***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **10/7/25** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Mary Ann Hall** | **Phone:** | **530-842-8131** |
| **Address:** | **311 4th Street, Yreka, CA 96097** |
| **Person Appearing/Title:** |  |
| **Subject/Summary of Issue:** |
| Lease agreement between Kelley Create and Siskiyou County District Attorney's Office for one Xerox copier for a term of 60 months at a rate of $131.30 per month plus image charges and sales tax taking effect October 1, 2025. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | Rate .01 |  |  |  |  |
| Fund:  | 1006 |  | Description: | District Attorney | Org.: | 201160 | Description: | DA |
| Account: | 725/717000 |  | Description: | Rents/Maintenance |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* Currently contract with Kelley Create for Xerox copiers; replacing outdated  |
| copier with new Xerox copier. |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve lease agreement between Kelley Create and Siskiyou County District Attorney's Office for one Xerox copier for a term of 60 months at a rate of $131.30 per month plus image charges and sales tax taking effect October 1, 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 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021