



# Baldwin County Commission

## Legislation Text

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File #: 23-1060, Version: 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 5/2/2023  
**Item Status:** New  
**From:** Brian Peacock, CIS Director  
**Submitted by:** Susan Marino, CIS Business Manager

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### **ITEM TITLE**

Management Control Agreement with City of Bay Minette Police Department for Administration of Computer Systems and Network Infrastructure

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Terminate the Management Control Agreement effective May 16, 2023, between the Baldwin County Commission and the City of Bay Minette Police Department approved during the August 3, 2010, Baldwin County Regular Meeting (Agenda Item G1); and
- 2) Approve and authorize Chairman to execute the Management Control Agreement between Baldwin County Commission and City of Bay Minette Police Department for the administration of computer systems and network infrastructure which interfaces with the Alabama Criminal Justice Information Center (ACJIC) network; and
- 3) Authorize Brian Peacock, Communications and Information Systems Department (CIS) Director, to sign the Management Control Agreement as requested by the Alabama Law Enforcement Agency (ALEA).

The term of the Agreement shall be from the date of full execution and will continue until terminated by either party with a thirty (30) day written notice.

### **BACKGROUND INFORMATION**

**Background:** The Communications and Information Systems Department (CIS) provides network and computer support for the City of Bay Minette Police Department. The county is reimbursed by the City of Bay Minette for these services. In order to be in compliance with the most current ACJIC Policy for access to the NCIC systems and to meet Audit requirements, the City of Bay Minette Police Department is required to have an updated Management Control Agreement in place with the County providing the Police Department managed control over those portions of the network and systems that interface directly or indirectly with the ACJIC network.

Staff received an email dated April 24, 2023, from the City of Bay Minette that ALEA is requesting the

signatures of Mr. Brian Peacock and Chief Al Tolbert in addition to the signatures of the Mayor of Bay Minette and Baldwin County Commission Chairman.

**Previous Commission action/date:** 08/03/2010 meeting: Approved the Management Control Agreement with the City of Bay Minette Police Department related to administration of computer systems and network infrastructure which interface with the Alabama Criminal Justice Information Center (ACJIC) network.

### **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?**  
Yes

**Reviewed/approved by:** Pending Approval by County Attorney sm

**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:** CIS - Brian Peacock to coordinate with the City of Bay Minette Police Department for Implementation. Susan Marino to coordinate the signatures from Brian Peacock and Al Tolbert (BM Police Chief) on MCA from the City of Bay Minette Administrator.

Administration Staff have Chairman to sign the Agreement and send fully executed copy to:  
The Honorable Bob Wills, Mayor  
City of Bay Minette  
301 D'Olive Street  
Bay Minette, Alabama 36507

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

Administration - upload Agreement to Contracts

**Additional instructions/notes:** Administration - upload to Contracts and mark current inactive