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OF SAN FRANCISCO



Southeast Asian Community Center

September 16, 2021

VIA EMAIL to Brent Jalipa and John Carroll, Assistant Clerks

San Francisco Redistricting Task Force
c/o Clerk of the Board's Office
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

RE: Recommendations for Redistricting Task Force next steps

Dear Redistricting Task Force members,

Congratulations to each of you on your selection to the San Francisco Redistricting Task Force. You have been entrusted with important responsibilities that will shape San Francisco's democracy for a decade.

Our organizations include good government, civil rights, cultural, labor, and advocacy groups working to ensure the redistricting process engages and reflects the diverse and changing face of San Francisco. We look forward to working with you on the important task of drawing a new supervisor district map. We write today with recommendations for how to approach your work over the next few months as you ramp up and make key decisions about how you will conduct a fair, equitable, transparent, accessible, and independent redistricting process.

Many of our organizations worked on the 2020 Census and 2010 state and local redistricting processes, and are engaged in the current state redistricting process. For the past year, many of us have also collaborated with and advised the San Francisco Elections Commission, Department of Elections, Board of Supervisors, and other stakeholders to encourage timely and transparent action on the task force application process, member

selection, and ordinance passage. The following recommendations are based on that experience and expertise, as well as our ongoing work to engage historically underrepresented communities in our democracy.

Equip yourselves with the information and resources you need to effectively and independently manage a nonpartisan redistricting process

To ensure you are effectively prepared and supported for the work ahead, we recommend that you learn from other redistricting bodies, do your own research and get the training you need, and independently manage your consultants and support staff.

We cannot stress enough the importance of doing your work in an independent and nonpartisan manner.

While a consultant and San Francisco government staff will support your work, it is you, the Redistricting Task Force, who should lead this process and make decisions about how you will execute a fair, equitable, transparent, accessible, and independent redistricting process. This includes taking time to create and direct a public outreach plan that takes into consideration feedback from issue area experts, community advocates, and other stakeholders, as well as developing your own training schedule that meets your needs.

- 1. Learn from other redistricting bodies.** The task before you can be daunting, but fortunately you do not have to reinvent the wheel. There are state and local redistricting bodies that have developed best practices for getting started and ensuring they have the training and resources they need to do their work effectively. The [2011–2012 San Francisco Redistricting Task Force final report](#) includes recommendations for improving the process based on their experience. The 2020 California Citizens Redistricting Commission has been hard at work for several months and has a tremendous amount of helpful materials on its [website](#). We encourage you to reach out to the current state commission and the city’s previous task force members and invite them to speak about what went well during their onboarding, training, and redistricting processes, and what they would have done differently.
- 2. Do your own research and get the training you need.** Ask other state and local redistricting bodies what training they found helpful. Many of those same resources are available to you and we’re happy to help identify experts and make introductions. This information will help you understand your responsibilities under state and federal law. It will also help you identify best practices for going above and beyond the legal requirements in order to maximize public engagement and create a fair, accessible, inclusive, and transparent redistricting process. At a minimum, watch and discuss the [trainings the California Citizens Redistricting Commission received](#) on redistricting

101, the Voting Rights Act, demographics, communities of interest, and the statewide database. The training curriculums for the commissions in [San Diego County](#) and the [City of Long Beach](#) (also included as attachments to this letter) suggest other useful topics, including California Elections Code [§ 21500–21509](#) and [§ 21620–21630](#), demographics and geography of San Francisco, redistricting software and tools, independent redistricting best practices, public outreach and engagement, language access, disability access, and engaging historically excluded, underserved, and underrepresented communities. Getting this critical training will give you the confidence and context you need to make important decisions, including about how to deal with consultants and staff, create your public outreach and engagement plan, incorporate community input throughout your process and in the final maps, and carry out a fair and lawful redistricting process.

- 3. Independently manage your redistricting consultant and support staff.** The redistricting consultant has already been hired by the San Francisco Department of Elections, you have been assigned a clerk by the Office of the Clerk of the Board, and you will receive legal advice from the Office of the City Attorney. The consultant, clerks, and city staff will play critical roles in the redistricting process and will shape the task force’s engagement with the public and the final district map that will be in place for the next decade. You have a couple of months before the Census data used for local redistricting is available. Take this time now to independently set your own standards of practice, establish your public outreach and engagement plan, select the tools and systems you will use to both collaborate with each other and engage with the public, and learn about line drawing, demographics, and applicable laws.

Engage the public in a fair, equitable, transparent, and accessible manner

To ensure you are conducting a fair, equitable, transparent, and accessible redistricting process we recommend that you use modern best practices in public outreach and engagement, provide robust public notice, create a comprehensive website, and exceed language access requirements. The Redistricting Task Force is a body independent of the Board of Supervisors, Mayor, Elections Commission, and Department of Elections. While the task force receives support from the Clerk of the Board and others, you can and should determine your own public outreach and engagement standards and practices.

- 1. Use modern best practices in public outreach and engagement.** Much has changed in the ten years since the previous redistricting process. A decade ago, many people didn’t have cell phones, no less smartphones where they could access websites and stream live videos of public meetings. Many social media platforms we rely on today for communicating with people, such as Instagram and TikTok, didn’t exist. San Francisco’s

local media also has an important role to play in public outreach, especially in reaching historically excluded, underserved, and underrepresented communities. The task force should go beyond what was done in the past to engage the public both online and offline. Especially because of the pandemic, remote online access to information and meetings is essential to keeping San Franciscans safe. However, be cautious about over-relying on online outreach and engagement. Many San Franciscans lack reliable internet access and technology, and even more do not use the internet often or at all. When it is safe to do so during the pandemic, hold in-person meetings in each district and also in historically excluded, underserved, and underrepresented communities.

