

## General Fund

The General Fund is used to account for all day-to-day operations of the City, which are financed from property taxes, sales taxes, utility taxes, fees and other general revenues. Utility operations are reported separately as they are considered business-type activities and are generally supported from user fees and rates.

Services provided include General Administration & Legislation, Human Resources, Community Development, Public Works Administration, Engineering, Buildings & Grounds, Finance, Information Systems, Utility Billing, Economic Development, Police Administration & Operations, Fire Services, Emergency Services and Streets and Sanitation. Service provided by the General Fund to support the Utility Funds are budgeted at the full cost by department and then shown as lump sum reduction in expenditure for the General Fund as they are offset by an expense in the Utility Funds.

<b>Sales Tax Rate</b>	<b>Municipal Property Tax Rate</b>
8.0% on General Merchandise	2017 - \$0.742796
1.75% on Food and Drug	2016 - \$0.697011
7.0% on Registered Vehicles	2015 - \$0.695527
<b>City Share</b>	2014 - \$0.715334
1% of all Sales Tax	2013 - \$0.731342
1% Home Rule on General Merchandise	2012 - \$0.695886
	2011 - \$0.672037
<b>Utility Taxes/Fees</b>	2010 - \$0.592473
Water 4%	2009 - \$0.559507
Natural Gas \$0.035/Therm	2008 - \$0.549044
Telecommunications 6%	
Electric Franchise Fee 4%	<b>Typical Total Tax Rate</b>
Gasoline \$0.05/Gallon (Fund 43)	2017 - \$9.123399
Liquor Tax 2%	2016 - \$9.214220
	2015 - \$9.610211
<b>Total Equalized Assessed Valuation</b>	2014 - \$9.862077
2017 \$ 977,594,114	2013 - \$9.605213
2016 - \$ 955,521,844	2012 - \$9.074522
2015 - \$ 914,945,274	2011 - \$8.595600
2014 - \$ 889,954,712	2010 - \$7.431154
2013 - \$ 913,768,374	2009 - \$7.121937
2012 - \$ 956,787,649	2008 - \$7.076896
2011 - \$ 997,336,424	
2010 - \$ 1,053,784,460	
2009 - \$ 1,091,136,051	
2008 \$ 1,106,478,287	

# City of Batavia 2019 Annual Budget

## General Fund with ED Grant Sub-Fund

Description	Actual 2016	Actual 2017	Approved Budget 2018	Estimated 2018	Proposed Budget 2019
<b>Surplus and Reserves</b>	<b>\$14,516,697</b>	<b>\$13,550,909</b>		<b>\$12,951,198</b>	<b>\$13,135,979</b>
01 Intergovernmental	\$3,628,235	\$3,611,458	\$3,436,000	\$3,696,486	\$3,783,900
01 Municipal Taxes/Fees	\$5,327,252	\$5,229,353	\$5,825,910	\$5,528,650	\$5,605,700
01 Property Taxes	\$6,244,950	\$6,540,980	\$7,153,787	\$7,153,687	\$7,293,834
01 Sales Taxes	\$8,803,771	\$8,975,819	\$8,748,173	\$8,903,588	\$8,750,000
04 Fees & Services	\$1,105,660	\$1,186,399	\$1,370,206	\$1,403,453	\$1,460,500
05 Fines and Forfeitures	\$184,254	\$198,503	\$193,000	\$253,500	\$259,000
06 Other Revenues	\$333,824	\$407,436	\$356,000	\$427,500	\$510,000
<b>Total Revenue</b>	<b>\$25,627,946</b>	<b>\$26,149,948</b>	<b>\$27,083,076</b>	<b>\$27,366,864</b>	<b>\$27,662,934</b>
Administration & Legislative	\$1,128,715	\$1,119,705	\$1,260,876	\$1,211,385	\$1,196,706
Human Resources	\$399,717	\$434,286	\$456,647	\$421,798	\$463,296
Community Development	\$994,973	\$1,111,034	\$1,241,658	\$1,129,394	\$1,284,702
Public Works Administration	\$230,823	\$239,170	\$254,902	\$252,745	\$258,702
Engineering	\$600,830	\$585,357	\$725,898	\$713,230	\$896,054
Buildings and Grounds	\$410,788	\$433,834	\$540,449	\$482,669	\$520,591
Finance and Accounting	\$618,547	\$633,244	\$670,294	\$669,570	\$701,389
Information Systems	\$864,609	\$891,946	\$1,025,118	\$987,587	\$1,198,755
Utility Billing	\$373,007	\$381,074	\$399,070	\$433,905	\$483,586
Economic Development	\$134,452	\$117,244	\$142,000	\$124,300	\$141,525
Police Admin & Operations	\$8,793,755	\$8,876,597	\$9,564,008	\$9,403,105	\$9,903,166
Fire Services	\$5,199,793	\$5,241,841	\$5,686,997	\$5,462,354	\$5,887,187
E.S.D.A.	\$31,335	\$31,475	\$35,230	\$33,498	\$40,810
Streets and Sanitation	\$3,574,965	\$3,467,487	\$4,225,813	\$3,916,058	\$4,421,932
Utility Share General Fund	\$-940,000	\$-1,284,843	\$-1,645,000	\$-1,645,000	\$-1,735,000
Interfund Allocations	\$2,458,450	\$2,792,455	\$2,536,500	\$2,536,500	\$2,457,688
ED Grant Agreement	\$1,718,975	\$1,677,753	\$1,589,167	\$1,048,985	\$1,548,156
<b>Total Expense</b>	<b>\$26,593,734</b>	<b>\$26,749,659</b>	<b>\$28,709,627</b>	<b>\$27,182,083</b>	<b>\$29,669,245</b>
<b>Surplus/(Deficit)</b>	<b>( \$965,788)</b>	<b>( \$599,711)</b>	<b>( \$1,626,551)</b>	<b>\$184,781</b>	<b>( \$2,006,311)</b>
<b>Surplus and Reserves</b>	<b>\$13,550,909</b>	<b>\$12,951,198</b>		<b>\$13,135,979</b>	<b>\$11,129,668</b>

