



STAFF REPORT

MEETING DATE: December 4, 2023

MEETING TYPE: City Council

SUBMITTED BY: Cynthia Olguin, City Secretary

AGENDA CAPTION: Discuss and consider a request for part-time/temporary support staff in the Municipal Court.

Background Information

The Municipal Court is currently facing a significant surge in cases due to a rise in the number of citations issued by the police department. Therefore, the court needs a part-time/temporary employee to help prepare the monthly court settings, assist with bilingual cases, and assist in processing court documents.

The Municipal Court is operated by a single Municipal Court Administrator. However, the Administrator relies on the City Secretary, who also works alone, for assistance with bilingual translations and providing information to defendants. The court schedules monthly court proceedings three times a month, but due to the increase in citations, the dockets have been growing the past few months.

Budget Implications

The impact on the budget would be an additional \$5,000 to cover the cost of a part-time employee working 20 hours a month for three months.

Operational Impact

Legal Review

The proposed recommendations have been discussed with the city attorney.

Staff Recommendation

Staff recommends approval.

Supporting Documentation and Attachments