

## **ANIMAL SHELTER MEETING**

### **MINUTES**

**March 15, 2022 – 2:00 PM**

#### **PRESENT**

**Tim Fitzgerald, Augusta County Administrator**

**Mike Hamp, Waynesboro City Manager**

**Leslie Beauregard, Staunton Interim City Manager**

**Candy Hensley, Assistant to the County Administrator**

**Rescue group members**

**Citizens**

1. Minutes were presented.  
Motion: Hamp    Second: Beauregard    Approved
2. Memorandum of Understanding (MOU) – Revisions to the MOU were discussed. Staunton attorney has reviewed. There are still a few questions; language on exit; language on a quorum; voting; and designees. Additional revisions will be discussed and will be brought back to the next meeting. Councils and Board of Supervisors will need to approve the MOU when finalized.
3. Budget – Mr. Fitzgerald handed out the proposed budget for FY23 and explained the County's format and budget line items. Total operating budget is \$154,055 and payroll is \$506,158 for a total of \$660,213. Payroll is for the organizational matrix shown at the last meeting. It is possible the entire payroll budget will not be needed based on current expenditures and Waynesboro's previous budget. If positions are feel is it possible the entire overtime line item will not be needed. This budget should be a worst-case scenario. Mr. Hamp indicated that information would be forthcoming on fund balance. The owners will discuss the budget again at the next meeting.
4. Supervising Veterinarian – Mr. Fitzgerald shared with the owners that he had received interest in a supervising veterinarian for the shelter. He indicated costs received are significant. There is a need to procure a contracting veterinarian through the procurement process. County staff is working on the request for proposals. At the next meeting, we will need to discuss proving a proposal review committee.

The owners discussed proving a temporary veterinarian until a contract can be achieved. Mr. Fitzgerald is working towards a solution.

5. Comments from owners – Mr. Hamp asked about when maintenance responsibilities would be transferred from the City to the County. The goal is for transfer to be made official July 1, 2022. We will need to work on a transition.

Mr. Fitzgerald asked for an update on the dishwasher. Ms. Hensley indicated the dishwasher was ordered and it would take 4 to 6 weeks for it to be delivered.

6. Public Comment – various members of the public asked questions concerning budget line items. There was concern that \$30,000 may not be enough for veterinary services. It was explained that this amount was increased from \$20,000 from current budget. There are other funding mechanisms in place such as grants, donations and Friends of the Shelter.

A question was raised on where staff is going to be placed. A solution is being developed. There are obstacles to placing a trailer on location for an office.

Closed Session

Motion: Hamp            Second: Beauregard            Approved

3:10 PM – Adjourn

Motion: Beauregard            Second: Hamp            Approved