

**From:** Harriett  
**Sent:** Monday, July 15, 2013 12:55 PM  
**To:** Gutierrez, Jawana  
**Subject:** Re: ICRC: Where do applications go?

JJ,

Thanx much for your helpful 3-option response. Could you please send it to the other Commissioners so they might ponder those options before Wednesday's meeting?

Harriett

----- Original Message -----

**From:** [Gutierrez, Jawana](#)

**To:** [Harriett](#)

**Sent:** Monday, July 15, 2013 11:14 AM

**Subject:** RE: ICRC: Where do applications go?

I have asked Trinh to lighten the watermark so that the DRAFT and APPROVED don't obscure the content of the document. She will do so starting with the next document she creates.

We have several options for receiving applications depending on which one is selected by the subcommittee will determine where the applications are mailed. I have listed a few options below.

#### Option 1

The applications can be mailed to any one Commissioner who wants to be responsible for collecting them. The Commissioner can forward them to me and I can then disseminate them the other Commissioners as needed.

#### Option 2

The applications can be mailed directly to me, and I can then disseminate them to the Commissioners.

My mailing address is:

Jawana Gutierrez

Suite 591

721 Barton Springs Road

Austin, TX 78704

#### Option 3

The applications can be managed electronically via the City's Jobsite. I can provide you or any Commissioner with the ability to access the applications on-line or I can print them out and share them with the Commissioners.

If we decide to use the on-line application tool just to gather the responses but not

You may include a link to the City's jobsite in the advertisements places in the various publications.

Here's the link to the City's Jobsite.

[www.austincityjobs.org](http://www.austincityjobs.org)

There are probably other options that I haven't thought of. It really is up to the Commission to decide which way they want to go.

Thanks,

Jawana JJ Gutierrez

Vice President of Customer Care

Austin Energy  
Office 512.322.6596  
Cell 512.431.8284

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**From:** Harriett  
**Sent:** Monday, July 15, 2013 12:50 AM  
**To:** Gutierrez, Jawana  
**Subject:** ICRC: Where do applications go?

Hi JJ,

So I may complete the Exec. Director want ad, could you provide the name, mailing address & e-mail address that applications should be sent to?

I deleted the sentence about who to call if applicants have questions. I saw your face when I asked if it should be you & realized this is too much to ask a City employee to handle. Applicants can get questions answered during the interview, if they make it that far.

Change of subject: can the woman recording minutes of our meetings use a lighter "screen" in the words DRAFT and APPROVED? Looks like about an 80% screened printing now & if it were reduced to 25% or 30%, minutes would be much easier to read.

Thanks much! I'll send you Tuesday what I dearly hope will be the *final* draft of that want ad.  
Harriett Harrow