

**CITY OF AIRWAY HEIGHTS  
REQUEST FOR PROPOSALS  
AIRWAY HEIGHTS MUNICIPAL JUDGE & JUDGE PRO TEM  
SERVICES**

**Date Due: December 21, 2018 2:00 P.M.**

Written responses will be received by the City of Airway Heights, 1208 S. Lundstrom Street, Airway Heights, WA 99001, until 2:00 p.m., Friday, December 21, 2018, for proposals to provide Municipal Court Judge and Judges Pro Tem Services.

Information regarding this request for proposals, including any addendums is available at [www.cawh.org](http://www.cawh.org) or contact Albert Tripp at (509) 244-5578 or by e-mail to [Atripp@cawh.org](mailto:Atripp@cawh.org).

**PURPOSE OF REQUEST**

The City of Airway Heights is interested in receiving proposals to provide Municipal Court Judge and Judge Pro Tem services. The City of Airway Heights traditionally appoints a Municipal Judge for a term of four years.

The City will pay a single monthly flat fee to provide all Municipal Judge or Judge Pro Tem services that include arraignments, trials, traffic infractions, and violations of city ordinances. Total hours worked may vary based upon court activity, court procedures, and Judge's individual approach.

**GENERAL INFORMATION**

The Airway Heights Municipal Court is established by Airway Heights Municipal Code Chapter 2.09. The Court holds weekly sessions on Thursday. The municipal court 2017 and 2018 case loads from [www.courts.wa.gov](http://www.courts.wa.gov) is attached as Exhibit A. The Court facilities are located at 13120 W. 13<sup>th</sup> Avenue, Airway Heights, Washington. See [www.cawh.org](http://www.cawh.org). Legal services for both prosecution and defense are provided through separate contracts.

**Mission/Vision of Court (Present & Future)**

The City of Airway Heights Municipal Court is the judicial branch of City government. It was established in 1984. The Municipal Court has exclusive jurisdiction over traffic infractions arising under city ordinances and exclusive original criminal jurisdiction of all violations of city ordinances duly adopted by the city and shall have original jurisdiction of all other actions brought to enforce or recover license penalties or forfeitures declared or given by such ordinances or by state statutes.

The City is growing at a rapid pace. As a result, the Municipal Court is also growing with the community. We anticipate the growth of the City to continue into the near future. Presently the Municipal Courts operates one day each week. We anticipate the number of court days to increase as the community grows to meet the level of service requirements.

This is an exciting time to be a part of the Court. We are looking for a candidate that is enthusiastic about our transition to a community court/community justice model. This position requires the successful candidate to be adaptive as the position may evolve as the community court continues to take shape. The Presiding Judge works together with Director of Court Operations to provide an executive leadership team capable of confronting issues, dealing with increased complexity, and addressing the necessity of change and innovation that characterize a modern and evolving court system. This can be accomplished by coordinating the work, actions and efforts of people to accomplish, or act in support of, defined goals and objectives. The executive leadership team establishes a vision, promotes sharing the vision and goals, and providing support where needed. The Presiding Judge entrusts and sees the Director as a professional and as a main source of support, advice and information on managerial matters facing the court. The Presiding Judge and the Director can increase each other's effectiveness by establishing a relationship based on mutual respect for one another while utilizing the unique skills each brings to the task at hand. This will create a high-performing organization.

“I have worked in the court for the past 15 years, I have seen the development of this court grow from 10-page dockets to 27 pages at times. We have grown with the addition of the Kalispel Tribal agreement; and now we have the addition of the Spokane Tribe which I believe will cause our dockets to grow even more. I am excited to see the changes and to be an integral part of the process. In order for our court to be more effective we will need to be proactive and make adaptive changes. Moving towards a Community Court I believe is a great start to reducing recidivism and seeing big changes for the West Plains as a whole. I would love to see a Judge who is as passionate about the future and the changes that the Court needs to implement to make a Community Court a reality. My team and I are excited to see how great the judicial process can be and being a part of it for all of us is a great honor and we do not take that lightly.” - Bree Breza, Director of Court Operations.

