Counsel please include this information in your billing description.	> -15-54322	Legistar #: **14-0245**	P&C #: **214-S1511**
	> Index Code: **346000**	Project #: **No Charge**	Charge To #: **No Charge**
	> Project Description:	Second Amendment to Agreement for Services #214-S1511 for West Slope Roadway CIP and TIM Fee Program Update	

CONTRACT ROUTING SHEET

PROCESSING DEPARTMENT:

Department: Community Development Agency
Division: Admin & Finance
Dept Contact: Sandy Ewert
Phone: x5102
Authorized Signature: Michele Weimer
Michele Weimer
Administrative Services Officer
Contracts & Procurement Unit

CONTRACTOR:

Name: Kittelson & Associates, Inc.
Address: 428 J Street, Suite 500
Sacramento, California 95814
Phone: (510) 839-1742

Date Submitted: 10/2/2015
Date Needed: 10/9/2015
Funding Sources: No Charge

CONTRACTING DEPT: CDA

Service Requested: Review & Approve
Contract Term:
Contract/Amendment Amount: **$0.00**
Compliance with Human Resources Requirements: Yes: X No: _____
Compliance verified by: **Contract Notification Sent:** 10/1/2015 **HR Response Received:** 10/01/15
Ok Per: Judie Engel

COUNTY COUNSEL: (must approve all contracts and MOUs)

Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

Please forward to Risk Management upon approval.

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

Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

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

Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____