



OFFICE OF THE CITY ATTORNEY

July 14, 2008

Sharon Levett  
2379 Oak Pebble  
New Braunfels, TX 78132

Dear Ms. Levett,

This letter is in response to your public information request dated June 25, 2008.


A copy of official written request from the City of New Braunfels requesting the Texas Department of Transportation to undertake a study relating to the project generically referred to as the Outer Loop cannot be provided because the City Council nor any city official ever made a written request of the Texas Department of Transportation to perform such a study in connection with the Outer Loop.

Minutes from meetings involving City Council members and/or mayor for vote on decision to request this study does not exist because Council did not request a study.

The City is not in possession of any Minutes of Agency Coordination Conference meeting on May 23, 2007. The City does have a memorandum of a meeting held on March 7, 2007, which was attended by Mike Short, an employee of the City of New Braunfels, at that time. This memorandum was a personal note prepared for Mr. Short's personal records and did not constitute official meeting minutes. A copy of the memorandum was included in the materials copied at your request and is being delivered to you with this letter.

If I can be of further assistance please call.

Sincerely,

  
Charles Wallace  
Assistant City Attorney

CW/ll

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