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

9.h

 Approved 2/25/2025  
Board of Supervisors  
DOC-2025-114

Department: Parks/CSA11  
 Fund Number: 22290  
 To: Board of Supervisors  
 Requires 4/5 vote: No

Date: 10/01/24
 I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 25
**AUDITOR-CONTROLLER USE ONLY**

Document #:			
Description:	/	/	#
	Board Name	Agenda Date (mm/dd/yy)	Item No.
Entered by:			Date:

		GL Key	GL Object	JL Key	JL Object	Amount	Account Description
TRANSFER	To	134910	86110			67,980	CSA#11 / BUILDINGS AND IMPROVEMENTS
		134910	86204			45,000	CSA#11 / EQUIPMENT
	From	134910	34400			112,980	CSA#11 / FUND BALANCE

## Explanation:

Request for transfer of appropriations from CSA11 fund balance to include:

 1) \$67,980 for purchase of fixed asset Trane Outdoor Gas Heating Unit (HVAC) approved by the Board on 3/12/24 (DOC-2024-198)  
but erroneously omitted during re-budget process

 2) \$45,000 for purchase of equipment included in BOS-approved list of Fixed Assets but erroneously omitted in budget  
appropriations

 Name: Emilia Gamboa Title: DFO Date: 10/01/24

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

 Auditor-Controller, by Steve Salatti, Deputy Date: 10/1/2024

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

 Administrative Officer Peter Detlefs Mary Truente Nicole Coburn Date: 10/30/2024

State of California }

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

County of Santa Cruz

 February 25th, 20 25 , by Juliette Rezzato, Deputy Clerk  
Juliette Rezzato 3/12/2025



## **County of Santa Cruz Board of Supervisors**

### **Agenda Item Submittal**

**From:** Parks, Open Space & Cultural Services

(831) 454-7901

**Subject:** Approve Fixed Asset Purchases and Transfer of Appropriations

**Meeting Date:** March 12, 2024

### **Recommended Actions**

- 1) Approve the purchase of fixed asset Trane Outdoor Gas Heating Unit (HVAC) in the amount of \$67,980;
- 2) Approve the purchase of fixed asset Teledyne Laars Model # AP1200 IN 09 R 1A NT (Boiler) in the amount of \$21,840;
- 3) Approve the purchase of fixed asset freezer in the amount of \$9,218; and
- 4) Approve the transfer of appropriations in the amount of \$99,038 within the Parks, Open Space, & Cultural Services Budget.

### **Executive Summary**

The Parks Department is requesting approval for the purchase of a replacement Trane Outdoor Gas Heating Unit (R#3-0284), Teledyne Laars Model # AP1200 IN 09 R 1A NT (R# 3-0291), and a freezer. The current units have failed and are beyond repair. These purchases would ensure the public's health and safety is maintained while mitigating the loss of revenue due to lack of programmable recreational space.

### **Discussion**

County purchasing policy requires Board approval of equipment costing \$20,000 or more as a fixed asset. There were two emergency R numbers issued for the replacement of both the HVAC and Boiler units. The HVAC unit is a vital piece of equipment used to maintain proper air and ventilation conditions within the Simpkins Swim Center locker rooms (R# 3-0284). The Teledyne unit ensures the water temperature remains constant in the programmable warm water pool (R# 3-0291). Parks completed an informal bidding process to select the vendor for the work and replacement of the units. The current freezer in the community rooms has become inoperable and needs to be replaced. Replacement of the freezer will meet requirements needed to have an operable commercial kitchen in the Simpkins Swim Center Community Rooms for members that reserve the space to use.

The requested equipment is essential to the health and safety of the public and allows for business to continue by enhancing community play areas while improving equitable public access and opportunities.

Replacement of this equipment will help Parks achieve Strategic Plan Goal 1: Great Facilities and 3: Awesome Programs.

## **Financial Impact**

\$89,820 is being transferred from existing CSA 11 Fund Balance to CSA 11 Fixed Assets (134910 / 86110) for the Simpkins locker room HVAC and warm water pool boiler, and \$9,218 is being transferred from appropriations in CSA 11 Field Equipment (134910 / 86206) to CSA 11 Equipment (134910 / 86204) for the Simpkins freezer.

