



CITY OF MEDINA

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

Date: October 11, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

OCTOBER AND NOVEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Emergency Preparedness Committee Meeting	Oct 13	4:00 pm	Teleconference/Online
Open House – Tree Code Amendment	Oct 14	4:00 pm	Teleconference/Online
Park Board Meeting	Oct 18	5:00 pm	Teleconference/Online
City Council Meeting	Oct 25	4:00 pm	Teleconference/Online
Planning Commission Meeting	Oct 26	4:00 pm	Teleconference/Online
City Council Meeting	Nov 8	4:00 pm	Teleconference/Online
Veterans Day – <i>City Hall Closed</i>	Nov 11		
Park Board Meeting	Nov 15	5:00 pm	Teleconference/Online
City Council Meeting - <i>Cancelled</i>	Nov 22	4:00 pm	Teleconference/Online
Planning Commission Meeting - <i>Cancelled</i>	Nov 23	4:00 pm	Teleconference/Online
Thanksgiving Holiday – <i>City Hall Closed</i>	Nov 25		
Day After Thanksgiving Holiday – <i>City Hall Closed</i>	Nov 26		

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 September, the City issued 25 bulletins amounting to a total of 80,364 bulletins delivered to subscribers; approximately 10.1% were opened. See **Attachment 1**.

As of September 30, the City had 11,343 subscribers (change in total subscribers **+235**), with a combined total of 115,044 subscriptions (change in total subscriptions **+2,459**).

RECORDS REQUESTS

As of September 30, 17 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:						
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
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
Date Sent	Top 10 Most Read Bulletins During September				Emails Opened	Email Open Rate
09/10/2021 01:58 PM PDT	September 13, 2021 Medina City Council Regular Meeting (on-line) Agenda				734	11%
09/14/2021 11:33 AM PDT	84th Ave NE Pavement Overlay Project				879	11%
09/17/2021 10:37 AM PDT	SAVE THE DATE - Shredder Day on Saturday, Oct 9 2021				689	17%
09/17/2021 11:35 AM PDT	84th Ave NE Pavement Overlay Project				729	10%
09/21/2021 11:30 AM PDT	84th Ave NE Pavement Overlay Project				743	10%
09/21/2021 12:50 PM PDT	Emergency Preparedness Committee Meets Andy Wappler!				1,067	12%
09/23/2021 12:54 PM PDT	September 27, 2021 Medina City Council Regular Meeting (on-line) Agenda				723	10%
09/24/2021 12:00 PM PDT	84th Ave NE Pavement Overlay Project				742	10%
09/29/2021 01:27 PM PDT	Yellow Zone at Medina Elementary School				653	22%
09/30/2021 03:18 PM PDT	Shred Away on Shredder Day! Saturday, Oct 9 2021				645	18%



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

DATE: October 11, 2021
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: September 2021, Public Records Request Tracking

In September 2021, Central Services staff received **17** new public records requests, **1** ongoing public records request. These requests required approximately **8 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$510**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In September 2021, the Police Department received **9** new records requests, **2** ongoing records requests. These requests required approximately **9.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits is approximately **\$600**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

September 2021 Monthly PRR Report

Run Date: 10/05/2021 1:26 PM

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Run Date: 10/05/2021 1:26 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	9/2/2021	P002200-090221	Public Records Request	9/17/2021	Public Records Request	Mr. Xavier Grant	Finance	SmartProcure is submitting a public records request to the City of Medina for any and all purchasing records from Oct 29, 2020 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 Just as a reference, I have attached the report typically provided to satisfy this request below.	Dawn Nations
Central Services	9/8/2021	P002201-090821	Public Records Request	9/17/2021	Public Records Request	Hugh Wei	Building	Temporary agreement on property line between following two addresses: 8405 NE 7th Street, Medina, WA 98039 8424 NE 6th Street, Medina, WA 98039 We (Shu-Hwa Wei, Angela Zhou) are current owners of 8405 NE 7th Street, Medina, WA 98039 Thank you for your assistance!	Dawn Nations
Central Services	9/9/2021	P002203-090921	Public Records Request	9/20/2021	Public Records Request	David Gerry	Building	I am requesting info on address 8019 ne 27th st Medina I have the title report but am unclear if there are cc&r's limiting the building height, or if it is standard r-16 25' building height from original grade. Thank you, Dave 425-449-0250 David@gerryhomes.com	Dawn Nations

