

CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

RESOLUTION NO. 18-11

**A RESOLUTION AUTHORIZING ADMINISTRATIVE CITATIONS  
FOR CERTAIN TRAFFIC OFFENSES PURSUANT TO MINN. STAT. §169.999**

**WHEREAS**, the City is authorized to provide for the issuance of administrative citations for specific traffic offenses designated at Minn. Stat. §169.999, subd. 1(b)(1), (2) and (3) in the amount designated at Minn. Stat. §169.999, subd. 5, as it may be amended from time to time; and

**WHEREAS**, the authority to issue administrative citations authorized by this resolution is reserved by law exclusively to licensed peace officers; and

**WHEREAS**, the City peace officers may not issue administrative traffic citations in violation of Minn. Stat. §169.999; and

**WHEREAS**, the City is required to notify a recipient of an administrative traffic citation of his or her right to contest the citation and to appoint a neutral third party to hear and rule on challenges to administrative traffic citations authorized by this resolution; and

**WHEREAS**, Minn. Stat. §169.999 contains numerous requirements related to the issuance of administrative traffic citations, including but not limited to prescribing a uniform traffic citation form, use and sharing of fine revenues, and other administrative measures.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS, MINNESOTA:**

1. The City hereby authorizes the issuance of administrative citations for traffic offenses designated at Minn. Stat. §169.999, subd. 1(b)(1), (2) and (3), as it may be amended from time to time.
2. The City hereby sets the fine for committing an administrative traffic violation designated by Minn. Stat. §169.999 and this resolution at the amount designed by Minn. Stat. §169.999, subd. 5, as it may be amended from time to time.
3. The City hereby directs that only licensed peace officers may issue administrative traffic citations authorized by this resolution.
4. The City hereby directs that no licensed peace officer may issue an administrative traffic citation in violation of Minn. Stat. §169.999.

5. The City hereby directs that no administrative traffic citation authorized by this resolution may be issued to a holder of a commercial driver's license or the driver of a commercial vehicle in which the administrative violation was committed.
6. The City hereby adopts the uniform administrative traffic citation form prescribed by the Commissioner of Public Safety.
7. The City designated its law enforcement agency, the Ramsey County Sheriff's Department and its licensed peace officers ("RCS"), as the manager of the City's administrative traffic citation program. Specifically, the RCS shall:
  - A. Operate the City's administrative traffic citation program in compliance with the provisions of Chapter 30 Article III of the, as amended from time to time.
  - B. Issue administrative traffic citations on forms approved by the Commissioner of Public Safety.
  - C. Provide recipients of an administrative traffic citation with a response form that includes the following information and other information as deemed appropriate by the RCS:
    - (1) The recipient's right to challenge the citation;
    - (2) The process for handling challenges to administrative traffic citations;
    - (3) The location, dates and times designated to hear administrative traffic citation challenges;
    - (4) The process for paying an administrative traffic citation;
    - (5) The effect of an administrative traffic citation on the recipient's driving record; and
    - (6) The time within which to submit a response to the RCS.
  - D. Assign a neutral third party designated by the RCS to hear and rule on challenges to administrative traffic citations fines.
  - E. Collect and administer the revenue and expenses of administrative traffic citations programs.
  - F. Account for the portion of the administrative traffic citation fine revenue that must be applied to law enforcement expenditures.

- G. Provide the City with the administrative fine program information that needs to be included in the City's financial reports, summaries and audits in keeping with common accounting practice and standards.
8. City staff is hereby directed to inform the Commissioner of Public Safety of the passage of this resolution.

**ADOPTED** this 11th day of April 2018 by the City Council of Falcon Heights, Minnesota.

Moved by: Leehy

Approved by: Peter Lindstrom  
Peter Lindstrom  
Mayor

LINDSTROM        3 In Favor  
GUSTAFSON  
BROWN THUNDER 0 Against  
MELANIE LEEHY  
MARK MIAZGA

Attested by: Sack Thongvanh  
Sack Thongvanh  
City Administrator