

# November 2023 Monthly PRR Report

## ATTACHMENT 2

Reference ID	Public Records Request	Requester Name	Request Date	Department	Assigned Staff
23-49	Hi Aimee Please provide all plans and documents related to the following building permits: D-23-016 B-sfr B-23-076 Cap-23-044 Eng-gf-23-024 Tree-23-055 Thank you! jen	Jennifer Garone	11/14/2023	Development Services	Dawn Nations
23-48	CAP-23-044 2837 Evergreen Pt. Rd - Building Plans	Palvi Mehta	11/10/2023	Development Services	Aimee Kellerman
23-47	Dear Aimee Kellerman or Custodian of Public Records, SmartProcure is submitting a public records request to the City of Medina for any and all purchasing records from 11/30/2022 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond. As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email. <a href="https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDA0TkpoU1FBVyZzdD1XQSZvcmc9Q2l0eU9mTWVkaW5h">https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDA0TkpoU1FBVyZzdD1XQSZvcmc9Q2l0eU9mTWVkaW5h</a> If this request was misrouted, please forward it to the correct contact person and reply to this communication with the appropriate contact information. If you have any questions, please feel free to respond to this email, or I can be reached at the phone number below in my signature. Regards, Brandi Williams Data Acquisition Specialist SmartProcure	Brandi Williams	11/10/2023	Finance	Aimee Kellerman
23-46	CAP-23-037	Don Jefferson	11/1/2023	Development Services	Dawn Nations

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23-44	Resignation letter submitted by Stephanie Keyser, planning manager in 2023	Ryan Packerr	11/8/2023	Human Resources	Aimee Kellerman
23-42	Sewer Permits, Joint Sewer Permits, Joint Use Permits, Easements, Dock Permits, and Shoreline Permits for Parcels 2425049166, 2425049078, 2425049167, and 2425049236.	Drew McDonald	11/2/2023		Dawn Nations
23-41	Hello, I am trying to track down existing permit records for the single family residential dwelling at 2227 Evergreen Point Rd. Medina, WA 98039. The house was built around 1954, and the King County assessor had no records on file for this property.	Joe	11/1/2023	Development Services	Dawn Nations
23-40	Meeting recording from 10/24/2023 Medina planning commission meeting. This request can be considered fulfilled if the recording is posted to the city's meetings website.	Ryan Packerr	11/1/2023		Aimee Kellerman
23-39	Meeting recording from 10/23/2023 Medina city council meeting. This request can be considered fulfilled if the recording is posted to the city's meetings website.	Ryan Packerr	11/1/2023	Central Services	Aimee Kellerman