

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, August 5, 2024 at 8:00 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

**Agenda for Coastal Animal Services Authority
Regular Board Meeting
August 5, 2024
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

- June 3, 2024
- July 8, 2024 Special Meeting

3. BUDGET

- Consideration of approving the Payroll Warrants and Registers for the time periods of 5/13/24 – 7/12/24

4. ITEMS FROM THE STAFF

- Animal Control and Shelter Operations Update
- Shelter Statistics Report
- Surgery Clinic Update

5. ITEMS FROM THE BOARD

6. ITEMS FROM THE CITY

7. ITEMS FROM PPF

- New PPF Board
- Update from PPF

8. ORAL COMMUNICATIONS

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

9. ADJOURNMENT

Next Regular JPA Meeting at the San Clemente City Hall, 910 Calle Negocio, Community Conference Room, San Clemente, CA, October 7, 2024 at 7:30 a.m..

Jamey Federico, Chairperson, CASA Board

COASTAL ANIMAL SERVICES AUTHORITY (CASA)

Regular Meeting Minutes

June 3, 2024

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

A Regular Meeting of the Coastal Animal Services Authority was called to order by Chair Federico on June 3, 2024 at 8:00 a.m.. at San Clemente City Hall, located at 910 Calle Negocio, San Clemente, in Community Conference Room.

PRESENT

Chair Jamey Federico
Board Member Mark Enmeier
Jake Rahn, City of San Clemente
Hanne Thordahl, City of San Clemente
Melissa Barber, City of San Clemente
Stephanie Cocumelli, Pet Project Foundation
Jennifer Stinett, CASA

* * *

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**

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

2. **APPROVAL OF MINUTES**

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the minutes of the CASA Board Meetings of April 1, 2024 and April 29, 2024

3. **BUDGET**

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the Payroll Warrants and Registers for 2/19/24-5/17/24.

4. **ITEMS FROM THE STAFF**

Statistics Report

Staff prepared a comparison of this year's statistics versus last year.

Animal intakes, adoptions, and animal control calls for service have all increased.

We continue to see an increase in new licenses purchased versus last year.

Staff has started working on sending notices to expired license accounts. Staff allows them a period of time to respond to an initial letter. If we do not get a timely response we will issue a citation.

Licensing Program

Our license compliance rate sits at 22%. Since moving licensing in-house we have cut out the lag time in the reporting experienced with PetData and the lack of follow-up provided by their service.

Mission Viejo reports that their largest revenue generator is their rabies certificate reports from the vet hospitals. They also send staff to local vaccine clinics to pick-up the rabies certificates on the day of the event.

The Chameleon program offers us the ability to send auto-emails for renewals, they do not offer text message services.

Jamey requests that we continue to ask about the text service availability in the future.

Staff's focus is to get the word out about the licensing program. We currently use our city websites and social media. We plan to look into better ways to display the information at our local vet offices and request that our HOA and apartment complexes provide the information to their residents.

Jamey requests we ask our attorney if we can mandate our vet hospitals license a pet at the hospital or require them to provide the license application to the pet owner.

The licensing structure was changed last year to favor annual renewals. We have had some residents ask about the two and three year renewals. The benefit to offering the multi-year would include less staff time to manage every account every year.

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to reinstate the multi-year license program.

We also eliminated our senior discount last year. I think most of the complaints are related to a lack of goodwill to the senior community and not necessarily an inability to pay the fee. Staff recommends we consider a scholarship-type program for low-income residents that are experiencing financial hardship and qualify for certain State or Federal assistance.

Board recommends a 50% discount for a Financial Hardship license.

On July 1, 2024 staff will reinstate the multi-year licenses and implement a Financial Hardship license program.

Animal Control and Shelter Operations Update

Jen presented an update on our Animal Control community outreach events, Shelter Reading Program schedule for Kids and Seniors, and our next Vaccination Clinic on June 30, 2024 at the Dana Point Community Center.

The Shelter replaced our industrial dryer and the exterior painting job is almost complete.

The Shelter has a litter of 12 puppies, which were born at the Shelter in late April!

Surgery Clinic

Jen included a report on the potential operating costs for an in-house clinic and an estimated fee structure.

The requirements for spay/neuter of Shelter animals would be approximately 245 animals annually, leaving 475 appointments available to the public.

The income from public surgeries, ACO labor hour savings, and PPF surgery cost savings are estimated to cover staffing needs and operating costs associated with the clinic.

Stephanie added that quite a bit of the operational costs in this report are funds PPF is already paying for.

This report assumes two surgery days per month executing 30 surgeries per day.

Jamey requested we present a version that includes a third surgery day per month.

Animal Shelter Staffing

Jen presented an overview of Shelter Staffing.

Since April 2023 the Full-Time Shelter Supervisor position has been vacant, and the Part-time Shelter Supervisor resigned in May 2024.

Staff is recommending eliminating the Part-time position and recruiting for the Full-time position to fulfill the Shelter's needs to cover our operational hours.

Jen provided an overview of the Shelter Supervisor position and its impact on daily shelter operations.

Staff has concerns about recruiting for this position in a Part-time capacity. Filling the Full-time position would also allow the General Manager to free up time to focus on managing Shelter projects and programs.

Our Kennel Attendant staffing currently includes two Part-time positions 20-29 hours per week. With the change to CalPers we will need to make a determination on what to do with those positions. They can be downgraded to 18 hours per week with no benefits, or we can offer them the CalPers benefits.

We have experienced recruitment issues, with our most recent recruitment garnering only one applicant interested in the position.

Hanne added that if the position is downgraded we will need to reclassify it to a Kennel Aide position.

Jamey asked if we can upgrade one and downgrade one.

Jake made a recommendation to upgrade one to a 3/4 position and one to a Kennel Aide position.

Jamey recommended staffing at two Full-Time Kennel Attendants, one 3/4, and create a Kennel Aide position, providing the department with flexibility to bring people in when needed.

Stephanie added that having flexible Part-time positions is important in being able to fill a schedule and fulfill the organization's needs.

Regarding the Supervisor position, Jamey said he is generally in favor, but from a business perspective the Board will have expectations that things like the licensing program and supervision over the Volunteers and kennel positions increases. Jamey also asked if the Animal Services Officer Supervisor is out in the field?

Jen said she is doing more field activities, such as patrolling areas of concern and doing community outreach programs in the schools. She also does over-the-counter interactions at the Shelter, handling citation issues and overseeing front office volunteers with Officer dispatch.

Mark agrees that there is a need for the Full-time Supervisor position, with increased expectations.

Employee Evaluation and Class and Comp Study

The final year of CASA's MOU agreement will be July 2024-June 2025. This final year will change the Agency's step salary schedule and cost of living adjustments to a merit-based salary adjustment based on an employee's Performance Evaluation.

A salary survey will be conducted and presented to the Board at the JPA meeting of October 7, 2024, along with a written policy.

During prior class and comp studies we have utilized Orange County Animal Care, Mission Viejo Animal Services and Irvine Animal Care Center as comparable agencies.

Staff also recommends using Dana Point's Employee Evaluation form, as it would be more effective in evaluating employee performance in more detail.

Staff's recommendation is to approve the comparable agencies, direct staff to conduct the salary survey, and approve the use of the new Employee Evaluation Form.

Jamey asked if there are any concerns about the process?

Jen stated it will be a lot of work, and back and forth with Hanne, writing a new policy on how this is going to work, as it is vastly different than San Clemente's current procedure. I did get some information from Dana Point on how they budget for this, and that was reflected in how I budgeted for the coming year's personnel costs; assuming a 3.5-4% increase for all employees. In the long run I think it will be a benefit to our employees, to be rewarded for their hard work.

Jamey recommended looking at other smaller JPA's as possible comparables as well, even if they are not animal related.

Jake added that locally there is Vector Control and the OC Cemetery District.

Mark asked how the employee's feel about the change?

Jen added that when the MOU negotiations were happening the employees were a bit confused on how it would work, but ultimately were fine with it.

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the comparable agencies with the added direction to look at other possibilities, and approve the Employee Evaluation Form.

Budget

Staff presented the report for the Fiscal Year 25/26 CASA Budget.

The budget plan reflects adjustments to account for the continuing inflation of utilities, supplies, and insurance expenses.