2. **Provide robust public notice.** We appreciate that city staff have already created an interested persons sign-up email list on the redistricting webpage that people can subscribe to for public notices and other information via email, as required by state law¹. We recommend the addition of text message as an option to this public notice service to allow the task force to reach people who do not use email regularly or at all. The task force should also communicate with the public in a variety of other ways, such as social media and traditional media (both earned and advertising), early on and throughout the redistricting process. The task force's meeting calendar, notices, and materials should be published and publicized as far in advance as possible, beyond the minimum notice period required by law (state law requires at least five days online notice of redistricting hearings², which is more than the 72 hour minimum required by the city's Sunshine Ordinance³). [San Diego County](#), [Los Angeles County](#), and the [California Citizens Redistricting Commission](#) each offer a public notice list (Los Angeles and California with a text message option), and share information on social media and in traditional media.
3. **Offer a comprehensive website.** Your website is the first place many people will learn what redistricting is and how they can get involved. To improve community engagement and diverse participation in the redistricting process, it is important to continue to add more information to the website. The website should offer clear, organized, and accessible information. It should comply with the [Americans with Disabilities Act \(ADA\) Title II](#) and [Section 508 of the Rehabilitation Act](#) (federal courts have referred to [WCAG 2.1 AA](#) as the accessibility standard). Videos should be captioned and translated, information in graphics and flyers should be offered in plain text or have alt text, and PDFs should be used sparingly and always accessible by screen readers. As is required by state law⁴, the website should provide information translated into languages other than English. Go beyond the languages required by law and offer

¹ California Elections Code [§ 21508\(a\)\(2\)](#) and [§ 21628\(a\)\(2\)](#)

² California Elections Code [§ 21508\(c\)](#) and [§ 21628\(c\)](#)

³ [Sunshine Ordinance SEC. 67.7](#)

⁴ California Elections Code [§ 21508\(g\), \(h\)](#) and [§ 21628\(g\), \(h\)](#)

additional language options. We encourage you to seek advice from the Office of Civic Engagement & Immigrant Affairs (OCEIA), which is responsible for enforcing San Francisco's Language Access Ordinance, and community-based organizations. We also suggest you review other redistricting websites, such as those for [San Diego County](#), [Los Angeles County](#), and the [California Citizens Redistricting Commission](#).

4. **Exceed language access requirements.** One of the most effective ways to encourage participation from a wide diversity of residents is through language access. Going above and beyond the legal language access requirements is a step the task force should take toward a more inclusive process. We recommend the task force make its website and other redistricting information available in multiple languages and allow ample time for people to request live meeting translation. Avoid relying on automatic translation tools like Google Translate, which do not capture nuances and may cause errors in communication. State law requires cities and counties to encourage residents, including those in underrepresented and non-English speaking communities, to participate in the redistricting process by reaching out to community groups and providing information to media organizations that serve those communities.⁵ City law requires additional language access measures^{6,7}. State law requires translated materials be provided on the redistricting website⁸ and mandates that translations for certain languages be available on request⁹. The city's language access ordinance also requires translation on request if made at least 48 hours in advance^{10,11}.

For more best practices beyond those in this letter, we recommend California Common Cause's [Local Redistricting Checklist for City and County Governments of California](#) and Asian Americans Advancing Justice – Asian Law Caucus' [Best Practices for Outreach to AAPI and Limited-English-Proficient Communities in Local Redistricting](#). We have included these materials as attachments to this letter. Additionally, a copy of this letter is available at lwvsf.org/redistricting/f/recommendations-for-sf-redistricting-task-force-next-steps, should any links in this letter break.

Our thanks to all of you for doing this important work for the people of San Francisco to ensure a fair, equitable, transparent, accessible, and independent process. Your public service is greatly appreciated. We are available to speak with you about any of the above issues or to recommend experts who can inform your important thinking during the

⁵ California Elections Code [§ 21508\(a\)](#) and [§ 21628\(a\)](#)

⁶ San Francisco Administrative Code [Section 91.7](#), part of the Language Access Ordinance

⁷ San Francisco Ordinance Convening the Redistricting Task Force [094-21](#)

⁸ California Elections Code [§ 21508\(g\), \(h\)](#) and [§ 21628\(g\), \(h\)](#)

⁹ California Elections Code [§ 21508\(b\), \(h\)](#) and [§ 21628\(b\), \(h\)](#)

¹⁰ San Francisco Administrative Code [Section 91.7](#), part of the Language Access Ordinance

¹¹ San Francisco Ordinance Convening the Redistricting Task Force [094-21](#)

months ahead. We look forward to working with you. If you have any questions, please do not hesitate to contact redistricting@lwvsf.org or any of the undersigned organizations.

Sincerely,

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Carrie Bishop, Chief Digital Services Officer, San Francisco Digital Services
Linda Gerull, City CIO and Executive Director, Department of Technology
Sunshine Ordinance Task Force
LeeAnn Pelham, Executive Director, Ethics Commission
Angela Calvillo, Clerk, Board of Supervisors

Attachments:

- [San Diego County Independent Redistricting Commission \(IRC\) Training Continuum](#)
- [City of Long Beach Redistricting Commission Training Schedule](#)
- California Common Cause's [Local Redistricting Checklist for City and County Governments of CA](#)
- Asian Americans Advancing Justice – Asian Law Caucus' [Best Practices for Outreach to AAPI and Limited-English-Proficient Communities in Local Redistricting](#)



County of San Diego Redistricting

Independent Redistricting Commission (IRC)

Training Continuum

On March 25, 2021, the IRC approved the implementation of the **Training Continuum**. Members of the public are welcome to use this database of resources to review the training received by the IRC.

