

Florida LUCA Conference Call Minutes
March 27, 2008

Editing your Address List

1. Non city-style addresses can not be edited or marked for deletion. All you can do is add the correct city-style address to your address list submission.
2. For towns and cities working on LUCA, an address that is outside your boundary limits should be designated with a "J" in the change code field. "J" stands for out of jurisdiction. If a county is working on addresses, everything in the county and all its cities is inside the jurisdiction. A county would only use a "J" for an address that falls outside that county, and perhaps within a neighboring county.

Correcting Maps and Shapefiles for LUCA

3. An apartment complex in one county was segmented into three different Census blocks possibly caused by some map misalignments. Census suggested using the main entrance to the building as a block locator or including the units for the building in the block which had the majority of the building within it. In other words the Census block with the bulk of a building in it should have the addresses from that apartment building in it also.
4. A city discovered a map error in which a street running east and west was incorrectly shown on the Census map as running north and south. The way to repair the mistake is to delete the incorrect line using the delete change type code (or x it out on a paper map) and then add the new line with "add" in the change type code field.
5. Some counties received maps that have not been updated by the Census Bureau's spatial map enhancement project known as MTAIP. Lines in their Census materials appear out of alignment when compared to more updated local maps. LUCA maps will not reflect any changes made from this program since July 2007.
6. While it is tempting to want to submit your more accurate shapefile, instead, do the best you can to update the Census-provided materials. Census requires updates to be made on its own materials. One small city had part of its maps "blacked out" with no clear explanation. If this happens to you, call the Geography staff at the Census Bureau in Atlanta at 1-866-511-5822.
7. Enhanced maps and shapefiles will be provided in the feedback phase.

Group Quarters -- Hospitals, Hotels, Colleges, Schools, and Churches

8. **Hospitals** for general purposes are almost always non-residential. Hospitals are rarely group quarters and although some so-called "residents" or internship medical students may sleep at the hospital, they usually live somewhere else in a permanent housing unit. . A nursing home or skilled nursing facility which would be a group quarters is almost never located at a hospital in Florida.
 - a. Exceptions:
 - i. state mental hospitals
 - ii. some long term care facilities
 - b. Changes in Use:
 - i. If a hospital moves and the vacated building is renovated as apartments, include that change to residential. If it is being used for business offices with no residential, mark it as nonresidential.

9. If someone lives year-round at the **hotel** it should be on the list as a housing unit. If no one lives at the hotel year-round then it is nonresidential and should be marked with an “N” code (Option 1) for nonresidential. Hotels in general are nonresidential for Census purposes, however, some have a live-in manager, housekeeper, maintenance staff or security staff with an apartment or small living quarters not easily distinguishable from the outside of the hotel complex. If someone is living at the hotel then that unit should be added or left on the list.
10. How should **colleges, schools, churches and hotels** be treated in LUCA? These are sometimes housing units and can also be group quarters but most will be nonresidential. Always list the address or unit based on how it is being used.
11. All of these facilities -- hospitals, hotels, marinas -- can be nonresidential unless someone lives there

Working with Boundary & Annexation Survey Issues

12. Should all recent annexations be included in the Boundary and Annexation Survey (BAS) turned in with LUCA? You can tell from your maps what annexations the Census Bureau currently has for your area. Any annexations that went into effect before January 1, 2008 that are not shown on your maps should be included. Those after January 1, 2008 will get picked up in the 2009 BAS.
13. If you have Boundary and Annexation changes remember to include the ordinance number, effective date, maps showing changes and send in a copy of the actual ordinance.
14. During most Boundary and Annexation Surveys (BAS) conducted by the Census Bureau, letters and map sets are sent to all cities and counties. This year is different because of LUCA. LUCA and BAS maps are identical, so Census sent BAS instructions out with LUCA maps so cities and counties could update their maps for both at the same time. THE BAS instructions are in your LUCA User’s Guide.
15. Everyone will do BAS in 2009. 2009 BAS maps can be updated digitally using the MTPS software or updates can be made on paper maps.

Organizing and Submitting LUCA Work

16. Deadlines are approaching and that means finishing up your LUCA review and sending a copy of your work to the Census Bureau based on the directions in your LUCA User’s Guide.
17. When you originally received your LUCA materials, it came with a Fed-Ex shipping envelope and pre-paid return addressed label. You can use this envelope / label to return the copy of your LUCA submission to the Census Bureau.
18. Zip and password protect your files before returning them to the Census Bureau. Use the original password that was sent to you in a separate letter from your LUCA materials as the password for these zipped files. If you can not find or do not remember this password, call Geography at the Census Bureau in Atlanta at: 866-511-5822 (toll free.) The Census Bureau will use this password to unzip your files. The username to be used when encrypting zip files should be the unique identity code.
19. There is an INVENTORY FORM FOR THE RETURN/SUBMISSION OF LUCA PROGRAM MATERIALS in the User’s Guide. Fill it out and send it in the same package as your submission. This lets Census know what to look for on your disks or in your paper materials.

20. Keep the disk that the Census Bureau sent to you. In other words, do not send that original disk back the Census. Burn a new disk with the changes only. If you have paper maps only send maps with changes, with shape files send a layer with the change type codes on it and include meta data.
21. Reminders for Option 1:
 - a. When burning CDs or DVDs for submission, only include address list records that have an action code. In other words send changes, additions, deletions, out of jurisdiction, etc. Do not return the full set of Census data even if you have made extensive changes.
 - b. Sort your address list by action code and only send in the action code records in computer readable format. And, of course, convert them back to pipe delimited ASCII text file format. Step-by-step instructions for file conversions are found on luca.flcensus.gov. Click on "Census and other resources" and scroll down to file conversions. Follow the file conversion wizard steps.
22. Reminders for Option 1 and Option 2:
 - a. Do not send in the "Return or Destruction of Title 13 USC Materials" form with your updates. That will be used after the feedback phase. There should be no records destruction yet.
 - b. Burn the updated files onto a disk and keep a copy so when Census sends you feedback many months from now, you will see what you told Census to look for and what they found. Keep the original information from the Census Bureau and a copy of all your changes so you have them to look at when feedback arrives. All Title 13 materials should be secured.

New Construction after LUCA

23. In faster growing areas, many housing unit changes can happen after LUCA submissions. There will be a "new construction" program in either late 2009 or early 2010 to pick up new housing units not added to the Master Address File during LUCA.

ESRI Census Tools, TLID Field Questions

24. Using the ESRI Census Tools for LUCA, one user noted that when submitting changes in the lines file, the TLID field may need to be set to zero rather than being left blank. In fact, an error message will indicate that the field cannot be left blank. Also, all columns must be set to "text" type fields.

Where to Find Help if You Get Stuck

25. If when you try to zip or unzip your files from the Census Bureau you get an error message about the password, call the Census Bureau in Atlanta at 1-866-511-5822.
26. For MTPS software or Census-created shapefile questions there is a technical help desk for LUCA. The number is 1-866-919-5822. The desk is open from 7am to 8pm (EDT) weekdays. The line is often busy, but you can hold for assistance, and you can leave a message and callback number, too.