



STAFF REPORT

Meeting Type: City Council
Meeting Date: October 20, 2025
From: Tyler Deems, City Manager
Subject: Municipal Judge Retirement

DECISION TO BE MADE:

Approve the recruitment process for the City of Sandy Municipal Judge, and select two Councilors to participate in the review of applications.

Judge Brisbin is in attendance this evening to provide the Council with general information regarding the Court. This is also an opportunity for the Council to thank Judge Brisbin for her three decades of service to the City of Sandy prior to her retirement.

APPLICABLE COUNCIL GOAL:

n/a

BACKGROUND / CONTEXT:

Judge Karen Brisbin has been the Municipal Court (Court) Judge for the City of Sandy since 1995. For the last 30 years, Judge Brisbin has managed the Court, which predominately includes adjudicating traffic citations, municipal code violations, and the occasional wedding. Judge Brisbin also serves as the Justice of the Peace for Clackamas County and as the presiding judge for Clackamas County Justice Court. The Court has made an effort over the past several years to implement technology to streamline processes, and mimic many of the same processes that Justice Court has.

The powers of the Judge are outlined in the [City of Sandy Charter, specifically Section 21](#). The Charter reads as follows:

"The council may appoint a municipal judge who shall be the judicial officer of the city. He shall hold within the city a court known as the municipal court for the city of Sandy, Clackamas County, Oregon. The court shall be open for the transaction of judicial business at times specified by the council. All area within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by ordinances of the city and all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause

before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.”

KEY CONSIDERATIONS / ANALYSIS:

Attached to this staff report is a draft request for proposals (RFP) for municipal court judge services. Key considerations of this RFP include the scope of work and timeline of events:

Scope of Work

In addition to the language outlined in the Charter, the essential functions of this role include:

- All general duties of a municipal court judge acting in the capacity for a municipal court, presiding over arraignments, accepting please, and conducting sentencings.
- Utilizing existing Tyler Technologies Incode Court software to review cases and enter judgements.

Time of Events

- RFP Published: Week of October 20, 2025
- Proposals Due: November 14, 2025
- Finalize Selections: Week of November 17, 2025
- Interviews: Week of December 1, 2025
- Council Appointment: December 15, 2025
- Contract Finalized: December 31, 2025

This proposed timeline of events would allow for adequate time to receive and review applications and conduct interviews. There would also be enough time to ensure that the selected finalist would be able to attend the scheduled court date in December, to watch the court proceedings, and meet with Judge Brisbin to ask any questions about process.

Proposer Requirements

- Possess a juris doctorate degree from an accredited law school.
- Be an active member of the Oregon State Bar, in good standing with no pending or unresolved disciplinary matters.
- Carry valid insurance coverage under the Professional Liability Fund.
- Have at least five (5) years of experience practicing law.
- Have experience in trial proceedings as a judge or prosecutor, with municipal court experience preferred.
- Successfully pass the Criminal Justice Information Service (CJIS) requirements.
- Experience using Tyler Technologies Incode Court software preferred.

To ensure that this timeline can be met, it would be helpful to select two Councilors to participate in the review of applications. Finalists would then be forwarded to the entire Council to conduct interviews. Additional application reviewers could include the Chief of Police, Finance Director, and City Manager.

BUDGET IMPACT:

None at this time.

RECOMMENDATION:

Provide staff with direction on any changes to the proposed recruitment process, including both scope of work and tentative schedule of events.

SUGGESTED MOTION LANGUAGE:

"I move to approve the Municipal Judge recruitment process as outlined in the meeting packet, and authorize the City Manager to begin the process."

LIST OF ATTACHMENTS / EXHIBITS:

- Judge Brisbin Retirement Letter
- Draft Municipal Court Judge Services RFP