

Memorandum

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

From: Curtis E. Hawk, City Manager

Date: August 3, 2009

Subject: Consider approval of Minute Order MO-09-069, approving City Manager's appointment of Municipal Court Administrator Constance White to the position of Director of Municipal Court.

Council Action Requested:

Council is requested to approve Minute Order MO-09-069, approving City Manager's appointment of Municipal Court Administrator Constance White to the position of Director of Municipal Court.

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 Burleson Municipal Court of Record is responsible for adjudicating all class C misdemeanor complaints filed, including traffic citations and other municipal code violations. Case load in the Municipal Court has significantly increased in the last several years, reflecting the growth in the city and the increasing traffic volume, the increased emphasis on traffic safety including the creation of a traffic unit in the Burleson Police Department (BPD), and an increased emphasis on code enforcement.

Constance has been employed with the City of Burleson since June 2, 2008, when she was appointed Court Administrator following the retirement of Court Supervisor Yolanda Trevino. As Court Administrator, Constance has been responsible for the administration of the day-to-day activities of the Court, under the direction of the City Manager. The Court has evolved to the point where organizational effectiveness and efficiency will be

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enhanced with director-level management at the Court facility. Constance has demonstrated she has the requisite skills and qualifications to excel as Director of the

Municipal Court. She has an excellent working relationship with City staff and other department heads as well as with the general public, and she represents the City of Burleson well in interaction with other appointed and elected officials. Constance has been a great addition to our staff; her appointment to the team of department directors will strengthen our organizational ability to better serve the citizens of Burleson.

The appointment will not add any additional personnel to the staff.

Board/Citizen Input:

N/A

Financial Considerations:

The position is funded within the current budget.

Attachments:

N/A

Staff Contact:

Curtis E. Hawk, City Manager 817-447-5400 ext. 213