# City of Batavia 2019 Annual Budget

## Fund #10 — General Fund Summary

Description	Actual 2016	Actual 2017	Approved Budget 2018	Estimated 2018	Proposed Budget 2019
<b>Surplus and Reserves</b>	<b>\$8,522,828</b>	<b>\$9,276,015</b>		<b>\$10,354,057</b>	<b>\$11,587,823</b>
01 Intergovernmental	\$3,628,235	\$3,611,458	\$3,436,000	\$3,696,486	\$3,783,900
01 Municipal Taxes/Fees	\$5,327,252	\$5,229,353	\$5,825,910	\$5,528,650	\$5,605,700
01 Property Taxes	\$6,244,950	\$6,540,980	\$7,153,787	\$7,153,687	\$7,293,834
01 Sales Taxes	\$8,803,771	\$8,975,819	\$8,748,173	\$8,903,588	\$8,750,000
04 Fees & Services	\$1,105,660	\$1,186,399	\$1,370,206	\$1,403,453	\$1,460,500
05 Fines and Forfeitures	\$184,254	\$198,503	\$193,000	\$253,500	\$259,000
06 Other Revenues	\$333,824	\$407,436	\$356,000	\$427,500	\$510,000
<b>Total Revenue</b>	<b>\$25,627,946</b>	<b>\$26,149,948</b>	<b>\$27,083,076</b>	<b>\$27,366,864</b>	<b>\$27,662,934</b>
Administration & Legislative	\$1,128,715	\$1,119,705	\$1,260,876	\$1,211,385	\$1,196,706
Human Resources	\$399,717	\$434,286	\$456,647	\$421,798	\$463,296
Community Development	\$994,973	\$1,111,034	\$1,241,658	\$1,129,394	\$1,284,702
Public Works Administration	\$230,823	\$239,170	\$254,902	\$252,745	\$258,702
Engineering	\$600,830	\$585,357	\$725,898	\$713,230	\$896,054
Buildings and Grounds	\$410,788	\$433,834	\$540,449	\$482,669	\$520,591
Finance and Accounting	\$618,547	\$633,244	\$670,294	\$669,570	\$701,389
Information Systems	\$864,609	\$891,946	\$1,025,118	\$987,587	\$1,198,755
Utility Billing	\$373,007	\$381,074	\$399,070	\$433,905	\$483,586
Economic Development	\$134,452	\$117,244	\$142,000	\$124,300	\$141,525
Police Admin & Operations	\$8,793,755	\$8,876,597	\$9,564,008	\$9,403,105	\$9,903,166
Fire Services	\$5,199,793	\$5,241,841	\$5,686,997	\$5,462,354	\$5,887,187
E.S.D.A.	\$31,335	\$31,475	\$35,230	\$33,498	\$40,810
Streets and Sanitation	\$3,574,965	\$3,467,487	\$4,225,813	\$3,916,058	\$4,421,932
Utility Share General Fund	\$-940,000	\$-1,284,843	\$-1,645,000	\$-1,645,000	\$-1,735,000
Interfund Allocations	\$2,458,450	\$2,792,455	\$2,536,500	\$2,536,500	\$2,457,688
<b>Total Expense</b>	<b>\$24,874,759</b>	<b>\$25,071,906</b>	<b>\$27,120,460</b>	<b>\$26,133,098</b>	<b>\$28,121,089</b>
<b>Surplus/(Deficit)</b>	<b>\$753,187</b>	<b>\$1,078,042</b>	<b>( \$37,384)</b>	<b>\$1,233,766</b>	<b>( \$458,155)</b>
<b>Surplus and Reserves</b>	<b>\$9,276,015</b>	<b>\$10,354,057</b>		<b>\$11,587,823</b>	<b>\$11,129,668</b>

