

**STAFF REPORT**

---

**Date:** August 28, 2024

**To:** Mayor and City Council

**Through:** Jackie Bryant, Interim City Manager

**Subject:** Resolution No. \_\_\_\_\_ (For Possible Action): Resolution of the Reno City Council Amending Resolution No. 9153, adopting an amended salary schedule for Reno Municipal Court employees not covered by an employee-management contract or collective bargaining agreement, reflecting three annual three percent cost-of-living salary increases, implementing the results of a classification and compensation study, and adopting a corresponding salary increase for affected employees, to cost \$613,528 for fiscal year 24-25; \$854,546 for fiscal year 25-26; and \$1,116,690 for fiscal year 26-27; together with other matters properly relating thereto.

**From:** Norma Santoyo, Interim Assistant City Manager

**Department:** City Manager’s Office – HR

---

**Summary:**

The interim City Manager has requested that the Municipal Court salary schedule be increased by three percent (3.0%), effective the first full pay period in July 2024, July 2025, and July 2026, and the base salaries of municipal court employees be increased by the same amount effective on the same dates.

Additionally, the interim City Manager has requested the implementation of the City’s 2022 Classification and Compensation Study.

<b>Consent Review</b>	<b>Yes</b>	<b>No</b>
1. Is this item an annual or standard item that comes before Council for regular approval?	<b>X</b>	
2. Is this item an agreement required based on an item previously approved by Council?		<b>X</b>
3. Is this item included in the current budget approved and adopted by Council?		<b>X</b>
<b>Other Considerations</b>		
What percent of the total City budget does this item represent?	<b>0.07%</b>	

**Alignment with Strategic Plan:**

Governance and Organizational Effectiveness

**Previous Council Action:**

On July 14, 2023, Council adopted Resolution No. 9153, which amended Resolution No. 9051, thereby increasing the Municipal Court salary schedule by a net five-eighths percent (0.625%), irrespective of hire date.

**Background:**

Since 2015, the Municipal Court Employee group has received salary increases corresponding to the increases received by their counterparts in the City’s Unrepresented, Mid-Management, and Management employee groups. The interim City Manager has requested that an amended salary schedule for Municipal Court employees be brought to Council for review and approval.

Pursuant to Reno Municipal Code (RMC) Section 2.014.020, salary schedules and benefit levels for all City employees not represented under collective bargaining agreements or employee-management contracts are to be set forth in Council resolutions. The City Manager is responsible for salary administration, determining and establishing the salaries paid under the salary schedules. Pursuant to RMC Section 2.16.025, the Reno Municipal Court determines the terms of employment of its employees, provided its determinations are consistent with the money appropriated in the budget.

**Discussion:**

The interim City Manager has requested that the Municipal Court salary schedule be increased by three percent (3.0%), effective the first full pay period in July 2024, July 2025, and July 2026.

The interim City Manager has also requested the implementation of the City’s 2022 Classification and Compensation Study. The results of that study for Municipal Court employees are as follows:

<b>Classification</b>	<b>Current Grade</b>	<b>New Grade</b>
Court Certified Interpreter	M26	M28
Court Finance Specialist	M21	M23
Court Specialist I	M16	M18
Court Specialist II	M21	M23
Court Specialist III	M26	M28
Judicial Assistant	M27	M28
Marshal	M14	M15
Marshal Services Coordinator	M28	M29
Pretrial Services Clerk	M21	M23

This group represents 47 employees.

**Financial Implications:**

The increase of 3 percent each year for three years, and the implementation of the City's 2022 Classification and Compensation Study represents an additional \$613,528 for fiscal year (FY) 24-25; \$854,546 for FY 25-26; and \$1,116,690 for FY 26-27.

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law.

**Recommendation:**

Staff recommends Council approve the Resolution adopting a cost-of-living increase for three years, the implementation of the City's 2022 Classification and Compensation Study, and the amended Municipal Court salary schedule.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**

Municipal Court Cost of Living Adjustment Resolution