



CITY OF MEDINA

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

Date: June 13, 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

JUNE AND JULY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Park Board Meeting	Jun 20	6:00 pm	In-Person/Online
City Council Meeting	Jun 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Jun 28	4:00 pm	In-Person/Online
Independence Day – City Hall Closed	Jul 4		
City Council Meeting	Jul 11	5:00 pm	In-Person/Online
Park Board Meeting	Jul 18	6:00 pm	In-Person/Online
City Council Meeting – TENTATIVE	Jul 25	5:00 pm	In-Person/Online
Planning Commission Meeting	Jul 26	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 May, the City issued 21 bulletins amounting to a total of 86,088 bulletins delivered to subscribers; approximately 14.8% were opened. See **Attachment 1**.

As of May 31, the city had 13,001 subscribers (change in total subscribers **+153**), with a combined total of 124,647 subscriptions (change in total subscriptions **+1,681**).

RECORDS REQUESTS

As of May 31, 15 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 Rate	Wireless Recipients
Comparisons:						
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
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
						Email Open
Date Sent	Top 10 Most Read Bulletins During May			Emails Opened	Rate	
05/02/2022 12:04 PM PDT	Medina City Hall has reopened for regular business!			1,024	13%	
05/04/2022 02:35 PM PDT	Medina City Hall has reopened for regular business!			1,017	14%	
05/06/2022 03:34 PM PDT	May 9, 2022 Medina City Council Special Meeting Agenda			1,115	15%	
05/10/2022 10:39 AM PDT	National Police Week and Peace Officers Memorial Day 2022			1,438	16%	
05/10/2022 01:43 PM PDT	Introducing - Engage Medina! Stay informed on what's happening in Medina!			1,235	15%	
05/10/2022 02:12 PM PDT	Proposed Code Amendments for Average Grade			1,252	16%	
05/17/2022 01:56 PM PDT	Community Bulletin - Mailbox Theft Incidents			1,100	30%	
05/19/2022 11:22 AM PDT	Community Bulletin - Summer Safety			834	28%	
05/19/2022 12:00 PM PDT	National Safe Boating and Paddling Week 2022			1,452	16%	
05/27/2022 08:00 AM PDT	Notice of Public Hearing - 2023-2028 Six Year CIP/TIP & non-TIP - June 13, 2022			1,260	16%	



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: June 13, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: May 2022, Public Records Request Tracking

In May 2022, Central Services staff received **15** new public records requests, **2** ongoing public records request. These requests required approximately **8.5 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 **\$515**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2022, the Police Department received **15** new records requests. These requests required approximately **4 hours** 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 **\$263**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

May 2022 Monthly PRR Report

Run Date: 06/02/2022 2:23 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	5/6/2022	P002394-050622	Public Records Request	5/17/2022	Public Records Request	Guoyong Liu	Central Services	Hi, Here is my address: 2507 Medina Cir, Medina, WA 98039 I need to get a site map or survey to know my home's border. I appreciate your help very much, Thanks, Guoyong	Dawn Nations
Central Services	5/9/2022	P002397-050922	Public Records Request	5/23/2022	Public Records Request	Franck Li	Building	Any and all documents related to the property including remodeling, additions, boundary maps, markers, survey, architectural designs, permits, floor plans, storm drain plan if any, living area footage, etc	Dawn Nations
Central Services	5/10/2022	P002398-051022	Public Records Request	5/19/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 4/1/2022 to 4/30/2022. 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	5/10/2022	P002399-051022	Public Records Request	5/19/2022	Public Records Request	Janitor Michele Ray	Human Resources	What is this human Resources? Michele Ray!	Dawn Nations
Central Services	5/10/2022	P002400-051022	Public Records Request	5/19/2022	Public Records Request	George Hanson	Development Services	Any records for 3619 Evergreen Point Road. built in 1990	Dawn Nations
Central Services	5/10/2022	P002401-051022	Public Records Request	5/26/2022	Public Records Request	Real estate broker Richard Cahill	Building	8816 NE 2nd Pl, Medina Is there a survey on file? Variance #474 3/8/84 Kenwood Park ADD Parcel 383550 Trct Common Driveway	Dawn Nations
Central Services	5/10/2022	P002402-051022	Public Records Request	5/20/2022	Public Records Request	Doug Dicharry	Building	All permit applications and approvals and construction plans for 8024 NE 8th St.	Dawn Nations

Central Services	5/12/2022	P002405-051222	Public Records Request	5/23/2022	Public Records Request	Rod Buidon	Building	607 86th Avenue NE building plans	Dawn Nations
Central Services	5/12/2022	P002406-051222	Public Records Request	5/24/2022	Public Records Request	Larion Tyshler	Building	Requesting all the records and exhibits pertaining to the variance request P-22-009 (607 86th Ave NE, Wang Variance), including the exhibits 1-9 listed in the decision summary.	Dawn Nations
Central Services	5/18/2022	P002411-051822	Public Records Request	6/13/2022	Public Records Request	Jake Drake	Public Works	Hello, may I please request any drainage complaints downstream of parcel #3025300065? Thank you.	Dawn Nations
Central Services	5/24/2022	P002414-052422	Public Records Request	6/3/2022	Public Records Request	Gunjan Sood	Development Services	Hi there! I am looking for the approved Architectural & Structural Plans for the current Remodel & Addition, building permit B-21-033 for address 8604 NE 6th St, Medina, WA 98039. I will be leveraging this as a reference for a similar addition for my house. Appreciate the help!	Dawn Nations
Central Services	5/25/2022	P002415-052522	Public Records Request	6/3/2022	Public Records Request	Public Records Request Kathleen Colleran	Building	My husband Bill and I just moved to Medina last month and would like the "As Built" plans for our home. Our address is 7842 NE 21st Street, Medina WA 98039; my cell is (206) 412-2127. We have a daughter in college who is home for the Summer and a son who is a Junior at Seattle Prep. My husband drives a silver BMW M3, I drive a silver BMW X5 and our children drive a black Honda CRV. We are thrilled to be here and thank you for all that you do for our community.	Dawn Nations
Central Services	5/25/2022	P002416-052522	Public Records Request	6/3/2022	Public Records Request	Architect Sean Wilson	Building	Hello, I am looking for permitted drawings of the retaining walls that currently exist along the south property line at 3602 Evergreen Point Rd. Any drawings, structural calcs, photos, or other pertinent info on record would be appreciated. If a permitted site plan is on file, that would be appreciated as well. Thank you! Sean Wilson	Dawn Nations
Central Services	5/26/2022	P002421-052622	Public Records Request	6/6/2022	Public Records Request	David McCourt	Building	1800 77th Ave NE, Permit B-20-056 / 442 87th AVE NE, Permit B-20-059 Dawn, I'm out of the office the week of May 30th, returning the week of June 6th. Thursday 6/9/22 would work for me if I need to come in. Thanks! David	Dawn Nations