



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



The following is a list of statistics that can be accessed using the ArcGIS Districting desktop software provided by the City of Dallas. This dictionary provides a brief description of each of the statistics and, if it is a calculated statistic, the formula by which the statistic is derived. **This dictionary is only for use with the ArcGIS Desktop Districting extension software.** For more information regarding the software, or questions about the statistic operations included in this dictionary, please contact the City of Dallas 2011 Redistricting Project Office - reDallas11@dallascityhall.com.

Data	Description
P2TotPop_DEV	Numeric deviation of district population from optimal population $= P2TotPop - \text{Optimal Population}$
P2TotPop_DVP	Percentage deviation of district population from optimal population $= P2TotPop_DEV \div \text{Optimal Population}$
DIST2003	2003 Council District
DIST2003_P	Software calculation $= DIST2003 \div P2TotPop$
P2TotPop	Total Population
P2Hispanic	Total Hispanic Population
P2Hispanic_P	Percent Total Hispanic Population of Total Population $= P2Hispanic \div P2TotPop$
P2NotHispa	Total Non-Hispanic Population
P2NotHispa_P	Percent Total Non-Hispanic Population of Total Population $= P2NotHispa \div P2TotPop$
P2WhiteAlo	Total White Population
P2WhiteAlo_P	Percent Total White Population of Total Population $= P2WhiteAlo \div P2TotPop$
P2BlackAll	Total Black Population
P2BlackAll_P	Percent Total Black Population of Total Population $= P2BlackAll \div P2TotPop$
P2AmIndAll	Total American Indian/Native American Population
P2AmIndAll_P	Percent Total American Indian/Native American Population of Total Population $= P2AmIndAll \div P2TotPop$
P2AsianAll	Total Asian Population
P2AsianAll_P	Percent Total Asian Population of Total Population $= P2AsianAll \div P2TotPop$
P2HawPacAll	Total Hawaiian/Pacific Islander Population
P2HawPacAll_P	Percent Total Hawaiian/Pacific Islander Population of Total Population $= P2HawPacAll \div P2TotPop$
P2OtherAll	Total All Other Races Population
P2OtherAll_P	Percent Total All Other Races Population of Total Population $= P2OtherAll \div P2TotPop$
P4TotPop	Total Voting Age Population
P4TotPop_P	Percentage Total Voting Age Population of Total Population $= P4TotPop \div P2TotPop$



Data	Description
P4Hispanic	Total Hispanic Voting Age Population
P4Hispanic_P	Percent Total Hispanic Voting Age Population of Total Population $= P4Hispanic \div P2TotPop$
P4NotHispa	Total Non-Hispanic Voting Age Population
P4NotHispa_P	Percent Total Non-Hispanic Voting Age Population of Total Population $= P4NotHispa \div P2TotPop$
P4WhiteAlo	Total White Voting Age Population
P4WhiteAlo_P	Percent Total White Voting Age Population of Total Population $= P4WhiteAlo \div P2TotPop$
P4BlackAll	Total Black Voting Age Population
P4BlackAll_P	Percent Total Black Voting Age Population of Total Population $= P4BlackAll \div P2TotPop$
P4AmIndAll	Total American Indian/Native American Voting Age Population
P4AmIndAll_P	Percent Total American Indian/Native American Voting Age Population of Total Population $= P4AmIndAll \div P2TotPop$
P4AsianAll	Total Asian Voting Age Population
P4AsianAll_P	Percent Total Asian Voting Age Population of Total Population $= P4AsianAll \div P2TotPop$
P4HawPacAll	Total Hawaiian/Pacific Islander Voting Age Population
P4HawPacAll_P	Percent Total Hawaiian/Pacific Islander Voting Age Population of Total Population $= P4HawPacAll \div P2TotPop$
P4OtherAll	Total All Other Races Voting Age Population
P4OtherAll_P	Percent Total All Other Races Voting Age Population of Total Population $= P4OtherAll \div P2TotPop$
H1TotalUni	Total Housing Units
H1TotalUni_P	Percent Total Housing Units of Total Population $= H1TotalUni \div P2TotPop$
H1Occupied	Total Occupied Housing Units
H1Occupied_P	Percent Total Occupied Housing Units of Total Population $= H1Occupied \div P2TotPop$

Recommended fields for Department of Justice reporting:

- P2TotPop
- P2TotPop_DVP
- P2Hisp_P
- P2WhiteAlo_P
- P2BlackAll_P
- P4TotPop
- P4Hisp
- P4WhiteAlo
- P4BlackAll

