

FORM APPROVED COUNTY COUNSEL  
 BY: JIMMY R. YANG 7/28/10  
 DATE

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

1746



**FROM:** Community Health Agency - Department of Animal Services

**SUBMITTAL DATE:**  
 July 27, 2010

**SUBJECT:** Approve the Memorandum of Understanding between the County of Riverside Community Health Agency – Department of Animal Services and YMCA of Riverside City & County for Riverside County's Homeless Animals Awareness Month.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Approve the Memorandum of Understanding (MOU) between the County of Riverside Community Health Agency – Department of Animal Services (COUNTY) and YMCA of Riverside City & County (YMCA) for Riverside County's Homeless Animals Awareness Month for the performance period of August 21, 2010 through September 21, 2010.
- 2) Authorize the Chairperson of the Board to sign three (3) originals of the MOU on behalf of the County.

**BACKGROUND:** Cat and Dog over-population continue to be a significant problem within the community. In 2009, 52,645 cats, dogs and other species combined, throughout the county, made their way through the County animal shelters for various reasons.

YMCA is entering into an MOU with the COUNTY from August 21, 2010 through September 21, 2010 to recognize Riverside County's Homeless Animals Awareness Month. The YMCA will give every new membership within the above mentioned dates in the month of August/September a voucher worth forty dollars (\$40.00) to use towards the adoption of an animal at one of the COUNTY Animal Shelters.

(Continued on page 2)  
 GM;nd

Betsy Webster  
 Betsy Webster, Deputy Director for  
 Robert Miller, Director Department of Animal Services

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$ 0	<b>In Current Year Budget:</b>	N/A
	<b>Current F.Y. Net County Cost:</b>	\$ 0	<b>Budget Adjustment:</b>	N/A
	<b>Annual Net County Cost:</b>	\$ 0	<b>For Fiscal Year:</b>	10/11

<b>SOURCE OF FUNDS:</b> 100% YMCA of Riverside City & County Revenue	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY: Debra Cournoyer  
 Debra Cournoyer

**County Executive Office Signature**

Consent     Policy  
 Consent     Policy

Dept Recomm.:  
 Per Exec. Ofc.:

Prev. Agn. Ref.:      District: 1,2,3 and 5      Agenda Number:

ATTACHMENTS FILED  
 WITH THE CLERK OF THE BOARD

3.12

**BACKGROUND (Continued):** If the voucher to adopt an animal is not used by September 30, 2010, the YMCA will contribute the unused voucher amount to the COUNTY to be used in any manner within Animal Shelter Operations.

There is no way to tell how many new members the YMCA will have within August 21, 2010 through September 21, 2010, but they average 35 to 40 new membership units for the month. This would be an average of two thousand, five hundred dollars \$2,500 in monies for Animal Shelter Operations.

By October 8, 2010 the YMCA will provide to the COUNTY a final report giving the total amount of vouchers that were issued with tracking numbers, dates issued, member names, date used and name of adopter along with the check to cover the amount of the vouchers issued. The department will request a budget adjustment, if necessary, in the quarterly budget report.

**Riverside County  
Memorandum of Understanding**

**CONTRACTING PARTNERS:** YMCA of Riverside City & County (“YMCA”)  
and  
County of Riverside through its Community Health Agency  
Department of Animal Services (“COUNTY”)

**PERIOD OF PERFORMANCE:** August 21, 2010 through September 21, 2010

**PROGRAM:** Riverside County’s Homeless Animals Awareness Month

**1. DESCRIPTION OF SERVICES:**

YMCA is entering into this Memorandum of Understanding (MOU) with the COUNTY from August 21, 2010 through September 21, 2010 to recognize, “Riverside County’s Homeless Animals Awareness Month.” The YMCA will give a voucher worth forty dollars (\$40.00) with every new membership to use towards the adoption of an animal at one of the COUNTY Animal Shelters. At the end of the month of September, if the voucher to adopt an animal is not used, the YMCA will contribute the unused voucher amount to the COUNTY to be used in any manner within Animal Shelter operations.

**2. RECORDS AND DOCUMENTS:**

YMCA shall make available, upon written request by any duly authorized Federal, State or COUNTY agency, a copy of this MOU and such books, documents and records as are necessary to certify the nature and extent of the YMCA’s costs related to this MOU. All such books, documents and records shall be maintained by YMCA for at least five years following termination of this MOU and be available for audit by the COUNTY. YMCA shall provide to the COUNTY reports and information related to this MOU.

