



## AGENDA MEMORANDUM

Action Item for the City Council Meeting on July 18, 2023

**DATE:** July 6, 2023

**TO:** Peter Zaroni, City Manager

**FROM:** Constance P. Sanchez, Chief Financial Officer  
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### Acceptance of Municipal Court Report

#### **CAPTION:**

Motion accepting the report of the City of Corpus Christi's Municipal Court Operations Review and City staff's responses

#### **SUMMARY:**

Included as a FY 2023 budget initiative was a review of the City of Corpus Christi's Municipal Court operations – judicial and administration. The City contracted with a retired municipal court judge to conduct the review. This agenda item is an action to accept the consultant's report as well as to accept City staff's responses to the recommendations made.

#### **BACKGROUND AND FINDINGS:**

The FY 2023 operating budget included funding for a review of the operations of the City of Corpus Christi's Municipal Court. The scope of the review included (but was not limited to) a review of court management and operations, structure, organizational chart, reporting relationships, courtroom technology, performance measurements, court access, staffing levels, scope and duties of administration, and the assistance to the Court as well as to the judges.

In January 2023, the City entered into a professional services agreement for consultant services in an amount not to exceed \$25,000 with John W. Bull, retired presiding judge from the City of San Antonio. Judge Bull made two on-site visits to the City's Municipal Court in late January and early February 2023 to interview staff, observe operations, and review documents including the organizational chart for Municipal Court, policies and procedures, and Office of Court Administration (OCA) reports. As a result of his review, Judge Bull submitted a draft report for City staff to review. See attached report.

City staff including the City Manager, City Attorney, Deputy City Attorney, Chief Financial Officer, and Director of Municipal Court met with the Municipal Court Presiding Judge over a series of several weeks to review and discuss Judge Bull's report. A consensus was reached regarding City's staff's responses to the recommendations in the report, and the responses are attached to this agenda item.

Of the 33 recommendations made by Judge Bull, City staff agreed with 26 or 79%. City staff agreed to study two further and did not agree with five. The two that City staff agreed to study further included (1) having a city prosecutor available at the general appearance area and (2) only sending to collections old, adjudicated cases with monies owed pursuant to a judicial order. Three of the five recommendations that City staff disagreed with dealt with changing the organizational structure of Municipal Court; one dealt with scheduling trials in accordance with officer schedules; and one dealt with assigning a clerk to each judge.

The report and recommendations were presented to the Municipal Court Committee on June 30, 2023, and were unanimously accepted as presented.

**ALTERNATIVES:**

The City Council could disagree with City staff's responses.

**FISCAL IMPACT:**

Implementing the recommendations in the Municipal Court report will ultimately increase revenue and reduce expenditures through efficiencies that will be realized in future fiscal years.

**FUNDING DETAIL:**

Fund:	1020 – General Fund
Organization/Activity:	10440 – Municipal Court Administration
Department:	Municipal Court

**RECOMMENDATION:**

City staff recommends approval of the motion to accept the report of the City of Corpus Christi's Municipal Court Operations Review and City staff's responses.

**SUPPORTING DOCUMENTS:**

Municipal Court Report  
City Staff's Responses to the Municipal Court Report