

**REQUEST FOR PROPOSAL  
FOR  
CITY OF BRIGHTON HEARING OFFICER**

**ISSUED DATE January 5, 2024**

**Proposal Closing Date and Time: January 26, 2024 at 3:30 p.m.**

**Contact:**

**Karen Borkowski Surine, Assistant City Manager  
500 S. 4th Avenue  
Brighton, CO 80601  
303-655-2012  
[kbsurine@brightonco.gov](mailto:kbsurine@brightonco.gov)**

***Please note, this Request for Proposal is not a competitive bid based on price only.*** This RFP allows the City of Brighton City Council to select the service provider that best meets the needs of the City, based on qualifications, salary requirements, and service capabilities along with other factors, such as knowledge of Municipal Code, specifically local liquor licensing, business and sales tax licensing, marijuana codes, and permitting.

Candidates that are considered finalists will be required to complete a background check. Permission to conduct a background check will be given directly to the City of Brighton's third-party background investigator.

**POSITION OVERVIEW**

This RFP seeks proposals to fill the role of City of Brighton Hearing Officer for two years commencing with the approval by Resolution of the appointment and terms of appointment by City Council. This appointment will include Liquor Licensing Authority, Marijuana Licensing Authority, and Hearing Officer for business licenses. This is an **hourly** position that varies based on the need for hearings. Hearings are held in the City Council Chambers on 500 S. 4<sup>th</sup> Avenue, Brighton, Colorado during normal business hours.

The City of Brighton is a Home Rule municipality that follows Federal, State and local law, to include those under the City's Charter and Municipal Code. The Hearing Officer must be a currently licensed Colorado attorney, have knowledge of the Brighton Home Rule Charter, and Brighton Municipal Code or the ability to understand them quickly.

Hearings are held as needed in coordination with the Office of the City Clerk and/or Finance Department. Hearing dates scheduled as needed during normal business hours with all appropriate parties. Currently there are 76 active liquor licenses and roughly 6 hearings per year. Liquor hearings last as long as needed to complete the scheduled hearings but are generally no longer than 1 hour each session and require approximately one hour of preparation.

Marijuana licensing and business/sales tax licensing hearings are included in the Hearing Officer position. This requirement is new to the City and preference will be given to candidates with experience in one or more of these areas. Marijuana licensing is currently under consideration by the Brighton City Council. Approval of retail marijuana sales is up for final consideration by ordinance in early 2024.

Denials, revocations, and suspensions of a Business license is subject to an evidentiary hearing. The hearing officer will preside over the hearing and render a written decision based upon the Municipal Code and any applicable state laws and regulations.

Please submit your required hourly wage and mileage to and from the candidate's office of record to 500 S. 4<sup>th</sup> Avenue, Brighton, Colorado 80601 for hearings will be covered. The incumbent is expected to submit a bill to the appropriate City staff member each month that hearing(s) occur.

By submitting an application, resume and response to the specifications of the submittal you are certifying that you are qualified to perform the work and services outlined and are familiar with the instructions, terms and conditions, and specifications in the RFP. You further agree to use City technology appropriately and safeguard our cyber security and data by following all applicable current policies and directives, to include taking required training. You will be issued a City email and will work with the City to assure secure transfer of any documents. The applications and proposals will be reviewed by the City of Brighton. The finalist will be expected to attend a City Council meeting when the resolution is presented and answer any questions raised.

Please note that the City of Brighton is subject to the provisions of the Colorado Open Records Act.

**Required Information:**

1. Copy of current resume, including any relevant experience
2. Complete City of Brighton job application on-line at [www.brightonco.gov](http://www.brightonco.gov)
3. Cover Letter that addresses the following:
  - Describe your ability, capacity, and skill as a hearing officer and ability to provide the services as outlined in the job description.
  - Describe your experience with the three types of hearings that you have overseen.
  - Describe how you would stay updated on changes in the Brighton Municipal Code.
  - Describe your communication style, as well as how you communicate currently with City staff and attorneys in a professional and congenial manner.
  - Describe your ability to meet the flexible time requirements of the position.
  - Describe any conflicts of interest you may have with the City.
4. Provide a list of at least three references.