

ST. CHARLES PARISH COUNCIL

**2011
REAPPORTIONMENT
PLAN**

**A Proposal to Perform
Redistricting Services**

Submitted

by

**South Central Planning and Development Commission
Post Office Box 1870
Gray, Louisiana 70359
(985) 851-2900**

December 2010

TABLE OF CONTENTS

Introduction..... 1

Related Experience and Qualifications..... 3

Profile of Commission.....5

Past Performance of Commission.....7

Method of Compensation.....8

Scope of Services..... 9

Project Schedule..... 12

INTRODUCTION

Once every ten (10) years, the population across the United States is counted. The fundamental purpose behind this effort is to be sure that those we elect represent all of us equally. This counting process is known as the *decennial census*.

The U.S. Constitution and subsequent State and Federal laws require the reapportionment of voting districts for all ST. CHARLES Parish Council seats according to your 2010 Parish population under the one-man, one-vote rule. Subsequent to redistricting, the plan must meet the requirements of the Federal Voting Rights Act of 1965 through a pre-clearance process established under Section 5 of the Act.

This decade, the redistricting process presents a similar but reverse problem for the ST. CHARLES Council as was in 2000, whereas the ST. CHARLES Parish Council will be forced to reapportion before the ST. CHARLES Parish School Board. The ST. CHARLES Parish Council plans must be approved by August of 2011, and the ST. CHARLES Parish School Board has to be approved by August of 2014 not to delay elections. The census data required to accomplish the reapportionment will not be made available to the Parishes at the earliest until February or March of 2011.

Last decade we facilitated the processes for the Parish Council and the School Board, which both plans were approved by the Department of Justice. Again, if chosen to perform the work for the Council we would encourage the same open process to re-establishing the 2011 Reapportionment Plan. The ST. CHARLES Parish Council has the sole authority to split or combine voting precincts within the prescribed windows of opportunity, and therefore must approve by ordinance any changes to the voting precincts. In order to provide the Justice Department with the prescribed amount of time for review, and given any suggested changes to the plan, we suggest a plan submission date no later than March of 2011. Therefore, the process needs to

2011 St. Charles Council Reapportionment

begin in January 2011 for evaluating the expected increase/decrease of the Parish population. Therefore, we suggest that a committee be formed so that concerns are adequately reviewed, approved by the full Council, and delivered timely to the Department of Justice.

Over the last three decades, South Central Planning and Development Commission, has established the knowledge and experience to prepare your 2011 Voting District Plan and the U.S. Department of Justice pre-clearance submission in the timely fashion required.

RELATED EXPERIENCE AND QUALIFICATIONS

Over the last three decades South Central Planning and Development Commission (SCPDC) has prepared several plans for member Parishes. During the 1980 reapportionment process, SCPDC prepared both the Voting District Plans and the U.S. Department of Justice pre-clearance submissions for the Parishes of Assumption, St. Charles, St. James, and Terrebonne. In 1990 SCPDC prepared both the Voting District Plans and the U. S. Department of Justice pre-clearance submissions for the Parish Governing Authority of Assumption, St. Charles, St. James, St. Charles, St. John, and the School Boards in Assumption, St. Charles, St. Charles, and Terrebonne. Each plan was approved, pre-cleared in a timely fashion, and we only received one challenge on the St. John School Board. The St. John School Board's plan was amended to ensure the one man one-vote criteria. In 2000 SCPDC prepared both the Voting District Plans and the U. S. Department of Justice pre-clearance submissions for the Parish Governing Authority of Assumption, Lafourche, St. Charles, St. James, St. Charles, St. John, Terrebonne, and the School Boards in Assumption, St. Charles, St. Charles, and Terrebonne. We also prepared or assisted in the preparation of the 2010 Visible Precinct Boundary Maps for many of our member Parishes to be in compliance of State Act 1420.

Today, SCPDC has three (3) staff members with direct reapportionment experience, and another two (2) individuals with ancillary knowledge of GIS shape files and querying. Our planning and drafting personnel will be more than capable of handling your reapportionment project.

In addition to our personnel experience, SCPDC is designated as an U.S. Bureau of the Census affiliate. This affiliation provides our agency with direct and immediate access to Census data and maps. Over the last year SCP&DC has expanded its Geographic Information Systems (GIS) to include all of the latest hardware and software needed for reapportionment. Our Commission

2011 St. Charles Council Reapportionment

is extremely capable of producing maps of precinct and district maps for definition and presentation.

