

**RESOLUTION NO. 345**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH DESIGNATING THE CITY SECRETARY AS THE CITY OF WOLFFORTH OFFICER OF PUBLIC INFORMATION AND DESIGNATING THE METHOD FOR RECEIPT OF PUBLIC INFORMATION REQUESTS.**

WHEREAS, the Texas Public Information Act authorizes a person to make a request for public information by delivering a written request to the applicable officer of public information; and

WHEREAS, the City Council finds it in the best interest of the City and individuals requesting information under the Texas Public Information Act to designate a City employee to fill the role of officer of public information and establish the methods of deliver for such request.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH AS FOLLOWS:**

THAT the City Secretary is designated as the officer of public information and shall be the official recipient of Public Information Act requests to the City of Wolfforth for all purposes except the Wolfforth Police Department.

THAT the City Secretary, as the officer of public information, shall accept written requests for public information by the following methods:

- (1) United States mail;
- (2) electronic mail;
- (3) hand delivery; or
- (4) facsimile transmission; and
- (5) electronic submission through the governmental body's Internet website.

**FURTHER RESOLVED** that the officers and employees of the City are hereby authorized and directed to take such action as may be reasonably necessary to carry this Resolution into effect.

**PASSED AND APPROVED** on this 17<sup>th</sup> day of October 2022.

  
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Doug Hatcheson, Mayor Pro Tem

**ATTEST:**  
  
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Terri Robinette, City Secretary