

H B

660

COMMITTEE REPORT

HOUSE

(5)

FURTHER: FINANCE

1/12/82

Date:

2/22/81

Mr. Speaker:

The Committee on COMMUNITY & REGIONAL AFFAIRS has had HB 660

"An Act relating to the determination of population; and providing for an effective date."

under consideration and ~~(a majority of the committee)~~ ~~(the committee)~~ reports it back with the following recommendations:

- do pass do not pass
- do pass with attached amendments(s)
- replace with CS for _____ same title
 new title
- and recommends _____
- AND attaches a "Letter of Intent" New Fiscal Note
- reports it back without recommendation
- referred to the _____ Committee

**MEMBERS SIGNING
DO PASS**

[Signature]

[Signature]

[Signature]

[Signature]

**MEMBERS HAVING
OTHER RECOMMENDATIONS:**

[Signature]

[Signature]

CHAIRMAN

1/18 - called Richard Ales - Deputy Comm Dept CRA
- Very much in support of bill - will testify
to committee. 1/22

1/18 - Request fiscal from Rod Mourant - DCRA -
(official)

Comm Mtg/ 1/22/82 - ^{Bylaws clarin}
^{Olson}
^{Granada}

Richard Ales -

Palmer McAuliffe - approval of bill - applicable for other statewide programs -

Dave Swanson - Dept Labor Demographer

CIRA must certify pop. figures - bill

Swanson - Key issue is definition of residency - must comply with USIA definition

Clarke - what methods will be used -

Swanson - housing unit method

- hold bill for cleanup of T29 -

Clarke - would be

Attached:

H3660

Fiscal Note / Dept Labor

Letter from Gov.

AML letter to McAuliffe - Chitwood

Governor's Letter



Official Business

Alaska State Legislature

House of Representatives

Committee on

Community & Regional Affairs

Pouch V
State Capitol
Juneau, Alaska 99811

Summary: HB 660, Rules by Request

"An Act relating to the determination of population; and providing for an effective date."

29.88.015 - DETERMINATION OF POPULATION (Aid for Municipalities)

29.89.060 - POPULATION DETERMINATION (Revenue Sharing)

These sections are being amended for the purpose of allowing State participation and calculations to be used in conjunction with the concept of the determination of population by the U.S. Bureau of Census.

The Department of Labor will have authority to utilize their population estimates and forecasts for the calculations of the Municipal Aid Account and the Tax Equalization Account.

KB 170 (Title 29 Revision legislation) makes no change in current law. However, these sections are re-numbered as follows:

29.88.015 re-numbered to 29.60.020

29.89.060 re-numbered to 29.60.150

formula

$$\text{Entitlement} = P \times R$$

where P = population, and

R = millage rate equivalent, determined by dividing the sum of the locally generated revenue of the taxing unit by one-tenth of one percent (0.1) of the full and true value of assessed property of the taxing unit determined under AS 29.88.020(d); however, the property value used under this subsection may not be less than 15 percent of the statewide average per capita full and true assessed property value.

(c) For purposes of this section, locally generated revenue

(1) includes

(A) the actual revenue derived from the levy and collection of local taxes in the taxing unit for local government services during the preceding fiscal year of the taxing unit;

(B) motor vehicle payments received by the municipality during the preceding fiscal year under AS 28.10.431;

(C) revenue from fees, rentals, leases, penalties, licenses or permits received during the preceding fiscal year by the municipality for a function or service over which it has control, including revenues derived from parks and recreation services, mass transit, offstreet parking, and garbage and solid waste disposal services;

(D) special assessments received during the preceding fiscal year; and

(E) payments received by a municipality from a utility which are in place of taxes levied and collected by the municipality.

(2) excludes

(A) revenue derived from the levy and collection of municipal taxes and appropriated for the operating expenses and debt service of utilities;

(B) revenue from interest earned on investments and from the sale and lease of land or equipment; and

(C) all other revenue from whatever service derived. (§ 2 ch 156 SLA 1980)

Sec. 29.88.015. Determination of population. (a) For purposes of this chapter, the population of a taxing unit shall be determined annually by the latest figures of the United States Bureau of the Census or other population data which, in the judgment of the department, is reliable.

(b) The population of the taxing unit includes the population of any military reservation which is a part of the taxing unit. (§ 2 ch 156 SLA 1980)

Sec. 29.88.020. Determination of millage rate equivalent. (a) The department may require a municipality to return a certification, signed by the municipal treasurer or manager and the mayor, which provides an estimate of the locally generated revenue received by the municipality during the preceding fiscal year.

(b) By October 15 of each year, the department shall make an initial determination of the millage rate equivalent of each taxing unit to be used for computing and distributing equalization entitlements for the current fiscal year under this chapter. The department shall base the initial determination on the estimates in the certification returned by a municipality under (a) of this section.

(c) Money received by a municipality under (a)(3) of this section shall be used for expenses of health services or operation and maintenance of health facilities as the municipality determines.

(d) Before money may be distributed under this Section, the commissioner of health and social services shall certify to the commissioner of community and regional affairs that any accumulation of assets by nonprofit corporations or other recipients under this section is dedicated irrevocably to a public purpose. (§ 3 ch 155 SLA 1980)

Cross reference. — As to state aid for hospital construction, see AS 29.90.

Editor's note. — As to reports by Department of Health and Social Services and Department of Community and

Regional Affairs and commissioner of health and social services, see § 14, ch. 155, SLA 1980, effective July 1, 1980, in the 1980 Temporary and Special Acts and Revises.

Sec. 29.89.040. State aid to volunteer fire departments in the unorganized borough. (a) The department shall pay to a volunteer fire department registered with the state fire marshal and serving an area not in an organized borough or city a sum for protection purposes equal to \$10 per capita for the population served by the department, as determined by the state fire marshal.

(b) A grant shall be made under (a) of this section to facilitate the organization of a volunteer fire department in an area not in an organized borough or city, upon application of the proposed fire protection group to the state fire marshal and upon approval of applications according to standards of organization and service prescribed by regulations adopted by the state fire marshal. (§ 3 ch 155 SLA 1980)

Sec. 29.89.050. State aid to Native village governments. The state shall pay \$25,000 to a Native village government for a village which is not incorporated as a city under this title. In this section, "Native village government" means

(1) a local governing body organized by authority of the Act of Congress of June 18, 1934 (25 U.S.C. § 476); or

(2) a traditional village council or, if there is no traditional village council, the paramount chief or other governing body of a Native village which meets the requirements of the Alaska Native Claims Settlement Act (43 U.S.C. §§ 1601 — 1628). (§ 3 ch 155 SLA 1980)

Sec. 29.89.060. Population determination. For purposes of this chapter, population shall be determined by the latest figures of the United States Bureau of the Census or other reliable population data, including but not limited to public school enrollment figures, public utility connection, registered voters or certified employment payrolls. (§ 3 ch 155 SLA 1980)

formula . .

Entitlement = P x R

where P = population, and

R = millage rate equivalent, determined by dividing the sum of the locally generated revenue of the taxing unit by one tenth of one percent (.01) of the full and true value of assessed property of the taxing unit determined under AS 29.88.020(d); however, the property value used under this subsection may not be less than 15 percent of the statewide average per capita full and true assessed property value.

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Chapter 88 - Muni - Tax Equalization Sects

HB 170
(29.60.020)

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(HB 170
29.60.150)

Chapter 89 - State Aid to Municipalities

Introduced: 1/12/82
Referred: Community & Regional
Affairs and Finance

1 IN THE HOUSE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

2 HOUSE BILL NO. 660

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 TWELFTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act : titled: "An Act relating to the determination of population;
7 and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 29.88.015 is amended to read:

10 Sec. 29.88.015. DETERMINATION OF POPULATION. [(a)] For purposes
11 of AS 29.88.010 -- 29.88.045, the population of a taxing unit shall be
12 determined [ANNUALLY] by using the concept of residence used by the Uni-
13 ted States Bureau of the Census and determined by methods which, in the
14 judgment of the department, are reliable, including any census con-
15 ducted under the direction of, and certified by, the Alaska Department
16 of Labor [THE LATEST FIGURES OF THE UNITED STATES BUREAU OF THE CENSUS
17 OR OTHER POPULATION DATA WHICH, IN THE JUDGMENT OF THE DEPARTMENT, IS
18 RELIABLE.

19 (b) THE POPULATION OF THE TAXING UNIT INCLUDES THE POPULATION OF
20 ANY MILITARY RESERVATION WHICH IS A PART OF THE TAXING UNIT].

21 * Sec. 2. AS 29.89.060 is amended to read:

22 Sec. 29.89.060. POPULATION DETERMINATION. For purposes of AS 29.-
23 89.010 -- 29.89.100, population shall be determined by using the concept
24 of residence used by the United States Bureau of the Census and deter-
25 mined by methods which, in the judgment of the department, are reliable,
26 including any census conducted under the direction of, and certified by,
27 the Alaska Department of Labor [THE LATEST FIGURES OF THE UNITED STATES
28 BUREAU OF THE CENSUS OR OTHER RELIABLE POPULATION DATA, INCLUDING BUT
29 NOT LIMITED TO PUBLIC SCHOOL ENROLLMENT FIGURES, PUBLIC UTILITY CONNEC-

*long - set for as of July
Many other regions if done annually*

*as long as part of
we take the count as
pop. total for us.*

long - need not from 1970 -

1 TION, REGISTERED VOTERS OR CERTIFIED EMPLOYMENT PAYROLLS].

2 * Sec. 3. This Act takes effect July 1, 1982.

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Called to order 8:31 -

O'Connell Clocksin
Bylsma Hunsinger
Audera

Chairman O called the mtg to order.

