

**REVIEW AND APPROVAL REQUESTED FOR:**

Contract  Amendment  Resolution  Ordinance  Policy  Other

**County Counsel  
REVIEW ROUTING SHEET**

Date Prepared: 5/8/26

Need Date: 5/13/26

**PROCESSING DEPARTMENT**

Department: Human Resources  
Dept Contact: Misty Garcia  
Phone: 5388  
Dept. Signature: Joseph Carruesco  
Title: Director of HR

Org Code: 0800000  
Funding Source: \_\_\_\_\_  
PL String: \_\_\_\_\_  
Legistar #: Pending

**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 - amendments see below.*

**ORDINANCE/RESOLUTION/POLICY INFORMATION**

TITLE / SUBJECT: TC LOA

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

**DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL**

TC MOU Letter of Agreement -RIF  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY COUNSEL**

Approved  Disapproved  Date: 5/11/26  
Approved  Disapproved  Date: \_\_\_\_\_

By: Stephen Mansell Digitally signed by Stephen Mansell  
Date: 2026.05.11 15:04:42 -07'00'  
By: \_\_\_\_\_

**COMMENTS**

**CONTRACT AMENDMENT ONLY**

**HR APPROVAL**

Compliance with Human Resources requirements? Yes:  No:

Compliance verified by: \_\_\_\_\_

**RISK APPROVAL**

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

**COMMENTS**

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