



MONROE CITY COUNCIL
Finance & Human Resources Committee Meeting
Tuesday, October 14, 2014, 6 P.M.
Permit Center, City Hall

MINUTES

I. Call to Order

A regular meeting of the City of Monroe Finance & Human Resource Committee was held on October 14, 2014¹, in the Permit Center of City Hall. The Meeting was called to order by the attending Committee Chairperson Kamp at 6:03 p.m.

Committee Present: Councilmembers Kurt Goering, and Jim Kamp

Mayor Present: Geoffrey Thomas

Staff Present: Gene R. Brazel, City Administrator; Ben Warthan, Human Resources Manager

Citizens Present: None

II. Approval Minutes (Meeting of Tuesday, September 2, 2014)

Committee member Goring moved to approve the September 9, 2014, Finance & Human Resources Committee Meeting minutes; the motion was seconded by Committee Chairperson Kamp. On vote, the minutes were approved (2-0).

III. Unfinished Business -- NONE.

IV. New Business

A. Annual Salary Survey

Mr. Ben Warthan, Human Resources Manager, presented information on the Annual Salary Survey; including:

- A salary survey was conducted using like job titles and/or comparable size cities using 2014 data;
- The survey showed the Monroe Non-Represented positions are three percent (3%) behind their peers on the aggregate; and
- The plan for 2015 is to provide a two percent (2%) increase for all Non-Represented Employees and provide up to three percent (3%) increase for a merit increase.

General discussion ensued regarding comparative cities; unique positions that needed additional research to comparable cities; and general cost of living in these cities.

¹ CLERK'S NOTE: Rescheduled from October 7, 2014, due to unavailability of members.

B. Mid-Year Performance Reviews

Mr. Warthan presented information on the Mid-Year Performance Reviews (for Non-Represented Employees); including:

- Mid-Year performance reviews for Non-Reps have been completed;
- Average overall score for this review period was 3.5; and
- No employee ranked at a 2 or below.

General discussion ensued regarding the scoring system; and non-represented employees.

C. Councilmember Salary Commission

Committee Chairperson Kamp stated he has received inquiries into setting up a salary commission; and wanted information on requirements/process/etc.

City Administrator Gene Brazel stated a salary commission would function as any other City Board/Commission; would set salaries for elected officials; and would need to be adopted by ordinance. Administrator Brazel stated staff will research this topic further and bring back to the Committee.

General discussion ensued regarding process for compensation of Planning Commissions; and function and procedures of a salary commission.

D. 2015 Budget

Administrator Brazel provided a general review of the 2015 Budget process to date; including projected revenues/expenditures; the gap between revenues/expenditures; staff process for balancing the budget (eliminating the gap); and new items.

General discussion ensued regarding unfunded employee positions; staffing levels; reassessment of unfunded positions in early 2015 (based on sales tax revenues); and the estimated opening date for the Monroe Walmart.

V. Other -- NONE

VI. Next Committee Meeting (Tuesday, November 4, 2014)

Committee members discussed holding the November 4th meeting; as it is election night. As it is an off year for Monroe elections; the meeting will be held.

VII. Adjournment

The Committee Meeting adjourned at 6:31P.M.