



BOARD OF SUPERVISORS AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: County Executive
Office
Department No.: 053
For Agenda Of: November 6, 2007
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Michael F. Brown, County Executive Officer
Director(s)
Contact Info: David Matson, Deputy Director, Office of Long Range Planning

SUBJECT: 2010 Decennial Census: Local Update to Census Addresses (LUCA)

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence: N/A

Recommended Actions:

Staff recommends that the Board of Supervisors:

1. Authorize staff to participate in the 2010 Local Update of Census Addresses (LUCA) by using local agency information to update data provided by the U.S. Census Bureau.
2. Select the US Census Bureau's Option 1 methodology as the preferred option for use by the County of Santa Barbara in preparing the Local Update to Census Addresses (LUCA) and submit requisite US Census participation forms as attached (Attachments A-C).
3. Assign the project to the Planning and Development Department, Office of Long Range Planning (ORLP) and appoint David Matson, Deputy Director of OLRP to be the U.S.C. Title 13 representative for the LUCA project as required by Federal law. (Attachment D)

Summary Text:

As stipulated by the US Census Bureau, the Board of Supervisors is the decision-making authority with respect to how the County participates in the 2010 Decennial Census. Since the accuracy of the Census has significant implications to local government planning and finance, local jurisdictions are afforded an opportunity to participate in the Local Update of Census Addresses (LUCA). Specifically, local jurisdictions may work the Census Bureau to improve the accuracy of Census Bureau databases by reviewing and revising the official address lists that will be used by Census Bureau canvassers to conduct the fieldwork portion of the 2010 Census.

The address database provided by the Census Bureau to local governments consists of a list of addresses from the 2000 Census calibrated by data from the U.S. Postal Service. The goal of local participation is to allow jurisdictions to improve the accuracy of the Census by incorporating local knowledge into the existing address list. The County of Santa Barbara has several records sources that can be used to validate, update, and enhance the census database. These sources consist of Assessor tax records, Fire Department E-911 emergency response records, consolidated emergency planning data, public works records, as well as agricultural, land use, and zoning records. Since the County routinely collects this information, it is considered more up to date than the US Census database.

To facilitate the LUCA, the Census Bureau is providing three participation options to local governments. All three options allow jurisdictions to receive and review the Census address count list, census maps, and feedback materials. Options 1 and 2 require local governments assign a local representative to be responsible for ensuring accountability for the materials provided by the Census Department and that these documents are secured for confidentiality purposes pursuant to U.S.C. Title 13. While the County has the option to select any one of the options below, as discussed above, each one is tailored to meet the specific needs of three types of local government: counties, large cities, and small cities:

- *Option 1: Counties with both urban and rural addresses.* Option 1 provides the County with the census address list and allows the County to review and make updates to either the addresses (best for urban areas), or to update the total count of addresses within each census block (best for rural areas). This option also provides an appeal process to resolve any discrepancies between the local and Federal data after the Census has taken place. Designation of a Title 13 representative is required to ensure that the Federal data is kept confidential.
- *Option 2: Large cities with little to no rural areas.* Option 2, if chosen, would facilitate local review the Census address list, but requires the jurisdiction to submit a locally derived address list. Option 2 **does not** provide a mechanism to update the address list or to challenge the count of addresses for rural Census blocks. This option also allows an appeal to any Census discrepancies. Designation of a Title 13 representative is required to ensure that the Federal data is kept confidential.
- *Option 3: Small to medium size cities, or jurisdictions without staff resources or time to prepare the update.* Option 3 provides the jurisdiction with a non-confidential census address list for review, but requires the jurisdiction to submit a locally derived address list. Option 2 **does not** provide an opportunity to change the census list, challenge the count of addresses in census blocks, or allow an appeal to any discrepancies in the Census. Designation of a Title 13 representative is not required.

