
OPERATIONS COMMITTEE MEETING AGENDA



MEETING DATE: Monday, February 3, 2020

MEETING TIME: 6:00 p.m.

MEETING LOCATION: North Aurora Village Hall, 25 E. State St., North Aurora

CALL TO ORDER

ROLL CALL

AUDIENCE COMMENTS

APPROVAL OF MINUTES

1. Approval of the Operations Committee Minutes dated November 4, 2019

NEW BUSINESS

1. Business License Certificates
2. Budget Amendment for Fiscal Year 2019-20

OLD BUSINESS

OTHER INFORMATION

TRUSTEE COMMENTS

ADJOURN

Initials

JB

**VILLAGE OF NORTH AURORA
OPERATIONS COMMITTEE MEETING MINUTES
NOVEMBER 4, 2019**

CALL TO ORDER

Trustee Guethle called the meeting to order.

ROLL CALL

In attendance: Trustee Mark Guethle, Trustee Laura Curtis, Trustee Mark Carroll, Trustee Mark Gaffino, Mayor Dale Berman, Village Administrator Steve Bosco, Community & Economic Development Director Mike Toth, Finance Director Bill Hannah.

AUDIENCE COMMENTS - None

APPROVAL OF MINUTES

1. Approval of the Operations Committee Minutes dated October 7, 2019

Motion for approval made by Trustee Carroll and seconded by Trustee Gaffino. All in favor.

Motion approved.

NEW BUSINESS

1. HR Manual – Travel Expenses

The current policy regarding travel expenses provides a per diem limit on a per meal basis based on the location of an event and based on the federal GS rates. If a seminar is in St. Louis, it would be a different rate allowance than if the seminar were in Chicago. Staff suggested building in some flexibility to the policy where an employee would be provided a certain amount for meals and have the flexibility to spend that up to the daily amount based on meals. If an employee has a certain amount for breakfast and then skips lunch, the employee would have a certain amount remaining to spend for dinner.

2. Moka TIF

Mike Toth said that staff has received an incentive request from Moka coffee shop for \$232,758 over a 5 year period.

Moka business owner Scott Miller addressed the committee. The architects looked at what the costs were to build the Moka stores in Wisconsin. The two most similar stores are located in Lacrosse and Onalaska, WI. An assumption was made that construction costs would be similar to the other stores. However, building and site work costs were quite a bit more. Basic costs were double if not more for plumbing, signage and electrical.

Trustee Curtis said that the economic and political and cost to build climate is different from state to state and asked why the owner would purchase land based on an assumption. Miller said that the architect they used was one from Wisconsin, basing information off of costs from those stores. Miller said that if he could do it again, he would use a local contractor.

Miller said they made the assumption that they would be able to figure out what an estimated cost would be for the building. However, learned that they could not get a construction company to provide a good bid until there was a commitment for land and drawings.

Miller noted that being in a TIF district, assumed there would be some expenses that would be potentially reimbursable. Miller added that some of the other stores in Wisconsin and Minnesota did not take long from start to finish, however this project took a long time just to get all of the drawings completed.

Miller said he met with 6 different builders and went with Paramount Construction with a bid of \$560,000. When it was finally completed, it was \$677,000. Total cost for building, land, attorneys cost, etc. came to \$1.1 million. Out of the \$677,000 construction costs, \$413,000 was in the TIF eligible category. Miller said he was looking for some relief in that area in the amount of \$232,000 over a 5-year period.

Trustee Gaffino asked, if the business owner had asked for this TIF reimbursement before, if it would have been a 50/50 match through the TIF. Toth said the 50% is for the TIF façade program. Under a TIF request, a developer can ask for any amount at any point.

Trustee Guethle said that the Village should come up with some TIF funding since it is all site related. The only question is how much. Gaffino asked if the village would be establishing precedence with this situation. Toth said that whenever we do something like this it would establish precedence.

Trustee Carroll said he was in favor of the request and did not feel that it makes any difference if they were asking for the TIF request now or ahead of time. The cost of building is the same before or after the fact. Carroll added that it is a good looking building and the improvement is exponential compared to what was there previously.

Village Administrator Steve Bosco said this would go to the Committee of the Whole for further discussion.

OLD BUSINESS - None

OTHER INFORMATION - None

TRUSTEE COMMENTS - None

ADJOURNMENT

Motion to adjourn made by Trustee Carroll and seconded by Mayor Berman. All in favor.

Motion approved.

Respectfully Submitted,

Lori J. Murray
Village Clerk



Memorandum

To: Operations Committee
Cc: Steve Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: January 1, 2020
Re: Annual Business License Certificates

The Village of North Aurora requires all businesses operating within the Village to register annually in order to maintain accurate and updated records detailed under policy Chapter 5.06 - Registration of Business Operation Locations.

