

The Public Participation Kit contains:

- (a) This instruction sheet
- (b) PDF map of city, which divide the city into Population Units
- (c) Spreadsheet including:
 - "Describe" worksheet for descriptive information you provide related to the map you create
 - "Assign" worksheet showing the demographic data for each Population Unit
 - "Report" worksheet which show the totals resulting from your assignments

Getting Started "Describe"

On the first worksheet "Describe", enter a name for your map, the number of districts you will be assigning, explanatory comments about your plan and if you would like to be contacted regarding your map, your contact information.

Using the spreadsheet:

- 1) Use it as a reference to identify data for population units and add the figures up by hand.
- OR -
- 2) On the "Assign" worksheet tab, enter the number of the district where you wish to assign a given population unit. You can check the results of your assignments on the "report" worksheet tab. The figures on the "report" worksheets will automatically update as you make each assignment.

Guide to Data "Assign":

The first column, is a green column titled "district" where you can assign each population unit to a district. The second column of the "assign" worksheet is labelled with a population unit that corresponds to its location on the base map.

The third column "POP" gives you the total population for that specific population unit. All other columns illustrate specific population data for specific groups such as Hispanic, White, Asian, 18 and older, etc.

Remember that districts must be balanced by Total Population.

Reading the "Report" Tab:

As you update your district assignments of each Population Unit, you will see the totals automatically update on the "Report" tab. The "report" worksheet shows you the summary statistics for each district. The first row after the district number gives you the raw total population for each district, while the third gives you the percentage of the total population. You will see this information for Total Population, Voting Age Population, and Citizen Voting Age Population, to name a few.

"The "report" worksheet shows the population deviations from the Ideal Population target of the City Population divided by number of districts.

Once you have assigned all the Population Units, you will be able to see your Total Deviation, second which is the difference between the largest and smallest deviations. Plans should come as close as possible to being equal in population. You can justify your small deviations by providing additional information when you submit.

Note: To minimize any chance of error, the spreadsheets are locked. You may only enter data in the cells colored in with green fill.

Submission:

When complete, you may:

(a) Email your map to:

districtelections@costamesaca.gov

(b) Mail it to the City at:

City of Costa Mesa

Attn: Brenda Green

77 Fair Drive

Costa Mesa, CA 92628

(c) Submit via fax at

You may submit written information in support of your Map.