



**MEMORANDUM**

**TO:** Monroe City Council, Mayor Thomas, and City Administrator Knight  
**FROM:** Elizabeth Adkisson, City Clerk  
**DATE:** February 26, 2019  
**RE:** **City Clerk/Records Monthly Report**

**Records Management - Public Disclosure**

Nest Request -- The City of Monroe Open Public Records [Portal](#) (powered by NextRequest) has been live online for just over five months. In that time, approximately 533 requests have been processed through the portal with an average processing timeline of 5.5 business days to closure, and 1484 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.

Policy Updates -- The City's Public Records Officers and divisional Public Disclosure Liaison's have reviewed the DRAFT PRA Policy; this item will be reviewed by the City Council Legislative Affairs Committee in March 2019; and to the full Council for consideration of adoption in the first quarter of 2019. The policy was last updated in 2008.

**Public Defense – Administration**

In the month of January 2019, 52 cases were assigned to the City's Public Defenders for a total cost of \$15,400; details as follows:

- 44 cases assigned to primary counsel – \$13,000 (contracted monthly retainer fee); and
- 8 cases assigned to back-up/conflict counsel - \$2,400 (\$300 per case payment fee).

Year-over-year comparison of total cases assigned in the month of January:

2017	2018	2019
46 cases	35 cases	52 cases

**Public Defense – QID Assessment**

Per the grant agreement with the Washington State Office of Public Defense (OPD), the Quality Indigent Defense (QID) Assessment has been initiated with the selection of a consultant attorney to complete the assessment (Travis Streamns). Next steps in the process are for City Staff to meet in March 2019 with OPD and the selected consultant attorney to discuss project goals and timeline.

## **Boards & Commissions -- Vacancies**

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

9 to 11 – Homelessness Policy Advisory Committee (HPAC) Members (Limited Term)

4 – Ethics Boardmember (Terms ending December 2019, 2020, and 2021)

1 – Salary Commissioner (Term ending December 2021)

Interviews are currently being held with HPAC applicants; and City Council confirmation of the Mayor's appointments are scheduled for the March 26, 2019, Council Meeting.

At this time, no applications have been received for open positions on the Ethics Board and Salary Commission. The City continues to advertise for these positions, which are all open until filled. As a reminder - 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.