

**BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY**

**AGENDA REPORT**

For meeting of: **February 15, 2022**

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**TO:** Honorable Mayor and City Council  
**VIA:** Bob Nisbet, City Manager  
**FROM:** Jessica Blair, Communications Director / City Clerk  
**TITLE:** **REDISTRICTING PROCESS / TIMELINE**

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**RECOMMENDATION:**

Receive and file report on process and timeline for the 2021-2022 Redistricting Process and direct staff as appropriate.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

**STRATEGIC ELEMENT:**

This action supports the Inclusive Governance element of the Strategic Plan.

**BACKGROUND:**

The City Council transitioned to district elections in 2018, following a threat of litigation claiming the City's at-large election system was in violation of the California Voting Rights Act.

Once a City has transitioned to district elections, state law requires the City Council to examine and, if necessary, adjust the City Council district boundaries every 10 years following the Federal Census to ensure compliance with the Voting Rights Act. Adoption of the new map must occur sometime between August 1, 2021 and April 17, 2022.

On February 1, 2022, staff was directed to prepare a report summarizing the timeline and process used during the Redistricting process.

**DISCUSSION:**

**Redistricting Advisory Committee**

Senate Bill 1018, effective January 1, 2019, provided additional methods for adjusting boundaries, including the creation of an advisory committee.

At its April 6, 2021 meeting, the City Council directed staff to initiate recruitment and creation of a Redistricting Advisory Committee (RAC). Additionally, the Council asked staff to conduct public outreach regarding what district model the public preferred – a four district model with an elected mayor, or a five-district model with an annual rotating mayor. Further, if an elected mayor was preferred, would a two-year term or a four-year term be a better fit for this community.

On May 4, 2021, the City Council adopted a resolution forming the seven-member RAC and setting its bylaws. The Council added additional requirements that each committee member file a Statement of Economic Interests, Form 700, and not apply for Planning Commission or City Council seats for four years. The charge of the Committee was to ultimately present two maps to the City Council for review – one with four districts and an elected mayor, and one with five districts which would provide for an annual rotating mayor.

On June 15, 2021, following an extensive recruitment process, the City Council appointed seven members to RAC - Michael Settles, Claudia Marshall, Marin Holt, Paul Gater, Steve Maller, Phil Marshall, and Hal Bogner. On July 15, 2021, the first RAC meeting was held.

During each of the two mapping meetings, the RAC discussed draft maps prepared by NDC that were informed by public and committee testimony, draft maps submitted by community members, 2020 U.S. Census data, and RAC feedback.

All RAC meetings and workshops offered Spanish translation. Recordings of all RAC meetings and community workshops are available on the [City's website](#) and meeting agendas and presentations are available on the [City's redistricting webpage](#).

With extensive training on redistricting laws, final map criteria, communities of interest, and community engagement strategies, RAC and City staff hosted a series of virtual community meetings and workshops and two pre-map public hearings between July 15, 2021 and September 2, 2021. At each workshop, staff from the City's contracted demographer, National Demographics Corporation (NDC), presented an overview of redistricting requirements, and demonstrated how to use mapping tools. Community members were invited to join numerous workshops and encouraged to respond to the City's survey on communities of interest and district model and to provide testimony to inform the RAC about unique community characteristics and needs.

Community members were also encouraged to submit draft maps using paper map kits and the DistrictR online mapping tool, and later, Dave's online mapping tool. In total, 35 maps were reviewed and details for each are viewable on the [City's redistricting webpage](#). All community-submitted maps were reviewed by the RAC.

Following the community workshop series, the RAC held two map drawing public hearing meetings on November 8, 2021 and December 16, 2021.

At its November 8, 2021 meeting, it was determined that each map submitted by the public was not population balanced. This was due to the DistrictR mapping tool using population estimates and not

having been updated to reflect final Census numbers. The RAC opted to re-open the public map submittal period and to use a separate mapping tool, Dave’s Redistricting App. City staff conducted another robust public outreach campaign and a new set of maps was submitted and reviewed by RAC at its next meeting.

At its December 16, 2021 meeting, the Committee voted to recommend four focus maps for City Council consideration, details of which are discussed later in this report with the understanding that Council would provide direction to the Committee, they would meet again and narrow the maps from four to two.

### **City Council**

At its January 19, 2022 meeting, the City Council conducted a public hearing to review draft maps and the recommendations of the Redistricting Advisory Committee. Following the public hearing, the Council voted 3-2 to direct staff to return with an ordinance adopting Map 504c – one of the five district maps.

On February 1, 2022, the Council directed staff, by way of a future item requested by Mayor Ruddock, seconded by Vice Mayor Penrose, to prepare an item that discussed the process and timeline used during the process.

On February 15, 2022, the City Council received both this item as well as a staff report for the first reading and introduction of an ordinance adopting Map 504c and setting the necessary election sequencing.

### **Timeline Adjustments**

When the City Council appointed members to the Redistricting Advisory Committee on June 15, 2021, a tentative meeting schedule was included (Attachment 1). There was an in-person public open house scheduled for a Saturday on January 22, 2022. Due to the surge of COVID cases as a result of the Omicron variant, this meeting was canceled. The original purpose of the January 27, 2022 meeting was for the Committee to discuss Council input, narrow to two maps, and discuss their final report to the Council. Given the Council’s vote to approve Map 504c on January 19, 2022, the RAC used this meeting to receive additional public input, discuss the district sequencing consequences of “voter deferment” and voter acceleration,” and discuss their final report to the Council – ultimately appointing a subcommittee of Chair Holt, Vice Chair Gater, and Committee Member P. Marshall to prepare the final report. There was also an additional City Council meeting built into the schedule to allow the Council an opportunity to hold an additional public hearing if necessary.

### **Community Engagement / Public Outreach**

Following the creation of the RAC, City staff has conducted a robust public outreach campaign to reach as many residents as possible to ensure they were aware of the process and how to be involved. Graphics were created with information about the process, with a tagline of “Think Inside the Lines.”

Utilizing the City's traditional communication channels, a number of informative articles, meeting announcements, survey promotion, and direct email and phone outreach to key community partners was conducted. Additionally, staff City staff and members of RAC tabled at many events and location including the Library, the Farmers Market, Make it Main Street, church services, ALAS events and services, and other venues. RAC members also utilized their own personal channels to reach out to their own networks about the process. Paper kits were also available at all events and at City Hall and the library which included an information sheet, a copy of the City's survey, and a paper map.

Materials and key messages continue to be shared with an extensive list of community partners who have been instrumental in ensuring members of their own networks are kept apprised of ongoing redistricting efforts and the various ways in which they can participate. Community members have several options for receiving updates about redistricting directly from the City, including signing up to receive information through the City's weekly eNewsletter and following the City's social media accounts.

The City's redistricting webpage is a repository for all items related to this redistricting initiative. The website contains background information on the redistricting process, an overview of the RAC and its members, and links to all relevant documents and draft maps, as well as video recordings of all meetings and tutorials on how to use the mapping software. Also available is an interactive map tool that allows users to view various maps and boundaries including current City Council district lines as they consider their feedback on the redistricting process. The webpage will remain active for 10 years following the completion of the redistricting process, as required by law.

Materials are available electronically and in print, and in accordance with state requirements all are available in English and Spanish.

The final map must be adopted by the City Council and all associated administrative work must be completed by City staff no later than April 17, 2022.

**ATTACHMENT:**

Schedule as presented to the City Council on June 15, 2021