

**VILLAGE OF BARTLETT**  
**BOARD AGENDA**  
**NOVEMBER 7, 2017**  
**7:00 P.M.**

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **INVOCATION**

4. **PLEDGE OF ALLEGIANCE**

5. **\*CONSENT AGENDA\***

*All items listed with an asterisk\* are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the General Order of Business and considered at the appropriate point on the agenda.*

\*6. **MINUTES:** Board and Committee Minutes – October 17, 2017

\*7. **BILL LIST:** November 7, 2017

8. **TREASURER’S REPORT:** None

9. **PRESIDENT’S REPORT:** A. Appointment to the Bike and Run Plan Advisory Committee  
B. Lauterbach & Amen Auditor Presentation

10. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**

11. **TOWN HALL:** (Note: Three (3) minute time limit per person)

12. **STANDING COMMITTEE REPORTS:**

A. **PLANNING & ZONING COMMITTEE, CHAIRMAN HOPKINS**

\*1. Municipal Code Text Amendment – Update of Title 3, Chapter 22:Amplifiers, Section 2:Amplifier Regulations

B. **BUILDING COMMITTEE, CHAIRMAN GABRENYA**

1. None

C. **FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE**

1. None

D. **LICENSE & ORDINANCE COMMITTEE, CHAIRMAN CAMERER**

1. None

E. **POLICE & HEALTH COMMITTEE, CHAIRMAN CARBONARO**

1. Resolution Approving of the Purchase of Spacesaver Mobile Storage System for the New Police Building and the Contract with Bradford Systems Corporation Through the National Intergovernmental Purchasing Alliance

\*2. Municipal Code Amendment – Update of Title 6, Chapter 11-1300 – Stopping, Standing and Parking

\*3. Municipal Code Amendment – Update of Title 1, Chapter 4 – General Penalty

F. **PUBLIC WORKS COMMITTEE, CHAIRMAN REINKE**

\*1. Inter-Governmental Agreement with DuPage County for the Implementation of the National Pollutant Discharge Elimination System (NPDES) program

13. **NEW BUSINESS:**

14. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**

15. **ADJOURNMENT**



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1. CALL TO ORDER

President Wallace called the regular meeting of October 17, 2017 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:00 p.m. in the Council Chambers.

2. ROLL CALL

PRESENT: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke, and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Finance Director Todd Dowden, Community Development Director Jim Plonczynski, Director of Public Works Dan Dinges, Public Works Engineer Bob Allen, Building Director Brian Goralski, Grounds Superintendent Kevin DeRoo, Chief Patrick Ullrich, Deputy Chief Chuck Snider, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

3. INVOCATION – Father Christopher Ciomeck from St. Peter Damian Catholic Church gave the invocation.

4. PLEDGE OF ALLEGIANCE

5. CONSENT AGENDA

President Wallace stated that all items marked with an asterisk on the Agenda are considered to be routine and will be enacted by one motion. He further stated that there will be no separate discussion of these items unless a Board member so requests, in which event, that item will be removed from the Consent Agenda and considered at the appropriate point on the Agenda. He asked if there were any items a Board member wished to remove from the Consent Agenda, or any items a Board member wished to add to the Consent Agenda.

Trustee Hopkins stated that he would like to add items 1 and 2 under the Planning & Zoning Committee (Ordinance 2017-132, an Ordinance Approving of a Preliminary/Final Plat of Resubdivision of Lot 1 of the Home Depot Subdivision, Approving a Site Plan for Lot 2 of the Home Depot Resubdivision, Granting Special Use Permits and Granting Variations for Cypress Property Group, LLC & HD Development of Maryland, Inc.) and (Ordinance 2017-133, an Ordinance Approving a Third Site Plan Amendment and Landbank Parking Agreement, Granting a Special Use Permit to Disturb a Wetland, and



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Granting a Variation for Parking for Pouloukefalos Enterprises, II, LLC in the Bartlett Industrial Park Located at 802 East Devon Avenue) to the Consent Agenda.

Trustee Carbonaro stated that he would like to add item 1 under the Police & Health Committee, (Resolution 2017-134-R, A Resolution Awarding Certain Trade Contracts in Connection with New Police Facility) to the Consent Agenda.

Trustee Deyne moved to amend the Consent Agenda to items 1 and 2 under the Planning & Zoning Committee (Ordinance 2017-132, an Ordinance Approving of a Preliminary/Final Plat of Resubdivision of Lot 1 of the Home Depot Subdivision, Approving a Site Plan for Lot 2 of the Home Depot Resubdivision, Granting Special Use Permits and Granting Variations for Cypress Property Group, LLC & HD Development of Maryland, Inc.), (Ordinance 2017-133, an Ordinance Approving a Third Site Plan Amendment and Landbank Parking Agreement, Granting a Special Use Permit to Disturb a Wetland, and Granting a Variation for Parking for Pouloukefalos Enterprises, II, LLC in the Bartlett Industrial Park Located at 802 East Devon Avenue), and item 1 under the Police & Health Committee, (Resolution 2017-134-R, A Resolution Awarding Certain Trade Contracts in Connection with New Policy Facility) and that motion was seconded by Trustee Hopkins.

**ROLL CALL VOTE TO AMEND THE CONSENT AGENDA**

AYES: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke  
NAYS: None  
ABSENT: None  
**MOTION CARRIED**

President Wallace then recited each item that was originally on the Consent Agenda and each item that was added to the Consent Agenda, including the nature of the matters being considered and other information to inform the public of matters being voted upon on the Amended Consent Agenda. He then stated that he would entertain a motion to approve the Amended Consent Agenda, and the items designated to be approved by consent therein.

Trustee Camerer moved to approve the Amended Consent Agenda, and all items designated to be approved by consent therein as amended, and that motion was seconded by Trustee Gabrenya.



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**ROLL CALL VOTE TO APPROVE THE AMENDED CONSENT AGENDA AND  
CONSENT ITEMS THEREIN**

**AYES:** Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke  
**NAYS:** None  
**ABSENT:** None  
**MOTION CARRIED**

**6. MINUTES**

Trustee Hopkins move to approve the Board and Committee minutes from October 3, 2017 and that motion was seconded by Trustee Deyne.

**ROLL CALL VOTE TO APPROVE THE BOARD AND COMMITTEE MINUTES FROM  
OCTOBER 3, 2017**

**AYES:** Trustees Camerer, Deyne, Gabrenya, Hopkins, Reinke  
**NAYS:** None  
**ABSENT:** None  
**ABSTAIN:** Trustee Carbonaro  
**MOTION CARRIED**

**7. BILL LIST – Covered and approved under the Consent Agenda.**

**8. TREASURER'S REPORT**

Village Treasurer/Finance Director Todd Dowden stated that this was the August Treasurer's Report. Motor Fuel Tax distribution through July, 2017 and totaled \$95,252. That is \$974 over July of last year and that is up 1.03%. Motor Fuel Tax is on track to meet the budget for this year. He then presented the Municipal Sales Tax Report through June, 2017, and stated it totaled \$219,629 which is down \$4,756 from the prior year or 2.12%. They feel that Sales Tax is still on track to be above last year and to meet the budget for this year.

**9. PRESIDENT'S REPORT**

President Wallace read a Proclamation Recognizing BAPS Shri Swaminarayan, Bartlett High School Marching Band and Bartlett High School and South Elgin High School Students for their Support During the 2<sup>nd</sup> Annual Kickstand Classic Bicycle Race.

**10. QUESTION/ANSWER: PRESIDENT & TRUSTEES**

Trustee Deyne asked for information on the boxes that were on the dias for the Board.



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Museum Director Pam Rohleder stated that the Elgin Daily News reported in the Bartlett column that Mr. and Mrs. G. Mayor were the first to receive the Christmas label. It was 1918 and the war was raging in Europe. Their son, Harold, was one of Bartlett's nineteen yanks that were serving during the war. Each service man was given one Christmas label to send home to a person of his choice, which he wanted to receive a Christmas gift from that year. Once you got the label you took it to the Red Cross in Elgin and they issued you a box that was 9X3X4, of which you were to fill with gifts to your service man. The items could not weigh more than 2 pounds 15 ounces. You would fill the box with treasured gifts and then take it back to the Red Cross so they could inspect the contents for contraband, seal the box and mark it that it was secure to be sent. At that time, you affixed your Christmas label on to the box and took it to the local post office to be shipped overseas. She asked what each person would send to the servicemen serving in the trenches where life is not the best or the easiest. She suggested Doublemint gum and stated that they would have to come to the new Museum exhibit to find out why. Bartlett and the Great War will be opening at the Museum on November 7<sup>th</sup> from noon until 7:30 p.m. that evening and there will be a reception and she invited the Board to attend.

11. TOWN HALL

**George Koziol, 654 Hazelnut Court**

Mr. Koziol stated that he was there to talk about something from the last meeting regarding bags versus stickers, brush bundles versus branch bundles. He is in favor of bags over stickers and he hoped they were taking that direction. He stated that if they have to attach stickers to the brush, he thought things could get out of hand. He thanked public works for what he has had the privilege of having their services for 29 years and the service has been excellent. He felt that this was a shared cost for the community and it should be distributed amongst all residents.

12. STANDING COMMITTEE REPORTS:

A. PLANNING & ZONING COMMITTEE, CHAIRMAN HOPKINS

Trustee Hopkins stated that Ordinance 2017-132, an Ordinance Approving of a Preliminary/Final Plat of Resubdivision of Lot 1 of the Home Depot Subdivision, Approving a Site Plan for Lot 2 of the Home Depot Resubdivision, Granting Special Use Permits and Granting Variations for Cypress Property Group, LLC & HD Development of Maryland, Inc.; Ordinance 2017-133, an Ordinance Approving a Third Site Plan Amendment and Landbank Parking Agreement, Granting a Special Use Permit to Disturb a Wetland, and Granting a Variation for Parking for Pouloukefalos Enterprises, II, LLC in the Bartlett Industrial Park Located at 802 East Devon Ave; Ordinance 2017-136, An Ordinance Amending the Bartlett Zoning Ordinance Chapter 2: Rules and Definitions, Chapter 9: Planned Unit Developments and Chapter 13: Administration and Enforcement; Ordinance 2017-137, An Ordinance Amending the Bartlett Zoning Ordinance Chapter 5: OR-



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Office/Research District and Chapter 3: Accessory Uses, Buildings and Structures, were covered and approved under the Consent Agenda.

**B. BUILDING COMMITTEE, CHAIRMAN GABRENYA**

Trustee Gabrenya stated that there was no report.

**C. FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE**

Trustee Deyne stated that Resolution 2017-138-R, a Resolution Approving of Disbursement Request for Payout No. 5 from the General Subaccount, Totaling \$94,097.55 for Costs of Improvements for the Elmhurst Chicago Stone Bartlett Quarry Redevelopment Project and Resolution 2017-139-R, a Resolution Approving of Disbursement Request for Payout No. 2 from the Subordinate Lien Tax Increment Revenue Note, Series 2016 for the Elmhurst Chicago Stone Bartlett Quarry Redevelopment Project were covered and approved under the Consent Agenda.

**D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN CAMERER**

Trustee Camerer stated that the Bartlett Heritage Days Halloween Parade Permit and BAPS Fireworks Display Permit Request were covered and approved under the Consent Agenda.

**E. POLICE & HEALTH COMMITTEE, CHAIRMAN CARBONARO**

Trustee Carbonaro stated that Resolution 2017-134-R, a Resolution Awarding Certain Trade Contracts in Connection with New Police Facility was covered and approved under the Consent Agenda.

**F. PUBLIC WORKS COMMITTEE, CHAIRMAN REINKE**

Trustee Reinke presented Resolution 2017-135-R, a Resolution Approving of the Contract for the Exclusive Franchise for Residential Refuse, Recyclable Materials, Yard Waste and E-Recycling Collection and Disposal Services Between the Village of Bartlett and Groot Industries, Inc. of Elk Grove Village, IL as well as two Addendums. #1-Unlimited pick up program starting at \$0.45 per month or Addendum #2-Sticker program starting at \$2.50 per bundle.

He stated that he favors Addendum #1 because it gives residents the most flexibility and the most bang for the buck while avoiding the dreaded stickers. He asked if they would still have to purchase leaf bags.



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Assistant Village Administrator Scott Skrycki stated that with the leaf program, in October and November, the residents can put out any kind of generic bag's that they choose. Outside of October and November, residents will have to buy stickers, but can still use generic bags.

Trustee Reinke moved to approve Resolution 2017-135-R, a Resolution Approving of the Contract for the Exclusive Franchise for Residential Refuse, Recyclable Materials, Yard Waste and E-Recycling Collection and Disposal Services Between the Village of Bartlett and Groot Industries, Inc. of Elk Grove Village, IL as well as Addendum #1-Unlimited brush pick up program starting at \$0.45 per month, and that motion was seconded by Trustee Camerer.

Trustee, Deyne, pointed out that this will save the single-family home residents \$52.44 per year and multi-family units will save \$46.08 per year.

Trustee Reinke asked if a lot of residents get the wood chips.

Public Works Director Dan Dinges stated "yes", currently they deliver wood chips and will continue to generate them in the future.

President Wallace stated that this was a huge victory and a lot of work put in by staff – fantastic job!

Trustee Hopkins asked what residents will have to do for brush pickup.

Mr. Skrycki stated that bundling should be 4 foot by 2 foot by 2 foot and under 50 pounds. Staff will educate the residents on these new procedures.

**ROLL CALL VOTE TO APPROVE RESOLUTION 2017-135-R, APPROVING CONTRACT FOR RESIDENTIAL REFUSE, RECYCLABLE MATERIALS, YARD WASTE AND E-RECYCLING AND ADDENDUM #1 (UNLIMITED PICK UP) WITH GROOT INDUSTRIES**

**AYES:** Trustees Camerer, Deyne, Gabrenya, Hopkins, Reinke

**NAYS:** Trustee Carbonaro

**ABSENT:** None

**MOTION CARRIED**

Trustee Reinke stated that Ordinance 2017-140, an Ordinance Accepting the Public Improvements for Traffic Control & Protection, 225 Miles Parkway in Blue Heron Business Park; Ordinance 2017-141, an Ordinance Accepting the Public Improvements for Sanzeri's Subdivision, 445 and 449 W. Railroad Avenue; and the Purchase of one (1) F-550 Truck, were covered and approved under the Consent Agenda.



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13. NEW BUSINESS - None
14. QUESTION/ANSWER: PRESIDENT & TRUSTEES - None
15. ADJOURNMENT

President Wallace stated that upon adjournment of this meeting, the Board will be moving into the Committee of the Whole meeting and then into Executive Session to Discuss Pending or Imminent Litigation Pursuant to Section 2(c)11 of the Open Meetings Act.

There being no further business to discuss, Trustee Camerer moved to adjourn the regular Board meeting and that motion was seconded by Trustee Deyne.

**ROLL CALL VOTE TO ADJOURN**

AYES: Trustees Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke  
NAYS: None  
ABSENT: None  
**MOTION CARRIED**

The meeting was adjourned at 7:24 p.m.

  
Lorna Gilles  
Village Clerk



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President Wallace called the Committee of the Whole meeting to order at 7:25 p.m.

**PRESENT:** Chairmans Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke, and President Wallace

**ABSENT:** None

**ALSO PRESENT:** Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Finance Director Todd Dowden, Community Development Director Jim Plonczynski, Director of Public Works Dan Dinges, Public Works Engineer Bob Allen, Building Director Brian Goralski, Grounds Superintendent Kevin DeRoo, Chief Patrick Ullrich, Deputy Chief Chuck Snider, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

**PLANNING & ZONING COMMITTEE**

**1. Municipal Code Text Amendment – Update of Title 3, Chapter 2 – Amplifier Regulations**

Chairman Hopkins stated that this was a housekeeping issue that approves hours of operations.

Community Development Director Jim Plonczynski stated that with the approval of the text amendment for the administrative approval of amplifier permit applications the hours of operation were not included in the ordinance. Staff believes that there should be some parameters for amplifier related events and should have hours similar to the previous amplification hours that were between 8:00 a.m. and 11:00 p.m. Monday through Saturday and set Sunday hours between 8:00 a.m. and 10:00 p.m. Also, an extended amplifier permit may be issued if in the public interest for not more than five (5) days and not before 6:00 a.m.

**FINANCE & GOLF COMMITTEE**

**1. Renewal of Health Insurance Plan**

Chairman Deyne stated that staff has concluded the annual analysis of our benefit plans and he asked staff to summarize.

Village Administrator Paula Schumacher stated that in 2014 the Board did an extensive review of the insurance program with assistance from an outside consultant. They looked at the self-funding, pool insurance, and evaluated that against the locally brokered, fully funded program. They are presenting the annual renewal for that fully



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funded program. In August, they asked the broker to evaluate self-funding as an option and found that this type of plan was not feasible nor was it cost-effective with our claims experience. They continue to work with the local broker and evaluated other program options such as the high deductible plans, but found this option did not provide a significant savings to the Village nor the employees.

The proposed renewal plan is a combination of structure changes, cost adjustments and education to modify employee health care choices. We have been able to reduce the rate increases from 19.9% to 15.8% and to realize a potential savings of \$61,000.

The biggest change in the plan is to move from a simple "employee" or "family" option to a four-tiered plan that allows the employees to choose what fits their family dynamic from "employee and spouse" or "employee and children". Update the 25-year-old structure that is out of date with the modern insurance market and is more reflective of the private sector selections. It provides flexibility and cost savings not only to the Village but to our employees as well.

The next change is what she would describe as behavior modifiers. The first is an increase in the co-pay for emergency room visits from \$50 to \$150. This change provides dual benefits for cost savings. It lowers the overall rate in both the PPO and HMO plans and is a behavior modifier for our employees seeking treatment. It tunnels them towards the urgent care facilities or the doctor's office rather than the emergency room. Employees in the PPO plan also will have the ability to participate in a Web MD program which allows them to communicate with a doctor online rather than going to the doctor's office. These options will result in behavior changes that result in financial savings for the Village. She also added an educational component to the plan this year with the human resources staff and broker to do some education at an open enrollment meeting to help employees understand the changes to the plan and how to most effectively utilize the plan to save money for themselves and their families, which ultimately lowers the cost to the Village. This kind of education assistance program has not been offered to our employees in the past.

Finally, the prescription drug and co-pay reimbursement that is part of the police union contract expires this April and that will result in a \$25,000 savings. Our collective-bargaining agreements outlined percentages of the coverages that the Village and employees are responsible to pay. The majority of our employees are in the bargaining units and therefore they looked at changes to the program that provided savings and kept our commitments to the union agreements.

Chairman Hopkins stated that employee health insurance is one of the biggest expenses that the Village occurs on a monthly and yearly basis. What would be the process to look at other brokers.



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Administrator Schumacher stated that they would have to go out to bid to look at other brokers. Two of the largest brokers in Bartlett have recently merged (Arachas Group Insurance) and have served the Village for many years. They could go out to bid for the next renewal. There are federal time requirements that they are up against for this renewal.

Human Resources Director Janelle Terrance stated that under the regulations of the Affordable Care Act, they have to have a plan in place in order to allow employees a certain amount of time to choose a plan. At this juncture, they could not do that this year. In 2014, the Board was very interested in keeping a local broker in order to keep the business in town. If the Board directed them to go out to bid they could certainly do that in the future. She didn't think that shopping for a broker would necessarily save money. They are going to shop the same markets that are available to all brokers and with the changes in the Affordable Care Act, the marketplace for insurance has gone down. There are probably four large carriers that quote group business. She felt that savings should be done internally and that is what they have committed to do. Evaluating our plan with our insurance broker, we are over benchmark on where we are at percentage wise in our claims experience and that is a concern. That is why they have committed as staff, to educate our employees and work with them to modify behaviors so they can become better educated consumers. They have not done this in the past and it is something the broker will work with us on. The addition of the Web MD program for the PPO plan is something that is trending on a lot of other plans and she thought it would be a wonderful option to the employees. She believed that this will reduce our claims experience in those terms.

Administrator Schumacher stated that what will really move the needle on our savings is modifying our claims experience. When we shop for insurance, they look at our employees and our experience level and that is what nails in the rate. We need to do additional work in-house to reduce those claims and better education with choices that our employees make in terms of going to Walgreens for prescriptions or using the mail order service, etc.

President Wallace stated that they just modified some of the controllers tonight with the farming out the tree brush because there were a lot of claims from public works employees.

Chairman Gabrenya asked if that was health claims or Workmen's Comp. claims.

Administrator Schumacher stated that those would go to IRMA, but sometimes injuries become residual claims.

Chairman Deyne asked what the total amount of savings was.



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Administrator Schumacher stated \$61,000.

Ms. Terrance stated that the plan is changing from a two-tier structure to a 4 tier structure. She stated that it is hard to put an exact figure on the amount of savings that they are going to experience. By changing the structure of the plan, some employees will migrate to different plans because it will be a cost savings for them as well as the Village.

Chairman Reinke stated that our costs are going to increase 15.8 percent from what to what? We talked a lot about savings on the quote but wanted to know what the increase was.

Staff did not have that figure.

Chairman Reinke stated that he thinks it is important. They have been talking about the unsustainable levels of the insurance premiums for years and he thought it was important to know what the charges are exactly and what the 15.8% increase is going to mean.

Chairman Gabrenya stated that across the public and private sector, in human resources, the cost of healthcare continues to rise. She asked if Ms. Terrance knew what is to be expected in the public and private sector rate increases.

Ms. Terrance stated that there was an article that referenced double digits across the state. With no disrespect to the federal government, the Affordable Care Act did not work and is the cause of these increases. Unfortunately, they are taking the brunt of this in the public and private sectors. She stated that some of the broker's clients are experiencing 30% increases in their insurance premiums. She agreed that the 19.8% increase is a huge expense and they have to figure out a way to combat that.

Chairman Reinke stated that he pays for his own insurance and his premiums usually increase 20 to 30%. It costs him about \$20,000 a year to ensure his family. That is cash that he pays and there are no taxpayers to pay for it. His deductible is not \$50 for an ER visit, it is \$6-8,000 for the entire family. He thought this is a very tough sell and he knows it is very personal. It was not meant that way since he does not disrespect anyone there. This is a ton of money and there needs to be a sense of realism. We need to be realistic about benefits in light of the fact that our revenues are not growing 15 to 20% this year. How can we afford to do this?

Administrator Schumacher stated that she didn't think the employees would take this personally but she wanted the Board to understand that they have been here every step of the way when we reduced and reduced and reduced plans. It is something that we talk about frequently and it was the main topic of discussion at her recent "Coffee with



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Paula" employee meeting. Employees understand that the revenues are not there and there are going to be changes to the plan that will impact them. The benefit package is a big part of our recruitment and it is something we have to keep in mind, especially in terms of the police department. We don't want to have a revolving door for hiring people and training them only to have them leave because they get a better deal somewhere else. Those are all things we take into consideration and we certainly take those comments to heart.

Chairman Camerer stated that people that work for corporations will take that hit for maybe 3 or 4 years and then usually switch to another insurance company. Has that been pursued by the broker?

Chairman Carbonaro stated that there are only so many companies in the State of Illinois because they have all pulled out.

President Wallace stated that when the broker does the bid he gets them from all providers and compares them side-by-side.

Chairman Carbonaro stated that they are going through the same thing at his work, and 15.8% is the increase they got from United Healthcare. Aetna and Blue Cross was not available. The pool is not worthy of fishing in - there is only a couple of companies that can actually bid.

Ms. Terrance stated that every year the broker goes out to shop the market. He is directed to look at every possibility.

Chairman Gabrenya stated that when bringing on new employees, insurance is a heartfelt important thing. How do we find out and understand what other communities, especially police departments are offering so we do enhance our retainment and also attracting new candidates.

Ms. Terrance stated that they look at those benefit plans yearly on an annual basis. We look at the plan design, the plan structure and what plans are offered. They did look at a high deductible plan and it did not produce the expected savings so it was not even considered an option this year. They look at plan design, co-pays, doctor and specialist co-pays, and they have made incremental changes in the past years. She indicated that they do not want to do too much at once.

Administrator Schumacher stated that they look at other comparable communities.

Ms. Terrance stated that it is public record and she has a network of professionals of what she receives their benefit plan design and contribution percentages. She stated that the Board had concerns over what the employees contribute to the premiums.



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Right now, some of the comparables have an employee contribution as low as 2%, three of them are at 10%, one is at 12%, one is at 15% and two at 20%. The concern that they have is that there are two union contracts that they have commitments to and the majority of our employees are in both of those groups. By making changes for the non-represented employees will not be a savings to the Village. To try and negotiate benefit changes with unionized employees when other comparable communities are similar to what they have, it becomes an issue.

Chairman Gabrenya was surprised to hear that the high deductible plans don't save money. With her patients as an example, even those in the fanciest corporate buildings in downtown Chicago are coming to her office with very high deductibles.

Ms. Terrance agreed that she was also shocked that this did not represent a significant savings for us.

Chairman Reinke stated that he found that hard to believe. He would like to hear from the broker directly.

Administrator Schumacher stated that they can have the broker walk the Board through the numbers.

Chairman Reinke stated that he would like to see the 15.8% increase be cut down to 0%. However, they choose to get there, it is up to the staff. He would like to see a number closer to zero.

Administrator Schumacher stated that she didn't know if she could do that but they will certainly take another run at it and bring the broker here to walk them through it.

Chairman Hopkins asked when the last time was that they switched brokers.

Administrator Schumacher stated that they have had Paul from Sullivan for 22 years. She stated that every time they have asked Paul to look at something he has done so aggressively. They will go back and see what else they can wring out.

President Wallace stated they did a pretty extensive look with outside brokers in the past. He thought that next year, it would be a good exercise to do it again.

Administrator Schumacher stated that they should also look at the pooling option. They have had some success with that with IRMA in keeping the costs down.

Chairman Carbonaro asked if revenues could also be compared with other villages to see if we are comparing "like" products. It would be hard to compare us with Carol



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Stream since we don't have a Joe Cotton Ford, so our revenues are a little bit lower. If they have a 2% employee contribution, we can't afford that.

### **2. Potential General Fund Revenue Discussion**

Chairman Deyne asked staff to proceed.

Administrator Schumacher stated that when the Board had their strategic planning session at the end of September, several of the Trustees stated that there was a great deal of confusion over the home rule sales tax that was being discussed in terms of what the recommended percentage of increase was and whether other surrounding towns have that tax. She indicated that they did that on the website and through a Facebook post. It contained the information that was in the Board packet from previous discussions. At Committee meetings on July 18, August 15, September 5, the Board discussed various revenue sources such as the food and beverage tax, video gaming revenue and various cuts to expenses as well. The Board also discussed wanting more information about pending items such as the waste hauler contract, insurance renewal and continued fee review to get a fuller picture of both sides of the ledger as we move towards the start of budget season. Tonight they presented some of those and will be doing the fees very shortly. She stated that she was very grateful that they could handle this continued discussion at the start of the budget process instead of the Board's review in the spring. The Board's input will help them guide the budgeting decisions once the departments put together their proposed budgets in November. Having this discussion early gives the Board space to consider things and it helps the staff put together the proposals.

President Wallace stated that it was a little bit shocking that our employees per 1,000 residents decreased 4.69% from 2008-09.

Chairman Reinke stated that our revenue is down \$800,000 because the State cut the LGDF.

Finance Director Todd Dowden stated that they are using \$400,000 of the fund balance for this year and there is another \$400,000 for next year that they will be short because when the State passed their budget they reduced income tax by 10%.

Chairman Reinke referenced his memo from August 28, 2017, there was a reference to \$106,000 if they cut brush pickup. He asked how the vote on the refuse contract will change that.

Public Works Director Dan Dinges stated that the \$106,000 is staff time that was dedicated towards brush pickup. They plan to utilize the same staff members on the



## VILLAGE OF BARTLETT COMMITTEE MINUTES October 17, 2017

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bike path maintenance, pavement patching, tree trimming, etc. There really isn't a savings since those staff members will remain - they will just be doing other duties.

Chairman Reinke stated that if they are looking at cutting \$800,000, the best they could come up with was to cut flower baskets?

Administrator Schumacher stated that these were before the cuts to the proposed budgets. These were just some things that she asked staff to take off and were just the "low hanging fruit".

Chairman Camerer asked if any of the items listed under the Streets Department were able to be picked up with the motor fuel tax. He asked if this was money that was set aside and the State can take it away.

Mr. Dinges stated that they have delayed it sometimes but they are getting it. He spoke about bike path maintenance and stated that as long as it is adjacent and within the right away, they can utilize it. He was not sure if it could be utilized for the ComEd right away. He stated that they get roughly \$1,000,000 per year and it is not enough to maintain the roads that they currently have. Using it towards bike path replacement will put the road replacement program behind.

Chairman Camerer asked him to explain how we could have paid to pave the Ruzicka parking lot for \$695,000 and still do the roads at the same time. There seems to be some discrepancy there.

Mr. Dinges stated that it is a decision on whether to put the money towards bike paths, parking lots or roads. Those are the three things that they could utilize the MFT funds on. The Ruzicka parking lot has been talked about for several years. As we get into the Capital Budget next month you will see the road program being beefed up a little bit based on the Bike & Run Committee increasing some of the bike path maintenance and focusing our attention on maintenance of our roads and bike paths.

Administrator Schumacher stated that they took the Board's comments to heart regarding keeping the same levels of service to the residents. Flower baskets are really not a service. They tried to look at the aesthetic things such as holiday lights and things that would not diminish the service levels to the residents.

Chairman Hopkins asked if there were any internal things they could do to save money.

Administrator Schumacher stated that they will see those things when they present the proposed budget. They have held positions open, we removed some completely, and there are certainly more internal things that they can do.



## VILLAGE OF BARTLETT COMMITTEE MINUTES October 17, 2017

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Chairman Deyne stated that it was important for the record to note what staff has done since 2007, what the police department has done, what has happened to our tax levy. He stated that staff has been reduced by 5%, which is 11-12 people.

Administrator Schumacher stated that there is at least one person from every department. It is police officers, maintenance workers, secretaries - no department has been spared.

Chairman Deyne stated that Chairman Hopkins is asking what staff could do to save money. In his opinion, staff has been proactive in doing what they possibly can. He also understands that the police department is down approximately two officers.

Police Chief Patrick Ullrich stated that in this current budget year they were asked not to fill three positions (police officer, investigations secretary, records clerk).

Chairman Deyne asked about the tax levy and whether it stayed the same since 2012.

Mr. Dowden stated that the general fund tax levy has remained the same or decreased over a number of years.

Chairman Hopkins asked if it would be beneficial to hire a consultant to look at each department.

Administrator Schumacher stated that one thing she would want to look closer at is using a consultant for combining the Building and Community Development departments. NIU does this kind of work for a number of communities.

Chairman Gabrenya asked if they needed to make the decision on the home rule tax immediately. Can't we try to manipulate the budget in the upcoming year in preparation of this deficit. She stated that there was \$188,000 in contracts that we did not spend on the police department. Does that bring our \$800,000 deficit down to \$612,000.

Mr. Dowden stated that it would save in the 2018/19 budget year. We are short in the 2017/18 year. The savings would be in the second year of the construction.

Administrator Schumacher stated that we will continue this discussion through the proposed budgets. It is not a decision that they have to make at this time.

Chairman Reinke stated that 53% of our current budget is capital projects - isn't there a way we could pare down things like vehicle replacement.

Mr. Dowden stated that the capital budget is mainly being funded by Illinois low interest loans. The capital budget is not in the general fund. We are focusing on the general



## VILLAGE OF BARTLETT COMMITTEE MINUTES October 17, 2017

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fund and that is operations, Police Department, Streets Department, snow plowing, general administration. That is why we keep talking about the general fund levy which is mainly operating expenses and not capital outlay.

Administrator Schumacher stated that the things mentioned relative to the capital budget can certainly be done and the Board will see that in December. We will keep that in mind when we start the review.

Chairman Hopkins asked where the money comes from for vehicle replacement. Does it come from the general fund?

Mr. Dowden stated that it comes from the departments – water, sewer, general fund.

Chairman Hopkins asked what the current cycle was for police vehicles.

Mr. Dowden stated that the contribution from the police department for vehicles is approximately \$200,000 per year.

Police Chief Patrick Ullrich stated that they use to do it based on the number of years. Since they have seen issues with the budget report, they have been trying to pay attention to the actual mileage on the vehicle and the engine hours. A lot of the vehicles are used 24 hours per day and it is a lot of wear and tear on the vehicles. If they are not going to replace them they will have to spend more money on maintenance.

Chairman Hopkins asked if other municipalities our size have their own in-house mechanics for police and public works vehicles? He asked if they thought it would be a cost savings.

Mr. Dinges stated that one of the maintenance guys does what he can and beyond that it is outsourced. He stated that there are pluses and minuses with both.

Chairman Gabrenya stated that one of the things we talked about in the strategic plan was to join forces with other public entities such as the Park District or the Fire District. Would a mechanic be something that could be utilized as a shared service amongst other public entities?

Administrator Schumacher stated that she was clear on what they needed to do to move forward.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

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**POLICE & HEALTH COMMITTEE**

**1. Municipal Code Amendment – Update of Title 6, Chapter 11-1300 - Stopping, Standing and Parking**

Deputy Chief Chuck Snider stated that they are looking at an update to Title 6, Chapter 11-1300 – Stopping, Standing, and Parking. He stated that it is basically their parking ordinance and addresses parking violations. The Internal Disruption Committee (IDC) looked at local area towns and asked the Police Department to look at the fines related to parking violations. The recommendation was to raise parking violation fines to make them more in line with surrounding villages. A survey was conducted of surrounding villages, and the recommendation was to raise the current parking violation fine from \$15.00 per violation to \$25.00 per violation. The late fee, if not paid within ten days would increase from \$30.00 to \$50.00.

While evaluating the parking ordinance there were several sections which needed to be brought up to date with the implementation of passport parking and the changing of areas of the commuter parking from daily to metered.

This item will be moved to the next Village Board agenda.

**2. Municipal Code Amendment – Update of Title 1, Chapter 4 – General Penalty**

Mr. Snider presented amended/updated alternative penalties, compliance warning tickets ordinance. A compliance ticket can be written in lieu of writing an Illinois vehicle code violation. A compliance ticket is written for any type of equipment that is in violation on a vehicle. The fine is paid directly to the Village as opposed to getting a ticket under the Illinois vehicle code. The recommendation was to raise compliance violation fines to make them more in line with surrounding villages. A survey was conducted of surrounding villages, and the recommendation was to raise the compliance violation fines from \$15.00 per violation to \$25.00 per violation. The late fee, if not paid within ten, days would increase from \$30.00 to \$50.00.

While evaluating the compliance warning tickets ordinance there were several sections which needed to be brought up to date with the Illinois Vehicle Code.

Chairman Reinke asked once the tickets are issued, what do we do to collect from them?

Mr. Snider stated that the compliance tickets have an accompanying envelope of which they have 10 days to pay. After 10 days the fine doubles. After 30 days they can be sent to local adjudication.



**VILLAGE OF BARTLETT  
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Assistant Village Administrator Scott Skrycki stated that they are currently looking into a program called IDROP. It is a program with the State of Illinois Comptroller that allows delinquent funds to be taken out of tax returns.

Chairman Reinke stated that it is a very effective system. It can be labor intensive on the municipal side, especially if you have a backlog. Once you get caught up, things start to change and for once, the State could actually come in handy.

This item will be moved to the next Village Board agenda.

President Wallace stated that upon adjournment of this meeting, the Board will be moving into Executive Session to Discuss Pending or Imminent Litigation Pursuant to Section 2(c)11 of the Open Meetings Act.

Chairman Camerer moved to adjourn the Committee of the Whole meeting and that motion was seconded by Chairman Reinke

**ROLL CALL VOTE TO ADJOURN**

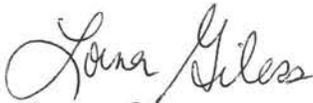
**AYES:** Chairman Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

The meeting adjourned at 8:18 p.m.

  
Lorna Giles  
Village Clerk

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 11/7/2017**

**100-GENERAL FUND REVENUES**

**480601-MISCELLANEOUS INCOME**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMERICAN RED CROSS	DENIM DAYS DONATION	160.00
<b>INVOICES TOTAL:</b>		<b>160.00</b>

**100000-GENERAL FUND**

**210002-GROUP INSURANCE PAYABLE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 BLUE CROSS BLUE SHIELD OF ILLINOIS	MONTHLY INSURANCE - NOV 2017	274,523.81
** 1 DELTA DENTAL OF ILLINOIS - RISK	MONTHLY INSURANCE - NOV 2017	14,955.75
** 1 DELTA DENTAL OF ILLINOIS - RISK	MONTHLY INSURANCE - NOV 2017	141.35
<b>INVOICES TOTAL:</b>		<b>289,620.91</b>

**1100-VILLAGE BOARD/ADMINISTRATION**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	333.25
<b>INVOICES TOTAL:</b>		<b>333.25</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES	30.62
<b>INVOICES TOTAL:</b>		<b>30.62</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	LASER PAPER/PAPERCLIPS	26.49
1 WAREHOUSE DIRECT	BINDER INDEXES/BINDER CLIPS/PENS	79.62
1 WAREHOUSE DIRECT	SHEET PROTECTORS	22.77
<b>INVOICES TOTAL:</b>		<b>128.88</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MEETING REFRESHMENTS	18.99
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	9.14
<b>INVOICES TOTAL:</b>		<b>28.13</b>

**543101-DUES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	IAM MEMBERSHIP RENEWAL	50.00
1 METROPOLITAN MAYORS CAUCUS	ANNUAL MEMBERSHIP DUES	1,854.36
<b>INVOICES TOTAL:</b>		<b>1,904.36</b>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 11/7/2017**

**543900-COMMUNITY RELATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ASSURED WASTE SOLUTIONS LLC	WASTE CONTAINER PICK UP	675.00
** 1 CARDMEMBER SERVICE	GIFT CARDS/BIKE PATH CLEAN-UP	241.92
1 LB MEDWASTE SERVICES INC	WASTE CONTAINER PICK UP	303.42
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	56.77
<b>INVOICES TOTAL:</b>		<b>1,277.11</b>

**543910-HISTORY MUSEUM EXPENSES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MUSEUM SUPPLIES	505.64
1 NEW ALBERTSONS INC	FOOD PURCHASE	30.14
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	24.18
<b>INVOICES TOTAL:</b>		<b>559.96</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FIVE STAR SAFETY EQUIPMENT INC	SAFETY VESTS	125.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	27.94
<b>INVOICES TOTAL:</b>		<b>152.94</b>

**1200-PROFESSIONAL SERVICES**

**523400-LEGAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 BRYAN E MRAZ & ASSOC PC	PROFESSIONAL SERVICES	19,631.25
1 LAW OFFICES OF ROBERT J KRUPP PC	PROFESSIONAL SERVICES	925.00
1 LAW OFFICES OF ROBERT J KRUPP PC	PROFESSIONAL SERVICES	925.00
1 LAW OFFICES OF ROBERT J KRUPP PC	PROFESSIONAL SERVICES	225.00
1 LAW OFFICES OF ROBERT J KRUPP PC	PROFESSIONAL SERVICES	525.00
1 STORINO RAMELLO & DURKIN	PROFESSIONAL SERVICES	675.00
<b>INVOICES TOTAL:</b>		<b>22,906.25</b>

**523401-ARCHITECTURAL/ENGINEERING SVC**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	LAKE MICHIGAN WATER ALLOCATION	7,654.03
<b>INVOICES TOTAL:</b>		<b>7,654.03</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	SPAULDING ROAD QUIET ZONE	1,559.43
1 MACKIE CONSULTANTS LLC	SPAULDING ROAD/LAMBERT LANE	833.99
<b>INVOICES TOTAL:</b>		<b>2,393.42</b>

**1210-LIABILITY INSURANCE**

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 11/7/2017**

**544200-LIABILITY INS DEDUCTIBLE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 INTERGOVERNMENTAL RISK	SEPTEMBER DEDUCTIBLE	10,712.89
<b>INVOICES TOTAL:</b>		<b>10,712.89</b>

**1400-FINANCE**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	69.14
<b>INVOICES TOTAL:</b>		<b>69.14</b>

**530115-SUBSCRIPTIONS/PUBLICATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EXAMINER PUBLICATIONS INC	TREASURER'S REPORT	1,422.00
<b>INVOICES TOTAL:</b>		<b>1,422.00</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	BATH TISSUE/PAPER TOWELS/KLEENEX	207.87
1 WAREHOUSE DIRECT	DESK CALENDAR	21.74
1 WAREHOUSE DIRECT	CALCULATOR/TAPE	84.98
1 WAREHOUSE DIRECT	CALCULATOR/CORRECTION TAPE	51.21
1 WAREHOUSE DIRECT	CREDIT - RETURNED ITEM	-35.25
1 WAREHOUSE DIRECT	MARKERS/POST-IT NOTES	28.00
<b>INVOICES TOTAL:</b>		<b>358.55</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 U S POSTAL SERVICE	POSTAGE FOR METER	5,000.00
<b>INVOICES TOTAL:</b>		<b>5,000.00</b>

**542100-REBATES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JAY MONAGHAN	UTILITY TAX REBATE	30.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	120.00
<b>INVOICES TOTAL:</b>		<b>150.00</b>

**1500-COMMUNITY DEVELOPMENT**

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	ICSC/TRAVEL EXPENSES	279.75
1 COMCAST SPOTLIGHT	ADVERTISING	2,487.54
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	55.07

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 11/7/2017**

INVOICES TOTAL: 2,822.36

**526000-VEHICLE MAINTENANCE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MEINEKE CAR CARE CENTER	VEHICLE MAINTENANCE	28.92
		<u>INVOICES TOTAL: 28.92</u>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES	33.31
		<u>INVOICES TOTAL: 33.31</u>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	CALENDARS/PENS/SUPPLIES	146.77
1 WAREHOUSE DIRECT	DESK CALENDAR	21.74
		<u>INVOICES TOTAL: 168.51</u>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FEDERAL EXPRESS CORP	DELIVERY CHARGES	20.69
		<u>INVOICES TOTAL: 20.69</u>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	AACE CONFERENCE REGISTRATION	449.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	22.82
1 BRUCE SCHROER	IEHA CONFERENCE EXPENSES	535.28
1 KRISTY STONE	ILGISA CONFERENCE EXPENSES	399.84
		<u>INVOICES TOTAL: 1,406.94</u>

**543101-DUES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 INTERNATIONAL CODE COUNCIL INC	CERTIFICATION RENEWAL	85.00
		<u>INVOICES TOTAL: 85.00</u>

**1600-BUILDING**

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES	195.61
		<u>INVOICES TOTAL: 195.61</u>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 TOSHIBA BUSINESS SOLUTIONS	COPIER MAINTENANCE SERVICE	243.52

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 11/7/2017**

1 WAREHOUSE DIRECT	PENS/WRIST RESTS/SUPPLIES	367.76
1 WAREHOUSE DIRECT	MOUSE PADS	15.28
<b>INVOICES TOTAL:</b>		<b>626.56</b>

**541600-PROFESSIONAL DEVELOPMENT**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 NORTHWEST BUILDING OFFICIALS AND	FALL SCHOOL REGISTRATION	80.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	65.00
<b>INVOICES TOTAL:</b>		<b>145.00</b>

**1700-POLICE**

**522400-SERVICE AGREEMENTS**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 ADT SECURITY SERVICES	ALARM MONITORING SERVICE	44.45
1 COUNTRYSIDE FUNERAL HOMES	TRANSPORTATION SERVICES	400.00
1 FULTON TECHNOLOGIES INC	WARNING SIREN MAINTENANCE	3,752.77
1 TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING	774.71
1 VERIZON WIRELESS	WIRELESS SERVICES	385.73
1 WORD SYSTEMS INC	ANNUAL SERVICE AGREEMENT	2,815.03
<b>INVOICES TOTAL:</b>		<b>8,172.69</b>

**526000-VEHICLE MAINTENANCE**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	622.56
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	25.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.95
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	129.95
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	178.54
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	155.64
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
1 BARTLETT TIRE LTD	VEHICLE MAINTENANCE	22.90
** 1 CARDMEMBER SERVICE	LICENSE PLATE RENEWAL FEES	413.48
1 ELGIN KEY & LOCK CO INC	BROKEN KEY REMOVAL	24.00
** 1 ILLINOIS SECRETARY OF STATE	TITLE/PLATES FOR NEW SQUAD CARS	309.00
1 MR CAR WASH	SEPTEMBER 2017 CAR WASHES	113.62
<b>INVOICES TOTAL:</b>		<b>2,178.84</b>

**526050-VEHICLE SET UP**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 RIVER RAND AUTO INC	BALL HITCH FOR CSO TRUCK	40.00

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 11/7/2017**

1 ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT INSTALLATION/CSO TRUCK	1,950.00
1 ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT FOR NEW CSO PICK UP	2,798.32
<b>INVOICES TOTAL:</b>		<b>4,788.32</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMERICAN FIRST AID SERVICES INC	FIRST AID SUPPLIES	137.40
** 1 CARDMEMBER SERVICE	FOOD PURCHASE	90.00
1 NEW ALBERTSONS INC	FOOD PURCHASES/SUPPLIES	47.01
1 WAREHOUSE DIRECT	TONER	128.43
1 WAREHOUSE DIRECT	TONER/ENVELOPES/DVD-R DISCS	128.43
<b>INVOICES TOTAL:</b>		<b>531.27</b>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 R & M SPECIALTIES LTD	CSO POLO SHIRT	21.00
1 STREICHER'S INC	CSO SHIRT	41.99
1 STREICHER'S INC	CSO SHIRT	41.99
1 STREICHER'S INC	CSO RAINCOAT	115.00
1 STREICHER'S INC	UNIFORM DUTY HAT/STRAP	50.00
1 STREICHER'S INC	UNIFORM JACKET	249.99
<b>INVOICES TOTAL:</b>		<b>519.97</b>

**530115-SUBSCRIPTIONS/PUBLICATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THOMSON REUTERS - WEST	MONTHLY SUBSCRIPTION	195.78
<b>INVOICES TOTAL:</b>		<b>195.78</b>

**530125-SHOOTING RANGE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SHOOTING TARGETS 7 LLC	STEEL TARGETS/HARDWARE	293.60
1 STREICHER'S INC	RANGE SUPPLIES	34.97
1 STREICHER'S INC	RANGE SUPPLIES	14.99
1 STREICHER'S INC	RANGE SUPPLIES	29.98
<b>INVOICES TOTAL:</b>		<b>373.54</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES	7,373.72
<b>INVOICES TOTAL:</b>		<b>7,373.72</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ABILITY AWARDS INC	NAME PLATE	22.95
** 1 CARDMEMBER SERVICE	IMAGING UNIT/CARTRIDGE	259.89
1 WAREHOUSE DIRECT	BINDERS/CORRECTION TAPE	58.08
1 WAREHOUSE DIRECT	TONER/ENVELOPES/DVD-R DISCS	528.14

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 11/7/2017**

INVOICES TOTAL: 869.06

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SPIN DOCTOR CYCLEWERKS INC	BICYCLE MAINTENANCE	180.97
		<u>INVOICES TOTAL: 180.97</u>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THOMAS ALAGNA	TRAINING EXPENSES	44.40
1 PATRICK CAREY	TRAINING EXPENSES	88.80
1 TRACEY DENDINGER	TRAINING EXPENSES	44.40
1 TRACEY DENDINGER	TRAINING EXPENSES	61.20
** 1 DUPAGE JUVENILE OFFICERS ASSOCIATION	CONFERENCE REGISTRATION	65.00
1 DUPAGE JUVENILE OFFICERS ASSOCIATION	CONFERENCE REGISTRATION FEES	80.00
** 1 MARK HOGAN	CHILD SAFETY SEAT TRAINING	85.00
** 1 IL EMERGENCY NURSES ASSOCIATION	CHILD SAFETY SEAT TRAINING	75.00
1 GRZEGORZ MILOS	TRAINING EXPENSES	146.00
1 GRZEGORZ MILOS	TRAINING EXPENSES	119.00
1 GRZEGORZ MILOS	TRAINING EXPENSES	140.00
1 GRZEGORZ MILOS	TRAINING EXPENSES	147.00
1 NORTH EAST MULTI-REGIONAL	TRAINING FEES	250.00
1 NORTH EAST MULTI-REGIONAL	TRAINING FEES	800.00
1 NORTHERN IL POLICE ALARM SYSTEM	UNIFORM/EQUIPMENT & TRAINING	7,619.72
1 GZIM SELMANI	TRAINING EXPENSES	111.00
		<u>INVOICES TOTAL: 9,876.52</u>

**542000-PLANNING & RESEARCH**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CALEA	ANNUAL CONTINUATION FEE	4,646.00
		<u>INVOICES TOTAL: 4,646.00</u>

**542810-SAFETY PROGRAM EXPENSES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALEXIAN BROTHERS CORPORATE	PERSONNEL TESTING	88.00
1 ALEXIAN BROTHERS CORPORATE	PERSONNEL TESTING	430.00
1 CINTAS FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	681.29
		<u>INVOICES TOTAL: 1,199.29</u>

**543101-DUES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE CHILDREN'S ADVOCACY CENTER	ANNUAL DUES	3,000.00
		<u>INVOICES TOTAL: 3,000.00</u>

**543900-COMMUNITY RELATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NEW ALBERTSONS INC	FOOD PURCHASES/SUPPLIES	105.88

\*\* Indicates pre-issue check.

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INVOICES TOTAL: 105.88

**544001-PRISONER DETENTION**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
2 NEW ALBERTSONS INC	FOOD PURCHASES/SUPPLIES	32.85
		<u>INVOICES TOTAL: 32.85</u>

**545100-EMERGENCY MANAGEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	VPN SERVICE	2.10
		<u>INVOICES TOTAL: 2.10</u>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AED PROFESSIONALS	HEARTSTART DEFIBRILLATORS	9,184.84
		<u>INVOICES TOTAL: 9,184.84</u>

**1800-STREET MAINTENANCE**

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 TRAFIC SERVICES INC	HERITAGE DAYS BARRICADE RENTAL	1,400.00
		<u>INVOICES TOTAL: 1,400.00</u>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	187.49
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	60.95
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	7.07
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	2,077.32
1 NICOR GAS	GAS BILL	86.12
1 NICOR GAS	GAS BILL	98.67
1 NICOR GAS	GAS BILL	44.64
		<u>INVOICES TOTAL: 2,562.26</u>

**526000-VEHICLE MAINTENANCE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SAFETY-KLEEN SYSTEMS INC	PARTS WASHER SOLVENT	346.54
		<u>INVOICES TOTAL: 346.54</u>

**527110-SVCS TO MAINTAIN TRAFFIC SIGS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COOK COUNTY TREASURER	TRAFFIC SIGNAL MAINTENANCE	347.25
1 MEADE ELECTRIC CO INC	TRAFFIC SIGNAL/STREET LIGHT MAINT	1,001.00
1 MEADE ELECTRIC CO INC	EMERGENCY SIGNAL REPAIRS	594.44
		<u>INVOICES TOTAL: 1,942.69</u>

\*\* Indicates pre-issue check.

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**527113-SERVICES TO MAINT. GROUNDS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORNERSTONE LAND & LAWN INC	LANDSCAPING SERVICES	4,516.00
	<b>INVOICES TOTAL:</b>	<b>4,516.00</b>

**527130-SIDEWALK & CURB REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JOHN POLITO	PUBLIC SIDEWALK REPLACEMENT	348.00
	<b>INVOICES TOTAL:</b>	<b>348.00</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AIRGAS NORTH CENTRAL	CYLINDER RENTAL	153.63
1 GRAINGER	VEHICLE WASH/WAX SUPPLIES	104.81
1 GRAINGER	KEY HOLDERS	21.80
	<b>INVOICES TOTAL:</b>	<b>280.24</b>

**530150-SMALL TOOLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTOZONE INC	EQUIPMENT MAINTENANCE SUPPLIES	5.99
	<b>INVOICES TOTAL:</b>	<b>5.99</b>

**532010-FUEL PURCHASES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES	3,775.72
	<b>INVOICES TOTAL:</b>	<b>3,775.72</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 H R DIRECT	ATTENDANCE CALENDAR	18.56
1 WAREHOUSE DIRECT	COFFEE	34.39
1 WAREHOUSE DIRECT	VACUUM/COFFEE CREAMER	68.59
1 WAREHOUSE DIRECT	HAND SOAP	3.41
1 WAREHOUSE DIRECT	PAPER TOWELS/CLEANING SUPPLIES	302.32
1 WAREHOUSE DIRECT	JOURNAL BOOKS/COFFEE	105.20
	<b>INVOICES TOTAL:</b>	<b>532.47</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTOZONE INC	EQUIPMENT MAINTENANCE SUPPLIES	472.30
1 CORE & MAIN LP	EQUIPMENT MAINTENANCE SUPPLIES	458.86
1 FLEETTRUCKPARTS.COM	OIL PAN	368.00
1 INTERSTATE BILLING SERVICE INC	EQUIPMENT MAINTENANCE SUPPLIES	185.90
1 INTERSTATE BILLING SERVICE INC	CREDIT - DEFECTIVE PART	-121.55
1 INTERSTATE BILLING SERVICE INC	CREDIT - CORE RETURNS	-159.60
1 INTERSTATE BILLING SERVICE INC	EQUIPMENT MAINTENANCE SUPPLIES	58.77
1 INTERSTATE BILLING SERVICE INC	EQUIPMENT MAINTENANCE SUPPLIES	1,663.98

\*\* Indicates pre-issue check.

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1 INTERSTATE BILLING SERVICE INC	CREDIT - RETURNED PART	-783.39
1 KELLER HEARTT CO INC	EQUIPMENT MAINTENANCE SUPPLIES	2,409.68
1 KELLER HEARTT CO INC	EQUIPMENT MAINTENANCE SUPPLIES	804.65
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	40.32
1 POMP'S TIRE SERVICE INC	TIRE REPLACEMENTS	920.89
1 RUSSO'S POWER EQUIPMENT INC	EQUIPMENT MAINTENANCE SUPPLIES	615.87
1 RUSSO'S POWER EQUIPMENT INC	POWER BRUSH	2,400.00
	<b>INVOICES TOTAL:</b>	<b>9,334.68</b>

**534400-STREET MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	1,598.47
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	955.01
	<b>INVOICES TOTAL:</b>	<b>2,553.48</b>

**534500-GROUNDS MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	HANGING FLOWER BASKETS	618.83
1 MIDWEST TRADING SUPPLIES INC	GRASS SEED	189.50
	<b>INVOICES TOTAL:</b>	<b>808.33</b>

**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 UNIFIRST CORP	MATS	12.38
1 UNIFIRST CORP	MATS	12.38
1 UNIFIRST CORP	MATS	12.38
	<b>INVOICES TOTAL:</b>	<b>37.14</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	APWA MEETING FEES	40.00
** 1 STAKING UNIVERSITY	SEMINAR REGISTRATION	75.00
	<b>INVOICES TOTAL:</b>	<b>115.00</b>

**543800-STORMWATER FACILITIES MAINT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	M&M/FEMA NORTH AVENUE BASIN	4,906.99
1 EARTH INC	STONE/GRAVEL PURCHASE	1,441.23
1 EARTH INC	STONE/GRAVEL PURCHASE	614.26
1 WELCH BROS INC	MAINTENANCE SUPPLIES	120.00
1 WELCH BROS INC	MAINTENANCE SUPPLIES	191.80
1 WELCH BROS INC	MAINTENANCE SUPPLIES	717.60
1 WELCH BROS INC	MAINTENANCE SUPPLIES	24.50
	<b>INVOICES TOTAL:</b>	<b>8,016.38</b>

**574800-TREE PURCHASES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

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1 THE FIELDS ON CATON FARM INC	TREE PURCHASE	29,540.00
<b>INVOICES TOTAL:</b>		<b>29,540.00</b>

**4200-MUNICIPAL BLDG PROJECTS EXP**

**585058-2016 POLICE STATION**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WILLIAMS ARCHITECTS	POLICE STATION	104,517.64
<b>INVOICES TOTAL:</b>		<b>104,517.64</b>

**430000-DEVELOPER DEPOSITS FUND**

**262099-DEPOSIT-ORDINANCE 89-49**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KEVIN SCHUDEL	VBR BOND REFUND	500.00
<b>INVOICES TOTAL:</b>		<b>500.00</b>

**4800-BREWSTER CREEK TIF MUN ACC EXP**

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BIG BENUZZI'S INDUSTRIAL GUIDE INC	ADVERTISING	250.00
1 FRANCE PUBLICATIONS INC	ADVERTISING	1,350.00
1 LAW BULLETIN PUBLISHING CO	ADVERTISING	625.00
1 SPARE WHEELS TRANSPORTATION CO INC	TRANSPORTATION SERVICES	300.00
<b>INVOICES TOTAL:</b>		<b>2,525.00</b>

**5000-WATER OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JULIE INC	QUARTERLY SERVICE FEES	894.22
<b>INVOICES TOTAL:</b>		<b>894.22</b>

**522720-PRINTING SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	OCTOBER 2017 BILLING	424.54
<b>INVOICES TOTAL:</b>		<b>424.54</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	35.81
1 NICOR GAS	GAS BILL	38.91
<b>INVOICES TOTAL:</b>		<b>74.72</b>

\*\* Indicates pre-issue check.

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**527120-SVCS TO MAINT MAINS/STORM LINE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EARTH INC	STONE/GRAVEL PURCHASE	1,441.23
	<b>INVOICES TOTAL:</b>	<b>1,441.23</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES	865.10
	<b>INVOICES TOTAL:</b>	<b>865.10</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CENTURY PRINT & GRAPHICS	WATER & SEWER LETTERHEAD	402.32
1 H R DIRECT	ATTENDANCE CALENDAR	18.56
1 WAREHOUSE DIRECT	VACUUM/COFFEE CREAMER	68.59
1 WAREHOUSE DIRECT	HAND SOAP	3.41
1 WAREHOUSE DIRECT	PAPER TOWELS/CLEANING SUPPLIES	302.33
1 WAREHOUSE DIRECT	JOURNAL BOOKS/COFFEE	306.22
	<b>INVOICES TOTAL:</b>	<b>1,101.43</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 SEBIS DIRECT INC	OCTOBER BILLS POSTAGE	1,658.72
	<b>INVOICES TOTAL:</b>	<b>1,658.72</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTOZONE INC	EQUIPMENT MAINTENANCE SUPPLIES	47.99
1 CORE & MAIN LP	EQUIPMENT MAINTENANCE SUPPLIES	948.91
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	40.33
	<b>INVOICES TOTAL:</b>	<b>1,037.23</b>

**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 UNIFIRST CORP	MATS	12.38
1 UNIFIRST CORP	MATS	12.38
1 UNIFIRST CORP	MATS	12.38
	<b>INVOICES TOTAL:</b>	<b>37.14</b>

**534810-METER MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WATER RESOURCES INC	WATER METERS	11,022.50
	<b>INVOICES TOTAL:</b>	<b>11,022.50</b>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

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1 THE FLOLO CORPORATION	EQUIPMENT UPGRADES	9,910.00
	<b>INVOICES TOTAL:</b>	<b>9,910.00</b>

**500000-WATER FUND**

**121054-WATER/SEWER BILLING A/R**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PETER/CARLA CARUSO	REFUND/WATER BILL OVERPAYMENT	122.69
1 FOUR SEASONS REALTY INC	REFUND/WATER BILL OVERPAYMENT	37.95
1 JEFFREY WINTERBURG	REFUND/WATER BILL OVERPAYMENT	45.29
	<b>INVOICES TOTAL:</b>	<b>205.93</b>

**5090-WATER CAPITAL PROJECTS EXP**

**581029-WATERMAIN REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GERARDI SEWER & WATER	WATER MAIN REPLACEMENT PROJECT	200,320.00
	<b>INVOICES TOTAL:</b>	<b>200,320.00</b>

**581035-WATER SYSTEM MODELING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	WATER SYSTEM MODELING/PLAN	828.00
	<b>INVOICES TOTAL:</b>	<b>828.00</b>

**581037-DWC PUMP STA,STORAGE,LAND**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	DWC RECEIVING STATION FACILITY	46,090.00
1 PASZKIEWICZ COURT REPORTING	IDNR HEARING	1,097.50
	<b>INVOICES TOTAL:</b>	<b>47,187.50</b>

**581038-VILLAGE SYSTEM IMPROVMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 REMPE-SHARPE & ASSOCIATES INC	TRANSMISSION MAIN PROJECT	14,460.94
	<b>INVOICES TOTAL:</b>	<b>14,460.94</b>

**5100-SEWER OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JULIE INC	QUARTERLY SERVICE FEES	894.23
	<b>INVOICES TOTAL:</b>	<b>894.23</b>

**522720-PRINTING SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	OCTOBER 2017 BILLING	424.54

\*\* Indicates pre-issue check.

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INVOICES TOTAL: **424.54**

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	117.47
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	92.47
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	161.75
1 NICOR GAS	GAS BILL	26.94
1 NICOR GAS	GAS BILL	29.02
1 NICOR GAS	GAS BILL	102.32
1 NICOR GAS	GAS BILL	112.23
1 NICOR GAS	GAS BILL	25.83
1 NICOR GAS	GAS BILL	88.21
1 NICOR GAS	GAS BILL	88.99
1 NICOR GAS	GAS BILL	25.29
1 NICOR GAS	GAS BILL	25.29
<u>INVOICES TOTAL:</u>		<b>895.81</b>

**524210-SLUDGE REMOVAL**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYNAGRO CENTRAL LLC	SLUDGE DISPOSAL	2,968.50
<u>INVOICES TOTAL:</u>		<b>2,968.50</b>

**526000-VEHICLE MAINTENANCE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ILLINOIS SECRETARY OF STATE	TITLE FOR UTILITY VEHICLE	30.00
<u>INVOICES TOTAL:</u>		<b>30.00</b>

**527120-SVCS TO MAINT MAINS/STORM LINE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EARTH INC	STONE/GRAVEL PURCHASE	720.62
<u>INVOICES TOTAL:</u>		<b>720.62</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AIRGAS NORTH CENTRAL	CYLINDER RENTAL	153.63
1 CALCO LTD	DEMINERALIZER	108.00
1 HINCKLEY SPRING WATER CO	DISTILLED WATER	26.58
1 NORTH CENTRAL LABORATORIES	LAB SUPPLIES	788.49
1 PETROCHOICE	MATERIALS & SUPPLIES	202.80
1 PETROCHOICE	MATERIALS & SUPPLIES	181.40
<u>INVOICES TOTAL:</u>		<b>1,460.90</b>

**530120-CHEMICAL SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAWKINS INC	CHEMICAL SUPPLIES	2,168.73
1 HAWKINS INC	CHEMICAL SUPPLIES	2,383.90
1 HAWKINS INC	CHEMICAL SUPPLIES	3,495.65

\*\* Indicates pre-issue check.

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1 PRO CHEM INC	CHEMICAL SUPPLIES	269.14
1 STATE INDUSTRIAL PRODUCTS	CHEMICAL SUPPLIES	682.66
<b>INVOICES TOTAL:</b>		<b>9,000.08</b>

**530160-SAFETY EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AIR ONE EQUIPMENT INC	SAFETY EQUIPMENT	655.45
1 PRO CHEM INC	LATEX GLOVES	225.29
<b>INVOICES TOTAL:</b>		<b>880.74</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES	1,292.76
<b>INVOICES TOTAL:</b>		<b>1,292.76</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CASE LOTS INC	ROLL TOWELS/NITRILE GLOVES	683.70
1 H R DIRECT	ATTENDANCE CALENDAR	18.57
1 WAREHOUSE DIRECT	COFFEE	51.98
1 WAREHOUSE DIRECT	COFFEE	86.66
1 WAREHOUSE DIRECT	VACUUM/COFFEE CREAMER	68.60
<b>INVOICES TOTAL:</b>		<b>909.51</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 SEBIS DIRECT INC	OCTOBER BILLS POSTAGE	1,658.72
<b>INVOICES TOTAL:</b>		<b>1,658.72</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ATLAS BOILER & WELDING CO INC	BOILER INSPECTION/MAINTENANCE	2,125.00
1 AUTOZONE INC	EQUIPMENT MAINTENANCE SUPPLIES	21.76
1 CENTRISYS CORPORATION	EQUIPMENT MAINTENANCE SUPPLIES	276.61
1 CORE & MAIN LP	CREDIT - RETURNED ITEM	-90.00
1 CORE & MAIN LP	EQUIPMENT MAINTENANCE SUPPLIES	93.00
1 FLOW-TECHNICS INC	REPLACEMENT PUMP	5,060.00
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	40.33
1 LAKESIDE EQUIPMENT CORP	EQUIPMENT MAINTENANCE SUPPLIES	1,735.00
1 LAN ELECTRIC INC	PUMP REPAIRS	1,089.79
1 LAN ELECTRIC INC	GENERATOR EQUIPMENT REPAIRS	291.00
1 LIONHEART CRITICAL POWER	GENERATOR REPAIRS	1,498.89
1 VORTEX TECHNOLOGIES INC	METER CALIBRATION SERVICES	2,990.00
1 WEST SIDE ELECTRIC SUPPLY INC	LIGHTING SUPPLIES	165.24
1 WEST SIDE ELECTRIC SUPPLY INC	HEATER	291.00
<b>INVOICES TOTAL:</b>		<b>15,587.62</b>

\*\* Indicates pre-issue check.

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**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 UNIFIRST CORP	MATS	12.39
1 UNIFIRST CORP	MATS	12.39
1 UNIFIRST CORP	MATS	12.39
<b>INVOICES TOTAL:</b>		<b>37.17</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	WEFTEC SEMINAR REGISTRATION	375.00
<b>INVOICES TOTAL:</b>		<b>375.00</b>

**5190-SEWER CAPITAL PROJECTS EXP**

**582023-PHOSPHORUS REMOVAL SYSTEM**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 STRAND ASSOCIATES INC	WASTEWATER FACILITY PLAN UPDATE	6,968.60
1 STRAND ASSOCIATES INC	PHOSPHORUS DISCHARGE PLAN	4,037.25
1 STRAND ASSOCIATES INC	PHOSPHORUS REMOVAL REPORT	6,985.98
<b>INVOICES TOTAL:</b>		<b>17,991.83</b>

**5200-PARKING OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T2 SYSTEMS CANADA INC	MONTHLY EMS SERVICES	425.00
1 TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING	46.83
1 UNIFIRST CORP	MATS	14.10
1 UNIFIRST CORP	MATS	14.10
<b>INVOICES TOTAL:</b>		<b>500.03</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	VPN SERVICE	114.90
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	74.13
<b>INVOICES TOTAL:</b>		<b>189.03</b>

**529000-OTHER CONTRACTUAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	DSL LINE FOR METRA PAY BOXES	30.13
<b>INVOICES TOTAL:</b>		<b>30.13</b>

**570200-BLDG & GROUNDS IMPROVEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CINTAS CORPORATION	CREDIT - OVERPAYMENT	-69.52

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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INVOICES TOTAL: -69.52

**5500-GOLF PROGRAM EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANDERSON PEST SOLUTIONS	PEST CONTROL SERVICES	98.76
1 CRYSTAL MGMT & MAINT SERVICES CORP	CLEANING SERVICES - OCT 2017	570.00
1 ROSCOE CO	MATS	164.95
1 TEMPERATURE ENGINEERING INC	MONTHLY MAINTENANCE AGREEMENT	550.00
1 TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING	349.78
	<u>INVOICES TOTAL:</u>	<u>1,733.49</u>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KENNETH BURRIS	PLUMBING SERVICES	887.00
	<u>INVOICES TOTAL:</u>	<u>887.00</u>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	34.83
	<u>INVOICES TOTAL:</u>	<u>34.83</u>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EDWARD DON & COMPANY	HAND TOWELS/COTTON GLOVES	56.91
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	21.28
1 PAUL PETERSEN	SOAP DISPENSERS	56.30
1 SUPPLYWORKS	BATH TISSUE	127.14
	<u>INVOICES TOTAL:</u>	<u>261.63</u>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	955.37
	<u>INVOICES TOTAL:</u>	<u>955.37</u>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	TIME CARDS/BATTERIES	6.44
	<u>INVOICES TOTAL:</u>	<u>6.44</u>

**534200-GOLF CART MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	900.59
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	564.94
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	573.83

\*\* Indicates pre-issue check.

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1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	250.00
1 NADLER GOLF CAR SALES INC	MISC. CHARGE	28.70
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	433.36
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	250.00
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	83.20
1 NADLER GOLF CAR SALES INC	MISC. CHARGE	37.32
<b>INVOICES TOTAL:</b>		<b>3,121.94</b>

**534331-PURCHASES - GOLF SHOES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACUSHNET COMPANY	GOLF SHOES	70.94
1 COBRA PUMA GOLF INC	GOLF SHOES	58.68
<b>INVOICES TOTAL:</b>		<b>129.62</b>

**534332-PURCHASES - GOLF BALLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ACUSHNET COMPANY	GOLF BALLS	2,774.64
<b>INVOICES TOTAL:</b>		<b>2,774.64</b>

**534333-PURCHASES - GOLF CLUBS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COBRA PUMA GOLF INC	GOLF CLUBS	341.33
<b>INVOICES TOTAL:</b>		<b>341.33</b>

**534335-PURCHASES - MISC GOLF MDSE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COBRA PUMA GOLF INC	MISC. CHARGE	5.12
1 GEAR FOR SPORTS	MISC. GOLF MERCHANDISE	604.45
1 SUNICE USA INC	GOLF SHIRTS	132.91
<b>INVOICES TOTAL:</b>		<b>742.48</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NADLER GOLF CAR SALES INC	CART RENTAL	696.00
<b>INVOICES TOTAL:</b>		<b>696.00</b>

**5510-GOLF MAINTENANCE EXPENSES**

**522300-UNIFORM RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CINTAS CORPORATION	UNIFORM RENTAL	39.95
1 CINTAS CORPORATION	UNIFORM RENTAL	39.95
1 CINTAS CORPORATION	UNIFORM RENTAL	39.95
1 CINTAS CORPORATION	UNIFORM RENTAL	39.95
<b>INVOICES TOTAL:</b>		<b>159.80</b>

\*\* Indicates pre-issue check.

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**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	11.60
<b>INVOICES TOTAL:</b>		<b>11.60</b>

**526000-VEHICLE MAINTENANCE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VALLEY HYDRAULIC SERVICE INC	VEHICLE MAINTENANCE SUPPLIES	52.91
<b>INVOICES TOTAL:</b>		<b>52.91</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHICAGOLAND TURF	MATERIALS & SUPPLIES	749.70
1 CHICAGOLAND TURF	FUNGICIDE	1,030.02
<b>INVOICES TOTAL:</b>		<b>1,779.72</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	955.37
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	928.22
<b>INVOICES TOTAL:</b>		<b>1,883.59</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 J W TURF INC	EQUIPMENT MAINTENANCE SUPPLIES	35.94
1 O'REILLY AUTOMOTIVE INC	EQUIPMENT MAINTENANCE SUPPLIES	423.68
1 REINDERS INC	EQUIPMENT MAINTENANCE SUPPLIES	226.47
<b>INVOICES TOTAL:</b>		<b>686.09</b>

**534500-GROUNDS MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHICAGOLAND TURF	MAINTENANCE SUPPLIES	1,027.20
1 FAULKS BROS CONSTRUCTION INC	TOPDRESSING SAND	1,852.20
<b>INVOICES TOTAL:</b>		<b>2,879.40</b>

**534700-TREE MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NELS J JOHNSON TREE EXPERTS INC	TREE REMOVAL/PRUNING SERVICES	4,500.00
<b>INVOICES TOTAL:</b>		<b>4,500.00</b>

**5560-GOLF RESTAURANT EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMPLETE BAR SYSTEMS INC	SWITCHED BEER LINES	90.00
1 COMPLETE BAR SYSTEMS INC	CLEANED BEER LINES	50.00

\*\* Indicates pre-issue check.

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1 CRYSTAL MGMT & MAINT SERVICES CORP	CLEANING SERVICES - OCT 2017	75.00
1 DARLING INGREDIENTS INC	SERVICE AGREEMENT	70.00
1 DARLING INGREDIENTS INC	SERVICE AGREEMENT	17.50
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	187.29
1 TEMPERATURE ENGINEERING INC	MONTHLY MAINTENANCE AGREEMENT	75.00
<b>INVOICES TOTAL:</b>		<b>564.79</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	5.81
<b>INVOICES TOTAL:</b>		<b>5.81</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EDWARD DON & COMPANY	HAND TOWELS/COTTON GLOVES	56.90
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	11.48
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	21.28
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	78.60
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	20.00
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	7.99
<b>INVOICES TOTAL:</b>		<b>196.25</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	TIME CARDS/BATTERIES	6.44
<b>INVOICES TOTAL:</b>		<b>6.44</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMERICAN COMPRESSED GASES INC	CYLINDER RENTAL	8.50
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	108.46
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	84.08
1 EUCLID BEVERAGE LLC	BEER PURCHASE	140.20
1 EUCLID BEVERAGE LLC	BEER PURCHASE	108.77
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	139.98
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	521.90
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	75.00
1 GRECO AND SONS INC	FOOD PURCHASE	487.24
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	349.98
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	152.59
1 LAKESHORE BEVERAGE	BEER PURCHASE	33.07
1 PEPSI-COLA GENERAL BOTTLERS INC	SOFT DRINK PURCHASE	88.05
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	174.35
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	170.19
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	367.38
1 SOUTHERN GLAZER'S OF IL	LIQUOR PURCHASE	96.20
1 TURANO BAKING CO	FOOD PURCHASE	60.65

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1 TURANO BAKING CO	FOOD PURCHASE	58.30
<b>INVOICES TOTAL:</b>		<b>3,224.89</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 COOK COUNTY COLLECTOR	SWEETENED BEVERAGE TAX	447.55
<b>INVOICES TOTAL:</b>		<b>447.55</b>

**5570-GOLF BANQUET EXPENSES**

**511200-TEMPORARY SALARIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CAROL'S EVENT STAFFING INC	TEMPORARY STAFFING	468.00
1 SURESTAFF INC	TEMPORARY STAFFING	218.62
<b>INVOICES TOTAL:</b>		<b>686.62</b>

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A MAESTRANZI SONS	KNIFE RENTAL/SHARPENING	17.00
1 CRYSTAL MGMT & MAINT SERVICES CORP	CLEANING SERVICES - OCT 2017	75.00
1 DARLING INGREDIENTS INC	SERVICE AGREEMENT	70.00
1 DARLING INGREDIENTS INC	SERVICE AGREEMENT	17.50
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	187.29
1 MICKEY'S LINEN & TOWEL SUPPLY	LINEN SERVICES	16.00
1 MICKEY'S LINEN & TOWEL SUPPLY	LINEN SERVICES	478.92
1 MICKEY'S LINEN & TOWEL SUPPLY	LINEN SERVICES	41.61
1 MICKEY'S LINEN & TOWEL SUPPLY	LINEN SERVICES	16.00
1 MICKEY'S LINEN & TOWEL SUPPLY	LINEN SERVICES	108.81
1 TEMPERATURE ENGINEERING INC	MONTHLY MAINTENANCE AGREEMENT	75.00
<b>INVOICES TOTAL:</b>		<b>1,103.13</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	5.81
<b>INVOICES TOTAL:</b>		<b>5.81</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EDWARD DON & COMPANY	HAND TOWELS/COTTON GLOVES	114.23
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	11.48
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	21.29
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	111.04
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	88.84
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	8.00
1 MLA WHOLESALE INC	FLOWERS	73.90
1 MLA WHOLESALE INC	FLOWERS	162.40

\*\* Indicates pre-issue check.

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**INVOICES TOTAL: 591.18**

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 LOGSDON OFFICE SUPPLY	TONER CARTRIDGES	176.03
1 WAREHOUSE DIRECT	TIME CARDS/BATTERIES	38.64
<b>INVOICES TOTAL:</b>		<b>214.67</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE BAKING INSTITUTE BAKERY CO	WEDDING CAKE	313.75
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	867.69
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	252.25
1 ELGIN BEVERAGE CO	BEER PURCHASE	166.82
1 EUCLID BEVERAGE LLC	BEER PURCHASE	86.50
1 EUCLID BEVERAGE LLC	BEER PURCHASE	57.00
1 FORTUNE FISH & GOURMET	FOOD PURCHASE	188.00
1 FORTUNE FISH & GOURMET	FOOD PURCHASE	550.98
1 FORTUNE FISH & GOURMET	FOOD PURCHASE	627.37
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	693.62
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	496.43
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	377.04
1 GRECO AND SONS INC	FOOD PURCHASE	946.17
1 GRECO AND SONS INC	FOOD PURCHASE	32.95
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	1,296.87
1 GRECO AND SONS INC	FOOD PURCHASE	17.45
1 GRECO AND SONS INC	FOOD PURCHASE	26.96
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	771.73
1 GRECO AND SONS INC	FOOD PURCHASE	77.95
1 IL GIARDINO DEL DOLCE INC	BAKERY PURCHASE	134.85
1 IL GIARDINO DEL DOLCE INC	BAKERY PURCHASE	134.85
1 LAKESHORE BEVERAGE	BEER PURCHASE	99.23
1 NEW ALBERTSONS INC	FOOD PURCHASES	260.98
1 PEPSI-COLA GENERAL BOTTLERS INC	SOFT DRINK PURCHASE	88.06
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	98.23
1 SOUTHERN GLAZER'S OF IL	LIQUOR PURCHASE	865.79
1 TURANO BAKING CO	FOOD PURCHASE	115.00
1 TURANO BAKING CO	FOOD PURCHASE	109.06
1 TURANO BAKING CO	FOOD PURCHASE	176.52
1 TURANO BAKING CO	FOOD PURCHASE	41.72
1 TURANO BAKING CO	FOOD PURCHASE	174.09
<b>INVOICES TOTAL:</b>		<b>10,145.91</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYSCO FOOD SERVICES - CHICAGO	ICE MAKER	1,716.64
<b>INVOICES TOTAL:</b>		<b>1,716.64</b>

\*\* Indicates pre-issue check.

