



# Independent Redistricting Commission

## REGULAR MEETING AGENDA

**Date:** 1/27/2022  
**Time:** 6:00 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 867 5884 8645

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
  - Submit a written comment online up to 1-hour before the meeting start time:  
[jaherren@menlopark.org](mailto:jaherren@menlopark.org) \*  
Please include the agenda item number you are commenting on.
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 867 5884 8645
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 867 5884 8645  
Press \*9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).

### Special Session ([Zoom.us/join](https://zoom.us/join) – ID# 867 5884 8645)

#### A. Call To Order

#### B. Roll Call

#### C. Public Comment

Under "Public Comment," the public may address the Independent Redistricting Commission on any subject not listed on the agenda. Each speaker may address the Independent Redistricting Commission once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Independent Redistricting Commission cannot act on items not listed on the agenda and, therefore, the Independent Redistricting Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Consent Calendar

- D1. Accept the Independent Redistricting Commission minutes for December 9, December 11, and December 18, 2021 ([Attachment](#))

**E. Regular Business**

- E1. Review and provide direction on the Independent Redistricting Commission’s regular meeting schedule and format  
([Staff Report #22-002-IRC](#))
- E2. Discuss and provide direction on the Independent Redistricting Commission’s public engagement  
([Staff Report #22-001-IRC](#))

**F. Public Hearing – 6:30 p.m.**

- F1. First public hearing to receive input regarding the composition of the City’s Districts  
([Staff Report #22-003-IRC](#))

**G. Reports and Announcements**

- G1. Commissioner reports

**H. Adjournment**

At every regular meeting of the Independent Redistricting Commission, in addition to the public comment period where the public shall have the right to address the Independent Redistricting Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Independent Redistricting Commission on any item listed on the agenda at a time designated by the chair, either before or during the Independent Redistricting Commission’s consideration of the item.

At every special meeting of the Independent Redistricting Commission, members of the public have the right to directly address the Independent Redistricting Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Independent Redistricting Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Independent Redistricting Commission meetings, may call the City Clerk’s Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the “Notify Me” service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 1/21/2022)

# Independent Redistricting Commission



## REGULAR MEETING MINUTES – DRAFT

**Date:** 12/9/2021  
**Time:** 6:00 p.m.  
**Location:** Zoom

### Regular Meeting

#### A. Call To Order

Chair Arellano called the meeting to order at 6:22 p.m.

#### B. Roll Call

Present: Arellano, Bahles, Erhart, Gilmer, Hill, Marquardt, Wolter  
Absent: Kissel, Saad  
Staff: City Clerk Judi A. Herren, Administrative Assistant Sarah Sandoval

#### C. Public Comment

- District 1 resident Pam D. Jones spoke in support of increased safety for in-person meetings.

#### D. Consent Calendar

- D1. Accept the Independent Redistricting Commission meeting minutes for November 8, 2021 (Attachment)

**ACTION:** Motion and second (Gilmer/ Bahles), to accept the Independent Redistricting Commission meeting minutes for November 8, 2021, passed (Saad absent).

#### E. Presentations

- E1. Introduction to Redistricting: Menlo Park Independent Redistricting Commission

GEOinovo demographers Alex Sainz and Jesus Garcia made the presentation (Attachment).

The IRC received background information on the demographer selection process as well as GEOinovo’s scope of services and geographic information system (GIS) mapping tools.

The IRC received clarification on how the mapping tools work, how the public can access them, and how public input provided via the mapping tools will be made available to the IRC for consideration.

- Pam D. Jones spoke in support of the communities of interest tool.
- Joan Skurnick requested clarification on age groups as communities of interest.

#### F. Informational Items

- F1. Redistricting overview (Staff Report #21-004-IRC)

City Clerk Herren introduced the item.



The IRC received clarification from GEOinovo and staff regarding the redistricting process and the public engagement.

**G. Reports and Announcements**

G1. Commissioner reports

Commissioner Hill reported out on utilizing the League of Women Voters as a community outreach resource.

The Commission received clarification on the available meeting translation services.

**H. Adjournment**

Chair Arellano adjourned the meeting at 7:46 p.m.

Sarah Sandoval, Administrative Assistant



# Independent Redistricting Commission

## REGULAR MEETING MINUTES – DRAFT

**Date:** 12/11/2021  
**Time:** 12:00 p.m.  
**Location:** Belle Haven Library  
413 Ivy Drive, Menlo Park, CA 94025

### Regular Session

#### A. Call To Order

Chair Arellano called the meeting to order at 12:04 p.m.

#### B. Roll Call

Present: Arellano, Bahles, Erhart, Gilmer, Hill, Wolter  
Absent: Kissel, Marquardt, Saad  
Staff: City Clerk Judi A. Herren, Administrative Assistant Sarah Sandoval

#### C. Public Comment

None.