~~Q~~

HB 660: - Any comments The Reg. of bill

Clocksin - Wasn't clear what the Federal Standard is - Also ques. a to count for military reservations. - litigation now as to reappointment in mil re. mtg.

McIntyre - Concept is defined uses US BC definitions - no written definition

Jan Swanson DOL - Answered Clocksin's question - guidelines & definition are outlined in AIC St. Census manual as to what constitutes a resident. It's on accounts, type system. Where does the person spend the majority of their time? -

Q/C

1) reappat
2) municipality purposes for account
3) rev. share,

A - A News used for reappointment in district, started, this year and need statutory authority to continue using this method. In the long run most other things except this program

Palmer - Move the bill > no obj. - do pass.

JAY S. HAMMOND, GOVERNOR

DEPT. OF COMMUNITY & REGIONAL AFFAIRS

DIVISION OF ADMINISTRATIVE SERVICES

POUCH B
JUNEAU, ALASKA 99811

January 20, 1982

Honorable Patrick M. O'Connell
Alaska State Legislature
Pouch V
Juneau, AK 99811

Dear Representative O'Connell:

As requested by the House Community and Regional Affairs Committee, enclosed is a fiscal note for HB 660, "An act relating to the determination of population and providing for an effective date."

Should you have any questions concerning this note please contact me at 465-4709.

Sincerely,



Rod Mourant, Director
Division of Administrative Services

THE LEGISLATURE OF THE STATE OF ALASKA
TWELFTH LEGISLATURE

FISCAL NOTE

I. REQUEST

Bill/Resolution No. HB 660
 Title An act relating to the determination of population
 Requested by Rules Committee by request of Governor Date 1/12/82

II. FISCAL DETAIL

Agency Affected Community & Regional Affairs
 Program Category Affected Development
 BRU, Program, Or Subprogram(s) Affected Community Development
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
100 PERSONAL SERVICES	-0-	-0-				
200 TRAVEL	-0-	-0-				
300 CONTRACTUAL	-0-	-0-				
400 COMMODITIES	-0-	-0-				
500 EQUIPMENT	-0-	-0-				
600 LAND & STRUCTURES	-0-	-0-				
700 GRANTS, CLAIMS, ETC.	-0-	-0-				
TOTAL	-0-	-0-				

FUNDING (Thousands of Dollars)

	FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
GENERAL FUND	-0-	-0-				
FEDERAL FUNDS	-0-	-0-				
OTHER (Specify Source)	-0-	-0-				

POSITIONS

	FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
FULL TIME	-0-	-0-				
PART TIME	-0-	-0-				
TEMPORARY	-0-	-0-				

III. ANALYSIS (See Fiscal Note Preparation Instruction, Section III)

No additional positions or expense.

IV. DATE January 20, 1982

PREPARED BY Rod Mourant
AGENCY Community & Regional Affairs

Original: Legislative Finance
 cc: Budget and Management
 Prime Sponsor (First Legislator Named)
 33-001 (Rev. 12/81)

STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

215
January 11, 1972

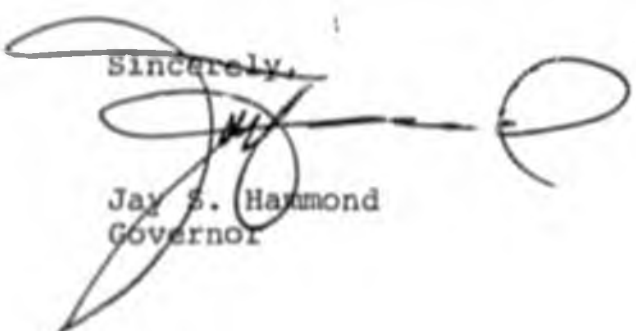
The Honorable Joe L. Hayes
Speaker of the House
Alaska State Legislature
Pouch V
Juneau, Alaska 99811

Dear Mr. Speaker:

Under the authority of art. III, sec. 18, of the Alaska Constitution, I am transmitting a bill relating to determination of population.

The bill has two features. It provides that for purposes of state aid to municipalities in the form of equalization of tax resources (AS 29.88) and revenue-sharing (AS 29.89), population is to be determined by using the concept of residence used by the United States Bureau of the Census. This is necessary in order to establish a uniform manner of counting people so that the problem of "double-counting" can be avoided. The bill also provides that the Department of Community and Regional Affairs may accept results from censuses conducted under the direction of and certified by the Department of Labor. The methodology used by the Department of Labor in conducting censuses conforms to that recognized and accepted by the United States Bureau of the Census; and the department's census results can thus be accepted as being accurate for the purposes of AS 29.88 and AS 29.89.

Sincerely,



Jay S. Hammond
Governor

II. FISCAL DETAIL

Agency Affected Labor
 Program Category Affected Social Services
 BRU, Program, Or Subprogram(s) Affected Administrative Services
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	0	0	0	0	0	0

FUNDING (Thousands of Dollars)

	FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
GENERAL FUND	0	0	0	0	0	0
FEDERAL FUNDS						
OTHER (Specify Source)						

POSITIONS

	FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
FULL TIME	0	0	0	0	0	0
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instruction, Section III)

IV. DATE 12/28/81 PREPARED BY Judy Knight, Special Assistant
 AGENCY Labor
 Original: Legislative Finance PHONE 465-2700
 cc: Budget and Management
 Prime Sponsor (First Legislator Named)
 33-001 (Rev. 12/81)

Alaska MUNICIPAL League

TELEPHONES
(907) 586-1325
586-6526

204 N. FRANKLIN ST.
JUNEAU, ALASKA 99801

February 13, 1981

Lee McAnerney, Commissioner
Community & Regional Affairs
Pouch B
Juneau, Alaska 99811

Dear Lee:

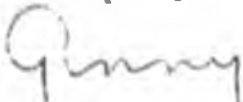
As you know, the members of the Alaska Municipal League Board of Directors have expressed serious misgivings about the accuracy of the 1980 federal census. Because they believe that an enumeration with state direction would be much more likely to be correct than the recent federal one, they enthusiastically support the concept of a joint federal/state census, with the State conducting the count after complying with minimum federal guidelines.

At the January 27, 1981 meeting of the board, the following statement was adopted unanimously as one of the top ten A/L priorities for 1981:

"The League believes an accurate census is a basic tool of government. It supports the development of an accurate census mechanism by the State. It also encourages the State to consider entering suits by municipalities challenging the current census."

The League is ready to do whatever it can to work with you to ensure the accuracy of future enumerations.

Sincerely,



Ginny Chitwood,
Executive Director

STATE OF ALASKA

JAY S. HAMMOND, GOVERNOR

DEPT. OF COMMUNITY & REGIONAL AFFAIRS

DIVISION OF ADMINISTRATIVE SERVICES

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Official Business

Alaska State Legislature

House of Representatives

Committee on

Community & Regional Affairs

Pouch V
State Capitol
Juneau, Alaska 99811

Summary: HB 660, Rules by Request

"An Act relating to the determination of population; and providing for an effective date."

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29.89.060 re-numbered to 29.60.150

STATE OF ALASKA
CENSUS ENUMERATOR'S MANUAL

State Demographer
Department of Labor
June, 1981

WHOM TO ENUMERATE

In addition to enumerating all men, women, and children whose usual place of residence is in your census area, you should enumerate the following:

- Household members temporarily absent on business, traveling or in the hospital for a short stay. This includes newborn babies born before 12:01 A.M. of the official census date.
- Boarders, lodgers, or servants who sleep in the house.
- Group quarters population.
- Where found, persons with no fixed place of residence.
- College or boarding school students living in your area while attending school in your area.
- Any member of the Armed Forces and his dependents currently living in your area.
- Construction workers living in your area while working in the area.
- Officers and crews of American merchant vessels that spend more than 24 hours at sea.
- Citizens of foreign countries, temporarily here as students or while employed in your area.

WHOM NOT TO ENUMERATE

The following classes or persons may at first glance appear to be household members but are not to be considered as residents and should not be counted.

- Persons temporarily visiting with the household who have a usual place of residence elsewhere.
- College students, student nurses or school teachers, who are home on vacation or are spending the weekend at their parent's home. (Remember that they are considered residents at the place where they receive instruction, training, or where they are engaged in teaching.)
- Servants or other persons employed by the household, but not sleeping in the same house (e.g. babysitter).
- Persons who were formerly members of the household but have since become inmates of jails or penal institutions, homes for the aged and needy, hospitals, or other places in which they may remain for a long time.
- Persons working and living elsewhere four or more nights a week.
- Persons who have two places of residence and spend the larger part of the calendar year elsewhere.
- Persons in the Armed Forces of the United States not living in your area.
- Persons from abroad temporarily visiting or traveling in the United States, if they are not foreign students or are not employed here.

Acknowledgment: This manual is adapted from the
Washington State Census Enumerator's
Manual, Office of Program Planning
and Fiscal Management, State of
Washington, Olympia, 1976

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I. INTRODUCTION

A. Why Census

Each year the State of Alaska distributes tax revenues to cities and towns for the provision of municipal services such as fire and police protection and public health programs. The money is allocated to cities on a per capita basis. Cities have the option of censusing or estimating their population and a well-planned and properly supervised census is the most accurate way of determining the population of any area.

B. July 1 Census Date

Censuses to be used in the distribution of State funds represent the population as of July 1. This is the same date used by the U.S. Bureau of the Census for their annual estimates.

C. Importance of the Enumerator's Job

The success of any census depends on early and careful planning, and on enumerators who carry out their instructions faithfully. The enumerator's role is of crucial importance. Enumerators must be able to accurately count the population and housing units in their enumeration area, and complete their assignments as quickly as possible. Enumerator mistakes can be extremely costly. For example, if a city of 15,000 population conducted a three-day census with 16 enumerators, and if each enumerator missed five people in his area per day, a total of 240 people would be missed in the census. The city would receive approximately \$60,000 less in state revenues if the allocation were \$250 per resident. Thus, it is extremely important that you read this manual and follow the instructions carefully. If you do, you will have little trouble in doing a good job. Without intelligent, conscientious, and well-trained enumerators, a population census is not likely to be complete or accurate.