In anticipation of the 2011 reapportionment SCP&DC has purchased Maptitude for Redistricting 5.0, data sets for the entire State of Louisiana, and the meets and bounds automation software for developing legal descriptions. Along with the purchase of the software three of our staff have received corporate training to become proficient in its use. This software will give our Commission the best and latest geospatial software available, and provide for the quickest development process.

The combinations of our familiarity with your Parish, knowledge of your communities and neighborhood sensitivities, mapping expertise, advanced computer software capabilities, and knowledge of federal requirements are more than ample in meeting your reapportionment needs.

Related Client References:

Ms. Linda Rodrigue, Registrar of Voters – Terrebonne Parish (985) 873-6533

Mr. Dale Hymel, Parish President - St. James Parish (225) 562-2261

Mr. Bill Blair, Director of Demographic Services – Louisiana House and Senate (225) 342-2591

PROFILE OF COMMISSION

SCPDC was formed in 1972 and promulgated in 1978 by Louisiana State Statute (Act 472 of the Regular Session of 1978) to help local governments plan for the future of their communities and to help stimulate regional economic growth. One of the eight Regional Planning Districts in the State, and the Commission is a public, non-profit organization (501C-1).

The Commission performs a variety of functions such as, but is not limited to the following areas of emphasis;

- Federal & State Grant Development and Management
- Transportation Planning
- Transportation Safety and Congestion Planning
- Geographic Information Systems
- Building Code Enforcement
- Homeland Security
- Capital Improvement Plans
- Advocacy of Special Projects
- Environmental Planning & Redevelopment
- Business Lending and Development
- Comprehensive Planning
- Land-use Planning
- Zoning Development
- Strategic Economic Development Planning
- Strategic Facilities Planning
- Information Technologies and Computer Programming
- Federal and State Liaison
- Technical support for various other local Commissions and Authorities
- Graphic Communication and Design
- Election Services

The Commission is under the direction of a thirty two (32) member Board of Commissioners, comprised of the chief elected officials of member governments, which include six parish presidents and six mayors. In addition, each parish governing authority appoints one minority representative, and the Parish Presidents appoints one business representative and an additional business representative for every 25,000 population over 50,000 population to serve on the Board.

Member Communities

- Assumption Parish
- St. Charles Parish
- St. Charles Parish
- St. James Parish
- St. John the Baptist Parish
- Terrebonne Parish
- City of Thibodaux
- Town of Golden Meadow
- Town of Lockport
- Town of Gramercy
- Town of Lutcher
- Village of Napoleonville

2011 St. Charles Council Reapportionment

The staff of the Commission is under the direction of Mr. Kevin P. Belanger, who will be responsible for contracting and overseeing the project on behalf of the Commission. Under the coordination and direction of Mr. Belanger, five (5) staff members with direct experience in reapportionment and GIS will be assigned to the project. These individuals will be responsible for the computerized preparation of necessary maps, public meeting facilitation, tabulation of statistics for formulation of the plan, professional research, ordinance development, and other assistance as needed for the successful completion of the 2011 Reapportionment Plan.

(Resumes for the below mentioned personnel assigned to the project are contained in the Appendices)

PAST PERFORMANCE

South Central Planning & Development Commission has performed numerous reports and studies on behalf of ST. CHARLES Parish. It is the focus of this section to focus on those projects that have relation to this RFP.

In 2002 SCP&DC was chosen to facilitate the initiative for both the St. Charles Parish Council and St. Charles Parish School Board in developing the **2002 Reapportionment Plan** that would be reflective of the goals and criteria of the Voting Rights Act of 1965, Section 5 while preserving like communities throughout the Parish. The timelines were met and submission to Justice was approved successfully. All work performed for the contracted amount with no additional costs.

Through out the years on occasions SCP&DC assisted with the **Precinct Mergers and Consolidation**. The work was a team effort between the Registrar of Voters, Council Staff, and SCP&DC. The tedious work was completed successfully by receiving approval from the Department of Justice. All work performed was done for gratis. It must also be noted, that during the last decade SCP&DC responded to numerous request both from Council Staff and the Registrar of Voters to assist with other activities (Map making, legal description re-writing based upon physical feature detailing, and other precinct consolidations) related to voting districts at no charge.

