1. Roll Call
2. Reminder: Please Speak Directly Into The Microphone For BATV Recording
3. Approve Minutes For February 11, 2020
   Documents:
   COW 20-02-11M.PDF
4. Items Removed/Added/Changed
5. Matters From The Public (For Items NOT On Agenda)
   Documents:
   RES 20-043-R WASHINGTON WILSON TIF DISTRICT.PDF
7. Resolution 20-041-R: Authorizing Execution Of Contract With SewerTech, LLC, Schaumburg, IL To Perform Sanitary Sewer Collection System Cleaning And CCTV Investigations For An Amount Not To Exceed $37,392.03 (Which Includes 10% Contingency)(JB 2/24/2020) PU
   Documents:
   RES 20-041-R SANITARY SEWER COLLECTION SYSTEM CLEANING.PDF
8. Resolution 20-042-R: Authorizing Execution Of Task Order # 19 With Engineering Enterprises For Professional Services Related To An AWIA Mandated Waterworks System Risk And Resilience Assessment & Emergency Response Plan For A Fixed Fee Of $70,047.00 (JB 2/24/2020) PU
   Documents:
   RES 20-042-R TASK ORDER 19 ENGINEERING ENTERPRISES.PDF
10. Project Status
11. Other
12. Adjournment
MINUTES
February 11, 2020
Committee of the Whole
City of Batavia

Please NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee’s comments, nor the complete comments if referenced.

Chair Wolff called the meeting to order at 7:00pm.

1. Roll Call

Members Present: Chair Wolff; Ald. Russotto, Beck, Chanzit, Baerren, O’Brien, Callahan, Meitzler, Uher, Cerone, McFadden

Members Absent: Aldermen Miller, Knopp and Malay

Also Present: Mayor Schielke; Chief Deicke, Batavia Fire Department; Shawn Mazza, Deputy Chief of Administration Batavia Police Department; Laura Newman, City Administrator; Scott Haines, Director of Streets and Sanitation; Joel Strassman, Planning and Zoning Officer; Jeff Albertson, Building Commissioner; Drew Rackow, Planner; Scott Buening, Director of Community Development; Wendy Bednarek, Director of Human Resources; Jeremy Barkei, Water and Sewer Superintendent; and Jennifer Austin-Smith, Recording Secretary

2. Reminder: Please speak into the microphone for BATV recording

3. Approve Minutes for January 14, 2020

Motion: To approve minutes for January 14, 2020
Maker: Chanzit
Second: Uher
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.

4. Items to be Removed/Added/Changed

There were no items to be removed, added or changed.

5. Matters From the Public (For Items NOT on the Agenda)

There were no matters from the public.

6. CONTINUED PUBLIC HEARING (7:30P.M.): Establishing of Special Service Area 42 for the Nagel Industrial Park PUD/Farmstead III Development (SCB)

Motion: To open the Public Hearing
Maker: Chanzit
Second: McFadden  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.

Motion: To continue the Public Hearing until February 25, 2020  
Maker: Callahan  
Second: Russotto  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.

7. Consent Agenda  
(The Consent Agenda is made up of items recommended by city staff that requires recommendation to the full City Council by the COW. This agenda is placed as a separate item on the COW agenda. The items on the Consent Agenda are usually minor items, already budgeted, standard non-policy activities or outgrowths of earlier meetings and are voted on as a “package” in the interest of saving time on non-controversial issues. However, any council member may, by simple request, have an item removed and placed on the “regular” agenda.)

a. Ordinance 20-17: Annexing 323 Evergreen Drive (SCB 2/3/20) CD  

Motion: To approve the Consent Agenda  
Maker: Chanzit  
Second: McFadden  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.

8. Ordinance 20-04: Establishing Special Service Area 42 for the Nagel Industrial Park PUD/Farmstead III Development (SCB 12/31/19) CD  
Callahan stated that since we are pending the Public Hearing he moves to table this ordinance as well.

Motion: To table discussion of Ordinance 20-04: Establishing Special Service Area 42 for the Nagel Industrial Park PUD/Farmstead III Development until February 25, 2020  
Maker: Callahan  
Second: McFadden  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.

9. Ordinance 20-15: Revising Title 5 of the Municipal Code Regarding Fees for Non-Emergency Medical Assistance (RD 1/31/20) CS  
Chief Deicke stated that he has been reporting that a significant number of lift assists are at either senior centers or ones with staff in order to assist the residents there. Chief Deicke stated that he believes this is the case to alleviate some liability on their part and therefore the liability goes over to the City by us lifting the citizens off of the floor who are uninjured. We are not transporting to the hospital. Oftentimes, a member from the facility is waiting for us to arrive
rather than helping the person. That liability has some cost and he is proposing a $250 fee for lift
assist at those facilities to help offset the liability. Meitzler noted that the way this is written the
facility is being charged and not the individual who is being assisted. Meitzler expressed his
support for the proposed fee. Chief Deicke noted that at this time residents would not be charged
a lift assist fee. Cerone expressed his support of the proposal.

Motion: To recommend to City Council approval of Ordinance 20-15: Revising Title 5 of
the Municipal Code Regarding Fees for Non-Emergency Medical Assistance
Maker: Wolff
Second: Cerone
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.

Chief Deicke noted that if further discussion is needed on this item it could be discussed on
March 2, 2020 when he returns.

10. Ordinance 20-16: ESDA Surplus Property (RD 1/31/20) CD

Motion: To recommend to City Council approval of Ordinance 20-16: ESDA Surplus
Property
Maker: Wolff
Second: Meitzler
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.

Chief Deicke noted that if further discussion is needed on this item it could be discussed on
March 2, 2020 when he returns.

11. Resolution 20-015-R: Intergovernmental Agreement with College of DuPage to
Conduct Firefighter Applicant Testing (RD 2/4/20) CS

Chief Deicke overviewed the memo.

Motion: To recommend to City Council approval of Resolution 20-015-R: Intergovernmental Agreement with College of DuPage to Conduct Firefighter Applicant Testing
Maker: Wolff
Second: Meitzler
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.

CONSENT AGENDA
12. Resolution 20-020-R: Authorizing the Purchase of Three (3) Police Department Patrol Vehicles for $103,044.00 (SM 1/23/20) CS

Deputy Chief Shawn Mazza stated that this would be a great addition to the fleet and will help transport items that we struggle transporting right now such as bicycles, barricades and street signs. The plan is to have this vehicle after three or four years become our CSO vehicle.

