
Texas Public Information Act Request — Resolution No. 2026-02-25-07 Research Materials, Road Expenditure Documentation & February 25, 2026 Meeting Materials

Matt Aitchison
To: vbriarcliff@hotmail.com

Mon, Mar 2, 2026 at 2:57 PM

Dear Ms. Rowe,

Pursuant to the Texas Public Information Act (Texas Government Code, Chapter 552), I am requesting access to and copies of the following public records:

CITIZEN COMMUNICATION POLICY

1. Supporting Research Materials — All records, research, notes, documents, and correspondence compiled or received by Village staff in connection with the development of Resolution No. 2026-02-25-07 (Citizen Communication Policy), including but not limited to:

- Research conducted across the 41+ municipalities referenced during the February 25, 2026 meeting
- Citizen communication policies, ordinances, or resolutions obtained from other municipalities, including but not limited to those named during the meeting
- Any model policies or templates obtained from the Texas Municipal League or other sources
- Any legal memoranda, guidance, or recommendations from legal counsel related to the resolution

2. Request-to-Speak Form Development — All records related to the development of the "Request to Speak at a Village Council Meeting" form, including any research, drafts, revisions, or correspondence regarding the 24-hour advance submission requirement, the personal information fields collected (phone number, email, residency status, topic disclosure), and the acknowledgement/signature requirement. I am also requesting documentation of which of the 41+ surveyed municipalities require similar advance registration, personal contact information collection, or topic pre-disclosure from speakers.

3. Communications — All emails, text messages, and written correspondence between Village staff, members of the Board of Aldermen, and/or legal counsel related to the development, review, or adoption of the citizen communication resolution and the request-to-speak form.

ROAD TRANSFER & EXPENDITURES

4. Road Transfer & Maintenance Documentation — All records related to the transfer of roads from the Briarcliff Property Owners Association (BPOA) to the Village, including but not limited to:

- The deed or instrument of transfer filed with Travis County on or about August 11, 2023
- All agreements, resolutions, or ordinances authorizing or accepting the transfer
- Any road maintenance agreements between the Village and BPOA, whether current or expired, including any amendments or termination records
- Any road condition assessments, surveys, or engineering reports
- All grant applications submitted and/or received related to road maintenance or improvement since April 15, 2023
- Any correspondence with Travis County regarding road services and associated surcharges
- Any current or planned road maintenance budgets, schedules, or timelines

During the February 25, 2026 meeting, it was acknowledged that road transfer documentation exists but is not readily accessible on the Village website. I am requesting copies of these documents so that residents may review them.

5. Road Transfer Meeting Materials & Board Deliberations — All documents, packets, reports, memoranda, presentations, and supporting materials distributed to or made available to members of the Board of Aldermen in connection with the consideration, discussion, and authorization of the BPOA-to-Village road transfer, including but not limited to:

- All board packets, agenda materials, and supporting documents for the April 26, 2023 regular meeting and the June 28, 2023 regular meeting, at which the road transfer was discussed and the Mayor was authorized to execute transfer documents
- Any other meeting agendas, minutes, or materials from meetings between January 2023 and August 2023 at which the road transfer was discussed, whether in open session or executive session (for executive session, I request the certified agenda as permitted by law)
- Any road condition assessments, cost estimates, maintenance projections, or fiscal impact analyses presented to or available to the Board prior to authorizing the transfer
- Any legal opinions, counsel memoranda, or title reports provided to the Board in connection with the transfer
- Any correspondence between the Village and the BPOA regarding the terms, conditions, or logistics of the transfer

6. Road Maintenance Expenditure Details (FY 2026.1) — The Village's 2026.1 financial statement reflects \$21,271.85 in road-related expenditures. I am requesting all records related to this expenditure, including but not limited to:

- Itemized invoices, receipts, and payment records comprising the \$21,271.85 total
- Names of all vendors, contractors, or service providers paid from this amount
- Descriptions of the specific work performed, materials purchased, or services rendered
- Dates on which the work was performed and/or payments were issued
- Any work orders, purchase orders, or contracts associated with these expenditures
- Any additional road maintenance or improvement expenditures during the same fiscal period not captured in the \$21,271.85 line item, including expenditures categorized under other budget lines

FEBRUARY 25, 2026 MEETING MATERIALS

7. Board Packets & Dais Materials — All documents, packets, reports, memoranda, presentations, and supporting materials distributed to or made available to members of the Board of Aldermen in connection with the February 25, 2026 regular meeting, for all agenda items.

I would prefer to receive these records in electronic format (PDF) via email if available. If any of these records exist only in physical form, I am happy to arrange inspection or copying at Village Hall.

Per the Act, I understand that public information should be released promptly. If you determine that any portion of this request may be exempted from disclosure, please segregate and promptly release all non-exempt responsive records, and notify me of any referral to the Attorney General's office as required by Section 552.301.

If estimated charges for this request will exceed \$40, please provide an itemized statement before proceeding.

Thank you for your time and assistance.

Sincerely, Matt Aitchison