

City of Everett Districting Commission

Meeting Date and Time: September 30, 2019 6:00 PM

District Commission Roll Call

In Attendance: Simone Tarver, Chris Geray, Ethel McNeal, Benjamin Young, James Langus, John Monroe, Mary Fosse, Kari Quaas, Julius Wilson

Not in Attendance:

City Staff in Attendance: Nichole Webber, Ramsey Ramerman, Deb Williams, Administration Intern Jamie Smith

Approve minutes: Simone Tarver made the motion and Benjamin Young seconded– **motion passes 9:0**

Chair Comments: Simone Tarver – thank you, keep an open mind and please remember how important attendance is.

Vice Chair Comments: Chris Geray – moving forward as a team and remembering to be respectful/ think independently.

Item 1: Open Government Compliance – representative from City of Everett Legal Dept. (15min)

- Ramsey Ramerman presented (documents attached)

Item 2: Districting rules of procedure (20min)

- Simone presented a draft of potential rules and procedures (attached). Discussion around proxy voting (not an option currently) and vision statements.
- Motion to adopt rules made by Ben Young seconded by Mary Fosse- **motion passes 9:0**

Item 3: Districting Master selection process and discussion (30min)

- Because this is an off year, staff is having a hard time locating a full time Districting Master. The Commission discussed some options around bringing forward recommendations and what community input might look like to the commission. The commission also discussed qualifications needed for the master, possible scope of work, understanding the community and the difference between a local or non-local master.
- Community engagement conversation and time line.
- Staff to provide recommendations at next meeting around non-required engagement and examples from other municipalities.
- Kari Quaas proposes a motion to approve community engagement of some sort, Benjamin Young seconds, discussion, clarification of motion. Recommended that we use

the next meeting to have this conversation and lay out what information we need. John Monroe proposes we table the current motion -**motion tabled 7:2**

- Motion to allow staff remove the community engagement piece prior to the 5 required meetings if needed to allow more flexible conversations- **motion Passes 8:1**

Item 4: Discussion items (10min)

- Public comment prior to our meetings
- Next Meeting October 14th
- Public Notice – News Paper/ Website

Materials Provided:

- Open Government Compliance Presentation
- Districting rules of procedure
- Memo Summarizing districts

Next Meeting: 10/14/10 at 6:00 PM

Adjourned: 7:35 PM

To: Everett Districting Commission

Simone Tarver, Chair

From: Everett Districts Now Ad hoc Committee

Date: October 7, 2019

Dear Chairperson Tarver and members of the Districting Commission,

The Districting Commission has gotten off to a good start. The nine commission members selected from 44 applicants from across the city form a diverse body that can represent the City of Everett well as district lines are drawn. Everett Districts Now (EDN), a grassroots coalition of community groups and individuals, played a role in encouraging residents to apply for this commission. EDN representatives promoted involvement by speaking to neighborhood, civic, and community groups. These same groups will be following the commission's work and should be receptive to outreach. Some of the groups that were part of the EDN coalition or were contacted by EDN include: The League of Women Voters of Snohomish County, NAACP, Casino Road Stakeholders, ForEverett, 38th Legislative District, Snohomish County Libertarians, and local churches. Prior to the 2018 election, EDN held educational events and made presentations at civic and political events that promoted the change to electing some city council members from districts.

The Districting Commission's effort to move forward with transparency and with a robust plan for public outreach is appreciated. We believe this will meet the goals of the Mayor's strategic plan for improving public outreach, and we share a common goal of wanting to see public hearings that are well attended and inclusive. We look forward to building support for a public process and public hearings with a high level of involvement by the community.

Everett Districts Now re-formed as an ad hoc community-based committee in February 2019. As a stakeholder, our mission is to support fair and equitable representation for City Council Districts in Everett as approved by the voters in 2018. Our short-term goal has been to increase residents' participation and to ensure the implementation of Propositions 1 and 2 from the 2018 election to establish districts for Everett. We can share information on our Facebook page and website and can send announcements to our community email list.

We request the following to help increase public participation in this important process:

1. Please include EDN and the chairs of all Everett neighborhoods on any distribution list for official announcements and communications related to districting in order to increase outreach and public engagement.
2. Please provide clarity for the process for selecting "alternates" to the districting commission should a vacancy occur.
3. Please consider rotating the location of the meetings in a setting that still allows recording but is hosted in other parts of the city. (For example – the south precinct common room, Evergreen Middle School or a location in Delta.)
4. Please consider accepting public comments at the beginning of the meetings.

We are here to support the districting commission's efforts at civic engagement and education.

Yours truly,

Lois Wentink, Chairperson Everett Districts Now Ad hoc Committee

328 Park Place

Everett, WA 98203

425-303-9530, lwentink@hotmail.com

Diane Claussen, Secretary

425-583-7631, earth2spirit4@gmail.com



EVERETT *Request for Proposal #2019-114*

WASHINGTON

1. SUMMARY OF REQUEST

The City of Everett (herein referred to as "City") is seeking the services of a district master to provide districting services. The City is moving from an at large council to a 5:2 model (5 districts and 2 at large) as passed in 2018 by the voters. The City will need to accomplish a complete and comprehensive plan to ensure successful districting practices. The proposed completion date for a districting plan to be implemented is December 2020.

