



**CITY OF NEW BRAUNFELS, TEXAS  
PARKS AND RECREATION ADVISORY BOARD  
MEETING  
CITY HALL - COUNCIL CHAMBERS  
550 LANDA ST**



**TUESDAY, MARCH 19, 2024 at 6:00 PM**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

- A) Discuss and consider approval of the December 12, [24-380](#)  
2023 Minutes of the Parks and Recreation Advisory  
Board.

**4. RECOGNITIONS/ANNOUNCEMENTS**

- A) March Recognitions and Announcements [24-381](#)

**5. CITIZENS' COMMUNICATIONS**

*This time is for citizens to address the Park and Recreation Advisory Board on issues and items of concerns not on this agenda. There will be no Board action at this time.*

**6. PRESENTATIONS**

- A) Presentation and discussion regarding potential 3rd [24-388](#)  
party operation of the Landa Park paddleboat and mini  
golf operations.
- B) Presentation on the implementation of parking fees at [24-384](#)  
River Acres Park and parking improvements at Cypress  
Bend Park.
- C) Update on Ordinance Revision to Add Weekend and [24-385](#)  
Holiday Hours to City Tube Chute Park.
- D) Presentation on Northwest Park Parkland Acquisition [24-382](#)
- E) March Park Project Updates [24-383](#)

**7. DISCUSSION AND ACTION**

- A) Discussion and possible action to update Cemetery [24-386](#)  
Committee Bylaw Article I, Section B. Membership
- B) Approval of the appointment of Cynthia Foster for the city [24-387](#)  
resident position for the Cemetery Committee with term

ending 11-30- 2026 and Jillian Bliss for the unexpired term ending November 30, 2024.

9. **ADJOURNMENT**

**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

---

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



**Parks and Recreation Advisory Board Agenda Item  
Report**

550 Landa Street  
New Braunfels, TX

**3/19/2024**

Agenda Item No. A)

---

**PRESENTER:**

Chad Donegan, Director

**SUBJECT:**

Discuss and consider approval of the December 12, 2023 Minutes of the Parks and Recreation Advisory Board.

**DISCUSSION:**

N/A

**RECOMMENDATION:**

N/A

**CITY OF NEW BRAUNFELS PARKS & RECREATION ADVISORY BOARD  
REGULAR MEETING MINUTES  
CITY HALL  
550 Landa St**

**Tuesday, December 12, 2023, at 6:00PM**

**CALL TO ORDER**

Joe Turner called the meeting to order at 6:01 pm.

**ROLL CALL**

Board members present: Joe Turner, Katie Rae Preston, Jason Vreeland, Amber Brown, Joyce Compton, Courtney Lyons-Garcia

Board members absent: Tom Blagg

Staff members present: Chad Donegan, Director; Jeff Bransford, Park Development Manager; Shannon Jackson, Parks Analyst; Stephanie Chelar, Recreation Center Manager

**APPROVAL OF MINUTES**

*Consider approving the minutes of regular meeting of Nov 14, 2023.*

Jason Vreeland made a motion to approve the minutes; Katie Rae Preston seconded the motion which passed unanimously.

**RECOGNITIONS**

Welcome to the new board members, Joyce Compton and Courtney Lyons-Garcia.

Second round of interviews have been completed for the Assistant Director position.

Downtown Tree Lighting - Park Foundation raised \$1,260. 126 photos with Santa Panther Canyon Rim Trail Ribbon Cutting held Dec 2<sup>nd</sup>.

**Upcoming Events:**

Elf– Dec 15<sup>th</sup> at Fischer Park

Polar Express in the Park - Dec 16<sup>th</sup> 6pm Landa Park Dance Slab

**CITIZENS' COMMUNICATIONS**

- None

**PRESENTATIONS**

**A. Comal River Improvements Plan Update**

- Scott McClelland, Assistant Director of Transportation and Capital Improvements provided an overview of the projects that TCI is working on. 10/45 projects are for Parks.
- Comal River Improvements final recommendations finalized during the summer. The Tube Chute Park is awaiting funding to continue development. Last Tubers Exit is funded through final design through EDC. Currently at 90% design, looking to bid project in spring and anticipate start in fall 2024. Four-month construction expected. Army Corp permitting received, awaiting City permitting.

