



Procedure:

1. Go to the Redistricting website: <https://redistricting2.esri.com/>
Username: **WoodlandARC**
Password: **Wood1@ndARC**
2. Select the **Current Districts Template** and then press the **Open Plan** button

Plan Search:

| Plan Name | Owner | Description | Created | Last Modified |
|----------------------------|-------------|-------------|------------------|------------------|
| Current Districts Template | WoodlandARC | | 2021-10-14 01:44 | 2021-10-14 02:03 |

Current Districts Template

Status:

Locked Date:

Locked By:

3. **Important:** Click the **Save As** button on the File tab



4. Give your project a **Name** and optionally, a Description. You can use your name, initials or any other title to make it uniquely yours. Press **OK** to save.

Save Plan

Name:

Description:

Goal and Challenge

In August of 2021, the decennial Census figures were released which requires the City of Woodland to redraw its City Council boundaries. It is required that each Council District contain equal population counts, within 5% of each other. Here is a breakdown of the current districts:

2020

| District | Total | |
|-------------------------|---------------|-------------|
| | Population | % Deviation |
| 1 | 11,571 | -5.2% |
| 2 | 10,916 | -10.6% |
| 3 | 11,420 | -6.4% |
| 4 | 11,459 | -6.1% |
| 5 | 15,666 | 28.3% |
| Grand Total | 61,032 | |
| Ideal Population | 12,206 | |

Currently, none of the Districts are within 5% of the required population count of 12,206 people per District. This redistricting tool will allow you to reshape the boundaries to balance the population in each District and submit to the City for consideration and review.

Navigating the Map

On the **Create** tab, in the *Tools* section are the various items you can use to navigate around the map.

- Zooming in and out can be accomplished by any of these three means:
 - o Using the **+** or **-** magnifying tools  on the toolbar – to use these tools, draw a box on the map that you want to zoom into or out of
 - o Using the **+** or **-** on the Map 
 - o Using your mouse's **scroll wheel** when your cursor is on the map
- Panning around the map is done by using the **Pan** (hand icon) 
- Using the **Previous extent** and **Next extent** (arrow icons) buttons allow you to move forward and backwards in your map movement history 
- Using the **Plan Extent** button will reset the map view back to the entire City view 

Important: Remember to save your work often by pressing the **Save** icon on either the **File** toolbar or the smaller save icon near the upper-left corner of the page.

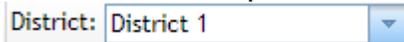


Drawing District Boundaries

On the **Create** tab, in the *Redistricting* tool section are the various commands you will use to draw and reshape the new boundaries.



1. In the District dropdown box, select the district you would like to revise.



2. Use one of the selection tools, Point, Square, Polygon or Line to select the various Census Blocks that you want to revise. The **Square** tool works well to target a group of Blocks.



Once you have made your selection, the map will update the boundary with the new designated color. Also, the table below the map will update with the population figures.

3. Should you make a mistake, you can use the **Undo** and **Redo** buttons to revise your previous changes.



4. Once you are finished changing a specific Block, you can lock it so that no other changes will be made. Select the **Lock**  icon and click on the desired Census Block on the map to lock it.

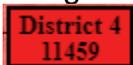
5. To lock an entire District, check the **Lock** checkbox next to the designated District in the table under the map to lock it from any further changes.



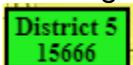
On the map, any locked District or Block will be shown with a diagonal shading. 

The labels for each District on the map will provide helpful information as you work. Each will show the **District Name**, the **Population** and a background **color**.

