***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 minutes** | **Meeting Date:** | **03/15/2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Rick Dean, CDD** | **Phone:** | **530-841-2113** |
| **Address:** | **806 S Main St., Yreka Ca 96097** |
| **Person Appearing/Title:** | **Rick Dean Director of Community Development**  |
| **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 addendum for a hearing officer is with Lynn Cottier, who is a licensed attorney and currently serves as the hearing officer for several counties including Tehama, Lassen and Modoc. She is an individual who works only as a hearing officer and is not associated with a law firm. Community Development wishes to extend the term of the agreement to June 30,2023 and increase her compensation for an additional $10,000 for fiscal year 21/22 and $20,000 for fiscal year 22/23 with a not to exceed amount of $65,000. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 19,000 - FY 20/21$20,000 FY 21/22 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 207080 | Description: | Planning |
| Account: | 723000 |  | Description: | Prof/Special |  |
| Activity Code:  | 143 |  | Description: | Code Enforc |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Move to approve the addendum with Lynn Cottier for hearing officer services to extend the term of the agreement to June 30, 2023 and increase the compensation not to exceed $65,000 and authorize the Board Chair to execute the addendum. |
| **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