

Yolo Animal Services Planning Agency

MEETING AGENDA

Thursday, February 24, 2022, 2:00 p.m.

Governing Board Members

(*Indicates Voting Member)

Dan Carson, City of Davis*

Josh Chapman, City of Davis

Wade Cowan, City of Winters*

Mayra Vega, City of Woodland*

Rich Lansburgh, City of Woodland

Gary Sandy, County of Yolo*

Jim Provenza, County of Yolo

NOTE: This meeting is being agendized to allow Animal Shelter JPA Members, staff and the public to participate in the meeting via teleconference, pursuant to Assembly Bill 361.

Teleconference options to join Zoom meeting:

<https://yolocounty.zoom.us/j/85100678146>

Meeting ID: 851 0067 8146

Passcode: 862660

Dial by your location

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

Assembly Bill 361 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The Chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3 minutes (subject to change).

1. Call to Order (Sandy)
2. **Action Item:** Consider approval of the agenda. (Sandy)
3. **Action Item:** Receive and file December 2, 2021, and February 7, 2022, meeting minutes (Sandy) (Attachment A)
4. **Action Item:** Authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic. (Sandy) (Attachment B)
5. **Public Comment:** Opportunity for members of the public to address the Yolo Animal Services Planning Agency on subjects relating to YASPA business and not otherwise on the agenda. Speakers will be limited to 3 minutes (subject to change).
6. Receive a presentation on Yolo County Animal Services Expenditures (Van Hoosear) (Attachment C)
7. Adjournment (Sandy)

Next Meeting: March 24, 2022

Notice

This agenda was posted in accordance with the Brown Act. If requested, it can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 and the Federal Rules and Regulations adopted implementation thereof. Persons seeking an alternative format, or who require a modification or accommodation, including auxiliary aids or services in order to participate in the meeting should contact the County staff assigned to the Animal Services Planning Agency as soon as possible (preferably at least 24 hours prior to the meeting) at (530) 406-5776 or Joanne.VanHoosear@yolocounty.org or:

Yolo County Administrator's Office
625 Court Street,
Room 202
Woodland, CA 95695

Yolo Animal Services Planning Agency

Meeting Date: 02/24/2022

SUBJECT

Action Item: Receive and file December 2, 2021, and February 7, 2022, meeting minutes (Sandy)
(Attachment A)

Attachments

Att. A. Minutes

Form Review

Form Started By: Joanne Vanhoosear
Final Approval Date: 02/14/2022

Started On: 02/14/2022 10:08 AM

Yolo Animal Services Planning Agency

Meeting Minutes

Thursday, December 2, 2021

The Yolo Animal Services Planning Agency met on the 2nd day of December, 2021, via [teleconference](#) at 1:00 p.m. pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361), available at the following [link](#).

Governing Board Members Present: (*Indicates Voting Member) Dan Carson – City of Davis*, Wade Cowan – City of Winters*, Mayra Vega – City of Woodland* (joined late), Gary Sandy – County of Yolo* Jim Provenza (alternate) – County of Yolo*

Governing Board Members Absent: (*Indicates Voting Member) Josh Chapman – City of Davis, and Rich Lansburgh – City of Woodland

Staff Present: Joanne Van Hoosear, County Administrator's Office
Philip Pogledich, County Counsel
Chad Rinde, Interim County Administrator
Stephanie Amato, Director of Animal Services
Lupita Ramirez, Deputy Clerk

-
1. Call to Order
 2. **Action Item:** Consider approval of agenda (Sandy)

Minute Order No. 21-10: Approved agenda as submitted with the following update to Agenda Item No. 6: "Receive a presentation on the current Yolo County Animal Services cost allocation methodology and provide feedback to staff." The discussion of the historical changes in costs has been deferred to a future meeting.

MOVED BY: Carson / SECONDED BY: Cowan
AYES: Carson, Cowan, Sandy.
NOES: None.
ABSTAIN: None.
ABSENT: Vega.

3. **Action Item:** Receive and file October 28, 2021 meeting minutes (Sandy)
(Attachment A)

Minute Order No. 21-11: Approved the October 28, 2021 meeting minutes.

MOVED BY: Carson / SECONDED BY: Cowan
AYES: Carson, Cowan, Sandy.
NOES: None.
ABSTAIN: None.
ABSENT: Vega.

4. **Action Item:** Authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic. (Sandy)
(Attachment B)

Minute Order No. 21-12: Authorized remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic.

MOVED BY: Carson / SECONDED BY: Cowan
AYES: Carson, Cowan, Sandy.
NOES: None.
ABSTAIN: None.
ABSENT: Vega.

5. **Public Comment:** Opportunity for members of the public to address the Yolo Animal Services Planning Agency on subjects relating to YASPA business and not otherwise on the agenda. Speakers will be limited to 3 minutes (subject to change).

There was no public comment.

6. Receive a presentation on the current Yolo County Animal Services cost allocation methodology and ~~review of historical changes in costs~~ and provide feedback to staff (Van Hoosear) (Attachment C)

Eileen Samitz addressed the Board on this item.

