



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Action Item

MEETING DATE:

January 18, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Consider approval of an Interlocal Agreement between the City of Breckenridge and Stephens County, Texas to coordinate the operation of the Breckenridge Municipal Court and the Stephens County Justice of Peace Court and authorizing the Mayor to execute necessary documents on behalf of the City.

BACKGROUND INFORMATION:

Prior to my arrival as City Manager the City and County began discussions of collaboration efforts for the Municipal Court and JP Court. Staff met with Judge Roach and Judge Spoon over the last few months to come to a consensus on the proposed operations of such a collaboration.

The County JP will serve as the City's Municipal Court Judge along with his duties as JP. Our current municipal court clerk will move to the JP court where she will handle the municipal court cases and will serve as a backup to the JP court clerk during. This will allow the JP to have two court clerks to provide an efficient staff for all persons dealing with the court. The municipal court clerk will remain an employee of the City but will have daily oversight from the JP. The City will be responsible for half the cost of office supplies which will be invoiced quarterly by the County.

Judge Spoon will be required to attend new judge training in which the City will pay for along with new clerk training of the JP court so they are both more familiar with municipal cases. Our clerk will attend the new clerk training for justice courts so she is familiar with their cases and is able to assist them with daily tasks.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure: a portion of the office supplies cost
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

The City Attorney reviewed this item.

ATTACHMENTS:

Agreement

RECOMMENDED MOTION AND/OR ACTION:

Move to approve an Interlocal Agreement between the City of Breckenridge and Stephens County to coordinate the operation of the Breckenridge Municipal Court and the Stephens County Justice of Peace Court and to authorize the Mayor to execute necessary documents on behalf of the City.