



806 West Main Street
Monroe, WA 98272-2198
(360) 794-7400 Fax: (360) 794-4007
www.monroewa.gov

MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight
FROM: Elizabeth Adkisson, City Clerk
DATE: January 22, 2019
RE: **City Clerk/Records Monthly Report**

Records Management - ECMS

In December 2018, the City Clerk's Office moved forward with the procurement of Laserfiche, an Electronic Content Management (ECM) solution, via the State ECM Contract; funding for which was approved in the 2018 Budget. The City is utilizing the local sub-contractor FreeDoc for implementation and training.

The City of Monroe Records Management Liaisons Group received a demonstration of the Laserfiche ECM solution in mid-October; and will be meeting on January 24th for an Initiative Charter review; with the first round of Laserfiche user training scheduled for January 28th.

Phase one of the product launch includes initiation of six users and population of the system with archival records. Phase two will be explored in 2019, to potentially include public access to the records manager via the City's website.

Records Management - Public Disclosure

Nest Request -- The City of Monroe Open Public Records [Portal](#) (powered by NextRequest) has been live online for just over four months. In that time, approximately *400 requests* have been processed through the portal with an average processing timeline of *six business days to closure*, and *one thousand forty-three records* provided to the public. Staff continues to refine internal processes and best practices to meet the HB1594 reporting guidelines, as well as development of a "How To" Guide for customers.

Reporting -- The Joint Legislative Audit & Review Committee (JLARC) has published a brief in response to the data received regarding the 2017 reporting period (July 23, 2017 to December 31, 2017). Highlights include: agencies submitting data (185); average number of requests received per agency (773); average time to provide response (3 days); average cost per request (\$222); and average cost recovered per request (\$0.50). The next JLARC report is due to be submitted in June 2019, covering the reporting period of January 1-December 31, 2018. (Full report -- <http://leg.wa.gov/jlarc/reports/2019/pubRecordsDataCollection/default.html>)

Policy Updates -- The City's Public Records Officers and divisional Public Disclosure Liaison's will be review a DRAFT PRA Policy in early February; which will be presented to the City Council Legislative Affairs Committee in February 2019 for their review. The policy was last updated in 2008. The goal is for City Council adoption in the first quarter of 2019.

Boards & Commissions – Code Review/Internship

In December 2018, the City Clerk's Office hosted an internship with a local college student wishing to gain experience in the municipal/public sector. The scope of work was to review the City's code regulations relating to Boards, Commission, and related Committees for potential process and procedural improvements (specifically surrounding ease of access, availability, and format). Recommendations are being reviewed by staff and will be taken to the City Council Legislative Affairs Committee for their consideration in April 2019.

Boards & Commissions -- Vacancies

The current vacancies on City boards and commission are as follows:

- 4 – Ethics Boardmember (Terms ending December 2019, 2020, and 2021)
- 1 – Salary Commissioner (Term ending December 2021)

At this time, no applications have been received for these open positions. The City continues to advertise for these positions, which are all open until filled; and is finalizing a *Boards & Commission Brochure* for distribution within the community.

The Salary Commission meets annually (in August); and the Ethics Board meets only as needed (when complaints are filed). Please see the [Vacancies webpage](#) for additional information.

Boards & Commissions – 2019 Work Plans

The City of Monroe Economic Development Advisory Board, Planning Commission, and Park Board 2019 Work Plans are currently in development; and will presented to the full City Council at the Regular Study Session on Tuesday, February 5, 2019.