

CITY OF PORT LAVACA

CC MEETING: MARCH 13, 2023

DATE: 03/09/23

TO: Jody Weaver, Interim City Manager
cc: Honorable Mayor And City Council Members

FROM: Mandy Grant, City Secretary 

SUBJECT: Consider recommendation of the City's Court Security Committee to amend the City of Port Lavaca HR and Workplace Policies Chapter 5 Compensation, Section 5.07 Incentive Pay Program by adding certification pay for Court Bailiffs at \$50.00 month and consider authorization from Council to pay this expenditure from the Building Security Fund.

BACKGROUND:

The Court Security Committee met on February 02, 2023 and Chairman, Judge Raymond B. Perez, formed an Ad Hoc Committee consisting of Councilman Dent and City Secretary Grant to meet with Interim City Manager Weaver and Human Resources Garza to discuss an amendment to the HR and Workplace Policies Chapter 5 Compensation, Section 5.07 Incentive Pay Program by adding certification pay for Court Bailiffs.

The Court Ad Hoc Committee met on February 20, 2023 with Weaver and Finance Director Lang. It was the consensus of all that the amount recommended will be \$50.00 per month. Proof of Original Certification and annual Renewal Certification will be provided to Human Resources (HR) in order to be eligible for payment. HR may require Department Head to turn in a Personnel Change Record (PCR).

FINANCIAL IMPLICATIONS:

Finance Director Lang provided an analysis of the Court Building Security Fund paying for three (3) Certified Court Bailiffs and showed that a \$50.00 per month payment should be sustainable using only these funds. Authorization from Council is required to fund the certification pay from the Court Building Security Fund.

IMPACT ON COMMUNITY SUSTAINABILITY:

Keeps the public and the Court secure.

RECOMMENDATION:

Staff recommends approval of amendment to the HR Policy to add certification pay for the Court Bailiffs and authorization from Council to fund the certification pay from the Court Building Security Fund.

ATTACHMENTS:

Certification Pay Analysis for the Court Bailiffs

CITY OF PORT LAVACA
CERTIFICATION PAY ANALYSIS
MUNICIPAL COURT BAILIFFS

BALIFF POSITIONS	MONTHLY CERTIFICATION PAY (EACH)	TOTAL MONTHLY	TOTAL ANNUAL	BENEFIT %	TOTAL W/ BENEFITS
3	125	375.00	4500	12.85%	5,078.25
3	100	300.00	3600	12.85%	4,062.60
3	50	150.00	1800	12.85%	2,031.30

BUILDING SECURITY FUND BALANCE

Fiscal Year	Fund Balance	Net Change
2013	18,327.52	
2014	17,857.15	(470.37)
2015	20,627.08	2,769.93
2016	23,381.76	2,754.68
2017	25,570.71	2,188.95
2018	28,833.37	3,262.66
2019	27,439.65	(1,393.72) * Grant Match
2020	31,874.63	4,434.98
2021	35,002.34	3,127.71
2022	39,828.65	4,826.31

Average	2,389.01
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Rate of Depletion - Building Security Fund

\$100 per month with 3 Bailiffs

Fiscal Year	Beginning Balance	Average Net Change	Annual Certification	Ending Balance
2023	39,828.65	2,389.01	4,062.60	38,155.06
2024	38,155.06	2,389.01	4,062.60	36,481.48
2025	36,481.48	2,389.01	4,062.60	34,807.89
2026	34,807.89	2,389.01	4,062.60	33,134.31
2027	33,134.31	2,389.01	4,062.60	31,460.72
2028	31,460.72	2,389.01	4,062.60	29,787.14
2029	29,787.14	2,389.01	4,062.60	28,113.55
2030	28,113.55	2,389.01	4,062.60	26,439.97
2031	26,439.97	2,389.01	4,062.60	24,766.38
2032	24,766.38	2,389.01	4,062.60	23,092.79
2033	23,092.79	2,389.01	4,062.60	21,419.21
2034	21,419.21	2,389.01	4,062.60	19,745.62
2035	19,745.62	2,389.01	4,062.60	18,072.04
2036	18,072.04	2,389.01	4,062.60	16,398.45
2037	16,398.45	2,389.01	4,062.60	14,724.87
2038	14,724.87	2,389.01	4,062.60	13,051.28
2039	13,051.28	2,389.01	4,062.60	11,377.70
2040	11,377.70	2,389.01	4,062.60	9,704.11
2041	9,704.11	2,389.01	4,062.60	8,030.52
2042	8,030.52	2,389.01	4,062.60	6,356.94
2043	6,356.94	2,389.01	4,062.60	4,683.35
2044	4,683.35	2,389.01	4,062.60	3,009.77
2045	3,009.77	2,389.01	4,062.60	1,336.18
2046	1,336.18	2,389.01	4,062.60	(337.40)

@ \$125 = 2037

@ \$50 = Sustainable