



## REPORT TO CITY COUNCIL

Approved by: *Hilda Cantu Montoy*

Hilda Cantu Montoy, City Attorney

*Arnoldo Rodriguez*

Arnoldo Rodriguez, City Manager

Council Meeting of: June 2, 2021

Agenda Number:         E-1        

### SUBJECT:

Redistricting Process Required for City Council Districts

### RECOMMENDATION:

Council to hear report on the redistricting process required by local, state, and federal law; discuss process; and provide direction to staff.

### SUMMARY:

Every ten years, City Council districts must be redrawn so that each district is substantially equal in population. This process, called redistricting, is important in ensuring that each city councilmember represents about the same number of constituents.

In Madera, the City Council is responsible for drawing six council districts. The Mayor is elected at large. Redistricting is done using U.S. Census data, which is expected to be released in September 2021. For the City of Madera, the redistricting process must be completed by April 17, 2022.

### DISCUSSION:

The City of Madera like all local governments with council districts must comply with legal requirements for adjusting district boundaries. The City must make the adjustments by ordinance and as required by the Elections Code. The recently enacted Fair Maps Act (AB 849) includes very detailed procedural and substantive criteria.

Cities and counties with the next regular election occurring on or after July 1, 2022, must adopt district boundaries not later than 205 days before that election. For municipalities with November 8, 2022, elections, the deadline is April 17, 2022.

Substantively, district boundaries must comply with the U.S. and California Constitutions and the federal Voting Rights Act, and must be “substantially equal” in population, with only minor deviations permitted. The Fair Maps Act also requires districts be geographically contiguous; respect local neighborhoods and communities of interest; be easily identifiable; accomplish geographic compactness; and neither favor nor discriminate against political parties.

Procedurally, cities must hold at least four public hearings – at least one before drawing a map and at least two after. To increase public participation, those public hearings require five days’ notice, with draft maps published at least seven days before adoption, and public access to demographic and mapping data, among other requirements.

The Fair Maps Act also includes significant requirements for outreach and a dedicate website.

The City Attorney has prepared a detailed analysis of the requirements as set forth in the attached memo. The memo includes a Draft Schedule with input from the City Clerk and this office for ensuring that the City meets the legal requirements for redistricting. The Draft Schedule goes beyond the legal requirements of 4 public hearings and includes 2 additional workshops. The schedule will be finalized when the City retains a demographer. Award of that contract will be on Council’s next agenda.

Elections Code Section 21508(j) requires the Secretary of State to:

- Publish on the internet templates explaining the county and city redistricting processes.
- The templates must be in all the languages into which ballots are required to be translated in the state pursuant to Section 203 of the federal Voting Rights Act (VRA).
- The templates shall be published in a conspicuous location on the Secretary of State’s internet website.

A copy of the Secretary of State’s template is attached and will be completed and posted on the internet.

**FINANCIAL IMPACT:**

There is no fiscal impact in reviewing the redistricting process and obligations of the City.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

This action is not specifically addressed in the vision or action plans; the requested action is also not in conflict with any of the action or goals contained in that plan.

**ALTERNATIVES:**

1. Council may request to table the item to a future date and request that staff provide additional information.

**ATTACHMENTS:**

1. City Attorney Memo – Summary of Redistricting Process
2. Secretary of State Template

**ATTACHMENT 1**  
**City Attorney Legal Memo**

**MEMORANDUM FROM CITY ATTORNEY**

May 26, 2021

**TO: Mayor and City Council  
Arnoldo Rodriguez, City Manager  
Alicia Gonzales, City Clerk**

**RE: Summary of Redistricting Process**

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**I. BACKGROUND**

The City of Madera currently has six council members elected by district and the mayor is elected at large. The purpose of this memorandum is to provide an overview of requirements and a list of milestones for redistricting under the Madera City Code and AB 849. Under Madera City Code and state law, the City is required to adjust the boundaries of the councilmember districts following each decennial federal census. The adjustment of councilmember districts shall be done by ordinance and in accordance with California Elections Code § 21600 *et seq.*

The state legislature adopted **AB 849** enacting the California Fair Maps Act (“**Elections Code 21000 *et seq.***”), effective January 1, 2020. AB 849 creates a redistricting process for general law cities in California. AB 849 not only establishes procedural requirements, but also establishes district drawing criteria and requirements. Additionally, cities and counties must conduct certain outreach, maintain websites with publicly available information about draft maps, and hold at least four public hearings on the issue.

