

COUNTY OF EL DORADO
Request for Leased Space

C.A.O.
EL DORADO COUNTY
2011 SEP -2 PM 4:32

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

Requesting Department: Transportation Program: Maintenance

Leased space is requested for:

- New Program/Operations
- Expansion of Existing Operations
- Other, specify: Winter rental for snow removal crews

No. of staff involved: 4 Est. square footage needed: 1,000 Parking spaces required: 1

Budget & Funding Information:

Index Code: 306232 Funding Source: Road Fund

Amount budgeted for new space rent: \$6,600.00

Amount budgeted for ancillary costs: \$0.00 (data, phone wiring, moving exp., signage, etc.)

Justification for requested leased space:

It is necessary to assign crews from the west slope to the east shore of South Lake Tahoe during heavy storm events to respond to the need for snow removal and related storm response activities. Seasonal rental accommodations for the period of December 1st through March 31st with an option for an additional month are needed to ensure the crews have lodging when required.

Desired geographic location: Tahoma

Desired move-in date: 12/01/2011

Dated: 8/31/11 Dept. Head Signature: [Signature] Phone: _____

WHEN COMPLETED PLEASE FORWARD TO CHIEF ADMINISTRATIVE OFFICERS' OFFICE

ADMINISTRATION REVIEW

- Request Approved
- Funding Source Approved
- Requested Denied

Comments: _____

Dated: 9-4-11 Signature: [Signature] Title: Chief Budget Officer

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