

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 5, 2023 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.

Jamey Federico
Chairperson

**Agenda for Coastal Animal Services Authority
Regular Board Meeting
June 5, 2023
8:00 a.m.**

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

AGENDA ITEMS

1. CALL TO ORDER

- Pledge of Allegiance

2. APPROVAL OF MINUTES

- April 3, 2023
- April 24, 2023

3. BUDGET

- Consideration of approving the Payroll Warrants and Registers for the time periods of
11/28/22-12/11/22
2/20/23-3/5/23
3/20/23-5/19/23

4. ITEMS FROM THE STAFF

- Shelter Operations update
- CIPIA Board of Directors Certification
- Staff Report: Dog Trainer Contract
- Staff Report: Proposal for Security Cameras
- Staff Report: Proposal for Legal Services
- Staff Report: Estimate for Cleaning Services, expansion of work to include Trainer's Hut
- Staff Report: Budget FY 23/24

5. ITEMS FROM THE BOARD

6. ITEMS FROM THE CITY

- CASA Pension Plan Administration

- Approval of CASA Salary Schedule Implementing a 2.0% Increase

7. ITEMS FROM PPF

- Update from PPF Chairperson

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, Community Conference Room, San Clemente, CA, August 7, 2023 at 8:00 a.m..

Jamey Federico, Chairperson, CASA Board

COASTAL ANIMAL SERVICES AUTHORITY (CASA)

Regular Meeting Minutes

April 3, 2023

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 April 3, 2023 at 8:02 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
Jeff Rosaler, City of Dana Point/CASA
Stephanie Cocumelli, Pet Project Foundation
Johanne Thordahl, City of San Clemente
Jennifer Stinett, CASA

* * *

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER

The CASA Meeting was called to order at 8:02 a.m. with all members present.

2. Approval of CASA Meeting Minutes

MOTION BY Federico SECOND by James CARRIED 2-0, to approve the minutes of the CASA Board Meeting of

- February 6, 2023

3. BUDGET – Consideration to approve the Payroll Warrants and Registers for the period of 11/14/22-3/24/23

MOTION BY Federico SECOND by James to approve the Payroll Warrants and Registers for the period of

- 11/14/22-3/24/23

4. ITEMS FROM THE STAFF

Policy 6: Euthanasia Policy

Updated our Euthanasia Policy to reflect Shelter's status as a "no kill" facility.

To be considered a "no kill" facility we must maintain a 90% placement rate, which we far surpass, at approximately 99%.
Policy also defines the reasons we would approve euthanasia, such as injury or disease.

MOTION BY Federico SECOND by James to approve the updated Policy 6.

Operations Update

We are recruiting for two part-time kennel attendants to fill recently vacated positions. First round of interviews have been scheduled for 4/13/23.

We have a new part-time Animal Control Officer starting on 4/4/23. Ray Endow comes to us with prior Animal Control and Police Officer experience.

Monitor purchased for front office to serve as information screen for our fees, upcoming events, PPF information and marketing, and to highlight our pets for adoption.

Updated graphics going up in the front office and lobby to update our old signage.

We had councilmembers join us for tours at the Shelter. John Gabbard from Dana Point and Chris Duncan and Mark Enmeier from San Clemente. We also reached out to the new City Manager of San Clemente to invite him for a tour.

Dog Kennel Update

Side 1 was completed on March 5 and everything is going well. Side 2 should be completed by Friday 4/7, as they start construction on the kennels this morning. Drain cleaning, drywall repair, painting and flooring was all completed prior to kennel construction starting.

New windows in the kennel area also go in today.

PPF has scheduled the Ribbon Cutting event for Friday, April 21.

CASA Operations Road Map

Please see attached document *CASA Operations Road Map & Strategic Plan*

Jeff and Jen presented an Operations Roadmap for CASA, a two-year operations and strategic plan. Jeff stated that the two-year plan is a good time frame for the department and will run for the rest of the term of the agreement with PPF.

Under section, *Animal Control*, the Board had the following comments:

Gene suggested CASA could do an RFP for legal services.

Federico said Dana Point attorney Rutan and Tucker is also a possibility.

Board will need staff recommendation going forward on the attorney contract.

James suggests that at the next replacement cycle, we look into leasing the Animal Control vehicles instead of purchasing.

Under section, *Key Initiative #5*, the Board had the following comments:

Federico agrees with all the points above, however, wants to add *the public* to Key Initiative #5. The Animal Shelter is a community center. We want the public to have a good experience there too.

Under section, *Facility Maintenance*, the Board had the following comments:

Federico stated that the City of Dana Point has already set aside funds in their budget to account for an anticipated request from CASA for facility maintenance.

Comments on *Operations Road Map & Strategic Plan* overall:

James would like CASA to look at economy of scale. Can we bring another partner in? Recommends that Board members reach out to other local city officials to see what their interest would be.

Federico asked staff if we could take on another city? What additional staffing would be needed? Is the facility physically big enough?

Jen states we likely could, from a Shelter population standpoint. Staff will need to look at the data from other cities; how many animals and calls for service they average annually.

Board directs staff to gather data.

Jeff suggests staff put together a presentation for the Board.

5. **ITEMS FROM THE BOARD**

Policies and Procedures

The Board requests the General Manager review all CASA Policies and Procedures and recommend updates as needed.

Federico praised staff and volunteers for how the Shelter has been running. The Board will never be upset with staff taking initiative to fix and update procedures to make the Shelter better.

Licensing

James observed that our licensing numbers remain flat and we don't have the right formula to improve.

Jeff said that our current licensing program offers residents the option of purchasing a one, two or three year license term. With the new fee schedule that will change to an annual license purchase. Once we understand what our actual annual numbers are we can strategize ways to increase those numbers.

James said that we need to make it easy for people to license, especially if done annually. Would this be online?

Jen said the new website that Chameleon is working on is very easy to use and we plan to reach out to the residents first by email. Other agencies have experienced that they have a majority of people renew right away in response to that email. If there is no response we would mail an invoice.

Federico asked if text messaging is an option?

Jen not sure, but we can ask Chameleon if that is an available feature.

Federico requests that when the time is right we should put together a subcommittee to brainstorm ideas to increase our licensing compliance.

Jen said in the past we have sent notices in the water bills, but that is only an option in San Clemente.

Jeff recommended a notice through CR&R, as that would cover both cities.

Municipal Code Violations

James does not want code violations ignored, most notably on our beach. No matter who they are, he wants everyone treated the same. First education, then citations need to be issued.

Federico asked what happens with our citations?

Jeff stated they are administrative citations that are handled by third party, TurboData. If they are not paid, it is forwarded to Franchise Tax Board.

James said we could change to court citations.

Jen said we used to utilize court citations exclusively, however, we did not receive any of those funds from the courts, and most of our citations were thrown out or reduced to almost nothing. The administrative citations do bring in some revenue to CASA.

6. **ITEMS FROM THE CITY**

None

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

Stephanie Cocumelli with Pet Project Foundation provided the following updates:

The kennel project is coming along on schedule. Vickie and Jen have managed everything very well. We have also had great progress in funding the kennel project. We have received \$80,000 in donations in the last month. We are about ½ way to the goal.

PPF is evaluating the dog handling program. We are increasing training and increasing the number of handlers by 20 per week. Priority one being the dogs get more attention, but also addressing areas that staff/kennel attendants can use help.

PPF is going through their Budget and Strategic Planning for '23-'24.

New social media volunteer. She is employed as a social media professional, and she will be volunteering her time to run PPF's socials.

James said he has never been more impressed than he has been with PPF. PPF is such a great group of people. If not for PPF, he doesn't know what the quality of our services would be.

8. **ORAL COMMUNICATIONS**

None

9. **CLOSED SESSION**

Adjourned to closed session at 9:00 a.m. to discuss the following

- Labor Negotiations and Strategy

Board Members Federico and James, Jeff Rosaler, Johanne Thordahl present.

All members returned from closed session at 9:40 a.m.

CLOSED SESSION REPORT

CASA Board approves appointment of Jennifer Stinett as CASA General Manager.

10. **ADJOURNMENT**

MOTION BY BOARD MEMBER JAMES, SECOND BY CHAIR FEDERICO, CARRIED 2-0, to Adjourn at 9:42 a.m.. The next Regular JPA Meeting will be held on June 5, 2023 at 8:00 a.m., at San Clemente City Hall, located at 910 Calle Negocio, San Clemente, in Community Conference Room.

CHAIR of the COASTAL
ANIMAL SERVICES AUTHORITY

Coastal Animal Services Authority Operations Road Map & Strategic Plan



JEFF ROSALER, INTERIM GENERAL MANAGER

JENNIFER STINETT, SHELTER SUPERVISOR

APRIL 3, 2023

Operations Road Map: General Administration

Data Tracking for Animal Control and Animal Sheltering

Continue collecting data on operations to evaluate programming compared to strategic metrics

Municipal Code Revision

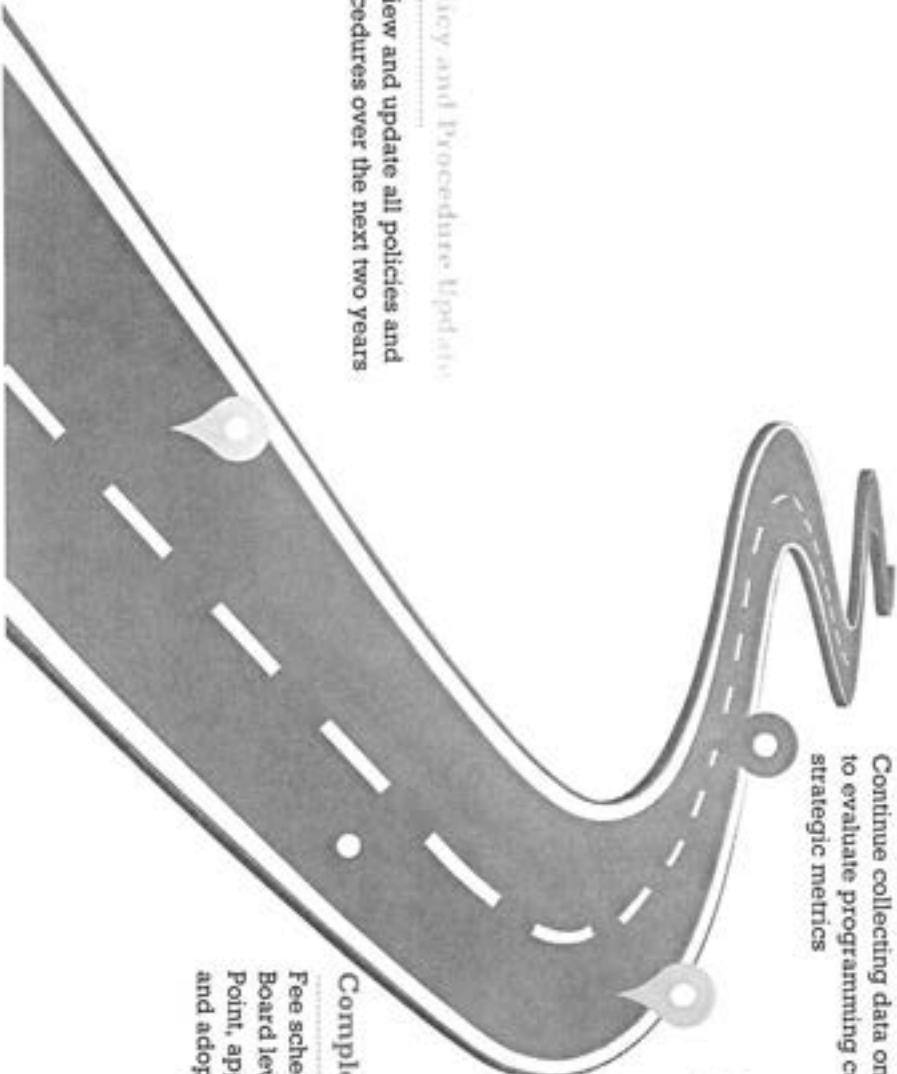
Municipal Code was updated and will undergo adoption on April 18, Dana Point City Council meeting. Finish reviewing San Clemente Code and take to San Clemente City Council.

Policy and Procedure Updates

Review and update all policies and procedures over the next two years

Complete Fee Schedule and Implement

Fee schedule has been approved at Board level and through City of Dana Point, approve through San Clemente and adopt for FY 23/24



Key Initiative #1: Ensure *CASA* internal policies, local municipal codes and state laws are effective and fair for our communities and animals.

Vision	Strategy	Metrics
<p><i>CASA</i> provides high quality animal control and sheltering for the communities of Dana Point and San Clemente.</p>	<p>Digitize current policy and procedures, review policies, bring to Board for updating at each JPA meeting, review current municipal codes, update codes, have codes reviewed by City Attorneys, and take to City Councils for approval.</p>	<p>Number of policies updated or added annually, number of municipal codes or state laws worked on.</p>
<p>FY 22/23</p> <ul style="list-style-type: none"> Reviewed 4 policies to date February approved DPMC changes April DPMC changes will go to second reading April update SCMC May take updated muni code to San Clemente CC 	<ul style="list-style-type: none"> Continued review of all policies 	<p>FY 23/24</p>



Key Initiative #2: Ensure fiscal responsibility by ensuring that revenue covers as much administration as feasible.

Vision

CASA provides high quality animal control and sheltering for the communities of Dana Point and San Clemente.

Strategy

Fee review, adopt fee update, approve fee update through both City Councils, administer new fees

Metrics

Annual revenue tracking for fees and licensing.

FY 22/23

- Fees reviewed
- Fee schedule and comparison completed
- Fee update passed through Board
- Fees adopted by Dana Point City Council
- Fees need to be approved by San Clemente City Council

FY 23/24

- Implement new fee structure
- Track revenue
- Make staffing recommendations as appropriate



Operations Road Map: Animal Control

System and Equipment Analysis

Determine if third party contractor is needed to analyze systems and implement improvements

Attorney Fees and Use

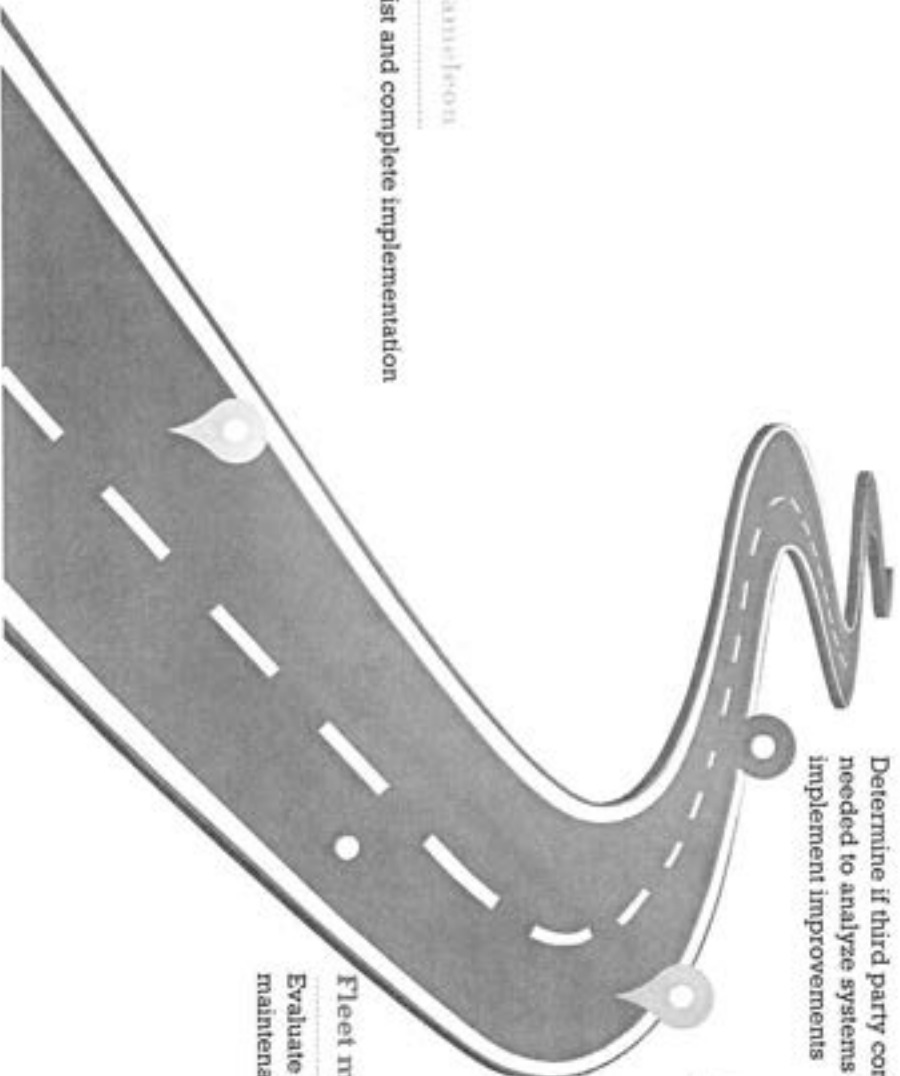
Understand our current attorney fee structure and usage, make recommendations for future

Chambliss

Assist and complete implementation

Fleet maintenance

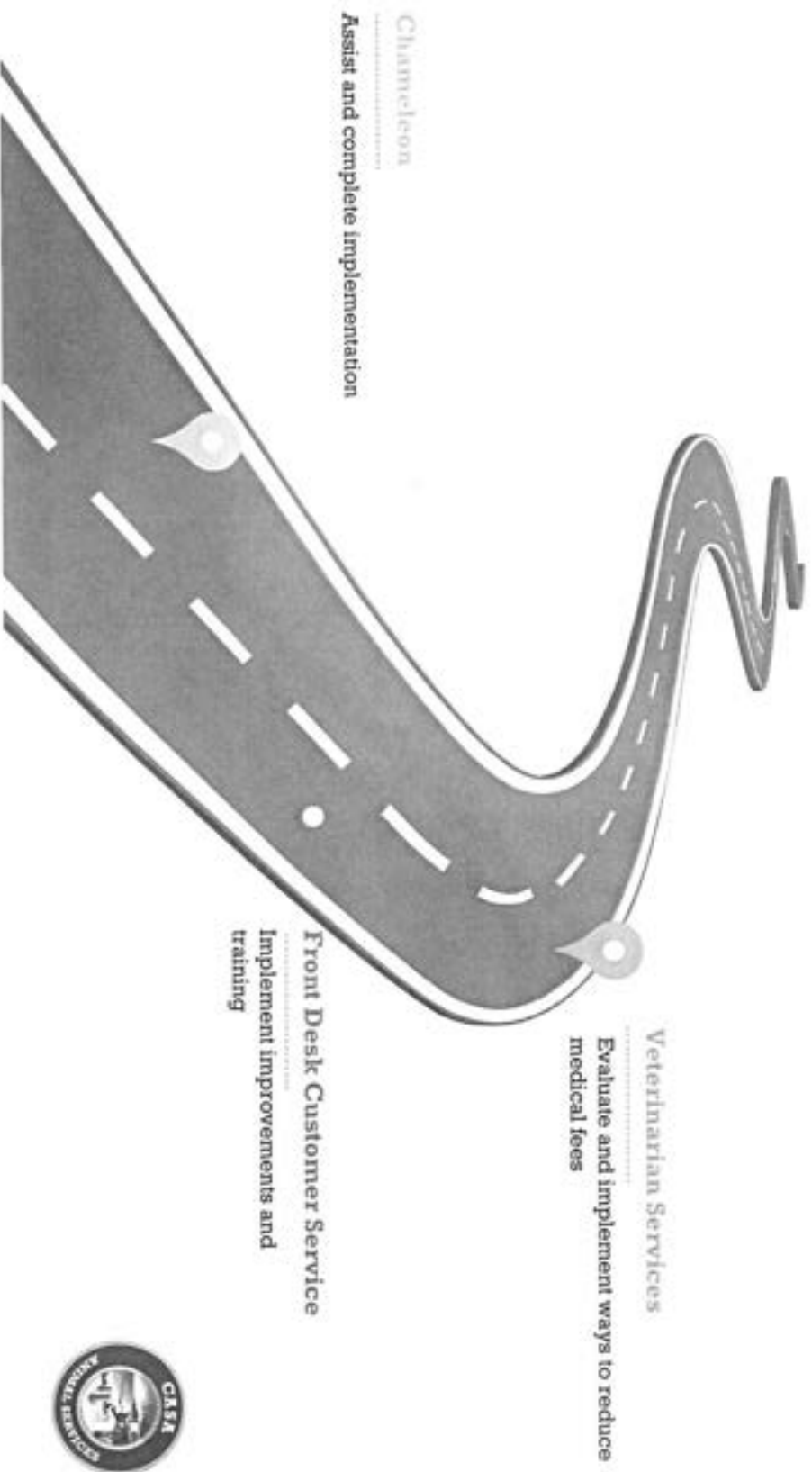
Evaluate current system for maintenance and upkeep



Key Initiative #3: Review systems and equipment to ensure that all processes are occurring efficiently and effectively.



Operations Road Map: Animal Services



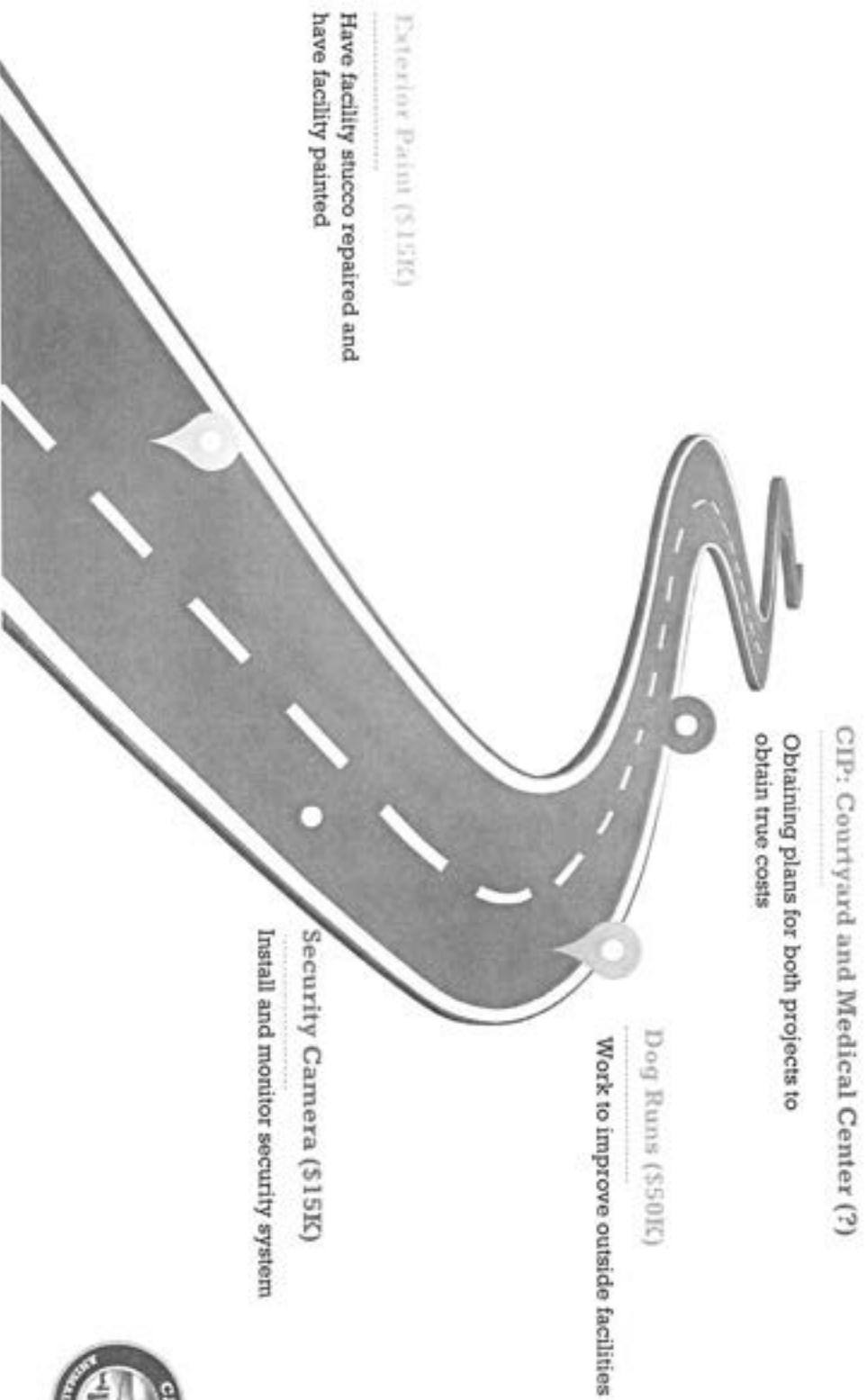
Key Initiative #4: Ensure the safety and well being of the animals housed and brought into the facility.

Vision	Strategy	Metrics
CASA operates a no kill animal shelter and provides top of the line treatment to the animals.	Ensure that animal health and safety is the top priority of staff, ensure that proper medical attention is being sought for all animals.	Number of animals housed per year, number of animals adopted per year, cost of medical procedures per year.
FY 22/23		
<ul style="list-style-type: none">• Review of euthanasia policy• Update euthanasia policy• Review medical costs incurred by PPF		<ul style="list-style-type: none">• Look at ways to improve medical costs and treatments• Obtain designs for a medical center at the Shelter
FY 23/24		

Key Initiative #5: Provide a welcoming environment where volunteers and staff are appreciated, heard and taken care of.

Vision	Strategy	Metrics
<p>CASA staff and volunteers provide high levels of service, ensuring the happiness of the animals and adoption success.</p>	<p>Enhanced volunteer training, enhanced volunteer coordination and satisfaction, staff meetings, and staff trainings. Combined staff and volunteer initiatives and training.</p>	<p>Adoption numbers. Staff longevity. Volunteer numbers and hours.</p>
<p>FY 22/23</p> <ul style="list-style-type: none">• Implementation of staff meetings• Meeting on regular basis with PPF		
<p>FY 23/24</p> <ul style="list-style-type: none">• Combined staff and volunteer meetings• Update training protocols and procedures		

Operations Road Map: Facility Maintenance



Key Initiative #6: Operate a clean, well organized and functional facility.



Vision
CASA operates a no kill animal shelter and provides top of the line treatment to the animals.

Strategy
Provide annual maintenance and capital improvement projects to the board for review and implementation.

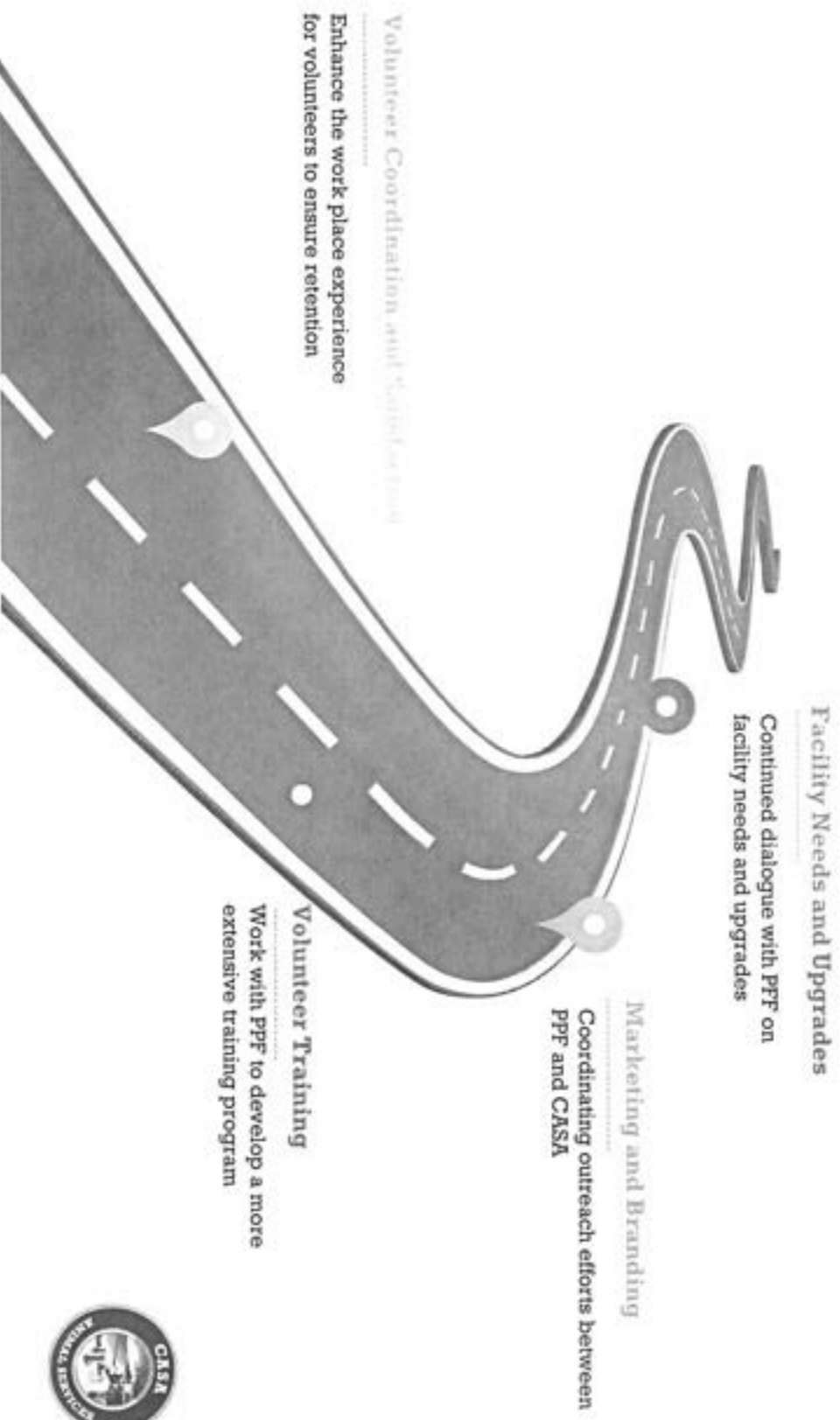
Metrics
Annual expenses on maintenance and CIPs, track number of service calls for maintenance.



- New kennel facilities
- New roof
- New windows in kennel area
- Interior Paint
- Updated Signage

- Exterior paint and stucco repair
- Security Cameras
- Old light fixtures
- Dog Runs
- Interior Deep Clean

Operations Road Map: Non-profit partnership



Key Initiative #7: Effective communication to the public concerning adoptions and events

Vision	Strategy	Metrics
<p>CASA staff and volunteers provide high levels of service, ensuring the happiness of the animals and adoption success.</p>	<p>Coordinate marketing and social media efforts, coordinate promotion of adoption and vaccination events, increased efforts to market PPF fund raising events.</p>	<ul style="list-style-type: none"> • Social posts • Number of Events • Licensing Numbers • Vaccination Numbers
<p>FY 22/23 FY 23/24</p>		
<ul style="list-style-type: none"> • Coordination on events with PPF • Meeting on regular basis with PPF • Develop marketing and outreach material • Work to combine media presence 		

Key Initiative #8: Continue and strengthen the highly effective collaboration with Pet Project Foundation



Vision

CASA staff and volunteers provide high levels of service, ensuring the happiness of the animals and adoption success.

Strategy

Coordinate marketing and social media efforts, support PPF events and fund raising, identify facility needs for dog runs and medical facility, identify long term staffing needs.

Metrics

- PPF fundraising efforts
- Improvement projects completed



FY 22/23

- Evaluate current agreement with PPF
- Meeting on regular basis with PPF

FY 23/24

- Continue to look for ways to improve current agreement

Vision	CASA provides high quality animal control and sheltering for the communities of Dana Point and San Clemente.	CASA operates a no kill animal shelter and provides top of the line treatment to the animals	CASA staff and volunteers provide high levels of service, ensuring the happiness of the animals and adoption success.
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Key Initiatives

#1, 2 and 3

#4 and 5

#6, 7, and 8

Strategies

Demonstrate that animal control and sheltering is operating at an efficient and effective manner that is fiscally responsible.

Implement procedures to maintain and continually improve the work environment and the animals living and health conditions.

Define and develop partner roles and responsibilities while providing a meaningful and inviting place to work and volunteer.

