



# Council Meeting Monthly Report

---

To: Honorable Mayor and Councilmembers  
From: Connie Diaz, City Clerk  
Subject: City Clerk's Office Monthly Report | December 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 December 2025:

## **City Clerk's Office Report Summary**

- **2** Meetings were held during the month of December 2025:
  - December 10<sup>th</sup>, 2025 | Council Meeting
  - December 10<sup>th</sup>, 2025 | Local Planning Agency (LPA) Meeting
- **18** Resolutions were adopted during the month of December 2025.
  - **14** December 10<sup>th</sup>, 2025 | Council Meeting
  - **4** December 10<sup>th</sup>, 2025 | Local Planning Agency (LPA) Meeting
- **8** Ordinances were adopted during the month of December 2025.
  - **8** December 10<sup>th</sup>, 2025 | Council Meeting
- **3** Minutes were approved during the month of December 2025.
- **24** Public notices were published by the City Clerk's Office during the month of December 2025.
- **494** Public records requests and inquiries were received during the month of December 2025.
- **49** Contracts/Agreements were received and processed by the City Clerk's Office during the month of December 2025.
- **26** Financials were processed by the City Clerk's Office (On behalf of the Clerk's Office & Mayor/Councilmember expenses) during the month of December 2025: **19** Check Requests, **7** Receiving Reports, **0** Requisition Requests/PO Maint.
- **4** of 13 Advisory Board meetings were held during the month of December 2025.



# Public Records Requests

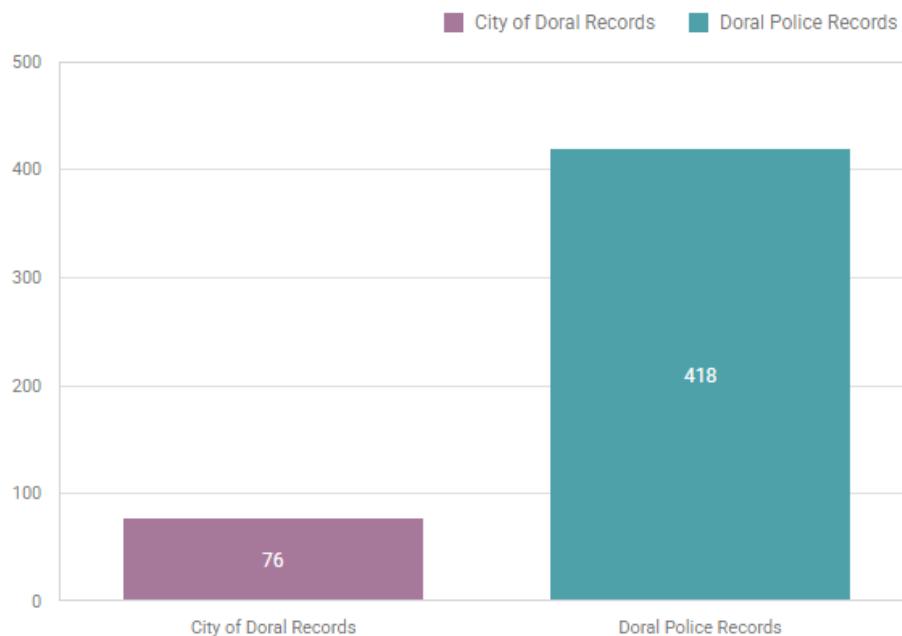
## December 2025

**From:** December 1, 2025

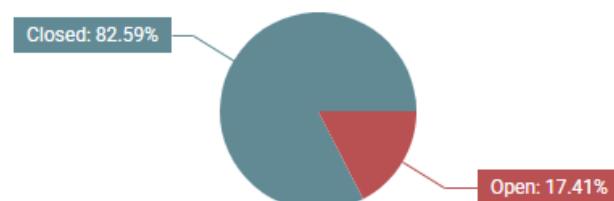
**To:** December 31, 2025

**Status:** All

Request Type

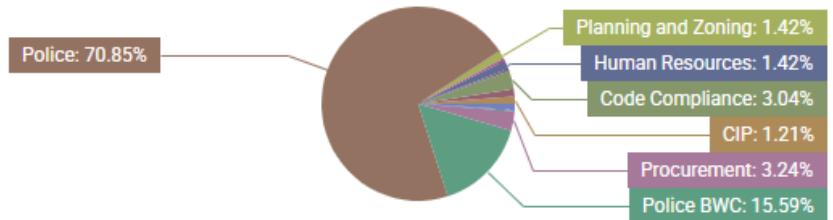


Open/Closed



Departments

**Total Requests**



### PRRs Received December 2025 Per Dept.

<b>Police: 350 BWC: 77</b>	<b>Human Resources: 7</b>
<b>Capital Improvements Division: 6</b>	<b>Planning &amp; Zoning: 7</b>
<b>Code Compliance: 15</b>	<b>Procurement: 16</b>