SANGER CITY COUNCIL COMMUNICATION

DATE: April 3, 2023

FROM: Kelly Edwards, City Secretary

AGENDA ITEM: Consideration and possible action on Resolution 2023-02, designating the method of making written requests for public information and naming a designee for the Officer for Public Information Act requests.

SUMMARY:

- Texas Government Code Section 552.234 allows governmental agencies to designate a single email address, single mailing address, and electronic submission through the governmental body's website to receive Public Information Act ("PIA") requests. A person may make a written request for public information under this chapter only by delivering the request by a method approved by the governing body to the applicable officer for public information or a person designated by that officer. The methods of delivery include:
    - United States mail;
    - Electronic email;
    - Hand delivery; or
    - Any other appropriate method approved by the governmental body, including facsimile transmission and electronic submission through the governmental body's internet website.
- Requests for public information are received at various city employee email addresses and by facsimile. This can prove problematic if requests are not forwarded to appropriate officers or employees responsible for compliance with the PIA.
- If approved:
    - The City's website and the sign required by the Public Information Act informing the public of their basic rights and responsibilities will be updated with the designated methods of delivery, reflecting the removal of a request submitted by facsimile; and
    - The City is not required to respond to a written request for public information unless the request is received by one of the approved methods.
- JustFOIA is the City's software used to process Public Information Act requests. The software is user-friendly and provides requestors access to their responsive records during non-business hours.

FISCAL INFORMATION:

Budgeted: N/A   Amount: $0.00   GL Account: N/A

RECOMMENDED MOTION OR ACTION:

Approve the Resolution.

ATTACHMENTS:

Resolution