

STATE OF TEXAS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN, TEXAS, DESIGNATING OFFICIAL METHODS, ADDRESSES, AND LOCATIONS FOR RECEIVING PUBLIC INFORMATION REQUESTS PURSUANT TO THE TEXAS PUBLIC INFORMATION ACT; ACKNOWLEDGING ANNUAL NOTICE REQUIREMENTS UNDER HB 4214; PROVIDING FOR COMPLIANCE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Texas Public Information Act, Chapter 552 of the Texas Government Code, ensures the public's right to access information maintained by governmental bodies; and

WHEREAS, Section 552.234 of the Texas Government Code authorizes the City to designate one mailing address and one electronic mail address for receiving written requests for public information, as well as a physical location for hand-delivered requests; and

WHEREAS, House Bill 4214, effective June 20, 2025, requires each governmental body, no later than October 1 of each year, to notify the Office of the Attorney General of the current mailing address and electronic mail address designated under Section 552.234; and

WHEREAS, the City of Seguin utilizes the JustFOIA online records portal to provide an additional, convenient method for the public to submit Public Information Act requests; and

WHEREAS, it is necessary to formally designate the official methods and addresses to ensure consistent, efficient, and lawful processing of Public Information Act requests and to comply with the annual reporting requirement to the Office of the Attorney General;

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

Section 1. The City of Seguin hereby designates the following official methods, addresses, and locations for the submission of Public Information Requests:

By United States Mail:

City of Seguin
City Secretary's Office
205 N. River Street
Seguin, Texas 78155

By Electronic Mail (E-Mail):

spdrecords@seguintexas.gov

By Hand Delivery:

City Secretary's Office
Seguin Municipal Building
205 N. River Street
Seguin, Texas 78155

By Online Submission:

Through the City's official JustFOIA Public Records Portal, accessible at:
<https://seguintexas.justfoia.com>

Section 2. In accordance with HB 4214, the City Secretary is hereby directed to provide written notice of the mailing address and electronic mail address listed in Section 1 to the Office of the Attorney General no later than October 1 of each year and whenever a change to such addresses occurs.

Section 3. Any Public Information Request submitted by other methods or to other addresses is not considered to be received unless and until it is redirected to one of the official methods or addresses listed in Section 1.

Section 4. This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED this 2nd day of September 2025.

DONNA DODGEN
MAYOR

ATTEST:

Kristin Mueller, City Secretary