



Santa Cruz County Animal Shelter

1001 Rodriguez Street, Santa Cruz, CA 95062

580 Airport Boulevard, Watsonville, CA 95076

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

Jeff Gaffney

Interim General Manager

SANTA CRUZ COUNTY ANIMAL SHELTER

BOARD OF DIRECTORS MEETING

February 13, 2023 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 September 26, 2022 special meeting
- p.3 5.2 Approve minutes of the December 12, 2022 meeting
- p.8 5.3 Approve minutes of the January 20, 2023 special meeting
- p.10 5.4 Accept reports of the General Manager and the Management Team for December 2022 and January 2023
- p.15 5.5 Accept and file statistics for December 2022 and January 2023
- p.20 5.6 Accept and approve 2nd quarter report for all claims under \$10,000
- p.27 5.7 Accept and approve 2nd quarter journal entry payments with the County of Santa Cruz
- p.29 5.8 Ratify acceptance of four gifts totaling \$52,531.92
- p.30 5.9 Accept a gift in the amount of \$6,381.94 from the SCCAS Foundation

6.0 Regular Agenda

- p.31 6.1 General Manager’s oral report
- p.32 6.2 Consider and approve financial report for December 2022 and January 2023
- p.37 6.3 Consider and approve a hiring and retention bonus system for licensed staff
- p.41 6.4 Consider and approve the appointment of Amber Rowland as General Manager

7.0 Adjourn Regular Meeting

p.49 Correspondence

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The Santa Cruz County Animal Services Authority does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. The Board holds all public meetings in accessible facilities. If you wish to attend the meeting and you require special assistance, please contact Joe Phares at 831/454-7206 (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: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Approve Minutes of September 26, 2022 Special Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors Special Meeting held September 26, 2022.

**Santa Cruz County Animal Shelter
Board of Directors
Special Meeting
Minutes**

September 26, 2022, 8:00 am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, A=Ainsworth, Co=Coburn, D=Dally, F=Figuroa, S=Schmidt, V=Vides, W=Walpole

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

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

1.0 Call to Order and Roll Call: Meeting was called to order at 8:15 am by Vice Chair John Bush. Chairperson Clark was absent and was represented by Lieutenant Jacob Ainsworth. BM Vides arrived at 8:20 am.

2.0 Introductions and Announcements: None.

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

4.0 Oral Communications: Lynne Achtenberg with Project Purr discussed the live release rate of cats and trap, neuter, release (TNR). She asked the Board to pose four questions to candidates and provided her questions on a handout.

5.0 Closed Session: The Board convened a closed session on the Animal Shelter General Manager recruitment. Candidates were interviewed by both Board members and SCCAS staff and other stakeholders. There were no reportable actions taken during closed session. An update of the General Manager recruitment will be provided at the next regular SCCAS Board of Directors meeting scheduled for October 17, 2022.

6.0 The meeting adjourned at 1 pm.

ATTEST: _____
Vice Chairperson: Jon Bush

Clerk: Joe Phares

Consent Agenda Item 5.2

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Approve Minutes of December 12, 2022 Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors Special Meeting held December 12, 2022.

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes

December, 12, 2022, 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, D=Dally, F=Figuroa,
R=Rutherford, S=Schmidt, V=Vides,

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 Chairperson Clark. Chief Walpole was absent
- 2.0 Introductions: Captain Jason Rutherford was introduced and sat in to represent Scotts Valley and replace Chief Walpole for this meeting
- 3.0 Consideration of late additions or changes to the Agenda: Regular Agenda Item 6.6 was added as a late addition. Copies of the item were distributed to the Board members at the start of the meeting
- 4.0 Oral Communications: None
- 5.0 Consent Agenda
 - 5.1 Approved minutes of the October 17, 2022 meeting
 - 5.2 Accepted reports of the General Manager and the Management Team for October and November 2022
 - 5.3 Accepted and filed the statistics for October and November FY 2022
 - 5.4 Accept a gift in the amount of \$5,000.00 from Char Williams
 - 5.5 Accept a gift in the amount of \$39,298 from the SCCAS Foundation
 - 5.6 Approved a .30 FTE increase in the Accountant II position

Public Comment: None

Board Comment: None

Vote: Co B Ch Cl D F R S V

Item approved unanimously.

- 6.0 Regular Agenda
 - 6.1 General Manager’s Report –

- Interim GM commented on the volume of business the shelter does on a daily basis and how many other counties other than Santa Cruz are also relying on our Shelter for services.
- The volunteers are very dedicated and impressive
- The SCCAS Foundation has been instrumental in our success.
- The new surgery suite should be open in January and will replace the annex as the primary spay/neuter site
- Recognized Juan Hidalgo Ag. Commissioner as well as the Sheriff's Office for assisting on a poisoning case as well as t
- Informed Board that some of the cat condos that are vectors for disease and very difficult to clean are being replaced with new units purchased by the SCCAS Foundation.
- Recognized the efforts of Admin. Svcs. Officer II Joe Phares and Cara Townsend and the great work that they do on a daily basis.

Board Comment:

BM Clark: thanked Jeff Gaffney for stepping in to run the shelter on an interim basis.

Public Comment: none.

6.2 Consider and approve financial report for October and November of FY 2022-23

GM Gaffney: SCCAS is exploring ways to increase licensing fee revenues.

Board Comment:

BM Chung asked when fees are reviewed/evaluated.

GM Gaffney: fees have remained unchanged for many years now. Dog licensing compliance is typically on 20%. SCCAS will work on marketing and public awareness of licensing requirements as well as rabies vaccination compliance as well. SCCAS will also consider increasing some fees.

Public Comment: none.

Vote: S D B Ch Cl Co F R V

Item approved unanimously.

6.3 Ratify an addendum to an agreement with Cara Townsend

GM Gaffney: Cara serves as legal counsel for SCCAS and will also assist with shelter management oversight. Cara's services are critical to the shelter.

Board Comment: none.

Public Comment: none.

Vote: Co Ch B Cl D F R S V

Item approved unanimously.

6.4 Approve payment of an invoice for medical equipment

GM Gaffney: listed the surgery suite items and thanked Admin. Svcs. Officer II Joe Phares for his work obtaining all the equipment.

Board Comment:

BM Clark: the new surgery suite is amazing and a huge upgrade over what was in place previously.

Public Comment: none.

Vote: B D Ch Cl Co F R S V

Item approved unanimously.

6.5 Consider and approve report on audit of Santa Cruz County Animal Shelter for the year ended June 30, 2021

GM Gaffney: SCCAS appreciates the opportunity to have the shelter financials reviewed annually by an outside CPA firm.

Board Comment: none.

Public Comment: none.

Vote: Co V B Ch Cl D F R S

Item approved unanimously.

6.6 Consider and approve recommendation of General Manager to set the 2023 Board of Directors meeting dates (this is a late addition to the agenda)

GM Gaffney: Based on board member feedback, he proposed to add a regular agenda item for the February Board meeting to discuss the board meeting day and consider moving from Mondays to another day of the week.

Board Comment: none

Public Comment: none

Vote: Ch D B Cl Co F R S V

Item approved unanimously.

7.0 Adjourn Board Meeting at 11:15 am

Special Meeting - The Board convened a closed session to discuss various SCCAS personnel items. There were no reportable actions taken during closed session.

The next regular meeting is a Special Board Meeting scheduled for January 20, 2022 at 8 am at the Sheriff Community Room located at 5200 Soquel Ave., Santa Cruz. The meeting will be held in person.

ATTEST: _____
Chairperson: Chris Clark

Clerk: Joe Phares

Consent Agenda Item 5.3

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Approve Minutes of January 20, 2023 Special Meeting

Recommendation:

Approve the minutes from the Santa Cruz County Animal Shelter Board of Directors Special Meeting held January 20, 2023.

**Santa Cruz County Animal Shelter
Board of Directors
Special Meeting
Minutes**

January 20, 2023 8:00 am
Aptos Village Park Hall
100 Aptos Creek Rd., Aptos, CA 95003
In-Person Meeting

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

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

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

1.0 Call to Order and Roll Call: Meeting was called to order at 8:10 am by Attorney Cara Townsend. Chairperson Schmidt was unavailable and Deputy City Manager of Santa Cruz, Lisa Murphy, served in her absence.

2.0 Introductions and Announcements: None.

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

4.0 Oral Communications: Joan DeNeffe, a longtime shelter volunteer and animal behavioralist, addressed the Board regarding the Shelter operations and the incoming General Manager. Ms. DeNeffe provided each member of the Board with her comments, in written form, following her presentation (attached here).

5.0 Closed Session: The Board convened a closed session on the Animal Shelter General Manager recruitment. One candidate was interviewed by SCCAS Board members and Interim General Manager, Jeff Gaffney. There were no reportable actions taken during closed session. An update of the General Manager recruitment will be provided at the next regular SCCAS Board of Directors meeting scheduled for February 13, 2023.

6.0 The meeting adjourned at 11am.

ATTEST: _____
Chairperson: Chris Clark

Clerk: Joe Phares

Consent Agenda Item 5.4

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Reports from the Management Team for December 2022 and January 2023

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

General:

So much has gone on since we last met for a regular Board Meeting! There were: floods; evacuations of animals; our surgery center is now set up and ready to go; and we hired a new General Manager! A big thank you to all of the Board members that have supported us through these very challenging times and for hiring a great new General Manager. We have also had tremendous support from the reimagined Santa Cruz County Animal Shelter Foundation and we can never thank them enough.

I think the greatest recognition and praise should be for the **employees and volunteers at the Shelter**. They have been through so much change and transition while being under tremendous pressure and yet doing so much more with fewer staff and resources. They have endured all of this along with the recent disaster and done it with a smile on their faces and a spring in their step, a truly inspiring group of humans passionately caring for animals that need as much care and attention as we can give them.

We had great success during the evacuations from the January flood events by keeping people and their animals together. This was a collaborative effort with the County of Santa Cruz as well as the cities of Watsonville and Santa Cruz. We reduced the stress on the people being evacuated, the stress for their animals and the resources needed to care for everyone. I also wanted to send a big thank you out to Equine Evac for all of their amazing help during the disaster response and subsequent follow up.

Given our staffing vacancies and workload we are judiciously managing our resources as we carefully plan for a select number of events in 2023. Fortunately, our non-profit partner, the Santa Cruz County Animal Shelter Foundation has stepped up and continues to provide opportunities for events that highlight our adoptable animals and at the same time generate some revenue. They recently provided us with a check for \$8000 to support volunteers and helping to fully bring back the St. Pittie's day event. We are also working on several smaller events that are not as time intensive but help to get the word out about our adoptable.

Lastly, as we continue to look at a potential upcoming budget shortfall, we have begun to evaluate how operations can be streamlined to cut costs and create better efficiencies. To that end we have decided to close the forward-facing operations of the main Shelter on Tuesdays and Wednesdays, this will be for the foreseeable future. This will better allow staff to concentrate resources and energy on animals in our care, the surgery center and delivering more efficient service to our community. We are continuing to evaluate the most effective way to make this happen but the closure of the lobby will be starting Wednesday March 1st and will then be Tuesdays and Wednesdays through the rest of 2023.

The last couple of months have been a bit of a whirlwind and I am honored that I was allowed to help support the Shelter and our community in such an impactful way. Thank you for the opportunity to serve and support such an amazing group of volunteers and employees!

Statistics:

Please see attached.

Recommendation:

Accept and file the reports of the management team for the months of December 2022 and January 2023.

Administrative Services Board Report
December 2022 and January 2023
Joe Phares, Admin. Svcs. Officer II

Personnel

New Hires

- Tina Crivello – Extra Help Animal Care Worker. Tina is a longtime Shelter volunteer who was recently hired in an extra help capacity to assist with both animal care and client services. Tina's start date was 02/08/23.
- Annie Miller – Extra Help Animal Care Worker. Annie has a deep background in animal care and will also cross-train in both animal care and client services to add flexibility to our workforce. Annie's start date is 02/12/23.

Under Recruitment

- Registered Veterinary Technician – this position has been vacant this Fall 2021. Elsewhere on this agenda the Shelter is requesting authorization to establish a hiring and retention bonus to entice potential candidates to apply and to help retain existing RVT staff.

Facilities

- Surgery Suite – All new equipment has been installed. An anesthesia waste gas evacuation system was installed by George Wilson Inc. and JM Electric. New anesthesia equipment was tested and calibrated. Next up: staff are selecting some cabinetry to add storage in the suite. Staff are preparing to begin spay/neuter surgeries in the new space in the coming weeks.
- Security Camera System – Bandit Systems was onsite on 01/31/23 to discuss expansion of the camera system to provide more complete coverage of the building exterior. It is anticipated that two additional cameras will be installed.
- The deteriorating patio located on the patio off the break room was removed and the space has been cleaned up and made available for outdoor staff space.

Information Services

- New iPhone for Client Services- A new floater phone has been ordered and will allow client services staff to text client reminders about scheduled appointments. Staff find many clients do not answer phone calls from unknown numbers, and are confident they will improve communications by adding texting.

Purchasing

- Cat Condos – all of the new cat condos purchased by the SCCAS Foundation have been installed and are in use or ready for use as kitten season approaches.
- Landscaping – a new cordless leaf blower and chainsaw, and an electric power washer were purchased to assist the green team volunteers in maintain the extensive landscaping.

Fiscal

- Preparation of the FY 2023-24 budget is underway. The proposed budget will be presented at the April Board meeting.

Animal Control Report
October 2022 through January 2023
Todd Stosuy, Field Services Manager

This report contains October and November reporting period information as well as that for December and January. I was on vacation at the time of the December meeting preparation and that report info was deferred to this meeting.

