



CITY OF MEDINA

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

Date: February 14, 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

FEBRUARY AND MARCH PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Park Board Meeting	Feb 15	5:00 pm	Teleconference/Online
Presidents Day – <i>City Hall Closed</i>	Feb 21		
Planning Commission Meeting	Feb 22	4:00 pm	Teleconference/Online
City Council Retreat	TBD		
City Council Meeting	Mar 14	4:00 pm	Teleconference/Online
Park Board Meeting	Mar 21	5:00 pm	Teleconference/Online
Planning Commission Meeting	Mar 22	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 January, the City issued 25 bulletins amounting to a total of 94,429 bulletins delivered to subscribers; approximately 14.2% were opened. See **Attachment 1**.

As of January 31, the City had 12,338 subscribers (change in total subscribers **+288**), with a combined total of 120,818 subscriptions (change in total subscriptions **+1,488**).

RECORDS REQUESTS

As of January 31, 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:						
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
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
Date Sent	Top 10 Most Read Bulletins During January				Emails Opened	Email Open Rate
01/03/2022 09:24 AM PST	Emergency Preparedness Committee Meeting (Virtual) Agenda Wednesday, January 12, 2022				675	23%
01/03/2022 11:34 AM PST	CANCELLED- Reception Honoring Outgoing City Manager				1,012	14%
01/04/2022 11:36 AM PST	Republic Services running on 2 hour delay - Today, January 4, 2022				1,448	16%
01/05/2022 02:22 PM PST	CANCELLED- Reception Honoring Outgoing City Manager				1,003	14%
01/06/2022 01:13 PM PST	Emergency Preparedness Committee Meeting (Virtual) Agenda Wednesday, January 12, 2022				1,227	15%
01/07/2022 01:29 PM PST	January 10, 2022 Medina City Council Regular Meeting (on- line) Agenda				1,008	14%
01/11/2022 09:12 AM PST	Let's resolve to be prepared! Join the Emergency Preparedness Meeting (Virtual) Meeting tomorrow: Wednesday, January 12, 2022				1,228	14%
01/12/2022 08:26 AM PST	No Republic Services today, January 12, 2022				1,625	17%
01/13/2022 11:24 AM PST	No Republic Services Today, January 13, 2022				1,157	15%
01/21/2022 12:29 PM PST	January 24, 2022 Medina City Council Regular Meeting (on- line) Agenda				1,064	14%



ATTACHMENT 2

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DATE: February 14, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: January 2022, Public Records Request Tracking

In January 2022, Central Services staff received **8** new public records requests, **1** ongoing public records request. These requests required approximately **3.75 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$198**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In January 2022, the Police Department received **14** new records requests. These requests required approximately **5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits is approximately **\$312**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

January 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 01/31/2022 11:44 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	1/3/2022	W002301-010322	Police Records Request	1/19/2022	Public Records Request	Yue Cao	Building	Building Permits or Architect Plan for the property at 1034 76th Ave NE, Medina WA 98039	Dawn Nations
Central Services	1/10/2022	P002303-011022	Public Records Request	1/31/2022	Public Records Request	Peng Xiong	Public Works	Stormwater Map for 8160 NE 24th Street, Medina	Dawn Nations
Central Services	1/10/2022	P002304-011022	Public Records Request	1/19/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 12/1/2021 to 12/31/2021. 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	1/11/2022	P002305-011122	Public Records Request	1/20/2022	Public Records Request	Steven Ray	Building	Site and building plans on file for 525 OVERLAKE DR E Parcel: 3835502300	Dawn Nations
Central Services	1/19/2022	P002313-011922	Public Records Request	1/31/2022	Public Records Request	Peng Xiong	Building	Hi, I want to get permit details for this house, thank you https://blue.kingcounty.com/Assessor/eRealProperty/Detail.aspx?ParcelNbr=5425700255 8160 NE 24TH ST 98039 Permit Number: 1. PW-ROW-20-018 ROW 2. B100506-1599 New decks, add arbor & replace/repair windows 3. (No number) Interior currently down to studs (MGUB) 9/27/2006	Dawn Nations
Central Services	1/20/2022	P002314-012022	Public Records Request	1/31/2022	Public Records Request	Senior Tech Reporter Katherine Long	Building	Kindly transmit to me copies of the following permits. B-19-012Pool, Spa, Patio and Landscaping,Accessory, New9/5/2019\$650,000MEDINA5/7/2021 B-18-076AUTO GATE,Accessory, New1/4/2019\$40,000MEDINA5/17/2020 B-17-039CONVERT BONUS ROOM TO BEDROOMS,Remodel5/24/2017\$15,000MEDINA5/17/2020	Dawn Nations
Central Services	1/25/2022	P002318-012522	Public Records Request	2/4/2022	Public Records Request	Galya Kirstine	Building	Pool & spa for 7545 NE 28th Pl, Medina. Looking for the application sent to permit the pool and spa for 7545 NE 28th Pl, Medina. And if the permit was approved. Thank you.	Dawn Nations
Central Services	1/28/2022	P002321-012822	Public Records Request	2/8/2022	Public Records Request	Public Works Supervisor Pat Crickmore	Human Resources	All versions of Personnel Guidelines to include both draft with date drafted and final with signatures and dates passed by council.	Aimee Kellerman