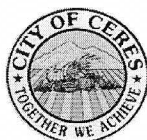
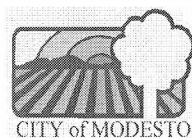


# Stanislaus Animal Services Agency



## SPECIAL MEETING

Thursday, February 23, 2012 at 8:00am  
Animal Services Conference Room  
3647 Cornucopia Way  
Modesto, CA 95358



# STANISLAUS ANIMAL SERVICES AGENCY

“SERVING YOUR COMMUNITY TOGETHER”

3647 Cornucopia Way  
Modesto CA 95358

Phone: 209.558.7387 Fax: 209.558.2138  
www.stancounty.com/animalservices

## Joint Powers Agency Special Meeting Notice

Thursday, February 23, 2012, Animal Services Conference Room, 3647 Cornucopia Way, Modesto, CA

The Joint Powers Agency welcomes you to its meetings, which are held by announcement, and your interest is encouraged and appreciated.

The agenda is divided into two sections:

**CONSENT CALENDAR:** These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at the beginning of the meeting under the section titled “Consent Calendar.” If you wish to have an item removed from the Consent Calendar, please make your request at the time the Agency Chairperson asks if any member of the public wishes to remove an item from consent.

**REGULAR CALENDAR:** These items will be individually discussed and include all items not on the consent calendar, all public hearing and correspondence.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE AGENCY ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the item is announced by the Agency Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Agency will be limited to a maximum of 5 minutes unless the Chairperson of the Agency grants a longer period of time.

**PUBLIC COMMENT PERIODS:** Matters under the jurisdiction of the Agency, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Agency for consideration. However, California law prohibits the Agency from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Joint Powers Agency for Stanislaus Animal Services. Any member of the public wishing to address the Agency during the “Public Comment” period shall be permitted to be heard once for up to 5 minutes.

Materials related to an item on this Agenda submitted to the Agency after distribution of the agenda packet are available for public inspection in the Clerk’s office at 3647 Cornucopia Way, Modesto, CA during normal business hours.

**NOTICE REGARDING NON-ENGLISH SPEAKERS:** Joint Powers Agency meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director of Animal Services at (209) 342-1740.

**MATERIALS:** Materials related to an item on this Agenda submitted to the Joint Powers Agency after distribution of the agenda packet are available for public inspection in the Animal Services Office at 3647 Cornucopia Way in Modesto, during normal business hours.

**STANISLAUS ANIMAL SERVICES AGENCY**  
"SERVING YOUR COMMUNITY TOGETHER"

3647 Cornucopia Way  
Modesto CA 95358

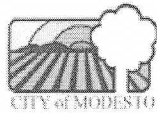
Phone: 209.558.7387 Fax: 209.558.2138  
[www.stancounty.com/animalservices](http://www.stancounty.com/animalservices)

Stanislaus Animal Services Agency Board Meeting Agenda

---

**SPECIAL MEETING**  
**February 23, 2012**

1. **Roll Call (silent)**
2. **New Business**
  - A. Verbal Update on Ordinances
  - B. Authorize the Stanislaus Animal Services Agency to restore funding to one Manager I/II position and delete one vacant Accountant I/II position.
  - C. Public Hearing to Consider the Adoption of the Recommended Proposed Budget for Fiscal Year 2012-2013.



**STANISLAUS ANIMAL SERVICES AGENCY  
ACTION AGENDA SUMMARY**

AGENDA DATE: 2-23-12

AGENDA #: 2B

**SUBJECT:**

Authorize the Stanislaus Animal Services Agency to restore funding to one Manager I/II position and delete one vacant Accountant I/II position.

**BACKGROUND:**

In early 2011, the Agency created a position of Accountant II to act as the Accountant for the Agency. When created this position was generally for accounts payable, assist with budget development, audits, and preparation of all reports and financial statements for the JPA. The role of this position will be expanded beyond the scope originally assigned. The Manager I /II position will broaden the scope of work assignments in the areas of developing budget and will be the designated human resources manager for the entire division of Animal Services.