Metrics

- Policy Updates
- Annual Revenue
- Licenses Processed
- Call Response Time

- Animal Intake
- Animal Adoptions
- Cost of Medical Service Calls
- Maintenance Costs

- Volunteer Numbers
- Volunteer Hours
- Adoption Rates
- Social Posts
- Number of Events
- Fundraising Efforts

Outcomes

- ✓ Updated Policies and Procedures
- ✓ Updated Muni Codes
- ✓ Updated Fees and Fines
- ✓ Increased Revenue

- ✓ Medical improvements
- ✓ Updated facilities
- ✓ Increased adoptions
- ✓ Increased vaccinations

- ✓ Volunteer Training Manual
- ✓ Volunteer Training Program
- ✓ Increased Volunteer Rates

**Agenda for Coastal Animal Services Authority
Special Board Meeting- Closed Session
April 24, 2023
8:00 a.m.**

Location:
Virtual Conference Call

AGENDA ITEMS

1. CALL TO ORDER

2. CLOSED SESSION

- Discussion: Labor negotiations

3. ADJOURNMENT

- Next Regular JPA Meeting at the San Clemente City Hall, 910 Calle Negocio, Community Conference Room, San Clemente, CA, June 5, 2023 at 8:00 a.m..

Jamey Federico, Chairperson, CASA Board

NOTICE AND CALL OF SPECIAL 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 Special Meeting of the Coastal Animal Services Authority is hereby called to be held on Monday, April 24, 2023 at 8:00 AM via Virtual Conference Call.

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

- I. See attached list.

Jamey Federico
Chairperson

COASTAL ANIMAL SERVICES AUTHORITY (CASA)

Special Meeting Minutes

April 24, 2023

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 Special Meeting of the Coastal Animal Services Authority was called to order by Chair Federico on April 24, 2023 at 8:03 a.m.. All attendees were present via conference call.

PRESENT

Chair Jamey Federico
Board Member Gene James
Jeff Rosaler, CASA
Jennifer Stinett, CASA
Jake Rahn, City of San Clemente
Johanne Thordahl, City of San Clemente
Stephanie Cocumelli, Pet Project Foundation

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**

The CASA Meeting was called to order at 8:03 a.m. with all members present.

CASA Board recessed to Closed Session at 8:04 a.m.

2. **RECESS TO CLOSED SESSION TO DISCUSS THE FOLLOWING:**

A. Labor Negotiations

Meeting Reconvened at 8:30 a.m. with all members present, with the exception of Stephanie Cocumelli who left the conference call during closed session.

CLOSED SESSION REPORT

The CASA Board approved an additional \$9,000 in funding for the dog trainer contract.

The CASA Board reported that it gave direction to the City of San Clemente Human Resources Department to open a recruitment for the Animal Control Supervisor position.

3. **ADJOURNMENT**

MOTION BY CHAIR FEDERICO to Adjourn at 8:33 a.m.. The next Regular JPA Meeting will be held on June 5, 2023 at 8:00 a.m., at San Clemente City Hall, located at 910 Calle Negocio, San Clemente, in the Community Conference Room.

CHAIR of the COASTAL
ANIMAL SERVICES AUTHORITY

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF 12/16/2022
FOR THE PERIOD OF 11/28/2022 - 12/11/2022

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:


CITY OF SAN CLEMENTE TREASURER *jc*

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 16,037.80

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507498	12/16/2022	4371	BAUTISTA, ISRAEL	0.00	678.94
507499	12/16/2022	3470	BORTHWICK, VIVIAN J	0.00	1,289.78
507500	12/16/2022	4355	EMERY, MEGAN	0.00	122.39
507501	12/16/2022	3367	FRIEDMAN, DANA	0.00	2,325.34
507502	12/16/2022	4386	FUENTES, JOSE	0.00	968.41
507503	12/16/2022	4163	GARWOOD, SARAH JOY	0.00	1,064.23
507504	12/16/2022	3592	KEPLER, JOHN	0.00	1,901.37
507505	12/16/2022	2568	MORAN, JILL	0.00	2,558.75
507506	12/16/2022	4285	PEREZ, JOHN	0.00	1,634.84
507507	12/16/2022	2711	SKIBICKI, KATHLEEN P	0.00	1,148.42
507508	12/16/2022	3000	STINETT, JENNIFER M	0.00	2,345.33
Employee Check Totals				0.00	16,037.80

Bank cdd Totals (11 Forms) 0.00 16,037.80

Grand Total 0.00 16,037.80

Next Step: Account Posting (AP)
 Pay Period is Open (Locked)

Totals Checks and Direct Deposit (11 Forms) 16,037.80

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF

3/10/2023

FOR THE PERIOD OF

02/20/2023 - 03/05/2023

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:



CITY OF SAN CLEMENTE TREASURER



APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON

IN THE AMOUNT OF:

\$ 16,281.39

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Period: 02/20/2023 to 03/05/2023 - Type 1 Cycle bi

03/09/2023 10:27AM

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507561	3/10/2023	4371	BAUTISTA, ISRAEL	0.00	513.82
507562	3/10/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507563	3/10/2023	4355	EMERY, MEGAN	0.00	1,591.17
507564	3/10/2023	3367	FRIEDMAN, DANA	0.00	2,311.55
507565	3/10/2023	4163	GARWOOD, SARAH JOY	0.00	963.68
507566	3/10/2023	3592	KEPPLER, JOHN	0.00	2,273.55
507567	3/10/2023	2568	MORAN, JILL	0.00	2,778.95
507568	3/10/2023	4285	PEREZ, JOHN	0.00	1,643.24
507569	3/10/2023	2711	SKIBICKI, KATHLEEN P	0.00	434.11
507570	3/10/2023	3000	STINETT, JENNIFER M	0.00	2,497.04

Employee Check Totals

Bank cdd Totals (10 Forms) 16,281.39

Grand Total 16,281.39

Next Step: Account Posting (AP)
Pay Period is Open (Locked)

Totals Checks and Direct Deposit (10 Forms) 16,281.39

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF

4/7/2023

FOR THE PERIOD OF

03/20/2023 - 04/02/2023

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:


ANN R. ARTO
CITY OF SAN CLEMENTE TREASURER

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON

IN THE AMOUNT OF: \$

15,913.74

CHAIRPERSON

VICE-CHAIRPERSON

pyChkLet
04/05/2023 3:47PM

SAN CLEMENTE

03/20/2023 to 04/02/2023 - Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507580	4/7/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507581	4/7/2023	4355	EMERY, MEGAN	0.00	1,591.17
507582	4/7/2023	3367	FRIEDMAN, DANA	0.00	2,367.87
507583	4/7/2023	4163	GARWOOD, SARAH JOY	0.00	1,070.46
507584	4/7/2023	3592	KEPLER, JOHN	0.00	2,138.28
507585	4/7/2023	2568	MORAN, JILL	0.00	2,737.06
507586	4/7/2023	4285	PEREZ, JOHN	0.00	1,785.05
507587	4/7/2023	2711	SKIBICKI, KATHLEEN P	0.00	452.53
507588	4/7/2023	3000	STINETT, JENNIFER M	0.00	2,497.04
Employee Check Totals				0.00	15,913.74
Bank cdd Totals (9 Forms)				0.00	15,913.74
Grand Total				0.00	15,913.74

Next Step: Account Posting (AP)
Pay Period is Open (Locked)

Totals Checks and Direct Deposit (9 Forms) 15,913.74

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF 4/21/2023
FOR THE PERIOD OF 04/03/23 - 04/16/23

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 18,779.80

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507589	4/21/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507590	4/21/2023	4355	EMERY, MEGAN	0.00	1,591.17
507591	4/21/2023	4424	ENDOW, RAYMOND	0.00	948.71
507592	4/21/2023	3367	FRIEDMAN, DANA	0.00	2,367.87
507593	4/21/2023	4163	GARWOOD, SARAH JOY	0.00	1,326.19
507594	4/21/2023	3592	KEPLER, JOHN	0.00	2,260.17
507595	4/21/2023	2568	MORAN, JILL	0.00	2,737.06
507596	4/21/2023	4285	PEREZ, JOHN	0.00	1,714.69
507597	4/21/2023	2711	SKIBICKI, KATHLEEN P	0.00	1,082.99
507598	4/21/2023	3000	STINETT, JENNIFER M	0.00	3,476.67

Employee Check Totals

18,779.80

Bank cdd Totals (10 Forms)

18,779.80

Grand Total

18,779.80

Next Step: Account Posting (AP)
Pay Period is Open (Locked)

Totals Checks and Direct Deposit (10 Forms) 18,779.80

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF 5/5/2023
FOR THE PERIOD OF 04/17/23 - 04/30/23

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:


CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 15,943.23

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507599	5/5/2023	3470	BORTHWICK, VIVIAN J	0.00	1,274.28
507600	5/5/2023	4355	EMERY, MEGAN	0.00	1,591.17
507601	5/5/2023	4424	ENDOW, RAYMOND	0.00	827.01
507602	5/5/2023	3367	FRIEDMAN, DANA	0.00	2,367.34
507603	5/5/2023	3592	KEPLER, JOHN	0.00	2,453.89
507604	5/5/2023	2568	MORAN, JILL	0.00	2,670.77
507605	5/5/2023	4285	PEREZ, JOHN	0.00	1,714.69
507606	5/5/2023	2711	SKIBICKI, KATHLEEN P	0.00	470.95
507607	5/5/2023	3000	STINETT, JENNIFER M	0.00	2,573.13
Employee Check Totals				0.00	15,943.23

Bank cdd Totals (9 Forms) 0.00 15,943.23
 Grand Total 0.00 15,943.23

Next Step: Account Posting (AP)
 Pay Period is Open (Locked)

Totals Checks and Direct Deposit (9 Forms) 15,943.23

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF 5/19/2023
FOR THE PERIOD OF 05/01/2023 - 05/14/2023

ANIMAL SERVICES

ELECTRONIC

PAYROLL APPROVED:



CITY OF SAN CLEMENTE TREASURER



APPROVED & ORDERED PAID BY THE CASA BOARD

AT THE MEETING HELD ON _____

IN THE AMOUNT OF: \$ 15,729.00

CHAIRPERSON

VICE-CHAIRPERSON

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507608	5/19/2023	3470	BORTHWICK, VIVIAN J	0.00	1,286.90
507609	5/19/2023	4355	EMERY, MEGAN	0.00	1,434.21
507610	5/19/2023	4424	ENDOW, RAYMOND	0.00	985.83
507611	5/19/2023	3367	FRIEDMAN, DANA	0.00	2,311.55
507612	5/19/2023	3592	KEPLER, JOHN	0.00	2,202.60
507613	5/19/2023	2568	MORAN, JILL	0.00	2,693.88
507614	5/19/2023	4285	PEREZ, JOHN	0.00	1,714.69
507615	5/19/2023	2711	SKIBICKI, KATHLEEN P	0.00	526.21
507616	5/19/2023	3000	STINETT, JENNIFER M	0.00	2,573.13

Employee Check Totals

Bank cdd Totals (9 Forms) 0.00 15,729.00

Grand Total 0.00 15,729.00

Next Step: Account Posting (AP)
Pay Period is Open (Locked)

Totals Checks and Direct Deposit (9 Forms) 15,729.00

COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS

I HEREBY SUBMIT THE ATTACHED WARRANT REGISTER FOR AUDIT AND APPROVAL BY THE CASA BOARD, I HEREBY CERTIFY TO THE ACCURACY OF THE FOREGOING DEMANDS AND THAT FUNDS ARE AVAILABLE FOR PAYMENT THEREOF, PAID BY WARRANTS SIGNED BY LEGALLY DESIGNATED PERSONS IN ACCORDANCE WITH STATE OF CALIFORNIA GOVERNMENT CODE, SECTION-41003.

APPROVED AND ORDERED PAID AT THE BOARD MEETING OF THE AUTHORITY HELD ON

IN THE AMOUNT OF \$61,682.84 dated 04/07/2023



CITY OF SAN CLEMENTE TREASURER



CHAIRPERSON

VICE-CHAIRPERSON

Final Check List
SAN CLEMENTE

apChkLst
04/06/2023 9:39:02AM

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
934	4/7/2023	000964	CALPERS	3/14/2023	MEDICAL PREMIUMS	2,913.86	2,913.86
935	4/7/2023	004156	CALIF. STATE OF, EMPLOYM	4/7/2023	STATE TAX - CASA: PAYMEN	681.22	681.22
936	4/7/2023	000010	CALIF. STATE OF, EMPLOYM	4/7/2023	SDI INS - CASA: PAYMENT	155.34	155.34
937	4/7/2023	001819	FEDERAL WITHOLDING TAX	4/7/2023	FED TAX - CASA: PAYMENT	2,471.91	2,471.91
55114	4/7/2023	024030	BAY ALARM COMPANY	3/15/2023	04/01-04/30/23 MONITORING :	153.93	153.93
55115	4/7/2023	035199	BROWN, DIANE	3/2/2023	SPAY/NEUTER DEPOSIT REIM	50.00	50.00
55116	4/7/2023	000642	GREAT-WEST TRUST COMPA	4/7/2023	MISC PENSION - CASA: PAYI	4,605.86	4,605.86
55117	4/7/2023	022370	HANDS ON PAWS	3/1/2023	FEB 2023 DOG TRAINER	4,000.00	4,000.00
55118	4/7/2023	034958	HARBOR CONSTRUCTION	3/31/2023	WINDOW REPLACEMENT KE	6,250.00	6,250.00
55119	4/7/2023	007564	LOWE'S COMPANIES, INC.	3/23/2023	#0333392 SUPPLIES	201.41	201.41
55120	4/7/2023	035200	MERTENS, JACOB	3/30/2023	SPAY/NEUTER DEPOSIT REIM	50.00	50.00
55121	4/7/2023	003619	MISSION SQUARE-302452	4/7/2023	DEF COMP DEF COMP/ICMA	2,275.00	2,275.00
55122	4/7/2023	034976	MISSION SQUARE-306379	4/7/2023	DEF COMP/ICMA-CASA: PAYA	398.04	398.04
55123	4/7/2023	015190	PAYFLEX SYSTEMS, USA	4/7/2023	125 MED SECTION 125 MED-	36.50	36.50
55124	4/7/2023	021715	READYREFRESH BY NESTLE	3/29/2023	ACCT #6701996031 DRINKINC	8.81	8.81
55125	4/7/2023	000635	SAN CLEMENTE CITY EMPLO	4/7/2023	DUES SCCEA - CASA: PAYMI	70.00	70.00
55126	4/7/2023	003655	SAN CLEMENTE, CITY OF	4/1/2023	MONTHLY INTERFUND CHAR	28,799.17	28,799.17
55127	4/7/2023	003204	SOUTHERN CALIF GAS CO, I	3/28/2023	09265871351 GAS SERVICES	561.79	561.79
55128	4/7/2023	035121	TARTAGLIA HVAC PLUMBING	3/20/2023	EXHAUST FANS AT CASA	8,000.00	8,000.00
Sub total for BANK OF THE WEST:						61,682.84	

COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS

I HEREBY SUBMIT THE ATTACHED WARRANT REGISTER FOR AUDIT AND APPROVAL BY THE CASA BOARD, I HEREBY CERTIFY TO THE ACCURACY OF THE FOREGOING DEMANDS AND THAT FUNDS ARE AVAILABLE FOR PAYMENT THEREOF, PAID BY WARRANTS SIGNED BY LEGALLY DESIGNATED PERSONS IN ACCORDANCE WITH STATE OF CALIFORNIA GOVERNMENT CODE, SECTION-41003.

APPROVED AND ORDERED PAID AT THE BOARD MEETING OF THE AUTHORITY HELD ON

IN THE AMOUNT OF \$21,317.58 dated 04/21/2023

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER

TS

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
938	4/21/2023	004156	CALIF. STATE OF, EMPLOYM	4/21/2023	STATE TAX - CASA: PAYMEN	885.17	885.17
939	4/21/2023	000010	CALIF. STATE OF, EMPLOYM	4/21/2023	SDI INS - CASA: PAYMENT	155.44	155.44
940	4/21/2023	001819	FEDERAL WITHOLDING TAX	4/21/2023	FED TAX - CASA: PAYMENT	3,081.35	3,081.35
55129	4/21/2023	034565	AMAZON BUSINESS	14VQ-W6TP-1T	TV & WALL MOUNT	887.05	
				19PL-17MD-L7H	OFFICE CHAIR	247.81	
				1JTF-DFFV-C7V	BROOM MOUNT/CASH BAG	54.92	
				1XY6-VQPK-4L6	DUSTPAN & BRUSH	34.14	
55130	4/21/2023	024972	BEST BEST & KRIEGER LLP	3/16/2023	ANIMAL SERVICES - CASA	177.50	1,223.92
				960523			
				960528	LABOR/EMPLOYMENT - CASA	106.50	284.00
55131	4/21/2023	000642	GREAT-WEST TRUST COMPA	4/21/2023	MISC PENSION - CASA: PAY	4,605.19	4,605.19
55132	4/21/2023	022370	HANDS ON PAWS	3/31/2023	DOG TRAINER	4,000.00	4,000.00
55133	4/21/2023	004706	HILL'S PET NUTRITION, INC	4/7/2023	DOG/CAT FOOD	481.27	
				245140264			
				244897951	DOG/CAT FOOD	123.09	
				245115277	DOG/CAT FOOD	35.34	
				244960952	DOG/CAT FOOD	17.67	657.37
55134	4/21/2023	007564	LOWE'S COMPANIES, INC.	4/6/2023	#0333392 SUPPLIES	64.38	64.38
55135	4/21/2023	003619	MISSION SQUARE-302452	4/21/2023	DEF COMP DEF COMP/ICMA	2,275.00	2,275.00
55136	4/21/2023	034976	MISSION SQUARE-306379	4/21/2023	DEF COMP/ICMA-CASA: PAYM	570.68	570.68
55137	4/21/2023	035110	NATURE CARE	4/1/2023	CONTRACT MAINTENANCE S	600.00	600.00
55138	4/21/2023	015190	PAYFLEX SYSTEMS, USA	4/21/2023	125 MED SECTION 125 MED-	36.50	36.50
55139	4/21/2023	000635	SAN CLEMENTE CITY EMPLO	4/21/2023	DUES SCCEA - CASA: PAYM	56.00	56.00
55140	4/21/2023	001174	SAN DIEGO GAS & ELECTRIC	3/30/2023	0055908393705 DISTRIBUTIO	1,174.27	1,174.27
55141	4/21/2023	000976	TURBO DATA, INC	3/31/2023	CITATION PROCESSING	1,648.31	1,648.31
Sub total for BANK OF THE WEST:						21,317.58	

COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS

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APPROVED AND ORDERED PAID AT THE BOARD MEETING OF THE AUTHORITY HELD ON

IN THE AMOUNT OF \$74,670.48 dated 05/05/2023



CITY OF SAN CLEMENTE TREASURER

JR

CHAIRPERSON

VICE-CHAIRPERSON

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
942	5/5/2023	000964	CALPERS	10000001714551	4/14/2023	MEDICAL PREMIUMS	2,913.86
943	5/5/2023	004156	CALIF, STATE OF, EMPLOYME	Ben2526387	5/5/2023	STATE TAX - CASA: PAYMEN	722.98
944	5/5/2023	000010	CALIF, STATE OF, EMPLOYME	Ben2526389	5/5/2023	SDI INS - CASA: PAYMENT	154.50
945	5/5/2023	001819	FEDERAL WITHOLDING TAX	Ben2526385	5/5/2023	FED TAX - CASA: PAYMENT	2,535.42
55142	5/5/2023	035312	ARAUJO, ALISON	118940	11/9/2022	SPAY/NEUTER DEPOSIT REIM	50.00
55143	5/5/2023	024030	BAY ALARM COMPANY	20465808	4/2/2023	5/1-5/31/23 MONITORING SEF	153.93
55144	5/5/2023	035313	DIGITAL MAGIC SIGNS INC	INV-19723	3/29/2023	VINYL GRAPHICS FOR CASA	3,274.36
55145	5/5/2023	000642	GREAT-WEST TRUST COMPA	Ben2526375	5/5/2023	MISC PENSION - CASA: PAY	4,605.19
55146	5/5/2023	022370	HANDS ON PAWS	INV-0269	4/30/2023	DOG TRAINER	4,000.00
55147	5/5/2023	004706	HILL'S PET NUTRITION, INC	245189067	4/13/2023	DOG/CAT FOOD	156.20
				245256215	4/20/2023	DOG/CAT FOOD	89.97
				245240856	4/19/2023	DOG/CAT FOOD	71.62
55148	5/5/2023	028502	KT ENTERPRISES	620	4/11/2023	04/11/23 ADMIN HEARINGS, C	210.00
55149	5/5/2023	003619	MISSION SQUARE-302452	Ben2526379	5/5/2023	DEF COMP DEF COMP/ICMA	2,275.00
55150	5/5/2023	034976	MISSION SQUARE-306379	Ben2526381	5/5/2023	DEF COMP/ICMA-CASA: PAYM	414.44
55151	5/5/2023	035110	NATURE CARE	21501	5/1/2023	CONTRACT MAINTENANCE ;	600.00
55152	5/5/2023	001207	ODP BUSINESS SOLUTIONS	1304634466001	4/7/2023	OFFICE SUPPLIES A/C #8983	161.81
				307451676001	4/7/2023	OFFICE SUPPLIES A/C #8983	92.72
55153	5/5/2023	025959	OMNI ENTERPRISE INC	CSC0320236	4/11/2023	MARCH 2023 JANITORIAL SEI	1,100.00
55154	5/5/2023	015190	PAYFLEX SYSTEMS, USA	Ben2526383	5/5/2023	125 MED SECTION 125 MED-	36.50
55155	5/5/2023	001977	PET PROJECT FOUNDATION	03312023A	3/31/2023	PPF - ACCT BAL AS OF 03/31/	3,020.00
				03312023B	3/31/2023	KENNEL FEES - ACCT BAL AS	2,747.00
55156	5/5/2023	021715	READYREFRESH BY NESTLE	03D6701996031	4/28/2023	ACCT #6701996031 DRINKINC	59.27
55157	5/5/2023	000635	SAN CLEMENTE CITY EMPLO	Ben2526377	5/5/2023	DUES SCCEA - CASA: PAYM	56.00
55158	5/5/2023	000768	SAN CLEMENTE CITY WATER	108478-01	4/7/2023	02/21-03/27/23 WATER SERVI	515.73
55159	5/5/2023	003655	SAN CLEMENTE, CITY OF	MAY2023	5/1/2023	MONTHLY INTERFUND CHAR	28,799.17
55160	5/5/2023	034957	SIGNATURE PAINTING INC	2023-37	4/28/2023	CAT ROOMS	3,300.00
55161	5/5/2023	032513	SKYLINE PEST CONTROL	264277	4/19/2023	PEST & RODENT CONTROL	260.00
55162	5/5/2023	002755	SOUTH COAST DISTRIBUTINC	300065	5/2/2023	SUPPLIES	311.56
55163	5/5/2023	003204	SOUTHERN CALIF GAS CO, I	IN042623CASA	4/26/2023	09265871351 GAS SERVICES	511.25

Bank : casa1 BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
55164	5/5/2023	032104	STILES ANIMAL REMOVAL INC2874	1/4/2023	DEC 22 ANIMAL DISPOSAL	750.00	
			3169	4/3/2023	MAR 23 ANIMAL DISPOSAL	750.00	
			2976	2/6/2023	JAN 23 ANIMAL DISPOSAL	600.00	
			3067	3/1/2023	FEB 23 ANIMAL DISPOSAL	600.00	
			3269	5/2/2023	APR 23 - ANIMAL DISPOSAL	600.00	3,300.00
55165	5/5/2023	035121	TARTAGLIA HVAC PLUMBING 2388	3/20/2023	FINAL PMT- EXHAUST FANS /	5,520.00	5,520.00
55166	5/5/2023	034869	TRIBUTARY LA INC	5/2/2023	PLANS, MEETING	2,600.00	2,600.00
55167	5/5/2023	029259	VERIZON CONNECT NWF INC308000038722	4/17/2023	100000087647 MONTHLY SER	52.00	52.00
Sub total for BANK OF THE WEST:						74,670.48	

30 checks in this report.

Grand Total All Checks: 74,670.48

COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS

I HEREBY SUBMIT THE ATTACHED WARRANT REGISTER FOR AUDIT AND APPROVAL BY THE CASA BOARD. I HEREBY CERTIFY TO THE ACCURACY OF THE FOREGOING DEMANDS AND THAT FUNDS ARE AVAILABLE FOR PAYMENT THEREOF, PAID BY WARRANTS SIGNED BY LEGALLY DESIGNATED PERSONS IN ACCORDANCE WITH STATE OF CALIFORNIA GOVERNMENT CODE, SECTION-41003.

APPROVED AND ORDERED PAID AT THE BOARD MEETING OF THE AUTHORITY HELD ON

IN THE AMOUNT OF \$16,307.82 dated 05/19/2023



CITY OF SAN CLEMENTE TREASURER



CHAIRPERSON

VICE-CHAIRPERSON

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
946	5/19/2023	004156	CALIF, STATE OF, EMPLOYM	5/19/2023	STATE TAX - CASA: PAYMEN	675.94	675.94
947	5/19/2023	000010	CALIF, STATE OF, EMPLOYM	5/19/2023	SDI INS - CASA: PAYMENT	152.33	152.33
948	5/19/2023	001819	FEDERAL WITHOLDING TAX	5/19/2023	FED TAX - CASA: PAYMENT	2,437.74	2,437.74
55168	5/19/2023	034565	AMAZON BUSINESS	5/5/2023	SUPPLIES - ANIMAL SHELTEF	271.87	271.87
55169	5/19/2023	024030	BAY ALARM COMPANY	5/1/2023	6/1-6/30/23 MONITORING SEF	153.93	153.93
55170	5/19/2023	021281	BORTHWICK, VIVIAN	4/21/2023	WELLNESS PROGRAM REIMI	50.00	50.00
55171	5/19/2023	027238	CALPINE ENERGY SOLUTION	4/20/2023	ELECTRICITY A/C #281214	713.07	713.07
55172	5/19/2023	025854	D & L PACKAGING SUPPLIES	5/11/2023	ELECTRICITY A/C #281214	594.38	1,307.45
55173	5/19/2023	000642	GREAT-WEST TRUST COMPA	5/5/2023	BLANK NEWSPRINT FOR RAI	158.39	158.39
55174	5/19/2023	004706	HILL'S PET NUTRITION, INC	5/19/2023	MISC PENSION - CASA: PAY	4,539.22	4,539.22
55175	5/19/2023	003619	MISSION SQUARE-302452	5/19/2023	DOG/CAT FOOD	38.99	38.99
55176	5/19/2023	034976	MISSION SQUARE-306379	5/2/2023	DOG/CAT FOOD	322.72	322.72
55177	5/19/2023	015190	PAYFLEX SYSTEMS, USA	5/4/2023	DOG/CAT FOOD	337.30	699.01
55178	5/19/2023	000635	SAN CLEMENTE CITY EMPLO	5/19/2023	DEF COMP DEF COMP/ICMA	2,275.00	2,275.00
55179	5/19/2023	000768	SAN CLEMENTE CITY WATER	5/19/2023	DEF COMP/ICMA-CASA: PAY	403.78	403.78
55180	5/19/2023	001174	SAN DIEGO GAS & ELECTRIC	5/19/2023	125 MED SECTION 125 MED-	36.50	36.50
55181	5/19/2023	015005	STINETT, JENNIFER	5/9/2023	DUES SCCEA - CASA: PAYM	56.00	56.00
55182	5/19/2023	000976	TURBO DATA, INC	5/1/2023	03/24-04/21/23 WATER SERVI	423.81	423.81
				5/10/2023	0055908393705 DISTRIBUTIO	1,175.12	1,175.12
				4/30/2023	PIZZA FOR STAFF	105.01	105.01
					CITATION PROCESSING	1,386.72	1,386.72
Sub total for BANK OF THE WEST:						16,307.82	



Coastal Animal Services Authority JPA Meeting Memorandum/Report

TO: JPA Board
FROM: Jennifer Stinett, CASA General Manager
DATE: June 5, 2023
RE: Dog Trainer Contract

BACKGROUND:

The Professional Services Agreement between CASA and Esther Horn initiated in December 2012 at a rate of \$40.00 per hour for a maximum of 100 hours of service per month. The hourly rate has remained the same since the outset of the contract. Pet Project Foundation (PPF) pays 66.6% of the invoiced hours, with CASA paying the remaining 33.4% monthly, as specified in the 2015 funding agreement between CASA and PPF.

DISCUSSION:

During the contract renewal period of April 2023 with the support of the CASA JPA Board, Esther Horn, CASA Management, and the Pet Project Foundation Chairperson initiated contract negotiations.

An hourly rate increase to \$60.00 per hour was requested by Esther Horn, and supported by CASA Management and the PPF Board.

The additional funding required was subsequently voted on and approved at the CASA JPA Board meeting on April 24, 2023.

RECOMMENDED ACTION:

The CASA JPA Board approve the new Professional Services Agreement at an hourly rate of \$60 per hour, at a suggested minimum 80 hours to a maximum of 100 hours per month. The contract will commence on the effective date, and shall automatically renew for a one-year term in June 2024, unless terminated earlier per the terms of the Agreement.

FISCAL IMPACT:

CASA's share (33.4%) of the contract will be \$2,004 per month; \$24,048 per year. An increase of \$668 per month; \$8,016 per year from the previous contract.

SUPPORTING DOCUMENTS:

Supporting Document A: Professional Services Agreement for Dog Training Services
Supporting Document B: Exhibit A Scope of Services

PROFESSIONAL SERVICES AGREEMENT FOR DOG TRAINING SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT (the "Agreement") is made and entered into this 5th day of June 2023 (the "Effective Date"), by and between the Coastal Animal Services Authority, a Joint Powers Authority, hereinafter referred to as the "CASA", and Esther Horn, residing at 34092 El Contento Drive, Dana Point, CA. 92629 hereinafter referred to as the "CONTRACTOR".

RECITALS:

- A. CASA requires professional On Site Dog Trainer services to be performed at or in connection with animal care at the CASA Shelter.
- B. CONTRACTOR has represented to CITY that CONTRACTOR is qualified to perform said services and has submitted a proposal to CITY for same.
- C. CASA desires to have CONTRACTOR perform said services on the terms and conditions set forth herein.

COVENANTS:

Based on the foregoing Recitals and for good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, CASA and CONTRACTOR agree as follows:

ARTICLE 1 RESPONSIBILITIES OF CONTRACTOR

1.1 Term.

The term of this Agreement shall commence on the Effective Date, and shall automatically renew for a (1) one year term, on June 5, 2024 unless terminated earlier pursuant to the terms hereof. Notwithstanding the foregoing, the General Manager or his or her designee shall have the authority on behalf of the CASA to administratively approve extensions to the term hereof not to exceed a cumulative total of one hundred eighty (180) days.

1.2 Scope of Services.

CONTRACTOR shall perform any and all work necessary for the completion of the tasks and services set forth in the "Scope of Services" attached hereto and incorporated herein as Exhibit "A" in a manner satisfactory to CASA. By execution of this Agreement, CONTRACTOR warrants that (i) it has thoroughly investigated and considered the work

to be performed; (ii) it has carefully examined the location or locations at or with respect to which the work is to be performed, as applicable; and (iii) it fully understands the difficulties and restrictions attending the performance of the work provided for under this Agreement. CONTRACTOR acknowledges that certain refinements to the Scope of Services may, on occasion, be necessary to achieve CASA's goals hereunder, and CONTRACTOR shall cooperate with and assist the CASA to identify and make such refinements prior to undertaking any tasks or services that may require refinement.

1.3 Schedule of Performance.

Prior to the City's execution of this Agreement, and as a condition to the effectiveness hereof, CONTRACTOR shall furnish to CASA proof of insurance coverage as required under Article 5, Insurance. Upon CASA's release to CONTRACTOR of a fully executed copy hereof and issuance of a written Notice to Proceed, CONTRACTOR shall promptly commence performance of the work. Until such time, CONTRACTOR is not authorized to perform and will not be paid for performing any work under this Agreement. CONTRACTOR shall exercise reasonable diligence to have the services as set forth in Exhibit "A" completed and submitted to CASA for final approval as soon as reasonably practicable and in accordance with section 3.1: Payment Schedule, provided that CONTRACTOR shall be entitled to a reduction or extension of time for any delays caused by events or occurrences beyond CONTRACTOR's reasonable control.

1.4 Identity of Persons Performing Work.

CONTRACTOR represents that the tasks and services required here under will be performed by CONTRACTOR. In carrying out such tasks and services, CONTRACTOR shall not employ any person in any manner.

