



BOARD OF DIRECTORS
Sutter Animal Services Authority

***AMENDED* MEETING AGENDA SUMMARY**
Regular

June 27, 2022

Closed Session 3:30 P.M.
Fremont Room – 1201 Civic Center Blvd
Yuba City CA 95993

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

Bob Woten - Chairman
City of Live Oak

Mike Ziegenmeyer
Sutter County

Marc Boomgaarden
City of Yuba City

Grace Esoindola
City of Yuba City

Lakhvir Ghag
City of Live Oak

Karm Bains
Sutter County

Alternate:
Mat Conant, Sutter County
Shon Harris, Yuba City

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
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3:30 P.M. CLOSED SESSION

A. Conference with legal Counsel pursuant to Government Code 54956-9: Anticipated Litigation – 1 case.

4:00 P.M. CALL TO ORDER

Roll Call

_____ Chairman Woten
_____ Director Boomgaarden
_____ Director Espindola

_____ Director Ghag
_____ Director Bains
_____ Director Ziegenmeyer

Pledge of Allegiance

GENERAL ITEMS

1. Minutes April 25, 2022

Recommendation: Approve the Minutes of April 25, 2022

2. Election of Vice Chairperson for 2022

Recommendation: Per the Joint Powers Agreement, staff recommends the Board elect a Vice Chair for 2022

3. Adopt Operational Budget for Fiscal Year 2022/23

Recommendation: Adopt the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2022/23

4. Manager Report – Megan Anderson

5. Business from the Board

a. Next Meeting – October 24 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 (DRAFT)

Sutter Animal Services Authority

April 25, 2022

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 Director Woten 4:00 pm.

Roll Call

Present: Directors Boomgaarden, Woten, Conant, Harris, and Ghag (arrived at 4:24pm)

Absent: Chairman Ziegenmeyer, Directors Espindola and Bains

Pledge of Allegiance led by Director Boomgaarden

GENERAL ITEMS

1. Election of Board Chairman and Vice Chairman

Director Boomgaarden moved to nominate Director Woten as Chairman. Director Harris seconded and the motion passed unanimously. The election of Vice Chairman was postponed until the next meeting.

2. Minutes October 25, 2021

Chairman Woten moved to approve the Minutes of October 25, 2021. Director Harris seconded the motion, motion passed.

3. Annual Financial Report – Fiscal Year Ended June 30, 2021

Director Boomgaarden moved to note and file the Annual Financial Report for fiscal year ended June 30, 2021. Director Conant seconded the motion, motion passed.

4. Proposed Operational Budget for Fiscal Year 22/23

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

5. Manager Presentation – Megan Anderson

Megan Anderson, Animal Services Manager, gave an operational report which included animal intake, revenue, calls for service, and TNR program.

6. Business from the Board

a. Next meeting – June 27, 2022 at 4:00pm

PUBLIC COMMENT – None

ADJOURNMENT – Meeting was adjourned at 4:29 pm

Bob Woten, Chairman

ATTEST:

Maddy Laffond, Secretary



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: Monday, June 27, 2022
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: Election of Vice Chair for 2022

Recommendation: Per the Joint Powers Agreement, staff recommends the Board elect a Chair and Vice Chair for 2022.

Fiscal Impact: There is no fiscal impact associated with this proposal

Background:

Per Section 3.1 of the Joint Powers Agreement, it states that the Board shall elect a Chair and Vice Chair at the first regular meeting of the Board for each calendar year. The Board nominated and approved the election of a Chair at the last meeting. The Board also chose to elect a Vice Chair at the June 27th meeting.

Fiscal Impact:

There are no fiscal impacts associated with electing a Chair and Vice Chair.

Recommendation:

Per the Joint Powers Agreement, staff recommends the Board elects a Chair and Vice Chair for 2022.

Prepared and Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: June 27, 2022
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: Proposed Operational Budget for Fiscal Year 2022-2023

Recommendations: Adopt the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2022-2023.

Fiscal Impact: For the Fiscal Year 2022-2023, at this time staff anticipates an operating expenditure increase of \$122,119.

FY 2022/2023 Recommendations:

For FY 2022/23 staff recommends that the operational budget be increased from \$1,212,705 to 1,367,117. The increase of \$122,119 includes the changes below:

- \$82,754 associated with backfilling our Registered Vet Tech Position
- \$48,921 associated with increased Benefits (health insurance, PERS & FICA) for all employees.
- \$16,200 in Materials and Supplies

Please note that the City of Yuba City is currently in negotiations with all of the bargaining units that includes every SASA employee and the projected budget number does not include potential raises.

