

# ATTACHMENT 1

## June 2026 Monthly PRR Report

| Ref. # | Public Records Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Requester Name | Request Date | Dept.   | Assigned Staff |
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| 26-168 | <p>Hello, The Data Branch is hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between January 1, 2023, and the present. Pursuant to Washington's Public Records Act (RCW 42.56) Scope of Request: To the extent you are able to disclose, please provide all purchase orders within the past 3~ years issued by your agency within the date range above, across all departments and offices if readily available/and or existing. If a centralized report is not available, we are happy to accept: Department-level or segmented purchasing data Any readily available reports Or records grouped by department, if that is how they are stored To the extent readily accessible, we are interested in records that include: Purchase order number (or equivalent) Purchase date Vendor ID or name Department or issuing entity (if available) Line item description Quantity Unit price Total price If your office does not use or retain purchase orders, we would be glad to narrow the request to whatever combination of the following best reconstructs spending and contract awards for the past 12–24 months: PO register (PO #, date, vendor, description, fund/GL, amount) AP check register or payment ledger (vendor, invoice #, amount, date) P-Card transaction logs (cardholder, MCC/merchant, date, amount) Or, in the absence of these, any records that include vendor names and prices We are flexible on format and can accept records in whichever way your office already keeps them, such as: Spreadsheet exports (preferred) PDF or Word documents Standard ERP or finance system reports Any existing summary-level purchasing records your office already maintains Where portions of the requested records may be withheld under an applicable exemption, we ask that all reasonably segregable non-exempt portions still be produced. For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures MEDINA POLICE DEPARTMENT has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end. Please direct all records to my colleague Fran Barron at: Email: fran.barron@thedatabranch.com Phone: (302) 585-3132 Address: 1111B S Governors Ave STE 21033, Dover, DE 19904 We appreciate your attention to this matter and look forward to your prompt response. If this request has been directed to the wrong agency or department, kindly advise or forward it to the appropriate custodian. Thank you for your cooperation. Thank you, Melanie Rhodes The Data Branch Research Team</p> | Melanie Rhodes | 6/25/2026    | Finance | Dawn Nations   |

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26-166

Melanie  
Rhodes

6/25/2026 Finance

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| 26-167 | As part of our continued market analysis, Granicus often requests public information to ensure we can better meet the needs of our government clients. Regarding the City's most recent purchase of an AI-based chat tool, we request any/all documents associated with the purchase. This may include: Request for Information/Quote/Proposal/Bid Response submission(s), including pricing Committee tabulations/ranking and/or detailed scoring sheets from evaluators Copy of any agreement executed with the associated RFP Please note our firm cannot accept any private/confidential information. To that end, we'll accept any redacted copies of proposals free of any trade secrets or confidential information marked as confidential by the respondent. Please also let me know of any other requirements so I can follow your process. | Marissa Ferenc    | 6/25/2026 | Finance              | Dawn Nations |
|        | Hello, I would like to request all information regarding permit number P-26-034. This is at address 8431 Ridge Road, parcel number 644730-0145.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Dylan Greer       | 6/25/2026 | Development Services | Dawn Nations |
| 26-163 | Hello, I would like to request all approved plans for Parcel No. 2425049241, address 2841 Evergreen Point Road.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Dylan Greer       | 6/25/2026 | Development Services | Dawn Nations |
| 26-162 | For the property located at 285 East Reagan Parkway, Medina, OH (Parcel No. 028-19B-06-271) - 1. Please provide copies of any OPEN OR ACTIVE building code violations. If no violations, please state "No violations". 2. Please provide copies of any OPEN OR ACTIVE fire code violations. If no violations, please state "No violations" or provide a copy of the most recent fire inspection report. 3. Please provide copies of the available Certificates of Occupancy.                                                                                                                                                                                                                                                                                                                                                                         | Kayla             | 6/24/2026 | Development Services | Dawn Nations |
| 26-160 | Hello. When available, we would like to request the tree permits and architectural drawings of 7570 NE 28th PI project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Melinda Satterlee | 6/23/2026 | Development Services | Dawn Nations |
| 26-159 | Dear Miss/Sir, Hope you are doing well. I recently spoke with the owner of the property at 7630 NE 10th St, Medina, WA 98039, regarding a potential remodel of their house. I am reaching out to ask whether the City has any records for the existing residence, which was originally built in 1989. Thank you, Long                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Long Pan          | 6/22/2026 | Development Services | Dawn Nations |

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| 26-158 | <p>Hello! I would like to request a list of attendees at the 6/17 Planning Commission Charette. Please provide names and emails/other contact information if available. If you have any questions, feel free to email</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Dylan Greer | 6/18/2026 | Development Services | Dawn Nations |
| 26-155 | <p>2436 82nd Ave NE, Medina, WA 98039 We are seeking clarification on the average permitting timeline for a building permit associated with new construction of a single-family residence. Additionally, I am requesting a copy of the approved building permit set, along with all receipts for permitting and inspection fees associated with the address referenced above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Norah Swift | 6/16/2026 | Development Services | Dawn Nations |
| 26-152 | <p>We request all records related to bridge-related solicitations, contracts, and projects, including design, construction, rehabilitation, replacement, inspection, and maintenance, issued or executed by your agency, including closed or expired solicitations, 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.</p>                                                                                                                                                                                                                                                                                                                                          | Woo Park    | 6/16/2026 | Public Works         | Dawn Nations |
| 26-151 | <p>Electronic document which lists any and all employees in 2025 (calendar year or fiscal year 24/25.) Each employee record should include the employee's full name, job title, base pay, overtime pay, bonus payment and the gross annual pay amount. The principal purpose of this is to make this information more accessible to the public and to disseminate information regarding the health, safety, and welfare of the general public. This request is not for personal or commercial benefit and we are exercising the general rights of the public. charitable organization. Our mission is to promote governmental transparency to the general public. OpenTheBooks.com is a project of American Transparency – a 501(c)3 nonprofit, nonpartisan charitable organization. Please notify of any fee amount prior to processing this request.</p> | Erin Raasch | 6/12/2026 | Human Resources      | Dawn Nations |

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| 26-150 | <p>Requesting a report of all issued and pending building permits for residential &amp; commercial properties from 5/1/2026-5/31/2026. 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Braden Mineer | 6/11/2026             | Dawn Nations |
| 26-147 | <p>I am requesting records showing the City's current use of NextRequest. for public records requests. Please provide any current contract, invoice, purchase order, renewal record, payment record, or subscription record for NextRequest. Please include records showing the cost, vendor, contract dates, and services provided, if available. Thank you.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Michael Rost  | 6/8/2026 Finance      | Dawn Nations |
| 26-144 | <p>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. You may also attach the information to this email.</p> <p><a href="https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAxMFd6UVIBVSZzdD1XQSZvcmc9Q2l0eU9mTWVkaW5hJm9yZ2lkPTEyMjg3">https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAxMFd6UVIBVSZzdD1XQSZvcmc9Q2l0eU9mTWVkaW5hJm9yZ2lkPTEyMjg3</a></p> | Jeffrey Lee   | 6/8/2026 City Manager | Dawn Nations |