA	486,264	486,264	\$9,476	\$9,476	\$476,788	1.95%	2.41%	\$10,631	(\$1,155)	\$10,631	440,280
53015	UNEMPLOYMENT IN	8,673	8,673	\$0	\$0	\$8,673	0.00%	0.00%	\$0	\$0	\$0	5,297
54010	WORKERS COMPENS	43,139	43,139	\$0	\$0	\$43,139	0.00%	0.00%	\$0	\$0	\$0	39,194
51000	SALARIES & BENF	\$3,337,731	\$3,337,731	\$208,165	\$208,165	\$3,129,566	6.24%	5.55%	\$154,195	\$53,970	\$154,195	\$2,778,870
61115	POLICE SAFETY EQUIPMENT	500	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	800
61125	UNIFORM REPLACEMENT	1,500	1,500	\$0	\$0	\$1,500	0.00%	0.00%	\$0	\$0	\$0	3,921
61215	RADIO SERVICES	35,000	35,000	\$2,915	\$2,915	\$32,085	8.33%	8.33%	\$2,825	\$90	\$2,825	33,894
61220	TELECOM SERVICES	40,000	40,000	(\$3,142)	(\$3,142)	\$43,142	-7.85%	0.18%	\$73	(\$3,214)	\$73	40,000
61310	FOOD	20,000	20,000	(\$928)	(\$928)	\$20,928	-4.64%	-0.69%	(\$162)	(\$766)	(\$162)	23,500
61412	JANITORIAL SERVICES	11,500	11,500	\$0	\$0	\$11,500	0.00%	0.00%	\$0	\$0	\$0	10,500
61525	LIABILITY INSURANCE	60,000	60,000	\$50,473	\$50,473	\$9,527	84.12%	101.60%	\$45,984	\$4,489	\$45,984	45,259
61535	OTHER INSURANCE	4,338	4,338	\$0	\$0	\$4,338	0.00%	0.00%	\$0	\$0	\$0	3,618
61720	MAINT-MOBILE EQUIPMENT-SERV	7,500	7,500	\$0	\$0	\$7,500	0.00%	0.00%	\$0	\$0	\$0	7,527
61725	MAINT-OFFICE EQUIPMENT	3,500	3,500	\$140	\$140	\$3,360	3.99%	7.91%	\$140	\$0	\$140	1,765
61730	MAINT-OTHER EQUIP-SVCS	17,500	17,500	\$0	\$0	\$17,500	0.00%	0.00%	\$0	\$0	\$0	2,152
61731	MAINT-OTHER EQUIP-SUP	1,500	1,500	\$0	\$0	\$1,500	0.00%	0.00%	\$0	\$0	\$0	1,000
61835	FACILITIES MAINT	7,500	7,500	(\$976)	(\$976)	\$8,476	-13.01%	0.00%	\$0	(\$976)	\$0	18,000
61845	MAINT STRUCT IM	1,000	1,000	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	1,000
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61922	OTHER MEDICAL MATERIALS	80,000	80,000	\$4,700	\$4,700	\$75,300	5.88%	-8.97%	(\$8,075)	\$12,776	(\$8,075)	90,000
62020	MEMBERSHIPS	3,000	3,000	\$0	\$0	\$3,000	0.00%	0.00%	\$0	\$0	\$0	2,756
62111	MISCELLANEOUS EXPENSES	14,000	14,000	\$0	\$0	\$14,000	0.00%	0.00%	\$0	\$0	\$0	14,000

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

**As of 7/31/22 from Finance Enterprise
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28**

Pos + = UP
Neg () = DOWN

Acct	Acct Title	22/23		July Actuals	22/23 YTD Actuals	YTD Remaining	9%	9%	21/22 YTD Actuals	COMPARE	July Actuals	21/22 Est./Actuals
		Final Budget	Adj. Budget				Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU JULY PY ACTUALS		
62112	CASH SHORTAGES	50	50	\$0	\$0	\$50	0.00%	12.50%	\$5	(\$5)	\$5	40
62214	DUPLICATING SVCS.	5,000	5,000	\$0	\$0	\$5,000	0.00%	0.00%	\$0	\$0	\$0	4,000
62217	MISC NONINVENTORIAL ITEMS EXPENSE	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	100
62219	PC SOFTWARE PURCHASES	8,000	8,000	\$0	\$0	\$8,000	0.00%	0.00%	\$0	\$0	\$0	6,845
62221	POSTAGE	12,000	12,000	\$167	\$167	\$11,833	1.39%	0.00%	\$0	\$167	\$0	12,000
62222	SUBSCRIPTIONS/PERIODICALS	500	500	(\$15)	(\$15)	\$515	-3.00%	0.00%	\$0	(\$15)	\$0	3,679
62223	SUPPLIES	75,000	75,000	(\$3,534)	(\$3,534)	\$78,534	-4.71%	-6.07%	(\$4,857)	\$1,323	(\$4,857)	80,000
62225	NON-PC SOFTWARE	250	250	\$0	\$0	\$250	0.00%	0.00%	\$0	\$0	\$0	250
62226	INVENTORIAL ITEMS	20,000	20,000	\$3,189	\$3,189	\$16,811	15.95%	0.00%	\$0	\$3,189	\$0	60,000
62301	ACCOUNTING & AUDITING	15,000	15,000	(\$6,400)	(\$6,400)	\$21,400	-42.67%	0.00%	\$0	(\$6,400)	\$0	15,000
62310	BANKING SERVICES	17,500	17,500	\$855	\$855	\$16,645	4.89%	14.23%	\$2,491	(\$1,636)	\$2,491	17,500
62316	COMPUTER PROF SVCS	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	22,500	22,500	\$0	\$0	\$22,500	0.00%	0.75%	\$169	(\$169)	\$169	22,500
62318	COUNTY COUNSEL	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62325	DATA PROCESSING	82,320	82,320	\$0	\$0	\$82,320	0.00%	0.00%	\$0	\$0	\$0	82,320
62330	DPW SERVICES - GENERAL MONEY	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62360	LEGAL SERVICES	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62381	PROF & SPECIAL	108,449	108,449	\$3,609	\$3,609	\$104,840	3.33%	4.83%	\$3,481	\$128	\$3,481	72,000
62399	VETERINARIAN SERVICES	100,000	100,000	(\$2,525)	(\$2,525)	\$102,525	-2.53%	1.97%	\$2,752	(\$5,277)	\$2,752	140,000
62500	EQUIPMENT RENTS & LEASES-	0	0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	0
62610	RENTS & LEASES-	248,000	248,000	\$0	\$0	\$248,000	0.00%	0.00%	\$0	\$0	\$0	197,669
62710	FIELD EQUIPMENT	1,500	1,500	\$0	\$0	\$1,500	0.00%	0.00%	\$0	\$0	\$0	1,200
62801	ADVERTISING & PROMOTION	4,000	4,000	\$140	\$140	\$3,860	3.50%	0.00%	\$0	\$140	\$0	4,189
62810	S/APP CNTR SRV-PLNT MNT & RPR	0	0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	0
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	\$0	\$0	\$20,000	0.00%	0.00%	\$0	\$0	\$0	22,486
62857	SPECIAL MISC EXP-SUPPLIES	500	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	903
62890	SUBSCRIPTIONS/BOOKS	500	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	510
62893	TOWING	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	\$0	\$0	\$2,500	0.00%	0.00%	\$0	\$0	\$0	2,371
62920	GAS, OIL, FUEL	20,000	20,000	(\$24)	(\$24)	\$20,024	-0.12%	0.00%	\$0	(\$24)	\$0	20,000
62922	TRAVEL-LODGING	1,500	1,500	\$0	\$0	\$1,500	0.00%	0.00%	\$0	\$0	\$0	992
62924	TRAVEL-MEALS	500	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	257
62926	TRAVEL-MILEAGE	500	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	88
62928	TRAVEL-OTHER	100	100	\$0	\$0	\$100	0.00%	0.00%	\$0	\$0	\$0	714
62930	REGISTRATIONS	1,000	1,000	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	225
62935	SERVICE CENTER	500	500	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	476
62940	TRAVEL ADVANCES	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
63070	UTILITIES	90,000	90,000	\$4,443	\$4,443	\$85,557	4.94%	3.30%	\$3,234	\$1,209	\$3,234	98,000
74230	PRINCIPAL ON LEASE PUCHASES	0	0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,166,007	\$1,166,007	\$53,088	\$53,088	\$1,112,919	4.55%	4.12%	\$48,059	\$58,999	\$48,059	\$1,166,006
75239	CONTRIBUTIONS TO COUNTY	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0

As of 7/31/22 from Finance Enterprise **SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY FINANCIAL REPORT**
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28
2022-2023

Pos += UP
 Neg () = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	July Actuals	22/23 YTD Actuals	YTD Remaining	9%	9%	21/22 YTD Actuals	COMPARE THRU JULY PY ACTUALS	July Actuals	21/22 Est./Actuals
							Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
75315	COUNTY OVERHEAD (see 3550)	\$167,525	\$167,525	\$0	\$0	\$167,525	0.00%	0.00%	\$0	\$0	\$0	\$167,545
700000	OTHER CHARGES	\$167,525	\$167,525	\$0	\$0	\$167,525	0.00%	0.00%	\$0	\$0	\$0	\$167,545
86204	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	\$16,239
86208	MEDICAL EQUIPMENT	\$45,000	\$45,000	\$0	\$0	\$45,000	0.00%	0.00%	\$0	\$0	\$0	\$30,000
86209	MOBILE EQUIPMENT	\$41,245	\$41,245	\$0	\$0	\$41,245	0.00%	0.00%	\$0	\$0	\$0	\$0
86210	OFFICE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	#DIV/0!	0.00%	\$0	\$0	\$0	\$7,085
86204	FIXED ASSETS	\$86,245	\$86,245	\$0	\$0	\$86,245	0.00%	0.00%	\$0	\$0	\$0	\$53,324
90000	OPERATING TRSF OUT	\$103,030	\$103,030	\$0	\$0	\$103,030	0.00%	0.00%	\$0	\$0	\$0	\$102,010
90000	OTHER FINANCING USES	\$103,030	\$103,030	\$0	\$0	\$103,030	0.00%	0.00%	\$0	\$0	\$0	\$102,010
98700	APPROP FOR CONTINGENCIES	\$186,954	\$186,954	\$0	\$0	\$186,954	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$186,954	\$186,954	\$0	\$0	\$186,954	0.00%	0.00%	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$0	\$0	\$0	\$0	(\$0)	#DIV/0!	#DIV/0!	\$0	(\$4,177)	\$0	\$0
40430	INTEREST	\$17,000	\$17,000	\$0	\$0	\$17,000	0.00%	6.68%	\$735	(\$735)	\$735	\$11,000
40440	RENTS & CONCESS	\$700	\$700	\$0	\$0	\$700	0.00%	0.00%	\$0	\$0	\$0	\$200
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$0	\$0	\$200	0.00%	0.00%	\$0	\$0	\$0	\$140
40810	ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41093	FED-FEMA	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	(\$86,802)	\$86,802	(\$86,802)	\$0
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41148	FED-CARES ACT CRF FUNDING	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41510	HUMANE SERVICES	\$250,000	\$250,000	\$14,418	\$14,418	\$235,582	5.77%	4.42%	\$9,510	\$4,909	\$9,510	\$215,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$173	\$173	\$2,427	6.65%	2.50%	\$50	\$123	\$50	\$2,000
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$254	\$254	\$5,246	4.61%	1.63%	\$73	\$180	\$73	\$4,500
42044	MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$0	\$0	\$3,349,066	0.00%	21.32%	\$649,071	(\$649,071)	\$649,071	\$3,044,616
42047	OTHER CHARGES CURRRENT SERVICES	\$14,000	\$14,000	\$0	\$0	\$14,000	0.00%	0.00%	\$0	\$0	\$0	\$10,650
42073	ADMINISTRATIVE FINE FEES	\$5,000	\$5,000	\$0	\$0	\$5,000	0.00%	1.54%	\$100	(\$100)	\$100	\$6,500
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$0	\$0	\$15,000	0.00%	0.00%	\$0	\$0	\$0	\$5,000
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$10,000	\$10,000	\$300	\$300	\$9,700	3.00%	11.76%	\$1,000	(\$700)	\$1,000	\$8,500
42206	ANIMAL RABIES FEES	\$9,000	\$9,000	\$294	\$294	\$8,706	3.27%	14.19%	\$993	(\$699)	\$993	\$7,000
42207	ANIMAL SPAY&NEUTER FEES	\$20,000	\$20,000	(\$90)	(\$90)	\$20,090	-0.45%	16.96%	\$4,834	(\$4,924)	\$4,834	\$28,500
42234	SALES-OTHER-TAXABLE	\$80,000	\$80,000	\$2,334	\$2,334	\$77,666	2.92%	1.89%	\$1,739	\$595	\$1,739	\$92,000
42362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$5
42372	CONTRIBUTIONS AND DONATIONS	\$460,000	\$460,000	\$9,709	\$9,709	\$450,291	2.11%	-0.77%	(\$4,530)	\$14,238	(\$4,530)	\$585,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	(\$59)	(\$59)	\$59	0.00%	8.56%	(\$50)	(\$9)	(\$50)	(\$584)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0
42384	OTHER REVENUE	\$40,000	\$40,000	\$675	\$675	\$39,325	1.69%	6.35%	\$2,539	(\$1,864)	\$2,539	\$40,000
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$9,000	\$9,000	\$406	\$406	\$8,594	4.51%	0.00%	\$435	(\$29)	\$435	\$8,200
42982	LICENSES - SANTA CRUZ	\$60,000	\$60,000	\$2,287	\$2,287	\$57,713	3.81%	0.00%	\$3,598	(\$1,311)	\$3,598	\$53,000
42983	LICENSES- SCOTTS VALLEY	\$17,000	\$17,000	\$606	\$606	\$16,394	3.56%	0.00%	\$825	(\$219)	\$825	\$14,000
42984	6210 Regular Agenda Financial Report 7.31.22	\$186,954	\$186,954	\$8,717	\$8,717	\$171,283	4.84%	0.00%	\$10,671	(\$1,988)	\$10,671	\$165,000

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

As of 7/31/22 from Finance Enterprise
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	July Actuals	22/23 YTD Actuals	YTD Remaining	9%	9%	21/22 YTDActuals	COMPARE THRU JULY PY ACTUALS	July Actuals	21/22 Est./Actuals
							Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
42986	LICENSES- WATSONVILLE	\$35,000	\$35,000	\$1,087	\$1,087	\$33,913	3.11%	0.00%	\$1,751	(\$664)	\$1,751	\$29,000
40100-42500	REVENUES	\$4,579,066	\$4,579,066	\$41,110	\$41,110	\$4,537,956	0.90%	13.78%	\$596,543	(\$555,433)	\$596,543	\$4,329,227

Regular Agenda Item 6.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: FY 2022-23 Budget Revision

Recommendation:

Consider adopting SCCAS FY 2022-23 Revised Budget.

Discussion:

Staff has developed the following FY 2022-23 Revised Budget for review and consideration (Exhibit A). Please note: there is no proposed change to member contributions from the Approved Budget. Key revisions including:

Salaries and Benefits

SCCAS wishes fund a currently unfunded .50 FTE Animal Health Specialist/Animal Care Worker position and add .50 FTE to the position to increase it to a full 1.0 FTE; delete an unfunded .50 FTE Animal Services Assistant position; and add a 1.0 FTE Animal Services Coordinator position.

With an annual intake of approximately 5,000 animals, we must expand our progressive programs to get animals out of the Shelter. While the Shelter staff and volunteers do an amazing job taking care of the animals, the ideal environment is in a home. Therefore, we need to expand our animal care services to include a more robust foster and transfer program. Currently, our Animal Services Coordinators, who supervise animal care, are involved in regular animal caretaking in addition to scheduling staff, scheduling surgery, and scheduling all appointments for foster animals. With over 200 animals in foster with a variety of needs, not having a dedicated person greatly restricts the care and services we are able to provide. The new Animal Services Coordinator would focus on all foster and transfer needs for all animals in our care. Adding these two positions would greatly benefit our operations but ultimately result in more animals getting out of the Shelter more quickly. Additionally, this supervisor would be able to assist in other departments as needed. Our biggest limitation in our Animal Care department is lack of sufficient staffing. Currently, we have trouble supporting basic animal care when one-two people are out sick, and this is not sustainable. Adding an additional Animal Care Worker and an Animal Services Coordinator would greatly relieve this stress and provide better resources for our staff and the animals.

Summary of Personnel Changes:

	GL Key	Range	Classification	FTE	Position Code
Delete	702810	CD	Animal Services Assistant	.50	AC1011
Add	702830	D5/D2	Animal Health Specialist/Animal Care Worker	.50	AC6011
Add	702830	DO	Animal Services Coordinator	1.00	TBD
			Total FTE Increase:	1.00	

Services and Supplies

62317 – Consult/Mgt/PC Services – increased by \$5,500 to reflect purchase of additional Chameleon Shelter Management software licenses. SCCAS has purchase an unlimited license package that allows SCCAS to add more licenses as needed without incurring additional cost.

62381 – Professional Services – increased by \$32,800 to support the cost for the SCCAS General Manager recruitment contract with WBCP Inc. which was approved at the June 13, 2022 Board of Directors meeting but not included in the Proposed Budget.

62610 – Rents & Leases – increased by \$19,673 to reflect actual first-year cost for new Watsonville Animal Shelter lease agreement with the City of Watsonville. SCCAS had initially budgeted \$48,000 for this agreement, actual first-year cost will be \$65,273 (\$17,273 added to budget); and \$2,400 for an anticipated \$200 per month lease agreement with County Parks Department for continued use of space at 870 17th Avenue in Santa Cruz for the SCCAS Benefits Shop.

62715 – Small Tools & Instruments – added \$1,000 in funding to this line item. SCCAS routinely purchases small tools and equipment for the ongoing care and maintenance of its shelters. Previous purchases were recorded in the Supplies category. Adding this line item more accurately classifies those expenditures.

86204 – Fixed Assets – Equipment and Mobile – added \$20,000 to this line item to fund the purchase of a security camera system for the Santa Cruz Animal Shelter. This will allow SCCAS to document incidents of vandalism and theft, as well as inappropriate client behavior.

86209 - Mobile Equipment – added \$28,755 to this line item to fund the purchase of specialized animal cages and equipment for SCCAS’s new Ford Explorer animal control vehicle. The vehicle cost was already re-budgeted to FY 2022-23 due to the lengthy delay in receiving the vehicle which was finally received in July 2022.

Revenues

42372 – Contributions and Donations – added \$70,000 in revenue due to revised donations projections, including a new anticipated donation from the Santa Cruz County Animal Shelter Foundation to fund part of the cost of the new Animal Services Coordinator position.

Exhibit B - Schedule of Member Contributions

No change from approved budget. This schedule delineates the change in member contributions based on the 10% increase request, and also shows for comparison purposes the effects on contributions of 8% and 12% increases.

Exhibit C - Member Data by Jurisdiction

No change from approved budget. This worksheet documents impounds and calls for service over the past three previous fiscal years. It is utilized to determine the allocation of member contributions.

