



MEMORANDUM

TO: May 2012 City Council and Mayor Candidates

FROM: Doug Matthews
Chief Communications Director

DATE: October 31, 2011

SUBJECT: Public Information Requests

Austin City Council and Mayoral candidates for the May 12, 2012, General Election may submit questions or requests for public information pertaining to the City of Austin to the Communications and Public Information Office.

City staff will respond to Public Information Requests within 10 working days from the date received by the City. Please direct your requests to:

Reyne Telles
Media Relations Manager
301 W. Second St.
Austin, Texas 78701
(512) 974-7988
Email: reyne.telles@austintexas.gov

Responsive public information compiled by staff will be made available to all Council candidates. The information will be published on the City of Austin website at www.austintexas.gov. Copies also will be made available to all candidates in the Communications and Public Information Office at Austin City Hall, 301 W. Second St., Third Floor.

Please provide me with a phone number, an email address and a mailing address when submitting a request so that responsive information is provided to you as quickly as possible.

Thank you.