

**Agenda for Coastal Animal Services Authority
Regular Board Meeting
February 5, 2024
7:30 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

- December 4, 2023

3. BUDGET

- Consideration of approving the Payroll Warrants and Registers for the time periods of 10/30/23 - 1/26/24

4. ITEMS FROM THE STAFF

- Shelter Statistics
- Animal Control Report
- Staff Report: Animal Control Staffing
- Shelter Operations Update

5. ITEMS FROM THE BOARD

6. ITEMS FROM THE CITY

- CalPers

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, April 1, 2024 at 7:30 a.m..

Jamey Federico, Chairperson, CASA Board

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

TO MEMBERS OF THE COASTAL ANIMAL SERVICES AUTHORITY:

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Coastal Animal Services Authority is hereby called to be held on Monday, February 5, 2024 at 7:30 a.m. 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

COASTAL ANIMAL SERVICES AUTHORITY (CASA)

Regular Meeting Minutes

December 4, 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 December 4, 2023 at 7:33 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 Mark Enmeier
Jeff Rosaler, City Of Dana Point
Melanie Upstone, CASA
Jennifer Stinett, CASA

* * *

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**

The CASA Meeting was called to order at 7:33 a.m. with all members present.

2. **APPROVAL OF MINUTES**

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the minutes of the CASA Board Meeting of October 2, 2023.

3. **BUDGET**

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the Payroll Warrants and Registers for 7/10/23 - 11/3/23.

4. **ITEMS FROM THE STAFF**

Resolution 23-02: Holiday Schedule

Staff prepared the Holiday Schedule for December 2023-December 2024. This schedule reflects what was approved in the CASA MOU 2022-2025.

MOTION by Federico SECOND by Enmeier CARRIED 2-0, to approve Resolution 23-02.

Update to Policy #30: ACO Uniforms and Equipment New Policy #34: Protective Vests

Staff has updated the ACO Uniform Policy to include the proper use of protective vests, and emphasizing that Officers recognize their personal safety and remove themselves from a dangerous situation and call OCSD for assistance.

Jamey reviewed that many years ago the Agency purchased body armor for the ACO's at their request. The Agency's concern is that it may give the ACO's a sense that they should be engaging in conflict situations, when in fact they should step away and call for assistance.

Mark asked why they feel they need body armor instead of calling 911?

Jen stated that historically there have been multiple incidents around the nation of Animal Control Officers being shot in the field.

Jamey agreed they are in situations that can be quite emotional, when they show up at someone's door.

Jen confirmed that they are identified as Animal Control Officers on the vest, however, they could still be mistaken for a Sheriff or someone may not care either way. All of our surrounding Animal Control Departments outfit their Officers with vests.

Jeff confirmed that knocking on someone's door is nerve-racking. You don't know who is behind the door, you don't know if they're going to open the door, shoot first.

Jamey said the overall purpose is safety of the Officers, we have talked to our insurance and made sure that proper training is in place for the ACO's.

Jen states that there are minor corrections to the Uniform Policy as far as identifying badges, and the Protective Vest Policy is new, and also includes a waiver that each Officer signs, opting in or out of using the protective vest.

MOTION by Federico SECOND by Enmeier CARRIED 2-0, to approve updates to Policy #30, and approve the new Policy #34.

Shelter Statistics

Staff prepared shelter statistics for the past two months. Some calls for service have gone down, but that is typical for the winter season, as the time changes and we see less activity in the parks and on the beaches in the evening hours.

Officer Keppler has been utilizing the ATV and patrolling the beaches in the morning hours.

Mark asked why the fines increased in October?

Jen said we had a jump in citations, so the fines collected would be from those citations that were not cleared, and from leash violations.

Jamey asked if it was a result of increased enforcement, it is almost double any other month?

Jen stated we do see fluctuations as second-offenders receive an automatic fine, whereas first-time offenders are given the opportunity to license and clear their citation. Sometimes, we see less people licensing on time to clear their citation, and they pay the fine as a result. There are also time periods where a previous month's citations may roll over in to the following month's fine collections.

Jamey said there are a few places in Dana Point that are long-time nuisance areas with off leash dogs. At the next Board meeting can we have an update from Animal Control on trouble areas and their level of enforcement, proactive patrolling, are they writing citations? Where are we getting the highest number of calls from? Where do they think the problem areas are?

Stephanie asked if the Officers follow social media, related to people posting about off leash dogs in specific areas?

Jen said we have a number of known spots that have historically been issues for off leash dogs, specifically Dana Woods and Sea Canyon parks, so those are more routine patrols for the Officers.

Jamey stated he is interested in hearing from the Officers and learning where the problem areas are for future discussions on targeting patrols, but not directing any right now.

Animal Control Report: Vicious Dog Case, Permit Program

Jen provided an update on a Vicious Dog case we have been working on. It is a San Clemente resident. The dog has gotten out multiple times, resulting in two bites to people. The dog was impounded and the owner informed he would no longer be able to keep his dog in either of our cities. He has made attempts to move into other jurisdictions, however, most do not allow a declared vicious/dangerous animal to come into their city. We have had the dog impounded since September. We have been going through the Hearing process, in which our declaration was upheld. We informed the owner following the Hearing, that he had 30 days to claim the dog or it would be subject to euthanasia; that 30 days expired after the Thanksgiving holiday. At our attorney's recommendation, we gave him a

final notice. Unless he comes through and decides to sign the dog over for euthanasia on his own, we will have to petition the Court to allow us to euthanize the dog. Our attorney has reviewed the San Clemente Municipal Code and she has advised us that is our only option at this point.

Melanie shared that the owner had until 4pm yesterday to contact us, and he failed to do so. So, a petition to Superior Court is to follow in the next week.

Melanie has started to work on organizing our permit program and following up on overdue permits.

Stephanie asked who has to obtain permits.

Jen stated it is for animal owners in Dana Point, with three or more animals; San Clemente is four or more animals; vets that provide boarding services; grooming shops; and pet shops that house animals.

Melanie has asked the Officers to try and sell dog licenses in the field.

Shelter Operations Update: Community Events, New Dog Trainer

We had a vaccination clinic on November 1, 2023 at the Animal Shelter. For our next clinic we are going to try to plan one with Jeff, and have it at the Dana Point Community Center.

We currently have a cat adoption promotion, 50% off adoption fees, through December 10, 2023. We saw an increase in cat impounds this year over last year. We have had an adoption promotion each Fall over the last 5 years, so it is not abnormal for us to be full at this time of year.

Staff attended the Doggie Dive at the Ole Hanson Beach Club on November 18, 2023. CASA participates by making sure all attendees are currently licensed, by reviewing their pre-registration list, as well as selling licenses on the day of the event.

We are continuing with our Senior Readers program each month; we get about 8-10 people each time.

Our new dog trainer started on November 15, 2023.

5. **ITEMS FROM THE BOARD**

None

6. **ITEMS FROM THE CITY**

None

7. ITEMS FROM PET PROJECT FOUNDATION (PPF)

Stephanie said we are super excited to have Seth on board as our new trainer. Just yesterday we had 3 dogs adopted, and that likely would not have happened without Seth being there to help Esther through that process. PPF is interested to see how this return on investment will impact the dog's length of stay at the Shelter.

PPF has several large fundraisers happening currently. Gifts of Love is the annual Holiday fundraiser. PPF also has the privilege to be involved with a grant program with an individual group that focuses on giving money toward benefitting cats. We have received one grant from them, and anticipate the opportunity for future grants as well. It allows us the opportunity to take in some more cats, that we may have said no to before. PPF's largest spend for spay and neuter services is on cats; almost 70%. As spay and neuter costs go up, it will be more difficult for the public to get their cats spayed and neutered, resulting in more kitten problems for us. We would like to use some of that fund and get more aggressive in allowing for the public to ensure cats are spayed. We want to look at spay and neuter programs for our communities.

With the help of the City of Dana Point, PPF is joining OneOC, a group for nonprofits. We are engaging to learn aspects of business management, finance, and a system to manage volunteerism.

Santa Paws is next weekend at Dana Point Harbor. Last weekend's Santa Paws at the San Clemente Outlets was our best ever, as far as dollars raised.

The first phase of the Play Yard project is completed. The two biggest yards are now in use. There was a budget overspend, for labor cost, about 10%. There is one yard that is still left to do, but won't be addressed until Spring, when planting season for the sod comes back around.

Jamey said, once we are ready to do the last yard, bring the budget for that yard to the CASA Board to see if we can contribute. The City of Dana Point made a contribution, did that cover the extra 10%?

