



BOARD OF DIRECTORS
Sutter Animal Services Authority

MEETING AGENDA SUMMARY

April 16, 2018
Regular Meeting 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

Lakhvir Ghag
City of Live Oak

Aleksandar Tica, Chairman
City of Live Oak

John Buckland
City of Yuba City

Shon Harris, Vice-Chairman
City of Yuba City

Larry Munger
Sutter County

Ron Sullenger
Sutter County

Alternates:

Steve Alvarado, Live Oak | Manny Cardoza, Yuba City | Mat Conant, Sutter County

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the City Clerk's office at 1201 Civic Center Blvd., Yuba City, during normal business hours. Such documents are also available on the City of Yuba City's website at www.yubacity.net subject to staff's availability to post the documents before the meeting.

If you need assistance in order to attend this meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board of Directors, the City is happy to assist you. Please contact the City Clerk at (530) 822-4817 at least 48 hours in advance so such aids or services can be arranged. City Hall TTY: 530-822-4732

PROCEDURE FOR PUBLIC COMMENT

The Sutter Animal Services Authority Board of Directors welcomes comments from the Public on any items on the agenda as they are discussed. In the interest of time, individuals will be limited to 3 minutes. Comments from the public on items, not part of the Agenda may be made under Public Participation. If you wish to speak on any item, please fill out a Speaker Card, noting the Agenda Item or Public Participation and present it to the Clerk.



BOARD OF DIRECTORS
Sutter Animal Services Authority

April 16, 2018
Regular Meeting: 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

1:00 P.M. CALL TO ORDER

Roll Call

- _____ Chairman Tica
- _____ Vice-Chairman Harris (Absent)
- _____ Director Buckland (Absent)
- _____ Director Cardoza
- _____ Director Ghag
- _____ Director Munger
- _____ Director Sullenger

Pledge of Allegiance

GENERAL ITEMS

1. Minutes January 22, 2018

Recommendation: Approve the Minutes of January 22, 2018

2. Proposed Operational Budget – Fiscal Year 2018-2019

Recommendation: Review the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2018-2019

3. Animal Services Manager Oral Report – Diana Barrett

4. Business from the Board

PUBLIC COMMENT

Members of the public will be allowed to address the Sutter Animal Services Authority Board of Directors on any item mentioned that has been described in the notice of this meeting. In the interest of time, individuals will be limited to 3 minutes.

ADJOURNMENT

MINUTES (DRAFT)
Sutter Animal Services Authority
January 22, 2018
Regular Meeting: 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

1:00 P.M.CALL TO ORDER

The Sutter Animal Services Authority Board of Director's meeting was called to order by Vice-Chairman Tica at 1:02 p.m.

Present: Directors Cardoza, Harris, Ghag, Sullenger, and Tica

Absent: Directors Buckland and Munger

Pledge of Allegiance

Director Cardoza led the Pledge of Allegiance

GENERAL ITEMS

1. Election of Board Chairman and Vice Chairman for 2018

Director Cardoza nominated Director Tica to serve as Chairman of the Sutter Animal Services Authority. Director Ghag seconded the motion that passed with a unanimous vote.

Director Cardoza nominated Director Harris to serve as Vice-Chairman of the Sutter Animal Services Authority. Director Ghag seconded the motion that passed with a unanimous vote.

2. Minutes October 23, 2017

Director Sullenger moved to approve the Minutes of October 23, 2017. Director Cardoza seconded the motion that passed with an abstention by Director Ghag.

3. Annual Financial Report – Fiscal Year Ended June 30, 2017

Noted and filed the Annual Financial Report for fiscal year ended June 30, 2017

4. Animal Services Manager Oral Report – Diana Barrett

Noted and Filed Animal Services Manager Report.

PUBLIC COMMENT – None

ADJOURNMENT

Chairman Tica adjourned the Regular Meeting of the Sutter Animal Services authority at 1:29 p.m.

