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March 8, 2005

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chair

SUBJECT: TRANSMITTAL OF MEETING NOTICE AND TENTATIVE AGENDA

Tuesday, March 15, 2005 - **9:00 a.m.**
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Population Technical Advisory Committee (POPTAC) will be held at the time and place noted above.

Members of the POPTAC may attend either in person, by telephone conference call or by videoconference. To videoconference to the meeting, prior arrangements need to be made with Craig Chenery at MAG and or your site coordinator. Those attending by telephone conference call are requested to call 602-261-7510 between 8:55 a.m. and 9:00 a.m. After prompting, please enter the meeting ID number 767822 (POPTAC) on your telephone key pad followed by the pound sign. If you have a problem or require assistance, please dial 0 after calling the number above.

If you are driving, please park in the garage under the Compass Bank building. Bring your ticket to the meeting and parking will be validated. For those using transit, the RPTA will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Harry Wolfe at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership or 13 people for the MAG POPTAC. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. If you have any questions or need additional information, please contact Harry Wolfe at (602) 254-6300.

TENTATIVE AGENDA

COMMITTEE ACTION REQUESTED

1. Call to Order

2. Call to the Audience

An opportunity will be provided to members of the public to address the MAG POPTAC on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested not to exceed a three minutes for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the Chair of the POPTAC requests an exception to this limit. Those wishing to comment on action agenda items will be given an opportunity at the time the item is heard.

3. Approval of Meeting Minutes of February 15, 2005

4a. 2005 Census Survey

MAG staff will provide an update on preparations for the 2005 Census Survey including: publicity and outreach, recruitment, cognitive testing of the Census questionnaire, the letter from the mayor accompanying the Census questionnaire and the letter expressing concern about the 2005 National Census Test.

MAG has been collaborating with the Census Bureau to reduce potential cost increases in the 2005 Census Survey. One option is to provide the Census Bureau with address lists to reduce the amount of field work required by Census personnel.

The Census Bureau has sent to MAG a list of the blocks in the sample for the 2005 Census Survey. This information has been passed on to your jurisdiction's GIS contact. MAG has requested that the GIS contacts advise us whether they can provide: a full list of addresses, a partial list of addresses for the blocks to be sampled, or no addresses by March 21, 2005.

2. For information.

3. For information, discussion and approval of the minutes of February 15, 2005.

4a. For information and discussion

4b. List of Group Quarters for the 2005 Census Survey

In response to a request that member agencies review and update a preliminary listing of Group Quarter facilities prepared by MAG, sixteen jurisdictions submitted revisions. The MAG list of group quarters together with member agency updates were forwarded to the Census Bureau by jurisdiction. A status report will be provided.

4c. Boundary and Annexation Survey (BAS)

The Census Bureau requested that MAG facilitate the Boundary and Annexation Survey (BAS) process to avoid overlapping jurisdictional boundaries. On March 7, 2005, MAG held a Boundary and Annexation Survey (BAS) Workshop and met with groups of member agencies to review their boundaries. At the meeting jurisdictions compared their BAS maps to ensure that submittals were consistent with one another and made adjustments as necessary. MAG also requested that member agencies identify annexations that were anticipated to take place by September 1, 2005. The Census Bureau has asked that member agencies forward them all BAS Updates by March 15, 2005 in order for their updated boundaries to be used in the 2005 Census Survey.

4d. Accounting for New Construction

MAG keeps track of new construction by collecting residential completions. These are normally provided to MAG at the end of each quarter. In order to account for housing units constructed in the 2005 Census Survey we need a method for determining the housing units that will be constructed by September 1, 2005.

MAG intends to use residential permits issued to help predict when housing units will be built. We will obtain permits issued from the Assessor's file, unless a jurisdiction wishes to directly provide MAG with the residential permits issued. Lag

4b. For information and discussion.

4c. For information and discussion.

4d. For information and discussion.

times will be used based on data collected by MAG to convert permits issued to new units constructed. The lag times are based upon data collected by MAG. The lag times are shown in the attached table. Please see Attachment One.

5. Development of Maricopa County Projections

Executive Order 95-2 requires that official population projections be prepared every five years. DES have indicated that they are refining their draft projections, but they have not yet been received. Because the DES county projections are not yet available, it will be necessary to defer action on the approval of official county projections and of subregional projections. We will continue to use the current set of 2003 interim projections for conformity analysis until we have further information from DES.

At that time, we will bring back a revised projections schedule. Once approved, the county projections will become the control total for the subregional projections prepared by MAG.

6. Status Report on MAG Subregional Projections

Last month MAG staff distributed 2000 and 2004 population, housing and employment for review and comment. Inventories of hotels/motels, post high school institutions and, age-restricted communities were also reviewed. Based on input received MAG has made revisions to the base data. A status report will be provided on the next steps in the projections process.

7. Orientation Workshop

MAG has conducted orientation workshops in the past to help new POPTAC members better understand the role and activities of the Committee. This includes a review of the process for preparing estimates, projections and coordinating census programs. Input from the POPTAC will be solicited.

