

Counsel please include this information in your billing description.	>	-16-54528	Legistar #: 16-0900	P&C #: 254-L1711
	>	Index Code: 307131	Project #: 93101A	Charge To #: 93101A
	>	Project Description: Airport Ground Lease PV Hangar TP-18 (Twin "T")		
	>			

## CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Community Development Agency  
 Division: Admin & Finance  
 Dept Contact: Ashley Johnson  
 Phone: x5974  
 Authorized Signature: S. R. Ewert

Sandra Ewert  
 Senior Department Analyst  
 Contracts & Procurement Unit

**CONTRACTOR:**

Name: Mark E. Stephens Trust  
 Address:  
 Phone: (408) 679-0813

**CONTRACTING DEPT: CDA**

Service Requested: Review & Approve  
 Contract Term: **10 Years**  
 Contract/Amendment Amount: **\$10,680.00**

Date Submitted: 9/28/2016  
 Date Needed: 10/11/2016  
 Funding Sources: Lessee to make payments to Airport Enterprise Fund

Compliance with Human Resources Requirements: Yes: X No: \_\_\_\_\_  
 Compliance verified by: \_\_\_\_\_ Contract Notification Sent: \_\_\_\_\_ HR Response Received: \_\_\_\_\_  
 Ok Per: N/A - Airport Lease

**COUNTY COUNSEL:** (must approve all contracts and MOUs)

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 10/5/16 By: [Signature]  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
 2016 SEP 23 PM 10:10

With changes as noted.  
Changes made as noted. 10-18-16

**Please forward to Risk Management upon approval.**

**EDC HR/RISK**

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

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 10-18-16 By: [Signature]  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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

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