



MONROE CITY COUNCIL

Agenda Bill No. 19-023

SUBJECT:	Council Legislative Committees - Creation of Public Safety Committee
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/05/2019	Administration	Deborah Knight	Deborah Knight	Discussion Items #3

Discussion: 02/05/2019

Attachments: 1. Council Rules of Procedure Section 14A. Legislative Committees

REQUESTED ACTION: Discuss whether to amend Section 14A of the Council Rules of Procedure to create a City Council Public Safety Committee.

POLICY CONSIDERATION

RCW 35A.12.120, provides, in part: "The Council shall determine its own rules and order of business and may establish rules for the conduct of council meetings and the maintenance of order." Under this authority, the City Council may enact rules and regulations to govern the conduct and operations of the City Council. This authority includes the ability to determine if and when standing committees will be utilized, what the committees will be, how they will conduct their business, and how their members will be appointed.

The policy question for the city council is whether to amend Section 14A (Attachment 1) of the Council Rules of Procedure to create a separate Public Safety Committee for Police, Emergency Management, Defense and Prosecution, Municipal Court, Nuisance Abatement, and Code Enforcement Issues.

DESCRIPTION/BACKGROUND

City Council committees are policy review and discussion arms of the City Council that are created to assist the Council in examining issues that may come before it in greater depth and detail. Committees study issues and develop recommendations for consideration by the Council. Committees do not take binding action on behalf of the City.

The City of Monroe defines the type and scope of council legislative committees in Section 14A of the Council Rules of Procedure. There are three standing committees: Finance and Human Resources; Legislative, and Transportation/Planning, Public Works, Parks and Recreation and Public Safety. The committees meet on the second, third, and fourth Tuesdays of the month typically between six and seven p.m. before Council Meetings.

Currently, public safety issues are considered by the Transportation and Planning Committee, Public Works, Parks & Recreation, and Public Safety Committee (P4).

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.

There are a number of public safety issues and policies in the 2019 work plan including the Homeless Policy Advisory Committee recommendations; Police Department Assessment; Court Strategic Plan, and nuisance abatement.

Mayor Thomas and City Staff want to ensure City Council members have sufficient time to understand complex material, ask questions and provide direction to staff prior to issues coming to the full city council for action. Separating public safety from the P4 committee would allow additional time for committee consideration.

IMPACT – BUDGET

There is no direct budget impact. The committee would be staffed by the police department with support from the City Clerk and City Administrator. Other work plan items such as emergency management and nuisance abatement would be assigned to public works and planning as needed.

TIME CONSTRAINTS

There are no time constraints. The P4 Committee can continue to review public safety issues.

ALTERNATIVES TO REQUESTED ACTION

The city council could “do nothing”. In this alternative, the P4 Committee would continue to review public safety issues. Under this alternative, the P4 Committee may not have sufficient time to review complex issues during normal committee meetings.

In months with several agenda items the P4 Committee could adjust its regular meeting date and/or time. The P4 Committee could meet at five or 5:30 p.m. or at a different day or time.

Although not defined in Council Rules of Procedure Section 14A, the City Council could choose to create an Ad-Hoc Public Safety Committee for reviewing specific public safety issues assigned to the committee by the City Council. The City Council may find there is only a short-term (one year) need to review public safety issues separate from public works, planning and parks.

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.¹⁰

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 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 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.

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. physical and economic.