



CITY OF MEDINA

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Date: November 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

NOVEMBER AND DECEMBER PUBLIC MEETINGS AND EVENTS

| <u>Event</u> | <u>Date</u> | <u>Time</u> | <u>Location</u> |
|---|-------------|--------------------|--------------------------------|
| Planning Commission Special Meeting - CANCELLED | Nov 14 | 6 | |
| Celebration Honoring Outgoing Council and Volunteers | Nov 16 | 5:00 pm – 7:30 pm | Overlake Golf and Country Club |
| Park Board Meeting | Nov 20 | 5:00 pm | In-Person/Online |
| Thanksgiving and Day-After Thanksgiving Holiday – City Hall Closed | Nov 23-24 | | |
| City Council Meeting - TENTATIVE | Nov 27 | 5:00 pm | In-Person/Online |
| Planning Commission Meeting - CANCELLED | Nov 28 | | |
| Planning Commission Special Meeting -TBD | December | | |
| Employee/Volunteer Appreciation Lunch – TENTATIVE | Dec 7 | 12:00 pm – 2:30 pm | Overlake Golf and Country Club |
| City Council Meeting | Dec 11 | 5:00 pm | In-Person/Online |
| Argosy Cruise Christmas Ships | Dec 22 | 5:00 pm | Medina Beach Park |
| City Council Meeting – CANCELLED | Dec 25 | | |
| Christmas Day Holiday – City Hall Closed | Dec 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 October, the City issued 18 bulletins amounting to a total of 121,422 bulletins delivered to subscribers; approximately 17.7% were opened. See **Attachment**.

As of October 31, the city had 16,214 subscribers (change in total subscribers **+287**), with a combined total of 146,873 subscriptions (change in total subscriptions **+1,698**).

RECORDS REQUESTS

During the month of October, 7 public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

PAPER RECORDS MANAGEMENT – in progress

We have made a lot of headway in destroying records that are duplicative or no longer needed. The overall goal is to completely eliminate the need of off-site storage, have a clear and comprehensive understanding of where to find print documents, and have continued easy access to permanent/archival/long term files through the digitization of any records that fit those qualifications.

LASERFICHE PROJECT – 30% Complete

- I. ***Phase 1: Central Services/Finance/HR - 85% complete***

- II. ***Phase 2: Public Portal Development - October, 2023***
Central Services staff met with MG Consulting to identify Central Services, Finance, and HR documents that should be publicly available. As we continue to develop these folders and forms in the growth of our LF portal; public access will be a larger priority and will drive how future departments are on-boarded to LF public portal.

- III. ***Phase 3: Police - TBD***
MG Consulting and Central Services staff will meet with PD staff to start the planning process and development of folder structure for PD files.

- IV. ***Laserfiche Project Phase 4: Development Services – in progress***
MG Consulting and Central Services staff met with Development Services staff to start the planning process and development of folder structure for DS files.

- V. ***Laserfiche Project Phase 5: Public Works - TBD – 2024***