



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/25/2018

Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Liz Habkirk for 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

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### **RECOMMENDATION**

Director of Public Works requests acceptance of a donation in the amount of \$1,320 from Pet Food Express 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 \$1,320 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 \$1,320 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 given a donation of \$1,320 to assist with general operations of the shelter. Staff requests acceptance of this donation and authorization to send the attached letter of appreciation.

### **SUPPORTING DOCUMENTS**

A . PFE 9.25.18

CEO Recommendation: Approve

Reviewed By: Helene Franchi