



# CITY OF MEDINA

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**Date:** December 9, 2024  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Aimee Kellerman, City Clerk  
**Subject:** Central Services Department Monthly Report

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## DECEMBER AND JANUARY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Annual Employee/Volunteer Appreciation Lunch	Dec 12	12:00 pm – 2:30 pm	Overlake Golf and Country Club
Annual Argosy Christmas Ships	Dec 14	5:00 pm	Medina Beach Park
Planning Commission Special Meeting	Dec 18	6:00 pm	In-Person/Online
City Council Meeting – Cancelled	Dec 23		
Planning Commission Meeting – Cancelled	Dec 24		
Christmas Day – <b>City Hall Closed</b>	Dec 25		
New Year’s Day – <b>City Hall Closed</b>	Jan 1		
Joint City Council and Planning Commission Meeting	Jan 8	6:00 pm	In-Person/Online
Community Forum – Middle Housing	Jan 9	4:00 pm – 7:00 pm	St. Thomas Episcopal Church
City Council Meeting	Jan 13	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Jan 16	6:00 pm	In-Person/Online
Martin Luther King Jr.’s Birthday – <b>City Hall Closed</b>	Jan 20		
Park Board Meeting	Jan 21	5:00 pm	In-Person/Online
City Council Meeting	Jan 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Jan 28	6:00 pm	In-Person/Online

*Meetings are publicly noticed on the City’s three official notice boards, City website, and via GovDelivery. Occasionally notices require publication in the City’s official newspaper, The Seattle Times. Public meetings scheduled after publication of this report can be found on the City’s website.*

## COMMUNICATION TO OUR COMMUNITY

**E-Notice Program:** During the month of November, the City issued 24 bulletins amounting to a total of 167,321 bulletins delivered to subscribers; approximately 14.5% were opened. See **Attachment 1**.

As of November 30, the city had 20,667 subscribers (change in total subscribers **+283**), with a combined total of 187,265 subscriptions (change in total subscriptions **+2,057**).

## **RECORDS REQUESTS**

During the month of November, 11 public records requests were received by Central Services. See **Attachment 2**.

## **LASERFICHE AND RECORDS MANAGEMENT PROJECT**

Over the past few months, we have experienced some unexpected challenges with our Laserfiche portal implementation due to critical IT infrastructure requirements. Specifically, our IT consultant needed to procure and configure a dedicated external server to ensure secure public access to our documents without compromising our internal network's integrity. This process took longer than anticipated, which temporarily halted our portal development.

At the start of the month, our Laserfiche and Records Management consultants resumed work, and we are now targeting a portal launch in early 2025. Despite this setback, our team has remained proactive and productive. We've used this time to meticulously refine our system's infrastructure, focusing on:

- Standardizing naming conventions for clarity and consistency.
- Streamlining folder structures for improved organization.
- Ensuring a robust and uniform repository architecture.
- Enhancing backend user experiences to support seamless staff integration.
- Developing a new form and workflow to manage applications, training, and tracking for boards and commissions.
- Developing a new animal license application and tracking.

These efforts will ensure a more efficient and user-friendly system when the portal goes live. We appreciate the City Council's continued support as we develop a repository that not only meets our community's needs but also sets a benchmark for municipal document management. We are excited to soon introduce our Public Document Library to both the city council and the public, stay tuned!