

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: May 22, 2014**

**SUBJECT:** Employment Contract for Administrative Hearing Officer – Randy Schurr

**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

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**ATTACHMENTS:** a) Employment Contract – Randy Schurr

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**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 Randy Schurr to serve as an Administrative Hearing Officer for the Town in order to hear, decide and resolve cases involving violations of the Town Code.

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**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.

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

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

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

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_