

ORDINANCE NO. 23-727

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DENTON DESIGNATING THE CITY SECRETARY AS THE PUBLIC INFORMATION COORDINATOR PURSUANT TO TEXAS GOVERNMENT CODE SECTION 552.012 (C); DESIGNATING AN ELECTRONIC MAILING ADDRESS FOR ALL PUBLIC INFORMATION REQUESTS BY ELECTRONIC MAIL; DESIGNATING A MAILING ADDRESS FOR ALL PUBLIC INFORMATION REQUESTS RECEIVED BY MAIL; DESIGNATING A PORTAL FOR OTHER ELECTRONIC SUBMISSION AND DESIGNATING A PHYSICAL ADDRESS FOR HAND DELIVERY, AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE SECTION 552.234; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Texas Public Information Act (the Act) allows a member of the public to submit a request for public information in writing, hand delivery, by mail, electronic mail (email) and facsimile; and

WHEREAS, the City of Denton has a duty to respond to any written requests for open records, including those submitted by email; and

WHEREAS, the City has experienced an increase in the number of requests for public information over the last few years; and

WHEREAS, the Act provides a governmental body may designate a person to receive open records requests on behalf of the City and public officials and the Act provides a City may designate a mailing address, an electronic mailing address, and other methods for accepting such requests; NOW THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1: The City Secretary is hereby designated by the City of Denton as the public information coordinator for the City of Denton and the single recipient for all requests for public information. Requests made by hand delivery must be made during hours the office is open by delivering to:

City Secretary's Office  
215 E. McKinney St., Suite 100A  
Denton, Texas 76201

The designated electronic mailing (email) address for receiving requests for public information must be delivered to: [openrecords@cityofdenton.com](mailto:openrecords@cityofdenton.com).

The designated mailing address for receiving requests for public information must be mailed to:

City Secretary's Office  
215 E. McKinney St., Suite 100A  
Denton, Texas 76201

The designated electronic portal for other electronic submission of requests for public information must be made by using:

[https://dentontx.mycusthelp.com/WEBAPP/\\_rs/\(S\(52kbpflma0m5d1pkndqc54nm\)\)/SupportHome.aspx?lp=2&sSessionID=](https://dentontx.mycusthelp.com/WEBAPP/_rs/(S(52kbpflma0m5d1pkndqc54nm))/SupportHome.aspx?lp=2&sSessionID=)

SECTION 2: The City of Denton will not respond to requests for public information delivered to any other physical address or person, any other mailing address, electronic mailing address, or any other electronic submission that has not been designated. The City will not accept public information requests sent by facsimile (fax) transmission.

SECTION 3: This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the ordinance was passed and approved by the following vote [\_\_\_\_ - \_\_\_\_]:

	Aye	Nay	Abstain	Absent
Gerard Hudspeth, Mayor:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Jesse Davis, District 3:	_____	_____	_____	_____
VACANT, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Chris Watts, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
GERARD HUDSPETH, MAYOR

ATTEST:  
JESUS SALAZAR, INTERIM CITY SECRETARY

BY: \_\_\_\_\_

APPROVED AS TO LEGAL FORM: MACK  
REINWAND, CITY ATTORNEY

A handwritten signature in blue ink, appearing to read "Amanda Brown", is written over a horizontal line.

BY: \_\_\_\_\_