

**CITY OF PASADENA
REDISTRICTING TASK FORCE**

August 27, 2001 – 6:00 p.m.
City Hall
Council Conference Room 240
100 North Garfield Avenue

**MINUTES
INITIAL MEETING**

Chair Bill Crowfoot called the initial meeting to order at 6:10 p.m.

Members Present: Joel Bryant, Gilbert Cadena, Michael Coppess, Bill Crowfoot, Vannia De La Cuba, Maguerite Hougasian, Richard McDonald, Jean Owen, Timothy Wendler

Absent: None

Staff Present: Scott Rasmussen, Assistant City Attorney
Sharon McCain Johnson, Assistant City Clerk

CALL TO ORDER AND INTRODUCTIONS

Chair Crowfoot welcomed the Task Force and staff to the initial meeting. The Task Force members and staff introduced themselves and indicated the location of their residences.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

There were no public comments.

BROWN ACT AND TASK FORCE PROTOCOL

Assistant City Attorney Scott Rasmussen distributed a handout pertaining to the Brown Act and discussed the meeting requirements, provided definitions and examples of teleconferencing, personal liabilities, confirmed that five members of the Task Force would constitute a quorum, and responded to questions. He further encouraged members to contact him directly for any questions that may arise concerning the Brown Act or protocol.

COUNCIL DIRECTIVES:

- A. CONSULTANT
- B. REPORTS TO COUNCIL
- C. TIMETABLE
- D. OTHER

Mr. Rasmussen provided an overview of the Request for Proposals; informed the Task Force of the City Council directives and timelines. He informed the Task Force that the directives of the City Council were: to receive a recommendation for the selection of a

consultant; to complete the Task Force's work in four to six months; and to report to Council by the end of November and periodically thereafter.

Discussion ensued concerning additional time for the Request for Proposals if the Task Force determined additional parties were interested; and the Task Force's involvement in the selection and recommendation of the consultant.

Mr. Rasmussen indicated that the process could be extended, however, it was important to ensure that all Requests for Proposals were opened at the same time and that notification of the extension to all candidates was necessary.

Assistant City Clerk Sharon McCain Johnson responded to questions concerning the process used to inform interested parties of the Request for Proposals.

The Task Force requested to be apprised of the parties that were distributed Requests for Proposals; and whether or not an additional consultant would be utilized for public outreach.

Ms. Johnson indicated that she would provide a list of the parties forwarded a Request for Proposal to the Task Force; and she would verify if an additional public outreach consultant would be obtained.

Chair Crowfoot requested staff to provide a draft timeline for the scope of work to the Task Force.

RESOURCES

No action or discussion took place.

FUTURE MEETINGS

By consensus, the Task Force agreed to meet on the first and third Wednesday of every month at 7:00 p.m.; and due to the upcoming holiday, the first meeting would be held on Wednesday, September 19, 2001.

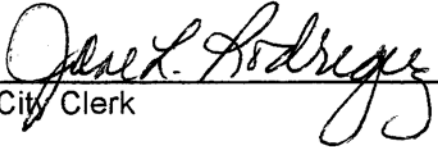
Member Coppess informed the Task Force that he would not be in attendance at the next meeting.

ADJOURNMENT

The Redistricting Task Force meeting adjourned at 7:50 p.m.



Bill Crowfoot, Chair



City Clerk