

What is an Administrative Hearing and how is it conducted

- An informal hearing conducted by an appointed city employee-hearing officer. They do not know anything about the Code Enforcement case or the circumstances surrounding it.
- The hearing officer can only make a decision on the civil citation and not the re-inspection fees.
- First, the Code Enforcement officer will give the hearing officer a very brief chronological order of the case and how/why the citee received the citation.
- Then the hearing officer will ask the citee/representative to present facts and/or documents they may have that would have a bearing on the case.
- The hearing officer will then ask the Code Enforcement officer if they have any additional comments.
- The hearing officer will then ask if the citee/representative have any comments based on additional testimony of the Code Enforcement officer.
- The hearing officer will then ask any questions that they need to render a decision.
- Once the hearing officer has heard all the evidence in the case, they will take the matter under submission and I will render a written decision within 15 days.
- If the citee/representative have any questions on the findings of the case, the citee/representative will need to contact the Code Enforcement officer – citee/representative do not contact the hearing officer.
- The decision made by the Hearing officer is final and conclusive. The Administrative Review is the final administrative procedures available to the citee. The citee may be able to seek judicial review of the administrative review decision by filing an appeal with the superior court within 20 calendar days after the citee received a copy of the Notice of Decision.