



**NOTICE OF CANCELLATION OF THE
REGULAR MEETING OF THE CASA JPA
OCTOBER 7, 2024**

Notice is hereby given that the Regular Meeting of the CASA JPA that was scheduled to be held on October 7, 2024 at 7:30 a.m. has been cancelled.

A Special Meeting will be scheduled on October 7, 2024 at 3:00 p.m..

Meeting notice to follow.

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

TO MEMBERS OF THE COASTAL ANIMAL SERVICES AUTHORITY:

NOTICE IS HEREBY GIVEN that a Special Meeting of the Coastal Animal Services Authority is hereby called to be held on Monday, October 7, 2024 at 3:00 PM at the City of San Clemente City Hall, 910 Calle Negocio, Community Conference Room (First Floor), San Clemente, CA 92673.

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

1. See attached list.

Jamey Federico
Chairperson

**Agenda for Coastal Animal Services Authority
Special Board Meeting
October 7, 2024
3:00 p.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

- August 5, 2024

3. BUDGET

- Consideration of approving the Payroll Warrants and Registers for the time periods of 7/8/24 – 9/6/24

4. ITEMS FROM THE STAFF

- Resolution 24-01: Adoption of Board Meeting Time
- Shelter Statistics and License Report
- Shelter and Animal Control Update
- Surgery Clinic

5. ITEMS FROM THE BOARD

6. ITEMS FROM THE CITY

- CalPers Update
- Salary Survey

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. CLOSED SESSION

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: General Manager

10. ADJOURNMENT

Next Regular JPA Meeting at the San Clemente City Hall, 910 Calle Negocio, Community Conference Room, San Clemente, CA, December 9, 2024 at 3:00 p.m.

Jamey Federico, Chairperson, CASA Board

COASTAL ANIMAL SERVICES AUTHORITY (CASA)

Regular Meeting Minutes

August 5, 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 August 5, 2024 at 8:01 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
Jeff Rosaler, City of Dana Point
Stephanie Cocumelli, Pet Project Foundation
Vickie McMurchie, Pet Project Foundation
Jennifer Stinett, CASA

* * *

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER**

The CASA Meeting was called to order at 8:01 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 June 3, 2024 and July 8, 2024

3. **BUDGET**

MOTION BY Federico SECOND by Enmeier CARRIED 2-0, to approve the Payroll Warrants and Registers for 5/13/24 – 7/12/24.

4. **ITEMS FROM THE STAFF**

Shelter Updates

ACO's and PPF presented at San Clemente Christian School for their Summer School students.

Vaccination Clinic was hosted at the Dana Point Community Center on June 30, 2024. We had 48 dogs through during the two hours of operation. A community member also sponsored microchips to anyone that wanted one.

Eagle Scout is finishing up the installation of fire hydrants and new drinking fountains in the dog play yards.

Jamie requested a *thank you* be sent to South Coast Water District for donating the hydrants.

A second Eagle Scout refaced the Trainer's Hut, doing minor repairs to the siding and repainting the exterior.

PPF and CASA completed a transfer of 3 feral shelter cats to a sanctuary in Kings County. We accepted 5 adoptable cats in return for one of our cats and PPF sponsored the other two cats at \$2,500 each.

Staff recruitments for Kennel Aide, Customer Service and Animal Shelter Supervisor positions are currently posted. The Customer Service and Shelter Supervisor positions are internal recruitments.

Shelter Statistics

Staff presented statistics for the 2024 fiscal year.

Notably adoptions were up 9% compared to the prior year.

License sales increased by 3.5%. Of that, our new licenses sold increased by 16%.

Vickie recommended including a clinic flyer with license renewal notices.

Jamey asked about text renewals.

Jen said that it doesn't seem to be a feature Chameleon will be offering at this time.

PPF has a couple of volunteers that may have insight into this in their professional lives.

Staff is open to any ideas or expertise in the field to help us reach more of our residents.

Surgery Clinic Update

Staff presented information on what expanding the clinic days to three per month would look like for income vs. costs.

Our insurance company does not anticipate any additional insurance costs to us as long as we are in compliance with State and Federal regulations and we have a robust contractual agreement in place with the contract Veterinarian, including what insurance would be required for the contractor to carry.

Staff anticipates that as part of the build-out we will be able to re-use existing cabinetry during construction.

A net income running the clinic three days per week could potentially be \$34,000.

Other local clinics in Chino and Long Beach have seen their public services expand from only spay/neuter to full-service vet care facilities since Covid as the community's need for affordable services expanded.

Jamey asked what the impact to our sheltering services is?

Jen said it will free up ACO's as they will not have to make daily vet runs. We would like to conduct surgery days on Mondays since we are closed, so it will not impact other daily functions, such as adoptions and licensing.

Jeff added that Mission Viejo Shelter is also looking into a similar model.

Jamey added that he anticipates approximately \$60,000 in construction plus \$40,000 estimated in equipment/supplies.

Jamey asked Mark if we want to move forward with a detailed plan.

Mark agreed that this is a need for the community.

Jen added that we see our next steps as identifying a construction timeline, have in place a co-operating and funding agreement between CASA/PPF, research and secure veterinary help, and marketing.

Jamey asked if we would have a different fee structure for residents vs. non-residents?

Stephanie said it isn't in this particular model, but we have considered that, as well as more assistance for lower income/military program much like the one we already have in place.

Jamey will provide a detailed construction estimate and timeline. The operating and funding agreement will be challenging. The current funding agreement and the surgery clinic agreement are separate, but one informs the other.

Jeff asked why we have identified only two or three days per month?

The only limiting factor is the availability and expense of the vet and if we can fill the surgery appointments.

Jamey said that three days looks better than two, what does four days look like?

Jen said we could potentially operate it four Mondays per month, but if it expands beyond that we are potentially impacting our other daily operations. That is what happened in Chino, it expanded from a spay/neuter clinic to a full-service vet operating at four days per week and all of a sudden they are running a vet business.

Volunteers will be assisting staff with clerical, customer-facing operations during the surgery day.

Jamey said we don't anticipate starting at four days per month, but it is important to talk through these scenarios and consider possible future impacts.

5. **ITEMS FROM THE BOARD**

Mark will send his updated schedule to Jen, but he anticipates he would be able to change the JPA meetings to the afternoon.

6. **ITEMS FROM THE CITY**

CalPers Update

Jake presented an update on CalPers.

Everything has been submitted and set-up and financial transfers are pending from CSERP into CalPers.

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

Vickie McMurchie is the incoming PPF Chairperson, as Stephanie terms off the PPF Board.

The PPF Gala "FurBall" is on September 22, 2024.

8. **ORAL COMMUNICATIONS**

None

9. **ADJOURNMENT**

Meeting Adjourned at 9:01 a.m.. The next Regular JPA Meeting will be held on October 7, 2024 at a time to be determined, 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

07/08/24 -	07/21/24	\$	18,005.02
07/22/24 -	08/04/24	\$	21,884.56
08/05/24 -	08/18/24	\$	20,424.02
08/19/24 -	09/01/24	\$	20,680.57

CERTIFICATION OF WARRANTS: By check Date

07/26/24	\$	23,829.24
08/09/24	\$	102,442.59
08/23/24	\$	30,164.68
09/06/24	\$	58,780.66

10/7/2024

Meeting to be held on:

10/1/2024

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

7/26/2024

FOR THE PERIOD OF

07/08/24 - 07/21/24

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:

\$ 18,005.02

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List
SAN CLEMENTE
07/08/2024 to 07/21/2024- Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507943	7/26/2024	3470	BORTHWICK, VIVIAN J	0.00	1,286.04
507944	7/26/2024	4471	DONAHOE, HAILEY	0.00	1,258.67
507945	7/26/2024	4386	FUENTES, JOSE	0.00	904.59
507946	7/26/2024	4575	GRIDER, TAYLOR	0.00	451.94
507947	7/26/2024	3592	KEPPLER, JOHN	0.00	2,467.54
507948	7/26/2024	2568	MORAN, JILL	0.00	2,714.69
507949	7/26/2024	4285	PEREZ, JOHN	0.00	1,868.63
507950	7/26/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507951	7/26/2024	4485	UPSTONE, MELANIE	0.00	2,539.13
507952	7/26/2024	3344	WILLIAMS, MELISSA	0.00	1,918.67
Employee Check Totals				0.00	18,005.02
Bank cdd Totals (10 Forms)				0.00	18,005.02
Grand Total				0.00	18,005.02
Totals Checks and Direct Deposit (10 Forms)				18,005.02	

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

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

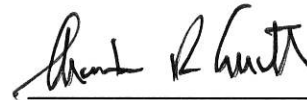
DEPARTMENT PAYROLL AND ATTENDANCE RECORDS ARE
HEREBY CERTIFIED AND CHECKS DELIVERED TO:

PAYROLL OF 08/09/2024

FOR THE PERIOD OF 07/22 - 08/04/2024

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: \$ 21,884.56

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List
SAN CLEMENTE
07/22/2024 to 08/04/2024- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

<u>Check #</u>	<u>Date</u>	<u>Employee #</u>	<u>Name</u>	<u>Check Amt</u>	<u>Direct Deposit</u>
507953	8/9/2024	3470	BORTHWICK, VIVIAN J	0.00	1,286.04
507954	8/9/2024	4471	DONAHOE, HAILEY	0.00	743.97
507955	8/9/2024	4386	FUENTES, JOSE	0.00	1,364.21
507956	8/9/2024	4575	GRIDER, TAYLOR	0.00	974.19
507957	8/9/2024	4614	JERCINOVICH, KEVIN	0.00	2,176.25
507958	8/9/2024	3592	KEPPLER, JOHN	0.00	2,399.25
507959	8/9/2024	2568	MORAN, JILL	0.00	2,711.39
507960	8/9/2024	4490	OJEDA, ALEXANDER	0.00	1,221.33
507961	8/9/2024	4285	PEREZ, JOHN	0.00	1,868.63
507962	8/9/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507963	8/9/2024	4485	UPSTONE, MELANIE	0.00	2,625.51
507964	8/9/2024	3344	WILLIAMS, MELISSA	0.00	1,918.67
Employee Check Totals				0.00	21,884.56
Bank cdd Totals (12 Forms)				0.00	21,884.56
Grand Total				0.00	21,884.56

