



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *October 14,*

2025

DATE: Thursday, October 9, 2025

TO: Board of County Commissioners

FROM: Ryan Gustafson, Agency Director, Human Services Agency
775-785-8600, rgustafson@washoecounty.gov

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to: (1) accept various items donated totaling an estimated market value of [\$13,124]; and (2) accept monetary donations in the amount of [\$965] to the Human Services Agency Senior Services Fund used to support seniors in our community from multiple donors as described in this staff report, retroactive for the period April 1, 2025 through June 30, 2025; and direct Finance to make the necessary budget amendments. The item donors are: (1) Chris G. (craft kits), various unknown (items and gift cards for Stuff A Bus event), unknown (new knee walker), Jerry (5 box fans), Community Fellowship (11 box fans, 2 high velocity fans), Andy D. (10 box fans), Rod T. (30 box fans), Lulu R. (2 pedestal fans, 2 box fans), and IBEW Local 1245 Retirees (100 box fans). The monetary donors are: (1) unknown cash donations for Stuff A Bus (\$134), (2) unknown cash donations (\$306), (3) Armfield Family Trust (\$25), and (4) anonymous donation (\$500). (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

Recommendation to: (1) accept various items donated totaling an estimated market value of [\$13,124]; and (2) accept monetary donations in the amount of [\$965] to the Human Services Agency Senior Services Fund used to support seniors in our community from multiple donors as described in this staff report, retroactive for the period April 1, 2025 through June 30, 2025; and direct Finance to make the necessary budget amendments. The item donors are: (1) Chris G. (craft kits), various unknown (items and gift cards for Stuff A Bus event), unknown (new knee walker), Jerry (5 box fans), Community Fellowship (11 box fans, 2 high velocity fans), Andy D. (10 box fans), Rod T. (30 box fans), Lulu R. (2 pedestal fans, 2 box fans), and IBEW Local 1245 Retirees (100 box fans). The monetary donors are: (1) unknown cash donations for Stuff A Bus (\$134), (2) unknown cash donations (\$306), (3) Armfield Family Trust (\$25), and (4) anonymous donation (\$500).

Washoe County Strategic Objective supported by this item: Vulnerable Populations

AGENDA ITEM # _____

PREVIOUS ACTION

On May 20, 2025, the Board accepted monetary donations to the Human Services Agency Senior Services Fund used to support seniors in our community in the amount of [\$1,084.00], from multiple donors as described in this staff report, retroactive for the period January 1, 2025 through March 31, 2025.

On February 25, 2025, the Board: (1) accepted various items donated totaling an estimated market value of [\$500.50]; and (2) accepted donations from various donors to the Human Services Agency Senior Services Fund used to support seniors in our community in the amount of [\$10,577.10] retroactive for the period October 1, 2024 through December 31, 2024.

On February 11, 2025, the Board: (1) accepted various items donated totaling an estimated market value of [\$12,627.00]; and (2) accepted donations from various donors to the Human Services Agency Senior Services Fund used to support seniors in our community in the amount of [\$220.55] retroactive for the period July 1, 2024 through September 30, 2024; and direct Finance to make the necessary budget amendments.

BACKGROUND

Human Services Agency (HSA) regularly accepts donations from community members and business to be used to support seniors in our community. Acceptance of such donations requires Board approval.

Washoe County Code 15.140(1)(d) reads: 1. The Board of County Commissioners: (d) has sole authority to receive donations of personal property where the personal property has a value, singly or in the aggregate, of \$5,000.00 or greater from a contributor during a fiscal year.

Washoe County Code 15.140(1)(e) reads: 1. The Board of County Commissioners: (e) Must be notified when an officer or employee of a county department or agency accepts non-federal personal property for the use and benefit of the County where the personal property has a value, singly or in the aggregate, of less than \$5,000 from a contributor during a fiscal year. In such event, the officer or employee must notify the Board of County Commissioners in writing of the acceptance.