Staff has included funds for capital improvement projects such as the security camera system and the final play yard remodel that is pending.

Personnel budgeted costs includes a new full-time Animal Services Officer position and an option for the Board to consider a Reserve Animal Services Officer position at 520 hours per year.

Staff prepared Decision Packages for the upcoming budget including \$75,000 for Surgery Clinic construction, \$75,000 for Courtyard Improvements and \$10,500 for 800Mhz Radios for the Officers.

Proposed revenues include conservative estimates of an increase in adoption fee and licensing revenues. We will also save approximately \$25,000 per year with the termination of our PetData Licensing agreement.

Staff's recommended action is to review and approve CASA's two-year (FY25 and 26) budget, to include the addition of the full-time Animal Services Officer position, and the Decision Packages for the Surgery Clinic, Courtyard Improvements, and 800Mhz Radios.

Contributions from the Cities for FY25 are \$966,440 for San Clemente and \$462,010 for Dana Point.

Jamey asked if the budget includes funding for the full-time Animal Shelter Supervisor position?

Jen confirmed that these numbers do not reflect that increase, as it was a recent change in staffing.

Jamey asked what the funding level change is between the part-time Supervisor and full-time Supervisor is?

Jen said the fiscal impact difference is \$87,000 annually with wages and benefits. There is also an \$11,000 savings for the Kennel Attendant staffing, as those positions will be downgraded under the CalPers requirements.

Jake stated there is fund balance available to CASA.

Mark asked why going from part-time Supervisor to full-time is so pivotal?

Jen stated that the recruitment of an eighteen hour per week position with no benefits at the level you need that person to be, will be very difficult. We had

someone in that position for a very long-time and finding a new person to fill a Saturday-Sunday only with the level of experience needed will be difficult.

It does impact the General Manager as well, as Jen is not free to oversee projects that require more time. Such as, our licensing program that will require more support as we change and expand. A lot of my day is spent on animal care as that does need to come first, but those duties should be within the Supervisor's duties. The operational hours of the Animal Shelter are 70 hours per week and when you account for my 40 hours per week plus 18 hours for a part-time, we have an operational shortage.

Jamey asked if the cities will need to provide additional funds to get into CalPers?

Jake stated all funding will be transferred from existing funds in the CSERP plan. No more funding will be required.

Jamey asked what the difference is between this year's and next year's budget is?

We are projected to have \$1,700,000 in expenditures at the end of FY24 and the proposed FY25 is \$1,830,000.

Stephanie added that PPF is supportive of increasing Manager-on-Duty coverage at CASA, as there have been volunteer comments that there is not enough support when Jen is not there. PPF would love to see more supervision.

If the Full-time Supervisor is also added, a proposed budget of \$1,900,00 would include adding full-time Supervisor and (field) Officer positions and the capital improvement expenditures.

Jamey clarified that the Decision Packages are intended to include the funding in the budget and not approving the plans themselves?

Jen states that is correct, there are still plans that would need to be prepared and approved by the Board in order to move forward.

Jake clarified that the funding for the Clinic and Courtyard Decision Packages are not yet included in the budget numbers.

Jen added that staff would focus on the two large projects separately. Addressing the Clinic first, as it is more pressing. The Courtyard would be considered in the second year, FY26.

Jake added that the two projects at \$75,000 each would be funded by the CASA Fund Balance and not included in the annual budget numbers.

Mark asked how the Board feels about using the Fund Balance for those projects?

Jamey said it was created with the intention to use on capital improvements. For the longest time this Agency had zero funds to address capital maintenance or improvements, and he would be supportive of staff to continue with the planning for the Clinic and Courtyard projects.

Jamey recommended we put the full-time Supervisor position in the budget now.

Jake confirmed that we will plan for the \$75,000 Clinic funds in the FY25 budget, the \$75,000 Courtyard funds in the FY26 budget, and increase the budget by \$80,000 for the full-time Supervisor position.

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the Budget to include the changes that were proposed.

5. **ITEMS FROM THE BOARD**

None

6. **ITEMS FROM THE CITY**

CalPers Pension Plan Administration

Jake presented the CalPers Contract and Resolutions.

Staff recommends the Board adopt the Resolution to authorize the Contract, adopt the Resolution for the employee contributions to be Tax Deferred, and authorize the Board Chair to execute other documents as necessary to complete the transition to CalPers. We are still on track to implement changes the pay period of July 8, 2024.

MOTION BY Enmeier SECOND by Federico CARRIED 2-0, to approve the transition to CalPers.

CalPers Health Program

Hanne presented the CalPers Health contract. Currently CASA is in a non-Pers Health plan, these Resolutions would transition employees into a Pers program.

Staff recommendation is to adopt both Resolutions.

MOTION BY Enmeier SECOND by Federico CARRIED 2-0, to approve the transition.

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

July 20, 2024 is the Volunteer and Staff Appreciation party.

PPF Gala is September 22, 2024.

Stephanie is terming off of the PPF Board on July 17, 2024.

8. **ORAL COMMUNICATIONS**

None

9. **ADJOURNMENT**

Meeting Adjourned at 10:05 a.m.. The next Regular JPA Meeting will be held on August 5, 2024 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 (CASA)

Special Meeting Minutes

July 8, 2024

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 July 8, 2024 at 8:03 a.m. via Virtual Conference Call.

PRESENT

Chair Jamey Federico
Board Member Mark Enmeier
Hanne Thordahl, City of San Clemente
Jennifer Stinett, CASA

* * *

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**

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

2. **ITEMS FROM THE BOARD**

3. **ITEMS FROM THE CITY**

Benefitted Salary Schedule

Hanne presented the Staff Report, a revised salary schedule for the benefitted CASA employees, effective July 8, 2024 to implement minimum and maximum salary ranges which is a provision of the third year of the CASA MOU.

Jamey asked if the City is comfortable with implementing the administrative aspects of the change?

Hanne has reviewed everything with Jake Rahn in Finance and they have a plan in place to administer the changes.

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the Benefitted Salary Schedule.

Hourly Part-Time Salary Schedule

Hanne presented a revised Hourly Part-time salary schedule, which will maintain the step salary schedule.

Additionally staff has included job descriptions for a new Kennel Aide position, a revision to the Reserve Animal Services Officer position, and a new Office Specialist II position. These positions will allow the Agency flexibility to fill Hourly Part-time positions as needed in the future, and remain in compliance with CalPers requirements.

Staff's recommendation is to approve the revised salary schedule and the revised job descriptions.

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the Hourly Part-time salary schedule and revised job descriptions.

4. **ORAL COMMUNICATIONS**

None

5. **ADJOURNMENT**

Meeting Adjourned at 8:10 a.m.. The next Regular JPA Meeting will be held on August 5, 2024 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

JPA Meeting - Signature List:

PAYROLL CERTIFICATION SHEET: By Pay Period

05/13/24 -	05/26/24	\$	18,895.46
05/27/24 -	06/09/24	\$	19,392.18
06/10/24 -	06/23/24	\$	21,097.07
06/24/24 -	07/07/24	\$	18,459.02

CERTIFICATION OF WARRANTS: By check Date

05/31/24	\$	74,599.93
06/14/24	\$	36,792.02
06/28/24	\$	18,900.24
07/12/24	\$	122,925.88

8/5/2024

Meeting to be held on:

7-29-2024

Date Provided To CASA:

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF

5/31/2024

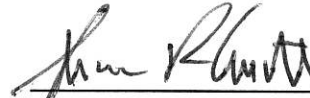
FOR THE PERIOD OF

05/13/24 - 05/26/24

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:

\$ 18,895.46

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List
SAN CLEMENTE

05/13/2024 to 05/26/2024- Type 3 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507902	5/31/2024	3470	BORTHWICK, VIVIAN J	0.00	1,286.04
507903	5/31/2024	4471	DONAHOE, HAILEY	0.00	1,060.63
507904	5/31/2024	4386	FUENTES, JOSE	0.00	1,865.43
507905	5/31/2024	4575	GRIDER, TAYLOR	0.00	516.16
507906	5/31/2024	3592	KEPPLER, JOHN	0.00	2,385.15
507907	5/31/2024	2568	MORAN, JILL	0.00	2,667.25
507908	5/31/2024	4285	PEREZ, JOHN	0.00	1,814.72
507909	5/31/2024	2711	SKIBICKI, KATHLEEN P	0.00	289.38
507910	5/31/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507911	5/31/2024	4485	UPSTONE, MELANIE	0.00	2,496.91
507912	5/31/2024	3344	WILLIAMS, MELISSA	0.00	1,918.67
Employee Check Totals				0.00	18,895.46
Bank cdd Totals (11 Forms)				0.00	18,895.46
Grand Total				0.00	18,895.46

