

September 14, 2004

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chair

SUBJECT: TRANSMITTAL OF MEETING NOTICE AND TENTATIVE AGENDA

Tuesday, September 21, 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 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 Anubhav Bagley 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

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 August 10, 2004

4. 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 collected data from MAG member agencies including updates of population in group quarters and annexations. MAG has forwarded residential completions provided by MAG member agencies. 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.

MAG staff will provide a status report.

COMMITTEE ACTION REQUESTED

2. For information.

3. For information, discussion and approval of the minutes of August 10, 2004.

4. For information and discussion.

5. Preparations for 2005 Census Survey

MAG staff will provide an update on preparations for the 2005 Census Survey and count of Population in group quarters. The update will address the October 7, 2004 Census Workshop, the composition of the Census Oversight Committee and the draft time-line of the tasks associated with the survey effort.

6. Population in Group Quarters

At the August meeting of the MAG POPTAC, it was requested that MAG staff provide more information on group quarters in preparation for the count of population in group quarters that will take place concurrently with the 2005 Census Survey. A Census Bureau representative will review the definition of group quarters and discuss the compilation of a list of group quarter addresses.

Sources of data for updating group quarter information will be discussed including, but not limited to the Arizona Department of Health Services Social Services Guide. Max Enterline from City of Phoenix will discuss their experience in updating population in group quarters and the use of DHS social services guide.

While the Census Bureau will be conducting a full count of population in group quarters, MAG has also requested that a count of population in outdoor locations be undertaken. In February 2004 MAG conducted a count of population in outdoor locations, and another count is anticipated to take place in February of 2005. The outdoor location count has been coordinated by MAG Human Services staff and the MAG Homeless Committee. A representative from Human Services will discuss the count, and how it has been carried out. This will be compared with the

5. For information and discussion.

6. For information and discussion.

process that will be used by the Census. Input from the MAG POPTAC will be solicited.

7. 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.

At the last POPTAC meeting MAG staff solicited suggestions for future agenda items. Some of the suggested items included land use absorption, use of GIS and data sharing with public. These and other suggested items will be included in future agendas. 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.

8. Next Meeting of the MAG POPTAC

The next meeting of the MAG POPTAC is scheduled for Tuesday October 19, 2004 at 10:00 a.m.

7. For information and discussion.

8. For information and discussion.

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
POPULATION TECHNICAL ADVISORY COMMITTEE

August 10, 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	Prisila Ferreira, Peoria
* Usama Abujbarah, Cave Creek	Tim Tilton, Phoenix
David de la Torre, Chandler	**Shawney Ekadis, Queen Creek
* Mark Smith, El Mirage	Peggy Carpenter for Harry Higgins, Scottsdale
**Dana Burkhardt, Fountain Hills	Stephanie Wilson, Surprise
*Terry Yergan, Gila River Indian Community	Hector Tapia, Tempe
Kate Langford, Glendale	Mark Fooks, Youngtown
Janeen Gaskin, Goodyear	Anne MacCracken, Valley Metro
Gary Smith, Guadalupe	

* Not in attendance

** Participated via audioconference

OTHERS IN ATTENDANCE

Gary Neiss, Carefree	Anubhav Bagley, MAG
Sam Andreas, Chandler	Michelle Green, MAG
John Lynch, McDOT	Heidi Pahl, MAG
Lori Brannick, Peoria	Tom Remes, MAG
Karen Flores, Peoria	Jack Tomasik, MAG
Norris Nordvold, Phoenix	Elaine Trammell, MAG
Max Enterline, Phoenix	Don Worley, MAG
	Harry Wolfe, MAG

1 Call to Order

The meeting was called to order by Chairman George Pettit at 10:05 a.m.

2. Call to the Audience

There were no requests to address the MAG POPTAC.

3. Approval of Meeting Minutes of May 18, 2004

It was moved by Mark Fooks, seconded by Prissilla Ferreira and unanimously recommended to approve the meeting minutes of May 18, 2004.

4. Regional Annual Report

Jack Tomasik provided an update on the status of the Regional Annual Report. He indicated that most of the tables and maps for the report had been completed and that MAG staff would send out to members information from the report to review. Mr. Tomasik said that additional information is being developed.

5. Preparations for 2005 Census Survey

Heidi Pahl gave a presentation on the 2005 census survey. Ms. Pahl explained that new construction, office space, group quarters addresses and annexations would be needed from the member agencies. She noted that MAG and the Census Bureau are hosting a workshop October 7, 2004 in the MAG Saguaro room to brief member agencies on how the 2005 census survey will be carried out. She added that the workshop will offer member agencies an opportunity to ask questions and ensure that they understand their role in the process. Ms. Pahl asked for input from POPTAC on the workshop and reviewed the milestones in the timeline. She discussed the next steps in preparing for the 2005 Survey and count of population in group quarters, including: planning the workshop, establishing the oversight committee and collecting address lists of group quarters.

Mark Fooks asked who would be invited to the workshop. Heidi Pahl said that POPTAC, intergovernmental coordinators, public information officers and any other interested staff will be invited to attend the workshop.

Heidi Pahl explained that in September, MAG staff will ask the Management Committee to recommend the composition of an oversight committee to coordinate and provide general oversight for the survey.

George Pettit stated that POPTAC can be the oversight committee for the 2005 census survey since the POPTAC did a good job overseeing the 2000 census. He added that staff from member agencies can be added to the POPTAC to accommodate the different facets such as

adding public information officers for discussing the marketing of the census survey. Mr. Pettit asked for input from POPTAC on the oversight committee.

