

Milwaukee Area Domestic Animal Control Commission

(MADACC)

3839 W Burnham St

West Milwaukee, WI 53215

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OPERATIONS COMMITTEE MINUTES

Meeting of January 19, 2016 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St

West Milwaukee, WI 53215

- Members Present:** Mr. Ronald Hayward, Village of West Milwaukee
Mr. Don Schaewe, City of Milwaukee
Mr. Michael Weber, Village of Hales Corners
Mr. Chris Swartz, Village of Shorewood
- Excused:** Mr. Eric Pearson, City of Milwaukee
- Absent:** Mr. Mark Wyss, City of West Allis
- Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC
Ms. Laura Proeber, Operations Manager, MADACC
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC
Ms. Cindy Fredericksen, Office Supervisor, MADACC

1. Roll Call

The meeting was convened at 1:00pm; roll call was taken by Ms. Proeber and members in attendance, absent and excused were noted.

2. Public Comment

None.

3. Approval of Minutes

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the minutes of the meeting held on December 15, 2015. The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – December 2015

Ms. Sparapani reported Admissions down for the year 8.84% or 995 animals for the year.

Ms. Sparapani reported Adoptions up 10% and Euthanasia down 12% for 2015.

Ms. Sparapani reported Owner Request Euthanasia did increase as more veterinarians are referring clients to MADACC for low cost options.

Ms. Sparapani noted the Transfer Report will be different in 2016 to show who is pulling animals every month.

After discussion, a motion was made by Mr. Summerfield and seconded by Mr. Weber to approve the statistical report for the month of December 2015 as submitted. The motion passed unanimously.

b. Operational Update

Ms. Sparapani reported future budgeting will take place for the cost of using the radio system through Milwaukee County.

Ms. Sparapani reported on a low animal population due to the adoption event over the holidays.

Ms. Sparapani reported the court case/stray hold bill passed the assembly unanimously. Next step is off to the Senate.

Ms. Sparapani reported on showcasing healthy stray cats in the front lobby for adoption to help move cats into homes faster that are not reclaimed by their owner.

c. Supervisor's Report

Ms. Fredericksen reported all mailed in payments for licenses are caught up.

Ms. Fredericksen reported on preparing for the upcoming renovation of the front office.

Ms. Shillinglaw reported the Pet Expo will be held on January 30th.

Ms. Shillinglaw reported it is a slow time for volunteers with such a low animal population.

Ms. Proeber reported on preparing for the final audit next week.

d. Friends of MADACC Update

Ms. Shillinglaw reported Walk, Run & Wag will be held on July 9th, 2016 and Soiree for Strays will be held on March 19th, 2016.

5. **Treasurer's Report**

a. **Financial Statements – December 2015**

In Mr. Pearson's absence, Ms. Sparapani covered a summary report issued by Mr. Pearson and is included below.

MADACC December 2015 Financial Statements

Year end experience is positive: General Fund expenditures slightly over budget (\$5,788) while revenues were significantly over budget (\$184,210). Revenues exceeded expenditures by \$180,593 on a net basis, increasing General fund balance from \$569,187 to \$749,780

Revenues & Expenditures – page 4

General Fund

Revenue: \$2,879,823

Expenditure: \$2,699,230

Excess revenue: \$180,593

Beginning Fund balance: \$569,187

End Fund Balance: \$749,780

Debt Service Fund balance: \$304,149

Capital Projects Fund Balance: \$2,498,351

General Fund Revenues – page 5

Intergovernmental: \$2,105,212 (100% of budget)

Licenses & Fees: \$148,691 (100.13% of budget)

Public Charges for Services: \$371,287 (99.7% of budget)

- Impound Fees and Board fees ran underbudget by combined \$11,432, likely a result of lower animal intake
- Adoption Fee was 209% overbudget, with \$43,774 in surplus revenue
- Spay/Neuter fee was 77% of budget, or \$29,901 underbudget

Interest Income: \$680 (136% of budget)

Other Revenues: \$253,953 or 368% of budget, \$184,952 surplus

- Donations-unassigned were \$146,965 (or 452% of budget), surplus revenue of \$114,465
- Spay/Neuter & shelter improvements donations: \$33,246; (in addition to above)
- Best Friends Grant: \$30,750 total

Total Revenues:

- \$2,879,822 or 106.8% of budget, \$184,210 in Surplus Revenue
- Revenues significantly exceeded budget – additional donations, the large bequest, and adoption revenue were primary drivers of surplus revenue

General Fund Expenditures – page 7

Personnel Service Costs: \$1,905,588 (101.34% of budget)

- Salaries were 98.3% of budget, or \$20,872 under budget
- Overtime was 118% of budget, or \$4,625 overbudget
- Health Insurance was 120%, or \$74,792 overbudget
- Unemployment comp, disability insurance, pension & social security all under budget
- Positive experience in most accounts helped offset a majority of the Health Insurance overexpenditure

Contracted Services: \$432,528 (92% of budget), \$37,421 underbudget

- Most of the savings driven by:
- Natural Gas: 45.6% of budget, savings of \$19,042
- Fuel/Oil: 62% of budget, savings of \$10,736
- Other Professional: 53.7% of budget, savings of \$11,560

Municipal Services & Deposits: \$103,297 or 113%

Materials & Supplies: \$233,253 (104%) \$8,903 over-budget

- Primary driver was Microchips, with expenditures of \$27,366, or 182% (\$12,366) overbudget
- Offset by Animal Supplies and Medical Supplies being under budget
- However, this category would have been underbudget if not for the Best Friends Grant expenditures of \$16,283, which were not in the budget (these are offset from grant revenue)

Capital Outlay: \$24,562 (Office Equipment) (90%)

Total Expenditures: \$2,699,230 (100.21%), \$5,787 overbudget

Ms. Proeber noted the Donations will decrease roughly \$80,000 in the final draft financials to account for the bequest that was moved to the Capital Projects Fund.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to approve the financial statements for December 2015 as submitted. The motion passed unanimously.

6. Building Renovation Project

a. Building Project Update

Ms. Sparapani reported on handouts presented to the board regarding change orders.

Ms. Sparapani reported the cost to install the cat cages were quoted at \$12,500.

Ms. Sparapani reported the tax savings to MADACC were \$17,688 and general construction changes, including savings for changing ceiling tiles amounted to \$4,393.

Ms. Sparapani reported relocating electrical lines cost \$892 and new receptacles in the cat wards cost \$3,085.

Ms. Sparapani reported the cost to remove the dog kennels was \$6,331 and the cost for foundation design changes was \$58,015.

Mr. Weber questioned what percent of the renovation is complete. Ms. Sparapani noted the building renovation is 40% complete and the addition is 60% complete.

After a brief discussion, a motion was made by Mr. Swartz and seconded by Mr. Schaewe to approve the change orders as presented. The motion passed unanimously.

7. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Weber to adjourn the meeting of January 19, 2016 at 1:39pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager