



CITY OF MEDINA

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

Date: September 13, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

SEPTEMBER AND OCTOBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Park Board Meeting	Sep 20	5:00 pm	Teleconference/Online
Joint City Council/Planning Commission Meeting	Sep 21	4:00 pm	Teleconference/Online
City Council Meeting	Sep 27	4:00 pm	Teleconference/Online
Planning Commission Meeting	Sep 28	4:00 pm	Teleconference/Online
City Council Meeting	Oct 11	4:00 pm	Teleconference/Online
Park Board Meeting	Oct 18	5:00 pm	Teleconference/Online
City Council Meeting	Oct 25	4:00 pm	Teleconference/Online
Planning Commission Meeting	Oct 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 months of July and August, the City issued 38 bulletins amounting to a total of 135,244 bulletins delivered to subscribers; approximately 11.8% were opened. See **Attachment 1**.

As of August 31, the City had 11,108 subscribers (change in total subscribers **+340**), with a combined total of 112,585 subscriptions (change in total subscriptions **-200**).

RECORDS REQUESTS

As of August 31, 27 public records requests have been received by Central Services. See **Attachment 2**.

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
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
December, 2020	27	115,648	109,761	9,151	9.30%	14,662
November, 2020	24	84,718	80,375	7,115	9.80%	9,772
October, 2020	37	124,366	118,068	9,230	8.60%	14,379
September, 2020	36	119,438	113,278	10,761	10.50%	13,606
August, 2020	12	35,945	33,899	3,567	11.50%	3,723
July, 2020	21	65,561	62,485	7,776	13.50%	6,320
June, 2019	19	38,981	37,024	6,568	21.00%	5,931
Date Sent	Top 10 Most Read Bulletins During July				Emails Opened	Email Open Rate
07/07/2021 12:32 PM PDT	Medina Finance Committee Agenda - Thursday, July 8, 2021 at 2 PM (on-line)				138	7%
07/09/2021 02:55 PM PDT	July 12, 2021 Medina City Council Regular Meeting (on-line) Agenda				161	7%
07/14/2021 02:58 PM PDT	Save the Date - Tuesday, July 20 6:00 PM Community Forum on Mental Health Awareness				683	20%
07/19/2021 03:01 PM PDT	King County Metro Transit Survey				965	11%
07/19/2021 03:11 PM PDT	Tomorrow - Tuesday, July 20 6:00 PM Community Forum on Mental Health Awareness				598	19%
07/21/2021 11:24 AM PDT	July 26, 2021- Medina City Council Regular Meeting Cancelled				657	10%
07/23/2021 10:43 AM PDT	July 27, 2021 Medina Planning Commission Special (On-line) Meeting Agenda Packet				108	5%
07/27/2021 01:09 PM PDT	Puget Sound Energy - 84th Ave NE - area electric service reliability project - Starting August 9th				1,164	13%
07/27/2021 03:01 PM PDT	E-Lert - Puget Sound Energy - 84th Ave NE - area electric service reliability project - Starting August 9th				749	23%
07/28/2021 08:39 AM PDT	Hearing Examiner Decision - Shoreline Substantial Development Permit - 3444 EPR				187	8%

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
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
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July, 2020	21	65,561	62,485	7,776	13.50%	6,320
Date Sent	Top 10 Most Read Bulletins During August				Emails Opened	Email Open Rate
08/03/2021 03:02 PM PDT	Medina Sun Newsletter - Aug 2021				1,069	13%
08/06/2021 03:19 PM PDT	MEDINA DAY 2021 EVENT - August 10, 2021				1,115	12%
08/09/2021 11:20 AM PDT	Reminder! MEDINA DAY 2021 EVENT - is tomorrow!! Live performances and food vendors!				976	11%
08/12/2021 08:40 AM PDT	Puget Sound Energy - URGENT Heat Warning				903	12%
08/16/2021 10:58 AM PDT	Changes along Montlake Boulevard				1,187	14%
08/17/2021 08:58 AM PDT	Pavement Work - Multiple Locations - Aug. 20 - Sept. 3				729	10%
08/17/2021 09:31 AM PDT	Traffic Disruption - Fri Aug. 20 - Fri Sept. 3 Pavement Work				1,266	14%
08/19/2021 02:41 PM PDT	Heads up: Road, ramp and lane closures Aug. 27-30 for Montlake Boulevard shift				1,126	12%
08/23/2021 10:43 AM PDT	Notice of Virtual Public Hearing - 2022 Preliminary Annual Budget - September 13, 2021				749	11%
08/27/2021 02:40 PM PDT	Revised - City of Medina - Tree Code Update				1,042	15%



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: September 13, 2021
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: July and August 2021, Public Records Request Tracking

In July and August 2021, Central Services staff received **27** new public records requests, **1** ongoing public records request. These requests required approximately **10 hours** of Central Services staff time and **2.6 hours** of consulting time with the City Attorney. The overall July and August cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$1100**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In July and August 2021, the Police Department received **20** new records requests. These requests required approximately **13 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall July and August cost, which includes staff hourly rate plus benefits is approximately **\$919**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

