



18 May 2009

TO Judge Self and Commissioners' Court

FROM Jon Kleinheksel, Director of Public Works *ck*

RE Assign Cargo Trailer to Facilities

We have received a request from Dan James, Facilities Director, to transfer Unit #42899, a 2004 20' Pace tandem axle cargo trailer to his department. This unit is in like-new condition. It was originally assigned to Myers Park and is no longer needed by that department.

Mr. James proposes to use this enclosed trailer for moving furniture and renovation and building supplies as needed. A copy of the email request from his department is attached.

Should you require additional information, contact me and I will respond accordingly.

copy Bob Upchurch, Manager/Equipment Services