**B. 2023 Summer River Season Update**

- Amy Niles presented the end of season report for the summer. Lowest flows in the last 30 years, still had very high visitation numbers. Highest collection of parking revenue to date. Re-education on the disposable container ban needed. Low flow brought new challenges to staff each weekend.
- Parking is the #1 source of revenue for the river fund, \$571,110. River Management Fee collections were \$509, 938. 22% collected by City, 78% collected by outfitters.
- Dos Rios Watershed Clean Up - 288 participants.
- Amy discussed the potential combining of the River Advisory Committee and the Watershed Advisory Committees as the City Departments have merged.

**C. Update on Parks and Recreation System Master Plan**

- Jeff Bransford gave an overview of what the strategic master plan means for the Parks Department.
- The plan will establish short-mid- and long-term strategies, balance growth, upkeep and limited resources, and prepare New Braunfels Parks to be the best system in the US.
- Scope: Data Collection, Community Profile and Engagement, System Analysis, Plan Development

**DISCUSSION AND ACTION**

- A. Discuss and Consider Adding Pickleball Striping at the Prince Solms Tennis Courts.
  - a. No board action at this time. Second data gathering date will be in the spring and then a public meeting will be brought up for tennis and pickleball players to discuss shared usage at Prince Solms Park.
  - b. Resident Input:
    - i. Pickleball players will take over the court and cause issues with tennis players. Courts are needed to be on the master plans to be in the right places.
- B. Discussion and possible action to update Cemetery Committee Bylaw Article I, Section B. Membership
  - a. The board would like the cemetery committee to revisit this item with the suggestion to remove the requirement of having family members interred at the historic cemeteries for membership in the committee.
  - b. No action at this time.

**AGENDA ITEMS FOR NEXT MEETING**

**ADJOURNMENT**

The meeting was adjourned at 7:23 pm.

Approved on February 13, 2024, by:

\_\_\_\_\_  
Joe Turner, Chair

\_\_\_\_\_  
Chad Donegan, Director

Member	Current Term	Regular & Special Meetings Held 12/23-12/24	Attended	Missed
Joe Turner	10/16/18 – 11/30/24	1	1	0
Tom Blagg	10/16/18 – 11/30/25	1	0	1
Katie Rae Preston	10/20/20 – 11/30/26	1	1	0
Jason Vreeland	10/20/20 – 11/30/26	1	1	0
Amber Brown	12/1/21 – 11/30/24	1	1	0
Joyce Compton	12/1/23-11/30/26	1	1	0
Courtney Lyons-Garcia	12/1/23-11/30/26	1	1	0

**3/19/2024**

Agenda Item No. A)

---

**PRESENTER:**

Chad Donegan, Director

**SUBJECT:**

March Recognitions and Announcements

**DISCUSSION:**

Since the last meeting, Geronimo Aguirre has been selected as the new Assistant Director and Stephanie Chelar, current Das Rec Manager, has been promoted to Recreation Services Manager.

Stephanie Chelar and Geronimo Aguirre graduated from NRPA's 2-year Director School. Chad Donegan completed his first year of the school.

Mayor Linnartz received a \$50,000 donation for the City from the new Sonora Bank location on Hwy 46. He has kindly passed the donation along to the Parks and Recreation Department. The money will be utilized to purchase 18 new concrete picnic tables for Landa Park to replace wooden tables along Landa Lake.

On February 10<sup>th</sup>, Das Rec lifeguards, Charlotte Anderson, Brandon Castilla, and Chris Mcanich were honored with the *Fire Chiefs Award* at the New Braunfels Fire Department Awards Banquet.

At the TRAPS State Institute in February, the department received the Park Development Innovations Award for the Biofiltration System in the new Landa Park Aquatic Complex Parking Lot.

**2024 Texas Travel Awards:**

Destination of the Year

Best Community Event - Thru The Chute Cardboard Boat Race

Under the Radar Event - Thru The Chute Cardboard Boat Race

**Events:**

- Daddy Daughter Dance - Feb 16<sup>th</sup> and 17<sup>th</sup>
- TRAPS Institute (Galveston) - Feb 27-March 1
- Fischer Park Dog Rodeo - March 2

**Upcoming Events:**

Aqua Egg Hunt at Das Rec - March 22nd

Flashlight Egg Hunt at Cypress Bend Park - March 23<sup>rd</sup>

**RECOMMENDATION:**

---

---

---

N/A



**Parks and Recreation Advisory Board Agenda Item  
Report**

550 Landa Street  
New Braunfels, TX

**3/19/2024**

Agenda Item No. A)

---

**PRESENTER:**

Jared Werner, Assistant City Manager

**SUBJECT:**

Presentation and discussion regarding potential 3rd party operation of the Landa Park paddleboat and mini golf operations.





