

## BALDWIN COUNTY COMMISSION AGENDA ACTION FORM

<b>Meeting Type:</b>	Baldwin County Commission – Work Session
<b>Meeting Date:</b>	11/08/2016
<b>Placement of Item on the Agenda:</b>	COMMUNICATIONS/INFORMATION SYSTEMS (CIS)
<b>Item Status:</b>	New
<b>Submitted By:</b>	David Wessler
<b>From:</b>	David Wessler, CIS Business Mgr. Brian Peacock, CIS Director
<b>ITEM TITLE</b>	
Transfer of Vehicle from Communications and Information Systems (CIS) Department to Baldwin Regional Area Transit System (BRATS)	
<b>STAFF RECOMMENDATION</b>	
Approve the transfer at no cost of one (1) 2004 Ford F-150 pickup (VIN 1FTPX12544NA80674) from the Communications and Information Systems (CIS) Department to Baldwin Regional Area Transit System (BRATS). A copy of the current Fixed Asset Policy (Policy #8.8) including a County Fixed Asset Change Form is attached.	
<b>BACKGROUND INFORMATION</b>	
<b>Previous Commission Action/Background Information:</b>	No
The CIS Department recently replaced a 2004 Ford F-150 pickup truck with another truck which is more compatible with the needs of the department. As the F-150 has been removed from service within the CIS Department, interest to acquire the vehicle was expressed by BRATS. Due to the age, general condition, and mileage of the vehicle, it is recommended the transfer be made from the CIS Department to BRATS at no cost.	
<b>FINANCIAL IMPACT</b>	
<b>Does the recommendation have a financial impact?</b>	No
<b>LEGAL IMPACT</b>	
<b>Are there any legal documents required to be executed if this recommendation is approved?</b>	No
<b>ADVERTISING REQUIREMENTS</b>	
<b>Is advertising required for this recommendation?</b>	No

CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	No
IMPLEMENTATION	
Is implementation for this item time sensitive?	No
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	Finance & Accounting staff coordinate completion of transfer in accordance with Commission Policy #8.8.
ATTACHMENTS	
1. Fixed Asset Policy with County Fixed Asset Change Form.pdf	
APPROVALS	
Budget	
Personnel	
Administration	Brandy N. Volovecky 11/1/2016 2:16:07 PM
Chairman and County Administrator	Chris Elliott 11/2/2016 5:38:16 PM