

Memorandum



DATE May 26, 2011

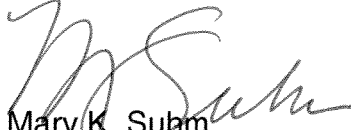
TO Honorable Mayor and Members of the City Council

SUBJECT Redistricting Public Plan Submission Options

On Wednesday, June 1, 2011 you will be briefed on the redistricting public plan submission options. There are 3 options that will allow the public an opportunity to submit proposed redistricting map(s) to the 2011 City of Dallas Redistricting Commission for consideration. Information regarding a web based application, written and developed by City of Dallas' Geographic Information Systems staff, will be included in the briefing. A demonstration of this application will be provided.

On Tuesday, May 31, 2011 a user name and password, required to log into web based application, will be provided to your office staff. These credentials will allow you to participate in the live demonstration during the briefing.

If you have questions or need additional information, please let me know.



Mary K. Suhm
City Manager

cc: Deborah A. Watkins, City Secretary
Thomas P. Perkins, Jr., City Attorney
Craig D. Kinton, City Auditor
C. Victor Lander, Administrative Judge
Ryan S. Evans, First Assistant City Manager
A.C. Gonzalez, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Forest Turner, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Office
Helena Stevens-Thompson, Assistant to the City Manager

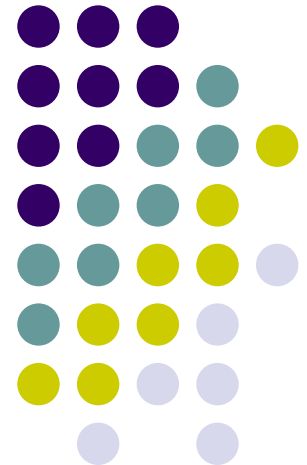
2011 Redistricting

Public Plan Submission Options

June 1, 2011



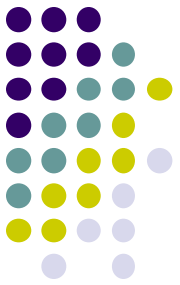
City of Dallas



Purpose



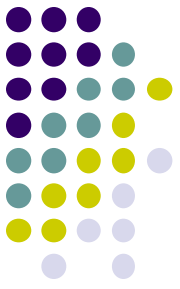
- The purpose of this presentation is to review
 - 2011 Redistricting Plan Submission
 - Proposed Plan Overview
 - Redistricting Guidelines
 - Required Information
 - Public Plan Submission Options
 - Redistricting Office Computer Lab
 - J. Erik Jonsson Central Library Terminals
 - Redistricting Web Based Application
 - Redistricting Plan Development Premise
 - Redistricting Web Based Application Demonstration
 - Snapshot Demonstration
 - Live Demonstration



2011 Redistricting Plan Submission

2011 Redistricting Plan Submission

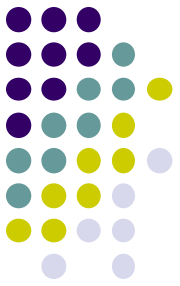
Proposed Plan Overview



- This Redistricting Commission will accept proposed redistricting plans from individuals and organizations
 - The public plan submission deadline is June 30, 2011 at 5:00pm
 - Plan Submission Packets, resources/references, and information can be found at www.dallascityhall.com/Redistricting
- What is a Plan?
 - A plan is a citywide solution for redistricting all 14 council districts in a manner that is consistent with the approved Redistricting Guidelines
 - The Redistricting Guidelines were approved unanimously by both the Redistricting Commission (3/8/11) and the Dallas City Council (4/13/11)
- Consideration of Submitted Plans
 - To be considered by the Redistricting Commission as a submitted plan, the plan must include all 14 City Council Districts
 - Partial plans, those not addressing all 14 districts, will be treated as testimony before the Commission and will become part of the Redistricting Commission record

2011 Redistricting Plan Submission

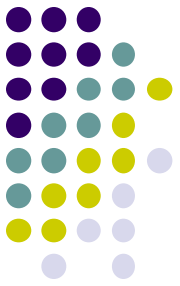
Redistricting Guidelines



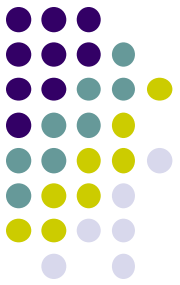
- Plans must
 - Have equal population: approximately 85,558 in each district
 - District populations may be slightly higher or lower than the ideal number
 - Deviation between the largest and smallest districts can not exceed 10%
 - Be contiguous: districts touching at all points
 - Be compact: composed of regular geographic shaped districts
 - Comply with the Voting Rights Act of 1965: plans must not dilute the right of minorities to participate in the political process
- Other important factors
 - Neutrality as to incumbents
 - Consideration of communities of interest

Redistricting Plan Submission

Required Information

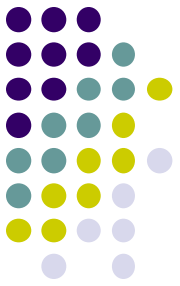


- What should be included when a plan is submitted?
 1. A statement that the submitter of a plan has consulted the approved Redistricting Guidelines before drawing the plan;
 2. A written description of how the submitted plan complies with the Redistricting Guidelines;
 3. A statistical table showing council district population totals, population deviation by district, and any other relevant demographic information;
 4. Name, address, telephone number, and district of submitter;
 5. Any attestations of support for the proposed plan from others (optional); and
 6. The submission must be signed and dated



