



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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**Date:** June 12, 2023  
**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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## **APRIL AND MAY PUBLIC MEETINGS AND EVENTS**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
City Council Meeting - <b>CANCELLED</b>	Jun 26		
Planning Commission Meeting	Jun 27	6:00 pm	In-Person/Online
Independence Day Holiday – City Hall Closed	Jul 4		
City Council Meeting	Jul 10	5:00 pm	In-Person/Online
Park Board Meeting	Jul 17	5:00 pm	In-Person/Online
City Council Meeting	Jul 24	5:00 pm	In-Person/Online
Planning Commission Meeting	Jul 25	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 May, the City issued 28 bulletins amounting to a total of 142,208 bulletins delivered to subscribers; approximately 16% were opened. See **Attachment**.

As of May 31, the city had 15,028 subscribers (change in total subscribers **+210**), with a combined total of 136,549 subscriptions (change in total subscriptions **+2,279**).

## **RECORDS REQUESTS**

During the month of May, 16 public records requests have been received by Central Services. See **Attachment 2**.

## ATTACHMENT 1

	<b>Bulletins Developed</b>	<b>Total Recipients</b>	<b>Total Delivered</b>	<b>Unique Email Opens</b>	<b>Unique Email Open Rate</b>	<b>Wireless Recipients</b>
Comparisons:						
May, 2023	28	159,825	142,208	14,563	16.00%	61,919
April, 2023	32	213,523	191,506	20,444	16.60%	81,637
March, 2023	21	129,439	115,951	11,878	15.90%	49,669
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
September, 2022	18	71,635	64,845	8,554	18.20%	21,385
August, 2022	13	65,817	60,494	8,916	19.90%	18,579
July, 2022	17	66,926	61,741	8,809	18.5%	16,757
June, 2022	38	170,001	156,176	17,192	15.00%	48,346
May, 2022	21	93,246	86,088	9,650	14.8%	24,298
April, 2022	31	166,938	154,946	17,108	14.70%	45,327
March, 2022	21	108,426	100,766	11,437	15.00%	28,354
<b>Date Sent</b>	<b>Top 10 Most Read Bulletins During May</b>			<b>Emails Opened</b>	<b>Email Open Rate</b>	
05/02/2023 11:00 AM PDT	Community Bulletin - Scam Referencing Local Police Agencies			2,042	20%	
05/10/2023 11:00 AM PDT	Community Bulletin - Open Police Officer Position			1,937	19%	
05/12/2023 08:00 AM PDT	Proclamation - National Police Week and Peace Office Memorial Day May 14 - May 20, 2023			1,490	16%	
05/12/2023 09:21 AM PDT	Candidate Filing Week - May 15-19			1,254	15%	
05/17/2023 03:23 PM PDT	Community Bulletin - WA State Drug Crime Legislation			1,990	19%	
05/18/2023 03:43 PM PDT	King County Candidate Filing period closes on May 19th!			1,236	15%	
05/24/2023 12:04 PM PDT	Notice of Public Hearing - 2024-2029 Six Year CIP/TIP & non- TIP - June 12, 2023			1,373	16%	
05/30/2023 08:01 AM PDT	Survey - Gas-Powered Leaf Blowers in Medina			1327	16%	
05/30/2023 03:50 PM PDT	Community Bulletin - Recent Criminal Activity			2,629	22%	
05/31/2023 11:05 AM PDT	Community Bulletin - Police Activity - Clyde Hill 76 Gas Station			2,266	22%	



## ATTACHMENT 2

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144  
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DATE: June 12, 2023  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: May 2023, Public Records Request Tracking

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In May 2023, Central Services staff received **16** new public records requests and **1** ongoing request. These requests required approximately **34 hours** of Central Services staff time and **1 hour** of consulting time with the City Attorney. The overall March and April cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$3157**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2023, the Police Department received **34** new records requests. These requests required approximately **8 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits, is approximately **\$542**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

