

July 12, 2005

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chair

SUBJECT: TRANSMITTAL OF MEETING NOTICE AND TENTATIVE AGENDA

Tuesday, July 19, 2005 - **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. **Please note that the POPTAC meeting will be held after an orientation workshop which will run from 9:00 a.m. to 10:00 a.m.**

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 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 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 June 21, 2005

4a. 2005 Census Survey

Since the June POPTAC meeting, MAG staff has been working with member agencies on preparations for the 2005 Census Survey. An update will be provided on census outreach and publicity efforts, a presentation made to the Management Committee, outdoor locations, address canvassing, address lists, new construction, and the potential reporting of census survey questionnaire response rates by jurisdiction.

4b. Group Quarters and Outdoor Locations

The deadline for providing the Census Bureau with updated information on Group Quarters and outdoor locations has passed. The information received was forwarded to the Census Bureau. A draft letter to representatives of Group Quarters is being

COMMITTEE ACTION REQUESTED

2. For information.

3. For information, discussion and approval of the minutes of June 21, 2005.

4a. For information and discussion.

4b. For information and discussion.

formulated requesting their cooperation during the enumeration. A status report will be provided.

4c. Updates to Annexations

At the June 21, 2005 meeting of the MAG POPTAC, it was requested that any additional annexations not already reported and that will be in effect by September 1, 2005 be provided to MAG by July 13, 2005. MAG has received additional annexation information from some of its member agencies. A status report will be provided.

4d. Identification of Locations of Access-Restricted Communities

MAG member agencies have provided MAG with the locations of the Access-Restricted Communities within their jurisdictions. Based on subsequent information provided by the Census Bureau we are also seeking the name of a contact person and phone number for each of the Access-restricted communities provided. Census Bureau staff members have indicated that they will take any of this information up to September 1, 2005.

5. 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.

It was requested that the data on population in Group Quarters and annexations be forwarded to us by July 13, 2005. In a memo included in the June agenda, documentation requirements were provided. It was also noted that for group quarters DES requires that a certification letter from the highest official of

4c. For information and discussion.

4d. For information and discussion.

5. For information and discussion.

the group quarters verifying the change in population. Subsequently, DES has modified its policy to allow for an alternative procedure. This alternative enables member agency representatives to certify the accuracy of the group quarter information under the conditions set forth in Attachment One. This alternative method will be discussed.

6. Next Meeting of the MAG POPTAC

The next meeting of the MAG POPTAC is scheduled for Tuesday, August 16, 2005 at 9:00 a.m.

6. For information.