

COUNTY OF EL DORADO
Request for Leased Space

C.A.O.
EL DORADO COUNTY
2011 MAY 26 AM 9:24

(All requests must be made a minimum of 90 days prior to desired move-in date)

Requesting Department: Human Services Program: Senior Nutrition

Leased space is requested for:

- New Program/Operations
- Expansion of Existing Operations
- Other, specify: Move from current facility to acheive cost savings & greater visibility/accessibility

No. of staff involved: 1 Est. square footage needed: _____ Parking spaces required: 25

Budget & Funding Information:

Index Code: 531307 Funding Source: Title III C - Older Americans Act Funding
 Amount budgeted for new space rent: \$4,200.00
 Amount budgeted for ancillary costs: \$240.00 (data, phone wiring, moving exp., signage, etc.)

Justification for requested leased space:

The Department is requesting to move the Senior Nutrition mealsite in Pollock Pines from the current facility located at 5581 Gail Street to the Pollock Pines Community Center located at 2675 Sanders Drive. The Pollock Pines Community Center is more centrally located which will increase visibility and allow for greater accessibility to the bus line. Cost savings are expected to be achieved through lower rents.

Desired geographic location: Pollock Pines

Desired move-in date: 07/01/2011

Dated: 5.26.2011 Dept. Head Signature: Daniel Nelson Phone: 530-642-7275

WHEN COMPLETED PLEASE FORWARD TO CHIEF ADMINISTRATIVE OFFICERS' OFFICE

ADMINISTRATION REVIEW

- Request Approved
- Funding Source Approved
- Requested Denied

Comments: _____

Dated: 6/7/11 Signature: Terryl DeF... Title: CAO

WHEN APPROVED / DENIED PLEASE FORWARD TO TRANSPORTATION DEPARTMENT PROPERTY SERVICES

DOT/PROPERTY SERVICES Received On: 6/10/11 By: Traci Williams

Requesting department keeps Pink copy and forwards Yellow and White copies to Administration
Administration keeps Yellow copy and forwards White copy to DOT Property Services