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 22/23 are as follows:

	Proposed Budget FY 2022/23	Projected Budget FY 2022/23 Increases
Yuba City – 69%	\$ 943,311	\$ 106,683
Sutter County – 22%	\$ 300,766	\$ 34,015
Live Oak – 9%	\$ 123,041	\$ 13,916

Attachments:

1. Sutter Animal Services Authority Proposed Budget for FY 2022-23

Prepared and Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director

Sutter Animal Services Authority				
Animal Control Operating Budget FY 2022-2023				
	Adopted	Proposed	Proposed	Total SASA
	Budget 21/22	SC Budget	YC Budget	PROPOSED
Salaries & Benefits:	Budget 21/22	FY 22/23	FY 22/23	Budget FY 22/23
Salary Regular	\$ 466,774	\$ 45,725	\$ 503,803	\$ 549,528
Management Leave	1,670	-	1,815	1,815
Extra Help	96,900	-	96,900	96,900
Overtime	18,000	-	18,000	18,000
Medicare	8,511	640	9,078	9,718
Health Insurance	47,951	10,477	67,635	78,112
PERS/FICA	174,313	17,770	175,303	193,073
Workers Compensation	16,061	-	15,413	15,413
Life Insurance	1,057	-	1,148	1,148
Unemployment	4,805	-	1,046	1,046
Vision/Dental Insurance	13,572	-	14,290	14,290
Premium Incentive - Health	5,658	-	5,556	5,556
Sub-Total S & B	\$ 855,272	\$ 74,612	\$ 909,987	\$ 984,599
	Adopted	Proposed	Proposed	Total SASA
	Budget 21/22	SC Budget	YC Budget	PROPOSED
Materials, Supplies & Services:	Budget 21/22	FY 22/23	FY 22/23	Budget FY 22/23
Heat/Power-Electric	\$ 50,000	\$ -	55,000	55,000
Telephone Expense	1,800	-	1,800	1,800
Telephone-Cellular	5,000	-	5,000	5,000
Telephone-Internet (ISF)	3,400	-	3,400	3,400
Postage & Freight	10,000	-	10,000	10,000
Office Expense	10,000	-	10,000	10,000
Printing & Binding	3,000	-	2,500	2,500
Professional Services	105,000	-	105,000	105,000
PARS Admin Fee	850	-	850	850
Testing	-	-	-	-
Annual Audit	5,500	-	6,000	6,000
Levee Assessments/Property Taxes	2,200	-	2,200	2,200
Veterinary/Medical Supplies	50,000	-	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	10,000	-	10,000	10,000
O&M-Computer System	18,000	-	18,000	18,000
Vehicle Maintenance (ISF)	17,500	-	10,200	10,200
Vehicle Maintenance-O/S Purchase	500	-	500	500
Vehicle Maintenance Fuel	15,000	-	20,000	20,000
Vehicle/Equip. Replacement Fee (ISF)	21,000	-	28,200	28,200
Bldg O&M-Mtce.	32,000	-	32,000	32,000
Bldg O&M-Facility O/S Purchase	5,000	-	8,000	8,000
Tools, Supplies, Equip <5K	16,000	-	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	35,300	-	36,000	36,000
Computer Maint/Rep (ISF)	30,700	-	33,300	33,300
Other Material & Supplies	1,000	-	1,000	1,000
Equipment	-	-	-	-
Total Materials, Supplies & Services	\$ 494,800	\$ -	\$ 511,000	\$ 511,000
Total Expenditures	\$ 1,350,072	\$ 74,612	\$ 1,420,987	\$ 1,495,599
		Proposed	Proposed	Total SASA
	Adopted	SC Budget	YC Budget	PROPOSED
Revenues:	Budget 21/22	FY 22/23	FY 22/23	Budget FY 22/23
Animal Licenses	\$ 120,000	\$ -	\$ 120,000	\$ 120,000
Admin Service Revenue	10,000	-	-	-
Vaccination Fee	20,000	-	16,000	16,000
Impounds/Boarding	50,000	-	60,000	60,000
Spay/Neuter Fines	7,000	-	10,000	10,000
Adoption (Rev/Adm) Fees	4,000	-	4,000	4,000
Microchip Revenue	7,500	-	10,000	10,000
Legal Reimbursement	1,500	-	1,500	1,500
Special Case Revenue	1,500	-	1,500	1,500
Restricted Spay/Neuter Rev	10,200	-	13,000	13,000
Total User Pay Revenues	\$ 231,700	\$ -	\$ 236,000	\$ 236,000
Net Operating Costs	\$ 1,118,372	\$ 74,612	\$ 1,184,987	\$ 1,259,599
Overhead Costs:				
SC 5% OH Charge	\$ 3,298	\$ 3,731		\$ 3,731
YC 10% OH Charge	90,835		\$ 103,787	103,787
Total Overhead Costs	\$ 94,133	\$ 3,731	\$ 103,787	\$ 107,518
Total Net Operating Costs	\$ 1,212,505	\$ 78,343	\$ 1,288,774	\$ 1,367,117
		Proposed	Proposed	Total SASA
	Adopted	SC Budget	YC Budget	PROPOSED
	Budget 21/22	FY 22/23	FY 22/23	Budget FY 22/23
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	\$ 836,628	\$ 54,056	\$ 889,254	\$ 943,311
LO Net Cost	109,125	7,051	115,990	123,041
SC Net Cost	266,751	17,235	283,530	300,766
	\$ 1,212,505	\$ 78,343	\$ 1,288,774	\$ 1,367,117



Report by:

Megan Anderson

SASA Manager