2003 Council Districts with 2010 Census Totals

District	2001 Population 2010 Population 2001 to 2010 # Change 2001 to 2010 % Change				2010 Census Total Population								2010 Census Voting Age Population								
					Hispanic		Non-Hispanic						Total Voting Age Population	Hispanic		Non-Hispanic					
					Number	% of District Population	Black		White		Other			Number	% of District Voting Age Population	Black		White		Other	
							Number	% of District Population	Number	% of District Population	Number	% of District Population				Number	% of District Voting Age Population	Number	% of District Voting Age Population	Number	% of District Voting Age Population
1	86,379	80,101	-6,278	-7.27%	68,798	85.89%	3,539	4.42%	6,887	8.60%	877	1.09%	53,907	44,130	81.86%	2,824	5.24%	6,271	11.63%	682	1.27%
2	80,825	70,643	-10,182	-12.60%	43,376	61.40%	9,452	13.38%	14,309	20.26%	3,506	4.96%	53,328	29,174	54.71%	7,581	14.22%	13,661	25.62%	2,912	5.46%
3	81,016	98,943	17,927	22.13%	50,778	51.32%	32,191	32.53%	13,685	13.83%	2,289	2.31%	67,327	31,098	46.19%	22,436	33.32%	12,036	17.88%	1,757	2.61%
4	82,086	85,671	3,585	4.37%	38,410	44.83%	40,573	47.36%	5,517	6.44%	1,171	1.37%	60,124	23,146	38.50%	31,168	51.84%	4,933	8.20%	877	1.46%
5	84,257	89,740	5,483	6.51%	41,550	46.30%	42,403	47.25%	5,142	5.73%	645	0.72%	61,362	25,150	40.99%	31,127	50.73%	4,611	7.51%	474	0.77%
6	82,946	74,328	-8,618	-10.39%	59,551	80.12%	7,678	10.33%	6,259	8.42%	840	1.13%	52,326	39,137	74.79%	6,665	12.74%	5,863	11.20%	661	1.26%
7	80,949	74,666	-6,283	-7.76%	30,886	41.37%	34,204	45.81%	8,361	11.20%	1,215	1.63%	52,536	18,788	35.76%	25,344	48.24%	7,498	14.27%	906	1.72%
8	81,821	96,643	14,822	18.12%	36,420	37.69%	50,380	52.13%	9,034	9.35%	809	0.84%	64,237	21,346	33.23%	34,888	54.31%	7,427	11.56%	576	0.90%
9	89,030	88,076	-954	-1.07%	33,654	38.21%	10,541	11.97%	40,620	46.12%	3,261	3.70%	65,960	21,346	32.36%	7,609	11.54%	34,555	52.39%	2,450	3.71%
10	88,902	79,588	-9,314	-10.48%	17,827	22.40%	25,445	31.97%	31,378	39.43%	4,938	6.20%	58,645	11,288	19.25%	18,009	30.71%	25,578	43.61%	3,770	6.43%
11	86,621	85,192	-1,429	-1.65%	30,521	35.83%	13,271	15.58%	35,931	42.18%	5,469	6.42%	66,381	20,322	30.61%	10,037	15.12%	31,513	47.47%	4,509	6.79%
12	88,977	94,604	5,627	6.32%	15,740	16.64%	15,434	16.31%	53,806	56.87%	9,624	10.17%	76,323	11,213	14.69%	11,910	15.60%	45,361	59.43%	7,839	10.27%
13	88,444	80,878	-7,566	-8.55%	23,042	28.49%	5,455	6.74%	47,435	58.65%	4,946	6.12%	60,525	14,734	24.34%	3,969	6.56%	38,362	63.38%	3,460	5.72%
14	86,327	98,743	12,416	14.38%	16,756	16.97%	9,068	9.18%	66,841	67.69%	6,078	6.16%	87,707	13,030	14.86%	7,576	8.64%	61,682	70.33%	5,419	6.18%
Total	1,188,580	1,197,816	9,236	0.78%	507,309	42.35%	299,634	25.02%	345,205	28.82%	45,668	3.81%	880,688	323,902	36.78%	221,143	25.11%	299,351	33.99%	36,292	4.12%

Source: City of Dallas 2001 Adopted Districting Plan & 2010 Census Redistricting Data PL94-171 (www.census.gov)

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 2011 REDISTRICTING GUIDELINES

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.