## **Strategic Initiatives**

- 1.A (Comprehensive Health and Safety: Health Equity)
- 4.A (Sustainable Environment: Outdoor Experience)
- 5.B (Dynamic Economy: Community Vitality)
- 6.A (Operational Excellence: Customer Experience)
- 6.C (Operational Excellence: County Infrastructure)

### **Submitted by:**

Jeff Gaffney, Director of Parks, Open Spaces & Cultural Services

### **Recommended by:**

Carlos J. Palacios, County Administrative Officer

### **Attachments:**

- a** AUD74 Request for Transfer of Budget Appropriations (eSign)

## COUNTY OF SANTA CRUZ

## PROPOSED 2024-25 BUDGET:

## Fixed Asset Schedule-F0604

## Fixed Asset Schedule

Department	GLKey	Item	Quantity	New or Replacement	2024-25 Proposed Amount
Community Development and Infrastructure*	622115	CSA#9 HOLOHAN/152 SIGNAL UPGRADE +	1	New	\$ 10,000
Community Development and Infrastructure*	622120	CSA#9A State Park Dr/Searidge-Seacliff Vill. +	1	New	\$ 10,000
Community Development and Infrastructure*	622245	PAJ - S&I PAJARO ST DRAIN MAINT	1	New	\$ 443,931
Community Development and Infrastructure*	622350	ZONE5 38Th Ave Detention Basin Pipe Repair/Repl.	1	New	\$ 110,000
Community Development and Infrastructure*	622365	ZONE5 Minor Projects	1	New	\$ 90,000
Community Development and Infrastructure*	135462	Z0 - DWR FREP ROUND 3 X-BAND	1	New	\$ 80,000
Community Development and Infrastructure*	625105	CSA#7 EQ TANK REPLACEMENT	1	Replacement	\$ 811,000
Community Development and Infrastructure*	625110	CSA#9C Maintenance Facility Repairs	1	New	\$ 226,000
Community Development and Infrastructure*	625110	CSA#9C TRANSFER TRUCK	1	Replacement	\$ 560,000
Community Development and Infrastructure*	625110	CSA#9C 938 LOADER	1	Replacement	\$ 380,800
Community Development and Infrastructure*	625110	BAILER BLTS RECYCLE CENTER	1	New	\$ 162,400
Community Development and Infrastructure*	625110	TOOLS FOR SHOP SERVICE TRUCK	N/A	New	\$ 5,600
Community Development and Infrastructure*	625110	CSA#9C WELDER	1	Replacement	\$ 7,840
Community Development and Infrastructure*	625110	CSA#9C TIRE BALANCER	1	Replacement	\$ 11,200
Community Development and Infrastructure*	625125	DSD WATER TANK REHAB	1	New	\$ 483,807
Community Development and Infrastructure*	625125	DSD DROUGHT RELIEF WATER TANK +	1	New	\$ 1,379,278
Community Development and Infrastructure*	625125	DSD Water Main Rehabilitation	1	Replacement	\$ 660,000
Community Development and Infrastructure*	625140	FSD Small Pump Station Improvements	1	Replacement	\$ 100,000
Community Development and Infrastructure*	625140	FSD FREEDOM SEWER REHAB PH2 +	1	New	\$ 600,000
Community Development and Infrastructure*	625200	CSA#5 SD LEACH PIT REPAIR	1	New	\$ 6,000
Community Development and Infrastructure*	625230	CSA#20 REPLACE / REPAIR RUSTED ITEMS	1	Replacement	\$ 9,422
Community Development and Infrastructure*	601100	LIGHT TRUCK PURCHASES	3+	Replacement	\$ 100,000
Community Development and Infrastructure*	601100	FRONT LOADERS	3	Replacement	\$ 750,000
Community Development and Infrastructure*	601100	FLEET TELEMATICS	1	Replacement	\$ 15,000
Community Development and Infrastructure*	601000	Various Yard Improvements	N/A	Replacement	\$ 50,000