July and August 2021 Monthly PRR Report

ATTACHMENT 2

Run Date: 09/08/2021 8:42 AM

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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	7/2/2021	P002143-070221	Public Records Request	7/16/2021	Public Records Request	Lance Harwell	Building	Hi- We are hoping to receive any building plans or relevant permits for the property located at 7842 Ne 21St St, Medina.Thehome was completed in 2018. We look forward to hearing from you. Thank you for your efforts. Andrew w/ Team Foster	Dawn Nations
Central Services	7/12/2021	P002148-071221	Public Records Request	7/21/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 6/1/2021 to 6/30/2021. 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	7/12/2021	P002150-071221	Public Records Request	7/21/2021	Public Records Request	Patricia Naumann	Development Services	I would like to learn the architect of the recent remodel (and addition) of the 7835 14th St, Medina 98039. I do not know the owners' last name but their firsts are Jon and Fiona. I mention that only for verification that I have the address correct. If you have a question or if there is something else you need, please don't hesitate to contact me. Thank you. Patricia Naumann patnaumann@msn.com 206.779.6825	Dawn Nations
Central Services	7/20/2021	P002159-072021	Public Records Request	7/29/2021	Public Records Request	Office Manager Jodie Jones	Building	Can you please tell me the name of the Architect that is working on the 8845 Overlake Drive W property in Medina?	Dawn Nations
Central Services	7/21/2021	P002160-072121	Public Records Request	9/10/2021	Public Records Request	Robert Fisher	Human Resources	Any records, court documentation, filings or emails concerning former City Manager Doug Schulze and Roger Skinner	Dawn Nations
Central Services	7/22/2021	P002162-072221	Public Records Request	8/2/2021	Public Records Request	Office Manager Jodie Jones	Building	Is there a contractor of record for the job at this address: 8845 Overlake Drive W property in Medina? Thanks!	Dawn Nations
Central Services	7/25/2021	P002163-072521	Public Records Request	8/4/2021	Public Records Request	Richard Liu	Building	I am the owner of 1818 77th AVE NE Medina , I need the building permitted and blueprint. please help me to get it. Thanks Xue Zhong Wang	Dawn Nations

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Central Services	7/29/2021	P002164-072921	Public Records Request	8/9/2021	Public Records Request	Sanjeev Sharma	Public Works	We are applying for a remodel of SFH. The address of the property is 2058 ,78TH Ave MEDINA, WA - 98039. Parcel no - 326230-1115. As we are applying for a permit and we need to submit a grade report (maximum building height). It would be appreciated if we get 2007 stamped plans. Attaching Proposed site plan for reference. Thank you.	Dawn Nations
Central Services	7/30/2021	P002165-073021	Public Records Request	8/10/2021	Public Records Request	Lee Kirk	Building	original 1974 building plans of the house at 1220 80th PI NE and / or plans of the 1997 remodel under permit #3710	Dawn Nations
Central Services	8/2/2021	P002166-080221	Public Records Request	8/11/2021	Public Records Request	Lei Sui	Building	Hello, The then owner of 7861 NE 10th St, Medina, WA 98039, obtained a remodel permit between 1993 and 1996. I am sorry that I do not know the exact date on which the permit was issued or filed. I would like to see if the filing for the permit included a land survey. If it did, I want to see the landmarks at that time. Thanks., Lei Sui 7861 NE 10th St, Medina, WA	Dawn Nations
Central Services	8/2/2021	P002167-080221	Public Records Request	8/27/2021	Public Records Request	SR. Title Examiner Ryan Kang	Building	Hi there, There is a dock situate in front of the above referenced property. I need to obtain a copy of the permit for the dock. It appears that the permit was issued between 1967 to 1976 either to Nellie Padgett or John Broback. The parcel number of the subject parcel is 242504-9264, but I think the parcel number when the permit was issue was either 242504-9069 or 242504-9070. Thank you for your help	Dawn Nations
Central Services	8/3/2021	P002168-080321	Public Records Request	8/12/2021	Public Records Request	Kyle Rourke	Building	I recently moved to 1564 77th PI NE and i want to get a copy of any building plans that were submitted in the 2014 timeframe (when previous owner did a remodel). Hopefully something will be on file, it will help greatly with ongoing maintenance of the property.	Dawn Nations
Central Services	8/10/2021	P002173-081021	Public Records Request	8/19/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 7/1/2021 to 7/31/2021. 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

