



City of Sacramento City Council

915 I Street, Sacramento, CA, 95814
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Meeting Date: 2/8/2011

Report Type: Staff/Discussion

Title: Council Redistricting Process - Establishing Citizens Advisory Committee

Report ID: 2011-00167

Location: Citywide

Recommendation: Adopt Resolution Approving the 2011 Sacramento Redistricting Citizens Advisory Committee.

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Department: Community Development Dept / Information Technology

Division: New Growth

Dept ID: 21001223

Attachments:

1-Description/Analysis

2-Background.docx

3-Resolution.docx

City Attorney Review

Approved as to Form
Matthew Ruyak
2/3/2011 3:54:12 PM

Approvals/Acknowledgements

Department Director or Designee: Max Fernandez - 2/3/2011 2:08:48 PM

Assistant City Manager: Cassandra Jennings - 2/3/2011 3:23:46 PM

Description/Analysis

Issue: On February 1, 2011, the City Council directed staff to bring forward a Resolution to establish a Redistricting Citizens Advisory Committee. The Resolution is attached.

Policy Considerations: The Citizens Advisory Committee approach is consistent with City's policy of community participation and can be accommodated within the six month period pursuant to the Charter.

Environmental Considerations:

California Environmental Quality Act (CEQA): Establishing a Citizens Advisory Committee does not constitute a project which requires compliance with the CEQA, inasmuch as it does not involve an activity which may cause a direct or indirect change in the environment (Public Resources Code Section 21065).

Sustainability Considerations: None.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: The proposed redistricting Citizens Advisory Committee process could broaden civic engagement consistent with the City's culture of open and transparent government.

Financial Considerations: On January 18, 2011, the City Council approved Resolution 2011-033 which established a multi-year CIP (I07000700) for redistricting activities and allocated \$160,000 to the effort. No additional funding is requested.

Emerging Small Business Development (ESBD): Not applicable

Background

At its January 18, 2011, meeting, the City Council approved a community participation process for redistricting. Staff was then directed to report back with additional information regarding the possible formation of a citizens advisory committee. Staff returned to Council on February 1, 2011 where Council approved the formation of a citizens advisory committee.

The attached Resolution establishes the 2011 Sacramento Redistricting Citizens Advisory Committee (SRCAC). The Resolution defines the purpose, composition, selection, and timeframe of the SRCAC. The Committee will represent the diversity of Sacramento, hold public meetings, analyze redistricting proposals, recommend options, and report back to Council. The purpose of the proposed Resolution is to allow broad community participation and input – at both the committee and the Council. The SRCAC will not replace the Council’s responsibility for the final selection and adoption of district boundaries.

The narrative below explains the Sections of the Resolution.

1. Establishing the Committee

This section formally establishes the Sacramento Redistricting Citizens Advisory Committee.

2. Purpose

The SRCAC is to be an *advisory* body. The SRCAC’s fundamental purposes are to review, organize, analyze, and refine the redistricting proposals submitted to the City, as well as to recommend to the City Council preferred redistricting proposals. The City Charter places ultimate redistricting responsibility upon the Council.

3. Scope, Charge and Timetable of the Committee

The SRCAC must review and understand the current council district boundaries and the data set upon which district boundary changes must be based – the U.S. Census. (Subsection (a).) Then SRCAC will receive from City staff all the submitted redistricting proposals. It is anticipated that the SRCAC will add value to the redistricting process by reviewing, organizing, analyzing, and refining, as necessary, those redistricting proposals. (Subsection (b).) The committee has the flexibility to synthesize maps or create a map of its own. Subsection (b) expressly states the SRCAC may (but need not) prepare its own redistricting proposal.

Subsection (c) is the express recognition of the SRCAC as a “Brown Act body,” making it subject to same agenda and open meeting requirements as the Council.

Subsections (d) and (e) require the committee to produce work product for the Council’s (and public’s) benefit. These subsections are drafted to be broad directives that set

minimum expectations without restricting the committee's advisory capabilities.

