

## RESOLUTION NO. R2020-28

### A RESOLUTION OF THE BURNET CITY COUNCIL ESTABLISHING A POLICY FOR PROCESSING INDIVIDUAL COUNCILMEMBER'S REQUEST FOR INFORMATION.

**Whereas**, Texas Government Code § 552.008 (entitled "Information for Legislative Purposes") provides individual members of the City Council may examine the documents or records of the City to further the member's legislative responsibilities; and

**Whereas**, City Council understands that, where such documents or city records do not exist, the preparation of a document in response to a request for information may involve a significant use of staff resources; and

**Whereas**, City Council determines it appropriate to establish this policy to provide clarity to the City Manager when responding to individual members of the City Council request for information and the creation of documents or city records.

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

**Section one. Existing City Records.** Any member of Council may request to inspect, or receive copies of, any existing document or city record. Upon fulfilling such request, the City Manager, or City Secretary shall provide copies of requested documents or city records, and the name of the Councilmember who initiated the request shall be sent to each member of Council. In the event the requested record contains "confidential information" the request shall be processed in accordance with the requirements of Texas Government Code § 552.008(b).


**Section two. Other Information.** For the purpose of this policy, other information includes any response to a request for information that does not currently exist as a document or record of the City. Should a Councilmember's request require the creation of a new document or new city record, the City Manager shall so advise the requesting Councilmember. The Councilmember may then place their request on a future City Council agenda for Council consideration. Should a majority of Council present at the meeting vote in favor of creation of such document or city record, the City Manager shall direct such document or city record be created and distributed to all members of Council. This section shall not apply to a request for oral reports.

**Section three. TOMA.** It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, as modified by the governor's orders in response to the COVID-19 pandemic.


**Section four. Effective Date.** This resolution shall take effect upon approval and adoption by City Council.

**APPROVED AND ADOPTED on this the 14<sup>th</sup> day of July, 2020.**

**CITY OF BURNET**

  
Crista Goble Bromley, Mayor

**ATTEST:**

  
Kelly Dix, City Secretary

