

ATTACHMENT K

REDISTRICTING TASK FORCE MEETING MINUTES

**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
- Q² 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, Q² 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
- Q² 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)

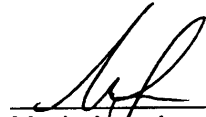
ADJOURNMENT

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

**CITY OF PASADENA
REDISTRICTING TASK FORCE
MINUTES
PASADENA CITY HALL
100 NORTH GARFIELD AVENUE
COUNCIL CHAMBER – ROOM S249
SEPTEMBER 21, 2011
REGULAR MEETING**

OPENING The Chair called the meeting of the Redistricting Task Force to order at 6:32 p.m.

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

Staff: Theresa Fuentes, Assistant City Attorney
Mark Jomsky, City Clerk
Alba Iraheta, Recording Secretary
David Ely, Redistricting Consultant
Douglas Johnson, Redistricting Consultant
Joana Amador, Outreach Consultant

PUBLIC COMMENT No one appeared for public comments.

**APPROVAL OF MINUTES
AUGUST 31, 2011** It was moved by Vice Chair McDonald, seconded by Member Trussell, to approve the August 31, 2011 minutes as submitted. (Motion unanimously carried) (Absent: Member Marlatt)

PRESENTATION OF REDISTRICTING PROCESS AND CONCEPTS

Douglas Johnson of National Demographics Corporation conducted a Powerpoint presentation providing information on the redistricting process and concepts, and responded to questions. The Task Force was informed of a new online software and redistricting tool that will be available from the Redistricting Task Force website.

The City Clerk offered to email a copy of the Powerpoint presentation to the Task Force and schedule individual one-on-one meetings with the Consultant.

The Assistant City Attorney confirmed there is no violation in the Brown Act by conducting these sessions.

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

DISCUSSION AND APPROVAL OF REDISTRICTING CONSULTANT'S DRAFT WORK PLAN

Douglas Johnson reviewed the proposed Redistricting Consultant's draft work plan, and responded to questions.

The City Clerk provided information regarding the proposed format of having Task Force meetings in every Council District as a way to encourage public participation in the redistricting process.

The Chair asked staff to ensure that Councilmembers are invited to Redistricting Task force meetings when the meeting occurs in his/her district.

On order of the Chair and by consensus of the Task Force, the Draft Work Plan was approved.

REVIEW AND APPROVAL OF PROPOSED PUBLIC OUTREACH PLAN

Joana Amador, Diverse Strategies for Organization, Inc., and the City Clerk presented the highlights and reviewed the proposed public outreach plan, and responded to questions.

The Chair and Member Trussell suggested that Councilmembers inform their constituents of the Task Force meetings at their District meetings, with the City Clerk to make an announcement at Council meetings. The Chair directed Joana Amador to contact Councilmembers' field representatives and provide information regarding the redistricting process and meeting locations.

Following discussion, Member Alvarez expressed his concerns on the use of Social Media. The City Attorney noted that Facebook might be considered a good communication and outreach tool but cannot be made part of the administrative record.

The Chair suggested that the Outreach Consultant meet with City Attorney and City Clerk to discuss the legal and political issues regarding the use of social media as an outreach tool for the redistricting process and return with a recommendation for the Task Force. The Chair asked the City Clerk to update the Task Force on outreach that is conducted at any community meetings.

On order of the Chair and by consensus of the Task Force, the proposed public outreach plan was approved subject to further review of the social media components.

WORK TO BE ACCOMPLISHED BEFORE THE NEXT MEETING/AGENDA ITEMS FOR NEXT MEETING

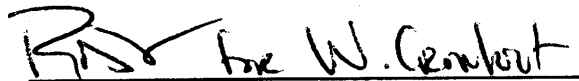
- Conduct individual one-on-one meetings with the Consultant, preferably before the October 5th meeting
- Report on social media
- Provide update report on outreach
- City Clerk to provide list of dates, times, and locations of community meetings, as they become available
- Consultant, and/or staff, to contact field representatives

COMMENTS FROM TASK FORCE MEMBERS

There were no comments from Task Force members.


ADJOURNMENT

On order of the Chair, the regular meeting of the Redistricting Task Force adjourned at 8:21 p.m.



William Crowfoot, Chair
Redistricting Task Force

ATTEST:



Mark Jomsky
City Clerk

DEMONSTRATION OF ONLINE REDISTRICTING TOOL

Mr. Johnson provided a demonstration and overview of the online redistricting software, and responded to questions.

Following discussion, the public was encouraged to make use of this redistricting tool and submit individual plans/maps, which will be distributed to the Task Force, included in the record, and potentially be considered as the process moves forward.

On order of the Chair, and by consensus of the Task Force, the information was received and filed.

UPDATE ON THE PUBLIC OUTREACH PLAN

The City Clerk provided information on the finalized schedule of the upcoming public forums and regular/special meetings of the Task Force, with a key component of the schedule being that one meeting will occur in each Council District. A flyer listing the upcoming by-district meeting schedule will be distributed as part of the outreach effort throughout the community.

Victor Grego, consultant, conducted the PowerPoint presentation on a proposal to use social media, such as Facebook, as an outreach tool, and responded to questions.

Member Trussell requested clarification on the process to determine whether certain comments made on Facebook might, or might not, be made part of the official record.

Theresa Fuentes, Assistant City Attorney, noted that Facebook is a good communication tool but comments made on Facebook would not necessarily be made part of the official record unless the individual who posted the comment also submitted it on the City webpage. She noted that this could be accomplished by including a link on the Facebook page directing individuals back to the City webpage to submit official comments.

Following discussion, the Chair suggested that the outreach consultant and Member Alvarez meet and discuss how to handle the off-the-point comments posted on Facebook and how to redirect posted comments to the City webpage for inclusion in the record.

On order of the Chair, and by consensus of the Task Force, the discussion on Facebook was tabled, to be brought back following further investigation.

COMMENTS FROM TASK FORCE MEMBERS

Chair Crowfoot informed the Task Force that he will not be attending the

Redistricting Task Force meeting on October 19, 2011 and that Vice Chair McDonald will be acting as Chair.

The City Clerk noted that the October 19, 2011 Redistricting Task Force meeting will be a special meeting and will commence at 7:00 p.m.

ADJOURNMENT

On order of the Chair, the regular meeting of the Redistricting Task Force adjourned at 8:51 p.m.



William Crowfoot, Chair
Redistricting Task Force

ATTEST:



Mark Jomsky
City Clerk

**CITY OF PASADENA
REDISTRICTING TASK FORCE
MINUTES
JOHN MUIR HIGH SCHOOL
1905 LINCOLN AVENUE, PASADENA, CA
STUDENT COMMONS
OCTOBER 19, 2011
SPECIAL MEETING**

- OPENING** Member Guerrero, acting as Chair, called the meeting of the Redistricting Task Force to order at 7:01 p.m.
- ROLL CALL:** William A. Crowfoot, Chair (Absent)
Richard A. McDonald, Vice Chair (7:43 p.m.)
R. Michael Alvarez
Alan Caldwell
Wendelin Donahue
Alex Guerrero
James Marlatt
Mary Machado Schammel
Elizabeth S. Trussell
- Staff: Theresa Fuentes, Assistant City Attorney
Mark Jomsky, City Clerk
Sandra Robles, Recording Secretary
- INTRODUCTION** Councilmember Robinson thanked the Task Force members for their participation in the redistricting process and encouraged residents and the community to attend and participate in the redistricting process, which values public input.
- APPROVAL OF MINUTES** It was moved by Member Trussell, seconded by Member Caldwell, to approve the minutes of September 21, 2011, as submitted. (Motion unanimously carried) (Absent Chair and Vice Chair)
- NEW BUSINESS** **PRESENTATION AND REVIEW OF ILLUSTRATIVE MAPS AND CONCEPTUAL PLANS PREPARED BY REDISTRICTING CONSULTANT**
- Douglas Johnson, Sara Larson, and David Ely, Redistricting Consultants, provided a PowerPoint presentation of the illustrative maps providing conceptual approaches to redistricting, including information on deviations, and responded to questions.
- Member Alvarez requested that the City Clerk provide to the Task Force upcoming City Council election information, detailing the year for each Council District election.

The Task Force members requested the following from the consultants:

- Proposed maps should clearly highlight any amendments or changes in order to visibly view modifications
- Streets names should be smaller in size so that details might be more easily viewable
- Stand-alone maps should be created to clearly identify communities of interest, such as neighborhood associations

The following individuals provided comments, stated concerns, and/or provided input to the Task Force on the redistricting process:

Michelle White, Pasadena Resident
Mr. Boualen, Pasadena Resident
James Smith, Pasadena Resident
Rita Moreno, Pasadena Resident
Phillp Koebel, Pasadena Resident
Roberta Martinez, Pasadena Resident

The Vice Chair encouraged the public to access the City's website to view further detailed information on the redistricting guidelines and/or to provide a suggested redistricting map. In addition, the Vice Chair requested that the 1980 redistricting maps be posted on the City's redistricting website for historical and perspective purposes.

Following discussion, on the order of the Vice Chair, and by consensus of the Task Force, the information was received and filed.

