



CITY OF MEDINA

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Date: September 9, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

SEPTEMBER AND OCTOBER PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Planning Commission Special Meeting	Sep 11	6:00 pm	In-Person/Online
Parks and Recreation Board Meeting	Sep 16	5:00 pm	In-Person/Online
City Council Meeting	Sep 23	5:00 pm	In-Person/Online
Planning Commission Meeting	Sep 24	6:00 pm	In-Person/Online
Planning Commission Special Meeting	Oct 9	6:00 pm	In-Person/Online
Fall Shredder Day w/ Electronics Recycling and Drug Take-back	Oct 12	9:00 am – 12:00 pm	Medina Park – 8301 NE 12 th St
City Council Meeting	Oct 14	5:00 pm	In-Person/Online
Planning Commission Meeting	Oct 22	6:00 pm	In-Person/Online
City Council Meeting	Oct 28	5:00 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 months of July and August, the City issued 38 bulletins amounting to a total of 274,271 bulletins delivered to subscribers; approximately 14.3% were opened. See **Attachment**.

As of August 31, the city had 21,073 subscribers (change in total subscribers **+1,927**), with a combined total of 174,602 subscriptions (change in total subscriptions **+144**).

RECORDS REQUESTS

During the months of July and August, 36 public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

With the assistance of our records management consultant, Central Services has been diligently working on the development of our online Public Documents Library. Although we initially intended to have it available prior to this meeting, we have determined that additional time is needed to ensure the system functions optimally. Consequently, we have rescheduled the official

launch date to October 14, 2024. At that time, the public will have access to view and search the following record types:

- Council Meeting Files
- Ordinances
- Resolutions
- Community Communications
- Board and Commission Meeting Files
- Accountability Audit Reports
- Contracts
- Recorded Documents
- Proclamations
- Adopted Budgets
- Financial Audit Reports
- Forms
- City Policies
- Historical Documents
- Street Vacation Petitions
- Public Notices

Beginning in October, all the above specified record types will become publicly accessible. However, please note that some records may only include recent entries (e.g., Contracts, Street Vacation Petitions), while others will encompass the complete historical files maintained by the city (e.g., Ordinances, Resolutions, Council Meeting Files).

In addition to the public availability of these records, we will also complete the implementation of several online Laserfiche Forms designed to enhance tracking, records management, and overall efficiency. These forms include:

- Board and Commission Applications
- Public Officials' Open Government Training Tracking
- Animal Licensing
- Employment Applications
- And more.