

August 3, 2004

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chair

SUBJECT: TRANSMITTAL OF MEETING NOTICE AND TENTATIVE AGENDA

Tuesday, August 10, 2004 - 10:00 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 Heidi Pahl at MAG and or your site coordinator. Those attending by telephone conference call are requested to call 602-261-7510 between 9:55 a.m. and 10:00 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 Anubhav Bagley 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 minute time period 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. Please note that 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 May 18, 2004

4. Regional Annual Report

This year the Regional Development Division of MAG is producing its first Annual Regional Report. A representative from the Division will provide a description of the report and discuss its status.

5. Preparations for 2005 Census Survey

In April 2004, MAG contracted with the Bureau of the Census to conduct a 2005 Census Survey. MAG staff has provided the Census Bureau with information on new construction and annexations. MAG staff has also prepared a draft time-line that identifies the major tasks associated with the Census survey. We will be soliciting input from POPTAC members on this time-line. It is important to emphasize that for new annexations to be included in your 2005 population figure, they will need to be supplied to the Census Bureau in response to the 2005 Boundary and Annexation Survey. MAG will be working with member agencies to secure office space for the Census Survey for operations, training and recruiting. MAG is also requesting that the Census Bureau hold a workshop in October to provide a detailed explanation to member agencies on the survey process. In addition to the survey, the

2. For information.

3. For information, discussion and approval of the minutes of May 18, 2004.

4. For information and discussion.

5. For information and discussion.

Census Bureau will also be conducting a full count of population in Group Quarters and a homeless count. MAG member agencies will need to supply to MAG an updated list of Group Quarters by June 2005. Please See Attachment One.

6. Residential Completion Status Report

MAG is required to provide the Arizona Department of Economic Security (DES) with residential completions from MAG member by the middle of the month. These completions will be used by DES in part to determine the July 1, 2004 Maricopa County Resident Population Update. If you have not submitted completions for any of the past four quarters, please provide them to us no later than August 13, 2004. A status report on residential completions by jurisdictions for the four quarters ending June 30, 2004 will be provided.

7. Preparation of July 1, 2004 Resident Population Updates

In preparation for the development of 2004 Resident Population Updates, the Arizona Department of Economic Security (DES) has been collecting data from MAG member agencies including updates of population in Group Quarters, annexations. MAG has been collecting residential completions. This information will be used in part to derive a July 1, 2004 Maricopa County population estimate. This estimate will then become the control total from which MAG will develop July 1, 2004 Municipality Estimates.

This past year, the Chair of the MAG POPTAC, forwarded a letter to DES encouraging their staff to let MAG provide them with data rather than requesting it independently. However, DES declined the offer because they were in the midst of an evaluation of their estimates process.

MAG staff will solicit input from the MAG POPTAC on suggestions for streamlining the data collection process for the 2005 estimates. Please see Attachment Two.

6. For information and discussion.

7. For information and discussion.

8. Best Practices of Member Agencies and Suggestions of Agenda Items for Future MAG POPTAC Meetings

Many MAG member agencies have developed their own procedures for collecting, displaying, organizing or analyzing data associated with socioeconomic data. We would like MAG POPTAC members to present these best practices at future meetings and will be soliciting input from members at the meeting. We would also like MAG POPTAC members to identify other items to be included in future agendas that would be of interest or use to them.

9. New Aerial Photography

MAG will be purchasing aerial photography flown in July of 2004 from Aerials Express. As in the past, we have a license agreement which allows us to distribute the aerials to our member agencies. The latest aerials that we distributed to member agencies was for October of 2003. A status report will be provided.

10. Next Meeting of the MAG POPTAC

The next meeting of the MAG POPTAC is scheduled for Tuesday September 21, 2004 at 10:00 a.m.

