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FEB 07 2011

LAW DEPARTMENT

DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

The Honorable Lee Leffingwell  
Mayor of Austin  
301 West 2<sup>nd</sup> Street, Second Floor  
Austin, TX 78701

Dear Mayor Leffingwell,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2005 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
3. All documents describing or explaining the policy, procedure, or practice of conducting "one on one" or "two on one" meetings between or among Council members, Council member(s) & Mayor, Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings), including but not limited to any correspondence, e-mails, briefing papers, memoranda, and orientation or training materials.
4. All documents related to meetings between or among Council members, Council member(s) & Mayor, Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings) on June 7, 8, 9, 2010; July 27, 28, 29, 2010; August 23, 24, 25, 2010; September 27, 28, 29, 2010; October 25, 26, 27, 2010; November 15, 16, 17, 2010, including but not limited to internal agendas, notes, telephone logs or messages, e-mails, briefing papers, memoranda, or correspondence.

We prefer that you provide copies of the requested information electronically when possible. Please notify Daniel Bradford at [Daniel.bradford@co.travis.tx.us](mailto:Daniel.bradford@co.travis.tx.us) or by phone at 854-9415 when the information is ready and he will arrange to pick it up.

Sincerely,

David A. Escamilla

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DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

The Honorable Councilwoman Sheryl Cole  
City of Austin  
301 West 2<sup>nd</sup> Street, Second Floor  
Austin, TX 78701

Dear Councilwoman Cole,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2006 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
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Sincerely,

A handwritten signature in black ink, appearing to read "D. Escamilla".

David A. Escamilla

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LAW DEPARTMENT

DAVID A. ESCAMILLA  
COUNTY ATTORNEY



County of  
TRAVIS  
STATE OF TEXAS

P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

The Honorable Mike Martinez  
Mayor Pro Tem of Austin  
301 West 2<sup>nd</sup> Street, Second Floor  
Austin, TX 78701

Dear Mayor Martinez,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2006 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
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Sincerely,

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David A. Escamilla

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DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

The Honorable Councilwoman Laura Morrison  
City of Austin  
301 West 2<sup>nd</sup> Street, Second Floor  
Austin, TX 78701

Dear Councilwoman Morrison,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2008 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
3. All documents describing or explaining the policy, procedure, or practice of conducting "one on one" or "two on one" meetings between or among Council members, Council member(s) & Mayor, Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings), including but not limited to any correspondence, e-mails, briefing papers, memoranda, and orientation or training materials.
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Sincerely,

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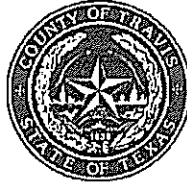
David A. Escamilla

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DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

The Honorable Councilman Chris Riley  
City of Austin  
301 West 2<sup>nd</sup> Street, Second Floor  
Austin, TX 78701

Dear Councilman Riley,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2009 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
3. All documents describing or explaining the policy, procedure, or practice of conducting "one on one" or "two on one" meetings between or among Council members, Council member(s) & Mayor, Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings), including but not limited to any correspondence, e-mails, briefing papers, memoranda, and orientation or training materials.
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Sincerely,

David A. Escamilla

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DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

The Honorable Councilwoman Randi Shade  
City of Austin  
301 West 2<sup>nd</sup> Street, Second Floor  
Austin, TX 78701

Dear Councilwoman Shade,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2008 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
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Sincerely,

David A. Escamilla

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LAW DEPARTMENT

DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

The Honorable Councilman Bill Spelman  
City of Austin  
301 West 2<sup>nd</sup> Street, Second Floor  
Austin, TX 78701

Dear Councilman Spelman,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2009 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
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Sincerely,

David A. Escamilla

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DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 2, 2011

Mark Ott  
Austin City Manager  
301 West 2<sup>nd</sup> Street, Third Floor  
Austin, TX 78701

Dear Mr. Ott,

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Your 2008 - 2010 calendars (hard copy and electronic) (not only on your computer but any electronic device) kept by you or any of your staff.
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Sincerely,

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David A. Escamilla



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LAW DEPARTMENT

DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 3, 2011

Office of City Clerk, Custodian of Records  
City of Austin  
301 West 2<sup>nd</sup> Street, Ste 1120  
Austin, TX 78701

To Whom It May Concern:

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Brewster McCracken's calendars for 2003 - 2009 (hard copy and electronic) (not only on your computer but any electronic device) kept by Brewster McCracken or any of his staff.
3. All documents Brewster McCracken had describing or explaining the policy, procedure, or practice of conducting "one on one" or "two on one" meetings between or among Council members, Council member(s) & Mayor, Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings), including but not limited to any correspondence, e-mails, briefing papers, memoranda, and orientation or training materials.
4. All documents Brewster McCracken had related to meetings between or among Council members, Council member(s) & Mayor, Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings) on February 23, 24 & 25, 2009; March 2, 3, 4, 30 & 31, 2009; April 1, 20, 21 & 22, 2009; May 18, 19 & 20, 2009 and June 8, 9 & 10, 2009, including but not limited to internal agendas, notes, telephone logs or messages, e-mails, briefing papers, memoranda, or correspondence.

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Sincerely,

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David A. Escamilla

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LAW DEPARTMENT

DAVID A. ESCAMILLA  
COUNTY ATTORNEY



P.O. BOX 1748  
AUSTIN, TEXAS 78767  
(512) 854-9415

February 3, 2011

Office of City Clerk, Custodian of Records  
City of Austin  
301 West 2<sup>nd</sup> Street, Ste 1120  
Austin, TX 78701

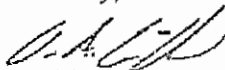
To Whom It May Concern:

Pursuant to the Public Information Act we request copies of the following information:

1. Any and all legal opinions regarding the Open Meetings Act provided to any Council person, the Mayor or the City Manager.
2. Will Wynn's calendars for 2000 - 2009 (hard copy and electronic) (not only on your computer but any electronic device) kept by Will Wynn or any of his staff.
3. All documents Will Wynn had describing or explaining the policy, procedure, or practice of conducting "one on one" or "two on one" meetings between or among Council members, Council member(s) & Mayor, Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings), including but not limited to any correspondence, e-mails, briefing papers, memoranda, and orientation or training materials.
4. All documents Will Wynn had related to meetings between or among Council members, Council member(s) & Mayor; Council member(s) & City Manager or Mayor & City Manager (aka one on one (1:1) or two on one (2:1) meetings) on February 23, 24 & 25, 2009; March 23, 24, & 25, 2009; April 20, 21 & 22, 2009; May 18, 19 & 20, 2009 and June 8, 9 & 10, 2009, including but not limited to internal agendas, notes, telephone logs or messages, e-mails, briefing papers, memoranda, or correspondence.

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Sincerely,

  
David A. Escamilla