NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO:       Board of Supervisors
FROM:     Steven Lederer - Director of Public Works
          Animal Shelter
REPORT BY: Erika Gamez, Animal Shelter Manager - 707-253-6179
SUBJECT:  Acceptance of a donation to the Animal Shelter

RECOMMENDATION
Director of Public Works requests acceptance of donation in the amount of $1,220 from Pet Food Express to the Napa County Animal Shelter and approval for the Chair 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 $1,220 from Pet Food Express and to send a letter of appreciation for their generous contribution.

FISCAL IMPACT
Is there a Fiscal Impact? Yes
Is it currently budgeted? No
What is the revenue source? Pet Food Express has donated $1,220 to the Napa County Animal Shelter. The donations will be deposited in the Shelter operating fund: Fund: 5040, Subdivision: 5040000.
Is it Mandatory or Discretionary? Discretionary
Discretionary Justification: The donation will support Animal Shelter operations.
Is the general fund affected? No
Future fiscal impact: It is anticipated that funding deposited in the Animal Shelter operational fund will be expended prior to the end of the fiscal year.

Consequences if not approved: The money will be returned to the donor and the Animal Shelter would not benefit from this gift.

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 donated $1,220 to the Animal Shelter to assist with general operations. Staff requests acceptance of this donation and authorization to send the attached letter of appreciation.

SUPPORTING DOCUMENTS

A. PFE 6.4.19

CEO Recommendation: Approve

Reviewed By: Leigh Sharp