



**AGENDA  
ANIMAL CONTROL COMMISSION MEETING FOR  
OCTOBER 10, 2018  
4:00 P.M.**

**COUNCIL CHAMBER  
201 N. E STREET, 3<sup>RD</sup> FLOOR, SAN BERNARDINO, CALIFORNIA  
92401**

The City of San Bernardino recognizes its obligation to provide equal access to public services to those individuals with disabilities. Please contact Melina Perez-Ramirez at (909)384-5602 within two working days prior to the meeting for any requests for reasonable accommodation to include an interpreter.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

	NAME	PRESENT
<b>CHAIRPERSON</b>	<b>Jeffrey Frank, Ward 5</b>	_____
<b>VICE CHAIRPERSON</b>	<b>Marilyn Sauer, Mayor's Appointee</b>	_____
<b>COMMISSIONER</b>	<b>Angela Halfman, Mayor's Appointee</b>	_____
<b>COMMISSIONER</b>	<b>Jane Ann Godager, Ward 2</b>	_____
<b>COMMISSIONER</b>	<b>Jodi Buckley, Ward 3</b>	_____
<b>COMMISSIONER</b>	<b>Charlotte LeVecque, Ward 4</b>	_____
<b>COMMISSIONER</b>	<b>Maxine Henderson, Ward 6</b>	_____
<b>COMMISSIONER</b>	<b>Marlyn Taub, Ward 7</b>	_____
<b>COMMISSIONER</b>	<b>Vacant, Ward 1</b>	_____

**ABSENT EXCUSED:** \_\_\_\_\_

**ALSO PRESENT:** \_\_\_\_\_

**A-A PUBLIC COMMENTS:** A three minute limitation shall apply to each member of the public who wishes to address the Animal Control Commission on a matter on the agenda or not on the agenda. No member of the public shall be permitted to “share” his/her three minutes with any other member of the public. Written comment on any item may also be submitted to Secretary of the Animal Control Commission prior to the start of the meeting to be included in the meeting record. Written statements will not be read aloud by the Animal Control Commission.

Any writings or documents provided to a majority of the Animal Control Commission regarding any item on the agenda will be made available for public inspection on the City website ([www.sbcity.org](http://www.sbcity.org)) and during normal business hours at City Clerk’s Office at 215 North D Street, San Bernardino, CA 92401.

**A-B APPROVE AGENDA ADDITIONS:** Items not listed on the regular Agenda which need immediate action, and the need for such action came to the attention of the City subsequent to the Agenda posting—requires a 2/3 vote to add such items to the Agenda.

## CONSENT CALENDAR

*All Consent Calendar items listed are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or other interested person so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda. Information concerning Consent Calendar items is available for public review. Are there any Commissioners who wish to speak to a consent calendar item?*

**MOTION:** That Consent Calendar Items A-1 through A-2 be adopted except for the following numbered items: \_\_\_\_\_, \_\_\_\_\_.

**A-1 Minutes** (Attachment 1)

**MOTION:** That the Minutes of the Regular Meeting of September 12, 2018 be approved as submitted in typewritten form.

**A-2 Correspondence:** This item is for any correspondence the Secretary to the Animal Control Commission has sent or received to bring to the full Commission's attention. (Attachment 2)

**MOTION:** That the email from Commissioner LeVecque formally accepting a potential Vice Chair nomination be received and filed.

## END OF CONSENT CALENDAR

**A-3 Selection of Vice Chairperson to Complete Term (November 2018-March 2019)**

**MOTION:** That the Animal Control Commission select a Vice Chairperson to complete the term held by the current vacancy, commencing November 2018 to March 2019.

**A-4 Update Regarding Commissioners' Efforts in Identifying Potential Funding Options** (Attachment 3)

**A-5 Discussion Regarding Commission Receiving Proposals from Non-Profit Organizations and Formation of Subcommittee**

**A-6 Subcommittee Update**

Any writings or documents provided to a majority of the Animal Control Commission regarding any item on the agenda will be made available for public inspection on the City website ([www.sbcity.org](http://www.sbcity.org)) and during normal business hours at City Clerk's Office at 215 North D Street, San Bernardino, CA 92401.

**A-7 Captain's Report (Attachment 4)**

**A-8 Animal Control Commission Announcements**

**A-9 Adjournment**

**MOTION:** That the meeting be adjourned to the next regularly scheduled meeting of Wednesday, November 14, 2018.

Any writings or documents provided to a majority of the Animal Control Commission regarding any item on the agenda will be made available for public inspection on the City website ([www.sbcity.org](http://www.sbcity.org)) and during normal business hours at City Clerk's Office at 215 North D Street, San Bernardino, CA 92401.

ATTACHMENT 1



**MINUTES**  
**City of San Bernardino**  
**ANIMAL CONTROL COMMISSION**  
**Regular Meeting**  
**Wednesday, September 12, 2018**

The regular meeting of the Animal Control Commission was called to order by Vice Chairperson Marilyn Sauer, at 4:02 p.m., September 12, 2018, in the Council Chamber, 201 N. E Street, 3<sup>rd</sup> Floor, San Bernardino, California 92401.

**Pledge of Allegiance**

**Roll Call**

Roll call was taken by the Commission Secretary, **Melina Perez-Ramirez**, with the following present: **Vice Chairperson Marilyn Sauer, Commissioner Jodi Buckley, Commissioner Charlotte LeVecque, Commissioner Maxine Henderson, Commissioner Angela Halfman and Commissioner Marlyn Taub.**

**Chairperson Jeffrey Frank** was excused.

**Commissioner Jane Ann Godager** was absent.

**Captain David Green**, Animal Control Commission Liaison, was present.

**A-A Public Comments on items on the Agenda and not on the Agenda**

**Dave Brown**, resident, expressed concerns with new animal shelter management and questioned why rescues were not alerted prior to the euthanasia of 11 shelter dogs.

**Monica Temple**, Yucaipa, inquired about the 11 dogs that were euthanized. She cited Resolution 2018-45 and the responsibilities of the Commissioners.

**Alice Chow**, San Bernardino Animal Care Foundation, gave a brief overview of the Foundation's current status and creating a viable plan for the City's animal shelter.

**Shirley Harlan**, resident, expressed concerns regarding potential grant funding options that have not been presented to the Commission. She also requested the Commission agenda items that will assist in the Mayor and City Council's requested progress report.

**Jessica Lopez**, Paw Mission, stated her organization received a \$40,000 grant to work with the City's animal shelter, specifically to assist with the cat population. She is currently researching life-saving program funding.

**Paige Miller**, Paige Project, stated her organization has collected supplies for various animal shelters. She requested the Commission be watchful of the general fund and new animal shelter management.

**Janine Nielsen**, Daisy’s Hope Foundation, expressed concerns regarding the volunteer program at the animal shelter. She requested the shelter be open to volunteers on Sundays, as well as recommended a movable gate to allow volunteers access to food/product that is currently off-limits in specified areas.

**Bertie Vanetty**, resident, had inquiries for the Commission regarding the following topics: recruitment process, grants, volunteer program, and general fund.

**A-B Agenda Additions**

None

**CONSENT CALENDAR**

**A-1 Minutes of the Regular Meeting of August 8, 2018**

**Commissioner Taub** moved to approve the minutes of the regular meeting of August 8, 2018.

**Commissioner LeVecque** seconded the motion.

The motion carried by the following vote:

Ayes: Sauer, Halfman, Buckley, LeVecque, Henderson, and Taub  
Nays: None  
Abstain: None  
Excused: Frank  
Absent: Godager

**A-2 Correspondences**

**Commissioner Buckley** moved to receive and file the certificate from the Mayor and City Council pertaining to the newly appointed Animal Control Commissioner Angela Halfman and the email from “SB Animal Care Foundation.”

**Commissioner LeVecque** seconded the motion.

The motion carried by the following vote:

Ayes: Sauer, Halfman, Buckley, LeVecque, Henderson, and Taub  
Nays: None  
Abstain: None  
Excused: Frank  
Absent: Godager

**END OF CONSENT CALENDAR**

**A-3 Selection of Commissioners for Subcommittee**

Commissioners discussed the purpose of the subcommittee and tasked potential subcommittee members to evaluate the way neighboring municipalities operate their shelters alongside their police department or other city entity and report findings to the Animal Control Commission.

