

# Personnel and Finance Committee (PFC) Meeting

## Monroe City Council

*Date / time* 1/15/2019 5:45 PM | *Location* Monroe City Hall

Meeting called by	Harry Myers
Type of meeting	City Committee
Facilitator	Rick Hohnbaum
Note taker	TBD at meeting
Timekeeper	TBD at meeting

Attendees: Cindy Canter, Frank Thayer, Harry Myers, Tim Eastridge, Paul Canter, Rick Hohnbaum,  
Guests: Open to public

### Agenda Items

#### New Business

Presenter

Time allotted

☐ Update Council procedures and rules to cover:

Harry Myers

30 minutes

- Transition plan when changing council due to election
  - Transfer procedures for outgoing council duties
  - Recovery and distribution of city materials (keys, etc.)
- Note: discovery phase of task to update procedures and rules*

#### ✓ Old Business

Presenter

Time allotted

☐ Performance Review for City Administrator

Harry Myers

2 minutes

☐ Update and review of the Water/Waste Water management contract, issues discovered, gap to operational compliance.

Rick Hohnbaum

2 minutes

☐ Cost of Living (COLA's) for 2018-2019 Fiscal Year

Rick Hohnbaum

5 minutes

Review social media policy. Should include/update for employees, elected and volunteer staff. This could be relevant with change in council.

### Other Information

Observers: TBD

Resources: City Council chambers, City Mayor, City Admin, PFC members

Special notes: