

**RESOLUTION NO. 2002-R-35-2002**

**RESOLUTION OF THE VILLAGE OF WIMBERLEY  
ADOPTING A PUBLIC INFORMATION POLICY  
AND PROCEDURE GUIDE**

**WHEREAS**, the City Council of Wimberley is obligated to provide for the efficient, effective and timely administration of a wide range of municipal services; and

**WHEREAS**, the City Council seeks to provide for uniform procedures for completing public information requests that provide for open government and the efficient, safe, and timely inspection and duplication of public information; and

**WHEREAS**, the City Council has determined that the document entitled "Village of Wimberley - Public Information Request Policies and Procedures," dated July 3, 2002, provides adequate guidance for Village officials and employees; and

**WHEREAS**, the City Council has the legal authority under Section 552.231 of the Texas Government Code to promulgate reasonable rules of procedure for the completion of public information requests.

**NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF  
THE VILLAGE OF WIMBERLEY, TEXAS HEREBY:**

1. Adopts the document entitled "Village of Wimberley Public Information Request Policies and Procedures," dated July 3, 2002; and
2. Orders that said document be duplicated and distributed to all Village personnel.
3. All information requests must be sent to the City Attorney immediately upon receipt.

**PASSED AND APPROVED THIS** 3rd day of July, 2002, by a vote of 5 AYE(s);  
0 NO(s); and 0 ABSTENTION(s) of the City Council of the Village of Wimberley,  
Texas.

**VILLAGE OF WIMBERLEY**

By: Tony McGee  
Tony McGee, Mayor

**ATTEST:**

Adelle Turpin  
Adelle Turpin, City Secretary

**APPROVED AS TO FORM:**

Alan J. Bojorquez, City Attorney

## **Village of Wimberley**

### **Public Information Request Policies and Procedures**

1. In compliance with the Texas Public Information Act, the Village of Wimberley will respond to written requests for public information that include the following required minimum information: (1) the requestor's name; (2) the requestor's mailing address; (3) a telephone number at which the requestor can be reached; (4) a detailed description of the information sought; and (5) the date of the request. All requestors must provide the above in order to obtain or access any information pertaining to government records of the Village of Wimberley, Texas.
2. For the convenience of persons wishing to obtain public information, the Village of Wimberley will make available the "Village of Wimberley – INFORMATION REQUEST FORM." Requestors may submit requests for public information on this form. If reasonably possible, the Village will provide persons who submit a request that does not contain the required minimum information with a copy of this form so that such persons may resubmit their requests.
3. Requestors may submit requests for public information in one of four ways:
  - (a) **in person**, by submitting a completed form to the City Administrator at City Hall, 14500 Ranch Road 12, Suite 22, Wimberley, Texas 78676;
  - (b) **by U.S. Mail**, by addressing their requests to ATTN: Public Information Officer, P.O. Box 2027, Wimberley, Texas 78676;
  - (c) **by fax**, by transmitting requests marked "ATTN: Public Information Officer" to fax number (512) 847-0422; or
  - (d) **by email**, by addressing their requests to [village@wimberley-tx.com](mailto:village@wimberley-tx.com).
4. Any Village employee or official who receives a public information request shall forward the request to the City Administrator within 24 hours. Upon receipt, the City Administrator shall immediately date and initial the request upon its face and/or file-stamp the request upon its face. Once the request is dated, the City Administrator shall either: (1) forward a request that contains the required minimum information to the appropriate Village official for processing; or (2) if reasonably possible, provide a requestor who submits a request that lacks the required minimum information with a blank "Village of Wimberley – INFORMATION REQUEST FORM."
5. The City Administrator shall maintain an Information Request Log in order to track the status of all Public Information Requests. The City Administrator shall assign each request received a unique identification number, which the Administrator shall record on the Information Request Form and the Information Request Log.

6. The City Administrator shall maintain a current fee schedule setting forth fees for the authorized reproduction of requested information. Requestors will be notified in advance, in writing, if a request is estimated to be over ten dollars (\$10.00). If the requestor wishes to accept the charges, the requestor must sign and date the Information Request Form and return it to the City Administrator. Alternatively, the requestor may modify the request and submit an amended request to the City Administrator. For all requests that total forty dollars (\$40.00) or more, if the Village receives no answer from the requestor within ten (10) calendar days from the date of the notification, the request will be considered automatically withdrawn by operation of law.
7. If the estimated cost of a request exceeds one hundred dollars (\$100.00), the requestor must deposit an amount equaling the lesser of fifty dollars (\$50.00) or fifty percent (50%) of the estimated cost prior to completion of the request. This deposit will be credited toward the actual cost of completing the request.
8. A requestor may ask the Village to determine whether providing the information requested primarily benefits the general public, resulting in a waiver or reduction of charges.
9. Once a requestor accepts the charges, they are considered accrued and the requestor is responsible for payment. If accepted charges remain unpaid and their aggregate amount is more than one hundred dollars (\$100.00), additional requests will not be honored until the outstanding debt is retired. The same conditions apply to a requestor that accepts the charges but does not pick up the information.
10. Requestors may pick up all completed requests at City Hall, 14500 Ranch Road 12, Suite 22, Wimberley, Texas 78676. All fees are due and payable immediately prior to receipt of the completed request. The Village will send copies of the public information by first class United States mail if the person requesting the information requests that copies be provided and pays the postage and any other applicable charges that the requestor has accrued.
11. This policy shall not in any way relieve the Village of the mandates or restrictions established by the Texas Public Information Act.