## COUNTY OF SANTA CRUZ

## PROPOSED 2024-25 BUDGET:

## Fixed Asset Schedule-F0604

## Fixed Asset Schedule

Department	GLKey	Item	Quantity	New or Replacement	2024-25 Proposed Amount
Human Services Department	392140	Server(s)	1+	Replacement	\$ 118,000
Information Services Department*	431000	Generator	1	Replacement	\$ 10,000
Information Services Department*	424400	Mobile Device Computers	9	New	\$ 59,412
Information Services Department*	424200	Network Switches	2	Replacement	\$ 60,000
Information Services Department*	424200	Blades	3	Replacement	\$ 75,000
Parks, Open Space, and Cultural Services	134910	Parks Department Simpkins Upstairs Windows	1	New	\$ 60,000
Parks, Open Space, and Cultural Services	134910	Utility Vehicle	1	New	\$ 30,000
Parks, Open Space, and Cultural Services	134910	Utility Vehicle	1	Replacement	\$ 30,000
Parks, Open Space, and Cultural Services	134910	Power Winder for Pool Covers	1	Replacement	\$ 15,000
Parks, Open Space, and Cultural Services	134910	John Deere Wide Area Mower 1600 Turbo	1	Replacement	\$ 60,000
Parks, Open Space, and Cultural Services	134910	Bobcat Excavator	1	New	\$ 100,000
Parks, Open Space, and Cultural Services	134910	Chipper – Limbs & Shrubs	1	Replacement	\$ 35,000
Parks, Open Space, and Cultural Services	134910	Trailer for Polo Grounds office	1	Replacement	\$ 20,000
Parks, Open Space, and Cultural Services	134910	Bobcat Skid Steer Attachment	2	New	\$ 30,000
Parks, Open Space, and Cultural Services	134910	Mid-Size Mower	1	Replacement	\$ 35,000
Parks, Open Space, and Cultural Services	134910	Top Dresser	1	Replacement	\$ 25,000
Parks, Open Space, and Cultural Services	134910	Leak Detector	1	New	\$ 15,000
Parks, Open Space, and Cultural Services	134910	Plumbing Snake with Scope	1	New	\$ 15,000
Parks, Open Space, and Cultural Services	134910	Chipper Truck	1	New	\$ 100,000
Sheriff-Coroner	661410	Autopsy Carts	3	Replacement	\$ 30,000
Sheriff-Coroner	661405	Discover Pro Plus Crime Lite Auto Kit	1	New	\$ 90,000
Sheriff-Coroner	661420	CSI 360 Camera OSMO System	1	New	\$ 25,000
Sheriff-Coroner	662405	Dental Room Xray equipment	1	Replacement	\$ 25,000
Sheriff-Coroner	661420	Livescan fingerprinting station	4	Replacement	\$ 150,000

\* Equipment for Internal Service Enterprise Funds is offset and capitalized over the useful life of the asset.

**TOTAL \$ 8,274,690**

**24-25 Fixed Asset**

#	Item Description	QTY	New or Replacement	GL Key	Object	Amount
1	Parks Department Upstairs Windows	1	New	134910	86110	\$ 60,000.00
2	Utility Vehicle	1	New	134910	86209	\$ 30,000.00
3	Utility Vehicle	1	Replacement	134910	86209	\$ 30,000.00
4	Power Winder for Pool Covers	1	Replacement	134910	86204	\$ 15,000.00
5	John Deere Wide Area Mower 1600 Turbo	1	Replacement	134910	86209	\$ 60,000.00
6	Bobcat Excavator	1	New	134910	86209	\$ 100,000.00
7	Chipper - Limbs & Shrubs	1	Replacement	134910	86206	\$ 35,000.00
8	Trailer for Polo Grounds office	1	Replacement	134910	86209	\$ 20,000.00
9	Bobcat Skid Steer Attachment	2	New	134910	86209	\$ 30,000.00
10	Mid-Size Mower	1	Replacement	134910	86209	\$ 35,000.00
11	Top Dresser	1	Replacement	134910	86209	\$ 25,000.00
12	Leak Detector	1	New	134910	86204	\$ 15,000.00
13	Plumbing Snake with Scope	1	New	134910	86204	\$ 15,000.00
14	Chipper Truck	1	New	134910	86209	\$ 100,000.00
					<b>Subtotal</b>	<b>\$ 570,000.00</b>

## Revenue/Expenditure Balances

As Of = @current-fiscal-year-end; Years = 1; Revenues/Expenditures = R,E

GL Key [134910]

