

Administrative Warrants Code Update

City Council Work Session
November 3, 2025



Purpose of Admin. Warrants Process

- Allow city staff to enter to private property for purposes such general nuisance inspection, investigation, removal, or abatement.
- Provides solution if owner/occupant consent to enter is withheld.
- Fill the current gap between the County process and City.

Code Provisions

- Grants the Municipal Court Judge authority to issue administrative warrants upon application by City Staff.
- Requirements for issuance
- Requirements for execution

Issuance Procedures

Requirements for Issuance:

- Prior to seeking a warrant, reasonable attempt to request entry.
- Reasonable suspicion of a City Code violation, supported by affidavit including:
 - Specific code provision, ordinance, or regulation
 - Purpose of entry and specific reason
- Cause shall only be deemed to exist if:
 - Legislative or Administrative Standards exist
 - An investigation is necessary to determine if violation is occurring
- Judge examines applicant under oath, if satisfied:
 - Warrant will be issued specifying the name and title of authorized person, property to be entered, purpose and limitations.

Execution Procedures

Execution of the Warrant:

- Effort to present credentials, authority, and purpose of the warrant to an occupant.
- Unoccupied property
- Seized items
- Forceable entry

Questions?

