



ATTACHMENT 2

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DATE: December 11, 2023
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: November 2023, Public Records Request Tracking

In November 2023, Central Services staff received **9** new public records requests. These requests required approximately **6 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$200**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In November 2023, the Police Department received **5** new records requests. These requests required approximately **1 hour** of staff time and **0 hours** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits, is approximately **\$100**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.