



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, February 13, 2018, 5:30 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 February 13, 2018, in the Council Conference Room of City Hall. The Meeting was called to order by Councilmember Hanford at 5:36 p.m.

Committee Present: Councilmembers Kevin Hanford and Kirk Scarboro  
Mayor Present: Geoffrey Thomas  
Staff Present: Elizabeth Adkisson, City Clerk; Becky Hasart, Finance Director; Deborah Knight, City Administrator; Jakeh Roberts, Public Works Operations & Maintenance Manager; and Ben Warthan, Human Resources Director  
Citizens Present: Heather Rousey, Monroe Planning Commissioner; and Joie Worthen, Downtown Monroe Association

### **II. Approval Minutes (Meeting of Tuesday, January 9, 2018)**

Councilmember Hanford moved to approve the Finance & Human Resources Committee Meeting minutes of Tuesday, January 9, 2018; the motion was seconded by Councilmember Scarboro. Motion carried (2-0).

### **III. Unfinished Business**

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

Ms. Hasart reviewed the 5-6 Year Budget Assumptions as discussed at the January Committee Meeting and January 30, 2018, Council Retreat. There were no additional questions.

### **IV. New Business**

#### **A. Human Service & Non-Profit Grant Application Process**

Ms. Knight provided background information on potentially creating a human service & non-profit grant application process to address non-profit organization funding requests; including: Staff and the Mayor's recommendation; the application process developed by the Eastside Cities Human Services Consortium; application examples; process and timeline examples; and alternatives.

Discussion ensued regarding history of funding requests, current process, provision/value of subsidized rent, criteria for funding, example programs/processes of local jurisdictions, and timeline. Ms. Knight stated the Mayor and Staff will prepare a draft program and bring back to the full Council for consideration.

## B. Proposed Economic Development Programs

Ms. Knight provided background information on proposed economic development programs - building business recruitment, retention and expansion; and expanding tourism promotion and marketing; including: current process, scope of work, issuance of RFPs, potential consultants selection/interview process, proposed contracts, fiscal impacts, time constraints, and alternatives.

Discussion ensued regarding scope of work, fiscal impacts, the interview and selection process, and proposed 'Choose Monroe' magazine/features. Ms. Knight stated the Mayor and Staff will bring proposed contracts and budgetary requests to the full Council for consideration.

## C. Sick Leave Policies

Mr. Roberts and Mr. Warthan provided background information on Washington Initiative 1433 and requirements to provide paid sick leave to employees, proposed sick leave policy amendments to address I1433, fiscal impacts, and time constraints.

General discussion ensued regarding current sick leave policies/practices, proposed amendments to sick leave policies and the employee handbook, fiscal impacts, and current leave usage. Mr. Roberts and Mr. Warthan stated the proposed amendments will be brought to the full Council for consideration in March 2018.

## D. Annual Performance Review Update

Mr. Warthan noted the annual performance reviews for Non-represented Employees have been completed; the average performance rating for the 27 employees was 3.74; and no employees were ranked a 2 or below.

**Other - NONE**

## V. Next Committee Meeting (March 13, 2018, 6 p.m.)

Ms. Hasart noted items for the March Committee Meeting: purchasing and debt policies.

## VI. Adjournment

Councilmember Hanford moved to adjourn the February 13, 2018, City Council Finance & Human Resources Committee Meeting; the motion was seconded by Councilmember Scarboro. Motion carried (2-0); and the meeting adjourned at 6:49 p.m.