# City of Batavia 2019 Annual Budget

## Revenues

### Fund #10 — General Fund

Acct.	Description	Actual 2016	Actual 2017	Approved Budget 2018	Estimated 2018	Proposed Budget 2019
4135	Local Use Tax	\$632,592	\$673,694	\$645,000	\$718,000	\$735,000
4210	Pers Property Repl Tax	\$166,418	\$223,292	\$168,000	\$183,000	\$185,000
4220	State Income Tax	\$2,502,164	\$2,366,177	\$2,288,900	\$2,457,058	\$2,525,000
4370	B & C Fire Prot Dist	\$247,918	\$247,017	\$247,000	\$250,000	\$250,000
4386	Maintenance of State Highways	\$45,941	\$59,137	\$47,100	\$48,428	\$48,900
4402	Township Transit Reimb.	\$33,202	\$42,141	\$40,000	\$40,000	\$40,000
	<b>01 Intergovernmental</b>	<b>\$3,628,235</b>	<b>\$3,611,458</b>	<b>\$3,436,000</b>	<b>\$3,696,486</b>	<b>\$3,783,900</b>
4115	Simplified Telcom Tax	\$797,355	\$739,731	\$740,000	\$727,150	\$720,000
4120	Elec FF & Water Utility Tax	\$2,131,210	\$2,054,513	\$1,944,000	\$2,042,500	\$2,065,000
4121	Liquor Sales Tax	\$342,058	\$378,228	\$380,000	\$375,000	\$380,000
4122	Gasoline Tax	\$422,514	\$426,695	\$425,000	\$0	\$0
4123	Natural Gas Tax	\$617,057	\$623,370	\$615,000	\$698,000	\$700,000
4245	Waste Transfer Fee	\$531,921	\$520,741	\$528,000	\$518,000	\$520,000
4324	Payments in Lieu of Taxes	\$17,729	\$18,296	\$718,750	\$720,000	\$770,700
4325	ROW Franchise Fees	\$467,408	\$467,779	\$475,160	\$448,000	\$450,000
	<b>01 Municipal Taxes/Fees</b>	<b>\$5,327,252</b>	<b>\$5,229,353</b>	<b>\$5,825,910</b>	<b>\$5,528,650</b>	<b>\$5,605,700</b>
4010	Real Estate Taxes - General	\$3,590,687	\$3,940,240	\$4,362,003	\$4,362,003	\$4,258,011
4011	Real Estate Taxes - Pension	\$2,613,695	\$2,559,771	\$2,751,784	\$2,751,784	\$2,995,823
4015	SSA Property Tax	\$6,580	\$7,048	\$6,000	\$6,000	\$6,000
4240	Road & Bridge Tax	\$33,988	\$33,921	\$34,000	\$33,900	\$34,000
	<b>01 Property Taxes</b>	<b>\$6,244,950</b>	<b>\$6,540,980</b>	<b>\$7,153,787</b>	<b>\$7,153,687</b>	<b>\$7,293,834</b>
4110	State Sales Tax	\$5,107,430	\$5,214,685	\$5,112,373	\$5,153,588	\$5,075,000
4111	Home Rule Sales Tax	\$3,696,341	\$3,761,134	\$3,635,800	\$3,750,000	\$3,675,000
	<b>01 Sales Taxes</b>	<b>\$8,803,771</b>	<b>\$8,975,819</b>	<b>\$8,748,173</b>	<b>\$8,903,588</b>	<b>\$8,750,000</b>
4251	Licenses	\$67,841	\$75,380	\$71,000	\$76,342	\$76,500
4271	Building Permits	\$315,197	\$283,275	\$275,000	\$260,000	\$285,000
4301	Engineering Plan Review Fee	\$22,558	\$17,742	\$60,166	\$75,000	\$80,000
4302	Engineering Inspection Fee	\$31,252	\$34,351	\$165,110	\$195,000	\$200,000
4310	Plumbing Inspection Fee	\$54,247	\$43,678	\$50,000	\$38,000	\$40,000
4316	Planning & Zoning Fees	\$23,700	\$35,868	\$28,000	\$50,000	\$55,000
4318	Survey Monumentation Fee	\$632	\$19,569	\$45,067	\$45,000	\$50,000
4320	Leaf & Brush Collection	\$362,923	\$454,758	\$455,000	\$455,000	\$458,000
4330	Cemetery Fees	\$85,200	\$65,650	\$66,000	\$55,200	\$60,000
4355	Police Reimbursements	\$116,247	\$130,217	\$129,000	\$128,000	\$130,000
4392	Household Haz Waste Fee	\$25,863	\$25,911	\$25,863	\$25,911	\$26,000
	<b>04 Fees &amp; Services</b>	<b>\$1,105,660</b>	<b>\$1,186,399</b>	<b>\$1,370,206</b>	<b>\$1,403,453</b>	<b>\$1,460,500</b>

