



**BOARD OF DIRECTORS**  
Sutter Animal Services Authority

**MEETING AGENDA SUMMARY**

**April 25, 2016**  
**Regular Meeting 1:00 P.M.**  
**YUBA CITY COUNCIL CHAMBERS**  
**1201 CIVIC CENTER BLVD**  
**YUBA CITY CA 95993**

**Preet Didbal, Chairman**  
City of Yuba City

**Gary Baland, Vice-Chairman**  
City of Live Oak

**John Buckland**  
City of Yuba City

**Diane Hodges**  
City of Live Oak

**Larry Munger**  
Sutter County Supervisor

**Ron Sullenger**  
Sutter County Supervisor

Alternates:  
Steve Alvarado, Live Oak : Stan Cleveland, Yuba City

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](http://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 25, 2016**  
**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 Didbal
- \_\_\_\_\_ Vice-Chairman Baland
- \_\_\_\_\_ Director Buckland
- \_\_\_\_\_ Director Hodges
- \_\_\_\_\_ Director Munger
- \_\_\_\_\_ Director Sullenger

Pledge of Allegiance

**GENERAL ITEMS**

**1. Minutes January 25, 2016**

Recommendation: Approve the Minutes of January 25, 2016

**2. Operational Budget for Fiscal Year 2016-2017**

Recommendation: Review Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2016-2017

**3. Report of Animal Services Manager**

Recommendation: Note and File Animal Services Manager Report

**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)  
BOARD OF DIRECTORS**

**Sutter Animal Services Authority**

**January 25, 2016**

**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 Chairman Hodges at 1:05 p.m.

Present: Directors Buckland, Didbal, Munger, and Chairman Hodges

Absent: Directors Baland and Sullenger

Pledge of Allegiance

Chairman Hodges led the Pledge of Allegiance

**GENERAL ITEMS**

**1. Election of Board Chairman and Vice-Chairman**

Director Hodges nominated Preet Didbal for the office of Chairman of the SASA Board for 2016. Director Buckland seconded the nomination that passed with a unanimous vote.

Director Buckland nominated Director Baland for the office of Vice-Chairman of the SASA Board for 2016. Director Munger seconded the nomination that passed with a unanimous vote.

**2. Minutes September 14, 2015**

Director Buckland moved to approve the Minutes of September 14, 2015. Director Hodges seconded the motion that passed with a unanimous vote.

**3. 2016 Meeting Calendar**

Director Hodges moved to approve the 2016 Meeting Calendar. Director Munger seconded the motion that passed with a unanimous vote.

Meeting dates:

- January 25, 2016
- April 18, 2016
- June 6, 2016
- October 24, 2016

**4. Annual Financial Report Fiscal Year Ended June 30, 2015**

Noted and Filed the Annual Financial Report for Fiscal Year Ended June 30, 2015.

**5. Report of Animal Services Manager**

Noted and Filed Animal Services Manager Report

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

Chairman Didbal adjourned the Special Meeting of the Sutter Animal Services authority at 1:15 p.m.

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Preet Didbal, Chairman

ATTEST:

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Terrel Locke, Secretary



**BOARD OF DIRECTORS**  
**Sutter Animal Services Authority**

**Date:** April 25, 2016  
**To:** Sutter Animal Services Authority Board of Directors  
**From:** Diana Barrett, Animal Services Manager  
Brad McIntire, Executive Director

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**Subject:** Proposed Draft Operational Budget for Fiscal Year 2016-2017

**Recommendations:** Review the proposed draft Operational Budget for Sutter Animal Services Authority for Fiscal Year 2016/17

**Fiscal Impact:** For the Fiscal Year 2016/17, staff anticipates a net operating expenditure and overhead increase of \$131,752

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**2015/2016 Overview:**

The adopted budget for Materials, Supplies and Services and Salaries and Benefits for the 2015/16 fiscal year of \$1,099,009 was able to absorb increased and unanticipated expenditures for the following:

- \$ 1,200 to repair a faulty oxygen manifold
- \$ 1,400 for State mandated re-calibration of four anesthesia machines
- \$ 2,000 for modems associated with truck computers
- \$ 3,700 for increased insurance fees
- \$ 7,000 to repair and maintain corroded SMT (cleaning system) pumps
- \$ 27,743 Salaries and Benefits associated with Increases in Salary and Benefits adopted in FY 15/16 for Yuba City employees

Staff is projecting a decrease in revenue of \$28,632 for FY 15/16 due to over-estimating revenue associated with adoption trends from the first year in the new facility. The rate of adoptions that were received in the first year of the shelter being opened have not been sustained.

The animal shelter program continues to see euthanasia rates decrease and live release increase; however, there are fewer direct adoptions and more animals rescued and relocated through outside agency partnerships.

**2016/2017 Recommendations:**

For FY 2016/17 staff recommends that the operational budget be increased from \$1,099,009 to \$1,230,351 which includes the significant changes below:

- \$ 68,803 - Addition of One Animal Control Officer I
- \$ 5,000 - Increase Professional Services
- \$ 5,000 - Increase Insurance and Annual Audit
- \$ 8,000 - Increase computer and vehicle maintenance costs
- \$ 12,000 - Increase Building O&M
- \$ 30,000 - Salaries and Benefits associated with Increases in Salary and Benefits adopted in FY 15/16 for Yuba City employees

Staff has identified the need to increase the various accounts listed above related to the replacement of the Spray Masters Technology (SMT cleaning system) pumps due to pump corrosion and the need to have the anesthesia machines re-calibrated per California State Veterinary Board requirements on an annual basis. Requested increases are also shown in anticipation of increased general insurance fees, membership dues and audit fees. Additionally, increases will occur for computer system and vehicle maintenance. The cost of outside veterinary services has increased in the community as well.

### **Additional Animal Control Officer I**

Staff is recommending adding an Animal Control Officer position to the current team of three. Animal control officers are currently available 7 days a week from 8am to 5pm. The benefits of an additional officer are as follows:

- A fourth officer would allow for longer periods of coverage in the field and would increase service levels to the public.
- Having a fourth animal control officer would allow for flexible staffing so that calls for service could be handled throughout the day and into the early evening.
- Many animal services calls are perceived as emergencies by the public and thus officers stay on shift to handle stray, injured, aggressive and deceased animals in the roadways causing hazards which results in overtime. SASA has seen a significant increase of calls for service and potentially dangerous and viscous dog cases over the past four years. Due to an increase in animal bite cases, an Animal Control Officer routinely works part of their shift in the facility to complete bite reports and Sutter County Health Department paperwork relative to rabies control.
- Field staff responds to 20-30 calls for service daily, driving 130 – 160 miles per shift. Following-up on violation notices can be a challenge. Having a fourth officer would increase response times to calls for service by dividing the workload into manageable portions.
- Much like law enforcement, Animal Services Officers would like to have more presence educating the public on their mission by visiting schools to hold animal related safety seminars. These seminars are aimed at promoting responsible pet ownership to youth which would offset future pet over-population issues.
- Dead animals are not retrieved from public roadways in a timely manner. Frequently, deceased large animals such as deer that require two people to lift into the truck are not picked up for 5-7 days depending upon staff availability and the location of the deceased animal.

**Sample Staffing Graph with Three and Four Field ACO's (below)**

3 ACO's

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	ACO # 1*	ACO #1 *	ACO # 1	ACO # 1	ACO # 1 *	
ACO # 2	ACO # 2	ACO # 2			ACO # 2	ACO # 2
	ACO # 3	ACO # 3	ACO # 3	ACO # 3	ACO # 3	
CLOSED	CLOSED					
Stand-by			* Logs/Bite Reports/Schedules			

