

**COUNCIL STUDY SESSION
MEETING**

City Hall Council Chambers
August 10, 2026

AGENDA



-
- 1. Call to Order - 6:30 p.m.**
 - 2. Council Miscellaneous Discussion Items**
 - 3. City Manager Miscellaneous Discussion Items**
 - a. Administrative Fines Update
No Council action is required at this time.
 - 4. Adjournment**

Council Regular Meeting

DATE: 8/10/2026
TO: Council Study Session
FROM: Ginny McIntosh, Planning Manager, Xiong Thao, Housing and Community Standards Manager
THROUGH: Daren Nyquist, Interim City Manager
BY: Ginny McIntosh, Planning Manager
SUBJECT: Administrative Fines Update

Requested Council Action:

No Council action is required at this time.

Background:

Community Development and Finance Department staff have been meeting to discuss the 2027 budget. During those meetings, Administrative Fine revenues were discussed and staff discovered that the revenues were below the projected budgeted total for 2026.

During the Special Assessment hearings in October 2025, concerns were expressed about the Administrative Penalties program. These included concerns about the high cost of fines and the fee structure for property code violations. Abatements and formal complaints were identified at that time as alternatives to fining property owners. During the 2026 fee schedule discussion, the following changes were made to the Administrative Citations program:

- Cap the total amount of Administrative Fines that can be issued during the calendar year (September to September Special Assessment Period) to no more than \$2,000.
- Limit the frequency of fine issuance — Administrative Fines can no longer be issued daily.
- Decrease Administrative Fine amounts. Vehicle storage violation fines decreased from \$100.00 to \$50.00. The fines for Level 3 violations also changed and decreased. This created only two categories: 1–4 dwelling unit violation changed to \$300.00, and 5+ unit fees decreased to \$500.00.
- Remove the ability to double Administrative Fine amounts for ongoing code violations.

These changes were made and reflected in the 2026 Fee Schedule adopted on January 12, 2026.

From January to June 2026, there have been a total of 2,228 code cases. In the same time period in 2025, there were 2,383 cases.

The budget for Administrative Fines in the 2026 approved budget is \$37,000. From January to June 2026, the City received \$4,450.00 (approximately 12% of the budgeted total) in payments towards Administrative Fines.

In 2024, Administrative Fines had a budget of \$20,000. The amount received in payments was \$51,675.00. In 2025, Administrative Fines had a budget of \$37,000 and received \$48,110.00 in payments.

Special assessments for Administrative Fines in 2024 were \$169,390 and in 2025 it was \$201,610. The pending special assessments for Administrative Fines through the end of June 2026 are currently \$52,200.

There are 129 properties with a pending special assessment for Administrative Fines. After reviewing the pending special assessment Administrative Fines data from January 2026 to June 2026, there are six (6) properties that have Administrative Fines at or over \$2,000 under the 2026 Fee Schedule.

If there had been no changes to the Administrative Citations program, a total of 12 properties would've been over the \$2,000 threshold based on the 2025 Fee Schedule. The largest fine total would've been \$17,200 due to multiple property code violations at a property and operating without a rental license. If the 2025 Fee Schedule were applied to these 129 properties, it would've potentially generated an additional \$39,275 in Administrative Fines.

The Code Enforcement program is still able to bring properties into compliance with the City Code. However, it is taking additional staff time to conduct inspections and send out notices, which can delay property compliance. Abatements and formal complaints are additional tools that staff continue to utilize.

The 2026 budget for abatements is \$25,000; however, from January to June 2026, the City spent \$13,960 on abating code violations at properties. Abatement costs are paid by the City but reimbursed via special assessments.

City staff have not yet pursued any formal complaints for nuisance code violations since the 2026 Fee Schedule went into effect. However, the City Council may want to consider increasing the legal services budget for prosecuting property owners who fail to bring their properties back into compliance. City staff have communicated with the prosecuting attorney who handles these cases and have been informed that there is generally little to no recourse to recoup costs associated with legal fees. If the City pursues a complaint against a property owner, it may also lead to a criminal record.