ATTEST:

Aleksandar Tica, Chairman

Terrel Locke, Secretary



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: April 16, 2018
To: Sutter Animal Services Authority Board of Directors
From: Diana Barrett, Animal Services Manager
Brad McIntire, Executive Director

Subject: Proposed Operational Budget for Fiscal Year 2018-2019

Recommendations: Review the proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2018/19

Fiscal Impact: For the Fiscal Year 2018/19, staff anticipates a net operating expenditure and overhead increase of \$38,800

2017/2018 Overview:

The adopted budget for Materials, Supplies and Services along with Salaries and Benefits for the 2017/18 fiscal year of \$1,296,674 is anticipated to come under budget by approximately \$62,600 due to salary savings.

2018/2019 Recommendations:

For FY 2018/19, staff recommends that the operational budget be increased from \$1,296,674 to \$1,334,634. The increase of \$37,960 includes the changes below:

- \$19,000 Increase due to negotiated salary increases, minimum wage increases and projected PERS costs.
- \$18,600 Increase of Insurance, Vehicle & Equipment Replacement costs, and training.

Cost Allocation to Member Agencies:

It is recommended that operational costs continue to be allocated to member agencies based on jurisdictional population as estimated by the State Department of Finance. The projected net operating costs (which includes projected revenue) for each jurisdiction for the FY 18/19 are as follows:

	Adopted Budget FY 2017/18	Projected Budget FY 2018/19 Increases
Yuba City – 69%	\$ 820,160	\$ 17,594
Sutter County – 22%	\$ 255,891	\$ 5,609
Live Oak – 9%	\$ 106,977	\$ 2,294

Next Steps:

Each Member Agency must approve its proportional share of the total estimated cost of service prior to the Authority's adoption of a final budget, which will occur June 25th (as set forth in the JPA Authority Agreement).

Attachments:

- Sutter Animal Services Authority Proposed Budget for FY 2018-19

Prepared By:

[/s/ Diana Barrett](#)

Diana Barrett
Animal Services Manager

Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director

Sutter Animal Services Authority
DRAFT - Animal Control Operating Budget FY 2018-2019

		Proposed	Proposed	Total SASA
	Adopted	SC Budget	YC Budget	Proposed
	Budget 17/18	FY 18/19	FY 18/19	Budget FY 18/19
Salaries & Benefits:				
Salary Regular	\$ 455,558	\$ 85,740	\$ 376,364	\$ 462,104
Management Leave	1,858	-	1,896	1,896
Extra Help	65,500	-	80,000	80,000
Overtime	18,000	-	18,000	18,000
Medicare	7,780	1,134	6,996	8,130
Health Insurance	99,618	29,408	57,763	87,171
PERS/FICA	130,666	22,720	116,943	139,663
W/C (YC = 5% of Payroll)	27,046	-	28,100	28,100
Life Insurance	226	-	812	812
Vision/Dental Insurance	12,712	-	12,558	12,558
Premium Incentive - Health	6,401	-	6,215	6,215
Sub-Total S & B	\$ 825,365	\$ 139,002	\$ 705,647	\$ 844,649
		Proposed	Proposed	Total SASA
	Adopted	SC Budget	YC Budget	Proposed
	Budget 17/18	FY 18/19	FY 18/19	Budget FY 18/19
Materials, Supplies & Services:				
Heat/Power-Electric	\$ 50,000	\$ -	50,000	50,000
Telephone Expense	1,800	-	1,800	1,800
Telephone-Cellular	5,000	-	5,000	5,000
Telephone-Internet (ISF)	776	-	1,000	1,000
Postage & Freight	10,000	-	10,000	10,000
Office Expense	8,000	-	8,000	8,000
Printing & Binding	3,000	-	3,000	3,000
Professional Services	95,000	-	95,000	95,000
PARS Admin Fee	250	-	250	250
Testing	3,000	-	3,000	3,000
Annual Audit	5,500	-	5,500	5,500
Levee Assessments/Property Taxes	2,200	-	2,200	2,200
Veterinary/Medical Supplies	40,000	-	40,000	40,000
Dr/Credit Card Processing Fees	3,000	-	3,000	3,000
Finger Printing Services	-	-	-	-
Legal Fees	20,000	-	20,000	20,000
Professional Development	3,000	-	6,000	6,000
Dues & Subscriptions	850	-	850	850
O&M Outside Repair	5,000	-	5,000	5,000
O&M-Computer System	18,000	-	18,000	18,000
Vehicle Maintenance (ISF)	12,912	-	14,588	14,588
Vehicle Maintenance-O/S Purchase	500	-	500	500
Vehicle Maintenance Fuel	15,000	-	15,000	15,000
Vehicle/Equip. Replacement Fee (ISF)	58,171	-	67,825	67,825
Bldg O&M-Mtce.	32,000	-	32,000	32,000
Bldg O&M-Facility O/S Purchase	5,000	-	5,000	5,000
Tools, Supplies, Equip <5K	12,000	-	13,000	13,000