4 ACO's

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	ACO #1*	ACO # 1 *	ACO #1	ACO # 1	ACO # 1 *	
	ACO #2	ACO # 2	ACO # 2	ACO # 2	ACO # 2	
ACO # 3	ACO #3	ACO # 3			ACO # 3	ACO # 3
		ACO # 4	ACO # 4	ACO # 4	ACO # 4	ACO # 4
CLOSED	CLOSED					
Stand-by		Swing Shift 11-8		* Logs/Bite Reports/ Schedules		

**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 16/17 is as follows:

	FY 2015/16	Option 1 FY 2016/17	Option 2 FY 2016/17	FY 2016/17 Option Difference
<b>Yuba City – 69%</b>	\$ 652,505	\$ 699,038	\$ 743,414	\$ 44,376
<b>Sutter County – 22%</b>	\$ 208,045	\$ 222,882	\$ 237,031	\$ 14,149
<b>Live Oak – 9%</b>	\$ 85,109	\$ 91,179	\$ 96,967	\$ 5,788

**Next Steps:**

Option 1 above shows the total cost for each agency with current staffing levels. Option 2 includes the additional animal control officer, if approved by all jurisdictions. Option 2 will not proceed unless approved by all agencies.

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 at the Special Board meeting to be scheduled for Monday June 13, 2016 at 1:00 p.m.

**Attachments:**

- Calls for Service Graph
- Sutter Animal Services Authority Proposed Budget for FY 2016-17

Prepared By:

[/s/ Diana Barrett](#)

Diana Barrett  
Animal Services Manager

Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire  
Executive Director

YEAR	CALLS FOR SERVICE	AUTHORIZED OFFICERS	PDD/VD
2015	7243	3*	14
2014	7129	3	9
2013	6308	3	5
2012	6258	5	3

\*During the period between September– December 2015, there were only two Animal Control Officers due to the resignation of an Officer.

**Sutter Animal Services Authority**  
**DRAFT - Animal Control Operating Budget FY 2016-2017**

	<b>Adopted Budget 15/16</b>	<b>Proposed SC Budget FY 16/17</b>	<b>Proposed YC Budget FY 16/17</b>	<b>Total SASA Proposed Budget FY 16/17</b>
<b>Salaries &amp; Benefits:</b>				
Salary Regular	\$ 388,832	\$ 124,535	\$ 329,785	\$ 454,320
Management Leave	1,822	-	1,858	1,858
Extra Help	40,000	-	52,000	52,000
Overtime	30,000	10,000	8,000	18,000
Medicare	6,624	1,576	5,957	7,533
Health Insurance	71,321	37,417	35,866	73,283
PERS/FICA	108,484	35,935	91,445	127,380
W/C (YC = 5% of Payroll)	22,433	-	26,309	26,309
Life Insurance	186	-	206	206
Vision/Dental Insurance	9,534	-	11,123	11,123
Premium Incentive - Health	11,960	-	19,204	19,204
<b>Sub-Total S &amp; B</b>	<b>\$ 691,196</b>	<b>\$ 209,463</b>	<b>\$ 581,753</b>	<b>\$ 791,216</b>
<b>Materials, Supplies &amp; Services:</b>				
Heat/Power-Electric	\$ 50,000	\$ -	50,000	50,000
Telephone-Service	4,000	-	4,000	4,000
Telephone-Cellular	2,000	-	2,800	2,800
Telephone-Internet (ISF)	129	-	129	129
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	80,000	-	85,000	85,000
PARS Admin Fee	250	-	250	250
Testing	1,500	-	1,500	1,500
Annual Audit	3,000	-	4,200	4,200
Levee Assessments	200	-	200	200
Veterinary/Medical Supplies	38,000	-	40,000	40,000
Dr/Credit Card Processing Fees	1,500	-	2,000	2,000
Finger Printing Services	500	-	500	500
Legal Fees	20,000	-	20,000	20,000
Professional Development	3,000	-	3,000	3,000
Dues & Subscriptions	850	-	850	850
O&M Outside Repair	5,000	-	5,000	5,000
O&M-Computer System	12,000	-	18,000	18,000
Vehicle Maintenance (ISF)	15,000	-	11,000	11,000
Vehicle Maintenance-O/S Purchase	1,500	-	1,500	1,500
Vehicle Maintenance Fuel	15,000	-	15,000	15,000
Vehicle Replacement Fee (ISF)	37,124	-	36,356	36,356
Bldg O&M-Mtce.	20,000	-	32,000	32,000
Bldg O&M-Facility O/S Purchase	5,000	-	5,000	5,000
Tools, Supplies, Equip <5K	12,000	-	12,000	12,000