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

Totals Checks and Direct Deposit (12 Forms) 21,884.56

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF

08/23/2024

FOR THE PERIOD OF

08/05/24 - 08/18/24

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:

\$ 20,424.02

CHAIRPERSON

VICE-CHAIRPERSON

08/05/2024 to 08/18/2024- Type 2 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507965	8/23/2024	3470	BORTHWICK, VIVIAN J	0.00	1,286.04
507966	8/23/2024	4471	DONAHOE, HAILEY	0.00	743.97
507967	8/23/2024	4386	FUENTES, JOSE	0.00	762.11
507968	8/23/2024	4614	JERCINOVICH, KEVIN	0.00	2,286.95
507969	8/23/2024	3592	KEPPLER, JOHN	0.00	2,442.12
507970	8/23/2024	2568	MORAN, JILL	0.00	2,647.47
507971	8/23/2024	4490	OJEDA, ALEXANDER	0.00	1,204.23
507972	8/23/2024	4285	PEREZ, JOHN	0.00	1,868.63
507973	8/23/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507974	8/23/2024	4485	UPSTONE, MELANIE	0.00	2,668.71
507975	8/23/2024	3344	WILLIAMS, MELISSA	0.00	1,918.67
Employee Check Totals				0.00	20,424.02
Bank cdd Totals (11 Forms)				0.00	20,424.02
Grand Total				0.00	20,424.02

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

Totals Checks and Direct Deposit (11 Forms) 20,424.02

COASTAL ANIMAL SERVICES AUTHORITY

PAYROLL CERTIFICATION SHEET

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

PAYROLL OF

09/06/2024

FOR THE PERIOD OF

08/19/24 - 09/01/24

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:

\$ 20,680.57

CHAIRPERSON

VICE-CHAIRPERSON

Payroll Final Check List
SAN CLEMENTE
08/19/2024 to 09/01/2024- Type 1 Cycle bi

Bank: cdd - BANK OF THE WEST

Check #	Date	Employee #	Name	Check Amt	Direct Deposit
507976	9/6/2024	3470	BORTHWICK, VIVIAN J	0.00	2,127.50
507977	9/6/2024	4471	DONAHOE, HAILEY	0.00	739.25
507978	9/6/2024	4386	FUENTES, JOSE	0.00	640.03
507979	9/6/2024	4575	GRIDER, TAYLOR	0.00	28.17
507980	9/6/2024	4614	JERCINOVICH, KEVIN	0.00	2,286.95
507981	9/6/2024	3592	KEPPLER, JOHN	0.00	2,422.33
507982	9/6/2024	2568	MORAN, JILL	0.00	2,690.33
507983	9/6/2024	4490	OJEDA, ALEXANDER	0.00	827.58
507984	9/6/2024	4285	PEREZ, JOHN	0.00	1,868.63
507985	9/6/2024	3000	STINETT, JENNIFER M	0.00	2,595.12
507986	9/6/2024	4485	UPSTONE, MELANIE	0.00	2,539.13
507987	9/6/2024	3344	WILLIAMS, MELISSA	0.00	1,915.55
Employee Check Totals				0.00	20,680.57
Bank cdd Totals (12 Forms)				0.00	20,680.57
Grand Total				0.00	20,680.57

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

Totals Checks and Direct Deposit (12 Forms) 20,680.57

**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 \$23,829.24 dated 07/26/2024

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	
30054	7/26/2024	000964	CALPERS	1000000176125	7/15/2024	MEDICAL PREMIUMS	5,001.81	5,001.81
30055	7/26/2024	004156	CALIF, STATE OF, EMPLOYME	Ben2547317	7/26/2024	STATE TAX - CASA: PAYMEN	805.70	805.70
30056	7/26/2024	000010	CALIF, STATE OF, EMPLOYME	Ben2547319	7/26/2024	SDI INS - CASA: PAYMENT	210.46	210.46
30057	7/26/2024	001819	FEDERAL WITHHOLDING TAX	Ben2547315	7/26/2024	FED TAX - CASA: PAYMENT	2,657.43	2,657.43
55733	7/26/2024	034565	AMAZON BUSINESS	1W6X-KJXK-YL	7/16/2024	CLEANING AND OFFICE SUPI	119.75	119.75
55734	7/26/2024	035241	BURKE, WILLIAMS & SORENS	324087	7/9/2024	MUNI CODE UPDATE	79.50	
				324089	7/9/2024	MUNI CODE UPDATE	55.00	134.50
55735	7/26/2024	027238	CALPINE ENERGY SOLUTION	2419300200170	7/11/2024	ELECTRICITY A/C #281214	579.92	579.92
55736	7/26/2024	036837	HERNANDEZ, BRANDON	123926	6/28/2024	LICENSE REIMBURSEMENT	40.00	40.00
55737	7/26/2024	009395	HLP, INC	241060	7/15/2024	JUNE 24 MO TRANSACTION F	16.10	16.10
55738	7/26/2024	036300	INSPIRA FINANCIAL HEALTH I	Ben2547311	7/26/2024	125 MED SECTION 125 MED-	25.00	25.00
55739	7/26/2024	020868	KEPPLER, JOHN	050124	5/1/2024	GUINEA PIG FOOD REIMB	47.39	47.39
55740	7/26/2024	007564	LOWE'S COMPANIES, INC.	97995	7/13/2024	#9800 154381 2 SUPPLIES	28.48	28.48
55741	7/26/2024	003619	MISSION SQUARE-302452	Ben2547309	7/26/2024	DEF COMP DEF COMP/ICMA	1,186.48	1,186.48
55742	7/26/2024	034976	MISSION SQUARE-306379	Ben2547313	7/26/2024	DEF COMP/ICMA-CASA: PAYM	631.96	631.96
55743	7/26/2024	005586	MORAN, JILL	913671	7/1/2024	GUINEA PIG BEDDING REIMB	32.31	32.31
55744	7/26/2024	003416	NEWCO DISTRIBUTORS INC	S101849019.001	7/15/2024	CAT LITTER	1,158.31	1,158.31
55745	7/26/2024	001207	ODP BUSINESS SOLUTIONS	L373267004001	7/2/2024	OFFICE SUPPLIES A/C #8983	166.34	166.34
55746	7/26/2024	001977	PET PROJECT FOUNDATION	06302024A	6/30/2024	PPF - ACCT BAL AS OF 06/30/	3,894.66	
				06302024B	6/30/2024	KENNEL FEES - ACCT BAL AS	738.00	4,632.66
55747	7/26/2024	000635	SAN CLEMENTE CITY EMPLO	Ben2547307	7/26/2024	DUES SCCEA - CASA: PAYM	42.00	42.00
55748	7/26/2024	000768	SAN CLEMENTE CITY WATER	108478-01	7/9/2024	5/27-6/25/24 WATER SERVICE	711.15	711.15
55749	7/26/2024	032513	SKYLINE PEST CONTROL	313317	7/18/2024	PEST & RODENT CONTROL	260.00	260.00
55750	7/26/2024	002755	SOUTH COAST DISTRIBUTINC	310076	7/9/2024	CASA CLEANING SUPPLIES	246.21	246.21
55751	7/26/2024	032104	STILES ANIMAL REMOVAL INC	4559	7/10/2024	JUNE 24 ANIMAL DISPOSAL	600.00	600.00
55752	7/26/2024	035876	UPSTONE, MELANIE	167979	5/30/2024	GUINEA PIG BEDDING	43.28	43.28
55753	7/26/2024	029259	VERIZON CONNECT NWF INC	374000057815	7/15/2024	100000087647 MONTHLY SER	52.00	52.00
55754	7/26/2024	036107	WENZEL, SETH	JUNE24	7/14/2024	DOG TRAINING	4,400.00	4,400.00
Sub total for BANK OF THE WEST:								23,829.24

