

City of Carson City
Agenda Report

Item # 4

Date Submitted: 9/25/06

Agenda Date Requested: 10/19/06
Time Requested: 15 mins.

To: Board of Supervisors

From: Josephine Gallegos, Acting Court Administrator
First Judicial District

Subject Title: Presentation of the First Judicial District Consolidation Plan and Update on Criminal Justice Agency Streamlining Initiative.

Staff Summary: Consolidation plan for District, Justice and Municipal Courts in Carson City with the purpose of attaining greater efficiencies in the First Judicial District by maximizing organizational resources, utilizing effective technologies, and implementing best practices and procedures. Also an overview of the efforts and accomplishments of the Criminal Justice Agency Streamlining Initiative.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify) Presentation

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: N/A

Explanation for Recommended Board Action: All four Judges, namely Judge Griffin, Judge Maddox, Judge Willis and Judge Tatro, in conjunction with the pertinent staff members, District Attorney, Noel Waters, and Ann Silver, Director of Human Resources, have reviewed this plan and have agreed to adopt it with the belief that the consolidation of the courts will attain greater efficiencies by maximizing organizational resources, utilizing effective technologies and implementing best practices and procedures.

Applicable Statue, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: None

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: N/A

Supporting Material: Joint Resolution for Consolidation
Previous Organizational Charts
Proposed Functional Organizational Chart
Combined Budget Salary Overview
Technology Implementation and Personnel Consolidation Plan
Judicial Employee Compensation and Benefit Plan

Prepared By: Josephine Gallegos, Acting Court Administrator

Reviewed By: Ray B. Jones Date: 9/26/06
(Department Head)
Josephine Gallegos Date: 10/10/06
(City Manager)
Michael J. Sugh Date: 10-10-06
(District Attorney)
Keith Prosser Date: 10/10/06
(Finance Director)

Board Action Taken:

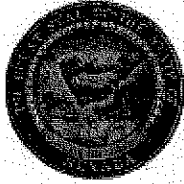
Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

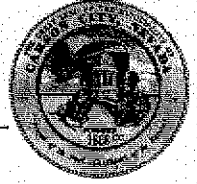
THE FIRST JUDICIAL DISTRICT

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**THE CARSON CITY DISTRICT, JUSTICE AND MUNICIPAL COURTS
THE FIRST JUDICIAL DISTRICT OF THE STATE OF NEVADA**



DATE: Tuesday, September 26, 2006

TO: Linda Ritter, Carson City Manager; Ann Silver, Carson City Human Resources Director and Tom Minton, Carson City Finance Director

FROM: Josephine Gallegos, Acting Court Administrator

SUBJECT: District, Justice and Municipal Court Consolidation and Oversight of Alternative Sentencing

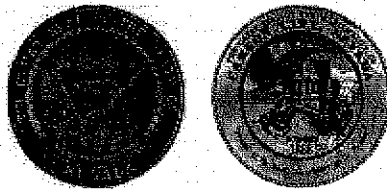
Attached is a copy of the proposed consolidation plan for the District, Justice and Municipal Courts in Carson City as well as the oversight of the Department of Alternative Sentencing. This packet includes the following documents:

- Memorandum to the City Manager and Board of Supervisors
- Joint Resolution for Consolidation
- Previous Organizational Charts
- Functional Organizational Chart
- Combined Budget Salary Overview
- Technology Implementation and Personnel Consolidation Plan
- Judicial Employee Compensation and Benefit Plan

All four of the local Judges, namely, Judge Griffin, Judge Maddox, Judge Willis and Judge Tatro, in conjunction with the pertinent staff members and the District Attorney, Noel Waters have reviewed this plan and have agreed to adopt it. Recognizing that the Board of Supervisors must also approve such a measure with Carson City funds being utilized, I request that this matter be placed on the October 19, 2006, Board of Supervisors Meeting agenda. I will submit a Board action report by Friday, September .

I would also like to take this opportunity to thank you Linda Ritter, Carson City Manager; Carson City Human Resources Director, Ann Silver Human Resources Director, and Tom Minton, Carson City Finance Director along with your wonderful staff for all of the help and guidance received while working on this project. I am certain that in the long run, this consolidation will prove to be a more efficient and economical way of affording equal justice to all of those individuals who access the Carson City Judicial System.

