

**SILICON VALLEY  
ANIMAL CONTROL AUTHORITY**

**AGENDA ITEM**

**Non-pensionable Staff Compensation**

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**RECOMMENDED MOTION**

That the Board of Directors consider a one-time non-pensionable staff compensation in the amount of 5% for all currently active SVACA staff, excluding the Executive Director, who were employed and active for the full year in 2020-21 effective November 17, 2021.

**DISCUSSION**

At the September 22, 2021 Board meeting, staff reviewed the continued healthy state of SVACA's finances including the 2020-21 operating surplus of \$143,301. 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 one-time non-pensionable staff compensation of 5% of current salaries totals \$52,533.39.

**DOCUMENTS ATTACHED**

Current SVACA Reserves  
Income & Expenses Budget vs. Actual

**2021-22 SVACA Reserves**  
**9/30/21**

**Unrestricted**

Capital Project Improvement Fund	\$	516,999.00
Operating Reserve Fund	\$	295,728.00
Reserve for Unknown Losses	\$	203,003.00
Vehicle Replacement Fund	\$	15,507.00
<b>Total:</b>	<b>\$</b>	<b>1,031,237.00</b>

FYE 6-30-21 Surplus	\$	143,301.00
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**Restricted**

Animal Assistance Fund	\$	1,933,167.00
Chubz Fund	\$	4,486.00
<b>Total:</b>	<b>\$</b>	<b>1,937,653.00</b>

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

	Jul '20 - Jun 21	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Licensing</b>			
License Fees (SVACA Collected)	183,267.67		
Licensing - Other	0.00	150,000.00	0.0%
<b>Total Licensing</b>	183,267.67	150,000.00	122.2%
<b>Program Fees</b>			
Disposal Fees	1,600.00		
Spay/Neuter Voucher Discount	3,545.00		
Spay/Neuter Clinic	24,595.00		
HTL	800.00		
Training Deposit	2,800.00		
Adoption Fees	56,725.00		
Reclaim Fees	24,092.00		
Surrender Fees	2,850.00		
Impound Fees	35.00		
Board Fees	44.00		
Field Service Charge	7,500.00		
Quarantine Fees	7,350.00		
Program Fees - Other	0.00	265,000.00	0.0%
<b>Total Program Fees</b>	131,936.00	265,000.00	49.8%
Interest	13,736.75	26,500.00	51.8%
Miscellaneous Revenue	625.59		
SVACA Member City Contributions	1,882,492.00	1,882,491.00	100.0%
<b>Total Income</b>	2,212,058.01	2,323,991.00	95.2%
<b>Gross Profit</b>	2,212,058.01	2,323,991.00	95.2%
<b>Expense</b>			
Stipend FYE 6-30-20	34,109.88		
Maddie's Foster Grant-\$2,500	2,500.00	2,500.00	100.0%
Return to Owner Hardship Fund	79.00	5,000.00	1.6%
<b>Salaries and Benefits</b>			
Wages/Salaries, Regular	1,315,140.08	1,470,890.00	89.4%
Wages/Salaries, Overtime	33,605.11	32,000.00	105.0%
Health Insurance	130,391.04	238,500.00	54.7%
Dental	15,909.40	19,236.00	82.7%
Vision Insurance	2,366.91	3,024.00	78.3%
Life Insurance	1,091.09	1,585.00	68.8%
LTD/STD	3,894.18	3,962.00	98.3%
CalPERS Expense	148,509.02	170,551.00	87.1%
1959 Survivor Expense	1,626.25	1,037.00	156.8%
Payroll Taxes-SUI & Medicare	29,256.89	60,867.00	48.1%
<b>Total Salaries and Benefits</b>	1,681,789.97	2,001,652.00	84.0%
<b>Professional Fees/Services</b>			
Legal Services	0.00	10,000.00	0.0%
Contract Veterinarians	5,365.22	7,500.00	71.5%
Investigations	150.00	1,000.00	15.0%
Accounting Services	16,927.87	14,000.00	120.9%
IT	17,981.29	16,000.00	112.4%
Payroll Services	3,714.62	3,800.00	97.8%
Wildlife Center Contract	23,560.00	23,558.00	100.0%
<b>Total Professional Fees/Services</b>	67,699.00	75,858.00	89.2%
<b>Facility Expenses</b>			
<b>Utilities</b>			
Electric	43,735.51		
Gas	24,991.33		
Refuse	8,121.36		
Water & Sewer	11,908.81		

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

	Jul '20 - Jun 21	Budget	% of Budget
<b>Total Utilities</b>	88,757.01		
<b>Custodial Service</b>			
Janitorial	114.43		
Supplies	4,098.82		
Custodial Service - Other	0.00	26,500.00	0.0%
<b>Total Custodial Service</b>	4,213.25	26,500.00	15.9%
<b>Bldg. Maintenance/HVAC Contract</b>	17,835.31	35,000.00	51.0%
<b>Facility Expenses - Other</b>	0.00	85,000.00	0.0%
<b>Total Facility Expenses</b>	110,805.57	146,500.00	75.6%
<b>Communications</b>			
Wireless Communications	4,931.86	7,300.00	67.6%
Telephone & Fax	6,346.37	10,000.00	63.5%
<b>Total Communications</b>	11,278.23	17,300.00	65.2%
<b>Advertising</b>	114.12	500.00	22.8%
<b>Bank Service Charges</b>			
Credit Card Fees	5,944.55		
Bank Service Charges - Other	7,696.61	18,000.00	42.8%
<b>Total Bank Service Charges</b>	13,641.16	18,000.00	75.8%
<b>Computer Costs</b>			
Hardware	108.99		
Software	4,576.24		
Computer Costs - Other	710.42	9,000.00	7.9%
<b>Total Computer Costs</b>	5,395.65	9,000.00	60.0%
<b>Dues and Subscriptions</b>	1,943.61	1,200.00	162.0%
<b>Equipment-Non Fixed Asset</b>	0.00	500.00	0.0%
<b>Equipment Rental (Copy Machine)</b>	8,693.19	9,000.00	96.6%
<b>Insurance</b>			
Liability Insurance	39,267.55	39,839.00	98.6%
Workers' Comp	35,787.90	41,200.00	86.9%
<b>Total Insurance</b>	75,055.45	81,039.00	92.6%
<b>Office &amp; General Supplies</b>	2,042.13	2,000.00	102.1%
<b>Postage and Delivery</b>	10,297.68	8,000.00	128.7%
<b>Printing and Reproduction</b>	0.00	2,500.00	0.0%
<b>Recruitment and Testing</b>	193.00	500.00	38.6%
<b>Animal Care</b>			
Animal Rabies Exam	727.92		
Adoptions & Supplies	131.09		
Cleaning Supplies	64.62		
Disposal	2,275.00		
Food	938.14		
Medical Supplies	10,371.14		
Veterinary Equipment Maint.	2,564.40		
Animal Care - Other	0.00	20,000.00	0.0%
<b>Total Animal Care</b>	17,072.31	20,000.00	85.4%
<b>Outreach &amp; Education</b>	841.39	1,000.00	84.1%
<b>Volunteers</b>	0.00	1,000.00	0.0%
<b>Training and Education</b>	0.00	3,000.00	0.0%
<b>Uniforms</b>	146.64	500.00	29.3%
<b>Vehicle Expenses</b>			
Gasoline	7,095.54		
Maintenance and Repair	7,462.12		
Other	1,126.00		
Vehicle Expenses - Other	0.00	20,000.00	0.0%

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

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
Total Vehicle Expenses	15,683.66	20,000.00	78.4%
Total Expense	2,059,381.64	2,426,549.00	84.9%
Net Ordinary Income	152,676.37	-102,558.00	-148.9%
Other Income/Expense			
Other Income			
Animal Assistance Fund	1,490,848.27		
Total Other Income	1,490,848.27	0.00	100.0%
Other Expense			
Depreciation Expense	192,752.58		
Total Other Expense	192,752.58		
Net Other Income	1,298,095.69	0.00	100.0%
Net Income	<u>1,450,772.06</u>	<u>-102,558.00</u>	<u>-1,414.6%</u>