

**REVIEW AND APPROVAL REQUESTED FOR:**

Contract  Amendment  Resolution  Ordinance  Policy  Other

**County Counsel  
REVIEW ROUTING SHEET**

Date Prepared: 3/5/25

Need Date: 3/7/25

**PROCESSING DEPARTMENT**

Department: Human Resources

Org Code: 0800000

Dept Contact: Lauren Montalvo

Funding Source: \_\_\_\_\_

Phone: 7552

PL String: \_\_\_\_\_

Department

Head Signature: Joseph Carruesco Digitally signed by Joseph Carruesco  
Date: 2025.03.05 09:11:31 -0800'

Legistar #: 25-0240

**CONTRACT INFORMATION**

CONTRACT #: \_\_\_\_\_

CONTRACT AMENDMENT #: \_\_\_\_\_

Contracting Department: \_\_\_\_\_

Contractor/Vendor Name: \_\_\_\_\_

Contract Term: \_\_\_\_\_ Contract Value: \_\_\_\_\_

*Note - HR & RISK review will take place during Fenix Contract workflow - except for contract amendments.*

**ORDINANCE/RESOLUTION/POLICY INFORMATION**

TITLE / SUBJECT: Alcohol and Drug Policy

NUMBER (If Assigned): \_\_\_\_\_

**ADDITIONAL DETAILS AND NOTES FOR COUNTY COUNSEL**

Adoption of county-wide alcohol and drug policy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY COUNSEL**

Approved

Disapproved

Date: 3/6/25

By: Stephen Mansell

Digitally signed by Stephen Mansell  
Date: 2025.03.06 13:48:13 -0800'

Approved

Disapproved

Date: \_\_\_\_\_

By: \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_