# **AGENDA WORKSHEET**

***Submit completed worksheet to:***

*Siskiyou County Clerk, 510 N Main St, Yreka, CA 96097*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **March 15, 2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Camy Rightmier, Siskiyou County Probation** | **Phone:** | **530.841.4378** |
| **Address:** | **805 Juvenile Lane, Yreka, California**  |
| **Person Appearing/Title:** | **Michael Coley, Chief Probation Officer** |
| **Subject/Summary of Issue:** |
| Approve supplimental rental lease agreement with Second Addendum between Ray Morgan Company and SIskiyou County Probation for new color printer lease and maintenance services. Amending current lease agreement to add one color copier/printer/scanner. Second Addendum updates lease rate to include new color copier maintenance for remaining 40 months.   |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $ 0.01 |  |  |  |  |
| Fund:  | 1001 |  | Description: | Probation | Org.: | 203050 | Description: | Probation |
| Account: | Various |  | Description: | Various |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | Expense accounts include 717000 and 725000.  |
|       |
| **Recommended Motion:** |
| Authorize the Chair to execute the Second Amendment to the Lease Agreement between Ray Morgan and Siskiyou County Probation for the term July 1, 2020 to June 30, 2025. |
| **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 12:00 p.m. on the Wednesday prior to the Board Meeting.*** Revised 1/15/15