

RESOLUTION NO. 2026-08-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, APPROVING AND ADOPTING THE CITY OF EVERMAN PUBLIC INFORMATION REQUESTS MANAGEMENT POLICY; DIRECTING THE DIRECTOR OF HUMAN RESOURCES TO INCORPORATE THE POLICY INTO THE CITY OF EVERMAN PERSONNEL MANUAL AND TO MAKE RELATED ADMINISTRATIVE UPDATES; AUTHORIZING IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Everman is committed to providing prompt, fair, consistent, and lawful access to public information in accordance with the Texas Public Information Act, Chapter 552 of the Texas Government Code, and other applicable laws; and

WHEREAS, the City Council recognizes the importance of establishing a uniform and centralized process for receiving, documenting, assigning, reviewing, responding to, and closing requests for City records; and

WHEREAS, the proposed City of Everman Public Information Requests Management Policy requires records-related requests received by City officials, employees, departments, boards, commissions, volunteers, contractors, and agents to be promptly forwarded to the Office of the City Secretary for centralized review and processing; and

WHEREAS, the proposed policy designates the Office of the City Secretary as the central coordinating office responsible for overseeing public information requests from initial receipt through final release or closure and prohibits departments or employees from independently processing, denying, closing, or releasing records without appropriate authorization;

WHEREAS, the proposed policy establishes responsibilities and procedures concerning departmental assignments, records searches, internal deadlines, final review, legal review, records release, security, confidentiality, records retention, employee training, prohibited conduct, and compliance; and

WHEREAS, the City Council finds that adoption of the proposed policy will promote accountability, consistency, legal compliance, protection of confidential information, and the timely fulfillment of the City's obligations under state law; and

WHEREAS, the City Council further finds that the requirements of the policy should be incorporated into the City of Everman Personnel Manual, where appropriate, to ensure that all officers, employees, volunteers, and other covered personnel are informed of and accountable for their respective obligations; and

WHEREAS, the policy provides that violations may result in corrective or disciplinary action consistent with City policy and applicable law and assigns responsibility for administration, training, compliance monitoring, and procedural updates to the City Secretary.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERMAN, TEXAS, THAT:

SECTION 1. FINDINGS INCORPORATED

The findings and recitations contained in the preamble of this Resolution are hereby found to be true and correct and are incorporated into this Resolution for all purposes.

SECTION 2. POLICY APPROVED AND ADOPTED

The City Council hereby approves and adopts the City of Everman Public Information Requests Management Policy, attached hereto and incorporated herein as **Exhibit “A.”**

The policy shall apply to all City departments, divisions, offices, boards, commissions, programs, elected and appointed officials, employees, volunteers, and other persons or entities identified within the policy.

SECTION 3. INCORPORATION INTO PERSONNEL MANUAL

The Director of Human Resources is hereby directed to review the City of Everman Personnel Manual and incorporate the Public Information Requests Management Policy into the Personnel Manual where appropriate.

The Director of Human Resources is further authorized and directed to:

1. Add or revise provisions concerning employee responsibilities for recognizing and immediately forwarding public information requests;
2. Incorporate applicable requirements concerning records searches, preservation, confidentiality, security, records retention, training, and the prohibition against unauthorized release of records;
3. Update provisions concerning employee conduct, compliance, corrective action, and disciplinary consequences to reflect the requirements of the adopted policy;
4. Update cross-references, department names, position titles, forms, procedures, and related administrative language as necessary to ensure consistency between the Personnel Manual and the adopted policy; and
5. Distribute or otherwise make the updated Personnel Manual provisions available to City personnel.

Administrative, formatting, and non-substantive revisions necessary to incorporate the policy into the Personnel Manual may be made without further action of the City Council, provided that no such revision materially alters the policy approved by this Resolution.

SECTION 4. IMPLEMENTATION AND ADMINISTRATION

The City Manager, City Secretary, Director of Human Resources, department heads, and other appropriate City personnel are authorized and directed to take all actions reasonably necessary to implement and administer the policy.

The City Secretary shall serve as the primary administrator of the Public Information Requests Management Policy and the City’s Public Information Request Management System, consistent with the responsibilities established in the policy.

The Director of Human Resources shall coordinate with the City Secretary and City Manager regarding employee notification, acknowledgment, training, and enforcement of personnel-related provisions.

SECTION 5. TRAINING AND ACKNOWLEDGMENT

The City Manager, City Secretary, and Director of Human Resources are authorized to develop and require appropriate training concerning the policy.

Employees whose duties include receiving, searching for, reviewing, processing, or responding to public information requests may be required to complete training and acknowledge receipt and understanding of the policy and any related Personnel Manual provisions.

SECTION 6. CONTINUING AUTHORITY

The City Manager is authorized to approve administrative procedures, forms, instructions, workflows, and technical updates necessary to implement the policy, provided that such administrative actions are consistent with this Resolution, the adopted policy, and applicable law.

Material amendments to the substantive requirements of the policy shall be presented to the City Council for consideration and approval.

SECTION 7. CONFLICTS

All prior resolutions, policies, procedures, or portions thereof in conflict with this Resolution are hereby superseded to the extent of the conflict.

SECTION 8. SEVERABILITY

Should any section, subsection, sentence, clause, or phrase of this Resolution or the policy adopted herein be determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions, which shall remain in full force and effect.

SECTION 9. EFFECTIVE DATE

This Resolution and the Public Information Requests Management Policy shall become effective immediately upon adoption unless a later implementation date is established administratively by the City Manager for purposes of completing system configuration, employee training, or Personnel Manual updates.

PASSED AND APPROVED by the City Council of the City of Everman, Texas, on this 11th day of August, 2026.

APPROVED:

Ray Richardson, Mayor

ATTEST:

APPROVED AS TO FORM:

Mindi Parks, City Secretary

Victoria Thomas, City Attorney