

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Stacie Hoskins, Interim Director, DCD *SH*

**DATE:** December 19, 2011

**SUBJECT:** Hearing Examiner Contract Amendment

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**STATEMENT OF ISSUE:**

The BOCC is requested to amend the current contract with Stephen Causseaux from McCarthy, Causseaux & Hurdelbrink, Inc., P.S. of Tacoma, WA for Hearing Examiner services in 2012.

Per Jefferson County Code (JCC) 18.05.080 the office of the Hearing Examiner is created and established. The Hearing Examiner exercises the authority designated in 18.40 JCC to conduct land use hearings on such matters as conditional use permits, variances and road vacations.

**ANALYSIS/STRATEGIC GOALS**

The Hearing Examiner conducts quasi-judicial hearings on land use applications. The Examiner prepares written findings of facts and conclusions of law based on local, state and federal laws. The Examiner is the decision maker for Jefferson County on those applications outlined in JCC 18.40. These cases require thorough knowledge of all legal requirements, including an understanding of due process, procedures, and court decisions.

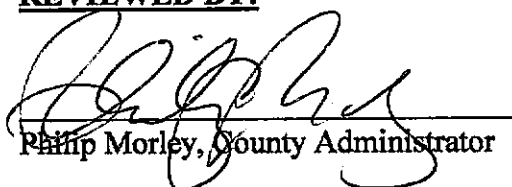
**FISCAL IMPACT/COST-BENEFIT ANALYSIS:**


The Hearing Examiner is part of the County Administrator budget. The 2012 adopted budget includes this item for expenditure by Jefferson County.

**RECOMMENDATION:**

The Department of Community Development recommends the BOCC approve this contract amendment.

**REVIEWED BY:**

  
Philip Morley, County Administrator

  
Date

CONTRACT FOR PROFESSIONAL SERVICES

By and Between  
STEPHEN K. CAUSSEAU, JR.  
And  
JEFFERSON COUNTY

AMENDMENT No.2

**Purpose:** The purpose of this amendment is to extend the term of this agreement through December 31, 2012.

**WHEREAS,** on December 21, 2009, Jefferson County, a municipal corporation (herein known as "County") entered into an agreement ("original Contract") with Stephen K. Causseaux, Jr. (herein known as "Contractor"); and

**WHEREAS,** the County and Contractor intend to extend the term of this Contract through December 31, 2012;

**NOW, THEREFORE, the parties agree as follows:**

1. SECTION 1. EFFECTIVE DATE OF CONTRACT is hereby amended to read:

The Contract will become effective on **January 1, 2010**, and terminate on **December 31, 2012**. Each subsequent year shall require a new contract, although the parties may agree to renew this contract annually by jointly executing a contract amendment extending its term. In no event will the Contract or amendment thereto become effective unless and until it is approved and executed by the Jefferson County Board of Commissioners.

2. EXHIBIT B: COMPENSATION is amended to read:

Contractor will be paid an hourly rate of \$120.00 for examiners and \$50.00 for secretarial plus miscellaneous expenses for travel, ferry, parking, etc. and is not to exceed **\$35,000** per year for the period of **January 1, 2010** to **December 31, 2012**. This annual amount may be exceeded with prior written approval of the County Administrator.

AMENDMENT NO. 2 TO CONTRACT FOR PROFESSIONAL SERVICES By and Between STEPHEN K. CAUSSEAU, JR. And JEFFERSON COUNTY

3. Except as set forth in this Amendment, all other terms of the original December 21, 2009 Contract remain in full force and effect.

APPROVED and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Attest:

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Raina Randall Deputy Clerk of the Board

\_\_\_\_\_  
John Austin, Chair

Approved as to Form:

STEPHEN K. CAUSSEAU, JR.

*12/14/2011*  
*David Alvarez*  
\_\_\_\_\_  
David Alvarez, Deputy Prosecuting Attorney

*SKC*  
\_\_\_\_\_  
Stephen K. Causseau, Jr.