Stephanie said that she shared with the PPF Board that the City of Dana Point gave a \$20,000 grant toward the Dog Yard project, and the project team took that as they had an extra \$20,000 to spend.

Jamey added (related to volunteering) that we are always open to solve problems between the two organizations. Is there anything administratively, insurance issues, that we can solve and help facilitate.

Stephanie said younger volunteers is a focus, and re-evaluating the roles that volunteers have at the Shelter. We have already restructured the dog area, but it needs to be done in the cat, office and bunny areas as well.

8. **ORAL COMMUNICATIONS**

None

9. **ADJOURNMENT**

Meeting Adjourned at 8:08 a.m.. The next Regular JPA Meeting will be held on February 5, 2024 at 7:30 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 11/17/2023
FOR THE PERIOD OF 10/30/23 - 11/12/23

ANIMAL SERVICES ELECTRONIC

PAYROLL APPROVED:


Paul D. Smith
CITY OF SAN CLEMENTE TREASURER 

APPROVED & ORDERED PAID BY THE CASA BOARD
AT THE MEETING HELD ON _____
IN THE AMOUNT OF: \$ 18,613.72

CHAIRPERSON

VICE-CHAIRPERSON

pyChkLst
11/16/2023 8:34AM

Payroll Final Check List
SAN CLEMENTE

10/30/2023 to 11/12/2023- Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507743	11/17/2023	3470	BORTHWICK, VIVIAN J	0.00	1,305.54
507744	11/17/2023	4471	DONAHOE, HAILEY	0.00	1,020.47
507745	11/17/2023	4424	ENDOW, RAYMOND	0.00	1,790.74
507746	11/17/2023	3367	FRIEDMAN, DANA	0.00	129.55
507747	11/17/2023	3592	KEPPLER, JOHN	0.00	2,348.29
507748	11/17/2023	4483	LANGILLE, KRISTINE	0.00	875.43
507749	11/17/2023	2568	MORAN, JILL	0.00	2,741.02
507750	11/17/2023	4285	PEREZ, JOHN	0.00	1,733.10
507751	11/17/2023	2711	SKIBICKI, KATHLEEN P	0.00	102.56
507752	11/17/2023	3000	STINETT, JENNIFER M	0.00	2,758.74
507753	11/17/2023	4485	UPSTONE, MELANIE	0.00	2,453.07
507754	11/17/2023	4514	VAZ, CATHERINE	0.00	948.71
507755	11/17/2023	3344	WILLIAMS, MELISSA	0.00	406.50
Employee Check Totals				0.00	18,613.72
Bank cdd Totals (13 Forms)				0.00	18,613.72
Grand Total				0.00	18,613.72

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

Totals Checks and Direct Deposit (13 Forms) 18,613.72



COASTAL ANIMAL SERVICES AUTHORITY
PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 12/11/2023
FOR THE PERIOD OF 11/13/23 - 11/26/23

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: \$ 19,446.12

CHAIRPERSON _____

VICE-CHAIRPERSON _____

pyChkLst
 11/30/2023 11:35AM

Payroll Final Check List
 SAN CLEMENTE

11/13/2023 to 11/26/2023 - Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507756	12/1/2023	3470	BORTHWICK, VIVIAN J	0.00	1,820.95
507757	12/1/2023	4471	DONAHOE, HAILEY	0.00	1,060.64
507758	12/1/2023	4424	ENDOW, RAYMOND	0.00	1,359.33
507759	12/1/2023	3367	FRIEDMAN, DANA	0.00	0.00
507760	12/1/2023	3592	KEPPLER, JOHN	0.00	2,460.52
507761	12/1/2023	4483	LANGILLE, KRISTINE	0.00	936.88
507762	12/1/2023	2568	MORAN, JILL	0.00	2,655.95
507763	12/1/2023	4285	PEREZ, JOHN	0.00	1,733.10
507764	12/1/2023	2711	SKIBICKI, KATHLEEN P	0.00	507.80
507765	12/1/2023	3000	STINNETT, JENNIFER M	0.00	2,758.74
507766	12/1/2023	4485	UPSTONE, MELANIE	0.00	2,370.72
507767	12/1/2023	4514	VAZ, CATHERINE	0.00	579.99
507768	12/1/2023	3344	WILLIAMS, MELISSA	0.00	1,201.50
Employee Check Totals				0.00	19,446.12
Bank cdd Totals (13 Forms)				0.00	19,446.12
Grand Total				0.00	19,446.12

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

Totals Checks and Direct Deposit (13 Forms) 19,446.12

pyChkLst
12/14/2023 9:06AM

Payroll Final Check List
SAN CLEMENTE

11/27/2023 to 12/10/2023- Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507769	12/15/2023	3470	BORTHWICK, VIVIAN J	0.00	1,305.54
507770	12/15/2023	4471	DONAHOE, HAILEY	0.00	822.02
507771	12/15/2023	4424	ENDOW, RAYMOND	0.00	1,480.77
507772	12/15/2023	3592	KEPLER, JOHN	0.00	2,393.21
507773	12/15/2023	4483	LANGILLE, KRISTINE	0.00	870.98
507774	12/15/2023	2568	MORAN, JILL	0.00	2,696.83
507775	12/15/2023	4285	PEREZ, JOHN	0.00	1,733.10
507776	12/15/2023	2711	SKIBICKI, KATHLEEN P	0.00	563.05
507777	12/15/2023	3000	STINETT, JENNIFER M	0.00	2,758.74
507778	12/15/2023	4485	UPSTONE, MELANIE	0.00	2,453.07
507779	12/15/2023	4514	VAZ, CATHERINE	0.00	1,138.19
507780	12/15/2023	3344	WILLIAMS, MELISSA	0.00	1,602.16

Employee Check Totals 0.00 19,817.66

Bank cdd Totals (12 Forms) 0.00 19,817.66

Grand Total 0.00 19,817.66

Totals Checks and Direct Deposit (12 Forms) 19,817.66

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


COASTAL ANIMAL SERVICES AUTHORITY
PAYROLL CERTIFICATION SHEET

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

PAYROLL OF 12/29/2023
FOR THE PERIOD OF 12/11/23 - 12/24/23

ANIMAL SERVICES ELECTRONIC

PAYROLL APPROVED:


CITY OF SAN CLEMENTE TREASURER *for*

APPROVED & ORDERED PAID BY THE CASA BOARD
AT THE MEETING HELD ON _____
IN THE AMOUNT OF: \$ 19,805.92

CHAIRPERSON
VICE-CHAIRPERSON

pyChkLst
12/20/2023 2:46PM

Payroll Final Check List
SAN CLEMENTE

12/11/2023 to 12/24/2023 - Type 3 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507781	12/29/2023	3470	BORTHWICK, VIVIAN J	0.00	1,305.54
507782	12/29/2023	4471	DONAHOE, HAILEY	0.00	1,194.58
507783	12/29/2023	4424	ENDOW, RAYMOND	0.00	1,235.17
507784	12/29/2023	3592	KEPLER, JOHN	0.00	2,481.32
507785	12/29/2023	4483	LANGILLE, KRISTINE	0.00	976.17
507786	12/29/2023	2568	MORAN, JILL	0.00	2,678.04
507787	12/29/2023	4285	PEREZ, JOHN	0.00	1,733.10
507788	12/29/2023	2711	SKIBICKI, KATHLEEN P	0.00	213.08
507789	12/29/2023	3000	STINETT, JENNIFER M	0.00	2,758.74
507790	12/29/2023	4485	UPSTONE, MELANIE	0.00	2,480.52
507791	12/29/2023	4514	VAZ, CATHERINE	0.00	1,102.98
507792	12/29/2023	3344	WILLIAMS, MELISSA	0.00	1,646.68

Employee Check Totals 0.00 19,805.92

Bank cdd Totals (12 Forms) 0.00 19,805.92

Grand Total 0.00 19,805.92

Totals Checks and Direct Deposit (12 Forms) 19,805.92

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

12/25/2023 to 01/07/2024- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507793	1/12/2024	3470	BORTHWICK, VIVIAN J	0.00	1,602.49
507794	1/12/2024	4471	DONAHOE, HAILEY	0.00	1,426.71
507795	1/12/2024	4424	ENDOW, RAYMOND	0.00	1,419.07
507796	1/12/2024	3592	KEPLER, JOHN	0.00	2,447.56
507797	1/12/2024	4483	LANGILLE, KRISTINE	0.00	993.65
507798	1/12/2024	2568	MORAN, JILL	0.00	2,586.41
507799	1/12/2024	4285	PEREZ, JOHN	0.00	1,753.61
507800	1/12/2024	2711	SKIBICKI, KATHLEEN P	0.00	1,301.24
507801	1/12/2024	3000	STINETT, JENNIFER M	0.00	3,152.69
507802	1/12/2024	4485	UPSTONE, MELANIE	0.00	2,418.98
507803	1/12/2024	4514	VAZ, CATHERINE	0.00	1,221.26
507804	1/12/2024	3344	WILLIAMS, MELISSA	0.00	1,379.58

