

Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Curtis E. Hawk, City Manager

Date: October 5, 2009

Subject: Minute Order MO-09-075, approval of City Manager's appointment of Library Director.

Council Action Requested:

Council is requested to approve Minute Order MO-09-075, approving City Manager's appointment of _____ as Library Director.

Background Information:

Burleson City Charter [Article IV, Sec. 41] provides that the City Manager is required to appoint department heads of the City. The Charter further provides that [Article III, Sec.26(a)] "Neither the city council nor any councilmember shall direct the appointment of any person to or removal from an office or position by the city manager or the city manager's subordinates; except, that the appointment and removal of department heads is subject to the approval of the city council." **[emphasis added]**

The position of Director of the Burleson Public Library has been vacant since April, 2009. The job was advertised state-wide, and a significant number of qualified individuals submitted resumes and applications for the position. The applications were narrowed down based on our particular needs, and interviews were conducted last week. An individual has been offered the position and has accepted, contingent upon Council approval of the selection. The name and qualifications of the person selected for the position will be presented to City Council at the meeting.

Financial Considerations:

The position is funded within the current budget.

Attachments:

N/A

Staff Contact:

Curtis E. Hawk, City Manager 817-426-9680