



TOWN OF PRESCOTT VALLEY STAFF REPORT

DATE: March 28, 2024

TO: Mayor & Town Council

THROUGH: Gilbert Davidson, Town Manager

FROM: Gilbert Davidson, Town Manager

DEPARTMENT: Town Manager's Office

AGENDA TYPE: Consent Agenda

SUBJECT: Administrative Hearing Officer Contract Renewal, Edmund Corrigan - Consideration & Possible Action (Approve) [Lea Duke, Executive Assistant]

VISION 2024 FOCUS AREA: How we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.

SUMMARY/BACKGROUND:

The Town Council adopted Ordinance No. 539 (February 27, 2003) to increase use of civil enforcement mechanisms and penalty options by classifying all Town Code violations as civil offenses (as well as criminal offenses) and establishing procedures (per ARS §9-500.21) for Hearing Officers in an Office of Administrative Hearing Officer to hear, decide, and resolve Town Code violations and enforce their orders.

The Office of Administrative Hearing Officer has subsequently been used primarily to enforce violations of the Town health and sanitation codes and zoning code. It was first administered in the Community Development Department, then in the Executive Management Department.

It is now proposed that the Office of Administrative Hearing Officer be closed and that the structure of the Magistrate Court be used instead. The Magistrate Judge would serve as a Non-Traffic Hearing Officer and would appoint (subject to Town Council ratification by Resolution) additional Non-Traffic Hearing Officers in accordance with Part 1, Chapter 3, Section 1-305 of the Arizona Code of Judicial Administration.

In anticipation of this transition, the Council is being asked to consider renewal of the employment contract with Edmund Corrigan to continue serving as a Hearing

Officer in the Office of Administrative Hearing Officer pursuant to Town Code §3-03-010 on a temporary basis (until such time as the Magistrate Judge begins appointing Non-Traffic Hearing Officers, subject to Town Council ratification).

RECOMMENDED MOTION:

Motion to approve renewal of the employment contract with Edmund Corrigan as a Hearing Officer in the Office of Administrative Hearing Officer on a temporary basis in the amount of \$100.00 per hour. **VOTE.**

STAFF RECOMMENDATION:

Staff recommends approval of the temporary renewal of the employment contract with Edmond Corrigan as an Administrative Hearing Officer for the Town.

FISCAL ANALYSIS:

The contract for Edmund Corrigan is budgeted in the Executive Management Department fiscal year budgets.

Council Action at the Meeting:

ATTACHMENTS: Yes