

To: City Council  
From: William D. Cahill, City Manager  
RE: Municipal Court  
**Date: June 1, 2015**

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Judge Geri Joneson, City Clerk Terry Andrews, and I have been discussing the staffing of Municipal Court administration in anticipation of the Judge's presentation to you at your June 2 City Council meeting. In particular, we've talked about the supervision of the Court administrative staff.

As you may know, the three Court clerks are employees under the authority of the City Manager. Historically, the administrative support staff were supervised by Judge Starks under an informal understanding begun with the previous City Manager, Don Williams, until 2013, when they were brought under the supervision of the City Clerk.

The transition to the City Clerk's supervision in 2013 was done to address some problems at the time. It has worked very well; Terry Andrews has established new and better relationships among the staff.

Judge Joneson is interested in taking these employees back under the Judge's supervision. I am very receptive to that.

The Council has a decision to make concerning adding supervisory duties to the expectations and job description for the Judge.

Without influencing your decision one way or the other, the purpose of this memo is to let you know that if the Council wishes the Judge position to be supervisory, I am ready to write a delegation of authority to the Judge for the supervision of the Court administrative staff. That would seem to be the simplest, fastest way to accomplish this if the Council wishes it.

Thank you.