

City Secretary's Office

Gayle Wilkinson
City Secretary



Introduction

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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
Andres Campos, Councilmember (District 1)
Christopher Willis, Councilmember (District 2)
Harry Bowers, Mayor Pro Tem (District 3)

Lawrence Spradley, Councilmember (District 4)
Mary Ann Labowski, Councilmember (District 5)
James Blakey, Councilmember (District 6)
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



Elections

Regulations

Contract with the County

Municipal Elections

Special Elections



Open Records Requests



Electronic or
Written Submission



City Secretary
Receives ORR

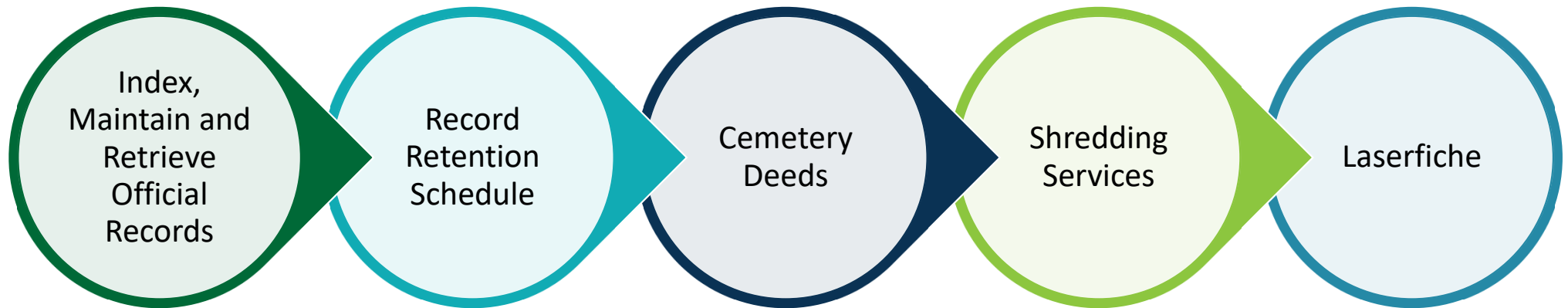


Takes 4 to 10 days to
process



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?

