



CITY OF MEDINA

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

Date: March 14, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

MARCH AND APRIL PUBLIC MEETINGS AND EVENTS

| Event | Date | Time | Location |
|---------------------------------------|-------------|-----------------------|----------------------------|
| Park Board Meeting | Mar 21 | 5:00 pm | Teleconference/Online |
| Planning Commission Meeting | Mar 22 | 4:00 pm | Teleconference/Online |
| City Council Meeting | Mar 28 | 4:00 pm | Teleconference/Online |
| City Council Meeting | Apr 11 | 4:00 pm | Teleconference/Online |
| Park Board Meeting | Apr 18 | 5:00 pm | Teleconference/Online |
| Shredder/Drug-Take Back/E-cycling Day | Apr 23 | 9:00 am – 12:00 pm | Medina Park Parking Lot |
| City Council Meeting | Apr 25 | 4:00 pm | Teleconference/Online |
| Joint CC/PC Meeting | Apr 26 | 4:00 pm | Teleconference/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 February, the City issued 17 bulletins amounting to a total of 44,691 bulletins delivered to subscribers; approximately 11.8% were opened. See **Attachment 1**.

As of February 28, the City had 12,509 subscribers (change in total subscribers **+171**), with a combined total of 122,212 subscriptions (change in total subscriptions **+1,394**).

RECORDS REQUESTS

As of February 28, 6 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 Rate | Wireless Recipients |
|-------------------------|--|-----------------------------|----------------------------|-------------------------------|-----------------------------------|--------------------------------|
| Comparisons: | | | | | | |
| 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 |
| 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 |
| Date Sent | Top 10 Most Read Bulletins During February | | | Emails Opened | Email Open Rate | |
| 02/01/2022 03:47 PM PST | Community E-lert® - DIGITAL SPEED SIGNS | | | 934 | 29% | |
| 02/04/2022 11:44 AM PST | Medina Finance Committee Agenda - Tuesday, February 8, 2022 at 11AM (on-line) | | | 192 | 9% | |
| 02/08/2022 04:15 PM PST | February 10, 2022 - Civil Service Commission Meeting Agenda Packet (online) | | | 131 | 7% | |
| 02/10/2022 10:16 AM PST | East Link Connections: Metro and Sound Transit Seek Feedback on Proposed Bus Changes as Link Light Rail Expands | | | 1,061 | 14% | |
| 02/11/2022 12:00 PM PST | Park Board Agenda Packet - Tuesday, February 15, 2022 at 5PM (on-line) | | | 147 | 8% | |
| 02/17/2022 12:33 PM PST | Notice of Hearing - Permanent Supportive and Transitional Housing - March 14, 2022 at 4pm | | | 200 | 9% | |
| 02/18/2022 01:35 PM PST | City Hall Closed on Monday, 2/21 - Presidents Day | | | 961 | 13% | |
| 02/18/2022 04:00 PM PST | February 22, 2022 Medina Planning Commission Special (On- line) Meeting Agenda Packet | | | 179 | 9% | |
| 02/24/2022 12:02 PM PST | February 28, 2022 Medina City Council Regular Meeting (on- line) Agenda | | | 1,058 | 14% | |
| 02/24/2022 12:38 PM PST | Notice of Hearing and Determination of Nonsignificance - March 22, 2022 at 2pm | | | 148 | 8% | |



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: March 14, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: February 2022, Public Records Request Tracking

In February 2022, Central Services staff received **6** new public records requests, **1** ongoing public records request. These requests required approximately **5 hours** of Central Services staff time and **.4 hours** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$390**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In February 2022, the Police Department received **11** new records requests. These requests required approximately **1.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits is approximately **\$98**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

February 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 03/07/2022 3:17 PM

| 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 | 2/9/2022 | P002326-020922 | Public Records Request | 2/18/2022 | Public Records Request | Tom Nanevicz | Building | Site address: 802 Evergreen Point Road (King County APN 252504-9048) Records as follows: • Permit summary (date, type of permit, applicant/tenant) or available permits from construction to present • Permits of environmental concern (petroleum storage tanks, septic systems, oil/water separators) • Record of any Activity Use Limitations (AULs) • Records regarding hazardous materials usage/storage/incidents or known environmental concerns/contamination • Records regarding aboveground or underground storage tanks | Dawn Nations |
| Central Services | 2/9/2022 | P002327-020922 | Public Records Request | 3/14/2022 | Public Records Request | Sarah (Sally) Zyfers | Public Works | I would like to request the names and emails of all of the people who have complained about the hedge in front of my house (corner of NE 10th Street and 86th). Per the City's request, and in follow-up to conversations with Ryan Osada and Pat Crickmore, I have made arrangements to replace/trim this hedge (work starting on 02/23/22). This hedge has been here for approximately 20 years and has never been a problem, so I am quite perplexed by these requests. I have made every effort to maintain this hedge and to replace diseased portions in keeping with the original design. I am quite concerned because we risk losing the hedge altogether due to such severe pruning - not to mention the investment in maintaining my landscape since I moved to this home in 2007. But trying to comply. Thank you. | Dawn Nations |
| Central Services | 2/10/2022 | P002328-021022 | Public Records Request | 2/28/2022 | Public Records Request | Braden Mineer | Building | Requesting a report of all issued and pending building permits for residential & commercial properties from 1/1/2022 to 1/31/2022. 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. | Aimee Kellerman |
| Central Services | 2/15/2022 | P002331-021522 | Public Records Request | 2/25/2022 | Public Records Request | Dylan Crawford | Building | We are a landscape architecture firm working with Douglas Eisner on his new property at 7545 NE 28th Pl in Medina. We would like the civil drawings for this property as well as the survey drawings if available. | Dawn Nations |
| Central Services | 2/24/2022 | P002339-022422 | Public Records Request | 3/7/2022 | Public Records Request | Janitor Michele Ray | Human Resources | It about the benefits every month! Retired! | Aimee Kellerman |
| Central Services | 2/25/2022 | P002341-022522 | Public Records Request | 3/8/2022 | Public Records Request | Bruce Milligan | Building | pool construction permits and all associated contractors for 1637 77th Ave Medina who are on record for the swimming pool and equipment install. Interest in the timeline from excavation, gunnite, plaster and tile as well as equipment fire off. Thank you | Dawn Nations |