



CITY OF MEDINA

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Date: July 8, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

JULY AND AUGUST PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Parks and Recreation Board Meeting	Jul 15	5:00 pm	In-Person/Online
City Council Meeting - Budget Retreat	Jul 22	5:00 pm	In-Person Only
Planning Commission Meeting - CANCELLED	Jun 23		
Seafair Weekend	Aug 2-4	9:00 am – 6:00 pm	Lake Washington
Medina Days	Aug 6-11		www.medina-wa.gov

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 June, the City issued 13 bulletins amounting to a total of 102,709 bulletins delivered to subscribers; approximately 14.2% were opened. See **Attachment**.

As of June 30, the city had 19,123 subscribers (change in total subscribers **+344**), with a combined total of 174,170 subscriptions (change in total subscriptions **+5,535**).

RECORDS REQUESTS

During the month of June, 13 public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

Central Services continues to work with our Consultant (MG Consulting Services) to develop and implement our electronic Laserfiche repository. Recently, our consultant notified us that due to our small population, we qualify for a significant reduction in our yearly software fees. This is not something that is common knowledge amongst Laserfiche customers, but after inquiring about it we have now been able to reduce our yearly Laserfiche costs to **\$4,215**. What this means is that now, not only will we be gaining cost savings of **\$28,913.66**, but we also will be acquiring additional services and products that have a total value of **\$148,761** with this new change. The services that will now be added are:

- 83 additional user accounts (\$18,824 Value)
- 9 additional Quick Fields Document Importing Automation Tool (\$49,339 Value)
- Unlimited Public Portal User Access (\$47,250 Value)
- 2 additional Forms Portals Process Automation Tool (\$8,148 Value)
- 3 Sandbox/Test Environment (\$25,200 Value)

Public Portal

Over the past few months, we have been making significant headway toward opening our Public Portal! Our goal is to eventually have all documents that are not internal/working files, or that are not confidential or need to be redacted in some way, available to the public via our Public Portal. The Portal will be a page on our website, developed by staff, that directs the public to **search** specific document types, or **browse** different document categories.

The search forms: can be utilized when you know what you are looking for and have a specific search term you can enter, to find that document.

The browse function: can be used to allow a person to navigate to a folder location for a type of document (i.e. Council Meeting Files) and then browse through different file types (i.e. Ordinances) to see what is there. Typically, we see people use the browse function when they don't know exactly what they are looking for but know a few defining features like the year it was created, or the type of document it is.

As of the date of this meeting, we have completed the import of all Resolutions and Ordinances, as well as a large portion of Council Meeting Agendas and Minutes and should have the portal open and live for those document types by the end of August!