

Date: 8/5/13

To: Austin Independent Citizens Redistricting Commission

From: Peck Young AGR

Re: Expediting Hiring of Executive Director

We would submit two points for your consideration. These may need Commissioner Johnson's attention, or the entire ICRC, to be sure there is no unnecessary delay after Aug. 10th in getting your Executive Director in place.

These points are:

- The ICRC needs to direct City Finance and/or Legal to prepare any legal documents, including contracts that might be required. You need to have these ready for the individual to sign promptly. Delay of these documents should not delay the Executive Director from starting to work, but the sooner this is done the better.
- All pertinent City Staff, with the Budget Office and HR, need to be sure that they are prepared with all necessary documents (including a Chapter 252 Certificate of Exemption Form, if required) so that the process of handling all City paperwork can go smoothly for the person you choose.

These documents should be ready for the Executive Director you choose to sign on the 12th.