



# CITY OF MEDINA

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

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**Date:** June 14, 2021  
**To:** Honorable Mayor and City Council  
**Via:** Michael Sauerwein, City Manager  
**From:** Aimee Kellerman, City Clerk  
**Subject:** Central Services Department Monthly Report

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## JUNE AND JULY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Council Meeting	Jun 14	4:00 pm	Teleconference/Online
Park Board Meeting	Jun 21	4:00 pm	Teleconference/Online
Planning Commission Meeting	Jun 22	4:00 pm	Teleconference/Online
Virtual Community Forum – Gas-Powered Lawn Equipment	Jun 24	5:30 pm	Teleconference/Online
Council Meeting - <b>CANCELLED</b>	Jun 28		
<b>Independence Day Observed – City Hall Closed</b>	Jul 5		
City Council Meeting	Jul 12	4:00 pm	Teleconference/Online
Park Board Meeting	Jul 19	4:00 pm	Teleconference/Online
Council Meeting - <b>CANCELLED</b>	Jul 26		
Planning Commission Meeting	Jul 27	4:00 pm	Teleconference/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 31 bulletins amounting to a total of 113,370 bulletins delivered to subscribers; approximately 10.7% were opened. See **Attachment 1**.

As of May 31, the City had 10,631 subscribers (change in total subscribers **-279**), with a combined total of 111,890 subscriptions (change in total subscriptions **-15,498**).

## **RECORDS REQUESTS**

As of May 31, 14 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, 2021	31	120,746	113,370	10,176	10.70%	21,364
April, 2021	35	115,716	109,081	9,571	10.10%	17,510
March, 2021	37	101,291	95,540	8,119	9.50%	12,522
February, 2021	26	71,737	67,738	6,927	11.50%	9,355
January, 2021	20	68,455	64,548	6,858	11.90%	8,944
December, 2020	27	115,648	109,761	9,151	9.30%	14,662
November, 2020	24	84,718	80,375	7,115	9.80%	9,772
October, 2020	37	124,366	118,068	9,230	8.60%	14,379
September, 2020	36	119,438	113,278	10,761	10.50%	13,606
August, 2020	12	35,945	33,899	3,567	11.50%	3,723
July, 2020	21	65,561	62,485	7,776	13.50%	6,320
June, 2020	26	92,951	89,208	10,289	12.70%	9,675
May, 2020	26	29,166	76,719	7,856	11.60%	6,705
<b>Date Sent</b>	<b>Top 10 Most Read Bulletins During May</b>			<b>Emails Opened</b>	<b>Email Open Rate</b>	
05/03/2021 01:35 PM PDT	Proclamation - Professional Municipal Clerks Week - May 2 through May 8, 2021			1,016	13%	
05/03/2021 03:41 PM PDT	Medina Park Playground Improvement Project Open House (Online) May 13, 2021			882	12%	
05/11/2021 03:34 PM PDT	Proclamation - National Police Week and Peace Office Memorial Day May 9 - May 15, 2021			1,090	14%	
05/12/2021 08:54 AM PDT	Plan ahead for SR 520 nighttime directional closures this week			1,325	14%	
05/17/2021 11:21 AM PDT	Proclamation - National Safe Boating and Paddling Week May 22-28, 2021			954	12%	
05/20/2021 01:03 PM PDT	Bellevue AC Water Main Replacement on 84th Ave NE starting on May 24th			1,202	12%	
05/21/2021 11:43 AM PDT	May 24, 2021- Medina City Council Regular Meeting Cancelled			611	9%	
05/21/2021 01:53 PM PDT	Notice of Public Hearing - 2022-2027 Six Year CIP/TIP & non-TIP - June 14, 2021			813	11%	
05/25/2021 11:20 AM PDT	Community Awareness - COVID-19 Vaccine Shots Tomorrow, Wednesday at Medina Park			1,624	14%	
05/26/2021 09:00 AM PDT	Overnight Closures - SR-520 Bridge			786	10%	



## ATTACHMENT 2

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144  
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DATE: June 14, 2021  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: May 2021, Public Records Request Tracking

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In May 2021, Central Services staff received **14** new public records requests, **1** ongoing public records request. These requests required approximately **7.25 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$418**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2021, the Police Department received **16** new records requests. These requests required approximately **1.5 hour** 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 **\$78**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