This Agreement contemplates the personal services of CONTRACTOR, and it is recognized by the parties hereto that a substantial inducement to CITY for entering into this Agreement was, and is, the professional reputation and competence of CONTRACTOR. Neither this Agreement nor any interest therein may be assigned by CONTRACTOR, except upon written consent of CASA.

Furthermore, CONTRACTOR shall not subcontract any portion of the performance contemplated and provided for herein without the prior written approval of CASA.

1.5 Cooperation and Coordination of Work With CASA.

CONTRACTOR shall work closely with CASA's designated representative, either individual or committee, who shall have the principal responsibility for liaison and who shall, on a continuous basis, review and approve CONTRACTOR's work. CONTRACTOR shall ensure that CASA has reviewed and approved all required work as the project progresses.

1.6 Compliance With Laws.

CONTRACTOR shall comply with all applicable Federal, State and local laws, ordinances and regulations, including without limitation all applicable fair labor standards. CONTRACTOR shall not discriminate against any persons on the basis of race, color, creed, ancestry, national origin, religion, sex, sexual orientation, marital status, or mental or physical disability.

1.7 Standard of Performance.

CONTRACTOR acknowledges and understands that the services and work contracted for under this Agreement require specialized skills and abilities and that, consistent with this understanding, CONTRACTOR's services and work shall be held to a standard of quality and workmanship prevalent in the industry for such service and work. CONTRACTOR represents to CITY that CONTRACTOR holds the necessary skills and abilities to satisfy the standard of work as set forth in this Agreement. CONTRACTOR shall perform the work and services under this Agreement in accordance with such standard of work and in accordance with the accepted standards of the professional disciplines involved in the project. All work shall be completed to the reasonable satisfaction of CASA. If CASA reasonably determines that the work is not satisfactory, CASA shall have the right to: (i) meet with CONTRACTOR to review CONTRACTOR's work and resolve matters of concern; and/or (ii) require CONTRACTOR to repeat unsatisfactory work at no additional charge until it is satisfactory.

1.8 Contractor Ethics.

CONTRACTOR represents and warrants that it has not provided or promised to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of CASA to obtain CASA's approval of this Agreement. CONTRACTOR shall not, at any time, have any financial interest in this Agreement or the project that is the subject of this Agreement other than the compensation to be paid to CONTRACTOR pursuant to Article 3, Compensation. In the event the work and/or services to be performed hereunder relate to a project and/or application under consideration by or on file with the City, (i) CONTRACTOR shall not possess or maintain any business relationship with the applicant or any other person or entity which CONTRACTOR knows to have a personal stake in said project and/or application, (ii) other than performing its work and/or services to CASA in accordance with this Agreement CONTRACTOR shall not advocate either for or against said project and/or application, and (iii) CONTRACTOR shall immediately notify CASA in the event CONTRACTOR determines that CONTRACTOR has or acquires any such business relationship with the applicant or other person or entity which has a personal stake in said project and/or application.

1.9 Changes and Additions to Scope of Services.

CASA may make changes within the general scope of services provided for in this Agreement. CONTRACTOR shall agree to any such changes that are reasonable. CONTRACTOR shall make no change in or addition to the character or extent of the

work required by this Agreement except as may be authorized in advance in writing by CASA. Such supplemental authorization shall set forth the specific changes of work to be performed and related extension of time and/or adjustment of fee to be paid to CONTRACTOR by CASA.

ARTICLE 2 RESPONSIBILITIES OF CASA

2.1 Provision of Information.

CASA shall provide full information regarding its requirements for the project, and it shall furnish, without charge to CONTRACTOR, any and all information, data, plans, maps and records which are available to CASA and are necessary for the provision by CONTRACTOR of the tasks and services set forth herein.

2.2 Cooperation With CONTRACTOR.

CASA shall cooperate with CONTRACTOR in carrying out the work and services required hereunder without undue delay. In this regard, CASA, including any representative thereof, shall examine plans and documents submitted by CONTRACTOR, shall consult with CONTRACTOR regarding any such plans and documents, and shall render any necessary decisions pertaining to such plans and documents as promptly as is practicable.

ARTICLE 3 PAYMENT

3.1 Payment Schedule: Minimum/Maximum Payment Amount.

Prior to the tenth of the month, CONTRACTOR shall submit to CASA a monthly status report and invoices itemizing the services rendered during the previous month. Within fifteen (15) working days after receipt of an invoice from CONTRACTOR, CASA shall determine whether and to what extent CONTRACTOR has adequately performed the services for which payment is sought. If CASA determines that CONTRACTOR has not adequately performed such services, CASA shall inform CONTRACTOR of those acts which are necessary for satisfactory completion. Subject to the provisions of Section 5.2 below, which provide for the City to withhold payment in the event CONTRACTOR's insurance expires during the term of this Agreement, CASA shall cause payment to be made to CONTRACTOR within fifteen (15) working days from CASA's determination that CONTRACTOR has adequately performed those services for which CASA has been invoiced. In no case shall CASA pay in excess of each line item set forth in Exhibit "A" for any particular task. The total compensation for the Scope of Services set forth in Exhibit "A" shall be paid at an hourly rate of \$60.00 per hour at a maximum of 100 hours per month. A suggested minimum of 80 hours per month shall be maintained to fulfill this Agreement.

3.2 Changes in Work.

If CONTRACTOR estimates that any proposed change within the general scope of services set forth in Exhibit "A" causes an increase or decrease in the cost and/or the time required for performance of this Agreement, CONTRACTOR shall so notify CASA of that fact in advance of commencing performance of such work. Any such change, and the cost for such change, shall be agreed upon by CASA and CONTRACTOR, and reduced to a writing that, once signed by both CASA and CONTRACTOR, shall modify this Agreement accordingly. In determining the amount of any cost increase for such change, the value of the incomplete portions of the original tasks and services affected by the change shall be credited back to CASA.

3.3 Additional Work.

CASA may request CONTRACTOR to perform additional services not covered by the specific scope of services set forth in Exhibit "A", and CONTRACTOR shall perform such extra services and will be paid for such extra services when the extra services and the cost thereof are reduced to writing, signed by both CASA and CONTRACTOR, and made a part of this Agreement. CASA shall not be liable for payment of any extra services nor shall CONTRACTOR be obligated to perform any extra services except upon such written amendment. To the extent that the extra services render all or a portion of the original tasks and services unnecessary, the value of the unnecessary and incomplete portions of original tasks and services shall be credited back to CASA.

ARTICLE 4 INDEPENDENT CONTRACTOR

CONTRACTOR is an independent contractor and not an employee of the CASA. Neither the CASA nor any of its employees shall have any control over the conduct of the CONTRACTOR, except as herein set forth, and CONTRACTOR expressly warrants not to, at any time or in any manner, represent that CONTRACTOR is in any manner an agent, servant or employee of the CASA, it being distinctly understood that CONTRACTOR is and shall at all times remain as to the CASA a wholly independent contractor and that CONTRACTOR's obligations to the CASA are solely such as are prescribed by this Agreement.

ARTICLE 5 INDEMNITY AND INSURANCE

5.1 Indemnification

CONTRACTOR shall defend (with legal counsel reasonably acceptable to the CASA), indemnify, and hold free and harmless CASA and CASA's agents, officers, and employees, from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of CONTRACTOR or

CONTRACTOR's officers, agents, employees, representatives, or subcontractors [collectively, the "CONTRACTOR ENTITIES"]), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorney's fees, litigation expenses and fees of expert Contractors or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the actions or failure to act of CONTRACTOR, any of the CONTRACTOR ENTITIES, anyone directly or indirectly employed by any of them, or anyone that they control, under this Agreement.

5.2 Insurance.

Prior to the City's execution of this Agreement, and as a condition to the effectiveness hereof, CONTRACTOR shall submit certificates and endorsements to CASA indicating compliance with the following minimum insurance requirements, and CONTRACTOR shall maintain such insurance in effect during the entire term of this Agreement:

- A. Commercial General Liability, personal injury and property damage liability, contractual liability, independent contractor's liability, and automobile liability insurance, with minimum combined liability limits of One Million Dollars (\$1,000,000) per occurrence for all covered losses, and Two Million Dollars (\$2,000,000) in the aggregate. Any deductible or self-insured retention in excess of Five Thousand Dollars (\$5,000) shall be declared to the City and requires the prior approval of the City's Risk Manager. Each such policy of insurance shall:
 - (1) be issued by companies that hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by CASA's Risk Manager for all coverages except surety.
 - (2) name and list as additional insureds CASA, CASA's officers, employees, and agents and, if the CASA's Risk Manager so requires, the City of San Clemente and its officers, employees, and agents. An endorsement shall accompany the insurance certificate naming such additional insureds.
 - (3) specify it acts as primary insurance and that no insurance held or owned by CASA shall be called upon to cover a loss under said policy;
 - (4) contain a clause substantially in the following words: "it is hereby understood and agreed that this policy may not be canceled or materially changed except upon thirty (30) days prior written

notice to CASA of such cancellation or material change as evidenced by a return receipt for a registered letter;"

- (5) cover the operations of CONTRACTOR pursuant to the terms of this Agreement; and
- (6) be written on an occurrence and not a claims made basis.

C. Professional Liability or Errors and Omissions insurance specifically designed to protect against acts, errors or omissions of the CONTRACTOR and "covered professional services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be not less than One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

If this box is checked and CASA has initialed below, the requirement for Professional Liability or Errors and Omissions insurance set forth in paragraph C above is hereby waived.

CASA's Initials: _____

Notwithstanding anything herein to the contrary, in the event any of CONTRACTOR's insurance as required pursuant to this Section 5.2 expires during the term of this Agreement, CASA shall withhold any payment due to CONTRACTOR hereunder until such time as CONTRACTOR obtains replacement insurance that meets all of the applicable requirements hereunder and submits certificates and endorsements evidencing such insurance to CASA.

ARTICLE 6 TERMINATION

This Agreement may be terminated by CASA for any reason, with or without cause, upon written notice to CONTRACTOR. In such event, CONTRACTOR shall be compensated for all services performed and costs incurred up to the date of notification for which CONTRACTOR has not been previously compensated, plus termination expenses reasonably incurred and properly accounted for (but in no event to exceed the amount which, when combined with other amounts paid, exceeds the amount for any uncompleted task set forth in Exhibit "A", as applicable). Upon receipt of notice of termination from CASA, CONTRACTOR shall immediately stop its services, unless otherwise directed, and deliver to CITY all data, reports, summaries and such other information and materials as may have been accumulated by CONTRACTOR in the performance of this Agreement, whether completed or in process.

ARTICLE 7
MISCELLANEOUS

7.1 Ownership of Documents.

All reports, data collected, memoranda, computation sheets and other documents assembled or prepared by CONTRACTOR or furnished to CONTRACTOR in connection with this Agreement shall be the property of CASA and delivered to CASA at completion of the project or termination of this Agreement, whichever occurs first. Copies of said documents may be retained by CONTRACTOR, but shall not be made available by CONTRACTOR to any individual or organization without the prior written approval of CASA.

Any use of completed documents for projects other than that covered by this Agreement and/or any use of uncompleted documents without specific written authorization from CONTRACTOR will be at CASA's sole risk and without liability or legal exposure to CONTRACTOR.

7.2 Notices.

Any notices to be given under this Agreement shall be given by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States mail, addressed to CONTRACTOR at 34092 El Contento Drive, Dana Point, 92629, and to the Coastal Animal Services Authority, 221 Avenida Fabricante, San Clemente, CA 92672 Attention: General Manager.

7.3 Covenant Against Contingent Fees.

CONTRACTOR warrants that it has not employed or retained any company or person to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee or commission from the award or making of this Agreement. For breach or violation of this warranty, CASA shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee or commission.

7.4 Interpretation and Enforcement of Agreement.

This Agreement shall be construed and interpreted both as to validity and performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted and maintained in the Superior Court of the County of Orange, State of California, or in any other appropriate court with jurisdiction in such county, and CONTRACTOR agrees to submit to the personal jurisdiction of such court.

7.5 Disputes.

In the event of any dispute arising under this Agreement, the injured party shall notify the defaulting party in writing of its contentions by submitting a claim therefor. The injured party shall continue performance of its obligations hereunder so long as the defaulting party immediately commences to cure such default and completes the cure of such default with reasonable diligence and in no event to exceed 30 days after service of the notice, or such longer period as may be permitted by the injured party; provided, that if the default results in an immediate danger to the health, safety, and general welfare, CASA may take such immediate action as CASA deems warranted.

7.6 Retention of Funds.

CASA may withhold from any monies payable to CONTRACTOR sufficient funds to compensate CASA for any losses, costs, liabilities or damages suffered by CASA due to default of CONTRACTOR in the performance of the services required by this Agreement.

7.7 Waiver.

No delay or omission in the exercise of any right or remedy by a non-defaulting party shall impair such right or remedy or be construed as a waiver. CASA's consent or waiver of one act or omission by CONTRACTOR shall not be deemed to constitute a consent or waiver of CASA's rights with respect to any subsequent act or omission by CONTRACTOR. Any waiver by either party of any default must be in writing.

7.8 Rights and Remedies are Cumulative.

Except as may be expressly set forth in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such party, at the same or different times, of any other rights or remedies to which such party may be entitled.

7.9 Attorneys' Fees.

In the event either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable costs and expenses, including without limitation reasonable attorneys' fees and costs. Attorneys' fees shall include attorneys' fees on any appeal, and in addition, a party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, including the taking of depositions and discovery, expert witness fees, and all other necessary costs incurred in the litigation, suit, or other action requiring attorney time. All such fees shall be enforceable whether or not such action is prosecuted to final judgment.

7.10 Integrated Agreement.

This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement.

7.11 Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties.

[APPLICABLE TO INDIVIDUAL CONTRACTORS ONLY]

7.13 Compliance with California Unemployment Insurance Code Section 1088.8:

Prior to signing the Contract, CONTRACTOR shall provide to CASA a completed and signed Form W-9, Request for Taxpayer Identification Number and Certification. CONTRACTOR understands that pursuant to California Unemployment Insurance Code Section 1088.8, the CASA will report the information from Form W-9 to the State of California Unemployment Development Department, and that the information may be used for the purposes of establishing, modifying, or enforcing child support obligations, including collections, or reported to the Franchise Tax Board for tax enforcement purposes.

[End – Signature page follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the respective dates set forth opposite their signatures.

COASTAL ANIMAL SERVICES AUTHORITY

("CONTRACTOR")

By: _____

By: _____

Its: _____

Its: _____

Dated: _____, 20__

Dated: _____, 20__

ATTEST:

CASA Secretary

APPROVED AS TO FORM:

By: _____
City Attorney

APPROVED AS TO AVAILABILITY
OF FUNDING

By: _____
Finance Authorization

EXHIBIT "A"

SCOPE OF SERVICES

[To be inserted by CITY]

[Scope of Services should include complete description of scope
of work]

EXHIBIT "A"

WORKER'S COMPENSATION INSURANCE CERTIFICATION

Project No. _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

(ONE OF THE BOXES BELOW MUST BE CHECKED)

I have and will maintain a certificate of consent from the California Labor Commission to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract. My workers' compensation insurance carrier and policy number are:

Carrier _____

Policy Number _____

I certify that, in the performance of the work under this Agreement, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I hereby agree to indemnify, defend, and hold harmless the City of San Clemente and all of its officials, employees, and agents from and against any and all claims, liabilities, and losses relating to personal injury or death, economic losses, and property damage arising out of my failure to provide such worker's compensation insurance. I further agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Dated: _____, 20____

Contracting Firm

By:

Title

Address

EXHIBIT "A"
SCOPE OF SERVICES

Contractor shall provide the following services:

- Personal training of shelter dogs using commands and positive reinforcement techniques.
- Conducting assessments of stray, ARM run dogs, and owner relinquishments. Assessments will document initial color level, temperament and behavior issues that determine any special adoption concerns.
- Conduct post intake assessments that may move a dog to a different color level. Ensure the dog handlers are aware of this movement.
- Conducts an appraisal of any new or changing behaviors for individual dogs. Modifies behavior evaluations to reflect such findings.
- Develops behavior modification plans for dogs with behavior issues in the shelter population.
- Ensures confidentiality and respect of all information obtained from potential adopters.
- Works closely with shelter manager, supervisor or their designee to ensure all adoption approvals are the right fit for family and animals; prioritizing respect and confidentiality of all parties.
- Creating instructions for dog handlers regarding specific needs for each dog. Updating as needed.
- Oversee preadoption interactions with potential adopters, documenting evaluations for adoption decisions.
- Review adopter application and conduct adopter connection calls.
- Oversee dog handlers' handling of the dogs, offering improvements to their handling technique, in order to ensure consistency in training of the dogs.
- Communicate and coordinate any needed training or improvements needed for individual dog handlers with the PPF volunteer coordinator and shelter manager, supervisor or their designee.
- When a second opinion is needed for behavior issues, trainer will coordinate with shelter manager to execute.
- Trainer will be respectful, patient, and courteous toward CASA staff, PPF volunteers and the public visiting the shelter.
- Work with additional dog trainers hired by CASA and/or PPF, ensuring continuity of training practices and communication to staff and volunteers.
- Assist the PPF Social Media Lead in communications regarding adopted and alumni animals.

Hands on Paws will ensure the above work is conducted for the below contracted amount.

\$60.00 an hour with a suggested minimum of 80 hours and a maximum of 100 hours per month. Maximum annual contracted amount of \$72,000.

Additionally Hands on Paws requires.

- PPF or CASA will purchase needed materials to ensure proper training including leashes, harnesses, leads, treats, and other items.
- CASA ensuring cleaning and maintaining the training "shed" happens on a consistent basis.



**Coastal Animal Services Authority
JPA Meeting Memorandum/Report**

TO: JPA Board
FROM: Jennifer Stinett, CASA General Manager
DATE: June 5, 2023
RE: Proposal for Security Cameras

BACKGROUND:

CASA has experienced several break-ins at the facility since being open at the 221 Avenida Fabricante location.

CASA has in place an alarmed security system on all doors leading in to the main lobby, office, and cat room building. The security system is monitored by Bay Alarm.

In 2022 alone CASA had two break-ins at the facility. Suspects entered the facility by force, removing their dogs that were under investigation for bite quarantine and vicious dog declaration. The entry points do not have security sensors installed. Police reports were filed, however, other than the damage left to the building, there was no physical evidence at the scene to link the suspects to the crime.

DISCUSSION:

Due to the sensitive nature of dealing with the public's animals, CASA's facility is vulnerable to criminal activity.

The addition of security cameras will provide staff and police services with evidence in the investigation and prosecution of animal abandonment, theft, or vandalism.

RECOMMENDED ACTION:

Approve the proposal for purchase and installation of the Security System, to include 6 cameras, 1 license plate camera, video recorder, and monitor.

FISCAL IMPACT:

Installation of equipment, purchased and therefore owned by CASA, \$16,970.00.

Monthly fee \$150.00, includes warranty on equipment for normal wear and tear.

Tax on equipment \$550.00.

These costs have been factored into the budget for FY 23/24.

SUPPORTING DOCUMENTS:

Supporting Document A: Bay Alarm Proposal for Security Cameras

Supporting Document B: Site Map



CAMERA PROPOSAL FOR CITY OF SAN CLEMENTE COSTAL ANIMAL SERVICES AUTHORITY

221 AVENIDA FABRICANTE SAN CELEMENTE CA 92672

During our phone call and subsequent site walk, we discussed adding a camera system to the facility to combat the recent issues on site. One big pain point is the fact that people are driving into the facility's parking lot and dropping animals off and driving away. The best way to combat that is to install a camera specifically designed to read license plates. This camera has built in analytics to capture the license plate of any car coming into the parking lot. The reason for the camera to be viewing the entrance to the facility rather than the street is the cars will be driving much slower into the lot. The other cameras on site will cover as much of the parking lot as possible (the facility has some out buildings and some trees), the Sally Port, Main Entrance, Lobby, and dog kennel area.

The system we recommend is called Digital Watchdog. Digital Watchdog cameras are assembled in Cerritos California and have been a leader in the camera space for the past ten years. One benefit of Digital Watchdog is the software for artificial intelligent video play back. For example, someone drops off trash in the parking lot during the middle of the night. Rather than sitting through all the recorded data, the user is able to use the artificial intelligence and highlight the area where the trash is. From there, the software will find all instances in which that specific area had motion in it. This will cut down the review time for employees the most frequently the software is played with. Below is the proposal for your viewing.

1- Digital Watchdog 6 Terabyte Network Video Recorder (NVR)

1- 5 Megapixel License Plate camera

6- 5 Megapixel Turret cameras with mounting hardware

1- 22 inch monitor and mount for live viewing of cameras

1- Back up battery

8- Camera licenses

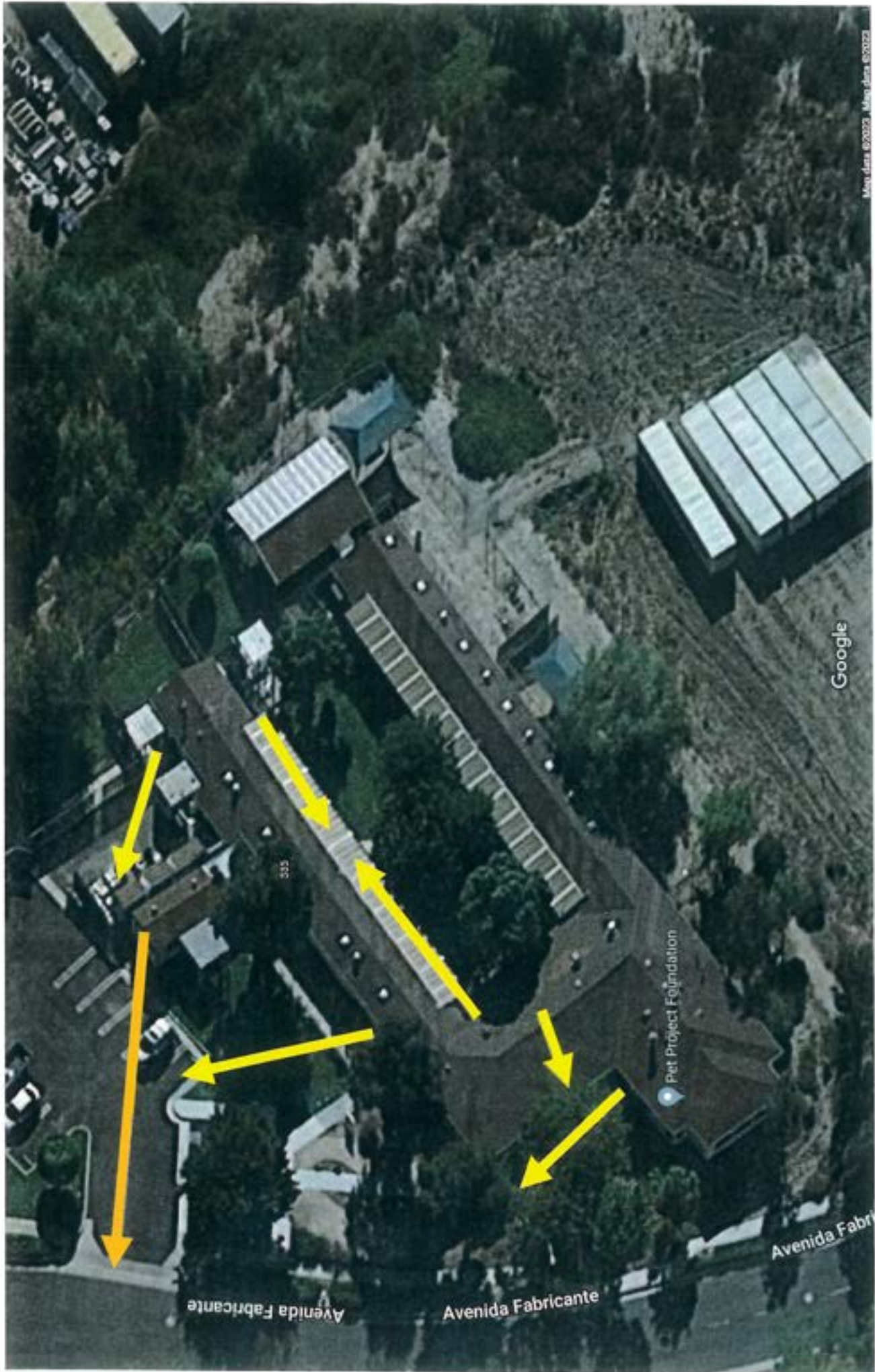
All wiring, conduit, labor at prevailing wage included

Installation Fee: \$16,970.00

Monthly Fee: \$150.00

Monthly fee includes all normal wear and tear on camera system. If a camera breaks under normal scenario, Bay Alarm will replace the camera for free. If a camera is damaged by an outside force, the warranty will not be used.

City of San Clemente to purchase and own the equipment therefore tax will be collected after installation. Estimated to be about \$550.00



5 Megapixel cameras



License plate camera





**Coastal Animal Services Authority
JPA Meeting Memorandum/Report**

TO: JPA Board
FROM: Jennifer Stinett, CASA General Manager
DATE: June 5, 2023
RE: Retainer Agreement for Legal Services

BACKGROUND:

CASA is without a legal services agreement since the City of San Clemente terminated their agreement with BB&K.

Historically CASA has utilized legal services under the terms of the City of San Clemente contract.

DISCUSSION:

CASA JPA Board directed staff to reach out to the new City of San Clemente attorney, Burke, Williams & Sorenson, LLP to discuss a new agreement with CASA.

Elizabeth A. Mitchell, a partner at Burke, Williams & Sorenson and new council for the City of San Clemente, provided CASA with a proposed Agreement to provide Legal Services.

RECOMMENDED ACTION:

The CASA JPA Board approve the new Agreement for Legal Services.

OR

Review options pursuant to the terms of the JPA Agreement.

FISCAL IMPACT:

Fiscal impact is dependent upon CASA's need for legal services.

The Agreement with Burke, Williams & Sorenson, LLP is in line with the City of San Clemente contract.

SUPPORTING DOCUMENTS:

Supporting Document A: Retainer Agreement for Legal Services

May 19, 2023

Jennifer Stinett, General Manager
Coastal Animal Services Authority
221 Avenida Fabricante
San Clemente, CA 92672

Re: Retainer Agreement for Legal Services

Dear Jennifer:

We are pleased to represent Coastal Animal Services Authority with respect to the matters described in this Agreement. The following sets forth the terms pursuant to which **BURKE, WILLIAMS & SORENSEN, LLP** ("Burke") and Coastal Animal Services Authority ("Client") agree that Burke will provide legal services to Client. The hallmark of any productive professional relationship is effective communication, and we would invite you to contact us at any time during or after our representation with regard to any questions you may have associated with our representation or the matters described herein.

1. CONDITIONS. This Agreement will not take effect, and Burke will have no obligation to provide legal services, until Client returns a signed copy of this Agreement and the Client and the City of San Clemente execute a conflict of interest waiver. The effective date of this Agreement will be June 6, 2023.

2. SCOPE OF SERVICES. Client hires Burke to provide legal services in the matters set forth in Attachment "A" to this Agreement. No representation outside of the matters set forth in Attachment "A" to this Agreement shall be provided by Burke to Client. No representation of any directors, officers, employees, shareholders, or any other persons or entities affiliated with Client shall be provided unless such representation is expressly included in Attachment "A" to this Agreement. Burke will provide those legal services reasonably required to represent Client. Burke will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries. If a court action is filed, Burke will represent Client through trial and post-trial motions. This Agreement does not cover representation on appeal or in execution proceedings after judgment. Separate arrangements must be agreed to for those services. Services in any matter not described above will require a separate written agreement or a written modification to this Agreement.

Coastal Animal Services Authority
May 19, 2023
Page 2

3. CLIENT'S DUTIES. Client agrees to be truthful with Burke, to cooperate, to keep Burke informed of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Burke's bills on time, and to keep Burke advised of Client's address, telephone number, and whereabouts. Client will assist Burke in providing necessary information and documents and will appear when necessary at legal proceedings.

4. CONFLICTS OF INTEREST. Before accepting representation of Client, Burke has undertaken reasonable and customary efforts to determine whether there are any potential conflicts of interest or adversity of positions between Client and any other person or entity that would bar Burke from representing Client in general or in any of the specific matters listed in Attachment "A". Burke has reviewed this issue in accordance with the Rules of Professional Conduct adopted in California. Burke believes that those rules, rather than the rules of any other jurisdiction, are applicable to Client's representation. Client's execution and return of the enclosed copy of this letter represents an express agreement to the applicability of the Rules of Professional Conduct adopted in California to any and all representation arising under this Agreement.

5. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour at Burke's prevailing rates for all time spent on Client's matter by Burke's legal personnel. Current hourly rates for legal personnel are set forth in Attachment "B" to this Agreement.

Burke's rates are subject to change on 30 days' written notice to Client. Rates shall automatically increase annually on January 1 of each year as set forth in Attachment "B" to this Agreement. If Client declines to pay increased rates, Burke will have the right to withdraw as attorney for Client.

The time charged will include the time Burke spends on telephone calls relating to Client's matter, including calls with Client, witnesses, opposing counsel or court personnel. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting, court hearing or other proceeding, each will charge for the time spent. Burke will charge for waiting time in court and elsewhere and for travel time, both local and out-of-town.

Coastal Animal Services Authority
May 19, 2023
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6. COSTS AND OTHER CHARGES.

(a) Burke will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include: service of process charges, filing fees, court and deposition reporters' fees, jury fees, notary fees, deposition costs, long distance telephone charges, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness, professional, mediator, arbitrator and/or special master fees, unavoidable administrative staff and secretarial overtime, and other similar items. Except for the items listed below, all costs and expenses will be charged at Burke's cost.

In-office photocopying/page:	\$.20
In-office color photocopying/page	\$ 1.00
Facsimile charges/page:	\$ 1.00
Mileage/mile:	\$.655 (per IRS notices)
Other:	

(b) Out-of-town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by Burke's personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Experts, Consultants and Investigators. To aid in the preparation or presentation of Client's case, it may become necessary to hire expert witnesses, consultants, investigators, and outsourced support services. Client agrees to pay such fees and charges. Burke will select any expert witnesses, consultants, investigators or support services to be hired, and Client will be informed of persons chosen and their charges.

Additionally, Client understands that if the matter proceeds to court action or arbitration, Client may be required to pay fees and/or costs to other parties in the action. Any such payment will be entirely the responsibility of Client.

7. BILLING STATEMENTS. Burke will send Client periodic statements for fees and costs incurred. Each statement will be payable within 30 days of its mailing date. Client may request a statement at intervals of less than 30 days. If Client so requests, Burke will provide one within 10 days. The statements shall include the

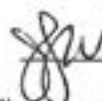
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amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

8. INTEREST CHARGES. If a billing statement is not paid by its due date, interest will be charged on the principal balance (fees, costs, and disbursements) shown on the statement. Interest will be calculated by multiplying the unpaid balance by the periodic rate of .833% per month (ten percent [10%] annual percentage rate). The unpaid balance will bear interest from the date of the invoice until paid.

9. LIEN. Client hereby grants Burke a lien on any and all claims or causes of action that are the subject of the representation under this Agreement. The lien will be for any sums owing to Burke at the conclusion of services performed. The lien will attach to any recovery Client may obtain, whether by arbitration award, judgment, settlement or otherwise. The effect of such a lien is that Burke may be able to compel payment of fees and costs from any such funds recovered on behalf of Client even if Burke has been discharged before the end of the case. Because a lien may affect Client's property rights, Client may seek the advice of an independent lawyer of Client's choice before agreeing to such a lien. By initialing this paragraph, Client represents and agrees that Client has had a reasonable opportunity to consult such an independent lawyer and—whether or not Client has chosen to consult such an independent lawyer—Client agrees that Burke will have a lien as specified above.

_____(Client Initial Here)

 (Burke Initial Here)

10. DISCHARGE AND WITHDRAWAL. Client may discharge Burke at any time. Burke may withdraw with Client's consent or for good cause. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Burke's advice on a material matter or any fact or circumstance that would render Burke's continuing representation unlawful or unethical. When Burke's services conclude, all unpaid charges will immediately become due and payable. After services conclude, Burke will, upon Client's request, deliver Client's file, and property in Burke's possession unless subject to the lien provided in Paragraph 9 above, whether or not Client has paid for all services.

