

VILLAGE OF BARTLETT

COMMITTEE AGENDA

JANUARY 6, 2015

PUBLIC WORKS

1. Metra Waiting Room

FINANCE & GOLF

1. Civic Group Funding Guidelines
2. New Website Demonstration

EXECUTIVE SESSION:

To Discuss Personnel

Pursuant to Section 2(c)1 of the Open Meetings Act



Agenda Item Executive Summary

Item Name Metra Waiting Room

Committee
or Board Committee

BUDGET IMPACT

Amount: Up to ~\$17,000

Budgeted

List what
fund General Fund - Reserves

EXECUTIVE SUMMARY

Based on the discussion under new business at the last Board meeting regarding the Metra Station warming area, we have evaluated the options that were discussed. We have an exhibit to show the locations of the various options that are available. We would like to discuss which option the Board would like to pursue.

ATTACHMENTS (PLEASE LIST)

- Memo
- Exhibit
-

ACTION REQUESTED

For Discussion Only __X__

Resolution _____

Ordinance _____

Motion:

Staff: Dan Dinges

Date: 12/29/14

PUBLIC WORKS MEMO



DATE: December 29, 2014

TO: Valerie Salmons
Village Administrator

FROM: Dan Dinges, PE
Director of Public Works

SUBJECT: Metra Waiting Room

At the last Village Board meeting under new business, Trustee Carbonaro raised a question regarding the size of the Metra Station waiting area after the ticket agent and coffee vendor have left. As you know, the station has a small area on the west end of the building that remains open 24 hrs a day for commuters to use afterhours. This area can hold 10-12 people. At times this area is not large enough to hold all commuters that are waiting for the train so we looked at some options that are available and were discussed:

Option 1: Install stainless steel, infrared heaters along the outside soffit on the north side of the building, east of the doors.

Estimated Cost: \$6,000

This is the least cost option and avoids opening the station. This option also avoids having the Police check the station each night. The heaters would be activated by a push button and remain on for 15 minutes. The heaters could be installed within approximately 3-4 weeks upon notice to proceed.

Option 2: Install one gate to allow commuters to access the eastern portion of the station.

Estimated Cost: \$10,000

This exposes the ticket agent area and various wood/glass display cases to be vulnerable to vandalism. Metra says that all costs associated with vandalism will be the Village's. Automatic locks will be installed on the eastern door that will have the door lock after the last train (10:30 PM). This will require the Police Department

