

**amber-briarclifftx@austin.rr.com**

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**From:** Georgina Hernandez <ghernandez@cityofbertram.org>  
**Sent:** Thursday, February 5, 2026 1:58 PM  
**To:** amber-briarclifftx@austin.rr.com  
**Subject:** RE: Meeting Minutes Question

I usually put their name and topic in the minutes. Nothing to long .... Someone of those people could talk for days....  
LOL

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**From:** amber-briarclifftx@austin.rr.com <amber-briarclifftx@austin.rr.com>  
**Sent:** Thursday, February 5, 2026 1:44 PM  
**To:** 'Becky Sims' <Building@graniteshoals.org>; 'Georgina Hernandez' <ghernandez@cityofbertram.org>; 'Laura Calcote' <LCalcote@killeentexas.gov>; 'Beatrice L. Canseco' <bcanseco@killeentexas.gov>; bbccraig1944@gmail.com; cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; 'Dawn Wright' <citysecretary@graniteshoals.org>; esimpson@libertyhilltx.gov; bsolorzano@meadowlakestx.us; jstehling@horseshoe-bay-tx.gov; adminassistant@kingslandmud.com; citysecretary@cityofbandera.org; citysecretary@cityoflampasas.com; kesha.franchina@kerrvilletx.gov; kwagner@cityofllano.com; lcassidy@fbgtx.org; lembrey@fbgtx.org; lvacek@fbgtx.org; lcarroll@ci.boerne.tx.us; citysecretary@cityofburnet.com; pattie.allen@cityofmason.us; sansaba@centex.net; svham@bulverdetx.gov; citysecretary@highlandhaventx.com; Shelley.McElhannon@kerrvilletx.gov; info@cityofspringbranch.org; tkeys@bradytx.us; [REDACTED] wwalston@johnsoncitytx.org; [REDACTED] Amy Galloway' <agalloway@cityofllano.com>; 'Jill Shelton' <jill.shelton@banderatx.gov>; citysec@cityofblancotx.gov; h.hartman@cityofblancotx.gov; 'Beatrice L. Canseco' <bcanseco@killeentexas.gov>; cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; 'Laura Calcote' <LCalcote@killeentexas.gov>; 'Laurie Cassidy' <lcassidy@fbgtx.org>; squinn@horseshoe-bay-tx.gov; [REDACTED]  
**Subject:** Meeting Minutes Question

Good afternoon everyone!

Does anyone have policies and/or resolutions you have regarding meeting minutes?

If not, do you include in the meeting minutes the citizens communications as a summary, verbatim, just their name and that they spoke or nothing at all?

I'm curious to see as a collective what my surrounding cities do! 😊

Thanks,

*Amber Rowe*, TRMC

City Secretary  
512-264-2274

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**From:** Becky Sims <Building@graniteshoals.org>  
**Sent:** Saturday, January 31, 2026 7:09 PM  
**To:** Georgina Hernandez <ghernandez@cityofbertram.org>; 'Laura Calcote' <LCalcote@killeentexas.gov>; amber-briarclifftx@austin.rr.com; 'Beatrice L. Canseco' <bcanseco@killeentexas.gov>; [REDACTED] cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; Dawn Wright <citysecretary@graniteshoals.org>; esimpson@libertyhilltx.gov; bsolorzano@meadowlakestx.us; jstehling@horseshoe-bay-tx.gov; adminassistant@kingslandmud.com; citysecretary@cityofbandera.org; citysecretary@cityoflampasas.com;

**amber-briarclifftx@austin.rr.com**

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**From:** Lori Carroll <LCarroll@boerne-tx.gov>  
**Sent:** Thursday, February 5, 2026 2:16 PM  
**To:** amber-briarclifftx@austin.rr.com  
**Subject:** RE: Meeting Minutes Question  
**Attachments:** Public Participation Open Mtgs 2.0 1 revised.pdf; Procedures and Decorum.docx

Amber,

We do not have a formal policy or resolution governing minute-taking procedures.

During public comment, the Mayor asks each speaker to state their name and address, which is recorded in the minutes. I then provide a very brief summary of the comment, for example: "Jane Doe, 123 Main St. expressed concerns regarding the proposed Buc-ee's project."

Each speaker is allotted three minutes. While a speaker may use the full three minutes, the minutes are intentionally limited to a concise summary identifying the topic or concern raised, rather than a verbatim account.

All meetings are recorded, and individuals who wish to hear the full comments as delivered may view the meeting video for complete context.

Feel free to reach out if you have any questions.

Lori



**LORI A. CARROLL, TRMC**

City Secretary

Phone: (830) 249-9511 x 1168

Fax: (830) 249-9264

447 N. Main Street

Boerne, Texas 78006

[www.boerne-tx.gov](http://www.boerne-tx.gov)

INTEGRITY • COLLABORATION • RESPECT • SERVICE • EXCELLENCE

Attention Public Officials

A "Reply to All" of this email could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

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**Sent:** Thursday, February 5, 2026 1:44 PM

**To:** 'Becky Sims' <Building@graniteshoals.org>; 'Georgina Hernandez' <ghernandez@cityofbertram.org>; 'Laura Calcote' <LCalcote@killeentexas.gov>; 'Beatrice L. Canseco' <bcanseco@killeentexas.gov>; [REDACTED] Chastity Valdes <cvaldes@boerne-tx.gov>; cmcdonald@marblefallstx.gov; 'Dawn Wright' <citysecretary@graniteshoals.org>; esimpson@libertyhilltx.gov; bsolorzano@meadowlakestx.us; jstehling@horseshoe-bay-tx.gov;

## Public Participation – Open Meetings

City of Boerne  
447 N. Main Street  
Boerne, Texas 78006  
830.249.9511

**Welcome:** *The City Council and staff welcome your attendance and comments at meetings. Members of the City Council value your comments at public meetings, and your personal conversations, written correspondence, and/or email messages.*

**Meetings:** Audience participation at a meeting is limited to the portion of the meeting designated for that purpose.

**Who May Speak:** Any interested party may speak.

**When:** **Public Comments:** In accordance with the Texas Local Government Code Section 551.007, Public Testimony: the City of Boerne is providing this opportunity to take public comment on any issue. The City Council may not deliberate or make any decisions regarding any subject that is not included on the posted agenda. The Presiding Officer may choose to refer the issue to a selected staff member.

**Public Hearings:** Public Hearings are times prescribed by law, after public notice, for the public to offer comments on a particular issue. This is your opportunity to make a statement or offer your opinion regarding the specific issue on the City Council's agenda.

**Procedure:** Individuals who wish to address the City Council should sign the City Council's Speaker List before the meeting begins. Please indicate whether you intend to speak during Public Comments or during a scheduled Public Hearing, or both.

Members of the public may address the City Council at the following times during a Regular or Special Meeting:

- 1) During Public Comments section of the agenda after your name is called by the Presiding Officer if you have signed up to speak prior to the start of the meeting;
- 2) During the Public Hearing section after your name is called by the Presiding Officer if you have signed up to speak prior to the start of the meeting;
  - a. Speakers must state their name and address for the record prior to making their comments. Speak clearly so everyone in the room can hear you.
  - b. Speakers must direct all comments to the elected officials, not to the audience or staff members.
  - c. Presentations will be limited to three minutes at the Presiding Officer's discretion. Members of the public who are non-English speakers who wish to address the governmental body through a translator will be given at least six minutes at the Presiding Officer's discretion.
  - d. Members of the audience are not allowed to speak out of turn or to interrupt the elected officials, staff, or other speakers when they are speaking.
  - e. Delegations of five or more persons should appoint one person to present their views before the Council. Speakers who attend the meeting as part of a group may not give their time to another member of the group, nor may they trade or reserve time.
  - f. At the discretion of the Presiding Officer, a speaker may be recognized more than once, depending on the time allocated and the number of speakers.

The Presiding Officer may stop the person from speaking further if the remarks or gestures are profane, abusive, inflammatory, or otherwise offensive. Persons who refuse to stop speaking at the direction of the Presiding Officer or who otherwise disrupt the meeting may be escorted from the meeting by a law enforcement officer at the request of the Presiding Officer.

The City Council will allot 30 minutes for Public Comments; the Presiding Officer may extend this time period by announcement. A City Council member may wish to continue to receive additional comments beyond the regular time period or the extended period announced by the Presiding Officer. In this case, a motion and a second to continue the comment period must be stated, with a simple majority voting in favor of the motion.

Any person in attendance to an open meeting may record all or any part of an open meeting by means of a tape recorder, video camera, cell phone or other means of aural or visual reproduction. The Presiding Officer will determine the location a person may place recording equipment during the course of an open meeting. The Presiding Officer will not prevent or unreasonably impair a person's right to record all or any part of an open meeting by means of a tape recorder, video camera, cell phone or other means of aural or visual reproduction. No person attending a meeting shall delay, interrupt or disrupt the proceedings or refuse to obey the orders of the Presiding Officer.

If you wish to bring hard-copies of documents to the meeting to distribute to the governmental body, nine copies must be provided to the City Secretary at least one-half hour prior to the time posted for the start of the meeting. This ensures the Mayor, City Manager, City Attorney, City Secretary and the Council Members each receive a copy. If fewer than nine copies are not timely provided to the City Secretary, the document will not be provided to the Council Members until after the meeting when sufficient copies can be made for each member.

No posters, signs, electronic displays or similar items shall be used by members of the audience during Public Comments and Public Hearings. No removable media such as USB flash drives will be permitted without approval 72-hours prior to the meeting.

All are welcome and invited to attend any open meeting. However, the number of individuals admitted shall be limited to the fire safety capacity of the building as determined by the Fire Marshal.

Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to the members of the City Council.

**THANK YOU FOR YOUR PARTICIPATION**

**CITY OF BOERNE  
CITY COUNCIL**

**PROCEDURES AND  
DECORUM**

**PROLOGUE**

These rules and procedures represent an effort to clarify unwritten policies, to expedite matters needing council attention, and to streamline agendas. They are intended to supplement the existing Code of Ordinances and City Charter by addressing areas either left unclear or not addressed at all. Unlike the Charter and Code of Ordinances, these rules and procedures can be modified, as necessary. No conflict with the Charter or the Code of Ordinances should exist.

It is the purpose of this document to present guidelines for the maintenance of decorum and presentation of a favorable impression to the public and press in attendance at the meetings of the City Council.

**1. AUTHORITY**

Charter Section 3.10 B. The City Council of the City of Boerne shall by resolution determine its own rules and order of business. The following set of rules shall be in effect upon their adoption by the Council, and until such time as they are amended, or new rules adopted in the manner provided by these rules.

**2. GENERAL RULES**

- 2.1 Meetings to be Public. All official meetings of the Council shall be open to the public (except where State or local law allows Executive Sessions for certain limited topics). The minutes of open proceedings shall be open to public inspection.
- 2.2 Quorum. The presence of at least three (3) Members of City Council shall constitute a quorum and be necessary for the transaction of business.
- 2.3 Minutes of Proceedings. An account of all open proceedings of the Council shall be kept by the City Secretary and shall be entered in a book constituting the official record of the Council.
- 2.4 Right of Floor. Any member desiring to speak shall be recognized by the Presiding Officer and shall confine his or her remarks to one subject under consideration or to be considered.
- 2.5 City Manager. The City Manager shall attend all meetings of the Council unless excused. The City Manager shall have the right to take part in all discussions of the Council but shall have no vote.
- 2.6 City Attorney. The City Attorney or his/her official designee shall attend all meetings of the Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of the law.

- 2.7 City Secretary. The City Secretary or his/her designee shall attend all meetings of the Council unless excused and shall keep the official minutes and perform such other duties as may be requested by the Council.
- 2.8 Officers and Employees. Department Heads of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings. Department Heads are encouraged to attend meetings of the City Council as information, or their expertise may be required.

### 3. TYPES OF MEETINGS

#### Charter Section 3.10 A

- 3.1. Regular Business Meeting: The Council shall meet in the Council Chambers at City Hall for Regular and Special Meetings. The Council shall meet at least once each month at a time and place which the Council may prescribe by rule. The Regular Meetings are to commence at 6:00 p.m. on the second and fourth Tuesday of each month. Special meetings may be held elsewhere with appropriate notice as specified in accordance with State Law.
- 3.2 Special Meetings and Workshops. Special meetings may be called by the Mayor or by three (3) Council Members, provided that the Council Members do not deliberate outside of a properly posted meeting for purposes of this process. Any individual member may initiate the call for a special meeting by requesting the meeting of the City Secretary. The City Secretary shall take steps to ensure that either the Mayor or the required number of members have requested a special meeting before scheduling the meeting.

The call for a special meeting shall be filed with the City Secretary. The call for a special meeting shall specify the day, the hour, and the location of the special meeting and shall list the subject or subjects to be considered. No special meeting shall be held until at least seventy-two hours (72) after the call is issued.

The Council may meet informally in Workshops (open to the public), at the call of the Mayor or of a majority of the Council, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal. On-site inspections of project sites and facilities by individual Council Members are strongly encouraged. The City Manager will schedule times to accompany any council member who wishes to tour city facilities.

- 3.3 Recessed Meetings. Any meeting of the Council may be recessed to a later date and time, provided that no recess shall be for a longer period than until the next Regular Meeting.
- 3.4 Emergency Meetings. The City Council may hold meetings dealing with emergency conditions as provided by state law.
- 3.5 Executive Sessions. Executive Sessions or closed meetings may be held in accordance with the provisions of the State Open Meetings Act. A confidential certified agenda shall be prepared and kept in accordance with requirements of law for each executive session.

- 3.6 Attendance of Media at Council Meetings. All official meetings of the City Council and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings. Exceptions to this rule will apply to meetings or parts of meetings which are held in accordance with Texas Government Code regarding executive sessions.

#### 4. CHAIRMAN AND DUTIES

- 4.1 Mayor. The Mayor, if present, shall be the Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and the Mayor Pro-Tem, the Council shall elect a Presiding Officer.
- 4.2 Call to Order. The meetings of the Council shall be called to order by the Mayor, or in his/her absence, by the Mayor Pro-Tem. In the absence of both the Mayor and the Mayor Pro-Tem, the meeting shall be called to order by the City Secretary for the election of a temporary Presiding Officer.
- 4.3 Preservation of Order. The Mayor shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.
- 4.4 Questions to be Stated. The Mayor shall state all questions submitted for a vote and announce the result. At the discretion of the Mayor, the caption of the agenda item may be summarized to include the Ordinance and Resolution number of the item under consideration. Before taking a final vote, the Mayor shall ask for discussion on the motion.

#### 5. ORDER OF BUSINESS AND AGENDA

- 5.1 Order of Business. The general rule as to the order of business in regular meetings shall be as follows, however the Mayor may move items out of order if necessary.

##### AGENDA OF THE CITY COUNCIL

- I. Call to Order
- II. Invocation/Moment of Silence
- III. Pledge of Allegiance
- IV. Conflicts of Interest
- V. Public Comments
- VI. Consent Agenda
- VII. Regular Agenda Items
- VIII. Other Items
- IX. City Manager Report
- X. Comments from Council
- XI. Executive Session
- XII. Reconvene

### XIII. Adjourn

The Mayor may, at his/her discretion, limit the amount of time allowed for the agenda item, "Public Comments".

- 5.2 Agenda. The order of business of each council meeting shall be as contained in the agenda prepared by the City Manager. The order of business of the City Council shall include a Consent Agenda. The Consent Agenda is used as a tool to help shorten council meetings. It contains routine items which are not controversial in nature and do not need further discussion. The Consent Agenda shall not contain first reading of ordinances required by the City Charter to be read. The Consent Agenda can be handled with one motion from the City Council, "I move that the Consent Agenda be approved as presented". If an item needs to be removed from the Consent Agenda and discussed separately, a typical motion to the affect might be, "I move that we approve the Consent Agenda Items "A" through "D" except for Item "C". The Council may move items to the Consent Agenda if there is concurrence from the Council.

The Agenda shall be delivered to members of the Council at least seventy-two (72) hours preceding the meeting to which it pertains. The order of the agenda may be adjusted by the City Council as situations warrant. The Mayor shall announce at the opening of the meeting any items which have been removed.

- 5.3 Comments from Council: The Agenda shall provide a time when the Mayor or any Council Member may bring before the Council any business that he/she feels should be addressed. There shall not be discussion on an item not specifically listed on the agenda.
- 5.4 Placing Items on The Agenda: Any member of the City Council may request items be placed on the agenda by submitting such items to the City Secretary, City Manager, or Mayor, in writing, by 5:00 p.m. seven days preceding the Regular Council Meeting or applicable committee meeting.
- 5.5 Reading of Minutes. Minutes may be approved without reading, if the City Secretary previously furnished each member with a copy thereof.

### 6. ORDINANCES, RESOLUTIONS, AND MOTIONS

- 6.1 Form. Ordinances and resolutions shall be presented to the Council only in printed or typewritten form.
- 6.2 City Attorney to Approve. All ordinances shall be "Approved as to Form" by the City Attorney. Such approval shall be so indicated by signature on the last page of the ordinance after Council approval.
- 6.3 Recording of Votes. A vote shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the Council.
- 6.4 Majority Vote Required: The affirmative vote of three or more members of the Council is required to enact an ordinance or resolution. Exceptions to the majority vote rule shall apply where ordinance or statute requires otherwise, such as in the Zoning Ordinance, where a "super majority"

of the City Council is required to reverse an unfavorable recommendation by the Planning and Zoning Commission. The proposed change does not become effective unless there are at least three-fourths (3/4) affirmative votes of all members of the City Council overruling the Planning & Zoning Commission recommendations.

- 6.5 Tie Vote. In the event of a tie in vote on any motion, the Mayor shall vote to break the tie.
- 6.6 Numbering Ordinances and Resolutions. A number shall be assigned to each ordinance or resolution by the City Secretary.
- 6.7 Ordinance Passage Procedure. When passed by the City Council, an ordinance shall be signed by the Mayor or Mayor Pro-Tem and be attested by the City Secretary; and it shall be immediately filed and thereafter preserved in the office of the City Secretary.

## **7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS**

- 7.1 Citizen Committees, Boards and Commissions. The Council may create committees, boards, and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the City Charter.
- 7.2 Membership and Selections. The Mayor shall make recommendation of membership and approved by the Council. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council.
- 7.3 Removal of Members of Boards and Commissions. The Council may remove any member of any board or commission which it has created by a vote of at least a majority of the Council.

It is the intent of the City Council that these rules serve as the model and guide for the City's Boards and Commissions, it being the intent of the City Council that all Boards and Commissions shall follow similar Rules of Procedure for ease of understanding and full participation by citizens in the public's business.

## **8. SUSPENSION AND AMENDMENT OF THESE RULES**

- 8.1 Suspension of These Rules. Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Council.
- 8.2 Amendment of These Rules. These rules may be amended, or new rules adopted, by a majority vote of all members of the council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior council meeting.

**amber-briarclifftx@austin.rr.com**

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**From:** Dawn Wright <citysecretary@graniteshoals.org>  
**Sent:** Thursday, February 5, 2026 2:44 PM  
**To:** amber-briarclifftx@austin.rr.com  
**Subject:** Re: Meeting Minutes Question

just their name and that they spoke - one or two word summary

## Dawn Wright



**Dawn Wright, M.Ed.**  
City Secretary/HR Manager

☎ 530.598.2424 x282  
✉ [citysecretary@graniteshoals.org](mailto:citysecretary@graniteshoals.org)  
📍 2221 N. Phillips Ranch Road  
Granite Shoals, TX 75841  
🌐 [www.graniteshoals.org](http://www.graniteshoals.org)

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**Sent:** Thursday, February 5, 2026 1:44 PM  
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**amber-briarclifftx@austin.rr.com**

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**From:** Kesha Franchina <Kesha.Franchina@kerrvilletx.gov>  
**Sent:** Thursday, February 5, 2026 2:49 PM  
**To:** amber-briarclifftx@austin.rr.com; 'Becky Sims'; 'Georgina Hernandez'; 'Laura Calcote'; 'Beatrice L. Canseco'; [REDACTED] cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; 'Dawn Wright'; esimpson@libertyhilltx.gov; bsolorzano@meadowlakestx.us; jstehling@horseshoe-bay-tx.gov; adminassistant@kingslandmud.com; citysecretary@cityofbandera.org; citysecretary@cityoflampasas.com; kwagner@cityofllano.com; lcassidy@fbgtx.org; lembrey@fbgtx.org; lvacek@fbgtx.org; lcarroll@ci.boerne.tx.us; citysecretary@cityofburnet.com; pattie.allen@cityofmason.us; sansaba@centex.net; svham@bulverdetx.gov; citysecretary@highlandhaventx.com; Shelley McElhannon; info@cityofspringbranch.org; tkeys@bradytx.us; [REDACTED] wwalston@johnsoncitytx.org; [REDACTED] Amy Galloway; 'Jill Shelton'; citysec@cityofblancotx.gov; h.hartman@cityofblancotx.gov; 'Beatrice L. Canseco'; cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; 'Laura Calcote'; 'Laurie Cassidy'; squinn@horseshoe-bay-tx.gov; [REDACTED]  
**Subject:** RE: [EXTERNAL] Meeting Minutes Question  
**Attachments:** 1-13-26 CC meeting minutes.pdf

Hi Amber,

The City of Kerrville takes action minutes. I have attached a copy for you to reference.

Best Regards,

**Kesha Franchina, TRMC**

Deputy City Secretary | Executive Office Coordinator | City of Kerrville  
701 Main Street | Kerrville, Texas 78028 | 830.258.1110 |  
[Kesha.franchina@kerrvilletx.gov](mailto:Kesha.franchina@kerrvilletx.gov) | [www.kerrvilletx.gov](http://www.kerrvilletx.gov)

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**From:** amber-briarclifftx@austin.rr.com <amber-briarclifftx@austin.rr.com>  
**Sent:** Thursday, February 5, 2026 1:44 PM  
**To:** 'Becky Sims' <Building@graniteshoals.org>; 'Georgina Hernandez' <ghernandez@cityofbertram.org>; 'Laura Calcote' <LCalcote@killeentexas.gov>; 'Beatrice L. Canseco' <bcanseco@killeentexas.gov>; [REDACTED] cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; 'Dawn Wright' <citysecretary@graniteshoals.org>; esimpson@libertyhilltx.gov; bsolorzano@meadowlakestx.us; jstehling@horseshoe-bay-tx.gov; adminassistant@kingslandmud.com; citysecretary@cityofbandera.org; citysecretary@cityoflampasas.com; Kesha Franchina <Kesha.Franchina@kerrvilletx.gov>; kwagner@cityofllano.com; lcassidy@fbgtx.org; lembrey@fbgtx.org; lvacek@fbgtx.org; lcarroll@ci.boerne.tx.us; citysecretary@cityofburnet.com; pattie.allen@cityofmason.us; sansaba@centex.net; svham@bulverdetx.gov; citysecretary@highlandhaventx.com; Shelley McElhannon <shelley.mcelhannon@kerrvilletx.gov>; info@cityofspringbranch.org; tkeys@bradytx.us; [REDACTED] wwalston@johnsoncitytx.org; [REDACTED] Amy Galloway' <agalloway@cityofllano.com>; 'Jill Shelton' <jill.shelton@banderatx.gov>; citysec@cityofblancotx.gov; h.hartman@cityofblancotx.gov; 'Beatrice L. Canseco' <bcanseco@killeentexas.gov>; cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; 'Laura Calcote' <LCalcote@killeentexas.gov>; 'Laurie Cassidy' <lcassidy@fbgtx.org>; squinn@horseshoe-bay-tx.gov;

**CITY COUNCIL MEETING MINUTES  
KERRVILLE, TEXAS**

**JANUARY 13, 2026 6:00 PM**

On January 13, 2026 at 6:00 PM, Mayor Joe Herring, Jr. called the Kerrville City Council meeting to order in City Hall Council Chambers, 701 Main Street. Councilmember Kent McKinney provided the invocation, and led the Pledge of Allegiance.

**COUNCILMEMBERS PRESENT:**

Mayor Joe Herring, Jr  
Councilmember Delayne Sigerman  
Councilmember Jeff Harris  
Councilmember Kent McKinney  
Mayor Pro-Tem Brenda Hughes

**COUNCILMEMBERS ABSENT:**

None

**CITY EXECUTIVE STAFF:**

Dalton Rice, City Manager  
Mike Hayes, City Attorney  
Michael Hornes, Asst City Manager  
Kim Meisner, Asst City Manager  
William Tatsch, Asst City Attorney  
Shelley McElhannon, City Secretary  
Julie Behrens, Director Finance  
Jay Brimhall, Director Parks & Rec

Kelly Hagemeyer, Economic Development  
Rosa Ledesma, Asst Director Parks & Rec  
Eric Maloney, Fire Chief  
Chris McCall, Police Chief  
Drew Paxton, Director of Development  
Trina Sanchez, Asst Director Building Svcs  
Crystal Stutes, Public Information Officer

**VISITORS PRESENT:** A list of the citizen speakers present during the meeting is on file in the City Secretary's Office for the required retention period.

**1. ANNOUNCEMENTS OF COMMUNITY INTEREST:**

Crystal Stutes provided information and announcements.

**2. PRESENTATIONS:**

2.A Kerrville Fire Department was honored and recognized by the Texas Department of State Health Services 2025 Rural Healthcare Award.

Fire Chief Eric Maloney recognized the Kerrville Fire Department and announced the Department received the Texas Department of State Health Services 2025 Rural Healthcare Award.

2.B Proclamation: Moving Forward Together, Back to the Kerrville River Trail: January 13, 2026 through February 14, 2026.

Mayor Herring provided Parks & Recreation Director Jay Brimhall and Assistant Parks & Recreation Director Rosa Ledesma with the Moving Forward Together - Kerrville River Trail proclamation. Crystal Stutes provided information regarding the Parks & Recreation promotion event for the City of Kerrville River Trail.

### **3. VISITORS/CITIZENS FORUM:**

The following person(s) spoke:

- Mario Obledo - with the San Antonio Food Bank
- Glenn Andrew

**4. CONSENT AGENDA:** Councilmember Brenda Hughes made a motion to approve items 4A, 4B, 4C, and 4D of the Consent Agenda, seconded by Councilmember Jeff Harris. Motion to approve passed 5-0.

4.A Resolution No. 03-2026. A Resolution adopting the City of Kerrville Travel Policy which applies to the use of funds for travel purposes related to City business.

