



ATTACHMENT 2

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DATE: July 14, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: June 2025, Public Records Request Tracking

In May 2025, Central Services staff received **15** new public records requests. These requests required approximately **5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$415**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2025, the Police Department received 6 new records requests. These requests required approximately **6 hours** of staff time and **2 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits, is approximately **\$1,018**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.