



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 2

**Agenda Date:** January 29, 2024

**In Control:** Municipal Court Advisory Committee

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**DEPARTMENT:** Municipal Courts

**DEPARTMENT HEAD:** Carla Obledo

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Appointment of Municipal Court Judges

**SUMMARY:**

This item discusses the Municipal Court Judge eligibility and appointment process.

**BACKGROUND INFORMATION:**

Municipal Court Judges are appointed by City Council every two years (even-numbered) years, with an effective date of May 1st. Municipal Court judges must: (1) be a U.S. citizen; (2) a Texas resident; (3) a licensed attorney in good standing; (4) have practiced law in Texas for a minimum of two years; and (5) a resident of the City of San Antonio for at least three years immediately preceding appointment.

There are ten (10) full-time and nine (9) part-time judges. Their current term expires April 30, 2024. At the time of appointment, salary and benefits are established for the judges. Part time

judges are compensated at an hourly rate.

The City currently advertises the positions in a newspaper of general circulation, on the City's website, and circulates notices to several bar associations. The application includes authorizations for background checks and requires submission of a questionnaire and resume describing qualifications. Following deliberations and interviews, the Municipal Court Advisory Committee recommends a slate of candidates for consideration by the full Council at an A Session.

**ISSUE:**

The San Antonio Municipal Court Judge terms expire April 30, 2024. The appointment process should begin soon in order to meet that date. The judges will remain in holdover until the City Council takes action to reappoint the judges if not completed by that date.

**FISCAL IMPACT:**

Judicial salaries and compensation are part of Municipal Court's General Fund FY 2024 Adopted Budget.

**ALTERNATIVES:**

The Municipal Court Advisory Committee could develop a different recruitment process for the appointment of municipal court judges. This will not change the term of office. Appointments are for the remainder of unexpired terms, beginning May 1, in an odd-numbered year and ending on April 30, two years later.

**RECOMMENDATION:**

It is recommended that the City Council follow the appointment process set out in this memo and presentation.