

# COTTONWOOD HEIGHTS

## RESOLUTION NO. 2015-34

### A RESOLUTION APPROVING AN AGREEMENT FOR PUBLIC RELATIONS SPECIALIST/WRITING SERVICES WITH STEPHANIE DICKEY D/B/A THE POINTED PENCIL WRITING SERVICES

**WHEREAS**, the city council (the “*Council*”) of the city of Cottonwood Heights (“*City*”) met in regular session on 26 May 2015 to consider, among other things, approving an “Independent Contractor Agreement” (the “*Agreement*”) with Stephanie Dickey d/b/a The Pointed Pencil Writing Services (“*Provider*”) whereunder Provider would provide public relations specialist/writing services for City; and

**WHEREAS**, City provides community information to its citizens in various ways, including a monthly newsletter (the “*newsletter*”) delivered to each household; and

**WHEREAS**, City also utilizes other types of print and web-based media to provide notice of events and to otherwise communicate with the public (such the newsletter and all other types of communications from City utilizing print and/or graphics are collectively referred to herein as the “*Media*”); and

**WHEREAS**, City desires to engage the professional services of a public relations specialist/writer to provide those Media-related services on an as-needed basis and to act as a backup for City’s Public Relations Specialist; and

**WHEREAS**, Provider has significant experience in providing public relations and writing services of the type needed by City; and

**WHEREAS**, City desires to retain Provider to provide such public relations/writing services as specified in the Agreement; and

**WHEREAS**, the Council has reviewed the form of the Agreement, a photocopy of which is annexed hereto; and

**WHEREAS**, after careful consideration, the Council has determined that it is in the best interests of the health, safety and welfare of City’s residents to approve City’s entry into the Agreement as proposed;

**NOW, THEREFORE, BE IT RESOLVED** by the city council of the city of Cottonwood Heights that the attached Agreement is hereby approved, and that City’s mayor and recorder are authorized and directed to execute and deliver the Agreement on behalf of City.

This Resolution, assigned no. 2015-34, shall take effect immediately upon passage.

**PASSED AND APPROVED** effective 26 May 2015.

**COTTONWOOD HEIGHTS CITY COUNCIL**

By   
\_\_\_\_\_  
Kelvyn H. Cullimore, Jr., Mayor

**ATTEST:**

*Kory Solorio*  
Kory Solorio, Recorder



**VOTING:**

Kelvyn H. Cullimore, Jr.	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael L. Shelton	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
J. Scott Bracken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Michael J. Peterson	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Tee W. Tyler	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

**DEPOSITED** in the office of the City Recorder this 26<sup>th</sup> day of May 2015.

**RECORDED** this *26* day of May 2015.

# Independent Contractor Agreement

**THIS INDEPENDENT CONTRACTOR AGREEMENT** (this "*Agreement*") is entered into effective 26 May 2015 by and between **COTTONWOOD HEIGHTS**, a Utah municipality ("*City*") and **STEPHANIE DICKEY d/b/a/ THE POINTED PENCIL WRITING SERVICES** ("*Contractor*").

## RECITALS:

A. City coordinates and facilitates the dissemination of information both internally and externally to the public and staff through print, web page, policies and procedures.

B. City desires to engage the professional services of a public relations specialist/writer to assist the city with special projects when needed and to act as a backup for the City's Public Relations Specialist.

C. Contractor has significant experience in providing journalistic and public relations services of the type needed by City.

D. Based on City's knowledge of Contractor's resume and references, City desires to retain Contractor to provide such services as specified in this Agreement.

E. The parties have determined that it is mutually advantageous to enter into this Agreement.

## AGREEMENT:

**NOW, THEREFORE**, in consideration of the premises, the mutual covenants and undertakings of the parties hereto, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Engagement of Contractor.** City hereby engages Contractor, and Contractor hereby agrees, to perform the Services (defined below) as specified in this Agreement.

2. **Detailed Description of the Services.** In furtherance of this Agreement, Contractor shall do, perform, and carry out in good, professional and timely manner, the following services (such work, together with all ancillary and additional services and materials as may be reasonable required to accomplish the desired result in a competent, comprehensive and finished manner, is referred to herein as the "*Services*"):

(a) *Style Guide.* Provide a "style guide" for City (the "*Style Guide*") in consultation with the City Manager (the "*Manager*"). The Style Guide will be a set of standards for the writing and design of documents for City that establishes and enforces consistency to improve communications. The Style Guide will use best practices and will periodically be revised to accommodate changes in best practices.

(b) *Back-up for Public Relations Specialist.* Perform the essential duties of City's Public Relations Specialist if so directed by the Manager.

(c) Additional Related Services. Perform such additional related services from time to time as requested by the Manager in connection with City's creation and dissemination of public information.

Deadlines for Services shall be as reasonable requested by City. Contractor shall promptly (within 24 hours or less) respond to all e-mails, voicemails and other communications from any of City's employees concerning the Services. Contractor shall provide at least 30 days' prior written notice to City of any vacations or other times when Contractor will be unable to perform the Services.