# City of Batavia 2019 Annual Budget

## Revenues

### Fund #10 — General Fund

Acct.	Description	Actual 2016	Actual 2017	Approved Budget 2018	Estimated 2018	Proposed Budget 2019
4351	Fines & Fees	\$155,855	\$162,323	\$155,000	\$225,000	\$225,000
4352	Parking Tickets	\$28,399	\$36,180	\$38,000	\$28,500	\$34,000
	<b>05 Fines and Forfeitures</b>	<b>\$184,254</b>	<b>\$198,503</b>	<b>\$193,000</b>	<b>\$253,500</b>	<b>\$259,000</b>
4252	Video Gaming	\$0	\$26,984	\$36,000	\$42,500	\$45,000
4399	Reimb/Misc Revenue	\$270,585	\$241,621	\$250,000	\$210,000	\$225,000
5000	Investment Income	\$63,239	\$138,831	\$70,000	\$175,000	\$240,000
	<b>06 Other Revenues</b>	<b>\$333,824</b>	<b>\$407,436</b>	<b>\$356,000</b>	<b>\$427,500</b>	<b>\$510,000</b>
	<b>Total Revenue</b>	<b>\$25,627,946</b>	<b>\$26,149,948</b>	<b>\$27,083,076</b>	<b>\$27,366,864</b>	<b>\$27,662,934</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

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## Detail on Significant Items

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### Account

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<b>4010</b>	<b>Real Estate Taxes - General</b>	
	Last Year's Levy (adjusted for increase to pensions)	\$4,118,011
	Levy - Increase in EAV - no change to rate	\$140,000
	<b>Total</b>	<b>\$4,258,011</b>
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<b>4011</b>	<b>Real Estate Taxes - Pension</b>	
	Police Pension Contribution	\$2,050,041
	Fire Pension Contribution	\$945,782
	<b>Total</b>	<b>\$2,995,823</b>
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<b>4122</b>	<b>Gasoline Tax</b>	
	Budgeting all Revenue in the Street Capital Fund 43 in Lieu of a Larger Transfer. All 2018 Revenue also Recorded in Fund 43.	\$0
	<b>Total</b>	<b>\$0</b>
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<b>4220</b>	<b>State Income Tax</b>	
	Reduction of State Cut from 10% to 5%	\$2,525,000
	<b>Total</b>	<b>\$2,525,000</b>
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<b>4402</b>	<b>Township Transit Reimb.</b>	
	50% of Ride in Kane Program	\$40,000
	<b>Total</b>	<b>\$40,000</b>

## **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, an Administrative Assistant, a Communications Coordinator and an Assistant to 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.

Another key role of Administration is communication, which is led by the Communications Coordinator who has responsibility for keeping employees, elected officials and the general public informed and enhancing the transparency of City operations.

