

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

The City Council of the City of Palestine, Texas convened in a work session on Tuesday, September 15, 2015 at 4:00 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 Harding; Councilmembers Mitchell Jordan, Vickey L. Chivers, Joseph Thompson, Doug Smith, and Steve Presley; City Manager Wendy Ellis, and City Secretary Teresa Herrera.

Other staff present: Judge Curley, Court Administrator Courtney Acklin, Police Chief Mike Alexander, and Lt. Richard Johnson.

CALL TO ORDER

Mayor Herrington called the work session to order at 4:09 p.m.

Hear presentation from Judge Curley and discuss Municipal Court operations.

Judge Curley made a presentation which included:

- Mission and Vision Statement. To provide access to effective and efficient justice through a timely fair and impartial resolution of cases.
- Court statistics by year starting with year 2010.
- Trend analysis of cases filed and cases resolved.
- Job duties of Court Administrator.
- Types of reports required by State.
- Job duties of Court Clerk.
- What stats for Municipal Courts.
- Challenges for court with current staff.
- Effective strategies and desired outcome.

Court Administrator Acklin informed that with current staff they face a lot of challenges. The Court Clerk has to provide assistance to Utility Billing and she has several Utility Billing responsibilities as well.

Judge Curley and Court Administrator Acklin would like to segregate court personnel from utility billing, they request that Municipal Court staff should consist of 1 – Court Administrator (full-time), 2 – Court Clerks (full-time), and 1 – Judge (part-time.) This structure would allow Court to improve relationship with Police Department, have proper checks and balances in place and this would promote operational efficiency to allow court staff to do their jobs without constant interruptions, auditing mandatory reports, successful monitoring of cases, successful financial monitoring, and adequate coverage.

With no other business to come before the Council, the work session was adjourned at 5:25 p.m.

CALL TO ORDER

Mayor Herrington called the Special Meeting to order at 5:35 p.m.

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 5:35 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

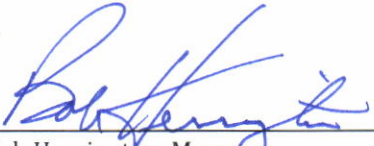
Mayor Herrington reconvened the Council into open session at 6:50 p.m.

No action taken.

ADJOURN

With no other business to come before the Council, the special meeting was adjourned at 6:50 p.m.

PASSED AND APPROVED THIS 12th DAY OF OCTOBER, 2015.



Bob Herrington, Mayor

ATTEST:



Teresa Herrera, City Secretary