Tim Tilton asked if the Federal Highway Administration (FHWA) requires MAG to put transportation related questions on the census questionnaire since FHWA is paying for a portion of the survey. Harry Wolfe responded no, adding that the Census Bureau does require that age and sex be added to the questionnaire.

David de la Torre asked if member agencies can use the Department of Health Services (DHS) list for group quarters. Harry Wolfe responded that DHS supplied lists of group quarters for the 2000 census but that each member agency was to destroy the list after the 2000 census. He added that he would check with DHS on the feasibility of obtaining group quarter address lists for the 2005 census survey.

George Pettit asked if the Boundary and Annexation Survey (BAS) can be submitted electronically. Heidi Pahl said she would follow-up with the Census Bureau on that question.

Mark Fooks asked if elected officials can work on the 2005 census survey. Harry Wolfe responded that he does not see why not unless there is a stipulation in their ordinances that they cannot. Heidi Pahl said she would check with the Census Bureau to determine if they have rules on who they can and cannot hire for the 2005 census survey.

Janeen Gaskin indicated that she would like to forward Goodyear's list of group quarter addresses electronically to the Census Bureau with a copy to MAG.

Prisilla Ferreira asked when the office spaces were needed and for how long. Heidi Pahl responded that the command central office is needed from January 1, 2005 to December 31, 2005; the testing/recruiting offices are needed from approximately February 1, 2005 to November 30, 2005 and crew leader office space dates are estimated to be needed from May 1, 2005 through August 15 and again from October 1 through November 2005.

George Pettit asked if the office space would be needed exclusively for Census Bureau. Heidi Pahl responded that the command central office space is needed 24x7 by the Census Bureau but that the other offices will be shared between the member agency and Census Bureau.

Mark Fooks asked if local jurisdictions would incur the cost of providing office space for the effort. Heidi Pahl replied that MAG is looking for temporary donations of office space for this effort and in-kind contributions from the member agencies.

David de la Torre asked what subcommittees would be formed. Heidi Pahl responded that for the 1995 special census several subcommittees were formed, such as a minority, Hispanic, seniors, new growth, etc. She added that the oversight committee provided a leader for the various subcommittees and the subcommittees worked on marketing the census

to their particular audience. Ms. Pahl noted that the subcommittees can aid in the success of the survey by targeting publicity to specific populations and increasing their likelihood of responding to the survey.

Heidi Pahl reviewed the changes that had been made to the time line in the agenda packet which were reflected in the time line handed out in the meeting.

6. Residential Completion Status Report

Harry Wolfe thanked MAG member agencies for submitting their residential completions in a timely fashion. He said that only a few jurisdictions still had to supply data. Mr. Wolfe mentioned that all data needs to be supplied to Department of Economic Security (DES) by August 19, 2004.

7. Preparation of July 1, 2004 Resident Population Updates

Harry Wolfe noted that a number of issues had arisen regarding the process for supplying DES with information on annexations and population in Group Quarters. He requested suggestions on streamlining the data collection process.

Wahid Alam recommended that DES confirm receipt of e-mails forwarded by member agencies so that the staff would have verification that the information had been received.

Kate Langford asked whether DES compared the annexation information that was supplied for the population updates, with other annexation data that were collected by DES. Harry Wolfe said he would look into the matter.

David de la Torre said that he had notified DES the past two years that he was the Chandler contact for supplying data, but that he was told he had to have a letter from the City Manager designating him. He added that requests for data have been sent to a person who no longer works for the City. He also questioned why DES required some data request forms to be filled out in hard copy and must be used to submit the data. He said he would like to forward the data in electronic format. Mr. David de la Torre added that he surveys the Group Quarters in Chandler each year and provides updated population figures to DES.

Tim Tilton noted that Phoenix has 465 Group Quarters and that no one has the time to survey them annually.

George Pettit said that it would be helpful to meet with Peter Kozy to discuss these issues.

Hector Tapia said that DES memos transmitting the request for data did not always make it clear what we had to provide and why we had to provide it.

Mark Fooks asked whether data collection issues experienced by MAG were also being experienced by other Councils of Government. Harry Wolfe said that he will inquire with representatives of the other Councils of Governments in Arizona..

Janeen Gaskin said that she was informed that if there weren't any population in newly annexed areas, that jurisdictions did not have to submit the data. Janeen Gaskin further urged MAG to work with DES to resolve the data submission issues that have arisen.

Karen Flores said that Peoria was also experiencing some inefficiencies in providing data to DES and that she was happy that MAG was discussing the matter along with methods to enhance the data collection process.

Max Enterline said that the Department of Health Services Social Services Guide provides a reference for updating some new Group Quarters

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

A number of suggestions were offered by member agencies on future agenda items for POPTAC meetings.

Kate Langford suggested an agenda item related to land use absorption. Harry Wolfe said MAG staff could probably provide some information, but that we would be interested to learn what other jurisdictions have done on this issue.

Hector Tapia said he would like an agenda item on the use of GIS in the Metropolitan Area. He was concerned about compatibility among GIS systems.

David de la Torre asked for an agenda item explaining how agencies provide data to the public.

Max Enterline said that he would be willing to discuss the DHS social services guide and how it can be used to assist in updating population in Group Quarters.

9. New Aerial Photography

Harry Wolfe reported that MAG would be purchasing aerial photography flown in July of 2004 from Aerials Express. He said that as in the past, MAG has a license agreement which allows for the distribution of the aerials to our member agencies. He noted that the latest aerials that were distributed to member agencies were in October 2003. Don Worley also mentioned that the Aerials would probably be available by the end of August, and that the resolution of the aerials was 2 foot pixels.

10. Next Meeting of the MAG POPTAC

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

The meeting adjourned at 11:30 a.m.