

MEMORANDUM

TO: William T. Lichter, Village Manager

FROM: David A. Hulseberg, AICP, Director of Community Development

DATE: May 19, 2005

SUBJECT: **Special Census – Memorandum of Understanding Agreement**

Attached please find a copy of a Memorandum of Understanding Agreement between the Village and the United States Bureau of the Census. This agreement sets for the terms and provisions between the parties as it pertains to undertaking a partial Special Census within the Village. This Agreement must be executed prior to the Bureau starting any additional activities.

Authorization to initiate this project was given to staff as part of the Board's strategic planning and annual budget review efforts. As a result of this direction, staff has been working with the Bureau to identify the scope of the census effort. The partial census effort will consist of data collection and tabulation activities for selected tracks and/or block groups within the Village that would result in a significant increase in population resulting from new construction activity or from annexation efforts. This approach will be more cost effective than conducting a Village-wide census collection effort.

The estimated cost of the census effort will be \$152,540, of which \$88,054 is to be paid to the Bureau in advance. In the event that selected tracts do not need to be counted, a credit will be given to the Village.

Staff estimates that the Special Census will result in an increase of 2,000 to 2,700 persons, thereby creating a new Village population of 44,322 to 45,022. This number will be predicated upon new construction activity during 2005 as well as any other annexations that may occur in the near future.

The annual impact of the per capita distribution provided by the increase in population is \$200,000 to \$270,000 annually. Thus, over the next five (5) years the Village would recognize more than \$1,000,000 in increased funds.

RECOMMENDATION

Staff recommends that the Village Board authorize the Village President to sign the attached Agreement.