			FY 2025			
GL Key	Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Encumbrances
<b>GL Key: 134910 – CSA #11-PARKS &amp; REC</b>						
<b>Character: 01 – TAXES</b>						
134910	40100	PROPERTY TAX-CURRENT SEC-GEN	589,729.00	589,729.00		
134910	40110	PROPERTY TAX-CURRENT UNSEC-GEN	9,000.00	9,000.00	10,564.92	
134910	40130	PROPERTY TAX-PRIOR UNSEC-GEN			112.58	
134910	40150	SUPP PROP TAX-CURRENT SEC	2,000.00	2,000.00	608.08	
134910	40151	SUPP PROP TAX-CURRENT UNSEC			71.09	
134910	40160	SUPP PROP TAX-PRIOR SEC			240.29	
134910	40161	SUPP PROP TAX-PRIOR UNSEC			41.72	
134910	40205	SUPPLEMENTAL ALLOCATION PLAN	1,135,000.00	1,135,000.00		
Total 01 – TAXES			1,735,729.00	1,735,729.00	11,638.68	0.00
<b>Character: 07 – FINES, FORFEITURES &amp; ASSMNTS</b>						
134910	44142	PENALTIES FOR DELINQUENT TAXES			19.31	
134910	44143	REDMPTN PNLTIES FOR DELINQ TXS			23.86	
Total 07 – FINES, FORFEITURES & ASSMNTS			0.00	0.00	43.17	0.00
<b>Character: 10 – REV FROM USE OF MONEY &amp; PROP</b>						
134910	40430	INTEREST	90,000.00	90,000.00	16,753.05	
Total 10 – REV FROM USE OF MONEY & PROP			90,000.00	90,000.00	16,753.05	0.00
<b>Character: 15 – INTERGOVERNMENTAL REVENUES</b>						
134910	40830	ST-HOMEOWNERS' PROP TAX RELIEF	2,572.00	2,572.00		
134910	40852	ST-OTHR TAX RELIEF SUBVENTIONS	350.00	350.00		
134910	41162	RDA PASS-THROUGHS	5,000.00	5,000.00	458.23	
Total 15 – INTERGOVERNMENTAL REVENUES			7,922.00	7,922.00	458.23	0.00
<b>Character: 60 – SERVICES AND SUPPLIES</b>						
134910	62301	ACCOUNTING AND AUDITING FEES	750.00	750.00		
134910	62380	POSCS SERVICES	2,055,367.00	2,055,367.00		
Total 60 – SERVICES AND SUPPLIES			-2,056,117.00	-2,056,117.00	0.00	0.00
<b>Character: 70 – OTHER CHARGES</b>						
134910	74110	PRINCIPAL ON LONG-TERM DEBT	70,433.00	70,433.00	23,163.52	44,947.48
134910	74425	INTEREST ON LONG-TERM DEBT	42,371.00	42,371.00	14,437.75	30,256.25
134910	75315	COUNTY OVERHEAD A87/CP	17,247.00	17,247.00	4,311.75	
Total 70 – OTHER CHARGES			-130,051.00	-130,051.00	-41,913.02	-75,203.73

Revenue/Expenditure Balances

As Of = @current-fiscal-year-end; Years = 1; Revenues/Expenditures = R,E  
GL Key [134910]

			FY 2025			
GL Key	Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Encumbrances
<b>GL Key: 134910 – CSA #11-PARKS &amp; REC</b>						
<b>Character: 80 – FIXED ASSETS</b>						
134910	86110	BUILDINGS AND IMPROVEMENTS	60,000.00	60,000.00	65,000.00	0.00
134910	86204	EQUIPMENT				0.00
134910	86206	FIELD EQUIPMENT	35,000.00	35,000.00		31.24
134910	86209	MOBILE EQUIPMENT	430,000.00	430,000.00		0.00
Total 80 – FIXED ASSETS			-525,000.00	-525,000.00	-65,000.00	-31.24
<b>Character: 90 – OTHER FINANCING USES</b>						
134910	90003	OP/TR OUT-TO 131215 CERTS	29,410.00	29,410.00		
Total 90 – OTHER FINANCING USES			-29,410.00	-29,410.00	0.00	0.00
Total 134910 – CSA #11-PARKS & REC			-906,927.00	-906,927.00	-78,019.89	-75,234.97
			-906,927.00	-906,927.00	-78,019.89	-75,234.97



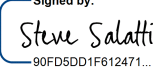
Certificate Of Completion

Envelope Id: 7CC1261F70E64C1C932095228AA67238		Status: Completed
Subject: Complete with DocuSign: AUD74 admin fix for fixed assets in CSA11.pdf		
Source Envelope:		
Document Pages: 8	Signatures: 4	Envelope Originator:
Certificate Pages: 5	Initials: 0	Emilia Gamboa
AutoNav: Enabled	Comments: yes	701 Ocean Street
Envelopeld Stamping: Enabled		Santa Cruz, CA 95060
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Emilia.Gamboa@santacruzcountyca.gov
		IP Address: 104.178.45.137


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10/1/2024 3:12:33 PM	Emilia.Gamboa@santacruzcountyca.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
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Steve.Salatti@santacruzcountyca.gov		Viewed: 10/1/2024 3:42:46 PM
Security Level: Email, Account Authentication (None)		Signed: 10/1/2024 3:46:54 PM
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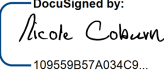
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Peter Detlefs	<div>DocuSigned by:  0AFE57620605475...</div>	Sent: 10/1/2024 3:46:56 PM
Peter.Detlefs@santacruzcountyca.gov		Resent: 10/9/2024 12:02:57 PM
Security Level: Email, Account Authentication (None)		Viewed: 10/9/2024 1:22:46 PM
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	Using IP Address: 63.194.190.100	

