



MONROE CITY COUNCIL

Agenda Bill No. 20-042

SUBJECT:	Approval of 2020 City Council Legislative Committee Work Plans
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
03/10/2020	Administration City Clerk	Deborah Knight Elizabeth Adkisson	Elizabeth Adkisson	Consent Agenda #7

Discussion: 03/10/2019

Attachments:

1. Council Rules of Procedure Section 14A
2. Public Safety Committee 2020 Work Plan
3. Legislative Affairs Committee 2020 Work Plan
4. Finance & Human Resources Committee 2020 Work Plan
5. Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee 2020 Work Plan

REQUESTED ACTION: Move to approve the 2020 City Council Legislative Committee Work Plans, as presented.

POLICY CONSIDERATIONS

The City Council Rules of Procedure Section 14A.1, Council Legislative Committees – Purpose, notes that “Committees will address issues assigned to them by the City Council.” (Attachment 1) General practice has been to provide draft annual work plans of each committee to the full City Council at the beginning of the year for review and approval.

DESCRIPTION/BACKGROUND

The City Council Legislative Committees met on the following dates to review and discuss the DRAFT 2020 Committee Work Plans, and requested the final drafts be presented to the full Council for their consideration:

- Public Safety Committee met on Tuesday, February 4, 2020 (see attachment 2);
- Legislative Affairs Committee met on Tuesday, February 11, 2020 (see attachment 3);
- Finance and Human Resources Committee met on Tuesday, February 18, 2020 (see attachment 4); and
- Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee met on Tuesday, February 24, 2020 (see attachment 5).

The 2020 Works Plans for the four City Council Legislative Committees are being presented for the full Council’s consideration and approval. The work plans are general guidelines for the committee’s; however, as noted, subject to change throughout the year as needed. Department Directors are available to answer questions regarding specific items noted on the work plans.

FISCAL IMPACTS

N/A

TIME CONSTRAINTS

N/A

ALTERNATIVES

Do not approve the committee work plans; and direct Committeemembers to areas of concern.

SECTION 14A. COUNCIL LEGISLATIVE COMMITTEES

- 14A.1 Purpose. The purpose of a council legislative committee is to formulate policy recommendations and gather policy information for the City Council in order to provide for more efficient and effective use of City Council meeting time. Committees will address issues assigned to them by the City Council. The committees are not intended to oversee or interfere with the administration.
- 14A.2 Staffing. Administrative support to and attendance of committees is provided at discretion of the Mayor. The Mayor or City Administrator may participate as an ex-officio member of each committee. Meeting agendas, if any, and committee minutes, and committee reports may be prepared by staff if directed by the Mayor and requested by the committee.¹
- 14A.3 Committees Established. A council legislative committee shall consist of up to three council members with two making a quorum. Legislative committees have the following functions:
- A. Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee. The primary purpose of the P3 committee is to review and advise upon matters of policy assigned by the City Council involving the physical and economic development of the city as well as matters involving planning for transportation systems and facilities, as well as City infrastructure, and including water and sewer utilities, parks and recreation, and property management, sales, and acquisitions.
- B. Public Safety Committee. The primary purpose of the Public Safety Committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, and safety; including issues related to police, emergency management, public defense and prosecution, municipal court, nuisance abatement, and code enforcement issues.
- C. Finance and Human Resources Committee. The primary purpose of the Finance and Human Resources Committee is to review and advise upon on matters of policy assigned by the City Council involving city financial affairs, including budget development goals and major financial policies such as reserves and fund balance levels, grants and Interlocal Agreements, personnel matters (e.g. union negotiations, employee benefits), and approval of warrants.
- D. Legislative Affairs Committee: The primary purpose of the Legislative Affairs Committee is to review and advise upon legislative matters at county, state, and federal levels of interest to the City Council; and City Council policies and procedures.
- 14A.4 Performance of Tasks. The committees created in this chapter shall perform such tasks in line with the subjects described in Section 13A.3, or as may be referred to them by the Council. Committee functions are to be flexibly applied and issues such as committee workload and member expertise may be as important as or more important than committee function in assigning tasks to committees. The committees shall not preclude the Council from creating any other ad hoc or other committee with similar functions.

¹ Minutes required, see Sec. 13A.5.

- 14A.5 Committee Minutes and Reports. Committee minutes shall be written, including time, date, and location of meeting, attendance, topics discussed, and any reports to council. Committee reports should be very brief, giving subject matter and date(s) during which subject was discussed. Reminders of upcoming Committee meeting dates may be given, but are not considered “reports”.
- 14A.6 Assignment of Members - Chairperson. Councilmembers shall be assigned to a committee as determined by the city council annually in January. A chairperson for each committee shall be selected by the committee members to preside over committee meetings. After January assignments have been made, the committees shall discuss and establish regular meeting dates, which are open to the public as required by the Open Public Meeting Act, Chapter 42.30 RCW.



