



# Baldwin County Commission

## Legislation Text

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**File #:** 19-1471, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 6/18/2019

**Item Status:** New

**From:** Wayne A. Dyess, County Administrator

**Submitted by:** Anu Gary, Administration/Records Manager; Felisha Anderson, Director of Archives; Keri Green, Administrative Support Specialist

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### **ITEM TITLE**

Revision of Baldwin County Commission Policy #2.23 - Reservation of Live Oak Landing and Bicentennial Park Facilities

### **STAFF RECOMMENDATION**

Adopt the revised Baldwin County Commission Policy #2.23 - Reservation of Live Oak Landing and Bicentennial Park Facilities, with policy changes effective July 1, 2019, and incorporate the revised policy into the Baldwin County Policies and Procedures Book.

### **BACKGROUND INFORMATION**

#### **Previous Commission action/date:**

November 18, 2014 - Agenda Item GA1

July 21, 2015 - Agenda Item GB1

July 5, 2016 - Agenda Item GA1

October 17, 2017 - Agenda Item BG1

May 21, 2019 - Agenda Item BA3

**Background:** **NOTE:** Policy changes will be effective July 1, 2019, in order for CIS staff to make the necessary changes on the county website and online fillable forms and for Administration staff to train Archives staff on the reservation process.

During the May 21, 2019, Baldwin County Commission regular meeting, the Commission approved moving the Bicentennial Park and its events held at the park under the Archives and History Department. The Archives and History Department already coordinates tours of the park, educational trips by schools, and other events at the park and its facilities. In order to streamline the facility reservation process for the Bicentennial Park, staff is proposing the following changes to Baldwin County Commission Policy #2.23 - Reservation of Live Oak Landing and Bicentennial Park Facilities:

Reservations for facilities at the Bicentennial Park (Historic Montpelier Church, pavilion and park grounds) would be processed by the Archives Department, instead of the Administration Department.

The Administration Department would continue to process reservations for Live Oak Landing facilities (pavilion, park and fishing tournaments).

Staff is proposing to streamline the reservation process for both parks by adding the indemnification and liability waiver form as part of the initial park reservation form and once staff verifies availability for each reservation and confirms the information provided, an email is sent to the requestor(s) with the reservation form which includes the liability waiver. The form will then be signed by the responsible party and notarized. Once the form and full payment is received by staff, the reservation will be finalized.

### **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:** Administration and CIS

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

**Additional instructions/notes:** N/A