Exhibit D - Member Contribution Increases/Decreases by Fiscal Year

No change from approved budget. This chart shows the increase/decrease in member contributions over the past ten years. The ten-year average member contribution increase is only 3.05% which has led to an ongoing structural budget deficit.

Exhibit E – Personnel Summary

SCCAS is requesting to fund two additional positions as delineated above in Salaries and Benefits section.

Exhibit F – Proposed Capital Reserve Budget

No change from approved budget. SCCAS requests a \$50,000 allocation for potential minor building improvements. The fund balance is anticipated to be \$319,682 including the FY 2022-23 allocation.

Exhibit G - Fee Schedule for Santa Cruz County

No change from approved budget. This fee schedule reflects changes from FY 2021-22 to FY 2022-23. All of the changes are updates in line with the new Animal Ordinance in effect in Santa Cruz County as of February 11, 2022.

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

No changes to this fee schedule.

In summary, the FY 2022-23 Revised Budget adds two new positions for which no new funds are required due to projected salary savings from other vacancies, and adds \$103,728 in expenditures to fund a variety of expenses including: a) increased shelter management software costs b) the General Manager recruitment contract c) the new Watsonville Shelter lease agreement d) a security camera system for the Santa Cruz Shelter, and e) custom interior and cages for the new animal control vehicle. This revision also reflects a projected increase in revenues of \$70,000 to partially offset these expenditures. The remaining increased deficit will be funded with existing fund balance. SCCAS continues the movement toward a higher live animal release rate and institution of progressive, long-term approaches to address pet homelessness and quality of life in Santa Cruz County. These vital programs help animals and their guardians beyond the Shelter's doors – spay/neuter clinics, training classes, humane education, and community outreach. With current staff and service levels, SCCAS can continue to work towards implementing revenue generating programs to help offset ongoing expenditures.

In considering SCCAS's future, the use of one-time funds for general operations is not sustainable and must be phased out. Staff will continue to recommend increases to member contributions in future years in order to reduce SCCAS's Reliance on one-time fund usage.

REVISED BUDGET FOR FISCAL YEAR 2022-23

Accounts	Actuals 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Est./Actuals 2021-22	Difference Approved to EAs	Adopted Budget 2022-23	Revised Budget 2022-23
SALARIES AND BENEFITS							
51000 -- REGULAR PAY-PERMANENT	1,680,573	1,756,193	1,734,093	1,635,246	(120,947)	1,975,003	1,975,003
51005 -- OVERTIME PAY-PERMANENT	5,292	4,159	4,159	13,405	9,246	7,500	7,500
51010 -- REGULAR PAY-EXTRA HELP	56,357	56,234	56,234	56,471	237	60,000	60,000
51040 -- DIFFERENTIAL PAY	25,724	31,366	31,366	27,961	(3,405)	32,000	32,000
52010 -- OASDI-SOCIAL SECURITY	130,569	132,675	132,675	129,448	(3,227)	148,296	148,296
52015 -- PERS	390,664	482,434	482,434	431,568	(50,866)	576,856	576,856
53010 -- EMPLOYEE INSURANCE AND BENEFITS	465,561	474,586	474,586	440,280	(34,306)	486,264	486,264
53015 -- UNEMPLOYMENT INSURANCE	3,964	3,964	3,964	5,297	1,333	8,673	8,673
54010 -- WORKERS COMPENSATION INSURANCE	75,625	75,625	75,625	39,194	(36,431)	43,139	43,139
SUBTOTAL SALARIES AND BENEFITS	2,834,329	3,017,236	2,995,136	2,778,870	(238,366)	3,337,731	3,337,731
SERVICES AND SUPPLIES							
61115 -- POLICE SAFETY EQUIP-REPLACE	0	500	500	800	300	500	500
61125 -- UNIFORM REPLACEMENT	1,414	1,500	1,500	3,921	2,421	1,500	1,500
61215 -- RADIO	33,327	35,000	35,000	33,894	(1,106)	35,000	35,000
61220 -- TELECOM SERVICES	49,375	46,000	46,000	40,000	(6,000)	40,000	40,000
61310 -- FOOD	17,577	10,000	10,000	23,500	13,500	20,000	20,000
61412 -- JANITORIAL SERVICES	10,860	10,000	10,000	10,500	500	11,500	11,500
61525 -- LIABILITY INSURANCE	57,173	60,000	60,000	45,259	(14,741)	60,000	60,000
61535 -- OTHER INSURANCE	4,154	4,012	4,012	3,618	(394)	4,338	4,338
61720 -- MAINT-MOBILE EQUIPMENT-SERV	7,641	10,000	10,000	7,527	(2,473)	7,500	7,500
61725 -- MAINT-OFFICE EQUIPMENT-SERVICES	1,802	1,000	1,000	1,765	765	3,500	3,500
61730 -- MAINT-OTHER EQUIPMENT-SERVICES	1,832	2,000	2,000	2,152	152	17,500	17,500
61731 -- MAINT-OTHER EQUIPMENT-SUPPLIES	121	1,000	1,000	1,000	0	1,500	1,500
61835 -- FACILITIES MAINT-GENERAL-SERVICES	22,387	18,000	18,000	18,000	0	7,500	7,500
61845 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	583	1,000	1,000	1,000	0	1,000	1,000
61846 -- MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES		0	0	0	0		
61920 -- MEDICAL, DENTAL & LAB SUPPLIES		0	0	0	0		
61922 -- OTHER MEDICAL MATERIALS & SUPPLIES	152,653	110,000	110,000	90,000	(20,000)	80,000	80,000
62020 -- MEMBERSHIPS	3,621	2,000	2,000	2,756	756	3,000	3,000
62111 -- MISCELLANEOUS EXPENSE-SERVICES	13,313	14,000	14,000	14,000	0	14,000	14,000
62112 -- CASH SHORTAGES	3	0	0	40	40	50	50
62214 -- DUPLICATING SERVICES	4,849	3,500	3,500	4,000	500	5,000	5,000
62217 -- MISC NONINVENTORIAL ITEMS EXPENSE	0	0	0	100	100	0	0
62219 -- PC SOFTWARE PURCHASES	6,543	6,500	6,500	6,845	345	8,000	8,000
62221 -- POSTAGE	12,393	12,000	12,000	12,000	0	12,000	12,000
62222 -- SUBSCRIPTIONS/PERIODICALS	1,050	125	125	3,679	3,554	500	500
62223 -- SUPPLIES	75,000	75,000	75,000	80,000	5,000	75,000	75,000
62225 -- NON-PC SOFTWARE	0	250	250	250	0	250	250
62226 -- INVENTORIAL ITEMS	29,767	5,000	50,000	60,000	55,000	20,000	20,000

REVISED BUDGET FOR FISCAL YEAR 2022-23

Accounts	Actuals 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Est./Actuals 2021-22	Difference Approved to EAs	Adopted Budget 2022-23	Revised Budget 2022-23
62301 -- ACCOUNTING AND AUDITING FEES	14,923	15,000	15,000	15,000	0	15,000	15,000
62310 -- BANKING FEES	24,156	13,000	13,000	17,500	4,500	17,500	17,500
62316 -- COMPUTER PROF SERVICES	0	0	0	0	0	0	0
62317 -- CONSULT/MGT/PC SERVICES	21,027	20,000	20,000	22,500	2,500	22,500	28,000
62325 -- DATA PROCESSING SERVICES	67,378	82,320	82,320	82,320	0	82,320	82,320
62381 -- PROF & SPECIAL SERV-OTHER	67,311	125,000	125,000	72,000	(53,000)	108,449	141,249
62399 -- VETERINARIAN SERVICES	185,571	170,000	170,000	140,000	(30,000)	100,000	100,000
62500 -- EQUIPMENT LEASE & RENT	32	0	0	0	0	0	0
62610 -- RENTS & LEASES-STRUC IMP & GRNDS	197,669	200,000	200,000	197,669	(2,331)	248,000	267,673
62710 -- FIELD EQUIPMENT	2,213	1,200	1,200	1,200	0	1,500	1,500
62715 -- SMALL TOOLS & INSTRUMENTS							1,000
62801 -- ADVERTISING & PROMOTION SUPPLIES	8,453	2,500	2,500	4,186	1,686	4,000	
62842 -- INVENTORY MATERIALS PURCHASED	12,491	20,000	20,000	22,486	2,486	20,000	20,000
62857 -- SPECIAL MISC EXPENSE - SUPPLIES	1,402	500	500	903	403	500	500
62890 -- SUBSCRIPTIONS BOOKS & ED MATERIALS	0	500	500	510	10	500	500
62893 -- TOWING		0	0	0	0		
62914 -- EDUCATION & TRAINING	1,206	2,500	2,500	2,371	(129)	2,500	2,500
62920 -- GAS, OIL, FUEL	18,090	16,000	16,000	20,000	4,000	20,000	20,000
62922 -- LODGING	0	1,500	1,500	992	(508)	1,500	1,500
62924 -- MEALS	0	500	500	257	(243)	500	500
62926 -- MILEAGE	0	500	500	88	(412)	500	500
62928 -- TRAVEL-OTHER	55	100	100	714	614	100	100
62930 -- REGISTRATIONS	1,462	250	250	225	(25)	1,000	1,000
62935 -- SERVICE CENTER CHARGES	0	0	0	476	476	500	500
62940 -- TRAVEL ADVANCES		0	0	0	0		
63070 -- UTILITIES	84,975	85,000	85,000	98,000	13,000	90,000	90,000
SUBTOTAL SERVICES AND SUPPLIES	1,215,852	1,184,757	1,229,757	1,166,003	(18,754)	1,166,007	1,220,980
OTHER EXPENDITURES							
75230 -- CONTRIB TO OTHER AGENCIES-OTH	0	0	0	0	0	0	0
75239 -- CONTRIB TO COUNTY	415,087				0		
75294 -- TRUST FUND DISTRIBUTIONS	0	0	0	0	0	0	0
75315 -- COUNTY OVERHEAD (See prev. 3550)	63,389	167,422	167,422	167,545	123	167,525	167,525
86110 -- BUILDINGS AND IMPROVEMENTS		0	0	0	0	0	0
86204 -- FIXED ASSETS - EQUIPMENT AND MOBILE		0	18,000	16,239	16,239	0	20,000
86208 -- MEDICAL EQUIPMENT		0	14,600	30,000	30,000	45,000	45,000
86209 -- MOBILE EQUIPMENT	0	60,000	60,000	0	(60,000)	41,245	70,000
86210 -- OFFICE EQUIPMENT		0	7,500	7,085	7,085		
90000 -- Operating Transfers Out	101,000	102,010	102,010	102,010	0	103,030	103,030
98700 -- APPROPRIATIONS FOR CONTINGENCY	0	178,857	178,857	0	(178,857)	186,954	186,954
SUBTOTAL OTHER EXPENDITURES	579,476	508,289	548,389	322,879	(185,410)	543,754	592,509
TOTAL EXPENDITURES	4,629,657	4,710,282	4,773,282	4,267,752	(442,530)	5,047,492	5,151,220

REVISED BUDGET FOR FISCAL YEAR 2022-23

Accounts	Actuals 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Est./Actuals 2021-22	Difference Approved to EAs	Adopted Budget 2022-23	Revised Budget 2022-23
REVENUES							
40100 -- PROPERTY TAX-CURRENT SEC-GEN	0	0	0	0	0	0	0
40230 -- ANIMAL LICENSES	305,365	285,000	285,000	0	(285,000)	0	0
40430 -- INTEREST	15,861	17,000	17,000	11,000	(6,000)	17,000	17,000
40440 -- RENTS & CONCESSIONS	84	700	700	200	(500)	700	700
40441 -- RENTAL DEPOSIT/FORFEIT REVENUE	0	200	200	140	(60)	200	200
40810 -- ST NATURAL DISASTER ASSISTANCE	1,891	0	0	0	0	0	0
41093 -- FED FEMA	86,802	0	0	0	0	0	0
41148 -- FED-CARES ACT CRF FUNDING	0	0	0	0	0	0	0
41510 -- HUMANE SERVICES	248,694	250,000	250,000	215,000	(35,000)	250,000	250,000
42010 -- ADMINISTRATIVE SERVICES	2,100	2,600	2,600	2,000	(600)	2,600	2,600
42022 -- COST RECOVERY-OTHER	2,924	5,500	5,500	4,500	(1,000)	5,500	5,500
42044 -- MEMBER CONTRIBUTIONS	2,872,279	3,044,606	3,044,606	3,044,616	10	3,349,066	3,349,066
42047 -- CHARGES FOR CURRENT SERVICES	11,550	14,000	14,000	10,650	(3,350)	14,000	14,000
42073 -- ADMIN FINE FEES	7,448	5,000	5,000	6,500	1,500	5,000	5,000
42074 -- GRANT SERVICES-NON INTERGOV	15,000	15,000	15,000	5,000	(10,000)	15,000	15,000
42205 -- ANIMAL MICROCHIP FEES	18,015	20,000	20,000	8,500	(11,500)	10,000	10,000
42206 -- ANIMAL RABIES FEES	16,559	18,000	18,000	7,000	(11,000)	9,000	9,000
42207 -- ANIMAL SPAY & NEUTER FEES	114,747	100,000	100,000	28,500	(71,500)	20,000	20,000
42334 -- SALES OTHER TAXABLE	77,927	70,000	70,000	92,000	22,000	80,000	80,000
42362 -- CASH OVERAGES	93	0	0	5	5	0	0
42371 -- CONTRIBUTIONS-OTHER					0		0
42372 -- CONTRIBUTIONS AND DONATIONS	1,083,865	400,000	463,000	585,000	122,000	460,000	530,000
42375 -- INSURANCE PROCEEDS					0	0	0
42380 -- NSF CHECKS	(35)	0	0	(584)	(584)	0	0
42381 -- NSF CHECK FEES					0	0	0
42384 -- OTHER REVENUE	41,721	40,000	40,000	40,000	0	40,000	40,000
42981 -- LICENSES-CAPITOLA CITY	9,383	0	0	8,200	8,200	9,000	9,000
42982 -- LICENSES-SANTA CRUZ CITY	62,946	0	0	53,000	53,000	60,000	60,000
42983 -- LICENSES-SCOTTS VALLEY CITY	16,747	0	0	14,000	14,000	17,000	17,000
42984 -- LICENSES-COUNTY SANTA CRUZ	181,416	0	0	165,000	165,000	180,000	180,000
42986 -- LICENSES-WATSONVILLE	34,873	0	0	29,000	29,000	35,000	35,000
TOTAL REVENUES	4,922,890	4,287,606	4,350,606	4,329,227	(21,379)	4,579,066	4,649,066
EXPENDITURES LESS REVENUES	(293,232)	422,676	422,676	(61,475)	(421,151)	468,426	502,154

REVISED BUDGET FOR FISCAL YEAR 2022-23

Accounts	Actuals 2020-21	Adopted Budget 2021-22	Adjusted Budget 2021-22	Est./Actuals 2021-22	Difference Approved to EAs	Adopted Budget 2022-23	Revised Budget 2022-23
FUND BALANCE TRANSFER TO ASSET RESERVE				102,010		103,030	103,030
Positions Authorized		33.50	33.70	33.70		33.70	34.70
Positions Unfunded		7.00	5.00	5.00		5.00	4.00
Positions Funded		26.50	28.70	28.70		28.70	30.70
Beginning Fund Balance FY 07/01/21				1,521,351			
Less Est./Actuals 21-22				(61,475)			
Total Projected Fund Balance 6/30/22				1,582,826		1,582,826	1,582,826
Assigned to Budget Deficit 2022-23						468,426	502,154
Estimated Fund Balance 6/30/23						1,114,400	1,080,672
Breakdown of Fund Balance							
Beginning Balance of B. Jean Funds 07/01/21				472,501			
Less Est./Actuals 21-22				0			
Estimate Fund Balance 6/30/22				472,501		472,501	472,501
Assigned to Budget Deficit 2022-23						234,213	251,077
Estimated Ending Balance 6/30/23						238,288	221,424
Balance of Butler Gift, SB90 Funds, & Surplus FY 07/01/21				978,146			
Less Est./Actuals 21-22				(61,475)			
Estimate Fund Balance 6/30/22				1,039,621		1,039,621	1,039,621
Assigned to Budget Deficit 2022-23						234,213	251,077
Estimated Balance 6/30/23						805,408	788,544
Beginning Balance Capital Asset Reserve 07/01/21				371,957			
FY 22-23 Contribution				103,030			
Less Est./Actuals 21-22 (Exp. - Int. Rev.)				(211,335)			
Estimate Fund Balance 6/30/22				263,652		263,652	263,652
FY 22-23 Contribution						103,030	103,030
Less Est./Actuals 22-23 (Exp. - Int. Rev.)						47,000	47,000
Estimated Balance 6/30/23						319,682	319,682

**Member Contributions
FY 2022-23**

Exhibit B

FY 2021-22		FY 2022-23 Operational Increase				FY 2022-23 Total Contribution		
Member	Actual	Blended % (50% Pop, 25% Imp, 25% CfS)	8% Increase	10% Increase	12% Increase	8% Increase	10% Increase	12% Increase
Capitola	\$73,854	2.2%	\$5,310	\$6,637	\$7,965	\$79,164	\$80,492	\$81,819
County	\$1,622,672	60.0%	\$146,190	\$182,737	\$219,285	\$1,768,862	\$1,805,409	\$1,841,957
Santa Cruz	\$561,010	16.8%	\$40,944	\$51,180	\$61,416	\$601,954	\$612,190	\$622,426
Scotts Valley	\$101,662	2.4%	\$5,797	\$7,246	\$8,695	\$107,459	\$108,908	\$110,357
Watsonville	\$685,408	18.6%	\$45,328	\$56,660	\$67,992	\$730,736	\$742,068	\$753,400
Total	\$3,044,606	100%	\$243,568	\$304,461	\$365,353	\$3,288,174	\$3,349,066	\$3,409,958

**Membership Data
FY 2022-23**

Exhibit C

Impounds - Animal Intake by Jurisdiction

Jurisdiction	Fiscal Year 2018/2019		Fiscal Year 2019/2020		Fiscal Year 2020/2021		3-Year Avg	
	Intake	% of Total	Intake	% of Total	Intake	% of Total	Rounded	% of Total
Capitola	104	2.06%	110	2.02%	56	0.96%	90	1.81%
County	2,297	45.40%	2,613	48.01%	2,672	45.69%	2,527	50.78%
Monterey County	138	2.73%	143	2.63%	244	4.17%	175	
Other	90	1.78%	189	3.47%	508	8.69%	262	
Santa Jose City	12	0.24%	5	0.09%	4	0.07%	7	
San Mateo	1	0.02%	5	0.09%	2	0.03%	3	
Santa Clara County	24	0.47%	33	0.61%	18	0.31%	25	
Santa Cruz	695	13.74%	820	15.07%	1,188	20.31%	901	18.10%
Scotts Valley	62	1.23%	76	1.40%	97	1.66%	78	1.57%
Shelter	-	0.00%	-	0.00%	2	0.03%	1	
Watsonville	1,636	32.34%	1,449	26.62%	1,057	18.07%	1,381	27.74%
Grand Total	5,059	100.00%	5,443	100.00%	5,848	100.00%	4,977	100.00%

Calls for Service - Activities by Jurisdiction

Jurisdiction	Fiscal Year 2018/2019		Fiscal Year 2019/2020		Fiscal Year 2020/2021		3-Year Avg	
	Calls Responded To	% of Total	Calls Responded To	% of Total	Calls Responded To	% of Total	Rounded	% of Total
Capitola	155	1.97%	188	2.11%	186	1.84%	176	2.00%
County	4,175	53.19%	4,742	53.34%	6,168	60.86%	5,028	57.16%
Monterey County	6	0.08%	6	0.07%	13	0.13%	8	
Other	46	0.59%	67	0.75%	65	0.64%	59	
San Jose City	-		9		-		3	
San Mateo	-		4		1		2	
Santa Clara County	2	0.03%	6	0.07%	10	0.10%	6	
Santa Cruz	1,440	18.35%	1,629	18.32%	1,660	16.38%	1,576	17.92%
Scotts Valley	146	1.86%	199	2.24%	243	2.40%	196	2.23%
Shelter	-		167		80		82	
Watsonville	1,879	23.94%	1,873	21.07%	1,708	16.85%	1,820	20.69%
Grand Total	7,849	100.00%	8,890	100.00%	10,134	100.00%	8,797	100.00%

SCCAS Budget Increase/Decrease by Fiscal Year

Exhibit D

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Budget Increase/Decrease	2.50%	0.00%	2.00%	4.00%	6.00%	10.00%	6.00%	4.00%	-10.00%	6.00%
Average Increase Per FY	3.05%									

FY 2022-23 County of Santa Cruz Revised Budget Positions

Exhibit D

INDEX	POSITION	Salary Range	2021-22 Allowed	2021-22 Mid-Year	2021-22 Total	2022-23 Revised	Change From 2021-22	2022-23 Unfunded
702800 - ANIMAL SERVICES								
	General Manager	9B	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Field Manager	D8	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Operations Manager	S9	1.00	0.00	1.00	1.00	0.00	1.00
	Animal Svcs Shelter Manager	D8	1.00	0.00	1.00	1.00	0.00	0.00
	Admin Svcs Officer II	PR	1.00	0.00	1.00	1.00	0.00	0.00
	Prog and Dev Mgr - Animal Shelter	DK	1.00	0.00	1.00	1.00	0.00	0.00
	Veterinarian	BC	1.00	0.00	1.00	1.00	0.00	1.00
	Animal Svcs Coord-PIO/volunteers	DO	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Animal Care	DO	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Watsonville	DO	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Client Svcs	DO	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Coord-Foster Care	DO	0.00	0.00	0.00	1.00	1.00	0.00
	Admin Aide	JJ	1.00	0.00	1.00	1.00	0.00	1.00
	Accountant II	HV	0.50	0.20	0.70	0.70	0.00	0.00
	Animal Control Officer I/II	D4/D6	6.00	0.00	6.00	6.00	0.00	1.00
	Animal Svcs Clk Disp	FC	1.00	0.00	1.00	1.00	0.00	0.00
	Animal Svcs Assistant	CD	5.50	0.00	5.50	5.00	(0.50)	0.00
	Registered Veterinary Technician	ZF	2.00	0.00	2.00	2.00	0.00	0.00
	Animal Health Specialist/Animal Care Worker	D5/D2	6.50	0.00	6.50	7.00	0.50	0.00
	TOTAL		33.50	0.20	33.70	34.70	1.00	4.00

Extend all limited term positions until June 30, 2023

**Santa Cruz County Animal Shelter
Capital Reserve Budget FY 2022-23**

Exhibit F

Capital Fund 76124 (702860)	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2022-2023
	Actual	Actual	Actual	Actual	Budget	Est. Actuals	Budget
Expenditures							
61730 Maint-Other Equip-Services	-	-	9,869	18,100	20,000	-	-
75230 Contrib to Other Agencies					198,000	198,000	-
86110 Buildings and Improvements	-	-	-	41,030	20,000	17,335	50,000
86204 Equipment			12,940	13,753			
86208 Medical Equipment							
Total Expenditures	-	-	22,809	72,883	238,000	215,335	50,000
Revenues							
40430 Interest	72	3,046	6,460	2,411	7,000	4,000	3,000
41148 Fed-Cares Act CRF Funding	-	-	-	10,000	-	-	
42462 Operating Transfer In	144,660	100,000	100,000	101,000	103,030	103,030	103,030
Total Revenues	144,732	103,046	106,460	113,411	110,030	107,030	106,030
EXPENDITURES LESS REVENUE	(144,732)	(103,046)	(83,651)	(40,528)	127,970	108,305	(56,030)
 Fund Balance	 (144,732)	 (247,778)	 (331,428)	 (371,957)	 (243,987)	 (263,652)	 (319,682)

		2021-22	Proposed 2022-23 (Blank if no change)
Adoption Fees			
Dogs	Puppies 2-6 months	\$195	
	Adults 7 mon-6 yrs	\$130	
	Sr. Adult 6 yrs+	\$60	
Cats	Kittens 2-12 months	\$120	
	Adults 1-6 yrs	\$100	
	Sr. Adult 6 yrs+	\$55	
Rabbits		\$50	
Rodents		\$25	
Small caged birds		\$25	
Exotic birds (i.e. parrots)		\$75	
Small Livestock	Goats	\$75	
Large Livestock	Cow	\$100	
Horse		\$250	
Chicken/Rooster		\$10	
Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable			
	Cat	\$20	
	Dog	\$25	

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

Impound Fees

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

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

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

Board Fees - Daily

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

License Fees – Dogs

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

	2021-22	Proposed 2022-23
License Fees – Cats		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
Quarantine Fees		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
Service Fees		
Microchip	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	\$10	(free for Cat TNR done by ordinance)
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property	\$85	
Use of Livestock Trailer - 1st Time	\$100	
Use of Livestock Trailer - 2nd Time and Subsequent	\$150	
Medical Fees		
Medical groom	\$25 - \$100	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25 - \$100	
Rabies	\$14	
FVRCP	\$20	
DA2PP	\$20	
Medical bath	\$20	
Wound prep	\$35	
Kitten Package	\$400	
Puppy Package	\$400	
Dental	\$200 - \$800	
Umbilical hernia repair	\$40	
Recovery cone collar	\$8	
Owner Surrender of Animal Residing in Santa Cruz County		
Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock	\$0	
small livestock	\$0	
Large Exotic	\$0	

	2021-22	Proposed 2022-23
Owner Surrender of Animal Residing Outside of Santa Cruz County		
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15-\$35	
Large livestock	\$10-\$25	
small livestock	\$100	
Large Exotic	\$75	
	\$55	
Protective Custody Fee		
Owner Arrest	\$75	/hour min.(2 hours after hrs)
Confiscate/Humane	\$75	/hour min.(2 hours after hrs)
Emergency Hospital	\$25	
Owner Requested Euthanasia	\$75	Plus Disposal
Disposal of Owned Dead Animals	\$50	Up to 19 lbs
	\$50	20 – 69 lbs
	\$50	70 – 99 lbs
	\$50	100 – Up
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour	
Field Return of Owned Animal	\$75	unaltered penalty fee if applicable
Spay/Neuter Fees for Impounded Animals		
Cats		
Neuter	\$50	
Spay	\$50	
Dogs		
Neuter	\$275	
Spay	\$275	
Planned Pethood Spay/Neuter Fees		
Dog	\$250	
Cat	\$50	
Rabbit	\$75	
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50	
Animals over 100 lbs/brachycephalic/pregnant/cryptorchid in heat add	\$50	
Animals determined obese by veterinarian add		
Fees for Additional Required Services		
Microchip	\$10	
License	\$29	
Rabies	\$10	
Late drop-off fee	\$20	
Late pick-up fee	\$40/night	
Blood panel for dogs over 7 yrs / cats over 10 yrs of age	\$75	
Planned Pethood Spay/Neuter Fees for Limited Income*		
Dog	\$50	
Cat	\$25	
Rabbit	\$50	
*Limited income eligibility determined through proof of receipt of government assistance OR through a year-to-date pay stub or W2 tax form that proves the following:		
1 person household--maximum of \$35,350 annual income		
2 person household--maximum of \$40,350 annual income		
3 person household--maximum of \$45,400 annual income		
4 person household--maximum of \$50,400 annual income		

	2021-22	Proposed 2022-23
<u>ONE STOP Fees with Purchase of License</u>		
Rabies	\$10	
Microchip	\$15	
Nuisance Abatement Appeals Fee (County)	\$75	
Non-sufficient Funds Check Fee	\$40	
Puppy Training Deposits	\$100-\$200	
Training Room Rental Fees	\$22	

FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM

*Failure to license		
First offense in one year	\$100	
Second offense in one year	\$200	
Third offense in one year	\$500	
**Failure to microchip		
First offense in one year	\$100	
Second offense in one year	\$200	
Third offense in one year	\$500	
***Failure to provide rabies vaccination,		
First offense in one year	\$100	
Second offense in one year	\$200	
Third offense in one year	\$500	
Failure to display license (each dog)	\$50	
****Failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate		
First offense	\$250	
Second offense	\$500	
Third offense	\$750	
Dog running at large, first offense	\$100	
Dog running at large, second offense	\$200	
Dog running at large, third offense	\$250	
Dog off leash, first offense	\$50	
Dog off leash, second offense	\$150	\$100
Dog off leash, third offense	\$250	
Safety of animal in parked vehicle	\$250	
Failure of owner to pick up after dog or cat defecating	\$100	
Habitual noisy animals, first violation	\$100	\$0
Habitual noisy animals, second violation		\$100
Habitual noisy animals, third violation		\$200
Habitual noisy animals, subsequent violations within one year		\$500
Permitting livestock to trespass, per offense	\$200	
*****Appeal of impounded animal		\$250

Except as otherwise provided by subsection (4) of this section, the civil penalty assessed by administrative citation for violation of a provision of this title shall be as follows:

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

2021-22

Proposed 2022-23

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

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

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

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

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

*****For an appeal concerning an impounded animal, at the same time the appeal is filed the appellant must pay the cost of the care and housing of the animal for the time period during which the appeal is pending. Appeals shall not be accepted without advance payment of such costs. Costs shall be assessed in 14-day increments and must be regularly maintained on an on-going basis in order to continue the appeal process. If costs are not timely paid, the appeal shall be considered abandoned. Any excess collected costs shall be returned to the appellant as determined by the administrative hearing officer or the Director. If impound decision is upheld, appellant is additionally responsible for costs associated with administrative hearing. If impound decision is overturned, all costs assessed to the appellant shall be returned to the appellant.

SCCAS Fee Schedule - Cities

Exhibit H

2021-22

**Proposed 2022-23
(Blank if No Change)**

Adoption Fees

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

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

Cat	\$20
Dog	\$25

Adoption fee for rescue/non-profit agencies is equal to the cost of the spay/neuter for only adoptable animals

Adoption fee for rescue/non-profit agencies for Rabbits \$20

Adoption fee for rescue/non-profit agencies include a microchip

Impound Fees

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

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

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

Board Fees - Daily

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

License Fees – Dogs

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

SCCAS Fee Schedule - Cities

Exhibit H

	2021-22	Proposed 2022-23
Senior Citizen (65+) - one year, altered (waived for one dog)	\$29	
Potentially Dangerous/Vicious dog – one year	\$200	
Unaltered Animal Certificate -- one time	\$350	
Exemption from Unaltered Animal Certificate	\$15	plus license fee
Administrative fee for mailed licenses	\$1	
License Fees – Cats		
Unaltered Animal Certificate	\$250	
Late Penalty	\$15	
Failure to license-if impounded	\$30	
Feral Cat Colony Registration Fee	\$20	
Quarantine Fees		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees
Service Fees		
Microchip	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	\$10	(free for Cat TNR done by ordinance)
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Proper	\$85	
Use of Livestock Trailer	\$100/\$150	(1st /2nd time)
Medical Fees		
Medical groom	\$25 - \$100	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25 - \$100	
Rabies	\$14	
FVRCP	\$20	
DA2PP	\$20	
Medical bath	\$20	
Wound prep	\$35	
Kitten Package	\$400	
Puppy Package	\$400	
Dental	\$200 - \$800	
Umbilical hernia repair	\$40	
Recovery cone collar	\$8	
Owner Surrender of Animal Residing in Santa Cruz County		
Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic	\$0	
(snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock	\$0	
small livestock	\$0	
Large Exotic	\$0	

SCCAS Fee Schedule - Cities

Exhibit H

2021-22

Proposed 2022-23

Owner Surrender of Animal Residing Outside of Santa Cruz County

Owner Surrender of Dog	\$50
Owner Surrender of Cat	\$35
Owner Surrender of Rabbit	\$25
Owner Surrender of Exotic	\$55
(snake, lizard, bird, turtle)	\$15-\$35
small rodents	\$10-\$25
Large livestock	\$100
small livestock	\$75
Large Exotic	\$55

Protective Custody Fee

Owner Arrest	\$75 /hour min.(2 hours after hrs)
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)
Emergency Hospital	\$25

Owner Requested Euthanasia \$75 Plus Disposal

Disposal of Owned Dead Animals	\$50 Up to 19 lbs
	\$50 20 – 69 lbs
	\$50 70 – 99 lbs
	\$50 100 – Up

Refund Processing Fee \$25

Animal Control Officer Services \$75/hour

Field Return of Owned Animal \$75 unaltered penalty fee if applicable

Spay/Neuter Fees for Impounded Animals

Cats	
Neuter	\$50
Spay	\$50
Dogs	
Neuter	\$275
Spay	\$275

Planned Pethood Spay/Neuter Fees

Dog	\$250
Cat	\$50
Rabbit	\$75
"Fix-a-Pit" Program all Pit Bulls & Chihuahuas	\$50
Animals over 100 lbs/brachycephalic/pregnant/cryptorchid	
in heat add	\$50

Animals determined obese by veterinarian add

Fees for Additional Required Services

Microchip	\$10
License	\$29
Rabies	\$10
Late drop-off fee	\$20
Late pick-up fee	\$40/night
Blood panel for dogs over 7 yrs / cats over 10 yrs of age	\$75

Planned Pethood Spay/Neuter Fees for Limited Income*

Dog	\$50
Cat	\$25
Rabbit	\$50

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

SCCAS Fee Schedule - Cities

Exhibit H

2021-22

Proposed 2022-23

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

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

ONE STOP Fees with Purchase of License

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

FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM

***Failure to license**

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

****Failure to microchip**

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

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

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

Failure to display license (each dog) \$50

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

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

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

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

Safety of animal in parked vehicle \$250

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

Habitual noisy animals (6.12.090) \$100

Permitting livestock to trespass, per offense \$200

SCCAS Fee Schedule - Cities

Exhibit H

2021-22

Proposed 2022-23

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

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

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

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

Regular Agenda Item 6.4

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Lease Agreement for the Watsonville Animal Shelter

Recommendation:

Approve a new lease agreement with the City of Watsonville for continued use of the Watsonville Animal Shelter located at 580 Airport Boulevard in Watsonville.

Discussion:

The Santa Cruz County Animal Shelter (SCCAS) has utilized the Watsonville Animal Shelter (Shelter) at its current location for several decades. Recently, the City of Watsonville approached SCCAS to formalize its continued use of the facility with a lease agreement. Under the terms of the proposed 20-year agreement, SCCAS will initially pay \$5,021 per month, with annual CPI adjustments of no more than 5% thereafter. SCCAS will continue to be responsible for all regular maintenance and repairs except for those impacting the building exterior walls and roof. SCCAS has reviewed the lease with both County Real Property staff as well as SCCAS legal counsel. SCCAS requested several minor changes that were agreed to by the City, and all parties find the terms of the lease satisfactory. If approved by this Board, the lease will be put before the Watsonville City Council for approval at an upcoming meeting. If approved by all parties, the lease will become effective retroactively to July 1, 2022.

LEASE BETWEEN CITY OF WATSONVILLE AND SANTA CRUZ COUNTY ANIMAL SERVICES
AUTHORITY

THIS LEASE, "Lease", is made and entered into to be effective the first day of July 01, 2022 by and between the CITY OF WATSONVILLE, a municipal corporation, hereafter called "City", and SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY, a joint powers authority, hereafter called "Tenant".

THE PARTIES AGREE AS FOLLOWS:

1. Premises.

City does hereby rent and Tenant does hereby hire and take from City that certain real property and improvements, commonly known and referred to as the **SANTA CRUZ COUNTY ANIMAL SHELTER**, Watsonville, California, consisting of a parcel of land containing an area of .528 acres (23,000 square feet) and a 2,964 square feet building located at 580 Airport Boulevard, in the City of Watsonville, Santa Cruz County, California. The premises are described and depicted with particularity on Exhibit "A", attached hereto and incorporated herein by this reference. Tenant also has the right of ingress and egress to such Premises.

2. Term and Rent.

The term of this Lease shall be four (4), five (5) year terms, commencing July 01, 2022 and expiring on June 30, 2042, hereafter "Lease Term", at a monthly rent of \$5,021.00 (five thousand twenty-one dollars) is based approximately \$1.50 per square foot per month for the building (2,964 sq/ft) at the sum of \$4,446.00 (four thousand four hundred and forty-six dollars) and approximately \$0.025 per square foot per month for 23,000 sq/ft of land at the sum of \$575.00 (five hundred seventy-five dollars) per month. Tenant and City agree to this rent without regard to whether per square foot rent is more or less than the prescribed amounts above (i.e. a rounding error).

The rent shall be adjusted annually, every July 1st beginning during the second year of the lease and each July 1st thereafter using the rate of April to April change in the Consumer Price Index (CPI) for All Urban Consumers San Francisco-Oakland-San Jose, California. In no event will the annual rental increase be more than five percent (5%) due to increases in the CPI.

If on any rental adjustment date there shall not exist a CPI in the same format as recited herein, the parties shall substitute the Consumer Price Index for all Urban Consumers provided such index has been so revised or changed in such a way as to affect the direct comparability of such revised or changed index published by the Bureau of Labor Statistics or similar or successor governmental agency as may then be in existence and most nearly equivalent thereto (i.e.: the Wholesale Price Index). If the parties are unable to agree on a successor index in the event the aforesaid index is no longer reporting, then the parties shall refer the choice of the successor index to arbitration in accordance with rules of the American Arbitration Association. Rent is due and shall be paid in advance on the 10th day of each and every month during the term of this Lease, commencing July 1, 2022. Rent not received by the thirtieth (30th) of the month shall be assessed a ten percent (10%) late payment penalty. Exception: the July and August 2022 rent will be paid after lease approval in August and are not subject to the late payment

penalty.

3. Option to Renew.

Except as otherwise provided herein, City hereby grants to Tenant one option to extend this Lease, for a period of five (5) years from and after the expiration of the original Lease term at an agreed monthly rent not to exceed ten percent (10%) of rental rate at the rate at the end of the original lease term.

Tenant shall exercise said renewal option at any time between the beginning of January 1, 2042 and the end of the March 31, 2042 of the Lease Term by delivering in writing to City notice of its intent to exercise said renewal option.

Tenant's right to exercise the renewal option shall occur only in the event that Tenant shall during the demised term well and faithfully complete all the covenants and conditions contained in this Lease. Failure to exercise the renewal option by Tenant shall operate to terminate any further option right.

4. Use.

The Premises shall be used to engage in providing animal shelter services including animal care and sheltering services, rescue/protection/control services, dog licensing, veterinary and humane care, administrative services, shelter volunteer and foster activities, and related shelter activities.

5. Prohibited Uses.

The leased Premises shall not be used for any other use not expressly allowed in Section 4 of this Lease.

6. Improvements to Premises.

If any improvements are proposed by the Tenant, Tenant shall submit a written description of the proposal to the Airport Director together with two sketches drawn to scale. The Airport Director will review the proposal and provide written comments with a recommendation and forward the same to the City Building Official for review.

7. Conditions of Construction.

Before construction is commenced on the Premises, and before any building materials have been delivered to the Premises by Tenant or under Tenant's authority, Tenant shall comply with all the following conditions or procure City's written waiver of the condition or conditions specified in the waiver: plans and specifications, and four (4) copies of site plan. City shall not unreasonably disapprove preliminary plans and specifications.

(a) Notify City of Tenant's intention to commence the work of improvement at least ten (10) days before commencement of any such work or delivery of any

materials. City shall have the right to post and maintain on the Premises any notices of non-responsibility provided for under applicable law.

(b) Furnish City with a true copy of Tenant's contract with the general contractor and with evidence of the general contractor's financial condition for City's approval. The contract shall give City the right but not the obligation to assume Tenant's obligations and rights under that contract if Tenant should default.

(c) Tenant shall comply with all applicable codes, ordinances, or regulations, and requirements for permits and approvals, including, but not limited to or restricted to a grading permit, building permit, zoning and planning requirements, and approvals from various governmental agencies and bodies having jurisdiction.

(d) Tenant shall require from the contractor: (i) certificates of insurance evidencing coverage for "Builder's risk", (ii) evidence of Worker's Compensation Insurance covering all persons employed in connection with the work and with respect to whom death or bodily injury claims could be asserted against City or the Premises, and (iii) evidence that contractor has paid or caused to be paid all premiums for the coverage described in this sub-paragraph and premiums sufficient to assure maintenance of all insurance during the anticipated course of the work.

8. Reserved.

9. Protection of City against Cost or Claim.

Tenant shall pay or cause to be paid the total cost and expense of all works of improvements, as that phrase is defined in the mechanic's lien law in effect at the place of construction when the work begins. No such payment shall be construed as rent. Tenant shall not suffer or permit to be enforced against the Premises or any part of it any mechanic's, materiel man's, contractor's, or sub-contractor's lien arising from any work of improvement, however it may arise. However, Tenant may in good faith and at Tenant's own expense contest the validity of any such asserted lien, claim, or demand, provided Tenant has furnished the bond required in California Civil Code Section 3143. Tenant shall defend and indemnify City against all liability and loss of any type arising out of work performed on the Premises by Tenant, together with reasonable attorney's fees and all costs and expenses incurred by City in negotiating, settling, defending, or otherwise protecting against such claims.

10. Notice of Completion.

On completion of the work of improvement, Tenant shall file or cause to be filed a notice of completion. Tenant hereby appoints City as Tenant's attorney in fact to file the notice of completion on Tenant's failure to do so.

11. Ownership of Improvements During Term.

All buildings and improvements constructed on the Premises by Tenant as

permitted or required by this Lease shall, during this Lease Term, be and remain the property of Tenant; provided, however, that Tenant shall have no right to waste, destroy, demolish or remove the improvements except as expressly provided in this Lease; and provided, further, that Tenant's rights and powers with respect to the improvements are subject to the terms and limitations of this Lease. City and Tenant covenant for themselves, and all persons claiming under or through them, that the improvements are real property. All buildings and improvements existing on the Premises, as of the date of this Lease are City's property, free of all claims to or against them by Tenant or any third person.

12. Ownership of Improvements at Termination.

Except as specified in Section 11 of this Lease, all buildings and improvements placed or constructed on said Premises as part of said project, as well as any and all other alterations, additions, improvements, and fixtures, except furniture and trade fixtures, made or placed in or on said Premises by Tenant or any other person, shall be considered part of the real property of said Premises and on expiration or sooner termination of this Lease, or the exercised option, shall remain on said Premises and become the property of City free and clear of any liens or encumbrances whatsoever and without the payment of any consideration therefore.

13. Removal of Fixtures.

At the normal expiration of the Lease Term, provided Tenant is not in default, Tenant shall have the right to remove any and all trade fixtures, provided all resultant injuries to the Premises and remaining improvements, except for ordinary wear and tear, are completely remedied and Tenant complies with City's reasonable requirements respecting the resultant appearance. Any such items not so removed within thirty (30) days of termination shall become the property of City free and clear of any liens or encumbrances whatsoever and without payment of consideration therefore.

14. No Subordination.

City shall not subordinate the fee title to the Premises to any security transaction to enable Tenant to obtain financing for the new improvements. The Premises are now and shall remain free and clear of any liens, encumbrances or other Tenant obligations to third person.

15. Utilities.

Tenant shall pay for all gas, heat, light, power, telephone service, garbage disposal, storm and sanitary sewer services, and all other services supplied to the Premises, including water, including installation and connection of such services from the main source thereof, including City meters, and hold harmless the City therefore.

16. Possessory Interest Tax.

Pursuant to Section 107.6 of the State Revenue and Taxation Code the City hereby gives notice that the property interest to Tenant under this Lease may be subject to property taxation as a possessory interest and the Tenant acknowledges that it shall be subject to payment of property tax if a possessory interest tax is levied on the property interest.

17. Alterations and Additions.

Except as otherwise provided by Section 6 of this Lease, Tenant shall not make any alterations or improvements to or erect any additional structures on the Premises without prior written consent of City. Any alterations or additions approved by City shall be constructed at the sole expense of Tenant.

18. Compliance with rules, regulations and laws.

In the use and occupancy of the Premises and in the conduct of all business, activities and transactions thereon, Tenant will comply with all applicable laws, ordinances, rules, regulations and orders of the City or any governmental subdivision, body or authority, including all federal, state and municipal laws and ordinances and all rules and regulations of the Federal Aviation Agency and the City of Watsonville rules and regulations concerning the operations of the Watsonville Municipal Airport and environs.

19. Storage of Materials, Equipment.

No materials, supplies, products, equipment or other personal property shall be stored or permitted to remain on any portion of the Leased Premises outside of City approved buildings or structures without City's prior written consent. Tenant shall store personal property items, supplies, materials and combustibles inside the buildings in a safe, neat and sanitary manner. Tenant shall provide or cause to be provided adequate enclosures, screened areas and/or suitable covered metal receptacles within the Leased Premises for the short-term accumulation and storage of solid waste, such as rubbish, trash, garbage, sludge, discarded machinery or parts and any other solid industrial wastes. Such enclosures and/or screened areas shall be designed in such a way as to prevent, odors, fumes, attraction of pests, and dispersal of wastes due to wind or water runoff, and shall be serviced regularly by qualified waste removal and disposal services.

20. Environmental Considerations.

- (a) Tenant shall not commit, or suffer to be committed, any waste upon the Leased Premises, or any nuisance or other act or thing, which may disturb the quiet enjoyment of the use of Watsonville Municipal Airport or surrounding property.

Tenant shall ensure that no untreated liquid waste from any type of operation will enter the airport storm drainage system or sanitary system.

- (b) Tenant shall at all times comply with all applicable laws, rules and regulations of federal, state or local governmental agencies, including, but not limited to, the City of Watsonville, Santa Cruz County, and responsible Regional Air and Water Quality Control Boards. Tenant shall not permit any activity which directly or indirectly produces objectionable or unlawful amounts or levels of air pollution (gases, particulate matter, odors, fumes, smoke, or dust), water pollution, noise, glare, heat emissions, electronic or radio interference with navigational and communication facilities for the operation of the Airport and for its use by aircraft, trash or refuse accumulation, vibration, prop-wash, or jet blast, or which is hazardous or dangerous by reason or risk of explosion, fire or harmful emission. Any waste oil storage tanks shall be in approved containers and in accordance with environmental and fire protection regulations.
- (c) Hazardous Substances. The term "Hazardous Materials" shall mean any toxic substance, hazardous substance, hazardous material, or hazardous waste, pollutant or contaminant which is or during the term of this Lease becomes regulated by any local governmental authority, the State of California, or the United States government, including, but not limited to any, material or substance which is defined as a "hazardous waste," "extremely hazardous waste" or "restricted hazardous waste" under local, State, or federal law and as determined by the Fire Department. Except in strict compliance with all government approvals, applicable laws and regulations pertaining to Hazardous Materials, and in accordance with the provisions of this Lease, Tenant shall not cause or permit the presence, use, handling, generation, emission, release, discharge, storage, or disposal of any Hazardous Materials on, under, in or about the Premises, excepting the presence of any Hazardous Materials on, under, in or about the Premises as of the date of this Lease or the migration to or seepage of Hazardous Materials from surrounding or adjacent property; and shall not cause or permit the transportation of any such materials.

21. Hazardous Materials on the Premises.

- (a) Tenant shall at all times notify the City of any Hazardous Materials present, used, generated, handled, emitted, released, discharged, stored or disposed of on or from the Premises. Notwithstanding the foregoing, notice shall not be required for Hazardous Materials present on the Premises in reasonable quantities which are commonly used in machining facilities including, but not limited to, cleaning materials, motor oils, and hydraulic fluids provided such Hazardous Materials are used and disposed of in accordance with law, or for materials which are first designated as Hazardous Materials after expiration of the term of this Lease. Tenant shall also institute operating procedures designed to handle Hazardous Materials consistent with prudent industry practice, including evidence of a

- licensed agent removal service. City shall have the right to inspect the Premises on 24-hours prior notice for compliance with the provisions of this Section.
- (b) Indemnification by City. City shall indemnify, protect, defend, and hold harmless Tenant and Tenant's successors and assigns, officers, directors, employees, agents, subtenants and assignees, from and against all liability, and foreseeable consequential damages, penalties, expenses and costs of any required or necessary remediation, repair, removal, clean up or detoxification, of the Premises and surrounding properties, and from and against the preparation of any clean up, remediation, closure or other required plans, whether such action is required or necessary during or following the term of this Lease, to the full extent that the same is attributable to the use, handling, generation, emission, release, storage, discharge or disposal of hazardous material by City, its agents, employees, and contractors.

22. Indemnification by Tenant.

(a) Tenant shall indemnify, protect, defend, and hold harmless City and City's successors and assigns, officers, directors, employees, agents, subtenants and assignees, from and against all liability, and foreseeable consequential damages, penalties, expenses and costs of any required or necessary remediation, repair, removal, clean up or detoxification, of the Premises and surrounding properties, and from and against the preparation of any clean up, remediation, closure or other required plans, whether such action is required or necessary during or following the term of this Lease, to the full extent that the same is attributable to the use, handling, generation, emission, release, storage, discharge or disposal of hazardous material by Tenant, its agents, employees, and contractors.

(b) Indemnification Survives Lease. The indemnification provisions of the foregoing shall survive the termination of this Lease.

(c) No Warranty of Current Condition. City makes no representation or warranty, express or implied, as to the physical condition of the Premises, including, but not limited to the condition of the exterior or interior of the structure, ground, soil, surface water or groundwater, the geology, the presence of known and unknown faults, the presence of any Hazardous Materials or other kinds of contamination or pollutants of any kind in the air, soil, groundwater or surface water, or the suitability of the Premises for the construction and use of the improvements thereon.

23. Repairs.

City shall maintain the exterior of the Premises, including outside walls and roof, except in the event that repairs or replacements are necessary thereto because of negligence or misconduct of the Tenant or if Tenant fails to notify City in writing within three (3) days of the need to repair.

Tenant shall maintain Premises, including, but not limited to, heating, air conditioning, electrical systems (including internal lights and fixtures) interior plumbing (i.e. sanitary sewer obstructions), interior walls, doors, hardware, alarms, etc., in as good

order, condition and repair as they shall be upon the commencement of the term of this Lease. Any addition to the electrical system installed by Tenant shall remain the responsibility of the Tenant. Tenant shall keep drainage ditches and gutters free of debris.

24. Freedom from Liens.

Tenant shall not create or permit to be created or to remain, and covenants to remove and discharge promptly, at its cost and expense, all liens, claims, stop notices, encumbrances and charges upon the Premises, or Tenant's leasehold interest therein which arise out of the use or occupancy of the Premises by Tenant or anyone using or occupying the Premises with the consent or sufferance of Tenant, or by reason of labor or materials furnished or claimed to have been furnished to Tenant for any construction, alteration, addition or repair of any part of the Premises. Tenant shall give City fifteen (15) days' notice prior to commencing any work on the Premises, so that City shall have a reasonable time within which to post notices of non-responsibility.

25. Holding Over.

If Tenant shall hold possession of the Premises after the term of this Lease, Tenant shall become a Tenant from month to month at the rental and upon the terms herein specified and shall continue to be such tenant until the tenancy shall be terminated by City on thirty (30) days' notice or until Tenant shall have given at least thirty (30) days' notice of Tenant's intention to terminate the tenancy. The provisions of this Lease, so far as applicable, shall govern such tenancy, except that the monthly rent for such tenancy shall be the same as the last full month's rental rate.

26. Abandonment.

Tenant shall not vacate or abandon the Premises at any time during the term thereof; if Tenant shall abandon, vacate or surrender the Premises or be dispossessed by process of law, or otherwise, any personal property belonging to Tenant and left on the Premises shall be deemed to be abandoned and at the option of City shall become City's property free from all claims of Tenant. In the event Tenant abandons the Premises City shall have the option to terminate this Lease by giving Tenant notice of belief of abandonment pursuant to California Civil Code Section 195 1.3 or City has the remedy described in California Civil Code Section 1951.4, i.e., City may continue the Lease after breach and abandonment and recover rent as it becomes due, if Tenant has the right to sublet or assign, subject to reasonable limitations as provided in Section 27.

27. Assignment or Subletting.

Tenant shall not assign or encumber any interest in this Lease or in the Leased Premises, or sublease all or any part of the Premises, or allow any other person or entity (except Tenant's authorized representatives) to occupy or use all or any part of the Premises, without City's written consent, and consent to one assignment or sublease shall not be construed as consent to any subsequent assignment or subleasing.

If Tenant is a corporation or partnership, any dissolution, merger, consolidation or other reorganization of Tenant or the sale or transfer of controlling percentage of the capital stock of Tenant or the sale of twenty five percent (25%) of the value of the assets of Tenant shall be deemed a voluntary assignment. The phrase "controlling percentage" means the ownership of and the right to vote stock possessing at least twenty five percent (25%) of the total combined voting power of all classes of Tenant's capital stock issued outstanding and entitled to vote for the election of directors.

City shall not unreasonably withhold consent, but City may nevertheless condition consent upon such factors as the identity, reputation, financial worth and stability and operating ability of any proposed assignee or subtenant. Unless prior written consent of City shall have been obtained, any transfer, or attempted assignment or transfer, of this Lease or any interest therein, or any subletting, either by voluntary or involuntary act of Tenant or by operation of law or otherwise, shall at the option of the City terminate this Lease, and any such purported assignment, transfer or subletting without such consent shall be null and void.

Assignment.

1. Tenant shall not have the right to assign this Lease, except by Leasehold mortgage, without the written consent of City, which shall not be unreasonably withhold. If Tenant desires to assign the Lease, Tenant shall comply with the following procedures:

- (a) Tenant shall give City at least sixty (60) days prior written notice of its desire to assign the Lease.
- (b) Tenant shall simultaneously provide City with the assignee's name, business organization, financial statement, and other documentation as may be requested by City.
- (c) Tenant shall provide City with a true copy of the proposed assignment and the proposed assignee shall, in recordable form, expressly assume all the covenants and conditions of this Lease.
- (d) Tenant shall provide City with copies of any financial agreements, schedule of payments, mortgage or encumbrance on the Leasehold estate.
- (e) Tenant shall pay City at the time the request to assign is submitted, a deposit of Five Thousand Dollars (\$5,000.00) to offset City's expenses, including attorney's fee, in evaluating and documenting the assignment. City shall charge said deposit at the then current hourly rate for staff time charged to the Airport. Any balance of said deposit shall be refunded to Tenant, and any excess amount charged, excluding said deposit, shall be paid by Tenant.

2. City and Tenant hereby deem it reasonable for the City to refuse to consent to a proposed assignment in the following circumstances:

- (a) City may object to any proposed assignment if, in the City's sole opinion, the proposed assignee is not a qualified assignee in terms of financial strength, business experience or reputation or the ability to operate the fixed base operation and provide the

required services in a manner consistent with the purposes for which this Lease was granted.

(b) City may object on any other reasonable grounds.

The effective date of the assignment shall not occur until sixty (60) days after the Tenant's notice of the proposed assignment unless, within that time, City gives notice of a valid objection or refusal of consent as set forth in subsection A. (3) hereof. If City gives notice of a valid objection and withholds consent, the Lease will not be assigned.

Subletting.

It is understood and agreed that, from time to time, Tenant may request City's permission to sublet portions of the Premises and City shall not unreasonably withhold consent, provided:

(1) Each sublease made shall be subject and subordinate to the right of the City and the provisions of each sublease shall conform to the provisions of this Lease as far as practicable.

(2) The sublease does not affect an assignment of the Lease as prohibited elsewhere.

(3) Tenant includes the following information with its request to sublease, the name, address, a true copy of the proposed sublease, and appropriate documentation as evidence the subtenant is qualified to conduct business on the Airport and such subtenant will provide the type of development and services required under the provisions of this Lease.

(4) Subtenant provides insurance coverage(s) as appropriate, in accordance with Lease provision(s), INSURANCE, the same as if the subtenant were a lessee.

If Tenant is in the default of monetary obligations to City pursuant to this Lease, Tenant immediately and irrevocably assigns to City, as security for Tenant's obligations under this Lease, all rent from any subletting of all or a part of the Leased Premises as permitted by this Lease, and City, as assignee and as attorney-in-fact for Tenant, or a receiver for Tenant appointed on City's application, may collect such rent and apply it toward Tenant's obligations under this Lease; except that, until the occurrence of an act of default by Tenant, Tenant shall have the right to collect such rent. It is understood and agreed by the parties hereto that the above assignment provisions do not apply to heirs by will.

28. Signs, Posters, Buildings and Towers.

No advertising signs, posters or similar devices shall be erected, displayed or maintained in, on, about or above the Premises or the structures thereon without a sign permit and the written approval of the Airport Manager.

No structures erected on the Premises shall exceed the height limit fixed by any City zoning ordinance or regulations of the Airport or Federal Aviation Authority. Tenant

in its operations shall not unreasonably interfere with the property, interests, operations or activities of the City or of other tenants of the City.

29. Taxes.

Tenant will pay all fees, taxes, assessments and licenses levied, imposed or required by any governmental subdivision, body or authority on or in respect to any improvements or property placed on the Premises by Tenant or any person with its permission.