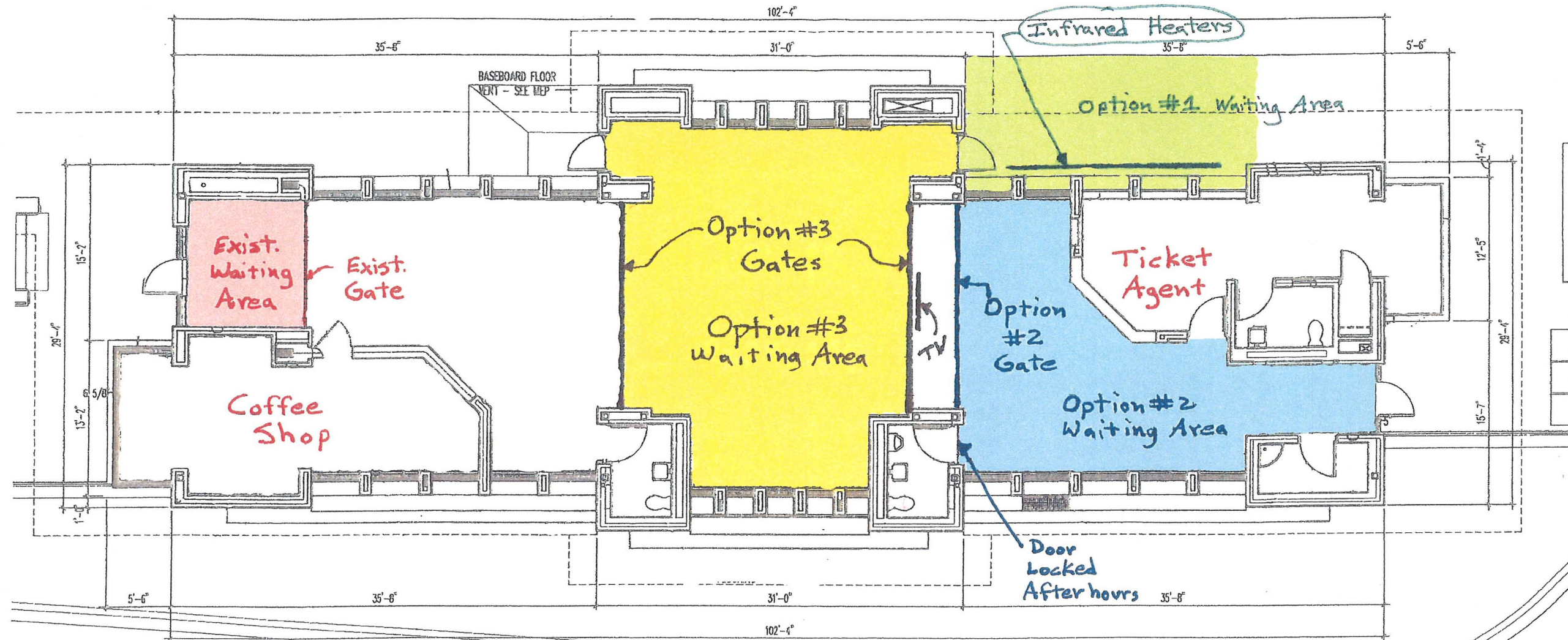
to visit the station each night to verify there is nobody in the station. The gate and lock could be installed within approximately 4-5 weeks upon notice to proceed.

Option 3: Install two gates to allow commuters to access the center portion of the station.

Estimated Cost: \$17,000

This option provides the largest area but is the most expensive. The eastern gate is placed in front of the TV to avoid damage or theft of the TV. Automatic locks will be installed on the northern doors that will have the doors locked after the last train (10:30 PM). This will require the Police Department to visit the station each night to verify there is nobody in the station. The gates and locks could be installed within approximately 4-5 weeks upon notice to proceed.

The cost for the gates was provided by Acornwire which is the contractor that installed the fencing in the basement at Village Hall. We had difficulty getting additional proposals due to the holidays but we could obtain additional proposals and utilize the least cost proposal which would likely add two weeks to get the additional proposals.



1 FLOOR PLAN
 $3/16" = 1'-0"$



Agenda Item Executive Summary

Item Name Funds to Civic Organizations Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

EXECUTIVE SUMMARY

The Village Board expressed a desire to have a process to standardize and improve the reporting process, identify what the donations would be used for and better communicate the benefit to the community as a whole.
Staff has drafted some general guidelines and an application process for your consideration.

ATTACHMENTS (PLEASE LIST)

Guidelines and Requirements for Providing Public Funds to Civic Organizations
Application for Funding Request
Post Funding Report

ACTION REQUESTED

For Discussion Only x
Resolution _____
Ordinance _____
Motion:

Staff: Assistant Village Administrator Date: December 29, 2014
Paula Schumacher

VILLAGE OF BARTLETT

**GUIDELINES AND REQUIREMENTS FOR PROVIDING
PUBLIC FUNDS TO CIVIC ORGANIZATIONS**

Approval Date: _____

Effective Date: _____

INTRODUCTION:

The Village of Bartlett is fortunate to have numerous not-for-profit community organizations providing desirable services that benefit residents of the Village. Some of those organizations request and receive tax dollars or public funds to help support their efforts.

Since the Village must ensure it is at all times accountable for public funds, a process and Application for Funding Request form have been developed to standardize and enhance the reporting process, to document what services will be provided, and to better communicate the benefits to the Bartlett community as a whole.

