



Baldwin County Commission

Legislation Details (With Text)

File #:	23-1108	Version:	1
Type:	Consent	Status:	Agenda Ready
File created:	5/2/2023	In control:	Baldwin County Commission Regular
On agenda:	5/16/2023	Final action:	
Title:	Employment Contract for Baldwin County Legislative Delegation Full-time Clerk		
Indexes:			
Attachments:	1. Marlow, Allison-Employment Contract Full-time Clerk 20230516, 2. Exhibit A to Employment Contract - Allison Marlow 20230516, 3. 2023 BCLD Contract Letter, 4. Legislative Act 2019-338, 5. Resolution 2023-123 Legislative Delegation, 6. *Resolution 2023-123-Signed		

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

Meeting Type: BCC Regular Meeting

Meeting Date: 5/16/2023

Item Status: New

From: Anu Gary, Administrative Services Manager

Submitted by: Victoria Key, Administrative Support Specialist

ITEM TITLE

Employment Contract for Baldwin County Legislative Delegation Full-time Clerk

STAFF RECOMMENDATION

As Requested by the Baldwin County Legislative Delegation, take the following actions:

1) Approve the Employment Contract between the Baldwin County Commission, the Baldwin County Legislative Delegation and Allison Marlow, applicable to the position of Full-time Clerk, subject to the terms set forth in the Employment Contract. This contract will commence on June 5, 2023, and expire on June 5, 2024; and

2) Adopt Resolution #2023-123 of the Baldwin County Commission, transferring \$45,000 from 104.49000 Fund Balance to 10451904.51130 Salaries Wages to cover the cost of the above Employment Contract.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Baldwin County Legislative Delegation is requesting the Commission approve the Employment Contract for Allison Marlow.

GENERAL BACKGROUND:

Applicable Baldwin County local laws authorize, among other things, the Baldwin County Legislative Delegation to select personnel who serve at the pleasure of said Delegation; further, that the personnel may be considered County employees for the purpose of being eligible for benefits; further, that the personnel may contract for employment with either the Baldwin County Commission or Baldwin County Legislative Delegation; further, that the personnel are only paid said compensation and benefits from the Baldwin County Legislative Delegation Office Special Fund.

The purpose of the tri-party employment contract is simple as the Baldwin County Legislative Delegation sets the compensation and certain benefits and evaluates the employee, the Baldwin County Commission administers a personnel system where by the Legislative Delegation employee is considered a county employee (without merit classified protections), and the Baldwin County Commission maintains the special fund whereby the Legislative Delegation employee is compensated and benefits costs are derived.

FINANCIAL IMPACT

Total cost of recommendation: \$45,000.00

Budget line item(s) to be used: 10451904.51130

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?

Standard agreement.

Reviewed/approved by: N/A

Additional comments: This position is not a Baldwin County Commission employee; Only Baldwin County Legislative Delegation employee.

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: Administration, Budget Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Commission Administration Staff - have contract signed by Full-time Clerk, add to tickler for follow-up and upload resolution. Budget Director to make necessary transfer of funds.

cc: Cian Harrison
Christie Davis
Deidra Hanak
Beth Hodges
Monica English
Violetta Smith
Cliff McCollum

Additional instructions/notes: Administration - upload resolution and fully executed contract.