

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: May 15, 2019

SUBJECT: Contact Designation for the Annual NC Demographic Information Survey (NCDS)

PRESENTER: Autumn Radcliff, Planning Director

ATTACHMENTS: 1. May 3rd Letter from State

SUMMARY OF REQUEST:

The County is asked to participate in the annual North Carolina Demographic Survey (NCDS) which provides preliminary populations estimates for the County. This information is used by the NC Department of Transportation (NCDOT) and Office of State Budget Management (OSBM) to determine revenue distribution. This survey platform was implemented in the last two years. Since that time, Henderson County has participated in the survey. Curtis Griffin, Property Addressing Coordinator, has served as the point of contact for this survey as well as the BAS (Boundary and Annexation Survey) and for the 2020 Census. The County is asked to re-designate the contact by May 24th for this year's survey.

BOARD ACTION REQUESTED:

Board action is required to designate a contact. A suggested motion is provided.

Suggested Motion:

I move that the Board of Commissioners designate Curtis Griffin, Property Addressing Coordinator as the County's contact for the annual NC Demographic Survey (NCDS).



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

May 3, 2019

To: Municipal/ County Officials

From: Mike Cline
State Demographer

Subject: Annual Municipal/County Surveys and Preliminary Estimates

Two years ago, the North Carolina Office of State Budget and Management transitioned to an online platform to collect information regarding annexation changes, group quarters population, and new residential construction from municipalities and counties. The information you provide through the North Carolina Demographic Information Survey (NCDS - <https://ncds.osbm.nc.gov/>) is a crucial component to the population estimates and projections prepared by the State Demographer annually. The annual municipal and county population estimates are used by the NC Department of Revenue to determine the equitable distributions of state-shared revenues, and by the NC Department of Transportation to allocate Powell Bill funds, among other things.

We are continuing to refine the online platform, and this year we are adding a component that will allow you to review the preliminary population estimates electronically when they are completed at the end of August. Since there will be no mail delays, this will allow you more time to review and comment on the preliminary population estimates before they are certified on September 15th.

To ensure online access to your preliminary population estimate, please complete and return the enclosed form by **May 24, 2019**. The form asks you to confirm your point of contact for completing the NCDS, as well as state the point of contact for reviewing the preliminary population estimates. You can choose to designate the same person for both roles if you wish. In addition, please correct any address information listed.

At the end of June, we will send e-mail instructions for completing the NCDS to the point of contact designated for the survey. If this person has completed the survey before, they will be able to login and complete the survey as in years past. New designees will be given instructions on creating a username and password prior to completing the survey. The survey must be completed by **July 19, 2019**.

At the end of August, we will e-mail login instructions to the review point of contact so they can review and comment on the preliminary population estimates. All comments must be received by **September 10, 2019**.

We have designed the online survey tool to make it easier for you to provide the information we need for our population estimates. However, we are aware that in some cases responding electronically may be difficult. We will accommodate those municipalities/counties that show hardship in completing the online surveys.

If you have any questions regarding the online survey, or about our population estimates and projections program in general, please contact me at michael.cline@osbm.nc.gov or 919-807-4756.

Points of Contact Designation Form

Instructions

The person listed below is currently designated as your municipality/county’s point of contact for the North Carolina Demographic information Survey (NCDS). Please confirm this designation and/or update the contact and address information. In addition, please indicate your designation for the person who will review the preliminary estimates (this can be the same person).

Please return this form **signed by the highest elected official by May 24, 2019** to state.demographer@osbm.nc.gov or:

Dr. Mike Cline
 State Demographer
 NC Office of State Budget and Management
 20320 Mail Service Center
 Raleigh, NC 27699-0320

Point of contact designation for annual North Carolina Demographic information Survey (NCDS)

Point of contact designation for preliminary population estimates review

Current Contact information:

Current Contact information:

(please correct information if necessary)

(please correct information if necessary)

Name: **Curtis Griffin**

Name: **Curtis Griffin**

Mailing Address: **100 N King Street
 Hendersonville, NC 28792**

Mailing Address: **100 N King Street
 Hendersonville, NC 28792**

Email: **cgriffin@hendersoncountync.gov**

Email: **cgriffin@hendersoncountync.gov**

Phone: **(828)694-6517**

Phone: **(828)694-6517**

I formally designate the person **above** as my government’s point of contact and acknowledge this person will complete the State Demographer’s annual survey on my behalf.

I formally designate the person **above** as my government’s point of contact to review the preliminary population estimates on my behalf.

I formally designate the person **below** as my government’s point of contact and acknowledge this person will complete the State Demographer’s annual survey on my behalf.

I formally designate the person **below** as my government’s point of contact to review the preliminary population estimates on my behalf.

Name: _____

Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Municipality/County: Henderson County

Highest Elected Official: Print name: _____

Signature: _____ Date: _____