



**MONROE CITY COUNCIL
Finance & Human Resources
Committee Meeting**

Tuesday, February 18, 2020, 5:30 p.m.
Monroe City Hall, Monroe Coordination Center

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 February 18, 2020, at the Monroe Coordination Center; City Hall. The Meeting was called to order by Councilmember Gamble at 5:34 p.m.

Committee Present: Councilmembers Scarboro, Gamble, and Cudaback
Mayor Present: N/A
Staff Present: Becky Hasart, Finance Director; Scott Peterson, Deputy City Engineer; Ben Swanson, Community Development Director; Ben Warthan, Human Resources Director; Deborah Knight, City Administrator; Gina Pfister, Clerical Specialist

II. Special Orders of the Day

A. Select 2020 Chair

Councilmember Scarboro moved to appoint Councilmember Gamble as the Finance & Human Resources Committee Chair. The motion was seconded by Councilmember Cudaback. The motion carried (3-0).

III. Approval of Minutes (Meeting of January 21, 2020)

Councilmember Scarboro moved to approve the Monroe City Council Finance & Human Resource Committee Meeting Minutes of Tuesday, January 21, 2020; the motion was seconded by Councilmember Cudaback. Motion carried 3-0.

IV. New Business

A. Confirm Meeting Date/Time

The Committee will continue meeting on the third Tuesday of each month at 5:30 p.m.

B. 2020 Work Plan

Ms. Hasart reviewed the 2020 Work Plan.

C. Annual Performance Review Update

Mr. Warthan noted that all performance reviews for non-represented employees have been completed for 2019; and the average overall score for this review period was 3.5.

Reviews were based on the following areas: professional knowledge, quality of work, judgment, communication, initiative, cooperation, leadership, and employee development.

D. City Severance Policy

Mr. Warthan explained the need for establishing a city severance policy; and provided examples from other local agencies.

Discussion ensued related to the following topics: additional examples from other local agencies; performance based policy; integration of success plans or performance improvement plans; and city policy.

Mr. Warthan will compile Committee feedback and bring a recommendation back at a future meeting.

V. Old Business

A. FCS Group – Direct Billing Study

Mr. Swanson provided background information on the FCS Group planning fee cost of service study and reviewed prior discussions and presentations.

Matt Hobson and Peter Moi, with FCS Group, led the Committee through a PowerPoint presentation that highlighted the incorporated feedback from prior discussions; and detailed the proposed three tiered system.

Discussion ensued related to the following topics: tier rationale; categorization of fees; public and private benefit; staff impacts; rates of other jurisdictions; and revenue impacts.

VI. Next Committee Meeting

A Special Meeting of the Finance & Human Resources Committee will be held on Friday, February 28, 2020, at 3:00 p.m. to continue discussion related to direct billing costs.

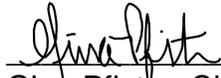
The next regularly scheduled meeting of the Committee is Tuesday, March 17, 2020, at 5:30 p.m.

Agenda Items: 2020 budget amendments; review 2019 Annual Report; water station annual fee; bi-annual budget discussion.

VII. Adjournment

There being no further business, Councilmember Scarboro moved to adjourn the Tuesday, February 18, 2020, Monroe City Council Finance & Human Resource Committee meeting; the motion was seconded by Councilmember Cudaback. Motion carried 3-0.

The meeting adjourned at 6:50 p.m.


Gina Pfister, Clerical Specialist