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CITY SECRETARY
DALLAS, TEXAS

City of Dallas

1500 Marilla Street,
City Council Briefing Room,
6ES Floor Dallas, Texas
75201

Public Notice

210997

POSTED CITY SECRETARY
DALLAS, TX



Ad Hoc Judicial Nominating Committee

November 22, 2021

1:00 PM

2021 CITY COUNCIL APPOINTMENTS

COUNCIL COMMITTEE	
ECONOMIC DEVELOPMENT Atkins (C), Arnold (VC), McGough, Narvaez, Resendez, West, Willis	ENVIRONMENT AND SUSTAINABILITY Blackmon(C), Ridley (VC), Arnold, Bazaldua, Resendez, Schultz, West
GOVERNMENT PERFORMANCE AND FINANCIAL MANAGEMENT Mendelsohn (C), Willis (VC), Atkins, Bazaldua, McGough, Ridley, West	HOUSING AND HOMELESSNESS SOLUTIONS Thomas (C), Moreno (VC), Arnold, Blackmon, Mendelsohn, Ridley, Schultz
PUBLIC SAFETY McGough (C), Mendelsohn (VC), Atkins, Moreno, Resendez, Thomas, Willis	QUALITY OF LIFE, ARTS, AND CULTURE Bazaldua (C), West (VC), Arnold, Blackmon, Narvaez, Ridley, Thomas
TRANSPORTATION AND INFRASTRUCTURE Narvaez (C), Atkins (VC), Bazaldua, Mendelsohn, Moreno, Schultz, Willis	WORKFORCE, EDUCATION, AND EQUITY Schultz (C), Thomas (VC), Blackmon, McGough, Moreno, Narvaez, Resendez
AD HOC JUDICIAL NOMINATING COMMITTEE Resendez (C), Arnold, Bazaldua, Ridley, Thomas, West, Willis	AD HOC LEGISLATIVE AFFAIRS Atkins (C), McGough, Mendelsohn, Narvaez, Willis
AD HOC COMMITTEE ON COVID-19 RECOVERY AND ASSISTANCE Thomas (C), Atkins, Mendelsohn, Moreno, Ridley	AD HOC COMMITTEE ON GENERAL INVESTIGATING & ETHICS Mendelsohn (C), Atkins, Blackmon, McGough, Schultz

(C) – Chair, (VC) – Vice Chair

Handgun Prohibition Notice for Meetings of Governmental Entities

"Pursuant to Section [30.06](#), Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección [30.06](#) del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section [30.07](#), Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección [30.07](#) del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

"Pursuant to Section [46.03](#), Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon into any open meeting on this property."

"De conformidad con la Sección [46.03](#), Código Penal (coloca armas prohibidas), una persona no puede llevar un arma de fuego u otra arma a ninguna reunión abierta en esta propiedad."

Note: A quorum of the Dallas City Council may attend this Council Committee meeting.

The Ad Hoc Judicial Nomination Committee meeting will be held by videoconference and in the City Council Briefing Room, 6ES Floor at City Hall.

Members of the public are encouraged to attend the meeting virtually; however, City Hall is available for those wishing to attend the meeting in person following all current pandemic-related public health protocols.

The following videoconference link is available to the public to listen to the meeting and Public Affairs and Outreach will also Stream the Ad Hoc Judicial Nomination Committee on Spectrum Cable Channel 16 and online at [bit.ly/cityofdallastv](https://cityofdallastv.bit.ly): <https://dallascityhall.webex.com/dallascityhall/j.php?MTID=m1815b7a0c13de26b83cec234fa3b74c0>

CALL TO ORDER

MINUTES

- A. [21-2304](#) Approval of the October 18, 2021 Minutes

Attachments: [Minutes](#)

BRIEFING ITEMS

- B. [21-2286](#) Consider Judicial Nominating Committee Recommendation for Selection of Associate Municipal Judge Vacancies (Action Item)
[Jaime Resendez, Chair, Mayor City Council Office]

Attachments: [Memorandum](#)