**Parks and Recreation Advisory Board Agenda Item  
Report**

550 Landa Street  
New Braunfels, TX

**3/19/2024**

Agenda Item No. B)

---

**PRESENTER:**

Chad Donegan, Director

**SUBJECT:**

Presentation on the implementation of parking fees at River Acres Park and parking improvements at Cypress Bend Park.

**3/19/2024**

Agenda Item No. C)

---

**PRESENTER:**

Amy Niles, River and Watershed Manager

**SUBJECT:**

Update on Ordinance Revision to Add Weekend and Holiday Hours to City Tube Chute Park.

**DISCUSSION:**

For the last two river seasons the City of New Braunfels has closed the City Tube Chute Park at 7pm on summer weekends. This change was put into place to address concerning behavior and trends identified by the New Braunfels Police Department.

The City Tube Chute Park is operated by City staff starting the first weekend in May through Labor Day. The proposal is to add permanent weekend hours for the City Tube Chute Park to close at 7pm during the peak season, starting Memorial Day weekend, with the inclusion of Independence Day. Memorial Day and Labor Day are not included due to the historically low visitation numbers on those Mondays. The goal for this change is to have the hours set in the code of ordinances to alleviate confusion.

March- Take results and proposed ordinance change to City Council for consideration.

**RECOMMENDATION:**

N/A



**Parks and Recreation Advisory Board Agenda Item  
Report**

550 Landa Street  
New Braunfels, TX

**3/19/2024**

Agenda Item No. D)

---

**PRESENTER:**

Chad Donegan, Director

**SUBJECT:**

Presentation on Northwest Park Parkland Acquisition

**DISCUSSION:**

Chad Donegan will present on the recent parkland acquisition.


**RECOMMENDATION:**


N/A

# Parkland Acquisition

---

March 19, 2024





1

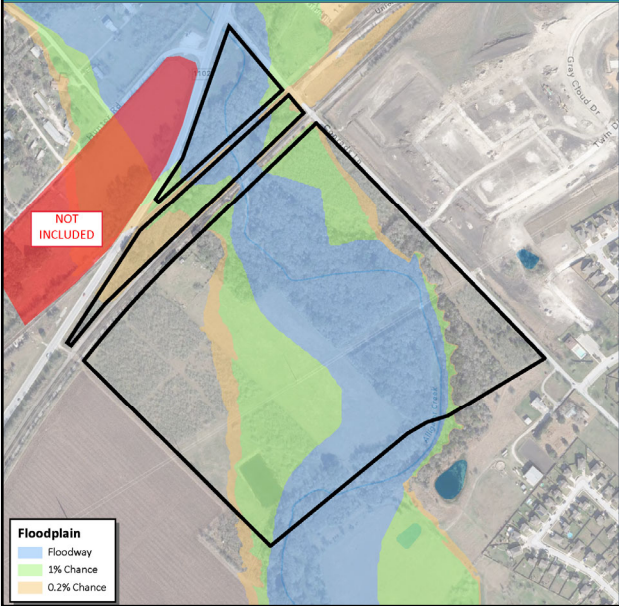

Overview




- ▲ Two properties: Rahe and Hahn
- ▲ Total available: ~131 acres
- ▲ Provides connection to Alligator Creek Trail
  - Existing (Wasser Ranch/Arroyo Verde)
  - Pre-construction (Oak Creek/Creskide Farms)
  - In design (Sunflower Ridge)
- ▲ Area of increasing demand
  - Fast growing
  - Parkland deficiency
- ▲ Total asking price: \$8M