ATTACHMENT 2

Central Services	9/9/2021	P002202-090921	Public Records Request	10/1/2021	Public Records Request	Commercial Appraiser Ryan Jimenez	Building	<p>Hello my name is Ryan Jimenez and I am the golf course specialist for King County Department of Assessment. I was referred to you from Sunita Hall as a contact for the city of Medina because I am working permits and was hoping I could review the permits related to the Overlake Golf Course. Below is a list of the permits we have in our system that are associated with the golf course parcels. I am mostly looking for the new buildings and I believe that the new St. Thomas gym/theater building is on the golf course parcel (I say that as I am not sure if I have the complete permit list related to the gym/theater). I understand with current events certain procedures are different so I am flexible with what works best for you. Thank you and have a great day. Permit Number</p> <table border="1"> <thead> <tr> <th>Address</th> <th>Parcel Number</th> <th>Permit Number</th> </tr> </thead> <tbody> <tr> <td>8000 NE 16th St</td> <td>252504-9001</td> <td>B-19-023</td> </tr> <tr> <td>8000 NE 16th St</td> <td>252504-9001</td> <td>B-19-026</td> </tr> <tr> <td>8000 NE 16th St</td> <td>252504-9001</td> <td>PL-18-049</td> </tr> <tr> <td>8000 NE 16th St</td> <td>252504-9001</td> <td>PL-19-002</td> </tr> <tr> <td>8000 NE 16th St</td> <td>252504-9001</td> <td>B-19-047</td> </tr> <tr> <td>8300 NE 16th St</td> <td>252104-9106</td> <td></td> </tr> </tbody> </table>	Address	Parcel Number	Permit Number	8000 NE 16th St	252504-9001	B-19-023	8000 NE 16th St	252504-9001	B-19-026	8000 NE 16th St	252504-9001	PL-18-049	8000 NE 16th St	252504-9001	PL-19-002	8000 NE 16th St	252504-9001	B-19-047	8300 NE 16th St	252104-9106		Dawn Nations
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Central Services	9/10/2021	P002204-091021	Public Records Request	9/21/2021	Public Records Request	Braden Mineer	Building	<p>Requesting a report of all issued and pending building permits for residential & commercial properties from 8/1/2021 to 8/31/2021. 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.</p>	Dawn Nations																					
Central Services	9/13/2021	P002205-091321	Public Records Request	9/22/2021	Public Records Request	Alex Capron	Building	<p>All permit records for parcel 2260300080. No address is assigned for this property, as it contains a joint use pier, though 1447 Evergreen Point Road has been commonly used. Owner: BEACH CLUB OWNERS ASSOC.</p>	Dawn Nations																					
Central Services	9/13/2021	P002207-091321	Public Records Request	9/23/2021	Public Records Request	Amy Burns	Building	<p>We would like to see all paperwork on the fence that was build about 5 years ago at 7841 NE 10th St, Medina, WA 98039 the Borgford Residence</p>	Dawn Nations																					

ATTACHMENT 2

Central Services	9/15/2021	P002208-091521	Public Records Request	10/1/2021	Public Records Request	Joe Liu	Building	Hi, Please send documents, requests, and permits related to the development/construction of the home at: 202 Overlake Dr E, Medina, WA 98039 Please include permit submitted to remove trees, mitigation plans and well as the landscaping plans for this project. Thank you very much! Best -	Dawn Nations
Central Services	9/16/2021	P002212-091621	Public Records Request	9/27/2021	Public Records Request	Maojie Xu	Building	Permit: B101911-310211 Permit: B081204-0671	Dawn Nations
Central Services	9/17/2021	P002213-091721	Public Records Request	9/28/2021	Public Records Request	David McCourt	Building	Parcel 201870-0274 / B-18-055 and B-18-054 / 111-84th Ave NE	Dawn Nations
Central Services	9/17/2021	P002214-091721	Public Records Request	9/28/2021	Public Records Request	Ali Naini	Building	I live at 2054 Evergreen Point Road and would like to know how I might contact the new owner of the uninhabited home south of us (2036 Evergreen Pt Rd). I had a question about our shared hedges. Thank you and feel free to give them my cell#: 425-941-0522.	Dawn Nations
Central Services	9/23/2021	P002219-092321	Public Records Request	10/4/2021	Public Records Request	David McCourt	Building	2206 Evergreen Pt. Rd. / Permit B-21-013 (just came up in our system) 7755 Overlake Dr W / B-20-010	Dawn Nations
Central Services	9/23/2021	P002220-092321	Public Records Request	10/4/2021	Public Records Request	John Ebel [mailto: John Ebel	Development Services	Ordinance 804 vacating 20' portion of ROW on Upland Road, as shown on Exhibit B to the pending Street Vacation Petition filed for 442 Upland Road.	Dawn Nations
Central Services	9/24/2021	P002222-092421	Public Records Request	10/5/2021	Public Records Request	Robert Short	Building	Drawings showing the location of the property line between my property at 7652, NE 12th st and 7648 NE 12th st. Ideally the distance between the house at 7652 and the Western property line. I cant find a drawing showing the location of the houses on the property. thanks	Dawn Nations
Central Services	9/28/2021	P002225-092821	Public Records Request	10/7/2021	Public Records Request	David McCourt	Building	Public Records Request: P002219-092321 I submitted this last week and have spoken to Dawn about it. We were tentatively scheduled for Thursday 9/30 and I need to confirm. Friday is the last day we can value properties for the tax rolls. Thanks	Dawn Nations
Central Services	9/28/2021	P002226-092821	Public Records Request	10/7/2021	Public Records Request	GENG TAN	Building	Looking for all related building record for below two address: 2051 78th Ave NE, Medina, Wa 98039 2045 78th Ave NE, Medina, WA 98039	Dawn Nations
Central Services	9/28/2021	P002227-092821	Public Records Request	10/7/2021	Public Records Request	GENG TAN	Building	Looking for all related building record for below addresses: 2039 78th Ave NE, Medina, 2033 78th Ave NE, Medina WA	Dawn Nations