



STAFF REPORT
Public Hearing 1-7-20

AGENDA ITEM #: 19-140
COUNCIL MTG. OF: December 17, 2019
FROM: Dave Caron, Town Administrator
OFFERED BY: Administration
PREPARED BY: Administration
SUBJECT: Amendments to the General Code

INTRODUCTION:

To seek Council approval of amendments to Chapter V, Section II of the General Code which identifies various Departments working in the Town.

TOWN ADMINISTRATOR COMMENTS

Please see comments within this staff report.

BACKGROUND

The Town has maintained a General Code which includes all town regulations, processes and administrative structures. Executive Assistant Sheila Bodenrader has been working to revise Section II in Article V which sets forth the administrative structure of the Town. The current code is not reflective of the organization changes which have occurred over the past decade.

DISCUSSION

No new departments or positions shall result from the adoption of Ordinance #2019-015. Rather, this process involves a restructuring of Section II to align with current administrative practices.

The significant changes are as follows:

1. Elimination of the position of Assistant Town Administrator;
2. Inclusion of the Tax Collector and Assessing functions as Divisions under the Finance Department;
3. Expanded narrative for the Economic Development, Planning, IT and Cable Departments;
4. Inclusion of Health, Code Enforcement, Parks & Recreation and Zoning as Divisions under the Department of Public Works;

You will note on the attached draft that notations exist regarding revisions and movements within the document. General Code Publishers will complete those changes as our capacity to revise within their document is limited.

FISCAL IMPACT

There is no fiscal impact associated with this Ordinance; no new positions or departments are being created or occupied positions eliminated; this process simply reflects the current administrative structure of the Town.

RECOMMENDED ACTION BY COUNCIL

Schedule a public hearing for January 7, 2020 and thereafter adopt Ordinance #2019-015.

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