

SCOPE OF WORK

The Service Provider will use appropriate data and input to create initial draft concept plan that follows the City's charter and relevant City, state and federal laws; work with the commission to adjust the initial draft concept plan and create a version ready for the public comment; be present at community meetings; and keep the commission informed and work with City staff to create an accurate complete map pertaining to district boundaries and communities of interest data.

The Service Provider will also provide the following:

- **Redistricting Advice, Consultation, and Mapping Services**
 - Provide ongoing consultation and advice via telephone, email, online conference, or face-to-face meeting.
 - Provide onsite redistricting plan development services to include attending select Districts Commission meetings (up to ___ meetings).
 - Provide offsite redistricting plan development services.
 - Work with the Districting Commission to interface with Planning Dept Staff to provide relevant data (e.g. neighborhoods) and information.
 - Work with the Districting Commission to obtain information obtained from community organizations and the general public pertaining to district boundaries and communities of interest data.

- **Draft Maps and Written Descriptions**
 - Provide maps (pdf format) of plans in letter size (8.5" x 11") and large size (36" x 44") format (large size upon request) for the entire districting plan.
 - Provide zoom of district areas for draft plans. Include additional zoom areas (upon request)
 - Provide Maptitude redistricting plan reports for draft plans on population statistics, contiguity, compactness, political subdivision splits, and communities of interest (upon request).
 - Provide draft reports (pdf format) that includes maps, Maptitude plan reports (see list above), and narrative describing each district contained within the final plan.
 - Provide digital census block assignment list and digital "shapefile" of final districting plan (upon request).

- **Final Maps and Written Descriptions**
 - Provide maps (pdf format) of plans in letter size (8.5" x 11") and large (36" x 44") format for the entire districting plan.
 - Provide zoom of District areas (pdf format) for draft plans. Include additional zoom areas (upon request).
 - Provide Maptitude redistricting plan reports for draft plans on population statistics, contiguity, compactness, political subdivision splits, and communities of interest.

- Provide final report (pdf format) that includes final maps, Maptitude plan reports (see list above), and narrative describing each district contained within the final plan.
 - Provide digital census block assignment list and digital “shapefile” of final districting plan.
- Online Mapping
 - Work with the City staff to provide necessary data to create online accessible maps and reports for the general public.
 - Provide ArcGIS online web mapping application(s) depicting draft and final map plans for District Commission access as well as separate public access (upon request).



Districting Commission Basic Rules of Procedure

Overview: These rules were created to provide a clear process for proposing, amending and approving motions during Everett Districting Commission Meetings. The City expects all Boards and Commission members/community participants to follow the Civil Discourse Guidelines.

Basic Rules:

Only one subject may be before the group at one time.

All agenda items will have an approximant time allowance for conversation.

In order the extend that time, the chair must permit continued discussion.

Only one person may speak at a time and should keep their comments to less than 2 min.

All members have equal rights.

There must a quorum at each meeting.

Members are expected to attend all meetings in person (understanding there are exceptions)

Each item presented for consideration is entitled to a full discussion.

The commission can ask for a “feel vote.” If there is a majority, the chair will allow for those in disagreement an opportunity to speak. If this sparks more discussion the conversation will continue.

A majority of the commission is required to pass a vote.

You must have 5 “yes” votes to pass any motion before the commission

Commissioners may submit items to the Chair two weeks prior to each meeting (unless meetings are less than 2 weeks apart)

At the end of every agenda there will be an opportunity for commissioners to bring forward items for discussion. These items are open for conversation but cannot be voted on (unless all commissioners are present) until they become official agenda items.

Motions:

A commissioner must make a motion and get a second to take action.

An item may be tabled, and discussion postponed

If an item is tabled it will be added to the agenda for the next meeting (unless there is a reason to postpone further IE: staff needs more time to research etc.)

The commission may amend motions. Amendments must not defeat the main motion.

The chair may exercise discretion as needed to maintain civility and productivity.