2

# Rahe Property

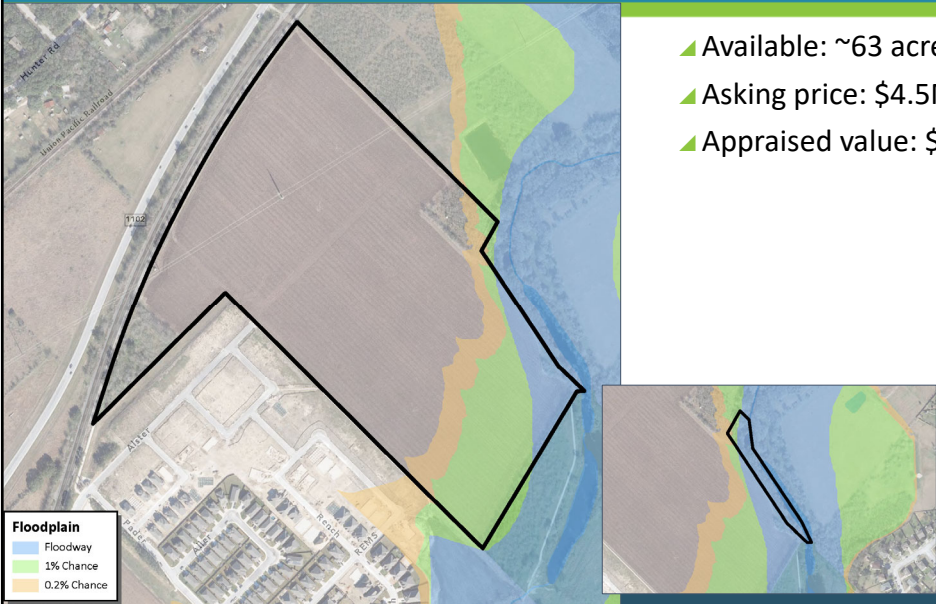



- ▲ Available: ~68 acres
- ▲ Asking price: \$3.5M
- ▲ Appraised value: \$3.27M

3

3

# Hahn Property



- ▲ Available: ~63 acres
- ▲ Asking price: \$4.5M
- ▲ Appraised value: \$4.09

4

4

# Pasture



- ▲ Approximately 70 acres of relatively flat land used for pasture and row crops
- ▲ Development potential for structures and recreation facilities

5

5

# Woodland



- ▲ Approximately 50 acres of woodland
- ▲ Development potential for trails and conservation

6

6



# Woodland



7

7

# Alligator Creek



- ▲ Potential expansion of existing Alligator Creek Trail
- ▲ Opportunity to develop trailhead to increase access other than neighborhood connections

