



Baldwin County Commission

Legislation Details (With Text)

File #: 23-1067 **Version:** 1

Type: Consent **Status:** Agenda Ready

File created: 4/20/2023 **In control:** Baldwin County Commission Regular

On agenda: 5/16/2023 **Final action:**

Title: Management Control Agreement with City of Bay Minette Municipal Court for Administration of Computer Systems and Network Infrastructure

Indexes:

Attachments: 1. Email from the City of Bay Minette, 2. City of Bay Minette Municipal Court Management Control Agreement

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

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

ITEM TITLE

Management Control Agreement with City of Bay Minette Municipal Court for Administration of Computer Systems and Network Infrastructure

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve and authorize Chairman to execute the Management Control Agreement between Baldwin County Commission and the City of Bay Minette Municipal Court for the administration of computer systems and network infrastructure which interfaces with the Alabama Criminal Justice Information Center (ACJIC) network; and
- 2) 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 this 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 and has now been requested to include the Bay Minette Municipal Court. The County is reimbursed by the City 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 Municipal Court is required to have an updated Management Control Agreement in place with the County providing the Municipal Court 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 Mr. Earl Stephens in addition to the signatures of the Mayor of Bay Minette and Baldwin County Commission Chairman.

Previous Commission action/date: 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?
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 Municipal Court for Implementation. Susan Marino to coordinate the signatures from Brian Peacock and Earl Stephens (BM Circuit Clerk) 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):
N/A

Additional instructions/notes: N/A