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

Totals Checks and Direct Deposit (11 Forms) 18,895.46

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF

6/14/2024

FOR THE PERIOD OF

05/27/24 - 06/09/24

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:

\$ 19,392.18

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List
SAN CLEMENTE
05/27/2024 to 06/09/2024- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507913	6/14/2024	3470	BORTHWICK, VIVIAN J	0.00	1,286.04
507914	6/14/2024	4471	DONAHOE, HAILEY	0.00	1,297.24
507915	6/14/2024	4386	FUENTES, JOSE	0.00	1,559.09
507916	6/14/2024	4575	GRIDER, TAYLOR	0.00	1,302.70
507917	6/14/2024	3592	KEPPLER, JOHN	0.00	2,321.77
507918	6/14/2024	2568	MORAN, JILL	0.00	2,840.26
507919	6/14/2024	4285	PEREZ, JOHN	0.00	1,814.72
507920	6/14/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507921	6/14/2024	4485	UPSTONE, MELANIE	0.00	2,633.68
507922	6/14/2024	3344	WILLIAMS, MELISSA	0.00	1,741.56
Employee Check Totals				0.00	19,392.18
Bank cdd Totals (10 Forms)				0.00	19,392.18
Grand Total				0.00	19,392.18

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

Totals Checks and Direct Deposit (10 Forms) 19,392.18

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF

6/28/2024

FOR THE PERIOD OF

06/10/24 - 06/23/24

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:

\$ 21,097.07

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List
SAN CLEMENTE
06/10/2024 to 06/23/2024- Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507923	6/28/2024	3470	BORTHWICK, VIVIAN J	0.00	2,037.06
507924	6/28/2024	4471	DONAHOE, HAILEY	0.00	964.90
507925	6/28/2024	4386	FUENTES, JOSE	0.00	1,388.84
507926	6/28/2024	4575	GRIDER, TAYLOR	0.00	938.02
507927	6/28/2024	3592	KEPPLER, JOHN	0.00	2,578.93
507928	6/28/2024	2568	MORAN, JILL	0.00	3,642.13
507929	6/28/2024	4285	PEREZ, JOHN	0.00	2,548.02
507930	6/28/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507931	6/28/2024	4485	UPSTONE, MELANIE	0.00	2,662.49
507932	6/28/2024	3344	WILLIAMS, MELISSA	0.00	1,741.56
Employee Check Totals				0.00	21,097.07
Bank cdd Totals (10 Forms)				0.00	21,097.07
Grand Total				0.00	21,097.07

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

Totals Checks and Direct Deposit (10 Forms) 21,097.07

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF

7/12/2024

FOR THE PERIOD OF

06/24/24 - 07/07/24

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:

\$ 18,459.02

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List
SAN CLEMENTE

06/24/2024 to 07/07/2024- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507933	7/12/2024	3470	BORTHWICK, VIVIAN J	0.00	1,206.38
507934	7/12/2024	4471	DONAHOE, HAILEY	0.00	909.31
507935	7/12/2024	4386	FUENTES, JOSE	0.00	1,238.56
507936	7/12/2024	4575	GRIDER, TAYLOR	0.00	1,343.75
507937	7/12/2024	3592	KEPPLER, JOHN	0.00	2,404.17
507938	7/12/2024	2568	MORAN, JILL	0.00	2,733.46
507939	7/12/2024	4285	PEREZ, JOHN	0.00	1,814.72
507940	7/12/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507941	7/12/2024	4485	UPSTONE, MELANIE	0.00	2,583.29
507942	7/12/2024	3344	WILLIAMS, MELISSA	0.00	1,630.26
Employee Check Totals				0.00	18,459.02
Bank cdd Totals (10 Forms)				0.00	18,459.02
Grand Total				0.00	18,459.02

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

Totals Checks and Direct Deposit (10 Forms) 18,459.02

**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 ACCOURDANCE 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 \$74,599.93 dated 05/31/2024

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
30040	5/31/2024	000964	CALPERS	1000000175470	5/14/2024	MEDICAL PREMIUMS	5,005.80	5,005.80
30041	5/31/2024	004156	CALIF, STATE OF, EMPLOYME	Ben2544730	5/31/2024	STATE TAX - CASA: PAYMEN	829.66	829.66
30042	5/31/2024	000010	CALIF, STATE OF, EMPLOYME	Ben2544732	5/31/2024	SDI INS - CASA: PAYMENT	208.69	208.69
30043	5/31/2024	001819	FEDERAL WITHHOLDING TAX	Ben2544728	5/31/2024	FED TAX - CASA: PAYMENT	2,778.66	2,778.66
55661	5/31/2024	035241	BURKE, WILLIAMS & SORENS	320442	5/8/2024	CALPERS/MUNI CODE	2,941.50	
				320443	5/8/2024	FILING	738.07	
				320444	5/8/2024	CALPERS STAFF REPORT	427.00	4,106.57
55662	5/31/2024	000642	GREAT-WEST TRUST COMPA	Ben2544718	5/31/2024	MISC PENSION - CASA: PAYI	4,274.70	4,274.70
55663	5/31/2024	004706	HILL'S PET NUTRITION, INC	249512638	5/16/2024	DOG/CAT FOOD	559.66	
				249363274	5/1/2024	DOG/CAT FOOD	260.81	
				249553916	5/21/2024	DOG/CAT FOOD	76.83	897.30
55664	5/31/2024	009395	HLP, INC	240659	5/15/2024	APR 24 MO TRANSACTION FI	19.25	19.25
55665	5/31/2024	036300	INSPIRA FINANCIAL HEALTH I	Ben2544726	5/31/2024	125 MED SECTION 125 MED-	25.00	25.00
55666	5/31/2024	003619	MISSION SQUARE-302452	Ben2544722	5/31/2024	DEF COMP DEF COMP/ICMA	2,186.48	2,186.48
55667	5/31/2024	034976	MISSION SQUARE-306379	Ben2544724	5/31/2024	DEF COMP/ICMA-CASA: PAYM	803.42	803.42
55668	5/31/2024	035110	NATURE CARE	27877	5/21/2024	SOIL TREATMENT	60.00	60.00
55669	5/31/2024	001977	PET PROJECT FOUNDATION	29165	4/17/2024	PLAY YARD IMPROVEMENT F	25,000.00	25,000.00
55670	5/31/2024	020538	ROGHAIR, JENA	123402	5/22/2024	LICENSE REIMBURSEMENT	55.00	55.00
55671	5/31/2024	000635	SAN CLEMENTE CITY EMPLO	Ben2544720	5/31/2024	DUES SCCEA - CASA: PAYMI	42.00	42.00
55672	5/31/2024	003655	SAN CLEMENTE, CITY OF	JUNE2024	6/1/2024	MONTHLY INTERFUND CHAR	27,080.00	27,080.00
55673	5/31/2024	032513	SKYLINE PEST CONTROL	306549	5/16/2024	PEST & RODENT CONTROL	260.00	260.00
55674	5/31/2024	002755	SOUTH COAST DISTRIBUTINC	308820	5/16/2024	CASA CLEANING SUPPLIES	165.40	165.40
55675	5/31/2024	032104	STILES ANIMAL REMOVAL INC	4384	5/14/2024	APR 24 ANIMAL DISPOSAL	750.00	750.00
55676	5/31/2024	029259	VERIZON CONNECT NWF INC	609000052942	5/15/2024	100000087647 MONTHLY SER	52.00	52.00
Sub total for BANK OF THE WEST:								74,599.93

**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 ACCOURDANCE 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 \$36,792.02 dated 06/14/2024