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**5580-GOLF MIDWAY EXPENSES**

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	108.46
1 ELGIN BEVERAGE CO	BEER PURCHASE	15.87
1 EUCLID BEVERAGE LLC	BEER PURCHASE	100.00
1 EUCLID BEVERAGE LLC	BEER PURCHASE	90.34
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	135.48
1 GORDON FOOD SERVICE INC	FOOD PURCHASE/SUPPLIES	98.26
1 GRECO AND SONS INC	FOOD PURCHASE	68.00
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	211.80
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	146.70
1 LAKESHORE BEVERAGE	BEER PURCHASE	90.10
1 PEPSI-COLA GENERAL BOTTLERS INC	SOFT DRINK PURCHASE	37.62
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	37.76
<b>INVOICES TOTAL:</b>		<b>1,140.39</b>

**6000-CENTRAL SERVICES EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ONSOLVE LLC	CODE RED SERVICE AGREEMENT	17,500.00
1 TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING	326.72
1 TYCO INTEGRATED SECURITY LLC	QUARTERLY BILLING	255.00
<b>INVOICES TOTAL:</b>		<b>18,081.72</b>

**522720-PRINTING SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CREEKSIDE PRINTING	BARTLETTER	3,519.00
<b>INVOICES TOTAL:</b>		<b>3,519.00</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANDERSON PEST SOLUTIONS	PEST CONTROL SERVICES	206.51
1 C E SMITH LAWN MAINTENANCE INC	WEED ABATEMENT	490.00
1 CINTAS FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	434.89
1 CINTAS FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	449.13
1 CINTAS FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	1,943.71
1 CINTAS FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	361.85
1 CRYSTAL MGMT & MAINT SERVICES CORP	CLEANING SERVICES - OCT 2017	2,705.00
1 LIONHEART CRITICAL POWER	GENERATOR REPAIRS	819.57
1 MIDWEST MECHANICAL	A/C UNIT REPAIRS	746.02
1 STATE FIRE MARSHAL	BOILER INSPECTIONS	210.00
1 UNIFIRST CORP	MATS	46.30
1 UNIFIRST CORP	MATS	46.30

\*\* Indicates pre-issue check.

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INVOICES TOTAL: 8,459.28

**524110-TELEPHONE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AT&T	TELEPHONE BILL	159.72
1 CALL ONE	TELEPHONE BILL	632.55
** 1 CARDMEMBER SERVICE	DSL LINE FOR VILLAGE HALL	65.37
1 COMCAST	TELEPHONE BILL	4,001.86
		<u>INVOICES TOTAL: 4,859.50</u>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	48.75
		<u>INVOICES TOTAL: 48.75</u>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMERICAN FIRST AID SERVICES INC	FIRST AID SUPPLIES	118.40
1 WAREHOUSE DIRECT	BATH TISSUE/PAPER TOWELS/KLEENEX	169.24
		<u>INVOICES TOTAL: 287.64</u>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	I-PASS REPLENISHMENTS	80.00
1 THE UPS STORE	SHIPPING CHARGES	11.54
		<u>INVOICES TOTAL: 91.54</u>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BANCTEC INC	ANNUAL SERVICE AGREEMENT	1,060.32
** 1 CARDMEMBER SERVICE	CLOUD SERVICES	235.17
		<u>INVOICES TOTAL: 1,295.49</u>

**6100-VEHICLE REPLACEMENT EXPENSES**

**570170-POLICE VEH REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CURRIE MOTORS	POLICE UTILITY VEHICLES	95,010.00
		<u>INVOICES TOTAL: 95,010.00</u>

**570180-STREETS VEH REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 RUSH TRUCK CENTERS	DUMP TRUCK PURCHASE	135,200.00
		<u>INVOICES TOTAL: 135,200.00</u>

\*\* Indicates pre-issue check.

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**7000-POLICE PENSION EXPENDITURES**

**523400-LEGAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 REIMER DOBROVOLNY & KARLSON LLC	LEGAL SERVICES	1,073.69
<b>INVOICES TOTAL:</b>		<b>1,073.69</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WILLIAM HECKER	POLICE PENSION CONFERENCE	789.88
1 DAN PALMER	POLICE PENSION CONFERENCE	820.36
1 DAVID SMITH	POLICE PENSION CONFERENCE	908.76
<b>INVOICES TOTAL:</b>		<b>2,519.00</b>

**GRAND TOTAL: 1,238,665.01**

GENERAL FUND	469,741.90
MUNICIPAL BUILDING FUND	104,517.64
DEVELOPER DEPOSITS FUND	500.00
BREWSTER CREEK TIF MUN ACCT	2,525.00
WATER FUND	291,469.20
SEWER FUND	55,128.03
PARKING FUND	649.67
GOLF FUND	43,687.96
CENTRAL SERVICES FUND	36,642.92
VEHICLE REPLACEMENT FUND	230,210.00
POLICE PENSION FUND	3,592.69
<b>GRAND TOTAL</b>	<b>1,238,665.01</b>

\*\* Indicates pre-issue check.

**APPOINTMENT**  
**NOVEMBER 7, 2017**

**Bike and Run Committee – 3 Year Term**

Appoint John Goetz

## Lorna Giless

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**From:** Kevin Wallace  
**Sent:** Monday, October 9, 2017 10:15 AM  
**To:** Michael Camerer  
**Subject:** Fwd: Bartlett Bike and Run committee

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** John Goetz <johngoetz24@hotmail.com>  
**Date:** 10/9/17 10:08 AM (GMT-06:00)  
**To:** Kevin Wallace <kwallace@vbartlett.org>  
**Subject:** Bartlett Bike and Run committee

Hello Mr. Wallace,

My name is John Goetz and I have lived in the Woodland Hills subdivision of Bartlett for almost 14 years. I have attended the quarterly bike and run committee meetings as an audience member for over a year. It has come to my attention that a current member has tendered their resignation from the committee. As an avid cyclist, I have a passion for the trails in and around Bartlett. I am building relationships with members of the township and the forest preserve and feel I would be a valuable member of the bicycle and run committee. Please consider me when appointing the new committee member. Let me know if there is a more formal way to submit my name for consideration. I'm more than happy to meet face-to-face with you at your convenience so you can get a better understanding of my passion for building and maintaining safe trails in Bartlett for everyone to use.

Thanks,  
John Goetz  
1424 Saddleridge Place  
630-881-5910

Sent via the Samsung GALAXY S®4, an AT&T 4G LTE smartphone



# Agenda Item Executive Summary

Item Name 2017 Auditor's Report

Committee  
or Board Board

## BUDGET IMPACT

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

## EXECUTIVE SUMMARY

The auditor from Lauterbach & Amen, LLP will review the 2017 financial audit report during the President's Report of the November 7<sup>th</sup> board meeting.

## ATTACHMENTS (PLEASE LIST)

Memo, Auditor's Communication to the Board of Trustees, Management Letter, 2017 Comprehensive Annual Financial Report

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

Staff: Todd Dowden, Finance Director

Date: 10/23/17

## VILLAGE BOARD MEMORANDUM

**DATE:** October 23, 2017  
**TO:** The Honorable Village President and Board of Trustees  
**FROM:** Paula Schumacher, Village Administrator  
**SUBJECT:** 2017 Fiscal Year End Audit

Included in this packet is the following:

1. Auditor's Communication to the Board of Trustees
2. Management Letter
3. 2017 Comprehensive Annual Financial Report

We have scheduled the auditors for a presentation at the November 7<sup>th</sup> board meeting.



August 19, 2017

The Honorable Village President  
Members of the Board of Trustees  
Village of Bartlett, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Bartlett (Village), Illinois for the year ended April 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 19, 2017. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended April 30, 2017. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental and business-type activities' financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets. We evaluated the key factors and assumptions used to develop the depreciation expense estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Significant Audit Findings – Continued

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 19, 2017.

*Management Consultations with Other Independent Auditors*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Other Matters – Continued

We were engaged to report on the combining and individual fund financial statements and budgetary comparison schedules and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and statistical section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restrictions on Use

This information is intended solely for the use of the Board of Trustees and management of the Village and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Trustees and staff (in particular the Finance Department) of the Village of Bartlett, Illinois for their valuable cooperation throughout the audit engagement.

*Lauterbach + Amen LLP*  
LAUTERBACH & AMEN, LLP

# VILLAGE OF BARTLETT, ILLINOIS

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## MANAGEMENT LETTER

FOR THE FISCAL YEAR ENDED  
APRIL 30, 2017



August 19, 2017

The Honorable Village President  
Members of the Board of Trustees  
Village of Bartlett, Illinois

In planning and performing our audit of the financial statements of the Village of Bartlett (Village), Illinois, for the year ended April 30, 2017, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Finance Committee, Board of Trustees, management, and others within the Village of Bartlett, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Village personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire Village staff.

*Lauterbach + Amen LLP*  
LAUTERBACH & AMEN, LLP

## CURRENT RECOMMENDATIONS

1. **GASB STATEMENT NO. 74 FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFIT PLANS OTHER THAN PENSION PLANS AND GASB STATEMENT NO. 75 ACCOUNTING AND FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS**

Comment

In June 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 74, *Financial Reporting for Post-Employment Benefits Plans Other Than Pension Plans*, which applies to individual postemployment benefit plans, and Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*, which applies to the state and local government employers that sponsor the plans. The Statements apply to the reporting of other post-employment benefits, including medical, dental, life, vision and other insurance coverages provided by the employer post-employment. The Statements establish standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to the other post-employment benefit plans, and specifically identify the methods and assumptions that are to be used in calculating and disclosing these OPEB accounts in the financial statements. The Statements also provide for additional note disclosures and required supplementary information and are intended to improve information provided by state and local government employers regarding financial support to their OPEB plans. GASB Statement No. 75 applies to the employer's reporting of other post-employment benefit plans and is applicable to the Village's financial statements for the year ended April 30, 2019.

Recommendation

We recommend that the Village reach out to the private pension actuary engaged to provide the OPEB actuarial calculations in order to confirm the timeline for implementation and to review requested materials that will be required in order to implement the provisions and requirements of the new Statements. Lauterbach & Amen, LLP will also work directly with the Village to assist in the implementation process, including assistance in determining the implementation timeline with the Village and private actuary, providing all framework for the financial statements in order to complete the implementation, and assist in answering any questions or concerns the Village might have related to the implementation process or requirements.

## CURRENT RECOMMENDATIONS – Continued

### 2. FUNDS NOT IN COMPLIANCE WITH FUND BALANCE POLICY

#### Comment

During our current year-end audit procedures, we noted the following funds with fund balances that were not in compliance with the Board approved fund balance policy:

	Per FY 2017 Budget	FY 2017 Unrestricted Fund Balance per CAFR	Amount Not In Compliance
<b>Debt Service</b>			
Minimum			
June P&I Payments	\$ 772,568	746,025	26,543
<b>Sewer Fund</b>			
Minimum			
Operating Expenses	7,889,165		
X's 25% per policy	25%		
	1,972,291	292,407	1,679,884
<b>Golf Fund</b>			
Minimum			
Operating Expenses	2,564,074		
X's 10% per policy	10%		
	256,407	(1,958,310)	2,214,717

#### Recommendation

We recommend the Village investigate the fund balances and adopt future budgets to address these items not in compliance.

#### Management Response

The Village reviews fund balances during the budget process each year. The Debt Service Fund balance has been reduced over the last five years due to abatements to the debt service levy. The 2017/18 budget eliminated the use of fund balance to abate the debt service levy and the fund balance should improve with interest income on the current reserves. Sewer rates were last increased on May 1, 2012. Due to the number of infrastructure projects and the reduced fund balance, the Board approved a 20% increase effective May 1, 2017. The rates will continue to be reviewed on an annual basis. The Golf Fund has struggled to keep a positive balance for a number of years due to the overall decrease in the golfing industry. Accounting standards changes for pension liability expenses over the last two years have also added to the negative balance. The Village will continue to make adjustments to the golf programs to work towards a positive balance.

## PRIOR RECOMMENDATION

### 1. FUNDS OVER BUDGET

#### Comment

Previously, we noted that the following funds had an excess of actual expenditures over budget for the fiscal year:

<u>Fund</u>	<u>4/30/16</u>
Capital Projects	\$ 388,381
Brewster Creek Project TIF	5,067,450

#### Recommendation

We recommended the Village investigate the causes of the funds over budget and adopt appropriate future funding measures.

#### Status

This comment has been implemented and will not be repeated in the future.

#### Management Response

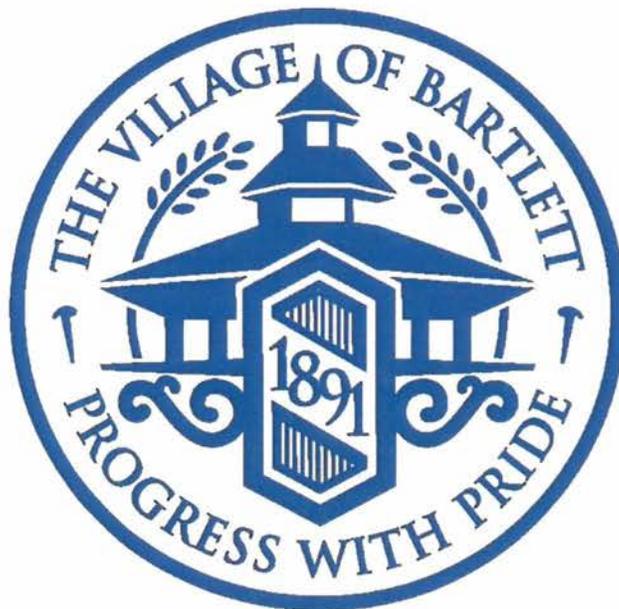
The Capital Projects Fund was over budget due to the timing of the work being completed for the North and Prospect Avenues Stormwater Detention Ponds project. The 2015 year was under budget by \$1,807,674 and the 2016 year was over budget by \$448,381. A FEMA Hazard Mitigation Grant and the 2012 GO Bond issue provided the funding sources for the project.

The Brewster Creek Project TIF Fund was over budget due to additional site preparation completed in the Brewster Creek Business Park by the developer. These additional expenditures were funded by an increase to the developer note by the same amount.

# VILLAGE OF BARTLETT, ILLINOIS

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## COMPREHENSIVE ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED

APRIL 30, 2017

**VILLAGE OF BARTLETT, ILLINOIS**

**COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**FOR THE FISCAL YEAR ENDED APRIL 30, 2017**

Prepared by:  
Finance Department

Paula Schumacher, Village Administrator  
Todd Dowden, Finance Director

**VILLAGE OF BARTLETT, ILLINOIS**

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## **INTRODUCTORY SECTION**

This section includes miscellaneous data regarding the Village of Bartlett including: List of Principal Officials, Organization Chart, Letter of Transmittal, and Certificate of Achievement for Excellence in Financial Reporting.

**VILLAGE OF BARTLETT, ILLINOIS**

**List of Principal Officials  
April 30, 2017**

---

**Principal Officials**

Kevin Wallace, Village President

Lorna Giles, Village Clerk

**Trustees**

T. L. Arends

Michael E. Camerer D.C.

Vince Carbonaro

Raymond H. Deyne

Adam J. Hopkins

Aaron H. Reinke

**Executive**

Paula Schumacher, Acting Village Administrator

**Department Directors**

Todd Dowden, Acting Finance Director

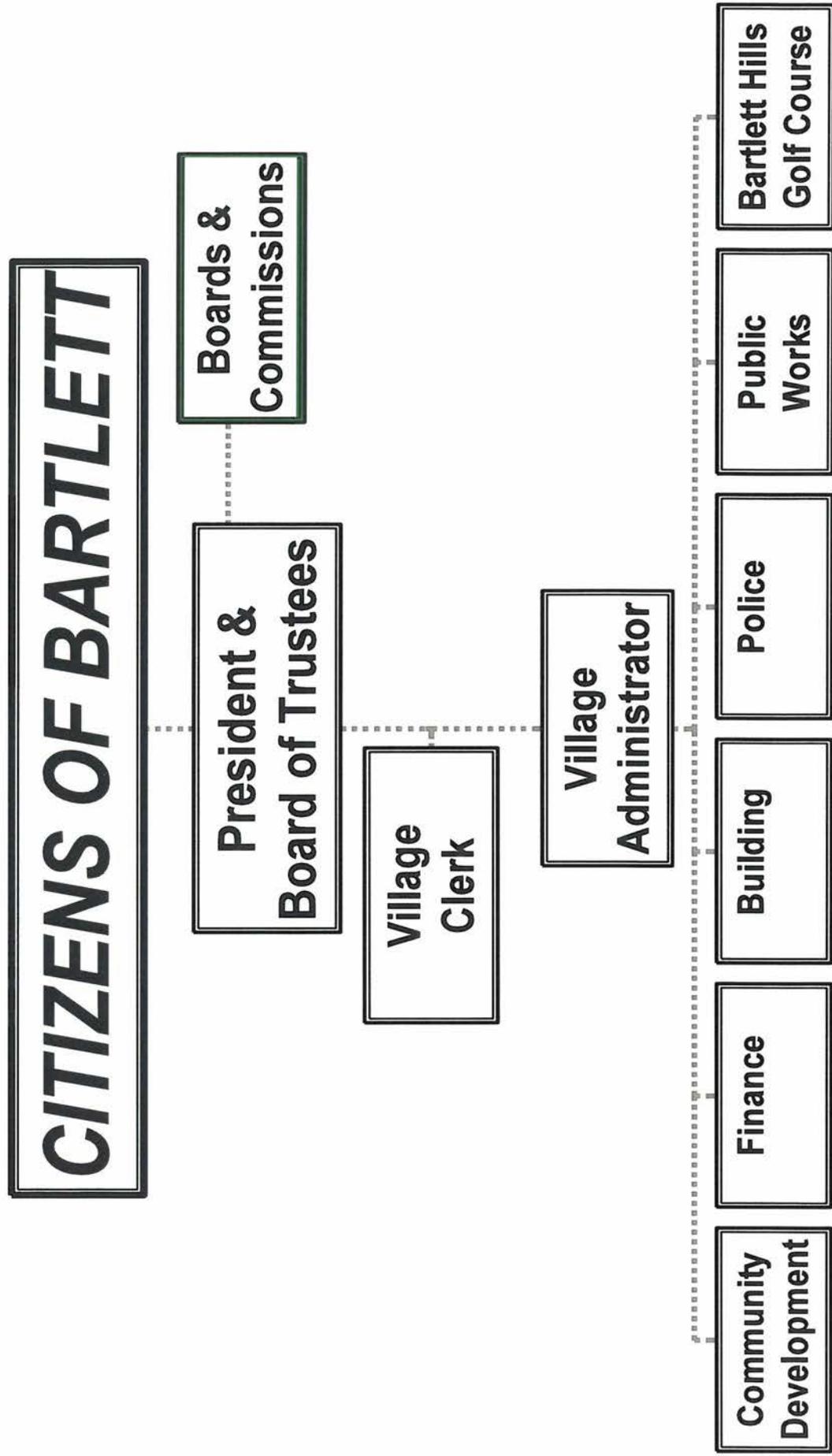
Dan Dinges, Public Works Director

Patrick Ullrich, Chief of Police

Brian Goralski, Building Director

Jim Plonczynski, Community Development Director

VILLAGE OF BARTLETT  
Organization Chart





THE VILLAGE OF  
**BARTLETT**

228 S. MAIN STREET  
BARTLETT, ILLINOIS 60103  
PHONE 630.837.0800  
FAX 630.837.7168  
[www.village.bartlett.il.us](http://www.village.bartlett.il.us)

VILLAGE PRESIDENT  
Kevin Wallace

VILLAGE CLERK  
Lorna Giles

TRUSTEES  
T. L. Arends  
Michael E. Camerer D.C.  
Vince Carbonaro  
Raymond H. Deyne  
Adam J. Hopkins  
Aaron H. Reinke

August 19, 2017

To the Honorable Village President,  
Members of the Board of Trustees,  
Citizens of the Village of Bartlett, Illinois

The Comprehensive Annual Financial Report of the Village of Bartlett, Illinois, for the fiscal year ended April 30, 2017, is hereby submitted as mandated by local ordinances and state statutes. These ordinances and statutes require that the Village of Bartlett issue annually a report on its financial position and activity, and that this report be audited by an independent accounting firm of certified public accountants.

Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with management. The Village is responsible for establishing and maintaining internal control designed to ensure that the assets of the Village are protected from loss, theft, or misuse, and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. Internal control is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and that the valuation of costs and benefits requires estimates and judgments by management. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner that presents fairly the financial position and changes in financial position of the various funds of the Village of Bartlett. All disclosures necessary to enable the reader to gain an understanding of the Village of Bartlett's financial activity have been included.

The Comprehensive Annual Financial Report of the Village of Bartlett, Illinois, for the year ended April 30, 2017 has been audited by the accounting firm of Lauterbach & Amen, LLP independent certified public accountants. The auditor's report on the financial statements is included in the financial section of this report.

This letter complements management's discussion and analysis (MD&A), and should be read in conjunction with it. The purpose of this letter of transmittal is to provide an overview of the Village and its operations. For detailed financial information and analysis, please see the MD&A. The MD&A can be found in the financial section of this report immediately following the report of the independent auditors.

The financial reporting entity (the Village) includes all the funds of the primary government (i.e., the Village of Bartlett as legally defined). The Village has no component units. Component units are legally separate entities for which the primary government is financially accountable. The Village provides a full range of services including police protection, water and sanitary sewer services, construction and maintenance of highways, streets and infrastructure, recreational activities, and cultural events.

The Village maintains extensive budgetary controls. The objective of these controls is to ensure compliance with legal provisions embodied in the annual budget approved by the Village's Board of Trustees. Activities of the General Fund, Special Revenue Fund, Debt Service Fund, Capital Project Funds, Enterprise Funds, Internal Service Funds, and Trust Funds are included in the annual budget. Preparation of the annual budget document begins in September for the staff. Budget forms, spending guidelines, and deadlines are presented to the departments at the annual staff budget meeting in October. Budget requests are submitted in December. Review and analysis by the budget team begin at that time. Budget adjustments are made, and, if necessary, additional meetings are held with the departments regarding the adjustments. The proposed budget is presented to the Village Board near the end of February and is made available to the public at the Village Main office. Village Board review sessions and a public hearing are held in March. The budget is approved in April. The legal level of budgetary control (i.e., the level at which expenditures cannot exceed the budgeted amount) is established at the fund level.

## **GOVERNMENTAL STRUCTURE, LOCAL ECONOMIC CONDITION, AND OUTLOOK**

The Village, incorporated in 1891, is located in DuPage, Cook, and Kane Counties, approximately 31 miles northwest of downtown Chicago. In the past 40 years, the Village has grown from 3,500 residents to the 2010 Census count of 41,208. During the same time frame, the land area of the Village of Bartlett grew from 8 square miles to over 15 square miles.

The Village operates with a Board of Trustees/Village Administrator form of government. Policy making and legislative authority are vested in the Board of Trustees, which consists of a President and six members. The Board of Trustees is the policy-setting body for the Village, determining how it will be governed. This includes, among other things, passing ordinances, adopting budgets, and appointing committee members. The Village Administrator is responsible for carrying out the policies and ordinances set by the Board of Trustees, for overseeing day-to-day operations of the Village, and for appointing the heads of the Village's departments. The Board of Trustees is elected on a nonpartisan basis. Board members are elected to four-year staggered terms. The President is elected to a four-year term. The members of the Board of Trustees and the President are elected at large.

The Village staff is divided into departments that are responsible for providing the various services the Village offers. These departments include: Administration, Public Works, Police, Golf Course, Finance, Community Development, and Building.

Bartlett's future is one of continued, controlled, well-planned growth. This growth includes an active program designed to attract business and industry to Bartlett, primarily along the western edge of the Village, and to expand the commercial and industrial base.

The Bartlett Comprehensive Plan was updated in December 2004. The Plan guides future land use developments, which will ensure that quality projects are placed in compatible locations throughout the Village. The updated plan includes changes that expand land use categories to include high-density attached residential areas to accommodate senior housing or apartment development. Additional land along Route 59 was changed from residential to commercial land use to help market commercial property and to increase the future tax base.

The Village of Bartlett employs a full-time economic development coordinator who implements programs to attract and retain quality businesses throughout the Village's commercial and industrial areas, with an added emphasis of promoting the existing businesses. The economic development coordinator works closely with retail and industrial brokers, developers and potential business owners to market downtown retail properties, Brewster Creek Business Park, and existing shopping centers and office buildings with available space throughout the Village.

The continuing goal of the Village's economic development staff is to create and implement economic policies, programs and projects that enhance and diversify Bartlett's tax base and the quality of life for Village residents. The Village promotes existing retail and industrial space via the Village's website, advertising in trade journals, targeted mailings and participation in area trade shows. The economic development coordinator also conducts business retention visits in conjunction with the Economic Development Commission and Chamber of Commerce. The goals of these visits are to proactively address issues that concern the business community and to open a line of communications between the Village and its businesses.

In the past year, the Village's downtown area has expanded, with the opening of Ziegler's Ace Hardware in Bartlett Plaza, at a location previously occupied by an Ace Hardware many years ago, and the opening of O'Hare's Pub in Bartlett Town Center. Village Staff is currently pursuing redevelopment of various downtown sites in accordance with the Transit-Oriented Development (TOD) Plan that was adopted by the Village Board in the fall of 2016. At present, staff is working with a chiropractic business to redevelop a vacant building at 366 S. Main Street, once home to the Bartlett Animal Hospital.

The Route 59 commercial corridor has remained stable, with the notable exception of the vacant former Dominick's Finer Foods store in the Stearns Crossing shopping center. The 65,000 square foot space has been vacant since December 2013. Economic Development staff has been working with a healthcare-related tenant to expand into that space, which would dramatically decrease the Village's commercial vacancy rate.

Just south of Stearns Crossing, Artis Senior Living is finalizing construction of its 72-unit memory care facility. The Village Board has approved Alden Gardens of Bartlett on the five-acre parcel behind Artis Senior Living, with construction anticipated to commence in 2018.

The intersection of Route 59 and Lake Street remains undeveloped despite it being marketed for years and being part of a Tax Increment Financing (TIF) district. This TIF was adopted in 2004 and is scheduled to terminate in approximately ten more years. This TIF will likely have to be terminated and/or reconfigured to attract development within the next few years. Staff is currently investigating the hiring of a commercial land broker to assist in the marketing and selling of Village-owned property in this area.

Brewster Creek Business Park continues to drive economic development in Bartlett, home to approximately 75 businesses housed in 40 buildings. This development was initiated via the creation of a TIF District in 1999. Growth in Brewster Creek Business Park has continued with the construction of four new speculative buildings, two by G4 Development, one by Exeter Property Group and one by Ridge Development. Ridge Development has recently been approved to construct another speculative building. Additionally, affiliated companies Camcraft and Matrix are nearing completion of a 101,000 SF build-to-suit building in Brewster Creek Business Park.

Elmhurst-Chicago Stone Company, the original owner and developer of Brewster Creek Business Park recently amended their TIF budget from \$30 million to \$44 million last year in order to be able to complete land reclamation for the undeveloped areas within the business park. With the addition of the aforementioned projects, development of Brewster Creek Business Park is nearing completion in the next few years.

The Southwind Business Park and Blue Heron Business Park parcels were approved as a TIF in May 2009 to redevelop the Bluff City Quarry Area into a mixed use business park, similar to the Brewster Creek Business Park with the additional allowance for heavier industrial uses and outside storage. This TIF will conclude in 2032, with 15 more years to run.

The Project Area is at the southeast and northeast corners of West Bartlett Road and Route 25. The southern portion (Southwind Business Park) consists of 27 acres and the northern portion (Blue Heron Business Park) consists of four (4) parcels that cover approximately 115 acres. All four parcels were former quarry sites and are located in Kane County.

The first new building in this area was a 15,000 sq. ft. facility for Traffic Services, Inc., and second was another traffic-control company, Traffic Control & Protection, who completed its new 67,000 sq. ft. facility. They expanded and relocated from West Chicago and their 80 employees will be coming to Bartlett. Elgin Beverage has completed its new facility in the Blue Heron Business Park this past year. Their new building is an 80,000 sq. ft. warehouse that currently employs 40 employees. Elgin Beverage is a beverage distributor that has been in the Chicago-land area for over 85 years and relocated from Elgin to Bartlett.

Over the last several budget cycles, the Village has continued to conservatively budget for its operating expenditures. Over the last four years, including this budget, operating expenditures in all funds have been held to minimal increases. Expenditures have been controlled by keeping vacant positions open and only funding capital equipment when necessary. The budgeted operating increase for the 2017-2018 year is for the debt service on the recently issued Police Station bonds. General Fund revenues are expected to remain level as the 2017-18 budget anticipates only a 0.24% increase from last year's budget. Property taxes for the General Fund are budgeted to be the same as the prior year's levy. This will be the eighth year the general corporate levy will be flat or reduced.

The Village has adopted a comprehensive set of financial policies to maintain the tradition of sound municipal financial management and long-term financial planning. In accordance with the revenue policy, the Village has endeavored to develop and maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source.

## MAJOR INITIATIVES

### *Accomplishments in the Fiscal Year 2016/2017*

In developing the 2016/2017 fiscal year budget, the Village Board deferred hiring personnel and spending where possible while striving to maintain existing levels of service to meet the current and projected demands of the community at the lowest possible cost.

### ***Public Works – Street, Water, and Sewer Accomplishments:***

The Street department paving crews were able to patch 2,700 square yards of pavement in-house, saving the Village approximately \$75,000. The mud jacking crew straightened out 355 squares of sidewalk, saving the Village approximately, \$48,860 over concrete replacement. Approximately 75 regular street lights were converted to LED lighting and phase one of installing new holiday lights in the downtown corridor was completed.

The Water department replaced a total of 1,700 feet of water main on South Oak Glen Drive and East Oak Glen Drive. Also 200 feet of water main was replaced on Hillcrest Drive due to frequent main breaks. The Kent Circle water tower was sandblasted and painting began in April, 2017. In December, 2016 the Village Board decided to purchase water from the DuPage Water Commission. This creates a long-term agreement with them to purchase Lake Michigan water beginning in 2019.

The Sewer department continued to work on the Sanitary Sewer Televising Project, which consists of televising, cleaning, and then lining the sanitary sewer infrastructure. Insituform Technologies cleaned and lined approximately 10,500 linear feet of collections in the Cook County section of Bartlett. Sewer personnel also cleaned and televised 10% of the 157 miles of collection systems in Bartlett.

Motor Fuel Tax (MFT) allotments for the fiscal year totaled \$1,082,279. \$730,790 in MFT funds were spent on the annual MFT maintenance program and \$68,593 on the Stearns Road/Country Creek Culvert Extension. A transfer of \$92,933 from the MFT fund to the General Fund was made for salt purchases. The next MFT maintenance program has a budget of \$1,100,000 for streets resurfacing.

### ***Public Safety Accomplishments:***

The Police department was named a 2016 National Night Out Award Winner for its 1st place finish in its population category. Bartlett was the only Illinois community to place in the top five in any of the National Night Out population categories. The department was actively involved with planning and participating in many civic events such as the 4<sup>th</sup> of July festivities, Heritage Days, the inaugural Kickstand Classic Bike Race, the police open house, and various other civic functions and festivals. The Police Department was awarded 3<sup>rd</sup> place in the Illinois Traffic Safety Challenge. The department held its 3<sup>rd</sup> annual Citizen Police Academy for Bartlett residents and business owners and the 2<sup>nd</sup> annual Teen Citizen Police Academy for Bartlett and South Elgin High School students. These programs continue to receive high praise and enthusiasm from all participants. The department entered into the new CALEA annual web-based review process. In December, 2016 the department completed their first annual review and was found to be in compliance on all 119 CALEA standards. This serves as the first step towards receiving the department's 8<sup>th</sup> CALEA accreditation certification. The department continues to work with

local, county and state authorities to enforce illegal narcotic sales and has an officer assigned in an undercover capacity with a federal DEA task force.

***Administrative Accomplishments: Departments of Administration and Finance***

The Administrative departments of the Village of Bartlett (including Administration and Finance) accomplished a wide variety of projects in the fiscal year ended April 30, 2017. The Village celebrated Bartlett's 125<sup>th</sup> anniversary of incorporation with events all year long. There was an anniversary logo contest, proclamations, banners and t-shirts, special museum exhibits and programs, the float at the Independence Day Parade, and even setting the Guinness World Record for the most people (1,569) blowing train whistles simultaneously at our National Night Out celebration. The Bartlett History Museums were recognized with an Award of Excellence for the special project "Bartlett 125 Years of Incorporation: Gathering, Preserving and Sharing." The award was presented to staff at the IAM conference in September. Another highlight was hosting the Kick Stand Classic bike race. Over 600 participants rode through Bartlett on September 24, 2016 in the first annual race hosted in conjunction with the Active Transportation Alliance.

The Finance department received its 35<sup>th</sup> consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting and its 22<sup>nd</sup> consecutive GFOA Budget Presentation award. The Brewster Creek Business Park has undergone a surge in activity over the last year and a half with the construction of several buildings and plans to build three new buildings. This necessitated the need for additional funds, so the village issued additional revenue bonds to help finance for the increased Brewster Creek TIF budget. The department also sold \$15.5 million in GO bonds for the construction of a new police facility and refunded the 2007 Fire Station bonds in February of 2017 for a savings of over \$260,000.

***Community Development and Building Departments:***

The Community Development department reviewed and processed the BAPS Phase 4 Building and Exeter's 400,000 SF building site plan for approval. Three buildings in the Blue Heron Business Park (Elgin Beverage, Traffic Control and Protection, Traffic Services, Inc.) were processed for site plan approval. Staff also reviewed several build outs and expansions for buildings in the Brewster Creek Business Park. The department also reviewed and successfully processed Bartlett Pointe West and Bartlett Ridge subdivisions through the development approval process. GIS staff updated the Sanitary Sewer Network maps and also worked on a map detailing ownership and maintenance responsibilities for all the bike paths in the village.

The Building department had miscellaneous permit activity that was 45% higher than the projected figures. The positive turn in the economy has allowed residents to make much needed home improvements. The Vacant Building Registry continues to keep staff busy and help improve the overall appearance of the village. The Building department has reviewed and approved over 83 million dollars of improvements within the village. The Building department also conducted hundreds of impervious surface calculations/reviews and staff worked with the residents to help come up with viable solutions.

***Bartlett Hills Golf Course and Restaurant:***

The Bartlett Hills Golf Course maintained their Junior Golf Program and continued to support U-46 athletics. Food/beverage was able to host five events with guest counts exceeding 200 due to the expansion of the banquet facility. December and January off-season Banquet revenues were up 57.9%, the largest increase ever for these months. Golf course related sales in the clubhouse, midway, and beverage carts exceeded last year by 3.2%.

### ***Goals for Fiscal Year 2017/2018***

In 1994, the Village Board began a strategic planning process to provide direction for allocating Village resources and work efforts. The Strategic Plan has identified five “key” strategic goals to guide the Village’s efforts. Several of these goals were addressed in the 2017/2018 budget.

1. Facilitate activities that fosters a sense of community
2. Attract and retain a diverse business population
3. Maintain and enhance the appearance of our community
4. Continue to provide high quality, responsive, and cost effective Village services
5. Evaluate and promote, where possible, environmentally friendly development, purchases, awareness and programs

Within each of these five key goals are objectives and action steps. The latter guide departmental work programs ensuring that the Strategic Plan is a living document and keeping staff focused on the goals of the Village.

The Village has always conservatively approached personnel levels to keep pace with community growth and provide for a high level of service. The 2017/18 budget includes the reduction in hours for crossing guards due to full time kindergarten, authorization to out-source a part-time building inspector to a contract position, and the addition of a management analyst to be shared between public works and community development. A records clerk, a police officer, and a maintenance worker in the streets department are three positions that are being help open.

The Capital Improvements Program is usually approved by the Village Board in the fall of each year, immediately prior to the start of the operating budget process. This has allowed the Village Board to spend more time evaluating the operating budget, since the capital plan is approved in advance. It also provides a coordinated long-range plan for spending scarce revenues on capital improvements. In the next five years, the Village is scheduling approximately \$111 million to be spent on a variety of water, sewer, street, economic development, and other projects.

The Water Fund capital project budget consists of infrastructure improvements related to the transition to Lake Michigan water, water main replacement, and system modeling totaling \$19,815,500. The Sewer Fund capital project budget includes replacing the sand filters at the waste water treatment plant in the amount of \$4,555,000 and \$900,000 for the Devon excess flow plant rehabilitation project.

The Streets Department projects included within the 2017/18 budget are the MFT roadway maintenance project, Schick Road bridge repairs, & IDOT intersection improvements. Other projects for the coming year include the commencement of the new police station, the extension of the existing culvert at Country Creek, and ongoing work at the Brewster Creek and Blue Heron business parks.

## *Other Information*

### *Awards*

The Government Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to the Village of Bartlett for its Comprehensive Annual Financial Report for the fiscal year ended April 30, 2016. This was the thirty-fifth consecutive year that the Village of Bartlett received this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized Comprehensive Annual Financial Report. This report satisfied both generally accepted accounting principles and all applicable legal requirements.

A Certificate of Achievement from the GFOA is valid for the period of one year only. We believe that our current Comprehensive Annual Financial Report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

### *Acknowledgments*

The preparation of this report could not have been accomplished without the efficient and dedicated services of the entire staff of the Village's Finance Department. We would like to express our appreciation to all members of the department who assisted and contributed to the preparation of this report with special thanks to Millie Oleksyk and Matt Coulter. Due credit should also be given to the President and Board of Trustees for their interest and support in planning and conducting the operations of the Village in a responsible and progressive manner.

Respectfully submitted,



Paula Schumacher  
Village Administrator



Todd Dowden  
Finance Director



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Village of Bartlett  
Illinois**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**April 30, 2016**

Executive Director/CEO

## **FINANCIAL SECTION**

This section includes:

- Independent Auditors' Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Required Supplementary Information
- Combining and Individual Fund Statements and Schedules
- Supplemental Schedules

## **INDEPENDENT AUDITORS' REPORT**

This section includes the opinion of the Village's independent auditing firm.



**INDEPENDENT AUDITORS' REPORT**

August 19, 2017

The Honorable Village President  
Members of the Board of Trustees  
Village of Bartlett, Illinois

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Bartlett, Illinois, as of and for the year ended April 30, 2017, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Bartlett, Illinois, as of April 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents and budgetary information reported in the required supplementary information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Bartlett, Illinois' basic financial statements. The introductory section, combining and individual fund financial statements and budgetary comparison schedules, supplemental schedules, and statistical section are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining and individual fund financial statements and budgetary comparison schedules and supplemental schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and budgetary comparison schedules and supplemental schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

  
LAUTERBACH & AMEN, LLP

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

## **Management's Discussion and Analysis**

As management of the Village of Bartlett, we offer readers of the Village's financial statements this narrative overview and analysis of the financial activities of the Village for the fiscal year ended April 30, 2017. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the Village's financial statements, which follow this narrative.

### **Financial Highlights**

- The assets/deferred outflows of the Village exceeded its liabilities/deferred inflows at the close of the fiscal year by \$106,668,715 including \$149,438,524 invested in capital assets, net of related debt. The total net position decreased over \$3 million, mainly due to the \$13 million DuPage Water Commission capital buy-in expense.
- As of the close of the current fiscal year, the Village's governmental funds, which do not reflect long-term debt or capital assets, reported combined ending fund balances of \$43,944,862, an increase of \$16,783,047 in comparison with the prior year. The increase is due to over \$15 million in unspent bond proceeds for the construction of the new Police Station.
- At the end of the current fiscal year, unrestricted fund balance for the General Fund was \$10,527,155, or 49 percent of total General Fund expenditures for the fiscal year.
- The Village of Bartlett's long-term debt totaled \$87,716,245 at the end of the current fiscal year. The GO bonded debt increased by \$14,375,000 due to the Police Station bonds. TIF debt also increased \$1,505,701.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Village's basic financial statements which consist of three components; 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The basic financial statements present two different views of the Village through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the Village of Bartlett.

### **Government-Wide Financial Statements**

The first two statements in the basic financial statements are the government-wide financial statements on pages 3-6. These are designed to provide the reader with a broad overview of the Village's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the Village's financial status as a whole.

The two government-wide statements report the Village's net position and how it has changed. The statement of net position presents the Village's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Measuring the net position is one way to gauge the Village's financial condition.

The government-wide statements are divided into two categories: 1) governmental activities and 2) business-type activities. The governmental activities include the Village's basic services such as public safety, public works, and general administration. Property taxes, state revenue sharing, and fees finance most of these activities. The business-type activities are those that the Village charges residents to provide. These include water, sewer, parking, and golf services offered by the Village of Bartlett.

### **Fund Financial Statements**

The fund financial statements on pages 7-20 provide a more detailed look at the Village's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village of Bartlett, like most governmental entities, uses fund accounting to ensure and reflect compliance with finance-related legal requirements. All of the funds of the Village of Bartlett can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental Funds** – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the Village's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* that provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the Village's programs. The reconciliation between the net change in total fund balance for all governmental funds (reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances) and the change in net position of governmental activities (reported in the Statement of Net Position and the Statement of Activities) on page 12 is a part of the fund financial statements.

The Village of Bartlett adopts an annual budget for its General Fund, as required by Illinois Statutes. The budget is a legally adopted document that incorporates input from the citizens of the Village, the management of the Village, and the decisions of the Board about which services to provide and how to pay for them. It also authorizes the Village to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Village complied with the budget and whether or not the Village succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting (which is the same basis of accounting as modified accrual accounting) and is presented using the same format, language, and classifications as the legal budget document. The statement shows three columns: 1) the original budget as adopted by the board; 2) the final budget as amended by the board; and 3) the actual revenues, expenditures, and ending balances in the General Fund. This budgetary comparison statement can be found in the Required Supplementary Information section on page 73.

**Proprietary Funds** – The Village of Bartlett has two different kinds of proprietary funds. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The Village uses enterprise funds to account for its

water, sewer, parking, and golf operations. These fund statements are the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

*Internal Service Funds* are an accounting device used to accumulate and allocate costs internally among the functions of the Village. The Village uses two internal service funds to account for its central services and vehicle replacement operations. Because these operations benefit predominantly governmental rather than business-type activities, the internal service funds operations have been included within the governmental activities in the government-wide financial statements.

**Fiduciary funds** – The Village of Bartlett has two fiduciary funds (Police Pension Trust Fund and Bluff City SSA Agency Fund) that are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support Village programs.

**Notes to the Financial Statements** – The notes on pages 21-65 provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information** – In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the Village's pension and other post-employment benefit obligations to its employees and the General Fund on pages 66-72. Other supplemental information on pages 73-115 includes schedules of the General Fund's revenues and expenditures, a schedule of revenue, expenditures and changes in fund balance of the major funds, combining statements and schedules of the non-major funds, enterprise funds, fiduciary funds, internal service funds, and schedules of the long-term debt requirements. The last section of the report is the statistical section beginning on page 116. It includes information on government-wide revenue and expenditures, fund balances, property taxes, outstanding debt, and miscellaneous statistics.

### **Village of Bartlett Financial Analysis**

**Net Position.** As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of the Village of Bartlett exceeded liabilities and deferred inflows of activities by \$106,668,715 as of April 30, 2017. Total net position decreased \$3,032,467 in 2017. Governmental activities resulted in an increase of \$11,292,610 and business-type activities resulted in a decrease of net position in the amount of \$14,325,077. The main reason for the increase in governmental net position can be attributed to the acceptance of public infrastructure improvements from continued development in the Brewster Creek Business Park. Business-type net position decreased due to operating losses in all the proprietary funds but the Parking Fund and the capital buy-in expense with the DuPage Water Commission. The Parking Fund had an operating gain of \$17,964. Pension liability expenses recorded in the current fiscal year totaled \$986,699 in the business-type funds. Depreciation of buildings, structures, and distribution systems contributed another \$2,211,789 towards the operating losses in the business-type funds.

	Net Position					
	Governmental Activities		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current Assets	\$ 59,938,575	41,446,896	4,676,263	5,870,674	64,614,838	47,317,570
Capital Assets	115,044,644	103,436,096	44,372,631	43,694,927	159,417,275	147,131,023
Total Assets	174,983,219	144,882,992	49,048,894	49,565,601	224,032,113	194,448,593
Deferred Outflows	4,107,762	4,719,255	925,741	661,063	5,033,503	5,380,318
Total Assets and Deferred Outflows	179,090,981	149,602,247	49,974,635	50,226,664	229,065,616	199,828,911
Current Liabilities	10,219,482	8,826,918	1,197,795	1,451,735	11,417,277	10,278,653
Long-Term Debt	81,756,573	66,449,611	19,068,209	4,934,327	100,824,782	71,383,938
Total Liabilities	91,976,055	75,276,529	20,266,004	6,386,062	112,242,059	81,662,591
Deferred Inflows	9,961,736	8,465,138	193,106	-	10,154,842	8,465,138
Total Liabilities and Deferred Inflows	101,937,791	83,741,667	20,459,110	6,386,062	122,396,901	90,127,729
Net Position						
Net Investment in						
Capital Assets	106,987,423	95,710,192	42,451,101	41,681,924	149,438,524	137,392,116
Restricted	9,139,793	7,588,842	120,000	120,000	9,259,793	7,708,842
Unrestricted	(38,974,026)	(37,438,454)	(13,055,576)	2,038,678	(52,029,602)	(35,399,776)
Total Net Position	77,153,190	65,860,580	29,515,525	43,840,602	106,668,715	109,701,182

The largest portion of net position reflects the Village's investment in capital assets (e.g. land, streets, water mains, sewers, buildings, machinery, and equipment) less any related debt still outstanding that was issued to acquire those items. The Village uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Village's investment in its capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities.

Restricted net position represents resources that are subject to external restrictions on how they may be used. Governmental restricted net position includes the Debt Service Fund balance, Motor Fuel Tax Fund balance, Tax Increment Financing funds related to economic development and debt service, Capital Projects Fund balance, and forfeited funds. Governmental restricted net position increased from the prior year due to the increase of funds restricted for debt service. Business-type restricted net position remained at \$120,000 for the radium removal contingency reserve.

Unrestricted net position for governmental activities, the part of net position that can be used to finance day-to-day operations, had a negative balance of \$39.0 million compared with a negative balance of \$37.4 million the previous year. The negative balance is caused by outstanding tax increment financing bonds, developer notes issued for redevelopment costs, general obligation bonds issued for the construction of projects that did not produce a capital asset owned by the Village, and pension liabilities. The Statement of Net Position reflects this debt as a reduction of unrestricted net position. However, there is a dedicated future revenue stream that will be used to pay the tax increment financed debt service. As the debt is paid, the unrestricted net position will increase. Unrestricted net position for business-type activities decreased to a negative ending

balance of \$13.1 million due to the operating losses in business-type activities and the DuPage Water Commission capital buy-in expense.

### Statement of Activities

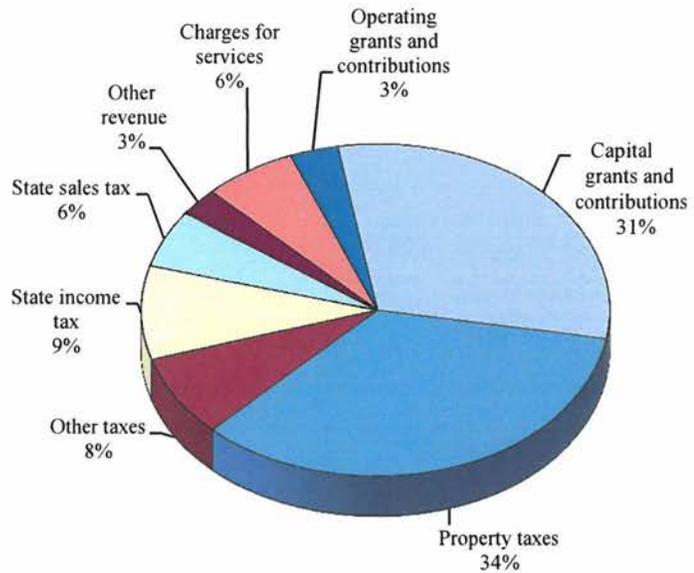
For the fiscal year ended April 30, 2017, revenue from all sources totaled \$57.6 million. Governmental revenue accounted for \$42.5 million of that total, while business-type activities accounted for \$15.1 million. Expenses for all functions totaled \$60.6 million, with \$31.3 million for governmental activities and \$29.3 million for business-type activities.

	Changes in Net Position					
	Governmental		Business-Type		Total	
	Activities	Activities	Activities	Activities	2017	2016
	2017	2016	2017	2016	2017	2016
<b>Revenues</b>						
Program Revenues						
Charges for Services	\$ 2,689,815	2,478,381	12,678,446	12,256,034	15,368,261	14,734,415
Operating Grants/Contrib.	1,394,042	1,453,442	-	191,579	1,394,042	1,645,021
Capital Grants/Contrib.	12,952,249	1,880,677	2,280,175	-	15,232,424	1,880,677
General Revenues						
Property Taxes	14,625,711	13,662,292	-	-	14,625,711	13,662,292
Income Taxes	3,895,179	4,391,637	-	-	3,895,179	4,391,637
Sales Taxes	2,377,955	2,268,674	-	-	2,377,955	2,268,674
Other Taxes	3,396,339	3,837,616	-	-	3,396,339	3,837,616
Interest Income	205,125	74,527	24,346	14,312	229,471	88,839
Miscellaneous	964,597	841,716	118,898	759	1,083,495	842,475
Total Revenues	42,501,012	30,888,962	15,101,865	12,462,684	57,602,877	43,351,646
<b>Expenses</b>						
General Government	5,663,642	7,039,895	-	-	5,663,642	7,039,895
Public Safety	12,809,524	14,357,320	-	-	12,809,524	14,357,320
Public Works	9,765,907	15,274,719	-	-	9,765,907	15,274,719
Interest on Long-Term Debt	3,087,509	2,540,144	-	-	3,087,509	2,540,144
Water	-	-	20,813,531	7,459,958	20,813,531	7,459,958
Sewer	-	-	5,578,990	5,135,132	5,578,990	5,135,132
Golf	-	-	2,710,979	2,458,559	2,710,979	2,458,559
Parking	-	-	205,262	205,225	205,262	205,225
Total Expenses	31,326,582	39,212,078	29,308,762	15,258,874	60,635,344	54,470,952
Change Before Transfers	11,174,430	(8,323,116)	(14,206,897)	(2,796,190)	(3,032,467)	(11,119,306)
Internal Activity-Transfers	118,180	343,250	(118,180)	(343,250)	-	-
Change in Net Position	11,292,610	(7,979,866)	(14,325,077)	(3,139,440)	(3,032,467)	(11,119,306)
Net Position-Beginning	65,860,580	73,840,446	43,840,602	46,980,042	109,701,182	120,820,488
Net Position-Ending	77,153,190	65,860,580	29,515,525	43,840,602	106,668,715	109,701,182

**Governmental Activities** – For the fiscal year ended April 30, 2017, governmental revenues totaled \$42.5 million, with 57% coming from taxes. Total taxes decreased by 0.5% or \$134 thousand from the prior year. 34% of governmental revenues came from property taxes, which totaled \$14.6 million in 2017. State income, sales, and other taxes combined accounted for 23% of total revenues in 2017. State income tax was down 11% after being up 8.8% the prior year. The Village’s share of the state sales tax was up 4.8% after being up 7.6% in 2016. Overall, sales tax generated \$2.4 million in 2017. Other taxes include the local use, real estate transfer, telecommunications, and utility taxes.

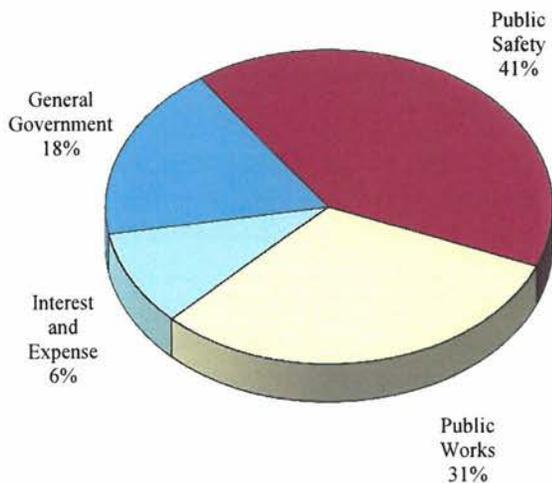
Other tax revenue was down 11.5%, or \$442 thousand mainly due to the Village collected utility tax on electricity and natural gas being reduced by 50% from the previous year.

**Governmental Revenues by Source**



Charges for services, at \$2.7 million, represent 6% of total governmental revenues. Charges for services include fees, licenses, and fines. Building permit fees accounted for 25% of the charges for services and were up 15% from the prior year due to increased commercial permit activity. Franchise fees make up 35% of charges for services. A total of \$345,260 was received for fines and towing fees. Capital grants and contributions totaled \$13 million and was from the acceptance of developer public improvements. Other sources of revenue that combine to make up 3% of governmental revenues include investment income of \$205,125, and miscellaneous income of \$964,597.

**Governmental Expenses by Function**

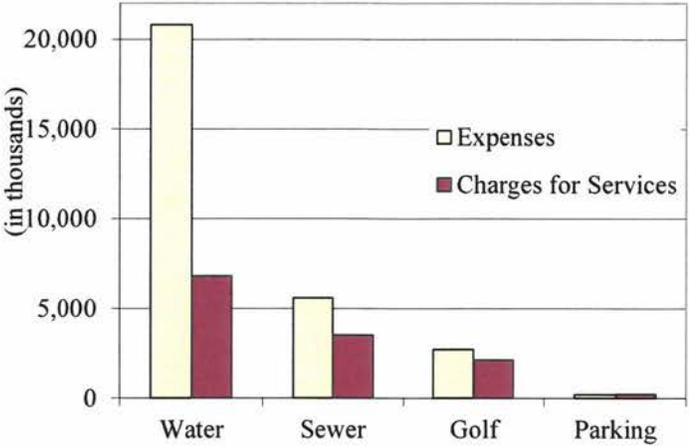


Expenses for governmental activities totaled \$31.3 million, down from \$39.2 million the prior year, and include public works, public safety, general government, and interest expense functions. Public works made up 31% or \$9.8 million of all governmental expenses in fiscal 2017. Public works expenses were down from \$15.3 million the prior year. Public works expenses are accounted for in the General Fund Streets department, Motor Fuel Tax Fund, and the Capital Projects Funds. Capital expenses can vary from one year to the next depending on current projects. Public Safety expenses are mainly accounted for in the Public Safety

department in the General Fund and totaled \$12.8 million. General Government expenses are also accounted for in the General Fund and include the Village Board and Administration, Professional Services, Liability Insurance, Finance, Community Development, and Building departments. Total General Government expenses were \$5.7 million in fiscal 2017. Interest and fiscal charges of \$3.1 million were charged to the Debt Service Fund and Capital Projects Funds. These charges are for interest paid on outstanding debt along with the costs of issuing and maintaining the debt.

**Business-type Activities** – Total business-type charges for services were \$12.7 million for the 2017 fiscal year and fell short of total expenses by \$14.3 million. Water charges for services of \$6.8 million made up 54% of the total charges for services, while sewer charges of \$3.5 million were 28%. Charges for water and sewer were up \$407 thousand from the previous year with water consumption almost the same as the previous year. Water consumption was lower by just 0.14% compared to being down 2.3% the prior year. Golf charges were up \$17,373 at \$2.1 million. Parking charges were steady at \$223,226. The Water and Sewer Funds received connection fees of \$401,295 for the year and the Golf Fund received a transfer from the Municipal Building Fund of \$225,070.

**Business-type Expenses and Charges by Function**



Total business-type expenses including transfers were \$29.4 million. Water expenses were \$20.8 million and sewer expenses were \$5.6 million. Water expenses were up due to the DuPage Water Commission capital buy-in of \$13 million. Sewer expenses were up from the previous year with increased personnel costs and capital projects. Parking expenses were level with no major capital outlay expenses. Golf expenses were up \$252,420 with increased capital outlay for facilities maintenance.

**Major Funds Discussion**

**General Fund Functions and Fund Balance**

The schedule on the following page presents a summary of General Fund revenues and other financing sources for the year ended April 30, 2017 and compares the information to the prior year. Total revenues were down \$725 thousand from the prior year with property taxes being down. The total Property Taxes in 2016/17 were \$7,665,937, compared to \$7,915,302 in 2015/16. This represents a decrease of \$249,365, or a 3.2% decrease in Property Taxes. Telecommunications tax continued its trend and was down \$89,944. Utility tax on natural gas and electricity, which totaled \$588,143, was down \$589,588 as a result of the reduction in the electric and gas tax rates by 50%. Local Use tax was up \$58,075 and Gaming tax was up

\$16,841. The Real Estate Transfer tax was also up \$163,339 for a total of \$711,299 due to activity in the commercial market.

<b>General Fund Revenues and Other Financing Sources</b>	<b>2016/17 Amount</b>	<b>2015/16 Amount</b>	<b>% of Total 2016/17</b>	<b>Increase (Decrease) From 2015/16</b>	<b>% Increase (Decrease) From 2015/16</b>
Taxes	\$11,112,629	\$11,800,478	51.28%	(\$687,849)	-5.83%
Licenses and Permits	2,206,568	1,994,024	10.18%	212,544	10.66%
Intergovernmental Revenues	6,711,404	7,141,807	30.97%	(430,403)	-6.03%
Fines	345,260	352,969	1.59%	(7,709)	-2.18%
Investment Income	67,403	32,458	0.31%	34,945	107.66%
Miscellaneous	792,516	731,597	3.66%	60,919	8.33%
Transfers-In	436,183	343,250	2.01%	92,933	27.07%
	<u>\$21,671,963</u>	<u>\$22,396,583</u>	<u>100.00%</u>	<u>(\$724,620)</u>	<u>-3.24%</u>

Licenses and permits were up \$212,544 or 10.7%, compared to the prior fiscal year. Building permits increased by \$86,211 from the previous year. Permits totaled \$676,539, up 14.6% due to continued large commercial building permitting in the business parks. Franchise fees for garbage, natural gas and cable television totaled \$946,120 and were up \$20,249 due to an increase in garbage collection fees. Other licenses included business, contractor, liquor, antenna, and dog licenses and combined for a total of \$583,903.

Intergovernmental revenues decreased \$430,403. State income tax was down 11.3%, or \$496,458, after increasing 8.8% the prior year, totaling \$3,895,179. Offsetting part of this decrease, sales tax increased from the 2015/16 level by \$109,337 or 4.8%. \$137,987 of intergovernmental revenue was reimbursement to the Village for the police liaison officer with School District U-46. The remainder of intergovernmental revenues were grants for police programs and equitable sharing of seized assets. Village and county fines were up \$7,352 and investment income was up \$34,945. Miscellaneous revenues of \$792,516 were up \$60,919 from the prior year and included \$131,297 from mining royalties, \$190,488 for use of the IRMA excess reserve, and \$239,257 for railroad sound mitigation work. Transfers-in from other funds totaled \$436,183, an increase of \$92,933 for salt purchases from the Motor Fuel Tax fund. The other transfers were from the Water, Sewer, Golf and Parking Funds for liability and administrative costs.

The following schedule presents a summary of General Fund expenditures for the year ended April 30, 2017 and compares the information with the prior year.

<b>General Fund Expenditure by Function</b>	<b>2016/17 Amount</b>	<b>2015/16 Amount</b>	<b>% of Total 2016/17</b>	<b>Increase (Decrease) From 2015/16</b>	<b>% Increase (Decrease) From 2015/16</b>
General Government	\$5,873,862	\$5,590,262	27.28%	\$283,600	5.07%
Public Safety	12,073,987	12,541,225	56.07%	(467,238)	-3.73%
Highways and Streets	3,585,930	3,805,862	16.65%	(219,932)	-5.78%
Totals	<u>\$21,533,779</u>	<u>\$21,937,349</u>	<u>100.00%</u>	<u>(\$403,570)</u>	<u>-1.84%</u>

Public Safety decreased to 56.1% of the total General Fund expenditures in 2016/17. Public Safety expenditures were down by \$467,238. Personnel decreased by \$139,199 and Capital Outlay decreased by \$263,310. The decrease in Capital Outlay was due to the prior's year purchase of a mobile command center which was funded by federal equitable sharing receipts. The Village pension contribution to the Police Pension Fund was down \$108,286 for a total of \$1,202,963.

Within the General Fund, general government expenditures accounted for 27% of the total expenditures and increased \$283,600, or 5.1% from the previous year. General government personnel costs decreased a total of \$41,455 from the 2016 fiscal year. Contingency expenditures in the Finance Department and Professional Services combined for a total increase of \$208,479, which included the railroad sound mitigation costs. The liability insurance costs increased slightly for a total of \$34,776 including premium and deductible payments.

Public works accounted for 16.7% of General Fund expenditures, the same as the prior year with a cost decrease of 5.8% or \$219,932. Commodities including fuel purchases and snow plowing salt were down a total of \$151,178. Snow plowing expenditures were consistent with the prior year. Tree purchases for the tree replacement program totaled \$152,100 and were the main reason for a \$74,924 decrease in capital outlay expenditures.

The General Fund unassigned balance of \$10,527,155 is 48.9% of the current year fund expenditures and is a decrease of 1.5%, or \$160,166, below the 2015/16 balance. The prior year General Fund unassigned balance of \$10,687,271 was also 49% of the 2016 fiscal year General Fund expenditures. The amount in unassigned fund balance as a percent of current expenditures didn't change as the amount of current expenditures also decreased. The total fund balance decreased by \$361,816 as the restricted balance also decreased. The fund balance remains over the minimum balance required by the Village's fund balance policy and will be used in the coming years for non-recurring expenditures or will be transferred to the Municipal Building Fund.

### General Fund Budgetary Highlights

The General Fund budget was amended for a \$500,000 transfer to the Municipal Building Fund and \$240,000 in railroad sound mitigation costs. Actual revenues in the General Fund were \$30,489 above the budgeted amount. Overall, taxes for the year were \$242,839 below budget. Telecommunications tax was \$138,381 under budget following a six year trend of decreasing phone revenue. Utility gas taxes were also under budget by \$114,857 due to another mild winter. Intergovernmental revenue was under by \$26,644 with Income tax being under \$472,869 due to the State's changes in the distribution computations and Sales tax being over \$161,475 due to the improved economy. Equitable sharing revenue is not budgeted for and totaled \$311,763, accounting for the rest of budget difference in intergovernmental revenue.

### General Fund Budget to Actual (in thousands)

	Original Budget 2017	Final Budget 2017	Actual 2017
<b>Revenues:</b>			
Taxes	\$ 11,355	\$ 11,355	\$ 11,113
Intergovernmental	6,738	6,738	6,711
Licenses	1,951	1,951	2,207
Fines	383	383	345
Interest	20	20	67
Miscellaneous	758	758	793
Total revenues	21,205	21,205	21,236
<b>Expenditures:</b>			
General government	5,819	6,059	5,874
Public safety	12,461	12,461	12,062
Public Works	3,837	3,837	3,586
Debt Service	-	-	12
Total expenses	22,117	22,357	21,534
Deficiency of revenues over expenditures	(912)	(1,152)	(298)
<b>Other financing sources</b>			
Transfers net	643	143	(64)
Change in fund balance	\$ (269)	\$ (1,009)	\$ (362)

The General Fund actual expenditures were \$823,099 under the budgeted amount of \$22,356,878. General government departments were a combined \$185,193 under budget. Professional services were \$56,014 under budget due to legal services being less than expected. Administration, Finance, Community Development, and Building departments were all under in personnel cost due to a number of staff changes during the year. Building expenditures were over budget by \$72,674 for plan review services due to increased development. These charges are billed to the developer and recorded as revenue in the General Fund. Public safety expenditures were \$398,193 under budget due to personnel, fuel purchases, contractual services, and professional developments cost all being under budget. Public works expenditures were \$251,445 below budget due to snow plowing and salt charges being less than expected as well as tree purchases being under budget.

#### **Debt Service Fund**

The Debt Service Fund had \$1,939,858 in total revenues in 2016/17, up from \$1,762,772 the previous year. Property tax revenues increased by \$175,044 and income from investments was up \$2,923 from the previous year. Miscellaneous income totaled \$48,100 for the Fire District's share of debt service payments on the Fire Station Bonds. Principal payments on debt totaled \$1,080,000, up \$35,000. Interest and fiscal charges were down \$31,774 from the previous year. The ending fund balance was \$746,025, a net increase from the previous year of \$800.

#### **Capital Projects Fund**

The Capital Projects Fund accounts for funds committed for capital improvements. The current project was the completion of a stormwater retention area funded by a FEMA Hazard Mitigation grant. In the current year, \$80,895 was spent on the stormwater project. The ending fund balance was \$39,148.

#### **Municipal Buildings Fund**

The Municipal Building Fund had \$16,786,782 in total revenues in 2016/17. Net bond proceeds from the 2016 GO Bonds totaled \$16,200,425 for the construction of the new Police Station. Other revenue included developer contributions totaling \$42,524, income from investments of \$43,833 and transfers in of \$500,000 for the construction project from the General Fund restricted balance. Total expenditures of \$754,316 were for the Police Station and the transfer out of \$225,070 was to the Golf Fund for clubhouse and parking lot improvements. The ending fund balance was \$16,984,830.

#### **Brewster Creek TIF Project Fund**

The Brewster Creek TIF Project Fund had \$4,360,434 in total revenues in 2016/2017. The property tax increment accounted for \$4,330,257. Incremental property taxes increased \$858,253, or 24.7% from the previous year. Total expenditures of \$5,329,348 included \$2,046,412 for capital outlay to develop the industrial park, \$1,327,936 for interest and debt related expenses, and \$1,955,000 for principal payments. An additional \$9.2 million of TIF bonds were issued to refund outstanding developer notes in October of 2016. Outstanding TIF bonds total \$23,860,000. The ending fund balance was \$5,276,608, a net increase of \$2,052,286 from the previous year.

### **Route 59 and Lake Street TIF Fund**

The Route 59 and Lake Street TIF Fund is considered a major fund due to the amount of advances from other funds which are shown as a liability on the balance sheet. The fund has received advances totaling \$3,463,835 from the Sewer, Developer Deposits and Municipal Building Funds. The advanced funds were used to purchase part of the land to be developed and for professional services related to the creation of the TIF district. No incremental property taxes were received in fiscal 2017. The advances will be repaid when funds are available.

### **Water Fund**

Operating revenues of the Village's water system totaled \$6,607,524 and had an increase of \$148,557, or 2.3%, above 2015/16 levels. Charges for services increased due to a 20% water rate increase effective May 1, 2017 which increase the unbilled receivable at year end. Consumption for the year was down just 0.14% from the prior year.

Operating expenses in the Water Fund before depreciation totaled \$7,019,886, an increase of \$310,780 from 2015/16. Contractual expenses including the cost of well maintenance and water purchases from the City of Elgin were up a total of \$58,603. Personnel, retirement, and insurance expenses increased by a total of \$202,848, or 14% due to IMRF pension liability expenses. Depreciation expense of \$763,013 for the fiscal year resulted in an operating loss in the amount of \$1,175,375. An additional non-operating expense of \$13 million for the DuPage Water Commission buy-in contributed to a net position loss of \$12,523,607. The ending net position balance was \$9,028,814, consisting of \$20,318,254 net investment in capital assets, \$120,000 restricted for radium removal, and a negative \$11,409,440 being unrestricted.

### **Sewer Fund**

Operating revenues of the Village's sewer system totaled \$3,308,359 and had an increase of \$81,316 above the 2015/16 levels. The operating revenues remained consistent due to a portion of the fees not dependent on water consumption. The sewer rates increased 20% effective May 1, 2017. Revenue from connection fees of \$201,361 was up \$85,832 from the prior year.

Sewer operating expenses before depreciation totaled \$4,293,238, an increase \$409,653 from the prior year. Capital Outlay expenses for sewer evaluation and repairs were up by \$66,865 and the personnel costs were up \$382,460. The retirement contribution included in personnel costs included an additional \$359,798 over the prior year. Depreciation expense of \$1,240,676 for the fiscal year brought the result of sewer operations to an operating loss in the amount of \$2,225,555. Net loss after non-operating revenues, interest charges and transfers out was \$1,388,642 compared to a net loss of \$1,915,513 the prior year. The ending net position balance was \$19,698,508, consisting of \$19,406,101 net investment in capital assets and \$292,407 being unrestricted.

### **Golf Operations**

Golf operating revenue increased \$16,570 in 2016/17 and operating expenses increased \$255,297. Food and beverage sales of \$888,220 decreased by \$1,951 below 2015/16 sales. Golf-related fees of \$1,248,023 increased \$18,521, or 1.5% above 2015/16. Personnel, retirement contributions, and insurance expenses were up a total of \$78,351. Capital outlay expenses were up \$102,135 for a total of \$163,228 for clubhouse and parking lot improvements. The ending net position balance was \$702,641, consisting of \$2,660,951 net investment in capital assets and a deficit unrestricted balance of \$1,958,310.

## Capital Assets

As of the end of fiscal 2017, the Village had a combined total of \$159,417,275 invested in capital assets. Below is a table listing the assets by category. A more detailed account of the capital asset activity can be found in the notes to the financial statements on pages 39-40.

### Capital Assets at Year End Net of Depreciation

	<u>2017</u>	<u>2016</u>
Land	69,796,135	63,916,063
Construction in progress	1,544,222	1,153,524
Land improvements	791,819	894,551
Building/Bldg Improvements	13,908,469	14,549,786
Machinery and Equipment	5,981,053	5,992,575
Storm Sewers	18,528,721	18,544,939
Streets/Bridges/Sidewalks	17,274,875	12,153,840
Water & Sewer Lines	31,591,981	29,925,745
	<u>\$159,417,275</u>	<u>\$147,131,023</u>

## Debt Administration

At the end of fiscal year 2017, the Village had a total of \$38,650,000 in outstanding G.O. bonded indebtedness from four bond issues. The Village has \$23,860,000 in outstanding Senior Lien Tax Increment Revenue Bonds and has approved \$25,000,000 in developer notes that will be repaid solely from tax increment financing revenue from the Brewster Creek Industrial Park and the Blue Heron Industrial Park. It has Special Service Area Bonds of \$6,475,000 that were issued to develop the Bluff City Industrial Park. These bonds are the sole obligation of the special service area. It has an IEPA loan balance of \$1,921,530 for sewer treatment improvements which entered the repayment phase in fiscal 2015 from the Sewer Fund. The Village has also entered into loans payable to the DuPage Water Commission for the construction of connection facilities and buy-in currently totaling \$13,108,537. The repayment of the loans will begin in 2019 when the connection is scheduled to be completed. The Village bond rating remains at Aa1 based on the global rating scale of Moody's Investors Services, evidencing the Village's sound fiscal practices. The details of the current and long-term debt of the Village are covered in the notes to the financial statements on pages 42-49.

## Economic Factors and Next Year's Budget and Rates

The Village of Bartlett continues to conservatively budget for its operating expenditures. The Village's Equalized Assessed Value increased for the second time since its low in 2014. The Village has traditionally endeavored to maintain a level or declining property tax rate and has budgeted to not increase the General property tax levy again this year. Commercial and industrial development has continued to pick up in two TIF districts within the Village. Sales tax is expected to increase again for the coming year. The Village's share of state revenue is expected to drop again after an 11.3% decrease in 2017. The State has reduced the amount shared with municipalities by 10%, or an estimated \$400,000 for their 2018 fiscal year.

The budget for the fiscal year starting May 1, 2017 was approved by the Board on April 4, 2017. Total expenditures for all funds are \$88,408,924, a 65% increase from last year's original budget

of \$50,601,791. The operating portion of the budget totals \$41,866,613, a 3.9% increase from the 2016/17 operating total of \$40,333,238. The budget includes \$46.5 million in capital projects. \$19 million is related to the transition of receiving water from the DuPage Water Commission, \$9.6 million for the new Police Station, \$5.6 million for waste water treatment projects, and \$3.5 million is related to economic development in the Brewster Creek and Blue Heron Industrial Parks. Other significant projects include the roadway maintenance program, sidewalk and bike path installations, and the Stearns Road/Country Creek culvert extension.

Both water and sewer rates were increase 20% for the year beginning May 1, 2017. The last water rate adjustment was an increase of 13% effective January 1, 2012 and the sewer rate was last increased by 9% effective May 1, 2012. The water rate was increased to pay for the infrastructure improvements related to changing the Village's water source to Lake Michigan water through the DuPage Water Commission. The 17/18 budget included \$19 million for water transition costs with the two year total expected to be over \$40 million. The Village is anticipating the use IEPA low interest loans and DuPage Water Commission loans to fund the project. Sewer rates were also increase to cover the cost of capital projects. Water and sewer rates will reviewed on an annual basis as project cost are finalized.

### **Requests for Information**

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the Village's finances and to show the Village's commitment to public accountability. If you have any questions about this report or wish to request any additional information, please contact the Finance Department of the Village of Bartlett, 228 S. Main Street, Bartlett, IL 60103.

## **BASIC FINANCIAL STATEMENTS**

The basic financial Statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government-Wide Financial Statements
- Fund Financial Statements

Governmental Funds

Proprietary Funds

Fiduciary Funds

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.

**VILLAGE OF BARTLETT, ILLINOIS**

**Statement of Net Position**

**April 30, 2017**

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**See Following Page**

VILLAGE OF BARTLETT, ILLINOIS

Statement of Net Position  
April 30, 2017

	Primary Government		
	Governmental Activities	Business-Type Activities	Totals
<b>ASSETS</b>			
Current Assets			
Cash and Investments	\$ 45,451,937	2,755,239	48,207,176
Receivables - Net	11,042,901	1,465,101	12,508,002
Due from Other Governments	281,560	-	281,560
Internal Balances	(303,218)	303,218	-
Land Held for Resale	2,814,078	-	2,814,078
Inventories	-	72,219	72,219
Prepays	651,317	80,486	731,803
Total Current Assets	59,938,575	4,676,263	64,614,838
Noncurrent Assets			
Capital Assets			
Nondepreciable Capital Assets	68,385,428	2,954,929	71,340,357
Depreciable Capital Assets	122,621,443	107,387,804	230,009,247
Accumulated Depreciation	(75,962,227)	(65,970,102)	(141,932,329)
Total Noncurrent Assets	115,044,644	44,372,631	159,417,275
Total Assets	174,983,219	49,048,894	224,032,113
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Unamortized Loss on Refunding	615,724	-	615,724
Deferred Items - IMRF	1,571,947	925,741	2,497,688
Deferred Items - Police Pension	1,920,091	-	1,920,091
Total Deferred Outflows of Resources	4,107,762	925,741	5,033,503
Total Assets and Deferred Outflows of Resources	179,090,981	49,974,635	229,065,616

The accompanying notes to the financial statements are an integral part of this statement.

	Primary Government		
	Governmental Activities	Business-Type Activities	Totals
<b>LIABILITIES</b>			
Current Liabilities			
Accounts Payable	\$ 2,572,363	823,786	3,396,149
Accrued Payroll	276,461	83,618	360,079
Accrued Interest Payable	2,025,713	12,617	2,038,330
Gift Certificates Payable	-	63,179	63,179
Deposits Payable	341,705	-	341,705
Retainage Payable	-	37,957	37,957
Other Payables	985,182	-	985,182
Current Portion of Long-Term Debt	4,018,058	176,638	4,194,696
Total Current Liabilities	10,219,482	1,197,795	11,417,277
Noncurrent Liabilities			
Compensated Absences Payable	945,699	332,214	1,277,913
Net Pension Liability - IMRF	5,069,599	2,985,555	8,055,154
Net Pension Liability - Police Pension	10,682,970	-	10,682,970
Net Other Post-Employment Benefit Payable	2,820,072	813,957	3,634,029
General Obligation Bonds Payable	38,057,100	-	38,057,100
Developer Notes Payable	2,347,501	-	2,347,501
Tax Increment Financing Bonds Payable	21,820,000	-	21,820,000
Installment Contract Payable	13,632	-	13,632
Loan Payable	-	13,108,537	13,108,537
IEPA Loan Payable	-	1,827,946	1,827,946
Total Noncurrent Liabilities	81,756,573	19,068,209	100,824,782
Total Liabilities	91,976,055	20,266,004	112,242,059
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Property Taxes	8,753,760	-	8,753,760
Deferred Items - IMRF	327,902	193,106	521,008
Deferred Items - Police Pension	880,074	-	880,074
Total Deferred Inflows of Resources	9,961,736	193,106	10,154,842
Total Liabilities and Deferred Inflows of Resources	101,937,791	20,459,110	122,396,901
<b>NET POSITION</b>			
Net Investment in Capital Assets	106,987,423	42,451,101	149,438,524
Restricted - Public Safety	550,860	-	550,860
Restricted - Debt Service	3,996,920	-	3,996,920
Restricted - Highways and Streets	4,216,803	-	4,216,803
Restricted - Capital Projects	39,148	-	39,148
Restricted - Redevelopment	336,062	-	336,062
Restricted - Radium Removal	-	120,000	120,000
Unrestricted	(38,974,026)	(13,055,576)	(52,029,602)
Total Net Position	77,153,190	29,515,525	106,668,715

The accompanying notes to the financial statements are an integral part of this statement.

VILLAGE OF BARTLETT, ILLINOIS

Statement of Activities  
For the Fiscal Year Ended April 30, 2017

	Expenses	Program Revenues		
		Charges for Services	Operating Grants/ Contributions	Capital Grants/ Contributions
<b>Governmental Activities</b>				
General Government	\$ 5,663,642	2,206,568	-	-
Public Safety	12,809,524	483,247	311,763	-
Public Works	9,765,907	-	1,082,279	12,952,249
Interest on Long-Term Debt	3,087,509	-	-	-
Total Governmental Activities	31,326,582	2,689,815	1,394,042	12,952,249
<b>Business-Type Activities</b>				
Water	20,813,531	6,807,458	-	1,480,175
Sewer	5,578,990	3,509,720	-	800,000
Golf	2,710,979	2,138,042	-	-
Parking	205,262	223,226	-	-
Total Business-Type Activities	29,308,762	12,678,446	-	2,280,175
Total Primary Government	60,635,344	15,368,261	1,394,042	15,232,424

General Revenues
Taxes
Property and Replacement
Telecommunications
Local Use
Real Estate Transfer
Utility
Gaming
Intergovernmental - Unrestricted
State Income Taxes
State Sales Taxes
Investment Income
Miscellaneous
Transfers - Internal Activity
Totals
Change in Net Position
Net Position - Beginning
Net Position - Ending

The accompanying notes to the financial statements are an integral part of this statement.

Net (Expenses)/Revenues		
Primary Government		
Governmental Activities	Business-Type Activities	Totals
(3,457,074)	-	(3,457,074)
(12,014,514)	-	(12,014,514)
4,268,621	-	4,268,621
(3,087,509)	-	(3,087,509)
(14,290,476)	-	(14,290,476)
-	(12,525,898)	(12,525,898)
-	(1,269,270)	(1,269,270)
-	(572,937)	(572,937)
-	17,964	17,964
-	(14,350,141)	(14,350,141)
(14,290,476)	(14,350,141)	(28,640,617)
14,625,711	-	14,625,711
919,119	-	919,119
1,014,243	-	1,014,243
711,299	-	711,299
588,143	-	588,143
163,535	-	163,535
3,895,179	-	3,895,179
2,377,955	-	2,377,955
205,125	24,346	229,471
964,597	118,898	1,083,495
118,180	(118,180)	-
25,583,086	25,064	25,608,150
11,292,610	(14,325,077)	(3,032,467)
65,860,580	43,840,602	109,701,182
77,153,190	29,515,525	106,668,715

The accompanying notes to the financial statements are an integral part of this statement.

