



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Health
Department No.: 041
For Agenda Of: April 4, 2017
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Carrie Topliffe, Interim Director
Director(s) Public Health Department
Contact Info: Jan E. Glick, M.S., Director of Animal Services (934-6953)
SUBJECT: MOU and License Agreement Between Partner Organization and Animal Services
(Second District)

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board to execute a Memorandum of Understanding Agreement between the Animal Shelter Assistance Program organization and Santa Barbara County (Attachment A) that annually renews after an initial period through June 30, 2018.
- b) Approve and authorize the Chair of the Board to execute a License Agreement between the Animal Shelter Assistance Program organization and Santa Barbara County (Attachment B) for the use of a portion of the Animal Shelter facility in Goleta, for a period of 5 years; and
- c) Determine that these activities are exempt from California Environmental Quality Act review per CEQA Guideline Section 15061(b)(3), since it can be seen with certainty that there is no possibility that the activities may have a significant effect on the environment, and direct staff to file the Notice of Exemption (Attachment C).

Summary Text:

This item is on the agenda in order to consider the approval and execution of a Memorandum of Understanding and a License Agreement between a long time non-profit partner and County Animal Services. The MOU and License Agreement for approval today are with the Animal Shelter Assistance Program (ASAP) organization. These documents serve to clarify the relationship between the organization and County Animal Services.

Background:

County Animal Services has been fortunate to have the support of non-profit partners that work with the department to provide care, enrichment, medical procedures, capital improvements, adoption counseling, lost and found services and various other services and supplies to establish and maintain a safe and healthy environment between humans and animals in Santa Barbara County.

The American Humane Association Program Assessment made recommendations that were specific to making the relationships between County Animal Services and the internal partners more formal. These recommendations were:

12.1A Configure structured relationships with internal partners. Work to create unified command structure. Establish and follow a clear chain of command.

12.1C Develop specific MOU's with internal partners that include and define accountability and supervision.

This is the final of four MOU agreements that have been developed with internal partner organizations. In addition to developing the MOU Agreement, the department worked with the Real Property Division of General Services to generate a license agreement for ASAP's use of a portion of the Animal Shelter Facility located at 5473 Overpass Road, in Goleta, which is designated as the "ASAP Cat Facility."

This agreement memorializes ASAP's long-standing practice of providing cat and kitten care on County property at the Goleta Animal Shelter, using its own funds as necessary, with a goal of minimizing euthanasia of any of these animals. The agreement spells out who provides what supplies, lists areas of mutual decision-making as it relates to individual animals, clarifies the County's legal custody of all these animals, and introduces agreed upon standards of conduct (Attachment D) and insurance requirements for ASAP volunteers as well as the obligation that ASAP provides liability insurance for its operations at the Shelter.

Performance Measure:

N/A

Fiscal and Facilities Impacts:

The Memorandum of Understanding Agreement documents the current and longstanding procedures. The License Agreement grants ASAP the use of the portion of the Goleta Animal Shelter which is designated as the "ASAP Cat Facility" for the purpose of providing shelter, veterinary care, behavioral support, adoption and foster services, education and community outreach services for stray, protective custody, and homeless cats in Santa Barbara County.

Budgeted: N/A

Fiscal Analysis: There is no fiscal impact by approving and authorizing the Memorandum of Understanding and License Agreement to be executed.

Key Contract Risks:

N/A

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions: Please execute two (2) original MOU Agreements and two (2) original License Agreements and provide one (1) original of each Agreement and one (1) Minute Order for pick-up by the department. Please email phdcu@sbcphd.org when available for pickup.

Attachments:

- A. Animal Services Partner Agreements - ASAP MOU
- B. Animal Services Partner Agreements - ASAP License Agreement
- C. CEQA Notice of Exemption
- D. Volunteer Professional Standards of Conduct

Authored by:

Jan E. Glick, MS, Animal Services Director