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June 14, 2005

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chair

SUBJECT: TRANSMITTAL OF MEETING NOTICE AND TENTATIVE AGENDA

Tuesday, June 21, 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

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 April 19, 2005

4a. 2005 Census Survey

At the April 2005 POPTAC meeting, an update on preparations for the 2005 Census Survey was provided. Since that time a number of events have transpired. MAG member agencies have submitted their list of outdoor locations to MAG who then sent the initial list of outdoor locations to the Census Bureau. The Census Bureau's address canvassing operation is nearing completion for those cities that did not provide address lists (see Attachment One for progress report on address canvassing). Lastly, publicity and outreach for the 2005 census effort is gaining momentum. Please visit the updated Web site at: www.census2005.com to download the regional brochure and frequently asked questions. A status report will be provided.

COMMITTEE ACTION REQUESTED

2. For information.

3. For information, discussion and approval of the minutes of April 19, 2005.

4a. For information and discussion

4b. Group Quarters and Outdoor Locations

To meet the Census Bureau's time line. The final deadline for submitting any updates to the initial list of group quarters and/or outdoor locations to MAG is July 1, 2005. MAG will then forward those changes to the Census Bureau.

In response to a recommendation from a member of the POPTAC, a draft letter to group quarters representatives is being prepared informing them of the upcoming count of population living in group quarters and requesting their cooperation during the enumeration.

To meet the Census Bureau's timeline, the final lists of group quarters and outdoor locations is due to MAG by July 1, 2005. The initial list of group quarters was submitted to the Census Bureau on March 4, 2005 while the initial list of outdoor locations was submitted on June 6, 2005. A status report will be provided.

4c. Updates to Annexations

On March 7, 2005, MAG held a Boundary and Annexation Survey (BAS) Workshop for member agencies to review municipality corporate boundaries in light of recent annexations. After coordinating boundary changes at the workshop, member agencies forwarded to the Bureau the BAS Survey reporting annexations during Calendar 2004, the first quarter of 2005 and any annexations anticipated to be completed prior to September 1, 2005.

MAG needs to know whether there have been any additional annexations that have taken place, but were not reported to the Census Bureau so they can be included in the 2005 Census Survey. If there are any annexations

4b. For information and discussion.

4c. For information and discussion.

anticipated, please notify us by July 13, 2005. Input from the MAG POPTAC will be solicited.

4d. Address Lists

MAG staff have been collaborating with the Census Bureau on compiling a list of addresses. Compiling addresses will help control survey costs, because it will reduce the amount of address canvassing that needs to be conducted by Census personnel. Thirteen member agencies have provided address files and twelve have indicated that they will not be able to provide them. MAG staff have reviewed the address lists, performed quality assurance tests and quality control on the lists and forwarded them to the Census Bureau. A status report will be provided.

4e. Identification of Locations of Access-Restricted Communities

MAG is working with member agencies to identify the locations of access-restricted communities. This will enable census personnel to identify households within access-restricted communities that have post office boxes or that do not return their surveys by mail. All MAG member agencies that have access-restricted communities have said that they can provide the locations along with a map. A status report will be provided.

5a. Development of July 1, 2005 Resident Population Updates

Executive Order 95-2, requires that the Arizona Department of Economic Security prepare annual July 1 state and county resident population estimates for Arizona. Using the Maricopa County estimate as a control total, MAG then prepares municipality estimates.

These estimates will be used for distributing state-shared revenue for those jurisdictions not conducting a Special Census, a Census Survey or requesting and their April 1, 2000

4d. For information and discussion.

4e. For information and discussion.

5a. For information and discussion.

Census figure be used. While they will not be used for distributing state-shared revenue with MAG member agencies, MAG is still required to prepare the estimates. Staff will provide a report and discuss the general timeline for the project.

5b. Data Collection for July 1, 2005 Resident Population Estimates

DES has initiated the process of collecting data for preparing the July 1, 2005 estimates. This year MAG will collect and provide to DES annexation and group quarters data, in addition to the residential completion data that have been provided on a regular basis.

DES is requiring that the data forwarded to them for the estimates be documented. The data and documentation process is described in Attachment Two.

5c. Estimates Methodology Workshop

At the May meeting of the MAG POPTAC it was requested that MAG hold a workshop on resident population estimates in conjunction with a POPTAC Committee meeting. The workshop would review how the County and place estimates are derived and how the data provided by MAG POPTAC members are used in the preparation of the estimates. The workshop will be held in conjunction with the July 19, 2005 MAG POPTAC Committee meeting. Input from the MAG POPTAC will be solicited.

6. Socioeconomic Projections

MAG is still awaiting Maricopa County population projections from DES to prepare an official set of socioeconomic projections. At the June 3, 2005 meeting of the State POPTAC DES staff reported that they were testing ten extrapolation methods which would be used to develop a projections method for each county. Staff estimated that it would take about two months before any

5b. For information and discussion.

5c. For information and discussion.

6. For information and discussion.

draft projections were distributed. Once official county projections are developed, MAG will use them as control totals for developing subcounty projections. A report will be provided.

7. MAG Information Services Strategy and Data Collection Process

The data sets developed and maintained by Information Services staff, such as the Residential Completions database, existing and future land use, developments, etc. require a large data collection and update effort. These data sets are used in the development of Annual Population Updates, Projections and numerous analysis and mapping projects.

IS staff has been working towards developing a strategy aimed at streamlining the data maintenance and review process. As part of this effort a data collection survey relating to the land use data sets was sent to our member agencies in April 2005. The goal of the survey was to help us better understand the information our member agencies keep and identify processes within your agency that MAG could use in its data collection activities. A status report will be provided.

8. Next Meeting of the MAG POPTAC

The next meeting of the MAG POPTAC is scheduled for Tuesday, July 19, 2005 at 9:00 a.m.

7. For information and discussion.

8. For information.