



**MEMORANDUM**

**TO:** Monroe City Council, Mayor Thomas, and City Administrator Knight  
**FROM:** Elizabeth Adkisson, City Clerk  
**DATE:** April 23, 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 six months. In that time, approximately 765 requests have been processed through the portal with an average processing timeline of 5.0 business days to closure, and 2212 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 new PRA Policy was approved by City Council on April 9, 2019, and implementation and dissemination efforts are ongoing.

**Public Defense – Administration**

In the month of March 2019, 21 cases were assigned to the City’s Public Defenders for a total cost of \$13,000; details as follows:

- 21 cases assigned to primary counsel – \$13,000 (contracted monthly retainer fee).

Year-over-year comparison of total cases assigned:

|           | 2017      | 2018      | 2019      | 2019 Costs |
|-----------|-----------|-----------|-----------|------------|
| January   | 46 cases  | 35 cases  | 52 cases  | \$15,400   |
| February  | 41 cases  | 31 cases  | 40 cases  | \$16,900   |
| March     | 50 cases  | 61 cases  | 21 cases  | \$13,000   |
| TOTAL YTD | 137 cases | 127 cases | 113 cases | \$32,300   |

**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). City Staff has met with OPD and the selected consultant attorney to discuss project goals and timeline; the project is expected to run April through June 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 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.