

SEATTLE REDISTRICTING COMMISSION

MINUTES

Tuesday, November 16th, 2021

11:45 AM – 1:15 PM

Zoom Meeting

Approved on November 30th 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, Diana Canzoneri: OPCD, Jennifer Pettyjohn: OPCD, Jenn Brandon: Department of Neighborhoods, Harvey Arnone: City of Seattle IT – GIS Manager

(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

- Reading of the agenda, welcome

III. Agenda Review

- One change to the agenda was requested, to go over the Commissioner Agreements decision point at the 11.30.21 meeting. There were no further questions or concerns from the Commissioners and the agenda was then motioned for approval by Commissioner Nickels and seconded by Commissioner Shah. The agenda was then unanimously passed by the Commission with five yes votes.

IV. Public Comment

- No one from the public was present for public comment or registered via our website beforehand.
- Staff Explained and made note on how there will be always a time for public comment during commission meetings.

V. Redistricting Data Presentation

- Diana Canzoneri Seattle Demographer and Jennifer Pettyjohn Senior GIS Analyst from the Office of Planning and Community Development gave a presentation to give Redistricting Commissioners an overview of the results of the 2020 Census, other data sources and the Redistricting Data.
- [Link to Diana Canzoneri's City of Seattle OPCD 2020 Census Data presentation](#)
- [Link to I Love Census Data Series page](#) mentioned as a reference for a Redistricting 101 and first look at 2020 Census Results sessions
- [Link to Seattle City Council District 2020 Redistricting Population Data Dashboard shared by Jennifer Pettyjohn](#)
- [Link to Seattle City Council District 2020 Redistricting Population Data PDF](#)
- Harvey Arnone Senior GIS Manager from Seattle IT gave the Commissioners an overview of the types of software that the District Master and Redistricting Commission might use for the Redistricting Mapping processes, such as ESRI as a mapping collaboration tool.
 - A Districting mapping tool is a spatial analysis exercise, which may come up with a number of different scenarios/models for the new districts, each based on slightly criteria identified by the commission or the district master.
 - The spatial analysis performed to come up with these scenarios will be dependent on the data Diana and Jennifer spoke of.
 - The analysis is conducted using GIS software tools. At the City we use Esri software, but the District Master may choose a different set of tools. If Esri software is used, we at the City of Seattle can provide some support around using that platform. If Esri software is not selected, there are other software tools out there from other smaller vendors and independent developer, probably even some open-source tools. Since we have no experience with those software tools, it would limit the support that we can provide.

VI. Decision-Making Points:

- **Commissioners Agreements**
 - The Seattle Redistricting Commission voted to move this item to the 11.30.21 Redistricting Commission meeting.
 - This document, to be reviewed at the 11.30.21 meeting, will go over agreements to duties by the Redistricting Commissioners such as adhering to the bylaws, the general timeline, as well as what the stipend will be as mandated by the City Charter.
- **District Master Scoring Sheets**
 - DON Staff presented updated scoring sheets that factored in comments and suggestions from the Seattle Redistricting Commissioners at the 11.09.21 meeting. Columns were added for binary, technical questions that the Commission asked for City Staff feedback and notes on. The updated scoring sheet also has the evaluation criteria expanded as comments for future reference during the scoring of District Master candidates.
 - The Seattle Redistricting Commission decided to informally adopt and reference this scoring sheet as a tool, and no vote was motioned for the scoring sheet's official adoption.
- **Interview Dates for District Master**

- o Commission Staff announced that as of this meeting, we currently have no applicants for the District Master role. The Redistricting Commission discussed different dates and decided on holding the interviews at one meeting on 12.07.21 from 11:30am-1:30pm for up to three top candidates.
- o Commission Staff did note that we have received some questions from a couple of potential candidates, and that we are posting the answers to said questions on the Redistricting Website's District Master RFP page at <http://www.seattle.gov/redistricting/how-to-participate/district-master-request-for-proposals>
- **Next meetings**
 - o Will be on 11.30.21 from 11:45am – 1:15pm
 - Will go over Commissioner Agreements, approve Redistricting Commissioner bylaws, approval of 11.09.21 Meeting Minutes after edits and approval of 11.16.21 Meeting Minutes.
 - o The next meeting after 11.30.21 will be on 12.07.21 from 11:30am-1:30pm
 - o Future meeting dates will be discussed and approved at the next meetings: The Redistricting Commission agreed upon meeting from 12pm – 1:30pm starting on December 14th at the 11.02.21 Redistricting Commission meeting.
- **Timeline and District Master Applicant Discussion**
 - o District Master application period will close by the end of the day on November 17th at 5pm, staff will then score candidates and send the scores by the end of the day on November 18th to Commissioners to score and submit to City Staff by November 29th
 - o Commission Staff let the Commissioners know that if we don't get any applicants for the District Master RFP, they have the option of doing a non-competitive process for selection. Which would involve a direct selection on a roster of known consultants for folks who meets the minimum requirements for the District Master role. A competitive process is the City's preference, but if needed we can bypass this process and do a direct selection process.
 - o City of Seattle City Attorney's office Ariel Schneier will get back to Redistricting Commissioners on what to do if they are unable to select a District Master by the 2-month deadline from Commissioner Malaba's appointment of December 21st 2021.
 - City of Seattle City Attorney's office Ariel Schneier recommended the commission to aim to stay in compliance with the City Charter deadline of December 21, 2021.
 - A question was raised by Commission Chair O'Sullivan on whether or not the Redistricting Commission must choose a District Master by the December 21st deadline, or if they need to be under contract by the December 21st deadline. City of Seattle Attorney's office Ariel Schneier will get back to the Commission on this question.
- **Approve minutes**
 - o Meeting minutes for the 11.09.21 meeting will have staff make suggested corrections and meeting minutes for the 11.09.21 and 11.16.21 meetings will both be up for approval at the 11.30.21 meeting by the Seattle Redistricting Commission.

VII. Adjourn

- The Seattle Redistricting Chair O’Sullivan asked if there was a motion to adjourn the meeting. Commissioner Juarez motioned for adjournment, and Commission chair O’Sullivan seconded. The motion for adjournment was approved unanimously by the Redistricting Commissioners.
- The next Seattle Redistricting Commission meeting will be on Tuesday November 30th, from 11:45am-1:15pm.
 - o Agenda for this meeting will be sent out by the end of this week
- Redistricting Commissioners - Send any comments or recommended changes for minutes before the next meeting
- Commission staff will send out calendar invites for upcoming meetings
- Questions and comments, please send them to Elsa.Batres-Boni@seattle.gov