The City Administrator, with the support of her Assistant, 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 residents' direct contact with the City 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.

In 2018, the City Administrator was asked by City Council to update the City's Strategic Plan which had not changed for many years and was perceived not to reflect the current needs of the organization. As an initial step, a Community Survey was conducted and the results (from over 1,000 citizens) provided guidance to City Council on issues that mattered most to residents. The City Administrator then facilitated a series of meetings at which Council first identified the most important strengths, weaknesses, opportunities and threats facing Batavians today. Using this information Council created a new Strategic Action Plan (i-vii in the front of the budget) that identifies specific objectives that support the City's Vision, Mission and Values. In 2019, the Administration Department will engage in the following activities in support of the Strategic Action Plan:

### ***Strategic Goals for Transportation***

#### **Investigate the Feasibility of a Parking Lot for Train Commuters**

The Administration Department will be leading this initiative, at least initially, as we explore the need for a park-and-ride option for commuting residents and alternatives that may achieve similar results. The Assistant to the City Administrator will have primary responsibility for surveying our commuting population and for researching what other communities have done to make it easier for residents to use mass transportation option. In doing so



we can not only make their commutes easier, we may be able to reduce the wear and tear on our roads and reduce emissions.

### **Create a Plan for a Second Bridge**

The need for a second bridge was mentioned frequently by those responding to the Community Survey. Worsening congestion in our downtown during peak travel times was noted by many as a priority concern. However, bridges are very costly and a prior public referendum asking whether residents supported building a second bridge failed.

A previous study was done in 2005, prior to the referendum, to determine the best location for the second bridge and estimated the cost to be \$10 million. Based upon the Community Survey response indicating a more favorable public opinion for building a bridge now, the plan for 2019 is to review the previous work already done to determine if it is still the best location option given the ways that our downtown travel patterns have evolved and the vision for the future. While Public Works will take the lead on analysis of the prior study, the Administration Department will assist with public communication and engagement as the City considers its options.

### **Identify/Enhance Safe Walking/Biking Routes to and Through Downtown**

The Communications Coordinator has been working with Batavia Mainstreet, the Bicycle Commission and other community representatives on a plan to improve the efficiency and safety of paths for bikers and pedestrians through our Downtown. In 2019, once routes have been established, we plan to mark them and add wayfinding signs that direct visitors to our many downtown attractions and services.

### ***Strategic Goals for Downtown Development***

#### **Increase the Availability of Public Parking Spaces Downtown**

Another item mentioned by respondent to the Community Survey was the lack of availability of parking in the downtown area. While other departments will be responsible for the survey of our current inventory of available public parking and viable public/private parking sharing opportunities, the Administration department will be providing support for these initiatives and will be the point of contact for downtown property owners. The Administration Department will also be working on a public parking spot availability tool to aid those looking for parking in downtown Batavia.

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #10 — Administration & Legislative**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$394,654	\$417,722	\$465,000	\$445,000	\$447,500
6102	Overtime	\$0	\$4,939	\$2,000	\$7,600	\$500
6107	Part-time Wages	\$64,148	\$69,243	\$75,170	\$91,150	\$75,400
6120	City Health Ins Contribution	\$50,071	\$43,978	\$48,769	\$45,294	\$55,318
6121	City IMRF Pension Contribution	\$59,639	\$43,278	\$60,897	\$59,019	\$46,323
6122	City Share FICA and Medicare	\$33,197	\$34,394	\$41,476	\$41,597	\$40,040
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$17,337	\$17,590	\$20,000	\$18,500	\$20,000
6210	Training & Seminars	\$5,836	\$9,384	\$7,000	\$5,000	\$6,000
6215	Resource Materials	\$1,124	\$971	\$1,000	\$1,000	\$1,000
6225	Postage & Shipping	\$381	\$480	\$500	\$525	\$525
6230	Office Supplies	\$5,766	\$7,242	\$7,000	\$4,000	\$4,000
6235	Printing	\$27,681	\$19,477	\$23,500	\$32,000	\$30,000
6250	Telephone	\$1,366	\$2,557	\$2,400	\$2,400	\$2,500
6259	Meals & Refreshments	\$2,126	\$995	\$3,000	\$2,000	\$2,500
6351	Property & Liability Insurance	\$22,792	\$20,953	\$28,000	\$22,000	\$25,000
6355	Professional Services	\$37,511	\$39,571	\$75,000	\$55,000	\$60,000
6358	Legal Fees	\$139,411	\$119,737	\$130,000	\$120,000	\$120,000
6359	BATV (% Franchise Fee)	\$186,963	\$187,112	\$190,064	\$179,200	\$180,000
6363	Ride in Kane Program	\$78,612	\$79,982	\$80,000	\$80,000	\$80,000
<b>Administration &amp; Legislative</b>		<b>\$1,128,715</b>	<b>\$1,119,705</b>	<b>\$1,260,876</b>	<b>\$1,211,385</b>	<b>\$1,196,706</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #10 — Administration & Legislative

