

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 12, 2016**

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

SUBMITTING DEPARTMENT: Community Development Department

PREPARED BY: Lea Duke, Executive Assistant, for Larry Tarkowski, Town Manager

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

ATTACHMENTS: a) Amended Employment Contract – Peter Van Haren

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.

The Council has previously entered into an employment contract with Peter Van Haren to serve as a Hearing Officer with a term to end February 18, 2018. However, the Human Resources Director has since indicated that a review of hourly compensation provided to such officers by other comparable public agencies has indicated that the contractual rate should be increased from \$20 per hour (with a minimum of two (2) hours paid for each day hearings are held) to \$70 per hour (with a minimum of two (2) hours paid for each day hearings are held). Therefore, it is proposed that this contract be amended prior to the end of the term in order to increase the pay rate.

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

ACTION OPTION: Motion to approve the Amended Employment Contract with Peter Van Haren as Administrative Hearing Officer and increase the pay rate as set forth therein. **VOTE.**

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

FISCAL ANALYSIS: There are adequate funds for this increased pay rate for Mr. Van Haren in the current budget for the Office of Administrative Hearing Officer in the Executive Management Department. The increased rate will also be covered in the proposed budget for FY 2016-2017.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____