



**CITY OF MARSHALL  
AGENDA ITEM REPORT  
W&M 5/21/24**

<b>Presenter:</b>	Ilya Gutman
<b>Meeting Date:</b>	Tuesday, May 21, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Administrative Citation fines
<b>Background Information:</b>	<p>An Administration Citations ordinance has recently been approved by the Council to offer staff an alternative method of enforcement for city code violations rather than relying on the criminal court system. This new ordinance allows staff to impose administrative fines on ordinance violators thus providing additional tool to deal with noncompliance.</p> <p>The way the new ordinance is written, it is applicable to practically all ordinance provisions with few exceptions. The procedure for applying the new ordinance is very much determined in its text and has also been summarized in the Brochure and Handbook compiled by the City Clerk. The most common violations this ordinance will be used for are the zoning code violations, even though it may be used in cases when people start a construction project without a permit, violate the Building Code, do not secure a required city license, and multiple other minor stuff.</p> <p>Staff proposes to establish administrative citation fine at \$100 unless stated differently otherwise in the fee schedule (there are several types of violations that already have an established fine included in the fee schedule, so those will stay as they are). Research of other cities shows that such fines/fees vary from \$50 to \$200, so proposed amount seems to be reasonable.</p> <p>The new Ordinance calls for potential applicable fines to accumulate daily, as each day of violation is considered another violation. Internal discussion on fine accumulation has led to opinion that the City will not be adding this amount daily, but, instead, every time a new staff action is required, such as a new letter due to violation not being abated.</p>
<b>Fiscal Impact:</b>	N/A
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	Recommend approval to Council of administrative fine amount suggested by staff.