



## Staff Report

Meeting Date: February 18, 2025  
Meeting Type: City Council

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**To:** City Council  
**From:** Administration  
**Item Title:** Motion to approve terms of service with Constant Contact for an annual fee of \$462.00.

**Background:** Constant Contact is an email and text messaging service used for mass communication. This will be used by the Harbor to sent text alerts during states of emergency and by City Council to email residents who request to be notified about agendas for meetings. The fee will be split equally by Harbor and the City Council. All harbor slip holders will automatically be signed up to receive the email/text messages for emergencies. All residents will be able to voluntarily sign up to be added for email/text messages for notification of city council meeting agendas. In addition, the city could add other opportunities for residents to voluntarily receive email/text for special events, road closures, boil water notices, etc.

**Recommendation:** Approve

**Attachments:** Contract