



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Laura Mueller, City Attorney; Aaron Reed, Public Works Director

Council Meeting Date: February 15, 2022

Agenda Item Wording: **Discuss and consider approval of the position and job description for Part-Time Municipal Court Clerk.** *Sponsor: Mayor Foulds, Jr.*

Agenda Item Requestor: Michelle Fischer, City Administrator/Municipal Court Coordinator

Summary/Background: Over the past 4 years the City has taken a “voluntary compliance” stance on code enforcement. While this has been effective for the most part, there are always those violators who do not come into compliance. With the recent growth of development in the City, the amount of violations for signs, development, building permits, lighting, and wastewater pretreatment has seen a dramatic increase. While “voluntary compliance” is a great tool in educating the public about City ordinances that they may be unaware of, it is not always effective in achieving compliance. With the increase in cases, city staff recommends reinstating municipal court in order to bring continuous violators into compliance and to show those who do follow the rules that violators are taken to court. The City needs to bring back it’s municipal court to provide necessary tools to fairly enforce ordinances across the board.

The person hired for this position is an experienced municipal court clerk who can help reinstate and run the Court. The City already has the positions of Municipal Court Judge and Municipal Prosecutor filled and budgeted for. If approved, this employee will immediately begin to reinstate the court, dates will be set for quarterly hearings, and continuous violators will receive citations to come to court.

Commission Recommendations: N/A

Recommended Council Actions: Approve job description and position of Municipal Court Clerk.

Attachments: Municipal Court Clerk Job Description; Staff Report. (Budget amendment also attached as separate item to move funds from consultants to payroll for position).

Next Steps/Schedule: If approved, municipal court clerk will be hired. Then court should resume within 3 months on a quarterly basis.