Employee Check Totals 21,703.25

Bank cdd Totals (12 Forms) 21,703.25

Grand Total 21,703.25

Totals Checks and Direct Deposit (12 Forms) 21,703.25

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

pyChkLst
01/25/2024 11:17AM

Payroll Final Check List
SAN CLEMENTE

01/08/2024 to 01/21/2024 - Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507805	1/26/2024	3470	BORTHWICK, VIVIAN J	0.00	1,547.51
507806	1/26/2024	4471	DONAHOE, HAILEY	0.00	1,457.96
507807	1/26/2024	4424	ENDOW, RAYMOND	0.00	1,117.34
507808	1/26/2024	3592	KEPLER, JOHN	0.00	2,448.53
507809	1/26/2024	4483	LANGILLE, KRISTINE	0.00	949.44
507810	1/26/2024	2568	MORAN, JILL	0.00	2,723.08
507811	1/26/2024	4285	PEREZ, JOHN	0.00	1,738.20
507812	1/26/2024	2711	SKIBICKI, KATHLEEN P	0.00	470.95
507813	1/26/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507814	1/26/2024	4485	UPSTONE, MELANIE	0.00	2,411.67
507815	1/26/2024	3344	WILLIAMS, MELISSA	0.00	1,830.61

Employee Check Totals 0.00 19,290.41

Bank cdd Totals (11 Forms) 0.00 19,290.41

Grand Total 0.00 19,290.41

Next Step: Account Posting (AP)

Pay Period is Open (Locked)

Totals Checks and Direct Deposit (11 Forms) 19,290.41

**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 \$29,677.85 dated 11/17/2023

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casat BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
991	11/17/2023	004156	CALIF, STATE OF, EMPLOYM	11/17/2023	STATE TAX - CASA: PAYMEN	887.59	887.59
992	11/17/2023	000010	CALIF, STATE OF, EMPLOYM	11/17/2023	SDI INS - CASA: PAYMENT	169.71	169.71
993	11/17/2023	001819	FEDERAL WITHOLDING TAX	11/17/2023	FED TAX - CASA: PAYMENT	2,879.33	2,879.33
55395	11/17/2023	009394	AVID IDENTIFICATION SYSTEM	10/19/2023	MICROCHIPS & REGISTRATIC	1,615.25	1,615.25
55396	11/17/2023	035241	BURKE, WILLIAMS & SORENS	11/8/2023	CASA VICIOUS DOG CASE	477.00	477.00
55397	11/17/2023	027424	C B E	11/5/2023	8/5-11/4/23 CONTRACT OVER	94.92	94.92
55398	11/17/2023	027238	CALPINE ENERGY SOLUTION	11/17/2023	ELECTRICITY A/C #281214	569.21	569.21
55399	11/17/2023	000642	GREAT-WEST TRUST COMPA	11/17/2023	MISC PENSION - CASA: PAY	4,195.29	4,195.29
55400	11/17/2023	022370	HANDS ON PAWS	10/31/2023	DOG TRAINER	6,000.00	6,000.00
55401	11/17/2023	027839	LANCE SOLL & LUNGHARD LL	10/10/2023	AUDIT SERVICES FY 2023	3,350.00	3,350.00
55402	11/17/2023	007564	LOWE'S COMPANIES, INC.	11/3/2023	#0333392 SUPPLIES	107.58	107.58
55403	11/17/2023	003619	MISSION SQUARE-302452	11/17/2023	DEF COMP DEF COMP/ICMA	1,786.48	1,786.48
55404	11/17/2023	034976	MISSION SQUARE-306379	11/17/2023	DEF COMP/ICMA-CASA: PAYM	743.84	743.84
55405	11/17/2023	035110	NATURE CARE	11/1/2023	CONTRACT MAINT SERVICES	779.00	779.00
55406	11/17/2023	025959	OMNI ENTERPRISE INC	11/17/2023	JANITORIAL SERVICES	1,100.00	1,100.00
55407	11/17/2023	015190	PAYFLEX SYSTEMS, USA	11/17/2023	EXTRA JANITORIAL SERVICE	175.00	1,275.00
55408	11/17/2023	000635	SAN CLEMENTE CITY EMPLO	11/17/2023	125 MED SECTION 125 MED-	36.50	36.50
55409	11/17/2023	000768	SAN CLEMENTE CITY WATER	11/17/2023	DUES SCCEA - CASA: PAYM	56.00	56.00
55410	11/17/2023	001174	SAN DIEGO GAS & ELECTRIC	11/8/2023	9/23-10/28/23 WATER SERVIC	958.09	958.09
55411	11/17/2023	002755	SOUTH COAST DISTRIBUTINC	10/27/2023	0055908393705 DISTRIBUTIO	1,052.24	1,052.24
55412	11/17/2023	003204	SOUTHERN CALIF GAS CO, IN	11/17/2023	CASA CLEANING SUPPLIES	179.51	179.51
55413	11/17/2023	032104	STILES ANIMAL REMOVAL INC	10/25/2023	092265871351 GAS SERVICES	418.69	418.69
55414	11/17/2023	000976	TURBO DATA, INC	11/17/2023	OCT 2023 ANIMAL DISPOSAL	600.00	600.00
55415	11/17/2023	035876	UPSTONE, MELANIE	10/31/2023	CITATION PROCESSING	1,326.58	1,326.58
55416	11/17/2023	036015	WALKER, JENNIFER	10/20/2023	REIMBURSE FOR ACO STICK	70.04	70.04
				8/1/2023	SPAY/NEUTER REIMBURSEM	50.00	50.00

Sub total for BANK OF THE WEST: 29,677.85

**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 \$43,477.91 dated 12/01/2023

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



apChkLst
11/30/2023 1:55:15PM

Final Check List
SAN CLEMENTE

Page: 3

20 checks in this report.

Grand Total All Checks: 43,477.91

**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 \$31,433.35 dated 12/15/2023

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casat BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
997	12/8/2023	000964	CALPERS 10000001735371	11/14/2023	MEDICAL PREMIUMS	4,445.44	4,445.44
998	12/15/2023	004156	CALIF, STATE OF, EMPLOYMEE	12/15/2023	STATE TAX - CASA: PAYMEN	884.05	884.05
999	12/15/2023	000010	CALIF, STATE OF, EMPLOYMEE	12/15/2023	SDI INS - CASA: PAYMENT	169.98	169.98
30000	12/15/2023	001819	FEDERAL WITHOLDING TAX	12/15/2023	FED TAX - CASA: PAYMENT	2,950.98	2,950.98
55434	12/15/2023	034565	AMAZON BUSINESS	12/11/2023	SUPPLIES	173.30	173.30
			1T7Q-7VL7-4HK	12/12/2023	SUPPLIES	12.60	12.60
			1KFQ-K1JV-DW	12/12/2023	SUPPLIES	35.00	35.00
55435	12/15/2023	024030	BAY ALARM COMPANY	12/3/2023	1/1-1/31/24 SECURITY MONIT	153.93	153.93
			21075371	12/4/2023	1/1-1/31/24 FIRE MONITORING	1,798.50	1,798.50
55436	12/15/2023	035241	BURKE, WILLIAMS & SORENS	12/7/2023	CASA CASE & ON-CALL REVII	530.70	530.70
			312262	12/7/2023	CASA / CALPERS	250.00	250.00
55437	12/15/2023	010599	CALIFORNIA ANIMAL WELFARE	12/6/2023	2024 MEMBERSHIP DUES	4,195.29	4,195.29
55438	12/15/2023	000642	GREAT-WEST TRUST COMPA	12/15/2023	MISC PENSION - CASA: PAYI	6,000.00	6,000.00
55439	12/15/2023	022370	HANDS ON PAWS	11/30/2023	DOG TRAINER	1,786.48	1,786.48
55440	12/15/2023	003619	MISSION SQUARE-302452	12/15/2023	DEF COMP DEF COMP/ICMA	857.28	857.28
55441	12/15/2023	034976	MISSION SQUARE-306379	12/15/2023	DEF COMP/ICMA-CASA: PAYM	779.00	779.00
55442	12/15/2023	035110	NATURE CARE	12/1/2023	CONTRACT MAINTENANCE S	1,158.31	1,158.31
55443	12/15/2023	003416	NEWCO DISTRIBUTORS INC	12/13/2023	CAT LITTER	36.50	36.50
55444	12/15/2023	015190	PAYFLEX SYSTEMS, USA	12/15/2023	125 MED SECTION 125 MED-	42.00	42.00
55445	12/15/2023	000635	SAN CLEMENTE CITY EMPLO	12/15/2023	DUES SCCEA - CASA: PAYMI	754.98	754.98
55446	12/15/2023	000768	SAN CLEMENTE CITY WATER	12/7/2023	10/28-11/21/23 WATER SERV	1,094.79	1,094.79
55447	12/15/2023	001174	SAN DIEGO GAS & ELECTRIC	11/28/2023	0055908393705 DISTRIBUTIO	235.00	235.00
55448	12/15/2023	002755	SOUTH COAST DISTRIBUTINC	11/30/2023	CASA CLEANING SUPPLIES	51.56	51.56
			305074	12/1/2023	CASA CLEANING SUPPLIES	897.68	897.68
55449	12/15/2023	003204	SOUTHERN CALIF GAS CO, IN	11/27/2023	09265871341 GAS SERVICES	600.00	600.00
55450	12/15/2023	032104	STILES ANIMAL REMOVAL INC	12/4/2023	NOV 23 ANIMAL DISPOSAL	1,540.00	1,540.00
55451	12/15/2023	036107	WENZEL, SETH	11/30/2023	DOG TRAINING		

