

City of Delray Beach

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Minutes - Draft

Tuesday, August 13, 2019

3:30 PM

Special Meeting

Delray Beach City Hall

City Commission

Mayor Shelly Petrolia
Vice Mayor Shirley Ervin Johnson
Deputy Vice Mayor Bill Bathurst
Commissioner Adam Frankel
Commissioner Ryan Boylston

Pursuant to Section 3.12 of the Charter of the City of Delray Beach the Mayor has instructed me to announce a Special Meeting of the City Commission to be held for the following purposes:

Mayor Petrolia called the Special Meeting to order at 3:31 p.m.

The roll call was taken by the City Clerk.

The following were in attendance:

Mayor Shelly Petrolia
Vice Mayor Shirley Ervin Johnson
Deputy Vice Mayor Bill Bathurst
Commissioner Adam Frankel
Commissioner Ryan Boylston

Others present were:

Neal de Jesus, Interim City Manager
Lynn Gelin, City Attorney
Katerri Johnson, City Clerk
Julia Davidyan, Internal Auditor

SP.1. [19-821](#) INTERNAL AUDITOR DISCUSSION

Attachments: [Agenda Cover Report](#)

The City Attorney stated it is her understanding that the City Commission has had discussions with Ms. Julia Davidyan concerning her ability to work part-time. The City Attorney stated per the City Charter, Section 4.10 and 4.11, "The City Commission may appoint an Internal Auditor as deemed necessary for an indefinite term." Therefore, the City Attorney stated if it is the will of the City Commission, they have the ability to reduce Ms. Davidyan's hours of employment. Secondly, the City Attorney explained that Ms. Davidyan's performance evaluation is due towards the end of August. The Local Rules provide for private evaluations, therefore, each City Commissioner will meet with Ms. Davidyan privately, and any merit increase desired by the City Commission based on their evaluations would be discussed publicly. The City Attorney noted that the Human Resources Director, Duane D'Andrea, will be forwarding a performance evaluation score sheet with different criteria for the City Commission to evaluate Ms. Davidyan. The City Attorney requested the City Commission to complete this in a timely manner and after August 27th, the City Commission can have a meeting to discuss.

The City Commission made a few brief comments.

Commissioner Frankel moved to approve the part-time status of Julia Davidyan, Internal Auditor. It was seconded by Vice Mayor Johnson. A roll call vote was taken and all were in favor. The motion carried 5-0.

The City Attorney suggested that the City Commission formalize Ms. Davidyan's agreement.

After a brief discussion, it was the consensus of the City Commission to direct the City Attorney to formalize Ms. Davidyan's agreement as quickly as possible, and the City Commission can make any necessary adjustments via the performance evaluation/merit increase.

Duane D'Andrea, Human Resources Director, explained that the performance evaluation for the Internal Auditor is based on ten professional skills and there is a rating for each one of those from 1-5; 1 being "unsatisfactory" and 5 being "outstanding" (using whole numbers and then dividing by ten for the number of skill sets). Mr. D'Andrea stated he is available if the City Commission has any questions regarding the performance evaluation.

It was the consensus of the City Commission to each meet privately one-on-one with Ms. Julia Davidyan, Internal Auditor, and any merit increase will be discussed publicly.

The City Attorney stated once Ms. Davidyan has met with the City Commission concerning her Performance Evaluation, then Human Resources can place something on the agenda for the City Commission's consideration based on the comments.

There being no further business to discuss, Mayor Petrolia adjourned the Special Meeting at 3:41 p.m.