Budget Issues:

Administrative Fines are currently tracking at 12% of the 2026 budget amount (as of June 30, 2026).

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. PowerPoint Presentation — Administrative Fines Update
2. Pending Special Assessments Worksheet — 2025 vs. 2026 Fee Schedule Comparison

Administrative Fines Update



City Council Study Session | August 10, 2026

Ginny McIntosh, Interim Deputy Community Development Director and Planning Manager and
Xiong Thao, Housing and Community Standards Manager

Background

Community Development staff has been regularly meeting with Finance to track budget line items against actual performance.

- The City made changes to the Administrative Fines program for 2026. These changes included:
 - \$2,000 annual cap per property on the total amount of Administrative Fines issued
 - Assessment Period is September through September
 - Limiting the frequency of issuance: Administrative Fines can no longer be issued daily
 - Decreasing Administrative Fine amounts:
 - Vehicle storage violations went from \$100.00 to \$50.00.
 - The fines for Level 3 violations also changed and decreased, by as much as half
 - Administrative Fines for ongoing code violations can no longer be doubled
 - **2025 Fine Structure (Example):** In previous years, the fine structure would've been: \$100 (1st fine), \$200 (2nd fine), \$400 (3rd fine), \$800 (4th fine), and then \$1,600 (5th fine/max fine amount) for a total of: \$3,100
 - **New Fine Structure (2026):** Currently, the fine structure would: \$100 x 20 fines for a total of \$2,000



2026 Budget Impact

- One significant variation in the budget to actual report is the revenue coming in through Administrative Fines:
 - **2024 Budget:** \$20,000
 - Payments Received: \$51,675
 - Specially Assessed: \$169,390
 - **2025 Budget:** \$37,000
 - Payments Received: \$48,110
 - Specially Assessed: \$201,610
 - **2026 Budget:** \$37,000
 - Payments Received through June 2026: \$4,450
 - Pending Special Assessment through June 2026: \$52,200



Code Enforcement Cases

Total Cases

- January 1, 2025 – June 30, 2025 : 2,383
- January 1, 2026 – June 30, 2026 : 2,228
- Caseload through June 2026 is similar to the prior year
 - Current revenue from Administrative Fines is tracking at about 24% by the end of the 2026 budget year. In 2024 and 2025, Administrative Fines exceeded the budgeted amounts.
 - There are currently 129 citations pending special assessment totaling \$52,200
 - This is tracking at approximately 50% of prior years assessed
 - Under the 2025 Fee Schedule, the total pending special assessment revenue would've been \$91,975.00 through June 2026 — a difference of **\$39,275**.



Assessment of Changes

- 2027 budget will include a lower projected revenue, requiring additional levy support to maintain current service levels
- The rate of achieving compliance is essentially unchanged under the revised fee structure
- Achieving compliance is, however, more labor intensive
 - Inability to scale up (double) fines means more notices and inspections until compliance is achieved
- If compliance cannot be achieved with capped fines, then sending cases to formal complaint would be the next step:
 - None are pending yet
 - May carry additional City costs for prosecuting attorney (legal services)
 - May lead to criminal record for property owners



Questions?