The requirements for all organizations, committees, councils, commissions, clubs and programs (collectively, "Civic Organizations" or "organizations") that provide or sponsor services, programs and/or special public events with tax dollars provided by the Village of Bartlett are as follows:

GENERAL GUIDELINES:

All Civic Organizations requesting funds from the Village of Bartlett shall submit an Application for Funding Request on the form provided by the Village, which shall include a narrative of the Civic Organization's primary mission and goals and stating specifically how the services or programs proposed to be provided will benefit the Bartlett community, and detailing the amount of funding requested, the services, programs and/or special public event to be funded, and the purposes of the anticipated expenditures from Village funds.

By submitting a request for funding, a Civic Organization becomes responsible for the completion of all applicable guidelines. Civic Organizations failing to submit the Application for Funding Request and all required documentation in support of such request may not receive funding for the year.

STANDARD REQUIREMENTS:

- Application for Funding Request.

- Submit copy of Articles of Incorporation evidencing the civic organization is a “not-for-profit corporation” formed under the Illinois Not for Profit Corporation Act (or if a foreign not-for-profit corporation, proof that the organization registered with the Illinois Secretary of State and has been authorized to conduct its affairs in Illinois.) If the organization is unincorporated association, proof that the organization has complied with the Illinois Assumed Name Act.
- Copy of Civic Organization’s bylaws or other rules of operation and amendments.
- If the organization is a recognized 501(c)(3) tax exempt entity, submit a copy of IRS Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code and letter of recognition of 501(d)(3) status from then IRS, and a copy of the organization’s most recent audit.
- Submit financial statements or other documentation showing all sources and uses of funds for the preceding two (2) years (if organization has been in existence for at least two (2) years).
- Submit proposed budget showing amount and types of receipts and expenditures anticipated for the present and next succeeding one (1) year.
- A statement that funds received from the Village shall not be used to pay for any political or religious purpose, to purchase alcohol or private entertainment, or to pay for any operational expenses (such as salaries or facilities).

CRITERIA FOR AWARDING FUNDS TO CIVIC ORGANIZATIONS:

The Corporate Authorities, in its annual budget process, will set a total amount of funds to be allocated to Civic Organizations during the upcoming year, taking into account the Village’s other financial obligations and past practices. Priority will be given to Civic Organizations that provide a service or program that the Village does not currently provide and/or which meaningfully supplement a Village provided service, program or special public event.

The Corporate Authorities will consider the size of the request for funding; the organization’s past history and reputation of the civic organization for community enrichment; the completeness of its Application for Funding Request and submittals in support of its request; past success of the organization’s programs, services and events; the number of people served; the cost per person reached; the number of volunteer versus staff hours worked; and such other factors as the Corporate Authorities deem appropriate.



APPLICATION FOR FUNDING REQUEST

The following information must be completed and the application signed by an officer of the organization requesting funding from the Village of Bartlett.

1. Name of Organization: _____
2. Address: _____

3. Employer Identification Number: _____
4. Name of Contact Person: _____
Phone Number: _____
E-Mail: _____
5. Are you a not-for-profit corporation? _____ If "yes", attach a copy of your articles of incorporation showing certification of filing from the Illinois Secretary of State. Include copies of any amendments to the articles.
6. Are you an unincorporated association? _____ If "yes", attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments.
7. Have you adopted bylaws? _____ If "yes", attach a current copy showing date of adoption. If "no", explain how your officers, directors or trustees are selected, and attach a copy of all bank resolutions and signature cards where the organization's funds are deposited.

8. Purposes for which your organization was formed and presently operates:

9. Please describe how your mission and goals benefit the residents of Bartlett.

10. Describe your past, present and planned future activities which benefit and will benefit the residents of the Village of Bartlett.

11. Amount of money your organization is requesting: _____

12. Please describe in detail the event, service or program for which this funding request is made, and state specifically how the monies will be spent in connection with the planned event, service or program.

13. What is the date or general timeframe in which the funds will be used?

14. Is your organization a recognized 501(c)(3) tax exempt entity? _____ If "yes", submit (a) a copy of a completed IRS Form 1023 under Section 501(c)(3) of the Internal Revenue Code, (b) a letter of recognition of 501(c)(3) status from the IRS, and (c) a copy of your organization's most recent audit.

15. Submit copies of financial statements or other documentation showing all sources and uses of funds for the preceding two (2) years.

16. Submit proposed budget, showing amounts and types of receipts and expenditures anticipated for the present and next succeeding one (1) year.

Funds requests for political or religious purposes, or to purchase alcohol or private entertainment, or to pay for operational expenses (such as salaries or facilities) will not be considered or funded.

Recipients of funding from the Village of Bartlett must submit a written post-event report demonstrating the funds were used as stated in this Application. A Post-Funding Report in form as attached shall be required for eligibility for future funding requests.

Date: _____

(Signature and title of organization officer,
director, or trustee.)

Signature

Title

Return to:
Village of Bartlett
228 S. Main Street
Bartlett, IL 60103

Attn: Administration Department



Post Funding Report

Date: _____

Name of organization receiving funds:

Amount of funds received: _____

Description of program or service funded:

Allocation of funds to specific purposes (attach additional sheets if necessary):

Describe outcome of program (for example number of attendees, volunteer hours provided):

(Signature and title of organization officer, director, or trustee.)

Signature

Title

Return to:
Village of Bartlett
228 S. Main Street
Bartlett, IL 60103

Attn: Administration Department



Agenda Item Executive Summary

Item Name Website Demonstration Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

EXECUTIVE SUMMARY

IT Coordinator Chris Hostetler will give a demonstration of the new Village website. The Village has been working with Vision Internet on the new design and expanded functions of the site. The redesign of the site was identified as an action step in the 2014-15 Strategic Plan under the objective to maintain and enhance communication. In addition to the new look, the site layout increases the ability of a user to find the information they seek quickly and clearly.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

For Discussion Only ___x___

Resolution _____

Ordinance _____

Motion:

Staff: Assistant Village Administrator Date: December 29, 2014
Paula Schumacher

To: Valerie L. Salmons, Village Administrator
From: Paula Schumacher, Assistant Village Administrator
Chris Hostetler, IT Coordinator
Date: 12/29/2014
Re: New Website

The village website was last updated in 2006 and was limited in terms of technology, flexibility and storage. The redesign of the website was identified as an action step in the 2014-15 Strategic Plan under the objective to maintain and enhance communication.

For the past several months the Village staff has been working with Vision Internet on the new design and expanded functions of the website. A committee comprised of staff from IT, Administration and our GIS specialist worked with our consultants to design the look of the site, but also how the information was presented and maintained. The goal for the redesign was to make our website more user friendly, easy to navigate, visually appealing, modern and compatible with mobile devices. The overall result is an up to date website that makes it easier for visitors to find the information they seek quickly and clearly.

One of the new features of the site that you can see right away is the use of more graphics, menus and tabs to find information quickly. Large graphic buttons provide access to the most popular sections of the web site (based on web site statistics). A new section of the web site found in the main navigation menu is "How Do I ...". This section was created to help answer the most popular questions. Upcoming meetings and events are front and center at the bottom of the page as are the latest news stories.

Visitors to our site will now find that the website will work easily on a range of mobile devices. The responsive design automatically adjusts the layout of the site to accommodate the smaller screens of devices whether it is a 10 inch tablet or a 4 inch smart phone. The responsive design will make it easy to view and navigate without zooming in or scrolling from side-to-side.

What visitors do not see are some of the operational improvements that have been made. Thanks to a content management system (CMS), the editing of the information and uploading of documents has become much easier and is no longer limited to staff with specialized web design knowledge. Representatives from each department have been trained on editing content on the website which will make it much easier to keep content up to date. Another feature not immediately visible but important is the ability to activate an emergency banner on every page with just a few clicks thus ensuring that emergency notifications are seen by all visitors to the site.