



18-827

TITLE: Discussion and Direction on a Consolidated City Council Work Session-
Regular Meeting Schedule for Calendar Year 2019

COUNCIL GOAL: Operational Excellence
(2C: Identify opportunities for internal efficiencies and continuous improvement to effect high performing organizational culture)

MEETING DATE: October 1, 2018

DEPARTMENT: City Secretary

CONTACT: Empress Drane, City Secretary

RECOMMENDED CITY COUNCIL ACTION:

- Provide direction to staff on consolidating City Council work sessions and regular meetings to occur on the same day

ITEM SUMMARY:

- A consolidated City Council meeting schedule would likely consist of work sessions being held in the afternoon immediately before the City Council regular meetings, which would continue to be held at 6:00 pm on the first and third Tuesdays of each month
- A consolidated City Council meeting schedule would accomplish the following:
 - Reduce the number of unique calendar appointments for Council Members to meet;
 - Provide administrators and board support staff exposure to meeting procedures;
 - Facilitate valuable learning opportunities during normal work hours with minimal impact to compensation budget;
 - Reduce overtime hours by Managerial and Executive level staff to support healthy work-life balance.

BACKGROUND INFORMATION:

- City Council Regular Meetings currently take place at 6:00 pm on the first and third Tuesdays of each month
- City Council Work Sessions are held at 5:30 pm on Mondays preceding the

regular meetings

- Additional Works Sessions are held on the fourth and fifth Mondays as needed
- Annually, Council Members participate in Work Session, Regular and Special Meetings occurring on approximately 50 unique calendar days. These do not include additional TIRZ 1 & 2, MUTD, Town Hall events and various other Board & Commission Meetings
- Staff participation in City Council Meetings is routinely limited to managerial and executive level staff due to work schedules and overtime constraints

FINANCIAL SUMMARY:

- Opportunity to reduce approximately one-third of meeting expenses related to supplies and meal provisions
- Reduce staff overtime accruals

BOARD OR COMMISSION RECOMMENDATION:

- n/a

SUPPORTING MATERIALS:

[Presentation](#)

[Proposed Caledars A & B](#)