



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda Agenda Committee

Thursday, December 5, 2024

8:00 AM

Council Work Session Room

After determining that a quorum is present, the Agenda Committee of the City of Denton, Texas will convene in a Regular Meeting on Thursday, December 5, 2024 at 8:00 a.m. in the Council Work Session Room at City Hall, 215 E. McKinney Street, Denton, Texas at which the following items will be discussed:

1. ITEMS FOR CONSIDERATION

- A. [AGC24-035](#) Consider approval of the minutes of November 7, 2024.
- B. [AGC24-036](#) Questions regarding City Council’s Future Work Session Matrix items.
- C. [AGC24-037](#) Questions regarding the following City Council agendas:
 - December 17, 2024 - Regular Meeting
- D. [AGC24-038](#) Receive a report, hold a discussion, and give staff direction regarding the City Council’s direction to move forward with a two-minute pitch to re-evaluate the proposal for adding Election Day as a municipal holiday.

- Attachments:**
- [Exhibit 1 - Agenda Information Sheet](#)
 - [Exhibit 2 - Election Day ISR](#)
 - [Exhibit 3 - Presentation](#)
 - [Exhibit 4 - Process Flow Chart](#)

NOTE: The Agenda Committee reserves the right to adjourn into a Closed Meeting on any item on its Regular Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, including without limitation, Sections 551.071-551.086 of the Texas Open Meetings Act.

C E R T I F I C A T E

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on November 26, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



City of Denton

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215 E. McKinney St.
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Legislation Text

File #: AGC24-035, **Version:** 1

AGENDA CAPTION

Consider approval of the minutes of November 7, 2024.



City of Denton

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215 E. McKinney St.
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Legislation Text

File #: AGC24-036, **Version:** 1

AGENDA CAPTION

Questions regarding City Council's Future Work Session Matrix items.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
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Legislation Text

File #: AGC24-037, Version: 1

AGENDA CAPTION

Questions regarding the following City Council agendas:

- December 17, 2024 - Regular Meeting



City of Denton

City Hall
215 E. McKinney St.
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Legislation Text

File #: AGC24-038, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding the City Council's direction to move forward with a two-minute pitch to re-evaluate the proposal for adding Election Day as a municipal holiday.



AGENDA INFORMATION SHEET

DEPARTMENT: City Manager’s Office

CM/DCM/ACM: Sara Hensley, City Manager

DATE: December 5, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the City Council’s direction to move forward with a two-minute pitch to re-evaluate the proposal for adding Election Day as a municipal holiday.

BACKGROUND

On May 16, 2023, Council Member McGee requested a work session to consider making Election Day a municipal holiday, which received majority support. During the work session presentation on Sept. 19, 2023, the City Council voted against proceeding with the holiday. On May 17, 2024, Council Member McGee made a second pitch to revisit the discussion, requesting another work session to re-evaluate the proposal for adding Election Day as a municipal holiday. The pitch received consensus and staff provided the **attached** Informal Staff Report to the Council.

DISCUSSION

Staff’s research in 2023 determined that of 136 municipalities surveyed on the number of holidays provided, none offered Election Day as a holiday. Since the original survey, staff observed no significant shift in organizations, either in the private or public sector, towards adding the Election Day holiday. Prior to a Work Session revisiting the discussion, staff will conduct a new survey. The City of Denton offers 13 paid holidays for employees each year, providing the most holidays among its comparator cities in the metroplex. City Policy #111.03, Absence for Voting, grants employees “short-term paid leaves of absence when work scheduling would prohibit participation as a voter in national, state, county, district, and municipal elections.” No concerns have been reported regarding employees’ requests for time off to vote. The estimated payroll cost for an additional holiday is \$571,614. While this expense is budgeted and would be incurred without a designated observed holiday, the holiday would allow most employees to receive the wages as a paid day off rather than as productive hours for the City. Additionally, to cover essential staffing, the City incurs an estimated average of \$130,200 in overtime costs per holiday.