Please feel free to ask any questions should they arise as you review these documents. I am more than willing to answer any questions or do any necessary research. I may be reached by way of my office phone number, which is (775) 887-2121 ext 1645, my cell phone number, which is (775) 291-3432 or via e-mail at jgallegos@ci.carson-city.nv.us.



THE FIRST JUDICIAL DISTRICT COURT AND THE CARSON CITY JUSTICE AND MUNICIPAL COURTS

JOINT RESOLUTION FOR ADMINISTRATIVE CONSOLIDATION

WHEREAS, the First Judicial District Court and the Carson City Justice and Municipal Court, hereafter referred to as "both courts", agree to integrate/merge responsibilities and functions associated with court management, central services and operational infrastructure. A Court Administrator shall be appointed by a consensus of all four Judges from each Court to carry out any and all executive and administrative duties including, but not limited to, preparing the budget, directing day-to-day operations, hiring and firing personnel and serving as the Court's chief policy advisor. The administration will first consolidate and employ new technology which will then gradually and methodically allow for consolidation of court personnel from each of the Courts as it is possible and effective to do so.

Both Courts agree to retain two independent governance structures supporting distinct judicial leadership positions and decision making regarding court practices, policies and procedures.

Both Courts agree to abide by and honor distinctions, jurisdictions and differences defined by statute, county ordinance or regulation.

Both Courts agree to support and maintain separate funding, revenue and budgets except for funds related to operations identified as central to both Courts i.e. human resources, safety and security, information and technology.

Public safety, equal access to justice and timely adjudication of all court matters are mission critical services to both Courts and will be reinforced by this effort. Centralized services will standardize practices and direct users to single points of contact which will ultimately enable both Courts to better serve the public.

The courts, the county, the state and the public in general will benefit from a more efficient, effective and stabilized management organization and its improved practices despite the current trends of growth and increased demand for services.

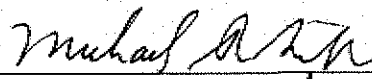
The welfare, benefits and interests of employees of both Courts are valued and will be prioritized throughout the implementation and thereafter. Employees, all of whom are critical to the success of this effort, will be informed and consulted during each phase of this process and they will benefit by career development and advancement opportunities.

Decisions affecting both Courts and conflicts or grievances between the Courts will be resolved through a collaborative effort consistent with procedures defined by Court rules. Consensus among the four Judges, with input and counsel from the Court Administrator, will be the method for decision making when issues affect both Courts. In the event that consensus is not reached among all four Judges, the matter will be deferred for ten judicial days and then voted upon once again. If at that instance, the vote remains tied, the issue will not be acted upon. Decisions affecting only one Court will be deferred to that respective Court and its current Administrative Judge. The Court Administrator will provide information and assistance wherever and whenever necessary.

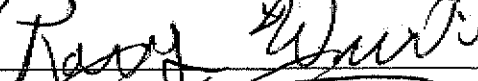
Both Courts will benefit from collaboration and centralization of internal services while strengthening the independence of the judiciary.

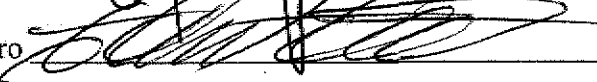
Both Courts agree to a methodical, systematic and responsible approach to and implementation of integration of centralized administrative functions commencing in Fiscal Year '06/07 (September 2006).

THEREFORE, effective 28th (date) Sept. both courts resolve to commence formal integration and centralization of administrative services commencing September 1, 2006. This agreement is binding until December 31st, 2006 when it will be revisited for permanent renewal.