4.B Interlocal Agreement relating to funding and construction of improvements through the Water Resources Preservation Grant Program between the Upper Guadalupe River Authority and the City of Kerrville.

4.C City Council workshop minutes December 09, 2025.

4.D City Council meeting minutes December 09, 2025.

### **5. PUBLIC HEARING AND ORDINANCES, FIRST READING:**

5.A Ordinance No. 2026-01. An Ordinance amending Chapter 60 of the Code of Ordinances, City of Kerrville, Texas (Zoning Code) by changing the zoning of a property known as 2905 Memorial Blvd; from a Light Commercial Zoning District (C-2) to a General Commercial Zoning District (C-3); and providing other matters relating to the subject.

Shelley McElhannon read Ordinance No. 2026-01 into record. Drew Paxton provided information.

Mayor Herring opened the public hearing at 6:28 p.m.

No person(s) spoke.

Mayor Herring closed the public hearing at 6:28 p.m.

Councilmember Delayne Sigerman made a motion to approve Ordinance No. 2026-01 on first reading, seconded by Councilmember Hughes. Motion to approve passed 5-0.

### **6. ORDINANCES, FIRST READING:**

6.A Ordinance No. 2026-02. An Ordinance deleting Article VI "Solicitations" of Chapter 30 "Business", of the Code of Ordinances of the City of Kerrville, Texas; containing a cumulative clause; containing a savings and severability clause; and providing other matters relating to this subject.

Shelley McElhannon read Ordinance No. 2026-02 into record. Mike Hayes provided information and responded to questions.

Councilmember McKinney made a motion to approve Ordinance No. 2026-02 on first reading, seconded by Councilmember Harris. Motion to approve passed 5-0.

6.B Ordinance No. 2026-03. An Ordinance amending the City's Fiscal Year 2026 budget to account for changes in property values following July 4, 2025 flood event.

Julie Behrens provided information and responded to questions. Shelley McElhannon read Ordinance No. 2026-03 into record.

Councilmember Hughes made a motion to approve Ordinance No. 2026-03 on first reading, seconded by Councilmember Sigerman. Motion to approve passed 5-0.

**7. CONSIDERATION AND POSSIBLE ACTION:**

7.A Resolution No. 01-2026. A Resolution authorizing the City's submission of a Creative Forces Community Engagement Grant to the National Endowment for the Arts; authorizing the City to partner with the Kerrville Convention and Visitors Bureau, Community Arts Program to utilize funds from the Creative Forces Community Engagement Grant; and authorizing the City Manager to act as the authorized representative in all matters pertaining to the participation in the Our Town program.

Kelly Hagemeyer provided information and responded to questions.

Councilmember McKinney made a motion to approve Resolution No. 01-2026, seconded by Councilmember Sigerman. Motion to approve passed 5-0.

7.B Resolution No. 02-2026. A Resolution authorizing the City Manager to submit, on behalf of the Kerrville Cultural Arts District Committee, a grant application with the Texas Commission on the Arts, Arts Respond Project.

Kelly Hagemeyer provided information and responded to questions.

Councilmember Sigerman made a motion to approve Resolution No. 02-2026 authorizing the Cultural Arts District to apply for the TSA Texas Commission on the Arts Art Respond Grant, seconded by Councilmember Hughes. Motion to approve passed 5-0.

7.C Guadalupe Park Rebuild agreement with Whirlix for Installation of Inclusive Playground and Basketball Courts.

Jay Brimhall provided information and responded to questions.

Councilmember Hughes made a motion to authorize the City Manager to finalize and execute the agreement with Whirlix for the construction of Guadalupe Park under BuyBoard Contract #781-25, seconded by Councilmember Harris. Motion to approve passed 5-0.

**8. EXECUTIVE SESSION:** Councilmember Harris made a motion to convene Executive Session under 551.074, seconded by Councilmember Hughes. Motion approved 5-0, and at 6:49 p.m. regular City Council Session recessed, and City Council entered Executive Session.

8.A Administrative Personnel matters regarding the City Attorney 551.074.

At 7:08 p.m., Executive Session adjourned and City Council reconvened regular session. No action was taken during Executive Session.

**9. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF ANY.**

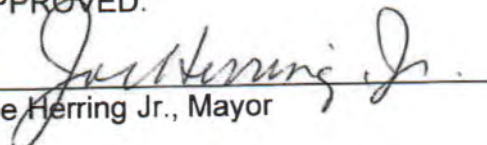
Administrative personnel matters regarding the City Attorney: Councilmember Harris made a motion to appoint William Tatsch the Interim City Attorney effective on Monday, February 02, 2026, seconded by Councilmember Hughes. Motion approved 5-0.

**10. ITEMS FOR FUTURE AGENDAS:** None.

**ADJOURN.** Meeting adjourned at 7:09 p.m.

**APPROVED BY COUNCIL:** January 27, 2026

APPROVED:

  
\_\_\_\_\_  
Joe Herring Jr., Mayor

ATTEST:

  
\_\_\_\_\_  
Shelley McElhannon, City Secretary

**amber-briarclifftx@austin.rr.com**

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**From:** Georgina Hernandez <ghernandez@cityofbertram.org>  
**Sent:** Thursday, February 5, 2026 2:59 PM  
**To:** amber-briarclifftx@austin.rr.com  
**Subject:** RE: Meeting Minutes Question

Okay, we do action minutes only, NOT verbatim, that is why we record the meetings. We also go live on Youtube during the meeting. View only no questions or comments from Youtube addressed live.

Georgina

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**From:** amber-briarclifftx@austin.rr.com <amber-briarclifftx@austin.rr.com>  
**Sent:** Thursday, February 5, 2026 2:55 PM  
**To:** 'Georgina Hernandez' <ghernandez@cityofbertram.org>  
**Subject:** RE: Meeting Minutes Question

Thanks Georgina! That is what we do as well but the topic has come up recently in a meeting by residents that they want verbatim. A comment was made that most cities do so I figured I would check with all of you 😊

Some definitely can talk for days!!

*Amber Rowe, TRMC*

City Secretary  
512-264-2274

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**From:** Georgina Hernandez <ghernandez@cityofbertram.org>  
**Sent:** Thursday, February 5, 2026 1:58 PM  
**To:** [amber-briarclifftx@austin.rr.com](mailto:amber-briarclifftx@austin.rr.com)  
**Subject:** RE: Meeting Minutes Question

I usually put their name and topic in the minutes. Nothing to long .... Someone of those people could talk for days....  
LOL

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**From:** [amber-briarclifftx@austin.rr.com](mailto:amber-briarclifftx@austin.rr.com) <[amber-briarclifftx@austin.rr.com](mailto:amber-briarclifftx@austin.rr.com)>  
**Sent:** Thursday, February 5, 2026 1:44 PM  
**To:** 'Becky Sims' <[Building@graniteshoals.org](mailto:Building@graniteshoals.org)>; 'Georgina Hernandez' <ghernandez@cityofbertram.org>; 'Laura Calcote' <[LCalcote@killeentexas.gov](mailto:LCalcote@killeentexas.gov)>; 'Beatrice L. Canseco' <[bcanseco@killeentexas.gov](mailto:bcanseco@killeentexas.gov)>; [REDACTED]; [cvaldes@ci.boerne.tx.us](mailto:cvaldes@ci.boerne.tx.us); [cmcdonald@marblefallstx.gov](mailto:cmcdonald@marblefallstx.gov); 'Dawn Wright' <[citysecretary@graniteshoals.org](mailto:citysecretary@graniteshoals.org)>; [esimpson@libertyhilltx.gov](mailto:esimpson@libertyhilltx.gov); [bsolorzano@meadowlakestx.us](mailto:bsolorzano@meadowlakestx.us); [jstehling@horseshoe-bay-tx.gov](mailto:jstehling@horseshoe-bay-tx.gov); [adminassistant@kingslandmud.com](mailto:adminassistant@kingslandmud.com); [citysecretary@cityofbandera.org](mailto:citysecretary@cityofbandera.org); [citysecretary@cityoflampasas.com](mailto:citysecretary@cityoflampasas.com); [kesha.franchina@kerrvilletx.gov](mailto:kesha.franchina@kerrvilletx.gov); [kwagner@cityofillano.com](mailto:kwagner@cityofillano.com); [lcassidy@fbgtx.org](mailto:lcassidy@fbgtx.org); [lembrey@fbgtx.org](mailto:lembrey@fbgtx.org); [lvacek@fbgtx.org](mailto:lvacek@fbgtx.org); [lcarroll@ci.boerne.tx.us](mailto:lcarroll@ci.boerne.tx.us); [citysecretary@cityofburnet.com](mailto:citysecretary@cityofburnet.com); [pattie.allen@cityofmason.us](mailto:pattie.allen@cityofmason.us); [sansaba@centex.net](mailto:sansaba@centex.net); [svham@bulverdetx.gov](mailto:svham@bulverdetx.gov); [citysecretary@highlandhaventx.com](mailto:citysecretary@highlandhaventx.com); [Shelley.McElhannon@kerrvilletx.gov](mailto:Shelley.McElhannon@kerrvilletx.gov); [info@cityofspringbranch.org](mailto:info@cityofspringbranch.org); [tkeys@bradytx.us](mailto:tkeys@bradytx.us); [REDACTED]; [wwalston@johnsoncitytx.org](mailto:wwalston@johnsoncitytx.org); [REDACTED]; 'Amy Galloway' <[agalloway@cityofillano.com](mailto:agalloway@cityofillano.com)>; 'Jill Shelton' <[jill.shelton@banderatx.gov](mailto:jill.shelton@banderatx.gov)>;

**amber-briarclifftx@austin.rr.com**

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**From:** L E Simpson <[REDACTED]>  
**Sent:** Thursday, February 5, 2026 3:22 PM  
**To:** Kesha.Franchina@kerrvilletx.gov; amber-briarclifftx@austin.rr.com; 'Becky Sims'; 'Georgina Hernandez'; 'Laura Calcote'; 'Beatrice L. Canseco'; cvaldes@ci.boerne.tx.us; cmcdonald@marblefallstx.gov; 'Dawn Wright'; bsolorzano@meadowlakestx.us; adminassistant@kingslandmud.com; citysecretary@cityofbandera.org; citysecretary@cityoflampasas.com; kwagner@cityofllano.com; lcassidy@fbgtx.org; lembrey@fbgtx.org; lvacek@fbgtx.org; lcarroll@ci.boerne.tx.us; citysecretary@cityofburnet.com; pattie.allen@cityofmason.us; sansaba@centex.net; svham@bulverdetx.gov; citysecretary@highlandhaventx.com; Shelley McElhannon; info@cityofspringbranch.org; tkeys@bradytx.us; [REDACTED]; wwalston@johnsoncitytx.org; [REDACTED]; 'Amy Galloway'; 'Jill Shelton'; citysec@cityofblancotx.gov; h.hartman@cityofblancotx.gov; squinn@horseshoe-bay-tx.gov  
**Subject:** RE: [EXTERNAL] Meeting Minutes Question

Hi Amber, I like summary minutes. I like the ease and straight-forward look of action meeting minutes, but I want to leave something for years down the line that will be of value. You can see examples on the city of Liberty Hill website between 2022 and 2025 of what im talking about. For Citizen comments, my preference is to write their name, street if they live in town, street address and city if not, then a very concise description of their 'concerns '.

Hope this helps.

Elaine Simpson

[Yahoo Mail: Search, Organize, Conquer](#)

On Thu, Feb 5, 2026 at 2:52 PM, Kesha Franchina <Kesha.Franchina@kerrvilletx.gov> wrote:

Hi Amber,

The City of Kerrville takes action minutes. I have attached a copy for you to reference.

Best Regards,

**Kesha Franchina, TRMC**

Deputy City Secretary | Executive Office Coordinator | City of Kerrville

**amber-briarclifftx@austin.rr.com**

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**From:** Laurie Cassidy <lcassidy@fbgtx.org>  
**Sent:** Friday, February 6, 2026 9:16 AM  
**To:** amber-briarclifftx@austin.rr.com  
**Subject:** Re: Meeting Minutes Question

Hello Amber,

We do action minutes in Fredericksburg. I agree with Elaine, we do a summary so you have something to look back on later. In regards to the public comments, we state the persons full name and a short summary of their comments.

Hope this helps!