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER



Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
30044	6/14/2024	004156	CALIF, STATE OF, EMPLOYM	Ben2545286	6/14/2024	STATE TAX - CASA: PAYMEN	883.39	883.39
30045	6/14/2024	000010	CALIF, STATE OF, EMPLOYM	Ben2545288	6/14/2024	SDI INS - CASA: PAYMENT	212.84	212.84
30046	6/14/2024	001819	FEDERAL WITHOLDING TAX	Ben2545284	6/14/2024	FED TAX - CASA: PAYMENT	2,980.10	2,980.10
55677	6/14/2024	034565	AMAZON BUSINESS	1FTW-C96P-3M	6/5/2024	SUPPLIES	447.21	447.21
55678	6/14/2024	024030	BAY ALARM COMPANY	21452296	6/2/2024	7/1-7/31/24 SECURITY MONIT	37.84	37.84
55679	6/14/2024	036682	BROSE, SHAKIRA	120221	7/15/2023	SPAY/NEUTER REIMB	50.00	50.00
55680	6/14/2024	027238	CALPINE ENERGY SOLUTION	24152001984150	5/31/2024	ELECTRICITY A/C #281214	528.39	528.39
55681	6/14/2024	021661	DANA POINT CHAMBER OF C	17278	5/30/2024	ANNUAL MEMBERSHIP 2024	270.00	270.00
55682	6/14/2024	000642	GREAT-WEST TRUST COMPA	Ben2545274	6/14/2024	MISC PENSION - CASA: PAY	4,274.70	4,274.70
55683	6/14/2024	022370	HANDS ON PAWS	INV-0284	5/29/2024	DOG TRAINER	4,140.00	4,140.00
55684	6/14/2024	004706	HILL'S PET NUTRITION, INC	249695849	6/5/2024	DOG/CAT FOOD	334.08	
				249684023	6/4/2024	DOG/CAT FOOD	92.32	426.40
55685	6/14/2024	036300	INSPIRA FINANCIAL HEALTH I	Ben2545280	6/14/2024	125 MED SECTION 125 MED-	25.00	25.00
55686	6/14/2024	003619	MISSION SQUARE-302452	Ben2545278	6/14/2024	DEF COMP DEF COMP/ICMA	1,186.48	1,186.48
55687	6/14/2024	034976	MISSION SQUARE-306379	Ben2545282	6/14/2024	DEF COMP/ICMA-CASA: PAYM	747.10	747.10
55688	6/14/2024	035110	NATURE CARE	28059	6/1/2024	CONTRACT MAINT SERVICES	779.00	779.00
55689	6/14/2024	007028	PICO VETERINARY CLINIC	254896	6/7/2024	WILDLIFE EUTHANASIA	50.00	50.00
55690	6/14/2024	021715	READYREFRESH BY NESTLE	14E6701996031	6/4/2024	ACCT #6701996031 DRINKINC	59.96	59.96
55691	6/14/2024	000635	SAN CLEMENTE CITY EMPLO	Ben2545276	6/14/2024	DUES SCCEA - CASA: PAYM	42.00	42.00
55692	6/14/2024	001174	SAN DIEGO GAS & ELECTRIC	052924CASA	5/29/2024	0055908393705 DISTRIBUTIO	1,003.13	1,003.13
55693	6/14/2024	034957	SIGNATURE PAINTING INC	2024-23	6/3/2024	EXTERIOR STUCCO AND PAI	13,600.00	13,600.00
55694	6/14/2024	003204	SOUTHERN CALIF GAS CO, IN	052324CASA	5/23/2024	09265871351 GAS SERVICES	453.08	453.08
55695	6/14/2024	002099	STATE CONTROLLERS OFFIC	FTB-00006985	5/15/2024	2023 OFFSETS PROGRAM - F	63.90	63.90
55696	6/14/2024	000976	TURBO DATA, INC	43024	5/31/2024	CITATION PROCESSING	931.50	931.50
55697	6/14/2024	036107	WENZEL, SETH	MAY24	6/9/2024	DOG TRAINING	3,600.00	3,600.00
Sub total for BANK OF THE WEST:								36,792.02

24 checks in this report.

Grand Total All Checks: 36,792.02

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 ACCOURDANCE 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 \$18,900.24 dated 06/28/2024

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
30047	6/28/2024	004156	CALIF, STATE OF, EMPLOYMEBen2546016	6/28/2024	STATE TAX - CASA: PAYMEN	1,109.66	1,109.66
30048	6/28/2024	000010	CALIF, STATE OF, EMPLOYMEBen2546018	6/28/2024	SDI INS - CASA: PAYMENT	212.06	212.06
30049	6/28/2024	001819	FEDERAL WITHOLDING TAX Ben2546014	6/28/2024	FED TAX - CASA: PAYMENT	3,515.60	3,515.60
55698	6/28/2024	034565	AMAZON BUSINESS 1NVY-WKCY-PT	6/19/2024	SUPPLIES	124.36	
			1XC6-3QJL-7TH	6/11/2024	SUPPLIES	36.88	161.24
55699	6/28/2024	024030	BAY ALARM COMPANY 21470465	6/4/2024	7/1-7/31/24 FIRE MONITORINC	153.93	153.93
55700	6/28/2024	035313	DIGITAL MAGIC SIGNS INC INV-20115	6/21/2024	ALUMINUM SIGNAGE	2,205.89	2,205.89
55701	6/28/2024	000642	GREAT-WEST TRUST COMPA Ben2546004	6/28/2024	MISC PENSION - CASA: PAYI	4,251.27	4,251.27
55702	6/28/2024	003019	HERITAGE BUSINESS FORMS70572	5/29/2024	CASHIER RECEIPTS	1,702.00	1,702.00
55703	6/28/2024	009395	HLP, INC 240811	6/15/2024	MAY 24 MO TRANSACTION FI	10.85	10.85
55704	6/28/2024	036300	INSPIRA FINANCIAL HEALTH IIBen2546010	6/28/2024	125 MED SECTION 125 MED-	25.00	25.00
55705	6/28/2024	007564	LOWE'S COMPANIES, INC. 99413	6/22/2024	#9800 154381 2 SUPPLIES	43.00	43.00
55706	6/28/2024	003619	MISSION SQUARE-302452 Ben2546008	6/28/2024	DEF COMP DEF COMP/ICMA	1,186.48	1,186.48
55707	6/28/2024	034976	MISSION SQUARE-306379 Ben2546012	6/28/2024	DEF COMP/ICMA-CASA: PAYM	692.08	692.08
55708	6/28/2024	001207	ODP BUSINESS SOLUTIONS L369659249001	6/5/2024	OFFICE SUPPLIES A/C #8983	139.37	
			369672748001	6/5/2024	OFFICE SUPPLIES A/C #8983	11.99	151.36
55709	6/28/2024	025959	OMNI ENTERPRISE INC CSC05246	6/14/2024	JANITORIAL SERVICES	1,100.00	
			CSCE05246	6/14/2024	EXTRA JANITORIAL SERVICE	175.00	1,275.00
55710	6/28/2024	011835	PETS PLUS 910269	6/5/2024	ANIMAL SUPPLIES	90.25	
			909583	5/31/2024	ANIMAL SUPPLIES	25.85	116.10
55711	6/28/2024	000635	SAN CLEMENTE CITY EMPLO'Ben2546006	6/28/2024	DUES SCCEA - CASA: PAYMI	42.00	42.00
55712	6/28/2024	000768	SAN CLEMENTE CITY WATER108478-01	6/6/2024	4/24-5/27/24 WATER SERVICE	723.23	723.23
55713	6/28/2024	032513	SKYLINE PEST CONTROL 309882	6/24/2024	PEST & RODENT CONTROL	260.00	260.00
55714	6/28/2024	002755	SOUTH COAST DISTRIBUTINC309498	6/14/2024	CASA CLEANING SUPPLIES	121.33	121.33
55715	6/28/2024	003204	SOUTHERN CALIF GAS CO, IN062424CASA	6/24/2024	09265871351 GAS SERVICES	440.16	440.16
55716	6/28/2024	032104	STILES ANIMAL REMOVAL INC4476	6/17/2024	MAY 24 ANIMAL DISPOSAL	450.00	450.00
55717	6/28/2024	029259	VERIZON CONNECT NWF INC310000055170	6/17/2024	100000087647 MONTHLY SER	52.00	52.00
Sub total for BANK OF THE WEST:							18,900.24

**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 ACCOURDANCE 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 \$122,925.88 dated 07/12/2024