OLD BUSINESS

DISCUSSION AND DECISION REGARDING THE USE OF FACEBOOK AS AN OUTREACH TOOL

Member Alvarez provided an oral update regarding the use of Facebook as an outreach tool, and upon his research has determined, due to the absence of a City policy on social media, he recommends that a Facebook page not be used.

Following a brief discussion, it was moved by Member Alvarez, seconded by Member Trussell, to not use Facebook as an outreach tool. (Motion unanimously carried) (Absent Chair Crowfoot)

NEW BUSINESS (CONTINUED)

PUBLIC COMMENT ON THE REDISTRICTING PROCESS

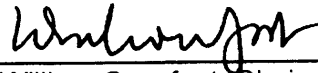
Michelle White, Pasadena Resident, commented on the Handicap accessibility, the viewing set up at the meeting, and the need for the distribution of materials.

The City Clerk noted that an accessible ramp was located immediately adjacent to the stairs, that future meetings would also be handicap accessible, and that additional copies of Task Force materials would be available for public use.

The City Clerk announced that the next Redistricting Task Force meeting is scheduled for November 2, 2011, 6:30 p.m., at Marshall High School.

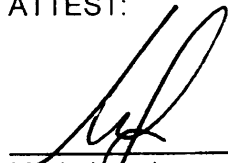
ADJOURNMENT:

On the order of the Vice Chair, the special meeting of the Redistricting Task Force was adjourned at 8:30p.m.



William Crowfoot, Chair
Redistricting Task Force

ATTEST:



Mark Jonsky
City Clerk

**CITY OF PASADENA
REDISTRICTING TASK FORCE
MINUTES
JOHN MARSHALL FUNDAMENTAL HIGH SCHOOL
990 NORTH ALLEN AVENUE, PASADENA, CA
NOVEMBER 2, 2011
SPECIAL MEETING**

OPENING The Chair called the special meeting of the Redistricting Task Force to order at 6:32 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
Elizabeth S. Trussell

Staff: Theresa Fuentes, Assistant City Attorney
Silvia Flores, Senior Assistant City Clerk
Latasha McLemore, Recording Secretary
Douglas Johnson, Consultant
David Ely, Consultant

INTRODUCTIONS Vice Mayor McAustin provided welcoming remarks and thanked the Redistricting Task Force members and all in attendance for their support of the redistricting process. She also reminded District 2 residents of the opportunity to participate in the Rose Bowl Parade and Rose Bowl Game ticket lottery this year, and mentioned that notifications will be sent out in the near future.

APPROVAL OF MINUTES It was moved by Member Marlatt, seconded by Member Donahue, to approve the minutes of October 5 and October 19, 2011, as submitted. (Motion unanimously carried) (Absent: None)

NEW BUSINESS PRESENTATION OF CONCEPTUAL PLANS PREPARED BY REDISTRICTING CONSULTANT

Douglas Johnson, Redistricting Consultant, conducted a PowerPoint presentation of eleven conceptual plans, including three new plans that implements the request of the Task Force to have plans where all Council districts touch Colorado Boulevard, provided a detailed overview of each plan, and responded to questions.

The following individuals provided input, comments, and/or expressed concerns in regards to the Redistricting process:

Khatchik "Chris" Chahinian, Pasadena Resident
Felicia Williams, Pasadena Resident

Augustin M. Zuniga, Pasadena Resident
Michelle White, Pasadena Resident

Following discussion, Chair Crowfoot, Vice Chair McDonald, and Member Caldwell expressed concerns regarding the draft maps that isolate districts, particularly above Colorado Boulevard and north of the 210 freeway.

Various Task Force members expressed support for having all City Council districts touch or encompass Colorado Boulevard.

Member Alvarez stated his support for having additional data such as business district boundaries and other economic data that might help in determining which districts currently encompass key business areas of the City, particularly off Colorado Boulevard. He added that information on the demographic make-up, income, education, and age distributions in each district would also be useful in selecting draft maps.

Following discussion, it was moved by Vice Chair McDonald, seconded by Member Alvarez, that the Task Force adopt a guiding principle that all City Council districts touch or encompass Colorado Boulevard. (Motion unanimously carried) (Absent: None)

It was moved by Vice Chair McDonald, seconded by Member Alvarez, that additional maps be prepared by the consultants, which would include all of the ethnic and racial demographic data including Armenian statistics, economic data, school district information, enterprise zones, and voting age. (Motion unanimously carried) (Absent: None)

Following additional discussion, it was agreed that the consultant's sample maps F and K would generate sufficient public interest and input in moving forward with the redistricting process.

It was moved by Vice Chair McDonald, seconded by Member Trussell, to include the consultant's sample maps F and K for the public forums. The Task Force directed the consultant to rename maps F and K as Sample Maps 1 & 2. (Motion unanimously carried) (Absent: None)

PUBLIC COMMENT ON THE REDISTRICTING PROCESS

No one appeared for public comment.

