

E-3/1 LATE BACKUP

From: Bryan Mayo gmail
To: [Ramirez, Elaine](#)
Cc: [REDACTED]
Subject: Re: REMINDER: Mon. Nov 9, 2020 BOA mtg. Speaker Registration Deadline
Date: Thursday, November 05, 2020 8:48:30 AM
Importance: High

*** External Email - Exercise Caution ***

Elaine,

On call for work. Please push us to the next meeting in Jan, it looks like we will not have all of the additional information ready for you. Sincere thanks.

On Nov 4, 2020, at 2:05 PM, Ramirez, Elaine <Elaine.Ramirez@austintexas.gov> wrote:

Good afternoon Applicants on the Mon. Nov. 9th, 2020 BOA mtg. Agenda,

If you are receiving this e-mail it is because I still have not received the information requested below from you. **I need this information from you today before 3p.m., if I do not receive it Staff will have to Postpone your case until the Jan. BOA mtg.** I will need the information below for all speakers wanting to register. I will need the Primary Speaker listed as such and additional speakers listed to include who they are.

<image001.png>

The deadline to submit the Speaker List / Registration (person who will be presenting case, if addtl. person(s) signed up please keep in mind they may or may not be called on) is **Wednesday, November 4, before 3p.m.** Please provide the information requested...see below

The deadline for Opposition and Support letters is **Mon. November 9 before 9:00a.m.**

<image001.png>

Please read this entire e-mail

E-3/2 LATE BACKUP

<image004.png>

Speakers: If you will be speaking/giving presentation or be on the list for the Board to possibly call on you for questions I will need the following information:

No late Speakers will be accepted after 3p.m. on Wed. Nov. 4.

1. Name of speaker to give presentation on BOA Case, are you the applicant, Homeowner, Land Surveyor, Architect, etc.
2. Address of BOA Case
3. Case #
4. A good phone number, if you have a landline this will be the best phone number to provide? It has to be the phone number that the Speaker will be calling from on Monday, November 9, 2020 to speak at the meeting (**it cannot be a different number, your call will not be accepted**). Once you send me the number it cannot be changed, it is sent to City Clerk's office to accept the calls
5. E-mail Address, it will need to be an e-mail address that the Speaker will be able to easily access his/her e-mails?

Please note: Any late support that will be accepted after this deadline date of October 23rd, 2020 will **only** be for Opposition and Support letters for this case. Support and Opposition Letters can be received up to Monday, November 9th **before 9a.m.**, in order for the Board to have access to them during the meeting.

Also per our IT Dept. please know that using a headset with a microphone will give you the best meeting experience. If meeting participants are calling (using a phone) in to the meeting, and using video from an iPad or computer, they will need to mute the microphone on the other device, and mute the audio from the other device. They are either calling in for audio, or they are using their PC or iPad for audio...they cannot use both, it causes major issues with audio feedback.

Respectfully,

Elaine Ramirez

Planner Senior / Board of Adjustment Liaison

City of Austin Development Services Department

6310 Wilhelmina Delco Dr, Austin, Texas 78752

Office: 512-974-2202

<image005.png>

PER CITY ORDINANCE: All individuals scheduling or accepting a meeting invitation with a City Official are requested to provide responses to the questions at the following link: [DSD Visitor Log](#).

Please note that all information provided is subject to public disclosure via DSD's open data portal. For more information please visit: [City of Austin Ordinance 2016-0922-005](#) | [City Clerk's website](#) | [City Clerk's FAQ's](#)

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E-3/3 LATE BACKUP

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