



Visitors who:

- Must complete ALL Columns.** Definitions and additional information can be found on the other side of this sheet.

[illegible]



Visitor Sign-in Sheet: FAQs

1. Who is a City Official?

City Official means: (a) the Mayor, or Mayor-elect; (b) a Council Member, or Council Member elect; (c) a City employee, other than a City employee whose duties are solely clerical; or (d) a member of a City Board or of a body created by the Council and listed by the City Clerk under §2-1-3(C). A list of the boards and bodies created by Council can be found at: <http://www.austintexas.gov/departments/boards-and-commissions>. (§4-8-2(2))

2. What does compensation mean?

Compensation means money, another thing of value, or a financial benefit that is received or is to be received in return for, or in connection with, services rendered or to be rendered (§ 4-8-3(D)).

3. What is a scheduled meeting?

A scheduled meeting refers to a meeting with a City Official that was arranged in advance for a specific date and time or time block (§4-8-8(C)).

4. What is a Municipal Question?

Municipal Question means the proposal of, consideration of, approval of, or negotiations concerning municipal legislation, an administrative action, or another matter that is, or may in the future be, subject to an action or decision by a City Official (§4-8-2(10)).

(a) "Municipal Question" includes, without limitation:

- (i) possible action, including a recommendation, on a proposed ordinance, resolution, or other action pending before the Council, a Council Committee, or a City Board or task force;
- (ii) a matter that is appealable to a City Board or to the Council;
- (iii) a recommendation, report, regulation, policy, nomination, appointment, or sanction by or to the Council, a Council Committee or a City Board.
- (iv) the development of specifications for, or the award of, a grant or contract for more than \$50,000;
- (v) rulemaking under Chapter 1-2 (Adoption of Rules); or
- (vi) licensing and licensing agreements.

(b) Unless it is also included in (a), "Municipal Question" does not include:

- (i) the non-appealable, day-to-day decisions, routine application, administration, and execution of City programs and policies; or
- (ii) routine, non-appealable decisions on permitting, platting, and design approval matters in connection with a specific project or development; or
- (iii) a technical building decision on a specific project, whether appealable or not, under Chapter 25-12 (Technical Codes).