



**CITY OF OAKLAND  
REDISTRICTING COMMISSION  
(REGULAR MEETING)**

**Meeting Agenda**

**Wednesday, January 13, 2021**

5:00 PM

Via Teleconference

Redistricting Commissioners: Benjie Achtenberg, Amber Blackwell, Daniel Chesmore (Alternate), Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Masoud Hamidi (Alternate), Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commission website: [www.oaklandca.gov/redistricting](http://www.oaklandca.gov/redistricting)

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**Pursuant to the Governor's Executive Order N-29-20, Redistricting Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.**

**PUBLIC PARTICIPATION**

The Oakland Redistricting Commission encourages public participation in the online board meetings. The public may observe and/or participate in this meeting in several ways.

**OBSERVE:**

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/81856044973> at the noticed meeting time.

Instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage entitled “Joining a Meeting”

- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

+1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799. For each number, please be patient and when requested, dial the following Webinar ID: 818 5604 4973.

After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting By Phone.”

**PROVIDE PUBLIC COMMENT:** There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance. To send your comment directly to the Redistricting Commission and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Richard Luna at [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov). Please

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note that eComment submissions close one (1) hour before posted meeting time. All submitted public comment will be provided to the Commissioners prior to the meeting.

- By Video Conference. To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled “Raise Hand In Webinar.”

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing STAR-NINE (“\*9”) to request to speak when Public Comment is being taken on a eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to make your comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting by Phone.”

If you have any questions about these protocols, please e-mail Richard Luna, at [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov).

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**1. Roll Call and Determination of Quorum**

**2. Moment of Silence**

The Chair of the Commission will call for a moment of silence in recognition of lives lost and families impacted by the COVID-19 health pandemic.

**3. Open Forum**

Speakers will be called on by the facilitator as speakers “raise their hand” through video conference or by telephone. All speakers will be allotted a maximum of two minutes to address the Commission, unless amended by the Chair.

**4. Disclosure Requirements by Commissioners**

Pursuant to Rule 13 of the Redistricting Commission’s Rules of Procedures, Commissioners shall verbally report any contacts with the purpose of influencing the decision-making authority of the Commission. Contacts shall include, but is not limited to, verbal or written communications from a City Council Member, School Board Member, locally elected official, public entity, partisan lobbyist, or individual speaking on behalf of the aforementioned offices or entities.

**5. Commissioner Appointment**

Pursuant to Rule 14 of the Redistricting Commission’s Rules of Procedures, the Commission will vote to fill a vacancy on the Commission. Eligible candidates include Alternate Commissioners Daniel Chesmore and Masoud Hamidi.

- [Vacancy Procedures](#)

**6. Chair & Vice Chair Schedule**

Pursuant to Rule 5 of the Redistricting Commission’s Rules of Procedures, the Commission will vote on a proposed rotation schedule for the positions of Chair and Vice Chair for the remainder of the 2021 calendar year.

- [Proposed Chair & Vice Chair Schedule](#)

**7. Approval of Meeting Minutes**

The Commission will vote to approve the meeting minutes for the following meeting:

- [December 9, 2020](#)

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**8. Ad Hoc Committee Reports & Scopes of Work**

Commissioners will provide updates and progress working on the following Ad Hoc Committees, along with presenting scopes of work for review: Bylaws and Rules of Procedure, Community Outreach, Communications, and Consultant Selection. By majority vote, the Commission may delegate work or assignments to the Ad Hoc Committees; the Commission may also vote to amend and/or approve draft documents and scopes of work.

- [Goals and Scope of Work](#) [submitted by Community Outreach Ad Hoc Committee]
- [Goals and Scope of Work](#) [submitted by Communications Ad Hoc Committee]
- [Proposed Oakland Redistricting Commission Talking Points](#) [submitted by Communications Ad Hoc Committee]

**9. Agenda Requests for Future Meetings**

Commissioners may use this opportunity to address new issues for Commission business. New items will be referred to an Ad Hoc Committee for action, outreach, research and deliberation or scheduled to a subsequent Commission meeting.

