

REVIEW AND APPROVAL REQUESTED FOR:

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

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 8/27/25Need Date: 9/10/25**PROCESSING DEPARTMENT**

Department: CAO - P&C
Dept Contact: Timmi King
Phone: x5102
Dept. Signature: Matthew Potter Digitally signed by Matthew Potter
Date: 2025.08.25 09:35:35 -07'00'
Title: Sr. Admin Analyst

Org Code: 3730300
Funding Source: _____
PL String: n/a
Legistar #: TBD

CONTRACT INFORMATIONCONTRACT #: 4600 CONTRACT AMENDMENT #: II

Contracting Department: Planning and Building Department
Contractor/Vendor Name: Helix Environmental Planning, Inc.
Contract Term: 9 years, as amended Contract Value: \$400,000

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 COUNSEL

Title: On-Call Commercial Cannabis Permitting Services

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 8/27/25 By: Jefferson Billingsley Digitally signed by Jefferson Billingsley
Date: 2025.08.27 12:31:35 -07'00'
Approved ☐ Disapproved ☐ Date: _____ By: _____

COMMENTS

* with comments of 8/27/25.

CONTRACT AMENDMENT ONLY**HR APPROVAL**

Compliance with Human Resources requirements? Yes: ☒ No: ☐
Compliance verified by: Misty Garcia Digitally signed by Misty Garcia
Date: 2025.09.02 14:35:24 -07'00'

RISK APPROVAL

Approved ☒ Disapproved ☐ Date: 8/27/25 By: Karen M. Bianchini Digitally signed by Karen M. Bianchini
Date: 2025.08.27 15:30:04 -07'00'
Approved ☐ Disapproved ☐ Date: _____ By: _____

COMMENTS _____
