

**MEMORANDUM  
PLACER COUNTY HEALTH AND HUMAN SERVICES  
Administrative Services**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
James T. Gandley, D.D.S., M.P.H., Assistant Director

**DATE:** June 12, 2007

**SUBJECT:** Ratification of payment to Silva Custom Designs

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**ACTION REQUESTED:**

Ratify the payment for materials and labor to Silva Custom Designs for safety-related site improvements at the Cirby Hills Center in the amount of \$2,000.

**BACKGROUND:**

This contractor was retained by Health and Human Services to mitigate a safety issue regarding hallway illumination through the installation of a hallway light fixture, plus removal of a counter, and painting the wall where the counter was removed. The total cost for the purchase of the fixture and the remaining labor was \$2,000. This purchase has been confirmed by Procurement to assure the vendor can be paid for the services provided. Your Board's approval is requested to ratify the payment to Silva Custom Designs.

**FISCAL IMPACT:**

The costs associated with these improvements are included in the current fiscal year budget for the Adult System of Care.

xc: Dave Seward, Purchasing Manager

