



CITY OF MEDINA

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Date: March 11, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

MARCH AND APRIL PUBLIC MEETINGS AND EVENTS

| Event | Date | Time | Location |
|----------------------------------------------|-------------|-----------------------|------------------------------------------------|
| Planning Commission Special Meeting | Mar 14 | 6:00 pm | In-Person/Online |
| Park Board Meeting | Mar 18 | 5:00 pm | In-Person/Online |
| City Council Meeting | Mar 25 | 5:00 pm | In-Person/Online |
| Planning Commission Special Meeting | Apr 3 | 6:00 pm | In-Person/Online |
| City Council Meeting | Apr 8 | 5:00 pm | In-Person/Online |
| 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 |

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 February, the City issued 20 bulletins amounting to a total of 84,205 bulletins delivered to subscribers; approximately 15.8% were opened. See **Attachment**.

As of February 29, the city had 17,362 subscribers (change in total subscribers **+406**), with a combined total of 155,084 subscriptions (change in total subscriptions **+1,541**).

RECORDS REQUESTS

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