Based upon the additional leadership responsibilities, it is recommended the current Manager I/II position be restored for Stanislaus Animal Services Agency.

It is recommended one Manager I/II position (#8358) be restored and one Accountant I/II position (#12717) be deleted, in support of the Agency's program needs. It is recommended these staffing adjustments become effective February 25, 2012.

**STAFF RECOMMENDATIONS:**

1. Authorize the Stanislaus Animal Services Agency to restore funding to one Manager I/II position and delete one vacant Accountant I/II position
2. Amend the Salary and Position allocation Resolution to add a Manager I/II position effective February 25, 2012.

**FISCAL IMPACT:**

Animal Services Agency Fiscal Year 2011-2012 budget includes full funding for a vacant Accountant II position. The recommended adjustment in staffing would result in an annual estimated increase in costs of \$30,000 annually. If approved, the restored Manager II position would be filled up to mid-point of this fiscal year, resulting in no impact to the 2011-2012 Animal Services Budget.

**AGENCY BOARD ACTION:**

On motion of \_\_\_\_\_; Seconded by \_\_\_\_\_  
and approved by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Excused or Absent: \_\_\_\_\_

Abstaining: \_\_\_\_\_

- 1) \_\_\_\_\_ Approved as recommended.
- 2) \_\_\_\_\_ Denied.
- 3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_



**STANISLAUS ANIMAL SERVICES AGENCY  
ACTION AGENDA SUMMARY**

AGENDA DATE: 2-23-12

AGENDA #: 2-C

**SUBJECT:**

Public Hearing to Consider the Adoption of the Recommended Proposed Budget for Fiscal Year 2012-2013

**BACKGROUND:**

Type Background Information Here.

**STAFF RECOMMENDATIONS:**

1. Accept the Recommended Proposed Budget for Fiscal Year 2012-2013.
2. Conduct the scheduled Public Hearing to receive public comment and input on the proposed spending plan.
3. Direct and approve changes the Agency Board Members choose to make to the Recommended Proposed Budget for Fiscal Year 2012-2013; and then adopt the Recommended Proposed Budget for Fiscal Year 2012-2013.
4. Direct the Executive Director to prepare the Recommended Final Budget and set the Public Hearing for consideration of the Final Budget on June 21, 2012

**FISCAL IMPACT:**

The Recommended Proposed Budget totals \$3,267,516 and reflects an increase of approximately 2.6% for all funds as compared to the 2011-2012 Adopted Budget of \$3,184,380.

**AGENCY BOARD ACTION:**

On motion of \_\_\_\_\_; Seconded by \_\_\_\_\_

and approved by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Excused or Absent: \_\_\_\_\_

Abstaining: \_\_\_\_\_

1) \_\_\_\_\_ Approved as recommended.

2) \_\_\_\_\_ Denied.

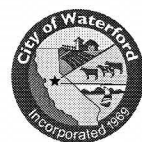
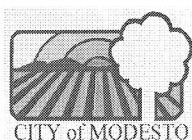
3) \_\_\_\_\_ Approved as amended.

Motion: \_\_\_\_\_

Attest: \_\_\_\_\_

# Stanislaus Animal Services Agency

Proposed Budget Fiscal Year 2012-2013



A Joint Powers Agreement (JPA) between the County of Stanislaus and the cities of Modesto, Ceres, Patterson, Waterford, and Hughson forms the Stanislaus Animal Services Agency (SASA). A Board consisting of representatives from each member entity governs the SASA JPA.

Stanislaus Animal Services Agency has six divisions: Administration, Animal Care, Client Services, Canvassing, Animal Control, and Veterinary Services. The Agency promotes public safety and animal sheltering needs to the communities it serves. These services include the sheltering and care of abandoned, lost, and unwanted animals, enforcement of state and local animal control laws, support of local law enforcement, 24-hour emergency services, animal adoptions, low cost spay and neuter programs, and investigations related to cruelty and neglect against animals.

