

REVIEW AND APPROVAL REQUESTED FOR:

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


**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 9/2/25Need Date: 9/3/25**PROCESSING DEPARTMENT**Department: Human ResourcesOrg Code: 0800000Dept Contact: Michael Reddin

Funding Source: _____

Phone: 5531

PL String: _____

Dept. Signature:  Digitally signed by Joseph Carruesco
Date: 2025.09.02 16:46:50 -07'00'

Legistar #: _____

Title: HR Director**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: CAO Allocation Add/DeleteNUMBER (If Assigned): TBD**DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL**Deleting a vacant 1.0 FTE Program Manager allocation in CAO and adding
1.0 FTE EMS/EP Supervisor allocation.**COUNTY COUNSEL**

Approved ☒ Disapproved ☐ Date: 9/3/25
Approved ☐ Disapproved ☐ Date: _____

By: Stephen L. Mansell Digitally signed by Stephen L. Mansell
Date: 2025.09.03 08:39:22 -07'00'
By: _____

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

Compliance verified by: _____

RISK APPROVAL

Approved ☐ Disapproved ☐ Date: _____
Approved ☐ Disapproved ☐ Date: _____

By: _____
By: _____

COMMENTS