



City of Austin  
Law Department

301 W. 2<sup>nd</sup> Street, P.O. Box 1088  
Austin, Texas 78767-1088  
(512) 974-2268

(512) 974-2268  
Writer's Direct Line

RECEIVED  
MAY 17 2013  
LAW DEPARTMENT

(512) 974-2912  
Writer's Fax Line

May 6, 2013

Nita R French  
French & Associates  
799 Hillpine Drive, N.E.  
Atlanta, GA 30306-3266

RE: 2013 Austin Fire Department – 2013 Department of Justice Investigation

Dear Ms. French:

This letter confirms that you will provide consultation and/or expert services for the City of Austin in the above referenced matter. The City requires consultants to follow certain policies outlined in the attached Terms of Engagement. Please sign and return this Engagement Letter to Teresa Medina in the enclosed envelope, confirming that you agree to these policies. You must receive advance authorization from me or my designees before providing any other professional services.

Law Department Division Chief Bernard L. Crawford is assigned to this project and will coordinate all services. The City will pay for the services you provide in a total amount **not to exceed \$25,000.00** for all fees and expenses billed under this agreement. **We agree that your hourly rate for services, described above shall be \$350.00 per hour.** Further, we agree that fees will be paid based on hours actually worked, and billed on a monthly basis.

If you have any questions, please do not hesitate to call me or the Managing Attorney.

Sincerely,

Karen M. Kennard  
City Attorney

AGREED:

5/13/2013  
Nita R French Date

Attachments: Terms of Engagement

KMK/tmm



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April 22, 2013

Nita R French  
French & Associates  
799 Hillpine Drive, N.E.  
Atlanta, GA 30306-3266

RE: Amendment No. 1 to Engagement Letter Dated February 15, 2013 regarding  
Steven Brown EEOC.

Dear Ms. French:

This letter is to notify you of an increase in our original contract agreement to retain you as a consultant concerning the above-referenced matter. The increase is for the amount of \$15,000.00, for a contract total not to exceed \$35,000.00. The total contract includes:

\$20,000.00 per the initial agreement of February 15, 2013; and  
\$15,000.00 per this supplemental agreement.

Please sign and return this letter to Teresa Medina in the self addressed envelope.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen M. Kennard".

Karen M. Kennard  
City Attorney

**AGREED:**

A handwritten signature in black ink, appearing to read "Nita R. French".

Nita R. French  
French & Associates

KMK/tmm