



# Baldwin County Commission

## Legislation Text

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**File #:** 23-1108, **Version:** 1

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**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

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### **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.