



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 23-1161      **Version:** 2  
**Type:** Addenda      **Status:** Passed  
**File created:** 5/12/2023      **In control:** Baldwin County Commission Regular  
**On agenda:** 5/16/2023      **Final action:** 5/16/2023  
**Title:** \*Request from Office of the District Attorney for Additional Office Space at Office Located in Bay Minette, Alabama

### Indexes:

**Attachments:** 1. Request letter from District Attorney dated May. 11, 2023, 2. Cost Estimate for office spaces, 3. Resolution 2023-127 District Attorney Office Renovations, 4. \*Resolution 2023-127 Signed

Date	Ver.	Action By	Action	Result
5/16/2023	1	Baldwin County Commission Regular	Approved	Pass

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/16/2023

**Item Status:** **Replacement**

**From:** Roger H. Rendleman, County Administrator

**Submitted by:** Carjetta Crook, Administrative Services Specialist, IV

### ITEM TITLE

\*Request from Office of the District Attorney for Additional Office Space at Office Located in Bay Minette, Alabama

### STAFF RECOMMENDATION

1) Approve and authorize the Building Maintenance Department to complete renovations to create two (2) additional private office spaces for the Office of the District Attorney at the County-owned facility located at 101 Hand Avenue, Bay Minette, Alabama.

2) Adopt Resolution #2023-127 of the Baldwin County Commission, transferring \$20,000 from 100.47100 Interest Income to 10051995.52310 Repairs Maintenance Buildings to cover the cost of the above office renovations.

### BACKGROUND INFORMATION

**Background:** **Reason for Replacement Item:** Staff recommendation updated to approve requested renovations. Staff received a request on May 11, 2023, from The Honorable Robert Wilters, Baldwin County District Attorney, requesting permission for renovations to the District Attorney's Office located in Bay Minette, Alabama, to create two additional private offices. Junius Long, Facility Maintenance Coordinator, estimates the cost for the additional office spaces at \$19,786.00.

**Previous Commission action/date:** N/A

### FINANCIAL IMPACT

**Total cost of recommendation:** \$20,000

**Budget line item(s) to be used:** 10051995.52310

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

Yes. Upon approval and adoption of stated resolution, Budget Director to make necessary transfer of funds.

### **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, Budget Director

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

Administration - correspondence of Commission's decision to:

The Honorable Robert Wilters, District Attorney  
Office of the District Attorney  
Post Office Box 1269  
Bay Minette, Alabama 36507

cc: Junius Long, Kevin Caprara

Budget Director to make necessary transfer of funds.

**Additional instructions/notes:** Administration to upload Resolution to BCAP.