

VILLAGE OF BARTLETT
VILLAGE HALL, 228 S. MAIN STREET
COMMITTEE AGENDA
September 2, 2025

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **TOWN HALL:** (Note: Three (3) minute time limit per person)
4. **STANDING COMMITTEE REPORTS:**
 - A. **COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**
 1. TIF Database Demo
 - B. **FINANCE COMMITTEE, CHAIRMAN LAPORTE**
 1. Discussion of a GIS Technician Position
5. **EXECUTIVE SESSION**
 - A. Executive session pursuant to Section 2(C)(5) of the Open Meetings Act to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired, and pursuant to Section 2(C)(11) of the Open Meetings Act to discuss litigation, when an action against, affecting, or on behalf of the public body has been filed and is pending before a court or administrative tribunal.
6. **ADJOURNMENT**



Agenda Item Executive Summary

AGENDA ITEM: TIF DATABASE

BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount	Budgeted

Fund:

EXECUTIVE SUMMARY

With the creation of the Lake Street TIF District, Village staff recognized the need for a centralized system to manage property information and communications with brokers, property owners, and investors. Administration, GIS, and Planning & Development collaborated to build a database and tools that improve internal coordination and promote redevelopment opportunities.

GIS designed an internal dashboard where staff can log correspondence notes through a survey form. Records are organized, searchable, and shared across departments, giving planning insight into economic development activity and vice versa. This ensures even further alignment between the Planning & Development Services and economic development

To encourage transparency and investment, GIS also created a public-facing mapping application. Featuring property details, drone imagery, and video, the tool helps developers, brokers, and buyers better understand opportunities in the TIF District and supports proactive marketing.

Looking ahead, the database will serve as both a progress tracker and promotional tool. Real-time updates—such as site cleanup, demolition, and groundbreaking—will be connected to a QR code shared through real estate journals, broker blasts, and promotional materials. This system will extend outreach to developers, site selectors, financial and legal professionals, and industry groups like ICSC, IEDC, and chambers of commerce, strengthening interest in the Lake Street TIF District.

ATTACHMENTS (PLEASE LIST)

Staff Memo

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Work to improve the retail business profile in the Village, continue process for establishing TIF

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

Just for discussion

Staff: Scott Skrycki

Date: 8/26/25

Memorandum

To: Village President and Board of Trustees
Paula Schumacher, Village Administrator

From: Ricci Lucas, Community Engagement Coordinator
Scott Skrycki, Assistant Administrator

Date: August 25, 2025

Re: Lake Street TIF Database

Background

With the establishment of the Lake Street TIF District, staff began compiling detailed information on all properties within the district. Administration, GIS, and Planning and Development formed a database team, recognizing the need for a centralized system to manage communications with brokers, property owners, and other interested parties.

Internal Dashboard

In response, GIS created an internal dashboard that allows staff to capture correspondence notes through a survey form. The dashboard organizes these records and provides filtering and listing options, enabling staff to efficiently review and track interactions with stakeholders. It consolidates information in one place, giving the Planning Department access to the context that Economic Development maintains, and providing Economic Development with greater knowledge of Planning and Development Services. The primary end users of the internal database will be the Planning and Development Services Director, the Assistant Administrator, the Economic Development Coordinator, and GIS.

Public Mapping Application

To further support transparency and promote development opportunities, GIS also developed a public-facing mapping application. This application provides property-specific information, including drone imagery and video, allowing potential buyers and interested parties to better understand opportunities within the TIF District. Its purpose is to generate interest, attract investment, and encourage development in the area.

Going Forward

Beyond consolidating information, the database will serve as both a progress tracker and a powerful marketing tool. Site cleanups, demolitions, and groundbreakings will be updated in real time. The database will also be connected to a QR code displayed in real estate journals, broker blasts, business cards, promotional materials, and other outlets. This website will enable the Economic Development team to share links to the external-facing database with local and regional developers, brokers, construction groups, site selectors, financial and legal professionals specializing in land use and municipal incentives, as well as organizations such as ICSC, IEDC, and regional chambers of commerce.



Agenda Item Executive Summary

AGENDA ITEM: GIS Technician Position

BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount	\$ 60,000	Budgeted	\$ 60,000
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Fund: Central Services **Corresponding Activity Measure:**

EXECUTIVE SUMMARY

The Village’s Geographic Information Systems (GIS) division has become a vital service supporting nearly every department. It offers mapping, asset management, dashboards, and data analysis that influence both daily operations and long-term planning. Demand for GIS services has increased significantly, with over 2,500 hours of work logged in the past year. The GIS team created more than 100 web applications and 65 custom maps during that time, along with essential tools for Police, Public Works, Planning, and Economic Development.

Despite these accomplishments, the current two-person team is at full capacity. They are consistently forced to prioritize urgent requests over strategic projects that would enhance efficiency and service in the future. The total cost of the current in-house GIS program is \$183,252.84 in salaries, but the workload shows that additional staffing is needed to maintain service levels and support the Village’s broader goals.

Adding a GIS Technician, a Grade 1 position with a salary range of \$48,841 to \$71,121, would address this gap. The role would enable the team to respond more promptly to daily requests while allowing senior staff to focus on higher-value projects such as system integration, process automation, and the development of public-facing tools. It would also provide vital support for upcoming strategic initiatives, including the Cartegraph asset management system and Lake Street TIF database management.

