

Ms Cynthia Foster

City of New Braunfels | Generated 9/12/2023 @ 5:25 pm by OnBoard2 - Powered by ClerkBase

Status

Name

Ms Cynthia Foster

Application Date

9/5/2023

Expiration Date

9/5/2024

Board Member

Cynthia Foster

Status

Validated

Board	Vacancies	Status
Cemetery Committee	0	Pending

Basic Information

Name

Ms Cynthia Foster

Why are you interested in serving on a board or commission?

I enjoy serving my community

Do you have any previous board service, leadership, or volunteer experience?

I have been on several city boards and actively volunteer in my community.

Are you currently serving, or have you served in the past on a City of New Braunfels Board or Commission?

I am currently an alternate on the ZBA board and have been a past regular board member. I have also been on the Library Advisory Board and the Parks and Rec Advisory Board

Do you have any relatives or members of your household serving as an elected or appointed official with the City of New Braunfels?

no

Do you have any relatives employed by the City of New Braunfels?

no

Resume File

 [Download](#)

Contact Information

Address

508 Denise Dr
New Braunfels, TX 78130

Email

gracebyluv@aol.com

Phone

18305153801

Occupation

Occupation

Retired Civil Coordinator Comal County

Other Questions

Question #1

What is your Council District?

4

Question #3

What is your highest level of education?

Some College/Associates Degree

Gender

What is your gender?

Female

Ethnicity

What is your ethnic origin?

White

Generated 9/12/2023, 4:25:52 PM

Cynthia Foster
508 Denise Dr
New Braunfels, Tx 78130
(c) 830-515-3801
Email: gracebyluv@aol.com

Professional Strengths:

- Familiar with case management and court procedures
- Extensive knowledgeable of Texas Code of Civil Procedures and other legal publications
- Proficient in County computer software: including Justice Enterprise, Odyssey, Legacy and E-file
- Professional, mature , strong interpersonal skills, understands confidentiality, reliable
- Prolific Customer Service Experience

Professional Experience:

Comal County Clerk's Office: 1992 to the Present

- Civil Coordinator: supervise and train staff, implement policy, maintain civil case files. Issue citations, writs, subpoenas, abstracts and notices. Coordinate daily operations in civil department, including taking in payments, preparing cases for court, scanning documents and entering information in the computer. Maintain trust accounts for civil cases, escheating funds to the State. Manage civil case files from inception, judgment and post judgment activities.
- Jury Coordinator: Maintain, manage and coordinate jury trials, establish jury calendar in Odyssey for two courts, issuing summonses, communicate with jurors, resolve conflicts, pay jurors and follow up for failures to appear.
- Adept at collaborating with a diverse range of legal personnel and citizens including associates, administrators, attorneys, judges, jurors and also the general public. Maintain high standards for customer service and office professionalism.
- Familiar with probate and criminal procedures and bonds; manage related civil cases including Non-disclosures, Occupational Licenses and Judgment Nisis. Coordinate Eminent Domain Cases, contacting special commissioners arranging location and times for hearings, depositing and disbursing Awards.
- Designated Subject Matter Expert in software conversion from Software testing for both Civil and Jury Procedures, as well as the on-going transition to e-filing for most civil cases. Developed FAQ and E-file instructions for the County Clerk website.

Volunteer Experience:

- Family Outreach of Comal County – Board Member
- Sunday School Teacher – Sts Peter and Paul Parish
- Relay for Life of Comal County – Event Leader (Survivorship, Mission, ACS-CAN, & Publicity) also award winning Team Captain
- Healing Ministry Cancer Support Group – founding member
- Parish Council – Sts Peter and Paul Parish
- Read Across America Book Drive and Event Organizer for CDA
- Past New Braunfels Library Advisory Board Member
- Past New Braunfels Parks And Recreation Board Member
- New Braunfels Zoning Board of Adjustment, as regular member and alternate member

Education:

Navy "A" School for Meteorology, Chanute Air Force Base, Illinois, 1979
Associates Degree in Legal Technology - William Rainey Harper College, Palatine, Illinois
New Braunfels City University – 2015, Comal County Sheriff's Academy

Military Experience:

U.S. Navy 1979-1985, Aerographer's Mate, School for Meteorology at Chanute Air Force Base Illinois, worked in various Naval Weather Detachment Offices assisting meteorologist with information for military operations.

Jillian Bliss

City of New Braunfels | Generated 10/2/2023 @ 9:09 am by OnBoard2 - Powered by ClerkBase

Status

Name Jillian Bliss
Application Date 9/30/2023
Expiration Date 9/30/2024
Board Member [Jillian Gaa Bliss](#)
Status Validated

Board	Vacancies	Status
Cemetery Committee	0	Pending

Basic Information

Name
 Jillian Bliss

Why are you interested in serving on a board or commission?

