



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0692 **Version:** 1
Type: Consent **Status:** Passed
File created: 1/29/2020 **In control:** Baldwin County Commission Regular
On agenda: 2/4/2020 **Final action:** 2/4/2020
Title: Refund Application Fee for Randolph Drive Vacation Request

Indexes:

Attachments:

Date	Ver.	Action By	Action	Result
2/4/2020	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting

Meeting Date: 2/4/2020

Item Status: New

From: Joey Nunnally, P.E., County Engineer

Submitted by: Lisa Sangster, Administrative Support Specialist IV

ITEM TITLE

Refund Application Fee for Randolph Drive Vacation Request

STAFF RECOMMENDATION

Authorize staff to refund the application fee in the amount of \$300.00 received from Margaret Craddock for the Randolph Drive Vacation request.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: Documentation for the Randolph Vacation request is incomplete so a refund for the application fee will be sent to Ms. Craddock.

This item was discussed during the January 16, 2020 Road and Bridge meeting.

FINANCIAL IMPACT

Total cost of recommendation: \$300.00

Budget line item(s) to be used: Fund 111

If this is not a budgeted expenditure, does the recommendation create a need for funding?

N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration prepare correspondence notifying Ms. Craddock of Commission action taken. Accounting prepare a refund check in the amount of \$300.00 payable to Ms. Craddock.

Action required (list contact persons/addresses if documents are to be mailed or emailed):

Send correspondence to:

Ms. Margaret Craddock
1749 Harbert Avenue
Memphis, Tennessee 38104-5113

Additional instructions/notes: N/A