



MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight
FROM: Elizabeth Adkisson, City Clerk
DATE: August 27, 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 since September 2018. In that time, approximately 1321 requests have been processed through the portal with an average processing timeline of 4.7 business days to closure, and 4877 records provided to the public.

Public Defense – Administration

In the month of August 2019, 45 cases were assigned to the City’s Public Defenders for a total cost of \$17,800; details as follows:

- 29 cases assigned to primary counsel – \$13,000 (contracted monthly retainer fee).
- 16 cases assigned to back-up/conflict counsel - \$4,800 (\$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
June	39 cases	61 cases	51 cases	\$17,500
July	43 cases	29 cases	71 cases	\$22,600
August	55 cases	43 cases	45 cases	\$17,800
TOTAL YTD	345 cases	355 cases	370 cases	\$137,000

Boards & Commissions

Vacancies -- The 2020 Vacancies on City of Monroe Boards, Commissions, and Committees are as follows:

- 1 – Economic Development Advisory Boardmember; Term ending December 2022
- 5 – Ethics Boardmembers; Terms ending December 2020, 2021; & 2022
- 1 - Park Boardmember; Term ending December 2023
- 1 - Planning Commissioner; Term ending December 2023
- 3 – Salary Commissioners; Terms ending December 2021 & 2022

Please see the [Vacancies webpage](#) for additional information.

Code Update -- City Council accepted first reading of the ordinance consolidating all City of Monroe Boards, Commission, and Committees into one common title of the Monroe Municipal Code on August 13, 2019; and will consider adoption at the August 27, 2019, Business Meeting. If adopted, ***the ordinance will be effective September 26, 2019.***