Received a presentation on the current Yolo County Animal Services cost allocation methodology and provided feedback to staff. The discussion of the historical changes in costs has been deferred to a future meeting

7. Adjournment (Sandy)

Minutes prepared by Lupita Ramirez, Deputy Clerk

Yolo Animal Services Planning Agency

Meeting Minutes

Monday, February 7, 2022

The Yolo Animal Services Planning Agency met on the 7th day of February, 2022, via teleconference at 4:00 p.m. pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361), available at the following [link](#).

Governing Board Members Present: (*Indicates Voting Member) Josh Chapman – City of Davis, Mayra Vega – City of Woodland*, Gary Sandy – County of Yolo*
Jim Provenza (alternate) (joined late) – County of Yolo, Rich Lansburgh (alternate) – City of Woodland

Governing Board Members Absent: (*Indicates Voting Member) Dan Carson – City of Davis, Wade Cowan – City of Winters*

Staff Present: Joanne VanHoosear, County Administrator's Office
Chad Rinde, Interim County Administrator
Stephanie Amato, Director of Animal Services
Julie Dachtler, Senior Deputy Clerk

-
1. Call to Order
 2. **Action Item:** Consider approval of agenda (Sandy)

Minute Order No. 22-01: Approved agenda as submitted.

MOVED BY: Vega / SECONDED BY: Chapman

AYES: Chapman, Sandy, Vega.

NOES: None.

ABSTAIN: None.

ABSENT: Cowan.

3. **Action Item:** Receive and file December 2, 2021 meeting minutes (Sandy) (Attachment A)

Minute Order No. 22-02: Approved the December 2, 2021 meeting minutes. Motion failed to carry for lack of a majority vote.

MOVED BY: Chapman / SECONDED BY: Vega
AYES: Sandy, Vega.
NOES: None.
ABSTAIN: Chapman.
ABSENT: Cowan.

4. **Action Item:** Authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic. (Sandy) (Attachment B)

Minute Order No. 22-03: Authorized remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic.

MOVED BY: Chapman / SECONDED BY: Vega
AYES: Chapman, Sandy, Vega.
NOES: None.
ABSTAIN: None.
ABSENT: Cowan.

5. **Public Comment:** Opportunity for members of the public to address the Yolo Animal Services Planning Agency on subjects relating to YASPA business and not otherwise on the agenda. Speakers will be limited to 3 minutes (subject to change).

Lisa Gaynes addressed the Board during public comment.

6. Receive a presentation on Yolo County Animal Services intake/outcome statistics from FY 2015-16 to 2020-21 and provide feedback to staff (Van Hoosear) (Attachment C)

Received public comment on this item from Lisa Gaynes via Chat.

Received a presentation on Yolo County Animal Services intake/outcome statistics from FY 2015-16 to 2020-21 and provided feedback to staff.

7. Adjournment (Sandy)

Minutes prepared by Julie Dachtler, Senior Deputy Clerk

Yolo Animal Services Planning Agency

Meeting Date: 02/24/2022

SUBJECT

Action Item: Authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic. (Sandy) (Attachment B)

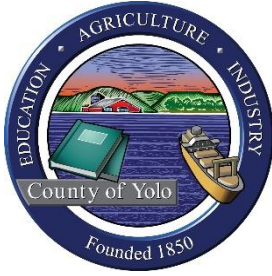
Attachments

Att. B Health Officer Memo

Form Review

Form Started By: Lupita Ramirez
Final Approval Date: 02/18/2022

Started On: 02/18/2022 03:19 PM



COUNTY OF YOLO

Health and Human Services Agency

Karen Larsen, LMFT
Director

Aimee Sisson, MD, MPH
Health Officer

MAILING ADDRESS
137 N. Cottonwood Street • Woodland, CA 95695
www.yolocounty.org

Date: February 2, 2022

To: All Yolo County Boards and Commissions

From: Dr. Aimee Sisson, Health Officer

Subject: Remote Public Meetings

On September 22, October 20, and November 20, 2021 and January 4, 2022, I issued memoranda recommending remote meetings. The case rate in Yolo County has remained high since the January 4 memorandum and, while it peaked at 241 cases per 100,000 residents per day on January 8, it continues to represent high community transmission. In the context of high community transmission, I recommend meetings be held remotely whenever possible. I am re-issuing the earlier memorandum with updated COVID-19 case rate data.

In light of the ongoing public health emergency related to COVID-19 and the high level of community transmission of the virus that causes COVID-19, the Yolo County Public Health Officer recommends that public bodies continue to meet remotely to the extent possible. Board and Commissions can utilize the provisions of newly enacted AB 361 to maintain remote meetings under the Ralph M. Brown Act and similar laws.