**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 \$102,442.59 dated 08/09/2024

CHAIRPERSON

VICE-CHAIRPERSON



CITY OF SAN CLEMENTE TREASURER *je*

Bank : casa1 BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
30058	8/9/2024	004156	CALIF, STATE OF, EMPLOYMEBen2548010	8/9/2024	STATE TAX - CASA: PAYMEN	963.21	963.21
30059	8/9/2024	000010	CALIF, STATE OF, EMPLOYMEBen2548012	8/9/2024	SDI INS - CASA: PAYMENT	243.69	243.69
30060	8/9/2024	001819	FEDERAL WITHOLDING TAX Ben2548008	8/9/2024	FED TAX - CASA: PAYMENT	3,233.18	3,233.18
55755	8/9/2024	009394	AVID IDENTIFICATION SYSTEI0090770-IN	7/24/2024	MICROCHIPS & REGISTRATIC	1,349.55	1,349.55
55756	8/9/2024	000642	GREAT-WEST TRUST COMPACASA2025CSC	8/5/2024	24/25 CASA UAL CSCERP PAY	59,000.00	59,000.00
55757	8/9/2024	014126	HARBOR POINTE AIR CONDIT48370	7/29/2024	CONTRACTED MAINTENANC	714.06	714.06
55758	8/9/2024	004706	HILL'S PET NUTRITION, INC 250039885	7/10/2024	DOG/CAT FOOD	883.12	
			250194837	7/25/2024	DOG/CAT FOOD	390.62	
			250012680	7/8/2024	DOG/CAT FOOD	319.47	
			249970414	7/2/2024	DOG/CAT FOOD	307.93	
			250151542	7/22/2024	DOG/CAT FOOD	259.71	
			250012679	7/8/2024	DOG/CAT FOOD	123.98	
			250192342	7/25/2024	DOG/CAT FOOD	45.64	2,330.47
55759	8/9/2024	036300	INSPIRA FINANCIAL HEALTH I Ben2548004	8/9/2024	125 MED SECTION 125 MED-	25.00	25.00
55760	8/9/2024	003619	MISSION SQUARE-302452 Ben2548002	8/9/2024	DEF COMP DEF COMP/ICMA	1,186.48	1,186.48
55761	8/9/2024	034976	MISSION SQUARE-306379 Ben2548006	8/9/2024	DEF COMP/ICMA-CASA: PAYM	427.14	427.14
55762	8/9/2024	035110	NATURE CARE 29057	8/1/2024	CONTRACT MAINT SERVICES	779.00	779.00
55763	8/9/2024	001207	ODP BUSINESS SOLUTIONS L371354222001	7/16/2024	OFFICE SUPPLIES A/C #8983	273.42	
			373266812001	7/2/2024	ZOFFICE SUPPLIES A/C #898	254.87	
			371358932001	7/16/2024	OFFICE SUPPLIES A/C #8983	3.44	
			371170120001	7/19/2024	CREDIT OFFICE SUPPLIES A/	-254.87	276.86
55764	8/9/2024	025959	OMNI ENTERPRISE INC CSC07246	8/1/2024	JANITORIAL SERVICES	1,137.40	
			CSC07246	8/1/2024	EXTRA JANITORIAL SERVICE	180.95	1,318.35
55765	8/9/2024	021715	READYREFRESH BY NESTLE 04G6701996031	7/26/2024	ACCT #6701996031 DRINKINC	72.22	72.22
55766	8/9/2024	000635	SAN CLEMENTE CITY EMPLOBen2548000	8/9/2024	DUES SCCEA - CASA: PAYMI	42.00	42.00
55767	8/9/2024	003655	SAN CLEMENTE, CITY OF AUG2024	8/1/2024	MONTHLY INTERFUND CHAR	28,511.66	28,511.66
55768	8/9/2024	001174	SAN DIEGO GAS & ELECTRIC 072924CASA	7/29/2024	0055908393705 DISTRIBUTIO	1,281.00	1,281.00
55769	8/9/2024	002755	SOUTH COAST DISTRIBUTINC310671	7/31/2024	CASA CLEANING SUPPLIES	350.94	350.94
55770	8/9/2024	003204	SOUTHERN CALIF GAS CO, IN072424CASA	7/24/2024	09265871351 GAS SERVICES	337.78	337.78
Sub total for BANK OF THE WEST:							102,442.59

19 checks in this report.

Grand Total All Checks: 102,442.59

**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 \$30,164.68 dated 08/23/2024

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
30061	8/23/2024	004156	CALIF, STATE OF, EMPLOYMEBen2548689	8/23/2024	STATE TAX - CASA: PAYMEN	940.36	940.36
30062	8/23/2024	000010	CALIF, STATE OF, EMPLOYMEBen2548691	8/23/2024	SDI INS - CASA: PAYMENT	245.90	245.90
30063	8/23/2024	001819	FEDERAL WITHOLDING TAX Ben2548687	8/23/2024	FED TAX - CASA: PAYMENT	3,048.74	3,048.74
55771	8/23/2024	034565	AMAZON BUSINESS	1GD1-NRNQ-1Y 7/22/2024	SUPPLIES	182.40	
				19QG-CD7T-F9\ 8/10/2024	SUPPLIES	132.19	
				1RPM-DNRT-4V 7/29/2024	SUPPLIES	57.24	
				1F3L-9TYC-HYM 8/17/2024	RETURN OF SUPPLIES	-141.36	230.47
55772	8/23/2024	024030	BAY ALARM COMPANY	21573690 8/1/2024	9/1-9/30/24 FIRE MONITORING	153.93	
				21569280 8/1/2024	9/1-9/30/24 SECURITY MONIT	37.84	191.77
55773	8/23/2024	035241	BURKE, WILLIAMS & SORENS325691	8/6/2024	MUNI CODE UPDATE	1,045.50	1,045.50
55774	8/23/2024	027238	CALPINE ENERGY SOLUTION2422700201876	8/14/2024	ELECTRICITY A/C #281214	543.17	543.17
55775	8/23/2024	014126	HARBOR POINTE AIR CONDIT48419	8/12/2024	CONTRACTED MAINTENANC	317.34	317.34
55776	8/23/2024	004706	HILL'S PET NUTRITION, INC	250335870 8/8/2024	DOG/CAT FOOD	129.39	
				250335868 8/8/2024	DOG/CAT FOOD	89.09	
				250320915 8/7/2024	DOG/CAT FOOD	76.83	295.31
55777	8/23/2024	009395	HLP, INC	241242 8/15/2024	JULY 24 MO TRANSACTION F	122.15	122.15
55778	8/23/2024	036300	INSPIRA FINANCIAL HEALTH I Ben2548683	8/23/2024	125 MED SECTION 125 MED-	25.00	25.00
55779	8/23/2024	003619	MISSION SQUARE-302452 Ben2548681	8/23/2024	DEF COMP DEF COMP/ICMA	1,186.48	1,186.48
55780	8/23/2024	034976	MISSION SQUARE-306379 Ben2548685	8/23/2024	DEF COMP/ICMA-CASA: PAYM	285.12	285.12
55781	8/23/2024	000635	SAN CLEMENTE CITY EMPLO Ben2548679	8/23/2024	DUES SCCEA - CASA: PAYM	42.00	42.00
55782	8/23/2024	000768	SAN CLEMENTE CITY WATER 108478-01	8/8/2024	6/25-7/25/24 WATER SERVICE	910.40	910.40
55783	8/23/2024	004198	SAN CLEMENTE, CITY OF 063024	6/30/2024	ANNUAL PMT TO COVER CO	14,792.32	14,792.32
55784	8/23/2024	003050	STERICYCLE, INC 8007749787	7/18/2024	MEDICAL WASTE DISPOSAL	437.65	437.65
55785	8/23/2024	032104	STILES ANIMAL REMOVAL INC4644	8/13/2024	JULY 24 ANIMAL DISPOSAL	750.00	750.00
55786	8/23/2024	000976	TURBO DATA, INC 43492	7/31/2024	ADMIN CITATION PROCESSIN	663.00	663.00
55787	8/23/2024	029259	VERIZON CONNECT NWF INC630000063315	8/15/2024	100000087647 MONTHLY SER	52.00	52.00
55788	8/23/2024	036107	WENZEL, SETH JULY24	8/17/2024	DOG TRAINING	4,040.00	4,040.00
Sub total for BANK OF THE WEST:							30,164.68

**COASTAL ANIMAL SERVICES AUTHORITY
CERTIFICATION OF WARRANTS**

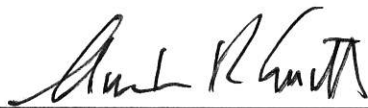
I HEREBY SUBMIT THE ATTACHED WARRANT REGISTER FOR AUDIT AND APPROVAL BY THE CASA BOARD, I HEREBY CERTIFY TO THE ACCURACY OF THE FOREGOING DEMANDS AND THAT FUNDS ARE AVAILABLE FOR PAYMENT THEREOF, PAID BY WARRANTS SIGNED BY LEGALLY DESIGNATED PERSONS IN ACCOURDANCE WITH STATE OF CALIFORNIA GOVERNMENT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