One part of this process, 5.06.060 - Certificates of Registration, entails that every year a certificate is created for each business and requires them to post said certificate in a prominent place within their establishment. However, many businesses instead opt to have the certificates sent to corporate locations as this option is offered on the yearly application form, which defeats the purpose of requiring the certificates to be posted. The process of creating certificates and individually mailing them – North Aurora has over 300 businesses – is also burdensome on staff.

Given this, the idea moving forward would be to eliminate the physical certificates and instead host that information on an electronic database. Businesses would receive proof of receipt when submitting the annual payment and should there be an outstanding issue which would prevent the issuance of the annual certificate, those businesses will be followed up with on a case-by-case basis.

The attached red-lined changes to the current policy are included for discussion.

Chapter 5.06 - REGISTRATION OF BUSINESS OPERATION LOCATIONS

Sections:

5.06.010 - Definitions.

- A. **Business Operations.** Any activity or operation regularly conducted and carried on, whether for-profit or not-for-profit, at any particular location within the village other than property which is zoned residential and at any particular location which is zoned residential for which any of the following criteria apply:
 - 1. Members of the public visit the location in connection with the activity on a regular basis; or
 - 2. Flammable liquids or hazardous chemicals are used, sold or stored in connection with the activity;
 - 3. The business operation generates and/or discharges wastewater other than sanitary waste water.
- B. **Business Operation Location.** Any parcel of property, or portion of a parcel of property, including any fee, leasehold or other distinct interest in real property, in the village on which a business operation is conducted regardless of how title is held. Any group of principal and accessory buildings located on one parcel or lot, and any contiguous properties, on which substantially the same business operations are conducted or on which different business operations are conducted by substantially the same person or persons shall be considered one business operation location for purposes of this chapter. Each distinctly separate building, parcel, lot or portion of each separate building, parcel or lot, on which business operations are conducted be considered a separate business operation location regardless of whether the business operations occur on the same or contiguous properties, parcels or lots, or portions thereof, unless the business operations are being conducted under the same name or names, by substantially the same person or persons and consist of substantially the same activity or activities. All noncontiguous properties on which business operations are conducted shall be considered separate business operations locations regardless of any other factors.
- C. **Person.** All references to "person" in this chapter include individuals, all forms of partnerships and joint ventures, corporations, limited liability companies, and the employees, agents and representatives thereof.
- D. **Property.** All references to "property" in this chapter shall include any real property, or portion thereof, located within the municipal limits of the village.

(Ord. 00-10-09-04 § 1)

5.06.020 - Registration for business operations.

- A. **Registration Requirement.** It shall be the responsibility of all persons engaged in business operations within the village to register the business operation location with the Village of North Aurora upon forms provided for that purpose.
- B. **Persons Responsible for Registration.** Registration shall be the joint and several responsibilities of the following persons:
 - 1. Owners, including any sole proprietor, shareholder, general partner, or member of a limited liability company;
 - 2. Management personnel, including directors, officers, managers and similar persons;
 - 3. Chief operators personnel, including any employee or independent contractor who is regularly on the site of the business operation with authority to oversee the business operation in the absence of owners and management personnel, or similar persons.
- C. **Subsequent Registrations.** After the initial registration required above, all business operations locations shall be registered as follows:
 - 1. All new business operations locations shall be registered on or before the thirtieth day following the first day activities are conducted at the business operations location. For purposes of this

provision, conduct of a business operation shall be deemed to begin from the first day of actual occupancy or possession of the business operation location.

2. All existing business operations locations shall be registered annually on or before January 1st.

(Ord. 00-10-09-04 § 2)

(Ord. No. 12-02-06-02, § 2, 2-6-2012)

5.06.030 - Registration information and documentation.

A. Registration Information. Registrants shall provide the following information:

1. The basic activity information including:
 - a. The type of entity (individual, corporation, general partnership, limited partnership, sole proprietorship, limited liability company, etc.);
 - b. The legal name of the entity;
 - c. Any assumed or trade names under which the entity operates;
 - d. The owners (partners, shareholders, members, etc.);
 - e. Federal Employment Identification Number (FEIN);
 - f. State sales tax number;
 - g. Type of business operation conducted.
2. Business operation location information including:
 - a. Common address(es) of the business operation;
 - b. Mailing address(es) if different than the common address;
 - c. Phone number of the business operation location;
 - d. Name, address, phone number of the owner of the property on which the business operation is located if different than the business operation;
 - e. Name, address, phone number of the landlord, if any, if different than the business operation;
 - f. Name, address and phone number of the property manager if different than the owner or landlord;
 - g. Whether an alarm is utilized and where the alarm panel is located;
 - h. Whether smoke detectors are utilized and where located;
 - i. Whether a sprinkling system is utilized;
 - j. Whether a standpipe is utilized;
 - k. Whether the building has a lockbox and where located.
3. Basic business management information, including the following:
 - a. The names, addresses and phone numbers of the directors, officers, and managers of the business operation entity if different than the owners;
 - b. The names, addresses and phone numbers of any key employees who have management responsibility on site during hours of operation;
 - c. The name(s), address(es) and emergency phone number(s) of the preferred contact person(s) in the event of a disaster or emergency occurring when the business operation is not being conducted;

