
PUBLIC RECORDS REQUESTS REPORTS – 2022 AND 2023

Presenter: Dina Manis, City Clerk

Date: April 16, 2024



TRANSPARENCY

OPEN GOVERNMENT

PARTICIPATION

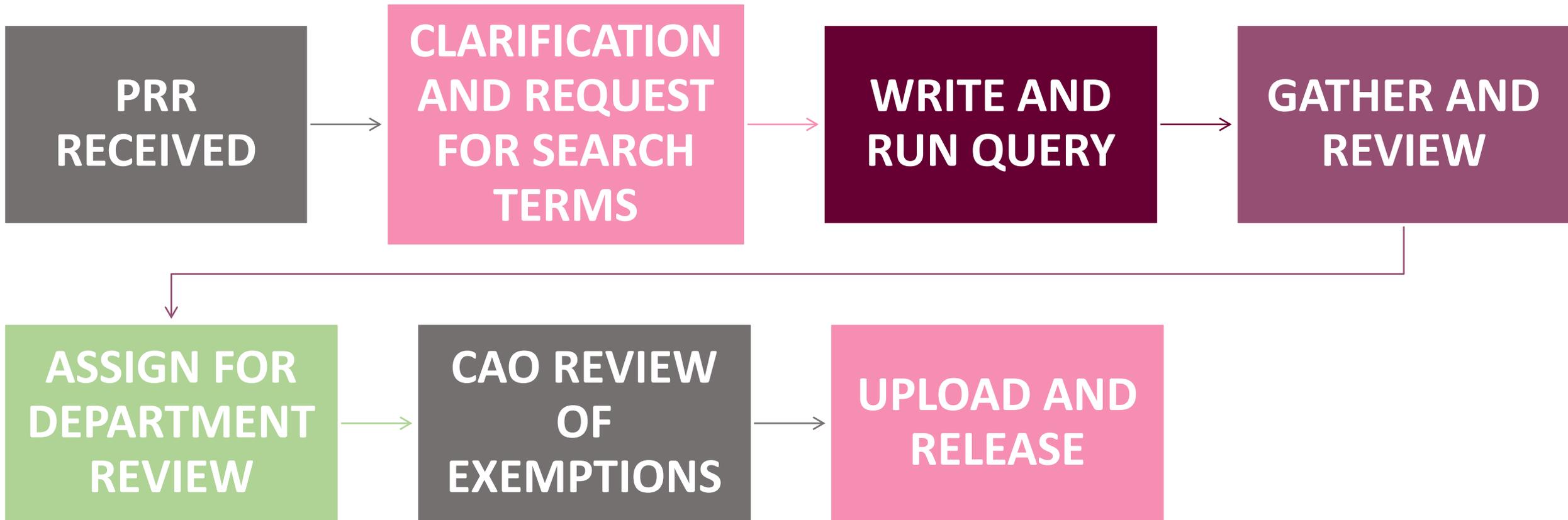
COLLABORATION



PUBLIC RECORDS REQUEST PROCESS



eDISCOVERY PROCESS



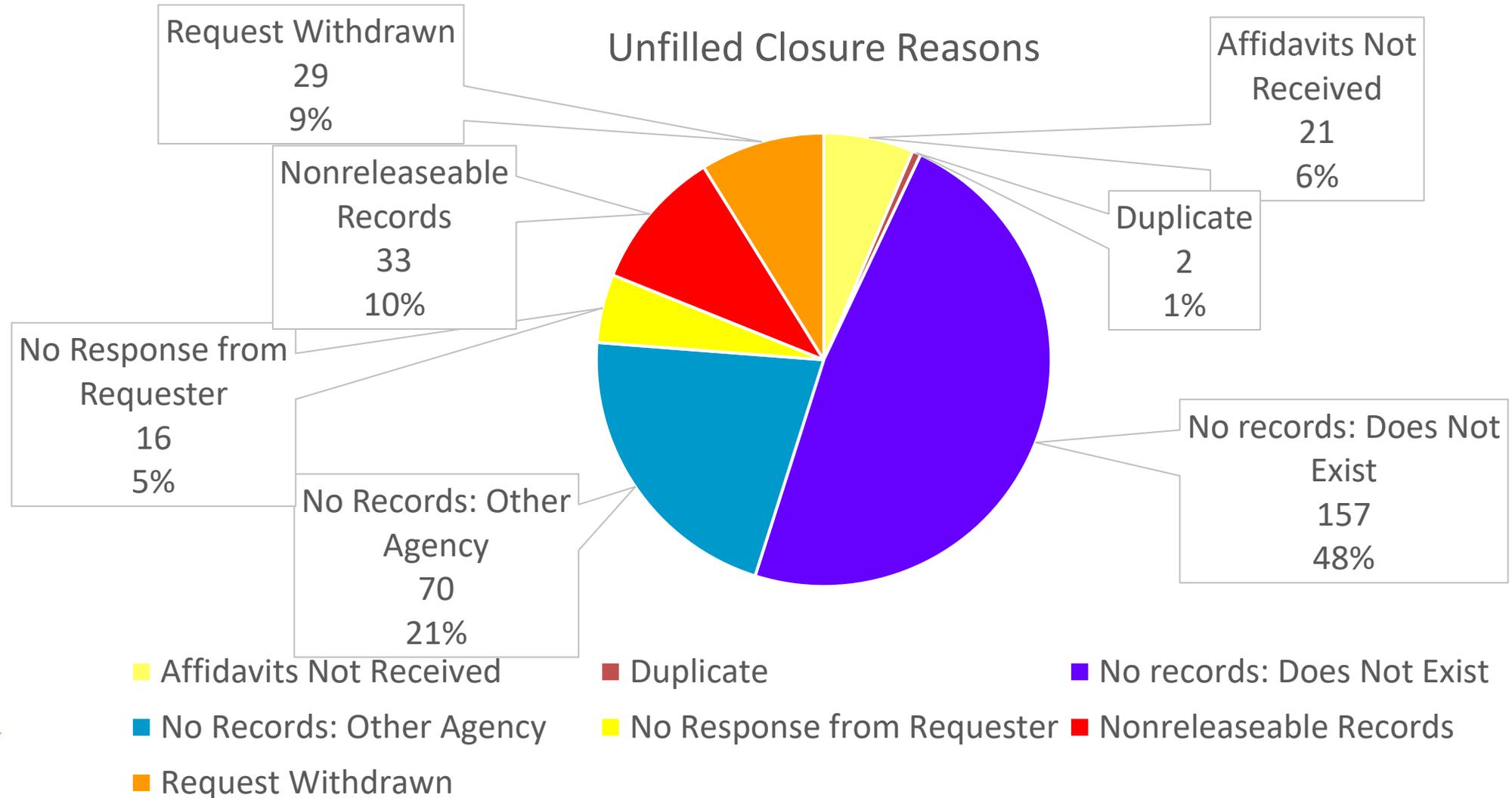
2022
REPORT
DATA

| Departments (Nature of Request) | Fulfilled | Unfilled | Duplicate | Total/Dept |
|--|------------------|-----------------|------------------|-------------------|
| City Attorney's Office | 1 | | | 1 |
| City Clerk | 72 | 50 | | 122 |
| City Manager's Office | 1 | | | 1 |
| Ciro | 1 | | | 1 |
| Finance | 27 | 13 | 1 | 41 |
| Fire | 123 | 32 | 5 | 160 |
| Housing & Comm Services | 4 | 4 | | 8 |
| Human Resources | 3 | 1 | | 4 |
| Information Technology | 2 | 1 | 1 | 4 |
| Multiple | 224 | 70 | 12 | 306 |
| PED | 371 | 119 | 12 | 502 |
| Police | 107 | 30 | 5 | 142 |
| Recreation & Parks | 1 | | | 1 |
| Transp. & Public Works | 10 | 5 | | 15 |
| Water | 10 | 3 | | 13 |
| Grand Total | 957 | 328 | 36 | 1321 |

2023
REPORT
DATA

| Departments (Nature of Request) | Fulfilled | Unfilled | Duplicate | Total/ Dept. |
|--|------------------|-----------------|------------------|---------------------|
| City Attorney's Office | 3 | | | 3 |
| City Clerk | 16 | 126 | 46 | 189 |
| Code Enforcement | 27 | 2 | | 29 |
| Community Engagement | 1 | | | 1 |
| Finance | 37 | 3 | 1 | 41 |
| Fire | 122 | 37 | 1 | 166 |
| Housing & Comm Svs | 2 | 1 | | 3 |
| Human Resources | 4 | 1 | | 5 |
| Multiple | 218 | 48 | 3 | 275 |
| PED | 251 | 145 | 1 | 412 |
| Police | 121 | 35 | | 157 |
| Transp & Public Works | 20 | 4 | | 24 |
| Water | 5 | 6 | | 11 |
| Grand Total | 827 | 408 | 52 | 1316 |