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

IN THE AMOUNT OF \$58,780.66 dated 09/06/2024

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
30064	9/3/2024	036842	CA PUB EMP RETIREMENT SYPP#15/24	7/21/2024	CASA PERS CONTRIB FOR M	2,882.47	2,882.47
30065	9/4/2024	036842	CA PUB EMP RETIREMENT SYPP#16/24	8/4/2024	CASA PERS CONTRIB FOR M	3,997.54	3,997.54
30066	9/6/2024	036842	CA PUB EMP RETIREMENT SYPP#17/24	8/18/2024	CASA PERS CONTRIB FOR M	3,994.01	3,994.01
30067	9/6/2024	000964	CALPERS 10000001764690	8/14/2024	MEDICAL PREMIUMS	7,481.93	7,481.93
30068	9/6/2024	004156	CALIF, STATE OF, EMPLOYMEBen2549302	9/6/2024	STATE TAX - CASA: PAYMEN	989.88	989.88
30069	9/6/2024	000010	CALIF, STATE OF, EMPLOYMEBen2549304	9/6/2024	SDI INS - CASA: PAYMENT	282.45	282.45
30070	9/6/2024	001819	FEDERAL WITHOLDING TAX Ben2549300	9/6/2024	FED TAX - CASA: PAYMENT	3,173.98	3,173.98
55789	9/6/2024	034565	AMAZON BUSINESS 1D61-LG4F-CLF	8/22/2024	SUPPLIES	128.20	128.20
55790	9/6/2024	004706	HILL'S PET NUTRITION, INC 250418004	8/16/2024	DOG/CAT FOOD	92.32	
			250467244	8/21/2024	DOG/CAT FOOD	32.65	
			250525127	8/27/2024	DOG/CAT FOOD	87.37	212.34
55791	9/6/2024	036300	INSPIRA FINANCIAL HEALTH I Ben2549296	9/6/2024	125 MED SECTION 125 MED-	25.00	25.00
55792	9/6/2024	007564	LOWE'S COMPANIES, INC. 84677	8/10/2024	#9800 154381 2 SUPPLIES	84.63	84.63
55793	9/6/2024	003619	MISSION SQUARE-302452 Ben2549294	9/6/2024	DEF COMP DEF COMP/ICMA	1,186.48	1,186.48
55794	9/6/2024	034976	MISSION SQUARE-306379 Ben2549298	9/6/2024	DEF COMP/ICMA-CASA: PAYM	115.10	115.10
55795	9/6/2024	035110	NATURE CARE 29353	8/20/2024	IRRIGATION REPAIRS	1,303.32	
			29522	9/1/2024	CONTRACT MAINT SERVICES	779.00	2,082.32
55796	9/6/2024	003416	NEWCO DISTRIBUTORS INC S101878210.001	8/26/2024	CAT LITTER	1,158.31	1,158.31
55797	9/6/2024	001207	ODP BUSINESS SOLUTIONS L377610348001	8/13/2024	OFFICE SUPPLIES A/C #8983	58.98	58.98
55798	9/6/2024	011835	PETS PLUS 915618	7/17/2024	ANIMAL SUPPLIES	49.54	49.54
55799	9/6/2024	021715	READYREFRESH BY NESTLE 04H6701996031	8/24/2024	ACCT #6701996031 DRINKINC	72.22	72.22
55800	9/6/2024	000635	SAN CLEMENTE CITY EMPLO Ben2549292	9/6/2024	DUES SCCEA - CASA: PAYM	42.00	42.00
55801	9/6/2024	003655	SAN CLEMENTE, CITY OF SEPT2024	9/1/2024	MONTHLY INTERFUND CHAR	28,511.66	28,511.66
55802	9/6/2024	032513	SKYLINE PEST CONTROL 316876	8/23/2024	PEST & RODENT CONTROL	260.00	260.00
55803	9/6/2024	002755	SOUTH COAST DISTRIBUTINC311317	8/23/2024	CASA CLEANING SUPPLIES	127.35	
			311438	8/30/2024	CASA CLEANING SUPPLIES	403.85	
			311505	9/3/2024	CASA CLEANING SUPPLIES	167.44	698.64
55804	9/6/2024	003204	SOUTHERN CALIF GAS CO, IN082324CASA	8/23/2024	09265871351 GAS SERVICES	266.59	266.59
55805	9/6/2024	000005	SUN BADGE, INC. 421258	8/12/2024	CASA ACO UNIFORM BADGE:	1,026.39	1,026.39
Sub total for BANK OF THE WEST:							58,780.66

CASA BOARD RESOLUTION NO. 24-01

A RESOLUTION OF THE CASA BOARD ESTABLISHING THE DATE, TIME AND LOCATION FOR THE REGULAR MEETINGS OF THE CASA BOARD AND RESCINDING ANY RESOLUTION IN CONFLICT THERE WITHIN.

WHEREAS, the CASA Board desires to establish a date, time and location for the Regular Meetings of the CASA Board.

NOW, THEREFORE, BE IT RESOLVED by the CASA Board as follows:

SECTION 1. Regular Meetings of the CASA Board shall be conducted six times per year. The meetings will take place on the second Monday of the months of February, April, June, August, October, and December, at the hour of 3:00 p.m. and shall be open to the public. Meetings may be adjourned by the presiding officer or by the Secretary if a quorum is not present.

SECTION 2. CASA Board meetings shall be conducted at the City of San Clemente City Hall, located at 910 Calle Negocio, San Clemente, California, unless otherwise noticed pursuant to the Brown Act.

SECTION 3. Regular, Adjourned Regular, and Special Meetings of the CASA Board shall be noticed pursuant to Brown Act requirements.

SECTION 4. Any resolution in conflict with this resolution is hereby rescinded.

PASSED AND ADOPTED by the CASA Board at a Special Meeting held on the 7th day of October, 2024.

CHAIR, CASA BOARD

ATTEST:

SECRETARY, CASA BOARD

RESOLUTION NO. 24-01

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF SAN CLEMENTE)

I, Jennifer Stinett, Secretary to the CASA Board, hereby certify that the foregoing resolution was duly adopted at a Special Meeting of the CASA Board, held on the 7th day of October, 2024.

AYES:

NOES:

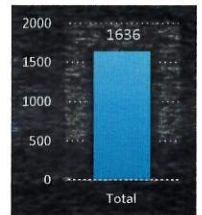
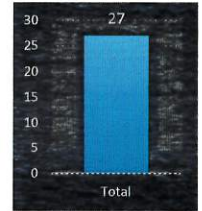
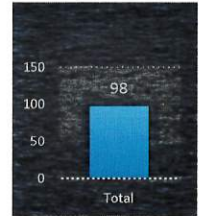
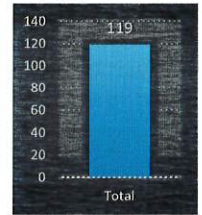
ABSENT:

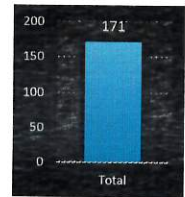
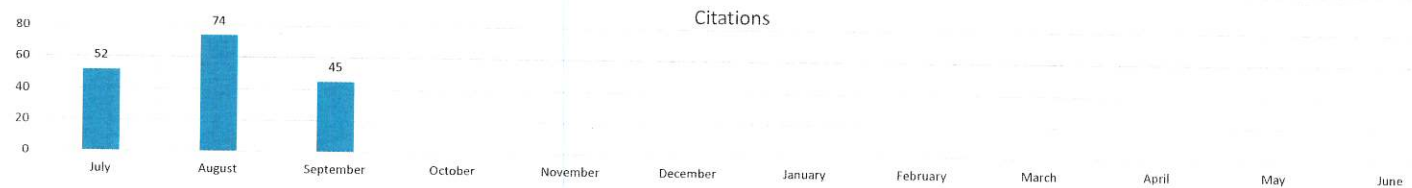
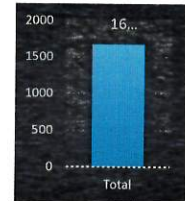
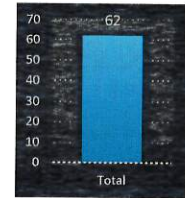
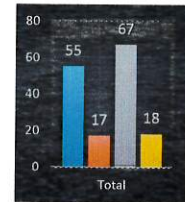
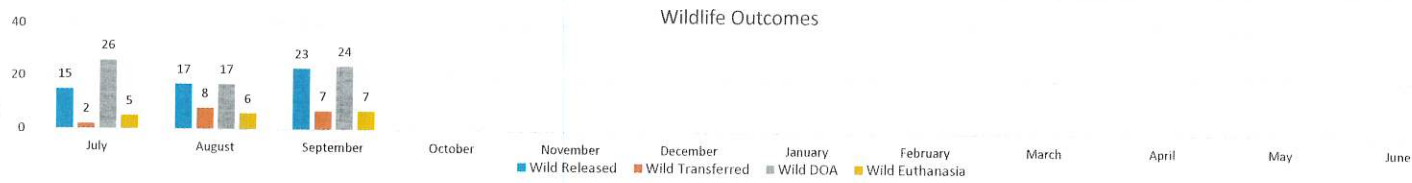
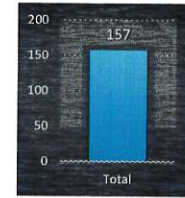
SECRETARY, CASA BOARD

