



**Applicant Review Panel Meeting
Monday, March 11, 2013
DRAFT**

The Applicant Review Panel convened in a regularly called meeting on Monday, March 11, 2013 2012, at 6:02 p.m. at Town Lake Center, Assembly Room (1st Floor), 721 Barton Springs Road, Austin, Texas 78701

COMMITTEE MEMBERS IN ATTENDANCE:

Michelle DeFrance
Caroline Limaye
Martha Parker

Meeting was called to order at 6:02 pm by Jawana JJ Gutierrez, ARP staff liaison.

1. CITIZEN COMMUNICATION: Fred Lewis, Steve Bickerstaff, Linda Curtis, Debbie Russell

2. NEW BUSINESS

The ARP may discuss and take action on the following agenda items:

- A. Introductions of ARP members and staff
- B. Option to elect a Chair and Vice Chair – **The panel decided not to elect a Chair or Vice Chair. Future meetings will be lead by JJ Gutierrez, staff liaison.**
- C. Discuss the ARP's mission and purpose: *Sabine Romero, City Law Department*
- D. Discuss ARP legal considerations
 - i. Voting Rights Act: *Syd Falk, Bickerstaff Heath Delgado Acosta LLP*
 - ii. Texas Open Meetings Act, Public Information Act, and City Charter No-Contact Period: *Sabine Romero, City Law Department*
 - iii. Records Management: *Jannette Goodall, City Clerk*
- E. Discuss approach to assessing applications, application merits, and work plan – **Jason Hadavi from the Office of the City Auditor described the process performed by City Auditor's Office to determine if applications meet the basic requirements. Jason also displayed a map depicting the location of residence for each applicant. Jason agreed to provide a final list of applicants by Thursday, March 14th 2013. Citizen speakers suggested that the Panel members use a process similar to the process used in California for assessing applications. Panel Members agreed to review the California process. Citizen speaker, Steve Bickerstaff advised the Panel**

to categorize the applications by precinct. The Applicant Review Panel requested from staff a spreadsheet and/or map that contained the applications delineated by precinct. Panel members agreed to develop the initial criteria that each would use to assess the applications. These criteria will be submitted to Mrs. Gutierrez as backup for the next meeting.

- F. Housekeeping matters, including resources on the City of Austin website, ARP member contact information, staff support, and scheduling future meetings – Panel members set dates for the next two meetings, March 15th and March 22nd.**

Staff Liaison Gutierrez adjourned the meeting at 7:23 pm without objection.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 4 days before the meeting date. Please call Jawana Gutierrez at 512-322-6596 for additional information. TTY users route through Relay Texas at 711. Questions regarding the Applicant Review Panel may be directed to Jawana Gutierrez at 512-322-6596.