

# CONTRACT ROUTING SHEET

Date Prepared: 2/24/12

Need Date: 3/14/12

**PROCESSING DEPARTMENT:**

Department: CAO - Facilities  
Dept. Contact: Russ Fackrell  
Phone #: (530) 621-7596

**CONTRACTOR:**

Name: Emerald Bay Properties, LLC  
Address: 2074 Lake Tahoe Blvd  
South Lake Tahoe, CA 96150  
Attn: Ross Groelz and Carol Groelz  
Phone: (530) 541-4640

Department Head Signature: 

**CONTRACTING DEPARTMENT:** DEPARTMENT OF TRANSPORTATION

Service Requested: Lease amendment for 924 Emerald Bay Rd offices of DOT in SLT  
Contract Term: \_\_\_\_\_ Contract Value: \$0.00  
Compliance with Human Resources requirements? Yes: N/A No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_


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

Approved:  Disapproved: \_\_\_\_\_ Date: 3/9/12 By: D. Livingston  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COMPTROLLER  
12 MAR - 5 PM 3:17

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)

Approved:  Disapproved: \_\_\_\_\_ Date: 3-14-12 By:   
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY  
RISK MANAGEMENT  
12 MAR - 9 PM 3:50  
RECEIVED  
HUMAN RESOURCES DEPT.

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

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