



CITY OF MEDINA

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Date: January 13, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

JANUARY AND FEBRUARY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Community Forum – Middle Housing	Jan 15	6:00 pm – 8:00 pm	Medina City Hall – Council Chambers
Planning Commission Special Meeting	Jan 16	6:00 pm	In-Person/Online
Martin Luther King Jr.’s Birthday – City Hall Closed	Jan 20		
Park Board Meeting	Jan 21	5:00 pm	In-Person/Online
Emergency Preparedness Meeting	Jan 22	7:00 pm	Medina City Hall – Council Chambers
City Council Meeting	Jan 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Jan 28	6:00 pm	In-Person/Online
City Council Meeting	Feb 10	5:00 pm	In-Person/Online
Presidents’ Day – City Hall Closed	Feb 20		
City Council Meeting	Feb 24	5:00 pm	In-Person/Online
Planning commission Meeting	Feb 25	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 December, the City issued 32 bulletins amounting to a total of 311,634 bulletins delivered to subscribers; approximately 14.7% were opened. See **Attachment 1**.

As of December 31, the city had 20,833 subscribers (change in total subscribers **+166**), with a combined total of 188,227 subscriptions (change in total subscriptions **+962**).

RECORDS REQUESTS

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

LASERFICHE AND RECORDS MANAGEMENT PROJECT

Over the past few months, we have experienced some unexpected challenges with our Laserfiche

portal implementation due to critical IT infrastructure requirements. Specifically, our IT consultant needed to procure and configure a dedicated external server to ensure secure public access to our documents without compromising our internal network's integrity. This process took longer than anticipated, which temporarily halted our portal development.

In early December, our Laserfiche and Records Management consultants resumed work, and we are now targeting a portal launch in early 2025. Despite this setback, our team has remained proactive and productive. We've used this time to meticulously refine our system's infrastructure, focusing on:

- Standardizing naming conventions for clarity and consistency.
- Streamlining folder structures for improved organization.
- Ensuring a robust and uniform repository architecture.
- Enhancing backend user experiences to support seamless staff integration.
- Developing a new form and workflow to manage applications, training, and tracking for boards and commissions.
- Developing a new animal license application and tracking.

These efforts will ensure a more efficient and user-friendly system when the portal goes live. We appreciate the City Council's continued support as we develop a repository that not only meets our community's needs but also sets a benchmark for municipal document management. We are excited to soon introduce our Public Document Library to both the city council and the public, stay tuned!