

Budget

The 2002 General Fund includes a budget for redistricting in the amount of \$95,700. The budget was based on expenses calculated from the last redistricting process. The Elections Office administers the budget, coordinates any professional service contracts, pays invoices and arranges for reimbursement for expenses.

The Budget includes:

Commissioners (\$50 per meeting)	\$9,378.00
Redistricting staff (city and contract)	\$32,152.00
GIS support staff	\$10,717.00
Advertising and Publication	\$2,679.00
Postage for resident notification	\$30,245.00
Printing/Copying	\$5,359
Administrative Supplies	\$4,466.00
Office Supplies	\$704.00
Software (4 copies supplied by Hennepin County)	\$0
Total	\$95,700.00

2002 Minneapolis Work Plan Redistricting Wards And Precincts

Charter and Statutory Requirements for Redistricting Process:

In a year ending in the number two following the Census a Redistricting Commission shall be established to draw ward boundaries so that population in each ward is nearly equal as practicable, or within plus or minus five percent of the ideal population. A population quota, or ideal population for each for each ward is established by dividing the total population of the city by thirteen. The redistricting plan must be passed by a majority vote of the Redistricting Commission and the Council must pass an ordinance to ratify the plan by April 30, 2002 (19 weeks before the state primary). Each Council Member must be a resident of the ward for which elected, but a change in ward boundaries does not disqualify a council member from serving for the remainder of the term. Other election districts such as park districts must be redistricted 15 weeks before the state primary.

Standards of ward redistricting:

- Wards shall consist of contiguous compact territory not more than twice as long as it is wide.
- Whenever possible, ward boundaries shall follow the centerline of streets, avenues, alleys and boulevards.
- As nearly as practicable, ward boundaries shall run due east and west or north and south.
- To the extent possible, wards shall be numbered consecutively, first on the east side of the Mississippi River and then on the west side from north to south. However, notwithstanding the foregoing, effective the date of this amendment and thereafter, all newly drawn wards shall retain the same numerical designation as the then currently existing ward from which drawn ward boundary received the largest portion of its population.
- Population shall be determined by use of the official population as stated by census tracts and blocks and the official United States census. The population in Minneapolis based on the 2000 Census is 382, 618. The population quota or ideal population per ward is 29,432.

Precinct boundaries:

Precinct boundaries are established by the City Council after Ward boundaries are determined. Precinct lines must not split legislative districts and they must follow visible, clearly recognizable physical features. Precincts must follow census block lines. In 2002 Council Members will be reducing the number of precincts from 145 to 130 as a cost saving measure. When determining precinct lines, Council Members should consider the availability of public facilities within the precinct to be used as polling places.

Roles and Responsibilities

Redistricting Commission:

1. Select a chair.
2. Hire staff to assist in the process of drawing Ward lines using the redistricting software with support from City GIS staff.
3. Manage the redistricting process.
4. Conduct public hearings to solicit input on redistricting plans.
5. Make decisions about redistricting plans.
6. Approve plan.

Redistricting Commissioners Staff:

1. Create potential redistricting plans using Maptitude for Redistricting software.
2. Act as liaison between the Commissioners and between the Commission and other City staff supporting the process.
3. Perform data analysis.
4. Interpret data for the Commissioners and the public at public hearings.
5. Maintain communication with Chair of Commission.
6. Plan and prepare for Commission meetings and public hearings.
7. Produce research documents.
8. Produce maps of plans.
9. Print plans.

Desirable Qualifications:

1. Experience in redistricting at state or local level.
2. Expertise in data analysis and Geographic Information Systems.
3. Ability to establish effective business and working relationships with others including elected officials, City employees, and the public.
4. Ability to communicate effectively both orally and in writing.
5. Ability to create and maintain a respectful and collaborative work environment.
6. Knowledge of cartographic principles and procedures.
7. Knowledge of geo-processing.
8. Ability to organize and maintain accurate records.