Public Plan Submission Options

Public Plan Submission Options



- **Option 1: City of Dallas Redistricting Computer Lab**
 - Computer Lab equipped with 5 desktop computer stations loaded with the ESRI ArcGIS software
 - The Lab is available to the public by appointment only
- **Option 2: Central Library Redistricting Computer Terminals**
 - Two computer terminals loaded with the ESRI ArcGIS software
 - The terminals are available to the public on a first-come, first-serve basis
- **Option 3: Redistricting Public Web-Based Application**
 - Written and developed by City of Dallas Geographic Information Systems staff
 - The web based application is available to the public via the internet
- **Option 4: ESRI ArcGIS Software License**
 - **Not a public option**
 - ArcGIS Software licenses were budgeted for and made available to each Redistricting Commissioner
 - ArcGIS Software can be ordered for City Councilmembers at a cost of \$1254 per license

Public Plan Submission Options

City of Dallas Redistricting Computer Lab



- The Computer Lab is
 - Equipped with 5 desktop computer stations loaded with the ESRI ArcGIS software
 - Available to the public
 - **BY APPOINTMENT ONLY**
 - To schedule: can 214.670.5735 or email reDallas11@dallascityhall.com
- Computer Lab hours (through June 30th)
 - Monday, Wednesday, Thursday, Friday: 9am – 5pm
 - Tuesday: 9am – 2pm



Public Plan Submission Options

Central Library Redistricting Computer Terminals

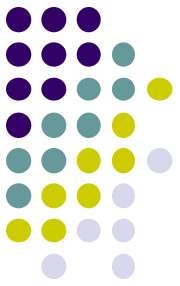


- Located at the J. Erik Jonsson Central Library Branch
- Supplements City Hall lab
 - Provides greater flexibility for evening and weekend hours
- Two terminals located on the 6th floor (Government Documents Section)
 - Loaded with ESRI ArcGIS software
- Available to public
 - Library card or valid ID required for an issue of a library internet usage card
- Library staff received basic training on software and can assist with minor usage questions only
 - Library staff will not assist with map development specifics
- Staff produced users guide is provided for reference
- Library Hours
 - Monday : CLOSED
 - Tuesday, Wednesday, Friday, and Saturday: 10 am to 5 pm
 - Thursday : 12 pm to 8 pm
 - Sunday : 1 pm to 5 pm

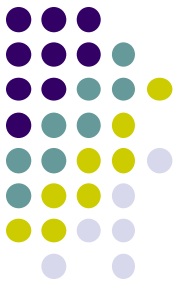
**The web-based application can be used on any library computer

Public Plan Submission Options

Redistricting Public Web based Application

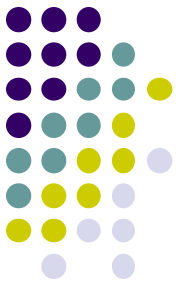


- User friendly
- Can be accessed from any computer with Internet connectivity
- No special software needed
- Must have a web browser
 - Web browser should be fairly recent
 - Internet Explorer version 7 or later
 - Other browsers may also work
- Login based
 - Individual login/password will be assigned to each user



Redistricting Map Development Premise

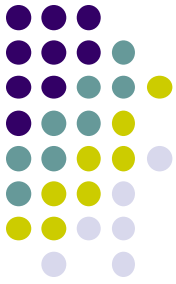
- District plans are built from US Census Bureau Blocks
- Census blocks include population counts from the 2010 Census
- All proposed redistricting plans begin with the current Council Districts
 - Adopted in 2001
- New districts are built by reassigning Census Blocks



Redistricting Public Web Based Application

Snapshot Demonstration

Build a Plan on the Web



City of Dallas Redistricting 2011 - Windows Internet Explorer

http://gis.dallascityhall.com/Redistricting2011wPlanTest03/Default.aspx

File Edit View Favorites Tools Help

City of Dallas Redistricting 2011

City of Dallas Redistricting 2011

Submit Final Plan | Redistricting Website | Help

Map Layers

- Majority 2010 Blocks
- Current Council Districts
- Census Edges
- Redistricting Plan

Block Information

Toolbar

- Zoom In
- Zoom Out
- Zoom Extent
- Pan
- Identify Block
- Assign District

District Assignment Assign: 1

Contents:
Map Layers
Block Information

Map Display

	District	TotPop	TotalPopDeviation	%PopDeviation	%Hispanic	%Black	%White	VoteAgePop(VAP)	VAPHispanic%	VAPBlack%	VAPWhite%
Zoom To	1	80,101	-5,457	-6.38%	85.89%	4.42%	8.60%	53,907	81.86%	5.24%	11.63%
Zoom To	2	70,643	-14,915	-17.43%	61.40%	13.38%	20.26%	53,328	54.71%	14.22%	25.62%
Zoom To	3	13,385	13,385	15.64%	61.40%	29.53%	9.07%	61,227	46.19%	33.32%	17.88%
Zoom To	4	113	113	0.13%	44.83%	47.36%	6.44%	60,124	38.50%	51.84%	8.20%
Zoom To	5	89,740	4,182	4.89%	46.30%	47.25%	5.73%	61,362	40.99%	50.73%	7.51%