1. We have hired 4 new officers who have attended PC 832 Laws of Arrest and PC 832 Firearms during this period. Officer Cynthia Meidinger and Officer Athena DelRosario have passed the on-duty training period and have been released on their own. Officer Nicole Harding and Officer April Balke are still in training but should be released by March. All four officers are showing great enthusiasm, and each bring unique talents to the Agency.
2. With the addition of these officers, we informally re-started the Door-to-Door Outreach Program at the end of January in the City of Watsonville. In just one day of outreach, we assisted in providing free spay/neuters to 5 dogs, provided a free trolley system to one dog and restarted building the bridge between the community and our officers. This program is a community policing-based strategy of officers not acting in an enforcement capacity, doing foot patrols in underserved areas, and providing information and resources. If an officer does find an egregious case of cruelty or neglect, they will act on it.
3. In November we seized a dog from a Boulder Creek residence that had previously been declared a Vicious Animal for attacking humans. The dog violated its order and injured another human. We issued a destruction order, which was appealed and upheld by the Hearing Officer. The dog was humanely euthanized.
4. In November we assisted Watsonville Police and the Sheriff on a probation search and seized a dog. The owner had a court order prohibiting him from owning dogs due to a cruelty case we charged him with last year. His ex-wife attempted to reclaim the dog, but she also had a court order prohibiting her from owning dogs due to the same animal cruelty incident. The dog was unfortunately euthanized due to high prey aggression.
5. In December we seized two dogs from a houseless resident in the City of Santa Cruz and deemed one Vicious. This was an investigation into the dogs attacking and killing another houseless person's dog. The investigation found that only one of the owners' dogs was involved in the attack, so we released one dog to him. He appealed the Vicious Order on the second dog, and it went to hearing where it was upheld. The animal owner is now required to keep the dog leashed and muzzled at all times.
6. In October the Santa Cruz Police Department assisted us in seizing a dog from the Benchlands encampment after it attacked two separate people walking on the levee. An Assistant District Attorney was our main witness. The animal owner was verbally assaultive and threatening, but the dog was seized without incident. A hearing Officer upheld the seizure, and the dog was deemed Vicious. The animal owner did not appeal the Vicious Order or attempt to reclaim the dog and it was humanely euthanized.
7. In October we removed a dog and multiple fish from a residence in Boulder Creek after the owner was incarcerated on an unrelated matter. The animals were picked up at the Shelter a week later by a family friend.

8. In December we assisted Santa Cruz Police in seizing 4 living and 2 deceased cats from a residence where they had been abandoned. Charges were filed against the owner.
9. In November we responded to assist Santa Cruz Police after one of their Community Services Officers was bitten by a dog in Friendship Garden Park. The dog was seized since the owner did not have a residence to keep the dog under State ordered quarantine. The dog has been returned to its animal owner.
10. In January we assisted the Santa Cruz Police in an encampment eviction on Coral Street where they knew the above-mentioned animal owner and her dog (#9) were staying. We ensured officer and city worker safety from dogs during the cleanout.
11. In January we responded to the levee in Watsonville on a report of three dogs acting aggressively to people walking by. We responded and were charged by three dogs tethered together by a leash that appeared to have pulled a bush out of the ground that they had been tied to. All three dogs were impounded safely and have not been reclaimed.
12. In January we seized four cats from a houseless person in the City of Santa Cruz. She is a well-known cat hoarder who currently has a court date soon for an animal neglect case that occurred in April 2021 where 56 neglected cats were seized from her RV. In January of 2022 we seized an additional 13 cats from her RV. Since 2013 we have had contact with her numerous times and have seized cats from her on multiple occasions. The four cats we seized in January are up for adoption.
13. In January the above-mentioned cat hoarder (#12) contacted me to ask me to investigate another houseless person's RV for dog neglect. With the assistance of Santa Cruz Police, we seized four dogs for neglect. The dogs were re-homed.
14. In January we seized 36 chickens/roosters and 6 ducks from a neglectful situation in the City of Watsonville.
15. During the State of Emergency caused by the atmospheric river, we assisted in providing animal resources at all the human shelters on a daily basis throughout the event.
16. In January we impounded two horses in unincorporated Watsonville pursuant to an eviction. The animal owner has since reclaimed the horses and moved them to a new location.
17. In January we assisted Boulder Creek Fire and Equine Evac in rescuing two horses from a mudslide. The horses have returned home.
18. Our officers continue to handle routine calls for service on a daily basis, including but not limited too: aggressive animal calls, barking dogs, injured domestic and wildlife, dead animal removal, neglect complaints and bite investigations.
19. With the increase in staff, we have begun to conduct more proactive park patrols at parks with high number of complaints for dog off leash. These parks include: Aptos Polo Grounds, Seascape Park, Derby Park, Brommer Park, Jade Street Park, University Terrace Park and Highlands Park.
20. All new officers attended and passed State mandated euthanasia training.

Consent Agenda Item 5.5

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Accept and file Statistics for the Months of December 2022 and January 2023

Recommendation:

Accept and file the attached statistical report for the months of December 2022 and January 2023.



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

Kennel Statistics Report
 Animals Taken Into Shelter from 12/01/22 to 01/31/23
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adoption Return	2	3	0	1	0	6
Evacuation	0	0	0	2	0	2
Flood	1	1	1	0	2	5
Pph	46	22	9	0	3	80
Protective Custody	9	26	0	15	2	52
Quarantine	0	2	0	1	1	4
Safe Hold	4	4	0	5	0	13
Stray	79	147	15	33	19	293
Surrendered by Owner	65	81	7	92	32	277
Transfer	2	6	0	0	3	11
TOTAL	208	292	32	149	62	743

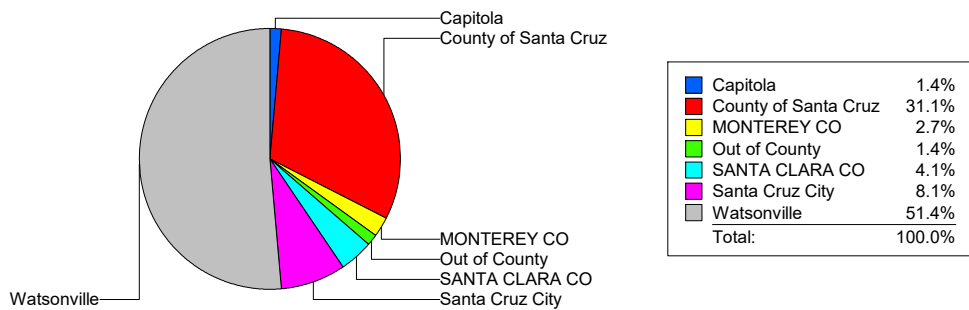
Kennel Statistics Report
 Animals That Left Shelter from 12/01/22 to 01/31/23
All Jurisdictions Combined

	CAT	DOG	KITTEN	OTHER	PUPPY	TOTAL
Adopted	95	87	73	31	34	320
Died	1	2	0	2	0	5
Euthanized	21	23	4	25	1	74
Found	0	1	0	0	0	1
Missing	0	0	0	2	0	2
Pph	47	21	8	0	3	79
Returned to Owner	33	126	2	8	5	174
Transferred to Another Shelter	26	30	12	49	6	123
TOTAL	223	290	99	117	49	778

Euthanasia Totals from 12/01/22 to 01/31/23 All Jurisdictions Combined

<u>Reason for Euth</u>	<u>Animal type</u>					Total
	CAT	DOG	KITTEN	OTHER	PUPPY	
	1	0	0	24	0	25
Aggressive	1	15	0	0	1	17
Bite	0	1	0	0	0	1
Feline Leukemia	1	0	0	0	0	1
Ken Stress	0	2	0	0	0	2
Medical	7	1	2	0	0	10
Observed Behavior	0	2	0	0	0	2
Ringworm	1	0	0	0	0	1
Suffering	2	0	2	1	0	5
Unsocial	8	2	0	0	0	10
Total	21	23	4	25	1	74

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 January 31, 2023 = 167

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

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adoption Return	83	187	59	22	26	377
Born@Shelt	13	0	130	89	5	237
D2D	11	19	1	3	2	36
Evacuation	205	94	12	270	0	581
Flood	1	1	1	0	2	5
Pph	160	154	43	0	17	374
Protective Custody	128	956	28	640	79	1,831
Quarantine	49	131	14	72	5	271
Safe Hold	17	52	3	6	0	78
Stray	6,420	8,109	5,235	1,511	866	22,141
Surrendered by Owner	2,432	2,867	1,765	2,738	595	10,397
Transfer	56	270	188	899	109	1,522
Total	9,575	12,840	7,479	6,250	1,706	37,850

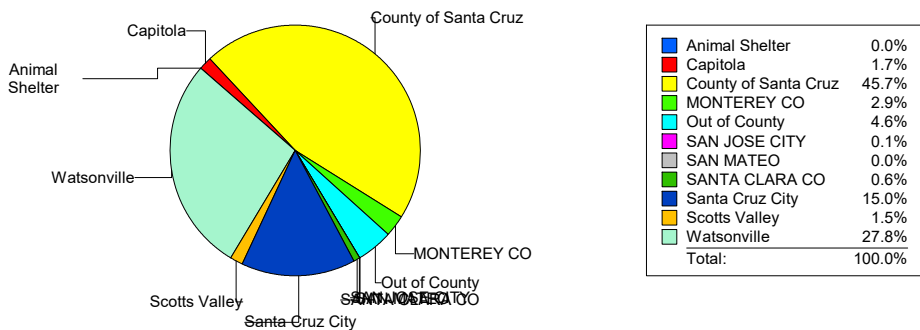
**Animals That Left the Shelter From All Jurisdictions
Combined Y-T-D Beginning 7/1/2015**

	CAT	DOG	KITTEN	OTHER	PUPPY	Total
Adopted	2,895	3,400	4,665	2,318	1,137	14,415
Died	56	13	55	54	1	179
Disposal*	753	274	63	191	8	1,289
Euthanized	2,425	1,699	798	1,027	101	6,050
Found	0	1	0	0	0	1
Missing	9	3	2	10	0	24
Pph	97	91	28	0	9	225
Returned to Owner	1,610	6,258	135	804	187	8,994
Transferred to Another Shelt	1,812	981	1,562	1,727	129	6,211
Wildlife Relocated	0	1	0	5	0	6
Total	9,657	12,721	7,308	6,136	1,572	37,394

* 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

*



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

Consent Agenda Item 5.6

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Approve Second Quarter Report of all Claims under \$10,000 Approved by the General Manager

Recommendation:

Approve the second quarter report of all claims under \$10,000 approved by the General Manager for the period from October 1, 2022 through December 31, 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 January 1, 2023 through March 31, 2023 will be included on the April, 2023 agenda.

DATE: 2/13/23
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Jeff Gaffney, Interim General Manager
 SUBJECT: Item 5.4 October 1, 2022 through December 31, 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 October 1, 2022 through December 31, 2022.

Actual Transactions

Posted	Document No	Amount	Description	Vendor No	Vendor Name
Object: 61125 – UNIFORM REPLACEMENT					
10/17/2022	2022 0922	572.50	BADGES FOR OFFICERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/28/2022	83148	1,028.13	DEL ROSARIO UNIFORMS	V107901	SUMMIT UNIFORMS CORP
11/07/2022	83138	275.63	STRYKE PANTS - DELEON	V107901	SUMMIT UNIFORMS CORP
12/12/2022	83363	1,222.81	N. HARDING UNIFORMS	V107901	SUMMIT UNIFORMS CORP
12/12/2022	83364	1,222.81	A. BALKE UNIFORMS	V107901	SUMMIT UNIFORMS CORP
12/27/2022	2022 1122	372.12	RAIN PANTS AND JACKETS - ACO'S	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 61310 – FOOD					
10/04/2022	000230684	8.00	SPW2847 DISPENSER RENTAL FEE	V34903	DAMM SOFTWATER SERVICE INC
10/04/2022	000231004	43.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
10/04/2022	243270725	379.98	CAT AND DOG FOOD	V126091	HILLS PET NUTRITION INC
10/04/2022	243335744	509.78	CAT AND DOG FOOD	V126091	HILLS PET NUTRITION INC
10/04/2022	243460975	593.97	CAT FOOD	V126091	HILLS PET NUTRITION INC
10/14/2022	420339	58.97	GEEKS PELLETS/HEN SCRATCH	V741	GENERAL FEED & SEED
10/17/2022	2022 0922	904.37	CAT FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/28/2022	000232167	-30.00	SPW2847 - EMPTY WATER BOTTLES	V34903	DAMM SOFTWATER SERVICE INC
10/28/2022	000232168	19.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
10/28/2022	000232509	19.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
10/28/2022	2702393	386.47	CAT AND RABBIT FOOD	V8645	PET PALS
10/28/2022	2702700	15.79	DOVE/QUAIL FOOD	V8645	PET PALS
10/28/2022	2703937	209.54	CAT FOOD	V8645	PET PALS
10/31/2022	243582441	278.36	CAT AND DOG FOOD	V126091	HILLS PET NUTRITION INC
10/31/2022	421094	333.42	BARN ANIMAL FOOD	V741	GENERAL FEED & SEED
11/04/2022	000233309	8.00	SPW2847 WATER DISPENSER RENTAL	V34903	DAMM SOFTWATER SERVICE INC
11/04/2022	000233770	43.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
11/04/2022	243646003	349.34	CAT AND DOG FOOD	V126091	HILLS PET NUTRITION INC
11/04/2022	243706257	200.43	CAT FOOD	V126091	HILLS PET NUTRITION INC
11/04/2022	2724831	206.46	CAT, RABBIT, GUINEA PIG FOOD	V8645	PET PALS
11/09/2022	2022 1024	320.99	KITTEN AND RABBIT FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	2,368.58	FOOD FOR SHELTER PETS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/23/2022	000235103	43.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
11/28/2022	2022 1121	13.76	RABBIT FOOD	E613142	MANRIQUEZ, RODOLFO
11/28/2022	2732022	119.88	KRM POWDER FOR KITTENS	V8645	PET PALS
11/28/2022	2738630	82.82	RABBIT FOOD	V8645	PET PALS
11/28/2022	421779	77.96	HEN SCRATCH/GEEKS PELLETS	V741	GENERAL FEED & SEED
11/28/2022	422633	25.06	POT BELLIED PIG FOOD	V741	GENERAL FEED & SEED
12/02/2022	000235759	27.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
12/02/2022	243945077	273.81	CAT AND DOG FOOD	V126091	HILLS PET NUTRITION INC
12/06/2022	000236432	49.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
12/07/2022	000236075	8.00	SPW2847 WATER DISPENSER RENTAL	V34903	DAMM SOFTWATER SERVICE INC
12/07/2022	243832938	43.38	CAT FOOD	V126091	HILLS PET NUTRITION INC
12/20/2022	000237221	57.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
12/27/2022	2022 1122	893.45	CAT AND KITTEN FOOD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/29/2022	000238188	43.00	SPW2847 DRINKING WATER	V34903	DAMM SOFTWATER SERVICE INC
12/30/2022	2747988	203.78	RABBIT/GUINEA PIG FOOD	V8645	PET PALS
12/30/2022	2748430	11.53	HAMSTER/GERBIL FOOD	V8645	PET PALS
Object: 61412 – JANITORIAL SERVICES					
10/14/2022	30896	875.00	INV30896 JANITORIAL SVCS	V129185	ALVAREZ INDUSTRIES INC
11/09/2022	31100	875.00	INV31100 JANITORIAL SERVICES	V129185	ALVAREZ INDUSTRIES INC
12/12/2022	31285	875.00	INV#31285 JANITORIAL SVCS	V129185	ALVAREZ INDUSTRIES INC
Object: 61525 – LIABILITY INSURANCE					
10/18/2022	73005	2,370.33	INSURANCE FOR 2022 FORD EXPLOR	V122952	SDRMA
12/30/2022	2022 1227	500.00	DEDUCTIBLE - 032322	V122952	SDRMA
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV					
10/04/2022	69231	120.94	OIL CHANGE	V39608	HENLEY PACIFIC SF LLC
11/30/2022	73030	147.97	OIL CHANGE	V39608	HENLEY PACIFIC SF LLC
12/12/2022	0109051	1,353.12	TRUCK REPAIR - VEHICLE 106	V129906	SPECIALIZED AUTO INC
12/19/2022	0109253	2,620.93	PICK UP TRUCK SERVICE WORK	V129906	SPECIALIZED AUTO INC

12/22/2022	74446	144.92	OIL CHANGE	V39608	HENLEY PACIFIC SF LLC
12/30/2022	0106563	911.35	2008 FORD F250 SUPER DUTY MAIN	V129906	SPECIALIZED AUTO INC
12/30/2022	0109255	1,158.72	VEHICLE MAINTENANCE	V129906	SPECIALIZED AUTO INC
12/30/2022	0109380	1,773.51	VEHICLE MAINTENANCE	V129906	SPECIALIZED AUTO INC
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES					
10/28/2022	29345382	139.66	CANON COPIER LEASE	V15391	CANON SOLUTIONS AMERICA INC
11/28/2022	29510369	245.13	COPIER LEASE	V15391	CANON SOLUTIONS AMERICA INC
11/28/2022	29554593	5.00	COPIER LEASE-USE TAX RECOVERY	V15391	CANON SOLUTIONS AMERICA INC
12/30/2022	29671370	164.66	COPIER LEASE	V15391	CANON SOLUTIONS AMERICA INC
Object: 61730 – MAINT-OTH EQUIP-SERVICES					
10/14/2022	97164	300.74	WALK IN FREEZER MAINTENANCE	V119517	ROGER'S REFRIGERATION INC
Object: 61835 – FACILITIES MAINT-GENERAL-SERV					
12/22/2022	20344551	1,685.46	BOILER WORK	V122942	GEORGE H WILSON INC
12/27/2022	23945	510.00	HVAC WORK	V127948	AIRTEC SERVICE
Object: 61922 – OTHER MEDICAL MATERIALS & SUPP					
10/04/2022	000231003	17.00	SPW2847 DISTILLED WATER-CLINIC	V34903	DAMM SOFTWATER SERVICE INC
10/04/2022	3021914315	328.09	GLOVES AND ANESTHESIA MASKS	V128735	PATTERSON VETERINARY SUPPLY INC
10/04/2022	3021922753	22.70	ANESTHESIA MASKS	V128735	PATTERSON VETERINARY SUPPLY INC
10/04/2022	43059366	530.40	ZOLETIL - CLINIC	V120453	MWI VETERINARY SUPPLY CO
10/04/2022	43339675	581.35	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
10/14/2022	3022032488	82.84	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
10/14/2022	3022038380	11.43	KOOL LUBE 3 CLIPPER SPRAY	V128735	PATTERSON VETERINARY SUPPLY INC
10/14/2022	352557	126.60	OXYGEN CYLINDERS	V125202	ANALGESIC SERVICES INC
10/14/2022	43482454	2,764.72	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
10/14/2022	43506557	12.02	EPI OTIC ADVANCED	V120453	MWI VETERINARY SUPPLY CO
10/14/2022	43506672	39.63	ITRAFUNGOL ORAL SOL	V120453	MWI VETERINARY SUPPLY CO
10/14/2022	6001124499	327.61	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
10/14/2022	99999902415393	156.57	DOXYCYCLINE	V43263	WA BUTLER COMPANY
10/17/2022	2022 0930	82.84	SNAP TESTS - SEPTEMBER	V10638	IDEXX DISTRIBUTION INC
10/20/2022	3022124326	119.78	SENERGY	V128735	PATTERSON VETERINARY SUPPLY INC
10/20/2022	43550586	39.63	ITRAFUNGOL	V120453	MWI VETERINARY SUPPLY CO
10/20/2022	43605662	400.24	SENERGY SELAMECTIN	V120453	MWI VETERINARY SUPPLY CO
10/20/2022	99999902395040	472.32	BUPRENORPHINE	V43263	WA BUTLER COMPANY
10/28/2022	000232508	11.00	SPW2847 DISTILLED WATER - CLIN	V34903	DAMM SOFTWATER SERVICE INC
10/28/2022	43731689	2,761.39	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
10/28/2022	43773849	124.85	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
10/28/2022	43829055	483.45	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
10/28/2022	99999902415390	50.68	CLINIC SUPPLIES	V43263	WA BUTLER COMPANY
10/28/2022	99999902427712	164.81	CLINIC SUPPLIES	V43263	WA BUTLER COMPANY
10/31/2022	6001140123	327.61	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
10/31/2022	6001145609	193.67	DRONCIT	V41124	ELANCO US INC
11/04/2022	000233769	19.00	SPW2847 DISTILLED WATER - CLIN	V34903	DAMM SOFTWATER SERVICE INC
11/07/2022	43545747	28.42	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
11/07/2022	43992134	937.55	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
11/08/2022	44001737	408.37	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
11/09/2022	2022 1027	-441.81	CLINIC SUPPLIES - OVERPAYMENT	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
11/09/2022	YA60431	-813.50	RETURN OF CENTRIFUGE DIG ZIPCO	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
11/09/2022	YB66310	15.58	BAIR HUGGER BLANKET	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
11/15/2022	2022 1025	-59.60	CLINIC SUPPLIES OVERPAYMENT	V128735	PATTERSON VETERINARY SUPPLY INC
11/15/2022	2022 1025	-98.58	REFUND FOR CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
11/15/2022	2022 1031	331.36	SNAP TESTS	V10638	IDEXX DISTRIBUTION INC
11/15/2022	3022269527	153.04	SYRINGES, ARTIFICIAL TEARS	V128735	PATTERSON VETERINARY SUPPLY INC
11/15/2022	3022507748	44.54	ERYTHROMYCIN OPTH OINTMENT	V128735	PATTERSON VETERINARY SUPPLY INC
11/15/2022	3022627338	206.56	MISC CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
11/15/2022	44127748	5,946.47	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
11/23/2022	000235102	17.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWATER SERVICE INC
11/28/2022	99999902453982	221.18	DOXYCYCLINE, METRONIDAZOLE	V43263	WA BUTLER COMPANY
12/02/2022	3022845128	185.19	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
12/02/2022	44360163	2,054.78	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/02/2022	44415980	368.53	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/02/2022	6001175242	327.61	ADVANTAGE FOR DOGS	V41124	ELANCO US INC
12/06/2022	000236431	11.00	SPW2847 DISTILLED WATER - CLIN	V34903	DAMM SOFTWATER SERVICE INC
12/06/2022	44479545	2,285.47	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/09/2022	3022898756	222.55	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
12/09/2022	3022905449	35.24	CLINIC SUPPLIES	V128735	PATTERSON VETERINARY SUPPLY INC
12/09/2022	3022976445	76.25	CONTROLLED SUBSTANCE LOG	V128735	PATTERSON VETERINARY SUPPLY INC
12/12/2022	3023058645	30.37	SCALPEL BLADE	V128735	PATTERSON VETERINARY SUPPLY INC
12/12/2022	44356929	165.85	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO

12/12/2022	44541777	-314.54	REWARDS REBATE - Q32022	V120453	MWI VETERINARY SUPPLY CO
12/12/2022	44566932	551.33	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/12/2022	44615538	392.75	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/16/2022	44596079	663.91	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/16/2022	44605607	582.41	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/16/2022	6001184905	208.54	DRONCIT	V41124	ELANCO US INC
12/19/2022	2022 1130	165.95	SNAP TESTS	V10638	IDEXX DISTRIBUTION INC
12/20/2022	000237220	11.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWATER SERVICE INC
12/21/2022	44687042	37.57	FUNG ASSAY DTM	V120453	MWI VETERINARY SUPPLY CO
12/21/2022	44687043	776.86	RESCUE CONCENTRATE	V120453	MWI VETERINARY SUPPLY CO
12/21/2022	44697707	987.03	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/21/2022	44764903	13.41	CATH FEED URETH	V120453	MWI VETERINARY SUPPLY CO
12/29/2022	000238187	11.00	SPW2847 DISTILLED WATER	V34903	DAMM SOFTWATER SERVICE INC
12/29/2022	44876538	927.59	CLINIC SUPPLIES	V120453	MWI VETERINARY SUPPLY CO
12/30/2022	2022 1125	81.75	MEDICATION REIMB FOR JUPITER	V44961	ESCOTO, NATHAN
12/30/2022	44899089	2,066.52	RESCUE CLEANER	V120453	MWI VETERINARY SUPPLY CO
12/30/2022	9999902479635	260.51	PONAZURIL	V43263	WA BUTLER COMPANY
Object: 62111 – MISCELLANEOUS EXPENSE-SERVICES					
12/22/2022	457301	135.00	ALERTING SUBSCRIPTION	V128992	ACTIVE911 INC
12/27/2022	2022 1122	390.74	SC & WATS HEALTH PERMITS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/30/2022	122422	75.00	HAULING SERVICES	V44718	HOGUE, JESSICA JEAN
Object: 62112 – CASH SHORTAGES					
10/04/2022	DU90968	0.11	CASH SHORTAGE	C99999	DEP
10/31/2022	DU91634	0.14	CASH SHORTAGES	C99999	DEP
11/17/2022	DU92103	0.01	CASH SHORTAGE	C99999	DEP
11/23/2022	DU92228	0.06	CASH SHORTAGE	C99999	DEP
12/29/2022	DU93122	0.12	CASH SHORTAGES	C99999	DEP
Object: 62214 – DUPLICATING SERVICES					
10/14/2022	00002602	223.31	LICENSE RETURN ENVELOPES	V115600	BLUE HERON DESIGN GROUP
12/22/2022	00002619	1,891.09	ENVELOPES, BIZ CARDS, DOOR HAN	V115600	BLUE HERON DESIGN GROUP
Object: 62221 – POSTAGE					
11/04/2022	2022 1024	1,513.50	POSTAGE FOR METER	V15715	THE PITNEY BOWES BANK INC
12/21/2022	3105845942	134.53	POSTAGE METER LEASE	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC
12/30/2022	2022 1226	2,018.50	POSTAGE FOR METER	V129092	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC
Object: 62222 – SUBSCRIPTIONS/PERIODICALS					
10/17/2022	2022 0922	14.99	ZOOM FOR VOLUNTEER ORIENTATION	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	14.99	ZOOM FOR VOLUNTEER ORIENTATION	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 62223 – SUPPLIES					
10/04/2022	YG44117	520.79	PET CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
10/14/2022	8067740119	233.40	OFFICE SUPPLIES	V14384	STAPLES, INC.
10/17/2022	2022 0922	2,342.19	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/17/2022	2022 0922	714.09	OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/17/2022	2022 0922	424.34	SHREDDER, BAGS, STAPLER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/17/2022	2022 0922	82.46	CAT BOXES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/17/2022	2022 0922	483.09	TOOTHBRUSHES, CAT SCRATCHERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/28/2022	2022 0903	208.73	SHELVING FOR VOLUNTEER CLOSET	E614284	SMART, ERIKA
11/09/2022	2022 1024	55.20	FILE ORGANIZER, NOTEBOOKS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	149.34	TONER & NOTEPADS- FIELD	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	346.36	WHITEBOARD AND MAGNETS - AC	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	106.59	GATE WHEELS, FLY SWATTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	16.06	DISINFECTING WIPES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	1,555.14	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	631.34	CLINIC SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	YD74257	520.79	PET CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
11/09/2022	YJ94622	781.19	PET CARRIERS	V127179	BUTLER SCHEIN ANIMAL HEALTH HOLDING COMPANY LLC
11/15/2022	8068123324	123.42	OFFICE SUPPLIES	V14384	STAPLES, INC.
12/19/2022	8068427092	386.26	OFFICE SUPPLIES	V14384	STAPLES, INC.
12/22/2022	787488	475.00	MICROCHIPS	V37541	DATAMARS INC
12/22/2022	787745	4,275.00	MICROCHIPS	V37541	DATAMARS INC
12/27/2022	2022 1122	171.95	OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	74.49	OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	2,409.00	OFFICE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	795.58	ANIMAL CARE SUPPLIES	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/30/2022	2022 1207	139.79	PAINTING SUPPLIES	E612239	COULLAHAN, KAREN
Object: 62310 – BANKING SERVICES					

10/04/2022	DU90955	137.74	SEPTEMBER PAYPAL FEES	C99999	DEP
10/31/2022	DU91633	252.49	BANK FEES WEB 100422	C99999	DEP
11/23/2022	DU92242	792.47	BANK FEES SC 112122	C99999	DEP
11/30/2022	DU92373	257.89	BANK FEES WEB 110122	C99999	DEP
12/06/2022	DU92533	178.24	NOVEMBER PAYPAL FEES	C99999	DEP
12/06/2022	DU92533	128.08	OCTOBER PAYPAL FEES	C99999	DEP
12/15/2022	DU92831	901.17	BANK FEES 120822	C99999	DEP
12/27/2022	DU93037	380.45	BANK FEES WEB 120222	C99999	DEP
Object: 62317 – CONSULT/MGT/PC SERVICES					
10/14/2022	00002602	170.00	WEBSITE MAINTENANCE	V115600	BLUE HERON DESIGN GROUP
10/14/2022	22324	122.15	WEBLICENSE TRANSACTION FEES	V11567	HLP INC
11/15/2022	22480	113.05	OCTOBER WEB LICENSSE FEES	V11567	HLP INC
12/30/2022	189249	110.25	WEB LICENSE TRANSACTION FEES	V11567	HLP INC
Object: 62360 – LEGAL SERVICES					
10/07/2022	22-02	4,113.01	JULY-SEPTEMBER LEGAL SERVICES	V42012	TOWNSEND, CARA
11/04/2022	22-03	4,740.00	OCTOBER LEGAL SERVICES	V42012	TOWNSEND, CARA
12/07/2022	22-04	9,097.63	NOVEMBER LEGAL SERVICES	V42012	TOWNSEND, CARA
Object: 62381 – PROF & SPECIAL SERV-OTHER					
10/04/2022	221001001	1,444.70	SEPT ANIMAL CONTROL SERVICES	V15348	HUMANE WILDLIFE CONTROL
10/14/2022	70695	428.19	#9 ENVELOPES FOR HOLIDAY MAILE	V128069	VILLAGE INSTANT PRINTING INC
10/14/2022	8836	650.00	WATS PICK UP SERVICES	V35604	FLINTSTONE ENTERPRISES
10/14/2022	8836	650.00	SC PICK UP SERVICES	V35604	FLINTSTONE ENTERPRISES
10/14/2022	9338	2,115.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
10/17/2022	2022 0930	692.46	LAB WORK - SEPTEMBER	V10638	IDEXX DISTRIBUTION INC
10/18/2022	10132022	1,920.00	BENEFIT SHOP MGMT	V37693	GOODMAN, LEA M
10/18/2022	2022 1012	49.00	WATSONVILLE ALARM REGISTRATION	V9813	WATSONVILLE POLICE DEPARTMENT
10/31/2022	2022 0909	500.00	DOG BEHAVIOR CLASS - ACO'S	V33107	BRADEN, CARLA
10/31/2022	70798	1,045.66	#10 ENVELOPES - HOLIDAY MAILER	V128069	VILLAGE INSTANT PRINTING INC
11/08/2022	54811P	1,764.72	POSTAGE FOR HOLIDAY MAILER	V128069	VILLAGE INSTANT PRINTING INC
11/09/2022	9376	1,975.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
11/15/2022	2022 1031	1,157.80	LAB WORK	V10638	IDEXX DISTRIBUTION INC
11/15/2022	70118	50.00	PAPER SHREDDING	V12521	SANTA CRUZ RECORDS MANAGEMENT
11/15/2022	8861	700.00	PICK UP SERVICES - SC	V35604	FLINTSTONE ENTERPRISES
11/15/2022	8861	700.00	PICK UP SERVICES- WATS	V35604	FLINTSTONE ENTERPRISES
11/16/2022	11152022	1,920.00	BENEFIT SHOP MGMT	V37693	GOODMAN, LEA M
11/23/2022	71100	3,520.49	HOLIDAY MAILER INSERTS/CARDS	V128069	VILLAGE INSTANT PRINTING INC
11/29/2022	22-709	2,000.00	063022 GASB75 REPORT	V44830	FOSTER & FOSTER CONSULTING ACTUARIES INC
12/12/2022	8882	700.00	WATSONVILLE PICK UP SVCS	V35604	FLINTSTONE ENTERPRISES
12/12/2022	8882	700.00	SC PICK UP SERVICES	V35604	FLINTSTONE ENTERPRISES
12/16/2022	12132022	1,920.00	BENEFIT SHOP MGMT	V37693	GOODMAN, LEA M
12/19/2022	2022 1130	1,043.20	LAB WORK	V10638	IDEXX DISTRIBUTION INC
12/22/2022	15320	128.25	ALARM MONITORING	V129086	FIRST ALARM
12/27/2022	2022 1122	122.10	POSTAGE FOR HOLIDAY MAILER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/29/2022	9403	1,995.00	CREMATION SERVICES	V43417	THOMPSON, GRACE
12/30/2022	70640	57.00	SHREDDING SERVICES	V12521	SANTA CRUZ RECORDS MANAGEMENT
Object: 62399 – VETERINARIAN SERVICES					
10/05/2022	12	4,255.00	SEPT SPAY/NEUTER SERVICES	V42810	CLAY, JOHN W
10/06/2022	DU91029	-226.57	SCVH FEES	C99999	DEP
10/07/2022	DU91071	-98.57	SCVH FEES	C99999	DEP
10/13/2022	DU91187	-98.57	SCVH FEES	C99999	DEP
10/14/2022	0008	3,752.50	SEPT/OCT SPAY/NEUTER SVCS	V42926	SULLIVAN, RHIANNON MARIE
10/17/2022	2022 0922	2,671.00	RABBIT SPAY/NEUTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
10/25/2022	DU91470	-306.86	SCVH FEES	C99999	DEP
10/28/2022	DU91593	-314.25	SCVH FEES	C99999	DEP
10/31/2022	2022 0922	119.00	OPHTHALMOLOGY - A295464 WAZE	V129854	OPHTHALMOLOGY FOR ANIMALS INC
11/02/2022	43786280	124.19	FELINE FORTIFLORA	V120453	MWI VETERINARY SUPPLY CO
11/02/2022	43824707	56.43	KETAMINE ZETAMINE	V120453	MWI VETERINARY SUPPLY CO
11/02/2022	43876717	34.34	BUTTERFLY SURFLO	V120453	MWI VETERINARY SUPPLY CO
11/02/2022	43876828	408.70	EXAM GLOVES & ID BANDS	V120453	MWI VETERINARY SUPPLY CO
11/03/2022	DU91764	-105.27	SCVH FEES	C99999	DEP
11/04/2022	13	3,766.25	OCTOBER SPAY/NEUTER SVCS	V42810	CLAY, JOHN W
11/04/2022	2022 0831	2,966.86	AUGUST EMERGENCY SERVICES	V108476	SANTA CRUZ VETERINARY HOSPITAL
11/07/2022	2022 0930	3,501.36	SEPTEMBER EMERGENCY VET SVCS	V108476	SANTA CRUZ VETERINARY HOSPITAL
11/09/2022	2022 1024	582.00	RABBIT SPAY/NEUTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/15/2022	2022 1031	2,054.31	OCTOBER EMERGENCY SERVICES	V108476	SANTA CRUZ VETERINARY HOSPITAL
11/15/2022	2022 1107	172.00	OPHTHALMOLOGY - A296114	V129854	OPHTHALMOLOGY FOR ANIMALS INC
11/23/2022	DU92242	-314.25	SCVH FEES	C99999	DEP
11/30/2022	2022 1117	44.00	OPHTHALMOLOGY A296114 KYA	V129854	OPHTHALMOLOGY FOR ANIMALS INC

11/30/2022	476954	82.00	VET EXAM - BOGGLE A296917	V128367	COAST EQUINE VETERINARY SERVICES INC
11/30/2022	476960	450.00	XRAYS/EXAM-HARRIET A296990	V128367	COAST EQUINE VETERINARY SERVICES INC
12/01/2022	DU92437	-149.98	SCVH FEES	C99999	DEP
12/07/2022	14	3,737.50	NOVEMBER SPAY/NEUTER SERVICES	V42810	CLAY, JOHN W
12/09/2022	115	4,770.00	OCTOBER VET SERVICES	V41919	PEOPLES PET CARE INC.
12/09/2022	116	9,900.00	OCTOBER SPAY/NEUTER SERVICES	V41919	PEOPLES PET CARE INC.
12/09/2022	117	2,510.00	NOVEMBER VET SERVICES	V41919	PEOPLES PET CARE INC.
12/09/2022	118	9,950.00	DECEMBER SPAY/NEUTER SERVICES	V41919	PEOPLES PET CARE INC.
12/09/2022	2022 1201	724.00	VET SERVICES - A296960 GIZMO	V129854	OPHTHALMOLOGY FOR ANIMALS INC
12/12/2022	2022 1130	2,233.57	NOVEMBER EMERGENCY VET SVCS	V108476	SANTA CRUZ VETERINARY HOSPITAL
12/15/2022	DU92831	-132.75	SCVH FEES	C99999	DEP
12/16/2022	2022 1207	119.00	OPHTHALMOLOGY - A296960 GIZMO	V129854	OPHTHALMOLOGY FOR ANIMALS INC
12/27/2022	2022 1122	1,464.00	RABBIT SPAY/NEUTERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	DU93042	-209.50	SCVH FEES	C99999	DEP
12/30/2022	2022 1125	485.47	VET CARE REIMB - 3 CATS	V44961	ESCOTO, NATHAN
Object: 62710 – FIELD EQUIPMENT					
12/27/2022	2022 1122	1,431.68	BULLETS, OCAT, GUN CLEANING KI	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 62715 – SMALL TOOLS & INSTRUMENTS					
10/17/2022	2022 0922	29.83	CAULKING GUN	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	213.00	LEAF BLOWER; BATTERY; CHARGER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	38.14	EX FOAMER CANON	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	63.19	DUSTBUSTER	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 62842 – INVENTORY MATERIALS PURCHASED					
11/09/2022	2022 1024	3,011.95	2023 CALENDARS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	5,483.81	MERCHANDISE FOR RESALE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	2,117.68	SLIP LEADS FOR VOLUNTEERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 62914 – EDUCATION & TRAINING(REPT)					
10/17/2022	2022 0922	257.04	PC832 FOR NEW OFFICERS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
11/09/2022	2022 1024	600.00	BITESTICK INSTRUCTOR TRAINING	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	264.00	TRAINING - EQUINE & PC832	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 62920 – GAS, OIL, FUEL					
10/14/2022	84279613	1,418.31	FUEL FOR FLEET	V14942	WEX BANK
11/09/2022	84944643	1,908.21	FUEL FOR FLEET	V14942	WEX BANK
11/14/2022	2022 1114	40.00	GAS FOR ACO TRUCK	E613142	MANRIQUEZ, RODOLFO
12/19/2022	85674028	2,131.83	FUEL FOR FLEET	V14942	WEX BANK
12/27/2022	2022 1122	80.65	FUEL FOR NEW VEHICLE	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 62922 – LODGING					
12/27/2022	2022 1122	1,066.39	PC832 TRAINIG - HOTEL	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 62926 – MILEAGE					
11/04/2022	2022 1026	68.75	MILEAGE FOR PC832 TRAINING	E616150	MEIDINGER, CYNTHIA
Object: 62928 – TRAVEL-OTHER(NON-REPT)					
12/27/2022	2022 1122	14.00	BRIDGE TOLLS	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
12/27/2022	2022 1122	7.00	BRIDGE TOLL	V998506	U S BANK CORPORATE PAYMENT SYSTEMS-AS 8506
Object: 63070 – UTILITIES					
10/04/2022	2022 0926 2	39.31	ANNEX FIRE/WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
10/04/2022	2022 0926 1	843.06	SC SHELTER WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
10/04/2022	2022 0926 3	49.72	SC WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
10/12/2022	0006315033	1,305.73	TRASH/RECYCLE/YARDWASTE	V124657	GREENWASTE RECOVERY INC
10/12/2022	0006315333	328.53	TRASH/RECYCLE - BENEFIT SHOP	V124657	GREENWASTE RECOVERY INC
10/14/2022	2022 0930	818.69	WATSONVILLE WATER/SEWER/WASTE	V100856	WATSONVILLE CITY UTILITIES
10/14/2022	2022 1011	87.34	ACCT33115 INTERNET SERVICES	V125912	THE INTERNET STORE INC
10/17/2022	2022 1006	84.33	ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
10/20/2022	2022 1011	4,086.24	SC PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
10/28/2022	2022 1012	723.43	WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
11/04/2022	2022 1026 1	39.31	ANNEX UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
11/04/2022	2022 1026 2	880.17	SC UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
11/04/2022	2022 1026 3	37.35	SC UTILITIES	V125932	SANTA CRUZ MUNICIPAL UTILITIES
11/07/2022	2022 1102	9.62	ACCT33115 WIRELESS PRO	V125912	THE INTERNET STORE INC
11/07/2022	2022 1103	82.11	ACT33115 WIRELESS PRO - NOV	V125912	THE INTERNET STORE INC
11/07/2022	68240	837.19	WATSONVILLE UTILITIES	V100856	WATSONVILLE CITY UTILITIES
11/08/2022	0006407142	1,376.00	TRASH/RECYCLE/YARD WASTE - SC	V124657	GREENWASTE RECOVERY INC
11/14/2022	0006407439	328.53	BENEFIT SHOP TRASH/RECYCLE	V124657	GREENWASTE RECOVERY INC
11/15/2022	2022 1104	114.38	ANNEX PG&E	V129169	PACIFIC GAS AND ELECTRIC CO

11/15/2022	2022 1110	182.23	ACCT33115 INTERNET SERVICES	V125912	THE INTERNET STORE INC
11/21/2022	2022 1109	4,049.06	SANTA CRUZ PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
11/23/2022	2022 1110	959.41	WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
12/07/2022	0006464061	328.53	BENEFIT SHOP TRASH/RECYCLE	V124657	GREENWASTE RECOVERY INC
12/07/2022	2022 1128 1	942.02	SC WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
12/07/2022	2022 1128 2	76.42	ANNEX WATER/FIRE	V125932	SANTA CRUZ MUNICIPAL UTILITIES
12/07/2022	2022 1128 3	24.98	SC WATER	V125932	SANTA CRUZ MUNICIPAL UTILITIES
12/12/2022	0006463767	1,730.24	SC TRASH/RECYCLE	V124657	GREENWASTE RECOVERY INC
12/12/2022	83377	863.37	WATSONVILLE UTILITIES	V100856	WATSONVILLE CITY UTILITIES
12/16/2022	2022 1207	196.03	SC PGE	V129169	PACIFIC GAS AND ELECTRIC CO
12/16/2022	2022 1211	182.23	ACCT33115 INTERNET SERVICES	V125912	THE INTERNET STORE INC
12/20/2022	2022 1211	1,139.99	WATSONVILLE PG&E	V129169	PACIFIC GAS AND ELECTRIC CO
12/20/2022	2022 1212	6,788.09	SANTA CRUZ PGE	V129169	PACIFIC GAS AND ELECTRIC CO

Consent Agenda Item 5.7

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Second Quarter Report of all Journal Entries made to the County of Santa Cruz and Interfaces for the County ISD Telecom Services

Recommendation:

Accept the second quarter report of all Journal Entries made to the County of Santa Cruz and interfaces for the County ISD Telecom Services for October 1, 2022 through December 31, 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 January 1, 2023 through March 31, 2023 will be included on the April 2023 agenda.

