

November 9, 2004

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chair

SUBJECT: TRANSMITTAL OF MEETING NOTICE AND TENTATIVE AGENDA

Tuesday, November 16, 2004 - **9:00 a.m.**  
MAG Office, Suite 200, Saguaro Room  
302 North 1<sup>st</sup> 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 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 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 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. 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 October 19, 2004

4a. 2005 Census Survey

MAG staff will provide a status report on preparations for the 2005 Census Survey including the establishment of the Oversight Sub Committee, recruitment, office space and equipment needs, and the project time line.

4b. Identification of Jurisdictional Boundaries, 2005 Projected Housing Unites and Sample Sizes

Last month MAG staff transmitted to member agencies a request to review and comment on the anticipated 2005 jurisdictional boundaries, projected housing units and sample sizes. Comments were due on October 27, 2004, and subsequently revisions were made and the information was forwarded to the Census Bureau. The Census Bureau is using this information to determine the sample of blocks to be selected for each area to be sampled. Member agencies will have another opportunity to update their jurisdictional boundaries in early 2005 by responding to the Census Bureau's Boundary and Annexation Survey.

2. For information.

3. For information, discussion and approval of the minutes of October 19, 2004.

4a. For information and discussion.

4b. For information and discussion.

4c. Process for Compiling List of Group Quarters for 2005 Census Survey

The Census Bureau will be conducting a full count of population in group quarters along with its census survey of population in households. A preliminary list of group quarters will be due to the Census Bureau by March 2005 and the final list by June 2005. MAG staff will work with member agencies on a process to compile lists of Group Quarters. It is proposed that we hold a workshop with member agencies to provide guidance on how to assemble the list of group quarters. The guidance will draw upon the experience of our member agencies. Input from the MAG POPTAC will be solicited.

4d. Meeting on Outdoor Locations

On January 27, 2005, a meeting is planned for the Census Bureau to collaborate with staff from member agencies who are involved with the Human Services Division in counting homeless persons in street locations. Members of the MAG POPTAC are welcome to attend the meeting. An agenda will be distributed to you in advance of the meeting.

5. Preparation of Draft July 1, 2004 County and Municipality Resident Population Updates

On October 19, 2004 the first draft of the July 1, 2004 Municipality Population Updates was presented to the MAG POPTAC. Because a County control total was not available from DES, POPTAC approved the draft numbers provided that the final control total was within one percent of 3.5 million. DES will consider a control total at the State POPTAC meeting on Friday November 12, 2004. If a population control total that is within one percent of 3.5 million is approved at that meeting, MAG will distribute new municipality level population updates.

6. Streamlining the Data Dissemination Process to Member Agencies

At the October 19, 2004 meeting of the MAG POPTAC, a report was given on a project to streamline the data collection process. A set of

4c. For information and discussion.

4d. For information and discussion.

5. For information and discussion.

6. For information and discussion.

tasks for the project were reviewed and a MAG Associate is working on those tasks. A survey of MAG member agencies is being conducted as one of the project tasks and the results of that survey are being tabulated. A status report will be provided.

7. 2005 MAG POPTAC and Ad Hoc Subcommittee Tentative Meeting Schedule

A tentative 2005 schedule has been prepared for the meetings of the MAG Ad Hoc Subcommittee and the MAG POPTAC. Please note that the meeting times have changed. The Ad Hoc Subcommittee will be held from 8:30 a.m. to 9:00 a.m. and the MAG POPTAC will be held from 9:00 a.m. to 10:30 a.m. The meeting times have been revised to enable member agency staff to attend the 2005 Census Oversight Committee meetings, which start at 10:30 a.m. Please see Attachment One.

8. Suggestions of Agenda Items for Future MAG POPTAC Meetings

MAG POPTAC members will be requested to identify other items to be included in future agendas that would be of interest or use to them.

9. Next Meeting of the MAG POPTAC

The next meeting of the MAG POPTAC is scheduled for Tuesday January 18, 2005 at 9:00 a.m.

7. For information and discussion.

8. For information and discussion.

9. For information and discussion.

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
POPULATION TECHNICAL ADVISORY COMMITTEE

October 19, 2004  
MAG Office, Suite 200, Saguaro Room  
302 North 1<sup>st</sup> Avenue  
Phoenix, Arizona

MEMBERS IN ATTENDANCE

George Pettit, Gilbert, Chairman  
+Bryant Powell, Apache Junction  
Adrian Williamson, Avondale  
\*Phil Garthright, Buckeye  
\*Usama Abujbarah, Cave Creek  
David de la Torre, Chandler  
Mark Smith, El Mirage  
\*Dana Burkhardt, Fountain Hills  
\*Terry Yergan, Gila River Indian Community  
Kate Langford, Glendale  
Janeen Gaskin, Goodyear  
Ramon, Leon, Guadalupe

\*Horatio Skeete, Litchfield Park  
Wahid Alam, Mesa  
Gary Norris for Matt Holm, Maricopa County  
Prisila Ferreira, Peoria  
Tim Tilton, Phoenix  
\*Shawney Ekadis, Queen Creek  
Harry Higgins, Scottsdale  
Stephanie Wilson, Surprise  
Hector Tapia, Tempe  
Cecilia Casillas for Mark Fooks, Youngtown  
Anne MacCracken, Valley Metro

\*Not in attendance  
+Participated via videoconference

OTHERS IN ATTENDANCE

Karen Flores, Peoria  
Bridget Schwartz-Manock, Phoenix  
Max Enterline, Phoenix  
Anubhav Bagley, MAG  
Heidi Pahl, MAG

Elaine Trammell, MAG  
Rita Walton, MAG  
Harry Wolfe, MAG  
Don Worley, MAG  
Bruce Hernandez, Behavior Research  
Debbie Kohn, MAG Associate

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 August 10 and September 21, 2004

It was moved by Prisila Ferreira and seconded by Kate Langford to approve the meeting minutes of August 10 and September 21, 2004. The motion carried unanimously.

4a. 2005 Census Survey

Heidi Pahl gave an overview of the Census Workshop held on October 7, 2004, discussed the time line for the project and reviewed office space needs. She noted that Phoenix would be providing space for a command central.

Ms. Paul asked for feedback on the Census Workshop.

George Pettit said that he was very impressed by the information presented and the thoroughness of the workshop.

David de la Torre noted that two Chandler Public Information Officers attended the Workshop and found it quite informative.

Prisila Ferreira said that the workshop answer all the questions she had regarding the Census Survey.

Heidi Pahl stated that the first meeting of the Oversight Subcommittee on the 2005 Census Survey would be held on November 16, 2004 from 8:30 a.m. to 10:00 a.m.

4b. Identification of Jurisdictional Boundaries

Harry Wolfe reported that In order to ensure that each jurisdiction's September 1, 2005 population figure reflects its full jurisdictional boundaries, the corporate limits need to be identified. He noted that there were two maps on the MAG website that could be downloaded and examined. He explained that the first map contains 2000 Census Tracts and current jurisdictional boundaries is at, while the second more detailed map provides information on jurisdictional boundaries and census blocks. Mr. Wolfe stated that member agencies would have additional opportunities to review annexation information in January 2005 and July 2005.

4c. Projection of Housing Units for September 1, 2005

Harry Wolfe reported that the Census Bureau requested a draft September 1, 2005 housing unit figure for determining the housing unit sample size to be drawn. He noted that the housing unit figures were attached for review and comment. Mr. Wolfe commented that the projections were enclosed for review and asked that any revisions be provided by October 27, 2004.

5. Preparations for Draft July 1, 2004 County and Municipality Resident Population Updates

Harry Wolfe said that the Arizona Department of Economic Security (DES) was preparing the July 1, 2004 resident population updates for each county in the state. When developed, the Maricopa County update will become the control from which the municipality updates will be prepared. Mr. Wolfe commented that because of the deadlines for approving the updates and the schedule of MAG Management Committee and Regional Council, MAG staff developed a draft set of updates based on a preliminary control total for Maricopa County. He commented that the Draft July 1, 2004 Maricopa County and municipality resident population updates were attached for review. Because there may be changes to the State and county control totals by DES, MAG requested that POPTAC recommend approval of these updates to MAG Management Committee provided the County control total is within one percent of the final control total.

It was moved by Harry Higgins, seconded by Kate Langford and unanimously recommended to approve the updates as long as they were within one percent of the final county control total.

6. Streamlining the Data Dissemination Process to Member Agencies

Harry Wolfe mentioned that at the September 21, 2004 meeting of the MAG POPTAC the data dissemination process was discussed. He said that the Chair of the Committee pointed out that member agencies receive multiple requests for the same data from different public agencies. He requested that the different requests be examined and suggested that MAG could act as a Clearinghouse for disseminating the data to multiple agencies. In response to this request, a problem statement and tasks were identified. He added that work has begun on the project and we would be soliciting input from POPTAC members.

7. Geographic Information Systems (GIS) Applications in the Region

At a recent MAG POPTAC meeting it was requested that a future agenda item address the use of GIS in the MAG region and the compatibility among GIS systems. Shawn Woolley, Technology Services Director for the Town of Gilbert, gave a presentation on the Town's use of GIS. He offered to provide assistance to any member agency that wanted to pursue some of the initiatives that Gilbert had pursued.

8. Suggestions of Agenda Items for Future MAG POPTAC Meetings

No potential items for future agendas were identified.

9. Next Meeting of the MAG POPTAC

It was noted that the next meeting of the MAG POPTAC was scheduled for Tuesday, November 16, 2004.

The meeting adjourned at 11:10 a.m.

TO: Members of the MAG POPTAC

FROM: Harry P. Wolfe, Senior Project Manager

SUBJECT: TENTATIVE 2005 MAG POPTAC AND AD HOC SUBCOMMITTEE MEETING SCHEDULE

Noted below is the tentative 2005 meeting schedule for the MAG POPTAC Ad Hoc Subcommittee and the MAG Population Technical Advisory Committee (POPTAC). The meetings are scheduled to be held on the third Tuesday of each month. All MAG POPTAC Ad Hoc Subcommittee meetings are scheduled to begin at **8:30 a.m.** and MAG POPTAC meetings at **9:00 a.m.** unless notified otherwise. The dates of the meeting and the meeting locations are noted below:

January 18, 2005 - Saguaro Room  
February 15, 2005 - Cholla Room  
March 15, 2005 - Saguaro Room  
April 19, 2005 - Cholla Room  
May 17, 2005 - Saguaro Room  
June 21, 2005 - Cholla Room  
July 19, 2005 - Saguaro Room  
August 16, 2005 - Cholla Room  
September 20, 2005 - Saguaro Room  
October 18, 2005 - Cholla Room  
November 15, 2005 - Saguaro Room  
December 20, 2005 - Cholla Room

MAG POPTAC Ad Hoc Subcommittee meetings are scheduled to be held on the same day as the MAG POPTAC meetings from **8:30 a.m. to 9:00 a.m.** in the Saguaro Room or Cholla Room. The MAG POPTAC meeting will be held from **9:00 a.m. to 10:30 a.m.** in the meeting room indicated above. If you have any questions or need additional information, please contact me at (602) 254-6300.