30. Waiver of Damages and Indemnification.

City shall not be liable to Tenant for any injury or damage that may result to any person or property by or from any cause whatsoever, except as results from acts of the sole negligence on the part of City, its agents, servants, employees or invitees. Without limiting the generality of the foregoing waiver, it is expressly extended to injury or damage caused by water leakage of any character from the roof(s), wall(s), basement or any part of the property, or caused by gas, oil, electricity or any other cause in or about the Premises or the building(s). Tenant agrees to hold City harmless from, and to defend City against, any and all claims or liability for any death of for injury to any person or damage to any property, whatsoever, occurring in, on or about the Premises.

31. Payment of Rent and Services.

Notwithstanding any other provision of this Lease, all rents shall be paid to City of Watsonville, c/o Finance Department, by delivering or mailing to the address provided in Section 40.

32. Security Deposit.

On execution of this Lease, Tenant shall deposit the sum of Five Thousand Twenty-one (\$5,021.00) representing one (1) month's rent in cash as security for the faithful performance of the terms, covenants and conditions of this Lease.

If Tenant is in default, City can use the security deposit or any portion of it, to cure the default or to compensate City for all damages or loss sustained by City resulting from Tenant's default if the notice requirements, if applicable, have been observed. Tenant shall immediately, on demand, pay to City a sum equal to the portion of the security deposit expended or applied by City as provided in this paragraph so as to maintain the security deposit in the sum initially deposited. Upon final accounting by City, any balance of said deposit shall be refunded to Tenant.

33. Hold Harmless.

(a) Tenant shall save, protect, indemnify, and hold harmless City, its elective and appointive boards, commissions, officers, agents, and employees from any and all claims, cost or liability of any kind allegedly suffered, incurred or threatened, including personal injury, death, property damage, inverse condemnation, or any combination of

these, foreseeable or unforeseeable, arising directly or indirectly from or connected with any acts performed pursuant to this Lease, or any omission to perform, including, but not limited to, claims, costs or liability resulting from: (1) The conduct, negligent or otherwise, of Tenant, its subtenant(s), assignee(s), or any officer(s), agent(s) or employee(s) of one or more of them; (2) The joint conduct of the City and Tenant, regardless of whether the City is concurrently, active or passively negligent or not negligent at all; or (3) The sole concurrent conduct of any other person or entity.

The above promise and agreement in this section is not conditioned or dependent on whether Tenant or City has prepared, supplied or approved any plan(s) or specification(s) in connection with this Lease, or has insurance or other indemnification covering any of these matters, or that the alleged damage resulted partly from any negligent or willful misconduct of City.

(b) **Non-Liability of City for Damages.** This Lease is made upon the express condition that City is to be free from all liability and claim for damages by reason of any injury to any person or persons including, Tenant, or property of any kind whatsoever and to whomsoever belonging, including Tenant, from any cause or causes whatsoever while in, upon, or in any way connected with the Premises during the term of this Lease or any extension hereof or any occupancy hereunder, Tenant hereby covenanting and agreeing to indemnify and save harmless City from all liability, loss, cost, attorneys fees, and obligations on account of or arising out of any such injuries or losses however occurring.

34. Defaults; Remedies.

(a) *Events of Default.* The occurrence of any of the following shall constitute an “Event of Default” by Tenant:

(1) Any failure by Tenant to pay the Minimum Annual Rent, Minimum Monthly Rent, Additional Rent, or any other Rent or other payment required to be made by Tenant under this Lease, when such failure continues for ten (10) days after written notice thereof by City to Tenant;

(2) A failure by Tenant to observe and perform any provision of this Lease to be observed or performed by Tenant (other than those specified in Sections 34(a)(1) and (3)), when such failure continues for thirty (30) days after written notice thereof by City to Tenant; provided, however, that if the nature of such default is such that the same cannot reasonably be cured within such thirty (30) day period, Tenant shall not be deemed to have committed an Event of Default if Tenant shall within such thirty (30) day period commence such cure and thereafter diligently prosecute the same to completion; or

(3) Entering into a Transfer contrary to the provisions of Section 27.

Notwithstanding anything to the contrary contained in this Lease regarding notice and cure periods, in the event of a failure by Tenant to pay the Rent or any other payment required to be made hereunder on the due date, such sum shall bear interest from and after such due date at the annualized rate of ten percent (10%) (the "Interest Rate") from the due date until paid if the delinquent Rent is not paid by Tenant within the ten (10) day cure period pursuant to Section 34(a)(1). Any notice and cure periods provided for herein shall be in lieu of, and not in addition to, any applicable time periods prescribed by applicable state or local law as a condition precedent to the commencement of legal action against Tenant for possession of the Premises.

(b) *Rights of City.* Following an Event of Default by Tenant, in addition to any other remedies available to City at law or in equity, City shall have the immediate option to terminate this Lease and all rights of Tenant hereunder by giving written notice to Tenant of such intention to terminate. In the event that City shall elect to so terminate this Lease, then City may recover from Tenant:

(1) The worth at the time of award of any unpaid Rent that had been earned at the time of such termination; plus

(2) The worth at the time of award of the amount by which the unpaid Rent, which would have been earned after termination until the time of award, exceeds the amount of such Rent loss Tenant proves could have been reasonably avoided; plus

(3) The worth at the time of award of the amount by which the unpaid Rent for the balance of the Term after the time of award exceeds the amount of such Rent loss that Tenant proves could be reasonably avoided; plus

(4) Any other amount necessary to compensate City for all the detriment proximately caused by Tenant's failure to perform its obligations under this Lease or which in the ordinary course of events would be likely to result therefrom, including, without limitation, all costs and expenses incurred by City in (i) retaking possession of the Premises, including reasonable attorney fees; (ii) maintaining or preserving the Premises; (iii) preparing the Premises for a new tenant, including repairs or alterations to the Premises; and (iv) leasing commissions; plus

(5) Such other amounts in addition to or in lieu of the foregoing as may be permitted from time to time by applicable state law.

As used in subsections (1) and (2) above, the "worth at the time of award" is computed by allowing interest at the Interest Rate. As used in subsection (c) above, the "worth at the time of award" is computed by discounting such amount at the discount rate of the

Federal Reserve Bank of San Francisco at the time of award plus 1 percent. All rents and other payments City shall receive from Subtenants, and other Occupants of the Premises, shall be credited against Tenant's Rent obligations under this Lease.

(c) *City's Right of Reentry.* Following an Event of Default by Tenant, City shall also have the right, with or without terminating this Lease, to reenter the Premises pursuant to legal proceedings and eject all parties in possession therefrom following issuance of an order of a court of competent jurisdiction allowing such entry and ejection. Without terminating this Lease and with or without reentering the Premises, City may, at any time and from time to time following an Event of Default, either recover all Rent as it becomes due or relet all or any part of the Premises, for the account of Tenant, or otherwise, receive and collect the rents and other income therefrom, applying the same first to the payment of such expenses as City may have paid, assumed, or incurred in recovering possession of the Premises, including reasonable costs, expenses, and attorney fees, and for placing the same in good order and condition, or for preparing or altering the same for reletting, and all other expenses, commissions, and charges paid, assumed, or incurred by City in or in connection with re-letting the Premises, and then applying to the fulfillment of the covenants of Tenant to be performed under this Lease. In addition to the foregoing, City shall have the remedies provided under California Civil Code Section 1951.4, as the same may be modified or replaced hereafter. City may continue this Lease in effect after Tenant's breach and abandonment and recover Rent as it becomes due, if Tenant has the right to sublet or assign, subject only to reasonable limitation.

(d) *No Automatic Termination.* No reentry or taking possession of the Leased Premises by City pursuant to Section 34(c) shall be construed as an election to terminate this Lease or Tenant's liability for the payment of Rent or other charges due or accruing hereunder, or as an acceptance of Tenant's surrender of the Premises, unless a written notice of such intention is given to Tenant or unless the termination is decreed by a court of competent jurisdiction. Notwithstanding any reletting without termination by City because of any default by Tenant, City may at any time after such reletting elect to terminate this Lease for any such default.

(e) *No Waiver.* The waiver by City of any breach of any term, covenant, or condition contained in this Lease shall not be deemed a waiver of such term, covenant, or condition of any subsequent breach thereof, or of any other term, covenant, or condition contained in this Lease. City's subsequent acceptance of partial Rent or performance by Tenant shall not be deemed to be an accord and satisfaction or a waiver of any preceding breach by Tenant of any term, covenant, or condition of this Lease or of any right of City to a forfeiture of this Lease by reason of such breach, regardless of City's knowledge of such preceding breach at the time of City's acceptance. No term, covenant, or condition of this

Lease shall be deemed to have been waived by City unless such waiver is in writing and signed by City.

(f) *Right to Cure.* If Tenant fails, refuses, or neglects to perform any obligation under this Lease in the time and manner required herein, City shall have the right, but not the obligation, to do the same at the expense and for the account of Tenant. The amount of money so expensed or obligation so incurred by City, together with interest thereon at the Interest Rate, shall be repaid to City as Additional Rent within five (5) days of Tenant's receipt of written notice thereof. City's performance of such obligations shall not waive any default by Tenant under this Lease.

35. Insurance.

(a) During the rental term, Tenant, at Tenant's sole expense, shall secure and maintain in force such policies of insurance as will protect it from claims for damages or injury resulting from bodily injury, including death, and for the loss or damage to property of others which may arise from operations of this Lease. Such insurance shall contain statements that:

(i) These policies shall also apply to City, as an Additional Named Insured; (ii) the insurance afforded by these policies applies severally as to each insured, except that the inclusion of more than one insured shall not operate to increase the limit of the company's liability, and the inclusion hereunder of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included; (iii) the insurance shall be primary insurance over any other insurance carried by City, which other insurance shall be considered excess only; (iv) the above policies specifically include coverage indemnifying City as set forth in this Lease; (v) the policies may not be canceled, nor the coverage reduced until thirty (30) days after a written notice of such cancellation or reduction in coverage is delivered to City at the address contained herein; (vi) the insurance companies named herein waive any all rights of subrogation against City. Such liability insurance shall be written with limits of at least Two Million Dollars (\$2,000,000.00), combined single limits, and shall be written by companies acceptable to City. The limit of liability insurance coverage shall be adjusted commensurate with inflation and other liability factors upon adoption of resolution of the City Council of City. Certificates of Insurance evidencing the above obligations shall be delivered to City on prior commencement of operations covered by this Lease.

(b) City, at Tenant's cost, shall cooperate fully with Tenant to maximize any recovery following an insured casualty. All policies of fire and extended coverage or other casualty insurance required by subparagraphs (e) and (g) below shall provide that proceeds there under shall be paid to City and Tenant as their interests may appear.

(c) All policies required to be maintained by Tenant pursuant to the terms of this Lease shall be issued by companies authorized to do business in the State of California with a financial rating of at least "A" in the most recent edition of Best

Insurance Reports. Tenant shall pay premiums therefore and shall deliver annually to City Certificates of Insurance that such policies are in effect. If Tenant fails or refuses to procure or maintain the insurance coverage required hereunder, or fails or refuses to furnish City with proof that coverage has been procured and is in full force and paid for, City shall have the right, at City's election and without notice to Tenant, but without any obligation to do so, to procure and maintain such coverage. Tenant shall reimburse City on demand for any premiums City so pays in connection with such procurement.

(d) Fire Insurance: During the Lease Term, Tenant, at Tenant's sole expense, shall insure for fire and extended coverage risks all buildings, personal property, improvements, and alterations in, on, or about the Leased Premises. Such insurance shall be in an amount not less than eighty percent (80%) of insurable, full replacement cost of such buildings and improvements, and shall include vandalism and malicious mischief endorsements. Said fire insurance policies shall contain loss payable endorsements in favor of the parties as their respective interests may appear hereunder. The CITY OF WATSONVILLE shall be named as additional insured in such policy or policies.

(e) Fire or Casualty:

(1) Destruction of Tenant Owned Building. In the event of extensive damage (greater than fifty percent (50%)) to or destruction of buildings or other improvements on the Leased Premises owned by Tenant as provided in Section 11 of this Lease ("Tenant Improvements"), Tenant shall determine whether to repair or replace the Tenant Improvements. If it is determined to repair or replace the Tenant Improvements, the proceeds of any insurance policy paid on account of such damage or destruction shall be used to defer the cost of repairing or replacing the Tenant Improvements. Tenant shall complete all repairs within a reasonable time. If it is determined not to repair or replace the Tenant Improvements, Tenant may terminate this Lease upon written notice to City within thirty (30) days of such damage or destruction. If Tenant terminates this Lease pursuant hereto, after deducting any proceeds payable to Tenant's lender pursuant to the following paragraph, the remaining proceeds of any insurance policy paid on account of such damage or destruction shall be distributed to City and Tenant pursuant to the following formula: City's share shall be the product of the amount of the remaining proceeds multiplied by a fraction, the numerator which is the number of months since the commencement date of this Lease until the date of the casualty causing such damage or destruction, and the denominator of which is four hundred and twenty (420). Tenant's share shall be the excess of the remaining proceeds after subtracting the City's share. In the event of termination of the Lease pursuant to this Section 34 (e) (1), Tenant shall remove the Tenant Improvements and, restore the City owned building to its prior condition at Tenant's sole cost and expense prior to the date of termination of the Lease.

All fire and extended coverage insurance policies insuring the Tenant Improvements may have a loss payable clause in favor of any lender of

Tenant, including, but not limited to, any mortgagee of Tenant, as such lender's interest may appear.

- (2) Destruction of City Owned Premises. If during the term of this Lease the City owned Premises, as provided in Section 11 of this Lease, shall be damaged or destroyed to the extent of fifty percent (50%) of its valuation or at a repair cost estimated by the City Building Official to exceed the sum of Twenty Five Thousand Dollars (\$25,000.00) by fire, the elements, or any other cause, then this Lease shall, at City's option, cease and become null and void from the date of such damage, or destruction, and Tenant shall immediately surrender the entire Premises to City and shall pay rent only to the time of such surrender.

If the City owned Premises shall be damaged by fire, or other cause, so as to be capable of being repaired within a reasonable time, City shall have the option to repair the same and during the time that the repairs are being made, City shall remit to Tenant a just and fair portion of the rent according to the nature of the damage sustained and according to the extent that Tenant is deprived of the use of the City owned Premises. Should the estimated time to repair damage exceed one hundred twenty (120) days, the Tenant may, at his option, terminate, this Lease. In such event both parties shall be released from further obligations under the terms of this Lease.

(f) Workers' Compensation: Tenant, at Tenant's sole expense, must obtain and maintain workers' compensation insurance covering all its employees, and said insurance must be kept in force during the entire term of this Lease.

(g) Notice: Each party hereto shall give to the other prompt and timely notice of any claim made or suit instituted coming to its knowledge which in any way directly, contingently or otherwise, affects or might affect either, and both shall have the right to participate in the defense of the same to the extent of its own interest.

36. Litigation Expenses.

If either party shall bring an action against the other by reason of the breach of any covenant, warranty or condition hereof, or otherwise arising out of this Lease, whether for declaratory or other relief, the prevailing party in such suit shall be entitled to its costs of suit and reasonable attorney fees, which shall be payable whether or not such action is prosecuted to judgment. "Prevailing Party" within the meaning of this paragraph shall include without limitation a party who brings an action against the other after the other's breach or default, if such action is dismissed upon the other's breach or default, if such action is dismissed upon the other's payment of the sums allegedly due or performance of the covenant's allegedly breached, or if the plaintiff obtains substantially the relief sought by it in the action.

37. Surrender of Premises.

Tenant agrees to surrender the Premises and any addition thereto at the termination of the tenancy herein created in the same condition as the Premises were in at the beginning of the tenancy or at the time of completion of the improvements as the case may be, reasonable use and wear thereof and damage by act of God or the elements excepted. The voluntary or other surrender of this Lease by Tenant or a mutual cancellation thereof shall not work a merger, and shall, at the option of City, terminate all or any existing subleases or sub tenancies, or may, at the option of City, operate an assignment to City of any or all such sublease or sub tenancies.

38. Waiver.

Any waiver, expressed or implied, by either party of any breach by the other party of any agreement, term or condition of this Lease shall not be, or be construed to be, a waiver of any subsequent breach of a like or other agreement, term of condition hereof; and the acceptance of rent hereunder shall not be, or be construed to be, a waiver of any breach of any agreement, term or condition of this Lease, except as to the payment of rent so accepted. The rights and remedies of either party under this Lease shall be cumulative and in addition to any and all other rights and remedies which either party has or may have.

39. Quiet Enjoyment.

City covenants and warrants that upon Tenant's paying the rent and observing and performing all of the terms, covenants, and conditions on Tenant's part to be observed and performed hereunder, Tenant shall and may peaceably and quietly enjoy the Premises hereby demised, subject nevertheless to the terms and conditions of this Lease.

40. Notices.

All notices, consents, waivers or other communications which this Lease requires or permits either party to give to the other shall be in writing and shall be served personally or delivered by registered or certified mail, return receipt requested, made upon or addressed to the respective parties as follows:

<u>To City:</u>	<u>To Tenant:</u>
City Clerk	General Manager
City of Watsonville	Santa Cruz County Animal Services
275 Main Street, Suite 400	1001 Rodriguez Street
Watsonville, CA 95076	Santa Cruz, CA 95062

or such other address as may be contained in a notice from either party to the other given pursuant to this section. Notice of registered or certified mail shall be deemed to be given forty- eight (48) hours from the time of postmarking if mailed within the United States (excluding Alaska).

41. Proprietary and Governmental Roles; Actions By City.

Except where clearly and expressly provided otherwise in this Lease, the capacity of the City in this Lease shall be as owner and lessor of property only (“Proprietary Capacity”), and any obligations or restrictions imposed by this Lease on the City shall be limited to that capacity and shall not relate to, constitute a waiver of, supersede or otherwise limit or affect its governmental capacities, including enacting laws, inspecting structures, reviewing and issuing permits, and all of the other legislative and administrative or enforcement functions pursuant to federal, state or local law (“Governmental Capacity”). When acting in its Proprietary Capacity, discretionary actions may be undertaken by the City Manager or other designees as designated by the City Manager to the extent otherwise provided for in this Lease. In addition, nothing in this Lease shall supersede or waive any discretionary or regulatory approvals required to be obtained from the City under applicable law, nor guarantee that the City, in its Governmental Capacity, will grant any particular request for a license, permit or other regulatory approval. Lessee understands that the City may grant or deny such request in its sole discretion, and may impose such terms and conditions as it deems consistent with that discretion and applicable laws.

42. Recordation.

Neither party, without the consent of the other, shall cause or permit the original nor any copy of this Lease to be recorded, filed or published in any public place.

43. Tenant to Assume All Unknown Expenses.

Notwithstanding the existence of a provision therefore in this Lease, Tenant shall assume, pay and be obligated for any and all costs and expenses toward the operation, protection, maintenance of the Premises, known or unknown, expressed or unexpressed, it being the intention of the parties for this to be a triple net lease to City.

44. Right of City to Enter.

City shall have the right to enter upon the Premises at all reasonable times during the term of this Lease for the purpose of making any inspection it may deem expedient to the proper enforcement of this Lease. During the final ninety (90) days of the Term, City shall have the right to enter upon the Premises at all reasonable times during the term of this Lease for the purpose of marketing the Premises.

