

Counsel please include this information in your billing description.	>	-15-54284	Legistar #: N/A	P&C #: N/A
	>	Index Code: 306500	Project #: 25000	Charge To #: 25000
	>	Project Description: Review and Approve Airport Ground Lease Template - Used for new contract development; Template Date: 8/13/15. Includes "Approved as to Form" contract approval.		
	>			

## CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Community Development Agency  
 Division: Administration & Finance  
 Dept Contact: Michele Weimer  
 Phone: x5670  
 Authorized Signature: Michele Weimer

Michele Weimer  
 Administrative Services Officer  
 Contracts & Procurement Unit

*This CRS will be used for all Airport Ground Lease Board items.*

Date Submitted:

Date Needed:

Funding Sources: N/A

**CONTRACTING DEPT: CDA**

Service Requested: Review &amp; Approve

Contract Term:

 Contract/Amendment Amount: \$0.00

 Compliance with Human Resources Requirements: Yes: X No: \_\_\_\_\_

Compliance verified by: Contract Notification Sent: \_\_\_\_\_ HR Response Received: \_\_\_\_\_

 Ok Per: N/A - Review of Template
**COUNTY COUNSEL:** (must approve all contracts and MOUs)

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 9/1/2015 By: J. Sanjeans  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

with changes as noted.  
changes made as noted.  
D. R. EUBANK  
9/10/15

*Please forward to Transportation upon approval.*

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

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

See attached email with Risk Mgmt. approval

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

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



Deborah McGill &lt;deb.mcgill@edcgov.us&gt;

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**Re: Dana P. Murphy - Placerville Airport Hanger**

1 message

**Gail Zeigler** <gail.zeigler@edcgov.us>

Thu, Jan 21, 2016 at 10:23 AM

To: Deborah McGill &lt;deb.mcgill@edcgov.us&gt;

Your compliant. The County is not properly named as an Add Insured (that was the deficiency) I waived it for the year but next year try to get it corrected to:

County of El Dorado, its officers, officials.....

**Gail Zeigler**  
**Senior Risk Analyst**  
**Risk Management**  
**County of El Dorado**  
P: 530-621-6520  
F: 530-642-9815  
gail.zeigler@edcgov.us

**Do what you can, where you are, with what you have.**

On Thu, Jan 21, 2016 at 10:07 AM, Deborah McGill <deb.mcgill@edcgov.us> wrote:

Hi Gail - Ebix reviewed the certificate for Dana Murphy and say there's a deficiency in the policy holder info .... but actually the County is named.

Please take a look .... Dana Phillip Murphy (017800)

Thank you,  
**Debbie McGill**  
Administrative Technician

**County of El Dorado**  
Community Development Agency  
Administration & Finance Division  
Contracts & Procurement Unit  
(530) 621-5928 FAX (530) 626-0387  
deb.mcgill@edcgov.us