VILLAGE OF BARTLETT, ILLINOIS

Balance Sheet - Governmental Funds  
April 30, 2017

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	<u>General</u>
<b>ASSETS</b>	
Cash and Investments	\$ 11,049,867
Receivables - Net of Allowances	
Taxes	8,043,766
Accounts	99,515
Accrued Interest	-
Other	-
Due from Other Governments	2,482
Due from Other Funds	149,706
Advances to Other Funds	946,782
Land Held for Resale	-
Prepays	<u>589,923</u>
Total Assets	<u><u>20,882,041</u></u>
<b>LIABILITIES</b>	
Accounts Payable	789,807
Accrued Payroll	250,879
Deposits Payable	-
Due to Other Funds	-
Advances from Other Funds	-
Other Payables	<u>869,589</u>
Total Liabilities	1,910,275
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Property Taxes	<u>6,357,046</u>
Total Liabilities and Deferred Inflows of Resources	<u><u>8,267,321</u></u>
<b>FUND BALANCES</b>	
Nonspendable	1,536,705
Restricted	550,860
Assigned	-
Unassigned	<u>10,527,155</u>
Total Fund Balances	<u><u>12,614,720</u></u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u><u>20,882,041</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

Debt Service	Capital Projects					Nonmajor	Totals
	Capital Projects	Municipal Building	Rt. 59 and Lake TIF	Brewster Creek Project TIF			
745,500	-	16,911,109	649,757	5,415,129	8,381,949	43,153,311	
2,396,714	-	-	-	3,373	-	10,443,853	
475,683	-	-	-	-	-	575,198	
-	-	-	-	1,834	6,596	8,430	
-	-	-	-	-	15,420	15,420	
-	188,854	-	-	-	90,224	281,560	
-	-	-	-	-	-	149,706	
-	-	279,989	-	-	1,933,846	3,160,617	
-	-	-	2,814,078	-	-	2,814,078	
-	-	5,000	-	-	-	594,923	
<u>3,617,897</u>	<u>188,854</u>	<u>17,196,098</u>	<u>3,463,835</u>	<u>5,420,336</u>	<u>10,428,035</u>	<u>61,197,096</u>	
(525)	-	211,268	-	143,728	1,670,178	2,814,456	
-	-	-	-	-	17,028	267,907	
-	-	-	-	-	341,705	341,705	
-	149,706	-	-	-	-	149,706	
-	-	-	3,463,835	-	-	3,463,835	
475,683	-	-	-	-	115,593	1,460,865	
475,158	149,706	211,268	3,463,835	143,728	2,144,504	8,498,474	
<u>2,396,714</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,753,760</u>	
<u>2,871,872</u>	<u>149,706</u>	<u>211,268</u>	<u>3,463,835</u>	<u>143,728</u>	<u>2,144,504</u>	<u>17,252,234</u>	
-	-	5,000	2,814,078	-	-	4,355,783	
746,025	39,148	-	-	5,276,608	4,552,865	11,165,506	
-	-	16,979,830	-	-	3,730,666	20,710,496	
-	-	-	(2,814,078)	-	-	7,713,077	
746,025	39,148	16,984,830	-	5,276,608	8,283,531	43,944,862	
<u>3,617,897</u>	<u>188,854</u>	<u>17,196,098</u>	<u>3,463,835</u>	<u>5,420,336</u>	<u>10,428,035</u>	<u>61,197,096</u>	

The accompanying notes to the financial statements are an integral part of this statement.

## VILLAGE OF BARTLETT, ILLINOIS

### Reconciliation of Total Governmental Fund Balance to the Statement of Net Position - Governmental Activities

April 30, 2017

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<b>Total Governmental Fund Balances</b>	<b>\$ 43,944,862</b>
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds.	115,044,644
Less Amount Reported in Internal Service Funds Below	(1,865,995)
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the governmental funds.	475,683
Deferred outflows (inflows) of resources related to the pensions not reported in the funds.	
Deferred Items - IMRF	1,244,045
Deferred Items - Police Pension	1,040,017
Internal service funds are used by the Village to charge the costs of central services and vehicle replacement to individual funds. The assets and liabilities of the internal service funds are included in the governmental activities in the Statement of Net Position.	4,083,962
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.	
Compensated Absences Payable	(1,262,025)
Less Amount Reported in the Governmental Funds as Current Payables	287,034
Less Amount Reported in Internal Service Funds Above	29,292
Net Pension Liability - IMRF	(5,069,599)
Net Pension Liability - Police	(10,682,970)
Net Other Post-Employment Benefit Obligation Payable	(2,820,072)
Less Amount Reported in Internal Service Funds Above	54,266
General Obligation Bonds Payable - Net	(39,707,100)
Developer Notes Payable	(2,347,501)
Tax Increment Financing Bonds Payable	(23,860,000)
Installment Contracts Payable	(25,364)
Unamortized Loss on Refunding	615,724
Accrued Interest Payable	(2,025,713)
<b>Net Position of Governmental Activities</b>	<b><u>77,153,190</u></b>

The accompanying notes to the financial statements are an integral part of this statement.

**VILLAGE OF BARTLETT, ILLINOIS**

**Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds  
For the Fiscal Year Ended April 30, 2017**

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**See Following Page**

VILLAGE OF BARTLETT, ILLINOIS

Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds  
For the Fiscal Year Ended April 30, 2017

	<u>General</u>
Revenues	
Taxes	\$ 11,112,629
Intergovernmental	6,711,404
Licenses and Permits	2,206,568
Fines and Forfeitures	345,260
Investment Income	67,403
Miscellaneous	792,516
Total Revenues	<u>21,235,780</u>
Expenditures	
Current	
General Government	5,873,862
Public Safety	12,062,255
Public Works	3,585,930
Capital Outlay	-
Debt Service	
Principal Retirement	11,732
Interest and Fiscal Charges	-
Total Expenditures	<u>21,533,779</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(297,999)</u>
Other Financing Sources (Uses)	
Debt Issuance	-
Premium on Debt Issuance	-
Payment to Escrow Agent	-
Transfers In	436,183
Transfers Out	(500,000)
	<u>(63,817)</u>
Net Change in Fund Balances	(361,816)
Fund Balances - Beginning	<u>12,976,536</u>
Fund Balances - Ending	<u><u>12,614,720</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

Debt Service	Capital Projects					Nonmajor	Totals
	Capital Projects	Municipal Buildings	Rt. 59 and Lake TIF	Brewster Creek Project TIF			
1,886,989	-	-	-	4,330,257	692,175	18,022,050	
-	58,249	-	-	11,480	1,082,279	7,863,412	
-	-	-	-	-	-	2,206,568	
-	-	-	-	-	-	345,260	
4,769	41	43,833	-	18,697	58,738	193,481	
48,100	-	42,524	-	-	81,457	964,597	
1,939,858	58,290	86,357	-	4,360,434	1,914,649	29,595,368	
-	-	-	-	-	-	5,873,862	
-	-	-	-	-	-	12,062,255	
-	-	-	-	-	512,848	4,098,778	
-	80,895	754,316	-	2,046,412	1,887,851	4,769,474	
1,080,000	-	-	-	1,955,000	-	3,046,732	
888,938	-	-	15,517	1,327,936	68,634	2,301,025	
1,968,938	80,895	754,316	15,517	5,329,348	2,469,333	32,152,126	
(29,080)	(22,605)	(667,959)	(15,517)	(968,914)	(554,684)	(2,556,758)	
-	-	15,455,000	-	10,226,801	-	25,681,801	
-	-	745,425	-	-	-	745,425	
-	-	-	-	(7,205,601)	-	(7,205,601)	
29,880	-	500,000	15,517	-	-	981,580	
-	-	(225,070)	-	-	(138,330)	(863,400)	
29,880	-	16,475,355	15,517	3,021,200	(138,330)	19,339,805	
800	(22,605)	15,807,396	-	2,052,286	(693,014)	16,783,047	
745,225	61,753	1,177,434	-	3,224,322	8,976,545	27,161,815	
746,025	39,148	16,984,830	-	5,276,608	8,283,531	43,944,862	

The accompanying notes to the financial statements are an integral part of this statement.

## VILLAGE OF BARTLETT, ILLINOIS

### Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities - Governmental Activities

For the Fiscal Year Ended April 30, 2017

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<b>Net Change in Fund Balances - Total Governmental Funds</b>	<b>\$ 16,783,047</b>
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital Outlays	1,283,589
Capital Contributions	12,894,000
Depreciation Expense	(2,578,576)
Disposals - Cost	(18,325)
Disposals - Accumulated Depreciation	17,204
Revenues in the Statement of Activities that are not available in governmental funds are not reported as revenue in governmental funds until received.	(59,792)
Deferred outflows (inflows) of resources related to the pensions not reported in the funds.	
Change in Deferred Items - IMRF	(1,017,102)
Change in Deferred Items - Police Pension	294,854
Internal service funds are used by the Village to charge the costs of insurance to individual funds. The net revenue of certain activities of internal service funds is reported with governmental activities.	2,489
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal on long-term debt consumes the current financial resources of the governmental funds.	
Deductions to Compensated Absences Payable	76,335
Additions to Net Other Post-Employment Benefit Obligation Payable	(154,558)
Deductions to Net Pension Liability - IMRF	1,522,620
Additions to Net Pension Liability - Police Pension	(851,590)
Issuance of Debt	(25,681,801)
Retirement of Debt	9,812,832
Issuance of Premium on Debt	(745,000)
Amortization of Premium on Debt	64,016
Amortization of Loss on Refunding	(70,468)
Changes to accrued interest on long-term debt in the Statement of Activities does not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	(281,164)
<b>Changes in Net Position of Governmental Activities</b>	<b><u>11,292,610</u></b>

The accompanying notes to the financial statements are an integral part of this statement.

**VILLAGE OF BARTLETT, ILLINOIS**

**Statement of Net Position - Proprietary Funds**  
**April 30, 2017**

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**See Following Page**

VILLAGE OF BARTLETT, ILLINOIS

Statement of Net Position - Proprietary Funds  
April 30, 2017

<b>ASSETS</b>		<u>Water</u>
Current Assets		
Cash and Investments		\$ 2,295,814
Receivables - Net of Allowances		
Accounts		977,068
Accrued Interest		-
Inventories		-
Prepays		24,457
Total Current Assets		<u>3,297,339</u>
Noncurrent Assets		
Advances to Other Funds		-
Capital Assets		
Nondepreciable Capital Assets		732,516
Depreciable Capital Assets		47,422,838
Accumulated Depreciation		(27,837,100)
Total Noncurrent Assets		<u>20,318,254</u>
Total Assets		<u>23,615,593</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred Items - IMRF		266,403
Total Assets/ Deferred Outflows of Resources		<u>23,881,996</u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable		431,551
Accrued Payroll		23,093
Retainage Payable		-
Gift Certificates Payable		-
Accrued Interest Payable		-
Compensated Absences Payable		24,208
IEPA Loan Payable		-
Total Current Liabilities		<u>478,852</u>
Noncurrent Liabilities		
Advances from Other Funds		-
Compensated Absences Payable		96,831
Net Pension Liability - IMRF		859,160
Net Other Post-Employment Benefit Obligation Payable		254,231
Loan Payable		13,108,537
IEPA Loan Payable		-
Total Noncurrent Liabilities		<u>14,318,759</u>
Total Liabilities		<u>14,797,611</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred Items - IMRF		55,571
Total Liabilities/Deferred Inflows of Resources		<u>14,853,182</u>
<b>NET POSITION</b>		
Net Investment in Capital Assets		20,318,254
Restricted - Radium Removal		120,000
Unrestricted		(11,409,440)
Total Net Position		<u>9,028,814</u>

The accompanying notes to the financial statements are an integral part of this statement.

Business-Type Activities				Governmental Activities
Sewer	Golf	Nonmajor Parking	Totals	Internal Service
387,005	200	72,220	2,755,239	2,298,626
486,158	-	-	1,463,226	-
1,875	-	-	1,875	-
-	72,219	-	72,219	-
29,687	26,342	-	80,486	56,394
904,725	98,761	72,220	4,373,045	2,355,020
1,250,000	-	-	1,250,000	-
621,433	1,569,000	31,980	2,954,929	-
53,929,839	5,759,773	275,354	107,387,804	7,543,201
(33,223,641)	(4,667,822)	(241,539)	(65,970,102)	(5,677,206)
22,577,631	2,660,951	65,795	45,622,631	1,865,995
23,482,356	2,759,712	138,015	49,995,676	4,221,015
414,530	228,507	16,301	925,741	-
23,896,886	2,988,219	154,316	50,921,417	4,221,015
256,168	129,142	6,925	823,786	44,941
35,360	23,746	1,419	83,618	8,554
37,957	-	-	37,957	-
-	63,179	-	63,179	-
12,617	-	-	12,617	-
32,136	25,823	887	83,054	29,292
93,584	-	-	93,584	-
467,822	241,890	9,231	1,197,795	82,787
-	946,782	-	946,782	-
128,543	103,291	3,549	332,214	-
1,336,875	736,946	52,574	2,985,555	-
350,723	209,003	-	813,957	54,266
-	-	-	13,108,537	-
1,827,946	-	-	1,827,946	-
3,644,087	1,996,022	56,123	20,014,991	54,266
4,111,909	2,237,912	65,354	21,212,786	137,053
86,469	47,666	3,400	193,106	-
4,198,378	2,285,578	68,754	21,405,892	137,053
19,406,101	2,660,951	65,795	42,451,101	1,865,995
-	-	-	120,000	-
292,407	(1,958,310)	19,767	(13,055,576)	2,217,967
19,698,508	702,641	85,562	29,515,525	4,083,962

The accompanying notes to the financial statements are an integral part of this statement.

VILLAGE OF BARTLETT, ILLINOIS

Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Funds  
For the Fiscal Year Ended April 30, 2017

	<u>Water</u>
Operating Revenues	
Charges for Services	\$ 6,607,524
Interfund Services	-
Total Operating Revenues	<u>6,607,524</u>
Operating Expenses	
Personnel Services	1,618,401
Contractual Services	4,889,863
Commodities	159,654
Capital	185,708
Central Services	131,861
Vehicle Replacement	20,879
Other Charges	13,520
Total Operating Expenses	<u>7,019,886</u>
Operating Income (Loss) Before Depreciation	(412,362)
Depreciation	<u>763,013</u>
Operating Income (Loss)	<u>(1,175,375)</u>
Nonoperating Revenues (Expenses)	
Investment Income	13,393
Other Income	118,898
Connection Fees	199,934
Disposal of Capital Assets	-
Interest Expense	-
Other Expenses	<u>(13,030,632)</u>
	<u>(12,698,407)</u>
Income (Loss) Before Transfers and Capital Contributions	<u>(13,873,782)</u>
Transfers In	-
Transfers Out	(130,000)
Capital Contributions	<u>1,480,175</u>
	<u>1,350,175</u>
Change in Net Position	(12,523,607)
Net Position - Beginning	<u>21,552,421</u>
Net Position - Ending	<u><u>9,028,814</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

Business-Type Activities - Enterprise Funds				Governmental
Sewer	Golf	Nonmajor Parking	Totals	Activities Internal Service
3,308,359	2,136,243	223,226	12,275,352	-
-	-	-	-	1,622,090
3,308,359	2,136,243	223,226	12,275,352	1,622,090
2,496,015	1,620,643	85,680	5,820,739	477,901
507,752	178,203	60,986	5,636,804	458,012
428,217	486,826	8,729	1,083,426	44,386
612,600	163,228	32,471	994,007	23,788
131,861	-	-	263,722	-
48,879	-	7,110	76,868	-
67,914	64,254	11	145,699	22,868
4,293,238	2,513,154	194,987	14,021,265	1,026,955
(984,879)	(376,911)	28,239	(1,745,913)	595,135
1,240,676	197,825	10,275	2,211,789	674,011
(2,225,555)	(574,736)	17,964	(3,957,702)	(78,876)
10,628	-	325	24,346	11,644
-	1,799	-	120,697	18,250
201,361	-	-	401,295	-
-	-	-	-	51,471
(45,076)	-	-	(45,076)	-
-	-	-	(13,030,632)	-
166,913	1,799	325	(12,529,370)	81,365
(2,058,642)	(572,937)	18,289	(16,487,072)	2,489
-	225,070	-	225,070	-
(130,000)	(68,250)	(15,000)	(343,250)	-
800,000	-	-	2,280,175	-
670,000	156,820	(15,000)	1,936,925	-
(1,388,642)	(416,117)	3,289	(14,325,077)	2,489
21,087,150	1,118,758	82,273	43,840,602	4,081,473
19,698,508	702,641	85,562	29,515,525	4,083,962

The accompanying notes to the financial statements are an integral part of this statement.

**VILLAGE OF BARTLETT, ILLINOIS**

**Statement of Cash Flows - Proprietary Funds  
For the Fiscal Year Ended April 30, 2017**

	<u>Water</u>
Cash Flows from Operating Activities	
Receipts from Customers and Users	\$ 6,654,674
Receipts from Interfund Services	-
Payments to Employees	(927,922)
Payments to Suppliers	(5,480,447)
Payments for Interfund Services	(152,740)
	<u>93,565</u>
Cash Flows from Noncapital Financing Activities	
Transfers In	-
Transfers Out	(130,000)
	<u>(130,000)</u>
Cash Flows from Capital and Related Financing Activities	
Purchase of Capital Assets	(388,951)
Disposal of Capital Asset	-
Issuance of Capital Debt	77,905
Retirement of Debt	-
Interest Expense	-
	<u>(311,046)</u>
Cash Flows from Investing Activities	
Investment Income	13,393
	<u>13,393</u>
Net Change in Cash and Cash Equivalents	(334,088)
Cash and Cash Equivalents - Beginning	<u>2,629,902</u>
Cash and Cash Equivalents - Ending	<u><u>2,295,814</u></u>
Reconciliation of Operating Income to Net Cash Provided (Used)	
by Operating Activities	
Operating Income (Loss)	(1,175,375)
Adjustments to Reconcile Operating Income to Net Income to Net Cash	
Provided by (Used in) Operating Activities:	
Depreciation Expense	763,013
Other Income	318,832
Other Expense	-
(Increase) Decrease in Current Assets	(271,682)
Increase (Decrease) in Current Liabilities	458,777
	<u>93,565</u>
Net Cash Provided by Operating Activities	<u><u>93,565</u></u>
Noncash Capital and Related Financing Activities	
Capital Contributions	<u><u>1,480,175</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

Business-Type Activities - Enterprise Funds				Governmental
Sewer	Golf	Nonmajor Parking	Totals	Activities Internal Service
3,287,508	2,122,406	218,429	12,283,017	-
-	-	-	-	1,622,090
(1,425,256)	(1,073,639)	(57,020)	(3,483,837)	(328,324)
(2,383,652)	(1,139,547)	(105,763)	(9,109,409)	(655,292)
(180,740)	-	(7,110)	(340,590)	-
(702,140)	(90,780)	48,536	(650,819)	638,474
-	225,070	-	225,070	-
(130,000)	(68,250)	(15,000)	(343,250)	-
(130,000)	156,820	(15,000)	(118,180)	-
(154,327)	(66,040)	-	(609,318)	(714,876)
-	-	-	-	81,680
-	-	-	77,905	-
(91,473)	-	-	(91,473)	-
(45,076)	-	-	(45,076)	-
(290,876)	(66,040)	-	(667,962)	(633,196)
10,628	-	325	24,346	11,644
(1,112,388)	-	33,861	(1,412,615)	16,922
1,499,393	200	38,359	4,167,854	2,281,704
387,005	200	72,220	2,755,239	2,298,626
(2,225,555)	(574,736)	17,964	(3,957,702)	(78,876)
1,240,676	197,825	10,275	2,211,789	674,011
201,361	1,799	-	521,992	18,250
-	-	-	-	-
(222,212)	(15,636)	(4,797)	(514,327)	14,099
303,590	299,968	25,094	1,087,429	10,990
(702,140)	(90,780)	48,536	(650,819)	638,474
800,000	-	-	2,280,175	-

The accompanying notes to the financial statements are an integral part of this statement.

VILLAGE OF BARTLETT, ILLINOIS

Statement of Fiduciary Net Position  
April 30, 2017

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	Pension Trust	Agency
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 2,056,370	787,042
Investments		
U.S. Treasury Securities	6,069,337	-
U.S. Agency Securities	1,769,412	-
Municipal Bonds	255,798	-
Corporate Bonds	7,969,401	-
Equity Mutual Funds	13,298,000	-
Common Stock	6,093,592	-
Illinois Funds	22,538	-
Receivables - Net of Allowance		
Accrued Interest	101,487	-
Prepays	28,225	-
	<u>37,664,160</u>	<u>787,042</u>
<b>LIABILITIES</b>		
Accounts Payable	2,538	7,173
Due to Bondholders	-	779,869
	<u>2,538</u>	<u>787,042</u>
<b>NET POSITION</b>		
Net Position Restricted for Pensions	<u>37,661,622</u>	

The accompanying notes to the financial statements are an integral part of this statement.

VILLAGE OF BARTLETT, ILLINOIS

Statement of Changes in Fiduciary Net Position  
For the Fiscal Year Ended April 30, 2017

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	<u>Pension Trust</u>
Additions	
Contributions - Employer	\$ 1,202,963
Contributions - Plan Members	506,233
Other Income	195
Total Contributions	<u>1,709,391</u>
Investment Income	
Interest Earned	394,427
Net Change in Fair Value	2,316,869
	<u>2,711,296</u>
Less Investment Expenses	(115,312)
Net Investment Income	<u>2,595,984</u>
Total Additions	<u>4,305,375</u>
Deductions	
Administration	33,162
Benefits and Refunds	1,363,752
	<u>1,396,914</u>
Change in Fiduciary Net Position	2,908,461
Net Position Restricted for Pensions	
Beginning	<u>34,753,161</u>
Ending	<u><u>37,661,622</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements

April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Village of Bartlett (Village), Illinois, is a municipal corporation governed by an elected president and six-member Board of Trustees. The Village's major operations include public safety, highway and street maintenance and reconstruction, building code enforcement, public improvements, economic development, planning and zoning, water and sewer services, golf services, parking services, and general administrative services.

The government-wide financial statements are prepared in accordance with generally accepted accounting principles (GAAP in the United States). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP in the United States for state and local governments through its pronouncements (Statements and Interpretations).

#### REPORTING ENTITY

The Village's financial reporting entity comprises the following:

Primary Government:	Village of Bartlett
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In determining the financial reporting entity, the Village complies with the provisions of GASB Statement No. 61, "The Financial Reporting Omnibus – an Amendment of GASB Statements No. 14 and No. 34," and includes all component units that have a significant operational or financial relationship with the Village. Based upon the criteria set forth in the GASB Statement No. 61, there are no component units included in the reporting entity.

#### Police Pension Employees Retirement System

The Village's sworn police employees participate in the Police Pension Employees Retirement System (PPERS). PPERS functions for the benefit of these employees and is governed by a five-member pension board. Two members appointed by the Village's President, one elected pension beneficiary and two elected police employees constitute the pension board. The participants are required to contribute a percentage of salary as established by state statute and the Village is obligated to fund all remaining PPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. Although it is legally separate from the Village, the PPERS is reported as if it were part of the primary government because its sole purpose is to provide retirement benefits for the Village's police employees. The PPERS is reported as a fiduciary fund, and specifically a pension trust fund, due to the fiduciary responsibility exercised over the PPERS.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### BASIS OF PRESENTATION

##### Government-Wide Financial Statements

The Village's basic financial statements include both government-wide (reporting the Village as a whole) and fund financial statements (reporting the Village's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Village's public safety, highway and street maintenance and reconstruction, building code enforcement, public improvements, economic development, planning and zoning, and general administrative services are classified as governmental activities. The Village's water and sewer services, golf services, and parking services are classified as business-type activities.

In the government-wide Statement of Net Position, both the governmental and business-type activities columns are: (a) presented on a consolidated basis by column, and (b) reported on a full accrual, economic resource basis, which recognizes all long-term assets/deferred outflows and receivables as well as long-term debt/deferred inflows and obligations. The Village's net position is reported in three parts: net investment in capital assets; restricted; and unrestricted. The Village first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the Village's functions and business-type activities (general government, public safety, public works, etc.). The functions are supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, which include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

The net costs (by function or business-type activity) are normally covered by general revenue (property taxes, sales taxes, income taxes, interest income, etc.).

The Village does allocate indirect costs. Costs for data processing (Central Services) and fleet management (Vehicle Replacement) are provided to other departments or agencies of the government on a cost reimbursed basis.

This government-wide focus is more on the sustainability of the Village as an entity and the change in the Village's net position resulting from the current year's activities.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### BASIS OF PRESENTATION – Continued

##### Fund Financial Statements

The financial transactions of the Village are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets/deferred outflows, liabilities/deferred inflows, fund equity, revenues and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets/deferred outflows, liabilities/deferred inflows, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Village electively added funds, as major funds, which either had debt outstanding or specific community focus. The nonmajor funds are combined in a column in the fund financial statements. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

Total assets/deferred outflows, liabilities/deferred inflows, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and

Total assets/deferred outflows, liabilities/deferred inflows, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The various funds are reported by generic classification within the financial statements. The following fund types are used by the Village:

##### Governmental Funds

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Village:

**General fund** is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is a major fund.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements

April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### BASIS OF PRESENTATION – Continued

#### Fund Financial Statements – Continued

#### Governmental Funds – Continued

**Special revenue funds** are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Village maintains one nonmajor special revenue fund.

**Debt service funds** are used to account for the accumulation of funds for the periodic payment of principal and interest on general long-term debt. The Debt Service Fund is treated as a major fund and is used to account for funds restricted, committed or assigned for principal retirements, interest and fiscal charges for debt issues.

**Capital projects funds** are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by business-type/proprietary funds). The Village maintains four major capital projects funds. The Capital Projects Fund is used to account for all funds restricted, committed or assigned for capital improvements not specifically accounted for in other funds. The Municipal Building Fund is used to account for the funds restricted, committed or assigned for construction and/or improvements of municipal buildings. The Rt. 59 and Lake TIF Fund is used to account for incremental property taxes restricted for construction and/or improvements to the Rt. 59 and Lake Street Redevelopment Project Area. The Brewster Creek Project TIF Fund is used to account for the restricted revenues accumulated and expenditures incurred for the development of the Bartlett Quarry Project.

#### Proprietary Funds

The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The accounting principles generally accepted in the United States of America applicable are those similar to businesses in the private sector. The following is a description of the proprietary funds of the Village:

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements April 30, 2017

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#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

##### BASIS OF PRESENTATION – Continued

##### Fund Financial Statements – Continued

##### Proprietary Funds – Continued

**Enterprise funds** are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs. The Village maintains three major enterprise funds. The Water Fund is used to account for the provision of water services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collections. The Sewer Fund is used to account for the provision of sewer services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collections. The Golf Fund is used to account for the operations of the Village golf course. Financing is provided by the user charges from utilizing the golf course. The Village has chosen to report this fund as a major fund.

**Internal service funds** are used to account for the financing of goods or services provided by an activity to other departments, funds or component units of the Village on a cost-reimbursement basis. The Village maintains two internal service funds. Internal service funds account for data processing (Central Services) and fleet management services (Vehicle Replacement) provided to departments or agencies of the government, or to other governments, on a cost reimbursement basis. The Village's internal service fund is presented in the proprietary funds financial statements. Because the principal users of the internal services are the Village's governmental activities, the financial statements of the internal service funds are consolidated into the governmental column when presented in the government-wide financial statements. To the extent possible, the cost of these services is reported in the appropriate functional activity (general government, public safety, public works, etc.).

##### Fiduciary Funds

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Village programs. The reporting focus is on net position and changes in net position and is reported using accounting principles similar to proprietary funds.

**Pension trust funds** are used to account for assets held in a trustee capacity for pension benefit payments. The Police Pension Fund accounts for the activities of the accumulation of resources to pay pension costs. Resources are contributed by members at rates fixed by state statutes and by the Village which uses the annual property tax levy to fund the employer contribution.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements

April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### BASIS OF PRESENTATION – Continued

#### Fund Financial Statements – Continued

#### Fiduciary Funds – Continued

**Agency funds** are used to account for assets held by the Village in a purely custodial capacity. The Bluff City Special Service Area Fund is used to account for the repayment of noncommitment debt for the Bluff City Special Service Area.

The Village's fiduciary funds are presented in the fiduciary fund financial statements by type (pension trust and agency). Since by definition these assets are being held for the benefit of a third party (other local governments, private parties, pension participants, etc.) and cannot be used to address activities or obligations of the Village, these funds are not incorporated into the government-wide statements.

#### MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

#### Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-type activities are presented using the economic resources measurement focus as defined below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate.

All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets/deferred outflows and liabilities/deferred inflows are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

All proprietary and pension trust funds utilize an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets/deferred outflows and liabilities/deferred inflows (whether current or noncurrent) associated with their activities are reported. Proprietary and pension trust fund equity is classified as net position.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements

April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### MEASUREMENT FOCUS AND BASIS OF ACCOUNTING – Continued

##### Measurement Focus – Continued

Agency funds are not involved in the measurement of results of operations; therefore, measurement focus is not applicable to them.

##### Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-type activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability/deferred inflow is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year-end. The Village recognizes property taxes when they become both measurable and available in accordance with GASB Codification Section P70. A sixty-day availability period is used for revenue recognition for all other governmental fund revenues. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are recognized when due.

In applying the susceptible to accrual concept under the modified accrual basis, those revenues susceptible to accrual are property taxes, sales and use taxes, income taxes, licenses, interest revenue, and charges for services. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

All proprietary, pension trust and agency funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the Village’s enterprise funds, and of the Village’s internal service funds are charges to customers for sales and services.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements

April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### MEASUREMENT FOCUS AND BASIS OF ACCOUNTING – Continued

##### Basis of Accounting – Continued

The Village also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

#### ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY

##### Cash and Investments

For the purpose of the Statement of Net Position, cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent. For the purpose of the proprietary funds' Statement of Cash Flows, cash and cash equivalents are considered to be cash on hand, demand deposits, cash with fiscal agent, and all highly liquid investments with an original maturity of three months or less.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the Village categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

##### Interfund Receivables, Payables and Activity

Interfund activity is reported as loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements

April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY – Continued

##### Prepays/Inventories – Land Held for Resale

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in both the government-wide and fund financial statements. Prepays/inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of governmental fund-type prepaids/inventories are recorded as expenditures when consumed rather than when purchased.

##### Receivables

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivables balances for governmental activities include property taxes, sales and use taxes, income taxes, and grants. Business-type activities report charges for services as their major receivables.

##### Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 to \$50,000, depending on asset type, or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. General capital assets are long-lived assets of the Village as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and capitalized. In the case of the initial capitalization of general infrastructure assets (i.e., those reported by the governmental activities) the government chose to include all such items regardless of their acquisition date. Infrastructure such as streets, traffic signals and storm sewers are capitalized. The valuation basis for general capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement costs.

Capital assets in the proprietary funds are capitalized in the fund in which they are utilized. The valuation bases for proprietary fund capital assets are the same as those used for the general capital assets. Donated capital assets are capitalized at estimated fair market value on the date donated.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY – Continued

##### Capital Assets – Continued

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

Land Improvements	10 - 20 Years
Buildings and Improvements	25 - 50 Years
Machinery and Equipment	5 - 10 Years
Storm Sewers, Water Mains, Sewer Mains and Bridges	50 Years
Streets, Sidewalks, and Traffic Signals	15 - 25 Years

##### Compensated Absences

The Village accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulated sick leave that is estimated to be taken as “terminal leave” prior to retirement.

All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

##### Deferred Outflows/Inflows of Resources

Deferred outflow/inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an outflow of resources (expense)/inflow of resources (revenue) until that future time.

##### Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expenses at the time of issuance.

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements April 30, 2017

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#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY – Continued

##### Long-Term Obligations – Continued

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

##### Net Position

In the government-wide financial statements, equity is classified as net position and displayed in three components:

Net Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislations.

Unrestricted – All other net position balances that do not meet the definition of “restricted” or “net investment in capital assets.”

#### NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

##### BUDGETARY INFORMATION

Budgets are adopted on a basis consistent with GAAP in accordance with the Illinois Budget Officer Act. Annual budgets are adopted (at the fund level) for all funds except for the Town Center TIF Fund. The annual budget is legally enacted and provides for a legal level of control at the fund level. All annual budgets lapse at fiscal year-end.

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements

April 30, 2017

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#### NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY – Continued

##### BUDGETARY INFORMATION – Continued

All departments of the Village submit requests for budget to the Village's manager so that a budget may be prepared. The budget is prepared by fund, function, and activity and includes information on the past three-year actuals, current year estimates, current year budgets, and requested budgets for the next fiscal year.

The proposed budget is presented to the governing body for review. The governing body holds a public hearing and can add to, subtract from, or change budgets, but cannot change the form of the budget.

The total budget for any fund can only be amended by the governing body; the line item changes within each fund can be made by management, if the fund's total budget is not changed.

There was one budget amendment during fiscal year 2017.

#### NOTE 3 – DETAIL NOTES ON ALL FUNDS

##### DEPOSITS AND INVESTMENTS

The Village maintains a cash and investment pool that is available for use by all funds except the pension trust fund. Each fund type's portion of this pool is displayed on the financial statements as "cash and investments." In addition, investments are separately held by several of the Village's funds. The deposits and investments of the pension trust fund are held separately from those of other funds.

Permitted Deposits and Investments – Statutes authorize the Village to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, and Illinois Funds.

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements

April 30, 2017

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#### NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

##### DEPOSITS AND INVESTMENTS – Continued

The Illinois Funds is an investment pool managed by the Illinois Public Treasurer's Office which allows governments within the State to pool their funds for investment purposes. Although not registered with the SEC, Illinois Funds operates in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at the share price, the price for which the investment could be sold.

Statutes authorize the Pension Fund to make deposits/invest in interest bearing direct obligations of the United States of America; obligations that are fully guaranteed or insured as to the payment of principal and interest by the United States of America; bonds, notes, debentures, or similar obligations of agencies of the United States of America; savings accounts or certificates of deposit issued by banks or savings and loan associations chartered by the United States of America or by the State of Illinois, to the extent that the deposits are insured by the agencies or instrumentalities of the federal government; credit unions, to the extent that the deposits are insured by the agencies or instrumentalities of the federal government; State of Illinois bonds; pooled accounts managed by the Illinois Funds Market Fund (Formerly known as IPTIP, Illinois Public Treasurer's Investment Pool), or by banks, their subsidiaries or holding companies, in accordance with the laws of the State of Illinois; bonds or tax anticipation warrants of any county, township, or municipal corporation of the State of Illinois; direct obligations of the State of Israel; money market mutual funds managed by investment companies that are registered under the Federal Investment Company Act of 1940 and the Illinois Securities Law of 1953 and are diversified, open-ended management investment companies, provided the portfolio is limited to specified restrictions; general accounts of life insurance companies; and separate accounts of life insurance companies and mutual funds, the mutual funds must meet specific restrictions, provided the investment in separate accounts and mutual funds does not exceed ten percent of the Pension Fund's plan net position; and corporate bonds managed through an investment advisor, rated as investment grade by one of the two largest rating services at the time of purchase. Pension Funds with plan net position of 2.5 million or more may invest up to forty-five percent of plan net position in separate accounts of life insurance companies and mutual funds. Pension Funds with plan net position of at least 5 million that have appointed an investment advisor, may through that investment advisor invest up to forty-five percent of the plan net position in common and preferred stocks that meet specific restrictions. In addition, Pension Funds with plan net position of at least 10 million that have appointed an investment advisor, may invest up to fifty percent of its net position in common and preferred stocks and mutual funds that meet specific restrictions effective July 1, 2011 and up to fifty-five percent effective July 1, 2012.

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements

April 30, 2017

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#### NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

##### DEPOSITS AND INVESTMENTS – Continued

##### **Village Interest Rate Risk, Credit Risk, Custodial Credit Risk, and Concentration Risk**

*Deposits.* At year-end, the carrying amount of the Village's deposits for governmental and business-type activities totaled \$46,438,751 and the bank balances totaled \$40,034,343. In addition, the Village has \$1,768,425 invested in the Illinois Funds, which is measured at net asset value as determined by the pool.

*Interest Rate Risk.* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the Village limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for short and long-term cash flow needs while providing a reasonable rate of return based on the current market. Unless matched to a specific cash flow, the Village does not directly invest in securities maturing more than five years from the date of purchase. However, under no circumstances shall the Village portfolio dollar-weighted average maturity exceed three years. Illinois Funds have average maturities of less than one year.

*Credit Risk.* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Village limits its exposure to credit risk by limiting investments to the types of securities listed above; prequalifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Village will do business in accordance with the Village's investment policy; diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized. At year-end, the Village's investment in the Illinois Funds is rated AAAM by Standard & Poor's.

*Custodial Credit Risk.* In the case of deposits, this is the risk that in the event of a bank failure, the Village's deposits may not be returned to it. The Village's investment policy requires pledging of collateral or insurance policies for all bank balances in excess of federal depository insurance with the collateral held by the Village's agent in the Village's name. At year-end, all deposits were covered by FDIC insurance or collateral held by the Village or safekeeping in the Village's name. At year-end, the Village's investment in the Illinois Funds was not subject to custodial credit risk.

For an investment, this is the risk that in the event of the failure of the counterparty, the Village will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. To limit its exposure, the Village's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by an independent third party custodian and evidenced by safekeeping receipts.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

#### DEPOSITS AND INVESTMENTS – Continued

#### Village Interest Rate Risk, Credit Risk, Custodial Credit Risk, and Concentration Risk – Continued

*Concentration Risk.* This is the risk of loss attributed to the magnitude of the Village’s investment in a single issuer. The Village’s investment policy requires diversification of investments to avoid unreasonable risk. The investments shall be diversified by:

- Limiting investments to no more than 33% of the Village’s investment portfolio at any one financial institution.
- Limiting investments deposited at a financial institution to no more than 50% of the capital stock and surplus of that institution.
- Limiting deposits in the Illinois Funds to no more than 50% of the Village’s investment portfolio.

At year-end, the Village does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

#### Police Pension Fund Interest Rate Risk, Credit Risk, Custodial Credit Risk, and Concentration Risk

*Deposits.* At year-end, the carrying amount of the Fund’s deposits totaled \$2,056,369 and the bank balances totaled \$2,056,369.

*Investments.* The Fund has the following investment fair values and maturities:

Investment Type	Investment Maturities (in Years)				
	Fair Value	Less Than 1	1 to 5	6 to 10	More Than 10
U.S. Treasury Securities	\$ 6,069,337	-	910,330	3,194,645	1,964,362
U.S. Agencies Securities	1,769,412	70,154	334,540	744,694	620,024
Municipal Bonds	255,798	-	206,360	49,438	-
Corporate Bonds	7,969,401	912,924	4,756,045	2,096,870	203,562
IL Funds	22,538	22,538	-	-	-
	<u>16,086,486</u>	<u>1,005,616</u>	<u>6,207,275</u>	<u>6,085,647</u>	<u>2,787,948</u>

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

DEPOSITS AND INVESTMENTS – Continued

Police Pension Fund Interest Rate Risk, Credit Risk, Custodial Credit Risk, and Concentration Risk – Continued

The Fund has the following recurring fair value measurements as of April 30, 2017:

Investments by Fair Value Level	April 30, 2017	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Debt Securities				
U.S. Treasury Securities	\$ 6,069,337	6,069,337	-	-
U.S. Agencies Securities	1,769,412	-	1,769,412	-
Municipal Bonds	255,798	-	255,798	-
Corporate Bonds	7,969,401	-	7,969,401	-
Equity Securities				
Common Stock	6,093,592	6,093,592	-	-
Mutual Funds	13,298,000	13,298,000	-	-
<b>Total Investments by Fair Value Level</b>	<b>35,455,540</b>	<b>25,460,929</b>	<b>9,994,611</b>	<b>-</b>
Investments Measured at the Net Asset Value (NAV)				
Illinois Funds	22,538			
	<u>35,478,078</u>			

*Interest Rate Risk.* It is the policy of the Fund to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the cash flow demands of the Fund and conforming to all state and local statutes governing the investment of public funds, using the “prudent person” standard for managing the overall portfolio. The primary objectives of the policy are, in order of priority, safety of principal, risk aversion, rate of return, and liquidity. In accordance with its investment policy, the Fund limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for all reasonably anticipated operating requirements while providing a reasonable rate of return based on the current market.

*Credit Risk.* The Fund limits its exposure to credit risk by primarily investing in U.S. Treasury or U.S. Agency securities and corporate bonds rated at least A- or A3. The U.S. Agencies securities are rated AA+, the corporate bond ratings range from BBB- to AA+, and the municipal bonds are rated AA. Ratings for the U.S. Treasury securities are not available.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements

April 30, 2017

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### NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

#### DEPOSITS AND INVESTMENTS – Continued

#### Police Pension Fund Interest Rate Risk, Credit Risk, Custodial Credit Risk, and Concentration Risk – Continued

*Custodial Credit Risk.* The Fund's investment policy requires pledging of collateral with a fair value of 110% of the uninsured deposits for all bank balances in excess of federal depository insurance. For investments, the Fund's investment policy recommends that, whenever possible, security transactions that are exposed to custodial credit risk be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third-party custodian and evidenced by safekeeping receipts. In certain instances, the Fund may allow the broker clearing the trade to serve as custodian over the securities. In this instance, and in order to mitigate the exposure to custodial credit risk, the Fund may require the counter party to provide an excess SIPC policy. The money market mutual funds and Illinois Funds are not subject to custodial credit risk.

*Concentration Risk.* The Fund's investment policy requires diversification of investment to avoid unreasonable risk. The investments shall be diversified by:

- Limiting investments in any one financial institution to no more than 40% of the Fund's investment portfolio, exclusive of the U.S. Treasury securities held in safekeeping.
- Limiting monies deposited at a financial institution to no more than 50% of the capital stock and surplus of that institution.
- Limiting deposits in the Illinois Funds to no more than 50% of the Fund's investment portfolio.

In addition to the securities and fair values listed above, the Fund also has \$13,298,000 invested in mutual funds and \$6,093,592 invested in common stock. At year-end, the Fund does not have any investments over 5 percent of the net position (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

The Fund's investment policy in accordance with Illinois Compiled Statutes (ILCS) establishes the following target allocation across asset classes:

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	50.00%	2.70%
Domestic Equities	47.50%	7.70% - 10.00%
International Equities	2.50%	7.40% - 7.50%
Cash and Cash Equivalents	0.00%	0.00%

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

#### DEPOSITS AND INVESTMENTS – Continued

#### **Police Pension Fund Interest Rate Risk, Credit Risk, Custodial Credit Risk, and Concentration Risk – Continued**

*Concentration Risk – Continued.* Illinois Compiled Statutes (ILCS) limit the Fund's investments in equities, mutual funds and variable annuities to 65%. Securities in any one company should not exceed 5% of the total fund.

The long-term expected rate of return on the Fund's investments was determined using an asset allocation study conducted by the Fund's investment management consultant in May 2016 in which best-estimate ranges of expected future real rates of return (net of pension plan investment expense and inflation) were developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding the expected inflation. Best estimates or arithmetic real rates of return for each major asset class included in the Fund's target asset allocation as of April 30, 2017 are listed in the table above.

#### **Rate of Return**

For the year ended April 30, 2017, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 7.75%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

#### **PROPERTY TAXES**

Property taxes for 2016 attach as an enforceable lien on January 1, on property values assessed as of the same date. Taxes are levied by December of the subsequent fiscal year (by passage of a Tax Levy Ordinance). The DuPage and Kane County installments are due June 1 and September 1, while Cook County installments are due March 1 and August 1. The counties collect such taxes and remit them periodically. The allowance for uncollectible taxes has been stated at 1% of the tax levy, to reflect actual collection experience.

The 2017 tax levy, which attached as an enforceable lien on property as of January 1, 2017, has not been recorded as a receivable as of April 30, 2017 as the tax has not yet been levied by the Village and will not be levied until December 2017 and, therefore, the levy is not measurable at April 30, 2017.

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

CAPITAL ASSETS

Governmental Activities

Governmental capital asset activity for the year was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
<b>Nondepreciable Capital Assets</b>				
Land	\$ 61,258,482	5,880,075	-	67,138,557
Construction in Progress	605,344	696,535	55,008	1,246,871
	<u>61,863,826</u>	<u>6,576,610</u>	<u>55,008</u>	<u>68,385,428</u>
<b>Depreciable Capital Assets</b>				
Land Improvements	1,676,998	-	-	1,676,998
Buildings and Improvements	12,470,997	488,583	-	12,959,580
Machinery and Equipment	10,202,653	742,280	404,566	10,540,367
Storm Sewers	27,992,022	660,000	-	28,652,022
Streets, Bridges, and Sidewalks	62,312,476	6,480,000	-	68,792,476
	<u>114,655,146</u>	<u>8,370,863</u>	<u>404,566</u>	<u>122,621,443</u>
<b>Less Accumulated Depreciation</b>				
Land Improvements	941,652	65,659	-	1,007,311
Buildings and Improvements	5,098,093	302,051	-	5,400,144
Machinery and Equipment	7,437,408	849,698	373,236	7,913,870
Storm Sewers	9,562,344	560,957	-	10,123,301
Streets, Bridges, and Sidewalks	50,043,379	1,474,222	-	51,517,601
	<u>73,082,876</u>	<u>3,252,587</u>	<u>373,236</u>	<u>75,962,227</u>
<b>Total Net Depreciable Capital Assets</b>	<u>41,572,270</u>	<u>5,118,276</u>	<u>31,330</u>	<u>46,659,216</u>
<b>Total Net Capital Assets</b>	<u>103,436,096</u>	<u>11,694,886</u>	<u>86,338</u>	<u>115,044,644</u>

Depreciation expense was charged to governmental activities as follows:

General Government	\$ 206,799
Public Safety	190,234
Public Works	2,181,543
Internal Service	674,011
	<u>3,252,587</u>

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

CAPITAL ASSETS – Continued

Business-Type Activities

Business-type capital asset activity for the year was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 2,657,578	-	-	2,657,578
Construction in Progress	548,179	42,077	292,905	297,351
	<u>3,205,757</u>	<u>42,077</u>	<u>292,905</u>	<u>2,954,929</u>
Depreciable Capital Assets				
Land Improvements	1,425,004	-	-	1,425,004
Buildings, Structures and Distribution Systems	96,840,848	2,627,049	-	99,467,897
Improvements Other Than Structures	172,605	-	-	172,605
Equipment and Vehicles	5,817,251	513,272	8,225	6,322,298
	<u>104,255,708</u>	<u>3,140,321</u>	<u>8,225</u>	<u>107,387,804</u>
Less Accumulated Depreciation				
Land Improvements	1,265,801	37,071	-	1,302,872
Buildings, Structures and Distribution Systems	59,738,212	1,788,671	-	61,526,883
Improvements Other Than Structures	172,605	-	-	172,605
Equipment and Vehicles	2,589,920	386,047	8,225	2,967,742
	<u>63,766,538</u>	<u>2,211,789</u>	<u>8,225</u>	<u>65,970,102</u>
Total Net Depreciable Capital Assets	<u>40,489,170</u>	<u>928,532</u>	<u>-</u>	<u>41,417,702</u>
Total Net Capital Assets	<u>43,694,927</u>	<u>970,609</u>	<u>292,905</u>	<u>44,372,631</u>

Depreciation expense was charged to business-type as follows:

Water	\$ 763,013
Sewer	1,240,676
Golf	10,275
Parking	197,825
	<u>2,211,789</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued**

**INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS**

**Interfund Advances**

The composition of interfund advances as of the date of this report, is as follows:

Receivable Fund	Payable Fund	Amount
Municipal Building	Rt. 59 and Lake TIF	\$ 279,989
Nonmajor Governmental	Rt. 59 and Lake TIF	1,933,846
Sewer	Rt. 59 and Lake TIF	1,250,000
General	Golf	<u>946,782</u>
		<u><u>4,410,617</u></u>

The purpose of the advances is as follows:

- \$279,989 from Municipal Building Fund to Rt. 59 and Lake TIF Fund for land purchases.
- \$1,933,846 from Developer Deposits Fund (nonmajor governmental) to Rt. 59 and Lake TIF Fund for land purchases.
- \$1,250,000 from Sewer Fund to Rt. 59 and Lake TIF Fund for land purchases.
- \$946,782 from General Fund to Golf Fund for temporary deficits in the fund's balance in the internal pooled cash and investments.

**Interfund Transfers**

Interfund transfers for the year consisted of the following:

Transfers In	Transfers Out	Amount
General	Water	\$ 130,000
General	Sewer	130,000
General	Golf	68,250
General	Nonmajor Governmental	92,933
General	Nonmajor Business-Type	15,000
Municipal Buildings	General	500,000
Debt Service	Nonmajor Governmental	29,880
Rt. 59 and Lake TIF	Nonmajor Governmental	15,517
Golf	Municipal Buildings	<u>225,070</u>
		<u><u>1,206,650</u></u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued**

**INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS – Continued**

**Interfund Transfers – Continued**

The purpose of significant transfers is as follows:

- \$130,000 from Water Fund to General Fund for liability insurance and general administrative costs.
- \$130,000 from Sewer Fund to General Fund for liability insurance and general administrative costs.
- \$68,250 from Golf Fund to General Fund for liability insurance and general administrative costs.
- \$500,000 from General Fund to Municipal Building Fund to move equitable sharing revenue earmarked for the new police building.
- \$225,070 from Municipal Building Fund to Golf Fund for capital improvements.

**Interfund Balances**

Interfund balances are advances in anticipation of receipts. The composition of interfund balances as of the date of this report, is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Capital Projects	<u>\$ 149,706</u>

**LONG-TERM DEBT**

**Installment Contracts**

Installment Contracts are being used to finance new police department software. Installments contracts currently outstanding are as follows:

<u>Issue</u>	<u>Fund Debt Retired by</u>	<u>Beginning Balances</u>	<u>Issuances</u>	<u>Retirements</u>	<u>Ending Balances</u>
\$124,455 Installment Contract dated March 28, 2011, due in annual installments of \$11,732 through 2021.	General	<u>\$ 37,096</u>	-	11,732	<u>25,364</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued**

**LONG-TERM DEBT – Continued**

**General Obligation Bonds**

The Village issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the Village. General obligation bonds currently outstanding are as follows:

Issue	Fund Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
\$4,545,000 General Obligation Bond dated November 29, 2007, due in annual installments of \$165,000 to \$335,000 plus interest at 4.00% to 4.75% through December 1, 2020, proceeds of which were used to construct a fire station for the fire protection district.	Debt Service	\$ 3,020,000	-	225,000	2,795,000
\$10,980,000 General Obligation Refunding Bond dated December 22, 2009, due in annual installments of \$335,000 to \$900,000 plus interest at 2.00% to 4.125% through December 1, 2029.	Debt Service	8,375,000	-	625,000	7,750,000
\$13,525,000 General Obligation Bond dated May 1, 2012, due in annual installments of \$200,000 to \$1,945,000 plus interest at 2.00% to 4.00% through December 1, 2031.	Debt Service	12,880,000	-	230,000	12,650,000
\$15,455,000 General Obligation Bond dated December 15, 2016, due in annual installments of \$525,000 to \$1,130,000 plus interest at 3.00% to 5.00% through January 1, 2037.	Debt Service	-	15,455,000	-	15,455,000
		<u>24,275,000</u>	<u>15,455,000</u>	<u>1,080,000</u>	<u>38,650,000</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued**

**LONG-TERM DEBT – Continued**

**Developer Notes**

Developer notes are issued to reimburse developers for qualifying costs incurred in the tax increment financing (TIF) districts and are expected to be repaid solely from tax increment financing revenues. Since these revenues are not determinable, there is no debt service requirement to maturity schedule. None of the developer notes produced a capital asset owned by the Village. Developer notes currently outstanding are as follows:

Issue	Fund Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
Subordinate Lien Tax Increment Revenue Note Series 2007 not to exceed \$10,400,000, interest payable in annual installments at 9%, principal due in one lump sum at maturity on December 31, 2023. The note is subordinate to the tax increment financing bonds.	Brewster Creek TIF	\$ 5,789,300	976,800	6,766,100 *	-
Subordinate Lien Tax Increment Revenue Note Series 2009 not to exceed \$13,500,000, interest payable in annual installments at 6.5%, principal due in one lump sum at maturity on September 25, 2029. The note is subordinate to the tax increment financing bonds.	Bluff City TIF	2,297,500	-	-	2,297,500
Subordinate Lien Tax Increment Revenue Note Series 2016 not to exceed \$11,500,000, interest payable in annual installments at 7.0%, principal due in one lump sum at maturity on December 31, 2023. The note is subordinate to the tax increment financing bonds.	Brewster Creek TIF	-	50,001	-	50,001
		<u>8,086,800</u>	<u>1,026,801</u>	<u>6,766,100</u>	<u>2,347,501</u>

\*Refunded

**Tax Increment Financing Bonds**

Tax increment financing (TIF) bonds are expected to be repaid solely from tax increment financing revenues and are being used to finance various projects within the tax increment financing district. Note of the TIF bonds produced a capital asset owned by the Village. Tax increment financing bonds currently outstanding are as follows:

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

Tax Increment Financing Bonds – Continued

Issue	Fund Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
\$26,000,000 Senior Lien Tax Increment Revenue Refunding Bonds dated August 22, 2007, due in annual installments of \$135,000 to \$2,875,000 plus interest at 5.35% to 5.60% through January 1, 2023.	Brewster Creek TIF	\$ 16,615,000	-	1,955,000	14,660,000
\$9,200,000 Senior Lien Tax Increment Revenue Refunding Bonds dated October 25, 2016, due in annual installments of \$610,000 to \$3,500,000 plus interest at 4.00% through July 1, 2024.	Brewster Creek TIF	-	9,200,000	-	9,200,000
		16,615,000	9,200,000	1,955,000	23,860,000

Loans Payable

The Village entered into loans payable for the construction of connection facilities and buy-in to the DuPage Water Commission. Loans payable are direct obligations and pledge the full faith and credit of the Village. The terms of the loans will not be finalized until construction is completed, therefore repayment schedules are not available at the date of this report. Loans payable currently outstanding are as follows:

Issue	Fund Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
\$13,030,632 Loan Payable dated February 7, 2017, due in monthly installments of \$36,196 for 360 payments.	Water	\$ -	13,030,632	-	13,030,632
Loan Payable dated February 7, 2017, due in monthly installments after construction is complete.	Water	-	77,905	-	77,905
		-	13,108,537	-	13,108,537

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued**

**LONG-TERM DEBT – Continued**

**IEPA Loan**

The Village has entered into loan agreements with the IEPA to provide low interest financing for sewer improvements. IEPA loans currently outstanding are as follows:

Issue	Fund Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
\$2,146,359 Illinois EPA Installment Loan L17-4695 due in semi-annual installments of \$137,149, including interest of 2.295%, through January 17, 2034.	Sewer	\$ 2,013,003	-	91,473	1,921,530

**Long-Term Liability Activity**

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
<b>Governmental Activities</b>					
Compensated Absences	\$ 1,346,160	84,135	168,270	1,262,025	316,326
Net Pension Liability - IMRF	6,592,219	-	1,522,620	5,069,599	-
Net Pension Liability - Police Pension	9,831,380	851,590	-	10,682,970	-
Net Other Post-Employment Benefit Obligation	2,660,698	159,374	-	2,820,072	-
General Obligation Bonds	24,275,000	15,455,000	1,080,000	38,650,000	1,650,000
Plus: Premium on Issuance	376,116	745,000	64,016	1,057,100	-
Developer Notes	8,086,800	1,026,801	6,766,100	2,347,501	-
Tax Increment Financing Bonds	16,615,000	9,200,000	1,955,000	23,860,000	2,040,000
Installment Contracts	37,096	-	11,732	25,364	11,732
	<u>69,820,469</u>	<u>27,521,900</u>	<u>11,567,738</u>	<u>85,774,631</u>	<u>4,018,058</u>
<b>Business-Type Activities</b>					
Compensated Absences	397,515	35,506	17,753	415,268	83,054
Net Pension Liability - IMRF	1,927,285	1,058,270	-	2,985,555	-
Net Other Post-Employment Benefit Obligation	767,501	46,456	-	813,957	-
Loans Payable	-	13,108,537	-	13,108,537	-
IEPA Loan	2,013,003	-	91,473	1,921,530	93,584
	<u>5,105,304</u>	<u>14,248,769</u>	<u>109,226</u>	<u>19,244,847</u>	<u>176,638</u>

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements April 30, 2017

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#### NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

##### LONG-TERM DEBT – Continued

##### Long-Term Liability Activity – Continued

For governmental activities, the net pension liabilities, and the net other post-employment benefit obligation are generally liquidated by the General Fund. The compensated absences are liquidated by the General Fund and the Brewster Creek Project TIF Fund and for April 30, 2017, \$277,864 and \$9,170 were recorded in the funds, respectively, as current payables. The general obligation bonds are being liquidated by the Debt Service Fund. The Brewster Creek Project TIF and the Bluff City Project TIF funds make payments on the developer notes. The Brewster Creek Project TIF liquidates the tax increment financing bonds. The General Fund is making payments on the installment contracts.

At year end, \$29,292 of internal service funds' compensated absences is included in the above amount and is generally liquidated by the Central Services Fund. In addition, \$54,266 of internal service funds' net other post-employment benefits obligation is included in the above amount and is also being liquidated by the Central Services Fund.

For business-type activities, compensated absences and the net pension liability are being liquidated by the Water, Sewer, Golf and Parking Funds and the net other post-employment benefit obligation is liquidated by the Water, Sewer and Golf Funds. The Sewer Fund makes payments on the IEPA loan and the Golf Fund makes payments on the installment contract.

##### Conduit Debt

The Village has issued industrial development revenue bonds to provide financing for certain economic development projects. The bonds are secured solely by the property financed and are payable solely from the payments received on the underlying mortgage loans on the property. The Village is not obligated in any manner for the repayment of the bonds. Accordingly, the bonds outstanding are not reported as a liability in these financial statements. As of April 30, 2017, there was one series of bonds outstanding with the original issuance of \$4,000,000. The outstanding balance as of April 30, 2017 is \$2,233,333.

##### Noncommitment Debt

Special Service Area Bonds outstanding as of the date of this report totaled \$6,475,000. These bonds are not an obligation of the Village and are secured by the levy of real estate taxes on certain property within the special service area. The Village is in no way liable for repayment but is only acting as agent for the property owners in levying and collecting the assessments and forwarding the collections to bondholders.

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

Debt Service Requirements to Maturity

The annual debt service requirements to maturity, including principal and interest, are as follows:

Fiscal Year	Governmental Activities				Business-Type Activities	
	General		Tax Increment		IEPA Installment	
	Obligation Bonds		Financing Bonds		Loan L17-4695	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 1,650,000	1,516,999	2,040,000	888,427	93,584	43,566
2019	1,790,000	1,436,088	2,125,000	1,074,720	95,745	41,405
2020	1,860,000	1,379,562	2,820,000	955,720	97,955	39,195
2021	1,920,000	1,320,788	3,425,000	807,560	100,216	36,934
2022	1,995,000	1,256,611	3,395,000	628,240	102,529	34,621
2023	2,065,000	1,188,582	3,655,000	448,200	104,896	32,254
2024	2,140,000	1,115,256	2,900,000	256,000	107,316	29,834
2025	2,215,000	1,038,431	3,500,000	140,000	109,794	27,356
2026	2,295,000	961,544	-	-	112,328	24,822
2027	2,375,000	883,844	-	-	114,921	22,229
2028	2,460,000	802,018	-	-	117,573	19,577
2029	2,540,000	720,180	-	-	120,287	16,863
2030	2,640,000	610,930	-	-	123,064	14,086
2031	2,740,000	496,800	-	-	125,904	11,246
2032	2,830,000	378,800	-	-	128,810	8,340
2033	930,000	256,750	-	-	131,783	5,367
2034	975,000	210,250	-	-	134,825	2,325
2035	1,025,000	161,500	-	-	-	-
2036	1,075,000	110,250	-	-	-	-
2037	1,130,000	56,500	-	-	-	-
	<u>38,650,000</u>	<u>15,901,683</u>	<u>23,860,000</u>	<u>5,198,867</u>	<u>1,921,530</u>	<u>410,020</u>

Defeased Debt

On October 25, 2016, the Village issued \$9,200,000 par value Senior Lien Tax Increment Revenue Bond, Series of 2016 to refund \$6,766,100 of the Subordinate Lien Tax Increment Revenue Note, Series of 2007. The Village defeased bonds by placing the proceeds of the new bonds in an irrevocable trust to provide for all future debt service payment of the old bonds. Since the requirements that normally satisfy defeasance have been met, the financial statements reflect satisfaction of the original liability through the irrevocable transfer to an escrow agent of an amount computed to be adequate to meet the future debt service requirements of the issue. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the government's basic financial statements. The Village is unable to calculate the reduction in total debt service or economic gain due to the 2007 bond revenues not being determinable therefore not having a debt service requirement to maturity schedule.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

#### LONG-TERM DEBT – Continued

##### Legal Debt Margin

Article VII, Section 6(k) of the 1970 Illinois Constitution governs the computation of legal debt margin. “The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property...(2) if its population is more than 25,000 and less than 500,000 an aggregate of one percent:...indebtedness which is outstanding on the effective date (July 1, 1971) of this constitution or which is thereafter approved by referendum...shall not be included in the foregoing percentage amounts.” To date the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality.

##### NET POSITION – NET INVESTMENT IN CAPITAL ASSETS

Net investment in capital assets was comprised of the following as of April 30, 2017:

Governmental Activities	
Capital Assets - Net of Accumulated Depreciation	\$ 115,044,644
Plus:	
Unamortized Loss on Refunding	615,724
Unspent Bond Proceeds	15,408,434
Less Capital Related Debt:	
General Obligation Refunding Bond of 2009	(7,750,000)
General Obligation Refunding Bond of 2016	(15,455,000)
Premium on General Obligation Bonds	(851,015)
Installment Contracts	(25,364)
Net Investment in Capital Assets	<u>106,987,423</u>
Business-Type Activities	
Capital Assets - Net of Accumulated Depreciation	44,372,631
Less Capital Related Debt:	
IEPA Loan Payable	<u>(1,921,530)</u>
Net Investment in Capital Assets	<u>42,451,101</u>

##### FUND BALANCE CLASSIFICATIONS

In the governmental funds financial statements, the Village considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. The Village first utilizes committed, then assigned and then unassigned fund balance when an expenditure is incurred for purposes for which all three unrestricted fund balances are available.

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

FUND BALANCE CLASSIFICATIONS – Continued

The following is a schedule of fund balance classifications for the governmental funds as of the date of this report:

	General	Debt Service	Capital Projects				Nonmajor	Totals
			Capital Projects	Municipal Building	Rt. 59 and Lake TIF	Brewster Creek TIF		
Fund Balances								
Nonspendable								
Land Held for Resale	-	-	-	-	2,814,078	-	-	2,814,078
Prepays	\$ 1,536,705	-	-	5,000	-	-	-	1,541,705
	<u>1,536,705</u>	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>2,814,078</u>	<u>-</u>	<u>-</u>	<u>4,355,783</u>
Restricted								
Police	550,860	-	-	-	-	-	-	550,860
Debt Service	-	746,025	-	-	-	5,276,608	-	6,022,633
Highways and Streets	-	-	-	-	-	-	4,216,803	4,216,803
Capital Projects	-	-	39,148	-	-	-	-	39,148
Redevelopment	-	-	-	-	-	-	336,062	336,062
	<u>550,860</u>	<u>746,025</u>	<u>39,148</u>	<u>-</u>	<u>-</u>	<u>5,276,608</u>	<u>4,552,865</u>	<u>11,165,506</u>
Assigned								
Capital Projects	-	-	-	16,979,830	-	-	3,730,666	20,710,496
Unassigned	<u>10,527,155</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,814,078)</u>	<u>-</u>	<u>-</u>	<u>7,713,077</u>
Total Fund Balances	<u>12,614,720</u>	<u>746,025</u>	<u>39,148</u>	<u>16,984,830</u>	<u>-</u>	<u>5,276,608</u>	<u>8,283,531</u>	<u>43,944,862</u>

**Assigned Fund Balance.** The Village reports assigned fund balance in the Capital Projects Fund and Developer Deposits Fund, both major funds. Assigned fund balance represents amounts constrained by the Village’s intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the Village’s Administrator and Finance Director through the approved budget of the Village.

**Minimum Fund Balance Policy.** The Village has established a fund balance policy for the General Fund. The policy requires unassigned fund balance to be maintained in the General Fund equivalent to 25%-35% of the audited expenditures. Any fund balance in the General Fund in excess of the maximum can be assigned for nonrecurring expenditures or transferred to the Municipal Building Fund for future capital needs.

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements April 30, 2017

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#### NOTE 4 – OTHER INFORMATION

##### RISK MANAGEMENT

The Village is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; employee health; natural disasters; illness of employees; and injuries to the Village's employees. The Village purchases third party indemnity insurance for employee health, dental, and vision.

##### Intergovernmental Risk Management Agency (IRMA)

The Village also participates in the Intergovernmental Risk Management Agency (IRMA). IRMA is an organization of municipalities and special districts in Northeastern Illinois which have formed an association under the Illinois Intergovernmental Cooperations Statute to pool its risk management needs. The agency administers a mix of self-insurance and commercial insurance coverages; property/casualty and workers' compensation claim administration/litigation management services; unemployment claim administration; extensive risk management/loss control consulting and training programs; and a risk information system and financial reporting service for its members.

The Village's payments to IRMA are displayed on the financial statements as expenditures/expenses in appropriate funds. Each member assumes the first \$10,000 of each occurrence, and IRMA has a mix of self-insurance and commercial insurance at various amounts about that level.

Each member appoints one delegate, along with an alternate delegate, to represent the member on the Board of Directors. The Village does not exercise any control over the activities of the Agency beyond its representation on the Board of Directors.

Initial contributions are determined each year based on the individual member's eligible revenue as defined in the by-laws of IRMA and experience modification factors based on past member loss experience. Members have a contractual obligation to fund any deficit of IRMA attributable to a membership year during which they were a member. Supplemental contributions may be required to fund these deficits.

There were no significant reductions in insurance coverage during the year. The Village did not have any claims that exceeded insurance coverage for the last three fiscal years.

##### SUBSEQUENT EVENT

On July 27, 2017, the Village issued \$2,535,000 of General Obligation Refunding Bonds, Series 2017. The bonds bear interest at a rate of 2.00% to 3.00% and are due in annual installments of \$30,000 to \$310,000 through December 1, 2026.

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements

April 30, 2017

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#### NOTE 4 – OTHER INFORMATION – Continued

##### COMMITMENTS

The Village has certain contracts for various funds for construction projects which were in progress at April 30, 2017. Remaining commitments under these contracts approximated \$23,892,588.

##### CONTINGENT LIABILITIES

###### Litigation

The Village is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Village's attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the Village.

###### Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Village expects such amounts, if any, to be immaterial.

##### EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS

The Village contributes to two defined benefit pension plans, the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system, and the Police Pension Plan which is a single-employer pension plan. A separate report is issued for the Police Pension Plan and may be obtained by writing to the Village at 228 S. Main Street, Bartlett, Illinois 60103. IMRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained online [www.imrf.org](http://www.imrf.org). The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes and can only be amended by the Illinois General Assembly.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 4 – OTHER INFORMATION – Continued

#### EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued

##### Illinois Municipal Retirement Fund (IMRF)

###### Plan Descriptions

*Plan Administration.* All employees (other than those covered by the Police Pension Plan) hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

*Benefits Provided.* IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff's Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date).

IMRF provides two tiers of pension benefits. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

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NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Descriptions – Continued

*Plan Membership.* As of December 31, 2016, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	67
Inactive Plan Members Entitled to but not yet Receiving Benefits	64
Active Plan Members	<u>113</u>
Total	<u>244</u>

*Contributions.* As set by statute, the Village’s Regular Plan Members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Village’s annual contribution rate for calendar year 2016 was 12.87% of covered payroll.

*Net Pension Liability.* The Village’s net pension liability was measured as of December 31, 2016. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

*Actuarial Assumptions.* The total pension liability was determined by an actuarial valuation performed, as of December 31, 2016, using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market
Actuarial Assumptions	
Interest Rate	7.50%
Salary Increases	3.75% to 14.50%
Cost of Living Adjustments	2.75%
Inflation	2.75%

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements**

**April 30, 2017**

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**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Plan Descriptions – Continued**

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality tables was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.50% and the prior valuation used a discount rate of 7.46%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that Village contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all project future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

**Discount Rate Sensitivity**

The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.50%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is one percentage point lower or one percentage point higher:

	1% Decrease (6.50%)	Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability	\$ 14,437,583	8,055,154	2,808,723

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Changes in the Net Pension Liability**

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A) - (B)
Balances at December 31, 2015	\$ 43,855,760	35,336,256	8,519,504
Changes for the year:			
Service Cost	914,689	-	914,689
Interest on the Total Pension Liability	3,249,495	-	3,249,495
Difference Between Expected and Actual Experience of the Total Pension Liability	(418,896)	-	(418,896)
Changes of Assumptions	(236,462)	-	(236,462)
Contributions - Employer	-	1,040,584	(1,040,584)
Contributions - Employees	-	397,163	(397,163)
Net Investment Income	-	2,440,876	(2,440,876)
Benefit Payments, including Refunds of Employee Contributions	(1,508,373)	(1,508,373)	-
Other (Net Transfer)	-	94,553	(94,553)
Net Changes	2,000,453	2,464,803	(464,350)
Balances at December 31, 2016	45,856,213	37,801,059	8,055,154

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

For the year ended April 30, 2017, the Village recognized pension expense of \$1,570,421. At April 30, 2017, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions – Continued

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 377,389	(333,021)	44,368
Change in Assumptions	69,491	(187,987)	(118,496)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	<u>1,647,932</u>	-	<u>1,647,932</u>
Total Pension Expense to be Recognized in Future Periods	2,094,812	(521,008)	1,573,804
Pension Contributions Made Subsequent to the Measurement Date	<u>402,876</u>	-	<u>402,876</u>
Total Deferred Amounts Related to IMRF	<u><u>2,497,688</u></u>	<u><u>(521,008)</u></u>	<u><u>1,976,680</u></u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred Outflows (Inflows) of Resources
2018	\$ 548,027
2019	548,027
2020	548,026
2021	(70,276)
2022	-
Thereafter	<u>-</u>
Total	<u><u>1,573,804</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Notes to the Financial Statements  
April 30, 2017

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NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued

Police Pension Plan

Plan Descriptions

*Plan Administration.* The Police Pension Plan is a single-employer defined benefit pension plan that covers all sworn police personnel. The defined benefits and employee and minimum employer contribution levels are governed by Illinois Compiled Statutes (40 ILCS 5/3-1) and may be amended only by the Illinois legislature. The Village accounts for the Fund as a pension trust fund. The Fund is governed by a five-member pension board. Two members of the Board are appointed by the Village President, one member is elected by pension beneficiaries and two members are elected by active police employees.

*Plan Membership.* At April 30, 2017, the measurement date, membership consisted of the following:

Inactive Plan Members Currently Receiving Benefits	26
Inactive Plan Members Entitled to but not yet Receiving Benefits	5
Active Plan Members	<u>56</u>
Total	<u>87</u>

*Benefits Provided.* The following is a summary of the Police Pension Plan as provided for in Illinois State Statutes.

The Police Pension Plan provides retirement benefits through two tiers of benefits as well as death and disability benefits. Covered employees hired before January 1, 2011 (Tier 1), attaining the age of 50 or older with 20 or more years of creditable service are entitled to receive an annual retirement benefit of ½ of the salary attached to the rank held on the last day of service, or for one year prior to the last day, whichever is greater. The annual benefit shall be increased by 2.5 percent of such salary for each additional year of service over 20 years up to 30 years, to a maximum of 75 percent of such salary. Employees with at least eight years but less than 20 years of credited service may retire at or after age 60 and receive a reduced benefit. The monthly benefit of a police officer who retired with 20 or more years of service after January 1, 1977 shall be increased annually, following the first anniversary date of retirement and be paid upon reaching the age of at least 55 years, by 3 percent of the original pension and 3 percent compounded annually thereafter.

## VILLAGE OF BARTLETT, ILLINOIS

### Notes to the Financial Statements April 30, 2017

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#### NOTE 4 – OTHER INFORMATION – Continued

#### EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued

#### Police Pension Plan – Continued

#### Plan Descriptions – Continued

*Benefits Provided – Continued.* Covered employees hired on or after January 1, 2011 (Tier 2), attaining the age of 55 or older with 10 or more years of creditable service are entitled to receive an annual retirement benefit equal to the average monthly salary obtained by dividing the total salary of the police officer during the 96 consecutive months of service within the last 120 months of service in which the total salary was the highest by the number of months of service in that period. Police officer salary for the pension purposes is capped at \$106,800, plus the lesser of ½ of the annual change in the Consumer Price Index or 3 percent compounded. The annual benefit shall be increased by 2.5 percent of such a salary for each additional year of service over 20 years up to 30 years to a maximum of 75 percent of such salary. Employees with at least 10 years may retire at or after age 50 and receive a reduced benefit (i.e., ½ percent for each month under 55). The monthly benefit of a Tier 2 police officer shall be increased annually at age 60 on the January 1<sup>st</sup> after the police officer retires, or the first anniversary of the pension starting date, whichever is later. Noncompounding increases occur annually, each January thereafter. The increase is the lesser of 3 percent of ½ of the change in the Consumer Price Index for the preceding calendar year.

*Contributions.* Covered employees are required to contribute 9.91% of their base salary to the Police Pension Plan. If an employee leaves covered employment with less than 20 years of service, accumulated employee contributions may be refunded without accumulated interest. The Village is required to contribute the remaining amounts necessary to finance the plan and the administrative costs as actuarially determined by an enrolled actuary. However, effective January 1, 2011, ILCS requires the Village to contribute a minimum amount annually calculated using the projected unit credit actuarial cost method that will result in the funding of 90% of the past service cost by the year 2040. For the year-ended April 30, 2017, the Village's contribution was 23.55% of covered payroll.

*Concentrations.* At year end, the Pension Plan does not have investments (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments) in any one organization that represent 5 percent or more of net position available for benefits.

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 4 – OTHER INFORMATION – Continued

#### EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued

##### Police Pension Plan – Continued

##### Actuarial Assumptions

The total pension liability was determined by an actuarial valuation performed, as of April 30, 2017, using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market
Actuarial Assumptions	
Interest Rate	7.25%
Salary Increases	4.00%
Cost of Living Adjustments	2.50%
Inflation	2.50%

Mortality rates were based on the RP-2000 Combined Mortality Table with a blue collar adjustment, projected to the valuation date with Scale BB.

##### Discount Rate

The discount rate used to measure the total pension liability was 7.25%, the same as the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that Village contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all project future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued**

**Police Pension Plan – Continued**

**Discount Rate Sensitivity**

The following is a sensitive analysis of the net pension liability to changes in the discount rate. The table below presents the pension liability of the Village calculated using the discount rate as well as what the Village's net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability	\$ 18,433,556	10,682,970	4,408,520

**Changes in the Net Pension Liability**

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A) - (B)
Balances at April 30, 2016	\$ 44,584,541	34,753,161	9,831,380
Changes for the year:			
Service Cost	1,126,541	-	1,126,541
Interest on the Total Pension Liability	3,264,617	-	3,264,617
Difference Between Expected and Actual Experience of the Total Pension Liability	732,645	-	732,645
Changes of Assumptions	-	-	-
Contributions - Employer	-	1,202,963	(1,202,963)
Contributions - Employees	-	506,233	(506,233)
Contributions - Other	-	195	(195)
Net Investment Income	-	2,595,984	(2,595,984)
Benefit Payments, including Refunds of Employee Contributions	(1,363,752)	(1,363,752)	-
Administrative Expenses	-	(33,162)	33,162
Net Changes	3,760,051	2,908,461	851,590
Balances at April 30, 2017	48,344,592	37,661,622	10,682,970

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued**

**Police Pension Plan – Continued**

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

For the year ended April 30, 2017, the Village recognized pension expense of \$1,759,699. At April 30, 2017, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 641,298	(880,074)	(238,776)
Change in Assumptions	-	-	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	1,278,793	-	1,278,793
Total Deferred Amounts Related to Police Pension	<u>1,920,091</u>	<u>(880,074)</u>	<u>1,040,017</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred Outflows (Inflows) of Resources
2018	\$ 375,378
2019	375,378
2020	375,378
2021	(67,601)
2022	(55,065)
Thereafter	<u>36,549</u>
Total	<u><u>1,040,017</u></u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements  
April 30, 2017**

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**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS**

**Plan Descriptions, Provisions, and Funding Policies**

In addition to providing the pension benefits described, the Village provides post-employment health care insurance benefits (OPEB) for its eligible retired employees through a single employer defined benefit plan. The benefits, benefit levels, employee contributions and any employer contributions are governed by the Village and can be amended by the Village through its personnel manual and union contracts. The plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the plan. The plan does not issue a separate report. The activity of the plan is reported in the Village’s General, Waterworks, Sewerage, and Golf Funds.

The Village provides post-employment health care benefits to its retirees. To be eligible for benefits, an employee must qualify for retirement under one of the Village’s retirement plans or meet COBRA requirements.

All health care benefits are provided through the Village’s health insurance plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services; mental, nervous, and substance abuse care; vision care; dental care; and prescriptions.

All retirees contribute 100% of the actuarially determined premium to the plan. For the fiscal year ending April 30, 2017, retirees contributed \$122,442. Active employees do not contribute to the post-employment benefit plan until retirement.

At April 30, 2017, the date of the most recent actuarial valuation, membership consisted of:

Retirees and Beneficiaries Currently Receiving Benefits and Terminated Employees Entitled to Benefits but not yet Receiving Them	7
Active Employees	<u>160</u>
Total	<u>167</u>
Participating Employers	1

The Village does not currently have a funding policy.

