



Baldwin County Commission

Legislation Text

File #: 23-1148, Version: 1

Meeting Type: BCC Regular Meeting
Meeting Date: 5/16/2023
Item Status: New
From: Anu Gary, Administrative Services Manager
Submitted by: Victoria Key, Administrative Support Specialist

ITEM TITLE

Transfer of One (1) Vehicle from Budget Department to Administration Department

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the transfer, at no cost, of one (1) 2015 Ford F-150 (VIN #1FTEW1EF4FKF09044) from the Budget Department Cost Center 51725, to the Administration Department Cost Center 51125; and
- 2) Authorize the Chairman to execute the Fixed Asset Change Form.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The 2015 Ford F-150 is currently designated to the Budget Department. The Administrative Services Manager respectfully requests the transfer, at no cost, of the 2015 Ford F-150 from the Budget Department Cost Center to the Administration Cost Center for use by the County Administrator.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

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 Staff

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

Follow up:

Email executed fixed asset forms to Dana Austin, Makayla Shiver, Eva Cutsinger and Cian Harrison

Additional instructions/notes: N/A