



WASHOE COUNTY

Integrity Communication Service
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STAFF REPORT

BOARD MEETING DATE: *December 19,*

2023

DATE: Thursday, December 14, 2023

TO: Board of County Commissioners

FROM: Ryan Gustafson, Agency Director, Human Services Agency
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Pamela Mann, Division Director, Human Services Agency
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THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to: (1) accept various items donated totaling an estimated market value of [\$1,660.00]; and (2) accept donations from various donors to the Human Services Agency - Senior Services Fund used to support seniors in our community in the amount of [\$1,505.00] retroactive for the period August 1, 2023 through November 15, 2023; and direct the Comptroller to make the necessary budget amendments. (All Commission Districts.)

SUMMARY

Recommendation to: (1) accept various items donated totaling an estimated market value of [\$1,660.00]; and (2) accept donations from various donors to the Human Services Agency - Senior Services Fund used to support seniors in our community in the amount of [\$1,505.00] retroactive for the period August 1, 2023 through November 15, 2023; and direct the Comptroller to make the necessary budget amendments.

Washoe County Strategic Objective supported by this item: Vulnerable Populations

PREVIOUS ACTION

On September 19, 2023, the Board acknowledged various items donated totaling an estimated market value of [\$15,541.93]; and (2) accepted a donation from donor to the Human Services Agency - Senior Services Fund used to support seniors in our community in the amount of [\$500.00] retroactive for the period July 1, 2023 through July 31, 2023.

On August 15, 2023, the Board acknowledged various items donated totaling an estimated market value of [\$20,487.00]; and accepted donations to the Human Services Agency - Senior Services Fund to support operations of the Washoe County Senior Centers in the amount of [\$3,320.05] retroactive for the period April 15, 2023 through June 30, 2023.

On May 16, 2023, the Board accepted donations from anonymous donor to the Human Services Agency - Senior Services Fund to support operations of the Washoe County Senior Centers in the amount of [\$529.90] retroactive for the period January 30, 2023 through April 15, 2023.

AGENDA ITEM # _____

On February 21, 2023, the Board acknowledged various items donated totaling an estimated market value of [\$5,222.00]; and accepted donations to the Human Services Agency - Senior Services Fund to support operations of the Washoe County Senior Centers in the amount of [\$2,111.71] retroactive for the period October 22, 2022, through January 31, 2023.

BACKGROUND

Human Services regularly accepts donations from community members and business, to be used to support seniors in our community. As such, acceptance of 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 donation that has been received by Senior Services for the time period August 1, 2023 through November 15, 2023.

Anonymous Donor	\$5.00
Vanguard	\$1,500.00

Staff is requesting that the Board accept the following items donated to Senior Services to support seniors in our community retroactive for the period August 1, 2023 through November 15, 2023.

- Two (2) fans received by Human Services Agency donated from Chuck K. – estimated value of \$60.00
- Toilet paper holder received by Human Services Agency donated from Christine P. – estimated value of \$40.00
- Four (4) packs of men’s underwear received by Human Services Agency donated from Kurtis R. – estimated value of \$70.00
- Face masks (8,000) received by Human Services Agency donated form REI - estimated value of \$1,100.00
- Twenty-eight (28) paperback books received by Human Services Agency donated from an anonymous donor – estimated value of \$40.00

- Handicap equipment received by Human Services Agency donated from Shannon H. - estimated value of \$350.00

FISCAL IMPACT

Should the Board accept these donations, the Human Services Agency Senior Services Fund (225) FY24 adopted budget will need to be amended by \$1,505.00 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	\$ 5.00
IO-20047 -484000	Nutrition Donation - Revenue	\$ 1,500.00
	Total Revenue	\$ 1,505.00
IO-20046 -710500	General Donation - Other Expense	\$ 5.00
IO-20047 -710500	Nutrition Donation – Other Expense	\$ 1,500.00
	Total Expenditure	\$ 1,505.00

RECOMMENDATION

Recommendation to: (1) accept various items donated totaling an estimated market value of [\$1,660.00]; and (2) accept donations from various donors to the Human Services Agency - Senior Services Fund used to support seniors in our community in the amount of [\$1,505.00] retroactive for the period August 1, 2023 through November 15, 2023; and direct the Comptroller to make the necessary budget amendments.

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 [\$1,660.00]; and (2) accept donations from various donors to the Human Services Agency - Senior Services Fund used to support seniors in our community in the amount of [\$1,505.00] retroactive for the period August 1, 2023 through November 15, 2023; and direct the Comptroller to make the necessary budget amendments.”*