

**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

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

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

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

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Courmoyer*
Debra Courmoyer

County Executive Office Signature

- Policy
- Consent
- Policy
- Consent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: August 10, 2010
xc: CHA-Animal Services

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

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

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.12

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

Departmental Concurrence

Dep't Recomm.:
Per Exec. Ofc.:

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

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

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.

ATTACHMENT A
VOUCHER LIST ISSUED/USED

Chris Fielder, Branch Director (951) 689-9622 chrisfielder@riversideymca.org

Angela Johnson, Administrative Services Analyst (951) 358-7044 AJOHNSON@co.riverside.ca.us

Tracking #	Date Issued	Member Name	Date Used	Name of Adopter
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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ATTACHMENT B
SAMPLE VOUCHER

Pet Adoption Voucher

Number:

This certificate entitles:


Riverside YMCA

Or transferrable to:

In partnership with County of Riverside
Department of Animal Services

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

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.