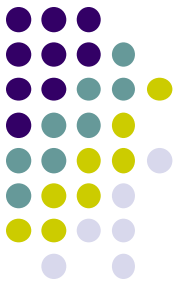
Zoom to District

District Summary: Dynamic

Done

Internet | Protected Mode: On

Map Display and Layers



City of Dallas Redistricting 2011 - Windows Internet Explorer

http://gis.dallascityhall.com/Redistricting2011wPlanTest03/Default.aspx

File Edit View Favorites Tools Help

City of Dallas Redistricting 2011

City of Dallas Redistricting 2011

Map Layers

- Majority 2010 Blocks
 - Majority Minority 2010 Blocks
 - Majority Hispanic 2010 Blocks
 - Majority Black 2010 Blocks
- Current Council Districts
 - Current Council Districts
- Census Edges
 - Census Lines
 - Hydro
 - Railway
 - Highway
 - Roadways
- Redistricting Plan
 - Plan Census Blocks

Block Information

	District	TotPop	TotalPopDeviation	%PopDeviation	%Hispanic	%Black	%White	VoteAgePpV
Zoom To	1	80,015	-5,543	-6.48%	85.88%	4.42%	8.60%	53,845
Zoom To	2	70,643	-14,915	-17.43%	61.40%	13.38%	20.26%	53,328
Zoom To	3	99,029	13,471	15.74%	51.36%	32.51%	13.82%	67,389
Zoom To	4	83,624	-1,934	-2.26%	44.66%	47.58%	6.39%	58,817
Zoom To	5	91,787	6,229	7.28%	46.43%	47.05%	5.79%	62,669

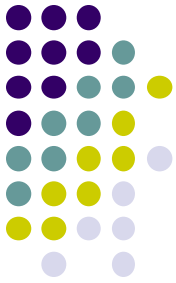
Map Layers (Right Panel):

- Majority 2010 Blocks
 - Majority Minority 2010 Blocks
 - Majority Hispanic 2010 Blocks
 - Majority Black 2010 Blocks
- Current Council Districts
 - Current Council Districts
- Census Edges
 - Census Lines
 - Hydro
 - Railway
 - Highway
 - Roadways
- Redistricting Plan
 - Plan Census Blocks

Plan Census Blocks Legend:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14

Identify Census Block



City of Dallas Redistricting 2011 - Windows Internet Explorer

http://gis.dallascityhall.com/Redistricting2011wPlanTest03/Default.aspx

File Edit View Favorites Tools Help

City of Dallas Redistricting 2011

City of Dallas Redistricting 2011

Map Layers

Block Information

Full ID 481130136074008

Council District 12

Total Population 226

Hispanic 22

White 164

Black 29

All Other Races 11

Voting Age Population (VAP) 167

Hispanic VAP 11

White VAP 130

Black VAP 20

Am Indian VAP 1

Asian VAP 5

Pac Islander VAP 0

All Other Races VAP 6

Map Tools: Zoom In, Zoom Out, Zoom Extent, Pan, Identify Block, Assign District

Map showing Census Block 12 (blue) and Block 11 (green). A red circle highlights the 'Identify Block' tool. A red line points from the 'Identify Block' tool to the 'Block Information' panel.

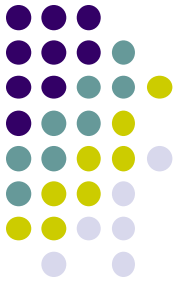
Block Information

Full ID	481130136074008
Council District	12
Total Population	226
Hispanic	22
White	164
Black	29
All Other Races	11
Voting Age Population (VAP)	167
Hispanic VAP	11
White VAP	130
Black VAP	20
Am Indian VAP	1
Asian VAP	5
Pac Islander VAP	0
All Other Races VAP	6

	District	TotPop	TotalPopDeviation	%PopDeviation	%Hispanic	%Black	%White	VoteAgeP
Zoom To	1	80,015	-5,543	-6.48%	85.88%	4.42%	8.60%	53,845
Zoom To	2	70,643	-14,915	-17.43%	61.40%	13.38%	20.26%	53,328
Zoom To	3	99,029	13,471	15.74%	51.36%	32.51%	13.82%	67,389
Zoom To	4	83,624	-1,934	-2.26%	44.66%	47.58%	6.39%	58,817
Zoom To	5	91,787	6,229	7.28%	46.43%	47.05%	5.79%	62,669

Done

Zoom to District



City of Dallas Redistricting 2011 - Windows Internet Explorer

http://gis.dallascityhall.com/Redistricting2011wPlanTest03/Default.aspx

City of Dallas Redistricting 2011

Submit Final Plan | Redistricting Website | Help

District To Assign: 12

Map Layers:

- Majority 2010 Blocks
- Current Council Districts
- Census Edges
- Redistricting Plan

Block Information

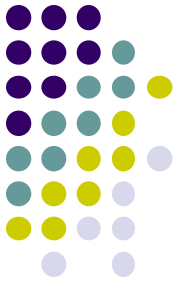
Zoom In Zoom Out Zoom Extent Pan Identify Block Assign District