Of the three options, only Option 1 provides the County with an opportunity to minimize the chance of a demographic undercount during the Census. The County would be allowed to review and revise both the federal Census address lists for developed areas and address counts for undeveloped areas in unincorporated Santa Barbara County prior to use by Census canvassers. A project charter is attached (Attachment E) to describe the scope of work and task assignments necessary to implement staff's recommendations.

Background:

The LUCA is a Decennial Census partnership program that allows designated representatives of local governments to review and update the Census Bureau's address list used to deliver questionnaires and for Census fieldwork. The LUCA was established by the Census Address List Improvement Act of 1994 (Public Law 103-430) to allow the Census Bureau to benefit from the local knowledge used to update the address list.

Title 13, of the United States Code (U.S.C.) requires the confidential treatment of census-related information. Specifically, Title 13 requires that information provided to local jurisdictions by the Census Bureau not be

released, published or used for any purpose other than the statistical purposes for which it is created. Participating jurisdictions choosing to receive confidential Census Bureau information are required, by law to designate a Title 13 representative.

There are short and long term benefits of participating in the 2010 Census LUCA update. In the short term, the LUCA project provides an opportunity for the County to coordinate cross-departmentally for the purpose of minimizing the potential for errors during the 2010 Census and to improve the utility of address data collected countywide. Long term, the population counts that result from the Census will be used to determine the local allocation of seats to the California legislature, the U.S. House of Representatives and local entitlement to a number of future State and Federal funding sources. The implications of a Census undercount primarily affect access to funding, since federal and State contributions to local health and welfare, transportation, education, and public safety programs are established using demographic information from the Census. Based on fiscal year 2005 – 2006 information, Census derived program funding averaged to an estimated \$153.11 per person annually for unincorporated counties of California.

The California Department of Finance (DOF) also uses Census data to prepare population and housing projections and estimates of household size throughout California. These projections are used by the State Department of Housing and Community Development (HCD) to prepare its Regional Housing Needs Allocation (RHNA) in accordance with State housing law. If the Census undercounts the population in Santa Barbara County, federal and State programs will understate local funding needs, while the regional growth forecast and RHNA will overstate the unincorporated County's capacity for additional population and housing growth.

An accurate Census will also help inform County departments and the Executive Office as they work to identify and respond to land use and public service trends related to population, housing, transportation, public safety, education, health and social programs. Accurate data also empowers County Departments to develop more effective, efficient work plans and service delivery budgets.

The LUCA has a Class 6 categorical exemption from review under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15306 (basic data collection).

Performance Measure:

Performance measures will be crafted to isolate divisional service delivery improvement opportunities as well as efforts to increase the accuracy and utility of countywide residential addresses and other population-specific databases.

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis: The LUCA project will use existing fiscal and staffing resources. No additional funds or FTE are being requested at this time.

Federal				
Fees				
Other:				
Total	\$	-	\$	-

Staffing Impacts:

Legal Positions:

N/A

FTEs:

N/A

Special Instructions:

1. Should the Board approve staff's recommendations, the Board Chair should complete the forms contained in Attachments A-D and the said executed forms should be transmitted to David Matson in the Planning and Development Department, Office of Long Range Planning for submission to the U.S Census Bureau.

Attachments:

[All attachments to be docketed with Board letter on November 6, 2007]

- A. Form D-1668: Registration Form
- B. Form D1670: Participation Option/Product Preference
- C. Form D-1676: Self Assessment Checklist for the Confidentiality and Security Guidelines
- D. Form D-1669: Title 13 Confidentiality Agreement
- E. 2010 Decennial Census LUCA Project Charter

Authored by:

David Matson, Deputy Director, Long Range Planning, 568-2068

cc:

John Baker, Director, Planning and Development
John McInnes, Director, Long Range Planning
OLRP Chron file.