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Central Services	8/10/2021	P002175-081021	Public Records Request	8/19/2021	Public Records Request	David McCourt	Building	B-20-020 / 8300 Overlake Dr W B-17-043 / 8105 NE 5th St B-17-092, D-17-016. P-20-053 / 2643 76th Ave NE B-19-064 / 7628 NE 32nd St B-19-055 / 7640 NE 32nd St B-17-086 / 3645 Evergreen Pt Rd M-20-058 / 2631 Evergreen Pt Rd B-19-007 / 3621 3621 Evergreen Pt Rd B-17-006 / 7871 NE 21st St B-19-013 / 8224 NE 8th St B-19-063 / 2254 Evergreen Pt Rd B-20-010 / 7755 Overlake Dr W B-19-017 / 905 88th Ave W B-20-014 / 560 Overlake Dr E B-20-012 / 508 Upland Rd B-18-025 / 426 87th Ave NE B-19-003 / 2541 Medina Circle B-19-008, B-18-012 / 1835 73rd NE These are all higher value permits that we're attempting to close. Because of COVID-19 protocol we cannot knock on doors. Those that are closed will most likely result in revenue for Medina. Would someone please check on these and report back as to the permit status. We have a couple weeks to report the the DOR on this. Thanks! David McCourt Assessments	Dawn Nations
Central Services	8/11/2021	P002176-081121	Public Records Request	8/20/2021	Public Records Request	Mr. James Quinn	Building	Sewer lines for 3419 Evergreen Point Road	Dawn Nations
Central Services	8/13/2021	P002178-081321	Public Records Request	8/24/2021	Public Records Request	Lan Wu	Building	My house (2626 80th Ave NE Medina) was remodeled in 1998 by the previous owner. Once they got permit at that time, I suppose there should be some structure calculation documents. I want to remodel my house again shortly. I planned to remove one of the inner wall. I want to understand how much load/stress this wall take. So I would like to request the structure calculation document for its last remodel back to 1998. Thank you!	Dawn Nations
Central Services	8/16/2021	P002180-081621	Public Records Request	8/25/2021	Public Records Request	Designer-Project Manager Laurie McCrory	Building	I would like to see the drawings and details for the Arakawa Residence and adjoining properties regarding the engineering for the steep slope slide mitigation from the past. Arakawa Residence 1611 Evergreen Point Road Medina, WA 98039	Dawn Nations
Central Services	8/18/2021	P002185-081821	Public Records Request	8/30/2021	Public Records Request	JEFFREY DEROLET	Development Services	PLEASE PROVIDE COPIES OF ALL COMMENT LETTERS RECEIVED FROM PUBLIC REGARDING PROPOSED OINESS RES+DADU/GAR CONSTRUCTION ACTIVITY PERMIT CAP-21-019 & BUILDING PERMIT B-21-059. PROJECT ADDRESS IS 3430 EVERGREEN PT RD. THANK YOU. JEFFREY DEROLET, ARCHITECT	Dawn Nations

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Central Services	8/23/2021	P002187-082321	Public Records Request	9/7/2021	Public Records Request	Owner Jim Burton	Building	Building permit for project at 543 Overlake Drive East, Medina 98039 Permitted Plan Drawings for project at 543 Overlake Drive East, Medina 98039 Associated documents for same project (e.g. Critical Areas Report, Tree Activity permit, Grading and Drainage reports)	Dawn Nations
Central Services	8/23/2021	P002188-082321	Public Records Request	9/2/2021	Public Records Request	Xiaowei Jiang	Building	I need the detailed blueprint/floor plan for my house at 3320 78th PI NE.	Dawn Nations
Central Services	8/24/2021	P002189-082421	Public Records Request	9/2/2021	Public Records Request	Jeff han	Building	Building plan set of 7650 NE 10TH ST, Medina 98039; tax ID is 252504-9125	Dawn Nations
Central Services	8/26/2021	P002190-082621	Public Records Request	9/6/2021	Public Records Request	Shan Cong	Building	Request property records for :8433 NE 10th St, Medina, WA 9803 Needs to know the exact property line, and zoning, and setback requirement for new house.	Dawn Nations
Central Services	8/26/2021	P002191-082621	Public Records Request	9/6/2021	Public Records Request	Ridgeline Construcion NW, Inc.	Building	Good afternoon, We would like to request a copy of the residential plans set for 1859 Evergreen Point Road, Medina WA. Thank you in advance for your time.	Dawn Nations
Central Services	8/26/2021	P002192-082621	Public Records Request	9/7/2021	Public Records Request	Ms. lyn lyn jenkins	Building	Roof replacement record	Dawn Nations
Central Services	8/26/2021	P002193-082621	Public Records Request	9/7/2021	Public Records Request	John Ridgeway 4253937452	Public Works	CAP-21-026 Plans	Dawn Nations
Central Services	8/27/2021	P002195-082721	Public Records Request	9/16/2021	Public Records Request	David McCourt	Building	P-20-071 / 1221 Evergreen Pt. Rd B-19-081 / 8297 Overlake Dr.W Thanks! David Assessments	Dawn Nations
Central Services	8/27/2021	P002196-082721	Public Records Request	9/8/2021	Public Records Request	Principal Tony Dubin	Building	Site plan and engineering documents (particularly water, storm, sewer) related to permits at 2659 Evergreen Point Road (parcel #242504-9165). According to King County iMap, the home was built in 1997. Please call 206-898-0057 or email tony@dubinenv.com if you need additional details regarding my request.	Aimee Kellerman