

MUNICIPAL COURT ADVISORY COMMITTEE MEETING
APRIL 2, 2019
5:00 P.M.
MUNICIPAL PLAZA BUILDING

Members Present: Councilmember Manny Pelaez, Chair
Jaclyn Roberson
Judge Peter Sakai
Judge Norma Gonzales

Members Absent: Mayor Ron Nirenberg
Councilmember Art A. Hall
Councilmember Shirley Gonzales

Staff Present: Ed Guzman, *Deputy City Attorney*; Camila Kunau, *Assistant City Attorney*; John Peterek, *Assistant to the City Manager*; John Bull, *Presiding Judge, Municipal Court*; Lori Steward, *Director, Human Resources*; Krystal Strong, *Assistant Director, Human Resources*; Fred Garcia, *Municipal Court Clerk, Municipal Court*; Caitlin Krobot, *City Manager's Office*; Norma Morales-Arias, *Court Administrator, Municipal Court*; Kristie Blust, *Legal Administrator, Municipal Court*; Denice F. Treviño, *Office of the City Clerk*

Call to order

Chairman Pelaez called the meeting to order.

1. Approval of the Minutes from the Municipal Court Advisory Committee Meeting of December 10, 2018.

Jaclyn Roberson moved to approve the minutes of the December 10, 2018 Municipal Court Advisory Committee Meeting. Judge Sakai seconded the motion. The motion carried unanimously by those present.

Individual Items

2. A Briefing and Discussion Regarding the Proposed Presiding Judge of the Municipal Court Performance Measures for 2019. [Ben Gorzell, Chief Financial Officer; Lori Steward, Director, Human Resources]

Krystal Strong stated that in June 2018, the City Council approved a professional services agreement with Segal Waters Consulting for the purposes of assisting the City with a compensation survey, a performance evaluation process, and performance expectations for officials appointed by the City Council. She noted that officials appointed by the City Council included the City Manager, City Clerk, City Auditor, and the Presiding Judge. She stated that in July and August 2018, Segal Waters met with Committee Members, the City Council, and the incumbents to receive input and feedback on the

performance evaluation process. She noted that the form and the process were formulated in the fall of 2018. She stated that staff met with the incumbents to review the consultant's recommendations and develop performance expectations to be utilized for Fiscal Year (FY) 2019. She reviewed the Performance Appraisal Form to include core values, core/specific competencies, and goals and objectives. She noted that staff was working with the Information Technology Services Department to develop a web-based form.

Judge Sakai asked who would perform the evaluations. Ms. Strong replied that Committee Members would complete the evaluations. Judge Sakai spoke of the time commitment required of Committee Members in completing the evaluation.

Chairman Pelaez stated that the Presiding Judge would submit a self-evaluation and the Committee Members would complete the performance evaluation.

Jaclyn Roberson asked why the number of goals was limited to five. Ms. Strong replied that by adding more goals you would dilute the value of each.

Judge Bull spoke of putting this process in place for the individual Municipal Court Judges.

Jaclyn Roberson moved to approve the Performance Appraisal Form for the Presiding Judge of the Municipal Court. Judge Norma Gonzales seconded the motion. The motion carried unanimously by those present.

Executive Session

Chairman Pelaez recessed the meeting into Executive Session at 5:29 p.m. to deliberate the appointment, evaluation, and duties of the Municipal Court Presiding Judge and Municipal Court Judges and discuss legal issues pursuant to Texas Government Code Section 551.074 (Personnel Matters) and Texas Government Code Section 551.071 (consultation with Attorney). He reconvened the meeting at 5:50 p.m. and announced that no action was taken during the Executive Session.

Adjourn

There being no further discussion, the meeting was adjourned at 5:50 p.m.

Manny Pelaez, Chair

Respectfully Submitted

Denice F. Trevino, Office of the City Clerk