Baldwin County Commission

Legislation Text

File #: 19-1672, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 7/16/2019
Item Status: New
From: Junius Long, Facilities Maintenance Coordinator
Submitted by: Christel Watson, Administration Support Specialist II

ITEM TITLE
County Fixed Asset Change - 2006 Chevrolet C1500 ½ Ton Truck and 2003 Ford F-150

STAFF RECOMMENDATION
Take the following actions:

1. Authorize the transfer of one (1) 2006 Chevrolet C1500 ½ Ton Truck (VIN 1GCEC14X56Z147820) from the Building Maintenance Department to the Administration Department; and

2. Authorize the transfer of one (1) 2003 Ford F-150 Truck (VIN 1FTRF17W73NB39099) from the Building Maintenance Department to the Administration Department.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The 2003 Ford F-150 and the 2006 Chevrolet C1500 ½ ton truck are currently under the Building Maintenance Department's fixed asset list. The custodians utilize the vehicles at this time. Staff is requesting that the vehicles be moved from the Building Maintenance Department to the Administration Department.

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 will have the County Administrator and Commission Chairman sign the appropriate documents.

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Copies of executed fixed asset change form sent to Accounting.

Additional instructions/notes: N/A