Property Address	PID Number	2026 Pending Special Assessment Amount	Pending Special Assessment (If calculated under 2025 fee schedule)	Code Case #	Case Status
5929 Lyndale Ave N	01-118-21-12-0015	\$ 100.00	\$ 100.00	ce25-3334	closed
6006 Camden Ave N	01-118-21-12-0036	\$ 2,700.00	\$ 2,700.00	ce25-0005	closed
5946 Emerson Ave N	01-118-21-22-0015	\$ 200.00	\$ 375.00	ce26-0263	under enforcement
6001 Emerson Ave N	01-118-21-22-0053	\$ -		ce26-0294	closed
5920 Fremont Ave N	01-118-21-22-0083	\$ 1,000.00	\$ 1,000.00	ce26-0282	closed
5920 Fremont Ave N	01-118-21-22-0094	\$ 300.00	\$ 300.00	ce26-0282	closed
5707 Emerson Ave N	01-118-21-23-0018	\$ 100.00	\$ 100.00	ce25-4017	closed
5807 Emerson Ave N	01-118-21-23-0075	\$ 700.00	\$ 700.00	ce25-0409	closed
5808 Colfax Ave N	01-118-21-24-0002	\$ 100.00	\$ 100.00	ce25-3535	closed
5835 Bryant Ave N	01-118-21-24-0097	\$ 100.00	\$ 250.00	ce26-0572	enhanced enforcement
5711 Camden Ave N	01-118-21-24-0105	\$ 100.00	\$ 100.00	ce26-0152	closed
5642 Dupont Ave N	01-118-21-31-0018	\$ 100.00	\$ 100.00	ce26-0567	closed
5625 Aldrich Ave N	01-118-21-31-0087	\$ 100.00	\$ 100.00	ce26-0566	closed
5651 Dupont Ave N	01-118-21-32-0001	\$ 100.00	\$ 100.00	ce26-1224	closed
1424 55th Ave N	01-118-21-32-0059	\$ 200.00	\$ 200.00	ce26-0985	closed
5528 Humboldt Ave N	01-118-21-32-0063	\$ 300.00	\$ 300.00	ce26-0588	under enforcement
5541 Emerson Ave N	01-118-21-32-0092	\$ -		ce25-3088	closed
5507 Emerson Ave N	01-118-21-32-0096	\$ 300.00	\$ 300.00	ce25-2698	closed
5301 Girard Ave N	01-118-21-33-0017	\$ 300.00	\$ 300.00	ce25-3348	closed
5430 Humboldt Ave N	01-118-21-33-0067	\$ 1,000.00	\$ 1,000.00	ce26-0162	closed
5451 Dupont Ave N	01-118-21-33-0074	\$ 200.00	\$ 1,750.00	ce26-1213	enhanced enforcement
5308 Emerson Ave N	01-118-21-33-0148	\$ 100.00	\$ 100.00	ce25-3899	closed
5324 Emerson Ave N	01-118-21-33-0149	\$ 2,000.00	\$ 4,000.00	ce25-0661	closed
5560 Camden Ave N	01-118-21-42-0038	\$ -		ce25-3072	closed
5930 Earle Brown Dr	02-118-21-12-0010	\$ -		ce26-0037	enhanced enforcement
5743 IRVING AVE N	02-118-21-14-0057	\$ 150.00	\$ 150.00	ce25-2286	closed
5706 KNOX AVE N	02-118-21-14-0087	\$ -		ce25-3850	closed
5927 JOHN MARTIN DR	02-118-21-21-0015	\$ 700.00	\$ 3,750.00	ce25-4442	enhanced enforcement
5907 UPTON AVE N	02-118-21-22-0065	\$ 2,200.00	\$ 17,200.00	ce25-0938	closed
2306 BROOKVIEW DR	02-118-21-31-0005	\$ 300.00	\$ 500.00	ce26-0416	under enforcement
2307 ERICON DR	02-118-21-31-0042	\$ 100.00	\$ 100.00	ce26-0432	closed
5301 RUSSELL AVE N	02-118-21-34-0002	\$ 500.00	\$ 500.00	ce26-1438	closed
5419 QUEEN AVE N	02-118-21-34-0015	\$ 200.00	\$ 750.00	ce26-1155	enhanced enforcement
5337 QUEEN AVE N	02-118-21-34-0037	\$ 100.00	100	ce25-2891	closed
5307 PENN AVE N	02-118-21-34-0043	\$ 1,600.00	\$ 2,400.00	ce25-4163	under enforcement
5524 IRVING AVE N	02-118-21-41-0024	\$ 100.00	\$ 1,250.00	ce25-1852	enhanced enforcement
5549 LOGAN AVE N	02-118-21-42-0008	\$ 50.00	\$ 50.00	ce25-0164	closed
5624 HILLSVIEW RD	02-118-21-42-0037	\$ 900.00	\$ 2,100.00	ce26-0310	under enforcement

