



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: July 11, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

JULY AND AUGUST PUBLIC MEETINGS AND EVENTS

| Event | Date | Time | Location |
|--|-------------|-------------|------------------|
| Independence Day – City Hall Closed | Jul 4 | | |
| City Council Meeting | Jul 11 | 5:00 pm | In-Person/Online |
| Emergency Preparedness Meeting | Jul 13 | 4:00 pm | Virtual/Online |
| Park Board Meeting | Jul 18 | 5:00 pm | Virtual/Online |
| City Council Meeting – TENTATIVE | Jul 25 | 5:00 pm | In-Person/Online |
| Planning Commission Meeting | Jul 26 | 4:00 pm | Virtual/Online |
| City Council DARK – No Meeting | Aug 8 | | |
| Medina Days | Aug 9-14 | | See Website |
| Park Board DARK – No Meeting | Aug 15 | | |
| City Council DARK – No Meeting | Aug 22 | | |
| Planning Commission DARK – No Meeting | Aug 23 | | |

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 June, the City issued 38 bulletins amounting to a total of 156,176 bulletins delivered to subscribers; approximately 14.9% were opened. See **Attachment 1**.

As of June 30, the city had 12,978 subscribers (change in total subscribers **-23**), with a combined total of 120,788 subscriptions (change in total subscriptions **-3,859**).

RECORDS REQUESTS

As of June 30, 10 public records requests have been received by Central Services. See **Attachment 2**.

| | Bulletins Developed | Total Recipients | Total Delivered | Unique Email Opens | Unique Email Open | Wireless Recipients |
|-------------------------|--|-----------------------------|----------------------------|-------------------------------|------------------------------|--------------------------------|
| Comparisons: | | | | | | |
| 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 |
| February, 2022 | 17 | 48,354 | 44,691 | 4,260 | 11.80% | 10,350 |
| January, 2022 | 25 | 101,589 | 94,429 | 10,651 | 14.20% | 23,288 |
| December, 2021 | 32 | 193,448 | 180,037 | 18,165 | 13.10% | 49,149 |
| November, 2021 | 27 | 100,179 | 93,226 | 7,593 | 10.20% | 22,569 |
| October, 2021 | 37 | 124,366 | 118,068 | 9,230 | 8.60% | 21,579 |
| September, 2021 | 25 | 86,280 | 80,364 | 6,546 | 10.10% | 18,846 |
| August, 2021 | 21 | 98,271 | 92,022 | 9,193 | 12.40% | 21,013 |
| July, 2021 | 17 | 46,230 | 43,222 | 4,020 | 10.80% | 7,435 |
| June, 2021 | 23 | 80,050 | 75,120 | 6,629 | 10.40% | 13,924 |
| May, 2021 | 31 | 120,746 | 113,370 | 10,176 | 10.70% | 21,364 |
| Date Sent | Top 10 Most Read Bulletins During June | | | | Emails Opened | Email Open Rate |
| 06/03/2022 09:00 AM PDT | Notice of Public Hearing - 2023-2028 Six Year CIP/TIP & non-TIP - June 13, 2022 | | | | 1,281 | 16% |
| 06/09/2022 02:49 PM PDT | June 13, 2022 Medina City Council Special Meeting (on- line) Agenda | | | | 1,243 | 16% |
| 06/12/2022 12:54 PM PDT | June 13, 2022 Medina City Council Special Meeting (on- line) AMENDED Agenda | | | | 1,104 | 15% |
| 06/14/2022 04:09 PM PDT | PRESS RELEASE - Medina City Manager Appointment | | | | 1,370 | 17% |
| 06/16/2022 09:55 AM PDT | Medina - Housing Action Plan Survey | | | | 1,225 | 16% |
| 06/22/2022 10:13 AM PDT | Reminder - Overgrown Vegetation in Right-of-Way | | | | 1,680 | 18% |
| 06/24/2022 10:00 AM PDT | OPEN HOUSE - Proposed Tree Code Amendments | | | | 1,212 | 16% |
| 06/24/2022 03:10 PM PDT | THE SUMMER LIFEGUARD SEASON IS HERE! starting Monday June 27 to August 28 | | | | 1,677 | 18% |
| 06/28/2022 12:57 PM PDT | Medina Residents - Waste Bin Reminder | | | | 1,023 | 14% |
| 06/30/2022 09:05 AM PDT | FINAL REMINDER! OPEN HOUSE - Proposed Tree Code Amendments | | | | 864 | 12% |



ATTACHMENT 2

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • www.medina-wa.gov

DATE: July 11, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: June 2022, Public Records Request Tracking

In June 2022, Central Services staff received **10** new public records requests, **1** ongoing public records request. These requests required approximately **6.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$410**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In June 2022, the Police Department received **16** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits is approximately **\$140**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