Zoom To	9	88,076	2,518	2.94%	38.21%	11.97%	46.12%	65,960	32.36%	11.54%	52.39%
Zoom To	10	79,588	-5,970	-6.98%	22.40%	31.97%	39.43%	58,645	19.25%	30.71%	43.61%
Zoom To	11	85,192	-366	-0.43%	35.83%	15.58%	42.18%	66,381	30.61%	15.12%	47.47%
Zoom To	12	94,604	9,046	10.57%	16.64%	16.31%	56.87%	76,323	14.69%	15.60%	59.43%
Zoom To	13	80,878	-4,680	-5.47%	28.49%	6.74%	58.65%	60,525	24.34%	6.56%	63.38%
Zoom To	14	98,743	13,185	15.41%	16.97%	9.18%	67.69%	87,707	14.86%	8.64%	70.33%

Done

Internet | Protected Mode: On

Assign Block to a District



City of Dallas Redistricting 2011 - Windows Internet Explorer

http://gis.dallascityhall.com/Redistricting2011wPlanTest03/Default.aspx

File Edit View Favorites Tools Help

City of Dallas Redistricting 2011

City of Dallas Redistricting 2011

Submit Final Plan | Redistricting Website | Help

Map Layers

- Majority 2010 Blocks
- Current Council Districts
- Census Edges
- Redistricting Plan

Block Information

2 Pick Assign District tool ->

1 Pick District ->

District To Assign: 11

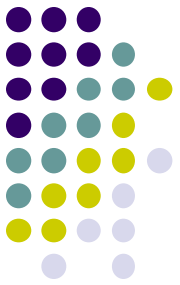
3 Click on Block ->
(Color Changes)

4 Totals Change ->

Zoom To	9	88,076	2,518	2.94%	38.21%	11.97%	46.12%	65,960	32.36%	11.54%	52.39%
Zoom To	10	79,588	-5,970	-6.98%	22.40%	31.97%	39.43%	58,645	19.25%	30.71%	43.61%
Zoom To	11	85,244	-314	-0.37%	35.82%	15.57%	42.20%	66,422	30.60%	15.11%	47.49%
Zoom To	12	94,552	8,994	10.51%	16.64%	16.32%	56.86%	76,282	14.69%	15.61%	59.42%
				-5.47%	28.49%	6.74%	58.65%	60,525	24.34%	6.56%	63.38%
				15.41%	16.97%	9.18%	67.69%	87,707	14.86%	8.64%	70.33%

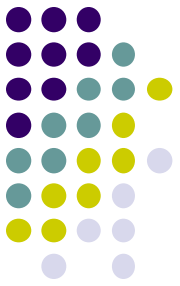
Done

Internet | Protected Mode: On

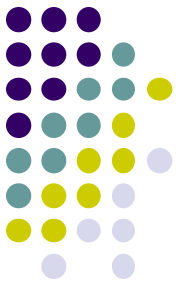


Redistricting Public Web Based Application

Live Demonstration



Appendix



Appendix A

Plan Submission Packet

2011 REDISTRICTING COMMISSION PLAN SUBMISSION PACKET

This Redistricting Commission will accept redistricting plans from individuals and organizations. Complying with each of the requirements below will facilitate the Commission's consideration of the plan.

WHAT IS A PLAN?

A plan is a citywide solution for redistricting all fourteen council districts in a manner that is consistent with the approved Redistricting Guidelines.

CAN I SUBMIT A PLAN FOR JUST PART OF THE CITY?

Yes, you can. Partial plans will be treated as testimony before the Commission and will become part of the Redistricting Commission record, but to be considered as a Plan the submission must include all 14 City Council Districts.

WHAT SHOULD BE INCLUDED WHEN A PLAN IS SUBMITTED?

1. A statement that the submitter of a plan has consulted the approved Redistricting Guidelines before drawing the plan;
2. A written description of how the submitted plan complies with the Redistricting Guidelines;
3. A statistical table showing council district population totals, population deviation by district, and any other relevant demographic information;
4. Name, address and telephone number of submitter;
5. Any attestations of support for the proposed plan from others (optional).
6. The Submission must be signed and dated.

PLAN SUBMISSIONS

To ensure proper handling and review of all plans, submissions should be made to:

The Redistricting Commission
c/o Yasmin Tolliver
Redistricting Project Office
Dallas City Hall, L1AN – Suite A
1500 Marilla
Dallas, Texas 75201
(214) 670-5735

PLAN SUBMISSION CHECKLIST

_____ I have consulted the approved Redistricting Guidelines before drawing my plan.

_____ I have included a written description of how the submitted plan complies with the Redistricting Guidelines.

_____ I have included statistical tables showing council district population totals, population deviation by district, and any other relevant demographic information.

_____ I have attached statements of support for the proposed plan from others.

Name (Individual):

Name (Organization):

Street Address:

City and Zip Code:

Council District:

Telephone:

E-Mail Address:

STATEMENT OF ADHERENCE

I (on behalf of myself or an organization) do hereby attest that I (we) have read the Redistricting Guidelines attached, and have put forth my (our) best efforts to adhere to them in developing this plan.