Motion: To recommend to City Council approval of Resolution 20-020-R: Authorizing the Purchase of Three (3) Police Department Patrol Vehicles for $103,044.00
Maker: Wolff
Second: Callahan
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.

CONSENT AGENDA

13. Resolution 20-021-R: Authorizing Acceptance of Plat of Easement for 1146 Wintergreen Terrace (CB 1/28/20) CS

Motion: To recommend to City Council approval of Resolution 20-021-R: Authorizing Acceptance of Plat of Easement for 1146 Wintergreen Terrace
Maker: Wolff
Second: O’Brien
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.

CONSENT AGENDA

14. Resolution 20-022-R: Authorizing Acceptance of Plat of Easement for 1150 Wintergreen Terrace (CB 1/28/20) CS

Motion: To recommend to City Council approval of Resolution 20-022-R: Authorizing Acceptance of Plat of Easement for 1150 Wintergreen Terrace
Maker: Wolff
Second: O’Brien
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.

CONSENT AGENDA

15. Resolution 20-19-R: Authorizing Purchase of Ford F150 Pickup Truck for Community Development Department Not to Exceed $27,295.00 (JA 2/4/20) CS

Albertson reported that this is a replacement vehicle. It was in the 2019 budget and was rolled over to the 2020 budget. This is a replacement for the inspection staff vehicle for building and code enforcement.

Motion: To recommend to City Council approval of Resolution 20-19-R: Authorizing Purchase of Ford F150 Pickup Truck for Community Development Department Not to Exceed $27,295.00
Maker: Wolff
Second: Uher  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.  
CONSENT AGENDA

GS

Motion: To recommend to City Council approval of Resolution 20-030-R: Tax Abatements – Fire Station refunding 2012A GO  
Maker: Chanzit  
Second: Meitzler  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.  
CONSENT AGENDA


Motion: To recommend to City Council approval of Resolution 20-031-R: Tax Abatements – IEPA 2013 GO  
Maker: Chanzit  
Second: McFadden  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.  
CONSENT AGENDA


Motion: To recommend to City Council approval of Resolution 20-032-R: Tax Abatements – Electric Refunding 2015 GO  
Maker: Chanzit  
Second: Beck  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.  
CONSENT AGENDA


Motion: To recommend to City Council approval of Resolution 20-033-R: Tax Abatements – Drainage/CH Capital 2017 GO  
Maker: Chanzit  
Second: McFadden  
Voice Vote: 11 Ayes, 0 Nays, 3 Absent  
Motion carried.  
CONSENT AGENDA

**Motion:** To recommend to City Council approval of Resolution 20-034-R: Tax Abatements – Fire Station Bonds 2019 GO  
**Maker:** Chanzit  
**Second:** Meitzler  
**Voice Vote:** 11 Ayes, 0 Nays, 3 Absent  
Motion carried.

CONSENT AGENDA


Chanzit overviewed the memo.

**Motion:** To recommend to City Council approval of Resolution 20-029-R: Resolution Recertification of Participation by Elected Officials in the Illinois Municipal Retirement Fund  
**Maker:** Chanzit  
**Second:** O’Brien  
**Voice Vote:** 11 Ayes, 0 Nays, 3 Absent  
Motion carried.  
CONSENT AGENDA

22. **Resolution 20-035-R: Approving a Directional Boring Contract with Carlisle Utility Contractors for Paramount Park Substation Feeder reconfiguration in the amount not to exceed $101,351.00 which includes 10 percent contingency amount (RB 2/7/20) PU**

O’Brien overviewed the memo. Holm discussed the directional boring and installation of conduits contract with the Committee.

**Motion:** To recommend to City Council approval of Resolution 20-035-R: Approving a Directional Boring Contract with Carlisle Utility Contractors for Paramount Park Substation Feeder reconfiguration in the amount not to exceed $101,351.00 which includes 10 percent contingency amount  
**Maker:** Chanzit  
**Second:** Meitzler  
**Voice Vote:** 11 Ayes, 0 Nays, 3 Absent  
Motion carried.  
CONSENT AGENDA

23. **Ordinance 20-18: Declaring Certain Property to be Surplus and Authorizing Donation Thereof (GH 2/7/20) PU**

**Motion:** To recommend to City Council approval of Ordinance 20-18: Declaring Certain Property to be Surplus and Authorizing Donation Thereof  
**Maker:** Chanzit  
**Second:** Meitzler
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.
CONSENT AGENDA

24. Discussion: Streetscape and Downtown Plan Review (Abby Beck)
Aldermen Beck and Uher presented the Streetscape and Downtown Plan review with the Committee. Handouts distributed to the Committee were titled “Downtown Master Plan” and “Streetscape Master Plan”. The PowerPoint presentation included the following:

- Goals, Accomplishments, recommended removals, major themes, discuss next steps; project ideas for short term, long-term discussions
- Downtown Master Plan Goals
- Downtown Master Plan Updates
- Streetscape Plan Goals
- Streetscape Plan Updates
- Short Term Goals
- Mid Term Goals
- Long Term Goals
- Next Steps - Discussion on this would reconvene in March 2020

25. Project Status
Newman reported on the following:
- She received the service agreement for the Bike Share Program in Kane County. Kane County will be distributing grant funds to participating communities to facilitate the purchase of bikes for this program.
- Staff had discussions with the Village of North Aurora regarding collaborating on the Route 31 road diet and second bridge strategic plan projects.
- Staff met with the Batavia Park District and the consultant Hitchcock Design Incorporated who has been helping the Park District design riverfront master planning. Staff discussed with them how the removal of the dam fits into the master planning for the river.
- A map of our downtown parking is being worked on and a sign will be created to show areas of public parking.
- Chalets are currently being worked on at Batavia High School

26. Other
Newman reported that staff had a meeting with Shodeen regarding the One Washington Street project. We anticipated the beginning of the project would occur in the beginning of May this year. Right now, where the project stood is that the developer was going out for the financing of the project. As part of that, they have done more detailed calculations on the expected increment on the project and unfortunately due to the multiple delays that occurred for this project it is getting started three years after the TIF was first approved. On such a large scale project such as this, with 16 million dollars of bonds issued to fund the project, you would have wanted that to begin as soon as possible once the TIF was implemented. The timeline in terms of the ability to pay off that amount of bonds would be too short based on the expected increments we think
would come from the project. Both the City and the developer are working through various alternatives. The earliest that this project could possibly begin would be this fall or spring of 2021. Staff will be bringing back discussions on what those various alternatives are.

