

City of Durham
CITY COUNCIL MINUTES
January 22, 2019

- A. OPEN REGULAR COUNCIL MEETING.** Mayor Schirado opened the Durham City Council meeting at 7:30 PM at Durham City Hall.
- B. ROLL CALL.** *Council Present:* Gery Schirado, Chris Hadfield, Chuck Van Meter, Leslie Gifford, and Keith Jehnke
Staff Present: City Administrator Linda Tate and Administrative Assistant Lynn Schroder
Public Present: none
- C. ELECTION OF MAYOR AND COUNCIL PRESIDENT FOR 2019.** Councilors voted for the position of Mayor and Council President for 2019 using paper ballots. City Administrator Tate collected and tallied the votes. Councilors elected Gery Schirado to serve as Mayor and Chris Hadfield to serve as Council President for 2019.
- D. DECEMBER 18, 2018 COUNCIL MINUTES.** Councilor Van Meter moved to approve the minutes of the December 18, 2018 City Council meeting. Councilor Van Gifford seconded the motion. The minutes were approved unanimously (5-0). **MO 012219-1**
- E.** Mayor Schirado read the **CALENDAR OF MEETINGS.**
Tuesday, February 5, 2019, Regular Meeting of the Planning Commission at 7:30pm at Durham City Hall
Tuesday, February 26, 2019, Regular Meeting of the City Council at 7:30 pm, at Durham City Hall
City Hall will be closed on **Monday, February 18, 2019 for President's Day.**
- F. PUBLIC FORUM.** None.
- G. PLANNING COMMISSION UPDATE.** The Planning Commission met on January 8, 2019. No comments were made.
- H. RE-APPOINTMENT OF ANDREW MAST TO A THREE-YEAR TERM ON THE BUDGET COMMITTEE.** Councilor Gifford moved to reappoint Andrew Mast to the Budget Committee for an additional 3-year term. Councilor Hadfield seconded and the motion passed (5-0). **MO 012219-2**
- I. SELECTION OF NEW METHOD TO ADJUST WAGE SCHEDULE ANNUALLY.** Tate presented alternative methods to adjust the wage schedule for administrative staff for the upcoming fiscal year. Tate informed the Council that the City's personnel policy's method to adjust the wage schedule is based US Bureau of Labor Statistics Consumer Price Index for the Portland-Salem area. However, the Bureau has discontinued the Portland CPI because the region does not meet the population threshold. The Bureau prepares CPI for other areas and Tate supplied the 10-year average for three of them - West Region, Seattle, and San Francisco. Tate noted that the closest option to the Portland-Salem CPI-U is the Seattle CPI-U. She recommended adjusting the wage schedule using the Seattle CPI-U.

Councilor Hadfield noted that the proposed wage schedule only applies to one employee. He stated his reservations about adopting an automatic pay increase for administrative staff. He noted that the personnel expenses are the second largest expense after police service in the Durham budget. He stated his preference for a Council review and decision on annual

pay raises for all staff. He noted that the City's personnel manual was initially adopted in 1996. He suggested that the City review and update the personnel manual. Tate noted that the Council updated the personnel rules in 2004 and has continued to make updates over the years. In 2018, the Council updated the personnel manual to incorporate CIS recommendations.

Mayor Schirado suggested that to prepare the 2019-2020 Budget, the Council adopt the wage schedule using the Seattle CPI-U. He stated that the Council could review the current personnel manual including the wage formula at the next Council meeting.

Councilor Hadfield stated that he would like of review of the personnel manual to be on the City Council agenda. Tate will email a copy of the personnel manual to Councilors to review before the next City Council meeting.

Councilor Gifford moved to adopt the US Bureau of Labor's annual Seattle CPI-U as a factor to determine the wage schedule for the City's administrative staff. Councilor Jehnke seconded and the motion passed (5-0). **MO 012219-3**

- J. RESOLUTION 613-19, A RESOLUTION OF THE DURHAM CITY COUNCIL ESTABLISHING A PRIVILEGE TAX FOR UTILITIES OPERATING IN THE CITY OF DURHAM RIGHTS OF WAY.** Councilor Van Meter moved to approve Resolution 613-19, a resolution of the Durham City Council establishing a privilege tax for utilities operating in the City of Durham rights of way. Councilor Jehnke seconded the motion. The resolution was approved unanimously (5-0). **MO 012219-4**

- K. DISCUSSION OF DRAFT BYLAWS FOR CITY OF TIGARD'S WATER ADVISORY BOARD.** Mayor Schirado reviewed the draft bylaws for the Tigard Water Advisory Board. He disagreed with the section of the draft bylaws that the Durham representative would need to be approved by the Tigard City Council. He stated the Durham City Council should select the Durham representative. Tate stated that the approval requirement is just a formality because the new Water Advisory Board is a City of Tigard committee. Jehnke agreed with Mayor Schirado. He wanted the language to change to expressly state that Durham selects its representative on the Water Advisory Board.

Jehnke asked how King City would be represented on the Tigard Water Advisory Board. He also wanted one of the members of the Advisory Board to be a Tigard City Councilor.

Councilor Hadfield stated that the Advisory Board responsibilities should include reviewing and commenting on securing additional water or alternative water sources.

- L. PRESENTATION ON I-5 SB AUXILIARY LANE.** Mayor Schirado presented the ODOT plan for improving Interstate 5 southbound from Highway 217 to Interstate 205. He stated that the improvements would alleviate congestion.

- M. ADMINISTRATOR'S REPORT.** Tate provided the oaths of office for Councilor Schirado and Hadfield.

Tate reported that the Planning Commission would review the first two chapters of the draft Comprehensive Plan at the March 2019 meeting.

Tate presented an application for a position on the Budget Committee from William Towery, a resident of the Heron Grove neighborhood. Councilor Hadfield moved to appoint William Towery to the Budget Committee for a 3-year term. Councilor Gifford seconded and the motion passed 5-0. **MO 012219-5**

N. FINANCIAL REPORTS. Councilor Gifford moved to approve the financial reports for December 2018, payroll checks 554 - 555, vendor checks 16383 to 16398, and electronic fund transfers totaling \$5,624.76. Councilor Van Meter seconded and the motion passed (5-0). **MO 012219-6**

O. COUNCIL COMMENTS. Councilor Hadfield asked to know the total fee for legal services related to the water IGA.

P. ADJOURN. Councilor Gifford moved to adjourn the meeting. Mayor Schirado adjourned the regular meeting at 8:45 pm.

Approved:

Gery Schirado, Mayor

Attest:

LINDA TATE, CITY ADMINISTRATOR/RECORDER