

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



**ITEM  
3.3  
(ID # 10310)**

**MEETING DATE:**  
Tuesday, July 2, 2019

**FROM :** SUPERVISOR V. MANUEL PEREZ:

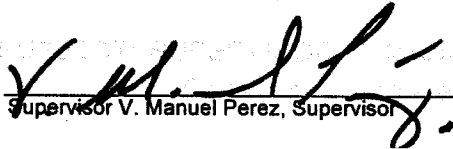
**SUBJECT:** SUPERVISOR V. MANUEL PEREZ: Memorandum of Understanding between the County of Riverside and the Regional Access Project (RAP) Foundation. [\$0]

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

1. Approve the Memorandum of Understanding between Riverside County and the Regional Access Project (RAP) Foundation to allow RAP act as the fiscal agent for Supervisor V. Manuel Perez's annual Senior Inspiration Awards program.

**ACTION:**

FROM : SUPERVISOR V. MANUEL PEREZ

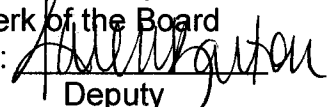
  
Supervisor V. Manuel Perez, Supervisor 6/27/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Hewitt and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Perez and Hewitt  
Nays: None  
Absent: Spiegel and Washington  
Date: July 2, 2019  
xc: Supvr. Perez

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b>			<b>Budget Adjustment:</b>	0
			<b>For Fiscal Year:</b>	0

**BACKGROUND:**

**Summary**

The Senior Inspiration Awards Luncheon is an annual event in the Fourth District that began in 1992 under former Supervisor Corky Larson. This event recognizes and honors individuals, 65 years and older, who have continued their community involvement and activism into their senior years. Eleven Coachella Valley residents are recognized at this event: one resident selected by each of the nine Coachella Valley cities and two selected by Supervisor Perez. This event has been known to draw crowds of more than 500 people.

The Regional Access Project Foundation has agreed to work with my office as the fiscal agent for this event. RAP will assist in accounting, depositing checks from sponsors, private donations and ticket sales, and paying vendors for this specific event.



1 employee would not become an employee of the County of Riverside. The  
2 employee would be an employee of RAP.as an independent contractor. No  
3 employment relationship is created or contemplated by this agreement. Senior  
4 Inspiration Awards assistant compensation will be determined by time sheets  
5 that are verified and submitted by Supervisor Perez's staff. The annual cost  
6 attributed to accounting services is \$2,500. RAP will serve as fiscal agent and  
7 provide the accounting service as an in-kind contribution to the event.  
8 Supervisor Perez's Office will develop an annual event budget in consultation  
9 with the Senior Inspiration Awards Committee and will monitor obligations and  
10 expenditures to ensure that they comply with the budget. The event will be  
11 known as: Riverside County Supervisor Manuel Perez's Senior Inspiration  
12 Awards, sponsored by the County of Riverside and the cities of the Coachella  
13 Valley. RAP will also receive one ad in the event program. The Senior  
14 Inspiration Awards Committee retains creative control.

15 3. FUNDING. RAP will establish a separate Checking bank account for the  
16 Senior Inspiration Awards. Interest will be earned if the minimum balance of  
17 \$25,000 is maintained, and will be combined along with other SIA funds. No  
18 bank charges will be applied if a minimum \$3,500 balance is maintained. As of  
19 November 1, 2018, the balance of the account is \$66,754.86. RAP shall serve  
20 as fiscal agent for these funds and shall establish appropriate budgetary  
21 controls with Supervisor Perez's staff to ensure that all expenditures are  
22 related to the Awards.

23 4. PAYMENTS and DEPOSITS. Invoices authorized by the Fourth District  
24 Supervisor's staff, and submitted for payment as SIA expenses shall be paid  
25 on or before the due date indicated, or no later than 30 days after receipt of the  
invoice.

1 The following processes will be used when requesting payments or for making  
2 deposits:

- 3 1. An invoice will be produced by Supervisor Perez's designated  
4 representative and submitted to RAP designated staff (Accountant).  
5 Payment will be made within 30 days or may be expedited if necessary but  
6 must be requested timely.
- 7 2. Upon receipt of checks for deposit, the RAP designated representative  
8 (M.Reyes) will notify the Supervisor's Representative by e-mail and copy  
9 the RAP Accountant. The checks will be deposited individually upon  
10 receipt for improved tracking. Each month, the Accountant/M. Reyes will  
11 send a copy of the bank statement along with copies of checks deposited  
12 to the Supervisor's Representative.
- 13 3. One month after the event takes place, there will be a reconciliation of the  
14 Event Brite/credit card payment system and the balance will be  
15 communicated by the RAP Accountant to the Supervisor's Representative.
- 16 4. The Supervisor's Representative will provide direction in advance on how  
17 to handle any "special" payments such as the County's Behavioral Health  
18 Department to ensure adequate crediting.
- 19 5. The Supervisor's Representative may request the balance amount in the  
20 account "as needed" from RAP's Accountant and CC: M. Reyes. It is  
21 anticipated that 2 months prior to the event, there will be a greater need to  
22 request this information more than once or twice a month.
- 23 6. The RAP Accountant will issue "acknowledgement" letters from contributors  
24 with RAP's Federal Tax Number no later than 30 days upon receipt of  
25 check.

- 1 5. MODIFICATION. This MOU may be modified or amended only in writing and  
2 shall be executed by the duly authorized and empowered representatives of  
3 Riverside County and RAP.
- 4 6. MINISTERIAL ACTS. The respective Director or designee of the agencies that  
5 are party to this MOU are authorized to take such ministerial actions as may  
6 be necessary or appropriate to implement the terms, provisions, and  
7 conditions of this MOU.
- 8 7. ENTIRE MOU. This MOU is intended by the parties hereto as a final  
9 expression of their understanding with respect to the subject matter hereof and  
10 as a complete and exclusive statement of the terms and conditions thereof,  
11 and supersedes any and all prior and contemporaneous leases, agreements  
12 and understandings, oral or written, in connection therewith.

13 Dated this \_2nd day of July 2019.

14  
15 **Riverside County Fourth District Supervisor V. Manuel Perez**

16  
17 By:   
18 V. Manuel Perez, Fourth District Supervisor

19 **Regional Access Project Foundation**

20  
21 By:   
22 Leticia DeLara, CEO

23 County of Riverside

24 By:   
25 Kevin Jeffries, Chair, Board of Supervisors

ATTEST:  
KECIA HARPER

By:   
DEPUTY