

## **PROFESSIONAL SERVICES AGREEMENT FOR CHIEF MUNICIPAL COURT PROSECUTOR**

**THIS AGREEMENT** is entered into by and between the City of Tomball (hereinafter referred to as “the City”) and Grant Stevens (hereinafter referred to as “the Contractor”).

**WHEREAS**, the City has determined the need to have Chief Municipal Court Prosecutor services provided on a contract basis, and

**WHEREAS**, the Contractor has the qualifications to serve as Chief Municipal Court Prosecutor for the City; and

**WHEREAS**, the parties have agreed to certain terms and conditions for the provision of Chief Municipal Court service,

Now, therefore, in consideration of the mutual promises set forth below, the parties hereto agree as follows:

- 1. Services.** The Contractor shall be responsible for all aspects of prosecution, including:
  - a. scheduling of Associate Municipal Court Prosecutors;
  - b. working with Court personnel to develop standing orders and policies;
  - c. creating and maintaining files;
  - d. making decisions on criminal cases and recommendations with respect to the criminal cases;
  - e. trial preparation and related matters;
  - f. prosecuting misdemeanor and criminal traffic cases committed in the City’s jurisdiction;
  - g. representing the City at arraignments, pretrial hearings, bench and jury trials; and appeals originating from the Tomball Municipal Court
  - h. conducting plea bargaining negotiations and making appropriate plea offers;
  - i. making sentencing recommendations and decisions to the court;
  - j. preparing and presenting legal memoranda, subpoenas, jury instructions and other related materials;
  - k. performing administrative and support service functions related to the prosecution;
  - l. consult with, advise and train the officers of the Tomball Police Department on all matters relating to criminal law and procedure; and
  - m. be available by email or telephone to discuss questions from Tomball Police Department and City staff.
- 2. Qualifications.** During the term of this Contract, the Contractor will remain a licensed member of the State Bar of Texas and meet all the requirements imposed by law to perform the duties of Chief Municipal Court Prosecutor. The Chief Municipal Court Prosecutor must have criminal law experience.
- 3. Payment.** The City shall pay the Contractor as follow: \$425.00 per docket(court session) court session for the term of this Agreement. Additionally, the City will pay for the

registration and the CLE credit annual Prosecutor training and \$425 for training as one court docket. The Contractor shall provide the City his/her/its Taxpayer Identification Number prior to or along with the first billing. Contractor shall submit an invoice for fees and expenses to Client at the end of each month. The City shall remit payment to Contractor within thirty (30) days of receipt of Contractor invoice.

4. **Term.** This contract is effective on the date executed by the parties and continues through September 30, 2026. Upon expiration, this contract may be renewed for two-year periods only by written approval of both parties.
5. **Termination.** This Agreement may be terminated for convenience by either party giving sixty (60) days written notice.
6. **Independent Contractor.** The Contractor will perform the duties of this Agreement as an independent contractor of the City and not as an employee. As such, the Contractor is not entitled to any medical, disability, sick leave, vacation, retirement, or other benefits received by City employees. The Contractor is responsible for the payment of federal income taxes, social security payments, and other governmental impositions arising from this Contract.
7. **Assignment.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
8. **Entire Agreement.** This Contract represents the entire agreement between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.
9. **Law Governing and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Harris County. If either party files and prosecutes a lawsuit relating to this Contract, neither party will be entitled to the award of attorney's fees.
10. **Prior Contracts.** Any prior agreement relating between any parties relating to the same matter is terminated on the effective date of this Contract.

*[signature page follows]*

**CITY OF TOMBALL**

**GRANT STEVENS, Attorney at Law**

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David Esquivel  
City Manager

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Grant Stevens, Esq.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST/SEAL:

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Thomas Harris III  
City Secretary