



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources
CM/ DCM/ ACM: Cassey Ogden, Interim City Manager
DATE: May 19th, 2026

SUBJECT

Consider approval of a resolution of the City of Denton amending Policy No. 10.00 “Ethics” to ensure the City establishes ethical expectations, promotes integrity, and provides guidelines to prevent an actual or perceived conflict of interest and misuse of City resources; Content unrelated to these core ethic philosophies originally held in Policy No. 10.00 Ethics are now delineated by the creation of Policy No. 10.01 “Gift, Meals, and Event Attendance”, Policy No. 10.02 “Nepotism”, Policy No. 10.03 “Secondary Employment”; and declaring an effective date.

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Pursue Organizational Excellence and Collaborative and Respectful Leadership.

INFORMATION

The City’s Code of Ordinances, Section 2-28, “Policies, Procedures, and Directives,” establishes the definitions and approval processes for policy documents. The City of Denton maintains two types of policy documents: Policies and Administrative Directives.

- **Policies** must be adopted and approved by the City Council. A “Policy” means a statement of overall philosophy and direction, describing goals to be accomplished and programs to be established. To revise a Policy Statement, the City Council must approve the revision.
- **Administrative Directives** are approved and issued by the City Manager to city employees to establish rules and regulations concerning internal operational matters. Administrative Directives do not require City Council review or approval for enactment or revision.

BACKGROUND

- Originally adopted 2018, last updated 2023.
- The policy was originally developed as a set of concise sections outlining the City’s ethical expectations established by the City. As these expectations became embedded within the City’s core values, there was a need to more clearly define and expand the underlying standards and principles upheld by the organization.
- This resulted in separating four key topic areas into four standalone policies to provide greater clarity and focus.

- City Policy 10.00 (Ethics) establishes the overarching expectations and philosophy of ethical conduct in a clear and accessible format for employees.
- New City Policy 10.01 - Gifts, Meals, and Event Attendance
 - Establishes clear guidelines regarding the receipt and provision of gifts, meals, and event invitations in the course of official duties.
 - Increases the nominal value threshold from \$25.00 to \$50.00.
 - The section of the original policy containing this information has been separated from the former policy and established as its own stand-alone policy for clarity; however, only minor content changes were made.
- New City Policy 10.02 Nepotism Policy
 - Applies to external candidates seeking employment or re-employment, as well as current employees pursuing transfers or promotional opportunities.
 - The section of the original policy containing this information has been separated from the former policy and established as its own stand-alone policy for clarity; however, only minor content changes were
- New City Policy 10.03 Secondary Employment
 - Establishes guidelines for employees regarding secondary employment
 - The section of the original policy containing this information has been separated from the former policy and established as its own stand-alone policy for clarity; however, only minor content changes were
- Creating separate policies clarifies roles and responsibility for both departments and employees within each subject area. Definitions are more clearly and comprehensively outlined within each individual policy
- There is no budgetary impact associated with separating these policies

RECOMMENDATION

Staff recommends approval of the resolution.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No. 10.00 - Ethics

Exhibit 4 – Redlined Policy Draft 10.00 - Ethics

Exhibit 5 – New Policy No. 10.01 - Gift, Meals, and Event Attendance

Exhibit 6 – New Policy No. 10.02 - Nepotism

Exhibit 7 – New Policy No. 10.03 - Secondary Employment

Respectfully submitted:
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Director, Human Resources

For information concerning this policy, contact:
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