



CITY OF MEDINA

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

Date: March 13, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, 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 20	5:00 pm	In-Person/Online
City Council Meeting	Mar 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Mar 28	6:00 pm	In-Person/Online
City Council Meeting	Apr 10	5:00 pm	In-Person/Online
Shredder/Drug Take-back/E-cycle Event	Apr 15	9:00 am to 12:00 pm	Medina Park – 8301 NE 12 th Street
City Council Meeting	Apr 24	5:00 pm	In-Person/Online
Planning Commission Meeting – CANCELLED	Apr 25		

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 16 bulletins amounting to a total of 103,085 bulletins delivered to subscribers; approximately 18.9% were opened. See **Attachment 1**.

As of February 28, the city had 14,418 subscribers (change in total subscribers **+259**), with a combined total of 130,769 subscriptions (change in total subscriptions **+1,509**).

RECORDS REQUESTS

As of February 28, 10 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, 2023	16	114,732	103,085	12,893	18.90%	42,101
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
March, 2022	21	108,426	100,766	11,437	15.00%	28,354
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
Date Sent	Top 10 Most Read Bulletins During February			Emails Opened	Email Open Rate	
02/01/2023 10:00 AM PST	Community Bulletin - Next Week - Community Forum - February 8th			1,567	18%	
02/07/2023 11:00 AM PST	Community Bulletin - TOMORROW! - Community Forum - February 8th			1,740	20%	
02/08/2023 11:00 AM PST	Community Bulletin - TODAY! - Community Forum - February 8th			1,668	20%	
02/09/2023 11:00 AM PST	Community Bulletin - SR-520 Weekend Closure			2,474	22%	
02/09/2023 03:26 PM PST	E-lert - SAVE THE DATE - Shredder Day Saturday, April 15, 2023, from 9am to 12 Noon!			2,034	20%	
02/10/2023 11:00 AM PST	Community Bulletin - Reminder & Updated Times - SR-520 Weekend Closure			1,963	19%	
02/22/2023 10:00 AM PST	Community Bulletin - Reminder & Updated Times - SR-520 Weekend Closure			1,880	19%	
02/24/2023 11:18 AM PST	Notice of Upcoming Work by the City of Bellevue - Utilities Department in 2023-2025			1,437	18%	
02/24/2023 01:00 PM PST	Community Bulletin - Reminder - SR-520 Weekend Closure			1,942	20%	
02/27/2023 02:40 PM PST	King County Solid Waste Division Survey Information			1,533	19%	



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 13, 2023
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: February 2023, Public Records Request Tracking

In February 2023, Central Services staff received **10** new public records requests and **1** ongoing request. These requests required approximately **10 hours** of Central Services staff time and **0 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 **\$810**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In February 2023, the Police Department received **17** 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 **\$108**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

February 2023 Monthly PRR Report

Run Date: 03/08/2023 1:19 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	2/7/2023	P002655-020723	Public Records Request	2/16/2023	Public Records Request	Jeff han	Building	For 2426 80th Ave NE, Medina, Washington 98039 , I'd like everything available below: 1. Architectural/house/building plan 2. Site Plan 3. Civil plan set including clearing & grading plan 4. tree removal plan	Dawn Nations
Central Services	2/7/2023	P002656-020723	Public Records Request	2/16/2023	Public Records Request	Jeff han	Building	Soil test report / geo-report for the property at : 2213 Evergreen Point Rd Medina, WA. It might be back in 1989 or 1990 when the existing house was built.	Dawn Nations
Central Services	2/10/2023	P002657-021023	Public Records Request	2/21/2023	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 01/01/2023 to 01/31/2023. 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.	Dawn Nations
Central Services	2/10/2023	P002660-021023	Public Records Request	2/22/2023	Public Records Request	Jeff han	Building	Soil report/Geo- report of 2203 evergreen point road, Medina WA 98039	Dawn Nations
Central Services	2/13/2023	P002662-021323	Public Records Request	2/22/2023	Public Records Request	Sally Osorio	Building	A list of all abandoned, derelict, and/or nuisance properties. If no such list is available, please provide a list of all properties with open code violations. If BOTH lists are available, please provide both. For records desired	Dawn Nations
Central Services	2/21/2023	P002669-022123	Public Records Request	3/2/2023	Public Records Request	Senior Engineering Technician Richard Peckler	Development Services	Permit for boring done by Chavez Landscaping and any and all restrictions, provided information and conditions of permit. All required information to obtain the permit. Area of interest is 86th and NE 10th St. 500 feet east on the north side of the road.	Dawn Nations
Central Services	2/21/2023	P002670-022123	Public Records Request	3/6/2023	Public Records Request	Director of Public Affairs Karen Dawson	Public Works	I would like to request the following record: 2022 solid waste tonnage report including material collected (i.e. garbage, recyclables and organics) and disposal site for each material - i.e. organics > Cedar Grove. Report should cover the following dates: 1/1/2022 - 12/31/2022. Thank you.	Dawn Nations

Central Services	2/21/2023	P002671-022123	Public Records Request	3/22/2023	Public Records Request	Allium Data	Human Resources	Dear Public Records Department: Please consider this letter as a public records request as defined under the laws applicable to your jurisdiction. We are requesting: 1. A copy of the last property & casualty insurance renewal summary for all lines of insurance purchased by the city (general liability, auto, workers comp, professional, directors and officers, etc.). This document summarizes the insurance terms, limits, deductibles, premium and exclusions. 2. A copy of the last employee benefits insurance renewal summary for health, dental and vision plans sponsored by the city. This document shows plan options available to the city's employees and the pricing for employee, employee plus spouse, employee plus family. Please respond with PDF versions of the requested documents or any questions you may have to the following email address; publicrecords@alliumdata.com Thank you, Allium Data	Dawn Nations
Central Services	2/27/2023	W002673-022723	Public Records Request		Public Records Request	Senior Engineering Technician Richard Peckler		Inspection records for work done under permit number, PW-ROW-20-042	Dawn Nations
Central Services	2/27/2023	P002674-022723	Public Records Request	3/9/2023	Public Records Request	Bogdan Apopei	Building	I am looking to request the tree removal permits from Sept. 2022 through the end of Jan. 2023. I dont need any resident details, just the addresses.	Dawn Nations