Sub total for BANK OF THE WEST:

31,433.35

**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 \$18,222.49 dated 12/22/2023

CHAIRPERSON

VICE-CHAIRPERSON

Julia R. West

CITY OF SAN CLEMENTE TREASURER

Jm

Bank : casat1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
30001	12/29/2023	000964	CALPERS	12/14/2023	MEDICAL PREMIUMS	5,005.80	5,005.80
30002	12/29/2023	004156	CALIF, STATE OF, EMPLOYMEE	12/29/2023	STATE TAX - CASA: PAYMEN	896.59	896.59
30003	12/29/2023	000010	CALIF, STATE OF, EMPLOYMEE	12/29/2023	SDI INS - CASA: PAYMENT	171.20	171.20
30004	12/29/2023	001819	FEDERAL WITHOLDING TAX	12/29/2023	FED TAX - CASA: PAYMENT	3,004.38	3,004.38
55452	12/22/2023	034565	AMAZON BUSINESS	11/18/2023	PITCHER, TAPE	33.58	
			1NHG-RX1X-JD	12/13/2023	ACO UNIFORM	27.78	61.36
			1DQW-XL1P-QT	12/13/2023	ACO UNIFORM	27.78	61.36
55453	12/22/2023	036128	ERIKSSON, AL	11/28/2023	LICENSE REIMBURSEMENT	40.00	40.00
55454	12/22/2023	000642	GREAT-WEST TRUST COMPA	12/29/2023	MISC PENSION - CASA: PAYI	4,195.29	4,195.29
55455	12/22/2023	009395	HLP, INC	12/15/2023	NOV 23 MO TRANSACTION FI	5.60	
			191024	12/15/2023	OCT 2023 MO TRANSACTION	4.55	10.15
			191025RVS	12/15/2023	#0333392 SUPPLIES	10.19	10.19
55456	12/22/2023	007564	LOWE'S COMPANIES, INC.	12/18/2023	DEF COMP DEF COMP/ICMA	1,786.48	1,786.48
55457	12/22/2023	003619	MISSION SQUARE-302452	12/29/2023	DEF COMP/ICMA-CASA: PAYI	860.64	860.64
55458	12/22/2023	034976	MISSION SQUARE-306379	12/29/2023	OFFICE SUPPLIES A/C #8983	194.29	194.29
55459	12/22/2023	001207	ODP BUSINESS SOLUTIONS	12/11/2023	JANITORIAL SERVICES	1,100.00	
55460	12/22/2023	025959	OMNI ENTERPRISE INC	12/11/2023	EXTRA JANITORIAL SERVICE	175.00	1,275.00
			CSC11236	12/29/2023	125 MED SECTION 125 MED-	36.50	36.50
			CSC11236	12/16/2023	ACCCT #6701996031 DRINKING	67.28	67.28
55461	12/22/2023	015190	PAYFLEX SYSTEMS, USA	12/16/2023	DUES SCCEA - CASA: PAYMI	42.00	42.00
55462	12/22/2023	021715	READYREFRESH BY NESTLE	11/7/2023	SHELTER WILDLIFE EUTHAN	34.35	34.35
55463	12/22/2023	000635	SAN CLEMENTE CITY EMPLO	11/27/2023	09265871341 GAS SERVICES	478.99	478.99
55464	12/22/2023	003348	SAN CLEMENTE VETERINAR	12/15/2023	MONTHLY SER	52.00	52.00
55465	12/22/2023	003204	SOUTHERN CALIF GAS CO, I				
55466	12/22/2023	029259	VERIZON CONNECT NWF INC				

Sub total for BANK OF THE WEST: 18,222.49

**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 \$43,878.04 dated 01/12/2024

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casat BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
30005	1/12/2024	004156	CALIF, STATE OF, EMPLOYM	1/12/2024	STATE TAX - CASA: PAYMEN	986.87	986.87
30006	1/12/2024	000010	CALIF, STATE OF, EMPLOYM	1/12/2024	SDI INS - CASA: PAYMENT	206.07	206.07
30007	1/12/2024	001819	FEDERAL WITHOLDING TAX	1/12/2024	FED TAX - CASA: PAYMENT	3,254.92	3,254.92
55467	1/12/2024	034565	AMAZON BUSINESS	1/3/2024	PRESSURE WASHER	96.96	96.96
55468	1/12/2024	036149	CURRAN, BRENDA	9/27/2023	LICENSE REIMBURSEMENT	40.00	40.00
55469	1/12/2024	000642	GREAT-WEST TRUST COMPA	1/12/2024	MISC PENSION - CASA: PAY	4,195.29	4,195.29
55470	1/12/2024	004706	HILL'S PET NUTRITION, INC	12/7/2023	DOG/CAT FOOD	290.34	
				12/1/2023	DOG/CAT FOOD	197.57	
				12/4/2023	DOG/CAT FOOD	144.55	
				11/13/2023	DOG/CAT FOOD	92.32	
				12/4/2023	DOG/CAT FOOD	76.07	
				12/20/2023	DOG/CAT FOOD	26.51	827.36
55471	1/12/2024	003619	MISSION SQUARE-302452	1/12/2024	ICMA - LOAN PAYMENT: PAYM	11.48	11.48
55472	1/12/2024	034976	MISSION SQUARE-306379	1/12/2024	DEF COMP/ICMA-CASA: PAYM	914.14	914.14
55473	1/12/2024	035110	NATURE CARE	1/1/2024	CONTRACT MAINT SERVICES	779.00	779.00
55474	1/12/2024	001207	ODP BUSINESS SOLUTIONS	12/14/2023	OFFICE SUPPLIES A/C #8983	9.61	9.61
55475	1/12/2024	015190	PAYFLEX SYSTEMS, USA	1/12/2024	125 MED SECTION 125 MED-	25.00	25.00
55476	1/12/2024	000635	SAN CLEMENTE CITY EMPLO	1/12/2024	DUES SCCEA - CASA: PAYM	42.00	42.00
55477	1/12/2024	003348	SAN CLEMENTE VETERINAR	11/7/2023	SHELTER WILDLIFE EUTHAN	34.35	34.35
				12/21/2023	SHELTER WILDLIFE EUTHAN	34.35	34.35
				12/18/2023	SHELTER WILDLIFE EUTHAN	34.35	34.35
55478	1/12/2024	003655	SAN CLEMENTE, CITY OF	1/1/2024	MONTHLY INTERFUND CHAR	27,080.00	27,080.00
55479	1/12/2024	001174	SAN DIEGO GAS & ELECTRIC	12/28/2023	0055908393705 DISTRIBUTIO	1,133.60	1,133.60
55480	1/12/2024	032513	SKYLINE PEST CONTROL	12/20/2023	PEST & RODENT CONTROL	260.00	260.00
55481	1/12/2024	002755	SOUTH COAST DISTRIBUTING	12/21/2023	CASA CLEANING SUPPLIES	218.19	218.19
55482	1/12/2024	003204	SOUTHERN CALIF GAS CO, IN	12/27/2023	09265871351 GAS SERVICES	534.50	534.50
55483	1/12/2024	036107	WENZEL, SETH	1/4/2024	DOG TRAINING	3,160.00	3,160.00
Sub total for BANK OF THE WEST:						43,878.04	

