

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF BIG BEAR VALLEY RECREATION AND PARK DISTRICT
AND RECORD OF ACTION**

August 20, 2024

FROM

NOEL CASTILLO, Director, Department of Public Works – Special Districts

SUBJECT

Out-of-Country Travel Request

RECOMMENDATION(S)

Acting as the governing body of Big Bear Valley Recreation and Park District, approve out-of-country travel request for a Curator and Lead Keeper to travel to Calgary, Alberta, Canada, to represent the Big Bear Valley Recreation and Park District – Big Bear Alpine Zoo at the Association of Zoos and Aquariums Annual Conference, at an anticipated cost of \$2,865 per representative, for the period of September 14, 2024, through September 20, 2024. (Presenter: Noel Castillo, Director, 387-7906)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The Big Bear Valley Recreation and Park District (District) – Big Bear Alpine Zoo (BBAZ) is funded mainly by entrance fees and proceeds from sale of items at the gift shop. The estimated cost of the trip to the Association of Zoos and Aquariums (AZA) Annual Conference (Conference) is \$5,730 (\$2,865 per representative), which will be fully funded by the District. Sufficient appropriation and revenue are included in the District's 2024-25 budget.

A cost summary for the estimated travel expenses for two representatives are as follows:

Expense	Cost	Total
Air Travel	\$500 per person	\$1,000
Lodging	\$229 per night per person x six nights	\$2,748
Meals and Incidentals	Breakfast: \$8 x four days x two attendees = \$64 Lunch: \$12 x four days x two attendees = \$96 Dinner: \$16.50 x six days x two attendees = \$198 Incidentals = \$78	\$436
Registration	\$650 per person x 2	\$1300
Transportation	Airport Parking: \$20 per day x seven days Mileage: 124 miles at \$.585 per mile = *\$72 for transportation to/from the airport in a personal vehicle Ground transportation at destination: \$34	\$246
Total		\$5,730

**Out-of-Country Travel Request
August 20, 2024**

*Rounded Amount

BACKGROUND INFORMATION

AZA is a 501(c)3 non-profit organization dedicated to the advancement of zoos and aquariums in the areas of conservation, education, science, and recreation. AZA represents more than 235 facilities in the United States and overseas, which collectively draw more than 200 million visitors every year. AZA's accredited zoological facilities meet the highest standards in animal care and welfare and provide a fun, safe, and educational family experience. In addition, they dedicate millions of dollars annually to support scientific research, conservation, and education programs. The Conference presents a valuable opportunity for the BBAZ as they work towards achieving accreditation from AZA, the highest standard of animal care in the industry.

Attending the Conference will enable the BBAZ staff to make important connections, gather invaluable information, and stay updated on the latest advancements and best practices in animal care. This experience will contribute significantly to the ongoing efforts to enhance the well-being of the animals under the care of BBAZ. The knowledge and insights gained from the Conference will allow the BBAZ staff to implement industry-leading practices, improve the standards of animal care, work towards achieving AZA accreditation, and thereby ultimately ensuring the betterment of the zoo, care for the animals, and the public benefit.

Per County Policy No. 08-04, prior approval for travel outside of the United States for County business must be authorized by the Board of Directors.

The District recommends the approval of the out-of-country travel request for Curator, Jessica Whiton, and Lead Keeper, Katie Kennedy to attend the Conference. Attendance at the conference aligns with the strategic goals of the District by strengthening the position of the BBAZ as a leader in animal welfare and conservation efforts.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Aaron Gest, Deputy County Counsel, 387-5455) on July 30, 2024; Finance (Jessica Trillo, Administrative Analyst, 387-4222) on July 31, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on August 5, 2024.

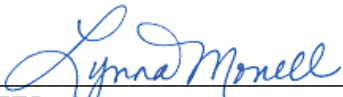
**Out-of-Country Travel Request
August 20, 2024**

Record of Action of the Board of Directors
Big Bear Valley Recreation and Park District

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, SECRETARY

BY 
DATED: August 20, 2024



cc: File - Travel/Out of Country w/ attach
jm 08/27/2024