**Laurie Cassidy, TRMC, CMC**  
*Deputy City Secretary*



126 W. Main Street  
Fredericksburg, TX 78624

Office: (830) 997-7521 | Direct: (830) 990-2037 | [lcassidy@fbgtx.org](mailto:lcassidy@fbgtx.org)

**City Mission: We're leading with integrity while providing the best customer services to our community.**

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**From:** amber-briarclifftx@austin.rr.com <amber-briarclifftx@austin.rr.com>  
**Sent:** Thursday, February 5, 2026 1:44 PM  
**To:** 'Becky Sims' <Building@graniteshoals.org>; 'Georgina Hernandez' <ghernandez@cityofbertram.org>; 'Laura Calcote' <LCalcote@killeentexas.gov>; 'Beatrice L. Canseco' <bcanseco@killeentexas.gov> [REDACTED]  
[REDACTED] <cvaldes@ci.boerne.tx.us> <cvaldes@ci.boerne.tx.us>; cmcdonald@marblefallstx.gov <cmcdonald@marblefallstx.gov>; 'Dawn Wright' <citysecretary@graniteshoals.org>; esimpson@libertyhilltx.gov <esimpson@libertyhilltx.gov>; bsolorzano@meadowlakestx.us <bsolorzano@meadowlakestx.us>; jstehling@horseshoe-bay-tx.gov <jstehling@horseshoe-bay-tx.gov>; adminassistant@kingslandmud.com <adminassistant@kingslandmud.com>; citysecretary@cityofbandera.org <citysecretary@cityofbandera.org>; citysecretary@cityoflampasas.com <citysecretary@cityoflampasas.com>; kasha.franchina@kerrvilletx.gov <kasha.franchina@kerrvilletx.gov>; kwagner@cityofllano.com <kwagner@cityofllano.com>; Laurie Cassidy <lcassidy@fbgtx.org>; Leslie Embrey <lembrey@fbgtx.org>; Letty Vacek <lvacek@fbgtx.org>; lcarroll@ci.boerne.tx.us <lcarroll@ci.boerne.tx.us>; citysecretary@cityofburnet.com <citysecretary@cityofburnet.com>; pattie.allen@cityofmason.us <pattie.allen@cityofmason.us>; sansaba@centex.net <sansaba@centex.net>; svham@bulverdetx.gov <svham@bulverdetx.gov>; citysecretary@highlandhaventx.com <citysecretary@highlandhaventx.com>; Shelley.McElhannon@kerrvilletx.gov <Shelley.McElhannon@kerrvilletx.gov>; info@cityofspringbranch.org <info@cityofspringbranch.org>; tkeys@bradytx.us <tkeys@bradytx.us>; [REDACTED] <wwalston@johnsoncitytx.org> <wwalston@johnsoncitytx.org>;

## **PUBLIC NOTICE**

### MEETING OF THE VILLAGE OF BRIARCLIFF COUNCIL

Notice is hereby given of the Regular Monthly Meeting of the Village Council of the Village of Briarcliff, Briarcliff, Texas, to be held at the Village of Briarcliff, located at 302 Sleat Drive, Briarcliff, Texas, February 25, 2026 at 7:00 p.m. The Agenda for this meeting is as follows:

### **AGENDA**

1. Call to Order.
2. Pledge.
3. Establishment of Quorum.
4. Citizen's Communications: Citizens wishing to address the Village Council may do so at this time. Comments are limited to 3 minutes per speaker. The Council may not deliberate or take action on items not posted on the agenda.
5. Approval of the minutes of January 28, 2026 Village Council Regular Monthly Meeting.
6. Discussion and Action: Election Equipment Adoption Agreement Resolution No. 2026-02-25-06
7. Discussion and Action: Adopt Policy Governing Citizen Communication Resolution No. 2026-02-25-07
8. Discussion and Action: Adopt Resolution Designating City Secretary as the Public Information Officer (PIO), Resolution No. 2026-02-25-08
9. Discussion and Action: Retaining new Legal Counsel.

10. Mayor Hostetler- Calling the Election of May 2, 2026 for the purpose of electing three Alderman for the Village of Briarcliff.

11. Village Financial Report for January 2026.

12. Discussion: Update about ongoing Village activities.

13. Security Report

14. Manager Report

15. Adjourn: \_\_\_\_\_

Regular Meeting Agenda  
Page 2 of 3

### CERTIFICATE

I certify that the above Notice of Meeting was posted on the Official Notices Board at the entrance to the Village Hall Building, at 302 Sleet Drive, Briarcliff, Texas, on February 19, 2026 at 2:14 p.m. and posted online at BriarcliffTX.com.

ATTEST:

  
Amber Rowe, Village Clerk



## Regular Meeting Agenda

Page 3 of 3

The Village reserves the right to consider and take action on the above agenda items in any order. It also reserves the right to enter into a closed meeting on any agenda item as allowed by law. The public is not entitled to choose the items to be discussed, to speak during the meeting or otherwise participate in the meeting except during the Citizen Communications item on the agenda. During the Citizen Communications item on the agenda it is the opportunity to provide input to the Council on any item desired. During the Citizen Communication period, individuals understand that they are provided a limited amount of time, and that they may not be allowed to continue to address the Board of Aldermen if the comments are rude, disparaging or defamatory to any individual or entity, or the comments become disruptive to the good order of the meeting. If at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by the Texas Open Meetings Act, the notice provisions of the Texas Open Meetings Act do not apply to a statement of specific factual information given in response to the inquiry; a recitation of existing policy in response to the inquiry; or, any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. It should be noted that pursuant to Section 38.13, Texas Penal Code, **HINDERING PROCEEDINGS BY DISORDERLY CONDUCT**: (a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance; (b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist; and, (c) An offense under Section 38.13, Texas Penal Code, is a Class A misdemeanor.

**Village of Briarcliff**  
**Village Council Regular Meeting**  
**Minutes January 28, 2026**

Mayor Hostetler called the meeting to order at 7:00 p.m.

Present: Mayor Hostetler, Alderman, Johnston, Elliott, Charlesworth, Aldrich and Richmond.

Citizen's communications:

Mark Dezeeuw, Ivy Last, Andrew Estes, Jared Ray, Zack Schmidt, Darcy Baylis and Teresa Myers

Alderman Elliott made a motion, seconded by Alderman Richmond, to accept and waive the reading of the minutes of the December, 2025 Regular Meeting. All in favor, Motion passed.

Village Financial Report for December, 2025 read by City Secretary Amber Rowe.

Update about ongoing activities: No activities to report

Security Report: Constable Johnson stated that he gave 6 citations:

- 2 Ordinance violations
- 1 Expired Registration
- 1 Speeding
- 2 Theft of Service

Assisted with 8 calls with TCSO

City Administrator gave an update about the 12" new main line, explaining that construction should start in the next week and that we did not suffer any losses or major issues during this last ice storm.

Adjourned at 7:29 p.m.

**ATTEST:** \_\_\_\_\_  
Amber Rowe, Village Clerk

VILLAGE OF BRIARCLIFF  
Resolution No. 2026-02-25-06

THE VILLAGE OF BRIARCLIFF FINDS AS FOLLOWS:

Section 61.012 of the Texas Election Code requires that The Village of Briarcliff must provide at least one accessible voting system in each polling place used in a Texas election on or after August 1, 2023. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

The Office of the Texas Secretary of State has certified that the ExpressVote® Universal Voting System Version 6.3.0.0 provided by Election Systems & Software (ES&S) is an accessible voting system that may legally be used in Texas elections. Early voting and election day voting, including provisional ballots will take place on the ExpressVote® Universal Voting System, ballot marking device, in conjunction with the DS200 Digital® Precinct Scanner. The DS450, DS850 & DS950 Digital® Central Count Scanner will be used to process all by mail ballots.

Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems.

THE VILLAGE OF BRIARCLIFF HEREBY RESOLVES:

As chief elections officer of the Village of Briarcliff, the City Secretary shall provide at least one ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner in every early voting and election day polling place used to conduct any and every election ordered on or after August 1, 2023. The ES&S ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner may be acquired by any legal means available to The Village of Briarcliff, including but not limited to lease or rental from the County of Travis or from any other legal source, as authorized or required by Sections 123.032 and 123.035, Texas Election Code.

PASSED BY VOTE AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

REQUIRED:

\_\_\_\_\_  
Presiding officer

ADDITIONAL SIGNATURES REQUIRED:

**RESOLUTION NO. 2026-02-25-07**

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF BRIARCLIFF, TEXAS, ADOPTING A POLICY GOVERNING CITIZEN COMMUNICATIONS AT VILLAGE COUNCIL MEETINGS; PROVIDING FOR RULES OF DECORUM; PROVIDING FOR ENFORCEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village Council of the Village of Briarcliff, Texas (the "Village"), is committed to transparency, public participation, and orderly governance; and

WHEREAS, the Texas Open Meetings Act, Chapter 551, Texas Government Code, including § 551.007 relating to public comment by members of the public, provides for public access to meetings of governmental bodies and authorizes governmental bodies to adopt reasonable rules regarding public participation; and

WHEREAS, the Village Council finds it necessary and appropriate to adopt reasonable rules governing citizen communications in order to ensure the orderly conduct of public meetings and the efficient transaction of official business;

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

SECTION 1. The Policy Governing Citizen Communications at Village Council Meetings, attached hereto as Exhibit "A" and incorporated herein for all purposes, is hereby adopted.

SECTION 2. The Mayor or presiding officer is authorized to enforce the Policy in accordance with Texas Government Code § 551.007 and applicable law.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED this \_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Mayor

ATTEST:

## EXHIBIT "A"

### Village of Briarcliff, Texas

#### Policy Governing Citizen Communications at Council Meetings

##### 1. PURPOSE

This Policy establishes reasonable rules for citizen communications at Village Council meetings in accordance with Texas Government Code § 551.007.

##### 2. PUBLIC COMMENT

A public comment period shall be included on regular meeting agendas. Comments must relate to matters within the jurisdiction of the Village Council.

##### 3. PROCEDURES

- (a) Speakers must complete a request-to-speak form prior to the meeting unless otherwise permitted by the presiding officer.
- (b) Speakers must be recognized before speaking.
- (c) Speakers shall state their name and address for the record.
- (d) Comments shall be directed to the Council as a body.

##### 4. TIME LIMITS

Individual speakers shall be limited to three (3) minutes unless additional time is granted by the presiding officer.

##### 5. DECORUM

- (a) All persons shall conduct themselves in a respectful and orderly manner.
- (b) Profane, abusive, threatening, or personally defamatory language is prohibited.
- (c) No conduct shall disrupt or impede the orderly conduct of the meeting.
- (d) No member of the public shall approach the dais or enter any area reserved for Council members or staff unless expressly invited or recognized.

Unauthorized approach to or refusal to leave the dais or restricted area after direction from the presiding officer may constitute a violation of Tex. Penal Code § 42.05 (Disrupting a Meeting or Procession) and/or Tex. Penal Code § 30.05 (Criminal Trespass).

##### 6. ENFORCEMENT

- (a) The presiding officer shall maintain order.
- (b) Violators may be warned, have speaking privileges terminated, be directed to return to their seat, or be removed if necessary.
- (c) Conduct constituting a violation of Tex. Penal Code §§ 42.01, 42.05, 30.05, or 42.07 may be referred to law enforcement.

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 \_\_\_ day of \_\_\_\_\_, 2026, by the Village Council of the Village of Briarcliff, Texas.

\_\_\_\_\_  
Mayor, Village of Briarcliff

ATTEST:

\_\_\_\_\_  
City Secretary

Village of Briarcliff  
Financial Statement  
As of January 31, 2026

<b>100 - General Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Property Tax</b>							
100-4002 Ad Valorem Current	172,335.61	36,838.66	135,496.95	232,484.28	442,240.92	52.57%	209,756.64
Property Tax Totals	172,335.61	36,838.66	135,496.95	232,484.28	442,240.92	52.57%	209,756.64
<b>Sales and Beverage Revenue</b>							
100-4024 Mixed Beverage Taxes	544.57	536.61	7.96	3,560.11	6,442.00	55.26%	2,881.89
100-4025 Sales Tax Revenue	15,290.83	13,078.10	2,212.73	66,102.56	157,000.00	42.10%	90,897.44
Sales and Beverage Revenue Totals	15,835.40	13,614.71	2,220.69	69,662.67	163,442.00	42.62%	93,779.33
<b>Franchise Fees</b>							
100-4041 Electric Franchise Fees	0.00	3,750.00	(3,750.00)	13,972.45	45,000.00	31.05%	31,027.55
100-4044 Cable TV Franchise Fees	0.00	1,416.10	(1,416.10)	4,573.32	17,000.00	26.90%	12,426.68
100-4046 Briarcliff Water Franchise Fee	3,938.92	4,166.67	(227.75)	18,053.23	50,000.00	36.11%	31,946.77
Franchise Fees Totals	3,938.92	9,332.77	(5,393.85)	36,599.00	112,000.00	32.68%	75,401.00
<b>Court Fines and Fees</b>							
100-4047 Municipal Fees	0.00	41.67	(41.67)	41.46	500.00	8.29%	458.54
100-4100 Municipal Court Fines	50.00	291.67	(241.67)	3,418.00	3,500.00	97.66%	82.00
100-4115 Warrant Fees	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
100-4130 Child Safety Collected	173.14	150.00	23.14	656.80	1,800.00	36.49%	1,143.20
100-4175 Court Fees	22.40	41.67	(19.27)	337.66	500.00	67.53%	162.34
Court Fines and Fees Totals	245.54	541.68	(296.14)	4,453.92	6,500.00	68.52%	2,046.08
<b>Licenses &amp; Permits</b>							
100-4150 Planning/Zoning Fees	0.00	2,500.00	(2,500.00)	18,355.00	30,000.00	61.18%	11,645.00
100-4210 Inspections	250.00	154.18	95.82	1,180.00	1,851.00	63.75%	671.00
100-4520 Rental Fees	0.00	149.94	(149.94)	150.00	1,800.00	8.33%	1,650.00
Licenses & Permits Totals	250.00	2,804.12	(2,554.12)	19,685.00	33,651.00	58.50%	13,966.00
<b>Fees</b>							
100-4232 Miscellaneous Revenue	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
100-4325 Road Use Revenue	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Fees Totals	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
<b>Sanitation Services and Sales Tax</b>							
100-4700 Sanitation Revenue	(118.08)	35,819.00	(35,937.08)	75,027.91	430,000.00	17.45%	354,972.09
100-4701 Sanitation Sales Tax	(9.75)	3,000.00	(3,009.75)	6,183.91	36,000.00	17.18%	29,816.09
Sanitation Services and Sales Tax Totals	(127.83)	38,819.00	(38,946.83)	81,211.82	466,000.00	17.43%	384,788.18
Revenue Totals	192,477.64	102,075.94	90,401.70	444,096.69	1,225,333.92	36.24%	781,237.23

