

ORDINANCE NO. 088-033

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING CHAPTER 2, ADMINISTRATION OF THE CODE OF ORDINANCES, TOWN OF ADDISON, TEXAS, BY ADDING ARTICLE VI, ENTERTAINMENT POLICY, PROVIDING FOR REIMBURSEMENT OF EXPENSES; PROVIDING FOR A SEVERANCE CLAUSE, PROVIDING FOR REPEAL; PROVIDING PENALTIES, AND DECLARING AN EMERGENCY.

WHEREAS, it is recognized that in order to facilitate Town business or to promote the interests of the Town of Addison it is necessary for Town officials and employees to entertain guests, dignitaries and public officials; and

WHEREAS, a standard and uniform policy is required by which officials and employees of the Town may be reimbursed for entertainment expenses; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. THAT, Chapter 2 Administration of the Code of Ordinances, Town of Addison, Texas be amended by adding Article VI, Entertainment Policy as follows:

Article VI. Entertainment Policy

Sec. 2-80. Reimbursement of Incurred Expenses.

- (a) All members of the City Council, the City Manager, and department heads are authorized to incur reasonable expenses to entertain guests for the sole purpose of conducting Town business or promoting the interests of the Town of Addison.

- (b) Officials are responsible for exercising discretion (i.e. having or showing discernment of good judgment in conduct) when incurring entertainment expenses.
- (c) Prior to receiving reimbursement of incurred expenses, the Town official shall explain the benefit the Town received from the meeting or event at which entertainment expenses were incurred. The request for reimbursement as well as the explanation shall be made on forms maintained at the Finance department. Receipts shall accompany all requests for reimbursement.
- (d) All requests for reimbursement of entertainment expenses of less than \$50 by members of the City Council, City Manager, or department heads shall be made directly to the Director of Finance.
- (e) All requests for reimbursement of entertainment expenses in excess of \$50 and less than \$500 by members of the City Council shall be approved by the Mayor prior to submittal to the Director of Finance for processing.
- (f) All requests for reimbursement of entertainment expenses in excess of \$50 and less than \$500 by the City Manager or department heads shall be approved by the City Manager prior to submittal to the Director of Finance for processing.
- (g) If it is anticipated that entertainment expenses will exceed \$500 for one event or occurrence, approval of the expenses prior to the event shall be made by the majority of the City Council at a regularly scheduled meeting of the Council.
- (h) The City Manager shall be responsible for the administration and proper enforcement of these policies.

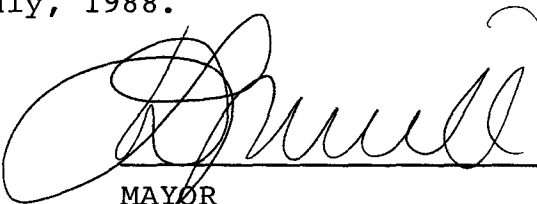
SECTION 3. That should any paragraph, sentence, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof other than the part so decided to be invalid, illegal, or unconstitutional.

SECTION 4. That all ordinances of the City in conflict with the provisions of this ordinance; and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. Any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished by a penalty of fine only not to exceed the sum of Four Hundred and no/100 Dollars (\$400.00) for each offense, and each and every day such offense is continued shall constitute a new and separate offense.

SECTION 6. The fact that the present code of ordinances does not fully provide for the appropriate expenditure of City funds, is inadequate to properly safeguard the general public health and safety, creates an emergency and imperative public necessity, and the ordinance shall take effect and be enforced from and after its adoption.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, this the 26th day of July, 1988.


MAYOR

ATTEST:


CITY SECRETARY

APPROVED AS TO FORM:


CITY ATTORNEY

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