

**City of Carson City
Agenda Report**

Date Submitted: November 17, 2011

Agenda Date Requested: December 1, 2011

Time Requested: 10 Minutes

To: Carson City Board of Health

From: Health & Human Services (Marena Works)

Subject Title: For Possible Action: Report on donations received since the last Board of Health meeting for Animal Services.

Staff Summary: Donations are made on a regular basis to support various functions at animal services. This report will specify what monetary donations were made and what stipulations, if any, they gifts carry.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Information Only

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to accept the Donation report and give direction to staff to ensure accountability of the funds.

Explanation for Recommended Board Action: The acceptance of the Donation report gives a public record of gift monies received and provides greater public accountability.

Applicable Statue, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives:

Supporting Material: Accounting sheet of donations

Prepared By: Marena Works, MSN, MPH, APN

Reviewed By: Marenaguro Date: 11/21/11
(Department Head)
Paul S. Schoni Date: 11/21/11
Act (City Manager)
[Signature] Date: 11/21/11
(District Attorney)
Danay Paulson Date: 11/21/11
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____

(Vote Recorded By)

LAW OFFICE OF

Wayne S. Chimarusti

300 WEST SECOND STREET
CARSON CITY, NEVADA 89703
(775) 885-9066
FAX: (775) 883-1987

LICENSED IN
NEVADA AND
CALIFORNIA (INACTIVE)

VICKI VAN PELT, PLS, CLA,
CERTIFIED LEGAL ASSISTANT

October 26, 2011

Carson City
Health and Human Services Dept.
900 East Long Street
Carson City, NV 89706

USPS Priority Mail, with Signature
Confirmation of Delivery

Attention: Marena Works, Director

Re: The Credit Shelter Trust created under
The Coleman V. and Billie E. Hughes Living Trust ('the Trust')

Dear Ms. Works:

As we have discussed, enclosed please find check number 751 in the amount of \$55,000 drawn on the Trust's checking account, being Carson City Animal Services' share of the Trust's first distribution.

Along with the check is a receipt and a preaddressed, postage prepaid return envelope. I would appreciate it if you would sign the receipt, place it in the envelope provided, and send it to my office by return mail.

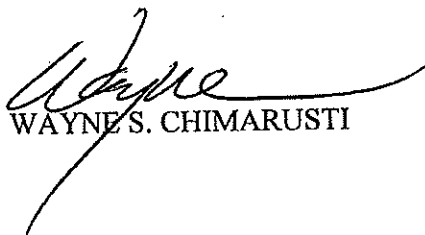
The trust document does not contain an express statement of the grantors' wishes regarding the use of the funds. I spoke with Patrick Hughes, the Trust's successor trustee, as to his knowledge of their wishes. He thinks that if one-half of the funds were put in the building fund for the new animal shelter, and the other half used for animal care, it would satisfy the grantors' wishes.

The Trust has retained some funds for payment of the expenses associated with winding up the Trust's affairs. I do not know if there will be any funds left to distribute after the Trust has been wound up, but if there are funds available there will be one more distribution, the amount of which will be much less than this first distribution.

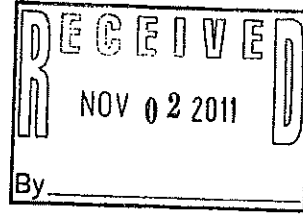
At this point I do not know the extent, if any, of the tax liabilities associated with distributions from the Trust. I anticipate that the Trust will be sending you an IRS Form K-1 after January 1, 2012. I suggest you consult with the City's tax advisor and retain such amount as is deemed prudent for the payment of taxes

If you have any questions, please do not hesitate to contact my office.

Sincerely,


WAYNE S. CHIMARUSTI

WSC/vp
Enclosures
cc: Patrick Hughes



October 27, 2011

Carson City Animal Services
3770 Butti Way
Carson City, NV 89701

To whom it may concern:

On behalf of CalRamic Technologies, LLC, we are making a donation today of \$200 to your program. Recently, a very special employee, Paulette Leavenworth, passed away. She was so very fond of her pets and animals in general. Therefore, we are making this donation as a tribute to her. It would be greatly appreciated if Carson City Animal Services could send a notification to her husband acknowledging this.

Carl Leavenworth
1555 Truckee Drive
Carson City, NV 89701

Thank you and best regards,

Jeff M. Day
President/CEO

