



# MONROE CITY COUNCIL

## Agenda Bill No. 19-042

<b>SUBJECT:</b>	<b>Approval of 2019 City Council Legislative Committee Work Plans</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
02/12/2019	Administration City Clerk	Deborah Knight Elizabeth Adkisson	Elizabeth Adkisson	<b>Councilmember Reports #2</b>

**Discussion:** 02/12/2019

**Attachments:**

1. Council Rules of Procedure Section 14A
2. Finance & Human Resources Committee 2019 Work Plan
3. Legislative Affairs Committee 2019 Work Plan
4. Transportation/Planning, Public Works, Parks & Recreation, and Public Safety (P4) Committee 2019 Work Plan

**REQUESTED ACTION:** Move to approve the 2019 City Council Legislative Committee Work Plans, as presented.

### POLICY CONSIDERATIONS

*The City Council Rules of Procedure Section 14A.1, Council Legislative Committees – Purpose, notes that “Committees will address issues assigned to them by the City Council.” (Attachment 1) General practice has been to provide draft annual work plans of each committee to the full City Council at the beginning of the year for review and approval.*

### DESCRIPTION/BACKGROUND

The City Council Finance and Human Resources Committee will meet Tuesday, February 12, 2019, to review the DRAFT 2019 Committee Work Plan. Any proposed updates will be presented at the time of the Tuesday, February 12, 2019, Business Meeting (Attachment 2).

The City Council Legislative Affairs Committee met on Tuesday, January 15, 2019, reviewed the DRAFT 2019 Committee Work Plan, and requested the item come before the full Council for their consideration (Attachment 3).

The City Council P4 Committee met on Tuesday, January 22, 2019, reviewed the DRAFT 2019 Committee Work Plan, and requested the item come before the full Council for their consideration (Attachment 4).

The 2019 Works Plans for the three City Council Legislative Committees are being presented for the full Council’s consideration and approval. The work plans are general guidelines for the committee’s; however, as noted, subject to change throughout the year as needed. Department Directors are available to answer questions regarding specific items noted on the work plans.

### FISCAL IMPACTS

N/A

### TIME CONSTRAINTS

N/A

### ALTERNATIVES

Do not approve the committee work plans; and direct Committeemembers to areas of concern.

## SECTION 14A. COUNCIL LEGISLATIVE COMMITTEES

- 14A.1 Purpose. The purpose of a council legislative committee is to formulate policy recommendations and gather policy information for the City Council in order to provide for more efficient and effective use of City Council meeting time. Committees will address issues assigned to them by the City Council. The committees are not intended to oversee or interfere with the administration.
- 14A.2 Staffing. Administrative support to and attendance of committees is provided at discretion of the Mayor. The Mayor or City Administrator may participate as an ex-officio member of each committee. Meeting agendas, if any, and committee minutes, and committee reports may be prepared by staff if directed by the Mayor and requested by the committee.<sup>1</sup>
- 14A.3 Committees Established. A council legislative committee shall consist of up to three council members with two making a quorum. Legislative committees have the following functions:
- A. Transportation and Planning Committee, Public Works, Parks & Recreation, and Public Safety Committee. The primary purpose of the transportation and planning committee is to review and advise upon matters of policy assigned by the City Council involving the physical and economic development of the city as well as matters involving planning for transportation systems and facilities, also involving public health, welfare and safety as well as City infrastructure, excluding traffic and including animal control, public safety, water and sewer utilities, parks and recreation and property management, sales and acquisitions.
- B. Finance and Human Resources Committee. The primary purpose of the Finance and Human Resources Committee is to review and advise upon on matters of policy assigned by the City Council involving city financial affairs, including budget development goals and major financial policies such as reserves and fund balance levels, grants and Interlocal Agreements, personnel matters (e.g. union negotiations, employee benefits), and approval of warrants.
- C. Legislative Affairs Committee: The primary purpose of the Legislative Affairs Committee is to review and advise upon legislative matters at county, state, and federal levels of interest to the City Council; and City Council policies and procedures.
- 14A.4 Performance of Tasks. The committees created in this chapter shall perform such tasks in line with the subjects described in Section 13A.3, or as may be referred to them by the Council. Committee functions are to be flexibly applied and issues such as committee workload and member expertise may be as important as or more important than committee function in assigning tasks to committees. The committees shall not preclude the Council from creating any other ad hoc or other committee with similar functions.

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<sup>1</sup> Minutes required, see Sec. 13A.5.

