***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 Min** | **Meeting Date:** | **12/06/2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Laura Bynum, County Clerk** | **Phone:** | **530-842-8084** |
| **Address:** | **311 Fourth St., Rm. 201, Yreka, CA 96097** |
| **Person Appearing/Title:** | **Laura Bynum, County Clerk** |
| **Subject/Summary of Issue:** |
| Addendum One to CivicPlus Master Services Agreement. CivicPlus provides codification services to Siskiyou County. The purpose of the addendum is to modify the billing from quarterly to annually for an up to 20% saving annually.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $57,800.00 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 201080 | Description: | Clerk |
| Account: | 723000 |  | Description: | Prof & Specialized |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | Obligations under Municipal Code Corporation were approved by the Board on |
| August 4, 2020. (see page 1 of existing Contract Extension to Agreement of November 1, 2010) |
| **Recommended Motion:** |
| Approve Addendum One of the Master Service Agreement with CivicPlus, LLC and authorize the Chair to sign. |
| **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