



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: February 28, 2024

SUBJECT: Approval of County Administrator signature of revised County Policy No. BLDG.-3, Donation of Property policy

RECOMMENDED MOTION:

Move approval of County Administrator signature of revised County Policy No. BLDG-3, Donation of Property Policy and re-name BLDG-3 to GA-24, Donation of Property Policy.

BACKGROUND AND POLICY IMPLICATIONS:

County Policy BLDG-3, Donation of Property, was originally drafted in 2004 and has not been updated since it was originally approved.

BLDG-3 applies to personal property donated to Deschutes County and Deschutes County personal property donations to other government agencies and non-profit organizations.

Staff is proposing updates to the policy that include:

- a. Updated thresholds for department and Administrator approval for donating surplus property.
- b. New guidance on the process for considering surplus light fleet donations.
- c. Re-classifying the policy from its current Facilities designation to a broader General Administrative policy.

BUDGET IMPACTS:

None

ATTENDANCE:

Whitney Hale, Deputy County Administrator
Chris Doty, Public Works Director