



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}F

Yountville Town Council Staff Report

DATE: May 6, 2025

TO: Mayor and Town Council

FROM: Celia King, Administrative Service Director

PREPARED BY: Celia King, Administrative Service Director

RECOMMENDATION

Adopt Resolution Number 25-4350 approving Amendment No.1 to Agreement No. 20023B with Napa County, for the town to reimburse Napa County for its proportional share of costs of the provision of animal shelter services, extending the terms of the agreement through June 30, 2026.

DISCUSSION/BACKGROUND

Napa County has provided animal shelter services to the Town since 2009. This is achieved through a county-wide cost share agreement for each participating agency that utilizes animal shelter services. The current participating agencies include City of Napa, City of American Canyon, Napa County and Town of Yountville. Each agency shares the animal shelter net operating costs using a per capita (population) formula. These services typically include receiving and impounding animals, pet redemption, animal boarding, pet adoption and placement services, quarantine, micro-chipping, spaying and neutering services, cat trapping program, deceased animal disposal, and dog licensing.

The current agreement for animal shelter services reflects an expiration date of June 30, 2022 with an automatic renewal for an additional three-year term if written notice of termination is not submitted. Therefore, the expiration date of the current agreement is June 30, 2025.

Over the years, Town staff considered alternatives to Napa County's animal shelter services including the building of a Town owned and operated animal shelter, contracting with a local veterinary clinic, or partnering with another agency. After analysis, Town staff concluded that the cost share agreement with Napa County and other participating agencies is the most cost-effective option and in the best interest of the health and safety of Town residents and their pets and animals in general.

Napa County and all participating agencies have agreed to work with Matrix Consulting Group to review the current cost allocation methodology to determine if any adjustments need to be made to the cost sharing agreements. As this review began in January 2025 and is still underway, the partners also agreed that a one-year extension to the current agreement would be prudent. This will allow the Town to retain animal shelter services under the existing cost allocation methodology for the next fiscal year. It will also provide additional time for Matrix Consulting Group to complete their review, and for the partners to have through discussion about any potential changes to the cost-sharing methodology before a new multi-year agreement is proposed.

The Town's estimated share of costs for the next year of services is \$51,083 which is included in the adopted Fiscal Year 2025/2026 Budget. Staff recommend that the Town Council approve Amendment No. 1 to

Agreement No. 20023B with Napa County, for the Town to reimburse Napa County for its proportional share of costs of the provision of animal shelter services, extending the terms of the agreement through June 30, 2026. Agreement No. 20023B and Amendment No. 1 are included as attachments to this staff report for Town Council review.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3).

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? General Fund Non-Departmental Contract Services (01-1010-4210)

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? No

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Responsible Fiscal Policy:** The Town maintains its fiscal health through policies designed to maximize economic opportunities, manage expenses, and ensure prudent reserves.

ATTACHMENTS

1. Resolution No. 25-4350
2. Agreement No. 20023B
3. Amendment No. 1