

"Placerville, a unique historical past forging into a golden future."

City Manager's Report
September 11, 2018, City Council Meeting
Prepared by: Cleve Morris, City Manager
Item #: 12.1



Subject: Adopt a resolution:

1. Authorizing the City Manager to negotiate and execute an agreement with the City Attorney, John Driscoll, to update the City's Personnel Rules and Regulations at a not to exceed cost of \$7,500.
2. Approving a budget appropriation for a PARSAC Personnel Grant in the amount of \$7,500.

Purpose: To update and the City's Personnel Rules and Regulations.

Background:

The current City Personnel Rules and Regulations date back to 1982. Although minor updates have been done over time, a major update has not been done since then. The City has implemented policies based on current practices, however the personnel rules do not always reflect those practices. The City's Employment Risk Management Association (ERMA) reviewed the existing rules and noted several areas that may not be in compliance with law. Staff did our own rewrite of the rules based on current practice and to coordinate with our current Employee Memoranda of Understanding.

The City requested a proposal from a firm recommended by ERMA who came back with a proposal well over \$10,000. Staff spoke with our City Attorney who offered to provide the review and update. I asked him to provide a proposal which you will see is attached to this report. In addition, if there are questions he encounters while reviewing the rules, he will consult with our Personnel Attorney Stacey Sheston of Best Best and Krieger.

The final product will provide the city with an updated personnel rules that is well organized and easy to follow and communicate to employees.

Discussion:

The attached proposal will provide an update to the City's Personnel Rules and Regulations. The process is expected to take a couple of months. Once completed the rules will need to be reviewed by the City's employee organizations. Following their review, the Rules and Regulations will be brought back to the Council for adoption.

Options:

1. Approve the proposal as recommended
2. Request amendments to the proposal and approve them.
3. Direct staff to solicit proposals from other qualified firms.

Cost: Total cost for the proposal is \$7,500.

Budget Impact: This process was not budgeted. However, staff has a grant available from PARSAC, our insurance carrier, that can only be used for personnel related issues. Staff will fund the cost of the review through this grant. The total available through the grant is approximately \$20,000.

Recommendation: Adopt a resolution:

1. Authorizing the City Manager to negotiate and execute an agreement with the City Attorney, John Driscoll, to update the City's Personnel Rules and Regulations at a not to exceed cost of \$7,500.
2. Approve a budget appropriation for a PARSAC Personnel Grant in the amount of \$7,500.



M. Cleve Morris, City Manager

Attachments:

1. *Resolution*
2. *Proposal*