**10. Adjournment**

The meeting will adjourn upon the completion of the Commission's business.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov) or call (510) 238-4756 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov) o llame al (510) 238-4756 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov) 或 致電 (510) 238-4756 或 (510) 238-2007 TDD/TTY.



# AGENDA REPORT

**TO:** Oakland Redistricting Commission

**FROM:** Richard J. Luna  
Assistant to the City Administrator

**SUBJECT:** Vacancy Procedures

**DATE:** January 7, 2021

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## **ACTION REQUESTED**

For the Redistricting Commission to select an Alternate Commission to fill a vacancy on the Commission.

## **SUMMARY**

On January 3, 2021, Commissioner Martha Hernandez submitted her resignation from the Redistricting Commission. Pursuant to Rule 14 of the Commission's Rules of Procedures, the Commission will select amongst the two Alternate Commissioners (Daniel Chesmore and Masoud Hamidi) to fill the vacancy.

## **BACKGROUND**

Rule 14 of the Commission's Rules of Procedure states the following:

A member voluntarily resigning from the Commission shall immediately submit written notice to the Chair and City staff of their decision. Should the resignation of a Commissioner occur more than fifteen (15) days before the next scheduled meeting, the Chair shall call a Special Meeting of the Commission to fill the vacancy.

Per Charter Section 220(K)(2), a vacancy of a Commissioner shall be filled by one of the Alternate Commissioners within fifteen (15) days. Alternate Commissioners shall be awarded no less than three (3) minutes to address the Commission on their desire to serve as a Commissioner. Upon conclusion, a majority vote of the Commissioners present is required to appoint an Alternate Commissioner as a Commissioner.

Alternate Commissioners Chesmore and Hamidi will each have an opportunity to address the Commission prior to the vote.

For questions regarding this report, contact Richard J. Luna at (510) 238-4756 or [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov).

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RICHARD J. LUNA  
Assistant to the City Administrator

January 13, 2021  
Redistricting Commission



# AGENDA REPORT

**TO:** Oakland Redistricting Commission

**FROM:** Richard J. Luna  
Assistant to the City Administrator

**SUBJECT:** Chair & Vice Chair Schedule

**DATE:** January 7, 2021

## **ACTION REQUESTED**

For the Redistricting Commission to approve or amend and approve the Chair and Vice Chair Schedule for 2021.

## **SUMMARY**

The Bylaws and Rules of Procedure Ad Hoc Committee is proposing the following schedule for Chair and Vice Chair in 2021:

	<b>Q1 Jan. – March</b>	<b>Q2 April – June</b>	<b>Q3 July – Sept.</b>	<b>Q4 Oct. – Dec.</b>
<b>Chair</b>	Achtenberg (D6)	Goode (D5)	McKnight (D1)	Gangas (D3)
<b>Vice Chairs</b>	Gee (D2) Goode (D5)	McKnight (D1) Miller (D4)	Gangas (D3) Shah (D7)	Miller (D4) Shah (D7)

The Committee reviewed the poll staff conducted on Commissioners' interest and availability in serving as Chair and/or Vice Chair. The Committee's schedule aimed to have a Commissioner serving as Vice Chair for a quarter prior to serving as Chair. The proposed schedule also guarantees that all Districts are represented in the Chair and Vice Chair roles for the 2020-21 Redistricting Commission.

## **BACKGROUND**

After the Commission approved its Rules of Procedures at its meeting of November 12, 2020, City staff polled Commissioners on their availability and interest in serving as Chair or Vice Chair in 2021. Not all Commissioners expressed interest in serving in these roles. For those Commissioners that did volunteer, all were slotted into a Chair or Vice Chair position in the proposed schedule.

Per the Commission's Rules of Procedure, terms for Chair and Vice Chair are three months and Commissioners can serve multiple terms. The Rules require the Commission to consider the schedule at its first meeting in January, unless otherwise cancelled.

At its meeting on December 9, 2020, the Commission delegated the Bylaws and Rules of Procedure Ad Hoc Committee to propose the Chair and Vice Chair schedule. The Committee met on December 18, 2020 to finalize the proposed schedule.