STAFF RECOMMENDATION

Staff recommends routing the item through the budget process prior to a Council Work Session.

EXHIBITS

1. Exhibit 1 – Agenda Information Sheet
2. Exhibit 2 – Informal Staff Report
3. Exhibit 3 – Presentation
4. Exhibit 4 – Process Flow Chart

Respectfully submitted:
Frank Dixon, Assistant City Manager

Cassey Ogden, Assistant City Manager
Christine Taylor, Assistant City Manager

Prepared by:
Carlotta Cowan, Assistant to the City Manager

**INFORMAL STAFF REPORT
TO MAYOR AND CITY COUNCIL**

SUBJECT:

Provide a response to a Two-Minute Pitch request to redo a previous Work Session presentation evaluating the pros and cons of making Election Day a municipal holiday.

EXECUTIVE SUMMARY:

On May 16, 2023, Council Member McGee requested a work session to consider making Election Day a municipal holiday, which received majority support. However, after the work session presentation, the City Council voted against proceeding with the holiday. On May 17, 2024, Council Member McGee made a second pitch to revisit the discussion, requesting another work session to re-evaluate the proposal for adding Election Day as a municipal holiday.

DISCUSSION:

The City of Denton observes 11 holidays, during which city business and facilities are closed, plus two personal floating holidays, totaling 13 paid holidays for employees each year. If a holiday falls on a weekend, it is observed on the nearest weekday. Full- and part-time employees receive paid time off for observed holidays. Non-exempt employees who work on a holiday can either take equivalent time off during the same week or receive holiday pay along with their worked hours, potentially resulting in overtime pay.

In August 2023, Human Resources updated a 2021 survey of 136 municipalities on the number of holidays provided. The findings showed that none of these cities offered Election Day as a holiday. Human Resources observed no significant shift in organizations, either in the private or public sector, towards adding the Election Day holiday. The City of Denton remains competitive in holiday offerings, providing the most holidays among its comparator cities in the metroplex.

Holidays Offered (All Surveyed Cities)		
Holidays	# of Cities	Percentage
9	12	8.8%
10	21	15.4%
11	33	24.3%
12	28	20.6%
13	22	16.2%
14	11	8.1%
15+	9	6.6%
Total	136	100.0%

Holidays Offered (Comparator Cities)		
Holidays	# of Cities	Percentage
9	5	35.7%
10	3	21.4%
11	4	28.6%
12	1	7.1%
13	1	7.1%
Total	14	100.0%

City Policy #111.03, Absence for Voting, grants employees “short-term paid leaves of absence when work scheduling would prohibit participation as a voter in national, state, county, district, and municipal elections.” Approval for

absence is “based on the workload of the department and whether or not the employee's work schedule prohibits voter participation”. No concerns have been reported regarding employees' requests for time off to vote.

The estimated payroll cost for an additional holiday is \$571,614. While this expense is budgeted and would be incurred without a designated observed holiday, the holiday would allow most employees to receive the wages as a paid day off rather than as productive hours for the City. Additionally, to cover essential staffing, the City incurs an estimated average of \$130,200 in overtime costs per holiday. Below is the allocation by fund:

Fund	Estimated Amount
General Fund	\$78,120 (60%)
Electric Fund	\$21,678 (16.65%)
Water/Wastewater Fund	\$10,286 (7.9%)
Solid Waste Fund	\$13,671 (10.5%)
Other Funds	\$6,445 (4.95%)
Total:	\$130,200

CONCLUSION:

The last holiday additions by the City Council were on January 1, 2022, with Juneteenth, Veterans Day, and two personal floating holidays. The proposal to make Election Day a municipal holiday in even-numbered years (on the Tuesday after the first Monday in November) would require a budget amendment. If Council Member McGee wishes to advance the pitch beyond an Informal Staff Report, City Staff will present the information to Agenda Committee with a staff recommendation to route a holiday proposal as a supplemental item through the FY25/26 budget process.