Chanzit asked if a re-casting of the TIF is something that could be discussed. Newman stated that re-casting and/or extending of the TIF could be discussed. Another alternative could be to re-TIF the area and redefine the redevelopment area. Callahan asked why, when delays were made, that this was not weighed in the factoring for budgeting. The developer should have known that this was not able to be paid back but we were told that this would be able to be paid back. Callahan stated he does not know what new factors that would not have been properly anticipated as of last May. Chair Wolff stated that we added into one of the redevelopment agreement changes that there would be an SSA on the property if there was not enough increment created in the number of years timeframe after it got built that would then be applied to that property to make that difference up. Chair Wolff stated that he believes that the units may not be marketable with that SSA in place. Chair Wolff stated that he agrees with Callahan that this is poor planning. Newman stated that at this point she would like to further vet these options and bring it back for another discussion at which we could decide to extend the TIF, re-TIF (keeping in mind the question will there be enough increment), or another option. Mayor Schielke asked the Committee give staff two to three weeks time to bring back the options to the COW. Mayor Schielke suggested dedicating a meeting for this discussion. Newman stated that she would place this on the March 3rd agenda.

Uher asked if the Duck Island channel flow plan is in the riverfront plan. Uher stated that another thing to look at is if it would be cheaper for us to keep the items from the removal of the dam to use for the berm.

Chair Wolff stated that the Park District has a lot of social media going around that the Park District and the City did not want the property to come off the tax rolls or use that property for any facility. Wolff stated that we had a position statement on that property that was done after a neighborhood group got together when that property became available. The position statement included the City wanted to see mixed-use development on it and there was a listing of acceptable development. The further west you went on the property would be residential. Mayor Schielke stated that a misconception is that this is the Siemens property. Siemens does not own a large amount of the property. Siemens has had a lease on the property for a number of years. There are multiple owners of this property and it may be a challenging property to put together once the lease is up. Siemens owns a piece of that property on the north side of McKee Street that goes up to Storm School and owns property on McKee Street going south.

27. Executive Session: Setting the Price of Land for Sale (SCB)

Motion: To enter into Executive Session for setting the price of land for sale
Maker: O’Brien
Second: Russotto
Voice Vote: 11 Ayes, 0 Nays, 3 Absent
Motion carried.
The COW entered executive session at 8:59pm.

28. Adjournment
There being no other business to discuss, Chair Wolff asked for a motion to adjourn the meeting at 9:25pm; Made by O’Brien; Seconded by Meitzler. Motion carried.

Minutes submitted by Jennifer Austin-Smith, Recording Secretary, on February 25, 2020.
TO: Marty Callahan, Chair, Community Development Committee
FROM: Laura Newman, City Administrator
DATE: February 27, 2020
RE: RES 20-043-R Extending the Washington-Wilson TIF

On the 17th day of January 2017, the City of Batavia created a Tax Increment Allocation Finance District known as the “Washington Wilson TIF” pursuant to and in conformance with the Illinois Municipal Code, specifically 65 ILCS 5/11-74.4-1 et seq. The TIF term is 23 years.

At the time the TIF was created, the City had just entered into a redevelopment agreement (the “RDA”) with Shodeen Development, Inc. to build a $40,000,000 mixed use development that included 14,645 ft of commercial space, a 350-space public parking facility and 186 luxury residential apartments. The City, under the terms of the RDA, promised to issue $14 million in bonds at the beginning of the project, and, if sufficient increment existed after the initial bonds were paid off, the developer could be reimbursed for an additional $2 million in costs deemed reimbursable under the TIF Act. Approximately $9 million of the bond issuance represented the cost to build the public parking garage that the City would own.

The RDA also contained a number of safeguards to protect the City’s ability to pay the bond payments should the increment generated by the project be insufficient to cover them. A Special Service Area could be activated, and if this were insufficient the remainder would be paid by the developer. The RDA also included several “off ramps”, or reasons that either party may elect to cancel the RDA. The City had an off ramp if environmental contamination was found that was deemed by the City too expensive to remediate. The developer had off ramps such as the inability to secure financing, or failure of the City to perform any of the City’s obligations (such as property acquisitions and extinguishment of easement rights) that were conditions precedent to construction.

While the City proceeded with its obligations to perform utility work, acquire property rights and put the project through the entitlements process, the developer, for its part, engaged its architect to create preliminary drawings and specifications for review by the Plan Commission and Zoning Board of Appeals, the Historic Preservation Commission and ultimately City Council.

Mid-year in 2017, the developer informed the City that it had significantly underestimated the cost of building the parking deck into bedrock, which is very shallow in this area near to the river. That caused a pause of more than six months while the developer again engaged their architect to redesign the project to eliminate cost and add revenue to return the project to being financially feasible. The changes to the project that the developer proposed resulted in a project that now included 194 apartments, a 335-space public parking garage and 6,000 square feet of commercial space. In addition, the developer requested that $16 million in bonds be issued at the beginning of the project. Eventually, City Council
approved the additional funding and redesign and a restated redevelopment agreement (the “Restated RDA”) was entered into in January of 2018.

In the Restated RDA, the developer released the obligation of the City to reimburse the developer’s costs that had been incurred from the onset of the project until the effective date of the Restated RDA, should it give notice to the developer of its intent to terminate the RDA. This “reset the clock” on these reimbursable expenses in the event of termination by the City, which was beneficial to the City.

Unfortunately, this was not the last delay, nor the shortest delay affecting the project. The second delay occurred in mid-2018 when, after having completed demolition of some existing structures on the redevelopment site, the City found environmental contamination. At this point the parties began to be concerned about the time left on the TIF and the ability of that increment to satisfy the bonds needed to finance the project. Over the course of several meetings, the City and the Developer were able to come to the agreement that the responsibility for performing the work necessary for the environmental remediation would shift from the City to the Developer so that time could be saved by mobilizing only one contractor to perform all remaining demolition and excavation. This required an additional amendment to the redevelopment agreement in March of 2019 the second restated redevelopment agreement (the “Second Restated RDA”). Further delay occurred as a result of the City having to wait for IEPA approval of its remediation plan, which approval was not received until December 2019.

