



MINUTES

PRESENT:

Dr. Armando O'caña, Mayor
Jessica Ortega, Mayor Pro Tem
Ruben D. Plata, Councilman
Norie Gonzalez Garza, Councilwoman
Alberto Vela, Councilman
Gus Martinez, City Attorney
Randy Perez, City Manager
Anna Carrillo, City Secretary

ALSO PRESENT:

Dave Hendricks
Lea Juarez

ABSENT:

STAFF PRESENT:

David Flores, Deputy City Manager
Aida Lerma, Deputy City Manager
Angie Vela, Finance Director
Michael Elizalde, Grants Administrator
Susie De Luna, Planning Director
Noemi Munguia, HR Director
Robert Hinojosa, Risk Management Director
Eduardo Belmarez, Purchasing Director
Roland Rodriguez, I. T. Director
Roxanne Casarez, Public Information Director
Charlie Longoria, Media Relations
Alex Fajaro, Media Relations
Juan Pablo Terrazas, City Engineer
Roberto Salinas, Public Works Director
Jesse Lerma, Civil Service Director
Gilbert Sanchez, Fire Chief
Rene Alvarez, Asst. Fire Chief
Frank Cavazos, Deputy Fire Chief
James Cardoza, Emergency Mngmnt. Coord.
Roberto Dominguez, Chief of Police
Joanne Longoria, CDBG Director
Daniel Silva, CEO, Mission EDC
Mario Flores, Golf Director
Rick Venecia, Boys & Girls Club Director
Brad Bentsen, Parks & Recreation Director
Mayra Rocha, Library Director
Cynthia Lopez, Museum Director
JC Avila, Fleet Maintenance Director
Noel Barrera, Health Dept. Director
Adela Ortega, Food Pantry Manager
Roel Mendiola, Sanitation Director
Janie Gomez, Municipal Court

CALL TO ORDER

With a quorum being present, Mayor Dr. Armando O'caña called the meeting to order at 4:00 p.m.

1. Presentation of Final Performance and Management Review by Vazaldua & Associates

Vazaldua and Associates conducted a performance and management review of all city departments to determine the effectiveness and efficiency. Conduct a SWOT analysis (strengths, weaknesses, opportunities, and threats) and provided Training and Development – Executive and Department Heads. Paul Vazaldua, will be presenting the final review.

Paul Vazaldua gave a brief overview of the Performance and Management Review. Mr. Vazaldua stated that after reviewing the surveys from the City of Mission, Department heads, many in management rated themselves as high as a nine or ten from a rating from 1 to 10 on how they would rate themselves with communicating with their staff. Some said that they regularly communicated with their staff on a weekly basis to deliver important messages or have weekly meetings to let the staff know about the expectation for better improvement. Management also communicated with their staff on a one-on-one personal basis to discuss expectation, projects, or any concerns one may have. Upper management claimed to also have an open-door policy to encourage communication, approachability, to discuss new ideas, and any concerns or misunderstandings. Other methods of communications was through e-mail, text messages or sign in sheets to have proof that critical information had been sent out or given to the employee Departments needed to find better ways to work together to solve conflicts and make the working environment a workably better and successful place. The City of Mission was currently in the process of implementing team building exercises and workshops for the staff. The city should ensure that this program be implemented for department heads to ensure that their high rankings of themselves would match what they would be ranked by their staff, other department heads, and the public. Mr. Vazaldua recommended that there was a lack of identification within the department heads to indicated that there was a need for improvement in their management style. Mr. Vazaldua requested for council to go into executive session to discuss the remaining topics.

4:04 p.m., Councilman Ruben Plata moved to convene in executive session pursuant to V.T.C.A. Gov. Code Sec. 551.001. Motion was seconded by Councilwoman Garza Norie Garza and approved unanimously 5-0.

At 6:20 p.m. Councilman Plata moved to reconvene in open session. Motion was seconded by Councilwoman Garza and approved unanimously 5-0.

Mr. Vazaldua stated that he recommends training, development and enrichment for staff to give positive reinforcement.

Councilman Plata moved to accept the Performance and Management review with directives given to City Manager in executive session. Motion was seconded by Councilwoman Garza and approved unanimously 5-0.

ADJOURNMENT

