

**Memorandum**

**Memorandum No: 25-125**

**Date:** October 16, 2025  
**To:** Honorable Mayor and City Council  
**From:** Marc Marchand, Acting City Manager   
**Re:** Designation of Acting City Manager  
October 20, 2025 through October 24, 2025

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I will be out of the area beginning Monday (October 20) through Friday (October 24). During this period, Economic Development Director Joey Grisham will assume all duties and responsibilities of the position with Chief Ray Isom acting as a backup. Joey can be reached at 469-215-4889 or through email at [jgrisham@annatexas.gov](mailto:jgrisham@annatexas.gov).

C: Joey Grisham, EDC Director  
Ray Isom, Fire Chief  
Carrie Land, City Secretary  
Clark McCoy, City Attorney  
Management Team