***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **August 12, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Jennifer Taylor/Treasurer – Tax Collector** | **Phone:** | **(530) 842-8346** |
| **Address:** | **311 4th Street, Room 104, Yreka CA 96097** |
| **Person Appearing/Title:** | **Jennifer Taylor/Treasurer – Tax Collector** |
| **Subject/Summary of Issue:** |
| Approval of a contract for services with The Data Center to print and mail the 2025-26, 2026-27, & 2027-28 secured property tax bills. The Siskiyou County Tax Collector mails in excess of 44,000 secured property taxes each year.Our previous vendor that printed and mailed our property tax bills closed their business earlier this year, and our office reached out to several vendors who provide the same services through the RFP process. The Data Center was awarded the bid for the service. Due to their expertise in bulk mailing, they are able to print the tax bills, provide the outgoing and return envelopes, and mail the tax bills for an amount that is less than our internal mailing costs.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:* There is no fiscal impact associated with the requested change to the policy. |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $120,000 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 102030 | Description: | Treas-Tax Col |
| Account: | 723000 |  | Description: | Prof & Spec Serv |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* RFP process where The Data Center was awarded the bid |
|       |
| Additional Information: | The $120,000 is for a 3-year contract at $40,000 per year. |
|       |
| **Recommended Motion:** |
| Approve the contract for services with The Data Center to print and mail the Siskiyou County secured property tax bills for fiscal years 2025-26, 2026-27, and 2027-28 |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* | Yes | *Quantity:* | 1 |
| 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