



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: February 26, 2019

DATE: Wednesday, February 6, 2019
TO: Board of County Commissioners
FROM: Victoria Jakubowski, Fiscal Compliance Officer, District Attorney's Office, 325-6710 vjakubowski@da.washoecounty.us
THROUGH: Christopher J. Hicks, District Attorney
SUBJECT: Recommendation to approve a professional services agreement between Washoe County and Martin-Ross and Associates LLC for service of legal process papers involving the business of the District Attorney's office [approximately \$140,000 annually] for Fiscal Years 2019 and 2020 with the option for 3 one-year extensions; and if approved, authorize chairman to execute agreement. (All Commission Districts)

SUMMARY

This contract if approved would allow the re-hiring of Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office. This two-year agreement (expiring on June 30, 2020) includes the option to renew for up to 3 one-year extensions of the agreement.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

On December 9, 2014 the Board renewed contract to engage Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office.

On June 22, 2010 the Board renewed contract to engage Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office.

On June 23, 2009 the Board approved a contract to engage Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office.

BACKGROUND

In the course of doing its work in Nevada state and federal courts the attorneys in the district attorney's office must often use the legal process of issuing summons to compel the appearance of a person in court. In addition, some kinds of legal papers like copies of certain court orders must be served personally in order to be in effect. The shorthand name given to the personal delivery of many legal papers on people is "service of process." The prosecution of criminal cases, juvenile adjudications, child protective

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services cases, child support enforcement cases and general civil cases all involve the need for timely, reliable and sometimes emergency service of process.

Failing to complete proper service of process could result in the passing of critical court deadlines or even potentially jeopardize the outcome of cases. These are not services that can merely be provided by the low bidder. Martin - Ross and Associates LLC is a professional firm formed by retired officers and deputies with long law enforcement careers. The firm has been in business for over fifteen years and has a proven ability to succeed in its work. The law enforcement backgrounds of all the employees are of great value and aids in locating and confronting people being served with process. The firm is managed by Joseph E. Martin who is known to the District Attorney and other local law enforcement agencies as a highly skilled professional. Martin - Ross has also performed well for the past 10 years and it is the desire and recommendation of the District Attorney that the contract be renewed.

The outsourcing of the process serving function is saving money for the county. When the function was performed in-house with six county employees, personnel costs (base salaries, retirement, health insurance and Medicare) was calculated at \$437,400. Since outsourcing this program, we have spent on average \$85,000 per fiscal year – an 80% savings.

We proposed to again contract with Martin Ross, at a rate of \$55 per service and \$30 per validated due diligence with an estimates number of 2,700 items per year. The County will pay only for services actually performed.

FISCAL IMPACT

Funds are available in the District Attorney's FY 2019 to cover the estimated fiscal impact of this contract.

Division	GL 710100	
	Professional Service	
Criminal	CC 106100	\$112,000
Family Support	CC 106300	\$9,520
Family Support	IO 10001	\$18480
		\$140,000

RECOMMENDATION

It is recommended that the Board approve the professional services agreement between Washoe County and Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office [approximately \$140,000 annually] for Fiscal Years 2019 and 2020 with the option for 3 one-year extensions; and if approved, authorize chairman to execute agreement.

POSSIBLE MOTION

If the Board agrees with the recommendation, a possible motion would be: "Move to approve the professional services agreement between Washoe County and Martin-Ross and Associates LLC for service of legal process papers involving the business of the district attorney's office [approximately \$140,000 annually] for Fiscal Years 2019 and 2020 with the option for 3 one-year extensions; and if approved, authorize chairman to execute agreement."