Mission Statement: Develop a tailored, flexible and focused IRC Training Continuum and resource repository (database) to enable the Commission to execute its mission, roles and responsibilities effectively and efficiently.

Please note the following:

- Items with double asterisks (**) are available to the public at cost.
 - The Commission will not be responsible for any fees accrued.
- Under 'Self Study/Independent Training', you can click 'Expand All' to see all the training topics under that category.
 - Trainings are hyperlinked to Power Point Presentations (PPT) and/or training videos.
 - Time stamps for select training videos received by the Citizens Redistricting Commission are provided for your reference.

Orientation Phase (November 2020 - March 2021)

Directed Training (delivered to all Commissioners)

- **Brown Act** (completed November 9 and December 10 2020)
 - Video Time Stamp for Training: **34:56 - 40:51**
 - Video Time Stamp for Training: **1:32:22 - 2:07:41**
- **Competitive Procurement** (completed December 2020)
 - Video Time Stamp for Training: **1:01:48 - 1:22:08**
- **County Financial Risk Assessment and Controls (FRAC)** (completed January 2021)
 - Video Time Stamp for Training: **12:50 - 42:30**
- Redistricting 101:
 - **Overview & Responsibilities** (completed February 2021)
 - Video Time Stamp for Training: **11:06 - 44:26**
 - **Outreach to Communities of Interest** (completed February 2021)
 - Video Time Stamp for Training: **8:05 - 30:57**

Self-Study/Independent Training

Expand All | Collapse All

- Topic: Redistricting
 - Common Cause California
 - Redistricting Workshop for Cities & Counties (completed January 2021)

- **Redistricting Workshop: Mapping, Demographics, & the Law** (in partnership with the **Center for Social Innovation at UC Riverside**)

Education Phase (April 2021 - August 2021)

Directed Training (delivered to all Commissioners) - approx. one per month

- **Presentation "2020 Census Complete Count Stakeholder Working Group"** by Rachel Cortes, San Diego Association of Governments (SANDAG) and Angelica Davis, City of Chula Vista (completed April 2021)
 - Video Time Stamp for Training: **19:00 - 38:47**
- **Training: "Delivering and Facilitating Effective Presentations"** by Karen Harris, County of San Diego Knowledge Center
 - Video Time Stamp for Training: **41:00 - 1:18:50**
- **Offer of presentation from Jeanine Erikat, Partnership for Advancement of New Americans (PANA) on best practices for language access and outreach to African, Arab, Middle Eastern, Muslim, and South Asian (AAMEMSA) communities**
 - Video Time Stamp for Training: **19:13 - 58:53**
- Guest speakers (TBD)
- Demonstration of line drawing software by FLO Analytics
 - Video Time Stamp for Training: **1:40:33 - 2:00:40**
- Training on current Census and other geography and data, as available, and demographics of supervisorial districts including communities of interest from demographer contractor (TBD)
- Mapping software/mapping/GIS training from demographer contractor (TBD)

Self-Study/Independent Training

Expand All | Collapse All

- **Topic: Baseline Training Identified by AHC (suggest review during March/April 2021)**
 - **Common Cause California "Redistricting Workshop"** (*review if did not attend in January*)
 - **National Conference of State Legislatures**
 - "Redistricting Data 101"
 - **Redistricting Software** (4 presentations)
 - **Rose Institute of State and Local Government - Claremont McKenna College**
 - "Webinars: 2020 Census and the New Redistricting Cycle"
 - "2021 Redistricting: New Rules for California Local Governments - Virtual Conference" **
 - **Census Overview and Projections**
 - **CA Redistricting Commission**
 - **Local Redistricting**
 - **Websites and Materials Suggested by Commissioners**
 - www.Localredistricting.org
 - www.Allaboutredistricting.org
 - www.longbeach.gov/redistricting
 - www.ncsl.org/research/redistricting.aspx
- **Topic: Public Outreach/Communities of Interest (suggest review during April/May 2021)**
 - **Past Presentations/Speakers from California Citizen Redistricting Commission Meetings:**
 - **Global Access**
 - Video Time Stamp for Training: 26:26 - 1:17:48
 - Visit **CRC Handouts Page** for training materials
 - **Communities of Interest (COI) Tool**
 - Video Time Stamp for Training: 19:08 - 1:32:00
 - Visit **CRC Handouts Page** for training materials
 - **Global Access Issues**
 - Video Time Stamp for Training: 3:38:20 - 5:11:14
 - Visit **CRC Handouts Page** for training materials
 - **General Access/Language**
 - Video Time Stamp for Training: 2:41:50 - 4:24:16

- Visit **CRC Handouts Page** for training materials
- **Local/Field Level Nonprofit Panel on civic engagement**
 - Video Time Stamp for Training: 1:23:23 - 2:23:35
 - Visit **CRC Handouts Page** for training materials
- **General Access/Increasing Public Access**
 - Video Time Stamp for Training: 10:03 - 1:32:11
 - Visit **CRC Handouts Page** for training materials
- **Strategies for Outreach**
 - Video Time Stamp for Training: 27:40 - 2:26:31
 - Visit **CRC Handouts Page** for training materials
- **Strategies for Public Input Meetings**
 - Video Time Stamp for Training: 2:46:53 - 4:49:10
 - Visit **CRC Handouts Page** for training materials
- **Training on Communities of Interest (COI) and their relation to drawing the lines**
 - Video Time Stamp for Training: 2:54:49 - 4:50:11
 - **PPT - Communities of Interest in Redistricting**
 - Visit **CRC Handouts Page** for training materials
- **Demographic Shift Panel, presented by the Public Policy Institute of California *NEW***
 - Video Time Stamp for Training: 1:52:22 – 2:10:58
- **Websites and Materials Suggested by Commissioners**
 - **SANDAG "2020 Census Complete Count Strategic Plan"**
 - **California Common Cause "Roadmap for Local Redistricting in California"**
 - **"Community Engagement and Outreach" document**
- **Other Information**
 - **Best Practices for Outreach to AAPI and Limited-English-Proficient Communities in Local Redistricting**
- **Topic: Census and Data (suggest review during May/June 2021)**
 - **Past Presentations/Speakers from California Citizens Redistricting Commission Meetings:**
 - **Census Update: Presentation by Karin MacDonald, Statewide Database**
 - Video Time Stamp for Training: 41:33 - 56:00
 - Visit **CRC Handouts Page** for training materials
 - **Panel to Discuss Incarcerated Population**
 - Video Time Stamp for Training: 30:30 - 1:57:25
 - Visit **CRC Handouts Page** for training materials
 - **Update on 2020 Census**
 - Video Time Stamp for Training: 27:56 - 1:28:50
 - Visit **CRC Handouts Page** for training materials
 - **California Census Training on California's Diverse Demographics and Geography, an overview of California's population, race and ethnic diversity, and geography**
 - **Training video: "California's Diverse Demographics and Geography," Eric McGhee (Public Policy Institute of California) provides an overview of California's population, race and ethnic diversity, and geography.**
 - **Websites and Materials Suggested by Commissioners**
 - **www.drawmycacomunity.org**
 - **www.Census.gov**
- **Topic: Voting Rights Act (suggest review during June/July 2021)**
 - **Past Presentations/Speakers from California Citizen Redistricting Commission Meetings:**
 - **Voting Rights Act and Latino Community**
 - Video Time Stamp for Training: 36:35 - 2:48:00
 - Visit **CRC Handouts Page** for training materials
 - **Voting Rights Act Compliance**
 - Video Time Stamp for Training: 33:06 - 2:27:12
 - Visit **CRC Handouts Page** for training materials
 - **Training on the Federal Voting Rights Act of 1965 and its application to Redistricting**
 - Video Time Stamp for Training: 4:17:56 - 5:26:51
 - **PPT - California Redistricting and the Federal Voting Rights Act by Matt A. Barreto**

- **Training video: "Redistricting 101"**, Justin Levitt (Loyola Law School) provides an overview of the redistricting process, with a focus on the applicable legal concepts including the Voters FIRST Act, U.S. Constitution, and the Voters Rights Act of 1965.
 - **PPT - Redistricting 101: Legal Concepts that Apply to the Work of California's Citizen Redistricting Commission** by Prof. Justin Levitt
- **LGBTQ Panel** - Equity CA, San Diego LGBTQ Center, Imperial LGBTQ Center, Peremy Payne, Paul Thomas, Rebekah Hook, Rosa Diaz, and Paul Mitchell ***NEW***
 - Video Time Stamp for Training: 48:38 - 1:51:48
- **Websites and Materials Suggested by Commissioners**
 - **National Conference of State Legislatures "Vote Dilution: Measuring Voting Patterns by Race/Ethnicity"**
- **Topic: General (suggest review during July/August 2021)**
 - **Additional Training Topics Suggested by Commissioners** (content to be updated as available)
 - Speaker training
 - Meeting protocols
 - Communities of Interest
 - Community outreach and engagement (planning, media, social media, PSA's)
 - Redistricting impact on elections and representation since 2010
 - Lessons learned from other redistricting efforts
 - Redistricting strategies
 - Basis of legal challenges to previous redistricting maps
 - Budget/accounting basics
 - Crucial conversations
 - Making meetings work
 - **Websites and Materials Suggested by Commissioners**
 - Public Speaking: Toastmasters International (www.toastmasters.org)
 - Writing Standards: Grammarly: Technology digital writing assistance tool based on artificial intelligence and natural language processing (<https://www.grammarly.com/p>)

Implementation Phase (May 2021 - November 2021)

Directed Training (delivered to all Commissioners) (suggest during outreach meetings)

- **Demonstration and Training on the IRC's "Community Builder" Tool**
 - Video Time Stamp for Training: **2:22:25 - 2:45:48**
 - **Community Builder Tool Announcement**
- **Census Data & Redistricting Training - Part I: Census Data 101**
 - Video Time Stamp for Training: **56:35 - 2:36:07** (*Recess and Public Hearing occurs from 1:10:05 - 2:29:55*)
 - **Census 101 - Presentation**
- **Census Data & Redistricting Training - Part II: Census Data 102**
 - Video Time Stamp for Training: **2:52:35 - 3:21:52**
 - **Census 102 - Presentation**
- **Redistricting General Process Overview and Redistricting 101 Training**
 - Video Time Stamp for Training: **18:07 - 1:09:55**
 - **Redistricting General Process Overview - Presentation**
 - **Redistricting 101 - Presentation**

