



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, January 8, 2019, 6 P.M.  
Monroe City Hall, Council Conference Room

**2019 Committee**  
Councilmembers  
Patsy Cudaback  
Jason Gamble  
Kirk Scarboro

# AGENDA

**I. Call to Order**

**II. Special Orders of the Day**

A. Selection of 2019 Committee Chairperson

**III. Approval Minutes** (Meeting of Tuesday, December 11, 2018) [\[Page 2\]](#)

**IV. Unfinished Business**

**V. New Business**

A. Review 2019 Finance Director Work Plan (Finance) [\[Page 3\]](#)

B. DRAFT 2019 Committee Work Plan [\[Page 5\]](#)

C. Confirmation of 2019 Regular Meeting Date/Time

**VI. Other**

**VII. Next Committee Meeting** (February 12, 2019)

**VIII. Adjournment**



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, December 11, 2018, 5:30 P.M.  
Monroe City Hall

**2018 Committee**  
Councilmembers  
Jason Gamble  
Kevin Hanford  
Kirk Scarboro

## **MINUTES**

### **I. Call to Order**

A regular meeting of the Monroe City Council Finance & Human Resource Committee was held on December 11, 2018, at Monroe City Hall. The Meeting was called to order by Chairperson Gamble at 5:39 p.m.

Committee Present: Councilmembers Jason Gamble, Kevin Hanford and Kirk Scarboro  
Staff Present: Elizabeth Adkisson, City Clerk; Becky Hasart, Finance Director; and Deborah Knight, City Administrator  
Citizens Present: Heather Rousey, Planning Commissioner

### **II. Approval Minutes (Meeting of Tuesday, November 13, 2018)**

Councilmember Scarboro moved to approve the Finance & Human Resources Committee Meeting minutes of Tuesday, November 13, 2018; the motion was seconded by Councilmember Hanford. Motion carried (3-0).

### **III. Unfinished Business**

#### **A. YMCA Contract/Survey (Administration)**

Ms. Hasart provided background information on the requested survey regarding the YMCA Contract and voucher usage; and corresponding results.

General discussion ensued regarding number of vouchers provided; number of persons included in the survey; providing cards to voucher holders in the future to allow for scanning and tracking; facilities, pool, and program usage; providing vouchers per household as opposed to per person; future of partnership and continuation of program; and 2019 program scope of services.

### **IV. New Business - NONE**

### **V. Other – NONE**

### **VI. Next Committee Meeting (January 8, 2019)**

Councilmember Gamble noted he will be absent on January 8, 2019.

### **VII. Adjournment**

There being no further business, the Tuesday, December 11, 2018, Monroe City Council Finance & Human Resource Committee meeting adjourned at 6:19 p.m. (3-0).



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
*Tuesday, January 8, 2019, 6:00 P.M.*  
**Agenda Bill**

**2019 Committee**  
 Councilmembers  
 Patsy Cudaback  
 Jason Gamble  
 Kirk Scarboro

<b>SUBJECT:</b>	<b>Information Only – 2019 Finance Work Plan</b>
-----------------	--

<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
01/08/2019	Finance	Becky Hasart	Becky Hasart	<b>New Business A.</b>

**Discussion:** 01/08/2019  
**Attachments:** 1. 2019 Finance Work Plan

**REQUESTED ACTION:** Information only.

**DESCRIPTION/BACKGROUND**

Each year, the Director for each City department develops a work plan to help identify and organize chronologically the various tasks identified to be completed for that year. These tasks align with the City’s six year strategic plan and with the goals which were identified in the current year’s budget.

The attached is the work plan developed by and for the Finance Director. This work plan will also help to inform the work plan which will be developed by Committee later this evening.



