



**CITY ATTORNEY
CITY OF EL PASO
FAX COVERSHEET**

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TO: Mike McQueen

FAX: 541-5360

Number of Pages Sent (including cover sheet): 14

SENDER: Elaine S. Hengen, Assistant City Attorney

DATE: January 5, 2006

RE: Retention Agreement, as discussed with Charlie McNabb. Please review and let me know if this is acceptable. If you can send me your e-mail address, I can e-mail it to you, so that you can print out two clean copies, sign them and return them to me. After Charlie and Joyce Wilson have signed, I will get you a signed original. I am also faxing a copy of the EEOC documents so that you can see them. Lupe Martinez has started gathering a few useful documents for you and we will get those over to you. Lupe ordinarily handles our EEOC's, so she will be your point of contact to get any documents, etc. that you will need and I am also available to assist you as necessary.

Please call Monica Acuña at (915) 541-4921 immediately if transmission is illegible or incomplete. Thank you.

Hengen, Elaine S.

From: Hengen, Elaine S.
Sent: Thursday, January 05, 2006 11:12 AM
To: Acuna, Monica
Subject: Need a contract

Please get a copy of our standard outside counsel retention letter agreement. Please prepare it Michael D. McQueen with Kemp Smith, L.L.P. to represent the City regarding claims filed by Lisa Elizondo.

Please add an approved line for Joyce's signature. Need as soon as possible. Thanks.

Elaine S. Hengen
Assistant City Attorney
541-4714
541-4710 (fax)

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