2012 BROOKVIEW DR	02-118-21-42-0047	\$ 100.00	\$ 100.00	ce26-0420	closed
2229 BROOKVIEW DR	02-118-21-42-0074	\$ 200.00	\$ 600.00	ce25-2484	enhanced enforcement
5525 JUDY LA	02-118-21-42-0082	\$ 50.00	\$ 50.00	ce26-0803	closed
5400 PENN AVE N	02-118-21-43-0128	\$ 200.00	\$ 375.00	ce25-3907	closed
5339 JAMES AVE N	02-118-21-44-0098	\$ -		ce25-2774	closed
5350 Knox Ave N	02-118-21-44-0103	\$ 400.00	\$ 1,000.00	ce25-2778	closed
5413 HUMBOLDT AVE N	02-118-21-44-0134	\$ 100.00	\$ 100.00	ce25-1125	under enforcement
3012 61ST AVE N	03-118-21-11-0015	\$ 800.00	\$ 4,100.00	ce25-3490	enhanced enforcement
6019 ZENITH AVE N	03-118-21-11-0025	\$ 100.00	\$ 100.00	ce26-0121	under enforcement
6101 BEARD AVE N	03-118-21-12-0075	\$ 200.00	\$ 750.00	ce26-0274	closed
3707 58TH AVE N	03-118-21-13-0059	\$ 100.00	\$ 100.00	ce26-0684	closed
5801 XERXES AVE N	03-118-21-14-0037	\$ 1,000.00	\$ 1,000.00	ce26-0500	closed
3906 61ST AVE N	03-118-21-21-0108	\$ 1,900.00	\$ 1,900.00	ce25-3702	enhanced enforcement
5822 PEARSON DR	03-118-21-24-0066	\$ 300.00	\$ 300.00	ce25-2017	closed
5300 TWIN LAKE BLVD E	03-118-21-34-0018	\$ 100.00	\$ 100.00	ce26-0030	closed
5308 LILAC DR N	03-118-21-44-0022	\$ 1,750.00	\$ 2,325.00	ce25-4019	closed
5233 XERXES AVE N	10-118-21-11-0013	\$ 100.00	\$ 100.00	ce26-0620	enhanced enforcement
5209 XERXES AVE N	10-118-21-11-0016	\$ 500.00	\$ 500.00	ce25-2000	closed
5250 EWING AVE N	10-118-21-12-0027	\$ 200.00	\$ 200.00	ce26-1567	closed
3349 49TH AVE N	10-118-21-13-0019	\$ -		ce25-3595	closed
5019 EWING AVE N	10-118-21-13-0040	\$ 200.00	\$ 500.00	ce26-0590	enhanced enforcement
4110 LAKEBREEZE AVE N	10-118-21-32-0071	\$ 1,000.00	\$ 1,000.00	ce26-2418	under enforcement
4207 LAKESIDE AVE N #234	10-118-21-32-0146	\$ 500.00	\$ 500.00	ce26-0354	under enforcement
7254 DUPONT AVE N	25-119-21-31-0016	\$ 200.00	\$ 200.00	ce25-4018	under enforcement
912 WOODBINE LA	25-119-21-31-0021	\$ 200.00	\$ 375.00	ce26-0089	closed
1005 72ND AVE N	25-119-21-31-0066	\$ 300.00	\$ 300.00	ce25-4444	closed
731 WOODBINE LA	25-119-21-31-0075	\$ 200.00	\$ 900.00	ce25-1080	under enforcement
7037 GIRARD AVE N	25-119-21-33-0051	\$ 100.00	\$ 100.00	ce26-0123	closed
7036 GIRARD AVE N	25-119-21-33-0072	\$ 150.00	\$ 200.00	ce25-4335	closed
7042 HUMBOLDT AVE N	25-119-21-33-0074	\$ 100.00	\$ 100.00	ce25-1127	closed
7243 WILLOW LA N	25-119-21-41-0038	\$ -		ce25-4419	closed
7201 WILLOW LA N	26-119-21-41-0010	\$ 600.00	\$ 600.00		closed
7231 MORGAN AVE N	26-119-21-42-0055	\$ 200.00	\$ 200.00	ce25-2380	enhanced enforcement
7242 NEWTON AVE N	26-119-21-42-0068	\$ 100.00	\$ 100.00	ce26-0492	closed
6912 MORGAN AVE N	26-119-21-43-0009	\$ 300.00	\$ 300.00	ce25-3412	under enforcement
6912 OLIVER AVE N	26-119-21-43-0034	\$ -		ce25-3727	closed
6937 MORGAN AVE N	26-119-21-43-0066	\$ 100.00	\$ 100.00	ce26-0644	enhanced enforcement
7000 KNOX AVE N	26-119-21-44-0016	\$ 100.00	\$ 100.00	ce25-3700	closed
1707 70TH AVE N	26-119-21-44-0040	\$ -		ce25-4313	closed
1713 70TH AVE N	26-119-21-44-0041	\$ 600.00	\$ 600.00		closed
7025 IRVING AVE N	26-119-21-44-0044	\$ 100.00	\$ 100.00	ce25-3422	closed

