

**City of Plano
Employee Suggestion Box Responses
November/December 2019**

Thank you for participating in the Employee Suggestion Box. I appreciate your thoughts about doing things in a new or better way. I like big ideas and particularly if they improve our ability to provide Plano-level services to our citizens.

You can email your suggestions to me at empsugbox@plano.gov. I plan to respond to your suggestions within 30 to 60 days. If you don't want to use the employee suggestion box, that's OK. Sometimes it's quicker, easier and more appropriate for you to share your ideas for improvement with your supervisor.

Also, it's OK, and actually preferred, for you to contact Human Resources directly if you have thoughts or questions about employment law or employee benefits. That route will most likely provide you with a response that is more timely and specific to your needs.

Lastly, you can search for responses to previous employee suggestions by using the search function of teamplano.us. Responses to similar suggestions might provide you with immediate answers and insight.



In the past two months the employee suggestion program has received only a few employee suggestions and none of wide interest to the majority of employees. Employees with localized or specialized suggestions received a direct response.

Thank you if you used the search function of teamplano.us to find information about previous similar suggestions, or if you used a different venue for your suggestion such as your supervisor.

Some employees may not have easy access to email to make suggestions or read responses to previous suggestions. If you are in a work group with co-workers such as that, please print and post this information.

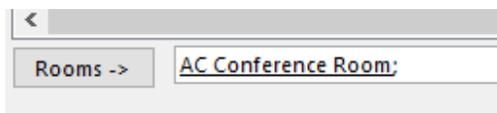
Below are updates to two previous suggestions:

UPDATES TO PREVIOUS SUGGESTIONS

[From September 2019: Suggestion to provide a list of all city conference rooms and capabilities.](#)

The room reservation categories on Outlook were recently updated to include the names of rooms, locations, contact phone numbers, capacity listings and room amenities (A/V, phone, white board, video screens, etc.).

The amenities information is found in the Notes field within the Phones/Notes tab (accessed by double-clicking on the room name link).



AC Conference Room

General Organization **Phone/Notes** Member Of E-mail Addresses

Phone numbers

Business: 972-769-4360 Home: []

Business 2: [] Home 2: []

Fax: [] Mobile: []

Assistant: [] Pager: []

Notes:
Dry Erase Board, projection screen

Add to Contacts [] Actions []

OK Cancel Apply

This is an “active” database. If you find something that needs to be removed or added to the listings, please provide that information directly to the TS Service Desk (support@plano.gov or 972-941-5306) for revision.

[From July 2019: Suggestion to update employee Global Address Book information in Outlook.](#)

If you find your employee information is inaccurate or missing in the Outlook Global Address Book (such as your current title, phone, location, etc.) you may provide updated information to the TS Service Desk (support@plano.gov or 972-941-5306) for revision.

Select Names: Search Results - Offline Global Address List

Search: Name only More columns **Address Book**

smith Go Search Results - Offline Global Address Lis Advanced Find

Name	Title	Business Phone	Location
Alison Smith	Engineer, Sr	972-941-5249	
Andrae Smith	Police Officer	+19722088059	
Ashley Smith	Recreation Coordinator	+19729417327	
Benjamin Smith	Pub Works Equip Operator, Sr		
Brian Smith	Facilities Maintenance Supv	972-941-5846	Plano
Brooke Smith	Fire Captain		Fire
Cheryl Smith	Public Services Librarian, Sr	9727694402	WOH
Christopher Smith	Property Standards Supervisor	972-208-8192	Joint U
Clinton Smith	Fire Engineer		Fire
Colton Smith	Public Works Crew Leader		
David Smith (PD)	Police Officer	+19729410277	
Dawn Smith	Customer Service Rep, Sr	972-941-5119	Munic
Felicia Smith	Administrative Assistant, Sr	+19729415526	

To -> []

Cc -> []

Bcc -> []

OK Cancel

**All employees participate in management of the City and are responsible for ensuring quality service.
Thank you for making Plano the City of Excellence!**

Reminder: Please print and post for those without email.