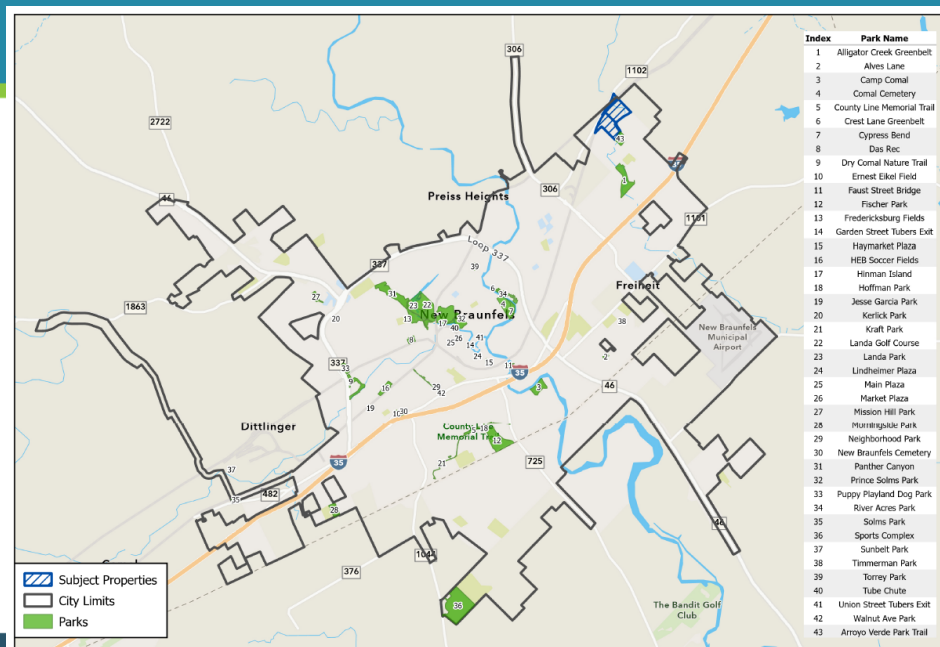
8

8

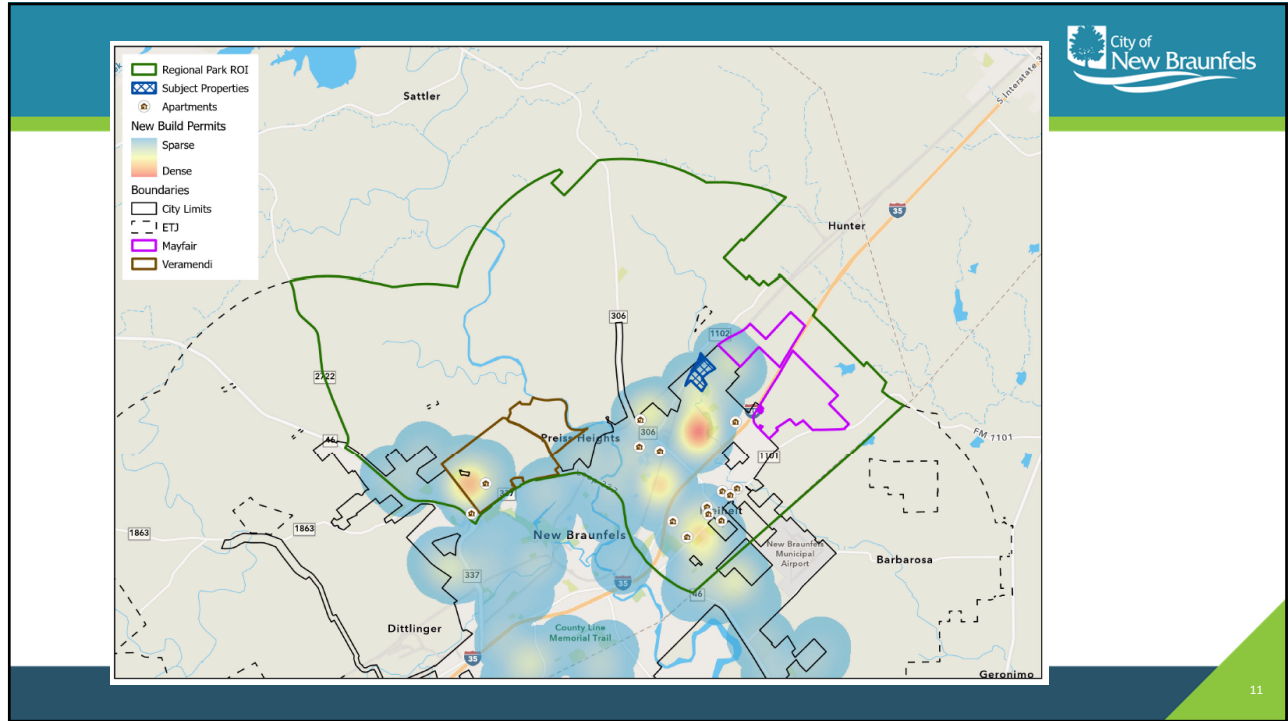
# Railroad Crossing



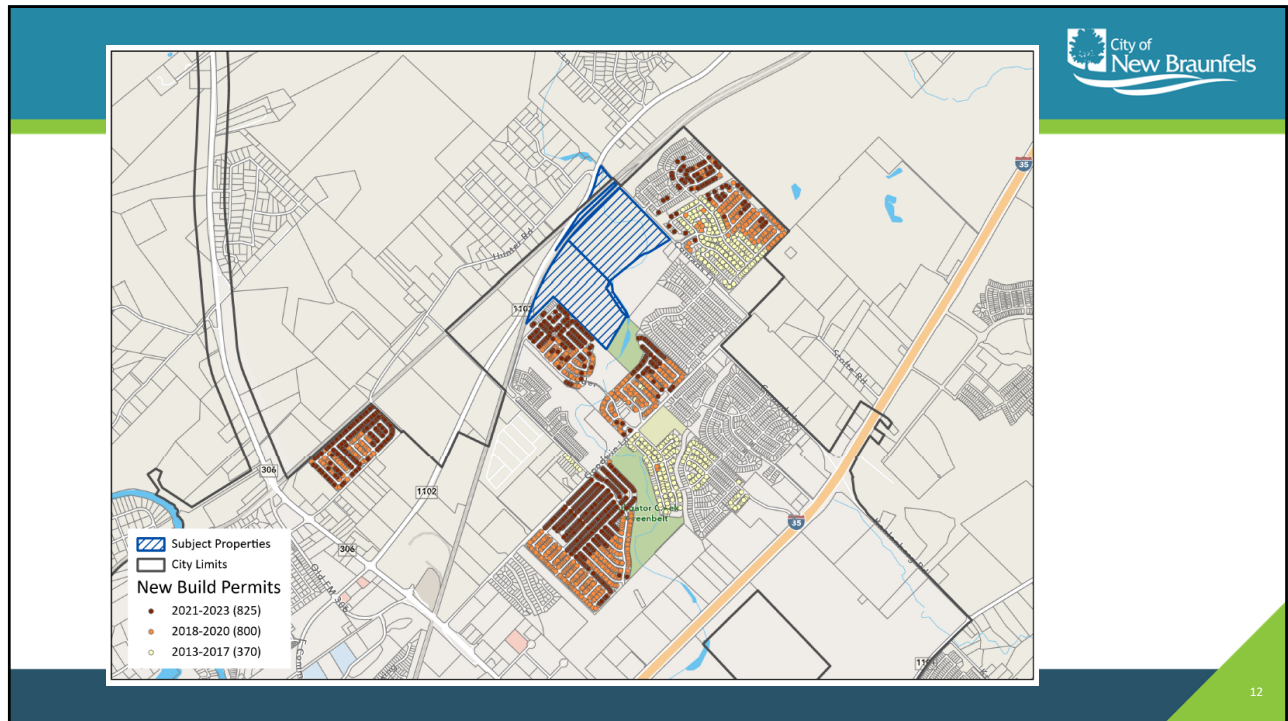
- ▲ Favorable conditions for grade-separated railroad crossings
  - Increased safety
  - Potentially simplifies railroad coordination






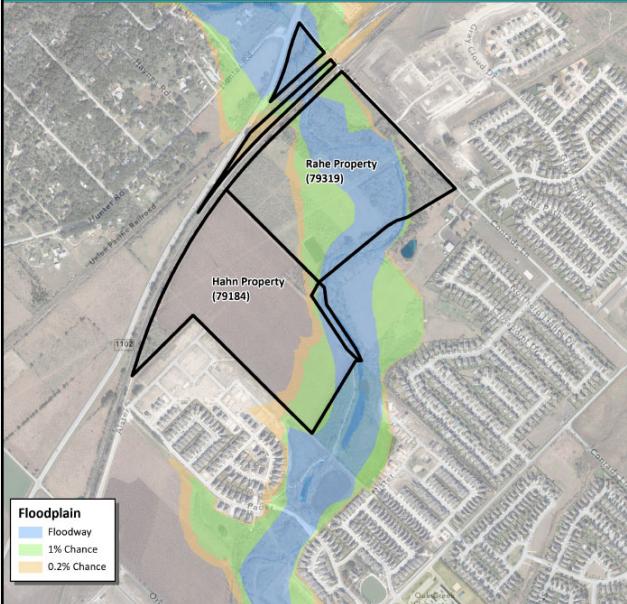


11



12

Next Steps





- ▲ *Post legal notice*
- ▲ *Bring action item for EDC consideration*
- ▲ *Bring action item for City Council consideration*
- ▲ *Purchase contracts signed by sellers*
- ▲ *Hahn property survey*
- ▲ *Closing on/after April 1*
- ▲ *Park master plan RFP released*
- ▲ *Design and construct Alligator Creek Trail extension to FM 1102*

13

13

# Questions?



14

14

**3/19/2024**

Agenda Item No. E)

---

**PRESENTER:**

Jeff Bransford, Park Development Manager

**SUBJECT:**

March Park Project Updates

**DISCUSSION:****1. Mission Hill Park (Phase 2)**

- Description: Deliver additional site improvements based on Master Plan and 30% Design, including observation tower, meeting space, elevated walkway, trails, additional parking, and other amenities.
- Phase: Final Design (Design Build delivery method)
- Status: TF Harper awarded contract January 22. Final design to be conducted Spring/Summer 2024.
- Target Completion: Fall 2025

**2. Zipp Family Sports Park (Phase 1)**

- Description: Construct Phase 1 improvements, including four baseball fields, four softball fields, four convertible soccer fields, parking, and maintenance building.
- Phase: Construction
- Status: In progress
- Target Completion: Spring 2025

**3. Field of Graves Memorial**

- Description: Construct memorial garden with memorial, landscaping, seating, and interpretive signage to memorialize early German settlers.