METHOD OF COMPENSATION

It is expected that SCP&DC be compensated based upon the successful completion of tasks that are delineated within the Scope of Work. It is further expected that once invoicing is submitted that SCP&DC should receive payment within 30 days. The total estimated cost should be based upon a lump sum figure not to exceed (\$ 30,000) Thirty Thousand Dollars.

SCOPE OF SERVICES

SCPDC will prepare, coordinate the enactment, obtain pre-clearance from the U.S. Department of Justice, and assist in the implementation of the 2011 Redistricting Plan through the following tasks:

1. Consult with the ST. CHARLES Parish Council in establishing a Redistricting Committee. The Committee should be members of the ST. CHARLES Parish Council and any other officials having significance in the reapportionment process, ie the Registrar of Voters, Clerk of Court . (\$500)
2. Meet with the Redistricting Committee to discuss the nature of the projects, to identify problem areas; and, to clarify the approaches and policies to be considered during the process. Also during this meeting, general goals will be established to guide the reapportionment activities, (i.e. equal representation, racial discrimination, gerrymandering, etc.). (\$1,000)
3. Develop composite map overlays, which will display: (\$1,500)
 - Existing 2000 Parish Voting District boundaries; and
 - The existing Parish Precinct boundaries.
 - Changes in population.

Parish precinct boundaries, as previously established, must be used to prepare the 2011 Voting District Boundaries. Additionally, the overlay and supporting data will form the basis for rearranging existing election district boundaries to create the new equally represented election districts.
4. Review and evaluate U.S. Census Parish Precinct Population Counts; Meet with the Redistricting Committee to discuss the counts and initial findings; Request a formal motion and vote to adopt the official U.S. Census, Parish Precinct Counts. (\$1,000)
5. Develop alternative redistricting plans (maps). (\$6,000)
 - a. Determine the "ideal" population for each district; (56,611) persons divided by 7 election districts equals 8,087 [$56,611/7 = 8,087$] persons per election district). If each district contains persons + - 5%, every citizen will be equally represented. Also note, that there are also two at-large districts one for the East Bank and one for the West Bank.
 - b. Determine the 2010 population of each existing election district based on existing precinct boundaries. Information used to perform this activity includes:

2000 Parish Reapportionment Plan

2010 U.S. Census Parish Precinct Population Counts.

2010 U.S. Census Parish Precinct Visible Boundary Maps.

The 2010 population of each existing election district is determined by totaling the population counts for each precinct, which fall entirely within the election district.

- c. Analyze the distribution of the 2010 population in the existing 2002 election boundaries.
 - d. Determine the extent of reapportionment that must occur and present same to the Redistricting Committee.
 - e. Reapportion those areas determined necessary by the Committee. In this process, election district boundaries will be shifted, as little as possible, until the appropriate adjustments in population occurs. When these shifts occur, all efforts are made to provide for equal representation; to eliminate gerrymandering and favoritism to one political party or group; and, to guard against discrimination against racial minorities. Neighborhoods and small communities are also recognized when shifting boundary lines. To avoid dividing recognized community boundaries at inappropriate places, each neighborhood will identify its own boundaries, through a process selected by the Redistricting Committee.
 - f. Continue process until all election districts are as equally apportioned as possible.
6. Present draft Redistricting Plan to the Committee for review and comments. The Committee will approve plan or call for refinement. (\$500)
 7. Refine plan using the processes explained above. (\$1,000)
 8. Present refined Redistricting Plan to the Committee for review and approval. (\$500)
 9. Prepare final legal descriptions of 2011 Voting District Boundaries. (\$5,000)
 10. Prepare final copy of approved reapportionment plan and deliver to the ST. CHARLES Parish Council. (\$3,500)
 11. Assist in all public participation efforts required throughout the process, which include public hearings, community meetings, minority group contacts, and media cooperation. (\$1,500)
 12. Prepare a narrative, which will contain the following: (\$3,000)
 - a. Summary of the reapportionment process as it occurred in the Parish;
 - b. Summary of the changes in the voting districts for 2011 as compared to the 2002 Plan with specific explanations as to the basis for the changes;
 - c. Explanation of any prior litigation concerning the 2001 plan, if applicable;

