02/07/

***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 Min** | **Meeting Date:** | **02/20/2024** |
| ***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:** | **Board of Supervisors** |
| **Subject/Summary of Issue:** |
| To approve the Contract for Services with Coleman Reporters to provide court reporting services for personnel hearings held before the Board of Supervisors for the term July 1, 2023 through June 30, 2025 at the rates outlined in Exhibit A.  |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:*       |
| **YES** | [ ]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |  |  |  |  |  |
| Fund:  |  |  | Description: | General Fund | Org.: |  | Description: |  |
| Account: |  |  | Description: | Prof & Specialized |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |  |
|  |
| **Recommended Motion:** |
| Approve the Contract for Services with Coleman Reporters for the term July 1, 2023 through June 30, 2025 at the rates outlined in Exhibit A. |
| **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