II. GENERAL INSTRUCTIONS

A. The Rules and Regulations

The rules and regulations contained in this manual represent standard census procedures and should be strictly observed. This Manual will be in your enumerator's field notebook for reference while you are working. Whenever questions arise, consult the Manual. If the solution is still not clear, contact your supervisor.

B. Responsibilities of a Census Enumerator

As a census enumerator you will be responsible for accurately recording the housing units and residents in your assigned area. You are expected to:

1. Know Who Should be Counted as Residents
Be familiar with the census definitions of resident and all of the circumstances when residents are apt to be miscounted. Do not omit a person who should be counted; do not include persons who do not qualify as residents.
2. Know How to Canvass an Area
Be familiar with the census maps prepared for your use and the instruction on how to cover your assigned area in a systematic fashion. The rules are designed to assure that every housing unit is contacted.
3. Know How to Fill Out the Census Schedule
Enter the housing and population information correctly in the census schedule. Learn the specific use of each column in tabulating population and housing. Know how to fill out a callback schedule.
4. Work Conscientiously
Be prompt in your work. Do not loiter or lose time. State your business in a few words, ask the necessary questions, make the proper schedule entries, and then proceed to the next house. Follow census procedures exactly; there are no short cuts in taking a census.
5. Be Neat and Courteous
Dress neatly and appropriately, and do not smoke or chew gum. You are a public employee. Be courteous and discreet at all times. If persons are uncooperative or unpleasant, politely excuse yourself, and refer the case to your supervisor.
6. Keep the Information Confidential.
Information gathered in conjunction with your census work should not be released to anyone but your supervisor or other authorized personnel. Do not discuss any information obtained in your census work with friends or members of your family. Refer all requests for information to the census director, whether from newspapers, organizations, or individuals.

C. Daily Routine

Census are generally conducted during the last two weeks of June or the first two weeks of July so as to be close to the July 1 benchmark. The actual duration of the census will depend on the size of the population being enumerated, the number of enumerators

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being used, weather, and other factors.

Enumerator work schedules are generally based on the requirement that the census must be completed in as short a time as possible. A work day may be longer or shorter than the standard eight hours. You will receive your assignment and your expected working hours from your supervisor.

1. Day's Work

Census costs are minimized if enumerators are in the field when people are at home and can be counted. Often this will mean that your workday may not begin until 3:00 P.M., since many women work during the week or otherwise are not at home until their children are out of school. Enumerators will be expected to work all day on weekends as people are more likely to be at home on weekends than on workdays. Most enumerators must be available for evening work as required by their supervisor to clear callbacks. One of the best times to catch persons who have been difficult to contact is during the dinner hour. Enumerators are expected to arrange their meals so they can be interviewing at this time. You will be provided with forms to keep an accurate daily record of the work you do, the time you spend, and the miles you drive in carrying out your assignment.

You will be required to report to your supervisor at least once each day. At this time you will turn in your completed schedules and your record of the time you have worked as well as mileage, if you have used your car. The daily work and mileage reports will start with the first day of your appointment and continue through the entire period of your employment.

2. Assignments

You will be assigned to specific geographical areas in your city, town, or borough. You will be responsible for listing every place where people live and the name of every person (man, woman, and child, including infants) who usually lives and sleeps there. The count of total housing units (including vacant units) is just as important as the population count.

A loose-leaf notebook containing a supply of schedules will be given to each enumerator. The boundaries of the area you are to work and the blocks you are to enumerate are indicated on a map in the front of the loose leaf notebook. You have no responsibilities outside of your assigned area. When you have completed your assigned blocks in one district contact your supervisor so that he may give you another assignment.

3. Emergencies

If for any reason you cannot work on a particular day, notify your supervisor immediately.

Report all accidents to your supervisor. Auto accidents will be covered by your personal auto insurance. Injury from falls, dog bites, or other causes will generally be covered by State Industrial Insurance if you are an employee on the city or borough payroll.

D. Dismissal

Your employment as an enumerator is temporary. In any census the number of enumerators employed is greatest on the first day and declines thereafter. Most enumerators are released when the initial canvass of the census area is completed. A limited number of enumerators may be retained for clearing callbacks and for field checking purposes.

Enumerators also may be subject to early dismissal if their work or conduct is not judged suitable in light of the standards set forth in this manual.

III. CANVASSING

In census terms canvassing means to go through an area in a systematic manner so that the entire area is examined and no housing unit is missed. A good, complete canvass is essential to the accuracy of a census. Each enumerator is responsible for the complete canvass of his assigned territory.

A. Census Maps

Enumerator assignments are made in terms of geographical areas designated on a map. Carefully prepared census maps are necessary for a good canvass. You must be able to use maps to work as a census enumerator. This section focuses on the types of maps that are used for census purposes and how the maps are prepared for census use.

1. Type and Scale of Maps

Maps furnished by the city or, occasionally, by the State are used for a city census. City streets and corporate limits are designated on the maps. Often city blocks are plotted. Your enumerator's map will be of a scale 1 inch to 400 feet. Sometimes maps of a slightly smaller scale are used.

Borough or State road maps are generally used for the enumeration of unincorporated areas. These maps show highways, section lines, and some geographical features. These road maps are usually a smaller scale, but are at least 1 inch to 1 mile.

2. Census Boundaries

Boundaries entered on your map will consist of a) city, borough or district boundaries and b) federal census geographical area boundaries. The U.S. Bureau of the Census designates

several standard geographical areas for enumeration and tabulation purposes (Table 1). These areas are used during a special census so population and housing unit change since the last federal census can be examined.

TABLE 1. 1980 Census Geographical Areas

Geographical Area	Average Population Size	Correspondence between Geographical Area and Corporate Boundaries
1. Metropolitan Areas:		
Census Tracts	4,000	Boundaries may or may (same) not coincide (same)
Block Groups	820	
Blocks	90	
2. Non-Metropolitan Areas:		
Census Divisions	4,000	Boundaries coincide (same)
Enumeration Districts	750-1,500	

As can be seen in Table 1, the type of census boundaries designated for metropolitan areas and non-metropolitan areas are different. The boundaries indicated on your enumerator's map will depend on the area in which the census is being conducted. The boundaries will be marked as follows:

a. Municipal Boundaries

All city boundaries in the census area will be marked in green. If the area to be censused is a city, the municipal boundary will delimit the total area to be censused.

b. Census Division - Census Tract

Census divisions or census tracts will be marked in red. The use of census tract boundaries for cities may pose a problem in that tract boundaries may not coincide with corporate limits. In such cases, corporate lines are used instead of the tract boundaries.

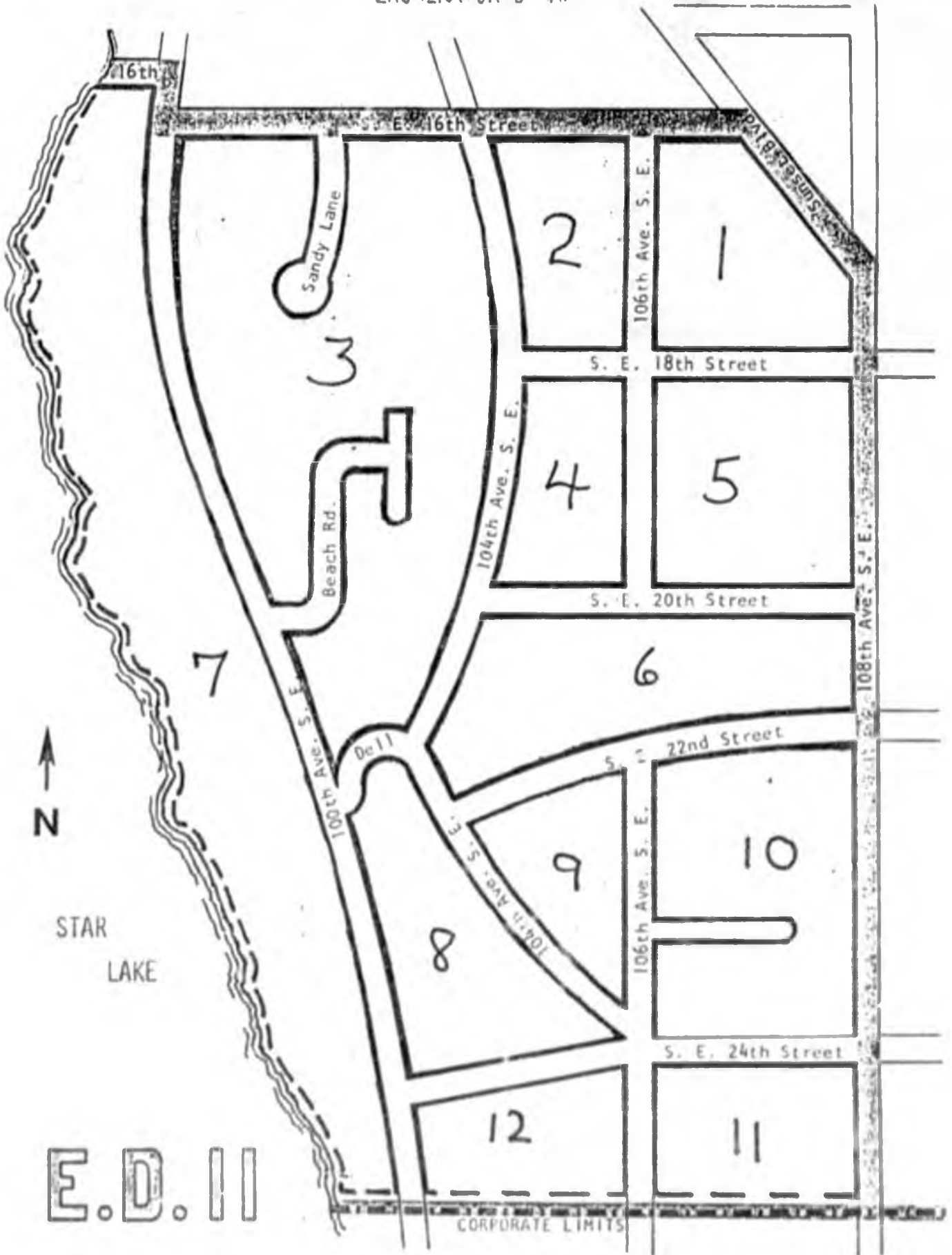
c. Enumeration District - Block Group

Enumeration districts or block groups will be indicated in orange. Enumeration districts are subdivisions of census divisions in non-metropolitan areas. Block groups are subdivisions of census tracts in metropolitan areas.

d. Blocks

Enumeration districts and block groups are subdivided into blocks. Blocks are the units of the census area which will be assigned to you. They are usually outlined and numbered in black. In each block, all of the housing units will be contacted and all residents counted.

