

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

September 24, 2024

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Administrative Support and Donation Solicitation for the Animals aRe First Fund

RECOMMENDATION(S)

1. Find that the Animals aRe First Fund is a non-profit, public benefit organization that serves a public purpose by providing support to the Department of Public Health, Animal Care Division.
2. Authorize County employees to provide limited administrative support during work hours, when necessary, and utilize County resources in support of the Animals aRe First Fund, retroactively for the period of July 1, 2024 through June 30, 2027.
3. Authorize County employees to solicit donations for the Animals aRe First Fund retroactively for the period of July 1, 2024 through June 30, 2027.

(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

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

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

FINANCIAL IMPACT

This item does not require Discretionary General Funding (Net County Cost). Department of Public Health (DPH) employees spend an estimated 80 hours per year providing administrative support and soliciting donations for the Animals aRe First Fund (ARFF). Administrative support is provided during normal business hours as part of donation solicitation efforts. The cost is absorbed into the department's overall administrative budget. The anticipated administrative support, valued at \$7,500 per year, has been reflected in DPH's 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

ARFF was established in 2004 to provide support to DPH's Animal Care Division (Animal Care). On March 2, 2004 (Item No. 30), the Board of Supervisors (Board) approved the use of County resources to assist in its formation. ARFF is a federally recognized 501(c)(3) non-profit organization formed pursuant to the applicable provisions of the Internal Revenue Code. Per the provisions of their Articles of Incorporation, funds raised by ARFF may be used to support Animal Care.

ARFF provides support to Animal Care by purchasing supplies and conducting and supporting public awareness campaigns and pet adoption events. Over 1,700 pets were adopted in 2023-

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24 through these events. ARFF also subsidized pet adoptions during the month-long NBC 4 Clear the Shelters campaign. ARFF participated in “Subiefest”, a national event organized by Subaru of America, as well as the Subaru Loves Pets national campaign co-sponsored by Subaru of San Bernardino. In addition, ARFF purchased materials to support Humane Education events and established a veterinary medical trust fund, allowing donors to designate contributions toward providing enhanced veterinary care at County animal shelters.

ARFF will continue to support and expand established programs with a focus on increasing the number of sponsored pet adoption events through June 30, 2027. Several events are planned, along with continued support for the NBC 4 Clear the Shelters and Subaru Loves Pets campaigns. ARFF has rebranded and launched a more user-friendly website, which details its goals as an organization, provides information about how funding is utilized and upcoming events, and provides the public a way to directly donate. They have also initiated several new initiatives to support homeless pets entering County animal shelters.

DPH’s limited administrative support includes activities such as scheduling ARFF Board of Directors meetings, attending ARFF meetings, preparing and distributing the meeting minutes, planning ARFF special events, and providing public presentations pertaining to ARFF. This support is provided primarily by a Health Education Specialist.

Since 2011, in accordance with County Standard Practice No. 06-02SP, the Board has authorized DPH employees to provide limited administrative support, utilizing County resources when necessary, and to solicit donations for ARFF through the County’s Combined Giving Campaign, the Give Big Campaign, and annual adoption events. The retroactive term for the period of July 1, 2024 to June 30, 2027 is due to delays in negotiating the scope of work, including event scheduling, website design and launch, and the allocation of County staff time. The retroactive term ensures that the employee time donations, which have been tracked in the Employee Management and Compensation System (EMACS) starting in July, are fully covered within the authorized period. This item is being presented at this time as this is the first available date following the required operational, fiscal, and legal reviews.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-9000) on August 27, 2024; Finance (Iliana Rodriguez, Administrative Analyst, 387-4205) on September 3, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on September 5, 2024.

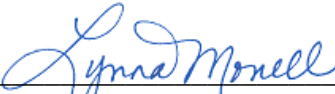
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 24, 2024



cc: File - Public Health
MBA 09/30/2024