- d. A list people who have keys to the building with names, addresses and phone numbers if different than above.
- 4. Basic business operation information, including the following:
 - a. The hours of regular business operations;
 - b. The hours of irregular business operations, if any;
 - c. Whether a night watchman, alarm system or other security measures are employed including
 - i. The name, address and phone number of any night watchman or security personnel and company they are associated with if different than the applicant;
 - ii. The name, address and phone number of the alarm monitor and alarm maintenance personnel.
 - d. Whether the business operation generates and/or discharges wastewater other than sanitary waste water and a description of same;
 - e. Whether flammable liquids or hazardous chemicals are used, sold or stored in connection with the business operation and if so:
 - i. The type of liquid/hazardous chemicals;
 - ii. Number of dispensing pumps;
 - iii. Number of storage tanks;
 - iv. Capacity of each storage tank.
 - f. Whether the facility has an approved reduced pressure zone (R-PZ) device installed on the water supply.
- B. Registration Documentation. Registrants shall provide the following documentation:
 - 1. A diagram of the business operation location showing all entrances and exits and the location of the generation and discharge of any wastewater and the use, sale or storage of any flammable liquids or hazardous chemicals; and
 - 2. A copy of the inspection test report for the RPZ valve.
- C. All persons charged by this chapter with the responsibility to register a business operation location shall have an obligation to update the information whenever any of the information significantly changes.

(Ord. 00-10-09-04 § 3) 5.06.040 - Registration fee.

- A. The annual registration fee for existing business operations shall be fifty dollars (\$50.00).
- B. A new business operation that is registering for the first time shall pay a prorated fee based on the time that the registration is due as follows:
 - 1. Registrations between January 1 and March 31: \$50.00;
 - 2. Registrations between April 1 and June 30: \$37.50;
 - 3. Registrations between July 1 and September 30: \$25.00; and
 - 4. Registrations between October 1 and December 31: \$12.50.
- C. Local governmental agencies are exempt from payment of the registration fee.

(Ord. 00-10-09-04 § 4)

(Ord. No. 12-02-06-02, § 3, 2-6-2012)

5.06.050 - Administration and enforcement.

- A. Inspections. Inspections shall be made at least annually by the village of all business operation locations either separately or in conjunction with the North Aurora Fire Protection District.
- B. Information and Documentation. The village shall receive, compile and distribute the registration information and documentation required by this ordinance and may share such information and documentation with the North Aurora Fire Protection District.
- C. Enforcement. The village community development director or designee, or any other person established by the village board from time to time in lieu of the community development director, shall be responsible to enforce the provisions of this ordinance.

(Ord. 00-10-09-04 § 5)

(Ord. No. 12-02-06-02, § 4, 2-6-2012) ~~5.06.060—Certificates of registration.~~

- ~~A. The village shall issue a certificate of registration to all business operations that have registered pursuant to this chapter.~~
- ~~B. Every business operation in the village shall display its certificate of registration at all times in a prominent place at the business operation location.~~
- ~~C. No person shall alter, deface, forge or counterfeit a registration certificate; nor shall any person destroy, obliterate, take, remove or carry away a certificate of registration that has been issued by the village except when such registration is out of date, the business operation has ceased or the business operation location has been abandoned.~~

(Ord. 00-10-09-04 § 6)

(Ord. No. 12-02-06-02, § 5, 2-6-2012)

5.06.070 - Violations, remedies and fines.

- A. A violation of this chapter occurs when:
 - 1. Any person owns, manages or carries on a business operation on property within the village without having registered the business operation location as required by this chapter;
 - 2. Any person supplies false information or willfully fails to provide the information and documentation required by this chapter;
 - 3. Any person fails to comply with any other requirement or provision of this chapter.
- B. Any person who is in violation of this chapter shall be subject to a fine which shall not be less than fifty dollars (\$50.00) nor more than seven hundred dollars (\$750.00).
- C. Each day that a violation occurs or continues shall be considered a separate violation.
- D. Fines may be sought against any persons, or combination of persons, who are made responsible by this chapter to register a business operation location and to provide the required information and documentation.

(Ord. 00-10-09-04 § 7)

5.06.080 - Miscellaneous provisions.

