

**GUIDELINES FOR SUBMITTING ITEMS FOR THE
SISKIYOU COUNTY BOARD OF SUPERVISORS' AGENDA**

*Prepared By Colleen Setzer, County Clerk
Revised September 2017*

REGULAR MEETINGS

Regular Board meetings are held the first and third Tuesdays of each month, beginning at 8:30 a.m. During the months of July, August, November, and December, the board meets on the first two Tuesdays only.

COMPLETING THE AGENDA WORKSHEET

Refer to the attached example for help in completing the Agenda Worksheet.

Do not include anyone's home telephone number or home address on the Agenda Worksheet.

All documents should be submitted on 8 ½ x 11 paper.

"*Subject/Summary of Issue*" - Topic of the discussion.

"*Financial Impact*" - Specific, concise description of financial impacts to the County regardless if the item is approved by the Board.

- When goods and services are purchased locally, check the box labeled "Local Preference Purchase".
- If a contract or lease is a renewal, the agenda worksheet must include information as to an increase or decrease in costs from the previous term of the contract/lease.
- For contracts provide information regarding the selection of the vendor, including if it is a sole source, lowest of three bids received, State or Federal entity, Professional Services (bids not required), etc.

All contracts and leases, including addendums and renewals, must be signed by the vendor and contain the vendor's wet signature when the document is submitted to the Agenda. Signature page templates are available on the county intranet home page, under Departmental Forms/Clerk's Office.

"*Recommended Motion*" - State the requested action of the Board.

"*Clerks Instructions*" – Indicate any special instructions regarding the processing of the paperwork.

ITEMS NOT REQUIRED TO HAVE AN AGENDA WORKSHEET

Proclamations

Budget transfers (*Auditor and County Administrator wet signatures required on the budget transfer form when it is submitted for the Agenda*)

Destruction of Records (*County Counsel and Auditor wet signatures are required on the Destruction of Records form when it is submitted for the Agenda*). The Board has approved a form to use for Destruction of Records Requests. The form is available on the county intranet page under "Forms".

DEADLINE FOR SUBMITTING ITEMS

Agenda items must be submitted to the County Clerk's Office the Tuesday preceding the Tuesday meeting by 10:00 a.m. Please see the sections below regarding the deadlines for the reviewing departments. *If you find that your agenda item has issues needing to be added or you have an agenda item after the agenda deadline, contact Assistant County Clerk Laura Bynum (ext 8080) or County Clerk Colleen Setzer (ext 8090) for assistance.*

The deadline for a public hearing is different; please refer to "Public Hearing Requirements" for additional information.

SUBMITTING YOUR ITEM FOR PLACEMENT ON THE AGENDA

Any home telephone numbers or home addresses must be redacted from any supporting documents in the agenda packet. Do not redact such information from the original documents, such as contracts or leases, that will be signed the County.

Once your item is ready for the Board Agenda, add the item to the electronic agenda using Questys and electronically route it for review. Provide the County Clerk's Office with the completed agenda worksheet and original supporting documentation (single-sided).

Two original documents for contracts, grants, resolutions, ordinances, leases must be submitted for the Board Chair's wet signature. All documents (excluding State contracts and some grant agreements) must have vendor's wet signature on them when the documents are submitted. Documents not containing the required wet signatures may be returned to the department for completion before being placed on the agenda. Attach all original documents to the original agenda worksheet and mark each original signature page with a small tab.

ROUTING ITEMS FOR REVIEW /DEPARTMENTAL REVIEW DEADLINES

Route items electronically through Questys using the appropriate project template. (Refer to the Questys instructions for a description of each project template and instructions on how to route an item.)

The reviewing departments have the following deadlines:

1. County Counsel –two weeks prior to the agenda deadline.
2. Auditor – 5 p.m. on the Tuesday preceding the Wednesday deadline
3. Personnel –5 p.m. on the Tuesday preceding the Wednesday deadline
4. County Administrator –5 p.m. on the Tuesday preceding the Wednesday deadline. The CAO's office will attempt to accommodate late items, up to the time of the Clerk's deadline, when possible.

AGENDA ITEMS/DOCUMENTS THAT REQUIRE REVIEW

COUNTY COUNSEL REVIEW:	Contracts and leases (including addendums and renewals) Ordinances Resolutions (<i>excluding retirement resolutions</i>) Closed Session items Destruction of Records Urgency items
AUDITOR REVIEW:	Accounting/finance related items Grant summary forms Transfer of Funds (<i>new appropriation that is established from fund balance or retained earnings, new appropriation that is being established using unanticipated revenue or new revenue (grant), or increasing, decreasing or establishing appropriation for a capital asset expense account</i>) All requests for appropriations from contingencies & capitol assets Contracts that require an expenditure of funds Bid awards Any item that adjusts anticipated revenue Destruction of Records Personnel issues that have a budget impact Fee schedules
PERSONNEL REVIEW:	Any departmental requests regarding personnel issues, (creating new positions, salaries, salary adjustments, advanced step placements, etc.)
COUNTY ADMINISTRATOR REVIEW:	All agenda items

PUBLIC HEARING REQUIREMENTS

Public Hearing Notices must be submitted to the County Clerk's Office in WORD format at least two weeks prior to the meeting date. This deadline enables the Clerk's Office to publish a public hearing notice that requires 1 (one) publication in all county newspapers, at least 10 days prior to the board meeting. If you have a public hearing that has additional publication requirements, notify the Clerk's Office at the time of submitting your public hearing notice. Outlined below are the deadlines for 2017.

