CITY OF MEDINA

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Date: November 9, 2026

To: Honorable Mayor and City Council

Via: Jeff Swanson, City Manager

From: Dawn Nations, Acting City Clerk

Subject: Central Services Department Monthly Report

NOVEMBER AND DECEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
City Council Special and Regular Meeting	Nov. 9	5:00 pm	In-Person/Online
City Council Special and Regular Meeting	Nov. 16	5:00 pm	In-Person/Online
Park Board Meeting	Nov.17	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Nov. 18	6:00 pm	In-Person/Online
Medina Team Appreciation Luncheon	Dec. 10	12:00 pm	Overlake Golf & Country Club
Annual Christmas Ship Event	Dec.12	2:30-3:00 pm	Medina Beach Park
Planning Commission Special Meeting	Dec. 15	6:00 pm	In-Person/Online
City Council Regular Meeting – **Cancelled**	Dec. 28		

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.

RECORDS REQUESTS

During the month of October **10** public records requests were received by Central Services. See **Attachment 1**.

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: In October 2026 the city sent 12 bulletins to 256,363 recipients.

Type of Notice	# sent	# of Subscribers
Agenda Packet Notices (Council, PB, PC)	2	5,112
Development Notices	1	2,805
Police Notices (E-Lert program, shredder day Great Shakeout etc.)	2	5, 658
City Event/Information Notices (Open House, fall cleanup,)	7	112,021