



CITY OF MEDINA

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

Date: December 12, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

DECEMBER AND JANUARY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Annual Argosy Christmas Ships	Dec 22	5:00 pm – 6:30 pm	Medina Beach Park
Christmas Day Observed - City Hall Closed	Dec 26		
New Year's Day Observed – City Hall Closed	Jan 2		
City Council Meeting	Jan 9	5:00 pm	In-Person/Online
Martin Luther King Jr. Day – City Hall Closed	Jan 16		
Park Board Meeting	Jan 17	5:00 pm	In-Person/Online
Planning Commission Meeting	Jan 24	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 November, the City issued 24 bulletins amounting to a total of 116,286 bulletins delivered to subscribers; approximately 17.9% were opened. See **Attachment 1**.

As of November 30, the city had 13,804 subscribers (change in total subscribers **+190**), with a combined total of 126,619 subscriptions (change in total subscriptions **+3,846**).

RECORDS REQUESTS

As of November 30, 11 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
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
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
Date Sent	Top 10 Most Read Bulletins During November				Emails Opened	Email Open Rate
11/02/2022 07:36 AM PDT	Community Bulletin - Safety Emphasis - NE 24th Street				1,044	32%
11/08/2022 03:42 PM PST	Community Bulletin - Inclement Weather Preparation				1,045	32%
11/10/2022 02:42 PM PST	Annual Holiday Giving Program to Benefit Childhaven				1,290	16%
11/10/2022 03:52 PM PST	Community Bulletin - Thefts from Mailboxes				1,143	34%
11/16/2022 09:20 AM PST	Annual Holiday Giving Program to Benefit Childhaven				1,170	16%
11/17/2022 11:15 AM PST	Community Bulletin - 84th Avenue NE Traffic Impacts				1,847	20%
11/22/2022 09:30 AM PST	Holiday Closures - Medina City Hall				1,224	17%
11/23/2022 09:25 AM PST	Annual Holiday Giving Program to Benefit Childhaven				1,278	17%
11/25/2022 01:13 PM PST	Community Bulletin - Seattle Marathon - Possible Impact to North Point Area				1,757	21%
11/29/2022 09:36 AM PST	Community Bulletin - Winter Weather				1,636	20%



ATTACHMENT 2

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DATE: December 12, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: November 2022, Public Records Request Tracking

In November 2022, Central Services staff received **11** new public records requests. These requests required approximately **4 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$230**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In November 2022, the Police Department received **17** new records requests. These requests required approximately **16.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits is approximately **\$1,155**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

November 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 12/07/2022 7:17 PM

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	11/3/2022	P002559-110322	Public Records Request	12/12/2022	Jim Dwyer	Building	Architectural plan set for home at; 3267 Evergreen Point Road	Dawn Nations
Central Services	11/3/2022	P002560-110322	Public Records Request	11/15/2022	Matt Mamiya	Building	Hello, i'm looking for any building plans, site plans, structural plans or calcs that may be on file for a residence built in 1994. The address is: 2247 Evergreen Point Road Medina, WA Anything you can find is much appreciated! Thanks!	Dawn Nations
Central Services	11/4/2022	P002563-110422	Public Records Request	11/18/2022	Ai Kong	Development Services	Site Survey, building permit or arborist/biology report (anything you can find for development) for 2445 78th Ave NE, Medina. Thank you so much	Dawn Nations
Central Services	11/10/2022	P002566-111022	Public Records Request	11/21/2022	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 10/1/2022 to 10/31/2022. 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	11/16/2022	P002567-111622	Public Records Request	12/14/2022	Sherri Dunn	Central Services	I would like to request any/all public records you may have on the 520 bridge Noise complaint and how it affects Medina residents and what, if any was the conclusion. I couldn't find much online currently and was hoping you could help with this. Let me know if you need anything from me.	Aimee Kellerman
Central Services	11/18/2022	P002569-111822	Public Records Request	11/29/2022	Gregory Ashley	Development Services	I am looking for proof of a shoreline permit to build a pier at 116 Overlake Dr. E. Parcel # 938970-0015. Thanks. - Greg	Dawn Nations
Central Services	11/23/2022	P002575-112322	Public Records Request	12/2/2022	Mark nelson	Development Services	I am requesting a electronic file of the Soils Report for the previous permit submittal for the property at 543 OVERLAKE DR E MEDINA for Ming Song. I have the Engineering Clearing and Grading Permit #ENG-GD-17-005, but not the Building permit number. If you have any questions, or I need to provide additional information to help you locate it, my contact information is below: Mark Nelson Nelson Architecture, Inc. Email: mark@nelsonarchitecture.net Tel: 206-617-8069	Dawn Nations

ATTACHMENT 2

Central Services	11/28/2022	P002578-112822	Public Records Request	12/7/2022	Kerry Fitterer	Building	Does the city maintain electronic copies of approved building permit plan sets? We have a prospective client, David & Eva Wasielewski (cc'd), that are considering an interior remodel. We're hoping to locate some as-built drawings. Address is 611 Evergreen Point Road. The home was originally built in 1990 and was renovated in 2000. Let me know if I should reach out directly to the building department. Thank you.	Dawn Nations
Central Services	11/29/2022	P002581-112922	Public Records Request	12/8/2022	Property Manager Ryan Gardner	Building	Building plans for 8905 Groat Point Drive, Medina, WA 98039. This is for investigations into the building envelope. Prefer electronic but if record exists in paper only I can pick up copies. We have a plan set from 2014 but is pretty limited. We are looking for all plans associated with this lot.	Dawn Nations
Central Services	11/29/2022	P002582-112922	Public Records Request	12/8/2022	Alex Morcos	Development Services	Kindly provide me with the latest revisions and submittal for the property under construction at 3436 Evergreen Point RD (the Perkins property) including construction plans AND the most recent "Revision 4" related to the patio and terrace by the lake waterfront.	Dawn Nations
Central Services	11/29/2022	P002583-112922	Public Records Request	12/8/2022	Mr. Brian Wendt	Development Services	I request a copy of any/all permit applications and resulting permits for the removal of dock and the construction of a new dock located at 111 -84 Avenue NE, Medina WA, which is owned by the Simonyi family. Please note the applications may be tied to property located at 8345 Overlake Drive.	Dawn Nations