

SILICON VALLEY
ANIMAL CONTROL AUTHORITY

AGENDA ITEM

Non-pensionable Staff Compensation

RECOMMENDED MOTION

That the Board of Directors consider a Cost of Living Adjustment (COLA) in the amount of 3% for all currently active SVACA staff who were employed and active for the full year in 2019-20 effective January 1, 2021.

OR

That the Board of Directors consider a one-time stipend of Option 1 or Option 2, for all currently active SVACA staff who were employed and active for the full year in 2019-20.

DISCUSSION

The Board of Directors approved the 2020-21 operating budget in May 2020 which required 5% less in member contributions and did not include increased staff compensation even though policy states COLAs will be considered annually. The Board also discussed reviewing the 2020-21 operating budget later in the fiscal year and reconsidering staff compensation.

At the November 18, 2020 Board meeting, staff reviewed the continued healthy state of SVACA's finances including the 2019-20 operating surplus of \$239,539, the projected 2020-21 operating budget surplus and that SVACA staff are essential employees who have all continued to do their duties and then some due to the hiring freeze caused by the pandemic.

The Board directed staff to specifically return with stipend and COLA compensation options for consideration at the January 2021 meeting. Staff has prepared the following options.

Stipend Option 1: 3% of annual salary for a total of \$36,965
Stipend Option 2: 4% of annual salary for a total of \$49,286

OR

Cost of Living Adjustment (COLA) of 3% of current salaries effective January 1, 2021-June 30, 2021 totaling \$21,962.

DOCUMENTS ATTACHED

Current SVACA Reserves
Income & Expenses Budget vs. Actual

2020-21 SVACA Reserves
12/28/20

Unrestricted

Capital Project Improvement Fund	\$	566,999.00
Operating Reserve Fund	\$	95,796.00
Reserve for Unknown Losses	\$	203,003.00
Vehicle Replacement Fund	\$	15,507.00
Total:	\$	881,305.00

Restricted

Animal Assistance Fund	\$	696,832.00
Chubz Fund	\$	4,486.00
Total:	\$	701,318.00

SVACA
Income & Expenses Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Licensing			
License Fees (SVACA Collected)	90,568.50		
Licensing - Other	0.00	150,000.00	0.0%
Total Licensing	90,568.50	150,000.00	60.4%
Program Fees			
Disposal Fees	700.00		
Spay/Neuter Clinic	660.00		
HTL	500.00		
Training Deposit	1,400.00		
Adoption Fees	34,380.00		
Reclaim Fees	11,213.00		
Surrender Fees	1,200.00		
Impound Fees	35.00		
Board Fees	44.00		
Field Service Charge	3,900.00		
Quarantine Fees	3,750.00		
Program Fees - Other	0.00	265,000.00	0.0%
Total Program Fees	57,782.00	265,000.00	21.8%
Interest	4,182.95	26,500.00	15.8%
Miscellaneous Revenue	200.20		
SVACA Member City Contributions	1,411,869.00	1,882,491.00	75.0%
Total Income	1,564,602.65	2,323,991.00	67.3%
Gross Profit	1,564,602.65	2,323,991.00	67.3%
Expense			
Maddie's Foster Grant-\$2,500	2,231.61	2,500.00	89.3%
Return to Owner Hardship Fund	79.00	5,000.00	1.6%
Salaries and Benefits			
Wages/Salaries, Regular	643,226.14	1,470,890.00	43.7%
Wages/Salaries, Overtime	16,073.62	32,000.00	50.2%
Health Insurance	65,994.58	238,500.00	27.7%
Dental	9,061.70	19,236.00	47.1%
Vision Insurance	1,295.57	3,024.00	42.8%
Life Insurance	640.61	1,585.00	40.4%
LTD/STD	2,272.56	3,962.00	57.4%
CalPERS Expense	94,887.25	170,551.00	55.6%
1959 Survivor Expense	432.85	1,037.00	41.7%
Payroll Taxes-SUI & Medicare	10,366.43	60,867.00	17.0%
Total Salaries and Benefits	844,251.31	2,001,652.00	42.2%
Professional Fees/Services			
Legal Services	0.00	10,000.00	0.0%
Contract Veterinarians	141.00	7,500.00	1.9%
Investigations	0.00	1,000.00	0.0%
Accounting Services	13,194.40	14,000.00	94.2%
IT	0.00	16,000.00	0.0%
Payroll Services	2,107.47	3,800.00	55.5%
Wildlife Center Contract	17,670.00	23,500.00	75.2%
Total Professional Fees/Services	33,112.87	75,800.00	43.7%
Facility Expenses			
Utilities			
Electric	26,129.41		
Gas	10,005.64		
Refuse	4,060.68		
Water & Sewer	3,834.90		
Total Utilities	44,030.63		

