

VILLAGE OF BRIARCLIFF
RESOLUTION NO. 2026-02-25-08

A RESOLUTION OF THE VILLAGE OF BRIARCLIFF, TEXAS, DESIGNATING THE CITY SECRETARY AS THE PUBLIC INFORMATION OFFICER (PIO) FOR THE VILLAGE OF BRIARCLIFF; PROVIDING FOR DUTIES AND RESPONSIBILITIES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Village of Briarcliff is committed to transparency, timely communication, and compliance with the Texas Public Information Act (Texas Government Code Chapter 552); and

WHEREAS, the Texas Public Information Act requires governmental bodies to designate a Public Information Officer to receive and process public information requests and to ensure compliance with state law; and

WHEREAS, the City Secretary is the custodian of official municipal records and is best positioned to coordinate, manage, and respond to public information requests on behalf of the Village; and

WHEREAS, the Village Council finds that formally designating the City Secretary as the Public Information Officer promotes consistency, accountability, and efficient administration of public information processes.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF BRIARCLIFF, TEXAS, THAT:

SECTION 1. DESIGNATION.

The City Secretary is hereby designated as the Public Information Officer (PIO) for the Village of Briarcliff.

SECTION 2. DUTIES.

The Public Information Officer shall:

- Receive, track, and process all public information requests submitted to the Village;
- Coordinate with Village staff, legal counsel, and departments to gather responsive records;

- Ensure compliance with the Texas Public Information Act, including deadlines, redactions, and required notices;
- Maintain procedures for responding to public information requests;
- Provide or coordinate required training related to the Public Information Act; and
- Serve as the primary point of contact for public information matters.

SECTION 3. SUPPORTING STAFF.

The City Administrator and all Village departments shall provide assistance to the Public Information Officer as needed to ensure timely and accurate responses to public information requests.

SECTION 4. EFFECTIVE DATE.

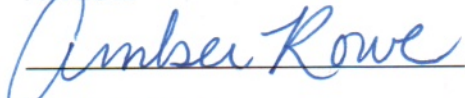
This Resolution shall take effect immediately upon adoption.

PASSED AND APPROVED this 25 day of February, 2026, by the Village Council of the Village of Briarcliff, Texas.



Mayor, Village of Briarcliff

ATTEST:



City Secretary

