

CITY OF SEGUIN

RESOLUTION NO. _____

STATE OF TEXAS

**A RESOLUTION OF THE CITY COUNCIL OF SEGUIN, TEXAS
DESIGNATING THE CITY SECRETARY, NAOMI MANSKI, AS THE OPEN
RECORDS OFFICIAL TO WHOM ALL REQUESTS SHALL BE DIRECTED
WITH THE EXCEPTION OF THE POLICE DEPARTMENT AND MUNICIPAL
COURT; AND DECLARING AN EFFECTIVE DATE**

WHEREAS, in order to meet deadlines and increase efficiency it is recommended that one city office be designated as the official office for receipt of open records requests with the exception of the Police Department and Municipal Court; and

WHEREAS, since the City Secretary is the designated keeper of the City's records, that office is the logical designation for receipt of open records; and

WHEREAS, the City's residents and others benefit from having one point of contact responsible for the handling of open records requests; and

WHEREAS, given the above it is to the City's benefit to have one person receive all open records requests, except for police and municipal records, which are treated differently.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Seguin, Texas:

SECTION 1. The City Council hereby appoints the City Secretary, Naomi Manski, as the official to handle open records requests for the City with the exception of Police Department and Municipal Court.

SECTION 2. This Resolution is effective from and after the date of its passing.

PASSED AND APPROVED THIS 15th DAY OF AUGUST 2017.

DON KEIL
MAYOR

ATTEST:

Naomi Manski
City Secretary