



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

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 2nd 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: Minutes for March 11th 2013, and March 15th 2013 have been approved by the panel members**
- 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 for an additional test run of the scoring system. 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. Panel also 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
Panel has tentatively agreed to the proposed work and schedule. The tentative schedule and proposed work plan is subject to change if the panel members deems it necessary.
- C. Set ARP Future meeting dates
As agreed by the panel members, the next ARP meeting will be held on Friday, April 5th, 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 would like to have the citizens' input on the process but did not decide upon a process. Liaison Gutierrez will conduct research to gather best practices for collecting citizens' comments and will present the findings at the next meeting. As suggested and agreed by the panel members, staff liaison Gutierrez will provide to the panel members a breakdown of the population by zip code, and then a breakdown of the population by precinct.

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