***Submit completed worksheet to:***

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

# **AGENDA WORKSHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **N/A** | **Meeting Date:** | **8/13/2024** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Shelly Davis, Director / Health & Human Services Agency – Public Health Division** | **Phone:** | **530-841-2140** |
| **Address:** | **810 S Main Street, Yreka CA 96097** |
| **Person Appearing/Title:** | **Shelly Davis / Director of Public Health Division** |
| **Subject/Summary of Issue:** |
| County of Siskiyou, Public Health Division-WIC, is requesting approval for the Lease Agreement with Rizzo Real Estate for the rental property located at 700 S. Main Street, Suite 1, Yreka California, for the WIC Program for the period of October 1, 2024, through September 30, 2027, in the amount not to exceed $61,200.00. Tenant’s occupancy will be month-to-month tenancy on the same terms and conditions except that rent shall increase by $100 per month, per year for the term of the Lease.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*  |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $61,200.00 |  |  |  |  |
| Fund:  | 2121 |  | Description: | Public Health | Org.: | 401015401090  | Description: | Public Health  |
| Account: | 726000 726 |  | Description: | Rents |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [x]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*  |
|       |
| Additional Information: |   |
|  |
| **Recommended Motion:** |
| “Recommend that the Board of Supervisors approve and authorize the Chair to sign the Lease Agreement between Rizzo Real Estate and Siskiyou County Health and Human Services Agency, Public Health Division-WIC Program, for the rental property located at 700 S. Main Street, Suite 1, Yreka, CA, for the period of October 1, 2024, through September 30, 2027, with a total amount of the Lease not to exceed $61,200.00.” |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |  |
| *Certified Minute Order(s)* | Yes | *Quantity:* | 1 |
| Auditor |       |
|  |  |
| Personnel |       | *Other:* | Please return Minutes to Angela Zambrano-Ibbs at |
| CAO |       |       Public Health Division. This will be signed via DocuSign. |

***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.***