



**MONROE CITY COUNCIL**  
**Finance & Human Resources**  
**Committee Meeting**  
Tuesday, August 18, 2020, 5:30 p.m.  
Zoom Online Meeting Platform

**2020 Committee**  
Councilmembers  
Patsy Cudaback  
Jason Gamble  
Kirk Scarboro

**MINUTES**

**I. Call to Order**

A regular meeting of the Monroe City Council Finance & Human Resource Committee was held on August 18, 2020, via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28.8 issued by Governor Jay Inslee, in-person attendance is not permitted at this time. The Meeting was called to order by Councilmember Gamble at 5:37 p.m.

Committee Present: Councilmembers Scarboro, Gamble, and Cudaback  
Mayor Present: Yes  
Staff Present: Pfister, Hasart, Warthan, and Knight

**II. New Business**

A. IT Assessment (B. Warthan)

Ben Warthan, Human Resources/IT Director, provided background on the IT Assessment; and introduced Consultants Spencer Arnesen and Ron Loos from SoftResources.

Mr. Warthan shared a PowerPoint presentation highlighting the following topics:

- Phases of project
- Planning
- Technology assessment
- Cloud strategy
- Cybersecurity and disaster recovery policy/procedures
- Budget
- Project timelines
- Project costs

Discussion ensued related to the following topics: budget; position recommendations versus current needs; items potentially paid with CARES Act funds.

B. 2020 Mid-Year Performance Reviews (B. Warthan)

Mr. Warthan provided an update on the 2020 mid-year reviews.

C. Budget Calendar Update (B. Hasart)

Materials were presented during the meeting and added to the online agenda materials after the meeting.

Becky Hasart, Finance Director/Interim City Clerk, presented an updated 2021 budget calendar. There were no objections from the Committee.

D. Interfund Loan between fund 307 (borrower) and Fund 520 (lender) (B. Hasart)

This item was presented during the meeting, and not included on the original agenda.

Ms. Hasart explained the following:

The City of Monroe has secured grants totaling \$1,574,720 (net of granting agency fees) for improvements to the building leased by the Monroe Boys and Girls Club. These grants are on a reimbursement basis. There are no matching funds from the City for this project.

Capital projects accounting of this nature are done through Fund 307 Capital Improvements. This is the only project currently budgeted in this fund.

Because expenditures must be incurred before reimbursements can be made, Fund 307 has a need for interim financing to offset the timing differences between expenditure and reimbursement. Interfund loans may be used for this purpose as long as the lending fund has sufficient resources in excess of its current needs. It has been determined that Fund 520 Equipment and Fleet Management can provide temporary financing to Fund 307.

In order to execute an Interfund loan, the City Council must adopt a resolution that identifies why the borrowing fund needs the money, identifies that the lending fund has sufficient excess resources, identifies the interest rate associated with the loan, identifies the payment schedule for the loan, and identifies the end date of the loan. The attached Resolution identifies all these requirements.

The Interfund loan address cash flow issues only. There is no change to the budgets of either the borrowing or the lending fund.

Discussion ensued related to the following topics: interest repayment; and interest rate. Councilmember Cudaback requested to see the interest figure.

### **III. Next Committee Meeting**

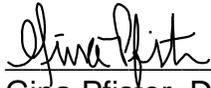
The next regularly scheduled meeting of the Committee is Tuesday, September 15, 2020, at 5:30 p.m.

Agenda Items: 6 year projections; and the Municipal Court Assessment

### **IV. Adjournment**

There being no further business, Councilmember Cudaback moved to adjourn the meeting; the motion was seconded by Councilmember Scarboro. On vote, motion carried 3-0

The meeting adjourned at 6:23 p.m.



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Gina Pfister, Deputy City Clerk