***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 Min.** | **Meeting Date:** | **September 16, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Hayley Hudson** | **Phone:** | **530-842-8005** |
| **Address:** | **1312 Fairlane Rd, Suite 1** |
| **Person Appearing/Title:** | **Hayley Hudson, Deputy County Administrator** |
| **Subject/Summary of Issue:** |
| Pursuant to Siskiyou County Code, Chapter 3.-Department of Public Works, the role, responsibility, and authority of the Director of Public Works is stipulated, and on occasion the Director of Public Works may be absent from the workplace and circumstances may arise in the Department of Public Works that require approval, oversight, and/or signature authority by the Director of Public Works during said absence. To ensure continuous business operations in the Department of Public Works during the Director of Public Works absence, approval, oversight and/or signature authority needs to be authorized to the Deputy Director of Road/Bridge Services Division.   |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:*       |
| **YES** | [ ]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |  |  |  |  |  |
| Fund:  |  |  | Description: |  | Org.: |  | Description: |  |
| Account: |  |  | Description: |  |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Adopt Resolution authorizing the Department of Public Works approval, oversight and/or signature authority to the Deputy Director of Road/Bridge Services Division in the absence of the Director of Public Works. |
| **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