



CITY OF MEDINA

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

Date: November 14, 2022
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

Event	Date	Time	Location
Planning Commission Special Meeting	Nov 15	6:00 pm	In-Person/Online
Park Board Meeting	Nov 21	5:00 pm	In-Person/Online
Thanksgiving Holiday – City Hall Closed	Nov 24		
Day After Thanksgiving Holiday – City Hall Closed	Nov 25		
City Council Meeting – Tentative	Nov 38	5:00 pm	In-Person/Online
City Council Meeting	Dec 12	5:00 pm	In-Person/Online
Annual Argosy Christmas Ships	Dec 22	5:00 pm – 6:30 pm	Medina Beach Park
Christmas Day Observed - City Hall Closed	Dec 26		

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 28 bulletins amounting to a total of 119,181 bulletins delivered to subscribers; approximately 18.1% were opened. See **Attachment 1**.

As of October 31, the city had 13,614 subscribers (change in total subscribers **+310**), with a combined total of 122,773 subscriptions (change in total subscriptions **+3,247**).

RECORDS REQUESTS

As of October 31, 7 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:						
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
September, 2022	18	71,635	64,845	8,554	18.20%	21,385
August, 2022	13	65,817	60,494	8,916	19.90%	18,579
July, 2022	17	66,926	61,741	8,809	18.5%	16,757
June, 2022	38	170,001	156,176	17,192	15.00%	48,346
May, 2022	21	93,246	86,088	9,650	14.8%	24,298
April, 2022	31	166,938	154,946	17,108	14.70%	45,327
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
Date Sent	Top 10 Most Read Bulletins During October				Emails Opened	Email Open Rate
10/06/2022 04:10 PM PDT	Medina Emergency Preparedness Committee Meeting (Virtual) Wednesday, October 12, at 4:00 pm				1,589	20%
10/07/2022 03:09 PM PDT	NE 7th - Road & Storm Improvements				1,196	16%
10/11/2022 03:55 PM PDT	UPDATE - NE 7th - Road & Storm Improvements				1,226	16%
10/12/2022 02:17 PM PDT	Rescission of City of Medina Proclamation of Local Emergency Coronavirus/COVID-19				1,382	17%
10/14/2022 11:10 AM PDT	Community Bulletin - I-90 Westbound Closure - Traffic Implications				1,704	19%
10/14/2022 01:31 PM PDT	E-lert - COMING UP - Shredder Day Saturday, October 29th, 9-12 Noon at Medina Park (NE 12th St)				1,639	17%
10/19/2022 02:52 PM PDT	Community Bulletin - Westbound SR-520 & Trail Weekend Closure				1,757	19%
10/25/2022 03:10 PM PDT	Notice of Public Hearing - 2023 Proposed Annual Budget November 14, 2022				1,215	16%
10/26/2022 04:05 PM PDT	E-lert - COMING UP - Shredder Day Saturday, October 29th, 9-12 Noon at Medina Park (NE 12th St)				1,630	18%
10/31/2022 12:14 PM PDT	Notice of Public Hearing - 2023 Property Tax Levy - November 14, 2022				1,300	16%



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: November 14, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: October 2022, Public Records Request Tracking

In October 2022, Central Services staff received **7** new public records requests. These requests required approximately **6.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$380**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In October 2022, the Police Department received **12** new records requests. These requests required approximately **1.25 hours** of staff time and **1.3 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits is approximately **\$455**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

October 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 11/07/2022 9:05 AM

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	10/7/2022	P002534-100722	Public Records Request	11/1/2022	Public Records Request	Request for List of Code Enforcement violations / abandoned homes Rez De	Building	Request for List of Code Enforcement violations and list of abandoned homes	Dawn Nations
Central Services	10/10/2022	P002535-101022	Public Records Request	10/19/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 9/1/2022 to 9/30/2022. 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	10/13/2022	P002538-101322	Public Records Request	10/24/2022	Public Records Request	Boaz Dillon	Human Resources	To whom it may concern, In accordance with Chapter 42.56 RCW, I'd like to submit the following request for public records on behalf of the Freedom Foundation. Specifically, I am seeking: 1.A copy of the collective bargaining agreement(s) currently in effect between the City of Medina and the Teamsters Local Union No. 763. 2.A copy of the collective bargaining agreement currently in effect between the City of Medina and the Medina Patrol Officers Collective. It is my preference to receive responsive records electronically. Please don't hesitate to let me know if you have any questions regarding this request.	Dawn Nations

ATTACHMENT 2

Central Services	10/14/2022	P002540-101422	Public Records Request	10/25/2022	Public Records Request	Architect Pam Suttle	Building	Can you look in your records for an original grade report for the old Applegate permit BO 52710-2782, date of issue 6-17-10. Our Feinsteins new garage addition project needs this report and we do not want to duplicate the expense or work that has already been done. I believe the report was done by Moran Geotechnical Consultants, but I could be wrong on that note.	Dawn Nations
Central Services	10/18/2022	P002544-101822	Public Records Request	10/27/2022	Public Records Request	Ike Fischer	Building	Building Plans for 1525 79th PI NE	Craig Fischer
Central Services	10/25/2022	P002548-102522	Public Records Request	11/3/2022	Public Records Request	HEIDI SCHMITTEN	Building	Building plans for 560 Overlake Drive Medina Parcel # B83550-1914	Dawn Nations
Central Services	10/25/2022	P002550-102522	Public Records Request	11/3/2022	Public Records Request	Tax Researcher Rita Littman	Finance	Does your City still have a Municipal Utility Tax for Phone, Electric, Gas & Cable @ 6%? Does your City have any plans to have a B&O Tax on Telecom which would be for Retail and Services? Does your City have any plans to levy a B&O Tax on occupations other than Telecom such as Retail and Services? Does your City still have a non-company specific/generic Cable Franchise Fee @ 4%? Does your City have any remittance form for any of these taxes or fees? Do you expect any changes?	Aimee Kellerman