### **Nature of Work**

The Airway Heights Court is committed to holding a community centered, balanced approach toward justice. The goal of our Court system is to help community members lead safe, healthy, positive, and productive lives. The Court strives to identify and rigorously tests programs and approaches that will encourage and model behaviors that will support these outcomes.

The Municipal Judge role is grounded in respect for the community, victims, and defendants. The focus of this position is on administering the law in a manner that is accountable to the community and upholds laws and regulations, while pro-actively using different tools and programs to help move the community towards its desired vision for public safety and community restoration.

This position will influence the future outcome of multiple generations. The Presiding Judge will provide all defendants with procedural justice, respect, understanding, and trust/neutralty. All decisions by this position flow from this great stewardship role.

Concurrently, the Court actively enforces regulations in a manner that preserves community safety. This position ensures the application of community laws are consistent and appropriate for the behavior. The successful candidate will be able to balance the tension created in order to ensure the approach necessary is appropriate for the desired outcome.

### **Examples of Work**

- Directs and controls the proceedings involving the court according to Washington State law and City Ordinances.
- Presides over and adjudicates bench trials, pretrial hearings, arraignments, pleas, post-conviction reviews and other matters within the court's jurisdiction.
- Adjudicates cases related to criminal offenses, traffic and parking infractions, such as mitigation and contested hearings.
- Reviews and signs warrants and other documents.
- Reads, interprets, applies and explains complex codes, rules, regulations, policies and procedures to a variety of individuals.
- Conducts one day per month administrative meeting with Director of Court Operations and meets with Court staff quarterly for team building;
- Assist with department operations and performs other related duties as needed.

### **Requirements of Work**

- Thorough knowledge and understanding of the rules of evidence and the Code of Judicial Conduct and the criminal and civil rules of procedure;
- Considerable knowledge of the legal system, its processes and procedures, court structures and organizations;

- Considerable knowledge of principles, practices, and technology of court management; case assignment systems, elements of the second caseload management and techniques of case progress control;
- Be effective at developing and managing staff using their strengths in order to achieve department goals and objectives;
- Ability to objectively analyze legal issues, principles and arguments; and direct courtroom proceedings in a decisive and orderly manner;
- Ability to effectively communicate orally and in writing;
- Ability to exercise appropriate judicial temperament and demeanor; and effectively handle pressure and difficult and unexpected situations;
- Ability to perform supervisor responsibilities and direct the work of others;
- Ability to have focus on outcome base decision making;
- Ability to lead and encourage continual improvement after each effective practice is identified;
- Ability to establish and maintain effective work relationship with Director of Court Operations, attorneys, departmental officials, City Council, court and law enforcement personnel;
- Ability to exercise sound judgment in making decisions in many areas that might adversely affect the court or the court system;
- Have the ability to take a long-term community wide perspective to Court operations;
- Ability to add value to Court services and produce results that matter while promoting excellence and innovation;
- Ability to use personal computers, Microsoft applications, and specialized computer systems and applications designed to improve core efficiencies;

### **Behavioral Standards**

- The willingness and ability to work in cooperation with the Director of Court Operations and with the team to function in a high performance court environment.
- Ability to instill confidence in your team and the ability to recognize their strengths and weaknesses; and to be able to support them in both.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work. Positively represent the Court and City, maintaining the trust city residents place in its criminal justice system.
- Demonstrate great active listening skills;
- Demonstrate honest and ethical behavior, including familiarization and strict adherence to the Code of Judicial Conduct.
- Demonstrate a positive attitude and display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.

- Ability to express empathy;

## **Courts Personnel**

The Municipal Court staff includes the (1) Director of Court Operations (2) Court Clerk and (1) Court Clerk 2. The City contracts for prosecution and indigent defense services. Court hours are 8:30-4:30 Monday through Friday. We also have a DV Advocate under contract that attends weekly court hearings.

