

**GUIDELINES FOR SUBMITTING ITEMS FOR THE SISKIYOU COUNTY  
BOARD OF SUPERVISORS' AGENDA**  
*Prepared By Colleen Setzer, County Clerk*  
*Revised February 2010*

**REGULAR MEETINGS**

Regular Board meetings are held the first three Tuesdays of each month, beginning at nine a.m. During the months of July, August, November, and December, the board will meet the first two Tuesdays only.

**DEADLINE**

Agenda items must be submitted to the County Clerk's office the Wednesday preceding the Tuesday meeting by 12:00 p.m. If your agenda item is a public hearing, please refer to "Public Hearing Requirements" for additional information.

**Before being submitted to the County Clerk's Office, all agenda items must be reviewed by the County Administrator's Office and must be submitted to the County Administrator by 5:00 p.m. on the Monday preceding the Wednesday agenda deadline.**

Items requiring County Counsel's review before being placed on the agenda (resolutions, agreements, ordinances, leases, closed session items, etc.) must be submitted to the County Counsel's office at least two weeks prior to being placed on the agenda.

**SUBMISSION REQUIREMENTS**

All documents must be submitted on 8 ½ x 11 paper. Refer to the attached example for assistance in completing the Agenda Worksheet. The "Subject/Summary of Issue" section is the topic of discussion. The "Financial Impact" section is a specific, concise description of financial impacts to the County regardless if the item is approved by the Board. The "Recommended Motion" must state the requested action of the Board.

EMAIL: Once **all signatures have been obtained** (on agenda worksheet and supporting documents, i.e. contracts) and your agenda packet is complete with the backup materials, you may scan and email your complete packet to [agenda@co.siskiyou.ca.us](mailto:agenda@co.siskiyou.ca.us). Original documents will still need to be submitted to the County Clerk's Office. See IN PERSON submission information.

IN PERSON: Submit the completed original **APPROVED** Agenda Worksheet, with 8 stapled copies, all 3 hole punched, directly to the County Clerk's Office to ensure placement on the agenda. **Copies of the Agenda Worksheet must include the required signatures.** Supportive documentation to be distributed to the Board members must be submitted in 9 copies (one original (single sided) and 8 copies (can be double sided) and attached to the agenda worksheets. If a document is too large to be copied, note in the "Subject/Summary of Issue" section of the worksheet that a copy is available in the Clerk's Office and provide a copy for the Clerk.

Grants, resolutions, ordinances, leases, etc. must be submitted with three originals, while contracts only require two originals, for the Chair to sign. All documents (excluding State contracts and some grant agreements) must have all signatures when being submitted (other than the Chair and Clerk). Documents not containing all required signatures may be returned to the department for completion. Attach all original documents to the original Agenda Worksheet and mark each original signature page with a small tab.

If requesting a letter or certificate from the Board, include a draft of the letter with your request.

**SIGNATURE REQUIREMENTS**—*Items will not be placed on the agenda unless these requirements are met.*

**COUNTY ADMINISTRATOR** - All agenda items must be reviewed by the County Administrator prior to submission to the Board Clerk to be placed on the agenda. Agenda items are to be submitted to the County Administrator after all other appropriate signatures have been acquired.

**AUDITOR** - Accounting/finance-related items must have the signatures of the Auditor for all initial grant applications, requests to transfer funds in excess of \$500, contracts that require an expenditure of funds, bid awards, all requests for appropriations from contingencies, and any item that adjusts anticipated revenue. The Auditor must sign the Agenda Worksheet after review. Payroll must review and sign the Agenda Worksheet for personnel issues.

**COUNTY COUNSEL** - All contracts (including addendums and renewals), leases (including addendums and renewals), ordinances, resolutions and closed session items must be reviewed by County Counsel before being placed on the agenda. Allow County Counsel at least two weeks lead time for review. County Counsel must sign the Agenda Worksheet after review.

