***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** |  |  | **Time Requested:** | **5 Minutes** | **Meeting Date:** | **July 1, 2025** |
| ***OR*** |
| **Consent** | **X** |  |
| **Contact Person/Department:** | **Craig S Kay** | **Phone:** | **842-8036** |
| **Address:** | **311 Fourth Street Room 108 Yreka CA 96097** |
| **Person Appearing/Title:** | **Craig S Kay, Assessor-Recorder** |
| **Subject/Summary of Issue:** |
| Granicus Recording System (RecorderWorks) Contract for period July 1, 2025 through June 30, 2030. RecorderWorks is the system that enables all Public Documents to be recorded as well as the processing of all Vital Records (Birth, Marriage, and Death). |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:* Presentation and staff direction only |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 156187.90 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | See Att. | Description: | Detail Att. |
| Account: | 723000 |  | Description: | Prof. & Spec. |  |
| Activity Code:  | N/A |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* Granicus has been the vendor for our Recording System since 2020. |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve the Granicus Inc. Contract as submitted, with the Chair authorized to sign. |
| **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