

City of Batavia 2017 Annual Budget

General Fund with ED Grant Sub-Fund

Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
Surplus and Reserves	\$10,782,228	\$12,716,999		\$13,975,136	\$12,467,231
01 Intergovernmental	\$3,539,808	\$3,931,753	\$3,591,000	\$3,673,136	\$3,568,500
01 Municipal Taxes/Fees	\$5,013,043	\$4,955,048	\$5,449,237	\$5,296,378	\$5,229,695
01 Property Taxes	\$6,241,518	\$6,245,853	\$6,254,072	\$6,253,954	\$6,554,037
01 Sales Taxes	\$7,951,258	\$9,001,740	\$9,042,974	\$8,892,810	\$8,950,252
04 Fees & Services	\$949,059	\$1,035,332	\$908,000	\$982,663	\$1,111,673
05 Fines and Forfeitures	\$218,276	\$213,437	\$216,000	\$192,000	\$172,000
06 Other Revenues	\$1,370,620	\$387,920	\$285,000	\$669,450	\$641,000
Total Revenue	\$25,283,582	\$25,771,083	\$25,746,283	\$25,960,391	\$26,227,157
Administration & Legislative	\$1,151,194	\$2,337,041	\$1,127,063	\$1,251,891	\$2,151,427
Human Resources	\$230,763	\$313,997	\$425,051	\$425,210	\$406,389
Community Development	\$941,007	\$986,205	\$1,075,624	\$1,037,088	\$1,110,148
Public Works Administration	\$221,107	\$234,668	\$251,661	\$252,829	\$250,319
Engineering	\$661,569	\$578,569	\$701,065	\$621,717	\$713,667
Buildings and Grounds	\$346,263	\$357,420	\$381,757	\$395,186	\$424,704
Finance and Accounting	\$568,004	\$591,853	\$650,224	\$648,150	\$655,221
Information Systems	\$819,439	\$766,743	\$959,217	\$945,201	\$924,632
Utility Billing	\$346,947	\$352,325	\$383,284	\$377,798	\$395,614
Economic Development	\$126,348	\$121,746	\$127,275	\$142,275	\$131,315
Police Admin & Operations	\$8,091,876	\$8,235,623	\$9,175,825	\$9,121,245	\$9,123,565
Fire Services	\$4,783,690	\$5,012,890	\$5,517,067	\$5,446,168	\$5,472,227
E.S.D.A.	\$51,464	\$48,780	\$32,731	\$32,434	\$33,712
Streets and Sanitation	\$3,631,949	\$3,540,728	\$3,889,914	\$3,655,857	\$3,845,415
Utility Share General Fund	\$-890,000	\$-886,182	\$-940,000	\$-940,000	\$-1,284,843
Interfund Allocations	\$1,268,150	\$1,328,450	\$1,783,450	\$2,458,450	\$2,767,700
ED Grant Agreement	\$999,041	\$592,090	\$1,264,167	\$1,596,797	\$1,868,740
Total Expense	\$23,348,811	\$24,512,946	\$26,805,375	\$27,468,296	\$28,989,952
Surplus/(Deficit)	\$1,934,771	\$1,258,137	(\$1,059,092)	(\$1,507,905)	(\$2,762,795)
Surplus and Reserves	\$12,716,999	\$13,975,136		\$12,467,231	\$9,704,436

City of Batavia 2017 Annual Budget

Fund #10 — General Fund Summary

Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
Surplus and Reserves	\$3,197,228	\$6,131,040		\$7,981,267	\$8,070,159
01 Intergovernmental	\$3,539,808	\$3,931,753	\$3,591,000	\$3,673,136	\$3,568,500
01 Municipal Taxes/Fees	\$5,013,043	\$4,955,048	\$5,449,237	\$5,296,378	\$5,229,695
01 Property Taxes	\$6,241,518	\$6,245,853	\$6,254,072	\$6,253,954	\$6,554,037
01 Sales Taxes	\$7,951,258	\$9,001,740	\$9,042,974	\$8,892,810	\$8,950,252
04 Fees & Services	\$949,059	\$1,035,332	\$908,000	\$982,663	\$1,111,673
05 Fines and Forfeitures	\$218,276	\$213,437	\$216,000	\$192,000	\$172,000
06 Other Revenues	\$1,370,620	\$387,920	\$285,000	\$669,450	\$641,000
Total Revenue	\$25,283,582	\$25,771,083	\$25,746,283	\$25,960,391	\$26,227,157
Administration & Legislative	\$1,151,194	\$2,337,041	\$1,127,063	\$1,251,891	\$2,151,427
Human Resources	\$230,763	\$313,997	\$425,051	\$425,210	\$406,389
Community Development	\$941,007	\$986,205	\$1,075,624	\$1,037,088	\$1,110,148
Public Works Administration	\$221,107	\$234,668	\$251,661	\$252,829	\$250,319
Engineering	\$661,569	\$578,569	\$701,065	\$621,717	\$713,667
Buildings and Grounds	\$346,263	\$357,420	\$381,757	\$395,186	\$424,704
Finance and Accounting	\$568,004	\$591,853	\$650,224	\$648,150	\$655,221
Information Systems	\$819,439	\$766,743	\$959,217	\$945,201	\$924,632
Utility Billing	\$346,947	\$352,325	\$383,284	\$377,798	\$395,614
Economic Development	\$126,348	\$121,746	\$127,275	\$142,275	\$131,315
Police Admin & Operations	\$8,091,876	\$8,235,623	\$9,175,825	\$9,121,245	\$9,123,565
Fire Services	\$4,783,690	\$5,012,890	\$5,517,067	\$5,446,168	\$5,472,227
E.S.D.A.	\$51,464	\$48,780	\$32,731	\$32,434	\$33,712
Streets and Sanitation	\$3,631,949	\$3,540,728	\$3,889,914	\$3,655,857	\$3,845,415
Utility Share General Fund	\$-890,000	\$-886,182	\$-940,000	\$-940,000	\$-1,284,843
Interfund Allocations	\$1,268,150	\$1,328,450	\$1,783,450	\$2,458,450	\$2,767,700
Total Expense	\$22,349,770	\$23,920,856	\$25,541,208	\$25,871,499	\$27,121,212
Surplus/(Deficit)	\$2,933,812	\$1,850,227	\$205,075	\$88,892	(\$894,055)
Surplus and Reserves	\$6,131,040	\$7,981,267		\$8,070,159	\$7,176,104

City of Batavia 2017 Annual Budget

Revenues

Fund #10 — General Fund

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
4135	Local Use Tax	\$508,829	\$579,290	\$515,000	\$600,000	\$605,000
4210	Pers Property Repl Tax	\$200,254	\$212,699	\$203,000	\$185,892	\$145,500
4220	State Income Tax	\$2,466,515	\$2,816,223	\$2,525,000	\$2,547,000	\$2,475,000
4232	State & Federal Grants	\$1,044	\$3,112	\$1,000	\$3,047	\$1,000
4370	B & C Fire Prot Dist	\$250,121	\$246,395	\$242,000	\$245,000	\$247,000
4386	Maintenance of State Highways	\$54,783	\$33,523	\$45,000	\$44,697	\$45,000
4402	Township Transit Reimb.	\$58,262	\$40,511	\$60,000	\$47,500	\$50,000
	01 Intergovernmental	\$3,539,808	\$3,931,753	\$3,591,000	\$3,673,136	\$3,568,500
4115	Simplified Telcom Tax	\$955,352	\$872,017	\$844,372	\$818,175	\$800,000
4120	Elec FF & Water Utility Tax	\$2,053,707	\$2,190,247	\$2,199,113	\$2,148,800	\$2,006,445
4121	Liquor Sales Tax	\$0	\$0	\$300,000	\$315,903	\$345,000
4122	Gasoline Tax	\$198,210	\$179,957	\$380,074	\$387,092	\$425,750
4123	Natural Gas Tax	\$753,065	\$650,678	\$661,478	\$601,208	\$630,000
4245	Waste Transfer Fee	\$598,019	\$585,489	\$595,000	\$540,000	\$535,000
4324	Payments in Lieu of Taxes	\$16,959	\$16,991	\$17,200	\$17,200	\$17,500
4325	ROW Franchise Fees	\$437,731	\$459,669	\$452,000	\$468,000	\$470,000
	01 Municipal Taxes/Fees	\$5,013,043	\$4,955,048	\$5,449,237	\$5,296,378	\$5,229,695
4010	Real Estate Taxes - General	\$4,154,059	\$3,993,872	\$3,600,068	\$3,600,000	\$3,954,016
4011	Real Estate Taxes - Pension	\$2,046,795	\$2,211,376	\$2,613,704	\$2,613,704	\$2,559,771
4015	SSA Property Tax	\$6,012	\$6,350	\$6,000	\$6,000	\$6,000
4240	Road & Bridge Tax	\$34,652	\$34,255	\$34,300	\$34,250	\$34,250
	01 Property Taxes	\$6,241,518	\$6,245,853	\$6,254,072	\$6,253,954	\$6,554,037
4110	State Sales Tax	\$5,105,655	\$5,206,803	\$5,222,265	\$5,191,240	\$5,230,175
4111	Home Rule Sales Tax	\$2,845,603	\$3,794,937	\$3,820,709	\$3,701,570	\$3,720,077
	01 Sales Taxes	\$7,951,258	\$9,001,740	\$9,042,974	\$8,892,810	\$8,950,252
4251	Licenses	\$63,976	\$64,471	\$61,000	\$62,000	\$62,000
4271	Building Permits	\$243,949	\$259,221	\$245,000	\$275,000	\$275,000
4301	Engineering Plan Review Fee	\$52,426	\$36,341	\$15,000	\$20,000	\$20,970
4302	Engineering Inspection Fee	\$117,476	\$62,827	\$18,000	\$25,000	\$45,925
4310	Plumbing Inspection Fee	\$31,986	\$38,186	\$36,000	\$40,000	\$42,000
4316	Planning & Zoning Fees	\$14,556	\$12,031	\$7,000	\$20,000	\$20,000
4318	Survey Monumentation Fee	\$733	\$6,533	\$2,500	\$0	\$11,515
4320	Leaf & Brush Collection	\$271,062	\$271,566	\$361,500	\$362,800	\$453,400
4331	Grave Opening Fee	\$36,751	\$29,534	\$30,000	\$39,500	\$40,000
4332	Care Of Lots	\$15,450	\$12,100	\$12,000	\$12,500	\$15,000

City of Batavia 2017 Annual Budget

Revenues

Fund #10 — General Fund

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
4355	Police Reimbursements	\$100,694	\$105,693	\$120,000	\$100,000	\$100,000
4392	Household Haz Waste Fee	\$0	\$136,829	\$0	\$25,863	\$25,863
	04 Fees & Services	\$949,059	\$1,035,332	\$908,000	\$982,663	\$1,111,673
4351	Fines & Fees	\$173,655	\$179,242	\$180,000	\$160,000	\$140,000
4352	Parking Tickets	\$44,621	\$34,195	\$36,000	\$32,000	\$32,000
	05 Fines and Forfeitures	\$218,276	\$213,437	\$216,000	\$192,000	\$172,000
4330	Sale Of Burial Lots	\$21,950	\$15,843	\$15,000	\$15,450	\$16,000
4397	Reimbursements	\$504,649	\$82,724	\$85,000	\$435,000	\$440,000
4399	Miscellaneous Revenue	\$813,618	\$236,542	\$150,000	\$169,000	\$150,000
5000	Investment Income	\$30,403	\$52,811	\$35,000	\$50,000	\$35,000
	06 Other Revenues	\$1,370,620	\$387,920	\$285,000	\$669,450	\$641,000
	Total Revenue	\$25,283,582	\$25,771,083	\$25,746,283	\$25,960,391	\$26,227,157

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

Detail on Significant Items

Account

4010	Real Estate Taxes - General	
	Levy as adjusted for Pensions - level with prior year	\$3,654,016
	Phase in an increase for additional funding for drainage. This represents no change to the rate as a result of a higher EAV.	\$300,000
	Total	\$3,954,016
4011	Real Estate Taxes - Pension	
	Fire Pension	\$756,714
	Police Pension	\$1,803,057
	Total	\$2,559,771
4120	Elec FF & Water Utility Tax	
	Projected decrease due to Partylite and Rubicon closing and no change to the electric rate	\$2,006,445
	Total	\$2,006,445
4121	Liquor Sales Tax	
	Full year of collection of 2% tax	\$345,000
	Total	\$345,000
4122	Gasoline Tax	
	Full year of collection at 2 cents per gallon	\$425,750
	Total	\$425,750
4123	Natural Gas Tax	
	More snow and much colder temperatures predicted from La Nina should result in more use of natural gas. Tax is based on consumption so price is not a factor. Tax is 3.5 cents per btu	\$630,000

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

Detail on Significant Items

Account

		Total	
		Total	\$630,000
4210	Pers Property Repl Tax		
	Decrease as funds are being diverted to education by the State and State overpayment being withheld		\$145,500
		Total	\$145,500
4220	State Income Tax		
	IML projecting a decrease in income tax receipts		\$2,475,000
		Total	\$2,475,000
4320	Leaf & Brush Collection		
	Leaf & Brush Fees		\$362,800
	Addition of \$1.00 to Leaf and Brush Fee		\$90,600
		Total	\$453,400
4397	Reimbursements		
	Various Reimbursements		\$90,000
	TIF Repayment (Year 2 of 4)		\$350,000
		Total	\$440,000

Administration

The Administration Department is responsible for the day-to-day support of the Mayor & City Council as well as daily City operations and is comprised of the City Administrator and at this time, one Administrative Assistant who also supports the Mayor. As explained further below, in 2017 we plan to add two positions in Administration: a Communications Coordinator and an Administrative Assistant dedicated to supporting the City Administrator.

Services provided by the Administration staff include communicating the City Council's policies to staff for implementation through its Mission, Vision and Value Statements as well as the Strategic Plan. It also includes the responsibility to make sure that the Mayor and members of the City Council, being part-time elected officials, are adequately informed of relevant information by the full-time, professional staff in the formulation of those policy statements. Finally in regard to the City Council, the Administrator makes sure that service requests and other communications received by the Mayor and Council are responded to in a timely, open and efficient manner.

Administration plays a key role in providing sound fiscal direction for the City. This is accomplished by overseeing and aiding in the preparation, adoption and maintenance of the annual budget in conjunction with the Finance Director, as well as adherence to same throughout the budget year.

The City Administrator provides overall management and supervision of all City departments and divisions, through delegation by the Mayor and City Council. The Administrator's Office acts as the nexus for interaction, coordination and communication for the entire City. While direct involvement occurs most often with internal service departments, such as Finance, Human Resources and Information Systems, the Administrator works with all City departments and is responsible for their cohesion in providing services to the community. The City Administrator also works with executive officers of other governmental units, not-for-profits and commercial enterprises that do business with the City, including Batavia School District, Batavia Park District, Batavia Public Library District, the Batavia Chamber of Commerce and Batavia MainStreet. Because of the City's formal and informal relationships with area communities, the Administrator also maintains close communication with their administrators; particularly from Geneva, St. Charles and North Aurora.

The City Administrator's Office is responsible for managing budget resources, carrying out policy implementation and providing analysis and recommendations to aid in policy development. This includes not only policies developed by the City Council, but internal organizational policies so that business is carried out in a lawful, prompt and professional manner which would lead to the community supporting its work.

In addition to providing a lead facilitation role in policy formulation for action by the Mayor & City Council, budgetary management, and department coordination, Administration encompasses:

- Special projects as directed by the Mayor and City Council
- Committee of the Whole and City Council meetings agenda development
- Assistance to the City Clerk, including support of local election activities, and review and release of Closed Session meeting minutes per State statute
- Coordination of the City's communications initiatives: Batavia Neighbors, the City web site, E-blasts, the Municipal Minute, press releases and social media.

- Coordination of legal services supplied by the City Attorney, and involvement in selection of third-party attorneys for specialized services
- The relationship with BATV, including support through sharing of franchise fees, and recording and archiving of City Council meetings
- Support of other government and non-government organizations such as Batavia MainStreet and community activities
- Through Economic Development, coordination of City TIF activities, development of incentive programs, and attraction of new business and other activities

The City Administrator, along with the Mayor, is a voting member of the Metro West Council of Governments, which has an increasingly visible role in relationships with Kane County, the State of Illinois and the federal government. More and more, the City finds itself impacted by new legislation seeking to require the City to regulate activities at a higher level, but furnishing no accompanying method of financing such regulation. The State's own fiscal crisis also means that the City along with its fellow communities must be vigilant to prevent both shifting of other burdens from the State to local government, or attempts to decrease or eliminate funding resources which have come to be relied upon due to years of agreements with the legislature. Currently, Metro West has taken a regional leadership role in water resources planning, protection and management, through formation of the Northwest Water Planning Alliance and is examining public pension reforms.