**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 \$29,612.07 dated 01/26/2024

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER

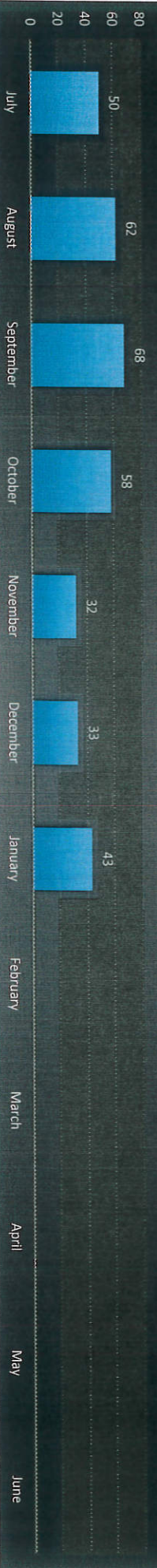


Bank : casat BANK OF THE WEST

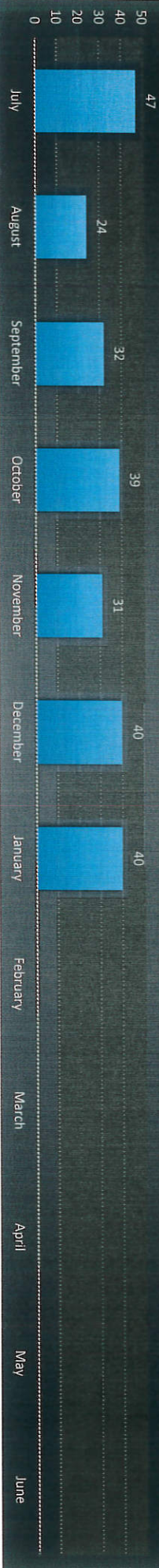
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
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			10000001742051	1/16/2024	MEDICAL PREMIUMS	5,005.80	5,005.80
30009	1/26/2024	004156	CALIF, STATE OF, EMPLOYME	1/26/2024	STATE TAX - CASA: PAYMEN	833.29	833.29
30010	1/26/2024	000010	CALIF, STATE OF, EMPLOYME	1/26/2024	SDI INS - CASA: PAYMENT	211.73	211.73
30011	1/26/2024	001819	FEDERAL WITHOLDING TAX	1/26/2024	FED TAX - CASA: PAYMENT	2,788.29	2,788.29
55484	1/26/2024	034565	AMAZON BUSINESS	1/23/2024	HELMET	70.03	70.03
55485	1/26/2024	024030	BAY ALARM COMPANY	1/3/2024	2/1-2/29/24 FIRE MONITORING	153.93	
			21129653	1/2/2024	2/1-2/29 SECURITY MONITOR	35.00	
			21121118	1/2/2024	HEARING/EMAIL/CONFERENCE	2,255.00	
55486	1/26/2024	035241	BURKE, WILLIAMS & SORENS	1/8/2024	HEARING/EMAIL/STRATEGY	79.50	2,334.50
			313706	1/8/2024	ELECTRICITY A/C #281214	1,020.12	1,020.12
55487	1/26/2024	027238	CALPINE ENERGY SOLUTION	1/17/2024	LICENSE REIMB & DONATION	50.00	50.00
55488	1/26/2024	036161	GRALNIK, DAVID	1/11/2024	MISC PENSION - CASA: PAY	4,195.29	4,195.29
55489	1/26/2024	000642	GREAT-WEST TRUST COMPA	1/26/2024	DOG TRAINER	6,000.00	6,000.00
55490	1/26/2024	022370	HANDS ON PAWS	12/31/2023	CONTRACTED MAINTENANC	317.34	317.34
55491	1/26/2024	014126	HARBOR POINTE AIR CONDIT	1/8/2024	DOG/CAT FOOD	148.18	148.18
55492	1/26/2024	004706	HILL'S PET NUTRITION, INC	1/4/2024	DEC 23 MO TRANSACTION FI	7.70	7.70
55493	1/26/2024	009395	HLP, INC	1/15/2024	#0333392 SUPPLIES	16.33	16.33
55494	1/26/2024	007564	LOWE'S COMPANIES, INC.	1/9/2024	SPAY/NEUTER REIMB	50.00	50.00
55495	1/26/2024	036162	MCGANN, KATHERINE	1/13/2024	DEF COMP DEF COMP/ICMA	1,986.48	1,986.48
55496	1/26/2024	003619	MISSION SQUARE-302452	1/26/2024	DEF COMP/ICMA-CASA: PAYM	803.54	803.54
55497	1/26/2024	034976	MISSION SQUARE-306379	1/26/2024	OFFICE SUPPLIES A/C #8983	23.62	23.62
55498	1/26/2024	001207	ODP BUSINESS SOLUTIONS	1/4/2024	JANITORIAL SERVICES	1,100.00	
55499	1/26/2024	025959	OMNI ENTERPRISE INC	1/8/2024	EXTRA JANITORIAL SERVICE	175.00	1,275.00
			CSC122306	1/8/2024	125 MED SECTION 125 MED-	25.00	25.00
55500	1/26/2024	015190	PAYFLEX SYSTEMS, USA	1/26/2024	DUES SCCEA - CASA: PAYM	42.00	42.00
55501	1/26/2024	000635	SAN CLEMENTE CITY EMPLO	1/26/2024	11/21-12/26/23 WATER SERV	539.91	539.91
55502	1/26/2024	000768	SAN CLEMENTE CITY WATER	1/9/2024	PEST & RODENT CONTROL	260.00	260.00
55503	1/26/2024	032513	SKYLINE PEST CONTROL	1/19/2024	CASA CLEANING SUPPLIES	416.99	416.99
55504	1/26/2024	002755	SOUTH COAST DISTRIBUTING	1/19/2024	DEC 23 ANIMAL DISPOSAL	900.00	900.00
55505	1/26/2024	032104	STILES ANIMAL REMOVAL INC	1/9/2024	PERMIT OVERPAYMENT	50.00	50.00
55506	1/26/2024	036163	UNITED VETERINARY CARE L	1/11/2024	100000087647 MONTHLY SER	52.00	52.00
55507	1/26/2024	029259	VERIZON CONNECT NWF INC	1/16/2024			