- A. This chapter does not replace nor does it excuse performance under any ordinance requiring a license or a permit.
- B. No registration may be assigned, sold, loaned, transferred, used as collateral or otherwise encumbered.
- C. ~~No person shall use or display any registration that has been improperly acquired.~~
- D. ~~The issuance of a registration certificate shall not be construed to be evidence of anything other than compliance with this business registration ordinance and shall not, in and of itself, be deemed evidence of compliance with any other village ordinance or code, nor shall it constitute a defense to a charge of violation of any other village ordinance or code.~~
- E. Each separate location on which a business operation is conducted shall require a separate registration.
- F. Any change of location of a business operation within the village shall require a new registration of that business operation location.

(Ord. 00-10-09-04 § 8)

Village of North Aurora Memorandum



To: Government Operations Committee

From: Bill Hannah, Finance Director

CC: Steve Bosco, Village Administrator

Date: January 21, 2020

RE: 1st Budget Amendment for FY 2019-20

Over the last 8 months a few items have been discussed which require consideration of an amendment to the FY 2019-20 Budget. The items are as follows:

1. **Creation of a Full-Time Village Engineer position.** Public Works has provided attached information on the need to create a full-time Village Engineer position who would report to the Public Works Director. This position would be responsible for coordinating the planning and day-to-day overseeing of capital projects and related engineering consultants, providing engineering design on small projects, working with residents on minor infrastructure issues, assisting with review and approval of utility permits, providing a resource if necessary for private engineering design review and allowing the Public Works Director to focus more on managing and directing the overall operations of the Public Works Department. The attached budget amendment would formally create the position and align with the salary schedule of the Street Superintendent and Water Superintendent which currently has a range from Step 1 of \$85,051 to Step 10 of \$120,432. The estimated annual cost of the position is about \$120,000 +/- including benefits but would range based on actual hiring salary. The attached memo discusses some of the possible future offsets in annual costs that would be achieved with the position as well as additional information regarding the positions responsibilities. The proposed budget amendment would authorize the creation and hiring of the position during the current fiscal year, so the position is possibly filled before the end of the current fiscal year or soon after the beginning of next fiscal year.
2. **Transfer of up to \$750,000 from the General Fund to the Capital Projects Fund.** Based on the positive fiscal results of the Village's General Fund last year and the estimated variances of several hundred thousand dollars in the current fiscal year, the proposed budget would authorize a transfer of up to \$750,000 in order to fund future capital projects. During the current budget process for FY 2020-21, many capital projects have been identified that will require funding over and above that which can be funded with current dedicated Capital Project Fund revenues. This will partially assist with that funding going forward. It is estimated that with this transfer for fund balance percentage in the General Fund will still remain roughly above 60% but in the event financial events happen which might make that not possible, the total authorized transfer made would ultimately be less than the amendment. This is similar to the process that was done last year even though the full amount of the transfer of \$380,000 was ultimately made.
3. **Purchase of Replacement Truck for Water Superintendent.** The current truck used by the Water Superintendent has undergone several breakdowns over the last year and has become unreliable for its current intended use. The current truck is a 2007 Chevy Silverado and it is recommended that a truck of

similar make and model be purchased. The estimated cost including plow attachments and other accessories (estimated high) is \$45,000. The current truck would be repurposed for a less-intensive use for use by the Public Works administration, replacing an old police Crown Victoria.

4. **Police Dispatch Services.** The Village pays the City of Aurora annually for the cost of providing police dispatch services based on a formula that takes into account the calls for service and the total cost the City of Aurora incurs for providing dispatch services. For calendar years 2012 through 2017 this proportionate cost that the Village has annually paid to the City of Aurora has varied from \$136,106 to \$156,660 annually. For calendar 2018, the recent invoice received by the Village was for \$238,213. Typically the Village budgets \$160,000 a year. After reviewing the invoice with the City of Aurora several factors resulted in the increased cost including a significant increase in calls for dispatching services from 8,860 to 12,706 (due primarily from an increase in total traffic stops in 2018), and a change in procedures regarding the assigning of police/event incident report numbers that now require all “events” to be assigned a number by dispatch in conjunction with the implementation of the police dispatching software that the City of Aurora and Village both jointly implemented last year. It is anticipated that the new calculated amounts with the new variables will likely remain at the new level, although a slight decrease in the Village’s percentage of calls is anticipated for 2019. The budget amendment for the current year would reflect an increase of \$80,000 from \$160,000 to \$240,000.
5. **Police Pension Fund.** During the current year, the North Aurora Police Pension Fund received a request from a former employee, who has not yet begun to receive a pension benefit, to transfer the value of their service time with the Village of North Aurora to another community/police pension fund so they can combine their years of service to receive a better overall pension benefit as provided by statute. This is known as pension portability and happens from time-to-time. The benefit to the Village/pension fund is that the Village is no longer liable for paying the pension benefit once they retire and that liability is essentially removed from the “book.” The total years of service that were transferred was originally 18, and this included the officer’s contributions, related Village contributions and interest so the resulting transfer to the other pension fund was \$582,390. Typically the Village budgets about \$50,000 for this type of activity so an amendment of \$533,000 is needed for the amounts. Although the amount transferred is significant, it also removes the underlying future pension payment stream.