ENUMERATOR'S MAP



CITY OF GUSTAVSBERG

1) Enclosed Blocks

There are two kinds of blocks. The first kind is a land area bounded on all sides by streets or roads. This kind of block is called an "Enclosed" block. It may be a standard square block or be irregular in shape. The enumerator's map on page 6 shows several types of enclosed blocks. Blocks 2, 4, and 5 represent relatively standard square enclosed blocks. Blocks 3 and 10 are irregular enclosed blocks.

With an enclosed block, whatever the shape, it is possible for an enumerator to start at some point, work in a clockwise direction (without crossing streets) and eventually return to the starting point.

2) Non-enclosed Blocks

The second type of block is a non-enclosed block. It is not bounded on all sides by roads, and cannot be circled. A non-enclosed block generally is bounded by the city limits or a relatively permanent feature such as a river, lake, or railroad tracks. The boundary of the block that is not a road front will be marked with a broken black line. Blocks 7, 11 and 12 on page 6 represent typical non-enclosed blocks.

3. Correction of Maps

All maps used for census purposes are checked in the field by supervisory staff to see that the maps accurately represent existing city streets, or borough roads. Often city maps are outdated and do not show new streets or housing developments. They may also show streets that are planned, but not yet built. Once the city maps are corrected, the corrections are entered on the enumerator maps. The maps of your assigned census area should accurately represent the existing city streets. However, errors may persist, and you are responsible for noting such errors, correcting them on your field map, and calling them to the attention of your supervisor.

B. Enumerator routes

There are specific procedures that must be followed when you contact and count the housing units and residents in each of your assigned blocks. These rules are designed to assure an accurate count and facilitate field checking when the enumeration is complete.

1. Area Must have Numbered Blocks

If your assignment does not consist of one or more numbered blocks with the boundaries carefully outlined, request your supervisor to block and number the area before you begin. It is difficult to accurately enumerate or field check an area

that has not been blocked and numbered. Failure to block the census area may jeopardize the certification of the final census results.

2. General Enumeration Route Procedures

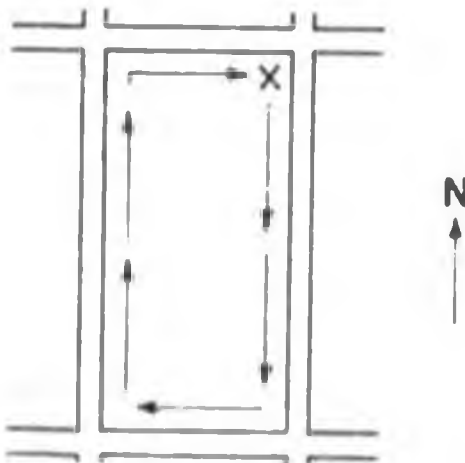
It is your personal responsibility to systematically list every person and housing unit in your area. A complete canvass is only possible when you follow the procedures discussed here. Before starting to enumerate you must first determine precisely the boundaries of each block. Check to make sure you have the correct boundaries before proceeding. You must visit only the households located on the side of the street or road belonging in the block. Sometimes it may be difficult to identify boundaries because of lack of names of streets or because the map does not accurately describe the area. If you are in doubt, consult your supervisor. Listed below are the specific procedures you should follow when enumerating:

a. Start in the Northeast Corner

Start each block at the housing unit at or nearest the northeast corner of the block and work in a clockwise direction. North will be indicated on your map by an arrow and the letter "N".

The northeast corner can be found by holding your map so that the arrow is pointing north and pointing away from you; northeast is then the corner at the top right of the block in question.

Begin at this corner and circle the block in a clockwise direction.



The block you are enumerating will be on your right hand side at all times.

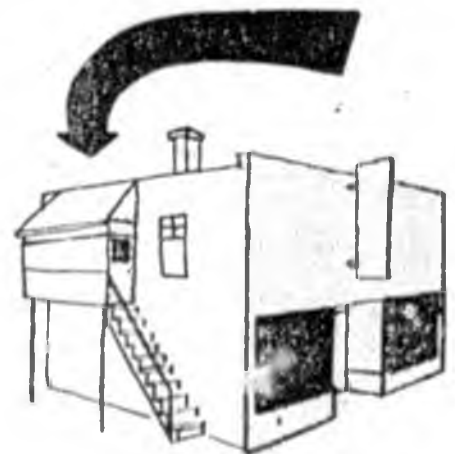
Stop at each housing unit as you come to it.

b. Look for Concealed Housing Units

As you proceed in a clockwise direction, look into every passageway, court, and alley for possible places where people may be living; even in shacks, tents, and boats. Inquire and determine whether anyone is living in the back of, or above places of business, garages, or in basements. Look for side doors or entrances and such things as mailboxes and telephone lines which could lead to units that might otherwise be overlooked. Inquire whether a watchman or caretaker lives in any factory or large business establishment located in your assigned block.



Office structures may have living accommodations in the basement, on the top floor or in some other part of the building.



Do not overlook the possibility of persons living behind, above, or below business establishments.

c. Consecutively Number Housing Units

Your census schedule has a provision for listing both the address and a housing unit sequence number for each housing unit in the block being enumerated.

Both numbers are entered as you encounter the housing units on your route around the block. If the housing units within a building, (such as an apartment house or in a trailer court), are designated by number or letter, list and enumerate them in consecutive order. If they are not numbered or lettered proceed in a systematic manner and make a sketch of the route followed.

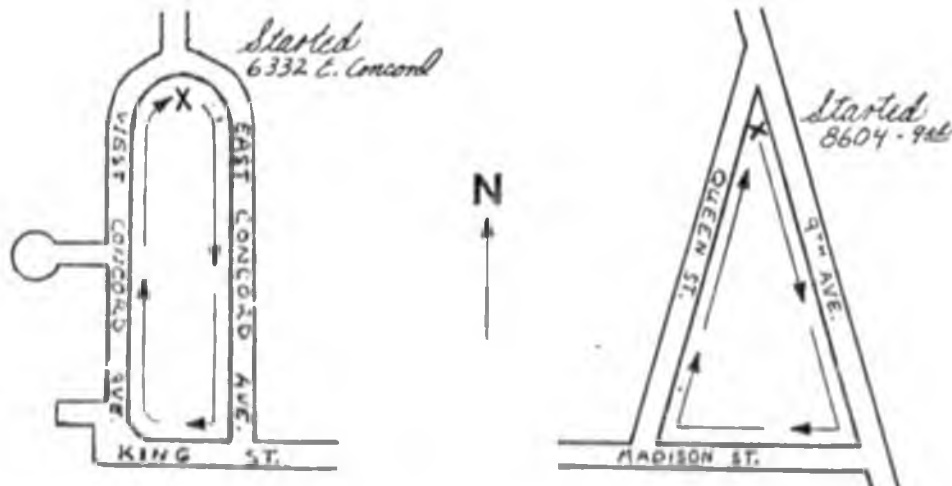
d. Do Not Stop Enumerating in the Middle of a Block

Arrange meals, reporting to your supervisor, etc. so that you do not stop enumerating until you have canvassed the block you are working on. Before you leave the block make absolutely certain that you have found and enumerated every place where people may be living. If the area is sparsely settled, record the place on the map where each house is located.

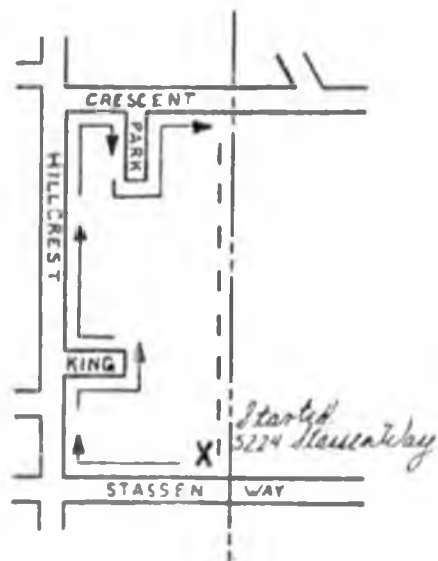
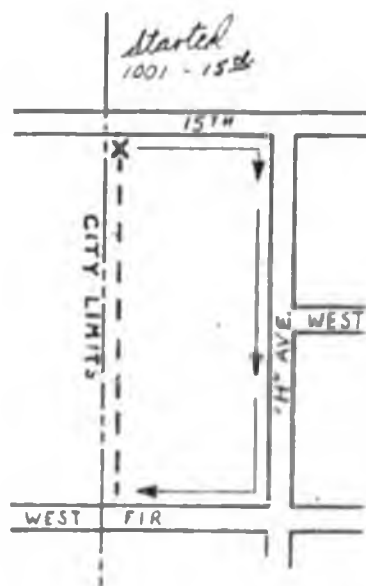
You are not to deviate from the specified procedures in any way. Otherwise, it will not be possible to locate callbacks and to check your enumeration in the field.

