

City of Aliso Viejo

2023 Districting Public Participation Kit Instructions

Elements of the Districting Public Participation Kit:

1. This instruction sheet.
2. Idea and comment form.
3. "Plan Proposal Submission Map" of total population by block group.
4. "District Plan Proposal Assignment-Excel" file containing population totals by blockgroup.
5. 2023 Existing Conditions report.

Additional reference materials are available on the City of Aliso Viejo website:

<https://avcity.org/districting>

Instructions:

Proposed maps must be submitted by Thursday, April 20, 2023, 5:00PM

There are three methods listed below to share comments and ideas on the City's districting effort.

1. Use any of the methods below to share ideas on districting, council districts, or develop five council districts that are nearly equal in population.
 - a. The target district population is 10,444 persons (52,222 [total population of the City] divided by 5 [the number of council districts in the plan]).
 - b. It is recommended that the population spread be within 10%. Generally, this means that each district's population should approximately be between 9,922 and 10,966 people.
 - c. Districts must be contiguous, i.e., all areas within a single district must be connected.
 - d. **NOTE: To be considered a viable map for possible adoption, maps must have five contiguous council districts and the percent spread must be under 10%.**
2. City Clerk's office staff are also available to assist members of the public with the mapping tools via telephone at (949) 425-2505.
3. If you have any questions, please contact the City Clerk's office at (949) 425-2505.

Method 1: District idea and comment form

1. Download "Idea form" (Word file) from the City website.
2. Fill out the form with any comments or ideas you have on any part of the City's districting efforts. These may include such things as: the concept of districting as a whole (support or oppose), areas or communities of interest that you would like grouped together or split apart, any specific council district boundary ideas, or any other information or comments you would like to share.
3. Submit electronic or scanned copy to:
 - a. Email: districting@avcity.org OR
 - b. Mail paper copy to: City Clerk, 12 Journey, Suite 100, Aliso Viejo, CA 92656

Method 2: District scenario creation using paper map

1. Download "Plan Proposal Submission Map" (PDF file) from the City website containing:
 - a. This instruction sheet.

City of Aliso Viejo

2023 Districting Public Participation Kit Instructions

- b. Map of total population by block group.
2. With a thick black or dark blue marker, draw five council districts with population totals of approximately 10,444 people in each district.
3. NOTE: To be considered a viable map for possible adoption, maps must have five contiguous council districts and the percent spread must be under 10%.
4. Submit scanned copy to:
 - a. Email: districting@avcity.org OR
 - b. Mail paper copy to: City Clerk, 12 Journey, Suite 100, Aliso Viejo, CA 92656

Method 3: District scenario creation using Microsoft Excel data file

1. Download "AV_District Plan Proposal Assignment-Excel" (Microsoft Excel file) from the City website containing:
 - a. "Instructions" worksheet contains detailed directions on how to use the file.
 - b. "Author" worksheet is optional. Author may include contact information or summary explanations of their plan.
 - c. "Assignments" worksheet contains the populations by race/ethnicity and a blank column to assign each of the 96 block groups to a council district.
 - d. "Summary" worksheet automatically subtotals and displays the populations by proposed district as assigned in the "Assignment" worksheet.
 - e. "Reference Map" worksheet contains a reference map of total population by block group.
2. NOTE: To be considered a viable map for possible adoption, maps must have five contiguous council districts and the percent spread must be under 10%.
3. To submit your plan, email the completed Excel file to districting@avcity.org.

Plan Submission Process:

Proposed maps must be submitted by Thursday, April 20, 2023, 5:00PM

There are three methods to submit your comments, ideas or proposed council district plans:

- Electronic submission: email the Excel file OR a scanned copy of your idea form or map containing your district assignments to districting@avcity.org OR
- Paper/Hardcopy submission: Please submit hardcopies to the City of Aliso Viejo City Clerk at
City Clerk
City of Aliso Viejo
12 Journey, Suite 100
Aliso Viejo, CA 92656

City of Aliso Viejo
2023 Districting Public Participation Kit Instructions

Public Hearings and Meetings:

Dates	Public Hearing & Meeting	Location	Time
April 5, 2023	City Council Meeting/Public Hearing	City Hall Council chamber	7:00 PM
April 19, 2023	City Council Meeting/Public Hearing	City Hall Council chamber	7:00 PM
May 3, 2023	City Council Meeting/Public Hearing	City Hall Council chamber	7:00 PM
May 17, 2023	City Council Meeting/Public Hearing	City Hall Council chamber	7:00 PM
June 7, 2023	City Council Meeting	City Hall Council chamber	7:00 PM