Village of North Aurora
FY 2019-2020
Exhibit "A"
Budget Amendment #1

<u>Fund</u>	<u>Division</u>	<u>Account</u>	<u>Account Number</u>	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Revised Budget</u>
<u>General Fund</u>						
	<u>Expenditures</u>					
	Police	Dispatching Services	01.440.4653	160,000	<u>80,000</u>	240,000
		TOTAL			<u>80,000</u>	
	<u>Transfers Out</u>					
	Transfers Out	Transfer to Capital Projects Fund	01.495.4970	-	<u>750,000</u>	750,000
		TOTAL			<u>750,000</u>	
<u>Capital Projects Fund</u>						
	<u>Transfers In</u>					
	Transfers In	Transfer From General Fund	21.395.3955	-	<u>750,000</u>	750,000
		TOTAL			<u>750,000</u>	
<u>Vehicle and Equipment Fund</u>						
	<u>Admin</u>					
	Expenditures	Vehicle Purchases	71.430.4869	300,000	<u>45,000</u>	345,000
		TOTAL			<u>45,000</u>	
<u>Police Pension Fund</u>						
	<u>Admin</u>					
	Expenditures	Pension Refunds/Transfers	80.430.4715	50,000	<u>533,000</u>	583,000
		TOTAL			<u>533,000</u>	

VILLAGE OF NORTH AURORA
MEMORANDUM

Date: August 28, 2019
To: Steve Bosco, Village Administrator
From: John Laskowski, Public Works Director
Subject: Request for Civil Engineer Fiscal Year 19/20

On February 19, 2019 staff prepared a justification for a civil engineer position to be added to the Public Works Department. This initial justification identified construction management of the annual road program as the primary expenditure that would essentially offset the cost of hiring the position. Since construction management only occurs for approximately six months out of the year, the Village would benefit by having a full time employee for the cost of a six month contract position.

In conflict with the financial justification are the job functions that the Public Works Department is seeking from the position. The Public Works Department would like to shift some of the engineering responsibilities from the Director to the new engineering position. In the above scenario, a hire that was intended to assume the construction management duties would transfer engineering services away from our consultant to the Public Works Department. The director would then essentially be supervising the new hire as opposed to the consultant and would not significantly reduce the responsibilities of the director. There could be a limited benefit by transferring some lower level engineering responsibilities to the new hire during the six month time frame the new hire was not managing a construction project.

Currently much of the Director's time is dominated by engineering responsibilities. The addition of an engineering hire would have a more balanced management of the Streets Division, Water Division, and engineering responsibilities. In order to achieve this balance, a review of the directors current engineering responsibilities will be performed, a list of engineering related functions that are not currently getting addressed will be prepared, and finally an evaluation of the tasks that the Administrator and Director believe should be getting completed. Evaluating these three areas could provide the basis for a quantitative financial analysis and determine qualifications of the candidate needed to shift engineering tasks away from the Director.

Current Engineering Responsibilities

Some of the engineering responsibilities currently assumed by the Director include: preparation of plans and specifications for small infrastructure projects, review of all plans and specifications prepared by consulting engineers for quality assurance, development of request for proposals for engineering services, evaluations of the statements of qualifications, selection of the most qualified firm and review of all associated engineering agreements, the supervision of all

contracted engineering agreements, supervision of the construction inspectors for infrastructure projects, preparation of estimates of cost for additional contract work, preparation of communications with residents for construction projects, management of the Village's NPDES permit obligations, identification and pursuit of Federal, State, funding and grant opportunities, assessment of residential drainage concerns, participate in discussions of future development and comment on concept plans from an engineering perspective, review and adoption of updated ordinances, participation at the KKCOM Policy Committee and the Fox River Watershed Task Force, review and approve right of way and utility permits, analyzing and interpreting traffic data, higher level supervision of GIS related projects. See Appendix A below to see a detailed explanation of these current engineering functions.