45. Nondiscrimination

Tenant hereby covenants that Tenant in its use of the Premises and any and all structures, buildings and improvements located here on shall conduct the fixed base operation or any other activity hereafter authorized by the City on the Premises on a non-exclusive and non-discriminatory basis in all respects with regard to any person, firm or group of persons. Tenant shall not act in any manner prohibited by Part 15 of the Federal Aviation Regulations and further agrees to be nondiscriminatory also with respect to

price or cost of services or goods and in every other fashion.

46. Enforcement of Nondiscrimination Clause.

City shall have the right to take such action against the Tenant as the United States Government may direct or request to enforce the terms of the preceding paragraph on behalf of the United States Government or on behalf of any of its citizens or the City itself.

47. Other Operations.

It is understood that the use authorized at the Watsonville Municipal Airport by this Lease is not given to Tenant exclusively but may be given to any other Tenant at the Airport at the sole discretion of the City.

48. Condemnation.

If the whole or any substantial part of the Premises shall be taken by any paramount public authority under the power of eminent domain then the term of this Lease shall cease as to the part so taken from the date the possession of that part shall be taken for any public purpose, and from that day Tenant shall have the right either to cancel this Lease or to continue in the possession of the remainder of the Premises under the term herein provided, except that the square foot rental shall be reduced in proportion to the amount of the Premises taken. Damages awarded for such taking shall be apportioned between the City and Tenant in a ratio relating to the number of years expired and remaining in the Lease Term between City and Tenant respectively; provided, however, that City shall not be entitled to any portion of the award made for loss of business installation or improvements belonging to Tenant.

49. Nondiscrimination- (FAA, MBE, DB Requirements).

The Tenant, for itself, its heirs, personal representatives, successors in interest, and assigns, as a part of the consideration for this Lease, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the Premises for a purpose for which a Department of Transportation (DOT) program or activity is extended or for another purpose involving the provision of similar services or benefits, the Tenant shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, DOT, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally- Assisted Programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964, and as such Regulations may be amended.

The Tenant for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby further covenant and agree as a covenant running with the land that: (a) no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or be

otherwise subjected to discrimination in the use of facilities; (b) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination; (c) that the Tenant shall use the with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 2 1, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as such Regulations may be amended.

Tenant shall furnish its accommodations and/or services on a fair, equal and not unjustly discriminatory basis to all users thereof and it shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service; PROVIDED, THAT the Tenant may be allowed to make reasonable and nondiscriminatory discounts, rebates or other similar type of price reductions to volume purchasers.

Tenant shall insert the provisions of this section in any lease agreement or contract by which Tenant grants a right of privilege to any person, firm or corporation to render accommodations and/or services to the public on the Premises.

50. Remedy for Discrimination.

In the event of breach of any of the nondiscrimination covenants identified in Paragraph 48, City shall have the right to terminate this Lease and to reenter and repossess the Premises and the facilities thereon, and hold the same as if this Lease had never been made or issued. The provision does not become effective until the procedures of 49 CFR Part 21 are followed and completed including expiration of appeal rights.

Non-compliance with paragraph 51 shall constitute a material breach thereof and in the event of such non-compliance City shall have the right to terminate this Lease and the estate hereby created without liability therefore or at the election of the City or the United States either or both Governments shall have the right to judicially enforce paragraph 48.

51. Affirmative Action.

Tenant assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall be on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR, Subpart E. Tenant assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by such subpart. Tenant assures that it will require that its covered by such subpart. Tenant assures that it will require that its covered sub organizations provide assurances to the Tenant that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as provided by 14 CFR Part 152, subpart 2, to the same effect.

52. FAA Special Provisions.

- A. Tenant, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the lease that in event facilities are constructed, maintained, or otherwise operated on the property described in this Lease for a purpose for which a DOT program or activity is extended of for another purpose involving the provision of similar services or benefits, Tenant shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, DOT, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.
- B. The Tenant for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby further covenant and agree as a covenant running with the lease that: (a) no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of facilities; (b) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination; (c) that the Tenant shall use the with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 2 1, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as such Regulations may be amended.
- C. In the event of breach of any of the nondiscrimination covenants, CITY shall have the right to terminate this lease and to reenter and repossess the Premises and the facilities thereon, and hold the same as if this lease had never been made or issued. The provision does not become effective until the procedures of 49 CFR Part 21 are followed and completed including expiration of appeal rights.
- D. Tenant shall furnish its accommodations and/or services on a fair, equal and not unjustly discriminatory basis to all users thereof and it shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service; PROVIDED, THAT the Tenant may be allowed to make reasonable and nondiscriminatory discounts, rebates or other similar type of price reductions to volume purchasers.
- E. Non-compliance with paragraph D, above shall constitute a material breach thereof and in the event of such non-compliance CITY shall have the right to terminate this lease without liability therefore or at the election of the CITY or the United States either or both Governments shall have the right to judicially

enforce paragraph D, above.

- F. Tenant shall insert the provisions of this section in any agreement or contract by which Tenant grants a right of privilege to any person, firm or corporation to render accommodations and/or services to the public on the Premises herein licensed.
- G. Tenant assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall be on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR, Subpart E. Tenant assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by such subpart. Tenant assures that it will require that it's covered by such subpart. Tenant assures that it will require that its covered sub organizations provide assurances to the Tenant that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as provided by 14 CFR Part 152, subpart 2, to the same effect.
- H. The CITY reserves the right to further develop or improve the landing area of the Airport as it sees fit, regardless of the desires or views of Tenant and without interference of hindrance. Such reservation included without limitation the right to develop and operate other airports, to relocate existing operations at other airports and to offer services and facilities at the other airports that may compete with the operations of Tenant.
- I. The CITY reserves the right, but shall not be obligated to the Tenant, to maintain and keep in repair the landing area of the Airport and all publicly-owned facilities at the Airport, together with the right to direct and control all activities of Tenant in this regard.
- J. This Lease shall be subordinate to the provisions and requirements of any existing or future agreement between the CITY and the United States or other governmental authority, relative to the development, operation or maintenance of the Airport, the execution of which has been or will be required as a condition precedent to the granting of Federal or other governmental funds for the development of the Airport, to the extent of the provisions of any existing or future funds. CITY agrees to provide Tenant written advance notice of any provisions that would adversely modify the material terms of this lease.
- K. Tenant agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event future construction of a building is planned for the Premises, or in the event of any planned modification or alteration of any present or future building or structure situated

on the Premises.

- L. It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308a of the Federal Aviation Act of 1958 (49 U.S.C. 1349a).
- M. There is hereby reserved to the CITY, its successor and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the Premises. This public right of flight shall include the right to cause in the airspace any noise inherent in the operation of any aircraft used for navigation or flight through the airspace or landing at, taking off from or operation on the Airport.
- N. Tenant, by accepting this lease expressly agrees for itself, its successors and assigns, that it will not erect nor permit the erection of any structure or object nor permit the growth of any tree on the leased premises hereunder above the mean sea level elevation of more than 100 feet. In the event the aforesaid covenants are breached, the CITY reserves the right to enter upon the Premises and to remove the offending structure or object and cut the offending tree, all of which shall be at the expense of Tenant.
- O. Tenant, by accepting this Lease expressly agrees for itself, its successors and assigns, that it will not make use of the Premises in any manner which might interfere with the landing and taking off of aircraft from the Airport or otherwise constitute a hazard. In the event the aforesaid covenant is breached, CITY reserves the right to enter upon the Premises and cause the abatement of such interference at the expense of Tenant.
- P. This Lease and all the provisions hereof shall be subject to whatever right the United States government now has or in the future may have or acquire, affecting the control, operation, regulation and taking over of the Airport or the exclusive or non-exclusive use of the Airport by the United States during the time of war or national emergency.

53. Subordination to Future FAA Agreements.

This Lease shall subordinate to the provisions and requirements of any existing or future agreement between the City and the United States, relative to the development, operation or maintenance of the Airport.

54. Notice to Federal Aviation Administration.

Tenant shall comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event of future construction of a building planned for the Premises, or in the event of any planned modification or alteration of any present or future building or structure situated on the Premises.

55. Non-Exclusive Right.

It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act.

56. Terms.

All the provisions of this Lease shall be deemed and construed to be "covenants" as though the words imported such covenants were used in each separate paragraph hereof, except when expressed as conditions.

57. Governing Law.

This Lease shall be construed and enforced in accordance with the laws of the State of California.

58. Binding Effect.

This Lease and the covenants and agreements herein contained shall bind and inure to the benefit of the parties hereof, their heirs, successors, executors, administrators, and when permitted assigns.

59. Time is of the Essence.

Time is of the essence regarding this Lease.

60. Consent.

Whenever consent or approval of either party is required, that part shall not unreasonably withhold such consent or approval.

61. Corporate Status.

If either party is a corporation, that party shall deliver to the other party on execution of this Lease, a certified copy of a resolution of its governing body authorizing the execution of this Lease and naming the officers that are authorized to execute this Lease on behalf of the corporation.

62. Brokers.

Each party represents that it has not had dealings with any real estate broker, finder, or other party, with respect to this Lease in any manner. Each party shall hold harmless the other party from all damages resulting from any claims that may be asserted against the other party by any broker, finder, or other person, with whom the other party has or purportedly has dealt.

63. Exhibits.

All exhibits referred to are attached to this Lease and incorporated by reference.

64. Entire Agreement.

This Lease contains the entire agreement of the parties, and by signing this Lease they agree that there is no other written or oral agreement, promise, or representation between them respecting the Premises. This Lease shall bind and inure to the benefit and advantage of the assigns of City, and of the heirs, executors, administrators, and when permitted hereunder the assigns of Tenant.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written.

“City”

"Tenant"

CITY OF WATSONVILLE,

**SANTA CRUZ COUNTY ANIMAL SERVICES
AUTHORITY**

a municipal corporation

By: _____ By: _____

Rene Mendez

Erika Smart

City Manager

Interim General Manager

ATTEST:

By: _____

City Clerk

APPROVED AS TO FORM:

City Attorney

APPROVED AS TO FORM:

SCCAS Counsel

EXHIBIT "A"
Premises Description



Regular Agenda Item 6.5

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Erika Smart, Interim General Manager
DATE: August 8, 2022
SUBJECT: Purchase of Security Camera System for the Santa Cruz Shelter

Recommendation:

- 1) Approve a Proposal from Bandit Systems Inc. in an amount not to exceed \$20,000.00 for the purchase and installation of a security camera system for the Santa Cruz Animal Shelter.

Discussion:

In recent years, the Santa Cruz County Animal Shelter (SCCAS) has experienced an increasing incidence of property vandalism, theft, and client threats, outbursts, and physical confrontations at the Santa Cruz Shelter. In just the past year, SCCAS has experienced: tires slashed on five different animal shelter vehicles; multiple incidents of gas theft; vandalism of signage; and several client outbursts including one assault that have led to client arrests, to name just a few.

In order to dissuade these types of activities and to document them when they do occur, SCCAS proposes to obtain a state-of-the-art high-definition security camera system to be deployed in the shelter lobby and various locations around the main building including the front entrance area, kennel area, and vehicle yard. Bandit Systems is an experienced vendor of such systems, has become the vendor of choice for the County, and has installed systems for numerous County departments in recent years. The system will meet County requirements to record and store 365 days of video footage.

The base amount for the proposal is \$16,381.63. The first year of system maintenance and support is \$1,708.00. SCCAS wishes to add \$1,910.37 to this amount for a not to exceed total of \$20,000 in order to fund additional potential installation costs due to undiscovered conditions or minor system augmentations that may be deemed necessary after the initial system installation and testing.



System Proposal: Santa Cruz Animal Shelter

Bandit Systems is a Santa Cruz-based technology company that uses the latest technology to engineer and install advanced security camera systems that produce outstanding results. The company develops its own technology to deliver high-caliber performance, service, and affordability to its customers.

It is Bandit System's pleasure to submit the following proposal for implementing a security camera system at 1001 Rodriguez St in Santa Cruz, California:

Scope of Work

- Design and build to specification a complete, turnkey security camera system
- Configure and optimize all hardware, cameras and network equipment prior to installation
- Professionally install cables, security cameras, and system equipment
- Integrate system, subnet for traffic separation from existing network
- Provide post-installation camera optimization
- Provide system servicing package, warranty, and customer support

System Overview

The goal of the system is to document the internal activities of patrons of the business and to deter unwanted activity through overt camera placement providing evidential-grade video capable of identifying and prosecuting violators. Both entrance cameras will provide identification-grade images at a range of 15 feet and then recognition-level images (age / sex / race / distinguishing marks, and activities) beyond that into the parking lot. An interior lobby camera will provide identification images and details about customer activities, as well as audio recording. 3 exterior cameras will provide overview images along the outside of the dog runs, and a final overview camera will provide recognition-level images of the vehicle parking area.

Head-end equipment will consist of a storage server, network switch, and commercial firewall will be mounted into the existing rack.

Components

Bandit Systems builds systems with longevity and resilience in mind. Accordingly, we use only high quality components that can deliver quality results while withstanding harsh conditions over years of service. We engineer for resilience by incorporating all hard-wired components, power redundancy, and interference resistant designs.

- Enclosure mounted server providing network management, storage, and system interface
 - Dedicated storage server running ExacqVision VMS on Ubuntu Linux
- 7 total HD cameras providing high-resolution overview images

- 2MP, large format sensors for low light performance
- Built-in IR illumination for night operation
- Weather sealed, vandal resistant cases
- Business class essential networking equipment by Ubiquiti Networks
- UPS battery backup and surge protection of all components for operation during electrical outages
- Electromagnetic shielded, outdoor rated, 1000 Mbps CAT-5E cabling

Capabilities

Bandit System's technology results in best-in-class designs, performance, and ease of use. It also allows for convenient access via smartphone or web browser from anywhere in the world, while maintaining network integrity through secure firewalls and VPN access, if required.

- Engineered to produce evidential grade images day or night
- Minimum 21 days of high resolution storage with 365 days of long-term archiving capability
- Video analytics to make finding events of interest easier
- Built with open standards - system will maintain long-term expandability and compatibility

Included Services

Our turnkey installations include providing long-term system support to reduce demands on our customers. A customized web page address (*yourname.banditsys.com*) allows customers to easily access their system from anywhere in the world, and our system servicing package means no out of pocket labor costs. Additionally, our Uptime System Status and Alerting package is available on our servers to track all components' health and provides immediate alerting in the event of a component fault, and our annual cleaning service ensures the cameras are producing optimal images and the networking equipment is maintained for maximum longevity. Our remote maintenance capability allows Bandit technicians to maintain and configure equipment from our offices significantly reducing onsite service call-outs.

- Professional installation with discrete cabling
- System servicing package
 - Repair labor covered - no out of pocket labor expenses
 - Bandit Systems processing of all component warranties
 - Annual cleaning of cameras and annual cleaning of server for maximum longevity and image quality
- Remote maintenance capability (Bandit off-site troubleshooting / repair)
- Customer computer configuration
- Customer system training

Assumptions

- Permission to run cable to and mount at indicated locations
- Interior / exterior conduit installation is not included
- Drywall or other trade work is not included or expected unless explicitly stated
- Insurance requirements of \$2MM for GL, WC, and vehicles
- Pricing assumes reasonable access to ceiling, walls, and top plates as necessary to complete installation
- Access to continuous power in telco room
- Access to an existing network data port and login/password to ISP router, 0.5 hour router configuration time allotted

Costs

2 megapixel Wisenet dome camera, weather proof, vandal proof	QNV-6082R	\$427.80	6.0	\$2,566.80
2 megapixel Wisenet indoor camera with audio support	QNV-6022R	\$303.60	1.0	\$303.60
Microphone kit includes mic, power supply and cabling	Various	\$103.50	1.0	\$103.50
Shuttle Server chassis with i3 processor, 8gb memory, 2 x 8TB Western Digital 'Purple' HDDs	SH570R8	\$2,387.40	1.0	\$2,387.40
Exacqvision Video Management Software 'Enterprise' Licenses	EVENIP-01	\$179.40	7.0	\$1,255.80
Ubiquiti Edgerouter X 5 port firewall/router	ER-X	\$89.70	1.0	\$89.70
TP Link 16 port easy smart switch	TL-SG1218MPE	\$455.40	1.0	\$455.40
Cat5e Cabling	-	\$662.40	1.0	\$662.40
Installation materials	-	\$103.50	1.0	\$103.50
			Hardware subtotal	\$7,928.10

Labor		Unit Price	Quantity	Total
Installation technicians	-	\$125.00	48.0	\$6,000.00
Network configuration, camera configuration, systems administration	-	\$145.00	7.0	\$1,015.00
Management, project management, planning, and coordination	-	\$145.00	5.0	\$725.00
			Labor subtotal	\$7,740.00

			Tax	\$713.53
			Grand Total	\$16,381.63

Recurring Costs		Per camera	Quantity	Total
1 year service agreement, includes software license renewals (annual)	-	\$244.00	7.0	\$1,708.00

Notes

- **Satisfaction is guaranteed.**
- Additional cameras may be added or removed, limit 14 in the current configuration
- Installation time required: 2 days rough-in / 1 day finish work
- Installation lead time: 30 days
- Estimate good through 9/30/2022

Facility Overview



Work Authorization and Proposal Acceptance

Signature below indicates acceptance of system specification, assumptions, price, and terms:

Terms

- Pricing is a fixed-price bid based on the listed system specifications and assumptions. Any alterations or deviations from these specifications will be executed only upon written orders, and will become an extra charge over and above the sum quoted in this proposal. All agreements must be in writing.
- In the event full system functionality is delayed by the requirements of other parties not associated with Bandit Systems, all but 5% of the final sum is due upon completed hardware installation. Remainder due within 30 days.
- In the event of project cancellation 10% return fee will be assessed on all ordered equipment plus any manufacture restocking fees. Non-returnable equipment will be deducted from the deposit, if applicable, and provided to the customer. Labor will be included in final balance. Customer is responsible for final balances on all cancelled projects.
- This quotation covers only the specific scope of work listed and unless directly specified, does not include any work required due to unforeseen circumstances or hidden conditions such as non-standard framing or other non-standard building techniques. Bandit Systems is not responsible for damage to rotten, rusted, or otherwise previously compromised materials that may occur using standard installation practices.
- System administrative credentials will be transferred to customer after final payment has been received.
- Any unauthorized work conducted on the system may void Bandit System's warranty responsibilities.
- Bandit Systems' warranties installation labor for ten years from completion of installation. This warranty covers labor required to return the system to operational status. Hardware warranties are covered by manufacturer. Warranty does not cover issues or failures due to unauthorized access or tampering, abuse, neglect, vandalism, or force majeure.
- Balances are due within 30 days after commencing installation. Balances in excess of 30 days will be charged a 1.5% monthly fee
- Pricing includes 3% discount for payment by cash/check. Credit card payments are not eligible for discount.
- This proposal contains proprietary information is not to be disclosed to any third party.

Please direct all questions to:

James Mueller / 831-325-0513 x101 / james@banditsystems.com



CONFIDENTIALITY NOTICE: This communication is intended only for the use of the individual or entity to which it is addressed. It contains information that is privileged or confidential. Any unauthorized disclosure of this communication is strictly prohibited.