DATE: 02/13/23
 TO: Board of Directors, Santa Cruz County Animal Shelter
 FROM: Jeff Gaffney, Interim General Manager
 SUBJECT: Item 5.5 October 1, 2022 through December 31, 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 October 1, 2022 through December 31, 2022.

Actual Transactions

Posted	Document No	Amount	Description	Department
10/03/2022	JV230178	2,914.92	OCTOBER SCR911 SERVICES	Santa Cruz Regional 911
12/01/2022	JV230536	2,914.92	NOVEMBER RADIO SERVICES	Santa Cruz Regional 911
12/01/2022	JV230537	2,914.92	DECEMBER RADIO SERVICES	Santa Cruz Regional 911
Department Total		8,744.76		
10/01/2022	IB230020	2,719.29	JULY 2022 TELEPHONE CHGS ACTUA	ISD - Telecom
10/01/2022	IB230020	273.17	JULY 2022 TELEPHONE CHGS ACTUA	ISD - Telecom
11/01/2022	IB230045	314.97	AUGUST 2022 TELEPHONE CHGS	ISD - Telecom
11/01/2022	IB230045	2,810.87	AUGUST 2022 TELEPHONE CHGS	ISD - Telecom
11/15/2022	IB230082	331.26	SEPTEMBER 2022 TELEPHONE CHGS	ISD - Telecom
11/15/2022	IB230082	2,769.50	SEPTEMBER 2022 TELEPHONE CHGS	ISD - Telecom
12/07/2022	IB230129	2,710.42	OCTOBER 2022 TELEPHONE CHGS	ISD - Telecom
12/07/2022	IB230129	321.99	OCTOBER 2022 TELEPHONE CHGS	ISD - Telecom
Department Total		12,251.47		
11/09/2022	GS230003	435.58	WAREHOUSE CHARGES MONTH 9/2022	GSD - Warehouse
11/29/2022	GS230004	258.75	WAREHOUSE CHARGES MONTH 10/22	GSD - Warehouse
11/29/2022	GS230004	406.39	WAREHOUSE CHARGES MONTH 10/22	GSD - Warehouse
Department Total		1,100.72		
12/16/2022	IB230288	6,860.00	JULY 2022 NETWORK CONNECTION F	ISD
12/16/2022	IB230289	6,860.00	AUGUST 2022 NETWORK CONNECTIO	ISD
12/16/2022	IB230290	6,860.00	SEPTEMBER NETWORK CONNECTION F	ISD
12/16/2022	IB230291	6,860.00	OCTOBER 2022 NETWORK CONNECTIO	ISD
Department Total		27,440.00		
11/02/2022	JV230312	1,387.50	Robert Williams AC Citation	CAO's Office
11/15/2022	JV230351	950.00	Admin Hearing Officer Oct 2022	CAO's Office
Department Total		2,337.50		
10/17/2022	JV13916	4,338.00	FY 22.23 LIAB PROP CHARGES	Personnel
10/20/2022	JV13928	240.00	REGISTERED VETERINARY TECH	Personnel
10/20/2022	JV13928	155.00	ANIMAL CONTROL OFFICER I/II	Personnel
10/20/2022	JV13928	155.00	ANIMAL HEALTH SPECIALIST	Personnel
10/25/2022	JV13935	80.00	ANIMAL HEALTH SPECIALIST	Personnel
10/25/2022	JV13935	80.00	ANIMAL CONTROL OFFICER I	Personnel
10/25/2022	JV13935	240.00	REGISTERED VET TECHNICIAN	Personnel
Department Total		5,288.00		
10/12/2022	GS230106	413.40	JUNE22 FLEET CHGS - ACTUAL	GSD - Fleet
Department Total		413.40		
11/01/2022	JCOSTPLAN2223A	37,255.00	1ST QTR COST PLAN CHARGES	County
11/01/2022	JCOSTPLAN2223B	37,255.00	2ND QTR COST PLAN CHARGES	County
12/12/2022	JV230583	49,417.25	2ND QTR CERTS LEASE PMT	County
Department Total		123,927.25		

Consent Agenda Item 5.8

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Ratify Acceptance of Gifts Totaling \$52,531.92

Recommendation:

Ratify acceptance of a gift in the amount of \$7,000 from Morton Cohen.

Ratify acceptance of a gift in the amount of \$5,250 from the Griffin Family Foundation.

Ratify acceptance of a gift in the amount of \$5,226 from the Jury Room.

Ratify acceptance of a gift in the amount of \$35,055.92 from the Christine Bailey Trust.

For safety purposes, these gifts have already been deposited.

Consent Agenda Item 5.9

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Accept Donations Totaling \$14,381.94 from the Santa Cruz County Animal Shelter Foundation and Direct that the Checks be Deposited

Recommendation:

Accept donations totaling \$14,381.94 from the Santa Cruz County Animal Shelter Foundation and direct that the check be deposited.

Discussion:

The Santa Cruz County Animal Shelter Foundation provided a double-match of license renewals revenue received for December 2022 totaling \$6,381.94. Additionally, the Foundation raised and donated \$8,000 for the St. Pittie's Day and SomeBUNNY to Love events.

Regular Agenda Item 6.1

TO Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
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: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Financial Report for December 2022 and January 2023

Recommendation:

Approve this Financial Report as presented for the period from December 2022 and January 2023.

Discussion:

The fiscal year (FY) 2022-23 December/January period reflects total revenues of \$235,572 and expenditures of \$840,296. Total YTD revenues were 65.81% of a potential 58.33%. Total expenditures were 54.42% of a potential 58.33%.

Year to date licensing revenues through January are \$137,342. Last year's YTD licensing revenues were \$148,756. Current YTD licensing revenues are 7.67% lower than last year. This shortfall is due to January web licensing revenues of \$13,352 not being recorded until February 1. Financial report licensing revenue for the next period will likely offset this shortfall as it will include January licensing revenue along with February and March.

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

Revenues:	2022-2023 Final Budget	2022-2023 Est/Actuals	2022-2023 YTD Actuals	YTD Remaining	2021-2022 YTD Actuals
ANIMAL LICENSES	\$0	\$0	\$0	\$0	\$0
INTEREST	\$17,000	\$33,000	\$16,954	\$16,046	\$5,601
RENTS & CONCESSIONS	\$700	\$250	\$60	\$190	\$98
RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$120	\$80	\$80
ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$0
FED-FEMA	\$0	\$0	\$0	\$0	(\$0)
HUMANE SERVICES	\$250,000	\$200,000	\$108,477	\$91,523	\$116,509
ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$1,600	\$1,000	\$1,081
COST RECOVERY-OTHER	\$5,500	\$4,000	\$2,621	\$1,379	\$1,641
MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$2,344,347	\$1,004,719	\$2,455,767
CHARGES FOR CURRENT SERVICES	\$14,000	\$0	\$0	\$0	\$0
ADMIN FINE FEES	\$5,000	\$4,250	\$2,400	\$1,850	\$2,800
GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$10,237	\$4,763	\$0
ANIMAL MICROCHIP FEES	\$10,000	\$6,000	\$3,515	\$2,485	\$3,475
ANIMAL RABIES FEES	\$9,000	\$5,000	\$2,696	\$2,304	\$3,723
ANIMAL SPAY&NEUTER FEES	\$20,000	\$10,000	\$6,058	\$3,942	\$9,498
SALES-OTHER-TAXABLE	\$80,000	\$90,000	\$51,606	\$38,394	\$48,286
CASH OVERRAGES	\$0	\$0	\$0	(\$0)	\$4
CONTRIBUTIONS and DONATIONS	\$460,000	\$530,000	\$357,077	\$172,923	\$270,763
NSF CHECKS	\$0	\$0	(\$214)	\$214	(\$550)
OTHER REVENUE	\$40,000	\$40,000	\$14,865	\$25,135	\$14,421
LICENSES - CAPITOLA	\$9,000	\$8,000	\$3,893	\$4,107	\$4,361
LICENSES - SANTA CRUZ	\$60,000	\$50,000	\$26,363	\$23,637	\$29,902
LICENSES- SCOTTS VALLEY	\$17,000	\$14,000	\$7,053	\$6,947	\$8,682
LICENSES- COUNTY	\$180,000	\$160,000	\$85,595	\$74,405	\$90,187
LICENSES- WATSONVILLE	\$35,000	\$26,000	\$14,438	\$11,562	\$15,624
TOTAL REVENUES:	\$4,579,066	\$4,547,366	\$3,059,760	\$1,487,606	\$3,081,952

Less Expenditures:

Salaries and Benefits	\$3,337,731	\$3,030,081	\$1,747,066	\$1,283,015	\$1,499,686
Services and Supplies	\$1,165,358	\$1,360,239	\$781,517	\$578,722	\$585,271
Other Uses	\$167,525	\$167,525	\$74,510	\$93,015	\$83,773
Fixed Assets	\$45,000	\$135,000	\$103,184	\$31,816	\$0
Operating Transfers Out	\$103,030	\$103,030	\$103,030	\$0	\$102,010
TOTAL EXPENDITURES:	\$4,818,644	\$4,795,875	\$2,809,306	\$1,986,568	\$2,270,740

Plus Contingency:

TOTAL EXPENDITURES INCLUDING CONTINGENCY:	\$186,954	\$0	\$0	(\$0)	\$0
	\$5,005,598	\$4,795,875	\$2,809,306	\$1,986,568	\$2,270,740

NET REVENUES OVER (UNDER) EXPENDITURE **(\$426,532)** **(\$248,509)** **\$250,454** **(\$498,962)** **\$811,212**

BEGINNING FUND BALANCE - UNDESIGNATED \$1,384,065 \$1,384,065 \$1,384,065 \$1,384,065 \$1,384,065
(unaudited ending balance from 6/30/22)

ENDING FUND BALANCE - UNDESIGNATED \$957,534 \$1,135,557 \$1,634,519 \$885,103 \$2,195,277

ANIMAL LICENSE DETAIL

	2022-23 YTD Actuals	2021-22 YTD Actuals	PY COMPARISON
LICENSES - CAPITOLA	\$3,893	\$4,361	(\$468)
LICENSES - SANTA CRUZ	\$26,363	\$29,902	(\$3,539)
LICENSES- SCOTTS VALLEY	\$7,053	\$8,682	(\$1,629)
LICENSES- COUNTY	\$85,595	\$90,187	(\$4,592)
LICENSES- WATSONVILLE	\$14,438	\$15,624	(\$1,186)