Fiscal Year 24-25



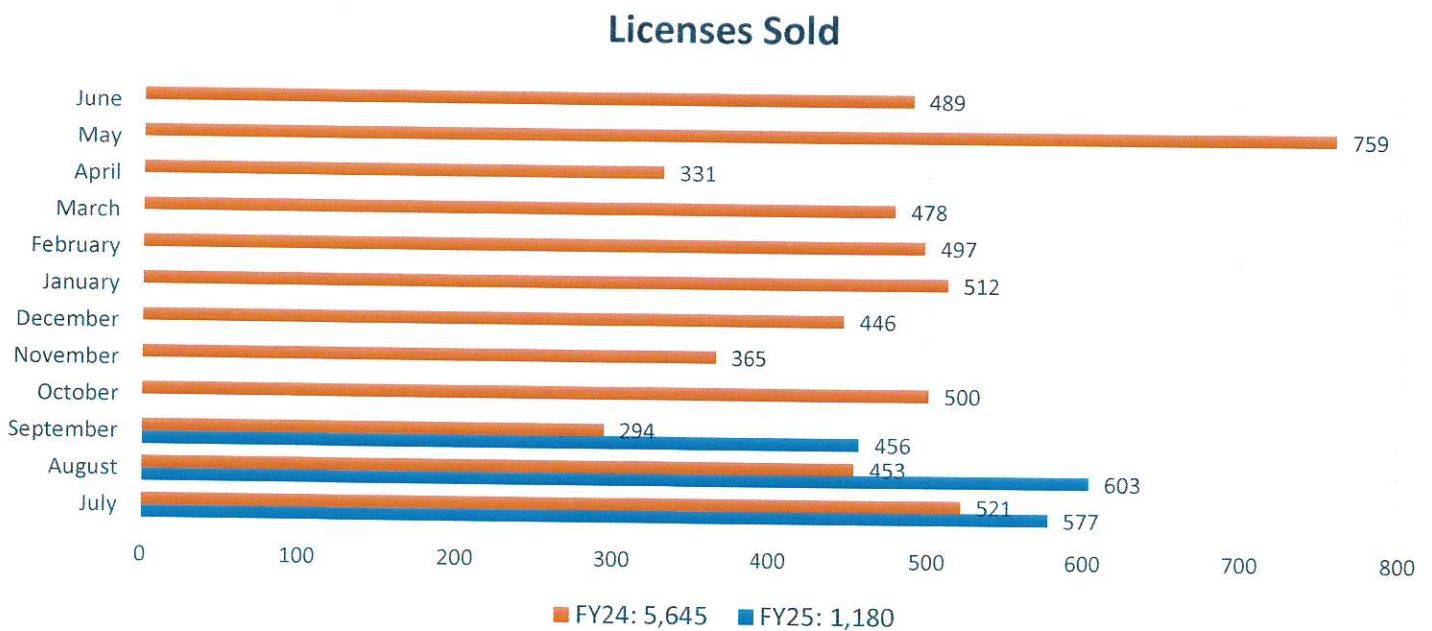
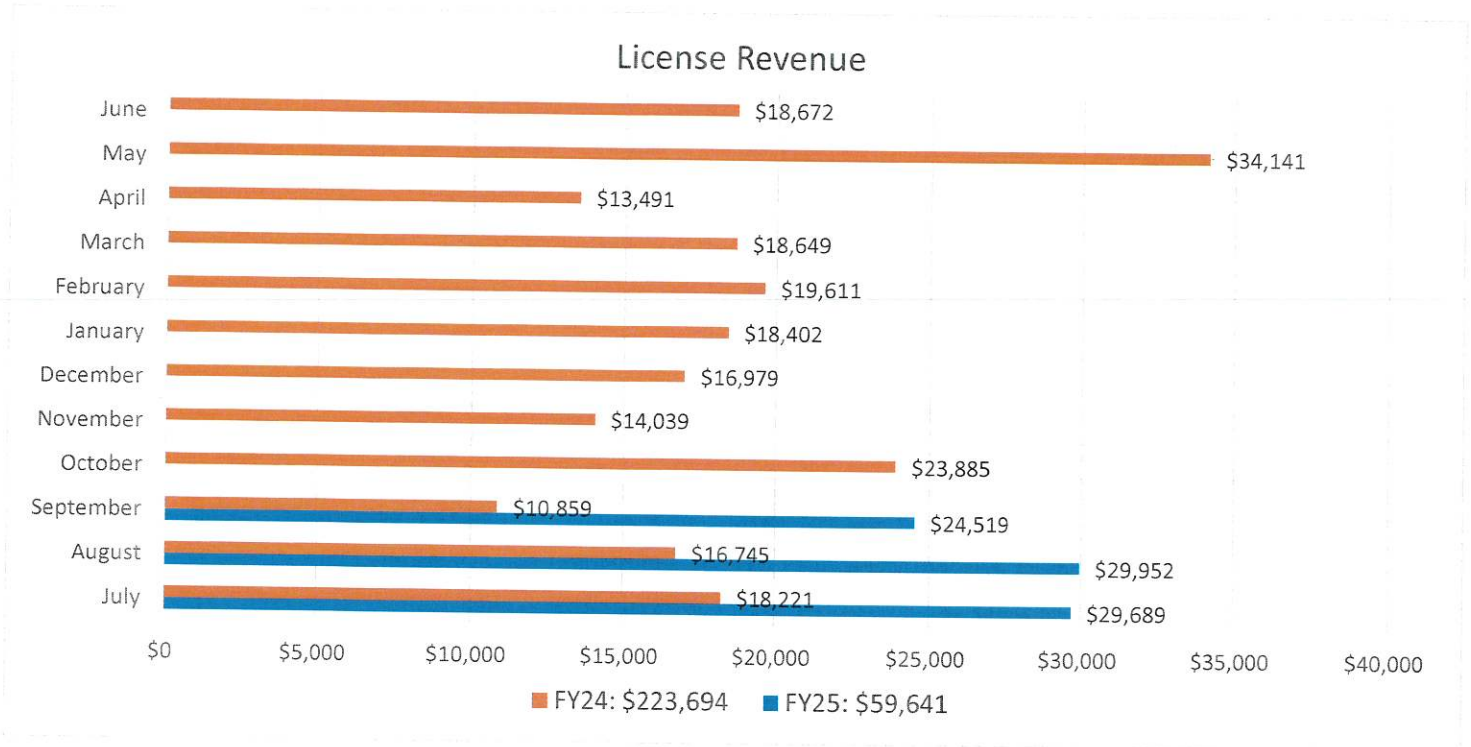
FY25





FY25 1st Quarter License Report

- Overall license sales are up 22% compared to FY24 Q1.
- Our *ChameleonWeb* online sales in FY25 Q1 are up 63% compared to *PetData's* FY24 Q1, as we have seen a huge increase in website traffic since starting our email renewals.



Shelter and Animal Control Update

Vaccine Clinic – Our next vaccine clinic is scheduled for Wednesday, October 9th from 5-7pm at the Animal Shelter.

Emergency Preparedness Meeting/Evacuation Drill – Staff has been working diligently on updating our Evacuation Plan and have scheduled a meeting/drill with all staff and the volunteers that have signed up to assist with Shelter evacuation. We had almost 50 volunteers sign up! The meeting will be Thursday, October 10th 4-5pm, where staff will review the plan, walk through different scenarios, and answer any questions.

Agency Assist, Mission Viejo/Airport Fire – During the recent Airport Fire certain neighborhoods in the Rancho Santa Margarita area were impacted by mandatory evacuations. Mission Viejo Animal Shelter experienced an influx of animals from these residents that required board and care at their facility. As a result they reached out to us to reduce their inventory of Shelter animals at their facility. We impounded 7 dogs on 9/10/24. Since we had to delay a planned ARM run during this same week, we identified 4 of these dogs that we were interested in keeping. We received permission from Mission Viejo to keep them here and adopt them out, so that group became our ARM run for September. The other 3 dogs were picked up by Mission Viejo staff on 9/16/24.

Recruitments – Recruitments for our Shelter Supervisor, Customer Service, and Kennel Aide positions were completed.

One of our long-time Kennel Attendants was promoted into the Supervisor position.

Our current interim Customer Service Representative was hired into the full-time role.

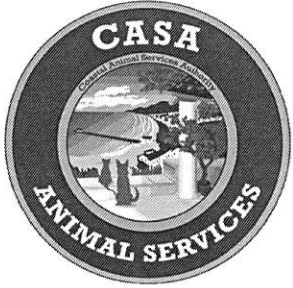
We have brought on three new Kennel Aides, which recently started and are receiving their training.

These Kennel Aides were hired in an on-call capacity and will be filling any open animal care shifts on the schedule.

School Presentation/Visit – The Animal Control Supervisor and Nancy from PPF will be attending an assembly at St. Margaret's Episcopal School on Monday, October 7th and presenting to approximately 500 students.

Students from St. Margaret's have been doing quarterly visits to the Shelter for the past year, and are completing volunteer hours by helping with cleaning/maintenance projects.

Surgery Clinic – Work continues on aspects of the clinic proposal, including establishing an operations plan, identifying staffing needs, and how the clinic will impact or inform the new funding agreement between CASA and PPF. Staff has updated the proposal with a look at 3 days vs. 4 days of operation per month and what the potential costs and revenue would be.



Operations and Funding Evaluation

Surgery Center

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 (5-way device)	\$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

Current Staffing Levels for Animal Care/Kennel Staff

6,760 Kennel/Animal Care hours annually - \$243,000

Kennel Attendant f/t

- Two KA's at 160 hours each (every 4 weeks)
- Provides daily animal care
- Maintains up-to-date vaccination and other treatments for shelter animals
- Orders shelter supplies
- Assists with adoption interactions
- Assists with front office duties
- Assists trainers and shelter supervisor with various tasks

Kennel Attendant $\frac{3}{4}$

- One KA at 128 hours (every 4 weeks)
- Provides daily animal care
- Assists with vaccinations and treatments
- Assists with adoption interactions
- Assists trainers and shelter supervisor with various tasks

Kennel Aides

- Fills 18 hours of open shifts in KA schedule or as needed for additional vacation/sick coverage
- Provides daily animal care under some supervision
- Assists with adoption interactions

Staffing – 3 Surgery days/month

7,878 Kennel/Animal Care hours annually - \$306,200 (employee increase of 1,118 hours / \$63,200 vs. current)

RVT

- Proposed median salary \$33/hr
- CA License required to assist with surgical procedures and administer pre-op medications
- Would be responsible for clinic ordering/inventory
- Scheduled one day for pre-op preparation, one day for surgery, one day for post-op tasks – inventory/paperwork/Shelter animal post-op exams
- Would perform Kennel Attendant work 1-3 days per week
- +\$19,032/yr over our current KA median salary

KAI

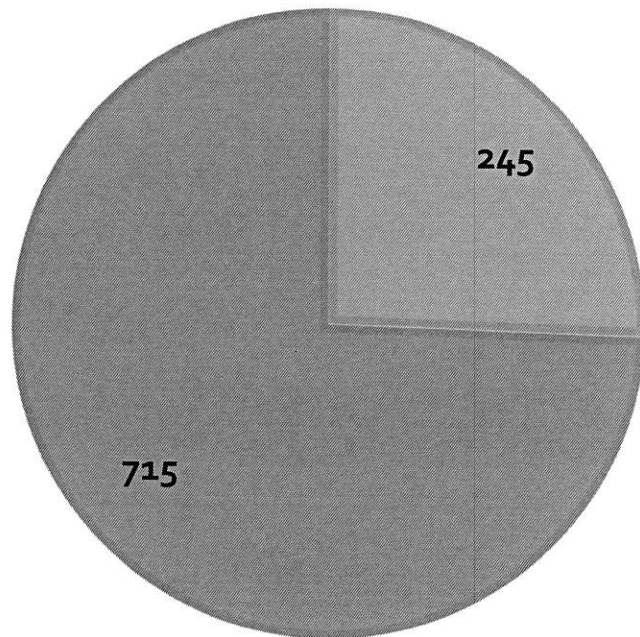
- Proposed median salary \$28/hr
- No license required, however, prior veterinary assistant experience required
- Would be responsible for pet's recovery care from anesthesia
- Would assist RVT with blood work and surgical preparation
- Vet Assistant level can also perform routine dental cleaning procedures with vet in-house
- Scheduled for Kennel Attendant tasks 3-4 days per week and one day exclusively to assist with surgeries
- +\$8,632/yr over our current KA median salary

