

RFP 23-017 - EXHIBIT C - TASKS – SPECIAL MAGISTRATE SERVICES

C1 - Hearing Process

- 1.1 The Special Magistrate shall take testimony from any witness having knowledge concerning a hearing on a case. All testimony shall be under oath. The Special Magistrate shall have the power to administer an oath to any witness.
- 1.2 At the conclusion of the hearing, the Special Magistrate shall issue findings of fact based on evidence of record and conclusions of law, and shall issue a written order affording the proper relief consistent with powers granted within City code and consistent with chapter 162 of the Florida Statutes.
- 1.3 The Special Magistrate will have the jurisdiction and authority to determine the amount of reasonable expenses incurred by the City as a result of orders issued pursuant to the authority granted.
- 1.4 All hearings before the Special Magistrate shall be conducted so as to ensure fundamental due process.
- 1.5 The Special Magistrate shall be bound by the interpretations and decisions of duly authorized boards of the City concerning the provisions of the codes, ordinances and regulations within their respective jurisdictions.

C2 - Additional Information

- 2.1 The Special Magistrate shall demonstrate a willingness to learn and become familiar with all City Codes and Ordinances.
- 2.2 The Special Magistrate must have established internal computer systems to accept and communicate with all City computer systems to provide acceptance and information of City's file transmissions.
- 2.3 The City shall provide such clerical and administrative personnel as deemed reasonably necessary to support the Special Magistrate's activities and assist in the proper performance of duties. The Special Magistrate shall not be authorized to engage, hire, or use any person, except those provided by the City to assist in the performance of duties, at the City's expense.
- 2.4 The jurisdiction of the Special Magistrate is not exclusive. An alleged violation of a code provision may be pursued by another remedy at the option of the City Manager and nothing shall prevent the City from taking such other lawful action, including but not limited to resorting to equitable actions.