



P.O. Box 2177 • Granite Bay, CA 95746  
916.791.8506 • fax: 916.791.1412  
www.silvershr.com

## **Human Resources Services Proposal**

### **Purpose:**

City of Wheatland (“you”) seeks assistance in facilitating the performance evaluation process for the City Manager. The following services are being offered to you by Silvers HR, LLC (“Silvers” or “we”). All fees are noted below.

### **A. Scope:**

We will facilitate the City Council’s input for the 2022 performance evaluation for the City Manager. A project timeline with the major deliverables will be completed after the agreement is signed. Most work will be completed remotely with up to two onsite visits.

Note that the scope of this project will not include development of performance measurements or competencies, or any salary survey or compensation review for the City Manager.

We assume a Project Sponsor from the City Council will be named. This individual will clarify direction on the internal processes at the City of Wheatland or where additional insight is needed in the execution of this plan.

### **Key Project Deliverables**

- Facilitation of the City Council’s input and subsequent summary evaluation report on the City Manager’s performance
- Attendance at one of the City Council meetings to assist in or clarify the delivery of the evaluation

### **B. Our relationship:**

Silvers and its associates are not employees of City of Wheatland. We are independent contractors and responsible for our own taxes, work tools and work schedules.

At the end of our work agreement any unpaid work will be billed to you and payment will be rendered to Silvers within 25 business days. Any confidential or proprietary information will be returned to you upon payment.

### **C. Fees and other information:**

Consulting fees for the work above will be billed at the discounted rate of \$185 per hour.

Estimated consulting fees and travel for this project are not to exceed \$5000. Any time beyond this estimate will be pre-approved by the City Council.

On site time is billed at a minimum of three hours.

Travel expenses including mileage and tolls will be reimbursed by you. Travel time will be charged at the rate of \$100 per hour.

Fifty percent of the estimated fee above (or \$2500) will be paid as a retainer and is due within 25 days of the receipt of the signed agreement. Additional hours will be billed monthly and due within 25 days.

All business information (including finance and accounting reports, compensation, methods, trade secrets, or other confidential information) disclosed to Silvers by you will be held in strict confidence. All materials provided to Silvers during this engagement will be returned.

You agree to defend, indemnify and hold Silvers harmless (including attorney's fees) against any lawsuit, claim or demand threatened or brought against you by any party other than yourself with regard to services performed under this agreement.

The estimated project cost is based on the tasks and scope originally identified by the City Attorney. Any change in design or increase in the scope of the project may necessitate the revision of the estimated project cost and time frame for completion.

We agree to the services above.

\_\_\_\_\_  
For City of Wheatland

\_\_\_\_\_  
Date

\_\_\_\_\_  
Silvers HR, LLC

\_\_\_\_\_  
Date

*Please email or fax the signed agreement to Kim Silvers at [kim@silvershr.com](mailto:kim@silvershr.com) or (916) 791-1412*