

July 12, 2005

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chairman

SUBJECT: ORIENTATION WORKSHOP NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Tuesday, July 19, 2005 - 9:00 a.m.
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

An orientation workshop is being held for members of the MAG POPTAC who wish to obtain a more detailed understanding of why MAG develops population estimates, the methods used to prepare them and the roles of the MAG POPTAC in the estimates process. Other member agency staff who are involved or interested in the estimates process are also welcome to attend.

The workshop was requested by members of the MAG POPTAC. Its objective is to enhance the understanding of the process and encourage active participation in MAG POPTAC activities. New members of the MAG POPTAC should find it particularly beneficial to attend the workshop.

A powerpoint presentation will be delivered to provide a basic overview of the population estimates process, the methods used to prepare state, county and place estimates, the computation of the estimates, quality control measures, and the review process. An outline of the specific topics to be covered, which was transmitted to MAG POPTAC members on June 21, 2005 for review, is attached.

If you have any questions or need additional information, please contact me at 602-254-6300.

MAG Estimates Workshop Presentation Outline
July 19, 2005

- I. Introduction
 - A. Objective of workshop
 - B. Definitions
 - C. Why are estimates prepared?
 - D. How are the estimates used?
 - E. Who prepares the estimates?
 - F. How is POPTAC involved in the estimates process?

- II. State and County Estimates
 - A. Housing Unit Method
 - 1. Population in Households - housing units, occupancy rates and number of units
 - 2. Population in group quarters
 - 3. Assumptions
 - B. Composite Method
 - 1. Different data collected for each age cohort
 - a. Births 0-4
 - b. School enrollment 5-17
 - c. Drivers Licenses 18-64
 - d. Medicare 65+
 - 2. Application of Census ratios to derive estimated population
 - 3. Assumptions
 - C. Weighted Average of Housing Unit and Composite Methods used to derive total resident population estimates
 - D. Review process

- III. Place Estimates - Housing Unit Method
 - A. Data collected
 - 1. Housing units by unit type
 - a. Single family
 - b. Apartment
 - c. Condo/Townhouse
 - d. Mobile Homes
 - e. Other
 - 2. Occupancy rate by unit type
 - 3. Persons per household by unit type
 - 4. Assumptions
 - B. Computation of municipality estimates and adjustment to county control total
 - C. Addition of population in group quarters.
 - D. Quality control measures used
 - E. Review process