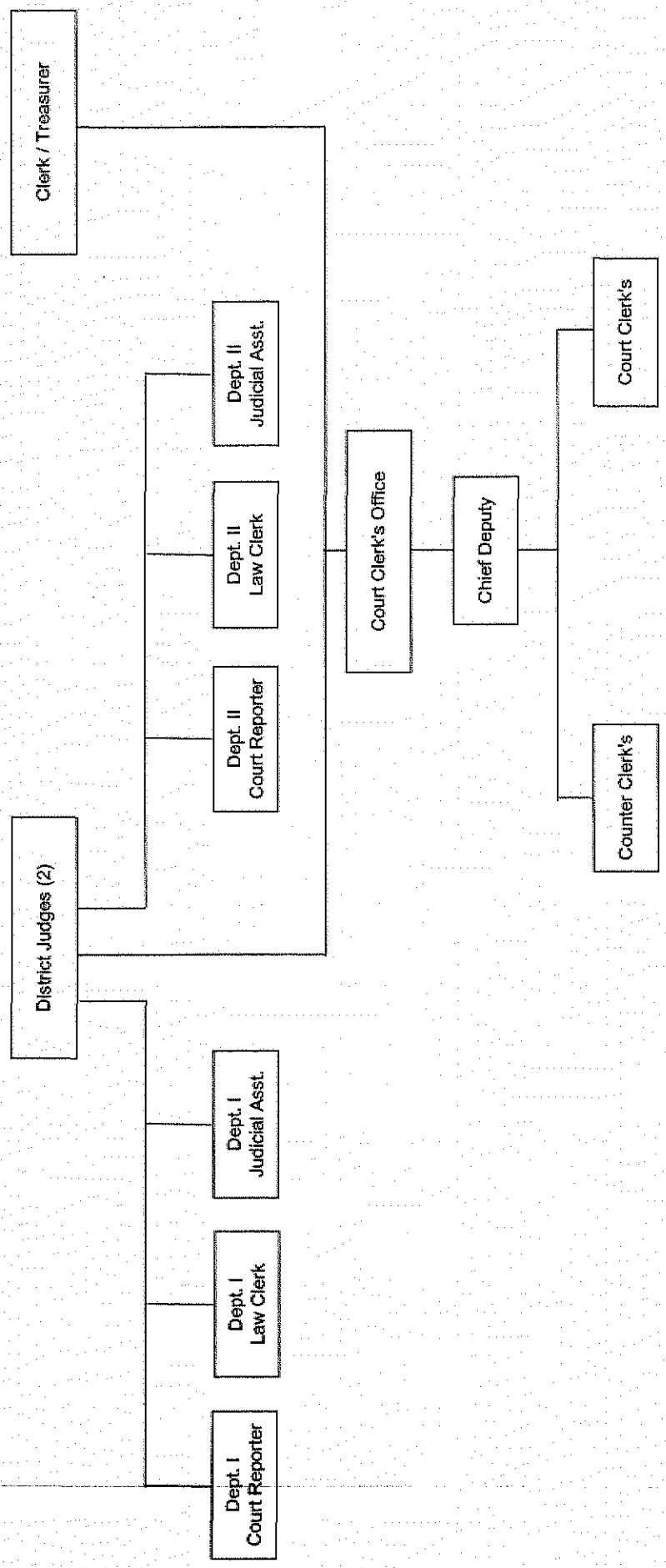
The Honorable Judge Michael Griffin 

The Honorable Judge William Maddox 

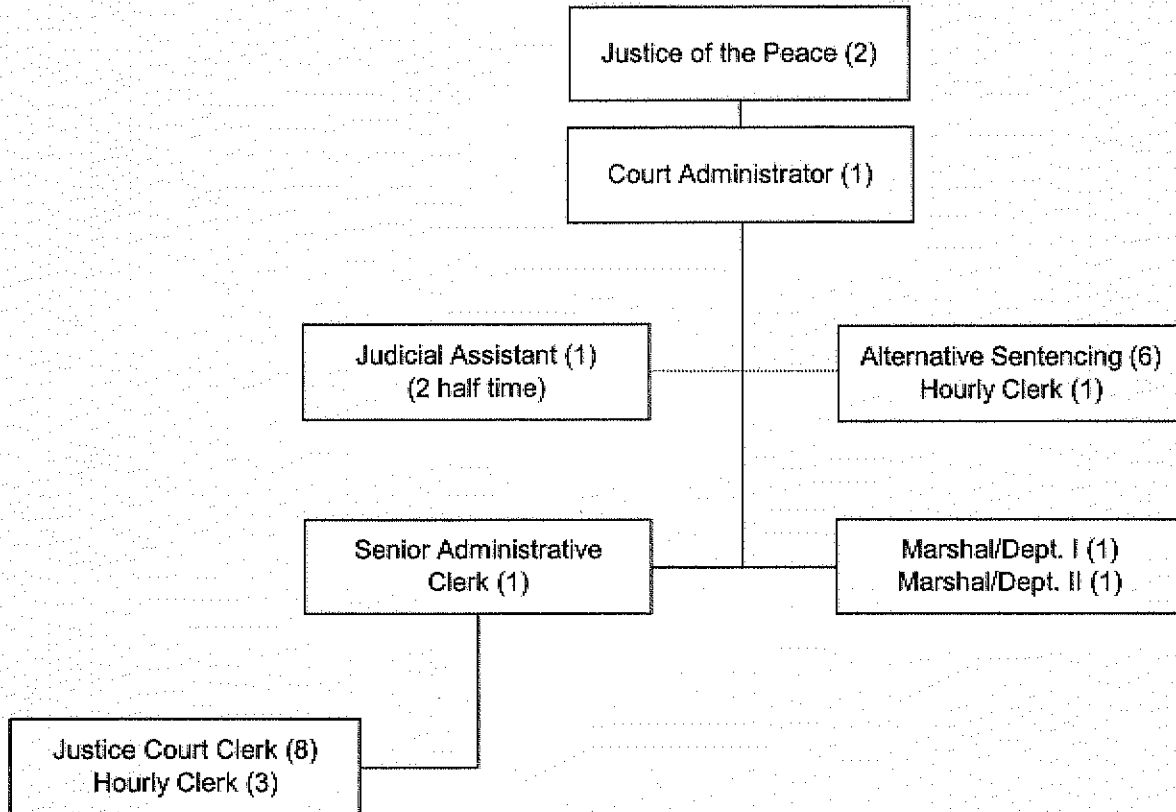
The Honorable Judge Robey Willis 

The Honorable Judge John Tatro 

First Judicial District Court
Organizational Chart
August 2006



Carson City Justice and Municipal Court
Organizational Chart
August 2006



FIRST JUDICIAL DISTRICT

Action Plan Summary September 2006

Purpose: To attain greater efficiencies in the First Judicial District by maximizing organizational resources, utilizing effective technologies, and implementing best practices and procedures.

- Actions:**
1. Reorganize Building Security
 - a) Option: Transfer of Frontline (Building) Security to Sheriff's Office with Judges retaining oversight of their individual Marshal/Bailiff's
 1. United States Marshal's Office will conduct security assessment public safety complex on 10/11/06.
 2. Upon completion of assessment and recommendations Judges will meet with Sheriff Furlong for further discussion.
 2. Consolidate two part-time Judicial Assistant positions into one full-time Position.
 - a) Will be accomplished through attrition.
 3. Add one full-time Secretary/Receptionist in the Judicial Chambers for Judges and Court Administrator.
 3. Change hourly Interpreter position to full-time so that she can be utilized by Both Justice and District Courts.
 4. Consolidate two part-time Public Service Clerks into one fulltime Clerk position.