8. For information and discussion.

9. For information and discussion.

10. For information and discussion.

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
POPULATION TECHNICAL ADVISORY COMMITTEE

May 18, 2004
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue
Phoenix, Arizona

MEMBERS IN ATTENDANCE

George Pettit, Gilbert, Chairman	*Horatio Skeete, Litchfield Park
*** Bryant Powell, Apache Junction	Wahid Alam, Mesa
Adrian Williamson, Avondale	Matt Holm, Maricopa County
*Phil Garthright, Buckeye	Karen Flores for Prisila Ferreira, Peoria
* Usama Abujbarah, Cave Creek	Tim Tilton, Phoenix
David de la Torre, Chandler	John Kross, Queen Creek
Mark Smith, El Mirage	Harry Higgins, Scottsdale
*Denise Lacey, Fountain Hills	Stephanie Wilson, Surprise
*Terry Yergan, Gila River Indian Community	Hector Tapia, Tempe
**Kate Langford, Glendale	*Mark Fooks, Youngtown
Farhad Tavassoli for Janeen Gaskin, Goodyear	Anne MacCracken, Valley Metro
*Gary Smith, Guadalupe	

* Not in attendance
** Participated via audioconference
*** Participated via videoconference

OTHERS IN ATTENDANCE

Gary Neiss, Carefree	Jack Tomasik, MAG
Max Enterline, Phoenix	Heidi Pahl, MAG
Sintra Hoffman, Surprise	Anubhav Bagley, MAG
Randall Overmyer, Surprise	Mele Koneya, MAG
Scott Lininger, McDOT	Harry Wolfe, MAG

1 Call to Order

The meeting was called to order by Acting Chairman Harry Higgins at 10:10 a.m.

2. Call to the Audience

There were no requests to address the MAG POPTAC.

3. Approval of Meeting Minutes of March 16, 2004

It was moved by Harry Higgins, seconded by Mark Smith and unanimously recommended to approve the meeting minutes of March 16, 2004.

4. Regional Annual Report

Jack Tomasik provided an update on the status of the Regional Annual Report. He noted that the consultant was behind in the data collection.

Harry Higgins asked whether Don Hadder served on Planners Stakeholders Group. Jack Tomasik responded that he was on the Stakeholders Group.

Harry Higgins asked for clarification on the thresholds used to identify residential and non-residential developments. Anubhav Bagley stated that residential developments included 40 acre subdivisions and 300 or more dwelling units. For non-residential developments, he said that he would find out the thresholds and get back to Harry.

5. Preparations for 2005 Census Survey

Harry Wolfe noted that in April 2004, MAG contracted with the Bureau of the Census to conduct a 2005 Census Survey. He said that Phoenix has identified five subregions for the survey and Mesa is currently working on the definition of two subareas. Mr. Wolfe also explained that MAG would be providing the Census Bureau with residential units built since the 2000 Census.

Harry Higgins asked if the blocks would be the same as were used in Census 2000. Harry Wolfe responded that they would be the same blocks.

6. Preparation of July 1, 2004 Resident Population Updates

Harry Wolfe explained that in preparation for the development of 2004 Resident Population Updates, the Arizona Department of Economic Security (DES) is examining the methods that will be used to derive the Updates. He continued that at the May 7, 2004 meeting of the DES POPTAC, DES staff was encouraged to examine the use of a method – the Composite Method -- to supplement the Housing Unit Method. DES staff was also requested to apply the Composite Method for 2001 and 2002 to see how it performed over time and for the DES POPTAC to consider a recommendation on the method at its June 25, 2004 meeting.

Karen Flores asked how DES obtained annexation data for member agencies. Harry Wolfe responded that they obtain the data directly from member agencies through a survey that is conducted.

7. Preparation of Socioeconomic Projections

Harry Wolfe noted that at the May 7, 2004 meeting of the DES POPTAC, DES staff reported that the data had been received that was necessary to prepare updated state and county socioeconomic projections. He said that the Maricopa County projection that is developed will become the control total for preparing an official set of MAG subregional projections; and that the new set of projections would require MAG to update its databases working in collaboration with MAG member agencies.