Much of the work of Administration is to make certain the resources are available for other City Departments to succeed in their work. At the same time, this Department continuously communicates the policies of the City Council to the professional staff for their program development. The City Administrator also acts as an initiator and facilitator, particularly when projects either involve several different City departments, or specific neighborhoods, community or business groups or other governmental entities. Overall initiatives for 2017 in the Administration Department resulting from the Strategic Plan include:

Strategic Goals for Service Delivery and Financial Sustainability

- **Deliver high quality City services that meet the needs of the community while continually working to control expenditures**
- **Implement organizational efficiencies through process evaluation**

The City continues to provide a Street Division employee exclusively assigned to the Downtown as well as contracting out for snow removal of downtown streets and sidewalks. Though not responsible for those sidewalks, the City has taken on the task on behalf of the downtown businesses so that this effort can be done in a coordinated manner. The hanging baskets of bountiful pink flowers have become an icon on our main artery through downtown.

Organizational efficiency was improved upon in the following areas:

1. A space efficiency study was undertaken to be included in plans for the long-term capital program for the Government Center.
2. The ability to automatically fertilize through the irrigation system was added to streetscape amenities this year.
3. Added a Fire Marshall position to increase our ability to inspect and evaluate structures for safety and adherence to fire code

4. The addition of the Communications Coordinator position will allow the consolidation of communication efforts from separate departments into one role within the organization to improve the efficiency and quality of City communication efforts.
5. 2016 saw further implementation of the Asset & Infrastructure Software program which allows the City to track and maintain its property and equipment as well as allowing better communication regarding same. In 2017 the *internal* use of the Service Request and Work Order functions will go live, and in the second half of the year the *external* Service request module will go live through the City's web site allowing residents to communicate observations of needed maintenance and/or repair of City assets. This is a major optimization of the use of technology and an expansion of the ability to communicate with Batavians as the system will allow 24-7 ability for citizens to share observations.
6. Development and subdivision standards have been and are under further review to make the development process more clear and efficient for both staff to review proposed development and for developers to work through the process leading to approval.

- **Foster a work environment of accountability, integrity, and collaboration**

The Human Resources Director has established an Employee Safety Committee to analyze incidents with the view towards collaboratively making the workplace (and the public areas in which we work) safer. An aging workforce brings attention to a different array of health issues which can impede efficiency and lead to higher health expenditures. She has also recently established an Employee Benefits Committee to help evaluate the effectiveness of the City's benefit programs and to suggest ways to control costs, both for employees and the City, while improving the overall health of the workforce.

The LEAD program, the cooperative leadership and personal Development program which the City has engaged in with Elgin and St. Charles for 10 years continues to provide opportunities for supervisory and management level employees to improve their skills and collaborate with colleagues at other municipalities.

- **Be proactive on legislative issues with financial implications for the City**
- **Develop process for formal response to legislative opportunities and/or threats**

The City continues its active participation in Metro West which has effectively represented its constituent municipalities through its support or opposition to several items of proposed legislation that were perceived to be harmful to the City and its residents. 2017 will see a continuation of those efforts as impasse continues in Springfield. The 2017 Budget has been prepared with a readiness to deal with the proposed Local Government Distributive Fund (a portion of State income taxes agreed upon decades ago), and we continue to monitor all proposed legislation which places unfunded mandates on the municipalities, such as consolidation of 9-1-1 centers and the like. Consolidation of services can save money (such as state-wide consolidation of public safety pension funds) and create efficiencies, but the actual services, especially related to public safety must not be compromised.

Strategic Goals for Business Development & Retention

- **Be a proactive resource for existing and prospective businesses**
- **Develop a marketing/branding initiative**
- **Develop and expand effective partnerships with business-oriented Non-Governmental Organizations**

2016 saw realization of the City's efforts for redevelopment of the First Baptist Church and surrounding properties. In September 2016, the City entered into a Redevelopment Agreement with One Washington Place, LLC to build, over the next three years, a mixed-use project that will include a two-story public parking garage with 350 public parking spaces, almost 14,000 square feet of commercial space and 181 one and two-bedroom apartments. The positive economic impact of such a large-scale construction project, as well as the addition of hundreds of residents to the downtown area, is expected to be substantial.

The City conducted a study relating to the downtown as a location for an additional grocery store. That study was optimistic and efforts to "back fill" the former Walgreens space are underway. As well, a committed group of citizens is continuing their efforts of organizing and educating with the goal of bringing a food co-op to Batavia.

After several years of downtown construction, the Houston Street streetscape project has resulted in a beautiful central core, highlighting Wilson Street, our main downtown arterial (and the river crossing), River Street with its "restaurant row", and the opportunity to close the street periodically and be a site for activities on a larger basis, and Houston Street which is not only a major Fox River Trail crossing but the doorstep to the River walk and Depot Pond.

The City recently afforded itself of the tremendous development opportunity to purchase the Larson-Becker properties, immediately to the North of the newly created River Street streetscape. With the adjacent development at One Washington Place, the purchase of the Larson-Becker properties provides two immediate benefits: In the short term, it will allow the City to create temporary public parking to replace public parking spaces that will be eliminated during the construction of the public parking garage at One Washington Place. Owning this property also allows the City to ensure that future development will compliment the development that has already occurred on River Street.

Strategic Goals for Housing

- **Address the availability of diverse housing choices**

2015 saw completion and adoption of the housing study resulting from the partnership with Kane County, St. Charles, Geneva and North Aurora that identified specifically a lack of the type of housing that will be provided by the One North Washington development. 2017 will see the work on further implementing recommendations from the 2015 study even in light of the diminishing amount of land available for development in the City. Developer contributions, land set asides or earmarking particular properties for particular residential uses will be among the options.

- **Maintain and enhance the quality of housing stock**

The sensitive balance of maintain housing stock while respecting private property rights is the task of Code Compliance. The growth in contacts and adjudication cases shows the increased attention paid to that stock, which also provides a large segment of the City's "affordable" and "attainable" inventory.

- **Support the private sector development/redevelopment of housing**

While Siemens has been delayed with placing its property on the market due to environmental site cleanup, it is expected to be completed by the end of 2016. The City will continue to discuss future land uses for the benefit of the entire community but also the neighborhoods in close proximity to it. The possibility of mixed use due to its size is very attractive and it is expected that any development of this site will have a strong residential component.

In January, 2016, the City Council adopted ordinances creating the West Town Tax Increment Financing District (TIF 4). Primary target redevelopment areas include the 3+/- acre vacant property along Walnut Street and the existing buildings and underutilized parcels fronting West Main Street. The existing industrial buildings will also be available for some type of mixed use development including residential use which can support and be supported by the relatively small commercial node.

Strategic Goals for Environmental Identity

- **Re-establish the Fox River as a central feature of the community**
- **Adopt and codify policies to promote conservation of natural resources**
- **Enhance surface water quality**

In cooperation with the Batavia Park District, the City has committed to undertake a revival of the discussion of the future of the Batavia Dam. Initial meetings concluded that, due to the age of the previous study, it would be beneficial to have a consultant that specializes in waterways update the previous study and determine if prior identified alternatives are still feasible and if new alternatives exist. Both the Park District and the City have budgeted \$75,000 for this project in 2017.

The City completed a feasibility study for a possible stormwater utility, but determined not to implement the fee in 2016. Throughout 2016 there was a great deal of discussion about the limitations of addressing the City's stormwater issues when they are constantly competing for resources with other infrastructure projects. For this reason, Council has asked for a renewal of the discussion whether now is the appropriate time for the City to implement a stormwater utility which would provide the funding to address projects relating to ongoing flooding issues such as the beginning of sewer-storm separation.

The City continues to work on compliance with its EPA CMOM (Collection system capacity, Management, Operation and Maintenance programs) obligations. Although longtime Water & Sewer Superintendent John Dillon retired in 2016, he continues to be a part-time consultant to the City and will assist the new Water & Sewer Superintendent, Jeremy Barkei, to continue the implementation process. The City also continues to have an active presence in the Northwest Water Planning Initiative initiated by Metro West.

Strategic Goals for Downtown Development

- **To identify and promote missing or underutilized public/private amenities and activities necessary to re-energize the downtown**
- **Provide and maintain the necessary infrastructure to sustain desired amenities and activities**

The Art Stop parking lot was completed in 2015 more than doubling the available parking in the City core, to support the River Street businesses. Unfortunately, the lot remained under-utilized. To enhance the visibility of the lot, the City created oversized signs to attract attention. The campaign seems to be accomplishing its goal as there appear to be more cars utilizing the lot. The oversized signs will be removed soon, but will be used again whenever there is new public parking to advertise or when the need arises to advertise underutilized public parking.

The City continues to work with MainStreet and the Chamber of Commerce as well as utilize its TIF tools to bring new business to the downtown.

Strategic Goals for Community Connectivity

- **Incorporate “connected infrastructure”**
- **Collaborate with other governments and community organizations**

The City is cooperating with IDOT and other municipalities to improve the safety of the pedestrian/bike crossing flashers.

The City continues its close collaboration with other governments and community organizations. Examples include the cooperation with the Park District on the Dam study as well as discussions regarding the future location of a significant memorial commemorating Flag Day. The City provides support to many events sponsored by the Park District and Batavia Mainstreet such as Windmill City Days, Batfest and Octoberfest.

- **Facilitate communication pathways**

In 2016, the City improved its website to include the ability for businesses to pay their gas and liquor taxes online which provides for more efficient and convenient collection of these revenues. In the coming year, we hope to set up the new Asset & Infrastructure software program to allow citizens to request services. This will be a major step forward in communications.

Perhaps the biggest impact to communications will be the hiring of a Communications Coordinator. This role was created to establish a comprehensive and coordinated communication program for City government that will both inform and engage our community. The Communications Coordinator will consolidate our social media presence and integrate our formal communications into the web site and e-blasts and monitor social media for matters of importance to the community and City Council and staff so that accurate information is put out.

The City Council has approved some changes to the development process so that residents will be aware of proposed projects from the very first time they appear before decision makers instead of feeling that part of the process has begun without them. While this is not projected to make substantive changes in and of itself, it should add to the credibility of the overall process and get input as soon as possible for the staff, Plan Commission Committee of the Whole and City Council.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #10 — Administration & Legislative

Acct.	Description	Actual		Approved	Estimated	Proposed
		2014	2015	Budget	2016	Budget
6101	Salaries and Wages	\$327,993	\$319,047	\$340,567	\$409,574	\$458,324
6107	Part-time Wages	\$74,700	\$74,700	\$75,000	\$74,709	\$75,000
6120	City Health Ins Contribution	\$43,412	\$45,659	\$49,312	\$50,034	\$98,718
6121	City IMRF Pension Contribution	\$42,937	\$40,417	\$44,716	\$53,777	\$56,649
6122	City Share FICA and Medicare	\$27,632	\$26,790	\$31,791	\$37,048	\$40,799
6123	City Pension Contribution	\$9,700	\$9,978	\$10,227	\$6,687	\$0
6126	Workers Compensation Contrib	\$120	\$120	\$100	\$100	\$100
6205	Memberships	\$16,118	\$16,960	\$15,000	\$18,000	\$18,000
6210	Training & Seminars	\$4,325	\$5,763	\$6,500	\$6,860	\$6,000
6215	Resource Materials	\$681	\$1,449	\$1,500	\$1,200	\$1,500
6225	Postage & Shipping	\$1,209	\$912	\$1,000	\$600	\$1,000
6230	Office Supplies	\$3,331	\$5,250	\$9,750	\$9,750	\$5,500
6235	Printing & Photo	\$21,168	\$18,537	\$22,000	\$27,000	\$28,500
6245	Advertisements/Notices	\$314	\$0	\$1,000	\$460	\$800
6250	Telephone	\$1,445	\$1,045	\$1,500	\$1,200	\$1,825
6259	Meals & Refreshments	\$1,479	\$2,094	\$1,500	\$1,780	\$1,800
6355	Professional Services	\$35,420	\$34,502	\$40,000	\$50,000	\$72,000
6358	Legal Fees	\$118,896	\$119,357	\$147,500	\$148,000	\$152,500
6359	BATV (% Franchise Fee)	\$186,128	\$181,600	\$180,800	\$187,200	\$188,000
6363	Ride in Kane Program	\$116,523	\$73,117	\$120,000	\$95,000	\$100,000
6505	Liability & Property Insurance	\$29,640	\$29,593	\$27,300	\$28,063	\$29,287
6605	Other Expense	\$88,023	\$1,330,151	\$0	\$44,849	\$815,125
Administration & Legislative		\$1,151,194	\$2,337,041	\$1,127,063	\$1,251,891	\$2,151,427

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #10 — Administration & Legislative

Detail on Significant Items

Account

Personnel

- (1) Mayor
- (14) City Council Member
- (1) City Clerk
- (1) City Treasurer
- (1) City Administrator
- (1) Administrative Assistant
- (2) PT Receptionist

6101	Salaries and Wages	
	Administration	\$340,183
	Communications Postion	\$62,500
	Administrative Assistant	\$55,641
	Total	\$458,324

6107	Part-time Wages	
	City Council, Clerk and Treasurer	\$75,000
	Total	\$75,000

6120	City Health Ins Contribution	
	City contribution for current employees	\$49,534
	Potential cost for Communications Coordinator	\$24,592
	Potential cost for Administrative Assistant	\$24,592
	Total	\$98,718

6235	Printing & Photo	
	Neighbors Magazine	\$16,500
	Sterling Codifiers	\$12,000
	Total	\$28,500

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #10 — Administration & Legislative

Detail on Significant Items

Account

6355	Professional Services		
	Meeting Transcription		\$22,000
	Other Professional Services		\$10,000
	Strategic Planning		\$40,000
		Total	\$72,000
6605	Other Expense		
	Loan to TIF 1 for Land Purchase		\$815,125
		Total	\$815,125

Human Resources

The Human Resources Department is responsible for managing, coordinating, and/or consulting with the City's workforce programs related to employee compensation and benefits, recruitment and selection, development and training, safety and risk management, and labor relations. A well-administered Human Resources function provides residents with cost-effective services by City employees. Without proper selection and retention of qualified employees, effective services could not be maintained at competitive costs.

Some of the specific operations in the Human Resources Department in support of the City's workforce programs include the following:

- Ongoing collective bargaining and labor contract administration for six labor unions: Illinois Fraternal Order of Police (FOP), Lodge #224 representing the Police Sergeants; Illinois FOP, Lodge #224 representing Police Patrol Officers; International Association of Firefighters, Local #34363, representing full-time Firefighters and Lieutenants; International Brotherhood of Electrical Workers (I.B.E.W.), Local #196 representing Public Works Street Division; I.B.E.W, Local #196 representing Public Works Electrical Division; and Teamsters, Local #673 representing Police Records Technicians and Community Service Officers.
- Benefits design and/or administration to include health insurance, deferred compensation, pension, unemployment, and flexible spending accounts, as well as the administration of the City's vacation and other leave policies.
- Ongoing administration and coordination with all departments regarding worker's compensation related to occupational injuries and illnesses. The Human Resources Department works closely with all departments in identifying and addressing safety issues, developing safety policies, conducting safety training and developing accident prevention programs. In addition, the Department coordinates the City's random drug testing program for all employees required to hold a commercial driver's license.
- Coordination of various annual employee events, such as the annual Employee Pancake Breakfast, Appreciation Picnic, Employee Holiday Luncheon, and Service Recognitions.
- Wage and salary administration to include job analysis and evaluation and the development and maintenance of job descriptions for all City positions, as well as any proposed new positions or reclassifications.
- Working closely with all departments to identify training needs and coordinate efforts to provide employees with necessary training.

The department's activities toward workforce programs directly relate to the city's strategic objective of Service Delivery and Financial Sustainability, as outlined below:

Strategic Goals for Service Delivery and Financial Sustainability

In the 2016 budget year, the major projects completed included implementation of a new health insurance program which resulted in an overall cost savings in employee premium and financial stability with rates going forward; created a new employee intranet site on the City's new website platform; and settled collective bargaining agreements for two of the Bargaining Units.