KAI f/t & Kennel Aides

- Wages would remain the same as current salary ranges
- Current $\frac{3}{4}$ part-time position would be increased to full-time to fill animal care schedule
- Kennel Aides can work a maximum of 960 hours/year
- f/t KA +\$18,000 over current $\frac{3}{4}$ position
- 2 Kennel Aides scheduled for 819 hours each annually +\$17,500 over current staffing levels

3 Surgery Days (80 total surgeries) per Month

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

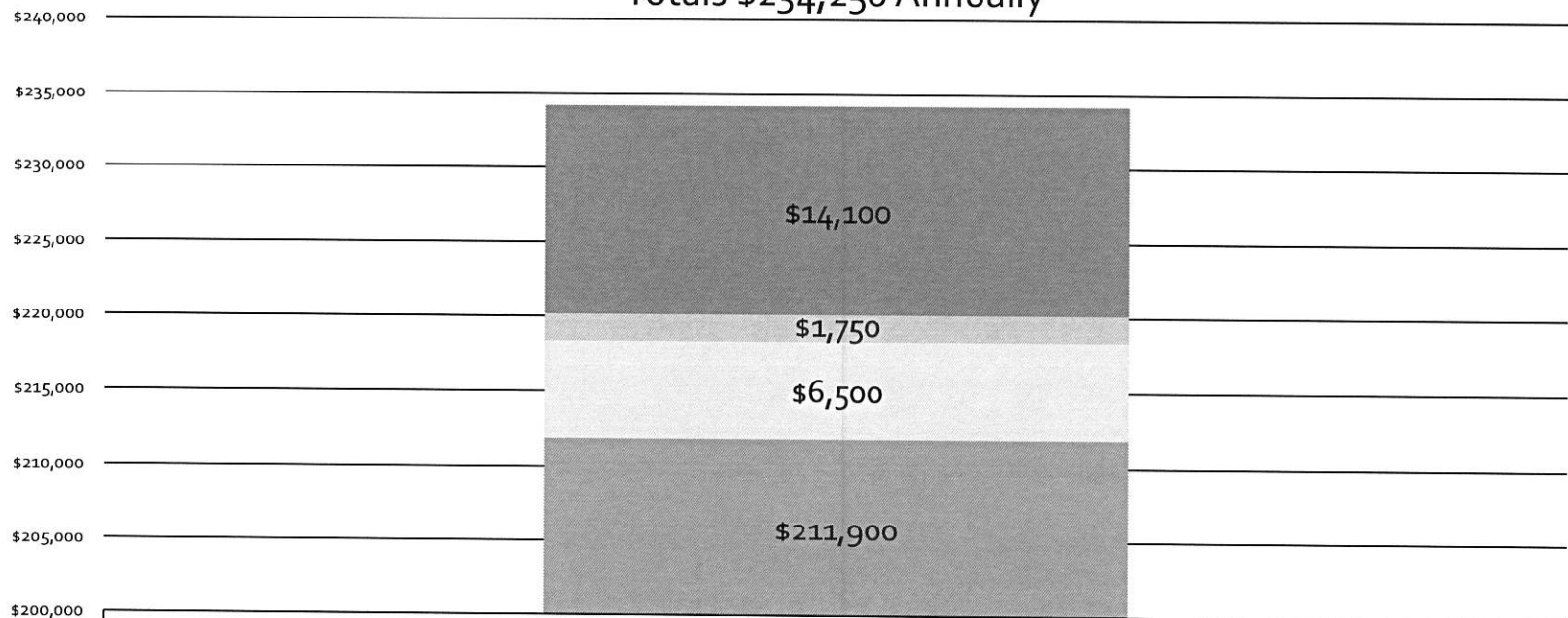


- Feline Neuter: \$200
- Feline Spay: \$250
- Kg Neuter: \$270 - \$520
- Kg Spay: \$320 - \$520

Services to include Bloodwork and Microchip

Income Potential + Cost Savings

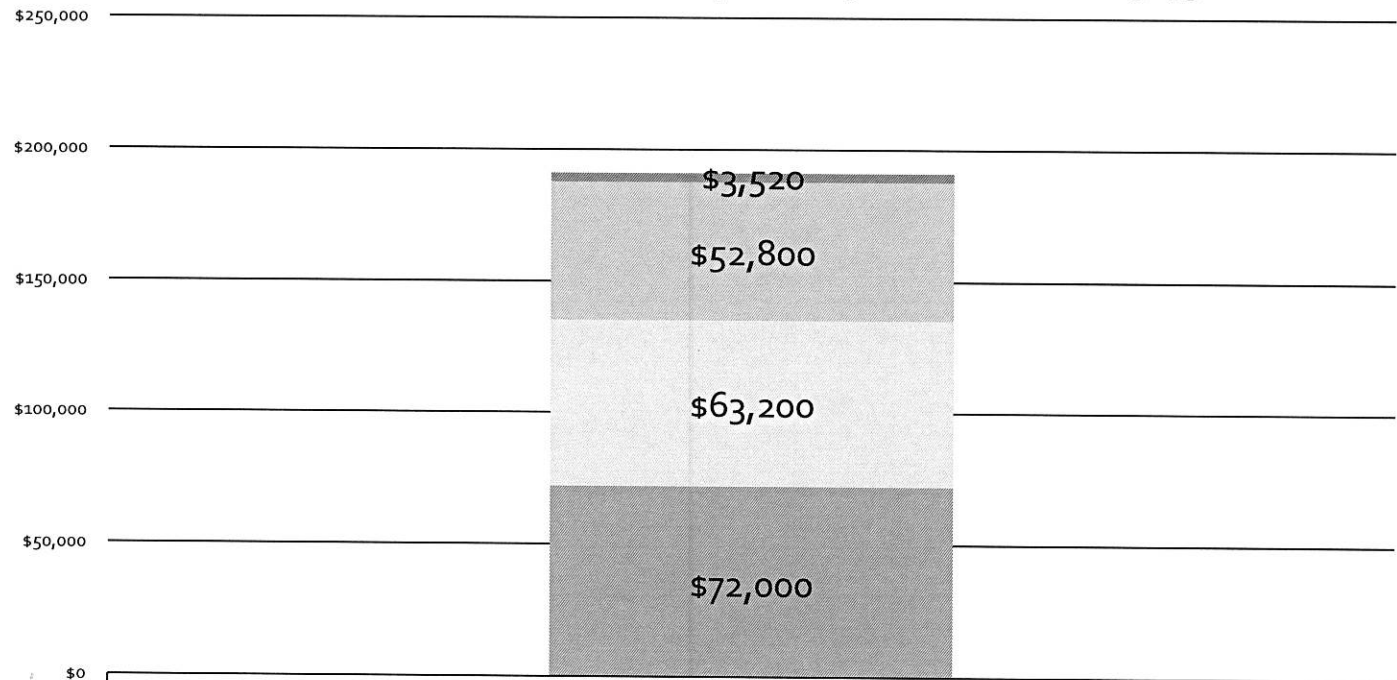
Totals \$234,250 Annually



■ PPF surgery costs	1
■ Fuel (\$4.75/gal; 3700 miles/year; 10mpg)	\$14,100
■ Savings ACO Time (167 hours)	\$1,750
■ Income Potential from Public Animals	\$6,500
	\$211,900

Potential Operating Costs

Initial Study of Potential Annual Operating Costs Totals \$191,520



	1
■ Appointment/Medical Software	\$3,520
■ Idexx Lab Fees (\$55/animal)	\$52,800
■ CASA Staff (Increase in KA/RVT wages)	\$63,200
■ Vet (3 Days Per Month)	\$72,000

Staffing – 4 Surgery days/month

8,346 Kennel/Animal Care hours annually - \$318,700 (employee increase of 1,586 hours / \$75,700 vs. current)

RVT

- Proposed median salary \$33/hr
- CA License required to assist with surgical procedures and administer pre-op medications
- Would be responsible for clinic ordering/inventory
- Scheduled one day for pre-op preparation, one day for surgery, one day for post-op tasks – inventory/paperwork/Shelter animal post-op exams
- Would perform Kennel Attendant work 1-3 days per week
- +\$19,032/yr over our current KA median salary

KAI

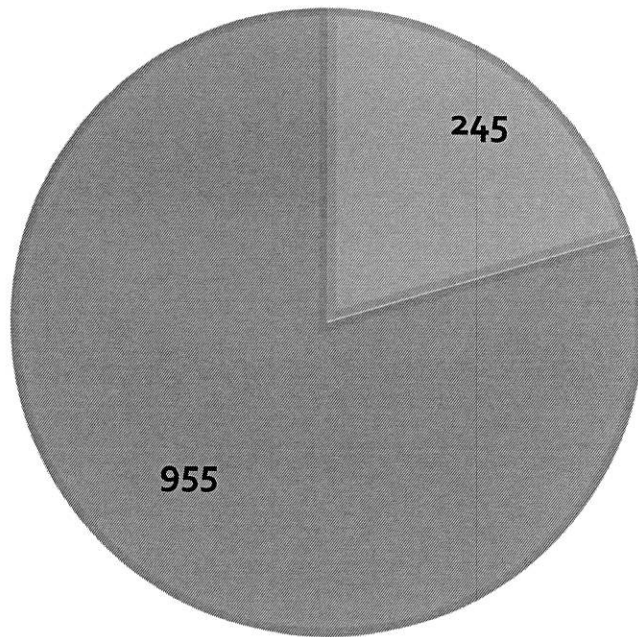
- Proposed median salary \$28/hr
- No license required, however, prior veterinary assistant experience required
- Would be responsible for pet's recovery care from anesthesia
- Would assist RVT with blood work and surgical preparation
- Vet Assistant level can also perform routine dental cleaning procedures with vet in-house
- Scheduled for Kennel Attendant tasks 3-4 days per week and one day exclusively to assist with surgeries
- +8,632/yr over our current KA median salary

