1. **Executive Summary**

This would be a brief summary of the key topics covered and main takeaways from the report. The summary provides an overview of the contents and the intent of the report, and describes a vision for the next commission and redistricting process.

1. **Introduction**
	1. History of the Commission starting with Measure DD, mention the community groups that worked to put the measure on the ballot, the overwhelming voter support for an independent commission
	2. City Charter amendment that defines the Commission and its mandate, legal requirements, et al
	3. Application and selection process of Commissioners
2. **Committees and Consultants**

Description of the formation of ad-hoc/sub-committees. Definitions of the scope of work for each committee, legal requirements for committee meetings and activities. Goals, milestones, outcomes from each committee (Individual Committee public documents can be attached here, or linked to the website, or attached as an Appendix).

Identification of each contracted consultant and expertise, plus scope of work, how many people on each consultant team, RFP and selection process. RFP’s, contracts, budgets, reports attached as an Appendix (or links to the website).

1. **Budget and City Staff**

The role of the City Administrator’s Office to provide project management and city staff resources for the Commission and the redistricting process. Identification of city staff team members and roles. History for the initial budget (also refer to City Charter) and budget allocations, including management and oversight of the budget. Describe the Commission’s decision to request more funds from the City Council (and outcome).

Include all budget numbers here.

1. **Training**: Government, Civic, Ethics and Legal Trainings
	1. Brown Act and Sunshine Ordinance
	2. Government Ethics Act
	3. Robert’s Rules of Order
	4. Race and Equity Training (December 9, 2020)
	5. California Common Cause Workshop
	6. Public Ethics Training (March 2021)
	7. Redistricting Law & Criteria, Communities of Interest Strategies (July 28, 2021)
2. **Meetings**

The Commission held regular monthly meetings on the second Wednesday of each month at 5pm, beginning October 2020. Special meetings were scheduled as needed to accommodate special activities, presentations, workshops and to address additional business. Live mapping was conducted during both general and special meetings. All meeting agendas included an Open Forum and public input was requested for each agenda item.

Each meeting was led by the Chair, along with two vice/co-chairs. City staff members provided the technical infrastructure, administrative support for agendas and legal counsel. City staff members were available to answer procedural, historical and other types of questions. The roles of Chair and Co-Chairs were determined by a simple survey of the all of the Commissioners, who expressed their individual interest to assume either or both roles during three-month cycles. The schedule for the rotating Chair and Co-Chair was set in November 2020.

Meeting agendas: how each was determined, the release schedule, publicly available via email and the website. Community members who signed up to the email list received the agenda via email. Zoom links sent via email, 24 hours and 1 hour before the meeting.

1. **Outreach**

Describe the initial plan for the Commission to perform all of its own outreach and develop strategies to do the outreach, including by individual committees, tapping into existing community based organizations, civic groups, school groups, church groups, etc. to access their networks of even more groups and individuals. Detail the Commission’s discussions on priorities, strategies, methodologies, etc. Detail the activities the Commissioners engaged in (town halls, city council meetings and newsletters, farmers’ markets, festivals, classrooms, neighborhood meetings, special events (SPUR, Oakland Rising), etc.). Include activities and opportunities identified by the Commission but did not necessarily succeed in doing.

Discuss the determination of the need for an outside consultant to perform extensive community outreach, with specific expertise and priorities. Describe the process and timeline for selecting the community outreach consultant. Describe the consultant’s approach, outreach plan, and deliverables (Outreach consultant’s RFP and final report attached as an Appendix).

1. **Mapping**

This section of the report should be substantial. It would minimally encompass: the Commission’s intent to adopt a fair and equitable map for Oaklanders; the timeline from the first training with Redistricting Partners, to the first public mapping, to the first live mapping; details of the evolutions of the various maps; define the data that accompanied each draft map; a final analysis of the process by the Commission; an analysis of the final, new map (include Dept. of Race & Equity’s analysis, if available).

**Include**:

* Describe the legal framework for redistricting (VRA, CA Fair Maps Act, Oakland City Charter)
* The order of redistricting criteria within the legal framework (equal population, contiguity, compactness, etc.)
* Communities of Interest (COI definition(s) and position of the priority of COI in redistricting criteria)
* Census data (what data is included, late/unpredictable availability, concepts and interpretation of concepts)
* Forms of public testimony (how to submit, when and how was it shared publicly, especially the written)
* Hand drawn maps by the public
* DistrictR (what is it, how does it work, how many maps were submitted)
* Commission’s process for live mapping (discuss the Commission’s intent and the attempt to apply a methodology; number and frequency of meetings dedicated to live mapping; how much time in each meeting dedicated to live mapping; how time and schedule constraints affected the mapping process; the decision making process for voting to adopt and eliminate maps, etc.)
* Commission’s final adoption of a new map for the City of Oakland (summarize why the new map was adopted)
1. **De-Brief**

Include all of the observations, concerns, criticisms, etc. offered by the Commissioners in the general and special meetings (organize and condense for repetition and clarity). Include the ad-hoc committees report summaries here and/or full reports as an Appendix.

1. **Challenges, Lessons Learned, and Recommendations**

Include all of the suggestions, ideas, hopes, etc. offered by the Commissioners (similar format as previous section, with a positive, productive tone: less a laundry list and more an opportunity to transition from *what happened* to *what could or can happen*). Recommendations could include: changes to the City Charter; a longer timeline for the entire redistricting process; a bigger budget; more engagement with groups who were represented in the Commission’s meetings; (refer to our existing list and add more ideas).

Also include any formally submitted recommendations by the public (e.g., The Oakland LWV formal letter submitted

1. **A Proposal for Future Commissions**

A summary of the Commission’s vision for the next Commission.

**Appendix / Appendices**

* Glossary of Terms and Definitions
* Bylaws and Rules of Procedure Committee De-Brief Report
* Communications Committee De-Brief Report
* Consultant Selection Committee De-Brief Report
* CBO De-Brief Report
* FBO De-Brief Report
* Government and School Board Committee De-Brief Report
* RFP for Mapping Consultant
* Redistricting Partners Final Report
* RFP for Community Outreach Consultant
* Eastside Arts Alliance and Outreach by Design Final Report
* Oakland City Staff Final Report