

Introduction of an Omnibus Ordinance Amending the Town Code to Make Minor Updates and Clarifications

Town Council Meeting
August 4, 2026

BACKGROUND

- The Town periodically reviews the Municipal Code to maintain accuracy, clarity, and legal compliance.
- Minor inconsistencies, outdated references, and typographical errors accumulate over time.
- An omnibus ordinance combines multiple non-substantive amendments into a single ordinance.
- This approach improves efficiency and avoids multiple separate code amendments.

Key amendment categories:

- Correction of typographical and grammatical errors
- Clarification of existing language to improve readability and interpretation
- Updating cross-references to ensure accuracy within the Code

Key amendment categories (continued):

- Alignment with current State and Federal Law
- Consistency with existing administrative practices
- Update the references to current Town position titles

Proposed amendment sections:

- Section 1.40.105, *Satisfaction of lien/special assessment* - update position title to reference Administrative Services Director.
- Section 2.30.025, *Delegation of certain duties* – update position title to reference Town Treasurer, Administrative Services Director, and Town Manager or designee

Proposed amendment sections:

- Section 2.30.035, *Delegation of Town Clerk and Town Treasurer Authority* – update position title to reference Administrative Services Director and Town Clerk.
- Section 2.30.295, *Powers and duties – Generally* – clarify the Town Manager's supervisory responsibilities.

Proposed amendment sections:

- Section 2.30.295(2), *Powers and duties – Generally* – remove Town Clerk and Town Treasurer from those exempted.
- Section 2.30.295(5), *Powers and duties – Generally* – state that Town Manager can designate another employee to attend Town Council meetings in his or her stead.

Proposed amendment sections:

- Section 2.30.620, *Filing Campaign Statements* – update position title to reference Town Clerk rather than Town Administrator.
- Section 2.30.945, *Same - Meetings* – update the Personnel Board meeting requirements to state that meetings will occur as needed rather than annually.

Proposed amendment sections:

- Sections 2.50.010, *Office of the Director of Finance established* – update position title to reference Administrative Services Director.
- Section 14.10.010, *Definitions* – update position title to reference Administrative Services Director.

Proposed amendment sections:

- Section 14.70.070(r)(3), *Sidewalk vending standards* – replace reference to “pushcart” with “vending device” for internal consistency.
- Section 14.100.065(g), *Violations* – correct a clerical error by changing the cross-referenced Code section from 14.100.070 to 14.100.050.

Proposed amendment sections:

- Section 15.90.045, *Reporting requirements for funds* – update position title to reference Administrative Services Director.
- Section 18.10.035, *Nonessential or unauthorized use of water* – delete this section because the underlying urgency ordinance has expired.

Proposed amendment sections:

- Section 19.10.027(1), *Animals in parks* – revise service animal provisions to comply with the Americans with Disabilities Act, which allows service animals to be off leash under specified circumstances.
- Section 23.30.010, Definitions – update position title to reference Administrative Services Director.

Proposed amendment sections:

- Section 23.30.020(b)(3), *Bonds and insurance required* – allow the Town Manager or designee to determine appropriate liability insurance coverage amounts based on circumstances.
- Section 23.30.020(c), *Bonds and insurance required* – tie insurance and bonding requirements to project risk rather than project value.

Proposed amendment sections:

- Section 25.10.030, *Finance Director designated Collector*— update to reference Administrative Services Director as designated Tax and License collector.
- Section 25.30.010, *Definitions* – update definition of “Tax Administrator” to reference the Administrative Services Director.

Proposed amendment sections:

- Section 25.50.020(a), *Definitions* – update definition of “Administrator” to reference the Administrative Services Director.

Proposed for Adoption on 8/18

- If adopted, will take effect 30 days after 8/18

QUESTIONS?
