



# Baldwin County Commission

## Legislation Text

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**File #:** 20-1291, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 7/7/2020  
**Item Status:** Addendum  
**From:** Wayne Dyess, County Administrator  
**Submitted by:** Anu Gary, Administrative Services Manager

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### **ITEM TITLE**

Request from Baldwin County Judge of Probate for Saturday Openings for the Probate Offices Located at Bay Minette, Robertsedale, Foley and Fairhope

### **STAFF RECOMMENDATION**

Approve the request from the Baldwin County Judge of Probate, the Honorable Harry D'Olive, to authorize the opening of the Probate Offices in Bay Minette (at Courthouse Square), Robertsedale Central Annex, and the Foley and Fairhope Satellite Courthouses on Saturdays in order to allow the Probate Offices to to be opened to the public on two Saturdays (July 11, 2020 and July 18, 2020) from 8:00 a.m. to 12:00 p.m.

### **BACKGROUND INFORMATION**

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

Staff has received a request from Baldwin County Judge of Probate, Harry D'Olive, to allow the Probate Offices to be opened on Saturday, July 11<sup>th</sup> as well as July 18<sup>th</sup> (based on customer response on July 11<sup>th</sup> opening). The Probate Offices in Bay Minette, Robertsedale Central Annex, Foley Satellite Courthouse and Fairhope Satellite Courthouse would be open from 8:00 am to 12 noon.

The two Saturday openings would be for walk-in customers.

**Background:** N/A

### **FINANCIAL IMPACT**

**Total cost of recommendation:** TBD - BCC Administration Department (Custodial) overtime cost and Probate personnel cost.

**Budget line item(s) to be used:** Overtime cost to be charged to CARES Act - Covid-19

Reimbursement Account

**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:** Administrative staff will inform Probate and schedule custodial staff to work during the Saturday openings in all four locations.

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

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