

**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:** Authorize additional hours within the District 5 Tahoe Field Deputy contract position.

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**ACTION REQUESTED**

Authorize additional hours for the District 5 Tahoe Field Deputy contracted position.

**BACKGROUND**

The existing part-time contract for services rendered to District 5 serving as a Tahoe Field Deputy has ended due to the resignation of the incumbent contractor, Rick Brown. A re-evaluation of the activities and workload has identified a need for additional hours. The Board is being asked to authorize additional hours from approximately sixty-percent time to one-hundred percent time.

Tahoe Field Deputy contracted scope of work includes: Attends the North Lake Tahoe Regional Advisory Council and Squaw Valley Municipal Advisory Council (MAC) meetings and provide administrative support including follow-up on action items and constituent inquiries. Meets with constituents; brief District 5 Supervisor on pertinent issues, follow-up, changes and public sentiment. Reviews correspondence and other constituent inquiries for appropriate action. Monitor status of constituent inquiries, pending board items, projects, conferences and meetings. Attends a variety of local and state agency meetings and reports on outcome when necessary; including Tahoe Regional Planning Agency, Resort Associations, Water Quality Control Boards, Public Utility and Service Districts, Fire Districts, Chambers of Commerce, Business Associations, State Parks, Fish & Game, Tahoe Conservancy and CalTrans.

**FISCAL IMPACT**

The Board of Supervisors' budget includes sufficient funds for this increase. After a candidate has been selected, the actual contract for services will be brought forward to your Board for review and approval.