Continuing into the 2017 budget cycle, the following projects have been identified in keeping with the City's Strategic objectives of Service Delivery and Financial Sustainability:

- Maintain a competitive compensation through a compensation study for non-union positions
- Review and update the Personnel Manual to ensure competitive and fair policies and procedures.
- Working closely with all departments to identify training needs and coordinate efforts to provide employees with necessary training. Identify and create an active Succession Plan for all departments.
- Implement a paperless benefit administration system which allows for on-line enrollment for health insurance for all employees.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #12 — Human Resources

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6101	Salaries and Wages	\$128,304	\$162,812	\$236,892	\$237,892	\$236,450
6120	City Health Ins Contribution	\$9,141	\$9,853	\$11,686	\$11,662	\$11,545
6121	City IMRF Pension Contribution	\$17,204	\$19,577	\$31,104	\$31,235	\$29,225
6122	City Share FICA and Medicare	\$9,278	\$11,387	\$18,122	\$18,199	\$18,088
6126	Workers Compensation Contrib	\$120	\$120	\$100	\$100	\$100
6203	Medical Exams & Testing	\$8,854	\$18,224	\$12,276	\$11,000	\$16,448
6204	Employee Recruitment	\$2,079	\$17,557	\$33,140	\$41,000	\$6,200
6205	Memberships	\$1,129	\$906	\$1,585	\$1,585	\$1,585
6207	Employee Recognition	\$11,342	\$12,357	\$22,900	\$22,900	\$17,900
6210	Training & Seminars	\$5,935	\$12,814	\$15,084	\$11,000	\$16,664
6225	Postage & Shipping	\$289	\$415	\$250	\$250	\$250
6230	Office Supplies	\$1,566	\$3,707	\$3,000	\$3,700	\$3,500
6250	Telephone	\$0	\$726	\$750	\$750	\$750
6355	Professional Services	\$9,492	\$9,262	\$14,262	\$10,000	\$24,300
6358	Legal Fees	\$13,532	\$21,878	\$12,400	\$12,400	\$11,500
6505	Liability & Property Insurance	\$12,498	\$12,402	\$11,500	\$11,537	\$11,884
	Human Resources	\$230,763	\$313,997	\$425,051	\$425,210	\$406,389

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #12 — Human Resources

Detail on Significant Items

Account

Personnel

- (1) Director of Human Resources
- (1) Human Resource Specialist
- (1) PT Administrative Assistant

6203	Medical Exams & Testing	
	New Hire Exams \$13,938	\$16,448
	CDL DOT Program \$2,510	
	Total	\$16,448
<hr/>		
6355	Professional Services	
	Wage and Compensation Study	\$15,000
	Tri-City Family Services	\$9,300
	Total	\$24,300

Community Development Department

The Community Development Department is responsible for planning and implementing the community and City Council's policies, regulations and guidelines for the physical development of the City. The department manages new public and private development and redevelopment. The Comprehensive Plan is the principal document that states the goals and policies, and it is implemented through various Municipal Code titles, including zoning and subdivision regulations and the building code. The Comprehensive Plan also guides the implementation of the City's capital improvements program. The Strategic Plan provides a framework for development of the Comprehensive Plan as the guiding "road map" for the City.

Community Development has eight full time staff members in three divisions: Building and Code Compliance, Planning, and Administration. The department provides leadership among staff for long-range and special project planning, current development review, zoning, design review, building plan review, permitting and inspection, rental dwelling inspection for larger buildings and code compliance. Services are provided to homeowners, builders, contractors, realtors, developers, neighborhoods, institutions, businesses, and to other agencies and organizations. Staff supports and provides recommendations to the Plan Commission/Zoning Board of Appeals, City Council and its Committee of the Whole, Historic Preservation Commission and the Administrative Hearing Officer.

Major projects undertaken in 2016 included continued updates to the Zoning Code and Official Zoning Map, adoption of a new Tax Increment Financing District (TIF #4) in the "West Town" area, continued review of updated building codes for possible adoption, and further implementation of the Downtown Significant Historic Building Conservation Program. Redevelopment continued as a focus of the department's activity, with construction completed on a new Walgreen's store, and further discussions on redevelopment of the downtown Baptist Church site and associated properties. A new tea shop and a separate wine bar opened in the old gelato space on N. River Street adding to the vibrancy of the City's "woonerf" with assistance through downtown TIF programs. Community Development was actively involved in the drafting of and implementing new regulations for bodywork/massage facilities. This is a collaborative effort with the Police Department to further regulate bodywork establishments to ensure facilities are properly established and monitored. Facilities that violate these codes will be promptly addressed as part of the new regulations.

The year saw the completion of a new Speedway gas and diesel station and convenience store and Advanced Disposal finished work on a significant parking lot expansion in advance of a building addition, both to accommodate additional operations needs. Aldi completed a new staff parking lot and has begun a campus "master plan" for future site improvements. Suncoast started construction on a 300,000 square foot warehouse addition to their existing building on Suncoast Lane. This addition will put this building at over 1,000,000 square feet in size. A speculative industrial building has been proposed for Douglas Road which will be around 135,000 square feet in size. The new Dunkin Donuts drive-through at 108 N. Batavia Avenue has also started construction with completion planned for the end of 2016. The 63 lot Tanglewood Hills Unit 5 subdivision continued to add homes within the last unit of this development. We are also continuing to market various City properties that are considered "surplus" that can be put into better use in private property ownership, and have sold several properties during the past year.

The downtown streetscape project continued with completion of Houston Street. The Historic Preservation Commission has completed revisions to the Design Guidelines and will have these implemented in the near future. Discussions regarding additional landmarking or new historic districts are ongoing. The Commission has also given direction to staff to start the process of becoming a Certified Local Government with the National Park Service. This will cause Batavia and their Historic Preservation efforts to be nationally recognized and will make the City eligible for certain grant and marketing opportunities.

Mirroring the nation's trend for increased building activity, the City's planning and building activity continues to increase from levels of the late 2000s. Inquiry on vacant and redevelopment parcels is high with the expectation several of these becoming full development applications in late 2016 or early 2017. The department has already received full proposals for new uses of the former Aldi's retail building off of west Main Street and of the former Blaine Street School building. Code compliance activity remains very active, partly due to foreclosures, and continued yard maintenance needs for vacant houses to keep neighborhoods looking attractive. The administrative hearing process for code compliance has been a helpful component in the City's code compliance efforts.

The 2017 budget year plans for increased activity in new development, redevelopment and planning initiatives. Downtown façade and improvement grant programs have been shifted to the Economic Development division of the City, with Community Development providing assistance with building and zoning code matters. Activity will continue to increase on the Significant Historic Building Conservation Program to ensure a high level of maintenance on significant historic buildings in the historic district. We anticipate completing inspections on most of the historic limestone buildings in 2017 or 2018 depending on new development workload. Corrective measures have begun on many of the structures already inspected. Community Development is expected to be among the lead departments in the effort to establish a new branding identity for the City. This effort will bring consistency to the design and presentation of identification and signage used to market and identify the City.

Batavia has received recent increased interest in both new residential, commercial and industrial development which we expect to continue in 2017. Some properties are in the City proper while others will need to be annexed. In addition, staff will seek City Council approval to continue or begin several long term projects such as expansion of the Rental Housing Inspection program and further annexation of various properties.

After receiving the go-ahead from the City Council to explore creation of a Tax Increment Financing District (TIF) on the City's east side, Community Development and Economic Development began the process of creating TIF #5 out of the former First Baptist Church property and related properties. The process to establish this TIF will be completed in early 2017.

In keeping with the Goals and Objectives of the Strategic Plan, the Department has embarked on three projects that would reflect the Housing element of the Plan.

Strategic Goals for Housing:

- Maintain and enhance the quality of housing stock in the City

The first project was a change to the pilot program of the City-wide crime-free housing program. Implemented in 2014, this changed and expanded the crime-free housing program into a multi-family rental housing inspection program. It lowered the threshold of units to 6 or more where inspections are required and included a code compliance inspection to the program to ensure safe, good quality housing for residents in these developments. We are currently reviewing this program and will propose additional changes to the program in 2017.

- Address the availability of diverse housing choices

The City has supported and is near to completing development approvals for a northwest side senior housing project to be known as Windmill Manor Apartments. This project has received tax credit approvals from the Illinois Housing Development Agency, and the developer anticipates starting construction in late 2016. We have also had a number of inquiries for assisted living, memory care and affordable housing developments in various locations. The City will proactively review these projects as part of the furthering of this goal.

- Support the private sector development/redevelopment of housing

The second project is the Homes for a Changing Region study that was completed in 2014. This study was done jointly with the neighboring communities of Geneva, St. Charles and North Aurora. This study was completed with a grant from the Chicago Metropolitan Agency for Planning (CMAP) under their Local Technical Assistance (LTA) Program in cooperation with the Kane County Development Department. This study analyzed the housing characteristics and needs for Batavia and the region to determine the status of housing supply and demand. It also went further to analyze housing policies and trends and made a number of specific recommendations for future actions. One of the recommendations was to support Employer Assisted Housing (EAH) which is a program where larger employers assist employees in obtaining and keeping housing near their workplaces. A seminar was held on this in October 2015, and further meetings were held in 2016. While it was determined not to commence with a housing land trust, there are other aspects of the plan that we are evaluating and determining a future course of action in relation to housing.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #13 — Community Development

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget 2016	2016	Budget 2017
6101	Salaries and Wages	\$634,355	\$655,287	\$710,941	\$681,162	\$695,228
6102	Overtime	\$2,094	\$340	\$1,000	\$350	\$1,000
6107	Part-time Wages	\$0	\$0	\$5,000	\$0	\$5,000
6120	City Health Ins Contribution	\$104,764	\$112,322	\$125,734	\$118,687	\$115,533
6121	City IMRF Pension Contribution	\$81,773	\$82,242	\$93,478	\$89,483	\$86,054
6122	City Share FICA and Medicare	\$46,278	\$47,856	\$54,846	\$52,136	\$53,644
6126	Workers Compensation Contrib	\$2,400	\$2,400	\$1,000	\$1,000	\$1,000
6205	Memberships	\$2,380	\$2,632	\$2,600	\$2,600	\$3,019
6210	Training & Seminars	\$2,716	\$4,129	\$3,100	\$3,000	\$5,725
6215	Resource Materials	\$229	\$1,333	\$2,100	\$2,100	\$650
6225	Postage & Shipping	\$3,823	\$1,573	\$2,400	\$2,500	\$2,500
6230	Office Supplies	\$2,111	\$3,959	\$2,600	\$2,500	\$2,900
6241	Fuel	\$1,757	\$1,367	\$1,500	\$1,070	\$1,145
6245	Advertisements/Notices	\$2,264	\$4,460	\$3,500	\$3,000	\$3,500
6250	Telephone	\$2,559	\$3,134	\$2,500	\$2,900	\$3,300
6255	Clothing & Uniforms	\$125	\$0	\$550	\$500	\$550
6259	Meals & Refreshments	\$0	\$154	\$200	\$100	\$200
6310	R & M Vehicles	\$1,877	\$2,218	\$2,500	\$2,000	\$2,500
6354	Plumbing Inspections	\$29,975	\$37,110	\$35,000	\$38,000	\$47,500
6355	Professional Services	\$17,757	\$21,929	\$23,400	\$28,500	\$73,700
6505	Liability & Property Insurance	\$1,770	\$1,760	\$1,675	\$5,500	\$5,500
Community Development		\$941,007	\$986,205	\$1,075,624	\$1,037,088	\$1,110,148

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #13 — Community Development

Detail on Significant Items

Account

Personnel

- (1) Director of Community Development
- (1) Planning and Zoning Officer
- (1) Building Commissioner
- (1) Building Inspector
- (1) Code Compliance Officer
- (1) Planner
- (2) Administrative Assistant

6107	Part-time Wages	
	Summer/part time code enforcement worker	\$5,000
	Total	\$5,000
<hr/>		
6205	Memberships	
	Code Enforcement	\$125
	Building Inspection	\$900
	Planning	\$1,994
	Total	\$3,019
<hr/>		
6210	Training & Seminars	
	Other Training	\$1,700
	APA State Conference (1 Attendee-Planning)	\$550
	APA National Conference (1 Attendee-Planning)	\$2,500
	IAEI Conference (1 Attendee-Building)	\$975
	Total	\$5,725
<hr/>		
6215	Resource Materials	
	Other Resources	\$300
	Online access for I-Codes	\$350
	Total	\$650

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #13 — Community Development

Detail on Significant Items

Account

6354 Plumbing Inspections

Inspection and Review Fees	\$40,000
Inspection and Review Fees for Parking Garage	\$7,500
Total	\$47,500

6355 Professional Services

Property Maintenance	\$10,000
Hearing Officer/Recorder	\$1,700
Fire Plan Reviews	\$2,000
Other Professional Services	\$1,000
Surveying Services	\$6,000
Plan Commissioners	\$1,000
Recording Fees	\$2,000
Branding Study	\$50,000
Total	\$73,700

Public Works Administration

The Public Works Department is comprised of five divisions: Engineering, Electric, Streets, Water and Wastewater. The budgets for Public Works Administration, Engineering and Streets & Sanitation are found in General Activities under departments 14, 15 and 45 respectively. The budgets for Electric, Water and Wastewater are located in Enterprise funds 21, 30 and 31 respectively. Engineering is led by the Engineering Manager/City Engineer. Electric's professional and operations staff are led by the Engineering Manager and Operations Manager respectively. Streets, Water and Wastewater are led Superintendents. The Engineering Manager/City Engineer, Operations Manager and Superintendents all report directly to the Director of Public Works.

The costs associated with Public Works Administration are analyzed each year for allocation to each of the five divisions. The Enterprise Funds are charged back for their proportionate share. The charge to the Enterprise Funds for General Support is necessary to maintain fair and equitable rates or user fees in the utilities and appropriate taxation for general city services.

Strategic Goals:

The role of Public Works Administration is to direct and coordinate the activities of the five divisions. An emphasis is placed on inter-division cooperation for the efficient and effective use of personnel and equipment to ensure that the City delivers services that meet the needs of the community. Public Works Administration is also responsible for planning, organizing and managing long-range capital improvements to maintain the City's infrastructure in a cost effective manner that does not leave an unmanageable bill to be paid by future generations.

Service Delivery and Financial Sustainability

Prepare a five-year plan for all funds – Public Works has developed and annually reviews long-range plans for infrastructure maintenance, building/facility maintenance, property/grounds maintenance, capital improvement projects, utility revenues/expenses, and fleet/equipment management.

Implement organizational efficiencies through process evaluation; Optimize use of technology and foster innovation – Public Works is engaged in a multi-year process to evaluate administrative and operational procedures within each division and to refine and incorporate those procedures into a comprehensive asset management software platform that will improve efficiencies throughout the Department.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #14 — Public Works Administration

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6101	Salaries and Wages	\$145,639	\$154,860	\$164,267	\$164,267	\$162,972
6120	City Health Ins Contribution	\$22,360	\$23,643	\$25,535	\$25,801	\$25,543
6121	City IMRF Pension Contribution	\$17,777	\$20,380	\$21,568	\$21,568	\$20,143
6122	City Share FICA and Medicare	\$9,230	\$11,847	\$12,566	\$12,566	\$12,467
6126	Workers Compensation Contrib	\$120	\$120	\$100	\$100	\$100
6205	Memberships	\$766	\$740	\$750	\$750	\$750
6210	Training & Seminars	\$10	\$257	\$1,500	\$2,400	\$3,000
6250	Telephone	\$865	\$780	\$800	\$800	\$750
6355	Professional Services	\$23,736	\$21,440	\$24,000	\$24,000	\$24,000
6505	Liability & Property Insurance	\$604	\$601	\$575	\$577	\$594
	Public Works Administration	\$221,107	\$234,668	\$251,661	\$252,829	\$250,319

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #14 — Public Works Administration

Detail on Significant Items

Account

Personnel

(1) Director of Public Works

6355	Professional Services	
	Payment to Kane County for Maintenance of Traffic Signals	\$24,000
	Total	\$24,000

Engineering

The mission of the Engineering Division is to provide excellent service in building and maintaining the community to enhance the city's distinct character and quality of life. The Engineering Division is responsible for civil engineering services for both public and private infrastructure improvements within the City. Public improvements include overseeing capital improvement projects (CIP) ranging from planning, design, construction inspection and acceptance for projects relating to transportation improvements, pedestrian and cycling, downtown streetscape, drainage improvements, utility replacement, etc. This also includes coordinating with federal, state and county agencies on funding, infrastructure improvements and regulations, not only for City projects, but also capital improvement projects performed by other County and State agencies. The private improvement services that the Division provides are preparation and revisions to municipal regulations for improvements, plan review, construction inspection and acceptance of private improvements in residential, commercial and industrial developments. This includes the tracking of developer guarantees from approval of the final plat through the end of maintenance and acceptance of the development. The Engineering Division provides customer service assistance by providing information to developers and residents with regard to utilities, floodplain, wetlands, drainage problems and traffic concerns. The core objectives of the Engineering Division ensure the public's safety and welfare.