The Director of Court Operations Debbie Breza (Bree) is passionate about finding alternative sanctions, reducing recidivism and implementing programs that will allow our defendants to feasibly modify their behavior and obtain a new ways of thinking. She wants to be a part of effecting change in behavior. She is responsible for:

- Oversight of daily court operations,
- Working in a team environment with the Judge and reporting to the Judge
- Development and implementation of policies and procedures,
- Budget development,
- Cash flow management, and
- Oversight of projects, grants and contracts;
- Being a part of the Department Staff and informing Judge of any potential issues or concerns that need to be addressed.

The Court Clerks (team) are responsible for:

- Preparation of court calendar,
- Monitoring case disposition, and
- Collections and tracking of payments;
- Data entry
- Timely filing attorney paperwork (noa, demand for discover, continuances, etc.)
- Working with the department of licensing

- Working with director of court operations, judge, police departments, prosecutors, attorneys and public defenders.

**Qualifications.** Consistent with RCW 3.50.040 and RCW 3.50.057, all applicants must be citizens of the United States, residents of the State of Washington, and a resident of Spokane County. Applicants must be admitted to practice law before the courts of record of Washington.

**Minimum Education and Experience**

- Minimum of five years as an attorney;
- Required to attend judicial college one year from appointment;
- Must maintain continuing education credits;

**Compensation.** Municipal Court services will be paid for at a flat rate per month. This flat fee is inclusive of all administrative and related costs. The fee for service will be based upon the number of days per month that are devoted to Municipal Court services. The City provides a budget for judicial conference and travel expenses.

**Term.** Municipal Court Judge service will commence January 21, 2019 for a four-year term with the ability to renew successively.

**Appointment.** Under RCW 35A.13.080, the selection of a Municipal Court Judge is subject to appointment by the City Manager with confirmation by the City Council. Upon appointment, the Judge will be required to take an oath set forth under RCW 3.50.097.

**SCHEDULE AND APPLICATION PROCESS**

The City will follow the following timetable, which would result in a selection of a Municipal Judge and Judges Pro Tem by approximately January 21, 2019. Submittals will be accepted from December 3, 2018 to December 21, 2018.

Issue RFP	December 3, 2018
Deadline for Submittal of Proposals	December 21, 2018
Interviews	January 7, 2019 to January 17, 2019
Reference Verification	January 18-21, 2019
Council Confirmation	January 21, 2019
Onboarding	January 22-24, 2019

A. Applications should be sent to:

Albert Tripp  
City Manager  
City of Airway Heights  
1208 S. Lundstrom Street  
Airway Heights, WA 99001

- B. Submittals must be in a sealed envelope and clearly marked in the lower left-hand corner “RFP-Municipal Judge/ Judges Pro Tem”. The submittal should not exceed five (5) pages.
- C. All submittals must be received by **December 21, 2018 at 2:00 p.m.** Three copies of the submittal must be presented. No faxed, e-mailed or telephone submittals will be accepted.
- D. Submittals should contain concise descriptions satisfying the requirements of this request.
- E. All submittals must include the following information:
  - a. The name and qualifications, including date of admission to practice law in the State of Washington, of the person who will be providing Municipal Judge Services.
  - b. Specific experience of the applicant in courts of limited jurisdiction and other tribunals.
  - c. A description of how the candidate will be providing Municipal Judge Services that meet the City’s standard.
  - d. A description of your judicial philosophy and knowledge of court administrative functions;
  - e. A description of the tone you plan set as the Municipal Judge and how you plan to foster/develop it;
  - f. A description of your relationship to the following stakeholders and a description of how you plan to build a relationship with each.
    - i. Court Employees
    - ii. City Council
    - iii. Community Members
  - g. Any criminal or professional disciplinary findings that have been entered against candidate, regardless of originating jurisdiction.
  - h. References