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# SOUTHWEST COMMUNITY FINANCING AUTHORITY

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## MINUTES OF ANNUAL MEETING

March 1, 2018 at 2:00 p.m.

Murrieta City Council Chambers  
1 Town Square  
Murrieta, CA 92562

### Members Present:

Vicki Warren, Chairman	City of Canyon Lake
Bridget Moore	City of Wildomar
Natasha Johnson	City of Lake Elsinore
Kevin Jeffries	County of Riverside, First Supervisorial District

### Members Absent:

Maryann Edwards	Vice-Chairman, City of Temecula
Randon Lane	City of Murrieta

### Staff and Guests were also present at the meeting

#### 1. CALL TO ORDER:

The Southwest Communities Financing Authority (SCFA) meeting of the Board of Directors was called to order at 2:00 p.m. The following board members were present: Chairman Vicki Warren, Members Bridget Moore, Natasha Johnson, and Kevin Jeffries. The group led all in the flag salute.

#### 2. MEMBER COMMENTS:

It was requested that research be completed to determine whether minutes from meeting held on October 4, 2018 could have been approved at today's meeting, which was an adjournment of that meeting.

#### 3. APPROVAL OF MEETING MINUTES:

Meeting minutes were not available for approval.

#### 4. PROGRAM ADMINISTRATOR UPDATE

Mr. Brian Nestande, Program Administrator for the SCFA, introduced Valerie Arce as the newest member of the Executive Office. She will be conducting duties for the Joint Powers of Authority (JPA) as well.

#### 5. RECEIVE AND FILE: No items.

#### 6. AFV SHELTER UPDATES

World Spay Day was held in February and focused on population control. The event had participation from over 70 countries world-wide. The shelter participated and distributed a total of 362 vouchers. They consisted of \$100 vouchers for dogs and \$50 vouchers for cats. The goal was to encourage owners to spay or neuter their pets. This totaled \$31,750 which derived from Animals of the French Valley, not the JPA.

The first Compassion Boutique Workshop was held. The Veterinary Centers of America (VCA) hospital spoke with staff about areas based in human medicine, but that were also applicable to those working in shelters. A large group of individuals attended and received valuable information. Later, an assessment tool was sent to all which would allow them to gauge where they are in the areas addressed, including being sympathetic.

The Animals of the Valley performed an operations audit in the past. At that time, approximately 38 issues were identified. Over the last few years, the location has since been very active in addressing the issues. At the last meeting, there was a discussion about having another audit performed for the site. The Helen Woodward Animal Center was discussed. It is a no kill facility and is not run by Animal Control. In an effort to find an organization that is more in line with their goals, the San Diego Humane Society was suggested as an option for the follow-up audit. The organization is very large, has 4 campuses, runs Animal Control for 6 cities, operates with a budget of \$25 million, and has offered to provide the service for free.

It was mentioned that, according to the contract, the Executive Management Committee (EMC) must decide whether a follow-up audit will be performed. It was agreed to proceed with the free offer and all clarified that an action was not needed.

## **7. ACTION ITEMS:**

### **A) 2018/2019 AFV Operating Budget**

Options for the new budget and the associated costs were discussed.

It was emphasized that, due to the amount of staff that that the location employs, a full-time Human Resources position is most critical. The position should be a certified Human Resources Generalist with a base salary of \$40,000 - \$45,000 and benefits.

Budget Option A eliminates the Animal Behaviorist and Pet Recovery positions for a savings of \$70,000.

Budget Option B eliminates the same two positions for a savings of \$70,000, plus eliminates the cameras for an additional savings of \$14,000.

Budget Option C eliminates the same two positions for a savings of \$70,000, the cameras for \$14,000, and the turf for an additional savings of approximately \$10,000. It was clarified that option C would be the "bare bones" option.

The question was posed, and it was clarified, that prior to August 19<sup>th</sup> a member of the town was assisting with the maintenance at the location. When the individual left, the location felt the need to hire a full-time maintenance staff member.

After a review of the general and administration distribution expenses, it was clarified that 20% of costs are directly related to the shelter, while 80% is needed for overall operations. Part of the costs are split between Animal Control and the non-profit. This is why a reimbursement to the Joint Powers of

Authority (JPA) from both is indicated, and the numbers have increased because of that. In addition, it was discussed that the animal counts in cities vary. As a result, some cities' costs are increasing, while others are decreasing.

There was a discussion about utilizing solar energy at the location. It was confirmed that the location has considered this. However, the large upfront cost of over \$200,000 has been the obstacle.

Salaries will be increasing for some staff members due to the minimum wage increase. In addition, several other staff members are due for raises.

The shelter is currently open 6 days/week and on the 3<sup>rd</sup> Sunday of the month. The cost savings options of possibly closing day(s) or raising impounding or boarding fees were discussed. All agreed that, should closing the shelter a day(s) be decided upon, the ramifications to the various cities would need to be discussed beforehand. This could include actions such as no longer picking up dead animals or conducting emergency rescues.

After an in depth discussion of the options presented, a motion was made to approve the Staff Report Option 7A4, plus the cameras. However, this was not seconded and the motion did not pass.

It was clarified that, once decided upon, the new budget will apply beginning July 1<sup>st</sup>.

Supervisor Kevin Jeffries suggested the need to establish a tentative working budget for the shelter. This would allow the location to at least have an idea of a budget from which to work. Should a tentative budget be adopted, it would be done with the understanding of the need to revisit it in the future for possible adjustments.

A motion was made to approve a tentative budget to include the Human Resources position, the minimum wage increase, and the licensing. This was then seconded. With 4 members in favor (Warren, Moore, Johnson, and Jeffries) and 2 members absent, the motion passed.

#### **B) 2018/2019 Annual Fee Schedule and Pie Charts of Animal Counts**

A motion to approve 7B as tentative was made and was then seconded. With 4 members in favor (Warren, Moore, Johnson, and Jeffries) and 2 members absent, the motion passed.

**8. Public Comments** No comments.

**9. ADJOURNMENT:** The Board adjourned the meeting at 2:53 p.m. to its regular meeting scheduled for August 2, 2018, at 2:00 P.M., at the Murrieta City Council Chambers, 1 Town Square, Murrieta, CA 92562

