



BOARD OF DIRECTORS
Sutter Animal Services Authority

MEETING AGENDA SUMMARY
Regular

June 26, 2023
Regular Meeting 4:00 P.M.
Council Chambers – 1201 Civic Center Blvd
Yuba City CA 95993

Mike Ziegenmeyer – Chairman
Sutter County

Bob Woten – Vice-Chairman
City of Live Oak

Shon Harris
City of Yuba City

Michael Pasquale
City of Yuba City

Lakhvir Ghag
City of Live Oak

Karm Bains
Sutter County

Alternate:
Mat Conant, Sutter County
Marc Boomgaarden, Yuba City
Jeremy Chapdelaine, Live Oak

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 mlaffond@yubacity.net and comments will be read from each member of the public.



BOARD OF DIRECTORS
Sutter Animal Services Authority

June 26, 2023

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

_____ Director Pasquale

_____ Vice-Chairman Woten

_____ Director Ghag

_____ Director Harris

_____ Director Bains

Pledge of Allegiance

GENERAL ITEMS

1. Minutes May 1, 2023

Recommendation: Approve the Minutes of May 1, 2023

2. Adopt Operational Budget for Fiscal Year 2023/24

Recommendation: Adopt the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2023/24

3. Manager Report – Megan Anderson

4. Business from the Board

a. Next Meeting – October 30 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

MINUTES

Sutter Animal Services Authority

May 1, 2023

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 4:02 pm.

Roll Call

Present: Chairman Ziegenmeyer, Vice-Chairman Woten, Director Pasquale and Director Ghag

Absent: Director Harris, Director Bains

Pledge of Allegiance led by Chairman Ziegenmeyer

CONSENT ITEMS

1. **Minutes January 30, 2023**
2. **Approve Records Retention Schedule**
3. **Annual Financial Report – Fiscal Year Ended June 30, 2022**

The motion was passed with an unanimous vote.

GENERAL ITEMS

4. **Review Proposed Operational Budget for Fiscal Year 2023/24**

The Board received an overview of the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2023/24. No action taken.

5. **Manager Report** – Megan Anderson gave an update on SASA.

6. **Business from the Board**

- a. Next meeting – June 26, 2023 at 4:00pm

PUBLIC COMMENT – None

ADJOURNMENT – Meeting was adjourned at 4:28 pm

ATTEST:

Mike Ziegenmeyer, Chairman

Maddy Laffond, Secretary



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: June 26, 2023
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: Proposed Operational Budget for Fiscal Year 2023-2024

Recommendations: Adopt the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2023-2024.

Fiscal Impact: For the Fiscal Year 2023-2024, currently staff anticipates a net operating expenditure increase of \$270,423.

FY 2023/2024 Recommendations:

For FY 2023/24 staff recommends that the net operational costs be increased from \$1,367,117 to \$1,637,540. The total net operating costs increase of \$270,423 includes the changes below:

- \$151,503 associated with increased salaries and benefits for all employees.
- \$20,000 increase in heat/power & electric.
- \$25,000 increase in dog and cat food due to SASA no longer being able to obtain free quality food because our food source lost its donation supply.
- \$12,642 increase due to insurance and other materials and supplies.
- \$22,878 associated with Sutter County’s 5% overhead costs and the City of Yuba City’s 10% overhead costs per the JPA.
- \$38,400 decrease in projected revenue.

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 23/24 are as follows:

	Proposed Budget FY 2023/24	Projected Budget FY 2023/24 Increases
Yuba City – 69%	\$ 1,129,902	\$ 186,591
Sutter County – 22%	\$ 360,259	\$ 59,493
Live Oak – 9%	\$ 147,379	\$ 24,338

Attachment:

1. Sutter Animal Services Authority Proposed Budget for FY 2023-24

Prepared and Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director

ATTACHMENT 1

**Sutter Animal Services Authority
Animal Control Operating Budget FY 2023-2024**

	Adopted Budget 22/23	Proposed SC Budget FY 23/24	Proposed YC Budget FY 23/24	Total SASA Proposed Budget FY 23/24
Salaries & Benefits:				
Salary Regular	\$ 549,528	\$ 49,871	\$ 640,903	\$ 690,774
Standby	-	-	5,053	5,053
Management Leave	1,815	-	3,770	3,770
Extra Help	96,900	-	96,900	96,900
Overtime	18,000	-	18,189	18,189
Medicare	9,718	723	11,224	11,947
Health Insurance	78,112	9,548	60,672	70,220
PERS/FICA	193,073	19,874	180,563	200,437
Workers Compensation	15,413	-	14,154	14,154
Life Insurance	1,148	-	1,176	1,176
Unemployment	1,046	-	13,962	13,962
Vision/Dental Insurance	14,290	-	9,250	9,250
Premium Incentive - Health	5,556	-	270	270
Sub-Total S & B	\$ 984,599	\$ 80,016	\$ 1,056,086	\$ 1,136,102
	Adopted Budget 22/23	Proposed SC Budget FY 23/24	Proposed YC Budget FY 23/24	Total SASA Proposed Budget FY 23/24
Materials, Supplies & Services:				
Heat/Power-Electric	\$ 55,000	\$ -	\$ 75,000	\$ 75,000
Telephone Expense	1,800	-	1,800	1,800
Telephone-Cellular	5,000	-	5,000	5,000
Telephone-Internet (ISF)	3,400	-	3,100	3,100
Postage & Freight	10,000	-	10,000	10,000
Office Expense	10,000	-	12,000	12,000
Printing & Binding	2,500	-	2,500	2,500
Professional Services	105,000	-	105,000	105,000
PARS Admin Fee	850	-	850	850
Testing	-	-	-	-
Annual Audit	6,000	-	6,500	6,500
Levee Assessments/Property Taxes	2,200	-	2,200	2,200
Finger Printing Services	-	-	-	-
Legal Fees	25,000	-	25,000	25,000
Dr/Credit Card Processing Fees	3,000	-	3,000	3,000
Professional Development	6,000	-	6,000	6,000
Dues & Subscriptions	850	-	850	850
O&M Outside Repair	10,000	-	5,000	5,000
O&M-Computer System	18,000	-	18,000	18,000
Vehicle Maintenance (ISF)	10,200	-	15,100	15,100
Vehicle Maintenance-O/S Purchase	500	-	500	500
Vehicle Maintenance Fuel	20,000	-	18,615	18,615
Vehicle/Equip. Replacement Fee (ISF)	28,200	-	28,200	28,200
Bldg O&M-Mtce.	32,000	-	32,000	32,000
Bldg O&M-Facility O/S Purchase	8,000	-	8,000	8,000
Tools, Supplies, Equip <5K	16,000	-	41,000	41,000
Veterinary/Medical Supplies	50,000	-	50,000	50,000
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	36,000	-	43,227	43,227
Computer Maint/Rep (ISF)	33,300	-	38,000	38,000
Other Material & Supplies	1,000	-	1,000	1,000
Emergency Animal Shelter	-	-	-	-
Equipment	-	-	-	-
Total Materials, Supplies & Services	\$ 511,000	\$ -	\$ 568,642	\$ 568,642
Total Expenditures	\$ 1,495,599	\$ 80,016	\$ 1,624,728	\$ 1,704,744
		Proposed	Proposed	Total SASA
	Adopted	SC Budget	YC Budget	Proposed
Revenues:	Budget 22/23	FY 23/24	FY 23/24	Budget FY 23/24
Animal Licenses	\$ 120,000	\$ -	\$ 98,000	\$ 98,000
Admin Service Revenue	-	-	-	-
Vaccination Fee	16,000	-	15,000	15,000
Animal Service Operations	-	-	-	-
Impounds/Boarding	60,000	-	50,000	50,000
Spay/Neuter Fines	10,000	-	8,000	8,000
Adoption (Rev/Adm) Fees	4,000	-	3,500	3,500
Microchip Revenue	10,000	-	11,000	11,000
Legal Reimbursement	1,500	-	1,150	1,150
Special Case Revenue	1,500	-	950	950
Restricted Spay/Neuter Rev	13,000	-	10,000	10,000
	\$ 236,000	\$ -	\$ 197,600	\$ 197,600
Net Operating Costs	\$ 1,259,599	\$ 80,016	\$ 1,427,128	\$ 1,507,144
Overhead Costs:				
SC 5% OH Charge	\$ 3,731	\$ 4,001		\$ 4,001
YC 10% OH Charge	103,787		\$ 126,395	126,395
Total Overhead Costs	\$ 107,518	\$ 4,001	\$ 126,395	\$ 130,396
Total Net Operating Costs	\$ 1,367,117	\$ 84,017	\$ 1,553,523	\$ 1,637,540
	Adopted	Proposed	Proposed	Total SASA
	Budget 22/23	SC Budget	YC Budget	Proposed
		FY 23/24	FY 23/24	Budget FY 23/24
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	\$ 943,311	\$ 57,972	\$ 1,071,931	\$ 1,129,902
LO Net Cost	123,041	7,562	139,817	147,379
SC Net Cost	300,766	18,484	341,775	360,259
	\$ 1,367,117	\$ 84,017	\$ 1,553,523	\$ 1,637,540



Report by:

Megan Anderson

SASA Manager

