

City of Durham
CITY COUNCIL MINUTES
March 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, Chris Hadfield, Chuck Van Meter
Council Absent: Leslie Gifford and Keith Jehnke
Staff Present: City Administrator Linda Tate and Lynn Schroder
Public Present: none

C. FEBRUARY 26, 2019 COUNCIL MINUTES. Councilor Van Meter moved to approve the minutes of the February 26, 2019 City Council meeting. Councilor Hadfield seconded the motion. The minutes were approved unanimously (3-0). **MO 032619-1**

D. Mayor Schirado read the **CALENDAR OF MEETINGS.**
Tuesday, April 2, 2019, Regular Meeting of the Planning Commission at 7:30 pm at Durham City Hall
Tuesday, April 23, 2019. First Budget Committee meeting at 6:30 pm, Durham City Hall.
Tuesday, April 23, 2019, Regular Meeting of the City Council at 7:30 pm, at Durham City Hall.

E. PUBLIC FORUM. None.

F. PLANNING COMMISSION UPDATE. The Planning Commission met in March to consider drafts of Goal 1 and 2 of the Comprehensive Plan.

G. RESOLUTION 615-19, A RESOLUTION OF THE DURHAM CITY COUNCIL, ESTABLISHING FRANCHISE APPLICATION FEES. Tate noted that this resolution establishes the fees for franchise applications as required by Ordinance 260-18, adopted December 2018.

Councilor Hadfield moved to approve Resolution 615-19, a resolution of the Durham City Council, establishing franchise application fees. Councilor Van Meter seconded the motion. The resolution passed unanimously (3-0). **MO 032619-2**

H. DISCUSSION ON PERSONNEL POLICY. Mayor Schirado noted that the City Council at its February 2019 meeting chose the US Bureau of Labor's annual Seattle are CPI-U as the annual adjustment tool for the step increase wage schedule for the Administrative Assistant.

Tate stated that the personnel manual was on the agenda at the request of Councilor Hadfield. She provided background on the current personnel manual, noting it was adopted in 2004 and has been amended as needed based on recommendations from CIS. CIS has reviewed the manual on several occasions since 2004 during the best practices meetings. The City attorney has not reviewed the manual since Tate has been the City Administrator.

CIS provides comprehensive property/liability and workers' compensation and employee benefits coverage tailored to the needs of Oregon cities. Expert claims management and legal defense, training, and personalized risk management services, support these programs. A CIS representative meets annually with the City Administrator to review existing

City policies and procedures and to provide recommendations regarding current best practices for city administration.

Councilor Hadfield suggested that it would be beneficial for the Council to review and update the personnel policy. He expressed that his desire to discuss the personnel manual was not due to any issues with current staff but about ensuring that the City's personnel policies are updated to reflect current employment issues and best practices. Hadfield reviewed other personnel manuals and suggested some items that would be appropriate to add to City's manual. For example, he thought that gratuities, off duty contact, hiring of relatives, use of City property, and use of City's email should be addressed in the personnel manual. He noted that his research suggested that personnel manuals should be reviewed and updated every two years.

Schirado asked Tate to discuss the personnel manual with the CIS representative at the upcoming April meeting.

Hadfield was concerned about the process of automatic pay increases for administrative staff. Hadfield wanted pay increases for staff to be a request of the Council rather than an administrative process. He also wanted the Council to decide if the administrative assistant is a full-time or part-time position.

Councilor Van Meter disagreed that pay increases for administrative staff should be a request of the Council. He preferred the current practice that gives the City Administrator authority to direct and supervise staff, determine the need for an increase or reduction in work hours, and determine pay increases. He did not want to undercut the authority of the City Administrator or intervene in the working relationship between staff. Van Meter suggested the discussion be tabled until all Councilors are present.

Mayor Schirado noted that the current policy is that the City Administrator has the authority to hire, fire, award pay increases, and administer benefits. The City Council sets the employee policy, approves the pay scale, and benefits package for employees.

Schirado tabled the discussion until the June 2019 meeting.

I. ADMINISTRATOR'S REPORT. Tate reminded Councilors to file their Oregon Government Ethics Commission financial disclosure statement by April 15, 2019.

J. FINANCIAL REPORTS. Councilor Hadfield moved to approve the financial reports for February 2019, payroll checks 558 - 559, vendor checks 16413 to 16429, and electronic fund transfers totaling \$5,354.50. Councilor Van Meter seconded and the motion passed (3-0). **MO 032619-3**

K. COUNCIL COMMENTS. Councilor Van Meter asked if all the play structures in Durham Park would be replaced in 2019. Tate stated that she initially planned to replace only one play structure. During the project planning process, she decided to replace all play structures and upgrade the play area to meet current playground and ADA standards.

Councilor Van Meter noted that Amazon Flex delivery drivers are speeding on Kingfisher Way.

Schirado touched on the annual summary of activities provided by the City Administrator. He noted that issues might come up in 2019 that could affect the goals addressed in the memo.

Specifically, he is concerned about current legislation that would require cities to change zoning to allow duplexes and triplexes in single-family zones.

Councilor Hadfield requested that the City Charter be put on the website.

- L. ADJOURN.** Councilor Van Meter moved to adjourn the meeting. Mayor Schirado adjourned the regular meeting at 9:00 pm.

Approved:

CHRIS HADFIELD, COUNCIL PRESIDENT

Attest:

LINDA TATE, CITY ADMINISTRATOR/RECORDER