

CITY OF SANDY OAKS, TEXAS

RESOLUTION NO. 2026-269

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS DESIGNATING ONE MAILING ADDRESS AND ONE ELECTRONIC MAIL ADDRESS, AND APPROVING ONE ELECTRONIC SUBMISSION METHOD THROUGH THE INTERNET FOR RECEIVING WRITTEN PUBLIC INFORMATION REQUESTS; DIRECTING THE POSTING OF THE MAILING ADDRESS AND ELECTRONIC MAIL ADDRESS ON THE CITY'S WEBSITE AND SIGNAGE; DIRECTING THE CITY SECRETARY TO SUBMIT TO THE ATTORNEY GENERAL THE MAILING AND ELECTRONIC MAIL ADDRESS FOR RECEIVING WRITTEN PUBLIC INFORMATION REQUESTS BY OCTOBER 1ST OF EACH YEAR; PROVIDING FOR REPEALER, SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a person may make a written request for public information under Government Code Chapter 552 only by delivering the request by one of the following methods to the applicable officer for public information or a person designated by that officer: (1) United States mail; (2) electronic mail; (3) hand delivery; or (4) any other appropriate method approved by the governmental body, including: (A) facsimile transmission; and (B) electronic submission through the governmental body's Internet website.

WHEREAS, Government Code Chapter 552 provides that a governmental body may designate one mailing address and one electronic mail address, and optionally may approve an electronic submission method through the official website of the governmental body for receiving written requests for public information pursuant to Government Code section 552.234; and

WHEREAS, the City revised its website to receive open records requests through the website and finds it necessary to approve the submission of written public information requests through its website and designate its mailing address and electronic mail address; and

WHEREAS, the City Council believes the effect of this Resolution will be beneficial to the City and to persons submitting public information requests to provide information on the methods of submitting requests for public information to the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:

SECTION 1. FINDINGS INCORPORATED. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

SECTION 2. DESIGNATION OF MAILING ADDRESS. The City Council hereby designates the following mailing address for receiving written requests for public information as

permitted under Government Code section 552.234. This mailing address shall be made available to any person upon request.

City of Sandy Oaks
Attention: City Secretary
22870 Priest Rd
Sandy Oaks, Texas 78112

SECTION 3. DESIGNATION OF ELECTRONIC MAIL ADDRESS. The City Council hereby designates the following electronic mail address for receiving written requests for public information as permitted under Government Code section 552.234. This electronic mail address shall be made available to any person upon request.

citysecretary@cityofsandyoaks.com

SECTION 4. DESIGNATION OF SUBMISSION THROUGH CITY WEBSITE. The City Council hereby approves the following electronic submission method through the governing body's website as permitted under Government Code section 552.234. This address shall be made available to any person upon request. Electronic submissions may be made through the City Council's internet website at:

<https://cityofsandyoaks.com>, Government, Open Records Request at the link:
<https://cityofsandyoaks.com/open-records-request/>

SECTION 5. DIRECTION TO POST. The City Council directs the City Secretary to post the designated mailing address, the electronic mail address, and the method to submit written requests for public information through the City Council's official on the City Council's internet website and to post the designated mailing address, electronic mail address, and the method to submit written requests for public information through the City Council's internet website on the sign required to be displayed under Government Code section 552.205.

SECTION 6. RESPONSES TO WRITTEN REQUESTS FOR PUBLIC INFORMATION. Upon this Resolution becoming effective and the posting of the mailing address, electronic mail address, and the method to submit written requests for public information through the internet website on both the City Council's internet website and on the above referenced sign, the City will not be required to respond to a written request for public information unless the request is received at one of those addresses, by hand delivery, or by electronic submission through the governmental body's internet website.

SECTION 7. NOTIFICATION TO ATTORNEY GENERAL. The City Council hereby directs the City Secretary not later than October 1st of each year that this Resolution is effective to notify the Attorney General of Texas of the current mailing address and electronic mail address designated by the City Council for receiving written requests for public information.

SECTION 8. REPEALER. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

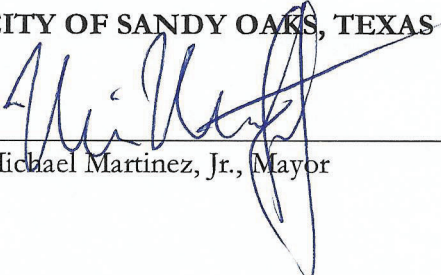
SECTION 9. SEVERABILITY CLAUSE. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 10. OPEN MEETINGS. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

SECTION 11. EFFECTIVE DATE. This Resolution takes effect upon final passage and approval by the City Council of the City of Sandy Oaks.

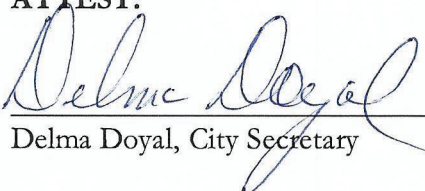
PASSED AND APPROVED THIS 8TH DAY OF OCTOBER, 2026.

CITY OF SANDY OAKS, TEXAS



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Secretary