



THOUSAND OAKS SOCIAL HOST ORDINANCE
T.O.M.C. 5-26.04(a)



PAYMENT AND APPEAL PROCEDURES

Sec. 1-2.206. Payment of Civil Penalties.

- (a) Penalties shall be paid to the City Treasurer within 35 days of the due date.
- (b) Penalties not paid in accordance with the provisions of this chapter are obligations of the responsible party and may be collected by the City through any legal means.
- (c) Payment of a penalty shall not excuse the citee from correcting the code violation. The issuance of a citation or payment of a penalty does not bar the City from taking any further enforcement action regarding a code violation that continues to exist, including but not limited to issuing additional civil penalty citations or filing a criminal complaint.

Sec. 1-2.207. Preliminary Review.

- (a) A citee may request a preliminary review of an citation within 14 days of the date the citation is issued. The citee must present a preliminary review request form, a copy of the citation and any additional information demonstrating the reasons why there was no violation or why the citee is not a responsible person for the violation to the City Treasurer. The purpose of the review is to identify any improper citations due to errors that are readily verifiable and not to resolve factual disputes concerning the citation.
- (b) The preliminary review shall be conducted by the director of the issuing department or their designee. The reviewer shall not be the enforcement officer who issued the citation.
- (c) If the determination of the preliminary review is that the citation is improper, the citation shall be dismissed. The citee shall be notified of the results of the review in writing within 10 working days of receipt of the request.
- (d) A request for preliminary review does not extend any time periods for compliance, the penalty due date or the time to request an administrative hearing.

Sec. 1-2.208. Request for Administrative Hearing.

- (a) Any citee may contest a civil penalty citation by filing a signed written request for an administrative hearing stating the grounds for contesting the citation.
- (b) The request must be received by the City Treasurer's Office within 35 days of the date the citation was served and be accompanied by a deposit of the full amount of the penalty.

Sec. 1-2.209. Waiver of Penalty Deposit.

- (a) A citee who files a request for an administrative hearing may also at the same time file a request for a hardship waiver of the penalty deposit. The request for a hardship waiver of the penalty deposit shall include a statement of the grounds for the request.
- (b) The citee requesting the waiver bears the burden of establishing by substantial evidence that they do not have the financial ability to deposit the penalty.
- (c) The request will be decided within ten (10) days of filing by the director of the issuing department or their designee. A written decision that the penalty deposit is or is not waived shall be issued.
- (d) If the waiver is denied, the citee shall deliver the penalty deposit so that it is received by the City Treasurer within fourteen (14) calendar days of the decision. Failure to make the deposit by the time required shall be deemed an abandonment of the request for administrative hearing.
- (e) The filing of a request for hardship waiver of the penalty deposit does not extend any time periods set forth in this chapter. The decision of the director of the issuing department or their designee regarding the request for a hardship waiver of the penalty deposit is final and not subject to review.

To appeal or arrange for payment of a social host violation, contact the City of Thousand Oaks Finance Department, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362 805-449-2201