



**Applicant Review Panel Meeting Minutes  
Friday, March 22, 2013**

The Applicant Review Panel convened in a regularly called meeting on Friday, March 22, 2013 6:00 p.m. at City Hall's Board and Commissioner's Room #1101, 301 W 2<sup>nd</sup> St, Austin, TX 78701

**Meeting was called to order at 6:12 pm by Jawana JJ Gutierrez, ARP staff liaison.**

**COMMITTEE MEMBERS IN ATTENDANCE:**

Michelle DeFrance  
Carol Feller  
Caroline Limaye

- 1. CITIZEN COMMUNICATION: Lorraine Atherton, Mario Cantu, Linda Curtis, Edwin English, Steve Bickerstaff**
- 2. APPROVAL OF MINUTES: The minutes from the regular ARP meetings on March 11, March 15, 2013 were approved on member Limaye's motion, member DeFrance second on a vote of 2-0 (member Feller abstaining because she had not been officially appointed at the time of the meetings.)**
- 3. NEW BUSINESS:**

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

- A. Discuss approach to assessing applications, application merits, and work plan  
**The Panel agreed to review applicants from precinct 2-3 using the same scoring system used for Precinct 1. Panel member Carol Feller stated she will begin scoring on this next test run, rather than go back to work on precinct 1; the panel agreed. The panel members agreed to rank the application on just the final score and will provide their results to liaison Gutierrez prior to the next scheduled meeting.**
- B. Define work plan  
**The tentative work plan was approved on member DeFrance's motion, member Limaye's second on a vote of 3-0. The tentative schedule and proposed work plan is subject to change if the panel members deems it necessary. Liaison Gutierrez suggested that she could add information on the gender and minority status of the applications raked. Also, the panel agreed to disclose any person the member may know outside of the application process. The motion to accept citizen information (if signed with an email address and additional contact information) was approved on**

**member Limaye's motion, member Feller second on a vote of 3-0. Liaison Gutierrez said she will work with other City staff to propose a process to collect citizen comments. The panel may consider the process at the next meeting.**

**C. Set ARP Future meeting dates**

**As agreed by the panel members, the next ARP meeting will be held on Friday, April 5<sup>th</sup>, 2013 at 6:00 PM. The meeting will be at City Hall's Board and Commissioner's Room #1101, 301 W 2nd St, Austin, TX 78701. The panel has agreed to meet every other Friday for now, but also has agreed to make any adjustments needed for scheduling changes.**

**4. FUTURE AGENDA ITEMS:**

Request future agenda items, information, and reports

**Panel members agreed to send their individual total scores for the applications from Precinct 2 and Precinct 3 to Liaison Gutierrez for analysis to be presented at the next meeting. Member Feller requested an analysis of Austin's population by zip code.**

Staff Liaison Gutierrez adjourned the meeting at 7:07 pm without objection.