

**From:** [nsatcher@laurelms.com](mailto:nsatcher@laurelms.com)  
**To:** [sharonking@laurelms.com](mailto:sharonking@laurelms.com)  
**Subject:** FW: City of Laurel- Handbook Review  
**Date:** Thursday, February 28, 2019 8:13:30 AM

---

---

**From:** LaToya Merritt (3749) <LaToya.Merritt@phelps.com>  
**Sent:** Wednesday, February 27, 2019 10:48 AM  
**To:** 'nsatcher@laurelms.com' <nsatcher@laurelms.com>  
**Subject:** City of Laurel- Handbook Review

Hi Nellie:

I hope this email finds you well. I estimate that it would cost between \$2500-\$3000 for us to review the City's handbook and make the necessary revisions. During the review, we will be checking to make sure that the City's policies are compliant with state and federal law. You'll receive a red-line of all changes made and also a letter outlining the significant changes to the handbook. Please let me know if you have any questions. We're available to start reviewing the handbook after March 15.

Thanks much,  
LaToya

---

**LaToya C. Merritt**  
Phelps Dunbar LLP  
4270 I-55 North  
Jackson, MS 39211  
Direct: 601-360-9749  
Fax: 601-360-9777  
Email: [latoya.merritt@phelps.com](mailto:latoya.merritt@phelps.com)

CONFIDENTIALITY NOTICE - This e-mail message, including any attachments, is private communication sent by a law firm, Phelps Dunbar LLP, and may contain confidential, legally privileged information meant solely for the intended recipient. If you are not the intended recipient, any use, distribution, or copying of this communication is strictly prohibited. Please notify the sender immediately by replying to this message, then delete the e-mail and any attachments from your system. Thank you.