



# City of Corpus Christi

1201 Leopard Street  
Corpus Christi, TX 78401  
cctexas.com

## Meeting Minutes - Final

### Municipal Court Committee

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Wednesday, January 25, 2023

9:30 AM

Staff Conference Room, 1st Floor City Hall

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#### PUBLIC NOTICE

**COUNCIL MEMBERS:** Chairman Roland Barrera, Sylvia Campos, Michael Hunter, and Mike Pusley

**A. Call meeting to order**

Chairman Barrera called the meeting to order at 9:35 a.m.

**B. Roll Call**

City Secretary Rebecca Huerta called the roll and confirmed that a quorum was present to conduct the meeting.

\*Council Member Pusley participated virtually.

Staff attending: HR Director Eyvon McHaney; Asst. HR Director Rebecca Castillo; Chief Financial Officer Constance Sanchez; Senior Assistant City Attorney Buck Brice; Presiding Municipal Court Judge Jackie Chapa.

**Present:** 3 - Council Member Mike Pusley, Council Member Sylvia Campos and Council Member Roland Barrera

**Absent:** 1 - Council Member Michael Hunter

**C. Public Comment**

**THE OPEN MEETINGS ACT PROHIBITS THE COMMITTEE FROM RESPONDING AND DISCUSSING YOUR COMMENTS AT LENGTH. THE LAW ONLY AUTHORIZES THEM TO DO THE FOLLOWING:**

- 1. Make a statement of factual information.**
- 2. Recite an existing policy in response to the inquiry.**
- 3. Advise the citizen that this subject will be placed on an agenda at a later date**

Chairman Barrera called for public comment. There were no comments.

**D. Approval of minutes**

1. [23-0206](#) Minutes of the September 29, 2022 meeting.

A motion was made by Council Member Roland Barrera, seconded by Council Member Mike Pusley, that the Minutes be approved. The motion passed unanimously.

**E. Briefings:**

**2. [23-0209](#) Orientation and Workflow Review**

Judge Chapa presented an orientation folder to each of the committee members. The Municipal Court is comprised of two departments - Judicial, which is under the Council's purview and Administration, which is under the City Manager's purview. She reviewed a workflow chart illustrating the process once a citation is issued and a defendant either appears or does not appear.

Council members and staff discussed the following topics: whether citizens can enter pleas online or by email (yes); efficiencies have been implemented to expedite the process to resolve a citation; citizens are now informed about an outstanding warrant by text message; how code enforcement citations involving a landlord / tenant are handled; the Legal department currently has two of three prosecutor positions filled; and an additional prosecutor to handle Court A would be a plus but is not currently being recommended;

**3. [23-0207](#) Review of Municipal Court Judge Appointment / Reappointment Process**

City Secretary Huerta explained per state law and the city code, municipal court judges' terms are co-terminous with the city council terms. Decisions to reappoint or appoint municipal court judges must be made within 90 days of when the council takes office or incumbent judges stay in office. There is currently one vacant full-time judge position and one vacant part-time judge position. Additionally, Judge Chapa said one of the part-time judges had indicated she would not be seeking reappointment. The deadline to make the appointments is April 10. First reading of the ordinance appointing / reappointing the judges is proposed on March 21; second reading would be on March 28.

Chairman Barrera said Judge Chapa had received the judicial performance evaluation form from HR. In addition, she and HR would collaborate on interview questions and pre-interview questionnaires to ensure candidates understood the job expectations. The committee would only interview new candidates for the positions. HR would post the position from January 30 to February 13, 2023.

The committee decided to ask incumbents to submit a letter of interest to the city secretary rather than conduct interviews. Judge Chapa would conduct performance evaluations and review results with the committee. HR Director McHaney provided the names/positions/salaries of the full-time and part-time judges and a market study. Based on the market study, a pay adjustment for presiding judge and full-time judges would be warranted. A proposed pay increase could be funded through salary savings from vacancies. Additionally, the committee discussed including a 4% cost of living adjustment (COLA) for the judges. The council sets municipal court judge

compensation by ordinance.

**F. Executive Session:**

4. [23-0208](#) **Executive Session pursuant to Texas Government Code § 551.071** and Texas Disciplinary Rules of Professional Conduct Rule 1.05 to consult with attorneys concerning legal issues related to appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of all Municipal Court Judges and **Texas Government Code § 551.074** (Personnel Matters) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of all Municipal Court Judges with possible discussion and action in open session

The committee went into executive session at 10:34 a.m. and returned at 11:15 a.m.  
No action was taken.

**G. Adjournment**

There being no further business, Chairman Barrera adjourned the meeting at 11:16 a.m.