



CITY OF MEDINA

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Date: October 9, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

OCTOBER AND NOVEMBER PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Emergency Preparedness Meeting	Oct 11	4:00 pm	In-Person/Online
Hearing Examiner Meeting	Oct 12	10:00 am	In-Person/Online
Shredder/Drug Take-Back/E-Cycling Event	Oct 21	9:00 am – 12:00 pm	Medina Park – 8301 NE 12 th Street
City Council Meeting	Oct 23	5:00 pm	In-Person/Online
Planning Commission Meeting	Oct 24	6:00 pm	In-Person/Online
Veterans Day Observed – City Hall Closed	Nov 10		
City Council Meeting	Nov 13	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Nov 14	6:00 pm	In-Person/Online
Celebration Honoring Outgoing Council and Volunteers	Nov 16	5:00 pm – 7:30 pm	Overlake Golf and Country Club
Park Board Meeting	Nov 20	5:00 pm	In-Person/Online
Thanksgiving and Day-After Thanksgiving Holiday – City Hall Closed	Nov 23-24		
City Council Meeting	Nov 27	5:00 pm	In-Person/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 September, the City issued 15 bulletins amounting to a total of 80,034 bulletins delivered to subscribers; approximately 17.7% were opened. See **Attachment**.

As of September 30, the city had 15,927 subscribers (change in total subscribers **+188**), with a combined total of 145,175 subscriptions (change in total subscriptions **+1,228**).

RECORDS REQUESTS

During the month of September, 9 public records requests were received by Central Services. See **Attachment**

LASERFICHE AND RECORDS MANAGEMENT PROJECT

PAPER RECORDS MANAGEMENT – 50% Complete

We have made a lot of headway in destroying records that are duplicative or no longer needed. The overall goal is to completely eliminate the need of off-site storage, have a clear and comprehensive understanding of where to find print documents, and have continued easy access to permanent/archival/long term files through the digitization of any records that fit those qualifications.

LASERFICHE PROJECT – 30% Complete

- I. ***Phase 1: Central Services/Finance/HR - 70% complete***
- II. ***Phase 2: Public Portal Development - Beginning October 9, 2023***
Central Services staff will work with MG Consulting to identify Central Services, Finance, and HR documents that should be publicly available. As we continue to develop these folders and forms in the growth of our LF portal; public access will be a larger priority and will drive how future departments are on-boarded to LF public portal.
- III. ***Phase 3: Police - Beginning on October 11, 2023***
MG Consulting and Central Services staff will meet with PD staff to start the planning process and development of folder structure for PD files.
- IV. ***Laserfiche Project Phase 4: Development Services - Beginning on October 24, 2023***
MG Consulting and Central Services staff will meet with Development Services staff to start the planning process and development of folder structure for DS files.
- V. ***Laserfiche Project Phase 5: Public Works - TBD – 2024***