



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/19/2014

Agenda Placement: 7G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
ANIMAL SHELTER

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

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

RECOMMENDATION

Director of Public Works requests acceptance of a donation in the amount of \$1,270 to the Animal Shelter and authorization for the Chairman to sign a letter of appreciation for 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 in the amount of \$1,270 from Pet Food Express and to send a letter of thanks 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 \$1,270 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 year, the money will remain in the Animal Shelter operation 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 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 \$1,270. Staff requests acceptance of this donation and authorization to send the attached letter of appreciation to Mike Murray, Director of Community Outreach for Pet Food Express.

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 to Pet Food Express

CEO Recommendation: Approve

Reviewed By: Leanne Link