



## ATTACHMENT 2

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DATE: September 9, 2024  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: July and August 2024, Public Records Request Tracking

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In July and August 2024, Central Services staff received **36** new public records requests. These requests required approximately **14 hours** of Central Services staff time and **.40 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 **\$1,150**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In July and August 2024, the Police Department received **12** new records requests. These requests required approximately **12 hours** of staff time and **.10 hours** of consulting time with the City Attorney. The overall July and August cost, which includes staff hourly rate plus benefits, is approximately **\$900**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.