

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

June 10, 2025

**FROM**

**JOSHUA DUGAS, Director, Department of Public Health**

**SUBJECT**

Amendments to Revenue Contracts for Animal Care Services for the Cities of Highland and Yucaipa

**RECOMMENDATION(S)**

1. Approve **Amendment No. 1 to Revenue Contract No. 24-444** with the City of Highland for the provision of animal care and control services, increasing the amount by \$520,404, from \$505,247 for a total not-to-exceed amount of \$1,025,651, and extending the term by an additional year, for a total contract period of July 1, 2024 through June 30, 2026.
  2. Approve **Amendment No. 1 to Revenue Contract No. 24-616** with the City of Yucaipa for the provision of animal care services and control services, increasing the amount by \$575,089, from \$558,339 for a total not-to-exceed amount of \$1,133,428, and extending the term by an additional year, for the contract period of July 1, 2024 through June 30, 2026.
- (Presenter: Joshua Dugas, Director, 387-9146)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

This item will not result in the use of Discretionary General Funding (Net County Cost). The Department of Public Health (DPH) will receive revenue in a total amount not-to-exceed \$1,025,651 for Contract No. 24-444, and \$1,133,428 for Contract No. 24-616 for the provision of animal care and control services. The costs associated with providing these services will be reimbursed by the Cities of Highland and Yucaipa (Cities) and offset by fee revenue collected on behalf of the Cities by the County. The maximum amounts payable by the Cities in 2025-26 are specified in the existing contracts and were calculated based on estimated salaries and benefits and ongoing operating costs associated with the provision of services. Adequate appropriation and revenue will be included in the recommended 2025-26 budget.

**BACKGROUND INFORMATION**

DPH Animal Care (AC) provides animal care and control services to unincorporated areas throughout the county and has also provided similar services to various cities within the county. DPH has provided animal care services to the City of Highland since 1997, and to the City of Yucaipa since 1990.

The services include full scope animal care services, including field services, low-cost rabies and vaccination clinics, impounding and shelter services, and after-hours emergency services.

**Amendments to Revenue Contracts for Animal Care Services for the  
Cities of Highland and Yucaipa  
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On May 21, 2024 (Item No. 62), the Board of Supervisors (Board) approved Revenue Contract No. 24-444, including a non-standard term, with the City of Highland, for the provision of animal care and control services, in an amount not-to-exceed \$505,247, for the contract period of July 1, 2024 through June 30, 2025, with the option to extend the contract two additional one-year terms.

On June 25, 2024 (Item No. 76), the Board approved Revenue Contract No 24-616, including a non-standard term, with the City of Yucaipa, for the provision of animal care services, in an amount not-to-exceed \$558,339, for the contract period of July 1, 2024 through June 30, 2025, with the option to extend the contract two additional one-year terms.

Approval of the recommended amendments will allow DPH to continue to provide animal care and control services for the Cities for an additional one-year term through June 30, 2026, with the option to extend the contracts for one additional year.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on May 6, 2025; Finance (Iliana Rodriguez, Administrative Analyst, 387-4205) on May 20, 2025; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 23, 2025.

**Amendments to Revenue Contracts for Animal Care Services for the  
Cities of Highland and Yucaipa  
June 10, 2025**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 10, 2025



cc: PH - Cendejas w/agrees  
Contractor - c/o PH w/agree  
File - w/agree

CCM 06/24/2025