3. Fees for Services. City shall pay Contractor for Services actually performed at the rate of \$60/hour.

4. Method of Payment. Each calendar month, Contractor shall submit to City a detailed invoice setting forth the Services performed during the immediately preceding calendar month, describing the Services rendered by date and by time expended (in one tenth hour increments), and specifying the resulting charges. Any reimbursable costs shall be separately itemized and accompanied by such back-up documentation as City reasonably may require. City shall pay (or provide a reasoned objection to) the amount set forth in the current invoice within 30 days after receipt.

5. Services Performed in a Professional, Reasonable Manner. Contractor shall perform the Services in a professional, reasonable, responsive manner in compliance with all laws and applicable standards of performance. Subject to the foregoing, the exact nature of how the Services are to be performed and other matters incidental to providing the Services shall remain with Contractor.

6. Personnel, Equipment and Facilities. Contractor shall at its sole cost furnish all supervision, personnel, labor, equipment, materials, supplies, office space, communication facilities, vehicles for transportation and identification cards, and shall obtain all licenses and permits, necessary or incidental to performing any and all of the Services. Contractor shall not use City staff as a means to perform the Services in lieu of using Contractor's own staff, nor shall Contractor perform any of the Services on City's premises or utilizing any City equipment or supplies. The foregoing shall not apply to the extent that Contractor is directed by the Manager to perform the functions of City's Public Relations Specialist and the performance of such functions reasonably must be performed on City's premises utilizing City equipment or supplies.

7. Term. This Agreement shall be effective on the date hereof and shall terminate at 11:59:59 p.m. on 30 June 2015. Thereafter, this Agreement shall be automatically renewed for successive terms of one year each until such time as it is terminated as provided in Section 10 of this Agreement.

8. Independent Contractor Status. Contractor shall perform the Services as an independent contractor, and all persons employed by Contractor in connection herewith shall be employees or independent contractors of Contractor and not employees of City in any respect.

(a) Control. Contractor shall have complete control and discretion overall personnel providing Services hereunder.

(b) Salary and Wages. Subject to Section 3, above, City shall not have any obligation or liability for the payment of any salaries, wages or other compensation to Contractor's personnel providing Services hereunder.

(c) No Employment Benefits. All personnel providing Services are and shall be and remain Contractor's employees, and shall have no right to any City pension, civil service, or any other City benefits pursuant to this Agreement or otherwise.

10. **Termination.** Either party may terminate this Agreement, without cause, upon at least 60 days' prior written notice to the other party. Either party also may terminate this Agreement for cause upon at least ten days' prior written notice and opportunity to cure to the defaulting party. Neither party shall have any liability to the other for damages nor other losses because of termination of this Agreement, provided; however, City shall pay Contractor all amounts due for actual work performed within the scope of Services before the effective date of the termination, as specified herein.

11. **Indemnification.** Contractor shall defend, indemnify, save and hold harmless City (including, without limitation, its elected and appointed officers, employees, successors and assigns) from and against any and all demands, liabilities, claims, damages, actions and/or proceedings, in law or equity (including reasonable attorneys' fees and cost of suit), relating to or arising in any way from the Services provided, or to be provided, hereunder. Contractor shall so defend, indemnify, save and hold harmless City whether such demands, liabilities, claims, damages, actions and/or proceedings are attributable to the simple negligence, gross negligence, recklessness or intentional misconduct of Contractor (or any officers, employees, agents, subcontractors, etc. of Contractor), or under any other applicable legal theory, and shall be effective whether or not such negligence, recklessness or other misconduct reasonably was foreseeable. Nothing herein shall, however, require Contractor to indemnify as provided in this section with respect to (a) City's own negligence or intentional misconduct, or (b) any demand, liability, claim, damage, action and/or proceeding not alleged to relate to the Services provided, or to be provided, by Contractor hereunder.

12. **Laws and Regulations.** Contractor shall at all times comply with all applicable laws, statutes, rules, regulations, and ordinances, including without limitation, those governing wages, hours, desegregation, employment discrimination, workers' compensation, employer's liability and safety. Contractor shall comply with equal opportunity laws and regulations to the extent that they are applicable.

13. **Non-Exclusive Rights.** Nothing in the Agreement is to be construed as granting to Contractor any exclusive right to perform any or all Services (or similar services) now or hereafter required by City.

14. **Conflict Resolution.** Except as otherwise provided for herein, any dispute between the parties regarding the Services which is not disposed of by agreement shall be decided by City, which shall provide written notice of the decision to Contractor. Such decision by City shall be final unless Contractor, within 30 calendar days after such notice of City's decision, provides to City a written notice of protest, stating clearly and in detail the basis thereof. Contractor shall continue its performance of this Agreement during such resolution. If the parties

do not thereafter agree to a mutually-acceptable resolution, then they shall resolve the dispute pursuant to section 15 below.

15. **Claims and Disputes.** Unresolved claims, disputes and other issues between the parties arising out of or related to this Agreement shall be decided by litigation in the Third Judicial District Court of Salt Lake County, Utah. Unless otherwise terminated pursuant to the provisions hereof or otherwise agreed in writing, Contractor shall continue to perform the Services during any such litigation proceedings and City shall continue to make undisputed payments to Contractor in accordance with the terms of this Agreement.

