



CITY OF MEDINA

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

Date: April 11, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

APRIL AND MAY PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Park Board Meeting - CANCELLED	Apr 18		
Medina City Manager Forum/Open House – City Manager Interview	Apr 19	5:30 pm – 7:30 pm	Medina City Hall and Online
Shredder/Drug-Take Back/E-cycling Day	Apr 23	9:00 am – 12:00 pm	Medina Park Parking Lot
City Council Meeting	Apr 25	4:00 pm	Teleconference/Online
Joint CC/PC Meeting	Apr 26	4:00 pm	Teleconference/Online
Arbor Day Tree Planting	Apr 29	10:00 am	Medina Park
City Council Meeting	May 9	4:00 pm	Teleconference/Online
Park Board Meeting	May 16	5:00 pm	Teleconference/Online
City Council Meeting	May 23	4:00 pm	Teleconference/Online
Planning Commission Meeting	May 24	4:00 pm	Teleconference/Online
Memorial Day – City Hall Closed	May 30		

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 March, the City issued 21 bulletins amounting to a total of 100,766 bulletins delivered to subscribers; approximately 15.0% were opened. See **Attachment 1**.

As of March 31, the city had 12,623 subscribers (change in total subscribers **+114**), with a combined total of 121,384 subscriptions (change in total subscriptions **-828**).

RECORDS REQUESTS

As of March 31, 14 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:						
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
December, 2021	32	193,448	180,037	18,165	13.10%	49,149
November, 2021	27	100,179	93,226	7,593	10.20%	22,569
October, 2021	37	124,366	118,068	9,230	8.60%	21,579
September, 2021	25	86,280	80,364	6,546	10.10%	18,846
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
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
Date Sent	Top 10 Most Read Bulletins During March			Emails Opened	Email Open Rate	
03/03/2022 03:30 PM PST	Community Bulletin - Spring Clean and Shred on Saturday April 23, 2022			837	23%	
03/04/2022 12:09 PM PST	Medina City Council Retreat Agenda - March 10, 2022			1,145	15%	
03/08/2022 03:26 PM PST	Medina Launches New Citizen Engagement Mobile App March 14, 2022 Medina City Council Regular Meeting (on-line) Agenda			1,363	16%	
03/11/2022 10:21 AM PST	Notice of Emergency Preparedness Committee Meeting (Virtual) Wednesday, April 13 at 4:00 pm			1,033	14%	
03/11/2022 01:39 PM PST	Save the Date! Medina Easter Egg Hunt is BACK!! - Saturday, April 2, 2022			1,392	16%	
03/16/2022 03:30 PM PDT	March 28, 2022 Medina City Council Regular Meeting (on-line) Agenda			1,207	14%	
03/25/2022 10:11 AM PDT	Reminder - 4 days until the Medina Easter Egg Hunt - Saturday, April 2, 2022			1,049	14%	
03/29/2022 10:21 AM PDT	Community E-lert® - Soliciting			1,031	14%	
03/31/2022 07:36 AM PDT	Potential Quorum Notice - Medina Easter Egg Hunt - April 2, 2022			863	29%	
03/31/2022 04:00 PM PDT				1,028	14%	



ATTACHMENT 2

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TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • www.medina-wa.gov

DATE: April 11, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: March 2022, Public Records Request Tracking

In March 2022, Central Services staff received **14** new public records requests, **1** ongoing public records request. These requests required approximately **8.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall March cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$458**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In March 2022, the Police Department received **14** new records requests. These requests required approximately **4.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall March cost, which includes staff hourly rate plus benefits is approximately **\$280**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

