

**To: Mayor and Town Council**

**From: Mary Branch, RS Health & Code Compliance Manager**

**Through: Mario Canizares, Town Manager  
Chuck Ewings, Assistant Town Manager  
David Hoover, Development Services Director**

**Re: Code Administrative Fee**

**Town Council Meeting – September 23, 2025**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon an Ordinance amending Section 6.03.003, "Regulation of Weeds, Rubbish, Brush, and Other Objectionable, Unsightly, or Unsanitary Matter," of Article 6.03, "Maintenance of Property, of Chapter 6, "Health and Sanitation," of the Town's Code of Ordinances allowing for the imposition of an Abatement Administrative Fee.

**Description of Agenda Item:**

For instances where the Town is required to mow property and/or remove trash and debris to attain compliance with the Town's ordinances, the Town incurs expenses for which it is not otherwise reimbursed. The division proposes imposing a Town-initiated Code Administrative fee related to expenses incurred.

**Budget Impact:**

Assessing this fee will assist with the recouping expenses tied to Town initiated abatements.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. Ordinance

**Town Staff Recommendation:**

Town Staff recommend that the Town Council approve an Ordinance amending Section 6.03.003, "Regulation of Weeds, Rubbish, Brush, and Other Objectionable, Unsightly, or Unsanitary Matter," of Article 6.03, "Maintenance of Property, of Chapter 6, "Health and Sanitation," of the Town's Code of Ordinances allowing for the imposition of an Abatement Administrative Fee.

**Proposed Motion:**

I move to approve an Ordinance amending Section 6.03.003, "Regulation of Weeds, Rubbish, Brush, and Other Objectionable, Unsightly, or Unsanitary Matter," of Article 6.03, "Maintenance of Property, of Chapter 6, "Health and Sanitation," of the Town's Code of Ordinances allowing for the imposition of an Abatement Administrative Fee.