



MEMO

Department

To: Finance and Personnel Committee
From: Municipal Judge Honorable John Proffitt
Date: June 2, 2025
Re: Request for additional funding to complete the SOP Manual

Background information:

In February, I presented a request to the Council for additional funds to allow the Clerk of Courts additional hours to complete the writing of a Standard Operating Procedures Manual for the Department. At that time, the Council only agreed to fund a portion of the hours requested, and funded 90 hours, with the suggestion that we look at the SOP manuals from other municipalities to see if we could use some of their work to help complete our manual. Upon inspection of some of their work, and finding that some municipalities had no manual, it fell to us to do a complete manual from scratch for our Department.

An estimated timeline to complete the project was prepared, and work was begun with the additional hours allotted by the Council. As of today, the Clerk of Courts has completed the first 3 sections of the manual, and has approximately 2 hours remaining on the 4th section and with those 2 hours will be on track with the manual through May, 2025. At this point we have gone over the original allotment by 10 hours.

There are 6 remaining sections to be completed, and the estimated time to complete those sections is an additional 81 hours. With the 10 hours over the original approved 90 hours, and therefore not funded, the additional total hours of funding needed to complete the project is 91 hours. The summer court schedule does not require attendance at either the Junior or Senior High Schools, which will allow approximately 18 hours of her regularly scheduled hours to be redirected to the SOP project at no additional cost which will reduce the net total hours required to be budgeted for completion to 73 hours,

This need for supplemental allocation of funds would not have been required if my presentation for hours for the Clerk of Courts position at 29 hours for 2025, the hours of employment being the sole discretion of the Judge per statute, had been honored. The City unilaterally reduced those hours to 23 hours per week and so created the problem that we now face.

Strategic Plan:

My desired plan is to have the SOP Manual completed as soon as possible. In order to do that, the Council will need to authorize additional allocation of funds for an additional 73 hours through October 3, 2025.

Budget: Based on the Clerk of Courts current salary of \$23.05 per hour for 73 hours would be a total request for an additional \$1,682.65 to complete the project in October.

Staff Recommended Action:

It is recommended that the additional funds be added to the Municipal Court Department for the timely completion of the SOP Manual. *Please note: While this is a suggested action, Council has the ability to pursue a different direction if desired.*