Date: February 12, 2024

To: Honorable Mayor and City Council

Via: Stephen R. Burns, City Manager

From: Aimee Kellerman, City Clerk

Subject: Central Services Department Monthly Report

FEBRUARY AND MARCH PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Planning Commission Special Meeting	Feb 15	6:00 pm	In-Person/Online
Presidents' Day – City Hall Closed	Feb 19		
City Council Meeting	Feb 26	5:00 pm	In-Person/Online
Planning Commission Meeting	Feb 27	6:00 pm	In-Person/Online
City Council Meeting	Mar 11	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Mar 12	6:00 pm	In-Person/Online
Park Board Meeting	Mar 18	5:00 pm	In-Person/Online
City Council Meeting	Mar 25	5:00 pm	In-Person/Online
Planning Commission Meeting	Mar 26	6:00 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 January, the City issued 11 bulletins amounting to a total of 29,587 bulletins delivered to subscribers; approximately 14.9% were opened. See **Attachment**.

As of January 31, the city had 16,956 subscribers (change in total subscribers +462), with a combined total of 153,543 subscriptions (change in total subscriptions +4,461).

RECORDS REQUESTS

During the month of January, 17 public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

As we forge ahead in 2024, we're committed to adhering to the Washington state archives records management best practices. This ensures that once a record has fulfilled its required retention period, it is properly handled—either destroyed or archived. With guidance from our consultant, we've recently eliminated approximately 15 boxes of records, while the State Archives has archived another 11 boxes, making them accessible to the public. The records transferred to

the archives primarily include Council and Planning Commission meeting minutes and agendas, along with some superseded City Council guidelines and obsolete correspondence from the Council, Mayor, and City Manager. These efforts mark significant progress toward our objective of relocating all records from our storage unit to an on-site location.

This week, we initiated the development of our Online Document Library. Our vision is to craft a user-friendly digital environment where the public can easily access open records. The launch will be phased, allowing us to incorporate feedback and adjust as needed to enhance the user experience. As we integrate records into Laserfiche and append the appropriate metadata, these records will become available online. Custom search forms for the most requested records will be developed to deliver precise search results. Once the Document Library is live, we plan to add a shortcut to your Surface tablets for convenient access.

OPTOMIZING THE ONLINE DOCUMENT LIBRARY

The cornerstone of any effective document repository is the quality of its **metadata**. But what exactly is metadata? Imagine a vast library brimming with every conceivable piece of information. Now picture trying to locate a single piece of data without any guidance. *Metadata is that guidance*—it's the invisible yet essential data that describes the content, origin, and context of each document in our repository. Metadata is like a detailed label on a file folder, an index in a book, or the nutritional information on a food package. It's what allows you to find the right document quickly and efficiently in a digital landscape that's as vast as it is intangible. Here's how metadata brings order to the potential chaos of an electronic document repository:

- **Simplifies Searches**: Metadata acts like a search engine, enabling you to enter specific criteria—such as a topic, project title, or an address—and swiftly locate pertinent documents.

- **Organizes Content**: It categorizes documents into logical groups, akin to sorting books by genre in a bookstore, so you can find what you're looking for with ease.

- **Enables Collaboration**: Metadata provides clear document details, ensuring that team members can effortlessly find, share, and collaborate on documents across different applications. Paired with integrations, metadata allows all documents to reside in Laserfiche but remain accessible from the user's preferred application.

- **Guarantees Accessibility**: Metadata includes instructions on how to access and use documents, ensuring they remain readable and comprehensible for the future, thus safeguarding our collective knowledge.

We are thankful for the Council's support in our records management efforts and are dedicated to making Medina a model of modernization, organization, and efficiency.