



CITY OF MEDINA

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Date: May 12, 2025
To: Honorable Mayor and City Council
Via: Jeff Swanson, Interim City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

MAY AND JUNE PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Park Board Meeting	May 19	5:00 pm	In-Person/Online
Memorial Day – City Hall Closed			
City Council Meeting – Tuesday	May 27	5:00 pm	In-Person/Online
Planning Commission Meeting	May 28	6:00 pm	In-Person/Online
City Council Meeting	June 9	5:00 pm	In-Person/Online
Juneteenth Holiday – City Hall Closed			
City Council Meeting – Budget Retreat	June 23	5:00 pm	In-Person/Online
Planning Commission Meeting	June 24	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 18 bulletins amounting to a total of 141,378 bulletins delivered to subscribers; approximately 13% were opened. See **Attachment 1**.

As of April 30, the city had 20,939 subscribers (change in total subscribers +246), with a combined total of 188,420 subscriptions (change in total subscriptions +294).

RECORDS REQUESTS

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

WHAT'S NEW IN CENTRAL SERVICES

Central Services Launches CivicReady: A Smarter Way to Stay Informed

Central Services is excited to introduce CivicReady, the City's new mass communications platform designed to keep residents informed with important updates—quickly and conveniently.

CivicReady allows you to receive alerts via text message, phone call, or email, giving you the flexibility to stay informed in the way that works best for you. A key feature is geo-targeting, which allows the City to send notifications to specific neighborhoods or areas—so you'll receive updates that are most relevant to your location, such as road closures, detours, or emergency alerts.

This new platform not only improves how we communicate with residents but also brings significant cost savings—saving the city **\$9,202 annually**.

Beginning Friday, May 16, the CivicReady signup link will go live. From that date through the end of June, City staff will share alerts, announcements, and community bulletins through both GovDelivery and CivicReady. This dual-platform approach will help ease the transition and ensure all residents know how to stay connected and receive timely information.

To sign up, visit www.medina-wa.gov and click the “**Subscribe**” button—or simply text **MedinaWA** to **38276**. We encourage everyone to subscribe and enter your **home address** to take full advantage of geo-targeted alerts.

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