11. DOCUMENT RETENTION POLICY. Client is entitled upon written request to any files in Burke's possession relating to the legal services performed by Burke for Client, excluding Burke's internal accounting records and other documents not reasonably necessary to Client's representation, subject to Burke's right to make copies of any files withdrawn by Client. Once a matter is concluded, Burke will close the file, and Client will receive notice thereof. Client's physical files may be sent to storage

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offsite, and thereafter there may be an administrative cost for retrieving them from storage. Thus, it is recommended that Client request the return of a file at the conclusion of a matter. Under Burke's document retention policy, Burke normally destroys files five (5) years after a matter is closed, unless other arrangements are made with Client.

All client-supplied materials and all attorney end product (referred to generally as "client material") are the property of Client. Attorney end product includes, for example, finalized contracts, pleadings, and trust documents. Attorney work product is the property of Burke. Attorney work product includes, for example, drafts, notes, internal memoranda and electronic files, and attorney representation and administration materials, including attorney-client correspondence and conflicts materials.

After the close of a matter, Burke will notify Client of any client materials that remain in Burke's possession. Client will be invited to retrieve these client materials within 45 days of notice, or Client may direct Burke to forward the client materials to Client, at Client's expense. If within 45 days of this notice Client fails to retrieve the client materials or request Burke to forward them, Client authorizes Burke to destroy the client materials.

After the 45-day period, Burke will, consistent with all applicable rules of professional conduct, use its discretion as to the retention or destruction of all attorney work product and any client materials that remain with Burke.

12. TECHNOLOGY. At its discretion, unless otherwise stated, Burke will employ technology to facilitate electronic discovery. This may include scanning of paper documents, culling of documents, converting electronically stored information into a format suitable for review, the usage of electronic review software, etc. Applicable associated costs, including electronic storage and transfer costs, will be billed to Client.

13. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Burke's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Burke makes no such promises or guarantees. Burke's comments about the outcome of the matter are expressions of opinion only. Any estimate of fees given by Burke shall not be a guarantee. Actual fees may vary from estimates given.

14. MEDIATION/ARBITRATION; WAIVER OF JURY TRIAL. If a dispute arises out of or relating to any aspect of this Agreement between Client and Burke, or the breach thereof, and if the dispute cannot be settled through negotiation, Burke and

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Client agree to discuss in good faith the use of mediation before resorting to arbitration, litigation, or any other dispute resolution procedure. Nothing herein shall limit or otherwise affect your right under Sections 6200-6206 of the California Business and Professions Code to request arbitration of any fee dispute by an independent, impartial arbitrator or panel of arbitrators through a bar association program created solely to resolve fee disputes between lawyers and clients. However, should discussions, mediation or the non-binding arbitration provided through a local bar association program not resolve the dispute, the dispute shall be determined by binding arbitration before the American Arbitration Association under its then prevailing commercial arbitration rules, except that discovery may be taken in that arbitration pursuant to the California Code of Civil Procedure. The claims or controversies subject to this provision shall include, without limitation, any claim of professional negligence or malpractice. The arbitration shall be held in San Diego, California, unless we mutually select another venue, and judgment may be entered upon the arbitrator's award by any court having jurisdiction. Should you refuse or neglect to appear or participate in the arbitration proceedings, the arbitrator is empowered to decide the claim or controversy in accordance with the evidence presented. You should realize that by accepting the arbitration provision, **YOU WILL WAIVE YOUR RIGHT TO A JURY TRIAL AND THE RIGHT, EXCEPT UNDER LIMITED CIRCUMSTANCES, TO APPEAL THE ARBITRATOR'S DECISION.**

_____ (Client Initial Here)

 (Burke Initial Here)

15. ATTORNEYS' FEES CLAUSE. The prevailing party in any action or proceeding arising out of or to enforce any provision of this Agreement, with the exception of a fee arbitration or mediation under Business and Professions Code Sections 6200-6206, will be awarded reasonable attorneys' fees and costs incurred in that action or proceeding, or in the enforcement of any judgment or award rendered.

16. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

17. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

18. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing

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signed by both of them, or an oral agreement only to the extent that the parties carry it out.

19. EFFECTIVE DATE. This Agreement will govern all legal services performed by Burke on behalf of Client commencing with the date Burke first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Burke the reasonable value of any services Burke may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE BURKE FIRST PROVIDED SERVICES. IF MORE THAN ONE CLIENT SIGNS BELOW, EACH AGREES TO BE LIABLE, JOINTLY AND SEVERALLY, FOR ALL OBLIGATIONS UNDER THIS AGREEMENT. CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

DATED: _____

**COASTAL ANIMAL SERVICES
AUTHORITY**

By: _____
Jennifer Stinett, General Manager
221 Avenida Fabricante
San Clemente, CA 92672
(949) 492-1617

DATED: 5/22/23

BURKE, WILLIAMS & SORENSEN, LLP

By: 
John J. Welsh
Managing Partner

Enclosure: return copy

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EXHIBIT "A"
SCOPE OF SERVICES AND COMPENSATION

Consultant shall provide legal services to Client with Elizabeth A. Mitchell as General Counsel at the following hourly rates (which are the same as set forth in its proposal to the City of San Clemente submitted January 25, 2023):

	Hourly Rate
General Services (blended)	\$265
Tort Litigation and Code Enforcement (blended)	\$275
Special Legal Services - Partners	\$305
Special Legal Services - Associates	\$275
Paralegals	\$165

Designated General Counsel shall not be substituted by another attorney without the prior written consent of Client. The following are the descriptions of the categories of services that apply.

General Services are routine, customary legal services for normal operations of the Client and include the following:

- Public Meetings, attendance and preparation for Board and other meetings.
- Office hours and attendance at staff and executive team meetings and other meetings as requested.
- Routine contracts and insurance.
 - Preparation and review of standard form service contracts and purchase documents.
 - Review of standard public works contracts.

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- Provide advice regarding insurance coverage matters.
 - Provide other standard forms and templates.
- Document Review. Review, approve, and prepare ordinances, resolutions, staff reports and other general legal document required by the City.
- Preparation of reports on advisory projects or as requested.
- General Support items.
 - Routine real property acquisitions, easements, and dedications.
 - Legal opinions (except as related to bond or public financing).
 - Brown Act Compliance.
 - Public Records Act Compliance.
 - Political Reform Act / Conflict of Interest Laws compliance.
 - Election law (general in nature).
 - Procedural issues and due process.
 - Intergovernmental relations.
 - Joint powers authority issues and relations.
 - Assistance responding to Public Records Act requests.
- Land Use & Zoning.
- Legislation, monitor and provide updates on pending and current legislation and court decisions.
- Monitor and supervise activities of any special outside counsel retained by the Client.
- Other. Perform such other legal duties as may be required by the Board or General Manager (except for Special Legal Service Matters described below).
- Public Safety – Routine interactions with fire and sheriff.
- Research. Perform research and interpret laws, court decisions and other legal authorities.
- Trainings. Provide standard and routine trainings to the Board and Staff.
- Travel.

Tort Liability Litigation and Code Enforcement Services include the following:

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- Dangerous animal cases
- Dangerous condition litigation
- Other tort liability
- Respond to subpoenas and discovery requests
- Tort and contract claims and liability exposure
- Prepare and submit Quarterly Litigation Reports or reports as requested.
- Code Enforcement/City Prosecutor:
 - Supervision of special counsel on code enforcement matters.
 - Advice on enforcement strategies.
 - Draft demand letters, notice of violations and/or administrative citations.
 - Prosecution of all criminal or civil actions necessary and appropriate to enforce municipal ordinances.

Special Legal Services include those legal services of a non-routine nature or a routine task that, due to its complexity, requires additional analysis, research or expertise. Special services will include all services not included within the General Services, including the following:

- Complex real estate transactions, economic development agreements, post-redevelopment incentive districts and programs.
- Complex Environmental matters.
 - Review of any documents prepared to analyze a projects environmental impacts pursuant to CEQA and NEPA.
- Complex public construction projects, bid disputes, protests, and suits.
- Eminent Domain.
- Formal administrative hearings.
 - Represent the Client in non-adversarial administrative proceedings, legislative hearings, and other intergovernmental hearings.
 - Represent the Client, and its officers, agents, and employees in matters before state and federal administrative agencies (such as the Department of Industrial relations, Department of Fair Employment and Housing, Equal Opportunity Commission, Worker's Compensation Appeals Board, etc.)

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- Fees, charges and taxes (Mitigation Fee Act, Prop 218).
- Labor and Employment issues.
 - CalPers
 - Review of practices and procedures.
 - Disciplinary procedures.
 - Grievances.
 - Arbitrations.
 - FLSA, FMLA, ADA, and HIPPA issues.
 - Revision or drafting employment contracts.
 - Revision or drafting personnel rules and policies.
 - Revision and drafting of memorandum of understanding or labor agreements
- Litigation.
 - Employment litigation.
 - Writs.
 - Other non-tort litigation matters.
- Matters that are complex, novel or unusual.
- Non-routine land use and development matters including general or specific plan updates, local coastal plan amendment, and development agreements.
- Non-routine negotiation matters.
- Prevailing wage disputes.
- Public Safety issues – Complex.
 - Policy and Practice Issues.
 - Onsite Incident Presence.
- Toxic substances matters (CERCLA, RCRA).
- Water rights, wastewater, storm water, and water quality issues.

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EXCLUSIONS

Burke does not provide comprehensive tax, bankruptcy, bond, public financing or ERISA work and these services are excluded from the legal services agreement.

ADJUSTMENTS

The rates for legal services above will remain in effect until January 1, 2024. Thereafter, unless otherwise negotiated, hourly rates shall be automatically adjusted based on a standard annual adjustment. Hourly rates will be adjusted in an amount equal to five dollars (\$5.00) per hour or by a percentage equal to the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) set forth for the Los Angeles-Long Beach-Anaheim area for the previous four quarters, whichever is greater.

REIMBURSEMENTS AND COSTS

Consultant will routinely charge the City for our direct out-of-pocket expenses and costs incurred in performing the services. These costs and expenses commonly include such items as service of process charges, filing fees, long distance telephone charges, messenger and other delivery fees, postage, reproduction of documents, facsimile, mileage reimbursement for travel at the IRS approved rate, parking, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness, professional, mediator, arbitrator and/or special master fees, and other costs reasonably and necessarily incurred in performing services for the City. Consultant does not charge a service fee or overhead for cost reimbursement items. Consultant also do not charge for computer or word processing time. Reimbursement amounts may be adjusted annually effective each January 1.

Expense	Rate
In-house reproduction charges	
black and white	20¢ per page
color	\$1 per page
Mileage (outside San Diego County)	65.5¢ per mile (or current IRS rate)
Facsimile	\$1 per page

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Expense	Rate
All other costs reasonably and necessarily incurred in performing services for the City	at cost



**Coastal Animal Services Authority
JPA Meeting Memorandum/Report**

TO: JPA Board
FROM: Jennifer Stinett, CASA General Manager
DATE: June 5, 2023
RE: Estimate for Cleaning Services for Trainer's Hut (portable building)

BACKGROUND:

Omni Enterprises has provided janitorial services to CASA since 2016. They perform a 6-day-a-week cleaning service to the main building space, including the office, lobby, cat room, and clinic areas. Their service provides cleaning supplies, equipment and labor for a monthly fee of \$1,100.00.

DISCUSSION:

The portable/outbuilding, also known as the "Trainer's Hut" requires frequent cleaning, as it is used daily by the Dog Trainer and dog handlers as a training space for the Shelter dogs, as well as a storage area for the Trainer's equipment.

For several years the Dog Trainer has paid her house cleaners out-of-pocket to clean this space, once per month, at a cost of \$70.00.

Staff wishes to incorporate the cleaning of the "Trainer's Hut" into our 6-day-a-week schedule, as the maintenance of the space should be considered Shelter facility maintenance and needs to be done on a more frequent basis.

RECOMMENDED ACTION:

Approve the additional spending to incorporate the Trainer's Hut into our daily cleaning schedule provided by Omni Enterprise.

FISCAL IMPACT:

Our current service contract with Omni Enterprise is \$1,100.00 per month. The addition of the portable building will increase this monthly cost by \$200.

SUPPORTING DOCUMENTS:

Supporting Document A: Estimate for addition to monthly janitorial services



OMNI ENTERPRISE

Professional Building Maintenance Contracting Services

05/23/2023

Omni Enterprise, Inc.
Dante Perez | CEO
1420 E. Edinger Ave Suite #111
Santa Ana, CA 92705

Jennifer Stinett
CASA General Manager
221 Avenida Fabricante
San Clemente, CA 92672

Dear Jennifer,

We are pleased to provide you with a formal quote for janitorial services on behalf of Omni Enterprise, Inc. Our proposal includes the provision of cleaning supplies, equipment, and skilled labor to perform a 6-day-a-week cleaning service per the original contract schedule for the portable/outbuilding, starting from July 1, 2023.

Monthly Price: \$200

We assure you that our experienced team will deliver high-quality cleaning services, maintaining a clean and hygienic environment for CASA.

If you have any specific requirements or further inquiries, please feel free to contact us. We are committed to meeting your janitorial service needs.

Thank you for considering Omni Enterprise, Inc. as your trusted janitorial service provider. We look forward to the opportunity to serve CASA.

Sincerely,

Dante Perez CEO | Omni Enterprise Inc.



Coastal Animal Services Authority JPA Meeting Memorandum/Report

TO: JPA Board
FROM: Jennifer Stinett, CASA General Manager
DATE: June 5, 2023
RE: CASA Budget Fiscal Year 2023/2024

BACKGROUND:

CASA revenues are based upon sales of animal licenses, adoption and impound fees, fines, donations, reimbursements from Pet Project Foundation, and contributions from the cities of San Clemente & Dana Point.

City contributions to account 078-851 are based on the number of animals handled from each City. Contributions to account 078-852 are determined by the overall population of each City.

CASA has two expenditure accounts, one for Animal Sheltering (078-851) and one for Animal Control (078-852). Expenditures include personnel costs, supplies, contractual services, and interdepartmental charges to San Clemente for administration services (Payroll, Human Resources, Accounting, IT, Fleet Services, etc.)

DISCUSSION:

In FY 22/23 the budget for utility costs and supplies (office, janitorial, and animal care supplies) was impacted by inflation, and we expect prices to continue to rise. Adjustments have been made in the upcoming budget to account for those costs.

An increase in Personnel costs include a new position for Animal Control Officer Supervisor, budgeted for the upcoming fiscal year. This is reflected in expenditure account 078-852.

An increase in Contractual Services is largely due to the rise in cost of the Dog Trainer contract, reflected in expenditure account 078-852. The contract price is \$72,000, of which Pet Project Foundation reimburses CASA for 66.6%. This reimbursement is accounted for in revenue account 078-852. The actual cost increase for CASA from FY 22/23 to 23/24 is \$8,016. Other contractual services, such as utility costs and other building maintenance, account for the remainder of the cost increase.

CASA completed a number of facilities maintenance projects in FY 22/23, including roof replacement, interior painting, and cleaning, which was funded through a Capital Improvement project.

In FY 23/24, staff has requested a fund amount of \$50,000 to be used for exterior paint and stucco repair, security camera installation, and other exterior improvements or facilities maintenance.

RECOMMENDED ACTION:

Review and approve the budget for Fiscal Year 2023/2024.

FISCAL IMPACT:

Contributions for Fiscal Year 2023/2024 will be \$949,130 for San Clemente and \$468,480 for Dana Point.

SUPPORTING DOCUMENTS:

- Supporting Document A: Expenditures by Category
- Supporting Document B: Allocation Statistics
- Supporting Document C: FY 23/24 Proposed Revenue
- Supporting Document D: FY 23/24 Expenditures

CASA

Expenditures By Category	FY 2022 Actual	FY 2023 Adj. Budget	FY 2023 Projected	FY 2024 Budget	% Bud 23 To Bud 24
Personnel	1,039,524	997,260	894,370	1,149,650	15%
Supplies	27,860	42,120	38,330	43,930	4%
Contractual Services	249,949	255,360	244,900	285,950	12%
Other Charges	510	3,600	2,980	3,600	0%
Capital Outlay	0	150,000	150,000	50,000	-67%
Interdepartmental Charges	313,660	345,590	345,590	324,960	-6%
Total:	\$1,631,503	\$1,793,930	\$1,676,170	\$1,858,090	4%

Revenue and Expenditure Summary	FY 2022 Actual	FY 2023 Adj. Budget	FY 2023 Projected	FY 2024 Budget	% Bud 23 To Bud 24
<i>Beginning Balance</i>	<i>\$284,505</i>	<i>\$482,710</i>	<i>\$482,710</i>	<i>\$599,190</i>	<i>24%</i>
Revenues:					
Contract Dana Point	430,800	441,230	441,230	468,480	6%
Contract San Clemente	920,920	972,020	972,020	949,130	-2%
Licenses & Permits	182,160	156,990	166,600	156,990	0%
Service Charges	56,204	57,510	53,600	57,510	0%
Fines	46,482	35,300	34,300	35,300	0%
Donations	65,446	10,000	8,000	10,000	0%
Miscellaneous Income	127,694	114,650	116,900	130,680	14%
Total Revenues	1,829,706	1,787,700	1,792,650	1,808,090	1%
Expenditures:					
Animal Sheltering	890,987	1,050,160	979,510	997,060	-5%
Animal Control	740,516	743,770	696,660	861,030	16%
Total Expenditures	1,631,503	1,793,930	1,676,170	1,858,090	4%
Ending Fund Balance	\$482,708	\$476,480	\$599,190	\$549,190	15%

Coastal Animal Shelter Authority Allocation Fiscal Year 2021-2022
 Contract Charges for San Clemente and Dana Point

ANIMAL SHELTER (851)		ANIMAL CONTROL (852)		TOTALS	
Allocation Statistics		Allocation Statistics			
San Clemente Animals	586	San Clemente Population	63,380	68%	
Dana Point Animals	276	Dana Point Population	32,943	32%	
	862		96,323		
REVENUES		REVENUES			
	Animal Shelter		Animal Control		
Impound Fees	13,110	Renewed licenses SC	85,490		
Animal Adoption Fees	42,000	New Licenses SC	17,510		
Animal Adoption Fees	2,100	Renewed Licenses DP	44,290		
CASA Donations	10,000	New Licenses DP	5,670		
Cash over/short	100	Miscellaneous Permits	4,030		
Miscellaneous Income	150	Admin Appeal Fee	300		
PPF - Dog trainer	48,000	Animal Fines	700		
PPF Reimb - Food	7,770	Barking Ordinance Fines	1,000		
PPF Reimb - KA	74,660	Admin Citations	33,600		
Total Revenues	197,890	Total Revenues	192,590	Rev	390,480.00
Proposed Exp Budget	(947,060) *	Proposed Exp Budget	(861,030)	Exp	(1,808,090.00)
Net cost	(749,170)	Net cost	(668,440)	Net	(1,417,610.00)
Net cost to allocate	(749,170)	Net cost to allocate	(668,440)		(1,417,610.00)
San Clemente cost	(509,300)	San Clemente cost	(439,830)	SC	(949,130.00)
Dana Point cost	(239,870)	Dana Point cost	(228,610)	DP	(468,480.00)
	(749,170)		(668,440)		(1,417,610.00)

*Excludes the one time cost of \$50,000 for capital project, use of fund balance.
 Note: The Board approved a 17% Emergency Reserve.

078 Roy-CASA Animal Shelter
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
078 COASTAL ANIMAL SERVICES AUTHORITY									
0 NONBUSINESS LICENSES & PERMITS									
32361-000-00000 RENEWED ANIMAL LIC SAN CLEMENTE	92,010.00	102,490.00	85,490.00	82,140.00	94,000.00	85,490.00	0.00	0.00	
<i>Line Item Detail</i>									
† Difficult in forecasting future licensing revenue with 2 & 3 year licensing options. Expected increase in licensing for 22/23 to be approximately 3%									
<i>Line Items Total</i>						85,490.00			
32362-000-00000 NEW ANIMAL LIC SAN CLEMENTE	9,730.00	18,840.00	17,510.00	13,860.00	16,370.00	17,510.00	0.00	0.00	
<i>Line Item Detail</i>									
† Difficult in forecasting future licensing revenue with 2 & 3 year licensing options. Expected increase in licensing for 22/23 to be approximately 3%									
<i>Line Items Total</i>						17,510.00			
32363-000-00000 RENEWED ANIMAL LIC DANA POINT	44,660.00	49,970.00	44,290.00	34,030.00	42,640.00	44,290.00	0.00	0.00	
<i>Line Item Detail</i>									
† Difficult in forecasting future licensing revenue with 2 & 3 year licensing options. Expected increase in licensing for 22/23 to be approximately 3%									
<i>Line Items Total</i>						44,285.00			
32364-000-00000 NEW ANIMAL LICENSES DANA POINT	4,620.00	6,600.00	5,670.00	5,250.00	6,510.00	5,670.00	0.00	0.00	
<i>Line Item Detail</i>									
† Difficult in forecasting future licensing revenue with 2 & 3 year licensing options. Expected increase in licensing for 22/23 to be approximately 3%									
<i>Line Items Total</i>						5,670.00			
32360-000-00000 MISCELLANEOUS PERMITS	5,360.00	4,270.00	4,030.00	6,120.00	7,060.00	4,030.00	0.00	0.00	
<i>Line Item Detail</i>									
† Various local permits - kennel permit, animal exhibit, boarding kennel, \$80.00/kennel permit, \$300.00/boarding permit \$100.00/business kennel license \$150.00/exotic kennel permit									
<i>Line Items Total</i>						4,028.00			
<i>Line Items Total</i>						4,028.00			
0 NONBUSINESS LICENSES & PERMITS	156,380.00	182,170.00	156,990.00	141,400.00	166,600.00	156,990.00	0.00	0.00	
0 GENERAL GOVT SERVICE CHARGES									
34191-000-00000 CONTRACTED SERVICES DANA POINT	370,470.00	430,800.00	441,230.00	367,690.00	441,230.00	468,480.00	27,250.00	6.18	
<i>Line Item Detail</i>									
† Contract Services to Dana Point, based on population, for animal control services, and animals touched for shelter services after credit for other revenues.									
<i>Line Items Total</i>						468,480.00			

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023_Proposed	2024_Proposed	Adj Bud to Proposed	\$ Chg	% Chg	
34192-000-00000 CONTRACTED SVCS SAN CLEMENTE	849,970.00	920,920.00	972,020.00	810,020.00	972,020.00	949,130.00	-22,890.00	-2.35		
<i>Line Item Detail</i>	Contract Services to Dana Point, based on population, for animal control services, and animals touched for shelter services after credit for other revenues.									
	<i>Line Items Total</i>						949,130.00			
Total	1,220,340.00	1,351,720.00	1,413,250.00	1,177,710.00	1,413,250.00	1,417,610.00	4,360.00	0.31		
0 PUBLIC SAFETY SERVICE CHARGES										
34270-000-00000 IMPOUND FEES	10,920.00	13,810.00	13,110.00	13,970.00	14,600.00	13,110.00	0.00	0.00		
<i>Line Item Detail</i>	Local impound fees (Kennel & impound) collected on stray altered and unaltered animals that are returned to owner (RTD). Increased by 5%, as the affects of COVID decrease									
	<i>Line Items Total</i>						13,114.00			
34272-000-00000 ANIMAL ADOPTION FEES	34,830.00	40,140.00	42,000.00	28,280.00	36,000.00	42,000.00	0.00	0.00		
<i>Line Item Detail</i>	This is the regular adoption fee \$150-\$125/dogs, \$150-\$100/cats, \$45/rabbits (plus \$15 into the special project account 34272-37900 for dogs and rabbits). Prices may vary for highly adoptable animals. Estimated 5% increase									
	<i>Line Items Total</i>						42,000.00			
34272-000-37900 ANIMAL ADOPTION FEES	2,710.00	2,160.00	2,100.00	2,700.00	3,000.00	2,100.00	0.00	0.00		
<i>Line Item Detail</i>	Should be titled Special Project Adoption fee - this is the approved \$15 dollar increase in adoption fees for dogs & rabbits - based on approx. dogs/rabbits adopted. This revenue will go into the special project account to be used for projects like the AFM program.									
	<i>Line Items Total</i>						2,100.00			
34275-000-00000 ADMIN APPEAL FEE	80.00	100.00	300.00	0.00	0.00	300.00	0.00	0.00		
<i>Line Item Detail</i>	Administrative Appeal Fees - dangerous dog declaration appeals (San Clemente) vicious dog appeals (Dana Point)									
	<i>Line Items Total</i>						300.00			
Total	48,340.00	56,210.00	57,510.00	44,980.00	53,600.00	57,510.00	0.00	0.00		
0 FINES										
35143-000-00000 ANIMAL FINES	610.00	990.00	700.00	640.00	700.00	700.00	0.00	0.00		

078 Rev-CASA Animal Shelter
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023_Proposed	2024_Proposed	Adj Bud to Proposed	\$ Chg	% Chg
<i>Line Item Detail</i>									
<i>1 State fines for impounded unaltered animals. Per 30804.7 Food & Ag Code. Funds must be used for humane education. Now cost stay neutral or dogs or any additional costs incurred by a public shelter.</i>									
35145-000-00000 ADMINISTRATIVE CITATION	33,250.00	45,500.00	33,800.00	20,270.00	33,000.00	33,600.00		0.00	0.00
<i>Line Item Detail</i>									
<i>1 Administrative Citation Process with TurboData. Expected to increase approximately .5% next fiscal year, as the impact of COVID decreases.</i>									
35146-000-00000 BARKING ORDINANCE FINES	70.00	0.00	1,000.00	330.00	800.00	1,000.00		0.00	0.00
<i>Line Item Detail</i>									
<i>1 Barking Dog Fines - range from \$250 (1st time offense) - \$403 (6th time offense and subsequent offenses)</i>									
Total	33,920.00	46,490.00	35,300.00	21,240.00	34,300.00	35,300.00		0.00	0.00
0 INTEREST EARNINGS									
Total	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
0 DONATIONS FROM PRIVATE SOURCES									
36710-000-00000 C A S A DONATIONS	57,530.00	65,450.00	10,000.00	6,480.00	8,000.00	10,000.00		0.00	0.00
<i>Line Item Detail</i>									
<i>1 CASA donations</i>									
36712-000-00000 PPP DONATIONS	0.00	0.00	0.00	50.00	0.00	0.00		0.00	0.00
Total	57,530.00	65,450.00	10,000.00	6,430.00	8,000.00	10,000.00		0.00	0.00
0 OTHER REVENUES									
36820-000-00000 CASH OVER OR SHORT	0.00	120.00	100.00	20.00	0.00	100.00		0.00	0.00
<i>Line Item Detail</i>									
<i>1 Cash drawer over or short \$\$</i>									
36850-000-00000 MISCELLANEOUS INCOME	1,710.00	420.00	150.00	470.00	400.00	150.00		0.00	0.00
<i>Line Item Detail</i>									
<i>Line Items Total</i>									
					100.00	100.00			

078 Rev-CASA Animal Shelter
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	Line Item Detail	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023_Protected	2024_Proposed	Adj Bud to Proposed	\$ Chg	% Chg
	1 Misc income outside of donations, home QT fee dogs (\$35/each)						150.00			
	Line Items Total						150.00			
36855-000-00000	MISCELLANEOUS REIMBURSEMENTS	0.00	520.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00
36890-000-00000	PPF REIMBURSEMENT FOOD	6,490.00	5,790.00	7,770.00	5,150.00	6,500.00	7,770.00	0.00	0.00	0.00
	Line Item Detail						7,770.00			
	1 PPF Reimburses 100% of Ppf Food cost at Shelter.						7,770.00			
	Line Items Total						7,770.00			
36891-000-00000	DOG TRAINER REIMBURSEMENT	29,410.00	28,520.00	31,970.00	21,310.00	30,000.00	48,000.00	16,030.00	50.14	50.14
	Line Item Detail						48,000.00			
	1 PPF reimbursement 66.6% of annual dog trainer contract - Contract is \$72,000/year.						48,000.00			
	Line Items Total						48,000.00			
36893-000-00000	PPF REIMBURSEMENT KA	119,800.00	92,330.00	74,660.00	69,880.00	80,000.00	74,660.00	0.00	0.00	0.00
	Line Item Detail						74,660.00			
	1 50%, up to 130 hours/week. Currently staffing is 120 hours/week. \$74,285 salaries + \$375 overtime = \$74,660						74,660.00			
	Line Items Total						74,660.00			
Total	OTHER REVENUES	157,210.00	127,700.00	114,650.00	96,650.00	116,900.00	130,680.00	16,030.00	13.98	13.98
Total	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	COASTAL ANIMAL SERVICES AUTHORITY	1,673,730.00	1,829,740.00	1,787,700.00	1,468,580.00	1,792,650.00	1,808,090.00	20,380.00	1.14	1.14
Grand Total		1,673,730.00	1,829,740.00	1,787,700.00	1,468,580.00	1,792,650.00	1,808,090.00	20,380.00	1.14	1.14

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number		2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
078	COASTAL ANIMAL SERVICES AUTHORITY									
851	CASAAANIMAL SHELTERING									
851-41000	PERSONNEL									
851-41010-000-00000	SALARIES, REGULAR FULL TIME	323,840.00	276,390.00	315,580.00	215,770.00	263,530.00	323,200.00	7,620.00	2.41	
851-41020-000-00000	SALARIES, REGULAR PART TIME	42,470.00	57,020.00	46,890.00	25,560.00	33,030.00	48,390.00	1,500.00	3.20	
851-41030-000-00000	SALARIES, HOURLY PART TIME	38,490.00	44,830.00	28,170.00	43,610.00	62,790.00	35,160.00	6,990.00	24.81	
	<i>Line Item Detail</i>									
	<i>1 Shelter Supervisor- Subcdl 780 hrs</i>									
							35,160.00			
	<i>Line Items Total</i>						35,160.00			
851-41320-000-00000	PREMIUM OVERTIME - REGULAR	110.00	300.00	500.00	1,750.00	3,500.00	3,000.00	2,500.00	500.00	
	<i>Line Item Detail</i>									
	<i>1 Overtime pay for FT employees</i>									
							3,000.00			
	<i>Line Items Total</i>						3,000.00			
851-41321-000-00000	PREMIUM OVERTIME - PART-TIME	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	
	<i>Line Item Detail</i>									
	<i>1 Overtime pay for PT employees</i>									
							250.00			
	<i>Line Items Total</i>						250.00			
851-41350-000-00000	ACCRUED LEAVE PAYOUT	5,410.00	24,010.00	4,860.00	1,490.00	3,070.00	4,860.00	0.00	0.00	
	<i>Line Item Detail</i>									
	<i>1 Accrued Leave Payout</i>									
							4,860.00			
	<i>Line Items Total</i>						4,860.00			
851-41530-000-00000	AUTO ALLOWANCE	1,800.00	1,500.00	1,800.00	0.00	0.00	0.00	-1,800.00	-100.00	
851-41535-000-00000	PHONE ALLOWANCE	320.00	270.00	320.00	0.00	0.00	0.00	-320.00	-100.00	
851-41954-000-00000	MEDICARE	5,950.00	5,780.00	5,460.00	4,210.00	5,320.00	5,920.00	460.00	8.42	
	<i>Line Item Detail</i>									
	<i>1 Animal Services Supervisor - Subcdl</i>									
							510.00			
	<i>Line Items Total</i>						510.00			
851-41957-000-00000	STATE DISABILITY INSURANCE	3,520.00	2,820.00	3,410.00	2,200.00	2,600.00	2,910.00	-500.00	-14.66	