Self Study/Independent Training

Expand All | Collapse All

- **Topic: Outreach/Public Hearings**
 - **Past Presentations/Speakers from California Citizen Redistricting Commission Meetings**
 - **Education Outreach Panel**
 - Video Time Stamp for Training: 29:07 - 1:33:31
 - Visit **CRC Handouts Page** for training materials
 - **Environment and Infrastructure Panel**

- Video Time Stamp for Training: 1:26:13 - 2:36:32
 - Visit **CRC Handouts Page** for training materials
 - **Update on Outreach and Engagement Strategies - Regional Teams**
 - Video Time Stamp for Training: 4:25:00 - 5:32:20
 - Visit **CRC Handouts Page** for training materials
- **Websites and Materials Suggested by Commissioners**
 - **Communities Scotland “National Standards for Community Engagement”**
 - **County of San Diego Climate Action Plan “Public Outreach and Engagement”**
 - Reference for Designing Clear Language in Outreach Communications - referred by the League of Women Voters of California <https://civicedesign.org/>
- **Topic: Pre-Mapping (First Drafts) (suggest review May/June 2021)**
 - **Past Presentations/Speakers from California Citizen Redistricting Commission Meetings:**
 - **Data Management & Civic Technology**
 - Video Time Stamp for Training: 3:05:30 - 4:21:30
 - Visit **CRC Handouts Page** for training materials
 - **Redistricting Software**
 - Video Time Stamp for Training: 25:02 - 2:21:25
 - Visit **CRC Handouts Page** for training materials
 - Training on Census Data and the Process of Map-Drawing, an overview of census data, census geography, and line-drawing/mapping
 - **Video 1** (Time Stamp for Training): 4:27:33 - 5:43:45
 - **Video 2** (Time Stamp for Training): 52:20 - 4:17:20
 - Visit **CRC Handouts Page** for training materials
 - Training video: “Commissioner Experience,” Angelo Ancheta (2010 Citizens Redistricting Commissioner and Attorney) discusses communities of interest and diversity as they relate to the commission’s map drawing work
 - **PPT - Diversity and Communities of Interest**
 - **Attachment 1 - Summary Statistics**
 - **Attachment 2 - Relevant Laws**
 - Training video: “Impartiality and Working with Others,” Andre Parvenu (2010 Citizens Redistricting Commissioner) discusses working with others as a member of the Commission.
 - **Attachment 1: CA Redistricting Commissioner Outline for the Applicant Review Panel Presentation**
 - **Websites and Materials Suggested by Commissioners**
 - www.sangis.org
 - US Census “Creating 2020 Census Blocks”
 - www.statewidedatabase.org
 - Statewide Database “Creating California’s Official Redistricting Database”
 - **Other Information**
 - **Redistricting Data: What to Expect and When (census.gov)**
 - **Resources Available to Prepare for the 2020 Census Redistricting Data Release**
- **Topic: Map Development (suggest review July/August 2021)**
 - **Past Presentations/Speakers from California Citizen Redistricting Commission Meetings:**
 - “Redistricting 101 and the Legal Concepts that Apply to Redistricting in California”
 - Video Time Stamp for Training: 30:25 - 4:17:20
 - **PPT - Redistricting 101: Legal Concepts that Apply to the Work of California's Citizen Redistricting Commission by Justin Levitt**
 - Visit **CRC Handouts Page** for training materials
 - Training video: “Census Data and the Process of Map-Drawing,” Karin Mac Donald and Jaime Clark (Statewide Database, UC Berkeley School of Law) provide training on census data, census geography, and line-drawing / mapping.
 - **Video Part 1**
 - **Video Part 2**
 - **PPT - Redistricting California: An Overview of Data & Processes to aid the Evaluation of Applicants**

- **Topic: Finalize Redistricting Map (suggest review September/November 2021)**
 - **Websites and Materials Suggested by Commissioners**
 - **“13 Essential Characteristics or Features of a Good Report”**

Adoption Phase (December 2021)

Adopt Redistricting Map (Statutory): December 15, 2021

Self-Study/Independent Training (TBD)

Long Beach Redistricting Commission Training Schedule

Wednesday, January 6

- Welcoming of Commissioners & Introductions
- Brown Act & Roberts Rules of Order Training
 - Chair / Vice-Chair Role Overview
- Redistricting Consultant RFP Selection Process & Introduction of Redistricting Partners
- Draft Commission Work Plan Overview
- Draft Training Schedule Overview

Wednesday, January 20

- City Charter Overview
- The Commissioner Role
 - Presentation & Facilitated Panel Discussion
 - Statewide Redistricting Commissioners
 - Local Redistricting Commissioners
- Draft Rules & Procedures Review (by-laws, meeting protocols, etc.)
- Action Item: Request City Attorney to prepare Final Draft Rules & Procedures
- Action Item: Chair / Vice Chair Selection

Wednesday, January 27

- Local and Statewide use of Redistricting Commissions / Best Practices
 - Independent Redistricting Advocates in California and Nationally
 - Format: Presentation, Q&A
- Action Item: Approve Commission Rules and Procedures
- Action Item: Approve Initial Commission Work Plan

Wednesday, February 3

- Federal Voting Rights Act Overview
 - Federal Voting Rights Legal Expert
 - Format: Presentation, Q&A
- California's Redistricting Laws
 - California Redistricting Law Expert
 - Format: Presentation, Q&A