**PERSONNEL** - Any departmental requests regarding personnel issues, (creating new positions, salaries, salary adjustments, advanced step placements, etc.) must be reviewed by the Personnel Department before being placed on the agenda. The Personnel Manager must sign the Agenda Worksheet after review. Payroll must also review personnel items that have a budget impact, and sign the Agenda Worksheet.

**PUBLIC HEARING REQUIREMENTS**

Public Hearing Notices must be submitted to the County Clerk's Office in WORD format at least three weeks prior to the meeting date. The 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 2010.

Board Meeting Date: (2010)

March 2  
March 9  
March 16  
April 6  
April 13  
April 20  
May 4  
May 11  
May 18  
June 1  
June 8  
June 15  
July 6  
July 13  
August 3  
August 10  
September 7  
September 14  
September 21  
October 5  
October 12  
October 19  
November 2  
November 9  
December 7  
December 14

PH Notice to the Clerk Deadline:

February 16 at 10 a.m.  
February 23 at 10 a.m.  
March 2 at 10 a.m.  
March 23 at 10 a.m.  
March 29 at 10 a.m.  
April 6 at 10 a.m.  
April 20 at 10 a.m.  
April 27 at 10 a.m.  
May 4 at 10 a.m.  
May 18 at 10 a.m.  
May 25 at 10 a.m.  
June 1 at 10 a.m.  
June 22 at 10 a.m.  
June 29 at 10 a.m.  
July 20 at 10 a.m.  
July 27 at 10 a.m.  
August 24 at 10 a.m.  
August 31 at 10 a.m.  
September 7 at 10 a.m.  
September 21 at 10 a.m.  
September 28 at 10 a.m.  
October 5 at 10 a.m.  
October 19 at 10 a.m.  
October 26 at 10 a.m.  
November 19 at 10 a.m.  
November 30 at 10 a.m.

## **EXCEPTIONS TO AGENDA WORKSHEET REQUIREMENTS**

An Agenda Worksheet is not required for the following:

1. Proclamations
2. Routine budget transfers (use space available on form for explanation). NOTE: Request must first be submitted to the Auditor and County Administrator for review, recommendation, and signature.
3. Destruction of records. NOTE: Request must first be submitted to the Auditor and County Counsel for review and signature.
4. Requests for educational costs reimbursement. NOTE: Request must first be submitted to the County Administrator for review, recommendation and signature.

**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.

**CONTRACTS/LEASES** - It is the responsibility of the initiating department to ensure that the insurance requirements in the contract/agreement are met in the body of the insurance policy and that the county is named as an additional insured if required. A copy of the Certificate of Insurance is to be included with the submission of the agreement/lease. The contracting party and applicable county department signatures must sign the appropriate documents before submission to the Board for approval, except state and federal contracts. If the agreement or lease is a renewal, the agenda worksheet should include information as to an increase or decrease in costs from the previous term of the agreement/lease. For contracts and agreements 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), local vendor, etc.

All contracts and leases (including addendums and renewals) must include the completed signature page which includes the contractor, County Counsel, County Auditor (with specific fund, organization, and account numbers), Personnel (if applicable), and Management Analyst (insurance requirements.)

**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, please contact the County Clerk's Office.

The initiating department is responsible for framing resolutions of commendation. Resolutions, except resolutions of commendation, require the following headings under the "Vote"

Ayes:

Noes:

Absent:

Abstain:

**MISCELLANEOUS INFORMATION** - Appointments for time slot items **must** be arranged by calling the Clerk of the Board at 842-8081. In the "Clerk's Instructions" section of the Agenda Worksheet indicate any special instructions to the clerk re processing of the paperwork.