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## Detail on Significant Items

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### Account

#### Personnel

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

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<b>6359</b>	<b>BATV (% Franchise Fee)</b>		
	2% of 5% Franchise Fee		\$180,000
		<b>Total</b>	<b>\$180,000</b>

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #12 — Human Resources**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$227,814	\$238,026	\$248,000	\$247,000	\$261,600
6120	City Health Ins Contribution	\$11,585	\$34,886	\$35,948	\$36,308	\$39,230
6121	City IMRF Pension Contribution	\$30,223	\$27,777	\$32,339	\$32,209	\$27,049
6122	City Share FICA and Medicare	\$17,203	\$17,207	\$18,972	\$18,896	\$20,012
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6203	Medical Exams & Testing	\$11,768	\$24,149	\$16,609	\$10,000	\$16,610
6204	Employee Recruitment	\$38,227	\$3,511	\$6,200	\$5,000	\$6,200
6205	Memberships	\$610	\$988	\$1,585	\$1,585	\$1,585
6207	Employee Recognition	\$19,156	\$16,367	\$23,960	\$23,960	\$26,475
6210	Training & Seminars	\$7,173	\$14,382	\$25,394	\$10,000	\$19,650
6225	Postage & Shipping	\$142	\$84	\$250	\$250	\$250
6230	Office Supplies	\$3,858	\$2,302	\$3,500	\$8,000	\$10,195
6250	Telephone	\$848	\$820	\$750	\$950	\$800
6351	Property & Liability Insurance	\$9,298	\$8,092	\$11,500	\$8,000	\$10,000
6355	Professional Services	\$11,657	\$18,362	\$17,540	\$12,540	\$9,540
6358	Legal Fees	\$10,055	\$27,233	\$14,000	\$7,000	\$14,000
	<b>Human Resources</b>	<b>\$399,717</b>	<b>\$434,286</b>	<b>\$456,647</b>	<b>\$421,798</b>	<b>\$463,296</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #12 — Human Resources

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## Detail on Significant Items

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### Account

#### Personnel

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

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<b>6101</b>	<b>Salaries and Wages</b>	
	Wages for current staff	\$253,175
	Increase Part time hours - \$16,850 - Funded 50%	\$8,425
	<b>Total</b>	<b>\$261,600</b>
<hr/>		
<b>6210</b>	<b>Training &amp; Seminars</b>	
	Increase EAP Lunch 'n Learn Training	\$19,650
	<b>Total</b>	<b>\$19,650</b>
<hr/>		
<b>6230</b>	<b>Office Supplies</b>	
	Office Furniture for HR Staff \$6,000	\$6,000
	Office Supplies	\$4,195
	<b>Total</b>	<b>\$10,195</b>

## **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 2018 budget gave authorization to hire a ninth staff member, and we are in the process of hiring this new position. 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 2018 included continued updates to the Zoning Code and Official Zoning Map, adoption of a new Special Service Area for Batavia MainStreet, adoption of back up Special Service Areas for the Prairie Commons subdivision, approval of the entitlements for the Prairie Commons subdivision, approval of amended plans for the One Washington Place project, continued review of updated building codes for possible adoption, and further implementation of the Downtown Significant Historic Building Conservation Program. Staff time was also spent on the Campana redevelopment project and associated activities relating to the Housing Authority agreements. This project was ultimately withdrawn from consideration.

Redevelopment continued as a focus of the department's activity, with the expansion of the Funway facility onto the former Producers Chemical site, and final remediation and restoration of the Siemens site at McKee Street and Van Nortwick Avenue. The City sold the parcel along Wilson and Spuhler ultimately to Habitat for Humanity of the Northern Fox Valley. The site is entitled for six single family homes, but this will likely proceed with only four home sites in 2019. Community Development continued enforcement of the new regulations for bodywork/massage facilities which is a collaborative effort with the Police Department to further regulate bodywork establishments.