FORM **D-1668**
(6-12-2007)U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ENTITY ID

[entity ID]

REGISTRATION FORM
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM
2010 Decennial Census**Please complete this form and return it to your U.S. Census Bureau Regional Office.****A. PARTICIPATION INFORMATION**

1. ☒ YES! Our government would like to participate in the 2010 Decennial Census LUCA Program.
2. ☐ NO, we are not able to participate. *Please mark (X) all that apply below.*
- | | |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| a. <input type="checkbox"/> Insufficient staff | f. <input type="checkbox"/> Restrictions on the use of the Census Bureau's address list for other purposes |
| b. <input type="checkbox"/> Lack of funds | g. <input type="checkbox"/> Other reason – <i>Specify (Please print)</i> <input type="checkbox"/> |
| c. <input type="checkbox"/> No time/Too busy | |
| d. <input type="checkbox"/> No local address list available | |
| e. <input type="checkbox"/> Concerns about the security and confidentiality of the Census Bureau's address list | |

We rely on your comments to help us improve future LUCA programs.**B. HIGHEST ELECTED/APPOINTED OFFICIAL MAKING THIS COMMITMENT –**
Please print

1. Name of participating government

County of Santa Barbara

2. Printed name of Highest Elected/Appointed Official – *First, middle initial, last*

Honorable Brooks Firestone

3. Signature – *First, middle initial, last*4. Position – *Governor, Commissioner, Mayor, Supervisor, etc.*

Chairman, Board of Supervisors

5. Telephone

Area code Number

805 – 568 – 2192

6. E-mail address

bfirestone@co.santa-barbars.ca.us

7. Date

Month Day Year

10 24 2007

C. LIAISON INFORMATION**Please designate your official 2010 Decennial Census LUCA Program liaison (work contact) by providing the following information. Please print.**1. Name – *First, middle initial, last*

David Matson

2. Position – *Director, Assessor, Planner, etc.*

Deputy Director

3. Department, Organization, or Agency name

Office of Long Range Planning

4. Mailing address

Number and street name

30 East Figueroa, 2nd Floor

City

Santa Barbara

State

CA

ZIP Code

93101

5. Delivery address*

Number and street name

30 East Figueroa, 2nd Floor

City

Santa Barbara

State

CA

ZIP Code

93101

***The Census Bureau will ship all materials via FedEx.**
FedEx will not deliver to PO Box numbers or PO ZIP Codes.

FORM **D-1670**
(6-12-2007)U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ENTITY ID

[entity ID]

**PARTICIPATION OPTION/PRODUCT PREFERENCE
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM
2010 Decennial Census****1. Government name – Please Print**

County of Santa Barbara

Telephone number

Area code

Number

805 – 568 – 2068

**2. Delivery
address***

Number and street name

30 East Figueroa, 2nd Floor

City

Santa Barbara

State

CA

ZIP Code

93101

The MAF/TIGER Partnership Software (MTPS) application combines the Census Bureau's Address List (option 1 and option 2), Address Count List, and shapefile into a GIS software package.

If you have 6000 or more addresses, you can receive the Address List and Address Count List in computer-readable format only. Computer-readable versions of the lists are available on CD-ROM.

The paper printout of the Address List contains six (6) addresses per page; the Address Count List contains 50 census blocks per page.

Please mark (X) one participation option, then select a media choice for that participation option.

☒ **OPTION 1 Title 13 Full Address List Review**

Signed Confidentiality Agreement Form required by law.

Media Choice – Mark (X) one.

- ☒ **MTPS application** – Computer-readable Address List, Address Count List, and shapefiles
- ☐ **All computer-readable** – Address List, Address Count List, and shapefiles on CD-ROM
- ☐ **All paper** – Address List, Address Count List, and paper maps – Mark (X) only **one** address list sort.
- ☐ Census Tract#/Block#/Street Name/House#/Unit# (default sort)
- ☐ Street Name/House#/Unit# (alphanumeric sort)
- ☐ **Combination A** – Computer-readable Address List and Address Count List on CD-ROM and paper maps
- ☐ **Combination B** – Paper Address List and paper Address Count List; and shapefiles on CD-ROM
- Mark (X) only one address list sort.*
- ☐ Census Tract#/Block#/Street Name/House#/Unit# (default sort)
- ☐ Street Name/House#/Unit# (alphanumeric sort)

☐ **OPTION 2 Title 13 Local Address List Submission**

Signed Confidentiality Agreement Form required by law.