March 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 04/07/2022 9:26 AM

March 2022 Monthly PRR Report

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	3/3/2022	P002343-030322	Public Records Request	3/14/2022	Public Records Request	Architect John Stoeck	Development Services	I'm looking for the full approved permit set for B-13-087. It was issued on 6/25/15 and it expired on 12/25/16. The property address is: 3655 Evergreen Point Rd. If they're not available electronically, I can pick up copies. Thanks	Dawn Nations
Central Services	3/8/2022	P002347-030822	Public Records Request	4/15/2022	Public Records Request	Marsha Parker	Building	Please provide final building plans for 1525 79th PI NE. Please include any emails relating to this project. Thank you	Dawn Nations
Central Services	3/10/2022	P002350-031022	Public Records Request	3/21/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 02/1/2022 to 02/28/2022 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	3/14/2022	P002354-031422	Public Records Request	3/25/2022	Public Records Request	David McCourt	Building	2621 78th Ave NE, Permit B-20-077 2627 78th Ave NE, Permit B-20-076 Hi Dawn, Are plans still to be viewed in house or have you gone digital yet? You put one of my last requests in July on a flash drive. Hopefully that's an option. Please let me know what process you're using and when I can come by. Thursdays are still my best day. Thanks, David	Dawn Nations
Central Services	3/17/2022	P002356-031722	Public Records Request	4/4/2022	Public Records Request	Susan Sullivan	Development Services	Can I please have any records that are available for the properties at 444, 446, and 450 Overlake Drive E., Medina for the period 1990-2020? I am especially interested in documents from the 1096 variance proceedings for 446 Overlake Drive E. that took place in the late 1990s. Thank you!	Dawn Nations

ATTACHMENT 2

Central Services	3/18/2022	P002359-031822	Public Records Request	3/29/2022	Public Records Request	Mr Miles Adam	Development Services	All-----I am not sure who to contact so I am hoping from this list I have reached the correct party. Our neighbors at 8417 10th St are in the process of cutting down a huge, and I mean huge, tree. I cannot believe they received a permit to do this because it is causing no harm and it adds a great deal to the look and feel of our neighborhood. While it is probably to late to save this tree-----and these are the type of trees our city should be making sure are saved because we can never replace them-----this sad happening leads to many questions. How did they get a permit to do this? What was it based upon? Why was there no input from the neighbors? What is the mitigation plan to address this significant loss to the community? Most important-----why does the city have no way of protecting our environment?? We view Medina as a community that cares about preserving our natural setting-----why aren't we doing something about it? And finally, smart move on their part to cut the tree down on a Saturday when there is no way to appeal this horrible action. Actions like this should not happen in Medina. I look forward to a complete response from whoever is the appropriate party. Thank you. Miles Adam	Aimee Kellerman
Central Services	3/18/2022	P002360-031822	Public Records Request	3/29/2022	Public Records Request	Professor, Dept. of English Debra Dean	Central Services	In preparation for a book publication, I'm trying to locate building plans for my family's homes. One of the houses was in Medina, so I'm hoping the city will have the plans in your archives. The address and parcel numbers is as follows: 7625 Overlake Drive, Parcel #3625049011 I appreciate any help you can offer.	Dawn Nations
Central Services	3/22/2022	P002362-032222	Public Records Request	4/8/2022	Public Records Request	Architect BRYAN KRANNITZ	Building	Please provide Architectural plan set as submitted/approved for permit for the following property, which has the home under construction currently: 8335 Overlake Drive West Medina, WA 98039 Thank you,	Dawn Nations
Central Services	3/23/2022	P002364-032322	Public Records Request	4/6/2022	Public Records Request	Janitor Michele Ray	Human Resources	SSa want me to call on HR!	Dawn Nations

ATTACHMENT 2

Central Services	3/24/2022	P002365-032422	Public Records Request	4/4/2022	Public Records Request	Jim Dearth	Building	For address 525 Overlake Dr. Were looking for information on survey, non-conforming garage, and original grade determination / building height for the existing residence which was remodeled ±10 years ago	Dawn Nations
Central Services	3/25/2022	P002366-032522	Public Records Request	4/5/2022	Public Records Request	Chas Peterson	Development Services	Aimee, Hope this email finds you well. Inquiring to see the best way to obtain copies of all multifamily and residential Pre-Application submittals and Land Use Application submittals trailing 6 months for proposed developments 30 units and up. Please give me a call with any questions. 425.761.3166	Dawn Nations
Central Services	3/28/2022	P002367-032822	Public Records Request	4/6/2022	Public Records Request	Lance Harwell	Development Services	Construction plans: 7842 NE 21st St, Medina If electronic record not available, we can inspect in person or pick up a copy. Trying to get a set as soon as possible. Thank you! Lance Harwell 425-637-8373	Dawn Nations
Central Services	3/28/2022	P002369-032822	Public Records Request	4/6/2022	Public Records Request	Mr. Edward freer	Building	Site plan for 2436 82nd Ave NE	Dawn Nations
Central Services	3/30/2022	P002370-033022	Public Records Request	4/8/2022	Public Records Request	David McCourt	Building	2604 - 79th Ave Ne / Permit B-20-088 707 Overlake Dr E / Permit B-20-042 2226 79th Ave NE / Permit B-21-001 Thanks! David	Dawn Nations

