



Baldwin County Commission

Legislation Text

File #: 20-0692, **Version:** 1

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