



ATTACHMENT 1

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DATE: March 9, 2026

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: February 2026, Public Records Request Tracking

In February 2026, Central Services staff received **13** new public records requests. These requests required approximately **7 hours** of Central Services and Development 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 **\$440**

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In February 2026, the Police Department received **11** new records requests. These requests required approximately **5 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 **\$400**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.