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER

file

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
30050	7/10/2024	000964	CALPERS	1000000175751: 6/14/2024	MEDICAL PREMIUMS	5,005.80	5,005.80
30051	7/12/2024	004156	CALIF, STATE OF, EMPLOYM	Ben2546583 7/12/2024	STATE TAX - CASA: PAYMEN	830.10	830.10
30052	7/12/2024	000010	CALIF, STATE OF, EMPLOYM	Ben2546585 7/12/2024	SDI INS - CASA: PAYMENT	210.46	210.46
30053	7/12/2024	001819	FEDERAL WITHOLDING TAX	Ben2546581 7/12/2024	FED TAX - CASA: PAYMENT	2,804.52	2,804.52
55718	7/12/2024	024030	BAY ALARM COMPANY	21504560 7/1/2024	8/1-8/31/24 FIRE MONITORING	153.93	
				21507343 7/1/2024	8/1-8/31/24 SECURITY MONIT	37.84	191.77
55719	7/12/2024	006740	CALIFORNIA JPIA	PRIM02268 5/23/2024	LIABILITY / WORK COMP	69,675.00	
				PROP02399 5/24/2024	PROPERTY INSURANCE 7/20	1,198.00	70,873.00
55720	7/12/2024	000642	GREAT-WEST TRUST COMPA	Ben2546571 7/12/2024	MISC PENSION - CASA: PAY	4,247.38	4,247.38
55721	7/12/2024	004706	HILL'S PET NUTRITION, INC	249811431 6/18/2024	DOG/CAT FOOD	457.62	
				249792124 6/14/2024	DOG/CAT FOOD	102.94	
				249908055 6/26/2024	DOG/CAT FOOD	92.32	652.88
55722	7/12/2024	009395	HLP, INC	240937 7/1/2024	LICENSING ANNUAL FEE 7/1/	3,840.00	3,840.00
55723	7/12/2024	036300	INSPIRA FINANCIAL HEALTH I	Ben2546577 7/12/2024	125 MED SECTION 125 MED-	25.00	25.00
55724	7/12/2024	003619	MISSION SQUARE-302452	Ben2546575 7/12/2024	DEF COMP DEF COMP/ICMA	1,186.48	1,186.48
55725	7/12/2024	034976	MISSION SQUARE-306379	Ben2546579 7/12/2024	DEF COMP/ICMA-CASA: PAYM	684.40	684.40
55726	7/12/2024	035110	NATURE CARE	28571 7/1/2024	CONTRACT MAINT SERVICES	779.00	779.00
55727	7/12/2024	025959	OMNI ENTERPRISE INC	CSC06246 7/8/2024	JANITORIAL SERVICES	1,100.00	
				CSCE06246 7/8/2024	EXTRA JANITORIAL SERVICE	175.00	1,275.00
55728	7/12/2024	021715	READYREFRESH BY NESTLE	04F6701996031 6/28/2024	ACCT #6701996031 DRINKING	72.22	72.22
55729	7/12/2024	000635	SAN CLEMENTE CITY EMPLO	Ben2546573 7/12/2024	DUES SCCEA - CASA: PAYM	42.00	42.00
55730	7/12/2024	003655	SAN CLEMENTE, CITY OF	JULY2024 7/1/2024	MONTHLY INTERFUND CHAR	28,511.66	28,511.66
55731	7/12/2024	001174	SAN DIEGO GAS & ELECTRIC	062724CASA 6/27/2024	0055908393705 DISTRIBUTIO	1,176.24	1,176.24
55732	7/12/2024	000976	TURBO DATA, INC	43251 6/30/2024	CITATION PROCESSING	517.97	517.97
Sub total for BANK OF THE WEST:							122,925.88

19 checks in this report.

Grand Total All Checks: 122,925.88

Animal Control and Animal Shelter Operations Update - JPA Meeting, August 5, 2024

Community Outreach

ACO's and PPF attended the San Clemente Christian School *Animal Planet* theme week at their summer school on July 24th. ACO's did a dog safety presentation and handed out activity books and other goodies for all of the kids.

Our vaccine clinic was hosted at the Dana Point Community Center on Sunday, June 30, 2024. We had 48 dogs vaccinated/microchipped/licensed in 2 hours! Another high number of attendees for us! We also had a community member sponsor all microchips for attendees that wanted one; we sold 12 which has been our highest number of chips sold at one clinic in 2+ years.

Shelter Maintenance

We have an Eagle Scout currently working on the installation of the dog water drinking fountains and fire hydrants in the play yards. The cement was poured and plumbing is currently underway for the fountains.

We finalized the install locations for the hydrants, to ensure that they were not going to be of any safety concerns for the dogs running around in the yards. A separate volunteer group will be painting them once they are in place.

A second Eagle Scout completed his project in June; a reface of the Trainer's Hut exterior. He did minor cosmetic repairs, repainted the exterior building and shade structure, and built a new step/porch.

Cat Rescue

Staff and the PPF cat group worked together to complete a transfer of 3 Shelter cats to a rescue outside of Fresno. The cat sanctuary Cat House on the Kings accepts unadoptable cats from Shelters for either a monetary donation or exchange of adoptable cats/kittens.

We identified 3 shelter cats that have been at the shelter for quite sometime, and despite rehabilitation efforts it was determined they were unadoptable to a traditional home environment. In order to avoid euthanasia, we applied with Cat House to transfer them to their facility to live out the rest of their lives.

Saturday, August 3rd they will be driven up to Cat House. We will be taking 5 cats back for one of our cats, and PPF made a financial donation for the other two.

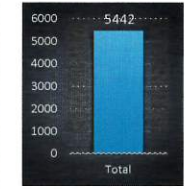
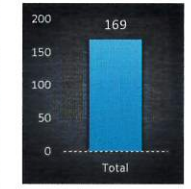
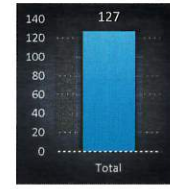
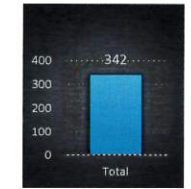
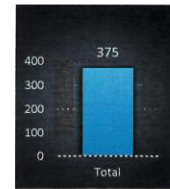
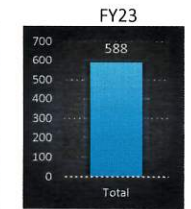
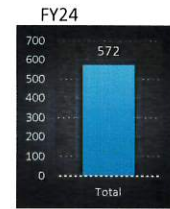
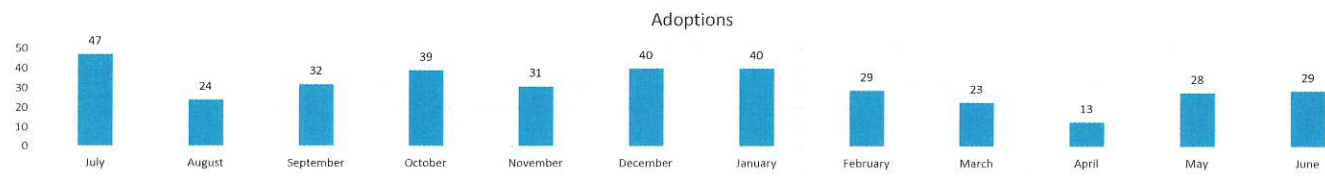
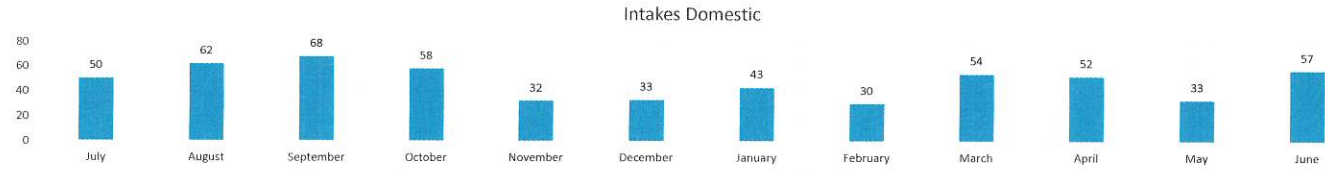
Staff Recruitment