Training Programs/Aids	2,000	-	2,000	2,000
Raw Water Purchases	2,000	-	4,000	4,000
City Facility Sewer Charges	1,500	-	1,500	1,500
Uniform/Clothing	3,500	-	3,700	3,700
Insurance	23,100	-	26,500	26,500
Computer Maint/Rep (ISF)	28,250	-	25,772	25,772
Other Material & Supplies	1,000	-	1,000	1,000
Equipment	-	-	-	-
Total Materials, Supplies & Services	\$ 471,309	\$ -	\$ 489,985	\$ 489,985
Total Expenditures	\$ 1,296,674	\$ 139,002	\$ 1,195,632	\$ 1,334,634
	Adopted	Proposed	Proposed	Total SASA
	Budget 17/18	SC Budget	YC Budget	Proposed
Revenues:		FY 18/19	FY 18/19	Budget FY 18/19
Animal Licenses	\$ 115,000	\$ -	\$ 120,000	\$ 120,000
Altered Animal Adoption Fee	23,000	-	15,000	15,000
Vaccination Fee	18,500	-	18,500	18,500
Impounds/Boarding	38,000	-	53,000	53,000
Spay/Neuter Fines	5,000	-	8,000	8,000
Adoption (Rev/Adm) Fees	5,000	-	5,800	5,800
Microchip Revenue	10,000	-	7,500	7,500
Legal Reimbursement	1,000	-	1,500	1,500
Special Case Revenue	2,000	-	1,500	1,500
Total User Pay Revenues	\$ 217,500	\$ -	\$ 230,800	\$ 230,800
Net Operating Costs	\$ 1,079,174	\$ 139,002	\$ 964,832	\$ 1,103,834
Overhead Costs:				
SC 5% OH Charge	\$ 6,654	\$ 6,950		\$ 6,950
YC 10% OH Charge	77,312		\$ 77,855	77,855
Total Overhead Costs	\$ 83,966	\$ 6,950	\$ 77,855	\$ 84,805
Total Net Operating Costs	\$ 1,163,140	\$ 145,952	\$ 1,042,686	\$ 1,188,638
	Adopted	Proposed	Proposed	Total SASA
	Budget 17/18	SC Budget	YC Budget	Proposed
		FY 18/19	FY 18/19	Budget FY 18/19
Yuba City's Share	69.0%			69.0%
Live Oak's Share	9.0%			9.0%
Sutter County's Share	22.0%			22.0%
YC Net Cost	\$ 802,567	\$ 100,707	\$ 719,454	\$ 820,160
LO Net Cost	104,683	13,136	93,842	106,977
SC Net Cost	255,891	32,109	229,391	261,500
	\$ 1,163,140	\$ 145,952	\$ 1,042,686	\$ 1,188,638



Report by:

Diana Barrett

Animal Services Manager