4. Committee Composition and Member Appointment

Subsection (a) provides that the SRCAC should reflect the demographic diversity of the City. "Demographic" diversity here is meant in the broader sense to include: gender, race, age, income, language, education, occupation, etc. As Council is seeking a "citizens committee," subsection (a) also establishes members are City voters.

Per Council's direction the committee will be composed of thirteen-members. Each councilmember and the mayor will appoint one member to the committee. The remaining four (4) members will be appointed through the usual P&PE nomination process. To ensure adequate diversity on the committee, appointments will be staggered. The first nine appointments by Council and the Mayor should be made three weeks before P&PE nominations are approved (subdivision (c)). The proposed schedule gives members approximately three weeks to choose appointees (plus a week to get those appointees to the full Council for approval). To give P&PE adequate opportunity to review applications after Council approves the individually-appointed members, March 15 appears the most reasonable date for its consideration of applicants. P&PE's recommendations could then go to Council on March 22 or 29.

Subsection (d) is standard practice for committees and commissions. Given the short time frame for the committee's work, Council must be able to quickly act to remove and replace a member – for example, a member who fails to show the first several meetings. Subsection (e) provides for removal without cause.

5. General Provisions

SRCAC members will review proposals from many groups, and make recommendations on boundary changes that affect residents, businesses, and elected officials. They should be expected to discharge those duties free of any conflicts of interest. Requiring members to file Statements of Economic Interest (Form 700's) serves the dual purpose of alerting members themselves to potential financial conflicts and allows the public to monitor for potential conflicts, Subsection (a).

Subsection (b) contains the criteria the City Charter requires Council to consider in the redistricting process. The SRCAC's considerations should align with those of the Council to ensure that the committee's recommendations meet the City Charter's redistricting requirements. These criteria are not the only criteria that can be considered by the committee, i.e., they are "non-exclusive."

Subsections (c), (d), and (e) are basic internal rules for the committee. It is suggested, in subsection (e) that relevant portions of the Council Rules of Procedure be followed, as an expedient way for the committee to conduct its business without undue delay over adopting its own rules.

Subsection (f) includes a set of general principles for the committee to abide.

Finally, the mechanics of redistricting process will of necessity flow through City staff, notably Planning and IT staff. The SRCAC will need strong City staff support during its intense schedule. The SRCAC will need assistance in many respects – with information gathering, procedural issues, report preparation, etc. Therefore, it is further recommended that the SRCAC be staffed by City personnel, including representatives of the City Clerk, City Attorney, and City Manager, all of whom may see a need to devote more than one staff person to assist (Subsection (g)).

6. Meeting Schedule

Evening meetings are suggested to allow maximum public participation. Staff recommends meeting dates on April 25; May 2, 9, 16, 23; June 6, 13, 20 (optional), 27; July 11, 18 (optional).

7. Sunset

The sunset date of the SCRAC is September 27, 2011. The sunset date can be changed by City Council motion.

RESOLUTION NO. 2011-

Adopted by the Sacramento City Council

February 8, 2011

APPROVING THE 2011 SACRAMENTO REDISTRICTING CITIZENS ADVISORY COMMITTEE (SRCAC)

BACKGROUND

- A. The City of Sacramento must reapportion (redistrict) City Council district boundaries every ten years following the regular U.S. Census.
- B. The resulting district boundaries must be balanced in population in accordance with the local, state, and federal rules governing the redistricting process.
- C. The City has a tradition of using citizen advisory groups to enhance community participation in matters of broad public concern.
- D. The City Council desires to have representatives of its citizenry review the Sacramento council district boundaries, review boundary change proposals submitted by the public, and make recommendations to the Council regarding boundary change proposals.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Establishing the Committee
The 2011 Sacramento Redistricting Citizens Advisory Committee (SRCAC) is hereby established.
- Section 2. Purpose of the Committee
The SRCAC shall be an advisory body to the City Council. The SRCAC is established for the purpose of reviewing council district boundary change proposals (“redistricting proposals”); organizing, analyzing, and refining redistricting proposals; and recommending to the City Council redistricting proposals.
- Section 3. Scope and Charge of the Committee
The SRCAC is charged as follows:
 - a. To review the Sacramento City Council district boundaries and the U.S. Census Bureau’s 2010 Census data for the City of Sacramento.
 - b. To review, organize, analyze, and refine, as necessary, redistricting proposals submitted to the City. The SRCAC may, if it chooses, prepare its own redistricting proposal.

- c. To hold public meetings pursuant to the Ralph M. Brown Act to achieve its purposes and fulfill its charge.
- d. To make at least one progress report to the City Council prior to the submission of its final written report. The progress report should, at a minimum, summarize the SRCAC's actions to date; summarize the redistricting proposals submitted to the City; and request further direction or modification of the SRCAC's purpose, charge, or timeline, if appropriate.
- e. To present a written report in final form to the City Council on or before July 19, 2011, which report shall summarize the redistricting proposals submitted; organize the redistricting proposals as the SRCAC determines appropriate for consideration by the Council; recommend for Council's consideration one or more preferred redistricting proposals; and provide such other suggestions and recommendations that the SRCAC determines appropriate to facilitate Council's redistricting process and decisions.
- f. To perform such other duties as the City Council directs by motion or resolution.

Section 4. Committee Composition and Member Appointment

The SRCAC shall be organized as follows:

- a. The SRCAC's membership shall be broadly constituted to reflect the demographic and geographic diversity of the residents of the City. All members of the SRCAC must be qualified electors of the City.
- b. The committee shall be composed of thirteen (13) members, each of whom must be approved by City Council, subject to the following requirements:
 - i. Each councilmember and the Mayor shall appoint one member;
 - ii. Four members shall be appointed at large by the City Council, through an application and interview process. The Personnel & Public Employees Committee shall be responsible for making the at large recommendations to the City Council.
- c. The City Council shall approve the appointments under Section 4(b)(i) first and then approve the appointments under Section 4(b)(ii) in a timely manner.
- d. A vacancy shall be filled in the same manner as the original appointment.
- e. Any member may be removed by the City Council without cause.

Section 5 General Provisions

- a. Each SRCAC member shall file a Statement of Economic Interest as would be required for filers under Government Code section 87200, within 30 days of their appointment. A member who fails to so file shall not participate as a member of the SRCAC until the Statement of Economic Interest is filed.

- b. In reviewing, analyzing, or developing proposals, the SRCAC shall consider the following non-exclusive criteria:
 - (1) Districts of equal population;
 - (2) Topography;
 - (3) Geography;
 - (4) Cohesiveness of districts;
 - (5) Continuity;
 - (6) Integrity and compactness of territory;
 - (7) Communities of interest; and
 - (8) Existing neighborhoods and community boundaries.
- c. A quorum of the SRCAC shall be seven (7) members, and a vote of seven (7) members shall be required to take action.
- d. The SRCAC shall select from among its members a Chair and a Vice-Chair.
- e. In conducting its meetings, the SRCAC shall follow, as applicable, the rules of conduct, protocols, and parliamentary procedures in the Council Rules of Procedure.
- f. The SRCAC and its members should endeavor at all times to: honor the constitutional and democratic principles served by the redistricting process; encourage robust community participation; respect the interests and concerns of proposal proponents; and act without bias or favoritism in the best interests of the City and its citizens.
- g. The SRCAC shall be staffed by no less than three City employees – the City Attorney, the City Manager, and the City Clerk, or their respective representatives. These City offices may provide additional support as they deem necessary and appropriate.

Section 6. Meeting Schedule

SRCAC shall hold weekly meetings. The SRCAC may add or delete meetings as necessary to fulfill its charge under Section 3.

Section 7. Sunset

The sunset date of the SRCAC shall be September 27, 2011. The City Council may change this date by motion.