

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2021-2926

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ESTABLISHING A DESIGNATED MAILING ADDRESS, EMAIL ADDRESSES AND WEBSITE FOR THE RECEIPT OF REQUESTS FOR PUBLIC INFORMATION; REQUIRING THE CITY SECRETARY TO POST NOTICE OF SAID OFFICIAL DESIGNATIONS ON THE CITY'S WEBSITE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Government Code Section 552.234 specifies how members of the public may submit a Public Information Request pursuant to Government Code Chapter 552 to governmental entities and allows the City to establish a designated mailing address, email addresses, and website for the official receipt of requests for public information; and

WHEREAS, the City Council of the City of Highland Village, Texas, desires to establish an official mailing address, email addresses, and website for the City's receipt of requests for public information.

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

SECTION 1. The following mailing address is hereby designated as the official mailing address for the receipt of requests for public information mailed to the City of Highland Village (hereinafter, the "City"), including the Highland Village Police Department:

- a. City of Highland Village City Secretary's Office, 1000 Highland Village Road, Highland Village, TX 75077.

SECTION 2. The following email addresses are hereby designated as the official email addresses for the receipt of requests for public information emailed to the City:

- a. PDRecords@highlandvillage.org for all requests to the Highland Village Police Department.
- b. Citysecretary@highlandvillage.org for all other City-related public information requests.

SECTION 3. The following website is hereby designated as the official website for the receipt of electronic requests for public information submitted to the City:

- a. Highland Village Public Information Request Center located at [https://highlandvillagetx.govqa.us/WEBAPP/rs/\(S\(cel2b5plgc5cl1z0p3c2e4ko\)\)/SupportHome.aspx?sSessionID=](https://highlandvillagetx.govqa.us/WEBAPP/rs/(S(cel2b5plgc5cl1z0p3c2e4ko))/SupportHome.aspx?sSessionID=)

SECTION 4. Pursuant to Government Code Section 552.234(d), as amended, the City is not required to respond to a written request for public information unless the request is received:

- a. By mail submitted to the official mailing address designated in Section 1 herein;
- b. By email submitted to one of the official email addresses designated by Section 2 herein

- c. Electronically through the Highland Village Public Information Request Center, as established in Section 3 herein; or
- d. By hand delivery to City Hall located at 1000 Highland Village Road, Highland Village, TX 75077 or to the Highland Village Police Department located at 1000 Highland Village Road, Highland Village, TX 75077.

SECTION 5. Upon the effective date of this resolution, the City Secretary shall post electronic notice of the official designations established herein on the City's website located at <https://www.highlandvillage.org/> as set forth in Exhibit A, attached hereto and incorporated herein.

SECTION 6. This Resolution shall become effective January 19, 2021.

PASSED AND APPROVED THIS 12TH DAY OF JANUARY, 2021.

APPROVED:


Charlotte J. Wilcox, Mayor

ATTEST:


Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY


Kevin B. Laughlin, City Attorney

(jpd:12/22/2020:119790)



EXHIBIT A

NOTICE TO PUBLIC REGARDING DESIGNATED MAILING ADDRESS, EMAIL ADDRESS AND WEBSITE FOR THE RECEIPT OF PUBLIC INFORMATION REQUESTS

The process for requesting public records from the City of Highland Village will change effective January 21, 2021.

The Texas Legislature recently amended the Public Information Act Texas Government Code Chapter 552) to specify exactly how members of the public may submit a Public Information Request to a governmental agency.

Therefore, beginning January 19, 2021:

- 1) **All MAILED requests for information must be mailed to City of Highland Village City Secretary's Office, 1000 Highland Village Road, Highland Village, TX 75077.**
- 2) **All EMAILED public information requests to the Highland Village Police Department must be sent to PDRecords@highlandvillage.org. All other emailed public information requests must be sent to Citysecretary@highlandvillage.org.**
- 3) **Requests sent via fax will no longer be accepted**

There remain a number of ways by which a member of the public may request information, including:

- a. Electronically at the following hyperlinked website: [Highland Village Public Information Request Center](#);
- b. Sending an email to PDRecords@highlandvillage.org for all Highland Village Police Department requests and Citysecretary@highlandvillage.org for all other requests;
- c. Hand delivery to the City Secretary's Office at City Hall or the Records Division at the Police Department, both located at 1000 Highland Village Road, Highland Village, TX 75077
- d. By mail to City of Highland Village City Secretary's Office, 1000 Highland Village Road, Highland Village, TX 75077.

Any questions regarding Public Information requests may be directed to the City Secretary's Office.