

**CITY OF SANDY OAKS, TEXAS
REQUEST FOR QUALIFICATIONS
MUNICIPAL COURT JUDGE**

Date: August 28, 2026

Deadline for Response: October 16, 2026, 4:00 p.m.

**I.
Background**

The City of Sandy Oaks, Texas ("City") is accepting Statements of Qualifications ("SOQs") for the position of Municipal Court Judge. The City is a Type A general law municipality incorporated in 2014 and is located in Bexar County, Texas. By City Ordinance, the Municipal Court Judge is appointed by the Mayor, subject to approval by the City Council and serves a two-year term that runs concurrently with the Mayor's term. The Mayor is elected in November of even-numbered years and appoints the Municipal Judge at the first meeting of December after elected.

The City's Municipal Court is not a court of record and employs one Court Clerk. The City Administrator serves as the chief administrator of the City and is responsible for the management and day-to-day operations of the City. The City Administrator reports directly to the City Council. The municipal court holds two dockets on one Monday a month and holds trials and other hearings as necessary. Additional dockets may be scheduled if necessary at the determination of the Court Clerk and Judge.

**II.
Request for Qualifications**

This Request for Qualifications is seeking a Municipal Court Judge to begin in December 2026. The City Council may also select an Alternate Judge who may sit for the Municipal Court Judge when necessary. The Alternate Judge must have the willingness to perform as the Presiding Judge if necessary. The City contracts separately for City Prosecutor services. All applicants should be duly qualified, licensed and practicing for at least two years in the State of Texas ("State") and in good standing with the Texas State Bar.

All SOQs will be evaluated and reviewed by an Interview Committee composed of the Mayor, City Administrator, Court Clerk, and one Alderman or Alderwoman who will provide a recommendation of one or more of the applicants for consideration. The SOQs and recommendation are anticipated to be reviewed by the City Council at its regular meeting on December 10, 2026. Applicants are welcome to attend the public meeting to address the City Council and be available to answer any questions, although attendance is not required. Applicants wishing to address the City Council will be given five (5) minutes to speak, not including any questions that the City Council may have for each applicant.

The deadline for proposals to this Request for Qualifications is 4:00 p.m. on October 16, 2026. Any SOQs received after this date will not be considered unless through negligence of the City, its officers, agents, or employees. It is the responsibility of the applicant to ensure that the City receives the SOQ by the deadline.

Please submit SOQs via the Texas Municipal League (TML) Career Center posting for this position at <https://tml.careerwebsite.com>, by email to the City Administrator at cityadministrator@cityofsandyoaks.com, or by hand delivery to City of Sandy Oaks, Texas, Attention: City Administrator, 22870 Priest Road, Sandy Oaks, Texas 78112 during City Hall's normal business hours, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding holidays; however, hand-delivered SOQs must be received by the 4:00 p.m. deadline stated above, regardless of City Hall's regular closing time.

Please submit one (1) electronic copy in searchable PDF format. If submitting through the TML Career Center, upload the PDF through that posting. If submitting by email, attach the PDF directly. If submitting by hand delivery, provide the PDF on a flash drive; no paper copies are required. Clearly mark the email subject line or the outside of any hand-delivered materials: "Statement of Qualifications (SOQ) - Municipal Court Judge RFQ." The City is not responsible for any SOQ not delivered to recipient inboxes due to file size.

The City reserves the right to reject any and all SOQs, to waive irregularities, and to accept the SOQ of the most qualified deemed most advantageous to the City.

Questions regarding this Request for Qualifications may be submitted to the City Administrator at cityadministrator@cityofsandyoaks.com no later than 4:00 p.m. on October 9, 2026.

The applicant will be selected on the basis of demonstrated competence and qualifications for the type of services required without regard to fee, and thereafter the City will negotiate a contract for the services on a flat monthly rate basis with the best qualified applicant.

III. Scope of Services

The Municipal Court Judge and Alternate Judge (collectively, the "Judge") must be a citizen of the United States, a resident of the State, at least 18 years of age, a licensed attorney in good standing and with at least two years' experience in the practice of law in the State, and shall not have been convicted of a felony or a crime involving moral turpitude. The Judge must comply with all other requirements for service as a municipal court judge in the State, including but not limited to complying with all training requirements.

The Judge shall perform all duties legally prescribed for a judicial officer serving as a judge of a lawful municipal court in accordance with the requirements of the Texas Constitution, State statutes, City ordinances, and such other rules as may be prescribed by the Court of Criminal Appeals or Supreme Court of the State. The Judge provides services to the City required or necessary to preside over, operate, and administer a municipal court, that include, but may not be limited to the following:

- a. The Judge presides over the City's municipal court dockets, which may include initial appearance dockets, arraignments, show cause dockets, pre-trial dockets, and trials, as well as any other dockets and hearings scheduled for the Municipal Court.
- b. The Judge acts as magistrate and may issue administrative search warrants.

