



CITY OF MEDINA

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

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

NOVEMBER AND DECEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Planning Commission Meeting	Dec 14	4:00 pm	Teleconference/Online
Day Before Christmas Holiday – <i>City Hall Closed</i>	Dec 24		
City Council Meeting - <i>Cancelled</i>	Dec 27		
Day Before New Year’s Holiday – <i>City Hall Closed</i>	Dec 31		
City Council Meeting	Jan 10	4:00 pm	Teleconference/Online
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

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 November, the City issued 27 bulletins amounting to a total of 93,226 bulletins delivered to subscribers; approximately 10.2% were opened. See **Attachment 1**.

As of November 30, the City had 12,003 subscribers (change in total subscribers **+206**), with a combined total of 122,630 subscriptions (change in total subscriptions **+1,616**).

RECORDS REQUESTS

As of November 30, 6 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	Wireless Recipients
Comparisons:						
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
October, 2020	37	124,366	118,068	9,230	8.60%	14,379
Date Sent	Top 10 Most Read Bulletins During November				Emails Opened	Email Open Rate
11/05/2021 02:13 PM PDT	Save the Date! Reception Honoring Outgoing Council Members - December 9, 2021				868	11%
11/05/2021 02:54 PM PDT	Save the Date! Christmas Ships Parade - Wednesday, Dec. 22nd 5:35 PM @ Medina Beach Park!				1,109	11%
11/05/2021 02:57 PM PDT	November 8, 2021 Medina City Council Regular Meeting (on-line) Agenda				803	10%
11/17/2021 10:00 AM PST	November 22, 2021- Medina City Council Regular Meeting - CANCELLED				820	12%
11/17/2021 01:36 PM PST	Annual Holiday Giving Program to Benefit Childhaven				901	12%
11/19/2021 12:17 PM PST	E-lert - MEDINA ACCREDITED FOR HIGHEST PROFESSIONAL STANDARDS OF POLICING				914	26%
11/19/2021 03:00 PM PST	Save the Date! Christmas Ships Parade - Wednesday, Dec. 22nd 5:30 PM @ Medina Beach Park!				987	12%
11/19/2021 03:00 PM PST	Save the Date! Reception Honoring Outgoing Council Members - December 9, 2021				891	12%
11/24/2021 10:00 AM PST	Reminder! Annual Holiday Giving Program to Benefit Childhaven deadline is December 3rd				784	11%
11/24/2021 04:00 PM PST	City Hall Closed In Observance of Thanksgiving - November 25th and 26th				742	10%



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: December 13, 2021
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: November 2021, Public Records Request Tracking

In November 2021, Central Services staff received **6** new public records requests, **1** ongoing public records request. These requests required approximately **5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$293**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In November 2021, the Police Department received **11** new records requests. These requests required approximately **1.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits is approximately **\$93**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

November 2021 Monthly PRR Report

Run Date: 12/08/2021 2:18 PM

ATTACHMENT 2

Run Date: 12/08/2021 2:18 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	11/5/2021	P002257-110521	Public Records Request	11/16/2021	Public Records Request	Architect Brittney Wilson	Development Services	Invoices for Grading & Drainage inspections completed for permits: ENG-GD-20-020 ENG-GD-20-026	Dawn Nations
Central Services	11/10/2021	P002260-111021	Public Records Request	11/19/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 10/1/2021 to 10/31/2021. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name.	Dawn Nations
Central Services	11/15/2021	P002261-111521	Public Records Request	11/24/2021	Public Records Request	Architect Scot Carr	Building	Looking for all permit drawings including structural plans for 1997 construction and renovation of 2216 77th Ave, NE, Medina, WA 98039. Thank you.	Dawn Nations
Central Services	11/19/2021	P002265-111921	Public Records Request	11/30/2021	Public Records Request	Owner Stephen Stark	Building	I am looking for the structural engineering and geotechnical report for the construction of the retaining wall that supports the road traveling from 3313 Evergreen Pt Rd down to the lake to Parcel 2425049275. William Savoy is the owner of 3313 and he nor his architect Dan Pence can locate the plans.	Dawn Nations
Central Services	11/25/2021	P002273-112521	Public Records Request	12/9/2021	Public Records Request	Jeff han	Building	Full Building Plan Set including: architecture plans, site plan, drainage plan, etc for the address - 520 Evergreen Point Road, Medina WA 98039 / Tax ID : 362504-9066	Dawn Nations
Central Services	11/30/2021	P002275-113021	Public Records Request	12/9/2021	Public Records Request	Jeff han	Building	All pages of architect plans; and site plan; and drainage design and; all civil plans of 2436 82ND AVE NE, Medina WA 98039 (tax ID is 542570-0020)	Dawn Nations