



CITY OF MEDINA

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Date: September 8, 2025
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Dawn Nations, Acting City Clerk
Subject: Central Services Department Monthly Report

SEPTEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
City Council Meeting	Sept. 8	5:00 pm	In-Person/Online
Park Board Meeting	Sept. 15	5:00 pm	In-Person/Online
Emergency Preparedness Meeting	Sept. 17	4:00 pm	In-Person
City Council Meeting	Sept. 22	5:00 pm	In-Person/Online
Planning Commission Meeting	Sept. 23	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 July, the City issued 30 bulletins amounting to a total of 275,685 bulletins delivered to subscribers; approximately 13% were opened. During the month of August, the City issued 15 bulletins amounting to a total of 194,646 bulletins delivered to subscribers; approximately 15% were opened.

As of August 31 the city had 21,839 subscribers (change in total subscribers **-104**), with a combined total of 192,970 subscriptions (change in total subscriptions **+10**).

RECORDS REQUESTS

During the month of July and August 20 public records requests were received by Central Services. See **Attachment 1**.

REMINDER – Launch of CivicReady Communications Platform

Central Services has launched CivicReady, the City's new mass communications platform designed to improve how we communicate with residents. This upgrade replaces the previous GovDelivery system and provides enhanced capabilities for delivering timely, relevant updates.

Key Features of CivicReady:

- Residents can receive alerts via text message, phone call, or email, based on their preferences.
- The platform includes geo-targeted messaging, allowing the City to send location-specific updates such as road closures, detours, or emergency notifications.
- CivicReady will result in an estimated annual cost savings of \$9,202 for the City.

Implementation Timeline

- Go-Live Date: Wednesday, July 9, 2025
- Transition Period: July 9 – August 30, 2025
During this time, City staff will distribute communications through both **GovDelivery** and **CivicReady** to ensure a smooth transition and help residents become familiar with the new platform.

Resident Sign-Up Instructions

Residents can sign up for CivicReady in two easy ways:

- Visit www.medina-wa.gov and click the “Subscribe” button.
- Or, text **MedinaWA** to **38276**.

Residents are encouraged to enter their home address during signup to receive geo-targeted alerts specific to their neighborhood.