14A.5 Committee Minutes and Reports. Committee minutes shall be written, including time, date, and location of meeting, attendance, topics discussed, and any reports to council. Committee reports should be very brief, giving subject matter and date(s) during which subject was discussed. Reminders of upcoming Committee meeting dates may be given, but are not considered “reports”.

14A.6 Assignment of Members - Chairperson. Councilmembers shall be assigned to a committee as determined by the city council annually in January. A chairperson for each committee shall be selected by the committee members to preside over committee meetings. After January assignments have been made, the committees shall discuss and establish regular meeting dates, which are open to the public as required by the Open Public Meeting Act, Chapter 42.30 RCW.



**2019**  
**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee**

Councilmembers  
Patsy Cudaback  
Jason Gamble  
Kirk Scarboro

## 2019 WORK PLAN\*

March	Finance	Work Plan Begin Reserve Policy review/update
	HR	Annual Performance Review Update
April (5:30 p.m.)	Finance	Reserve Policy continued Review 2018 annual report Street & Code Enforce funding strategies
	HR	Comp Class Study
May (5:30 p.m.)	Finance	Reserve Police continued (if needed) Development Fees Direct Billing kick off 2019 Budget Amendment
	HR	Bargaining Discussion
June	Finance	Finalize Reserve Policy (if needed)
July	Finance	TBD allowable costs review 6 year utility funds projections
August (5:30 p.m.)	HR	Mid-Year Performance Review Update
	Finance	Begin Travel/Expense Reimbursement Policy review/update
September	Finance	Travel/Expense RI policy continued
October	Finance	Finalize Travel/Expense RI policy
November	Finance	Old business close out
December	Finance	

*\*The work plan items are subject to change as needed; and Regular Meetings held the second Tuesday of each month at 6 p.m.; unless otherwise noted.*



**2019**  
**MONROE CITY COUNCIL**  
**Legislative Affairs Committee**

Councilmembers  
 Ed Davis  
 Jim Kamp  
 Kirk Scarboro

## 2019 WORK PLAN\*

Month	Lead	Agenda Item
January	Admin	2019 Work Plan
February	Admin	Vision 2020 RFP/SOW
March (6 p.m.)	City Clerk Community Development	Council Chambers Video; PRA Policy East Monroe Interim Regulations
April	City Clerk	MMC Title 2 Boards and Commissions
May	Admin	Legislative Update
June	Admin/City Clerk	Voting Rights Act
July (6 p.m.)	City Clerk Community Development	Public Defender Assessment Annual Docket
August	Community Development	Affordable Housing Code Annexations
September (6 p.m.)	City Clerk Community Development	Records Management Policy North Kelsey Design Guidelines
October	Admin	Legislative Priorities
November		
December		

*\*Regular Meetings held the third Tuesday of each month at 6:30 p.m.; unless otherwise noted.*



**MONROE CITY COUNCIL**  
**Transportation/Planning, Public Works,**  
**Parks & Recreation and Public Safety Committee**  
**(P4) Committee**

**2019 Committee**  
 Councilmembers  
 Ed Davis  
 Jim Kamp  
 Jeff Rasmussen

## 2019 WORK PLAN\*

Month	Lead	Agenda Item
January	Admin	2019 Work Plan
February	Public Works	Property Maintenance Code and Parking/Storage Violations City Hall Facilities – Alternate Sites and Partnerships
March	Public Works	City Hall Facilities – Alternate Sites and Partnerships
April	Public Works	City Hall Facilities – Alternate Sites and Partnerships
	Police	PD Assessment Report and Recommendations
May 7, 2019	Public Works	6-Year Transportation Improvement Plan (TIP)
	Parks	East County Park and Rec District – Citizen Advisory Committee Recommendations
June	Police	Homelessness Policy Advisory Committee (HPAC) Recommendations
	Admin	Economic Development Advisory Board (EDAB) Recommendations
July	Planning/Police and Public Works	Code Enforcement Update & Recommendations
	Court	Court Strategic Plan Recommendations
August	Planning	Affordable Housing Code
September	Public Works/Parks	6-Year Capital Improvement Plan (CIP)
October	Planning	North Kelsey Design Guidelines
November	Planning	Downtown Master Plan Update
December		

*\*The work plan items are subject to change as needed; and Regular Meetings held the fourth Tuesday of each month at 6 p.m.; unless otherwise noted.*



**MONROE CITY COUNCIL**  
**Transportation/Planning, Public Works,**  
**Parks & Recreation and Public Safety Committee**  
**(P4) Committee**

**2019 Committee**  
Councilmembers  
Ed Davis  
Jim Kamp  
Jeff Rasmussen

DRAFT