 5. Keep unfilled fulltime position in District Court (Administrative Clerk) vacant to be filled at a later date if need determined with Implementation of Case Management System.
 6. Upgrade two Court Clerk positions to Supervisors (Sylvia Lopez and Leslie Ricks).
 - a) These supervisors will each supervise a team. Public Service and Case Management.
 7. Eliminate fulltime Court Clerk position (Natalie Pieretti)
 8. Fill fulltime Program Operations Manager position (Natalie Pieretti)
 - a) This position will oversee the Supervisor positions Donis Rodarte (overall Supervisor of District Court Clerks), Leslie Ricks (Justice Court Supervisor of the Public Service Team), and Sylvia Lopez (Justice Court Supervisor of the Case Management Team)
See Number 11
 9. Eliminate fulltime Administrative Assistant II position (Cookie Gallegos). With one supervisor for each team and oversight of those supervisors by the Program Services Manager, it eliminates the need for this position.

10. Fill fulltime Administrative Services Manager position (Josephine Gallegos).
 - a) With the consolidation of the Justice and Municipal Courts the need is increased greatly for a projects manager to support the implementation of technology projects as well as program analysis and development.
 - b) support the Court Administrator in the analysis and preparation of materials and programs
 - c) Audit current business practices,make recommendations and compile policies and procedures
 - d) This position will supervise the two half time IT/Budget Analyst Positions.