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
851-41959-000-00000 A.D. & O. INSURANCE	130.00	100.00	70.00	60.00	80.00	90.00	20.00	28.57	
851-41959-000-00000 LONG TERM DISABILITY INSURANCE	960.00	790.00	870.00	660.00	850.00	1,070.00	200.00	22.98	
851-41961-000-00000 STATE UNEMPLOYMENT INSURANCE	2,440.00	1,970.00	1,820.00	1,560.00	2,010.00	1,950.00	130.00	7.14	
<i>Line Item Detail</i>									
<i>† Animal Services Supervisor - Shabicki</i>									
851-41961-200-00000 STATE UNEMPLOYMENT INSURANCE	2,340.00	920.00	0.00	0.00	0.00	0.00	0.00	0.00	
851-41963-000-00000 WORKERS COMPENSATION INS.	7,150.00	9,480.00	13,100.00	16,100.00	15,480.00	21,840.00	8,740.00	66.72	
<i>Line Item Detail</i>									
<i>† Animal Services Supervisor - Shabicki</i>									
851-41965-000-00000 LIFE INSURANCE	970.00	760.00	1,260.00	760.00	1,000.00	1,260.00	20.00	1.59	
851-41967-000-00000 MEDICAL INSURANCE	56,150.00	34,180.00	58,290.00	28,140.00	34,360.00	65,390.00	7,100.00	12.16	
851-41975-000-00000 SAN CLEMENTE RETIREMENT PREM	49,870.00	39,350.00	41,660.00	40,630.00	43,990.00	59,090.00	17,430.00	41.84	
851-41978-000-00000 RETIREMENT PREMIUM (LEGACY)	332,100.00	57,100.00	34,790.00	34,790.00	34,790.00	34,790.00	0.00	0.00	
<i>Line Item Detail</i>									
<i>† proposed</i>									
						34,790.00			
						34,790.00			
<i>Line Items Total</i>									
						34,790.00			
851-41981-000-00000 DEFERRED COMPENSATION	1,450.00	1,190.00	1,500.00	0.00	0.00	0.00	-1,500.00	-100.00	
851-41984-000-00000 DEFERRED COMPENSATION - P/T	3,080.00	3,840.00	1,760.00	2,630.00	3,620.00	680.00	-760.00	-44.32	
TOTAL PERSONNEL	878,550.00	562,790.00	562,360.00	420,160.00	610,020.00	610,170.00	47,810.00	8.50	
851-42000 SUPPLIES									
851-42010-000-00000 OFFICE SUPPLIES	1,470.00	1,550.00	2,000.00	1,340.00	1,850.00	2,000.00	0.00	0.00	
<i>Line Item Detail</i>									
<i>† Misc. office supplies</i>									
						2,000.00			
<i>Line Items Total</i>									
						2,000.00			
851-42130-000-00000 MEDICAL SUPPLIES	90.00	50.00	200.00	200.00	200.00	200.00	0.00	0.00	
<i>Line Item Detail</i>									
<i>† Medical cabinet supplies for employees and volunteers</i>									
						200.00			
<i>Line Items Total</i>									
						200.00			

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023_Proposed	2024_Proposed	Adj Bud to Proposed	\$ Chg	% Chg
851-42190-000-00000 JANITORIAL SUPPLIES	1,410.00	3,250.00	3,000.00	2,140.00	3,000.00	3,250.00	250.00	8.33	
Line Item Detail									
1 Cost is split between 851 & 852. Cleaning products and janitorial paper supplies (increase in cost of supplies)					3,250.00	3,250.00			
Line Items Total					3,250.00	3,250.00			
851-42280-000-00000 PROTECTIVE SUPPLIES	40.00	10.00	150.00	0.00	50.00	150.00	0.00	0.00	
Line Item Detail									
1 Rain gear & misc. equipment for F&A's, gloves, boots, mops, squeegees, etc.					150.00	150.00			
Line Items Total					150.00	150.00			
851-42380-000-00000 EDUCATIONAL MATERIAL	0.00	40.00	100.00	0.00	50.00	100.00	0.00	0.00	
Line Item Detail									
1 Need PIR material for public events and vaccination clinics.					100.00	100.00			
Line Items Total					100.00	100.00			
851-42370-000-00000 BOOKS, CODES AND SUPPLEMENTS	0.00	0.00	170.00	0.00	30.00	130.00	-40.00	-23.53	
Line Item Detail									
1 Call Journal Laws Handbook (\$55 x 1)					55.00	55.00			
2 Federal & State labor law posters (3)					70.00	70.00			
Line Items Total					125.00	125.00			
851-42390-000-00000 OFFICE FURNITURE/EQUIPMENT (INC	0.00	1,100.00	500.00	470.00	300.00	500.00	0.00	0.00	
Line Item Detail									
1 Replacement for misc office furniture.					500.00	500.00			
Line Items Total					500.00	500.00			
851-42390-000-00000 SMALL TOOLS AND EQUIPMENT	50.00	1,210.00	400.00	270.00	200.00	400.00	0.00	0.00	
Line Item Detail									
1 Misc tools and supplies for shelter repairs and maintenance. Hand tools, hardware, etc.					400.00	400.00			
Line Items Total					400.00	400.00			
851-42410-000-00000 CLOTHING AND UNIFORMS	40.00	0.00	400.00	300.00	400.00	400.00	0.00	0.00	
Line Item Detail									
1 CASA shirt purchased for staff @ \$25.00 each, worn for vaccination clinics, fundraising activities, adoption promotions, etc.					400.00	400.00			
Line Items Total					400.00	400.00			
851-42430-000-00000 SERVICE AWARDS	650.00	200.00	1,250.00	0.00	1,250.00	1,250.00	0.00	0.00	
Line Item Detail									
Line Items Total					1,250.00	1,250.00			

078 Coastal Animal Svc Fund Exp

SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
<i>Line Item Detail</i>									
<i>1 Budget for service awards, per board action on 4/8/2022 as part of budget adoption</i>									
651-42490-000-00000 OTHER OPERATING SUPPLIES	1,010.00	710.00	1,000.00	980.00	900.00	1,000.00	0.00	0.00	0.00
<i>Line Item Detail</i>									
<i>1 Miscellaneous Supplies for shelter activities and events</i>									
651-42510-000-00000 BUILDING MATERIALS	3,500.00	0.00	2,500.00	0.00	500.00	2,500.00	0.00	0.00	0.00
<i>Line Item Detail</i>									
<i>1 Materials used to improve the structure, paint, stucco, lumber, fencing materials, etc.</i>									
651-42590-000-00000 OTHER MAINTENANCE SUPPLIES	170.00	470.00	2,500.00	350.00	900.00	2,500.00	0.00	0.00	0.00
<i>Line Item Detail</i>									
<i>1 Clean newspaper paper for rabbits</i>									
<i>2 Misc. materials used in on site repairs, kennels, cages, nose nets, & replacing door handles as needed, etc.</i>									
651-42810-000-00000 PURCHASED WATER	980.00	940.00	1,400.00	650.00	1,000.00	1,000.00	-400.00	-28.57	
<i>Line Item Detail</i>									
<i>1 Sparklers water provided for staff, volunteers. Second water dispenser provided for dog walkers in trainer's hut</i>									
651-42780-000-00000 CAT SUPPLIES	3,650.00	4,970.00	5,500.00	7,280.00	9,000.00	7,500.00	2,000.00	36.36	
<i>Line Item Detail</i>									
<i>1 Cat supplies such as litter, toys, gloves. Population can vary significantly from year to year. Increase in item costs & more cats at shelter per year</i>									
651-42790-000-00000 CANINE EQUIPMENT AND SUPPLIES	2,640.00	2,920.00	4,000.00	3,370.00	4,000.00	4,000.00	0.00	0.00	
<i>Line Item Detail</i>									
<i>1 Cost for Avid Microchips \$1070/100, approx. 350 animals adopted/requiring microchips</i>									
651-42793-000-00000 PET FOOD REIMBURSABLE	7,050.00	5,980.00	9,000.00	6,840.00	8,000.00	9,000.00	0.00	0.00	
<i>Line Item Detail</i>									
<i>1 Food purchased for shelter animals which is reimbursed by Pet Project Foundation. Cost will vary significantly due to the amount of specialty food purchased, which is directly related to the number of animals that require special food for illnesses and health issues.</i>									

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023_Proposed	2024_Proposed	Adj Bud to Proposed	\$ Chg	% Chg
Total SUPPLIES	22,250.00	23,000.00	34,070.00	24,170.00	31,630.00	35,880.00	1,810.00	5.31	
Line Items Total 9,000.00									
851-43000 CONTRACTUAL SERVICES									
851-43050-000-00000 PRINTING AND BINDING	0.00	140.00	1,000.00	70.00	200.00	1,000.00	0.00	0.00	
Line Item Detail									
1 Business cards, new violations matters, misc shelter forms									
Line Items Total 1,000.00									
851-43060-000-00000 TRAVEL AND TRAINING	0.00	100.00	1,000.00	0.00	450.00	1,000.00	0.00	0.00	
Line Item Detail									
1 Training classes/conferences for new & existing shelter staff members, HSUS @ \$275each, CA/CDA @ \$275each, etc. • expenses & CUPA Risk Mgmt. Educational Forum @ \$500									
Line Items Total 1,000.00									
851-43065-000-00000 MILEAGE	0.00	60.00	100.00	0.00	50.00	100.00	0.00	0.00	
Line Item Detail									
1 Mileage reimbursement for travel to events, meetings and/or conferences									
Line Items Total 100.00									
851-43110-000-00000 GENERAL LIABILITY INSURANCE	20,590.00	19,160.00	16,890.00	16,890.00	16,890.00	16,300.00	-590.00	-3.49	
Line Item Detail									
1 50/50 split between 851 and 852. New CUPA rate effective 7/1/23									
Line Items Total 16,300.00									
851-43120-000-00000 PROPERTLY INSURANCE	870.00	930.00	900.00	940.00	1,000.00	900.00	0.00	0.00	
Line Item Detail									
1 Estimate for insurance on property & vehicles physical damage (awaiting 2022/23 invoice)									
Line Items Total 900.00									
851-43320-000-00000 NATURAL GAS	560.00	3,200.00	3,000.00	2,870.00	3,100.00	3,600.00	600.00	20.00	
Line Item Detail									
1 60%/40% - split 851/852 - Increase in costs due to heated flooring (Rising Utility Costs) Average \$500/mo									
Line Items Total 3,600.00									
851-43330-000-00000 ELECTRICITY	9,420.00	10,840.00	10,310.00	12,080.00	12,300.00	14,000.00	3,690.00	35.79	
Line Item Detail									
1 60%/40% 851/852 Average total \$1923/mo Increase for 2023/24									
Line Items Total 14,000.00									

078 Coastal Animal Svc Fund Exp

SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2022 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed
							\$ Chg % Chg
851-43340-000-00000 WATER	6,940.00	7,120.00	9,210.00	4,590.00	8,000.00	8,000.00	-1,210.00 -13.14
Line Item Detail							
1 6040% 851/852 - Total Avg \$646/mo						8,000.00	
Line Items Total						8,000.00	
851-43410-000-00000 MAINTENANCE OF BUILDINGS	5,300.00	3,250.00	6,000.00	1,950.00	4,000.00	6,000.00	0.00 0.00
Line Item Detail							
1 Backflow tests, fire extinguisher maint						1,000.00	
2 Misc. repairs and/or improvements to building, as needed: locks, doors, fencing, walls, etc.						5,000.00	
Line Items Total						6,000.00	
851-43425-000-00000 MAINTENANCE OF LANDSCAPING	6,050.00	7,220.00	10,200.00	4,710.00	8,000.00	10,200.00	0.00 0.00
Line Item Detail							
1 6040 split includes basic landscape maintenance						5,400.00	
2 Irrigation maintenance						1,800.00	
3 Plantings and mulch replacement (2x/yr)						3,000.00	
Line Items Total						10,200.00	
851-43450-000-00000 MAINTENANCE OF OPERATING EQUIP	1,270.00	1,270.00	1,900.00	640.00	1,450.00	1,900.00	0.00 0.00
Line Item Detail							
1 Routine maint agreement for AC service, @\$350/qr						1,400.00	
2 Misc. repairs for shelter equipment, lighting fixtures, gutters, diagnostic equipment, microscope, stethoscope, otoscope, centrifuge, etc.						500.00	
Line Items Total						1,900.00	
851-43480-000-00000 CONTRACTED CUSTODIAL SERVICES:	5,030.00	4,330.00	4,500.00	5,240.00	5,750.00	8,600.00	4,100.00 91.11
Line Item Detail							
1 6050- 851/852 split janitorial cleaning contract \$550/mo						6,000.00	
2 Contracted Service for Semi-annual window & floor deep cleaning						2,000.00	
Line Items Total						8,000.00	
851-43485-000-00000 MEDICAL WASTE COLLECTION	480.00	0.00	1,500.00	0.00	250.00	500.00	-1,000.00 -66.67
Line Item Detail							
1 Services for medical waste pick						500.00	
Line Items Total						500.00	
851-43570-000-00000 ACCOUNTING AND AUDITING	1,760.00	1,800.00	1,800.00	2,730.00	3,250.00	2,000.00	200.00 11.11
Line Item Detail							

078 Coastal Animal Svc Fund Exp
 SAN CLEMENTE
 Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023_Proposed	2024_Proposed	Adj Bud to Proposed	\$ Chg	% Chg
<i>Line Item Detail</i>									
851-43805-000-00000						2,000.00			
<i>1 50/50 split between 851 & 852</i>									
						2,000.00			
<i>Line Items Total</i>									
						2,000.00			
851-43350-000-00000	2,310.00	2,890.00	2,450.00	2,270.00	2,850.00	2,950.00	500.00	20.41	
<i>Line Item Detail</i>									
<i>1 Consistent with Budget</i>									
						2,950.00			
<i>Line Items Total</i>									
						2,950.00			
851-43640-000-00000	31,730.00	42,490.00	20,000.00	10,270.00	12,000.00	10,000.00	-10,000.00	-50.00	
<i>Line Item Detail</i>									
<i>1 Legal Services for CASA matters</i>									
						10,000.00			
<i>Line Items Total</i>									
						10,000.00			
851-43805-000-00000	0.00	90.00	0.00	0.00	0.00	500.00	500.00	100.00	
<i>Line Item Detail</i>									
<i>1 Special services needed for CASA by various vets. Euthanizing wildlife, take out of 852 first</i>									
						500.00			
<i>Line Items Total</i>									
						500.00			
851-43808-000-00000	3,390.00	2,890.00	3,120.00	2,920.00	3,120.00	3,120.00	0.00	0.00	
<i>Line Item Detail</i>									
<i>1 Pest Control Services, Skyline Pest Control</i>									
						3,120.00			
<i>Line Items Total</i>									
						3,120.00			
851-43807-000-00000	1,730.00	1,950.00	2,890.00	4,290.00	3,100.00	3,120.00	240.00	8.33	
<i>Line Item Detail</i>									
<i>1 Sales Annual Renewal Contract split 40/60. Avg \$150/week x 52 weeks + 40% = \$3,120/year</i>									
						3,120.00			
<i>Line Items Total</i>									
						3,120.00			
851-43860-000-00000	30,820.00	29,740.00	36,120.00	25,040.00	32,000.00	43,380.00	7,200.00	20.10	
<i>Line Item Detail</i>									
<i>1 Copier lease- annual lease & maintenance contract \$89/mo. plus cost per page @ .0049 B/W, averaging \$25/mo for copies</i>									
						1,400.00			
<i>2 Merchant BankcardSoftware</i>									
						1,700.00			
<i>3 City Hall - Per/Data credit (Per Data should be cancelled in 1st quarter of FY)</i>									
						30,000.00			
<i>4 Chamelion contract (\$2,068/yr) + Web license (\$4,140/yr)</i>									
						6,210.00			
<i>5 Shelter alarm security services \$35/mo/dog/yr. \$154/mo/ctr. monitoring fees</i>									
						2,270.00			
<i>6 Bay Alarm Security Cams (Monitoring fees) \$150/mo</i>									
						1,800.00			
<i>Line Items Total</i>									
						43,380.00			

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
851-44000 OTHER CHARGES									
Total CONTRACTUAL SERVICES	126,230.00	139,460.00	132,880.00	97,390.00	117,750.00	137,170.00	4,390.00	3.23	
851-44005-000-000000 WELLNESS PROGRAM	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00
851-44715-000-000000 VOLUNTEER PROGRAM EXPENSE	0.00	0.00	2,500.00	2,200.00	2,500.00	2,500.00	0.00	0.00	0.00
Line Item Detail									
† Costs for appreciation of volunteer, per board action as part of budget adoption on 4/4/2022									
851-44807-000-000000 BAD DEBT EXPENSE	0.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	0.00
Line Item Detail									
† Estimate write off for bad debts, increases in non-payment of barking dog fines and sheltering fees.									
Line Items Total			750.00			750.00			
Total OTHER CHARGES	0.00	0.00	3,250.00	2,250.00	2,500.00	3,250.00	0.00	0.00	0.00
851-45000 CAPITAL OUTLAY									
851-45300-000-13508 IMPROVEMENTS OTHER THAN BLDG	0.00	0.00	150,000.00	127,800.00	150,000.00	50,000.00	-100,000.00	-66.67	
Line Item Detail									
1 Paint Exterior Building 15,000.00									
2 Install Security Cams 15,000.00									
3 Exterior Building Improvements 20,000.00									
Line Items Total			50,000.00						
Total CAPITAL OUTLAY	0.00	0.00	150,000.00	127,800.00	150,000.00	50,000.00	-100,000.00	-66.67	
851-46000 INTERDEPARTMENTAL CHARGES									
851-46050-000-000000 POSTAGE CHARGES	1,010.00	1,430.00	1,740.00	1,600.00	1,740.00	2,210.00	470.00	27.01	
Line Item Detail									
† Interdepartmental - Postage (increase due to In-House licensing matters)									
Line Items Total			2,210.00			2,210.00			
851-46065-000-000000 EDMS CHARGES	0.00	0.00	0.00	0.00	0.00	2,280.00	2,280.00	100.00	

078 Coastal Animal Svc Fund Exp

SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	Line Item Detail	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
	<i>1</i> Interdepartmental Charges-EDUC						2,280.00			
	Line Items Total						2,280.00			
851-46090-000-00000	INFORMATION TECHNOLOGY CHARG	14,910.00	14,690.00	14,690.00	13,470.00	14,690.00	15,990.00	1,300.00	8.85	
	<i>1</i> Proposed Budget						15,992.31			
	Line Items Total						15,992.31			
851-46110-000-00000	COMMUNICATIONS CHARGES	2,400.00	2,480.00	1,670.00	1,530.00	1,670.00	1,520.00	-150.00	-8.98	
	<i>1</i> Interdepartmental - Communication allocation						1,520.00			
	Line Items Total						1,520.00			
851-46510-000-00000	GENERAL FUND OVERHEAD CHARGE	119,780.00	147,280.00	149,500.00	137,040.00	149,500.00	138,590.00	-10,910.00	-7.30	
	<i>1</i> Proposed						160,869.92			
	<i>2</i> Less: City General Allocator (2023)						-22,281.69			
	Line Items Total						138,588.23			
Total	INTERDEPARTMENTAL CHARGES	138,700.00	166,860.00	167,600.00	153,640.00	167,600.00	160,590.00	-7,010.00	-4.18	
851-47000	INTERFUND TRANSFERS									
Total	INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
852	C A S ANIMAL SHELTERING	1,167,730.00	891,040.00	1,050,160.00	825,410.00	979,510.00	997,060.00	-53,100.00	-5.06	
	ANIMAL CONTROL									
Total	PERSONNEL	227,580.00	239,610.00	234,910.00	156,360.00	190,090.00	311,100.00	76,190.00	32.43	
	<i>1</i> Animal control supervisor						85,000.00			
	Line Items Total						85,000.00			
852-41030-000-00000	SALARIES, HOURLY PART TIME	69,510.00	82,430.00	69,800.00	72,850.00	82,990.00	80,000.00	-10,200.00	-14.61	
Total	SALARIES, HOURLY PART TIME	69,510.00	82,430.00	69,800.00	72,850.00	82,990.00	80,000.00	-10,200.00	-14.61	

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	Line Item Detail	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
852-41320-000-00000	1 Reserve Animal Services Officer - Keppler						40,000.00			
	2 Reserve Animal Services Officer - Endow						40,000.00			
	Line Items Total						80,000.00			
852-41320-000-00000	PREMIUM OVERTIME - REGULAR	0.00	0.00	750.00	0.00	0.00	750.00	0.00	0.00	0.00
	Line Item Detail						750.00			
	1 Started with 2 FT officers, and 2 PT officers for 2021/22.						750.00			
	Line Items Total						750.00			
852-41350-000-00000	ACCRUED LEAVE PAYOUT	3,090.00	13,390.00	2,000.00	690.00	0.00	2,000.00	0.00	0.00	0.00
	Line Item Detail						2,000.00			
	1 Accrued Leave Payout						2,000.00			
	Line Items Total						2,000.00			
852-41460-000-00000	ASSIGNMENT PAY	14,060.00	14,220.00	16,000.00	12,330.00	14,260.00	16,000.00	0.00	0.00	0.00
	Line Item Detail						16,000.00			
	1 Full time \$65535 Part time \$60 dollar weekends and holidays, \$30 weekdays call only, 5 hours, call & dispatched 2 hours min.						16,000.00			
	Line Items Total						16,000.00			
852-41630-000-00000	AUTO ALLOWANCE	1,800.00	1,500.00	1,800.00	0.00	0.00	0.00	-1,800.00	-100.00	-100.00
	Line Item Detail						0.00			
852-41535-000-00000	PHONE ALLOWANCE	320.00	270.00	320.00	0.00	0.00	0.00	-320.00	-100.00	-100.00
852-41715-000-00000	BILINGUAL PAY	0.00	510.00	500.00	110.00	120.00	500.00	0.00	0.00	0.00
	Line Item Detail						500.00			
	1 proposed						500.00			
	Line Items Total						500.00			
852-41954-000-00000	MEDICAIRE	4,690.00	5,150.00	4,460.00	3,620.00	4,110.00	4,440.00	-20.00	-0.45	-0.45
	Line Item Detail						4,440.00			
	1 Reserve Animal Services Officer - Keppler						540.00			
	2 Reserve Animal Services Officer - Endow						540.00			
	Line Items Total						1,080.00			
852-41957-000-00000	STATE DISABILITY INSURANCE	2,460.00	2,500.00	2,530.00	1,620.00	1,820.00	2,040.00	-490.00	-19.37	-19.37
852-41958-000-00000	A.D. & D. INSURANCE	90.00	70.00	50.00	40.00	50.00	50.00	0.00	0.00	0.00

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number		2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
852-41959-000-00000	LONG TERM DISABILITY INSURANCE	760.00	750.00	960.00	660.00	760.00	960.00	-10.00	-1.04	
852-41961-000-00000	STATE UNEMPLOYMENT INSURANCE	1,860.00	1,740.00	1,660.00	1,340.00	1,530.00	1,460.00	-200.00	-12.05	
	<i>Line Item Detail</i>									
	1 Reserve Animal Services Officer - Keppler						200.00			
	2 Reserve Animal Services Officer - Endow						200.00			
	<i>Line Items Total</i>						400.00			
852-41961-200-00000	STATE UNEMPLOYMENT INSURANCE	460.00	620.00	0.00	0.00	0.00	0.00	0.00	0.00	
852-41963-000-00000	WORKERS COMPENSATION INS.	9,320.00	9,730.00	19,920.00	22,980.00	21,430.00	29,160.00	9,240.00	46.39	
	<i>Line Item Detail</i>									
	1 Reserve Animal Services Officers - Keppler						3,800.00			
	2 Reserve Animal Services Officers - Endow						3,800.00			
	<i>Line Items Total</i>						7,600.00			
852-41965-000-00000	LIFE INSURANCE	520.00	440.00	690.00	350.00	440.00	650.00	-30.00	-4.41	
852-41967-000-00000	MEDICAL INSURANCE	22,410.00	18,760.00	15,200.00	13,310.00	14,770.00	25,250.00	10,050.00	66.12	
852-41975-000-00000	SAN CLEMENTE RETIREMENT PREM	35,050.00	33,480.00	35,030.00	30,080.00	34,210.00	38,300.00	3,270.00	9.33	
852-41976-000-00000	RETIREMENT PREMIUM (LEGACY)	321,900.00	46,900.00	24,210.00	24,210.00	24,210.00	24,210.00	0.00	0.00	
	<i>Line Item Detail</i>									
	1 proposed						24,210.00			
	<i>Line Items Total</i>						24,210.00			
852-41981-000-00000	DEFERRED COMPENSATION	1,450.00	1,190.00	1,500.00	0.00	0.00	0.00	-1,500.00	-100.00	
852-41984-000-00000	DEFERRED COMPENSATION - P/T	3,070.00	3,370.00	2,620.00	3,090.00	3,370.00	2,620.00	0.00	0.00	
	<i>Line Item Detail</i>									
	1 Reserve Animal Services Officer - Keppler						1,370.00			
	2 Reserve Animal Services Officer - Licona						1,370.00			
	<i>Line Items Total</i>						2,620.00			
Total	PERSONNEL	720,430.00	476,630.00	434,900.00	346,640.00	384,350.00	539,480.00	104,580.00	24.05	
852-42000	SUPPLIES									
852-42010-000-00000	OFFICE SUPPLIES	140.00	90.00	500.00	420.00	350.00	500.00	0.00	0.00	
	<i>Line Item Detail</i>									
	1 Binders, paper, envelopes for ACO operations						500.00			

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed
							\$ Chg % Chg
852-42190-000-00000 JANITORIAL SUPPLIES	3,580.00	2,210.00	2,000.00	1,700.00	2,200.00	2,000.00	0.00 0.00
Line Item Detail							
1 Cost is split between 851 and 852 ACOs use shelter cleaning supplies to clean out trucks						2,000.00	
Line Items Total						2,000.00	
852-42390-000-00000 SMALL TOOLS AND EQUIPMENT	390.00	110.00	200.00	30.00	150.00	200.00	0.00 0.00
Line Item Detail							
1 Use for equipment for ACOs or patrol trucks, flashlights, report boxes, rain gear						200.00	
Line Items Total						200.00	
852-42410-000-00000 CLOTHING AND UNIFORMS	600.00	1,740.00	2,600.00	630.00	1,800.00	2,600.00	0.00 0.00
Line Item Detail							
1 Cost for boots and uniforms for 2 full-time officers, uniforms for 2 part-time officers, Allowance for uniforms \$240/yr, & boots \$150/yr						1,600.00	
2 Protective vest						200.00	
Line Items Total						1,800.00	
852-42430-000-00000 SERVICE AWARDS	300.00	200.00	1,250.00	0.00	1,250.00	1,250.00	0.00 0.00
Line Item Detail							
1 Budget for service awards, per board action on 4/4/2022 as part of budget adoption						1,250.00	
Line Items Total						1,250.00	
852-42490-000-00000 OTHER OPERATING SUPPLIES	120.00	120.00	500.00	400.00	300.00	500.00	0.00 0.00
Line Item Detail							
1 Replacement or damaged equipment, bait, chemical spray, cuffs, cell phone holder, Citation books, etc						500.00	
Line Items Total						500.00	
852-42590-000-00000 OTHER MAINTENANCE SUPPLIES	130.00	0.00	500.00	140.00	350.00	500.00	0.00 0.00
Line Item Detail							
1 Miscellaneous supplies for ACO operation: keral cages, animal traps						500.00	
Line Items Total						500.00	
852-42790-000-00000 CANINE EQUIPMENT AND SUPPLIES	0.00	410.00	500.00	0.00	300.00	500.00	0.00 0.00
Line Item Detail							
1 ACO's field equipment including capture nets, capture tools, stretchers, ramps						500.00	
Line Items Total						500.00	
Total SUPPLIES	5,260.00	4,880.00	8,050.00	3,320.00	6,700.00	8,050.00	0.00 0.00

078 Coastal Animal Svc Fund Exp

SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
852-43000 CONTRACTUAL SERVICES									
852-43050-000-00000 PRINTING AND BINDING	180 00	1,880 00	500 00	1,250 00	1,500 00	1,500 00	1,000 00	200 00	
Line Item Detail									
1 Business cards, special event PR literature, Citations, warnings, Licensing (pubhouse), Banking Dog Forms Envelopes, increased due to printing cost underestimates						1,500 00			
Line Items Total					1,500 00				
852-43060-000-00000 TRAVEL AND TRAINING	100 00	0 00	500 00	0 00	250 00	500 00	0 00	0 00	
Line Item Detail									
1 Training classes for officers - animal handling techniques, cruelty investigations, equipment use, etc						500 00			
Line Items Total					500 00				
852-43110-000-00000 GENERAL LIABILITY INSURANCE	20,560 00	19,160 00	16,890 00	16,690 00	16,890 00	16,300 00	-590 00	-3.48	
Line Item Detail									
1 50/50 split between 851 and 852 new CIP/IA rate effective 7/1/23						16,300 00			
Line Items Total					16,300 00				
852-43120-000-00000 PROPERTY INSURANCE	0 00	0 00	0 00	940 00	1,000 00	900 00	900 00	100 00	
Line Item Detail									
1 Budget						900 00			
Line Items Total					900 00				
852-43320-000-00000 NATURAL GAS	370 00	2,130 00	2,000 00	1,780 00	2,100 00	2,500 00	500 00	25 00	
Line Item Detail									
1 60/40 split 851/852 - increase in cost due to heated flooring Average \$420/mo						2,500 00			
Line Items Total					2,500 00				
852-43330-000-00000 ELECTRICITY	8,290 00	7,230 00	6,910 00	8,030 00	7,900 00	9,500 00	2,590 00	37.48	
Line Item Detail									
1 60/40 split 851/852 - increase for 2023/24 Avg \$770/mo						9,500 00			
Line Items Total					9,500 00				
852-43340-000-00000 WATER	4,620 00	4,350 00	6,280 00	3,060 00	4,600 00	4,600 00	-1,680 00	-26.75	
Line Item Detail									
1 60/40 split 851/852 Avg \$318/mo						4,600 00			
Line Items Total					4,600 00				
852-43410-000-00000 MAINTENANCE OF BUILDINGS	0 00	50 00	1,400 00	0 00	800 00	2,500 00	1,100 00	78.57	
Line Item Detail									

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	Line Item Detail	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
852-43425-000-00000	1 Sewer clean out in dog kennel area.						1,400.00			
	2 Warm Floor Maintenance 1x/year \$1,100						1,700.00			
	Line Items Total						2,500.00			
852-43425-000-00000	MAINTENANCE OF LANDSCAPING	3,700.00	4,370.00	6,200.00	2,400.00	3,500.00	6,200.00	0.00	0.00	0.00
	Line Item Detail									
	1 4060 split. Includes basic landscape maint.						3,000.00			
	2 Irrigation Maintenance						1,200.00			
	3 Plantings and Mulch Replacement (20yrs)						2,000.00			
	Line Items Total						6,200.00			
852-43450-000-00000	MAINTENANCE OF OPERATING EQUI	470.00	620.00	720.00	670.00	900.00	720.00	0.00	0.00	0.00
	Line Item Detail									
	1 \$30 (x2) monthly service for GPS units in each ACD truck						720.00			
	Line Items Total						720.00			
852-43456-000-00000	MAINT OF COMPUTER SOFTWARE	0.00	0.00	960.00	0.00	350.00	960.00	0.00	0.00	0.00
	Line Item Detail									
	1 Wireless card monthly fee of \$40.00 (x2) for each Animal Control Truck notebook computer.						960.00			
	Line Items Total						960.00			
852-43480-000-00000	CONTRACTED CUSTODIAL SERVICES	5,000.00	4,330.00	4,500.00	5,340.00	5,950.00	6,600.00	2,100.00	46.67	
	Line Item Detail									
	1 50/50 split 85/1852 janitorial cleaning contract. Monthly total fee = \$1100/mo (increase to FY 22-23)						6,600.00			
	Line Items Total						6,600.00			
852-43485-000-00000	MEDICAL WASTE COLLECTION	0.00	390.00	0.00	400.00	800.00	0.00	0.00	0.00	0.00
	Line Item Detail									
	1 50/50 split						1,800.00			
	Line Items Total						1,800.00			
852-43640-000-00000	OTHER LEGAL SERVICES	4,450.00	7,040.00	10,000.00	12,560.00	15,000.00	6,000.00	-4,000.00	-40.00	
	Line Item Detail									
	1 Legal Services for CASA matters, including Dangerous Dog Declarations, Hold Harmless Agreements, Barking Dog Hearings, etc.						6,000.00			
	Line Items Total						6,000.00			
852-43905-000-00000	VETERINARY SERVICES	990.00	690.00	1,500.00	280.00	800.00	1,500.00	0.00	0.00	0.00
	Line Items Total									

078 Coastal Animal Svc Fund Exp

SAN CLEMENTE
Scenario: 2024_Proposed

Account Number		2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023_Proposed	2024_Proposed	Adj Bud to Proposed	\$ Chg	% Chg
	<i>Line Item Detail</i>									
	1 Special services needed for CASA by various vets. Euthanizing wildlife					1,500.00	1,500.00			
	<i>Line Items Total</i>					1,500.00				
852-43807-000-00000	DEAD ANIMAL REMOVAL SERVICE	4,880.00	1,950.00	4,320.00	4,580.00	3,800.00	4,700.00	380.00	8.60	
	<i>Line Item Detail</i>									
	1 Sales Animal Removal Contract split 4080, of weekly charge \$150.00, 60%=\$4680/yr					4,700.00	4,700.00			
	<i>Line Items Total</i>					4,700.00				
852-43890-000-00000	OTHER CONTRACTUAL SERVICES	51,120.00	54,550.00	58,000.00	53,970.00	58,000.00	82,000.00	24,000.00	41.38	
	<i>Line Item Detail</i>									
	1 Dog treatment rates \$72k annual @ 6.6% reimbursed into rev account 078-36855 by PPR. CASA pays 33.3% of \$24k but entire portion of \$72k noted here. Pay rate is currently \$60.00/hr. up to 100 hours/month.					72,000.00				
	2 Turbo Data costs offset by Rev 35145					10,000.00	82,000.00			
	<i>Line Items Total</i>					82,000.00				
Total	CONTRACTUAL SERVICES	104,600.00	110,520.00	122,480.00	114,900.00	127,140.00	148,780.00	26,300.00	21.47	
852-44000	OTHER CHARGES									
852-44110-000-00000	DUES AND SUBSCRIPTIONS	560.00	510.00	350.00	250.00	480.00	350.00	0.00	0.00	
	<i>Line Item Detail</i>									
	1 Calif Animal Welfare Association dues (\$250), & Animal Laws Handbook x 2 (\$96)					350.00	350.00			
	<i>Line Items Total</i>					350.00				
Total	OTHER CHARGES	560.00	510.00	350.00	250.00	480.00	350.00	0.00	0.00	
852-45000	CAPITAL OUTLAY									
Total	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
852-46000	INTERDEPARTMENTAL CHARGES									
852-46050-000-00000	POSTAGE CHARGES	1,610.00	1,430.00	1,750.00	1,000.00	1,750.00	2,200.00	450.00	25.71	
	<i>Line Item Detail</i>									
	1 Interdepartmental - Postage					2,200.00	2,200.00			
	<i>Line Items Total</i>					2,200.00				

078 Coastal Animal Svc Fund Exp
SAN CLEMENTE
Scenario: 2024_Proposed

Account Number	2021 Actuals	2022 Actuals	2023 Adj Bud	2023 Actuals	2023 Projected	2024 Proposed	Adj Bud to Proposed	\$ Chg	% Chg
852-46080-000-00000 INFORMATION TECHNOLOGY CHARG	44,730.00	44,080.00	44,050.00	40,390.00	44,080.00	47,950.00	3,870.00	8.90	
Line Item Detail									
1 Proposed Budget						47,976.92			
Line Items Total						47,976.92			
852-46110-000-00000 COMMUNICATIONS CHARGES	5,310.00	6,170.00	4,700.00	4,310.00	4,700.00	5,110.00	410.00	8.72	
Line Item Detail									
1 Interdepartmental - Communication allocation						5,110.00			
Line Items Total						5,110.00			
852-46130-000-00000 FLEET RENTAL CHARGES	24,900.00	28,270.00	71,790.00	65,810.00	71,790.00	59,680.00	-12,110.00	-16.87	
Line Item Detail									
1 Interdepartmental - Fleet						59,680.00			
Line Items Total						59,680.00			
852-46510-000-00000 GENERAL FUND OVERHEAD CHARGE	56,780.00	67,650.00	55,690.00	51,050.00	55,690.00	49,400.00	-6,290.00	-11.29	
Line Item Detail									
1 Proposed						56,626.93			
2 Less: City General Allocation(203)						-7,427.23			
Line Items Total						49,199.70			
Total INTERDEPARTMENTAL CHARGES	133,310.00	147,780.00	177,990.00	163,160.00	177,990.00	164,370.00	-13,620.00	-7.65	
852-47000 INTERFUND TRANSFERS									
Total INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ANIMAL CONTROL	954,160.00	740,520.00	743,770.00	627,270.00	696,600.00	861,030.00	117,260.00	15.77	
Total COASTAL ANIMAL SERVICES AUTHORITY	2,131,690.00	1,631,560.00	1,793,930.00	1,452,680.00	1,676,170.00	1,858,090.00	64,100.00	3.58	
Grand Total	2,131,690.00	1,631,560.00	1,793,930.00	1,452,680.00	1,676,170.00	1,858,090.00	64,180.00	3.58	



COASTAL ANIMAL SERVICES AUTHORITY JPA MEETING AGENDA REPORT

Meeting Date: June 5, 2023

Department: CASA, Animal Services

Prepared By: Jake Rahn, Financial Services Officer, City of San Clemente

Subject: *CASA PENSION PLAN ADMINISTRATION*

**Recommended
Action(s):**

STAFF RECOMMENDS THAT the Board:

1. Direct staff on whether to prepare a Resolution of Intention based on Government Code Section 20469; or
2. Direct staff to follow up with CalPERS on any specific items and to provide further analysis to the Board; or
3. Direct staff not to proceed with any action at this time.

