



MEMORANDUM

To: Candidates for 2020 Mayor and Council Election
From: Rebecca L. Huerta, City Secretary
Date: August 7, 2020
Re: Guidelines – Candidates’ Requests for Municipal Information

The purpose of this memo is to provide guidance in relation to requests for information from candidates for mayor and city council.

- Candidates may submit their requests for information to the City Secretary, in writing, by any of the following methods:
 - via e-mail at citysecretary@cctexas.com (**PREFERRED METHOD**);
 - via fax at 361-826-3113;
 - via mail at P. O. Box 9277, Corpus Christi, Texas, 79469; or
 - in person at the City Secretary’s Office, 1st Floor City Hall, 1201 Leopard St., Corpus Christi, Texas.
(Note: Due to the COVID-19 pandemic, the City Secretary’s Office is closed to the general public and is operating with minimum staffing. Should an in-person visit be necessary, please contact the City Secretary’s Office to make an appointment).
- The City Secretary will send candidates’ inquiries to the appropriate Department Executive who will provide responses directly to candidates.
- If the information requested is available on the City’s website or via other online resources, the Department Executive will direct candidates to those online resources.
- Depending on the nature of the request, candidates may be asked to submit a Public Information Act request to the City Secretary’s Office by one of the following methods:
 - via e-mail at cityopenrecords@cctexas.com; or
 - via fax, by mail or in person, as indicated above.

If you have questions about these guidelines or need more information, please contact the City Secretary’s Office at 361-826-3105.