



CITY OF WINDCREST  
OFFICE OF THE CITY SECRETARY

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January 4, 2024

To: General Public

From: The City of Windcrest (“City”)

Re: Notice of Designation of Nonbusiness Days Pursuant to Texas Government Code § 552.0031(f) and the Texas Public Information Act (“PIA”).

To Whom it May Concern:


The purpose of this communication is to advise the general public that the City has designated, via the execution of this document by its chief officer, certain upcoming days as nonbusiness days for the purposes of response deadline calculations under the PIA as allowed by Texas Government Code § 552.0031(f).

The City’s administrative offices will be operating with minimum staffing on the following days and hereby designates same as nonbusiness days under the PIA:

1. January 10, 2024;
2. January 11, 2024; and
3. January 12, 2024.

Due to the above designation of nonbusiness days, responses to PIA requests may take longer than usual but will ultimately be responded to timely under PIA legal requirements.

Sincerely,

  
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Rafael Castillo, Jr.  
City Manager  
City of Windcrest, Texas