

## NORMAN REAPPORTIONMENT COMMISSION MINUTES

July 11, 2011

The Reapportionment Commission of the City of Norman, Cleveland County, State of Oklahoma met in Annual Session in the South Conference Room of the Norman Municipal Building at 201-A West Gray Street on Monday, July 11, 2011, at 7:30 p.m., and notice and agenda of the meeting were posted at the Norman Municipal Building at 201-A West Gray at least 24 hours prior to the beginning of the meeting.

Item No. 1, being:  
**CALL TO ORDER.**

Vice Chair David Morgan called the meeting to order at 7:30 p.m.

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Item No. 2, being:  
**ROLL CALL.**

MEMBERS PRESENT

David Morgan  
James Sheffield  
Phoebe Schmitz  
Lea Greenleaf  
Ted Metscher  
Chadwick Cox  
Cheryl Clayton

MEMBERS ABSENT

Jonathan Leavey  
Karl Jahnke

A quorum was present.

CITY STAFF PRESENT

Doug Koscinski, Manager of Current  
Planning  
Joyce Green, GIS Services Manager  
Wayne Stenis, Planner II  
Roné Tromble, Administrative Technician

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Item No. 3, being:

**ELECTION OF OFFICERS.**

Vice Chair Morgan asked for nominations for the position of Chair.

*David Morgan nominated Cheryl Clayton for election to the position of Chair. Phoebe Schmitz seconded the nomination.* There being no further nominations, Cheryl Clayton was elected Chair by a unanimous vote.

Vice Chair Morgan turned control of the meeting over to new Chair Clayton.

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Chair Clayton asked for nominations for the position of Vice-Chair.

*Cheryl Clayton nominated David Morgan for election to the position of Vice-Chair.* There being no further nominations, David Morgan was elected Vice-Chair by a unanimous vote.

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Chair Clayton asked for nominations for the position of Secretary.

*David Morgan nominated Phoebe Schmitz for election to the position of Secretary.* There being no further nominations, Phoebe Schmitz was elected Secretary by a unanimous vote.

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Item No. 4, being:

**APPROVAL OF THE MINUTES OF THE JULY 12, 2010 MEETING.**

Chair Clayton asked for a motion to approve the minutes.

Lea Greenleaf noted the motion from the 2010 minutes that the Reapportionment Commission reconvene at a time when staff has received the 2010 census numbers and feels comfortable presenting them to the Commission to start work. He emailed staff early in the year and the response was that they were thinking May for a starting time. He was concerned that we have violated the Charter Section 3 which requires that: "Subsequent to the issuance of each Federal Decennial Census and within ninety (90) days, the Commission shall pass and refer to the City Council ..." Mr. Koscinski indicated it is his opinion that the 90 days starts from this meeting; staff was still working on programming the data this afternoon. Ms. Green indicated that the numbers could be downloaded any time after they were released. Chair Clayton commented that she thinks Section 3 is ambiguous because it doesn't say within 90 days of what. She suggested that should be clarified at some time when the Charter is amended in the future. Mr. Koscinski pointed out that when the Charter was written, the census was delivered in a paper copy; that process has now changed with computers. Ms. Green added that we don't receive any notice when the data is available to download; you just have to go look and see if it is available.

*Lea Greenleaf moved to approve the minutes of the July 12, 2010 meeting, as submitted. Ted Metscher seconded the motion.* There being no further discussion, the motion to approve the minutes of the July 12, 2010 meeting, as submitted, was adopted by a unanimous vote.

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Item No. 5, being:

**DISCUSSION OF ANNUAL POPULATION FIGURES AND THEIR EFFECT ON THE CITY'S WARD SYSTEM.**

**ITEMS SUBMITTED FOR THE RECORD.**

1. Estimated Population by Ward on December 31, 2010 and 2010 Census
2. City of Norman Council Wards map

**DISCUSSION BY THE COMMISSION.**

1. Chair Clayton asked where the process of determining precincts is. Jim Williams, Executive Secretary of the Cleveland County Election Board, reported that the precinct lines are the last to be determined. The House and Senate are done drawing their boundaries. The County Commissioners are the next step, and must be done by October 1. Once that is done the work can start on determining precinct lines, and that must be done by December 1 to take effect January 1.

2. Jim Sheffield commented that we are going to have to start with current precinct lines because the determination of precincts won't be done in time for our 90 day deadline. Mr. Williams noted that the precincts are based on voter registration, rather than population like the ward boundaries. They can work to conform the precincts to the ward boundaries.

3. Lea Greenleaf commented that the Commission is charged with setting ward boundaries, which do not follow House or Senate lines and don't necessarily follow precinct lines. Mr. Williams explained that it helps with election administration if ward boundaries don't split too many precincts.

4. Mr. Koscinski reviewed the population estimates which were provided. The highest wards by population are 1 and 6, and the two lowest are 2 and 3. The total range from mean as percentage of 27.44% is derived by adding the absolute numbers of the highest and lowest population wards. The goal is to reduce that to 10% or less during census years.

5. Phoebe Schmitz commented that in 2001 a plan was worked out where the deviation was 5.1%. She asked if they should aim for lower than 10%. Mr. Koscinski said previous Commissions have tried to gauge where growth is taking place so the wards would grow into conformance.

6. Ms. Green distributed copies of a map titled "Current Plat Activity" through June 30, 2011. It shows current preliminary and final plats that have been approved and the number of lots in them.

7. Ms. Green did a brief demonstration of how the computer programs work in the process.

8. Lea Greenleaf asked if staff could provide a precinct overlay.

9. Jim Sheffield commented that we are not going to make wholesale ward changes any more than absolutely necessary, because if we do it will be asking for trouble. That means we will be playing around the edges, moving enough to make the population in each ward relatively equal – 10% or less. He needs to know where the precincts are relative to the wards and how many people are in each precinct. Moving blocks and moving half a precinct is not a good solution, politically or administratively. We will probably have to do some of it, but we should minimize it.

10. David Morgan recommended taking a close look at what the Commission recommended in 2008. The highest deviation was in Ward 2 with 4.78%. That will probably not work completely, because most of the changes that are occurring are still exacerbating the worst deviations, but it would be a starting place to build on.

11. Lea Greenleaf asked for a map that would overlay the ward boundaries over the current plat activity map, to help keep an eye on future growth.

*Ted Metscher moved that the Reapportionment Commission hold its next meeting on Wednesday, July 20, 2011 at 6:00 p.m. Lea Greenleaf seconded the motion. There being no further discussion, the motion was adopted by a unanimous vote.*

Chair Clayton requested that everyone be mailed a copy of the ward map with the precincts, and Jim Sheffield requested the current plat activity overlaid with the wards.

Chadwick Cox has figured the number of people that need to be moved out of each ward and which ward to put them into to help equalize the numbers. He will provide those numbers to staff to email to the members.

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Item No. 6, being:

**MISCELLANEOUS DISCUSSION.**

None

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Item No. 7, being:

**ADJOURNMENT.**

There being no further discussion and no objection, the meeting adjourned at 8:29 p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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Norman Reapportionment Commission