Media Choice – Mark (X) one.

- ☐ **MTPS application** – Computer-readable Address List, Address Count List, and shapefiles
- ☐ **All computer-readable** – Address List, Address Count List, and shapefiles on CD-ROM
- ☐ **Combination** – Computer-readable Address List and Address Count List on CD-ROM and paper maps

☐ **OPTION 3 Non-Title 13 Local Address List Submission**

Confidentiality Agreement is not required.

Media Choice – Mark (X) one.

- ☐ **MTPS application** – Computer-readable Address Count List and shapefiles
- ☐ **All computer-readable** – Address Count List and shapefiles on CD-ROM
- ☐ **Combination** – Computer-readable Address Count List on CD-ROM and paper maps

***The Census Bureau will ship all materials via FedEx.
FedEx will not deliver to PO ZIP Codes.**

FORM **D-1676**
(6-12-2007)U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ENTITY ID

[entity ID]

**SELF-ASSESSMENT CHECKLIST FOR THE CONFIDENTIALITY
AND SECURITY GUIDELINES**
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM
2010 Decennial Census**Instructions**

Please review the *Confidentiality and Security Guidelines* then check the appropriate response on this form. If you select LUCA Participation Option 1 or Option 2, **sign and return** this form together with your completed 2010 Decennial Census LUCA Registration form, Participation Option/Product Preference form, and signed Confidentiality Agreement form in the enclosed, postage-paid envelope.

Each LUCA liaison is responsible for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, United States Code (U.S.C.). This includes any list or file that shows individual Census Bureau addresses and any map that shows structure points (*Structure points will be displayed on the address list and maps, where applicable, for the Feedback phase of the program*) for dwellings. The liaison must restrict access to the Census Bureau's address information to only those individuals who have signed the Confidentiality Agreement. **All individuals directly involved in reviewing the materials for the 2010 Decennial Census LUCA Program and anyone with access to Title 13 materials must sign the Confidentiality Agreement making a permanent commitment to protect the confidentiality of Title 13 information. You must be at least 18 years of age to sign the Confidentiality Agreement.**

Protecting Census Bureau Address Information and Maps

Keep all Census Bureau address information and maps showing structure location points (*structure points provided for Feedback phase only*) in a locked-room during nonwork hours. During work hours, do not leave a room unattended where Census Bureau address information and maps are being reviewed. Additionally, do not leave Census Bureau address information and maps unattended at your desk.

Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA program liaisons, reviewers and anyone with access to Title 13 materials. The automated data processing (ADP) system must restrict the read, write, delete, and execute functions applicable to the Census Bureau's addresses. If Census Bureau address information is placed on a shared computer system, create electronic security profiles to allow access only to LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials. Lock all rooms with computers that contain Census Bureau address information and all associated media during nonwork hours.

Mark (X) the appropriate response.

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1. Will you store Title 13 materials including the paper address list, CD-ROM/DVD containing the address list, and/or paper or digital maps containing structure points (structure points provided for Feedback phase only) in a secure location? | 1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> No |
| 2. If staff members, other than those who signed the Confidentiality Agreement, have access to the offices, cabinets, etc. where the Census Bureau's address list and/or maps with structure points (structure points provided for Feedback phase only) are stored, will you secure the Title 13 materials (both paper and electronic) to prevent unauthorized staff from accessing these materials? | 1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> No |
| 3. If Census Bureau Title 13 address information is placed on a shared computer system, will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement access to the Census Bureau's address information? | 1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> No |
| 4. Will you ensure that your ADP system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 address list file only to those who signed the Confidentiality Agreement? | 1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> No |
| 5. Will you assign an encrypted, unique user-ID and password for each LUCA Program liaison, reviewer, and anyone with access to Title 13 materials? | 1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> No |
| 6. Will you keep Title 13 data separate from your other data?
(Title 13 data cannot be backed-up, mixed with, or stored with other data.) | 1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> No |

On-site visits

To ensure that participating governments or organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your organization's security procedures. The Census Bureau will strive not to disrupt your office's operations.

Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title 13 materials?

Mark (X) the appropriate response.

- 1 ☒ Yes
2 ☐ No

Environmental or Natural Disasters

Do you have a plan to keep Title 13 materials secure in the event of an actual environmental or natural disaster (fire, tornado)?

- 1 ☒ Yes
2 ☐ No

Return or Destruction of Confidential Census Materials

Once the LUCA Program is over (at the conclusion of the appeals process), the LUCA liaison must return or destroy all remaining Title 13 materials according to the Census Bureau's specific guidelines for returning or destroying confidential material. The Census Bureau requires that the liaison verify that the participating government has returned or destroyed all Title 13 Census Bureau address information by signing and returning the "Return or Destruction of Title 13, U.S.C. Materials" form to the Census Bureau.

Mark (X) the appropriate response.

1. Will you clear all magnetic media (tapes, disks, hard drives) containing Census Bureau Title 13 address information before reuse?

- 1 ☒ Yes
2 ☐ No

2. Will you destroy all paper and electronic Census Bureau Title 13 address lists and maps containing structure location points (Feedback phase only) through approved destruction methods as outlined in the Confidentiality and Security Guidelines or return these Title 13 materials to your Census Bureau Regional Office?

- 1 ☒ Yes
2 ☐ No

LUCA LIAISON INFORMATION

If your government can meet the above requirements, the LUCA liaison must print and sign his/her name, job title, telephone number, and enter the date below.

Name of LUCA Liaison – *Please print*

David Matson

Signature of LUCA Liaison

Date

Month Day Year
10 24 2007

Title

Deputy Director, Office of Long Range Planning

Telephone

Area code Number
805 568 2068

FORM D-1669 (6-12-2007)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID [entity ID]
CONFIDENTIALITY AGREEMENT LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census		
PLEASE PRINT		
1. Government name County of Santa Barbara		
2. Name of LUCA Liaison's Office or Department (Assessor's Office, Planning Department, etc.) David Matson, Office of Long Range Planning		
3. Address (House number and street name, RR, HC, or PO box number) 30 East Figueroa, 2nd Floor		
4. City, State, ZIP Code Santa Barbara, CA 93101		
Responsibilities for Participating in the 2010 Decennial Census LUCA Program All 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must agree to keep confidential the U.S. Census Bureau address information (including map structure points provided for feedback) they review or to which they have access. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. All individuals who will be reviewing Census Bureau addresses or have access to Title 13 materials must sign below to indicate they have read and understand the Census Bureau's results regarding restrictions related to confidential information. By signing this agreement, your government agrees to return or destroy all Title 13, Census Bureau confidential materials to the Census Bureau after the LUCA Program appeals process is complete. In addition, those who sign the agreement indicate that they understand the penalty for disclosing information about addresses or individuals obtained by the Census Bureau, including maps that contain structure points showing the location of housing units or group quarters is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.		
Liaison's name and telephone number		
Printed name David Matson	Area code 805	Telephone number 568 - 2068
Signature _____	Date Month Day Year 10 23 2007	City _____
		State _____
		ZIP Code _____
Reviewer(s)/Person(s) with access to Title 13 materials name(s) and telephone number(s)		
Your address – Please print (If different from above)		
Printed name Bret McNulty	Area code 805	Telephone number 884 - 8060
Signature _____	Date Month Day Year 10 23 2007	City _____
		State _____
		ZIP Code _____
Printed name Zacharias Hunt	Area code 805	Telephone number 568 - 3038
Signature _____	Date Month Day Year 10 23 2007	City _____
		State _____
		ZIP Code _____
Printed name _____	Area code _____	Telephone number _____ - _____
Signature _____	Date Month Day Year _____	City _____
		State _____
		ZIP Code _____
Printed name _____	Area code _____	Telephone number _____ - _____
Signature _____	Date Month Day Year _____	City _____
		State _____
		ZIP Code _____



