

PLANO CITY COUNCIL

WILL CONVENE INTO EXECUTIVE SESSION ON FEBRUARY 08, 2010, FOLLOWED BY THE PRELIMINARY OPEN MEETING IN THE PLANO MUNICIPAL BUILDING, 1520 K AVENUE, IN COMPLIANCE WITH VERNON'S TEXAS CODES ANNOTATED, GOVERNMENT CODE CHAPTER 551 (OPEN MEETINGS ACT), AS FOLLOWS:

Mission Statement: The mission of the City of Plano is to provide outstanding services and facilities, through cooperative efforts with our citizens, that contribute to the quality of life in our community.

EXECUTIVE SESSION

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|------|---|-------------|---------|
| I. | Legal Advice
Respond to questions and receive legal advice on agenda items | Wetherbee | 5 min. |
| II. | Potential Litigation
Worker compensation claim | Wetherbee | 5 min. |
| III. | Personnel Appointments
Board of Adjustment
North Texas Municipal Water District | Council | 5 min. |
| IV. | Economic Development
Discuss a financial offer or other incentive to a business prospect to locate, stay, or expand in Plano and consider any commercial and financial information from the business prospect. | Muehlenbeck | 10 min. |

PRELIMINARY OPEN MEETING

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|-----|--|---------|---------|
| I. | Consideration and action resulting from Executive Session discussion:
Personnel Appointment - Board of Adjustment
North Texas Municipal Water District | Council | 5 min. |
| II. | Departmental Briefing - Human Resources | Ross | 10 min. |

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|------|--|-----------|---------|
| III. | Discussion and Direction re:
Photographic Traffic Signal Advisory Committee | Glasscock | 10 min. |
| IV. | Council items for discussion/action on future agendas. | Council | 5 min. |
| V. | Consent and Regular Agenda | Council | 5 min. |

In accordance with the provisions of the Open Meetings Act, during Preliminary Open Meetings, agenda items will be discussed and votes may be taken where appropriate.

Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Avenue L, with specially marked parking spaces nearby. Access and special parking are also available on the north side of building. The Council Chamber is accessible by elevator to the lower level. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 972-941-7120.

MEMO

DATE: February 4, 2010

TO: Honorable Mayor and City Council
City Manager Muehlenbeck
City Secretary Zucco

FROM: Alice Snyder, Assistant City Secretary

RE: Personnel Appointments
Executive and Worksession Meetings

The following appointments will be considered at the February 8, 2010 Council Meeting.

<u>Executive Session</u>	<u>Worksession Meeting</u>
<u>Appointments:</u> Board of Adjustment North Texas Municipal Water District Board	

Human Resources Department



Service Excellence

Continuous Improvement

Continuous Improvement

Communication

Demotion

Technology

Professional Development

Opportunity

Budget

Discipline

Termination

Opportunity

Promotion

Conflict

Change

Performance Evaluation

Future

Diversity

Service Excellence

Continuous Improvement

Continuous Improvement

Human Resources Overview

- The Primary role of the Human Resources department is to:
 - Oversee continuous improvement of the “employment experience”;
 - Ensure dissemination and compliance of relevant employment law; and
 - Provide timely, accurate information/service to employees and citizens

Workforce Statistics

- 2010 Full-time employees
- 244 Part-time employees
- 530 Temporary employees
- 24 Departments
- Biggest Departments:
 - Police
 - Fire
 - Public Works

Statistical Breakdown of Employee Salaries



Divisions of HR

- Benefits and Compensation
- Employee Relations
- Civil Service/Retirement
- Professional Development

Benefits and Compensation

- The HR department monitors the compensation classification structure to ensure that the City remains competitive.
- Benefits are an important part of the compensation package. The city of Plano provides the following:
 - Medical and Dental Health Plans (self-funded)
 - Flexible Spending Accounts
 - Group Life and Long-Term Disability
 - Employee Assistance Program
 - Hospital Gap
 - Deferred Compensation Plan

Employee Relations

- Overseeing the “employment experience” of approximately 2,800 employees requires much attention to detail. Employee Relations serves as the liaison between the City and employees. The duties of Employee Relations include, but are not limited to:
 - Managing the recruitment process
 - Processing new hires, terminations, and retirements
 - Interpreting and managing policies and procedures
 - Managing employee appreciation and scholarship programs
 - Acting departmental liaisons for workforce management

Professional Development Center

- The primary purpose of the Professional Development Center (PDC) is to increase the effectiveness of all who are engaged in the teaching-learning process. The PDC offers all types of facilitated learning opportunities, which include but are not limited to:
 - Onboarding new employees
 - Professional Development
 - Leadership Development
 - Customized Training
 - Executive Development

Retirement/Civil Service

- Retirement
 - Manages retirement process
 - TMRS
 - Retirement Security Plan
- Civil Service
 - Administers civil service exams
 - Liaison to Civil Service Commission

Prudence in HR: Financial Strategies

- Manage contracts for efficiency and performance
- Facilitate change process
- Provide innovative solutions for workforce shortages
- Maintain quality of employee benefits within budget constraints
- Organize and monitor compensation policies to meet organizational needs and to remain competitive
- Seek partnerships to share resources and generate revenue

Goodwill in HR:

Enhancing Employee Quality of Life

- Enhanced wellness education
- Customized teambuilding and customer service training for departments
- Developed comprehensive layoff handbook
- Expanded the Retirement Education Series
- Introduced forum for in-house Toastmaster Club (Plano Presenters)
- Equipped 96% of the workforce with workplace harassment prevention training

Technology in HR:

Enhancing efficiency and effectiveness

- Established and implemented Cobra Subsidy process
- Worked with Public Information to establish benefits and retiree website
- Instituted online benefits enrollment for retirees
- Instituted electronic data management system
- Developed online training programs in Harassment Prevention and FMLA
- Reviewing process to establish learning management system.

The Human Resources Department will remain mindful of its responsibility to the City and its employees.

Discussion/Action Items for Future Council Agendas

February 22

Departmental Briefing – Technology Services
Comprehensive Monthly Financial Report

March 8

Departmental Briefing – Health

March 13-17 - NLC, Washington D.C.

March 22

ACC Report (Quarterly)

March 27 – Police Banquet – Holiday Inn Express – 6:00 p.m.

April 12

Departmental Briefing – Police
Comprehensive Monthly Financial Report

April 24 – PFD Annual Awards and Appreciation Picnic – Bob Woodruff Park – 12-5 pm

April 26

DART Report
Comprehensive Monthly Financial Report

May 10

Departmental Briefing - Fire

May 20 – District 3 Roundtable, Plano StarCenter, 7 p.m.

May 24

Departmental Briefing
Comprehensive Monthly Financial Report

May 31 – Memorial Day

June 14

Departmental Briefing

June 25

ACC Report (Quarterly)

Comprehensive Monthly Financial Report

June 25-27 – TCMA Conference, Galveston, TX