- d. Demographic information of the Parish including the total and voting age population of each affected area both before and after the change; the number of registered voters by precinct both before and after the change; and estimates of total population by race.
 - e. Overview of public participation efforts which include copies of newspaper articles, public notices, public hearing proceedings, comments received concerning the changes, and minority group contacts.
13. Preparation of presentation quality maps containing the following information: (\$3,000)
- Prior and new boundaries of the voting units;
 - Prior and new boundaries of voting precincts;
 - Location of racial and language minority groups;
 - Natural boundaries or geographical features that influenced the selection of boundaries;
 - Location of prior and new polling places, and;
 - Location of prior and new voter registration sites.
14. Prepare and submit official document containing the information required by Section 51.25, Voting Rights Act of 1965 to the U.S. Department of Justice. (\$1,000)
15. Provide technical assistance and additional information as requested to the U.S. Department of Justice. (\$1,000)

PROJECT SCHEDULE

The calendar for reapportionment is an especially tight timetable for Councils throughout the State. As previously stated, the census data needed to reapportion is expected to be released between February or March. Simply stated, this means that if the Parish has only approximately 3 months to draw, enact, pre-clear, and implement a new plan before the 2011 primary and general elections.

The calendar below provides insight into critical dates to accomplish the various tasks required to successfully effect reapportionment.

2011

February 2011	It is expected that the Census Bureau will distribute early Census data to States that have elections in late 2011
April 1, 2011*	Last Day Census Data Arrives: Beginning of Parish Governing Authority requirement to examine apportionment. SCP&DC will prepare a cursory report as to the need for reapportionment and will submit to the joint committee the findings. (R.S. 33:1411).
April 1, 2011	Parishes needs to submit plan to have enough time (120 days) for Justice Dept. to review if additional information is requested by the Justice Department.
July 1 st , 2011	The last day to submit to the Justice Department to allow for a required (60 days) for review.
August 26 th , 2011	Last day to receive Pre-clearance from the Justice Department for election qualifying.
October / November, 2011	Elections

2012

October / November, 2011	Elections
--------------------------	-----------

2013

December 31, 2013	Precinct Freeze Ends
-------------------	----------------------

2014

October, 2014	School Board elections
---------------	------------------------

- * *This date is approximate. Whenever Census Data arrives, the 6 month cycle for the Parish Governing Authority begins. It is believed that the Census Bureau will provide early results in February for those states that have early elections. All reapportionment plans are subject to pre-clearance by the U.S. Department of Justice. This process requires a 60 day review by DOJ, after which they may request additional information and the 60 day cycle begins again.*

ATTACHMENTS

STAFF BIOS

SCPDC is the Regional Planning Commission serving the Parishes of Assumption, St. Charles, St. Charles, St. James, St. John, and Terrebonne. The Commission's primary charge is to help its member communities plan for a sustainable economic future. Under Mr. Belanger's direction, SCPDC has grown from a staff of eight to 50 employees who are involved in a variety of government related activities including economic development, code enforcement, transportation planning, GIS work, community planning and grant writing and management. The Commission is created by Louisiana State Law, local ordinances and is also incorporated as a government nonprofit organization. SCPDC is a recognized economic development district of the U. S. Economic Development Administration (EDA) and the Delta Regional Authority (DRA).

Currently, SCPDC employs 32 full time and 18 part time professionals who are engaged in a variety of program activities. The following staff members will provide key roles in St. John's CDBG Disaster Recovery Program.

Kevin P. Belanger, Chief Executive Officer

Mr. Belanger is a native of Terrebonne Parish and resides in Montegut. Mr. Belanger graduated in 1988 from the University of Southwestern Louisiana with a Bachelor's of Science degree in City and Regional Planning, with a minor in Architecture. During his education, Mr. Belanger worked for the Terrebonne Parish Consolidated Government as the field supervisor of the Isles Dernieres restoration project. After graduation, he continued his employment with Terrebonne Parish as a Transportation Planner, and later as the Parish Senior Planner. During this tenure, Mr. Belanger was directly responsible for management of the Metropolitan Planning Organization and the Planning and Zoning Department, which included building permits, code enforcement, zoning issues, long and short range capital transportation planning, geographic information systems, and many other associated duties. After ten years of dedicated service to Terrebonne Parish, Mr. Belanger was hired in 1988 by South Central Planning and Development Commission (SCPDC) as its Chief Executive Officer.