DRAFT PROJECT CHARTER

2010 Decennial Census: Local Update to Census Addresses

1. Project Goal

The primary goal of the County's participation in the 2010 Census: Local Update to Census Addresses (LUCA) is to minimize the chance of a demographic undercount during the Census by reviewing and revising both the federal Census address lists for developed areas and address counts for undeveloped areas in unincorporated Santa Barbara County prior to their use by Census canvassers.

2. Project Overview

Since the accuracy of the Census has significant implications to local government planning and finance, local jurisdictions are afforded an opportunity to participate in the Local Update of Census Addresses (LUCA). Specifically, local jurisdictions may work the Census Bureau to improve the accuracy of Census Bureau databases by reviewing and revising the official address lists that will be used by Census Bureau canvassers to conduct the fieldwork portion of the 2010 Census.

There are short and long term benefits of participating in the 2010 Census LUCA update. In the short term, the LUCA project provides an opportunity for the County to coordinate cross-departmentally for the purpose of minimizing the potential for errors during the 2010 Census and to improve the utility of address data collected countywide. Long term, the population counts that result from the Census will be used to determine the local allocation of seats to the California legislature, the U.S. House of Representatives, and local entitlement to a number of future State and Federal funding sources. The implications of a Census undercount primarily affect access to funding, since federal and State contributions to local health and welfare, transportation, education, and public safety programs are established using demographic information from the Census. Based on fiscal year 2005 – 2006 information, Census derived program funding averaged to an estimated \$153.11 per person annually for unincorporated counties of California.

The California Department of Finance (DOF) also uses Census data to prepare population and housing projections and estimates of household size throughout California. These projections are used by the State Department of Housing and Community Development (HCD) to prepare its Regional Housing Needs Allocation (RNHA) in accordance with State housing law. If the Census undercounts the population in Santa Barbara County, federal and State programs will understate local funding needs,

while the regional growth forecast and RHNA will overstate the unincorporated County's capacity for additional population and housing growth.

An accurate Census will also help inform County departments and the Executive Office as they work to identify and respond to land use and public service trends related to population, housing, transportation, public safety, education, health and social programs. Accurate data also empowers County Departments to develop more effective, efficient work plans and service delivery budgets.

The LUCA has a Class 6 categorical exemption from review under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15306 (basic data collection).

3. Scope, Approach and Data Sources

The ability to provide a timely and accurate review of the census addresses for both developed and undeveloped areas in the unincorporated county depends on successful interdepartmental coordination and data sharing. The five (5) main project tasks encompass: 1) selection of a project team comprised of representatives from participating County departments responsible for data used to perform the LUCA; 2) a comparison of County data sources to identify and compile the most accurate information for comparison with Census data; 3) a coordinated review and updating to the census address list; 4) Census review: 4a) the optional task of filing an appeal if necessary to ensure consistent application of County validated data and topical expertise; and 5) a final project summary report to the Planning Commission and the Board of Supervisors.

The project team will include representative from County departments familiar with the data sources necessary to maximize the benefits of participation in the LUCA:

- **County Assessor**
 - Tax Roles provide address information associated with a parcel referred to as situs
 - Assessor Parcel Maps provide geospatial representations of individual parcels organized by book, page, block, and parcel and referenced by parcel number
 - Williamson Act Land records account for land under agricultural preservation contracts
- **County Surveyor**
 - Records of survey
- **Fire Department**
 - E- 911 emergency response address records
- **Public Works**
 - Address and parcel information associated with County roads and infrastructure
- **Planning and Development**
 - Zoning and permit data - Accela, GIS records of permitting and land use
 - Hard copy permit files - May be used to calibrate incomplete information
- **Agricultural Commissioners Office**
 - Permit data associated with agricultural use and Williamson Act lands
- **Social Services**
 - Records of previous census work and historic data compatibility issues

Other data sources and information identified and deemed relevant by the project team will also be included.

