

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 Friday, August 21, 2015 at 12:00 p.m. for the Special Meeting in the Council Chambers at City Hall, and Work Session in the City Hall Conference Room, at 504 N. Queen Street, Palestine, Texas.

CALL TO ORDER

Mayor Herrington called the Special Meeting to order at 12:01 p.m., 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.

CLOSED SESSION

Mayor Herrington announced that Council would go into Closed Session pursuant to Section 551.074 to deliberate regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the city manager. The time was 12:01 p.m.

- 1) Discuss results from an employee satisfaction survey used in evaluating the city manager.
- 2) Discuss and conduct City Manager Performance Evaluation.

RECONVENE IN REGULAR SESSION

Mayor Herrington reconvened the Council into open session at 1:12 p.m.

Mayor Herrington announced that Council will meet on Wednesday, August 26, 2015 at 11:00 a.m. and on Thursday, August 27, 2015 at 8:00 a.m. to continue discussion of results from an employee satisfaction survey used in evaluating the city manager. Surveys were returned to Professional Standards Officer Gary Grimes.

ADJOURN

With no other business to come before the Council, the special meeting was adjourned at 1:14 p.m.

WORK SESSION

Mayor Herrington called the Work Session to order at 1:18 p.m., with the following people present:

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

Staff present: Utilities Director Robert Sedgwick, Firefighter Kaylon Wade, PEDC Director Tom Manskey, Fire Chief Alan Wilcher, Communications Manager Laura Westgate, HR Manager Susie Streb, Development Services Director Jeffrey Lyons, Public Works Director Tim Perry, Admin. Asst. Nan Brock, Library Director Theresa Holden, and Events Coordinator Heather Hrebec.

Others present: James Smith and Jennifer Sheridan.

Mayor Pro Tem Adam Harding was absent. Councilmember Jordan left at 1:23 p.m. and Councilmember Presley left at 2:04 p.m.

Discuss proposed budget for Fiscal Year 2015-2016.

City Manager Ellis asked for advice from Council; she needs to file a balanced budget 30 days prior to adoption on the last meeting in September 2015. She explained that she was \$280,000 short and would need direction from Council on what line items to cut or reduce funds. Also, there are a few positions that could be frozen or left in the budget and not hire until later in the year. Health insurance will need to be increased. The warehouse and airport budgets have been moved into the general fund budget.

Mayor Herrington asked for a spreadsheet on the revenue side that provides information on every transfer made. Also, requested salary breakdown with detailed information for each department and a report from Incode that includes the vendors and total amount paid to each vendor.

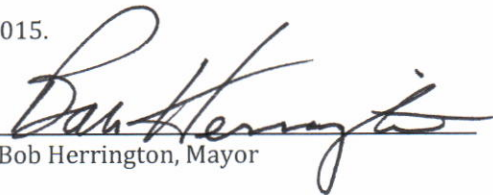
Councilmember Presley expressed that perhaps the \$9,000 budgeted for employee appreciation could be cut to allow for raises. Also, he asked about \$77,500 budgeted to line item 810-3031 for Consultant Services. Development Services Director Lyons answered that it was budgeted to rewrite zoning ordinance. He explained that it is very difficult to work with developers the way that it is written now. Councilmember Presley expressed that perhaps that was something that could wait since we were short on money this year.

Council directed the city manager to include pay raises and maintain a very conservative approach to revenue projections and additional expenditures.

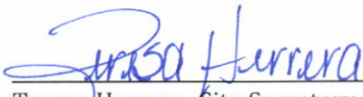
ADJOURN

With no other business to come before the Council, the work session was adjourned at 2:08 p.m.

PASSED AND APPROVED THIS 14TH DAY OF SEPTEMBER, 2015.


Bob Herrington, Mayor

ATTEST:


Teresa Herrera, City Secretary