The Engineering Division is striving to meet the Goals & Objectives of the Strategic Plan through the Financial Sustainability, Environmental Identity and Community Connectivity Themes.

Strategic Goals for Service Delivery and Financial Sustainability:

- *Develop a five-year financial management plan for all funds*

Drainage Program - Staff has worked together to put together a five year plan for the Drainage Program based off of our Project List from resident and business complaints, recent flood events, and those projects that meet the long-term goal of the Program.

Street Program – Staff is implementing a street improvement program based on pavement evaluation data, other project priorities and grant funds available. The five year plan will be coordinated and developed in conjunction with other major city projects that are also being funded with Motor Fuel Tax Funds. As part of this five year plan, staff will continue to pursue grant funding available to meet the goals/objectives of this program in order to provide the maximum number of streets paved each year.

Downtown Streetscape – Staff continues to work on a priority plan for the downtown streetscape projects. As part of this plan, staff continues to pursue grant funding to supplement funding for these projects.

- *Maintain efficient and effective staffing levels*

The Engineering Division has five full-time staff members (three engineers, one senior engineering assistant and one engineering assistant and one part-time administrative assistant).

- *Diversify and augment revenues*

- *Seek funding through grants*

- Staff continually seeks out opportunities to receive funding through multiple grant programs. Below is a listing of the current projects the City has already received grant funding for or has applied for grant funding and is awaiting notification. Detailed information regarding the capital projects we have received funding for can be found on the individual Capital Project Sheets located in the Appendix of the budget book; maintenance projects are not included in these sheets.

- **Deerpath Road Bridge Rehabilitation** – Received Highway Bridge Program, now know as Surface Transportation Program funding. The bridge was replaced in 2016 and final restoration will be completed in early 2017.
 - **Deerpath Road & Main Street Intersection Improvements** – Received Surface Transportation Program funding for Construction and Construction Engineering. Phase 1 and 2 Engineering are funded 50/50 by Kane County and City of Batavia.
 - **Main Street Reconstruction & Traffic Signal Modernization/Interconnect** – Received Surface Transportation Program, Congestion Mitigation and Air Quality & Illinois Department of Transportation funding.
 - **Prairie Street Reconstruction** – Received Surface Transportation Program funding.
 - **Safe Routes to School (J.B. Nelson & Wintergreen Terrace)** – Received Safe Routes to School funding.

- *Develop/Implement the Infrastructure Capital Plan*

- Below is a listing of the Capital Improvement and Maintenance Projects the Engineering Division will be working on in fiscal year 2017. Detailed information regarding the Capital Projects can be found on the individual Capital Project Sheets located in the Appendix of the budget book. Description for maintenance projects can be found below.

- Capital Improvement and Maintenance Projects**

- **Deerpath road intersection improvements-design engineering**
 - **Main street reconstruction & traffic signal modernization/interconnect –design engineering**
 - **Prairie street reconstruction-preliminary engineering**
 - **Safe routes to school (J.B. Nelson & Wintergreen Terrace) –design engineering**
 - **Annual street crackfill program**
 - **Annual street patching program**
 - **Annual drainage improvements**
 - **Annual street resurfacing program**
 - **Annual municipal parking lot maintenance program**
 - **Ward 1 drainage improvements –design engineering and construction phase- 1**
 - **Area 2 and 3 sanitary and storm sewer separation-design engineering and construction phase-1**

- The primary focus of drainage program will be to complete design engineering for Ward 1 drainage improvements, Area 2 and Area 3 sanitary-storm separation. Ward 1 references the area generally bound by Pine St, Kirk Rd, Giese Rd & Raddant Rd on

City's east side. Area 2 & 3 references the combined sewer on the City's west side. Area 2 requires construction of separate storm sewers along Elm between Jefferson & Rt. 31 and at the Rt. 31 intersection. Area 3 encompasses the areas from the RR to the Fox River along Walnut, Blaine & Morton.

The drainage program will also continue to focus on stabilization and maintenance of detention basins and regional stormwater facilities such as Mahoney Creek, the Fox River, Windmill Lakes, and Braeburn Marsh. The detention basin at Nagel will be converted to a naturalized basin from a tradition dry detention basin with ongoing maintenance. Raddant & Edwards and Mahoney Creek at Cleveland and Raddant will continue ongoing maintenance with the addition of the basin at Public Works. In addition staff will work on long term maintenance contracts and potentially partner with Batavia Park District on an overall comprehensive plan.

Strategic Goals for Environmental Identity

- ***Publicize and encourage participation in river clean-up programs***

In 2017, the City of Batavia will continue the river clean-ups by partnering up with the Friends of the Fox River and possibly the Sierra Club. It is the City's goal to do a spring clean-up and possibly a fall clean-up. River clean-ups have been publicized in years past by tradition flyers, and recently emails have been sent to local organizations and schools and those registered to the e-blast emails as well as press releases being published in local papers and Batavia Neighbors. All these methods request volunteer help to make the events a success.

- ***Educate the public on conservancy through media and programs***

Under the NPDES Permit (National Pollution Discharge Elimination System), Staff has worked with the Conservation Foundation for the past seven years to hold a Rain Barrel Sale, and a majority of years yields more rain barrel sales each year. In addition, the Conservation Foundation presents the Conservation @ Home program that promotes recharging the aquifer through the use of native plants. Staff also runs the video After the Rain, created by the IEPA on BATV multiple times during the spring and fall to educate residents on the affects of rain and some feasible solutions.

Strategic Goals for Community Connectivity

- ***Facilitate communication pathways***

Staff routinely uses the City's website, e-blast emails, press releases, community meetings, project signage publications in the City's Neighbors of Batavia magazine, Facebook, BATV and flyers to discuss projects, construction projects, upcoming events and programs.

- ***Nurture participation/volunteerism in community activities and programs***

- **National Pollution Elimination Discharge System Program** - staff coordinates a river clean up for portions of the Fox River. In years past tradition flyers have been passed out, recently emails have been sent to local organizations and schools and

those registered to the e-blast emails as well as press releases being published in local papers requesting volunteer help to make the events a success.

- **Environmental Commission** – Engineering Department staff liaison for as needed staff support.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #15 — Engineering

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6101	Salaries and Wages	\$465,600	\$359,305	\$470,018	\$415,000	\$437,785
6102	Overtime	\$356	\$0	\$1,000	\$0	\$600
6107	Part-time Wages	\$0	\$0	\$0	\$4,640	\$5,000
6120	City Health Ins Contribution	\$75,295	\$63,490	\$99,494	\$95,655	\$94,698
6121	City IMRF Pension Contribution	\$59,653	\$45,177	\$61,845	\$54,490	\$54,184
6122	City Share FICA and Medicare	\$33,651	\$26,197	\$36,033	\$32,102	\$33,919
6126	Workers Compensation Contrib	\$2,400	\$2,400	\$1,000	\$1,000	\$1,000
6205	Memberships	\$1,434	\$1,250	\$1,500	\$1,500	\$2,000
6210	Training & Seminars	\$1,842	\$487	\$5,600	\$4,500	\$2,700
6215	Resource Materials	\$54	\$34	\$200	\$200	\$200
6225	Postage & Shipping	\$811	\$51	\$500	\$800	\$1,000
6230	Office Supplies	\$1,698	\$9,217	\$2,000	\$2,000	\$2,000
6241	Fuel	\$2,152	\$1,463	\$2,000	\$1,800	\$1,800
6245	Advertisements/Notices	\$718	\$0	\$800	\$600	\$800
6250	Telephone	\$2,544	\$1,740	\$2,400	\$2,200	\$2,200
6255	Clothing & Uniforms	\$500	\$325	\$500	\$500	\$750
6276	Other Equipment	\$7,566	\$0	\$2,000	\$0	\$4,000
6310	R & M Vehicles	\$795	\$605	\$2,000	\$1,800	\$1,800
6315	R & M Building	\$0	\$0	\$0	\$0	\$30,000
6355	Professional Services	\$2,730	\$37,885	\$10,500	\$1,250	\$35,500
6450	Vehicles & Equipment	\$0	\$27,183	\$0	\$0	\$0
6505	Liability & Property Insurance	\$1,770	\$1,760	\$1,675	\$1,680	\$1,731
Engineering		\$661,569	\$578,569	\$701,065	\$621,717	\$713,667

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #15 — Engineering

Detail on Significant Items

Account

Personnel

- (1) City Engineer
- (1) Senior Civil Engineer
- (1) Civil Engineer
- (1) Senior Engineering Assistant
- (1) PT Engineering Assistant
- (1) 1/4 Administrative Assistant

6276 Other Equipment

	Replace 2 Traffic Counters	\$4,000
	Total	\$4,000

6315 R & M Building

	Exterior Door Awings 1/4 Share	\$1,500
	R&M PW Building 1/4 Share	\$10,000
	Fence Repairs at PW 1/4 Share	\$1,500
	LED Lighting Retrofit 1/4 Share	\$2,000
	2nd Floor Air Quality Improvements 1/4 Share	\$15,000
	Total	\$30,000

6355 Professional Services

	Various Services	\$10,000
	Survey Monumentation	\$25,000
	Recording Fees	\$500
	Total	\$35,500

Building & Grounds

The Buildings & Grounds budget includes one Building Maintenance Coordinator. This position has been assigned to work under the Water/Sewer Division Superintendent as part of Public Works Department. The Building Maintenance Coordinator is responsible for all aspects of maintenance of the City's historic Government Center. This position also oversees the various buildings the City has purchased in the downtown for future development, including the Baptist Church, the Thomle Building and the old ServiceMaster Building. Although there is little activity in these buildings, they require regular monitoring and maintenance, especially the historic Baptist Church. Additionally, the City owns and maintains the facilities used by the Batavia Interfaith Food Pantry and Clothes Closet on Flinn St. The Building Maintenance Coordinator also provides assistance with general maintenance items at other City facilities, such as the Public Works garage and Fire Stations as his time allows.

All routine maintenance and repairs to the Government Center are budgeted in this department, including janitorial and cleaning service, which are contract services. The utilities for the entire building are also budgeted here, along with the maintenance for two copiers and the postage machine. Significant capital expenditures are budgeted in the newly created City Hall Capital Improvements fund, which was established with a transfer of reserves from the General Activities fund.

The Building Maintenance Coordinator also assists the Superintendent with all contracts related to maintenance and repairs, procures all general-purpose equipment and coordinates use of the Batavia Government Center by City Government, other local agencies and numerous community groups for use of the City Council Chambers and other meeting rooms for community events and meetings. Other tasks include overseeing the landscaping and snow removal around the perimeter of the building and ensuring proper maintenance of the City's historic windmill collection.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #16 — Buildings and Grounds

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget 2016	2016	Budget 2017
6101	Salaries and Wages	\$53,963	\$59,357	\$65,850	\$65,000	\$68,900
6102	Overtime	\$1,904	\$2,445	\$2,000	\$3,000	\$3,000
6103	Double-time	\$4,248	\$3,509	\$4,000	\$3,500	\$3,500
6107	Part-time Wages	\$3,515	\$3,990	\$4,000	\$25,000	\$39,700
6120	City Health Ins Contribution	\$22,360	\$23,643	\$25,535	\$25,801	\$25,543
6121	City IMRF Pension Contribution	\$7,584	\$8,469	\$9,434	\$9,388	\$9,319
6122	City Share FICA and Medicare	\$4,462	\$4,780	\$5,803	\$7,382	\$8,805
6126	Workers Compensation Contrib	\$400	\$400	\$275	\$275	\$275
6210	Training & Seminars	\$0	\$0	\$0	\$3,000	\$500
6230	Office Supplies	\$1,827	\$3,284	\$3,000	\$3,000	\$3,200
6241	Fuel	\$1,132	\$440	\$700	\$400	\$500
6250	Telephone	\$21,521	\$23,130	\$22,500	\$25,500	\$25,500
6260	Utilities	\$90,928	\$91,115	\$95,000	\$95,000	\$95,000
6264	General Supplies	\$13,215	\$18,025	\$16,000	\$15,000	\$16,000
6310	R & M Vehicles	\$53	\$0	\$500	\$300	\$300
6315	R & M Building	\$112,282	\$112,141	\$120,000	\$107,000	\$118,000
6325	R&M Office Equipment	\$6,807	\$2,630	\$7,100	\$6,580	\$6,600
6505	Liability & Property Insurance	\$62	\$62	\$60	\$60	\$62
Buildings and Grounds		\$346,263	\$357,420	\$381,757	\$395,186	\$424,704

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #16 — Buildings and Grounds

Detail on Significant Items

Account

Personnel

(1) Building Maintenance Coordinator

6107	Part-time Wages	
	Part-time person - 980 hours @ \$15.00/hr	\$14,700
	PT Building Capital Projects Administrator	\$25,000
	Total	\$39,700
<hr/>		
6315	R & M Building	
	Custodial Services Contract	\$45,000
	Carpet and Tile Floor Cleaning Contract	\$12,000
	Government Center Exterior R&M	\$5,000
	HVAC R&M	\$10,000
	Office Painting and Carpet Replacement	\$10,000
	Door & Lock R&M	\$5,000
	Aux Generator R&M	\$2,000
	Government Center - General Maintenance	\$25,000
	Alarm Monitoring	\$4,000
	Total	\$118,000

Finance

The Finance Department is responsible for the collection, monitoring and disbursement of all monies for the City. Among the many tasks are the compilation of the City's budget, coordination of the annual audit and the creation of the City's audited financial statements. Finance provides financial administration and oversight for all City departments and includes accounts receivable, accounts payable and all aspects of payroll. The department also invests idle funds, facilitates all debt issues, prepares, and collects the City's annual property tax levy. Risk management and administration of the City's liability and workmen's compensation insurance programs are functions of the department.

The Finance Department facilitated a bond refunding at the end of 2015 that will save the electric utility \$1.5 million in interest costs over the remaining life of the bonds. The department also worked with the City's engineer for the wastewater treatment plant rehabilitation to prepare the necessary paperwork for the City to receive a low interest loan from the IEPA. Finance prepared the required continuing disclosure documents and verified that the City is in compliance with all tax-exempt bond issues.

Finance submitted paperwork for multiple grants for reimbursement for the Pedestrian Crossings, Safe Routes to School, Main Street Engineering, Deerpath Bridge Engineering and Construction, Wilson Street Resurfacing, and the 2016 Street Resurfacing Program. Finance maintains all grant files for auditing and reporting purposes in addition to submitting requests for grant reimbursement.

Finance has been working to maximize investment returns in the current low yield environment by investing in slightly longer maturities while maintaining available cash flow. The balance of investments is shifting to treasury and agencies away from collateralized certificates of deposit.

Strategic Goals for Service Delivery and Financial Sustainability

- **Develop a five-year financial management plan**
 - **Prepare a preliminary macro level General Fund five-year outlook**

The City of Batavia budget reflects the careful consideration of the financial impact to the constituents and taxpayers that support City services. Both the operational budget and the inclusion of upcoming capital projects consider the sustainability of City financial operations. An updated five-year projection has been included with this budget. These figures will change based on fluctuations in revenue sources and amounts. In addition, expenditure estimates are subject to changes in commodity prices and contract costs. The largest factor to influence spending is funding staffing needs as service demands and wage levels change.

A five-year plan provides reassurance that the City is conducting sufficient financial planning. The five-year plan can provide a signal that spending patterns will need to change or that additional revenues will be required in order to maintain an appropriate level of reserves.

- **Deliver high quality City services that meet the needs of the community while continually working to control expenditures**
 - **Implement organizational efficiencies through process evaluation**

The Finance department works with Administration to review processes specifically at budget time but also throughout the year to determine if we are working as efficiently as we can. We are always looking at processes and offering suggestions on data collection and task completion.

- **Optimize use of technology and foster innovation**

The Finance Department implemented the collection of the new 2% liquor tax. The department also implemented new software that allows for both the liquor tax and gasoline tax returns to be filed online and paid online. The new software makes it easier for the taxpayer and for finance staff.

- **Maintain efficient and effective staffing levels**

Each year during the budget process, there are requests for addition to staff. The City Administrator meets with the Department Head to evaluate needs. This budget includes the addition of two full-time positions, a Communications Coordinator and an Administrative Assistant for the City Administrator.