ATTACHMENTS:

1. City Council Work Session Presentation, September 19, 2023, ID# 23-1403
2. City of Denton Policy 107.02, Holidays
3. City of Denton Policy 111.03, Absence for Voting

STAFF CONTACT:

Megan Gilbreath
Human Resources Director

REQUESTOR:

Council Member Brandon McGee

PARTICIPATING DEPARTMENTS:

Human Resources and Finance

STAFF TIME TO COMPLETE REPORT:

4 Hours

City Holidays

Sept. 19, 2023



ID# 23-1403 | Sept. 19, 2023

Background

- On May 16, 2023, Council Member McGee made a two-minute pitch request for a work session to discuss the possibility of making Election Day a municipal holiday
- Received majority support for a work session presentation



City Holidays

- City offers a total of 13 holidays for employees
 - **11** observed holidays and **2** personal floating holidays for employees
- Most City business, services, and facilities are closed on observed holidays
 - Full-time and part-time employees receive paid holiday off
 - If holiday occurs during a weekend, holidays are observed on the preceding Friday or following Monday
- Employees required to work an observed holiday receive holiday pay in addition to actual hours worked (overtime)

City of Denton (11)	Federal (11)
New Year's Day	New Year's Day
Martin Luther King, Jr. Day	Martin Luther King, Jr. Day
	President's Day
Memorial Day	Memorial Day
Juneteenth	Juneteenth
Independence Day	Independence Day
Labor Day	Labor Day
	Columbus Day
Veterans Day	Veterans Day
Thanksgiving Day	Thanksgiving Day
Friday After Thanksgiving	
Christmas Eve	
Christmas Day	Christmas Day



City Holidays

- Survey of Municipalities
 - Updated survey that was done in 2021
 - None of the 136 cities surveyed offered Election Day(s) as a holiday
 - City of Denton is competitive with holidays offered; City offers the most holidays of our comparator cities

Holidays Offered (All Surveyed Cities)

Holidays	# of Cities	Percentage
9	12	8.8%
10	21	15.4%
11	33	24.3%
12	28	20.6%
13	22	16.2%
14	11	8.1%
15+	9	6.6%
Total	136	100.0%

Holidays Offered (Comparator Cities)

Holidays	# of Cities	Percentage
9	5	35.7%
10	3	21.4%
11	4	28.6%
12	1	7.1%
13	1 (Denton)	7.1%
Total	14	100.0%



Personnel Policy for Voting

- *City Policy 111.03, Absence for Voting*
 - Allows employees “short-term paid leaves of absence when work scheduling would prohibit participation as a voter in national, state, county, district, and municipal elections”
 - Approval for absence will be “based on the workload of the department and whether or not the employee's work schedule prohibits voter participation”
- No reported concerns regarding employee requests to vote



Potential Impact for Adding a Holiday

- The following is a cost estimate for adding a holiday:
 - Estimated Total Payroll Cost for a Holiday: \$519,287
 - Expense is budgeted for; however, most employees would receive as a paid day off rather than as productive hours for the City
 - Estimated Average Additional Overtime Cost due to a Holiday: \$258,733
 - Not budgeted

Fund	Estimated Amount
General Fund	\$160,415 (62%)
Electric Fund	\$51,747 (20%)
Water/Wastewater Fund	\$18,111 (7%)
Solid Waste Fund	\$18,111 (7%)
Other Funds	\$10,349 (4%)
Total:	\$258,733



Options

1. No Changes to Holiday Schedule
2. Consider Adding Election Day Holiday
 - Consider adding one (1) holiday
 - Note: There are two (2) Annual Uniform Election Dates per Texas Secretary of State (May or November)
 - Consider as a supplemental budget item in FY24/25 budget process due to additional cost
 - Prepare a revised City Holidays, *Policy 107.02*, for City Council consideration and approval
3. Provide Other Direction



CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 107.02
SUBJECT: EMPLOYEE BENEFITS AND SERVICES	INITIAL EFFECTIVE DATE: 08/21/84
TITLE: HOLIDAYS	LAST REVISION DATE: 01/01/2022

POLICY STATEMENT:

The following eleven (11) holidays are declared observed holidays for regular full-time and regular part-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day*
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Regular full-time and regular part-time employees shall also be provided two (2) personal floating holidays per calendar year (i.e., January 1 through December 31).