The Senior Assistant City Clerk announced that the next Redistricting Task Force meeting is scheduled for November 16, 2011, 6:30 p.m., at Norma Coombs Alternative School.


ADJOURNMENT

On the order of the Chair, the special meeting of the Redistricting Task Force was adjourned at 8:56 p.m.



William Crowfoot, Chair
Redistricting Task Force

ATTEST:



Mark Jonsky
City Clerk

**CITY OF PASADENA
REDISTRICTING TASK FORCE
MINUTES
NORMA COOMBS ELEMENTARY SCHOOL AUDITORIUM
2600 PALOMA STREET, PASADENA, CA 91107
NOVEMBER 16, 2011
SPECIAL PUBLIC FORUM MEETING**

OPENING

The Chair called the meeting of the Redistricting Task Force to order at 6:30 p.m.

ROLL CALL:

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

Staff:

Mark Jomsky, City Clerk
Theresa Fuentes, Assistant City Attorney
Silvia Flores, Sr. Assistant City Clerk
Alba Iraheta, Recording Secretary
LaTasha McLemore, Staff Assistant
David Ely, Redistricting Consultant
Douglas Johnson, Redistricting Consultant
Sarah Larson, Redistricting Consultant
Joana Amador, Outreach Consultant

Councilmember Masuda welcomed the Task Force members, staff and public. He also introduced his Field Representative, Noreen Sullivan.

**PRESENTATION ON REDISTRICTING PROCESS, CITY
DEMOGRAPHICS, AND SAMPLE PLANS PREPARED BY
REDISTRICTING CONSULTANT**

Douglas Johnson, National Demographics Corporation, conducted a PowerPoint presentation providing information on the redistricting process, City demographics, sample plans, and responded to questions.

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

**COMMENTS AND QUESTIONS FROM MEMBERS OF THE PUBLIC
ON THE CONSULTANT'S PRESENTATION, CITY DEMOGRAPHICS,
SAMPLE PLANS, AND/OR THE REDISTRICTING PROCESS**

The following individuals spoke on the Redistricting process and requested that the City's Armenian population be given equal opportunity, and consideration by the Task Force as the process moves forward with drawing Council District boundaries:

- Andy Zartarian, Armenian Community Coalition
- Khatchik "Chris" Chahinian, Armenian Community Coalition and Pasadena Resident

Following discussion and in response to questions by members of the Task Force, Mr. Chahinian confirmed that the Armenian Coalition will submit a map that will address the stated concerns.

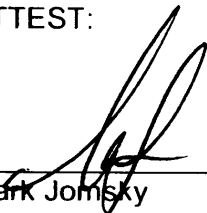
ADJOURNMENT

On order of the Chair, the special meeting of the Redistricting Task Force adjourned at 7:18 p.m.



William Crowfoot, Chair
Redistricting Task Force

ATTEST:



Mark Jomsky
City Clerk

Chair Crowfoot requested that the Consultant prepare and provide a map reflecting/identifying all Neighborhood Associations within each district.

The following individuals provided input, comments, and/or expressed concerns in regards to protecting the rights of Armenian interests in the City:

Andy Zartarian, Armenian Community Coalition of Pasadena
Roy Boulghourjian, Armenian Community Coalition of Pasadena
Chris Chahinian, Pasadena Resident

Chair Crowfoot reminded the members of the community to feel free to contact the members of the Redistricting Task Force should they have any questions.

The following individuals provided input, comments, and/or expressed concerns regarding the Redistricting process:

Dr. Nicholas M. Benson, IMAE, NW Commissioner, expressed concern regarding the need for more public outreach
Roberta Martinez, Pasadena Resident, suggested weighing those segments of the community that may not be part of a neighborhood association, but that are well-established politically within the community

COMMENTS AND QUESTIONS FROM MEMBERS OF THE PUBLIC ON THE CONSULTANT'S PRESENTATION, CITY DEMOGRAPHICS, SAMPLE PLANS, AND/OR THE REDISTRICTING PROCESS

The City Clerk announced that the next Redistricting Task Force Public Forum meeting is scheduled for December 07, 2011, 6:30 p.m., at Westridge School, Student Commons - 324 Madeline Dr.

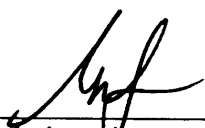
ADJOURNMENT

On the order of the Chair, the meeting of the Redistricting Task Force was adjourned at 11:07 a.m.



William Crowfoot, Chair
Redistricting Task Force

ATTEST:



Mark Jomsky
City Clerk