

COUNTY OF EL DORADO
Request for Leased Space

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

Requesting Department: Human Services Program: Social Services

Leased space is requested for:

- New Program/Operations
- Expansion of Existing Operations
- Other, specify: Renewal of existing parking lease

No. of staff involved: _____ Est. square footage needed: _____ Parking spaces required: 68

Budget & Funding Information:

Index Code: 530500 Funding Source: 85% Federal / State, 15% County Match
Amount budgeted for new space rent: \$14,400.00
Amount budgeted for ancillary costs: _____ (data, phone wiring, moving exp., signage, etc.)

Justification for requested leased space:

This is a request to renew an existing lease for 68 parking spaces that are adjoined to 3047 Briw Road. This space is used to park our county vehicles and Social Services employees parking.

Desired geographic location: 3047 Briw Road

Desired move-in date: 08/01/2011

Dated: 06/30/2011 Dept. Head Signature: [Signature] Phone: 7275

WHEN COMPLETED PLEASE FORWARD TO CHIEF ADMINISTRATIVE OFFICERS' OFFICE

ADMINISTRATION REVIEW

- Request Approved
- Funding Source Approved
- Requested Denied.

Comments: _____

Dated: 6/30/11 Signature: [Signature] Title: Prin. Admin. Analyst

WHEN APPROVED / DENIED PLEASE FORWARD TO TRANSPORTATION DEPARTMENT PROPERTY SERVICES

DOT/PROPERTY SERVICES Received On: _____ By: _____

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

C.A.O.
EL DORADO COUNTY
2011 JUN 30 PM 1:31