Wednesday, February 17

- Communities of Interest: What are they, and how are they used in redistricting?
 - Southern California leaders who involved their communities of interest in redistricting processes
 - Format: Facilitated panel discussion, Q&A
- Demographics & geography of the City of Long Beach
 - Mindy Romero, Research Assistant Professor at the USC Sol Price School of Public Policy and the founder and director of the Center for Inclusive Democracy

- Presentation, Q&A
- Outreach Plan Presentation
- Action Item: Approve Outreach Plan

Wednesday, February 24

- Redistricting Fundamentals
 - Redistricting 101 - Census Data and the Process of Map-Drawing, an overview of census data, census geography, and line-drawing / mapping
 - Paul Mitchell
 - Format: Presentation, Q&A
- Map-making tools & software
 - Maptitude Online Software Training
 - Caliper Corp

March TBD

- Ready, Set, Map!
 - Customized training session w/Redistricting Partners team and outside guests, agenda to be shaped by Commissioner feedback

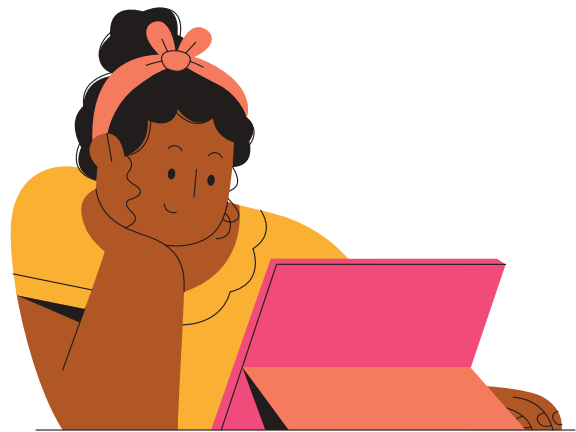
Local Redistricting Checklist

For city and county governments of California

This document was created to serve as a checklist for cities and counties to follow as they carry out their redistricting process. Items listed with a checkbox ☐ are required under state law, and items listed with a star ★ are a suggested best practice to maximize the inclusivity and accessibility of the redistricting process. Community groups, advocates, and members of the public can use this document to monitor their local redistricting process and to advocate for their local government to go above and beyond what's required. For more information on California state redistricting requirements, visit commoncause.org/localredistricting2021.

Online Webpage

- ☐ Create a webpage dedicated to local redistricting and maintain the webpage for at least 10 years.
- ☐ Post an explanation of the redistricting process and the process for giving public comment in English and all legally required languages. [Access translated templates provided by the SOS.](#)
- ★ Cities should link to their county's redistricting webpage to help inform city residents about their county's redistricting process, and vice versa.
- ☐ Include or link to all required information on the redistricting webpage, including a hearing calendar, notices and agendas, recordings or summaries of hearings, draft maps considered, and the final adopted map.



Public Engagement



- ☐ Identify local organizations that may be interested in redistricting and reach out to them with information and educational materials.
- ★ Invite local community groups to present to your redistricting body to provide recommendations on the best ways to engage the community in the redistricting process.
- ★ Identify a contact person for members of the public to contact for problems, questions, or accommodation requests.



Public Engagement (cont.)

- ★ Counties and cities should partner together with local school boards and special districts to educate and notify residents of opportunities to engage in their redistricting.
- ☐ Create an interested persons sign-up on the jurisdiction's webpage.
- ☐ Identify the legally required languages for your city or county. Redistricting materials and meetings must be translated into these languages.
- ★ In addition to translating redistricting-related materials into and offering live translation in languages required by law, cities and counties should offer language access in other languages they know are spoken in the jurisdiction.
- ☐ Create a process for receiving written public comment on redistricting, including a dedicated webform or email address and a physical address.

Public Hearings

- ☐ Hold at least four public hearings for the public to give testimony about their communities of interest and what they want the district map to look like.
- ★ Substantially exceed the minimum hearing requirement to maximize public access and discussion about maps.
- ★ Allow members of the public to provide live public comment during hearings without requiring speakers to sign up for public comment before the meeting begins.



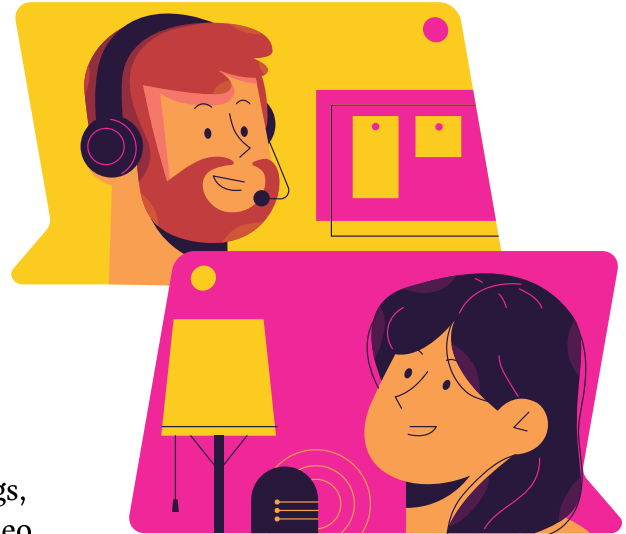
Hearing Timing

- ☐ Hold one hearing outside regular business hours so working people can attend.
- ★ In addition to holding more than the minimum number of required hearings, diversify the days and times of all hearings to encourage and maximize public engagement in the redistricting process.
- ☐ If a redistricting hearing is scheduled within a regular meeting of a jurisdiction's governing body, provide notice for the hearing at a fixed time and begin the hearing at that time.
- ★ Cities and counties, as well as school boards and special districts in a region, should coordinate redistricting-related meeting and hearing dates to minimize conflicts.



