

CITY OF ARANSAS PASS, TEXAS
c/o Corina Saenz
Assistant City Manager
& Human Resource Manager
City Hall
Aransas Pass, Texas

Re: Proposal for Legal Services to Complete an Update to the City's Personnel Policy Manual

Dear Ms. Saenz:

Please consider this a legal services proposal by me, as a Managing Partner of our law firm's Rio Grande Valley Office, to undertake a legal update and re-write of the City's current Personnel Policy Manual.

I am attaching to this letter a copy of our usual fee and rate schedule for on-demand legal services. We would abide by this rate schedule, however, as to this specific project, I would cap the legal fees and costs at \$6,000.00, inclusive of travel.

A project such as this requires the cooperation and assistance, and the Human Resource staff. I would need to have that cooperation from the City's executive management staff to provide the necessary input so that the PPM can be specifically tailored to the needs of the City of Aransas Pass.

The other attorneys in my office who may assist me on this project would be Associate Attorneys Rebecca Hayward, and Allison Bastian. My legal assistant, Veronica Duron is also a member of this team.

I anticipate a minimum of two, and possibly three visits to City Hall. Otherwise much of the work here will be done via internet conferences and email, which saves us all travel time and travel costs. My time-table to complete the project would be by the end of the current fiscal year, that is, 9/30/2018. My schedule is already quite booked, and I hesitate to commit to a completion date any sooner.

You may present this proposal to the City Council for approval. I would create a project file once I am advised that the project has been approved.

Best Regards,

Ricardo J. Navarro

Ricardo J. Navarro
Managing Partner for the
RGV Office