



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Frank Dixon, Assistant City Manager

DATE: April 16, 2024

SUBJECT

Consider approval of a resolution of the City of Denton revising Policy No. 1.00 Policies, Procedures, and Administrative Directives; and declaring an effective date.

STRATEGIC ALIGNMENT

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

INFORMATION/BACKGROUND

The Policy on Policies, Procedures, and Administrative Directives (No. 1.00) addresses all aspects of the development and implementation of policies, procedures, and administrative directives. Following a review of the policy and process, staff initiated a revision to:

- Clarify the difference in processes for policies/directives and procedures;
- accurately reflect the current review workflow;
- provide an exception to the review workflow for non-substantive changes;
- Update the title from “Policy on Policies, Procedures, and Administrative Directives” to “Policies, Procedures, and Administrative Directives”.

The policy is written in alignment with section 2-28 “Policies, procedures and directives” of the City’s Code of Ordinances which provides for the following definitions and approval processes:

- **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 Procedures** are approved by the City Manager to implement the Council’s policies. The City Manager may approve revisions to the Administrative Procedures without referral to the City Council.
- **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.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Policy on Policies, Procedures, and Administrative Directives (No. 1.00) was initially approved by Council on March 22, 2022, and repealed policies No. 1.00-7.00 to address all aspects of the development and implementation of policies, procedures, and administrative directives in one document.

RECOMMENDATION

Staff recommends approval of the resolution.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No. 1.00 Policies, Procedures, and Administrative Directives

Respectfully submitted:
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Director, Human Resources

For information concerning this policy, contact:
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Legal Point of contact:
Susan Keller, Deputy City Attorney, 940-349-8132