- **Link the Annual Budget to the Strategic Plan**
 - **Support and encourage collaboration among departments for identification and prioritization of budget needs and allocation of resources**

The Finance department is an internal service department that provides services to other departments through the budget and audit process as well as on an ongoing basis through accounts payable, account receivable and payroll. The department must be highly accountable to the public and collaborate with other departments on providing quality financial services. The budget process is a direct conduit to provide the resources needed to support other departments in their service delivery. Since there is a limited amount of funds available, the Finance Director must work closely with Administration and Departments to evaluate and prioritize funding. The Finance Director also provides recommendations on the allocation of those funds to the City Administrator for inclusion in the draft budget.

- **Ensure availability of financial information for the City Council and community**
 - **Maximize public access to financial data and reports**

The annual audit must be completed within six months of the end of the fiscal year. At that time a Treasurer's Report must be filed with the County in order for the City to collect property tax revenue. The Finance department always meets these deadlines.

The City's Comprehensive Annual Financial Report has received the Government Finance Officer's Award for Excellence in Financial Reporting, the highest recognition given, since its first submittal of the 2007 Audit.

- **Coordinate with other City Departments to maximize and integrate ED impact**
 - **Explore opportunities for grants to support infrastructure projects in downtown**

The Finance Director worked closely with Administration, Economic Development, Community Development, and Public Works to review various economic development projects within the City's TIF Districts. The Department facilitated the payment of TIF grants and Loans and provided analysis of the TIF's ability to fund various projects.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #17 — Finance and Accounting

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6101	Salaries and Wages	\$379,119	\$388,702	\$412,842	\$411,000	\$410,938
6120	City Health Ins Contribution	\$62,934	\$63,916	\$79,949	\$80,844	\$80,035
6121	City IMRF Pension Contribution	\$48,173	\$47,376	\$54,206	\$53,964	\$50,792
6122	City Share FICA and Medicare	\$26,728	\$26,601	\$31,582	\$31,442	\$31,437
6126	Workers Compensation Contrib	\$120	\$120	\$100	\$100	\$100
6205	Memberships	\$525	\$525	\$600	\$600	\$600
6210	Training & Seminars	\$10	\$455	\$575	\$1,025	\$2,075
6215	Resource Materials	\$187	\$225	\$225	\$300	\$300
6225	Postage & Shipping	\$5,620	\$3,421	\$3,100	\$3,000	\$3,100
6230	Office Supplies	\$4,117	\$4,402	\$7,750	\$7,750	\$8,000
6235	Printing & Photo	\$1,794	\$2,827	\$3,000	\$3,500	\$3,500
6250	Telephone	\$720	\$1,149	\$720	\$750	\$750
6355	Professional Services	\$37,055	\$51,205	\$55,000	\$53,000	\$62,500
6505	Liability & Property Insurance	\$902	\$929	\$575	\$875	\$1,094
	Finance and Accounting	\$568,004	\$591,853	\$650,224	\$648,150	\$655,221

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #17 — Finance and Accounting

Detail on Significant Items

Account

Personnel

- (1) Director of Finance
- (1) Assistant Finance Director
- (1) Finance Assistant-Accounts Payable
- (1) Finance Assistant-Receivables
- (1) PT Finance Assistant-Payroll

6355

Professional Services

Audit Services	\$42,500
Police Pension Audit Services	\$5,500
Fire Pension Audit Services	\$4,500
GASB 45 Actuarial Report	\$5,000
Banking and related fees	\$5,000
Total	\$62,500

Information Systems

The Information Systems Department is an Internal Service Department providing Information Technology (IT) services for all City personnel. We are responsible for GIS (Geographical Information System), computer hardware, networking, security, software applications, cellular and landline phones, video and audio equipment, copiers, and the City website. Pursuant to the City's Strategic Plan our focus is to provide innovative, cost-effective technology solutions necessary for our employees to serve the residents. The department manages over 250 phones, roughly 175 PC's, 90 printers, 9 copiers all used by over 250 people. The department is staffed by an Information Systems Director, Systems Manager, and GIS Analyst.

Strategic Goals for Financial Sustainability

- **Deliver high quality City Services that meet the needs of the community while continually working to control expenditures.**
 - **Create an environment of trust and empowerment through a partnership of management and staff**
 - **Optimize use of technology and foster innovation**

The Information Systems Department collaborates with other departments on many projects. We review technology and how it relates to processes that will improve and foster efficient operations to serve our residents. Prior to implementation of any project we work with other departments to analyze the current processes and recommend technology solutions that will improve operations.

Our new website launched in 2015 has provided many benefits for our residents. In the coming year we will focus on leveraging the site and our new Asset Mgt software for service requests from the public. The Asset Mgt system will be live on January 1, 2017 for all divisions at Public Works. It has a web-based citizen service request portal which will go on the site a few months after our live date. Citizen will be able to create service requests, automatically receive updates from City staff, and see the resolution of their request.

We will be working with the Police Department to implement a bar-code evidence module for our Police Records Management system. This system will allow our Evidence Technician to efficiently track and maintain evidence inventories using a bar-code reader. Evidence audits, check-in and check-outs become much more reliable, which increases accountability with the judicial systems.

- **Provide the resources needed to support quality service delivery**

Over the past two years we have upgraded our network switches increasing our network speed to handle additional bandwidth requirements for our employees. In 2017, we intend to upgrade our Virtual server hosts which will be 5 years old and fall off of maintenance. The new servers will let us increase the speed of processing and add additional memory for the additional virtual servers now on the hosts.

We are looking to replace the antiquated workers compensation claims system for Human Resources. The program we use has not kept up with newer technology. It's a burden for our Human Resources staff to use and maintain this outdate software.

The Public Works facility will be undergoing improvements in 2017. As part of this project, we are going to re-cable the building for computers and phones. During these improvements the ceiling will be opened up. This is a perfect opportunity to re-cable the building for future use.

The current cabling in the building has been piecemealed together by multiple people over the years creating a mess. The wiring closet is unorganized, not documented, overcrowded, and the cable itself is unreliable. We are in need of additional space in the wiring closet for expansion, so re-cabling the building provides the additional space for future use.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #18 — Information Systems

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget	2016	Budget
6101	Salaries and Wages	\$283,892	\$289,598	\$303,464	\$307,449	\$304,944
6107	Part-time Wages	\$6,940	\$0	\$0	\$0	\$2,400
6120	City Health Ins Contribution	\$53,860	\$56,709	\$61,246	\$61,933	\$61,314
6121	City IMRF Pension Contribution	\$35,869	\$35,661	\$39,845	\$40,368	\$37,691
6122	City Share FICA and Medicare	\$20,881	\$20,807	\$23,215	\$23,520	\$23,512
6126	Workers Compensation Contrib	\$120	\$120	\$100	\$100	\$100
6205	Memberships	\$300	\$250	\$525	\$525	\$525
6210	Training & Seminars	\$707	\$2,743	\$3,200	\$600	\$4,350
6215	Resource Materials	\$35	\$0	\$300	\$300	\$300
6225	Postage & Shipping	\$48	\$0	\$50	\$50	\$50
6230	Office Supplies	\$3,809	\$1,951	\$3,500	\$3,500	\$4,500
6231	Computer Software	\$27,303	\$17,550	\$52,545	\$52,545	\$33,200
6241	Fuel	\$278	\$0	\$300	\$50	\$300
6250	Telephone	\$12,837	\$13,272	\$17,444	\$14,324	\$17,144
6325	R&M Office Equipment	\$18,306	\$24,878	\$31,575	\$29,575	\$36,325
6355	Professional Services	\$55,309	\$117,384	\$76,163	\$76,163	\$89,050
6375	Software Support	\$132,924	\$145,292	\$156,270	\$156,270	\$162,995
6405	Technology Equipment	\$165,365	\$39,304	\$188,225	\$176,675	\$144,640
6505	Liability & Property Insurance	\$656	\$1,224	\$1,250	\$1,254	\$1,292
	Information Systems	\$819,439	\$766,743	\$959,217	\$945,201	\$924,632

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

Personnel

- (1) Information Systems Director
- (1) Systems Manager
- (1) GIS Analyst

6107	Part-time Wages	
	PT GIS Intern	\$2,400
	Total	\$2,400
<hr/>		
6210	Training & Seminars	
	GMIS International Conference	\$2,250
	Mileage Reimbursement	\$100
	ESRI User Conference	\$2,000
	Total	\$4,350
<hr/>		
6230	Office Supplies	
	Office & Computer Supplies	\$3,500
	Map Table for GIS Office	\$1,000
	Total	\$4,500
<hr/>		
6231	Computer Software	
	VPN and RSA Software for Field Employees	\$5,400
	PC Software	\$2,500
	Photo Editing and PDF Software	\$2,500
	Evidence Bar Code License	\$5,000
	Network Monitoring Software	\$3,000
	Microsoft Licenses for GIS Server	\$5,800
	Workers Compensation Reporting Program	\$9,000
	Total	\$33,200

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

6250 Telephone

Cellular Service (15 Police, 8 Fire, 2 GPS, 1 spare, phones for IS staff)	\$17,144
---	----------

Total	\$17,144
--------------	-----------------

6325 R&M Office Equipment

Phones and Network Switches	\$18,000
-----------------------------	----------

Livescan and Rec Mgt Server	\$5,000
-----------------------------	---------

Wireless and Security Devices	\$2,825
-------------------------------	---------

Plotter and Printer Maintenance	\$3,500
---------------------------------	---------

Storage Area Network	\$7,000
----------------------	---------

Total	\$36,325
--------------	-----------------

6355 Professional Services

Network Cabling at Public Works Building	\$40,000
--	----------

Fire Dept Scheduler	\$2,650
---------------------	---------

Website Hosting and Maintenance	\$7,250
---------------------------------	---------

Evidence Bar Code Install	\$7,100
---------------------------	---------

Internet Domain Services and Survey Creation	\$650
--	-------

Anti-Virus and Anti-Spam Protection	\$5,500
-------------------------------------	---------

Internet Service Provider	\$5,800
---------------------------	---------

Website Optimization	\$3,400
----------------------	---------

Commercial Real Estate Web Services	\$7,000
-------------------------------------	---------

Programming Services	\$2,000
----------------------	---------

PA System Repairs - Council Chambers	\$1,200
--------------------------------------	---------

Computer Recycling	\$3,000
--------------------	---------

Repairs/painting of Police Tahoe for use by I.S.	\$3,500
--	---------

Total	\$89,050
--------------	-----------------

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

6375	Software Support	
	Permitting	\$17,000
	Financial and Accounting Systems	\$34,460
	CAD and GIS	\$22,850
	Fire Incidents	\$5,800
	IS Security, Network, Backup and Operating Systems	\$16,340
	Police Records and Forensics	\$56,835
	Assets, Cemetery, and Fleet	\$8,835
	Work Comp and Clerks Index	\$875
	Total	\$162,995

6405	Technology Equipment	
	CD Inspector Tablets and Plotter	\$12,000
	Replace Projector at East Fire Station	\$2,500
	Phone Upgrades	\$20,000
	Minor Equipment Replacements	\$5,000
	VMWare Hosts	\$34,000
	Evidence Bar Code Hardware	\$3,575
	(Total Project \$15,675, net cost to Batavia \$9,625)	
	Computer Replacements	\$23,000
	Email Archiving Appliance	\$7,500
	Access Control for Storage Room	\$1,000
	iPads for PW Field Personnel	\$8,370
	Mobile Data Computers for Police Squads	\$12,495
	Additional Storage for Video Server	\$6,000
	Laptop Upgrades	\$9,200
	Total	\$144,640

Utility Billing

The City of Batavia provides electric, water and wastewater services. The Utility Billing Department sends out and collects over 10,900 residential, commercial and industrial utility bills each month. This department is part of the General Fund and is under the direction of the Finance Director. The department is staffed with a Billing Supervisor and two Customer Service Representatives. The Billing Supervisor also oversees the city's two receptionists. In addition to the utility billing function, the department also sells refuse stickers and bags, assists with the Ride-in-Kane transportation program and the RTA Senior Citizen reduced fair permit. All expenses of this department are charged back to the utility funds proportionately. The costs to the utility funds show as a reduction in General Fund Expenditures under department 10-75.

Strategic Goals for Service Delivery and Financial Sustainability

- **Deliver high quality City services that meet the needs of the community while continually working to control expenditures**

The Utility Billing Department strives to ensure that they provide personable and positive service. The department continues to look for ways to make transactions as convenient as possible. Several payment options are offered including direct pay, which deducts the bill from the customer's bank account on the due date, credit card payment and two drive-by drop boxes for drop off any day or time. A budget billing option is also offered, which allows the customer to pay the same amount each month.

- **Diversify and augment revenues**
 - **Utilize utility shutoff and collection procedures and services to maximize accounts receivable collection**

The Utility Billing Department has the unfortunate task of having to conduct utility shutoffs. The department utilizes this option to ensure that other rate payers do not take on the burden of other customers use. When customers leave, the department utilizes the appropriate collection services to recoup unpaid utility bills. The amount sent to collection and uncollected after one year of efforts is reported under the appropriate utility as bad debt expense.

Strategic Goals for Environmental Identity

- **Integrate environmental principles into Utility operations**

Customers can access and pay their account on-line. Customers can see the current bill and 12 months of history. They can also sign up to go paperless and be notified of their bill by e-mail.

- **Educate the public on conservancy through media and programs**

The City's website is used as a conduit to promote conservancy in water and electric consumption. There are also links provided for customers to access more information on environmental stewardship.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #19 — Utility Billing

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6101	Salaries and Wages	\$170,233	\$176,640	\$191,669	\$191,540	\$191,010
6120	City Health Ins Contribution	\$31,500	\$33,066	\$35,711	\$35,339	\$34,985
6121	City IMRF Pension Contribution	\$22,092	\$22,693	\$25,166	\$25,149	\$23,609
6122	City Share FICA and Medicare	\$12,397	\$12,744	\$14,663	\$14,653	\$14,612
6126	Workers Compensation Contrib	\$120	\$120	\$100	\$100	\$100
6210	Training & Seminars	\$0	\$518	\$800	\$200	\$600
6225	Postage & Shipping	\$58,170	\$54,295	\$58,000	\$55,000	\$57,000
6230	Office Supplies	\$2,764	\$3,052	\$2,800	\$2,500	\$2,500
6231	Computer Software	\$14,672	\$13,702	\$14,500	\$14,000	\$14,500
6276	Other Equipment	\$0	\$0	\$0	\$0	\$15,000
6325	R&M Office Equipment	\$2,591	\$0	\$0	\$1,350	\$0
6355	Professional Services	\$26,543	\$25,834	\$32,000	\$32,000	\$35,000
6505	Liability & Property Insurance	\$604	\$672	\$675	\$677	\$698
6625	Bad Debt Expense	\$5,261	\$8,989	\$7,200	\$5,290	\$6,000
	Utility Billing	\$346,947	\$352,325	\$383,284	\$377,798	\$395,614

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #19 — Utility Billing

Detail on Significant Items

Account

Personnel

- (1) Utility Billing Supervisor
- (2) Customer Service Representative

6276	Other Equipment		
	Replace Folder/Inserter (over 15 years old)		\$15,000
		Total	\$15,000
<hr/>			
6355	Professional Services		
	Bill Printing and Supply Service		\$20,000
	Customer Online Banking Services and Fees		\$10,000
	Collection Services		\$2,000
	Other Bank Charges - NSF, Service Charges		\$3,000
		Total	\$35,000

Economic Development

The Economic Development Department is responsible for managing, coordinating, and/or consulting with the City's economic development programs related to business retention and expansion, marketing and attraction, real estate development and reuse, and development finance and incentives.

The department's activities directly relate to the city's strategic objectives of Downtown Development and Business Development and Retention, as outlined below:

Downtown Development

Strategic Goals & Objectives for Downtown Development

1. Implementing the City's Comprehensive Plan as it relates to the downtown.

Status:

One Washington Place. Progress continued through 2016 in working with private development interest in a mixed-use, multi-story redevelopment project in the block bounded by River, State Washington and Wilson rights-of-way. In a collateral effort, the introduction and exploration of creating a new Tax Increment Financing District (TIF 5), including completing the eligibility report and a redevelopment plan and program, pursuant to state statute, to provide a vehicle allowing required financial assistance in making the redevelopment initiative economically feasible. The City and developer, 1 N. Washington, L.L.C., executed a formal TIF Redevelopment Agreement and both parties have undertaken actions in pursuit of meeting their respective obligations set forth in said Agreement (e.g., property acquisition, additional site investigation).