**Commissioner Buckley** made a motion to create a subcommittee to visit other shelters.

**Commissioner Halfman** seconded the motion.

The motion carried by the following vote:

Ayes:	Sauer, Halfman, Buckley, LeVecque, Henderson, and Taub
Nays:	None
Abstain:	None
Excused:	Frank
Absent:	Godager

**Commissioner Buckley, Commissioner Halfman, and Commissioner Taub** volunteered as members for the subcommittee.

**A-4 Update Regarding Commissioners' Efforts in Contacting Potential Funding Options**

**Captain David Green**, Animal Control Commission Liaison, gave a presentation on the City of San Bernardino's Animal Shelter grant funding options available and answered questions for the Commissioners.

Commissioners had questions regarding the available grant funding options.

**A-5 Captain's Report**

**Captain Green**, Animal Control Commission Liaison, provided updates for the following: receiving non-profit organization proposals, Animal Control management, Animal Control recruitment opportunities, and the volunteer program. He also gave a brief presentation on the August 2018 Animal Control statistics.

Commissioners had questions regarding the Captain's Report.

**Captain Green**, Animal Control Commission Liaison, answered questions for the Commissioners.

**Commissioner Buckley** made a motion to agendize the discussion of receiving proposals from rescue organizations.

**Commissioner LeVecque** seconded the motion.

The motion carried by the following vote:

Ayes: Sauer, Halfman, Buckley, LeVecque, Henderson, and Taub  
Nays: None  
Abstain: None  
Excused: Frank  
Absent: Godager

**A-6 Animal Control Commission Announcements**

None

**ADJOURNMENT**

Commissioner LeVecque moved and Commissioner Buckley seconded the motion that the Commission adjourn to the next regularly scheduled meeting of Wednesday, October 10, 2018 at the Council Chamber, 201 N. E Street, 3<sup>rd</sup> Floor, San Bernardino, CA 92401.

**Minutes Adopted by the Animal Control Commissioners:**

**Date Approved:**

**Minutes Prepared by:**

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**Melina Perez-Ramirez**  
**Animal Control Commission Secretary**



## ATTACHMENT 2

## Melina Perez

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**From:** Charlotte <nikkoandme@att.net>  
**Sent:** Friday, September 21, 2018 11:23 AM  
**To:** Melina Perez  
**Subject:** Nomination

To Whom It May Concern,

If I am nominated for the Vice Chair position on the Animal Control Commission, I will accept. Sincerely, Charlotte Le Vecque

ATTACHMENT 3

## David Green

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**From:** Adam Eventov <aeventov@sanmanuel-nsn.gov>  
**Sent:** Monday, September 17, 2018 4:42 PM  
**To:** David Green  
**Subject:** San Bernardino Animal Shelter

Capt. Green:

The San Manuel Band of Mission Indians has a long and proud history of commitment to San Bernardino, as we are part of this community. This commitment is evidenced by investments in many philanthropic efforts, including public safety, health care, education, job training, infrastructure, homelessness and economic development. We acknowledge that needs and noble causes often exceed available resources as the region emerges from a sustained recession and the city's bankruptcy. Our partnership with the city continues on many fronts, but there is no plan to fund an animal shelter.

Jerry Paresa  
Chief Executive Officer  
San Manuel Band of Mission Indians

**Adam Eventov**  
GOVERNMENT AFFAIRS ANALYST  
O: (909) 864-8933 x503097  
M: (909) 838-7694  
26569 Community Center Dr Highland CA 92346  
The logo for the San Manuel Band of Mission Indians features the words "SAN MANUEL" in a large, bold, serif font. Below "SAN" is the word "BAND OF" and below "MANUEL" is "MISSION INDIANS". To the left of the word "MANUEL" is a circular emblem containing a stylized figure, possibly a Native American, with a feathered headdress.

