***Submit completed worksheet to:***

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

# **AGENDA WORKSHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 minutes** | **Meeting Date:** | **March 4, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Amanda Kimball, Facilities Management**  | **Phone:** | **530-842-8800** |
| **Address:** | **1312 Fairlane Road, Suite 4, Yreka, CA**  |
| **Person Appearing/Title:** | **Amanda Kimball, Director of Public Works** |
| **Subject/Summary of Issue:** |
| Notice of Completion for the Siskiyou County Board of Supervisors Chambers Remodel project, County Contract No. 23-107010-02.The project consisted of the remodel of an old courtroom into a new Board Chambers. Facilities Management is now requesting that the Notice of Completion be executed and filed with the Assessor-Recorder.  |
| **Financial Impact:** |
| **NO** | [x]  | *Describe why no financial impact:* Project Completed - Notice of Completion  |
| **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 [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |  |
|  |
| **Recommended Motion:** |
| Respectfully request the Board of Supervisors to accept the Notice of Completion for the Siskiyou County Board of Supervisor Chambers Remodel project, County Contract 23-107010-02, by the Board Chair signing and directing the Clerk of the Board to record the notice within five days. |
| **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