



CITY OF MEDINA

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Date: April 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

APRIL AND MAY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Spring Shredder/Drug Take Back/E-Recycle Day	Apr 20	9:00 am – 12:00 pm	Medina Park 8301 NE 12 th Street
City Council Meeting	Apr 22	5:00 pm	In-Person/Online
Planning Commission Meeting	Apr 23	6:00 pm	In-Person/Online
City Council Meeting	May 13	5:00 pm	In-Person/Online
Planning Commission Special Meeting	May 16	6:00 pm	In-Person/Online
Park Board Meeting	May 20	5:00 pm	In-Person/Online
Memorial Day – City Hall Closed	May 27		
City Council Meeting – Tuesday	May 28	5:00 pm	In-Person/Online
Planning Commission Meeting - Wednesday	May 29	6:00 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 March, the City issued 26 bulletins amounting to a total of 136,634 bulletins delivered to subscribers; approximately 16.3% were opened. See **Attachment**.

As of March 31, the city had 17,986 subscribers (change in total subscribers **+624**), with a combined total of 159,112 subscriptions (change in total subscriptions **+4,028**).

RECORDS REQUESTS

During the month of March, 10 public records requests were received by Central Services. See **Attachment 2**.