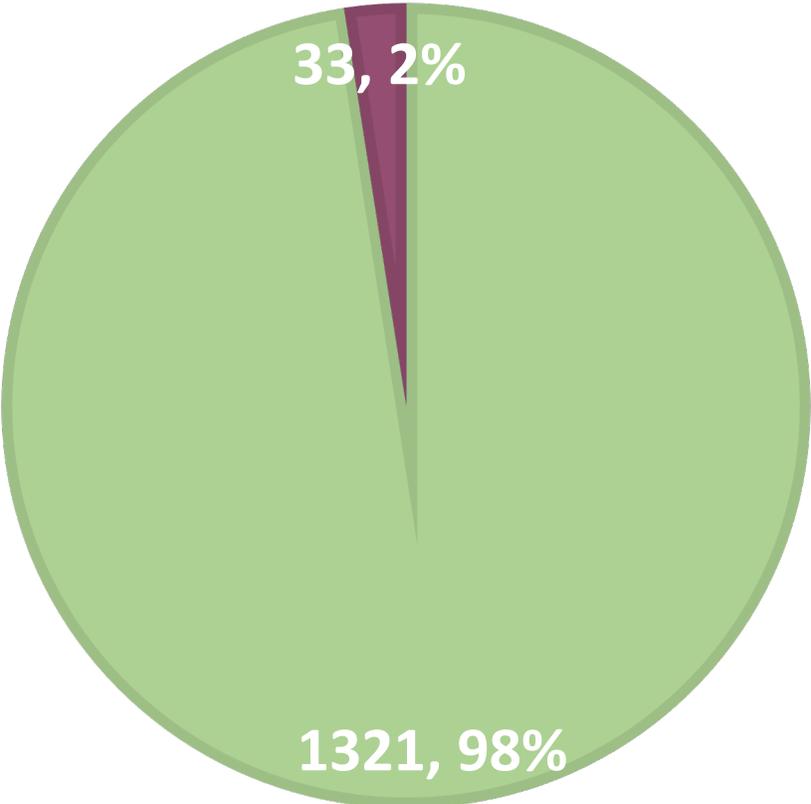
2022 UNFILLED REQUESTS



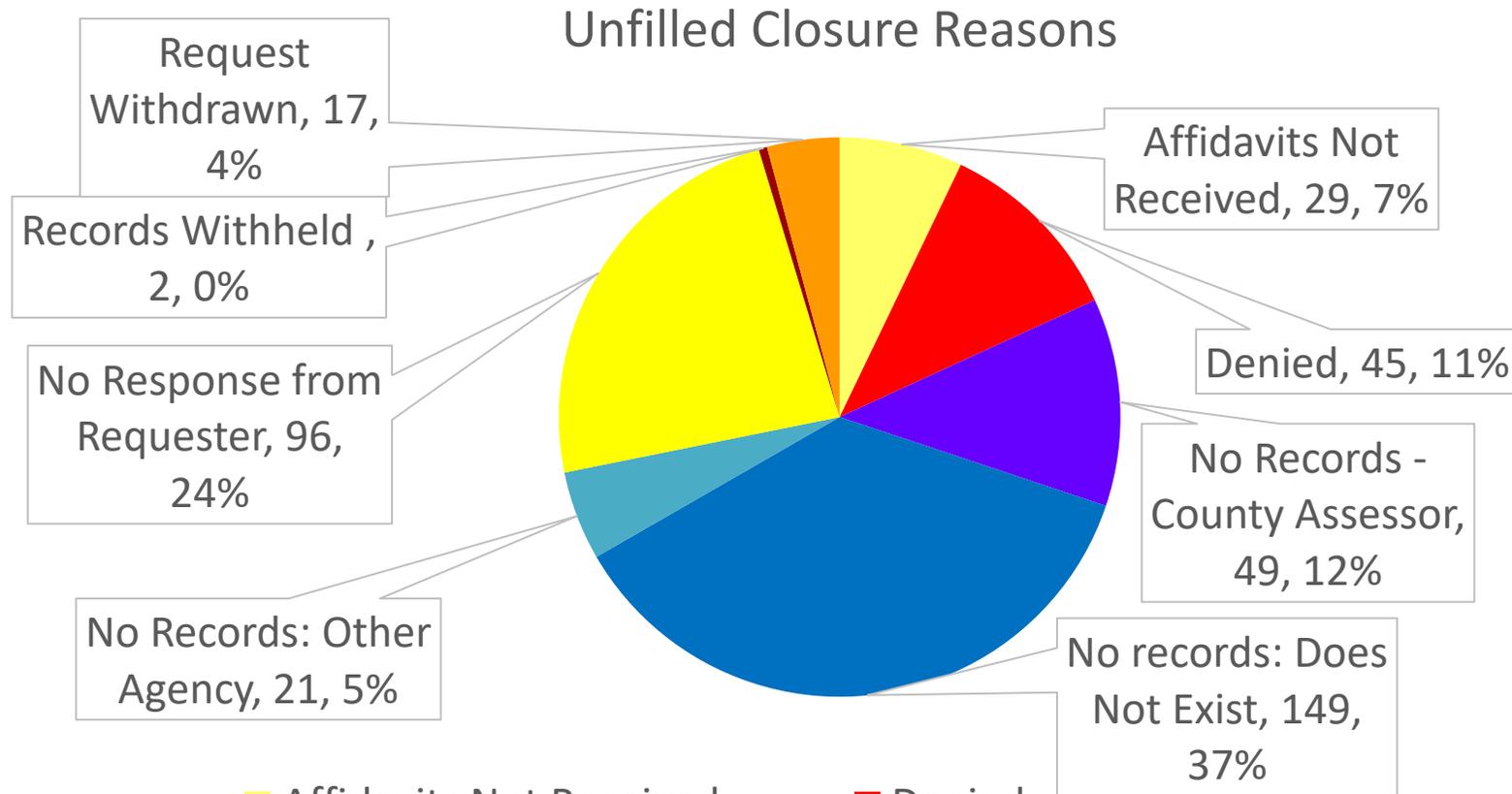
2022 UNFILLED REQUESTS DUE TO EXEMPTIONS

ACTUAL UNFILLED

■ Total Received ■ Unfilled



2023 UNFILLED REASONS