- c. The Judge, in coordination with the Court Clerk and Prosecutor, establishes the times and days for the court dockets, hearings, and trials, and retains full authority to change the same from time to time.
- d. The Judge at all times will faithfully and to the best of the Judge's ability administer activities of the court, assign and hear all cases, and fulfill obligations of the Court as established by Texas Constitution, State statutes, City ordinances, and such other rules as may be prescribed by the Court of Criminal Appeals or Supreme Court of the State.
- e. The Judge must complete the minimum number of hours of instruction required annually in the performance of the duties of a municipal court judge as required by the laws of the State, the Rules of Judicial Education of the Court of Criminal Appeals, and any other rule or statute applicable to training for judges of municipal courts.
- f. The Judge, in coordination with the Court Clerk and Prosecutor, approves court forms and procedures necessary for the proper exercise of constitutional rights and other compliance with the law, and updating such forms and procedures as necessary.
- g. The Judge will notify the City Administrator, Prosecutor, and Court Clerk of any Judicial Orders that affect the City's Municipal Court and of any actions required to comply with such orders, including, but not limited to actions that impact remote technology needs, city buildings, and city staff.
- h. The Judge will notify the City Administrator, Prosecutor, and Court Clerk of additional resources necessary to ensure compliance with applicable laws and rule by the City's Municipal Court.

IV. Independent Contractor Status

The Judge shall not be considered an employee of the City for any purpose during the term of the appointment and provides services as an independent contractor. The Judge is free to perform services for any other client not in conflict with the scope of services to the City. As an independent contractor, the Judge is not entitled to, and will not receive from the City in connection with the scope of services, any workers' compensation coverage, insurance coverage, pension, profit sharing, paid vacation, sick leave disability, or similar benefit normally provided by City to its employees.

The Judge retains sole and exclusive liability for and shall withhold and/or pay all taxes and contributions required to be withheld and/or paid under federal and state income tax laws, unemployment compensation acts, social security acts, and all other legislation requiring employer contributions or withholdings, with respect to all Services provided hereunder, in a timely manner.

V. Selection Criteria

The Presiding Judge and Alternate Judge will be selected by the Mayor and approved by the City Council through a qualifications-based selection process. SOQs shall be organized and formatted as follows:

1. Section 1 - Cover Letter

2. Section 2 - Biography and resume of applicant and information about your law firm, if applicable, including licenses, certifications, and training applicable to the appointment of a Municipal Court Judge or Alternate Judge.

3. Section 3 - Describe any experience you have as either a municipal court judge, prosecutor, or criminal defense attorney and your qualifications to provide the Scope of Services described in Section III.

4. Section 4 - List and description of any litigation or arbitration claims filed against you or your firm.

5. Section 5 - Describe any other applicable information that you believe demonstrates value and quality of services you may provide to the City.

6. Section 6 - Provide at least three references the City may contact. Include their name, title, organization, email, phone number, and your relationship with the reference.

7. Section 7 - Certificate of Interested Parties (1295) Form - A Certificate of Interested Parties Form must be submitted with the original submittal. The 1295 form and instructions for completion can be found at the following link: <https://www.ethics.state.tx.us/filinginfo/1295/>

8. Section 8 - Conflict of Interest - A statement indicating the applicant has no conflict of interest with the City, including any past or present employees or past or present elected officials of the City, must be submitted with the SOQ. Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity must disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. This questionnaire must be filed, by law, with the City Secretary not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain the Questionnaire CIQ go to the Texas Ethics Commission web page at Conflict of Interest Forms

**VI.
Miscellaneous**

Addendums to the RFQ

The City shall not be held responsible for any oral instructions related to the project. Any official changes to this RFQ will be in the form of a written addendum and posted on the City's website.

Withdrawal of RFQ

The City reserves the right to withdraw the RFQ at any point. At any time prior to the specified solicitation due time and date, an applicant (or designated representative) may withdraw their SOQ by submitting written notice of the withdrawal.

Award and Negotiation

The City reserves the right to reject any or all SOQs. The highest ranked applicant(s) may be invited to enter into contract negotiations with the City. If an agreement cannot be reached with the highest ranked applicant(s), the City shall notify the applicant and terminate negotiations. The second highest applicant may be contacted for negotiations. The process may continue until successful negotiations are achieved. The City reserves the right to terminate negotiations with any and all applicants should it be in the City's best interest.

No Prohibited Interest

Applicant acknowledges awareness of the state laws regarding conflicts of interest and required disclosures. No officer, employee or agent of the City shall participate in the negotiation, selection, discussion, award or administration of a contract or procurement supported by public funds if: 1) that individual has a substantial interest in a person or entity, as defined by Chapter 171 or 176 of the Texas Local Government Code, that is the subject of the contract or procurement; or 2) a conflict of interest, either real or apparent, would be involved, as defined therein.