Person Submitting the Plan

Organization

Date

110921
April 13, 2011

WHEREAS, City Council appointed a 2011 Redistricting Commission in accordance with Chapter IV, Section 5 (b) of the Dallas City Charter for the purpose of drawing new council districts using the results of the 2010 Census; and

WHEREAS, the 2011 Redistricting Commission has developed a set of guidelines for use during the redistricting process to allow consistent criteria to be used in the development and review of alternative plans for proposed City Council districts; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. That the 2011 Redistricting Guidelines attached to this resolution as Exhibit 1 are hereby approved for use in the 2011 redistricting process.

Section 2. That this resolution shall take effect immediately from and after its passage in accordance with the Charter of the City of Dallas, and it is accordingly so resolved.

APPROVED BY
CITY COUNCIL

APR 13 2011


City Secretary

EXHIBIT 1

REDISTRICTING GUIDELINES 2011

Approved by City Council: April 13, 2011 (110921)

The Redistricting Commission intends to apply the following guidelines as consistently as possible and to the greatest extent possible, in the drawing of city council district boundaries that are in the best interests of the residents and the City of Dallas. The Redistricting Commission acknowledges, however, that on some occasions these redistricting guidelines may conflict with one another.

A. The following guidelines regarding Population Equality, Minority Representation and Contiguity and Compactness shall be applied as required by the U.S. Constitution, the Voting Rights Act, and other federal and state laws.

1. Population Equality.

The districts should be drawn so that they are substantially equal in population according to the total count as presented in the 2010 census data. The total deviation between the largest and the smallest district must be as small as possible, but in all cases must be less than ten percent.

Minor population deviations of less than ten percent may be allowed if they are necessary to achieve a good faith, legitimate objective, such as:

- preserving the voting strength of minority populations in compliance with the Voting Rights Act;
- making the districts compact;
- maintaining communities of interest in a single district and avoiding splitting neighborhoods;
- using public school attendance boundaries as defined by the independent school districts in the City of Dallas to assist in defining neighborhoods;
- preserving the cores of existing districts as permitted by case law, meaning to recognize the traditional geographic, economic, cultural or social center of an existing district as supported by public testimony;
- following easily identifiable geographic boundaries and other unique geographical configurations; or
- facilitating responsiveness of elected representatives to their constituents.

2. Minority Representation.

As required by the Voting Rights Act, the voting strength of racial, ethnic, and language minorities in the districts should not be diluted by depriving minority voters of an equal opportunity to elect a candidate of their choice, such as by packing or fracturing districts. Race, ethnicity, and language minority consideration, however cannot be the predominant factor to which other districting legal principles are subordinated.

A majority minority district may be created to provide fair representation to the members of racial, ethnic, and language minority populations where compelling justification requires such a district as determined by the following factors:

- a reasonably compact district can be drawn in compliance with the other redistricting guidelines in which voters of the minority group constitute a majority of the electorate and will increase the probability that members of the minority will be elected;
- the minority community is politically cohesive and usually votes together; and
- other voters in the area generally vote as a bloc to successfully defeat the minority community's preferred candidates.

3. Contiguity and Compactness.

The districts should be geographically compact and composed of contiguous territory. Compactness and contiguity involve both a functional and a geographic aspect. Functional compactness and contiguity include factors such as:

- the availability of transportation and communication;
- the existence of common social, cultural, community, and economic interests;
- the ability of constituents of a council district to relate to each other;
- the existence of shared interests, including a history and tradition of working together;
- the use of public school attendance boundaries as defined by the independent school districts in the City of Dallas to assist in defining neighborhoods; and
- the drawing of district boundaries that facilitate communications between constituents and their elected representatives.

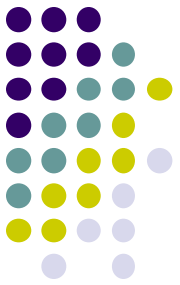
B. Other guidelines which may be considered include:

1. Incumbents.

The configuration of districts shall be neutral as to incumbents. The districts must not be configured for the purpose of either protecting or defeating an incumbent.

2. Communities of Interest.

Communities of interest shall be maintained in a single district, where possible; and attempts should be made to avoid splitting neighborhoods. For purposes of this guideline, "communities of interest" include geographic areas where there are people who share clearly recognizable similarities of social, political, cultural, ethnic, religious or economic interests. Factors to be considered in defining "neighborhoods" include homeowner associations, neighborhood associations, crime watch groups, public testimony, census tract information and traditionally recognized areas of Dallas.

