



ATTACHMENT 2

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DATE: June 10, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: May 2024, Public Records Request Tracking

In May 2024, Central Services staff received **24** new public records requests. These requests required approximately **8 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$475**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2024, the Police Department received **6** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits, is approximately **\$140**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.