



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/20/2016

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Steven Lederer - Director of Public Works
Animal Shelter
REPORT BY: Liz Habkirk, Deputy Dir. of PW-Gen Services - 259-8321
SUBJECT: Acceptance of a donations to the Animal Shelter

RECOMMENDATION

Director of Public Works requests the following actions related to a donation from the estate of Bruna M. Crunkleton:

1. Acceptance of a donation in the amount of \$100,000 to the Napa County Animal Shelter and Adoption Center;
2. Approval of and authorization for the Chairman to sign the receipt of distribution and a letter of appreciation; and
3. Approval of Budget Transfer No. ANI001 increasing revenues by \$64,000 in the Animal Shelter's Operational budget and \$36,000 in the Animal Shelter's Spay/Neuter fund and appropriating \$64,000 in the Animal Shelter's Operational budget and \$12,000 in the Animal Shelter's Spay/Neuter fund with offsetting revenues from the donation for various one-time purchases and projects and an increase to the Spay/Neuter voucher program. (4/5 vote required)

EXECUTIVE SUMMARY

In accordance with Board Resolution No. 05-40 and the Recommended Procedure for the Acceptance and Disbursement of Gifts, Bequests, or Devices for donations in excess of \$1,000, this agenda item has been prepared to accept a donation in the amount of \$100,000 from the estate of Bruna M. Crunkleton, send a letter of appreciation for the generous contribution, and approve a budget adjustment allowing for an increase in appropriation authority necessary to expend the donation.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Under the terms of the Will of Bruna M. Crunkleton, \$100,000 has been bequeathed to the Napa County Animal Shelter and Adoption Center. The bequest will be split with \$36,000 deposited in the Shelter Spay/Neuter fund (Fund: 5040, Subdivision: 5040001) and the remaining \$64,000 deposited in the Shelter's Operating fund (Fund 5040, Subdivision: 5040000).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This bequest was provided to assist the Animal Shelter with operations. Staff has outlined a number of one-time expenditures that would forward the mission of the Center and would benefit operations extensively.
Is the general fund affected?	No
Future fiscal impact:	It is anticipated that funding deposited in the Operational fund will be expended prior to the end of the fiscal year. Any funding remaining from the amount deposited into the Spay/Neuter fund would remain for expenditures in future fiscal years.
Consequences if not approved:	The money will be returned to the donors and the Animal Shelter and Adoption Center will not benefit from this significant donation.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The estate of Bruna M. Crunkleton has provided a donation of \$100,000 to assist with operations of the Napa County Animal Shelter and Adoption Center. This significant donation will assist the Center in forwarding the goals of the 2016-2021 Strategic Plan which include:

- | Improving the quality of care provided to animals in the Center
- | Decreasing the Center's intake of unwanted animals
- | Decreasing the Center's euthanasia rate
- | Improving the quality and quantity of the Center's adoptions
- | Developing organizational capacity of Center staff and volunteers
- | Developing a positive, visible presence in the community

After notification of the donation, staff worked to develop a plan for expending the funds in the 2016-17 fiscal year. Staff specifically identified needs that were "one-time" in nature, would otherwise become necessary budget expenditures in the near future and could potentially increase revenues over time through increased adoptions and licensing efforts. The recommended expenditures include:

Item	Estimated Expenditure Amount	Additional Information
Spay/Neuter Fund Allocation	\$36,000	Doubles annual budgeted expenditures (from \$12,000 to \$24,000) for 3 years
Improved Ventilation System	\$29,000	Improves ventilation in the feline isolation room to reduce spread of disease
New Caging	\$20,000	Replaces outdated caging in feline adoption room with more durable, disease resistant materials
Licensing Technology	\$7,500	Includes purchase of Ipads to allow for more onsite adoption opportunities at community events, onsite licensing/renewals, etc.
Marketing Materials	\$1,500	Includes expenditures for licensing information inserts, etc.
Banners/Signage	\$2,000	Includes new banners/signage for events; backdrop for animal adoption pictures
Sound Barrier Improvements	\$4,000	Replace sound barriers in adoption kennel areas to improve environment for animals and quality of adoption experience.
Total	\$100,000	

The Center's budget is comprised of revenue collected from licensing and adoption fees, donations, and participation from the County of Napa, City of Napa, City of American Canyon and Town of Yountville. Staff provided the Center's municipal partners with the opportunity to comment on the proposed increase of expenditure authority. All the agencies responded in agreement with the proposed expenditures and also asked that the County review additional opportunities for future grants.

Today's acceptance of the donation and approval of Budget Transfer No. ANI001 will allow the Center to begin these projects with the anticipation of expending the funds prior to the end of FY 2016-17. The exception to this will be the funding identified for the Spay/Neuter Fund. Because the spay/neuter program is operated as a part of a separate fund, this money will remain in the spay/neuter fund at the end of the fiscal year if it is not spent prior to that time.

SUPPORTING DOCUMENTS

A . Thank you Letter

CEO Recommendation: Approve

Reviewed By: Bret Prebula