#### D. Presentations

##### D1. Public mapping tool overview

GEOinovo demographers Alex Sainz and Jesus Garcia made the presentation (Attachment).

The Commission received clarification on census blocks, communities of interest, and the different stages of the map submission process.

- District 1 resident Pam D. Jones commented on the increased population in District 1 since the last census.
- District 5 resident Joan Skurnick requested clarification regarding population size versus voter population size.
- District 1 resident David Erhart requested clarification on district lines related to geographically contiguous, the process of analyzing mapping tool submission data from both the mapping tool and the communities of interest tool, and requested mapping tool kiosks be made available at library branches.

The Commission received clarification on the mapping tool use of population related to the 2020 census blocks.

The Commission directed staff to make paper maps available at open City facilities as an alternative to the online tools.

**E. Adjournment**

Chair Arellano adjourned the meeting at 1:13 p.m.

Sarah Sandoval, Administrative Assistant



# Independent Redistricting Commission

## REGULAR MEETING MINUTES – DRAFT

**Date:** 12/18/2021  
**Time:** 12:00 p.m.  
**Location:** City Council Chambers  
701 Laurel St., Menlo Park, CA 94025  
Zoom

### Regular Session

#### A. Call To Order

Vice Chair Gilmer called the meeting to order at 12:02 p.m.

#### B. Roll Call

Present: Bahles, Erhart, Gilmer, Hill, Kissel, Marquardt, Saad, Wolter  
Absent: Arellano  
Staff: City Clerk Judi A. Herren, Administrative Assistant Sarah Sandoval

#### C. Public Comment

None.

#### D. Presentations

##### D1. Public mapping tool overview

GEOinovo demographers Alex Sainz and Jesus Garcia made the presentation (Attachment).

The Commission received clarification on census blocks related to the redistricting process, environmental impacts and communities of interest.

#### E. Adjournment

Vice Chair Gilmer adjourned the meeting at 12:39 p.m.

Sarah Sandoval, Administrative Assistant



## STAFF REPORT

### Independent Redistricting Commission

**Meeting Date:** 1/27/2022  
**Staff Report Number:** 22-002-IRC

**Regular Business:** Review the Independent Redistricting Commission's regular meeting schedule and format

### Recommendation

Staff recommends the Independent Redistricting Commission (IRC) review the IRC's regular meeting schedule and format (Attachment A.)

### Policy Issues

In accordance with State law and increased transparency, the IRC adopted a regular meeting schedule. The schedule is available on the redistricting webpage (Attachment B.)

### Background

The purpose of the IRC meeting schedule is to provide the IRC, staff and the public with advance notice of proposed meeting dates.

At the November 18, 2021 IRC meeting, the IRC adopted a regular meeting calendar.

### Analysis

The adopted meeting dates took into consideration City Council, Planning Commission, and all City advisory body meeting schedules. All adopted meetings are virtual with the exception of the two community meetings in December 2021.

The IRC can consider the meeting format, currently virtual, and amend it to include hybrid meetings. A hybrid meeting would allow for Commissioners and members of the public to participate virtually and/or in-person at the City Council Chambers (701 Laurel Street, Menlo Park, CA 94025.) In-person attendance would be in line with State and County laws related to the COVID-19 pandemic, which would limit the number of Commissioners and public in-person attendance.

It is important to note that the tentative calendar is a fluid document that serves as an ongoing reference guide, and that items are frequently rescheduled. The IRC is requested to keep Thursday evenings free so that meetings, including special sessions or public hearings, can be scheduled as the need arises.

Staff is recommending that the IRC review the adopted calendar and provide direction to staff on whether there are any revisions to the calendar that the IRC would like to make. .

### **Impact on City Resources**

There is no impact on City resources.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

### **Attachments**

- A. IRC schedule
- B. Hyperlink – Redistricting website: [menlopark.org/redistricting](https://menlopark.org/redistricting)

Report prepared by:  
Judi A. Herren, City Clerk

Report reviewed by:  
Denise Bazzano, Assistant City Attorney

Table 1: Proposed IRC schedule			
Type	Date	Time	Location
Random selection of first 3 members	11/4/2021	6 p.m.	Zoom
Interviews	Week of 11/8/2021	Dependent on 3 members	Zoom
Meeting/ Public hearing	11/18/2021	6 p.m.	Zoom
Meeting	12/9/2021	6 p.m.	Zoom
Public/community meeting	12/11/2021 (Saturday)	12 p.m.	Belle Haven Library
Public/community meeting	12/18/2021 (Saturday)	12 p.m.	City Council chambers
First public hearing (pre-map)	1/13/2022	6 p.m.	Zoom
Meeting	1/27/2022	6 p.m.	Zoom
Second public hearing (pre-map)	2/10/2022	6 p.m.	Zoom
Meeting	2/24/2022	6 p.m.	Zoom
Third public hearing (post-map)	3/10/2022	6 p.m.	Zoom
Meeting	3/24/2022	6 p.m.	Zoom
Last map submission (requires 7-day public comment period)	3/25/2022	5 p.m.	n/a
Fourth public hearing (post-map)	4/7/2022	6 p.m.	Zoom
Meeting map approval	4/14/2022	6 p.m.	Zoom
Final map deadline	4/17/2022		n/a



