

SEATTLE REDISTRICTING COMMISSION

MINUTES

Tuesday, November 2nd, 2021

11:45 AM – 1:15 PM

Zoom Meeting

Approved on November 9th, 2021

Commissioners Present: Eliseo EJ Juárez, Former Mayor Greg Nickels, Neelima Shah, Rory O’Sullivan, Patience Malaba

Commissioners Absent: N/A

Commission Staff: Elsa Batres-Boni: Department of Neighborhoods, Logan Drummond: Department of Neighborhoods

Guests: Ariel Schneier: City Attorney’s Office, Gary Smith: City Attorney’s Office, Jennifer Pettyjohn: OPCD, Jenn Brandon: Department of Neighborhoods

(Transcriber’s Note: Seattle Redistricting Commission meeting minutes are not an exact transcript and represent key points and the basis of discussion. The recording of the meeting is available upon request.)

Meeting Minutes:

I. Call to Order

- This Seattle Redistricting Commission meeting was held virtually through Zoom. This meeting was open to the public and was advertised through appropriate channels. The meeting was called to order at 11:50am once the Redistricting Commissioners were all present.

II. Welcome & Housekeeping

- Land Acknowledgment – Acknowledged that we are on indigenous land
- Reading of the agenda, welcome

III. Agenda Review

- No changes or concerns were raised or proposed about the agenda for this meeting. Agenda was approved by the Seattle Redistricting Commission.

IV. Public Comment

- No one from community was present for public comment or registered via our website beforehand, so we are moving on to the next part of the meeting.
- Staff Explained and made note on how there will be always a time for public comment during commission meetings

V. Decision-Making Points:

- **Meeting minutes approval**

- First three meeting minutes for meeting 10.13.21, meeting 10.19.21, and meeting 10.21.21 were motioned for approval by the Seattle Redistricting Commission chair and was passed with four voting yes and one commissioner abstaining from the vote.
- Meeting minutes for 10.27.21 and 11.02.21 meetings will be approved at the next meeting.
- **Districing RFP and review timeline**
 - Jenn Brandon from the Department of Neighborhoods gave an overview of the Request for Proposals for the hiring of the District Master.
 - The RFP will be posted on November 3rd, then from November 3-8 applicants can email city staff with any questions regarding the RFP or Districing Master role.
 - The deadline to apply is November 17th at 5pm.
 - City staff will organize proposals and send those out to Redistricting Commissioners on November 18th to review them, then on November 29th the Redistricting Commission will submit their score sheets on the proposals.
 - On November 30th, the Seattle Redistricting Commission will make their choices for the finalists that they will seek to interview.
 - The finalist will be selected by December 7th, and the final contract deadline date will be on December 21st.
 - The RFP will be posted on the City of Seattle Consultant connection and the Daily Journal of Commerce.
 - The first draft of the new District plan is due by March 15th, 2022
 - Staff noted that it is important for the online deliverable to either reside on a separate web page, or that the District Master is familiar with or able to adapt to the online systems that the City of Seattle uses for its webpages, and will have to undergo an online security review before posting
 - Timeline was approved by the Seattle Redistricting Commission, with the amendment that the first draft plans will be due six weeks following the signing of the District Master contract
 - Scope of Work and deliverables were approved by the Seattle Redistricting Commission, with the knowledge that City staff will be providing a majority of the support for outreach and engagement
 - Qualifications were approved by the Seattle Redistricting Commission
 - Budget was approved by the Seattle Redistricting Commission, with the caveat that if there aren't enough qualified applicants, we may revisit raising the budget for the District Master
 - Proposal content requirements were approved by the Seattle Redistricting
 - Motion for adoption of the RFP to be adopted by the Commissioner Chair, seconded and passed by the Seattle Redistricting Commission with the understanding that City staff will be posting the RFP for advertisement following this meeting.
- **Bylaws**
 - The Seattle Redistricting Commission will review and vote on adopting these bylaws at the November 9, 2021, meeting.

- Staff suggested to Commissioners to review the handbook on page 22 for outreach and a comprehensive budget for outreach for Commissioners to review ahead of next week's meeting.
- **Meetings Discussion**
 - A proposal to keep the meeting times from 11:45am-1:15pm on Tuesdays for the next four meetings was passed by the Seattle Redistricting Commissioners.
 - The Seattle Redistricting Commissioners motioned and passed changing meeting times to 12:00pm-1:30pm on Tuesdays starting on the December 7th, 2021, meeting.

VI. Adjourn

- The next Seattle Redistricting Commission meeting will be on Tuesday November 9th, from 11:45am-1:15pm.
 - Agenda for this meeting will be sent out by the end of this week, or early on Monday, November 8th at the latest to all Redistricting Commissioners.
- Redistricting Commissioners - Send any comments or recommended changes for minutes before the next meeting
- Commission Staff will update the RFP timeline to reflect the new timeline
- Commission staff will follow up on scoring matrix and weighting scores based on feedback from today's meeting
- Commission staff will send out calendar invites for upcoming meetings
- Questions and comments, please send them to Elsa.Batres-Boni@seattle.gov