Board Meeting Date: (2017)	PH Notice to the Clerk Deadline:
January 3	December 19 at 10 a.m.
January 10	December 23 at 10 a.m.
January 17	December 30 at 10 a.m.
February 7	January 23 at 10 a.m.
February 14	January 30 at 10 a.m.
February 21	February 6 at 10 a.m.
March 7	February 20 at 10 a.m.
March 14	February 27 at 10 a.m.
March 21	March 6 at 10 a.m.
April 4	March 20 at 10 a.m.
April 11	March 27 at 10 a.m.
April 18	April 3 at 10 a.m.
May 2	April 17 at 10 a.m.
May 9	April 24 at 10 a.m.
May 16	May 1 at 10 a.m.
June 6	May 22 at 10 a.m.
June 13	May 29 at 10 a.m.
June 20	June 5 at 10 a.m.
July 4 (will change due to holiday)	June 19 at 10 a.m.
July 11	June 26 at 10 a.m.
July 18 (if added due to July 4)	July 3 at 10 a.m.
August 1	July 17 at 10 a.m.
August 8	July 24 at 10 a.m.
September 5	August 21 at 10 a.m.
September 12	August 28 at 10 a.m.
September 19	September 1 at 10 a.m.
October 3	September 18 at 10 a.m.
October 10	September 25 at 10 a.m.
October 17	October 2 at 10 a.m.
November 7	October 23 at 10 a.m.
November 14	October 30 at 10 a.m.
December 5	November 17 at 10 a.m.
December 12	November 27 at 10 a.m.
January 2	December 11 at 10 a.m.
January 9	December 18 at 10 a.m.
January 16	January 2 at 10 a.m.

REQUESTS TO DROP/CONTINUE AGENDA ITEMS - By providing written notice to the Clerk and/or County Administrator prior to the Board meeting, a scheduled item may be dropped from the agenda or continued.

REQUESTS FOR LETTER FROM THE BOARD:

If requesting a letter from the Board, include a draft of the letter with your Agenda Worksheet.

If the letter is in support or opposition for the Board to consider, include as the final paragraph the following:

This letter was approved by the Siskiyou County Board of Supervisors on (insert date) by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

After the Board meeting in which the letter is approved, the Board Clerk will complete the necessary information and return it to the originating department. Please let the Board Clerk know if your letter is extremely time-sensitive.

RESOLUTIONS

Resolutions must be drafted by the initiating department/agency/person by using the template located on the shared drive (P:\CLERK\RESOLUTION TEMPLATE.doc). If you do not have access to the shared directory, contact the County Clerk's Office for assistance. Resolutions, except resolutions of commendation or retirement, require the following headings under the "Vote":

Ayes:

Noes:

Absent:

Abstain:

Retirement Resolutions - when routing through Questys, only the County Administrator review is required. Provide the original resolution document and frame (if desired) to the Clerk's Office by the agenda deadline. The Clerk will obtain the Chair's signature and frame the resolution and have it at the Board meeting for the presentation. The Clerk's Office will place the resolution on a future agenda for ratification.

URGENCY ITEMS – Urgency items which require board action and are not on the posted agenda require completion of a justification for the necessity for the Board of Supervisors to take action on a matter not on the posted agenda form. This form must be completed and signed by the requester and submitted to the County Administrator or County Counsel, with a completed agenda worksheet and backup paperwork (with the required number of copies) as soon as possible. The information will then be presented to the board for their review and action.

Submit completed worksheet to:
Siskiyou County Clerk, 510 N Main St, Yreka, CA

Regular Time Requested: _____ Meeting Date: 1/20/2015

OR
Consent

Contact Person/Department: County Clerk Phone: 530-842-8084

Address: 510 N Main Street, Yreka, CA 96097

_____ Person **Appearing/Title:**

Colleen Setzer, County Clerk

Subject/Summary of Issue:

Approve FY 15/16 contract with ABC Cleaning Company to provide janitorial services to the County Clerk's Office at the rate of \$200 per month.

EXAMPLE ONLY

Financial Impact:

NO Describe why no financial impact:

YES Describe impact by indicating amount budgeted and funding source below

Amount: \$2,400
Fund: 1001 Description: General Fund Org.: 201080 Description: County Clerk
Account: 723000 Description: Professional Svcs.
Activity Code: n/a Description: n/a

Local Preference: YES NO

For Contracts – Explain how vendor was selected: An RFP was conducted for janitorial services and ABC Cleaning Company was the lowest bidder.

Additional Information:

Recommended Motion:

Approve FY 15/16 contract with ABC Cleaning Company to provide janitorial services to the County Clerk's Office at the rate of \$200 per month, \$2,400 annually.

Reviewed as recommended by policy:
County Counsel _____
Auditor _____
Personnel _____
CAO _____

Special Requests:
Certified Minute Order(s) Yes Quantity: 2
Other: _____

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 12:00 p.m. on the Wednesday prior to the Board Meeting.