Backfilling former Walgreens Space. Staff and property owner, BEI, worked collaboratively during 2016 to forge a TIF Redevelopment Agreement as a means to secure the boutique grocer, Blue Goose, for The Batavia Plaza shopping center.

Creating Redevelopment Opportunity at former Larson-Becker Property. City executed a real estate agreement with the Larson-Becker family for the purchase of five parcels of land located along North River Street essentially between State and Spring Streets. Through this land acquisition, the City can provide temporary parking both during the construction of the aforementioned One Washington Place redevelopment project, as well as for a period of time thereafter, as the residential and commercial spaces become occupied and the City is better able to understand the full parking demand and inventory dynamic in real time.

2. Identifying and Promoting Residential Development in the City's Downtown.

One Washington Place. See above.

200 Block of East Wilson Street. Staff and property owner are collaborating on a three story, mixed-use (2 stories of apartments) redevelopment proposal. City financial assistance through a TIF 3 Redevelopment Agreement is anticipated. .

3. **Identify and promote missing or underutilized public/private amenities.**

Status:

Enhance Downtown Streetscape, Signage and Public Art. In 2016, the City continued to dedicate planning and financial resources in making improvements towards these objectives.

4. Assess the viability/continued funding for Main Street.

Status:

With multiple department involvement, this objective is on-going.

5. Evaluate existing special events and/or festivals and consider developing new events to bolster shopping and dining activity in the City's downtown in collaboration with Batavia Main Street and the Batavia Chamber of Commerce.

Status:

City continues to collaborate with Main Street, Chamber of Commerce and other NGO/NFP organizations in addressing this objective. 2016 saw the inaugural Octoberfest event on River Street. Saturday's Farmer's Market continues to grow and has become an area-wide recognized destination.

6. Review TIF

- a. Consider existing and anticipated future available TIF Funds and determine policy balance between further streetscape and infrastructure improvements versus use for redevelopment agreements.
- b. Study authority and advisability of splitting various sites from existing TIFs in event of significant, prospective developments.

Status:

Public and Private Improvements. During FY 2016, the City placed significant emphasis on utilizing TIF funds to assist private property improvements over public improvements. The City issued TIF grants and/or low interest loans to assist in the capital improvements at 122 W. Wilson (Walgreens), 27 (Bar Evolution) and 29 (The Tea Tree) N. River Street. Further, the City executed a redevelopment agreement committing financial assistance to facilitate the One Washington Place project, where a \$14-\$16 Million dollar TIF investment will result in an estimated \$43M private/public downtown redevelopment of land, replacing improvements with a combined current fair market value (for tax purposes) of \$255,000. Finally, the City and BEI executed a TIF Redevelopment Agreement through which the City's use of TIF fund incentives will result in the remodel and repositioning of the downtown Batavia Plaza shopping center, to include backfilling and expanding the former Walgreens space with The Blue Goose boutique grocery store.

Removing Properties from Existing TIF and Establishing New TIF. Through approving a comprehensive redevelopment proposal, including undertaking the critical step of removing certain parcels currently located within either TIF 1 or TIF 3 and including them in a proposed new TIF district, TIF 5, the City has enabled the One Washington Place private/public redevelopment that will cause a unprecedented value change to the local economy generally and to the city's downtown commercial business district in particular. .

Business Development & Retention

Strategic Rationale: The success and overall health of businesses within our community is directly linked to the quality of life experienced by the residents of our community and therefore, of great importance to the City of Batavia as a whole. A healthy business community, through the creation of jobs and revenue, is a major element in allowing the City to carry out and sustain its various functions. Business development and retention is a multi-faceted approach to the development of policies and programs designed to preserve, enhance and promote a vibrant, welcoming and successful business community.

Strategic Goals & Objectives for Business Development & Retention

1. Develop a business/economic development plan
 - a. Assess the current economic environment
 - b. Prepare a business/economic plan document

Status: Focus during FY 2016 has been more site-specific projects with area-wide impact. For example, in collaborative efforts involving persons from the City's Administration, Finance, Economic Development and Community Development Departments, as well as certain private developers and outside consultants, assessing the economic impact of a proposed boutique, downtown grocery store, as well as considering same for a proposed national retailer at Randall Road and McKee Street. Other economic development related planning and impact assessments undertaken during FY 2016 include the Washington-Wilson TIF Eligibility Report and Redevelopment Plan and Program, assessing the merits and impacts of the proposed One Washington Place redevelopment project, as well as considering future land use for the former Marathon Gas Station and the Larson-Becker properties.

2. Develop and Implement a Comprehensive Business Retention and Expansion Plan.
 - a. Be a proactive resource for existing businesses, developing policies, incentives and programs to assist in their growth
 - b. Annually survey existing business constituents, by sector and by geography, to obtain their input concerning the general business climate in the City
 - c. Bi-annually assess neighboring and competitive communities with respect to those elements listed in subparagraph 2.b
 - d. Schedule and conduct no fewer than three retention visits each month to individual businesses located within the City of Batavia
 - e. Maintain a website portal focused on "Doing Business in Batavia"

Status: Activities serving the business community as a proactive resource on their behalf include: 1. City-wide Restaurant Week campaign; 2. Engaging N. River Street business constituents in addressing potential impacts of proposed One Washington Place redevelopment; 3. Providing an “incubator” space for Fawn Gifts at 2 E. Wilson St.; 4. Assisting in addressing miscellaneous Tenant/Landlord issues downtown; 5. Assessing cost/benefit and advancing certain property improvement grants and/or comprehensive TIF redevelopment agreements 12 E. Wilson St., 9 N. River St., 27 N. River St., 29 N. River St. and 1 N. Washington Ave.

Limited staffing resources prohibited undertaking either formal surveys or assessments (b. and c.), and also precluded meeting goal to make described formal “retention visits”. However, numerous discussions with specific, individual Batavia business representatives concerning the relative business friendliness/climate in Batavia have occurred on a regular basis during any given week during FY 2016.

City’s economic development-oriented web pages were updated and enhanced during FY 2016, including the upgrade to the City’s inventory of available properties and building spaces though bolstering City’s subscription services with CoStar/LoopNet, and developing a specific web page to inform the public as to the pending One Washington Place redevelopment project and efforts to study and mitigate any impact for project during construction and after project is completed. Further enhancements to the City’s web page may be best facilitated through the hiring and utilizing a City of Batavia, full-time communications coordinator.

3. Develop and Implement a Comprehensive New Business Recruitment Plan.
 - a. Conduct initial and thereafter ongoing (minimal every five years) cluster analyses to determine existing strong and emergent business sectors in the city and immediate surrounding area
 - b. Conduct initial and thereafter ongoing (minimal every three years) gap analyses to determine leakage/opportunities in local retail trade
 - c. Identify and target specific business types and specific businesses within said types for recruitment
 - d. Develop and employ a comprehensive marketing strategy for business recruitment, by business sector type and by targeted areas within the City
 - e. Schedule and make on-site recruiting trips to meet with key personnel representing ownership for site selection purposes, providing marketing material and discussing the advantages of making a Batavia site selection
 - f. Attend key trade shows (ICSC, AIRE, IOREBA, NAIOP), as an attendee and/or showroom participant, facilitating personal meetings with real estate brokers, developers and property owners/managers to recruit new business enterprises and commercial, office/research and industrial development activity for the City.

Status: Neither cluster nor gap analyses were undertaken due to having allocated resources toward other contractual services (e.g., Blue Goose pro forma analysis, a variety of analyses concerning One Washington Place, Developing a Marketing Video).

That said, intuitive understanding of business cluster phenomenon has led staff to promote properties located east of the River in the City's downtown as being part of a growing restaurant district. Further, the grocery store feasibility study did provide some understanding of a gap or leakage occurring within this sector, particularly with respect to boutique/specialty grocer sales.

With respect to marketing tools designed to attract business to the City, in FY 2016, the City purchased three B2B recruiting advertising/advertorial space, targeting retailers, manufacturers and developer/broker interests that can stimulate same, as well as made personal contacts with persons representing these business sectors. Further, as stated above, the City contracted with a firm (Global Aerial Video) to complete a marketing video for the City web page and electronic distribution. Thus far, time and financial constraints have precluded trade show attendance during FY 2016.

4. Develop a marketing/branding initiative
 - a. Business-to-Business
 - b. Consumer-Focused

Status: City utilized B2B and Consumer ads in advertising/marketing the City to these targeted audiences. Marketing video produced. Collaborating with Community Development Department, City Council and outside consultant (TBD) in developing Branding Initiative.

5. Develop and expand effective partnerships with business-oriented non-governmental organizations
 - a. Identify appropriate NGOs for potential partnerships
 - b. Appoint City representatives as liaisons to NGOs.

Status: City staff continues to work well with and provide input for Batavia Main Street and Batavia Chamber of Commerce.

6. Encourage the development of public policies and public improvements to support business development
 - a. Streamline the process for approval of developments that retains efficiency and effectiveness
 - b. Identify priority development projects and position staff to accelerate its review and recommendation processes to bring such projects to approval authority in the earliest possible time-period
 - c. Explore ways to fund improvements to telecommunication systems, such as wireless internet, fiber optics, broadband
 - d. Explore ways to fund improvements to City-owned utilities, including but not limited to enhanced efficiency and reliability of the City's electric distribution system.

Status: Economic Development staffing has maintained a high level of effort in working directly with development-related staff in making changes to administrative processes

and standard operating procedures to improve and speed up, where appropriate, the consideration and permitting of proposed industrial, commercial and mixed-use developments affecting buildings and properties within the City of Batavia.

7. Develop the Area's Workforce

- a. Survey local business community, particularly manufacturing and service sectors, to determine its employment needs, especially as these needs relate to skill set deficiencies
- b. In cooperation with Batavia High School, Waubensee Community College, River Valley Workforce Investment Board and KCDEE, and the Illinois Department of Commerce and Economic Opportunity to explore new and enhance existing programs that will serve both our local workforce and business community, by ensuring employee workforce skill sets match employer-desired skills sets
- c. In cooperation with our local manufacturing sector, consider creating a high school and/or community college scholarship program benefitting Batavia student residents to assist them in meeting educational costs, in exchange for their agreeing to be employed as interns by our local manufacturing businesses.

Status: Due to more pressing priorities facing staff and budgetary constraints, none of the objectives above has been advanced thus far this Fiscal Year. The report on this objective has been the same for the past three fiscal years and it is very likely that until there is sufficient in-house or outside resources available to address this matter, or in the event the City Council raised this objective to critical priority level, meeting area workforce related objectives will remain a low priority and likely go unaddressed.

8. Examine various revenue sources for ED:

- a. Explore creation of additional TIF Districts
- b. Use of IL DCEO.

Status:

West Town TIF District. In January, 2016, the City Council adopted ordinances creating the West Town Tax Increment Financing District (TIF 4).

Washington-Wilson TIF District. The City reviewed and accepted a report establishing TIF district Eligibility Findings for the proposed Washington-Wilson TIF District (TIF 5) and further passed along for consideration by the Joint Review Board and a formal public hearing the Washington-Wilson TIF Redevelopment Plan and Program document. On September 27th the JRB was convened and on November 7th, the public hearing was held. The initiative is now moved forward for City Council consideration.

IL DCEO.

Suncast: State authorized the use of City's MFT funds to help off-set electric utility costs to incentivize Suncast to retain and grow business activities in the City of Batavia, to include the 300,000 SF expansion of an existing company facility in Batavia.

Party Lite: City staff assisted PartyLite in the preparation of a DCEO-administered EDGE (Economic Development For a Growing Economy) program tax credit

application, awarding the company income tax credits based on employee count retained and expanded in Illinois. Recently, however, asset management firm The Carlyle Group announced that it had purchased PartyLite's parent company, Blyth Inc. and that PartyLite was being relocated from Batavia to Ohio.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #22 — Economic Development

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6101	Salaries and Wages	\$16,254	\$0	\$0	\$0	\$0
6121	City IMRF Pension Contribution	\$2,451	\$0	\$0	\$0	\$0
6122	City Share FICA and Medicare	\$1,387	\$0	\$0	\$0	\$0
6205	Memberships	\$550	\$850	\$1,000	\$1,000	\$1,000
6210	Training & Seminars	\$495	\$0	\$700	\$700	\$700
6225	Postage & Shipping	\$0	\$2,021	\$3,000	\$3,000	\$3,000
6230	Office Supplies	\$197	\$49	\$75	\$75	\$75
6245	Advertisements/Notices	\$4,170	\$3,425	\$2,500	\$3,000	\$4,500
6355	Professional Services	\$100,844	\$115,401	\$120,000	\$134,500	\$122,040
	Economic Development	\$126,348	\$121,746	\$127,275	\$142,275	\$131,315

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #22 — Economic Development

Detail on Significant Items

Account

Personnel

(1) Contract TIF Consultant

6205	Memberships	
	ITIA	\$850
	1/2 Chamber Dues	\$150
	Total	\$1,000
6210	Training & Seminars	
	Illinois Tax Increment Association Annual Spring Conference, Springfield	\$700
	Total	\$700
6225	Postage & Shipping	
	Production and Mailing, Restaurant Week	\$3,000
	Total	\$3,000
6245	Advertisements/Notices	
	Restaurant Week Event - City to seek some financial participation by Chamber and Main Street	\$2,500
	Print Advertisement - Business Recruitment	\$2,000
	Total	\$4,500
6355	Professional Services	
	Economic Development Consultant	\$96,000
	Increase to contract after 3 years with no increase	
	Studies in support of ED projects	\$18,500
	City Web Page Project: Expanded information and Enhanced Design	\$3,500
	Real Estate Database Subscription	\$4,040
	Total	\$122,040

Police

The Police Department will enter 2017 with an authorized and actual strength of 40 sworn police officers (down from 45 officers in 2008) and a combined full and part-time civilian support staff of 12 personnel available to serve the citizens of Batavia 24 hours a day.

Strategic Goals for Service Delivery and Financial Sustainability

- **Optimize technology and foster innovation**

Our traffic enforcement unit continues to be an invaluable asset to the Department and the community as a whole. Having a traffic enforcement officer has allowed us the flexibility to deploy the unit to various “hot spots” for speeding throughout the community and to monitor our major intersections with the highest traffic crash rates. Overall, our traffic enforcement officer has made a positive impact within the community by ensuring that the residents of Batavia have safer roads to travel on throughout the year. In 2017, the program will be moving into its fourth year. We also supplement our traffic enforcement unit with the deployment and use of two (2) mobile speed display signs that utilize GPS technology to collect various driver speed and volume data on a 24/7 basis. The data collected allows us to better assess a specific location and determine if our traffic officer needs to be deployed for directed speed enforcement counter measures.

We will continue making technology upgrades to our patrol fleet moving/stationary speed radar units by purchasing new multi-antenna moving/stationary radar and incorporating “Lidar” (light & radar) laser technology for a more precise and accurate vehicle speed detection. This technology will allow officers, that are now working in a more dense urban environment with higher traffic volumes that traverse the City throughout the day, to continue their traffic enforcement efforts and educate the public on safe driving behavior.

We will begin upgrading our patrol fleet in-car mobile data computers (MDC), to a faster, more compact and cost effective system. The MDC’s are used by officers to receive calls for service from Tri-Com 911 Dispatch Center and communicate with other law enforcement agencies throughout the area. The new MDC’s will be replacing older MDC systems that are no longer being produced and made available for law enforcement use.