Sub total for BANK OF THE WEST: 29,612.07

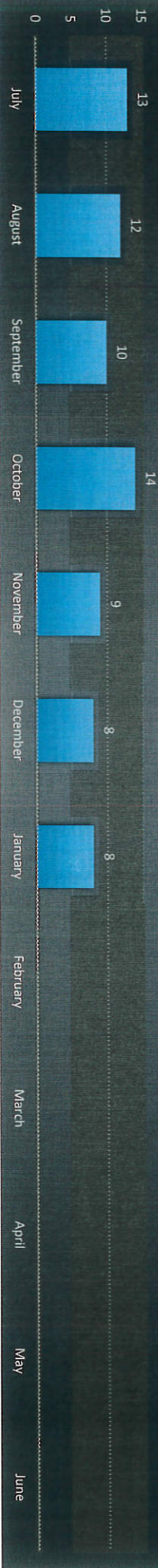
Intakes Domestic



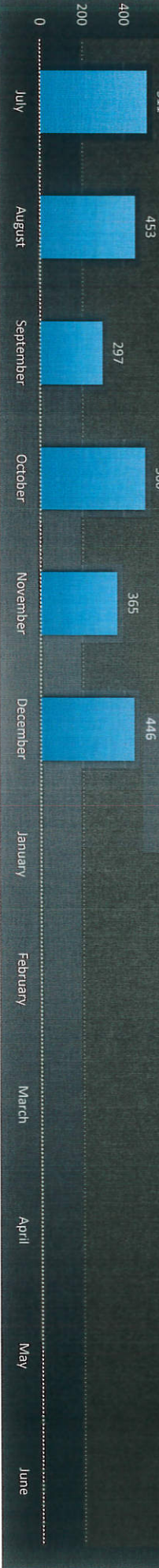
Adoptions

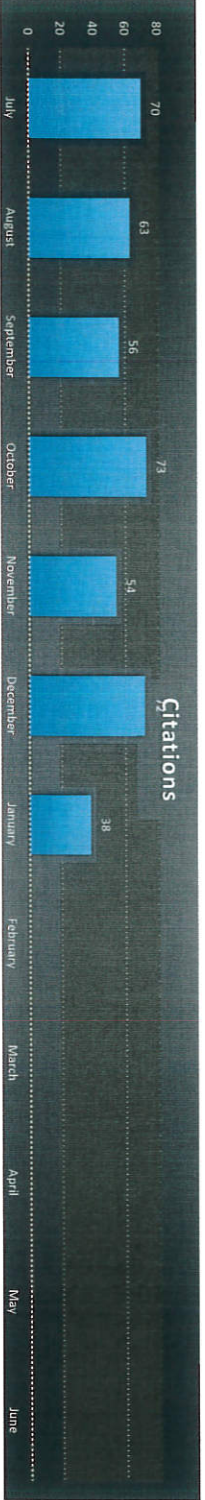
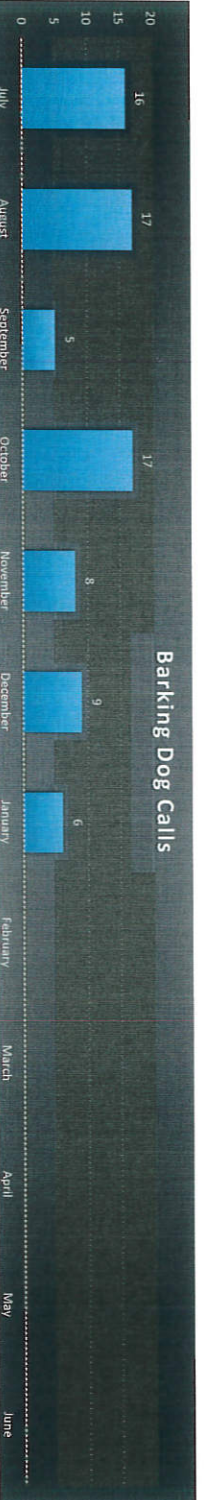
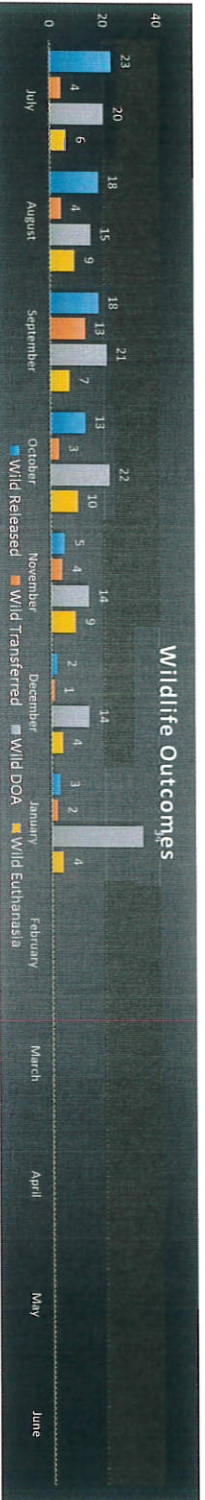
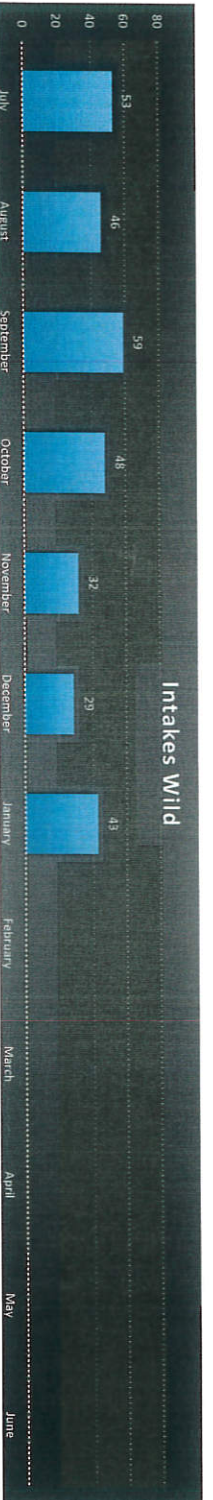


Return to Owner



Licenses





Animal Control Update - JPA Board Meeting - February 5, 2024

Field Dog Licenses Sales

Officers have been offering license compliance in the field instead of issuing citations, however, sales have proven difficult with patrol interactions. Typically the barrier has been confirming a current rabies, whether it is outside of vet hospital hours or rabies vaccines are not current. Officers have had success with home visits (quarantines, welfare checks, barking calls, etc.).

ACO Emergency Call-Out

December 18, 2023 - Keppler responded to Camp Bow Wow in San Clemente in the early morning hours after the business suffered severe flooding. The fire sprinkler system sprung a leak and the interior of the warehouse was 4-12" underwater. No animals were harmed and several needed to be relocated from their boarding locations.

Deceased Birds

Early December 2023 – Reports of numerous deceased and ill sea birds (seagulls specifically) in Dana Point at Doheny State Beach, Main Lifeguard Tower, San Juan Creek mouth. Wetlands & Wildlife and State Parks set up a dedicated quarantine area and requested assistance with transport of ill birds as needed. Three birds were sent to the State lab for testing and were positive for HPAI (Highly Pathogenic Avian Influenza). A laboratory in Wisconsin is conducting further tests and an official determination will be announced.

January 16 and 17, 2024 - eleven more deceased birds were picked up.

Kennel Permits

Businesses necessitating permits are slowly coming into compliance: one (1) remaining in San Clemente and two (2) in Dana Point. Total money generated thus far for permits is \$5,255.

Training and Outreach

Continued education opportunity held January 21 at CASA. Provided guidance on K9 body language, use of tools, and dog bite avoidance. CASA Staff and approximately 15 volunteer dog handlers attended.

We have received requests from two local schools asking CASA and PPF to come and speak to students on animal safety topics. A PowerPoint has been prepared, geared toward this age group, speaking about the functions of the Animal Shelter, Animal Control Officers, and dog bite safety.

Our first presentation was Thursday, February 1st at Our Lady of Fatima, to approximately 120 kids.

Vicious Dog Case Update

Bradley McCall & ZERO update – Attorney Timothy Campen submitted filing with Orange County Superior Court on December 12, 2023 (Petition to Determine if Dog is Vicious, Request for Order to Abate). On January 30, we were notified that we were given a court date of February 5, 2024 at 8:30am. ZERO has been in CASA's care beginning September 1, 2023. Thus far the attorney fees have totaled \$4,651.00.

San Clemente Municipal Code

A draft has been completed and submitted to CASA Attorney Elizabeth Mitchell. Proposed changes include:

Revision of Dangerous Animal definition to Dangerous Dog definition
Revision of SCMC 6.28.010 Vicious Animals to Declaration and Possession of Dangerous Dog, Public Nuisance Animal Owner, Hearings
Substantial Injury definition - *Enacted*
Extremely Dangerous Animal - *Repealed*
Potentially Dangerous Animal – *Repealed*
Public Nuisance definition - *Enacted*
Public Nuisance Animal Owner - *Enacted*
Revision to SCMC 6.10 Regulation of Barking Dogs
Nuisance definition - *Enacted*

Dana Point Municipal Code

At a future meeting we will be drafting a request to change the Dangerous Dog definition and stipulations; addition of administrative hearing process to match San Clemente code.

800 MHz Radio update

Erik Schull with Orange County Sheriff's Department Technology Division has been speaking with Brian Brower, San Clemente IT Manager. The two discussed providing CASA with temporary radios to use on a trial basis.

San Clemente's Public Works Department has several 800 MHz radios not in use.

Awaiting radios and training.

A Policy and Procedure has been drafted for use of the 800 MHz radios, and will be presented to the Board for approval, once final details on the specific make/model and features of the radios is known.

Parks Patrols

December 1, 2023 - January 31, 2024 Officers recorded 495 patrols, resulting in 198 citations issued for off leash and licensing violations. Officers focus their patrols on problematic areas, and in response to public complaints.

Problem spots in each City tend to consistently be:

San Clemente – Verde Park, Beaches (mostly North Beach), and Mira Costa Park

Dana Point – Heritage Park, Sea Canyon Park, and Dana Woods Park

Officers have noted success with:

Utilizing the ATV to patrol the beaches

Patrolling in pairs at our larger parks such as, Heritage and Dana Woods.



Coastal Animal Services Authority JPA Meeting Memorandum/Report

TO: JPA Board

FROM: Jennifer Stinett CASA General Manager
Melanie Upstone, Animal Services Officer Supervisor

DATE: February 5, 2024

RE: Animal Control Staffing

BACKGROUND:

Historically, the Coastal Animal Services Authority has employed four Animal Services Officers assigned to field duties. Two Officers designated as full-time and two as part-time (20-29 hours per week); with weekly staffed field hours totaling 120-138 hours.

