CITY CLERK DEPARTMENT
Long Beach, California

LARRY HERRERA
City Clerk

ADMINISTRATIVE DIVISION
Monique De La Garza
Administrative Officer

ELECTIONS BUREAU
Poonam Davis
City Clerk Bureau Manager

LEGISLATIVE BUREAU
Merianne Nakagawa
City Clerk Bureau Manager

May 24, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation that the City Council receive and file the correspondence dated May 9, 2011, from the Los Angeles County Registrar-Recorder/County Clerk regarding the submittal of district boundaries for the City of Long Beach, the Long Beach Unified School District, and the Long Beach Community College District; and maintain a redistricting completion deadline of August 31, 2011.

DISCUSSION

The attached letter from the Los Angeles County Registrar-Recorder/County Clerk requests that the City of Long Beach, as well as the School and College Districts, submit their new district boundaries to the Registrar's office no later than July 8, 2011.

Given that the City Council is scheduled to submit new district boundaries by August 31, 2011, the requested July 8th deadline will not be met. This means that new district boundaries will not be placed into the elections management information system (EIMS) until shortly after December 6, 2011.

Assuming that there are no substantive or technical issues that prevent migration of the new boundary lines into the EIMS in December 2011, City Clerk staff will work with the Registrar-Recorder to ensure that the new boundary lines are in place by December 19, 2011, the first day nomination papers can be issued for the April 10, 2012, Primary Nominating Election (PNE).

As with any redistricting endeavor, City Clerk staff will then work to ensure that all Long Beach voters receive the correct ballots for the April 2012 PNE. In the event that anomalies arise as the April election approaches, City Clerk staff will have contingency plans to deal with such circumstances.

TIMING CONSIDERATIONS

None.

FISCAL IMPACT

None.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted.

LARRY HERRERA
CITY CLERK

ATTACHMENT:

Letter From Los Angeles County Registrar-Recorder/County Clerk, dated, May 9, 2011.

DEAN C. LOGAN
Registrar-Recorder/County Clerk

May 9, 2011

Larry Herrera, City Clerk
City of Long Beach
333 W. Ocean Blvd. Plaza Level
Long Beach, CA 90802

Dear Mr. Herrera:

The Registrar-Recorder/County Clerk is preparing for 2011 Redistricting. Our records show that your jurisdiction elects by district, and that the new boundaries resulting from your redistricting effort will apply to the election you are scheduled to hold on **April 10, 2012** This letter is to provide you with important information regarding recommended deadlines and the process for submitting your revised district boundaries to our office.

After consideration of a number of factors impacting our ability to implement new boundaries for your district, we would like to request that your updated boundaries are submitted to our office no later than **Friday 07/08/11**.

This date will provide our office with the sufficient amount of time necessary to implement the new boundaries into our geographic information (GIS) and election management systems ahead of initial election preparation activities that may impact the conduct of your district's election, including signature verification of signature-in-lieu and nomination petitions and precinct consolidation.

The requested date takes into consideration the following factors: 1) the time necessary for our Department to implement boundary changes for your district; 2) additional boundary implementation requests from other districts; and 3) legally mandated election black out periods that prohibit boundary changes during the course of regularly scheduled elections.

Prior to submitting your new boundary lines, please verify that the plans are accurate and complete. This will help to ensure our department can process them as quickly and accurately as possible.

To submit requests or obtain additional information please follow the guidelines presented on the next page and contact Elio Salazar of our Geographic Information Systems Section at:

Address: 12400 Imperial Highway Room 6001-B, Norwalk, CA 90650
Phone: (562) 462-2465, **E-mail**: esalazar@rrcc.lacounty.gov.

Sincerely,

Dean C. Logan
Registrar-Recorder/County Clerk

Guidelines For Submitting A Boundary Revision Request

To facilitate your request to update/revise your district boundaries we request that the following materials be presented to our department:

1. **An Official Declaration**. This will be a resolution, proclamation, or other legal document, affirming and dating the formal adoption of new boundaries. Without this declaration document, our department cannot begin the process of implementing new boundary lines.

2. **The Legal Description of Boundaries**. This should be presented in the form of 2010 Census tract lists. For each division of the jurisdiction, provide:
   a. A list of whole tracts (tracts that are entirely in the division)
   b. A separate list of split tracts (i.e., blocks or block groups), as necessary (tracts that are only partially in the division)

3. **The Metes and Bounds of the Boundaries**.
   a. This is a narrative description using the names of physical features of the local geography, along with directions and distances, that define and describe the boundaries of an area of land.
   b. Physical features often include street names, but other features (mountain ridgelines, riverbeds, parks, coastlines, etc.) can also aid in describing a boundary.
   c. The boundaries are described in a running prose style, working around the division area in sequence, from a point of beginning, returning back to the same point.

4. **Supporting Mapping Data**.
   a. A polygon shapefile of the division boundaries, preferably in the projection used by RRCC (NAD_1983_StatePlane_California_V_FIPS_0405_Feet). If your district uses a different projection, please include the projection information with the shapefile.
   b. Shapefile of the street centerline (Thomas Brothers, TIGER) used to redistrict.
   c. A map (in PDF format) of the new district boundaries with the street centerline as a background.
   d. A map (in PDF format) depicting the specific areas that moved from one division to another due to the boundary adjustments. This map should also include the street centerline as a background.

   NOTE: A shapefile is a GIS data format developed by GIS software maker ESRI. This is the most common type of GIS data format and the format we prefer. However we can accept GIS data in other formats, such as File Geodatabase or CAD, as long as they are compatible with our GIS software.