



MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight
FROM: Elizabeth Adkisson, City Clerk
DATE: October 22, 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 1417 requests have been processed through the portal with an average processing timeline of 4.7 business days to closure, and 5275 records provided to the public. Year-to-date data (2019): 1060 requests received with an average 4.5 days to closure.

Public Defense – Grant Received

On October 11, 2019, the City of Monroe was notified by the Washington State Office of Public Defense that its application for grant funding for public defense improvements in calendar years 2020 and 2021 had been successful. The City will receive approximately \$24,000, to be distributed in two equal sums: one-half for use in 2020, and one-half for use in 2021. The authorized use for this grant will fund an additional social worker for public defense clients; expanding the City’s current social work presence in Monroe, with a focus on assisting the public defense team and clients as they navigate the judicial system. Next steps in the process include acceptance of the grant agreement and selection of a service provider, with a goal to have a professional services contract in place by January 1, 2020.

Public Defense – Administration

In the month of September 2019, 52 cases were assigned to the City’s Public Defenders for a total cost of \$22,300; details as follows:

- 21 cases assigned to primary counsel – \$13,000 (contracted monthly retainer fee).
- 31 cases assigned to back-up/conflict counsel - \$9,300 (\$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
September	36 cases	35 cases	52 cases	\$22,300
TOTAL YTD	381 cases	390 cases	422 cases	\$159,300

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

Seven applications have been received with interviews to be scheduled for late October/early November. Confirmation of the Mayor’s appointments is scheduled for the December 10, 2019, Business Meeting; along with the annual City of Monroe Boards, Commissions, and Committees Recognition event, to be held at 6:30 p.m. that evening.

All positions are open until filled. Please see the [Vacancies webpage](#) for additional information.