

CITY OF BATAVIA
100 N. Island Avenue, Batavia, IL 60510
(630) 454-2000 <http://cityofbatavia.net>

Committee of the Whole Agenda
Tuesday, March 8, 2016
7:30 PM Council Chambers 1st Floor

1. Roll Call
2. Items Removed/Added/Changed
3. Matters From The Public (For Items NOT On Agenda)
4. Resolution 16-28-R: Authorizing Execution Of A Contract For The 2016 Sidewalk And Curb Replacement Program With Schroeder & Schroeder, Inc. For \$125,000.00 (AMP 2/29/16) CS

Documents: [RES 16-28-R SW --CURB.PDF](#)
5. Resolution 16-29-R, Intergovernmental Agreement Between The City Of Batavia And The College Of DuPage To Conduct Firefighter Testing (RD 03-02/16) CS

Documents: [RES 16-29-R AGRMT W COD FIREFIGHTER TESTING.PDF](#)
6. Fox River Issues CD
7. Discussion: City Revenue And Priorities (WRM 3/4/16)

Documents: [16-03-04 REVENUES PRIORITIES AND PROJECTS DISCUSSION.PDF](#)
8. Project Status
9. Other
10. Closed Session:
 - a. Purchase and Sale of Electric Power
 - b. Purchase of Real Property
11. Adjournment

CITY OF BATAVIA

DATE: February 29, 2016
TO: Committee of the Whole – City Services 3/8
FROM: Andrea M. Podraza, P.E., CFM, Senior Civil Engineer
SUBJECT: Resolution 16-28-R: Authorizing Execution of a Contract for the 2016 Sidewalk and Curb Replacement Program with Schroeder & Schroeder, Inc. for \$125,000.00

Summary

Every year, staff identifies sidewalks that are in need of replacement due to poor condition. These are addressed in the 2016 Sidewalk and Curb Replacement Program.

Background

The budget for the annual Sidewalk and Curb Replacement Program is \$125,000.00. Estimated quantities are based on unit prices from last year.

Proposals

Bids were opened on February 29, 2016, with the following results.

1. Schroeder & Schroeder, Inc.	Bid:	\$123,424.05
2. Suburban Concrete *	Bid:	\$127,894.21
3. Strada Construction	Bid:	\$133,421.80
4. Mondy Construction	Bid:	\$139,436.70
5. Globe Construction Inc. *	Bid:	\$156,055.86
6. Geneva Construction	Bid:	\$171,686.40
7. G & M Cement Construction Inc.	Bid:	\$192,430.60

The low bidder for the 2016 Sidewalk and Curb Replacement Program was Schroeder & Schroeder, Inc. of Skokie, Illinois. Note * indicates prices adjusted due to contractors math error in their bid tabs.

Staff Recommendation

Staff has checked references for Schroeder & Schroeder, Inc., and they were found to be satisfactory. Construction would begin in late March or April after documents have been processed and notice is given to affected residents. In addition, staff has since identified additional locations of sidewalk to be replaced and requests that quantities be increased up to the budgeted amount of \$125,000.00.

Recommended Committee/Council Action

Recommend the approval of Resolution 16-28-R authorizing execution of a contract for the 2016 Sidewalk and Curb Replacement Program with Schroeder & Schroeder, Inc. of Skokie, Illinois, for an amount not to exceed \$125,000.00.

**CITY OF BATAVIA, ILLINOIS
RESOLUTION 16-28-R**

**A RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH
SCHROEDER & SCHROEDER, INC., OF SKOKIE, ILLINOIS,
FOR THE 2016 SIDEWALK AND CURB REPLACEMENT PROGRAM
IN THE AMOUNT OF \$125,000.00**

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BATAVIA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: that the Mayor and City Clerk are hereby authorized to execute the contract between the City and Schroeder & Schroeder, Inc. attached hereto as **EXHIBIT 1**.

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 21st day of March, 2016.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 21st day of March, 2016.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Fischer				
2	Callahan					Wolff				
3	Hohmann					Chanzit				
4	Mueller					Stark				
5	Botterman					Thelin Atac				
6	Cerone					Clark				
7	McFadden					Brown				
Mayor Schielke										
VOTE:		Ayes		Nays		Absent		Abstentions		
Total holding office: Mayor and 14 aldermen										

ATTEST:

Heidi Wetzel, City Clerk

CITY OF BATAVIA

TO: Joint Committee of the Whole (CS)

FROM: Randy Deicke, Fire Chief

DATE: March 2, 2016

RE: Resolution 16-29-R, Intergovernmental Agreement between the City of Batavia and the College of Dupage to Conduct Firefighter Testing

The Board of Fire and Police Commissioners have again agreed to employ the College of Dupage for firefighter applicant testing. This will be the seventh time that we will utilize their services and both the fire department and the Board have been very pleased. The Board of Fire and Police Commissioners have funding in their budget to handle this expense.

Please ask the Joint Committee of the Whole to approve Resolution 16-29-R at your March 8, 2016 meeting and send it to the full City Council for final approval at their March 21, 2016 meeting.

If you have any questions or require additional information, please do not hesitate to contact me.

RD/cjc

cc: Jeffery D. Schielke, Mayor
City Council
William McGrath, City Administrator
Heidi Wetzal, City Clerk
Wendy Bednarek, Human Resource Director
Peggy Colby, Finance Director

Attachments

**CITY OF BATAVIA
RESOLUTION 16-29-R**

**Authorizing Execution of Intergovernmental
Agreement Between the City of Batavia and the College
Of DuPage to Conduct Firefighter Applicant Testing**

WHEREAS, the City of Batavia Fire Department receives applications from prospective applicants to join the City of Batavia Fire Department; and

WHEREAS, in conformance with required standards and procedures, it is necessary for such applicants to be tested to determine their physical and mental qualifications for performing as firefighters; and

WHEREAS, conducting the appropriate testing requires certain expertise and facilities; and

WHEREAS, it is economically advantageous to the City to engage the services of the College of DuPage Fire Science Technology Services to conduct such testing; and

WHEREAS, it is in the best interest of the City of Batavia that the College of DuPage be retained to conduct such testing on its behalf;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Batavia, Kane and DuPage Counties, Illinois, as follows:

Section 1. The Mayor and City Clerk are authorized to execute the Intergovernmental Agreement for Firefighter Applicant Testing, a copy of which is attached hereto as Exhibit "1"

CITY OF BATAVIA, ILLINOIS RESOLUTION 16-29-R

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this ___ day of _____, 2016.

APPROVED by me as Mayor of said City of Batavia, Illinois, this ___ day of _____, 2016.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Fischer				
2	Callahan					Wolff				
3	Hohmann					Chanzit				
4	Mueller					Stark				
5	Botterman					Thelin Atac				
6	Cerone					Russotto				
7	McFadden					Brown				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office: Mayor and 14 aldermen										

ATTEST:

Heidi Wetzel, City Clerk

**COLLEGE OF DUPAGE
FIRE FIGHTER APPLICANT TESTING**

FIRE SCIENCE TECHNOLOGY

DUPAGE COUNTY FIRE CHIEFS' ASSOCIATION

TEL: (630)942-2107

krakora@cod.edu

FAX: (630)942-2856

INTERGOVERNMENTAL AGREEMENT

Whereas, **Batavia Fire Department** hereinafter "**Department**" is required by law to conduct certain firefighter applicant testing before a candidate for employment may be hired;

and

Whereas, **College of DuPage**, hereinafter "**COD**" is equipped to conduct such testing on behalf of the **Department** on a more economical basis than if such tests were conducted by the **Department**;

and

Whereas, the Intergovernmental Cooperation Act (5 ILCS 220/1 et. seq.) permits governmental bodies to cooperate together to accomplish certain common goals;

and

Whereas, the parties hereto believe it is mutually desirable, advantageous and beneficial to enter into this Intergovernmental Agreement;

NOW, THEREFORE, IT IS AGREED by and between the **Department** and **COD** as follows:

1. **COD** will conduct Firefighter Applicant Testing on behalf of the **Department** in accordance with the Letter of Agreement attached hereto and made a part hereof as Exhibit A and the Calendar attached hereto and made a part hereof as Exhibit B.
2. The **Department** agrees to pay **COD** according to the Fee Structure attached hereto and made a part hereof as Exhibit C.
3. The **Department** and **COD** are committed to affirmative action and equal opportunities and do not discriminate on the basis of race, color, national origin, sex, disability, ancestry, marital status, religion, unfavorable military discharge, or sexual orientation.
4. This agreement sets forth all the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and there are no promises, agreements or undertakings, either oral or written, expressed or implied between them other than as herein set forth.
5. Except as otherwise provided, no subsequent alteration, amendment, change or addition to this agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

**COLLEGE OF DUPAGE
FIRE FIGHTER APPLICANT TESTING**

FIRE SCIENCE TECHNOLOGY

DUPAGE COUNTY FIRE CHIEFS' ASSOCIATION

TEL: (630)942-2107

krakora@cod.edu

FAX: (630)942-2856

IN WITNESS WHEREOF, the parties have executed this Intergovernmental Agreement.

Batavia Fire Department

College of DuPage

Authorized Signatory

Daniel Krakora
EMS/Fire Science Manager

Title

Date

Date

Chief Financial Officer

Date

**COLLEGE OF DUPAGE
FIRE FIGHTER APPLICANT TESTING**

FIRE SCIENCE TECHNOLOGY

DUPAGE COUNTY FIRE CHIEFS' ASSOCIATION

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FAX: (630)942-2856

LETTER OF AGREEMENT

This letter shall stand as an agreement between the **Batavia Fire Department** and **College of DuPage** regarding the responsibilities of the Firefighter Applicant Testing program. The Written Test will be completed by September 23, 2016 through the Specialized Testing Office at COD. The Candidate Physical Ability Test (CPAT) is the responsibility of the candidate.

COD agrees to coordinate all activities pertaining to the administration of Firefighter Applicant Testing in the following manner:

1. Provide staff, proctors, and administrators for the test date/s
2. Provide test supplies and test materials for computer based testing
3. Coordinate advertising
4. Coordinate on line registration
5. Provide information of online registration to each village, District, or Department
6. Have staff member available to accept phone calls, emails, etc.
7. Send letters or emails to applicants prior for each testing session
8. Conduct a mandatory orientation prior to the written test period
9. Obtain necessary certifications and documentation from applicants at orientation
10. Prior to testing, obtain release forms and assign identification number to each applicant. (These release forms allow COD and/or the testing company to release results to the village, department, or Departments)
11. Identify and verify each applicant has proper identification prior to testing.
12. Coordinate administration of testing.
13. Record and report written test results to participating agencies by the stated deadlines
14. Provide all final test results to villages, departments, or Departments and applicants in a timely fashion

In cooperation with College of DuPage, the **Batavia Fire Department** agrees to:

1. Return signed agreements to College of DuPage, Fire Science Technology, 425 Fawell Boulevard, Glen Ellyn, IL 60137 by **June 9, 2016**.
2. Designate a primary contact person who will receive test results.
3. Submit cancellations via mail, email (krakora@cod.edu), or fax (630) 942-2856
4. Designate a contact person who will be available to communicate with COD personnel regarding administrative questions on a daily basis.
5. Pay COD designated fee upon receipt of invoice.

***Cancellations must be submitted on or before June 30, 2016 to avoid administrative fee for non-cancelled applicant.**

**COLLEGE OF DUPAGE
FIRE FIGHTER APPLICANT TESTING**

FIRE SCIENCE TECHNOLOGY

DUPAGE COUNTY FIRE CHIEFS' ASSOCIATION

TEL: (630)942-2107

krakora@cod.edu

FAX: (630)942-2856

The responsibilities and dates, as outlined in the above Letter of Agreement, are hereby agreed upon by the undersigned.

Batavia Fire Department

College of DuPage

Authorized Signatory

Daniel Krakora
EMS/Fire Science Manager

Title

Date

Date

Chief Financial Officer

Date

**COLLEGE OF DUPAGE
FIRE FIGHTER APPLICANT TESTING**

FIRE SCIENCE TECHNOLOGY

DUPAGE COUNTY FIRE CHIEFS' ASSOCIATION

TEL: (630)942-2107

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FAX: (630)942-2856

**CALENDAR
Fall 2016**

- June & July College of DuPage will advertise for fire fighter applicants
- June 9 Deadline for fire departments to submit application requirements to Fire Fighter Applicant Testing at College of DuPage.
- June 9 Signed Letters of Agreement are due to Fire Fighter Applicant Testing at College of DuPage
- June 30 Deadline to submit cancellations to Fire Fighter Applicant Testing. Cancellations must be in writing and mailed, emailed, or faxed. An administrative fee will be charged for cancellations not received by this date.
- July 6 Online application will be available at www.publicsafetyrecruitment.com at 9:00 a.m. local time
- July 29 Final date for online registration by applicants at 12:00 p.m. local time
- August 15 Mandatory orientation for all participating fire department applicants at College of DuPage, SRC 2000 at 7:00 p.m. local time
- August 22 Written Test information emailed to
1. Applicant: Admission Information/requirements, test dates, times, and location.
- September 23 Written Test cut off/due date.
- October 10 Written Test information emailed to:
1. Applicant: qualified or not qualified to continue in the process.
 2. Primary contact person: applicants identified by name, social security number, and identification number with test results.
 3. Posted on College of DuPage Fire Science webpage by 9:00 a.m. local time, listed by identification number, if the applicant is qualified or not qualified to continue the process.
- Candidate Physical Agility Test (CPAT) is the responsibility of the candidate.
- October 28 Total test results and invoice summary to contact person

**COLLEGE OF DUPAGE
FIRE FIGHTER APPLICANT TESTING**

FIRE SCIENCE TECHNOLOGY

DUPAGE COUNTY FIRE CHIEFS' ASSOCIATION

TEL: (630)942-2107

krakora@cod.edu

FAX: (630)942-2856

**FIRE FIGHTER APPLICANT TESTING 2016
*FEE STRUCTURE**

1. Basic Administration Cost **\$15.00**

For all applicants who are not cancelled by cancellation date
For all applicants who are no-shows for the written test

2. Written test cost per applicant:

1 agency	\$50.00
2 agencies	\$35.00
3 or more agencies	\$25.00

3. For departments testing out of normal cycles

An administration fee of \$300.00 and a \$75.00 charge for all candidates appearing on the initial roster. NO DISCOUNT FOR NO-SHOWS

4. Candidate Physical Ability Testing

For information on testing and schedules contact:

Northeastern Illinois Public Safety Training Academy at (847)998-8090

or

Southwest United Fire Departments at www.sufd.org.

***Fees include ad set up and placement on Firefighter employment web sites such as: Public Safety Recruitment, Fire Hire, The Blue Line, Fire Careers, College of DuPage job opportunity line and web site.**

**COLLEGE OF DUPAGE
FIRE FIGHTER APPLICANT TESTING**

FIRE SCIENCE TECHNOLOGY

DUPAGE COUNTY FIRE CHIEFS' ASSOCIATION

TEL: (630)942-2107

krakora@cod.edu

FAX: (630)942-2856

Contact Information

Name of Fire Department/Department:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Department/Department Email _____

Chief _____

Chief Email _____

Name of Office/Administrative Contact person:

Name _____

Phone Number _____

Email _____

Name of Primary Contact person to receive test results:

Name _____

Title _____

Complete the following if the Primary Contact's address is different:

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Application requirements: Please email your minimal requirements for candidates to krakora@cod.edu as soon as possible.

CITY OF BATAVIA

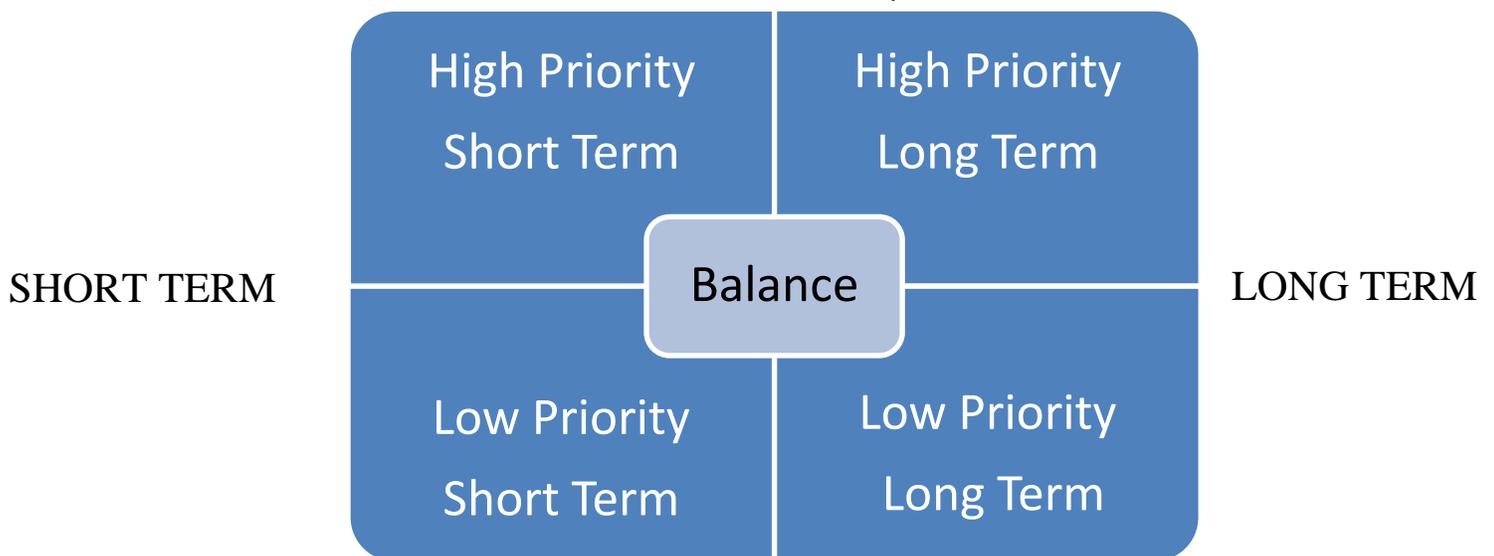
DATE: March 4, 2016
TO: Mayor & City Council
FROM: Bill McGrath, City Administrator
SUBJECT: Revenues, priorities and project updates

At the Committee of the Whole meeting of February 2, 2016 staff was asked to bring some potential revenue ideas for the beginning of a discussion. In reviewing the minutes there seem to have been three items of interest: revenues, priorities and project status. Council members were asked to communicate their interests to me for response. This memo will address all three of the issues including the responses I received.

I am assuming that this is for general discussion as the City Council's priorities have been set in the Strategic Plan and approved by passage of the 2016 Budget. The projects funded are already being either discussed, planned, or begun. Thus I also assume that this discussion is to better ground the Council for the 2017 Budget discussion.

I don't believe any new revenue sources or priorities should be set without the participation of your new professional administrator. The timing is relatively perfect to have some basic items fleshed out for a retreat in late August perhaps right after school has begun so everyone is back from vacation. The results of that planning or adjustments to the Strategic Plan can be the basis for the budget process. I also do not believe any new revenue sources should be implemented until the priorities for next year's budget have been solidified through a planning and budgeting process. All priorities are not the same: Using a matrix, we can view them as follows,

HIGH PRIORITY



LOW PRIORITY

The reason I raise this is because of the comments made recently about the relationship between budgeting and prioritization. Using a favorite example, new sidewalks is, in my opinion a long term, high priority issue. The absence or presence of a project in a single budget may make little if any judgment as to its ultimate priority, as opposed to making a flexible judgment in the face of an exigency. So if putting in all sidewalks would cost \$1,000,000, it would take 20 years at \$50,000 annually. Pulling \$50,000 out of a budget for one year and causing that completion to be 21 years instead is not necessarily a change in priorities on a long-term basis. If you found that it had been pulled out for several years than you'd need a discussion because you in fact have made a comment about the prioritization.

The Budget is merely a determination what the priorities are for the very next year in light of balancing long-term and short term, low and high values and generally high complexity and low complexity items. A large construction project that shows a lot of money being spent in the 5-year Capital Projects' plan may be pushed off for 1, 2 or several years because of reasons outside of our control, but it still remains a priority.

Project status If I separate priorities from projects already underway there is little new, so I am assuming that the majority is satisfied with the priorities it set in the Budget approval process. The issues listed for discussion with project status items listed first were:

- Signage at the city borders - Status- we're in the middle of it, getting process but I have also been asked to raise issue of logo and branding,
- bridge sculptures – Status- COW to make recommendation on March 15
- Signage at Speedway – Status part of boundary signage
- Fox River Erosion Control – Status- RFP's will be out at end of next week or beginning of following. Gary Holm and Rahat met with an engineer from City of Naperville working on a similar project.
- Fox River Dam Depot Pond – I'm appearing at March 15 Park Board meeting for a refresher
- Road Improvements – Status- See capital plan in Budget
- Communications Manager position - Status Discussed and put off until new Administrator or until we see how new revenue sources are producing.
- Fire Marshal position (FTE) - Status – There is money in the 2016 budget to hire a Fiore Marshall. We budgeted that position to come on board in the latter half of the year.

Of course you are always free to ask about project status at any time and I do receive some requests outside of the meetings. Often the larger projects simply do not have activity from week to week

Priorities: These are the items that were related to me:

- Sidewalks –Status_ \$0 budgeted in 2016 because of resources, and impact of incentive agreement on Streets & Sidewalks. Should be a retreat and 2017 Budget discussion
- Additional staff:
 1. Admin- This is a new City Administrator call, but certainly a need for 1-2 fulltime people, perhaps meshed with Communications person, perhaps meshed with Econ Dev.

2. Fire- Status- except for Fire Marshall, full strength
 3. Other positions - HR developing succession plan and pre-retirement discussions related thereto. There may be a need to take on a few early employees because of number of skilled employees leaving within a relatively short time. This will be a New Administrator, retreat, 2017 Budget item
- Reduce the # of Alderman- Status - discussed, no action requested
 - Stormwater – Status- This does not appear to be a *prioritization* issue but a *funding* issue. The City Council has shown its prioritization at least for this year by budgeting \$400,000 in the General Fund for work. The issue is whether the Council believes that it is of such a priority that a separate, permanent commitment of finding is made, whether by setting a minimum to be budgeted over the next several years, or by establishment of a utility. While a utility provides a dependable source of funds, it 1) would not necessarily be “enough” whatever that means, i.e. rates could always be low, and 2) to truly exhaust the conversation an expenditure of approximately \$90,000 is necessary.

The issue then becomes, assuming that a reasonable method of assessing properties can be found (which may be difficult), does the Council believe a utility is the way to go at this time? I am not sure that spending the money is necessary to make that decision, because there will always be value /political judgments to be made. It would be very helpful to staff now as they could understand the lack of that revenue stream going forward. If the Council is not so inclined, then the funding is a budgetary issue which should be looked at like any other area of expenditure and the Council will prioritize through its planning and budgeting process, in collaboration with the staff.

Revenues:

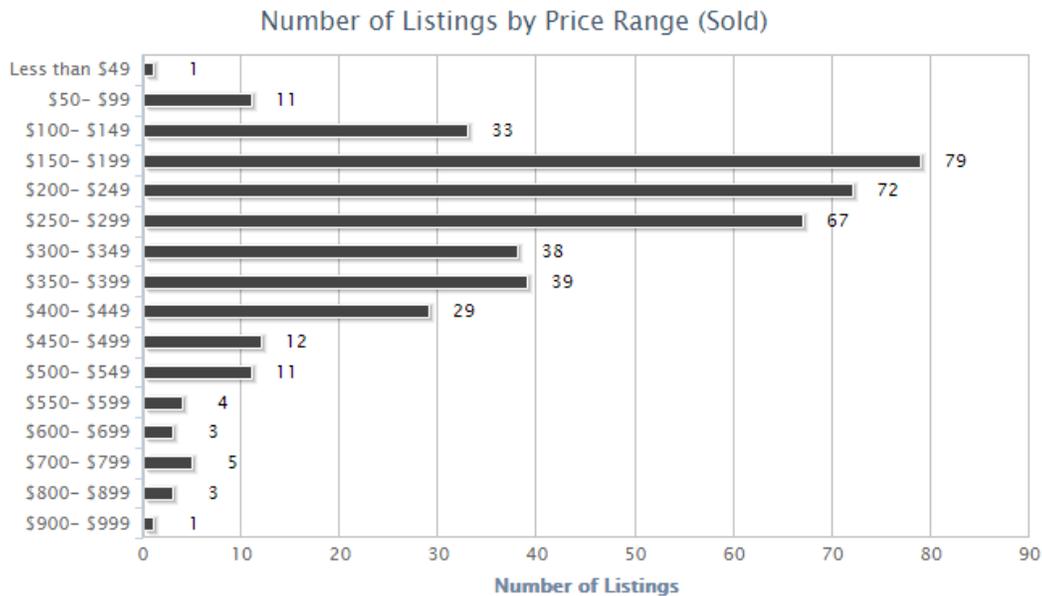
Here is a general list of potential revenues available to the City to draw upon. Several of these were discussed during the 2016 Budget process and those are marked with an asterisk. Those that were implemented have a + as well.

Item	Charge or cost Implemented or proposed	Estimated receipt (certainty)
1.*+ Leaf & brush fee	\$1.00	\$90,000 (firm)
2. *+ Gasoline tax	\$0.01/gallon	\$190,000 (too early to tell)
3. *+ Liquor tax	2%	\$250-300,000 (too early to tell)
4. *Natural gas tax	.015/ therm	\$300,000 good estimate, but weather-related
5. *San Sewer & Water Utility tax	1% increase	\$550,000 good estimate
6. Video gaming	statutory %	\$65,000 Assumes all liquor establishments)

(North Aurora \$55,000)

- 7. *Property tax \$0.05 \$500,000 not put into place
- 8. Home rule real estate transfer taxes. \$222,000 Requires referendum

Based upon 2015 gross sales of \$115,000,000 and assuming a \$2.00 per \$1,000 tax.



Here are the other area cities that have the tax, with the amount and if Seller (S) or Buyer (B). They are generally placed upon Sellers with a credit if they are remaining in the community.

Aurora (\$3, S), Addison (\$2.50, S), Bartlett (\$3, S), Carol Stream (\$3.00, S), Elmhurst (\$1.5, S), Glendale Hts. (\$3, S), Glen Ellyn (\$3, S), Naperville (\$3, B), Sycamore (\$5, S), Wheaton (2.50, B)

At a \$2.00 per \$1,000 of sales price, the fees would be:

Sales price (\$000's)	\$200	\$300	\$400	\$500	\$600	\$700	\$800	\$900
Tax	\$400	\$600	\$800	\$1,000	\$1,200	\$1,400	\$1,600	\$1,800

- 9. Amusement tax (movie tix, Funway) \$0.25/game/ticket \$100,000+- (North Aurora \$70,000)

10. Vehicle Stickers Most cities have abandoned the practice. Batavia had them until 1998, discontinuing them and raising the utility tax 1%. The general assessment about them is “Large Revenue, Large Cost to Administer, Extreme Unpopularity and Low Compliance. We’ve had very brief discussion over them over the years and Councils have dismissed the idea. We can do further work if you’d like.

11. There are other license fees, but the general obligation is to hold them to near the cost of the service being licensed, such as contractors licenses, the rental licensing etc, so while these are available and may be implemented at some point, they don’t appear to be a revenue stream free form restriction.

This matter will be on the March 8, 2016 agenda for discussion. We would appreciate your thoughts and insights.

Thank you

C: Department Heads