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Marcus Pimentel	<div>DocuSigned by:  2CB2F282C06D434...</div>	Sent: 10/10/2024 8:58:25 AM
Marcus.Pimentel@santacruzcountyca.gov		Resent: 10/18/2024 11:53:05 AM
County Budget Manager		Viewed: 10/21/2024 9:15:23 AM
County of Santa Cruz, CA	Signature Adoption: Uploaded Signature Image	Signed: 10/29/2024 10:52:16 AM
Security Level: Email, Account Authentication (None)	Using IP Address: 63.194.190.100	

Electronic Record and Signature Disclosure:  
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Nicole Coburn	<div>DocuSigned by:  109559B57A034C9...</div>	Sent: 10/29/2024 10:52:17 AM
Nicole.Coburn@santacruzcountyca.gov		Viewed: 10/30/2024 11:29:37 AM
Asst. County Admin. Officer		Signed: 10/30/2024 11:30:10 AM
County of Santa Cruz	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 63.194.190.100	

Electronic Record and Signature Disclosure:

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	10/22/2024 6:27:54 AM
Envelope Updated	Security Checked	10/22/2024 6:27:54 AM
Certified Delivered	Security Checked	10/30/2024 11:29:37 AM
Signing Complete	Security Checked	10/30/2024 11:30:10 AM
Completed	Security Checked	10/30/2024 11:30:10 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Santa Cruz:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us)

### **To advise County of Santa Cruz of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from County of Santa Cruz**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with County of Santa Cruz**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.

### Certificate Of Completion

Envelope Id: EA4A11DA-44A5-430E-BF95-38D33AC9F091

Status: Completed

Subject: Complete with Docusign: AUD74-CSA11-Fixed assets (DOC-2025-114 9.h)(eSign).pdf

Source Envelope:

Document Pages: 13

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

CBD eSignature

AutoNav: Enabled

Stamps: 1

701 Ocean Street

Envelopeld Stamping: Enabled

Santa Cruz, CA 95060

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

cbd.esignature@santacruzcountyca.gov

IP Address: 63.194.190.100

### Record Tracking

Status: Original

Holder: CBD eSignature

Location: DocuSign

3/12/2025 9:40:51 AM

cbd.esignature@santacruzcountyca.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: County of Santa Cruz

Location: Docusign

### Signer Events

Juliette Rezzato

Juliette.Rezzato@santacruzcountyca.gov

Chief Deputy Clerk of the Board of Supervisors  
County of Santa Cruz

Security Level: Email, Account Authentication  
(None)

### Signature

DocuSigned by:

  
466B074F3141450...

Signature Adoption: Pre-selected Style

Using IP Address: 63.194.190.100

### Timestamp

Sent: 3/12/2025 9:42:41 AM

Viewed: 3/12/2025 10:13:36 AM

Signed: 3/12/2025 10:13:44 AM

### Electronic Record and Signature Disclosure:

Accepted: 5/11/2022 7:47:21 AM

ID: 050883f5-a40c-4427-bdbd-fa282a697a25

CBD eSignature

cbd.esignature@santacruzcountyca.gov

County of Santa Cruz

Security Level: Email, Account Authentication  
(None)



Using IP Address: 63.194.190.100

Sent: 3/12/2025 10:13:45 AM

Viewed: 3/12/2025 10:26:15 AM

Signed: 3/12/2025 10:26:28 AM

Freeform Signing

### Electronic Record and Signature Disclosure:

Accepted: 6/20/2024 3:08:48 PM

ID: 4b7794de-1393-406f-a9a3-56a92d4b90d7

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Marcus Pimentel

Marcus.Pimentel@santacruzcountyca.gov

County Budget Manager

County of Santa Cruz, CA

Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 3/12/2025 10:26:28 AM

Carbon Copy Events	Status	Timestamp
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Electronic Record and Signature Disclosure:  
 Accepted: 7/7/2023 2:58:57 PM  
 ID: fbe1758b-aead-4cf4-83b3-2b4746e00735

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/12/2025 9:42:41 AM
Certified Delivered	Security Checked	3/12/2025 10:26:15 AM
Signing Complete	Security Checked	3/12/2025 10:26:28 AM
Completed	Security Checked	3/12/2025 10:26:29 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Santa Cruz:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us)

### **To advise County of Santa Cruz of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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### **To request paper copies from County of Santa Cruz**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

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