# May 2023 Monthly PRR Report

Run Date: 06/05/2023 4:34 PM

ATTACHMENT 2

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Summary	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	5/1/2023	<a href="#">P002753-050123</a>	Public Records Request	5/10/2023	Public Records Request	BEN THORN	Building	Could I please request the documents for Building Permit number B-23-001for the proposed installation of the T-Mobile cell tower on 84th Ave NE. Thanks, Ben Thorn	Dawn Nations
Central Services	5/1/2023	<a href="#">P002754-050123</a>	Public Records Request	5/10/2023	Public Records Request	Susanna Morgan	Building	Permit or info for 7626 NE 10th. CAP-22-002	Dawn Nations
Central Services	5/4/2023	<a href="#">P002760-050423</a>	Public Records Request	5/15/2023	Public Records Request	Jeffrey Richey	Development Services	Remodel plans and survey for 1864 77th Ave NE, Medina, WA. I have misplaced my plans and survey and would like to make copies of the set that the City of Medina has.	Dawn Nations
Central Services	5/4/2023	<a href="#">P002762-050423</a>	Public Records Request	5/17/2023	Public Records Request	Property and building documentation at 8607 EVERGREEN	Development Services	I am a landscape designer and looking for any site records of the property and house structures as 3607 EVERGREEN POINT RD 98039 Parcel number: 2425049122	Dawn Nations
Central Services	5/4/2023	<a href="#">P002763-050423</a>	Public Records Request	5/17/2023	Public Records Request	Partner Robert Smith	Building	All public records related to proposed development at 3605 Evergreen Point Road, Medina, WA 98039, including but not limited to all applications associated with CAP-22-036 (building permit, demolition permit, grading and drainage permit, tree activity); site plans; engineering and technical reports; all written correspondence; and any associated staff reports or other City documents.	Dawn Nations
Central Services	5/5/2023	<a href="#">P002765-050523</a>	Public Records Request	6/9/2023	Public Records Request	John Ebel [mailto: John Ebel	Public Works	Please send me a copy of the T-Mobile franchise agreement with the City of Medina. If there are agreements or proposed agreements with other wireless carriers, I would also appreciate it if you would provide copies of those documents as well. In addition to the document request set forth in my email (below) that I sent you earlier this morning, would you please also provide the following: 1.Copies of the T-Mobile drawings that were displayed at the function Wednesday evening, and any other documents provided by T-Mobile to the city regarding the proposed cell tower; and 2.Copies of any other documents (including internal city analysis, and correspondence between the city and T-Mobile) that relate to the proposed facility and/or to the T-Mobile franchise agreement before or after it was signed.	Dawn Nations

Central Services	5/9/2023	<a href="#">P002768-050923</a>	Public Records Request	5/26/2023	Public Records Request	MS Heija Nunn	Development Services	Can you please share any and all information, communications, documents, emails etc that will be utilized to converse with T-Mobile during the upcoming meeting and meetings related to the antennae proposal on 84th.	Aimee Kellerman
Central Services	5/9/2023	<a href="#">P002770-050923</a>	Public Records Request	5/18/2023	Public Records Request	Paralegal Donna Pucel	Building	All documents relating to permit number 17125224 for construction of new home at 2610 82nd Avenue NE, Medina (owners - Bob Bagga and Anita Ninan Bagga), including permits, inspections, final plans stamped by the City of Medina as being approved for construction, any changes to the plans, and City approval of same,	Dawn Nations
Central Services	5/10/2023	<a href="#">P002771-051023</a>	Public Records Request	5/19/2023	Public Records Request	Maria Hui	Building	building and land use permits for parcel # 326230-1555	Dawn Nations
Central Services	5/10/2023	<a href="#">P002772-051023</a>	Public Records Request	5/19/2023	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 4/1/2023 - 4/30/2023. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Dawn Nations
Central Services	5/10/2023	<a href="#">P002774-051023</a>	Public Records Request	5/22/2023	Public Records Request	Paige Cornwell	Central Services	Please provide audio of the May 8, 2023 Medina City Council meeting. Thank you.	Aimee Kellerman
Central Services	5/11/2023	<a href="#">P002776-051123</a>	Public Records Request	5/23/2023	Public Records Request	Bob Bagga	Building	We require all approved building permits & inspections for 2610 82nd ave NE Medina WA 98039 PERMIT# B-17-073 Specifically Final structural sign off from the engineer of record on the structural observation program report This one document is of priority if it can be expedited. Many thanks in advance & I can pick up also if necessary	Dawn Nations
Central Services	5/15/2023	<a href="#">P002780-051523</a>	Public Records Request	5/25/2023	Public Records Request	Maria Hui	Building	Approved land use, structural, and building permit drawing submittals (not issued permits) for: 2604 79th Ave NE, 98039	Dawn Nations
Central Services	5/16/2023	<a href="#">P002782-051623</a>	Public Records Request	5/25/2023	Public Records Request	David McCourt	Building	1686 77th Ave NE / B-20-085 7611 NE 12th ST / B-16-053 Thanks! David Assessments	Dawn Nations
Central Services	5/22/2023	<a href="#">P002789-052223</a>	Public Records Request	5/31/2023	Public Records Request	Galya Kirstine	Building	Hello, I'd like to request the permitted house plans for 3225 Evergreen Point Road, Medina. In particular I'm looking for the total square footage of the home. Thank you, Galya	Dawn Nations
Central Services	5/23/2023	<a href="#">P002790-052323</a>	Public Records Request	6/1/2023	Public Records Request	Taylor Schulte	Building	I am trying to locate private storm drainage lines as the run through and on 3605 and 3603 Evergreen Point Road NE. I believe they are draining to the lake. Any building plans or utility plans would be greatly appreciated.	Dawn Nations