July 2023 the Agency added a full-time Animal Services Officer Supervisor position.

DISCUSSION:

As of February 2024 current CASA staffing levels are one ASO Supervisor, one full-time ASO, and one temporary full-time ASO.

In January 2024 both of our part-time ASO's resigned their positions, leaving for full-time employment. In addition, after 14 years with CASA, Officer Dana Friedman resigned his full-time position. Officer Friedman is open to returning in a part-time capacity, however, he would be limited to office/administrative tasks as he would be unable to conduct field work.

As we approach the timeframe to prepare for the Fiscal Year 2025 Budget, CASA Staff is requesting the JPA Board consider a restructuring of the four field ASO positions to three full-time and one part-time Officers, effective July 1, 2024.

The nature of this position demands a high level of maturity, professionalism, and integrity. CASA has experienced difficulty in hiring and retaining part-time staff in this position. As outlined in Attachment A, since 2011, we have had ten employees in these part-time positions. Nine of these employees have either resigned to seek full-time employment, or been terminated for performance issues. One employee, hired in Fall 2013, has remained with CASA and as of August 2023 has been in a temporary full-time position to fill Officer Friedman's vacancy.

With a potential move to the CalPers system, the part-time positions will face a further reduction in hours, likely effecting CASA's ability to recruit suitable employees. The negative fiscal impact

of onboarding each employee for training, uniforms, and supplies/tools should also be considered. On average, employees require 200 hours of training depending upon experience, and uniform, equipment, and body armor costs are approximately \$1,500.00 per employee.

RECOMMENDED ACTION:

Receive and file for consideration in the Fiscal Year 2025 Budget.

FISCAL IMPACT:

F/T ASO Step C salary and benefits \$100,000.

P/T ASO Step C (20-29 hours per week) and required insurance, medicare, etc. costs \$39,800 – \$57,700.

P/T ASO Step C (15-18 hours per week, CalPers mandated) and required insurance, medicare, etc. costs \$29,900 - \$35,900.

Option 1 (138 hours/week)

Three F/T ASO \$300,000 & One P/T ASO (18 hours) \$35,900 = \$335,900

Option 2 (134 hours/week)

Two F/T ASO \$200,000 & Three P/T (18 hours) \$107,700 = \$307,700

Attachment A: P/T Staffing 2011-2024

P/T ACO Employment History			
<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Reason for Leaving</u>
C.S.	10/2011	1/2014	Resigned. Issues w/ management
P.R.	4/2012	5/2013	Terminated; performance issues
C.M.	3/2014	1/2017	Terminated; performance issues
W.G.	6/2017	8/2018	Left for full-time job
A.W.	11/2018	5/2021	Terminated; performance issues
F.L.	6/2021	8/2022	Left for full-time job
J.F.	9/2022	1/2023	On Medical Leave since 1/2023. Possible return date February 2024.
R.E.	3/2023	1/2024	Left for full-time job
C.V.	11/2023	1/2024	Left for full-time job

Shelter Operations Update – JPA Board Meeting – February 5, 2024

Vaccine Clinic

Our next vaccine clinic will be Sunday, February 25, 2024 at the Dana Point Community Center.

Licensing Update

We are processing all incoming mail and web payments for our licensing. Transactions are processed and owners are mailed/emailed their tags/receipts within 48 hours of us receiving payment. We had a meeting in January 2024 with the lead staff at Mission Viejo Animal Shelter licensing department to review their renewal processes to see what we can implement at CASA.

Volunteers are helping with processing the payments for mail-in renewals. They are also helping with follow-up calls to those dog owners to get their email address on file for future electronic mail and online license processing.

In December 2023 we contacted all of our local veterinary hospitals seeking compliance with the rabies reporting mandate. Staff mailed notifications to all dog owners not in compliance with licensing, and we started to see an uptick in new and renewed licenses at the first of the year.

Attached we have a mid-year update of our licensing statistics and revenue, as compared to the same time-frame last year.

Front Office Staffing

Our Front Office Customer Service position is occupied by an interim employee. She has been instrumental in organizing and moving the licensing program forward. The Fall 2023 recruitment was not successful in finding a suitable candidate that was willing to work the weekends. The current interim has been working Tuesday-Fridays. We have monitored transactions on weekdays vs. weekends, and we trend toward much more foot traffic during the week for licensing transactions.

We are working with PPF to expand our group of Office Volunteers to get additional coverage on shifts that have historically not been fully staffed. Weekends are our biggest focus, as some shifts only have one office volunteer on duty. Although, that was by volunteer choice due to business being slower on those days, staff would prefer two volunteers per shift. We have had instances when we have had last minute cancellations or off-site special events that have left us shorthanded or calling for last minute coverage.

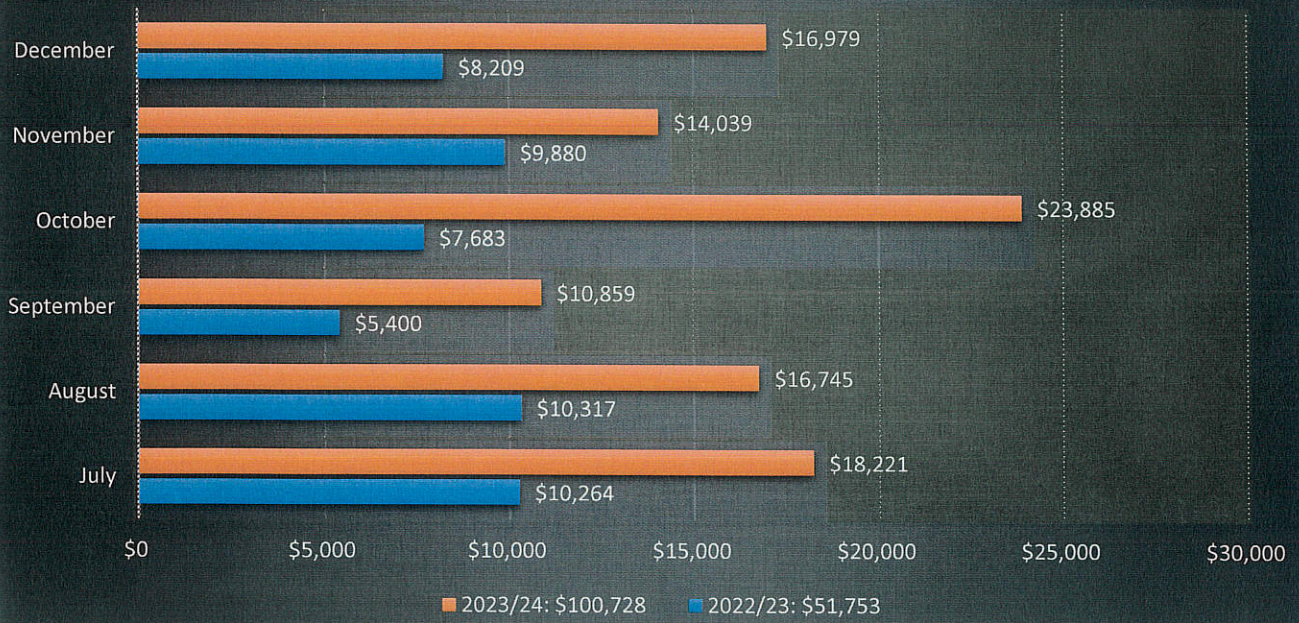
Shelter Maintenance

Staff power washed all walkways in the courtyard area last month.