The year saw the interior buildout of some of the speculative industrial building that was completed at 1250 Douglas Road which is approximately 135,000 square feet in size. The former Aldi's building on west Main Street has been converted to a Crash Champions auto body repair shop, and a new restaurant called Crabby Boil opened in the old Fazzoli's/Salt Creek BBQ location. The former Golden Corral building saw new occupancy with the build out permits for Pal Joey's new location. A new 102,000 square foot speculative industrial building has started construction at 1100 N. Raddant Road. The conversion of the Blaine Street school building to a

duplex has been completed and one unit has been sold. 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 had offers to purchase a couple properties this year besides the Wilson and Spuhler parcel.

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 City is completing the application to become 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 2018 or early 2019. The department has already received full proposals for two new speculative industrial buildings on Nagel Boulevard, and plans have been submitted for three new restaurants in the downtown area. Approvals are nearly complete on the Windmill Landings Congregate Care facility to be located on Hawks Drive. This is a seven acre parcel to be annexed and developed with a 142 unit senior congregate care facility. Two areas are reserved for building expansion and/or other associated office type uses. 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.

Community Development continued with the proactive annexation program to annex some of the gaps in the City boundaries. We have annexed over a dozen of these properties in the past year (approximately 13 acres), and plan to proceed with more annexations into 2019.

The 2019 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 2019 or 2020 depending on new development workload. Corrective measures have been completed on several buildings and continue on others, with some being in the adjudication process.

Active interest in new residential, commercial and industrial development carried forward from 2017 and we expect it to continue in 2019. Some properties are in the City proper while others will need to be annexed. In addition, depending on the results of the home rule referendum, staff will seek City Council approval to continue or begin several long term projects such as expansion of the Rental Housing Inspection program and review of the Comprehensive Plan for several land use map amendments. The Winding Creek development for property in McKee

Street west of Randall Road is under staff review. This project is 69 acres in area and would consist of 113 single family homes and 88 townhomes.

In keeping with the Goals and Objectives of the Strategic Plan, the Department has embarked on several 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 may propose additional changes to the program in 2019 depending on the results of the home rule referendum.

- Address the availability of diverse housing choices

The City has supported and the development is now complete on the senior housing project known as Windmill Manor Apartments that contains 81 units. These are age restricted units and the project received tax credit approvals from the Illinois Housing Development Agency, and is fully leased. 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

This project relates to 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 develop a Community Land Bank to have land made available specifically for affordable housing. The participants elected not to proceed with this and the City as an alternative reviewed options for an Inclusionary Housing Ordinance similar to that approved in Saint Charles. Ultimately the City Council decided to hold off on the ordinance because of the number of pending housing projects that were already being considered. The City recently sold the property at Wilson and Spuhler which is now owned by Habitat for Humanity. They plan to develop four single family homes on that site.



# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #13 — Community Development**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$652,519	\$718,009	\$774,000	\$725,000	\$818,736
6102	Overtime	\$286	\$843	\$1,000	\$700	\$1,000
6107	Part-time Wages	\$0	\$0	\$5,000	\$0	\$0
6120	City Health Ins Contribution	\$117,900	\$140,355	\$168,587	\$135,120	\$169,999
6121	City IMRF Pension Contribution	\$81,739	\$77,294	\$101,060	\$94,631	\$84,761
6122	City Share FICA and Medicare	\$49,451	\$52,184	\$59,670	\$55,516	\$62,710
6126	Workers Compensation Contrib	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
6205	Memberships	\$2,554	\$2,714	\$3,176	\$3,117	\$3,071
6210	Training & Seminars	\$2,042	\$5,349	\$8,315	\$3,240	\$9,125
6215	Resource Materials	\$327	\$0	\$1,800	\$300	\$1,800
6225	Postage & Shipping	\$2,343	\$1,923	\$2,500	\$1,800	\$2,400
6230	Office Supplies	\$2,036	\$2,127	\$2,900	\$2,600	\$3,000
6235	Printing	\$3,428	\$3,130	\$3,500	\$3,700	\$3,500
6241	Fuel	\$1,211	\$1,116	\$1,300	\$1,200	\$1,900
6250	Telephone	\$2,926	\$3,006	\$2,500	\$2,350	\$3,500
6255	Clothing & Uniforms	\$151	\$594	\$550	\$500	\$500
6310	R & M Vehicles	\$2,766	\$815	\$2,500	\$3,500	\$3,500
6351	Property & Liability Insurance	\$3,790	\$3,753	\$5,500	\$3,800	\$5,000
6354	Plumbing Inspections	\$45,565	\$46,617	\$42,000	\$40,000	\$45,000
6355	Professional Services	\$22,939	\$50,205	\$32,800	\$29,320	\$34,200
6450	Vehicles & Equipment	\$0	\$0	\$22,000	\$22,000	\$30,000
<b>Community Development</b>		<b>\$994,973</b>	<b>\$1,111,034</b>	<b>\$1,241,658</b>	<b>\$1,129,394</b>	<b>\$1,284,702</b>