3. Procedure for Unusual Blocks

Irregular enclosed blocks and some non-enclosed blocks do not have an obvious northeast corner. If it is a circular block, approximate the northeast corner and indicate on your map the address of the house where you began.



Non-enclosed blocks usually require special procedures. These procedures often represent permitted exceptions to starting at the northeast corner. On a non-enclosed block you should start at a point that enables you to enumerate in a clockwise direction and complete the block without having to backtrack.



Whenever deviating from the standard procedure, it is important that you clearly mark the location and address of the house where you started on your map.

4. Correct Map if Necessary

If there are lanes, or dead end streets on your route, follow along them, enumerating each building as it comes up on your right. If any alleys or roads are not marked on your map, draw in the correction and report it to your supervisor.

IV. CENSUS DEFINITIONS: HOUSING UNITS

As a census enumerator you must be familiar with several census definitions to accurately count the housing units in your enumeration area. Definitions relating to the count of housing units are presented below.

A. Housing Unit

One or more rooms intended for occupancy as separate living quarters. Occupants must live and eat separately from everyone else in the building, AND have direct access from the outside of the building or through a common hall, OR have complete kitchen facilities for their household only. Complete kitchen facilities must include sink with piped water, a range or cook stove, and a mechanical refrigerator. Several types of housing structures are counted as housing units if they are occupied by residents, but are not considered housing units if they are empty. These are discussed in Section 2.a.

1. Occupied Housing Unit

A housing unit is occupied if a household of one or more resident persons usually lives and sleeps there.

2. Vacant Housing Unit

A Housing Unit is vacant if it is without occupants or if it is temporarily occupied by persons who are not residents of the city if it is a city census, or residents of the borough if it is a borough census. A unit from which the occupants are temporarily absent (on a vacation, etc.) is not considered a vacant unit. Do not assume a house is vacant until you have sufficient evidence that this is so. All vacant housing units must be counted in your census area.

a. Housing Structures Not Considered Housing Units if Vacant

Several types of housing structures are not considered housing units if they are not occupied. These include:

°Dilapidated housing structures not considered fit for human habitation

°Housing units obviously being used for storage

°Houseboats

°Tents

°Other objects or structures not originally intended for living quarters which may occasionally "house" someone--automobiles, packing boxes, caves

b. Housing Units Under Construction

Housing units under construction with a roof, exterior doors and windows, and final useable floors should be counted as a vacant unit if they are not occupied.

B. Units per Structure

If a housing structure contains more than one housing unit under one roof, the units are in a multi-unit structure. These should be distinguished from one unit or single family structures on your schedule by indicating the total number of units in the structure. See illustration on the following page.

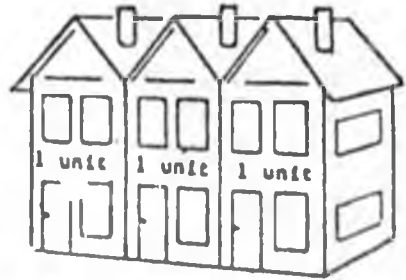
Duplexes, quadraplexes and larger apartment houses are all multi-unit structures. Often a large apartment complex will have several buildings with many units in each building. Row houses and condominiums are often classified as single family or one-unit structures if single family structures in a row are separated from each other by walls which extend from ground to roof. If you have any questions about a specific structure, consult your supervisor.



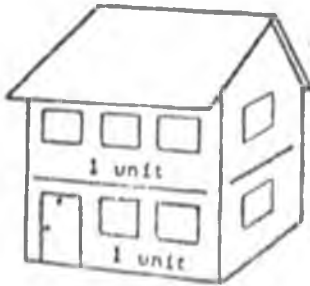
1 unit



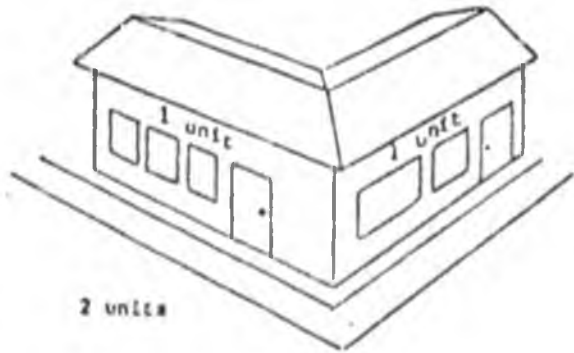
1 unit



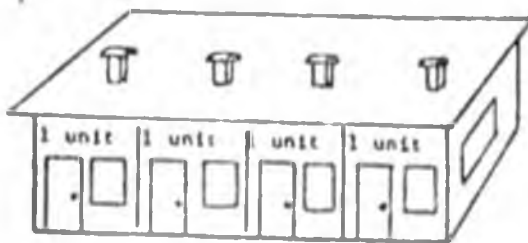
1 unit 1 unit 1 unit



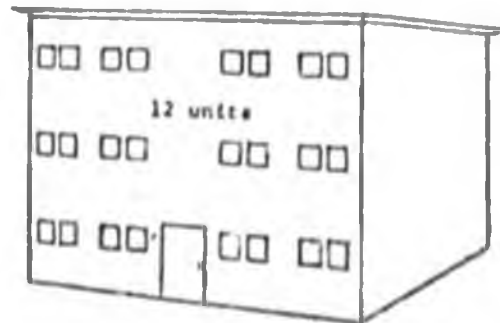
2 units



2 units



4 units



3x units

C. Household

A household is a family, or other group of persons (less than six unrelated), living together, with common housekeeping arrangements in the same living quarters. Occupants of group quarters discussed in the next section, do not comprise a household.

D. Group Quarters

Group quarters are living arrangements for institutional inmates and for groups of 6 or more unrelated persons living together. Group quarters populations are found most frequently in nursing homes, in student residence halls, in large lodging or boarding houses, and on military establishments, including military vessels.

Buildings that house group quarters populations are not counted as housing units. Often such buildings will contain a housing unit where resident staff live; such units would be counted as housing units. Examples of group quarters are:

- °Rooming and boarding houses, and tourist homes
- °General hospitals
- °Convents and Monasteries
- °College student dormitories, including fraternity and sorority houses
- °Agricultural workers' dormitories and other workers' dormitories
- °Military barracks
- °Military vessels
- °Homes, schools, hospitals, or wards for juveniles and/or mentally or physically handicapped
- °Hospitals or wards for specialized medical care
- °Nursing, convalescent and rest homes, homes for the aged and dependent
- °Correctional institutions, jails or holding cells
- °Resident population found in such places such as missions, and flophouses are enumerated as group quarters

In many towns, particularly college towns, 6 or more unrelated young adults will share living quarters with common eating arrangement. These persons should be enumerated as group quarters population.

Special instruction for enumerating group quarters population is presented in section VI.C.1.

V. CENSUS DEFINITIONS: PERSONS ENUMERATED

As a census enumerator you must be familiar with the census definition of resident to accurately count the people in your area. The definition of resident is the most critical of all census definitions and includes several special cases. Residence is generally determined on the basis of where a person usually sleeps, on a weekly basis. The definition of resident is in part an accounting tool and is designed to avoid double counting people, but is also designed to assure every person is counted at the time of a national census.

A. Residents

Remember that the purpose of the census is to list all persons who usually live in the houses or other buildings in the area covered by the census. In general, this means persons who usually sleep in the housing units in the census area are residents. Persons who sleep consecutive nights in one locality to be near their place of work and sleep in another locality on the weekends or during other nonwork periods are considered residents of the housing unit in which they spend most of their nights during the week. A person who has more than one home and divides time between them is considered a resident where he spends the larger part of the calendar year.

B. Special Cases of Resident

It is important you know several special cases of resident so you can accurately enumerate the people in your census area. Special cases of resident are presented in the table following.

TABLE OF RESIDENCE RULES

The table is divided into two columns. The type of person (student, member of the armed forces, etc.) is described in the left-hand column. The right-hand column tells you whether the person is a resident of this household in the area you are enumerating, or some other place which may or may not be in the census area.

