



CITY OF MEDINA

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

Date: January 10, 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

JANUARY AND FEBRUARY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Martin Luther King Jr.'s Birthday – <i>City Hall Closed</i>	Jan 17		
Park Board Meeting	Jan 18	5:00 pm	Teleconference/Online
City Council Meeting	Jan 24	4:00 pm	Teleconference/Online
Planning Commission Meeting	Jan 25	4:00 pm	Teleconference/Online
City Council Meeting	Feb 14	4:00 pm	Teleconference/Online
Presidents Day – <i>City Hall Closed</i>	Feb 21		
Park Board Meeting	TBD	5:00 pm	Teleconference/Online
Planning Commission Meeting	Feb 22	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 month of December, the City issued 32 bulletins amounting to a total of 180,037 bulletins delivered to subscribers; approximately 13.1% were opened. See **Attachment 1**.

As of December 31, the City had 12,050 subscribers (change in total subscribers **+47**), with a combined total of 119,370 subscriptions (change in total subscriptions **-3,260**).

RECORDS REQUESTS

As of December 31, 9 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Email Open Rate	Wireless Recipients
Comparisons:						
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
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
Date Sent	Top 10 Most Read Bulletins During December				Emails Opened	Email Open Rate
12/02/2021 11:51 AM PST	Extended deadline - December 8th Annual Holiday Giving Program to Benefit Childhaven				778	11%
12/02/2021 04:03 PM PST	Important Information regarding Reception Honoring Retiring Council Members - December 9, 2021				1,019	13%
12/03/2021 12:15 PM PST	Save the Date! Christmas Ships Parade - Wednesday, Dec. 22nd 5:30 PM @ Medina Beach Park!				1,071	12%
12/08/2021 02:35 PM PST	Tomorrow is the Reception Honoring Retiring Council Members - December 9, 2021				911	12%
12/09/2021 10:15 AM PST	ROAD CLOSURE - 77th AVE NE STORM REPAIR - PHASE 1				894	13%
12/09/2021 02:00 PM PST	CITY OF MEDINA MANAGEMENT TRANSITION				1,474	16%
12/27/2021 08:43 AM PST	Due to road conditions - NO Republic Services Today, December 27, 2021				1,470	17%
12/31/2021 12:00 PM PST	Tonight! - Notice of New Years Eve Fireworks - Meydenbauer Bay				1,074	14%



ATTACHMENT 2

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DATE: January 10, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: December 2021, Public Records Request Tracking

In December 2021, Central Services staff received **9** new public records requests, **1** ongoing public records request. These requests required approximately **4.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$246**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In December 2021, the Police Department received **9** new records requests. These requests required approximately **5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits is approximately **\$322**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

December 2021 Monthly PRR Report

ATTACHMENT 2

Run Date: 01/05/2022 4:38 PM

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	12/2/2021	P002280-120221	Public Records Request	12/13/2021	Public Records Request	Natalie Walters	Building	Property lines and property setback lines of 2 homes located at the following addresses in order to complete site plans for the property for future renovations made by our company Washington Generators: 417 84th Avenue Northeast Medina 98039 3443 Evergreen Point Road, Medina, WA 98039	Dawn Nations
Central Services	12/3/2021	P002281-120321	Public Records Request	12/14/2021	Public Records Request	Marsha Parker	Building	Permit Application No: CA-21-031	Dawn Nations
Central Services	12/4/2021	P002282-120421	Public Records Request	12/15/2021	Public Records Request	BRIAN HAYDEN	Building	All records of construction permits between the years of 2017-present for 3223 Evergreen Point Road. Specifically looking for permits regarding: building, structural, mechanical, electrical and plumbing. My family has the home under contract to purchase and we have limited time for due diligence. Kindly requesting these records be sent by 12/8/2021	Dawn Nations
Central Services	12/6/2021	P002283-120621	Public Records Request	12/15/2021	Public Records Request	Mark nelson	Development Services	Original Grade & Soils Report Survey Arborists Report Variance issued	Dawn Nations
Central Services	12/9/2021	P002287-120921	Public Records Request	12/20/2021	Public Records Request	Scott Dinkelman	Building	Geotechnical reports or retaining wall plans or designs for 3233 Evergreen Point Road.	Dawn Nations
Central Services	12/9/2021	P002288-120921	Public Records Request	12/20/2021	Public Records Request	Yue Cao	Building	Current Architect Plan for the house at 1034 Evergreen Point Rd	Dawn Nations

ATTACHMENT 2

Central Services	12/10/2021	P002289-121021	Public Records Request	12/21/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 11/1/2021 to 11/30/2021. 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	12/16/2021	P002294-121621	Public Records Request	12/27/2021	Public Records Request	Property manager chris walden	Building	Looking to see if any building related permits have been requested/pending or issued for the Beach Club shared dock/property on water front, specifically from the Meads.	Dawn Nations
Central Services	12/16/2021	P002295-121621	Public Records Request	1/4/2022	Public Records Request	Marsha Parker	Building	Please provide architectural, elevation, and excavation drawings including roof height and number of stories for the property at 1525 79th PI NE.	Dawn Nations

