

# **City of Delray Beach**

*100 NW 1st Avenue - Delray Beach, Florida 33444  
Phone: (561) 243-7000 - Fax: (561) 243-3774  
[www.mydelraybeach.com](http://www.mydelraybeach.com)*



## **Minutes - Final**

**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.



City Clerk

ATTEST:



MAYOR

The undersigned is the City Clerk of the City of Delray Beach, Florida, and the information provided herein is the Minutes of the August 13, 2019 Special City Commission Meeting, which Minutes were formally approved and adopted by the City Commission on August 20, 2019.



City Clerk

NOTE TO READER:

If the Minutes you have received are not completed as indicated above, this means they are not the official Minutes of the City Commission. They will become the official Minutes only after review and approval which may involve some amendments, additions or deletions as set forth above.