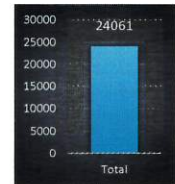
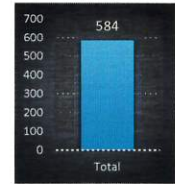
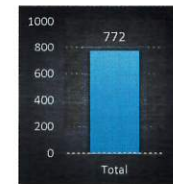
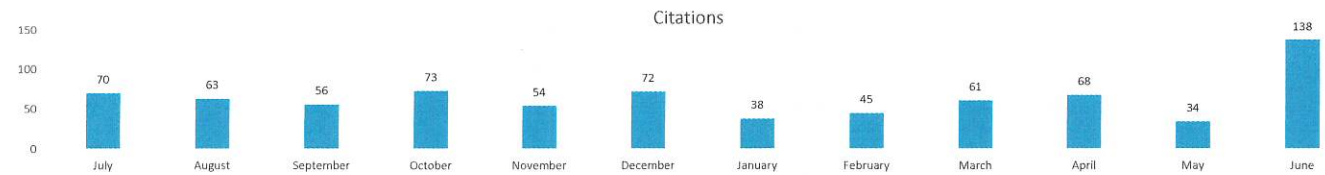
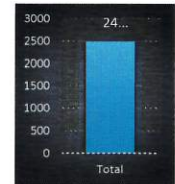
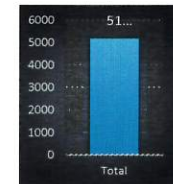
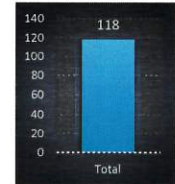
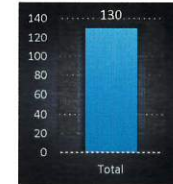
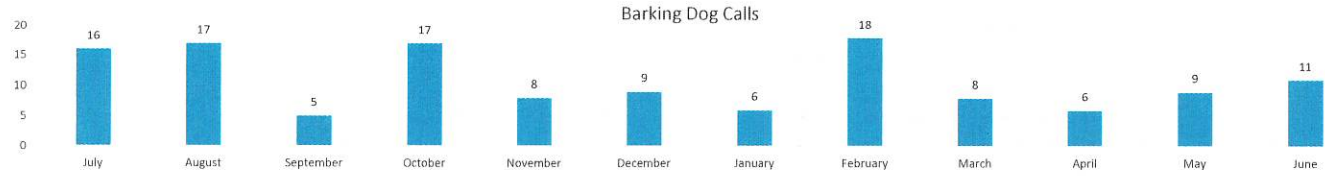
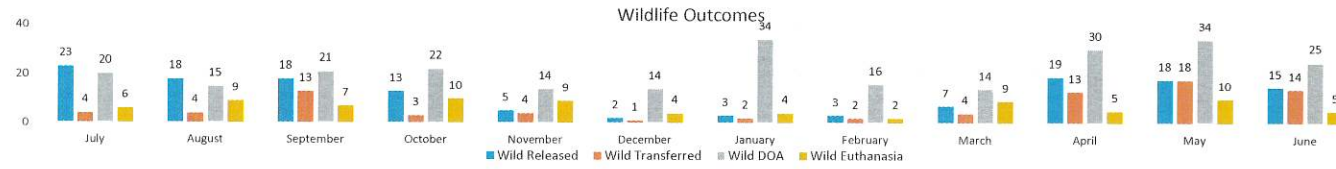
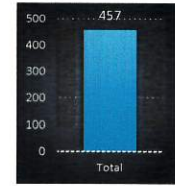
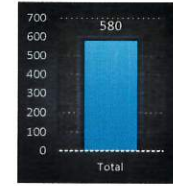
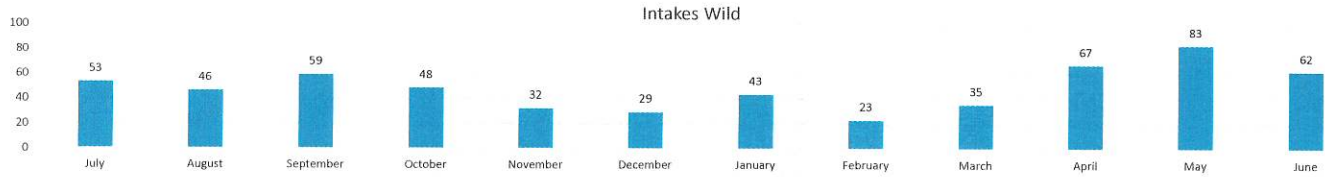
The Kennel Aide, Customer Service II, and Animal Shelter Supervisor positions have been posted for recruitment as of July 29, 2024.

The Kennel Aide position will be open on a continuous basis, and applications will be reviewed as they are submitted.

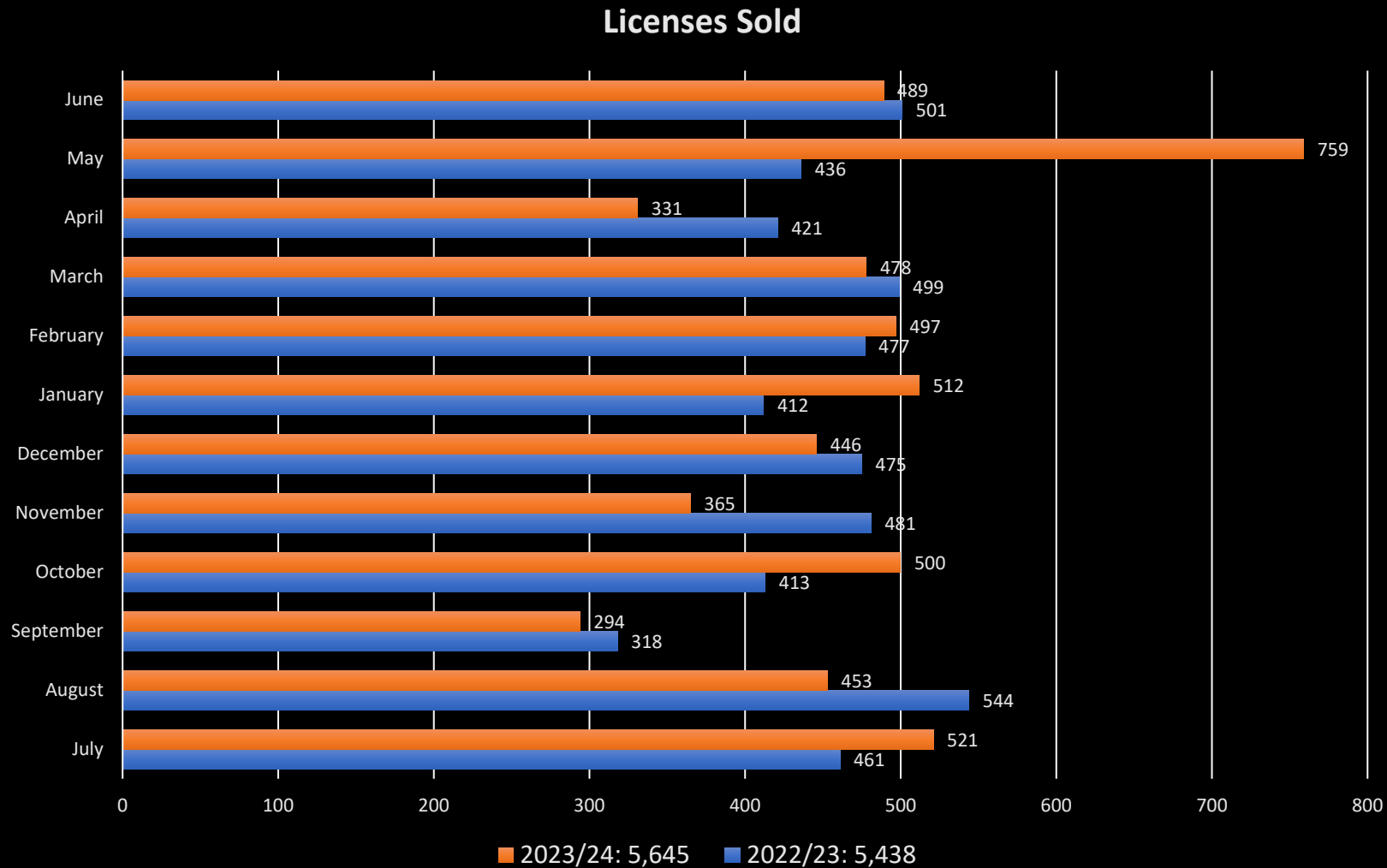
The Customer Service II and Shelter Supervisor recruitments are internal, and will close on Sunday, August 4th. I anticipate conducting interviews the week of August 5th.

