



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

**Requested Board Meeting Date:** March 7, 2017

**or Procurement Director Award** ☐

**Contractor/Vendor Name (DBA):** JAMES V. PORTNER

**Project Title/Description:**

HEARING ADMINISTRATOR/HEARING OFFICER

**Purpose:**

To provide both Hearing Officer and Hearing Administrator services for Administrative Hearings. This amendment is to extend the contract by one year.

**Procurement Method:**

Development Services Enterprise Fund

**Program Goals/Predicted Outcomes:**

Pima County is required to have a hearing officer position to perform all duties as set forth in A.R.S. 11-808 and 11-866; PC Code Sections 15.04.050 (Building Codes), 18.95.030(B), (Compliance and Enforcement - Ordinance 1985-189), and PC Development Services Procedures.

**Public Benefit:**

Pima County can provide its public hearing process related to zoning and building code enforcement, conditional use permit process, and handling appeals of dedication and exaction requirements.

**Metrics Available to Measure Performance:**

None

**Retroactive:**

No

To: COB. 2-14-17 (1)  
pgs. 2

Procure Dept 02/14/17 PM10:16

**Original Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_  
Funding Source(s): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: DSD Contract Number (i.e., 15-123): 14\*313

Amendment No.: Three #03 AMS Version No.: 14

Effective Date: 03/16/17 New Termination Date: 03/15/2018

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 15,000.00

Funding Source(s): Development Services Enterprise Fund

Cost to Pima County General Fund: None

Contact: Betty Sanchez

Department: Development Services Telephone: 724-6788

Department Director Signature/Date:  2/10/17

Deputy County Administrator Signature/Date:  2/10/17

County Administrator Signature/Date:  2/13/17  
(Required for Board Agenda/Addendum Items)

**PIMA COUNTY DEPARTMENT OF DEVELOPMENT  
SERVICES**

**PROJECT: HEARING ADMINISTRATOR/HEARING  
OFFICER**

**CONTRACTOR: JAMES V. PORTNER  
10836 E. ARMADA LANE, TUCSON, AZ 85749**

**CONTRACT NO.: 14\*313**

**CONTRACT AMENDMENT NO.: THREE #3**

<b>CONTRACT</b>	
<b>NO.</b>	<u>CT. DSD-14-313</u>
<b>AMENDMENT NO.</b>	<u>03</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

**ORIG. CONTRACT TERM:** 03/15/2014 - 03/15/2015  
**TERMINATION DATE PRIOR AMENDMENT:** 03/15/17  
**TERMINATION THIS AMENDMENT:** 03/15/2018

**ORIG. CONTRACT AMOUNT:** \$15,000.00  
**PRIOR AMENDMENTS:** \$30,000.00  
**AMOUNT THIS AMENDMENT:** \$15,000.00  
**REVISED CONTRACT AMOUNT:** \$60,000.00

**CONTRACT AMENDMENT**

WHEREAS, COUNTY and CONTRACTOR entered into a Contract for services as referenced above; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article I - Term, have agreed to extend the Contract term for a period of one year; and

WHEREAS, CONTRACTOR and COUNTY have agreed to increase the contract amount to allow payment for the continued provision of both Hearing Officer and Hearing Administrator services for administrative hearings during the extended term of the contract.

NOW, THEREFORE, it is agreed as follows:

**CHANGE: ARTICLE I - TERM:**

From: "... shall terminate on the 15<sup>th</sup> day of March, 2017..."

To: "... shall terminate on the 15<sup>th</sup> day of March, 2018..."

**CHANGE: ARTICLE III - PAYMENT:**

From: "Total payment for this Contract shall not exceed \$45,000.00."

To: "Total payment for this Contract shall not exceed \$60,000.00."

The effective date of this Amendment shall be March 16, 2017.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

**APPROVED:**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**CONTRACTOR:**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Name and Title (Please Print)

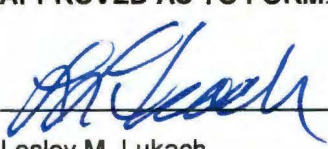
  
\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Lesley M. Lukach  
Deputy County Attorney

  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Date