***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5min** | **Meeting Date:** | **4/4/2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Lisa Flagg / CDD**  | **Phone:** | **5308412150** |
| **Address:** | **806 S Main Street** |
| **Person Appearing/Title:** | **Rick Dean/ Director of Community Development**  |
| **Subject/Summary of Issue:** |
| The Brightly contract is to extend terms of service for three years. Brightly supplies the Community Development Department with the software to run all building and planning permiting, code cases and environmental health inspections. This software also facilitates our customer facing portal through our website. FY22/23 $24,492.50FY23/24 $25,867.73FY24/25 $26,330.34NTE $76,690.57  |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:* the contract will be covered under the SB2 grant and is 100% reimburseable  |
| **YES** | [ ]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 76,690.57 |  |  |  |  |
| Fund:  | 1001 |  | Description: |       | Org.: | 207080 | Description: | planning |
| Account: | 723000 |  | Description: | professional  |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve the Brightly contract as it extends terms of service for three years. Brightly supplies the Community Development Department with the software to run all building and planning permiting, code cases and environmental health inspections. This software also facilitates our customer facing portal through our website.  |
| **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