

# Agenda Worksheet

Submit completed worksheet to:  
Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097

Regular ☒ Time Requested: \_\_\_\_\_ Meeting Date: December 9, 2025

OR

Consent ☐

Contact Person/Department: Angela Davis Phone: 842-8005

Address: 1312 Fairlane Rd, Suite 1

Person Appearing/Title: Angela Davis / County Administrator

## Subject/Summary of Issue:

A recruitment was conducted to fill the vacant position of Director of Public Works. Mr. Garrett Richardson was the successful candidate; thus, it is recommended the Board appoint Mr. Richardson to the position of Director of Public Works effective December 7, 2025.

## Financial Impact:

NO ☒ Describe why no financial impact: Presentation and staff direction only

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:

It is recommended the Board appoint Mr. Richardson to the position of Director of Public Works effective December 7, 2025.

## Reviewed as recommended by policy:

County Counsel \_\_\_\_\_

Auditor \_\_\_\_\_

Personnel \_\_\_\_\_

CAO \_\_\_\_\_

## Special Requests:

Certified Minute Order(s) Quantity: \_\_\_\_\_

Other: \_\_\_\_\_

**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