



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, January 9, 2018, 6 P.M.  
Monroe City Hall, Council Conference Room

**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 January 9, 2018, in the Council Conference Room of City Hall. The Meeting was called to order by Councilmembers Gamble and Scarboro at 6 p.m.

Committee Present: Councilmembers Jason Gamble, Kevin Hanford<sup>1</sup>, and Kirk Scarboro  
Staff Present: Elizabeth Adkisson, City Clerk; Becky Hasart, Finance Director; and Deborah Knight, City Administrator<sup>2</sup>  
Citizens Present: Heather Rousey, Monroe Planning Commissioner

### **IV. New Business<sup>3</sup>**

#### **B. Selection of 2018 Committee Chairperson**

Councilmember Scarboro nominated Councilmember Gamble to serve as the 2018 Committee Chairperson; the nomination was accepted. Motion carried (2-0).

### **II. Approval Minutes (Meeting of Tuesday, December 5, 2017)**

City Clerk Adkisson provided information on the use of footnotes in the minutes in response to Council inquiry. Councilmember Hanford moved to approve the Finance & Human Resources Committee Meeting minutes of Tuesday, December 5, 2017; the motion was seconded by Councilmember Gamble. Motion carried (3-0).

### **III. Unfinished Business -- NONE**

### **IV. New Business<sup>4</sup>**

#### **C. Confirmation of 2018 Regular Meeting Date**

Committee members agreed to schedule the second Tuesday of each month, 6 p.m., as the regular meeting date for the 2018 Finance & Human Resources Committee.

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<sup>1</sup> Councilmember Hanford arrived at approximately 6:02 p.m. prior to Approval of the Minutes.

<sup>2</sup> Administrator Knight arrived at approximately 6:10 p.m. during New Business Item D.

<sup>3</sup> The agenda was amended at the time of the meeting to consider New Business Item B first.

<sup>4</sup> New Business Items addressed out of order at the time of the meeting.

## **D. DRAFT 2018 Work Plan**

The Committee reviewed the DRAFT 2018 Committee Work Plan compiled by City Staff; to be reviewed by the full City Council for review once approved by the Committee.

Discussion ensued regarding sick leave policies, capital project financing, items to be discussed with the full Council at the upcoming January Retreat/Workshop (January 30, 2018), creation of a capital and operating budget in 2019, and debt policies. The DRAFT 2018 Work Plan was amended to include a June discussion item on Capital Funding Sources, and discussion items in September through November on the 2019 Capital and Operating Budgets.

Councilmember Hanford moved to approve the DRAFT 2018 Work Plan as amended; the motion was seconded by Councilmember Scarboro. Motion carried (3-0). The DRAFT will be brought forward to the full City Council for review on Tuesday, January 16, 2018.

## **A. 5-6 Year Budget Assumptions**

Ms. Becky Hasart, Finance Director, provided background information on 5-6 Year General Fund Budget Forecasting and Assumptions; and noted/provided examples of potential assumptions utilized to populate a long range budget, including (not limited to): year over year population increases; salary and benefit increases; CPI/IPD considerations, property tax/assessment values/new construction growth/banked capacity availability; defining one-time versus on-going revenues; and defining base service costs (on-going) versus “nice to have” costs (one-time).

Discussion ensued regarding potential budget assumptions, sales/property tax and population projections, including water connections as an assumption, defining core services versus “nice to have” items, and proactive identification of structural deficits.

Ms. Hasart noted she will add in water connections as an assumption; and noted the need to continue the 5-6 Year Budget Assumptions discussion at the February Committee Meeting.

**Other - NONE**

## **V. Next Committee Meeting (February 13, 2018, 5:30 p.m.)**

Ms. Hasart suggested meeting at 5:30 p.m. (as opposed to 6 p.m.) for the February 13, 2018, Committee Meeting, due to the large number of items and the continuation of the 5-6 Year Budget Assumptions item. Committee members agreed.

## **VI. Adjournment**

Councilmember Scarboro moved to adjourn the January 9, 2018, City Council Finance & Human Resources Committee Meeting; the motion was seconded by Councilmember Gamble. Motion carried (3-0); and the meeting adjourned at 6:56 p.m.