

ATTACHMENT 1

August 2026 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
26-225	Dear Records Officer, I hope you are doing well. Thank you for your time and for the work you do. Pursuant to the Washington Public Records Act (RCW 42.56.001 et seq.), I am requesting an electronic summary of purchase orders (not the individual purchase orders themselves) issued by City of Medina from March 1, 2026 to July 31, 2026. This report may also be referred to as an accounts payable summary, check summary, check register, bill or claims report, or vendor analysis report. Any spreadsheet or report that lists vendor names and amounts paid would be fully responsive to this request. If available, please include: -Vendor name -Description of purchase or payment -Total price or amount paid If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine. We will accept partial data if you do not have a document with each of the above components or the entire timeframe requested. If another department is better suited to handle this request, I'd appreciate it if you could forward it to them or share their contact information. If any part of this request is withheld, please provide the specific statutory exemption and release all non-exempt portions. To ensure prompt follow-up, please send any correspondence regarding clarifications, extensions, online portal access, and response letters through email only to records@sunlightaccess.com and reference: FR:120702 Reference #: FR:120702 Oshea Smith 215 N Payne St STE 33025 Alexandria, VA 22314 www.sunlightaccess.com	Oshea Smith	8/31/2026	Finance	Dawn Nations

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SmartProcure is submitting a public records request to City of Medina for any and all purchasing records from 2/27/2026 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is:

Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number

Purchase date Line item details (Detailed description of the purchase) Line item quantity Line item price Vendor ID number, name, address, contact person and their email address If applicable, please include any available department or school identifier such as a location code, organization code, or function code, ship code to help us distinguish records within a consolidated file for the City, County, Township, or School District If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond. As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request.

Jade Winbusl 8/31/2026 City Manager Nations Dawn

Hi Public Records / Parks & Rec / Finance Department, My name is JP Balmaceda. I'm reaching out for a research project on the utilization of parks & recreation facilities. Can you please share your parks & recreation revenue data for the complete 2025 fiscal year? If you have more utilization metrics, data from prior years, or more detailed information based on activity type, we'd love to include that in our research. We are happy to receive the data in whichever format is easiest for your team. If there is a more appropriate contact or department for this request, please feel free to forward this message or let me know. Thank you very much for your time and assistance.

JP Balmaced 8/28/2026 Recreation Nations Dawn

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26-222	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Capital StreetScapes, Custom Products Corporation, Hall Signs, and Signature StreetScapes, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Glenda Walpo	8/27/2026	City Manager	Dawn Nations
26-221	Meeting recordings from all regular and special Medina City Council meetings since March 9 2026. This records request may be fulfilled by posting such recordings to the city's public meetings website.	Ryan Packer	8/26/2026	Central Services	Dawn Nations
26-220	I would like to apply for a PV system and need to know what documents are needed. Can you please share all the submitted documents for the PV system in B-26-049.	Senthil Gnan	8/24/2026	Development Services	Dawn Nations
26-219	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Brycer the Compliance Engine, ESO Records Management System, ImageTrend, IROL, National Time & Signal, Pyramid Time Systems, and Vector Solutions, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Woo Park	8/24/2026	Finance	Dawn Nations
26-216	I am a home owner in MEDina and I am interested in Medina neighborhood	Amit	8/19/2026	Development Services	Dawn Nations
26-215	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from hamilton construction, kiewit, MCM Construction, sundt, and Walsh, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Woo Park	8/19/2026	Finance	Dawn Nations

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26-214	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from CrewSense, ePR Fireworks, Fire Engineering Training, and TeleStaff, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Woo Park	8/19/2026		Dawn Nations
26-213	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Audio Enhancement, Boxlight, and Vivi, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Woo Park	8/19/2026		Dawn Nations
26-210	Could you tell me if PL-16-023 refers to a past planning or land use permit? I believe it pertains to properties along Rambling Lane. I found reference to it in a past permit set for 1625 Rambling Lane, but I can't tell what it the number refers to otherwise. It seems to impose an additional height limit on 1625 Rambling Lane. If this is an old permit, can you help me request a copy?	John Adams	8/11/2026	Development Services	Dawn Nations
26-209	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Recorded Future, Dataminr, Shadow Dragon, Galls, Webbs, and GT Distributors, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Woo Park	8/12/2026	Finance; Police Department	Dawn Nations
26-206	Requesting a report of all issued and pending building permits for residential & commercial properties from 7/1/2026 to 7/31/2026. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Kristen Hoffm	8/10/2026		Dawn Nations

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26-205	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Darkwing Tech, Eflare Corporation, Night Searcher, Orion Safety Products, and PowerFlare Corporation, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	Woo Park	8/7/2026	Finance; Police Department	Dawn Nations
26-203	Hello. I am looking for records of variances and minor deviations associated with: 2841 Evergreen Point Road, Medina, WA from years 2016-2022. The minor deviation that I'm aware of is PL-18-028. I only know the number—I have not seen the actual text of the minor deviation, but apparently it granted an additional 1.05% of structural coverage, taking the allowable from 21% to 22.05%. And then there was an administrative variance granting another 1%, taking structural coverage from 22.05% to 23.05%. I don't know the number for that one. If you could provide text and images from these minor deviations and variances, along with any other minor deviations and variances applied for or granted, I'd appreciate it. Thank you.	Jerry Parrish	8/5/2026	Development Services	Dawn Nations
26-202	Hi, May we please have the building plans/ as-built record/ related plans for the address: 804 84th Avenue NE, Medina, WA 98039 (Parcel 2210500020) ? Thank you!	Ki Yeung	8/3/2026	Development Services	Dawn Nations