



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/10/2012

Agenda Placement: 7J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Lederer, Steven - Director of Environmental Management
ANIMAL SHELTER

REPORT BY: KRISTEN LOOMER, Animal Shelter Manager - 707 253-6179

SUBJECT: Acceptance of a donation to the Napa County Animal Shelter from Pet Food Express

RECOMMENDATION

Director of Public Works requests authorization to accept and approval for the Chairman to sign a letter of appreciation for a donation in the amount of \$1,208.35 to the Animal Shelter from Pet Food Express.

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 for \$1,208.35 from Pet Food Express and to send a letter of appreciation to Mr. Mike Murray, Director of Community Outreach for Pet Food Express 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 \$1,208.35 to the Napa County Animal Shelter.
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 fiscal 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 Pet Food Express and the Napa County Animal Shelter will 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 given the Napa County Animal Shelter a donation in the amount of \$1,208.35 from their Giving Back-Save a Kitten Program. This request is to accept this donation. Because the Animal Shelter is operated as a separate fund, this money will remain in either the operating fund and/or the Spay Neuter Fund at the end of the fiscal year if it is not spent on other Shelter needs prior to that time.

As per the Recommended Procedure for the Acceptance and Disbursement of Gifts, Bequests or Devices, this item includes a description of the donation, the source of the donation, the value of the donation and how the money will be used. Upon receiving approval that the donation can be accepted, the attached thank you letter to Mr. Mike Murray, Director of Community Outreach, expressing the County's appreciation will be signed and sent.

SUPPORTING DOCUMENTS

A . Pet Food Express Thank You Letter

CEO Recommendation: Approve

Reviewed By: Molly Rattigan