

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: October 11, 2012**

**SUBJECT:** Employment Contract Renewal for Administrative Hearing Officer – Smith Horton

**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 – Smith Horton, Hearing Officer

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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 first approved an employment contract with Smith Horton in 2004. Mr. Horton has been serving continuously since then. Staff is now requesting that the Council consider renewing the contract with Mr. Horton for another two (2) year term.

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**OPTIONS ANALYSIS:** Council may renew the employment contract as submitted, direct staff to make modifications prior to renewal, or decline to renew this contract.

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**ACTION OPTION:** Motion to renew the Employment Contract with Smith Horton 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 renewal related to the Administrative Hearing Officer.

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**FISCAL ANALYSIS:** The contract for this Hearing Officer continues to be budgeted in the Community Development Department.

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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 \_\_\_\_\_