***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **August 5, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **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:** |
| To approve the Contract for Services with Granicus. Granicus provides software that is used in the County Clerk’s Office to issue marriage licenses, Fictitious Business Name, Notary and other Clerk functions, as well as the cashiering system utilized in the Clerk’s office. The agreement also provides for the software subscription to Disclosure Docs/e-Disclosure that provides the electronic filing of Form 700’s for the term of July 1, 2025 through June 30, 2028 in an amount not to exceed $66, 548.75. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $66,548.75 |  |  |  |  |
| Fund:  | 1001 |  | Description: |       | Org.: | 723000 | Description: |       |
| Account: | 201080 |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve Contract for Services with Granicus for the term of July 1, 2025 through June 30, 2028 in an amount not to exceed $66,548.75. |
| **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