



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 07/21/2026

PRESENTER: Deputy City Secretary Kristin Downs and Deputy City Attorney Tiffany Bull

TITLE: Designating Method of Making Written Requests for Public Information

REVIEWING COMMITTEE:

SUMMARY:

In 2019, the Texas legislature passed SB 944 authorizing government bodies to designate a single electronic mail address, a single mailing address and other designated methods for the purpose of receiving written public information requests. This presentation will outline the plans for implementing those specific methods via Resolution. This approach is designed to improve current processes and streamline public records requests, channeling them through a single avenue saving valuable staff time and reducing concerns about FOIA response deadlines.

PURPOSE OF THIS REQUEST:

- ▶ Names a designee for Officer for Public Information relative to Texas Government Code 552.234
- ▶ Assigns one mailing address
- ▶ Assigns one email address
- ▶ Assigns one hand delivery address for General Requests and one hand delivery address for Police Department requests
- ▶ Reintroduces our current online electronic submission process through the City's website
- ▶ Establishes an effective date

SCOPE OF RESPONSIBILITY:

The Officer for Public Information is responsible for the release of public information as required by Chapter 552 but is not responsible for the use made of the information by the requestor, or for the release of information after it is removed from a record as a result of an update, correction, or change of status. The Officer for Public Information shall also establish policies that ensure the expeditious and accurate processing of requests for information that require programming or manipulation of data.

BENEFITS:

- ▶ Saves staff time by eliminating the requirement to respond to requests received through methods that are not designated by City Council.
- ▶ Reduces risk of missed deadlines by ensuring the 10-business-day response clock is triggered only upon receipt at one of the designated methods.
- ▶ Improves consistency by routing all requests through a single, accountable designee.
- ▶ Provides opportunities for improved tracking of public information requests.
- ▶ Enhances public access by clearly communicating submission options, including online submission through the City's website.
- ▶ Complies with state law by formally designating the Officer for Public Information and approved submission methods as required under Texas Government Code Chapter 552.

HOW THE PUBLIC WILL BE INFORMED:

- ▶ City's website through a dedicated Public Information Request Center
- ▶ Social media