



ATTACHMENT 2

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DATE: May 13, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: April 2024, Public Records Request Tracking

In April 2024, Central Services staff received **21** new public records requests. These requests required approximately **7 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall April cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$305**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In April 2024, the Police Department received **4** new records requests. These requests required approximately **1.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall April cost, which includes staff hourly rate plus benefits, is approximately **\$79**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.