Redistricting determines which communities are placed together into a district and whether communities are split up across different districts. The decisions made during the redistricting process determine whether residents have fair representation in government and whether their representatives will reflect their interests.

**II. SUMMARY OF CONCLUSIONS**

- A.** AB 849 requires redistricting after every federal decennial census using the data acquired from each federal decennial census. However, AB 849 also contains variation in terms of how it treats timelines and it is recommended that each situation be individually reviewed and analyzed.
- B.** Data from the 2020 Federal Census is anticipated to be provided to the State on September 30, 2021; however, it is not clear when this data will be available to cities for redistricting purposes (as discussed further below, the State has to adjust this data so that incarcerated persons are counted at their last known addresses

instead of where they are incarcerated).

- C.** The City must complete its redistricting by April 17, 2022. Failure to meet this date requires the City to petition the superior court in the County for an order adopting districts within 5 days. Failing to do so within 5 days will allow any resident to file a petition in the superior court for the same and allow the recovery of reasonable attorney’s fees and costs. If a petition is validly filed, the court may adjust electoral deadlines and appoint a special master to assist it in the process. The City is required to pay for the special master and associated costs.
- D.** Once the City redistricts after a federal decennial census, it may not redistrict again except in limited circumstances such as certain annexations and court orders.
- E.** Maps must be drawn consistent with the federal and State Constitution and the federal Vote Rights Act of 1965, and be consistent with the following criteria in order of priority (as described further below):

  - 1.** To the extent practicable, council districts must be geographically contiguous.
  - 2.** To the extent practicable, the geographic integrity of any local neighborhood or local “community of interest” (see below) must be respected in a manner that minimizes its division.
  - 3.** Council district boundaries should be easily identifiable and understandable by residents. To the extent practicable, council districts must be bounded by natural and artificial barriers, by streets, or by the boundaries of the City.
  - 4.** To the extent practicable, and where it does not conflict with the preceding criteria in this subdivision, council districts must be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.
- F.** At least four public hearings are required. One public hearing must occur prior to drawing maps. Two must occur after drawing maps. At least one public hearing must occur on a Saturday, on a Sunday, or after 6 p.m. on a weekday Monday through Friday. Further the public hearings must be accessible for persons with disabilities.
- G.** The City Council may have City staff or a consultant conduct one or more public workshops in lieu of holding one of the public hearings required by Elections Code Section 21607.1(a)(1)<sup>1</sup>. The City Council may also establish an advisory redistricting commission pursuant to Section 23002 to hold the public hearings

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<sup>1</sup> All section references shall be to the Elections Code unless stated otherwise.

required by Section 21607.1(a)(1).

- H.** The City must make a good faith outreach effort to residents (including non-English speaking residents), which includes:

  - 1.** Providing information to media organizations that provide City news coverage, including media organizations that serve language minority communities.
  - 2.** Providing information through good government, civil rights, civic engagement, and community groups or organizations that are active in the City, including those active in language minority communities, and those that have requested to be notified concerning City redistricting.
- I.** Notice of the public hearings or workshops, as applicable, must generally be published on the internet at least 5 days in advance of the public hearing, unless there are fewer than 28 days until the deadline to adopt boundaries, the City Council may publish the agenda on the internet for at least three days before the hearing. We further recommend publication of at least the first public hearing and final one by newspaper publication.
- J.** Live translations into “applicable languages” (see below) can be requested at least 72 hours in advance of the public hearing or workshop, unless less than five days’ notice are provided for the hearing or workshop, in which case the request must be made at least 48 hours before the hearing or workshop. The public hearing notices and agendas should include information regarding live translations.
- K.** Public testimony must be permitted at each public hearing or workshop and the record of the proceedings must be provided to the public on the website within 2 weeks of the public hearing or workshop. Members of the public may submit draft maps.
- L.** Draft maps must be published on the internet at least 7 days prior to adoption, provided that draft maps cannot be released earlier than three weeks after the block-level redistricting database required by Government Code Section 8253(b) is first made publicly available (this is a redistricting database that utilizes the 2020 Federal Census data). However, this does not prohibit the City Council from holding public hearings or workshops on the placement of council district boundaries before the earliest date that draft maps of council districts may be released. If the period of time between the date that the redistricting database is made publicly available and the map adoption deadline is fewer than 90 days and more than 59 days, the waiting period required provided above is reduced to one week. If the period of time between the date that the redistricting database is made publicly available and the map adoption deadline is fewer than 60 days, then the waiting period provided above is waived.

- M. Section 21508(j) requires the Secretary of State to publish on the internet templates explaining the county and city redistricting processes; the templates must be in all of the languages into which ballots are required to be translated in the state pursuant to Section 203 of the federal Voting Rights Act (VRA); and the templates shall be published in a conspicuous location on the Secretary of State’s internet website. A copy is attached as “Attachment 1.”
- N. Under Section 21606 “the term of any council member who has been elected and whose term of office has not expired shall not be affected by any change in the boundaries.”

### III. LEGAL ANALYSIS

#### A. Timeframe for Beginning and Completing Redistricting.

Following each federal decennial census, the City is required to redistrict by adopting “... boundaries for all of the council districts of the City so that the council districts shall be substantially equal in population as required by the United States Constitution.”<sup>2</sup> We understand that the current federal decennial census is due to be completed and data applicable to AB 849 to be provided to California by **September 30, 2021**.<sup>3</sup> However, it is not clear when this data will be available to cities for redistricting purposes since the State needs to adjust the data to account for incarcerated persons and their last known address (see discussion below).

When this redistricting must be completed depends on when the redistricting will occur. Because the City’s next general election is in November 8, 2022, Elections Code Section 21602(a)(3)<sup>4</sup> is relevant and provides as follows: “For redistricting occurring before 2031 and where a city does not have a regular election occurring after January 1,

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<sup>2</sup> Cal. Elec. Code Section 21601.

<sup>3</sup> See <https://2020census.gov/en/important-dates.html>.

<sup>4</sup> Cal. Elec. Code Section 21602 in its entirety provides as follows:

“(a)(1)For redistricting occurring in 2031 and thereafter, the boundaries of the council districts shall be adopted by the council not later than 205 days before the city’s next regular election occurring after January 1 in each year ending in the number two.”

(2) For redistricting occurring before 2031 and where a city has a regular election occurring after January 1, 2022, and before July 1, 2022, the boundaries of the council districts shall be adopted by the council not later than 174 days before that election.

(3) For redistricting occurring before 2031 and where a city does not have a regular election occurring after January 1, 2022, and before July 1, 2022, the boundaries of the council districts shall be adopted by the council not later than 205 days before the city’s next regular election occurring on or after July 1, 2022.

(b) This section does not apply when a city transitions from at-large to district-based elections.”



2022, and before July 1, 2022, the boundaries of the council districts shall be adopted by the City Council not later than 205 days before the city's next regular election occurring on or after July 1, 2022." This means that the districting process must be completed by **April 17, 2022**.

Pursuant to Section 21609, failure to adopt district maps by the deadline will require the City to petition the Superior Court in the County for an order adopting district boundaries. Failing to do so within 5 days will allow any resident to file a petition in the superior court for the same and allow the recovery of reasonable attorney's fees and costs. If a petition is validly filed, the court may adjust electoral deadlines and appoint a special master to assist it in the process. The City is required to pay for the special master and associated costs.

**B. Mid-Cycle Redistricting When Annexations Makes Districts Unequal**

Pursuant to Section 21603<sup>5</sup>, if the boundaries of a city expand incorporating a new territory or through annexation of unincorporated territory or consolidation with another city, the City Council must add that new territory to the nearest existing council district without changing the boundaries of other council district boundaries. However, the council may adopt new boundaries for each council district if there are more than four years until the City Council is next required to redistrict pursuant to Section 21601 and the population of the new territory being annexed or consolidated is greater than 25 percent of the City's population, as determined by the most recent federal census.

**C. Mid-Cycle Redistricting Permitted in Other Circumstances**

Generally, once new districts are drawn after a federal decennial census, the City may not again redraw districts until the next federal census unless it is pursuant to Section 21603, as discussed above, or it meets an exception under Section 21605: (i) A court orders the City Council to redistrict; The City Council is settling a legal claim that its council district boundaries violate the United States Constitution, the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10301 et seq.), or AB 849; or The boundaries of the City change by the addition of territory pursuant to Section 21603 or by the subtraction of territory.

**D. Map Drawing Criteria and Requirements**

Section 21601 establishes several criteria for the drawing of district maps. Overall, the maps must be drawn in a manner are "substantially equal in population as required by the United States Constitution." Population equality must be "based on the total population of residents of the City as determined by the most recent federal decennial census for which the redistricting data described in Public Law 94-1711 are available"<sup>6</sup>. The maps must further comply with both the

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<sup>5</sup> All section references shall be to the Elections Code unless stated otherwise.

<sup>6</sup> Public Law 94-1711 requires that the census data that is provided to states after each federal decennial census. For the 2020 Federal Census, as provided above, the anticipated date that this data will be available is September 30, 2021; however, it is not clear when this data will be available for redistricting purposes due to adjustments needed to be made by the State. For (footnote continued)

federal and State constitutions and federal Voting Rights Act of 1965. Additionally, Section 21601(d) prohibits the adoption of "... council district boundaries for the purpose of favoring or discriminating against a political party." Section 21601 further establishes the following criteria (in order of priority):

- To the extent practicable, council districts must be geographically contiguous. Areas that meet only at the points of adjoining corners are not contiguous. Areas that are separated by water and not connected by a bridge, tunnel, or regular ferry service are not contiguous.
- To the extent practicable, the geographic integrity of any local neighborhood or local community of interest must be respected in a manner that minimizes its division. A "community of interest" is 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.
- Council district boundaries should be easily identifiable and understandable by residents. To the extent practicable, council districts must be bounded by natural and artificial barriers, by streets, or by the boundaries of the City.
- To the extent practicable, and where it does not conflict with the preceding criteria in this subdivision, council districts must be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.

## **E. Public Hearing Requirements**

### **1. Generally**

Prior to the adoption of any final maps, Sections 21607 and 21607.1 require "at least four public hearings at which the public is invited to provide input regarding the composition of one or more council districts" as follows: (i) at least one public hearing must be held before the City Council draws a draft map or maps of the proposed City Council boundaries<sup>7</sup>; and (ii) at least two public hearings must be held after the City Council has drawn a draft map or maps of the proposed

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example, an incarcerated person (as defined by Section 21003) is not counted towards a city's population, "except for an incarcerated person whose last known place of residence may be assigned to a census block in the city, if information about the last known place of residence for incarcerated persons is included in the computerized database for redistricting that is developed in accordance with subdivision (b) of Section 8253 of the Government Code, and that database is made publicly available."

<sup>7</sup> Section 21607.1(a)(1).

City Council boundaries.<sup>8</sup> Further, at least one public hearing or public workshop must be held on a Saturday, on a Sunday, or after 6 p.m. on a weekday Monday through Friday. The public hearings must also be accessible to those with disabilities.

If a public hearing is consolidated with a regular or special meeting that includes other substantive agenda items, it must begin at a fixed time regardless of its order on the agenda, except that the City Council may first conclude any item being discussed or acted upon, including any associated public comment, when that time occurs. Additionally, the City Council may have City staff or a consultant conduct one or more public workshops in lieu of holding one of the public hearings required by Section 21607.1(a)(1). Further, City Council may also establish an advisory redistricting commission pursuant to Section 23002 to hold the public hearings required by Section 21607.1(a)(1).

