

STATE OF TEXAS
COUNTY OF BASTROP

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**AGREEMENT BETWEEN THE CITY OF BASTROP
AND
JAY CABALLERO**

This agreement is effective the 11th day of March 2025, between the City of Bastrop, acting through its duly elected City Council of the City of Bastrop and Jay Caballero as follows.

WITNESSETH:

WHEREAS, pursuant to the authority granted to the City Council through **The City Charter** and the laws of the State of Texas, the City Council of the City of Bastrop has appointed Jay Caballero, as Associate Municipal Court Judge (Associate Judge); and

WHEREAS, the parties desire to enter into a written agreement setting forth all terms, conditions, and obligations of the parties;

NOW, THEREFORE, in consideration of the mutual covenants and promises, the parties agree as follows:

1. TERM

- 1.1 The term of this Agreement shall be for two months, ending June 19, 2025, to complete the portion of such unexpired term as remains at the time of this appointment, and thereafter, an initial two-year term, effective June 20, 2025, unless sooner terminated as provided by the terms of this Agreement.

2. SCOPE OF AGREEMENT

- 2.1 The purpose of this Agreement is to engage Jay Caballero, for the express purpose of serving the City of Bastrop, Texas, as the City's Associate Municipal Court Judge.
- 2.2 Associate Judge Caballero shall perform all duties of the Associate Municipal Court Judge of the City of Bastrop, Texas, as set forth in the current or revised **Charter of the City of Bastrop** as required by **The Code of the City of Bastrop, as amended**, by applicable State law, as it now exists or may be amended in the future, and the **Texas Code of Judicial Conduct**.
- 2.3 These duties include but are not limited to:
- Preside over Municipal Court for all criminal Class C Misdemeanors, criminal jury and nonjury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court.

- Preside over civil truant conduct hearings/trials.
- Maintain a central docket of all cases filed in the City of Bastrop.
- Establish and maintain Court Security panel.
- Review and/or deny requests for continuances.
- Determine innocence or culpability (when hearing cases without a jury) and levy fines commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
- Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
- Be available on a 24/7 basis to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, etc.
- Support court activities with Municipal Court Clerk and City Prosecutor and other city departments.
- Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
- Conduct hearings (including property, emergency protective order, code enforcement, dangerous dog, etc.).
- Daily jail magistrations – rights warnings, set bonds
- Juvenile hearings.
- Indigent hearings.
- Approve/Deny Personal Recognizance (PR) Bond requests.
- Issue warrants (search, arrest, mental health), summons, magistrate warnings, etc.

- 2.4 The City of Bastrop's regular Municipal Court shall be held at Bastrop Municipal Court located at 104 Grady Tuck Lane, Bastrop, Texas 78602. However, the City of Bastrop reserves the right to designate days of the week, hours, and alternate locations where the Municipal Court may be held in the event that facility should not be available.
- 2.5 The City Council shall have the power to create and establish additional Municipal Courts, with the same or separate jurisdictions, and to appoint an additional Magistrate for each Court so established.
- 2.6 Associate Judge Caballero agrees to provide prompt, courteous, efficient, and professional services in the performance of his duties.
- 2.7 Associate Judge Caballero shall deal with the administrative services of Municipal Court solely through the Presiding Judge, Municipal Court Clerk or the City Manager.
- 2.8 Associate Judge Caballero shall meet with the Presiding Judge, City Attorney, City Manager, Director of Development Services, City Prosecutor, and the Chief of Police, or such officials' respective designees, on request, to discuss procedures within the Municipal Court.

3. SALARY AND BENEFITS

- 3.1 Associate Judge Caballero shall be deemed an independent contractor of the City.
- 3.2 The City agrees to pay Associate Judge Caballero the following flat rates: one hundred and fifty dollars (\$150) per event (i.e., jail magistrate trips), four hundred dollars (\$400) for each half day Associate Judge Caballero conducts court, and fifty dollars (\$50) per overnight warrant Associate Judge Caballero processes on behalf of the City. The City agrees to pay Associate Judge Caballero within 15 business days of receiving an invoice for services received.
- 3.3 Associate Judge Caballero shall pay all applicable local, state, federal taxes, including income tax, withholding tax, social security tax, and pension contributions, if any.
- 3.4. The City agrees to pay Associate Caballero a daily rate of \$400 and his travel and expenses to attend the Texas Municipal Courts Education Center ("TMCEC") judges training, up to a maximum of three (3) days annually. Associate Judge Caballero is required to attend the TMCEC judges training each year during the term of this contract.

4. TERMINATION

- 4.1 Associate Judge Caballero may terminate this Agreement at any time, with or without notice.
- 4.2 The City may terminate Associate Judge Caballero at any time without cause, and without notice, as allowed by law.
- 4.3 Associate Judge Caballero shall waive all claims for compensation if not claimed within thirty (30) days from the date of the termination of this Agreement.

5. GENERAL PROVISIONS

- 5.1 If any provision of this Agreement shall, for any reason, be held to violate of any applicable law, the invalidity of such a specific provision of this Agreement shall not be deemed to invalidate any other provisions of this Agreement, which shall remain in full force and effect unless removal of the invalid provisions destroy the legitimate purposes of this Agreement, in which event the parties shall deem this Agreement canceled.
- 5.2 The paragraph headings used in this Agreement are descriptive only and shall have no legal force or effect.

- 5.3 This Agreement represents the entire agreement by and between the parties, except as otherwise provided in this Agreement, and it may not be changed except by written amendment duly executed by all parties.
- 5.4 This Agreement shall be subject to and governed by the laws of the State of Texas. Any and all obligations or payments are due and payable in the City of Bastrop, Bastrop County, Texas.

IN WITNESS WHEREOF, the City Council of the City of Bastrop, by and through the Mayor, has caused this Agreement to be executed and that upon execution thereof, it shall be deemed the act and deed of the City of Bastrop.

CITY OF BASTROP, TEXAS

BY: _____
Sylvia Carrillo, City Manager

BY: _____
Jay Caballero, Associate Municipal Court Judge

ATTEST: _____
Victoria Psencik, City Secretary