Village of Briarcliff  
 Financial Statement  
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100 - General Fund	Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-10-5016 Regular Salaries		4,302.00	5,683.05	(1,381.05)	17,608.53	68,224.00	25.81%	50,615.47
100-10-5019 Retirement - IRA		288.00	208.25	79.75	1,175.85	2,500.00	47.03%	1,324.15
100-10-5024 Health Insurance		1,339.77	3,519.59	(2,179.82)	6,381.20	42,252.00	15.10%	35,870.80
100-10-5026 Medicare		73.08	82.30	(9.22)	301.37	988.00	30.50%	686.63
100-10-5027 Social Security		312.48	343.86	(31.38)	1,288.70	4,128.00	31.22%	2,839.30
100-10-5028 Workers Compensation		713.53	124.11	589.42	713.53	1,490.00	47.89%	776.47
100-10-5029 Unemployment Benefits		0.00	54.97	(54.97)	0.00	660.00	0.00%	660.00
100-10-5052 Advertisements and Notices		0.00	66.67	(66.67)	0.00	800.00	0.00%	800.00
100-10-5065 Annual Fees		0.00	147.27	(147.27)	1,863.90	1,768.00	105.42%	(95.90)
100-10-5111 City Hall R&M		250.00	208.25	41.75	500.00	2,500.00	20.00%	2,000.00
100-10-5153 Election Expense		0.00	301.33	(301.33)	204.43	3,616.00	5.65%	3,411.57
100-10-5166 Computer Software		0.00	91.67	(91.67)	0.00	1,100.00	0.00%	1,100.00
100-10-5170 Contract Labor		0.00	166.67	(166.67)	2,900.00	2,000.00	145.00%	(900.00)
100-10-5202 Dues and Subscriptions		117.00	415.08	(298.08)	567.50	4,983.00	11.39%	4,415.50
100-10-5302 Holiday Decorations		0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
100-10-5325 Insurance - Property & Liability		3,167.37	566.44	2,600.93	6,334.74	6,800.00	93.16%	465.26
100-10-5410 Miscellaneous Fee		0.00	166.60	(166.60)	(12.00)	2,000.00	(0.60%)	2,012.00
100-10-5475 Office Equipment		1,091.51	216.67	874.84	2,109.50	2,600.00	81.13%	490.50
100-10-5477 Office Supplies		78.59	283.33	(204.74)	1,016.67	3,400.00	29.90%	2,383.33
100-10-5510 Postage		20.96	54.14	(33.18)	112.94	650.00	17.38%	537.06
100-10-5516 Professional Development		388.34	416.50	(28.16)	1,115.30	5,000.00	22.31%	3,884.70
100-10-5517 Professional Fees Accounting		0.00	107.33	(107.33)	0.00	1,288.00	0.00%	1,288.00
100-10-5519 Professional Fees Auditing		0.00	641.41	(641.41)	8,000.00	7,700.00	103.90%	(300.00)
100-10-5523 Professional Fees Legal		2,745.00	1,833.33	911.67	9,012.30	22,000.00	40.97%	12,987.70
100-10-5524 Professional Fees-Other		0.00	249.90	(249.90)	0.00	3,000.00	0.00%	3,000.00
100-10-5530 Public Relations		0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
100-10-5604 Road Maintenance		24,515.74	20,833.33	3,682.41	21,271.85	250,000.00	8.51%	228,728.15
100-10-5606 R.O.W Maintenance BPOA		0.00	3,748.50	(3,748.50)	21,000.00	45,000.00	46.67%	24,000.00
100-10-5627 Sanitation		0.00	35,819.00	(35,819.00)	75,541.94	430,000.00	17.57%	354,458.06
100-10-5633 Security Cameras Repairs & Mair		10,000.00	833.33	9,166.67	10,000.00	10,000.00	100.00%	0.00
100-10-5634 Service Awards		0.00	16.67	(16.67)	175.00	200.00	87.50%	25.00
100-10-5700 Tax Assessor		0.00	379.50	(379.50)	0.00	4,554.00	0.00%	4,554.00
100-10-5701 Tax Assessor Garbage Sales Tax		2,335.26	3,000.00	(664.74)	9,512.91	36,000.00	26.42%	26,487.09
100-10-5702 Telephone Services		0.00	191.59	(191.59)	511.05	2,300.00	22.22%	1,788.95
100-10-5727 Utility Charges		145.19	190.00	(44.81)	473.02	2,280.00	20.75%	1,806.98
Administration Totals		51,883.82	81,018.98	(29,135.16)	199,680.23	972,481.00	20.53%	772,800.77
100 - General Fund	Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-20-5014 Municipal Court		1,934.14	125.00	1,809.14	3,052.60	1,500.00	203.51%	(1,552.60)
100-20-5015 Municipal Salaries		1,500.00	1,500.00	0.00	6,000.00	18,000.00	33.33%	12,000.00
100-20-5016 Regular Salaries		562.00	916.30	(354.30)	2,312.35	11,000.00	21.02%	8,687.65
100-20-5026 Medicare		6.96	12.99	(6.03)	28.42	156.00	18.22%	127.58
100-20-5027 Social Security		29.76	55.72	(25.96)	121.51	669.00	18.16%	547.49
100-20-5416 Municipal Court		0.00	291.67	(291.67)	10.48	3,500.00	0.30%	3,489.52
100-20-5475 Office Equipment		0.00	29.17	(29.17)	0.00	350.00	0.00%	350.00
100-20-5477 Office Supplies		0.00	26.67	(26.67)	169.83	320.00	53.07%	150.17
100-20-5516 Professional Development		0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
100-20-5633 Security Cameras Repairs & Mair		0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Municipal Court Totals		4,032.86	2,965.85	1,067.01	11,695.19	35,595.00	32.86%	23,899.81
100 - General Fund	Law Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-30-5168 Part-time Deputy Vehicle		0.00	1,250.00	(1,250.00)	0.00	15,000.00	0.00%	15,000.00
100-30-5171 Part-time County Deputies		8,360.00	5,395.67	2,964.33	27,500.00	64,774.00	42.46%	37,274.00
100-30-5172 Full-Time County Deputy		0.00	16,756.29	(16,756.29)	64,866.00	201,156.00	32.25%	136,290.00
Law Enforcement Totals		8,360.00	23,401.96	(15,041.96)	92,366.00	280,930.00	32.88%	188,564.00
Expense Totals		64,276.68	107,386.79	(43,110.11)	303,741.42	1,289,006.00	23.56%	985,264.58

Village of Briarcliff  
 Financial Statement  
 As of January 31, 2026

<b>200 - I&amp;S Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Property Tax</b>							
200-4002 Ad Valorem Current	97,547.96	12,906.33	84,641.63	131,603.62	154,876.00	84.97%	23,272.38
Property Tax Totals	97,547.96	12,906.33	84,641.63	131,603.62	154,876.00	84.97%	23,272.38
Revenue Totals	97,547.96	12,906.33	84,641.63	131,603.62	154,876.00	84.97%	23,272.38
<b>900 - Utility</b>							
<b>Bank Interest</b>							
900-4178 Interest Income	14,527.81	12,500.00	2,027.81	59,194.95	150,000.00	39.46%	90,805.05
Bank Interest Totals	14,527.81	12,500.00	2,027.81	59,194.95	150,000.00	39.46%	90,805.05
<b>Fees</b>							
900-4232 Miscellaneous Revenue	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
Fees Totals	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
<b>Active Water Meter Revenue</b>							
900-4801 Active Water Meter Revenue	114,146.91	52,517.31	61,629.60	225,665.12	630,460.00	35.79%	404,794.88
Active Water Meter Revenue Totals	114,146.91	52,517.31	61,629.60	225,665.12	630,460.00	35.79%	404,794.88
<b>Utility</b>							
900-4802 Standby Fees Revenue	22,608.00	2,082.50	20,525.50	22,608.00	25,000.00	90.43%	2,392.00
900-4803 Standby Fees Penalties	0.00	396.92	(396.92)	0.00	4,765.00	0.00%	4,765.00
900-4805 Water Billing Adjustment	(18,390.43)	458.33	(18,848.76)	(11,911.19)	5,500.00	(216.57%)	17,411.19
900-4806 Reconnect Fees	320.00	66.64	253.36	480.00	800.00	60.00%	320.00
900-4811 Water Tap Install	0.00	2,500.00	(2,500.00)	0.00	30,000.00	0.00%	30,000.00
900-4820 Late Penalty	2,314.15	708.05	1,606.10	3,538.21	8,500.00	41.63%	4,961.79
900-4900 Wastewater Revenue	10,028.55	5,539.45	4,489.10	24,050.80	66,500.00	36.17%	42,449.20
900-4911 Wastewater Tap Install	0.00	1,200.00	(1,200.00)	0.00	14,400.00	0.00%	14,400.00
Utility Totals	16,880.27	12,951.89	3,928.38	38,765.82	155,465.00	24.94%	116,699.18
Revenue Totals	145,554.99	78,052.53	67,502.46	323,625.89	936,925.00	34.54%	613,299.11

Village of Briarcliff  
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900 - Utility	Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
900-70-5016	Regular Salaries	18,386.00	23,599.88	(5,213.88)	83,790.57	283,312.00	29.58%	199,521.43
900-70-5019	Retirement - IRA	480.00	551.83	(71.83)	1,920.00	6,622.00	28.99%	4,702.00
900-70-5024	Health Insurance	1,339.77	2,702.84	(1,363.07)	6,381.21	32,434.14	19.67%	26,052.93
900-70-5026	Medicare	257.09	324.62	(67.53)	1,174.08	3,897.00	30.13%	2,722.92
900-70-5027	Social Security	1,099.26	1,381.19	(281.93)	5,020.14	16,581.00	30.28%	11,560.86
900-70-5028	Workers Compensation	0.00	289.63	(289.63)	0.00	3,477.00	0.00%	3,477.00
900-70-5029	Unemployment Benefits	0.00	128.28	(128.28)	0.00	1,540.00	0.00%	1,540.00
900-70-5052	Advertisements and Notices	0.00	0.00	0.00	1,048.16	0.00	0.00%	(1,048.16)
900-70-5053	Agent Fees (Bond Admin Fees)	0.00	67.17	(67.17)	0.00	806.00	0.00%	806.00
900-70-5065	Annual Fees	0.00	341.53	(341.53)	5,491.00	4,100.00	133.93%	(1,391.00)
900-70-5101	Billing Expenses	24.95	166.60	(141.65)	987.93	2,000.00	49.40%	1,012.07
900-70-5109	Building Maintenance	0.00	191.67	(191.67)	0.00	2,300.00	0.00%	2,300.00
900-70-5111	Buoy Maintenance	0.00	191.67	(191.67)	0.00	2,300.00	0.00%	2,300.00
900-70-5154	Chemicals	4,881.00	999.60	3,881.40	6,791.46	12,000.00	56.60%	5,208.54
900-70-5166	Computer Software	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
900-70-5202	Dues and Subscriptions	0.00	266.56	(266.56)	450.50	3,200.00	14.08%	2,749.50
900-70-5251	Franchise Fees	3,938.92	4,166.67	(227.75)	18,053.23	50,000.00	36.11%	31,946.77
900-70-5325	Insurance - Property & Liability	3,167.38	999.60	2,167.78	8,468.76	12,000.00	70.57%	3,531.24
900-70-5475	Office Equipment	77.50	458.33	(380.83)	310.00	5,500.00	5.64%	5,190.00
900-70-5477	Office Supplies	78.57	333.33	(254.76)	952.53	4,000.00	23.81%	3,047.47
900-70-5510	Postage	370.00	149.94	220.06	370.00	1,800.00	20.56%	1,430.00
900-70-5513	Postage Water Billing	0.00	391.51	(391.51)	1,187.06	4,700.00	25.26%	3,512.94
900-70-5514	Badger Meter Subscription	1,010.16	1,007.93	2.23	4,012.31	12,100.00	33.16%	8,087.69
900-70-5516	Professional Development	388.33	499.80	(111.47)	1,163.78	6,000.00	19.40%	4,836.22
900-70-5517	Professional Fees Accounting	0.00	116.62	(116.62)	0.00	1,400.00	0.00%	1,400.00
900-70-5519	Professional Fees Auditing	0.00	666.40	(666.40)	8,000.00	8,000.00	100.00%	0.00
900-70-5521	Professional Fees Engineer	2,000.00	1,000.00	1,000.00	5,000.00	12,000.00	41.67%	7,000.00
900-70-5523	Professional Fees Legal	0.00	41.65	(41.65)	0.00	500.00	0.00%	500.00
900-70-5700	Tax Assessor	0.00	166.67	(166.67)	591.87	2,000.00	29.59%	1,408.13
900-70-5702	Telephone Services	65.00	225.00	(160.00)	771.05	2,700.00	28.56%	1,928.95
900-70-5703	Lab Tests	0.00	263.56	(263.56)	244.00	3,164.00	7.71%	2,920.00
900-70-5727	Utility Charges	3,784.73	4,300.00	(515.27)	12,583.62	51,600.00	24.39%	39,016.38
900-70-5751	Vehicle Maintenance	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
900-70-5778	Water Purchase Contract	0.00	3,855.42	(3,855.42)	19,834.88	46,265.00	42.87%	26,430.12
900-70-5779	Water Purchase True Up (Usage I	0.00	481.39	(481.39)	0.00	5,779.00	0.00%	5,779.00
900-70-5783	Water Repairs and Maintenance	1,760.09	7,497.00	(5,736.91)	24,658.10	90,000.00	27.40%	65,341.90
900-70-6005	Equipment	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
Water Totals		43,108.75	58,365.55	(15,256.80)	219,256.24	700,577.14	31.30%	481,320.90
900 - Utility	Wastewater	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
900-80-5028	Workers Compensation	0.00	23.75	(23.75)	0.00	285.00	0.00%	285.00
900-80-5065	Annual Fees	0.00	104.17	(104.17)	0.00	1,250.00	0.00%	1,250.00
900-80-5109	Building Maintenance	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
900-80-5110	WW Sludge Pumping	704.96	291.55	413.41	704.96	3,500.00	20.14%	2,795.04
900-80-5505	Permits & Fees	0.00	104.17	(104.17)	0.00	1,250.00	0.00%	1,250.00
900-80-5516	Professional Development	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
900-80-5521	Professional Fees Engineer	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
900-80-5703	Lab Tests	387.00	456.08	(69.08)	1,181.25	5,473.00	21.58%	4,291.75
900-80-5727	Utility Charges	531.58	333.20	198.38	1,538.45	4,000.00	38.46%	2,461.55
900-80-5783	Waste Water Repairs and Mainte	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Wastewater Totals		1,623.54	1,887.92	(264.38)	3,424.66	22,658.00	15.11%	19,233.34
Expense Totals		44,732.29	60,253.47	(15,521.18)	222,680.90	723,235.14	30.79%	500,554.24