In 2017, the Department will continue focusing on delivering high quality core police services as well as expanding our overall law enforcement capabilities through targeted enforcement strategies. We will continue to maximize the efficiency of our service delivery through the application of our current technology. The members of the Department remain committed to keeping Batavia a safe, family-oriented community.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #31 — Police Admin & Operations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget 2016	2016	Budget 2017
6101	Salaries and Wages	\$4,381,848	\$4,403,831	\$4,691,003	\$4,694,685	\$4,716,638
6102	Overtime	\$241,713	\$201,731	\$246,000	\$246,000	\$252,810
6105	Outside Work Agreement	\$8,203	\$14,463	\$16,000	\$16,000	\$17,500
6107	Part-time Wages	\$51,544	\$54,821	\$65,894	\$65,894	\$42,745
6120	City Health Ins Contribution	\$798,707	\$867,113	\$952,857	\$945,650	\$942,635
6121	City IMRF Pension Contribution	\$66,024	\$59,955	\$68,592	\$68,681	\$65,624
6122	City Share FICA and Medicare	\$98,217	\$95,948	\$109,249	\$109,344	\$108,499
6123	City Pension Contribution	\$1,357,815	\$1,450,502	\$1,808,325	\$1,808,325	\$1,803,057
6126	Workers Compensation Contrib	\$180,000	\$180,000	\$170,000	\$170,000	\$150,000
6201	Police & Fire Board	\$17,228	\$21,986	\$15,100	\$15,100	\$15,100
6205	Memberships	\$5,985	\$6,812	\$7,725	\$7,725	\$7,510
6210	Training & Seminars	\$21,085	\$9,501	\$22,315	\$21,565	\$30,067
6215	Resource Materials	\$881	\$1,063	\$1,589	\$1,589	\$1,814
6225	Postage & Shipping	\$6,249	\$4,148	\$5,000	\$5,000	\$5,000
6230	Office Supplies	\$12,508	\$19,866	\$21,330	\$22,830	\$20,425
6233	Vehicle & Equip. Supplies	\$7,324	\$5,757	\$9,000	\$8,000	\$6,000
6235	Printing & Photo	\$7,951	\$5,324	\$12,500	\$10,500	\$12,650
6237	Communication Supplies	\$2,629	\$1,089	\$7,500	\$7,500	\$5,500
6239	Investigative Supplies	\$1,184	\$1,727	\$3,500	\$3,500	\$5,000
6241	Fuel	\$96,079	\$66,377	\$85,000	\$60,000	\$64,500
6242	Patrol Supplies	\$5,496	\$1,823	\$5,000	\$5,000	\$6,400
6247	Ammunition & Safety	\$13,693	\$17,268	\$15,470	\$15,470	\$17,962
6250	Telephone	\$11,109	\$12,632	\$11,200	\$10,700	\$13,000
6255	Clothing & Uniforms	\$48,900	\$42,598	\$58,091	\$57,091	\$56,150
6259	Meals & Refreshments	\$128	\$187	\$600	\$200	\$500
6276	Other Equipment	\$13,681	\$4,633	\$7,911	\$7,911	\$11,506
6310	R & M Vehicles	\$38,387	\$45,534	\$53,700	\$46,200	\$50,000
6325	R&M Office Equipment	\$2,500	\$2,642	\$3,250	\$3,250	\$3,180
6340	R & M Field Equipment	\$4,468	\$5,452	\$8,000	\$6,286	\$9,000
6355	Professional Services	\$36,535	\$68,249	\$67,950	\$73,788	\$68,490
6362	Tri-Com Dispatch	\$414,308	\$387,671	\$409,074	\$373,236	\$373,075
6450	Vehicles & Equipment	\$85,373	\$88,285	\$132,100	\$133,831	\$133,394
6505	Liability & Property Insurance	\$54,124	\$86,635	\$85,000	\$100,394	\$107,834
Police Admin & Operations		\$8,091,876	\$8,235,623	\$9,175,825	\$9,121,245	\$9,123,565

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

Personnel

- (1) Police Chief
- (2) Deputy Chief
- (3) Watch Commanders
- (1) Detective Sergeant
- (4) Detective
- (3) Patrol Sergeant
- (25) Patrol Officer
- (1) PT Evidence Custodian
- (1) High School Resource Officer
- (1) Administrative Assistant
- (1) Community Service Officer
- (1) Records Supervisor
- (3) Records Technician
- (5) PT Records Technician

6101 Salaries and Wages

	Salary & Wages Sworn Personnel	\$4,200,700
	Salary & Wages Non-Sworn Personnel	\$515,938
	Total	\$4,716,638

6201 Police & Fire Board

	Conferences & Seminars	\$4,000
	Polygraph & Psychological Exams	\$5,200
	Advertisements/Legal Fees	\$4,000
	Police Testing/Other	\$1,900
	Total	\$15,100

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6230	Office Supplies	
	5-YR Furniture Replacement Plan (3rd Year)	\$5,000
	Office Supplies	\$15,425
	Total	\$20,425
<hr/>		
6235	Printing & Photo	
	Citations/Tickets/Placards/Signs	\$7,600
	Other Printing & Photo Processing	\$3,450
	Bicycle Registration Stickers - Bike Commission Program	\$600
	Mandated Civil Law Citations & Pedestrian Stop Cards	\$1,000
	Total	\$12,650
<hr/>		
6239	Investigative Supplies	
	Narcotics & Enforcement	\$1,000
	Drug Kits/Evidence Supplies	\$3,000
	Credit Checks/Subpoena Fees	\$1,000
	Total	\$5,000
<hr/>		
6242	Patrol Supplies	
	AED Batteries/Blankets/Traffic Cones/Flares	\$5,000
	Mounting Brackets for LED Speed Signs	\$400
	Animal Control (Gloves/Catch Poles)	\$1,000
	Total	\$6,400
<hr/>		
6250	Telephone	
	Verizon Cell Phone Usage	\$12,000
	Phone Replacements & Upgrades	\$1,000
	Total	\$13,000

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6255 Clothing & Uniforms

Clothing Allowance - 40 Officers @ \$850	\$34,000
Records/CSO Uniform Allowance	\$4,500
Uniforms/Equipment - New Officers (2)	\$5,000
Body Armor Replacement	\$5,600
Insignias/Patches/Badges/Replacements/Other	\$7,050
Total	\$56,150

6276 Other Equipment

Replacement Batteries for Speed Alert Sign	\$1,540
Active Shooter Response Kits - Unmarked Units	\$738
Replacement of 3 Radar Units	\$4,107
AED Replacement Package	\$1,200
Taser Units - (First Year of 5-YR Lease Program)	\$3,921
Total	\$11,506

6310 R & M Vehicles

Vehicle Repairs	\$45,000
Painting of Admin Vehicle	\$2,000
Change Over of Admin Vehicles (2)	\$3,000
Total	\$50,000

6340 R & M Field Equipment

Repairs for Light Bars/Speakers/Sirens	\$2,000
LED Traffic Sign Maintenance - 3 signs @ \$1500 each	\$3,000
Repairs for Radar/Radios/Opticoms	\$4,000
Total	\$9,000

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6355	Professional Services	
	Ordinance Prosecution Fees	\$19,200
	Kane County Animal Control	\$3,000
	Tower Car Wash Contract	\$7,200
	Pension Actuarial Report	\$4,000
	AID - Victim Services Program	\$16,750
	Lexipol Policy Manual Updates	\$2,850
	Lexis Nexis Accruit: Investigation Information Data Bank	\$5,040
	LEADS On-Line (Pawn Brokers & Salvage Yards)	\$3,000
	Critical Reach - All Points Bulletin Searches	\$500
	Outside Agency Assistance for Special Events	\$1,000
	Clean Earth Treatment Solutions - Drug Disposal	\$300
	Use/Rental of Range Facilities	\$1,200
	Kane County Major Crimes Task Force (Batavia Portion)	\$500
	Various Professional Services	\$3,950
	Total	\$68,490
6450	Vehicles & Equipment	
	Four Ford Utility Police Interceptors (3 Patrol/1 Admin)	\$106,836
	Graphics - Patrol Vehicles	\$3,525
	Change Over Costs for Patrol Vehicles	\$18,558
	GETAC MDC Mounting Hardware	\$3,600
	5 GETAC Antennas	\$875
	Total	\$133,394

Fire

The mission of the Batavia Fire Department is to provide caring, professional emergency and fire prevention services to the City of Batavia and the Batavia Township and Countryside Fire Protection District. The department provides emergency services in the form of rescues, emergency medical, fire suppression, and other forms of property conservation. The department also provides fire prevention services in the form of public education, code enforcement, and building plan reviews.

The department responded to 3,808 incidents in 2015, of which 1,416 were fire or rescue related and 2,392 were emergency medical. That was a 3.4% increase over 2014. Total call projection for 2016 is expected to be about a 5.1% increase. The department currently has 24 authorized fulltime firefighters, 39 paid-on-call firefighters, 12 contract paramedic/firefighters and 17 Explorers. Annually, the department tries to inspect all commercial and industrial complexes, schools and churches. The Fire Prevention Bureau reviews building plans for compliance with fire and building codes for all structures, except one and two family dwellings. Public Education visits all classrooms in grades K-5, does many preschool education sessions and teaches adults in CPR, fire extinguishers, and general fire safety. Department members perform daily training, inspections, and maintenance of apparatus, equipment and fire stations. The Department personnel participate in region wide specialty teams including hazardous materials, technical rescue and fire investigation. The department has an Insurance Services Office (ISO) rating of Class 2, with Class 1 as the best and Class 10 as the poorest. That rating puts the Batavia Fire Department in the top 2% of fire departments nationwide.

Strategic Goals for Service Delivery and Financial Sustainability

- Deliver high quality City services that meet the needs of the community while continually working to control expenditures

The 2016 budget has been thoroughly reviewed and the Department feels that it has worked diligently in pursuit of this strategic objective to control expenditures while still being able to meet the public safety objectives of the City of Batavia.

- Provide for the adequate maintenance of capital

The Fire Department is requesting a capital purchase of a new cardiac monitor. That monitor will replace a 2004 cardiac monitor on the eastside fire engine. The cardiac monitor is part of the required equipment needed for the crew to operate as an Advanced Life Support unit when they have to treat a patient while waiting for an ambulance to arrive. The current monitor is beyond its expected lifespan and lacks the ability to acquire 12-Lead readings of the heart which has become the standard.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department # 32 — Fire Services

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget 2016	2016	Budget 2017
6101	Salaries and Wages	\$2,096,052	\$2,189,945	\$2,416,840	\$2,449,238	\$2,379,265
6102	Overtime	\$193,231	\$214,113	\$235,000	\$235,000	\$245,000
6107	Part-time Wages	\$466,949	\$480,430	\$509,814	\$511,347	\$526,972
6120	City Health Ins Contribution	\$491,884	\$507,633	\$567,178	\$518,180	\$586,798
6121	City IMRF Pension Contribution	\$7,017	\$6,957	\$8,649	\$8,126	\$8,076
6122	City Share FICA and Medicare	\$69,572	\$69,980	\$81,537	\$81,876	\$82,416
6123	City Pension Contribution	\$688,992	\$760,874	\$805,379	\$805,379	\$756,714
6126	Workers Compensation Contrib	\$68,000	\$68,000	\$45,000	\$45,000	\$40,000
6127	Work Comp. Contrib. POC's	\$2,423	\$2,550	\$2,550	\$2,550	\$2,550
6205	Memberships	\$4,889	\$4,298	\$5,700	\$5,000	\$5,700
6210	Training & Seminars	\$18,788	\$20,573	\$36,500	\$29,300	\$37,500
6215	Resource Materials	\$1,827	\$1,453	\$1,600	\$1,600	\$1,700
6225	Postage & Shipping	\$1,347	\$1,017	\$860	\$800	\$860
6230	Office Supplies	\$4,961	\$3,802	\$4,200	\$4,200	\$4,300
6233	Vehicle & Equip. Supplies	\$14,303	\$11,627	\$15,900	\$15,900	\$16,300
6235	Printing & Photo	\$793	\$619	\$860	\$500	\$860
6237	Communication Supplies	\$3,973	\$4,508	\$6,000	\$6,000	\$6,200
6241	Fuel	\$33,935	\$21,182	\$30,000	\$19,000	\$20,500
6250	Telephone	\$5,631	\$5,789	\$6,700	\$6,700	\$6,900
6251	Education Program Supplies	\$1,877	\$3,823	\$2,500	\$2,500	\$2,500
6253	Haz-Mat Program Supplies	\$2,422	\$2,545	\$2,500	\$2,500	\$2,550
6255	Clothing & Uniforms	\$30,171	\$28,551	\$32,700	\$32,700	\$34,000
6256	Rescue Materials	\$9,070	\$9,922	\$10,000	\$10,000	\$10,300
6257	Medical Supplies	\$10,446	\$3,856	\$6,600	\$6,600	\$6,800
6259	Meals & Refreshments	\$1,937	\$2,055	\$2,800	\$2,800	\$2,850
6260	Utilities	\$54,000	\$50,340	\$56,000	\$53,000	\$57,000
6264	General Supplies	\$8,261	\$8,902	\$9,500	\$9,500	\$9,800
6276	Other Equipment	\$14,483	\$18,617	\$21,000	\$43,000	\$25,000
6310	R & M Vehicles	\$65,569	\$50,157	\$78,000	\$55,000	\$78,000
6315	R & M Building	\$15,356	\$19,001	\$19,200	\$19,000	\$20,000
6325	R&M Office Equipment	\$2,000	\$1,085	\$2,000	\$2,000	\$2,000
6340	R & M Field Equipment	\$264	\$392	\$750	\$750	\$900
6355	Professional Services	\$6,734	\$18,964	\$9,057	\$10,828	\$9,500
6361	Tri-City Ambulance	\$304,671	\$320,892	\$380,556	\$328,106	\$367,491
6362	Tri-Com Dispatch	\$47,607	\$62,869	\$71,637	\$61,066	\$73,058
6505	Liability & Property Insurance	\$34,255	\$35,569	\$32,000	\$61,122	\$41,867
	Fire Services	\$4,783,690	\$5,012,890	\$5,517,067	\$5,446,168	\$5,472,227

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #32 — Fire Services

Detail on Significant Items

Account

Personnel

- (1) Fire Chief
- (1) Deputy Chief
- (3) Battalion Chief
- (6) Lieutenant
- (9) Firefighter/Paramedic
- (3) Firefighter
- (1) Fire Marshal
- (1) Administrative Assistant
- (36) Paid On Call Firefighter

6120	City Health Ins Contribution	
	Higher than 2016 due to vacancies	\$586,798
	Total	\$586,798

6355	Professional Services	
	Fire Pension Actuarial Report	\$4,000
	Fire Extinguisher Maintenance	\$3,000
	Various Professional Services	\$2,500
	Total	\$9,500

Emergency Services & Disaster Agency

The Mission of the Batavia Emergency Services and Disaster Agency (ESDA) is to provide trained manpower to assist the City in the four phases of Emergency Management: mitigation, preparedness, response, and recovery. The department maintains and operates the city's outdoor warning siren system, assesses potential hazards, educates the public on preparedness for disasters, coordinates emergency lighting at incident sites, maintains back-up communication systems, and assists all city departments as needed at incident sites and during disaster recovery.

ESDA currently has one coordinator, one manager and 9 personnel. It is ESDA that sends out weather spotters during storms, tests the monthly weather sirens, does traffic control and lighting at incidents or events, and provide rehabilitation supplies to emergency workers when needed. They also maintain communication with the Illinois Emergency Management Agency, the Kane County Emergency Management Agency and other local emergency management agencies. The members are trained in First Aid, CPR, weather spotting, and traffic control.

Strategic Goals for Service Delivery and Financial Sustainability

- Deliver high quality City services that meet the needs of the community while continually working to control expenditures

The 2016 budget has been thoroughly reviewed and the Agency feels that it has worked diligently in pursuit of this strategic objective to control expenditures while still being able to meet the public safety objectives of the City of Batavia.

- Provide for the adequate maintenance of capital

Most of ESDAs vehicles have come from other departments that have declared them surplus. The vehicles are old but are not used much. The supply of ESDA vehicles could fluctuate greatly if mechanical repair costs outweigh the usefulness of the vehicle. For the time being, the current supply of ESDA vehicles seems to be adequate.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #33 — E.S.D.A.

