

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council

**From: Michael Rock, Town Manager
Jim Moore, Planning and Building Director
Mark Lockaby, Chief Building Official**

Date: December 2, 2009

Subject: Adopt a Resolution Establishing an Administrative Citation Fee Schedule

RECOMMENDATION

Staff recommends that the Town Council adopt a Resolution establishing an administrative citation fee schedule for violations of the Town of Fairfax Municipal Code.

DISCUSSION

On September 2, 2009, the Town Council adopted an ordinance establishing an administrative enforcement mechanism for violation of the Town Code. The fee schedule for this administrative citation is part of the proposed master fee schedule. However, the master fee schedule was not adopted and thus we have an ordinance with no fee schedule. Rather than wait for the master fee schedule to be adopted in January or February this resolution establishes the fee schedule for this new enforcement mechanism. Once the master fee schedule is adopted this fee will be included.

With compliance being the ultimate goal of the program, the first step is a courtesy notice describing the violation(s) and the requirements to correct the violation(s). The responsible person(s) would be given an opportunity to make corrections within a specified timeframe. Failure to comply would result in the issuance of an administrative citation and the imposition of a fine. Fines will begin at \$100 for the first violation, to increase to \$200 if a second citation is issued for the same violation within a one-year period, and would increase to \$500 for any subsequent citations issued for the same violation within a one-year period.

FISCAL IMPACT

It is estimated that the fees collected would help to offset currently unfunded Municipal Code Enforcement.

ATTACHMENTS

Resolution Establishing an Administrative Citation Fee Schedule