



MINUTES

CITY OF LYTLE

ANNUAL CITIZENSHIP AWARD COMMITTEE MEETING

SEPTEMBER 20, 2023

CALL TO ORDER

Chairman Michael Rodriguez called meeting to order at 6:00 PM.

ROLL CALL

Chairman Michael Rodriguez, Elizabeth Sanchez Davila, Sal Aguinaga, Pamela Keylich, Eva DeLeon, and Ward Sanders were present. All members were present.

COMMUNITY COMMENTS

Floor opened and closed at 6:03. No citizens to be heard.

CONSENT AGENDA

- a. **Consider Approval of All Minutes**
 - I **August 9, 2023**
 - II **August 23, 2023**
 - III **August 30, 2023**

All minutes were approved. Sal Aguinaga made the motion, Pamela Keylich seconded it. All members were in favor.

ITEMS OF DISCUSSION

- a. Consider and Act upon updates and release of distribution of Annual Citizenship Award Nomination form.

Nomination form will be mailed in October utility bills and forms will be available at the City Office, and on the City's website. The submission of the forms will be returned or e mailed to the City Secretary. They can also be sent online to the City Secretary and/or Mr. Rodriguez.

Updates and release of distribution of nomination forms was approved. Ward Sanders made the motion, Sal Aguinaga seconded it. All members were in favor.

- b. Consider and Act upon the consent agreement of nomination evaluation process and procedures.

Committee discussed and came to a consent agreement identifying use of a unique ID as indicated

Nomination form Unique ID:

ID Assign number to each nomination received

Location	Page 1 Upper Right Corner Right justified
	Page 2 NOMINEE Blue Header in White Color Font Right justified
Font	Calibri Size 24 or comparable size if hand written
Format	<YYYY><MM> - <DD><## sequential> 202310-0101

Example received October 9 and cataloged 3rd nomination form for the day

202310-0903

Naming of PDF or created (scanned) PDF file:

ACAC Nomination Form 2023100903.pdf

Item b was tabled for the next meeting, October 11. Sal Aguinaga made the motion to table item b and Pam Keylich seconded it. All in members in favor.

ADJOURNMENT

Ward Sanders made the motion to adjourn the meeting, Elizabeth Sanchez Davila seconded. All in favor. Meeting adjourned at 6:53.