



# 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:** July 12, 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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## JULY AND AUGUST PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Park Board Meeting	Jul 19	4:00 pm	Teleconference/Online
Virtual Community Forum – Mental Health	Jul 20	6:00 pm – 7:30 pm	Teleconference/Online
Council Meeting - <b>CANCELLED</b>	Jul 26		
Planning Commission Meeting	Jul 27	4:00 pm	Teleconference/Online
Council Meeting - <b>CANCELLED</b>	Aug 9		
Park Board Meeting	Aug 16	4:00 pm	Teleconference/Online
City Council Meeting – <b>CANCELLED</b>	Aug 23		
Planning Commission Meeting	Aug 24	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 June, the City issued 23 bulletins amounting to a total of 75,120 bulletins delivered to subscribers; approximately 10.4% were opened. See **Attachment 1**.

As of June 30, the City had 10,768 subscribers (change in total subscribers **+137**), with a combined total of 112,785 subscriptions (change in total subscriptions **+895**).

## RECORDS REQUESTS

As of June 30, 16 public records requests have been received by Central Services. See **Attachment 2**.

	<b>Bulletins Developed</b>	<b>Total Recipients</b>	<b>Total Delivered</b>	<b>Unique Email Opens</b>	<b>Email Open Rate</b>	<b>Wireless Recipients</b>
Comparisons:						
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
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
<b>Date Sent</b>	<b>Top 10 Most Read Bulletins During June</b>				<b>Emails Opened</b>	<b>Email Open Rate</b>
06/02/2021 01:03 PM PDT	Virtual Open House with King County Assessor John Wilson - June 7, 2021				1,044	11%
06/04/2021 03:00 PM PDT	Reminder Virtual Open House with King County Assessor John Wilson - Monday, June 7, 2021				953	10%
06/07/2021 12:00 PM PDT	TONIGHT Virtual Open House with King County Assessor John Wilson - 5:30 PM				963	10%
06/08/2021 10:20 AM PDT	Shredder Day is coming up! Saturday June 12				706	17%
06/09/2021 01:57 PM PDT	Virtual Community Forum - Gas-Powered Lawn Equipment - June 24th				1,248	13%
06/17/2021 02:00 PM PDT	Reminder - Virtual Community Forum - Gas-Powered Lawn Equipment - June 24th				898	11%
06/23/2021 09:30 AM PDT	Overnight Closures -SR 520 lanes closed overnight this Wednesday and Thursday- June 23 & 24				826	10%
06/24/2021 12:00 PM PDT	TONIGHT at 5:30PM - Virtual Community Forum - Gas-Powered Lawn Equipment				824	10%
06/28/2021 12:59 PM PDT	Save the Date - Tuesday, July 20 6:00 PM Community Forum on Mental Health Awareness				562	18%
06/29/2021 02:36 PM PDT	July 4th - Celebrate with Safety				471	17%



## 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](http://www.medina-wa.gov)

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DATE: July 12, 2021  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: June 2021, Public Records Request Tracking

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In June 2021, Central Services staff received **16** new public records requests, **1** ongoing public records request. These requests required approximately **10.5 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 **\$665**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In June 2021, the Police Department received **8** new records requests. These requests required approximately **1 hour** 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 **\$62**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

## June 2021 Monthly PRR Report

Run Date: 07/07/2021 9:19 AM

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	6/2/2021	<a href="#">P002115-060221</a>	Public Records Request	6/11/2021	Public Records Request	Peng Xiong	Development Services	Hi, I'm interested in this house: <a href="https://blue.kingcounty.com/Assessor/eRealProperty/Detail.aspx?ParcelNbr=542570025">https://blue.kingcounty.com/Assessor/eRealProperty/Detail.aspx?ParcelNbr=542570025</a> 5 Can I get more information on these permits? Thanks PERMIT HISTORY Permit Number: PW-ROW-20-018B-12-006B100506-1599INAInterior currently down to studs (MGUB) 9/27/2006Remodel9/27/2006\$999,999MEDINA5/30/2007 HOME IMPROVEMENT EXEMPTION Exempt Number:40062	Dawn Nations
Central Services	6/3/2021	<a href="#">P002117-060321</a>	Public Records Request	6/29/2021	Public Records Request	Mr. Barry Alavi	Development Services	I would like the full plan set for the building permit #B-16- 041 at 2431 Evergreen Pt. Rd. (76th Ave NE).Thx	Dawn Nations
Central Services	6/7/2021	<a href="#">P002121-060721</a>	Public Records Request	6/24/2021	Public Records Request	David McCourt	Building	4024 Hunts Pt. Rd / 20-1504 / Centerville, LLC 7747 Overlake Dr W / B-18-044 / Cobalt One 3265 Evergreen Pt. Rd / B-18-026 Thanks! David Assessments	Dawn Nations
Central Services	6/9/2021	<a href="#">P002123-060921</a>	Public Records Request	6/23/2021	Public Records Request	Carrie Barak	Human Resources	We would like to request a copy of the following 2021 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. 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). If a 2021 plan has not been received by your county to date, please indicate when you expect to receive the 2021 plan and send the current plan you are using during 2021. ???? Thank you very much for your assistance in responding to our Annual Health Care Records Request.	Dawn Nations

