

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

December 16, 2025

FROM

**DON DAY, Director, Project and Facilities Management Department
JOSHUA DUGAS, Director, Department of Public Health**

SUBJECT

Continuation of Emergency Related to the Devore Animal Shelter Expansion Project

RECOMMENDATION(S)

Continue the finding, first made by the Board of Supervisors on September 23, 2025, that there is substantial evidence that immediate action is needed to prevent or mitigate the threat to animal life, animal health, property and essential public services posed by the cessation of contracted animal shelter services in the High Desert region effective September 1, 2025, after the Town of Apple Valley voted to cancel the existing animal services contract, which resulted in a reduction of essential shelter and animal care resources, and that this emergency will not permit the delay resulting from a formal competitive solicitation of bids to procure materials and construction services, and delegating authority originally by Resolution on September 23, 2025, to the Chief Executive Officer to direct the Purchasing Agent to issue purchase orders and/or contracts, in a total amount not to exceed \$4,436,154, for any construction, remediation, and modifications of internal and external structures related to the sudden and unexpected loss of use of the Apple Valley Animal Shelter, and find that the issuance of these purchase orders and/or contracts are necessary to respond to this emergency pursuant to Public Contract Code sections 22035 and 22050 (Four votes required).

(Presenter: Don Day, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

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

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost), as the Devore Animal Shelter Expansion Project (Project) (WBSE 10.10.1959), in the amount of \$4,436,154, is fully funded through the reallocation of existing Discretionary General Funding from the Real Estate Acquisitions Project (WBSE 94.10.0002).

The project budget consists of the following:

Description	Amount
Project Design	\$475,844
Project Management and Administration	\$135,656
Construction	\$3,795,854

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Inspection	\$28,800
Total Project Budget	\$4,436,154

BACKGROUND INFORMATION

The Department of Public Health (DPH) provides animal care and control services to residents throughout the unincorporated areas of the county and utilizes contracted shelters in outlying areas where the County does not own or operate an animal shelter. Previously, DPH contracted with the Town of Apple Valley to provide animal shelter services in the High Desert region, which allowed residents of unincorporated areas to adopt or be reunited with animals within their community, provided additional spaces for animals to receive care, and served as an additional resource for animal control officers to drop off animals retrieved from the service area.

To further expand San Bernardino County (County) resources in the High Desert region, DPH negotiated with the Town of Apple Valley to purchase the Apple Valley Animal Shelter, moving daily control and operations of the shelter to the County. However, the Town of Apple Valley terminated sale negotiations as well as provided notice to end the existing service contract by August 31, 2025. Due to this cancellation, DPH is housing animals from the High Desert at the Devore Animal Shelter, effective September 1, 2025, further impacting already crowded conditions at that facility.

To ensure a continuity of services for the safety and wellbeing of County animals, effective September 1, 2025, DPH Animal Care personnel began transporting stray and injured animals to the Devore Animal Shelter, ensuring services in the high desert unincorporated region continue. The current shelter requires this expansion Project to handle the overflow of animals and additional operations transferred to this facility.

On September 23, 2025 (Item No. 73), the Board of Supervisors (Board) found there is an emergency, pursuant to Public Contract Code sections 22035 and 22050, to authorize the Purchasing Agent to issue purchase orders necessary to the Project, thus mitigating the loss of health, property, and essential services.

Further, the Board adopted Resolution No. 2025-206 authorizing the Purchasing Agent, as directed by the Chief Executive Officer, to issue purchase orders and/or contracts, in the total not-to-exceed amount of \$4,436,154, for any emergency remediation, construction and modifications of internal and external structures related to the Project.

The Project and Facilities Management Department (PFMD) is actively assessing the emergency needs and defining the scope of work required to advance the Project. This initiative focuses on installing modular buildings to increase the number of permanent kennels, thereby enhancing the shelter's capacity to safely and humanely house animals in need. A continuation of the emergency is recommended as immediate action is required to ensure the County is able to provide safe shelter accommodations.

Emergencies related to Public Contract Code section 22035 and 22050, once ordered, must be affirmed at each subsequent meeting until terminated. The recommended action will meet this requirement.

PROCUREMENT

On September 29, 2025, Purchase Order No. 4100435788 was issued in the amount of \$6,000 to Horizon Structures, LLC to initiate the design of modular kennel buildings. On the same day,

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a Request for Proposals (RFP) was also distributed to on-call architectural firms to obtain pricing for expedited design services covering the remaining scope of the Project. The deadline to submit proposals was October 13, 2025. STK Architects was determined to be the preferred architectural design services vendor. The purchase order request was initiated on October 21, 2025, and Purchase Order No. 4100440118 was subsequently issued on October 27, 2025, in the amount of \$242,233.

Engineered drawings from Horizon Structures are expected by December 16, 2025, which will support continued development and finalization of the construction drawings. The civil survey, along with initial electrical and plumbing assessments are anticipated to be completed as of December 16, 2025. Findings from these assessments were incorporated into formal reports and are currently being integrated into the final design package. A contract with Horizon Structures for the procurement and initiation of manufacturing of the kennel structures will be routed for approval under delegated authority in early January 2026. A purchase order will be requested to secure the order in the manufacturer's production queue.

PFMD continues to prepare detailed scope of work documents for each aspect of the Project and will initiate contract(s) to be approved by the Chief Executive Officer and then signed by the contractor. A purchase order will then be requested and finalized by the Purchasing Department to engage the architect, engineer and/or construction contractor to provide the required construction services.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on November 21, 2025; Public Health (Shannon Bailey, Division Chief and Jennifer Mulhall-Daudel, Strategy and Business Development Officer, 387-9146) on November 24, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on November 21, 2025; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-5115) on November 25, 2025; and County Finance and Administration (Yael Verduzco, Principal Administrative Analyst, 387-5285 and Iliana Rodriguez, Administrative Analyst, 387-4205) on November 25, 2025.

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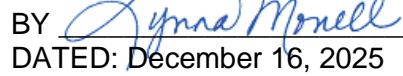
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY



DATED: December 16, 2025



cc: File - Emergency/Devore Animal Shelter
MBA 01/8/2026