



MEMORANDUM

To: Candidates for 2024 Mayor and Council Election
From: Rebecca L. Huerta, City Secretary
Date: July 29, 2024
Re: Guidelines – Candidates’ Requests for Municipal Information

The purpose of this memo is to guide 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 mail at P.O. Box 9277, Corpus Christi, Texas 78469; or
 - In person at the City Secretary’s Office, 1st Floor City Hall, 1201 Leopard St., Corpus Christi, Texas
- The City Secretary will send candidates’ inquiries to the appropriate Department Executive, who will respond directly to candidates.
- If the requested information is available on the City’s website or 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 any questions about these guidelines or need more information, please contact the City Secretary’s Office at 361-826-3105.