## **Decorum at Village of Briarcliff Council Meetings**

The Village of Briarcliff is committed to conducting public meetings in a manner that is orderly, respectful, and consistent with Texas law. Members of the public are welcome and encouraged to attend and participate in accordance with established procedures.

To ensure that Village Council meetings remain productive and accessible to all:

- All persons in attendance must conduct themselves in a respectful and orderly manner.
- Speakers must be recognized by the Mayor or presiding officer before addressing the Council.
- Comments shall be directed to the Council as a body and not to individual members, staff, or other attendees.
- Profane, abusive, threatening, or personally defamatory language is not permitted.
- Applause, shouting, interruptions, or other disruptive conduct that interferes with the orderly conduct of the meeting is prohibited.
- Members of the public may not approach the dais or enter areas reserved for Council members or staff unless expressly invited or recognized.
- Documents intended for Council and City Officials should be given to authorized security personnel rather than approaching the dais.
- Individuals who fail to comply with the rules of decorum or lawful directives of the presiding officer may be warned, asked to return to their seat, or removed if necessary to restore order.

Unauthorized disruption of a meeting or refusal to comply with lawful direction may constitute a violation of the Texas Penal Code, including but not limited to § 42.05 (Disrupting a Meeting or Procession) and § 30.05 (Criminal Trespass).

The Village Council appreciates the public's cooperation in maintaining a civil and respectful environment so that the business of the community can be conducted efficiently and fairly.

## **Why Public Comments Are Not Transcribed in Meeting Minutes**

The City Council welcomes and values public participation. Residents are encouraged to share their views during the public comment portion of each meeting. To keep our meeting minutes clear, neutral, and consistent with Texas law, the city follows the standards set by the **Texas Open Meetings Act (TOMA)**.

### **What the Law Requires**

TOMA requires meeting minutes to show:

- The subjects discussed
- The actions taken
- The votes of the Council

The law **does not** require cities to include:

- Verbatim transcripts of public comments
- Summaries of individual speakers' remarks

### **How the City Records Public Comment**

To maintain accuracy and neutrality, the city documents public comment in one of two ways:

- A simple notation that "public comment was received," or
- A list of the names of individuals who spoke

This ensures that minutes remain factual and focused on the official actions of the City Council.

### **Submitting Written Comments**

Residents who want their full comments preserved in the public record may submit written materials to the City Secretary. These documents are:

- Added to the meeting file
- Retained according to the City's records schedule
- Available for public inspection

### **Our Commitment**

This approach ensures minutes are clear and consistent with state law while allowing all residents to speak.

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## Village of Briarcliff

### Request to Speak at a Village Council Meeting

Please complete this form and submit it to the Village Clerk 24 hours prior to the start of the meeting. **Speakers are asked to state their name and address for the record and to adhere to the Village's rules regarding public comment.**

Meeting Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a resident of the Village of Briarcliff?  Yes  No

Topic or Agenda Item You Wish to Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Acknowledgement

I understand that public comments are subject to the rules and time limits established by the Village Council. I agree to conduct myself in a respectful and orderly manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Official Use Only

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

# Speaking at a Public Meeting



## SPEAKING

- A “request to speak” form, provided by the city, requesting to be heard will be filled out by all wishing to speak on an action item on the meeting agenda.
- Speakers must include their name, address, telephone number and the agenda item number to address.
- Be prepared to move quickly to the microphone when your name is called to speak. Do not approach the dais.
- Begin by stating your name and address.
- For agenda items posted for action, speakers are allowed up to three minutes to address the governing body. Time limits will be strictly enforced.
- Large groups representing a delegation that wish to speak are encouraged to appoint a spokesperson to make comments.
- When your speaking time is over, please return to your seat.

## HELPFUL TIPS

- Presentations that are less than 3 minutes long, but to the point, are more effective than long and repetitive presentations.
- If a speaker asks a question during the time designated for public comment under this policy, the chair or a member may give specific factual information or a recitation of existing policy to the speaker.
- Any comment or discussion by any member about the subject of the inquiry will only be made at the time the subject is scheduled for consideration on the agenda.

## RULES OF CONDUCT

- Residents have the right to criticize policies, procedures, programs and services, but speakers must stick to the time limits and stay on topic. Be respectful and courteous to Council, staff, other speakers, and those in attendance at the meeting.
- Speech/conduct that impedes or disrupts orderly meetings including, but not limited to; booing/hissing; shouting/yelling; chanting/singing; amplification of sound other than City provided microphones; playing music, videos, recordings, or AI; comments tending to incite outbursts, immediate threats, imminent violence and/or illegal conduct; repetitive and/or irrelevant comments; creating or participating in a physical disturbance; speaking or outbursts from members of the public who have not been recognized by the chair; and preventing others from speaking/observing the meeting, failure to follow direction of the chair or security official related to described disruptions is prohibited.
- Any speaker or audience member that engages in behavior that impedes or disrupts an orderly meeting may be subject to a verbal warning or removal and exclusion from future meetings.
- Individuals who have been removed from a public meeting for disruption will be prohibited from attending in-person public meetings held by Council or the same Board or Commission for 60-calendar days.
- Any individual excluded from in-person attendance at future public meetings may appeal the exclusion by submitting a written appeal to the City Manager within five (5) business days from the date of the exclusion.
- Persons banned or awaiting final appeal may view Council or public meetings on the City’s website or YouTube, by utilizing the link at the top of the agenda.

## SIGNS IN CHAMBER

- Signs must be held. Do not affix to walls, seats, or other permanent fixtures in the Chamber.
- Refrain from holding signs above another person’s head, obstructing the free flow of pedestrians or blocking the view of others in attendance.



## **CITIZEN COMMENTS PROCESSES AND PROCEDURES**

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The purpose of this item is to inform citizens of the City's processes and procedures during public comments for items that are:

- listed on the agenda; or,
- issues not listed on the agenda (non-agenda comments).

### **CITIZEN COMMENT PERIOD (Agenda items NOT listed on the agenda)**

Comments shall be limited to three (3) minutes and taken in the order they are received for items not listed on the agenda. The Citizen Comment period will last no longer than thirty (30) minutes and only held at the **first** Regular Meeting of each month. By State law, no action may be taken on items not on the agenda.

### **CITIZEN COMMENTS (Agenda items listed ON the agenda)**

Comments shall be limited to three (3) minutes for items listed on the agenda and taken in the order they are received. The Citizen Comment period will last no longer than thirty (30) minutes and held during **each** Regular Meeting.

### **APPEARANCE FORM SUBMISSION**

Any person desiring to make a public comment must present the appearance form to the City Secretary at least ten (10) minutes before the meeting begins and wait to be recognized by the presiding officer before speaking.

### **PUBLIC COMMENT PROCESS**

Please step to the podium when called, and state your name and address for the record.

### **CITY COUNCIL COMMENTS**

The City Council has no obligation to respond in any manner to comments or questions from the public. Any response from a member of the City Council to non-agenda comments is limited to a statement of specific factual information, a recitation of existing policy, or direction to staff to place the subject on the agenda for a future City Council meeting.



# CITIZEN COMMENTS APPEARANCE FORM

Welcome to the City of Humble Council Meeting

Those wishing to address the City Council are asked to complete this form. Please present this form and any handouts to the City Secretary at least **ten (10) minutes** prior to the meeting in person or by email to [CitySecretary@cityofhumble.net](mailto:CitySecretary@cityofhumble.net). Groups wishing to address the same issue are encouraged to select a spokesperson. Regular City Council meetings are held the second and fourth Thursday of each month at 6:30 p.m. at City Hall unless directed otherwise by the City Manager, Mayor or City Council.

The Mayor will ask those wishing to address the City Council to do so at the appropriate time. Please approach the speaker's podium in the center of the Council Chambers, state your name and address for the record, and discuss the specific agenda item or topic of interest. Please direct your comments to the Mayor.

**CONTACT INFORMATION:** Please complete this form and return to the City Secretary to address the City Council on any agenda item. All information on this form and presented to Council will be open to the public.

Date \_\_\_\_\_  
Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

**ITEMS NOT ON THE AGENDA:** Comments shall be limited to three (3) minutes and taken in the order they are received. The Citizen Comment period will last no longer than thirty (30) minutes and only held at the **first** Regular Meeting of each month. By State law, no action may be taken on items not on the agenda.

Although the City Council cannot take specific action during the Citizen Comment period on items not on the Regular Agenda due to legal requirements, the City Council may:

1. Have the item placed on a future agenda for discussion or action;
2. Refer the item to staff for study or conclusion; or
3. Make a statement of specific factual information or recitation of existing policy.

Agenda Item #3 | Citizen Comments (Hear Visitors) | Topic \_\_\_\_\_

**ITEMS ON THE AGENDA:** Comments shall be limited to three (3) minutes and taken in the order they are received. The Citizen Comment period will last no longer than thirty (30) minutes and held during each Regular Meeting.

*(ONLY TOPICS RELATED TO THIS ITEM MAY BE DISCUSSED IN THIS ACTION.  
OTHER TOPICS SHOULD BE UNDER THE HEAR VISITORS SECTION DURING THE FIRST REGULAR COUNCIL MEETING)*

Agenda Item Number \_\_\_\_\_

I wish to speak IN FAVOR of this item.

I wish to speak IN OPPOSITION to this item.

I do not wish to speak.

Please record my  SUPPORT  OPPOSITION

**ADDITIONAL INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC NOTICE**

MEETING OF THE  
VILLAGE OF BRIARCLIFF  
COUNCIL

Notice is hereby given of the meeting of the Village Council of the Village of Briarcliff, Briarcliff, Texas, to be held at the Village of Briarcliff, located at 302 Sleat Drive, Briarcliff, Texas, on January 9, 2023 at 7:00 p.m. The Agenda for this meeting is as follows:


**AGENDA**

1. Call to Order.
2. Briarcliff Roads Committee: Discussion and research regarding funding and maintenance of the roads in Briarcliff.
3. Adjourn.

**CERTIFICATE**

I certify that the above Notice of Meeting was posted on the Official Notices Board at the entrance to the Village Hall Building, at 302 Sleat Drive, Briarcliff, Texas, on January 5, 2023 at 3:30 p.m. and posted online at Briarclifftx.com.

ATTEST:

  
Tina Linder, Village Clerk



The Village reserves the right to consider and take action on the above agenda items in any order. It also reserves the right to enter into a closed meeting on any agenda item as allowed by law. The public is not entitled to choose the items to be discussed, to speak during the meeting or otherwise participate in the meeting except during the Citizen Communications item on the agenda. During the Citizen Communications item on the agenda it is the opportunity to provide input to the Council on any item desired. During the Citizen Communication period, individuals understand that they are provided a limited amount of time, and that they may not be allowed to continue to address the Board of Aldermen if the comments are rude, disparaging or defamatory to any individual or entity, or the comments become disruptive to the good order of the meeting. If at a meeting of a governmental body, a member of the public or of the governmental body inquiries about a subject for which notice has not been given as required by the Texas Open Meetings Act, the notice provisions of the Texas Open Meetings Act do not apply to a statement of specific factual information given in response to the inquiry; a recitation of existing policy in response to the inquiry; or, any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. It should be noted that pursuant to Section 38.13, Texas Penal Code, HINDERING PROCEEDINGS BY DISORDERLY CONDUCT: (a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance; (b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist; and, (c) An offense under Section 38.13, Texas Penal Code, is a Class A misdemeanor.

