



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: September 27, 2023

DATE: September 21, 2023
TO: Open Space and Regional Park Commission
FROM: Colleen Wallace Barnum, Park Operations Superintendent
Community Services Department, 328-2181, cwallace@washoecounty.gov
THROUGH: Eric Crump, Division Director, Operations
Community Services Department, 328-3625, ecrump@washoecounty.gov
SUBJECT: Presentation, discussion, and possible approval of an update to the Donation Policy.

SUMMARY

The Regional Parks and Open Space Donation Policy (attached) incorporates the typical language of a policy including purpose, policy, procedures, and terms. It outlines roles and responsibilities for park staff and administration in handling cash and property donations. The update specifically outlines expectations for both staff and donors regarding plaques and dedications for property donations.

BACKGROUND

Washoe County Regional Parks and Open Space is committed to providing its residents opportunities to provide both cash or property donations. The Donation Policy outlines specific procedures for accepting donations. On occasion, park patrons request the ability to donate a property item in recognition of a loved one. In addition, they request a plaque on or near the property item. While this practice has occurred in the past in a variety of parks throughout the Regional Parks and Open Space system, it needs to be applied consistently. The Arboretum is the location for tree, bench, and brick donations for loved ones that include a plaque, either on the property itself or on a donor recognition board. Park patrons are still able to donate material items such as a tree or bench at any park facility deemed appropriate by staff, however the property donation will not include a plaque or dedication on or near the property item.

PREVIOUS ACTION

None

RECOMMENDATION

Staff recommends that the Open Space and Regional Park Commission approve the updates to the Donation Policy to be effective September 28, 2023.

POSSIBLE MOTION

Should the Commission agree with the recommendation, a possible motion would be:
“Move to approve the updates to the Donation Policy to be effective September 28, 2023.”