

LAST CALL: Managing Your Redistricting Operation

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At This Point In The Process...

Regardless of the size of your state, we all have issues and objectives in common...

And they are as follows:

Number 1: Immediately...

- ❖ You need to select that one full time staff person to be in charge of overseeing all redistricting and related responsibilities.
- ❖ This individual's first responsibility should be to act as a liaison to:
 - Legislative Leadership and members
 - Department of Justice, if applicable
 - Minority Community
 - Public, Community Groups and the Press
 - NCSL's Redistricting and Elections Committee
- ❖ This individual should have responsibility for establishing an operating budget within guidelines established with Legislative Leadership.
- ❖ This individual should have responsibility for immediately hiring technical staff to assist in the process.

Number 2: Hiring Staff!

The following positions should be considered in part or in combination:

- ❖ Cartography
- ❖ Programming
- ❖ Demographics
- ❖ System Administration
- ❖ General Support Staff
- ❖ Political Staff for Actual Line Drawing

Cartography

- ❖ GIS Manager / Project Coordinator
- ❖ Senior GIS Analyst
- ❖ GIS Analyst
- ❖ Senior Cartographer
- ❖ Cartographer

Programming

- ❖ Graphics Programmer
- ❖ Data Programmer

Demographics

- ❖ Demographer
- ❖ Statistician

System Administration

- ❖ System Manager
- ❖ Computer Operator(s)

General Support Staff

- ❖ Handle inquiries from the public
- ❖ Act as map librarian for map inventory
- ❖ Ordering supplies as needed
- ❖ General office support as applicable

Political Staff for Actual Line Drawing

- ❖ Staff will need to be computer literate
- ❖ Good with numbers and analysis
- ❖ Have an understanding of your states redistricting requirements
- ❖ Ideally, a sense of political history

Number 3: Define Staff Responsibilities!

- ❖ Will staff be working directly with legislator(s) to draw district(s)?
- ❖ Will staff independently work to generate plans from general ideas/instructions from legislator(s)?
- ❖ Will staff assist persons other than legislator(s)?

- ❖ You must assume that all staff are potential witnesses in a court action.
- ❖ You should anticipate the need for training for staff and legislators (both technical and legal).
- ❖ You need to determine if working in shifts will be required? By appointment? Anticipate scheduling issues to arise. **DO NOT UNDER ESTIMATE THE WORK LOAD! IT IS SIGNIFICANT AND TIME CONSUMING!**
- ❖ Pay sufficiently to get and keep good people. Loss of experience, expertise, institutional knowledge is difficult, timely and expensive to replace.
- ❖ **NO MATTER WHAT YOU DO OR ANTICIPATE – YOU WILL NEVER HAVE ENOUGH STAFF!**

Number 4: Office Space Requirements

- ❖ Having access to a private office to meet with individual legislators, minority organizations, legal counsel, the public or press.
- ❖ Large work areas that provide for desks and chairs, depending upon how many people are actually drawing lines every day.
- ❖ Anticipate the need for very large tables to be purchased so that you may lay out plans for review.
- ❖ Anticipate space for computer terminals, printers plotters, screen copiers, copier machines, file cabinets, and map cabinets. Map cabinets are very important for organizing your plans and should store maps as large as 3ft x 4ft in size.
- ❖ Anticipate special wiring needs, if any, for your hardware purchases. Consider routers to reduce the cost of multiple printers, etc.
- ❖ You will never have enough space. Get as much as you can right now while there is still time!

Number 5: Budget Issues

While a lot of budgetary items have been discussed in general terms such as staffing and office space requirements...DO NOT FORGET TO BUDGET FOR THE FOLLOWING ITEMS:

- ❖ Purchasing of new or upgraded computer hardware and software for GIS development as well as statistical software packages like SAS, SPSS, or other spread sheet software to analyze and report your political and census data.

- ❖ Remember, you will need many peripheral devices such as plotters, printers, screen copiers, and computer terminals, which may or may not require special electrical needs.
- ❖ You will need access to the internet for downloading census files and possibly for providing access to the public as well as receiving input from the public during redistricting.
- ❖ Don't forget your filing cabinets, map cabinets, furniture, large tables, etc.
- ❖ Budget funds for plotter paper, chemicals, and general office supplies.

- ❖ Remember to review all licensing and maintenance contracts. During the process you will want 24/7 coverage – 24 hours a day, 7 days a week! There is no time for down time!
- ❖ Anticipate training costs for any new hardware and software applications. You may have to train staff as well as legislators.
- ❖ Anticipate the cost of public hearings, transcripts and public service announcements (both newspapers and radio).
- ❖ Plan on spending money for lawyers with voting rights and litigation experience as well as expert witnesses. In-house counsel will probably not be sufficient for handling all reapportionment issues.

Number 6: Political Database – Design and Development

- ❖ You will need statewide election and enrollment data for years 2006 through 2010, if not earlier and possibly later.
- ❖ For purposes of the Voting Rights Act, you need to collect election results where one or more candidates may be a minority in the same election.
- ❖ You will need to collect election district maps for each year you have collected election and enrollment data.
- ❖ Does this data already exist somewhere in machine readable format or will it have to be created from scratch?
- ❖ If it is in machine readable format, you can customize it to your file layout, if not, you can scan it in and then customize it.
- ❖ Does it have to be keypunched from scratch? If so...another cost and time consideration!

- ❖ Is the political data in a format that can be correlated with census data and census maps?
- ❖ The answer may depend on whether or not your state participated in the Census Bureau's Block Boundary Suggestion Program as well as whether or not your state regularly digitized election districts into a political database using the Census Bureau's TIGER/Line files.
- ❖ Finally if you are playing catch up designing your political database...its time to reach out to your respective National Political party for assistance.

Number 7: Census Database – Design and Development

- ❖ Your census database will be both statistical (PL94-171) and geographical (TIGER/Line Files).
- ❖ Hopefully, you have been using earlier versions of the TIGER Line files to build your political database – meaning actually digitizing your election district maps onto TIGER.
- ❖ Ultimately, you should be able to report census and political data for every level of geography you will be working with from County to Census Block.

Number 8: Timeline Issues - STARTING TODAY- AS IN RIGHT NOW!

- ❖ Select that one person who will be responsible for overseeing this effort and all the issues I have outlined for you here today!
- ❖ Select your GIS vendor!
- ❖ Purchase your hardware!
- ❖ Select your consultants, if necessary!
- ❖ Hire and prepare your legal team!
- ❖ Make sure your political data is ready to go!
- ❖ Be prepared for public participation!
- ❖ Be prepared for Justice Department submission!
- ❖ Know your political timeline and work backwards to ensure that everything is completed on time!
- ❖ Be ready to defend EVERYTHING YOU DO!
- ❖ Census data is coming within weeks, maybe even days – GET MOVING NOW!