The parties met on February 6, 2020 where the developer produced calculations that showed, with three years having passed since the establishment of the TIF, thus delaying buildout and occupancy, using conservative predictions as to future increases in incremental EAV, we now predict that there would be insufficient increment to pay off the bonds during the term of the TIF. In fact, there appears to be a significant shortfall of $4-5 million.

There are three alternatives the City could consider:

1. Seek an extension of the current TIF. The law allows the extension of the term of the TIF for an additional 12 years. This option is done through state legislative action and requires the approval of each of the taxing bodies, including the school district. This would provide sufficient time to pay all of the bond payments and recoup the City’s costs associated with land acquisition, site utility improvements and environmental remediation. We could enter into an IGA with taxing bodies that the TIF could be dissolved early after all of these costs are covered. Or,

2. The City could de-TIF and Re-TIF the area which would reset the 23-year shot clock. This might cover the bond payments for the project but leaves little possibility that there would be anything more to cover the City’s costs of the project. Or,

3. The project could be redesigned to be smaller so that the numbers work. In this case, City Council might decide to re-market the property and seek other developers as well.

Of these three alternatives, the first one, extending the TIF, is the most beneficial to the City for the following reasons:

1. It maximizes the potential for the bonds to be paid off within the TIF term.
2. It provides the opportunity to recoup costs that the City has and will incur for property acquisition, extinguishment of easements, utility work, site preparation and environmental remediation. Without an extension, there is likely not enough increment for these costs to be recovered.

3. The TIF extension provides the City the greatest period of time within which to find an alternative project should the One Washington Place project be terminated. We hope that such an event would not occur, but there are still events that could occur that might terminate this project, such as the inability to secure financing or higher than expected construction costs that make the project unfeasible.

Staff has had several conversations with staff members of other local taxing bodies that would need to pass similar resolutions of approval for the extension of the TIF term. While all of them have been supportive (in as much as it is really their boards that must confer and make the decision), a significant factor in the decision will be that the City has a $40,000,000 project in hand that, but for the delays, would have been finishing construction this year. With a current EAV of $6,992, this project is expected to create more than $1,000,000 in new tax increment.

As for any reasons not to pursue an extension of the TIF, I can identify none. However, I should point out that, because the other taxing bodies reason for supporting the extension included the fact that there is an existing project, without it, I think some may not be willing to approve the extension, and without unanimous approval of all the taxing bodies, this option is not available.

If City Council approves the extension, staff would coordinate with the other taxing bodies to get resolutions approving the extension before their boards in March. The TIF can only be extended by an act of the state legislature. Senator Don DeWitte has been made aware that Batavia may be seeking this extension and has graciously offered to sponsor the bill that would enact the extension. It is still possible to have this enacted in the spring session which ends May 29, 2020. Doing so would afford the possibility that the project could break ground before the end of this year. If we have to wait until the Fall 2020 legislative session, construction will not occur until Spring 2021.

If City Council does not approve the extension, Shodeen will likely not be able to secure financing for the project and we would expect to receive notice of their intent to terminate the Second Restated RDA for this reason. We would then re-market the redevelopment site, seeking other proposals. Once an alternate proposal is identified, a new RDA would be negotiated. It should be noted that it could take years to get to the point of approval of a new RDA and time remaining on the existing TIF would be further exhausted leaving less that could be invested in a new project. We could re-TIF at that point, but if currently pending legislation is passed before then, the TIF time period could be reduced to 10 years with a maximum extension of 5 years.

In summary, the alternative that has the potential to produce the most benefit for the City of Batavia is extending the Washington-Wilson TIF. Therefore, Staff recommends that the Committee of the Whole recommends City Council approval of RES-043-R Extending the Washington Wilson TIF.
CITY OF BATAVIA, ILLINOIS  
RESOLUTION 20-043-R  

A RESOLUTION SUPPORTING AN EXTENSION OF THE  
CITY OF BATAVIA WASHINGTON WILSON TAX INCREMENT FINANCE  
DISTRICT  

WHEREAS, on the 17th day of January, 2017, the City of Batavia created a Tax  
Increment Allocation Finance District known as the “Washington Wilson TIF” pursuant to and  
in conformance with the Illinois Municipal Code, specifically 65 ILCS 5/11-74.4-1 et seq. (the  
“TIF Act”); and  

WHEREAS, the TIF Act provides for the completion of redevelopment projects and the  
termination of a TIF District after twenty-three (23) years; and  

WHEREAS, the TIF Act permits the General Assembly to extend such 23-year life to 35  
years; and  

WHEREAS, it is in the best interest of the taxing districts affected by the Washington  
Wilson TIF to extend the life of the Washington Wilson TIF to 35 years as permitted by the TIF  
Act; and  

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

Section 1. That this Resolution shall demonstrate the support of this body for the  
extension of the Washington Wilson TIF to 35 years, that this body consents to such extension,  
that this body encourages the General Assembly to adopt such legislation as is necessary and  
appropriate to effectuate such extension; and that the Governor is requested to approve such  
legislation all as provided by law.
PRESENTED to the City Council of the City of Batavia, Illinois, this 16th day of March 2020.

PASSED by the City Council of the City of Batavia, Illinois, this 16th day of March 2020.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 16th day of March 2020.

______________________________
Jeffery D. Schielke, Mayor

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Mayor Schielke

VOTE: 0 Ayes 0 Nays 1 Absent 0 Abstentions
Total holding office: Mayor and 14 aldermen

ATTEST:

______________________________
Ellen Posledni, City Clerk
TO: Committee of the Whole - Utilities
FROM: Jeremy Barkei, Water and Sewer Superintendent
DATE: February 28, 2020
RE: Resolution 20-041-R, Authorizing Award of Contract for performing Sanitary Sewer Collection System Cleaning and CCTV investigations to Sewer-Tech, LLC, for an amount not to exceed $37,392.03

With the 2020 large scale capital improvement project season quickly creeping upon us, the Water and Sewer Division felt it would be extremely wise to take a look at all of the sanitary sewer mains from the inside that fall within the scope of any underground or street resurfacing project.