# May 2021 Monthly PRR Report

Run Date: 06/03/2021 2:00 PM

May 2021 Monthly PRR Report

Run Date: 06/03/2021 2:00 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	5/3/2021	<a href="#">P002080-050321</a>	Public Records Request	6/1/2021	Public Records Request	Frank Wu	Building	I would like to get all building permit applications for the house located in 7622 NE 14th St, Medina, WA 98039. I am especially interested at the renovation work back in 1990 to 1991, and the pending/denied application to build 2nd floor afterwards. Thank you very much, Frank	Dawn Nations
Central Services	5/6/2021	<a href="#">P002083-050621</a>	Public Records Request	5/18/2021	Public Records Request	Stasia Steele	Development Services	May I please get a copy of my civil plan? My address is 7852 NE 14th St Medina, Wa 98039	Dawn Nations
Central Services	5/10/2021	<a href="#">P002086-051021</a>	Public Records Request	5/28/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 4/1/2021 to 4/30/2021. 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	5/13/2021	<a href="#">P002088-051321</a>	Public Records Request	5/28/2021	Public Records Request	West Bellevue Partners (Windermere Yarrow Bay) Sydney Carlson	Building	Building Plans for 1634 Rambling In There was a remodel done and the new owner is looking for the building plans. thanks!	Dawn Nations
Central Services	5/13/2021	<a href="#">P002089-051321</a>	Public Records Request	5/28/2021	Public Records Request	Lisa Davenport	Building	Approved Site plan and permit set for the new house being built at 2226 79th Ave NE Medina Approved special permit for sport court located at 2226 79th Ave NE	Dawn Nations
Central Services	5/18/2021	<a href="#">P002096-051821</a>	Public Records Request	6/1/2021	Public Records Request	Founding Principal Xiaoli Stoyanov	Development Services	My client is asking ELLUMUS to do a landscape and interior modification design for their property located at: 1818 77th Ave. NE, Medina, I would like to request the building permit set of drawings (in dwg and pdf format) including site survey drawings (if available, architecture site plan, landscape plans, civil plans and architecture drawings.	Dawn Nations
Central Services	5/18/2021	<a href="#">P002098-051821</a>	Public Records Request	5/28/2021	Public Records Request	Sally huang	Building	I would like to get some information about the following property, 2445 NE. 78 street, Medina, wa 98039 1. Is there any criminal activities happened in this property? 2. Is there anyone die , for example suicide or death unatually in this property? I see the neighbour of this property, which is 2439, 78th street, wa 98039, are also under the the same owner as 2445, is this correct? Thank you so much! Sincerely, Sally	Dawn Nations
Central Services	5/24/2021	<a href="#">P002100-052421</a>	Public Records Request	6/2/2021	Public Records Request	Sanjay Shah	Building	I am requesting a Permit Records issued by Medina City in 2003. There was a modification in the easement on 3434 Evergreen Pt Rd by Kozlowski's and Vorhees's which was approved by city of Medina.	Dawn Nations

Central Services	5/24/2021	<a href="#">P002101-052421</a>	Public Records Request	6/2/2021	Public Records Request	Kelsey Frause	Building	I would like to know if there is a survey or sitemap on record for our property, 2520 Medina Circle. Thank you, Kelsey Frause	Dawn Nations
Central Services	5/24/2021	<a href="#">P002102-052421</a>	Public Records Request	6/3/2021	Public Records Request	Yadi Li	Building	I want to request the floorplan for below address: 2615 Evergreen Pt Rd, Medina, 98039	Dawn Nations
Central Services	5/25/2021	<a href="#">P002103-052521</a>	Public Records Request	6/3/2021	Public Records Request	Matthew Olson	Development Services	for 7852 NE 14th Street, Grading and Drainage plans	Dawn Nations
Central Services	5/25/2021	<a href="#">P002107-052521</a>	Public Records Request	6/3/2021	Public Records Request	Cory Brown	Development Services	Delineated Wetland Reports for Overlake Golf and Country Club	Dawn Nations
Central Services	5/25/2021	<a href="#">P002108-052521</a>	Public Records Request	6/3/2021	Public Records Request	John Andrews	Building	Permit records for 3233 EPR regarding valuation for property.	Dawn Nations
Central Services	5/27/2021	<a href="#">P002111-052721</a>	Public Records Request	6/7/2021	Public Records Request	National Title Plant Operations Olivia Figueroa	Central Services	Dear City Clerk, My name is Olivia Figueroa from Property Insight. I was referred to contact you regarding Local Improvement Districts. We would like to know if Medina City has "active" LID/ULID/RID/SID/BIA (Local Improvement Districts) being collected at the present time. If the city no longer collects LIDs, please confirm so and if possible note the last date/year the LIDs were closed/cancelled. If you are collecting LIDs, Property Insight would like to request an electronic copy of the current/active 2021 billed LID Reports. Ideally, we would like to receive this information via email in excel/cvs format. If this format is not available, please indicate the available formats and provide a sample (if available). Here's a list of the different local improvement we are interested in. LID Local Improvement District ULID Utility Local Improvement Districts RID Road Improvement Districts SID Sewer Improvement Districts BIA Business Improvement Area If this information is available through your office, please provide the cost and forward any pertinent information you need from Property Insight for this request. • Cost • Request Form (s) • LID Name (s) We hope to receive the following information (if available): • LID Name • LID/Account # • Assessor Parcel # • Situs Address • Owner's Name • Principal Amount Billed • Principal Amount Balance • Penalty Billed • Total Amount Due To provide you some background on Property Insight, we are a subsidiary of the Fidelity National Financial brand of underwriters. We provide automated title research software to our family brands and their agencies. Our sole use for these records would be for title research purposes. We do not resell acquired records in bulk form-only transactionally to the real estate title industry through online systems under long term contracts. We do not sell to the public through the internet. I'd like to thank you in advance for your assistance. Please do not hesitate to call me if you have questions. Thank you.	Aimee Kellerman