

## **Memorandum**

**To:** Mayor and City Council Members  
Steve Parker, City Manager  
**From:** Kristin Mueller, City Secretary  
**Subject:** Resolution to comply with HB 4214 – Annual Notice Requirement for Public Information Act Contact Information  
**Date:** September 10, 2025

### **Historical Background**

House Bill 4214, effective June 20, 2025, amended the Texas Public Information Act (TPIA), Chapter 552 of the Texas Government Code. The bill establishes a new annual compliance requirement for governmental bodies regarding the receipt of public information requests. Specifically, under Section 552.234(c), each governmental body is authorized to designate one mailing address and one electronic mail address for the submission of written requests for public information. HB 4214 now requires that, **no later than October 1 of each year**, each governmental body must notify the Office of the Attorney General (OAG) of its current mailing and electronic mail addresses designated for this purpose. This ensures that the OAG maintains an up-to-date record of the official points of contact for each governmental body in Texas.

### **City of Seguin Compliance**

The City of Seguin currently receives Public Information Act requests through the following official methods:

- **Mailing Address:** City Secretary's Office, 205 N. River Street, Seguin, Texas 78155
- **Electronic Mail Address:** [spdrecords@seguintexas.gov](mailto:spdrecords@seguintexas.gov)
- **Hand Delivery:** City Secretary's Office, Seguin Municipal Building, 205 N. River Street, Seguin, Texas 78155
- **Online Submission:** JustFOIA Public Records Portal at <https://seguintexas.justfoia.com>

In accordance with HB 4214, the City Secretary will provide written notice of the City's designated mailing and electronic mail addresses to the OAG no later than October 1 of each year and upon any future changes.

### **Action Requested**

Attached for Council consideration is a resolution, which formally designates the City of Seguin's official methods, addresses, and locations for receiving Public Information Act requests, and directs the City Secretary to comply with the annual OAG notification requirement.

### **Staff Recommendation:**

To ensure compliance with HB 4214 and to reaffirm the City's commitment to transparency and accountability under the Texas Public Information Act, City Staff recommends approval of the attached resolution.

### **Procurement Methodology & Funding Source**

N/A

### **ATTACHMENTS**

1. Resolution