



CITY OF MEDINA

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Date: April 10, 2023
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

Event	Date	Time	Location
Shredder/Drug Take-back/E-cycle Event	Apr 15	9:00 am to 12:00 pm	Medina Park – 8301 NE 12 th Street
Open House – Housing Action Plan (HAP)	Apr 20	6:00 pm – 8:00 pm	City Hall – Council Chambers
City Council Meeting	Apr 24	5:00 pm	In-Person/Online
Planning Commission Meeting – CANCELLED	Apr 25		
Planning Commission Special Meeting	May 2	6:00 pm	In-Person/Online
City Council Meeting	May 8	5:00 pm	In-Person/Online
Open House – Gas-Powered Leaf Blowers	May 11	5:00 pm – 6:30 pm	City Hall – Council Chambers
Park Board Meeting	May 15	5:00 pm	In-Person/Online
Planning Commission Meeting	May 23	6:00 pm	In-Person/Online
Memorial Day – City Hall Closed	May 29		

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 21 bulletins amounting to a total of 115,951 bulletins delivered to subscribers; approximately 15.9% were opened. See **Attachment**.

As of March 31, the city had 14,678 subscribers (change in total subscribers **+260**), with a combined total of 133,010 subscriptions (change in total subscriptions **+2,241**).

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
March, 2023	21	129,439	115,951	11,878	15.90%	49,669
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
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
						Email Open
Date Sent	Top 10 Most Read Bulletins During March			Emails Opened	Rate	
03/07/2023 10:41 PM PST	Community Bulletin - Collision Investigation			1,517	35%	
03/09/2023 11:41 AM PST	Pending WA State Legislation with Impacts to Medina			1,652	17%	
03/10/2023 12:55 PM PST	Save the Date! Annual Medina Easter Egg Hunt - Saturday, April 1, 2023			1,127	15%	
03/13/2023 11:23 AM PDT	Community Bulletin - Auto Theft Prevention Public Awareness Campaign			820	28%	
03/17/2023 12:43 PM PDT	Candy and Volunteers Needed to Help Stuff Eggs for the Medina Easter Egg Hunt...			1,237	16%	
03/20/2023 12:00 PM PDT	March 27, 2023 - Medina City Council Regular Meeting - CANCELLED			1,267	16%	
03/22/2023 03:21 PM PDT	Candy Needed for the Medina Easter Egg Hunt!			1,135	15%	
03/22/2023 03:21 PM PDT	Save the Date! Annual Medina Easter Egg Hunt - Saturday, April 1, 2023			1,239	16%	
03/27/2023 08:26 AM PDT	OPEN HOUSE - Housing Action Plan - April 20th 6-8PM			1,377	16%	
03/29/2023 02:45 PM PDT	UPDATE - Pending WA State Legislation with Impacts to Medina			1,556	17%	