



# City of Pensacola

## *DISTRICTING COMMISSION*

### Meeting Minutes

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August 4, 2021

4:00 P.M.

Hagler/Mason Conference Room

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#### **CALL TO ORDER AND WELCOME**

The meeting was called to order by Chairperson Mack at 4:01 P.M.

#### **ROLL CALL AND DETERMINATION OF QUORUM**

**Members Present:**

Diane Mack, John Jerralds, William Brancati, Jewel Cannada-Wynn, Jarah Jacquay, Samuel Mathews, Eric Stevenson

**Members Absent:**

None

#### **APPROVAL OF MINUTES**

1. [21-00656](#) APPROVAL OF MINUTES: REGULAR MEETING OF THE DISTRICTING COMMISSION DATED JULY 7, 2021

A motion to approve was made by Commission Member Mathews seconded by Commission Member Cannada-Wynn.

The motion carried by the following vote:

Yes: 7	Diane Mack, John Jerralds, William Brancati, Jewel Cannada-Wynn, Jarah Jacquay, Samuel Mathews, Eric Stevenson
No: 0	None

## PRESENTATIONS

### 2. [21-00677](#) PRESENTATION FROM DAVID STAFFORD, SUPERVISOR OF ELECTIONS

**Recommendation:** That the Districting Commission receive a presentation from David Stafford, Supervisor of Elections to explain what services, software, and programs his office could make available to the Commission.

Supervisor of Elections Stafford addressed the Commission providing an overhead demonstration of the 2010 District Map and it's correlating census data and demonstrated how utilization of software can apply such data related to population information. SOE Stafford fielded comments and questions. Some discussion took place among Commissioners.

### 3. [21-00641](#) PRESENTATION - IN-HOUSE ASSISTANCE FROM GIS IN SETTING DISTRICT BOUNDARIES

**Recommendation:** That the Districting Commission receive a presentation from Paul Kelly, with in-house GIS, to explain what services, software and programs GIS could make available to the Commission.

GIS Analyst for the City, Paul Kelly addressed the Commission providing an overhead demonstration of GIS mapping software available to assist the Commission in their task which he also provided such support services during past districting processes. GIS Analyst Kelly fielded comments and questions. Some discussion took place among Commissioners.

## ACTION ITEMS

### 4. [21-00676](#) SELECTION OF TECHNICAL CONSULTANT

**Recommendation:** That the Districting Commission select a technical consultant to assist them in their duties.

Discussion ensued among Commissioners with Chairperson Mack fielding comments and questions.

**A motion was made by Commission Member Cannada-Wynn and seconded by Vice Chairperson Jerralds that the Districting Commission select SOE David Stafford as its technical assistant.**

**The motion carried by the following vote:**

Yes: 7	Diane Mack, John Jerralds, William Brancati, Jewel Cannada-Wynn, Jarah Jacquay, Samuel Mathews, Eric Stevenson
No: 0	None

## ACTION ITEMS (CONT'D.)

### 5. [21-00640](#) RULES AND PROCEDURES

**Recommendation:** That the Districting Commission adopt a set of rules and procedures.

Council Executive Kraher explained the intent of the proposed rules and procedures. Brief discussion took place among among Commissioners.

**A motion to adopt was made by Commission Member Brancati and seconded by Commission Member Cannada-Wynn.**

**The motion carried by the following vote:**

Yes: 7	Diane Mack, John Jerralds, William Brancati, Jewel Cannada-Wynn, Jarah Jacquay, Samuel Mathews, Eric Stevenson
No: 0	None

## DISCUSSION ITEM

### 6. [21-00644](#) HIRING OF OUTSIDE COUNSEL

Chairperson Mack provided background information as to the benefits of having outside legal counsel. Discussion ensued among Commissioners with Chairperson Mack fielding comments and questions.

**A motion was made by Commission Member Mathews and seconded by Commission Member Jerralds that outside legal counsel be hired to assist the Districting Commission.**

**The motion carried by the following vote:**

Yes: 7	Diane Mack, John Jerralds, William Brancati, Jewel Cannada-Wynn, Jarah Jacquay, Samuel Mathews, Eric Stevenson
No: 0	None

Council Executive Kraher advised there is a total budget appropriation in the amount of \$50,000 to provide for the Districting Commission's task and that former City Attorney Woolf, in order to streamline the process, had contacted select attorneys within the community with the appropriate expertise who are willing and available to provide legal services to the Commission.

**DISCUSSION ITEM**

Discussion continued regarding the scope of work and process for selecting outside legal counsel (Item 6, 21-00644).

**Chairperson Mack suggested each Commission Member submit a recommended attorney or legal firm to be considered for providing legal services and Council Executive indicated he and Chairperson Mack could (internally) review all submittals then provide the top three (3) rated submittals for the Commission to conduct public interviews at a scheduled meeting and provide a rating and ranking to determine the selection for legal services. A motion was made by Vice Chairperson Jerralds and seconded by Commission Member Brancati that the Districting Commission accept the hiring process for outside legal counsel as described by Chairperson Mack and Council Executive Kraher.**

Some follow-up discussion took place with Council Executive Kraher clarifying internal processes in preparation for the Commissions selection process and **will bring all information for the Commission's consideration at their next meeting on September 1<sup>st</sup> beginning at 4:00 P.M.**

Upon conclusion of discussion, the vote was called.

**The motion carried by the following vote:**

Yes: 7	Diane Mack, John Jerralds, William Brancati, Jewel Cannada-Wynn, Jarah Jacquay, Samuel Mathews, Eric Stevenson
No: 0	None

**OPEN FORUM****NEXT MEETING**

September 1<sup>st</sup> beginning at 4:00 P.M.

Some follow-up discussion took place regarding the rating and ranking process for hiring of outside legal counsel with Chairperson Mack and Council Executive Kraher fielding comments and questions.

**ADJOURNMENT**

5:54 P.M.

Approved: \_\_\_\_\_