



# City of Denton

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

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** City Secretary's Office

**CM:** Sara Hensley

**DATE:** December 3, 2024

### **SUBJECT**

Consider approval of a resolution of the City of Denton excusing the October 14, 2024 and the October 28, 2024 meeting absences of a Public Utilities Board Board Member; and providing an effective date.

### **BACKGROUND**

Section 2-83(c) of the Denton City Code mandates board, commission, or committee members who cannot attend a meeting must contact the chairperson or an appropriate staff liaison to report the absence before the start of the meeting and provide the reason. Absences can be excused by the City Secretary if the notification is received in advance of the meeting and if the absence is for the following reasons: personal or family illness, death of a family member, jury duty, service in the armed forces, testifying before the legislature, attending a seminar involving municipal matters of importance to the member's duties, or an absence necessary for the member's business or employment. All board, commission, and committee members are provided information on the attendance requirements.

Public Utilities Board Member Susan Parker reported the absences on October 14, 2024 and October 28, 2024 were due to pre-planned travel. Denton City Code Section 2-83(c)(1)(b) provides that in the event an absence does not meet any of the above excused absence criteria, a member may submit a request to have the absence excused to the City Secretary's Office in writing no later than ten business days after the date the absence occurred, after which the City Secretary will place an item on the next available City Council agenda for consideration, in accordance with the Texas Open Meetings Act. Member Susan Parker filed the request within the timeline required. The request is being formally presented to City Council.

### **EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Respectfully submitted:

Lauren Thoden  
City Secretary