

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

A RESOLUTION OF THE CITY OF DENTON REVISING POLICY NO. 1.00 “POLICIES, PROCEDURES, AND ADMINISTRATIVE DIRECTIVES”; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Policy 1.00 “Policies, Procedures, and Administrative Directives” (the “Policy”) was initially adopted on March 22, 2022; and

WHEREAS, the City works to ensure quality operations and services in its Pursuit of Organizational Excellence as a key focus area; and

WHEREAS, staff developed revisions to the Policy; and

WHEREAS, staff also made other language clean-ups and clarifications to the Policy; and

WHEREAS, the City Manager recommends adoption of a revised policy and the City Council desires to adopt such policy; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The Policy Statement in “Policy No. 1.00 Policies, Procedures, and Administrative Directives”, which is incorporated in this section, is hereby adopted as an official policy of the City of Denton:

**POLICY STATEMENT:**

The purpose of this Policy is to provide direction for the consistent development and implementation of Policies, Administrative Directives and associated Procedures.

This policy has been developed in accordance with Section 2-28 of the Code of Ordinances of the City of Denton, Texas which establishes:

- Policies, and related amendments will be reviewed by the City Attorney for legal compliance and approved by resolution of the City Council.
- The City Manager is authorized to issue additional administrative directives and procedures as deemed necessary to implement approved policies relating to personnel and internal operational matters.

City of Denton Policies reflect the City’s mission and vision and will comply where applicable with federal and state laws. If there is a discrepancy between a Policy or Administrative Directive and the Code of Ordinances, the Code of Ordinances shall take precedence.

Policies and Administrative Directives and Procedures are applicable to all full-time, part-time, temporary, occasional, and seasonal City employees unless otherwise specified. Vendors performing services on behalf of the City may also be subject to applicable City Policies, Administrative Directives and Procedures.

SECTION 2. This Resolution only adopts and approves the “Policy Statement” portion of Policy No. 1.00 of the City of Denton Policies and Procedures Manual. The “Administrative

Procedures” portion of the Policy on Policies, Administrative Directives, and Procedures is not a policy of the City Council but rather an administrative procedure describing the means and methods by which City management implements the Policy. The City Manager is authorized to amend and issue such administrative procedures and directives as deemed necessary to implement the the Policy related to personnel and internal operational matters.

SECTION 3. The attached policy 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 ordinance was made by [\_\_\_\_\_] and seconded by [\_\_\_\_\_].

The ordinance 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:	_____	_____	_____	_____
Paul Meltzer, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Chris Watts, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST:  
LAUREN THODEN, CITY SECRETARY

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

APPROVED AS TO LEGAL FORM:  
MACK REINWAND, CITY ATTORNEY

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