

**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 we are not required to hire the applicant as a City employee.

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,