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget	2016	Budget
6107	Part-time Wages	\$17,357	\$17,217	\$17,400	\$17,635	\$17,800
6122	City Share FICA and Medicare	\$1,365	\$1,317	\$1,331	\$1,349	\$1,362
6202	Meal Allowance	\$161	\$0	\$150	\$200	\$300
6205	Memberships	\$65	\$333	\$150	\$150	\$150
6210	Training & Seminars	\$567	\$267	\$1,000	\$550	\$1,000
6230	Office Supplies	\$195	\$0	\$200	\$150	\$200
6237	Communication Supplies	\$0	\$0	\$300	\$300	\$350
6241	Fuel	\$669	\$262	\$400	\$400	\$450
6242	Patrol Supplies	\$107	\$0	\$200	\$200	\$200
6250	Telephone	\$1,178	\$1,075	\$1,200	\$800	\$900
6255	Clothing & Uniforms	\$782	\$282	\$800	\$800	\$900
6260	Utilities	\$2,074	\$2,154	\$2,200	\$2,000	\$2,100
6264	General Supplies	\$274	\$11	\$300	\$300	\$300
6310	R & M Vehicles	\$792	\$791	\$1,100	\$1,100	\$1,200
6340	R & M Field Equipment	\$5,938	\$4,700	\$6,000	\$6,500	\$6,500
6445	Capital Equipment	\$19,940	\$20,371	\$0	\$0	\$0
	E.S.D.A.	\$51,464	\$48,780	\$32,731	\$32,434	\$33,712

Streets and Sanitation

The Streets and Sanitation Division within the Public Works Department is responsible for providing a variety of quality City services. The division also oversees the care of City-owned properties and infrastructure, along with maintenance of existing and new enhancements recently added in downtown Batavia. Street Division staff provides a variety of diverse services in an efficient, reliable, and affordable manner. Responsibilities include snow plowing; storm sewer system maintenance including detention/retention ponds and catch basins; street sweeping; roadway maintenance; maintenance of roadway signage and striping in accordance with MUTCD standards; fleet maintenance for Public Works vehicles and equipment; providing fuel services for the entire City fleet, maintaining fuel island, and monitoring/testing compliance with federal regulations; property maintenance for more than one hundred sites; administration of brush collection program; fall leaf collection; parkway tree trimming, removal, and planting; refuse collection contract administration and responding to daily inquiries from residents; mosquito contract administration; and working closely with Engineering on the sidewalk replacement program and drainage projects. In addition, Streets and Sanitation provides all administrative and maintenance operations for the City's two cemeteries. This includes frequent interments, grave sales, all record keeping, inquiries from the public, coordination of memorial marker installations, research on burial rights, and maintenance of lawn, trees and shrubs during the growing season.

Strategic Goals for Service Delivery and Financial Sustainability

- **Deliver high quality City services that meet the needs of the community while continually working to control expenditures**
 - **Foster a work environment of accountability, integrity, and collaboration**
 - **Optimize use of technology and foster innovation**

Staff continues to seek opportunities to collaborate with other divisions in Public Works, City departments, and other local government agencies. Through various professional networks, other agencies, and field staff we identify ways to improve the safety and processes for any given task.

- **Implement organizational efficiencies through process evaluation**

Staff seeks ways to improve methods and practices.

Staff works with the Engineering Division in the process of evaluating streets; sidewalks; curbs; and infrastructure for future resurfacing, reconstruction, and storm drainage projects.

- **Provide the resources needed to support quality service delivery**

We have had an ever increasing number of burials, especially at the West Batavia Cemetery. The most recently opened section of the cemetery, Big Oaks 6, has been seeing a significant amount of sales activity resulting in less availability. Staff has improved a section of the West

Batavia Cemetery, known as Big Oaks Section 4, for grave sales/burials. Graves have been staked and the access road was paved in preparation for the opening of sales in this section.

- **Provide for the adequate maintenance of capital**
 - **Provide funding to the Capital Fleet/Equipment Reserve while optimizing the useful life of the fleet and assessing fleet replacement**

2017 vehicle/equipment replacement is in accordance with the Capital Fleet Replacement

- New Fleet Truck for Downtown Maintenance
- Replacement of 2003 Leaf Collection Machine
- Replacement of Truck 3945, a Sewer-Vac Truck (2-Way Split)
- Replacement of Truck 3715, a 2003 Pickup with Plow
- Replacement of Truck 3717, a 2003 Pickup With Plow

Other equipment for the Street Division that has been carried over from the 2016 budget includes:

- Salt brine machine to allow staff to start pre-treating designated roadways with a salt brine solution in advance of a snow and ice event. This operation is called anti-icing, and an application performed during the normal work day is aimed at preventing the bond of snow and ice to our roadways. It is a pro-active approach to winter road maintenance. Anti-icing treatments can dramatically reduce the cost of maintaining safe road surfaces as opposed to the conventional deicing methods we currently use. Once an anti-icing program is established and tested, we should be able to reduce rock salt usage.
 - **Develop/Implement Infrastructure Capital Plan**

The new Asset and Infrastructure system being implemented in 2017 will allow staff to update status of assets/infrastructure to reflect actual field data. It also contains a mapping component that will provide for enhanced management of field work.

Strategic Goals for Downtown Development

- **Provide and maintain necessary infrastructure to sustain desired amenities and activities**

Downtown streetscape improvements have been expanded to include Houston St. and this impacts daily routine maintenance, as well as the need for preventive maintenance for various elements and structures already in place. Additional items in the proposed budget for downtown include contractual services for pest control; replacement of perennials and annuals in planters;

coordination of planting for the hanging baskets and planters on Wilson St. and Houston St.; and contractual snow removal for several downtown sidewalks and parking spaces.

Public sidewalks in various downtown segments of North and South Batavia Avenue between Houston Street and First Street will be replaced due to poor condition or settlement.

Strategic Goals for Environmental Identity

- **Provide and promote environmental stewardship of natural resources**

Forestry work remains a major responsibility of the Street Division. In the winter when not involved in snow operations, our staff is able to trim an average of 1,000 smaller trees; another 800-900 larger trees are trimmed by contractors every year. The battle against the Emerald Ash Borer (EAB) is reaching the final stages. There are more ash trees to remove but the number of trees has lessened from previous years. It has been important to keep up with timely removal of infected trees so that the financial impact was phased over a number of years.

Phase III of a citywide forestry survey is planned to be completed in 2017. The data collected is being used to evaluate the City's parkway/public property trees and develop a maintenance plan. A number of "data points" have been obtained, and the end product will enable the City to identify parkway trees that need maintenance. In addition, the survey will help staff manage our inventory to maintain a diverse tree planting program.

Funding for tree planting has been reduced in order to focus on tree maintenance, but an allocation of \$20,000 from the Street and Electric Divisions is included for the 50/50 Parkway Tree Program and other planting initiatives. Plantings for new developments are coordinated by staff and funded from fees paid at the time of building permit issuance.

Crews perform an annual catch basin inspection and cleaning program to help meet requirements for the City's National Pollutant Discharge Elimination System permit. There is also a regularly scheduled program for sweeping all streets on a quarterly basis, with additional sweepings occurring during the leaf collection season; downtown street sweeping is done more frequently. These activities keep the City's storm sewer system functioning properly and improve the quality of discharge to the Fox River.

Other Street Division responsibilities related to environmental issues include coordinating the disposal of all Public Works generated CCDD (spoils) in accordance with federal regulations; monitoring our electronics recycling drop off site and assistance to the public; and managing the fuel system, including all compliance testing, maintenance, and fuel purchases.

Staff will be looking into the development of a curbside hazardous waste collection program for residents. It would be funded by the \$3/household fee paid by the City's refuse hauler as part of our refuse contract. Currently, the closest available option is the household hazardous waste drop off site at the City of Naperville's Public Works facility.

Strategic Goals for Community Connectivity

- **Incorporate “connected infrastructure”**

Staff closely evaluates our storm sewers within the limits of upcoming roadway projects so failing pipes and structures can be replaced to ensure longevity. We also evaluate ways to improve the functionality, water quality, and may set up an intersection for future sewer separation, if applicable. This minimizes the need to cut into resurfaced roads and lessens the impact on the public.

- **Facilitate communication pathways**

Information about City services and construction projects, including daily leaf pickup and sidewalk updates, are regularly communicated to residents through individual notices and a variety of media including the City’s website, Neighbors of Batavia, the weekly eNews, Facebook, and Twitter.

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department # 45 — Streets and Sanitation

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6101	Salaries and Wages	\$1,277,677	\$1,310,531	\$1,404,059	\$1,404,000	\$1,413,972
6102	Overtime	\$87,358	\$45,929	\$75,000	\$60,000	\$65,000
6103	Double-time	\$120,651	\$77,284	\$85,000	\$50,000	\$80,000
6104	Stand-by	\$27,981	\$16,280	\$34,000	\$30,000	\$34,000
6107	Part-time Wages	\$9,702	\$3,178	\$10,000	\$4,000	\$10,000
6120	City Health Ins Contribution	\$332,301	\$344,711	\$363,963	\$373,897	\$370,158
6121	City IMRF Pension Contribution	\$195,266	\$180,492	\$209,825	\$202,727	\$196,891
6122	City Share FICA and Medicare	\$111,216	\$104,726	\$123,017	\$118,422	\$122,627
6126	Workers Compensation Contrib	\$100,000	\$100,000	\$70,000	\$70,000	\$60,000
6202	Meal Allowance	\$552	\$475	\$1,200	\$500	\$1,000
6210	Training & Seminars	\$2,842	\$2,625	\$3,150	\$3,000	\$3,150
6225	Postage & Shipping	\$836	\$418	\$500	\$500	\$750
6230	Office Supplies	\$1,115	\$941	\$1,600	\$1,500	\$1,500
6233	Vehicle & Equip. Supplies	\$67,600	\$76,419	\$70,000	\$65,000	\$70,000
6237	Communication Supplies	\$356	\$1,360	\$700	\$1,000	\$1,000
6240	Materials	\$97,839	\$94,853	\$100,000	\$95,000	\$100,000
6241	Fuel	\$93,367	\$52,376	\$80,000	\$45,000	\$50,000
6243	Salt & Deicers	\$293,200	\$231,367	\$285,000	\$190,000	\$265,000
6245	Advertisements/Notices	\$1,904	\$935	\$1,000	\$300	\$500
6250	Telephone	\$6,592	\$5,847	\$6,000	\$7,000	\$7,500
6255	Clothing & Uniforms	\$9,607	\$9,893	\$10,000	\$10,000	\$10,000
6259	Meals & Refreshments	\$632	\$780	\$900	\$1,000	\$1,000
6260	Utilities	\$29,871	\$33,246	\$33,500	\$30,000	\$30,000
6261	Safety Supplies	\$3,365	\$2,718	\$3,000	\$3,000	\$3,000
6264	General Supplies	\$26,747	\$24,013	\$30,000	\$30,000	\$30,000
6276	Other Equipment	\$10,080	\$29,535	\$14,000	\$14,000	\$19,000
6286	Landfill Fees	\$5,379	\$9,127	\$9,000	\$9,000	\$11,000
6293	Ornamental Supplies	\$19,722	\$23,354	\$25,000	\$35,000	\$25,000
6310	R & M Vehicles	\$26,249	\$25,238	\$25,000	\$25,000	\$25,000
6315	R & M Building	\$15,865	\$23,788	\$40,000	\$31,500	\$38,000
6330	R & M City Properties	\$184,431	\$247,086	\$258,500	\$215,500	\$248,500
6340	R & M Field Equipment	\$17,512	\$19,699	\$22,000	\$17,000	\$22,000
6356	Pest & Animal Control	\$51,266	\$46,739	\$68,000	\$64,000	\$73,000
6357	Forestry and Tree Service	\$310,384	\$366,532	\$401,000	\$410,000	\$415,000
6430	Capital Repairs/Improvements	\$57,883	\$750	\$0	\$0	\$0
6505	Liability & Property Insurance	\$34,601	\$27,483	\$26,000	\$39,011	\$41,867
Streets and Sanitation		\$3,631,949	\$3,540,728	\$3,889,914	\$3,655,857	\$3,845,415

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

Personnel

- (1) Superintendent of Streets
- (1) Assistant Superintendent
- (2) Public Works Crewleader
- (1) Mechanic
- (13) Public Works Maintenance Worker
- (1) Administrative Assistant
- (1) PT Administrative Assistant

6243

Salt & Deicers

Balance of the Salt Allocation for the 2016/17 Winter	\$150,000
Salt for the Start of the 2017/18 Winter	\$100,000
Salt Additives	\$15,000
Total	\$265,000

6276

Other Equipment

Replacement of Small Equipment & Tools	\$6,000
Add Fountains (Iroquois & Navajo Pond)	\$13,000
Total	\$19,000

6293

Ornamental Supplies

Flowers, Flags, and Decorations for Downtown	\$25,000
Total	\$25,000

6315

R & M Building

R & M PW Building 1/4 Share	\$10,000
Fence Repairs at PW 1/4 Share	\$1,500
2nd Floor Air Quality Improvements 1/4 Share	\$15,000
Garage Door Replacement at PW 1/3 Share	\$3,000
Radiant Garage Heater Replacement at PW 1/3 Share	\$5,000
Exterior Door Awnings 1/4 Share	\$1,500

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

LED Lighting Retrofit 1/4 Share		\$2,000
	Total	\$38,000

6330 R & M City Properties

Hauling of Snow, Leaves & Spoils		\$15,000
Landscape Maintenance		\$115,000
Drainage Ditch Maintenance		\$5,000
Irrigation System Maintenance		\$5,000
Sidewalk Leveling		\$16,000
Pavement Marking		\$15,000
Portable Toilet Rental		\$1,500
Painting & Sealing Downtown		\$2,500
Snow Removal Downtown		\$55,000
Weather Service		\$2,500
Replant Fabyan Pkwy (carry-forward)		\$6,000
Cemetery Repairs		\$10,000
	Total	\$248,500

6356 Pest & Animal Control

Mosquito Abatement		\$65,000
Animal Control		\$3,000
Pest Control - Downtown		\$5,000
	Total	\$73,000

6357 Forestry and Tree Service

Trimming, Removal and Planting		\$175,000
Tree Survey (Final Year of 3)		\$13,000
Brush Removal Program (Yr 4 of 5)		\$217,000
Temporary Labor for Leaf Program		\$10,000
	Total	\$415,000

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #75 — Utility Share General Fund

Acct.	Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
6628	Utility Administration	\$-890,000	\$-886,182	\$-940,000	\$-940,000	\$-1,284,843
	Utility Share General Fund	\$-890,000	\$-886,182	\$-940,000	\$-940,000	\$-1,284,843

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #75 — Utility Share General Fund

Detail on Significant Items

Account

6628	Utility Administration	
	Water	\$-455,000
	Wastewater	\$-500,000
	Electric	\$-850,000
	Electric Sales Tax Offset	\$520,157
	Total	\$-1,284,843

City of Batavia 2017 Annual Budget

Expenditures

Fund #10 — General Fund

Department #90 — Interfund Allocations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget	2016	Budget
7011	Transfer to TIF 1 Fd11	\$0	\$0	\$0	\$663,930	\$0
7033	Transfer to Drainage Improv Fd33	\$65,000	\$80,000	\$500,000	\$500,000	\$1,270,000
7041	Transfer to Fire Station DS Fd41	\$698,150	\$703,450	\$708,450	\$708,450	\$707,700
7043	Transfer to Street Imp. Fd43	\$0	\$0	\$0	\$11,070	\$240,000
7048	Transfer to City Hall Capital Fd48	\$75,000	\$75,000	\$75,000	\$75,000	\$0
7071	Transfer to PW Capital Dev Fd71	\$270,000	\$270,000	\$275,000	\$275,000	\$275,000
7072	Transfer to Fire Capital Dev Fd72	\$160,000	\$200,000	\$225,000	\$225,000	\$275,000
Interfund Allocations		\$1,268,150	\$1,328,450	\$1,783,450	\$2,458,450	\$2,767,700

City of Batavia 2017 Annual Budget

Fund # 10 — General Fund

Department #90 — Interfund Allocations

Detail on Significant Items

Account

7033	Transfer to Drainage Improv Fd33	
	Increase based on additional property tax and use of reserves	\$1,000,000
	Use of Reserves for Riverbank Stabilization	\$270,000
	Total	\$1,270,000
7043	Transfer to Street Imp. Fd43	
	Additional Funds needed for ROW for Main Street Reconstruction	\$240,000
	Total	\$240,000
7048	Transfer to City Hall Capital Fd48	
	Transfer eliminated for one year.	\$0
	Total	\$0

City of Batavia 2017 Annual Budget

Fund #14 — Economic Development Grant Summary

Description	Actual 2014	Actual 2015	Approved Budget 2016	Estimated 2016	Proposed Budget 2017
Surplus and Reserves	\$7,585,000	\$6,585,959		\$5,993,869	\$4,397,072
ED Grant Agreement	\$999,041	\$592,090	\$1,264,167	\$1,596,797	\$1,868,740
Total Expense	\$999,041	\$592,090	\$1,264,167	\$1,596,797	\$1,868,740
Surplus/(Deficit)	(\$999,041)	(\$592,090)	(\$1,264,167)	(\$1,596,797)	(\$1,868,740)
Surplus and Reserves	\$6,585,959	\$5,993,869		\$4,397,072	\$2,528,332

City of Batavia 2017 Annual Budget

Expenditures

Fund #14 — Economic Development Grant

Department #95 — ED Grant Agreement

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2014	2015	Budget	2016	Budget
				2016		2017
6653	Recruiting/Retention Incentive	\$999,041	\$592,090	\$1,264,167	\$1,596,797	\$1,868,740
	ED Grant Agreement	\$999,041	\$592,090	\$1,264,167	\$1,596,797	\$1,868,740