

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY OF DENTON AMENDING POLICY NO. 106.03 “PAYROLL DEDUCTIONS” TO ADD CONTENT RELATED TO CERTIFICATIONS, EDUCATION, LICENSE, TRAINING, TRAVEL ADVANCES AND CITY OWNED ITEMS SUBJECT TO REPAYMENT IN CERTAIN CIRCUMSTANCES AND TO PROVIDE CLARITY AND CONSISTENCY IN RECOUPING CITY-PAID EXPENSES AND THE COST OF ISSUED ITEMS; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Policy No. 106.03 “Payroll Deductions” was initially implemented effective October 30, 1984,

WHEREAS, the Policy was most recently revised and approved by City Council on July 20, 2010.

WHEREAS, the City Manager recommends the adoption of the amended Payroll Deductions Policy and the City Council desires to adopt the amendments to this policy; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The Policy Statement in “Payroll Deductions”, which is incorporated in this section, is hereby adopted as an official policy of the City of Denton:

**POLICY STATEMENT:** The City of Denton is committed to maintaining fairness, legal compliance, and clarity regarding financial obligations and payroll deductions.

Payroll deductions include taxes, insurance premiums, retirement contributions, and other specific approved voluntary contributions. Deductions are classified into two categories: mandatory deductions, which include taxes, garnishments required by law or order of a court of competent jurisdiction, city repayment items, and contributions to authorized retirement programs with required participation for eligible employees; and voluntary employee-authorized deductions, which include City insurance premiums, Healthcare Flexible Spending Account and Dependent Care Flexible Spending Account contributions, Civil Service Association dues, United Way contributions, additional federal income tax withholdings, and voluntary contributions to 457 deferred compensation plans.

This policy identifies the types of certifications, education, licenses, training, and City-issued items that may be subject to repayment to the City, and it outlines the responsibilities for wage deductions and repayment of costs incurred by employees.

All applicable deductions and repayment requirements will be administered in accordance with applicable laws, regulations, and the City’s internal procedures.

SECTION 2. This Resolution amends the “Policy Statement” portion of Policy No. 106.03 of the City of Denton Policies and Procedures Manual. The “Administrative Procedures” portion of

the Policy on Policies, Administrative Directives, and Procedures is an administrative procedure describing the means and methods by which City management implements the Policy Statement. The City Manager is authorized to amend and issue such administrative procedures and directives as deemed necessary to implement the Policy related to personnel and internal operational matters.

SECTION 3. The attached policy, as amended, shall be filed in the official records with the City Secretary.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

The motion to approve this Resolution was made by [ ] and seconded by [ ].

The Resolution was passed and approved by the following vote [ ] – [ ] – [ ]:

	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Suzi Rumohr, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Jill Jester, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
GERARD HUDSPETH, MAYOR

ATTEST:  
INGRID REX, CITY SECRETARY

BY: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:  
MACK REINWAND, CITY ATTORNEY

BY: \_\_\_\_\_