8. Update of Municipal Planning Areas (MPAs) for Next Round of Socioeconomic Projections

In preparation for the next round of socioeconomic projections, MAG is requesting that member agencies identify any potential changes to their Municipal Planning Area (MPA) boundaries. The rationale for the creation of MPAs and the process used to create them will be discussed.

9. Common Socioeconomic Projections Strategy

Mele Koneya gave a demonstration of the enhanced MAG ArcIMS Website.

10. Regional Update

None of the members of the MAG POPTAC offered a status report on the activities of their jurisdiction.

11. Residential Completions Update

Harry Wolfe reviewed the residential permit completion status report for the first quarter of Calendar Year 2004. He noted that several jurisdictions had not forwarded their residential completions and urged them to do so. Two jurisdictions had also not forwarded their completions for the last two quarters of 2003.

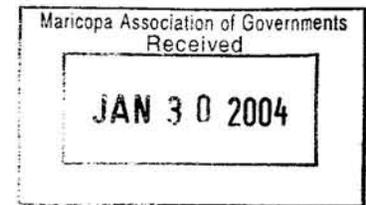
12. Next Meeting of the MAG POPTAC

It was noted that the next meeting of the MAG POPTAC is scheduled for Tuesday, June 15, 2004.

The meeting adjourned at 11:05 a.m.



Attachment One



January 28, 2004

Facsimile and Mail (602-542-7425)

Samuel A. Colon
Populations Statistics Unit, SC 045Z
Arizona Department of Economic Security
PO Box 6123
Phoenix, AZ 85005-6123

Dear Mr. Colon:

This will respond to your request for designated contacts for Annexation and Housing Unit completion data for the Town of Gilbert.

I delayed responding to this request so that I could weigh the number of independent requests and duplicative requests for this same information from several levels of government and private agencies.

As an example, the State of Arizona agencies already include Department of Revenue (Property Examiner), Department of Transportation (Planning Dept.), Corporation Commission (Utilities Division), Liquor Control, DES Economic Estimates Commission, DES Population Statistics, and Attorney General.

This is somewhat better than the federal government, Bureau of Census who requires mailing to Indiana and Washington DC, and the Maricopa County Sheriff who requires notice to two separate administrative entities.

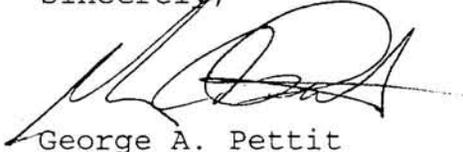
In short, I am complying with your request with the attached forms.

However, I am also suggesting that there are existing data depositories which could be used as a clearing house for this data - specifically the Maricopa Association of Governments. As Chair of the Population Technical Advisory Committee we already review and forward information to you on housing unit completions, and I would hope that would be sufficient.

This appears to be another of those classic governmental inefficiencies which are present in our constituent's images of government.

I can be reached at 480-503-6864 if you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "G. A. Pettit", written over a horizontal line.