- 
- Phase: Design
  - Status: Archeological assessment completed in mid-February. Awaiting final report. Design process will continue in Spring 2024 based on the outcomes of the archeological assessment.
  - Target Completion: TBD, pending final design and project funding.

#### 4. Alligator Creek Trail (West Segment)

- Description: Construct 1.1 miles of hard surface trail, connecting to Goodwin Lane and Oak Creek Estates neighborhoods. This segment is part of the larger Alligator Creek corridor and is coordinated with the Great Springs Project.
- Phase: Final Design
- Status: 100% plans are complete. Preparing for solicitation.
- Target Completion: Summer 2024

#### 5. Alligator Creek Trail (East Segment)

- Description: Develop a hard surface trail system east of I-35 along Alligator Creek within City, TxDOT, and private property. The corridor is envisioned to connect Timmerman Park, Resolute Hospital, and the Creekside area.
- Phase: Preliminary Design
- Status: Ongoing coordination with TxDOT and adjacent landowners.
- Target Completion: TBD, pending final design and project funding.

#### 6. Dry Comal Creek Trail (Segment 1)

- Description: Develop Segment 1, connecting Landa Park to Walnut Avenue. This segment is part of the larger Dry Comal Trail corridor and is coordinated with the Great Springs Project.
- Phase: Final Design / Acquisition
- Status: Land acquisition ongoing
- Target Completion: Fall 2025

---

---

## 7. Dry Comal Creek Trail (Segments 2 & 3)

- Description: Develop Segment 2, connecting Walnut Avenue to Loop 337; and, develop Segment 3, connecting Loop 337 to Altgelt Lane. This segment is part of the larger Dry Comal Trail corridor and is coordinated with the Great Springs Project.
- Phase: Preliminary Design
- Status: Right of entry coordination underway. Preliminary design expected to be complete Summer/Fall 2024.
- Target Completion: TBD, pending final design and project funding.

## 8. Landa Lake Dam and Spillway Improvements

- Description: Improve dam and spillway to address hydraulic inadequacies identified by the Texas Commission on Environmental Quality (TCEQ).
- Phase: Final design
- Status: 90% plan development underway. EDC considers construction funding in Spring.
- Target Completion: Spring 2025

## 9. Last Tubers Exit Improvements

- Description: Perform safety and accessibility improvements including a new underwater platform and accessibility accommodations.
- Phase: Final design
- Status: 90% plan development underway. EDC considers construction funding in Spring.
- Target Completion: Spring 2025

## 10. Park and Recreation System Master Plan

- Description: Conduct update to the 2017 Parks and Recreation Strategic Master Plan. The plan will identify community needs as well as prioritize capital and operational improvements.

- 
- Phase: Solicitation
  - Status: Consultant interviews mid-March. Contract award expected in April.
  - Target Completion: Fall 2025

**RECOMMENDATION:**

N/A

**3/19/2024**

Agenda Item No. A)

---

**PRESENTER:**

Chad Donegan, Director

**SUBJECT:**

Discussion and possible action to update Cemetery Committee Bylaw Article I, Section B. Membership

**DISCUSSION:**

The Cemetery Committee has proposed an amendment to the bylaw:

Section B. Membership The Committee shall be composed of seven (7) members, appointed by the Parks and Recreation Advisory Board, who shall be residents of the City of New Braunfels or the ETJ. ~~At least, three members shall have relatives interred in one of the City's cemeteries.~~

Removal of the requirement to have relatives interred in one of the City's cemeteries.

**RECOMMENDATION:**

Staff recommends that the Board approves the amendment to the Cemetery Committee Bylaw.

**3/19/2024**

Agenda Item No. B)

---

**PRESENTER:**

Chad Donegan, Director

**SUBJECT:**

Approval of the appointment of Cynthia Foster for the city resident position for the Cemetery Committee with term ending 11-30- 2026 and Jillian Bliss for the unexpired term ending November 30, 2024.

**DISCUSSION:**

The Cemetery Committee has received two resignations from new committee members. The Ad Hoc Committee has selected two appointees from the previous pool of applicants to recommend to the Committee.

**RECOMMENDATION:**

Staff recommends the approval of one individual to the New Braunfels Cemetery Committee with term ending 11-30-2026 and one individual with an unexpired term ending 11-30-2024.



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
<a href="#">Cemetery Committee</a>	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](mailto: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
<a href="#">Cemetery Committee</a>	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](mailto: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)*