**PUBLIC NOTICE**

MEETING OF THE  
VILLAGE OF BRIARCLIFF  
COUNCIL

Notice is hereby given of the meeting of the Village Council of the Village of Briarcliff, Briarcliff, Texas, to be held at the Village of Briarcliff, located at 302 Sleat Drive, Briarcliff, Texas, on February 27, 2023 at 7:00 p.m. The Agenda for this meeting is as follows:

**AGENDA**

1. Call to Order.
2. Briarcliff Roads Committee: Discussion and research regarding funding and maintenance of the roads in Briarcliff.
3. Adjourn.

**CERTIFICATE**

I certify that the above Notice of Meeting was posted on the Official Notices Board at the entrance to the Village Hall Building, at 302 Sleat Drive, Briarcliff, Texas, on February 21, 2023 at 11 a.m. and posted online at BriarcliffTX.com.

ATTEST:

  
Tina Linder, Village Clerk



**PUBLIC NOTICE**

MEETING OF THE  
VILLAGE OF BRIARCLIFF  
COUNCIL

Notice is hereby given of the Regular Monthly Meeting of the Village Council of the Village of Briarcliff, Briarcliff, Texas, to be held at the Village of Briarcliff, located at 302 Sleat Drive, Briarcliff, Texas, on June 28, 2023 at 7:00 p.m. The Agenda for this meeting is as follows:

**AGENDA**

1. Call to Order.
2. Pledge.
3. Establishment of Quorum.
4. Citizen's Communications.
5. Approval of the minutes of the May 31, 2023, Village Council Regular Meeting.
6. Village Financial report for May, 2023.
7. Discussion and Action: Authorize Mayor Hostetler to sign any paperwork required in conjunction with the transfer of the road right of ways and other parcels to the Village of Briarcliff.
8. Discussion: Update about ongoing Village activities.
9. Security Report.
10. City Manager Report.
11. Adjourn. \_\_\_\_\_

**CERTIFICATE**

I certify that the above Notice of Meeting was posted on the Official Notices Board at the entrance to the Village Hall Building, at 302 Sleat Drive, Briarcliff, Texas, on June 23, 2023 at 1:00 p.m. and posted online at Briarclifftx.com.

ATTEST: *Tina Linder*  
Tina Linder, Village Clerk



The Village reserves the right to consider and take action on the above agenda items in any order. It also reserves the right to enter into a closed meeting on any agenda item as allowed by law. The public is not entitled to choose the items to be discussed, to speak during the meeting or otherwise participate in the meeting except during the Citizen Communications item on the agenda. During the Citizen Communications item on the agenda it is the opportunity to provide input to the Council on any item desired. During the Citizen Communication period, individuals understand that they are provided a limited amount of time, and that they may not be allowed to continue to address the Board of Aldermen if the comments are rude, disparaging or defamatory to any individual or entity, or the comments become disruptive to the good order of the meeting. If at a meeting of a governmental body, a member of the public or of the governmental body inquiries about a subject for which notice has not been given as required by the Texas Open Meetings Act, the notice provisions of the Texas Open Meetings Act do not apply to a statement of specific factual information given in response to the inquiry; a recitation of existing policy in response to the inquiry; or, any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. It should be noted that pursuant to Section 38.13, Texas Penal Code, HINDERING PROCEEDINGS BY DISORDERLY CONDUCT: (a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance; (b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist; and, (c) An offense under Section 38.13, Texas Penal Code, is a Class A misdemeanor.

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

0060



**VILLAGE OF BRIARCLIFF**  
302 SLEAT DRIVE  
BRIARCLIFF, TX 78669  
(512)-264-2274 FAX (512)264-3514

SECURITY STATE BANK & TRUST



88-2194/1149

1/29/2026

PAY TO THE ORDER OF **LONE STAR PAVING**

\$ **\*\*24,436.65**

**\*\*Twenty-four Thousand Four Hundred Thirty-six and 65/100\*\***

DOLLARS

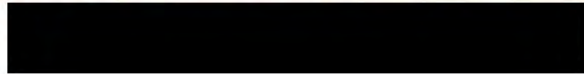
**LONE STAR PAVING**  
**PO BOX 200608**  
**AUSTIN, TX 78720**



*Amber Rowe*  
*[Signature]*  
AUTHORIZED SIGNATURE

MEMO

⑈000060⑈



VILLAGE OF BRIARCLIFF

0060

VILLAGE OF BRIARCLIFF

0060

Security features. Details on back.



Lone Star Paving Company  
PO Box 200608  
Austin, Tx 78720  
Phone: (512) 428-5778  
Fax: (512) 233-0628

### Village of Briarcliff

302 Sleat Dr.  
Briarcliff, TX 78669

**Project Name** Village of Briarcliff Edge Rep  
**Project Address** Moulin Dr  
Spicewood, TX 78669

**Please remit payment to the following address**

**Lone Star Paving Company**  
PO Box 200608  
Austin, Tx 78720

<b>Contract Billing Information</b>	
Contract Sum	24,436.65
Completed to Date	24,436.65
Retainage	0.00
Total Earned less Retainage	24,436.65
Previous Billings	0.00
Current Payment Due	24,436.65
Sales Tax	0.00
<b>Total Due</b>	<b>24,436.65</b>

**Invoice Number** 55006-1  
**Invoice Date** 1/23/2026  
**Due Date** 2/22/2026

**Application Number** 1  
**Billing Period Ending** 1/23/2026  
**LSP Job Number** 55006

**Customer Contract** Aaron Johnson

**Project Number**  
**Original Contract Date**

**Billing Contact**  
**Phone** (512) 428-5778

**Dates Work Performed**

**Change Orders and Other Comments**  
0.00

Please make all checks payable to Lone Star Paving Company

**Thank you for your business!**



Lone Star Paving Company  
PO Box 200608  
Austin, Tx 78720  
Phone: (512) 428-5778  
Fax: (512) 233-0628

**Invoice Number** 55006-1  
**Invoice Date** 1/23/2026  
**Due Date** 2/22/2026

**Application Number** 1  
**Billing Period Ending** 1/23/2026  
**LSP Job Number** 55006

CONTRACTED

DESCRIPTION	ORIGINAL QUANTITY	UNIT PRICE	AMOUNT
HMAC Repair	185 SY	132.09	24,436.65
			<b>24,436.65</b>

Please make all checks payable to Lone Star Paving Company

**Thank you for your business!**



Lone Star Paving Company  
 PO Box 200608  
 Austin, Tx 78720  
 Phone: (512) 428-5778  
 Fax: (512) 233-0628

**Invoice Number** 55006-1  
**Invoice Date** 1/23/2026  
**Due Date** 2/22/2026

**Application Number** 1  
**Billing Period Ending** 1/23/2026  
**LSP Job Number** 55006

DESCRIPTION	PREVIOUS		TO DATE		CURRENT DUE	
	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
HMAC Repair	0 SY	0.00	185 SY	24,436.65	185 SY	24,436.65
		<b>0.00</b>		<b>24,436.65</b>		<b>24,436.65</b>

Please make all checks payable to Lone Star Paving Company

**Thank you for your business!**



Lone Star Paving Company  
PO Box 200608  
Austin, Tx 78720  
Phone: (512) 428-5778  
Fax: (512) 233-0628

**Invoice Number** 55006-1  
**Invoice Date** 1/23/2026  
**Due Date** 2/22/2026

**Application Number** 1  
**Billing Period Ending** 1/23/2026  
**LSP Job Number** 55006

**Lone Star Paving Certification (if required)**

Lone Star Paving Company certifies to the best of their knowledge, information and belief the scope of work covered by this application for payment has been completed in accordance with contract terms, that all amounts have been paid by Lone Star Paving Company for which previous Applications for payments were issued and payments received from the Owner, and that the current payment shown herein is now due.

By: \_\_\_\_\_

Date: \_\_\_\_\_

State of Texas, County of \_\_\_\_\_, Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public: \_\_\_\_\_  
\_\_\_\_\_

Number \_\_\_\_\_ My Commission Expires

Please make all checks payable to Lone Star Paving Company

**Thank you for your business!**



Questions? Call 888-554-4732  
Se habla Español  
Monday through Friday, 8 a.m. – 5 p.m.  
Report an outage: 888-883-3379  
myPEC.com

Member-owned since 1938  
nonprofit

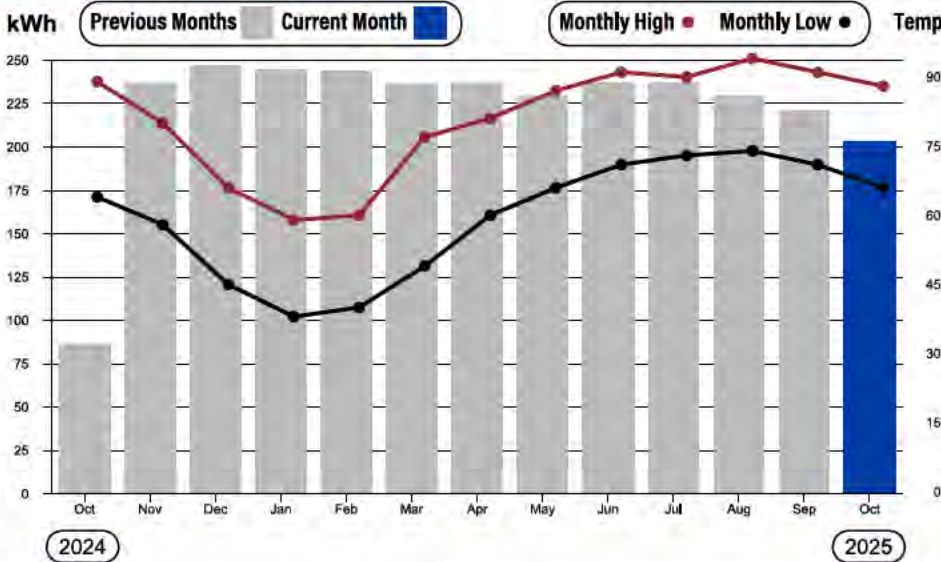
Account #: [REDACTED]  
Member Name: Village Of Briarcliff  
Director District: 5  
Bill Date: 10/24/2025

**AUTOPAY AMOUNT**  
**\$77.84**  
Paid By Bank Draft  
11/16/2025

This bill does not reflect payments after 10/24/2025.  
Charge detail found on the back of this page.

Service Address: ENTRANCE

### Monthly energy use



### Energy comparison

<b>Total energy use this month</b> 203 kWh \$55.37	<b>Total energy use last month</b> 221 kWh \$55.98
<b>Total energy use this month last year</b> 86 kWh \$22.71	<b>Average daily use and temp this month</b> 7 kWh/Day 77°

### IMPORTANT MEMBER INFORMATION

The Transmission Cost of Service (TCOS) Pass-Through Charge will be adjusted effective October 1, 2025. It recovers transmission access charges set by the Public Utility Commission of Texas and is passed through directly to members. Learn more at myPEC.com/TCOS.

KEEP THIS STATEMENT FOR YOUR RECORDS  
PLEASE DETACH AND RETURN THE ORIGINAL BOTTOM PORTION OF YOUR BILL WITH YOUR PAYMENT, DO NOT SEND A COPY OF THE BILL STUB.



Pedernales Electric Cooperative  
PO Box 1 • Johnson City, TX 78636

Bill Date: 10/24/2025  
Account #: [REDACTED]  
AutoPay Amount - DO NOT PAY: \$77.84  
Bank Draft on 11/16/2025

PEC Secure Pay Station barcode



Mail payment to:

Pedernales Electric Cooperative, Inc.  
PO Box 660069 16  
Dallas, TX 75266-0069

VILLAGE OF BRIARCLIFF  
C/O AMBER ROWE  
302 SLEAT DR  
BRIARCLIFF TX 78669-2434

4 18758



Account number: [REDACTED]

Service address: ENTRANCE

Meter	Billing Period		Days	Readings		Meter Multiplier	kWh Usage	Rate Type
	From	To		Previous	Present			
972121	09/23/25	10/22/25	29	4300	4503	1	203	Small Power

<b>Previous Account Activity</b>		<b>Current Activity</b>	
Previous Balance	\$78.46	Service Availability Charge	\$37.50
Payment Received - *Thank You*	-\$78.46	Delivery Charge	203 kWh @ \$0.007849 \$1.59
<b>Balance Forward</b>	<b>\$0.00</b>	Base Power Charge	203 kWh @ \$0.061900 \$12.57
		TCOS Pass-Through Charge	56 kWh @ \$0.013909 \$0.78
		TCOS Pass-Through Charge	147 kWh @ \$0.019930 \$2.93
		<b>Area Light(s) 2</b>	
		Lamp Charge LD1 50-55 W	2 @ \$9.22 each \$18.44
		Light Base Power Charge	36 kWh @ \$0.061900 \$2.22
		Delivery Charge	36 kWh @ \$0.007849 \$0.28
		Briardiff Franchise Fee	\$1.53
		<b>Current Charges</b>	<b>\$77.84</b>

<b>AUTOPAY AMOUNT</b>	<b>\$77.84</b>
	BANK DRAFT ON 11/16/2025

Thank you for being a member!