The goal of this project is to identify protentional failures with the sanitary sewer main prior to commencement of any project, so that proper repairs can be made before, or during construction. Staff is being proactive, rather than reactive, alleviating the need to later excavate into a newly resurfaced roadway for emergency repairs.

The scope of this project is far too large for staff to complete in-house. With over 25,000 lineal feet of sanitary sewer main to clean and televise, staff does not have the equipment, manpower, or time to complete efficiently.

The Water and Sewer Division advertised this project for bids on January 31, 2020. There were 20+ plan-holders, and seven (7) bids were submitted. The lowest bidder, Sewer-Tech, LLC, of Schaumburg, IL with a bid of $33,992.75 was 42.30% lower than engineer’s estimate (see attached bid tab as “Exhibit A”). Staff reviewed municipal references from nearby communities, which all rated Sewer-Tech, LLC as “Above Average” in all aspects of the questionnaire.

Recommendations:

Staff recommends approval of Resolution #20-041-R Authorizing Award of Contract for performing Sanitary Sewer Collection System Cleaning and CCTV investigations to Sewer-Tech, LLC, for an amount not to exceed $37,392.03 (which includes 10% contingency).

C. Laura Newman
   Gary Holm
   Peggy Colby
CITY OF BATAVIA
RESOLUTION #20-041-R

AUTHORIZING AWARD OF CONTRACT FOR PERFORMING SANITARY SEWER COLLECTION SYSTEM CLEANING AND CCTV INVESTIGATIONS TO SEWER-TECH, LLC.

WHEREAS, the City of Batavia has identified the need for contractual services related to the cleaning and televising of sanitary sewer pipes; and

WHEREAS, the City of Batavia requested formal bids for such work; and

WHEREAS, Sewer-Tech, LLC. submitted the lowest qualified bid and has the appropriate expertise and experience necessary to provide the services needed for the cleaning and televising project; and

WHEREAS, the total cost of said cleaning and televising services is in the amount not to exceed $37,392.03; and

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. That the Mayor and City Clerk are hereby authorized to execute the Contract with Sewer-Tech, LLC, Schaumburg IL, (attached as Exhibit A) for cleaning and televising services in the amount not to exceed $37,392.03.
PRESENTED to the City Council of the City of Batavia, Illinois, this 16th day of March 2020.

PASSED by the City Council of the City of Batavia, Illinois, this 16th day of March 2020.

APPROVED by the Mayor of the City of Batavia, Illinois, this 16th day of March 2020.

______________________________
Jeffery D. Schielke, Mayor

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Mayor Schielke

VOTE: Ayes  Nays  Absent  Abstentions
Total holding office: Mayor and 14 aldermen

ATTEST:

______________________________
Ellen Posledni, City Clerk
CONTRACT

1. **THIS AGREEMENT**, made and concluded this ______ day of ______, 2020 between the City of Batavia acting by and through the City Council of the City of Batavia, known as the party of the first part, and __________________________, their executors, administrators, successors, or assigns, known as the party of the second part.

2. **WITNESSETH:** That for and in consideration of the payments and agreements mentioned in the Proposal, attached hereto, to be made and performed by the part of the first part and, according to the terms expressed in the Contract Bond referring to these presents, the party of the second part agrees with said party of the first part, at their own proper cost and expense, to do all the work, furnish all materials, and all labor necessary to perform the Closed-Circuit Television (CCTV) of Sanitary Sewers in accordance with the plans, specifications, and special provisions hereinafter described and in full compliance with all of the parts of this agreement and the requirements of the Engineer under it.

3. And it is also understood and agreed to that the Contract Documents for the Closed-Circuit Television (CCTV) of Sanitary Sewers attached hereto, constitute all essential documents of this contract and are a part thereof.

4. **IN WITNESS WHEREOF**, the said parties have executed these presents on the date above mentioned.

For the Owner,  
Party of the First Part  City of Batavia

By:  

Attest: Ellen Posledni, City Clerk  
(Corporate Seal)  
Jeffery D. Schielke, Mayor

For the Contractor,  
Party of the Second Part  

Printed Name:  
Signature:  President, Party of Second Part

Attest: Secretary

C - 1 of 1  Contract
TO: Committee of the Whole - Utilities
FROM: Jeremy Barkei, Water and Sewer Superintendent
DATE: February 28, 2020
RE: Resolution 20-042-R, Authorizing Execution of Task Order # 19 with Engineering Enterprises for Professional Services related to an AWIA Mandated Waterworks System Risk and Resilience Assessment & Emergency Response Plan for a fixed fee of $70,047.00

The American Water Infrastructure Act (AWIA) requires all Community Water Supplies serving populations greater than 3,300 to conduct an assessment of the risks to, and resilience of, its water system (Public Law Number 115-270, passed 10/23/2018). The Risk and Resilience Assessment (RRA) must include an assessment of:

A. the risk to the system from malevolent acts and natural hazards; and
B. the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system; and
C. the monitoring practices of the system; and
D. the financial infrastructure of the system; and
E. the use, storage, or handling of various chemicals by the system; and
F. the operation and maintenance of the system.

Based on the population served of approximately 26,500, the City must submit to the US EPA Administrator a certification that the system has conducted a compliant RRA prior to June 30, 2021.

In addition, the City must prepare an Emergency Response Plan (ERP) that incorporates the findings of the RRA and certify to the US EPA Administrator, not later than six (6) months after completion of the RRA, that the system has completed such a plan. The ERP must include:

A. strategies and resources to improve resilience, including physical security and cybersecurity; and
B. plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water; and
C. actions and equipment to lessen the impact of a malevolent act or natural hazard including alternative water sources, relocating intakes and flood protection barriers; and
D. strategies to detect malevolent acts or natural hazards that threaten the system.

The City and Engineering Enterprises Inc. (EEI) have had a long-standing relationship and have successfully accomplished many projects over the past few years, such as the Water Works Master Plan and Water Treatment Plant Dualator Cell Rehabilitation. EEI has a distinct familiarity with the City’s infrastructure, particularly the water distribution system.
Staff requested a proposal from EEI to assist with the RRA & ERP, which will include:

A. project administration,
B. several stakeholder workshops,
C. asset, threat, vulnerability characterization/analysis,
D. RRA & ERP final documentation

Staff have reviewed EEI’s proposal and we feel it is quite fair and reasonable.