Among other reasons, the grounds for the remote meeting recommendation include:

- The continued threat of COVID-19 to the community. As of February 2, 2022, the case rate is 129 cases per 10,000 residents per day. This case rate is considered “High” under the Centers for Disease Control and Prevention’s (CDC) framework for assessing community COVID-19 transmission; and
- The unique characteristics of public governmental meetings, including the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges of ensuring compliance with safety requirements and recommendations at such meetings.

Meetings that cannot feasibly be held virtually should be held outdoors when possible, or indoors only in small groups with face coverings, maximal physical distance between participants, use of a portable HEPA filter (unless comparable filtration is provided through facility HVAC systems), and shortened meeting times.

Davis

600 A Street
Davis, CA 95616
Mental Health (530) 757-5530

West Sacramento

500 Jefferson Boulevard
West Sacramento, CA 95605
Service Center (916) 375-6200
Mental Health (916) 375-6350
Public Health (916) 375-6380

Winters

111 East Grant Avenue
Winters, CA 95694
Service Center (530) 406-4444

Woodland

25 & 137 N. Cottonwood Street
Woodland, CA 95695
Service Center (530) 661-2750
Mental Health (530) 666-8630
Public Health (530) 666-8645

This recommendation is based upon current conditions and available protective measures. The Public Health Officer will continue to evaluate this recommendation on an ongoing basis and will communicate when there is no longer such a recommendation with respect to meetings for public bodies.

Yolo Animal Services Planning Agency

Meeting Date: 02/24/2022

SUBJECT

Receive a presentation on Yolo County Animal Services Expenditures (Van Hoosear) (Attachment C)

Attachments

Att. C Presentation

Form Review

Form Started By: Joanne Vanhosear

Started On: 02/14/2022 10:10 AM

Final Approval Date: 02/14/2022



Yolo Animal Services Planning Agency JPA

FEBRUARY 24, 2022

Current JPA Work Plan

- Establish baseline understanding of current state (October 2021 – February 2022):
 - Contract Cost Allocation Methodology (Dec. 2021)
 - **Historical costs and service levels (Jan. - Feb. 2022)**
- Develop a Strategic Plan (Vision, Mission, Goals, Objectives) (March 2022 – May 2022):
 - What are our goals for supporting the people and animals of our community?
- Create a plan for moving forward (June 2022 – September 2022)
 - Estimated costs/cost savings of changing service levels
 - Estimated costs of shelter remodel/new shelter options

There will be planned check-ins with City Councils/Board of Supervisors at the end of each of these major phases.

Overview



RECEIVE PRESENTATION ON YOLO
COUNTY ANIMAL SERVICES COSTS
FY 16-17 TO 20-21



RECEIVE BOARD FEEDBACK
AND INFORMATION REQUESTS

Outline: Yolo County Animal Services (YCAS) Expenses FY 16-17 to FY 20-21

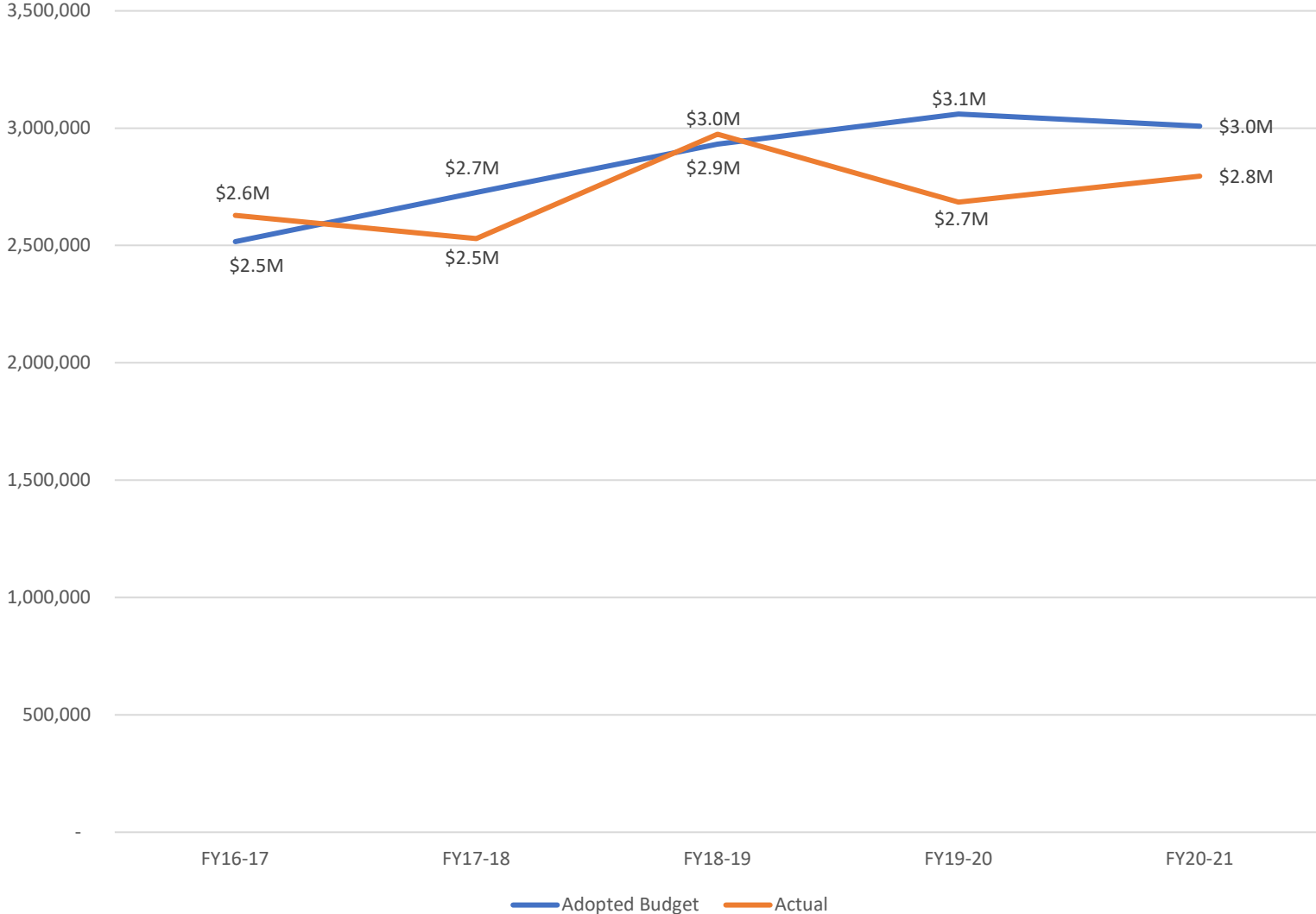
- Adopted Budget vs. Actual Expenses
- Actual Expenses by Category
- Actual Services & Supplies by Category
- Biggest Year to Year Variations: Assets and Equipment
- Per Capita Animal Services Costs and Comparisons
- Adopted Budget vs. Actual Licensing Revenue
- Future Items for JPA Consideration

