

## City of Mission Viejo

### 2021-2022 Public Participation Districting Kit Instructions

#### **Elements of the Public Participation Districting Kit:**

1. This instruction sheet.
2. Idea and comment form.
3. “Plan Proposal Submission Map” of total population by block group.
4. “District Plan Proposal Assignment-Excel” file containing population totals by block group.
5. 2021 Existing Conditions report.

Additional reference materials are available on the City of Mission Viejo website:

<https://cityofmissionviejo.org/departments/city-clerk/public-participation-kit>

#### **Instructions:**

There are three methods listed below to share comments and ideas on the City’s districting effort.

1. Use any of the methods below to share ideas on districting, council districts, or develop five council districts that are nearly equal in population.
  - a. The target district population is 18,752 persons (93,760 [total population of the City] divided by 5 [the number of council districts in the plan]).
  - b. It is recommended that the population spread be within 10%. Generally, this means that each district’s population should approximately be between 17,814 and 19,690 people.
  - c. Districts must be contiguous, i.e. all areas within a single district must be connected.
2. The City Library staff is available to assist members of the public in using these materials. Visit the “Ask Here” desk for assistance.
  - a. Address: 100 Civic Center, Mission Viejo, CA 92691
  - b. Hours of operation (excluding holidays):
    - i. Monday-Thursday 10AM - 9PM
    - ii. Friday 1PM - 5PM
    - iii. Saturday 10AM - 5PM
    - iv. Sunday 12PM - 5PM
3. City Clerk’s office staff are also available to assist members of the public with the mapping tools via telephone at (949) 470-3052.
4. If you have any questions, please contact the City Clerk’s office at (949) 470-3052.

#### **Method 1: District idea and comment form**

1. Download “Idea form” (Word file) from the City website.
2. Fill out the form with any comments or ideas you have on any part of the City’s districting efforts. These may include such things as: the concept of districting as a whole (support or oppose), areas or communities of interest that you would like grouped together or split apart, any specific district boundary ideas, or any other information or comments you would like to share.
3. Submit electronic or scanned copy to:
  - a. Email: [districtelections@cityofmissionviejo.org](mailto:districtelections@cityofmissionviejo.org) OR
  - b. Fax: City Clerk at (949) 859-1386 OR
  - c. Mail paper copy to: City Clerk, 200 Civic Center, Mission Viejo, CA 92691

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**Method 2: District scenario creation using paper map**

1. Download “Plan Proposal Submission Map” (PDF file) from the City website containing:
  - a. This instruction sheet.
  - b. Map of total population by block group.
2. With a thick black or dark blue marker, draw five council districts with population totals of approximately 18,752 people in each district.
3. Submit scanned copy to:
  - a. Email: [districtelections@cityofmissionviejo.org](mailto:districtelections@cityofmissionviejo.org) OR
  - b. Fax: City Clerk at (949) 859-1386 OR
  - c. Mail paper copy to: City Clerk, 200 Civic Center, Mission Viejo, CA 92691

**Method 3: District scenario creation using Microsoft Excel data file**

1. Download “District Plan Proposal Assignment-Excel” (Microsoft Excel file) from the City website containing:
  - a. “Instructions” worksheet contains detailed directions on how to use the file.
  - b. “Author” worksheet is optional. Author may include contact information or summary explanations of their plan.
  - c. “Assignments” worksheet contains the populations by race/ethnicity and a blank column to assign each of the 79 block groups to a council district.
  - d. “Summary” worksheet automatically subtotals and displays the populations by proposed district as assigned in the “Assignment” worksheet.
  - e. “Reference Map” worksheet contains a reference map of total population by block group.
2. To submit your plan, email the completed Excel file to [districtelections@cityofmissionviejo.org](mailto:districtelections@cityofmissionviejo.org)

**Plan Submissions:**

There are three methods to submit your comments, ideas or proposed council district plans:

- Electronic submission: email the Excel file OR a scanned copy of your idea form or map containing your district assignments to [districtelections@cityofmissionviejo.org](mailto:districtelections@cityofmissionviejo.org) OR
- Fax submission: fax a scanned copy of your idea form or map to the City Clerk at (949) 859-1386 [Note that faxes will be received as black and white and so the proposed district lines need to be in thick black or dark blue marker) OR
- Paper/Hardcopy submission: Please submit hardcopies to the City of Mission Viejo City Clerk at  
City Clerk  
City of Mission Viejo  
200 Civic Center  
Mission Viejo, CA 92691

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**Information Sharing:**

There will be additional public hearings in early 2022.

| <b>Dates</b>                 | <b>Public Hearing &amp; Meeting</b> | <b>Location</b>           | <b>Time</b> |
|------------------------------|-------------------------------------|---------------------------|-------------|
| December 14, 2021            | City Council Meeting/Public Hearing | City Hall Council chamber | 6:00 PM     |
| December 16, 2021            | District Mapping Workshop           | City Hall Council chamber | 6:00 PM     |
| January 25, 2022             | City Council Meeting/Public Hearing | City Hall Council chamber | 6:00 PM     |
| February 8, 2022             | City Council Meeting/Public Hearing | City Hall Council chamber | 6:00 PM     |
| February 22, 2022- if needed | City Council Meeting/Public Hearing | City Hall Council chamber | 6:00 PM     |