Fiscal Year 23-24





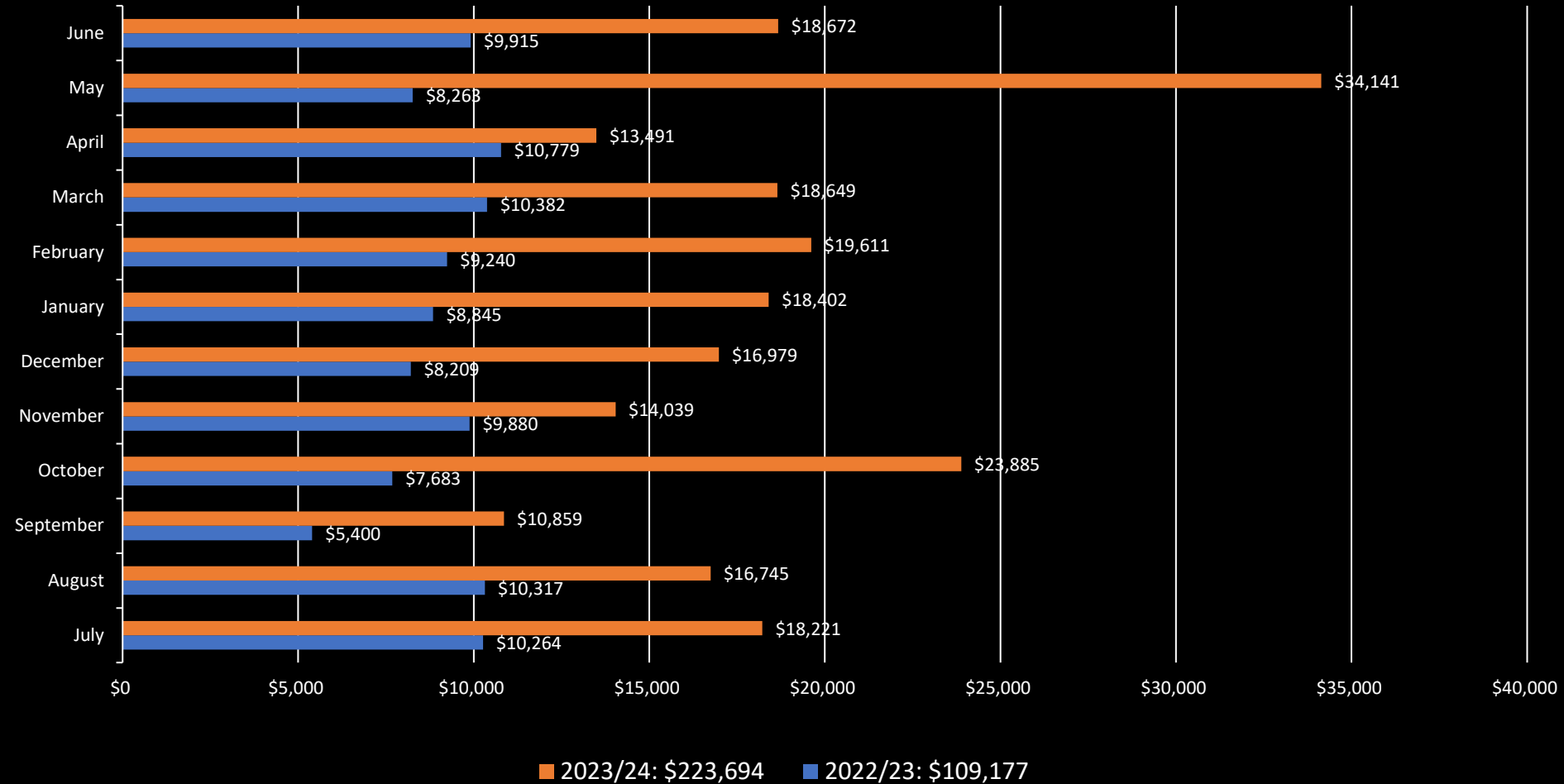
FY24 Licensing Report



- Overall license sales increased by 3.5%
- 1,648 New licenses sold. An increase of 16% compared to FY23
- Renewals were down 1%

FY24 Licensing Report

License Revenue



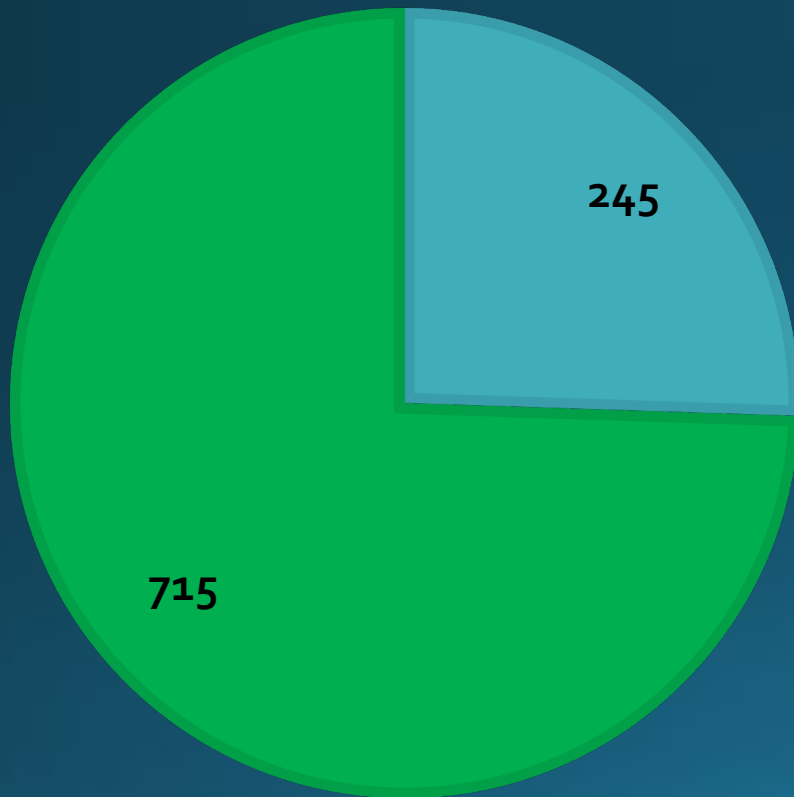


Operations and Funding Evaluation

Surgery Center

3 Surgery Days (80 total surgeries) per Month

- CASA Surgeries February 2023-March 2024
- Available Surgeries to Public



- Feline Neuter: \$200
- Feline Spay: \$250
- Kg Neuter: \$270 - \$520
- Kg Spay: \$320 - \$520

Services to include Bloodwork and Microchip

Insurance Coverage

- CASA's insurer does not anticipate any additional insurance costs to the Agency, assuming...
- Compliance and Best Practices
 - All veterinary services should be in compliance with State and Federal regulations
 - CASA staff and contract veterinarian will use industry best practices to mitigate risk
- Robust Contractual Agreements with the Contract Veterinarians
 - CJPIA can provide us with formal Indemnity and Insurance requirements as we proceed through project planning

PPF Spay/Neuter Expenditures

	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	Oct 23	23-Nov	23-Dec	24-Jan	24-Feb	Total	Total charges
Marina Hills	2	1	2	7	8	0	5	8	7	7	7	1	55	\$8,625.00
Mission Park	1	4	7	9	11	3	13	9	9	16	3	0	85	\$4,135.00
													140	
Estrella	2	0	4	2	3	3	3	4	4	1	3	2	31	\$1,342.69
	All were free except for 3													
Camino Vet	0	2	2	0	1	0	0	3	1	0	0	0	9	0 **
	All were free													
San Clemente Vet	1	0	1	0	0	0	0	2	0	0	0	1	5	877.85**
	3 were free													
Totals	6	7	16	18	23	6	21	26	21	24	13	4	185	\$14,102.69