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. If the reader of this message is not the intended recipient or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination or copying of this communication is strictly prohibited. If you have received this electronic transmission in error, please delete it from your system without copying it and notify the sender by reply e-mail so that the email address record can be corrected. Thank You

# Program Areas

San Manuel's charitable giving program supports organizations that provide services in *San Bernardino* and *Riverside Counties*. Applications are also accepted from *Tribal Governments* and *Tribal nonprofit organizations throughout the United States*.

Our resources are directed within four areas of program focus to benefit these communities and improve quality of life for adults, children and families. Our giving priorities include *Education, Health, Economic & Community Development* and *Special Projects*. Applications in each area are considered through the lens of demonstrated community need, and an organization's capacity to meet that need.

## Program Focus:

- *Education*

Includes projects that address educational disparities and boost educational opportunities for youth. Of particular interest are early childhood education, high school graduation, and college-going rates. We provide support pre-K through high school, as well as to after-school and college/university projects.

- *Health*

Includes giving that supports prevention and health information projects, and direct health services for those in need. Giving is focused to improve health outcomes and address issues of particular concern locally and within Native American communities.

- *Economic & Community Development*

Includes projects that meet the basic needs of families, employment and housing programs, community safety/infrastructure development projects, and financial literacy programs.

- *Special Projects*

In addition to Education, Health and Economic Development, San Manuel also supports Special Project requests. These include the arts, cultural awareness, nonprofit capacity building, environment initiatives, and disaster response projects – particularly those that address local issues and those focused within Native American communities.

# Guidelines

## Funding Priorities

Our support is directed to organizations that provide Educational, Health, Economic & Community Development or Special Project services in San Bernardino and Riverside Counties, and to Tribal Governments and Tribal nonprofit organizations throughout the United States.

## Applicant Eligibility

**Organizations with current tax-exempt status under section 501(c)(3) of the Internal Revenue code. Organizations must be able to demonstrate three years of continuous service as a 501(c)(3) organization from the effective date of exemption. In addition, an applicant must demonstrate at least three years of strong financial capacity and performance to be considered for funding.**

The following organizations are eligible to apply:

- Tribal Governments and government entities exclusive for public purposes.
- K-12 schools/districts, colleges and universities. One request per school will be considered per 12-month period. In addition, a letter must be signed and submitted by the school's principal supporting the request for funding.
- Religious organizations that have received a 501(c)(3) designation, seeking funding for projects outlined in our Program Areas of Education, Health, Economic & Community Development and Special Projects. Religious organizations seeking funding for religious purposes are ineligible to apply.

### **Additionally,**

- Organizations are only eligible to apply once per 12-month period.
- To be eligible for special event support, your application must be completed and submitted 90 days before all event-related deadlines - including printing or sponsor logo deadlines. Event support is limited to organizations that operate programs within our areas of interest.

## Funding Exclusions

At this time, the charitable giving program does not support:

- Individuals for any purpose (e.g. scholarships, hardship assistance, field trips).
- Programs delivering services to the general population outside San Bernardino and Riverside Counties (Tribal Government requests excepted).
- Organizations that spend more than 25 percent of their operating budget on administrative overhead and fundraising costs.

- National organizations that do not deliver services in our geographic area (national Tribal organizations requests excepted). Organizations seeking sponsorships that do not have a current tax-exempt status under section 501(c)(3) of the Internal Revenue code.
- Third party funding/funding for redistribution to other groups.
- Religious organizations seeking funding for religious purposes. Religious organizations that have received 501(c)(3) designation, seeking funding for projects outlined in our Program Areas of Education, Health, Economic & Community Development, and Special Projects are eligible to apply.
- Booster Clubs. Clubs are encouraged to work directly with school principals on school application.
- Beauty pageants.

**While requests are reviewed on a case-by-case basis, please note that requests are generally not approved to fund the majority or total cost of a project budget.**

# Application Process

Applications are reviewed three times a year. Our deadlines for considering applications are:

- **February 1st**

*Business Committee Review Date: Fourth Thursday in March*

- **May 1st**

*Business Committee Review Date: Fourth Thursday in June*

- **August 1st**

*Business Committee Review Date: Fourth Thursday in September*

Please note these dates are subject to change.

We encourage you to apply well before the deadline date to allow our department ample time to conduct our due diligence. Applications received after these dates will be reviewed the following quarter.

Requests that are incomplete and/or require additional information may be reviewed the following quarter if our department requires more time.

Due to the volume of requests received and to allow adequate review time for each application, please be aware that our staff is not able to answer questions regarding your proposal status. Your organization will receive a letter from the Tribe once your proposal has been considered and a determination has been made. We thank you for your patience.

- Applications must be submitted online through our website. A letter of inquiry is not required. Fax, email or postal mail requests will not be considered. Please contact us if you have technical difficulties or special circumstances with your application.
- To apply for a grant, visit the link on the sidebar of our website. You may create an account, save your application and submit it once all required information is completed.
- Once you submit your application, you will receive a confirmation email. *Please print a copy of your proposal to keep for your records.*



# FAQ

- **Who is eligible to apply?**
- **What are the Program Areas that San Manuel supports?**
- **May we submit additional requests for different projects within the same year? How many times can my organization apply for funding?**
- **Can we mail our application directly to San Manuel instead of applying online?**
- **Can I speak to a Program Officer? When will I be contacted about the status of my proposal?**
- **Does your charitable giving program pay for salaries?**
- **Can our organization apply for more than one program or project?**
- **Our organization was awarded a grant. When do I submit my End of Year report?**
- **How do I know how much my organization allocates towards administrative and fundraising costs?**
- **How much funding should my organization request?**
- **Can we meet with someone from San Manuel to discuss our proposal?**
- **Do you give grants to individuals?**
- **Do you fund capital campaigns?**
- **Our organization has been in the community for many years. However, we just received our 501(c)(3) status. Can we still apply?**
- **Do I have to submit a budget template with my application?**
- **I am a nonprofit that offers a variety of services. What Program Area should I apply for?**

- **Who is eligible to apply?**

San Manuel accepts applications from organizations that provide services in San Bernardino and Riverside County, including:

- 501 (c)(3) Nonprofit organizations
- Public Schools
- Local Government agencies

Additionally, applications are accepted from Tribal Governments and Tribal nonprofit organizations throughout the United States.

- **What are the Program Areas that San Manuel supports?**

San Manuel supports projects that serve San Bernardino and Riverside Counties and Native American communities nationwide in the following areas:

- Education
- Health

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- Economic & Community Development
- and Special Projects

For a complete description, please refer to our Program Areas page.

- **May we submit additional requests for different projects within the same year? How many times can my organization apply for funding?**  
No. Only one request per organization per 12-month period will be considered.
- **Can we mail our application directly to San Manuel instead of applying online?**  
No. San Manuel only accepts donation applications through our online system . If you do not have internet access, or are having technical difficulties with your application, please refer to our Contact Info page to speak with us directly.
- **Can I speak to a Program Officer? When will I be contacted about the status of my proposal?**  
Due to the volume of requests received, our staff is not available to answer questions regarding your proposal status. We thank you for your patience. We will contact you once your proposal has been considered and a determination has been made.
- **Does your charitable giving program pay for salaries?**  
Administrative costs are generally not supported.
- **Can our organization apply for more than one program or project?**  
We ask that organizations only apply for one program at a time.
- **Our organization was awarded a grant. When do I submit my End of Year report?**  
You will receive an email approximately 30 days in advance of when your report is due, though you should be collecting measurable data about your successes and challenges throughout the course of the year. Please do not submit a report until you receive our email. The End of Year report must be completed on the template provided. Please note the End of Year report will be emailed to the Primary Contact listed in your grant application. If this contact should change, please notify your Program Officer immediately.
- **How do I know how much my organization allocates towards administrative and fundraising costs?**  
This information can be obtained from your Form 990.
- **How much funding should my organization request?**  
Your request should fit proportionally within your project budget and your organization's overall budget. Please keep in mind that large grants constitute a small percentage of our grantmaking, and applications for the majority or total cost of a project are rarely considered. First-time applicants are strongly encouraged to apply using our application for \$5,000 and below.

