

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

January 13, 2026

**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
<b>Total Project Budget</b>	<b>\$4,436,154</b>

**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.

On December 2, 2025, the modular kennel manufacturer, Horizon Structures, submitted partially engineered drawings for initial review by PFMD, DPH, and the Architect of Record. On December 4, 2025, the same team conducted a site visit to observe a completed Horizon Structures building and evaluate construction quality and design applicability. Consolidated comments from both the drawing review and the site visit were provided to Horizon Structures on December 5, 2025.

Horizon Structures is currently progressing toward completion of the 100% engineered drawings, which will be incorporated into the final construction documents being prepared by STK Architects. PFMD anticipates receiving the full drawing package for internal plan check during the second week of January 2026. Following this review, development of the RFP for contractors to construct the Project will begin.

Upon completion of the final package review, a contract with Horizon Structures for the manufacturing of kennel structures is expected to be routed for approval in late January 2026. A purchase order will then be requested to secure the units within the manufacturer's production schedule.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on December 9, 2025; Public Health (Shannon Bailey, Division Chief and Jennifer Mulhall-Daudel, Strategy and Business Development Officer, 387-9146) on December 11, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on December 11, 2025; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-5115) on December 16, 2025; and County Finance and Administration (Yael Verduzco, Principal Administrative Analyst, 387-5285 and Iliana Rodriguez, Administrative Analyst, 387-4205) on December 17, 2025.

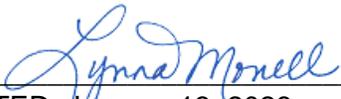
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 13, 2026



cc: File - Emergency/Devore Animal Shelter  
MBA 01/14/2026