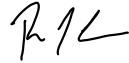
The Chair of the Commission performs the following duties:

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- Chair and preside at all regular and special meetings of the Commission.
- The Chair may call a special meeting of the Commission.
- The Chair may create ad hoc committees to perform such advisory functions as they shall determine, and may appoint and remove members from such committees.
- Represent the Commission in meetings or communications with local officials and the public.

In the absence or inability of the Chair to act, a Vice Chair takes the place and performs the duties of the Chair.

For questions regarding this report, contact Richard J. Luna at (510) 238-4756 or [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov).



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RICHARD J. LUNA  
Assistant to the City Administrator



**CITY OF OAKLAND  
REDISTRICTING COMMISSION  
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**Meeting Minutes**

**Wednesday, December 9, 2020**  
Via Teleconference

Redistricting Commissioners: Benjie Achtenberg, Amber Blackwell, Daniel Chesmore (Alternate), Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Masoud Hamidi (Alternate), Martha Hernandez, Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commission website: [www.oaklandca.gov/redistricting](http://www.oaklandca.gov/redistricting)

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**1. Roll Call and Determination of Quorum**

Quorum was determined and the meeting started at 5:01 pm.

Commissioners present: Benjie Achtenberg, Amber Blackwell (arrived at 5:47 pm), Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Martha Hernandez (arrived at 5:21 pm), Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commissioners absent: None.

Alternate Commissioners present: Daniel Chesmore, Masoud Hamidi.

Alternate Commissioners absent: None.

City staff present: Richard J. Luna.

City Attorney staff present: Mitesh Bhakta.

**2. Open Forum**

There were no public comments on this item.

**3. Disclosure Requirements by Commissioners**

Alternate Commissioner Chesmore disclosed that during a conversation with City Councilmember Dan Kalb, the boundaries of Koreatown were discussed. Primarily, the issue discussed is that Koreatown resides in both Districts 1 and 3.

There were no public comments on this item.



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**4. Race & Equity Training**

Darlene Flynn, Director of Race & Equity, provided a training to the Commissioners on the City's efforts to address racial equity issues in Oakland and how that work applies to the redistricting process. Commissioners asked clarifying questions on how to address inequities as the Commission advances its work.

Public comments were provided by:  
Helen Hutchison  
Liz Suk

There was no action on this item.

**5. Approval of Meeting Minutes**

The Commission reviewed the draft meeting minutes. A motion was made by Gloria Crowell, seconded by Benjie Achtenberg, to approve the minutes for the meeting of November 12, 2020. The motion passed with 13 ayes (Achtenberg, Blackwell, Crowell, Gangas, Gee, Goode, Hernandez, Marshall, McKnight, Miller, Shah, Stevens, Velasco).

There were no public comments for this item.

**6. Ad Hoc Committee Updates**

On behalf of the Communications Ad Hoc Committee, Commissioner Stephanie Goode presented and requested feedback on a draft talking points document that was included in the agenda packet. Members of the Communications Ad Hoc Committee also stated a need to clearly define the roles of the Communications and Outreach Ad Hoc Committees. City staff stated Commission meetings were the best opportunity to exchange ideas between Ad Hoc Committees and define work, and that any proposals or recommendations developed by the Committees would return to the Commission for final adoption.

Commissioners also offered questions and input on how to conduct outreach and engagement, and what City resources and external partners the Commission can leverage in conducting its work. Chair Shirley Gee and Commissioner Stephanie Goode recommended the Ad Hoc Committees focus on developing its plans to be presented to the entire Commission.

City staff requested that the Commission formally assign the duty of developing the Chair and Vice Chair rotation schedule, as stated in the Rules of Procedure, to the Bylaws and Rules of Procedure Ad Hoc Committee.

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A motion was made by Jan Stevens, seconded by Gloria Crowell, for the Bylaws and Rules of Procedure Ad Hoc Committee to develop and propose the Chair and Vice Chair rotation schedule at the January meeting. The motion passed with 13 ayes (Achtenberg, Blackwell, Crowell, Gangas, Gee, Goode, Hernandez, Marshall, McKnight, Miller, Shah, Stevens, Velasco).

There were no public comments for this item.