2. SUBMITTAL DUE DATE AND TIME

Please send your electronic proposal submittal by October 24th, 2019 to:

City of Everett Administration Office
Nichole Webber
2930 Wetmore Ave, 10-A
Everett, WA 98201
nwebber@everettwa.gov

3. EVALUATION AND SELECTION PROCESS

The City District Commission will review each response for compliance with the portfolio of requirements for this RFP. Candidates may be contacted for additional information or interview by City staff or the commission to clarify qualifications prior to award of a project.

The City and commission will select the most qualified candidate from each candidate's portfolio, negotiate a scope of work, price, and terms and conditions as needed. Selection will be made based on:

- a. The specialized experience and technical competence with respect to the type of services required;
- b. The capacity and capability of the candidate to perform the work within the recommended timeline for the completion of the project; and
- c. The candidate's proximity to and familiarity with the area in which the project is being located.

4. PORTFOLIO REQUIREMENTS

All portfolios must be submitted in the order specified below:

- a. Biography
- b. Qualifications and Experience
- c. Approach and Capability
- d. Pricing proposal per form

Candidates may emphasize in their narrative any areas of their portfolio that they believe exceed the City's requirements.

5. BIOGRAPHY

- a. Where did you go to school? What degree did you pursue?
- b. Have you ever fought for a political cause? Which cause was it and why did you fight for it?
- c. Have you published any recent documents on topics related to districting? If yes, please list them.
- d. Are you a part of any professional memberships or volunteer organizations?
- e. What would you like to see change in the City's current political and social atmosphere?
- f. Are you currently employed full-time?

6. QUALIFICATIONS AND EXPERIENCE

- a. Provide a list of local governments that you are currently working for or have worked for. This listing should include the organization name and the length of time you worked with them.
- b. From the list of local governments above, what was your procedure? What was your timeline for implementation?
- c. How long have you been practicing in the political industry?
- d. How do you measure quality of the services you offer? How often?
- e. Please describe your procedures used to communicate timely and effectively with the City's District Commission and the City of Everett citizens.

7. APPROACH AND CAPABILITY

- a. What is your overall idea of your implementation?
- b. What do you hope to achieve with the City's districting plan?
- c. How do you plan to address any complaints or comments from community forums or meetings regarding your districting plan?
- d. What is your availability to complete the work within the state time frame?
- e. What other districting work are you currently doing?
- f. Describe your approach to re-district the City of Everett and to stay in compliance with RCW 29A.76.

8. PRICE PROPOSAL

- a. Hourly rate
- b. Cost per community forum or meeting
- c. Additional services provided

9. CONDITIONS OF THE AGREEMENT

The City has not prepared a detailed scope of work to be performed under this contract. The City will provide a scope of work outline to the selected candidate. The selected candidate will enter into a Professional Services Agreement (PSA), which will establish a maximum contract amount. The form of contract used for this project is the City of Everett standard PSA, which is included below.



Request for Proposals #2019-114 – Possible Candidates

Below are the candidates that I have reached out to with this proposal:

John Schlosser: Founder of Schlosser Geographic Systems, Inc. (SGSI). SGSI analyzes spatial data, also known as geographic information, to improve operational efficiencies. He was the King County District Master in 2011. The final redistricting plan for King county was “unanimously” approved on November 16, 2011.

<https://www.kingcounty.gov/about/districting/news/2011/Nov/11-15-adoption.aspx>

<https://sgsi.com/about/>

Dr. Tjalling Ypma: Works at Western Washington University as the Chair of Department of Mathematics. He was the Whatcom County District Master in 2016. His final report was submitted in April 6, 2016, but there was “no sign of agreement as districting committee enters final phase.”

<https://www.whatcomcounty.us/2255/Districting-Committee>

<https://nwcitizen.com/entry/no-sign-of-agreement-as-districting-committee-enters-final-phase/category/C32>

John Safarli: A partner of Floyd, Pflueger & Ringer. He practices in redistricting law and has represented the City of Yakima and the City of Pasco to persuade judges to adopt the proposed redistricting plan.

http://www.floyd-ringer.com/attorneys/profile_JohnSafarli.php

Dr. Peter Morrison: The President of Morrison & Associates, Inc. as a demographer. His expertise is in demographic analysis and “envisioning their consequences for public policy and business.” He was an expert witness for the City of Kirkland. View attached document for other qualifications provided by the City of Kirkland.

<https://www.linkedin.com/in/peter-a-morrison-bb10916/>

<https://lawsonline.com/website/17/index.aspx?webID=1069>

Caliper Corporation: A company that owns a software called Maptitude. The company created a version as a professional tool for political redistricting. The software has been used by City of Phoenix and Washington State Department of Health.

<https://www.caliper.com/mtredist.htm>

Purchasing



3200 Cedar Street, Door #5
Everett, WA 98201



425.257.8840
425.257.8864 fax



purchasing@everettwa.gov
everettwa.gov

Sammamish Data Systems: A company that generates custom data sets, custom maps, and demographic information. Snohomish County awarded them the districting contract in 2011.

<http://www.sammdata.com/>

ESRI, Inc.: A company that provides Geographic Information Software known as ArcGIS. The City of Everett is currently utilizing their software through a sole source for three years for an enterprise license agreement.

<https://www.esri.com/en-us/industries/state-local-government/overview>

Census Channel: A company that offers professional demographic and mapping services. They have provided services for Duke University in North Carolina and Norfolk State University in Virginia. View attached document for their brochure of services they provide.

<http://censuschannel.com/services/redistricting/>

Thank you,

Jenny Chang

jchang@everettwa.gov

