



ATTACHMENT 2

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DATE: March 10, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: February 2025, Public Records Request Tracking

In February 2025, Central Services staff received **17** new public records requests. These requests required approximately **9 hours** of Central Services staff time and **1 hour** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$850**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In February 2025, the Police Department received **2** new records requests. These requests required approximately **9.5 hours** of staff time and **1 hour** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits, is approximately **\$1020**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.