

**PLANO CITY COUNCIL
PRELIMINARY OPEN MEETING
September 8, 2014**

COUNCIL MEMBERS PRESENT

Harry LaRosiliere, Mayor
Lissa Smith, Mayor Pro Tem
Ben Harris, Deputy Mayor Pro Tem
Pat Miner
André Davidson
Jim Duggan
Patrick Gallagher
David Downs

STAFF PRESENT

Bruce Glasscock, City Manager
Frank Turner, Deputy City Manager
LaShon Ross, Deputy City Manager
Jim Parrish, Deputy City Manager
Mark Israelson, Assistant City Manager
Paige Mims, City Attorney
Lisa C. Henderson, City Secretary

Mayor LaRosiliere called the meeting to order at 5:23 p.m., Monday, September 8, 2014, in Training Room A of the Municipal Center, 1520 K Avenue. A quorum was present. Mayor LaRosiliere then stated that the Council would retire into Executive Session in compliance with Chapter 551, Government Code, Vernon's Texas Codes, Annotated in order to consult with an attorney and receive Legal Advice, Section 551.071; to receive information regarding Economic Development, Section 551.087; Real Estate, Section 551.072; and to discuss Personnel, Section 551.074 for which a certified agenda will be kept in the office of the City Secretary for a period of two years as required.

Mayor LaRosiliere reconvened the meeting back into the Preliminary Open Meeting at 6:51 p.m. in the Senator Florence Shapiro Council Chambers.

Consideration and action resulting from Executive Session

No items were brought forward.

Finance Department Briefing

Director of Finance Tacke stated the seven divisions of the Finance Department include Finance Administration, Accounting, Purchasing/Warehouse, Financial Systems, Treasury, Municipal Court Administration, and Customer and Utility Services. She spoke to the Finance Administration's two employees' responsibility for analysis, reporting, supervision, execution of Tax Abatement and Economic Development agreements, and facilitation of the Tax Increment Financing Districts. Ms. Tacke reported the Accounting Division's 16 employees are responsible for timely and accurate recording of the City's transactions including payments, payroll and journal entries, the Comprehensive Annual Financial Report, and establishing and maintaining internal controls. She acknowledged the division's awards and recognitions.

Ms. Tacke spoke to the Purchasing Division's 18 employees being responsible for ensuring the timely availability of needed goods, garnering competition to produce the highest quality goods at the lowest price, and inventory control and asset disposal. She detailed the division's accolades. Ms. Tacke reported the Financial Systems division's two employees are responsible for installation, support, and maintenance of the City's financial software and servers. She stated the Treasury Division's two employees are responsible for cash management, investments, reporting, Comprehensive Monthly Financial Report, unclaimed property reporting, delinquent taxpayer list, and issuance of GO and Municipal Drainage bonds.

Ms. Tacke spoke to the Municipal Court Administration Division's responsibilities of timely and accurate processing of citations and complaints, customer service, collection of fines and fees, efficient docketing and courtroom support. She provided information on revenues collected, state costs, and that the Plano Municipal Court is a benchmark city due to its progressive processes and policies. Ms. Tacke discussed the Customer and Utilities Services Division's 31 employees are responsible for accurately reading meters, responding to customer calls, and collection of utility payments.

Council items for discussion/action on future agendas

No items were discussed.

Consent and Regular Agendas

No items were discussed.

Nothing further was discussed. Mayor LaRosiliere adjourned the meeting at 7:01 p.m.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, City Secretary