

THE STATE OF TEXAS            §  
COUNTY OF ANDERSON        §  
CITY OF PALESTINE           §

The City Council of the City of Palestine, Texas convened in a Special Meeting on Monday, July 20, 2015 at 4:30 p.m. for the Work Session in the City Hall Conference Room, and at 5:30 p.m. for the Special Meeting in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present:

Mayor Bob Herrington; Mayor Pro Tem Adam Harding; Councilmembers Mitchell Jordan, Vickey L. Chivers, Joseph Thompson, Doug Smith, and Steve Presley; City Manager Wendy Ellis, and City Secretary Teresa Herrera.

Visitors present: James Smith and Isaac Wynn.

All Councilmembers were present. Mayor Pro Tem Harding arrived at 4:43 p.m. Councilmember Jordan arrived at 4:59 p.m. Councilmember Chivers arrived at 5:22 p.m.

**WORK SESSION**

Call to order.

Mayor Herrington called the work session to order at 4:39 p.m.

Discussion of questions to be included on city employee survey for use in evaluating the city manager.

Mayor Herrington and Councilmember Presley provided Council with copy of a survey they had prepared. Two different surveys were presented. Mayor Pro Tem Harding had some questions he wanted to be included on the survey.

Council agreed that the survey should be used to benefit the City and the survey should be kept simple. Councilmember Presley said that Council had not set goals and objectives for the City Manager and it would be unfair to rate someone on something they are not aware of. Councilmember Jordan mentioned that the department directors should provide feedback on performance of the City Manager because they are the ones who have direct interaction with the City Manager.

James Smith wanted to participate in the work session because his Council representative was not present. Mayor Herrington informed him that he could attend the work session but he was not allowed to participate in the discussion. Mr. Smith left the work session.

Council discussed the questions that were presented.

Discussion of method, location and time frame for conducting city employee survey.

Item was not discussed.

Adjourn.

Mayor Herrington recessed meeting at 5:29 p.m.

Mayor Herrington reconvened in work session at 6:34 p.m. With no other business to come before the Council, the work session was adjourned at 6:34 p.m.

**SPECIAL MEETING**

Call to order.

Mayor Herrington called the special meeting to order at 5:32 p.m.

Discussion of questions to be included on city employee survey for use in evaluating the city manager.

Discussion was held regarding the questions to be included on city employee survey for use in evaluating the city manager. The survey will be one page and the following phrase needs to be at the bottom of the page, "Please turn over for additional space." Councilmember Smith made a motion, seconded by Councilmember Chivers, to approve the following 10 questions to be included on city employee survey for use in evaluating the city manager subject to final approval and review by Mayor and Mayor Pro Tem:

1. I have had an opportunity to bring an issue to the city manager.  
No \_\_\_\_\_ Yes \_\_\_\_\_
2. Was the issue resolved?  
No \_\_\_\_\_ Yes \_\_\_\_\_
3. Employees feel free to discuss their concerns without fear of retaliation from the current city manager.
4. The current city manager's actions and practices reflect high standards of ethics and professionalism.  
Disagree \_\_\_\_\_ Somewhat Disagree \_\_\_\_\_ Neutral \_\_\_\_\_ Somewhat Agree \_\_\_\_\_ Agree \_\_\_\_\_
5. The current city manager is well-respected by city employees.  
Disagree \_\_\_\_\_ Somewhat Disagree \_\_\_\_\_ Neutral \_\_\_\_\_ Somewhat Agree \_\_\_\_\_ Agree \_\_\_\_\_
6. The current city manager has created a positive work environment.  
Disagree \_\_\_\_\_ Somewhat Disagree \_\_\_\_\_ Neutral \_\_\_\_\_ Somewhat Agree \_\_\_\_\_ Agree \_\_\_\_\_
7. The current city manager allows department directors and supervisors to do their jobs with little or no interference.  
Disagree \_\_\_\_\_ Somewhat Disagree \_\_\_\_\_ Neutral \_\_\_\_\_ Somewhat Agree \_\_\_\_\_ Agree \_\_\_\_\_
8. Communication up and down the chain has improved over the past two years.  
Disagree \_\_\_\_\_ Somewhat Disagree \_\_\_\_\_ Neutral \_\_\_\_\_ Somewhat Agree \_\_\_\_\_ Agree \_\_\_\_\_
9. If you were the city manager what would be the one thing you would do to improve the city?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Is there anything else that is important to you that we did not cover in this survey?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon vote, motion carried 5-2 with Councilmembers Presley and Jordan voting nay.

Discussion of method, location and time frame for conducting city employee survey.

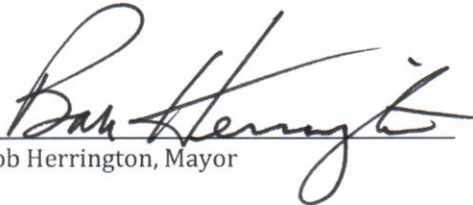
Council agreed that the employees should be able to complete the survey during the work day. The survey should be available at different locations including but not limited to the following: mall, warehouse, fire station, and city hall. The survey should be conducted in the same manner that elections are conducted. A master list with employee names needs to be provided to Gary Grimes and when the employees come in to

complete the survey the employee needs to sign next to their name to eliminate employees from completing the survey more than once. The survey is not mandatory. Council will allow Mr. Grimes to set the schedule for the survey. Councilmember Chivers made a motion, seconded by Councilmember Smith, to allow Mr. Grimes to conduct the survey, survey must be completed by August 17<sup>th</sup>, survey must start no later than August 5<sup>th</sup>, Mr. Grimes will set schedule for survey over a one week window, survey will be tallied by Mayor and Mayor Pro Tem in presence of Mr. Grimes. Upon vote, motion carried unanimously.

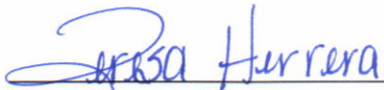
Adjourn.

With no other business to come before the Council, the meeting was adjourned at 6:33 p.m.

PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF AUGUST, 2015.

  
Bob Herrington, Mayor

ATTEST:

  
Teresa Herrera, City Secretary