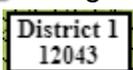
- A **red** background means the district is **below 5%** of the ideal population



- A **green** background means the district is **above 5%** of the ideal population

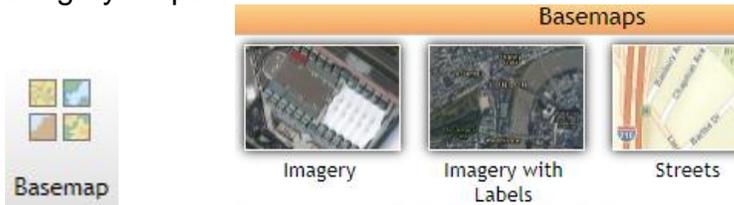


- A **white** background means the district is **within 5%** of the ideal population

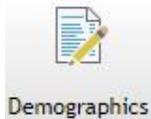


Additional helpful items that can be found on the **Create** toolbar are:

- The **Basemap** icon allows you to change the background map, for instance to see an aerial imagery map.



- The **Demographics** button will let you change the various demographic fields that are shown in the table below the map as well as what appear on some of the reports and charts.



- **Themes** allow you to add a demographic map based on any of the available demographic profiles. This is useful if you want to add any specific demographic information while you revise the District boundaries.

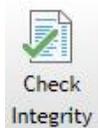


Important: More detailed help documentation for any of the tools can be found on the **Learn** tab as well as by selecting the **Help** icon on the upper-right corner of the page. 

Reviewing District Boundary Changes

Once you have revised your Districts, they can be reviewed and analyzed in several different ways.

- The **Check Integrity** tool should be run first and can be found on the *Analysis* section of the **Review** tab.



This tool will run 7 different validations and return a result window. Any failed checks will provide a **Details...** button for you to learn more about the issue and where changes should be made to fix the errors.

Integrity Tests

- ✓ Dual Assignment Check
- ✗ Population Summary Check

- The **Plan Histogram** tool provides bar charts for the demographic variables for each district that are displayed in the table under the map. These variables can be changed with the Demographics tool found on the Create tab.



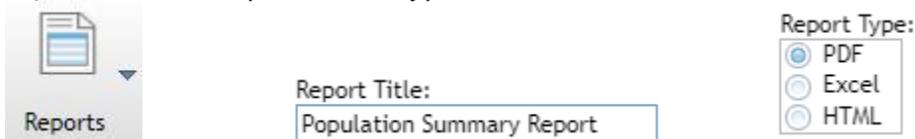
- The **Plan Distribution** tool provides pie charts for the demographic variables for each district that are displayed in the table under the map. These variables can be changed with the Demographics tool found on the Create tab.



- The **District Distribution** tool will provide a pie chart to compare variables within a single district. Use the drop downs in the chart window to change the district and/or demographic variable. These variables can be changed with the Demographics tool found on the Create tab.



- The **Reports** tool when selected prompts you to select a report template, followed by a pop-up window to choose the demographic variables that will be in the report. Choose a name for the report and an output format type.

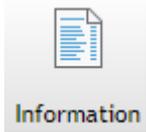


Finalize & submit your map

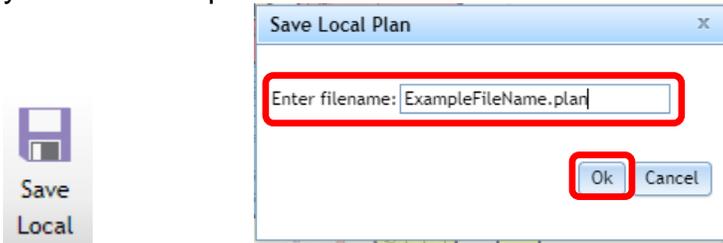
When you are happy with your changes there are a few additional steps required to finalize and submit your map.

*Be sure to save changes by pressing the **Save** icon on either the File toolbar or the smaller save icon near the upper-left corner of the page.*

- On the **Share** tab, use the **Information** tool to add any additional details, notes, comments etc.



- On the **File** tab, select the **Save Local** option. Give the file a name and then press **Ok** and it will download to your local computer. By default the file should go to your download folder on your local computer



- Lastly, email the file that you have downloaded (the .plan file) as an attachment to **CityClerk@cityofwoodland.org**

Thank you for your time and effort!