Engineering Functions that are not currently getting completed

There are also engineering related projects that the Public Works Department has a desire to complete, this would include the: development of engineering construction details to provide the Village with uniform infrastructure--these details are currently out of date, review and update of Title 12 and 16 of the Municipal Code governing construction of public infrastructure, better coordination with the Community Development Department to provide high level answers on concept plans prepared by Developers, improve response time on residential drainage concerns, revise the Village website to communicate updated engineering standards as well as communicate to the community engineering projects in progress, provide quality assurance on proposed developments a review of the consultants' project review letters should be completed, providing inspections for residential permits like sidewalks, driveways, fences and sheds, tracking utility permits for inspection and inclusion on GIS, development of as-built drawings for small projects like crack filling and pavement striping, identify efficiencies that can be achieved through use of GIS, implementation of the Village ADA Sidewalk Plan, development of a long term infrastructure plan, regular coordination with external agencies including IDOT and the Illinois Tollway Authority, proactively reviewing and updating the utility atlas, providing consistent oversight of engineering agreements.

Functions Director should be doing

The Public Works Director has implemented changes to how engineering agreements are structured, and made revisions to our consultant's engineering designs, and assumed the responsibility of developing and managing smaller projects all in an effort to more efficiently and effectively use the Village's financial resources. As a result of this effort has reduced the amount of money the Village has had to spend on engineering, however Public Works related duties have suffered.

The Public Works Director needs to dedicate more time the Water Division. A long term plan for maintenance of these three systems, as well as a review and forecast of the Village's long term water demands needs to be evaluated. The Director should be managing the Waste Management contract. Currently the Village Administrator has been managing and administering this contract. The Public Works Director needs to work on overseeing the development of a fleet management policy and implementation of the policy to better track maintenance and manage the fleet. Reviewing fleet tracking software that could be placed into

snow plows would better allow the Public Works Department to knowledgably communicate with residents about the snow removal operation. There are opportunities to develop a long term maintenance program for public facilities. In addition to the maintenance of Village assets like Riverfront Park, various parking lots, and the silo, more expensive HVAC repairs and maintenance is often required at the Police Department and Village Hall. The Village has recently engaged an architect to develop a plan for renovation of the Public Works facility. It will be important for the Director to be more involved in this process. Professional development of existing staff has been absent, the director would like to work more frequently with the superintendent's to provide opportunities for professional growth. A facilities plan that would locate Public Works management employees in one building would aid in this endeavor. The Public Works Department has a good working relationship with its neighboring municipalities, as well as IDOT. The Director would like to actively look for operations where it makes sense to partner with other agencies to meet common goals.

Conclusion

The Village of North Aurora has engineering demands that must be met to effectively provide residents with public services like a dependable water supply and reliable road network. Staff has identified two options available to address the engineering needs for the Village of North Aurora. The first is to maintain the status quo and the second would be to hire an internal engineering position.

If the status quo option were selected it would likely increase the engineering work performed by the Director. This would result in an increase in the number and frequency of RFPs developed because of the Village's plans to transition away from a consulting Village Engineer. Instead the Village would be transitioning to a more cost effective model of selecting consulting engineers based on the project scope and qualifications of the firm. While this would improve the quality and reduce the cost of the engineering services provided it would likely increase the work load of the Director.

The second option would be to hire in-house engineering staff to address the engineering service demands. Staff has identified two possible organization structures that would be appropriate for this addition. One possible way would be to add an Engineering Technician. An Engineering Technician typically has an Associate's Degree in Construction Management or a Bachelors Degree in an engineering or engineering related discipline and would also have experience in the construction management field. The advantage of hiring this position is that the Village would be able to immediately offset the cost of the Engineering Technician with fees paid to our consulting engineer for construction management. This position would be able to assume some of the lower level engineering functions and contribute to the development of the annual road program. A Technician would not necessarily have the skill set to compose RFPs, develop plans and specifications, or review the Municipal Code and provide recommendations. Hiring a Technician would be a cost effective hire but would not shift a significant amount of engineering responsibilities away from the Director. Rather it would shift them away from the consultant. Another

An intermediate solution could be the hiring of a Civil Engineer In Training (EIT). This position is typically a recent graduate from with a Bachelor's or Master's Degree in Civil Engineering. This position has the education but not yet the field experience. An EIT is the license that an engineer possesses prior to becoming a Professional Engineer (PE). Hiring an EIT position could potentially assume some of the construction management duties depending on the experience of the candidate. The nature of an EIT is that they are working towards getting four years of experience prior to becoming eligible for the PE Exam. During this time an EIT will need a significant amount of mentoring and the organization can expect some mistakes and growing pains during this apprenticeship. The advantages of this position is that the EIT with some supervision could probably assume 50% of the construction management duties and assist with the higher level engineering functions. Typically after an EIT earns the PE license a change in career, promotion or salary increase commensurate with licensure is desired. So it is possible that this position could have a lot of turnover if opportunities for growth are not provided. This position would be able to assume some of the duties of the Director, but ultimately it would be offset by the supervision and mentoring that would have to be dedicated to an EIT.

