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Management Analyst
City of Denton
215 E. McKinney
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PROPOSAL: *Ethics Ordinance*

Mr. Rosendahl:

The City of Denton has expressed an interest in engaging my services to assist in the drafting of an ordinance enacting a Code of Ethics. I am willing to assist you with this endeavor. Outlined below are my suggestions, which I hope you will consider.

In terms of process, I recommend you consider the following steps:

1. **Committee:** Mayor Watts or the City Council appoints an *ad-hoc* committee for the narrow and limited purpose of working with me in crafting an ordinance. The committee should be small, consisting of 7 members or less.
2. **Meetings:** The committee will meet 5 times, ideally for just 2-3 hours per gathering. Some committee members (e.g., the chairperson) will be asked to also attend 2 or 3 City Council meetings.
3. **Meeting #1: *Training*:** At the first meeting, I will conduct a training session educating the committee on:
 - a. Ethics, Generally.
 - b. State Laws Governing Official Conduct.
 - c. Common Characteristics of Municipal Ethics Ordinances.
 - d. The Process for the Remainder of this Project.
4. **Form Ordinance:** I will present the committee with *Draft "A"*, which I will have prepared based on various models and Best Practices. It will contain provisions commonly found in ethics regulations of cities comparable to Denton. In the draft will be procedures and guidelines I have found to be effective and efficient for dealing with ethical challenges. The draft will include choices and decision-points for the committee to address. The committee's goal will be to customize the draft

ordinance to fit Denton's needs. I recommend against simply taking another city's ordinance and tweaking. It is often harder to fix another entity's ordinance (which may have been revised inconsistently over time) than it is to start with a fresh, cohesive document.

5. **Meeting #2: Ordinance Review:** At the second meeting, the committee will discuss *Draft "A"*, asking questions, making suggestions, and expressing preferences. The committee will provide me with feedback and give me instructions for what they want to see in the next version.
6. **Meeting #3: Ordinance Review Continued:** At our third meeting, the committee will deliberate *Draft "B"*, verifying it is consistent with their earlier-stated preferences, and raising any new or additional issues to be addressed.
7. **Meeting #4: Public Hearing:** The fourth committee meeting will provide an opportunity for members of the general public to provide feedback and ask questions of me and the committee regarding *Draft "C"* (which will have been made available in advance of the meeting). Following the hearing, the committee will deliberate any further edits or revisions to the ordinance, and provide me with instructions for a new version.
8. **Meeting #5: Conclusion of the Committee Process:** The final committee meeting will include a vote to approve *Draft "D"*, and a vote to approve the committee's report to the City Council. The report will: (a) outline the process that was used to devise the ordinance; (b) summarize the public input that was received; and (c) explain the committee's rationale regarding decisions made on key components of the ordinance.
9. **City Council Meeting #1: First Reading:** The City Council will conduct the first reading of the *Draft "D"*, including a public hearing. Members of the committee will be present to make a formal presentation to the City Council and answer questions.
10. **City Council Meeting #2: Second Reading & Adoption:** The City Council can approve *Draft "E"*. The City Council can then encourage citizens to apply for appointment to the oversight board created by the ordinance (i.e., "Board of Ethics," or "Ethics Review Commission," etc.).
11. **City Council Meeting #3: Appointments:** The City Council appoints members to the oversight board. The process is complete.

Following the conclusion of this process, I can be available to advise the oversight board upon request, or represent them if conflicting complaints arise in the future.

My fees and related expenses for this project are estimated to total approximately **\$20,000.00**. My services will be billed at the hourly rate \$245.

If the City finds this acceptable, please have Mayor Watts execute our Standard Terms of Engagement.

Should the City want to negotiate an alternate arrangement, I am open to discussing other possibilities.

Thank you for the opportunity to submit my recommendations. I look forward to assisting Denton with this important endeavor.

Sincerely,

A handwritten signature in cursive script, reading "Alan J. Bojorquez". The ink is dark and the signature is fluid, with a large initial 'A' and 'B'.

Alan J. Bojorquez
Principal Attorney