



# City of Denton

City Hall  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources

**CM/ DCM/ ACM:** Bryan Langley

**DATE:** July 18, 2017

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding two programs recommended by the City's 2017 Leadership Excellence and Enhancement Program (LEEP) participants: Document Denton and a Volunteer Impact Program (VIP).

### **BACKGROUND**

The City of Denton began partnering with the University of North Texas in 2014 to implement a leadership development program (called "Leadership Excellence and Enhancement Program" (LEEP)). The purpose of this program is two-fold: to provide a formal program for developing leadership and management competencies in employees and to provide a project task group to examine specific issues facing the City and consider alternative and innovative ways to solve challenges.

This program is a 12 to 18-month commitment, with curriculum including approximately 104 hours of classroom training, covering the following thirteen competencies:

- Project Management
- Strategic Thinking
- Presentation Skills
- Leadership
- Customer Service
- Ethics and Trust
- Managerial and Personal Success Skills
- Implementing Organizational Change
- Personal Financial Planning and Management
- Innovation and Creative Thinking
- Delegation and Time Management
- Decision Making
- Conflict Resolution and Negotiation

The program also includes an orientation consisting of three consecutive days that is designed to help participants gain a better understanding of local government as a whole, the City's strategic focus and impact on the community, a deeper understanding of the culture we are trying to build, and a greater exposure to the variety of services we offer. In addition to the classroom training, participants work on a project(s) selected by the class which is designed to address a real City challenge.

The first LEEP class was held in FY 14/15 and two projects were implemented as a result of their work. The first project focused on right-of-way maintenance in order to further improve Denton as a destination for residents, business owners, developers, and visitors. The second project focused on improving performance management and succession planning in the organization.

The second LEEP class has completed its coursework and has been working on two projects: “Document Denton” and a Volunteer Impact Program (VIP). Both groups have presented their project idea to the City Manager, Deputy/Assistant City Manager, and Directors and will be presenting their project ideas to the City Council during this Council meeting. A summary of the programs is included below.

### Document Denton

The mission of Document Denton is to establish the foundation for a Municipal Archive to support the goals of the City of Denton and its citizens by effectively documenting, preserving, and making accessible the City’s historical records—a centralized location where employees and the public can research and engage in the rich history of Denton. This archive program will also provide faster resolution and better transparency to questions raised by the City Council, staff, and citizens.

The project team is recommending a phased approach, establishing the Library as the project lead. The first phase would include research, hosting of Trash to Treasure events, and establishment of criteria for historical documents. This phase would not need any funding. Phase two includes utilization of practicum students from the local universities, and development of an internal awareness campaign. Phase two also would not need any funding. Future phases would include staffing and facility needs based on demand, funding, and quantity of materials collected.

Please refer to Exhibit 2 for more information.

### Volunteer Impact Program (VIP)

The Volunteer Impact Program is designed to allocate a certain number of hours for employees to be able to volunteer in the Denton community. The intention of the Volunteer Impact Program is to create community engagement opportunities for City of Denton employees that are especially meaningful by helping those in need.

The VIP project team is seeking to allow employees up to 24 hours of volunteer time each year, which amounts to 1.2% of a full time employee’s annual work time. VIP will require no new staff or funds for the program but rather a reallocation of employee’s time when serving as a volunteer.

Please refer to Exhibit 4 for more information.

The LEEP participants include:

Name		Department
Document Denton	Laura Douglas	Library
	Rafael Hernandez	Water Administration
	Rebecca Hunter	Purchasing
	Tyler Hurd	Customer Service
	Billy Matthews	City Manager’s Office
	Cassandra Ogden	Water Administration

Volunteer Impact Program	Leo Bonanno	Community Improvement Services
	Drew Huffman	Wastewater Collections
	Elizabeth Ruiz	Electric
	Tiffany Thomson	Customer Service

## **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area: Organizational Excellence**

**Related Goal: 1.1 Manage financial resources in a responsible manner**

## **EXHIBITS**

Exhibit 1 - Agenda Information Sheet

Exhibit 2 – Document Denton description

Exhibit 3 – Document Denton PowerPoint presentation

Exhibit 4 – Volunteer Impact Program description

Exhibit 5 – Volunteer Impact Program PowerPoint presentation

Respectfully submitted:

Carla Romine

Director of Human Resources