Background: CASA completed the first phase in establishing a contract with CalPERS after an eligibility and financial review conducted by CalPERS. The financial review concluded that CASA is eligible to establish a contract with CalPERS.

CASA initiated the second phase by providing the questionnaire with census data to CalPERS for review and for CalPERS to perform actuarial valuation(s). The CASA questionnaire consisted of the retirement formula and optional benefits, and employee census data, both necessary to perform an actuarial calculation to determine the cost of providing CalPERS pension benefits for CASA employees. Direction was given by the Board to not request an exclusion for the Benefited part-time individuals; therefore, the 1,000 annual hour limit for CalPERS membership related to part-time positions is in place. The CalPERS actuarial unit provided the actuarial reports at the end of April 2023.

Previously the Board directed, upon completion of the actuarial report(s), a review and analysis of the financial considerations and impacts be brought back to the Board for its review and assessment to determine the next step.

Discussion: The CalPERS actuarial reports are broken into two different reports that are based on membership. The actuarial reports prepared are for 1) Classic employees and 2) PEPRA employees. The actuarial reports include amounts for the active participants included in the initial questionnaire along with the Plan specific information. CalPERS actuarial reports are attached for reference.

CalPERS Plan Specific Information includes information on employer contributions, funded status, projected employer contributions, risks, participant data, and benefit options.

Staff has summarized information from the actuarial reports focusing on contribution rates, pension liability, and pension benefits to assist in the Board's deliberations between the CalPERS and the City of San Clemente Employee Retirement Plan (CSCERP).

Contribution Rates

Contributions, as a percentage of salary, based on the actuarial reports is below:

	CSCERP	CalPERS	Change
Employee Contribution (Classic)	7.0%	7.0%	-
Employer Contribution (Classic)	19.1%	12.5%	(6.60%)
Employee Contribution (PEPRA)	10.75%	7.75%	(3.00%)
Employer Contribution (PEPRA)	19.1%	7.70%	(11.40%)

Contribution rate decreases under CalPERS is due to the CalPERS higher discount rate (6.8%) as compared to the CSCERP plan rate (5.5%). The employer contribution percentage and the PEPRA employee contribution requirements, based on the actuarial salary amount, provide savings of about \$30,000 annually.

Pension Liability

The pension liability under the two plans follow:

Plan	Liability Amount
CSCERP – <i>actives only</i>	\$1,950,000*
CalPERS (Classic and PEPRA)- <i>actives only</i>	\$1,365,446

* CASA total liability at valuation date was \$3.0 million for active and retirees.

The pension liability under CalPERS reflects the active employees that would be transitioned to CalPERS. Additionally, the discount rate would contribute to a lower liability similar to the payments. If a CalPERS transition occurs, the liability could be funded through a transfer of assets held in the CSCERP plan. A determination of the asset amount to transfer would be determined through the process. Total assets at April 2023 in the CSCERP plan total \$24.1 million encompassing both City and CASA assets.

Pension Benefits

Key information on the benefit structure based on the actuarial valuations is summarized below:

Benefit	CalPERS (Classic)	CSCERP (Classic)	CalPERS (PEPRA)	CSCERP (PEPRA)
Benefit Formula	2% @ 55	2% @ 55	2% @ 62	2% @ 62
Final Compensation	1 year	1 year*	3 year	3 year
Sick Leave Credit	Yes	No	Yes	No
Lump Sum	\$600	\$600	\$600	\$600
COLA	2%	2%	2%	2%

*If hired prior to 12/20/2011, after 12/20/2011 highest 36 months

The transition to CalPERS would be to risk-pools due to the small number of the participants. Benefits in risk pools are standardized. The Board will need to decide on the path forward based on the actuarial information.

The first step in any transition is a review, assessment, and approval by the Board of Directors to pursue contracting with CalPERS for pension administration. After the Board's direction, in order to pursue a change, further actions by staff would be required. A listing of the actions follow:

1. *Resolution of Intention (§ 20469)*. Declares the agency's intent to contract.
2. *Member Election by secret ballot (§20469)*.
 - a. Required whenever the employees' rate of contribution is impacted.
 - b. The contract cannot take effect if a majority of the affected members vote to disapprove the proposed plan.
3. *Publication of Costs (§ 20469)*. Requires the future annual costs of the

proposed contract be made public at a public meeting at least two weeks prior to adoption of the final documents.

4. *Adoption of Final Resolution (§ 20471).*
5. *Final Action (§ 20471).* Requires adoption of the final documents (final reading of the ordinance—countries, cities or towns; final resolutions.
6. *Contract effective date (§ 20474):* must be on the 1st of a pay period following the adoption of your final resolution.

Additional considerations if the CASA transition occurs would be the following:

- Existing retirees and inactive individuals would remain in the CSCERP plan and amounts would still need to be potentially funded due to changes in actuarial assumptions and actual results
- Only active participants would be transitioned, a new list would be prepared based on the existing employees at the contract date for transition. Positions would be reviewed to determine participation and membership and staffing changes related to hour requirements would be considered
- The Health contract between CalPERS and CASA would need to be modified to authorize retiree medical deductions from pension payments for retirees that continue medical coverage through CalPERS.
- Reporting may be confusing due to the change in the measurement date from the most recent year and CalPERS having a one-year delay in reporting. Assistance would be required related to these actuarial services.
- Assets would be transferred from CSCERP to CalPERS to offset a portion of the initial UAL reducing the amount of the ongoing UAL payments. Assistance to determine the amount would in consultation with an actuary.

Based on Government Code Section 20469, if the Board directs, staff would prepare a Resolution of Intention to initiate the contracting process with CalPERS. The Board, as an alternative, could continue participation in the CSCERP plan for active employees. Staff is currently seeking direction of the Board.

Fiscal Impact: Upon a change, the anticipated annual savings would be approximately \$30,000.

Attachments: Exhibit I - CalPERS Actuarial Valuation – Classic members dated 6/30/2023
Exhibit II - CalPERS Actuarial Valuation – PEPRAs members dated 6/30/2023
Exhibit III - CSCERP Actuarial Valuation based on 7/1/2021

Notification: Through the normal agenda process.



California Public Employees' Retirement System Actuarial Office
400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

April 2023

**Proposed Miscellaneous Plan for Coastal Animal Services Authority
(CalPERS ID: 2284618663)
New Agency Actuarial Valuation Report as of June 30, 2023
2% @ 55 Miscellaneous with 1-year Final Average Compensation, 100% Prior Service**

Dear Employer,

Enclosed please find a copy of the actuarial valuation conducted to determine the required contributions if the Coastal Animal Services Authority elects to participate in the California Public Employees' Retirement System (CalPERS). This valuation is based on a valuation date and a contract start date of June 30, 2023. CalPERS staff actuaries are available to discuss the contents of this report with you.

Since your public agency has fewer than 100 active miscellaneous employees, your proposed plan would be required to participate in the Miscellaneous Pool Risk Pool. The following valuation report provides specific information for your proposed Miscellaneous Plan, including the development of your pooled employer contribution rate, a discussion of the potential volatility of future required contributions and other risks associated with the proposed plan, and an appendix with plan provisions and assumptions.

In the event your public agency elects to contract for CalPERS membership, your employees will be entitled to retirement benefits as provided by CalPERS per the Public Employees' Retirement Law. The contract for CalPERS membership will specify that, to the extent, if any, your employees may claim entitlement to additional benefits resulting from prior membership in a different retirement plan, such benefits will be the responsibility of your agency alone, and not of CalPERS.

Required Contribution

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2022-23	10.87%	\$173,446
2023-24	12.47%	\$173,446
<i>Projected Results</i>		
2024-25	12.5%	\$173,000

The rates shown above will be in effect unless there are further benefit or funding changes. If the membership or asset information is significantly different at the actual contract date, or if the actual contract effective date is delayed beyond the proposed effective date of June 30, 2023 by more than 90 days, the employer contribution rates shown above may have to be recalculated. The contribution rates shown above were based on the results of the June 30, 2020 and June 30, 2021 valuations.

The Employer Amortization of Unfunded Accrued Liability will be invoiced monthly, in an amount equal to one-twelfth of the annual amount, beginning the July following the contract date. As such, the FY 2023-24 payment of \$173,446 assumes a contract date during FY 2022-23. The Estimated Employer Normal Cost for FY 2022-23 will depend on the number of applicable payroll reporting periods during the Fiscal Year.

Risk Analysis

The actuarial calculations supplied in this communication are based on a number of assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise the employer's rates from year to year. So, the rates will fluctuate, especially due to fluctuations in investment return.

The actuarial methods and assumptions used in determining your rate can be found in Section 2, Appendix A. A list of class 1 benefit provisions used in determining your rate is included in Section 1 of the report. A description of these provisions can be found in Section 2, Appendix B.

Please see the Contribution Volatility and Other Risks section of this report for a discussion of factors that can lead to volatility in actuarial valuation results, including required contributions, in the future.

If your agency would like to consider other benefit formulas or other combinations of benefit provisions, please contact us and we will be pleased to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Terando', with a long horizontal flourish extending to the right.

SCOTT TERANDO, ASA, EA, MAAA, FCA, CFA
Chief Actuary, CalPERS



**New Agency
Actuarial Valuation
as of June 30, 2023**

**For the
Proposed Miscellaneous Plan of the
Coastal Animal Services Authority,
2% @ 55 Miscellaneous Formula with
1-year Final Average Compensation and
100% Prior Service**

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Section 1 – Plan Specific Information

Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Plan Specific Information for the Proposed Miscellaneous Plan of the Coastal Animal Services Authority

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Actuarial Certification

This report was prepared in order to provide the employer with information about the cost of benefits and the contributions required in order to assist in the decision as to whether or not to contract for the benefits.

Use of this report for other purposes is inappropriate.

Section 1 of this report is based on the member and financial data provided by your agency, the member and financial data contained in the CalPERS databases as of June 30, 2021 (provided by other CalPERS employers), and the benefit provisions under your proposed contract with CalPERS.

Section 2 of this report is based on the member and financial data as of June 30, 2021 provided by employers participating in the Miscellaneous Pool to which the proposed plan will belong and the benefit provisions under the CalPERS contracts for those agencies.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the risk pool that will contain your Miscellaneous Plan has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool of the June 30, 2021 valuation date and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the plan, it is my actuarial opinion that the proposed employer contribution as of June 30, 2023 has been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary who satisfies the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States with regard to pensions.



KERRY J. WORGAN, MAAA, FSA, FCIA
Supervising Actuary, CalPERS

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Employer Contributions**
- **Plan's Funded Status**
- **Projected Employer Contributions**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2023 new agency actuarial valuation of the Miscellaneous Plan of the Coastal Animal Services Authority. This actuarial valuation sets the required employer contributions for Fiscal Years 2022-23 and 2023-24.

Purpose of Section 1

This Section 1 report for the Miscellaneous Plan of the Coastal Animal Services Authority of the California Public Employees' Retirement System (CalPERS) was prepared by the plan actuary in order to:

- Set forth the assets and accrued liabilities of this plan as of June 30, 2023;
- Determine the minimum required employer contribution for this plan for the fiscal years July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024; and
- Provide actuarial information as of June 30, 2023 to the CalPERS Board of Administration and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is required.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the recommendations of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on current valuation results assuming rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Employer Contributions

	Fiscal Year
Required Employer Contributions	2023-24
Employer Normal Cost Rate	12.47%
<i>Plus</i>	
Required Payment on Amortization Bases¹	
1) Monthly Payment	\$14,454
<i>Or</i>	
2) Annual Prepayment Option*	\$167,834

The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).

** Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).*

	Fiscal Year	Fiscal Year
	2022-23	2023-24
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	17.24%	18.76%
Surcharge for Class 1 Benefits ²		
a) FAC 1	0.55%	0.63%
Plan's Total Normal Cost	17.79%	19.39%
Formula's Expected Employee Contribution Rate	6.92%	6.92%
Employer Normal Cost Rate	10.87%	12.47%
 Projected Payroll for the Contribution Fiscal Year ³	 \$319,627	 \$328,577
 Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost ⁴	TBD	\$40,974
Plan's Payment on Amortization Bases	0	173,446
Estimated Total Employer Contribution	TBD	\$214,420

¹ The Monthly Employer Dollar UAL Payment will be charged beginning the July following the contract date. As such, the FY 2023-24 Monthly UAL payment of \$14,454 assumes a contract date during FY 2022-23. This payment is only to pay for prior service.

² Appendix C of Section 2 contains the list of class 1 benefits with their corresponding surcharges.

³ Payroll from the prior year is assumed to increase by the 2.8% payroll growth assumption.

⁴ The Plan's Estimated Employer Normal Cost for FY 2022-23 will depend on the number of applicable payroll reporting periods during the Fiscal Year. The FY 2023-24 amount assumes payments made for the entire Fiscal Year.

Plan's Funded Status

	June 30, 2023
1. Present Value of Projected Benefits (PVB)	\$1,852,485
2. Entry Age Normal Accrued Liability (AL)	1,357,604
3. Plan's Market Value of Assets (MVA)	0
4. Unfunded Accrued Liability (UAL) [(2) - (3)]	1,357,604
5. Funded Ratio [(3) / (2)]	0.0%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

Fiscal Year	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2021-22)				
		2023-24	2024-25	2025-26	2026-27	2027-28
Normal Cost %	12.47%	12.5%	12.5%	12.5%	12.5%	12.5%
UAL Payment	\$173,446	\$173,000	\$173,000	\$173,000	\$173,000	\$173,000

For some sources of UAL, the change in UAL is amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A. This method phases in the impact of the change in UAL over a 5-year period in order to reduce employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

For projected contributions under alternate investment return scenarios, please see the "Future Investment Return Scenarios" in the "Risk Analysis" section.

Subsequent Events

The contribution requirements determined in this actuarial valuation report are based on demographic and financial information as of June 30, 2023. Changes in the value of assets subsequent to that date are not reflected. Investment returns below the assumed rate of return will increase the required contribution, while investment returns above the assumed rate of return will decrease the required contribution.

This valuation does not reflect any impacts from the COVID-19 pandemic on your pension plan. The impact of COVID-19 on retirement plans is not yet known and CalPERS actuaries will continue to monitor the effects and, where necessary, make future adjustments to actuarial assumptions.

This actuarial valuation report reflects statutory changes, regulatory changes and CalPERS Board actions through January 2023. Any subsequent changes or actions are not reflected.

Assets and Liabilities

- **Development of the Plan's UAL**
- **Schedule of Plan's Amortization Bases**
- **Amortization Schedule and Alternatives**

Development of the Plan's UAL

1. Plan's Accrued Liability:	\$1,357,604
2. Plan's Market Value Assets:	\$0
3. Plan's Unfunded Accrued Liability: (1) - (2)	\$1,357,604

Schedule of Plan's Amortization Bases

The schedule of the plan's amortization bases is below.

- The assets, liabilities, and funded status of the plan are measured as of the date the agency joins CalPERS: June 30, 2023.
- The required employer contributions determined by the valuation are for Fiscal Year 2023-24.

Reason for Base	Date Established	Ramp Up/Down 2023-24	Escalation Rate	Amortization Period	Balance 6/30/21	Payment 2021-22	Balance 06/30/22	Amounts for Fiscal 2023-24		
								Payment 2022-23	Balance 6/30/23	Scheduled Payment for 2023-24
PRIOR SERVICE	06/30/21	No Ramp	0.009%	11	N/A	N/A	N/A	\$0	\$1,357,604	\$173,446
TOTAL					N/A	N/A	N/A	\$0	\$1,357,604	\$173,446

If the total Unfunded Liability is negative (i.e., plan has a surplus), the scheduled payment is \$0, because the minimum required contribution under PEPRRA must be at least equal to the normal cost.

Amortization Schedule and Alternatives

The amortization schedule on the previous page shows the minimum contributions required according to the CalPERS amortization policy. Many agencies have expressed interest in paying off the unfunded accrued liabilities more quickly than required. As such, we have provided alternative amortization schedules to help analyze the current amortization schedule and illustrate the potential savings of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternative "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule.

The Current Amortization Schedule typically contains both positive and negative bases. Positive bases result from plan changes, assumption changes, method changes or plan experience that increase unfunded liability. Negative bases result from plan changes, assumption changes, method changes, or plan experience that decrease unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years, such as:

- When a negative payment would be required on a positive unfunded actuarial liability; or
- When the payment would completely amortize the total unfunded liability in a very short time period, and results in a large change in the employer contribution requirement.

In any year when one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over a reasonable period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives

Date	Current Amortization Schedule		Alternate Schedules			
	Balance	Payment	10 Year Amortization		N/A Year Amortization	
	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2023	1,357,604	173,446	1,357,604	185,312	N/A	N/A
6/30/2024	1,270,675	173,446	1,258,412	185,312		
6/30/2025	1,177,835	173,447	1,152,475	185,312		
6/30/2026	1,078,681	173,446	1,039,334	185,312		
6/30/2027	972,785	173,447	918,500	185,312		
6/30/2028	859,687	173,446	789,449	185,312		
6/30/2029	738,900	173,447	651,623	185,313		
6/30/2030	609,898	173,447	504,423	185,312		
6/30/2031	472,124	173,446	347,215	185,313		
6/30/2032	324,982	173,447	179,316	185,312		
6/30/2033	167,834	173,447				
6/30/2034						
6/30/2035						
6/30/2036						
6/30/2037						
6/30/2038						
6/30/2039						
6/30/2040						
6/30/2041						
6/30/2042						
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
6/30/2050						
6/30/2051						
6/30/2052						
Totals		1,907,912		1,853,122		N/A
Interest Paid		550,308		495,518		N/A
Estimated Savings				54,790		N/A

Risk Analysis

- **Future Investment Return Scenarios**
- **Discount Rate Sensitivity**
- **Mortality Rate Sensitivity**
- **Maturity Measures**
- **Hypothetical Termination Liability**

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2041.

Assumed Annual Return FY 2021-22 through 2040-41	Projected Employer Contributions				
	2024-25	2025-26	2026-27	2027-28	2028-29
3.0% (5th percentile)					
Normal Cost Rate	12.5%	12.5%	12.5%	12.5%	12.5%
UAL Contribution	\$173,000	\$173,000	\$174,000	\$174,000	\$175,000
10.8% (95th percentile)					
Normal Cost Rate	12.7%	13.0%	13.2%	13.5%	13.7%
UAL Contribution	\$173,000	\$170,000	\$172,000	\$171,000	\$169,000

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

The following table shows the effect of a one or two standard deviation investment loss in FY 2021-22 on the FY 2024-25 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2024-25.

Assumed Annual Return for Fiscal Year 2021-22	Required Employer Contributions	Projected Employer Contributions
	2023-24	2024-25
(17.2)% (2 standard deviation loss)		
Normal Cost Rate	12.47%	12.5%
UAL Contribution	\$173,446	\$173,000
(5.2)% (1 standard deviation loss)		
Normal Cost Rate	12.47%	12.5%
UAL Contribution	\$173,446	\$173,000

- Without investment gains (returns higher than 6.8%) in year FY 2022-23 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2021-22.
- The Pension Outlook Tool can be used to model projected contributions for these scenarios beyond FY 2024-25 as well as to model other investment return scenarios.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.50% and 2.30%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2023 assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 7.0% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

As of June 30, 2023	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	24.38%	19.39%	15.59%
b) Accrued Liability	\$1,640,076	\$1,357,604	\$1,130,977
c) Market Value of Assets	\$0	\$0	\$0
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$1,640,076	\$1,357,604	\$1,130,977
e) Funded Status	0.0%	0.0%	0.0%

Sensitivity to the Price Inflation Assumption

As of June 30, 2023	1% Lower Inflation Rate	Current Assumptions	1% Higher Inflation Rate
Discount Rate	5.8%	6.8%	7.8%
Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	20.35%	19.39%	17.69%
b) Accrued Liability	\$1,407,766	\$1,357,604	\$1,243,940
c) Market Value of Assets	\$0	\$0	\$0
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$1,407,766	\$1,357,604	\$1,243,940
e) Funded Status	0.0%	0.0%	0.0%

Mortality Rate Sensitivity

The following table looks at the change in the plan costs and funded ratio as of June 30, 2023 under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of improving or worsening mortality over the long-term.

As of June 30, 2023	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	19.72%	19.39%	19.08%
b) Accrued Liability	\$1,381,310	\$1,357,604	\$1,335,620
c) Market Value of Assets	\$0	\$0	\$0
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$1,381,310	\$1,357,604	\$1,335,620
e) Funded Status	0.0%	0.0%	0.0%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the pension plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions. Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only.

One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

Ratio of Retiree Accrued Liability to Total Accrued Liability	June 30, 2023
1. Retired Accrued Liability	0
2. Total Accrued Liability	1,357,604
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.00

Another way to look at the maturity level of CalPERS and its plans is to look at the ratio of actives to retirees. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures, and members retire, the ratio starts declining. A mature plan will often have a ratio near or below one. The average support ratio for CalPERS public agency plans is 0.82.

Support Ratio	June 30, 2023
1. Number of Actives	4
2. Number of Retirees	0
3. Support Ratio [(1) / (2)]	N/A

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio (AVR)

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with an asset-to-payroll ratio of 8 may experience twice the contribution volatility due to investment return volatility than a plan with an asset-to-payroll ratio of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as the plan matures.

Liability Volatility Ratio (LVR)

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to investment return and changes in liability. For example, a plan with LVR ratio of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility. The AVR, described above, will tend to move closer to the LVR as a plan matures.

Contribution Volatility	June 30, 2023
1. Market Value of Assets	\$0
2. Payroll	319,627
3. Asset Volatility Ratio (AVR) [(1) / (2)]	0.0
4. Accrued Liability	\$1,357,604
5. Liability Volatility Ratio (LVR) [(4) / (2)]	4.2

Hypothetical Termination Liability

The hypothetical termination liability is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2023. The plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability. For the hypothetical termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees.

A more conservative investment policy and asset allocation strategy was adopted by the CalPERS Board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while funding risk is limited. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 2-year period centered around the June 30, 2021 valuation date.

Market Value of Assets (MVA)	Hypothetical Termination Liability ^{1,2} @ 1.00%	Funded Status	Unfunded Termination Liability @ 1.00%	Hypothetical Termination Liability ^{1,2} @ 2.25%	Funded Status	Unfunded Termination Liability @ 2.25%
\$0	\$3,409,056	0.0%	\$3,409,056	\$2,548,847	0.0%	\$2,548,847

¹ The hypothetical liabilities calculated above include a 5% contingency load in accordance with Board policy. Other actuarial assumptions can be found in Appendix A of the Section 2 report.

² The current discount rate assumption used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 2.00% on June 30, 2021.

In order to terminate the plan, you must first contact our Retirement Services Contract Unit to initiate a Resolution of Intent to Terminate. The completed Resolution will allow the plan actuary to give you a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. CalPERS advises you to consult with the plan actuary before beginning this process.

This information is intended to give the employer an estimate of the cost to terminate the plan. However, once a plan enters into contract with CalPERS, a plan is prohibited from terminating in the first five years.

Participant Data

The table below shows a summary of your plan's member data upon which this valuation is based:

	June 30, 2023
Reported Payroll	\$319,627
Projected Payroll for Contribution Purposes	\$328,577
Number of Members	
Active	4
Transferred	0
Separated	0
Retired	0

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- One Year Final Compensation (FAC 1)

Plan's Major Benefit Options

Shown below is a summary of your agency's proposed major optional benefits. A description of principal standard and optional plan provisions can be found in Appendix B of Section 2.

Benefit Provision	Benefit Group	
	Misc	
Benefit Formula	2% @ 55	
Social Security Coverage	No	
Full/Modified	Full	
Employee Contribution Rate	7.00%	
Final Average Compensation Period	One Year	
Sick Leave Credit	Yes	
Non-Industrial Disability	Standard	
Industrial Disability	No	
Pre-Retirement Death Benefits		
Optional Settlement 2W	Yes	
1959 Survivor Benefit Level	Level 4	
Special	No	
Alternate (firefighters)	No	
Post-Retirement Death Benefits		
Lump Sum	\$600	
Survivor Allowance (PRSA)	No	
COLA	2%	

* 1959 Survivor Benefit is provided by a separate program and will be billed separately.



California Public Employees' Retirement System Actuarial Office
400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

April 2023

**Proposed PEPRA Miscellaneous Plan for Coastal Animal Services Authority
(CalPERS ID: 2284618663)**

New Agency Actuarial Valuation Report as of June 30, 2023

2% @ 62 PEPRA Miscellaneous with 3-year Final Average Compensation, 100% Prior Service

Dear Employer,

Enclosed please find a copy of the actuarial valuation conducted to determine the required contributions if the Coastal Animal Services Authority elects to participate in the California Public Employees' Retirement System (CalPERS). This valuation is based on a valuation date and a contract start date of June 30, 2023. CalPERS staff actuaries are available to discuss the contents of this report with you.

In the event your public agency elects to contract for CalPERS membership, your employees will be entitled to retirement benefits as provided by CalPERS per the Public Employees' Retirement Law. The contract for CalPERS membership will specify that, to the extent, if any, your employees may claim entitlement to additional benefits resulting from prior membership in a different retirement plan, such benefits will be the responsibility of your agency alone, and not of CalPERS.

Required Contribution

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Employee Rate
2022-23	7.47%	\$0	6.75%
2023-24	7.68%	\$945	7.75%
<i>Projected Results</i>			
2024-25	7.7%	\$950	TBD

The rates shown above will be in effect unless there are further benefit or funding changes. If the membership or asset information is significantly different at the actual contract date, or if the actual contract effective date is delayed beyond the proposed effective date of June 30, 2023 by more than 90 days, the employer contribution rates shown above may have to be recalculated. The contribution rates shown above were based on the results of the June 30, 2020 and June 30, 2021 valuations.

The Employer Amortization of Unfunded Accrued Liability will be invoiced monthly, in an amount equal to one-twelfth of the annual amount, beginning the July following the contract date. As such, the FY 2023-24 payment of \$945 assumes a contract date during FY 2022-23. The Estimated Employer Normal Cost for FY 2022-23 will depend on the number of applicable payroll reporting periods during the Fiscal Year.

In accordance with PEPRA, the member contribution rates shown above are set at 50% of the expected normal cost rate for the benefits that will apply to your PEPRA Miscellaneous Plan during the fiscal years provided. Note that the member contribution rate may change over time if the total normal cost for PEPRA members fluctuates by more than 1% of payroll in future valuations.

Risk Analysis

The actuarial calculations supplied in this communication are based on a number of assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise the employer's rates from year to year. So, the rates will fluctuate, especially due to fluctuations in investment return.

The actuarial methods and assumptions used in determining your rate can be found in Section 2, Appendix A. A list of class 1 benefit provisions used in determining your rate is included in Section 1 of the report. A description of these provisions can be found in Section 2, Appendix B.

Please see the Contribution Volatility and Other Risks section of this report for a discussion of factors that can lead to volatility in actuarial valuation results, including required contributions, in the future.

If your agency would like to consider other benefit formulas or other combinations of benefit provisions, please contact us and we will be pleased to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Terando', with a long horizontal flourish extending to the right.

SCOTT TERANDO, ASA, EA, MAAA, FCA, CFA
Chief Actuary, CalPERS



**New Agency
Actuarial Valuation
as of June 30, 2023**

**For the
Proposed PEPRA Miscellaneous Plan of
the
Coastal Animal Services Authority,
2% @ 62 PEPRA Miscellaneous Formula
with
3-year Final Average Compensation and
100% Prior Service**

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Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

**Plan Specific Information
for the
Proposed PEPRA Miscellaneous Plan of
the
Coastal Animal Services Authority**

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Actuarial Certification

This report was prepared in order to provide the employer with information about the cost of benefits and the contributions required in order to assist in the decision as to whether or not to contract for the benefits.

Use of this report for other purposes is inappropriate.

Section 2 of this report is based on the member and financial data as of June 30, 2021 provided by employers participating in the Miscellaneous Pool to which the proposed plan will belong and the benefit provisions under the CalPERS contracts for those agencies.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the risk pool that will contain your PEPRA Miscellaneous Plan has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool of the June 30, 2021 valuation date and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the plan, it is my actuarial opinion that the proposed employer contribution as of June 30, 2023 has been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary who satisfies the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States with regard to pensions.



