***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **04/18/2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Kristen Lackey, CDD** | **Phone:** | **530-841-2160** |
| **Address:** | **806 S Main St., Yreka Ca 96097** |
| **Person Appearing/Title:** | **Rick Dean Director of Community Development**  |
| **Subject/Summary of Issue:** |
| On 4/5/22, the Board approved a $177,000 agreement with Holy Smoke to provide Contractor/Retailer services to the CDBG Woodsmoke Reduction and Heating Replacement Program. On 12/6/22, the Board approved applying to the State to use an additional $254,669 in program income (Resolution 22-187), increasing total program budget to $404,669. The request was approved and a Standard Agreement Amendment was entered on 2/8/23. The new budget includes an additional $179,169 for Holy Smoke Incorporated to continue as the Contractor/Retailer of the program and $43,000 to cover County costs of administering the program (Activity Delivery). The original program had a voucher not-to-exceed amount of $8,0000 per client. Due to varying complexities of new installations, increased material, labor, and overhead costs, the cost of replacement has exceeded the $8,000 voucher amount, which required our low/moderate income clients to cover the additional cost. In order to avoid charges to our clients, the voucher not-to-exceed amount will be increased to $10,000.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:* This program uses Program Income that is already held in the Fund Balance. |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 312,169 |  |  |  |  |
| Fund:  | 2750 |  | Description: | CDBG-PI | Org.: | 807010 | Description: | CDBG-PI |
| Account: | 723523 |  | Description: | Prof. Services |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* This is a contract amendment. |
|       |
| Additional Information: | Contract Addendum to add $179,169 for a total NTE $312,169. Budget transfer included |
| as separate Board item.  |
| **Recommended Motion:** |
| 1. Approve the first addendum to contract with Holy Smoke Incorporated for Contractor/Retailer services to increase the compensation $179,169 for a total not to exceed amount of $312,169 2. Authorize the Board Chair to execute the addendum.3. Authorize the Auditor to establish budget appropriations. |
| **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