

**REVIEW AND APPROVAL REQUESTED FOR:**

Contract  Amendment  Resolution  Ordinance  Policy  Other

**County Counsel  
REVIEW ROUTING SHEET**

Date Prepared: 7/9/25

Need Date: 7/23/25

**PROCESSING DEPARTMENT**

Department: Tresurer-Tax Collector  
Dept Contact: Heidi Jacobs  
Phone: x5801  
Dept. Signature: Sean Coppola  
Title: ATTC

Org Code: 0410000  
Funding Source: \_\_\_\_\_  
PL String: \_\_\_\_\_  
Legistar #: TBD

**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 COUNSEL**

Update 3.29.040 Fee Schedule and 5.04.030 Business License Fee Schedule  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY COUNSEL**

Approved  Disapproved  Date: 7/22/25  
Approved  Disapproved  Date: \_\_\_\_\_

By: Janeth D. SanPedro Digitally signed by Janeth D. SanPedro  
Date: 2025.07.22 13:09:20 -07'00'  
By: \_\_\_\_\_

**COMMENTS**

With edits as noted.  
\_\_\_\_\_  
\_\_\_\_\_

**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** \_\_\_\_\_  
\_\_\_\_\_