



PERSONNEL AND FINANCE COMMITTEE MEETING

December 22, 2020 6:30 PM

MONROE CITY HALL MEETING ROOM

1. Call to Order: 6:30 PM Acting Mayor Billings
2. Old Business
 - a. Minutes of October 21, 2020
3. New Business
 - a. Public Works Job Reclassification
 - b. Public Works New Hire
 - c. Monthly Review of Finance Report, bank reconciliation
 - d. Review of Payroll reports
 - e. Review of A/P Report
 - f. Review of Utility Accounts and discuss when to reinstate shut off notices for past due accounts
 - g. Review procedures of daily finance tasks (internal controls)
 - h. Other New Business
4. Recommendations to City Council
5. Next Meeting Date: TBD
6. Adjournment

The Personnel and Finance Committee is an advisory committee for the City Council. The committee may make recommendations to the city council but no City Council decisions are made even if there may be a quorum of the City Council present in the room. This is an open and public meeting.



The City of Monroe is an Equal Opportunity Employer and Service Provider