



CITY OF MEDINA

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

Date: November 8, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

NOVEMBER AND DECEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Veterans Day – <i>City Hall Closed</i>	Nov 11		
Park Board Meeting	Nov 15	5:00 pm	Teleconference/Online
Planning Commission Meeting	Nov 16	4:00 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		
Outgoing Council Members Celebration	Dec 9	5:00 pm – 8:00 pm	Overlake Golf and Country Club
City Council Meeting	Dec 13	4:00 pm	Teleconference/Online
Planning Commission Meeting	Dec 14	4:00 pm	Teleconference/Online
Day Before Christmas Holiday – <i>City Hall Closed</i>	Dec 24		
City Council Meeting - <i>Cancelled</i>	Dec 27		
Day Before New Year’s Holiday – <i>City Hall Closed</i>	Dec 31		

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 October, the City issued 31 bulletins amounting to a total of 95,505 bulletins delivered to subscribers; approximately 10.8% were opened. See **Attachment 1**.

As of October 31, the City had 11,797 subscribers (change in total subscribers **+454**), with a combined total of 121,014 subscriptions (change in total subscriptions **+5,970**).

RECORDS REQUESTS

As of October 31, 9 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:						
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
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
Date Sent	Top 10 Most Read Bulletins During October				Emails Opened	Email Open Rate
10/01/2021 12:55 PM PDT	84th Ave NE Pavement Overlay Project				669	10%
10/01/2021 01:11 PM PDT	Notice of Virtual Public Hearing - 2022 Preliminary Annual Budget - October 11, 2021				704	10%
10/05/2021 09:44 AM PDT	Shred Away on Shredder Day! Saturday, Oct 9 2021				1,142	12%
10/06/2021 09:00 AM PDT	Emergency Preparedness Committee - Wednesday October 13 at 4:00 pm				961	11%
10/07/2021 10:59 AM PDT	Emergency Preparedness Committee Meeting (Virtual) Agenda Wednesday, October 13 at 4:00 pm				515	16%
10/07/2021 03:21 PM PDT	Community Alert - Slow Down and Pay Attention				626	21%
10/08/2021 09:05 AM PDT	Community Bulletin -Ready, Set, Shred tomorrow Save the Date! Reception Honoring Outgoing Council				1,063	13%
10/15/2021 11:20 AM PDT	Members - December 9, 2021 Community Bulletin -Medina Police Department				889	11%
10/17/2021 12:45 AM PDT	Involved Shooting				1,504	27%
10/19/2021 03:45 PM PDT	E-lert - Over and Out! The Great Washington Shakeout on Thursday, 10/21/2021				905	24%



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: November 8, 2021
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: October 2021, Public Records Request Tracking

In October 2021, Central Services staff received **9** new public records requests, **1** ongoing public records request. These requests required approximately **3.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$195**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In October 2021, the Police Department received **13** new records requests. These requests required approximately **12 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits is approximately **\$735**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

October 2021 Monthly PRR Report

Run Date: 11/02/2021 9:41 AM

ATTACHMENT 2

October 2021 Monthly PRR Report

Run Date: 11/02/2021 9:41 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	10/7/2021	P002238-100721	Public Records Request	10/18/2021	Public Records Request	Alex Capron	Building	Building permit for joint use pier at 1403 Evergreen Pt. Road between 1977 and 1983	Dawn Nations
Central Services	10/7/2021	P002239-100721	Public Records Request	10/19/2021	Public Records Request	GENG TAN	Building	Looking for all building permit documents for address: 2627 78th Ave NE, Medina, WA 98039	Dawn Nations
Central Services	10/11/2021	P002241-101121	Public Records Request	10/20/2021	Public Records Request	Matt Mamiya	Development Services	Hello, looking for landscape/hardscape plans submitted in around 2010 for 2206 Evergreen Point Road. I've got the original permit drawings for the building, but looks like sheets L1, L2, and L3 are submitted under separate application. Looking for anything to do with site work at this location around 2010. Thanks! Matt	Dawn Nations
Central Services	10/13/2021	P002242-101321	Public Records Request	10/22/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 9/1/2021 to 9/30/2021. 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	10/14/2021	P002245-101421	Public Records Request	10/25/2021	Public Records Request	Alice Ryder	Building	8425 Ridge Road. Review the plans.	Dawn Nations
Central Services	10/21/2021	P002247-102121	Public Records Request	11/1/2021	Public Records Request	Ursula Burnham	Public Works	Storm Map	Aimee Kellerman
Central Services	10/21/2021	P002248-102121	Public Records Request	11/1/2021	Public Records Request	Ursula Burnham	Public Works	Storm Map for are vicinity of 8703 NE 21st St. Medina, WA 98004	Dawn Nations
Central Services	10/28/2021	P002254-102821	Public Records Request	11/23/2021	Public Records Request	Permit Coordinator Mark Kushino	Development Services	Shoreline and/or building-related permits for any shoreline stabilization projects (Bulkhead permits, maintenance of bulkhead, etc). Please see attachment for parcel details.	Dawn Nations
Central Services	10/28/2021	P002256-102821	Public Records Request	11/9/2021	Public Records Request	Susan Sullivan	Building	I would like to see the documents in the public record for Richard Flemings' application for riparian rights for his property at 446 Overlake Drive E. (King County Parcel Parcel 3835502357). He owned this property from about August 1995 to June 2011. Thank you!	Dawn Nations