It’s important to note that $30,000.00 has been budgeted for this project in FY2020, and that is the maximum that will be invoiced in FY2020. The remainder ($40,047.00) will be budgeted in FY2021. It is staff’s intention to get started early to allow ample time to complete a stellar RRA/ERP.

Since the City has an approved Master Services Agreement (MSA) with Engineering Enterprises Inc., the proposal is attached as Exhibit A.

**Recommendations:**

Staff recommends approval of Resolution #20-042-R authorizing execution of Task Order #19 with Engineering Enterprises, Sugar Grove, IL. for Professional Engineering Services related to an AWIA Mandated Waterworks System Risk and Resilience Assessment & Emergency Response Plan for a fixed fee of $70,047.00.

C. Laura Newman
   Gary Holm
   Peggy Colby
CITY OF BATAVIA
RESOLUTION #20-042-R

AUTHORIZING EXECUTION OF TASK ORDER #19 WITH ENGINEERING ENTERPRISES FOR ASSISTANCE WITH AWIA MANDATED WWS RRA/ERP

WHEREAS, the City of Batavia Water Works System is in need of mandatory studies; and

WHEREAS, the City of Batavia has a Master Services Agreement with Engineering Enterprises Inc, Sugar Grove, IL. for Professional Engineering Services; and

WHEREAS, Engineering Enterprises Inc., Sugar Grove, IL. has submitted a proposal for Professional Engineering Services for assisting in creating a Risk and Resilience Assessment & Emergency Response Plan for the City of Batavia, outlined and attached as Task Order # 19; and

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. That the Mayor and City Clerk are hereby authorized to execute Task Order #19, Professional Engineering Services for assisting in creating a Risk and Resilience Assessment & Emergency Response Plan with Engineering Enterprises Inc, Sugar Grove, IL., for a fixed amount not to exceed $70,047.00
PRESENTED to the City Council of the City of Batavia, Illinois, this 16th day of March 2020.

PASSED by the City Council of the City of Batavia, Illinois, this 16th day of March 2020.

APPROVED by the Mayor of the City of Batavia, Illinois, this 16th day of March 2020.

Jeffery D. Schielke, Mayor

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Mayor Schielke

VOTE: Ayes Nays Absent Abstentions

Total holding office: Mayor and 14 aldermen

ATTEST:

Ellen Posledni, City Clerk
TASK ORDER NO. 19

REGARDING GENERAL AGREEMENT BETWEEN CITY OF BATAVIA

AND

ENGINEERING ENTERPRISES, INC.

Project Description: Engineering Services For Risk and Resilience Assessment and Emergency Response Plan

Scope of Services: See EEI’s attached Scope of Services (Attachment A), Level of Effort and Associated Cost (Attachment B), Schedule (Attachment C), each dated January 30, 2020. All attachments are considered part of this agreement.

Estimated Fee for Services: $70,047.00 (Fixed Fee)

Note: A maximum of $30,000 will be invoiced throughout Fiscal Year 2020 (Ending December 31, 2020), and the remaining balance will be invoiced throughout Fiscal Year 2021 (Ending December 31, 2021)

Proposed: ____________________________ Date: 2/19/20

Engineering Enterprises, Inc.

Approved: ____________________________ Date: ____________

City of Batavia

CC: Ellen Posledni, City Clerk

Edited: 2/19/2020
ATTACHMENT A: SCOPE OF SERVICES
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN
City of Batavia, IL

BACKGROUND
The American Water Infrastructure Act (Public Law Number 115-270, passed 10/23/2018) requires all Community Water Supplies serving populations greater than 3,300 to conduct an assessment of the risks to, and resilience of, its water system. The Risk and Resilience Assessment (RRA) must include an assessment of:

- the risk to the system from malevolent acts and natural hazards;
- the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
- the monitoring practices of the system;
- the financial infrastructure of the system;
- the use, storage, or handling of various chemicals by the system; and
- the operation and maintenance of the system.

Based on the population served of approximately 26,500, the City of Batavia (City) must submit to the US EPA Administrator a certification that the system has conducted a compliant RRA prior to June 30, 2021.

In addition, the City must prepare an Emergency Response Plan (ERP) that incorporates the findings of the RRA and certify to the US EPA Administrator, not later than six (6) months after completion of the RRA, that the system has completed such a plan. The ERP must include:

- strategies and resources to improve resilience, including physical security and cybersecurity,
- plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water,
- actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers; and
- strategies to detect malevolent acts or natural hazards that threaten the system.

Engineering Enterprises Inc. (EEI) will assist the City in meeting the regulatory requirements of the American Water Infrastructure Act of 2018 for its Community Water System by conducting the following Scope of Services.
TASK A: PROJECT ADMINISTRATION AND FACILITATION

Task A-1: Project Administration
This task includes a Project Kick-off meeting, overall project planning, coordination with the City, and project management.

Task A-2: Stakeholder Assistance and Workshops
Stakeholder Involvement is important to the development of the RRA and ERP. It is also required to fulfill the regulatory requirements of the American Water Infrastructure Act.

EEI will assist the City in designating internal and external stakeholders that will participate in the development of the RRA and ERP. We anticipate the following stakeholder groupings:

- Program Champion – Engineering and Public Works staff member, responsible for overall project coordination.
- Steering Committee – Program Champion and other staff who will participate in key decisions regarding the City’s priorities and preferences throughout the project.
- Stakeholder Group – Representatives from organizations inside (e.g. Public Works Administration, Information Systems, Finance, Police, and Fire) and outside the City (e.g. County Local emergency Planning Committee) who will participate in Workshops and provide input based on the perspective of the organization they represent.

EEI will lead up to two (2) Stakeholder Group Workshops during the development of the RRA and ERP. It is anticipated that one (1) workshop will be conducted for the RRA and one (1) for the ERP.

Note: The Scope of Service assumes the City’s Information Systems Department will provide relevant information regarding the City’s Enterprise Computer System and the SCADA consultant will provide relevant information regarding the Water Process Control System (SCADA) as needed to perform the Cybersecurity portion of the Risk and Resilience Assessment.

Task A-3: Steering Committee Assistance and Progress Meetings
EEI will lead up to six (6) Steering Committee meetings during the development of the RRA and ERP. It is anticipated that three (3) meetings will be conducted for the RRA and three (3) for the ERP.

