



# CITY OF MEDINA

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**Date:** November 12, 2024  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Aimee Kellerman, City Clerk  
**Subject:** Central Services Department Monthly Report

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## NOVEMBER AND DECEMBER PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Park Board Meeting	Nov 18	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Nov 18	6:00 pm	In-Person/Online
City Council Meeting	Nov 25	5:00 pm	In-Person/Online
Thanksgiving Holiday – <b>City Hall Closed</b>	Nov 28		
Day After Thanksgiving Holiday – <b>City Hall Closed</b>	Nov 29		
Planning Commission Special Meeting	Dec 5	6:00 pm	In-Person/Online
City Council Meeting	Dec 9	5:00 pm	In-Person/Online
Annual Employee/Volunteer Appreciation Lunch	Dec 12	12:00 pm – 2:30 pm	Overlake Golf and Country Club
Annual Argosy Christmas Ships	Dec 14	5:00 pm	Medina Beach Park
City Council Meeting – Cancelled	Dec 23		
Christmas Day – <b>City Hall Closed</b>	Dec 25		

*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 October, the City issued 30 bulletins amounting to a total of 252,380 bulletins delivered to subscribers; approximately 14.5% were opened. See **Attachment 1**.

As of October 31, the city had 20,384 subscribers (change in total subscribers **+449**), with a combined total of 185,208 subscriptions (change in total subscriptions **+4,540**).

## RECORDS REQUESTS

During the month of October, 14 public records requests were received by Central Services. See **Attachment 2**.