



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

**BOARD MEETING DATE:** *September 19,*

2023

**DATE:** Thursday, September 14, 2023  
**TO:** Board of County Commissioners  
**FROM:** Ryan Gustafson, Interim Director, Human Services Agency  
775-785-8600, [rgustafson@washoecounty.gov](mailto:rgustafson@washoecounty.gov)  
Pamela Mann, Division Director, Human Services Agency  
(775) 785-8600, [pmann@washoecounty.gov](mailto:pmann@washoecounty.gov)  
**THROUGH:** Kate Thomas, Assistant County Manager

**SUBJECT:** Recommendation to: (1) accept various items donated totaling an estimated market value of [\$15,541.93]; and (2) accept a donation from a 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; and direct the Comptroller 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 [\$15,541.93]; and (2) accept a donation from a 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; and direct the Comptroller to make the necessary budget amendments.

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

### **PREVIOUS ACTION**

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.

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.

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

## **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 July 1, 2023 through July 31, 2023.

Vanguard Charitable	\$500.00
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Staff is requesting that the Board accept the following items donated to Senior Services to support seniors in our community retroactive for the period July 1, 2023 through July 31, 2023 totaling an estimated market value of \$15,541.93.

- (10) Box fan received by Human Services Agency donated from Andy M. – estimated market value of \$250.00
- (4) Box fans received by Human Services Agency donated from Ann E. – estimated market value of \$100.00
- (20) Table fans received by Human Services Agency donated from Anonymous donor – estimated market value of \$420.00
- (2) Pedestal fans received by Human Services Agency donated from Anonymous donor - estimated market value of \$45.98
- (21) Box fans received by Human Services Agency donated from Anonymous donors – estimated market value of \$549.95
- (3) Box fans received by Human Services Agency donated from Bob L. – estimated market value of \$60.00
- (3) Table fans received by Human Services Agency donated from Cathy M. – estimated market value of \$60.00
- (5) Box and table fans received by Human Services Agency donated from Claudia P. - estimated market value of \$105.00

- (4) Box fans received by Human Services Agency donated from Debbie S. – estimated market value of \$100.00
- (20) Box fans received by Human Services Agency donated from Jared R. - estimated market value of \$540.00
- (1) Box fan received by Human Services Agency donated from Lauren P. – estimated market value of \$25.00
- (2) Tower fans received by Human Services Agency donated from Marilyn H. - estimated market value of \$170.00
- (1000) Powershift energy saving kits received by Human Services Agency donated from NV Energy – estimated market value of \$9,320.00
- (5) Smoke alarms received by Human Services Agency donated from Regina C. – estimated market value of \$60.00
- Puzzles, books and coffee mugs received by Human Services Agency donated from Rosanne C. – estimated market value of \$30.00
- (100) Box fans received by Human Services Agency donated from Sierra Air - estimated market value of \$3,500.00
- (2) Box fans received by Human Services Agency donated from Sparks Elks Club – estimated market value of \$80.00
- (3) Personal desk clip fans received by Human Services Agency donated from Troy T. - estimated market value of \$36.00
- (4) Box fans received by Human Services Agency donated from Victoria F. - estimated market value of \$90.00

**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 \$500.00 in the following revenue and expenditure accounts.

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
IO-20047 -484000	Nutrition Donation Revenue	\$ 500.00
	<b>Total Revenue</b>	<b>\$ 500.00</b>
 IO-20047 -710500	 Nutrition Donations (Other Expense)	 \$ 500.00
	<b>Total Expenditure</b>	<b>\$ 500.00</b>

**RECOMMENDATION**

Recommendation to: (1) accept various items donated totaling an estimated market value of [\$15,541.93]; and (2) accept 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; 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 [\$15,541.93]; and (2) accept 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; and direct the Comptroller to make the necessary budget amendments.”*