


REVIEW AND APPROVAL REQUESTED FOR:

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

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 2/12/25Need Date: 2/12/25**PROCESSING DEPARTMENT**

Department: CAO-Facilities-Cemeteries
Dept Contact: Kevin Gilliland
Phone: 530-621-5833
Dept. Signature: 
Title: Facilities Program Manager

Org Code: 0640410
Funding Source: General Fund
PL String: 06CEMADMIN-MISC-BLD400
Legistar #: 25-0011

CONTRACT INFORMATIONCONTRACT #: N/ACONTRACT AMENDMENT #: N/A

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: Cemetery Administration Fee ScheduleNUMBER (If Assigned): N/A**DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL**

Revision of Cemetery Administration Fee Schedule and to the Policies and Procedures attached to the fee schedule. Rush review requested to have documents ready for 02/25/2025 BOS meeting.

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 2/12/25
Approved ☐ Disapproved ☐ Date: _____

By: Roger A. Runkle Digitally signed by Roger A. Runkle
Date: 2025.02.12 14:53:18 -08'00'
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