SVACA
Income & Expenses Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
Custodial Service			
Janitorial	114.43		
Supplies	2,683.53		
Custodial Service - Other	0.00	26,500.00	0.0%
Total Custodial Service	<u>2,797.96</u>	<u>26,500.00</u>	<u>10.6%</u>
Bldg. Maintenance/HVAC Contract	10,194.61	35,000.00	29.1%
Facility Expenses - Other	0.00	85,000.00	0.0%
Total Facility Expenses	<u>57,023.20</u>	<u>146,500.00</u>	<u>38.9%</u>
Communications			
Wireless Communications	2,612.89	7,300.00	35.8%
Telephone & Fax	4,163.79	10,000.00	41.6%
Total Communications	<u>6,776.68</u>	<u>17,300.00</u>	<u>39.2%</u>
Advertising	0.00	500.00	0.0%
Bank Service Charges			
Credit Card Fees	1,005.61		
Bank Service Charges - Other	4,321.46	18,000.00	24.0%
Total Bank Service Charges	<u>5,327.07</u>	<u>18,000.00</u>	<u>29.6%</u>
Computer Costs			
Software	4,136.25		
Computer Costs - Other	710.42	9,000.00	7.9%
Total Computer Costs	<u>4,846.67</u>	<u>9,000.00</u>	<u>53.9%</u>
Dues and Subscriptions	1,681.90	1,200.00	140.2%
Equipment-Non Fixed Asset	0.00	500.00	0.0%
Equipment Rental (Copy Machine)	4,091.21	9,000.00	45.5%
Insurance			
Liability Insurance	39,267.55	39,839.00	98.6%
Workers' Comp	35,787.90	41,200.00	86.9%
Total Insurance	<u>75,055.45</u>	<u>81,039.00</u>	<u>92.6%</u>
Office & General Supplies	1,947.78	2,000.00	97.4%
Postage and Delivery	2,632.05	8,000.00	32.9%
Printing and Reproduction	0.00	2,500.00	0.0%
Recruitment and Testing	0.00	500.00	0.0%
Animal Care			
Animal Rabies Exam	450.00		
Disposal	1,125.00		
Food	521.33		
Medical Supplies	2,512.87		
Veterinary Equipment Maint.	718.91		
Animal Care - Other	0.00	20,000.00	0.0%
Total Animal Care	<u>5,328.11</u>	<u>20,000.00</u>	<u>26.6%</u>
Outreach & Education	-55.98	1,000.00	-5.6%
Volunteers	0.00	1,000.00	0.0%
Training and Education	0.00	3,000.00	0.0%
Uniforms	0.00	500.00	0.0%
Vehicle Expenses			
Gasoline	2,450.24		
Maintenance and Repair	4,433.01		
Other	405.28		
Vehicle Expenses - Other	0.00	20,000.00	0.0%
Total Vehicle Expenses	<u>7,288.53</u>	<u>20,000.00</u>	<u>36.4%</u>
Total Expense	<u>1,051,617.46</u>	<u>2,426,491.00</u>	<u>43.3%</u>
Net Ordinary Income	512,985.19	-102,500.00	-500.5%

SVACA
Income & Expenses Budget vs. Actual
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
Other Income/Expense			
Other Income			
Operating Reserve Fund	0.00	50,000.00	0.0%
SB 90	0.00	50,000.00	0.0%
Animal Assistance Fund	238,632.79		
Total Other Income	238,632.79	100,000.00	238.6%
Other Expense			
Depreciation Expense	96,181.55		
Total Other Expense	96,181.55		
Net Other Income	142,451.24	100,000.00	142.5%
Net Income	655,436.43	-2,500.00	-26,217.5%