<u>Type of Person</u>	<u>Resident of--</u>
1. Lives in this household but it temporarily absent on a visit, business trip, vacation, in connection with job (bus driver, traveling salesman, river vessel crewman, etc.) or subsistence (working in fish camp for the summer).	This household
2. Lives in this household on weekends only. Works most of the week in another place and maintains a room or apartment there	The other place
3. Lives in this household but is in a general or VA hospital, including new babies in the hospital who have not yet been brought home.	This household, (unless in a psychiatric, TB, chronic ward, etc.; if so, count in the hospital)
4. Member of the Armed Forces:	
a. Living on military installation	The military installation
b. Stationed on nearby installation but living off post in this household	This household
c. Assigned to a military vessel	The vessel. If a military vessel is at dock in your area the crew living on the ship are considered residents of the ship and should be enumerated.
5. Officer or crew member of American merchant vessel engaged in coastwise, inter-coastal, or foreign transportation (including Great Lakes).	The vessel. If an American merchant vessel is located in your area the crew is considered residents of the ship and should be enumerated.
6. Officer or crew member of a merchant vessel engaged in inland waterway transportation	This household
7. College Student	
a. Away at college on census day or here only on vacation	The college area where he is living.
b. Attending college but living in this household while attending school.	This household

Type of Person

Resident of--

- | | |
|--|--|
| 8. Student away attending school below college level such as boarding school at grade-school or high school level (not students at institutional-type schools.) | The school where they live |
| 9. Nurse living in hospital, nurses home, etc. | Hospital, nurses' home |
| *10. Persons working and living away from home. This includes construction workers, linemen, etc. who routinely spend 4 or more nights a week, or extended periods away from home at work sites. | The place where they live while working away from home. |
| 11. Person who has more than 1 home and divides time between them. (Vacation & summer homes are a good example.) | The place where he spends the largest part of the calendar year. |
| 12. Person who has more than 1 home and divides his time equally between them | This household |
| 13. Person who is a skid road type transient with no usual place of residence. | The place they are found at the time of the census. |
| 14. Person who lives in household during the day such as a babysitter or housekeeper but sleeps at their own residence at night and on their days off. | Place where they sleep |
| 15. American citizen abroad: | |
| a. Temporarily on vacation or away in connection with his work | This household |
| b. Employed by U.S. Government with place of duty abroad or member of the family of such a person living with them. | DO NOT COUNT |
| c. Any other American working or living abroad for an extended period of time | DO NOT COUNT |
| 16. Person in institution where people usually stay for long periods of time such as penitentiaries, jails, workhouses, reformatories, convict camps, schools for delinquents; mental institutions; homes for newly or aged; hospitals and asylums for the chronically ill and handicapped; homes for the deaf, blind, or mentally retarded, regardless of length of sentence or stay. | The institution |
| 17. Member of religious order living in a monastery, convent, etc. | The monastery or convent |

Type of Person

Resident of--

- *18. Persons in places which have shifting populations composed mainly of persons with no fixed residence, such as convict camps, railroad camps, highway and other construction camps, and camps for migratory agricultural workers. The camp
19. Citizen of foreign country:
- a. Studying or working in the U.S. or members of family of such person living with him This household
 - b. Temporarily traveling or visiting in the United States NOT TO BE COUNTED
 - c. Living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate Not to be counted. Do not enter these premises.
20. Domestic servants who "live in". Determine if the servant occupies a housing unit separate from the main household. If NO, list with the household members.
- If YES, enumerate as resident of their own household.

*In 1980 the Bureau of the Census provided residents of special "work sites" (such as the North Slope oil fields) with forms that gave each person the option of declaring residence either at the site itself or at another location, considered by the person to be his true place of residency. This procedure represents a departure from the traditional concept of residency, used in previous censuses. For State purposes, use the rules of residency as found in the table, which follows the traditional definitions.

C. Residence as of Official Census Date

The Official census date is usually July 1, but may differ as many special censuses are conducted at other times of the year. All persons living at 12:01 A.M. on the census date must be counted. Babies born after 12:01 A.M. and persons dying before 12:01 A.M. should not be counted. Similarly, persons moving in after that time are not counted as residents, nor are those moving out before that time.

VI. CENSUS PROCEDURES

A. The Interview

Usually a publicity program is prepared prior to enumeration. Such a program should assist you greatly in your contacts with individual residents. Nevertheless, your manner of approach will determine much of your success as an enumerator in obtaining the desired information. It may make the difference between full cooperation of the respondent and absolute refusal to reveal any information.

1. Check the Address First

Before you knock on the door you should check to see if you are enumerating the correct house. If you are, write down the street name and house number in the space provided on the interview schedule and proceed to call on the occupant. If there is any question about the address, check with the residents. If a sign in view reads "No Solicitors Allowed", enumerators should disregard it and attempt to enumerate the household. Enumerators are not solicitors, but temporary employees of local government.

2. The Initial Information Collection

When a competent individual answers your call, immediately introduce yourself and state your business.

Whenever possible, conduct the interview at the door of the occupant's home. Do not enter the dwelling unit, even though you may be invited inside. You may often turn down an invitation to enter the house by saying that "this will just take a minute".

3. Screening

After you have written down the names of the reported inhabitants, inquire about persons who may be away for a short period, but normally live there. In this way you may find people who were forgotten or persons the respondent thought should not be counted.

Next, inquire about each person you have entered on the census schedule to be sure he should be included. If a person has been listed who is not a resident by the census definition--for example--a college student who attends school in another community--draw a line through the name and write the word "VOID" over the name.

Children and infants are sometimes not mentioned because some people may think that the census is interested only in adults. You may have to call this to their attention if they give no children's names, especially if there are indications that children may live in the house.

When you are satisfied you have all the required information about the household, be sure you check to ascertain if others live on the premises. You might ask "Is there anyone else who lives in this building, or on this property?" After you have completed your inquiry, thank the individual for his help and proceed to the next household.

4. Typical Interview

A typical interview is presented below:

1. Introduce self "Hello, I am the census taker for your area".
2. Ask for names of persons usually living there "I need the names of the persons usually residing in this house, starting with the head of the house."
3. Check on persons temporarily away "Is there anyone who usually lives here but is away on a trip or in the hospital?"
4. See if they are bonafide residents "Do all these people usually sleep here at least four nights a week?"
5. Check for children (if appropriate) "Do any children live here?"
6. Inquire about others on property "Does anyone else live in this house or on the property?"
7. Thank informant..... "Thank you for your cooperation."

5. Questions Frequently Asked About the Census

Most people are very willing to give the information required by the census, especially if the census has received good press coverage. Some residents may be hesitant and will ask questions.

A few of the questions frequently asked are shown below with suggested responses.

Question: What is the purpose of this census?

Answer: State government funds for public services are

allocated on the basis of population size. City (borough) officials want to make sure they receive the proper amount of funding.

Question: Who gets this information?

Answer: All information is kept strictly confidential. Only the final tabulation of the total number of persons in the city (borough) is sent to the State of Alaska and the U.S. Bureau of the Census.

Question: Why are the full names required?

Answer: They help to assure that people are not missed or counted twice in the census.

In most cases, simple and brief answers will be sufficient to gain cooperation.

6. The Problem Situation.

If the occupant is still unwilling to provide the information you need, even though you have explained the purpose of the census - do not press the matter. Politely excuse yourself and try to obtain the information from a reliable neighbor. If you cannot obtain the information from a neighbor, report the situation to your supervisor and your supervisor will handle the callback.

B. Callback Procedures

The term "callback" refers to additional calls you may have to make to a house in the event that you are unable to find anyone at home during your canvass. If the needed census information cannot be obtained because the residents of a house are not at home, you are required to fill out a separate callback schedule. Specific instructions on how to fill out a callback schedule are presented in Section VII.C. page 30.

1. Preliminary Information from Neighbors

When you are unable to find someone at home, a good procedure is to return to the last person enumerated who very often can provide the information about persons residing in the next house. You should make every effort to obtain the following information:

- * The names of the residents
- * Place of employment
- * When one or more of the family members are likely to be home
- * Another person on the block or in the area who is likely to know more about the family

Enter all of the information obtained from neighbors on the callback form. This information is valuable in helping to make direct contact with the residents of the house at another time.

If the needed census information can be provided by one neighbor, and verified by a second neighbor, the information can be accepted and further efforts to contact the members of the house who are away are not needed. Generally, neighbors can only provide reliable and acceptable information in a city census when only the names of the city residents by household are required.

2. If the Housing Unit Appears to Have Telephone Service, or has Access to it: Leave a Callback Telephone Notice at the Time of the Initial Canvass.

If you are unable to obtain the needed census information from neighbors, leave one of the callback Telephone Notices that have been provided by your supervisor. An example of the Telephone Notice appears on page 23. Telephone Notices briefly explain the purpose of the census and request a member of the household to contact the census office within 24 hours. When leaving a Telephone Notice, use the following procedure.

- a. Enter the date and all the information needed to identify the housing unit at the bottom of the callback Telephone Notice.
- b. Enter "Telephone Notice", and the date the notice was left on the callback schedule you have filled out on the house.
- c. Hang the Telephone Notice on the doorknob or leave it in a conspicuous place near the door.
- d. Wait at least one full day before you attempt to contact the residents of the house again.
- e. Obtain as much information from the neighbors as possible because the residents may prove to be impossible to contact during the census. If this occurs, the neighbor's information will be used.

OFFICIAL

1981

POPULATION

CENSUS

CITY OF GUSTAVSBERG

I missed you today when I called to talk to you about the 1981 Population Census. We'd like to make sure all persons living in your household are counted so our area will receive the full amount of government funds allocated on the basis of population for public services.

THE INFORMATION IS STRICTLY CONFIDENTIAL

For your convenience, we can take the information by phone.

PLEASE CALL _____

Between the hours of 8 a.m. to 8 p.m.
Monday through Sunday.

When you call, please help us locate you by giving us this information:

DATE _____

ENUMERATION DISTRICT _____

BLOCK _____

HOUSING UNIT NUMBER _____

THANK YOU FOR YOUR HELP.

Census Enumerator

3. Final Disposition of the Callback: Best Information Required

The most accurate census information can only be secured by making direct contact with the residents of each household. Several methods can be used to contact the household residents after the initial canvass if they do not respond to the callback telephone notice. (If a telephone callback was not used, refer to B, C, or D below.)

a. By Phone

Attempt to contact a member of the household at work or at home by phone if sufficient information is available to do so. Clearing a callback by phone is the fastest and least costly method and may be done by office staff.

b. From Recanvass of Household

Revisit the household at a different time of day. If unsuccessful, neighbors who were not at home at the time of the first visit might now be able to provide information which would verify the names of the residents given by another neighbor.

c. Use of Mailback Form

If the residents of a house have proved difficult to contact, and have not responded to a callback Telephone Notice, a Mailback form may be left (see example, Page 25).

