

December 20, 2019

**FOR YOUR INFORMATION**

**TO:** Mayor and Members of City Council

**FROM:** Patrick A. Duhaney, City Manager 

**SUBJECT: Transition of Parking Violations Bureau to City Administration**

The purpose of this memo is to inform you that the City of Cincinnati will assume administrative duties and management of the Parking Violations Bureau from the Hamilton County Clerk of Courts on January 21, 2020. This means the City will oversee the appeals process and payments for parking citations received in Cincinnati.

**Background**

The Hamilton County Clerk of Courts has managed the Parking Violations Bureau for all City parking and traffic citations since 1996. In March of 2019, the Clerk of Courts provided the City with notice of its intent to terminate the agreement, however remained open to negotiate new contract terms. After discussions with the Clerk of Courts and the various City Departments involved in the process, the Administration initiated moving these operations to the City's Office of Administrative Hearings (OAH).

The move is expected to have a budget-neutral impact on the City of Cincinnati's operating budget as operational costs are not anticipated to exceed costs paid to the Clerk of Courts to perform this service on behalf of the City.

**Public Interface**

Members of the public who receive a parking citation will continue to be able to pay and contest the citation in person and online through a web portal accessible from the County's current website and the City's current Parking website. The City will continue to retain a third-party service provider to operate the online portal, manage data, send notices, and handle collections of unpaid fines.

The location for making an in-person payment and appeals will move to the City's Office of Administrative Hearings (805 Central Avenue, Suite 110), effective January 21, 2020. The Clerk of Courts will continue to schedule hearings up to and through the transition date. The public will still be able to schedule in-person hearings or hearings by mail/email to contest parking citations through OAH. In-person hearings will initially be held Monday, Tuesday, Wednesday and Thursday afternoons (starting January 22). Subsequent appeals to determinations by OAH will still be heard by the Hamilton County Municipal Court.

The City Administration and Clerk of Court's office are drafting a list of Frequently Asked Questions to make available on their respective webpages as well as in person at the Clerk of Courts office.

### **Next Steps**

The City is currently in the process of hiring staff for the Parking Violations Bureau and outfitting the Office of Administrative Hearings with necessary equipment. The City Administration is also preparing legislation to effectuate this change from County to City management for review at Council's Budget & Finance Committee on January 6 for final Council review on January 8.

Public notice will occur over the next several weeks to ensure those affected by the changes will have adequate time to prepare. This will be done through a mixture of fliers posted at both the Clerk of Courts offices and City of Cincinnati facilities, news releases, and posts on social media platforms including the City of Cincinnati website.

cc: Paula Boggs Muething, City Solicitor, Law Department  
Philip Denning, Director, Community & Economic Development