

# Personnel and Finance Committee (PFC) Meeting

## Monroe City Council

Date / time 5/30/2019 6:00 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, Floyd Billings, Paul Canter, Rick Hohnbaum,

Guests: Open to public: THERE MAY BE A QUORUM OF THE CITY COUNCIL AND OR A QUORUM OF THE CITY PLANNING COMMISSION AND OR A QUORUM OF THE CITY BUDGET COMMITTEE PRESENT AT THIS AND ANY POSTED CITY OF MONROE COMMITTEE MEETING. WHILE THE COMMITTEE MAY RECOMMEND ACTION FOR THE COUNCIL TO CONSIDER AT A FUTURE COUNCIL MEETING, THERE WILL BE NO ACTION TAKEN BY THE COUNCIL, PLANNING COMMISSION AND BUDGET COMMITTEE DURING THIS COMMITTEE MEETING.

### 1. Agenda Items

New Business	Presenter	Time allotted
<input type="checkbox"/> Contingency plans for vacated positions. Plans for expected or anticipated or potential for employee leaving. <ul style="list-style-type: none"> <li>• City Administrator</li> <li>• Finance Director</li> <li>• Plant Operators (Water and Sewer if not same FTE).</li> <li>• Public Works Assistants</li> <li>• Administrative Assistants.</li> </ul>	All	30 minutes
<input type="checkbox"/> Discuss current coverage for Plant Operators, both Water and Sewer. What is desired coverage/personnel configuration. What positions are required for the Public Works Department, including but not limited to: <ul style="list-style-type: none"> <li>• Water Treatment Plant Operator</li> <li>• Sewer Treatment Plant Operator</li> <li>• Public Works Maintenance work</li> <li>• Public Works Assistant.</li> </ul>	All	30 minutes
<input type="checkbox"/> Job Description for Limited Duration Limited Scope Positions <ul style="list-style-type: none"> <li>• Current need: job description for Project Manager position on the TGM Grant regarding the Riverside District project. Is that as Employee or Contractor. What qualifies a LDLS position as Employee or Contractor.</li> </ul>	All	20 minutes
<input type="checkbox"/> Discuss current code for wastewater charges Rates should be tied to water usage. How to measure water usage for those residents utilizing wells for household water. How do we identify those who are using well water for household use?	All	20 minutes

### Other Information

Observers: TBD

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

Special notes: