

Agreement # 7589

Legistar # 23-0627

# AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 03/27/2023

Need Date: 04/03/2023

**PROCESSING DEPARTMENT:**

Department: CAO-Procurement and Contracts  
Dept. Contact: Annika Andersson  
Phone: X 5911  
Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2023.03.23 17:07:06  
-07'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Tahoe Fund  
Address: P.O. Box 7124  
Tahoe City, California 96145  
Phone: 775-338-1668  
Org Code: 3740000  
Project #  
(if applicable): \_\_\_\_\_  
Funding Source: Transient Occupancy Tax (TOT)

**CONTRACTING DEPARTMENT:** Building and Planning

Service Requested: Review and Approve

Description: Take Care Billboards Campaign (Winter 2022-2023)

Contract Term: Upon Execution through June 30, 2023

Contract Value: \$ 5,000.00

**COUNTY COUNSEL: (Must approve all contracts and MOU's)**

Approved:  Disapproved:  Date: 03/29/2023 By: Jefferson Billingsley  
Digitally signed by Jefferson Billingsley  
Date: 2023.03.29 13:26:18 -07'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

\* with edit noted 3/29/23

Edits Completed-3/30/23 AA

HR APPROVAL: WILL BE REVIEWED THROUGH WORKFLOW

RISK MANAGEMENT: WILL BE REVIEWED THROUGH WORKFLOW

PLEASE EMAIL SIGNED DOCUMENT TO: annika.andersson@edcgov.us

Thank you!