Mailback forms are not routinely left because the cost of the postage provided can be prohibitively high.

Your supervisor will advise you as to the best use of mailback forms. These forms are often of value in rural areas where residents do not have ready access to phones.

d. From Recanvass of Neighbors

If all attempts to contact the residents of a house fail, (e.g. callback notice, recanvass of house) information obtained from a neighbor as to the name or number of persons living in the house can be used, even if not verified by a second neighbor. Be cautious if the residents of a house have proved difficult to contact. Often such houses are only held for occasional use and the household members have a usual place of residence elsewhere.

When callbacks are cleared, record the information in the callback schedule in accordance with the instructions in Section VII.C.6.

C. Special Enumeration Procedures

In several cases, special enumeration procedures are required. These procedures are designed to speed up the enumeration, improve the accuracy of the census, and avoid conflicts with the residents of the census area.

1. Group Quarters

Before enumerating any large group quarters facilities that may be found in your assigned territory, notify your supervisor. The supervisor may wish to make the initial contact with the manager or administrative officer. The manager should be asked to furnish a listing of residents. The listing can then be transferred to census schedules.

°Enumerate resident supervisory people or staff and count their living quarters as housing units.

°Persons living in a dormitory within the facility should be enumerated as group quarters population.

2. Large Multi-Unit Structures

Residents in structures containing five or more units may be easily enumerated by contacting the manager for a listing of the residents.

Be careful that the census definition of resident is understood by the manager. Enumerate only those persons physically occupying an apartment. Often "rented" units are not yet occupied, and persons in the process of moving are counted at the housing unit they are leaving.

3. Hotels, Motels, Lodges, YMCA's, Etc.

You should contact the manager or other responsible person since he usually knows who are permanent occupants or transient guests.

°Enumerate resident managers or staff and count their living quarters as housing units.

°Do not count vacant units since they are not intended for permanent occupancy and do not meet the definition of housing unit.

°If over 75% of the units are filled with permanent residents, all vacancies should be counted as vacant units.

4. Mobile Homes, Modular Homes, House Trailers, and Travel Trailers

For the purpose of the census, mobile homes must be identified and counted separately from house trailers. Criteria for distinguishing mobile homes from house trailers are based on

the concept that mobile homes are relatively permanent housing structures in a community compared to house trailers which are temporarily located and can be readily moved.

a. Mobile Homes, Modular Homes

Both occupied and vacant mobile homes should be counted as housing units in a census. For census purposes, a mobile home is a movable living structure intended for permanent occupancy which:

°requires disassembly into two or more units before moving, or

°has a foundation, patio, carport, or other permanent structure attached.

b. House Trailers

Both occupied and vacant house trailers should be counted in a census. A house trailer is a movable living structure intended for permanent occupancy which:

°is a single unit and does not require disassembly to move,

°has its axles and wheels in place, and

°has no foundation, patio, or other type of permanent structures attached.

c. Travel Trailers

Travel trailers should not be counted as housing units. If travel-type trailers are being used as a usual place of residence by one or more persons they should be classified as house trailers. Travel trailers are living quarters intended for temporary occupancy at some site other than the one where it is usually located.

If there is any doubt as to whether a trailer is a house trailer or a travel trailer, owners should be questioned as to whether the trailer is reserved for recreational use or intended for permanent occupancy.

VII. HOW TO FILL OUT A POPULATION CENSUS SCHEDULE

A. Write Clearly and Legibly

This section of the Manual is designed to instruct you how to fill out columns 1-8 on the Census Schedule. It is extremely important that you write every word and figure neatly and clearly. Check each line on the schedule for completeness, legibility, and accuracy.

B. How to Fill Out Basic Items

Before you begin enumerating, make certain that you have filled in the items in the upper right hand corner of the schedule. Pages should be numbered consecutively within each block. Every time you start a new block you must begin a new series of schedules and page numbers. Remember to enter the E.D. number, block number, and your initials in the proper space at the top of each page. Only after you have filled out the basic items, can your schedule be used for listing household members.

The next step is to conduct the actual interview. Refer to the Sample Schedules which appear at the end of this Manual for clarification of the paragraphs which follow.

1. Column 1--Street or Road

Opposite each dwelling unit indicated on the schedule, the name of the street should be entered in Column 1. This information is essential, although the dwelling unit may be vacant or the residents may be absent. Be precise in writing the names of streets, avenues, or highways. For example, do not write "Spruce" or "18th" when the proper identification is "Spruce Street", or "18th Avenue". If in a rural area, identify the actual road. Route numbers are not sufficient.

2. Column 2--Address

In the same way, enter the house address in Column 2. In cases where houses, trailers, shacks, etc. do not have numbers, or where a house numbering system does not exist, you should describe the structure so that it can be easily identified and located. For example, you may write: "white shingle, corner house, 5 1/2 mile Glacier Highway".

3. Column 3--Apartment Number

Enter apartment numbers or letters for multi-unit structures in Column 3. If a structure contains two or more unnumbered units, enumerate the units in sequence and assign a number to each unit.

4. Column 4--Housing Unit Sequence Number

Column 4 refers to the sequence number of the housing unit within the block you have identified in the upper right hand corner of the schedule. Housing units, whether occupied, vacant, or to be enumerated on a callback, should be numbered consecutively, beginning with the first housing unit at the northeast corner of the block. If more than one page is required for enumerating a block, the household numbers should continue consecutively through the following pages until the end of the block is reached. Whenever you find

more than one housing unit at the same address, be certain you have assigned the next consecutive housing unit number to it in Column 4.

5. Column 5-- Number of Units in Structure

Some structures contain more than one housing unit (e.g., duplexes, apartment houses). In Column 5, enter the total number of housing units in the same structure as the housing unit you are enumerating. Use one of the following:

1 - single family residence

2 - duplex (2 units)

3 - triplex (3 units)

4 - quadraplex (4 units)

5+ - five or more units

6. Column 6--Mobile Home

Circle "M" in Column 6 if the housing unit is a mobile home. That is, a movable living structure that requires disassembly into two or more units before moving or a house trailer that has its wheels and axles removed, or a foundation, or other permanent structure(s) attached (e.g., carport, patio).

7. Column 7--House Trailer

Circle "T" in Column 7 if the housing unit is a house trailer. That is, a movable living structure which has wheels and axles in place, no foundation or other permanent structures attached.

8. Column 8--Names of Household Members

List the names of household members in Column 8. Use only one line for each person. Enter last names first, followed by first name and middle initial. If a baby is not yet named, use the term "infant". You should not go to a new schedule until each line on the original schedule has an entry. This means that occasionally the names of household members will have to be continued on the following schedule. For such cases, enter the last name of the person on the top line and proceed as usual.

If you have determined a housing unit is vacant, fill in Columns 1 to 7 on the schedule and write the letter "V" in Column 8 where you would enter the name.

C. How to Fill Out a New Schedule for Callbacks

A callback is necessary if you cannot obtain the information about the residents of a housing unit because they are out. It is very important you follow the procedure below.

1. Enter "C" in Column 8 of the original census schedule where the name would go.
2. Take a new (blank) census schedule and write the word "Callback" across the top of the new schedule.
3. Copy the enumeration district number, block number, page number, the address, apartment number (if appropriate), housing unit sequence number, units in structure, and circle "M" or "T" (if appropriate). Do not omit any of these items.
4. Write "Telephone Notice" and enter the date the notice was left, in the center of the schedule. If a Mailback Form is left at a later time, enter "Mailback Form", and the date the form was left.
5. Place the callback schedule in your notebook immediately behind the original schedule.
6. Proceed with your enumeration on the current block, question neighbors as needed to get information about the "callback" house. Note this information on the back of the callback schedule. When the callback is cleared by phone or by a return visit to the house when residents are home or from the mailback form, follow the procedure below:
 - a. Enter all of the census information, including names of residents, on the callback schedule.
 - b. Go back to the original schedule and draw a neat line through the "C" that was entered in Column 8 ("Ø") of the schedule. This will indicate the callback has been cleared.

D. Total Number of Persons

Not more than 25 persons may appear on any one page. Enter the total number of persons enumerated on each page in the space provided at the left hand corner at the bottom of the schedule marked "Persons". Also enter the number of total, occupied and vacant units in the space provided.

Do not forget to write plainly and legibly when filling out the schedules. Be certain that the spelling of every word is correct, and that no essential information has been omitted. Check and edit each schedule very carefully before handing it in.

E. SAMPLE SCHEDULES

SPECIAL POPULATION CENSUS SCHEDULE

STATE DEMOGRAPHER
DEPARTMENT OF LABOR
STATE OF ALASKA

1. E.D. No. _____
2. Block No. _____
3. Page No. _____
4. Enumerator _____

City or Town _____

LINE NO.	1	2	3	4	5	6	7	B NAME OF EACH PERSON WHOSE USUAL PLACE OF ABODE ON THE DATE OF ENUMERATION WAS IN THIS HOUSEHOLD (Enter last Name first)	LINE NO.
	STREET OR ROAD	HOUSE ADDRESS	APT. * NO.	HOUSING UNIT SEQ. NO.	NUMBER OF UNITS IN STRUCTURE	MOBILE HOME	TRAILER		
1						M	T		1
2						M	T		2
3						M	T		3
4						M	T		4
5						M	T		5
6						M	T		6
7						M	T		7
8						M	T		8
9						M	T		9
10						M	T		10
11						M	T		11
12						M	T		12
13						M	T		13
14						M	T		14
15						M	T		15
16						M	T		16
17						M	T		17
18						M	T		18
19						M	T		19
20						M	T		20
21						M	T		21
22						M	T		22
23						M	T		23
24						M	T		24
25						M	T		25

PAGE TOTALS

* Each housing unit in structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.