## STAFF REPORT

### Independent Redistricting Commission

**Meeting Date:** 1/27/2022  
**Staff Report Number:** 22-001-IRC

**Regular Business:** Discuss and provide direction on the Independent Redistricting Commission's public engagement

### Recommendation

Staff recommends the Independent Redistricting Commission (IRC) discuss and provide direction on the IRC's public engagement.

### Policy Issues

City staff is seeking direction on the public engagement process related to the IRC.

### Background

The IRC was provided a worksheet Thursday, January 13, 2022 (Attachment A.) Staff requested that the Commissioners review and complete the worksheet in preparation for this item tonight. This worksheet requested the Commission to consider:

- Target outreach groups
  - List who we want to target for input
    - Example; Menlo Park voters
- Potential stakeholder
  - Who do we want to engage and share information to?
    - Examples are included in worksheet
- Potential components of in person engagement
  - Example; hybrid meetings
- Digital components
  - Examples; website and online mapping tools
- Potential locations to hold events/ meetings
  - Examples; virtual, in-person, hybrid
- Tricky potential issues
  - Example; COVID
- What happens with public input
  - Examples; maps received distributed at IRC meetings

### Analysis

Purpose of this item is to contemplate the various components, resources and constraints that come into play when planning a public engagement process and to document the wide variety of potential

stakeholder groups in your community. This will help to ensure those we target in our outreach plan are reflective of the diversity in our community.

City staff has reached out to local media to publicize the redistricting process. Also, staff has made a good faith effort to notify community groups of various kinds about the redistricting process. Public hearings or workshops will be provided in applicable languages if residents submit a request in advance. The City has created a website that provides information regarding redistricting and will notify the public about redistricting hearings or workshops, post maps online before adoption.

The City's redistricting website (Attachment B) is in compliance with the Fair Maps Act by including:

- A general explanation of the redistricting process for the City in English and any applicable language.
- The procedures for a member of the public to testify during a public hearing or to submit written testimony directly to the IRC in English and any applicable language.
- A calendar of all public hearing and workshop dates.
- The notice and agenda for each public hearing and workshop.
- The recording or written summary of each public hearing and workshop.

The City's contract with the demographer, GEOinovo, provides the following regarding mapping tools:

- Districtr public mapping tool (Attachment C)
  - As part of the City's effort to provide transparency and meet requirements of the California FAIR MAPS Act, we encourage residents to submit their draft City Council districts and "Communities of Interest" (COI) using the Districtr.org mapping tool. A "Community of Interest" is defined by California law as: "a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation."
  - Draft districts must be contiguous and maintain equal population size to ensure equal representation between districts.
- Menlo Park redistricting survey (Attachment D)
  - Draw an area of interest.
  - Leave a comment about the area. Is it a community of interest? What would you like to tell the IRC about this location?
  - Fill out your contact information for follow up.

City staff will create and begin further implementing the public engagement plan as directed by the IRC.

### **Impact on City Resources**

The City has budgeted \$100,000 for the entire redistricting process. A portion of that budgeted amount can be used for public engagement.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA)

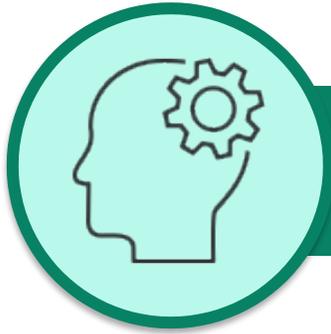
Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

**Attachments**

- A. IRC assessment template
- B. Hyperlink – Redistricting website: [menlopark.org/Redistricting](https://menlopark.org/Redistricting)
- C. Hyperlink – Mapping tool: [districtr.org/event/MP-Maps](https://districtr.org/event/MP-Maps)
- D. Hyperlink – Redistricting survey:  
[survey123.arcgis.com/share/9f56b2b897454df8a1b47cbce8b1a82c?portalUrl=https://www.arcgis.com](https://survey123.arcgis.com/share/9f56b2b897454df8a1b47cbce8b1a82c?portalUrl=https://www.arcgis.com)

Report prepared by:  
Judi A. Herren, City Clerk

Report reviewed by:  
Denise Bazzano, Assistant City Attorney



# THINK

## Initial Assessment

**Purpose of this template:** To contemplate the various components, resources and constraints that come into play when planning a public engagement process.