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Santa Cruz County Animal Shelter Interim General Manager appointment
Date: Monday, June 13, 2022 12:35:27 PM

From: dana gleason <dana.gleason@earthlink.net>
Sent: Sunday, June 12, 2022 3:30 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; Stephen Walpole <swalpole@scottsvally.org>; antonio.figureroa@cityofwatsonville.org; cindy.czerwin@cityofwatsonville.org; sryan@ci.capitola.ca.us
Subject: Santa Cruz County Animal Shelter Interim General Manager appointment

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June 12, 2022

Dear Board Members,

I am writing to express my concern regarding the recommendation of Erika Smart for the Interim Shelter General Manager (aka Director) position. I do not feel that she has the experience or expertise to run a shelter. Erika has only been in a shelter environment for a few years and did not demonstrate the skills needed to be a Shelter Manager let alone a Shelter Director. There are others at the shelter with many years of shelter work that are potentially qualified who would be better choices for the interim.

I worked as the Shelter Veterinarian for 8 years before leaving the shelter at the end of 2020. I had expected to work in that role for a few more years but the stress of the last year (2020) due to the Shelter Director's increasing disregard for my medical and clinical expertise was intolerable. I expect that I may be considered a "disgruntled" ex-shelter employee, and you would be correct. However, my "disgruntlement" is only because of the increased and continued nepotism exhibited by the Shelter Director, including hiring and giving favored staff extra accommodations at the expense of the rest. Her promotion of Erika into the top shelter position is a reflection of this trend. The shelter has seen the loss of an exceptional number of employees since 2020, many with similar feelings and experiences as I.

Please look for other candidates for Interim Director for the benefit of the shelter and its animals and staff.

Sincerely,
Dana Gleason, DVM
Resident of Santa Cruz County

dana.gleason@earthlink.net
831-471-8808

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Interim Director Position
Date: Monday, June 13, 2022 12:35:51 PM

From: Jenna Delforge <Jenna.Delforge@santacruzcounty.us>
Sent: Monday, June 13, 2022 8:38 AM
To: Chris Clark <Chris.Clark@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; David Brown <David.Brown@santacruzcounty.us>; Edith Driscoll <Edith.Driscoll@santacruzcounty.us>; Nancy Weitzel <Nancy.Weitzel@santacruzcounty.us>; Trevor MacGruer <Trevor.MacGruer@santacruzcounty.us>; Jessica Renda <Jessica.Renda@santacruzcounty.us>; Brian Howard <Brian.Howard@santacruzcounty.us>; Monice Tunheim <Monice.Tunheim@santacruzcounty.us>; Todd Stosuy <Todd.Stosuy@santacruzcounty.us>; Carlos Palacios <Carlos.Palacios@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; Stephen Walpole <swalpole@scottsvally.org>; antonio.figureroa@cityofwatsonville.org; cindy.czerwin@cityofwatsonville.org; sryan@ci.capitola.ca.us
Subject: Interim Director Position

To Whom it May Concern,

I am writing today in the spirit of transparency. In November of 2021 I began working at SCCAS. In my short time employed with this organization I have learned so much from the experienced and dedicated staff that have come before me. I've had the opportunity to learn from Animal Control Officers, Registered Vet Techs, Animal Behaviorists, Veterinarians, and Animal Care Specialists with years of experience under their belts. Working for the SCCAS has become a point of pride for me, and I am so grateful and dedicated to this organization and the tenacity of the humans who keep it going.

Learning that Melanie will be leaving us in July was a tough blow to all of us. Her experience, knowledge and dedication to bettering the lives of animals is felt the minute you meet her. It's that same passion you'll find in the staff that shows up everyday even when we're short staffed, even when we're at capacity, even when hard decisions need to be made, and even when the animals you're trying to help don't understand your good intentions. Every human employed here has a vital role in keeping this massive organization going, and it truly takes a team mentality to continue this nonstop dedication to bettering the lives of animals and their owners.

What concerns me, however, is the lack of transparency in choosing/assigning/giving new job titles to people who are known to be Melanie's friends both inside and outside of work. It's no secret that Melanie has very close personal relationships with a select few people currently employed in supervisor positions and above. These relationships are well known by the other staff who haven't been as lucky to get within this "circle." As a newer employee here, I have seen a few of Melanie's

friends get promoted to jobs that I didn't even realize we were hiring for. Jobs that I would have loved to apply for, had I known about them. Jobs that somehow get given to her friends that none of us even had the chance to go for, or even know about.

Back in November, there was already a large turnover of staff due to this practice, and it's continued to happen and is happening today. The Santa Cruz County Animal Shelter is not a retail location that can be run by anyone who's willing to put the time in. There's so many moving parts to keep this place going that any leader, interim or not, needs to have both experience and respect from those under you. We need someone familiar with animal law, animal care, and someone who can lead and motivate in times of stress.

Assigning someone to this position just based on friendship and 3 years of employment is a slap in the face to everyone else who has been here for years and watched this practice happen time and again. I respect Erika and all she does for the shelter, but I can promise you that throwing her into a position that is not appropriate for her will not only burn her out, but will lead to the 2nd mass exodus of the shelter again. I beg that whomever is in charge of finalizing the interim director position look beyond the recommendation of Melanie, since she will be leaving on 7/1 and instead listen to the team who is on the ground and putting the work in on a daily basis. The people who put in 40+ hours a week, the people who walk out of here mentally and physically exhausted every night, but show up again the next day with a smile just to do it all over again.

Lastly, I'd like to instead recommend Joe Phares or Todd Stosuy as the interim director.

Thank you,

--

jenna elise delforge
(215) 868-7150

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Appointment of Santa Cruz County Animal Shelter interim General Manager
Date: Monday, June 13, 2022 12:36:26 PM

From: Jennifer Price <jennyprice1@gmail.com>
Sent: Monday, June 13, 2022 10:19 AM
To: Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; Stephen Walpole <swalpole@scottsvally.org>; antonio.figureroa@cityofwatsonville.org; cindy.czerwin@cityofwatsonville.org; sryan@ci.capitola.ca.us; Emily Chung <Emily.Chung@santacruzcounty.us>; Nicole Coburn <Nicole.Coburn@santacruzcounty.us>
Subject: Appointment of Santa Cruz County Animal Shelter interim General Manager

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

Dear Board Members:

Having put my often literal blood, sweat, and tears into the animal shelter for many years, I have sometimes questioned my own capacity to be objective since matters of practicality run the risk of getting intertwined with matters of the heart. That is not the case when it comes to the potential appointment of Erika Smart as interim General Manager. Since almost the beginning of Erika's employment, current leadership has shown her a distinct favoritism, a managerial foible that wouldn't warrant mention had it not morphed into a blatantly skewed perspective about what is appropriate, professional, and holistically best for the shelter.

Through 15 years of employment in multiple departments, I weathered my share of ups and downs in management and morale and maintained a deep and abiding dedication to the animal shelter throughout. Until 3 years ago, I would have told you that I would be at the Santa Cruz shelter in particular until retirement. The culture of factionalism and nepotism that is now pervasive at the shelter led me to do something I never imagined and 2 years ago I relinquished my position. I was not alone. What I see as a brain drain ensued as long-term employees that loved the shelter and the work as much as I did left one after the other, finding the toxicity of the work environment untenable. Scapegoating, divisiveness, and a deeply embedded lack of good will left staff members not privileged enough to be in the small inner circle constantly unmoored, looking over their shoulders, feeling they have no recourse for positive change. Time and energy eaten up by fear and anxiety has resulted in staff having less to give to the actual job at hand. The teamwork that had been the shelter's shining light and a key to being best in class has all but disappeared. This is heartbreaking from an emotional perspective, but it also leads to detrimental inefficiencies – poor communications resulting in things getting done twice or not at all, record-setting staff turnover, a poor reputation amongst both peers in the field and Santa Cruz County residents, and the lowest morale of my tenure, to mention only a few.

Current leadership has done some amazing things for the shelter, but the regime has run its course.

Please reconsider this appointment based on both Erika's significant lack of experience and the very timely opportunity to make a meaningful, high-impact change for the animals, staff, and broader community.

Respectfully,

Jenny Price

Santa Cruz County resident

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Santa Cruz County Animal Shelter
Date: Tuesday, June 14, 2022 8:50:10 AM

From: Weinfeld, Kalman STF (CIV) <kalman.weinfeld@dliflc.edu>
Sent: Tuesday, June 14, 2022 8:43 AM
To: Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; Stephen Walpole <swalpole@scottsvally.org>; antonio.figureroa@cityofwatsonville.org; cindy.czerwin@cityofwatsonville.org; sryan@ci.capitola.ca.us; Emily Chung <Emily.Chung@santacruzcounty.us>; Nicole Coburn <Nicole.Coburn@santacruzcounty.us>
Subject: Santa Cruz County Animal Shelter

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

Esteemed Leaders,

I have been told that you have made an appointment of someone to run SCCAS while you search for a permanent solution. These are difficult times, and one would have expected that you would pick an experienced person who can manage large budgets, motivate employees, and make difficult decisions. You have instead chosen someone who meets none of the requirements. I have to wonder how informed you are about the shelter challenges, e.g., the exodus of experienced employees.

I think this is a great opportunity to reboot the organization and demonstrate your mastery of the subject-matter. This first step was not auspicious.

v/r, Kalman

Kalman Weinfeld, Director
Language Proficiency Assessment Directorate
DLIFLC

831-242-3744
kalman.weinfeld@dliflc.edu

"Torture numbers, and they'll admit to anything"

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Recommendation, Interim General Manager, Santa Cruz County Animal Shelter
Date: Tuesday, June 14, 2022 2:31:51 PM

From: Jim Sintetos <jsintetos@gmail.com>
Sent: Tuesday, June 14, 2022 2:13 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figureroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: Recommendation, Interim General Manager, Santa Cruz County Animal Shelter

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Esteemed Board Members,

I'm writing as a current volunteer with the Santa Cruz County Animal Shelter. I've been volunteering for almost 7 years now and have been amazed and impressed throughout that time by the leadership displayed by Melanie Sobel as well as the dedication to following through with the many positive changes enacted during her 12 year tenure. Melanie has always been a very hands on and accessible leader, encouraging communication and input from volunteers and staff alike. The transition towards making our county shelter into a progressive facility while remaining open admission (accepting all animals) has been challenging and yet Melanie has persevered in this vision and the result is nothing short of inspiring. Santa Cruz County is fortunate to have our beautiful, well-run and progressive Animal Shelter.

With Melanie leaving to accept a position in Denver, the person being considered as Interim General Manager in her place is Erika Smart. I, and so many other volunteers, feel that Erika is an excellent choice for the position. Although Erika's official role at the Animal Shelter is "Program and Development Manager", she has filled many other roles during the past few years, especially during Covid when the Shelter was short staffed. Manager, Administrative, and even Volunteer Coordinator were a few roles she took on and carried out so capably with intelligence and grace. Like Melanie, Erika is present and hands-on in whatever role she's filling and is quite simply a joy to work with. Through Covid adjustments, the CZU Fire Evacuations, reopening and expansion of Shelter services, even the sudden loss of 2 beloved and respected volunteers at different times, Erika has shown that she is capable and willing to take on whatever responsibilities are handed to her. On top of that she has a thorough knowledge of Shelter operations which will allow her to move into a manager role quite smoothly.

Thanks for taking the time to read this, and I sincerely hope that you will choose Erika Smart to fill the role of Interim General Manager at the Santa Cruz County Animal Shelter. She can handle it!

Sincerely,

Judy Sintetos
Volunteer, SCCAS

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Santa Cruz Co Animal Shelter Interim Manager
Date: Tuesday, June 14, 2022 3:53:55 PM

-----Original Message-----

From: Phyllis Shreve <fernbanks@aol.com>

Sent: Tuesday, June 14, 2022 3:04 PM

To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figureroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>

Subject: Santa Cruz Co Animal Shelter Interim Manager

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

Dear Board Members,

I am writing you in support of Melanie Sobel's recommendation, of Erika (Smart) Anderson, as Interim General Manager, for Santa Cruz County Animal Shelter.

My wife, Phyllis is the lead volunteer for the shelters' landscaping team, 'Green Team.' I have worked along side her, and with the team, in maintaining the landscaping, at all three shelter campuses — Santa Cruz, Watsonville, and the Benefit Shop.

During our four years, we have had the privilege of an up-close-and-personal view, of day-to-day operations, special programs, events, services, and especially, the staff who run these facilities.

We both have the highest regard for the unwavering leadership, integrity, commitment, and dedication, both by Melanie Sobel, and Erika (Smart) Anderson.

Both Melanie and Erika exemplify, every good quality one could hope for in serving the animals, and our community.

Erika, is the right person for the position of interim general manager, and for the permanent position as well. Her good works, are evident, every day of the week! It'd be really great if we could clone her!

Please feel free to call, should you have any questions. 831-475-1867

Respectfully submitted,

Thomas and Phyllis Shreve
1179A 7th Ave
Santa Cruz, Ca
95062

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Erika Smart as General Manager, SCCAS
Date: Tuesday, June 14, 2022 6:07:03 PM

From: Meredith Dyer <mdyer@ucsc.edu>
Sent: Tuesday, June 14, 2022 4:04 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figureroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: Erika Smart as General Manager, SCCAS

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

Dear SCCAS board members,

I have been a volunteer at the Santa Cruz County Animal Shelter (SCCAS) for eight years. I have participated in many capacities, including dog TLC, Benefit Shop, Green Team, host/ambassador, fundraising events, and in countless other ways to help the Shelter.

I am delighted that Erika Smart will be the Interim General Manager of SCCAS.

In the course of several jobs in over 48 years, most recently as manager of 4 departments in the most recent 21 years, the skills I have acquired include those of management, supervision, effective communication, and development/fundraising. As a result, I have extensive knowledge about these skills and how to use them effectively. I have watched Melanie Sobel in her role as General Manager and have always been extremely impressed with her. She modeled excellent leadership, teamwork, and frequently interjected humor, which is a valuable attribute in stressful situations at the Shelter (which are not uncommon when dealing with animals) and it makes volunteers enjoy volunteering at the Shelter and keeps them involved. Melanie reached out to volunteers and made them feel welcome and part of the team, and this encourages volunteers to continue to volunteer. She demonstrated leadership and at the same time was accessible, compassionate, and inclusive. She created countless projects and initiatives that benefited animals and made the Shelter a place where people want to come to adopt an animal and to volunteer. Melanie's extraordinary leadership skills and her outstanding communication skills are a major factor in my remaining a Shelter volunteer for this many years. When my husband and I created our trust, we included SCCAS in it, and that was largely due to observing Melanie's leadership and the needs of the Shelter. Melanie is an outstanding Shelter General Manager. I have the utmost respect for her. She is an exceptional person and we have been incredibly lucky to have had her as General Manager. Denver is extremely

lucky to have had her accept their offer as Director of that shelter.

I fully support the board appointing Erika Smart as Interim General Manager. She has worked at the Shelter for more than three years, has done an outstanding job as Program and Development Manager, and has worked closely with all areas of the Shelter, including client, clinic and field services. She has served as Acting General Manager when Melanie has been away and has worked very closely with Melanie on fundraising, marketing and humane education initiatives, and she is President of the SCCAS Foundation Board. My experience with Erika is that she has always been professional and demonstrated competence, leadership, caring, and a strong commitment to Shelter staff and volunteers. She goes above and beyond what is required in order to ensure that whatever she is working on is exceedingly successful.

Her educational background (including an M.A.) in Communication Studies, her role as Program and Development Manager, direct experience coordinating with the other SCCAS managers, interacting with and overseeing volunteers, and experience working with Melanie on many projects and initiatives have given her the knowledge and experience to very effectively serve as Interim General Manager. She is a very accomplished person with superlative skills.

Erika Smart has the experience and knowledge to serve in the role of Interim General Manager and to serve as permanent General Manager. I am fully confident in her skills and abilities. She will be an excellent General Manager.

Please feel free to contact me if you have any questions.

Best regards,

Meredith Dyer

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Meredith Dyer
Department Manager
History of Art and Visual Culture
1156 High St., Porter D 202
MC: Porter Faculty Services
University of California
Santa Cruz, CA 95064
Phone: 831-459-3198
Fax: 831-459-3535

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: In regards to Erika Smart as Interim General Manager of SCCAS
Date: Tuesday, June 14, 2022 6:16:56 PM

From: Jillian Ganley <jillian.ganley@gmail.com>
Sent: Tuesday, June 14, 2022 6:15 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figueroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: In regards to Erika Smart as Interim General Manager of SCCAS

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

Dear Santa Cruz County Animal Shelter Board of Directors,

I am reaching out in support of Erika Smart as the Santa Cruz County Animal Shelter's Interim General Manager.

I have been employed at the Santa Cruz County Animal Shelter since 2019. Prior to that, I was a volunteer from 2011 to 2015. Throughout my volunteer and employed experience, Melanie Sobel has been the General Manager at the Shelter.

Melanie inspired me to pursue a career in animal welfare. She is a courageous leader in a field that is highly emotional and often contentious. With Melanie's guidance, the Shelter has embraced the Socially Conscious Sheltering model which focuses on support for all animals and the people in our community through a variety of programs such as re-homing, adoption, low cost vaccination clinics and surgery, and low cost humane euthanasia. With Melanie's leadership, the Shelter has been able to continue to support individuals in Santa Cruz (and often surrounding counties) and their animals through a pandemic, natural disaster, and economic turmoil. Melanie has continued to be a progressive leader who encourages continuing education and the following of best practices in our field to maintain high qualities of life for the animals in our care. Melanie is best known for treating every individual with respect no matter their position at the Shelter (from volunteers to all levels of staffing). She leads by example - often seen exercising dogs that may be in our care long term and cleaning kennels on holidays so other staff members can have the day off. She cares about her employees and fosters an environment that encourages growth.

I am thankful to have learned about animal welfare and leadership from Melanie during her time as the General Manager. Her guidance will be missed by many – clients, volunteers and staff.

In addition to working with Melanie since 2018, I have also worked with Erika Smart. Erika has been a compassionate, creative mentor to me throughout my employment at the Shelter. She is knowledgeable about the Shelter – from its philosophy to its daily operations. Erika is someone I can rely on for guidance in difficult situations. With her experience working side by side with Melanie, she gracefully will lead the organization through this time of transition.

Sincerely,
Jillian Ganley

Animal Services Coordinator
Santa Cruz County Animal Shelter

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Erika (Smart) Anderson for interim GM/GM
Date: Wednesday, June 15, 2022 9:21:30 AM

From: Amy Bernhard <amy@jacandstarr.com>
Sent: Wednesday, June 15, 2022 8:52 AM
To: antonio.figureroa@cityofwatsonville.org; Chris Clark <Chris.Clark@santacruzcounty.us>; cindy.czerwin@cityofwatsonville.org; Emily Chung <Emily.Chung@santacruzcounty.us>; jon bush <jbush@cityofsantacruz.com>; Laura Schmidt <lschmidt@cityofsantacruz.com>; Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; sryan@ci.capitola.ca.us; Stephen Walpole <swalpole@scottsville.org>
Subject: Erika (Smart) Anderson for interim GM/GM

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

Hello,

My name is Amy Bernhard, and I've been volunteering with the green team at Santa Cruz County Animal Shelter since January. I joined because of Erika. She happened to be leading the volunteer presentation at the downtown library the day that I attended. I was very impressed by her knowledge, expertise, and empathy. She carried herself professionally and represented the animal shelter well. When I had a follow-up question a few days later, she was quick to guide me to the person who could best help. I'm new to Santa Cruz and having a volunteer outlet at the shelter has made all the difference during my transition.

