



## 2011 County of San Diego Supervisorial Redistricting Process:

### Preparing and Submitting a Plan

#### A. Purpose:

The County of San Diego invites interested individuals and groups to participate in the 2011 supervisorial redistricting process. One means of participation is to submit proposed redistricting plans to the County Redistricting Advisory Committee for consideration.

Many people incorrectly use the terms “plan” and “map” interchangeably. A plan is the set of data that defines proposed districts by census tract or census block. A map is a visual depiction of the plan data set that has layers; for example, geography, parks and water areas, streets, census tracts etc. The data from a plan is used to create both a map and demographic analysis.

The purpose of this document is to explain how to submit a plan that defines your proposed Supervisorial Districts.

*Does submitting a plan seem like more effort than you intended? Consider submitting a **suggestion** (see: “How to submit a Suggestion to the Redistricting Advisory Committee”).*

#### B. Tools:

The County has provided free access to an online viewer version of its redistricting software, Maptitude, on the County’s redistricting web pages: <http://www.sdcounty.ca.gov/redistricting>. Click the link called “Submit/View Plans”. This software can be used to view all proposed plans submitted by the public or the Redistricting Advisory Committee. It is an easy way to look at maps, reports and demographic data.

#### C. Redistricting terms needed for plan submittal:

1. **District:** San Diego County has five (5) supervisorial districts.
2. **Census Tract:** This basic building block of a redistricting plan usually contains about 2,500 to 8,000 people. The U.S. Census Bureau has defined 628 census tracts in San Diego County for 2011. Census tracts are made up of census blocks.

a. **Tract Name** is a 1-5 digit code, i.e. 197.01

b. **Tract Number** is an 10 digit code, i.e. 6073019701

3. **Census Block:** The smallest level of geography used by the U.S. Census Bureau to collect census data. Census blocks are formed by streets, roads, bodies of water, other physical features and legal boundaries. Census blocks average about 100 people each. The U.S. Census Bureau has defined 43,415 census blocks in San Diego County for 2011. A number of census blocks make up a census tract.

- a. **Block Number** is a 14 digit code, i.e. 60730197019999
  - First 10 digits of Block Number include the Tract Number
  - Last 4 digits of Block Number are unique and are not necessarily listed in sequential order

**D. Plan Submittal Requirements:**

1. Redistricting plan proposals must comply with the County's established 2011 Redistricting [Criteria and Guidelines](#).
  - a. Proposed plans submitted to the County will be reviewed by County staff for completeness, accuracy of data and conformance with the criteria and guidelines.
  - b. The Redistricting Advisory Committee may not be able to respond to each plan submitted.
  - c. Proposed plans submitted to the County become public records and are subject to the deliberations of the Redistricting Advisory Committee.
  - d. It is the sole discretion of the Redistricting Advisory Committee to recommend adoption of all, some or none of the submitted plans.
2. Redistricting plan proposals must include the following when submitted:
  - a. Completed Plan Submittal Form (available on the Redistricting Web Page under the Submit/View Plans link. <http://www.sdcounty.ca.gov/redistricting>)
  - b. Plan Submittal Electronic Files
  - c. All Plans must be submitted following the method described in this document. All other submissions will be considered "suggestions". Please see, "How to submit a suggestion to the Redistricting Advisory Committee".

3. All proposed plans submittal files must be in the following format:

a. A numerically ordered list of each **Census Tract AND Proposed District**.

1. Either **Census Tract Name** OR **Tract Number** can be used, but not both.
2. Proposed District should be entered in column B

Example of Tract Name /Proposed District list:

A	B
123.45	1
234.56	1
345.67	2
567.89	2
789	3
987.6	3

Example of Tract Number /Proposed District list:

A	B
6073012345	1
6073023456	1
6073034567	2
6073056789	2
6073078900	3
6073098760	3

b. To propose a plan where Census Tracts are split:

1. Submit a numerically ordered list of each Census Tract and Proposed District (i.e. Tract Name/Proposed District)...see example above.

**AND**

2. A separate numerically ordered list of each Census Block and Proposed District for each Census Tract that is to be split.
  - Block Number/Proposed District
  - The Tract being split DOES NOT NEED TO BE IDENTIFIED on this list.
  - This file should only contain the Block Number/Proposed District where the proposed plan calls for split tracts
  - Proposed District should be entered in column B

Example of Block Number/Proposed District

	A	B
Row 1	23456789101112	1
Row 2	23456789101114	2
Row 3	98765432123456	3
Row 4	98765432123457	5

The above shows an ordered list of blocks for **tracts that are being split**. Rows 1 and 2 are blocks in the same tract (2345678910), but different district. Row 3 and 4 represent more blocks in the same tract (9876543212) which put blocks into different districts. The tract is identified by the first 10 digits of the block number; the last 4 digits represent the block. **You only need to include block numbers for those tracts that are being split.**

3. If preferred, one list containing only Block Number/Proposed District can be submitted. (Note - this is going to be a long list at 43,415 Blocks)
  - Proposed District should be entered in column B
- c. All plans should be submitted using MS Excel or a comma separated value file format.  
For example: .csv, .xlsx or .xls. (Excel format)
  1. Each file should only contain 2 fields; (Tract **OR** Block) **AND** Proposed District
  2. No header columns
  3. Proposed District should be entered in column B
4. Plans may be submitted:
  - a. Preferred method is electronic submittal to the County Redistricting email address: [redistricting2011@sdcounty.ca.gov](mailto:redistricting2011@sdcounty.ca.gov)
  - b. In person at the [Redistricting Advisory Committee Meetings](#)
  - c. Via U.S. mail. Send CD's with data files to:

County of San Diego  
County Administration Center  
1600 Pacific Hwy, Room 201  
San Diego, CA 92101-2472  
Attention: Redistricting 2011

d. All submitted plans will be input into Maptitude by County staff and presented to the Redistricting Advisory Committee for consideration.

5. In order to be considered by the Redistricting Advisory Committee, proposed plans must be received (through email, U.S. mail or personal delivery) by **5/9/2011 at 5:00 PM**

E. Other

1. *Does submitting a plan seem like more effort than you intended?* Consider submitting a **suggestion** (see: "How to submit a Suggestion to the Redistricting Advisory Committee").
2. Data references are available on the Redistricting Web Page under the Submit/View Plans link. <http://www.sdcounty.ca.gov/redistricting>.
3. The online viewer will have reports available for all published plans.
4. Still have questions on how to submit a plan???

Contact County Staff:

Email: [redistricting2011@sdcounty.ca.gov](mailto:redistricting2011@sdcounty.ca.gov)

Phone: 619-531-5327

5. Plan submittal process:

**Plan Submittal Process**

Through MAY 9, 2011