* 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 1/31/23 from Finance Enterprise
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	22/23 Est./Actuals	December Actuals	January Actuals	22/23 YTD Actuals	YTD Remaining	59%	59%	21/22 YTD Actuals	COMPARE THRU JAN PY ACTUALS	January Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized				
51000	SALARIES & BENF	\$3,337,731	\$3,337,731	\$3,030,081	\$210,983	\$226,944	\$1,747,066	\$1,283,015	52.34%	53.97%	\$1,499,686	\$247,380	\$202,819	\$2,778,870
61000	SERVICES & SUPL	\$1,165,358	\$1,224,980	\$1,360,239	\$206,449	\$144,523	\$781,517	\$578,722	63.80%	50.19%	\$585,271	\$196,245	\$117,370	\$1,166,006
70000	OTHER CHARGES	\$167,525	\$167,525	\$167,525	\$0	\$0	\$74,510	\$93,015	44.48%	50.00%	\$83,773	(\$9,263)	\$0	\$167,545
86110	BUILDINGS AND IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
86204	FIXED ASSETS	\$45,000	\$142,085	\$135,000	\$43,789	\$7,608	\$103,184	\$31,816	72.62%	0.00%	\$0	\$103,184	\$0	\$53,324
90000	OTHER FINANCING USES	\$103,030	\$103,030	\$103,030	\$0	\$0	\$103,030	\$0	100.00%	0.00%	\$102,010	\$1,020	\$0	\$102,010
98700	CONTINGENCIES	\$186,954	\$186,954	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
51000-98700	TOTAL EXPENDITURES	\$5,005,598	\$5,162,305	\$4,795,875	\$461,221	\$379,075	\$2,809,306	\$1,986,568	54.42%	97.03%	\$2,270,740	\$538,566	\$320,188	\$4,267,755
40100-42500	TOTAL REVENUES	\$4,579,066	\$4,649,066	\$4,547,366	\$128,240	\$107,332	\$3,059,760	\$1,487,606	65.81%	71.19%	\$3,081,952	(\$22,192)	\$492,995	\$4,329,227
	NET COST	\$426,532	\$513,239	\$248,509	\$332,981	\$271,743	(\$250,454)	\$498,962	-48.80%	1319.65%	(\$811,212)	(\$560,758)	(\$172,807)	(\$61,472)
51000	REGULAR PAY-PER	1,975,003	1,975,003	1,757,971	\$138,092	\$132,810	\$1,004,519	\$753,452	50.86%	51.76%	\$846,347	\$158,172	\$120,682	1,635,246
51005	OVERTIME PAY-PE	7,500	7,500	17,247	\$1,183	\$2,429	\$9,763	\$7,485	130.17%	82.04%	\$10,997	(\$1,234)	\$4,068	13,405
51010	REGULAR PAY-EXT	60,000	60,000	74,242	\$5,335	\$5,483	\$42,024	\$32,217	70.04%	61.38%	\$34,660	\$7,364	\$3,396	56,471
51040	DIFFERENTIAL PAY	32,000	32,000	24,381	\$2,477	\$2,624	\$13,801	\$10,580	43.13%	50.79%	\$14,201	(\$400)	\$1,712	27,961
52010	OASDI-SOCIAL SE	148,296	148,296	141,126	\$10,784	\$10,856	\$79,882	\$61,244	53.87%	52.06%	\$67,391	\$12,491	\$9,722	129,448
52015	RETIREMENT	576,856	576,856	457,087	\$37,115	\$36,805	\$258,728	\$198,358	44.85%	52.32%	\$225,802	\$32,927	\$32,914	431,568
53010	EMPLOYEE INSURA	486,264	486,264	506,215	\$15,996	\$35,937	\$286,537	\$219,679	58.93%	58.10%	\$255,798	\$30,739	\$30,325	440,280
53015	UNEMPLOYMENT IN	8,673	8,673	8,673	\$0	\$0	\$8,673	(\$0)	100.00%	100.00%	\$5,297	\$3,376	\$0	5,297
54010	WORKERS COMPENS	43,139	43,139	43,139	\$0	\$0	\$43,139	(\$0)	100.00%	100.00%	\$39,194	\$3,945	\$0	39,194
51000	SALARIES & BENF	\$3,337,731	\$3,337,731	\$3,030,081	\$210,983	\$226,944	\$1,747,066	\$1,283,015	52.34%	53.97%	\$1,499,686	\$247,380	\$202,819	\$2,778,870
61115	POLICE SAFETY EQUIPMENT	500	500	500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$361	(\$361)	\$0	800
61125	UNIFORM REPLACEMENT	1,500	1,500	6,000	\$2,818	\$620	\$5,314	\$686	354.28%	87.24%	\$3,421	\$1,894	\$0	3,921
61215	RADIO SERVICES	35,000	35,000	35,000	\$5,830	\$8,196	\$25,686	\$9,314	73.39%	66.67%	\$22,596	\$3,090	\$5,649	33,894
61220	TELECOM SERVICES	40,000	40,000	40,000	\$3,032	\$3,138	\$15,242	\$24,758	38.11%	44.45%	\$17,780	(\$2,537)	\$3,301	40,000
61310	FOOD	20,000	20,000	30,000	\$1,610	\$1,923	\$17,829	\$12,171	89.14%	59.07%	\$13,883	\$3,946	\$2,394	23,500
61412	JANITORIAL SERVICES	11,500	11,500	11,500	\$875	\$875	\$5,250	\$6,250	45.65%	50.00%	\$5,250	\$0	\$875	10,500
61525	LIABILITY INSURANCE	60,000	60,000	60,000	\$500	\$0	\$53,343	\$6,657	88.91%	101.60%	\$45,984	\$7,359	\$0	45,259
61535	OTHER INSURANCE	4,338	4,338	4,338	\$0	\$0	\$4,338	\$0	100.00%	0.00%	\$3,618	\$720	\$0	3,618
61720	MAINT-MOBILE EQUIPMENT-SERV	7,500	7,500	12,000	\$7,963	\$585	\$10,216	\$1,784	136.21%	35.03%	\$2,637	\$7,579	\$602	7,527
61725	MAINT-OFFICE EQUIPMENT	3,500	3,500	3,500	\$165	\$473	\$1,702	\$1,798	48.62%	59.34%	\$1,047	\$654	\$165	1,765
61730	MAINT-OTHER EQUIP-SVCS	17,500	17,500	17,500	\$0	\$0	\$436	\$17,064	2.49%	83.02%	\$1,787	(\$1,351)	\$0	2,152
61731	MAINT-OTHER EQUIP-SUP	1,500	1,500	1,500	\$0	\$0	\$0	\$1,500	0.00%	0.00%	\$0	\$0	\$0	1,000
61835	FACILITIES MAINT	7,500	7,500	10,000	\$2,195	\$0	\$5,235	\$4,765	69.80%	5.33%	\$960	\$4,275	\$960	18,000
61845	MAINT STRUCT IM	1,000	1,000	1,000	\$0	\$0	\$0	\$1,000	0.00%	1.47%	\$15	(\$15)	\$15	1,000
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61920	MEDICAL, DENTAL & LAB SUPPLIES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61922	OTHER MEDICAL MATERIALS	80,000	80,000	120,000	\$13,186	\$8,105	\$71,264	\$48,736	89.08%	35.25%	\$31,722	\$39,541	\$5,151	90,000
62020	MEMBERSHIPS	3,000	3,000	3,000	\$0	\$0	\$0	\$3,000	0.00%	87.30%	\$2,406	(\$2,406)	\$0	2,756
62111	MISCELLANEOUS EXPENSES	14,000	14,000	14,000	\$601	\$371	\$972	\$13,028	6.94%	45.63%	\$6,388	(\$5,416)	(\$85)	14,000

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2022-2023**

As of 1/31/23 from Finance Enterprise
SC CO ANIMAL SERVICES AUTHORITY
Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	22/23 Est./Actuals	December Actuals	January Actuals	22/23 YTD Actuals	YTD Remaining	59%	59%	21/22 YTD Actuals	COMPARE	January Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU JAN PY ACTUALS		
62112	CASH SHORTAGES	50	50	50	\$0	\$0	\$3	\$47	0.00%	100.75%	\$40	(\$38)	\$0	40
62214	DUPLICATING SVCS.	5,000	5,000	5,000	\$1,891	\$0	\$2,114	\$2,886	42.29%	34.34%	\$1,373	\$741	\$79	4,000
62217	MISC NONINVENTORIAL ITEMS EXPENSE	0	0	0	\$0	\$0	\$0	\$0	0.00%	100.00%	\$100	(\$100)	\$0	100
62219	PC SOFTWARE PURCHASES	8,000	8,000	8,060	\$0	\$0	\$8,060	(\$0)	100.75%	91.99%	\$6,296	\$1,764	\$0	6,845
62221	POSTAGE	12,000	12,000	12,000	\$2,153	\$0	\$6,288	\$5,712	52.40%	54.94%	\$6,593	(\$305)	\$2,019	12,000
62222	SUBSCRIPTIONS/PERIODICALS	500	500	500	\$0	\$0	\$225	\$275	44.97%	5.70%	\$210	\$15	\$0	3,679
62223	SUPPLIES	75,000	75,000	70,000	\$8,727	\$375	\$33,064	\$36,936	44.08%	41.43%	\$33,140	(\$76)	\$6,393	80,000
62225	NON-PC SOFTWARE	250	250	250	\$0	\$0	\$0	\$250	0.00%	0.00%	\$0	\$0	\$0	250
62226	INVENTORIAL ITEMS	20,000	20,000	20,000	\$0	\$0	\$3,189	\$16,811	15.95%	0.00%	\$0	\$3,189	\$0	60,000
62301	ACCOUNTING & AUDITING	15,000	15,000	15,000	\$0	\$6,400	\$0	\$15,000	0.00%	0.00%	\$0	\$0	\$0	15,000
62310	BANKING SERVICES	17,500	17,500	17,500	\$1,588	\$943	\$7,219	\$10,281	41.25%	54.53%	\$9,543	(\$2,324)	\$3,157	17,500
62316	COMPUTER PROF SVCS	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62317	CONSULT/MGT/PC SVCE.	22,500	28,000	33,000	\$110	\$108	\$31,257	\$1,743	111.63%	87.73%	\$19,739	\$11,518	\$133	22,500
62318	COUNTY COUNSEL	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62325	DATA PROCESSING	82,320	82,320	82,320	\$27,440	\$13,720	\$41,160	\$41,160	50.00%	50.00%	\$41,160	\$0	\$0	82,320
62330	DPW SERVICES - GENERAL MONEY	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
62360	LEGAL SERVICES	0	0	40,000	\$9,098	\$12,985	\$30,936	\$9,064	0.00%	0.00%	\$0	\$30,936	\$0	0
62381	PROF & SPECIAL	107,800	141,249	105,000	\$6,666	\$6,104	\$57,349	\$47,651	40.60%	44.76%	\$32,226	\$25,123	\$4,910	72,000
62399	VETERINARIAN SERVICES	100,000	100,000	170,000	\$35,401	\$12,237	\$103,229	\$66,771	103.23%	37.13%	\$51,980	\$51,249	\$10,982	140,000
62500	EQUIPMENT RENTS & LEASES-	0	0	0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	0
62610	RENTS & LEASES-	248,000	267,673	267,673	\$49,417	\$51,217	\$150,652	\$117,021	56.28%	75.00%	\$148,252	\$2,400	\$49,417	197,669
62710	FIELD EQUIPMENT	1,500	1,500	1,500	\$1,432	\$0	\$1,432	\$68	95.45%	69.12%	\$829	\$602	\$695	1,200
62715	SMALL TOOLS & INSTRUMENTS	0	1,000	1,000	\$314	\$0	\$344	\$656	34.42%	#DIV/0!	\$0	\$344	\$0	0
62801	ADVERTISING & PROMOTION	4,000	4,000	4,000	\$0	\$0	\$1,170	\$2,830	29.25%	64.63%	\$2,707	(\$1,537)	\$1,360	4,189
62810	S/APP CNTR SRV-PLNT MNT & RPR	0	0	0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	(\$980)	0
62842	INVENTORY MATERIALS PURCHASED	20,000	20,000	20,000	\$7,601	\$0	\$10,613	\$9,387	53.07%	53.76%	\$12,089	(\$1,475)	\$2,450	22,486
62857	SPECIAL MISC EXP-SUPPLIES	500	500	500	\$0	\$0	\$0	\$500	0.00%	41.67%	\$376	(\$376)	\$368	903
62890	SUBSCRIPTIONS/BOOKS	500	500	500	\$0	\$0	\$0	\$500	0.00%	0.00%	\$0	\$0	\$0	510
62893	TOWING	0	0	347	\$0	\$0	\$347	\$1	0.00%	0.00%	\$0	\$347	\$0	0
62914	TRAVEL-EDUCATION	2,500	2,500	2,500	\$264	\$0	\$1,121	\$1,379	44.84%	86.08%	\$2,041	(\$920)	\$67	2,371
62920	GAS, OIL, FUEL	20,000	20,000	20,000	\$2,212	\$2,034	\$10,709	\$9,291	53.54%	43.63%	\$8,725	\$1,983	\$1,708	20,000
62922	TRAVEL-LODGING	1,500	1,500	1,066	\$1,066	\$0	\$1,066	(\$0)	71.09%	0.00%	\$0	\$1,066	\$0	992
62924	TRAVEL-MEALS	500	500	785	\$0	\$785	\$785	(\$0)	157.00%	7.12%	\$18	\$767	\$0	257
62926	TRAVEL-MILEAGE	500	500	250	\$0	\$0	\$69	\$181	13.75%	100.55%	\$88	(\$20)	\$0	88
62928	TRAVEL-OTHER	100	100	100	\$21	\$0	\$21	\$79	21.00%	4.49%	\$32	(\$11)	\$0	714
62930	REGISTRATIONS	1,000	1,000	1,000	\$0	\$0	\$0	\$1,000	0.00%	0.00%	\$0	\$0	\$0	225
62935	SERVICE CENTER	500	500	500	\$0	\$0	\$413	\$87	0.00%	0.00%	\$0	\$413	\$0	476
62940	TRAVEL ADVANCES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
63070	UTILITIES	90,000	90,000	90,000	\$12,272	\$13,328	\$61,856	\$28,144	68.73%	48.84%	\$47,858	\$13,998	\$15,585	98,000
74230	PRINCIPAL ON LEASE PUCHASES	0	0	0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	0
61000	SERVICES & SUPPLIES	\$1,165,358	\$1,224,980	\$1,360,239	\$206,449	\$144,523	\$781,517	\$578,722	63.80%	50.19%	\$585,271	\$443,625	\$117,370	\$1,166,006
75239	CONTRIBUTIONS TO COUNTY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0

