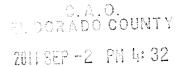
## COUNTY OF EL DORADO



Request for Leased Space

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

Requesting Department: Transportation	Program: Maintenance
Leased space is requested for:	
<ul> <li>New Program/Operations</li> <li>□ Expansion of Existing Operations</li> <li>✓ Other, specify: Winter rental for snow re</li> </ul>	moval crews
No. of staff involved:4 Est. square footage	e needed:1,000 Parking spaces required:1
Budget & Funding Information:	
Index Code: 306232 Fundament	ding Source: Road Fund
Amount budgeted for new space rent: \$6,6	00.00
	0 (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:	Phone:
WHEN COMPLETED PLEASE FORWARD TO CHIEF ADMINISTRATIVE OFFICERS' OFFICE	
ADMINISTRATION REVIEW	
Request Approved	Source Approved Requested Denied
Comments:	
Dated: 9-4-11 Signature: Jama Schward Title: Chif Budget Difficer  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