**VILLAGE OF BARTLETT, ILLINOIS**

**Notes to the Financial Statements**  
**April 30, 2017**

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**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS – Continued**

**Annual OPEB Costs and Net OPEB Obligation**

The net OPEB obligation (NOPEBO) as of April 30, 2017, was calculated as follows:

Annual Required Contribution	\$ 243,597
Interest on the NOPEBO	137,128
Adjustment to the ARC	<u>(118,844)</u>
Annual OPEB Cost	261,881
Actual Contribution	<u>(56,051)</u>
Change in the NOPEBO	205,830
NOPEBO - Beginning as Restated	<u>3,428,199</u>
NOPEBO - Ending	<u><u>3,634,029</u></u>

**Trend Information**

The Village's annual OPEB cost, actual contributions, the percentage of annual OPEB cost contributed and the net OPEB obligation are as follows:

Fiscal Year	Annual OPEB Cost	Actual Contributions	Percentage of OPEB Cost Contributed	Net OPEB Obligation
2015	\$ 580,583	\$ 36,425	6.27%	\$ 3,150,289
2016	316,885	38,975	12.30%	3,428,199
2017	261,881	56,051	21.40%	3,634,029

# VILLAGE OF BARTLETT, ILLINOIS

## Notes to the Financial Statements April 30, 2017

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### NOTE 4 – OTHER INFORMATION – Continued

#### OTHER POST-EMPLOYMENT BENEFITS – Continued

##### Funded Status and Funding Progress

The funded status of the plan as of April 30, 2016, the date of the most recent actuarial valuation, was as follows:

Actuarial Accrued Liability (AAL)	\$ 2,874,555
Actuarial Value of Plan Assets	\$ -
Unfunded Actuarial Accrued Liability (UAAL)	\$ 2,874,555
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0.00%
Covered Payroll (Active Plan Members)	\$ 13,080,827
UAAL as a Percentage of Covered Payroll	21.98%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

##### Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the April 30, 2016 actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 4.00% investment rate of return (net of administrative expenses) and an annual healthcare cost trend rate starting at 8.00% declining 0.75% annually to 4.50% by 2022. Both rates include a 2.50% inflation assumption. The actuarial value of assets was not determined as the Village has not advance funded its obligation. The plan's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at April 30, 2017, was 30 years.

## **REQUIRED SUPPLEMENTARY INFORMATION**

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Schedule of Funding Progress and Employer Contributions  
Other Post-Employment Benefit Plan
  
- Schedule of Employer Contributions  
Illinois Municipal Retirement Fund  
Police Pension Fund
  
- Schedule of Changes in the Employer's Net Pension Liability  
Illinois Municipal Retirement Fund  
Police Pension Fund
  
- Schedule of Investment Returns  
Police Pension Fund
  
- Budgetary Comparison Schedule  
General Fund

Notes to the Required Supplementary Information

Budgetary Information – Budgets are adopted on a basis consistent with generally accepted accounting principles.

VILLAGE OF BARTLETT, ILLINOIS

Other Post-Employment Benefit Plan

Required Supplementary Information  
 Schedule of Funding Progress and Employer Contributions  
 April 30, 2017

Funding Progress

Actuarial Valuation Date	(1) Actuarial Value of Plan Assets	(2) Actuarial Accrued Liability (AAL) - Entry Age	(3) Funded Ratio (1) ÷ (2)	(4) Unfunded (Overfunded) Actuarial Accrued Liability (2) - (1)	(5) Annual Covered Payroll	(6) Unfunded (Overfunded) Actuarial Accrued Liability as a Percentage of Covered Payroll (4) ÷ (5)
Apr. 30						
2012	\$ N/A	\$ N/A	N/A	\$ N/A	\$ N/A	N/A
2013	-	3,534,807	0.00%	3,534,807	11,791,783	29.98%
2014	N/A	N/A	N/A	N/A	N/A	N/A
2015	N/A	N/A	N/A	N/A	N/A	N/A
2016	-	2,874,555	0.00%	2,874,555	13,080,827	21.98%
2017	N/A	N/A	N/A	N/A	N/A	N/A

Employer Contributions

Fiscal Year	Employer Contributions	Annual Required Contribution	Percent Contributed
2012	\$ 36,127	\$ 552,936	6.53%
2013	39,017	552,936	7.06%
2014	33,884	552,936	6.13%
2015	36,425	552,936	6.59%
2016	38,975	289,908	13.44%
2017	56,051	243,597	23.01%

The Village is required to have an actuarial valuation performed triennially.

**VILLAGE OF BARTLETT, ILLINOIS**

**Illinois Municipal Retirement Fund**

**Required Supplementary Information  
Schedule of Employer Contributions  
April 30, 2017**

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered-Employee Payroll	Contributions as a Percentage of Covered-Employee Payroll
2016	\$ 1,016,321	\$ 1,025,012	\$ 8,691	\$ 8,434,199	12.15%
2017	1,040,584	1,040,584	-	8,085,352	12.87%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	27 Years
Asset Valuation Method	5-Year Smoothed Market
Inflation	2.75%
Salary Increases	3.75% - 14.50%
Investment Rate of Return	7.50%
Retirement Age	See the Notes to the Financial Statements
Mortality	IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012)

Notes:

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

**VILLAGE OF BARTLETT, ILLINOIS**

**Police Pension Fund**

**Required Supplementary Information  
Schedule of Employer Contributions  
April 30, 2017**

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered-Employee Payroll	Contributions as a Percentage of Covered-Employee Payroll
2015	\$ 1,231,270	\$ 1,222,637	\$ (8,633)	\$ 5,066,337	24.13%
2016	1,152,049	1,311,249	159,200	5,288,654	24.79%
2017	1,254,636	1,202,963	(51,673)	5,108,305	23.55%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	24 Years
Asset Valuation Method	3-Year Smoothed Market
Inflation	2.50%
Salary Increases	4.00%
Investment Rate of Return	7.25%
Retirement Age	See the Notes to the Financial Statements
Mortality	RP-2000 Combined Healthy Mortality with a blue collar adjustment projected to the valuation date using Scale BB

Notes:

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

**VILLAGE OF BARTLETT, ILLINOIS**

**Illinois Municipal Retirement Fund**

**Required Supplementary Information  
Schedule of Changes in the Employer's Net Pension Liability  
April 30, 2017**

	December 31, 2015	December 31, 2016
Total Pension Liability		
Service Cost	\$ 931,018	914,689
Interest	3,012,848	3,249,495
Changes in Benefit Terms	-	-
Differences Between Expected and Actual Experience	625,811	(418,896)
Change of Assumptions	115,233	(236,462)
Benefit Payments, Including Refunds of Member Contributions	(1,284,720)	(1,508,373)
	<u>3,400,190</u>	<u>2,000,453</u>
Net Change in Total Pension Liability	3,400,190	2,000,453
Total Pension Liability - Beginning	40,455,570	43,855,760
	<u>43,855,760</u>	<u>45,856,213</u>
Plan Fiduciary Net Position		
Contributions - Employer	\$ 1,025,012	1,040,584
Contributions - Members	396,613	397,163
Net Investment Income	176,973	2,440,876
Benefit Payments, Including Refunds of Member Contributions	(1,284,720)	(1,508,373)
Other (Net Transfer)	(303,866)	94,553
	<u>10,012</u>	<u>2,464,803</u>
Net Change in Plan Fiduciary Net Position	10,012	2,464,803
Plan Net Position - Beginning	35,326,244	35,336,256
	<u>35,336,256</u>	<u>37,801,059</u>
Employer's Net Pension Liability	<u>\$ 8,519,504</u>	<u>8,055,154</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	80.57%	82.43%
Covered-Employee Payroll	\$ 8,434,199	8,085,352
Employer's Net Pension Liability as a Percentage of Covered-Employee Payroll	101.01%	99.63%

Note:

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

**VILLAGE OF BARTLETT, ILLINOIS**

**Police Pension Fund**

**Required Supplementary Information  
Schedule of Changes in the Employer's Net Pension Liability  
April 30, 2017**

	2015	2016	2017
Total Pension Liability			
Service Cost	\$ 1,405,472	1,034,022	1,126,541
Interest	2,769,463	3,137,656	3,264,617
Differences Between Expected and Actual Experience	77,998	(1,173,432)	732,645
Change of Assumptions	2,692,056	-	-
Benefit Payments, Including Refunds of Member Contributions	(1,113,048)	(1,315,394)	(1,363,752)
Net Change in Total Pension Liability	5,831,941	1,682,852	3,760,051
Total Pension Liability - Beginning	37,069,748	42,901,689	44,584,541
Total Pension Liability - Ending	42,901,689	44,584,541	48,344,592
Plan Fiduciary Net Position			
Contributions - Employer	\$ 1,222,637	1,311,249	1,202,963
Contributions - Members	512,357	504,401	506,233
Contributions - Other	-	20,530	195
Net Investment Income	2,096,642	268,993	2,595,984
Benefit Payments, Including Refunds of Member Contributions	(1,113,048)	(1,315,394)	(1,363,752)
Administrative Expense	(21,844)	(28,815)	(33,162)
Net Change in Plan Fiduciary Net Position	2,696,744	760,964	2,908,461
Plan Net Position - Beginning	31,295,453	33,992,197	34,753,161
Plan Net Position - Ending	33,992,197	34,753,161	37,661,622
Employer's Net Pension Liability	\$ 8,909,492	9,831,380	10,682,970
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	79.23%	77.95%	77.90%
Covered-Employee Payroll	\$ 5,066,337	5,288,654	5,108,305
Employer's Net Pension Liability as a Percentage of Covered-Employee Payroll	175.86%	185.90%	209.13%

Note: This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

**VILLAGE OF BARTLETT, ILLINOIS**

**Police Pension Fund**

**Required Supplementary Information  
Schedule of Investment Returns  
April 30, 2017**

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Fiscal Year	Annual Money- Weighted Rate of Return, Net of Investment Expense
2015	7.25%
2016	4.18%
2017	7.75%

Note:

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

**VILLAGE OF BARTLETT, ILLINOIS**

**General Fund**

**Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017**

	Budget		Actual
	Original	Final	
Revenues			
Taxes	\$ 11,355,468	11,355,468	11,112,629
Intergovernmental	6,738,048	6,738,048	6,711,404
Licenses and Permits	1,951,075	1,951,075	2,206,568
Fines and Forfeitures	383,000	383,000	345,260
Investment Income	20,000	20,000	67,403
Miscellaneous	757,700	757,700	792,516
Total Revenues	<u>21,205,291</u>	<u>21,205,291</u>	<u>21,235,780</u>
Expenditures			
Current			
General Government	5,819,055	6,059,055	5,873,862
Public Safety	12,460,448	12,460,448	12,062,255
Public Works	3,837,375	3,837,375	3,585,930
Debt Service			
Principal Retirement	-	-	11,732
Total Expenditures	<u>22,116,878</u>	<u>22,356,878</u>	<u>21,533,779</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(911,587)</u>	<u>(1,151,587)</u>	<u>(297,999)</u>
Other Financing Sources (Uses)			
Transfers In	643,250	643,250	436,183
Transfers Out	-	(500,000)	(500,000)
	<u>643,250</u>	<u>143,250</u>	<u>(63,817)</u>
Change in Fund Balance	<u>(268,337)</u>	<u>(1,008,337)</u>	<u>(361,816)</u>
Fund Balance - Beginning			<u>12,976,536</u>
Fund Balance - Ending			<u>12,614,720</u>

## **OTHER SUPPLEMENTARY INFORMATION**

Other supplementary information includes financial statements and schedules not required by the GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such statements and schedules include:

- Budgetary Comparison Schedules – Major Governmental Funds
- Combining Statements – Nonmajor Governmental Funds
- Budgetary Comparison Schedules – Nonmajor Governmental Funds
- Budgetary Comparison Schedules – Enterprise Funds
- Budgetary Comparison Schedule – Pension Trust Fund
- Schedule of Changes in Assets and Liabilities – Agency Fund

# **COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES**

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## **GENERAL FUND**

The General Fund accounts for all financial resources except those required to be accounted for in another fund.

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## **SPECIAL REVENUE FUNDS**

The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than fiduciary funds or capital projects funds) that are legally restricted to expenditure for specified purposes.

### **Motor Fuel Tax Fund**

The Motor Fuel Tax Fund is reported as a nonmajor fund and is used to account for revenue from the state gasoline tax restricted by the state for roadway improvements and maintenance.

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## **DEBT SERVICE FUND**

The Debt Service Fund is reported as a major fund and is used to account for funds restricted, committed or assigned for principal retirements, interest and fiscal charges for debt issues.

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## **CAPITAL PROJECTS FUNDS**

Capital Projects Funds account for all resources used for the acquisition of capital assets by the Village, except those financed by Proprietary and Trust Funds, including general and infrastructure capital assets.

### **Capital Projects Fund**

The Capital Projects Fund is reported as a major fund and is used to account for all funds restricted, committed or assigned for capital improvements not specifically accounted for in other funds.

### **Municipal Building Fund**

The Municipal Building Fund is reported as a major fund and is used to account for the funds restricted, committed or assigned for construction and/or improvements of municipal buildings.

# **COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES**

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## **CAPITAL PROJECTS FUNDS – CONTINUED**

### **Rt. 59 and Lake TIF Fund**

The Rt. 59 and Lake TIF Fund is reported as a major fund and is used to account for incremental property taxes restricted for construction and/or improvements to the Route 59 and Lake Street Redevelopment Project Area.

### **Brewster Creek Project TIF Fund**

The Brewster Creek TIF Fund is reported as a major fund and is used to account for the restricted revenues accumulated and expenditures incurred for the development of the Bartlett Quarry Project.

### **Developer Deposits Fund**

The Developer Deposits Fund is reported as a nonmajor fund and is used to account for contributions and deposits made to the Village by developers that are restricted, committed or assigned for capital projects in the Village.

### **Town Center TIF Fund**

The Town Center TIF Fund is reported as a nonmajor fund and is used to account for incremental property taxes restricted for construction and/or improvements to the Bartlett Downtown Redevelopment Project Area.

### **Brewster Creek Municipal TIF Fund**

The Brewster Creek Municipal TIF Fund is reported as a nonmajor fund and is used to account for the incremental property taxes restricted for municipal expenditures related to the Bartlett Quarry Redevelopment Project Area.

### **Bluff City Project TIF Fund**

The Bluff City TIF Fund is reported as a nonmajor fund and is used to account for revenues restricted for the development of the Bluff City South Business property, Blue Heron Business Park property, and Bluff City Industrial Park property.

### **Bluff City Municipal TIF Fund**

The Bluff City Municipal TIF Fund is reported as a nonmajor fund and is used to account for the incremental property taxes restricted for municipal expenditures related to the Bluff City South Business property, Blue Heron Business Park property, and Bluff City Industrial Park property.

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# **COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES**

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## **ENTERPRISE FUNDS**

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where it has been decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purpose.

### **Water Fund**

The Water Fund is reported as a major fund and is used to account for the provision of water services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collections.

### **Sewer Fund**

The Sewer Fund is reported as a major fund and is used to account for the provision of sewer services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collection.

### **Golf Fund**

The Golf Fund is reported as a major fund and is used to account for the operations of the Village golf course. Financing is provided by the user charges from utilizing the golf course.

### **Parking Fund**

The Parking Fund is reported as a nonmajor fund and is used to account for the provision of parking services to the residents of the Village. Financing is provided by the user charges from utilizing the parking facilities.

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# **COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES**

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## **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies other governmental unit, or to other governmental units, on a cost-reimbursement basis.

### **Central Services Fund**

The Central Services Fund is used to account for data processing services provided to other departments or agencies of the Village, or to other governments, on a cost reimbursement basis.

### **Vehicle Replacement Fund**

The Vehicle Replacement Fund is used to account for fleet management services provided to other departments or agencies of the Village, or to other governments, on a cost reimbursement basis.

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## **TRUST AND AGENCY FUNDS**

### **PENSION TRUST FUND**

#### **Police Pension Fund**

The Police Pension Fund is used to account for the accumulation of resources to pay pension costs. Resources are contributed by members at rates fixed by state statutes and by the Village which uses the annual property tax levy to fund the employer contribution.

### **AGENCY FUND**

#### **Bluff City Special Service Area Fund**

The Bluff City Special Service Area Fund is used to account for the repayment of noncommitment debt for the Bluff City Special Service Area.

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VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Revenues - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
<b>Taxes</b>			
Property			
General	\$ 6,443,094	6,443,094	6,351,676
Road and Bridge	160,000	160,000	161,651
Police Pension	1,152,049	1,152,049	1,152,610
State Replacement	46,000	46,000	50,353
Telecommunication	1,057,500	1,057,500	919,119
Local Use	1,078,825	1,078,825	1,014,243
Real Estate Transfer	610,000	610,000	711,299
Gas	550,000	550,000	432,019
Electric	153,000	153,000	156,124
Gaming	105,000	105,000	163,535
Total Taxes	<u>11,355,468</u>	<u>11,355,468</u>	<u>11,112,629</u>
<b>Intergovernmental</b>			
Sales	2,205,000	2,205,000	2,366,475
State Income	4,368,048	4,368,048	3,895,179
Grants and Program	165,000	165,000	311,763
Liaison Officer Reimbursement	-	-	137,987
Total Intergovernmental	<u>6,738,048</u>	<u>6,738,048</u>	<u>6,711,404</u>
<b>Licenses and Permits</b>			
Chicken Licenses	-	-	25
Business Licenses	50,500	50,500	56,700
Contractor Licenses	50,000	50,000	58,000
Liquor-Bar Licenses	50,000	50,000	34,565
Dog Licenses	500	500	374
Building Permit Fees	641,275	641,275	676,539
Erosion Control Permits	500	500	4,200
Antenna License Fees	175,200	175,200	269,698
Plan Review Fees	70,000	70,000	157,525
Elevator Inspections	2,500	2,500	2,822
Franchise Fees			
Cable Television	725,000	725,000	715,429
Natural Gas	-	-	45,664
Garbage	185,600	185,600	185,027
Total Licenses and Permits	<u>1,951,075</u>	<u>1,951,075</u>	<u>2,206,568</u>

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Revenues - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Fines and Forfeitures			
Village	\$ 100,000	100,000	104,963
County	146,000	146,000	131,297
Towing/Impounding Fees	137,000	137,000	109,000
Total Fines and Forfeitures	<u>383,000</u>	<u>383,000</u>	<u>345,260</u>
Investment Income	<u>20,000</u>	<u>20,000</u>	<u>67,403</u>
Miscellaneous			
FOIA Requests Fees	5,000	5,000	4,596
Maps/Copies/Codes	-	-	154
Mining Royalties	100,000	100,000	131,089
Sale of Cemetery Lots	500	500	(40)
Miscellaneous Income	575,000	575,000	352,147
IRMA Reimbursement	70,000	70,000	107,696
IRMA Change in Excess Surplus	-	-	190,488
Yard Waste Bags	7,200	7,200	6,386
Total Miscellaneous	<u>757,700</u>	<u>757,700</u>	<u>792,516</u>
Total Revenues	<u>21,205,291</u>	<u>21,205,291</u>	<u>21,235,780</u>

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
General Government			
Village Board and Administration			
Personnel Services			
Regular Salaries	\$ 737,289	737,289	724,055
Overtime Salaries	3,000	3,000	817
Temporary Salaries	-	-	8,887
Employee Retirement Contribution	141,227	141,227	46,683
Illinois Municipal Retirement Fund	-	-	75,090
Employee Group Insurance	130,655	130,655	121,846
Total Personnel Services	1,012,171	1,012,171	977,378
Contractual Services			
Service Agreements	4,050	4,050	4,460
Commodities			
Subscriptions and Publications	400	400	1,008
Automotive Supplies	3,750	3,750	2,873
Office Supplies	3,500	3,500	3,276
Postage	2,250	2,250	1,967
Total Commodities	9,900	9,900	9,124
Other Charges			
Professional Development	16,705	16,705	18,482
Dues	61,685	61,685	56,252
Community Relations	47,300	47,300	48,255
Historical Society	10,000	10,000	9,128
Contingencies	11,000	11,000	16,891
Total Other Charges	146,690	146,690	149,008
Central Services	69,427	69,427	69,427
Vehicle Replacement	4,000	4,000	4,000
Total Village Board and Administration	1,246,238	1,246,238	1,213,397

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
General Government - Continued			
Professional Services			
Contractual Services			
Actuarial Consultant	\$ 3,000	3,000	3,050
Professional Planners	5,000	5,000	1,183
Legal Services	426,000	426,000	297,745
Engineering Services	60,000	60,000	149,811
Total Contractual Services	494,000	494,000	451,789
Other Charges			
Contingencies	20,000	260,000	246,197
Total Professional Services	514,000	754,000	697,986
Liability Insurance			
Other Charges			
IRMA Premiums	565,000	565,000	507,666
IRMA Deductible Payments	75,000	75,000	123,858
Total Liability Insurance	640,000	640,000	631,524
Finance Department			
Personnel Services			
Regular Salaries	825,359	825,359	796,448
Overtime Salaries	5,500	5,500	3,099
Employee Retirement Contribution	163,738	163,738	54,553
Illinois Municipal Retirement Fund	-	-	98,167
Employee Group Insurance	205,315	205,315	192,191
Total Personnel Services	1,199,912	1,199,912	1,144,458
Contractual Services			
Service Agreements	5,000	5,000	2,088
Ordinance Codification	6,800	6,800	3,325
Advertising	500	500	33
Legal Publications	4,000	4,000	1,205
Audit Services	43,420	43,420	49,188
Other Contractual Services	1,600	1,600	350
Total Contractual Services	61,320	61,320	56,189

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
General Government - Continued			
Finance Department - Continued			
Commodities			
Subscriptions and Publications	\$ 1,657	1,657	2,084
Recycling Supplies	7,750	7,750	4,650
Office Supplies	10,005	10,005	9,612
Postage	29,574	29,574	17,512
Total Commodities	48,986	48,986	33,858
Other Charges			
Professional Development	2,175	2,175	660
Rebates	59,000	59,000	58,680
Dues	1,300	1,300	1,627
Contingencies	3,220	3,220	79,573
Total Other Charges	65,695	65,695	140,540
Central Services	76,951	76,951	76,951
Total Finance Department	1,452,864	1,452,864	1,451,996
Community Development			
Personnel Services			
Regular Salaries	602,181	602,181	545,674
Overtime Salaries	1,200	1,200	-
Employee Retirement Contribution	117,105	117,105	38,305
Illinois Municipal Retirement Fund	-	-	66,946
Employee Group Insurance	132,732	132,732	123,823
Total Personnel Services	853,218	853,218	774,748
Contractual Services			
Service Agreements	6,200	6,200	8,158
Document Imaging Services	2,000	2,000	2,188
Advertising	35,000	35,000	29,797
Vehicle Maintenance	2,000	2,000	2,127
Total Contractual Services	45,200	45,200	42,270

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
General Government - Continued			
Community Development - Continued			
Commodities			
Materials and Supplies	\$ 7,000	7,000	812
Subscriptions and Publications	1,000	1,000	850
Automotive Supplies	7,000	7,000	613
Office Supplies	3,000	3,000	541
Postage	2,500	2,500	2,338
Total Commodities	20,500	20,500	5,154
Other Charges			
Professional Development	8,450	8,450	10,448
Rebates	20,000	20,000	-
Dues	4,000	4,000	2,918
Contingencies	5,000	5,000	3,857
Total Other Charges	37,450	37,450	17,223
Central Services	57,685	57,685	57,685
Vehicle Replacement	6,374	6,374	6,374
Total Community Development	1,020,427	1,020,427	903,454
Building Department			
Personnel Services			
Regular Salaries	506,213	506,213	522,965
Overtime Salaries	3,000	3,000	-
Temporary Salaries	6,000	6,000	1,860
Employee Retirement Contribution	130,655	130,655	36,614
Illinois Municipal Retirement Fund	-	-	63,680
Employee Group Insurance	103,087	103,087	96,908
Total Personnel Services	748,955	748,955	722,027

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
General Government - Continued			
Building Department - Continued			
Contractual Services			
Uniform Rentals	\$ 300	300	-
Equipment Rentals	250	250	222
Document Imaging Services	900	900	900
Elevator Inspections	2,500	2,500	2,608
Vehicle Maintenance	3,000	3,000	2,766
Plan Review Services	70,000	70,000	142,674
Building Inspection Services	9,250	9,250	-
Total Contractual Services	86,200	86,200	149,170
Commodities			
Subscriptions and Publications	1,220	1,220	141
Automotive Supplies	3,000	3,000	1,534
Office Supplies	4,002	4,002	3,576
Postage	1,866	1,866	1,910
Total Commodities	10,088	10,088	7,161
Other Charges			
Professional Development	6,231	6,231	3,364
Dues	794	794	652
Contingencies	200	200	72
Total Other Charges	7,225	7,225	4,088
Central Services	68,059	68,059	68,059
Vehicle Replacement	24,999	24,999	25,000
Total Building Department	945,526	945,526	975,505
Total General Government	5,819,055	6,059,055	5,873,862

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Public Safety			
Police Protection			
Personnel Services			
Regular Salaries	\$ 6,355,522	6,355,522	6,320,810
Overtime Salaries	525,000	525,000	554,075
Crossing Guard	161,958	161,958	104,221
Employee Retirement Contribution	671,567	671,567	501,873
Illinois Municipal Retirement Fund	-	-	116,567
Employee Group Insurance	1,326,468	1,326,468	1,271,005
Total Personnel Services	9,040,515	9,040,515	8,868,551
Contractual Services			
Service Agreements	79,470	79,470	65,936
Equipment Rentals	23,800	23,800	17,798
Computer Services	38,783	38,783	21,529
Advertising	3,000	3,000	792
Towing	1,000	1,000	-
Impounding Animals	3,000	3,000	1,188
Communications	600,231	600,231	593,211
Vehicle Maintenance	60,000	60,000	36,406
Vehicle Setup	59,285	59,285	54,328
Auto Body Repairs	7,500	7,500	1,035
Total Contractual Services	876,069	876,069	792,223
Commodities			
Materials and Supplies	53,000	53,000	38,850
Uniforms	65,800	65,800	73,518
Subscriptions and Publications	8,983	8,983	5,213
Shooting Range Supplies	37,025	37,025	34,576
Automotive Supplies	125,000	125,000	89,706
Office Supplies	20,000	20,000	13,986
Postage	17,750	17,750	10,000
Equipment Maintenance Materials	11,000	11,000	3,528
Total Commodities	338,558	338,558	269,377

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Public Safety - Continued			
Police Protection - Continued			
Other Charges			
Professional Development	\$ 110,000	110,000	80,129
Planning and Research	14,810	14,810	10,460
Safety Program	13,885	13,885	3,900
Dues	25,900	25,900	22,318
Community Relations	42,000	42,000	33,711
Prisoner Detention	1,000	1,000	953
Emergency Management	4,000	4,000	62
Police and Fire Commission	33,100	33,100	14,494
Contingencies	10,000	10,000	3,527
Total Other Charges	254,695	254,695	169,554
Capital Outlay			
Machinery and Equipment	172,004	172,004	133,029
Central Services	394,558	394,558	394,558
Vehicle Replacement	232,000	232,000	232,000
Police Pension Contribution	1,152,049	1,152,049	1,202,963
Total Public Safety	12,460,448	12,460,448	12,062,255
Public Works			
Streets			
Personnel Services			
Regular Salaries	1,332,556	1,332,556	1,440,458
Overtime Salaries	55,000	55,000	65,672
Temporary Salaries	8,600	8,600	3,590
Employee Retirement Contribution	296,602	296,602	107,434
Illinois Municipal Retirement Fund	-	-	178,147
Employee Group Insurance	367,141	367,141	343,996
Total Personnel Services	2,059,899	2,059,899	2,139,297

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Public Works - Continued			
Streets - Continued			
Contractual Services			
Uniform Rentals	\$ 6,000	6,000	5,139
Equipment Rentals	30,000	30,000	31,954
Advertising	1,300	1,300	184
Utilities	150,000	150,000	130,629
Snow Plow Contracts	175,000	175,000	61,560
Vehicle Maintenance	45,000	45,000	47,630
Services to Maintain Streets	45,000	45,000	(101)
Services to Maintain Traffic Signals	35,000	35,000	60,635
Services to Maintain Street Lights	20,000	20,000	21,176
Services to Maintain Grounds	94,500	94,500	72,992
Sidewalk and Curb Replacement	50,000	50,000	56,221
Tree Trimming	15,000	15,000	11,700
Total Contractual Services	666,800	666,800	499,719
Commodities			
Material Supplies	63,500	63,500	34,534
Uniforms	3,000	3,000	11,835
Subscriptions and Publications	400	400	253
Small Tools	6,000	6,000	5,364
Safety Equipment	3,000	3,000	4,059
Fuel Purchases	70,600	70,600	52,917
Office Supplies	2,500	2,500	5,432
Postage	600	600	609
Snow Plowing Salt	150,000	150,000	92,933
Equipment Maintenance Materials	60,000	60,000	57,267
Street Maintenance Materials	30,000	30,000	43,134
Ground Maintenance Materials	25,000	25,000	20,475
Building Maintenance Materials	15,000	15,000	6,229
Street Light Maintenance Materials	28,000	28,000	26,342
Total Commodities	457,600	457,600	361,383

VILLAGE OF BARTLETT, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Public Works - Continued			
Streets - Continued			
Other Charges			
Professional Development	\$ 5,798	5,798	4,038
Dues	1,389	1,389	1,163
Stormwater Maintenance	30,000	30,000	55,880
Contingencies	10,000	10,000	19,985
Total Other Charges	47,187	47,187	81,066
Capital Outlay			
Machinery and Equipment	16,000	16,000	4,919
Tree Purchases	250,000	250,000	152,100
Total Capital Outlay	266,000	266,000	157,019
Central Services	90,361	90,361	90,361
Vehicle Replacement	249,528	249,528	257,085
Total Public Works	3,837,375	3,837,375	3,585,930
Debt Service			
Principal Retirement	-	-	11,732
Total Expenditures	22,116,878	22,356,878	21,533,779

VILLAGE OF BARTLETT, ILLINOIS

Debt Service Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 1,680,335	1,680,335	1,886,989
Investment Income	1,700	1,700	4,769
Miscellaneous	43,770	43,770	48,100
Total Revenues	<u>1,725,805</u>	<u>1,725,805</u>	<u>1,939,858</u>
Expenditures			
Debt Service			
Principal Retirement	1,080,000	1,080,000	1,080,000
Interest and Fiscal Charges	890,139	890,139	888,938
Total Expenditures	<u>1,970,139</u>	<u>1,970,139</u>	<u>1,968,938</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(244,334)	(244,334)	(29,080)
Other Financing Sources			
Transfers In	<u>29,880</u>	<u>29,880</u>	<u>29,880</u>
Change in Fund Balance	<u>(214,454)</u>	<u>(214,454)</u>	800
Fund Balance - Beginning			<u>745,225</u>
Fund Balance - Ending			<u><u>746,025</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Capital Projects Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Intergovernmental	\$ -	-	58,249
Investment Income	100	100	41
Total Revenues	100	100	58,290
Expenditures			
Capital Outlay	25,000	81,000	80,895
Excess (Deficiency) of Revenues Over (Under) Expenditures	(24,900)	(80,900)	(22,605)
Other Financing Sources			
Transfers In	100,000	100,000	-
Change in Fund Balance	75,100	19,100	(22,605)
Fund Balance - Beginning			61,753
Fund Balance - Ending			39,148

**VILLAGE OF BARTLETT, ILLINOIS**

**Municipal Building - Capital Projects Fund**

**Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017**

	Budget		Actual
	Original	Final	
Revenues			
Investment Income	\$ 1,200	1,200	43,833
Miscellaneous			
Developer Contributions	2,660	2,660	42,524
Total Revenues	<u>3,860</u>	<u>3,860</u>	<u>86,357</u>
Expenditures			
Capital Outlay	-	1,000,000	754,316
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>3,860</u>	<u>(996,140)</u>	<u>(667,959)</u>
Other Financing Sources (Uses)			
Debt Issuance	-	-	15,455,000
Premium on Debt Issuance	-	337,000	745,425
Transfers In	-	-	500,000
Transfers Out	(340,500)	(340,500)	(225,070)
	<u>(340,500)</u>	<u>(3,500)</u>	<u>16,475,355</u>
Change in Fund Balance	<u>(336,640)</u>	<u>(1,336,640)</u>	15,807,396
Fund Balance - Beginning			<u>1,177,434</u>
Fund Balance - Ending			<u><u>16,984,830</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Rt. 59 and Lake TIF - Capital Projects Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ -	-	-
Expenditures			
Public Works			
Contractual Services	48,000	48,000	-
Debt Service			
Interest and Fiscal Charges	8,000	8,000	15,517
Total Expenditures	56,000	56,000	15,517
Excess (Deficiency) of Revenues Over (Under) Expenditures	(56,000)	(56,000)	(15,517)
Other Financing Sources			
Transfers In	6,100	6,100	15,517
Change in Fund Balance	<u>(49,900)</u>	<u>(49,900)</u>	-
Fund Balance - Beginning			-
Fund Balance - Ending			<u>-</u>

VILLAGE OF BARTLETT, ILLINOIS

Brewster Creek Project TIF - Capital Projects Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 3,500,000	3,500,000	4,330,257
Intergovernmental			
Sales Taxes	5,500	5,500	11,480
Investment Income	550	550	18,697
Total Revenues	<u>3,506,050</u>	<u>3,506,050</u>	<u>4,360,434</u>
Expenditures			
Capital Outlay	770,000	2,035,000	2,046,412
Debt Service			
Principal Retirement	2,025,000	2,025,000	1,955,000
Interest and Fiscal Charges	1,528,553	1,528,553	1,327,936
Total Expenditures	<u>4,323,553</u>	<u>5,588,553</u>	<u>5,329,348</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(817,503)</u>	<u>(2,082,503)</u>	<u>(968,914)</u>
Other Financing Sources (Uses)			
Debt Issuance	770,000	770,000	10,226,801
Payment to Escrow Agent	-	(7,032,000)	(7,205,601)
	<u>770,000</u>	<u>(6,262,000)</u>	<u>3,021,200</u>
Change in Fund Balance	<u>(47,503)</u>	<u>(1,312,503)</u>	2,052,286
Fund Balance - Beginning			<u>3,224,322</u>
Fund Balance - Ending			<u><u>5,276,608</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Nonmajor Governmental Funds

Combining Balance Sheet

April 30, 2017

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	Special Revenue
	<u>Motor Fuel Tax</u>
<b>ASSETS</b>	
Cash and Investments	\$ 4,243,746
Receivables - Net of Allowances	
Accrued Interest	-
Other	-
Due from Other Governments	90,224
Advances to Other Funds	<u>-</u>
Total Assets	<u><u>4,333,970</u></u>
<b>LIABILITIES</b>	
Accounts Payable	1,574
Accrued Payroll	-
Deposits Payable	-
Other Payables	<u>115,593</u>
Total Liabilities	<u><u>117,167</u></u>
<b>FUND BALANCES</b>	
Restricted	4,216,803
Assigned	<u>-</u>
Total Fund Balances	<u><u>4,216,803</u></u>
Total Liabilities and Fund Balances	<u><u>4,333,970</u></u>

Capital Projects					
Developer Deposits	Town Center TIF	Brewster Creek Municipal TIF	Bluff City Project TIF	Bluff City Municipal TIF	Totals
3,511,743	272,245	344,615	101	9,499	8,381,949
6,596	-	-	-	-	6,596
15,420	-	-	-	-	15,420
-	-	-	-	-	90,224
1,933,846	-	-	-	-	1,933,846
<u>5,467,605</u>	<u>272,245</u>	<u>344,615</u>	<u>101</u>	<u>9,499</u>	<u>10,428,035</u>
1,395,234	272,245	1,125	-	-	1,670,178
-	-	17,028	-	-	17,028
341,705	-	-	-	-	341,705
-	-	-	-	-	115,593
<u>1,736,939</u>	<u>272,245</u>	<u>18,153</u>	<u>-</u>	<u>-</u>	<u>2,144,504</u>
-	-	326,462	101	9,499	4,552,865
3,730,666	-	-	-	-	3,730,666
<u>3,730,666</u>	<u>-</u>	<u>326,462</u>	<u>101</u>	<u>9,499</u>	<u>8,283,531</u>
<u>5,467,605</u>	<u>272,245</u>	<u>344,615</u>	<u>101</u>	<u>9,499</u>	<u>10,428,035</u>

VILLAGE OF BARTLETT, ILLINOIS

Nonmajor Governmental Funds

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances  
For the Fiscal Year Ended April 30, 2017

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	Special Revenue
	<u>Motor Fuel Tax</u>
Revenues	
Taxes	\$ -
Intergovernmental	1,082,279
Investment Income	21,559
Miscellaneous	-
Total Revenues	<u>1,103,838</u>
Expenditures	
Public Works	-
Capital Outlay	799,457
Debt Service	
Interest and Fiscal Charges	-
Total Expenditures	<u>799,457</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	304,381
Other Financing (Uses)	
Transfers Out	<u>(92,933)</u>
Change in Fund Balances	211,448
Fund Balances - Beginning	<u>4,005,355</u>
Fund Balances - Ending	<u><u>4,216,803</u></u>

Capital Projects					
Developer Deposits	Town Center TIF	Brewster Creek Municipal TIF	Bluff City Project TIF	Bluff City Municipal TIF	Totals
-	552	618,608	68,634	4,381	692,175
-	-	-	-	-	1,082,279
33,475	1,454	2,131	77	42	58,738
81,457	-	-	-	-	81,457
114,932	2,006	620,739	68,711	4,423	1,914,649
-	-	512,848	-	-	512,848
628,504	459,890	-	-	-	1,887,851
-	-	-	68,634	-	68,634
628,504	459,890	512,848	68,634	-	2,469,333
(513,572)	(457,884)	107,891	77	4,423	(554,684)
(15,517)	-	(29,880)	-	-	(138,330)
(529,089)	(457,884)	78,011	77	4,423	(693,014)
4,259,755	457,884	248,451	24	5,076	8,976,545
3,730,666	-	326,462	101	9,499	8,283,531

VILLAGE OF BARTLETT, ILLINOIS

Motor Fuel Tax - Special Revenue Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Intergovernmental			
Motor Fuel Tax Allotments	\$ 1,067,287	1,067,287	1,082,279
Investment Income	4,100	4,100	21,559
Total Revenues	<u>1,071,387</u>	<u>1,071,387</u>	<u>1,103,838</u>
Expenditures			
Capital Outlay	<u>1,030,000</u>	<u>1,030,000</u>	<u>799,457</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	41,387	41,387	304,381
Other Financing (Uses)			
Transfers Out	<u>(300,000)</u>	<u>(300,000)</u>	<u>(92,933)</u>
Change in Fund Balance	<u><u>(258,613)</u></u>	<u><u>(258,613)</u></u>	211,448
Fund Balance - Beginning			<u>4,005,355</u>
Fund Balance - Ending			<u><u>4,216,803</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Developer Deposits - Capital Projects Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Investment Income	\$ 12,000	12,000	33,475
Miscellaneous			
Developer Contributions	66,500	66,500	81,457
Total Revenues	78,500	78,500	114,932
Expenditures			
Capital Outlay	200,000	816,000	628,504
Excess (Deficiency) of Revenues Over (Under) Expenditures	(121,500)	(737,500)	(513,572)
Other Financing (Uses)			
Transfers Out	(6,100)	(6,100)	(15,517)
Change in Fund Balance	<u>(127,600)</u>	<u>(743,600)</u>	(529,089)
Fund Balance - Beginning			<u>4,259,755</u>
Fund Balance - Ending			<u><u>3,730,666</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Brewster Creek Municipal TIF - Capital Projects Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 500,000	500,000	618,608
Investment Income	600	600	2,131
Total Revenues	<u>500,600</u>	<u>500,600</u>	<u>620,739</u>
Expenditures			
Public Works			
Personnel Services	599,257	599,257	494,170
Contractual Services	25,000	25,000	16,540
Other Charges	12,000	12,000	2,138
Total Expenditures	<u>636,257</u>	<u>636,257</u>	<u>512,848</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(135,657)	(135,657)	107,891
Other Financing (Uses)			
Transfers Out	<u>(29,880)</u>	<u>(29,880)</u>	<u>(29,880)</u>
Change in Fund Balance	<u>(165,537)</u>	<u>(165,537)</u>	78,011
Fund Balance - Beginning			<u>248,451</u>
Fund Balance - Ending			<u><u>326,462</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Bluff City Project TIF - Capital Projects Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 19,500	19,500	68,634
Investment Income	10	10	77
Total Revenues	<u>19,510</u>	<u>19,510</u>	<u>68,711</u>
Expenditures			
Capital Outlay	1,960,000	1,960,000	-
Debt Service			
Interest and Fiscal Charges	15,000	15,000	68,634
Total Expenditures	<u>1,975,000</u>	<u>1,975,000</u>	<u>68,634</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,955,490)	(1,955,490)	77
Other Financing Sources			
Debt Issuance	<u>1,960,000</u>	<u>1,960,000</u>	-
Change in Fund Balance	<u>4,510</u>	<u>4,510</u>	77
Fund Balance - Beginning			<u>24</u>
Fund Balance - Ending			<u>101</u>

VILLAGE OF BARTLETT, ILLINOIS

Bluff City Municipal TIF - Capital Projects Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 1,500	1,500	4,381
Investment Income	5	5	42
Total Revenues	<u>1,505</u>	<u>1,505</u>	<u>4,423</u>
Expenditures			
Debt Service			
Interest and Fiscal Charges	-	-	-
Change in Fund Balance	<u>1,505</u>	<u>1,505</u>	4,423
Fund Balance - Beginning			<u>5,076</u>
Fund Balance - Ending			<u>9,499</u>

VILLAGE OF BARTLETT, ILLINOIS

Water - Enterprise Fund

Schedule of Revenues, Expenses, and Changes in Net Position - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Operating Revenues			
Charges for Services			
Water Fees	\$ 6,800,000	6,800,000	6,607,524
Operating Expenses			
Personnel Services	1,335,510	1,335,510	1,618,401
Contractual Services	5,168,115	5,168,115	4,889,863
Commodities	192,220	192,220	159,654
Capital Outlay	1,145,850	1,145,850	185,708
Central Services	131,861	131,861	131,861
Vehicle Replacement	20,879	20,879	20,879
Other Charges	34,323	34,323	13,520
Total Operating Expenses	8,028,758	8,028,758	7,019,886
Operating Income (Loss) Before Depreciation	(1,228,758)	(1,228,758)	(412,362)
Depreciation	-	-	763,013
Operating Income (Loss)	(1,228,758)	(1,228,758)	(1,175,375)
Nonoperating Revenues (Expenses)			
Investment Income	4,500	4,500	13,393
Grants	467,000	467,000	-
Other Income	500	500	118,898
Connection Fees	194,070	194,070	199,934
Other Expenses	-	-	(13,030,632)
	666,070	666,070	(12,698,407)
Income (Loss) Before Transfers and Capital Contributions	(562,688)	(562,688)	(13,873,782)
Transfers Out	(130,000)	(130,000)	(130,000)
Capital Contributions	-	-	1,480,175
	(130,000)	(130,000)	1,350,175
Change in Net Position	(692,688)	(692,688)	(12,523,607)
Net Position - Beginning			21,552,421
Net Position - Ending			9,028,814

VILLAGE OF BARTLETT, ILLINOIS

Sewer - Enterprise Fund

Schedule of Revenues, Expenses, and Changes in Net Position - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Operating Revenues			
Charges for Services			
Sewer Fees	\$ 3,297,000	3,297,000	3,308,359
Operating Expenses			
Personnel Services	1,937,067	1,937,067	2,496,015
Contractual Services	558,710	558,710	507,752
Commodities	427,000	427,000	428,217
Capital Outlay	4,761,000	4,761,000	612,600
Central Services	131,861	131,861	131,861
Vehicle Replacement	48,879	48,879	48,879
Other Charges	68,278	68,278	67,914
Total Operating Expenses	7,932,795	7,932,795	4,293,238
Operating Income (Loss) Before Depreciation	(4,635,795)	(4,635,795)	(984,879)
Depreciation	-	-	1,240,676
Operating Income (Loss)	(4,635,795)	(4,635,795)	(2,225,555)
Nonoperating Revenues (Expenses)			
Investment Income	2,500	2,500	10,628
Debt Issuance	3,875,000	3,875,000	-
Interest Expense	(45,636)	(45,636)	(45,076)
Connection Fees	212,950	212,950	201,361
	4,044,814	4,044,814	166,913
Income (Loss) Before Transfers and Capital Contributions	(590,981)	(590,981)	(2,058,642)
Transfers Out	(130,000)	(130,000)	(130,000)
Capital Contributions	-	-	800,000
	(130,000)	(130,000)	670,000
Change in Net Position	(720,981)	(720,981)	(1,388,642)
Net Position - Beginning			21,087,150
Net Position - Ending			19,698,508

VILLAGE OF BARTLETT, ILLINOIS

Golf - Enterprise Fund

Schedule of Revenues, Expenses, and Changes in Net Position - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Operating Revenues			
Charges for Services			
Golf Fees	\$ 2,316,400	2,316,400	2,136,243
Operating Expenses			
Personnel Services	1,505,229	1,505,229	1,620,643
Contractual Services	188,395	188,395	178,203
Commodities	477,575	477,575	486,826
Capital Outlay	342,500	342,500	163,228
Other Charges	50,375	50,375	64,254
Total Operating Expenses	2,564,074	2,564,074	2,513,154
Operating Income (Loss) Before Depreciation	(247,674)	(247,674)	(376,911)
Depreciation	-	-	197,825
Operating Income (Loss)	(247,674)	(247,674)	(574,736)
Nonoperating Revenues			
Investment Income	100	100	-
Other Income	1,000	1,000	1,799
	1,100	1,100	1,799
Income (Loss) Before Transfers	(246,574)	(246,574)	(572,937)
Transfers In	340,500	340,500	225,070
Transfers Out	(68,250)	(68,250)	(68,250)
	272,250	272,250	156,820
Change in Net Position	25,676	25,676	(416,117)
Net Position - Beginning			1,118,758
Net Position - Ending			702,641

**VILLAGE OF BARTLETT, ILLINOIS**

**Parking - Enterprise Fund**

**Schedule of Revenues, Expenses, and Changes in Net Position - Budget and Actual  
For the Fiscal Year Ended April 30, 2017**

	Budget		Actual
	Original	Final	
Operating Revenues			
Charges for Services			
Parking Fees	\$ 230,000	230,000	223,226
Operating Expenses			
Personnel Services	71,909	71,909	85,680
Contractual Services	78,807	78,807	60,986
Commodities	5,700	5,700	8,729
Capital Outlay	48,500	48,500	32,471
Vehicle Replacement	7,110	7,110	7,110
Other Charges	-	-	11
Total Operating Expenses	212,026	212,026	194,987
Operating Income Before Depreciation	17,974	17,974	28,239
Depreciation	-	-	10,275
Operating Income	17,974	17,974	17,964
Nonoperating Revenues			
Investment Income	75	75	325
Income Before Transfers	18,049	18,049	18,289
Transfers Out	(15,000)	(15,000)	(15,000)
Change in Net Position	3,049	3,049	3,289
Net Position - Beginning			82,273
Net Position - Ending			85,562

**VILLAGE OF BARTLETT, ILLINOIS**

**Internal Service Funds**

**Combining Statement of Net Position**

**April 30, 2017**

	Central Services	Vehicle Replacement	Totals
<b>ASSETS</b>			
Current Assets			
Cash and Investments	\$ 711,009	1,587,617	2,298,626
Prepays	56,394	-	56,394
Total Current Assets	<u>767,403</u>	<u>1,587,617</u>	<u>2,355,020</u>
Noncurrent Assets			
Capital Assets			
Depreciable Capital Assets	883,754	6,659,447	7,543,201
Accumulated Depreciation	(785,447)	(4,891,759)	(5,677,206)
Total Noncurrent Assets	<u>98,307</u>	<u>1,767,688</u>	<u>1,865,995</u>
Total Assets	<u>865,710</u>	<u>3,355,305</u>	<u>4,221,015</u>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts Payable	32,099	12,842	44,941
Accrued Payroll	8,554	-	8,554
Compensated Absences Payable	29,292	-	29,292
Total Current Liabilities	<u>69,945</u>	<u>12,842</u>	<u>82,787</u>
Noncurrent Liabilities			
Net Other Post-Employment Benefit Obligation	54,266	-	54,266
Total Liabilities	<u>124,211</u>	<u>12,842</u>	<u>137,053</u>
<b>NET POSITION</b>			
Investment in Capital Assets	98,307	1,767,688	1,865,995
Unrestricted	<u>643,192</u>	<u>1,574,775</u>	<u>2,217,967</u>
Total Net Position	<u>741,499</u>	<u>3,342,463</u>	<u>4,083,962</u>

VILLAGE OF BARTLETT, ILLINOIS

Internal Service Funds

Combining Statement of Revenues, Expenses, and Changes in Net Position  
For the Fiscal Year Ended April 30, 2017

	Central Services	Vehicle Replacement	Totals
Operating Revenues			
Charges for Services	\$ 1,020,763	601,327	1,622,090
Operating Expenses			
Personnel Services	477,901	-	477,901
Contractual Services	458,012	-	458,012
Commodities	44,386	-	44,386
Capital Outlay	23,788	-	23,788
Other Charges	22,868	-	22,868
Total Operating Expenses	1,026,955	-	1,026,955
Operating Income (Loss) Before Depreciation	(6,192)	601,327	595,135
Depreciation	59,115	614,896	674,011
Operating Income (Loss)	(65,307)	(13,569)	(78,876)
Nonoperating Revenues			
Investment Income	3,479	8,165	11,644
Other Income	500	17,750	18,250
Disposal of Capital Assets	-	51,471	51,471
	3,979	77,386	81,365
Change in Net Position	(61,328)	63,817	2,489
Net Position - Beginning	802,827	3,278,646	4,081,473
Net Position - Ending	741,499	3,342,463	4,083,962

VILLAGE OF BARTLETT, ILLINOIS

Combining Statement of Cash Flows - Internal Service Funds  
For the Fiscal Year Ended April 30, 2017

	Central Services	Vehicle Replacement	Totals
<b>Cash Flows from Operating Activities</b>			
Receipts from Interfund Services	\$ 1,020,763	601,327	1,622,090
Payments to Employees	(328,324)	-	(328,324)
Payments to Suppliers	(685,884)	30,592	(655,292)
	<u>6,555</u>	<u>631,919</u>	<u>638,474</u>
<b>Cash Flows from Capital and Related Financing Activities</b>			
Purchase of Capital Assets	(47,683)	(667,193)	(714,876)
Disposal of Capital Assets	-	81,680	81,680
	<u>(47,683)</u>	<u>(585,513)</u>	<u>(633,196)</u>
<b>Cash Flows from Investing Activities</b>			
Investment Income	3,479	8,165	11,644
Net Change in Cash and Cash Equivalents	(37,649)	54,571	16,922
Cash and Cash Equivalents - Beginning	748,658	1,533,046	2,281,704
Cash and Cash Equivalents - Ending	<u>711,009</u>	<u>1,587,617</u>	<u>2,298,626</u>
<b>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities</b>			
Operating Income	(65,307)	(13,569)	(78,876)
Adjustments to Reconcile Operating Income to Net Income to Net Cash Provided by (Used in) Operating Activities:			
Depreciation Expense	59,115	614,896	674,011
Other Income	500	17,750	18,250
(Increase) Decrease in Current Assets	14,099	-	14,099
Increase (Decrease) in Current Liabilities	(1,852)	12,842	10,990
Net Cash Provided by Operating Activities	<u>6,555</u>	<u>631,919</u>	<u>638,474</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Central Services - Internal Service Fund**

**Schedule of Revenues, Expenses, and Changes in Net Position - Budget and Actual  
For the Fiscal Year Ended April 30, 2017**

	Budget		Actual
	Original	Final	
Operating Revenues			
Charges for Services			
General Fund	\$ 757,041	757,041	757,041
Water Fund	131,861	131,861	131,861
Sewer Fund	131,861	131,861	131,861
Total Operating Revenues	<u>1,020,763</u>	<u>1,020,763</u>	<u>1,020,763</u>
Operating Expenses			
Personnel Services	476,798	476,798	477,901
Contractual Services	502,850	502,850	458,012
Commodities	39,400	39,400	44,386
Capital Outlay	73,900	73,900	23,788
Other Charges	25,785	25,785	22,868
Total Operating Expenses	<u>1,118,733</u>	<u>1,118,733</u>	<u>1,026,955</u>
Operating Income (Loss) Before Depreciation	(97,970)	(97,970)	(6,192)
Depreciation	-	-	59,115
Operating Income (Loss)	<u>(97,970)</u>	<u>(97,970)</u>	<u>(65,307)</u>
Nonoperating Revenues			
Investment Income	1,000	1,000	3,479
Other Income			500
	<u>1,000</u>	<u>1,000</u>	<u>3,979</u>
Change in Net Position	<u>(96,970)</u>	<u>(96,970)</u>	(61,328)
Net Position - Beginning			<u>802,827</u>
Net Position - Ending			<u><u>741,499</u></u>

VILLAGE OF BARTLETT, ILLINOIS

Vehicle Replacement - Internal Service Fund

Schedule of Revenues, Expenses, and Changes in Net Position - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
Operating Revenues			
Charges for Services			
General Fund	\$ 516,902	516,902	524,459
Water Fund	20,879	20,879	20,879
Sewer Fund	48,879	48,879	48,879
Parking Fund	7,110	7,110	7,110
Total Operating Revenues	593,770	593,770	601,327
Operating Expenses	919,000	919,000	-
Operating Income (Loss) Before Depreciation	(325,230)	(325,230)	601,327
Depreciation	-	-	614,896
Operating Income (Loss)	(325,230)	(325,230)	(13,569)
Nonoperating Revenues			
Investment Income	1,500	1,500	8,165
Other Income	-	-	17,750
Disposal of Capital Assets	50,000	50,000	51,471
	51,500	51,500	77,386
Change in Net Position	(273,730)	(273,730)	63,817
Net Position - Beginning			3,278,646
Net Position - Ending			3,342,463

VILLAGE OF BARTLETT, ILLINOIS

Police Pension - Pension Trust Fund

Schedule of Changes of Fiduciary Net Position - Budget and Actual  
For the Fiscal Year Ended April 30, 2017

	Budget		Actual
	Original	Final	
<b>Additions</b>			
Contributions - Employer	\$ 1,152,049	1,152,049	1,202,963
Contributions - Plan Members	535,000	535,000	506,233
Other Income	1,000	1,000	195
Total Contributions	1,688,049	1,688,049	1,709,391
<b>Investment income</b>			
Interest Earned	410,000	410,000	394,427
Net Change in Fair Value	-	-	2,316,869
	410,000	410,000	2,711,296
Less Investment Expenses	(75,000)	(75,000)	(115,312)
Net Investment Income	335,000	335,000	2,595,984
Total Additions	2,023,049	2,023,049	4,305,375
<b>Deductions</b>			
Administration	33,935	33,935	33,162
Benefits and Refunds	1,989,114	1,989,114	1,363,752
Total Deductions	2,023,049	2,023,049	1,396,914
Change in Fiduciary Net Position	-	-	2,908,461
<b>Net Position Restricted for Pensions</b>			
Beginning			34,753,161
Ending			37,661,622

VILLAGE OF BARTLETT, ILLINOIS

Bluff City Special Service Area - Agency Fund

Statement of Changes in Assets and Liabilities  
For the Fiscal Year Ended April 30, 2017

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	Beginning Balances	Additions	Deductions	Ending Balances
<b>ASSETS</b>				
Cash and Investments	\$ 875,558	-	88,516	787,042
<b>LIABILITIES</b>				
Accounts Payable	-	7,173	-	7,173
Due to Bondholders	875,558	-	95,689	779,869
Total Liabilities	875,558	7,173	95,689	787,042

## **SUPPLEMENTAL SCHEDULES**

**VILLAGE OF BARTLETT, ILLINOIS**

**Long-Term Debt Requirements**

**General Obligation Bond Series of 2007  
April 30, 2017**

Date of Issue	November 29, 2007
Date of Maturity	December 1, 2026
Authorized Issue	\$4,545,000
Denomination of Bonds	\$5,000
Interest Rates	4.00% to 4.75%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Wells Fargo Bank

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Tax Levy Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ 235,000	123,888	358,888
2017	240,000	114,488	354,488
2018	250,000	104,888	354,888
2019	265,000	94,888	359,888
2020	275,000	83,625	358,625
2021	280,000	71,250	351,250
2022	290,000	58,650	348,650
2023	305,000	45,600	350,600
2024	320,000	31,113	351,113
2025	335,000	15,913	350,913
	<u>2,795,000</u>	<u>744,303</u>	<u>3,539,303</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Long-Term Debt Requirements**

**General Obligation Refunding Bond Series of 2009  
April 30, 2017**

Date of Issue	December 22, 2009
Date of Maturity	December 1, 2029
Authorized Issue	\$10,980,000
Denomination of Bonds	\$5,000
Interest Rates	2.00% to 4.125%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Wells Fargo Bank

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Tax Levy Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ 655,000	296,381	951,381
2017	685,000	273,457	958,457
2018	715,000	249,481	964,481
2019	755,000	224,457	979,457
2020	795,000	196,143	991,143
2021	860,000	166,331	1,026,331
2022	900,000	131,931	1,031,931
2023	510,000	95,931	605,931
2024	325,000	75,531	400,531
2025	350,000	62,531	412,531
2026	375,000	48,530	423,530
2027	400,000	33,530	433,530
2028	425,000	17,530	442,530
	<u>7,750,000</u>	<u>1,871,764</u>	<u>9,621,764</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Long-Term Debt Requirements**

**General Obligation Bond Series of 2012  
April 30, 2017**

Date of Issue	May 1, 2012
Date of Maturity	December 1, 2031
Authorized Issue	\$13,525,000
Denomination of Bonds	\$5,000
Interest Rates	2.00% to 4.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Wells Fargo Bank

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Tax Levy Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ 235,000	435,518	670,518
2017	300,000	430,818	730,818
2018	310,000	424,818	734,818
2019	300,000	418,618	718,618
2020	305,000	412,018	717,018
2021	285,000	404,776	689,776
2022	290,000	397,650	687,650
2023	725,000	389,675	1,114,675
2024	950,000	367,925	1,317,925
2025	970,000	339,425	1,309,425
2026	1,345,000	309,113	1,654,113
2027	1,375,000	265,400	1,640,400
2028	1,415,000	210,400	1,625,400
2029	1,900,000	153,800	2,053,800
2030	1,945,000	77,800	2,022,800
	12,650,000	5,037,754	17,687,754

**VILLAGE OF BARTLETT, ILLINOIS**

**Long-Term Debt Requirements**

**General Obligation Bond Series of 2016  
April 30, 2017**

Date of Issue	December 15, 2016
Date of Maturity	January 1, 2037
Authorized Issue	\$15,455,000
Denomination of Bonds	\$5,000
Interest Rates	3.00% to 5.00%
Interest Dates	July 1 and January 1
Principal Maturity Date	January 1
Payable at	Wells Fargo Bank

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Tax Levy Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ 525,000	661,212	1,186,212
2017	565,000	617,325	1,182,325
2018	585,000	600,375	1,185,375
2019	600,000	582,825	1,182,825
2020	620,000	564,825	1,184,825
2021	640,000	546,225	1,186,225
2022	660,000	527,025	1,187,025
2023	675,000	507,225	1,182,225
2024	700,000	486,975	1,186,975
2025	720,000	465,975	1,185,975
2026	740,000	444,375	1,184,375
2027	765,000	421,250	1,186,250
2028	800,000	383,000	1,183,000
2029	840,000	343,000	1,183,000
2030	885,000	301,000	1,186,000
2031	930,000	256,750	1,186,750
2032	975,000	210,250	1,185,250
2033	1,025,000	161,500	1,186,500
2034	1,075,000	110,250	1,185,250
2035	1,130,000	56,500	1,186,500
	<u>15,455,000</u>	<u>8,247,862</u>	<u>23,702,862</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Long-Term Debt Requirements**

**Tax Increment Financing Taxable Senior Lien Bond Series of 2007  
April 30, 2017**

Date of Issue	August 22, 2007
Date of Maturity	January 1, 2023
Authorized Issue	\$26,000,000
Denomination of Bonds	\$5,000
Interest Rates	5.35% to 5.60%
Interest Dates	January 1 and July 1
Principal Maturity Date	January 1
Payable at	Wells Fargo Bank

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Tax Levy Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ 2,040,000	820,960	2,860,960
2017	2,125,000	706,720	2,831,720
2018	2,210,000	587,720	2,797,720
2019	2,645,000	463,960	3,108,960
2020	2,765,000	315,840	3,080,840
2021	2,875,000	161,000	3,036,000
	<u>14,660,000</u>	<u>3,056,200</u>	<u>17,716,200</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Long-Term Debt Requirements**

**Tax Increment Financing Taxable Senior Lien Bond Series of 2016  
April 30, 2017**

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Date of Issue	October 25, 2016
Date of Maturity	July 1, 2024
Authorized Issue	\$9,200,000
Denomination of Bonds	\$5,000
Interest Rates	4.00%
Interest Dates	January 1 and July 1
Principal Maturity Date	January 1
Payable at	Wells Fargo Bank

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Tax Levy Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ -	67,467	67,467
2017	-	368,000	368,000
2018	610,000	368,000	978,000
2019	780,000	343,600	1,123,600
2020	630,000	312,400	942,400
2021	780,000	287,200	1,067,200
2022	2,900,000	256,000	3,156,000
2023	3,500,000	140,000	3,640,000
	<u>9,200,000</u>	<u>2,142,667</u>	<u>11,342,667</u>

**VILLAGE OF BARTLETT, ILLINOIS**

**Long-Term Debt Requirements**

**Illinois Environmental Protection Agency Installment Loan L17-4695  
April 30, 2017**

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Date of Maturity	January 1, 2034
Authorized Issue	\$2,146,359
Interest Rate	2.295%
Interest Dates	January 17 and July 17

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2018	\$ 93,584	43,566	137,150
2019	95,745	41,405	137,150
2020	97,955	39,195	137,150
2021	100,216	36,934	137,150
2022	102,529	34,621	137,150
2023	104,896	32,254	137,150
2024	107,316	29,834	137,150
2025	109,794	27,356	137,150
2026	112,328	24,822	137,150
2027	114,921	22,229	137,150
2028	117,573	19,577	137,150
2029	120,287	16,863	137,150
2030	123,064	14,086	137,150
2031	125,904	11,246	137,150
2032	128,810	8,340	137,150
2033	131,783	5,367	137,150
2034	134,825	2,325	137,150
	<u>1,921,530</u>	<u>410,020</u>	<u>2,331,550</u>

## **STATISTICAL SECTION (Unaudited)**

This part of the comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Village's overall financial health.

### **Financial Trends**

These schedules contain trend information to help the reader understand how the Village's financial performance and well-being have changed over time.

### **Revenue Capacity**

These schedules contain information to help the reader assess the Village's most significant local revenue sources.

### **Debt Capacity**

These schedules present information to help the reader assess the affordability of the Village's current levels of outstanding debt and the Village's ability to issue additional debt in the future.

### **Demographic and Economic Information**

These schedules offer demographic and economic indicators to help the reader understand the environment within which the Village's financial activities take place.

### **Operating Information**

These schedules contain service and infrastructure data to help the reader understand how the information in the Village's financial report relates to the services the Village provides and the activities it performs.

**VILLAGE OF BARTLETT, ILLINOIS**

**Net Position by Component - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)**

	2008	2009	2010
<b>Governmental Activities</b>			
Net Investment in Capital Assets	\$ 93,385,952	103,686,702	102,713,637
Restricted	6,830,615	10,811,572	7,656,917
Unrestricted	(2,503,741)	(10,358,171)	(11,568,076)
<b>Total Governmental Activities Net Position</b>	<b>97,712,826</b>	<b>104,140,103</b>	<b>98,802,478</b>
<b>Business-Type Activities</b>			
Net Investment in Capital Assets	46,732,474	49,241,395	49,488,986
Restricted	120,000	120,000	120,000
Unrestricted	10,896,683	8,621,383	6,756,476
<b>Total Business-Type Activities Net Position</b>	<b>57,749,157</b>	<b>57,982,778</b>	<b>56,365,462</b>
<b>Total Net Position</b>			
Net Investment in Capital Assets	140,118,426	152,928,097	152,202,623
Restricted	6,950,615	10,931,572	7,776,917
Unrestricted	8,392,942	(1,736,788)	(4,811,600)
<b>Total Primary Government Net Position</b>	<b>155,461,983</b>	<b>162,122,881</b>	<b>155,167,940</b>

Data Source: Audited Financial Statements

2011	2012	2013	2014	2015	2016	2017
101,892,180	102,081,127	93,472,059	97,791,985	97,311,259	95,710,192	106,987,423
7,635,354	6,561,920	7,198,466	12,529,972	8,156,826	7,588,842	9,139,793
(13,975,810)	(13,680,794)	(12,005,169)	(24,375,709)	(21,344,581)	(37,438,454)	(38,974,026)
95,551,724	94,962,253	88,665,356	85,946,248	84,123,504	65,860,580	77,153,190
48,388,057	47,047,579	46,596,409	44,221,377	42,680,832	41,681,924	42,451,101
120,000	120,000	120,000	120,000	120,000	120,000	120,000
5,831,024	5,458,020	5,352,223	5,739,700	4,969,604	2,038,678	(13,055,576)
54,339,081	52,625,599	52,068,632	50,081,077	47,770,436	43,840,602	29,515,525
150,280,237	149,128,706	140,068,468	142,013,362	139,992,091	137,392,116	149,438,524
7,755,354	6,681,920	7,318,466	12,649,972	8,276,826	7,708,842	9,259,793
(8,144,786)	(8,222,774)	(6,652,946)	(18,636,009)	(16,374,977)	(35,399,776)	(52,029,602)
149,890,805	147,587,852	140,733,988	136,027,325	131,893,940	109,701,182	106,668,715

VILLAGE OF BARTLETT, ILLINOIS

Changes in Net Position - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Expenses</b>										
Governmental Activities										
General Government	5,865,085	6,408,744	5,635,300	5,700,497	5,914,791	5,972,013	6,138,265	6,046,499	7,039,895	5,663,642
Public Safety	9,736,386	10,460,072	10,586,169	10,985,975	11,477,473	11,717,616	11,952,742	12,056,061	14,357,320	12,809,524
Public Works	10,068,617	9,792,606	11,635,122	11,062,045	8,762,597	12,588,160	12,467,215	11,827,739	15,274,719	9,765,907
Intergovernmental	1,963,606	2,373,443	2,000,000	287,278	28,539	-	-	-	-	-
Interest	2,355,525	2,511,115	2,454,745	2,377,283	2,334,618	2,619,921	2,530,397	2,399,379	2,540,144	3,087,509
Total Governmental Activities Expenses	29,989,219	31,545,980	32,311,336	30,413,078	28,518,018	32,897,710	33,088,619	32,329,678	39,212,078	31,326,582
Business-Type Activities										
Water	6,656,447	7,079,768	6,937,876	6,955,519	7,169,635	7,161,301	7,394,832	6,948,610	7,459,958	20,813,531
Sewer	3,596,050	4,053,024	4,021,446	3,968,383	4,021,976	4,034,335	4,231,628	4,584,960	5,135,132	5,578,990
Parking	120,682	200,889	159,475	251,405	322,171	286,499	354,075	242,519	2,458,559	2,710,979
Golf	2,624,055	2,543,244	2,412,008	2,541,430	2,692,762	2,562,114	2,542,609	2,397,955	205,225	205,262
Total Business-Type Activities Expenses	12,997,234	13,876,925	13,530,805	13,716,737	14,206,544	14,044,249	14,523,144	14,174,044	15,258,874	29,308,762
Total Primary Government Expenses	42,986,453	45,422,905	45,842,141	44,129,815	42,724,562	46,941,959	47,611,763	46,503,722	54,470,952	60,635,344
<b>Program Revenues</b>										
Governmental Activities										
Charges for Services										
General Government	1,896,359	1,567,702	1,381,614	1,616,650	1,615,868	1,719,930	1,847,422	1,735,724	1,994,024	2,206,568
Public Safety	304,692	344,319	398,525	407,915	458,005	487,409	536,300	478,169	484,357	483,247
Public Works	341,476	330,060	323,838	320,679	313,266	323,736	384	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Operating Grants/Contributions	1,386,597	1,443,994	1,223,730	1,517,087	1,307,482	1,334,844	1,732,165	1,546,168	1,453,442	1,394,042
Capital Grants/Contributions	4,724,637	11,871,968	1,664,901	1,502,760	2,778,058	73,241	1,348,965	1,100,179	1,880,677	12,952,249
Total Governmental Activities Program Revenues	8,653,761	15,558,043	4,992,608	5,365,091	6,472,679	3,939,160	5,465,236	4,860,240	5,812,500	17,036,106
Business-Type Activities										
Charges for Services										
Water	5,653,530	5,643,745	5,415,895	6,022,768	6,500,266	7,353,979	6,862,927	6,567,482	6,567,406	6,807,458
Sewer	2,967,764	3,017,816	2,919,120	3,034,906	3,042,728	3,409,110	3,361,837	3,259,589	3,342,572	3,509,720
Parking	158,195	170,133	168,352	165,843	228,149	219,547	228,306	230,234	225,387	223,226
Golf	2,362,758	2,230,599	2,252,198	2,294,701	2,307,710	2,350,867	2,092,495	1,908,749	2,120,669	2,138,042
Capital Grants/Contributions	2,054,400	3,258,671	901,146	421,000	685,414	465,952	200,814	-	191,579	2,280,175
Total Business-Type Activities Program Revenues	13,196,647	14,320,964	11,656,711	11,939,218	12,764,267	13,799,455	12,746,379	11,966,054	12,447,613	14,958,621
Total Primary Government Program Revenues	21,850,408	29,879,007	16,649,319	17,304,309	19,236,946	17,738,615	18,211,615	16,826,294	18,260,113	31,994,727

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Net (Expenses) Revenues</b>										
Governmental Activities	\$ (21,335,458)	(15,987,937)	(27,318,728)	(25,047,987)	(22,045,339)	(28,958,550)	(27,623,383)	(27,469,438)	(33,399,578)	(14,290,476)
Business-Type Activities	199,413	444,039	(1,874,094)	(1,777,519)	(1,442,277)	(244,794)	(1,776,765)	(2,207,990)	(2,811,261)	(14,350,141)
<b>Total Net Revenues (Expenses)</b>	<b>(21,136,045)</b>	<b>(15,543,898)</b>	<b>(29,192,822)</b>	<b>(26,825,506)</b>	<b>(23,487,616)</b>	<b>(29,203,344)</b>	<b>(29,400,148)</b>	<b>(29,677,428)</b>	<b>(36,210,839)</b>	<b>(28,640,617)</b>
<b>General Revenues and Other Changes in Net Position</b>										
Governmental Activities										
Taxes										
Property	10,985,654	12,155,497	13,548,067	13,309,344	13,079,288	13,425,536	13,984,754	14,329,462	13,614,732	14,575,358
Telecommunications	1,561,144	1,576,451	1,558,795	1,436,271	1,424,011	1,333,104	1,249,425	1,119,305	1,009,063	919,119
Local Use	576,467	589,019	488,253	597,543	602,410	657,685	727,264	848,595	956,168	1,014,243
Real Estate Transfer	554,357	383,476	326,730	297,435	290,644	303,264	367,794	505,829	547,960	711,299
Utility	-	-	-	-	-	1,482,693	1,704,373	1,589,989	1,177,731	588,143
Other	-	-	-	-	-	8,080	38,336	93,791	146,694	163,535
Intergovernmental (Unrestricted)										
State Replacement	52,461	47,746	42,355	47,121	42,346	41,880	48,146	46,127	47,560	50,353
State Sales Taxes	2,194,073	2,090,593	1,940,309	1,968,471	2,016,979	2,067,299	2,076,382	2,107,785	2,268,674	2,377,955
State Income	3,713,978	3,772,336	3,288,304	3,227,976	3,358,779	3,713,676	4,015,560	4,035,689	4,391,637	3,895,179
Investment Income	1,484,685	985,090	329,578	146,852	41,703	61,862	66,256	70,843	74,527	205,125
Miscellaneous Income	947,058	318,095	609,091	482,970	316,458	233,587	403,735	644,031	841,716	964,597
Transfers	438,974	496,911	(150,379)	283,250	283,250	323,250	222,250	255,250	343,250	118,180
<b>Total Governmental Activities</b>	<b>22,508,851</b>	<b>22,415,214</b>	<b>21,981,103</b>	<b>21,797,233</b>	<b>21,455,868</b>	<b>23,651,916</b>	<b>24,904,275</b>	<b>25,646,696</b>	<b>25,419,712</b>	<b>25,583,086</b>
Business-Type Activities										
Investment Earnings	517,856	286,316	98,181	23,596	10,026	9,717	9,500	12,146	14,312	24,346
Miscellaneous	89	177	8,218	10,792	2,019	1,360	1,960	140,453	759	118,898
Transfers	(438,974)	(496,911)	150,379	(283,250)	(283,250)	(323,250)	(222,250)	(255,250)	(343,250)	(118,180)
<b>Total Business-Type Activities</b>	<b>78,971</b>	<b>(210,418)</b>	<b>256,778</b>	<b>(248,862)</b>	<b>(271,205)</b>	<b>(312,173)</b>	<b>(210,790)</b>	<b>(102,651)</b>	<b>(328,179)</b>	<b>25,064</b>
<b>Total Primary Government</b>	<b>22,587,822</b>	<b>22,204,796</b>	<b>22,237,881</b>	<b>21,548,371</b>	<b>21,184,663</b>	<b>23,339,743</b>	<b>24,693,485</b>	<b>25,544,045</b>	<b>25,091,533</b>	<b>25,608,150</b>
<b>Changes in Net Position</b>										
Governmental Activities	1,173,393	6,427,277	(5,337,625)	(3,250,754)	(589,471)	(5,306,634)	(2,719,108)	(1,822,742)	(7,979,866)	11,292,610
Business-Type Activities	278,384	233,621	(1,617,316)	(2,026,381)	(1,713,482)	(556,967)	(1,987,555)	(2,310,641)	(3,139,440)	(14,325,077)
<b>Total Primary Government</b>	<b>1,451,777</b>	<b>6,660,898</b>	<b>(6,954,941)</b>	<b>(5,277,135)</b>	<b>(2,302,953)</b>	<b>(5,863,601)</b>	<b>(4,706,663)</b>	<b>(4,133,383)</b>	<b>(11,119,306)</b>	<b>(3,032,467)</b>

Data Source: Audited Financial Statements

**VILLAGE OF BARTLETT, ILLINOIS**

**Fund Balances of Governmental Funds - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)**

	2008	2009	2010
General Fund			
Nonspendable	\$ -	-	-
Restricted	-	-	-
Unassigned	-	-	-
Reserved	601,879	553,265	558,418
Unreserved	11,386,081	10,824,141	11,120,932
Total General Fund	<u>11,987,960</u>	<u>11,377,406</u>	<u>11,679,350</u>
All Other Governmental Funds			
Nonspendable	-	-	-
Restricted	-	-	-
Assigned	-	-	-
Unassigned	-	-	-
Reserved	13,760,731	14,443,112	11,592,405
Unreserved, reported in			
Capital Project Funds	6,470,206	3,810,659	2,995,486
Total All Other Governmental Funds	<u>20,230,937</u>	<u>18,253,771</u>	<u>14,587,891</u>
Total Governmental Funds	<u><u>32,218,897</u></u>	<u><u>29,631,177</u></u>	<u><u>26,267,241</u></u>

Data Source: Audited Financial Statements

Note: The Village implemented GASB Statement No. 54 for the year ended April 30, 2012.

2011	2012	2013	2014	2015	2016	2017
-	628,441	645,793	383,109	626,746	1,523,646	1,536,705
-	85,059	194,351	487,555	737,066	765,619	550,860
-	11,210,216	11,098,231	11,226,358	11,153,490	10,687,271	10,527,155
754,490	-	-	-	-	-	-
11,021,288	-	-	-	-	-	-
11,775,778	11,923,716	11,938,375	12,097,022	12,517,302	12,976,536	12,614,720
-	2,401,108	2,464,656	2,363,170	180,823	2,994,396	2,819,078
-	18,817,495	14,499,441	11,405,747	8,884,426	8,567,772	10,614,646
-	4,708,847	5,694,134	5,537,485	8,921,118	5,437,189	20,710,496
-	-	-	-	(2,814,078)	(2,814,078)	(2,814,078)
11,530,895	-	-	-	-	-	-
2,246,098	-	-	-	-	-	-
13,776,993	25,927,450	22,658,231	19,306,402	15,172,289	14,185,279	31,330,142
25,552,771	37,851,166	34,596,606	31,403,424	27,689,591	27,161,815	43,944,862

VILLAGE OF BARTLETT, ILLINOIS

Changes in Fund Balances for Governmental Funds - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)

	2008	2009	2010	2011
<b>Revenues</b>				
Taxes	\$ 19,638,134	20,615,117	21,192,812	20,884,162
Licenses and Permits	2,082,896	1,806,884	1,598,550	1,850,236
Intergovernmental	1,386,597	1,535,071	2,515,921	1,853,475
Fines and Forfeitures	304,692	344,319	290,765	289,740
Investment Income	1,484,685	985,090	329,578	146,852
Developer Contributions	82,537	43,891	6,371	10,298
Miscellaneous	395,904	673,425	1,274,870	741,866
Total Revenues	25,375,445	26,003,797	27,208,867	25,776,629
<b>Expenditures</b>				
General Government	5,819,285	5,980,563	5,462,179	5,308,155
Public Safety	9,748,237	10,621,663	10,230,885	10,500,963
Public Works	3,804,970	4,426,673	3,929,247	4,097,758
Intergovernmental	2,052,863	2,373,443	2,000,000	287,278
Capital Outlay	3,839,120	2,875,875	5,607,707	4,665,742
Debt Service				
Principal Retirement	23,494,400	1,384,000	2,275,000	1,636,000
Interest and Fiscal Charges	3,125,023	2,426,011	2,381,862	2,295,008
Total Expenditures	51,883,898	30,088,228	31,886,880	28,790,904
Excess of Revenues Over (Under) Expenditures	(26,508,453)	(4,084,431)	(4,678,013)	(3,014,275)
<b>Other Financing Sources (Uses)</b>				
Debt Issuance	31,976,100	639,800	679,000	2,016,555
Bond Issuance Costs	-	-	10,980,000	-
Premium on Issuance of Debt	65,333	-	238,769	-
Payment to Refunding Escrow	-	-	(11,086,971)	-
Transfers In	883,447	966,729	1,570,093	378,130
Transfers Out	(444,473)	(469,818)	(1,066,814)	(94,880)
	32,480,407	1,136,711	1,314,077	2,299,805
Net Change in Fund Balances	5,971,954	(2,947,720)	(3,363,936)	(714,470)
Debt Service as a Percentage of Noncapital Expenditures	51.31%	12.66%	14.60%	13.65%

Data Source: Audited Financial Statements

2012	2013	2014	2015	2016	2017
20,814,456	23,033,216	24,212,034	24,676,572	17,499,908	18,033,530
1,859,716	1,659,566	1,777,466	1,735,724	1,994,024	2,206,568
1,508,566	1,525,709	2,545,414	2,790,921	10,125,818	7,851,932
338,709	365,120	406,673	333,595	352,969	345,260
41,705	61,862	66,256	67,827	68,926	193,481
4,062	4,665	39,544	-	-	-
604,006	835,467	536,961	644,031	841,716	964,597
25,171,220	27,485,605	29,584,348	30,248,670	30,883,361	29,595,368
5,742,043	5,642,178	5,818,291	5,666,580	5,590,262	5,873,862
10,772,582	11,197,739	11,524,327	11,859,493	12,529,493	12,062,255
3,815,287	3,756,726	5,024,152	4,300,952	4,377,546	4,098,778
28,539	-	-	-	-	-
2,404,027	6,067,414	5,536,791	6,871,964	9,360,949	4,769,474
2,124,000	2,264,000	3,187,000	3,946,732	3,386,732	3,046,732
2,106,124	2,276,058	2,356,119	2,212,432	2,168,705	2,301,025
26,992,602	31,204,115	33,446,680	34,858,153	37,413,687	32,152,126
(1,821,382)	(3,718,510)	(3,862,332)	(4,609,483)	(6,530,326)	(2,556,758)
80,300	140,700	446,900	640,400	5,659,300	25,681,801
13,525,000	-	-	-	-	-
231,227	-	-	-	-	745,425
-	-	-	-	-	(7,205,601)
678,711	1,569,995	386,644	380,682	681,043	981,580
(395,461)	(1,246,745)	(164,394)	(125,432)	(337,793)	(863,400)
14,119,777	463,950	669,150	895,650	6,002,550	19,339,805
12,298,395	(3,254,560)	(3,193,182)	(3,713,833)	(527,776)	16,783,047
15.67%	14.55%	16.57%	18.58%	15.07%	29.75%

**VILLAGE OF BARTLETT, ILLINOIS**

**Assessed Value and Actual Value of Taxable Property - Last Ten Tax Levy Years  
April 30, 2017 (Unaudited)**

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Tax Levy Year	Residential Property	Commercial Property	Industrial Property
2007	\$ 1,194,307,551	\$ 59,198,268	\$ 28,914,030
2008	1,251,229,231	62,075,366	33,663,889
2009	1,273,921,294	62,685,713	29,601,759
2010	1,168,706,094	74,203,549	30,191,884
2011	1,068,468,623	64,745,980	27,214,037
2012	973,691,167	59,328,296	25,853,913
2013	881,118,258	54,207,036	23,853,230
2014	877,445,263	52,440,441	19,963,064
2015	887,363,639	51,420,033	19,017,338
2016	N/A	N/A	N/A

Data Source: Office of the County Clerk

N/A - Data not yet available from Counties

Note: Property is assessed at 33.33% of actual value.

Misc. Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Value Taxable Value	Estimated Actual Taxable Value
\$ 181,465	\$ 1,282,601,314	\$ 0.615	\$ 3,847,803,942	33.33%
182,343	1,347,150,829	0.611	4,041,452,487	33.33%
133,528	1,366,342,294	0.638	4,099,026,882	33.33%
301,200	1,273,402,727	0.718	3,820,208,181	33.33%
272,372	1,160,701,012	0.782	3,482,103,036	33.33%
133,228	1,059,006,604	0.920	3,177,019,812	33.33%
151,828	959,330,352	0.991	2,877,991,056	33.33%
189,075	950,037,843	0.919	2,850,113,529	33.33%
-	957,801,010	0.915	2,873,403,030	33.33%
N/A	1,051,280,552	0.974	3,153,841,656	33.33%

**VILLAGE OF BARTLETT, ILLINOIS**

**Direct and Overlapping Property Tax Rates - Cook County- Last Ten Tax Levy Years  
April 30, 2017 (Unaudited)**

	2008	2009	2010
Village of Bartlett (Cook)			
Corporate	\$ 0.535	0.530	0.572
Bonds and Interest	0.090	0.077	0.084
Police Pension	0.078	0.078	0.093
Total Direct Rates	<u>0.703</u>	<u>0.685</u>	<u>0.750</u>
Overlapping Rates			
Cook County	0.415	0.394	0.423
Cook County Forest Preserve	0.051	0.049	0.051
Hanover Township	0.125	0.154	0.175
Metropolitan Water Reclamation District of Greater Chicago	0.252	0.261	0.274
Northwest Mosquito Abatement	0.008	0.008	0.009
Bartlett Public Library District	0.241	0.209	0.234
Bartlett Fire Protection District	0.428	0.419	0.473
Bartlett Park District	0.433	0.424	0.552
Unit School District #46	4.435	4.339	5.026
Community College District #509	0.331	0.354	0.434
Mental Health District	0.033	0.033	0.038
Consolidated Elections	-	0.021	-
Streamwood Park District	0.466	0.458	0.506
Total Overlapping Rates	<u>7.218</u>	<u>7.123</u>	<u>8.195</u>
Total Tax Rate	<u>7.921</u>	<u>7.808</u>	<u>8.945</u>

Data Source: Office of the County Clerk

Note: Property tax rates are per \$100 of assessed valuation.

2011	2012	2013	2014	2015	2016
0.645	0.677	0.742	0.762	0.781	0.674
0.093	0.149	0.194	0.203	0.208	0.306
0.113	0.116	0.130	0.146	0.140	0.132
0.851	0.941	1.067	1.111	1.129	1.112
0.462	0.531	0.560	0.568	0.552	0.533
0.058	0.063	0.069	0.069	0.069	0.063
0.202	0.229	0.276	0.277	0.295	0.255
0.320	0.370	0.417	0.430	0.426	0.406
0.001	0.010	0.013	0.013	0.011	0.010
0.261	0.295	0.331	0.340	0.340	0.314
0.533	0.580	0.698	0.734	0.776	0.678
0.620	0.660	0.793	0.824	0.877	0.766
5.507	6.540	7.580	7.668	7.947	6.837
0.475	0.516	0.638	0.638	0.654	0.570
0.044	0.050	0.061	0.061	0.058	0.057
0.025	-	0.031	-	0.034	-
0.564	0.629	0.760	0.770	0.789	0.676
9.072	10.473	12.227	12.392	12.828	11.165
9.923	11.414	13.294	13.503	13.957	12.277

**VILLAGE OF BARTLETT, ILLINOIS**

**Direct and Overlapping Property Tax Rates - DuPage County- Last Ten Tax Levy Years  
April 30, 2017 (Unaudited)**

	2007	2008	2009
Village of Bartlett (DuPage)			
Corporate	\$ 0.465	0.466	0.529
Bonds and Interest	0.084	0.077	0.076
Police Pension	0.067	0.068	0.078
Total Direct Rates	<u>0.615</u>	<u>0.611</u>	<u>0.683</u>
Overlapping Rates			
DuPage County	0.165	0.156	0.155
DuPage Airport	0.017	0.016	0.015
Forest Preserve District	0.119	0.121	0.122
Wayne Township	0.065	0.065	0.066
Bartlett Fire Protection District	0.397	0.429	0.404
Village of Hanover Park Fire	0.604	0.626	0.708
Fox River Fire Protection District	0.182	0.178	0.186
South Elgin Fire Protection District	0.514	0.525	0.540
Bartlett Public Library District	0.254	0.226	0.209
Bartlett Park District	0.410	0.389	0.425
Hanover Park District	0.380	0.380	0.409
Unit School District #46	4.274	4.259	4.602
Community College District #509	0.329	0.330	0.376
Total Overlapping Rates	<u>7.710</u>	<u>7.700</u>	<u>8.217</u>
Total Tax Rate	<u><u>8.33</u></u>	<u><u>8.31</u></u>	<u><u>8.90</u></u>

Data Source: Office of the County Clerk, DuPage County-Department of Revenue

Note: Property tax rates are per \$100 of assessed valuation.

2010	2011	2012	2013	2014	2015	2016
0.550	0.594	0.663	0.692	0.631	0.635	0.594
0.080	0.085	0.143	0.177	0.166	0.166	0.265
0.089	0.104	0.114	0.122	0.121	0.114	0.116
0.718	0.782	0.920	0.991	0.919	0.915	0.974
0.166	0.171	0.193	0.204	0.206	0.197	0.185
0.016	0.017	0.017	0.018	0.020	0.188	0.018
0.132	0.141	0.154	0.166	0.169	0.162	0.151
0.073	0.080	0.081	0.098	0.103	0.101	0.096
0.454	0.514	0.574	0.657	0.629	0.629	0.607
0.748	0.807	0.979	1.129	1.320	1.445	1.217
0.006	0.224	0.250	0.266	0.275	0.272	0.268
0.604	0.667	0.762	0.821	0.848	0.811	0.766
0.224	0.263	0.292	0.323	0.361	0.333	0.332
0.534	0.589	0.649	0.752	0.710	0.723	0.682
0.425	0.455	0.561	0.567	0.583	0.610	0.561
4.839	5.612	6.605	7.852	6.413	6.833	6.338
0.392	0.490	0.536	0.692	0.501	0.567	0.530
8.613	10.030	11.653	13.545	12.138	12.871	11.751
9.33	10.81	12.57	14.54	13.06	13.79	12.73

**VILLAGE OF BARTLETT, ILLINOIS**

**Direct and Overlapping Property Tax Rates - Kane County - St. Charles Township  
Last Ten Tax Levy Years  
April 30, 2017 (Unaudited)**

	2007	2008	2009
Village of Bartlett (Kane)			
Corporate	\$ 0.330	0.625	0.492
Bonds and Interest	0.060	0.104	0.071
Police Pension	0.047	0.091	0.073
Total Direct Rates	<u>0.437</u>	<u>0.820</u>	<u>0.636</u>
Overlapping Rates			
Kane County	0.332	0.334	0.340
Kane County Forest Preserve District	0.197	0.193	0.636
St. Charles Township	0.033	0.033	0.340
St. Charles Township Roads	0.064	0.065	0.066
St. Charles Cemetery	0.000	0.000	0.012
South St. Charles Park District	0.396	0.421	0.461
St. Charles Library District	0.236	0.237	0.242
Community School District #303	4.052	4.092	4.165
Community College District #509	0.328	0.327	0.383
South Elgin Fire Protection District	0.516	0.524	0.540
Total Overlapping Rates	<u>6.154</u>	<u>6.226</u>	<u>7.184</u>
Total Tax Rate	<u><u>6.591</u></u>	<u><u>7.046</u></u>	<u><u>7.819</u></u>

Data Source: Kane County Tax Extension Department

Note: Property tax rates are per \$100 of assessed valuation. No residential property in Kane County.

2010	2011	2012	2013	2014	2015	2016
0.573	0.606	0.639	0.426	0.638	0.601	0.568
0.084	0.087	0.146	0.110	0.168	0.158	0.255
0.093	0.106	0.109	0.075	0.122	0.108	0.111
0.749	0.799	0.894	0.611	0.928	0.867	0.934
0.372	0.399	0.434	0.462	0.468	0.448	0.420
0.220	0.261	0.271	0.304	0.313	0.295	0.225
0.353	0.038	0.418	0.044	0.045	0.045	0.044
0.072	0.078	0.086	0.091	0.094	0.093	0.091
0.013	0.014	0.015	0.016	0.017	0.016	0.016
0.555	0.553	0.606	0.641	0.663	0.657	0.642
0.265	0.287	0.318	0.335	0.349	0.345	0.337
4.604	5.018	5.520	5.885	6.134	6.118	5.950
0.441	0.445	0.522	0.571	0.608	0.561	0.530
0.599	0.667	0.756	0.816	0.848	0.811	0.766
7.494	7.760	8.945	9.165	9.539	9.389	9.021
8.244	8.558	9.840	9.776	10.467	10.256	9.955

**VILLAGE OF BARTLETT, ILLINOIS**

**Direct and Overlapping Property Tax Rates - Kane County - Elgin Township  
Last Ten Tax Levy Years  
April 30, 2017 (Unaudited)**

	2007	2008	2009
Village of Bartlett (Kane)			
Corporate	\$ 0.330	0.625	0.492
Bonds and Interest	0.060	0.104	0.071
Police Pension	0.047	0.091	0.073
Total Direct Rates	<u>0.437</u>	<u>0.820</u>	<u>0.636</u>
Overlapping Rates			
Kane County	0.332	0.334	0.340
Kane County Forest Preserve District	0.197	0.193	0.636
Elgin Township	0.069	0.069	0.071
Elgin Township Roads	0.051	0.051	0.052
Bartlett Park District	0.452	0.566	0.404
Gail Borden Library District	0.311	0.318	0.338
South Elgin Fire Protection District	0.516	0.524	0.540
Community College District #509	0.328	0.327	0.383
Unit School District #46	4.366	4.207	4.549
Total Overlapping Rates	<u>6.623</u>	<u>6.589</u>	<u>7.313</u>
Total Tax Rate	<u><u>7.060</u></u>	<u><u>7.410</u></u>	<u><u>7.949</u></u>

Data Source: Kane County Tax Extension Department

Note: Property tax rates are per \$100 of assessed valuation. No residential property in Kane County.

2010	2011	2012	2013	2014	2015	2016
0.573	0.606	0.639	0.426	0.638	0.601	0.568
0.084	0.087	0.146	0.110	0.168	0.158	0.255
0.093	0.106	0.109	0.075	0.122	0.108	0.111
0.749	0.799	0.894	0.611	0.928	0.867	0.934
0.372	0.399	0.434	0.462	0.468	0.448	0.420
0.220	0.261	0.271	0.304	0.313	0.294	0.225
0.078	0.089	0.100	0.111	0.116	0.110	0.102
0.058	0.066	0.076	0.816	0.089	0.085	0.091
0.555	0.557	0.589	0.626	0.694	0.648	0.642
0.365	0.408	0.479	0.509	0.580	0.529	0.490
0.599	0.667	0.756	0.816	0.848	0.811	0.766
0.441	0.415	0.522	0.571	0.608	0.561	0.530
5.266	5.559	6.371	5.940	8.023	7.124	6.549
7.955	8.421	9.597	10.155	11.739	10.610	9.815
8.704	9.220	10.491	10.766	12.667	11.477	10.749

VILLAGE OF BARTLETT, ILLINOIS

Principal Property Tax Payers - Current Fiscal Year and Nine Fiscal Years Ago  
 April 30, 2017 (Unaudited)

Taxpayer	2017			2008		
	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value
Bluff City LLC	\$ 4,513,317	1	0.43%			
Senior Flexonics	4,468,968	2	0.43%	\$ 5,657,392	1	0.42%
Westgate DR LP	4,440,110	3	0.43%			
David O. Welch	4,261,604	4	0.41%			
Exeter 1350 Munger LLC (DuPage)	4,167,840	5	0.40%			
Poulokefalos Enterprises	3,511,709	6	0.34%			
Tube Way Drive LLC (DuPage)	3,133,750	7	0.30%	4,100,800	3	0.30%
Cabott II IL. 1801 (DuPage)	3,117,420	8	0.30%			
Rana Real Estate LLC (DuPage)	3,055,530	9	0.29%			
Asphalt Operating Service (Cook)	2,619,829	10	0.25%	3,571,159	5	0.29%
Bartlett Properties				4,880,717	2	0.36%
Scott Retzloff & Associates				3,968,710	4	0.27%
Ala Carte Ent. Ltd. Prtn.				3,097,871	6	0.23%
Northridge Holdings				3,040,857	7	0.23%
HD Developmenty				2,988,740	8	0.22%
Elmhurst Chicago Stone				2,833,465	9	0.21%
Albertsons Inc.				2,736,120	10	0.20%
	<u>37,290,077</u>		<u>3.58%</u>	<u>36,875,831</u>		<u>2.73%</u>

Data Source: Office of the County Clerk

Note: Every effort has been made to seek out and report the largest taxpayers. However, many of the taxpayers contain multiple parcels, and it is possible that some parcels and their valuations have been overlooked.

**VILLAGE OF BARTLETT, ILLINOIS**

**Property Tax Levies and Collections - Last Ten Tax Levy Years  
April 30, 2017 (Unaudited)**

Tax Levy Year	Tax Extensions	Tax Collections	Percentage of Extensions Collected	Collections in 2015 for Previous Years	Total Tax Collections	Percentage of Extensions Collected
2007	\$ 8,362,629	\$ 8,286,844	99.09%	\$ -	\$ 8,286,844	99.09%
2008	8,685,097	8,622,705	99.28%	-	8,622,705	99.28%
2009	9,332,809	9,296,538	99.61%	-	9,296,538	99.61%
2010	9,301,349	9,234,264	99.28%	-	9,234,264	99.28%
2011	9,376,569	9,295,788	99.14%	-	9,295,788	99.14%
2012	9,829,152	9,775,608	99.46%	12,277	9,787,885	99.58%
2013	9,748,195	9,672,257	99.22%	-	9,672,257	99.22%
2014	9,379,140	9,314,305	99.31%	-	9,314,305	99.31%
2015	9,468,078	9,411,477	99.40%	-	9,411,477	99.40%
2016	10,766,177	1,923,995	17.87%	-	1,923,995	17.87%

Data Source: Cook, DuPage and Kane County Clerk's Office

Note: Amounts exclude road and bridge taxes that are not levied by the Village.

**VILLAGE OF BARTLETT, ILLINOIS**

**Ratios of Outstanding Debt by Type - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)**

Fiscal Year	Governmental Activities				Business- General Obligation Bonds
	General Obligation Bonds	TIF Bonds	Developer Notes	Capital Lease	
2008	\$ 16,566,880	\$ 26,000,000	\$ 1,813,300	\$ -	\$ 1,218,120
2009	15,366,880	25,865,000	2,404,100	-	953,120
2010	15,185,000	24,845,000	3,083,100	-	-
2011	14,650,000	23,780,000	4,939,200	95,756	-
2012	27,635,000	22,665,000	4,550,500	84,024	-
2013	27,085,000	21,225,000	4,417,200	72,292	-
2014	26,759,648	19,740,000	3,917,100	60,560	-
2015	25,722,882	18,205,000	3,167,500	48,828	-
2016	24,651,116	16,615,000	8,086,800	37,095	-
2017	39,707,100	23,860,000	2,347,501	25,364	-

Note: Details of the Village's outstanding debt can be found in the notes to financial statements.

<u>Type Activities</u>		Total Primary Government	EAV	Percentage of EAV	Percentage of Personal Income	Per Capita
Capital Lease	IEPA Loan					
\$ -	\$ -	\$ 45,598,300	\$ 1,282,601,314	3.56%	3.15%	\$ 1,101
-	-	44,589,100	1,347,150,829	3.31%	3.02%	1,077
-	-	43,113,100	1,366,342,294	3.16%	2.91%	1,041
-	-	43,464,956	1,273,402,727	3.41%	2.85%	1,055
109,924	-	55,044,448	1,160,701,012	4.74%	3.75%	1,336
84,014	877,319	53,760,825	1,059,006,604	5.08%	3.59%	1,305
57,084	2,107,866	52,642,258	959,330,352	5.49%	3.51%	1,277
29,094	2,102,413	49,275,717	950,037,843	5.19%	3.34%	1,196
-	2,013,003	51,403,014	957,801,010	5.37%	3.32%	1,247
-	1,921,530	67,861,495	1,051,280,552	6.46%	4.24%	1,647

**VILLAGE OF BARTLETT, ILLINOIS**

**Ratios of General Bonded Debt Outstanding - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)**

Fiscal Year	General Obligation Bonds	Less: Amounts Available for Debt Service	Total	Percentage of Estimated Actual Taxable Value of Property*	Per Capita
2008	\$ 17,785,000	\$ 1,024,093	\$ 16,760,907	1.31%	\$ 405
2009	16,320,000	875,292	15,444,708	1.15%	373
2010	15,185,000	952,128	14,232,872	1.04%	344
2011	14,650,000	993,146	13,656,854	1.07%	331
2012	27,635,000	1,023,632	26,611,368	2.29%	646
2013	27,085,000	1,128,964	25,956,036	2.45%	630
2014	26,330,000	1,069,855	25,260,145	2.63%	613
2015	25,722,882	2,744,473	22,978,409	2.42%	558
2016	24,651,116	2,224,998	22,426,118	2.34%	544
2017	39,707,100	3,996,920	35,710,180	3.40%	867

\* See the Schedule of Assessed Value and Actual Value of Taxable Property for property value data.

Note: Details of the City's outstanding debt can be found in the notes to financial statements.

**VILLAGE OF BARTLETT, ILLINOIS**

**Schedule of Direct and Overlapping Bonded Debt  
April 30, 2017 (Unaudited)**

Governmental Unit	Gross Debt (1)	Percentage of Debt Applicable to Village	Village's Share of Debt
Village of Bartlett	\$ 65,939,965	100.00 %	\$ 65,939,965
Cook County Forest Preserve District	3,311,646,750	.27 %	8,941,446
Metropolitan Water Reclamation District (3)	2,475,413,548	.27 %	6,683,617
DuPage County Forest Preserve District (1)	160,777,595	1.84 %	2,958,308
Kane County, Forest Preserve District (1)	122,205,000	.02 %	24,441
Bartlett Park District (1)	24,510,000	95.12 %	23,313,912
Hanover Park District (1)	1,298,870	2.08 %	27,016
Gail Borden Public Library District	13,140,000	4.01 %	526,914
Poplar Creek Public Library District	17,775,000	2.94 %	522,585
Elgin Unit District No. 46	281,093,328	22.89 %	64,342,263
Elgin Community College No. 509 (2)	177,623,253	10.09 %	17,922,186
<b>Total Overlapping Debt</b>	<b>6,585,483,344</b>		<b>125,262,688</b>
<b>Total Direct and Overlapping Debt</b>	<b>6,651,423,309</b>		<b>191,202,653</b>

Data Sources: Office of the County Clerk - Cook, DuPage and Kane Counties, Illinois

- (1) - Excludes principal amounts of outstanding General Obligation (Alternate Revenue Source) Bonds which are expected to be paid from sources other than general taxation.
- (2) - Includes original principal amounts of outstanding General Obligation Capital Appreciation Bonds
- (3) - Excludes outstanding Debt Certificates

**VILLAGE OF BARTLETT, ILLINOIS**

**Legal Debt Margin**

**April 30, 2017 (Unaudited)**

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Article VII, Section 6(k) of the Illinois Constitution governs computation of the legal debt margin.

"The General Assembly may limit by law the amount and may require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property ... (2) if its population is more than 25,000 and less than 500,000 an aggregate of one per cent: ... indebtedness which is outstanding on the effective date (July 1, 1971) of this constitution or which is thereafter approved by referendum ... shall not be included in the foregoing percentage amounts."

## VILLAGE OF BARTLETT, ILLINOIS

### Demographic and Economic Statistics - Last Ten Fiscal Years April 30, 2017 (Unaudited)

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Fiscal Year	Population	Per Capita Personal Income	Estimated Total Personal Income of Population	Median Age	Level in Years of Schooling	Unemployment Rate
2008	41,402	\$ 34,982	\$ 1,448,324,764	35.5	14	3.40%
2009	41,402	35,702	1,478,134,204	35.5	14	3.80%
2010	41,402	35,789	1,481,736,178	35.9	14	9.70%
2011	41,208	36,972	1,523,542,176	36.3	14	9.00%
2012	41,208	35,661	1,469,518,488	35.2	14	8.40%
2013	41,208	36,375	1,498,941,000	38.2	14	7.60%
2014	41,208	36,403	1,500,094,824	36.7	14	6.10%
2015	41,208	35,839	1,476,853,500	37.8	14	4.60%
2016	41,208	37,573	1,548,308,200	38.7	14	5.10%
2017	41,208	38,865	1,601,548,920	38.8	14	4.20%

Data Source: Bureau of Labor Statistics

**VILLAGE OF BARTLETT, ILLINOIS**

**Principal Employers - Current Fiscal Year and Nine Fiscal Years Ago  
April 30, 2017 (Unaudited)**

Employer	Product	Year Established	2017			2008		
			Employees	Rank	Percentage of Total Village Employment	Employees	Rank	Percentage of Total Village Employment
School Dist. U-46	K-8 Education	1946	827	1	10.34%	900	1	11.26%
Rana Meal Solutions	Pasta and sauce products	2012	400	2	5.00%			
Bartlett Park District	Recreation	1965	320	3	4.00%	291	3	3.64%
Greco & Sons	Food Distributor	2006	310	4	3.88%	165	7	2.06%
Get Fresh Produce	Produce Distributor	2009	265	5	3.31%			
Creative Werks	Food Packaging	2015	250	6	3.13%			
Jewel - Osco	Grocery/Pharmacy	1983	230	7	2.88%	230	4	2.88%
Cheese Merchants	Cheese Distributor	2014	213	8	2.66%			
Cadillac Ranch/Moretti's	Restaurant/Banquet Ctr.	1992	200	9	2.50%	200	5	2.50%
Clare Oaks	Senior Living	2008	175	10	2.19%			
Senior Flexonics	Metal Fabrication	1902				640	2	8.01%
Village of Bartlett	Municipal Government	1891				171	6	2.14%
Home Depot	Home Improvement	2001				150	8	1.88%
			<u>3,190</u>		<u>39.88%</u>	<u>2,747</u>		<u>34.36%</u>

Data Source: Village of Bartlett, Illinois official bond statements; Illinois Manufacturer's Directory

**VILLAGE OF BARTLETT, ILLINOIS**

**Full-Time Equivalent Village Government Employees by Function/Program - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)**

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**See Following Page**

VILLAGE OF BARTLETT, ILLINOIS

Full-Time Equivalent Village Government Employees by Function/Program - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)

Function/Program	2008	2009	2010
General Government			
Administration	6.72	7.66	7.66
Clerk/Collector	4.50	4.50	4.00
Finance	11.00	11.00	11.00
Community Development	8.27	8.27	9.27
Building	9.26	9.08	8.08
Public Safety			
Police	73.50	75.50	74.50
Public Works			
Streets	22.56	22.89	22.89
Water	12.12	12.45	12.45
Sewer	16.12	16.46	15.79
Parking	0.50	0.50	0.50
Golf			
Golf Program	9.62	9.62	8.62
Grounds Maintenance	10.70	10.70	9.70
Food and Beverage	16.23	16.23	16.23
Total Village Employees	201.10	204.86	200.69

Data Source: Village Operating Budget

2011	2012	2013	2014	2015	2016	2017
7.66	7.96	7.96	8.08	8.08	7.12	7.12
-	-	-	-	-	-	-
14.00	14.00	13.50	13.50	13.50	13.50	12.50
9.27	9.00	9.00	9.00	9.00	9.00	9.00
7.08	7.08	7.08	7.08	7.08	7.58	7.58
75.50	75.50	73.50	73.50	75.50	75.50	75.50
22.89	22.89	22.89	23.88	23.88	23.88	22.88
12.12	12.12	12.12	12.12	12.12	12.12	10.62
15.79	15.79	15.79	15.79	16.79	16.79	15.29
1.50	1.50	1.50	1.50	1.50	1.00	1.00
8.62	8.62	8.62	8.62	8.62	7.62	7.62
9.70	9.70	9.70	9.70	9.70	9.70	9.70
16.23	17.23	17.23	17.23	17.23	17.23	17.23
200.36	201.39	198.89	200.00	203.00	201.04	196.04

VILLAGE OF BARTLETT, ILLINOIS

Operating Indicators by Function/Program - Last Ten Fiscal Years  
April 30, 2017 (Unaudited)

Function/Program	2008	2009	2010	2011
<b>General Government</b>				
Building and Zoning				
Permits Issued	2,479	2,212	2,101	3,857
Inspections Conducted	12,671	6,477	5,271	5,068
Business Licenses Issued	201	212	285	296
Parking Spaces Available for Metra Lots	770	770	770	770
Public Safety				
Police				
Traffic Collision Investigations	1,478	1,431	1,147	1,147
Incident Investigations	40,338	39,906	37,769	35,579
Traffic Citations	4,207	5,418	4,441	3,299
Parking Citations	5,574	6,071	5,607	5,100
Written Warnings	3,873	4,393	3,954	4,686
Arrests	1,508	1,457	1,140	2,410
Highway and Streets				
Vehicles/Equipment Maintained by Public Works	71	73	73	73
Number of Street Signs Replaced	86	112	111	121
Public Services				
Waterworks and Sewer Systems				
Number of Metered Customers	13,547	13,547	13,560	13,795
Maximum Daily Pumping Capacity (MGD)	10.25	10.25	10.25	10.25
Average Daily Pumpage (Gallons)	3,800,300	4,363,709	3,307,300	3,274,575
Gallons of Water Pumped	1,399,060,000	1,592,754,000	1,207,165,000	1,195,220,000
Gallons of Water Sold (Billed)	1,141,964,000	1,082,705,000	1,042,694,000	1,028,529,000
Water Main Breaks	16	17	17	31
Utilization	81.62%	67.98%	86.38%	86.05%
Culture and Recreation				
Golf Course				
Rounds of Golf	36,065	37,120	38,842	35,668

Data Source: Various Village Departments

2012	2013	2014	2015	2016	2017
2,083	2,128	2,552	2,333	3,248	3,175
5,163	5,650	6,360	5,678	5,585	5,505
447	262	285	295	305	295
765	765	765	765	765	765
1,080	1,100	1,048	1,199	1,062	1,138
35,214	35,931	35,981	32,039	29,871	31,199
2,878	4,078	4,295	3,217	3,241	3,468
3,259	4,769	5,319	4,597	4,742	4,765
4,264	6,281	7,217	6,888	6,818	6,719
1,858	2,006	1,810	851	914	898
74	74	74	74	74	82
191	203	203	203	62	62
13,519	13,520	13,530	13,530	13,530	13,540
10.25	10.25	10.25	10.25	10.25	10.25
3,181,696	3,451,880	3,209,005	3,170,172	3,172,367	3,112,412
1,164,500,800	1,259,963,200	1,171,286,900	1,157,112,800	1,161,086,300	1,136,030,500
1,028,945,000	1,113,595,000	1,014,872,000	990,034,000	968,201,000	967,719,000
16	38	41	27	22	14
88.35%	88.38%	86.65%	85.56%	83.38%	85.18%
38.572	37.218	32,833	32,253	34,013	34,707

VILLAGE OF BARTLETT, ILLINOIS

Capital Asset Statistics by Function/Program - Last Ten Fiscal Years  
 April 30, 2017 (Unaudited)

Function/Program	2008	2009	2010	2011
Public Safety				
Police				
Stations	1	1	1	1
Area Patrols	5	5	5	5
Patrol Units	37	37	37	39
Highways and Streets				
Streets (Miles)	127	127	127	127
Streetlights	1,544	1,544	1,544	1,544
Waterworks				
Water Mains (Miles)	189	189	189	189
Fire Hydrants	2,047	2,047	2,047	2,047
System Capacity (Gallons)	5,250,000	5,250,000	5,250,000	5,250,000
Sewerage				
Sanitary Sewers (Miles)	162	162	163	163
Storm Sewers (Miles)	196	196	205	205
Treatment Average Load (Gallons)	2,633,000	2,639,000	2,639,000	2,340,000
Treatment Peak Load Capacity (Gallons)	7,664,000	7,228,000	7,407,000	7,423,000

Data Source: Various Village Departments

2012	2013	2014	2015	2016	2017
1	1	1	1	1	1
5	5	5	5	5	5
40	39	41	41	41	4
127	127	127	127	127	174
1,544	1,544	1,544	1,544	1,544	1,858
189	189	189	189	189	193
2,047	2,047	2,047	2,047	2,047	2,331
5,250,000	5,250,000	5,250,000	5,250,000	5,250,000	5,000,000
163	163	163	163	163	167
205	205	205	205	205	221
2,376,000	2,210,900	2,160,000	2,300,000	2,500,000	2,510,000
7,423,000	7,405,000	7,405,000	7,900,000	7,950,000	7,400,000



**COMMUNITY DEVELOPMENT MEMORANDUM**  
**17-215**

DATE: October 26, 2017

TO: Paula Schumacher, Village Administrator

FROM: Jim Plonczynski, CD Director

RE: **Village Code Text Amendment to include designated hours for Amplifiers**

---

The Administrative review and approval of Amplifier Permits was approved in March 7, 2017 of this year. This was done to streamline the process and improve overall service delivery to the residents. This Text Amendment to the Municipal Code authorized the Community Development Director or designee to administratively review and approve all Amplifier Permit Applications.

With the approval of the Text Amendment for the administrative approval of Amplifier Permit Applications the hours of operation were not included in the ordinance. Staff believes that there should be some parameters for Amplifier related events and should have hours similar to the previous amplification hours that were between 8:00 a.m. and 11:00 p.m. Monday through Saturday and set Sunday hours between 8:00 a.m. and 10:00 p.m.

Under the proposed Text Amendment, the Community Development Director or designee would still be authorized to review **all** Amplifier Permit Applications and utilize the hour parameters in issuing the permits. The Community Development Director or designee would have the authority to administratively approve, reject, or approve the permit subject to conditions.

Since March 7, 2017, there have been 44 Amplifier Permit Applications reviewed and approved administratively.

A copy of the proposed Municipal Code Text Amendment to add hours to the Amplifier Permit section is attached for your review.

**Recommendation**

The Planning and Zoning Committee reviewed the proposed Amplifier Permit hours Text Amendment at their October 17, 2017 meeting and forwarded the text amendment to the Village Board for a final vote.

Attached is an Ordinance approving of the Amplifier Permit Text Amendment.

alz/attachments

x:\comdev\mem2017\215\_Text Amendment - hours for amplifier permits\_vb.docx

**ORDINANCE 2017 - \_\_\_\_\_**

**AN ORDINANCE AMENDING THE BARTLETT MUNICIPAL CODE TITLE 3:  
BUSINESS AND LICENSE REGULATIONS, CHAPTER 22: AMPLIFIERS, SECTION  
2: AMPLIFIER REGULATIONS**

---

**WHEREAS**, the Village of Bartlett regulates amplifier permits under authority of its Municipal Code and related ordinances; and

**WHEREAS**, the Bartlett Village Board amends these codes and ordinances from time to time in the public interest; and

**WHEREAS**, the Village Board reviewed the Municipal Code Amendment on March 7, 2017 and has recommended that the Municipal Code Amendment for the Administrative approval of Amplifier Permits be granted; and

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois as follows:

**SECTION ONE:** That Title 3, Chapter 22, Section 2 entitled "Amplifier Regulations" of the Bartlett Municipal Code, as amended, which states as follows:

**3-22-2: AMPLIFIER REGULATIONS:**

- A. No permittee shall use or operate or employ any such device within the radius of two (2) blocks from any hospital or within the radius of two (2) blocks of any religious institution while services are being held therein.
- B. This section shall not apply to radios in homes or in private vehicles, when the same are operated in such a manner as not to be audible at a distance of fifty (50') from such vehicle, nor to noise devices, bands or other musical devices used in any public parade or procession which is operated under a permit in accordance with the ordinances of the Village.
- C. Whenever the Community Development Director or designee determines that it is in the public interest, an extended amplifier permit may be issued authorizing a

permittee to use such devices in the Village for not more than five (5) days at a time during such hours as the Community Development Director or designee may establish in such an extended amplifier permit.

- D. No permittee shall cause or permit to be emanated or emitted from any such device any lewd, obscene, profane or indecent language, sounds, or any false representation of any matter, product or project advertised thereby, the sale of which is prohibited by any law, ordinance or statute.
- E. An amplifier permit may be denied by the Community Development Director or designee from an applicant who has previously received documented complaints by the Police Department or Code Enforcement of excessive noise or extending the amplification beyond the permitted hours of operation.

is hereby repealed; and Title 3, Chapter 22, Section 2 entitled "Amplifier Regulations", is hereby amended to add the following:

3-22-2: AMPLIFIER REGULATIONS:

- A. No permittee shall use or operate or employ any such device within the radius of two (2) blocks from any hospital or within the radius of two (2) blocks of any religious institution while services are being held therein.
- B. *The hours to use, operate or employ any such amplified device within the Village limits shall be between the hours of eight (8:00) A.M. to the hour of eleven (11:00) P.M. Monday through Saturday and between the hours of eight (8:00) A.M. to the hour of ten (10:00) P.M. on Sunday.*
- C. This section shall not apply to radios in homes or in private vehicles, when the same are operated in such a manner as not to be audible at a distance of fifty (50') from such vehicle, nor to noise devices, bands or other musical devices used in any public parade or procession which is operated under a permit in accordance with the ordinances of the Village.
- D. Whenever the Community Development Director or designee determines that it is in the public interest, an extended amplifier permit may be issued authorizing a permittee to use such devices in the Village for not more than five (5) days at a

time during such hours as the Community Development Director or designee may establish in such an extended amplifier permit, *not before 6:00 A.M.*

- E. No permittee shall cause or permit to be emanated or emitted from any such device any lewd, obscene, profane or indecent language, sounds, or any false representation of any matter, product or project advertised thereby, the sale of which is prohibited by any law, ordinance or statute.
- F. An amplifier permit may be denied by the Community Development Director or designee from an applicant who has previously received documented complaints by the Police Department or Code Enforcement of excessive noise or extending the amplification beyond the permitted hours of operation.

**SECTION TWO: SEVERABILITY.** The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

**SECTION THREE: REPEAL OF PRIOR ORDINANCES.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FOUR: EFFECTIVE DATE.** This Ordinance shall be in full force and effect after its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED:                November 7, 2017**

**APPROVED:            November 7, 2017**

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giless, Village Clerk

**CERTIFICATION**

I, Lorna Giless, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2017-\_\_\_\_\_ enacted on November 7, 2017, approved on November 7, 2017.

\_\_\_\_\_  
Lorna Giless, Village Clerk



# Agenda Item Executive Summary

A Resolution Approving Of The Purchase of Spacesaver Mobile Storage System For The New Police Building And The Contract With Bradford Systems Corporation Through The National Intergovernmental Purchasing Alliance

Committee or Board Village Board

Item Name

BUDGET IMPACT			
Amount:	\$83,510	Budgeted	\$83,510 as part of the new police department facility project
List what fund	Municipal Building Fund		
EXECUTIVE SUMMARY			
Attached is a Resolution Approving Of The Purchase Of Spacesaver Mobile Storage System For The New Police Building And The Contract With Bradford Systems Corporation Through The National Intergovernmental Purchasing Alliance.			
ATTACHMENTS (PLEASE LIST)			
<ul style="list-style-type: none"> <li>• Police Department Memorandum</li> <li>• Resolution</li> <li>• Bradford Systems Layout Design, Proposal and Installation Agreement</li> <li>• County of DuPage - National IPA Request for Proposal #P15-150-DT for a Master Agreement to Provide Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment, Interior Solutions and Related Product and Support Services</li> <li>• Bradford Systems National IPA Information Sheet for Contract No. P15-150-DT</li> <li>• County of DuPage - National IPA Contract Update Alert</li> </ul>			

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Motion: I move to approve Resolution 2017- \_\_\_\_\_, a Resolution Approving Of The Purchase Of Spacesaver Mobile Storage System For The New Police Building And The Contract With Bradford Systems Corporation Through The National Intergovernmental Purchasing Alliance.

Staff: Patrick B. Ullrich, Chief of Police

Date: October 23, 2017

Geoffrey Pretkelis, Deputy Chief of Police

**POLICE DEPARTMENT MEMORANDUM**

**17-78**

**DATE:** October 23, 2017

**TO:** Paula Schumacher, Village Administrator

**FROM:** Patrick B. Ullrich, Chief of Police 

**RE:** Purchase of the Spacesaver Mobile Storage System for the New Police Building Through the National Intergovernmental Purchasing Alliance Company

The Village of Bartlett is a current member of the National Intergovernmental Purchasing Alliance Company (National IPA) and has previously utilized it to procure goods that were not available for purchase through the Illinois Department of Central Management Services (CMS) established under the Illinois Procurement Code.

The County of DuPage, IL acted as a Principal Procurement Agency, on behalf of itself and the National IPA to create a nationwide cooperative contract for systems furniture, free-standing furniture, seating, filing systems/equipment, interior solutions and related product and support services. The County of DuPage, IL used the same procedures for competitive solicitations required under the Illinois Procurement Code. The Spacesaver Group was awarded the County of DuPage, IL – National IPA contract P15-150-DT, which offers public agencies a 45% discount off the manufacturer's suggested retail price for its mobile products. Bradford Systems Corporation is the exclusive area contractor for The Spacesaver Group in Illinois, Indiana and Missouri.

The Spacesaver Group's high-density mobile storage provides flexibility by making it possible to store more items in less space than conventional static shelving options. Elgin Police Department, Arlington Heights Police Department, Lake County Sheriff's Office and Will County Sheriff's Office recently utilized the National IPA contract to purchase items from The Spacesaver Group. Bradford Systems Corporation recently installed The Spacesaver Group's high-density mobile storage at the DeKalb Police Department, Glen Ellyn Police Department, Bensenville Police Department, Naperville Police Department and Glendale Heights Police Department. The Police Department currently utilizes The Spacesaver Group's high-density mobile storage in its Records Section and Property Control Room.

The total amount of the recommended proposal from the Bradford Systems Corporation is \$83,510.

I am requesting the Village Board pass the corresponding Resolution to approve the contract with Bradford Systems Corporation through the National Intergovernmental Purchasing Alliance to purchase the Spacesaver Mobile Storage System and shelving components for the Evidence Room and Records Section and the relocation of the existing Spacesaver Mobile Storage System into the Storage Room of the new police facility.

**MOTION: I move the passage of Resolution 2017 - \_\_\_\_, a Resolution Approving Of The Purchase of Spacesaver Mobile Storage System For The New Police Building And The Contract With Bradford Systems Corporation Through The National Intergovernmental Purchasing Alliance.**

RESOLUTION 2017 - \_\_\_\_\_

**A RESOLUTION APPROVING OF THE PURCHASE OF SPACESAVER  
MOBILE STORAGE SYSTEM FOR THE NEW POLICE BUILDING AND  
THE CONTRACT WITH BRADFORD SYSTEMS CORPORATION THROUGH  
THE NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE**

---

**WHEREAS**, in connection with the new Police Building, mobile file storage systems are necessary and can be procured by the Village at lower cost through a joint purchasing cooperative than if said systems were bid as a separate trade contract; and

**WHEREAS**, the Village of Bartlett (the "Village") is a governmental unit within the meaning of Section 1 of the Governmental Joint Purchasing Act (30 ILCS 525/1); and

**WHEREAS**, Section 2 of the Governmental Joint Purchasing Act expressly authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units (30 ILCS 525/2); and

**WHEREAS**, Section 4.2 of the Governmental Joint Purchasing Act expressly authorizes any governmental unit to procure personal property, supplies and services under any contract let by the State of Illinois without violating any bidding requirement otherwise applicable to it (30 ILCS 525/4.2); and

**WHEREAS**, Section 2, of the Governmental Joint Purchasing Act expressly provides that the provisions of any other Acts under which a unit of government operates pertaining to purchasing procedures are superseded by the Governmental Joint Purchasing Act (30 ILCS 525/2); and

**WHEREAS**, Spacesaver Mobile Systems Equipment (hereinafter defined) are not currently available for purchase through the Illinois Department of Central

Management Services (“CMS”) established under the Illinois Procurement Code, and are therefore not available for joint purchasing through the State of Illinois; and

**WHEREAS**, Section 3 of the Governmental Joint Purchasing Act contemplates situations where the State of Illinois is not a party to a joint purchase agreement or a participant state, but goods and services are nevertheless procured through a competitive selection process; and

**WHEREAS**, Article VII, Section 10, of the 1970 Illinois Constitution and Section 3 of the Intergovernmental Cooperation Act (5 ILCS 220/3) allow joint purchase activities beyond the scope of the Governmental Joint Purchasing Act; and

**WHEREAS**, the County of DuPage, Illinois, acting as a principal procurement agency on behalf of itself, went through a competitive bidding process using the same procedures for competitive solicitations required under the Illinois Procurement Code for filing systems/equipment, furniture and other office equipment with the National Intergovernmental Purchasing Alliance (the “NIPA”) to create a nationwide cooperative contract for filing systems/equipment, furniture and other office equipment for national aggregate pricing, which has resulted in significant discounts and immediate cost saving opportunities available only to public agencies and not-for-profit entities nationwide through the NIPA; and

**WHEREAS**, the Village is a member of NIPA and has utilized it to procure goods when not available from CMS; and

**WHEREAS**, the County of DuPage solicited bids for, among other filing systems/equipment, all Spacesaver manufactured mobile system equipment and shelving components (the “Spacesaver Mobile System Equipment”); and

**WHEREAS**, the NIPA discount on the Spacesaver Mobile System Equipment is 45% off the manufacturer's suggested retail price ("MSRP"); and

**WHEREAS**, Bradford Systems Corporation is a qualified NIPA contract provider proposing to furnish the Spacesaver Mobile System Equipment and related installation services for the new Bartlett Police Building benchmarked against NIPA Contract P15-150-DT at the discounted prices solicited and awarded by the County of DuPage, Illinois, and which contract provider is authorized to make warranty and other repairs to the Spacesaver Mobile System Equipment in the future; and

**WHEREAS**, in addition to the NIPA discount for the purchase and installation of the Spacesaver Mobile System Equipment, Bradford Systems Corporation has a price to dismantle and relocate the Village's existing mobile filing system for \$890 which is included in its attached proposal; and

**WHEREAS**, the corporate authorities have determined that the purchase of the Spacesaver Mobile System Equipment has been publicly and competitively bid by another governmental agency, namely the County of DuPage, Illinois, which if purchased through NIPA will result in total discounts of over 45%, which is in the public interest;

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The Board of Trustees hereby finds that the competitive procurement process followed by the County of DuPage would satisfy the requirements of the Illinois Procurement Code if the State of Illinois were to have conducted the procurement of the Spacesaver Mobile System Equipment, which will result in significant savings to the Village, and does hereby approve of the proposal

from Bradford Systems Corporation for the purchase and installation of the Spacesaver Mobile System Equipment for the new Bartlett Police Building at a total purchase price, with relocation of the existing system (the "Bradford Spacesaver Proposal"), of \$83,510 per County of DuPage, Illinois NIPA Contract #P15-150-DT, a copy of which is attached as Exhibit A and is expressly incorporated.

**SECTION TWO:** The Village Administrator is hereby authorized to sign the Bradford Spacesaver Proposal and any other documents necessary to complete the purchase and installation of the new Spacesaver Mobile System Equipment, and relocation of the existing mobile storage system.

**SECTION THREE: SEVERABILITY.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Gilles, Village Clerk

### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2017 - \_\_\_\_\_ enacted on \_\_\_\_\_, 2017, approved on \_\_\_\_\_, 2017 as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Gilles, Village Clerk



## Bartlett Police Department New Facility

Prepared for:  
Deputy Chief Geoff Pretkelis

Bartlett Police Department  
228 South Main Street  
Bartlett, IL 60103

Submitted by:  
Dave Bradford  
847.344.8989  
[dave@bradfordsystems.com](mailto:dave@bradfordsystems.com)

September 11, 2017  
BSC Project #28843

Bradford Systems Corporation is a qualified National IPA Contract provider and is proposing the following Spacesaver equipment and related services benchmarked against:  
**Contract # P15-150-DT**

#### Corporate

430 Country Club Drive  
Bensenville, IL 60106

630-350-3453 office  
630-350-3454 facsimile  
800-696-3453 toll-free

#### Merchandise Mart

222 Merchandise Mart Plaza  
Suite 11-117  
Chicago, Illinois 60654

312-467-1727 office  
312-467-1447 facsimile

#### Missouri & So. Illinois

1735 Larkin Williams Rd  
Fenton, Missouri 63026

636-343-1515 office  
636-343-3588 facsimile  
800-696-3453 toll-free

#### Central Illinois

125 Thunderbird Lane  
Suite 211  
East Peoria, Illinois 61611

309-698-0490 office  
309-698-0491 facsimile

#### Indiana

3815 River Crossing Parkway  
Suite 100  
Indianapolis, Indiana 46240

317-895-0670 office  
317-895-0672 facsimile  
800-862-5036 toll-free

September 11, 2017

Deputy Chief Geoff Pretkelis  
Bartlett Police Department  
228 South Main Street  
Bartlett, IL 60103

Dear Deputy Chief Pretkelis:

On behalf of Bradford Systems Corporation, I would like to thank you for the opportunity to present this proposal. The following solution has been designed and tailored to meet your storage needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 49 years have chosen Bradford Systems Corporation to help them solve their most challenging storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at 847.344.8989.

Again, thank you for your consideration.

Sincerely,



Dave Bradford  
Storage Planner

Bradford Systems Corporation  
430 Country Club Drive  
Bensenville, IL 60106  
(m) 847.344.8989  
[dave@bradfordsystems.com](mailto:dave@bradfordsystems.com)

**Bartlett Police Department  
New Facility  
Evidence Storage  
Project #28843**

**Spacesaver Mobile System—Main Evidence:**

- 1 Mechanical assist lockable mobile carriage; 24" D x 12' L
- 2 Mechanical assist mobile carriage with 4-post shelving; 30" D x 12' L
- 1 Mechanical assist mobile carriages with 4-post shelving; 36" D x 12' L
- 2 Mechanical assist mobile carriages with 4-post shelving; 48" D x 12' L
- Carriages have a continuous, full-length drive shaft driving all wheels on one side of the carriage
- 1 Stationary platform, 12" D x 12' L
- 1 Stationary platform, 24" D x 12' L
- 1 Fixed wide span shelving ranges (to sit directly on the floor), 25-13/16" D x 10' 7-1/2" L
- 3 Fixed wide span shelving ranges (to sit directly on the floor), 36-13/16" D x 10' 7-1/2" L
- 2 Recessed b-rail systems; 1 with 3 rails @ 26'5-5/8" L and 1 with 3 rails @ 27'1" L
- 8 High pressure laminate end panels
- 1 Waist-high locks to secure carriages

**Shelving Components:**

- 4 Four-post single-entry shelving sections, 12" D x 36" W x 121-1/4" H
- 8 Four-post single-entry shelving sections, 24" D x 36" W x 121-1/4" H
- 4 Four-post back to back single-entry shelving sections, 12" D x 36" W x 121-1/4" H
- 4 Four-post back to back single-entry shelving sections, 18" D x 36" W x 121-1/4" H
- 16 Four-post back to back single-entry shelving sections, 24" D x 36" W x 121-1/4" H
- 4 Four-post double-entry shelving sections, 30" D x 36" W x 121-1/4" H
- 4 Four-post double-entry shelving sections, 36" D x 36" W x 121-1/4" H
- 8 File drawers, 18" D x 36" W x 10-1/2" H
- 8 File drawers, 18" D x 36" W x 15" H
- 4 Steel back panels
- 1 Wide Span shelving section, 24" deep x 48" wide x 96" high
- 1 Wide Span shelving section, 24" deep x 72" wide x 96" high
- 3 Wide Span shelving sections, 36" deep x 48" wide x 96" high
- 3 Wide Span shelving sections, 36" deep x 72" wide x 96" high

**Main Evidence—Total-Materials, Delivered & Installed**

**\$61,400.00**

**Notes:**

1. The above quote is based on the drawings.
2. A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.
3. This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
4. Pricing valid for 30 days.

**Bartlett Police Department  
New Facility  
Rolling Records Storage**  
Project #28843

**Spacesaver Mobile System—Rolling File Storage:**

- 2 Mechanical assist mobile carriages with 4-post shelving; 24" W x 12' L
- Carriages have a continuous, full-length drive shaft driving all wheels on one side of the carriage
- 2 Stationary platforms, 12" D x 12' L
- 1 B Rail system with 3 rails @ 11' 11" L
- 1 Low profile floor system with ramp
- 4 High pressure laminate end panels
- 1 Waist-high lock to secure carriage

**Shelving Components:**

- 6 Four-post single-entry shelving sections, 12" D x 48" W x 88-1/4" H
- 6 Four-post back-to-back single-entry shelving sections, 12" D x 48" W x 88-1/4" H
- 3 Four-post double-entry shelving sections, 36" D x 36" W x 88-1/4" H
- 6 Reference shelves
- 3 Full height steel back panels

**Rolling File Storage—Total-Materials, Delivered & Installed**

**\$21,220.00**

*Notes:*

1. *The above quote is based on the drawings.*
2. *A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.*
3. *This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.*
4. *Pricing valid for 30 days.*

**Bartlett Police Department  
New Facility  
Relocation of Existing System  
Project #28843**

**Dismantle and Relocate Existing System**

**Bradford Systems Responsibilities** consist of the following:

- Order new low profile floor and ramp.
- Order 8 new shelves with shelf supports, 12" D x 42" W
- Order 8 new shelves with shelf supports and reinforcements, 24" D x 42" W
- Dismantle existing high-density mobile system.
- Transport mobile system equipment to new location.
- Reinstall high-density mobile system with new rail, floor and ramp per new layout.
- Pricing is based on the existing mobile system being completely unloaded prior to the take down & move during normal working business hours.
- Remove and discard remaining materials from jobsite
- No charge for labor

**Customer Responsibilities** consist of the following:

- Completely unload the existing mobile system prior to the take down and reinstallation.
- Supply and install new floor covering

**Existing System Move—Total-Materials & Delivery**

**\$890.00**

**Totals**

Main Evidence	\$61,400.00
Rolling File Storage	\$21,220.00
Existing System Move	<u>\$890.00</u>
<b>GRAND TOTAL</b>	<b>\$83,510.00</b>

**Notes:**

1. The above quote is based on the drawings.
2. A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.
3. This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
4. Pricing valid for 30 days.

**Bartlett Police Department**  
**New Facility**  
Project #28843

1. Purchase orders should be made out to the following:  
Bradford Systems Corporation  
430 Country Club Drive  
Bensenville, IL 60106
2. Purchase orders may be sent via:
  - Email: [purchaseorders@bradfordsystems.com](mailto:purchaseorders@bradfordsystems.com)
  - USPS: 430 Country Club Drive, Bensenville, IL 60106
  - Facsimile: (630) 350-3454
3. Please send the following in conjunction with your purchase order:
  - Reference BSC project # 28843 on your purchase order
  - Project Information Sheet
  - Signed copy of the proposal and project drawings

**Bartlett Police Department - New Facility**  
**Project Implementation Information**  
Project #28843

**Purchase Order Information:**

P.O. #: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Project Selections:**

Laminate End Panels: \_\_\_\_\_ (WilsonArt Series 60)

Four-Post Shelving: \_\_\_\_\_ (See 10 Standard Finishes)

Wide-Span Shelving: \_\_\_\_\_ (See Standard Finishes)

Type of Floor Covering: \_\_\_\_\_ (Carpet, Carpet tile, VCT)

Hinged Door Locks:  Keyed Different  Keyed Alike

File Drawers:  Keyed Different  Keyed Alike

**Delivery Information:**

Delivery Address: \_\_\_\_\_

Delivery Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Truck or Delivery Time Restrictions: \_\_\_\_\_

Delivery Dock:  Yes  No \_\_\_\_\_

Freight Elevator:  Yes  No \_\_\_\_\_

**Order Acknowledgement/Billing Information:**

Order Acknowledgement Required?  Yes  No \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**Installation Information:**

Installation Address: \_\_\_\_\_

Floor/Room: \_\_\_\_\_

Requested Installation Date: \_\_\_\_\_

Move Date: \_\_\_\_\_

Construction Schedule Available:  Yes  No \_\_\_\_\_

Client Provided Dumpster Available:  Yes  No \_\_\_\_\_

Are There Security Requirements:  Yes  No \_\_\_\_\_

Parking: Permission/Permits:  Yes  No \_\_\_\_\_

Certificate of Insurance Required:  Yes  No \_\_\_\_\_

General Contractor Name/Phone:  Yes  No \_\_\_\_\_

## STANDARD TERMS AND CONDITIONS

1. **GENERAL:** These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. **ENGINEERING:** The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. **SURVEYS, PERMITS AND REGULATIONS:** Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. **PAYMENT:** This system has been specially designed and will be specially manufactured for the Buyer's unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. **TAXES:** All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. **EXPIRATION DATE:** Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. **CANCELLATION:** On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. **CHANGE ORDERS:** Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. **INSURANCE:** Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. **DELIVERY:** Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. **STORAGE:** If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. **DAMAGE:** After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. **BUYER RECEIVING:** If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. **SITE CONDITIONS:** Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. **UNLOADING, SPOTTING AND STORAGE:** Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.

16. **COMMENCEMENT OF INSTALLATION:** Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.
17. **COMPLETION:** Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. **OVERTIME:** This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
19. **TESTING:** All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

### PROJECT TERMS AND CONDITIONS

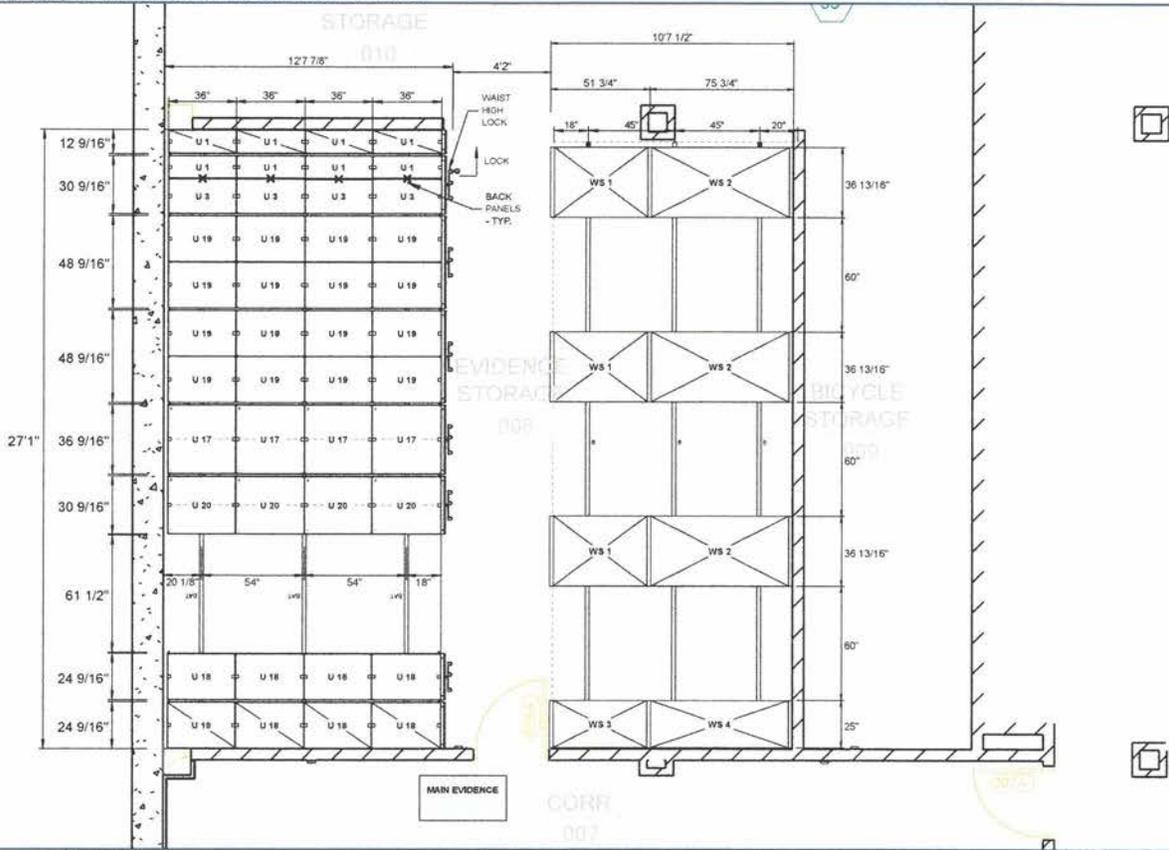
1. **FLOOR COVERING:** If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. **FLOOR LOADING:** Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. **FLOOR DRILLING:** Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. **SEISMIC:** Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. **FIRE CODE:** Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. **SPACESAVER WARRANTY:** A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. **SPACESAVER SYSTEM TRAINING & ORIENTATION:** Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

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Client Signature	Title	Date
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THE U BRADFORD SYSTEMS STORAGE SYSTEMS ARE DESIGNED TO BE USED WITH THE FOLLOWING DIMENSIONS AND FEATURES. ALL DIMENSIONS ARE APPROXIMATE.



Project Name: **Bartlett Police Department - New Facility**

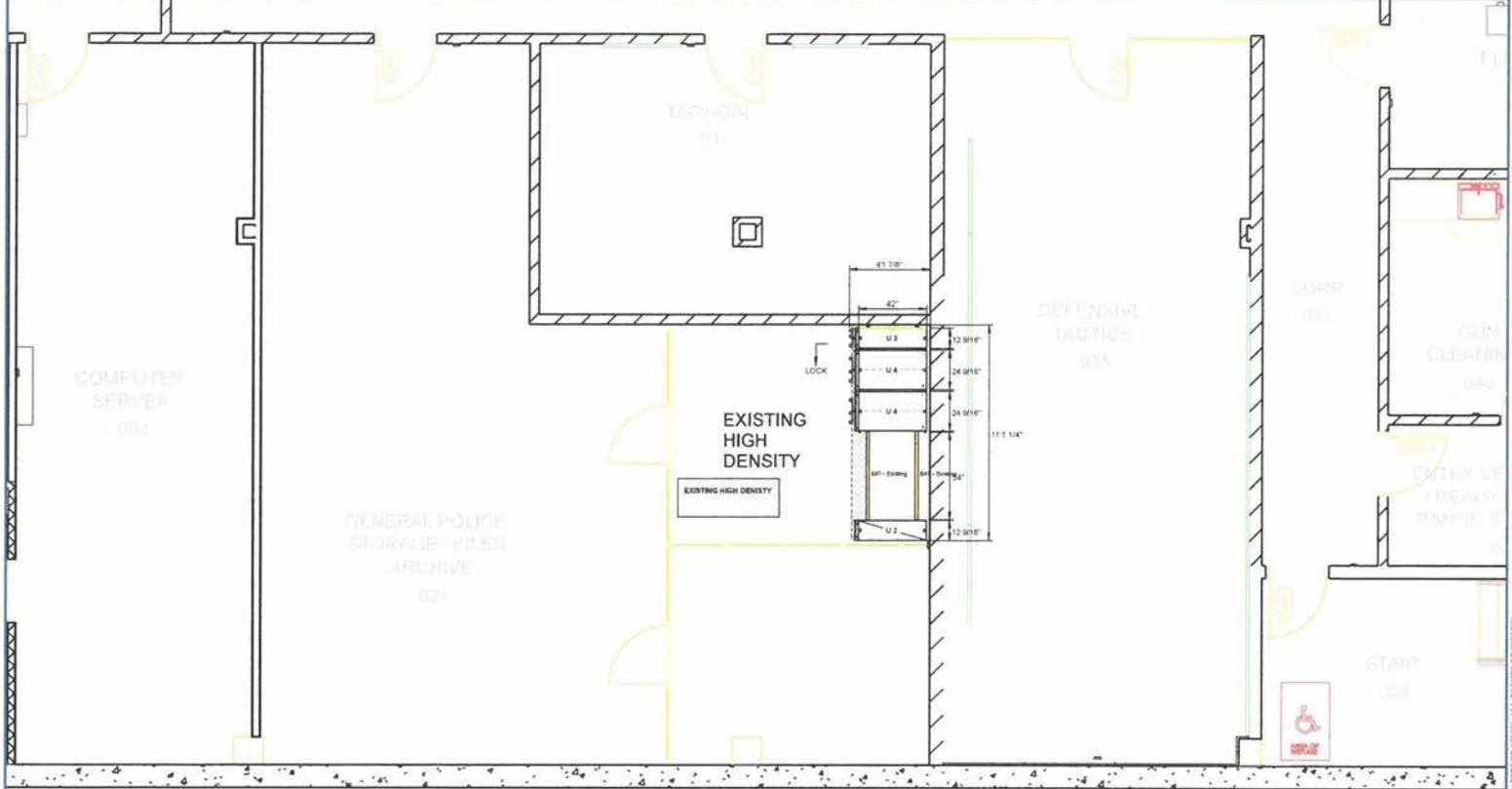
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Saved Date: 09/08/2017	Project No: 20028
Printed Date: 09/07/2017	Revision:
Scale: 1/4" = 1'	Total Actual LFI: 21224 LFI
Rep: BRADFORD.DAVE	Drawn by: RM
	Sheet No: 1 of 6

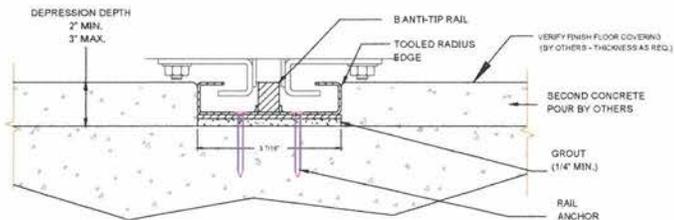


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FIG. 01 BRADFORD'S PROJECT 010000 BRADFORD POLICE DEPARTMENT (BARTLETT) FLOOR PLAN (BASED ON 2017.08.2017)

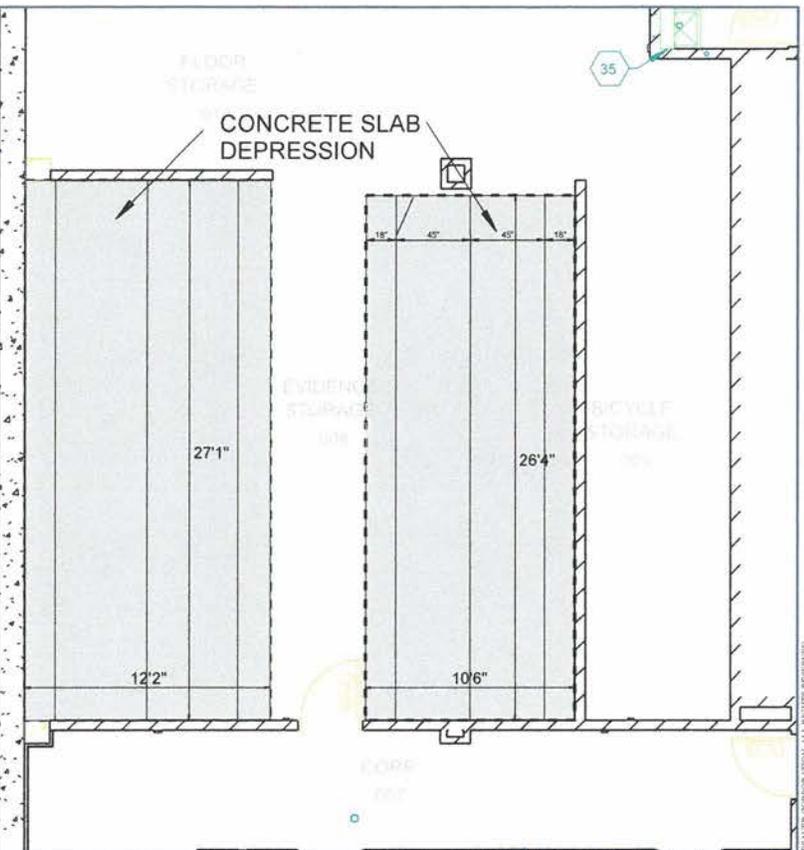


 <p>BRADFORD SYSTEMS Smart Storage Solutions</p>	Project Name: <b>Bartlett Police Department - New Facility</b>	Served Date: 09/08/2017	Project No.: 20026	
	Copyright © 2017 Spaceseer Corporation. This material is proprietary and confidential, and the disclosure, reproduction by photography, film, blueprint or otherwise to any individual, retrieval system without first receiving written approval from Spaceseer Corporation is expressly prohibited by law.	Printed Date: 09/07/2017	Revision:	Total Actual LFI: 21224 LFI
	Scale: 1:55	Rep: BRADFORD, DAVE	Drawn by: RM	Sheet No.: 2 of 6
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A SECOND CONCRETE POUR IS MADE LEVEL BETWEEN THE RAIL FORM CHANNELS AND THE SURROUNDING BASE SLAB BY OTHERS. THE FINISHED FLOOR SHOULD BE EVEN WITH TOP OF RAIL. THE FINISHED FLOOR MUST NOT BE HIGHER THAN TOP OF RAIL TO ENSURE PROPER SYSTEM OPERATION AND USER SAFETY!

**B ANTI-TIP RAIL RECESSED IN CONCRETE**



Project Name: **Bartlett Police Department - New Facility**

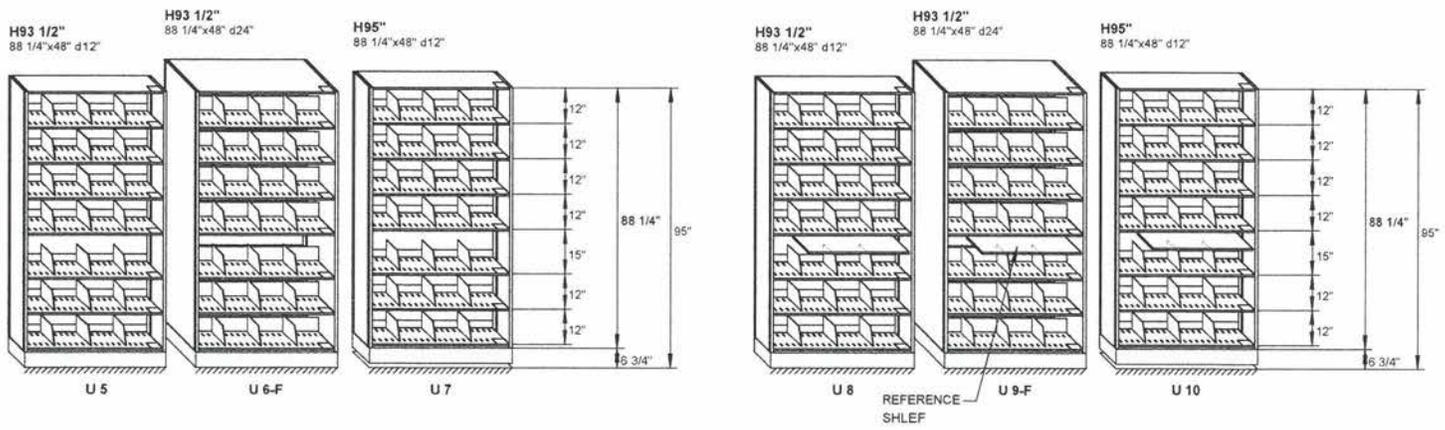
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Printed Date: 09/07/2017	Revision:
Scale: 1:55	Total Actual LFI: 21224 LFI
Rep: BRADFORD, DAVE	Drawn by: RM
	Sheet No: 3 of 6

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**ELEVATION FOR ROLLING FILE STORAGE**



Project Name: **Bartlett Police Department - New Facility**

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Printed Date: 09/07/2017	Revision:
Scale: 1:31	Total Actual LFI: 21224 LFI
Rep: BRADFORD, DAVE	Drawn by: RM
	Sheet No: 6 of 6



**COUNTY OF DuPAGE, ILLINOIS**

**REQUEST FOR PROPOSAL #P15-150-DT  
FOR A MASTER AGREEMENT TO PROVIDE  
SYSTEMS FURNITURE, FREE-STANDING  
FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT,  
INTERIOR SOLUTIONS AND RELATED PRODUCT AND  
SUPPORT SERVICES**

**PRE-PROPOSAL CONFERENCE  
SEPTEMBER 29, 2015 AT 11:00 A.M.  
DuPage County Administration Center  
421 N. County Farm Road, Room 1-500B  
Wheaton, IL 60187-3978**

**PROPOSAL OPENING DATE:  
OCTOBER 14, 2015 AT 2:00 P. M.  
DuPage County Procurement Division  
421 North County Farm Road, Room 3-400  
Wheaton, Illinois 60187-3978  
(630) 407-6200**

**Debra J. Thompson, CPPB, Buyer  
630-407-6184  
dthompson@dupageco.org**



## DuPage County Procurement Services

421 North County Farm Road, Room 3-400  
Wheaton, Illinois 60187-3978

Phone: (630) 407-6200 Fax: (630) 407-6201

REQUEST FOR PROPOSAL:	P15-150-DT	PROPOSAL ISSUE DATE:	09/11/15
PROPOSAL DESCRIPTION:	SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICES		
PROPOSAL OPENING DATE:	10/14/15	PROPOSAL OPENING TIME:	2:00 p.m.
SUBMIT 1 ORIGINAL PLUS 4 COPIES		BOND REQUIRED: YES	

PROPOSAL RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC PROPOSAL OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. PROPOSALS WILL BE RECEIVED AT THAT TIME IN THE PROCUREMENT SERVICES DIVISION. LATE PROPOSALS WILL NOT BE CONSIDERED.

**TO ALL PROSPECTIVE PROPOSERS:**

You are hereby invited to submit your proposal for the services to be furnished and delivered, shipped F.O.B. delivered, to the address specified herein.

**PRE-PROPOSAL MEETING**

A Pre-Proposal Meeting is scheduled for **SEPTEMBER 29, 2015 at 11:00 a.m.** Local Time, in the **DuPage County Conference Room 1-500B, DuPage County Administration Center, 421 North County Farm Road, Wheaton, IL 60187**. This meeting will also have available telephone conferencing for Proposers unable to attend. The conference call must be arranged by the Proposer 24 hours prior to the scheduled meeting by calling the Buyer, Debby Thompson at 630-407-6184, no later than September 28, 2015 at 11 :00 a.m. Central Time for the specifics for the Conference Call.

The original proposal and the required number of copies must be received in a sealed envelope that has your name and address in the upper left corner and the attached label filled in and pasted on the lower left corner.

All proposals are subject to staff analysis. The County of DuPage reserves the right to accept or reject any and all proposals received and waive any and all technicalities.

Proposals must be delivered and time stamped, prior to the public proposal opening date and time, to:	<b>DU PAGE COUNTY PROCUREMENT SERVICES DIVISION 421 NORTH COUNTY FARM ROAD, ROOM 3-400 WHEATON, IL 60187-3978</b>
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Any communication regarding this invitation between the date of issue and date of award is required to go through the Proposal Coordinator or the Buyer listed below (or, in the Buyers absence, the Procurement Services Supervisor). <b>Unauthorized contact with other DuPage County staff or officers is strictly forbidden.</b>			
BUYER:	Debby Thompson, CPPB	PHONE:	(630) 407-6184
EMAIL:	dthompson@DuPageCo.org		

FULL NAME OF PROPOSER	
PROPOSER CONTACT PERSON	
TELEPHONE NUMBER	

**FACSIMILE AND/OR E-MAIL TRANSMITTED PROPOSALS WILL NOT BE ACCEPTED**

**SECTION 1 - PROJECT INFORMATION**

<b>PROJECT NAME:</b>	SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICES
<b>FOR:</b>	County of DuPage, IL is acting as a Principal Procurement Agency, on behalf of itself and the National Intergovernmental Purchasing Alliance Company (National IPA), to create a nationwide cooperative contract for Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment, Interior Solutions and Related Product and Support Services that will be available and marketed by National IPA and the selected supplier to Public Agencies nationwide.

<b>SCHEDULE OF EVENTS</b>			
<b>EVENT:</b>	<b>LOCATION:</b>	<b>DATE:</b>	<b>TIME:</b>
Request For Proposals Posted	www.DemandStar.com	09/11/2015	
Advertisement	Daily Herald	09/11/2015	
Pre-Proposal Conference	DuPage County Administration Center 421 North County Farm Road, Room 1-500B Wheaton, IL 60187	09/29/2015	11:00 a.m.
Deadline for Inquiries to Substitutions, Exceptions and Questions to Bid Language and Specifications.	Must be submitted in writing to: dthompson@dupageco.org	10/05/2015	3:00 p.m.
Response to Inquiries	Via E-Mail	10/06/2015	3:00 p.m.
Proposals Due	Procurement Services, Room 3-400	10/14/2015	2:00 p.m.
Evaluation of Proposals	Proposal Evaluation Committee		
Parent Committee Approval	DuPage County Finance Committee	12/08/2015	
County Board Approval	County Board Room	12/08/2015	
National IPA & Awarded Suppliers meet regarding contract implementation	To be scheduled by National IPA	TBD	
Anticipated Contract Start Date	Nationwide	04/01/2016	

<b>√</b>	<b>SUBMITTAL CHECKLIST (PROPOSAL PACKET SHOULD BE RETURNED IN ITS ENTIRETY)</b>
	ORIGINAL PROPOSAL
	1 HARDCOPY (IN 3-RING BINDER)
	FOUR (4) ELECTRONIC (CD) COPIES
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	REFERENCES
	PROPOSAL FORM
	PUBLISHED PRICE LISTS CORRESPONDING WITH DISCOUNTS OFFERED

**SECTION 2 - INSTRUCTIONS TO PROPOSERS**

- 1) **ON-LINE NOTIFICATION OF SPECIFICATIONS:** This document is available over the Internet at [www.DemandStar.com](http://www.DemandStar.com), as well as from the contact listed in this document. Adobe Acrobat® Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat® Reader, you may download it for free from Adobe at [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html).

Businesses without Internet access may contact the Procurement Services Division of the County at (630) 407-6190 for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at [www.DemandStar.com](http://www.DemandStar.com). Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of DuPage.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

- 2) **ON-LINE PROVIDER DISCLAIMER:** DemandStar.com has no affiliation with the County of DuPage other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.
- 3) **EXCEPTIONS:** Exceptions will be considered up to the deadline listed in Project Information. Exceptions must be fully described, on the Proposer's letterhead and signed; exceptions must reference the RFP number and the specification, contract term or other portion of the RFP which is being excepted. If the Proposer wishes to propose terms and conditions or alternative paperwork it must do so as an exception. In the absence of such statement, the proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Proposer agrees that if selected, it will be bound by same. If the County accepts the proposed exception, notice of that acceptance will be given to all registered prospective Proposers. No exceptions or changes to contract terms will be accepted with the proposal.
- 4) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, and to foster compliance with Illinois Criminal Statutes related to public procurement, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this proposal, until a Successful Proposer is selected, all requests for clarification or additional information regarding this RFP, or contacts with the County personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

A violation of this provision is cause for the County to reject the Proposer's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this RFP. No contact regarding this document with other County employees is permitted.

- 4) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the County. If a Proposer finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. The County is not responsible for oral representations. All questions must be submitted in writing to the Purchasing Contact only before the Pre-Proposal Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
- 5) **PRE-PROPOSAL CONFERENCE:** The date, time and location of the meeting is indicated on the cover page of this RFP. **All Proposers are strongly encouraged to attend this conference**, but attendance is not mandatory.

**COUNTY OF DU PAGE, ILLINOIS**

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- 6) **PROPOSAL SUBMISSION:** To be considered, the proposal must be prepared in the manner and detail specified in this proposal.
- A. Proposals must be submitted before the date and time indicated as the deadline. It is each Proposer's responsibility to insure that the Procurement Services Division receives its proposal prior to the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 4:30 p.m. local time, Monday through Friday, except for legal holidays to:
- DuPage County Procurement Services Division  
421 North County Farm Road, Room 3-400,  
Wheaton, IL 60187
- B. Proposals received after the above deadline will not be accepted and will be returned to the Proposer unopened. The Procurement Services Division's timestamp shall be the official time.
- C. The opening of a proposal does not constitute the County's acceptance of the Proposer as a responsive and responsible Proposer.
- D. Proposals must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the attached label secured to the lower left-hand corner.
- E. Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the RFP and specifications and terms of the Form of Contract, and the County's Procurement Ordinance and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- F. All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and the person(s) signing the proposal must initial corrections in ink.
- G. Proposals sent by facsimile or other electronic means will not be considered.
- H. All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the County.
- I. Proposals are subject to public disclosure after award in accordance with state law under the Freedom of Information Act (FOIA). If you believe your proposal contains information which would qualify for a statutory exemption, you must mark each section to be withheld; pricing does not qualify for exemption.
- 7) **PROPOSAL SIGNATURES:** An authorized official must sign the proposal. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the County if the Proposer is determined to be the most responsive and responsible Proposer. If the Offeror is a corporation, the President shall execute the proposal. In the event that the proposal is executed by other than the President, a certified copy of that section of the corporate bylaws or other authorization by the corporation, which permits the person to execute the offer for the corporation, shall be submitted.
- If the Offeror is a partnership, all partners shall execute the Proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Procurement Manager shall be submitted.
- If the Offeror is a sole proprietor, the owner shall execute the proposal.
- A "Partnership" or "Sole Proprietor" operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1 et seq.
- 8) **CONTRACT AWARD:** The County reserves the right to withdraw the RFP, to award to one Proposer, to any combination of Proposers, by item, group of items, or total proposal. The County may waive informalities if it is in the County's interest. The Proposers to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. All proposals will be presented as a discount off identified list. Purchases resulting from the award of this proposal are contingent upon the availability of funds. Receipt of the Proposer's proposal by the County does not constitute a binding contract. Issuance of the Master Agreement will govern the terms of future orders by the County and other Participating Public Agencies, but does not constitute an order. The County is not liable for performance costs until the successful Proposer has been given a fully executed purchase order.

- 9) **HOLDING OF PROPOSALS:** Offeror may withdraw the Proposal at any time prior to the time specified as the closing time for the receipt of proposals. However, no Offeror shall withdraw or cancel the Proposal for a period of one hundred twenty (120) calendar days after said closing time for the receipt of proposals. Unauthorized withdrawal may result in the withdrawing Offeror paying the sum of \$1,000.00 as liquidated damages for the County's cost of review to date or loss in re-solicitation.
- 10) **REJECTION:** The County reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received, if it is determined by the Procurement Official or designee that the best interest of the County will be served by doing so. The County may reject any proposal from any person, firm or corporation in arrears or in default to the County on any contract, debt, or other obligation, or if the Proposer is debarred by the County from consideration for a contract award, or if Proposer has committed a violation of the County's Procurement Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
- 11) **PROCUREMENT POLICY:** Procurement for the County will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the County. The Procurement Official has the vested authority to execute all County contracts, subject to Committee and County Board approval where required.
- 12) **LAW GOVERNING:** The RFP and resulting contract shall be governed by the laws of Illinois. Proposer agrees to comply with all applicable State and Federal laws.
- 13) **NO PROPOSAL RESPONSE:** Businesses who receive this RFP but who do not submit a proposal are requested to return a notice stating the reason(s) for not responding. This will insure that they remain eligible for future solicitations and will assist the County in assessing the fairness of the proposal process.
- 14) **DISQUALIFICATION OF RESPONDENTS:** Any one or more of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:
- A. Evidence of collusion among Proposers.
  - B. Lack of competency as revealed by either financial, experience, or equipment statements.
  - C. Lack of responsibility as shown by past work.
  - D. Uncompleted work under other contracts which, in the judgment of the County, might hinder or prevent the prompt completion of additional work if awarded.
- 20) **DISCUSSIONS:** Discussions may be conducted with responsible Proposers, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Proposers who submit Proposals determined to be reasonably susceptible of being elected for award, but Responses may be accepted without such discussions.
- Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and clarification of Proposals. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change and all registered Proposers will be notified of the change. The Proposer shall reduce any substantial oral clarification of its Proposal to writing.
- 21) **PROPOSER RESPONSIBILITIES:** The Proposer must be capable, either as a firm or a team, of providing all services as described under SECTION 6 – SPECIFICATIONS AND SCOPE OF WORK and to maintain those capabilities until notification of the fact that their proposal was unsuccessful. Exclusion of any service for this proposal may serve as cause for rejection. The selected Proposer must remain capable of providing all services as described under SECTION 6 – SPECIFICATIONS AND SCOPE OF WORK and must maintain those capabilities until the agreement is successfully finished. The successful Proposer will be responsible for all Services in this proposal whether they are provided or performed by the Successful Proposers or their Subcontractor(s). Further, the County will consider the Successful Proposers to be the sole point of contact with regard to contractual matters. The Successful Proposers must identify all Subcontractors and the Services they provide. The Successful Proposers are responsible for all payments and liabilities of all Subcontractor(s).

The County reserves the right to approve or reject, in writing, any proposed Subcontractor. If the County rejects any proposed Subcontractor in writing, the Successful Proposer shall be responsible to assume the proposed Subcontractor's responsibilities. The Successful Proposer may propose another Subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the proposal or in the contract shall create or be construed as creating any contractual relationship between any Subcontractor and the County.

- 22) **DISCLOSURE OF CONTENTS:** All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the proposal becomes the property of the County and may be returned only at the County's option.

Proposers must make no other distribution of their proposals other than authorized by this RFP. A Proposer who shares cost information contained in its proposal with other County personnel or competing Proposer's personnel shall be subject to disqualification.

Proposers shall not be provided any information about other proposals or prices or where the Proposer stands in relation to others at any time during the evaluation process. Any request for such information by a Proposer, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Proposer may be eliminated from further consideration.

**SECTION 3 - GENERAL CONDITIONS**

- 1) **ADDENDUM AND SUPPLEMENT TO REQUEST FOR PROPOSALS:** If it becomes necessary or advisable to revise any part of this RFP or if additional data is necessary to enable the exact interpretation of provisions of this RFP, revisions will be provided in the form of an Addendum.  
  
Addendum information is available over the Internet at [www.DemandStar.com](http://www.DemandStar.com). Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline.
- 2) **APPLICABLE CODES AND ORDINANCES:** Contractor hereby certifies that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.
- 3) **CHANGES:** The County of DuPage reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County of DuPage and the successful Contractor.  
  
Illinois law requires that changes in excess of \$10,000 or extensions greater than thirty (30) days must comply with the Criminal Code. The Procurement Services Division shall issue to the successful Contractor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.
- 4) **COMMENCEMENT OF WORK:** The successful Contractor must not commence any billable work prior to the County's issuance of a purchase order against the Master Agreement or until any required documents have been submitted. Work done prior to these circumstances shall be at the Contractor's risk.
- 5) **CONFIDENTIAL INFORMATION AND COUNTY PROPERTY:** It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Contractor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.
- 6) **CONTRACTOR PERFORMANCE:** The Instructions, General Conditions, Special Conditions, Specifications and Scope of Work, and attached exhibits, together with the approved purchase order shall be incorporated in and become terms of the Contract. All items shall be supplied in strict accordance with the specifications. The Contractor's performance under the terms of the Contract shall be to the satisfaction of the County. Failure to comply with any statutory requirements shall be deemed a performance breach.
- 7) **DRUG FREE WORKPLACE:** The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.
- 8) **ENDORSEMENTS:** Contractor shall not use the name, seal or images of County of DuPage in any form of endorsement to any third-party without the County's written permission.
- 9) **F.O.B.:** All goods are to be shipped prepaid, F.O.B. destination. The total price quoted by the Proposer must be the total cost delivered to the location(s) stated. Shipments sent C.O.D. without County of DuPage's written consent will not be accepted and will at Contractor's risk and expense, be returned to Contractor. Unauthorized shipments are subject to rejection and return at Contractor's expense.
- 10) **FORCE MAJEURE:** The County of DuPage shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e., droughts, floods, severe weather phenomena, et cetera.

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**COUNTY OF DU PAGE, ILLINOIS**

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- 11) **INDEMNITY:** The Contractor shall, at all times, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

- 12) **LAW GOVERNING:** The RFP and resulting contract shall be governed by the laws of Illinois. Bidder agrees to comply with all applicable State and Federal laws.
- 13) **LIENS, CLAIMS, AND ENCUMBRANCES:** Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.
- 14) **LOBBYIST REGISTRATION:** Bidder shall comply with the provisions of Chapter 2, Article IX, Section 2-600, Lobbyist Registration of the Code of DuPage County, Illinois.
- 15) **MSDS:** When applicable, Contractor shall furnish Material Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act and the "Right-to-Know" law, 820 ILCS 220/0.01 and 820 ILCS 225/0.1.
- 16) **NON-DISCRIMINATING:** The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.
- 17) **PATENTS:** Contractor undertakes and agrees to defend at Contractor's own expense, all suits, actions, or proceedings in which the County of DuPage, its Officers, agents or employees are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder. Contractor shall inform the County of DuPage whenever infringement will result from Contractor's adherence to specifications supplied by the County of DuPage or by an authorized County representative. Contractor further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against the County of DuPage, its Officers, agents or employees therein.
- 18) **PAYMENT:** Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and **any statute of limitations to the contrary is hereby waived.**
- 19) **PERFORMANCE AND PAYMENT BONDS:** The awarded Contractor shall, within ten (10) working days of issuance of a purchase order, where applicable, provide a Performance and Payment Bond a.) in the interest of the County of DuPage in the amount of one hundred percent (100%) of the contract amount to insure a timely and acceptable completion of this agreement and to insure payment for all materials, supplies and equipment charge and to insure compliance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.). No work shall be started until receipt of a performance and payment bond.

**COUNTY OF DU PAGE, ILLINOIS**

- 20) **PREVAILING WAGE:** This contract may call for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

Not less than the prevailing rate of wages as determined by the County of DuPage or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. State Statutes regarding Prevailing Wage and the current wage rates are available online at [www.state.il.us/agency/idol/rates/rates](http://www.state.il.us/agency/idol/rates/rates). You must retain payroll records for 5 years and make those records available for inspection by the County or the Illinois Department of Labor. You must submit monthly certification of payroll records. Certified Transcript of Payroll forms may be downloaded from the Contractors Forms page of the DuPage County Procurement Services Division website at [www.dupageco.org/purchasing](http://www.dupageco.org/purchasing) or you may use your own format containing the same information with pre-approval by the Purchasing Officer (submit sample with bid).

A determination by the Illinois Department of Labor of debarment for violation of the Prevailing Wage Act shall result in the Contractor being automatically deemed non-responsible for the period of debarment without further proceedings by the County.

- 21) **PREVAILING WAGE PRICE ADJUSTMENT:** The contractor is required to pay the current prevailing wage, which may be adjusted during the term of the contract or renewal, with no adjustment in the contract price. In the event the parties agree to renew the contracted services for additional periods, the labor prices stated in the bid may be adjusted to the then-current prevailing wage, and such adjustment shall govern the contract price during the renewal period. No adjustment will be made to the amount of mark-up.

**Du Page County Prevailing Wage for July 2015**

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		39.400	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
ASBESTOS ABT-MEC		BLD		36.340	38.840	1.5	1.5	2.0	11.47	10.96	0.000	0.720
BOILERMAKER		BLD		47.070	51.300	2.0	2.0	2.0	6.970	18.13	0.000	0.400
BRICK MASON		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
CARPENTER		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
CEMENT MASON		ALL		43.750	45.750	2.0	1.5	2.0	13.05	14.45	0.000	0.480
CERAMIC TILE FNSHER		BLD		36.810	0.000	1.5	1.5	2.0	10.55	9.230	0.000	0.770
COMMUNICATION TECH		BLD		32.650	34.750	1.5	1.5	2.0	9.550	15.16	1.250	0.610
ELECTRIC PWR EQMT OP		ALL		37.890	51.480	1.5	1.5	2.0	5.000	11.75	0.000	0.380
ELECTRIC PWR EQMT OP		HWY		39.220	53.290	1.5	1.5	2.0	5.000	12.17	0.000	0.390
ELECTRIC PWR GRNDMAN		ALL		29.300	51.480	1.5	1.5	2.0	5.000	9.090	0.000	0.290
ELECTRIC PWR GRNDMAN		HWY		30.330	53.290	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR LINEMAN		ALL		45.360	51.480	1.5	1.5	2.0	5.000	14.06	0.000	0.450
ELECTRIC PWR LINEMAN		HWY		46.950	53.290	1.5	1.5	2.0	5.000	14.56	0.000	0.470
ELECTRIC PWR TRK DRV		ALL		30.340	51.480	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR TRK DRV		HWY		31.400	53.290	1.5	1.5	2.0	5.000	9.730	0.000	0.310
ELECTRICIAN		BLD		38.160	41.980	1.5	1.5	2.0	9.550	18.29	4.680	0.680
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR	NE	ALL		37.340	39.340	1.5	1.5	2.0	13.05	12.06	0.000	0.300
FENCE ERECTOR	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
GLAZIER		BLD		40.500	42.000	1.5	2.0	2.0	13.14	16.99	0.000	0.940
HT/FROST INSULATOR		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER	E	ALL		44.200	46.200	2.0	2.0	2.0	13.65	21.14	0.000	0.350
IRON WORKER	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
LABORER		ALL		39.200	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
LATHER		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
MACHINIST		BLD		45.350	47.850	1.5	1.5	2.0	7.260	8.950	1.850	0.000
MARBLE FINISHERS		ALL		31.400	32.970	1.5	1.5	2.0	9.850	13.10	0.000	0.600
MARBLE MASON		BLD		43.030	47.330	1.5	1.5	2.0	10.05	14.10	0.000	0.780

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MATERIAL TESTER I	ALL	29.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MATERIALS TESTER II	ALL	34.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MILLWRIGHT	ALL	44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
OPERATING ENGINEER	BLD 1	48.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	BLD 2	46.800	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	BLD 3	44.250	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	BLD 4	42.500	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	BLD 5	51.850	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	BLD 6	49.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	BLD 7	51.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	FLT	36.000	36.000	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER	HWY 1	46.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	HWY 2	45.750	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	HWY 3	43.700	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	HWY 4	42.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	HWY 5	41.100	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	HWY 6	49.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER	HWY 7	47.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
ORNAMNTL IRON WORKER E	ALL	45.000	47.500	2.0	2.0	2.0	13.55	17.94	0.000	0.650
ORNAMNTL IRON WORKER W	ALL	45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
PAINTER	ALL	41.730	43.730	1.5	1.5	1.5	10.30	8.200	0.000	1.350
PAINTER SIGNS	BLD	33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER	ALL	44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
PIPEFITTER	BLD	46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER	BLD	41.250	43.760	1.5	1.5	2.0	9.700	13.08	0.000	0.980
PLUMBER	BLD	46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880
ROOFER	BLD	41.000	44.000	1.5	1.5	2.0	8.280	10.54	0.000	0.530
SHEETMETAL WORKER	BLD	44.720	46.720	1.5	1.5	2.0	10.65	13.31	0.000	0.820
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550
STEEL ERECTOR	E ALL	42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STEEL ERECTOR	W ALL	45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
STONE MASON	BLD	43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
<del>SURVEY WORKER--&gt;</del> NOT IN EFFECT	ALL	37.000	37.750	1.5	1.5	2.0	12.97	9.930	0.000	0.500
TERRAZZO FINISHER	BLD	38.040	0.000	1.5	1.5	2.0	10.55	11.22	0.000	0.720
TERRAZZO MASON	BLD	41.880	44.880	1.5	1.5	2.0	10.55	12.51	0.000	0.940
TILE MASON	BLD	42.840	46.840	1.5	1.5	2.0	10.55	10.42	0.000	0.920
TRAFFIC SAFETY WRKR	HWY	32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500
TRUCK DRIVER	ALL 1	35.920	36.120	1.5	1.5	2.0	8.280	8.760	0.000	0.150
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TUCKPOINTER	BLD	42.620	43.620	1.5	1.5	2.0	10.05	13.34	0.000	0.670

**Legend:**

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations of trade names may be viewed at <http://www.state.il.us/agency/idol/rates/rates.htm>

- 22) **PROTEST: No protest shall be based on a matter or issue which could have been raised as an exception prior to bid opening.**

Any protest concerning the award of a contract shall be decided by the Procurement Manager. Protests shall be made in writing to the Procurement Services Division and shall be filed within three (3) business days of final approval and acceptance of the bid by the County Board. A protest is considered filed when received by the Procurement Services Division. The written protest shall include the name and

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**COUNTY OF DU PAGE, ILLINOIS**

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address of the protestor, the RFP number, a statement of the specific reasons for the protest and supporting exhibits. The Procurement Manager will respond to the written protest within seven (7) days. The Procurement Manager's decision relative to the protest shall be final.

Upon receipt of a protest the County may, but is not required to, delay its order under the awarded contract.

23) **TAX:** The County of DuPage does not pay Federal Excise Tax or Illinois Sales Tax. The tax exemption number is E9997-4551-07. A copy of the exemption letter is available upon written request.

24) **TERMINATION, CANCELLATION AND DAMAGES:** If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract.

If the County of DuPage fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

25) **TRANSFER OF OWNERSHIP OR ASSIGNMENT:** The terms and conditions of this contract shall be binding upon and shall enure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignments the County of DuPage must be notified and approve same in writing.

26) **VENUE:** By submitting a response, proposer agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

SECTION 4 - SPECIAL CONDITIONS

1) DAVIS BACON ACT REQUIREMENTS:

A. Definitions. For purposes of this Clause, Contract Work Hours and Safety Standards Act, and the Recipient Functions clause, the following definitions are applicable:

- (1) Award means the Award by the Department of Energy (DOE) to a Recipient that includes a requirement to comply with the labor standards clauses and wage rate requirements of the Davis-Bacon Act (DBA) for work performed by all laborers and mechanics employed by Subrecipients, Contractors and subcontractors on projects funded by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act.
- (2) "Construction, alteration or repair" means all types of work done by laborers and mechanics employed by the Subrecipient, construction contractor or construction subcontractor on a particular building or work at the site thereof, including without limitation –
  - (a) Altering, remodeling, installation (if appropriate) on the site of the work of items fabricated off-site;
  - (b) Painting and decorating; or
  - (c) Manufacturing or furnishing of materials, articles, supplies, or equipment on the site of the building or work.
- (3) Contract means a written procurement contract executed by a Subrecipient for the acquisition of property and services for construction, alteration, and repair under a Subaward. For purposes of these Clauses, a Contract shall include subcontracts and lower-tier subcontracts under the Contract.
- (4) Contracting Officer means the DOE official authorized to execute awards on behalf of DOE and who is responsible for the business management and non-program aspects of the financial assistance process.
- (5) Contractor means an entity that enters into a Contract. For purposes of these Clauses, Contractor shall include subcontractors and lower-tier subcontractors.
- (6) Recipient means any entity other than an individual that receives Recovery Act funds in the form of a grant directly from the Federal Government. The term includes the State that receives an Award from DOE and is financially accountable for the use of any DOE funds or property, and is legally responsible for carrying out the terms and conditions of the program and Award.
- (7) "Site of the work"--
  - (a) Means--
    - (i) The physical place or places where the construction called for in the Award, Subaward, or Contract will remain when work on it is completed; and
    - (ii) Any other site where a significant portion of the building or work is constructed, provided that such site is established specifically for the performance of the project;
  - (b) Except as provided in paragraph (c) of this definition, the site of the work includes any fabrication plants, mobile factories, batch plants, borrow pits, job headquarters, tool yards, etc., provided-
    - (i) They are dedicated exclusively, or nearly so, to performance of the project; and
    - (ii) They are adjacent or virtually adjacent to the site of the work as defined in paragraphs (7)(a)(i) or (7)(a)(ii) of this definition; and
  - (c) Does not include permanent home offices, branch plant establishments, fabrication plants, or tool yards of a Contractor or subcontractor whose locations and continuance in operation are determined wholly without regard to a particular contract or Federal Award or project. In addition, fabrication plants, batch plants, borrow pits, job headquarters, yards, etc., of a commercial or material supplier which are established by a supplier of materials for the project before opening of bids and not on the project site as defined in paragraphs (7)(a)(i) or (7)(a)(ii) of

this definition, are not included in the "site of the work." Such permanent, previously established facilities are not a part of the "site of the work" even if the operations for a period of time may be dedicated exclusively or nearly so, to the performance of an Award, Subaward, or Contract.

- (8) Subaward means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a Recipient to an eligible Subrecipient or by a Subrecipient to a lower- tier sub recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include the Recipient's procurement of goods and services to carry out the program nor does it include any form of assistance which is excluded from the definition of "Award" above.
- (9) Subrecipient means a non-Federal entity that expends Federal awards received from a pass-through entity [Recipient] to carry out a Federal program, but does not include an individual that is a beneficiary of such a program. The term includes a Community Action Agency (CAA), local agency, or other entity to which a Sub- award under the Award is made by a Recipient that includes a requirement to comply with the labor standards clauses and wage rate requirements of the DBA work performed by all laborers and mechanics employed by contractors and subcontractors on projects funded by or assisted in whole or in part by and through the Federal Government pursuant of the Recovery Act.

**B. Davis-Bacon Act**

(1)

- (a) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached to the Subaward or Contract and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Recipient, a Subrecipient, or Contractor and such laborers and mechanics.
  - (i) Applicable to Recipient Only: Prior to the issuance of the Subaward or Contract, the Recipient shall notify the Contracting Officer of the site of the work in order for the appropriate wage determination to be obtained by the Contracting Officer from the Secretary of Labor.
  - (ii) If the Subaward or Contract is or has been issued without a wage determination, the Recipient shall notify the Contracting Officer immediately of the site of the work under the Subaward or Contract in order for the appropriate wage determination to be obtained by the Contracting Officer from the Secretary of Labor.
- (b) Contributions made or costs reasonably anticipated for bona fide fringe benefits under section I (b)(2) of the DBA on behalf of laborers or mechanics are considered wages paid to such laborers and mechanics, subject to the provisions of paragraph B(4) below; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such period.
- (c) Such laborers and mechanics shall be paid not less than the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in the paragraph entitled Apprentices and Trainees. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each

classification for the time actually worked therein; provided that the employer's payroll records accurately set forth the time spent in each classification in which work is performed.

- (d) The wage determination (including any additional classifications and wage rates conformed under paragraph B(2) of this Clause) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Subrecipient and Contractor at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(2)

- (a) The Contracting Officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Subaward or Contract shall be classified in conformance with the wage determination. The Contracting Officer shall approve an additional classification and wage rate and fringe benefits therefore only when all the following criteria have been met:
  - (i) The work to be performed by the classification requested is not performed by a classification in the wage determination.
  - (ii) The classification is utilized in the area by the construction industry.
  - (iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (b) If the Subrecipient (and Contractor, when applicable) and the laborers and mechanics to be employed in the classification (if known), or their representatives agree on the classification and wage rate (including the amount designated for fringe benefits, where appropriate), the Subrecipient shall notify the Recipient. The Recipient shall notify the Contracting Officer of this agreement. If the Contracting Officer agrees with the classification and wage rate (including the amount designated for fringe benefits, where appropriate), a report of the action taken shall be sent by the Contracting Officer to the Administrator of the:

Wage and Hour Division  
Employment Standards Administration  
U.S. Department of Labor  
Washington, DC 20210

The Administrator or an authorized representative will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the Contracting Officer or will notify the Contracting Officer within the 30-day period that additional time is necessary

- (c) In the event the Subrecipient (and Contractor, when applicable), and the laborers or mechanics to be employed in the classification, or their representatives, do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the Subrecipient shall notify the Recipient. The Recipient shall notify the Contracting Officer of the disagreement. The Contracting Officer shall refer the questions, including the views of all interested parties and the recommendation of the Contracting Officer, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the Contracting Officer or will notify the Contracting Officer within the 30-day period that additional time is necessary.
- (d) The wage rate (including fringe benefits, where appropriate) determined pursuant to subparagraphs B(2)(b) or B(2)(c) of this Clause shall be paid to all workers performing work in the classification under the Award, Subaward, or Contract from the first day on which work is performed in the classification.

- (3) Whenever the minimum wage rate prescribed in the Award, Subaward, or Contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly

rate, the Subrecipient and Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

- (4) If the Subrecipient or Contractor does not make payments to a trustee or other third person, the Subrecipient or Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; provided, that the Secretary of Labor has found, upon the written request of the Subrecipient or Contractor that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Subrecipient or Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

**C. Rates of Wages**

- (1) The minimum wages to be paid laborers and mechanics under the Subaward or Contract involved in performance of work at the project site, as determined by the Secretary of Labor to be prevailing for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the pertinent locality, are included as an attachment to the Award, Subaward, or Contract.
- (2) If the Subaward or Contract has been issued without a wage determination, the Recipient shall notify the Contracting Officer immediately of the site of the work under the Subaward or Contract in order for the appropriate wage determination to be obtained by the Contracting Officer from the Secretary of Labor.

**D. Payrolls and Basic Records**

- (1) Payrolls and basic records relating thereto shall be maintained by the Recipient, Subrecipient and Contractor during the course of the work and preserved for a period of 3 years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under paragraph (4) of the provision entitled Davis-Bacon Act, that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1 (b)(2)(B) of the Davis-Bacon Act, the Subrecipient or Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. The Subrecipient or Contractor employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.
- (2)
  - (a) The Contractor shall submit weekly for each week in which any Contract work is performed a copy of all payrolls to the Subrecipient. The Subrecipient shall submit weekly for each week in which any Subaward or Contract work is performed a copy of all payrolls to the Recipient. The Recipient shall submit weekly for each week in which any Subaward or Contract work is performed a copy of all payrolls to the Contracting Officer. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under paragraph D(1) of this Clause, except that the full social security numbers and home addresses shall not be included on weekly transmittals. Instead, the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour

**COUNTY OF DU PAGE, ILLINOIS**

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- Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site.
- (b) The Recipient is responsible for the ensuing that all Subrecipients and Contractors submit copies of payrolls and basic records as required by paragraph D, Payrolls and Basic Records, of this Clause. The Subrecipient is responsible for ensuring all Contractors; including lower tier subcontractors submit copies of payrolls and basic records as required by paragraph D, Payrolls and Basic Records, of this clause. Subrecipients and Contractors shall maintain the full social security number and Current address of each covered worker, and shall provide them upon request for transmission to the Contracting Officer, the Recipient, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. The Recipient shall also obtain and provide the full social security number and current address of each covered worker upon request by the Contracting Officer or the Wage and Hour Division of the Department of Labor for purposes of an investigation, or audit of compliance with prevailing wage requirements. It is not a violation of this section for a Recipient to require a Subrecipient or Contractor to provide addresses and social security numbers to the Recipient for its own records, without weekly submission to the Contracting Officer.
- (c) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Recipient, Subrecipient or Contractor or his or her agent who pays or supervises the payment of the persons employed under the Subaward or Contract and shall certify --
- (i) That the payroll for the payroll period contains the information required to be maintained under paragraph D(2)(a) of this Clause, the appropriate information is being maintained under paragraph D(1) of this Clause, and that such information is correct and complete;
  - (ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the Subaward or Contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in the Regulations, 29 CFR Part 3; and
  - (iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits Or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the Subaward or Contract.
- (d) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph D(2)(c) of this Clause.
- (e) The falsification of any of the certifications in Paragraph D, Payrolls and Basic Records, of this Clause may subject the Recipient, Subrecipient or Contractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.
- (3) The Recipient, Subrecipient, or Contractor shall make the records required under paragraph D(1) of this Clause available for inspection, copying, or transcription by the Contracting Officer, authorized representatives of the Contracting Officer, or the Department of Labor. The Subrecipient or Contractor shall permit the Contracting Officer, authorized representatives of the Contracting Officer or the Department of Labor to interview employees during working hours on the job. If the Recipient, Subrecipient, or Contractor fails to submit the required records or to make them available, the Contracting Officer may, after written notice to the Recipient, Subrecipient, or Contractor take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

**E. Withholding of Funds**

- (1) The DOE Contracting Officer shall, upon his or her or its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Recipient or any other contract or Federal Award with the same Recipient, on this or any other federally assisted Award subject to Davis-Bacon prevailing wage requirements, which is held by the same Recipient so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Subrecipient or a Contractor the full amount of wages required by the Award or Subaward or a Contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the Award or Subaward or a Contract, the Contracting Officer may, after written notice to the Recipient take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.
- (2) The Recipient shall, upon its own action or upon written request of the DOE Contracting Officer or an authorized representative of the Department of Labor, withhold or cause to be withheld from any Subrecipient or Contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Subrecipient or Contractor the full amount of wages required by the Subaward or Contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the Subaward or Contract, the Recipient may, after written notice to the Subrecipient or Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such Violations have ceased or the Government may cause the suspension of any further payment under any other contract or Federal award with the same Subrecipient or Contractor, on any other federally assisted Award subject to Davis-Bacon prevailing wage requirements, which is held by the same Subrecipient or Contractor

**F. Apprentices and Trainees**

- (1) Apprentices.
  - (a) An apprentice will be permitted to work at less than the predetermined rate for the work they performed when they are employed –
    - (i) Pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship and Training, Employer, and Labor Services (OATELS) or with a State Apprenticeship Agency recognized by the OATELS; or
  - (b) In the first 90 days of probationary employment as an apprentice in such an apprenticeship program, even though not individually registered in the program, if certified by the OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.
  - (c) The allowable ratio of apprentices to journeymen On the job site in any craft classification shall not be greater than the ratio permitted to the Subrecipient or Contractor as to the entire work force under the registered program.
  - (d) Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in paragraph F(1) of this Clause, shall be paid not less than the applicable wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.
  - (e) Where a Subrecipient or Contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Subrecipient's or Contractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination.

- (f) Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. .
  - (g) In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Subrecipient or Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- (2) Trainees.
- (a) Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by (OATELS). The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by OATELS.
  - (b) Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship/training program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate that is not registered and participating in a training plan approved by the OATELS shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed.
  - (c) In the event OATELS withdraws approval of a training program, the Subrecipient or Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- (3) Equal employment opportunity. The utilization of apprentices, trainees, and journeymen under this Clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended and 29 CFR Part 30.

**G. Compliance with Copeland Act Requirements**

- (1) The Recipient, Subrecipient or Contractor shall comply with the requirements of 29 CFR Part 3 which are hereby incorporated by reference in the Award, Subaward or Contract.

**H. Subawards and Contracts**

- (1) The Recipient, the Subrecipient and Contractor shall insert in the Subaward or any Contracts this Clause entitled "Davis Bacon Act Requirements" and such other clauses as the Contracting Officer may require. The Recipient shall be responsible for ensuring compliance by any Subrecipient or Contractor with all of the requirements contained in this Clause. The Subrecipient shall be responsible for the compliance by Contractor with all of the requirements contained in this Clause.
- (2) Within 14 days after issuance of a Subaward, the Recipient shall deliver to the Contracting Officer a completed Standard Form (SF) 1413, Statement and Acknowledgment, for each Subaward and Contract for construction within the United States, including the Subrecipient's and Contractor's signed and dated acknowledgment that this Clause) has been included in the Subaward and any Contracts.

(3) The SF 1413 is available from the Contracting Officer or at [http://contacts.gsa.gov/webforms.nsf/0/70B4872D16EE95A785256A26004F7EA8/\\$file/sf1413\\_e.pdf](http://contacts.gsa.gov/webforms.nsf/0/70B4872D16EE95A785256A26004F7EA8/$file/sf1413_e.pdf). Within 14 days after issuance of a Contract or lower-tier subcontract, the Subrecipient shall deliver to the Recipient a completed Standard Form (SF) 1413, Statement and Acknowledgment, for each Contract and lower-tier subcontract for construction within the United States, including the Contractor and lower-tier subcontractor's signed and dated acknowledgment that this Clause has been included in any Contract and lower-tier subcontracts. SF 1413 is available from the Contracting Officer or at [http://contacts.gsa.gov/webforms.nsf/0/70B4872D16EE95A785256A26004F7EA8/\\$file/sf1413\\_e.pdf](http://contacts.gsa.gov/webforms.nsf/0/70B4872D16EE95A785256A26004F7EA8/$file/sf1413_e.pdf). The Recipient shall immediately provide to the DOE Contracting Officer the completed Standard Forms (SF) 1413

**I. Contract Termination - Debarment**

A breach of these provisions may be grounds for termination of the Award, Subaward, or Contract and for debarment as a Contractor or subcontractor as provided in 29 CFR: 5.12.

**J. Compliance with Davis-Bacon and Related Act Regulations**

All rulings and interpretations of the Davis-Bacon and Related Acts Contained in 29 CFR Parts 1, 3, and 5 are hereby incorporated by reference in the Award, Subaward or Contract.

**K. Disputes Concerning Labor Standards**

The United States Department of Labor has set forth in 29 CFR Parts 5, 6, and 7 procedures for resolving disputes concerning labor standards requirements. Such disputes shall be resolved in accordance with those procedures and shall not be subject to any other dispute provision that may be contained in the Award, Subaward, and Contract. Disputes within the meaning of this Clause include disputes between the Recipient, Subrecipient (including any Contractor) and the Department of Energy, the U.S. Department of Labor, or the employees or their representatives.

**L. Certification of Eligibility.**

(1) By entering into this Award, Subaward, or Contract (as applicable), the Recipient, Subrecipient, or Contractor, respectively certifies that neither it (nor he or she) nor any person or firm who has an interest in the Recipient, Subrecipient, or Contractor's firm; is a person; entity, or firm ineligible to be awarded Government contracts or Government awards by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(2) No part of this Award, Subaward or Contract shall be subcontracted to any person or firm ineligible for award of a Government contract or Government award by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. M. Approval of Wage Rates. All straight time wage rates, and overtime rates based thereon, for laborers and mechanics engaged in work under an Award, Subaward or Contract must be submitted for approval in writing by the head of the federal contracting activity or a representative expressly designated for this purpose, if the straight time wages exceed the rates for corresponding classifications contained in the applicable Davis-Bacon Act minimum wage determination included in the Award, Subaward or Contract. Any amount paid by the Subrecipient or Contractor to any laborer or mechanic in excess of the agency approved wage rate shall be at the expense of the Subrecipient or Contractor and shall not be reimbursed by the Recipient or Subrecipient. If the Government refuses to authorize the use of the overtime, the Subrecipient or Contractor is not released from the obligation to pay employees at the required overtime rates for any overtime actually worked.

**M. Contract Work Hours and Safety Standards Act**

This Clause entitled "Contract Work Hours and Safety Standards Act (CWHSSA)" shall apply to any Subaward or Contract in an amount in excess of \$100,000. As used in this CWHSSA Clause, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No Subrecipient or Contractor contracting for any part of the Subaward work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is

employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph B herein, the Subrecipient or Contractor responsible therefore shall be liable for the unpaid wages. In addition, such Subrecipient or Contractor shall be liable to the United States (in the case of work done under a Subaward or Contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in Violation of the provision set forth in CWSSHA paragraph A, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (A) of this section.
- (3) Withholding for unpaid wages and liquidated damages.
  - (a) The DOE Contracting Officer shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Recipient on this or any other Federal Award or Federal contract with the same Recipient on any other federally-assisted Award or contract subject to the CWHSSA, which is held by the Same Recipient such sums as may be determined to be necessary to satisfy any liabilities of such Recipient for unpaid wages and liquidated damages as provided in the clause set forth in CWHSSA, paragraph B of this Clause. (2) The Recipient shall, upon its own action or upon written request of the DOE Contracting Officer or an authorized representative of the Department of Labor, withhold or cause from any moneys payable on account of work performed by the Subrecipient or Contractor on this or any other federally assisted subaward or contract subject to the CWHSSA, which is held by the same Subrecipient or Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Subrecipient or Contractor for unpaid wages and liquidated damages as provided in clause set forth in CWHSSA, paragraph B of this Clause.
- (4) Subcontracts. The Subrecipient shall insert in a Contract and a Contractor shall insert in any lower tier subcontracts, the clauses set forth in these CWHSSA paragraphs (A) through (D) and also a provision requiring the Contractors to include this CWHSSA Clause in any lower tier subcontracts. The Recipient shall be responsible for compliance by any Subrecipient or Contractor, with the CWHSSA paragraphs A through D. The Subrecipient shall be responsible for compliance by any Contractor (including lower-tier subcontractors).
- (5) The Subrecipient or Contractor shall maintain payrolls and basic payrolls in accordance with Davis- Bacon Act Requirements clause, for all laborers and mechanics, including guards and watchmen working on the Subaward or Contracts. These records are subject to the requirements set forth in, Davis Bacon Requirements clause.

**N. RECIPIENT FUNCTIONS**

- (1) On behalf of the Department of Energy (DOE), Recipient shall perform the following functions:
  - (a) Obtain, maintain, and monitor all DBA certified payroll records submitted by the Subrecipients and Contractors at any tier under this Award;
  - (b) Review all DBA certified payroll records for compliance with DBA requirements, including applicable DOL wage determinations;
  - (c) Notify DOE of any non-compliance with DBA requirements by Subrecipients or Contractors at any tier, including any non-compliances identified as the result of reviews performed pursuant to paragraph (b) above;

- (d) Address any Subrecipient and any Contractor DBA non-compliance issues; if DBA non-compliance issues cannot be resolved in a timely manner, forward Complaints, Summary of investigations and all relevant information to DOE;
  - (e) Provide DOE with detailed information regarding the resolution of any DBA non-compliance issues;
  - (f) Perform services in support of DOE investigations of complaints filed regarding noncompliance by Subrecipients and Contractors with DBA requirements;
  - (g) Perform audit services as necessary to ensure compliance by Subrecipients and Contractors with DBA requirements and as requested by the Contracting Officer; and
  - (h) Provide copies of all records upon request by DOE or DOL in a timely manner.
- (2) All records maintained on behalf of the DOE in accordance with paragraph (1) above are federal government (DOE) owned records. DOE or an authorized representative shall be granted access to the records at all times.
- (3) In the event of, and in response to any Freedom of Information Act, 5 U.S.C. 552, requests submitted to DOE, Recipient shall provide such records to DOE within 5 business days of receipt of a request from DOE.
- 2) **NON-EXCLUSIVITY:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor.
- 3) **PRICING:** Pricing will be discount off of manufacturer's identified price list. New price lists may be submitted for approval annually upon thirty (30) days written notice along with corresponding support documentation.

- 4) **WORKING WITHIN SECURED AREAS:** A portion of the work may be performed within secured areas.

**Security**

Service Company shall, one (1) week prior to starting work, supply the completed Criminal History and Background information forms (sample attached) for all their employees and subcontractor employees who may be working at the jobsite, to Debra Thompson at dthompson@dupageco.org for advance security reasons.

Service Company will be required to perform all work in keeping with County security procedures while on the Facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their firm to ensure that Facilities' dress codes and overall policies are followed.

**Notice Warning**

Any person who takes into, or out of, or attempts to take into, or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility, shall be prosecuted under the provisions thereof. All persons, including employee and visitors, entering upon these confines are subject to routine searches of their persons, vehicles, property or packages.

**Contraband**

Contraband means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use of or possession would endanger the safety, security or preservation of order in a correctional facility or any person therein. (Any article includes any substance that could cause abnormal behavior, i.e., marijuana, nonprescription medication, etc.)

A person, not otherwise authorized by law, commits promoting contraband:

By knowingly taking contraband into a correctional facility or the grounds of such a facility; or

By knowingly conveying contraband to any persons confined in a correctional facility; or

By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility.

The Contractor will provide the County with a complete list of all persons duly authorized to work on this project. Only those persons will be allowed to work within secured areas. All Contractors' personnel authorized to work within secured areas may be subject to fingerprinting and a criminal security check performed by the County. The County may issue temporary identification cards, which will be kept by County's security personnel and issued and collected on a daily basis.

Law prohibits the import of contraband such as drugs, liquor, firearms, ammunition and other similar items into any areas of work. County's security personnel may conduct searches of Contractor's personnel, equipment, tools, and supplies at any time. Use of cameras and recording devices by Contractor's personnel is restricted. Such use must be approved on a case-by-case basis.

The County may require the Contractor to remove any worker who has been convicted of a felony, who is a family member of an inmate, or who violates any provision of this Article.

Work being performed within certain areas may require an escort provided by the County. These areas shall not be entered into without County's escort. Work within these areas may be restricted to spaces that can be observed by the County's escort.

All tools and equipment taken into a secured area shall be listed in a manifest with copies provided to County's security personnel. All tools and equipment shall be accounted for at the close of each day. All changes to the inventory shall be addressed by changing the manifest Contractor is responsible for proper storage of tools and equipment when in a secured area. Report all broken tools and equipment to the County's security personnel.

A designated area outside of the secured area will be arranged for parking of personal vehicles. Delivery trucks will be admitted to receiving areas only by the request of the Contractor, and may be under the supervision of County's security personnel. Immediately load or unload trucks and remove from secured areas.

Workers shall not talk to, signal, whistle, or in any way attract the attention of any inmate, and shall restrict their movements to the project area. Nothing shall be taken from or given to an inmate. Inmates

**COUNTY OF DU PAGE, ILLINOIS**

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are not to help workmen in any way. Workers shall promptly notify their supervisor or County's security personnel of all unusual happenings pertaining to the inmates.

Within secured areas, the County will designate washing and toilet facilities for Contractor's use.

**SECTION 5 - INSURANCE REQUIREMENTS**

Upon notice of acceptance of proposal, the successful bidder shall, within fifteen (15) calendar days of said notice, furnish to the Purchasing Agent a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. **Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing the County of DuPage thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the County.** The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$1,000,000
B. Each Employee-disease	\$1,000,000
C. Policy Aggregate-disease	\$1,000,000
3. <b>**Commercial General Liability****</b>	
A. Per Occurrence	\$2,000,000
B. General Aggregate	
1. General Aggregate- Per project	\$2,000,000
2. General Aggregate - Products/ Completed Operations	\$2,000,000
4. Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
5. Fire Legal Liability (any one fire)	\$100,000
6. Medical Expense (any one person)	\$10,000
7. <b>**Umbrella Excess Liability (over primary) Retention for Self-Insured Hazards (each occurrence)</b>	\$2,000,000 \$2,000,000
8. <b>**Business Auto Liability****</b>	\$1,000,000

\*\* An Additional Insured Endorsement as well as endorsements for Waiver of Subrogation and Insurance is Primary and Non-Contributory to additional insured insurance coverage in addition to a Certificate of Insurance

\*\*\*\* Garage Liability (combines standard GL & Auto Liability)

If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

- NOTE:
- A) It is the responsibility of Contractor to provide a copy of this BID to their insurance carrier.
  - B) It may also be required that the Contractor's insurer and coverage be approved by County prior to execution of the Contract.
  - C) No work shall be started until receipt of Certificate of Insurance.

The County of DuPage shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be faxed (and hard copy mailed) to:

DuPage County Procurement Services Division  
Debra Thompson, CPPB, Buyer  
421 North County Farm Road  
Wheaton, IL 60187-3978  
TX: (630) 407-6184  
FX: (630) 407-6201

The insurance carrier of the insured is required to notify the County of DuPage of termination of any or all of these coverage's, prior to the completion of any contract, at least 30 days prior to expiration.

**CHANGES IN INSURANCE COVERAGE:**

The Contractor will immediately notify the County if any insurance has been cancelled, materially changed, or renewal has been refused and the Contractor shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits. If suspension of work should occur due to insurance requirements, upon verification by the County of the required insurance the County will notify Contractor when they can proceed with the work. Failure to provide and maintain the required insurance coverage(s) and limits could result in immediate cancellation of the contract and the Contractor shall accept and bear all costs that may result due to the Contractors failure to provide and maintain the required insurance.

**INSURANCE RATING:**

All of the above-specified types of insurance shall be obtained from companies that have at least an A rating in Best's Guide or the equivalent.

**SURVIVAL OF INDEMNIFICATION:**

The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

**NOTICE OF LAWSUIT:**

Within 60 days of service of process, the County shall notify the Contractor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Contractor of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

**CHOICE OF LEGAL COUNSEL:**

The Contractor shall provide coverage as provided in the contract and retains the right to choose legal counsel subject to the approval of the County and appointment by the State's Attorney.

**RIGHTS RETAINED:**

Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

**SECTION 6 - SPECIFICATIONS AND SCOPE OF WORK**

**INTRODUCTION:** The County of DuPage, Illinois, as the Principal Procurement Agency, as defined in Attachment A, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA") to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. The County of DuPage is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. Attachment A contains additional information on National IPA and the cooperative purchasing agreement.

National IPA is the public sector arm of Provista, a multi-industry supply chain improvement company providing group organization and business solutions in various markets nationwide. We partner with sister company, Novation, to leverage over \$53 billion in annual supply spend to command the best prices on products and services. With corporate, pricing and sales commitments from the Supplier, National IPA provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the National IPA documents (Attachment A).

The County of DuPage anticipates spending approximately \$75,000 over the full potential Master Agreement term for office furniture. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of office furniture purchased under the Master Agreement through National IPA is approximately \$75 million. This projection is based on the current annual volumes among the County of DuPage, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between the Supplier and National IPA.

- 1) **OBJECTIVES:** This RFP is has the intent of achieving the following objectives:
  - A. Provide a comprehensive solicited and awarded Master Agreement offering terms for the sale and delivery of products and services nationally to Participating Public Agencies ;
  - B. Establish a channel partnership to offer this Master Agreement as the supplier(s) primary offer to Participating Public Agencies nationally;
  - C. Achieve cost savings for suppliers and Participating Public Agencies through a single Master Agreement, eliminating the need for duplication of process.
  - D. Aggregate volume of Public Agencies nationally to achieve best value and increase market share for awarded supplier(s).
  
- 1) **MINIMUM QUALIFICATIONS:** Proposers (specifically, the business that will be contractually bound under the contract with the County) will be deemed non-responsible and rejected without any further evaluation if they do not meet the following mandatory qualifications:
  - Have a strong national presence in industry.
  - Have a distribution model capable of delivering products and services nationwide.
  - Have a demonstrated sales presence.
  - Be able to meet the minimum requirements of the cooperative purchasing program detailed herein.

- Be able to provide a full range of products, supplies and services to meet the demands of the County and all Public Agencies that opt to participate in the cooperative purchasing program through National IPA.
- 2) **TERM OF CONTRACT:** The awarded contract will be for the three (3) year period beginning April 1, 2014 through March 31, 2017, with two (2) optional one-year renewal period provided there is no change in the terms, conditions, specifications, and provided that such renewals are mutually agreed to by both parties. **In no event shall the term plus renewals exceed five (5) years.**
- 3) **AWARD BASIS:** The resulting award made by Principal Procurement Agency will be the basis of an award on a national level through National IPA. If multiple Supplier(s) are awarded by Principal Procurement Agency under the Master Agreement, those same supplier(s) will be required to extend the Master Agreement to Participating Public Agencies through National IPA. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency.
- 4) **GENERAL DEFINITION /OF PRODUCTS:**
- A. **Systems Furniture** - The complete catalog of all systems furniture, and accessories available;
  - B. **Freestanding Furniture** -The complete catalog of all case goods, furniture and accessories available;
  - C. **Seating** - The complete catalog of chairs and other seating available;
  - D. **Filing Systems, Storage Systems and Equipment** - The complete catalog of filing systems, storage systems, freestanding file cabinets, high density filing systems and cabinets, equipment and accessories;
  - E. **Interior Solutions**– The complete catalog of available interior solutions. Interior solutions may include wall systems, case work lines, custom designed solutions, pre-engineered and pre-fabricated interior solutions, other products and services not specifically named in the above categories that complement the products and services and provide customers with a complete interior solution.
  - F. **Green or Sustainable Furniture Products** – The complete catalog promoting the recycling or remanufacturing of existing furniture and/or reclaimed materials;
  - G. **Refurbishing Products and Services** – The complete catalog of refurbished products and refurbishing services offered;
  - H. **Related Products and Support Services**- Related office interior products, including signage and design, installation, modular furniture reconfiguration and other services that provide customer support.
- 5) **SERVICE LEVELS:** Service levels for the Master Agreement must include at minimum the following:
- A. Loading Dock:
  - B. Standard Installation services shall be based on the following assumptions; additional charges may be incurred for services outside those stated below:
    - (1) Performed during normal business hours 7:00 am to 5:00 pm, Monday through Friday, no holidays.
    - (2) Non-Union Labor (but see Prevailing Wage and Bacon-Davis sections)
    - (3) Free and clear access to the docks and elevators
    - (4) Job site to be free and clear of other trades
    - (5) Reasonable access to the space.
  - C. Standard Installation services shall include the following:
    - (1) Delivered to a designated area or room within the Participating Public Agency
    - (2) Uncrating all products
    - (3) Assembly if required

- (4) Installation if required
- (5) Removal of debris
- (6) Wipe down of surfaces
- (7) Completion of punch list
- (8) Dedicated project coordinator
- (9) Product orientation and new user training

D. Supplemental Services: Please detail the supplemental services the Supplier will provide through this contract to include but not limited to:

- (1) Project Management Services
- (2) Design Service (basic design to be included in standard installation)
- (3) Reconfiguration Services
- (4) Strategic Planning Services
- (5) Occupancy Planning Services
- (6) Build out Project Management Services

6) **WARRANTIES:** All products must have at minimum manufacturer warranty period from date of delivery or installation date, if installed, to include parts, labor and all return delivery cost.

7) **DELIVERIES:** Deliveries will be made to DuPage County typically between the hours of 8:30 am and 4:00 pm on regular business days unless other arrangements are made, other Participating Public Agencies may have different hours but will be in the range of 7:00 am to 5:00 pm, Monday through Friday. Delivery locations will be stated on each purchase order issued.

The supplier(s) will authorize immediate replacement of any product that has been damaged in transit.

Supplier(s) understand that they are required to adhere to the delivery time they indicate for products.

8) **SUBMISSION REQUIREMENTS:**

(a) One ORIGINAL, one (1) hardcopy in a 3-ring binder) and four (4) electronic (CD) copies. Submit four (4) electronic copies of the proposal in a Microsoft Office compatible or PDF format on four (4) separate compact disks or flash drives. Limit the number of electronic files to one complete (PDF) when returning the information. The County's preference is to have the information in one file. Segregating each form into a new file is not preferred. *The format and content of the electronic copy should be equivalent to the original hard copy proposal.*

A. The RFP forms must be completed legibly and in their entirety; and all required supplemental forms including National IPA Exhibits A-D. Response must be signed.

B. Information must be furnished and presented in an organized, comprehensive and easy to follow manner. Suppliers are cautioned that organization of their response, as well as thoroughness is critical to the evaluation process.

C. It is the Supplier's responsibility to clearly identify and to describe the products and/or services being offered.

D. Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired.

**SECTION 7 - EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS**

- 1) **EVALUATION:** All proposals received will be evaluated by an Evaluation Committee comprising of County representatives and National IPA representatives in a consultant only role. The following factors, listed in relative order of importance, will be considered in making the selection:
- A. **Method of Approach**
  - B. **Price Proposal**
  - C. **Qualifications and Experience**

Minimum Requirements Specific to Evaluation Criteria:

**A. Method of Approach**

**1. General Requirements**

- a. Provide a detailed written response illustrating how your offer will meet the General Requirements of this solicitation for the County of DuPage and the national program.
- b. Submit any and all information that will aid the County in evaluating your proposal.

**2. Provide a response to the national program.**

- a. Include a detailed response to Attachment A, Exhibit A, National IPA Response for National Cooperative contract. Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.
- b. The successful offeror will be required to sign Attachment A, Exhibit B, National IPA Administration Agreement. The Agreement shall be signed no later than issuance of the County of DuPage's Notice of Intent to Award letter. Offerors should complete all reviews of the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement.

**3. Product Requirements**

- a. Provide a detailed written response describing the products offered. Offerors shall provide the proposed product lines. Offerors shall identify and describe their categories. For each proposed category, describe in detail and provide at a minimum the following types of information:
  - 1. Identification and description of product categories offered
  - 2. Identification and description of sub categories
  - 3. Identification and description of manufacturers within each sub category
- b. What is the total number of products offered in your catalog? Are all catalog products available to participating public agencies nationwide?
- c. How are "green and/or sustainable" products identified in your catalog?
- d. What additional products and services do you offer to provide a complete interior solution to customers? In your response, include how these additional products and services will be priced.
- e. Submit any information that will aid the County in evaluating your proposal.

**4. Service Requirements**

- a. Provide a detailed written response describing Services offered. For each proposed category, describe and/or provide details explaining your capabilities. In your response include information such as:
  - i. Policies and programs detailing your efforts in these areas.
  - ii. Literature explaining your capabilities.
  - iii. End of life management or life cycle assessment
- b. What is the standard warranty for your product and installation?
- c. Submit any information that will aid the County in evaluating your proposal.

**B. Price Proposal:**

1. The County will assess net pricing of products based on the discounts proposed and the list price offered. Based on the evaluation of net pricing, the County will determine pricing most advantageous to the County.

- a) Provide pricing using a discount off identified manufacturer's price list for each category of products.
- b) Provide the reference to the standard index or other objective criteria used to determine pricing of each product category and how this is the most advantageous to County of DuPage and Participating Public Agencies nationwide
- c) Propose a plan to adjust pricing as market conditions change.
- d) Detail any additional pricing incentives such as for large orders.
- e) State any return and restocking policy, and any fees, if applicable, associated with returns
- f) Are purchasing cards or credit card accepted for payment? Describe any convenience fees imposed.
- g) Complete the Pricing Workbook Exhibit J which includes the following:

2. Product Categories

- a. Discounts in provided tier structure, by order size and service levels; loading dock, inside delivery, and installed
- b. Provide installation schedule by region, or other categorization. Indicate a maximum percent of total as a cap on installation costs.
- c. Provide any additional charges that may be applicable, to include but not limited to union or prevailing wage installation, special restriction, deliveries outside of an identified radius of a servicing dealer.
- d. State any prompt payment terms available.
- e. Special Offers/Promotions: In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Contractor may conduct sales promotions involving price reductions for a specified lessor period. Contractor may offer Participating Agencies competitive pricing which is lower than the not-to-exceed price set forth therein at any time during the Contract term and such lower pricing shall be applied as a global price reduction under the Contract.

C. Qualifications & Experience

1. Provide a brief history and description of your company.
2. Provide the total number and location of sales persons employed by your firm.
3. Number and location of support centers (if applicable)
4. Describe the qualifications of your sales personnel and technicians.
5. Provide a listing of key personnel who may be assigned to the County's contract. Include their title within your organization and the description of the type of work they may perform. Please identify an executive corporate sponsor who will be responsible for the overall management of the awarded Master Agreement.
6. Summarize your experience in providing product and services similar to that outlined in the Scope of Work. Provide a minimum of three references for which you have provided similar products and services. References from other public agencies, particularly municipal governments, are preferred. Please include company name, address, phone, email, and contact person.
7. Please submit any additional information that you feel is applicable to your qualifications and experience.

- 2) **SHORTLISTING:** The County may shortlist the Proposers based upon responses to the above items. If necessary, the County will conduct interviews/demonstrations. The County will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the evaluation committee and to clarify their proposals through exhibition and discussion. The County will not reimburse oral presentation costs of any Proposer.
- 3) **INTERVIEWS/DEMONSTRATIONS:** The County reserves the right to conduct interviews and/or product demonstrations with some or all of the offerors at any point during the evaluation process. However, the County may determine that interviews and/or demonstrations are not necessary. In the event these are conducted, information provided during the interview and/or demonstration process shall be taken into consideration when evaluating the stated criteria. The County shall not reimburse the Offeror for the costs associated with the interview and/or demonstration process.
- 4) **ADDITIONAL INVESTIGATIONS:** The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any proposer submitting a proposal.
- 5) **PRIOR EXPERIENCE:** Experiences with the City and entities that evaluation committee members represent may be taken into consideration when evaluating offers.
- 6) **EVALUATION OF PROPOSALS:** Please be aware that your company's responses to this solicitation will be evaluated at the sole discretion of County of DuPage; in consultation with National IPA representatives and that no express or implied guarantee is made that your company will be asked to participate beyond this solicitation. Responses will be analyzed as quickly as possible. The County of DuPage reserves the right to refuse any and all responses.

To ensure equal treatment of all participating vendors, Debra J. Thompson, CPPB, Buyer, shall be sole designated representative for this solicitation. Proposers are expected to utilize this representative for ALL information regarding this solicitation. Proposers who contact any other team member regarding the subject of this solicitation are subject to disqualification from participation.

**SECTION 8 - REQUIRED FORMS**

**FORMS INCLUDED IN THIS SOLICITATION DOCUMENT:**

- 1) **Proposal Form**
- 2) **Price Workbook**
- 3) **Background Investigation (for work performed in secure areas at the County of DuPage)**
- 4) **Vendor Ethics Disclosure Form**
- 5) **W9**
- 6) **References**
- 7) **National IPA Attachments**

COUNTY OF DU PAGE, ILLINOIS

PROPOSAL P15-150-DT  
PROPOSAL FORM  
SYSTEMS FURNITURE, FREE STANDING FURNITURE,  
SEATING, FILING EQUIPMENT, INTERIOR FURNITURE  
RELATED PRODUCTS AND SUPPORT SERVICES

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Proposer	
Main Business Address	
City, State, Zip Code	
Telephone Number	
Fax Number	
Proposal Contact Person	
Email Address	

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is:

- the Owner/Sole Proprietor
- a Member of the Partnership
- an Officer of the Corporation
- a Member of the Joint Venture

herein after called the Proposer and that the all of the Partners of the Partnership, Officers of the Corporation or Member of the Limited Liability are as follows:

\_\_\_\_\_  
(President, CEO, Partner or Member)

\_\_\_\_\_  
(Vice-President, Partner or Member)

\_\_\_\_\_  
(Secretary, Partner or Member)

\_\_\_\_\_  
(Treasurer, Partner or Member)

*(If additional Officers, Partners, or Members, list on an attached sheet.)*

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

**COUNTY OF DU PAGE, ILLINOIS**

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Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate.

Further, the undersigned certifies that the Proposer is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. *(Proposer may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)*

Further, the Proposer certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Proposer, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

**Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation.**

**No Proposal shall be accepted which has not been manually signed in ink in the appropriate space below:**

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

**For clarification of this offer, contact:**

\_\_\_\_\_  
Company Name

Name: \_\_\_\_\_

\_\_\_\_\_  
Address

Title: \_\_\_\_\_

\_\_\_\_\_  
City                      State                      Zip

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

Fax: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Email: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax ID

Acknowledged before me by \_\_\_\_\_ (name) as \_\_\_\_\_ (title)  
of \_\_\_\_\_ (company) this \_\_\_\_ (day) of \_\_\_\_\_, 201\_\_.

Notary Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Affix Seal

EXAMPLE

## SECTION 9 - PRICE LISTS

See Excel Workbook file – pricing should be returned in Excel and printed and inserted in this section.

EXAMPLE

Products	Discounts are from List Price. Tiers are based on List Product Value of each order. Discounts for orders over \$500,000 are negotiable					
	*Suppliers may add rows for additional product categories not specifically identified					
	\$1-\$99,999		\$100,000-\$249,999		\$250,000-\$499,999	
	Loading Dock	Installed	Loading Dock	Installed	Loading Dock	Installed
Seating						
Seating/Tables						
Desking						
Powered Tables						
Multi-Purpose Tables						
Folding Tables						
Filing/Storage						
Resident Hall Furniture						
Systems						
Interior Solutions						
Moveable Wall Systems						
Green or Sustainable Furniture Products						
Refurbished Products & Services						

**Installation & Delivery Service:** The Service option discounts include "standard" services only, subject to conditions listed below. The discounts are "not to exceed" percentages that may be lower as quoted by the servicing dealer dependent upon specific project conditions. Additional Standard Services are Subject to the Following Conditions:

1. Installation will be performed during normal weekday hours
2. Adequate facilities for delivery, unloading, moving and staging/storing the product during the installation
3. Service work shall not be hindered by other trades
4. Electric, heat and elevator service will be furnished without charge
5. The immediate area shall be complete and free of debris including carpet/flooring installation before delivery
6. Any work requiring a licensed electrician is the responsibility of the agency

Additional Charges

**Additional Charges May Apply for**

\*If there are other conditions that would cause additional charges to be applied please list and define how these will be charged for. Service percentages should be expressed as an additional percent of the total product list value

Service	Percent or Per Labor Hour Additional Charge
Inside Delivery-Upper Levels Non-Seating	
Inside Delivery-Upper Levels Seating	
Union & Prevailing Wage Non Seating	
Union & Prevailing Wage Seating	
Major Metro Market and Upper Floor Installation	
Installation outside of a ___mile range of a the servicing dealer	



**JOHN E. ZARUBA**  
SHERIFF

501 N. County Farm Road  
Wheaton, Illinois 60187  
(630) 407-2000  
FAX (630) 407-2013  
www.co.dupage.il.us/sheriff



Civil Division	(630) 407-2060
Corrections	(630) 407-2255
Crime Laboratory	(630) 407-2100
Detective Division	(630) 407-2323
Radio Room	(630) 407-2400
Records Division	(630) 407-2270
Warrants Division	(630) 407-2290

**OFFICE OF THE SHERIFF**  
COUNTY OF DUPAGE

**APPROVAL FOR BACKGROUND INVESTIGATION,  
CRIMINAL HISTORY AND DRIVERS LICENSE CHECK**

As an employee for a company under contract with DuPage County, I realize that a background investigation, criminal history, and driver's license check will be done before I can work in the DuPage County Jail. I hereby authorize the DuPage County Sheriff's Office to search any law enforcement database to conduct it.

List ALL names you have ever used:

Name: \_\_\_\_\_  
(PRINT) LAST, FIRST MIDDLE

Name: \_\_\_\_\_  
(PRINT) LAST, FIRST MIDDLE

Name: \_\_\_\_\_  
(PRINT) LAST, FIRST MIDDLE

Address: \_\_\_\_\_ Apt.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Soc. Sec. # \_\_\_\_-\_\_\_\_-\_\_\_\_

Drivers License Number: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Vendor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## VENDOR ETHICS DISCLOSURE

On January 12, 2010, the DuPage County Board adopted amendments to Ordinance OFI-003B-04, the DuPage County Ethics Ordinance.

Section 2-417 "Contractor Disclosure", requires that certain information be provided by vendors who contract with or are seeking to contract with the County to provide goods or services.

All requisitions and change orders require that the vendor provide the most current information as detailed on the "Vendor Ethics Disclosure Statement" form.

The Vendor Ethics Disclosure Statement and instructions can be found on the next page and on the County's Internet site under Contractor Forms in the Procurement section. The most current version of the form should always be utilized. There is also another form for additional pages; all pages are Adobe fillable forms.

**Continuing Disclosure:** It is the contractor/vendor's responsibility to update contribution information on an ongoing basis during the life of the contract. The vendor is required to submit an updated Ethics Disclosure Statement to the user department, any time contributions are made to the Chairman or County Board Members subsequent to the most recent authorized contract action.

**Failure to Comply:** Failure to provide the requested information will at minimum delay awarding of the contract and could result in the selected vendor being disqualified as non-responsive and non-responsible.

Providing fraudulent information on the Vendor Ethics Disclosure Statement may result in a Class 3 Felony.

**Contribution:** A gift, subscription, dues, loan, advance or deposit of money or anything of value, including services, knowingly received in connection with the nomination for election or election of any person to County office.

**Gift:** Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having a fair cash market value including but not limited to cash, food, drink.

**Multi-year contracts:** Those contracts with duration greater than 12 months require annual updates, to be filed by the vendor with the user department, and forwarded to Procurement. The reporting period should be through December 31st of the current year, and received by the user department with 10 business days of that date

**Prohibited Source:** Any person or entity who (i) is seeking official action by the Chairman, County Board member or in the case of an employee, by the employee or by the Chairman or County Board member, or another employee directing that employee; (ii) does business or seeks to do business with the Chairman, County Board member or employee (iii) conducts activities regulated by the Chairman, County Board member or employee (iv) has interests that may be substantially affected by the performance or non-performance of the official duties of the Chairman, County Board member or employee (v) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act or the DuPage County Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its member or serves on its board of directors (vi) is a Political Action Committee to which a prohibited source has contributed.



## Required Vendor Ethics Disclosure Statement

Company Name:			
Company Contact:		Contact Phone:	
Bid/Contract/ PO:			

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Attach additional sheets if necessary. Sign each added sheet and number each page \_\_\_ (#) of \_\_\_ (total pages).

- All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at <http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Page 1 of \_\_\_\_\_ Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Apply to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN), if you do not have a number, see *How to get a TIN* on page 3.

Social security number								
OR								
Employer identification number								

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/irb](http://www.irs.gov/irb).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
  2. Certify that you are not subject to backup withholding, or
  3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Please submit completed W-9 form with your bid proposal**

## REFERENCES

The bidder must list references for the last three (3) completed projects, listing company name, address, contact person, telephone number and date of completion. Additional references may be required. If bidder is a new business, provide references that will enable the County to determine if bidder is responsible.

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>DATE OF COMPLETION:</b>	

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>DATE OF COMPLETION:</b>	

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>DATE OF COMPLETION:</b>	

<b>STATE THE NUMBER OF YEARS IN BUSINESS:</b>	
<b>STATE THE CURRENT NUMBER OF PERSONNEL ON STAFF:</b>	

## ATTACHMENT A



### **Requirements for National Cooperative Contract To be Administered by National Intergovernmental Purchasing Alliance Company**

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

National IPA Exhibit A – NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

National IPA Exhibit B – NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

National IPA Exhibit C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

National IPA Exhibit D – NATIONAL IPA PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

National IPA Exhibit E – NATIONAL IPA CONTRACT SALES REPORTING TEMPLATE

National IPA Exhibit F – NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

**1.0 Scope of National Cooperative Contract**

**1.1 Requirement**

The County of DuPage, Illinois (hereinafter defined and referred to as “Principal Procurement Agency”), on behalf of itself and the National Intergovernmental Purchasing Alliance Company (“National IPA”), is requesting proposals for systems furniture, free-standing furniture, seating, filing systems/equipment, interior solutions, and related product and support services. The intent of this Request for Proposal is that any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (hereinafter defined and referred to as the “Master Agreement”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through National IPA’s cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with National IPA (an example of which is included as Exhibit D) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency, including the Principal Procurement Agency, will be preceded by their registration with National IPA as a Participating Public Agency in National IPA’s cooperative purchasing program. Registration with National IPA as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through National IPA.

All transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither National IPA, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency.

This Exhibit A defines the expectations for qualifying Suppliers based on National IPA’s requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through National IPA.

These requirements are incorporated into and are considered an integral part of this RFP. National IPA reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

**1.2 Marketing and Administrative Support**

During the term of the Master Agreement National IPA intends to provide marketing and administrative support for Supplier pursuant to this section 1.2 that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The National IPA marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Marketing collateral (print, email, presentations)
- B. Website support
- C. Trade shows/conferences/meetings
- D. Advertising

The National IPA sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Individual sales calls
- B. Joint sales calls
- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The National IPA contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 2% of the greater of the Contract Sales under the Master Agreement and guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the National IPA Administration Agreement (refer to Exhibit B).

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the National Intergovernmental Purchasing Alliance Company Administration Agreement between Supplier and National IPA (the "National IPA Administration Agreement")

**1.3 Estimated Volume**

The dollar volume purchased under the Master Agreement is estimated to be approximately \$75 million annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public

Requirements for National Cooperative Contract

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and National IPA.

**1.4 Award Basis**

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will be the basis of award on a national level through National IPA. If multiple suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same suppliers will be required to extend the Master Agreement to Participating Public Agencies through National IPA. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and National IPA shall agree.

**1.5 Objectives of Cooperative Program**

This RFP is intended to achieve the following objectives regarding availability through National IPA's cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

**2.0 REPRESENTATIONS AND COVENANTS**

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and National IPA designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

**2.1 Corporate Commitment**

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with National IPA and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

response that will be responsible for the overall management of the Master Agreement.

**2.2 Pricing Commitment**

Supplier commits that the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, that the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

**2.3 Sales Commitment**

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through National IPA nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to National IPA in accordance with the National IPA Administration Agreement. Supplier also commits that its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

**3.0 SUPPLIER QUALIFICATIONS**

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through National IPA.

**3.1 Company**

- A. Brief history and description of your company.
- B. Total number and location of sales persons employed by your company.
- C. Number and location of support centers (if applicable).
- D. Annual sales for the three previous fiscal years.
- E. Submit your FEIN and Dunn & Bradstreet report.

**3.2 Distribution, Logistics**

- A. Describe how your company proposes to distribute the products/service nationwide.
- B. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.
- C. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
- D. State any return and restocking policy and fees, if applicable, associated with returns.

**3.3 Marketing and Sales**

- A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as your company's primary go to market strategy for Public Agencies to your teams nationwide, to include, but not limited to:

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
  - ii. Training and education of your national sales force with participation from the executive leadership of your company, along with the National IPA team within first 90 days
- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:
  - i. Creation and distribution of a co-branded press release to trade publications within first 10 days
  - ii. Announcement, contract details and contact information published on the company website within first 30 days
  - iii. Design, publication and distribution of co-branded marketing materials within first 90 days
  - iv. Commitment to attendance and participation with National IPA at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
  - v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by National IPA for partner suppliers. Booth space will be purchased and staffed by your company. In addition, you commit to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by National IPA.
  - vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
  - vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, etc.)
  - viii. Dedicated National IPA internet web-based homepage with:
    - National IPA standard logo;
    - Copy of original Request for Proposal;
    - Copy of contract and amendments between Principal Procurement Agency and Supplier;
    - Summary of Products and pricing;
    - Marketing Materials
    - Electronic link to National IPA's online registration page;
    - A dedicated toll free number and email address for National IPA
- C. Describe how your company will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through National IPA. Include a list of current cooperative contracts (regional and national) your company holds and describe how the Master Agreement will be positioned among the other cooperative agreements.
- D. Acknowledge that your company agrees to provide its company/corporate logo(s) to National IPA and agrees to provide permission for reproduction of such logo in marketing communications and promotions.
- E. Supplier is responsible for proactive direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

National IPA. All sales materials are to use the National IPA logo. At a minimum, the Supplier's sales initiatives should communicate:

- i. Master Agreement was competitively solicited by a Principal Procurement Agency
  - ii. Best government pricing
  - iii. No cost to participate
  - iv. Non-exclusive contract
- F. Supplier is responsible for the training of its national sales force on the Master Agreement. At a minimum, sales training should include:
- i. Key features of Master Agreement
  - ii. Working knowledge of the solicitation process
  - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through National IPA
- G. Provide contact information for the person(s), who will be responsible for:
- i. Marketing
  - ii. Sales
  - iii. Sales Support
  - iv. Financial Reporting
  - v. Contracts
- H. Describe in detail how your company's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.
- I. Explain in detail how the sales teams will work with the National IPA team to implement, grow and service the national program.
- J. Explain in detail how your organization will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, etc.
- K. State the amount of your company's Public Agency sales for the previous fiscal year. Provide a list of your top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.
- L. Describe your company's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.
- M. Provide the Contract Sales (as defined in Section 10 of the National Intergovernmental Purchasing Alliance Company Administration Agreement) that your company will guarantee each year under the Master Agreement for the initial three years of the Master Agreement.

\$ \_\_\_\_\_ .00 in year one  
\$ \_\_\_\_\_ .00 in year two  
\$ \_\_\_\_\_ .00 in year three

- N. Even though it is anticipated that many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation that is for Products covered under the Master Agreement.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- i. Respond with Master Agreement pricing (Contract Sales reported to National IPA).
- ii. If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to National IPA under the Master Agreement.
- iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement.
- iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail your strategies under these options when responding to a solicitation.

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY  
ADMINISTRATION AGREEMENT

This ADMINISTRATION AGREEMENT (the "Agreement") is made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, between National Intergovernmental Purchasing Alliance Company ("National IPA"), and \_\_\_\_\_ (herein "Supplier").

**RECITALS**

**WHEREAS**, the \_\_\_\_\_ (herein "Principal Procurement Agency") has entered into a Master Agreement dated \_\_\_\_\_, Agreement No \_\_\_\_\_, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of \_\_\_\_\_ (herein "Product");

**WHEREAS**, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), that enter into (either via registration on the National IPA website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

**WHEREAS**, Participating Public Agencies may access the Master Agreement which is offered through National IPA to Public Agencies;

**WHEREAS**, National IPA serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

**WHEREAS**, Principal Procurement Agency desires National IPA to proceed with administration of the Master Agreement; and

**WHEREAS**, National IPA and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between National IPA and Supplier.

**NOW, THEREFORE**, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, National IPA and Supplier hereby agree as follows:

**DEFINITIONS**

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

## TERMS AND CONDITIONS

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. National IPA shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to National IPA, its agents, employees, directors, and representatives under this Agreement including, but not limited to, the Supplier's obligation to provide appropriate insurance.

4. National IPA shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by National IPA solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, National IPA: (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) shall not be obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) shall not be obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. National IPA makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

## TERM OF AGREEMENT

6. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of paragraphs 3, 4 and 5 hereof and the indemnifications afforded by the Supplier to National IPA herein and in the Master Agreement, to the extent such provision survive the term of the Master Agreement, shall survive the term of this Agreement.

## NATIONAL PROMOTION

7. National IPA and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement and if not cured within thirty (30)

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

days of written notice to Supplier shall be deemed a cause for termination of this Agreement at National IPA's sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

8. Supplier shall require each Public Agency to register its participation in the National IPA program by either registering on the National IPA website, [www.nationalipa.org](http://www.nationalipa.org), or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order.

9. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases. In addition, Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and National IPA. Supplier and National IPA shall provide each respective party with its logo ("Logo") and the standard terms of use for its general use in marketing the Master Agreement. Both parties shall obtain written approval from the other party prior to use of such party's Logo. Notwithstanding, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

**MONTHLY REPORTING & FEES**

10. Supplier shall pay National IPA an administrative fee in the amount of \_\_% of the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). Supplier shall provide National IPA with an electronic accounting report, in Microsoft Excel, in the format prescribed by National IPA, on a monthly basis summarizing all Contract Sales for the applicable month. A sample of the Contract Sales reporting format is provided as Exhibit C, attached hereto and incorporated herein by reference.

11. Reports of Contract Sales for Principal Procurement Agency and Participating Public Agencies in each calendar month shall be provided by Supplier to National IPA by the 10<sup>th</sup> day of the following month. Such reports shall be accompanied by an administrative fee payment in the amount indicated on the report as being due. Administrative fee payments are to be paid by the Supplier to National IPA via Automated Clearing House (ACH) to the National IPA designated financial institution identified in Exhibit D. Failure to provide a monthly report or payment of the administrative fees within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at National IPA's sole discretion. All administrative fees not paid when due shall bear interest at a rate equal to the lesser of 1 1/2% per month or the maximum rate permitted by law until paid in full.

12. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. National IPA, or its designee, in National IPA's sole discretion, reserves the right to compare Participating Public Agency records with monthly reports

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

submitted by Supplier for a period of four (4) years from the date National IPA receives such monthly report. National IPA may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by National IPA at the location designated by National IPA. In the event an underreporting of Contract Sales and a resulting underpayment of administrative fees is revealed, National IPA will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to National IPA's reasonable satisfaction, including payment of any administrative fees due and owing, together with interest thereon in accordance with Section 11, and reimbursement of National IPA's costs and expenses related to such audit.

**GENERAL PROVISIONS**

13. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between National IPA and Supplier, the provisions of this Agreement shall prevail.

14. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

15. This Agreement and National IPA's rights and obligations hereunder may be assigned at National IPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform National IPA's obligations hereunder. Supplier may not assign its obligations hereunder without the prior written consent of National IPA.

16. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

**A. National Intergovernmental Purchasing Alliance Company**

National IPA  
Attn: President  
725 Cool Springs Blvd  
Suite 100  
Franklin, TN 37067

**B. Supplier**

17. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

18. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

19. This Agreement shall inure to the benefit of and shall be binding upon National IPA, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

20. This Agreement will be construed under and governed by the laws of the state of Delaware, excluding its conflicts of law provisions.

Authorized Signature, Supplier

NATIONAL INTERGOVERNMENTAL  
PURCHASING ALLIANCE COMPANY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Ward H. Brown  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Chief Operating Officer  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING  
AGREEMENT, EXAMPLE

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (the “Agreement”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate with National Intergovernmental Purchasing Alliance Company (“National IPA”) (“Principal Procurement Agencies”) to be appended and made a part hereof and such other public agencies who register to participate in the National IPA program by either registering on the National IPA website, [www.nationalipa.org](http://www.nationalipa.org), or executing a Master Intergovernmental Cooperative Purchasing Agreement with National IPA (“Participating Public Agencies”) to be appended and made a part hereof.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, a number of suppliers (each a “Supplier”) have entered into Master Supplier Agreements to provide a variety of goods, products and services (herein “Products”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

**WHEREAS**, Master Supplier Agreements are made available by Principal Procurement Agencies through National IPA and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase;

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products.
2. That the procurement of Products by Participating Public Agencies subject to this Agreement shall be conducted in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency’s procurement practices.
3. That the cooperative use of solicitations obtained by the parties to this Agreement shall be in accordance with the terms and conditions of the Master Supplier Agreement, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state or local law.
4. That the Principal Procurement Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the procurement of Products by the Participating Public Agencies.
5. That the Participating Public Agencies that procure Products through any Master Supplier Agreement (each a, “Procuring Party”) will make timely payments to the Supplier for Products received in accordance with the terms and conditions of the Master Supplier Agreement. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT C- NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING  
AGREEMENT, EXAMPLE**

Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase.

6. The Procuring Party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The Procuring Party shall be responsible for the ordering of Products under this agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and the Procuring Party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the Procuring Party.
8. This agreement shall remain in effect until termination by a party giving 30 days written notice to the other party. The provisions of paragraphs 5, 6 and 7 hereof shall survive any such termination.
9. This agreement shall take effect after execution of the Principal Procurement Agency Certificate or Participating Public Agency Registration, as applicable.

**PRINCIPAL PROCUREMENT AGENCY CERTIFICATE**

In its capacity as Principal Procurement Agency for National IPA, NAME OF PPA agrees to pursue Master Agreements for Products as specified in the attached exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as \_\_\_\_\_ of and on behalf of NAME OF PPA (“Principal Procurement Agency”), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through National Intergovernmental Purchasing Alliance Company (“National IPA”) pursuant to the terms of the Administrative Agreement by and between National IPA and the applicable supplier.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, Principal Procurement Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT F- NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT**

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with National IPA and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama*	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma*	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states / districts may be found at [http://www.usa.gov/Agencies/State\\_and\\_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml) and <http://www.usa.gov/Agencies/Local.shtml>

\*Some public agencies and political subdivisions of these states may be restricted by state statutes that limit competition among cooperative purchasing organizations by only allowing use of purchasing cooperatives sponsored by certain National Associations.

