

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Steve Parker, City Manager

**From:** Susan Caddell, Director of Finance

**Subject:** Municipal Prosecutor

**Date:** April 9, 2024

Andrew Quittner is currently serving as our Municipal Prosecutor. His contract has expired and converted to a month-to-month engagement. Staff issued requests for proposals for a contract Municipal Prosecutor. The City received three responses. We did not receive responses from any local firms or attorneys, nor Mr. Quittner. Based upon these responses and the compensation, staff conducted an interview at our Municipal Court with the top candidate, Messer Fort, PLLC of Austin, Texas.

Staff is recommending awarding the contract with an option to negotiate for Municipal Prosecutor to Messer Fort, PLLC of Austin, Texas. They have extensive experience in municipal law, including acting as city attorney and municipal prosecutor. They have also served as outside counsel for the City of Seguin in the past, the most recent engagement being the transfer of CCN with Springs Hill Water Supply Corporation. The Municipal Prosecutor contract would be for one year with an option to renew for up to three one-year terms.

Staff will be available to answer questions before and during the City Council meeting, and a representative from Messer Fort plans to attend meeting as well.