



ATTACHMENT 2

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • www.medina-wa.gov

DATE: February 10, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: January 2025, Public Records Request Tracking

In January 2025, Central Services staff received **15** new public records requests. These requests required approximately **9.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$600**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In January 2025, the Police Department received **12** new records requests. These requests required approximately **16.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits, is approximately **\$1195**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.