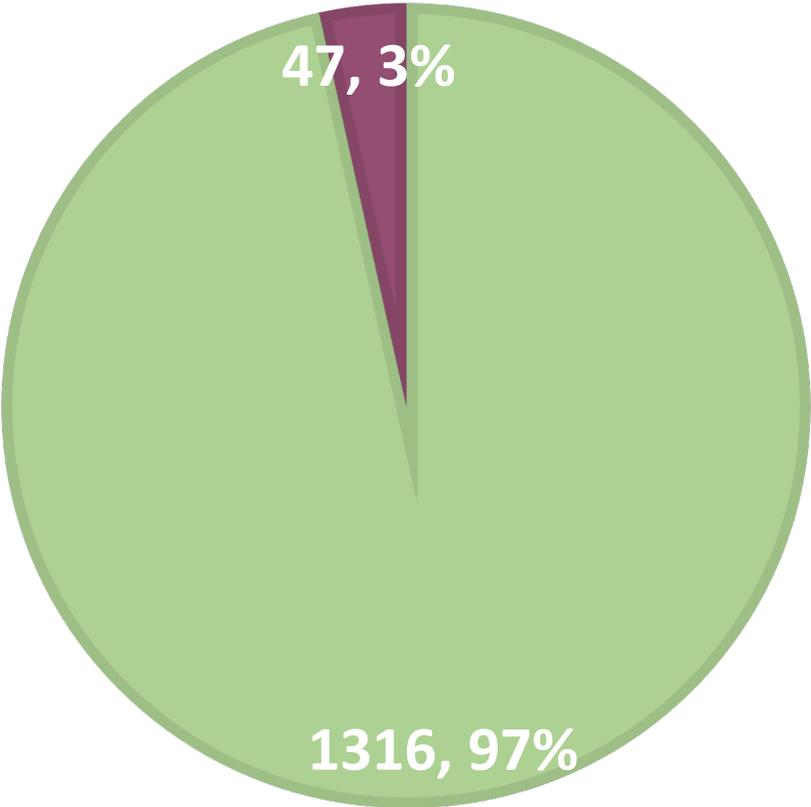
- Affidavits Not Received
- Denied
- No Records - County Assessor
- No records: Does Not Exist
- No Records: Other Agency
- No Response from Requester
- Records Withheld
- Request Withdrawn



