



CITY OF MEDINA

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

Date: October 10, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, 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 Meeting	Oct 12	4:00 pm	In-Person/Online
Park Board Meeting	Oct 17	5:00 pm	In-Person/Online
Planning Commission Meeting	Oct 25	6:00 pm	In-Person/Online
Shredder/Drug-Take Back/E-cycling Day	Oct 29	9:00 am – 12:00 pm	Medina Park Parking Lot
Veterans Day – City Hall Closed	Nov 11		
City Council Meeting	Nov 14	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Nov 15	6:00 pm	In-Person/Online
Park Board Meeting	Nov 21	5:00 pm	In-Person/Online
Thanksgiving Holiday – City Hall Closed	Nov 24		
Day After Thanksgiving Holiday – City Hall Closed	Nov 25		

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 18 bulletins amounting to a total of 64,845 bulletins delivered to subscribers; approximately 18.2% were opened. See **Attachment 1**.

As of September 30, the city had 13,304 subscribers (change in total subscribers **-16**), with a combined total of 119,526 subscriptions (change in total subscriptions **-5,188**).

RECORDS REQUESTS

As of September 30, 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	Wireless Recipients
Comparisons:						
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
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
Date Sent	Top 10 Most Read Bulletins During September				Emails Opened	Email Open Rate
09/04/2022 02:43 PM PDT	Community Bulletin - Collision on 84th Avenue NE at SR-520				1,188	34%
09/13/2022 12:56 PM PDT	Community Bulletin - SAVE THE DATE Saturday, October 29, 2022 Shredder Day				1,125	31%
09/13/2022 04:07 PM PDT	Proclamation - National Recovery Month September 2022				1399	18%
09/14/2022 03:45 PM PDT	E-lert - SAVE THE DATE - Shredder Day Saturday, October 29th, 9-12 Noon at Medina Park (NE 12th St)				1,716	18%
09/15/2022 09:55 AM PDT	Invitation To Bid - License Plate Recognition System				730	10%
09/20/2022 03:56 PM PDT	Medina Emergency Preparedness Committee Meeting (Virtual) Wednesday, October 12, at 4:00 pm				901	30%
09/22/2022 01:00 PM PDT	Proclamation - Childhood Cancer Awareness Week September 25 - October 1, 2022				1,189	17%
09/27/2022 08:53 AM PDT	Notice of Public Hearing - 2023 Preliminary Annual Budget October 10, 2022				1,291	16%
09/27/2022 01:38 PM PDT	Community Bulletin - Coffee with a Cop!				928	30%
09/29/2022 08:54 AM PDT	Community Bulletin - SR-520 Weekend Closure - Both Directions				1,756	19%



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 10, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: September 2022, Public Records Request Tracking

In September 2022, Central Services staff received **15** new public records requests. These requests required approximately **11 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 **\$775**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In September 2022, the Police Department received **14** new records requests. These requests required approximately **2 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 **\$140**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

September 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 10/04/2022 9:03 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	9/2/2022	P002502-090222	Public Records Request	10/6/2022	Public Records Request	Kevin Dosch	Development Services	I'd like to know the construction parking violations, fines, and addresses of job sites from Jan 2022 - Aug 2022.	Aimee Kellerman
Central Services	9/6/2022	P002503-090622	Public Records Request	9/15/2022	Public Records Request	Nancy Parker	Building	Plans and permits for Trendwell Residence 550 Overlake Drive East	Dawn Nations
Central Services	9/8/2022	P002506-090822	Public Records Request	9/19/2022	Public Records Request	Dana Oliver	Building	Site address: 550 Overlake Drive East, Medina View any current open building/development applications and/or active permits for property, including dock/boathouse. Review electronically &/or physical documents (if not all available electronically). Thanks!	Dawn Nations
Central Services	9/8/2022	P002507-090822	Public Records Request	9/19/2022	Public Records Request	Rich Zhu	Building	We are planning to remodel the house located at 1028 84th Ave NE 980369 and the house was built in 2007. We would like to see if you have the record of the house blueprint like the permit drawing or the as-built drawing set. Thank you . Rich Zhu	Dawn Nations
Central Services	9/12/2022	P002509-091222	Public Records Request	9/21/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 8/1/2022 to 8/31/2022. 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	9/12/2022	P002510-091222	Public Records Request	9/21/2022	Public Records Request	Office Administrator Jodi Burbank	Public Works	REQUESTING UNDERGROUND MEDINA WATER MAPS FOR 3227 EVERGREEN POINT RD, MEDINA. THIS IS FOR SURVEY/DESIGN PURPOSES ONLY (NO DIGGING) BEYLER/MARK HOLMES	Dawn Nations

