



Council Meeting Monthly Report

To: Honorable Mayor and Councilmembers

From: Connie Diaz, City Clerk

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

City Clerk's Office Report Summary

- **3** Meeting were held during the month of November 2025:
 - November 12th, 2025 | Council Meeting
 - November 12th, 2025 | Local Planning Agency (LPA) Meeting
 - November 22nd, 2025 | Special Council Meeting (2nd Budget Hearing FY 25-26) RE-DO
- **24** Resolutions were adopted during the month of November 2025.
 - 20 November 12th, 2025 | Council Meeting
 - 2 November 12th, 2025 | Local Planning Agency (LPA) Meeting
 - 2 November 22nd, 2025 | Special Council Meeting (2nd Budget Hearing FY 25-26) RE-DO
- **1** Ordinance was adopted during the month of November 2025.
 - 1 November 12th, 2025 | Council Meeting
- **3** Minutes were approved during the month of November 2025.
- **11** Public notices were published by the City Clerk's Office during the month of November 2025.
- **446** Public records requests and inquiries were received during the month of November 2025.
- **32** Contracts/Agreements were received and processed by the City Clerk's Office during the month of November 2025.
- **30** Financials were processed by the City Clerk's Office (On behalf of the Clerk's Office & Mayor/Councilmember expenses) during the month of November 2025: **25** Check Requests, **5** Receiving Reports, **0** Requisition Requests/PO Maint.
- **2** of 13 Advisory Board meetings were held during the month of November 2025.



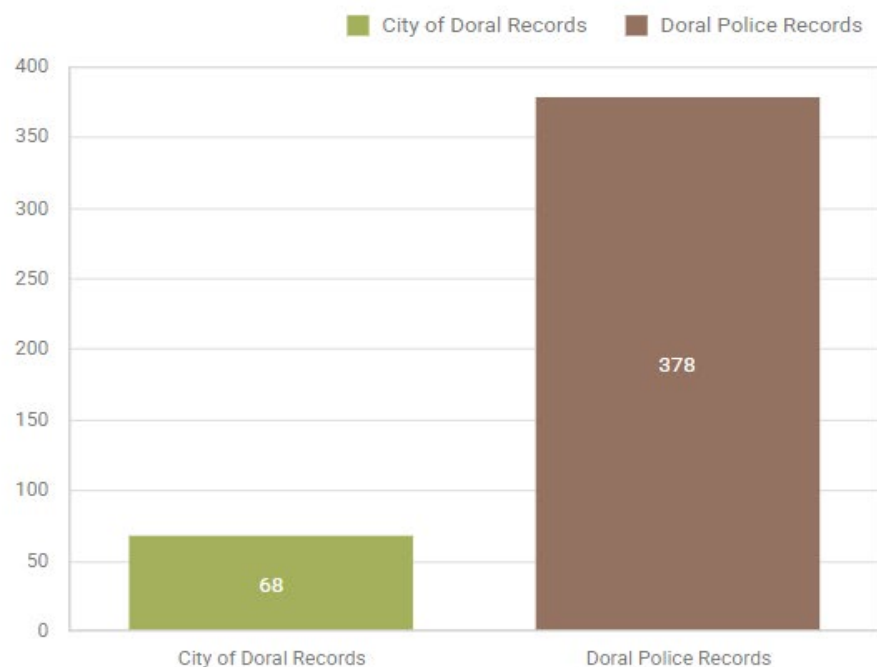
Public Records Requests November 2025

From: November 1, 2025

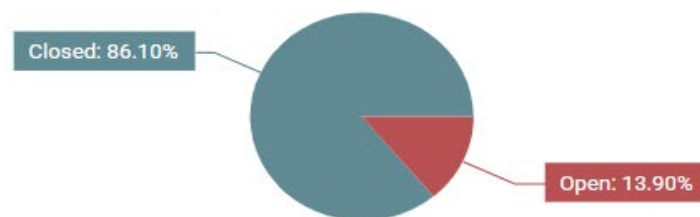
To: November 30, 2025

Status: All

Request Type

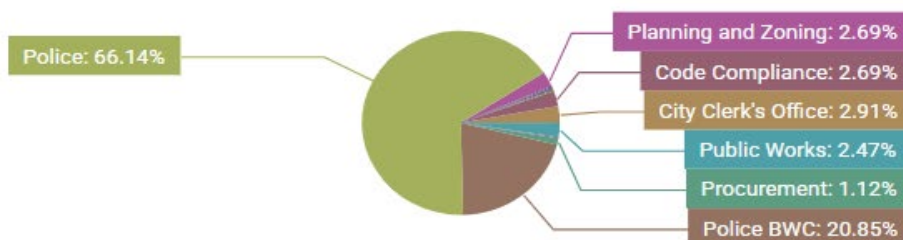


Open/Closed



Departments

Total Requests



PRRs Received November 2025 Per Dept.	
Police: 285 BWC: 93	Human Resources: 0
City Clerk's Office: 13	Planning & Zoning: 12
Code Compliance: 12	Procurement: 5