



MONROE CITY COUNCIL
Legislative Affairs Committee Meeting
Tuesday, October 15, 2013, 5:45 P.M.
Permit Center, City Hall

MINUTES

I. Call to Order

A regular meeting of the City of Monroe Legislative Affairs Committee was held on October 15, 2013. Committee called the meeting to order at 6 p.m. in the Planning Department conference room of City Hall.

Council Present: Kurt Goering, Kevin Hanfordⁱ and Ed Davis
Staff Present: Gene R. Brazel and Elizabeth M. Smoot

II. Approval of Minutes

Motion to approve June 18, 2013, Legislative Affairs Committee minutes made by Goering; and seconded by Davis. Motion approved.

III. Unfinished Business

No items for discussion.

IV. New Business

A. Social Media Policy

City Administrator Brazel provided background information on social media and a corresponding policy; the policy previously reviewed has been deemed to be unfeasible due to staff and budget constraints. . Mr. Brazel reported on a social media option currently available through the city website, providing Councilmembers with individual blog pages for posting, which would then be reposted on the City's Facebook page and Twitter account. Comments from individuals in response could be submitted through email (to Council's city accounts).This option would alleviate staff and budgetary burdens, and cover public records management and disclosure.

Discussion ensued regarding the process, public records policies, open meetings policies, Committee support for this alternative, and creation of a social media policy to address this option for the full Council's consideration. Councilmembers stated the item is up for discussion at the October 15, 2013, Regular Business Meeting.

B. Formatting of City Documents

City Clerk Smoot presented information on the Washington State Archives and international best practices regarding font and formatting of documents for permanent retention. In general, 'Arial' font is the preferred option.

Discussion ensued regarding serif versus sans serif fonts; Committee members supported the use of the 'Arial' font for city documents.

V. Other

No items for discussion.

VI. Next Committee Meeting - November 19, 2013, 5:45pm, City Hall, Permit Center

Discussion ensued regarding items for the November Committee Meeting; including amendments to the Council Rules of Procedure (to address: meeting seating arrangements, definition of committees, and council compensation); Code of Ethics amendments; and the social media policy.

VII. Adjournment

Meeting adjourned at 6:25 p.m.

¹ Clerk's Note: Councilmember Hanford arrived at 6:10 p.m.