

COMMISSION POLICY**POLICY #2.14****SUBJECT:** Sale of County Highway Maps**DATE ADOPTED**

July 16, 2013

AGENDA ITEM

BA4

OBSOLETE VERSIONS *(Can be found in the Inactive Policy Book.)***DATE ADOPTED**

February 19, 2008

May 20, 2008

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POLICY STATEMENT

The purpose of this policy is to define the method for and costs associated with the sale of County Highway Maps to the public, county departments, local state agencies, and local federal agencies.

PROCEDURAL REQUIREMENT**For the General Public:**

1. The cost for the map(s) requested is calculated according to the *County Highway Map Rate Schedule* and the cost is collected upon delivery.
2. County Commission Administration staff in the Bay Minette, Central Annex, Foley Satellite Courthouse and Fairhope Satellite Courthouse offices receipts the money collected and provides the individual a copy of the receipt.
3. Money collected shall be kept in a secure place within the department and submitted to the Finance & Accounting Department in Bay Minette at the end of each week or sooner, if the cash box exceeds \$20.00 at any given time.

For County Departments:

1. Maps are provided to County Departments from the County Commission Administration staff in the Bay Minette, Central Annex, Foley Satellite Courthouse and Fairhope Satellite Courthouse offices. The cost for the map(s) requested is calculated according to the *County Highway Map Rate Schedule*.
2. County Commission staff will keep up with the number of maps requested by a County Department and will provide that information to the Finance & Accounting Department upon request, towards the end of each fiscal year.

3. The Finance & Accounting Department will make the appropriate journal entry in order to reflect expenses from Baldwin County Commission Administration to the Finance & Accounting Department.

For Local State and Federal Agencies:

1. Maps are provided to local state and federal agencies from the County Commission Administration staff in the Bay Minette, Central Annex, Foley Satellite Courthouse and Fairhope Satellite Courthouse offices. The cost for the map(s) requested is calculated according to the *County Highway Map Rate Schedule*.
2. County Commission staff will keep up with the number of maps requested by each local state or federal agency and will provide that information to the Finance & Accounting Department upon request, towards the end of each fiscal year.
3. The Finance & Accounting Department will charge the requesting local state or federal agency annually, rather than individually.

The price of County Highway Maps is outlined in the *County Highway Map Rate Schedule*. The *County Highway Map Rate Schedule* shall be maintained by the Records Manager. The price of maps shall be set by the County Commission and any changes to the rates shall be based upon the amount needed to cover the costs of the maps and shall be approved by the County Commission.

| COUNTY HIGHWAY MAP RATE SCHEDULE | | |
|------------------------------------------------------|----------------|-----------------------------------------------------------------|
| SIZE | | COST |
| Small map | 18 x 43 inches | \$3.00 |
| Large map (2 separate sections - North and South) | 36 x 48 inches | \$5.00 |
| Mailing of maps | | Postage is calculated by staff at the time material is weighed. |