City Attorney:

1. Provide legal opinions and clarification on points of law to the Redistricting Commission and City Council.
2. Be present at all Commission meetings and public hearings and provided redistricting process information to each Redistricting Commissioner, city Council member, and the mayor.

Elections Office:

The Elections Office is responsible for overall coordination of the Redistricting process including the following:

Coordination:

1. Coordinate with Communications and City Web Master on Communication plan.
2. Central point of contact for information and statistical mapping requests during the redistricting process.
3. Work closely with City Clerk's staff assigned to Redistricting Commission.
4. Administer and file oath of office for commissioners.
5. Attend all meetings and public hearings.
6. Work with GIS and Planning staff to prepare information for maps and to provide maps and other materials as needed by the commissioners and Council.
7. Preparing redistricting budget and payment of invoices.
8. Update the City's internal precinct finder.
9. Notify voters of precinct line changes and polling place location changes.

Communication:

1. Liaison to Charter Commission on updates regarding redistricting process. Work with the Charter Commission during the appointment process of the Redistricting Commission members.
2. Liaison to Mayor and City Council for information updates on Redistricting process both on the legislative level and at the City level.
3. Liaison to Redistricting Commission. Make recommendations and prepare background for new precinct lines and polling place locations to Council Members.

City Clerk Staff

1. Record the Redistricting Commission meetings and public hearings.
2. Post and publish notices of meetings
3. File paperwork and maps as required notify commissioners of meetings.

GIS

1. The City GIS Office works closely with the Elections Office and the Redistricting Commission.
2. Provide technical support for Maptitude Redistricting software.
3. Provide printing services for maps and plans.
4. Provide training and assistance to Commission staff and Council staff
5. Update the City GIS to reflect changes made to Ward and precinct boundaries.

Planning Department

1. Receives census data and maps from the U. S. Census Bureau to conduct detailed analysis for planning purposes.
2. Provides data and analysis.

City Council

1. Draw precinct lines once the Redistricting Commission is near its final plan for ward lines.
2. Elections office assists in this process by making recommendations on the number of precincts per Ward, size of precincts and potential locations for polling places
3. Meet to approve the plan once approved by Commission. The Council has no authority to change the Ward boundaries adopted by the Redistricting Commission but may change precinct boundary lines up to a year ending in seven.

Council IGR Committee

1. The IGR committee is the home Council committee for the Charter Commission. The chair of IGR is informed of all redistricting information.

Park and Recreation Board

1. Appoints two members to the Redistricting Commission. These members replace the Council appointees during the Park and Recreation redistricting process only.

Technology, Office Space and Support

Software:

Hennepin County has provided the City with four copies of the software being used at the state, local, and county level. The software being used is "Maptitude for Redistricting" by Caliper Corporation. The cost for purchasing additional copies of the software is \$1,995.

Due to licensing restrictions and cost, the software will only be available in the GIS office and is not accessible from alternate locations or the Internet. However plans being proposed by the Commission will be made available for viewing on the City Web site.

GIS staff will be assigned as technical support and to provide training to Commissioner's, staff and Council staff.

Office Space and availability:

1. Beginning March 1st Four offices in the City GIS office (Tri Tech Building, Room 220) will be available for Redistricting staff working on redistricting
2. The offices will generally be available from 8:00 a.m. until 4:30 p.m. (it is anticipated that additional hours may be needed as the deadline draws near).
3. Four separate cubicles separated with a partition for privacy, will be have computer workstations loaded with the Maptitude software on the hard drive. The census data will be available on the City server and accessible to staff working on plans.
4. Ward plans under consideration and in progress will be stored securely on the individual hard drive of the workstation and accessible through unique passwords.
5. Council staff will coordinate time at a workstation through the Elections Office.

Communication Plan:

1. City Communications, Web and Elections staff will coordinate communications.
2. Use of the City Web site and other electronic medium will be a primary source of communication.