

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION establishing a Donation Acceptance Policy for State and Federal personal property

WHEREAS, Roane County periodically has access to receive various state and federal personal property.

NOW, THEREFORE, BE IT RESOLVED that the Roane County Commission does hereby establish the following policy known as the Donation Acceptance Policy for State and Federal Personal Property for all departments of the Roane County Government.

Donation Acceptance Policy

1. Before a department applies for State or Federal surplus property, the department shall, at minimum, write a justification letter. The justification letter shall, at minimum, include:
 - a. The intended use and benefit of the personal property,
 - b. Any cost associated with getting the asset into use, such as moving expense, rebuilding and/or replacement of parts,
 - c. Any annual cost of operations and maintenance,
 - d. Any restriction of use placed on the asset by the donor including how and/or when the asset can be surplusd by the local government,
 - e. Any savings to Roane County that may be derived from the acceptance of the property.
2. The justification letter shall be filed with:
 - a. The committee or committees which assist and advise the department on administration and management issues,
 - b. The Property Committee, and in the event a Property Committee does not exist, the Budget Committee.
3. The justification letter shall be filed with the Roane County Commission

BE IT FURTHER RESOLVED that this policy shall go into effect immediately upon passage.

UPON MOTION of Commissioner _____, seconded by Commissioner _____, the following Commissioners voted Aye:

The following Commissioners passed:

The following Commissioners voted No:

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

County Chairman

The foregoing resolution was submitted to the County Executive for his consideration this the ____ day of _____, 2013.

ATTESTED:

County Clerk

I approve ___ /veto ___ the foregoing resolution this the ____ day of _____, 2013.

County Executive

SUBMITTED by the County Executive at the request of the Property Committee