June 2022 Monthly PRR Report

Run Date: 07/06/2022 1:20 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 | 6/2/2022 | P002423-060222 | Public Records Request | 6/13/2022 | Public Records Request | Architect Jeri Hjert-Bernardi | Building | Architectural Plans permitted and stamped by the City of Medina. The project address is 3240 74th Place N.E., Medina Plans for an addition were permitted in both 2007 and 2016. | Aimee Kellerman |
| Central Services | 6/6/2022 | P002426-060622 | Public Records Request | 6/15/2022 | Public Records Request | Justin Kramer | Human Resources | Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2021 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. | Dawn Nations |
| Central Services | 6/7/2022 | P002429-060722 | Public Records Request | 6/23/2022 | Public Records Request | Michelle Hayden | Building | Hello! The new house we bought did a big remodel and we would like to see all permits that went along with the project. drawings, Structural, civil, anything that outlines water and utilities. Thank you! Address: 3223 Evergreen Point Rd. Medina WA 98039 | Dawn Nations |
| Central Services | 6/8/2022 | P002430-060822 | Public Records Request | 6/17/2022 | Public Records Request | Office Administrator Jodi Burbank | Public Works | REQUESTING UNDERGROUND WATER & SEWER UTILITY MAPS FOR ADDRESS: 3141 FAIRWEATHER PL, HUNTS POINT . THIS IS FOR SURVEY/DESIGN PURPOSES ONLY FOR DEA 3141 FAIRWEATHER PL, HUNTS POINT | Aimee Kellerman |
| Central Services | 6/8/2022 | P002431-060822 | Public Records Request | 6/23/2022 | Public Records Request | Architect Jeri Hjert-Bernardi | Building | Architectural Plans permitted and stamped by the City of Medina. The project address is 3240 78th Place N.E., Medina Plans for an addition were permitted in both 2007 and 2016. The original plan set (not stamped by the City of Medina) has been attached. | Dawn Nations |
| Central Services | 6/10/2022 | P002432-061022 | Public Records Request | 6/21/2022 | Public Records Request | Braden Mineer | Building | Requesting a report of all issued and pending building permits for residential & commercial properties from 5/1/2022 to 5/31/2022. 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. | Aimee Kellerman |
| Central Services | 6/16/2022 | P002434-061622 | Public Records Request | 7/15/2022 | Public Records Request | patrick boyd | Development Services | document titled "Core Project NO. 21631" and any related documentation. | Aimee Kellerman |

ATTACHMENT 2

| | | | | | | | | | |
|------------------|-----------|--------------------------------|------------------------|-----------|------------------------|---------------|-----------------|---|--------------|
| Central Services | 6/21/2022 | P002436-062122 | Public Records Request | 6/30/2022 | Public Records Request | Emily Yang | Building | Hi Medina City Staff, May I request the permits of some new construction? 1) 8015 NE 28TH ST, Medina 98039 2) 2519 82nd Ave NE, Medina 98039 3) 2627 78TH AVE NE, Medina 98039 Thank you very much! | Dawn Nations |
| Central Services | 6/24/2022 | P002439-062422 | Public Records Request | 7/20/2022 | Public Records Request | Carrie Barak | Human Resources | We would like to request a copy of the following 2022 information regarding medical, dental, vision, and life insurances for the following positions: •Police Officers, Sergeants, Lieutenants, and Firefighters, Fire Lieutenants, Captains, Battalion Chiefs and Other Commissioned. •Police Non-Commissioned Support including Records Clerks, Dispatchers, Records or Dispatch Supervisors, Animal Control Officers, Parking Enforcement Officers and other Police Department Support Employees. •Corrections Officers, Sergeants, Lieutenants and Corrections Employees 1. The specific names of each and every medical, dental, vision, and life insurance plan that is available for these employees; 2. Benefit Summary Sheet for each and every medical, dental, vision, and life insurance plan (usually a single sheet for each plan although sometimes multiple plans are on one sheet), as well as VEBA and HRA information; 3. Rate sheets for Employees and Dependents for each and every medical, dental, vision, and life insurance plan (Including the employer's contribution rates and employee's contribution rates for the employee only and for the full (largest) family plan for each medical, dental, vision, and life insurance plan); 4. Life Insurance. Provide the employee's life insurance payout amount and monthly premium per employee. 5. Orthodontic Care. Please advise if orthodontic care is provided for each dental plan offered. 6. We would like to request a copy of the 2022 Commissioned and Non-Commissioned collective bargaining agreement(s) and wage schedule(s). If the CBA(s) are not finalized, could you please let us know the status? Electronic versions via e-mail of this information is preferred.? If you have website links, please provide me with links and let me know what plan and contribution rates apply for each position if not clearly delineated on the website. Because of the annual health care changes, Cline & Associates needs full disclosures of all plan summaries and rate sheets (provided by website or by email) to update our records. If a 2022 plan has not been received by your city to date, please indicate when you expect to receive the 2022 plan and send the current plan you are using during 2022. ???? Thank you very much for your assistance in responding to our Annual Health Care Records Request. | Dawn Nations |
| Central Services | 6/29/2022 | P002446-062922 | Public Records Request | 7/8/2022 | Public Records Request | David McCourt | Building | 1312 76th Ave NE, B-21-032 619 84th Ave NE, B-20-017 Thanks! David King Co. Assessments | Dawn Nations |