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Organization: 70 28

Pos + = UP
Neg () = DOWN

Acct	Acct Title	22/23 Final Budget	22/23 Adj. Budget	22/23 Est./Actuals	December Actuals	January Actuals	22/23 YTD Actuals	YTD Remaining	59%	59%	21/22 YTD Actuals	COMPARE	January Actuals	21/22 Est./Actuals
									Percentage of CY Budget Actualized	Percentage of PY EA's Actualized		THRU JAN PY ACTUALS		
75315	COUNTY OVERHEAD (see 3550)	\$167,525	\$167,525	\$167,525	\$0	\$0	\$74,510	\$93,015	44.48%	50.00%	\$83,773	\$0	\$0	\$167,545
70000	OTHER CHARGES	\$167,525	\$167,525	\$167,525	\$0	\$0	\$74,510	\$93,015	44.48%	50.00%	\$83,773	(\$9,263)	\$0	\$167,545
86204	EQUIPMENT	\$0	\$20,000	\$20,000	\$16,382	\$0	\$16,382	\$3,618	81.91%	0.00%	\$0	\$16,382	\$0	\$16,239
86208	MEDICAL EQUIPMENT	\$45,000	\$45,000	\$45,000	\$27,407	\$7,608	\$45,567	(\$567)	101.26%	0.00%	\$0	\$45,567	\$0	\$30,000
86209	MOBILE EQUIPMENT	\$0	\$70,000	\$70,000	\$0	\$0	\$41,235	\$28,765	58.91%	0.00%	\$0	\$41,235	\$0	\$0
86210	OFFICE EQUIPMENT	\$0	\$7,085	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$7,085
86204	FIXED ASSETS	\$45,000	\$142,085	\$135,000	\$43,789	\$7,608	\$103,184	\$31,816	72.62%	0.00%	\$0	\$103,184	\$0	\$53,324
90000	OPERATING TRSF OUT	\$103,030	\$103,030	\$103,030	\$0	\$0	\$103,030	\$0	100.00%	134.13%	\$102,010	\$1,020	\$0	\$102,010
90000	OTHER FINANCING USES	\$103,030	\$103,030	\$103,030	\$0	\$0	\$103,030	\$0	100.00%	0.00%	\$102,010	\$1,020	\$0	\$102,010
98700	APPROP FOR CONTINGENCIES	\$186,954	\$186,954	\$186,954	\$0	\$0	\$0	\$186,954	0.00%	0.00%	\$0	\$0	\$0	\$0
98700	CONTINGENCIES	\$186,954	\$186,954	\$186,954	\$0	\$0	\$0	\$186,954	0.00%	0.00%	\$0	\$0	\$0	\$0
40100	PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40230	ANIMAL LICENSES	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0
40430	INTEREST	\$17,000	\$17,000	\$33,000	\$4,386	\$0	\$16,954	\$16,046	99.73%	50.92%	\$5,601	\$11,353	\$947	\$11,000
40440	RENTS & CONCESS	\$700	\$700	\$250	\$0	\$29	\$60	\$190	8.56%	49.00%	\$98	(\$38)	\$29	\$200
40441	RENTAL DEPOSIT/FORFEIT REVENUE	\$200	\$200	\$200	\$110	\$0	\$120	\$80	60.00%	57.14%	\$80	\$40	\$30	\$140
40810	ST-NATURAL DISASTER ASSISTANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$0	\$0
40872	ST-MANDATED COST REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
40984	STATE-OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41093	FED-FEMA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	(\$0)	\$0	\$0	\$0
41096	INTERGOVERNMENTAL REV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41148	FED-CARES ACT CRF FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
41510	HUMANE SERVICES	\$250,000	\$250,000	\$200,000	\$6,455	\$21,588	\$108,477	\$91,523	43.39%	54.19%	\$116,509	(\$8,032)	\$23,424	\$215,000
42010	ADMINISTRATIVE SERVICES	\$2,600	\$2,600	\$2,600	\$224	\$254	\$1,600	\$1,000	61.54%	54.05%	\$1,081	\$519	\$252	\$2,000
42022	COST RECOVERY-OTHER	\$5,500	\$5,500	\$4,000	\$436	\$321	\$2,621	\$1,379	47.65%	36.47%	\$1,641	\$979	\$183	\$4,500
42044	MEMBER CONTRIBUTION	\$3,349,066	\$3,349,066	\$3,349,066	\$0	\$0	\$2,344,347	\$1,004,719	70.00%	80.66%	\$2,455,767	(\$111,420)	\$324,536	\$3,044,616
42047	OTHER CHARGES CURRRENT SERVICES	\$14,000	\$14,000	\$0	\$0	\$0	\$0	(\$0)	0.00%	0.00%	\$0	\$0	\$0	\$10,650
42073	ADMINISTRATIVE FINE FEES	\$5,000	\$5,000	\$4,250	\$263	\$250	\$2,400	\$1,850	48.00%	43.08%	\$2,800	(\$400)	\$93	\$6,500
42074	GRANT SERVICES-NON INTERGOV	\$15,000	\$15,000	\$15,000	\$2,188	\$2,958	\$10,237	\$4,763	0.00%	0.00%	\$0	\$10,237	\$0	\$5,000
42202	ENDOWMENT CARE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42205	ANIMAL MICROCHIP FEES	\$10,000	\$10,000	\$6,000	\$245	\$1,075	\$3,515	\$2,485	35.15%	40.88%	\$3,475	\$40	\$420	\$8,500
42206	ANIMAL RABIES FEES	\$9,000	\$9,000	\$5,000	\$270	\$728	\$2,696	\$2,304	29.96%	53.19%	\$3,723	(\$1,027)	\$336	\$7,000
42207	ANIMAL SPAY&NEUTER FEES	\$20,000	\$20,000	\$10,000	\$25	\$2,455	\$6,058	\$3,942	30.29%	33.33%	\$9,498	(\$3,440)	\$897	\$28,500
42234	SALES-OTHER-TAXABLE	\$80,000	\$80,000	\$90,000	\$9,739	\$2,892	\$51,606	\$38,394	64.51%	52.48%	\$48,286	\$3,320	\$9,625	\$92,000
42362	CASH OVERAGES	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	0.00%	75.00%	\$4	(\$4)	\$0	\$5
42372	CONTRIBUTIONS AND DONATIONS	\$460,000	\$530,000	\$530,000	\$82,195	\$62,552	\$357,077	\$172,923	67.37%	46.28%	\$270,763	\$86,314	\$92,948	\$585,000
42375	INSURANCE PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42380	NSF CHECKS	\$0	\$0	\$0	(\$125)	\$0	(\$214)	\$214	0.00%	94.18%	(\$550)	\$336	\$0	(\$584)
42381	NSF CHECKS-RETURNED CHECK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	#DIV/0!	\$0	\$0	\$0	\$0
42384	OTHER REVENUE	\$40,000	\$40,000	\$40,000	\$2,566	\$1,345	\$14,865	\$25,135	37.16%	36.05%	\$14,421	\$445	\$2,525	\$40,000
42390	UNCLAIMED MONEY-ESCHEATED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42500	BOND PROCEEDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	\$0	\$0	\$0	\$0
42981	LICENSES - CAPITOLA	\$9,000	\$9,000	\$8,000	\$407	\$203	\$3,893	\$4,107	43.26%	0.00%	\$4,361	(\$468)	\$896	\$8,200
42982	LICENSES - SANTA CRUZ	\$60,000	\$60,000	\$50,000	\$2,679	\$1,833	\$26,363	\$23,637	43.94%	0.00%	\$29,902	(\$3,539)	\$7,323	\$53,000
42983	LICENSES- SCOTTS VALLEY	\$17,000	\$17,000	\$14,000	\$925	\$622	\$7,053	\$6,947	41.49%	0.00%	\$8,682	(\$1,629)	\$2,127	\$14,000
42984	LICENSES- COUNTY	\$180,000	\$180,000	\$160,000	\$13,174	\$6,577	\$85,595	\$74,405	47.55%	0.00%	\$90,187	(\$4,592)	\$22,249	\$165,000
42986	LICENSES- WATSONVILLE	\$35,000	\$35,000	\$26,000	\$2,079	\$1,651	\$14,438	\$11,562	41.25%	0.00%	\$15,624	(\$1,186)	\$4,155	\$29,000
40100-42500	REVENUES	\$4,579,066	\$4,649,066	\$4,547,366	\$128,240	\$107,332	\$3,059,760	\$1,487,606	65.81%	71.19%	\$3,081,952	(\$22,192)	\$492,995	\$4,329,227

Regular Agenda Item 6.3

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Jeff Gaffney, Interim General Manager
DATE: February 13, 2023
SUBJECT: Registered Veterinary Technician Hiring and Retention Incentive Program

Recommendation

Adopt a resolution authorizing the Santa Cruz County Animal Services Authority (ASA) to establish a \$15,000 hiring and retention incentive program for general representation employees possessing a Registered Veterinary Technician license.

Discussion

The Shelter has experienced great difficulty in recruiting, hiring, and retaining Registered Veterinary Technicians (RVTs). The RVT position has been under continuous recruitment for almost a year and half (since Fall 2021) and the Shelter has received very few applications, with none moving on to the interview phase of the process.

Similar to the shortage of veterinarians, there is also a shortage of RVTs throughout the region and nation. The Shelter is competing against a variety of other facilities that offer higher pay and/or signing bonuses. The Shelter's benefits package, which includes medical insurance and a pension plan, is currently not as compelling when prospective employees can access competitive healthcare rates through Covered California and the high cost of housing poses a significant immediate affordability barrier to qualified applicants, despite the long-term benefit of vesting in a pension plan.

The RVT position requires possession of an RVT license, which involves completion of a two-year degree program and successful passage of the RVT examination. Additionally, several years of on the job training and experience are required to excel in the Shelter's challenging work environment where RVTs participate in high-volume spay/neuter clinics, triage sick animals, vaccinate Shelter animals, and perform a variety of animal health examinations and procedures on a daily basis.

In order to become a more attractive option for current job seekers and to improve retention, the Shelter proposes to offer a \$7,500 hiring incentive upon employment and an additional \$7,500 retention incentive upon completion of 2,080 hours of service (approximately one year). For equity, the Shelter would also provide existing general representation employees who possess an RVT license (two staff currently qualify) the \$7,500 hiring incentive now and the \$7,500 retention incentive after 2,080 hours of service (approximately one year) following receipt of the hiring incentive.

New hires or existing employees who receive the hiring incentive would be required to repay it if they leave within 2,080 hours of service (approximately one year) of receiving the initial incentive. Similarly, new hires or existing employees who receive the hiring and retention incentive would be required to repay the entire \$15,000 if they leave within 4,160 hours of service (approximately two years) of receiving the initial incentive. The Shelter's budget includes two RVT positions (one filled and one vacant) and one Animal Services Coordinator who possesses an RVT license.

Total cost is expected to be up to \$22,500 in FY 2022-23 and \$22,500 in FY 2023-24. The program would be used on an ongoing basis or until the ASA Board determines it is no longer necessary. Implementation of this program would begin upon approval of the ASA Board and the Santa Cruz County Board of Supervisors since general representation employment benefits are currently administered by the County of Santa Cruz.

BEFORE THE SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY
BOARD OF DIRECTORS, STATE OF CALIFORNIA

RESOLUTION NO. _____

On the motion of Director:
Duly seconded by Director:
The following resolution is adopted:

**RESOLUTION ESTABLISHING A HIRING AND RETENTION INCENTIVE
PROGRAM FOR REGISTERED VETERINARY TECHNICIANS**

WHEREAS, Registered Veterinary Technicians are essential to the Santa Cruz County Animal Services Authority's ("ASA") successful performance of many of its core activities including spay/neuter clinics, vaccinations and immunizations, health assessments, and euthanasia services; and

WHEREAS, the ASA has experienced great difficulty in recruiting, hiring, and retaining Registered Veterinary Technicians; and

WHEREAS, hiring and retention programs have proven effective in recruiting and retaining staffing in difficult to fill position.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Board of Directors of the Santa Cruz County Animal Services Authority that the following actions be taken:

- 1) Establish a Registered Veterinarian Technician (RVT) hiring and retention incentive program;
- 2) Provide a hiring incentive of \$7,500 (minus legally required taxes) to any new hire or existing general representation employee who possess a valid RVT license;
- 3) Provide a retention incentive of \$7,500 (minus legally required taxes) to any new hire or existing general representation employee who possess a valid RVT license upon completion of 2,080 hours of service (approximately one year) following receipt of the hiring incentive;
- 4) Require payment to be based on full-time equivalent hours and be pro-rated for part-time employees;
- 5) Limit hiring and retention incentives payable to any one employee to \$15,000;

- 6) Require incentive recipients to reimburse the ASA the entire \$7,500 hiring incentive if they separate from ASA employment prior to completing 2,080 hours of service (approximately one year) after receipt of the hiring incentive;
- 7) Require incentive recipients to reimburse the ASA the entire \$15,000 hiring and retention incentive if they separate from ASA employment prior to completing 4,160 hours of service (approximately two years) after receipt of the hiring incentive;
- 8) Authorize the ASA to utilize the program on an ongoing basis or until a time when the ASA Board determines it is no longer necessary; and
- 9) Authorize the ASA Board Chair, ASA General Manager, Personnel Director, and the Auditor Controller – Treasurer – Tax Collector to take all necessary administrative actions to implement this resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz County Animal Services Authority, this _____ day of _____, 2023 by the following vote:

AYES: Directors
 NOES: Directors
 ABSENT: Directors

 Chair of the Animal Services Authority Board

ATTEST: _____
 Secretary of the Board

Approved as to Form:

 Attorney for the Santa Cruz County ASA

Regular Agenda Item 6.4

TO: Santa Cruz County Animal Shelter Board of Directors
FROM: Nicole Coburn, Board Member
DATE: February 13, 2023
SUBJECT: Appointment of General Manager

Recommendation:

1. Appoint Amber Rowland to serve as General Manager effective March 23, 2023.
2. Approve the Employment Agreement between the Santa Cruz County Animal Services Authority and Amber Rowland, and authorize the Board Chair to execute the agreement.

Discussion:

Following a nationwide and competitive recruitment process, the Board of Directors selected Amber Rowland to serve as General Manager. Ms. Rowland comes to the Animal Shelter with 17 years of experience in animal services including shelter operations, animal behavior, control and handling, adoptions, volunteer coordination, community outreach, fundraising, event planning, and staff training. She's held multiple roles at Salt Lake County Animal Services and the City of Austin Animal Services Department, and she currently works for the City of Austin Public Health Department. She's passionate about animal welfare and has a clear understanding and appreciation of our approach as a socially conscious animal shelter.

During the special meeting on January 20, 2023, the Board met in closed session, unanimously selected Ms. Rowland as the General Manager, and appointed Ms. Coburn as its negotiator. Following the special meeting, Ms. Coburn extended a conditional job offer while Wendi Brown Creative Partners, Inc. completed thorough background and reference checks. Ms. Rowland will also be required to complete a pre-employment in-processing session with the Santa Cruz County Personnel Department prior to her start date.

The Santa Cruz County Animal Services Authority (SCCASA) is the hiring authority for the General Manager who will serve pursuant to the attached Employment Agreement. This Agreement includes the following terms and conditions:

- Term – Ms. Rowland's start date is March 23, 2023, and she is an at-will employee who serves at the pleasure of the Board.
- Salary – Ms. Rowland will be hired at Step 6 with an annual salary of \$186,576, and she will receive a cost of living adjustment of 3% on September 16, 2023 and September 14, 2024.

- Hiring and Retention Incentive – Ms. Rowland will receive a hiring and retention incentive of \$30,000, which will be reimbursed if she leaves before three years.
- Vacation Leave – Approximately 31 days per year based on her years of service with other public agencies.
- Sick Leave – Advanced 48 hours offset against the regular rate of accrual on a per pay period basis as the credit is exhausted.
- Administrative Leave – Advanced 40 hours to be used as paid time off and accrue 80 hours annually to be taken as leave or in cash.
- Moving Expenses – Up to \$10,000 for relocation expenses upon submittal of receipts.

The Board wishes to thank Mr. Gaffney for stepping in as Interim General Manager and balancing this role with his roles as County Parks Director. He's done an incredible job leading the Animal Shelter since October 2022. The Board also wishes to thank Ms. Townsend, the SCCASA Attorney, for partnering with Mr. Gaffney to help with on-site management and operational support services during the recruitment and transition.

EMPLOYMENT AGREEMENT

This Employment Agreement (“AGREEMENT”) by and among the Santa Cruz County Animal Services Authority, a public entity formed pursuant to Section 6500 *et. seq.* of the California Government Code (hereinafter referred to as "SCCASA"), and Amber Rowland, an individual (hereinafter referred to as "EMPLOYEE") (collectively referred to hereafter as the “Parties”), is entered into on the date by which it has been duly approved and executed by all Parties hereto.