Persons _____
Total Housing Units _____
Vacant Units _____
Occupied Units _____

SPECIAL POPULATION CENSUS SCHEDULE

STATE DEMOGRAPHER
DEPARTMENT OF LABOR
STATE OF ALASKA

1. E.D. No. 11
2. Block No. 1
3. Page No. 1
4. Enumerator DS

City or Town Gustavusberg

LINE NO.	STREET OR ROAD	HOUSE ADDRESS	APT. NO.	HOUSING UNIT SEQ. NO.	NUMBER OF UNITS IN STRUCTURE	M	T	NAME OF EACH PERSON WHOSE USUAL PLACE OF ABODE ON THE DATE OF ENUMERATION WAS IN THIS HOUSEHOLD <small>(Index Last Name & Age)</small>	LINE NO.	
1	106 Ave. V.E.	1001		1	1	M	T	SMITH, JOHN B.	1	
2						M	T	—, JANE A.	2	
3						M	T	—, ROBERT C.	3	
4						M	T	—, DIANE.	4	
5			1003		2	2	M	T	WRIGHT, HAROLD	5
6							M	T	—, MARY A.	6
7							M	T	ADAMS, CHARLOTTE	7
8			1005		3	2	M	T	DOBY, DON O.	8
9							M	T	—, LISA	9
10							M	T	—, INFANT	10
11		WHITE SHINGLE		4	1	M	T	V	11	
12		1007		5		M	T	ALDER, RICHARD	12	
13	S. E. 124 STREET	3442	1	6	5+	M	T	JACKSON, MARY J.	13	
14				2	7	5+	M	T	BOYSEN, HAL M.	14
15							M	T	—, VIOLETT.	15
16				3	8	5+	M	T	V	16
17				4	9	5+	M	T	ANDERSON, TERBORNE	17
18							M	T	—, JOSEPHINE	18
19							M	T	—, ROBERT T.	19
20							M	T	—, ALAN O.	20
21				5	10	5+	M	T	MAYNARD, TODD M.	21
22							M	T	—, CAROL N.	22
23							M	T	—, MARK T.	23
24							M	T	—, DALE P.	24
25			6	11	5+	M	T	JONES, ALBERT	25	

PAGE TOTAL

Persons 23
Total Housing Units 11
Vacant Units 2
Occupied Units 9

* Each housing unit in structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.

SPECIAL POPULATION CENSUS SCHEDULE

STATE DEMOGRAPHER
DEPARTMENT OF LABOR
STATE OF ALASKA

1. E.O. No. 11
2. Block No. 1
3. Page No. 2
4. Enumerator DS

City or Town Gustavusberg

LINE NO.	STREET OR ROAD	HOUSE ADDRESS	APT. NO.	HOUSING UNIT SEQ. NO.	NUMBER OF UNITS IN STRUCTURE	MOBILE HOME / TRAILER		NAME OF EACH PERSON WHOSE USUAL PLACE OF ABODE ON THE DATE OF ENUMERATION WAS IN THIS HOUSEHOLD (If not Last Name Given)	LINE NO.		
						M	T				
1	173rd St						M	T	JONES, PAMELA	Household members carried from previous page	1
2							M	T	—, VANDER		2
3		3444	12	2			M	T	HARVEY, JOHN D.	3	
4							M	T	—, JEON	4	
5							M	T	—, LOIS P.	5	
6					13	2	M	T	BRADLEY, HERMAN	Father-in-law in basement apartment	6
7		3446	14	1			M	T	♀		Cleared Callback
8		3448	15	1			M	T	TINKER, MARVIN	8	
9							M	T	—, DIANE	9	
10		3450	16				M	○	BRELZE, ALANT	House trailer	10
11							M	T	—, MARIAN		11
12		3452	17	1			M	T	♀ V	Cleared Callback; House verified as vacant	12
13		3454	18	1			M	T	MASON, GLEN		13
14							M	T	—, ARLENE T.	14	
15							M	T	—, ROBO	Family member found to be living away at college	15
16						M	T	—, KARI	16		
17						M	T	—, CLINT	17		
18		6018		19	1	M	T	WALKER, JESSIE L.	18		
19						M	T	—, TRUDY	19		
20						M	T	—, MIRIAM T.	20		
21	108 Ave S.E.	6020		20	1	M	T	RECHIA, LEONARD	21		
22						M	T	—, ANN O.	22		
23						M	T		23		
24						M	T		24		
25						M	T		25		

PAGE TOTAL

Persons 19
Total Housing Units 9
Vacant Units 1
Duplicated Units 8

* Each housing unit in structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.

CALLBACK

SPECIAL POPULATION CENSUS SCHEDULE
STATE DEMOGRAPHIC
DEPARTMENT OF LABOR
STATE OF ALASKA

1. L.O. No. 11
2. Block No. 1
3. Page No. 2
4. Enumerator DS

City or Town Gustavsberg

LINE NO.	STREET OR ROAD	HOUSE ADDRESS	APT. NO.	HOUSING UNIT SEQ. NO.	NUMBER OF UNITS IN STRUCTURE	MOBILE HOME	TRAILER	NAME OF EACH PERSON WHOSE USUAL PLACE OF ABODE ON THE DATE OF ENUMERATION WAS IN THIS HOUSEHOLD (Enter last name first)	LINE NO.
1	S. E. 124 th St.	3446		14	1	M	T	GROSS, MARVIN	1
2						M	T	JANET P.	2
3						M	T	BOUCE, A.	3
4						M	T		4
5						M	T		5
6						M	T		6
7						M	T		7
8						M	T		8
9						M	T		9
10						M	T		10
11						M	T	TELEPHONE NOTICE	11
12						M	T	4/3/76	12
13						M	T		13
14						M	T		14
15						M	T		15
16						M	T		16
17						M	T		17
18						M	T		18
19						M	T		19
20						M	T		20
21						M	T		21
22						M	T		22
23						M	T		23
24						M	T		24
25						M	T		25

PAGE TOTALS
Persons 3
Total Housing Units _____
Vacant Units _____
Occupied Units _____

* Each housing unit in structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box or door.

SPECIAL POPULATION CENSUS SCHEDULE

STATE DEMOGRAPHIC
DEPARTMENT OF LABOR
STATE OF ALASKA

CALLBACK

1. L.O. No. 11
 2. Block No. 1
 3. Page No. 2
 4. Enumerator DS

City or Town Gustavusberg

LINE NO.	STREET OR ROAD	HOUSE ADDRESS	APT. NO.	HOUSING UNIT SEQ. NO.	NUMBER OF UNITS IN STRUCTURE	MOBILE HOME TRAILER	NAME OF EACH PERSON WHOSE USUAL PLACE OF ABODE ON THE DATE OF ENUMERATION WAS IN THIS HOUSEHOLD (Enter last name first)	TYPE NO.
1	S.E. 124 St.	3452		17	1	M T	✓	1
2						M T		2
3						M T		3
4						M T		4
5						M T		5
6						M T		6
7						M T		7
8						M T		8
9						M T		9
10						M T		10
11						M T	TELEPHONE NOTICE 4/3/76	11
12						M T		12
13						M T		13
14						M T		14
15						M T	MAILBACK FORM 4/5/76	15
16						M T		16
17						M T		17
18						M T		18
19						M T		19
20						M T		20
21						M T		21
22						M T		22
23						M T		23
24						M T		24
25						M T		25

Cleared Callback; house verified as vacant

Telephone notice left on first visit

* Each housing unit in structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.

PAGE TOTALS
 Persons _____
 Total Housing Units _____
 Vacant Units _____
 Occupied Units _____

HB 170 -
29.60.020

Introduced: 1/12/82
Referred: Community & Regional
Affairs and Finance

1 IN THE HOUSE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

2 HOUSE BILL NO. 660

3 IN THE LEGISLATURE OF THE STATE OF ALASKA
4 TWELFTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to the determination of population;
7 and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 29.88.015 is amended to read:

(170)
29.60.020

10 Sec. 29.88.015. DETERMINATION OF POPULATION. [(a)] For purposes
11 of AS 29.88.010 -- 29.88.045, the population of a taxing unit shall be
12 determined [ANNUALLY] by using the concept of residence used by the Uni-
13 ted States Bureau of the Census and determined by methods which, in the
14 judgment of the department, are reliable, including any census con-
15 ducted under the direction of, and certified by, the Alaska Department
16 of Labor [THE LATEST FIGURES OF THE UNITED STATES BUREAU OF THE CENSUS
17 OR OTHER POPULATION DATA WHICH, IN THE JUDGMENT OF THE DEPARTMENT, IS
18 RELIABLE.

not in HB 170

19 (b) THE POPULATION OF THE TAXING UNIT INCLUDES THE POPULATION OF
20 ANY MILITARY RESERVATION WHICH IS A PART OF THE TAXING UNIT].

21 * Sec. 2. AS 29.89.060 is amended to read:

(170)
29.60.150

22 Sec. 29.89.060. POPULATION DETERMINATION. For purposes of AS 29.-
23 89.010 -- 29.89.100, population shall be determined by using the concept
24 of residence used by the United States Bureau of the Census an' deter-
25 mined by methods which, in the judgment of the department, are reliable,
26 including any census conducted under the direction of, and certified by,
27 the Alaska Department of Labor [THE LATEST FIGURES OF THE UNITED STATES
28 BUREAU OF THE CENSUS OR OTHER RELIABLE POPULATION DATA, INCLUDING BUT
29 NOT LIMITED TO PUBLIC SCHOOL ENROLLMENT FIGURES, PUBLIC UTILITY CONNec-

not in HB 170

1 TION, REGISTERED VOTERS OR CERTIFIED EMPLOYMENT PAYROLLS}.

2 * Sec. 3. This Act takes effect July 1, 1982.

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