**3. VOUCHER PROCESSING (VOUCHER SAMPLE ATTACHMENT B):**

- 3.1 August 21, 2010 through September 21, 2010, the YMCA will be issuing vouchers to members worth forty dollars (\$40.00) to go toward the adoption of an animal at one of the COUNTY Animal Shelters.
- 3.2 Vouchers will have a Tracking Number and Members Name on the face of the voucher for tracking on the “Voucher List Issued/Used,” that the YMCA will generate.
- 3.3 Vouchers can be transferrable if the member chooses not to adopt an animal by writing in the person’s name that the voucher is being transferred to.
- 3.4 Vouchers will show Chris Fielder as the YMCA contact person, and Angela Johnson as the Department of Animal Services contact person for inquiries and tracking purposes.
- 3.5 Vouchers must be used by September 30, 2010. The unused voucher funds will be donated to the COUNTY to be used within Animal Shelter operations.
- 3.6 When vouchers are processed at the shelter for adoption, Angela Johnson will be given the tracking number(s) and name(s) on the vouchers used. Angela Johnson will document the tracking number(s) and name(s) onto the Voucher List Issued/Used.

**4. VOUCHER LIST ISSUED/USED (ATTACHMENT A):**

- 4.1 Chris Fielder, Branch Director for YMCA will be in charge of generating the Vouchers List Issued/Used, as shown in Attachment A. The list will contain the Tracking Number, Date Issued, Member's Names, Date Used and Name of Adopter. The Voucher List Issued/Used will be sent to Angela Johnson for tracking purposes via e-mail as it is updated throughout the term of this MOU.
- 4.2 Angela Johnson, Administrative Services Analyst will be in charge of updating the Voucher List Issued/Used as vouchers are used.
- 4.3 Angela Johnson will provide a final Voucher List Issued/Used to Chris Fielder via e-mail by October 5, 2010 so that the YMCA can compile the Final Report with the check to cover the vouchers issued.

**5. FINAL REPORT AND CHECK:**

- 5.1 By October 8, 2010, a Final Report and check to cover the vouchers issued will be provided to Angela Johnson generated by Chris Fielder giving the total amount of vouchers that was issued with tracking numbers, dates issued, member names, date used and name of adopter.
- 5.2 Angela Johnson will submit the check and final report to Fiscal for deposit for Animal Shelter Operations.

**6. DESIGNATED CONTACTS:**

**YMCA CONTACT:**

Chris Fielder, Branch Director  
 YMCA of Riverside City & County  
 4020 Jefferson Street  
 Riverside, CA 92504-2696  
 (951) 689-9622  
[chrisfielder@riversideymca.org](mailto:chrisfielder@riversideymca.org)

**COUNTY CONTACT:**

Angela Johnson, Administrative Services Analyst  
 Department of Animal Services  
 6851 Van Buren Boulevard  
 Riverside, CA 92509  
 (951) 358-7044  
[AJOHNSON@co.riverside.ca.us](mailto:AJOHNSON@co.riverside.ca.us)

**CARBON COPY CONTACT:**

Procurement and Contract Administration  
 Community Health Agency  
 4065 County Circle Drive  
 Riverside, CA 92503

or to such other address(es) as the parties may hereafter designate.

**7. ALTERATION:**

No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the parties hereto; no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

[Signatures on Following Page]

**NOW, THEREFORE,** YMCA and COUNTY mutually agree as provided on the foregoing pages.

COUNTY

YMCA

Sign: \_\_\_\_\_  
Chairman, Board of Supervisors

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Jaclyn A. Fielder, CEO  
YMCA of Riverside  
City/County

7/28/10

ATTEST: Kecia Harper-Ihem, Clerk

By: \_\_\_\_\_

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FORM APPROVED COUNTY COUNSEL

BY: JINNY R. YANG 7/28/10  
DATE

ATTACHMENT A  
**VOUCHER LIST ISSUED/USED**

**Chris Fielder, Branch Director (951) 689-9622 [chrisfielder@riversideymca.org](mailto:chrisfielder@riversideymca.org)**

**Angela Johnson, Administrative Services Analyst (951) 358-7044 [AJOHNSON@co.riverside.ca.us](mailto:AJOHNSON@co.riverside.ca.us)**

Tracking #	Date Issued	Member Name	Date Used	Name of Adopter
1				
2				
3				
4				
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11				
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ATTACHMENT B  
SAMPLE VOUCHER

	<b>Pet Adoption Voucher</b>	Number:
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*This certificate entitles:*



In partnership with County of Riverside  
Department of Animal Services

Or transferrable to:

Valid for: **\$40.00** off the adoption of a pet from any Riverside  
County Animal Shelter during  
**Riverside County's Homeless Animals  
Awareness Month**

Riverside YMCA  
4020 Jefferson Street  
Riverside, Ca 92504  
951.689.9622  
[www.riversideymca.org](http://www.riversideymca.org)

Contact at Riverside YMCA:  
Chris Fielder @ 951.689.9622

Contact at Dept. of Animal Services:  
Angela Johnson @ 951.358.7044

Expires **September 30, 2010**

Not redeemable for cash. Redemption value not  
to exceed \$40.00 or the value of the adoption,  
including any and all promotions.