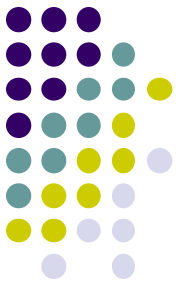


Appendix B

City of Dallas Redistricting Computer Lab Guidelines

2011 CITY COUNCIL REDISTRICTING PROJECT COMPUTER LAB GUIDELINES

- The Computer Lab on L1AN (Suite A) at City Hall is solely for the use of the Redistricting Commission, City Council Members and Residents interested in drawing their own maps.
- While the computer lab is in use, staff will be present at all times to provide basic technical support or software troubleshooting.
- Computer Lab Hours
 - Monday, Wednesday, Thursday and Friday from 9:00 a.m. to 5:00 p.m.
 - Tuesday from 9:00 a.m. to 2:00 p.m.
 - Saturday by appointment only (with 48 hours notice, pending staff availability)
- All users will be logged in by City Staff.
- If commissioners or council members would like to bring advisors (demographer, statisticians, etc.) with them to the lab to provide advice as a plan is drawn, the commissioner or council member should indicate this when the reservation is made and remain with the guest(s) at all times once in the lab.
 - Due to the limited number of computers and space we ask that only one advisor accompany any one guest who has made a reservation.
- Shape files can be saved to the hard drive or to a jump drive, and can be printed in color on an 8 ½" x 11" page in the computer lab.
 - One complimentary 8 ½" x 11" color copy will be provided.
 - There is a cost associated with printing any additional maps and for any maps larger than 8 ½" x 11".



Appendix C

Central Library Redistricting Terminal User Guide



The following is a set of step-by-step directions to start and stop working on a Redistricting Plan using the City of Dallas Central Library workstations. These procedures are a quick reference, and do not replace utilizing the help documentation provided by the software.

Technical assistance may not always be available while you are working on your plan. Please follow the steps outlined in this guide to save your work often. For general questions or assistance, please contact Library Staff. If the Library Staff cannot resolve the issue, they will contact the Redistricting Office (M-F 9 am to 5 pm). For non-technical Redistricting information, please visit the City of Dallas Redistricting Project website at:

<http://www.dallascityhall.com/Redistricting>

General Redistricting Information:

Redistricting is the process of redrawing Council district boundaries in compliance with the Dallas City Charter, the United States Constitution, the Texas Constitution, the State of Texas Election Code, the federal Voting Rights Act, and other applicable adopted federal and state statutes and guidelines. The City of Dallas City Council Redistricting process takes place every 10 years to ensure that all residents have equal representation on the City Council.

To ensure equal representation, each district must have roughly the same population. When the 2010 Census data was released, the City of Dallas evaluated the existing district population, and identified the target district population. The target population is equal to the City's total population divided by the number of Council districts (14). Each of the fourteen districts must then be redrawn to encompass as close to the target population as possible. The 2010 Redistricting target district population is 85,558 people.

The City of Dallas Redistricting process is governed by the Redistricting Commission created by the Dallas City Charter. The commission is a 15-member commission appointed by the City Council. Each district has one representative, and the chairperson is appointed by the Mayor. The Commission is charged with recommending to the City Council a city-wide redistricting plan.

To develop a redistricting plan, the Redistricting Commission holds public hearings for testimony. Additionally, the Redistricting Commission has made the plan drawing process open to the general public. You are invited to submit your own plan for the City of Dallas Council Districts for consideration by the Commission.

All plans that are submitted must meet the City of Dallas Redistricting Guidelines. Before beginning a redistricting plan, please review these guidelines – available on the website listed above.



General Procedures

I am ready to start a Redistricting Plan

1. Open ArcMap10 shortcut from desktop
2. Terminal PCGI146 – Select LPlanXX from the browser window
Terminal PCGI152 – Select “Browse for more...” under Existing Maps on the left side of the browser window and navigate to the following file: C:\Documents and Settings\All Users\Shared Documents\Redistricting2011\LPlan0X_dxm\LPlan0X (file extension is.mxd)
3. Make sure the following layers are available in the **Table of Contents** in the following order – top to bottom:
 - All Terminals – Council Districts 2003
(The current configuration of the City of Dallas Council Districts)
 - All Terminals – Census Edges 2010
(2010 Census edge file that identifies streets, railroads, rivers, and political subdivisions)
 - All Terminals – TabBlock2010
(2010 Census Blocks that tabulates the population for the City of Dallas)
 - Terminal PCGI146 – LPlanXX
(Districting boundaries available for edit)
 - Terminal PCGI152 – LPlan0X
(Districting boundaries available for edit)If other layers are available, please right click on the layer name and select remove.
4. Using the districting toolbar, pull down the districting menu and select Start Editing
5. Using the districting toolbar, pull down the districting menu and select Import Plan
6. Click yes when dialog box opens
7. Navigate to the following folder and file:
Folder: C:\Documents and Settings\All Users\Shared Documents\Redistricting2011\Census2010
File: Block2010District2003Import (file extension is .txt)
8. Select the file, and click on Add in the bottom right of the box.
9. Allow program to repair districts – this process resets the map to the current Council Configuration
10. Begin making selections and assignments to districts using the districting toolbar

For assistance in using the **Districting** tools, please view the help documentation
(Main Menu Bar/Help/ESRI Districting Help)

For assistance in using **ArcMap**, please view the help documentation
(<http://help.arcgis.com/en/arcgisdesktop/10.0/help/index.html>)



I want to Save my Redistricting Plan

1. Using the districting toolbar, pull down the districting menu and select Save Edits
2. Using the districting toolbar, pull down the districting menu and select Stop Editing
3. Using the districting toolbar, pull down the districting menu and select Export Plan
4. Name and save the plan file (.txt file type) to your USB device
5. Using the districting toolbar, pull down the districting menu and select Plan Geography and then select Create Shapefile
6. Name and save the shapefile to your USB device
7. Select No when prompted to add the shapefile to ArcMap. (If shapefile is added, please right click on the name of the shapefile in your Table of Contents and select Remove)
8. Name and save the redistricting plan file to your USB device

Note: You do not have to be completed with your plan to save it. As with all files, it is useful to save it often to ensure that you have a backup of your work should you encounter a problem with the software. Technical support is not available at all times, and it is your responsibility to ensure that your data is adequately saved.

