



Baldwin County Commission

Legislation Text

File #: 19-1377, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 6/4/2019
Item Status: New
From: Felisha Anderson, Archives Director
Submitted by: Felisha Anderson, Archives Director

ITEM TITLE

County Fixed Asset Change - 2009 Jeep Liberty Limited

STAFF RECOMMENDATION

Take the following action:

1) Authorize the transfer of a 2009 Jeep Liberty Limited (VIN 1J4GK48K9SW649767) from the Administration Department to the Archives Department.

BACKGROUND INFORMATION

The 2009 Jeep Liberty Limited is currently under the Administration Department's fixed asset list. The Archives Department staff drives the Jeep Liberty Unlimited on a daily basis and has a continued need to use the vehicle. The Archives Department also takes care of the maintenance on the vehicle. Staff is requesting that the vehicle be moved from the Administration Department to the Archives Department.

Previous Commission action/date: BCC Work Session 05/28/2019

Background: N/A

FINANCIAL IMPACT

Total cost of recommendation: N

Budget line item(s) to be used: N

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