

# Memorandum

**REPORT TO:** City Commission

**FROM:** Mike Maas, City Clerk  
Jon Henderson, Assistant City Manager

**SUBJECT:** Resolution to Modify Request for Information Policy and Process to Conform with HB100

**MEETING DATE:** October 7, 2025

**AGENDA ITEM TYPE:** Administration

**RECOMMENDATION:** **Consider the Motion:** *I move to Adopt a Resolution to Modify Request for Information Policy and Process to Conform with HB100*

**STRATEGIC PLAN:** 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

**BACKGROUND:** The City Commission approved Resolution 3899 on March 27, 2006, Adopting the Local Government Records Committee Retention Schedule and approved Resolution 4446 on August 26, 2013, Establishing A Fee Schedule For Copies And Research Of Public Records And Electronic Public Records And Establishing Procedures For Requesting Public Records And For Implementation And Collection Of The Fee Schedule.  
The 69th Legislature in 2025 passed HB 100 that has been officially enrolled and codified to modify the fees for service and requirements of local governments for requests for information.  
This resolution is an update in policy and practice to comply with the new statutory requirements.

**UNRESOLVED ISSUES:** None identified

**ALTERNATIVES:** As per the Commission

**FISCAL EFFECTS:** None

Attachments:

[Resolution Procedure Fee and Process for Information Requests.docx](#)

Report compiled on: October 2, 2025

