

City of Durham
CITY COUNCIL MINUTES
February 26, 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, Chuck Van Meter, and Keith Jehnke
Council Absent: Chris Hadfield and Leslie Gifford
Staff Present: City Administrator Linda Tate
Public Present: none
- C. JANUARY 22, 2019 COUNCIL MINUTES.** Councilor Van Meter moved to approve the minutes of the January 22, 2019 City Council meeting. Councilor Jehnke seconded the motion. The minutes were approved unanimously (3-0). **MO 022619-1**
- D.** Mayor Schirado read the **CALENDAR OF MEETINGS.**
Tuesday, March 5, 2019, Regular Meeting of the Planning Commission at 7:30 pm at Durham City Hall
Tuesday, March 26, 2019, Regular Meeting of the City Council at 7:30 pm, at Durham City Hall.
- E. PUBLIC FORUM.** None.
- F. PLANNING COMMISSION UPDATE.** No meeting in February.
- G. RESOLUTION 614-19, A RESOLUTION OF THE DURHAM CITY COUNCIL, AMENDING THE CITY OF DURHAM PERSONNEL POLICY AND REPEALING RESOLUTION NO. 467-05.** Councilor Van Meter moved to approve Resolution 614-19, a resolution of the Durham City Council, amending the City of Durham personnel policy and repealing resolution no. 467-05. Councilor Jehnke seconded the motion. The resolution was approved unanimously (3-0). **MO 022619-2**
- H. DISCUSSION OF ADMINISTRATOR'S REVIEW.** Mayor Schirado stated that, based on the previous review experiences, he did not see the value in the current written review process for the City Administrator. He wanted to eliminate the written review. Instead, he would like the City Administrator and Council to discuss the previous year projects and the projects for the next year.

Jehnke stated that written reviews are more beneficial when an employee is new to a position. He said that he valued the portion of the review that summarized what the City Administrator had completed in the previous year and what the goals were for the upcoming year. He also liked the self-evaluation section. As part of the City Administrator's review, Jehnke would like the Administrator to include feedback on what the City and City Council can do to facilitate the needs of the City.

Van Meter wanted to know how to move forward expeditiously with renewing the playground equipment in the Park. He also wanted to know if the budget process needed to be modified. Van Meter did not wish to evaluate the Administrative Assistant. Jehnke and Schirado agreed that it was not appropriate for the Council to review the Administrative Assistant. Schirado recommended maintaining the current compensation calculation for the Administrative Assistant.

Mayor Schirado suggested that part of compensation calculation for the City Administrator should be based on the Seattle CPI-U. He noted that a CPI-U increase accounts for cost-of-living increases and does not recognize skill or training improvements. Jehnke and Van Meter concurred.

Tate summarized that she will prepare the budget with compensation increases for the City Administrator using the Seattle CPI-U. The City Council may choose to adjust the City Administrator's compensation. The City Administrator will provide an annual summary and outlook to the City Council every January.

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

J. FINANCIAL REPORTS. Councilor Van Meter moved to approve the financial reports for January 2019, payroll checks 556 - 557, vendor checks 16399 to 16412, and electronic fund transfers totaling \$5,497.84. Councilor Jehnke seconded and the motion passed (3-0).

MO 022619-3

K. COUNCIL COMMENTS. Councilor Van Meter noted that the pavement of Upper Boones Ferry Road near 17700 continues to be an issue as well as the railroad crossing into Tualatin. He would like the City to continue to ask the responsible entities to fix the road and railroad crossing. Tate stated that ODOT is aware of the failing portion of the Upper Boones Ferry Road. She said the problem is with the gravel base and will require excavation and repavement of that portion of the road.

L. ADJOURN. Councilor Van Meter moved to adjourn the meeting. Mayor Schirado adjourned the regular meeting at 8:05 pm.

Approved:

Gery Schirado, Mayor

Attest:

LINDA TATE, CITY ADMINISTRATOR/RECORDER