



ATTACHMENT 1

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DATE: September 8, 2025

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: July and August 2025, Public Records Request Tracking

In July and August 2025, Central Services staff received **20** new public records requests. These requests required approximately **9 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall July and August cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$610**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In July and August 2025, the Police Department received **20** new records requests. These requests required approximately **18 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall July and August cost, which includes staff hourly rate plus benefits, is approximately **\$1300**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.