## 2. Noticing and Accessibility Requirements

### (a) Good Faith Efforts to Encourage Residents to Participate

Per Section 21608(a), the City Council must encourage residents, including those in underrepresented communities and non-English speaking communities, to participate in the redistricting process. These steps must include a good faith effort to do the following: (i) Providing information to media organizations that provide City news coverage, including media organizations that serve language minority communities; and (ii) Providing information through good government, civil rights, civic engagement, and community groups or organizations that are active in the City, including those active in language minority communities, and those that have requested to be notified concerning City redistricting.

### (b) Live Translations Required if Timely Requested

Per Section 21608(b), the City Council must also arrange for live translation in an applicable language of a public hearing or workshop held pursuant AB 849 if a request for translation is made at least 72 hours before the hearing or workshop. However, if less than five days' notice are provided for the hearing or workshop, then the request must be made at least 48 hours before the hearing or workshop.<sup>9</sup>

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<sup>8</sup> Section 21607.1(a)(2).

<sup>9</sup> "Applicable language" is defined by Section 21608(h) as "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. Before January 1, 2021, and before January 1 in every year ending in the number one thereafter, the Secretary of State shall post the applicable languages for each city in a conspicuous location on the Secretary of State's internet website. To determine the applicable languages for each city, in 2020 and in each year ending in the number zero thereafter, the Secretary of State, in consultation with the Statewide Database, shall request a special tabulation from the United States Bureau of the Census of the most recent data on limited English proficiency from the bureau's American (footnote continued)

(c) Notice of Public Hearing Publication Requirements

Per Section 21608(c), notwithstanding Government Code Section 54954.2, the City Council must publish the date, time, and location for any public hearing or workshop on the internet at least five days before the hearing or workshop. However, if there are fewer than 28 days until the deadline to adopt boundaries, the City Council may publish the agenda on the internet for at least three days before the hearing or workshop.

A question raised is whether newspaper publication is required for public hearings. Section 21068 covers noticing requirements, recordkeeping, public participation website maintenance requirements, etc., but does not reference newspaper publication. In particular, Section 21068(c) only references internet publication for the public hearing/workshop notices. Another example is Section 21068(d) which provides similarly for draft maps (including accompanying demographic information. However, the requirements per the discussion above under III.E. 2 regarding noticing and accessibility requirements should be kept in mind. We, therefore, encourage the City to publish hearing notices via newspaper.

(d) Publication of Draft Maps: Publication; Required Information

Per Section 21608(d), draft maps must be published on the internet for at least seven days before being adopted as a final map by the City Council provided that, if there are fewer than 28 days until the deadline to adopt boundaries, the draft map may instead be published on the internet for at least three days.

Each draft map prepared by a member of the City Council or by employees or contractors of the City must be accompanied by information on the total population, citizen voting age population, and racial and ethnic characteristics of the citizen voting age population of each proposed council district, to the extent the City has that data.

The Council and employees or contractors of the City **cannot** release draft maps of council districts earlier than three weeks after the block-level redistricting database required by Government Code Section 8253(b) is first made publicly available (this is a redistricting database that utilizes the 2020 Federal Census data). However, this does not prohibit the City Council from holding public hearings or workshops on the placement of council district boundaries before the earliest date that draft maps of council districts may be released. If the time period between the date that the redistricting database is made publicly available and the map adoption deadline is fewer than 90 days and more than 59 days, the waiting period required provided above is reduced to one week. If the time period between the date that the redistricting database is made publicly available and the map adoption deadline is fewer than 60 days, then the waiting period provided

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Community Survey that satisfies this subdivision. If the bureau is unable to produce that data, the Secretary of State shall base the Secretary of State's determination on the table from the American Community Survey enumerating the number of residents with limited English proficiency that has the largest number of languages included, that is publicly available, and that was produced within the previous ten years."

above is waived.

