

# Memorandum

Date: April 22, 2021  
To: Mayor and City Council  
From: Christina Brake, City Clerk

**Subject: City Fee Update to Include Property Maintenance Code Administrative Citation Fees**

**Recommendation:** Approve the City fee updates to include the Property Maintenance Code Administrative Citation fees.

**Background:** Approval of the new Property Maintenance Code Ordinance requires approval of the new fees. We do not include the fees in the ordinance; we approve them separately to streamline the process for future changes.

**Discussion:** The recommended administrative citation is \$150 for the first violation, increasing in increments of \$100 for each successive violation with a maximum violation penalty of \$5,000. For example, the initial violation citation would be \$150, the next \$250, next \$350, and so on up to \$5,000 (approximately 9 citations). Staff is able to issue an administrative citation every 30 days until the violation is corrected

Community Development	Administrative Citation Fee	\$150
Community Development	Administrative Citation Fee - <b>Subsequent inspections within 24 months</b>	1st-\$250, 2nd-\$350, 3rd -\$450, etc. (each additional fee increases in increments of \$100 to a maximum subsequent fee amount of \$5,000)

**Financial Impact:**

None.