The final report will summarize the work completed and detail the improvements made to the accuracy of the Census Bureau address database, an assessment of interdepartmental coordination effort, a summary of appeal process, and status of the Census update. The secondary purpose of the final report will be to memorialize the 2010 LUCA to provide a step-by-step assessment of the LUCA project that can inform the choices of future project teams working on the Census, or similar collaborative projects.

Participation and Briefing of Elected and Appointed Officials

The Board of Supervisors will initiate the project, provide direction to staff regarding participation in the LUCA. Upon completion of the LUCA project, a summary presentation will be made to the Planning Commission as well as to the Board of Supervisors.

Project Communications Summary:

- Internal
 - Project initiation meeting
 - Project team meetings
 - Interdepartmental coordination meetings (as necessary)
 - Executive team meetings
 - Project reporting, periodically as appropriate
- External
 - Planning Commission final project presentation by staff
 - Board of Supervisors final project presentation by staff

4. Assumptions

- The County is only responsible for submitting its corrections to the Census address lists and updating the Boundary Line and Annexation Maps.
- The accuracy of the Census is ultimately the responsibility of the Census Bureau.

5. Project Exclusions

This project is limited to an assessment of the accuracy of the address lists used by the Census to canvass developed and undeveloped areas in the unincorporated County.

6. Project Risk /Constraints

The following project risks/constraints are anticipated:

- The County will not control the final use of the LUCA field survey. The Census Bureau will ultimately control the final dataset content after submittal of corrections by the County.
- The outcome of any appeal submitted by the County is uncertain.
- The County's data used to compile the LUCA address file may be reported in different formats and contexts. These inconsistencies, and efforts to reconcile inconsistencies, will be addressed by the project team and clearly explained in the final report.

7. Project Responsibilities, Outcome and Deliverables

Roles and Responsibilities

The Office of Long Range Planning will oversee the LUCA project. David Matson will serve as the project manager and as the County's Title 13 representative for the duration of the LUCA project and be responsible for identifying, assigning, and coordinating tasks among the project team. He will oversee project planning and the process for selecting the final datasets that will be included in the address list submitted by the County to the Census Bureau, which will ultimately be used to perform the LUCA.

Project staff will review the Census Bureau provided list and will conduct the LUCA using the additional address data selected by the project team, project manager, and CEO. Project staff will provide regular updates to the Executive team and a LUCA briefing presentation to the Planning Commission and Board of Supervisors upon completion of the project.

Project staff will create an informational Census website that will provide the public with basic information regarding the LUCA. The site will eventually serve to provide a demographic profile of the county using Census reports.

Outcome and Deliverables

Deliverables:

- *A final LUCA database delivered to the Census Bureau*

The final database will correctly account for addresses for all known developed and undeveloped parcels in the unincorporated county. This database will be used for comparison to Census results and provide the basis for any challenge to Census counts made by the County. Ultimately, the data will be used to inform budget and public service planning activity throughout Santa Barbara County.

- *A final LUCA project report and accompanying briefings to the Planning Commission and Board of Supervisors.*

The project briefing to the Planning Commission and Board of Supervisors will include a summary of the project process and its outcomes, as documented in the final LUCA project report. The briefing will include: An assessment of the accuracy of the final LUCA data; a summary of documented issues related to the Census as identified during the preparation of the LUCA; an assessment of County interdepartmental cooperation on the project; and an identification of opportunities to further improve departmental data-sharing practices as a result of information learned from the LUCA project.