Public service is an extremely important personal value to me, and the main reason I attended law school. As someone who grew up here and returned as an adult, I genuinely want nothing more than to give back to the community of New Braunfels which has given me so much.

Do you have any previous board service, leadership, or volunteer experience?

I currently serve on the Historic Landmark Commission and as an alternate on the Zoning Board of Adjustments. I have also been involved in a number of volunteer experiences related to political campaigns and currently volunteer at the Alamo in San Antonio in their collections department working with historic objects and artifacts.

Are you currently serving, or have you served in the past on a City of New Braunfels Board or Commission?

I currently serve on the Historic Landmark Commission and as an alternate on the Zoning Board of Adjustments.

Do you have any relatives or members of your household serving as an elected or appointed official with the City of New Braunfels?

No

Do you have any relatives employed by the City of New Braunfels?

No

Resume File

[Download](#)

Contact Information

Address
 144 Landa Street
 Apt 359
 New Braunfels, TX 78130

Email
jblisstx@gmail.com

Phone
[2149496651](tel:2149496651)

Occupation

Occupation

Attorney

Professional Licenses

Texas State Bar License

Other Questions

Question #1

What is your Council District?

3

Question #2

Have you participated in City University?

No

Question #3

What is your highest level of education?

Master's Degree or Higher

Gender

What is your gender?

Female

Ethnicity

What is your ethnic origin?

White

Generated 10/2/2023, 8:09:40 AM

EDUCATION

SMU Dedman School of Law, Juris Doctor, May 2017

Dean's List Dallas, TX
Vice President, Real Estate Law Association

University of Texas at Austin, Bachelor of Journalism, May 2013

College of Communications Dean's List Austin, TX
News Editor, The Daily Texan Newspaper

LEGAL EXPERIENCE

Greer, Herz & Adams LLP

Remote Office

Real Estate Attorney, February 2022 – Present

Analyze and review transactional documents under the appropriate governing law(s) and advise clients in matters of commercial and residential real estate, not limited to, but including, title commitments, land surveys, lease agreements, purchase and sale agreements, loan financing documents, foreclosure, and zoning compliance. Draft financing documents, contracts for lease, and purchase and sale agreements necessary for commercial and residential real estate transactions.

Law Firm of Braun & Gresham

Dripping Springs, TX

Litigation Attorney, May 2021 – January 2022

Conduct review and analysis of property deed records and restrictions on behalf of owners, buyers, and sellers, advising on issues of enforcement, and draft contracts and documents necessary to the leasing, purchase or sale of land. Advise land owners on appropriateness of residential, agricultural, commercial, and other use of property in meeting the client's tax abatement goals and appear on behalf of clients at appraisal review board hearings.

Texas General Land Office, Office of General Counsel

Austin, TX

Alamo Attorney, June 2018 – May 2021

Negotiated and drafted contracts, permit applications, policies and procedures necessary for the short- and long-term management of the Alamo Complex, from daily operations of site vendors to those with longstanding implications, such as construction, conservation, preservation, restoration, and museum design contracts. Researched, analyzed and drafted memoranda to senior staff on a variety of issues of property and constitutional law pertaining to the buildings as well as the ground beneath the Alamo structures, advised Alamo staff as to legal compliance with these matters, and managed and directed outside counsel in matters of state and federal litigation pertaining to these issues, assisting with depositions, document review, affidavit drafting, and witness preparation. Prepared permit applications and related presentations to local and state governing bodies on matters of zoning, architectural and archeological endeavors, special district affiliation, and intergovernmental transactions such as the State's lease of Alamo Plaza from the City of San Antonio. Analyzed proposed legislation stemming from the 86th and 87th meetings of the Texas legislature for potential effects on the Alamo Complex and reported findings to senior staff. Advised communications and government relations departments on legal questions from the public regarding the Alamo preservation plan and served as liaison from the General Land Office at meetings with legislators, constituents, the Alamo Trust, Inc., City of San Antonio, and other interested parties.

Office of Senator Konni Burton, Texas Senate District 10

Austin, TX

General Counsel and Senior Policy Analyst, October 2017 – June 2018

Managed general legal matters within the office, informing colleagues and the Senator of potential legal issues in policies and proposed legislation, in addition to drafting and editing bill proposals. Also served as senior policy analyst for legislative matters involving criminal justice, education, state affairs, and health and human services, attending meetings with legislators and constituents to resolve concerns in these areas.

COMMUNITY INVOLVEMENT

Member, City of New Braunfels Historic Landmark Commission (July 2023 – Present)

Alternate Member, City of New Braunfels Zoning Board of Adjustment (May 2023 – Present)

Equestrian, Five Field Farm (November 2019 – Present)

Member and Outgoing Communications VP, Capitol Republican Women (August 2019 – Present)