



LAW DEPARTMENT

MEMORANDUM

TO: 2018 City Council Candidates
FROM: Anne L. Morgan, City Attorney
DATE: January 30, 2018
RE: Requests for Public Information

Austin City Council candidates for the 2018 General Election may submit requests for public information pertaining to the City of Austin to the Law Department for coordination of responses.

City staff will provide an initial response to Public Information Requests within 10 working days from the date received by the City. Depending on the complexity, breadth, or potential costs of providing the response, final disposition of a Public Information Request may extend beyond the initial 10 working days. In such cases, the requestor will be notified and provided appropriate estimates of time and costs. Please direct your requests to:

City of Austin Law Department
Attn: Amanda Brown, Public Information Manager
301 W. Second St.
Austin, Texas 78701
(512) 974-2189
Email: public.information@austintexas.gov

Responsive public information compiled by staff will be made available to all Council candidates, and published on the City of Austin website at www.austintexas.gov. Copies will be made available to all candidates via the Law Department at Austin City Hall, 301 W. Second St., Fourth Floor.

Candidate requestors should provide a phone number, email address, and mailing address when submitting a request so that responsive information may be provided as quickly as possible.

Thank you.