

**STAFF REPORT**  
**City of Lancaster**

NB 1
12/13/2022
JC

Date: December 13, 2022

To: Mayor Parris and City Council Members

From: Allison Burns, City Attorney

Subject: Ordinance Pertaining to Lancaster Municipal Code Provisions regarding Administrative Citations

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**Recommendation:**

Introduce **Ordinance No. 1097** amending Titles 1, 5, 8, 9, and 12 of the Lancaster Municipal Code relating to administrative citations for misdemeanor and civil offenses, the implementation of a process for fee reduction and appeal for administrative citations, and giving the city manager discretion to create policies and procedures to further implement each Title.

**Fiscal Impact:**

None.

**Background:**

In 2020, the City of Lancaster expanded its Administrative Citation Program to allow for the issuance of civil penalties for certain misdemeanor offenses .

As the City looks forward to establishing its Hybrid Policing Program, it is appropriate to expand appeal and review processes for cited persons and establish processes for waiving or reducing citation penalties for those cited persons who can demonstrate indigency is in the public interest, while providing persons who commit such offenses an opportunity to avoid criminal proceedings. It is also appropriate to provide the City Manager and his designee with authority to promulgate rules, policies and procedures necessary to implement amended Titles 1, 5, 8, 9, and 12 of the Lancaster Municipal Code.

A blackline showing the changes to each Title is attached.

**Attachment:**

Ordinance No. 1097

Blackline