

**Agenda for Coastal Animal Services Authority  
Regular Board Meeting  
June 6, 2022  
8:00 a.m.**

Location:  
City of San Clemente, City Hall, Conference Room A  
910 Calle Negocio  
San Clemente, CA 92672

**AGENDA ITEMS**

**1. CALL TO ORDER**

- Pledge of Allegiance

**2. APPROVAL OF MINUTES**

- February 7, 2022
- May 16, 2022

**3. BUDGET**

- Consideration of approving the Payroll Warrants and Registers for the time period of March-May 2022.

**4. ITEMS FROM THE STAFF**

- Shelter Operations Briefing from Jen Stinett & Jill Moran

**5. ITEMS FROM THE BOARD**

- San Clemente Dog Park

**6. ITEMS FROM THE CITY**

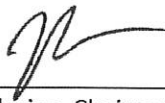
**7. ITEMS FROM PPF**

**8. ORAL COMMUNICATIONS**

- Members of the audience who wish to address the JPA Board on matters within the jurisdiction of the Coastal Animal Services Authority, but not separately listed on the agenda, may do so during the Oral Communications portion of the meeting.

## 9. ADJOURNMENT

Next Regular JPA Meeting at the San Clemente City Hall, 910 Calle Negocio, Conference Room A, San Clemente, CA, date to be determined.



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Jamey Federico, Chairperson, CASA Board

NOTICE AND CALL OF REGULAR MEETING  
OF THE COASTAL ANIMAL SERVICES AUTHORITY  
JPA BOARD OF DIRECTORS

TO MEMBERS OF THE COASTAL ANIMAL SERVICES AUTHORITY:

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Coastal Animal Services Authority is hereby called to be held on Monday, June 6th, 2022 at 8:00 AM at the City of San Clemente City Hall, 910 Calle Negocio, San Clemente, CA 92672 .

Said Regular Meeting shall be held to consider the following agenda items:

1. See attached list.



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Jamey Federico  
Chairperson



## Coastal Animal Services Authority

To: Board of Directors, Coastal Animal Services Authority  
From: Jen Stinett, Animal Services Supervisor & Jill Moran, Animal Control Officer  
Date: June 6, 2022

### **SHELTER OPERATIONS UPDATE:**

#### **STAFF**

A new PT Kennel Attendant is starting on June 4, 2022. Her name is Ariel Flores. She was on our eligibility list from a previous recruitment. She has animal care experience from previous/current jobs, working with domestic, exotic and wild animals. She also has customer service experience and has worked with or as a volunteer in different capacities at local parks and the zoo.

We are recruiting for a FT Customer Services Specialist II position, with hopes of having a person in place by the beginning of July. The first panel interviews are to be held on Thursday, June 9. The second interviews will be conducted by Jen Stinett and Jill Moran, and are planned for Tuesday, June 14.

#### **BUSINESS**

CASA staff will be looking into ways to improve our licensing compliance and making our licensing program easier to navigate for our residents. We have been with PetData since 2002 and in that time little has changed with the services they offer us or our residents. Their systems seem out of date and slow, often times taking 6-8 weeks for a license to be processed start to finish, when mailed to them. It is inefficient and frustrating for residents and our staff. Other vendors, such as Chameleon Licensing, offer better services and support and since we already utilize the Chameleon Shelter software it would seamlessly integrate. Jen and Jill met with Mission Viejo Animal Shelter license staff to get an idea of how their program works. They utilize Chameleon Licensing for web-based payments and processing. Renewal notices and mailers are handled in-house, with much of it digital/email based. They have enjoyed great success with updating to a more digital format.

#### **BUILDING MAINTENANCE**

A HydroJet drain flush was completed on 5/19/22. The plan is to do this bi-annually to avoid emergency clogging issues.

The floors in the offices and lobby and the windows on the main office building were scrubbed on May 2. The San Clemente Maintenance Department will be scheduling these services for us on a bi-annual basis. It is planned to include the kennel windows in future cleanings.



## Coastal Animal Services Authority

Kennel window estimate is pending from a local vendor who visited the Shelter on 5/31/22.

