***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 min**  | **Meeting Date:** | **2/18/2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Lisa Flagg/ CDD** | **Phone:** | **(530)841-2150** |
| **Address:** | **806 S Main Street Yreka**  |
| **Person Appearing/Title:** | **Rick Dean/ Director of Community Development Department**  |
| **Subject/Summary of Issue:** |
| The Siskiyou County Community Development Department respectfully requests that the Boad of Supervisors approve the contract with IC Systems, Inc. for debt collection services. Community Development has previously contracted with IC Systems, Inc. for such services. The prior contract term has expired, and the parties seek to enter into a new contract. Under the proposed contract, the vendor would receive a list of debtors from the Department and collect the the debt taking 15% of the total collected leaving 85% for the Department to put towards the fine.  |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:* debt collected from third party service  |
| **YES** | [ ]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |       |  |  |  |  |
| Fund:  | see below |  | Description: |       | Org.: |       | Description: |       |
| Account: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
| previously used IC Systems for debt collection  |
| Additional Information: | 1001-129100(100%),1001-129101(15%),1001-225006(85%),1001-207080-522611-143 (100 |
| (100%), 1001-207080-723000-143 (15%) |
| **Recommended Motion:** |
| Staff respectfully requests that the Board of Supervisors approve the contract between the Siskiyou County Community Development Department and IC Systems Inc. to provide debt collection services to the department.  |
| **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