City of Monroe Departmental Work Plans

Task	Description	Carry Over Yes/No	Department/Staff	Committee(s)	Start	End
funding strategy recommendations	for streets & code enforcement	no	Becky for CA & Mayor	Finance	1/1/2019	4/30/2019
2018 Annual Report	Required Reporting	yearly	Becky		1/1/2019	5/30/2019
2018 TBD Annual Report	Required Reporting	yearly	Becky/PW Engineering		1/1/2019	5/30/2019
Annual JLARC LTAX report	Required Reporting	yearly	Becky		1/1/2019	5/30/2019
2018 Street Report	Required Reporting	yearly	Becky		1/1/2019	6/30/2019
Compensation & Classification Study	support to HR	no	HR/Executive/Becky	Finance	1/1/2019	6/30/2019
Development Fees Direct Billing	cost recovery for DCD activity	yes	Becky/Ben/Consultant	Finance & P4?	4/1/2019	6/30/2019
Support - Police Operational Structure Analysis	overview of organizational structure	no	Police/Finance in support	P4?	1/1/2019	6/30/2019
6 year projections: water & stormwater	fiscal sustainability tool/rate setting	no	Becky (PW input & review)	Finance & P4?	3/1/2019	7/31/2019
Impact Fees Reconciliation	Historical Analysis and recon	no	Becky		1/1/2019	7/31/2019
sustainable funding for stormwater (streets)	fiscal sustainability tool/rate setting	no	Becky/PW	Finance	3/1/2019	7/31/2019
6 year capital budget document	Required Reporting	yearly	Becky-others as needed	Finance/P4?	12/1/2018	8/31/2019
Review allowable TBD costs/recommend changes if	"charter" review	no	Becky/Executive	Finance/P4?	1/1/2019	9/30/2019
review/update (if needed) reserve policy	policy recommendation	no	Becky	Finance	4/1/2019	9/30/2019
2020 LTAX funding cycle	staff work with LTAC	yearly	Becky	LTAC	4/1/2019	10/31/2019
2020 LTAX rating criteria development	staff work with LTAC	yearly	Becky	LTAC	4/1/2019	10/31/2019
2020 TBD Budget	Required Reporting	yearly	Becky/PW		7/1/2019	10/31/2019
review/update (if needed) travel policy	policy recommendation	no	Becky	Finance	5/1/2019	10/31/2019
Support - ECPRD park bond	ECPRD bond measure	no	Parks/Becky	P4?	1/1/2019	11/30/2019
2020 Budget	Required Reporting	yearly	Becky-all staff		5/31/2019	12/31/2019
Collective Bargaining - Teamsters	support to HR	no	HR/other directors as needed	Finance	6/1/2019	12/31/2019
Support - Court Strategic Plan development	fiscal support & analysis	no	Becky/Court	Finance	1/1/2019	1/1/2020
continue internal & external outreach re: Budget 101 presentations	educational outreach	no	Becky			ongoing
expand operations budget document	add info and usability	yearly	Becky			ongoing
provide ongoing support to Chamber & DMA	enhance partnerships	no	Becky			ongoing

Becky Hasart:  
includes "annual report"  
document similar to school  
district



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
**Tuesday, January 8, 2019, 6:00 P.M.**

**2019 Committee**  
Councilmembers  
Patsy Cudaback  
Jason Gamble  
Kirk Scarboro

**Agenda Bill**

<b>SUBJECT:</b>	<b>Information Only – 2019 Finance/HR Committee Work Plan</b>
-----------------	---

<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
01/08/2019	Finance	Becky Hasart	Becky Hasart	<b>New Business B.</b>

**Discussion:** 01/08/2019  
**Attachments:** 1. Draft 2019 Committee Work Plan

**REQUESTED ACTION:** Discuss and finalize.

**DESCRIPTION/BACKGROUND**

Each year, the Director for each City department develops a work plan to help identify and organize chronologically the various tasks identified to be completed for that year. These tasks align with the City's six year strategic plan and with the goals which were identified in the current year's budget.

Many of the items on the Finance Director's work plan has policy implications. It is suggested these items are vetted through the Finance/HR Committee prior to presentation to the full Council. The attached is a suggested work plan for the committee, which aligns with the Finance Director's work plan for 2019.



**2019  
MONROE CITY COUNCIL  
Finance & Human Resources Committee**

Councilmembers  
Patsy Cudaback  
Jason Gamble  
Kirk Scarboro

## 2019 WORK PLAN\*

January	Finance	Work Plan
February	Finance	Begin Reserve Policy review/update
	HR	Annual Performance Review Update
March	Finance	Reserve Policy continued Review 2018 annual report Street & Code Enforce funding strategies
	HR	Comp Class Study
April	Finance	Reserve Police continued (if needed) Development Fees Direct Billing kick off 2019 Budget Amendment
	HR	Bargaining Discussion
May	Finance	Finalize Reserve Policy (if needed)
June	Finance	Cancel (?)
July	Finance	TBD allowable costs review 6 year utility funds projections
August	HR	Mid-Year Performance Review Update
	Finance	Begin Travel/Expense Reimbursement Policy review/update
September	Finance	Travel/Expense RI policy continued
October	Finance	Finalize Travel/Expense RI policy
November	Finance	Old business close out
December	Finance	Cancel (?)

**\*The work plan items are subject to change as needed.**