CITY OF PASADENA
REDISTRICTING TASK FORCE
MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
COUNCIL CHAMBERS – ROOM S249
AUGUST 31, 2011
SPECIAL MEETING

OPENING

The Chair called the special meeting of the Redistricting Task Force to order at 6:31 p.m.

ROLL CALL:

William A. Crowfoot, Chair
Richard A. McDonald, Vice Chair
R. Michael Alvarez
Alan Caldwell
Wendelin Donahue
Alex Guerrero
James Marlatt
Mary Machado Schammel (Absent)
Elizabeth S. Trussell

Staff:

Theresa Fuentes, Assistant City Attorney
Mark Jomsky, City Clerk
Latasha McLemore, Recording Secretary

INTRODUCTIONS

The Task Force members and City staff introduced themselves and spoke briefly on their personal and professional backgrounds, including information on the Council district each was representing.

NEW BUSINESS

BROWN ACT REVIEW CONDUCTED BY CITY ATTORNEY'S OFFICE

Assistant City Attorney Theresa Fuentes conducted a PowerPoint presentation on the Ralph M. Brown Act, reviewed materials pertaining to open meeting requirements distributed as part of the agenda packet, and responded to questions.

Following discussion, on order of the Chair and by consensus of the Task Force, the materials were received and filed.

REVIEW OF TASK FORCE ACTION PLAN AND TIMETABLE

The City Clerk reviewed the proposed Redistricting Schedule and Timeline, and responded to questions.

It was noted by the Chair that the City Council is scheduled to consider the Task Force's recommendation for approving a contract for a Redistricting Consultant at the September 12, 2011 Council meeting. It was also noted by the City Clerk that the L.A. County Registrar-Recorder had granted an extension to June 2012 for the City to submit its new

district boundaries.

The Chair encouraged Task Force members to be aware of potential changes to future meeting locations, and requested that staff provide advance notification to Task Force members of televised meetings.

On order of the Chair and by consensus of the Task Force, the materials were received and filed.

PRESENTATIONS, REVIEW, AND EVALUATION OF REDISTRICTING CONSULTANT CADIDATE PROPOSALS

The City Clerk presented information on the Request for Proposal (RFP) process. He reported that five proposals were received by the August 16, 2011 deadline in response to the RFP circulated by the City:

- National Demographics Corporation
- Q^2 Data & Research, LLC
- Golden State Consultants & Associates
- ARCBridge Consulting and Training
- Redistricting Partners

He further stated that based on initial evaluations of the proposals and the recommendations of a subcommittee comprised of City staff, the Chair, and Vice Chair, the top three candidates (National Demographics Corporation, Q^2 Data & Research, LLC, and Golden State Consultants & Associates) were invited to interview with the entire Task Force.

Following discussion, the Redistricting Task Force conducted interviews of the top three candidates to serve as the Redistricting Consultant to the Task Force, as follows and in order of appearance:

- National Demographics Corporation
- Q^2 Data & Research, LLC
- Golden State Consultants & Associates

Following discussion and deliberation by the Task Force, it was moved by Member Trussell, seconded by Member Guerrero, to recommend that the City Council approve a contract with National Demographics Corporation to serve as the Redistricting Consultant to the Task Force. (Motion unanimously carried) (Absent: Member Schammel)

SETTING TIME AND MEETING LOCATION FOR REGULAR MEETINGS

Following discussion, it was moved by Vice Chair McDonald, seconded by Member Marlatt, to set the regular meeting dates as the first and third Wednesday of each month at 6:30 p.m., in the City Hall Council Chamber, Room S249, with the first regular meeting scheduled for

September 21, 2011. (Motion unanimously carried) (Absent: Member Schammel)

ADJOURNMENT

On the order of the Chair, the special meeting of the Redistricting Task Force was adjourned at 9:09 p.m.

William Crowfoot, Chair
Redistricting Task Force

ATTEST:

Mark Jomsky
City Clerk