8. Project Team

Team Member	Department	Phone
Executive Team		
Mike Brown	County Executive Office, Chief Executive Officer	568-3404
John Baker	Planning and Development, Director	568-2085
John McInnes	Office of Long Range Planning, Director	568-3552

Project Manager		
David Matson	Office of Long Range Planning, Deputy Director	568-2068
Project Staff		
Bret McNulty	Office of Long Range Planning, Senior Planner	568-8060
Kimberly Cover	Office of Long Range Planning, Associate Planner	568-6836
Department Representatives		
Jim McClure	Assessor Office, Clerk-Recorder	568-2574
Mike Emmons	Public Works, County Surveyor	568-3012
Bill Gillette	Agricultural Commissioner	681-5600
Zac Hunt	County Executive Office	568-3038
Freya Shultz	Social Services	696-8972
Chris Hahn	Fire Department	
Technical Assistance		
Mark Bright	Planning & Development Mapping Chief	568-2088
Bill Wayson	Planning and Development	568-2083
Shirley Moore	Child Support Services	568-2329
Census Contacts		
Timothy McMonagle	U.S. Census Bureau, Geographer,	800-796-3748
John Kennedy	U.S. Census Bureau, Mapping	866-511-5822
John Moore	U.S. Census Bureau, LUCA	866-511-5822

Information Resources	Role (Type of Data)	Estimated Timing
See Section 3:Above	LUCA using department data sets	October 2007, to March 2008
P&D Mapping	Geo-referenced county data (Assessor, P&D, Permits) and comparative cartography	October 2007, to March 2008, September 2009, to Jan 2010

9. Project Budget, Funding Source & Resource Summary

Fiscal Year	Budget	Funding
2007 to 2008	Est. \$64,850.00	General Fund
	Staff hours: 600 (FY07-08), 1,345 over project life	

The project will advance using in-kind service. No additional staff or finds are required to complete the LUCA project.

10. Project Schedule

Date	Task
November 6, 2007	<ul style="list-style-type: none"> Board of Supervisors project initiation and charter adoption by CEO. Assignment of Project Manager and formation of project team.
November 19, 2007	<ul style="list-style-type: none"> Deadline for decision to participate in LUCA Deliver LUCA forms to Census Bureau
November 14, 2007, through March 18, 2008*	<ul style="list-style-type: none"> Project team meeting to assign data gathering tasks: November 14, 2007 Project team meeting and determination of data use December 5, 2007 Finalize address data used for LUCA: December 13, 2007. Conduct LUCA: December 14, 2007, through February 7, 2008 Final Project team review of LUCA: February 7, 2008 - February 28, 2008 Deadline for Submission of LUCA to Census: March 28, 2008
February 1, 2008*, through October 31, 2008	<ul style="list-style-type: none"> Census Review of County LUCA submission
November 1, 2008, through June 6, 2008	<ul style="list-style-type: none"> Census Bureau conducts 100% Address Canvassing (field check) Operation to update address list and validate County LUCA submission.
August 2009, through October 2009	<ul style="list-style-type: none"> Census Bureau provides feedback showing how LUCA was processed.
September 2009, through December 2009*	<ul style="list-style-type: none"> County LUCA appeal period.*
September 2009, through January 2010*	<ul style="list-style-type: none"> Independent Adjudication of Appeals.*

* = overlapping tasks

See attached string budget and timeline for additional detail.

11. Reporting – Communications

Meeting/Report	Frequency	Coordinator	Content
Internal			
Project Team meetings	Monthly	Project Mgr.	Project Status, task assignments, and decision making, document process, report process
Executive Team Meetings	As needed	Project Mgr.	Project Status, Progress/Timeline, Risk Status, Budget vs. Actual
Project Reporting Update	Monthly	Project Mgr.	Update schedule, financials, and journal entries.
Project Reporting Mtg.	As needed	Project Mgr.	Project Status, Issue Summary, Timeline, Budget vs. Actual
Public			
Web Page	Continuously updated throughout project.	Staff	Schedule, scope, final report
PC Briefing	End of LUCA	Staff	Brief PC on LUCA outcome
BOS Briefing	End of LUCA	Staff	Present BOS with LUCA outcome

12. Agreement

Accepted and agreed

Mike Brown

Date

John Baker

Date

John McInnes

Date

David Matson

Date