



MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight
FROM: Elizabeth Adkisson, City Clerk
DATE: June 25, 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 over nine months. In that time, approximately *994 requests* have been processed through the portal with an average processing timeline of *3.0 business days to closure*, and *3484 records* provided to the public. Staff continues to refine internal processes and best practices to meet the HB1594 reporting guidelines (next report due August 1, 2019), as well as development of a “How To” Guide for customers.

Public Defense – Administration

In the month of May 2019, 54 cases were assigned to the City’s Public Defenders for a total cost of \$18,400; details as follows:

- 36 cases assigned to primary counsel – \$13,000 (contracted monthly retainer fee).
- 18 cases assigned to back-up/conflict counsel - \$5,400 (\$300 per case).

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
April	47 cases	29 cases	36 cases	\$15,400
May	24 cases	66 cases	54 cases	\$18,400
TOTAL YTD	208 cases	222 cases	203 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 is currently underway; the consultant attorney (Travis Stearns) has completed the on-site evaluation; the evaluation reports/recommendations are expected in early July; and to be followed by a stakeholders meeting to review results. The report will be shared with Council in July and intend to inform future grant opportunities and the 2020 Budget for public defense.

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.