KERRY J. WORGAN, MAAA, FSA, FCIA
Supervising Actuary, CalPERS

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Employer Contributions**
- **Plan's Funded Status**
- **Projected Employer Contributions**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2023 new agency actuarial valuation of the PEPRA Miscellaneous Plan of the Coastal Animal Services Authority. This actuarial valuation sets the required employer contributions for Fiscal Years 2022-23 and 2023-24.

Purpose of Section 1

This Section 1 report for the PEPRA Miscellaneous Plan of the Coastal Animal Services Authority of the California Public Employees' Retirement System (CalPERS) was prepared by the plan actuary in order to:

- Set forth the assets and accrued liabilities of this plan as of June 30, 2023;
- Determine the minimum required employer contribution for this plan for the fiscal years July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024; and
- Provide actuarial information as of June 30, 2023 to the CalPERS Board of Administration and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is required.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the recommendations of Actuarial Standards of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on current valuation results assuming rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Employer Contributions

	Fiscal Year
Required Employer Contributions	2023-24
Employer Normal Cost Rate	7.68%
<i>Plus</i>	
Required Payment on Amortization Bases¹	
1) Monthly Payment	\$79
<i>Or</i>	
2) Annual Prepayment Option*	\$914
Required PEPRA Member Contribution Rates	7.75%
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i></p>	

	Fiscal Year 2022-23	Fiscal Year 2023-24
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	14.22%	15.43%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Plan's Total Normal Cost	14.22%	15.43%
Plan's Employee Contribution Rate	6.75%	7.75%
Employer Normal Cost Rate	7.47%	7.68%
 Projected Payroll for the Contribution Fiscal Year ³	 \$47,449	 \$48,778
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost ⁴	TBD	\$3,746
Plan's Payment on Amortization Bases	0	945
Estimated Total Employer Contribution	TBD	\$4,691

¹ The Monthly Employer Dollar UAL Payment will be charged beginning the July following the contract date. As such, the FY 2023-24 Monthly UAL payment of \$79 assumes a contract date during FY 2022-23. This payment is only to pay for prior service.

² Appendix C of Section 2 contains the list of class 1 benefits with their corresponding surcharges.

³ Payroll from the prior year is assumed to increase by the 2.8% payroll growth assumption.

⁴ The Plan's Estimated Employer Normal Cost for FY 2022-23 will depend on the number of applicable payroll reporting periods during the Fiscal Year. The FY 2023-24 amount assumes payments made for the entire Fiscal Year.

Plan's Funded Status

	June 30, 2023
1. Present Value of Projected Benefits (PVB)	\$100,845
2. Entry Age Normal Accrued Liability (AL)	7,842
3. Plan's Market Value of Assets (MVA)	0
4. Unfunded Accrued Liability (UAL) [(2) - (3)]	7,842
5. Funded Ratio [(3) / (2)]	0.0%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2021-22)				
Fiscal Year	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Normal Cost %	7.68%	7.7%	7.7%	7.7%	7.7%	7.7%
UAL Payment	\$945	\$950	\$950	\$950	\$950	\$950

For some sources of UAL, the change in UAL is amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A. This method phases in the impact of the change in UAL over a 5-year period in order to reduce employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

For projected contributions under alternate investment return scenarios, please see the "Future Investment Return Scenarios" in the "Risk Analysis" section.

Subsequent Events

The contribution requirements determined in this actuarial valuation report are based on demographic and financial information as of June 30, 2023. Changes in the value of assets subsequent to that date are not reflected. Investment returns below the assumed rate of return will increase the required contribution, while investment returns above the assumed rate of return will decrease the required contribution.

This valuation does not reflect any impacts from the COVID-19 pandemic on your pension plan. The impact of COVID-19 on retirement plans is not yet known and CalPERS actuaries will continue to monitor the effects and, where necessary, make future adjustments to actuarial assumptions.

This actuarial valuation report reflects statutory changes, regulatory changes and CalPERS Board actions through January 2023. Any subsequent changes or actions are not reflected.

Assets and Liabilities

- **Development of the Plan's UAL**
- **Schedule of Plan's Amortization Bases**
- **Amortization Schedule and Alternatives**

Development of the Plan's UAL

1. Plan's Accrued Liability:	\$7,842
2. Plan's Market Value Assets:	\$0
3. Plan's Unfunded Accrued Liability: (1) - (2)	\$7,842

Schedule of Plan's Amortization Bases

The schedule of the plan's amortization bases is below.

- The assets, liabilities, and funded status of the plan are measured as of the date the agency joins CaPERS: June 30, 2023.
- The required employer contributions determined by the valuation are for Fiscal Year 2023-24.

Reason for Base	Date Established	Ramp Up/Down 2023-24	Escalation Rate	Amortization Period	Balance 6/30/21	Payment 2021-22	Balance 06/30/22	Payment 2022-23	Amounts for Fiscal 2023-24	
									Balance 6/30/23	Scheduled Payment for 2023-24
PRIOR SERVICE	06/30/21	No Ramp	0.000%	12	N/A	N/A	N/A	\$0	\$7,842	\$945
TOTAL					N/A	N/A	N/A	\$0	\$7,842	\$945

If the total Unfunded Liability is negative (i.e., plan has a surplus), the scheduled payment is \$0, because the minimum required contribution under PEPRA must be at least equal to the normal cost.

Amortization Schedule and Alternatives

The amortization schedule on the previous page shows the minimum contributions required according to the CalPERS amortization policy. Many agencies have expressed interest in paying off the unfunded accrued liabilities more quickly than required. As such, we have provided alternative amortization schedules to help analyze the current amortization schedule and illustrate the potential savings of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternative "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule.

The Current Amortization Schedule typically contains both positive and negative bases. Positive bases result from plan changes, assumption changes, method changes or plan experience that increase unfunded liability. Negative bases result from plan changes, assumption changes, method changes, or plan experience that decrease unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years, such as:

- When a negative payment would be required on a positive unfunded actuarial liability; or
- When the payment would completely amortize the total unfunded liability in a very short time period, and results in a large change in the employer contribution requirement.

In any year when one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over a reasonable period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives

Date	Current Amortization Schedule		Alternate Schedules			
	Balance	Payment	10 Year Amortization		N/A Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2023	7,842	945	7,842	1,070	N/A	N/A
6/30/2024	7,399	945	7,269	1,070		
6/30/2025	6,926	945	6,658	1,071		
6/30/2026	6,420	945	6,004	1,071		
6/30/2027	5,880	945	5,305	1,070		
6/30/2028	5,303	946	4,560	1,070		
6/30/2029	4,686	945	3,764	1,070		
6/30/2030	4,028	946	2,914	1,071		
6/30/2031	3,324	945	2,005	1,070		
6/30/2032	2,573	945	1,036	1,071		
6/30/2033	1,771	945				
6/30/2034	915	946				
6/30/2035						
6/30/2036						
6/30/2037						
6/30/2038						
6/30/2039						
6/30/2040						
6/30/2041						
6/30/2042						
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
6/30/2050						
6/30/2051						
6/30/2052						
Totals		11,343		10,704		N/A
Interest Paid		3,501		2,862		N/A
Estimated Savings				639		N/A

Risk Analysis

- **Future Investment Return Scenarios**
- **Discount Rate Sensitivity**
- **Mortality Rate Sensitivity**
- **Maturity Measures**
- **Hypothetical Termination Liability**

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2041.

Assumed Annual Return FY 2021-22 through 2040-41	Projected Employer Contributions				
	2024-25	2025-26	2026-27	2027-28	2028-29
3.0% (5th percentile)					
Normal Cost Rate	7.7%	7.7%	7.7%	7.7%	7.7%
UAL Contribution	\$950	\$950	\$950	\$970	\$1,000
10.8% (95th percentile)					
Normal Cost Rate	7.9%	8.1%	8.3%	8.5%	8.7%
UAL Contribution	\$940	\$940	\$930	\$900	\$850

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

The following table shows the effect of a one or two standard deviation investment loss in FY 2021-22 on the FY 2024-25 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2024-25.

Assumed Annual Return for Fiscal Year 2021-22	Required Employer Contributions	Projected Employer Contributions
	2023-24	2024-25
(17.2)% (2 standard deviation loss)		
Normal Cost Rate	7.68%	7.7%
UAL Contribution	\$945	\$950
(5.2)% (1 standard deviation loss)		
Normal Cost Rate	7.68%	7.7%
UAL Contribution	\$945	\$950

- Without investment gains (returns higher than 6.8%) in year FY 2022-23 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2021-22.
- The Pension Outlook Tool can be used to model projected contributions for these scenarios beyond FY 2024-25 as well as to model other investment return scenarios.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.50% and 2.30%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2023 assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 7.0% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

As of June 30, 2023	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	19.32%	15.43%	12.47%
b) Accrued Liability	\$10,502	\$7,842	\$5,819
c) Market Value of Assets	\$0	\$0	\$0
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$10,502	\$7,842	\$5,819
e) Funded Status	0.0%	0.0%	0.0%

Sensitivity to the Price Inflation Assumption

As of June 30, 2023	1% Lower Inflation Rate	Current Assumptions	1% Higher Inflation Rate
Discount Rate	5.8%	6.8%	7.8%
Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	16.27%	15.43%	14.03%
b) Accrued Liability	\$8,316	\$7,842	\$6,979
c) Market Value of Assets	\$0	\$0	\$0
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$8,316	\$7,842	\$6,979
e) Funded Status	0.0%	0.0%	0.0%

Mortality Rate Sensitivity

The following table looks at the change in the plan costs and funded ratio as of June 30, 2023 under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of improving or worsening mortality over the long-term.

As of June 30, 2023	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	15.71%	15.43%	15.18%
b) Accrued Liability	\$8,011	\$7,842	\$7,686
c) Market Value of Assets	\$0	\$0	\$0
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$8,011	\$7,842	\$7,686
e) Funded Status	0.0%	0.0%	0.0%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the pension plan is impacted by investment return volatility, other economic variables and changes in longevity or other demographic assumptions. Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only.

One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

Ratio of Retiree Accrued Liability to Total Accrued Liability	June 30, 2023
1. Retired Accrued Liability	0
2. Total Accrued Liability	7,842
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.00

Another way to look at the maturity level of CalPERS and its plans is to look at the ratio of actives to retirees. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures, and members retire, the ratio starts declining. A mature plan will often have a ratio near or below one. The average support ratio for CalPERS public agency plans is 0.82.

Support Ratio	June 30, 2023
1. Number of Actives	1
2. Number of Retirees	0
3. Support Ratio [(1) / (2)]	N/A

Maturity Measures (Continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio (AVR)

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with an asset-to-payroll ratio of 8 may experience twice the contribution volatility due to investment return volatility than a plan with an asset-to-payroll ratio of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as the plan matures.

Liability Volatility Ratio (LVR)

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to investment return and changes in liability. For example, a plan with LVR ratio of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility. The AVR, described above, will tend to move closer to the LVR as a plan matures.

Contribution Volatility	June 30, 2023
1. Market Value of Assets	\$0
2. Payroll	47,449
3. Asset Volatility Ratio (AVR) [(1) / (2)]	0.0
4. Accrued Liability	\$7,842
5. Liability Volatility Ratio (LVR) [(4) / (2)]	0.2

Hypothetical Termination Liability

The hypothetical termination liability is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2023. The plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability. For the hypothetical termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees.

A more conservative investment policy and asset allocation strategy was adopted by the CalPERS Board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while funding risk is limited. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 2-year period centered around the June 30, 2021 valuation date.

Market Value of Assets (MVA)	Hypothetical Termination Liability ^{1,2} @ 1.00%	Funded Status	Unfunded Termination Liability @ 1.00%	Hypothetical Termination Liability ^{1,2} @ 2.25%	Funded Status	Unfunded Termination Liability @ 2.25%
\$0	\$26,435	0.0%	\$26,435	\$16,995	0.0%	\$16,995

¹ The hypothetical liabilities calculated above include a 5% contingency load in accordance with Board policy. Other actuarial assumptions can be found in Appendix A of the Section 2 report.

² The current discount rate assumption used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 2.00% on June 30, 2021.

In order to terminate the plan, you must first contact our Retirement Services Contract Unit to initiate a Resolution of Intent to Terminate. The completed Resolution will allow the plan actuary to give you a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. CalPERS advises you to consult with the plan actuary before beginning this process.

This information is intended to give the employer an estimate of the cost to terminate the plan. However, once a plan enters into contract with CalPERS, a plan is prohibited from terminating in the first five years.

Participant Data

The table below shows a summary of your plan's member data upon which this valuation is based:

	June 30, 2023
Reported Payroll	\$47,449
Projected Payroll for Contribution Purposes	\$48,778
Number of Members	
Active	1
Transferred	0
Separated	0
Retired	0

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- None

Plan's Major Benefit Options

Shown below is a summary of your agency's proposed major optional benefits. A description of principal standard and optional plan provisions can be found in Appendix B of Section 2.

Benefit Provision	Benefit Group	
	Misc	
Benefit Formula	2% @ 62	
Social Security Coverage	No	
Full/Modified	Full	
Employee Contribution Rate	7.75%	
Final Average Compensation Period	Three Year	
Sick Leave Credit	Yes	
Non-Industrial Disability	Standard	
Industrial Disability	No	
Pre-Retirement Death Benefits		
Optional Settlement 2W	Yes	
1959 Survivor Benefit Level	Level 4	
Special	No	
Alternate (firefighters)	No	
Post-Retirement Death Benefits		
Lump Sum	\$600	
Survivor Allowance (PRSA)	No	
COLA	2%	

* 1959 Survivor Benefit is provided by a separate program and will be billed separately.

PEPRA Member Contribution Rates

The California Public Employees' Pension Reform Act of 2013 (PEPRA) established new benefit formulas, final compensation period, and contribution requirements for "new" employees (generally those first hired into a CalPERS-covered position on or after January 1, 2013). In accordance with Government Code Section 7522.30(b), "new members ... shall have an initial contribution rate of at least 50% of the normal cost rate." The normal cost rate is dependent on the plan of retirement benefits, actuarial assumptions and demographics of the risk pool, particularly members' entry age. Should the total normal cost rate change by more than 1% from the base total normal cost rate, the new member rate shall be 50% of the new normal cost rate rounded to the nearest quarter percent.

The table below shows the determination of the PEPRA member contribution rates effective July 1, 2022, based on 50% of the total normal cost rate as of the June 30, 2020 valuation.

Rate Plan Identifier	Benefit Group Name	Basis for Current Rate		Rates Effective July 1, 2022			
		Total Normal Cost	Member Rate	Total Normal Cost	Change	Change Needed	Member Rate
TBD	Miscellaneous PEPRA	13.735%	6.75%	14.22%	0.485%	No	6.75%

The table below shows the determination of the PEPRA member contribution rates effective July 1, 2023, based on 50% of the total normal cost rate as of the June 30, 2021 valuation.

Rate Plan Identifier	Benefit Group Name	Basis for Current Rate		Rates Effective July 1, 2023			
		Total Normal Cost	Member Rate	Total Normal Cost	Change	Change Needed	Member Rate
TBD	Miscellaneous PEPRA	13.735%	6.75%	15.43%	1.695%	Yes	7.75%

Section 2

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

**Section 2 may be found on the CalPERS website
(www.calpers.ca.gov) in the Forms and
Publications section**



**CITY OF SAN CLEMENTE
 RESTATED EMPLOYEE'S RETIREMENT PLAN**

FOSTER & FOSTER
 ACTUARIES AND CONSULTANTS

June 30, 2022 GASB 67 and 68 Accounting Information
 Based on the July 1, 2021 Actuarial Valuation

Foster & Foster, Inc.
 Mary Elizabeth Redding, FSA, EA, MAAA
 Katherine Moore, ASA, MAAA
 Braeleen Scott, ASA, MAAA

September 29, 2022

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APPLICABLE DATES

Applicable Dates and Periods

	Employer Fiscal Year Ending	
	6/30/22	6/30/21
■ Reporting date ¹	June 30, 2022	June 30, 2021
■ Reporting period	FY 2022	FY 2021
■ Measurement date ² (GASB 68 only)	June 30, 2022	June 30, 2021
■ Measurement period (GASB 68 only)	July 1, 2021 to June 30, 2022	July 1, 2020 to June 30, 2021
■ Actuarial valuation date ³	June 30, 2021	June 30, 2019

Update procedures were used to roll forward the Total Pension Liability from the valuation date (June 30, 2021) to the measurement date (June 30, 2022).

¹ Employer's fiscal year-end.

² No earlier than employer's prior fiscal year end.

³ Within 30 months of fiscal year end.



NOTE DISCLOSURES – GASBS 67

Net Pension Liability – Collective Plan

(Amounts in 000's)

	Fiscal Year Ending	
	6/30/22	6/30/21
■ Total pension liability (TPL)	\$42,649	\$41,396
■ Fiduciary net position (FNP)	<u>22,994</u>	<u>26,009</u>
■ Net pension liability (NPL)	19,655	15,387
■ Funded status (FNP/TPL)	53.9%	62.8%



NOTE DISCLOSURES – GASBS 67

Changes in Net Pension Liability – Collective Plan

(Amounts in 000's)

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) – (b)
■ Balances at FYE 6/30/21	\$41,396	\$26,009	\$15,387
■ Changes for the year:			
• Service cost	142		142
• Interest	2,285		2,285
• Differences between actual and expected experience	276		276
• Change in assumptions	935		935
• Contributions – employer		1,918	(1,918)
• Contributions – employee		34	(34)
• Net investment income		(2,528)	2,528
• Benefit payments including refunds	(2,385)	(2,385)	0
• Administrative expense	<u>0</u>	<u>(54)</u>	<u>54</u>
■ Net Changes	1,253	(3,015)	4,268
■ Balances at FYE 6/30/22	42,649	22,994	19,655



NOTE DISCLOSURES – GASBS 67

Sensitivity of Net Pension Liability to the Discount Rate – Collective Plan

(Amounts in 000's)

	1% Decrease (4.50%)	Discount Rate (5.50%)	1% Increase (6.50%)
■ Net pension liability	\$24,630	\$19,655	\$15,498



NOTE DISCLOSURES – GASBS 67

**Significant Actuarial Assumptions
Used in Calculating Total Pension Liability
Including Source of Assumption**

Actuarial Assumption	June 30, 2022 Measurement Date
■ Actuarial Valuation Date	■ 6/30/2021
■ Discount Rate	■ 5.50% <ul style="list-style-type: none"> • Based on Crossover test results. Future administrative expenses increase 2.5% per year plus future contributions of the ADC. 2021/22 asset losses amortized over 15 years and included in the ADC beginning in 2024/25. Plan assets expected to cover projected benefits with no crossover date.
■ General Inflation	■ 2.50%
■ Payroll Increases	■ 2.75% per year plus CalPERS 1997-2015 Experience Study: Miscellaneous salary increases in excess of inflation



NOTE DISCLOSURES – GASBS 67

■ Mortality, Withdrawal, Disability, Retirement	■ CalPERS 1997-2015 Experience Study
■ Mortality Improvement Scale	■ Fully generational with Scale MP-2021
■ Expected Long-Term Rate of Return on Plan Investments ⁴	■ 5.50% <ul style="list-style-type: none"> • Plan assets currently invested with Great West. • The discount rate is based on our study of investment advisor 10-year 2021 capital market assumptions adjusted to reflect anticipated long-term results.
■ Changes of Assumptions Since June 30, 2021	■ The discount rate and the expected long-term rate of return on plan investments were updated from 5.75% to 5.50%. ■ Mortality improvement was updated to Scale MP-2021

⁴ Net of investment expenses.



NOTE DISCLOSURES – GASBS 68

Proportionate Shares & Covered Employee Payroll at 6/30/2022

(Amounts in \$000's)

Employer	Projected Total Pension Liability	Projected Fiduciary Net Position	Projected Net Pension Liability	Proportionate Share	Covered Payroll
City of San Clemente	\$39,646	\$20,805	\$18,841	95.9%	\$ 0
CASA	3,003	2,189	814	4.1%	477
Total	42,649	22,994	19,655	100.0%	477

The proportionate share was determined as follows. This basis was determined by the City to be a reasonable representation of the future contribution effort for each employer.

1. First, the total pension liability from the July 1, 2021 actuarial valuation was projected to the end of year separately by each employer.
2. Next, the fiduciary net position was projected from the amounts allocated to each employer in the July 1, 2021 funding actuarial valuation, adjusted for the additional City contributions of \$40,000 on 2/16/22 and \$20,000 on 6/16/22.
3. The proportionate share was calculated from the resulting net pension liability.



NOTE DISCLOSURES – GASBS 68

6/30/22 Net Pension Liability – Proportionate Shares

(Amounts in 000's)

	City	CASA	Total
Proportionate Share	95.9%	4.1%	100.0%
Net Pension Liability	\$18,841	\$814	\$19,655
Funded Status	52.5%	72.9%	53.9%



NOTE DISCLOSURES – GASBS 68

Fiscal Year 2021/22 Pension Expense (Income)

(Amounts in 000's)

	City	CASA	Total
Pension Expense (Income)	\$ 2,727	\$ (287)	\$2,440

See slides 24 and 30 for pension expense detail, which is not disclosed

NOTE DISCLOSURES – GASBS 68

Balance of Deferred Outflows of Resources as of June 30, 2022

(Amounts in 000's)

	Deferred Outflows of Resources		
	City (95.9%)	CASA (4.1%)	Total
■ Differences between expected and actual experience	\$0	\$0	\$0
■ Changes of assumptions	0	0	0
■ Net difference between projected and actual earnings on plan investments	1,117	48	1,165
■ Employer contributions made subsequent to the measurement date	N/A	N/A	N/A
■ Change in proportions and difference between actual and proportionate share of aggregate contributions	0	0	0
■ Total	1,117	48	1,165

NOTE DISCLOSURES – GASBS 68

Balance of Deferred (Inflows) of Resources as of June 30, 2022

(Amounts in 000's)

	Deferred (Inflows) of Resources		
	City (95.9%)	CASA (4.1%)	Total
■ Differences between expected and actual experience	\$0	\$0	\$0
■ Changes of assumptions	0	0	0
■ Net difference between projected and actual earnings on plan investments	0	0	0
■ Employer contributions made subsequent to the measurement date	N/A	N/A	N/A
■ Change in proportions and difference between actual and proportionate share of aggregate contributions	0	0	0
■ Total	0	0	0



NOTE DISCLOSURES – GASBS 68

**Recognition of Deferred Outflows and Inflows of Resources
in Future Pension Expense**

(Amounts in 000's)

FYE June 30:	Deferred Outflows/(Inflows) of Resources		
	City (95.9%)	CASA (4.1%)	Total
■ 2023	184	8	192
■ 2024	148	6	154
■ 2025	29	1	30
■ 2026	757	32	789
■ 2027	0	0	0
■ Thereafter	0	0	0



NOTE DISCLOSURES – GASBS 68

Sensitivity of Net Pension Liability to Discount Rate – Proportionate Shares
(Amounts in 000's)

Discount Rate:	1% Decrease (4.50%)	Discount Rate (5.50%)	1% Increase (6.50%)
City	\$23,620	\$18,841	\$14,863
CASA	1,010	814	635
Total	24,630	19,655	15,498

REQUIRED SUPPLEMENTARY INFORMATION – GASBS 67

Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios⁵

Collective Plan
(Amounts in 000's)

	FY 2021/22
■ Changes in Total Pension Liability	
• Service cost	\$142
• Interest	2,285
• Differences between expected and actual experience	276
• Changes of assumptions	935
• Benefit payments including refunds	(2,385)
• Changes of benefit terms	0
■ Net changes	1,253
■ Total Pension Liability at beginning of year	<u>41,396</u>
■ Total Pension Liability at end of year	42,649

⁵ GASBS 67 & 68 require this information be reported in the employer's Required Supplementary Information for 10 years or as many years as are available upon implementation.

REQUIRED SUPPLEMENTARY INFORMATION – GASBS 67

Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios⁶

Collective Plan (continued)
(Amounts in 000's)

	FY 2021/22
■ Changes in Plan Fiduciary Net Position	
• Contributions – employer	\$1,918
• Contributions – employee	34
• Net investment income	(2,528)
• Benefit payments including refunds	(2,385)
• Administrative expenses	(54)
• Other changes	<u>0</u>
■ Net changes	(3,015)
■ Plan Fiduciary Net Position at beginning of year	<u>26,009</u>
■ Plan Fiduciary Net Position at end of year	22,994

⁶ GASBS 67 & 68 require this information be reported in the employer's Required Supplementary Information for 10 years or as many years as are available upon implementation.



REQUIRED SUPPLEMENTARY INFORMATION – GASBS 67

Schedule of Changes in Net Pension Liability/(Asset) and Related Ratios⁷

Collective Plan (continued)
(Amounts in 000's)

	6/30/22
■ Net pension liability/(asset)	\$19,655
■ Plan fiduciary net position as a percentage of the total pension liability	53.9%
■ Covered employee payroll	477
■ Net pension liability as a percentage of covered employee payroll	4,120.5%

⁷ GASBS 67 & 68 require this information be reported in the employer's Required Supplementary Information for 10 years or as many years as are available upon implementation.



REQUIRED SUPPLEMENTARY INFORMATION – GASBS 67

Schedule of Employer Contributions⁸
Collective Plan
 (Amounts in 000's)

	FY 2021/22
■ Actuarially determined contribution (ADC)	\$1,858
■ Contributions in relation to the actuarially determined contribution	<u>1,918</u>
■ Contribution deficiency (excess)	(60)
■ Covered employee payroll	477
■ Contributions as a percentage of covered employee payroll	402.10%

⁸ GASBS 68 requires this information be reported in the employer's Required Supplementary Information for 10 years or as many years as are available upon implementation.



REQUIRED SUPPLEMENTARY INFORMATION – GASBS 67

Notes to Schedule of Employer Contributions
Significant Actuarial Assumptions Used in
Actuarially Determined Contribution

Actuarial Assumption	FY 2021/22
■ Actuarial valuation date	■ June 30, 2019
■ Actuarial cost method	■ Entry Age, level percent of payroll
■ Amortization method	■ Level dollar amount
■ Amortization period	■ 15-year closed period on average for 2021/22
■ Discount rate	■ 6.25%
■ Inflation	■ 2.75%
■ Asset method	■ Market value of assets
■ Mortality, Withdrawal, Disability, Retirement, Salary Merit Increases	■ CalPERS 1997-2015 Experience Study ■ Fully generational with mortality improvement Scale ■ MP-2019
■ Payroll increase (non-merit)	■ 3.0%
■ All Other	■ Same as used in determining total pension liability



REQUIRED SUPPLEMENTARY INFORMATION – GASB 68

Schedule of Changes in Net Pension Liability and Related Ratios
Proportionate Shares
 (Amounts in 000's)

	City	CASA	Total
Proportionate Share	95.9%	4.1%	100%
Net Pension Liability	\$18,841	\$814	\$19,655
Covered Payroll	0	477	477
Net Pension Liability as % of Covered Payroll	N/A	170.65%	4,120.55%
Plan's Fiduciary Net Position as % of Plan's Total Pension Liability	53.9%	53.9%	53.9%

REQUIRED SUPPLEMENTARY INFORMATION – GASB 68

Schedule of Employer Contributions
Proportionate Shares
 (Amounts in 000's)

	City	CASA	Total
Actuarially determined contribution (ADC)	\$1,681	\$177	\$1,858
Contribution in relation to ADC	1,741	177	1,918
Contribution deficiency (excess)	(60)	0	(60)
Covered employee payroll	0	477	477
Contribution as % of covered employee pensionable payroll	N/A	37.11%	402.10%

ACTUARIAL CERTIFICATION

This report presents reporting and disclosure information for the City of San Clemente Restated Employee's Retirement Plan ("Plan") for the fiscal year ending June 30, 2022 to assist the City and the Plan in preparing financial statement information in accordance with Governmental Accounting Standards Board Statements No. 67 and 68 (GASB 67 and 68), "Financial Reporting for Pension Plans" and "Accounting and Financial Reporting for Pensions".

The report provides information intended for reporting under GASB 67 and 68, but may not be appropriate for other purposes. Information provided in this report may be useful to the City for the Plan's financial management. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as: plan experience differing from that anticipated by the assumptions; changes in assumptions; changes expected as part of the natural progression of the plan; and changes in plan provisions or applicable law. Actuarial models necessarily rely on the use of estimates and are sensitive to changes. Small variations in estimates may lead to significant changes in actuarial measurements. Due to the limited scope of this assignment, we did not perform an analysis of the potential range of such measurements.

This report is based on our June 30, 2021 actuarial valuation of the Plan and our report dated March 7, 2022 which contains complete details of that valuation and is to be considered a part of this report.

To the best of our knowledge, this report is complete and accurate and has been conducted using generally accepted actuarial principles and practices. Additionally, in our opinion, actuarial methods and assumptions comply with GASB 67 & 68. As members of the American Academy of Actuaries meeting the Academy Qualification Standards, we certify the actuarial results and opinions herein.

Respectfully submitted,

Mary Elizabeth Redding

Mary Elizabeth Redding, FSA, MAAA, EA
Foster & Foster, Inc.
September 29, 2022

Katherine Moore

Katherine Moore, ASA, MAAA
Foster & Foster, Inc.
September 29, 2022

Braeleen Scott

Braeleen Scott, ASA, MAAA
Foster & Foster, Inc.
September 29, 2022



SUPPORTING CALCULATIONS – COLLECTIVE PLAN

Recognition of Deferred Outflows and Inflows Projected Versus Actual Earnings on Investments (Amounts in 000's)

Meas. Period	Fiscal Year	Initial Amt	Initial Recog Period	Amount Recognized in Pension Expense for FY					FYE 6/30/22 Balances of Deferred	
				21/22	22/23	23/24	24/25	25/26	Outflows	(Inflows)
2017/18	2017/18	35	5 Years	7	0	0	0	0	0	0
2018/19	2018/19	180	5 Years	36	36	0	0	0	36	0
2019/20	2019/20	633	5 Years	127	127	125	0	0	252	0
2020/21	2020/21	(3,799)	5 Years	(760)	(760)	(760)	(759)	0	0	(2,279)
2021/22	2021/22	3,945	5 Years	789	789	789	789	789	3,156	0
Total				199	192	154	30	789	1,165	0

* Calculation of initial amount for 2021/22 measurement period:

Projected earnings on investments (slide 26)	\$1,417
Actual earnings on investments (net investment income, slide 3)	<u>(2,528)</u>
Projected earnings less actual earnings	3,945

** Deferred outflows and inflows for differences in investment earnings are reported on a net basis.



SUPPORTING CALCULATIONS – COLLECTIVE PLAN

Recognition of Deferred Outflows and Inflows of Resources

All deferred outflows and inflows of resources other than for projected versus actual investment earnings are fully recognized immediately, since the average expected remaining service lifetime (AERSL) is less than 1.0. Thus, no amortization schedules are maintained for these amounts.



