

Counsel please include this information in your billing description.	>	-15-54284	Legistar #: N/A	P&C #: N/A
	>	Index Code: 306500	Project #: 25000	Charge To #: 25000
	>	Project Description: Review and Approve Airport Ground Lease Template - Used for new contract development; Template Date: 8/13/15. Includes "Approved as to Form" contract approval.		
	>			

## CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Community Development Agency

Division: Administration &amp; Finance

Dept Contact: Michele Weimer

Phone: x5670

 Authorized Signature: Michele Weimer

 Michele Weimer  
 Administrative Services Officer  
 Contracts & Procurement Unit

*This CRS will be used for all Airport Ground Lease Board items.*

Date Submitted:

Date Needed:

Funding Sources: N/A

**CONTRACTING DEPT: CDA**

Service Requested: Review &amp; Approve

Contract Term:

Contract/Amendment Amount: \$0.00

 Compliance with Human Resources Requirements: Yes: X No: \_\_\_\_\_

Compliance verified by: Contract Notification Sent: \_\_\_\_\_ HR Response Received: \_\_\_\_\_

 Ok Per: N/A - Review of Template
**COUNTY COUNSEL:** (must approve all contracts and MOUs)

 Approved: ✓ Disapproved: \_\_\_\_\_ Date: 9/1/2015 By: J. SanGeron  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

*with changes as noted.*

*changes made as noted.*

*D. R. Elliott,*

*9/10/15*

EL DONADO COUNTY COUNSEL

Please forward to Transportation upon approval.

**RISK MANAGEMENT:** (All contracts and MOUs except boilerplate grant funding agreements)

 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

*See attached email with Risk Mgmt. approval*

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract)

 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_



Ashley Johnson. <ashley.johnson@edcgov.us>

---

## Airport Lease Insurance

5 messages

---

**Ashley Johnson.** <ashley.johnson@edcgov.us>  
To: Gail Zeigler <gail.zeigler@edcgov.us>

Thu, Dec 3, 2015 at 9:03 AM

Good Morning,

So I need to see if you can go in and look at Mr. Douglas Spencers Insurance (252525). The airplane liability with the premises extension and auto were both uploaded however the system is saying he is deficient. I dont believe he is though since we had previously looked at it together.

Let me know what you think.

Thank you.

—

**Ashley Johnson**  
Administrative Technician

**County of El Dorado**  
Community Development Agency  
Administration and Finance Division, Contracts & Procurement  
2850 Fairlane Court  
Placerville, CA 95667  
(530) 621-5974 / FAX (530) 626-0387  
[ashley.johnson@edcgov.us](mailto:ashley.johnson@edcgov.us)

---

**Gail Zeigler** <gail.zeigler@edcgov.us>  
To: "Ashley Johnson." <ashley.johnson@edcgov.us>

Thu, Dec 3, 2015 at 9:06 AM

Your compliant

**Gail Zeigler**  
**Senior Risk Analyst**  
**Risk Management**  
**County of El Dorado**  
P: 530-621-6520  
F: 530-642-9815  
[gail.zeigler@edcgov.us](mailto:gail.zeigler@edcgov.us)

**Do what you can, where you are, with what you have.**

[Quoted text hidden]

---

**Ashley Johnson.** <ashley.johnson@edcgov.us>  
To: Gail Zeigler <gail.zeigler@edcgov.us>

Thu, Dec 3, 2015 at 9:08 AM