



Council Meeting Monthly Report

To: Honorable Mayor and Councilmembers

From: Connie Diaz, City Clerk

Subject: City Clerk's Office Monthly Report | October 2025

Dear Mayor and Councilmembers:

Below please find the department report summary for the tasks and activities carried out by the Office of the City Clerk for the month of October 2025:

City Clerk's Office Report Summary

- **3** Meetings were held during the month of October 2025:
 - October 8th, 2025 | Council Meeting
 - October 8th, 2025 | Local Planning Agency (LPA) Meeting
 - October 16th, 2025 | Council Workshop (Legislative Priorities)
- **20** Resolutions were adopted during the month of October 2025.
 - **19** October 8th, 2025 | Council Meeting
 - **1** October 8th, 2025 | Local Planning Agency (LPA) Meeting
- **7** Ordinances were adopted during the month of October 2025.
 - **7** October 8th, 2025 | Council Meeting
- **4** Minutes were approved during the month of October 2025.
- **23** Public notices were published by the City Clerk's Office during the month of October 2025.
- **551** Public records requests and inquiries were received during the month of October 2025.
- **45** Contracts/Agreements were received and processed by the City Clerk's Office during the month of October 2025.
- **42** Financials were processed by the City Clerk's Office (On behalf of the Clerk's Office & Mayor/Councilmember expenses) during the month of October 2025: **30** Check Requests, **6** Receiving Reports, **7** Requisition Requests/PO Maint.
- **5** of 13 Advisory Board meetings were held during the month of October 2025.



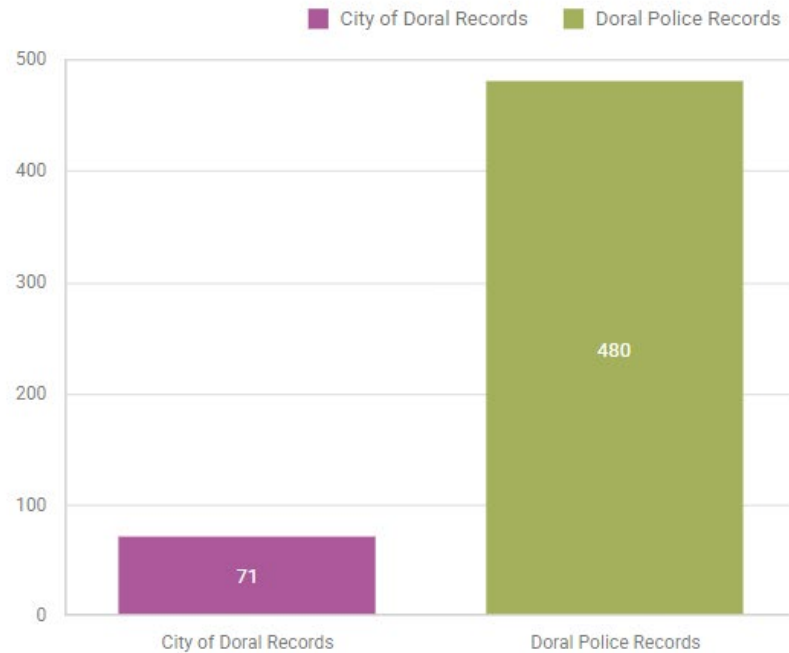
Public Records Requests October 2025

From: October 1, 2025

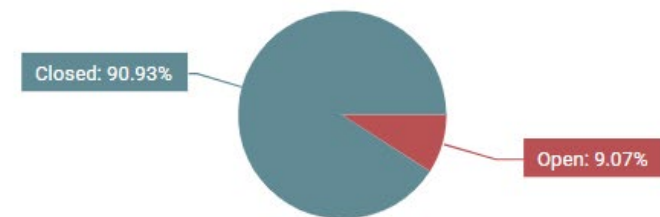
To: October 31, 2025

Status: All

Request Type

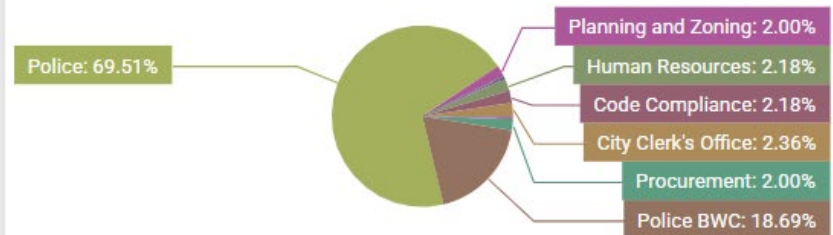


Open/Closed



Departments

Total Requests



PRRs Received October 2025 Per Dept.

Police: 383 – BWC: 103	Human Resources: 12
City Clerk's Office: 13	Planning & Zoning: 11
Code Compliance: 12	Procurement: 11