**Directions:** Fill in the document the best you can; you do not need to go in order.

Category	Fill in if applicable	Note
<b>Title of effort</b>	Independent Redistricting Commission (IRC)	
<b>Time horizon</b>	November 2021 – April 2022	
<b>Target outreach groups</b>	Menlo Park voters	
<b>Potential stakeholder</b>	Adult education	Job Train
	Agricultural groups / associations	Almond Growers Association
	Arts groups	
	Business	Cafe Zoë
	Chamber of Commerce	
	Community Based Organizations	Menlo Together
	Community health and wellness	Menlo Park - Veterans Affairs

	Environmental groups	Canopy Actera Sierra Club Safe Routes to School Bike Menlo
	Ethnic media	
	Ethnic oriented community groups/ centers	
	Faith based	
	Food banks	
	Libraries	Friends of the Menlo Park Library
	Gay, lesbian, bisexual groups	
	Good government groups	League of Women Voters Common Cause
	Immigrant related organizations	
	Labor organizations	
	Disability organizations	
	Schools	
	Senior citizen groups	Menlo Park Senior Programs Lions Club
<b>Potential components of in person engagement</b>	Virtual and in-person meetings Mapping tool (online and hand drawn)	Public hearings Physical maps for hand drawn in open City facilities
<b>Digital components</b>	Website (Elections Code section 21608) Mapping tool(s)	
<b>Potential locations to hold events/ meetings</b>	Virtual City Council Chambers	E.g.: Community Centers, schools, libraries, government buildings, faith-based, community rooms at institutions such as banks, foundations, non- profits, etc.



<p><b>Tricky potential issues</b></p>	<p>COVID-19</p>	<p>Consider <u>Internal challenges</u> (eg. Over these three months we are switching IT servers; over these months our Director is retiring).</p> <p>Consider <u>External challenges</u> (eg. very vocal group will be against; a business is being built in that area and residents are still upset about how that went; Measure _____ failed two months ago and people might associate this with that; A recent police shooting has neighborhood on edge and especially distrustful of government).</p>
<p><b>What happens with public input</b></p>	<p>Maps submitted to the City both hard copy and via online tools will be processed by demographer GEOinvo and presented to the IRC.</p>	<p>If a resident asks “What happened to my input/ suggestion” what are you going to say.</p>





## STAFF REPORT

### Independent Redistricting Commission

**Meeting Date:** 1/27/2022  
**Staff Report Number:** 22-003-IRC

**Public Hearing:** First public hearing to receive input regarding the composition of the City's Districts

### Recommendation

Staff recommends the Independent Redistricting Commission (IRC) conduct the first public hearing receive public input regarding the composition and boundaries of the City's Districts.

### Policy Issues

The intention of this first public hearing is to identify the neighborhoods, communities of interest, and other local factors that should be considered or used as building blocks when the drawing of draft maps begins. While all public input concerning the composition of the city's districts should be considered, all maps must meet the following federal requirements:

1. Population equality across districts.
2. Race cannot be the predominant factor or criteria when drawing districts.
3. Compliance with the federal Voting Rights Act of 1965, which, among other things, prohibits districts that dilute minority voting rights, and encourages a majority-minority district, if the minority group is sufficiently large, and such a district can be drawn without race being the predominant factor.

Additionally, the maps must also meet the following state requirements:

- Maps must be drawn using the following criteria in prioritized order:
  - District boundaries must be geographically contiguous;
  - District boundaries must minimize the division of neighborhoods and communities of interest;
  - District boundaries must be easily identifiable and understandable by residents; and
  - District boundaries must be geographically compact.
- Maps must not favor or discriminate against a political party.  
Maps must be accompanied by information on the total population, citizen voting age population, and racial and ethnic characteristics of the citizen voting age population.

### Background

Pursuant to California Elections Code Section 21627.1, before adopting a final map in the redistricting process, the Commission must hold at least four public hearings at which the public is invited to provide input regarding the composition of one or more districts. At least one public hearing must be held before the commission draws a draft map or maps of the proposed City Council district boundaries.

### **Analysis**

At this first public hearing, staff recommends that the IRC conduct the public hearing to receive input on communities of interests and sharing specific thoughts on the composition of the districts.

The Fair Maps Act defines a “community of interest” as a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation. Communities of interest do not include relationships with political parties, incumbents, or political candidates.

Additional public hearings concerning the proposed City District boundaries will be held on February 10, 2022, March 10, and April 7, 2022 with additional meetings on February 24, March 24, and April 14, 2022. Adoption of a resolution approving the final map will occur on at the April 14, 2022 meeting.

### **Impact on City Resources**

There is no impact on City resources.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

### **Attachments**

None.

Report prepared by:  
Judi A. Herren, City Clerk

Report reviewed by:  
Denise Bazzano, Assistant City Attorney