



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

January 10, 2009

Dear City and Town Population Contact:

Happy New Year! We are again preparing for our annual population determinations in accordance with RCW 43.62.030. As the designated population contact person for your city/town, you have been sent this letter and all enclosures. Mayors are being sent a copy of this letter only.

Enclosed find Form E-2009: Census or Estimate; a list of important dates and deadlines (see back of letter); and census administrator training session information.

Complete and return Form E by January 21, 2009.

If you plan to conduct any surveys to develop your 2009 population estimate, contact OFM. To be accepted, survey procedures need to meet specific standards *and be authorized in advance* by OFM.

The Census Administrator Training Session is scheduled for February 13, 2009. Please return the Administrator Training Registration form by February 4, 2009. This training is intended for cities with little or no census experience, those who want a refresher course, those intending to annex areas with large populations, and anyone who would like to learn what is involved in a special census. Even if a consultant is hired to do a census, cities are ultimately responsible for the quality and accuracy of their censuses. It is in the best interest of a city that city personnel in charge of overseeing the census be trained in census procedures and requirements.

If you are interested in finding out more about our population data and products, go to <http://www.ofm.wa.gov/pop/>.

If you have any questions or need assistance in deciding whether to conduct a census, please contact me at 360.902.0588 or Diana Brunink at 360.902.0597.

Sincerely,

Theresa J. Lowe  
Chief Demographer

Enclosures

cc: Mayors - letter only, no enclosures

## **April 1, 2009 City/Town Population Determinations Important Dates**

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|---|-------------------|
| 1. Return Form E (Are you going to Census or Estimate?)   | January 21, 2009  |
| 2. Return Census Administrator Training Form (if attending)   | February 4, 2009  |
| 3. Census Administrator Training in Olympia (For all interested persons)  | February 13, 2009 |
| 4. OFM will mail Form C and census materials to cities conducting a census  | Early March       |
| 5. Earliest date to start city/town census  | Mid-March         |
| 6. Enumerator Training for Cities as needed.  | Mid-March         |
| 7. OFM will mail Form A (Estimate data collection form) to cities intending to estimate their population.                       | Mid-March         |
| 8. Cities return Form A or Form C and census paperwork  | April 10, 2009    |
| 9. OFM plans to release preliminary April 1, 2009 populations for local review  | Week of June 8th  |
| 10. Final date for OFM to receive written request and documentation from cities requesting population revisions                 | June 23, 2009     |
| 11. Official April 1, 2009 city and town population filed with the Office of the Secretary of State and Office of the Treasurer | June 30, 2009     |
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