



**NEVADA COUNTY BOARD OF
SUPERVISORS
Board Agenda Memo**

MEETING DATE: December 10, 2024

TO: Board of Supervisors

FROM: **Craig Griesbach – Director of Emergency Services**

SUBJECT: Resolution approving the contract between Anabella Funk and Nevada County Office of Emergency Services for a not to exceed amount of \$67,500.00 for use during the period December 10, 2024 and June 30, 2025 for Office of Emergency Services Public Relations Officer and authorizing the Director of Emergency Services to execute the contract.

RECOMMENDATION: Adopt the attached Resolution.

FUNDING: This contract will be paid from the Office of Emergency Services budget (Outreach). A budget amendment is not required. There are no additional fiscal impacts to the current year budget.

BACKGROUND: The Office of Emergency Services (OES) contracted with Anabella Funk as the OES Public Relations Officer on December 27, 2023 (PESR4860). The purpose of that contract was to support OES in pushing out “all-hazards” communication, to increase community literacy around concepts of wildfire mitigation, and to build understanding of project activities, objectives, and timelines. These goals are accomplished through management of the OES social media accounts, updates to the OES website (Ready Nevada County), maintenance of OES Project Pages, development and deployment of timely press releases, creation of new outreach materials, coordination, and design of the Ready Set Go Handbook, and execution of special events and projects.

OES wishes to execute a new contract for these services in 2025, increasing the number of hours worked by the Public Relations Officer on a weekly basis to account for increased need due to project volume. OES is additionally opting to contract for a six-month period to bring the contract timeline into alignment with the fiscal year. The intent would be to execute a one-year contract through June 30, 2025.

Item Initiated by: Alex Keeble-Toll, Senior Administrative Analyst

Approved by: Craig Griesbach, Director of Emergency Services