



Legislation Text

File #: 24-303, **Version:** 1

TO: Board of Supervisors
FROM: Steven Lederer - Director of Public Works
REPORT BY: Marcela Aparicio - Supervising Staff Services Analyst
SUBJECT: Approve payment with Silverado Veterinary Hospital

RECOMMENDATION

Approve and authorize payment to Silverado Veterinary Hospital for an outstanding balance crossing multiple fiscal years from fiscal year 2019-20 through 2022-23 due to a billing error. (Fiscal Impact: \$11,575.51 expense; Animal Shelter Fund; Not budgeted; Discretionary)

BACKGROUND

Silverado Veterinary Hospital provides emergency and specialized veterinary care to various animals at the Napa County Animal Shelter. They have been providing these emergency services for several years. Due to staffing changes and electronic accounting systems at Silverado Veterinary Hospital, the billing was not consistent, and we recently discovered that there are several invoices outstanding. Some of the outstanding invoices cross multiple fiscal years. A full reconciliation of the account has been done, resulting in an outstanding balance of \$11,575.51 (See attached exhibit). Although, this expense was not budgeted in FY23/24, the Animal Shelter Operations sub-division will be able to absorb the expense using its Services & Supplies appropriation and County staff is working with Silverado Veterinary Hospital to avoid errors such as this in the future, which includes internal tracking and reconciliations of services requested and paid for so the County can be more proactive and timely on the account.

FISCAL & STRATEGIC PLAN IMPACT

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|-----------------------------------|--|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| Where is it budgeted? | Animal Shelter Operation's appropriation budget (Fund 5040, Sub-Division 5040000) is sufficient to cover the expense this fiscal year. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | The County should pay for services rendered to continue a positive relationship and receive quality services from this emergency care provider |
| Is the general fund affected? | No |
| Future fiscal impact: | No |

Consequences if not approved:

If not approved for payment, the vendor could send this account to collections, which increases the fiscal impact, due to collection fees and interest rates.

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.