



CITY OF MEDINA

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

Date: May 9, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

MAY AND JUNE PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Park Board Meeting	May 16	5:00 pm	In-Person/Online
City Council Meeting	May 23	5:00 pm	In-Person/Online
Planning Commission Meeting	May 24	4:00 pm	In-Person/Online
Memorial Day – City Hall Closed	May 30		
City Council Meeting	Jun 13	5:00 pm	In-Person/Online
Park Board Meeting	Jun 20	5:00 pm	In-Person/Online
City Council Meeting/Retreat	Jun 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Jun 28	4:00 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 April, the City issued 31 bulletins amounting to a total of 166,938 bulletins delivered to subscribers; approximately 14.7% were opened. See **Attachment 1**.

As of April 30, the city had 12,848 subscribers (change in total subscribers **+225**), with a combined total of 122,966 subscriptions (change in total subscriptions **+1,582**).

RECORDS REQUESTS

As of April 30, 8 public records requests have been received by Central Services. See **Attachment 2**.

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
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
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
Date Sent	Top 10 Most Read Bulletins During April			Emails Opened	Email Open Rate	
04/01/2022 12:00 PM PDT	Tomorrow!!- Medina Easter Egg Hunt - Saturday, April 2, 2022			1,060	14%	
04/04/2022 03:51 PM PDT	Medina City Manager Forum			1,160	15%	
04/04/2022 04:14 PM PDT	Emergency Preparedness Committee Meeting Agenda - (Virtual) Wednesday, April 13 at 4:00 pm			1,356	16%	
04/07/2022 12:35 PM PDT	Community Bulletin - Spring Clean and Shred on Saturday April 23, 2022			1,476	17%	
04/08/2022 09:16 AM PDT	Save the Date! Annual Arbor Day Tree Planting - Friday, April 29, 2022			1,088	14%	
04/08/2022 10:48 AM PDT	Save the Date! Medina City Manager Forum - Tuesday, April 19, 2022			1,096	13%	
04/08/2022 10:52 AM PDT	Emergency Preparedness Committee Meeting (Virtual) Wednesday, April 13 at 4:00 pm			1,305	16%	
04/19/2022 08:56 AM PDT	Community Bulletin -Shredder Day/Drug Take Back and E-Recycle - Saturday April 23rd			978	27%	
04/20/2022 11:00 AM PDT	Annual Arbor Day Tree Planting - Friday, April 29, 2022			1,082	14%	
04/27/2022 06:08 PM PDT	Community Bulletin -Shooting Incident in Medina - Sunday, April 24th, 2022			1,389	32%	



ATTACHMENT 2

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DATE: May 9, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: April 2022, Public Records Request Tracking

In April 2022, Central Services staff received **8** new public records requests, **1** ongoing public records request. These requests required approximately **5.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall April cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$296**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In April 2022, the Police Department received **11** new records requests. These requests required approximately **4.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall April cost, which includes staff hourly rate plus benefits is approximately **\$280**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

April 2022 Monthly PRR Report

ATTACHMENT 2

April 2022 Monthly PRR Report

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	4/4/2022	P002373-040422	Public Records Request	5/4/2022	Public Records Request	Assistant Director of Supplier Diversity Timolin Abrom	Development Services	Good morning, I am requesting the complete procurement file for the above referenced solicitation. This includes but is not limited to: RFP (including any amendments) List of notified vendors Responses received (please redact any proprietary information) Tabulations Evaluator notes All steering committee communication (on this project) of both councilmembers and planning committee members City documentation (policy) that allows the City Council to over-ride an award recommendation from procurement staff. I attempted to register for an account to submit this request online, but unfortunately the site would not allow me to. If you require a public records request to obtain this information, please respond by 4:00pm this afternoon, Tuesday, March 29, 2022. If you have any questions on this, ask please reach out to me via my contact information listed below. Timolin Abrom Office of Minority and Women's Business Enterprises Pronouns: She/her Cell 360-280-3121 www.omwbe.wa.gov	Dawn Nations
Central Services	4/5/2022	P002374-040522	Public Records Request	4/14/2022	Public Records Request	Elisa Weber	Public Works	Please provide As-Builts for water, sewer, and storm in the vicinity of 1013 84th Avenue NE, Medina WA 98039 (Parcel number 252504-9065 25-25-04). 22117	Dawn Nations
Central Services	4/11/2022	P002379-041122	Public Records Request	4/20/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 3/1/2022 to 3/31/2022. 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.	Dawn Nations
Central Services	4/12/2022	P002381-041222	Public Records Request	5/5/2022	Public Records Request	David McCourt	Building	8224 Overlake Dr W. (no bldg. permit located). 321 - 82nd Ave NE / B-19-081 2450 78th Ave NE (no bldg. permit located) Thanks! David	Dawn Nations
Central Services	4/15/2022	P002383-041522	Public Records Request	5/3/2022	Public Records Request	Agent David Martin	Building	Building plans (floor plans) for the new construction project at 202 Overlake Dr E Parcel #:383550-3010 Let me know if you need any additional information. Thanks. David	Dawn Nations

ATTACHMENT 2

Central Services	4/18/2022	P002384-041822	Public Records Request	5/6/2022	Public Records Request	Mark nelson	Development Services	Geo-tech Report (Soils Report) and Original Grade Determination Report for property at 543 and 531 Overlake Drive E., Medina, WA. Also, Variance submittal and Approval letter from city if it was needed for approval for building permit.	Dawn Nations
Central Services	4/27/2022	P002390-042722	Public Records Request	5/6/2022	Public Records Request	Jake Drake	Public Works	Hello, may I please request stormwater as-builts along NE 12th St from parcel, #3025300065, to the intersection of NE 12th St and 84th Ave NE? We are primarily looking for any outfall structures that may discharge into Medina Park if available. Thank you.	Dawn Nations
Central Services	4/27/2022	P002391-042722	Public Records Request	5/6/2022	Public Records Request	Scott Vajda	Building	Requesting copies of any existing approved building permit drawings for 816 82nd Ave. NW, 98039 for use of proposed new remodel.	Dawn Nations

