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**CITY SECRETARY  
DALLAS, TEXAS**

## **City of Dallas**

*1500 Marilla Street,  
Council Briefing, 6ES  
Dallas, Texas 75201*

## **Public Notice**

**220538**

**POSTED** CITY SECRETARY  
DALLAS, TX



### **Ad Hoc Judicial Nominating Committee**

**May 26, 2022**

**1:30 PM**

## 2022 CITY COUNCIL APPOINTMENTS

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

(C) – Chair, (VC) – Vice Chair

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

## **General Information**

The Dallas City Council regularly meets on Wednesdays beginning at 9:00 a.m. in the Council Chambers, 6th floor, City Hall, 1500 Marilla. Council agenda meetings are broadcast live on WRR-FM radio (101.1 FM) and on Time Warner City Cable Channel 16. Briefing meetings are held the first and third Wednesdays of each month. Council agenda (voting) meetings are held on the second and fourth Wednesdays. Anyone wishing to speak at a meeting should sign up with the City Secretary's Office by calling (214) 670-3738 by 5:00 p.m. of the last regular business day preceding the meeting. Citizens can find out the name of their representative and their voting district by calling the City Secretary's Office.

Sign interpreters are available upon request with a 48-hour advance notice by calling (214) 670-5208 V/TDD. The City of Dallas is committed to compliance with the Americans with Disabilities Act. **The Council agenda is available in alternative formats upon request.**

If you have any questions about this agenda or comments or complaints about city services, call 311.

## **Rules of Courtesy**

City Council meetings bring together citizens of many varied interests and ideas. To insure fairness and orderly meetings, the Council has adopted rules of courtesy which apply to all members of the Council, administrative staff, news media, citizens and visitors. These procedures provide:

- That no one shall delay or interrupt the proceedings, or refuse to obey the orders of the presiding officer.
- All persons should refrain from private conversation, eating, drinking and smoking while in the Council Chamber.
- Posters or placards must remain outside the Council Chamber.
- No cellular phones or audible beepers allowed in Council Chamber while City Council is in session.

"Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Council or while

## **Información General**

El Ayuntamiento de la Ciudad de Dallas se reúne regularmente los miércoles en la Cámara del Ayuntamiento en el sexto piso de la Alcaldía, 1500 Marilla, a las 9 de la mañana. Las reuniones informativas se llevan a cabo el primer y tercer miércoles del mes. Estas audiencias se transmiten en vivo por la estación de radio WRR-FM 101.1 y por cablevisión en la estación *Time Warner City Cable* Canal 16. El Ayuntamiento Municipal se reúne en el segundo y cuarto miércoles del mes para tratar asuntos presentados de manera oficial en la agenda para su aprobación. Toda persona que desee hablar durante la asamblea del Ayuntamiento, debe inscribirse llamando a la Secretaría Municipal al teléfono (214) 670-3738, antes de las 5:00 pm del último día hábil anterior a la reunión. Para enterarse del nombre de su representante en el Ayuntamiento Municipal y el distrito donde usted puede votar, favor de llamar a la Secretaría Municipal.

Intérpretes para personas con impedimentos auditivos están disponibles si lo solicita con 48 horas de anticipación llamando al (214) 670-5208 (aparato auditivo V/TDD). La Ciudad de Dallas se esfuerza por cumplir con el decreto que protege a las personas con impedimentos, *Americans with Disabilities Act*. **La agenda del Ayuntamiento está disponible en formatos alternos si lo solicita.**

Si tiene preguntas sobre esta agenda, o si desea hacer comentarios o presentar quejas con respecto a servicios de la Ciudad, llame al 311.