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- **Can we meet with someone from San Manuel to discuss our proposal?**  
Due to the volume of requests received, we are not available to meet in person to discuss proposals before they are submitted. Once your proposal is submitted using our online application, a Program Officer will contact you if additional information or a site visit is required.
  
- **Do you give grants to individuals?**  
No. At this time our charitable giving program does not provide grants to individuals.
  
- **Do you fund capital campaigns?**  
Funding of direct services is the largest share of the giving program.
  
- **Our organization has been in the community for many years. However, we just received our 501(c)(3) status. Can we still apply?**  
No. Organizations must be registered with the IRS for a minimum of three years in order to apply.
  
- **Do I have to submit a budget template with my application?**  
Yes. A budget template is required for all applications.
  
- **I am a nonprofit that offers a variety of services. What Program Area should I apply for?**  
You should apply for the Program Area that fits best with the overall mission of your organization, rather than just specific to one program.  
  
For example:
  - If your primary service is for domestic violence, the Program Area should be Health.
  - If your primary service is employment training, though you are also offer a program in health and safety on the job, the Program Area should be Economic & Community Development.

## ATTACHMENT 4



## San Bernardino Animal Control Statistics

### Inventory

	<i>August 2018</i>	<i>September 2018</i>
Dogs	132	92
Cats	156	99
Other	2	6
<b>Total</b>	<b>290</b>	<b>197</b>

### Employee Vacancies

		<i>August 2018</i>	<i>September 2018</i>
Animal Shelter Kennel Supervisor	(1)	1	1
Animal Control- License Check P/T	(2)	2	2
Animal Shelter Office Supervisor	(1)	1	1
Animal Control Officer	(9)	2	2
Animal Control- Sr. Customer Service Rep	(4)	1	1
Animal Control Shelter Attendant	(8)	3	3
Animal Control Shelter Attendant P/T	(5)	5	5

### Bites Reported

	<i>August 2018</i>	<i>September 2018</i>
Reported	38	32



# City of San Bernardino Department of Animal Control

Statistics for all Cities  
September 01, 2018 - September 30, 2018

## Animal Intakes

	Animal Control Impounded			Public Turn Ins			Total
	Dogs	Cats	Others	Dogs	Cats	Others	
Stray	169	48	19	116	230	4	<b>586</b>
Adoption Returns	3	1	0	3	1	0	<b>8</b>
Owner Relinquished	8	1	1	29	15	1	<b>55</b>
<b>Total</b>	<b>180</b>	<b>50</b>	<b>20</b>	<b>148</b>	<b>246</b>	<b>5</b>	<b>649</b>

## Animal Dispositions

		Dogs	Cats	Others	Total
Adopted	<b>RESCUE GRP</b>	132	230	7	369
		117	35	6	158
	<b>Total</b>	249	265	13	<b>527</b>
Adopted by Rescue Group		0	0	1	1
	<b>Total</b>	0	0	1	<b>1</b>
Returned to Owner		47	1	1	49
	<b>Total</b>	47	1	1	<b>49</b>
Euthanized		30	99	6	135
	<b>Total</b>	30	99	6	<b>135</b>
Others		18	10	0	28
	<b>Total</b>	18	10	0	<b>28</b>
<b>Total</b>		<b>344</b>	<b>375</b>	<b>21</b>	<b>740</b>

18.2% of Animal Dispositions

# City of San Bernardino Licensing Summary

9/1/2018

9/30/2018

	San Bernardino	Total
Altered Dog Licenses	\$4,345.00	\$4,345.00
Penalties	\$1,020.00	\$1,020.00
Senior Altered Dog Licenses	\$1,585.00	\$1,585.00
Service Dog Licenses	\$0.00	\$0.00
Unaltered Dog Licenses	\$3,755.00	\$3,755.00
<b>Total</b>	<b>\$10,705.00</b>	<b>\$10,705.00</b>

	San Bernardino	Total
Altered Dog Licenses	156	156
Penalties	0	0
Senior Altered Dog Licenses	102	102
Service Dog Licenses	2	2
Unaltered Dog Licenses	59	59
<b>Total</b>	<b>319</b>	<b>319</b>