KAI f/t & Kennel Aides

- Wages would remain the same as current salary ranges
- Current $\frac{3}{4}$ part-time position would be increased to full-time to fill animal care schedule
- Kennel Aides can work a maximum of 960 hours/year
- f/t KA +\$18,000 over current $\frac{3}{4}$ position
- 2 Kennel Aides scheduled for 936 hours each annually & 1 Kennel Aide 234 hours to fill animal care schedule +\$30,000 over current staffing levels

4 Surgery Days (100 total surgeries) per Month

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

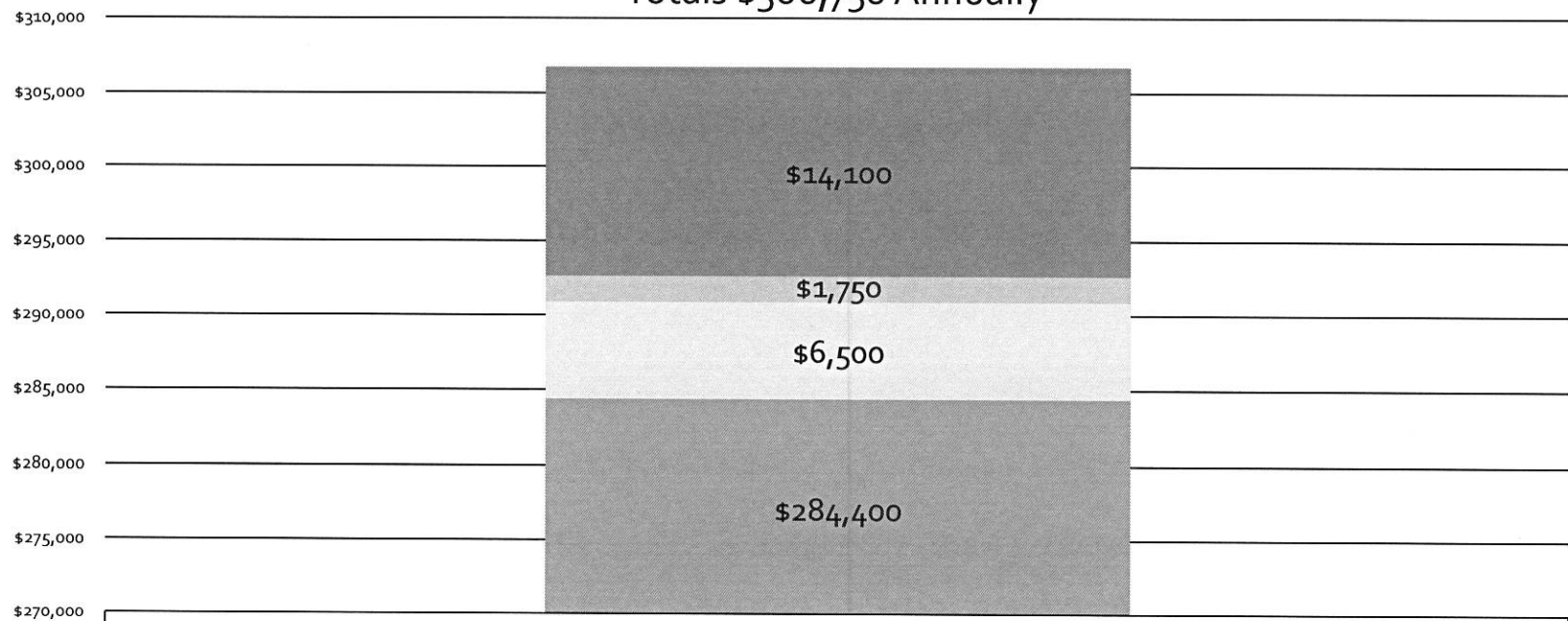


- Feline Neuter: \$200
- Feline Spay: \$250
- Kg Neuter: \$270 - \$520
- Kg Spay: \$320 - \$520

Services to include Bloodwork and Microchip

Income Potential + Cost Savings

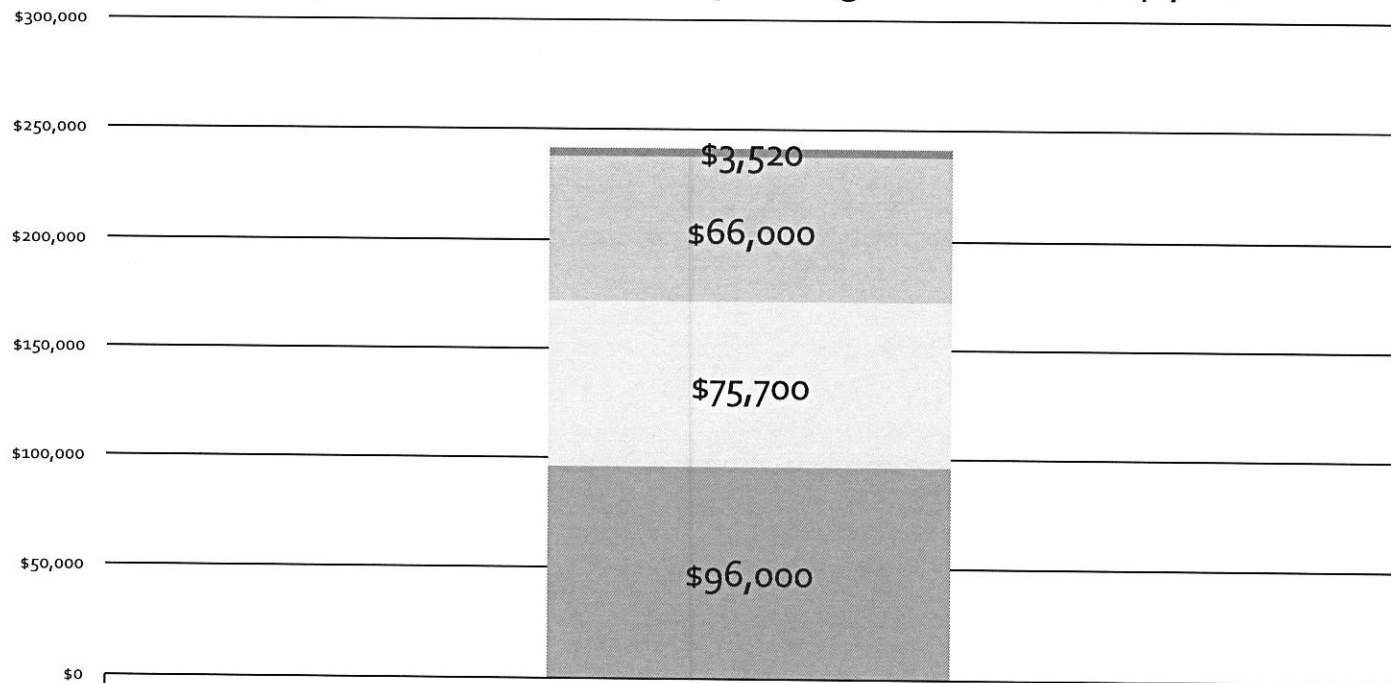
Totals \$306,750 Annually



	1
■ PPF surgery costs	\$14,100
■ Fuel (\$4.75/gal; 3700 miles/year; 10mpg)	\$1,750
■ Savings ACO Time (167 hours)	\$6,500
■ Income Potential from Public Animals	\$284,400

Potential Operating Costs

Initial Study of Potential Annual Operating Costs Totals \$241,220



	1
■ Appointment/Medical Software	\$3,520
■ Idexx Lab Fees (\$55/animal)	\$66,000
■ CASA Staff (Increase in KA/RVT wages)	\$75,700
■ Vet (4 Days Per Month)	\$96,000

Comparison 60 - 80 - 100 Surgeries per Month

2 surgery days – 60/m

- 475 public animals annually
- Potential revenue of \$21,425 (factoring operating costs & cost savings)
- Kennel/Animal Care staff costs \$294,700

3 surgery days – 80/m

- 715 public animals annually
- Potential revenue of \$42,730 (factoring operating costs & cost savings)
- Kennel/Animal Care staff costs \$306,200

4 surgery days – 100/m

- 955 public animals annually
- Potential revenue of \$65,530 (factoring operating costs & cost savings)
- Kennel/Animal Care staff costs \$318,700

Management Duties

Animal Services Supervisor

- Schedule in-shelter and foster animals
- Coordinate with fosters to schedule pre-op bloodwork appointments prior to surgery day
- Coordinate with adopters and schedule surgery appointments for animals adopted on S/N Waiver program
- Ensure that the surgery area has been properly prepared for the following day's procedures.
- Provide RVT with support as needed throughout surgery day
- Assist with animal pick-ups

General Manager

- Monitor surgery schedule for public animals
- Respond to public inquiries regarding their animal's surgery details/pre-op paperwork
- Provide front office support with animal drop-offs as needed
- Assist with animal pick-ups as needed
- Follow-up on post-op inquiries from the public
- Will coordinate with RVT and Supervisor to plan surgery day schedule