Meeting Accessibility

- ☐ Ensure all hearing locations are accessible to persons with disabilities.
- ★ Make sure that in-person and remote hearings are accessible and include ASL interpretation and closed captioning for individuals who are Deaf or Hard of Hearing, regardless of whether it is requested or not.
- ★ Consider holding hearings in different geographic areas to improve accessibility for all communities.
- ★ All public hearings, including in-person hearings, should be available remotely using a remote video platform, e.g. Zoom or YouTube, to ensure that members of the public with health concerns are provided opportunities to observe and participate in redistricting.



Live Translation

- ☐ Provide live translation at hearings, in languages specified by law, upon request by a member of the public.
- ★ To promote an inclusive process, consider providing live translation at all hearings regardless of whether a request is made in advance.
- ★ Create a list of people capable of performing live translation who can be available on short notice.

Hearing Notice

- ☐ Provide at least five-day online notice of hearings.
- ★ Provide additional advance notice for all redistricting hearings; strive to provide 14-day notice.
- ★ Distribute meeting notices to individuals who have requested to be notified about redistricting.
- ☐ Maintain and update a calendar of hearing dates on the redistricting webpage.
- ★ Publish the timeline for redistricting and the schedule of hearings as early as possible.



Recordkeeping

- ☐ Record and post hearings, or prepare a written summary of each public comment and council or board deliberation.
- ★ Post recordings of the hearings as soon as possible to allow the public ample time to review them.
- ☐ Post hearing materials online, including notices, agendas, calendars, recordings/summaries, draft maps considered, and the final map.
- ★ Flag redistricting-related materials on the city or county homepage.



Other

- ☐ Redistrict based on total population data provided by the [California Statewide Database](#).
- ★ Hire a redistricting consultant early.
- ★ Consider creating an advisory or independent redistricting commission, to maximize public trust and public participation in the redistricting process.



Draft Maps and Map Adoption

- ☐ Enable the public to submit written testimony and maps.
- ★ Provide a mapping tool to the public and identify a contact person for questions or assistance.
- ☐ Do not post draft maps until at least 21 days after the release of State-adjusted Census data.
- ★ Strive to allow more than 21 days for the drafting of first maps to allow the community enough time to review and work with Census data.
- ☐ Post draft maps online for at least seven days before adopting a final map.
- ★ Strive to give substantially more than seven days to the community to evaluate draft maps and provide feedback before selecting a final map.
- ☐ Add demographic information to draft maps.



Best Practices for Outreach to AAPI and Limited-English-Proficient Communities in Local Redistricting

To ensure that communities are meaningfully represented by their local governments and that elected officials reflect the full diversity of California's population, it is crucial that local governments create a redistricting process that is accessible to historically underrepresented communities. Asian Americans Advancing Justice – Los Angeles and Asian Americans Advancing Justice – Asian Law Caucus have compiled the below best practices based on their work with community organizations to engage AAPI Californians in voting, census, and the transition to districts under the California Voting Rights Act.

Building Public Awareness through Robust and Translated Outreach

Create outreach & publicity materials and distribute them through a variety of channels.

To maximize the number of residents who are informed about the redistricting process, a jurisdiction should produce outreach and publicity materials and distribute them as widely as possible. A successful district map-drawing body (whether it is a city council, a school board, or some independent body) should hear from all of the communities and neighborhoods within a jurisdiction's limits, regardless of their language abilities, resources, or previous levels of engagement in local politics.

The map-drawing body should spread the word about its work in local newspapers in various languages, at meetings of local community groups, on popular cultural social media platforms, in multilingual robo-calls, on digital marquees at local schools, in flyers sent home with school children, and so on. Simply publicizing the process on the jurisdiction's website and in a small number of newsletters and community newspapers is not enough.

Ensure that outreach & publicity materials are distributed in multiple languages.

A jurisdiction should prepare outreach & publicity materials in a variety of languages so that word about redistricting spreads to all of the jurisdiction's language communities. Outreach materials about the redistricting process, information publicizing upcoming redistricting workshops and hearings, and the designated redistricting web page itself should be translated. The Secretary of State provides translated template materials in ten languages: <https://www.sos.ca.gov/elections/helpful-resources/redistricting>.

Translated materials should be shared with civic, cultural, and community organizations, posted online, and sent to ethnic news media sources, including print, web, and radio outlets. Ideally, translated materials should be shared with leaders from the relevant language communities

before they are released publicly to make sure the materials are accurate, accessible, and culturally competent. Local jurisdictions should consult with leaders from the relevant language communities to determine the best way to distribute the translated information. For example, some language communities are best reached through audio rather than written means, so use of ethnic radio might be the best way to reach them.

Actively promote local redistricting via social media and local influencers.

Create eye-catching and clear draft social media content to promote engagement in local redistricting. Call upon local elected officials, artists, community leaders, etc. to post about local redistricting on their social media channels. Purchase boosted ads on Instagram and Facebook to spread the word. Use a variety of platforms to reach a diversity of communities. For example, some Asian American communities frequently share information via WeChat or WhatsApp. Lastly, consider launching a social media campaign to alert community members to this process.

Ensure that non-citizens know about redistricting and feel welcome participating.

The redistricting process affects all local residents, whether they are U.S. citizens or not. In California, all people, whether they can vote or not, must be included when determining the size of political districts. The lines drawn from the redistricting process affect all local residents. It is critical to the redistricting process that everyone participates to best reflect local communities of interest. Avoid using the word “voter” when doing redistricting outreach. Instead talk about representation for Californians and use other inclusive terms.