Summary

- YCAS budgeted expenditures increased 20% from FY 16-17 to FY 20-21.
 - Increase in actual expenditures over the same period was lower (6%), largely due to pandemic-related underspending in FY 19-20 and FY 20-21
 - Unspent funds are available for future use in the Animal Services Trust Fund
- Areas with changes in expenditures include the veterinary services contract, insurance costs, household expenses, and capital assets
- Yolo County is currently spending about \$14 per capita on animal services (comparable to other local jurisdictions)
- Licensing revenues have dropped in the past 2 years but should improve with pandemic recovery and additional actions to improve revenue collection

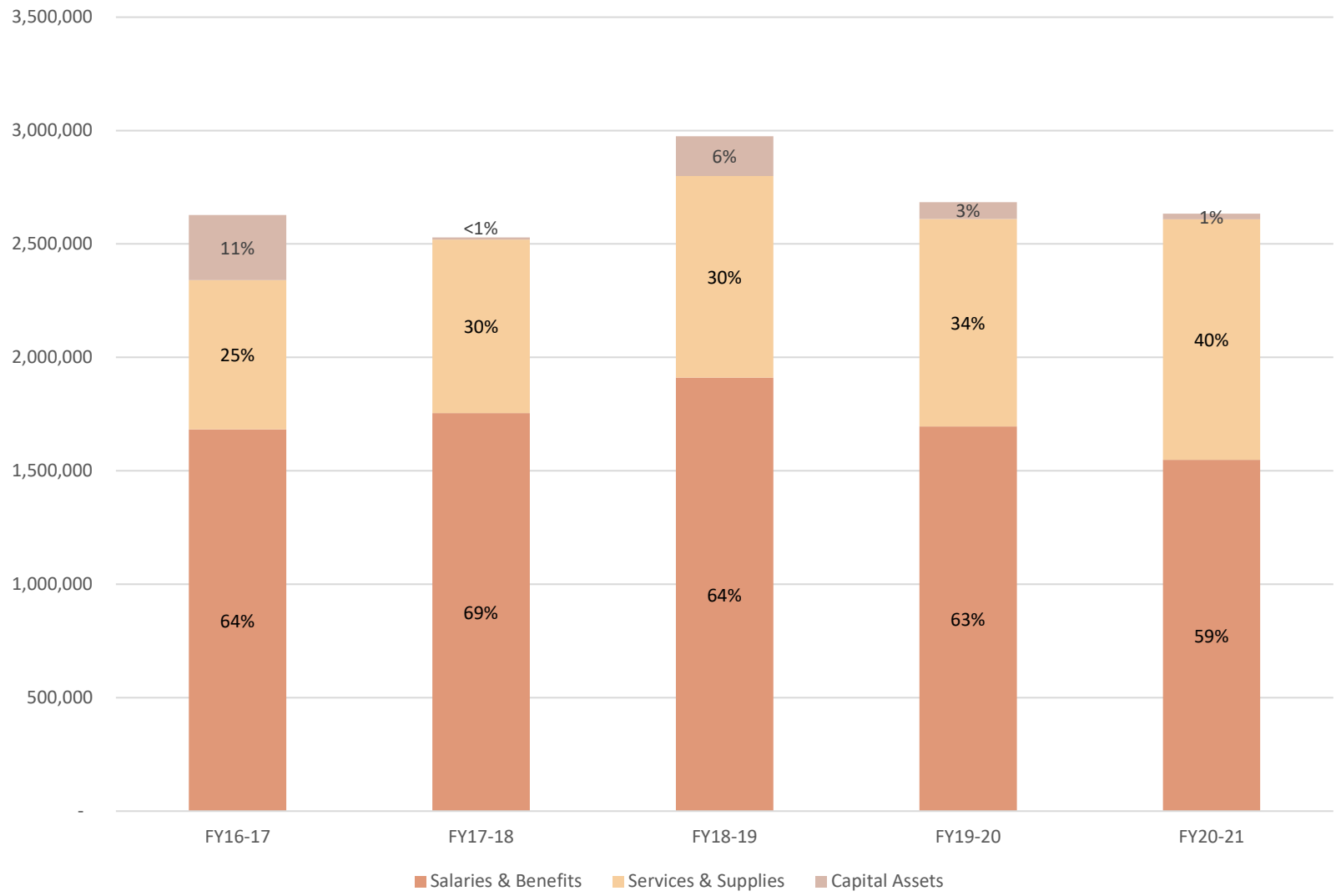
- YCAS' budgeted expenses increased 20% between FY 16-17 and FY 20-21
- Actuals have been lower than budget the past 2 fiscal years due to pandemic-related factors (vacancies, supply chain issues, closures, etc.)
- Any unspent amounts go into the "Animal Services Trust" for future department needs
- Actuals exceeding the adopted budget have been absorbed by the County