## **Reglas de Cortesía**

Las asambleas del Ayuntamiento Municipal reúnen a ciudadanos de diversos intereses e ideologías. Para asegurar la imparcialidad y el orden durante las asambleas, el Ayuntamiento ha adoptado ciertas reglas de cortesía que aplican a todos los miembros del Ayuntamiento, al personal administrativo, personal de los medios de comunicación, a los ciudadanos, y a visitantes. Estos reglamentos establecen lo siguiente:

- Ninguna persona retrasará o interrumpirá los procedimientos, o se negará a obedecer las órdenes del oficial que preside la asamblea.
- Todas las personas deben abstenerse de entablar conversaciones, comer, beber y fumar dentro de la cámara del Ayuntamiento.
- Anuncios y pancartas deben permanecer fuera de la cámara del Ayuntamiento.
- No se permite usar teléfonos celulares o enlaces electrónicos (*paggers*) audibles en la cámara del Ayuntamiento durante audiencias del Ayuntamiento Municipal

"Los ciudadanos y visitantes presentes durante las

attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the City Council during that session of the City Council. If the presiding officer fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the presiding officer to act." Section 3.3(c) of the City Council Rules of Procedure.

asambleas del Ayuntamiento Municipal deben de obedecer las mismas reglas de comportamiento, decoro y buena conducta que se aplican a los miembros del Ayuntamiento Municipal. Cualquier persona que haga comentarios impertinentes, utilice vocabulario obsceno o difamatorio, o que al dirigirse al Ayuntamiento lo haga en forma escandalosa, o si causa disturbio durante la asamblea del Ayuntamiento Municipal, será expulsada de la cámara si el oficial que este presidiendo la asamblea así lo ordena. Además, se le prohibirá continuar participando en la audiencia ante el Ayuntamiento Municipal. Si el oficial que preside la asamblea no toma acción, cualquier otro miembro del Ayuntamiento Municipal puede tomar medidas para hacer cumplir las reglas establecidas, y el voto afirmativo de la mayoría del Ayuntamiento Municipal precisara al oficial que este presidiendo la sesión a tomar acción." Según la sección 3.3 (c) de las reglas de procedimientos del Ayuntamiento.

## **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."*

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

The public is 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 City Council Briefing on Spectrum Cable Channel 95 and [bit.ly/ cityofdallastv](https://cityofdallastv.com/):

<https://dallascityhall.webex.com/dallascityhall/j.php?MTID=mf54ce6953ebcac77f1b5f218d9c25155>

## **CALL TO ORDER**

## **MINUTES**

- A. [22-1283](#) Approval of the November 22, 2021 Minutes

**Attachments:** [Minutes](#)

## **BRIEFING ITEMS**

- B. [22-1262](#) Judicial Nominating Commission Recommendations of Full time Municipal Judge including the Administrative Judge and Associate Judge positions {Action Item}  
[Mathew McDougal, Chair, Judicial Nominating Commission]

**Attachments:** [Memorandum](#)  
[Attachment](#)

- C. [22-1273](#) Consider Judicial Nominating Commission Recommendations for Selection of Full time Municipal Judge including the Administrative Judge and Associate Judge Positions {Action Item}  
[Jaime Resendez, Deputy Mayor Pro Tem, Chair]

## **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](http://www.dallascityhall.com).  
Recordings may be reviewed/copied by contacting Taylor Moody, Committee Coordinator at 214-671-9450.

**Meeting Date:** Monday, November 22, 2021

**Convened:** 1:00 P.M.

**Adjourned:** 2:41P.M.

**Committee Members Present:**

Jaime Resendez, Chair  
Gay Donnell Willis  
Adam Bazaldua  
Paul Ridley  
Casey Thomas, II  
Chad West  
Carolyn King Arnold

**Committee Members Absent:**

**Other Council Members Present:**

**AGENDA:**

**Call to Order (1:00 P.M.)**

**BRIEFING ITEMS**

**A. Approval of the October 18, 2021 Minutes**

**Presenter(s):** Jaime Resendez, Chair

**Information Only:** ☐

**Action Taken/Committee Recommendation(s):**

A motion was made to approve the October 18, 2021 meeting minutes.

