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August 13, 2018

M. Cleve Morris
City Manager
3101 Center Street
Placerville, CA 95667
Re: Revision of Personnel Rules

Dear Mr. Morris,

I would like to submit the following proposal for revising the City's Personnel Rules:

1. Review and revise the City's current Personnel Rules including:
 - a. Identify and remove conflicting provisions with existing employee MOU's;
 - b. Review and revise the Rules for consistency with FLSA;
 - c. Review and revise the Rules for consistency with law and recent court decisions;
 - d. Eliminate redundancy and ambiguities;
 - e. Organize the Rules for easier navigation and readability
2. Draft revisions to be completed within 90-120 days from acceptance of proposal
3. Final draft to be completed within 30 days after City review of draft and receipt of comments
4. Time will be billed \$70.00 an hour, billable in quarter hour increments
5. Total cost not to exceed \$7500.00 without approval of City

If this proposal is acceptable, please sign a copy where indicated and return it to me. Should you have any questions, please contact me. Thank you for your consideration.

Sincerely


John W. Driscoll

Date: _____

Accepted: _____
M. Cleve Morris, City Manager, City of Placerville