Amy Bernhard
512-534-8847

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County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
(831) 454-2200 • FAX: (831) 454-3262 TDD/TTY - Call 711

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FIRST DISTRICT

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SECOND DISTRICT

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THIRD DISTRICT

GREG CAPUT
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

June 15, 2022

Santa Cruz County Animal Shelter Board of Directors
1001 Rodriguez St.
Santa Cruz, CA 95062

Dear Santa Cruz County Animal Shelter Board of Directors,

I'm writing in support of Erika Smart as the organization's Interim Shelter Director. You have made an excellent choice. Ms. Smart's experience communicating with the public on behalf of the Shelter, assisting former Director Melanie Sobel with board materials, and her hands-on experience with shelter operations make her the right person to be Interim Shelter Director.

As Program and Development manager, Ms. Smart has communicated with the public through press releases, events and social media about the Shelter. You have to know an organization in and out in order to understand what and how to communicate with the public. This role requires absorbing a large amount of information, understanding what's important and sharing that in a way that gets peoples' attention. Ms. Smart clearly excels at this. Her work has helped the Shelter Foundation raise millions of dollars over the last few years including over \$300,000 in 2021 end-of-year giving.

Ms. Smart is also the shelter employee with the best understanding of the organization's governance. She has assisted Director Sobel in preparing JPA Board agenda packets, attended meetings and handled follow up. This makes her best positioned to leverage the knowledge and enthusiasm of the Board throughout this transition period.

Last but not least, Ms. Smart has some of the best hands-on experience managing shelter operations of any employee because of her deployment during the CZU fires as

Page 2

RE: SUPPORT FOR ERIKA SMART

June 15, 2022

a disaster service worker. As you know, the shelter has operated with lean staffing recently. (It should be noted that this is a challenge all organizations in our county face due to one of the most expensive housing markets in the nation and an aging population). As a result, Ms. Smart had to step in to do the work of a shelter manager during the crises. She gained experience doing everything from cleaning kennels, to feeding six-foot monitor lizards, to setting up chicken pens.

In summary, there is no current Animal Shelter Employee with a greater understanding of every aspect of the organization than Ms. Erika Smart. I applaud you for choosing her as Interim Director and I look forward to working with her to ensure our county is a home for many happy and healthy animals.

Sincerely yours,

A handwritten signature in blue ink that reads "Manu Koenig". The signature is stylized with a large initial "M" and a long, sweeping underline.

MANU KOENIG, Supervisor
First District

MK:cs

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Erika Smart for SCCAS General Manager position
Date: Wednesday, June 15, 2022 5:31:12 PM

-----Original Message-----

From: Carla Erwin <stuhrcarla@yahoo.com>
Sent: Wednesday, June 15, 2022 8:34 AM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>
Subject: Erika Smart for SCCAS General Manager position

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

Dear Board Member,

I am writing to recommend Erika Smart for the position of General manager at the Santa Cruz county animal shelter. I am an avid volunteer at the shelter and got the pleasure to know and work with Erika for almost 4 years, and have nothing but positive things to say about her.

There is no doubt in my mind that Erika will be an excellent General manager, she deeply cares for the animals, staff and volunteers.

Please do not hesitate on contacting me at (831) 359-0711 or Stuhrcarla@yahoo.com if you have any further questions or requests.

My Best,

Carla Erwin

Sent from my iPhone

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: SCCAS Interim General Manager
Date: Monday, June 20, 2022 1:25:36 PM

From: Tim McConnell <ttjmc@hotmail.com>
Sent: Friday, June 17, 2022 5:12 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figueroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: SCCAS Interim General Manager

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

Dear Santa Cruz County Animal Shelter Board of Directors

I am sending you this letter in support of Erika Smart as the Santa Cruz Animal Shelter's Interim General Manager. I have been an employee of The Shelter for the past five years and was a volunteer for the previous six. All eleven years of my time at The Shelter have been under Melanie Sobel as the General Manager.

I cannot say enough about the amazing work Melanie has done for The Shelter, our community, and the animals of Santa Cruz County. As a person, I hold her in the highest regard-her work ethic, morals, knowledge, leadership, and kind heart are rivaled by none. I feel honored to have had the chance to work with her.

It pains me to see Melanie go. I consider it a huge loss for The Shelter and the animals in our community; her leaving will leave a void in the leadership of our shelter. In my opinion, the only person who will seamlessly fit into the position of General Manager, whether in the interim or the long-haul, is Erika Smart.

Erika has been a hands-on employee working alongside Melanie in all aspects of The Shelter. She takes on important tasks such as community outreach, fundraising, and more. I am very impressed by her work ethic, compassion, and leadership. I feel very confident Erika will be able to carry on the Shelter's mission of serving the community and animals of Santa Cruz County.

I commend you on your wise choice of Erika Smart as the Santa Cruz County Animal Shelter Interim General Manager.

Sincerely,

Tami McConnell

Santa Cruz County Animal Shelter Animal Care Team

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Erika Smart
Date: Monday, June 20, 2022 1:25:51 PM

-----Original Message-----

From: Linda Bottarini <lbottarini@comcast.net>

Sent: Monday, June 20, 2022 7:49 AM

To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>; /board-of-director-meetings/antonio.figureroa@cityofwatsonville.org

Cc: Linda Bottarini <lbottarini@comcast.net>; Erika Smart <Erika.Smart@santacruzcounty.us>

Subject: Erika Smart

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To whom it may concern,

I have been a volunteer at the shelter for almost 14 years. During that time I have seen many staff members come and go. Some have been amazing others, not so much. Erika and Melanie fall on the side of amazing. The things the two of them have done to make the shelter a better more humane and welcoming place has changed the perception of the shelter in the community.

While I am very sad to see Melanie leave, I know she leaves the shelter a better more robust advocate for the most needy animals in our county. She will be missed, but Erika provides a seamless bridge for continuity and will navigate the organization in a way that will ensure it stays dedicated to ensuring the animals of our county have an advocate. She is a great choice for interim and if we are lucky enough that she decides it's where she wants to direct her career, she will also be a great director. I hope you don't underestimate her because of her age. Many people will say she is too young and doesn't have the experience, but I would disagree. What she does have is an open mind and realistic grasp on her abilities and will surround herself with people who will ensure the shelter is run by competent knowing people. She is not afraid of coming up against something she doesn't know because she knows how to figure out what to do and get things done.

Erika is tireless in her dedication to ensuring everyone has access to animal care because she she cares deeply about the animals and the role the shelter plays in providing a safety net for them. As her role of Program and Development manager, she has expanded the healthy pets for all, community events like parks and rex and community date night She has been connecting with local businesses to highlight our adoptable dogs. She initiated the nonprofit spotlight event for SC gives. The SC gives event raised \$156k for the shelter! These are the things that have raised the awareness of the shelter and developed community support. These are just examples of how she has prepared herself for the role of director.

The shelter is a very emotional charged work/volunteer place and often times emotions run high. I have experienced some very discomfoting situations and watched Erika diffuse them with professionalism and grace. I hope you will decide she is the right person to man the helm, but more importantly, I hope she decides this is the helm she wants to steer.

Sincerely,

Linda Bottarini

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Animal Services Interim General Manager
Date: Monday, June 20, 2022 1:26:08 PM

From: Winkleblack, Benjamin <BWinkleblack@oaklandca.gov>
Sent: Monday, June 20, 2022 12:16 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figureroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: Animal Services Interim General Manager

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To the Board of Directors,

I am writing in support of the Santa Cruz County Animal Shelter Board's decision to appoint Erika Smart as the Interim General Manager for the Shelter. Having served as the agency's Shelter Manager and Melanie Sobel's partner in operational strategy and execution for 9 of my 15 years at SCCAS, I am uniquely qualified to understand the demands of this role and to identify a candidate with the appropriate skillset. During the time I worked with Erika, I observed her tremendous drive, self-motivation, thoughtful planning, skillful communication, and animal welfare passion.

Throughout my 9 years of partnership with Melanie Sobel, who used visionary strategy to lead this organization to unprecedented mission success, I learned by watching a pro which an effective General Manager (interim or otherwise) needs to be: a humble and deliberate executive, someone who optimizes their own strengths for the organization's benefit while, toward the same end, identifying and cultivating additional expertise as needed.

Erika is also extremely skilled in this regard; she possesses strong logistical, budgetary, and project management skills, incredible interpersonal abilities, and comfortably assumes leadership roles while actively engaging the expertise of anyone needed to support a given project. Her successful development, iteration, and ongoing management of progressive community programs like "Healthy Pets for All" free veterinary clinics exemplifies these traits: she actively recruits volunteer support from multiple veterinarians and social-service organizations and secures grants to fund this very successful program.

It is my understanding that the Board is in receipt of a handful of letters of concern regarding this appointment. While I'm sure the authors are folks with whom I've often been aligned and have successfully partnered to save lives, I feel equally confident that these well-intended individuals do not possess the full context needed to advise strategy at this level. I know Melanie Sobel does not hold the authority to make the appointment and therefore is serving in an advisory capacity, but her endorsement should be the key driver of this decision. I've been working full-time with animals for

23 years and I may never again have the privilege to work with anyone as focused, collaborative, and professional as Melanie. Please consider her endorsement of Erika combined with my experience of working with an individual equipped with a tremendous capacity for hard work, collaboration, and openness to growth. I ask you to weigh our experience in accordance with our exposure to the work at hand.

Respectfully,

Ben Winkleblack

Assistant Director, Oakland Animal Services

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Message from Santa Cruz County Animal Shelter Foundation Board of Directors
Date: Tuesday, June 21, 2022 4:44:15 PM

From: Sally Wing <swing@bhdg.com>
Sent: Tuesday, June 21, 2022 2:35 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figueroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: Message from Santa Cruz County Animal Shelter Foundation Board of Directors

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

TO: JPA Board of Directors:

Before Melanie Sobel ends her time as General Manager of the Santa Cruz County Animal Shelter, the members of the Animal Shelter Foundation Board would like to acknowledge her fabulous work with our Board and also endorse the appointment of Erika Smart as Interim General Manager.

Before Melanie arrived, there was a Friends of SCCAS organization, but it lacked the focus and structure which would eventually come with Melanie's support and grow into the now thriving Santa Cruz County Animal Shelter Foundation. With her as a board member working alongside us (and recently as our president), we have been able to generate substantial community funding for the Shelter's mission and promote our goal of developing a public/private partnership which benefits the animals and people of Santa Cruz County.

Melanie's love of animals and her fierce desire to be proactive in animal welfare have guided our outreach. Many of the Shelter's key preventive initiatives — spay/neuter clinics, training classes, humane education, and community outreach — require independent funding. They reach beyond the Shelter's doors. While Shelter workers are primarily focused on providing care and crisis intervention, the Foundation is working to generate a steady source of private funding so that there can be program stability and growth. Melanie fostered these efforts, helped to recruit board members, and worked tirelessly on our projects in addition to her own. We have been inspired by her vision for the Shelter and also for the Shelter Foundation. She has a gift for cultivating community talent. Her organizational skills, passion for animals, and sense of humor have been key to building this organization into one that works smoothly in tandem with the Shelter.

Watching Melanie and Erika navigate the twin disasters of COVID and the CZU fire side by side was also an inspiration. Seeing leaders who don't give up when everyone is pretty

darn discouraged made a huge difference to all of us and to the many animals who were evacuated, housed, and lovingly cared for!

Erika has been an integral part of the Foundation since her arrival at the Shelter. Spearheading our Santa Cruz Gives Campaign efforts, she has shown her leadership capabilities along with her energy and enthusiasm. She is a very capable and extremely creative dynamo. We will definitely miss Melanie and we wish her well, but we have confidence that Erika will be able to navigate this upcoming transition.

—Santa Cruz County Animal Shelter Foundation Board of Directors
(Peter Cliff, Laura Dowling, Nancie Newby, Nga Trinh-Halperin, Kathy Helmer, Sally Wing)

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Regarding Erika Smart's Appointment as Interim General Manager of SCCAS
Date: Tuesday, June 21, 2022 5:21:12 PM

From: Dana Morey <danaemorey@gmail.com>
Sent: Tuesday, June 21, 2022 4:59 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figureroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: Regarding Erika Smart's Appointment as Interim General Manager of SCCAS

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

Dear Santa Cruz County Animal Shelter Board Members,

I write to you in support of Erika Smart's appointment as interim General Manager of the Santa Cruz County Animal Shelter.

I have been employed as the Shelter's accountant since September 2010. I have had the great pleasure to work with Erika during her tenure as the Shelter's Program and Development Manager. During that time, I have witnessed her passion for the Animal Shelter every day. She has been integral in fundraising efforts, promoting the Shelter's free veterinary clinics (Healthy Pets for All), handling the Shelter's social media, and coordinating events (just to name a few of her duties). She has worked closely with Melanie Sobel over the past three years, which has given her an understanding of what the interim General Manager position entails. I feel like out of all Shelter staff, Erika is the most prepared and best suited to the position. She has a deep knowledge of the Shelter environment, which is a very unique world.

I have also worked with Melanie Sobel during her tenure as the Shelter's General Manager. I feel very honored and privileged to have worked so close beside her for more than eleven years. Over the years, Melanie has unquestioningly helped out in any department that needed assistance, and would oftentimes be at the Shelter on holidays so other staff could have the day off. She has been a true leader through a pandemic, a recession, and a devastating fire. She has instituted many progressive programs such as a low-cost spay/neuter program called Planned Pethood, a low-cost vaccine/microchip program called the One-Stop program, an education program for kids (through summer camps and after-school camps), and many community events. As the General Manager of an Animal Shelter, she often has had to make difficult decisions, and she always did so with grace and fairness. She has instilled in me a passion for animal welfare and for helping those with no

voice. For that, I will always be thankful.

Sincerely,
Dana Morey
Accountant
Santa Cruz County Animal Shelter

From: [Nicole Coburn](#)
To: [Melanie Sobel](#); [Erika Smart](#); [Joe Phares](#)
Subject: FW: Support for Melanie Sobel and Erika Smart
Date: Wednesday, June 22, 2022 5:30:45 AM

From: Brett Hennie <brett.hennie@gmail.com>
Sent: Tuesday, June 21, 2022 6:16 PM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us; cindy.czerwin@cityofwatsonville.org; antonio.figueroa@cityofwatsonville.org; Stephen Walpole <swalpole@scottsvally.org>
Subject: Support for Melanie Sobel and Erika Smart

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

Dear Santa Cruz County Animal Shelter Board of Directors,

My name is Brett Hennie and I have been a Driscoll's employee for five years. During that time, I have served as a rabbit/dog volunteer and Treasurer of the Shelter's Foundation. Additionally, I have made the Shelter the main beneficiary of my charitable giving. I had the pleasure of meeting several of you at a pre-pandemic Board meeting in Watsonville.

During the past several years the Shelter has faced many challenges including the pandemic, the wildfires of 2020, and the need to raise substantial funds for the Shelter's expansion. Melanie Sobel did an amazing job of navigating the intricacies of these situations while never losing her focus on the health and welfare of the County's neediest animals. She will be sorely missed.

One of Melanie's strengths is developing people. While it was sad to see Ben Winkleblack depart the Shelter after many years under Melanie's wing, it was rewarding to see him leave Santa Cruz to run the Oakland Shelter - which is a large municipal shelter and a very challenging environment. Since Ben's departure, it's been amazing to see Erika Smart grow under Melanie's tutelage, and I'm writing to endorse Erika as the Interim Shelter Director.

I've personally watched Erika learn about the Shelter's operations and use her excellent communication skills with donors and community members. She has been the workhorse behind so much of what the Shelter has accomplished over the past several years. She has a very comprehensive understanding of the Shelter. From the day-to-day operations, Foundation meetings, fundraising, Board Meetings, and community outreach - I've seen Erika learn so much at a breakneck speed.

It is time for her to take this step forward and to have the chance to prove herself in this

larger role.

Thank you for having the wisdom and courage to make this decision, and please feel free to contact me with any questions.

Sincerely,
Brett J Hennie

From: [Nicole Coburn](#)
To: [Erika Smart](#); [Joe Phares](#)
Subject: Fwd: In appreciation of Melanie Sobel
Date: Saturday, July 2, 2022 11:27:04 AM

From: Juanita Gunter <juanitamgunter@gmail.com>
Sent: Wednesday, June 29, 2022 10:30 AM
To: Nicole Coburn <Nicole.Coburn@santacruzcounty.us>; Emily Chung <Emily.Chung@santacruzcounty.us>; Chris Clark <Chris.Clark@santacruzcounty.us>; Laura Schmidt <lschmidt@cityofsantacruz.com>; jon bush <jbush@cityofsantacruz.com>; sryan@ci.capitola.ca.us <sryan@ci.capitola.ca.us>; cindy.czerwin@cityofwatsonville.org <cindy.czerwin@cityofwatsonville.org>; antonio.figureroa@cityofwatsonville.org <antonio.figureroa@cityofwatsonville.org>; Stephen Walpole <swalpole@scottsvally.org>
Subject: In appreciation of Melanie Sobel

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

To ASA Board Members:

I am writing in support of Melanie Sobel, who has resigned her position as General Manager of ASA. I was fortunate to work at the Animal Shelter with Melanie for over a decade. Her departure from ASA will be a huge loss for the Shelter and the Santa Cruz community.

During her time as ASA's General Manager, Melanie implemented many progressive new programs in education, training and outreach, including:

- Planned Pethood low-cost spay/neuter program
- One-Stop program offering a package deal for vaccination, microchip and dog licensing
- Healthy Pets for All, an outreach program designed to provide food, supplies and basic veterinary care for animals in underserved areas of our community
- ASA Summer Camp for kids

In addition, she promoted public awareness campaigns and fundraising events to help sustain the Shelter and grow its programs. Melanie worked closely with the non-profit Santa Cruz County Animal Shelter Foundation to raise funds to expand the Shelter facilities to include much-needed education and training spaces and additional areas for the animals and the Shelter's vet clinic. Melanie also coordinated efforts to create the Shelter's Benefit Shop, the proceeds from which help to support Shelter programs.

While working with Melanie, I always found her to be extremely supportive, compassionate and equitable to all. She arranged many practical and effective opportunities for training and growth for staff. I greatly enjoyed working with her and I appreciated her as a supervisor. I am grateful to Melanie for the opportunities I was given for education as well as promotion

through the County system. In September 2020, I retired from ASA after 18 years of service.

I also had the pleasure of working with Erika Smart, who has been appointed interim General Manager. When Erika first took a position with the Shelter, I was impressed with how quickly she learned the ropes and became part of the ASA team. She was able to assist in all the different departments of the Shelter as needed in addition to writing grants, handling the outreach and development programs, events and education. I am confident she will be a very capable interim General Manager.

ASA owes a huge debt of gratitude to Melanie for her years of dedication and exemplary service. My hope is that Erika will have the support she deserves from the Board and the ASA staff during her time as interim General Manager.

Best regards,
Juanita Gunter
Former ASA Administrative Aide