A third option would be to hire a Professional Engineer as a Village Engineer. This position would have the skill set to assume the engineering responsibilities the Director is currently performing as well as those that are currently not being met. This position would start at the highest end of the salary range discussed in February. Alternatively it may be justified to start this position at the same salary range as the Streets and Water Superintendent since the position will possess a bachelor's degree and engineering and a Professional Engineer's license. There would not necessarily be an easily calculated cost offset for this position, rather it would eliminate the engineering demands not being met and then allow the Director to address Public Works duties not currently being performed. It is estimated that the Professional Engineer would be able to perform the construction management several projects. If this was performed for the annual crack filling project and biennial pavement striping project it would result in a nominal savings of approximately \$2500. Smaller projects that occur like the Sullivan Water Main project, the Marvo John Parking Lot, Sidewalk Replacement in Timber Oaks, Garage 31 Sidewalk, are examples of projects that could potentially be completed in house. This project is estimated to cost \$20,000 in engineering. It would be possible that this position could perform up to 85% of these engineering services. In the near future this position would be able to implement the recommendations of Stormwater Conveyance Study near Tanner Trails. This may include design and construction management. If the project is estimated at \$100,000 and a fraction of the engineering could be performed in house it could be a savings of \$7,500. Although not the highest and best use of this position, the engineer would be capable of performing construction management on the annual Road Program. If desired this could potentially provide a significant cost offset. In 2019 the contract for these services was \$76,302. Depending upon workload it is possible to assume the engineer could perform 20% of the construction management services comfortably, which could be a savings of \$15,260.40. Overall the total potential savings could be approximately \$42,000. The table on the following page more clearly illustrates how this total was calculated.

Item Number	Project Description	Estimated Annual Cost Savings of Engineering Services
1	Crackfilling and Pavement Striping	\$2,500
2	85% of Smaller Projects with Engineering Costs of 20K or less	\$17,000
3	Engineering Design/Management for Implementation of Stormwater Conveyance Study	\$7,500
4	20% of Construction Management Associated with the Road Program	\$15,000
Total		\$42,000

If this scenario is selected, Public Works would recommend planning for an expansion of the Public Works Department to include an Engineering Division. This Division would include the Village Engineer heading this division with the future support of an engineering technician and possibly up to two interns. Staff is not seeking commitment to this plan rather consideration in the future.

Recommendation

The Village of North Aurora has been able to operate efficiently by contracting services out to meet service demands that fluctuate. Being able to react quickly to a spike in demand for services through use of consultants eliminates the need to hire additional staff. The cost for these services is greater than it would be to pay internal staff however, since the frequency of the high demand for service is low it saves money in the long term. However, as Village's grow the base line, or minimum service demand increases. For example as new developments come in, new roads are constructed and require maintenance and snow removal services. This additional infrastructure is now a permanent fixture and is not just a temporary increase in service. As this base line increases it becomes more cost effective to meet this permanent service demand with an internal hire. The Village of North Aurora has grown to the point where the engineering demands are greater than what current level of internal staff can provide. The Director has assumed many of the engineering responsibilities however, this has been a detracting from public works job duties. It would be more cost effectively met by hiring additional internal staff. It would be the Director's recommendation to hire a Professional Engineer to assume the engineering functions currently performed by the Director and then to hire an Engineering Technician whose cost would be offset as described above.

Appendix A

The following is a more detailed explanation of the items identified in the **Current Engineering Responsibilities** section.

The preparation of plans and specifications for small infrastructure projects include the crackfilling project and pavement striping. It currently involves the preparation of the annual Motor Fuel Tax Resolution that is approved by IDOT and the Village Board. It also includes the Municipal Estimate of Maintenance Expenditures that estimates the cost of these projects which is also reviewed and approved by IDOT.

The review of plans and specifications prepared by consulting firms is important to ensure the project has been developed to meet the goals and standards of the Village. This is an important review that can identify errors and omissions that could lead to costly change orders.

The Director prepares request for proposals and requests for qualifications for engineering firms when these consulting services are necessary. Upon receipt of the statements of qualifications and proposals from consulting firm the Director will develop selection criteria, evaluate the firms, and recommend the most qualified firm for the project. After the selection of the firm the Director will then review the engineering agreement and manage the project. Engineering RFPs and have been composed recently for the Stormwater Conveyance Study in Tanner Trails and Remington Subdivisions, the Channel and Detention Pond Study in Oak Hill Subdivision, the Sullivan Road Water Main Relocation, the Annual Road Program, the Pavement Condition Index (PCI) Study and the future Surface Transportation Projects (STP).