Volunteer Duties

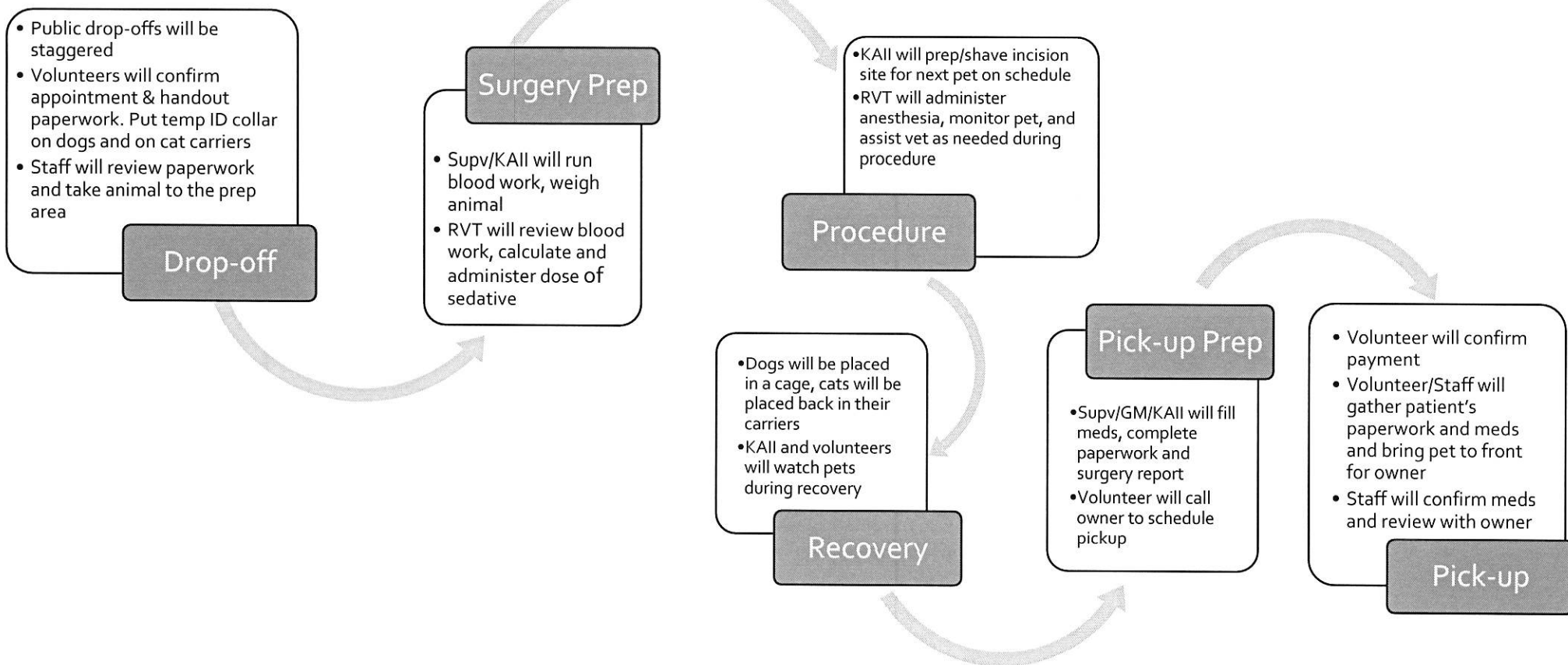
Leading up to surgery day, the Office Volunteers may assist with...

- Responding to public inquiries about pricing, how to schedule. Direct them to CASA webpage for details
- Reminder calls to public and fosters before appointment day
- Help prepare paperwork

On surgery day Clinic Volunteers will...

- Assist with check-in; hand-out paperwork, fill out temporary ID tags for animal and carrier identification purposes
- Assist KAll with recovery area, prepping cages with blankets, watching animals
- Call owners and notify them of their pick-up time
- Assist with animal pick-up & payments

Surgery Day Operations



Consumables

Bulk Item Supplies Cost Estimates:

Cats: \$18-\$22 per cat (including anesthesia)

Dogs: \$20 per dog (w/o anesthesia cost)

- Gowns/Masks
- Gloves
- Surgical Glue, suture material
- Needles/Syringes
- Surgical Blades
- Disinfecting solution
- Gauze
- Anesthesia

Post-op medications:

Cats: \$8.70 per cat

Dogs: \$3.00 small - \$6.00 large dogs

- Onsior (cats only)
- Rimadyl
- Gabapentin



COASTAL ANIMAL SERVICES AUTHORITY JPA MEETING AGENDA REPORT

Meeting Date: October 7, 2024

Agency: Coastal Animal Services Authority

Prepared By: Jake Rahn, Finance Manager, City of San Clemente
Hanne Thordahl, Human Resources Manager, City of San Clemente

Subject: *CASA PENSION PLAN ADMINISTRATION*

Recommended

Action(s): **STAFF RECOMMENDS THAT** the Board:
1. Receive and File the Report

Background: In 2014/2015, the Coastal Animal Services Authority applied to have CalPERS as the pension administrator for the JPA's pension plan. Initially, the application was denied. In 2020, after changes were made to the funding agreement, state law, and funding of the existing pension plan further direction to proceed was received by staff. A new request was submitted to complete the financial review, which was the first step in the application process. CalPERS staff completed the financial review of CASA and upon approval the application was submitted, actuarial reports were requested and received, and various resolutions and forms were submitted to approve the transfer.

Discussion: On July 8, 2024, CASA successfully transitioned active employees over to CalPERS. A total of 5 participants transferred with 3 Classic members and 2 PEPRA employees. In connection with that transfer of past service credit a financial transfer of \$1.3 million was moved from CSCERP assets to CalPERS representing employee contributions (and interest) of \$365,000 and employer contributions of \$937,000. This funding is near 100% of the past liability, however valuations are subject to risk pool and actual versus expected impacts.

As for the CSCERP plan currently, approximately 16 retired or inactive CASA employees are in the CSCERP plan. Annual contributions to address the Unfunded Accrued Liability will continue to be made annually to address prior service. Additionally, a new actuarial valuation for CSCERP will be done to determine the unfunded liability due to the transition of the active employees to CalPERS.

Participant contributions are currently being made to the CalPERS plan at the following rates:

	CalPERS
Employee Contribution (Classic)	7.0%
Employer Contribution (Classic)	12.52%
Employee Contribution (PEPRA)	7.75%
Employer Contribution (PEPRA)	7.87%

With the approval of the new budget, full-time and benefited part-time staffing levels for CASA are at the following levels. The following is a list of the approved benefitted staffing levels for CASA:

- CASA General Manager – 1 FTE
- Animal Services Supervisor – 2 FTE
- Animal Services Officer – 3 FTE
- Kennel Attendant – 2.75 FTE
- Customer Service Specialist – 1 FTE

Part time employees are not covered by CalPERS and are covered through a social security alternative plan, as opposed to CalPERS. These employees work less than 1,000 hours annually and are not part of CalPERS and include the following classifications:

- Kennel Aide
- Reserve Animal Services Officer
- Office Assistant

Additional actions completed included modifications to the CalPERS Health contract with CASA to allow for the retiree medical contributions to be made from monthly retiree pension amounts and the filing of the resolution to address pre-tax status of the pension contributions.

Current benefitted staffing levels:

- CASA General Manager – 1 FTE
- Animal Services Supervisor – 2 FTE
- Animal Services Officer – 3 FTE
- Kennel Attendant – 1.75 FTE (1 FTE recruitment pending)
- Customer Service Specialist – 1 FTE

Current Part time staffing levels:

- Kennel Aide – 2 (2 recruitments pending)
- Reserve Animal Services Officer – 2
- Office Assistant - Unoccupied

Options: Alternatively, the Board could not receive and file the report asking for additional information to be provided and the item to be brought back at a later time.

Fiscal Impact: No fiscal impact.



AGENDA REPORT

CASA JPA Meeting
Meeting Date: October 7, 2024

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

Subject: ***PRESENTATION OF THE SALARY SURVEY FINDINGS FOR COASTAL ANIMAL SERVICES AUTHORITY (CASA) FULL-TIME REPRESENTED CLASSIFICATIONS.***

Fiscal Impact: There is no fiscal impact associated with presentation of the salary survey findings.

Summary: CASA is in its third year of the 2022-2025 Memorandum of Understanding (MOU) with the CASA Bargaining Unit of the San Clemente Employees Association. In year three, MOU Article I - Wages includes a salary survey of all represented CASA classifications. The survey data was compiled by the San Clemente Human Resources Manager with support provided by the CASA General Manager and is presented in summary format to the CASA Board for their information.

Discussion: At direction of the CASA Board, a salary survey project was managed “in-house” by the San Clemente Human Resources Manager with support provided by the CASA General Manager. The salary survey included all five of the represented classifications within the bargaining unit. A number of data sources were utilized including job descriptions, salary schedules, and pay rates for comparable jobs among the survey agencies. Seven agencies were surveyed including Cities of Mission Viejo, Irvine, Laguna Beach, Costa Mesa, Westminster, and Newport Beach along with Orange County Animal Care (OCAC). Other than Mission Viejo and OCAC, animal control and/or sheltering services are primarily provided by police departments within their cities. Salary data was collected in mid-September of this year and is based on salary information with most recent effective dates of July 2024. The hourly part-time classifications and CASA General Manger position were not included in the project.

Following is a summary of findings based on survey agencies median of top salary range for each of the CASA classifications in the bargaining unit:

Current Classification	# Matching Peer Jobs	CASA Current Hourly Top Range	Survey Agencies Median Hourly Top Range
Animal Services Supervisor	4	\$ 50.54	\$ 50.69
Animal Services Officer Supervisor	6	\$ 50.54	\$ 51.20
Animal Services Officer	7	\$ 41.58	\$ 44.80
Customer Service Specialist II	6	\$ 31.03	\$ 32.86
Kennel Attendant	4	\$ 26.17	\$ 32.61

Recommended

Action: STAFF RECOMMENDS THAT the CASA JPA Board receive and file the report of findings on the salary survey of full-time represented CASA classifications.

Notification: San Clemente City Employees Association: CASA Bargaining Unit