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## MEMORANDUM

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P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: DIANE McBRIDE, ASSISTANT TOWN MANAGER**  
**RE: ORDINANCE 23-17 AMENDING CODE TO AUTHORIZE COMMUNITY RELATIONS  
TECHNICIAN POSITION**  
**DATE: JUNE 13, 2023**

**Summary and Background:** During the 2023 budget process, the Community Service Officer positions in the Police Department (PD) moved from PD to the Community Development Department (CDD) and were titled Community Relations Technicians. Under our current Town Code, this position was not authorized to issue citations. Ordinance 23-17 amends Chapter 124 of the Code of Ordinances of the Town of Frisco by adding a new Article IV to authorize the enforcement of certain Town laws by a Community Relations Technician. The ordinance was approved on first reading on May 23, 2023 by the affirmative vote of all Council members present. The attached Ordinance 23-17 was prepared by Thad Renaud, Town Attorney, who will be present during the June 13, 2023 Council meeting to answer any questions on second reading. There have been no changes to the version of the ordinance that was approved on first reading.

**Analysis:** Recruitment is currently underway for one (1) Community Relations Technician position in the Community Development Department. Through this ordinance, Chapter 124 of the Code of Ordinances is amended to reflect the change that a Community Relations Technician is not required to be certified by the Colorado Peace Officer Standards and Training Board. Through this ordinance, Community Relations Technicians are also authorized to enforce all the laws of the Town except for those specifically called out in the Ordinance, including criminal offenses and traffic violations.

**Financial Impact:** The Community Relations Technician is budgeted in the approved 2023 budget. There is no additional financial impact at this time.

**Alignment with Strategic Plan:** Recruiting for and hiring a Community Relations Technician supports the Town's commitment to providing quality core services with efficiency, excellent customer service and professionalism.

**Environmental Sustainability:** n/a

**Staff Recommendation:** Staff recommends the Town Council approve Ordinance 23-17 on second reading during the June 13, 2023, Town Council meeting.

**Approved By:**

Tom Fisher, Town Manager  
Leslie Edwards, Finance Director

**Attachments:**

Attachment 1: Ordinance Amending Code to Authorize Community Relations Technician 2023