Adopted Budget vs. Actual Expenses FY 16-17 through FY 20-21



- Actual salary and benefit expenses decreased 8% overall due to:
 - Transfer of 3 Registered Vet Tech positions from County employment to the UCD vet services contract in FY 19-20
 - Pandemic-related staffing vacancies
 - These staffing decreases offset any salary/benefit cost inflation
- Services & Supplies expenditures increased 61% (\$658K to \$1.1M) due to the vet services contract and several other line items
- Budgeted and actual capital expenditures varied widely

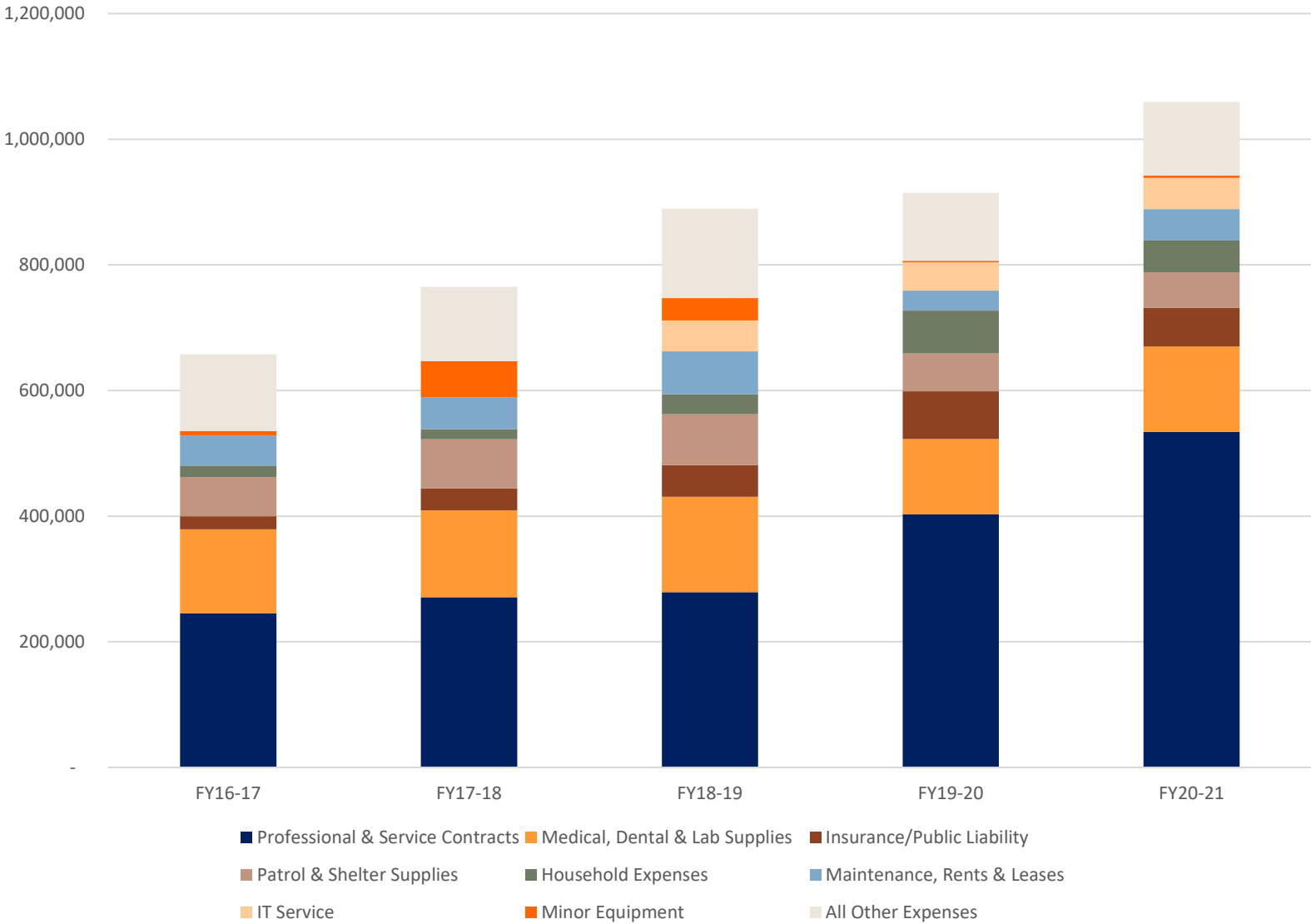
Actual Expenses by Category FY 16-17 through FY 20-21



