



MONROE CITY COUNCIL
Finance & Human Resources Committee Meeting
Tuesday, March 13, 2018, 6:00 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 March 13, 2018, in the Council Conference Room of City Hall. The Meeting was called to order by Councilmember Gamble at 6:05 p.m.

Committee Present: Councilmembers Jason Gamble, Kevin Hanford,¹ and Kirk Scarboro

Mayor Present: Geoffrey Thomas

Staff Present: Pam Baker, Executive Assistant; Becky Hasart, Finance Director; and Deborah Knight, City Administrator;

Citizens Present: Heather Rousey, Monroe Planning Commissioner.

(The meeting recessed after Call to Order at 6:05 p.m. for approximately five minutes.)

II. Approval Minutes (Meeting of Tuesday, February 13, 2018)

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

III. Unfinished Business - NONE.

IV. New Business

A. Procurement Policy – Proposed Amendments

Ms. Hasart provided background information on the City's current procurement policy; including: federal level requirements versus the City's current policy and restrictions in comparison to current state law.

Discussion ensued regarding history of the procurement policy, current process, purchasing limitations, Council approval and vetting process for projects, budget allowance, formal bidding and authority levels, and purchase card policies. Ms. Hasart stated she will prepare a resolution and ordinance for the March 20, 2018, City Council Regular Business Meeting for Council consideration.

¹ CLERK'S NOTE: Councilmember Hanford arrived at approximately 6:14 p.m. during Approval of the Minutes.

B. 2x/Month Payroll

Ms. Hasart provided background information on establishing a twice a month payroll for City employees; including: effective date (July 2018), pay dates, and employee option for being grandfathered in for once a month payroll.

Discussion ensued regarding notification to employee unions.

C. Debt Policy - Introduction

Ms. Hasart provided background information on the benefits of establishing a formal debt policy, and provided the five recommended topics; including: debt limits, debt structuring practices, debt issuance practices, debt management practices, and use of derivatives. Ms. Hasart will bring additional information at a future committee meeting.

Other – NONE.

V. Next Committee Meeting (April 10, 2018, 6 p.m.)

Councilmember Gamble noted he will be absent for the April 10, 2018, Committee meeting.

VI. Adjournment

Councilmember Scarboro moved to adjourn the March 13, 2018, City Council Finance & Human Resources Committee Meeting; the motion was seconded by Councilmember Hanford. Motion carried (3-0); and the meeting adjourned at 6:48 p.m.