(e) Public Testimony, Draft Maps, and Record of Proceedings

Per Section 21608(e) and (f), the City Council must allow the public to submit testimony or draft maps in writing and electronically and must either record or prepare a written summary of each public comment and City Council deliberation made at every public hearing or workshop held. Per Section 21608 (f), the City must make the recording or written summary of public comment and Council deliberations available to the public within two weeks after the public hearing or workshop.

(f) Establishment of a Redistricting Website

Per Section 21608(g), the City Council is required to establish, and maintain for at least 10 years after the adoption of new council district boundaries, an internet web page dedicated to redistricting. The web page may be hosted on the City's existing internet website or another internet website maintained by the City. The web page must include, or link to, the following information:

- A general explanation of the redistricting process for the City in English and applicable languages (as defined). The Secretary of State is required by Section 21608(j) to provide templates for this explanation by January 1, 2021. They have established a website here: <https://www.sos.ca.gov/elections/helpful-resources/redistricting>.
- The procedures for a member of the public to testify during a public hearing or to submit written testimony directly to the City Council in English and any applicable language.<sup>10</sup>
- A calendar of all public hearing and workshop dates. Note that a calendar listing that includes the time and location of the public hearing or workshop satisfies the notice required in Section 21608(c).
- The notice and agenda for each public hearing and workshop.
- The recording or written summary of each public hearing and workshop.
- Each draft map considered by the City Council at a public hearing.
- The adopted final map of council district boundaries.

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<sup>10</sup> The Secretary of State is required by Section 21608(j) to provide templates for this explanation by January 1, 2021. They have established a website here: <https://www.sos.ca.gov/elections/helpful-resources/redistricting>.

**F. No Effect of Boundary Changes on Unexpired Terms**

We note that per Section 216606, adoption of changed boundaries will not affect the term of any council member who was elected prior to the change and whose term has not yet expired.

**G. General Milestones**

Please note that the time periods for notices, etc. under AB 849 are subject to variability based upon circumstances. For example, Section 21608(c) provides as follows:

**“Notwithstanding Section 54954.2 of the Government Code, the council shall publish the date, time, and location for any public hearing or workshop on the internet at least five days before the hearing or workshop. However, if there are fewer than 28 days until the deadline to adopt boundaries, the council may publish the agenda on the internet for at least three days before the hearing or workshop.”**

There is also some variation depending how the City desires to conduct the public hearings (*e.g.*, whether to use an advisory redistricting commission pursuant to Section 23002). Additionally, the 2020 Federal Census data will not be provided to the State until September 30, 2021. It is not clear when this data will, in turn, be available for redistricting purposes (*e.g.*, adjustments needed to be made for incarcerated persons). Given the deadlines, it appears a legislative fix may be required.

With that in mind, the City Manager, the City Clerk, and this office have put together a DRAFT schedule of major events for the City to consider as set forth in the next page. Dates of hearings have been included by working backwards from date of adopting the ordinance adjusting the boundaries.