**Motion made by:** Paul E. Ridley

**Item passed unanimously:** ☒

**Item failed unanimously:** ☐

**Motion Seconded by:** Adam Bazaldua

**Item passed on a divided vote:** ☐

**Item failed on a divided vote:** ☐

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

**Presenter(s):** Jaime Resendez, Chair

**Information Only:** ☐

**Action Taken/Committee Recommendation(s):**

A motion was made to approve the recommended slate of 9 candidates to Council for appointment to the 6 Municipal Court vacancies. All questions and concerns were answered.

**Motion made by:** Paul E. Ridley

**Item passed unanimously:** ☒

**Item failed unanimously:** ☐

**Motion Seconded by:** Carolyn King Arnold

**Item passed on a divided vote:** ☐

**Item failed on a divided vote:** ☐

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



**Presenter(s):** Carmel Fritz, Assistant Director, Human Resources Office

**Information Only:** ☐

**Action Taken/Committee Recommendation(s):**

A motion was made to adopt the salary recommendations of staff for salaries to be set for municipal judges' full time at 135,000 and the administrative judge at 150,000. All questions and concerns were answered.

**Motion made by:** Paul E. Ridley

**Item passed unanimously:** ☒

**Item failed unanimously:** ☐

**Motion Seconded by:** Adam Bazaldua

**Item passed on a divided vote:** ☐

**Item failed on a divided vote:** ☐

**D. Discuss Appointment Process of the FY22-23 Municipal Judges**

**Presenter(s):** Carmel Fritz, Assistant Director, Human Resources Office

**Information Only:** ☒

**Action Taken/Committee Recommendation(s):**

Carmel Fritz, Assistant Director, of Human Resources provided an overview of the judicial positions' recruitment process to the committee. 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:** ☐

**ADJOURNMENT (2:41P.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 May 20, 2022

TO Honorable Members of the Ad Hoc Judicial Nominations Committee

SUBJECT **Judicial Nominating Commission Recommendations of Full time Municipal Judge including the Administrative Judge and Associate Judge Positions**

The Judicial Nominating Commission (JNC) 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, the implementation of a merit evaluation system for the appointment of municipal Judges and providing recommendations for improvements in the municipal court.

As you may be aware, the full-time Municipal Judges, including the Administrative Judge and Associate Judges, are appointed every two years through a Judicial recruiting process that is conducted by the Judicial Nominating Commission (JNC). The process includes reviewing court operations, accepting applications, conducting interviews, and recommending judges to the City Council Ad Hoc Judicial Nominating Committee.

Recently, the JNC initiated a review of applicants to appoint judges upon the expiration of the current term. The job position announcements were posted on February 20, 2022, and candidate interviews were held from Monday, April 25, 2022, through Wednesday, April 27, 2022.

The JNC, as required by City Ordinance and pursuant to proper notice, convened into executive session and interviewed candidates for the full-time Municipal Judges including the Administrative Judge and Associate Judge positions of the City of Dallas. For your reference, attached you will find a copy of the total list of interviewed candidates and the Judicial Positions Recruitment Process.

Based on interviews, evaluations, and deliberations the JNC has ranked and recommends to the Ad Hoc Judicial Nominating Committee (3) three candidates for Administrative Judge, (15) fifteen candidates for full-time Municipal Judge, and (26) twenty-six candidates for Associate Judge. Please note that some candidates received a tie vote.

## **Administrative Judge Candidates**

The Ad Hoc Judicial Nomination Committee may recommend (1) one of the following candidates for Administrative Judge.

DATE May 20, 2022  
SUBJECT **Judicial Nominating Commission Recommendations of Full time Municipal Judge including the Administrative Judge and Associate Judge Positions**

1. Robinson Jr, Preston
2. Carter, Rosalyn L.
3. Ayinde, Akeem

### **Full- time Municipal Judge Candidates**

The Ad Hoc Judicial Nomination Committee may recommend (10) ten of the following candidates for full-time Municipal Judge.

1. Acuna, Michael; Blacklock, Demetrius E.; Clancy, Julie; Goffney, Tonya L.; Kramer, Kristen B.; Murrell, Mark J.; Tilman, Marcia L. Robinson, Jay E.; Robinson Jr, Preston; Williams, Cherl D. **(tie vote)**
2. Thakrar, Amar
3. McCall Jr, Jhon P.; Green, Naomi S. **(tie vote)**
4. Haddad, Manny
5. Gray, Amy C.

