

REVIEW AND APPROVAL REQUESTED FOR:

☐ Contract ☐ Amendment ☐ Resolution ☐ Ordinance ☐ Policy ☒ Other

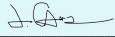
**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 9/4/25Need Date: 9/12/25**PROCESSING DEPARTMENT**Department: Human ResourcesOrg Code: 0800000Dept Contact: Misty Garcia

Funding Source: _____

Phone: 5388

PL String: _____

Dept. Signature:  Digitally signed by Joseph Carruesco
Date: 2025.09.04 16:26:39 -07'00'

Legistar #: _____

Title: Director of HR**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: _____

NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSELMA Letter of Agreement - Personal Leave**COUNTY COUNSEL**Approved ☒ Disapproved ☐ Date: 9/5/25By: Stephen L. Mansell Digitally signed by Stephen L. Mansell
Date: 2025.09.05 11:45:29 -07'00'Approved ☐ Disapproved ☐ Date: _____

By: _____

COMMENTS Approved as revised.**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: _____

RISK APPROVALApproved ☐ Disapproved ☐ Date: _____

By: _____

Approved ☐ Disapproved ☐ Date: _____

By: _____

COMMENTS _____