



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** December 18, 2024  
**PREPARED BY:** Tracey Vasquez  
**DEPARTMENT:** Human Resources

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a City of Manor, Texas Employment Agreement for Judicial Services for Municipal Court Judge for the position of Presiding Judge for the Manor Municipal Court.

**BACKGROUND/SUMMARY:**

The City of Manor needs a person to fill the Presiding Judge position due to the retirement of the previous Presiding Judge. The Charter for the City of Manor requires that the City Manager appoint a Presiding Judge, subject to confirmation by the City Council. Scott Moore, the City Manager, searched for qualified candidates and now brings one for City Council consideration. Judge Jay Caballero currently serves as the City's Associate Municipal Judge and has applied for the Presiding Judge position.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Job Description
- Agreement

**STAFF RECOMMENDATION:**

The City staff recommends that the City Council approve the City of Manor, Texas Employment Agreement for Judicial Services for Municipal Court Judge with Judge Jay Caballero; appoint Judge Jay Caballero to the position of Presiding Judge for the Manor Municipal Court and authorize the City Manager to execute the agreement.