For the purposes of this policy, a holiday is defined as a period of eight (8) hours at the regular rate for regular full-time employees. Regular part-time (includes one-half (1/2) and three-quarter (3/4) time) employees who work twenty (20) hours or more per week shall be entitled to holiday pay at a rate equivalent to the budgeted pay classification of either one-half (1/2) or three-quarter (3/4) time.

Holidays occurring on Saturday will be observed on the preceding Friday, and holidays occurring on Sunday will be observed on the following Monday.

All regular full-time and part-time employees are eligible for holiday pay after the completion of one (1) day of work.

Seasonal and temporary employees will be paid their regular rates on a holiday only if required to work.

NOTE: In the case of firefighters who work by shifts rather than a 40-hour work week, holidays will be considered to be 12 hours to avoid re-computing the hourly rate for the holiday.

*Texas Local Government Code §142.0013(c) states, “a firefighter shall be granted the same number of

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: HOLIDAYS	REFERENCE NUMBER: 107.02
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vacation days and holidays, or days in lieu of vacation days or holidays, granted to other municipal employees, at least one of which shall be designated as September 11th.” Pursuant to this section, the City has designated Labor Day as the holiday for the observance of September 11th for firefighters.

ADMINISTRATIVE PROCEDURES:**I. WORKING ON HOLIDAYS**

- A. All non-exempt employees who are required to work on a designated holiday shall be given equivalent hours off* (the date of time off is subject to supervisor's approval), or may be paid for actual hours worked and receive holiday pay for that day.
- B. When the holiday and regular day off occur on the same day, those non-exempt employees who are scheduled off duty on that day will be entitled to holiday pay at the regular rates or an alternate holiday off*.

Exempt employees will be given an alternate day off. The date of the day off is subject to the supervisor's approval but should typically be granted within thirty (30) days of the holiday. Hours that are not taken as an alternate holiday will NOT be “banked” or carried over, nor paid out upon an employee’s termination, with the exception of Fire civil service employees (see section IV).

* Equivalent hours off or an alternate holiday must be granted for non-exempt employees in the same work week.

II. UNPAID LEAVE OF ABSENCE - HOLIDAYS

- A. A non-exempt employee who has an unauthorized absence (See Absenteeism/Tardiness policy no. 110.01 for the definition of an unauthorized absence) on the workday immediately preceding or following an observed City holiday will lose pay for the holiday as well as for the unauthorized absence and may be subject to corrective action. When possible, supervisors should communicate the unauthorized absence status to an employee when they call in to report their absence.
- B. An employee absent without prior authorization when scheduled to work a holiday will not receive holiday pay and may be subject to corrective action.
- C. Employees on an extended unpaid leave status (authorized or unauthorized) will not receive

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: HOLIDAYS	REFERENCE NUMBER: 107.02
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holiday pay (See Personal Leave Without Pay policy no. 111.08).

III. TERMINATION - HOLIDAYS

If the last day of employment falls on a holiday, the employee will not be paid for that holiday. However, exceptions may be made for retirements.

IV. BANKING OF HOLIDAYS FOR FIRE CIVIL SERVICE EMPLOYEES

Fire civil service employees will be allowed to bank and carry over a maximum of 132 holiday hours each year for the eleven (11) declared observed City holidays, unless a holiday falls in a workweek for which they are not being paid (e.g., on unpaid leave). A maximum of 132 holiday hours may be paid out upon termination for fire civil service employees.

