



# INFORMATION MEMORANDUM

TO: Mayor and City Council

FROM: Charles S. Cox  
Managing Director – Finance & Administration

DATE: June 16, 2015

SUBJECT: Resolution No 2015-043 – Appointment of Alternate Municipal Court Judge

---

The City Council appointed two Alternate Municipal Court judges, Bruce Woody and Winfield Scott on August 19, 2014. Mr. Scott submitted a letter of resignation leaving only one alternate judge effective January 1, 2015.

Resumes were gathered and reviewed by the Presiding and Alternate Municipal Court Judges who have made a recommendation for council to appoint Shannon Willis. She meets both the City Charter and State Law requirements necessary for appointment. Resolution No. 2015-043 will formalize these recommendations.

Ms. Willis' resume is attached to the Council's agenda packet. She has served as a Municipal Court Judge for the City of Carrollton for three terms where she worked with Farmers Branch Alternate Judge Bruce Woody. Ms. Willis received her Juris Doctorate from Texas Wesleyan University School of Law in 1994 and also has a private practice in the Dallas Metroplex.

#### Possible Council Action:

1. I move to approve Resolution No. 2015-043 relating to the appointment of Shannon Willis to serve as Alternate Municipal Court Judge for the City of Farmers Branch.
2. I move to approve Resolution No. 2015-043 relating to the appointment of Shannon Willis to serve as Alternate Municipal Court Judge for the City of Farmers Branch, with modifications.
3. I move to table the item or take no action.