



BOARD OF DIRECTORS
Sutter Animal Services Authority

SPECIAL NOTICE

Precautions to address COVID-19 (a.k.a. the "Coronavirus") will apply to this meeting. See below for additional details.

MEETING AGENDA SUMMARY
Regular / Virtual

June 21, 2021
Regular Meeting 4:00 P.M.
Council Chambers – 1201 Civic Center Blvd
Yuba City CA 95993

Mike Ziegenmeyer - Chairman
Sutter County

Dave Shaw – Vice Chairman
City of Yuba City

Wade Kirchner
City of Yuba City

Lakhvir Ghag
City of Live Oak

Karm Bains
Sutter County

Bob Woten
City of Live Oak

Alternate:
Mat Conant, Sutter County

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). While the Governor recently issued Executive Orders N-07-21, which lifted certain orders and associated restrictions, there are still public health directives in place. Executive Order N-08-21 also allows local legislative bodies to continue to hold meetings via conference calls while still meeting state transparency requirements.

The Public's health and well-being are the top priority for the Sutter Animal Services Authority and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting will be available by:

Conference Call: The meeting will be conducted live via conference call.

Dial in Number : [1-866-730-7514](tel:1-866-730-7514)

Participant Pin: 641788

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, they may email public comments to cityclerk@yubacity.net and comments will be read from each member of the public.



BOARD OF DIRECTORS
Sutter Animal Services Authority

June 21, 2021
Regular Meeting: 4:00 P.M.
Council Chambers – 1201 Civic Center Blvd
Yuba City CA 95993

4:00 P.M. CALL TO ORDER

Roll Call

_____ Chairman Ziegenmeyer
_____ Vice-Chairman Shaw
_____ Director Kirchner

_____ Director Ghag
_____ Director Bains
_____ Director Woten

Pledge of Allegiance

GENERAL ITEMS

1. Minutes April 26, 2021

Recommendation: Approve the Minutes of April 26, 2021

2. Adopt Operational Budget for Fiscal Year 2021/22

Recommendation: Adopt the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2021/22

3. Executive Director Report – Brad McIntire

4. Business from the Board

a. Next Meeting – October 25 at 4:00 pm

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

DRAFT - MINUTES

April 26, 2021

Regular Meeting: 4:00 P.M.

**Council Chambers – 1201 Civic Center Blvd
Yuba City CA 95993**

CALL TO ORDER

The Sutter Animal Services Authority Board of Director's meeting was called to order by Chairman Ziegenmeyer at 4:01 pm

Roll Call

Present: Directors Bains, Kirchner, Shaw, and Woten

Present via Conference call: Chairman Ziegenmeyer

Absent: Director Ghag

Pledge of Allegiance led by Director Bains

GENERAL ITEMS

1. Election of Board Chairman and Vice Chairman for 2021

Director Bains moved to re-elect current board for another term. Director Kirchner seconded the motion passed with a unanimous vote.

2. Minutes October 19, 2020

Director Woten moved to approve the Minutes of October 19, 2020. Director Kirchner seconded the motion that passed with an abstention by Director Bains.

3. Annual Financial Report – Fiscal Year Ended June 30, 2020

Director Woten moved to note and file the Annual Financial Report for fiscal year ended June 30, 2020. Director Kirchner seconded the motion that passed with an abstention by Director Bains.

4. Proposed Operational Budget for Fiscal Year 2021/22

The Board received an overview of the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2021/22. No action taken.

5. 2020 Operational Report – Presented by staff

Animal Services Manager Megan Anderson provided a report. No action taken.

6. Executive Director Report – Brad McIntire

No report.

7. Business from the Board

Agenda Item **1**

- Director Shaw requested for the June meeting to bring the education, traps and relocation program for the chickens.
- Next Meeting – June 21 at 4:00 pm

PUBLIC COMMENT - None

ADJOURNMENT – meeting adjourned at 4:41 pm.

Mike Ziegenmeyer, Chairman

ATTEST:

Judy Sanchez, Secretary
Prepared by Judy Sanchez



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: June 21, 2021
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: Proposed Operational Budget for Fiscal Year 2021-2022

Recommendations: Adopt the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2021-2022.

Fiscal Impact: For the Fiscal Year 2021-2022, staff anticipates a net operating expenditure and overhead decrease of \$32,780.

FY 2021/2022 Recommendations:

For FY 2021/22 staff recommends that the operational budget be decreased from \$1,245,284 to \$1,212,505. The decrease of \$32,780 includes the change below:

- \$29,502 associated with decreases in Salary and Benefits
- \$ 3,278 associated with decreases in Material, Supplies and Services

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 21/22 are as follows:

	Proposed Budget FY 2021/22	Projected Budget FY 2021/22 Decreases
Yuba City – 69%	\$ 836,629	\$ 22,617
Sutter County – 22%	\$ 266,751	\$ 7,212
Live Oak – 9%	\$ 109,125	\$ 2,951

Attachments:

- Sutter Animal Services Authority Proposed Budget for FY 2021-22

Prepared and Submitted By:

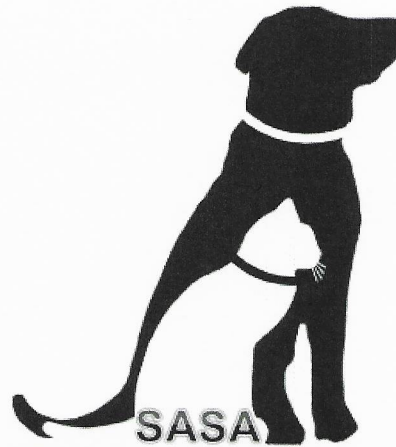
/s/ Brad McIntire

Brad McIntire
 Executive Director

Sutter Animal Services Authority
Animal Control Operating Budget FY 2021-2022

	Adopted Budget 20/21	Proposed SC Budget FY 21/22	Proposed YC Budget FY 21/22	Total SASA Proposed Budget FY 21/22
Salaries & Benefits:				
Salary Regular	\$ 490,047	\$ 40,126	\$ 426,648	\$ 466,774
Management Leave	1,754	-	1,670	1,670
Extra Help	80,000	-	96,900	96,900
Overtime	18,000	-	18,000	18,000
Medicare	8,621	552	7,959	8,511
Health Insurance	77,432	-	47,951	47,951
PERS/FICA	169,363	25,277	149,036	174,313
W/C (YC = 5% of Payroll)	19,155	-	16,061	16,061
Life Insurance	1,046	-	1,057	1,057
Unemployment	-	-	4,805	4,805
Vision/Dental Insurance	13,653	-	13,572	13,572
Premium Incentive - Health	5,703	-	5,658	5,658
Sub-Total S & B	\$ 884,774	\$ 65,955	\$ 789,317	\$ 855,272
Materials, Supplies & Services:				
	Adopted Budget 20/21	Proposed SC Budget FY 21/22	Proposed YC Budget FY 21/22	Total SASA Proposed Budget FY 21/22
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)	3,002	-	3,400	3,400
Postage & Freight	10,000	-	10,000	10,000
Office Expense	10,000	-	10,000	10,000
Printing & Binding	3,000	-	3,000	3,000
Professional Services	95,000	-	105,000	105,000
PARS Admin Fee	250	-	850	850
Testing	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	-	50,000	50,000
Dr/Credit Card Processing Fees	3,000	-	3,000	3,000
Finger Printing Services	-	-	-	-
Legal Fees	25,000	-	25,000	25,000
Professional Development	6,000	-	6,000	6,000
Dues & Subscriptions	850	-	850	850
O&M Outside Repair	5,000	-	10,000	10,000
O&M-Computer System	18,000	-	18,000	18,000
Vehicle Maintenance (ISF)	17,310	-	17,500	17,500
Vehicle Maintenance-O/S Purchase	500	-	500	500
Vehicle Maintenance Fuel	15,000	-	15,000	15,000
Vehicle/Equip. Replacement Fee (ISF)	36,908	-	21,000	21,000
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	13,000	-	16,000	16,000

Training Programs/Aids	2,000	-	2,000	2,000
Raw Water Purchases	4,000	-	4,000	4,000
City Facility Sewer Charges	1,500	-	1,500	1,500
Uniform/Clothing	3,700	-	3,700	3,700
Insurance	35,000	-	35,300	35,300
Computer Maint/Rep (ISF)	33,209	-	30,700	30,700
Other Material & Supplies	1,000	-	1,000	1,000
Equipment	-	-	-	-
Total Materials, Supplies & Services	\$ 486,729	\$ -	\$ 494,800	\$ 494,800
Total Expenditures	\$ 1,371,503	\$ 65,955	\$ 1,284,117	\$ 1,350,072
	Adopted Budget 20/21	Proposed SC Budget FY 21/22	Proposed YC Budget FY 21/22	Total SASA Proposed Budget FY 21/22
Revenues:				
Animal Licenses	\$ 120,000	\$ -	\$ 120,000	\$ 120,000
Admin Service Revenue	10,000	-	10,000	10,000
Vaccination Fee	20,000	-	20,000	20,000
Impounds/Boarding	50,000	-	50,000	50,000
Spay/Neuter Fines	7,000	-	7,000	7,000
Adoption (Rev/Adm) Fees	4,000	-	4,000	4,000
Microchip Revenue	7,500	-	7,500	7,500
Legal Reimbursement	1,500	-	1,500	1,500
Special Case Revenue	1,500	-	1,500	1,500
Restricted Spay/Neuter Rev	-	-	10,200	10,200
Total User Pay Revenues	\$ 221,500	\$ -	\$ 231,700	\$ 231,700
Net Operating Costs	\$ 1,150,003	\$ 65,955	\$ 1,052,417	\$ 1,118,372
Overhead Costs:				
SC 5% OH Charge	\$ 3,211	\$ 3,298		\$ 3,298
YC 10% OH Charge	92,070		\$ 90,836	90,836
Total Overhead Costs	\$ 95,281	\$ 3,298	\$ 90,836	\$ 94,133
Total Net Operating Costs	\$ 1,245,284	\$ 69,253	\$ 1,143,253	\$ 1,212,505
	Adopted Budget 20/21	Proposed SC Budget FY 21/22	Proposed YC Budget FY 21/22	Total SASA Proposed Budget FY 21/22
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	\$ 859,246	\$ 47,784	\$ 788,844	\$ 836,629
LO Net Cost	112,076	6,233	102,893	109,125
SC Net Cost	273,962	15,236	251,516	266,751
	\$ 1,245,284	\$ 69,253	\$ 1,143,253	\$ 1,212,505



Sutter Animal Services Authority

Report by:

Brad McIntire

Executive Director