Roofers have been contacted to schedule on-site visits so they can generate quotes. One visited last week and another is scheduled for Tuesday, June 7<sup>th</sup>. Two others are pending.

### **EVENTS**

We continue to work with Boy Scouts in coordinating shelter projects for their Eagle Scout designations. Our current wish list items for the next projects would be a planter on the fence line of the Strands dog play yard, to match the adjacent yard and to also cut down on soil erosion. A second project that would be offered is re-working the bathing room, replacing the countertop and storage shelves.

We have been contacted by a couple new Scouts inquiring about potential projects, however, they are in the very early stages of their decision making.

CASA will be promoting our adult cats during the month of August for a reduced adoption fee. Promotional flyers will go out in July.

Calming Tails Reading Program begins on June 6. Children 5-12 will join us in the afternoons on select Mondays this Summer to read to the animals.

### **ANIMAL CONTROL UPDATE:**

July 4<sup>th</sup> Animal Control operations and coverage update.

Review of Animal Control Officer schedules and hours for the part-time positions.

Review of the procedure for vicious dog declarations and potentially dangerous letters. Staff recommends that the Board Chair sign Hold Harmless agreements relating to the level of vicious dogs, and Jill Moran sign letters related to the less severe cases deemed potentially dangerous.

# COASTAL ANIMAL SERVICES AUTHORITY (CASA)

## Regular Meeting Minutes

June 6, 2022

*These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.*

A Regular Meeting of the Coastal Animal Services Authority was called to order by Chair Federico on June 6, 2022 at 8:00 a.m. at San Clemente City Hall, located at 910 Calle Negocio, San Clemente, in the Community Conference Room.

### **PRESENT**

Chair Jamey Federico  
Board Member Gene James  
Stephanie Cocumelli, Pet Project Foundation  
Johanne Thordahl, City of San Clemente  
Jennifer Savage, City of San Clemente  
Jill Moran, CASA  
Jennifer Stinett, CASA

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### **PLEDGE OF ALLEGIANCE**

#### 1. **CALL TO ORDER**

The CASA Meeting was called to order at 8:00 a.m. with all members present.

#### 2. **Approval of CASA Meeting Minutes**

- February 7, 2022
- May 16, 2022

MOTION BY CHAIR FEDERICO, SECOND BOARD MEMBER JAMES, CARRIED 2-0, to approve the minutes of the CASA Board Meeting of February 7 and May 16, 2022.

#### 3. **BUDGET – Consideration to approve the Payroll Warrants and Registers for the period of March 1, 2022 through May 1, 2022**

MOTION BY CHAIR FEDERICO, SECOND BOARD MEMBER JAMES, CARRIED 2-0, to approve the Payroll Warrants and Registers for the period of March-May 2022.

#### 4. **ITEMS FROM THE STAFF**

##### **Staffing**

Jennifer Stinett provided an operations update on current staffing in the position of part-time kennel attendant, and an update on the Customer Service Representative II recruitment.

##### **License program**

Licensing program update including current PetData operations/shortfalls and a look into other options. Jill and Jen visited Mission Viejo Animal Shelter to see how their licensing program functions, both in terms of staff responsibilities and their partnership with Chameleon Web Licensing.

James asked about our current contractual obligations, what financial impact a change might have, and what our current provider costs us?

Jennifer states that we do not have a current contract and that with the Board's approval we would go forward in collecting more information on what a change to Chameleon may cost. Currently, PetData charges us for each license, at different rates depending on the licenses' term.

James states Jake Rahn could provide us with a vendor report to give us exactly what we have paid out to PetData.

Federico would like staff to focus on how we improve our licensing program; ease of use for residents, overall compliance rates, and increase revenue to support the overall budget at CASA.

James asked about the enforcement of licensing and vaccinations amongst the vagrant population.

Jill states our administrative cites are often ignored by that population and due to the fact they have no home, no water bill, etc. there is little that can be done as a follow-up for those fines.

James would like to follow-up with the City attorneys on our ordinances and how we could better enforcement.