** Camino Vet, SC Vet and a few others did more free S/N than shown here but we did not receive those invoices

Mission Park: Unlimited @ \$46.50 spay/\$55 neuter - kittens

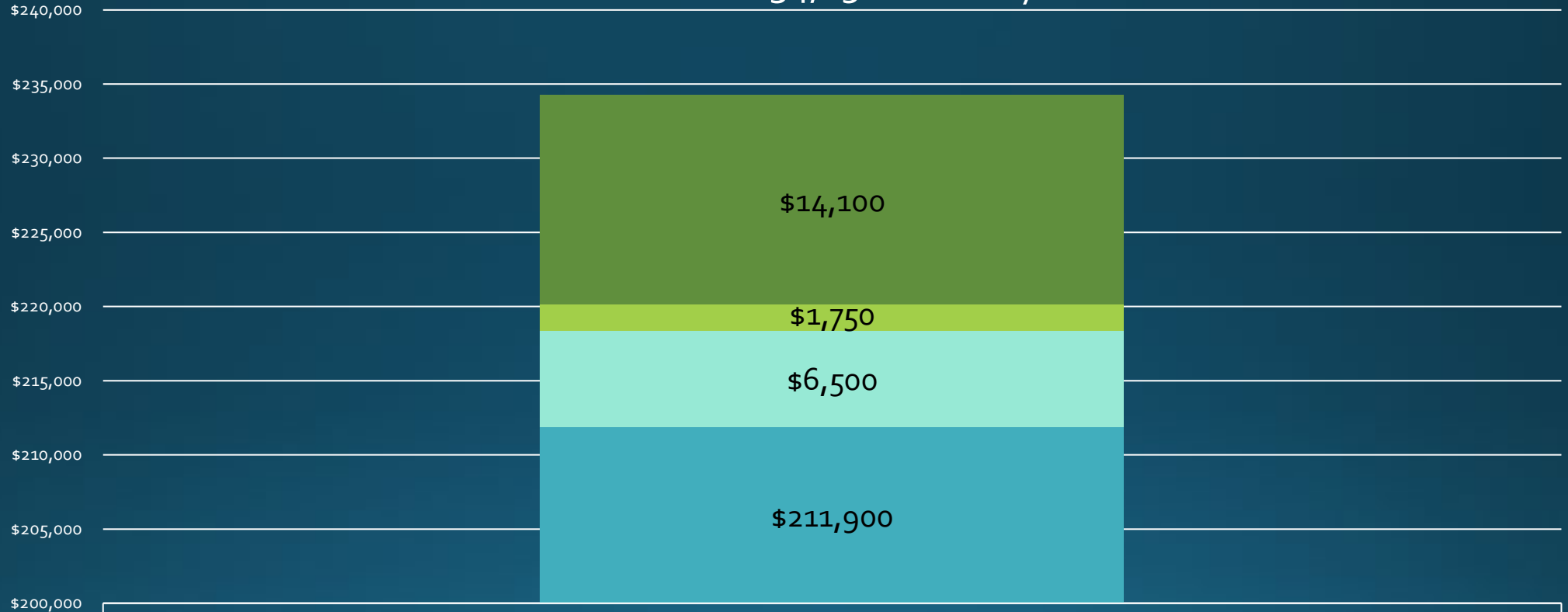
Marina Hills: Unlimited @ Felines \$175/K9's \$200 - mainly do kittens

Build-out (estimate pending) + Equipment Costs

Costs for Equipment (Purchased New)			
	<u>\$ Each</u>	<u>Quantity</u>	<u>Est. Total \$</u>
Surgical Table	\$2700-\$4800	2	\$7,500
Wet Table	\$2300-\$3300	1	\$3,300
Autoclave	\$3500-\$5500	1	\$4,500
Ultrasonic (Instrument cleaning) Machine	\$800	1	\$800
Surgical Room Lighting	\$1000-\$3000	2	\$4,000
o2 Machine (concentrator)	\$850-\$2400	1-3	\$2,550
Anesthesia Machine	\$3,500	2	\$7,000
Monitoring Equipment	\$800	2	\$1,600
Infusion Pump	\$300-\$1800	2	\$2,100
Dental Unit	\$1200+	1	\$1,200
Surgery Packs	\$400-\$500	15	\$6,750
Total:			\$41,300

Income Potential + Cost Savings

Totals \$234,250 Annually



PPF surgery costs
Fuel (\$4.75/gal; 3700 miles/year; 10mpg)
Savings ACO Time (167 hours)
Income Potential from Public Animals

1

\$14,100

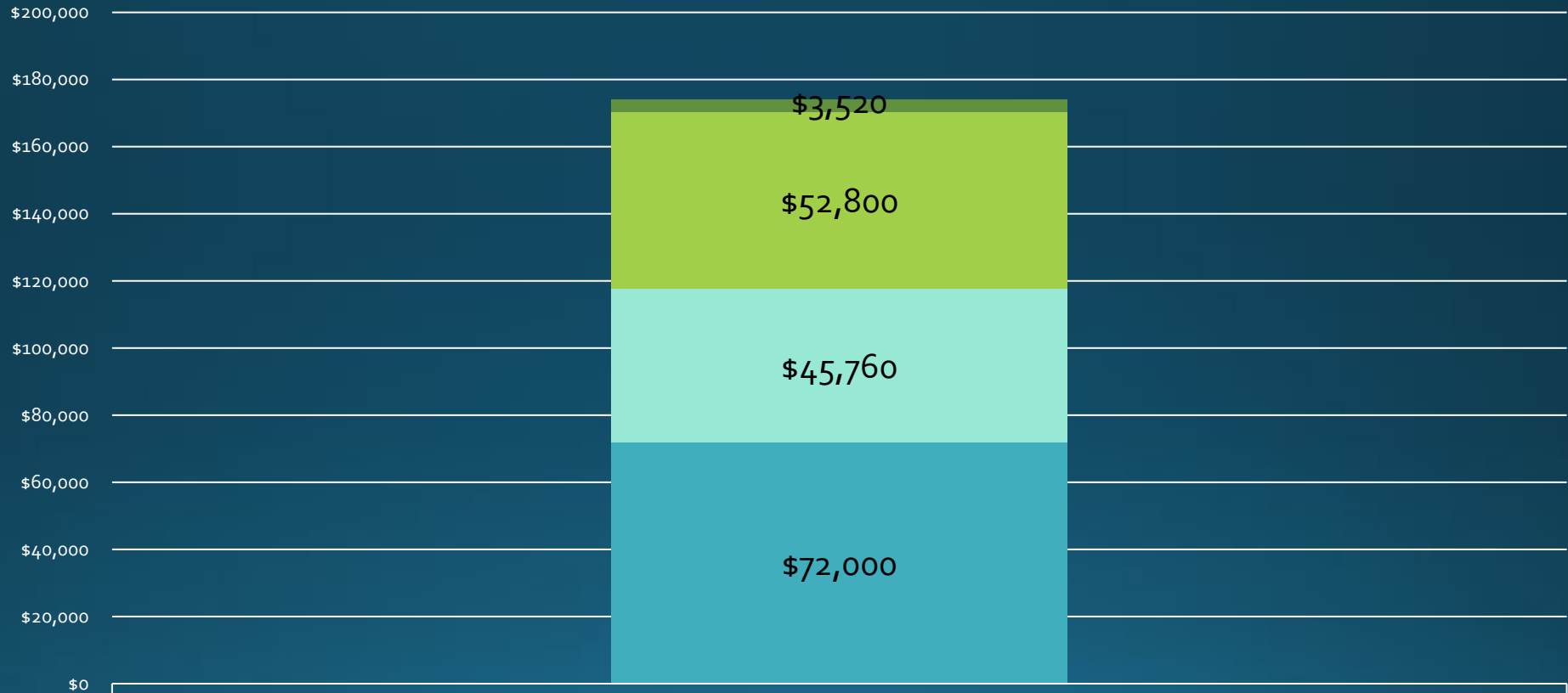
\$1,750

\$6,500

\$211,900

Potential Operating Costs

Totals \$174,080



■ Appointment/Medical Software	1
■ Idexx Lab Fees (\$55/animal)	\$3,520
■ CASA Staff (Increase in KA/RVT wages)	\$52,800
■ Vet (3 Days Per Month)	\$45,760
	\$72,000

Anticipated Income vs. Expenditures

