



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager & Clerk; Jeff Gore, Town Attorney
SUBJECT: Town Code Update
DATE: May 1st, 2025

SUMMARY:

This memo seeks Town Council approval to initiate a comprehensive renumbering and reorganization of the Town Code and after which the Town Attorney will begin to review individual code sections following the completion of the renumbering process.

BACKGROUND:

Over time, the Town Code has undergone multiple amendments and additions while using various methods and systems in adding new ordinances and maintaining an accurate code, resulting in inconsistencies in numbering, outdated formatting, and organizational inefficiencies. These issues can create confusion for residents, staff, and officials seeking to navigate or apply the Code.

Renumbering and reorganizing the Town Code will modernize its structure, enhance clarity, and ensure logical grouping of related provisions. This process is administrative in nature and will not alter the substance of any law. Once completed, a substantive legal review by the Town Attorney will help ensure the accuracy, consistency, and legality of each section.

FISCAL IMPACT:

The total estimated cost for the renumbering and reorganization of the Town Code is \$1,800 with Civic Plus. Funding is available in the current fiscal year's administrative budget. The legal review will be conducted as part of the Town Attorney's existing contracted services.

STAFF RECOMMENDATION:

Staff recommends that Council authorize the Town Manager to direct Civic Plus to execute the renumbering and reorganization of the Town Code.

DRAFT MOTION:

I move that the Council authorize the Town Manager to direct Civic Plus to execute the renumbering and reorganization of the Town Code.