



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, March 4, 2014, 5:45 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 March 4, 2014, in the Permit Center of City Hall. The Meeting was called to order by the attending Committee Members at 5:05 p.m.

Committee Present: Councilmembers Jason Gamble and Kurt Goering

Staff Present: Gene R. Brazel, City Administrator; Dianne Nelson, Finance Director; and Elizabeth M. Smoot, City Clerk

Citizens Present: None

### II. Approval Minutes (Meeting of Tuesday, October 14, 2013)

The October 14, 2013, Finance & Human Resources Committee Meeting minutes were approved.

### III. New Business

#### A. Selection of Council Chairperson

Councilmembers Gamble and Goering nominated and confirmed Councilmember Jim Kamp as the 2014 Committee Chairperson.

#### B. Amendments to Pay for Performance Policy for Non-Represented Employees

City Administrator Gene Brazel presented background information on the proposed amendment; adding language to section 3.1.2, responsibilities of the HR manager, to include the following: "Annually review Non-Represented compensation to ensure compensation remains comparable to other communities of our size. If needed, make recommendations for increases to compensation as part of the following year's annual budget process."

Discussion ensued regarding utilization of the Association of Washington Cities (AWC) Salary Survey for comparisons; and Council support for the amendment.

#### C. Employees Performance Review Report

Administrator Brazel reviewed the report provided by Ben Warthan, HR Manager, on the 2013 Performance Reviews. Discussion ensued regarding the new grading system; and the adoption of the plan by the Union employees.

#### D. General Fund Five-Year Forecast (GFFYF) Preview

Finance Director Dianne Nelson provided background information and a preview of the General Fund Five-Year Forecast, to be presented to the full Council later in the evening; identified 'hot topic' items for discussion – permits fee payments and street maintenance funding; and reviewed assumptions utilized to prepare the GFFYF.

Discussion ensued regarding assumptions; updating the GFFYF early 2015 once Walmart sales tax revenues are collected; street maintenance funding options; funding of permit fee payments; and preparation/consideration of a fiscal policy

#### E. AB14-031 Bullet Points (*from 02/18/14 Meeting*)

Councilmembers and Staff reviewed the bullet points from Agenda Bill 14-031 (*from the 02/18/14 Monroe City Council Meeting*), including the following topics: Parks & Recreation full time employee (FTE); Associate Planner FTE; Innovation Partnership Zone (IPZ); Planning On-Call Consulting Services; and the addition of major expenditures to GFFYF.

Discussion ensued regarding budget 'under-expenditures'; IPZ options; planning on-call consulting services/interlocal agreement options; and utilizing the GFFYF as a management tool, constantly updating with current information.

#### **IV. Other – None.**

#### **V. Next Committee Meeting** (Tuesday, April 1, 2014)

#### **VI. Adjournment**

The Committee Meeting adjourned at 6:45 P.M.