### **Budget Process**

The Fiscal Year (FY) 2012-2013 annual budget represents the time frame of July 1, 2012 through June 30, 2013, and represents the third full budget year for the JPA. Each Member's Agency annual operating expenses are based on the animal intake percentage from the fiscal year ending two years prior to the fiscal year to be applied. The revenue generated by each jurisdiction to include adoptions, licenses and citation fees offsets the expenses. City of Modesto separately collects for all citation revenue generated in their jurisdiction.

Operational expenses include annual expenses to provide animal shelter services including, staff expenses, veterinary expenses, administration, and other costs in the approved operating budget. Operational expenses do not include any of the capital financing costs.

### **Agency Funding**

The primary source of revenue for the Stanislaus Animal Services Agency is approximately 64% of member agency payments, 12% licensing revenue, and 24% fee and citation revenue.

### **Legislation**

The Animal Adoption Mandate known as the Hayden Law mandates shelters to hold stray dogs and cats for 4-6 days (depending on the hours that the shelter is open to the public to redeem or adopt animals). In 2009, the Hayden law was suspended. A temporary suspension of the law that lasted for one year. However, the suspension was renewed again in 2010 and 2011, and animal shelters are no longer reimbursed for services / provisions under the laws that were mandated in 1998. Many shelters in California continue to maintain the Hayden guidelines, including Stanislaus Animal Services Agency.

This year the Governor is proposing repeal to the Hayden Law. This means the reimbursement would be permanently eliminated, and the state requirement for municipal animal shelters would be reverted to the old law of holding stray animals for only 72 hours.

In 2009, Stanislaus Animal Services Agency received \$65,723 as the last check for state reimbursement. The Agency continues to follow the state requirements set under the Hayden Law. Any change in policy will be brought back to the Agency Board Members in the future.

**STAFFING IMPACTS:**

The Recommended Proposed Budget recommends maintaining the same number of funded allocated positions. The Agency has 30 full-time allocated positions. The Agency adjusted staffing through the use of reduction-in-force during the 2010-2011 and 2011-2012 Fiscal Year. There are no further reductions-in-force being recommended in the Proposed Budget for Fiscal Year 2012-2013.



## Fiscal Year 2012-2013 Proposed Budget Summary View

	FY 2010-2011 Actual	FY 2011-2012 Adopted	FY 2012-2013 Proposed
<b><u>Expenses</u></b>			
Salaries and Benefits	2,202,870	2,408,313	2,498,926
Services and Supplies	744,125	776,067	768,590
<b>TOTAL EXPENSES</b>	<b>2,946,995</b>	<b>3,184,380</b>	<b>3,267,516</b>
<b><u>Revenue Sources</u></b>			
Intergovernmental Revenue	1,839,562	2,113,380	2,294,516
Licenses	547,775	637,143	549,000
Fines	154,356	114,158	108,000
Charges for Services	395,098	318,070	315,000
Misc Revenue	2619	1,629	1,000
Interest	7585		
<b>TOTAL REVENUE</b>	<b>2,946,995</b>	<b>3,184,380</b>	<b>3,267,516</b>

Fiscal Year 2012-2013 Animal Services Facility Project Budget

Estimated Project Costs - \$8,444,528							
Project Cost	\$8,444,528						
Capitalized Interest	<u>95,487</u>						
Gross Debt Obligation <sup>1</sup>	<u>\$8,540,015</u>						
	<u>Stanislaus</u>	<u>City of</u>	<u>City of</u>	<u>City of</u>	<u>City of</u>	<u>City of</u>	<u>Total</u>
	<u>County</u>	<u>Modesto</u>	<u>Ceres</u>	<u>Patterson</u>	<u>Waterford</u>	<u>Hughson</u>	
Avg Intake FY '08, '09 & '10	40.5%	42.9%	11.1%	2.6%	1.7%	1.2%	100.0%
Gross Debt Obligation	\$3,458,706	3,663,666	\$947,942	\$222,040	\$145,180	\$102,480	\$8,540,015
Pre-payments /Interest Earned <sup>2</sup>	(1,291,861)	(24,692)	(6,389)	(1,497)	(978)	(691)	(1,326,108)
Net Debt Obligation	<u>\$2,166,845</u>	<u>\$3,638,974</u>	<u>\$941,553</u>	<u>\$220,544</u>	<u>\$144,202</u>	<u>\$101,789</u>	<u>\$7,213,907</u>
July 2012 - June 2013 Debt Service	\$101,357	\$170,218	\$44,042	\$0	\$6,745	\$4,761	\$327,123