### **Associate Judge Candidates**


The Ad Hoc Judicial Nomination Committee may recommend (18) eighteen of the following candidates for Associate Judge.

1. Armstrong, Melodee; White, Sandra H. **(tie vote)**
2. Thakrar, Amar
3. Haddad, Manny
4. McDonald, Daniel E.; Cooks, Desmond **(tie vote)**
5. Menchu, Cadoc Tim A.
6. Johnson, Edward C.; LaSusa Erane; Primrose, Kristen S. **(tie vote)**
7. Arizor, Helen N; Butrus, John J; Gray, Amy C.; Neal, Stephanie **(tie vote)**
8. McClelland, Eric B.; Villareal, Bobbie Rae **(tie vote)**
9. Cornell, Jeffrey; McCall Jr, Jhon P. **(tie vote)**
10. Anderson, Roland C; Palomeque, Pablo; Shaw, Darcie **(tie vote)**
11. Amador, Victor, Galvan, Jhon Q. **(tie vote)**
12. Egharerevba, Natasha, Varughese, Rachel **(tie vote)**
13. Davidson, Jenafer F.

On Thursday, May 26, 2022, the Ad Hoc Judicial Nominating Committee will review a report from the chair of JNC, Matthew McDougal, and consider a recommendation for City Council to consider on June 22, 2022. The deadline to appoint municipal judges is August 31, 2022. All candidate applications, resumes, cover letters, and reference checks will be delivered in a binder to your office on Friday, May 20, 2022.

DATE May 20, 2022  
SUBJECT **Judicial Nominating Commission Recommendations of Full time Municipal Judge  
including the Administrative Judge and Associate Judge Positions**

Should you have any questions or need additional information please contact me at (214) 670-3316.



Jon Fortune  
Deputy City Manager  
**[Attachment]**

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bazor Tolbert, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Robert Perez, Assistant City Manager  
Carl Simpson, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Genesis Gavino, Chief of Staff/Office of Resilience  
Directors and Assistant Directors



**Judicial Nominating Commission (JNC)**  
**Municipal Judge, Administrative Judge, and Associate Judge Candidates**

The Judicial Nominating Commission received a total of 56 Municipal Judge applications including the Administrative Judge applications and interviewed 15 candidates.

1. Acuna, Michael
2. Ayinde, Akeem
3. Blacklock, Demetrius E.
4. Byrne, Lana C.
5. Carter, Rosalyn L.
6. Clancy, Julie
7. Diaz, Josi
8. Green, Naomi S.
9. Goffney, Tonya L.
10. Kramer, Kristen B.
11. Murrell, Mark J.
12. Robinson, Jay E.
13. Robinson Jr, Preston
14. Tilman, Marcia L.
15. Williams, Cherl D.

The Judicial Nominating Commission received a total of 28 Associate Judge applications and interviewed 26 candidates.

1. Amador, Victor
2. Anderson, Roland C
3. Arizor, Helen N
4. Armstrong, Melodee
5. Butrus, John J
6. Cooks, Desmond
7. Cornell, Jeffrey
8. Davidson, Jenafer F.
9. Egharerevba, Natasha
10. Galvan, Jhon Q.
11. Gray, Amy C.
12. Haddad, Manny
13. Johnson, Edward C.
14. LaSusa, Erane
15. McCall Jr, Jhon P.
16. McClelland, Eric B.
17. McDonald, Daniel E.
18. Menchu, Cadoc Tim A.
19. Neal, Stephanie



**Judicial Nominating Commission (JNC)**  
**Municipal Judge, Administrative Judge, and Associate Judge Candidates**

- 20. Palomeque, Pablo
- 21. Primrose, Kristen S.
- 22. Shaw, Darcie
- 23. Thakrar, Amar
- 24. Varughese, Rachel
- 25. Villareal, Bobbie Rae
- 26. White, Sandra H.



## **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.