

**Conventions for Producing Sub-County Population Estimates /
Utah Population Estimates Committee
November 23, 1999**

The Utah Code specifies that U.S. Bureau of the Census population estimates shall be used in the funding formulas for B and C Road Funds (UCA 72-2-108) and Local Sales and Use Tax (UCA 59-12-205). In situations where a Bureau of the Census estimate is not available--such as the incorporation of a new municipality or an annexation that includes significant additional population -- then the Utah Population Estimates Committee (UPEC) prepares an estimate.

The Committee follows these practices when producing sub-county population estimates:

1. UPEC will prepare a population estimate at the sub-county level when a new municipality is incorporated or when a municipality annexes an area which includes significant additional population. The determination of significance will be made on a case-by-case basis.
2. The municipality for which the estimate is being prepared will provide: 1) a letter to the UPEC chairperson requesting an estimate and describing the extent of local information available; 2) the name and phone number of a contact person; 3) the petition for incorporation and/or related materials; and 4) a map of the area's boundaries.
3. UPEC will generally begin with an estimate for the area based on the most recent decennial census by reviewing census tract and block data. The available local data will be used to update the census-year estimate. Methods that UPEC may use include (but aren't limited to) a housing unit method, a survey, or an actual count. The Committee will also draw extensively from the work of population experts employed by the relevant Association of Governments and other pertinent data.
4. Population estimates will be prepared for the most recent year that Bureau of the Census sub-county estimates were produced so that all fund distributions are based on a population estimate for a consistent year. Typically there is a 1-3 year lag on sub-county population estimates.
5. When UPEC has been notified and received the relevant information from the municipality every effort will be made to prepare an estimate prior to the next B and C Road Fund distribution and the Sales and Use Tax distribution. Local Sales and Use Taxes are distributed monthly for any periods ending in that particular month. It is paid out in the second month after the close of the liability period along with any late or adjusted payments. B and C Road Funds are distributed quarterly.
6. UPEC will approve an estimate via an in-person, phone, or e-mail vote. If any Committee member requests an in-person discussion, a formal meeting will be held to discuss the estimate.
7. The UPEC Chairperson or staff will remain in close contact with municipalities requiring an estimate.
8. Once an estimate is approved by UPEC, the chairperson will notify the mayor in writing and relay copies of the letter to the relevant County Commission Chairperson, the Director of the appropriate Association of Governments, the Utah State Tax Commission, and the Utah Department of Transportation.