6915 HUMBOLDT AVE N	26-119-21-44-0070	\$ 200.00	\$ 200.00		closed
1720 IRVING LA N	26-119-21-44-0081	\$ 200.00	\$ 200.00	ce26-1862	enhanced enforcement
4507 71ST AVE N	27-119-21-32-0059	\$ 300.00	\$ 300.00	ce25-3917	under enforcement
4413 71ST AVE N	27-119-21-32-0062	\$ 200.00	\$ 1,250.00	ce25-3558	enhanced enforcement
4407 71ST AVE N	27-119-21-32-0124	\$ 100.00	\$ 100.00	ce25-3564	enhanced enforcement
7101 KYLE AVE N	27-119-21-33-0017	\$ 300.00	\$ 300.00		closed
7230 MAJOR AVE N	27-119-21-33-0018	\$ 100.00	\$ 100.00		closed
4600 69th Ave N	27-119-21-33-0044	\$ 400.00	\$ 1,750.00	ce25-3645	under enforcement
6937 drew ave n	27-119-21-43-0022	\$ 300.00	\$ 300.00		closed
3606 urban ave n	27-119-21-43-0096	\$ 1,000.00	\$ 1,175.00		under enforcement
6836 orchard ave n	33-119-21-11-0009	\$ 2,000.00		ce25-0789	closed
5413 68TH AVE N	33-119-21-12-0031	\$ 100.00	\$ 100.00	ce26-0055	under enforcement
6701 SCOTT AVE N	33-119-21-12-0088	\$ -		ce26-0215	closed
5107 WINCHESTER LA	33-119-21-13-0029	\$ 400.00	\$ 1,875.00	ce24-2904	under enforcement
5006 65TH AVE N	33-119-21-14-0032	\$ 100.00	\$ 100.00	ce26-0781	enhanced enforcement
4818 HOWE LA	33-119-21-14-0048	\$ 100.00	\$ 100.00	ce25-4392	closed
6324 SCOTT AVE N	33-119-21-42-0024	\$ 1,400.00	\$ 4,100.00	ce25-0118	under enforcement
6401 SCOTT AVE N	33-119-21-42-0045	\$ 300.00	\$ 300.00	ce26-1092	under enforcement
5401 63RD AVE N	33-119-21-43-0081	\$ 100.00	\$ 100.00	ce25-0708	closed
6230 QUAIL AVE N	33-119-21-44-0012	\$ 300.00	\$ 375.00	ce25-4404	closed
3801 69TH AVE N	34-119-21-12-0060	\$ 200.00	\$ 200.00	ce26-1652	closed
6720 GRIMES AVE N	34-119-21-21-0018	\$ 100.00	\$ 100.00	ce26-0591	enhanced enforcement
6400 NOBLE AVE N	34-119-21-32-0026	\$ 100.00	\$ 100.00	ce25-1170	closed
6218 LEE AVE N	34-119-21-33-0038	\$ 200.00	\$ 750.00	ce26-0244	closed
6112 NOBLE AVE N	34-119-21-33-0080	\$ 200.00	\$ 375.00	ce26-0493	closed
