

1 (Published in the Topeka Metro News October 19, 2009)

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3 **ORDINANCE NO. 19319**

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5 AN ORDINANCE introduced by City Manager Norton N. Bonaparte, Jr., amending  
6 City of Topeka Code creating Article IX in Chapter 2 establishing an  
7 appeals and administrative hearings procedure for the City.  
8

9 WHEREAS, the City Council desires to establish a uniform procedure for the  
10 appeal from a notice of violation or imposition of an administrative fee, charge or  
11 penalty; and

12 WHEREAS, appeals should be directed to the appropriate department director so  
13 that issues may be resolved, if possible, without the need for an administrative hearing;  
14 and

15 WHEREAS, all appeals of administrative action should be done in an expedient  
16 and fair manner and hearings scheduled as soon as possible to allow for a timely  
17 resolution of issues.

18 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
19 TOPEKA, KANSAS:

20 CHAPTER 2, ARTICLE IX  
21 APPEALS AND ADMINISTRATIVE HEARINGS PROCEDURE.

22 Section 1. That The Code of the City of Topeka, Kansas, is hereby amended  
23 by adding a section to be numbered 2-486, Scope, which said section reads as follows:

24 **Scope.**

25 Appeals of a violation of the City Code or the imposition of a fee, charge or  
26 penalty shall be governed by this article unless a different appeal procedure is specified  
27 under this code or by state or federal law.

28           Section 2.   That The Code of the City of Topeka, Kansas, is hereby amended  
29 by adding a section to be numbered 2-487, Administrative appeals, which said section  
30 reads as follows:

31                   **Administrative appeals.**

32           (a)   A person to whom a notice of a violation, other administrative action, or  
33 the imposition of a fee, charge or penalty has been issued shall within the time period  
34 stated in the notice:

35                   (1)   Correct the violation cited in the notice, if applicable; and/or

36                   (2)   Pay the indicated fee, charge or penalty

37           (b)   Alternatively, a person to whom a notice of a violation, other administrative  
38 action, or the imposition of a fee, charge or penalty has been issued may within ten (10)  
39 business days from the date of the notice appeal all or part of the finding of the violation  
40 or imposition of a fee, charge or penalty.

41                   (1)   The request for appeal must be in writing, give the person's full  
42 name, and mailing address, and at least one other method of contact such as  
43 telephone number or E-mail address, and must set forth the reasons for the  
44 appeal. The request for appeal must be made to the director of the applicable  
45 department. The director of the applicable department shall schedule an  
46 administrative hearing to be held as soon as practicable but no later than (15)  
47 fifteen business days of the request for appeal. Additionally, the director of the  
48 applicable department shall serve personally or by first class mail written notice  
49 to the person of the date and time of the hearing.

50           (2) The written request for an appeal hearing must be accompanied by  
51 an appeal fee in an amount to be determined by the city manager. Appeal fees  
52 will be refunded to the person appealing the finding of a violation or imposition of  
53 an administrative fee, charge or penalty including the amount thereof, if the  
54 administrative hearing officer does not find there was a violation.

55           (3) Compliance with this time limit within which an appeal must be filed  
56 shall be a jurisdictional prerequisite to any appeal brought under this article, and  
57 failure to comply shall bar any such appeal.

58           (4) The appeal shall be limited to the issues set forth in the request for  
59 appeal.

60           (5) Filing of a request for appeal shall stay the action by the director of  
61 the applicable department enforcing a finding of a violation or requiring payment  
62 of an administrative monetary penalty until the administrative hearing officer has  
63 made his or her decision.

64       Section 3.     That The Code of the City of Topeka, Kansas, is hereby amended  
65 by adding a section to be numbered 2-488, Administrative hearing procedure, which  
66 said section reads as follows:

67           **Administrative hearing procedure.**

68           (a) Administrative hearings for (a) the adjudication of the finding of a violation,  
69 other administrative action, or the imposition of a fee, charge or penalty of this article  
70 shall be conducted by a hearing officer appointed by the city. The selection and  
71 contracting for the services of the administrative hearing officer shall be done in  
72 accordance with the city's competitive bidding requirements.

73           **(b) The person requesting the appeal may appear pro se or, at his or her own**  
74 **expense, by an attorney. An attorney who appears on behalf of any person shall file a**  
75 **written entry of appearance with the hearing officer.**

76           **(c) The rules of evidence shall not apply in the conduct of the administrative**  
77 **hearing.**

78           **(d) No violation, other administrative action or imposition of a fee, charge or**  
79 **penalty may be sustained by the administrative hearing officer except upon proof by a**  
80 **preponderance of the evidence.**

81           **(e) The city and the person requesting the appeal shall each be permitted one**  
82 **continuance and the hearing officer may, on showing of good cause, grant a**  
83 **continuance to a date certain.**

84           **Section 4.** That The Code of the City of Topeka, Kansas, is hereby amended  
85 by adding a section to be numbered 2-489, Hearing determination and petition, which  
86 said section reads as follows:

87           **Hearing determination and petition.**

88           **(a) Upon conclusion of the hearing, the hearing officer shall issue a**  
89 **determination of:**

90           **(1) Whether or not the administrative action was taken in accordance**  
91 **with city ordinances, whether or not a violation occurred and the amount of the**  
92 **administrative monetary penalty, if applicable, for the relevant violation. Upon**  
93 **issuance, such decision shall constitute a final determination.**

