



Midpeninsula Regional
Open Space District

R-13-96
Meeting 13-25
October 9, 2013

AGENDA ITEM 4

AGENDA ITEM

Authorization to Enter into a Contract with The Creative Group for Web Administration Support for an Amount Not-to-Exceed \$78,000 through January 31, 2014

GENERAL MANAGER'S RECOMMENDATION

Approve a contract with the public relations staffing firm The Creative Group to extend a the temporary filling of Website Administrator in an amount not-to-exceed \$78,000 through January 31, 2014.

SUMMARY

The Public Affairs Department Website Administrator resigned in September to pursue other opportunities. At that time, a temporary employee was hired through The Creative Group to fill the vacancy in the interim. No contract was needed initially with The Creative Group as the service provided was under \$25,000. Given that the recruitment for a permanent position is estimated to be completed in January 2014, a contact is now needed to extend the duration of the web support services to this date.

DISCUSSION

Ms. Cydney Bieber was hired in September 2013 through The Creative Group to backfill a vacant Website Administrator position. The agency rate is \$90 an hour, which is competitive in this market. The agency was able to assist the District quickly with a competent and skilled Web Administrator who has been an asset to the department and District. Staff recommends that Ms. Bieber continue supporting the District in this role through the end of the recruitment process, scheduled in January 2014. The recommended term of the contract with The Creative Group would expire at the end of January or when the position is filled, whichever occurs first. The contract can be terminated with notice by either the contractor or the District.

FISCAL IMPACTS

The proposed contract amount is approximately 35% higher than the salary and benefits of the vacant Website Administrator. Due to prior vacancies in the Public Affairs Department, including more than six months for Public Affairs Manager and Media Communication Supervisor during FY2013-14, there exists sufficient salary to result in no additional fiscal impact.

BOARD COMMITTEE REVIEW

No Committee review is required.

PUBLIC NOTICE

This action requires no special public notice outside the regular Brown Act notice that is already provided for this meeting.

CEQA COMPLIANCE

This decision does not have any environmental impacts triggering the California Environmental Quality Act (CEQA).

NEXT STEPS

Upon approval by the Board of Directors, staff would proceed to finalize the contract with The Creative Group. Recruitment for Web Administrator is anticipated to be completed by late January 2014.

Responsible Department Manager:
Shelly Lewis, Public Affairs Manager

Prepared by:
Shelly Lewis, Public Affairs Manager

Contact person:
Same as above