Biggest Changes:

- Professional & Service Contracts (incl. UCD Vet Services) increased 118% (\$246K to \$534K)
 - Increase was offset by salary/benefit cost decreases due in part to shifting RVT positions to UCD
- Insurance expenses increased 199% (from \$21K to \$62K)
- Household Expenses (janitorial, etc.) increased 178% (\$18K to \$51K)

Services & Supplies Actuals by Category FY 16-17 through FY 20-21

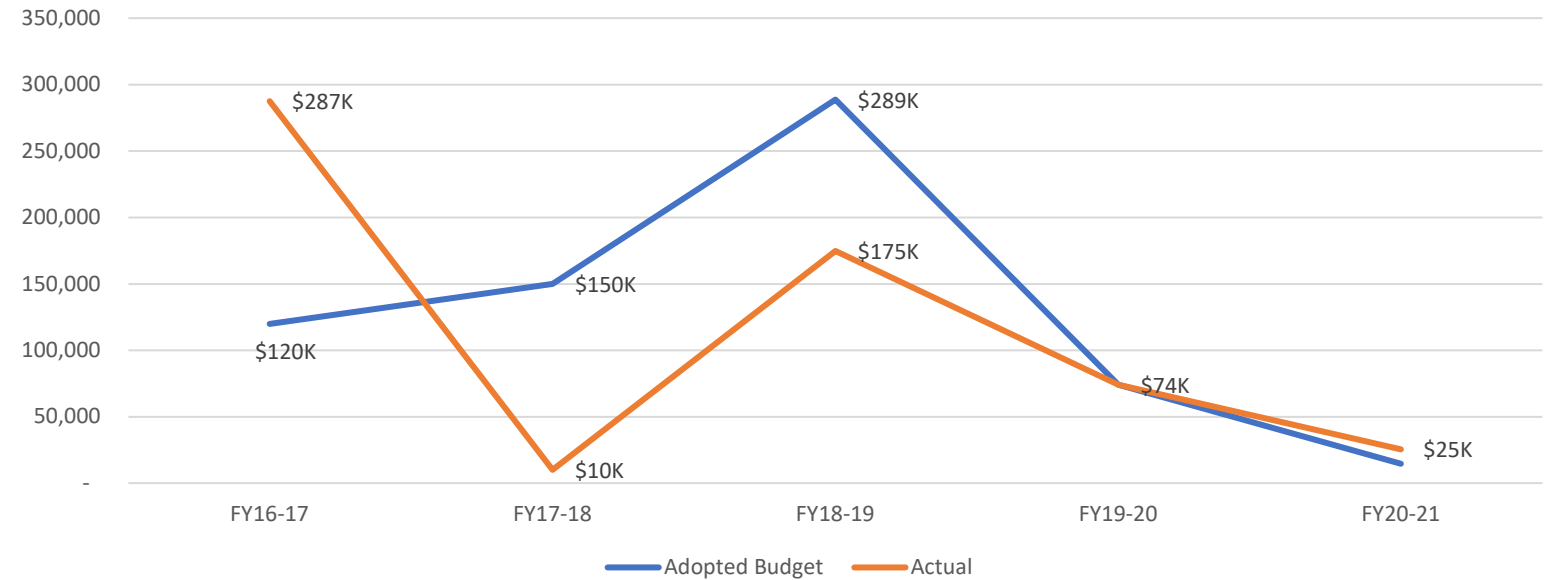


Biggest Annual Variations:

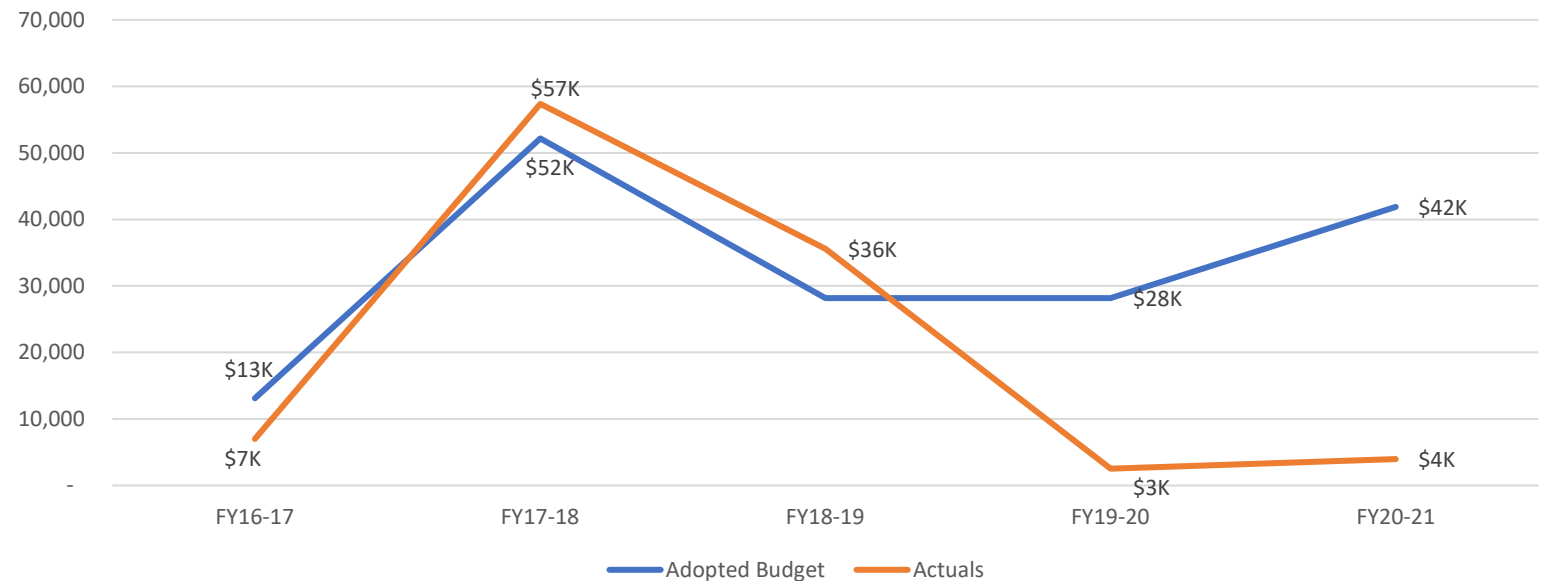
- Annual Capital Asset budgets ranged from \$15K (FY 20-21) to \$289K (FY 18-19)
 - Actuals ranged from \$10K (FY 17-18) to \$287K (FY 16-17)
- Minor Equipment budget ranged from \$13K (FY 16-17) to \$52K (FY 17-18)
 - Actuals ranged from \$3K (FY 19-20) to \$57K (FY 17-18)
- Strengthening capital planning and replacement schedules may smooth annual budgets

Capital Assets

Attachment C



Minor Equipment



How Do YCAS Expenses Compare to Other Jurisdictions?

According to The Humane Society of the United States, estimated amounts spent by animal control organizations annually in the US is about \$34 per capita.

In FY 20-21, overall animal services expenses in Yolo County were about \$14 per capita based on the Adopted Budget.