Adding a Technician to the GIS team helps Bartlett meet increasing demand, deliver timely and dependable services, and update its systems affordably. This move enhances efficiency, responsiveness, and the Village’s long-term technology goals.

ATTACHMENTS (PLEASE LIST)

Information Systems memo 2526-03

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: 5.12 Continue to implement technology utilization plan

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: John Peebles, Information Systems Director

Date: 8/26/2025

Memo

To: Paula Schumacher, Village Administrator
From: John Peebles, Information Systems Director
Date: 8/26/2025
Re: GIS Technician Position

The Village's Geographic Information Systems (GIS) program has become a vital tool used daily by nearly all departments, including Public Works, Planning & Development, and Police. GIS offers mapping, asset management, dashboards, and data services that directly support service delivery and decision-making. Demand for GIS services continues to increase, surpassing current staffing capacity.

The Village has considered joining the GIS Consortium, managed by Municipal GIS Partners (MGP). Membership would cost about \$233,491 annually and would provide access to shared infrastructure, regional best practices, analyst support, and common tools such as dashboards and web portals.

Although valuable, MGP does not offer daily, routine services essential to Bartlett's operations, including:

- Quick-turnaround custom maps
- Ad hoc dataset updates
- Ongoing departmental support requests

These cover most of Bartlett's GIS needs. Without in-house staff, these requests would either be delayed or outsourced at consultant rates of \$150–\$200/hour, which would significantly raise costs and reduce responsiveness.

Bartlett's GIS team consists of two staff members and an intern, with a total current salary cost of \$183,252.84. Over the past year, the team logged more than 2,500 hours of work, developing over 100 web applications and 65 custom maps. This effort supports critical initiatives such as:

- Police emergency mapping and storm response apps
- Public Works infrastructure and forestry tracking
- Planning and zoning analysis

- Economic development tools

The workload analysis shows that the two-person team is over capacity, consistently focusing on urgent requests at the expense of long-term strategic projects.

Adding a GIS Technician, a grade 1 position with a salary range of \$48,841 - \$71,121, will enable the team to:

- Meet daily service demands without sacrificing turnaround times
- Free senior GIS staff to focus on high-value projects such as system integration, process automation, and public-facing tools
- Support upcoming strategic projects, including the Cartograph asset management system and Route 20 TIF parcel management
- Ensure GIS remains a reliable, cost-effective in-house service rather than shifting to a more expensive outsourcing model

GIS Workload Analysis

Request Type	Request Count	Estimated Hours per Request	Total Hours
Web App	104	8 hours	832 hours
PDF Map	66	4 hours	264 hours
Other Deliverables	38	3 hours	114 hours
Data File	24	2 hours	48 hours
Report	7	2 hours	14 hours
Application Development	102	8 hours	816 hours
Map	65	4 hours	260 hours
Other Requests	30	3 hours	90 hours
Data Update	34	2 hours	68 hours
Analysis	8	4 hours	32 ours

We reached out to other governing bodies and polled them as to what their GIS staffing is.

Community	Outsource vs In-House	Staff	Cost
Addison	In-house	1 FT	
Algonquin	In-house	2 FT	
Aurora	In-house	5 FT	
Batavia	In-house	2 FT, 1 Intern	
Carol Stream	MGP Consortium		\$227,137
Carpentersville	Consultant		\$25,000
Channahon	In-house	2FT	
Crystal Lake	Baxter Woodman		\$197,000
Downers Grove	In-house	3 FT	

Elk Grove	MGP Consortium		
Elmhurst	MGP Consortium		\$168,336, not including membership fees
Evanston	In-house	4 FT, 3 Interns	
Geneva	In-house	2 FT	
Glen Ellyn	MGP Consortium		\$82,400
Gurnee	In-house	2FT	
Hanover Park	MGP Consortium	2 days/week	\$120,000
Hoffman Estates	In-house	2 FT	
Huntley	In-house	1 FT, 1 Intern	
LaGrange	GIS Consortium		\$51,000
Lake Forest	MGP Consortium		\$133,503
Lake Zurich	MGP Consortium		\$100,000
Libertyville	MGP Consortium		\$145,789
Lombard	In-house	2 FT	
McHenry	In-house	Absorbed into other depts	
Montgomery	In-house	1 FT	
Mount Prospect	Baxter Woodman		\$95,000
Niles	In-house	1 FT	
Oswego	In-house	1 FT	
Palatine	MGP Consortium		\$250,000
Prospect Heights	Gewalt Hamilton Associates		\$10,000 to \$20,000 per project
River Forest	MGP Consortium		\$40,000 for 8 hours of work per week
Rolling Meadows	MGP Consortium		\$150,000
Schaumburg	In-house	2 FT	
St Charles	In-house	2.5 FT	
Streamwood	MGP Consortium	3 days/week	\$144,267
Vernon Hills	Gewalt Hamilton Associates	In addition to one consultant	
West Chicago	In-house	1 FT	
Westmont	Part In-House part Baxter	1 FT/1 Consultant	\$60,000 for consulting
Wheaton	In-house	1 FT + 1 PT	
Wheeling	MGP Consortium		\$170,000

GIS is a fundamental service that impacts nearly every aspect of Village operations. While membership in a consortium offers benefits for some communities, for Bartlett, an in-house model is more responsive, cost-effective, and aligned with departmental needs. Adding a GIS Technician will improve our ability to provide timely services, modernize systems, and support the Village's long-term strategic goals.