

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: February 13, 2014**

SUBJECT: Employment Contract for Administrative Hearing Officer – Peter Van Haren

SUBMITTING DEPARTMENT: Community Development Department

PREPARED BY: Vikie Anderson, Administrative Supervisor, for Richard T. Parker, Community Development Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Employment Contract – Peter Van Haren b) Oath of Office

SUMMARY/BACKGROUND: The Office of the Administrative Hearing Officer was established pursuant to Article 10-06 of the Prescott Valley Town Code in order to assist with enforcement of the Town Code by hearing, deciding and resolving non-traffic violations designated as civil violations.

Sections 10-06-020 and 10-06-070 of the Town Code provide that the Town Council shall appoint one (1) or more hearing officers from time to time for two (2) year terms, which are subject to removal at any time during the term, with or without cause, by vote of the Council. Further, Section 3-03-010 of the Town Code permits the Council to enter into employment contracts with any officer appointed by Council.

Council is being asked to consider approving an employment contract for two (2) years with Peter Van Haren to serve as an Administrative Hearing Officer for the Town in order to hear, decide and resolve cases involving violations of the Town Code.

OPTIONS ANALYSIS: Council may formally approve the employment contract as submitted, direct staff to make modifications prior to approval, or decline to approve this contract.

ACTION OPTION: Motion to approve an Employment Contract with Peter Van Haren to serve a two (2) year contracted period (at the discretion of the Town Council) as Administrative Hearing Officer.
VOTE.

RECOMMENDATION: Staff recommends approval of this Employment Contract related to the Administrative Hearing Officer.

FISCAL ANALYSIS: The contract for Mr. Van Haren will be budgeted in the Community Development Department fiscal year budgets.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____