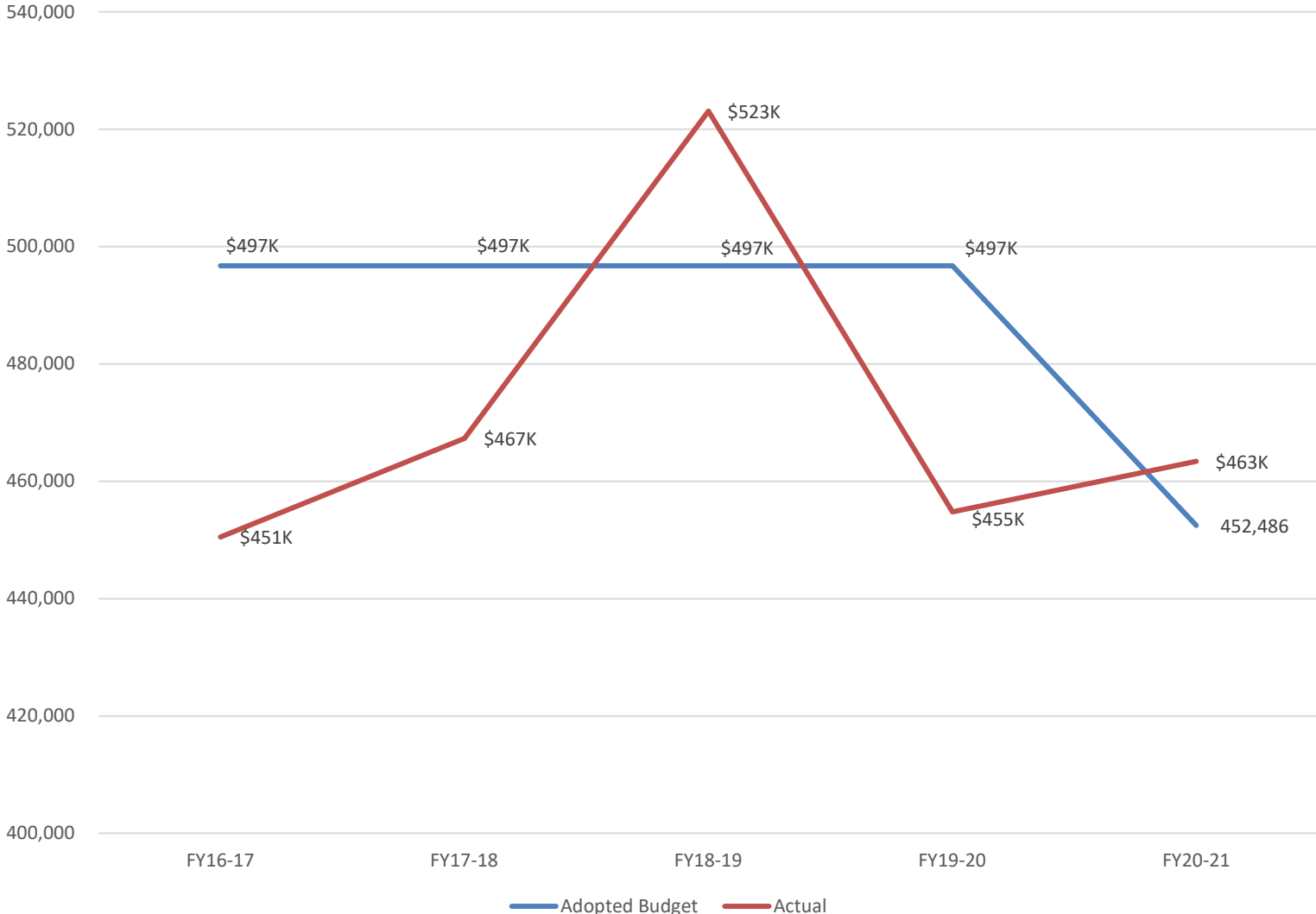
It is difficult to compare costs to other local jurisdictions due to differences in the combination of government vs. nonprofit services available in each area. Comparison jurisdictions include:

Jurisdiction	Approx. \$ Per Capita (FY 20-21)
Sacramento County*	\$14
Solano County**	\$13

*Sacramento County includes population of unincorporated county plus contract cities of Elk Grove and Galt. Expenses include budgets for Animal Care and Regulation and Wildlife Services budget units.

**Solano County includes full county population. Expenses include Solano County Animal Control budget, as well as the contract for an additional nonprofit provider (Humane Animal Services). Does not include Solano SPCA or Humane Society of the North Bay budgets.

Adopted Budget vs. Actual Licensing Revenue FY 16-17 through FY 20-21



- Net animal services costs depend on actual licensing revenue
- Upward trend in licensing revenue until the beginning of the pandemic
- Licensing rebounded slightly in FY 20-21
 - Pandemic recovery and additional actions to improve revenue collection could reduce net costs

Looking Forward

- Expenditure budgets were increasing 4-8% per year prior to the pandemic; this is a reasonable estimate of annual future increases
- Implementing capital plans and equipment replacement schedules could smooth annual budget amounts and ensure assets are maintained and replaced as needed
- Animal Services in collaboration with participating jurisdictions could consider longer-term agreements to reduce year-to-year variation
- Options for enhancing licensing revenues:
 - Cat licensing
 - Making it easier and more convenient for pet owners to pay for licenses

Summary

- YCAS budgeted expenditures increased 20% from FY 16-17 to FY 20-21.
 - Increase in actual expenditures over the same period was lower (6%), largely due to pandemic-related underspending in FY 19-20 and FY 20-21
 - Expenditure budgets were increasing 4-8% per year prior to the pandemic; this is a reasonable estimate of annual future increases
 - Annual changes in city contract amounts have been driven more by (1) changes in cost allocation methodology and (2) changes in actual usage levels
- Yolo County is currently spending about \$14 per capita on animal services (comparable to other local jurisdictions)
- Licensing revenues have dropped in the past 2 years but should improve with pandemic recovery and additional actions to improve revenue collection

Board Discussion, Feedback, Direction

Current JPA Work Plan

- Establish baseline understanding of current state (October 2021 – February 2022):
 - Contract Cost Allocation Methodology (Dec. 2021)
 - **Historical costs and service levels (Jan. - Feb. 2022)**
- Develop a Strategic Plan (Vision, Mission, Goals, Objectives) (March 2022 – May 2022):
 - What are our goals for supporting the people and animals of our community?
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There will be planned check-ins with City Councils/Board of Supervisors at the end of each of these major phases.