



## MINUTES

**Prosper Town Council Work Session**  
Prosper Town Hall – Council Chambers  
250 W. First Street, Prosper, Texas  
Tuesday, November 28, 2023

### **Call to Order/ Roll Call.**

The meeting was called to order at 5:00 p.m.

### **Council Members Present:**

Mayor David F. Bristol  
Mayor Pro-Tem Craig Andres  
Deputy Mayor Pro-Tem Marcus E. Ray  
Councilmember Amy Bartley  
Councilmember Chris Kern  
Councilmember Jeff Hodges  
Councilmember Charles Cotten

### **Staff Members Present:**

Mario Canizares, Town Manager  
Michelle Lewis Sirianni, Town Secretary  
Terry Welch, Town Attorney  
Chuck Ewings, Assistant Town Manager  
Robyn Battle, Executive Director  
Hulon Webb, Director of Engineering Services  
David Hoover, Development Services Director  
Chris Landrum, Finance Director  
Jessika Hotchkin, Help Desk Technician  
Suzanne Porter, Planning Manager  
Doug Kowalski, Police Chief  
Stuart Blasingame, Fire Chief  
Shaw Eft, Assistant Fire Chief

### **Items for Individual Consideration**

#### **1. Discuss Fire Department employees shift schedules. (SB)**

Chief Blasingame presented an overview of a 48/96 shift schedule including advantages and disadvantages to switching, and how it affects recruitment, retention, and training. Staff is recommending, if the Town Council is in consensus, to start this shift schedule on a six-month trial basis. Staff would re-evaluate after six months and again in a year to ensure that staff is meeting all metrics accordingly.

The Town Council discussed how the change would affect scheduling, overtime hours, and communications within the department.

The Town Council supports a change to a 48/96 shift schedule with re-evaluations being conducted as noted.

#### **2. Discussion regarding the Council's Monthly Reports. (MC)**

Mr. Canizares reviewed items currently in the monthly reports and if there is value in receiving the reports monthly versus quarterly.

The Town Council discussed the department reports and were in consensus to continue to receive monthly.

**3. Discuss the Town's employee holiday schedule. (JE)**

Mr. Edwards stated the Human Resources Department has received feedback regarding the potential of adding an additional holiday to the Town's policy. Staff reviewed the current holidays with our comparison cities. The Town currently has fewer holidays; therefore, based on the comparison, would recommend adding a day as a floating holiday to allow more flexibility.

The Town Council discussed the number of holidays versus vacation days, work at home policy, and the buyback policy for vacation and sick time.

Mayor Bristol requested staff to take to the Finance Subcommittee for their input and to bring back during the budget process for the Town Council to review.

**Adjourn.**

The meeting was adjourned at 5:57 p.m.

These minutes were approved on the 12<sup>th</sup> day of December 2023.

**APPROVED:**

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**David F. Bristol, Mayor**

**ATTEST:**

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**Michelle Lewis Sirianni, Town Secretary**