



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: City Secretary's Office

CM: Sara Hensley

DATE: May 2, 2023

SUBJECT

Consider adoption of 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.

BACKGROUND

With the exponential growth in open records requests over the past several years, there is a need to funnel requests to a central location so they are not delayed or missed. Failure to timely respond to a request within the strict timeframes required by law could result in litigation. Texas Government Code Sec. 552.234 allows governmental bodies to designate one mailing address; one hand delivery location, one electronic mail address, and other methods for accepting requests for public information. Texas Government Code Sec. 552.012 provides a governmental body may designate a person to receive open records requests on behalf of the City and public officials. Designating one person to receive all requests on behalf of the City and designating one mailing address, one hand delivery location, one electronic mail address, and an electronic portal will be beneficial to the City by lowering the risk of litigation surrounding public information requests and providing residents with centralized ways to request public information.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Draft Resolution

Respectfully submitted:
Jesus Salazar
Interim City Secretary