ATTACHMENT 2

Central Services	6/10/2021	<a href="#">P002124-061021</a>	Public Records Request	6/21/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 05/1/2021 to 05/31/2021. 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	6/15/2021	<a href="#">P002129-061521</a>	Public Records Request	6/24/2021	Public Records Request	TRENTON DYKES	Building	Please provide all approvals, applications, permits and requests made for the properties situated at 438 Upland Road, Medina, WA 98039 and 442 Upland Road, Medina, WA 98039 -- since these lots were purchased by Ken Liang (I believe two or so years ago). I am not sure what has been submitted by Mr. Liang or approved by the city, so my request is broad. Specially I am interested to see the tree plan, building permit (or application), demolition plan and any related mitigation plans for drainage, etc. Thank you.	Dawn Nations
Central Services	6/15/2021	<a href="#">P002130-061521</a>	Public Records Request	7/8/2021	Public Records Request	David McCourt	Building	1010 84th Ave NE / 20-1504 2841 76th Ave NE / B-17-078 3263 Evergreen Pt. Rd / B-18-028 7835 NE 14th St / B-19-037 1645 73rd Ave NE / B-20-021 7627 NE 10th St / B-19-038, B-19-045, B-19-044 2053 77th Ave NE / B-20-026	Dawn Nations
Central Services	6/19/2021	<a href="#">P002132-061921</a>	Public Records Request	6/30/2021	Public Records Request	SADIA HUSAIN	Public Works	Hello need your help to find the record for the property address 3339 Evergreen Point all the possible record for the property	Dawn Nations
Central Services	6/21/2021	<a href="#">P002133-062121</a>	Public Records Request	7/13/2021	Public Records Request	Nick Bossoff	Building	1525 79th Place NE BUILDING PLANS THAT MAY SHOW STORM DRAINAGE, SEWER AND WATER SERVICES TO LOT.	Dawn Nations
Central Services	6/21/2021	<a href="#">P002134-062121</a>	Public Records Request	6/30/2021	Public Records Request	Nick Bossoff	Development Services	1525 79th Place NE BUILDING PLANS THAT MAY SHOW STORM DRAINAGE, SEWER AND WATER SERVICES TO LOT.	Aimee Kellerman
Central Services	6/24/2021	<a href="#">P002135-062421</a>	Public Records Request	7/8/2021	Public Records Request	David McCourt	Building	7838 NE 8th St / B-19-029 / Deng Please add this on to the other two projects I didn't have time for on 6/24/2021. I'd like to view all three at my next scheduled appt. 7/8/2021 at 8:00am. Thanks! David	Dawn Nations
Central Services	6/24/2021	<a href="#">P002136-062421</a>	Public Records Request	7/6/2021	Public Records Request	Sanjay Shah	Building	Hello- Can I please request the plans submitted by owners of 3430 Evergreen Pt Rd, Medina. We like to review their build plans to understand how it impacts us. Thank you, Sanjay Shah	Dawn Nations
Central Services	6/25/2021	<a href="#">P002137-062521</a>	Public Records Request	7/6/2021	Public Records Request	Jessica Miller	Development Services	Please send all records related to dock and shoreline permits/exemptions. 410 Overlake Dr E Medina, WA 98039	Dawn Nations

Central Services	6/28/2021	<a href="#">P002138-062821</a>	Public Records Request	7/29/2021	Public Records Request	Kevin Dosch	Development Services	All I would like to know if some of the projects below during a 15 min drive are abiding by code and have submitted 10K for driveway approaches. These projects I've been watching for months now and it doesn't seem that they have to follow the same rules or do I just need clarification on why they can do it. Questions based on pics taken today at 830am Can we add permanent parking in the row on our houses? Can we pay extra to park in the ROW? Can we add additional parking now along our driveways in the setbacks? (I had to jack hammer ours out on a project for a client so is this allowed now?) Freshly poured driveway on 78th yesterday. Did they put 10k down and pull row permit? Job 1 block over that has fencing in row and parking in row almost daily. Can we pay extra to put our fencing in the ROW? Did the job that just completed on 28th w permeable pavers put down a 10k bond and pull row permit for approach? Also did they abide by the city code on installation of permeable pavers in the ROW? All of these items and projects I've been watching for months and have been waiting to see if they are asked to conform. I would like to know how consistent things are being done because from I can tell different rules apply. For those fortunate enough to have large lots these issues aren't a problem but for the smaller lots we have to work twice as hard to schedule and organize staging. Can you please confirm with me that the other ROW work below has followed the same procedure you're requesting of me. Also if any work or disturbance isn't allowed in the ROW does that apply to landscaping as well? I honestly think this process could be much better and addressed and processed at building permit completion. I've been thinking about this constantly over the past year on how we can build on these smaller lots w as little impact to the neighbors but also be able to perform certain tasks on the job site as efficiently as possible. I look forward to your response, Kevin	Dawn Nations
Central Services	6/29/2021	<a href="#">P002139-062921</a>	Public Records Request	7/8/2021	Public Records Request	Owner Jim Burton	Building	Any permit drawings/documents for the property at 543 Overlake Drive E.	Dawn Nations
Central Services	6/29/2021	<a href="#">P002140-062921</a>	Public Records Request	7/8/2021	Public Records Request	Carrie Barak	Human Resources	Could I please get a copy of the City of Medina's Sergeants Wages and Non-Commissioned CBA?	Dawn Nations

