



# Odessa Civic Engagement Project

Dear Participant,

Civic Training is meant to be a pleasant, rewarding, learning experience. “Issues” or “Hot Topics” should not be discussed in this setting. Each leader will give you a background of themselves and their role within the City of Odessa. The following questions are provided as a guide for your participation. The leaders may or may not address these questions so it is up to you to ask.

Questions for City Secretary – Norma Grimaldo and Fara Corrales

1. What documents does the City Secretary maintain custody?
2. What is the Texas Open Meeting Act?
3. What are some of the deadlines for agenda and legal notices?
4. What is your role in Municipal Elections?
5. How do you oversee Boards and Commissions?
6. How many boards and commission does Odessa have?
7. How is someone considered for a board or commission?
8. What are conflict forms and when and why are they filed?
9. How are petitions handled?
10. How can the community help you and your office?

Questions for City Attorney– Larry Long

1. What services does your office provide the citizens?
2. What is the Public Information Act?
3. How often are ordinances updated?
4. How are new ordinances proposed?
5. What is the Texas Homeowner Bill of Rights?
6. What is eminent domain?
7. Why are permits important?
8. How can the community help you and your office?