WHEREAS, the SCCASA was established pursuant to a Joint Powers Agreement executed on June 18, 2002; and

WHEREAS, the Joint Powers Agreement provides that the Board of Directors of the SCCASA shall appoint the General Manager for the SCCASA; and

WHEREAS, the SCCASA desires to hire EMPLOYEE as the General Manager and EMPLOYEE desires to serve as the General Manager for the SCCASA beginning March 23, 2023; and

WHEREAS, the SCCASA and EMPLOYEE agree and acknowledge that EMPLOYEE’s employment as General Manager is governed by this Agreement.

NOW, THEREFORE, in exchange for the mutual promises, covenants and conditions contained herein, the Parties mutually agree as follows:

1. Duties

(a) EMPLOYEE is hereby employed as the General Manager of the SCCASA. EMPLOYEE shall do and perform all services, acts, or things necessary to conduct the operations of the SCCASA in the EMPLOYEE’s capacity as the General Manager.

(b) EMPLOYEE shall perform their duties to the best of their ability in accordance with the highest professional and ethical standards of the profession and shall comply with all general rules and regulations established by the SCCASA and relevant laws and regulations governing animal services in California.

(c) EMPLOYEE shall not engage in any activity, which is or may become a conflict of interest, prohibited by contract, or which may create an incompatibility of office as defined under California or Federal laws. EMPLOYEE shall comply fully with their reporting and disclosure obligations under regulations promulgated by the Fair Political Practices Commission (FPPC) and the SCCASA.

(d) EMPLOYEE shall dedicate their full energies and qualifications to their employment as General Manager, and shall not engage in any other duties or services for compensation except as may be specifically approved in writing in advance by the Board of Directors of the SCCASA.

2. Term

EMPLOYEE acknowledges that they are an at-will employee who serves at the pleasure of the SCCASA. As such, their employment may be terminated by the SCCASA without cause. The term of this Agreement shall begin on March 23, 2023. This Agreement will be of indeterminate length subject to the termination clause in Section 5 or until terminated by the event of retirement, death or permanent disability of EMPLOYEE.

3. Salary

(a) EMPLOYEE's initial annual salary will be \$186,576 payable in installments at the same time as other employees of the SCCASA are paid and subject to customary payroll taxes and withholding. EMPLOYEE's salary is compensation for all hours worked and for all services rendered under this Agreement. EMPLOYEE shall be exempt from overtime pay provisions of California law (if any) and Federal law.

(b) EMPLOYEE shall receive a hiring and retention incentive of \$30,000 payable in two installments and subject to customary payroll taxes and withholding. The first installment of \$15,000 will be paid with the first pay period of employment. The second installment of \$15,000 will be paid upon completion of 2,080 hours of service. EMPLOYEE shall reimburse the SCCASA for the entire hiring and retention incentive if the EMPLOYEE leaves SCCASA employment prior to completing 6,240 hours of service.

(c) EMPLOYEE shall receive a cost of living adjustment (COLA) of 3% on September 16, 2023 and September 14, 2024.

(d) SCCASA shall evaluate the performance of EMPLOYEE at their six (6) month anniversary, one year anniversary, and at least once per year thereafter. EMPLOYEE shall have a performance evaluation in writing. In connection with annual evaluations, EMPLOYEE may qualify for a merit salary increase equal to 5% of EMPLOYEE's salary. The granting of a merit salary increase shall be entirely at the discretion of the SCCASA. Either as part of the evaluation or otherwise, the SCCASA may establish performance goals and objectives, as appropriate. Evaluations may be conducted more often at the SCCASA's discretion. EMPLOYEE will request and schedule the minimum required evaluations as appropriate under the SCCASA's agenda procedures or as otherwise directed by the SCCASA.

4. Benefits

The following benefits will be provided to EMPLOYEE:

(a) Vacation Leave. EMPLOYEE shall accrue paid vacation at the rate of .1192 hours per hour of paid service (approximately 31 days per year). EMPLOYEE is eligible for vacation after 2,080 hours of service.

(b) Sick Leave. EMPLOYEE shall be advanced 48 hours of sick leave offset

against the regular rate of accrual on a per pay period basis as the credit is exhausted. EMPLOYEE shall accrue sick leave at the rate of .0231 per hour of paid service which is equivalent to 48 hours per year.

(c) Administrative Leave. EMPLOYEE shall be advanced 40 hours of administrative leave to be used as paid time off. EMPLOYEE shall accrue 80 hours of administrative leave per year on-going which may be taken as leave or in cash. Any administrative leave earned during a year and not taken will be cashed out the last pay date of the calendar year.

(d) Moving Expenses. EMPLOYEE shall receive up to \$10,000 for expenses, pursuant to Internal Revenue Service guidelines, for relocation to Santa Cruz County upon submittal of receipts acceptable to the SCCASA.

(e) Business Expense Allowance. EMPLOYEE shall receive \$100 per year paid at end of 1st quarter of the fiscal year.

(f) Mileage Reimbursement. EMPLOYEE shall receive mileage reimbursement for out-of-county travel on SCCASA business in authorized private vehicle in accordance with the Santa Cruz County Auditor-Controller/Treasurer-Tax Collector's guidelines.

(g) Holidays. EMPLOYEE shall receive 14 days a year which follow the Santa Cruz County Government Center holiday calendar.

(h) Jury Duty/Required Court Leave. EMPLOYEE shall be granted leave with pay from their work for such time as they may be required to serve in a court of law.

(i) Bereavement Leave. EMPLOYEE shall receive three (3) days in California and five (5) days out-of-state.

(j) OASDI (FICA). EMPLOYEE and SCCASA shall each pay a contribution of 7.65%.

(k) Retirement. EMPLOYEE shall participate in the California Public Employee's Retirement System (PERS) 2% at 62 Plan, with a maximum benefit factor of 2.5% at 67, three-year final average formula. EMPLOYEE shall be required to pay the 7% employee share of the PERS retirement contributions. SCCASA currently obtains retirement benefits through the County of Santa Cruz. SCCASA is in the processing of establishing a contract with CalPERS in collaboration with the County of Santa Cruz.

(l) Health, Dental, Vision, Life Insurance and Long Term Disability. EMPLOYEE is eligible for health, dental and vision care benefits, group term life insurance, and long term disability insurance as provided to SCCASA employees by the plans administered by the Santa Cruz County Personnel Department, Benefits Division.

5. Resignation and Termination

(a) Voluntary Termination. Either EMPLOYEE or SCCASA may terminate this Agreement by providing the other party at least 30 days' advance written notice of such intention to do so and prior to the effective date of termination. In the event that SCCASA voluntarily terminates this Agreement and there is no basis for termination of EMPLOYEE for cause, EMPLOYEE may receive severance pay as set forth in Section 6.

(b) Termination for Cause. Termination “for cause” shall mean: if EMPLOYEE willfully breaches the duties which EMPLOYEE is required to perform under the terms of this Agreement or engages in gross misconduct detrimental to the operation of the business of SCCASA, as determined in the sole discretion of the SCCASA, or engages in a willful violation of federal or state law, or is convicted of a felony. The SCCASA may terminate this Agreement for cause by giving written notice of termination to EMPLOYEE, and such termination will be effective immediately upon notice of the termination. If EMPLOYEE is terminated for cause, EMPLOYEE shall not be entitled to severance pay pursuant to Section 6, below.

(c) Effect of Termination on Compensation. In the event of termination of this Agreement, EMPLOYEE shall be entitled to the compensation described in Section 3 earned up to the date of termination, computed pro rata, as well as all vacation leave accrued.

6. Severance Pay

If EMPLOYEE is terminated by the SCCASA pursuant to Paragraph 5(a), EMPLOYEE shall receive a severance payment equal to six (6) month's salary upon EMPLOYEE's fully executed waiver of all claims against SCCASA in a form satisfactory to SCCASA. Additionally, EMPLOYEE shall receive payment for all vacation leave accrued to the date of separation. Such payment will release SCCASA from any further obligations arising out of the employment.

If the conditions of Paragraph 5(b) are met or if EMPLOYEE is terminated because of conviction of any criminal offense involving dishonesty, fraud, misrepresentation, or other acts of moral turpitude, then EMPLOYEE shall not be entitled to any severance pay (except accrued vacation leave) set forth in this paragraph.

7. Amendment

This Agreement may be amended, modified, or changed by the Parties provided that said amendment, modification or change is in writing and approved by all the Parties to this Agreement.

8. Notices

All notices required herein shall be sent first class mail to the Parties as follows:

To SCCASA: Santa Cruz County Animal Services Authority
1001 Rodriguez Street
Santa Cruz, CA 95062

To EMPLOYEE: Amber Rowland

Notices shall be deemed effectively served upon deposit in the United States mail.

9. Representation by EMPLOYEE

EMPLOYEE represents that the EMPLOYEE has read this Agreement, fully understands the terms and conditions of the Agreement and is knowingly and voluntarily executing this Agreement, and acknowledges that EMPLOYEE had the opportunity to seek the advice of legal counsel before signing it.

10. Entire Agreement

This Agreement contains the entire agreement among the Parties hereto. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied on by any party hereto. This Agreement, the Joint Powers Agreement, and amendments thereto are the sole and exclusive basis for an employment relationship among EMPLOYEE and SCCASA, and its terms supersede any and all rules, regulations, guidelines, or other express or implied terms that would otherwise be applicable to employment by the SCCASA, including but not limited to any SCCASA personnel rules.

11. Construction of Agreement

EMPLOYEE acknowledges that she has reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

12. California Law

This Agreement and the rights and obligations of the Parties shall be construed, interpreted, and enforced pursuant to the laws of the State of California, except that this Agreement shall be given a fair and reasonable construction in accordance with the intention of the Parties and without regard to, or aid of, Section 1654 of the California Civil Code.

13. Severability

If any provision of this Agreement is deemed invalid or unenforceable by a court of law, it shall be considered deleted herefrom and the remainder of the provision and of

this Agreement shall be unaffected and shall continue in full force and effect.

14. Waiver

The failure of the SCCASA or EMPLOYEE to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor a waiver or relinquishment of any right or power.

15. Headings and Captions

The headings and captions appearing in this Agreement are inserted only as a matter of convenience and in no way limit or affect the substantive terms of the Agreement.

16. Counterparts

The Parties may execute this Agreement in counterparts, which shall, in the aggregate, be deemed an original but all of which, together, shall constitute one and the same instrument. A scanned, electronic, facsimile or other copy of a party’s signature shall be accepted and valid as an original.

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representatives, have executed this Agreement on the dates indicated below.

SANTA CRUZ COUNTY ANIMAL SERVICES AUTHORITY

Date _____

Chris Clark, Board Chair


EMPLOYEE

Date 2/9/2023

DocuSigned by:
Amber Rowland

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Amber Rowland

APPROVED AS TO FORM:

DocuSigned by:
 2/9/2023

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Attorney for the Santa Cruz County
Animal Services Authority

JPA Board Meeting
January 20,2023

Good morning.

I'm Joan DeNeffe. I had the privilege of being on the hiring panels for the General Manager. I have been involved with animal sheltering and rescue for over 30 years. First as a veterinary technician then as a board member for the Oregon Humane Society. I moved to Santa Cruz in 1983 when my husband at the time Doug Fakkema became the GM. I have served the organization in a variety of roles as its first volunteer, as a board member and president of the SPCA and most recently under Melanie as chairperson of the marketing committee, dog trainer and volunteer in several other capacities.

I'd like to speak to a few things I feel are important when thinking about hiring a new General Manager for Santa Cruz County Animal Shelter.

The Shelter like all organizations have been through hell and back with Covid, the CZU fires and now the January storms. I feel we are at a crossroad. There are several things at play, the cost of housing for the employees, a staff that has been over worked and is feeling a lack of support and donors that have expressed concern about supporting an organization without a clear direction.

The Shelter does have important things to build on, like the progressive policies that reduced the number of animals coming into the shelter. The critically important spay/neuter program and the community outreach program for animal control that educates and helps to keep animals in their homes. We have shelter employees that understand animal behavior that enables us to make better matches, so animals are going into homes that work for the animal and the lifestyle of the adopters, helping to insure forever homes. Our foster program is so important to help reduce the stress of dogs in the shelter. And our two Catio Tours promoting indoor cats by educating the community about Catios.

In the last 12 years because of these and other programs the reputation of SCCAS has been elevated in our community so that we have been able to attract crucial volunteers and increased fundraising and decreased the euthanasia rate by partnering with close to 30 placement partners, that take animals we don't have the resources to place, this helps the budget in so many ways.

But there is always more to do. There are plans to build out the second phase of the shelter upgrade. The Foundation has already received a donation of over 1 million dollars for this purpose.

I do want to take the time to thank the JPA board for increasing the salary level of the new GM so that we could attract dynamic candidates.

For a new General Manager to be successful I feel it is imperative to get the spay/neuter program up and running. These are tough times for the Veterinary community. Good Veterinarians that can do high volume spay/neuter are in short supply. We have a law mandating spay/neuter. Ensuring our community has access to low cost spay/neuter will save lives, reduce the population of homeless animals over time which translates into reduced costs to the budget. Recently a study was done showing that 21 million dogs and cats that usually would have been neutered in the years of Covid did not. That means that we are looking at a nationwide growth of the over population of dogs and cats. The average cost to spay or neuter a dog in Santa Cruz County is \$600. To \$1000. This is already showing up in our Shelter. Santa Clara Animal Services just offered a large signing bonus to attract and hire a qualified Veterinarian. Having a low cost spay neuter program is critical to supporting our pet owning community and getting them to support us.

Also, we are lucky that we do have some very dedicated staff but unlike the GM position, staff wages have not been upgraded to help them deal with the cost of living. I know that budgets are tight but for this organization to retain those employees, attract new employees and to continue to provide the programs our community has come to expect and to deserve the donations we will need to support our vision this needs to change.

The new General Manager's challenge will be to maintain and enhance the programs our community has come to expect in order to continue to have community support and attract the donors and volunteers critical to moving this organization forward.

Thank you for your time.