



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