

December 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 01/03/2023 3:53 PM

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	12/5/2022	P002587-120522	Public Records Request	1/3/2023	Public Records Request	Designer Reid Beloff	Building	3267 evergreen point rd Just want to see plans	Dawn Nations
Central Services	12/8/2022	P002593-120822	Public Records Request	12/19/2022	Public Records Request	office manager Stacia Hinds	Building	I need a list of all types of Permits and Inspections associated with Building Permit # B19-068, approved and completed.	Dawn Nations
Central Services	12/12/2022	P002596-121222	Public Records Request	12/21/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 11/1/2022 to 11/30/2022. 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.	Dawn Nations
Central Services	12/12/2022	P002597-121222	Public Records Request	1/3/2023	Public Records Request	Keana Mendez	Finance	SmartProcure is submitting a public records request to the City of Medina for any and all purchasing records from 8/31/2021 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. Please be advised that we are not seeking a list of individuals. We are only looking for purchasing information. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.	Dawn Nations

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Central Services	12/15/2022	P002601-121522	Public Records Request	12/26/2022	Public Records Request	Christina Zhang	Building	May I request for permits information of parcel#252504-9146? I want to get details of the following two permits: 1. Permit# B080508-2364, issue date 8/8/2008 2. Permit# B110706-1627, issue date 11/13/2006	Dawn Nations
Central Services	12/28/2022	P002613-122822	Public Records Request	1/6/2023	Public Records Request	Shiyu Gan	Building	Approved building plan and permit for 2431 Evergreen Point Rd. I'm current owner who bought property in 2021. As part of the transaction, previous owner guaranteed there is a previously approved building permit and plan for this property that I can request (and entitled to legally as property owner). Proof of identity and ownership can be provided.	Dawn Nations
Central Services	12/30/2022	P002615-123022	Public Records Request	1/10/2023	Public Records Request	David McCourt	Building	Good morning, I' m trying to find out if the house at 1611 Evergreen Pt. Rd (Arakawa residence) had any remodel permits in or around 2019? They're appealing their tax assessment and interior photos show significant work underway at our visit the same year. We have no permits in our system so most likely didn't follow up with this. Thanks! David King Co. Assessments	Dawn Nations