

# REQUEST FOR QUALIFICATIONS

PRESIDING MUNICIPAL JUDGE



RESPONSE DUE BY:  
AUGUST 11, 2021  
2:00 P.M. CST

City of Burnet  
1001 Buchanan, Suite 4  
Burnet, TX 78611  
512.756.6093  
[www.cityofburnet.com](http://www.cityofburnet.com)

## **1.0 Notice to Proposers**

The City of Burnet (the “City”) is soliciting sealed Requests for Qualifications (RFQ) from qualified applicants to serve as Presiding Municipal Court Judge. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this document.

All addenda, notices, additional information, etc. will be posted to the City of Burnet website at <https://www.cityofburnet.com/>

One (1) original copy of the proposal must be sealed and returned to the City of Burnet, City Hall, no later than 2:00 p.m. CST on Wednesday, August 11, 2021, to the attention of:

City Secretary  
Burnet City Hall  
1001 Buchanan, Suite 4  
Burnet, TX 78611

All proposals must be clearly marked with “Municipal Judge Services RFQ”. Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

The City of Burnet reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning the RFQ must be made in writing and addressed to the address or email address listed below, with e-mail being the preferred method.

City of Burnet  
Kelly Dix  
City Secretary  
P.O. Box 1369  
Burnet, TX 78611  
Phone: 512-715-3209  
Email: kdix@cityofburnet.com

## **2.0 Scope of Services**

### **A. General**

The Burnet Municipal Court is currently not a court of record. The court has jurisdiction over all statutory class C misdemeanors and violations of city ordinances occurring within the city’s corporate limits. The office of Presiding Municipal Court Judge is established by City Charter, and the Presiding Judge is

appointed by the City Council for a two (2) year term. The Presiding Judge is an independent service provider and not an employee of the city. Currently, the Municipal Court is held on the first and third Wednesday of every month. Court sessions typically range between four and eight hours. The subject matter of each session includes appearance docket, pre-trial docket, bench trial docket, jury trial docket, juvenile court docket and show cause docket. Court is held in session until all court business has been concluded. The Judge performs magistrate duties as authorized by state law including issuance of warrants and summons; authorizing arrest, search, and seizure warrants, advising persons in custody of their constitutional rights; and set bonds.

### **3.0 Statement of Qualification**

Proposals will be accepted from both applicants qualified to serve as a judge of a municipal court not of record, and by licensed attorneys who are qualified to serve as a judge of a municipal court of record. License attorneys may include proposals for both courts of record and courts not of record.

#### **(A) Municipal Courts Not of Record Qualifications.**

- (1) Must be a resident of the State of Texas.
- (2) Must be 21 years of age or older.
- (3) Must have completed the mandatory judicial educational requirements prescribed in Rule 5 of the Rules of Judicial Education; or be eligible to complete the mandatory education within the period prescribed in the Rule.
- (4) Must have prior experience as a municipal court or justice court judge.
- (5) Must be bondable.

**(B) Municipal Court of Record:** Must meet all qualification stated in subsection (A) above and be an attorney licensed by the Texas Bar and eligible to practice law in the state of Texas.

### **4.0 Appointment**

The presiding judge is appointed by ordinance of the city council. The ordinance shall address the terms and conditions of appointment including compensation as agreed by the appointee and city council.

### **5.0 Description of the Government**

The City of Burnet is a home rule municipality. In accordance with its charter, the

city operates as a council/city manager form of government. The City Council consists of six members and a mayor, elected at large for a term of two years. The City Manager is hired by and reports to the City Council and directs all City operations. The City of Burnet provides the following services as authorized by its charter: Police, Fire and Emergency Services, Electric, Water/Wastewater, Streets and Parks, Development Services, Code Compliance, Development Services, and Municipal Administrative Services. The City of Burnet serves an area of over 10.4 square miles with a population of approximately 6,700. Burnet is the county seat of, and second largest City in, Burnet County.

## **6.1 Proposal Requirements**

### **(A) Requested Information.**

- (1) Cover letter.
- (2) Statement of qualifications.
- (3) Texas Bar Number (if proposing to preside over court of record).
  - (a) Release authorizing city to access all Texas Bar Association disciplinary investigations or actions.
- (4) Three professional references with addresses and phone numbers.

**(B) Proposed fee schedule.** Please provide a proposed fee schedule for services to be provided. Respondents proposing to serve as a Court of Record should include fees for each court session, jury trial and magistration fee(s), if applicable, and any other fee information the applicant believes will be helpful in evaluating the applicant's response.