



## ATTACHMENT 2

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144  
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • [www.medina-wa.gov](http://www.medina-wa.gov)

---

DATE: April 8, 2024  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: March 2024, Public Records Request Tracking

---

In March 2024, Central Services staff received **10** new public records requests. These requests required approximately **25 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall March cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$400**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In March 2024, the Police Department received **4** new records requests. These requests required approximately **1 hour** of staff time and **0 hours** of consulting time with the City Attorney. The overall March cost, which includes staff hourly rate plus benefits, is approximately **\$35**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.