



BOARD OF DIRECTORS
Sutter Animal Services Authority

MEETING AGENDA SUMMARY

June 25, 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.



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Sutter Animal Services Authority

June 25, 2018
Regular Meeting: 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
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1:00 P.M. CALL TO ORDER

Roll Call

- _____ Chairman Tica
- _____ Vice-Chairman Harris
- _____ Director Buckland
- _____ Director Ghag
- _____ Director Munger
- _____ Director Sullenger

Pledge of Allegiance

GENERAL ITEMS

1. Minutes April 16, 2018

Recommendation: Approve the Minutes of April 16, 2018

2. Operational Budget – Fiscal Year 2018-2019

Recommendation: Adopt 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
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

The Sutter Animal Services Authority Board of Director's meeting was called to order by Vice-Chairman Tica at 1:00 p.m.

Present: Directors Cardoza, Ghag, Munger, Sullenger, and Chairman Tica

Absent: Directors Buckland and Harris

Pledge of Allegiance

Director Cardoza led the Pledge of Allegiance

GENERAL ITEMS

1. Minutes January 22, 2018

Director Ghag moved to approve the Minutes of January 22, 2018. Director Cardoza seconded the motion that passed with an unanimous vote.

2. Proposed Operational Budget – Fiscal Year 2018-2019

The Board received an overview of the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2018-2019. No action taken.

3. Animal Services Manager Oral Report – Diana Barrett

Animal Services Manager Diana Barret provided her report. No action taken.

4. Business from the Board - None

PUBLIC COMMENT – None

ADJOURNMENT

Chairman Tica adjourned the Regular Meeting of the Sutter Animal Services authority at 1:14 p.m.

ATTEST:

Aleksandar Tica, Chairman

Terrel Locke, Secretary

Animal Services

MISSION STATEMENT

Sutter Animal Services Shelter is committed to animal health and welfare. Governed by the City of Yuba City, Sutter County, and Live Oak the facility's amenities includes state-of-the-art climate and ventilation systems to reduce disease transmission, exterior misting system and play areas, a modern surgical and medical treatment area, and an inviting adoption and get-acquainted center. The facility also features a built-in cleaning system to ensure a safe environment that minimizes animal illness risk.

As a municipal facility, the shelter takes in all animals regardless of medical or temperament issues, and is committed to helping all healthy, friendly animals get adopted or placed with rescue organizations. The facility shelters more than 3,600 dogs, cats and other animals each year.

SERVICE DESCRIPTION

The Animal Services Division is responsible for the capture, control and care of straying, lost and aggressive animals in the three communities under the SASA JPA.

In addition, field staff responds to nuisance animal complaints, removal of deceased animals from public and private grounds, investigate animal bite cases and investigate reports of animal neglect and cruelty.

STRATEGIC ISSUES

1. Maintain the physical and aesthetic qualities of all public parks entrusted to our care.
2. Maintain and expand the quality, variety and affordability of our recreational programs, activities, services and special events.
3. Maintain and expand the quality of our Animal Services.

FY 2017 - 2018 ACCOMPLISHMENTS

- ❖ Fully staffed and trained vacant positions in the field and facility during this fiscal year which has greatly improved the quality of service that we provide to the communities we serve.
 - ❖ Streamlined the Potentially Dangerous and Viscous Dog Superior Court processes resulting in creating a safer community due to a decrease in known aggressive animals residing in the region.
 - ❖ Increased the number of rescues and enhanced the current rescue partnerships resulting in increased live release rates.
 - ❖ Implemented a "4-10" work schedule for animal control officers resulting in more availability to service requests prior to and after normal business hours.
 - ❖ Provide field staffing availability across a 7-day a week span and after hours call out.
 - ❖ Continue to recruit, train, manage and maintain a robust volunteer program. Volunteers assigned to the animal shelter are paramount to providing best practice care for lost and abandoned animals.
 - ❖ Continue to serve as a liaison with the "Friends of Sutter Animal Services" a group designed at garnering donations from the public which support SASA operational funding shortfalls.
 - ❖ Promote dog licensure compliance by sending pet licensing renewal notices to dog owners in the community in a timely manner.
 - ❖ Proactively manage service requests from the public via YC311 resulting in faster service times.
-

Animal Services

FY 2017 - 2018 INITIATIVES

- ❖ Staff will continue to be engaged and work towards improved quality service in the delivery of services to the community by participating in strategic meetings on a monthly basis with SASA Administration.
- ❖ Continue to create and maintain strong working relationships with rescue groups; both local and regional aimed at keeping the flow of homeless pets moving through SASA facility.
- ❖ Staff will continue to remain flexible and interested in learning other job duties. Staff will become “cross-trained” allowing for better coverage during staffing challenges.

CONTINUOUS IMPROVEMENT PERFORMANCE MEASURES

- ❖ Document and track all calls for service to include response time and resolution of requests.
- ❖ Document and track animal impound data to include disposition of animals when they leave SASA care.
- ❖ Continue to increase live release rates and decrease euthanasia rates by routine adoption thru the public and release to rescue through partnerships.

Performance Measure	2016- 2017	2017- 2018	2018- 2019
	Actual	Actual	Target
Measure 1 - Calls for service	6680	7517	8154
Measure 2 - Animal impound numbers	3,367	3,515	3,663
Measure 3 - Live releases	1,998	2,305	2,612

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PERSONNEL SUMMARY
(shown in full time equivalents)

	Adopted Budget 2016-17	Adopted Budget 2017-18	Proposed Budget 2018-19
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Animal Services			
Animal Services Manager	1	1	1
Animal Shelter Supervisor	0	1	1
Animal Control Officer	4	3	3
Registered Vet. Technician	1	1	1
Lead Kennel Care Technician	1	1	0
Kennel Attendant	1	1	2
Clerk III	1	1	1
Clerk II	1	1	1
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<i>Subtotal</i>	10.0	10.0	10.0
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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	-	45,772	45,772
Other Material & Supplies	1,000	-	1,000	1,000
Equipment	-	-	-	-
Total Materials, Supplies & Services	\$ 471,309	\$ -	\$ 509,985	\$ 509,985
Total Expenditures	\$ 1,296,674	\$ 139,002	\$ 1,215,632	\$ 1,354,634
	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	\$ 984,832	\$ 1,123,834
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	\$ 1,062,687	\$ 1,208,639
	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	\$ 733,254	\$ 833,961
LO Net Cost	104,683	13,136	95,642	108,777
SC Net Cost	255,891	32,109	233,791	265,901
	\$ 1,163,140	\$ 145,952	\$ 1,062,687	\$ 1,208,639

*** Denotes Worker's Compensation Note:				
Yuba City is charging 5% for Workers' Compensation for all payroll costs				
Overhead Calculation:				
Net Operating Costs Less:	\$ 984,832			
Insurance	(26,500)			
Workers' Compensation Insurance	(28,100)			
Vehicle Maintenance	(14,588)			
Computer Maintenance	(63,772)			
Capital Equipment	0			
Vehicle Replacement	(67,825)			
Annual Independent Audits	(5,500)			
Net Operational Expenses subject	\$ -			
to 10% Overhead Calculation	\$ 778,547	10%	\$ 77,854.70	