Washoe County Code 15.160(3) reads: An officer or employee of a county department or agency shall not accept, amend, or supplement a grant, and except as otherwise provided in section 15.140(1)(e), shall not accept, amend, or supplement a contribution of money or property without approval by the Board of County Commissioners.

The Agency is requesting retroactive approval of the following cash donations that have been received by Senior Services for the time period April 1, 2025 through June 30, 2025:

Donor	Total
Unknown cash donations for Stuff A Bus event	\$134
Unknown cash donations	\$306
Anonymous donation	\$500
Armfield Family Trust	\$25

TOTAL	\$965
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The Agency is also requesting that the Board accept the following items donated to Senior Services retroactive for the period April 1, 2025 through June 30, 2025:

Donor Name	Donated Items	Estimated Market Value
Chris Garvey	Craft kits	\$100.00
Various unknown	Art supplies, bathroom supplies, books, cleaning supplies, clothing, first aid items, food, toiletries, hygiene products and other items for Stuff A Bus	\$8,730.00
Various unknown	Gift cards for Stuff A Bus	\$315.00
Unknown	New knee walker	\$120.00
Jerry	5 box fans	\$120.00
Karen Faehling, Community Fellowship	10 box fans	\$200.00
Community Fellowship	1 box fans, 2 high velocity fans	\$105.00
Andy Daloo	10 box fans	\$330.00
Rod Thomas	30 box fans	\$990.00
Lulu Rumjahn	2 pedestal fans, 2 box fans	\$114.00
IBEW Local 1245 Retirees	100 box fans	\$2,000.00
TOTAL		\$13,124.00

FISCAL IMPACT

Should the Board accept these donations, the Human Services Agency Senior Services Fund (225) FY26 adopted budget will need to be increased by \$965.00 in the following revenue and expenditure accounts.

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
IO-20046 -484000	General Donation - Revenue	\$ 915.00
IO-20047 -484000	Nutrition General Donations - Revenue	\$ 50.00
	Total Revenue	\$ 965.00
IO-20046 -710500	General Donation - Other Expense	\$ 915.00
IO-20047 -710500	General Donation – Other Expense	\$ 50.00
	Total Expenditure	\$ 965.00

RECOMMENDATION

Recommendation to: (1) accept various items donated totaling an estimated market value of [\$13,124]; and (2) accept monetary donations in the amount of [\$965] to the Human Services

Agency Senior Services Fund used to support seniors in our community from multiple donors as described in this staff report, retroactive for the period April 1, 2025 through June 30, 2025; and direct Finance to make the necessary budget amendments. The item donors are: (1) Chris G. (craft kits), various unknown (items and gift cards for Stuff A Bus event), unknown (new knee walker), Jerry (5 box fans), Community Fellowship (11 box fans, 2 high velocity fans), Andy D. (10 box fans), Rod T. (30 box fans), Lulu R. (2 pedestal fans, 2 box fans), and IBEW Local 1245 Retirees (100 box fans). The monetary donors are: (1) unknown cash donations for Stuff A Bus (\$134), (2) unknown cash donations (\$306), (3) Armfield Family Trust (\$25), and (4) anonymous donation (\$500).

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *"Move to: (1) accept various items donated totaling an estimated market value of [\$13,124]; and (2) accept monetary donations in the amount of [\$965] to the Human Services Agency Senior Services Fund used to support seniors in our community from multiple donors as described in this staff report, retroactive for the period April 1, 2025 through June 30, 2025; and direct Finance to make the necessary budget amendments. The item donors are: (1) Chris G. (craft kits), various unknown (items and gift cards for Stuff A Bus event), unknown (new knee walker), Jerry (5 box fans), Community Fellowship (11 box fans, 2 high velocity fans), Andy D. (10 box fans), Rod T. (30 box fans), Lulu R. (2 pedestal fans, 2 box fans), and IBEW Local 1245 Retirees (100 box fans). The monetary donors are: (1) unknown cash donations for Stuff A Bus (\$134), (2) unknown cash donations (\$306), (3) Armfield Family Trust (\$25), and (4) anonymous donation (\$500)."*