As Chief Executive Officer Mr. Belanger is responsible for the Commission's daily affairs, liaison to State and Federal Legislators, implementation of the Comprehensive Economic Development Strategy, network with regional and national development interests in an effort to attract quality investments consistent with the regional economic development plan. Mr. Belanger manages multiple projects and provides leadership and direction to a diverse professional staff in a political environment. Through his initiative, Mr. Belanger expanded the services of the Commission in areas as long and short range Transportation Planning, Geographic Information Systems training and administration, Information Technology management, environmental public outreach, solid waste long-range planning, Brownfield education and awareness, and highway safety initiatives.

Martha Cazaubon

Ms. Cazaubon has earned a Masters degree in Urban and Regional Planning from the University of New Orleans and a Bachelor of Science in Geology from Nicholls State University. Ms. Cazaubon has previously worked for St. Bernard and Terrebonne Parishes, and the State of Louisiana. In her position with St. Bernard Parish, Ms. Cazaubon was the Director of the Planning and Zoning Commission. Her current position at SCPDC includes supervision of all staff working on community development and grant programs. These projects include funding through the Louisiana Community Development Block Grant Program, Delta Regional Authority, U. S. Economic Development Administration, Louisiana Government Assistance Program, and U. S. Environmental Protection Agency. Throughout her career, Ms. Cazaubon has assisted member communities in developing local plans and updated codes. She also works on the Commission's Safe Community Program as well as other special projects. Ms. Cazaubon has extensive experience in preparing local ordinances in particular those related to land.

Simonne Caesar

Simonne Caesar obtained a Masters Degree in Urban and Regional Planning from the University of New Orleans in 2004. Her previous experience includes planning work in the Jefferson Parish Planning Department and project manager for the development of several parish wide master plans for the U.S. Army Corps of Engineers. She served as the Board advisor and facilitator for the New Orleans Workforce Investment Board and as the Director/Grant Manager for the Grand Bayou Families United nonprofit organization located in Plaquemines Parish, Louisiana. Ms. Caesar worked for the Federal Emergency Management Agency (FEMA) in disaster management after Hurricanes Katrina and Rita.

Jo-anna Jones

Ms. Jones obtained a Masters Degree in Public Policy and Planning from the State University of New York at Buffalo. Her previous experience includes positions as Main Street Manager for Houma and Economic Development Planner and Planning Manager for St. Charles Parish. She also worked on Katrina/Rita related long term community recovery with FEMA, which contributed to the Louisiana Speaks Plan and the St. Charles Recovery Plan. Her current position of Planner with SCPDC includes writing the Comprehensive Economic Development Strategy, Brownfields Program Manager, preparation of Economic Development Administration and other similar grants. She was involved in the preparation of the Assumption Comprehensive Plan, the St. James Parish Magnet School Study, and St. Charles School population forecasting.

Alexandra Wesley- Smith

Alexandra Wesley-Smith is a professional planner and economic developer, possessing 15 years of experience in land use planning and real estate development, special event planning, public private partnerships, and grant writing. She received a Master's degree in Urban and Regional Planning and a Bachelor's degree in Geography, both from the University of New Orleans. She has extensive experience working in higher education, most recently as program coordinator at Louisiana State University Health Science Center, and previously as project manager/planner for the University of New Orleans Research and Technology Park.

Michael Scott Leger, GIS Coordinator

Mr. Leger is a native of Lafayette Parish and resides in New Iberia. Mr. Leger graduated in 1991 from the University of Southwestern Louisiana with a Master's of Arts degree in Urban and

Regional Planning, a Bachelor's of Arts in Urban and Regional Planning and a minor in Geography. Upon graduation Mr. Leger worked for the Lafayette Areawide Planning Commission as a Planner I responsible for GIS projects and transportation planning. Mr. Leger then was hired by the South Central Planning and Development Commission as a Planner I responsible GIS and a variety of planning projects. Mr. Leger was then hired by the Lafayette Consolidated Government in the Department of Planning, Zoning and Codes as the Planning Facilitator responsible for GIS projects, Census Liaison and the Lafayette Consolidated Government's Comprehensive Plan. Mr. Leger was once again hired by the South Central Planning and Development Commission as a Planner II and GIS Coordinator responsible for GIS projects and Transportation Planning.