The Director also supervises the construction management being performed by consulting engineers on behalf of the Village. The Director will occasionally visit construction sites however relies primarily on the on-site construction inspectors. Inspectors ensure the project is constructed according to the design, make sure all materials meet the specified standards, as well as act as a liaison between residents and the Village. During the project if the construction inspector and design engineer need interpretation of specifications the Director will provide direction. Additionally if a resident has an issue that cannot be resolved by the inspector the Director will intercede and address the problem. The Director also has a role in reviewing, recommending, and presenting change orders. The Director remains in contact sometimes as frequently as a daily basis with the construction inspectors and at the end of the week provides updates on the status of the projects that are published to the web site.

The NPDES program is a program that is currently administered by the Director, however the majority of the reporting components are engineering related. These include compilation of inspections, verification that designs and development meet the permit requirements, it also includes the physical inspection of Village infrastructure and reporting of any compliance issues.

From time to time ordinances are updated. When the Kane County Stormwater Ordinance was adopted. The Director reviewed the updates and made recommendations to staff and the Board for adoption.

The Director regularly attends the KKCOTM Policy Committee representing the Village of North Aurora's interests. Attendance at this meeting provides the Village the opportunity to participate in the development of selection criteria used for STP eligible funds. This meeting also has presentations from State and Federal agencies that highlight grant opportunities such as ITEP and HSIP.

This year the months of April and May produced the second highest amount precipitation on record. As a result residents were contacting the Village to address their drainage concerns. In the month of May the Village received over 25 drainage issues. Each issue required at minimum an initial meeting with a resident, review of the concern, development of solutions if applicable and then the implementation of the proposed solution. While some concerns were easily remedied, some are still on our list to be addressed. Adding an engineer would improve our rate of responsiveness to resident complaints.

The Director participates in Development Team Meetings (and would likely continue to do so) however an engineer would be able to provide input on infrastructure, traffic impacts, and stormwater management.

The Director is the sole repository for Utility and Right of Way Permits. During the fiber optic installation performed by Metronet the Director reviewed, provided comments, approved, and coordinated all operations associated with this installation. It is possible in the near future that with the new 5G technology, there will be a substantial increase in the request for small cell and micro cell installations.

Periodically the Village will receive requests for additional regulatory signs or adjustments to existing speed limits signs. The data for these requests is reviewed and interpreted to determine if the data supports the installation of new traffic control devices.

The Village GIS system is beginning to take shape. The Director is currently supervising the development of utility atlases and developing lists of public assets that can be tracked using this software.

**VILLAGE OF NORTH AURORA
MEMORANDUM**

DATE: January 27, 2020

TO: John Laskowski, PW Director, Steve Bosco, Village Administrator

CC: Bill Hannah, Finance Director

FROM: Paul Young, Water Operations Superintendent

SUBJECT: **Budget Amendment for Truck Purchase to replace #190**

Currently I am utilizing a 2007 Chevy 2500 Silverado extended cab with over 65,000 miles. Over the past few years this vehicle has experienced several maintenance issues including transmission problems, battery and wiring harness issues and other normal “long life” issues. Recently the body has started to rust in areas that could start to allow leaking into the cab. Approximately two weeks ago the truck would not shift into four wheel drive while preparing it for a snow storm on a Friday afternoon so I reported this to Brian Richter in case he planned on using it. When they took it to investigate the following Monday, they reported to me that other problems existed also with this truck. It has an oil leak and corroding fuel lines that need to be repaired. By the end of the week this truck had to go to Coffman’s to be assessed. At this time it is still there being repaired. I have been without this vehicle now for over eight days and have been using the Administration vehicle for transportation.

This truck may still have some usable life left but not in the capacity that I need it for. This truck has roughly cost over \$5,500.00 the past few years in service and repair bills.

As the Water Superintendent vehicle this truck is with me at all times. It is at home with me on nights, weekends and holidays and needs to be readily available to respond in emergency situations and call-outs which has been necessary many times in the past 19 years. This truck has also participated in snow plowing every year of its life. This truck is equipped with the necessary tools to handle most water emergencies. When this truck is in for repairs it is not available for its intended use which is to be able to respond quickly to water emergencies. The Water Division feels it is necessary to replace this truck due to its important function and the reliability issues it is now experiencing.

This truck can be repurposed for the Public Works Director vehicle which would be used on a less frequent basis and also be available as a back-up plow truck While it is not in the greatest shape it is still functional in a less critical capacity such as these mentioned.

The replacement of this vehicle has been prepared for in the Villages Vehicle and Equipment Fund over the past 13 years since it was purchased. I would estimate its replacement cost at around \$45,000.00 fully equipped with a plow and other necessary equipment to perform tasks.

Staff recommends approval of a budget amendment so the long process of ordering a new truck can get started. After placing the order (State purchase) it can take 4-5 month before taking delivery.