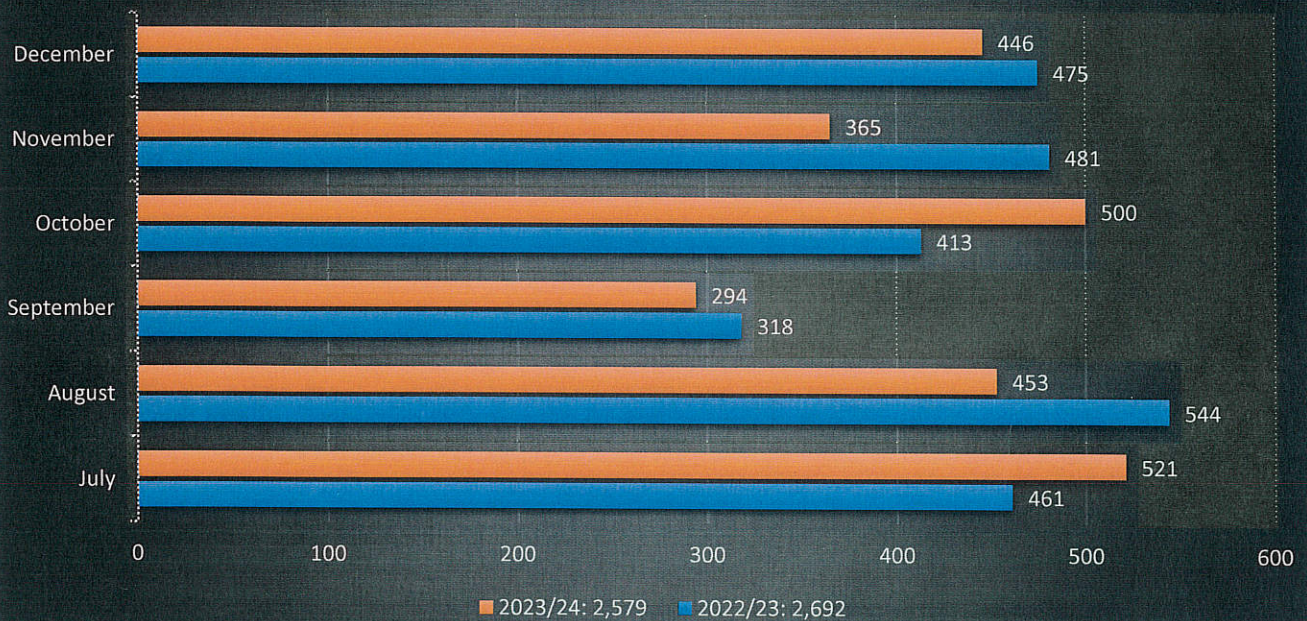
We had a group of students volunteers from St. Margaret's come in to complete some Community Service hours. The students assisted staff with clutter removal, scrubbing kennels, and scrubbing the new flooring in the dog kennel area. We have found that the floors/walkways need to be scrubbed/deep cleaned about once per month. We are planning on having these groups in every other month during the school year.

Drain maintenance cleaning scheduled for 2/5/24.

License Revenue



Licenses Sold





COASTAL ANIMAL SERVICES AUTHORITY JPA MEETING AGENDA REPORT

Meeting Date: February 5, 2024

Agency: Coastal Animal Services Authority

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. Authorize the Board Chair to execute the attached Exhibits.

Background:

CASA is seeking to change its employment retirement benefit system from the City of San Clemente Employee Retirement Plan (CSCERP) to CalPERS. The first phase in establishing a contract with CalPERS was an eligibility and financial review conducted by CalPERS which concluded that CASA is eligible to establish a contract with CalPERS.

CASA completed the second phase by providing a questionnaire with census data to CalPERS for review and for CalPERS to complete actuarial valuation(s). The CalPERS CASA actuarial reports were brought at the June 5, 2023 CASA meeting along with an analysis by staff as required by Government Code section 7507. Based on the actuarial reports and staff information, actuarial rates would decrease along with the unfunded liability upon a change to CalPERS. The Board, based on the actuarial valuations and other considerations, directed staff to contact CalPERS and pursue the resolution of intention.

Staff contacted CalPERS shortly after the June meeting and received Exhibit I on July 31, 2023 by email to move forward with a CalPERS contract for CASA employees. This involves identifying a timeline to implement the change to CalPERS.

A package was received from CalPERS dated September 13, 2023 and included in the October 2, 2023 meeting. This included steps and information related to CASA contracting with CalPERS.

Discussion:

As noted, the September 13, 2023 package received from CalPERS included steps and information related to CASA contracting with CalPERS. However, the package did not include the Resolution of Intention. Staff corresponded with CalPERS to receive the Resolution of Intention. However, upon reviewing the entire package, it was noted a reallocation agreement included in the package was not applicable to CASA. Staff reached out to CalPERS to confirm that the reallocation agreement was inadvertently included.

After further e-mails with CalPERS, staff was informed the reallocation agreement was mistakenly included in the paperwork for CASA. CalPERS also provided other transition clarification information. After staff reached out for clarification CalPERS

responded in January that an additional valuation will be required and a clarification of the active participants being transferred and related assets need to be considered within the valuation. Both exhibits provide additional information related to these actions.

A list of the steps is below and staff will coordinate with CalPERS staff to move through the process. Staff will work to adhere to the timeline. Once all steps are completed, CASA will transfer active CSCERP participants and their related prior service will be transferred to CalPERS. This will involve transferring assets and liabilities to CalPERS for those participants near the contract effective date.

Step	Action – Anticipated timeline
1	<i>Resolution of Intention (§ 20469)</i> . Declares the agency’s intent to contract. <ul style="list-style-type: none"> • This Board Meeting
2	<i>Member Election by secret ballot (§20469)</i>
3	<i>Publication of Costs (§ 20469)</i> . 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	<i>Adoption of Final Resolution (§ 20471)</i>
5	<i>Final Action (§ 20471)</i> . Requires adoption of the final documents (final reading of the ordinance—countries, cities or towns; final resolutions.) <ul style="list-style-type: none"> • Second meeting for approval of final resolution
6	<i>Contract effective date (§ 20474)</i> : must be on the 1st of a pay period following the adoption of CASA’s final resolution.

Fiscal Impact: Upon the change from CSCERP to the CalPERS retirement, the potential annual savings is estimated at approximately \$30,000 annually.

Attachments: Exhibit I – Pre-valuation contract
Exhibit II – Local System Transfer Option Letter



Subject:

Local System Retirement Plans that are Transferable to CalPERS

A qualified plan may be transferred to CalPERS. **CalPERS must review the plan document(s) to determine whether the plan is transferable.** To assist CalPERS in processing the actuarial valuation(s), some decisions on the disposition of a transferable retirement plan must be made.

Local System Transfer Options:

Discontinue the local system retirement plan (0% prior service credit).

Discontinuing the local plan means that no further contributions may be made to that local system retirement plan by or on behalf of the employees. The employees become CalPERS members as of the contract's effective date. To be eligible for retirement with CalPERS, the member must obtain at least five years of service credit and be at least age 50. All eligible employees hired on and after the effective date of the contract with CalPERS must become CalPERS members.

Total transfer of the local system retirement plan assets to CalPERS (100% prior service credit).

Transferring the local system retirement plan transfers and credits in each employee's local system contributions under the local plan to the member's individual account under CalPERS as of the effective date of the contract. A two-thirds majority vote of the local system retirement plan members is required to transfer the plan. Each member receives service credit rendered with the agency as prior service. Any employer funds from the local system retirement plan may also be used to offset the cost of prior service liability. All eligible employees hired on and after the effective date of the contract with CalPERS must become CalPERS members.

Transfer the local system retirement plan by individual choice "waiver option."

This option allows individual members of your local system retirement plan to "waive" their rights from your local system retirement plan and transfer their assets to CalPERS. Those who do not sign a Waiver of Rights form will continue participating in your local system retirement plan and will be excluded from CalPERS membership. Each member receives service credit rendered with the agency as prior service. Any employer funds from the local system retirement plan for those employees who sign a Waiver of Rights form may also be used to offset the cost of prior service credit. All eligible employees hired on and after the effective date of the contract with CalPERS must become CalPERS members.



**Contract
of the
Board Of Directors
Coastal Animal Services Authority
with the
CalPERS Board of Administration
California Public Employees' Retirement System
for an
Actuarial Valuation as Stated Herein**

By this AGREEMENT made this _____ day of _____, _____, in accordance with and subject to the provisions of the Public Employees' Retirement Law by and between the governing body of the above public agency, hereinafter referred to as Public Agency, and the Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, Public Agency and Board agree as follows:

- A. Public Agency herewith retains the services of said Board to perform the valuations required by Section 20466 of the Public Employees' Retirement Law for the purpose of determination by the Board of Administration of the Public Employees' Retirement System of the contributions to be made by Public Agency if a contract is entered into with said Board which provides for benefits as described in the attached "Exhibit".
- B. Public Agency will pay \$3,900.00 to the Retirement System upon completion of the actuarial valuation, such fee being based on the number of membership categories involved.
- C. Any and all data and information requested by the Board from Public Agency for use in compilation of this valuation shall be furnished upon request. The actuarial tables and procedures to be used in the valuation shall be in accordance with the tables approved by said Board of Administration. Board shall have sole control of the valuation and its judgement in the determination thereof shall be final and conclusive. All work sheets and final results and reports, the product of the valuation, shall be and remain the property of the Board.

Witness our hands the day and year first above written.

CalPERS Board of Administration
Public Employees' Retirement System

Board of Directors
Coastal Animal Services Authority

By _____
Melody Benavides, Chief
Pension Contracts & Prefunding Programs Division
Public Employees' Retirement System

By _____
Presiding Officer