**7. Agenda Requests for Future Meetings**

Alternate Commissioner Daniel Chesmore requested an issues and concerns standing item be added to future agendas for Commissioners to address new topics for the Commission. Deputy City Attorney Mitesh Bhakta stated that agenda noticing regulations would require specific topics be listed on the agenda and should the Commission want to add new topics to a future meeting for discussion, the Commission could do so under the current item. Alternate Commissioner Daniel Chesmore requested that the Ad Hoc Committee research Koreatown and the historical reasons for why it is located in two City Council Districts.

A motion was made by Lilibeth Gangas, seconded by Diana Miller, for the Outreach Ad Hoc Committee to research why Koreatown resides in two City Council Districts.

After discussion, an amendment to the first motion was made by Tracy Richmond McKnight, seconded by Tejal Shah, for the Outreach Ad Hoc Committee to start with Koreatown but include all communities of interest that span across two City Council Districts in their research.

After further discussion, the amendment by Tracy Richmond McKnight was withdrawn.

The first motion made by Lilibeth Gangas failed by a vote of five ayes (Achtenberg, Blackwell, Gangas, Hernandez, Miller) and eight noes (Crowell, Gee, Goode, Marshall, McKnight, Shah, Stevens, Velasco).

A second motion was made by Gloria Crowell, seconded by Tracy Richmond McKnight, to extend the meeting beyond 8:00 pm. The motion passed with 13 ayes (Achtenberg, Blackwell, Crowell, Gangas, Gee, Goode, Hernandez, Marshall, McKnight, Miller, Shah, Stevens, Velasco).

Commissioners made the following requests to add agenda items to the January meeting: Commissioner Stephanie Goode requested that the Ad Hoc Committees present drafts of their scope of work for review; Commissioner Gloria Crowell requested an update from the Consultant Selection Process Ad Hoc Committee; Alternate Commissioner Daniel

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Chesmore requested a study session on why Koreatown resides in two City Council Districts.

There were no public comments on this item.

**8. Adjournment**

The meeting adjourned at 8:14 pm.

DRAFT

## **Outreach Ad Hoc Committee**

### **Goal Statement**

The goal of the Outreach Committee is to assist the Commission in reaching as many Oakland residents as possible, educating them on what the redistricting purpose and process is and what it personally means for them as an Oakland resident. We will create transparency through delivering a clear message that promotes understanding of how redistricting works and benefits both residential and business owners and renters. We will share what redistricting implications will be for residents over the next ten years and what their thoughts, concerns, and hopes are.

### **Scope of work**

#### **Purpose**

The purpose of this scope of work is to guide project management duties tied to creating an outreach campaign that informs as many Oakland residences as possible using the deliverables to guide the redistricting outreach process while aligning our expectations and outcomes with Alameda County Covid 19 safety protocols.

#### **Deliverables**

The deliverables of this scope will be the creation of a plan of action that the Oakland Redistricting Committee can implement under the guidance and support of the Outreach Committee members.

#### **Deliverable Action Steps:**

- Identify outreach methods which are a combination of phone banking, survey distribution via email, text, and social media. In person outreach will happen on a limited basis and be conducted by Commissioners
- Get numbers from census to start analyzing the new population demographics
- Create outreach timeline and benchmark activities
- Create final report timeline and benchmark activities
- Create census data analysis timeline and benchmark activities
- Create outreach survey questions and distribution timeline and benchmark activities
- Contact outreach partners to assist in contacting Oakland Residents timeline and benchmark activities
- Create outreach partner contact list with Commissioners at next meeting
- Decide with commissioners how we want to capture and format data analysis at next meeting

## **Communications Ad Hoc Committee Scope of Work and Goals**

The Communications Ad Hoc Committee is tasked with developing messaging that is widely accessible to the community in a timely and responsive manner. The Committee will work and coordinate with other Committees and Commissioners to help advance the Redistricting Commission's agenda and Charter requirements. The Communications Ad Hoc Committee will prioritize working with underserved Oaklanders, groups and organizations in bringing awareness to the redistricting process.

