



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

DATE: March 11, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: February 2024, Public Records Request Tracking

In February 2024, Central Services staff received **10** new public records requests. These requests required approximately **3.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$200**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In February 2024, the Police Department received **6** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits, is approximately **\$155**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.