



ATTACHMENT 2

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DATE: January 8, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: December 2023, Public Records Request Tracking

In December 2023, Central Services staff received **7** new public records requests. These requests required approximately **4 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$220**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In December 2023, the Police Department received **10** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits, is approximately **\$200**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.