



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

**BOARD MEETING DATE:** *January 23, 2024*

**DATE:** Thursday, January 18, 2024

**TO:** Board of County Commissioners

**FROM:** Ryan Gustafson, Agency 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 [\$1,000.00]; and (2) accept donation from Second Baptist Church – Community Outreach Ministry, to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$1,000.00] retroactive for the period November 16, 2023 through January 4, 2024; and direct the Comptroller’s Office to make the necessary budget amendments. (All Commission Districts.)

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### SUMMARY

Recommendation to: (1) accept various items donated totaling an estimated market value of [\$1,000.00]; and (2) accept donation from Second Baptist Church – Community Outreach Ministry, to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$1,000.00] retroactive for the period November 16, 2023 through January 4, 2024; and direct the Comptroller’s Office to make the necessary budget amendments.

**Washoe County Strategic Objective supported by this item:** Vulnerable Populations

### PREVIOUS ACTION

On December 19, 2023, the Board accepted various items donated totaling an estimated market value of [\$7,930.00]; and (2) accepted a donation from Second Baptist Church – Community Outreach Ministry, to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$500.00] retroactive for the period August 1, 2023 through November 15, 2023.

On September 19, 2023 the Board acknowledged an item donated totaling an estimated market value of [\$50.00]; and (2) accepted a donation from Grace Community Church, a non-profit religious organization, to Washoe County Human Services Agency Homelessness Fund to

**AGENDA ITEM #** \_\_\_\_\_

support welfare activities in the amount of [\$20,000.00] 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 [\$4,550.00] retroactive for the period April 15, 2023 through June 30, 2023.

On May 16, 2023, the Board acknowledged various items donated totaling an estimated market value of [\$4,325.00]; and accepted donations from various donors to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$39.00] retroactive for the period February 1, 2023 through April 15, 2023.

On February 21, 2023, the Board acknowledged various items donated totaling an estimated market value of [\$1,325.00]; and accepted donations from various donors to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$10.00] retroactive for the period October 27, 2022 through January 31, 2023.

### **BACKGROUND**

Human Services regularly accepts donations from community members and business, which are for distribution to persons experiencing homelessness. 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 Homelessness Services for the time period November 16, 2023 through January 4, 2024.

Second Baptist Church – Community Outreach Ministry \$1,000.00

The following donated items have been received for the period of November 16, 2023 through January 4, 2024, and will need to be retroactively accepted:

- New & gently used warm winter items received by Human Services Agency donated from Washoe County Employee Coat Drive – estimated market value not listed.

- New & Gently Used Clothes, Journals, Coffee, Tea received by Human Services Agency donated from Annette Alvarez-Peters – estimated market value \$500.00
- Gently Used Clothes, (16) \$10 Cinemark Gift Cards; (20) \$5 Midnight Coffee Gifts Cards; (10) \$10 Café Capello Gift Cards received by Human Services Agency donated from The Montage Residents – estimated value of \$500.00

**FISCAL IMPACT**

Should the Board accept the donation, the Human Services Agency Homelessness Fund (223) FY24 adopted budget will need to be amended by \$1,000.00 in the following revenue and expenditure accounts.

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
IO-20528 -484000	Revenue – Men’s Crossroads Donation	\$ 1,000.00
	<b>Total Revenue</b>	<b>\$ 1,000.00</b>
IO-20528 -710500	Expenditure - Other Expense	\$ 1,000.00
	<b>Total Expenditures</b>	<b>\$ 1,000.00</b>

**RECOMMENDATION**

Recommendation to: (1) accept various items donated totaling an estimated market value of [\$1,000.00]; and (2) accept donation from Second Baptist Church – Community Outreach Ministry, to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$1,000.00] retroactive for the period November 16, 2023 through January 4, 2024; and direct the Comptroller’s Office 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 [\$1,000.00]; and (2) accept donation from Second Baptist Church – Community Outreach Ministry, to Washoe County Human Services Agency Homelessness Fund to support welfare activities in the amount of [\$1,000.00] retroactive for the period November 16, 2023 through January 4, 2024; and direct the Comptroller’s Office to make the necessary budget amendments.”*