I want to Save my Redistricting Statistics

1. Using the districting toolbar, pull down the districting menu and select Plan Report
2. Click on Save in the Plan Report Window
3. Name and save the plan report to your USB device

I am ready to close my Redistricting Plan

1. If you do not mind if others see your plan, use the X at the upper right corner to close the program. When asked to save, select yes.
2. If you wish to erase your plan so others cannot see it, follow steps 1 to 9 of ***I am ready to start a Redistricting Plan*** then save and stop editing (Steps 1 and 2 of ***I want to Save my Plan***) and then X out of the program at the upper right corner. When prompted to save, select yes.

I want to make changes to a plan that I saved.

1. Complete steps 1 to 6 of ***I want to start a Redistricting Plan***
2. Navigate to a saved plan file on your USB device
3. Allow program to repair districts
4. Begin making selections and assignments to districts using the districting toolbar



I am done with my plan and want to submit it.

1. Complete the export steps outlined in ***I want to Save my Redistricting Plan***
2. Complete the export steps outlined in ***I want to Save my Redistricting Statistics***
3. Complete a Plan Submission Packet
<http://www.dallascityhall.com/redistricting/pdf/RedistrictingPlanSubmissionPacket.pdf>
4. Plans may be submitted by email (reDallas2011@dallascityhall.com) or delivered to the Redistricting Office at City Hall, L1AN, Suite A.
5. All submitted plans must include the following items:
 - A completed Plan Submission Packet with your contact information
 - An export of the plan report (.txt file) – See ***I want to Save my Redistricting Statistics***
 - An export of the plan data (.txt file) – See ***I want to Save my Redistricting Plan***
 - An export of the plan shapefile. The shapefile is made up of 6 files with the following extensions (.dbf, .prj, .sbn, .sbx, .shp, and .shx). All six files must be included. – See ***I want to Save my Redistricting Plan*** steps 5 and 6 for how to save a shapefile
6. Plan files that are not emailed may be delivered on a USB flash drive, CD, or DVD. CDs or DVDs must have your name, email, phone number, and date of delivery clearly and legibly marked in permanent ink on the CD or DVD. Your CD or DVD cannot be returned to you so please make sure you maintain a copy of your submission for your own records. Copies of your data from a USB flash drive will be downloaded while you are in the Redistricting Office.
7. Within 2 business days of delivery of the files you will receive an email receipt of delivery with your unique plan ID. Please keep this email for your records. If you provided correct contact information and do not receive email notifications, please contact the City of Dallas Redistricting Project Office within 3 working days of your plan delivery.
8. Plan Submissions that do not have the required data files and correct contact information cannot be accepted as a Redistricting Plan. You will receive emailed notification of your submission status no later than 5 business days from the date of receipt.
9. Accepted plans will be forwarded on to the Commission for formal consideration. You will be notified via email of the date the Commission will consider your plan no later than 5 business days prior to the meeting. If you wish to make a presentation regarding your plan, or provide additional documentation that was not submitted with the Plan Submission Packet, please contact the Redistricting Project Office no less than 2 business days before to your scheduled hearing date.
10. If your plan files are not accepted, it is your responsibility to correct any errors or failures to comply with the Redistricting Guidelines and resubmit corrected files to the City. All plans that are not accepted will be provided to the Commission as testimony but cannot be approved as a Redistricting Plan.

General ArcMap FAQs

I cannot see the Districting Toolbar

1. Go to the Customize menu and select Toolbars and make sure that Districting is checked in the menu of toolbars.

I cannot see the Table of Contents.

1. Use the main Windows menu
2. Select Table of Contents

I cannot see my Districting Statistics window.

1. Use the Statistics Window button on the districting toolbar to reopen



I want to save a copy of my map so I can look at it at home.

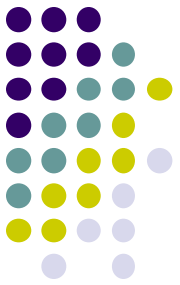
1. Zoom to the area you wish to show on the map
2. Under the main File menu, select Export Map
3. Name your plan, and select PDF as the file type
4. Navigate to your USB device location and save your map

The Table of Contents layers are not in the right order.

1. Click on the name of the layer in the table of contents and hold it while dragging the name up and down the table of contents to reorder the layers

A layer is in the Table of Contents, but I cannot see it in the map.