##### **Building maintenance/projects**

Jennifer continued with an update on some routine maintenance done at the Shelter for our drains and the main building floors.

Kennel window and roofing estimates are pending from recent vendor visits.

Federico wants to be sure we are looking at windows that are more functional for us, that can be left open at night.

Federico would like the roof done before, or with the Kennel Improvement Project.

Jennifer asked about City rules required for the roofing project, such as prevailing wage, etc.

Johanne recommended we contact Kyle in Public Works for direction.

### **Events**

Upcoming events include a new Eagle Scout project, cat adoption promotion and our kids' reading program.

Federico would like us to expand the Reading Program; possibly to our Seniors.

**Animal Control update** from Jill Moran including our plan for coverage on July 4<sup>th</sup> at the Beach.

Jill reviewed current staffing and schedules with our current officers, 2- f/t, 2- p/t non-benefitted. Retention of our part-timers is getting more and more difficult and with a possible change to CalPERS we need to look at what our staffing options are.

Johanne said the p/t ACO's are allocated 30 hours per week.

Jill and Jennifer state, regarding the annual financial impact, we were always told to keep our part-timers at 20 hours per week.

Federico requests from HR the cost difference between 1- f/t vs. 2- p/t Animal Control Officers and how many hours per part-time position are we actually budgeted for?

Federico states in the meantime, if we need to schedule over 20 hours, do it.

In the future a larger discussion on staffing options will need to take place, especially for our ACO positions regarding: scheduling, budget impact, how many night time calls do ACO's receive.

Jill reviewed ordinances, policies and procedures for our vicious dog programs in both cities, the differences and the history of each code.



MOTION BY CHAIR FEDERICO, SECOND BOARD MEMBER JAMES, CARRIED 2-0, to delegate the signing of the vicious dog cases to Jill Moran, pending a follow up with City attorneys.

5. **ITEMS FROM THE BOARD**

James has received complaints about big dogs in the small dog park. Who is responsible for enforcement?

Moran states that the posted signs of park rules are vague and the corresponding codes don't support citing.

Federico and James agree it is more related to a Beaches, Parks, Rec. Dept. Park Ranger responsibility, more so than an ACO.

6. **ITEMS FROM THE CITY**

None.

7. **ITEMS FROM PET PROJECT FOUNDATION (PPF)**

Stephanie Cocumelli with Pet Project Foundation provided the following updates:

**Construction of New Dog Kennel at CASA**

- Changes/updates have been made to the dog kennel project, which was a change order with the kennel supplier, resulting in a delay to delivery. Now anticipated to be in January 2023.
- PPF's point person for the project will be Vickie McMurchie.
- PPF is considering updates to the courtyard for dog eye-line separation and a donor wall; the funds have been put aside in the coming fiscal year's budget.

**Miscellaneous**

- PPF would like to have some of the signage at the Shelter co-branded to include PPF and CASA logos together. Vickie is working with a company on designing new signs

Federico would like to see co-branding go beyond the lobby, to include social media accounts so we are not competing.

Federico requests to see the terms of Esther's contract.

The group briefly discussed the contract, terms and required certifications that are currently written into the contract. Stephanie stated PPF would like to discuss, in

the future, what the plan is with the dog trainer position when Esther leaves her position.

**Events**

- Pet Project Foundation Annual Board Meeting and Selection of Board Members July 20, 2022 at 6pm at the San Clemente Outlets.
- Barks and Brews at the San Clemente Outlets August 20, 2022.
- PPF's annual TOTC gala is scheduled for September 19, 2022 at the Laguna Cliffs Marriott.

8. **ORAL COMMUNICATIONS**

None.

9. **ADJOURNMENT**

MOTION BY BOARD MEMBER JAMES, SECOND BY CHAIR FEDERICO, CARRIED 2-0, to Adjourn at 9:30 a.m.. The next Regular JPA Meeting will be held on August 1, 2022 at 8:00 a.m., at San Clemente City Hall, located at 910 Calle Negocio, San Clemente, in Community Conference Room.

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CHAIR of the COASTAL  
ANIMAL SERVICES AUTHORITY