Per Section VI of this policy, fire civil service employees cannot bank and carry over any hours for personal floating holidays into the next calendar year. Unused personal floating holidays will not be paid out at termination of employment.

V. HOLIDAY PAY FOR WORKERS' COMPENSATION AND OTHER EXTENDED APPROVED PAID LEAVE

An employee on workers' compensation leave or other extended approved paid leave (e.g., FMLA) will receive holiday pay only when the employee would have otherwise qualified for holiday pay.

VI. PERSONAL FLOATING HOLIDAYS

Personal floating holidays are personal days that employees can use for whatever reason they see fit according to the following guidelines:

- Personal floating holidays must be approved in advance by the employee's supervisor, except in cases of emergency.

The supervisor must approve a personal floating holiday in advance, giving due consideration to the service needs and the ability of the remaining staff to perform the work of the department or the division. It is requested that each employee will give their supervisor the maximum notice possible when requesting a personal floating holiday, but the employee must make the request at least three (3) working days in advance. The circumstances of individual departments (i.e., internal schedules, etc.) may require that more advance notice be necessary in order to arrange such leave.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: HOLIDAYS	REFERENCE NUMBER: 107.02
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- Personal floating holidays cannot carry over into the following calendar year. Personal floating holidays must be used within the calendar year that they were given, or they will be forfeited.
- Employees will not receive pay in lieu of using or forfeiting personal floating holidays.
- Unused personal floating holidays will not be paid out at termination of employment.
- Employees must use personal floating holidays in full day increments (full-time regular employees as a full 8-hour increment, part-time three-quarter (3/4) employees as a 6-hour increment, and part-time one-half (1/2) employees as a 4-hour increment).

VII. MISUSE OF HOLIDAYS

Holiday benefits will not be paid for the same time an employee receives sick leave pay, vacation/bonus time pay, death in the family leave pay, or any other paid leave benefit.

NOTE: If a holiday puts the total number of hours over the normal payroll period amount, the Overtime policy (no. 106.04) may apply.

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 111.03
SUBJECT: APPROVED LEAVE	INITIAL EFFECTIVE DATE: 07/02/85
TITLE: ABSENCE FOR VOTING	LAST REVISION DATE:

POLICY STATEMENT:

It is the policy of the City of Denton to allow employees short-term paid leaves of absence when work scheduling would prohibit participation as a voter in national, state, county, district, and municipal elections.

The City of Denton will provide the opportunity for an employee to attend a precinct convention of a political party with which the employee is affiliated or is eligible to affiliate or attending a county, district or state convention to which the employee is a duly constituted delegate. An employee must request a leave without pay for the anticipated absence for the purpose of attending a political convention, but the employee will not be penalized in any other way for the exercise of such privilege.

ADMINISTRATIVE PROCEDURES:

Upon consideration of an employee's request, supervisors may approve short-term absences to vote or attend political conventions. Requests must be made to the immediate supervisor no later than the employee's last work day preceding the election. Approval for absence will be based on the work load of the department and whether or not the employee's work schedule prohibits voter participation. Supervisors may require proof of voter registration prior to approval of absence.

Election Day Holiday

Dec. 5, 2024



Background & Recommendation

- May 16, 2023 - Council Member McGee two-minute pitch request for a work session to discuss making Election Day a municipal holiday
 - Received majority support for a work session presentation. On Sept. 19, 2023, City Council voted against proceeding with the holiday during the Work Session
- May 17, 2024 - Council Member McGee second pitch to revisit the discussion, requesting another work session to re-evaluate the proposal
 - Informal Staff Report provided to Council on Nov. 15, 2024
- Estimated Budget Impact – Overtime: \$130,200 and \$571,614 no longer productive work hours for the City
- **Staff Recommendation** - Route the item through the budget process prior to a Council Work Session



Process Flow Chart

