



CITY OF MEDINA

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

Date: July 10, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

JULY AND AUGUST PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Emergency Preparedness Meeting	Jul 12	4:00 pm	In-Person/Online
Park Board Meeting	Jul 17	5:00 pm	In-Person/Online
City Council Meeting	Jul 24	5:00 pm	In-Person/Online
Planning Commission Meeting	Jul 25	6:00 pm	In-Person/Online
Seafair Weekend	Aug 4-6		
Medina Days	Aug 8-13		City of Medina
City Council Meeting - Dark No Meeting	Aug 14		
Planning Commission Meeting - Cancelled	Aug 22		
City Council Meeting - Dark No Meeting	Aug 28		

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 June, the City issued 10 bulletins amounting to a total of 68,422 bulletins delivered to subscribers; approximately 19.4% were opened. See **Attachment**.

As of June 30, the city had 15,119 subscribers (change in total subscribers **+91**), with a combined total of 136,985 subscriptions (change in total subscriptions **+436**).

RECORDS REQUESTS

During the month of June, 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:						
June, 2023	10	76,477	68,422	8,528	19.40%	29,336
May, 2023	28	159,825	142,208	14,563	16.00%	61,919
April, 2023	32	213,523	191,506	20,444	16.60%	81,637
March, 2023	21	129,439	115,951	11,878	15.90%	49,669
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
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
Date Sent	Top 10 Most Read Bulletins During June				Emails Opened	Email Open Rate
06/07/2023 04:04 PM PDT	Community Bulletin - Solicitor Information				2,424	22%
06/08/2023 03:38 PM PDT	Potential Quorum Notice - Park Board Weeding Event June 12, 2023				245	13%
06/08/2023 03:39 PM PDT	June 12, 2023 Medina Council Meeting Agenda Packet				273	14%
06/12/2023 04:02 PM PDT	Vote for Your Favorite Logo - Medina Comp Plan 2044				337	14%
06/15/2023 11:00 AM PDT	Community Bulletin - Fourth of July Safety Information				2,237	22%
06/27/2023 03:56 PM PDT	Emergency Preparedness Meeting (Wed 12th July) - AGENDA & JOINING INSTRUCTIONS				694	25%
06/27/2023 05:10 PM PDT	Road Closure - 81st Avenue NE, Eastside of Medina Elementary will be closed on June 29, 2023				1,374	17%
06/28/2023 04:47 PM PDT	Community Bulletin - Fourth of July Safety Information				1,996	20%
06/29/2023 02:16 PM PDT	Community Bulletin - Recent Burglary & Suspicious Activity				2,868	21%
06/30/2023 03:27 PM PDT	City Hall Closed July 4, 2023 - In Observance of Independence Day				1,118	15%



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: July 10, 2023
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: June 2023, Public Records Request Tracking

In June 2023, Central Services staff received **9** new public records requests and **1** ongoing request. These requests required approximately **17.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$1,465**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In June 2023, the Police Department received **13** new records requests. These requests required approximately **0 hours** of staff time and **2 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits, is approximately **\$145**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

June 2023 Monthly PRR Report

Run Date: 07/05/2023 1:34 PM

ATTACHMENT 2

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	6/1/2023	P002803-060123	Public Records Request	7/7/2023	Public Records Request	Rebecca Stebbing	Public Works	Hello, I would like to request GIS data for stormwater pipes. We are primarily looking for date of construction, so if additional datasets may contain that information, that would be great to have as well.	Aimee Kellerman
Central Services	6/2/2023	W002804-060223	Police Records Request	6/19/2023	Police Records Request	David McCourt		B-19-031, 2436 82nd Ave NE, Parcel 542570- Dawn Nations 0020 B-22-033, 8458 NE 9th St, Parcel 931390-0005 B-21-027, 830 84th Ave NE, Parcel 221050-0016 B-22-134, 2005 Evergreen Pt. Rd, Parcel 920890-0057 I also need to verify the status of the following permits: B-22-021, 8905 Groat Pt. Rd, Parcel 781940-0020 B-22-063, 8835 Overlake Dr. W, Parcel 644730-0045 B-19-063, 2254 Evergreen Pt. Rd, Parcel 326230-0205 B-21-073, 7914 NE 26th St, Parcel 326230-1556 Thanks! David Assessments	
Central Services	6/10/2023	P002807-061023	Public Records Request	6/21/2023	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 5/1/2023 to 5/31/2023. 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.	Aimee Kellerman
Central Services	6/12/2023	P002808-061223	Public Records Request	6/21/2023	Public Records Request	Cherry Ching	Building	Building Plan and Site Plan for our house: 3421 Evergreen Point Road. Thank you!	Aimee Kellerman

ATTACHMENT 2

Central Services	6/20/2023	P002814-062023	Public Records Request	7/14/2023	Public Records Request	Justin Kramer	Human Resources	Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2022 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.	Dawn Nations
Central Services	6/20/2023	P002815-062023	Public Records Request	7/14/2023	Public Records Request	Justin Kramer	Finance	Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic copy of all accounts payable vendor payee payments (excluding payroll and payroll related benefits) for the year 2022. This could be considered one of the following reports: Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. Production shall include the vendor's name, Check Date, Check Number, and Check Amount.	Dawn Nations
Central Services	6/22/2023	P002818-062223	Public Records Request	7/3/2023	Public Records Request	Max Rombakh	Building	House plans and information for 2438 80th Ave NE, Medina, WA	Dawn Nations
Central Services	6/23/2023	P002819-062323	Public Records Request	7/4/2023	Public Records Request	David McCourt	Building	B-22-016 / 2426 80th Ave NE / Parcel 542630-0035 Thanks! David Assessments	Dawn Nations
Central Services	6/26/2023	P002820-062623	Public Records Request	7/7/2023	Public Records Request	Olivia Chang	Development Services	All records	Dawn Nations