

Mayor and Council Communication

DATE: 11/28/23

M&C FILE NUMBER: M&C 23-1001

LOG NAME: 38SUBSTITUTE HEARING OFFICER FY24

SUBJECT

(ALL) Adopt Resolution Appointing Karen Williams as a Substitute Hearing Officer for the Fort Worth Parking Violations Bureau for a Two-Year Term and Designating the Substitute Hearing Officer to Conduct Hearings and Appeals Pursuant to Chapters 7, 10, 12.5, and 22 of the City Code and Perform Other Duties as Assigned

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution appointing Karen Williams as a Substitute Hearing Officer for the Fort Worth Parking Violations Bureau for a two-year term, effective November 14, 2023, and expiring November 14, 2025, and designating the Substitute Hearing Officer to conduct hearings and appeals pursuant to Chapters 7, 10, 12.5, and 22 of the City Code and perform other duties as assigned.

DISCUSSION:

Section 10-17 of the Code of the City of Fort Worth (City Code) as amended in 2015, specifies that the City of Fort Worth Parking Violations Bureau is composed of one or more Hearing Officers who are appointed by the City Council for terms of two years and who report to and are under the administrative oversight of the Director of Municipal Court Services.

A Substitute Hearing Officer serves on an as-needed-basis to hear specific cases and ensures the proper and efficient functioning of administrative hearings.

A Substitute Hearing Officer, vested with the same authority as the full-time hearing officer, is authorized to conduct hearings under Chapters 7, 10, 12.5, and 22 of the City Code, including the following:

1. Appeals from the decisions of the Director of Code Compliance regarding the probationary status, suspension or revocation of the registration of multi-family complexes as provided in Chapter 7 of the City Code;
2. Cases involving parking, stopping, or standing of vehicles and conducts boot hearings under Chapter 10 of the City Code;
3. Formal appeal hearings regarding solid waste and recycling decisions for the Director of Code Compliance or his designee under Chapter 12.5 of the City Code; and
4. Hearings involving violations of City ordinances governing vehicles as set out in Chapter 22 of the City Code.

This is the first term for Karen Williams to serve as a Substitute Hearing Officer. The attached resolution appoints Karen Williams as a Substitute Hearing Officer for the Fort Worth Parking Violations Bureau for a two-year term, effective November 14, 2023, and expiring November 14, 2025, and designates the Substitute Hearing Officer to conduct hearings and appeals under Chapters 7, 10, 12.5, and 22 of the City Code and to perform other duties as assigned by the City Manager or his designee.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of this recommendation will have no material effect on City funds.

Submitted for City Manager's Office by: Valerie Washington 6199

Originating Business Unit Head: William Rumuly 7461

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