



## ATTACHMENT 2

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DATE: September 11, 2023  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: July and August 2023, Public Records Request Tracking

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In July and August 2023, Central Services staff received **17** new public records requests and **1** ongoing request. These requests required approximately **32 hours** of Central Services staff time and **3 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 **\$3,455**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In July and August 2023, the Police Department received **34** new records requests. These requests required approximately **7 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 **\$508**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.