



# CITY OF MCKINNEY, TEXAS

## Legislation Text

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**File #:** 18-827, **Version:** 1

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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