



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: November 12, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: October 2024, Public Records Request Tracking

In October 2024, Central Services staff received **14** new public records requests. These requests required approximately **34 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$2,900**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In October 2024, the Police Department received **8** new records requests. These requests required approximately **6 hours** of staff time and **1 hour** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits, is approximately **\$450**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.