2023 UNFILLED REQUESTS DUE TO EXEMPTIONS

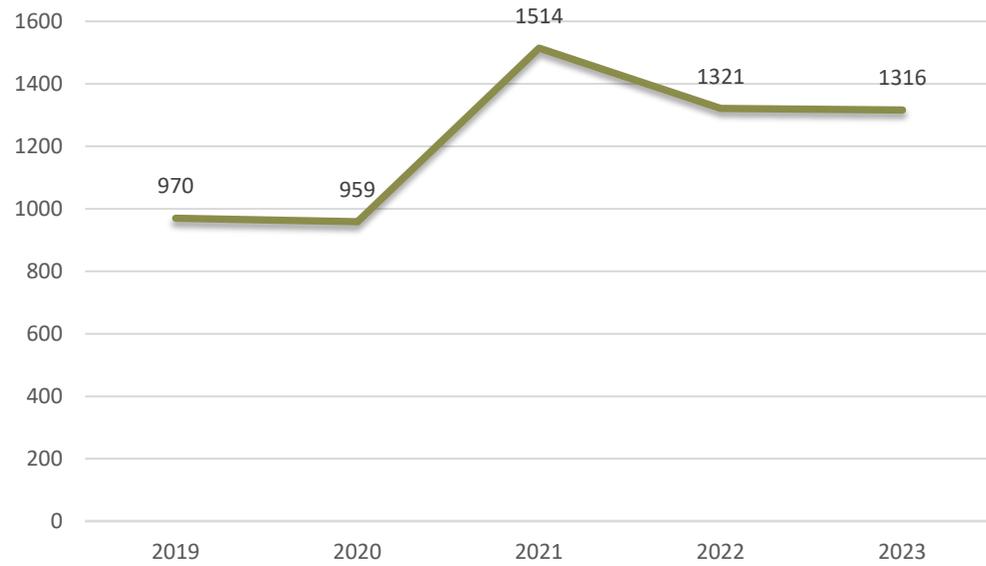
ACTUAL UNFILLED

■ Total Received ■ Unfilled

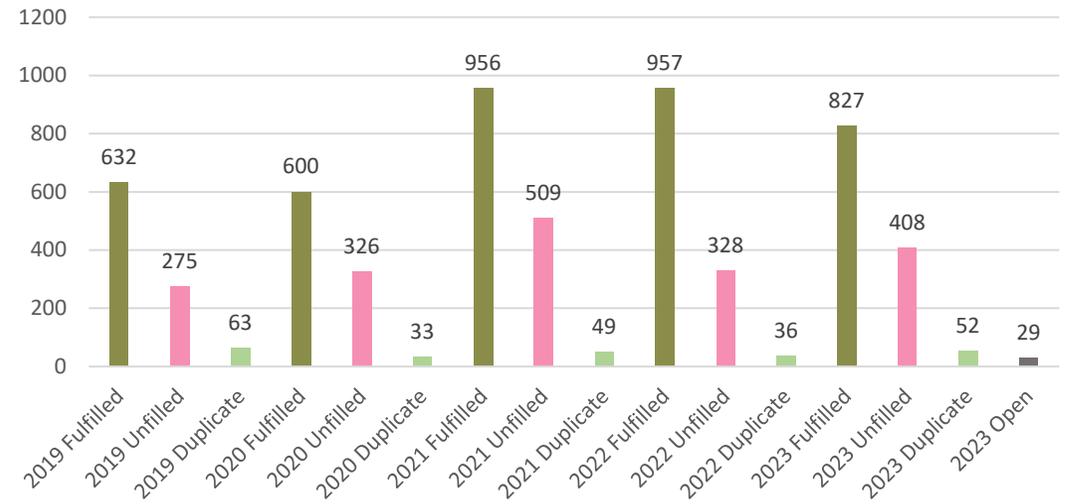


5 YEAR SNAPSHOT

Total Requests Per Year



Requests Per Year



REQUESTER DATA

| YEAR | # OF REQUESTS | # OF REQUESTERS |
|-------------|----------------------|------------------------|
| 2022 | 1321 | 821 |
| 2023 | 1316 | 839 |



RECOMMENDATION

- It is recommended by City Clerk's Office that the Council, by motion, accept the 2022 and 2023 Annual Public Records Requests Reports and provide direction on how future reports should be presented to City Council.



QUESTIONS?

