



CITY OF MEDINA

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

Date: February 10, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

FEBRUARY AND MARCH PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Presidents' Day – City Hall Closed	Feb 20		
City Council Meeting	Feb 24	5:00 pm	In-Person/Online
Planning commission Meeting	Feb 25	6:00 pm	In-Person/Online
City Council Meeting	Mar 10	5:00 pm	In-Person/Online
Park Board Meeting	Mar 17	5:00 pm	In-Person/Online
City Council Meeting	Mar 24	5:00 pm	In-Person/Online
Planning Commission Meeting	Mar 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 January, the City issued 25 bulletins amounting to a total of 214,852 bulletins delivered to subscribers; approximately 14.9% were opened. See **Attachment 1**.

As of January 31, the city had 20,871 subscribers (change in total subscribers **+38**), with a combined total of 188,354 subscriptions (change in total subscriptions **+127**).

RECORDS REQUESTS

During the month of January, 15 public records requests were received by Central Services. See **Attachment 2**.