



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** August 5, 2021

Staff Contact: Max Cortes

Agenda Title: For Possible Action: Discussion and possible action regarding the proposed reinstatement of a fulltime bailiff position to be assigned to the Honorable James T. Russell for the First Judicial District Court and to assist the Department of Alternative Sentencing when court is not in session. (Max Cortes, mcortes@carson.org)

Staff Summary: The First Judicial District Court was previously budgeted for a fulltime bailiff position with benefits. In June of 2012, to assist with the budget shortfall from the recession, and to allow Judge Russell to retain the same bailiff, the bailiff retired and was rehired through a temporary staffing agency. The bailiff resigned on July 21, 2021. This agenda item is a request to reinstate the fulltime position with benefits. There is no fiscal impact this year.

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

Proposed Motion

I move to approve reinstatement of a fulltime bailiff position as requested.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

The City has received a salary savings at an estimated amount of \$405,000 (\$45,000 each year for 9 years). A benefit to reinstating the bailiff position is to allow the officer to assist the Department of Alternative Sentencing when court is not in session per the Memorandum of Understanding agreed to by the Board of Supervisors, First Judicial District Court, Carson City Justice/Municipal Court and the Department of Alternative Sentencing on June 5, 2014. Currently, the bailiff is restricted to only assisting in the office due to restrictions and liability concerns set by Marathon Staffing, temporary staffing agency.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 3.310

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund. Account Name: Courts # Salary 1014700-5001XX and Benefits 1014700-5002XX

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The Fiscal Year 2022 part time budget is \$94,859 and the City would not be hiring the person until late September sometime; therefore, of the projected \$120,000 in Salary and Benefits, \$94,859 will be sufficient to cover a partial year. Approximately \$25,000 in additional budget will be needed for FY 2023 and future years.

Alternatives

Do not approve the request and continue with Marathon Staffing as a temporary position.

Attachments:

[Bailliff Fiscal Impact Worksheet.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

First Judicial District Court

New Hire - Bailiff

Existing FY 22 Budget (1014700-500125)	94,859.00
Est. July Expenses (Mark Zacha)	<u>(2,700.00)</u>
Remaining Budget on 08/01/2021	92,159.00

10/01/2021 Start Date

FULL TIME HOURLY NONEXEMPT	1552 hours	51,324.64	JPOS	33.0700
UNIFORM		1,300.00		
MEDICARE		744.21		
GROUP INSURANCE	(Jan-June)	3,967.00		
OVERHEAD GROUP INS	(Jan-June)	1,375.50		
PERS PS ER PAID		22,582.84		
WORKER'S COMP MUNICIPAL		744.00		
WORKER'S COMP HEART & LUNG		807.44		
Body Armor		1,250.00		
Hiring Evaluation		<u>1,500.00</u>		
Estimated Cost FY 21-22		85,595.63		

Other Eligible Additional Pay

Physical Agility Incentive		1,000.00	
Educational Pay	(250.00 - 500.00)	500.00	
P.O.S.T. Incentive Pay	(250.00 - 750.00)	<u>750.00</u>	
		2,250.00	

Fiscal Year 2021 -2022 Impact:	None
Estimated Salary Savings:	\$ 4,313.37