Certain Public Agencies and Political Subdivisions:

**Cities, Towns, Villages and Boroughs including but not limited to:**

BAKER CITY GOLF COURSE, OR  
CITY OF ADAIR VILLAGE, OR  
CITY OF ASHLAND, OR  
CITY OF AUMSVILLE, OR  
CITY OF AURORA, OR  
CITY OF BAKER, OR  
CITY OF BATON ROUGE, LA  
CITY OF BEAVERTON, OR  
CITY OF BEND, OR  
CITY OF BOARDMAN, OR  
CITY OF BOSSIER CITY, LA  
CITY OF BROOKINGS, OR  
CITY OF BURNS, OR  
CITY OF CANBY, OR  
CITY OF CANYONVILLE, OR  
CITY OF CLATSKANIE, OR  
CITY OF COBURG, OR  
CITY OF CONDON, OR  
CITY OF COQUILLE, OR

CITY OF CORVALLI, OR  
CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR  
CITY OF COTTAGE GROVE, OR  
CITY OF EUGENE, OR  
CITY OF FOREST GROVE, OR  
CITY OF GRANTS PASS, OR  
CITY OF GRESHAM, OR  
CITY OF HILLSBORO, OR  
CITY OF INDEPENDENCE, OR  
CITY AND COUNTY OF HONOLULU, HI  
CITY OF KENNER, LA  
CITY OF LA GRANDE, OR  
CITY OF LAFAYETTE, LA  
CITY OF LAKE CHARLES, OR  
CITY OF LEBANON, OR  
CITY OF MCMINNVILLE, OR  
CITY OF MEDFORD, OR  
CITY OF METAIRIE, LA  
CITY OF MILL CITY, OR  
CITY OF MILWAUKIE, OR

CITY OF MONROE, LA  
CITY OF MOSIER, OR  
CITY OF NEW ORLEANS, LA  
CITY OF NORTH PLAINS, OR  
CITY OF OREGON CITY, OR  
CITY OF PILOT ROCK, OR  
CITY OF PORTLAND, OR  
CITY OF POWERS, OR  
CITY OF PRINEVILLE, OR  
CITY OF REDMOND, OR  
CITY OF REEDSPORT, OR  
CITY OF RIDDLE, OR  
CITY OF ROGUE RIVER, OR  
CITY OF ROSEBURG, OR  
CITY OF SALEM, OR  
CITY OF SANDY, OR  
CITY OF SCAPPOOSE, OR  
CITY OF SHADY COVE, OR  
CITY OF SHERWOOD, OR  
CITY OF SHREVEPORT, LA  
CITY OF SILVERTON, OR  
CITY OF SPRINGFIELD, OR  
CITY OF ST. HELENS, OR  
CITY OF ST. PAUL, OR  
CITY OF SULPHUR, LA  
CITY OF TIGARD, OR  
CITY OF TROUTDALE, OR  
CITY OF TUALATIN, OR  
CITY OF WALKER, LA  
CITY OF WARRENTON, OR  
CITY OF WEST LINN, OR  
CITY OF WILSONVILLE, OR  
CITY OF WINSTON, OR  
CITY OF WOODBURN, OR  
LEAGUE OF OREGON CITIES  
THE CITY OF HAPPY VALLEY OREGON

**Counties and Parishes including but not limited**

**to:**

ASCENSION PARISH, LA  
ASCENSION PARISH, LA, CLEAR OF COURT  
ASSOCIATION OF OREGON COUNTIES  
BAKER COUNTY, OR  
BENTON COUNTY, OR  
BOARD OF WATER SUPPLY, OR  
CADDO PARISH, LA  
CALCASIEU PARISH, LA  
CALCASIEU PARISH SHERIFF'S OFFICE, LA  
CITY AND COUNTY OF HONOLULU, HI  
CLACKAMAS COUNTY, OR  
CLACKAMAS COUNTY DEPT OF  
TRANSPORTATION, OR  
CLATSOP COUNTY, OR  
COLUMBIA COUNTY, OR  
COOS COUNTY, OR  
COOS COUNTY HIGHWAY DEPARTMENT, OR  
COUNTY OF HAWAII, OR  
CROOK COUNTY, OR

CROOK COUNTY ROAD DEPARTMENT, OR  
CURRY COUNTY, OR  
DESCHUTES COUNTY, OR  
DOUGLAS COUNTY, OR  
EAST BATON ROUGE PARISH, LA  
GILLIAM COUNTY, OR  
GRANT COUNTY, OR  
HARNEY COUNTY, OR  
HARNEY COUNTY SHERIFFS OFFICE, OR  
HAWAII COUNTY, HI  
HOOD RIVER COUNTY, OR  
JACKSON COUNTY, OR  
JEFFERSON COUNTY, OR  
JEFFERSON PARISH, LA  
JOSEPHINE COUNTY GOVERNMENT, OR  
LAFAYETTE CONSOLIDATED GOVERNMENT, LA  
LAFAYETTE PARISH, LA  
LAFAYETTE PARISH CONVENTION & VISITORS  
COMMISSION  
LAFOURCHE PARISH, LA  
LAFOURCHE PARISH HEALTH UNIT – DHH-OPH  
REGION 3  
KAUAI COUNTY, HI  
KLAMATH COUNTY, OR  
LAKE COUNTY, OR  
LANE COUNTY, OR  
LINCOLN COUNTY, OR  
LINN COUNTY, OR  
LIVINGSTON PARISH, LA  
MALHEUR COUNTY, OR  
MAUI COUNTY, HI  
MARION COUNTY, SALEM, OR  
MORROW COUNTY, OR  
MULTNOMAH COUNTY, OR  
MULTNOMAH COUNTY BUSINESS AND  
COMMUNITY SERVICES, OR  
MULTNOMAH COUNTY SHERIFFS OFFICE, OR  
MULTNOMAH LAW LIBRARY, OR  
ORLEANS PARISH, LA  
PLAQUEMINES PARISH, LA  
POLK COUNTY, OR  
RAPIDES PARISH, LA  
SAINT CHARLES PARISH, LA  
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA  
SAINT LANDRY PARISH, LA  
SAINT TAMMANY PARISH, LA  
SHERMAN COUNTY, OR  
TERREBONNE PARISH, LA  
TILLAMOOK COUNTY, OR  
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR  
TILLAMOOK COUNTY GENERAL HOSPITAL, OR  
UMATILLA COUNTY, OR  
UNION COUNTY, OR  
WALLOWA COUNTY, OR  
WASCO COUNTY, OR  
WASHINGTON COUNTY, OR  
WEST BATON ROUGE PARISH, LA  
WHEELER COUNTY, OR

YAMHILL COUNTY, OR

**Other Agencies including Associations, Boards, Districts, Commissions, Councils, Public Corporations, Public Development Authorities, Reservations and Utilities including but not limited to:**

BATON ROUGE WATER COMPANY  
BEND METRO PARK AND RECREATION DISTRICT  
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6, LA  
BOARDMAN PARK AND RECREATION DISTRICT  
CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA  
CENTRAL OREGON INTERGOVERNMENTAL COUNCIL  
CLACKAMAS RIVER WATER  
CLATSKANIE PEOPLE'S UTILITY DISTRICT  
CLEAN WATER SERVICES  
CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
COOS FOREST PROTECTIVE ASSOCIATION  
CHEHALEM PARK AND RECREATION DISTRICT  
DAVID CROCKETT STEAM FIRE COMPANY #1, LA  
EUGENE WATER AND ELECTRIC BOARD  
HOODLAND FIRE DISTRICT #74  
HOUSING AUTHORITY OF PORTLAND  
ILLINOIS VALLEY FIRE DISTRICT  
LAFAYETTE AIRPORT COMMISSION, LA  
LOUISIANA PUBLIC SERVICE COMMISSION, LA  
LOUISIANA WATER WORKS  
MEDFORD WATER COMMISSION  
MELHEUR COUNTY JAIL, OR  
METRO REGIONAL GOVERNMENT  
METRO REGIONAL PARKS  
METROPOLITAN EXPOSITION RECREATION COMMISSION  
METROPOLITAN SERVICE DISTRICT (METRO)  
MULTNOMAH EDUCATION SERVICE DISTRICT  
PORTLAND DEVELOPMENT COMMISSION, OR  
PORTLAND FIRE AND RESCUE  
OREGON COAST COMMUNITY ACTION  
OREGON HOUSING AND COMMUNITY SERVICES  
OREGON LEGISLATIVE ADMINISTRATION  
SAINT LANDRY PARISH TOURIST COMMISSION  
SAINT TAMMANY FIRE DISTRICT 4, LA  
SALEM MASS TRANSIT DISTRICT  
SEWERAGE AND WATER BOARD OF NEW ORLEANS, LA  
TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON  
TUALATIN HILLS PARK & RECREATION DISTRICT  
TUALATIN VALLEY FIRE & RESCUE  
WILLAMALANE PARK AND RECREATION DISTRICT

WILLAMETTE HUMANE SOCIETY

**K-12 including but not limited to:**

ACADIA PARISH SCHOOL BOARD  
BEAVERTON SCHOOL DISTRICT  
BEND-LA PINE SCHOOL DISTRICT  
BOSSIER PARISH SCHOOL BOARD  
BROOKING HARBOR SCHOOL DISTRICT  
CADDO PARISH SCHOOL DISTRICT  
CALCASIEU PARISH SCHOOL DISTRICT  
CANBY SCHOOL DISTRICT  
CANYONVILLE CHRISTIAN ACADEMY  
CASCADE SCHOOL DISTRICT  
CASCADES ACADEMY OF CENTRAL OREGON  
CENTENNIAL SCHOOL DISTRICT  
CENTRAL CATHOLIC HIGH SCHOOL  
CENTRAL POINT SCHOOL DISTRICT NO.6  
CENTRAL SCHOOL DISTRICT 13J  
COOS BAY SCHOOL DISTRICT NO.9  
CORVALLIS SCHOOL DISTRICT 509J  
COUNTY OF YAMHILL SCHOOL DISTRICT 29  
CULVER SCHOOL DISTRICT  
DALLAS SCHOOL DISTRICT NO.2  
DAVID DOUGLAS SCHOOL DISTRICT  
DAYTON SCHOOL DISTRICT NO.8  
DE LA SALLE N CATHOLIC HS  
DESCHUTES COUNTY SCHOOL DISTRICT NO.6  
DUFUR SCHOOL DISTRICT NO.29  
EAST BATON ROUGE PARISH SCHOOL DISTRICT  
ESTACADA SCHOOL DISTRICT NO.10B  
FOREST GROVE SCHOOL DISTRICT  
GEORGE MIDDLE SCHOOL  
GLADSTONE SCHOOL DISTRICT  
GRANTS PASS SCHOOL DISTRICT 7  
GREATER ALBANY PUBLIC SCHOOL DISTRICT  
HEAD START OF LANE COUNTY  
HIGH DESERT EDUCATION SERVICE DISTRICT  
HILLSBORO SCHOOL DISTRICT  
HOOD RIVER COUNTY SCHOOL DISTRICT  
JACKSON CO SCHOOL DIST NO.9  
JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
JEFFERSON PARISH SCHOOL DISTRICT  
JEFFERSON SCHOOL DISTRICT  
JUNCTION CITY SCHOOLS, OR  
KLAMATH FALLS CITY SCHOOLS  
LAFAYETTE PARISH SCHOOL DISTRICT  
LAKE OSWEGO SCHOOL DISTRICT 7J  
LANE COUNTY SCHOOL DISTRICT 4J  
LINCOLN COUNTY SCHOOL DISTRICT  
LINN CO. SCHOOL DIST. 95C  
LIVINGSTON PARISH SCHOOL DISTRICT  
LOST RIVER JR/SR HIGH SCHOOL  
LOWELL SCHOOL DISTRICT NO.71  
MARION COUNTY SCHOOL DISTRICT  
MARION COUNTY SCHOOL DISTRICT 103  
MARIST HIGH SCHOOL, OR  
MCMINNVILLE SCHOOL DISTRICT NOAO

MEDFORD SCHOOL DISTRICT 549C  
MITCH CHARTER SCHOOL  
MONROE SCHOOL DISTRICT NO.1J  
MUL TNOMAH EDUCATION SERVICE DISTRICT  
MULTISENSORY LEARNING ACADEMY  
MYRTLE PINT SCHOOL DISTRICT 4I  
NEAH-KAH-NIE DISTRICT NO.56  
NEWBERG PUBLIC SCHOOLS  
NESTUCCA VALLEY SCHOOL DISTRICT NO.10I  
NOBEL LEARNING COMMUNITIES  
NORTH BEND SCHOOL DISTRICT 13  
NORTH CLACKAMAS SCHOOL DISTRICT  
NORTH DOUGLAS SCHOOL DISTRICT  
NORTH WASCO CITY SCHOOL DISTRICT 2I  
NORTHWEST REGIONAL EDUCATION SERVICE  
DISTRICT  
ONTARIO MIDDLE SCHOOL  
OREGON TRAIL SCHOOL DISTRICT NOA6  
ORLEANS PARISH SCHOOL DISTRICT  
PHOENIX-TALENT SCHOOL DISTRICT NOA  
PLEASANT HILL SCHOOL DISTRICT  
PORTLAND JEWISH ACADEMY  
PORTLAND PUBLIC SCHOOLS  
RAPIDES PARISH SCHOOL DISTRICT  
REDMOND SCHOOL DISTRICT  
REYNOLDS SCHOOL DISTRICT  
ROGUE RIVER SCHOOL DISTRICT  
ROSEBURG PUBLIC SCHOOLS  
SCAPPOOSE SCHOOL DISTRICT 1J  
SEASIDE SCHOOL DISTRICT 10  
SHERWOOD SCHOOL DISTRICT 88J  
SILVER FALLS SCHOOL DISTRICT 4J  
SOUTH LANE SCHOOL DISTRICT 45J3  
SOUTHERN OREGON EDUCATION SERVICE  
DISTRICT  
SPRINGFIELD PUBLIC SCHOOLS  
SUTHERLIN SCHOOL DISTRICT  
SWEET HOME SCHOOL DISTRICT NO.55  
TERREBONNE PARISH SCHOOL DISTRICT  
THE CATLIN GABEL SCHOOL  
TIGARD-TUALATIN SCHOOL DISTRICT  
UMATILLA MORROW ESD  
WEST LINN WILSONVILLE SCHOOL DISTRICT  
WILLAMETTE EDUCATION SERVICE DISTRICT  
WOODBURN SCHOOL DISTRICT  
YONCALLA SCHOOL DISTRICT

### **Higher Education**

ARGOSY UNIVERSITY  
BATON ROUGE COMMUNITY COLLEGE, LA  
BIRTHINGWAY COLLEGE OF MIDWIFERY  
BLUE MOUNTAIN COMMUNITY COLLEGE  
BRIGHAM YOUNG UNIVERSITY - HAWAII  
CENTRAL OREGON COMMUNITY COLLEGE  
CENTENARY COLLEGE OF LOUISIANA  
CHEMEKETA COMMUNITY COLLEGE  
CLACKAMAS COMMUNITY COLLEGE

COLLEGE OF THE MARSHALL ISLANDS  
COLUMBIA GORGE COMMUNITY COLLEGE  
CONCORDIA UNIVERSITY  
GEORGE FOX UNIVERSITY  
KLAMATH COMMUNITY COLLEGE DISTRICT  
LANE COMMUNITY COLLEGE  
LEWIS AND CLARK COLLEGE  
LINFIELD COLLEGE  
LINN-BENTON COMMUNITY COLLEGE  
LOUISIANA COLLEGE, LA  
LOUISIANA STATE UNIVERSITY  
LOUISIANA STATE UNIVERSITY HEALTH  
SERVICES  
MARYLHURST UNIVERSITY  
MT. HOOD COMMUNITY COLLEGE  
MULTNOMAH BIBLE COLLEGE  
NATIONAL COLLEGE OF NATURAL MEDICINE  
NORTHWEST CHRISTIAN COLLEGE  
OREGON HEALTH AND SCIENCE UNIVERSITY  
OREGON INSTITUTE OF TECHNOLOGY  
OREGON UNIVERSITY SYSTEM  
PACIFIC UNIVERSITY  
PIONEER PACIFIC COLLEGE  
PORTLAND COMMUNITY COLLEGE  
PORTLAND STATE UNIVERSITY  
REED COLLEGE  
RESEARCH CORPORATION OF THE UNIVERSITY  
OF HAWAII  
ROGUE COMMUNITY COLLEGE  
SOUTHEASTERN LOUISIANA UNIVERSITY  
SOUTHERN OREGON UNIVERSITY (OREGON  
UNIVERSITY SYSTEM)  
SOUTHWESTERN OREGON COMMUNITY  
COLLEGE  
TULANE UNIVERSITY  
TILLAMOOK BAY COMMUNITY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII BOARD OF REGENTS  
UNIVERSITY OF HAWAII-HONOLULU  
COMMUNITY COLLEGE  
UNIVERSITY OF OREGON-GRADUATE SCHOOL  
UNIVERSITY OF PORTLAND  
UNIVERSITY OF NEW ORLEANS  
WESTERN OREGON UNIVERSITY  
WESTERN STATES CHIROPRACTIC COLLEGE  
WILLAMETTE UNIVERSITY  
XAVIER UNIVERISTY

### **State Agencies**

ADMIN. SERVICES OFFICE  
BOARD OF MEDICAL EXAMINERS  
HAWAII CHILD SUPPORT ENFORCEMENT  
AGENCY  
HAWAII DEPARTMENT OF TRANSPORTATION  
HAWAII HEALTH SYSTEMS CORPORATION  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OFFICE OF THE STATE TREASURER  
OREGON BOARD OF ARCHITECTS

OREGON CHILD DEVELOPMENT COALITION  
OREGON DEPARTMENT OF EDUCATION  
OREGON DEPARTMENT OF FORESTRY  
OREGON DEPT OF TRANSPORTATION  
OREGON DEPT. OF EDUCATION  
OREGON LOTTERY  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
OREGON STATE DEPT OF CORRECTIONS  
OREGON STATE POLICE  
OREGON TOURISM COMMISSION  
OREGON TRAVEL INFORMATION COUNCIL

SANTIAM CANYON COMMUNICATION CENTER  
SEIU LOCAL 503, OPEU  
SOH- JUDICIARY CONTRACTS AND PURCH  
STATE DEPARTMENT OF DEFENSE, STATE OF  
HAWAII  
STATE OF HAWAII  
STATE OF HAWAII, DEPT. OF EDUCATION  
STATE OF LOUISIANA  
STATE OF LOUISIANA DEPT. OF EDUCATION  
STATE OF LOUISIANA, 26<sup>TH</sup> JUDICIAL DISTRICT  
ATTORNEY

EXAMPLE

**LATE PROPOSALS CANNOT BE  
ACCEPTED!**

**SEALED PROPOSAL**

**INVITATION #: P15-150-DT**

**OPENING DATE: 10/14/15**

**OPENING TIME: 2:00 P.M.**

**DESCRIPTION: MASTER AGREEMENT TO PROVIDE  
SYSTEMS FURNITURE, FREE-STANDING  
FURNITURE, SEATING, FILING  
SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS  
AND RELATED PRODUCT AND SUPPORT  
SERVICES**

**DATED MATERIAL-DELIVER IMMEDIATELY**

PLEASE CUT OUT AND AFFIX THIS PROPOSAL LABEL  
(ABOVE) TO THE OUTERMOST ENVELOPE OF YOUR  
PROPOSAL TO HELP ENSURE PROPER DELIVERY!

**LATE PROPOSALS CANNOT BE  
ACCEPTED!**

**SPACESAVER® CORPORATION, THE STORAGE SOLUTIONS LEADER, IS NOW ON THE COUNTY OF DuPAGE—NATIONAL IPA CONTRACT.**

Spacesaver has been helping organizations large and small for more than 40 years. We can help you:

- Optimize your space.
- Save time and improve efficiency.
- Build a smaller footprint.
- Improve organization.
- Maximize your long-term ROI.

As the storage solutions leader, we have the team, talent, and technology to meet your needs.

Our products are engineered and manufactured with pride in Wisconsin, USA, and our extensive network of local distributors ensures your satisfaction from the initial design phase all the way through to ongoing service and maintenance.

We don't simply manufacture products. We provide solutions.

Let's get started on your project.

Contact: Dave Bradford: [dave@bradfordsystems.com](mailto:dave@bradfordsystems.com)  
Cell: 847-344-8989

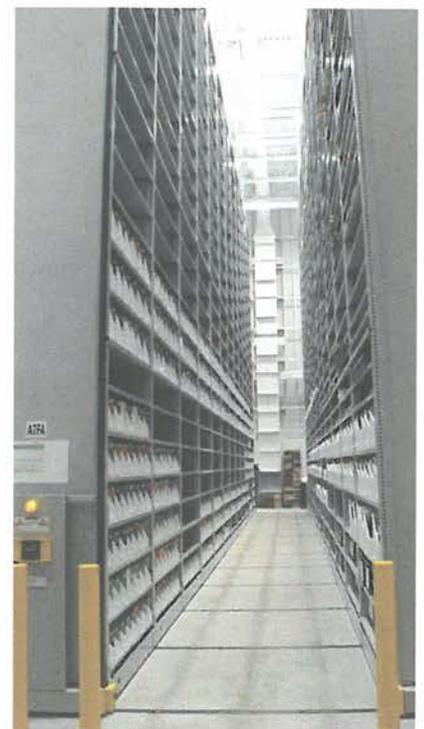
**STORAGE EXPERTISE:**

- Businesses
- Libraries, Schools, and Universities
- Museums
- Law Enforcement
- Military
- Health Care
- Cold Storage
- Athletic Equipment Rooms
- And anywhere else stuff needs storing!

**STORAGE PRODUCTS:**

- High-Density Mobile Shelving
- ActivRAC® Mobile Racking System
- Xtend® High-Bay Shelving
- FrameWRX® Storage System
- RaptorRAC® Wide-Span Shelving
- 4-Post and Case Type Shelving
- Cantilever Shelving
- Lockers
- Doors and Drawers

**Contract No. P15-150-DT**





➤ Contract Update Alert

To: The Spacesaver Group  
From: Royal Rosario  
Date: April 4, 2016  
Subject: County of DuPage – National Intergovernmental Purchasing Alliance (IPA)

Spacesaver is pleased to announce that we have been awarded the County of DuPage – National IPA contract!

County of DuPage, IL is acting as a Principal Procurement Agency, on behalf of itself and the National Intergovernmental Purchasing Alliance Company (National IPA), to create a nationwide cooperative contract for Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment, Interior Solutions and Related Product and Support Services that will be available and marketed by National IPA and the selected supplier to Public Agencies nationwide.

Like other nationwide purchasing alliances, the sign up process is easy to follow and free for your end user. The County of DuPage – National IPA contract provides another tool in your toolbox to help successfully close projects.

See <http://www.nationalipa.org/Pages/whatdifferentiatesnipa.aspx> for more information on National IPA.

Contract #:	P15-150-DT
Spacesaver Assigned Contract Number (SSC#):	4120
Effective Date:	4/1/2016 – 3/31/2019

\*Two (2) additional one (1) year extensions available

**Contract Products and Pricing**

<b>AC Price List:</b>	2015 Commercial Price List
<b>End User Price List:</b>	2015 Commercial Price List
<b>Products:</b>	All Spacesaver Manufactured including XTend – High Bay and TSS wire Products. Excludes ActivRAC Stainless Steel
<b>AC Discounting:</b>	Standard Commercial Discounting
<b>End User Discounting:</b>	See page 2 for discount chart
<b>Freight Charges:</b>	AC arranges the carrier and pays the freight bill. Freight charges are negotiated on a per project basis.
<b>Installation:</b>	Installation is negotiated on a per project basis.
<b>Purchase Orders and Invoices:</b>	Purchase Orders are made out to the AC and AC handles all invoicing.

\* \* \* \* \*

- Please remember to include the National contract number on your quotes to ensure inclusion on the resultant purchase order.
- Please select the County of DuPage – National IPA option under the State/Local radio button in Configura. This will auto-fill the Spacesaver Assigned Contract Number (SSC#4120) utilized for tracking sales and determining administration fees due to National IPA. Contract compliance is crucial for remaining in good standing with our contract partners.

Please feel free to contact me at 920-563-0767 or [rosario@spacesaver.com](mailto:rosario@spacesaver.com) if you have any questions.

Discounts are from List Price. Tiers are based on List Product Value of each order.  
Discounts for orders over \$500,000 are negotiable.

\*Suppliers may add rows for additional product categories not specifically identified.

## PRODUCTS

### Mobile Products

LIST RANGE PRICE	DISCOUNT
\$1 - \$15,000	42.10%
\$15,001 - \$50,000	42.70%
\$50,001 - \$100,000	45.00%
\$100,001 - \$200,000	47.60%
\$200,001 and above	Consult with local Distributor

### 4-Post & Case-Type Shelving

LIST RANGE PRICE	DISCOUNT
\$1 - \$15,000	40.50%
\$15,001 - \$50,000	42.90%
\$50,001 - \$100,000	47.90%
\$100,001 - \$200,000	50.90%
\$200,001 and above	Consult with local Distributor

### Cantilever Shelving & FrameWRX®

LIST RANGE PRICE	DISCOUNT
\$1 - \$15,000	42.90%
\$15,001 - \$50,000	45.90%
\$50,001 - \$100,000	50.30%
\$100,001 - \$200,000	54.00%
\$200,001 and above	Consult with local Distributor

### RaptorRAC® Wide Span Shelving

LIST RANGE PRICE	DISCOUNT
\$1 - \$15,000	42.10%
\$15,001 - \$50,000	42.70%
\$50,001 - \$100,000	46.00%
\$100,001 - \$200,000	48.40%
\$200,001 and above	Consult with local Distributor



**Wire Shelving and Carts**

LIST RANGE PRICE	DISCOUNT
\$1 - \$15,000	42.10%
\$15,001 - \$50,000	42.70%
\$50,001 - \$100,000	46.00%
\$100,001 - \$200,000	48.40%
\$200,001 and above	Consult with local Distributor

**Storage Products (including Lockers, Doors & Drawers; excluding ControLoc®)**

LIST RANGE PRICE	DISCOUNT
\$1 - \$15,000	42.10%
\$15,001 - \$50,000	42.70%
\$50,001 - \$100,000	47.60%
\$100,001 - \$200,000	48.90%
\$200,001 and above	Consult with local Distributor

**ActivRAC® Heavy-Duty Racking System (excluding stainless steel)**

LIST RANGE PRICE	DISCOUNT
\$0 and above	42.10%

**XTend® High-Bay Shelving, ControLOC, ActivRAC® Stainless Steel, and TRL™ (Tactical Readiness Lockers)**

LIST RANGE PRICE	DISCOUNT
\$0 and above	Consult with local Distributor



## SERVICES

### Planning, Drafting, Project Management, Delivery, Installation, and More

SERVICE	PERCENT OR PER LABOR HOUR CHARGE
Inside Delivery—Upper Levels (Non-Seating)	Negotiated on a per project basis
Inside Delivery—Upper Levels (Seating)	Negotiated on a per project basis
Union & Prevailing Wage (Non-Seating)	Negotiated on a per project basis
Union & Prevailing Wage (Seating)	Negotiated on a per project basis
Major Metro Market and Upper Floor Installation	Negotiated on a per project basis
Installation outside of a ___ mile range of a the servicing dealer	Negotiated on a per project basis
Dock Delivery	Negotiated on a per project basis
Project Management Services	Negotiated on a per project basis
Furniture Project Management	Negotiated on a per project basis
Furniture Project Coordination	Negotiated on a per project basis
Reconfiguration Services	Negotiated on a per project basis
Design (outside of standard services)	Negotiated on a per project basis
Strategic Planning Services	Negotiated on a per project basis
Occupancy Planning Services	Negotiated on a per project basis
Occupancy Planner	Negotiated on a per project basis
CAD Drafter	Negotiated on a per project basis
Build Out Project Management Services	Negotiated on a per project basis
Fixtures, Furniture and Equipment Management Services	Negotiated on a per project basis
Fixtures, Furniture and Equipment Storage Services	Negotiated on a per project basis
System Relocation Services	Negotiated on a per project basis
Offsite System Storage and Staging	Negotiated on a per project basis



# Agenda Item Executive Summary

Item Name      Code Amendment - Update of Title 6, Chapter      Committee  
11-1300. Stopping, Standing and Parking      or Board      Board

## BUDGET IMPACT

Amount:	\$0.00	Budgeted	\$0.00
List what fund	N/A		

## EXECUTIVE SUMMARY

Attached is the amended/updated parking ordinance. The Internal Disruption Committee (IDC) asked the Police Department to look at the fines related to parking violations. The recommendation was to raise parking violation fines to make them more in line with surrounding villages. A survey was conducted of surrounding villages and the recommendation was to raise the current parking violation fine from \$15.00 per violation to \$25.00 per violation. The late fee, if not paid within ten days would increase from \$30.00 to \$50.00.

While evaluating the parking ordinance there were several sections which needed to be brought up to date with the implementation of Passport parking and the changing of areas of the commuter parking from daily to metered parking.

## ATTACHMENTS (PLEASE LIST)

Memo, Ordinance, Agreement

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

**I move to approve Ordinance 2017-\_\_\_\_, an Ordinance Amending Title 6 of the Bartlett Municipal Code to Incorporate the Illinois Vehicle Code in its Entirety and to Amend Chapter 11-1300 Thereof Regulating the Stopping Standing and Parking of Vehicles.**

Staff:      Patrick B. Ullrich, Chief of Police      Date:      11/1/2017

Charles Snider, Deputy Chief of Operations

**POLICE DEPARTMENT MEMORANDUM**  
**17-73**

**DATE:** October 10, 2017

**TO:** Paula Schumacher, Village Administrator

**FROM:** Charles Snider, Deputy Chief of Operations

**RE:** Amendments to the Parking Ordinance

The attached proposed ordinance amends Village Code Chapter 11-1300 Stopping, Standing and Parking Prohibited in Specified Places.

The Village's Internal Disruption Committee (IDC) asked the Police Department to look at the fine structure for parking fines. The IDC conducted a survey of twelve surrounding communities and found the Village's fee for parking violations is lower than all twelve of the surrounding communities. The IDC recommended raising the fine for parking violations from \$15.00 to \$25.00, and raising the penalty if not paid within 15 days from \$30.00 to \$50.00.

The Illinois Vehicle code has changed since the last revision of our parking ordinance so several of the ordinance section numbers have been renumbered to correspond with changes to the numbering in the Illinois Vehicle Code; as a result the Illinois Vehicle Code must be re-adopted.

Additionally, changes to the parking ordinance has been updated to reflect changes in the means and manner in which metered, permit, and residential parking areas are described and located.

The ordinance has also been amended to reflect changes due to implementation of the Passport Parking mobile application and enforcement tool. The changes include the purchase of parking hangers, application for permit hangers, and the ability to pay through a mobile computer application.

**MOTION: I move to approve Ordinance 2017-\_\_\_\_, an Ordinance Amending Title 6 of the Bartlett Municipal Code to Incorporate the Illinois Vehicle Code in its Entirety and to Amend Chapter 11-1300 Thereof Regulating the Stopping Standing and Parking of Vehicles.**

ORDINANCE 2017 - \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 6 OF THE BARTLETT MUNICIPAL CODE  
TO INCORPORATE THE ILLINOIS VEHICLE CODE IN ITS ENTIRETY  
AND TO AMEND CHAPTER 11-1300 THEREOF REGULATING  
THE STOPPING, STANDING AND PARKING OF VEHICLES**

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**BE IT ORDAINED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** That Title 6 of the Bartlett Municipal Code entitled "MOTOR VEHICLES AND TRAFFIC" is hereby amended to add new Chapter 1-100 entitled "ILLINOIS VEHICLE CODE ADOPTED" thereto, as follows:

**CHAPTER 1-100  
ILLINOIS VEHICLE CODE ADOPTED**

**6-1-100: ILLINOIS VEHICLE CODE ADOPTED.**

The Illinois Vehicle Code (625 Illinois Compiled Statutes 5/1-100, *et seq.*), in its entirety and as the same may be amended from time to time, is hereby incorporated herein by reference and is expressly made a part hereof.

**SECTION TWO:** That Chapter 11-1300 of Title 6 of the Bartlett Municipal Code is hereby repealed.

**SECTION THREE:** That Title 6 of the Bartlett Municipal Code entitled "MOTOR VEHICLES AND TRAFFIC" is hereby amended to add new Chapter 11-1300 entitled "STOPPING, STANDING, AND PARKING" as follows, to replace the prior provisions of the Bartlett Municipal Code repealed in Section Two of this Ordinance:

**Chapter 11-1300  
STOPPING, STANDING AND PARKING  
PROHIBITED IN SPECIFIED PLACES**

- 6-11-1300: STATE LAW ADOPTED:**
- 6-11-1301: CROSS REFERENCE BETWEEN IVC AND BARTLETT MUNICIPAL CODE:**
- 6-11-1302: RESERVED:**
- 6-11-1303.1: SCHEDULE V, NO PARKING ZONES:**
- 6-11-1303.2: SCHEDULE VI, TIME LIMIT PARKING:**
- 6-11-1303.3: SCHEDULE VII, PARALLEL, DIAGONAL AND PERPENDICULAR PARKING:**
- 6-11-1303.4: SCHEDULE VIII, METERED PARKING AND DAILY PAY COMMUTER PARKING AREAS:**
- 6-11-1303.5: SCHEDULE IX, PERMIT PARKING:**

- 6-11-1303.6: NO STOPPING ZONES:
- 6-11-1303.7: NO STANDING ZONES:
- 6-11-1304.1: ADDITIONAL PARKING REGULATIONS;  
PARKING RESTRICTED AND LIMITED:
- 6-11-1304.2: ALL NIGHT PARKING:
- 6-11-1304.3: PARKING IN ALLEYS:
- 6-11-1304.4: PARKING IN LOADING ZONES:
- 6-11-1304.5: PARKING DURING SNOW REMOVAL AND STREET CLEANING  
OPERATIONS:
- 6-11-1304.6: PARALLEL, DIAGONAL AND PERPENDICULAR PARKING  
REGULATIONS:
- 6-11-1304.7: METERED PARKING:
- 6-11-1304.8: PERMIT PARKING:
- 6-11-1304.8.1: RESIDENTIAL PERMIT PARKING AREA:
- 6-11-1304.9: CAB, BUS STANDS:
- 6-11-1304.10: SIGNS POSTED:
- 6-11-1304.11: PARKING OF VEHICLE WITH EXPIRED REGISTRATION:
- 6-11-1304.12: LESSORS OF VISITOR VEHICLES-DUTY UPON RECEIVING  
NOTICE OF VIOLATION:
- 6-11-1304.13: PARKING LIABILITY OF LESSOR:
- 6-11-1304.14: CENTRALIZED PARKING METER SYSTEM:
- 6-11-1304.14: UNAUTHORIZED USE OF PARKING PLACES RESERVED  
FOR ELECTRIC VEHICLE:
- 6-11-1305.1: PROCEDURE FOR ISSUANCE OF TICKETS:
- 6-11-1305.2: SETTLEMENT PROCEDURES:
- 6-11-1305.3: REGISTRATION PRIMA FACIE EVIDENCE:
- 6-11-1305.4: NOTICE TO APPEAR; CITATION:
- 6-11-1305.5: ARRESTS:
- 6-11-1305.6: PENALTIES:

**6-11-1300: STATE LAW ADOPTED:**

Sections 11-1301 through 11-1308 of the Illinois vehicle code<sup>1</sup> are hereby expressly incorporated herein by reference and made a part hereof:

**6-11-1301: CROSS REFERENCE BETWEEN IVC AND BARTLETT MUNICIPAL CODE:**

Pertinent to this Chapter 11 of Title 6 of the Bartlett Municipal Code is Chapter 11, RULES OF THE ROAD, Article XIII of the Illinois Vehicle Code entitled "STOPPING, STANDING AND PARKING", 625 Illinois Compiled Statutes, Sections 5/11-1301 through 5/11-1308.

The following table includes Illinois Vehicle Code ("IVC") section numbers and in some cases corresponding section numbers and cites in the Bartlett Municipal Code for the authority to adopt such violations of the IVC that are adopted as prohibitions and violations of the Bartlett Municipal Code as a local ordinance violation.

STOPPING, STANDING AND PARKING

Description	Illinois Vehicle Code Citation	Bartlett Municipal Code Citation
Powers of Local Authorities	625 ILCS 5/11-208	6-11-208
Uniformity	625 ILCS 5/11-208.1	6-11-208.1
Limitation on home rule units	625 ILCS 5/11-208.2	6-11-208.2
Administrative adjudication of violations	625 ILCS 5/11-208.3	6-11-208.3
Powers of municipalities and counties to contract with private property owners for regulation of traffic	625 ILCS 5/11-209	6-11-209
Powers of local authorities – enforcing the provisions of this Code on private streets and roads	625 ILCS 5/11-209.1	6-11-209.1
Failure to pay fine or penalty for standing, parking compliance	625 ILCS 5/6-306.5(f)	6-6-306.5(f)
Suspension of driving privileges	625 ILCS 5/6-306.5(g)	6-6-306.5(g)
Stopping, standing or parking outside of business or residence district	625 ILCS 5/11-1301(a) 625 ILCS 5/11-1301(b) 625 ILCS 5/11-1301(c) 625 ILCS 5/11-1301(d)	6-11-1301(a) 6-11-1301(b) 6-11-1301(c) 6-11-1301(d)
Persons with disabilities – Parking privileges - Exemptions	625 ILCS 5/11-1301.1	6-11-1301.1
Special decals for parking: persons with disabilities	625 ILCS 5/11-1301.2	6-11-1301.2
Unauthorized use of parking places reserved for persons with disabilities	625 ILCS 5/11-1301.3	6-11-1301.3
Reciprocal agreements with other jurisdictions	625 ILCS 5/11-1301.4	6-11-1301.4
Fictitious or unlawfully altered disability license plate or parking decal or device	625 ILCS 11/1301.5	6-11-1301.5
Fraudulent disability license plate or parking decal or device	625 ILCS 5/11-1301.6	6-11-1301.6
Appointed volunteers and contracted entities; parking violations for persons with disabilities	625 ILCS 5/11-1301.7	6-11-1301.7
Obstruction of parking places for persons with disabilities	625 ILCS 5/11-1301.8	6-11-1301.8
Officers authorized to remove vehicles	625 ILCS 5/11-1302	6-11-1302

Stopping, standing or parking prohibited in specified places	625 ILCS 5/11-1303 625 ILCS 5/11-1303(a)1.i 625 ILCS 5/11-1303(a)2.f. 625 ILCS 5/11-1303(a)3.b. 625 ILCS 5/11-1304	6-11-1303 6-11-1303(a)1.i. 6-11-1303(a)2.f. 6-11-1303(a)3.b. 6-11-1304
Schedule V, no parking zones	625 ILCS 5/11-1303(a)3.b.	6-11-1303.1
Schedule VI, time limit parking	625 ILCS 5/11-1303	6-11-1303.2
Schedule VII, parallel, diagonal and perpendicular parking	625 ILCS 5/11-1304(a)(b)(c)(d)	6-11-1303.3
Schedule VIII, metered parking and daily pay commuter parking areas	625 ILCS 5/11-1307(a)(b)	6-11-1303.4
Schedule IX, permit parking	625 ILCS 5_____	6-11-1303.5
No stopping zones	625 ILCS 5/11-1303(a)1.i.	6-11-1303.6
No standing zones	625 ILCS 5/11-1303(a)2.f.	6-11-1303.7
ADDITIONAL PARKING REGULATIONS PARKING RESTRICTED AND LIMITED	625 ILCS 5/11-1304	6-11-1304.1
All night parking		6-11-1304.2
Parking in alleys		6-11-1304.3
Parking in loading zones		6-11-1304.4
Parking, snow removal and street cleaning		6-11-1304.5
Parallel, diagonal and perpendicular parking		6-11-1304.6
Metered parking		6-11-1304.7
Permit parking		6-11-1304.8
Residential permit parking area		6-11-1304.8.1
Cab, bus stands		6-11-1304.9
Signs posted		6-11-1304.10
Parking of vehicle with expired registration	625 ILCS 5/1304.5	6-11-1304.11
Lessors of visitor vehicles - duty upon receiving notice of violation of this or local parking regulations	625 ILCS 5/11-1305	6-11-1304.12
Parking liability of lessor	625 ILCS 5/11-1306	6-11-1304.13
Centralized parking meter system	625 ILCS 5/11-1307	6-11-1304.14

Unauthorized use of parking places reserved for electric vehicles	625 ILCS 5/11-1308	6-11-1304.15
Procedure for issuance of tickets	625 ILCS 5/11-208	1-15-1 through 1-15-15 and 6-11-1305.1
Settlement procedures	625 ILCS 5/11-208	1-15-1 through 1-15-15 and 6-11-1305.2
Registration prima facia evidence	625 ILCS 5/11-208	1-15-1 through 1-15-15 And 6-11-1305.3
Notice to appear; citation	625 ILCS 5/11-208	1-15-1 through 1-15-15 and 6-11-1305.4
Arrests	625 ILCS 5/11-208	1-15-1 through 1-15-15 and 6-11-1305.5
Penalties	625 ILCS 5/11-208	1-15-1 through 1-15-15 and 6-11-1305.6

(1984 Code; amd. Ord. 2006-116, 11-7-2006; Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

**6-11-1303.1: SCHEDULE V, NO PARKING ZONES:**

It shall be unlawful to park any vehicle at any time on any of the streets hereinafter named at the locations hereinafter set forth:

A. Streets Designated:

SOUTH BARTLETT ROAD at Stearns Road

SOUTH BARTLETT ROAD at Struckman

WEST BARTLETT ROAD, along the length of the improvement of FAP Route 77 section 110X-N

BREWSTER CREEK BOULEVARD, from Stearns Road to Munger Road

CREST AVENUE, on the west side from North Avenue to Taylor Avenue

EASTERN AVENUE, on the east side between the north line of North Avenue and the south line of Oneida Avenue from Monday through Friday both inclusive

SOUTH EASTERN AVENUE

FOSTER at Cuyahoga

FOSTER at Martingale

GRANT STREET, on the west side from 200 feet south of Lincoln Drive to the intersection of Grant and Lincoln Drive

HARBOR at Voyager

HARDT CIRCLE, from Humbracht Circle to Humbracht Circle

HECHT COURT, from Hecht Circle to west end

HECHT DRIVE, from Brewster Creek Boulevard to Spitzer Road

HICKORY STREET, on the east side from the south line of Oneida Avenue to the south line of Bartlett Avenue

HUMBRACHT CIRCLE, from Munger Road to Munger Road

ILLINOIS ROUTE 59 (INGALTON AVENUE) AND ILLINOIS ROUTE 59 (SUTTON ROAD) from 500 feet south of Army Trail Road to 450 feet north of Red Oak Drive

LAMBERT LANE on the east side from Versailles Drive to Thornbury Drive (Ord. 2017-110 )

SOUTH MAIN STREET from Devon Avenue to Oak Glenn Drive, both inclusive

SOUTH MAIN STREET, on the east and west sides from the north line of the AT&T property (26 South Main Street) south 110 feet.

SOUTH MAIN STREET, on the east side from a point \_\_\_\_ feet south of the south line of Railroad Avenue to Devon Avenue.

SOUTH MAIN STREET, on the west side from the south line of Railroad Avenue to Devon.

MARION AVENUE, on the west side from North Avenue to Taylor Avenue

MEADE COURT, north side, on school days

NAPERVILLE ROAD at Spaulding Road

NEWPORT at Coral

NEWPORT at Harbor

NEWPORT BOULEVARD, on the west side of Newport Boulevard from its intersection with the north curblineline of Coral Avenue to a point 40 feet north of its intersection with the north curblineline of Coral Avenue, and on the west side of Newport Boulevard from its intersection with the south curblineline of Coral Avenue to a point 40 feet south of its intersection with the south curblineline of Coral Avenue

NORTH AVENUE at Western Avenue

NORTH AVENUE, between Eastern Avenue and Elroy Street

NORTH AVENUE, on the north side between Chase Street and Crest Street

NORTH AVENUE, on the north side from Oak Street to Oliver Street

NORTH AVENUE, on the south side between the west line of Eastern Avenue and the east line of Elroy Street, from Monday through Friday, both inclusive

EAST NORTH AVENUE from Eastern Avenue to Hale Street, both inclusive

NORWOOD LANE, north and south sides from Route 59 to 350 feet east

OAK AVENUE, on the east and west sides from Bartlett Avenue to Oneida

OAK AVENUE, on the east and west sides from Railroad Avenue to Bartlett Avenue

OAK AVENUE, on the west side from Morse Avenue to the north edge of the Fire Station Drive approaches

OAK STREET, on the west side from Railroad Avenue to Natoma Avenue, as vacated

NORTH OAK STREET from Morse Street to North Hickory Street, both inclusive

SOUTH OAK STREET from Oneida Avenue to Railroad Avenue, both inclusive

ONEIDA AVENUE at Hickory Street

ONEIDA AVENUE, on the north side from Oak Avenue to the east end of Bartlett Hills Golf Course

RAILROAD AVENUE from a point 80 feet east of the centerline of Oak Avenue to Oak Avenue

RAILROAD AVENUE from South Oak Street to South Western Avenue, both inclusive

RAILROAD AVENUE, on the south side from the southwest corner of the intersection of Railroad Avenue and South Main Street to a point 50 feet west of said intersection

ROUTE 20 (WEST LAKE STREET) AND ROUTE 20 (EAST LAKE STREET) from 650 feet east of Lambert Drive to 400 feet east of Park Boulevard

SCHICK ROAD, north and south side from Route 59 to 375 feet east and 375 feet west

SCHIFERL ROAD, from Brewster Creek Boulevard to Munger Road

SCOTT COURT, north side, and south side on school days

SPITZER ROAD, from Brewster Creek Boulevard to north end

STEARNS at Balsam

STEARNS at Cottonwood

STEARNS ROAD from Cuyahoga Drive to Munger Road, both inclusive

STEARNS ROAD north and south sides from South Bartlett Road to County Farm Road (Ord. 2017-110)

SYCAMORE LANE, west side, between Cedar Lane and the Northern Illinois Gas easement, on school days

WESTERN AVENUE, on the west side from the south line of Railroad Avenue to a point 50 feet north of the north line, if extended west, of Bartlett Avenue, and on the east side of Western Avenue from the south line of Railroad Avenue to the north line of Oneida Avenue

(Ord. 74-27; amd. Ord. 75-42; Ord. 75-54; Ord. 76-8; Ord. 78-48; Ord. 78-58; Ord. 79-17; Ord. 80-24; Ord. 81-30; Ord. 82-19; Ord. 83-9; Ord. 83-10; Ord. 85-28, 3-19-1985; Ord. 88-71, 8-2-1988; Ord. 91-5, 2-5-1991; Ord. 92-74, 10-6-1992; Ord. 92-91, 11-17-1992; Ord. 93-106, 9-7-1993; Ord. 95-1, 1-17-1995; Res. 96-37-R, 5-7-1996; Ord. 2016-36, 4-19-2016; Ord. 2017-37, 4-4-2017)

- B. Four Seasons Townhome Subdivision: Within or upon any of the fire lanes in the Four Seasons Townhome Subdivision designated on the map of said area set forth in Appendix 1303.1-B to this chapter.

(Ord. 2002-121, 12-3-2002)

- C. BARTLETT PLAZA, within or upon any of the fire lanes designated on the map of said area set forth on Appendix 1303.1-C to this chapter, expressly incorporated herein and made a part hereof, other than an authorized emergency vehicle.
- D. BARTLETT QUADRO-HOME AREA, within or upon any of the fire lanes designated on the map of said area set forth in Appendix 1303.1-D to this chapter, which is expressly incorporated herein and made a part hereof, other than an authorized emergency vehicle.
- E. HEARTHWOOD FARMS SUBDIVISION, within or upon any of the fire lanes designated on the map of said area set forth on Appendix 1303.1-E to this chapter, expressly incorporated herein and made a part hereof, other than an authorized emergency vehicle.
- F. JEWEL SHOPPING CENTER, within or upon any of the fire lanes designated on the map of said area set forth on Appendix 1303.12-F to this chapter, expressly incorporated herein and made a part hereof, other than an authorized emergency vehicle

**6-11-1303.2: SCHEDULE VI, TIME LIMIT PARKING:**

- A. Two Hour Parking: It shall be unlawful to park any vehicle for longer than two (2) consecutive hours on Monday through Friday, both inclusive, in any of the following locations:

BARTLETT AVENUE, on the north side between its intersection with the east line of Oak Street and the west line of Eastern Avenue, except on Sundays and legal holidays. (Ord. 81-56)

EASTERN AVENUE, on the west side between the north line of Morse Avenue and the south line of Bartlett Avenue.

EASTERN AVENUE, on the east side between the south line of Oneida Avenue and the south line of Bartlett Avenue and between the north line of Morse Avenue and the north line of North Avenue. (Ord. 75-54)

WEST RAILROAD AVENUE, on the north side, between a point seventy two feet (72') east of the east line of Oak Street and a point one hundred eighty one feet (181') east of the east line of Oak Street. (Ord. 80-19)

B. Four Hour Parking:

AREA, described by beginning at the intersection of the north line of North Avenue with the west line of Western Avenue, and running thence east along the north line of North Avenue to the east line of Eastern Avenue; thence south along the east line of Eastern Avenue, and the prolongation thereof, to the north line of the Chicago, Milwaukee, St. Paul and Pacific Railroad right of way; thence west along the north line of said railroad right of way, to its intersection with the prolongation of the east line of South Main Street; thence south along the prolongation of the east line of South Main Street and along the east line of South Main Street to the south line of Devon Avenue; thence west along the south line of Devon Avenue and the prolongation of the south line of Devon Avenue to the west line of Western Avenue; thence north along the west line of Western Avenue to its intersection with the north line of North Avenue; it shall be unlawful to park any vehicle on any Village street for more than four (4) consecutive hours between the hours of eight o'clock (8:00) A.M. and six o'clock (6:00) P.M., except on Sundays and legal holidays.  
(Ord. 74-27)

BARTLETT AVENUE, on the south side, between its intersection with the east line of Oak Street and the west line of Eastern Avenue, except on Sundays and legal holidays.

ONEIDA AVENUE, on the south side from the east line of Eastern Avenue to the west line of Prospect Avenue, for a period of time longer than four (4) hours. (Ord. 81-56)

POND VIEW LANE, on either side, between its intersections with the east line of Devon Avenue and the west line of Western Avenue. (Ord. 2003-160, 12-2-2003)

C. Monday Through Friday: No parking Monday through Friday, inclusive, six o'clock (6:00) A.M. to six o'clock (6:00) P.M.

BERTEAU AVENUE, on either side from the south side of Oneida Avenue to the Milwaukee Road right of way on Monday, Tuesday, Wednesday, Thursday and Friday.

ONEIDA AVENUE, on the north side from the east line of Eastern Avenue to the west line of Prospect Avenue. (Ord. 80-19)

D. League Play Restriction:

CORAL AVENUE, on the north side, from Newport Boulevard to Voyager Drive.

NEWPORT BOULEVARD, on the east side from Coral Avenue to Millwood Drive.

The "no parking" restriction on the above named streets is during regular league play hours only.

(Ord. 85-62, 6-4-1985)

**6-11-1303.3: SCHEDULE VII, PARALLEL, DIAGONAL AND PERPENDICULAR PARKING:**

BARTLETT AVENUE, north and south side, diagonal parking shall be permitted from the east line of Oak Street to the west line of Eastern Avenue, where vehicles shall be parked at the angle to the curb indicated by markings on the pavement. (Ord. 74-27; amd. Ord. 81-60)

**6-11-1303.4: SCHEDULE VIII, METERED PARKING AND DAILY PAY COMMUTER PARKING AREAS:**

The following streets and places are hereby declared to be metered parking areas or daily pay commuter parking areas subject to the regulations of section 6-11-1304.7 of this part, and it shall be unlawful to park a vehicle upon such streets and places except in compliance with the regulations set forth in said section 6-11-1304.7 of this part:

The parking area on the north side of Railroad Avenue from the east line of Western Avenue easterly to the west line of Oak Avenue, consisting of fifty nine (58) spaces (Lot 4) depicted in red on Appendix 1 to this chapter.

The east one-half of Lot 6 (61 spaces) located north of the Metra railroad tracks depicted in red on Appendix 1 to this chapter.

The parking lot located at the southeast corner of Western Avenue and Oneida Avenue consisting of eighty six (86) spaces (Lot 11) depicted in red on Appendix 1 to this chapter.

The parking area located on the north side of Bartlett Avenue from the east line of Hickory Avenue easterly approximately one hundred feet (100') consisting of twelve (12) spaces (Lot 2, Motorcycle Parking) depicted in red on Appendix 1 to this chapter.

The parking lot located on the north side of E. Railroad Avenue from the Metra Station easterly approximately five hundred feet (500') east of the east line of Berteau Avenue consisting of one hundred sixty (162) spaces (Lot 15) depicted in red on Appendix 1 to this chapter. (Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

The parking lot located on the south side of E. Oneida Ave., adjacent to the Bartlett water tower, directly south of S. Elroy Ave. consisting of thirty nine (39) spaces (Lot 13).

**6-11-1303.5: SCHEDULE IX, PERMIT PARKING:**

The following described areas are hereby designated as permit parking areas:

The parking area on the south side of West Bartlett Avenue from the east line of Western Avenue easterly to the west line of Oak Avenue consisting of forty five (45) spaces (Lot 3) depicted in blue on Appendix 1 to this chapter.

The parking lots (Lots 5, the west one-half of Lot 6, 7, 12, and 14) located north of the Metra railroad tracks, south of Oneida Avenue, from the east line of Eastern Avenue easterly to the

east line of Berteau Avenue excluding the east one-half of Lot 6 and Lot 13 (39 spaces) the east side of Berteau Ave. north of E. Bartlett Ave. south of West Oneida Ave. the northern (6 spaces) of lot 14, and the north side of E. Bartlett Avenue, first ten (ten spaces) to the permit parking area known as (Lot 7) of the permit parking area depicted in blue on Appendix 1 to this chapter.

**6-11-1303.6: NO STOPPING ZONES:**

Except where necessary to avoid a conflict with other traffic or in compliance with law or the directions of a police officer or a traffic control device, it shall be unlawful for any person to stop any vehicle at any time on any of the streets hereinafter set forth:

DARTMOUTH COURT

This section shall not apply to a driver of any vehicle which is disabled; school buses; or any second division vehicle used exclusively for the purpose or collection of garbage, refuse or recyclable material. (Ord. 2006-116, 11-7-2006)

**6-11-1303.7: NO STANDING ZONES:**

Except when necessary to avoid a conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, it shall be unlawful for any person to stand or park a vehicle, whether occupied or not, whether momentary to pick up or discharge passengers or not, or any other purpose, at any time on any of the streets hereinafter named at the locations hereinafter set forth: (Ord. 2006-116, 11-7-2006)

DARTMOUTH COURT;

LAMBERT LANE from Spaulding Road to 500 feet north of Spaulding Road; and

SPAULDING ROAD from Metra railroad tracks west of Lambert Lane to Ivory Lane east of Lambert Lane. (Ord. 2006-116, 11-7-2006; amd. Ord. 2016-87, 11-15-2016)

This section shall not apply to a driver of any vehicle which is disabled; school buses; or any second division vehicle used exclusively for the purpose of collecting garbage, refuse or recyclable material. (Ord. 2006-116, 11-7-2006)

**6-11-1304.1: ADDITIONAL PARKING REGULATIONS, PARKING RESTRICTED AND LIMITED:**

A. It shall be unlawful to park any commercial vehicle or machinery on any street or public right of way for more than four (4) consecutive hours. (1968 Code, §17.502)

It shall also be unlawful to park any vehicle upon any street for the purpose of displaying it for sale, or to park any vehicle upon any business street from which vehicle merchandise is peddled. (1968 Code, §17.504)

B. It shall be unlawful to park any inoperative vehicle or any machinery of any kind on any street or public right of way for more than five (5) consecutive hours. (1968 Code, §17.502)

- C. It shall be unlawful to park any vehicle at any time for more than fifteen (15) minutes on the south side of Railroad Avenue from the west line of Hickory Street to a point fifty feet (50') west of the west line of Hickory Street.
- D. It shall be unlawful for any person who is not visiting the Bartlett Municipal Building on village or police business to park any vehicle in the parking lot of the Bartlett Municipal Building, and it shall further be unlawful for any person who is not an officer or employee of the village to park any vehicle in the parking lot of the Bartlett Municipal Building for more than four (4) hours within any twenty four (24) hour period. (Ord. 73-21, 1973)
- E. It shall be unlawful to park any vehicle at any time for more than five (5) minutes on the east side of Oak Street within fifty feet (50') of the north line of Bartlett Avenue.
- F. It shall be unlawful to park any vehicle on any public street or right of way in any location designated in the manner hereinafter set forth:

The village police department, or anyone acting under its direction or control, may, if the condition of traffic so warrants or the public safety so demands, temporarily post or install no parking signs along or upon any public highway, street or parking area in the village, such parking signs to be temporary in nature and not to be posted or installed for an unreasonable time. A period of beyond seventy two (72) hours shall be deemed prima facie unreasonable as to time, unless the circumstances surrounding the need indicate to the contrary. (Ord. 74-27)

**6-11-1304.2: ALL NIGHT PARKING:**

No person shall park any vehicle on any street for a period of time longer than thirty (30) minutes between the hours of two o'clock (2:00) A.M. and six o'clock (6:00) A.M. of any day, except in a residential permit parking area pursuant to a validly issued residential parking permit issued pursuant to Section 6-11-1304.8.1 of this chapter, or physicians on emergency calls; provided, however, that in the event of an emergency, or in the event of mechanical malfunction of a vehicle, such vehicle may be parked on the street between such hours; provided that the owner or person responsible for the parking of such vehicle on the village street shall notify the Bartlett police department as to the existence of such emergency situation, the location where such vehicle shall be parked, the identity of the owner of the premises in front of which such vehicle shall be parked, the identity of the owner and driver of such vehicle and such additional information as the Bartlett police may require. (1968 Code, §17.506; amd. Ord. 79-54)

The provisions of this section shall not apply to vehicles owned by the United States, state of Illinois, any county or municipality which may be subject to call twenty four (24) hours a day, or to the personal vehicles of volunteer firemen. The chief of police is authorized to grant special permits: a) in emergency situations, or b) on a temporary basis in hardship situations. (Ord. 82-67)

**6-11-1304.3: PARKING IN ALLEYS:**

No person shall park a vehicle within an alley in such manner or under such conditions as to leave available less than ten feet (10') of the width of the roadway for the free movement of traffic, and no person shall stand or park a vehicle within an alley in such a position as to block the driveway entrance to any abutting property. (1968 Code, §17.507)

**6-11-1304.4: PARKING IN LOADING ZONES:**

It shall be unlawful for the driver of a vehicle to stand a passenger vehicle for a period of time longer than is necessary for the loading or unloading of passengers, not to exceed three (3) minutes, and for the driver to stand any freight carrying vehicles for a period of time longer than is necessary to load, unload and deliver materials, not to exceed thirty (30) minutes in any place designated by the village board as a loading zone and marked as such, or in any of the following designated places:

- A. At any place not to exceed seventy five feet (75') along the curb before the entrance to any hospital or hotel at any time.
- B. At any place not to exceed seventy five feet (75') along the curb before the entrance to a public building between the hours of eight o'clock (8:00) A.M. and six o'clock (6:00) P.M. except Sundays.
- C. Directly in front of the entrance to any theater at any time the theater is open for business. (1968 Code, §17.506)

**6-11-1304.5: PARKING DURING SNOW REMOVAL AND STREET CLEANING OPERATIONS:**

It shall be unlawful to park any vehicle on any public street in the village at any time within twelve (12) hours after a snowfall of three inches (3") or more has occurred, or to park any vehicle on any public street or portion thereof in the village at any time when such street is being cleaned. Signs indicating that a street or portion thereof is being cleaned shall be posted immediately before the cleaning of the street, and shall be removed after the cleaning of the street is finished. (1968 Code, §§17.512, 17.513)

**6-11-1304.6: PARALLEL, DIAGONAL AND PERPENDICULAR PARKING REGULATIONS:**

- A. No vehicle shall be parked with the left side of such vehicle next to the curb or street pavement, except on one-way streets.
- B. It shall be unlawful to park or stand any vehicle on any street other than parallel with the curb and with the two (2) right wheels of the vehicle within six inches (6") of the curb or established edge of pavement, except as provided in section 6-11-1303.3 of this part. (Ord. 74-27)

**6-11-1304.7: METERED PARKING:**

The following regulations shall govern parking on village streets, in off street facilities owned, leased, controlled or operated by the village, or in parking areas comprised of both village streets and off street parking facilities owned, leased, controlled or operated by the village.

- A. Parking Meters: The chief of police shall cause parking meters to be placed upon the sidewalk or curb adjacent to the metered parking areas designated for the regulation of the parking of vehicles in such areas in this chapter. He shall cause such parking areas to be divided and marked for individual parking spaces for each meter so placed and installed. Each parking meter so installed shall bear a legend indicating the number of legal hours prior to the legal parking of a vehicle in such parking space, the days and hours that parking regulations are in

effect with respect to such meters, and other information relating to the use of such parking meters. Each meter so placed and used for the regulation of parking in the metered parking areas hereinafter designated shall be so constructed as to permit the placing of coins therein, and shall display a signal or legend showing legal parking for the period indicated on a dial therein provided. (Ord. 75-9)

B. Procedure On Parking In A Metered Zone Or In Commuter Parking Lot:

1. It shall be unlawful to park a vehicle in a metered parking space in the designated metered parking areas or in designated commuter parking areas for more than twelve (12) hours for each one dollar fifty cents (\$1.50) deposited in the parking meter collection box or deposited in or charged through an automatic pay station or through the village authorized mobile parking payment application designated for such parking space.
2. It shall be unlawful for any person to park, and it shall be unlawful for the owner or operator of any vehicle to cause, suffer or permit to be parked, any vehicle in any parking space or stall in any daily pay commuter parking area or lot as described in section 6-11-1303.4 of this part which is regulated by a parking meter, collection box or automated pay station or through the village authorized mobile parking payment application designated for such daily pay commuter parking area, unless there is deposited in such parking meter, collection box or deposited in or charged by credit card through an automated pay station or the village authorized mobile parking payment application designated for said space or stall, the sum of one dollar fifty cents (\$1.50) for each day during which said vehicle is parked in said parking space or stall between the hours of six o'clock (6:00) A.M. and six o'clock (6:00) P.M., except on Saturdays, Sundays and legal holidays. Payment shall be made within 30 minutes of parking the vehicle.
3. The appropriate village personnel are authorized and directed to take the necessary steps to cause the parking meter, collection boxes, and/or automated pay stations or the village authorized mobile parking payment application to be changed or adjusted in order to conform with the provisions of this section.
4. Any person who violates the provisions of this subsection, or causes, suffers or permits the violation of any provision of this section shall be fined not less than twenty-five (\$25.00) for each such violation; and a separate offense shall be deemed committed for each day during which the vehicle is parked in violation of this section. (Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

C. Parking Hours And Days: The regulations for metered parking shall be in effect between the hours of six o'clock (6:00) A.M. and six o'clock (6:00) P.M. on each day from Monday through Friday, both inclusive. Such regulations shall not be in effect on Saturdays, Sundays and the following legal holidays: New Year's Day, Memorial Day, Fourth Of July, Labor Day, Thanksgiving Day and Christmas.

D. Use Of Slugs: It shall be unlawful for any person to deposit in any meter/collection box any slug, device or metallic substitute for a lawful coin. It shall be unlawful for any person to park in any space adjacent to a parking meter/collection box where the last coin deposited in such meter is not a lawful coin of the United States. It shall be unlawful for any person to deface, injure, tamper with, open, break or destroy or impair the usefulness of any parking meter/collection box. (Ord. 69-29)

**6-11-1304.8: PERMIT PARKING:**

The following regulations shall govern permit parking on village streets, in off street parking facilities owned, leased, controlled or operated by the village, or in parking areas comprised of both village streets and off street parking facilities owned, leased and controlled or operated by the village:

- A. It shall be unlawful to park a vehicle in any of the permit parking areas described in section 6-11-1303.5 , schedule IX of this part, unless there has been issued for such vehicle a parking permit hanger to allow the parking of such vehicle within such permit parking area. Each such parking permit hanger issued pursuant to this section shall be visibly displayed by hanging from the rear view mirror inside of the vehicle in such a manner that it is clearly visible from the outside of the motor vehicle. (Ord. 75-53, 12-2-1975)
- B. The application for a permit shall contain the name of the owner or operator of the motor vehicle, residential address, the motor vehicle's make, model, color, and registration number.
- C. The permit shall be renewed quarterly on or before the first day of the new quarter, January 1, April 1, July 1 and October 1. The permit shall display the quarter number for which the permit is issued. This permit shall entitle the permittee to park in the permit parking area for a twelve (12) hour period.
- D. The parking permit hanger ~~sticker~~ will be displayed hanging from the rear view mirror inside of the vehicle in such a manner that it is clearly visible from the outside of the motor vehicle.
- E. The village clerk shall cause parking permit hangers to be made available for sale on line, and parking permit hangers will be mailed to the requestor at the rates hereinbefore set forth.
- F. The following permit fees for permit parking areas described in section 6-11-1303.5 of this part are hereby established:  
  
\$90.00 per calendar quarter.
- G. It shall constitute a violation of this regulation for any person to make false representation of eligibility for parking permit or to furnish any false information in an application in order to obtain a parking permit.
- H. Any person who shall violate any provision of this regulation shall, upon a finding of guilty of or a conviction, be subject to a fine twenty five dollars (\$25.00) and if not paid within a period of ten (10) days from the date appearing on the violation notice, said person shall be subject to an additional fine of twenty five dollars (\$25.00)

**6-11-1304.8.1: RESIDENTIAL PERMIT PARKING AREA:**

- A. "Residential area" shall mean a contiguous or nearly contiguous area containing public highways or parts thereof primarily abutted by residential property or residential and nonbusiness property (such as: schools, parks and churches).
- B. All residents shall be deemed eligible for residential permit parking when the residents would otherwise park the vehicles on the street in violation of the two o'clock (2:00) A.M. to six o'clock (6:00) A.M. prohibition.

- C. "Residential permit parking area" shall mean the residential area west of Berteau Avenue, the north side of E. Bartlett Avenue, first ten (ten spaces) to the permit parking area known as (Lot 7), and the east side of Berteau Ave. north of E. Bartlett Ave. south of West Oneida Ave. The Northern (6 spaces) of lot 14 where parking shall be allowed for vehicles owned or leased by a village resident who has procured and displays a residential parking permit. This permit parking area is reserved for the use of village residents who have "residential parking permits" issued one per property on a first come, first issued basis.
- D. The application for a permit shall contain the name of the owner or operator of the motor vehicle, residential address, the motor vehicle's make, model, registration number, and proof of residency.
- E. The permit shall be renewed quarterly on or before the first day of the new quarter, January 1, April 1, July 1 and October 1. The permit shall display the quarter number for which it is issued. This permit shall entitle the permittee to park in the residential permit area twenty four (24) hours daily.
- F. The parking permit hanger will be displayed hanging from the rear view mirror inside of the vehicle in such a manner that it is clearly visible from the outside of the motor vehicle.
- G. No person shall display a parking permit hanger on any vehicle other than the vehicle described in the application for which the residential parking permit hanger has been made and parking permit hanger issued. Any such use or display of a parking permit hanger on a vehicle as described above shall constitute a violation of the regulation by the permittee and by the person who so used or displayed such parking permit hanger.
- H. It shall constitute a violation of this regulation for any person to make representation of eligibility for a residential parking permit or to furnish any false information in an application in order to obtain a residential parking permit. (Ord. 85-75, 8-6-1985)
- I. (Rep. by Ord. 88-81, 8-16-1988)
- J. Any person who shall violate any provision of this regulation shall, upon conviction, be subject to a fine of twenty five dollars (\$25.00) and if not paid within a period of ten (10) days from the date appearing on the violation notice, said person shall be subject to an additional fine of twenty five dollars (\$25.00) (Ord. 85-75, 8-6-1985)

**6-11-1304.9: CAB, BUS STANDS:**

No vehicle other than a licensed taxicab shall be parked in any area designated by ordinance as a cab stand; and no vehicle other than a bus shall be parked in a place so designated as a bus loading zone. (1968 Code, §17.509)

**6-11-1304.10: SIGNS POSTED:**

The director of public works or any other person authorized by the village board shall cause signs to be posted in all areas where parking is limited or prohibited, indicating such limitations or prohibitions. (1968 Code, §17.511)

**6-11-1304.11: PARKING OF VEHICLE WITH EXPIRED REGISTRATION:**

No person may stop, park, or leave standing upon a public street, highway, or roadway a vehicle upon which is displayed an Illinois registration plate or plates or registration sticker after the termination of the registration period.

**6-11-1304.12: LESSOR OF VISITOR VEHICLES – DUTY UPON RECEIVING NOTICE OF VIOLATION.**

Every person in whose name a vehicle is registered pursuant to law and who leases such vehicle to others, after receiving written notice of a violation of this chapter involving such vehicle, shall upon request provide such police officers as have authority of the offense, the ordinance enforcement administrator and/or the administrative hearing officer appointed pursuant to title 1, chapter 15 of this code, and/or the court having jurisdiction thereof with a written statement of the name and address of the lessee at the time of such offense and the identifying number upon the registration plates and registration sticker or stickers of such vehicle.

**6-11-1304.13: PARKING LIABILITY OF LESSOR:**

No person who is the lessor of a vehicle pursuant to a written lease agreement shall be liable for the violation of any parking or standing regulation of this chapter involving such vehicle during the period of the lease; provided that upon the request of the ordinance enforcement administrator or the administrative hearing officer appointed pursuant to title 1, chapter 15, of this code, received within 120 days after the violation occurred, the lessor provides within 60 days after such receipt the name and address of the lessee. The driver's license number of a lessee may be subsequently individually requested by either of such officers if needed for enforcement of this chapter.

**6-11-1304.14: CENTRALIZED PARKING METER SYSTEMS:**

A. As used in this section:

“Centralized parking meter system” means a system of regulating the standing or parking of vehicles for the village public commuter parking lots and a single parking meter.

“Parking meter” means a traffic control device which, upon being activated by deposit of currency of the United States, or by electronic or other form of payment, in the amount indicated thereon or otherwise, either: (1) displays a signal showing that parking is allowed from the time of such activation until the expiration of the time fixed for parking in the parking meter zone in which it is located, and upon expiration of such time indicates by sign or signal that the lawful parking period has expired; (2) issues a ticket or other token, or activates a display device, on which is printed or otherwise indicated the lawful parking period in the parking meter zone in which the parking meter is located, such ticket or token, or display device, to be displayed in a publicly visible location on the dashboard or inner windshield of a vehicle parking in the village commuter parking lot, or such ticket to be affixed on the front lamp of a motorcycle or motor scooter parking in the village's commuter parking lot, or (3) payment for parking in any village commuter parking lot through the village authorized mobile parking payment application.

“Village commuter parking lots” means a certain designated and marked off section of village owned or leased public property within the marked boundaries where a vehicle may be

temporarily parked and allowed to remain for such period of time as the parking meter attached thereto, or the ticket or other token issued by the parking meter, or mobile payment application, may indicate.

- B. If for any reason the parking meter serving a space or, in a centralized parking meter system, serving a parking meter zone is malfunctioning due to the accumulation of ice or snow and it has been reported to the local authorities as malfunctioning prior to a violation for the standing or parking of vehicles being issued, it shall be a valid affirmative defense to such violation until such time as the parking meter is brought back into service.

**6-11-1304.15: UNAUTHORIZED USE OF PARKING PLACES RESERVED FOR ELECTRIC VEHICLES:**

- A. For the purposes of this Section:

“Electric vehicle” means a battery-powered electric vehicle operated solely by electricity or a plug-in hybrid electric vehicle that operates on electricity and gasoline and has a battery that can be recharged from an external source.

“Electric vehicle charging station” means any facility or equipment that is used to charge a battery or other energy storage device of an electric vehicle.

- B. It shall be prohibited to park a non-electric vehicle in an electric vehicle charging station designated for use by electric vehicles, including an electric vehicle charging station on any private or public off street parking facility. A person may park only an electric vehicle in an electric vehicle charging station space designated for use by electric vehicles.
- C. Any person or entity owning any public or private off street parking facility may, after notifying the police department, remove or cause to be removed to the nearest garage or other place of safety any non-electric vehicle parked within an electric vehicle charging station space designated for use by electric vehicles.
- D. It shall not be a defense to a charge under this section that the sign or notice posted at the electric vehicle charging station or the designated parking space does not comply with applicable rules, regulations, or village ordinances, if a reasonable person would be made aware by the sign or notice on or near the parking space that the space is reserved for electric vehicles.

Any person found guilty of violating the provisions of subsection B. shall be fined \$100 in addition to any costs or charges connected with the removal or storage of the non-electric vehicle.

**6-11-1305.1: PROCEDURE FOR ISSUANCE OF TICKETS:**

Whenever a police officer is authorized to arrest a person without a warrant because of a violation of an ordinance with respect to any of the following subjects:

- A. Prohibiting the parking of a vehicle in a designated area (see sections 6-11-1300 through 6-11-1304.15 of this part);
- B. Restricting the length of time a vehicle may be parked (see sections 6-11-1300 through 6-11-1304.15 of this part);

C. Reserved.

D. Regulating parking in metered parking areas and commuter parking areas (see sections 6-11-1304.7 and 6-11-1304.14 of this part);

E. Reserved.

F. Regulating handicapped parking (see sections 6-11-1301.1 through 6-11-1301.8 of this part);

said police officer may, as a courtesy, in lieu of arrest and the filing of a citation complaint and/or a notice of appear in court, in the first instance, issue to such alleged violator a parking ticket which states the following information:

1. Advising said person that he or she has violated a specified ordinance;
2. Requesting him or her to make payment in an amount applicable to said violation as set forth in section 6-11-1305.2 of this part as settlement of said violation claim;
3. Informing him or her that upon failure to settle said ticket as provided in section 6-11-1305.2 of this part, that a citation complaint and/or notice to appear for an adjudicatory hearing before an administrative hearing officer pursuant to title 1, chapter 15, of this code, or will be filed in the circuit court of Cook County, charging him or her with such violation; and
4. Informing him or her that failure to satisfy any fines and penalties imposed by final judgment(s) for each violation of the stopping, standing and parking regulations could result in the suspension of his or her driver's license by the secretary of state. (Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

**6-11-1305.2: SETTLEMENT PROCEDURES:**

A. Penalties; Parking Tickets:

1. Any person accused of a violation of sections 6-11-1300 to 6-11-1305.15 of this part may settle and compromise the claim pursuant to subsection B of this section and prior to such person being issued a complaint or notice to appear.
2. Tickets issued under section 6-11-1305.1 of this part shall be as a courtesy in lieu of arrest. If the person accused of the violation does not settle the claim, a citation, complaint and/or notice to appear will be issued for that violation (and may list more than 1 violation of the subjects authorized in section 6-11-1305.1 of this part on a single citation, complaint and/or notice to appear), and the person shall be subject to the penalties set forth in section 6-11-1305.6 of this part for each violation.

B. Parking And Minor Ordinance Violations; Settlement Of Penalties; Authorization And Procedure: The following procedure regarding settlement and compromise of parking violations and certain minor ordinance violations as set forth in this section is hereby authorized:

1. Any owner or operator who is issued a parking ticket for a violation of any of sections 6-11-1300 to 6-11-1304.15 of this part may settle and compromise that ticket by paying

twenty-five (\$25.00) to the village on or before ten (10) days after the date of issuance, not counting the date of issuance. If paid after that date but not less than seven (7) days before the court date, the parking ticket can be settled and compromised for fifty ~~thirty~~ dollars (\$50.00). After that date, payment to the village clerk of the minimum fine upon a finding of liable by the administrative hearing officer, or payment to the circuit court clerk upon a guilty determination by the circuit court shall be fifty dollars (\$50.00) for each separate violation. Payments received by mail shall be credited as paid on the date received by the village.

2. Any owner or operator who is issued a ticket for a violation of sections 6-11-1301.3 or 6-11-1301.8 of this part of this chapter may settle and compromise that ticket by paying to the village on or before ten (10) days after the date of issuance, not counting the date of issuance, the amount in column A. If paid after that date but not less than seven (7) days before the court date, the ticket citation or complaint, as the case may be, may be settled and compromised for the amount in column B. After that date payments to the circuit court clerk or upon a determination of a violation by the circuit court of the following sections, the amount due or minimum fine to be entered by the circuit court shall be the amount in column C.

General Description Of Offense	Bartlett Municipal Code Section Numbers	A Within 10 Days	B After 10 Days But Not Less Than 7 Days Before Court	C Minimum Court or Administrative Adjudication Fine
Improper parking	6-11-1300 through 6-11-1304.14 625-5/11-1304.15 (but excluding 6-11- 1301.3 and 6-11- 1308)	\$25.00	\$50.00	\$ 50 .00
Overtime parking	6-11-1300 through 6-11-1304.15 (but excluding 6-11-1301.3 and 6-11-1301.8)	\$25.00	\$50.00	50 .00
Overtime metered/commuter parking	6-11-1304.7 (but excluding 6-11-1301.3 and 6-11-1301.8)	\$25.00	\$50.00	50 .00

Parking in designated handicapped space without proper display of handicapped plates or handicapped decal	6-11-1301.3	250.00	250.00	250.00
Obstruction of parking places for persons with disabilities	6-11-1301.8	250 .00	250 .00	250 .00

(Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

**6-11-1305.3: REGISTRATION PRIMA FACIE EVIDENCE:**

The fact that an automobile or motor vehicle which is illegally operated or parked is registered with the secretary of state in the name of said alleged violator; or, in the alternative, in the event that a vehicle sticker issued by a municipality has been issued in the name of the alleged violator, shall be considered prima facie proof that said alleged violator was in control of or was the operator of the automobile or vehicle at the time of such alleged violation. (1968 Code §17.804)

**6-11-1305.4: NOTICE TO APPEAR; CITATION:**

A. Issuance: Whenever a peace officer of the village is authorized by law to arrest a person without a warrant, he may instead issue to such person a ticket, citation, complaint and/or a notice to appear.