TASK B – RISK AND RESILIENCE PLAN

Task B-1: Asset Characterization
An Asset Characterization will be completed in accordance with the AWWA/ANSI J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP) Standard for Risk and
Resilience Management of Water and Wastewater Systems. The purpose of Asset Characterization is to determine the water assets that, if compromised, could impair the City’s ability to complete its mission.

For Task B-1, EEI will review relevant information from the City and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

a) Identify critical functions of the City water and systems and associated assets to determine which assets are critical to their mission.

b) Develop a list of potentially critical assets.

c) Identify the critical internal and external infrastructures that support the potentially critical assets.

d) Prioritize the potentially critical assets using the estimated consequences.

e) Identify critical assets by screening the prioritized list using criteria relevant to the decisions to be made.

Task B-2: Threat Characterization

A Threat Characterization will be completed in accordance with the AWWA/ANSI J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP) Standard for Risk and Resilience Management of Water and Wastewater Systems. The threats to be considered will include man-made hazards or accidents, natural hazards, and dependency hazards (interruptions of supply chains or proximity to dangerous sites). The specific threats in each category will include the Reference Threats defined by the RAMCAP methodology and modified by USEPA in Baseline Information on Malevolent Acts for Community Water Systems (see table). Other threats may be added at the utility’s discretion.

For Task B-2, EEI will review relevant information from the City and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

a) EEI will describe the credible malevolent threats, natural hazards, and dependency hazards as necessary to convey the general threat level posed.
b) EEI will develop and apply a ranking system to evaluate threat–asset pairs and make recommendations for bottom-cutting.

c) EEI will identify which threats apply to which assets and rank the threat–asset pairs according to the judged magnitude of the resulting consequences.

d) EEI will assist in selecting the critical threat–asset pairs to be included in the rest of the analysis process. In general, these threat–asset pairs are the objects of analysis throughout the rest of the process. It is anticipated that five (5) to ten (10) threat-asset pairs will be identified for further analysis.

Task B-3: Consequence Analysis

This task identifies the worst reasonable consequences that can be caused by the specific threat-asset pairs identified in Task B-2. The consequence analysis will consider:

- Number of fatalities
- Financial loss to the owners of the facility
- Number of serious injuries
- Economic losses to the community

The consequence analysis may be based upon reasonable estimates. Consequences relate to degradation in public confidence, environmental quality, the ability of civilian or military agencies to function, etc. using a qualitative, descriptive analyses.

For Task B-3, EEI will review relevant information from the City and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

a) Apply worst-reasonable-case assumptions for each threat critical threat-asset pair and document the assumptions for each case.

b) Estimate the consequences in terms of loss of life and serious injury, financial losses to the Water Utility, duration and severity of service denial for the affected customers, and economic losses to society and the public.

c) Document the specific assumptions and procedures used for performing this consequence analysis, the worst-reasonable-case assumptions, and the results of the consequence analysis.

d) Record the consequence values for use in determining Risk and Resilience values (Task B-6).

Task B-4: Vulnerability Analysis

This task analyzes the ability of each critical asset and its protective systems to withstand each specified threat. Vulnerability analysis for malevolent events estimates the likelihood that an adversary will be successful in executing a specific attack mode on an asset, given that the attack occurs. For natural hazards, dependency hazards, and proximity hazards, the vulnerability is the likelihood that, given the hazard occurs, the estimated consequences will ensue.
For Task B-4, EEI will review relevant information from the City and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

a) Review pertinent details of the facility construction, systems, and layout. Evaluate existing countermeasures, mitigation measures, and other impediments to threats. Evaluate information on interdependencies, personnel interactions, and identify vulnerabilities or weaknesses in the protection system.

b) Analyze the vulnerability of each critical asset or system to estimate the likelihood that, given the occurrence of a threat, the consequences estimated will result.

c) Document the method used for performing the vulnerability analysis, the worst-case assumptions, and the results of the vulnerability analysis.

d) Record the vulnerability estimates as point estimates. The likelihood of attack success will be expressed as a fraction representing the number of successes among attempts.

Task B-5: Threat Analysis

This task estimates the likelihood of malevolent event, dependency/proximity hazard, or natural hazard. There are three methods allowed by the J-100 RAMCAP process. EEI will use the most appropriate method given the specific threat being analyzed.

For Task B-5, EEI will review relevant information from the City and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

a) Malevolent Threats. Estimate the likelihood of a malevolent event is based on the adversary’s objectives and capabilities and the attractiveness of the region, facility, and threat–asset pair relative to alternative targets.

b) Natural Hazards. Estimate the probability of natural hazards by drawing on the historical record for the specific location of the asset. The frequencies for various levels of severity of natural hazards will be estimated using published records for earthquakes, tornadoes, and floods.

c) Dependency and Proximity Hazards. Estimate the likelihood of dependency hazards based on local historical records for the frequency, severity, and duration of service denials.

d) Record Estimates. Record the method used for making the estimates and the estimates themselves, as either single-valued point estimates or ranges.

Task B-6: Risk and Resilience Analysis

This task step combines the results from Tasks B-1 through B-5 into estimates of the City’s risk and resilience.

For Task B-6, EEI will review relevant information from the City and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:
a) Calculate risk for each threat–asset pair as the product of the results from Consequence Analysis, Vulnerability Analysis, and Threat Analysis, using the following equation:

- Risk = Consequences × Vulnerability × Threat Likelihood = C × V × T
- Where: Consequences are as estimated in Task B-3, Vulnerability is as estimated in Task B-4, and Threat likelihood is as estimated in Task B-5.

b) Calculate the current level of resilience.
   i. The asset resilience metric is service denial due to a threat–asset pair, weighted by vulnerability and threat likelihood.
      - Asset Resilience Metric = Duration × Severity × Vulnerability × Threat Likelihood
      - Where: Duration = the time period of service denial, in days
      - Severity = the amount of daily service denied, in gallons per day
      - Vulnerability and Threat Likelihood are as defined above.
   ii. The economic resilience metric is lost revenue to the utility owner due to the threat–asset pair. Lost revenue is asset resilience times the unit price of the service, where price is the pre-disruption price.
   iii. The community economic resilience metric is the lost economic activity to the community served by the utility. For the community, the metric is the same as the economic loss to the community, estimated in Task B-3.

c) Record the risk and resilience estimates for each threat–asset pair for use in Task 7.