5. For information and discussion.

6. For information and discussion.

7. For information and discussion.

8. Regional Update

Members of the MAG POPTAC will be provided an opportunity to provide a status report on activities in their jurisdiction.

9. Next Meeting of the MAG POPTAC

The next meeting of the MAG POPTAC is scheduled for Tuesday, April 18, 2005 at 9:00 a.m.

8. For information and discussion.

9. For information.

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
POPULATION TECHNICAL ADVISORY COMMITTEE

February 15, 2005
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue
Phoenix, Arizona

MEMBERS IN ATTENDANCE

George Pettit, Gilbert, Chairman	Gary Smith, Guadalupe
*Bryant Powell, Apache Junction	*Mike Cartsonis, Litchfield Park
Adrian Williamson, Avondale	Wahid Alam, Mesa
*Phil Garthright, Buckeye	Gary Norris for Matt Holm, Maricopa County
Ian Cordwell, Cave Creek	Prisila Ferreira, Peoria
David DeLaTorre, Chandler	Max Enterline, Phoenix
Mark Smith, El Mirage	Shawney Ekadis, Queen Creek
Dana Burkhardt, Fountain Hills	Harry Higgins, Scottsdale
/Bev Turner, Gila Bend	Stephanie Wilson, Surprise
*Terry Yergan, Gila River Indian Community	Hector Tapia, Tempe
Kate Langford, Glendale	* Mark Fooks, Youngtown
* Brett Burnham, Goodyear	Anne MacCracken, Valley Metro

*Not in attendance

/ Participated via video conference

OTHERS IN ATTENDANCE

Sam Andreas, Chandler	Heidi Pahl, MAG
Karen Flores, Peoria	Jack Tomasik, MAG
John Lynch, McDOT	Elaine Trammell, MAG
Mark Hellfritz, Census Bureau	Rita Walton, MAG
Bill Leister, Central Arizona Association of Governments	Harry Wolfe, MAG
	Don Worley, MAG

1. Call to Order

The meeting was called to order at 9:05 a.m.

2. Call to the Audience

There were no requests to address the MAG POPTAC.

3. Approval of Meeting Minutes of January 18, 2005

Comments on the minutes were requested. Karen Flores noted that she was in attendance at the January 18, 2005 Committee meeting. It was moved by Kate Langford, seconded by Hector Tapia to approve the meeting minutes of January 18, 2005 as amended. The motion carried unanimously.

4a. Development of Maricopa County Projections

Harry Wolfe noted that Executive Order 95-2 requires that official population projections be prepared every five years. He added that DES staff had presented a draft set of projections at the January 28, 2005 DES POPTAC meeting; and that DES staff would be developing a refined draft. He stated that the refined draft had not yet been received and that as soon as it was received, it would be forwarded to the MAG POPTAC for consideration. Once approved, the county projections will become the control total for the subregional projections prepared by MAG.

4b. Status Report on MAG Subregional Projections

Harry Wolfe reported that MAG staff was currently working on the development of subregional projections. He explained that as part of the projections process member agency knowledge is solicited and constraints are also applied for open space, flood plains, steep slopes and water. Mr. Wolfe said that as had been done in the past, MAG would be forwarding a letter to members of the Management Committee asking them to confirm that they have or will have enough water to support their population growth. He added that if there were not enough water, the Manager would be requested to provide the maximum population the current and anticipated water supply would support by 2030.

Prisila Ferreira stated that if we look out to 2030 water is a consideration.

Max Enterline asked if we had considered water scenarios in our projections. George Pettit responded that Gilbert has a water plan with reclaimed water. He stated that each community has its own plan for having an adequate supply of water for meeting future demand.

Rita Walton stated that while we can run scenarios, we must approve one set of projections.

4c. Approval of Additional Assumption for the 2005 MAG Socioeconomic Projections

Harry Wolfe explained that at the January 2005 meeting of the MAG POPTAC a set of assumptions were approved for use in developing a new set of socioeconomic projections. He said that an additional assumption on the method for projecting post high school enrollment also needed to be approved. Mr. Wolfe noted that the MAG POPTAC Ad Hoc Subcommittee had unanimously recommended the assumption regarding the method for determining post high school enrollment.

It was moved by Harry Higgins, seconded by David DeLaTorre to approved the assumption recommended by the Ad Hoc Subcommittee. The motion carried unanimously.

4d. Review of 2000 and 2004 Base Data and 2004 Inventory Databases.

Harry Wolfe explained that as a starting point for the preparation of subregional projections, MAG has posted population, housing and employment base data for 2000 and 2004 on the MAG IMS Website; as well as 2004 inventory databases for post high school enrollment, hotels/motels, and retirement areas. Mr. Wolfe requested that POPTAC members review the data and provide any comments by Thursday, February 24, 2005.

5. 2005 Census Survey

MAG staff provided an update on preparations for the 2005 Census Survey including media, recruitment, office space and the Census questionnaire. The homeless street count conducted last month was also reviewed.

Heidi Pahl noted that MAG had been notified that the cost of the 2005 Census Survey had increased and that MAG was working with the Census Bureau on methods to reduce the cost. This included collecting certain geographic data for the Census Bureau.