6113 JUNE AVE N	34-119-21-33-0102	\$ 100.00	\$ 100.00	ce25-4297	closed
4006 JOYCE LA	34-119-21-34-0084	\$ 200.00	\$ 875.00	ce26-0871	closed
6142 BROOKLYN BLVD	34-119-21-43-0037	\$ 2,000.00	\$ 2,900.00	ce26-1243	enhanced enforcement
3201 MUMFORD RD	34-119-21-44-0050	\$ 1,000.00	\$ 1,000.00	ce25-4289	closed
3313 62ND AVE N	34-119-21-44-0086	\$ 200.00	\$ 200.00	ce26-0502	closed
3301 LAWRENCE RD	34-119-21-44-0114	\$ 500.00	\$ 1,000.00	ce26-0810	enhanced enforcement
6807 HUMBOLDT AVE N #C101	35-119-21-11-0087	\$ 1,000.00	\$ 1,000.00	ce26-0823	under enforcement
6625 HUMBOLDT AVE N	35-119-21-14-0013	\$ -		ce25-3419	closed
2701 FREEWAY BLVD	35-119-21-23-0088	\$ 100.00	\$ 100.00	ce26-0147	closed
2590 FREEWAY BLVD	35-119-21-24-0007	\$ 600.00	\$ 600.00	ce26-0926	enhanced enforcement
6406 BROOKLYN DR	35-119-21-31-0003	\$ 300.00	\$ 300.00	ce25-4254	enhanced enforcement
2813 64TH AVE N	35-119-21-32-0064	\$ -		ce25-4207	closed
2913 64TH AVE N	35-119-21-32-0068	\$ 100.00	\$ 100.00	ce25-3617	closed
2918 63RD AVE N	35-119-21-32-0099	\$ 200.00	\$ 200.00	ce26-0353	closed
6415 JAMES CIR N	35-119-21-42-0011	\$ 200.00	\$ 200.00	ce25-2831	closed
6700 ALDRICH AVE N	36-119-21-21-0096	\$ 100.00	\$ 100.00	ce26-0602	closed

6612 DUPONT AVE N	36-119-21-24-0040	\$ 200.00	\$ 200.00	ce25-3633	closed
1007 65TH AVE N	36-119-21-31-0041	\$ 2,000.00	\$ 2,000.00	ce25-0355	closed
6430 GIRARD AVE N	36-119-21-32-0036	\$ 1,600.00	\$ 1,600.00	ce25-4127	enhanced enforcement
6418 HUMBOLDT AVE N	36-119-21-32-0077	\$ 100.00	\$ 100.00	ce25-3312	closed
6135 CAMDEN AVE N	36-119-21-34-0101	\$ 1,900.00	\$ 1,900.00	ce26-0241	closed
516 62ND AVE N	36-119-21-43-0003	\$ 400.00	\$ 400.00	ce25-2253	closed
510 61ST AVE N	36-119-21-43-0026	\$ 50.00	\$ 50.00	ce26-0236	closed
TOTAL		\$ 52,700.00	\$ 91,975.00		
		Difference	\$ 39,275.00		
Fine Amount Change					