



CITY OF MEDINA

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

Date: May 13, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

MAY AND JUNE PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
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
Medina Elementary 3 rd Grade Tour of City Hall	Jun 4	8:30 am – 2:30 pm	City Hall 501 Evergreen Pt. Rd.
City Council Meeting	Jun 10	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Jun 13	6:00 pm	In-Person/Online
City Council Retreat	Jun 24	5:00 pm	In-Person Only
Planning Commission Meeting	Jun 25	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 April, the City issued 33 bulletins amounting to a total of 244,326 bulletins delivered to subscribers; approximately 14% were opened. See **Attachment**.

As of April 30, the city had 18,365 subscribers (change in total subscribers **+379**), with a combined total of 163,867 subscriptions (change in total subscriptions **+4,755**).

RECORDS REQUESTS

During the month of April, 21 public records requests were received by Central Services. See **Attachment 2**.