The debt service for the facility project will be invoiced in addition to the operational costs of the shelter. The amounts reflected below are quarterly payments for Fiscal Year 2012-2013:

The City of Patterson has paid their entire debt obligation for the project. No amount is due

Stanislaus County: \$25,339.25  
 City of Modesto: \$42,554.50  
 City of Ceres: \$11,010.50  
 City of Waterford: \$1,686.25  
 City of Hughson: \$1,190.25

Stanislaus County will pay 100% of the City of Modesto's debt service cost for year two. The City of Modesto will receive an invoice showing its portion of debt with an offset representing Stanislaus County's payment on behalf of the City.

Payments become due on July1, October 1, January 1, and April 1.

Stanislaus Animal Services Agency  
 FY 2012-13 Proposed Budget

**Total Expenditures FY 2012-13**

<b>Expenditures</b>
Department Cost (Org 63583)
YTD Admin Cost (Org 63584)
<b>Total Adjusted Expenditures</b>

	Total YTD Operations Cost	% of Admin Cost	Allocation of Admin Cost
Animal Control (Field) Org 63585	760,400	30.78%	245,320
Animal Care Org 63586	552,127	22.35%	178,127
Client Services Org 63587	361,764	14.64%	116,712
Vet Services Org 63588	441,327	17.86%	142,381
Canvassing Services Org 63592	354,871	14.36%	114,488
	<b>2,470,489</b>	<b>100.00%</b>	<b>797,027</b>
	<b>Operations Cost</b>	<b>Admin Cost</b>	<b>Total Expenses</b>
Animal Control (Field) Org 63585	760,400	245,320	1,005,720
Animal Care Org 63586	552,127	178,127	730,254
Client Services Org 63587	361,764	116,712	478,476
Vet Services Org 63588	441,327	142,381	583,708
Canvassing Services Org 63592	354,871	114,488	469,359
<b>Total Agency Cost</b>	<b>2,470,489</b>	<b>797,027</b>	<b>3,267,516</b>

**Shelter Detail**

Agency	Shelter	Client Services	Vet	Canvassing	Animal Control	Total
City of Modesto	305,246	200,003	243,990	-	202,181	749,239
City of Ceres	85,440	55,982	68,294	94,356	62,209	506,252
City of Patterson	26,289	17,225	21,013	29,033	31,105	155,770
City of Waterford	13,145	8,613	10,507	14,516	22,465	77,885
City of Hughson	9,493	6,220	7,588	10,484		56,250
Stanislaus County	290,641	190,433	232,316	320,971	687,760	1,772,121
<b>Total</b>	<b>730,254</b>	<b>478,476</b>	<b>583,708</b>	<b>469,359</b>	<b>1,005,720</b>	<b>3,267,516</b>

**Summary**

Agency	Percentage of Animals Taken into the Shelter	2012-2013 Estimated Costs	2012-2013 Estimated Revenue	Estimated Net Contribution 2012-2013
City of Modesto	41.8%	749,239	350,000	399,239
City of Ceres	11.7%	506,252	135,000	371,252
City of Patterson	3.6%	155,770	65,000	90,770
City of Waterford	1.8%	77,885	25,000	52,885
City of Hughson	1.3%	56,250	23,000	33,250
Stanislaus County	39.8%	1,772,121	375,000	1,347,121
<b>Total</b>	<b>100%</b>	<b>3,267,516</b>	<b>973,000</b>	<b>2,294,516</b>