11. Consolidate clerk functions under one Program Services Manager.
 - a) Obtain working knowledge of both courts in order to have a broader understanding of policies and procedures to improve workflow in the Courts and between the Courts.
 - b) To act as liaison between outside agencies and supervisors allowing supervisors to concentrate on work product
 - c) To act as liaison between Court Administrator and Supervisors
 - d) Coordinate with other courts, AOC and other agencies to ensure that the courts operate efficiently as a whole
 - c) Facilitate smooth transition for future consolidation of Counter/ Public Service Clerks for single point of entry.

12. Approve and implement "Judicial Branch Compensation Program" that is distinguished from Carson City unclassified/classified program but adheres to Federal Wage & Hour guidelines per FLSA.

13. Place oversight of Department of Alternative Sentencing under First Judicial District Court Administrator.

**FIRST JUDICIAL DISTRICT
CONSOLIDATION AND TECHNOLOGY PLAN**

SEPTEMBER 26, 2006
CARSON CITY PUBLIC SAFETY COMPLEX

		STATUS:	ESTIMATED DATE OF COMPLETION	APPROVED BY JUDGES
1.	CONSOLIDATION:			
	Review and analysis by Court Administrator of all functions and business processes of the District Court to verify feasibility of the consolidation	Completed		n/a
	Research on inter-local agreements between Courts and Human Resources and between limited jurisdiction and general jurisdiction Courts	Completed		n/a
	Joint Resolution	Completed		
	Develop Unified JC/DC/DAS Organizational Chart by position	Completed		
	Memo to Board and Board agenda report	Completed		
	Human Resources and City Executive Management review, analysis and tentative approval of plan (several meetings)	Completed		
	Update, create job descriptions and redistribute duties		10/01/06	
	Human Resource/Restructure/Re-level and create new positions	Completed		
	Creation of the Judicial Branch Compensation Program and Personnel Benefit Plan	Completed		
	Court Logistics (ie; move DC Public Service Techs to Justice Court for central filing model)	TBD after Courtview Implementation in District Court and Imaging Project		
	Employee Training and development Program	To begin immediately	ongoing	
2.	BUDGET			
	Re-leveling of Judicial employees to create broader ranges	Completed		
	Combine all positions into one single spreadsheet	Completed		
3.	TECHNOLOGY			
	Meet with Carson City IT and Administrative Office of the Courts to gain support of plan	Completed	ongoing	
	Complete electronic arrest-based conviction reporting	Final testing set for 09/30/06	10/06	
	Complete electronic DMV reporting and DMV FTA notices	Based on success of arrest-based conviction reporting.	1/07	
	Complete electronic WARRANT reporting	Based on success of arrest-based conviction reporting	7/07	
	Crystal Report Installation and Report Writing for the purpose of issuing orders from the bench	Installation Completed Reports are being written	ongoing	

	"Options" implementation to streamline and connect distinct case management system processes	Demo held. CCJC to be pilot court in October 06	11/06	
	Jefferson Audio Visual Recording System acquisition and installation	\$25k set aside, Demo held , Letter to request financial aid with basic package and interface submitted and awaiting response from AOC. Need to set time frames with CCIT	3/07	
	Implementation of Courtview Case Management System (civil) in District Court	Needs assessment and system analysis set for 1106	01/07	
	Imaging – day forward approach Backlog to be done as resources permit	Project to begin 1/07	06/07	
	Public Access (Web based restrictive view and print access only to Courtview)	These projects are integrated with e-payments and e-filing.	12/07	
	Electronic Filing and Electronic Payments			
	MCJIS Arrest bookings electronic transfers	Based on success of arrest-based conviction reporting	7/07	
4.	SECURITY			
	Schedule Needs Assessment with US Marshal	Completed – Assessment will be performed 10/11/06		

