

Memorandum

TO: City Council
FROM: Niki Hill, AICP , Assistant Community Development Director
DATE: December 15, 2025
SUBJECT: Ordinance amending Chapters, 2, 28, and 30 related to Administrative Citation language
ITEM NUMBER: 8.j
SECTION: CONSENT AGENDA

REQUESTED MOTION

To adopt ordinance number 1059 and the ordinance summary for publication amending chapters 2, 28, and 30 of the municipal code effective January 1, 2026.

INTRODUCTION

Each year, the city conducts an analysis of certain funds and fees to consider changes for the coming year. As part of that staff recommended updates/changes to the administrative citation fees, it was realized that the administrative citation fee language was specific to Chapter 28 instead of the general city code. Staff is recommending the code be put in a general area.

DISCUSSION

The administrative citation changes, as recommended by staff in the attached memo, are intended to be a tool of last resort to help achieve compliance with city code. These citations and associated fees are not normally used as a first step in the enforcement process but rather as a measure when other approaches have not been effective.

The economic development authority and city council reviewed the recommended changes to the administrative citation fees on December 1, and supported the proposal.

The administrative citation sections were reorganized under Chapter 2 to better reflect their complexity, and key language updates were made for clarity and broader applicability. The two main changes are:

- **Broader applicability:** References that previously tied violations to “this article and Chapter 28, Article II” were updated to “this article and other provisions of the city code,” making the rules apply more broadly.
- **Exclusion of Chapter 38 citations:** The Administrative Citations section in Chapter 38 (traffic-related) was left in place because it has unique language. Section 2-280 was updated to clarify that the new administrative citation rules apply to all code violations except those in Chapter 38 or other sections specifically called out elsewhere in the code.

Aside from these two updates, the language and structure of the administrative citation provisions remain the same.

RECOMMENDATION

It is recommended that the city council adopt ordinance number 1059 and the ordinance summary for publication amending Chapters 2, 28, and 30 of the municipal code effective January 1, 2026.

ATTACHMENTS

[Administrative fines memo](#)

[Ordinance 1059 - Administrative Citations](#)

[Ordinance 1059 summary](#)