### **Deliverables and Objectives:**

1. Develop and finalize a communications toolkit (i.e. talking points, flyers, social media posts, etc.) for the Redistricting Commission.
2. As materials are created, this Committee will contact organizations of interest and request they share the Commission's marketing materials with their networks. The Committee will also respond to follow up questions from these organizations, should questions be received.
3. To coordinate with and support the Community Outreach Ad Hoc Committee.
4. To coordinate with City staff in organizing and updating the Commission's website.
5. Develop a contact list of organizations for the Commission, and categorize groups by communities of interest.

# Redistricting in the City of Oakland

## **What is Redistricting?**

Redistricting is the process of drawing new boundaries for congressional, state and local districts. Redistricting occurs every 10 years, after the completion of the U.S. Census. The Oakland Redistricting Commission will redraw the boundaries for the City Council and Oakland Unified School Board districts. The California Citizens Redistricting Commission is responsible for congressional and state districts.

## **When was the Oakland Redistricting Commission formed?**

In 2014, Oaklanders overwhelmingly voted for Measure DD, which created a new independent and non-politically affiliated Oakland Redistricting Commission. This measure removed and prevents elected officials from participating in the city's redistricting process.

The inaugural Oakland Redistricting Commission was formed in September 2020 and meets regularly on the second Wednesday of the month at 5:00 pm.

## **Who serves on the Oakland Redistricting Commission?**

Fifteen community members serve on the Oakland Redistricting Commission. The Commissioners represent each of the city's districts and have been Oakland residents for at least three years. All Commissioners applied and were screened by a panel through an open and transparent process. Commissioner bios and application materials are available on the Commission's website: [www.oaklandca.gov/redistricting](http://www.oaklandca.gov/redistricting).

## **Why does this matter to Oaklanders?**

This is the first community lead redistricting process for Oakland. The purpose of the Commission is to redraw the districts' boundaries without bias or discrimination, whether for or against, any incumbent, candidate, political party or demographic in the city's population. The outcome of the redistricting process is a redrawn map of the city that represents equal and equitable representation for all Oaklanders.

Redistricting occurs once every 10 years. The redrawn districts have direct consequences for communities' access to political power through elections, government policies and city laws. Elected officials propose and adopt policies and laws that may impact communities for the next 10 years, until the next census, or beyond.

## **What are the legal requirements for redistricting in Oakland?**

The new districts will comply with all federal, state and local laws, have reasonably equal populations across districts and be geographically contiguous. The Commission will respect neighborhoods and communities of interest, and will not consider home addresses of current elected officials or future candidates for office in the maps. The Commission may also establish additional criteria in how it prioritizes its work.

## **How long will Redistricting take and what's involved?**

The redistricting process officially started in October 2020, when the Commission met for the first time. The final redrawn district maps must be approved by December 31, 2021. This will ensure the new district boundaries are in place before the 2022 Oakland elections.

The Commission will use 2020 U.S. Census data to determine the new maps. The Commission will receive the final census numbers in mid-2021 indicating the current demographics and changes to Oakland's population. In early 2021, the Commission will select a consultant to assist their work.

The public will have full access to maps produced and under the Commission's review in a manner designed to achieve the widest public input and feedback as possible. Public comment will be offered in multiple formats

and Commission meetings will include a variety of hours. All potential maps will be made available for public comment for a minimum of 14 days prior to the Commission voting on the proposal.

**How will the Redistricting Commission engage with the public?**

The Commission will hold an open process for receiving public input and deliberation. It will be promoted through an extensive outreach program to solicit broad public participation. This includes engaging with the public prior to any maps are drawn, along with receiving critical feedback on draft maps as they are developed.

Data alone does not explain Oakland. Therefore, the redistricting process relies heavily on public engagement, which is essential for understanding and identifying Oakland's diverse communities. In preparation for their public service, the Commissioners are trained to complete this work in an open and transparent process as the voters intended.

**How can you get involved?**

The Redistricting Commission invites you to attend the monthly meetings and any special meetings of the Commission. All meetings are open to the public with schedules, notices and agendas posted on the Commission's website: [www.oaklandca.gov/redistricting](http://www.oaklandca.gov/redistricting). The Commission currently meets on the second Wednesday of each month at 5:00 PM, with exceptions made for city and federal holidays.

You can also submit comments and recommendations to the Commission online:

[www.oaklandca.gov/redistricting](http://www.oaklandca.gov/redistricting).