6. Assistance for Compiling a List of Group Quarters for the 2005 Census Survey

Harry Wolfe commented that on February 1, 2005 MAG staff had sent out a preliminary listing of Group Quarter facilities by jurisdiction for review and comment. He stated that the list represents a starting point for updating Group Quarters and that member agency representatives had been requested to make updates to the Group Quarters and return the updates to MAG by March 1, 2005. He continued that MAG would then forward the list to the Census Bureau for them to assemble a master list of Group Quarters.

7. Boundary and Annexation Survey (BAS)

Harry Wolfe said that the Census Boundary and Annexation survey was recently distributed to member agencies. The survey provides member agencies with an opportunity to update their corporate limits through the end of 2004.

Mr. Wolfe explained that having an updated set of corporate limits will be important for the September 1, 2005 Census Survey. He urged member agencies to complete the Boundary and Annexation Survey soon as possible to facilitate the inclusion of new corporate limits in the Census Bureau boundary file.

Wahid Alam said that it was important to ensure that the maps are sent to the correct person. In the past the maps had been lost.

8. Recommendations for Streamlining the Data Collection and Dissemination Process

Harry Wolfe stated that in late 2004 the MAG POPTAC requested that MAG undertake a project to look into measures to streamline data collection and dissemination efforts for MAG member agencies. He explained that MAG staff had made progress, noting that DES had agreed that MAG could collect Group Quarters and annexation data on behalf of our member agencies, instead of DES collecting the data.

9. 2005 Regional Report

Jack Tomasik stated that on January 25, 2005 MAG released a Regional Report which presents an overview of the region and a tool for measuring the performance of the region on key indicators. He thanked members of the MAG POPTAC for providing a substantial amount of data which contributed to the success of the report. Mr. Tomasik noted that a video on the Regional Report would be presented at noon in the Saguaro Room.

10. Next Meeting of the MAG POPTAC

It was noted that the next meeting of the MAG POPTAC was scheduled for Tuesday March 15, 2005 at 9:00 a.m.

Attachment 1

**MAG RESIDENTIAL COMPLETION DATABASE
AVERAGE ELAPSED DAYS FROM DATE OF PERMIT TO DATE OF COMPLETION**

Jurisdiction	2000				2001				2002				2003				2004				2000-2004			
	SF	AP	TH	MH																				
Avondale	146	334		147	137	274			134				177	457			147				147	349	N/A	147
Buckeye	143			37	166			35	168	350		48					156			20	156	350	N/A	37
Carefree	316		227		341		272		345		215		314		350		270		322		319	N/A	270	N/A
Cave Creek	264				304			6	309				263				272	298			279	298	N/A	6
Chandler	151	317	252		164	339	245		153	406	252		152	400	226		174	389	266		159	359	253	N/A
County	164	225	189	64	167			65	147			79	151			88	165		350	111	157	225	312	80
El Mirage	113				112				127				147	292		301	135			58	123	292	N/A	239
Fountain Hills	236	283	210		281	328	274		316	335	288		330	370	199		321	249	317		278	292	264	N/A
Gila Bend				1	155				207				314								237	N/A	N/A	1
Gila River																					N/A	N/A	N/A	N/A
Gilbert	150	385			157	416			159	384			155	315	167		180		227		161	374	223	N/A
Glendale	157	272	205		181	354			150	185	229		144	228	403		206	389			165	308	270	N/A
Goodyear	130				137				147				138	294			172				147	294	N/A	N/A
Guadalupe					183				429				469				337				337	N/A	N/A	N/A
Litchfield Park	228				250				184				265		422		281		497		258	N/A	443	N/A
Mesa	145	290	245	44	150	287	210	58	150	296	171	44	154	293	192	35	172	344	181	54	151	295	190	47
Paradise Valley	392				408				402				396				364				392	N/A	N/A	N/A
Peoria	153	375		66	199	383		89	169	378	202		170	387	190	93	181	360	205	19	173	377	200	65
Phoenix	175	303	368	357	168	312	258		152	362	307		155	262	228	85	168	345	233	83	162	320	289	323
Queen Creek	258				182				147				146				196				176	N/A	N/A	N/A
Salt River																	282			0	282	N/A	N/A	0
Scottsdale	263	353	216		275	276	300		294	331	288		276	344	289		316	334	363		280	325	235	N/A
Surprise	117			72	127			29	110			40	111	300	133	32	129	299		34	120	300	133	42
Tempe	233	177	194		257	444			226		288		221		367		218	304	322		231	363	309	N/A
Tolleson	136				82							14		350			178				135	350	N/A	14
Wickenburg	152				192				186				184				215	342		43	185	342	N/A	43
Youngtown										261			188				169				172	261	N/A	N/A
Total	158	311	230	59	162	325	253	63	153	352	233	73	153	322	219	84	168	345	233	83	158	329	233	72

Residential Completions used for these averages had an elapsed time from permit date to completion greater than or equal to 45 days and less than or equal to 540 days.

Mobile homes were greater than or equal to 0 days and less than or equal to 540 days.

Source: Maricopa Association of Governments Residential Completion Data.