

**ATTACHMENT 1**

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DATE: November 10, 2025

TO: Mayor and City Council

From: Dawn Nations, Acting City Clerk

Subject: October 2025, Public Records Request Tracking

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In October 2025, Central Services staff received **21** new public records requests. These requests required approximately **10 hours** of Central Services and Development 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 **\$900**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In October 2025, the Police Department received **13** new records requests. These requests required approximately **9.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits, is approximately **\$700**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.