

City Secretary's Office

Gayle Wilkinson
City Secretary



Introduction



- ▲ Agendas
- ▲ Meetings and Minutes
- ▲ Elections
- ▲ Open Records Requests
- ▲ Records Management
- ▲ Boards and Commissions

City Secretary

- Gayle Wilkinson

Assistant City Secretary

- Natalie Baker

Records Management Coordinator

- Jocelyn Schneider

Administrative Assistant

- Meleia Evans

Customer Service Ambassador

- Tonya Williams

Agendas



 CITY OF NEW BRAUNFELS, TEXAS
CITY COUNCIL MEETING

 CITY HALL - COUNCIL CHAMBERS
550 LANDA STREET

MONDAY, JUNE 26, 2023 at 6:00 PM

Neal Linnartz, Mayor	Lawrence Spradley, Councilmember (District 4)
Andres Campos, Councilmember (District 1)	Mary Ann Labowski, Councilmember (District 5)
Christopher Willis, Councilmember (District 2)	James Blakey, Councilmember (District 6)
Harry Bowers, Mayor Pro Tem (District 3)	Robert Camareno, City Manager

MISSION STATEMENT
*The City of New Braunfels will add value to our community
by planning for the future, providing quality services, encouraging
community involvement and being responsive to those we serve.*

AGENDA

CALL TO ORDER

CALL OF ROLL: CITY SECRETARY

**REQUEST ALL PHONES AND OTHER DEVICES BE TURNED OFF, EXCEPT
EMERGENCY ON-CALL PERSONNEL.**

INVOCATION: MAYOR PRO TEM BOWERS

PLEDGE OF ALLEGIANCE & SALUTE TO THE TEXAS FLAG

Meetings & Minutes



Attends all City Council Meetings

Observes all Proceedings

Record all Official Actions

Robert's Rules



Regulations

Contract with the County

Municipal Elections

Special Elections



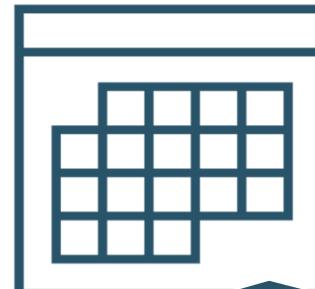
Open Records Requests



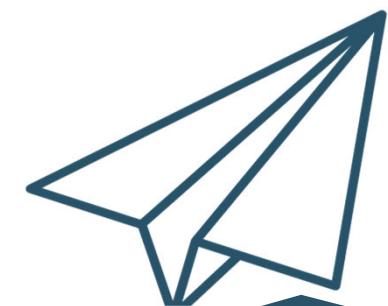
Electronic or
Written Submission



City Secretary
Receives ORR

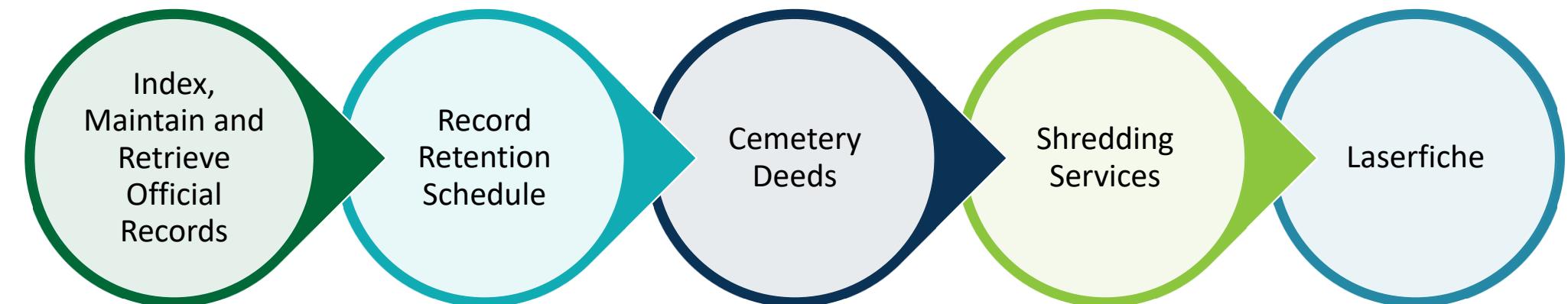


Takes 4 to 10 days to
process



Compile and
Complete Request

Records Management



Boards and Commissions



- ▲ 31 Boards and Commissions
- ▲ Terms Vary
- ▲ Fall and Spring Appointments

Residents

City Council

Boards &
Commissions

Questions?

