



Baldwin County Commission

Legislation Details (With Text)

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Type: Work Session **Status:** Agenda Ready

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On agenda: 11/12/2019 **Final action:**

Title: Request for Quotes for Professional Court Reporting Services for Baldwin County Commission

Indexes:

Attachments: 1. RFQ - Professional Court Reporting Services - Oct 3, 2019, 2. RFQ (REVISED) - Professional Court Reporting Services - Oct 28, 2019

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Work Session

Meeting Date: 11/12/2019

Item Status: New

From: Wayne Dyess, County Administrator; Anu Gary, Administrative Services Manager

Submitted by: Anu Gary, Administrative Services Manager

ITEM TITLE

Request for Quotes for Professional Court Reporting Services for Baldwin County Commission

STAFF RECOMMENDATION

DISCUSSION ITEM

On October 3, 2019, a Request for Quotes (attached) were sent to five court reporting agencies/individual court reporters, with no responses received at that time.

On October 28, 2019, a revised Request for Quotes with a narrowed scope of services (attached) was sent to nine court reporting agencies/individual court reporters, with no responses received at that time.

Currently, court reporter services are used for the following meetings:

BCC Work Sessions	(twice a month)
BCC Special Called Meetings	(as requested)
BCC Budget Deliberations	(annually in July and August)
BCC Road and Bridge Division Meetings	(quarterly)
BCC Industrial and Civic Division Meetings	(as requested)
BC Planning and Zoning Commission	(once a month)
Boards of Adjustment 1, 2, 3 and 4	(as requested)
MPO Policy Board and Committees	(quarterly)
Personnel Grievance Board Hearings	(as requested)

Staff proposes the following for the Commission's consideration:

BCC Work Sessions

Staff will use a standard minutes template which will document the meeting as required by Open Meetings Act: 1) Meeting date, time and location; 2) Commissioners and county staff members present; 3) meeting open/close time, 4) list of agenda items discussed (listing titles only as shown on the published agenda). Since no formal action is taken, detailed discussions are not transcribed.

CIS Department will audio record meetings and the recording will be published online post-meeting.

BCC Special Called and Emergency Special Called Meetings

Staff will use a standard minutes template which will document the meeting as required by Open Meetings Act: 1) Meeting date, time and location; 2) Commissioners and county staff members present; 3) meeting open/close time, 4) agenda items discussed with brief summary of discussions and vote (motion, second, vote tally) on each action taken.

CIS Department will audio record special called meetings and the recording will be published online post-meeting. Administration Department will audio record emergency special meetings and the recording will be archived and available upon request.

BCC Budget Deliberations (Special Called Meetings)

Staff will use a standard minutes template which will document the meeting as required by Open Meetings Act: 1) Meeting date, time and location; 2) Commissioners and county staff members present; 3) meeting open/close time, 4) list of agenda items discussed. Since no formal action is taken, detailed discussions are not transcribed.

CIS Department will audio record meetings and the recording will be published online post-meeting.

BCC Road and Bridge Division Meetings

Staff will use a standard minutes template which will document the meeting as required by Open Meetings Act (with a link to the video that will be published online post-meeting). Since no formal action is taken, detailed discussions are not transcribed.

CIS Department currently video records meetings and the recording is published online post-meeting.

BCC Industrial and Civic Division Meetings

Staff will use a standard minutes template which will document the meeting as required by Open Meetings Act. Since no formal action is taken, detailed discussions are not transcribed.

CIS Department will audio record work session meetings and the recording will be published online post-meeting.

BC Planning and Zoning Commission

Staff will use a standard minutes template which will document the meeting as required by Open Meetings Act (with a link to the video that will be published online post-meeting). Minutes would include a brief summary of each case discussed, persons who speak for or against each case,

motions and vote tallies. Detailed discussions can be viewed in the video.

CIS Department currently video records meetings and the recording is live-streamed as well as published online post-meeting.

Boards of Adjustment 1, 2, 3 and 4

Staff will use a standard minutes template, as they currently do, which will document the meeting as required by Open Meetings Act. Minutes include a brief summary of each case discussed, persons who speak for or against each case, motions and vote tallies.

MPO Policy Board and Committees

Staff will use a standard minutes template which will document the meeting as required by Open Meetings Act or if the MPO Board wishes to continue to use the services of a court reporter, they can do so with scheduling and billing handled through the MPO Coordinator's Office. MPO staff will continue to notify County Administration when quarterly meeting agendas and minutes are available online, so they can be included in the County Commission's permanent meeting files.

Personnel Grievance Board Hearings

As requested by the Personnel Director, a Court Reporter will be scheduled through the County Attorney to attend hearings or CIS staff will record the meetings and the audio recording can be sent to a court reporter to be transcribed by the Personnel Director if necessary.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: N/A

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: N/A

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

Additional instructions/notes: N/A