**Task B-7 - Risk and Resilience Management**

Risk and resilience management is the deliberate process of deciding whether actions are needed to enhance security or resilience or both. It includes deciding on and implementing one or a portfolio of options to achieve an acceptable level of risk and resilience at an acceptable cost to the utility and the community.

For Task B-7, EEI will review relevant information from the City and other sources, facilitate discussions, provide engineering support, and document decisions by the Steering Committee as necessary to complete the following tasks:

a) Decide what risk and resilience levels are acceptable by examining the estimated results of the first six steps for each threat–asset pair. For those that are acceptable, document the decision. For those that are not acceptable, proceed to the next steps.

b) Define countermeasure and mitigation/resilience options for those threat–asset pairs that are not acceptable.

c) Estimate investment and operating costs of each option, being sure to include regular maintenance and periodic overhaul if expected. Adjust future costs to present value.
d) Assess the options by analyzing the facility or asset under the assumption that the option has been implemented—revisiting all affected Tasks B-3 through B-6 to re-estimate the risk and resilience levels and calculating the estimated benefits of the option (the difference between the risk and resilience levels without the option and those with the option in place).

e) Identify the options that have benefits that apply to multiple threat—asset pairs.

f) Calculate the net benefits and benefit–cost ratio (and/or other criteria that are relevant in the utility’s resource decision-making) to estimate the total value and risk-reduction efficiency of each option.

g) Review the options considering all the dimensions—fatalities, serious injuries, financial losses to the owner, economic losses to the community, and qualitative factors—and allocate resources to the selected options. Determine the resources—financial, human, and other—needed to operate the selected options.

Task B-8 - Risk and Resilience Assessment Documentation

For Task B-8, EEI will document the procedures, findings, and results of the RRA process. The document will contain a description the results of Tasks B-1 through B-7, Stakeholder Workshop meeting attendees and minutes, a plan for implementing agreed upon operational and capital plans for decreasing risk and improving resilience.

TASK C: EMERGENCY RESPONSE PLAN

Task C-1 – Review Existing Emergency Response Plan

The American Water Infrastructure Act of 2018 requires all Community Water Supplies to update their ERPs to incorporate the results of the RRA (Task B). Specifically, the update must address the following:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;

- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;

- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers; and

- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.
For Task C-1, EEI will review the City’s existing ERP and create a detailed plan for updating it to meet the requirements of the American Water Infrastructure Act of 2018.

Task C-2: Draft Emergency Response Plan

For Task C-2, EEI will update the City’s existing ERP incorporating the results of the RRA in accordance with the requirements of the American Water Infrastructure Act of 2018. The Draft ERP document will be submitted to the City for review.

EEI will use the Community Water System Emergency Response Plan template provided by the EPA Office of Water (EPA 816-B-19-003) as the guiding document in preparing the ERP. The plan will include the sections shown on the table.

EEI will present the rationale and content of the ERP during a Stakeholder Workshop. EEI will resolve any issues identified during the workshop and incorporate the resolution in the Final ERP.

Task C-3: Final Emergency Response Plan

For Task C-3, EEI will finalize the ERP ensuring that it meets all the requirements of the American Water Infrastructure Act of 2018 and prepare the City’s final ERP.
## LEVEL OF EFFORT and ASSOCIATED COSTS

### RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN

**CITY OF BATAVIA, IL**

### Task A: Project Administration and Facilitation

<table>
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<tr>
<th>WORK ITEM NO.</th>
<th>WORK ITEM</th>
<th>HRLY RATE</th>
<th>PRINCIPAL IN CHARGE</th>
<th>SENIOR PROJECT MANAGER</th>
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<th>PROJECT TECHNICIAN</th>
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<th>WORK ITEM HOURS SUMM.</th>
<th>COST PER ITEM</th>
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<td>A-1</td>
<td>Project Administration and Kick-Off Meeting</td>
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<td>Stakeholder Assistance &amp; Workshops (2 Workshops)</td>
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<td>A-3</td>
<td>Steering Committee Assist. &amp; Progress Mts. (6 Mts.)</td>
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**Project Administration and Facilitation Subtotal:**

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**Total:**

- **Task A:** $14,370

### Task B: Risk and Resilience Plan

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**Risk and Resilience Plan Subtotal:**

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**Total:**

- **Task B:** $39,593

### Task C: Emergency Response Plan

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**Emergency Response Plan Subtotal:**

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**Total:**

- **Task C:** $15,884

### Project Total

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<th>DIRECT EXPENSES</th>
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<td>Engineering Expenses = $66,760</td>
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<td>Printing = $200</td>
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<td>DIRECT EXPENSES = $200</td>
<td>Administrative Expenses = $550</td>
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**TOTAL LABOR EXPENSES = $69,847**

**TOTAL CONTRACT COSTS = $70,047**

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**Notes:**

Proposal assumes any technical support for the cybersecurity risk assessment will be provided by the City’s Information Systems Department or other resources provided by the City.
### RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN
CITY OF BATAVIA, IL

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**TASK A: PROJECT ADMINISTRATION AND FACILITATION**

- A-1 Project Administration
- A-1.1 Kick-Off Meeting
- A-2 Stakeholder Assistance & Workshops (2 Workshops)
- A-3 Steering Committee Work Session/Progress Mts. (6 Mts.)

**TASK B: RISK AND RESILIENCE PLAN**

- B-1 Asset Characterization (Tasks a-e)
- B-2 Threat Characterization (Tasks a-f)
- B-3 Consequence Analysis Tasks (a-e)
- B-4 Vulnerability Analysis (Tasks a-d)
- B-5 Threat Analysis (Tasks a-d)
- B-6 Risk and Resilience Analysis (Tasks a-c)
- B-7 Risk and Resilience Management (Tasks a-g)
- B-8 Risk and Resilience Assessment Documentation

**TASK C: EMERGENCY RESPONSE PLAN**

- C-1 Review Existing Emergency Response Plan
- C-2 Draft Emergency Response Plan
- C-3 Final Emergency Response Plan

### Legend
- Project Administration Work Item(s)
- Stakeholder Workshops
- Steering Committee Meetings
- Risk and Resilience Assessment
- Emergency Response Plan