George A. Pettit
Manager

Cc: David A. Berns, Director DES
Dennis Smith, Executive Director, MAG

2005 Census Survey Anticipated Overview Timeline

Task Description	Lead	2004												2005												2006					
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Sign contract with Census Bureau	CB/MAG	█																													
Identify Number of Sample Areas and Geographic Boundaries	CB/MAG		█																												
Collect Data Needed for Survey	CB/MAG		▨	▨	▨	▨																									
Provide New Housing Units Summed to Census Block	MAG			█																											
Develop Questionnaire	CB				▨	▨																									
Brief Management Committee and Regional Council	MAG					█																									
Update Corporate Limits to 2003	CB/MAG					▨																									
Request Office Space, Equipment, Supplies	MAG					▨																									
Prepare Mail Materials	CB/MAG					▨																									
Hold Focus Groups to Test Questionnaire	CB																														
Select Sample Blocks	CB																														
Set up Census Survey Oversight Committee	MAG																														
Hold Census Workshop	MAG/CB																														
Hold 2005 Census Survey Oversight Committee meetings	MAG																														
Obtain Office Space, Equipment, Supplies	MAG																														
Form Subcommittees	MAG																														
Pursue Publicity Campaign	MAG																														
Hold subcommittee meetings	MAG																														
Recruit, Test, Hire, Train Staff	CB																														
Update Corporate Limits to 2005 (BAS)	MAG/CB																														
Open Main Office and Subregional Offices	CB																														
Address Listing Operations	CB																														
Select Sample Housing Units Within Blocks	CB																														
Obtain member agency share of census costs	MAG																														
Verify Inventory of Group Quarters and Homeless Locations	MAG																														
Finalize Address List	CB																														
Mail Out Questionnaire	CB																														
Census Reference Date	CB																														
Mail Questionnaire Second Time to Non-respondents	CB																														
Conduct Group Quarters and Homeless Count	CB																														
Follow-up by Census Bureau	CB																														
Process Data and Convert Survey Data to Totals for Sampled Areas	CB																														
Provide MAG with output	CB																														

CB = Census Bureau

to be completed
 partially complete
 complete

ATTACHMENT TWO

August 3, 2004

TO: Members of the MAG POPTAC

FROM: Heidi Pahl, 2005 Census Survey Coordinator

SUBJECT: ACQUISITION OF OFFICE SPACE FOR 2005 CENSUS SURVEY

MAG is coordinating the 2005 census survey and needs your assistance to obtain office space in support of the survey. The Census Bureau needs one “command central” office space, several testing/training office spaces and approximately 20 crew office spaces. We will be contacting your member agency to solicit donated space and wanted to make you aware of this important need. The requirements for the office space are described below.

“Command Central” Office Space

In order to meet the needs of the Census Bureau for the “command central” office space this location must:

1. Be available from December 1, 2004 to December 31, 2005
2. Be 4,000 to 6,000 square feet of open space on a single level that can be secured
3. Be centrally located
4. Have free parking and access to public transportation
5. Allow night and weekend access
6. Have janitorial service during daytime office hours
7. Have good lighting, air conditioning, restrooms
8. Have utilities available 24 hours a day
9. Have six telephone lines that rollover for a phone bank
10. Have a loading dock

Testing/Training Office Spaces

The Census Bureau needs local jurisdictions to provide space for testing and training. To minimize the number of different census offices throughout the county, MAG is suggesting combining the testing and training offices. The testing/training offices will be used sporadically from approximately mid-February 2005 to October 2005. Testing will occur for 3 hours - either morning, afternoon or both (approximately 9 AM to noon; 1PM - 4PM). Training will occur in 2-4 week blocks and the room will be needed all day. These rooms need not be for census use only, the Census Bureau will work with the local jurisdictions to reserve space based on availability. In order to meet the needs of the Census Bureau the testing/training locations must:

1. Be available from mid-February 2005 to October 2005
2. Be 500-600 square feet
3. Be handicapped accessible
4. Have tables and chairs to accommodate up to 25 people
5. Have good lighting

6. Available on evenings and weekends
7. Have a contact person for scheduling the room

Crew Office Space

MAG needs to provide the Census Bureau with approximately 20 office spaces scattered throughout the county for crew leaders to meet with their crew. In order to meet the needs of the Census Bureau these locations must:

1. Be available from approximately May 2005 to August 15, 2005 and October to November 2005
2. Be 150-200 square feet
3. Have free parking
4. Be available on the weekends (especially Saturday)
5. Contain 1-2 tables, 3-4 chairs, and one telephone

Having adequate office space for recruiting, testing and crew is important to a good survey result. If you have any questions or need additional information, please contact me at 602.254.6300.