



Baldwin County Commission

Legislation Text

File #: 22-1438, Version: 1

Meeting Type: BCC Regular Meeting
Meeting Date: 9/6/2022
Item Status: New
From: Ron Cink, Budget Director
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Transfer of One (1) Vehicle from Personnel Department to Commission Administration Department

STAFF RECOMMENDATION

Approve the transfer of one (1) 2014 Jeep Patriot, VIN #1C4NJRBB7ED707733, from the Personnel Department (10051962) to the Commission Administration Department (10051125) at no charge and authorize the Chairman to execute the Fixed Asset Change Form.

BACKGROUND INFORMATION

Background: The custodial staff in Bay Minette is in need of a vehicle. The Personnel Department is transferring a 2014 Jeep Patriot to the Commission Administration Department.

Previous Commission action/date: N/A

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

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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 have form signed by Chairman and send to Wanda Gautney, Purchasing Director.

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

Additional instructions/notes: Administration - Notify Victoria Key to update Administration's vehicle file.