Town of Frederick
Town Board

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IM 2009-009
To Consider Miscellaneous Amendments to the Frederick Municipal Code

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Agenda Date: Town Board Meeting - April 14, 2009

Attachments: a. Proposed Ordinance

Issue/Request:

In March 1992, the Frederick Municipal Code (Code) was codified and adopted by the Board of Trustees. Throughout the years there have been amendments, revisions, and modifications to the Code Book. However, in some instances the Code has not been modified to reflect new work practices that have been implemented. This proposed ordinance would bring the Code current with updated regulations and work practices.

Submitted by: _____
Town Clerk

Approved for Presentation: _____
Town Administrator

AV Use Anticipated Projector _____ Laptop _____

Certification of Board Review: _____ _____
Town Clerk Date

Detail of Issue/Request:

The proposed ordinance will update the Code to current regulation and substantiate work practices. Each Department Head reviewed their section of the Code Book and made recommendations for modifications. Certain sections of the Code Book will be revised at a later date because the changes will be more substantial; those being the Business License and Municipal Utilities sections. Some other of the changes reflects the Board's decision to implement "Administrative Approval". Some of the sections have been repealed in their entirety; those sections are now addressed in the Board of Trustees and Advisory Commissions Policies and Protocol and some are addressed in Departmental Policies.

There are sections of the Code that refer to fee schedules or direct costs for the implementation of a function-those portions of the Code have been changed to indicate there is still a fee in place; however the fee can be changed either by Resolution or by "Administrative Approval". As such, the fee schedules would be made available outside of the Code, eliminating the need to continually modifying the Code each and every time a fee is adjusted.

Since the proposed is lengthy and publication cost would be astronomical, staff is requesting this ordinance to be adopted by reference. Adoption by reference would allow for a public notice to be published setting a public hearting, a time frame for the citizen to come in a review the proposed ordinance, then be able to make comment at the Public Hearing. If the Board so desires to adopt the proposed ordinance, it (the ordinance) will be published and be in effect 30 days after publication.

Legal/Political Considerations:

It is valuable for the Town to regularly review and amend its Municipal Code in order to avoid inconsistencies in the duties of employees and officials as perceived and in practice, to maintain accurate reflections of Town policies and practices, and put the citizenry on notice of adjustments that may affect the protections, services, time periods, and actions they can reasonably expect from the Town.

Alternatives/Options:

Leave the Code as is.
Execute some of the proposed changes.
Adopt the proposed ordinance by reference.

Financial Considerations:

Staff Recommendation:

Make a motion to adopt the proposed ordinance by reference; setting the public hearing date to be May 26, 2009.