SUPPORTING CALCULATIONS – COLLECTIVE PLAN

Components of GASB 68 Pension Expense for Fiscal Year

(Amounts in 000's)

	2021/22
■ Service cost	\$142
■ Interest on total pension liability	2,285
■ Projected earnings on investments	(1,417)
■ Employee contributions	(34)
■ Administrative expense	54
■ Change in benefit terms	0
■ Recognition of deferred outflows and inflows of resources:	
• Differences between expected and actual experience	276
• Change in assumptions	935
• Difference between actual and projected earnings on investments	199
■ Total Pension Expense	2,440



SUPPORTING CALCULATIONS – COLLECTIVE PLAN

**Components of GASB 68 Pension Expense – Calculation of Interest
on the Total Pension Liability**

(Amounts in 000's)

	Dollar Amount	Expected Return	Portion of Year	Interest
■ Total Pension Liability beginning of year	\$41,396	5.50%	100%	\$2,277
■ Difference in experience	276	5.50%	100%	15
■ Change in assumptions	935	5.50%	100%	51
■ Service cost	142	5.50%	100%	8
■ Benefit payments	(2,385)	5.50%	50%	(66)
■ Interest on Total Pension Liability				2,285



SUPPORTING CALCULATIONS – COLLECTIVE PLAN

**Components of GASB 68 Pension Expense – Calculation of
Projected Earnings on Pension Plan Investments**

(Amounts in 000's)

	Dollar Amount	Expected Return	Portion of Year	Projected Earnings
■ Fiduciary net position beginning of year	26,009	5.50%	100%	1,430
■ Employer contributions	1,918	5.50%	50%	53
■ Employee contributions	34	5.50%	50%	1
■ Benefit payments	(2,385)	5.50%	50%	(66)
■ Administrative expense	(54)	5.50%	50%	(1)
■ Projected earnings on investments				1,417



SUPPORTING CALCULATIONS – COLLECTIVE PLAN

GASB 68 Balance Equation – Collective Plan

(Amounts in 000's)

	FYE 6/30/21	FYE 6/30/22	Change
■ Total pension liability	41,396	42,649	1,253
■ Fiduciary net position	<u>26,009</u>	<u>22,994</u>	<u>(3,015)</u>
■ Net pension liability	15,387	19,655	4,268
■ Deferred inflows of resources	2,581	0	(2,581)
■ Deferred outflows of resources	0	(1,165)	(1,165)
■ Employer contribution	<u>0</u>	<u>1,918</u>	<u>1,918</u>
■ Net impact on balance sheet	17,968	20,408	2,440
Check:			
■ Pension expense for year			2,440

SUPPORTING CALCULATIONS – COST SHARING PLAN

Calculation of Change in Proportions

(Amounts in 000's)

	City	CASA	Total
1. Beginning of year NPL	\$ (14,341)	\$ (1,046)	\$ (15,387)
2. Beginning of year deferred inflows	(2,405)	(176)	(2,581)
3. Total beginning of year	(16,746)	(1,222)	(17,968)
4. Proportion for 6/30/22	95.90%	4.10%	100.00%
5. Beginning of year amount based on 6/30/22 proportion: (4) * Total (3)	(17,231)	(737)	(17,968)
6. Change in proportions: (3) - (5)	485	(485)	0
7. Amount recognized in current year	485	(485)	0

SUPPORTING CALCULATIONS – COST SHARING PLAN

Calculation of Difference between Proportionate Share of Aggregate Contribution and Actual Contributions

(Amounts in 000's)

	City	CASA	Total
1. 6/30/22 Proportions	95.90%	4.10%	100.00%
2. Proportionate share of aggregate contributions for 2022: (1) * Total (2)	\$1,839	\$79	\$1,918
3. Actual contribution for 2022	1,741	177	1,918
4. Difference: (3) - (2)	(98)	98	0
5. Amount recognized in current year	(98)	98	0



SUPPORTING CALCULATIONS – COST SHARING PLAN

Calculation of Pension Expense

(Amounts in 000's)

	City	CASA	Total
1. 6/30/22 Proportions	95.9%	4.1%	100.00%
2. Proportionate share of aggregate pension expenses for 2022: (1) * Total (2)	\$2,340	\$100	\$ 2,440
3. Recognition of change in proportion	485	(485)	0
4. Recognition of difference between proportionate share of aggregate contribution and actual contribution	(98)	98	0
5. Total	2,727	(287)	2,440



SUPPORTING CALCULATIONS – CROSSOVER TEST

Discount Rate Crossover Test – Pension Contributions

(Amounts in 000's)

Year	Payroll	ER Contrib. for Current EE	EE Contrib. for Current EE	Contrib. from Payroll of Future EE	Total Contrib.
1	\$532	\$1,763	\$38	0	\$1,801
2	511	1,760	37	0	1,797
3	488	2,145	35	0	2,181
4	466	2,143	34	0	2,176
5	440	2,139	32	0	2,171
6	407	2,134	29	0	2,163
7	377	2,130	27	0	2,157
8	352	2,127	25	0	2,152
9	331	2,125	24	0	2,148
10	310	2,122	22	0	2,144
11	291	2,120	21	0	2,141
12	277	2,119	20	0	2,139
13	262	1,303	19	0	1,322
14	240	1,301	17	0	1,318
15	231	1,134	16	0	1,151
16	225	1,135	16	0	1,151
17	221	780	16	0	796
18	197	390	14	0	404
19	178	62	13	0	75
20	163	62	12	0	73



SUPPORTING CALCULATIONS – CROSSOVER TEST

Discount Rate Crossover Test – Pension Contributions (continued)

(Amounts in 000's)

Year	Payroll	ER Contrib. for Current EE	EE Contrib. for Current EE	Contrib. from Payroll of Future EE	Total Contrib.
34	23	129	2	0	131
35	19	132	2	0	133
36	16	134	1	0	136
37	12	137	1	0	138
38	8	140	1	0	140
39	6	143	1	0	143
40	5	146	0	0	146
41	3	149	0	0	149
42	2	153	0	0	153
43	1	156	0	0	156
***	***	***	***	***	***
71	0	312	0	0	312
72	0	320	0	0	320
73	0	328	0	0	328
74	0	336	0	0	336
75	0	344	0	0	344
76	0	353	0	0	353
77	0	362	0	0	362
78	0	371	0	0	371
79	0	380	0	0	380
80	0	389	0	0	389

* Years omitted



SUPPORTING CALCULATIONS – CROSSOVER TEST

Discount Rate Crossover Test – Projection of Fiduciary Net Position
(Amounts in 000's)

Year	Projected Beginning FNP	Projected Total Contrib.	Projected Benefit Payments	Projected Admin Expenses	Projected Investment Earnings	Projected Ending FNP
1	\$22,994	\$1,801	\$2,603	\$55	\$1,298	\$23,434
2	23,434	1,797	2,645	57	1,264	23,793
3	23,793	2,181	2,769	58	1,291	24,437
4	24,437	2,176	2,832	60	1,324	25,046
5	25,046	2,171	2,822	61	1,358	25,692
6	25,692	2,163	2,940	63	1,390	26,242
7	26,242	2,157	2,956	64	1,420	26,799
8	26,799	2,152	2,951	66	1,450	27,385
9	27,385	2,148	2,991	67	1,481	27,956
10	27,956	2,144	3,082	69	1,510	28,459
11	28,459	2,141	3,028	71	1,539	29,040
12	29,040	2,139	3,007	73	1,571	29,671
13	29,671	1,322	3,033	74	1,583	29,468
14	29,468	1,318	2,976	76	1,573	29,307
15	29,307	1,151	2,944	78	1,560	28,996
16	28,996	1,151	2,904	80	1,544	28,707
17	28,707	796	2,891	82	1,519	28,049
18	28,049	404	2,828	84	1,474	27,014
19	27,014	75	2,770	86	1,409	25,643
20	25,643	73	2,702	88	1,336	24,262



SUPPORTING CALCULATIONS – CROSSOVER TEST

Discount Rate Crossover Test – Projection of Fiduciary Net Position (continued)
(Amounts in 000's)

Year	Projected Beginning FNP	Projected Total Contrib.	Projected Benefit Payments	Projected Admin Expenses	Projected Investment Earnings	Projected Ending FNP
34	9,963	131	1,161	125	516	9,325
35	9,325	133	1,062	128	484	8,752
36	8,752	136	970	131	455	8,241
37	8,241	138	887	135	429	7,786
38	7,786	140	811	138	406	7,384
39	7,384	143	743	141	386	7,028
40	7,028	146	684	145	368	6,713
41	6,713	149	630	149	352	6,436
42	6,436	153	582	152	338	6,192
43	6,192	156	539	156	326	5,980
***	***	***	***	***	***	***
71	9,388	312	17	312	516	9,887
72	9,887	320	14	320	543	10,417
73	10,417	328	11	328	573	10,979
74	10,979	336	8	336	604	11,574
75	11,574	344	6	344	636	12,205
76	12,205	353	5	353	671	12,871
77	12,871	362	4	362	708	13,575
78	13,575	371	3	371	747	14,319
79	14,319	380	2	380	788	15,105
80	15,105	389	1	389	831	15,935

* Years omitted



SUPPORTING CALCULATIONS – CROSSOVER TEST

Discount Rate Crossover Test – Present Value of Projected Benefit Payments

(Amounts in 000's)

Year	Projected Beginning FNP	Projected Benefit Payments	"Funded" Benefit Payments	"Unfunded" Benefit Payments	PV of "Funded" BP	PV of "Unfunded" BP	PV of BP using 5.50% DR
1	\$22,994	\$2,603	\$2,603	\$0	\$2,467	\$0	\$2,467
2	23,434	2,645	2,645	0	2,377	0	2,377
3	23,793	2,769	2,769	0	2,358	0	2,358
4	24,437	2,832	2,832	0	2,286	0	2,286
5	25,046	2,822	2,822	0	2,159	0	2,159
6	25,692	2,940	2,940	0	2,132	0	2,132
7	26,242	2,956	2,956	0	2,032	0	2,032
8	26,799	2,951	2,951	0	1,923	0	1,923
9	27,385	2,991	2,991	0	1,847	0	1,847
10	27,956	3,082	3,082	0	1,804	0	1,804
11	28,459	3,028	3,028	0	1,680	0	1,680
12	29,040	3,007	3,007	0	1,582	0	1,582
13	29,671	3,033	3,033	0	1,512	0	1,512
14	29,468	2,976	2,976	0	1,406	0	1,406
15	29,307	2,944	2,944	0	1,319	0	1,319
16	28,996	2,904	2,904	0	1,233	0	1,233
17	28,707	2,891	2,891	0	1,164	0	1,164
18	28,049	2,828	2,828	0	1,079	0	1,079
19	27,014	2,770	2,770	0	1,001	0	1,001
20	25,643	2,702	2,702	0	926	0	926



SUPPORTING CALCULATIONS – CROSSOVER TEST

Discount Rate Crossover Test – Present Value of Projected Benefit Payments (cont.)

(Amounts in 000's)

Year	Projected Beginning FNP	Projected Benefit Payments	"Funded" Benefit Payments	"Unfunded" Benefit Payments	PV of "Funded" BP	PV of "Unfunded" BP	PV of BP using 5.50% DR
34	9,963	1,161	1,161	0	188	0	188
35	9,325	1,062	1,062	0	163	0	163
36	8,752	970	970	0	141	0	141
37	8,241	887	887	0	122	0	122
38	7,786	811	811	0	106	0	106
39	7,384	743	743	0	92	0	92
40	7,028	684	684	0	80	0	80
41	6,713	630	630	0	70	0	70
42	6,436	582	582	0	61	0	61
43	6,192	539	539	0	54	0	54
***	***	***	***	***	***	***	***
71	9,388	17	17	0	0	0	0
72	9,887	14	14	0	0	0	0
73	10,417	11	11	0	0	0	0
74	10,979	8	8	0	0	0	0
75	11,574	6	6	0	0	0	0
76	12,205	5	5	0	0	0	0
77	12,871	4	4	0	0	0	0
78	13,575	3	3	0	0	0	0
79	14,319	2	2	0	0	0	0
80	15,105	1	1	0	0	0	0

* Years omitted



BENEFIT SUMMARY

■ Plan Effective Date	■ April 30, 1957
■ Plan Sponsor	■ The City of San Clemente and the Coastal Animal Services Authority (CASA)
■ Eligibility	<ul style="list-style-type: none"> ■ Miscellaneous employees only ■ All terminations and retirees before June 9, 2014 ■ Active City employees as of 6/9/2014 and their liability and assets transferred to CalPERS ■ CASA employees are only remaining active members ■ 2 PEPRA members
■ Retirement Age	<ul style="list-style-type: none"> ■ 55 years of age and 5 years of service (62 & 5 for PEPRA members) ■ Early retirement after age 50 with 5 years of service (52 & 5 for PEPRA members)
■ Average Monthly Earnings	<ul style="list-style-type: none"> ■ Highest 12 consecutive months. ■ If hired after 12/20/2011, highest 36 consecutive months. ■ For PEPRA members, limited to \$153,671 per year for 2021.



BENEFIT SUMMARY

■ Normal Retirement Benefit	<ul style="list-style-type: none"> ■ The larger of (a) and (b): <ul style="list-style-type: none"> a) 2% of Average Monthly Earnings⁹ times Credited Service, reduced or increased for retirement before or after age 55 (62 for PEPRA Members) b) Employee contributions with interest.
■ Normal Form of Payment	<ul style="list-style-type: none"> ■ Modified Cash Refund Annuity ■ Optional Forms: Life Annuity with 10 or 15 years certain, Contingent Annuity 50%, 67% or 100%, Life Annuity.
■ Disability Benefit	<ul style="list-style-type: none"> ■ 2% of Average Monthly Earnings⁹ times Credited Service as of date of disability.
■ Pre-retirement Death Benefit	<ul style="list-style-type: none"> ■ After 5 years of Credited Service, 1/2 of the 50% contingent annuitant benefit that would have been paid at the later of death and age 50. ■ Employee contributions with interest, if greater.

⁹ Plan document's \$133.33/month exclusion is not applicable as CASA employees are not covered by Social Security.



BENEFIT SUMMARY

<ul style="list-style-type: none"> ■ Termination Benefit 	<ul style="list-style-type: none"> ■ Refund of employee contributions plus interest. ■ After 5 years of service, 2% of Average Monthly Earnings times Credited Service as of date of termination, payable at age 55 (age 62 for PEPRA Members). Early/late retirement adjusted based on actuarial equivalence determined by 7% interest and UP-1984 mortality table. Sample Classic factors: <table style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Retirement Age</u></th> <th style="text-align: left;"><u>Factor %</u></th> </tr> </thead> <tbody> <tr> <td>55</td> <td>100%</td> </tr> <tr> <td>60</td> <td>163%</td> </tr> <tr> <td>65</td> <td>280%</td> </tr> <tr> <td>70</td> <td>518%</td> </tr> </tbody> </table> 	<u>Retirement Age</u>	<u>Factor %</u>	55	100%	60	163%	65	280%	70	518%
<u>Retirement Age</u>	<u>Factor %</u>										
55	100%										
60	163%										
65	280%										
70	518%										
<ul style="list-style-type: none"> ■ Post-Retirement Death Benefit 	<ul style="list-style-type: none"> ■ \$600 lump sum. 										
<ul style="list-style-type: none"> ■ COLA 	<ul style="list-style-type: none"> ■ 2% per year increase in benefits after retirement 										
<ul style="list-style-type: none"> ■ Reciprocity 	<ul style="list-style-type: none"> ■ Vesting service and pay increases recognized for service under CalPERS and certain other systems reciprocal with CalPERS. 										



BENEFIT SUMMARY

<ul style="list-style-type: none"> ■ Employee Contributions Non-PEPRA 	<ul style="list-style-type: none"> ■ Non-PEPRA members: 7% of actual monthly earnings¹⁰, with interest credited at 5% per year. Portion “picked up” by employer: <ul style="list-style-type: none"> • FY 2015/16 4.1% of pay • FY 2016/17 3.3% of pay • FY 2017/18 2.2% of pay • FY 2018/19 1.1% of pay • FY 2019/20+ 0% of pay 										
<ul style="list-style-type: none"> ■ Early/Late Benefit Factors 	<ul style="list-style-type: none"> ■ For retirements directly from City service ■ Factors based on CalPERS Miscellaneous 2%@55 benefit. Sample factors: <table style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Retirement Age</u></th> <th style="text-align: left;"><u>Factor %</u></th> </tr> </thead> <tbody> <tr> <td>50</td> <td>71.3%</td> </tr> <tr> <td>55</td> <td>100.0%</td> </tr> <tr> <td>60</td> <td>113.1%</td> </tr> <tr> <td>63+</td> <td>120.9%</td> </tr> </tbody> </table> 	<u>Retirement Age</u>	<u>Factor %</u>	50	71.3%	55	100.0%	60	113.1%	63+	120.9%
<u>Retirement Age</u>	<u>Factor %</u>										
50	71.3%										
55	100.0%										
60	113.1%										
63+	120.9%										
<ul style="list-style-type: none"> ■ PEPRA 	<ul style="list-style-type: none"> ■ Benefits and eligibility differ for employees first covered under a California public pension system after December 31, 2012, as required by the Public Employees Pension Reform Act of 2012. 										

¹⁰ Plan document’s \$133.33/month exclusion is not applicable as CASA employees are not covered by Social Security.



BENEFIT SUMMARY

■ PEPRA
(continued)

- Employee Contributions: 50% of the Normal Cost. Rate is only changed when total Normal Cost rate changes by more than 1%.
- Studies of projected future PERPRA members was performed based on the average demographics of new hires after July 1, 2010 as an estimate of the actual new hires in the near future.

	% of Covered Payroll ¹¹
■ Total Normal Cost Rate (Jan. 2022 study)	21.45%
■ Total Normal Cost Rate (Jan. 2020 study)	18.83%
■ Development of Employee Contributions	
• 50% of Total Normal Cost Rate	10.73%
• Employee Contribution Rate (Rounded to Nearest 0.25%)	10.75%

- Since the total normal cost change is more than 1% of payroll, the employee contribution rate is increased from 9% to 10.75%.

¹¹ Covered payroll is pensionable earnings up to the PEPRA earnings limit for each year.



PARTICIPANT STATISTICS

	6/30/2019	6/30/2021
■ Actives Members		
• Count	7	7
• Average Age	45.8	46.6
• Average CASA Service	9.1	10.3
• Average CalPERS Service	10.7	11.9
• Total Payroll	\$ 530,436	\$521,718
• Total EE contributions with interest	\$ 333,970	\$ 432,635
■ Vested Terminated Members		
• Count	74	68
• Average Age	51.0	51.8
• Average Monthly Accrued Benefit	\$ 427	\$ 369
■ Retirees, including Disabled and Beneficiaries		
• Count	130	130
• Average Age	69.8	70.8
• Average Retirement Age	59.2	59.1
• Average Monthly Benefit	\$ 1,930	\$ 2,054





AGENDA REPORT

CASA JPA Meeting
Meeting Date: June 5, 2023

Department: City of San Clemente, Finance & Administrative Services/ Human Resources
Prepared By: Johanne Thordahl, Human Resources Manager

Subject: *APPROVAL OF CASA SALARY SCHEDULE IMPLEMENTING A 2.0% INCREASE*

Fiscal Impact: Funds are included in the proposed FY 2023-24 budget for the cost of salaries.

Summary: CASA is entering its second year of a three year Memorandum of Understanding (MOU) with the CASA Bargaining Unit of the San Clemente Employees Association that was executed on November 15, 2022. In year two, the MOU includes an increase of 2.0% to the base salaries of the benefitted employees effective July 1, 2023.

Additionally, a new classification for an Animal Services Officer Supervisor is included in the FY 2023-24 budget and is added to the revised salary schedule at a Grade 55. The job description is included for the formal approval of the job description and salary range.

The salary schedule has been updated to implement the 2.0% increase and add the new classification at Range 55. The revised salary schedule and job description need formal approval by the CASA Board.

Recommended

Action: STAFF RECOMMENDS THAT the CASA JPA Board;

1. Approve the CASA Benefitted Employees salary schedule effective July 1, 2023 that implements the 2.0% increase.
2. Approve the job description for the Animal Services Officer Supervisor classification.

Attachments: Revised Salary Schedule; Benefitted Positions
Animal Services Officer Supervisor Job Description

Notification: *None.*

Coastal Animal Services Authority
Salary Schedule - Benefited Employees
2.5% Between Ranges, 5.0% Between Steps
Adopted 06/05/2023; Effective 7/1/2023

Range Number	Title	Pay Period	Entry					Maximum Step E
			Step A	Step B	Step C	Step D		
25		Hourly	\$20.00	\$21.00	\$22.05	\$23.15	\$24.31	
		Monthly	\$3,467.00	\$3,640.35	\$3,822.36	\$4,013.48	\$4,214.16	
26		Hourly	\$20.50	\$21.53	\$22.60	\$23.73	\$24.92	
		Monthly	\$3,553.67	\$3,731.36	\$3,917.92	\$4,113.82	\$4,319.51	
27		Hourly	\$21.00	\$22.05	\$23.15	\$24.31	\$25.53	
		Monthly	\$3,640.35	\$3,822.36	\$4,013.48	\$4,214.16	\$4,424.86	
28	Kennel Attendant	Hourly	\$21.53	\$22.60	\$23.73	\$24.92	\$26.17	
		Monthly	\$3,731.36	\$3,917.92	\$4,113.82	\$4,319.51	\$4,535.49	
29		Hourly	\$22.05	\$23.15	\$24.31	\$25.53	\$26.80	
		Monthly	\$3,822.36	\$4,013.48	\$4,214.16	\$4,424.86	\$4,646.11	
30		Hourly	\$22.60	\$23.73	\$24.92	\$26.17	\$27.47	
		Monthly	\$3,917.92	\$4,113.82	\$4,319.51	\$4,535.49	\$4,762.26	
31		Hourly	\$23.15	\$24.31	\$25.53	\$26.80	\$28.14	
		Monthly	\$4,013.48	\$4,214.16	\$4,424.86	\$4,646.11	\$4,878.41	
32		Hourly	\$23.73	\$24.92	\$26.17	\$27.47	\$28.85	
		Monthly	\$4,113.82	\$4,319.51	\$4,535.49	\$4,762.26	\$5,000.37	
33		Hourly	\$24.31	\$25.53	\$26.80	\$28.14	\$29.55	
		Monthly	\$4,214.16	\$4,424.86	\$4,646.11	\$4,878.41	\$5,122.33	
34		Hourly	\$24.92	\$26.17	\$27.47	\$28.85	\$30.29	
		Monthly	\$4,319.51	\$4,535.49	\$4,762.26	\$5,000.37	\$5,250.39	
35	Customer Service Specialist II	Hourly	\$25.53	\$26.80	\$28.14	\$29.55	\$31.03	
		Monthly	\$4,424.86	\$4,646.11	\$4,878.41	\$5,122.33	\$5,378.45	
36		Hourly	\$26.17	\$27.47	\$28.85	\$30.29	\$31.81	
		Monthly	\$4,535.49	\$4,762.26	\$5,000.37	\$5,250.39	\$5,512.91	
37		Hourly	\$26.80	\$28.14	\$29.55	\$31.03	\$32.58	
		Monthly	\$4,646.11	\$4,878.41	\$5,122.33	\$5,378.45	\$5,647.37	
38		Hourly	\$27.47	\$28.85	\$30.29	\$31.81	\$33.40	
		Monthly	\$4,762.26	\$5,000.37	\$5,250.39	\$5,512.91	\$5,788.56	
39		Hourly	\$28.14	\$29.55	\$31.03	\$32.58	\$34.21	
		Monthly	\$4,878.41	\$5,122.33	\$5,378.45	\$5,647.37	\$5,929.74	

Coastal Animal Services Authority							
Salary Schedule - Benefited Employees							
2.5% Between Ranges, 5.0% Between Steps							
Adopted 06/05/2023; Effective 7/1/2023							
Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
40		Hourly	\$28.85	\$30.29	\$31.81	\$33.40	\$35.07
		Monthly	\$5,000.37	\$5,250.39	\$5,512.91	\$5,788.56	\$6,077.99
41		Hourly	\$29.55	\$31.03	\$32.58	\$34.21	\$35.92
		Monthly	\$5,122.33	\$5,378.45	\$5,647.37	\$5,929.74	\$6,226.23
42		Hourly	\$30.29	\$31.81	\$33.40	\$35.07	\$36.82
		Monthly	\$5,250.39	\$5,512.91	\$5,788.56	\$6,077.99	\$6,381.88
43		Hourly	\$31.03	\$32.58	\$34.21	\$35.92	\$37.72
		Monthly	\$5,378.45	\$5,647.37	\$5,929.74	\$6,226.23	\$6,537.54
44		Hourly	\$31.81	\$33.40	\$35.07	\$36.82	\$38.66
		Monthly	\$5,512.91	\$5,788.56	\$6,077.99	\$6,381.88	\$6,700.98
45		Hourly	\$32.58	\$34.21	\$35.92	\$37.72	\$39.60
		Monthly	\$5,647.37	\$5,929.74	\$6,226.23	\$6,537.54	\$6,864.42
46		Hourly	\$33.40	\$35.07	\$36.82	\$38.66	\$40.59
		Monthly	\$5,788.56	\$6,077.99	\$6,381.88	\$6,700.98	\$7,036.03
47	Animal Services Officer	Hourly	\$34.21	\$35.92	\$37.72	\$39.60	\$41.58
		Monthly	\$5,929.74	\$6,226.23	\$6,537.54	\$6,864.42	\$7,207.64
48		Hourly	\$35.07	\$36.82	\$38.66	\$40.59	\$42.62
		Monthly	\$6,077.99	\$6,381.88	\$6,700.98	\$7,036.03	\$7,387.83
49		Hourly	\$35.92	\$37.72	\$39.60	\$41.58	\$43.66
		Monthly	\$6,226.23	\$6,537.54	\$6,864.42	\$7,207.64	\$7,568.02
50		Hourly	\$36.82	\$38.66	\$40.59	\$42.62	\$44.75
		Monthly	\$6,381.88	\$6,700.98	\$7,036.03	\$7,387.83	\$7,757.22
51		Hourly	\$37.72	\$39.60	\$41.58	\$43.66	\$45.84
		Monthly	\$6,537.54	\$6,864.42	\$7,207.64	\$7,568.02	\$7,946.42
52		Hourly	\$38.66	\$40.59	\$42.62	\$44.75	\$46.99
		Monthly	\$6,700.98	\$7,036.03	\$7,387.83	\$7,757.22	\$8,145.08
53		Hourly	\$39.60	\$41.58	\$43.66	\$45.84	\$48.14
		Monthly	\$6,864.42	\$7,207.64	\$7,568.02	\$7,946.42	\$8,343.74
54		Hourly	\$40.59	\$42.62	\$44.75	\$46.99	\$49.34
		Monthly	\$7,036.03	\$7,387.83	\$7,757.22	\$8,145.08	\$8,552.34

Coastal Animal Services Authority							
Salary Schedule - Benefited Employees							
2.5% Between Ranges, 5.0% Between Steps							
Adopted 06/05/2023; Effective 7/1/2023							
Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
55	Animal Services Officer Supervisor	Hourly	\$41.58	\$43.66	\$45.84	\$48.14	\$50.54
	Animal Services Supervisor (FT)	Monthly	\$7,207.64	\$7,568.02	\$7,946.42	\$8,343.74	\$8,760.93
56		Hourly	\$42.62	\$44.75	\$46.99	\$49.34	\$51.81
		Monthly	\$7,387.83	\$7,757.22	\$8,145.08	\$8,552.34	\$8,979.95
57		Hourly	\$43.66	\$45.84	\$48.14	\$50.54	\$53.07
		Monthly	\$7,568.02	\$7,946.42	\$8,343.74	\$8,760.93	\$9,198.98
58		Hourly	\$44.75	\$46.99	\$49.34	\$51.81	\$54.40
		Monthly	\$7,757.22	\$8,145.08	\$8,552.34	\$8,979.95	\$9,428.95
59		Hourly	\$45.84	\$48.14	\$50.54	\$53.07	\$55.72
		Monthly	\$7,946.42	\$8,343.74	\$8,760.93	\$9,198.98	\$9,658.92
60		Hourly	\$46.99	\$49.34	\$51.81	\$54.40	\$57.12
		Monthly	\$8,145.08	\$8,552.34	\$8,979.95	\$9,428.95	\$9,900.40
61		Hourly	\$48.14	\$50.54	\$53.07	\$55.72	\$58.51
		Monthly	\$8,343.74	\$8,760.93	\$9,198.98	\$9,658.92	\$10,141.87
62		Hourly	\$49.34	\$51.81	\$54.40	\$57.12	\$59.97
		Monthly	\$8,552.34	\$8,979.95	\$9,428.95	\$9,900.40	\$10,395.42
63		Hourly	\$50.54	\$53.07	\$55.72	\$58.51	\$61.44
		Monthly	\$8,760.93	\$9,198.98	\$9,658.92	\$10,141.87	\$10,648.96
64		Hourly	\$51.81	\$54.40	\$57.12	\$59.97	\$62.97
		Monthly	\$8,979.95	\$9,428.95	\$9,900.40	\$10,395.42	\$10,915.19
65		Hourly	\$53.07	\$55.72	\$58.51	\$61.44	\$64.51
		Monthly	\$9,198.98	\$9,658.92	\$10,141.87	\$10,648.96	\$11,181.41
66	General Manager - CASA (M)	Hourly	\$54.40	\$57.12	\$59.97	\$62.97	\$66.12
		Monthly	\$9,428.95	\$9,900.40	\$10,395.42	\$10,915.19	\$11,460.95

COASTAL ANIMAL SERVICES AUTHORITY

ANIMAL SERVICES OFFICER SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise the enforcement of State and City laws, ordinances, and regulations pertaining to animals; to patrol an assigned geographical area and respond to public inquiries and complaints; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from CASA General Manager.

Exercises direct supervision over Animal Control Officers.

ESSENTIAL FUNCTIONS STATEMENT - *Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Conduct all aspects of the Animal Control Officer position including but not limited to: Patrol City streets, roads, beaches, and parks; search for stray dogs, domestic and wild animals; retrieve or tranquilize animals as needed. Enforce State, City and local animal control laws and codes; explain ordinance relating to keeping and caring for animals to the public; issue citations for violations of the animal control ordinance.
2. Supervision of all full-time and part-time Animal Control Officers.
3. Coordinates and implements Animal Control Officer monthly & on-call schedules.
4. Provides advice and direction on enforcement and investigative matters to Animal Control Officers and analyze caseloads and assignments as needed.
5. Assists in recruitment, testing, hiring and training activities. Assists in new employee orientation and training. Evaluates employee's ability to understand and perform assigned job tasks. Responsible for ensuring that all Animal Control Officers receive continued education, ongoing training and are current with relevant certifications as they relate to the field of Animal Control.
6. Issues Animal Control permits for residential and commercial establishments.
7. Coordinates with other Law Enforcement agencies including Orange County Sheriff, County Fire, Orange County Health, District Attorney, Fish and Wild, State Parks, Social Services, CHP, Border Patrol and other Departments within the Cities of San Clemente and Dana Point.

8. Coordinates with local businesses, other animal shelters, wildlife rehabilitation centers, and animal hospitals for the safety, licensing, and well-being of the animals in our community. Develops educational material and provides presentations to the community.
9. Assists Shelter Supervisor and Trainer in handling and assessing adoptability of animals.
10. Coordinates with ASPCA and other shelters for selection, behavioral assessment & transport of our rescues from other shelters under the ARM Program (A Rescue Mission – Third Chance program).
11. Coordinates and schedules meetings with the Deputy District Attorney regarding Misdemeanor and Felony cases and warrants. Prepares and provides case documentation and uploads criminal charges and case related reports/audio/video to the Orange County District Attorney.
12. Coordinates and schedules animal control hearings for citation appeals.
13. Delegates inspections and supervises uniformed and clerical staff engaged in the preparation and maintenance of case records pertaining to Animal Control cases within the community.
14. Prepares and provides statistical analysis and data of Animal Control functions as needed.
15. Ability to analyze, create and provide a variety of advisory data and information such as performance evaluations, staff reports, time sheets, job applications, citation reports, budget documents, purchase requisitions, warrant request forms, vouchers, a variety of animal records and forms, humane law handbook, City ordinances, penal code, policy manuals, budget manual, press releases, activity logs, catalogs, personnel guidebook, computer software operating manuals, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.
16. Lead on investigation and follow up for all Vicious Dog cases, including determining declaration and restraint measures for such cases.
17. Coordinates with Animal Control specific software provider(s) to address specific CASA related Animal Control needs.

Marginal Functions:

1. Appear in court; provide testimony on citations and complaints.
2. Subject to call out 24 hours a day by Police and Fire to render assistance under emergency conditions.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principals of animal behavior and care; various breeds of dogs, cats and other domestic animals, various breeds of feral animals, predators, and other wildlife common to the area.
- Principals of supervision, training and performance evaluation.
- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Methods and techniques of animal collection, impoundment and registration.
- Principals of report writing, case load management and documentation.

- Euthanasia techniques and procedures.

Ability to:

- Operate and care for animal control equipment.
- Select, supervise, train and evaluate staff.
- Interpret and apply Federal Codes, State Codes, City of Dana Point Municipal Code, and City of San Clemente Municipal Code as they pertain to animal services.
- Communicate clearly and concisely, both orally and in writing.
- Perform a variety of animal control activities.
- Maintain accurate records.
- Utilize proper handling and muzzling techniques.
- Administer animal first aid and lethal injections.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasing responsible experience in animal handling and care including two years in the enforcement of animal control regulations and one year of supervisory or lead experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in animal care and or control, business administration, or a related field.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of an appropriate, valid PC.832 certificate.

WORKING CONDITIONS

Environmental Conditions:

Animal shelter and field environment; exposure to noise, dust, toxic chemicals, potentially hazardous situations.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary light or moderate lifting and carrying, and walking for prolonged periods of time.