- C. [21-2287](#) Consider Judicial Nominating Committee Recommendation for Administrative and Associate Municipal Judge Salaries (Action Item)
[Carmel Fritz, Assistant Director, Human Resources Office]

Attachments: [Memorandum](#)

- D. [21-2302](#) Discuss Appointment Process of the FY22-23 Municipal Judges
[Carmel Fritz, Assistant Director, Human Resource Office]

Attachments: [Presentation](#)

ADJOURNMENT

EXECUTIVE SESSION NOTICE

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex Govt. Code §551.089]

Ad Hoc Committee on Judicial Nominations

Meeting Record

The Ad Hoc Committee on Judicial Nominations meetings are recorded. Agenda materials are available online at www.dallascityhall.com.
Recordings may be reviewed/copied by contacting Taylor Moody, Committee Coordinator at 214-671-9450.

Meeting Date: Monday, October 18, 2021

Convened: 11:31 A.M.

Adjourned: 12:38 P.M.

Committee Members Present:

Jaime Resendez, Chair
Gay Donnell Willis
Adam Bazaldua
Paul Ridley
Casey Thomas, II

Committee Members Absent:

Carolyn King Arnold
Chad West

Other Council Members Present:

AGENDA:

Call to Order (11:31 A.M.)

BRIEFING ITEMS

A. Judicial Nominating Committee Recommendation for Selection of Associate Municipal Judge Vacancies

Presenter(s): C. Victor Lander, Chair, Judicial Nominating Committee

Information Only: ☒

Action Taken/Committee Recommendation(s):

C. Victor Lander, Chair, presented to the Judicial Nominating Committee the recommendation for the selection of the associates municipal judge vacancies. All questions and concerns were answered.

Motion made by:

Item passed unanimously: ☐

Item failed unanimously: ☐

Motion Seconded by:

Item passed on a divided vote: ☐

Item failed on a divided vote: ☐

B. Selection of Recommendations for Associate Municipal Judge Vacancies to full City Council (Action Item)

Presenter(s): Jaime Resendez, Chair

Information Only: ☐

Action Taken/Committee Recommendation(s):

CM Ridley moved to table the item to a future meeting and asked for staff to conduct reference calls for each of the candidates and/or request candidates provide updated applications.

CM Willis amended the motion to also included staff to request updated applications and resumes from the recommended candidates considered.

CM Bazaldua noted that he also wanted updated resumes to be included in the updated candidate packets so that current work history is accurate up to the past 30 days.

CM Ridley noted that he wished for staff to contact the recommended candidates and request that their NEOGOV applications be updated.

Motion made by: Paul Ridley
Item passed unanimously: ☐
Item failed unanimously: ☐

Motion Seconded by: Adam Bazaldua
Item passed on a divided vote: ☐
Item failed on a divided vote: ☐

ADJOURNMENT (12:38 P.M)

APPROVED BY:

Jaime Resendez, Chair
Ad Hoc Judicial Nominating Committee

ATTEST BY:

Taylor Moody, Coordinator
Ad Hoc Judicial Nominating Committee

Memorandum



CITY OF DALLAS

DATE November 19, 2021

TO Honorable Members of the Ad Hoc Committee on Judicial Nominations

SUBJECT **Consider Judicial Nominating Committee Recommendation for Selection of Associate Municipal Judge Vacancies (Action Item)**

On October 18th, the Judicial Nominating Commission recommended 13 candidates to fill the 6 current Associate Municipal Judge vacancies on the Municipal Court Judiciary to the Ad Hoc Committee on Judicial Nominations.

For your reference, the Judicial Nominating Commission serves as an advisory body to the City Council in matters related to the filling of municipal Judge vacancies, the reappointment of current municipal judges, salary recommendations for municipal judges, and the implementation of merit evaluation system for the appointment and reappointment of municipal judges.

The Judicial Nominating Commission received a total of 59 applications and interviewed all eligible applicants. The following are the JNC Recommended Candidates for the 6 Associate Municipal Judge Vacancies.