Training Programs/Aids	2,000	-	2,000	2,000
Raw Water Purchases	3,500	-	3,500	3,500
City Facility Sewer Charges	1,200	-	1,200	1,200
Uniform/Clothing	3,500	-	3,500	3,500
Insurance	17,000	-	21,000	21,000
Computer Maint/Rep (ISF)	22,460	-	28,250	28,250
Other Material & Supplies	1,000	-	1,000	1,000
Equipment	8,600	-	7,400	7,400
<b>Total Materials, Supplies &amp; Services</b>	<b>\$ 407,813</b>	<b>\$ -</b>	<b>\$ 439,135</b>	<b>\$ 439,135</b>
<b>Total Expenditures</b>	<b>\$ 1,099,009</b>	<b>\$ 209,463</b>	<b>\$ 1,020,888</b>	<b>\$ 1,230,351</b>
		<b>Proposed</b>	<b>Proposed</b>	<b>Total SASA</b>
	<b>Adopted</b>	<b>SC Budget</b>	<b>YC Budget</b>	<b>Proposed</b>
<b>Revenues:</b>	<b>Budget 15/16</b>	<b>FY 16/17</b>	<b>FY 16/17</b>	<b>Budget FY 16/17</b>
Animal Licenses	\$ 95,000	\$ -	\$ 128,500	\$ 128,500
Altered Animal Adoption Fee	28,000	-	16,000	16,000
Vaccination Fee	32,000	-	18,000	18,000
Impounds/Boarding	38,000	-	42,000	42,000
Spay/Neuter Fines	4,000	-	5,000	5,000
Adoption (Rev/Adm) Fees	5,000	-	5,000	5,000
Microchip Revenue	12,500	-	10,000	10,000
Legal Reimbursement	-	-	1,000	1,000
Special Case Revenue	3,000	-	2,000	2,000
<b>Total User Pay Revenues</b>	<b>\$ 217,500</b>	<b>\$ -</b>	<b>\$ 227,500</b>	<b>\$ 227,500</b>
<b>Net Operating Costs</b>	<b>\$ 881,509</b>	<b>\$ 209,463</b>	<b>\$ 793,388</b>	<b>\$ 1,002,851</b>
<b>Overhead Costs:</b>				
SC 5% OH Charge	\$ 10,239	\$ 10,473		\$ 10,473
YC 10% OH Charge	53,912		\$ 64,087	64,087
<b>Total Overhead Costs</b>	<b>\$ 64,151</b>	<b>\$ 10,473</b>	<b>\$ 64,087</b>	<b>\$ 74,560</b>
<b>Total Net Operating Costs</b>	<b>\$ 945,659</b>	<b>\$ 219,936</b>	<b>\$ 857,475</b>	<b>\$ 1,077,411</b>
		<b>Proposed</b>	<b>Proposed</b>	<b>Total SASA</b>
	<b>Adopted</b>	<b>SC Budget</b>	<b>YC Budget</b>	<b>Proposed</b>
	<b>Budget 15/16</b>	<b>FY 16/17</b>	<b>FY 16/17</b>	<b>Budget FY 16/17</b>
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	\$ 652,505	\$ 151,756	\$ 591,658	\$ 743,414
LO Net Cost	85,109	19,794	77,173	96,967
SC Net Cost	208,045	48,386	188,645	237,031
	\$ 945,659	\$ 219,936	\$ 857,475	\$ 1,077,411