16. **Notices.** Any notice required or permitted to be given hereunder shall be deemed sufficient if given by a communication in writing and shall be deemed to have been received (a) upon personal delivery or actual receipt thereof, or (b) within three days after such notice is deposited in the United States Mail, postage prepaid, and certified and addressed to the parties as set forth below:

City: COTTONWOOD HEIGHTS  
Attn. John Park, City Manager  
1265 East Fort Union Blvd., Suite 250  
Cottonwood Heights, UT 84047

with a copy to: Wm. Shane Topham  
CALLISTER NEBEKER & MCCULLOUGH  
10 East South Temple, 9<sup>th</sup> Floor  
Salt Lake City, UT 84133

Contractor: Stephanie Dickey  
The Pointed Pencil Writing Services  
41 W Paula Circle  
Sandy, UT 84070

17. **Intellectual Property Rights.** City shall own and retain all right, title and interest in and to all Services and all other reports, documents, materials, ideas, concepts, know-how, specifications, plans, notes, drawings, designs, pictures, images, text, audiovisual works, data, information, graphics, designs, layouts and other items, expressions, works of authorship or work product of any kind that are authored, produced, created, conceived, collected, developed, discovered or made by Contractor in connection with the Services or which relate in any manner to the Services or which result from any Services produced or undertaken by Contractor for City, including any and all intellectual property rights therein (collectively, the "*Work Product*"). To the extent applicable, City shall be deemed to be the "author" of all Work Product, and all Work Product will constitute "works made for hire" under the U.S. Copyright Act (17 U.S.C. §§ 101 et seq.), and any other applicable law. To the extent that any Work Product does not constitute a work made for hire, Contractor hereby assigns to City all right, title and interest that Contractor may have or may hereafter acquire in all Work Product, including all intellectual property rights therein. Notwithstanding the foregoing, however, Contractor shall be entitled to use and display in her professional portfolio any publicly-disseminated written work performed as part of the Services.

18. **Additional Provisions.** The following provisions also are integral to this Agreement:

(a) *Titles and Captions.* All section or subsection titles or captions herein are for convenience only. Such titles and captions shall not be deemed part of this Agreement and shall in no way define, limit, augment, extend or describe the scope, content or intent of any part or parts hereof.

(b) *Pronouns and Plurals.* Whenever the context may require, any pronoun used herein shall include the corresponding masculine, feminine or neuter forms, and the singular form of nouns, pronouns and verbs shall include the plurals and vice versa.

(c) *Applicable Law.* The provisions of this Agreement shall be governed by and construed in accordance with the laws of the state of Utah.

(d) *Integration.* This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof, and supersedes all prior agreements and understandings pertaining thereto.

(e) *Time.* Time is the essence hereof.

(f) *Survival.* All agreements, covenants, representations and warranties contained herein shall survive the execution of this Agreement and shall continue in full force and effect throughout the term of this Agreement.

(g) *Waiver.* No failure by any party to insist upon the strict performance of any covenant, duty, agreement or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or of such or any other covenant, agreement, term or condition. Any party may, by notice delivered in the manner provided in this Agreement, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation or covenant of any other party. No waiver shall affect or alter the remainder of this Agreement but each and every other covenant, agreement, term and condition hereof shall continue in full force and effect with respect to any other then existing or subsequently occurring breach.

(h) *Rights and Remedies.* The rights and remedies of the parties hereto shall not be mutually exclusive, and the exercise of one or more of the provisions of this Agreement shall not preclude the exercise of any other provisions hereof.

(i) *Severability.* In the event that any condition, covenant or other provision hereof is held to be invalid or void, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any other covenant or condition herein contained. If such condition, covenant or other provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

(j) *Litigation.* If any action, suit or proceeding is brought by a party hereto with respect to a matter or matters covered by this Agreement, all costs and expenses of the prevailing party incident to such proceeding, including reasonable attorneys' fees, shall be paid by the non-prevailing party.

(k) Exhibits. All exhibits annexed to this Agreement are expressly made a part of this Agreement as though completely set forth herein. All references to this Agreement, either in this Agreement itself or in any of such writings, shall be deemed to refer to and include this Agreement and all such exhibits and writings.

(l) Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

(m) Authorizations. Each person signing this Agreement represents and warrants that he is authorized to sign this Agreement for the party indicated.

(n) Execution and Delivery. This Agreement may be executed and/or delivered by email, facsimile or other electronic means with the same legal effect as manual execution and physical delivery.

**DATED** effective the date first-above written.

**CITY:**

**ATTEST:**

**COTTONWOOD HEIGHTS**

\_\_\_\_\_  
**Kory Solorio**, Recorder

By: \_\_\_\_\_  
**Kelvyn H. Cullimore, Jr.**, Mayor

**CONTRACTOR:**

\_\_\_\_\_  
**STEPHANIE DICKEY, d/b/a THE POINTED  
PENCIL WRITING SERVICES**