

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](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**

Austin, TX

College of Communications Dean's List

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)*