1. Stephanie Neal
2. Tanisa Jeffers
3. Manny Haddad
4. Steve Feil
5. Victor Amador
6. Helen Arizor
7. Edward Johnson
8. Alan Rich
9. Shasta Brown
10. Darice Shaw
11. Walter Sutton
12. Warren Bradley
13. Caleb Cook

If you have any questions regarding this, please contact me.

Jon Fortune
Assistant City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager

Majed A. Al-Ghafry, Assistant City Manager
Joey Zapata, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity, and Inclusion
Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE November 19, 2021

TO Honorable Members of the Ad Hoc Committee on Judicial Nominations

SUBJECT **Consider Judicial Nominating Committee Recommendation for Administrative and Associate Municipal Judge Salaries (Action Item)**

Section 13-5.2(a)(3) of the Dallas City Code provides that the Judicial Nominating Commission (the "JNC") shall review and make recommendations to the City Council Ad Hoc Nominations Committee on the salary structure for municipal judges. On August 31, 2021 the JNC convened and voted to recommend an increase in salary for full-time municipal judges to \$140,000 to approach the market average for similar positions and an increase in salary for the Administrative Judge to \$155,000.

At the upcoming November 22, 2021 Ad Hoc on Judicial Nominations Committee meeting, staff will present recommendations regarding Administrative and Full-time Municipal Judge Salaries. Human Resources in coordination with the Budget Office has reviewed average salaries across surrounding municipal entities and will present findings based on market value. Both offices reviewed budgetary impacts after compensation provided their recommendation. City staff evaluated the market rates for judges in other Texas cities. Their findings and recommendation, based on market data would be:

Administrative Judge	\$150,000
Municipal Judges (full-time)	\$135,000

During this meeting, staff will also discuss the appointment process of the municipal judge based on previous practices in preparation for the Municipal Judge terms that end May 31, 2022.

If you have any questions regarding this, please contact Carmel Fritz, Assistant Director of Human Resources.

Jon Fortune
Assistant City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Majed A. Al-Ghafry, Assistant City Manager

Joey Zapata, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity, and Inclusion
Directors and Assistant Directors



STEP ONE – REQUISITIONS

The recruiting process begins in *NEOGOV* by creating a Requisition. The positions will be posted as follows:

- HR Talent Acquisition will post the positions.
- The position will be posted for the requested time frame, normally two weeks, Once the position is posted, HR Talent Acquisition will open the requisition in Workday in order for the new hire/internal process to be completed once final selections have been approved.

STEP TWO: CANDIDATE SCREENING

HR Talent Acquisition will provide the qualified list of candidates and application packets to the JNC Committee, this will include applications and resumes. The Committee will screen provided applicants to identify best qualified candidates that meet position needs and requirements to be interviewed.

- The list of candidates selected to be interviewed will be provided to HR Talent Acquisition.
- The JNC Committee will provide HR Talent Acquisition the dates and times that they wish to interview the selected candidates.

STEP THREE: INITIAL INTERVIEWS

- HR Talent Acquisition will set up the initial interviews and provide interview schedule to JNC Committee and may assist with facilitation of the interviews (if requested by the Committee). Otherwise the JNC Committee will conduct the initial interviews.
- JNC Committee will ask all candidates the same questions.
- JNC Committee will identify the list of recommended candidates to be presented to the Ad Hoc Committee via memo.\

STEP FOUR – AD HOC COMMITTEE

HR Talent Acquisition will prepare the packets of the candidates that will be presented to the Ad Hoc Committee for review including the following documents:

- List of candidates and candidate ranking by JNC Committee.
- Completed Reference Check results on all candidates.
- Current Applications and Resumes.
- Ad Hoc Committee will select candidates to be interviewed by the committee.
- Ad Hoc Committee provides their recommendations for candidates to be submitted for City Council Voting Agenda.

STEP FIVE – HIRE

- Results of the City Council meeting will be provided to HR Talent Acquisition
- HR Talent Acquisition will proceed to make offers, prepare offer letters and begin the pre-employment screening process to onboard new employees.