**Important terms & definitions:**

**Service Availability Charge** recovers the cost of billing, metering, collections, customer service, and enterprise costs. This fixed monthly charge does not vary based on kilowatt-hour (kWh) use.

**Delivery Charge** (\$ per kWh use) recovers the cost of the distribution infrastructure that delivers electricity to your home.

**Base Power Charge** (\$ per kWh use) recovers the cost of electricity from our power suppliers and associated charges from ERCOT. These costs are passed through to members with no added charges.

**TCOS Pass-Through Charge** recovers the cost incurred by PEC for the use of the ERCOT transmission system. These costs are set by the Public Utility Commission and passed-through to our members without additional charges.

**Franchise Fee** is mandated by city ordinance for use of streets or public ways. PEC is required by the city to collect the fee from members within city limits and then remit all fees to the city.

**Peak Demand Charge** (\$ per kW use) recovers the cost of the distribution infrastructure that delivers electricity to your location. Only applicable to the large power rate class.

**Convenient ways to pay:**

**Online/Mobile App**  
Pay your bill at myPEC.com. Download the SmartHub App on your mobile phone.



**Phone**  
Call Secure Pay 24/7 at 855-938-3589.



**PEC Secure Pay Station**  
The nearest one is Marble Falls & available 24/7.



**Additional ways to pay**  
Visit myPEC.com to learn about other convenient ways to pay.

**Powering your account:****How to report a power outage:**

SmartHub Mobile App  
888-883-3379  
myPEC.com

**Update your contact information:**

888-554-4732  
Monday-Friday 8 a.m. – 5 p.m.  
myPEC.com "Contact Us"

**Automatic savings to you!**

Sign up for these convenient monthly ways to save!

- Go paperless and save \$1 with the eBill credit.
- Sign up for bank draft and save \$1.50 with eDraft credit.
- eSaver credit saves \$2.50 when signing up for both eBill and eDraft credits.
- Residential Farm/Ranch Rate Only



Questions? Call 888-554-4732  
Se habla Español  
Monday through Friday, 8 a.m. – 5 p.m.  
Report an outage: 888-883-3379  
myPEC.com

Member-owned since 1938  
nonprofit

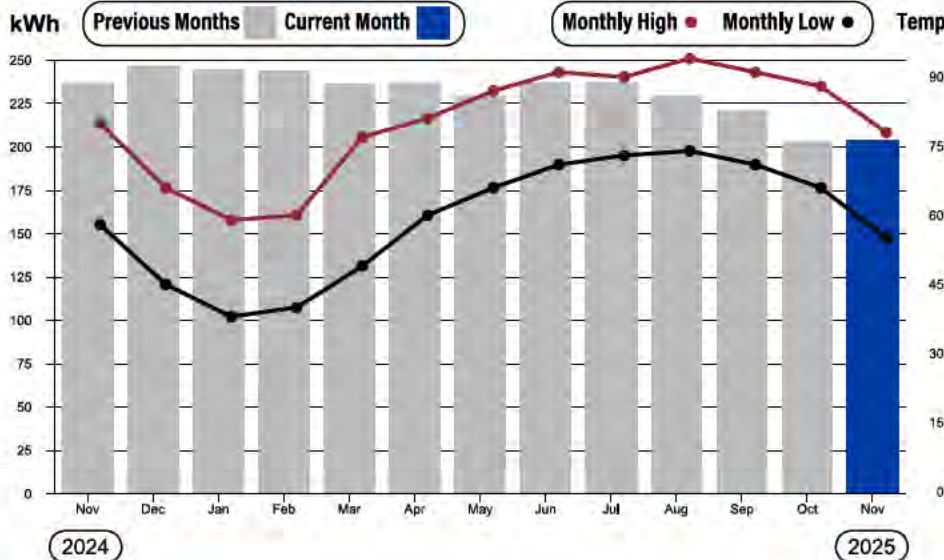
Account #: [REDACTED]  
Member Name: Village Of Briarcliff  
Director District: 5  
Bill Date: 11/22/2025

**AUTOPAY AMOUNT**  
**\$78.27**  
Paid By Bank Draft  
12/16/2025

This bill does not reflect payments after 11/22/2025.  
Charge detail found on the back of this page.

Service Address: ENTRANCE

### Monthly energy use



### Energy comparison

<b>Total energy use this month</b> 204 kWh \$55.79	<b>Total energy use last month</b> 203 kWh \$55.37
<b>Total energy use this month last year</b> 237 kWh \$62.17	<b>Average daily use and temp this month</b> 7 kWh/Day 67°

### IMPORTANT MEMBER INFORMATION

Get weather ready ahead of winter! Request free tree trimming from PEC for any limbs that are at risk of falling into power lines. Get more tips at myPEC.com/winter-tips.

KEEP THIS STATEMENT FOR YOUR RECORDS  
PLEASE DETACH AND RETURN THE ORIGINAL BOTTOM PORTION OF YOUR BILL WITH YOUR PAYMENT. DO NOT SEND A COPY OF THE BILL STUB.



**Pedernales Electric Cooperative**  
PO Box 1 • Johnson City, TX 78636

Bill Date: 11/22/2025  
Account #: [REDACTED]  
AutoPay Amount - DO NOT PAY: \$78.27  
Bank Draft on 12/16/2025

PEC Secure Pay Station barcode



Mail payment to:

**Pedernales Electric Cooperative, Inc.**  
PO Box 660069 16  
Dallas, TX 75266-0069



VILLAGE OF BRIARCLIFF  
C/O AMBER ROWE  
302 SLEAT DR  
BRIARCLIFF TX 78669-2434

4 18878



Account number: [REDACTED]

Service address: ENTRANCE

Meter	Billing Period		Days	Readings		Meter Multiplier	kWh Usage	Rate Type
	From	To		Previous	Present			
972121	10/22/25	11/20/25	29	4503	4707	1	204	Small Power

<b>Previous Account Activity</b>		<b>Current Activity</b>	
Previous Balance	\$77.84	Service Availability Charge	\$37.50
Payment Received - *Thank You*	-\$77.84	Delivery Charge	204 kWh @ \$0.007849 \$1.60
<b>Balance Forward</b>	<b>\$0.00</b>	Base Power Charge	204 kWh @ \$0.061900 \$12.62
		TCOS Pass-Through Charge	204 kWh @ \$0.019930 \$4.07
		<b>Area Light(s) 2</b>	
		Lamp Charge LD1 50-55 W	2 @ \$9.22 each \$18.44
		Light Base Power Charge	36 kWh @ \$0.061900 \$2.22
		Delivery Charge	36 kWh @ \$0.007849 \$0.28
		Briardiff Franchise Fee	\$1.54
		<b>Current Charges</b>	<b>\$78.27</b>

<b>AUTOPAY AMOUNT</b>	<b>\$78.27</b>
	BANK DRAFT ON 12/16/2025

Thank you for being a member!

**Important terms & definitions:**

**Service Availability Charge** recovers the cost of billing, metering, collections, customer service, and enterprise costs. This fixed monthly charge does not vary based on kilowatt-hour (kWh) use.

**Delivery Charge** (\$ per kWh use) recovers the cost of the distribution infrastructure that delivers electricity to your home.

**Base Power Charge** (\$ per kWh use) recovers the cost of electricity from our power suppliers and associated charges from ERCOT. These costs are passed through to members with no added charges.

**TCOS Pass-Through Charge** recovers the cost incurred by PEC for the use of the ERCOT transmission system. These costs are set by the Public Utility Commission and passed-through to our members without additional charges.

**Franchise Fee** is mandated by city ordinance for use of streets or public ways. PEC is required by the city to collect the fee from members within city limits and then remit all fees to the city.

**Peak Demand Charge** (\$ per kW use) recovers the cost of the distribution infrastructure that delivers electricity to your location. Only applicable to the large power rate class.

**Convenient ways to pay:**

**Online/Mobile App**  
Pay your bill at myPEC.com. Download the SmartHub App on your mobile phone.



**Phone**  
Call Secure Pay 24/7 at 855-938-3589.



**PEC Secure Pay Station**  
The nearest one is Marble Falls & available 24/7.



**Additional ways to pay**  
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**Powering your account:****How to report a power outage:**

SmartHub Mobile App  
888-883-3379  
myPEC.com

**Update your contact information:**

888-554-4732  
Monday-Friday 8 a.m. – 5 p.m.  
myPEC.com "Contact Us"

**Automatic savings to you!**

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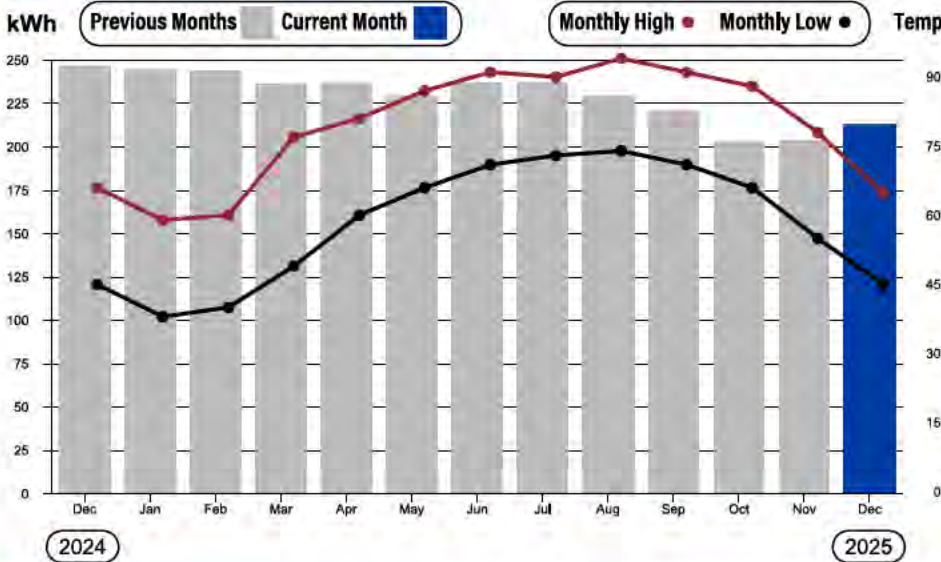
Account #: [REDACTED]  
Member Name: Village Of Briarcliff  
Director District: 5  
Bill Date: 12/24/2025

**AUTOPAY AMOUNT**  
**\$79.09**  
Paid By Bank Draft  
01/16/2026

This bill does not reflect payments after 12/24/2025.  
Charge detail found on the back of this page.

Service Address: ENTRANCE

### Monthly energy use



### Energy comparison

<b>Total energy use this month</b> 213 kWh \$56.60	<b>Total energy use last month</b> 204 kWh \$55.79
<b>Total energy use this month last year</b> 247 kWh \$63.22	<b>Average daily use and temp this month</b> 7 kWh/Day 56°

**IMPORTANT MEMBER INFORMATION**  
You don't have to do much to do good! Join the Power of Change, and by simply rounding up your monthly bill to the nearest dollar, you can make a difference in your community. Enroll today at [myPEC.com/change](http://myPEC.com/change).

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**Pedernales Electric Cooperative**  
PO Box 1 • Johnson City, TX 78636

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Account #: [REDACTED]  
AutoPay Amount - DO NOT PAY: \$79.09  
Bank Draft on 01/16/2026

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Dallas, TX 75266-0069



VILLAGE OF BRIARCLIFF  
C/O AMBER ROWE  
302 SLEAT DR  
BRIARCLIFF TX 78669-2434

4 18897



Account number: [REDACTED]

Service address: ENTRANCE

Meter	Billing Period		Days	Readings		Meter Multiplier	kWh Usage	Rate Type
	From	To		Previous	Present			
972121	11/20/25	12/21/25	31	4707	4920	1	213	Small Power

**Previous Account Activity**

Previous Balance \$78.27  
 Payment Received - \*Thank You\* -\$78.27  
**Balance Forward \$0.00**

**Current Activity**

Service Availability Charge \$37.50  
 Delivery Charge 213 kWh @ \$0.007849 \$1.68  
 Base Power Charge 213 kWh @ \$0.061900 \$13.18  
 TCOS Pass-Through Charge 213 kWh @ \$0.019930 \$4.24  
**Area Light(s) 2**  
 Lamp Charge LD1 50-55 W 2 @ \$9.22 each \$18.44  
 Light Base Power Charge 36 kWh @ \$0.061900 \$2.22  
 Delivery Charge 36 kWh @ \$0.007849 \$0.28  
 Briardiff Franchise Fee \$1.55  
**Current Charges \$79.09**

**AUTOPAY AMOUNT \$79.09**  
 BANK DRAFT ON 01/16/2026

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  - Residential Farm/Ranch Rate Only

**Balance Summary**

<b>Beginning Balance as of 10/01/2025</b>	<b>\$162,019.46</b>
+ Deposits and Credits (89)	\$303,857.73
- Withdrawals and Debits (89)	\$338,793.06
<b>Ending Balance as of 10/31/2025</b>	<b>\$127,084.13</b>
Service Charges for Period	\$0.00

**DEPOSITS AND OTHER CREDITS**

Date	Description	Debits	Credits
Oct 03	LONESTARPAVING3/IP VIL001 VILLAGE OF BRIAR		3,400.00