



# Administrative Citations Update

February 4, 2026



SAINT PAUL  
MINNESOTA

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# Agenda

- Selected History of Administrative Citations
- Policy Design Decisions
- Values to Balance
- Next Steps



## **Selected History of Administrative Citations**

**September 2021:** Charter Commission declines to recommend authorization of Administrative Citations (6 to 7 vote)

**October 2024:** City passes RES 24-1572, seeking a recommendation from the City Charter to authorize administrative citations

**December 2024:** Charter Commission recommends authorizing administrative citations (12 to 3 vote)



## Selected History of Administrative Citations

**January 2025:** City passes Ord 25-2 and RES 25-192, authorizing administrative citations by ordinance and commits to establishing an Administrative Citations Legislative Advisory Committee

**April 2025:** Successful voter petition places authorization of administrative citations on the ballot for November 2025; City passes RES 25-658, delaying deadline for establishment of Legislative Advisory Committee until no later than 90 days after voter authorization of administrative citations.



## Selected History of Administrative Citations

**November 2025:** Voters approve administrative citations via referendum following petition (44,069 to 20,560; 68.19% to 31.81%)

**January 2026:** Due to mayoral transition and city's coordinated response to federal immigration enforcement activity, City passes RES 26-170, further delaying establishment of Legislative Advisory Committee until no later than June 30, 2026



# Excerpt of Enabling Language

## **City Charter, Section 6.03.1 Subdivision 2.**

With the exception of the failure to pay fines or fees, the council may establish, alter, amend or repeal an ordinance to impose a civil penalty for each violation of a city ordinance. For each ordinance the City would like to enforce using a civil penalty, the Council must adopt or amend an ordinance (a) outlining the amount of fine and other penalties that can be imposed for a first or subsequent violation of that ordinance; and (b) describing the procedure to impose civil penalties.

1. Any civil monetary penalty amount must be imposed equitably.
2. The procedure to impose civil penalties must include notice of an ordinance violation and an opportunity to be heard through an appeal process, prior to imposition of a civil penalty. The appeal process may consider the financial circumstances of the individual or entity.
3. The district court has jurisdiction to enforce any order to pay a civil monetary penalty imposed under this section.



# RES 25-192: Legislative Advisory Committee

**Purpose:** Produce a written “Equitable Implementation Framework” to guide how administrative citations are implemented in the future.

**Duration:** 1 year

**Membership:** Appointed by Council resolution and comprised of legal, academic, labor, community, research, reparations, district council, and City staff representatives with broad ward representation

**Requirements:** The report must assess and recommend ways to mitigate disparate impacts on protected groups, ensure equitable enforcement including ability-to-pay considerations, evaluate the City’s existing fines and fees structure and its historical impacts (especially by race and income), and propose how excess citation revenue should be reinvested in equitable community priorities. The authorizing resolution also requires ongoing annual departmental reporting through the budget process.



# Policy Design Decisions

Types of  
Violations

Fine Amounts

Payment of  
Fines

Enforcement

Dispute  
Resolution

Revenue  
Disposition

Funding for  
Implementation

Policy  
Evaluation

Reporting



## Values to Balance

Equity &  
Fairness

Compliance &  
Deterrence

Administrative  
Efficiency

Due Process

Public Trust

Fiscal  
Responsibility



## Next Steps

- Engagement on Proposed Ordinance Changes
  - Administration
  - Legislative Advisory Committee
- Policy Design and Legal Drafting
- Budget Discussions
- Develop Processes
- Training/Education
- Implementation



# Questions & Discussion