**EMERGENCY ITEMS** - Emergency 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.

**Return completed worksheet and copies to:**  
 Siskiyou County Clerk  
 510 North Main Street  
 Yreka, CA 96097 Telephone: 842-8015

# AGENDA WORKSHEET

Consent  Regular  MEETING DATE: \_\_\_\_\_  
 TIME NEEDED: \_\_\_\_\_  
 Contact Person/Department: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Person(s) Appearing & Title: \_\_\_\_\_

For Clerk's Use Only

**Subject/Summary of Issue**

  
  
  
  
  
  
  
  
  
  

**Financial Impact? Yes**  Please describe impact, indicate funding source & amount budgeted. **No**  Please explain why there is no financial impact.

	Definition
Fund:	_____
Org:	_____
Account:	_____

**For Contracts only – Vendor Selection Process? (Please explain how vendor was selected)**

**Recommended Motion:**

  
  
  
  
  
  
  
  
  
  

<p style="text-align: center;"><b>REVIEWED AS RECOMMENDED BY POLICY</b></p> <p>County Counsel _____          Personnel _____          Auditor _____          County Administrator _____</p>		<p style="text-align: center;"><b>CLERK'S INSTRUCTIONS</b></p> <p>Certified Minute Order(s) <input type="checkbox"/> How many?           Other _____          _____</p>
---	--	---

**NOTE: TO ENSURE PLACEMENT ON THE AGENDA, THE ORIGINAL AGENDA WORKSHEET ALONG WITH 8 STAPLED, THREE-HOLE PUNCHED COPIES MUST BE SUBMITTED DIRECTLY TO THE BOARD CLERK BY 12:00 P.M. ON THE WEDNESDAY BEFORE THE BOARD MEETING.**

For Clerk's Use Only

Reviewed for completeness: \_\_\_\_\_ Pages Scanned: \_\_\_\_\_  
 Number of Pages Scanned: \_\_\_\_\_ Entered on Agenda: \_\_\_\_\_

Siskiyou County Clerk  
510 North Main Street  
Yreka, CA 96097

Telephone: 842-8015

## AGENDA WORKSHEET

Consent  Regular

MEETING DATE: 1/12/2010

TIME NEEDED: \_\_\_\_\_

Contact Person/Department: Colleen Setzer, County Clerk

Address: 510 North Main Street, Yreka, CA 96097

Telephone: 842-8084

Person(s) Appearing & Title:

For Clerk's Use Only

### Subject/Summary of Issue

FY 10/11 Janitorial contract with ABC Cleaning Company, to provide janitorial services to polling places on election day.

# EXAMPLE ONLY

**Financial Impact? Yes**  Please describe impact, indicate funding source & amount budgeted. **No**  Please explain why there is no financial impact.

	Definition
Fund:	1001
Org:	105010
Account:	723000

**For Contracts only – Vendor Selection Process? (Please explain how vendor was selected)**

Bids were requested from various janitorial agencies, and ABC Cleaning Company was the lowest bid.

### Recommended Motion:

Approve contract with ABC Cleaning Company, for the term July 1, 2010 through June 30, 2011, in the amount of \$XX,000.

#### REVIEWED AS RECOMMENDED BY POLICY

County Counsel \_\_\_\_\_  
Personnel \_\_\_\_\_  
Auditor \_\_\_\_\_  
County Administrator \_\_\_\_\_

#### CLERK'S INSTRUCTIONS

Certified Minute Order(s)  How many?

Other \_\_\_\_\_  
\_\_\_\_\_

**NOTE: TO ENSURE PLACEMENT ON THE AGENDA, THE ORIGINAL AGENDA WORKSHEET ALONG WITH 8 STAPLED, THREE-HOLE PUNCHED COPIES MUST BE SUBMITTED DIRECTLY TO THE BOARD CLERK BY 12:00 P.M. ON THE WEDNESDAY BEFORE THE BOARD MEETING.**

Reviewed for completeness: \_\_\_\_\_ Pages Scanned: \_\_\_\_\_  
Number of Pages Scanned: \_\_\_\_\_ Entered on Agenda: \_\_\_\_\_

*For Clerk's Use Only*

*Revised August 2009*