***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 min**  | **Meeting Date:** | **10/17/2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Elizabeth Nielsen**  | **Phone:** | **530-842-8005** |
| **Address:** | **1312 Fairlane Road, Yreka CA 96097** |
| **Person Appearing/Title:** | **Elizabeth Nielsen**  |
| **Subject/Summary of Issue:** |
| In July, County Administration issued a Request for Proposals (RFP) for Real Estate Services. The purpose of the RFP was to secure a real estate agent to represent the County in the sale and purchase of property, as well as assist the County in advertising property that the County is interested in selling. Following issuance of the RFP, and review of the submittals received, a panel selected JoAnne Lang (Broker Affiliation: Minton Hometown Properties Inc.) to represent the County for real estate services. County Administration is therefore seeking Board approval to authorize the County Administrator, or their designee, to enter into agreements (templates attached) as required when the County is considering the sale or purchase of property. The agreements, compensation rates and work to be performed by Ms. Lang will be consistent with her submittal, as attached to this agenda item and summarized in Exhibit A to this Agenda Worksheet.  |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:*       |
| **YES** | [ ]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |   |  |  |  |  |
| Fund:  |       |  | Description: |       | Org.: |       | Description: |       |
| Account: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| If the Board so desires, authorize the County Administrator, or their designee, to enter into agreements (templates attached) as required when the County is considering the sale or purchase of property. All other requirements associated with the County selling or purchasing property will be performed consistent with County and State code.  |
| **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