

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

May 19, 2020

**FROM**

**TRUDY RAYMUNDO, 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 and Control Program.
2. Authorize Department of Public Health employees to provide limited administrative support during work hours, when necessary, and utilize County resources in support of the Animals aRe First Fund for the period of July 1, 2020 through June 30, 2021.
3. Authorize Department of Public Health employees to solicit donations for the Animals aRe First Fund for the period of July 1, 2020 through June 30, 2021.  
(Presenter: Brian Cronin, Chief of Animal Care and Control, 387-9152)

**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 additional 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 and solicitations are conducted during normal business hours and are therefore absorbed in the total anticipated administrative support provided by DPH. The anticipated administrative support, estimated at \$5,000, will be included in DPH's 2020-21 recommended budget.

**BACKGROUND INFORMATION**

Funds raised by ARFF provide support to the DPH, Animal Care and Control (ACC) Program in a variety of ways, from purchasing necessary supplies to conducting and supporting public awareness campaigns and pet adoption events. In calendar year 2019, ARFF provided the funding for the 8<sup>th</sup> Annual Homeward Bound – Mega Pet Adoption Event, in the amount of \$24,703, and reimbursed DPH, in the amount of \$19,053, for spaying and neutering 270 dogs and cats adopted through DPH's pet adoption efforts and on-site and off-site pet adoption events.

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ARFF was established in 2004 to provide support to the DPH, ACC Program, and 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) nonprofit 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 the ACC Program.

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; utilize County resources, when necessary; and solicit donations for ARFF through participation with the County's Combined Giving Campaign, the Give Big Campaign, and at approximately 36 annual adoption events.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on April 24, 2020; Finance (Paul Garcia, Administrative Analyst, 386-8392) on April 22, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on April 22, 2020.

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Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 19, 2020



cc: File- Public Health

la 05/27/2020