B. Description Of Notice To Appear Or Citation:

1. Such notice to appear shall be in writing, state the name of the person and his or her address (if known), set forth the nature of the offense, be signed by the officer issuing the notice, and shall request the person to appear before an administrative hearing officer or a court of competent jurisdiction at a certain time and place.
2. Such citation shall be in writing, state the name of the person and his or her address (if known), set forth the nature of the offense, the date and time of the alleged offense, the location of the alleged offense, and the section of the code alleged to have been violated. The citation may include more than a single violation, but shall include the foregoing information as to each alleged violation.

C. Settlement: The person receiving said notice of such violation may pay the penalty imposed for such ordinance violation by paying the amount specified in said notice or citation to the village up until seven (7) days before the administrative hearing date or court date set forth in the notice or citation. Such payment shall be made in accordance with the provisions of section 6-11-1305.2 of this part at the office of the village clerk, who shall issue a receipt for the money so received and promptly remit said amount to the village treasurer to be credited to the proper municipal fund.

D. Failure To Settle: In the event that the person to whom the notice to appear or citation is issued fails to pay said penalty within the prescribed time, then judgment for the fine imposed by the administrative hearing officer plus court costs, or if the action is brought directly to the circuit court, judgement in the amount of the minimum fine applicable as of the date judgment is entered, plus court costs, may be entered by the court if the person so notified fails to appear

before the administrative hearing officer, or in court, and a summons or warrant of arrest may, but need not, issue.

- E. Owner Or Lessee In Violation: If for any reason the peace officer issuing such notice or citation is unable to place the name and address thereon as required, because it is not known to him, then the word "owner" shall be inserted in that appropriate space, which shall mean the registered owner or lessee of that particular vehicle, who shall be presumed to have been in control of the operation of said vehicle at the time of the violation of the ordinance.
- F. Form Of Notice: The form of notice to be issued pursuant to the provisions of this section shall be as follows:

NOTICE  
ISSUED BY THE POLICE DEPARTMENT OF THE VILLAGE OF BARTLETT,  
COOK, DU PAGE AND KANE COUNTIES, ILLINOIS

NAME:

ADDRESS:

ON \_\_\_\_\_ YOU VIOLATED ORD. NO. \_\_\_\_\_ OF THE VILLAGE OF BARTLETT,  
COOK, DU PAGE AND KANE COUNTIES, ILLINOIS, BY OFFENSE COMMITTED:

LOCATION OF OFFENSE - AT OR NEAR

MAKE OF VEHICLE TYPE OF OFFENSE

STATE LICENSE PLATE VEHICLE TAG

ISSUED BY STAR NO.

The penalty indicated on the reverse side hereof may be paid as indicated before the seventh (7th) day preceding the administrative hearing date or court date, or you may appear personally before the administrative hearing officer, or in the Circuit Court of Cook County as provided in the notice to appear on the day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, at A.M./P.M. in , Illinois. Failure to comply with either of the aforesaid may result in the issuance of a summons or a warrant for your arrest; and/or the failure to satisfy any fine or penalty imposed by judgment for this violation (in combination with judgments entered for nine (9) or more other violations of the Stopping, Standing and Parking regulation of the Village of Bartlett) will result in the suspension of your driver's license.

(Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

**6-11-1305.5:           ARRESTS:**

Tickets issued under section 6-11-1305.1-of this part may be issued as a courtesy in lieu of arrest. If a person accused of a violation does not settle the claim, a citation, complaint and/or notice to appear will be issued for that violation (and may include more than 1 violation) shall be subject to the penalties set forth in section 6-11-1305.6 of this part. (Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

**6-11-1305.6: PENALTIES:**

- A. Provisions Other Than Section 6-11-1301.3(a): Any person violating the provisions of this part other than section 6-11-1301.3(a), listed in section 6-11-1300 of this part, shall be fined not less than twenty-five dollars (\$25.00) nor more than five hundred dollars (\$500.00) for each offense.
- B. Any person violating section 6-11-1301.3 or Section 6-11-1301.8 listed in section 6-11-1301 of this part pertaining to handicapped parking, shall be fined two hundred fifty dollars (\$250.00) for each offense.
- C. Section 6-11-1301. Any person violating Section 6-11-1301.8 shall be fined two hundred fifty dollars (\$250.00) for each offense.
- D. General Penalty: Unless another penalty is specifically provided for by this code for violation of a particular section or part, any person found liable or convicted of an offense under this part shall be punished by a fine of not less than twenty five dollars (\$25.00) nor more than five hundred dollars (\$500.00). A person shall be found liable or guilty of a separate offense for each and every day during any portion of which any violation of any provision of this part is committed, continued or permitted by any such person, provided that the filing of such civil action shall preclude incarceration or imprisonment.
- E. Driver's License Suspension: The village may cause a suspension of the driver's license pursuant to section 6-306.5(f)(2) of the Illinois vehicle code (footnote 2) as amended, of any person who fails to satisfy any fine or penalty imposed by final judgment for ten (10) or more violations of the stopping, standing and parking regulations of this part.
- F. Notice For Impending Driver's License Suspension For Parking Violations: When notice is required to be sent pursuant to section 6-306.5(f)(2) (footnote 3) of the Illinois vehicle code, as amended, it shall be sent to the person liable for any fine or penalty and shall state that failure to pay the fine or penalty owing within forty five (45) days of the notice date will result in the village of Bartlett notifying the secretary of state that the person's driver's license is eligible for a suspension pursuant to section 6-306.5 of the Illinois vehicle code (footnote 4) as amended.
- G. Notice Sent By Mail: The notice sent in subsection E of this section shall be sent by first class United States mail, postage prepaid, to the address recorded with the secretary of state. (Ord. 2011-22, 4-19-2011, eff. 6-1-2011)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: 625 ILCS.

Footnote 2: 625 ILCS 5/6-306.5(f)(2).

Footnote 3: 625 ILCS 5/6-306.5(f)(2).

Footnote 4: 625 ILCS 5/6-306.5.

**SECTION FOUR: SEVERABILITY.** The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance. **SECTION FIVE: REPEAL OF PRIOR ORDINANCES.** All prior Ordinances and Resolutions in

conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION SIX: EFFECTIVE DATE.** This Ordinance shall become effective ten days after its passage, execution by the Village President and publication in pamphlet form as required by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

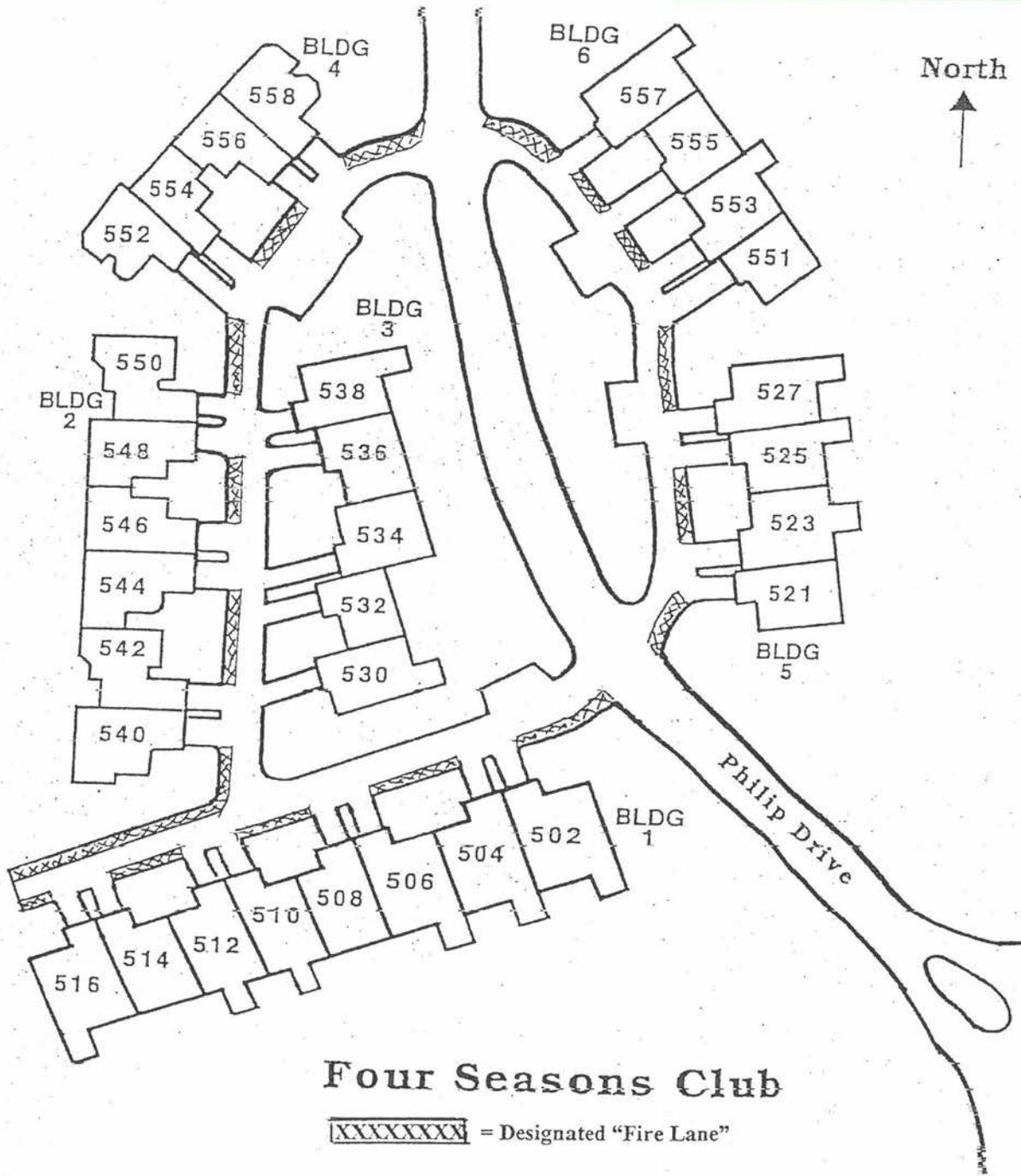
ATTEST:

\_\_\_\_\_  
Lorna Giles, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the village clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2017-\_\_\_\_\_, enacted on \_\_\_\_\_, 2017, and approved on \_\_\_\_\_, 2017, and published in pamphlet form on \_\_\_\_\_, 2017, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles

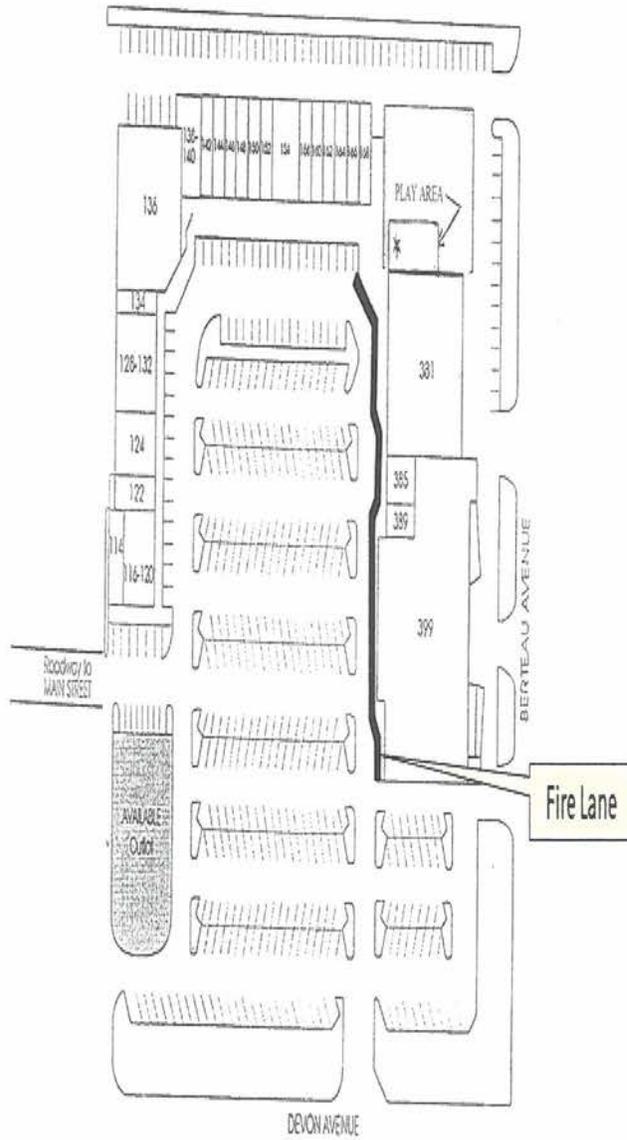


### Four Seasons Club

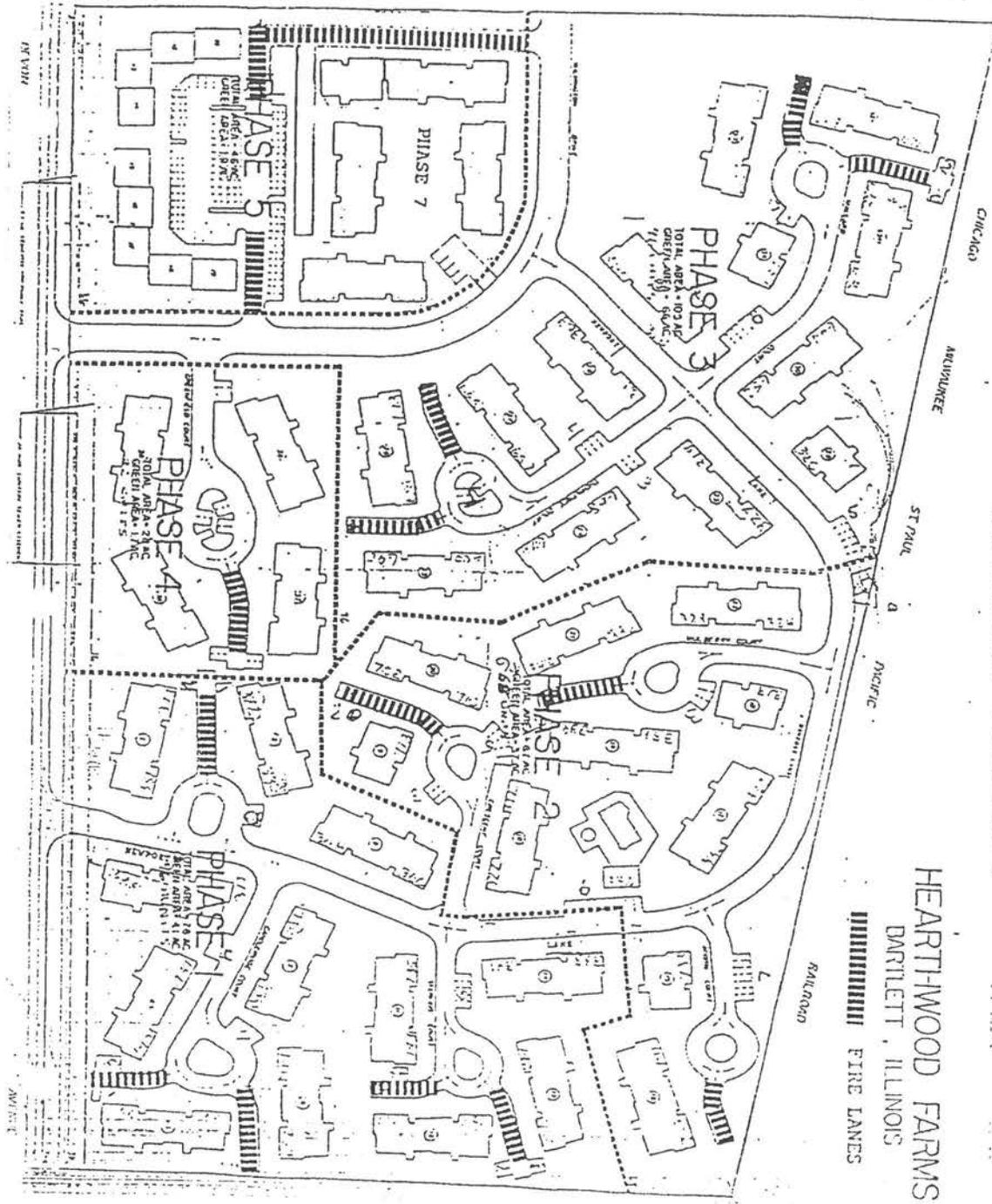
XXXXXXXXXX = Designated "Fire Lane"

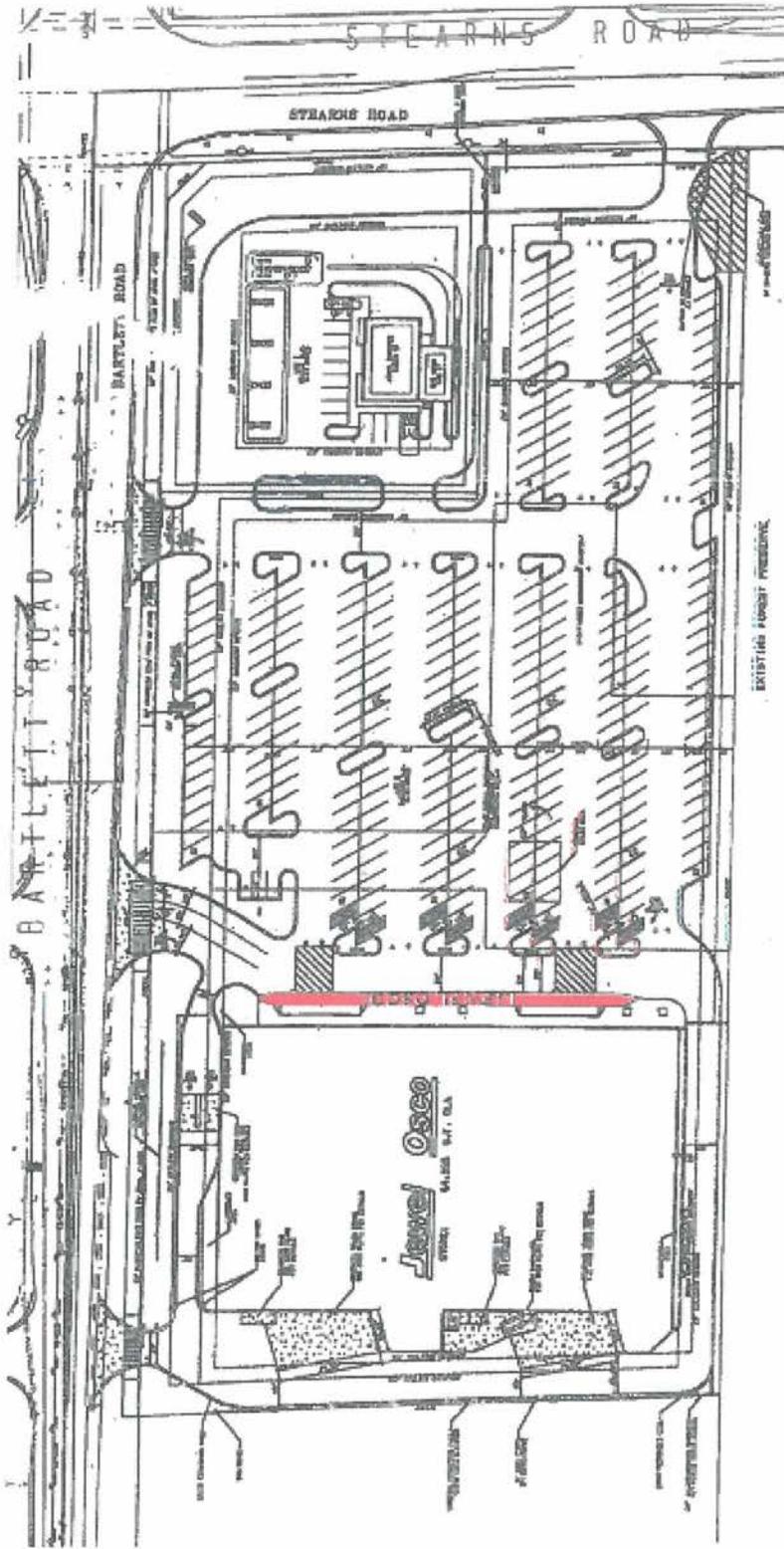
BARTLETT PLAZA

SITE PLAN











# Agenda Item Executive Summary

Item Name Code Amendment - Update of Title 1, Chapter 4  
General Penalty. Committee or Board Board

## BUDGET IMPACT

Amount: \$0.00 Budgeted \$0.00

List what fund N/A

## EXECUTIVE SUMMARY

Attached is the amended/updated alternative penalties, compliance warning tickets ordinance. The Internal Disruption Committee (IDC) asked the Police Department to look at the fines related to compliance ticket violations. The recommendation was to raise compliance violation fines to make them more in line with surrounding villages. A survey was conducted of surrounding villages and the recommendation was to raise the compliance violation fines from \$15.00 per violation to \$25.00 per violation. The late fee, if not paid within ten days would increase from \$30.00 to \$50.00.

While evaluating the compliance warning tickets ordinance there were several sections which needed to be brought up to date with the Illinois Vehicle Code.

## ATTACHMENTS (PLEASE LIST)

Memo, Ordinance, Agreement

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

I move to approve Ordinance 2017-\_\_\_\_\_, an Ordinance Amending Title 1, Chapter 4, of the Bartlett Municipal Code Entitled "General Penalty".

Staff: Patrick B. Ullrich, Chief of Police Date: 11/1/2017  
Charles Snider, Deputy Chief of Operations

**POLICE DEPARTMENT MEMORANDUM  
17-74**

**DATE:** October 10, 2017  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Charles Snider, Deputy Chief of Operations  
**RE:** Amendments to the Alternative Penalties Ordinance

The attached proposed ordinance amends Village Code Chapter 4-1-4-11 General Penalty, Alternative Penalties, and Compliance Warning Tickets.

The Village's Internal Disruption Committee (IDC) asked the Police Department to look at the fine structure for compliance ticket fines. The IDC conducted a survey of twelve surrounding communities and found the Village's fine for compliance ticket violations is lower than all twelve of the surrounding communities. The IDC recommended raising the fine for compliance ticket violations from \$15.00 to \$25.00, and raising the penalty if not paid within 15 days from \$30.00 to \$50.00.

The Illinois Vehicle Code has changed since the last revision of the compliance ticket ordinance so the Illinois Vehicle Code must also be re-adopted.

**MOTION:** I move to approve Ordinance 2017-\_\_\_\_, an Ordinance Amending Title 1, Chapter 4, of the Bartlett Municipal Code Entitled "General Penalty".

ORDINANCE 2017 - \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 1, CHAPTER 4, OF  
THE BARTLETT MUNICIPAL CODE ENTITLED "GENERAL PENALTY"**

---

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** That Title 1, Chapter 4, GENERAL PENALTY, of the Bartlett Municipal Code is hereby repealed.

**SECTION TWO:** That the Bartlett Municipal Code is hereby amended to add new Title 1, Chapter 4, GENERAL PENALTY, as follows to replace Title 1, Chapter 4, repealed in Section One of this Ordinance:

**CHAPTER 4  
GENERAL PENALTY**

- 1-4-1: GENERAL PENALTY:**
- 1-4-2: APPLICATION OR PROVISIONS:**
- 1-4-3: DEFINITIONS:**
- 1-4-4: CITATION AND SETTLEMENT IN LIEU OF PROSECUTION FOR CERTAIN OFFENSES:**
- 1-4-5: SERVICE OF CITATION:**
- 1-4-6: SETTLEMENT OF CLAIM:**
- 1-4-7: VIOLATION AND SETTLEMENT SCHEDULE:**
- 1-4-8: SETTLEMENT AND COMPROMISE PAYMENT:**
- 1-4-9: CITATION:**
- 1-4-10: COMPLAINT FORM:**
- 1-4-11: ALTERNATIVE PENALTIES, COMPLIANCE WARNING TICKETS:**

**1-4-1: GENERAL PENALTY:**

In all cases where the same offense is made punishable or is created by different clauses or sections of this code, the prosecuting officer may elect under which to proceed; but not more than one recovery shall be had against the same person for the same offense; provided that the revocation of a license or permit shall not be considered a recovery or penalty so as to bar any other penalty being enforced.

- A. Whenever in this code a minimum but not maximum fine or penalty is imposed, the administrative hearing officer, or the court may, in its discretion, fine the offender any sum exceeding the minimum fine or penalty, but not exceeding five hundred dollars (\$500.00).

B. Whenever in this code the doing of any act or the omission to do any act constitutes a breach of any section or provision of this code and there shall be no fine or penalty declared for such breach or violation, any person who shall be convicted of any such breach shall be fined not less than twenty-five dollars (\$25.00) nor more than five hundred dollars (\$500.00) for each offense.

**1-4-2: APPLICATION OF PROVISIONS:**

The penalty provided in this chapter shall be applicable to every section of this code the same as though it were a part of each and every separate section. Any person convicted of a violation of any section of this code where any duty is prescribed or obligation imposed, or where any action which is of a continuing nature is forbidden or is declared to be unlawful, shall be deemed guilty of a misdemeanor. A separate offense shall be deemed committed upon each day such duty or obligation remains unperformed or such act continues, unless otherwise specifically provided in this code. (1984 Code)

**1-4-3: DEFINITIONS:**

**ADMINISTRATIVE ADJUDICATION:** Adjudication of alleged code or ordinance violations pursuant to chapter 15 of this title.

**ADMINISTRATIVE HEARING OFFICER:** The duly appointed administrative hearing officer of the village, who shall have the powers and duties as prescribed in section 1-15-6 and who shall preside over and shall conduct administrative hearings to adjudicate alleged code or ordinance violations in accordance with chapter 15 of this ordinance.

**CIRCUIT COURT:** The circuit court of Cook County or the circuit court of DuPage County or the circuit court of Kane County as may be appropriate.

**OFFICER:** Any police officer, the building commissioner, the zoning administrator, the health officer or other enforcement officer of the village.

**PERSON:** Includes a natural person, firm, partnership, association, sole proprietorship, corporation, or any other entity as well as any agents, representatives or employees thereof upon whom responsibility or liability is imposed by this code for the violation cited.

**VIOLATOR:** Any person who violates any provision of this code or other village ordinances. (Ord. 86-68, 11-18-1986)

**1-4-4: CITATION AND SETTLEMENT IN LIEU OF PROSECUTION FOR CERTAIN OFFENSES:**

Whenever an officer observes a violation of those provisions of this code specified in section 1-4-7 of this chapter, or has probable cause to believe that such a violation has occurred and that a particular person is responsible, said officer may, in lieu of the filing of a written sworn pleading or complaint in court, issue to the alleged violator a citation which shall:

- A. Advise the alleged violator that the alleged violator has violated a specified section of this code.
- B. Order the alleged violator to make payment in an amount applicable to the alleged violation as set forth in section 1-4-6 of this chapter in settlement of said claim.
- C. Advise the alleged violator, where applicable, to cease and/or abate said violation immediately and to refrain from like violations in the future.
- D. Inform the alleged violator that, upon failure to so settle the claim and to cease and/or abate said violations, a written sworn pleading or complaint will be filed with the administrative hearing officer or in the circuit court of Cook County, DuPage County or Kane County. (Ord. 86-68, 11-18-1986)

**1-4-5: SERVICE OF CITATION:**

Citations shall be personally served upon the alleged violator, or upon the agent, representative or employee of the alleged violator. In the event the alleged violator cannot be located, the citation may be served by posting a copy at the property, upon the structure where the violation has occurred or upon the vehicle involved in the violation and sending a copy by certified mail, return receipt requested, to the last known address of the alleged violator. (Ord. 86-68, 11-18-1986)

**1-4-6: SETTLEMENT OF CLAIM:**

- A. Any person served with a citation pursuant to section 1-4-4 of this chapter may settle and compromise the claim in respect of such ordinance violation by ceasing and/or abating said violation and paying to the village the applicable amount shown within the time period set forth in section 1-4-8 of this chapter.
- B. In the event that payment is not made within the time prescribed, and a notice of an adjudicatory hearing and the complaint have been filed with the administrative hearing officer, or the complaint has been filed in the circuit court, payment of any fine and costs shall be in such amounts as may be determined and established by the administrative hearing officer or the circuit court within the limits established by this code. (Ord. 86-68, 11-18-1986)

**1-4-7: VIOLATION AND SETTLEMENT SCHEDULE:**

- A. Citations may be issued pursuant to section 1-4-4 of this chapter for violations of the following provisions of this code:

Title 3, "Business And License Regulations", all sections.

Title 4, "Health And Sanitation", all sections.

Title 7, chapter 1, "Streets And Sidewalks", all sections.

Title 7, chapter 5, "Village Water And Sewer Systems", all sections.

Title 8, "Fire Protection And Prevention", all sections.

Title 9, "Bartlett Building Code", all sections.

Title 10, "Bartlett Zoning Code", all sections.

Title 11, "Bartlett Subdivision Code", all sections. (Ord. 86-68, 11-18-1986O)

**1-4-8: SETTLEMENT AND COMPROMISE PAYMENT:**

Citations issued for violation of those sections of the code specified above may be settled and compromised by payment of twenty-five dollars (\$25.00) if paid within seven (7) days of service of the citation or fifty dollars (\$50.00) if paid after such seven (7) day period but before filing of a complaint with the administrative hearing officer or the in the circuit court. (Ord. 86-68, 11-18-1986)

**1-4-9: CITATION:**

Citations are issued pursuant to section 1-4-4 of this chapter. (Ord. 86-68, 11-18-1986)

**1-4-10: COMPLAINT FORM:**

If the violator fails to pay the penalty set forth in section 1-4-8 of this chapter within the time limits therein set forth, a complaint in substantially the following form shall be filed with the administrative hearing officer or in the circuit court of DuPage, Cook or Kane Counties:

*State of Illinois*

*County of Cook, DuPage or Kane*

*In the Circuit Court of (DuPage) (Cook) (Kane) County, Illinois*

*Village of Bartlett, Plaintiff*

*vs.*

*, Defendant.*

COMPLAINT

*The Plaintiff, Village of Bartlett, a Municipal corporation of the State of Illinois, complaining of the above named Defendant states that on , 20\_, at (AM) (PM) the Defendant did unlawfully commit the offense of*

*in violation of Title , Chapter , Section of the Bartlett Municipal Code, in that the Defendant did (describe violation)*

*The undersigned further states that he/she has just and reasonable grounds to believe and does believe that the Defendant named above committed the offense above set forth contrary to law.*

*DATED this day of , 20\_.*

*THE VILLAGE OF BARTLETT, Plaintiff*

*By:  
Signature and identification of  
Officer or other Complainant*

*Subscribed and Sworn to before me*

*this day of , 20\_.*

*Notary Public*

(Ord. 86-68, 11-18-1986)

**1-4-11: ALTERNATIVE PENALTIES, COMPLIANCE WARNING TICKETS:**

A. Any person, pursuant to the issuance of a compliance warning ticket, who is accused of a violation of certain sections of this code as hereinafter described in subsections C and D of this section, except a traffic offense for which a court appearance is required pursuant to Illinois Supreme Court Rule 551, may settle and compromise that ticket by paying to the village a fee of twenty five dollars (\$25.00) within ten (10) days from the date such alleged violation was committed or by paying to the village the sum of fifty dollars (\$50.00) subsequent to said ten (10) day period and prior to thirty (30) days thereafter. (Ord. 91-70, 9-17-1991; amd. Ord. 92-41, 6-2-1992)

B. The issuance of compliance warning citations shall be as a courtesy in lieu of instituting a prosecution before the administrative hearing officer or in court for the alleged offense. If the person accused of the violation does not settle the claim a uniform traffic complaint or notice to appear will be issued for that violation and

otherwise that person shall be subject to the general penalties set forth in section 1-4-1 of this chapter.

C. The following violations of 625 Illinois Compiled Statutes, Illinois Vehicle Code, are hereby adopted by reference to the Bartlett Municipal Code and shall be subject to the procedures described herein.

ILLINOIS VEHICLE CODE - SUBSECTIONS FROM  
625 ILLINOIS COMPILED STATUTES ADOPTED AS PART  
OF THE BARTLETT MUNICIPAL CODE

<b>Illinois Vehicle Code (625 ILCS _____) and Bartlett Municipal Code Citation</b>	<b><u>Description</u></b>
5/3-112(b)	Failure to transfer title within twenty days
5/3-401(a)	No valid registration - never applied
5/3-404	No bill of lading or manifest/dispatch record
5/3-411(a)	Failure to carry registration card or reciprocity permit - second division vehicle
5/3-413(a,b)	Improper display of license plates
5/3-413(f)	Operation of vehicle with expired registration plate or sticker
5/3-416	Failure to notify the Secretary of State of name/address change
5/3-417(a)	Failure to immediately apply for replacement registration card, plate or sticker
5/3-701(a)(1)	No valid registration - no valid plate or sticker obtained
5/3-701(a)(2)	No valid registration - reciprocity, prorate or apportionment
5/5-201(h)	No in-transit plates
5/5-202(e)	Failure to display three tow-truck plates
5/11-1404	Special equipment for persons riding motorcycles, motor driven cycles or mopeds
5/11-1405	Required equipment on motorcycles
5/11-1416	Obstructing person in highways
5/11-1419.01	Operating without a valid single trip permit
5/11-1419.02	Failure to display external Illinois Motor Fuel Use Tax License

5/11-1419.03	Failure to display valid external motor fuel tax decals
5/11-1426.1	Operation of non-highway vehicles on streets, roads and highways
5/11-1426.2	Operation of low speed vehicle on streets
5/11-1427	Illegal operation of an all-terrain vehicle or off-highway motorcycle
5/11-1502	Traffic laws apply to persons riding bicycles
5/11-1503(a)(b)	Riding on bicycles
5/11-1504	Clinging to vehicles
5/11-1505(a)	Position of bicycles and motorized pedal cycles on roadways – Riding on roadways and bicycle paths
5/11-1505.1	Riding bicycles or motorized pedal cycles on roadways
5/11-1506	Carrying articles
5/11-1507(a)(b)	Lamps and other equipment
5/11-1507.1	Lamps on mopeds
5/12-101(a)	Operation of vehicle with unsafe equipment
5/12-201(a)	Operation of motorcycle without lighted headlamp
5/12-201(b)	Driving vehicles other than motorcycles without two lighted headlamps and tail lamps when required
5/12-201(c)	No white rear registration light
5/12-202(a,b)	Insufficient clearance, identification or side marker lamps and reflectors - second division vehicle
5/12-203(a)	Failure to use parking lights while vehicle is standing on highway
5/12-204	Improper lamp or flag on projecting load
5/12-205	Improper use of lamps on towing and towed vehicles
5/12-205.1	Implements of husbandry or slow moving vehicles – Display of amber signal lamp
5/12-207(a)	Improper use of more than one spot lamp
5/12-207(b)	Improper use of more than three auxiliary driving lamps
5/12-208(a)	No stop signal lamp or device
5/12-209(c)	Defective backup lights

5/12-210(a)	Failure to dim headlights/auxiliary driving lamps within 500 feet on approach of vehicle
5/12-210(b)	Failure to dim headlights/auxiliary driving lamps within 300 feet of vehicle in same direction
5/12-211(a)	Improper lighting on vehicles other than motorcycles - only one headlamp
5/12-211(b)	Improper use of more than four lighted headlights/auxiliary driving lamps
5/12-212(a)	Improper use of red light visible from front of vehicle
5/12-212(b)	Unlawful use of oscillating, rotating or flashing lights
5/12-215	Unlawful use of oscillating, rotating or flashing lights
5/12-301	Use of defective brakes
5/12-401	Unlawful use of metal studded tire
5/12-405(d)	Use of unsafe tire
5/12-501(a)	Operation of vehicle without windshield
5/12-502	Operation of vehicle without rear reflecting mirror
5/12-503(a)	Obstructed view of windshield or side windows adjacent to driver
5/12-503(b)	Unlawful application of tinted film to windshield or window(s) adjacent to driver - all vehicles manufactured after 12/31/81
5/12-503(c)	Obstructed view of any window by stationary or suspended object(s)
5/12-503(d)	Operation of vehicle without windshield cleaning device; operation of vehicle with view obstructed by snow, ice or moisture
5/12-503(e)	Obstructed view due to defective condition or repair of any window
5/12-601(a)	Operation of vehicle with defective horn
5/12-601(b)	Unlawful possession or use of siren
5/12-602	Operation of vehicle with defective or modified exhaust system
5/12-603(b)	Operation of vehicle without two front seat safety belts - vehicles of 1961 or later model years
5/12-603.1	Failure of driver/front seat occupant(s) to use seat safety belt
5/12-604.1(a)	Operation of vehicle with television receiver visible to driver
5/12-606	Operation of tow truck without:

	A. Identifying sign attached on each side
	B. Required equipment - one broom, shovel, trash can and fire extinguisher
	C. Removing roadway debris and spreading dirt or sand on oil/grease deposits
	D. Insurance policy in cab
5/12-607(a)	Operation of vehicle with unlawfully altered vehicle suspension system - body lifted in excess of three inches from chassis
5/12-607.1(a)	Operation of first division vehicle with frame in excess of 22 inches from chassis
5/12-607.1(b)	Operation of second division vehicle with frame in excess of specified limits above ground - refer to statute
5/12-608(a)	Operation of vehicle with a gross vehicle weight rating (GVWR) of 9,000 pounds or less or a recreation vehicle without two bumpers
5/12-608(a)	Operation of vehicle with unlawful bumper height
5/12-610(a)	Operation of vehicle while wearing headset receiver
5/12-610.1(e)	Wireless telephones
5/12-610.2(b)	Electronic communication devices
5/12-611	Sound amplification systems
5/12-702(a)	Operation of second division vehicle without carrying flares/warning devices
5/12-702(c,d,e,f,g)	Failure to use flares/warning devices when second division vehicles is disabled
5/12-707	Overloaded school bus, commuter van or motor vehicle used for hire
5/12-709(a)(b)	Slow moving vehicle emblem
5/12-710	Rear fender splash guards
5/12-711	Operation of garbage truck, roll-off hoist or roll-on container without audible backing warning system
5/12-712(a)	Construction equipment to display company name
5/12-713(a)	Commercial trucks used by construction contractors or subcontractors to display company name
5/12-714(a)	Possession and use of radar detection devices prohibited

5/12-806	Failure to cover school bus sign
5/12-807	Seat belt for driver (School bus)
5/12-808	Operating school bus without fire extinguisher
5/12-809	Operating school bus without first aid kit
5/12-810	Transporting handicapped passenger(s) without restraining device
5/13A-104(c)	Failure to display valid unexpired emission inspection sticker (affected Illinois counties only)
5/15-105	Load projecting in any excess beyond left fenders or six inches beyond right fenders of first division vehicle
5/15-106	Failure to fasten loose projecting member
5/15-108	Failure to plank edge of pavement for any vehicle in excess of 8,000 pounds
5/15-109(a)	Spilling load on highway
5/15-109(b)	Operating loaded vehicle without securely fastened covering
5/15-109.1	Operating second division vehicle with load falling, blowing or dropping to highway
5/15-114	Unlawful pushing of disabled vehicle
5/18c-4604(1)	Operation without current cab card and Illinois identifier stamp
5/18c-4604(2)	Transfer a cab card and identifier to a vehicle other than the vehicle for which it was originally executed
5/18c-4604(3)	Use of a cab card and Illinois identifier stamp issued to another carrier
5/18c-4604(4)	Failure to display or present a cab card and Illinois identifier stamp
5/18c-4701(1)	Operating without trade name, license and registration number of carrier painted or affixed to both doors of power unit
25/4	Transporting child under age of 8; restraint system
25/4a	Children 8 years of age or older but under the age of 19; seat belts
40/3-1	Operation of unnumbered snowmobile
40/4-1	Operation of snowmobile without required:
	A. One white headlamp during darkness

	B. One rear taillight during darkness
	C. Brake system in good mechanical condition
	D. Reflective material on each side of cowling
	E. Adequate sound suppression equipment
40/5-1(D)	Operation of snowmobile without lighted headlamp and taillight
40/5-2	Operation on Highways (snowmobiles)
40/5-3	Youthful Operations (snowmobiles)

(Ord. 91-70, 9-17-91)

D. The following violations of the Bartlett Municipal Code shall be subject to the compliance warning ticket procedures found in subsections A and B of this Section.

<u>Bartlett Municipal Code</u>	<u>Description</u>
<u>7-5A-6</u>	Noncompliance with water conservation regulations

(Ord. 92-41, 6-2-92)

**SECTION THREE: SEVERABILITY.** The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

**SECTION FOUR: REPEAL OF PRIOR ORDINANCES.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Ordinance shall become effective ten days after its passage, execution by the Village President and publication in pamphlet form as required by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Gilles, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the village clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2017-\_\_\_\_\_, enacted on \_\_\_\_\_, 2017, and approved on \_\_\_\_\_, 2017, and published in pamphlet form on \_\_\_\_\_, 2017, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Gilles



## Agenda Item Executive Summary

Item Name: NPDES IGA between the Village of Bartlett and DuPage County  
Committee or Board: Board

### BUDGET IMPACT

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

### EXECUTIVE SUMMARY

Attached is a resolution to approve an Inter-Governmental Agreement (IGA) between the Village of Bartlett and DuPage County for the implementation of the NPDES program. The NPDES permit requires development and enforcement of a stormwater program in order to reduce the discharge of pollutants from municipal storm sewer systems.

DuPage County, with input from IEPA and numerous municipalities, has developed the attached IGA in order to promote cooperation in fulfilling similar stormwater requirements, as well as potential cost savings. The IGA spells out county and municipal duties or obligations and includes labor/equipment estimates in the event the Village chooses to have the County complete a stormwater item or task.

### ATTACHMENTS (PLEASE LIST)

PW Memo, Board Memo, Resolution, Agreement with Exhibits A-D

### ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

**MOTION: I MOVE TO APPROVE RESOLUTION \_\_\_\_\_, A RESOLUTION APPROVING OF THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE OF BARTLETT FOR THE IMPLEMENTATION OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PROGRAM IN THE WEST BRANCH DUPAGE RIVER AND FOX RIVER WATERSHEDS**

Staff: Dan Dinges  
Director of Public Works  
Date: November 7, 2017

# Memo

---

**To:** Dan Dinges, Director of Public Works  
**From:** Bob Allen, PE, Village Engineer  
**Subject:** NPDES, DuPage County IGA  
**Date:** October 17, 2017

---

As you know, I have been working with a committee of municipal representatives and DuPage County staff, to develop a framework for a county-wide NPDES permit over the past year. IEPA has recently decided to allow counties to go forward with the idea.

Please review the attached documents, including a draft IGA, for the purpose of a county-wide stormwater BMP (Best Management Practice) program. I believe that the Village and DuPage County could realize cost savings by working together to complete the minimum control measures set forth in the General NPDES Permit No. ILR 40.

The attached IGA outlines County and Village responsibilities, based upon the six stormwater control measures that are part of the permit. The measures are as follows:

- |  |   |
|--|---|
| 1) Public Education and Outreach           | 4) Construction Site Runoff Control       |
| 2) Public Participation and Involvement    | 5) Post-Construction Runoff Control       |
| 3) Illicit Discharge Detection/Elimination | 6) Pollution Prevention/Good Housekeeping |

We will continue to use PW and Engineering staff as schedules allow for inspections and erosion control reporting. Please note that the municipal requirements spelled out in the proposed IGA, are generally increasing through each permit cycle. With the expanded stormwater/facility monitoring requirements we now have, it makes sense to share similar tasks and duties whenever possible.

The proposed agreement runs through March 31, 2023 and will automatically renew for an additional five-year period on that date.

# MEMORANDUM

---

To: Paula Schumacher, Village Administrator  
From: Dan Dinges, Director of Public Works  
Subject: DuPage County – Village of Bartlett NPDES IGA  
Date: November 7, 2017

---

Attached is a resolution to approve an Inter-governmental Agreement (IGA) between the Village of Bartlett and DuPage County for the implementation of the NPDES program. The NPDES permit requires development and enforcement of a stormwater program in order to reduce the discharge of pollutants from municipal storm sewer systems.

DuPage County, with input from IEPA and numerous municipalities, has developed the attached IGA in order to promote cooperation in fulfilling similar stormwater requirements, as well as potential cost savings. The IGA spells out county and municipal duties or obligations and includes labor/equipment estimates in the event the Village chooses to have the County complete a stormwater item or task.

Please place this ordinance on the next available agenda.

**MOTION: I MOVE TO APPROVE RESOLUTION \_\_\_\_\_, A RESOLUTION APPROVING OF THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE OF BARTLETT FOR THE IMPLEMENTATION OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PROGRAM IN THE WEST BRANCH DUPAGE RIVER AND FOX RIVER WATERSHEDS**

RESOLUTION 2017 - \_\_\_\_

**A RESOLUTION APPROVING OF THE INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE OF BARTLETT  
FOR THE IMPLEMENTATION OF THE NATIONAL POLLUTANT DISCHARGE  
ELIMINATION SYSTEM (NPDES) PROGRAM IN THE WEST BRANCH  
DUPAGE RIVER AND FOX RIVER WATERSHEDS**

---

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The Intergovernmental Agreement dated November \_\_\_\_, 2017 between the County of DuPage and the Village of Bartlett for the implementation of the NPDES Program in the West Branch DuPage River and Fox River Watersheds (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** That the Village President and Village Clerk are hereby authorized and directed to sign and attest, respectively, the Agreement on behalf of the Village of Bartlett.

**SECTION THREE: SEVERABILITY.** The various provision of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED** November 7, 2017.

**APPROVED** November 7, 2017.

---

Kevin Wallace, Village President

**ATTEST:**

---

Lorna Giless, Village Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2017 - \_\_\_\_, enacted on November 7, 2017, and approved on November 7, 2017, as the same appears from the official records of the Village of Bartlett.

---

Lorna Giless, Village Clerk

**AN INTERGOVERNMENTAL AGREEMENT BETWEEN**  
**THE VILLAGE OF BARTLETT**  
**AND THE COUNTY OF DUPAGE, ILLINOIS**  
**FOR THE IMPLEMENTATION OF THE**  
**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PROGRAM IN**  
**THE WEST BRANCH DUPAGE RIVER AND FOX RIVER WATERSHEDS**

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 10<sup>th</sup> day of October, 2017 between the Village of Bartlett of DuPage, Cook and Kane Counties (hereinafter referred to as the "Municipality") a body corporate and politic, with offices at 228 South Main Street, Bartlett, Illinois 60103 and the County of DuPage, Illinois (hereinafter referred to as the "County") a body corporate and politic, with offices at 421 North County Farm Road, Wheaton, Illinois 60187-3978.

**RECITALS**

WHEREAS, the Municipality and County are public agencies within the meaning of the Illinois "Intergovernmental Cooperation Act" and as authorized by Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purposes of the "Intergovernmental Cooperation Act" and Article 7 of the Constitution of the State of Illinois include fostering cooperation among governmental bodies; and

WHEREAS, the Illinois General Assembly has granted the County authority to take action to control flooding and to enter into Agreements for the purposes of stormwater management and flood control (Illinois Compiled Statutes, Chapter 55 paragraphs 5/5-1062.3 and 5/5-15001 et. seq.); and

WHEREAS, General National Pollutant Discharge Elimination System ("NPDES") Permit No. ILR40 authorizes discharges from Small Municipal Separate Storm Sewer Systems (MS4s); and

WHEREAS, MS4s are defined in 40 CFR 122.26(b) (16) as designated for permit authorization pursuant to 40 CFR 122.32; and

WHEREAS, both the County and Municipality have submitted an Illinois MS4 Notice of Intent ("NOI") to the Illinois Environmental Protection Agency ("IEPA") for coverage under ILR40; and

WHEREAS, the General NPDES Permit No. ILR40 requires development, implementation, and enforcement of a storm water management program designed to reduce the discharge of pollutants from small municipal storm sewer systems to the maximum extent practicable to protect water quality, and to satisfy the appropriate water quality requirements of the Illinois Pollution Control Board Rules and Regulations (35 III. Adm. Code, Subtitle C, Chapter 1) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.); and

WHEREAS, the storm water management program must include the minimum control measures described in the General NPDES Permit No. ILR 40, Part IV, Section B; and

WHEREAS, the Municipality and County have each determined that they could realize cost savings by utilizing County equipment, vehicles and personnel to complete these minimum control measures, subject to the latter's availability; and

WHEREAS, the General NPDES Permit No. ILR40 Part IV, Section D authorizes Sharing Responsibility; and

WHEREAS, the County and the Municipality have determined that it is in their best interest to cooperate in fulfilling the ILR40 Permit requirements;

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms, and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

**1.0 INCORPORATION AND CONSTRUCTION.**

- 1.1 All recitals set forth above are incorporated herein and made part thereof, the same constituting the factual basis for this Agreement.
- 1.2 The headings of the paragraphs and subparagraphs of this Agreement are inserted for convenience of reference only and shall not be deemed to constitute part of this Agreement or to affect the construction hereof.
- 1.3 The exhibits referenced in this Agreement shall be deemed incorporated herein and a part thereof.

**2.0 PURPOSE OF AGREEMENT**

- 2.1 The purpose of this Agreement is to set forth the duties, roles and responsibilities to be provided by the County and the Municipality with respect to compliance with the IEPA General National Pollutant Discharge Elimination System Permit No. ILR40 for Discharges from Small Municipal Separate Storm Sewer Systems in the West Branch DuPage River and Fox River Watersheds.

**3.0 COUNTY RIGHTS AND RESPONSIBILITIES.**

- 3.1 The County shall perform the tasks identified in the Scope of Work County Tasks, attached and incorporated hereto as Exhibit A.
- 3.2 The County shall be responsible for the scheduling and performance of County Tasks outlined in this Agreement. The County shall have full discretion as to the timing and manner of performance, and the assignment of County personnel to perform any task

under this Agreement. Notwithstanding the foregoing, the County shall use reasonable efforts to perform such tasks on or before any dates or times requested by the Municipality.

- 3.3** The County shall be responsible for including documentation related to the County's performance of the tasks identified in Exhibit A in the Annual Report submitted to the IEPA. The County shall provide a copy of this report to the Municipality in a timely manner, which includes tasks identified in Exhibit A.
- 3.4** For areas outside the DuPage County limits, the County shall be reimbursed by the Municipality for work undertaken pursuant to this Agreement in accordance with Section 6.0, below.
- 3.5** The Municipality may submit written requests ("work requests") to the Director of Stormwater Management ("Director"), or his designee, for the periodic and temporary use of County-owned equipment and machinery, and, or, County-employed personnel (collectively "County assets").
- 3.6** At the sole discretion of the Director, or his designee, the County may make County-assets available for use by the Municipality. The County, though, reserves the right to deny, delay, divert, limit the use of, recall, reschedule, revoke prior approvals for the use of, restrict the use of, or substitute County assets requested by, or provided to, the Municipality for any cause at any time. The parties acknowledge and agree that the Municipality use of County assets for any work request is, and shall be subordinate to the County's use of County assets for the County's own work. For the purpose of this provision, the term "County's own work" shall be construed to include any work that County assets have been, or will be, allocated to another governmental unit or public utility. The parties further acknowledge and agree that in the event any County assets previously approved for a Municipality work request may subsequently become unavailable, and that under no circumstance shall the County be liable to the Municipality, or to any third party, for any loss, added cost, added expense, damage or delay arising out of, or related to, the County's failure or inability to provide County assets as requested, or the County's decision to recall from, reduce, substitute or terminate the use of County assets at the Municipality work site.
- 3.7** While County assets are mobilized at a Municipality work site, such County assets shall act under the direction, control and supervision of the Municipality, through the Municipality designated representatives. The above-arrangement shall not be construed to create an employment relationship between the Municipality and County personnel, or any form of Municipality ownership or possessory interest by the Municipality in or over any County-owned property. At all times the County shall retain its rights under Paragraph 3.6 above, in relation to County assets.

- 3.8 The Municipality shall be solely responsible for obtaining all necessary permits and, or, regulatory approvals for work requests, posting or requiring bonds (as applicable), coordination of all work items and deliveries, maintaining work site safety and security, post-work site restoration.
- 3.9 Nothing in this Agreement shall obligate the Municipality to utilize County assets, or any particular County asset, for any project or work task. In the event any particular County asset is unavailable, the Municipality shall be responsible for securing a suitable replacement, substitute or stand-in, at the Municipality expense.

#### **4.0 MUNICIPALITY RIGHTS AND RESPONSIBILITIES**

- 4.1 The Municipality shall perform the tasks identified in the Municipality Tasks Scope of Work, attached and incorporated hereto as Exhibit B.

#### **5.0 MUTUAL OBLIGATIONS**

- 5.1 The parties shall comply with all municipal, county, state and federal requirements now in force, or which may hereafter be in force, pertaining to this Agreement.
- 5.2 In the event either party (first party) is requested or required to provide the other party (second party) with the first party's consent, approval, review or comment concerning any matter under this Agreement, such request shall not be unreasonably denied, delayed or conditioned.

#### **6.0 COMPENSATION**

- 6.1 Total payments to the County under the terms of this Agreement shall not under any circumstances two thousand dollars (\$2000.00). This amount is a "not to exceed" amount. In the event the Municipality directs the County to do work which would cause the stated amount to be exceeded, the County shall not be responsible for such work until this Agreement is modified pursuant to Paragraph 8.1, below.
- 6.2 For services included in Exhibit A performed outside of DuPage County, the Municipality shall pay the County on a basis of a 1.4 direct labor multiplier applied to the actual hourly rates of County's staff. The multiplier includes the County's cost of overhead and incidental costs. A chart listing the hourly rates for County's staff, identified by position or assignment, is attached and incorporated hereto as Exhibit C.
- 6.3 For use of County owned equipment and machinery, the Municipality agrees to compensate the County for County assets delivered to the designated work site.

Invoiced amounts shall be in accordance with the County's schedule of fees and hourly rates incorporated hereto as Exhibit D. The County shall invoice time at half hour increments. The County may invoice labor rates to include reasonable travel time to and from a work site, time spent idle and, or, on a stand-by basis (if not caused by the County).

- 6.4** The County and Municipality may agree, in writing, that the County may submit quarterly invoices, for services rendered. In all other instances, the County shall submit its invoice no later than sixty (60) days following the completion of the County's services at a work site. The County may bill for multiple work sites or tasks. Each County invoice shall summarize, as applicable, the man-hours and, or, equipment hours utilized, together with all applicable time, equipment and material fees charged and an identification of each work site and, or, task. The Municipality shall pay the County the amount(s) invoiced within thirty (30) days of receipt of each properly documented invoice for reimbursement.
- 6.5** The County may, from time-to-time, unilaterally amend its schedule of fees and hourly rates, and will provide its amended fees and rates to the Municipality with 60 days' notice. A revised fee and, or, rate shall only be effective after such written notice is provided. The fees and hourly rates in effect at the time a work request is submitted shall be the hourly rates and fees paid for that work.
- 6.6** Direct expenses for completion of all work outside of DuPage County may be invoiced to the Municipality at the rates stated in Exhibit C. The Municipality shall pay on an actual cost basis without any markup or multiplier.

  - 6.6.1 For all direct expenses costing more than \$25.00, the COUNTY shall include with its invoice to the Municipality, as documentation of such expenses, including copies of receipts, if any, from third-party vendors, suppliers or service providers indicating the price(s) paid by the County for such expensed materials and/or items.
  - 6.6.2 County shall not include computer and vehicle mileage as direct expenses (but may include parking fees).
  - 6.6.3 The County shall obtain a quote for the cost to perform lab testing of outfall samples prior to having such lab testing performed. The Municipality shall approve or deny the request to perform lab testing and, if approved, shall pay the County the amount charged.
  - 6.6.4 The County shall obtain a quote for any work performed by third party vendors, including natural areas maintenance and beaver trapping. Work will be conducted in accordance with current contract provisions between the County and the vendor.

- 6.7 When the County has expended seventy-five percent (75%) of the estimated total man-hours allocated for the performance of the tasks identified in the Scope of Work, the County shall notify the Municipality providing the following information: the status of that task and the estimated number of man-hours necessary to complete all remaining work for that task.

## **7.0 INDEMNIFICATION AND INSURANCE**

- 7.1 Each party (as the “Indemnitor”) shall indemnify and hold harmless the other party, its officials, officers and employees (the “Indemnitee Class”) from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the Indemnitor’s negligent or willful acts, errors or omissions in its performance under this Agreement, except as hereafter provided for by Paragraph 7.2 below.
- 7.2 To the extent allowed, the Municipality shall have the County assets, and the County, insured as an additional insured, which coverage levels shall be of the same coverage types and amounts maintained by the Municipality.
- 7.3 The parties do not waive or limit, by these indemnity requirements, any defenses or protections under the Local Government and Governmental Employees Tort Liability Act (745 ILCS 10/1 et seq.) or otherwise available to them. The immunities or defenses of either party, or any statutory limitation on damages, shall further operate as a bar and, or, limitation of that party’s indemnification obligations under this Agreement. Any indemnity as provided in this Agreement shall not be limited by reason of a parties’ insurance coverage and such indemnification obligations shall survive the termination, or expiration, of this Agreement for a period of two (2) years.

## **8.0 MISCELLANEOUS TERMS**

- 8.1 This Agreement may be modified or amended only by written instrument duly authorized and signed by both the County and the Municipality.
- 8.2 This Agreement contains the entire understanding of the County and the Municipality with respect to the subject matter hereof and supersedes all prior agreements and understandings with respect to such subject matter.
- 8.3 This Agreement shall be executed for and on behalf of the County and the Municipality pursuant to Resolutions or Ordinances approved by the legislative body of each of the parties.

- 8.4** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instruments.
- 8.5** Upon termination, the liabilities and obligations of the parties to this Agreement shall cease. However, the parties shall not be relieved of the duty to perform their obligations up to the date of termination and the Parties shall not be relieved of their respective obligation to pay the other Party for any services rendered prior to termination.
- 8.6** There are no other covenants, warranties, representations, promises, conditions or understandings, either oral or written, other than those contained herein.
- 8.7** In the event of a conflict between the terms or conditions of this Agreement and any term or condition found in any exhibit or attachment, the terms and conditions of this Agreement shall prevail.
- 8.8** Any required notice shall be sent to the following addresses and parties:

Village of Bartlett	DuPage County
Building Department	Stormwater Management
228 South Main Street	421 N. County Farm Road
Bartlett, IL 60103	Wheaton, Illinois 60187
Attn: Director of Engineering	Attn: Director of Stormwater Management

- 8.9** The parties agree that the waiver of, or failure to enforce, any breach of this Agreement by the remaining party shall not be construed, or otherwise operate, as a waiver of any future breach of this Agreement. Further the failure to enforce any particular breach shall not bar or prevent the remaining party from enforcing this Agreement with respect to a different breach.

## **9.0 NOTICES REQUIRED UNDER THIS AGREEMENT**

- 9.1** All notices required to be given under the terms of this Agreement shall be in writing and either (a) served personally during regular business hours; (b) served by facsimile transmission and e-mail during regular business hours; or (c) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid. Notices served upon the Municipality shall be directed to:

Village of Bartlett  
Building Department  
Attn: Stormwater Administrator  
228 South Main Street  
Bartlett, IL 60103  
Email: [RAllen@vbartlett.org](mailto:RAllen@vbartlett.org)

Notices served upon the County shall be directed to:

DuPage County Stormwater Management Division  
Attn: Director, Stormwater Management  
421 N. County Farm Road  
Wheaton, IL 60187-3978  
E-mail: [Water.Quality@dupageco.org](mailto:Water.Quality@dupageco.org)

Notices served personally or by facsimile transmission and e-mail shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service. Each party may designate a new location for service of notices by serving notice thereof in accordance with the requirements of this paragraph.

## **10.0 TERM OF AGREEMENT**

- 10.1** As will be used for staff and budget requirements, the County and the Municipality agree to not change enforcement status within the term of this Agreement.
- 10.2** The initial term of this Agreement shall become effective October 10, 2017 and remain in full force and effect until March 31, 2023. On March 31, 2023, and on each subsequent anniversary date thereafter, this Agreement shall automatically renew for an additional five-year period. Either party may terminate this Agreement by giving written notice of said termination to the other party; a termination shall be effective immediately unless specific termination date has been agreed upon.

## **11.0 SEVERABILITY**

- 11.1** In the event any provision of this Agreement shall be held to be unenforceable or void, such provision shall be deleted and all other provisions shall remain in full force and effect to the fullest extent allowed by law and equity.

## **12.0 GOVERNING LAW**

- 12.1** This Agreement will be governed by the laws of the State of Illinois as to both interpretation and performance. The forum for resolving disputes concerning the party's respective performance, or failure to perform, under this Agreement, will be the judicial circuit court for DuPage County.

IN WITNESS WHEREOF, the parties to this Agreement set their hands and seals as of the date first written above.

BY: \_\_\_\_\_  
Kevin Wallace  
Village President  
Village of Bartlett

ATTEST BY: \_\_\_\_\_  
Lorna Giles  
Village Clerk

BY: \_\_\_\_\_  
Daniel Cronin  
Chairman  
DuPage County Board

ATTEST BY: \_\_\_\_\_  
Paul Hinds  
County Clerk

**Exhibit A**  
**Scope of Work**  
**County Tasks**

**Public Education and Outreach on Storm Water Impact**

The County will conduct public education and outreach activities within each major watershed on a multitude of topics, such as watershed planning efforts, water quality, and best management practices (BMPs) utilizing internal staff and/ or contractors to provide additional education and outreach services pertaining to both technical and general education on stormwater impact topics.

The County will provide handouts and brochures pertaining to sources of pollutants in waterways and water quality BMPs for distribution at public events, at County and municipal offices, as well as online. Materials will be updated as needed to incorporate new information, including the effects of climate change on stormwater impacts.

The County will coordinate, host, and present at least one workshop or community event in each watershed per year on topics including water quality efforts for the watersheds, methods for pollutant reduction, during and after construction BMPs, native vegetation, and green infrastructure. Presentations will include information on the potential impacts and effects of stormwater discharge due to climate change as applicable.

The County will utilize technology to enhance outreach efforts detailing water quality trends and highlighting practices that can reduce the transport of pollutants into waterways. The County will promote informational outlets using a Stormwater Management monthly e-newsletter, direct media relations, press releases and advisories to promote seasonal BMPs, events, and other stormwater-related news.

The County will partner with schools and local educational organizations, on stormwater management and water quality education promoting water quality and environmental efforts using watershed models and other educational tools.

**Public Involvement/ Participation**

The County will inform the public on watershed initiatives and engage a broad range of individuals regarding policies and projects related to the control and reduction of pollutants in stormwater runoff through technical trainings, stakeholder groups, volunteer opportunities, and public meetings. The County will identify environmental justice areas within the watershed planning jurisdictions in order to ensure prioritization of efforts in regards to public involvement and participation initiatives.

The County will support training initiatives throughout each watershed for the purpose of engaging local residents, organizations, and government agencies in pollution reduction practices

and volunteer opportunities.

The County will host at least two regular water quality stakeholder meetings per year in each of the County's main watersheds in order to address matters pertaining to pollutant reduction on a watershed level. In addition, input on water quality impairments will be requested from stakeholders for incorporation into watershed planning efforts, which may cause the formation of separate stakeholder groups any given year.

The County will provide opportunity for public comment at annual hearings in order to reach all interested residents on the adequacy of its MS4 program, watershed plans, and projects. The County will publicize public comment periods in accordance with its education and outreach initiatives and include opportunities to comment online, in person, or by mail.

The County will coordinate educational and public involvement strategies. To gauge their effectiveness, the County will develop and distribute surveys via an email list, webpage, and on social media. These surveys measure citizen views, behaviors, and concerns pertaining to a variety of topics, including water quality, property management, flood perceptions, and residential pollutant control.

The County will sponsor a variety of volunteer opportunities, including: the Adopt-a-Stream program, the DuPage River Sweep, and the storm drain stenciling program.

### **Illicit Discharge Detection and Elimination ("IDDE")**

The County agrees to undertake the monitoring of outfalls and tracing of illicit discharges within the municipal limits of the Municipality utilizing County personnel and equipment.

The County will provide the Municipality with the annual schedule for outfall monitoring by watershed.

The County agrees to prepare plans, processes, and procedures for the program meeting the requirements of the NPDES permit to monitor and trace illicit discharges into the MS4 on behalf of the Municipality.

The County agrees to obtain copies of the Notice of Intent (NOI) for each facility within the jurisdiction of the County and the Municipality having an individual NPDES permit to discharge storm water associated with industrial activity through the IEPA for the purposes of fair and accurate monitoring and tracing.

The County agrees to monitor MS4 outfalls within the jurisdiction of the Municipality, and to the extent it is so authorized, trace all discharges determined to be illicit with the objective of identifying the source of such illicit discharge.

The County agrees to notify the Municipality within a reasonable time prior to the County

conducting dye testing as part of tracing procedures.

The County agrees to notify the Municipality within twenty-four (24) hours of detecting an illicit discharge within the municipal limits of the Municipality. Promptly upon completion of the County's investigation, the County shall inform the Municipality of the location of the illicit discharge, the time(s) and date(s) of the discharge, and any additional information that would be necessary or prudent for the Municipality to have in order to carry out enforcement proceedings.

The County agrees to provide the Municipality with any information required for enforcement action and prosecution by the Municipality and produce County personnel in court, as necessary and upon adequate notice.

The County agrees to create and manage a countywide hotline for reporting illicit discharges.

### **Construction Site Storm Water Runoff Control**

Construction Site Storm Water Runoff Control requirements are administered through the DuPage County Countywide Stormwater and Flood Plain Ordinance ("DCCSFPO"). The DCCSFPO establishes a minimum level of regulatory compliance that a development must meet. Pursuant to the DCCSFPO, any community that desires to enforce, either partially or completely, within its boundaries the Construction Site Storm Water Runoff Control provisions of the DCCSFPO shall provide the DuPage County Stormwater Management Planning Committee of the DuPage County Board written notice of that intent.

### **Post Construction Storm Water Management in New Development and Redevelopment**

Post Construction Storm Water Management in New Development and Redevelopment requirements are administered through the DCCSFPO. The DCCSFPO establishes a minimum level of regulatory compliance that a development must meet. Pursuant to the DCCSFPO, any community that desires to enforce, either partially or completely, within its boundaries the Post Construction Storm Water Management in New Development and Redevelopment provisions of the DCCSFPO shall provide the DuPage County Stormwater Management Planning Committee of the DuPage County Board written notice of that intent.

### **Pollution Prevention / Good Housekeeping for Municipal Operations**

The County will organize training in procedures and practices that will minimize the discharge of pollutants from municipal operations into the storm sewer system for staff from the County and Municipality on topics including automobile maintenance, hazardous material storage, landscaping and lawn care, Parking lot and street cleaning, pest control, pet waste collection, road salt application and storage, roadway and bridge maintenance, spill response and prevention, and storm drain system cleaning.

The County will create and update checklists and/or guidance materials to assist staff from the County and Municipality in following the good housekeeping measures outlined in the ILR40 permit.

The County will coordinate shared services to the Municipality, in regards to maintenance of BMPs and associated infrastructure. This may include vegetation management, storm sewer cleanout, street sweeping, and other maintenance activities. The shared services will be determined by the equipment and staff available from participating agencies and outlined in Exhibit D.

### **Monitoring**

The County will be responsible for developing and implementing a monitoring and assessment program. This will include an evaluation of BMPs based on estimated effectiveness from published research accompanied by an inventory of the number and location of BMPs implemented as part of the NPDES program and an estimate of pollutant reduction resulting from the BMPs. The County will also support and contribute to the DuPage River Salt Creek Workgroup ambient monitoring of waterways which will be performed within 48 hours of a precipitation event greater than or equal to one quarter inch in a 24-hour period. At a minimum, analysis of storm water discharges or ambient water quality will include monitoring for total suspended solids, total nitrogen, total phosphorus, fecal coliform, chlorides, and oil and grease. In addition, monitoring will be performed for any other pollutants associated with storm water runoff for which the receiving water is considered impaired pursuant to the most recently approved list under Section 303(d) of the Clean Water Act.

### **Annual Reporting**

The County agrees to prepare the countywide annual report on behalf of the Municipality and post the completed report on the County's website. The annual report is required by the IEPA and is due by June 1<sup>st</sup> of each year in accordance with General NPDES Permit No. ILR40 (or a revised date as determined by the IEPA). The County will submit a copy of the annual report to both the IEPA and the Municipality.

**Exhibit B**  
**Municipal Tasks**  
**Scope of Work**

**Public Education and Outreach on Storm Water Impact**

The Municipality will be responsible for promoting and advertising educational events and workshops within their jurisdictions. Municipalities are responsible for distributing educational materials to residents within the Municipality. The Municipality will also be responsible for ensuring their own staff attends workshops geared towards municipal staff on green infrastructure, good housekeeping, and other applicable topics to prevent and reduce the discharge of pollutants into waterways.

**Public Involvement / Participation**

The Municipality will be responsible for advertising and promoting meetings, hearings, and events online and within their jurisdictions. The Municipality will also be responsible for ensuring attendance by their own staff, as necessary.

**Illicit Discharge Detection and Elimination**

The Municipality agrees to provide the County with a current storm sewer atlas.

The Municipality agrees to provide annual updates of the storm sewer atlas to the County.

The Municipality agrees to assign to the County any rights of access to the storm drainage system under the jurisdiction of the Municipality as the County deems necessary.

The Municipality shall provide County staff with a copy of the most recent version of the Municipality's MS4s atlas (system map) and a map/guide of all MS4 outlets within the Municipality's municipal territory. The Municipality shall further make available for review and copying by the County, upon request, any additional Municipality records pertaining to the location of MS4 components and, or, any connections thereto, and, or, suspected illicit discharges, which review and copying by County staff shall be allowed in the same manner as Municipality staff. The Municipality shall further provide proof of the Municipality's (and County's) right to access any property owned or controlled by a third-party. The Municipality shall notify the County if and when new records are created and if additional parcels are annexed by the Municipality.

The Municipality shall grant the County access to all Municipality -owned parcels, Municipality right-of-ways, Municipality easements and license areas and all other areas where the Municipality has the right to access whenever such access by the County is necessary for, or prudent to, its performance of the work identified in Exhibit A. In the event the Municipality is

unable to obtain permission for the County to access and enter upon any property, the County shall be excused from performing the work that necessitated the need to access that property.

The Municipality shall be responsible for the enforcement of any violations of the Municipality's IDDE ordinance within the municipal limits of the Municipality. In the event the Municipality wishes to use County staff as witnesses, or consulting experts, in any enforcement proceeding related to the County's work pursuant to this Agreement, the parties agree that a separate Agreement shall be entered into for such purpose; and the parties acknowledge that the Scope of Work County Tasks (Exhibit A) and Hourly Rates (Exhibit C) do not contemplate IDDE ordinance enforcement activities.

The Municipality agrees to provide timely prosecution of any person found to be in violation of their ordinance that fail to come into compliance in accordance with the ordinance, provided that the Municipality receives timely notification from the County that a violation exists. Further, the County agrees to provide prosecution witnesses required without cost to the Municipality.

The Municipality shall provide the County with documentation of any enforcement action and prosecution from the previous one (1) year for inclusion in the annual report.

#### **Construction Site Storm Water Runoff Control**

As review assistance is required, the Municipality shall forward copies of permit submittals to the County in accordance with the DuPage County Countywide Stormwater and Flood Plain Ordinance ("DCCSFPO").

#### **Post Construction Storm Water Management in New Development and Redevelopment**

As review assistance is required, the Municipality shall forward copies of permit submittals to the County in accordance with the DCCSFPO.

#### **Pollution prevention/ good housekeeping for municipal operations**

The Municipality will be responsible for ensuring that all applicable staff positions attend appropriate training for their duties to prevent and minimize the discharge of pollutants into waterways. The Municipality will also be responsible for ensuring their staff and procedures adhere to good housekeeping measures in order to minimize the discharge of pollutants from municipal properties, infrastructure, and operations. The Municipality may choose to partner with the County to share services for maintenance of BMPs and associated infrastructure.

#### **Monitoring**

The Municipality shall provide to the County locations and details on BMPs implemented as part of the NPDES program within their jurisdictions for inclusion in the BMP inventory.

### **Reporting**

The Municipality will be responsible for ensuring that the County has all applicable documentation for inclusion in the annual report by May 1 of each year (or one month prior to the due date of the annual report as determined by the IEPA). Documentation shall include details on how the Municipality promoted education and outreach efforts within their jurisdiction. The Municipality will provide any documentation on IDDE enforcement. The Municipality will also be responsible for providing the County with current staff headcounts for recordkeeping and reporting of good housekeeping related training.

The Municipality will be responsible for posting the Annual Report on their website, or providing a link on their website to the Countywide Annual Report.

**Exhibit C  
Hourly Rates**

DuPage County Stormwater Management Hourly Rates for completion of NPDES ILR40 Minimum Control Measures and maintenance tasks as requested by the Municipality. The Hourly Rates (Rates) listed below may be increased by the County up to two percent (2%) one time during each calendar year.

Position	Direct Rate	Billing Rate (Direct Rate x 1.4)
Intern	\$10.00 - \$15.40	\$14.00 - \$21.56
Environmental Technician	\$23.00 - \$30.92	\$32.20 - \$43.29
Senior Environmental Technician	\$23.08 - \$31.02	\$32.31 - \$43.43
Water Quality Specialist	\$24.92 - \$31.98	\$34.89 - \$44.72
Water Quality Supervisor	\$32.59 - \$43.81	\$45.63 - \$61.33
Communications Supervisor	\$26.96 - \$34.61	\$37.74 - \$48.45
Wetland Specialist	\$24.00 - \$38.95	\$33.60 - \$54.53
Wetland Supervisor	\$33.00 - \$44.36	\$46.20 - \$62.10

Labor Rates associated with use of County equipment are as follows:

Crew Leader \$45/ hour  
 Senior Maintenance Worker \$40/ hour  
 Maintenance Worker \$35/hour

**Exhibit D**  
**Standard Rates**

Equipment will be paid for on an hourly basis per Illinois Department of Transportation rates according to EquipmentWatch.com (formerly Rental Rate Blue Book) plus hourly rates for required staff according to Exhibit C. All equipment to be used will be agreed upon prior to the commencement of work. Rates are subject to change by providing 60 days written notice to the Municipality.

## TELEVISIONING/FLUSHING CREW COSTS

### Televising Crew Costs Per Day:

1 Crew leader	\$392.00
1 Maintenance Worker	\$336.00
1 Televising Truck	\$600.00

**Total: \$1,328.00 per day (8 hrs.)**

Televising crew/equipment (per hour): \$166.00

### Televising PLUS Vector for Cleaning:

1 Maintenance Worker	\$336.00
1 Vector	\$600.00

**Total: \$2,264.00 per day (8 hrs.)**

Televising with vector (per hour) \$283.00

### Vector for Cleaning (without televising):

2 Maintenance Workers	\$672.00
1 Vector	\$600.00

**Total: \$1,272.00 per day (8 hrs.)**

Vector truck only (per hour) \$159.00

## LINING CREW COSTS

### Lining Crew Costs Per Day:

1 Crew leader	\$392.00
2 Maintenance Workers	\$672.00
1 Truck & Lining Trailer w equipment	\$600.00

**Total: \$1,664.00 per day (8 hrs.)**

Lining crew/equipment (per hour): \$208.00

### Material Costs

Liner & Bladder	\$17 per ft
Resin & Catalyst	\$5.75 per ft
Incidental costs	\$2.25 per ft

**Total: \$25 per ft**

## TELEVISIONING COST PER FOOT

1) Televising Crew = \$1,328.00 per day

1,000 feet

$$\$1,328.00 \div 1,000 \text{ ft.} = \boxed{\$1.33 \text{ per ft.}}$$

1,500 feet

$$\$1,328.00 \div 1,500 \text{ ft.} = \boxed{\$0.89 \text{ per ft.}}$$

2,000 feet

$$\$1,328.00 \div 2,000 \text{ ft.} = \boxed{\$0.66 \text{ per ft.}}$$

2) Televising Crew with Vector = \$2,264.00 per day

1,000 feet

$$\$2,264.00 \div 1,000 \text{ ft.} = \boxed{\$2.26 \text{ per ft.}}$$

1,500 feet

$$\$2,264.00 \div 1,500 \text{ ft.} = \boxed{\$1.51 \text{ per ft.}}$$

2,000 feet

$$\$2,264.00 \div 2,000 \text{ ft.} = \boxed{\$1.13 \text{ per ft.}}$$

3) Vector Crew = \$1,272.00 per day

LABOR

Maintenance Worker

$$1 @ \$30 \text{ hr.} \times 8 \times 1.4 = \boxed{\$336.00 \text{ per day}}$$

Crew Leader

$$1 @ \$35 \text{ hr.} \times 8 \times 1.4 = \boxed{\$392.00 \text{ per day}}$$

EQUIPMENT

Vactor

$$\$75 \text{ hr.} \times 8 = \boxed{\$600.00 \text{ per day}}$$

Televising Truck

$$\$75 \text{ hr.} \times 8 = \boxed{\$600.00 \text{ per day}}$$

## DuPage County 2017 Hourly Equipment Rates

Year	Make	Model	Hourly Rental Rate
2008	Case	621E (156hp)	<b>\$51.97</b> •
2005	Kubota	Mini Excavator	<b>\$26.70</b> •
2003	Bobcat	S 250 (75hp)	<b>\$32.43</b> •
	<b>Bobcat</b>	<b>753</b>	<b>\$24.17</b> •
1999	New Holland	Tractor	<b>\$19.46</b> •
2004	Bobcat	S 250 (75hp)	<b>\$14.71</b> •
2015	Link-Belt	145X3 Excavator	<b>\$63.12</b> •
	IH	520B End Loader	<b>\$40.41</b> •
	Case	Backhoe 590 Super L	<b>\$32.64</b> •
2000	John Deere	455G	<b>\$41.75</b> •
	Skyjack	Hi-Lift	<b>\$16.71</b> •
2016	BOBCAT	T770 (92hp)	<b>\$38.29</b> •
2016	KUBOTA	TRACTOR - MX5B00HST	<b>\$28.30</b> •

\*Rental Rates Based on equipmentwatch.com rates (bluebook based)

Rental Rates are based on the following assumptions:

- a) Pick-Up Truck and Trailer associated with rental are incidental to the cost
- b) DuPage County Maintenance Workers will operate equipment @ their Rate Cost
- c) Smaller tools associated with project (<6" pumps, generators, saws, chippers, etc) are incidental to the project
- d) Trucking costs are at an additional rate (rental cost, permit, tipping fee, etc)

2009	Sterling	SEWER MAINTENANCE
1998	International	SEWER MAINTENANCE
1996	Ford	SEWER MAINT.
1984	Ford	FLUSHER TRUCK
<del>2003</del>	Sterling	UNDERGROUND
1999	Ford	SEWER MAINT. PLOW TRUCK
1985	Ford	SLUDGE HAULING