***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[x]**  |  | **Time Requested:** | **5 mins** | **Meeting Date:** | **February 1, 2022** |
| ***OR*** |
| **Consent** | **[ ]**  |  |
| **Contact Person/Department:** | **Rick Dean, CDD/William Carroll, Deputy County Counsel** | **Phone:** | **(530)842-8100** |
| **Address:** | **1312 Fairlane Road, Yreka, CA** |
| **Person Appearing/Title:** | **William Carroll, Deputy County Counsel** |
| **Subject/Summary of Issue:** |
| In order to support the administrative citation enforcement program, it is necessary to have a hearing officer if and when persons excerise their rights to a hearing after being issued a citation. The proposed contract for a hearing officer is with Maire & Deedon, Inc. This law firm currently serves as the hearing officer for several counties including Trinity County. The contract provides for $35,000 for the term of the contract. At staff's best estimates this amount will sufficiently fund for hearings through February 1, 2025. Additionally, a resolution is proposed to recognize Maire & Deedon as providing hearing officer services on behalf of the County. Maire & Deedon will supplment the County's other hearing officer, Lynn Cottier, and enable more timely hearings and help ensure a backlog of hearings does not accrue. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $35,000 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 207080 | Description: | Planning |
| Account: | 723000 |  | Description: | Prof/Special |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| 1. Move to approve the contract with Maire & Deedon, Inc. for hearing officer services and authorize the chair of the Board of Supervisiors to execute the contract. 2. Move to approve the resolution designating hearing officers provided by Maire & Deedon Inc.as hearing officers for purposes of Chapter 10.14 of the Siskiyou County Code.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021