ATTACHMENT 1

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DATE: November 9, 2026

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: October 2026, Public Records Request Tracking

In October 2026, Central Services staff received ***10*** new public records requests. These requests required approximately ***5 hours*** of Central Services and Development Services staff time and ***0 hours*** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately ***$350.***

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In October 2026, the Police Department received **9** new records requests. These requests required approximately ***9 hours*** of staff time and ***0 hours*** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits, is approximately ***$650.*** The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.