*(schedule starts on next page)*

**DRAFT CITY OF MADERA SCHEDULE FOR REDISTRICTING**

<b>Event</b>	<b>Date</b>	<b>Notes</b>
Select Demographer/Consultant	June 16, 2021	Useful to begin ramp up and to lay initial groundwork.
Select Live Translation Services Firm	As soon as possible	May be part of demographer contract.
Anticipated Federal Decennial Census Data Availability	September 30, 2021	
Federal Decennial Census Data is made available by State for Redistricting Purposes	Unknown	
Public Hearing #1	<b>October 21, 2021</b>	Held prior to Drafting Maps; requires 5-Day Notice
Record of Hearing #1	by November 4, 2021	Must be available within 2 weeks of hearing
Public Hearing #2	<b>Date &amp; Time TBD</b>	Held after Drafting Maps; requires 5-Day Notice
Record of Hearing #2	by February 3, 2022	Must be available within 2 weeks of hearing
Workshop	<b>TBD</b>	Optional – to ensure outreach
Public Hearing #3	<b>Date &amp; Time TBD</b>	After Drafting Maps; requires 5-Day Notice
Record of Hearing #3	by February 17, 2022	Must be available within 2 weeks of hearing
Workshop	<b>TBD</b>	Optional – to ensure outreach
Public Hearing #4/introduction of Ordinance	<b>March 2, 2022</b>	Requires 5-Day Notice
Record of Hearing #4	by March 16, 2022	Must be available within 2 weeks of hearing
Publication of Draft Maps	March 9, 2022 or sooner	At least 7 days prior to final adoption
<b>Adoption of Ordinance</b>	<b>March 16, 2022</b>	State law requires adoption of ordinances in regular meetings
Legal Deadline to Adopt New Districts/Adoption of Ordinance	<b>April 17, 2022</b>	
Petition Superior Court if do not meet April 17, 2022, deadline	April 22, 2022	Per Section 21609, within 5 days after deadline, failure to do allows a resident to file and recover reasonable attorney's fees and costs.

#### IV. CONCLUSION

As can be seen from the above, the focus of the Fair Maps Act (AB 849) is to provide redistricting criteria and to ensure that members of the public are afforded the greatest opportunities to participate in the process, which requires noticing requirements. It is recommended the City commence preparations for the redistricting process including retention of a demographics consultant to assist in the drafting of maps and to assist at public hearings/workshops.

Respectfully Submitted,



Hilda Cantu Montoy  
City Attorney



**ATTACHMENT 2**  
**Secretary of State Template for Cities**

# City of Madera Redistricting Process

Every ten years, local governments use new census data to redraw their district lines to reflect how local populations have changed. [Assembly Bill 849 \(2019\)](#) requires cities and counties to engage communities in the redistricting process by holding public hearings and/or workshops and doing public outreach, including to non-English-speaking communities.

## What is redistricting?

Every ten years, districts must be redrawn so that each district is substantially equal in population. This process, called redistricting, is important in ensuring that each city councilmember represents about the same number of constituents. In [City], the City Council is responsible for drawing council districts. Redistricting is done using U.S. Census data, which is released around March 31, 2021. For the City of [city], the redistricting process must be completed by [date].

## Why does redistricting matter to me?

Redistricting determines which neighborhoods and communities are grouped together into a district for purposes of electing a councilmember.

The City Council will seek input in selecting the next district map for our City Council. You have an opportunity to share with the City Council how you think district boundaries should be drawn to best represent your community.

You can contact the City Clerk at \_\_\_\_\_ to find out more about how the process works.

## What do the existing council districts look like?

You can find a map of the City's current council districts here: [link]

## What criteria will our City Council use when drawing district lines?

To the extent practicable, district lines will be adopted using the following criteria: (1) geographically contiguous districts (each city council district should share a common border with the next), (2) the geographic integrity of local neighborhoods or communities shall be respected in a manner that minimizes its division, (3) geographic integrity of a city shall be respected in a manner that minimizes its division, (4) easily identifiable boundaries that follow natural or artificial barriers (rivers, streets, highways, rail lines, etc.), and (5) lines shall be drawn to encourage geographic compactness. In addition, boundaries shall not be drawn for purposes of favoring or discriminating against a political party.

## How will our City Council notify the public about redistricting?

The City Council will reach out to local media to publicize the redistricting process. Also, we will make a good faith effort to notify community groups of various kinds about the redistricting process. Our public [hearings] [or] [workshops] will be provided in applicable languages if residents submit a request in advance. The City Council will notify the public about redistricting [hearings] [or] [workshops], post maps online before adoption, and create a dedicated web page for all relevant information about the redistricting process.

## How can I get involved?

The City Council will be holding [hearings] [or] [workshops] to receive public input on where district lines should be drawn. Those [hearings] [or] [workshops] will be held on:

[Date, location, time]

You can also submit public comments, including suggested draft maps, by emailing: [email]

## Where can I find out more?

The City maintains a webpage on the city's redistricting process here: [link]