



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/22/2016

Agenda Placement: 6I

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, Depty Dir of PW-Gen Services - 259-8321
SUBJECT: Acceptance of a donations to the Animal Shelter

RECOMMENDATION

Director of Public Works requests acceptance of a donation in the amount of \$1,070 from Pet Food Express to the Napa County Animal Shelter and approval for the Chairman to sign a letter of appreciation.

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 \$1,070 from Pet Food Express and to send a letter of appreciation for their generous contribution.

FISCAL IMPACT

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|-----------------------------------|---|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | Pet Food Express has donated \$1,070 to the Napa County Animal Shelter. The donation will be deposited in the Shelter operating fund; Fund: 5040, Subdivision: 5040000. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | The Board of Supervisors could decide not to accept the donation and the money would be returned to Pet Food Express. |

Is the general fund affected? No

Future fiscal impact: At the end of the year, the money will remain in the Animal Shelter operating fund if it is not spent prior to that time.

Consequences if not approved: The money will be returned to the donors and the Animal Shelter will not benefit from these gifts.

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

Pet Food Express has given a donation of \$1,070 to assist with general operations of the shelter. Staff requests acceptance of this donation and authorization to send the attached letter of appreciation.

Because the Animal Shelter is operated as a separate fund, this money will remain in the operating 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