Language Access

Offer live interpretation for public hearings and translate key redistricting materials.

It is important to provide interpretation for public hearings so that community members who do not primarily speak English can participate and give input about their communities. We recommend providing interpretation for all key languages spoken in the city or county. If you provide interpretation on request only, be sure to prominently advertise the availability of interpretation and give people an easy, in-language way to request translation.

Under state law, cities and counties *must* offer live translation of public redistricting hearings or workshops in applicable languages (defined below) if a request is made at least 72 hours in advance. Elections Code § 21508(b), 21608(b), 21628(b). If less than five days' notice is given for the hearing, then cities and counties must be prepared to fulfill translation requests

received at least 48 hours in advance. Cities and counties should also advertise the fact that the public may provide written or oral input in all applicable languages.

“Applicable Languages”

- For cities, applicable language refers to “any language that is spoken by a group of city residents with limited English proficiency who constitute 3 percent or more of the city’s total population over four years of age for whom language can be determined.” Cities can find the list of applicable languages for their city by visiting the Secretary of State’s local redistricting website.
- For counties, applicable language refers to any language that the county must provide translated ballots in under Section 203 of the federal Voting Rights Act of 1965.

Under state law, cities and counties must, at a minimum, provide a general explanation of the redistricting process in applicable languages and post the explanation on a redistricting web page. They must also provide instructions for how to provide testimony in applicable languages. Elec. Code § 21508(g), 21608(g), 21628(g).

Target outreach to language minority communities.

In order to engage underrepresented and non-English speaking communities in the local redistricting process, counties and cities should reach out to various communities in at least all applicable languages for which they are required to offer live translation at public redistricting hearings or workshops. This includes sharing information about the local redistricting process with media organizations that cover news in that jurisdiction. State law requires cities and counties to make a good faith effort to reach media organizations that reach language minority communities. Elec. Code § 21508(a), 21608(a), 21628(a). Good government, civil rights, civic engagement, and community groups/organizations that are active in the jurisdiction, including groups that are actively involved in language minority communities, may also help reach communities that have been traditionally underrepresented and unheard throughout the redistricting process.

Maximizing Public Participation through Frequent and Accessible Hearings and Workshops

Hold more hearings than the legal minimum.

The map-drawing body in a jurisdiction undergoing a redistricting process should hold a large number of hearings both before the drawing of draft maps and after the release of draft maps but before adoption of a final map. Holding more hearings, particularly after a draft map is introduced, provides community members with multiple opportunities to contribute and enables them to participate even if they learn about redistricting late in the process.

Hold hearings in diverse locations.

The map-drawing body should bring redistricting hearings and workshops directly to the community and meet residents where they naturally congregate. This means hearings should be held in a diversity of locations, all of which should be accessible by public transit and be ADA-compliant. The map-drawing body should avoid holding all hearings in a single location, like a city hall building. This does not make hearings accessible to residents in all parts of the jurisdiction, especially those who do not have ready access to a car. Government buildings can also feel formal or intimidating to community members who aren't used to conducting business in those locations. Holding hearings in highly-trafficked community spaces such as libraries, community centers, or places of worship in different neighborhoods and parts of town maximizes accessibility and helps create a comfortable environment.

Offer the public diverse hearing days and times.

To allow residents with a variety of job and family commitments to participate, hearing dates and times should vary. Weekday hearings during business hours should never be used. If possible, hearings scheduled for weekday evenings should be held on different days of the week and should be mixed with weekend hearing dates.

Create stand-alone redistricting hearings.

Redistricting is a transformative experience in a jurisdiction's political life – it merits a different kind of treatment than the jurisdiction's other business. While a routine amount of public input may be acceptable for other items on the jurisdiction's agendas, it is insufficient on a topic that is critical to the jurisdiction's political future. Local governments should avoid embedding redistricting hearings in city council or school board meetings, and create standalone hearings instead. Local governments should also consider embedding these hearings into community meetings and events that engage diverse constituents who might not otherwise attend a city council, board of supervisors, or school board meeting.

Livestream and/or record all hearings and post on the districting webpage.

Although cities and counties may provide a written summary in place of an audio or audiovisual recording of redistricting hearings and workshops, posting a recording of hearings is helpful because it allows residents to follow mapping conversations and decisions more closely. Livestreaming the proceedings also increases the accessibility of redistricting meetings, as people can watch from home in real time and potentially even participate virtually if needed.

Recording hearings may present logistical challenges when hearings are held in community spaces instead of city hall buildings. Those challenges should be planned for and budgeted for in advance.

Host numerous workshops to inform the public and gather community of interest testimony.

In addition to formal public hearings, local governments should endeavor to host a number of educational and information-gathering workshops in the community to help residents identify priority communities of interest and draw them on a map. City or county staff should come prepared with large blank maps of the jurisdiction, laptops to access Google maps for reference (or printed maps that include key roads and thoroughfares), and pens.

Offer technical support to help residents submit district maps.

The redistricting process can be a fairly technical process. Local governments should be prepared to hold workshops that help residents understand redistricting criteria and how to submit a map whether it be via paper, excel, or a digital mapping software. Detailed tutorials and assistance in the form of workshops and office hours should be offered so community members can ask questions when drawing their district maps. If possible, cities and counties should reserve local computer labs at libraries or community centers to give residents greater access to relevant digital mapping software.