



CITY OF MEDINA

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Date: December 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

DECEMBER PUBLIC MEETINGS AND EVENTS

| Event | Date | Time | Location |
|--|-------------|-------------|------------------------------|
| City Council Meeting | Dec. 8 | 5:00 pm | In-Person/Online |
| Annual Medina Team Appreciation Luncheon | Dec. 11 | 12:00 pm | Overlake Golf & Country Club |
| Planning Commission Meeting | Dec. 16 | 6:00 pm | In-Person/Online |
| City Council Meeting - cancelled | Dec. 22 | | |
| Annual Christmas Ships Event | Dec. 22 | 5:30 pm | Medina Beach Park |

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: In November 2025 the city sent 24 bulletins to 215,030 recipients.

RECORDS REQUESTS

During the month of November 13 public records requests were received by Central Services. See **Attachment 1**.

EVENT DETAILS

The annual Medina Team Appreciation Luncheon will be on Thursday, December 11, 2025, at Overlake Golf and Country Club from 12:00 PM to 2:00 PM. This is a special event to express our gratitude to staff and volunteers for their continued hard work and dedication to Medina. We will also be honoring our outgoing Councilmember Mac Johnston (2022-2025), past Councilmember Jennifer Garone (2018-2024) for their years of service to our community by serving on the Medina City Council and Planning Commission Chair Laura Bustamante for her service on the Planning Commission. We extend our sincere appreciation for their contributions to the city.