ATTACHMENT 2

Central Services	9/14/2022	P002514-091422	Public Records Request	9/23/2022	Public Records Request	Homeowner Aju Kuruvilla	Building	Full permit packages (plans and associated attachments and documents) for KURUVILLA BASEMENT REMODEL. The permit number on the plan set is B20-014 approved by Steve Wilcox. We have been told that there are qty. 2 permits? We have a plan set but none of the other documents or the OTHER permit. We want to inspect it to be able to start the project soon. THANK YOU.	Dawn Nations
Central Services	9/14/2022	P002515-091422	Public Records Request	9/23/2022	Public Records Request	David McCourt	Building	8425 Ridge Rd / B-20-084 2616 Evergreen Pt Rd / B-21-077 Thanks! David Assessments	Dawn Nations
Central Services	9/14/2022	P002516-091422	Public Records Request	9/26/2022	Public Records Request	Realtor Grant Gibbs	Building	Original building plans and documents for property: 201 Overlake Drive E, Medina I believe the house was built in 1986.	Dawn Nations
Central Services	9/22/2022	P002521-092222	Public Records Request	10/3/2022	Public Records Request	Susan Sullivan	Building	Can I please have any records that are available for the properties at 444, 446, and 450 Overlake Drive E., Medina for the period 1920-1990? This maybe records regarding "Building" and "Development Services". Thank you! Regards, Susan Sullivan P.S. What are "Central Services"?	Dawn Nations
Central Services	9/26/2022	P002522-092622	Public Records Request	10/5/2022	Public Records Request	Baogang Yao	Building	Survey for 7615 NE 12th Street Medina, WA 98039	Dawn Nations
Central Services	9/26/2022	P002523-092622	Public Records Request	10/5/2022	Public Records Request	Craig Fischer	Building	Site Map & Tree Survey - 850 80th Ave NE	Craig Fischer
Central Services	9/26/2022	P002524-092622	Public Records Request	10/7/2022	Public Records Request	James Welker	Building	We would like to request the architectural plans, permit set, and any other renderings for the new construction house being built at 8297 Overlake Dr W, Medina, WA 98039. Thank you.	Dawn Nations

ATTACHMENT 2

Central Services 9/28/2022	P002528-092822	Public Records Request	10/13/2022	Public Records Request	Julie Reed	Human Resources	I am seeking information regarding your law enforcement department for a wage and compensation survey I will be doing. I appreciate any help you can offer in obtaining the below data by returning the following information by email. If you do not have this information I would be grateful for any assistance you could offer in directing me to the department that might. a. The current collective bargaining agreement(s) (CBA) for Officers, Corporals, Detectives & Sergeants. b. The 2022 & 2023 pay scales for your law enforcement department (unless contained within the CBAs). c. How many Officers, Corporals, Detectives & Sergeants are in your agency? d. The 2022 health care information- Including their deductible amounts, and the amount paid by employee/employer? If there is more than one plan offered, please make note of which one is the most popular plan.	Aimee Kellerman
Central Services 9/29/2022	P002530-092922	Public Records Request	10/10/2022	Public Records Request	Surveyor Nathan McCammant	Building	Looking for plat map, and permit information for a property at 720 Overlake Dr E, Medina, WA 98039 Parcel # 383550.1912 Permit number is 3978	Dawn Nations

