



# Baldwin County Commission

## Legislation Text

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**File #:** 23-1148, **Version:** 1

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**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

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### **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