1. Make sure the checkbox next to the layer name has a check mark in it.
2. Make sure the layers are in the appropriate order – see ***I am Ready to Start a Redistricting Plan***, step 3



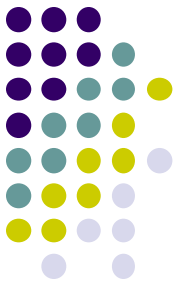
Appendix D

Redistricting Overview

- Purpose
- Voting Rights Act
- City of Dallas Redistricting Commission
- Redistricting Process
- Project Timeline

Redistricting Overview

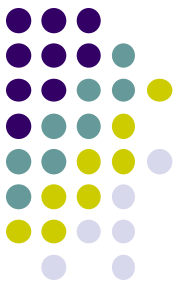
Purpose



- Redistricting is the revision or replacement of existing districts, resulting in new districts with different geographical boundaries.
- To equalize the population among electoral districts after publication of the United States Census indicates an increase or decrease in or shift of population.
 - Resource: *Texas Legislative Council Guide to 2011 Redistricting*

Redistricting Overview

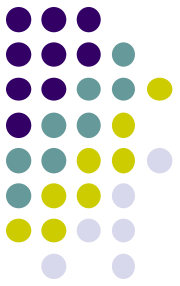
Voting Rights Act of 1965



- Enacted to
 - Ensure that no person is denied the right to vote on account of race, color, language.
 - Outlaw voting qualifications or prerequisites to voting,
 - Examples:
 - The requirement that voters take literacy tests to qualify for the right to vote
 - The requirement of payment of poll taxes to vote
 - Provide pre-clearance from the United States District Court for the District of Columbia or the Department of Justice for districting plans in areas with a history of voting-related discrimination

Redistricting Overview

Voting Rights Act of 1965

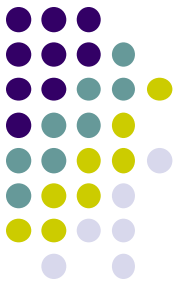


- Redistricting “preclearance” is required in all “covered jurisdictions” – those jurisdictions that were determined to have enforced discriminatory practices
 - Requires covered jurisdictions to obtain pre-approval of any changes to voting standards, practices, or procedures before they become legally effective
 - Texas falls under this requirement
- Preclearance can be obtained by
 - Declaratory Judgment Action filed by the covered jurisdiction in the United States District Court for the District of Columbia
 - Seldom used, very costly and time consuming
 - Submitting the districting plan to the Civil Rights Division of the Department of Justice
 - Most common, least expensive

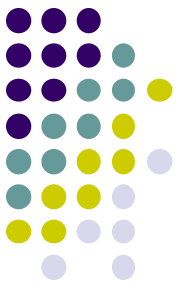
Redistricting Overview

Voting Rights Act of 1965

- Covered jurisdictions
 - Entire state
 - Alabama
 - Alaska
 - Arizona
 - Georgia
 - Louisiana
 - Mississippi
 - South Carolina
 - Texas
 - Virginia
 - Political subdivisions/partial coverage
 - California
 - Florida
 - Hawaii
 - Idaho
 - Michigan
 - New York
 - North Carolina
 - South Dakota

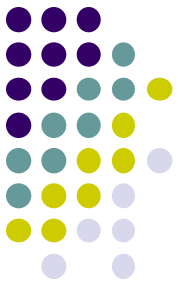


Redistricting Commission



- Dallas City Charter Requirements
 - Each member of the City Council shall appoint one member of the redistricting commission
 - The Mayor shall designate the chair, subject to confirmation by a majority of the City Council.
 - The City Council and the Mayor shall provide fair and balanced representation of all geographical areas of the city in the redistricting process and provide a total membership that reflects the racial and ethnic makeup of the city's population
 - Appointed members serve a term that will end upon completion of the commission's work

Redistricting Commission



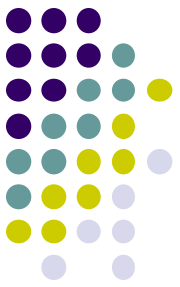
Domingo	Garcia	District 1	Appointee
John P.	Loza	District 2	Appointee
Daniel "Corky"	Sherman	District 3	Appointee
Billy	Ratcliff	District 4	Appointee *Vice-Chair
Hollis	Brashear	District 5	Appointee
John M.	Lozano	District 6	Appointee
Stanley	Mays	District 7	Appointee
Mary	Hasan	District 8	Appointee
Gary	Griffith	District 9	Appointee
Donna	Halstead	District 10	Appointee
Mark	Hord	District 11	Appointee
Tom	Wood	District 12	Appointee
Elizabeth	Jones	District 13	Appointee
Brooks	Love	District 14	Appointee
Ruth	Morgan	Place 15	Appointee *Chair

Redistricting Process



- Dallas City Charter Requirements
 - The Redistricting Commission will hold sessions, including public hearings, to develop, prepare, and recommend a districting plan that proposes the respective boundaries of the 14 districts comprising the Dallas City Council
 - Upon completion, the Redistricting Commission shall file its recommended districting plan with the Mayor
 - Mayor will present the recommended plan at the next City Council meeting

Redistricting Process



- Dallas City Charter Requirements (con't)
 - Council shall adopt, or modify and adopt, the plan within 45 days of receipt from the Mayor
 - If no action is taken, the plan recommended by the Redistricting Commission becomes final and the City Attorney will forward the plan to the Department of Justice for preclearance
 - The Department of Justice has 60 days to review the plan and interpose any objections
 - After 60 days, with no objections, the plan is considered to be effective
 - The effective districting plan must be implemented at the next general election
 - Election can not be conducted until at least 90 days after the plan becomes effective