



AGENDA MEMORANDUM
for the City Council Meeting of June 12, 2012

DATE: June 12, 2012
TO: Ronald L. Olson, City Manager
FROM: Michael Barrera, Assistant Director of Financial Services
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Contracted Commissioned Municipal Court Bailiffs

CAPTION:

Recommendation: Motion approving a three-year service agreement for contracted commissioned municipal court bailiffs with Alpha Security Solutions & Investigations of Corpus Christi, TX based on lowest responsible bid in accordance with Bid Invitation No. BI-0082-12, for a total amount of \$467,625.60, of which \$25,979.20 is required for the remainder of FY2011/2012. The term of the agreement is for three years with an option to extend for up to two additional one-year periods subject to the approval of the service provider and the city manager or designee. Funds are available in the Municipal Court Security Fund.

BACKGROUND AND FINDINGS:

The City's Municipal Court System currently utilizes four City Marshals and one contracted security guard to meet its needs for bailiffs in three courtrooms and for building security, respectively. Six bailiffs are necessary for the courts to operate optimally. Currently, the combination of four City Marshals and the one contracted security guard, at an annual cost of \$235,991, man metal detectors leading into courtrooms and maintain order inside and outside courtrooms.

The contracted bailiffs recommended herein are commissioned to carry a firearm by the Private Security Bureau of the Texas Department of Public Safety.

At the time the City Marshal's service was created, bailiff duties were performed by contracted security officers. Over the years, City Marshals have been assigned to bailiff duties with increasing frequency.

One of the primary purposes of creating the City Marshal's service was to serve warrants. Approval of this contract will not only enable Municipal Court to replace the existing security guard with one of the aforementioned contracted bailiffs, but will also enable City Marshals to return to actively serving warrants, resulting in an increase in the timely administration of justice and resolution of fine-related cases.

ALTERNATIVES:

Municipal Court can continue to use City Marshals. Doing so, however, is not optimal for court administration nor does it allow for the timely service of warrants.

OTHER CONSIDERATIONS:

Monies for this contract are available from the funds recently appropriated by City Council into the Municipal Court's Security Fund, which is specifically designated for this purpose.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Not Applicable

DEPARTMENTAL CLEARANCES:

Municipal Court

FINANCIAL IMPACT:

Fiscal Year: 2011-2012	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$170,702.00	\$441,646.40	\$612,348.40
Encumbered / Expended Amount		\$0	0	\$0
This item		\$25,979.20	\$441,646.40	\$467,625.60
BALANCE		\$144,722.80	0	\$144,722.80

Fund(s): Municipal Court Security Fund

Comments: Approximately \$156,000 is required to support this contract annually. Although \$170,702 has been appropriated to support this contract in FY 2012, the estimated annual revenue generated from the Municipal Court Security Fund is \$98,000. Any shortage of revenue collected to support this contract in FY 2013, 2014 and 2015 will be supported by the Municipal Court operations budget.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation

Approvals: Veronica Ocañas, Assistant City Attorney
R. Jay Reining, Interim Director, Municipal Court
Constance Sanchez, Director of Financial Services
Eddie Houlihan, Assistant Director of Management and Budget
Margie C. Rose, Assistant City Manager