**MONROE CITY COUNCIL
Public Safety Committee**

2020 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Heather Rousey

2020 WORK PLAN*

Month	Lead Department	Agenda Item
January 7**	CANCELLED	
February 4	Administration	HPAC Recommendations 2020 Work Plan
March 3**	Administration	Homelessness Communications Plan
	Police	LEMAP Preview
	Emg. Management	Continuity of Government; MMC Amendments
April 7**	Court	Judge Ness Update
	Police	Detective/Pro-Act Consolidation Chronic Nuisance Properties
May 5	Police	LEMAP Review Volunteer Program
	Emg. Management	Comprehensive Emergency Management Plan
June 2	Police	2021-2022 Budget Solicitation Ordinance Prosecuting Attorney Report
	City Clerk	Public Defense/Grant Update
July 7	Police	Drone Policies Training Update National Night Out (August 4)
August 4**	CANCELLED	
September 1**	Police	Fall Public Events Drone Program Update
	Emg. Management	Comprehensive Emergency Management Plan
	Court	Judge Ness Update
October 6	Police	Infrastructure & Technology Update Prosecuting Attorney Update
	Emg. Management	Comprehensive Emergency Management Plan
November 3**	Police	PSC Goals and Agenda Code Enforcement – Chronic Nuisance Properties
	City Clerk	Public Defense/Grant Update Contract Renewals
December 1		

**The work plan items are subject to change as needed; and Regular Meetings held the first Tuesday of each month at 6 p.m.; unless otherwise noted.*

***City Council Meetings have been cancelled on these dates; Committee Meetings TBD.*



MONROE CITY COUNCIL
Legislative Affairs Committee

2020 Committee
 Councilmembers
 Ed Davis
 Kevin Hanford
 Kirk Scarboro

2020 WORK PLAN*

Month	Lead Department	Agenda Item
February 11 (6 p.m.)	Administration	2020 Work Plan Legislative Update
March 10	Administration	Snohomish County Tomorrow Council of Governments Legislative Update
April 14 (6 p.m.)	Community Development	Countywide Planning Policies Legislative Update
May 12	Administration	Legislative Update
June 9		
July 14		
August 11		
September 8	Community Development	Countywide Planning Policies
October 13	Administration	Legislative Priorities
November		
December 8		

* The work plan items are subject to change as needed; and Regular Meetings held the second Tuesday of each month at 6:30 p.m.; unless otherwise noted.



MONROE CITY COUNCIL
Finance & Human Resources Committee

ATTACHMENT 4

2020 Committee
 Councilmembers
 Patsy Cudaback
 Jason Gamble
 Kirk Scarboro

2020 WORK PLAN*

Month	Lead Department	Agenda Item
January 21	Finance	Parks Capital Bond Direct Billing Study (FCS)
February 18	Finance	Direct Billing Study (FCS)
	HR	Annual Performance Review Update City Severance Policy
March 17	CANCELLED	
April 21	Finance	2020 Budget Amendment Review 2019 annual report Water Station Annual Fee Sales and Property Tax discussion Reserve Policy update Purchasing Policy update
May 19	Finance	Begin Travel/Expense Reimbursement Policy review/update TBD allowable costs review
June 16	Finance	Complete Travel/Expense Reimbursement Policy review/update 6 year utility funds projection update
July 21	Finance	Next Budget Cycle Revenue Assumptions
August 18	HR	Mid-Year Performance Review Update
September 15	Finance	General Fund six year projection
October 20	Finance	Old business close out
November 17	Finance	Old business close out
December 15**	Finance	

**The work plan items are subject to change as needed; and Regular Meetings held the third Tuesday of each month at 5:30 p.m.; unless otherwise noted.*

***City Council Meetings have been cancelled on these dates; Committee Meetings TBD.*



MONROE CITY COUNCIL
Transportation/Planning, Public Works,
Parks & Recreation and Public Safety Committee
(P3) Committee

ATTACHMENT 5
2020 Committee
 Councilmembers
 Ed Davis
 Jeff Rasmussen
 Heather Rousey

2020 WORK PLAN*

Month	Lead Department	Agenda Item
January	CANCELLED	
February 25	Administration	2020 Work Plan
	Public Works	WWTP Engineering Report
	Community Dev.	Urban Growth Area Boundary
March 24	Public Works	2021- 2026 Six-Year TIP French Slough Flood Control District ILA
	Parks & Rec.	191 st Ave Trail
	Community Dev.	Temporary Encampment Regulations
April 28	Parks & Rec.	Security Camera Policy
	Community Dev.	Floodplain Regulations UDR Housekeeping
May 26**	Community Dev.	Building Code Updates Small Cell Regulations
June 22	Community Dev.	Northwest and Northeast Annexation Areas Buildable Lands Report Update
	Public Works	102021-2027 CF
July 28	Community Dev.	North Kelsey Planning and Design Guidelines/Enviro
	Parks & Rec.	PROS Plan Update
August 25	Parks & Rec. and Community Dev	Tree Regulations
	Community Dev.	Annual Comp Plan Amendments
September 22	Community Dev.	Affordable Housing Code
October 27	Public Works	Tour WWTP
November 24**	Community Dev.	Countywide Buildable Lands
	Parks & Rec.	PROS Plan Update
December 22**	Public Works	2022 – 2027 Six-Year TIP

**The work plan items are subject to change as needed; and Regular Meetings held the fourth Tuesday of each month at 6 p.m.; unless otherwise noted.*

***City Council Meetings have been cancelled on these dates; Committee Meetings TBD.*