



CITY OF | **UPPER**
ARLINGTON

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July 25, 2008

Donald McTigue, Esq.
Attorney at Law
550 E. Walnut St.
Columbus, Ohio 43215
Sent via e-mail: mctiguelaw@rroho.com

Re: Special Counsel – Election Law

Dear Donald,

We are pleased to retain your firm as outside counsel in conjunction with the above referenced matter. Your firm is retained pursuant to the authority granted to the City Attorney in Upper Arlington Codified Ordinance § 139.06.

The terms of your representation are contained in the enclosed booklet entitled *City of Upper Arlington, Ohio City Attorney's Office Guide to Outside Legal Counsel ("Guide")*. Please familiarize yourself with the requirements contained in the *Guide* and ensure that all personnel working on City of Upper Arlington matters are familiar with them as well. By undertaking this engagement, you are agreeing to abide by the terms of the *Guide* and the agreed upon approximate cost of \$5,000.00 for the project to be paid based on billing. We ask that you sign the bottom of this letter and return to our office.

We ask that you appoint a principal designee to serve as the City's Attorney's main point of contact for this engagement. City Attorney Jeanine Hummer will be responsible for this project; it is requested you keep her informed regarding all aspects of the work in accordance with the requirements set forth in the *Guide*.

We look forward to working with you on this matter.

Sincerely,

Jeanine Hummer
City Attorney
City of Upper Arlington

Approved:

Donald J. McTigue, Esq.

Enclosure

C: Catherine Armstrong, Finance Director