

MEMORANDUM
OFFICE OF THE
BOARD OF SUPERVISORS
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Mike Boyle, Assistant County Executive Officer
By: Teri Sayad-Ivaldi, Sr. Administrative Aide

DATE: December 19, 2006

SUBJECT: Renew 6-month Contract for Services for District 2 Web Page maintenance and other general administrative assistance with contractor Lyndell Grey

ACTION REQUESTED

Renew 6-month contract for services for District 2 web page maintenance and other general administrative assistance with contractor Lyndell Grey, starting January 1, 2007.

BACKGROUND

In response to the direction given by the Board at the Budget Workshop Hearings August 16 - 18, 2005 additional contractual staffing may be hired on a 6-month basis to provide services as it relates to the creation and maintenance of the District Supervisor's web page and provide support to District Administrative Aide.

Contractor' scope of work includes:

Provide and maintain accurate up to date information on the specified webpage. Research, write materials and take photos in support of the District Supervisor's webpage goals. Coordinate with Administrative Aide or other County staff in establishing guidelines for information within the Supervisor's webpage. Maintain knowledge of the legal parameters and appropriate uses and information allowed within the webpage. Research other California Counties' websites for alternative public information options. Assist the Administrative Aide or other County staff in reviewing emails, faxes, and routine correspondence and prepare responses on behalf of the District Supervisor; Performing research and investigation associated with the work activities of the District Supervisor; Assist in resolving constituent problems, including follow-up with all relevant County departments and/or referral to other entities. Respond to constituent telephone calls, concerns or questions; Refer inquiries to proper agencies or County departments for information and action; Research documents and legislation and collect data pertinent to a wide variety of community and private interests and governmental issues.

FISCAL IMPACT

Funding is allocated within the Board of Supervisors' budget to fund this expense of \$10,221.56

DESCRIPTION:
CONTRACT FOR SERVICES FOR DISTRICT 2
WEB PAGE MAINTENANCE AND OTHER
GENERAL ADMINISTRATIVE ASSISTANCE

CONTRACT NO: CNO12171 / B
BEGINS: JANUARY 1, 2007
ENDS: JUNE 30, 2007
ADMINISTERING AGENCY: BOS

PLACER COUNTY CONTRACT EMPLOYEE AGREEMENT

This Agreement is made as of January 1, 2007, between the County of Placer ("County") and LYNDELL GREY, ("Employee") upon the following terms and conditions.

1. **Appointment.** County appoints and engages Employee as Contract Employee for the County of Placer, Board of Supervisors' Office to assist the District 2 Supervisor on Web page Maintenance and other general administrative assistance, and Employee hereby accepts such employment.
2. **Powers and Duties.** Employee agrees to perform the services and duties as described in the attached Exhibit A, under the direction and supervision of the Administrative Aide to the District 2 Supervisor, or his or her designee.
3. **Work Required.** Employee shall devote such time as is reasonably necessary to perform assigned duties. The position is part-time (up to a maximum of 480 hours from January 1, 2007 through June 30, 2007) and regular scheduled work hours are not required. Payment shall be made bi-weekly after completion of an ACORN timesheet, itemizing hours worked and approved by the Administrative Aide for the District 2 Supervisor and the Assistant County Executive Officer.
4. **Compensation and Benefits.** Employee shall be compensated for his/her services as follows:
 - A. **Compensation.** Employee shall be paid for services rendered under this agreement an hourly rate of \$21.2947 payable biweekly through the County's regular payroll system. The compensation is subject to withholding for federal income tax, state income tax, Social Security, and any other employment taxes required to be deducted by County. Employee may also be reimbursed for out of pocket expenses subject to the prior approval of the Assistant County Executive Officer
 - B. **Benefits.** Employee shall not be eligible to participate in the Placer County Employee health, dental, life and accidental death and dismemberment insurance program, or vision insurance program. Employee shall not be eligible to participate in the California Public Employee's Retirement System.
 - C. **Insurance.** County shall maintain and bear the expense of general liability and worker's compensation insurance covering the acts of the employee within the course and scope of his or her employment with the County. Employee shall possess a valid California Drivers License and maintain automobile liability insurance coverage in the amount of \$100,000 per person, \$300,000 per incident and \$50,000 for property damage.

D. **Vacation, Sick Leave and Holidays.**

The employee shall be not be entitled to any vacation, sick leave or holiday payment for the period of employment.

5. **Compliance with State, Local and Federal Laws.** The parties enter into this Agreement with the intent of conducting their relationship in full compliance with applicable State, local and Federal law.

6. **Term and Termination of Agreement.** The term of this Agreement shall be from the date of execution until June 30, 2007. This Agreement is renewable on a six-month basis upon mutual agreement of both parties and a written agreement to extend the period of part-time employment. This Agreement may be terminated before the end of the contract term upon the occurrence of any of the following events:

- A. By written mutual agreement of the parties hereto.
- B. A material breach of the Agreement by Employee or County.
- C. Either party may terminate this Agreement without cause or legal excuse upon ten (10) days prior written notice to the other party.

7. **Other Terms and Conditions**

- A. The Assistant County Executive Officer or his or her designee, in consultation with Employee, shall establish such other terms and conditions of employment, as he or she may determine from time to time, relating to the work of Employee, provided such terms and conditions are not inconsistent or in conflict with the provisions of this agreement, County ordinance, or any other law.
- B. The text herein shall constitute the entire agreement between the parties.
- C. If any provision or portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- D. County agrees to reimburse for pre-approved actual and necessary expenses and mileage at (.445) cents per mile.

EXHIBIT A

SCOPE OF WORK

- Provide assistance in organizing and maintaining District Supervisor's Webpage
 - Provide and maintain accurate up to date information on the specified webpage.
 - Research, write materials and take photos in support of the District Supervisor's webpage goals.
 - Coordinate with Administrative Aide or other County staff in establishing guidelines for information within the Supervisor's webpage.
 - Maintain knowledge of the legal parameters and appropriate uses and information allowed within the webpage.
 - Research other California Counties' websites for alternative public information options.

- Assist with managing constituent correspondence, emails, faxes and phone calls upon request
 - Assist the Administrative Aide or other County staff in reviewing emails, faxes, and routine correspondence and prepare responses on behalf of the District Supervisor;
 - Performing research and investigation associated with the work activities of the District Supervisor; Assist in resolving constituent problems, including follow-up with all relevant County departments and/or referral to other entities.
 - Respond to constituent telephone calls, concerns or questions; Refer inquiries to proper agencies or County departments for information and action;
 - Research documents and legislation and collect data pertinent to a wide variety of community and private interests and governmental issues.

