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MEMORANDUM

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P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR & TOWN COUNCIL**  
**FROM: STACEY NELL, TOWN CLERK**  
**RE: Home Rule Charter Code Review (Article III, Section XIV) – Chapters 17 & 124**  
**DATE: SEPTEMBER 24, 2024**

**Summary and Background:** The Frisco Home Rule Charter, Article 3, Section 14 is titled “Ordinance Review” and reads:

- (a) The Council shall review ordinances of a general and permanent nature adopted on or after the effective date of this Charter at least once every five (5) years after adoption for possible amendment or repeal.
- (b) The Council shall establish a schedule for reviewing all ordinances of a general and permanent nature which were adopted prior to the effective date of this Charter.
- (c) The failure to review any ordinance pursuant to this section shall not affect the validity or enforceability of the ordinance.

**Analysis:** In the Code Review Schedule 2024-2028, approved by Town Council at the January 9, 2024 Regular Meeting, Town Code has been divided into a quarterly review schedule over the next 5 years, meant to repeat cyclically in accordance with the Charter’s stipulation for regular review, to be established upon approval of this Town Council.

The purpose of this Code review is three-fold:

- Confirmation of Code with State and Federal legislation and regulations, if necessary
- Updates in accordance with best practices in various professions/fields/responsibilities of a Municipal government organization
- Opportunities to implement diversity, equity and inclusion-driven language

Today’s meeting marks the end of the third quarter of 2024, where the following Code Chapters are deemed up for review in the attached schedule:

- [Chapter 17 – “Municipal Court”](#)
- [Chapter 124 – “Public Health and Safety”](#)

**Financial Impact:** No changes to the above Chapter of Code is deemed necessary at this time, so no Financial Impact will be incurred by the Town.

**Alignment with [Strategic Plan](#):** Operating in accordance with the Town’s Charter is a fundamental purpose of the Town government as a whole, and is a particular focus of the Administration Department in its partnership with Town Council. While the Charter serves as the foundational legal document for the community and the municipal government structure that operates in its service, the Strategic Plan addresses the current direction of the Town Council. Woven throughout the Strategic Plan, are statements that expect administrative functions like this Code Review to proceed, such as the Public Service Commitment to “Provide leadership, civility, efficiency, transparency, accountability, and fiscal responsibility to assure a thriving future for the Town of Frisco”, as well as the first Strategic Objective “Quality Core Services” that commits Staff and Council to “providing timely and innovative core services...with professionalism”.

**Staff Recommendation:** Staff verifies the following:

- [Chapter 17 – “Municipal Court”](#) will undergo a Code Amendment first and second readings before Council to propose removal Section 17-8 “Summons and Complaint for Non-Traffic Offenses”. Council will be in receipt of a Staff Report at the October 22, 2024 Regular Meeting to explain Staff’s Recommendation in detail.
- [Chapter 124 – “Public Health and Safety”](#) At this time, both the Sustainability Division and Police Department verify that Chapter 124 is up to date and compliant.

**Reviews and Approvals:**

- Tom Wickman, Chief of Police (Verified Code Chapters 17 and Chapter 124 applicable sections to Police, to Town Clerk)
- Janice Pappas, Office Manager & Municipal Court Clerk (Verified Code Chapter 17 to Town Clerk)
- Hilary Sueoka, Environmental Programs Manager (Verified Code Chapter 124 applicable sections to Sustainability, to Town Clerk)
- Stacey Nell, Town Clerk

**Attachments:**

Attachment 1 – [Chapter 17 – “Municipal Court”](#)

Attachment 2 - [Chapter 124 – “Public Health and Safety”](#)

Attachment 3 – [Frisco Home Rule Charter Article III Section XIV](#)