



**Draft Letter of Intent**  
September 18, 2025

Riverside City Council  
3900 Main Street  
Riverside, CA 92522

**Re: Letter of Intent – Microchip Scanner Pilot Program**

Dear Mayor and Members of the Riverside City Council,

On behalf of the Mary S. Roberts Pet Adoption Center (MSRPAC), this letter serves as our intent to enter into a **Memorandum of Understanding (MOU)** with the City of Riverside to implement a one-year pilot program installing microchip scanners at community locations within each of the City's seven wards.

The program will place two scanners per ward (14 total), with installations at **public libraries and fire stations**.

The scanners will allow residents to scan found pets for a microchip ID number, which can then be entered into a registry database to help reunite lost pets with their families quickly and safely.

Key elements of the program include:

- **Cost Sharing:** MSRPAC and the City of Riverside will share the purchase costs 50/50. MSRPAC will procure the scanners and coordinate with the City for reimbursement.
- **Public Education:** MSRPAC will help to support public outreach and marketing to educate residents on scanner use and the benefits of pet microchipping.
- **Program Timeline:** Target installation by **April 30, 2026 (National Adopt a Shelter Pet Day)**.
- **Duration:** One-year pilot program with the option to extend.
- **Replacement Units:** MSRPAC and the City of Riverside will provide three replacement scanners during the pilot.

We are excited to collaborate with the City to increase lost pet reunification rates and reduce shelter intake, directly benefiting families and animals in our community.

We look forward to working with City staff to finalize the MOU and move this innovative program forward.

Sincerely,

Carrie Ridgway  
Executive Director  
Mary S. Roberts Pet Adoption Center