



# STAFF REPORT

**MEETING DATE:** March 4, 2025

**TITLE:**

Consider and act on the first reading of Ordinance No. 2025-29, authorizing the appointment of Jay Caballero as Associate Municipal Judge of the City of Bastrop Municipal Court; to complete an unexpired term ending on June 19, 2025; and reappointing said Judge for an additional 3-year term effective June 20, 2025; and move to include on the March 11, 2025 Consent Agenda for the second reading.

**AGENDA ITEM SUBMITTED BY:**

Submitted by: Andres Rosales, Assistant City Manager

**BACKGROUND/HISTORY:**

The City of Bastrop has a Municipal Court of Record governed by Texas Government Code Chapter 30 and the City's local Charter Section 5.02. Chapter 7 of the City Code of Ordinances references the term, required qualifications and process for appointment of the Municipal Judge and Associate Municipal Judge.

The Associate Municipal Judge position is a backup to the Presiding Judge, which assists in the alleviation of the workload of the Municipal Judge, Judge McClimon. The Municipal Court issued a Request for Qualifications (RFQ) for the position of Associate Municipal Judge. Jay Caballero submitted a response to the RFQ that was issued. Mr. Caballero's qualifications meet the requirements of Associate Judge. Judge McClimon and the Court Administrator have reviewed and recommended him for the position.

The appointment will be a 3-year term as per Section 5.02 of the Charter. If approved, the Council will authorize the City Manager to execute a contract for Associate Municipal Judge services between the City of Bastrop and Jay Caballero, as well as all other necessary documents related to this contract (Exhibit A). The agreement terms will be to complete the unexpired term ending June 19, 2025, and reappointing said Associate Judge to an additional 3-year term, effective June 20, 2025

**FISCAL IMPACT:**

This position is already budgeted in the Fiscal Year 2025 budget. There will be no additional impact to the FY 2025 budget.

**RECOMMENDATION:**

To appoint Jay Caballero, to fill the Associate Municipal Judge unexpired term ending on June 19, 2025 and reappointing said Associate Judge to an additional 3-year term, effective June 20, 2025.

**ATTACHMENTS:**

1. Ordinance No. 2025-29
2. Resume – Jay Caballero
3. Employment Agreement -Jay Caballero