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COUNTY OF FORT BEND

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CONSULTANT AGREEMENT

THIS AGREEMENT made and entered into by and between Fort Bend County ("County"), acting by and through the Fort Bend County Commissioners Court, and **MICHELLE WITTENBURG**, ("Consultant"), authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, County has determined that this Agreement is for personal or professional services and therefore exempt from competitive bidding under Chapter 262, TEXAS LOCAL GOVERNMENT CODE; and,

WHEREAS, County has determined that this Agreement serves a public purpose.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

CONSULTANT AND COUNTY agree as follows:

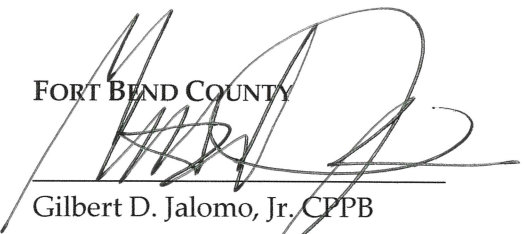
1. **SERVICES.** Consultant agrees to provide to the County the following services:
 - a. Assist County in **SHAPING ISSUES** which County may wish to pursue in next Legislative Session;
 - b. Assist County by “**PRE-TESTING**” **ISSUES** with office holders and other interest groups;
 - c. Assist County in developing an **OVERALL STRATEGY** related to each issue necessary for the County to have a high likelihood of success in the upcoming Legislative Session; and any special called sessions;
 - d. Assist County in **RAISING ITS VISIBILITY AND CREDIBILITY**;
 - e. Assist County in development and refinement of its **LEGISLATIVE MESSAGE**...what sells and what doesn't, how to position and/or phrase each argument and point;
 - f. Work with County to **DOCUMENT** certain elements of the legislative message that will later be critical to its credibility;
 - g. Assist County in **DEVELOPING THE LEGISLATIVE SESSION STRATEGY** as to timing, multiple bills or single bills or both, which House to start in, sponsors, etc.;
 - h. **CONTACT** (prior to Session) with key members, leadership, and ultimately all members perceived to be critical to support of County's goals;
 - i. Assist County in **FORMING COALITION RELATIONSHIPS**... seeking the support of other groups supportive of the legislative goals of Fort Bend County;
 - j. Be present and **MONITOR** Interim Committees dealing with items on County's Agenda;
 - k. **INFORM COUNTY OF UPCOMING DEVELOPMENTS** such as committee hearings, informal meetings, etc. and assist in formulating appropriate testimony/response for these situations;

- l. **MAKE INTRODUCTIONS** and place County representatives in front of key members for in-depth discussions and presentations when necessary;
 - m. **WORK WITH OTHER PROFESSIONAL CONSULTANTS OR ASSOCIATIONS** as deemed appropriate by County; and
 - n. Assist in **DRAFTING LEGISLATION**, amendments to legislation, and in selecting sponsors.
2. **COMPENSATION.** The County agrees to pay Consultant a fee of \$1,750.00 per month beginning **October 1, 2016**, through **September 30, 2018**, for the services described in Section 1 above. The first payment shall be due and payable October 1, 2014, and shall continue monthly with the last payment being due September 1, 2016. Consultant shall be solely responsible for expenses incurred in the pursuit of the tasks and activities described in this proposal. Consultant shall be reimbursed for actual expenses supported by properly submitted expense records. The total Agreement amount, which includes expenses, shall not exceed \$42,000.00.
3. **COUNTY'S REPRESENTATIVE.** The County may designate a representative who will serve as the primary contact for Consultant. If designated, Consultant shall report to this designated representative and it is through this representative that day-to-day contact with the Court shall occur. The County may also choose to have the entire Commissioners Court act as its contact in which case Consultant shall report to the Commissioners Court by reporting to each of the five members of the Court or their designees.
4. **TERM AND TERMINATION.** The term of this Agreement shall begin on **October 1, 2016**, and shall continue in effect through **September 30, 2018**. The County may terminate this Agreement at any time by providing thirty (30) days written notice to Consultant. Upon receipt of such termination notice, Consultant shall discontinue all services in connection with the performance of this Agreement. Within thirty (30) days after receipt of notice of termination, Consultant shall submit a statement, describing in detail the services performed under this Agreement to the date of termination. County shall then pay Consultant that proportion of the services actually performed under this Agreement, less such payments on account of charges as have been previously made. Copies of all completed or partially completed electronic data files and reports of any kind prepared under this Agreement shall be delivered to the County when and if this Agreement is terminated.
5. **COMPLIANCE WITH LAW.** Consultant agrees to render services in a manner which complies with all applicable laws, rules and regulations, including ethics laws, rules and regulations. Consultant agrees to properly register, if necessary, as a lobbyist representing the County, and to make all necessary lobbying reports to the proper authorities.
6. **POLITICAL CONTRIBUTIONS.** All of the compensation to be paid to Consultant is for services to be rendered and is not paid pursuant to any agreement or understanding between Consultant and the County that Consultant will make any contribution to a political party or candidate.
7. **CONFIDENTIAL INFORMATION.** From time to time, the County may give Consultant information, either orally or in writing, and indicate that the information is confidential.

Consultant shall protect such information, shall not disclose such information to anyone, and shall not use the information for any purpose except for rendering service to the County.

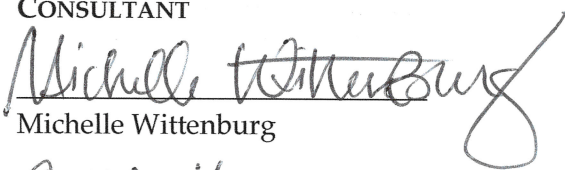
8. **CONTACT WITH MEDIA.** Contact with any media outlet, citizens of Fort Bend County or governmental agencies shall be the sole responsibility of the County. Under no circumstances, whatsoever, shall Consultant release any material or information developed in the performance of its services hereunder without the express written permission of the County, except where required to do so by law.
9. **INDEPENDENT CONTRACTOR.** Consultant agrees that he is an independent contractor. Consultant shall be solely responsible for the performance of his duties under this Agreement and for all withholding taxes, including all federal, state and local taxes, and all workers compensation insurance.
10. **ASSIGNMENT.** Consultant shall not assign his rights or obligations under this Agreement without the prior written consent of the County.
11. **ENTIRE AGREEMENT.** The foregoing contains the entire Agreement of the parties hereto and supersedes any and all prior written or oral Agreements between the parties relating to the subject matter hereof. No modification of this Agreement shall be binding upon the parties unless the same is in writing signed by the parties.
12. **EXECUTION.** This Agreement shall commence upon execution by County.

FORT BEND COUNTY


Gilbert D. Jalomo, Jr., CPPB

9.27.16
Date

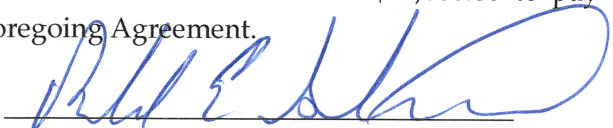
CONSULTANT


Michelle Wittenburg

9-19-16
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in an amount not to exceed \$42,000.00 to pay the obligation of Fort Bend County within the foregoing Agreement.


Robert E. Sturdivant, County Auditor