FIRST JUDICIAL DISTRICT

NAME	POSITION	FY 05-06 SALARY	FY 06-07 SALARY
JUSTICE/MUNI COURT			
Enos, Maile/vacated 9/28/06	Hourly Clerical	\$11,740.70	
Fischer, Carin	Court/Budget Analyst	29,549.51	34,815.83
Matt Fisk/TBD	Court Administrator	86,184.17	80,001.00
Gallegos, Josephine	Administrative Services Manager	64,050.06	72,000.00
Gutierrez, Julie	Justice Court Clerk III	23,969.27	34,274.00
TBD	Marshal, Justice Court	51,519.72	50,000.00
Lamotte, Lucy	Staff Interpreter	15,647.34	32,378.94
Lopez, Julio	Marshal, Sergeant, Justice Court	47,141.32	48,555.52
Lopez, Sylvia	Justice Court Supervisor	45,698.01	50,001.00
McCulloch, Lynda	Justice Court Clerk III	44,420.27	45,329.23
Moseley, Tracy	Court/Budget Analyst	29,549.51	34,815.83
Perry, Tawnya	Justice Court Clerk II	37,417.74	38,598.00
Ricks, Leslie	Justice Court Supervisor	45,329.23	50,001.00
Snyder, Jimmy	Justice Court Clerk II	32,378.94	33,997.80
Tierney, Sunni	Justice Court Clerk II	11,740.70	32,378.94
Tinajero, Martha	Justice Court Clerk II	31,435.87	33,998.01
Torres, Brenda	Justice Court Clerk II	40,051.23	44,098.00
TBD	Judicial Secretary/Receptionist		32,378.94
TBD	Hourly Relief Marshal	17,635.46	18,774.73
SUBTOTAL:		<u>\$665,459.05</u>	<u>\$766,396.77</u>
DISTRICT COURT			
Franz, Christine	District Court Clerk II	\$33,150.20	\$33,966.40
Harkelroad, Julie	District Court Clerk II	41,239.21	44,582.93
Higgins, Jolie	District Court Clerk III	52,970.61	57,265.52
Pieretti, Natalie	Deputy Court Administrator	67,877.05	72,000.00
Rodarte, Donis	District Court Clerk III	52,790.13	57,070.41
Romesburg, Cristal	District Court Clerk II	32,341.92	33,150.20
Anderson, Jennifer	Law Clerk/Bailiff	54,999.98	54,999.98
Davis, Christina	Judicial Assistant	69,009.82	50,001.00
Forbes, Julietta	Court Reporter	55,751.90	55,751.90
Barnhurst, Vernicka	Judicial Assistant	59,246.31	64,050.00
Farris, William	Bailiff, District Court	45,329.23	45,329.23
Handelin, Steven	Law Clerk/Bailiff	49,178.27	49,178.27
Janda, Robert	Court Security	45,329.23	45,329.23
Stutsman, Robert	Bailiff, District Court	58,538.48	
Shaw, Linda	Court Reporter	55,751.90	55,751.90
TBD	Administrative Clerk		24,900.00
TBD	Hourly Court Security	18,756.13	18,756.13
TBD	Hourly Court Security	18,756.13	18,756.13
TBD	Hourly Court Security	18,756.13	18,756.13
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TBD	Hourly Court Security	18,756.13	18,756.13
TBD	Hourly Court Security	18,756.13	18,756.13
Watkins, Joyce (vacated)		70,699.20	
SUBTOTAL BY DEPT:		<u>\$975,496.35</u>	<u>\$874,619.88</u>
TOTAL BY DEPT:		<u>\$1,640,955.40</u>	<u>\$1,641,016.65</u>
SALARY TOTALS WITH CONSOLIDATION		<u>-\$61.25</u> *	

NOTE: FY 06/07 SALARIES INCLUDE APPLICABLE 5-7% MERIT INCREASES PLUS 2.5 COLAS, WHICH NEGATES THE \$61.25. THERE WOULD BE NO FISCAL IMPACT

FIRST JUDICIAL DISTRICT COMPENSATION PROGRAM

GRADE	POSITION	MINIMUM	ENTRY HOURLY	MAXIMUM
140	Court Administrator	105,501	50.72	115,000
135	Court Administrator	92,501	44.47	105,500
130	Court Administer Chief Alternative Sentencing	80,101	38.51	92,500
125	Operations/Support Managers Chief Alternative Sentencing	70,501	33.89	80,100
120	Supervisors Asst. Chief Alternative Sentencing Judicial Assistant IT/Budget Analyst Alternative Sentencing Officers	60,501	29.08	70,500
115	Supervisors Office Mgr., Dept. Alternative Sentencing IT/Budget Analyst	50,001	24.03	60,500
110	Clerk III Alternative Sentencing Officers Alternative Sentencing Technician	45,001	21.63	50,000
105	Clerk II Alternative Sentencing Technician Court Interpreter	31,500	15.14	45,000
100	Administrative Clerk	24,900	12.00	32,500