



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/29/2017

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS

Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Animal Shelter

REPORT BY: Patricia McKeever, Supervising Staff Services Analyst - 253-4099

SUBJECT: Budget Transfer for the Purchase of Cages for the Animal Shelter's Feline Adoption Room

RECOMMENDATION

Director of Public Works requests approval of Budget Transfer No. ANI001 increasing appropriations by \$20,000 in the Animal Shelter Capital Improvement Division with an offsetting use of available fund balance established through a deposit of donated funds in Fiscal Year 2016-17 for the purchase of specialized kennel caging. (4/5 vote required)

EXECUTIVE SUMMARY

Approval of Budget Transfer No. ANI001 will allocate \$20,000 in the Animal Shelter Capital Improvement Division to purchase new kennel caging to replace outdated caging in the feline adoption room with more durable, disease resistant material, utilizing funds set aside for this purpose from a \$100,000 donation received in Fiscal Year 2016-17.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Available fund balance within the Animal Shelter Capital Improvement subdivision.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested budget adjustment will appropriate \$20,000 from donated

funds set aside for kennel cages for the purchase of those cages.

Is the general fund affected? No

Future fiscal impact: There is no impact beyond the current fiscal year.

Consequences if not approved: The Department will not have enough appropriation authority to complete the purchase of the kennel cages.

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

On December 20, 2016 the Napa County Board of Supervisors accepted a donation on behalf of the Napa County Animal Shelter and Adoption Center ("Center") in the amount of \$100,000 and approved Budget Transfer No. ANI001 increasing revenues and appropriations in the Animal Shelter's Operational budget by \$64,000 and Spay/Neuter budget by \$36,000. The appropriations request for the operational budget specifically identified "one-time" expenditures expected to be completed in Fiscal Year 2016-17 that would forward the mission of the Center. One of the expenditures was for new caging to replace outdated caging in the feline adoption room with more durable, disease resistant material at an estimated cost of \$20,000. An order for the kennel cages was placed in Fiscal Year 2016-17 based on a quote of \$17,939. The order was retracted when the company advised staff that they would be unable to manufacture and deliver the cages before the end of the fiscal year.

Staff request Board approval of Budget Transfer ANI001 to appropriate \$20,000 for the purchase cost of the kennel caging and ancillary costs associated with making those cages ready for use. Approval of the Budget Transfer will allow for the completion of the order initiated in Fiscal Year 2016-17 without an increase in the manufacturer's quoted cost of \$17,939. All entities participating in the Agreement for Reimbursement of Animal Shelter Services have agreed to the use of funds for this purpose.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula