

RULE 111 - ADMINISTRATIVE CITATION

- A. Administrative Citations are to address violations of the District Rules and Regulations that the District, in its sole discretion, deems to be minor or transient in nature. The District adopts the Administrative Citation enforcement process set forth in this Regulation pursuant to California Government Code Section 53069.4, which provides for de novo review of administrative enforcement in court if a Person wishes to challenge an administrative decision upholding an Administrative Citation. For example, and not by exclusion, Administrative Citations may be used to enforce water waste, water rationing, permit condition and minor or non-recurring violations of the District's Rules and Regulations.
- B. Whenever the General Manager determines that a violation of the Rules and Regulations has occurred, the General Manager shall have the authority to issue an Administrative Citation to any Person responsible for the violation. The Board of Directors, by Resolution, may adopt guidelines to guide staff's implementation of the Administrative Citation process provided by this Rule.
- C. Each Administrative Citation shall be served in accord with the provisions of Rule 111.7, and shall contain the following information:
1. The date of the violation or, if the date of the violation is unknown, then the date the violation is identified;
 2. The address or a definite description of the location where the violation occurred;
 3. Reference to the section of the Rules and Regulations violated and a description of the circumstances pertaining to the violation;
 4. The amount of the fine for the Rules and Regulations violation determined in accord with this Regulation;
 5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
 6. An order prohibiting the continuation or repeated occurrence of the Rules and Regulations violation described in the Administrative Citation;
 7. A description of the Administrative Citation review process, including the time within which the Administrative Citation may be contested and the place from which a request for hearing form to contest the Administrative Citation may be obtained; and
 8. The name and signature of the General Manager or his delegated agent acting as Enforcement Officer.

Rule added by Ordinance No. 133 (5/19/2008)