



WASHOE COUNTY

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STAFF REPORT BOARD MEETING DATE: February 24, 2015

DATE: February 4, 2015
TO: Board of County Commissioners
FROM: Judge E. Alan Tiras, Incline Village Justice Court, (775) 832-4100 and Constable Hans Keller, Incline Village Constable's Office, (775) 832-4103
SUBJECT: Request the Board of County Commissioners approve the reorganization of the Incline Justice Court and Incline Constable's office to include the deletion of a Bailiff Supervisor position (No. 60017125 – Position No. 70008150), pay grade J160; the reclassification of a full-time Supervising Clerk I position (No. 60001260 – Position No. 70000360) pay grade J150 to a Judge's Administrative Assistant position (No. 60001138 – Position No. 70000360), pay grade K444, funded to 32 hours; and the creation of a Deputy Clerk I position (No. 60001205 – Position No. TBD), pay grade J100; and direct the Departments of Human Resources and Comptroller to make all necessary adjustments effective February 24, 2015, which includes a reduction of \$24,692 to the Salaries and Benefits budget of Incline Justice Court and increase of \$24,692 to be redirected to the Salaries and Benefits budget of the Incline Constable's Office.

SUMMARY

Following discussions between the Court, Constable and County Manager's Office, it is the consensus decision to reorganize and realign some of the duties and responsibilities provided by the two offices in serving the needs of the residents of Incline Village. To accomplish these changes and responsibilities, certain personnel and budgeting changes are necessary which are submitted herein for approval.

BACKGROUND

On November 8, 2011, the Bailiff Supervisor position was created at Incline Justice Court to provide:

- Court security and bailiff responsibilities.
- Supervision of alternate sentencing functions (house arrest, drug and alcohol testing and monitoring, and community work service).
- Sentencing requirement completion monitoring.
- Pre-trial defendant monitoring.
- Criminal Calendar management.

AGENDA ITEM # 6I

The person serving in the capacity as the Incline Justice Court Bailiff Supervisor was recently elected to the position of Incline Constable. The Court wishes to enter into an agreement with the Incline Constable to provide supervision of several of the above mentioned items and to provide appropriate compensation for such duties. These items are in addition to the Incline Constable Office's statutory and agreed duties and responsibilities relating to:

- Service of civil processes like summons, complaints, small claims, notices of evictions, hearings, writ of restitution, court protective orders.
- Civil judgment writ of execution service, including wage garnishment, til-tap, asset seizure.
- Order of Eviction enforcement.
- District Attorney subpoenas.
- In-custody jail transportation.
- Outside agency assistance at accident scenes and large events.
- Provide keep-the-peace standby on Court protective orders.

To accomplish these changes, the Court proposes the following position changes effective February 24, 2015:

- a) Deletion of a Bailiff Supervisor position (No. 60017125 – Position No. 70008150), pay grade J160; and the creation of a Deputy Clerk I position (No. 60001205 – Position No. TBD), pay grade J100. Annual fiscal impact: *Savings* of \$25,690.00.
- b) Reclassification of a full-time Supervising Clerk I position (No. 60001260 – Position No. 70000360) pay grade J150 to a Judge's Administrative Assistant position (No. 60001138 – Position No. 70000360), pay grade K444, funded to 32 hours. Annual fiscal impact: Cost of \$529.00.

Additionally, in order to increase the salary of the Constable to compensate this position for the additional duties above, the Base Salaries budget of the Incline Justice Court will be decreased by \$19,261.00 and the Base Salaries budget of to the Incline Constable (Cost Center C126100) will be increased by \$19,261.00. The Constable's salary will be increased by this amount. The cost of the associated benefits for this increase to the Constable's salary is \$5,431 and a transfer of budget authority for these costs, as detailed below, will also be necessary.

FISCAL IMPACT:

This reorganization has no net cost impact to the General Fund. Due to the transfer of budget authority between the Incline Constable's and Incline Justice Court, a budget adjustment in the amount of \$24,692 is necessary, however.

Account Number	Description	Amount of Increase/(Decrease)
CC 126100-710100	Base Salaries	19,261
CC 125100-710100	Base Salaries	(19,261)
CC 126100-705210	Retirement	5,152

Account Number	Description	Amount of Increase/(Decrease)
CC 125100-705210	Retirement	(5,152)
CC 126100-705320	Medicare	279
CC 125100-705320	Medicare	(279)

RECOMMENDATION:

Request the Board of County Commissioners to approve the reorganization of the Incline Justice Court and Incline Constable's office to include the deletion of a Bailiff Supervisor position (No. 60017125 – Position No. 70008150), pay grade J160; the reclassification of a full-time Supervising Clerk I position (No. 60001260 – Position No. 70000360) pay grade J150 to a Judge's Administrative Assistant position (No. 60001138 – Position No. 70000360), pay grade K444, funded to 32 hours; and the creation of a Deputy Clerk I position (No. 60001205 – Position No. TBD), pay grade J100; and direct the Departments of Human Resources and Comptroller to make all necessary adjustments effective February 24, 2015, which includes a reduction of \$24,692 to the Salaries and Benefits budget of Incline Justice Court and increase of \$24,692 to be redirected to the Salaries and Benefits budget of the Incline Constable's Office.

POSSIBLE MOTION:

Should the Board approve this recommendation, a possible motion would be: Move to approve the reorganization of the Incline Justice Court and Incline Constable's office to include the deletion of a Bailiff Supervisor position (No. 60017125 – Position No. 70008150), pay grade J160; the reclassification of a full-time Supervising Clerk I position (No. 60001260 – Position No. 70000360) pay grade J150 to a Judge's Administrative Assistant position (No. 60001138 – Position No. 70000360), pay grade K444, funded to 32 hours; and the creation of a Deputy Clerk I position (No. 60001205 – Position No. TBD), pay grade J100; and direct the Departments of Human Resources and Comptroller to make all necessary adjustments effective February 24, 2015, which includes a reduction of \$24,692 to the Salaries and Benefits budget of Incline Justice Court and increase of \$24,692 to be redirected to the Salaries and Benefits budget of the Incline Constable's Office.

cc: County Manager John Slaughter