# Stanislaus Animal Services Agency Proposed Budget Fiscal Year 2012-2013

	Admin		Animal Control		Animal Care		Client Services		Vet Services		Canvassing		Total
	63584	63585	63586	63587	63588	63592							
50000 Salaries and wages		\$ 303,497.00	\$ 375,055.00	\$ 233,366.00	\$ 210,682.00	\$ 250,544.00	\$ 199,636.00	\$ 1,572,780.00					
50001 Non-productive salaries - vacation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
50002 Non-productive salaries - sick leave		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
50003 Non-productive salaries - other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
50010 Overtime/comp time paid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
50100 Comp time taken		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
52000 Retirement		\$ 65,877.00	\$ 85,547.00	\$ 51,976.00	\$ 44,865.00	\$ 55,168.00	\$ 45,325.00	\$ 348,758.00					
52010 FICA		\$ 21,170.00	\$ 28,861.00	\$ 17,394.00	\$ 14,974.00	\$ 15,472.00	\$ 15,272.00	\$ 113,143.00					
53000 Group health insurance		\$ 26,317.00	\$ 100,246.00	\$ 80,265.00	\$ 52,313.00	\$ 45,872.00	\$ 72,148.00	\$ 377,161.00					
53020 Unemployment insurance		\$ 1,400.00	\$ 2,450.00	\$ 2,100.00	\$ 1,750.00	\$ 1,050.00	\$ 1,750.00	\$ 10,500.00					
53051 Employee Benefits Admin Fee		\$ 200.00	\$ 396.00	\$ 396.00	\$ 240.00	\$ 200.00	\$ 200.00	\$ 1,632.00					
53081 Long Term disability		\$ 481.00	\$ -	\$ -	\$ -	\$ 241.00	\$ -	\$ 722.00					
54000 Workers compensation insurance		\$ 6,200.00	\$ 10,825.00	\$ 12,370.00	\$ 7,800.00	\$ 4,640.00	\$ 6,200.00	\$ 48,035.00					
55000 Auto allowance		\$ 4,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00					
55100 Uniform allowance		\$ -	\$ 5,460.00	\$ 5,540.00	\$ -	\$ 1,560.00	\$ 2,340.00	\$ 14,900.00					
55120 Employee assistance program		\$ -	\$ -	\$ -	\$ -	\$ 2,520.00	\$ -	\$ -					
55130 Deferred comp mgmt/confidenti		\$ 3,975.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,495.00					
55140 Caterina pln hth ben cashout		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
<b>Total Salaries and Benefits</b>		<b>\$ 433,917.00</b>	<b>\$ 608,840.00</b>	<b>\$ 403,407.00</b>	<b>\$ 332,624.00</b>	<b>\$ 377,267.00</b>	<b>\$ 342,871.00</b>	<b>\$ 2,498,926.00</b>					
60400 Communications- Phones only		\$ 9,000.00	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00					
60800 Cleaning & sanitary supplies		\$ 8,000.00	\$ -	\$ 19,000.00	\$ -	\$ -	\$ -	\$ 27,000.00					
60860 Contract Janitorial		\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00					
61000 Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
61010 Property insurance		\$ 1,980.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,980.00					
61030 Fiduciary liability insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
61180 Liability insurance		\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00					
61600 Maintenance-equipment		\$ 2,000.00	\$ 1,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 8,000.00					
61800 Maintenance-structures & grnd		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00					
62030 Laboratory supplies		\$ -	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 110,000.00					
62200 Memberships		\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00					
62210 Annual License for Software		\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00					
62401 Safety Incentive		\$ 80.00	\$ 160.00	\$ 220.00	\$ 140.00	\$ 60.00	\$ -	\$ 660.00					
62600 Office supplies		\$ 4,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 15,500.00					
62610 Copy Machine paper & supplies		\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00					
62630 Outside printing service		\$ -	\$ 3,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 7,000.00					
62730 Postage		\$ 14,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500.00					