# City of Batavia 2019 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

#### **6210      Training & Seminars**

SBOC Conference	\$1,000
IACE Quarterly Training	\$200
APA State Conference	\$750
APA National Conference	\$2,500
IAEI Conference	\$975
AACE Conference	\$1,500
ICC Code Conference	\$1,500
Travel & Meals	\$700
<b>Total</b>	<b>\$9,125</b>

#### **6215      Resource Materials**

2015 Code Books and Access	\$1,500
<b>Total</b>	<b>\$1,500</b>

#### **6355      Professional Services**

Property Maintenance-Code Enforcement	\$20,000
Hearing Officer/Recorder	\$2,700
Fire Plan Reviews	\$2,000
Other Professional Services	\$1,000
Surveying Services	\$5,000
Plan Commissioners	\$1,500
Recording Fees	\$2,000

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #13 — Community Development

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## Detail on Significant Items

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### Account

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	<b>Total</b>	\$34,200
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<b>6450</b>	<b>Vehicles &amp; Equipment</b>	
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	Replacement Vehicle for Building Inspector, replaces 2008 Ford Escape	\$30,000
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	<b>Total</b>	\$30,000
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## **Public Works Administration**

The Public Works Department is comprised of seven divisions: Administration, Buildings & Grounds, Engineering, Electric, Streets, Water/Sewer and Wastewater. The budgets for Public Works Administration, Engineering, Buildings & Grounds and Streets & Sanitation are found in General Activities under departments 14, 15, 16 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 by Superintendents. Buildings & Grounds is led by the Building Maintenance Supervisor. The Engineering Manager/City Engineer, Operations Manager, Building Maintenance Supervisor 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 seven 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.

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #14 — Public Works Administration**

<b>Acct.</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>2016</b>	<b>2017</b>	<b>Budget</b>	<b>2018</b>	<b>Budget</b>
				<b>2018</b>		<b>2019</b>
6101	Salaries and Wages	\$157,752	\$163,234	\$168,300	\$167,905	\$172,438
6120	City Health Ins Contribution	\$25,722	\$25,593	\$26,081	\$26,000	\$28,092
6121	City IMRF Pension Contribution	\$19,677	\$18,407	\$21,946	\$21,895	\$17,830
6122	City Share FICA and Medicare	\$9,601	\$10,127	\$12,875	\$12,845	\$13,192
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$405	\$781	\$750	\$750	\$800
6210	Training & Seminars	\$973	\$2,698	\$3,500	\$1,000	\$3,500
6250	Telephone	\$720	\$720	\$750	\$750	\$750
6340	R & M Field Equipment	\$15,408	\$17,104	\$20,000	\$20,500	\$21,000
6351	Property & Liability Insurance	\$465	\$406	\$600	\$1,000	\$1,000
	<b>Public Works Administration</b>	<b>\$230,823</b>	<b>\$239,170</b>	<b>\$254,902</b>	<b>\$252,745</b>	<b>\$258,702</b>

## 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.

- ***Maintain efficient and effective staffing levels***

The Engineering Division has four full-time staff members and two part-time staff members (three full-time engineers, one senior engineering assistant, one part-time 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 & Main Street Intersection Improvements** – In partnership with Kane County, the city 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** – Applied for grants funding to provide additional sidewalk in areas that are lacking sidewalk within 1.5 miles from the elementary schools (JB Nelson & HC Storm). Phase 1 & 2 are funded by the City and Phase 3 and Construction are 100% funded by the grant. Awards will be announced in the spring of 2019.
- **Community Development Block Grant (CDBG)** –Received funding to repave and replace adjacent curbs and sidewalks in the residential area north of Batavia’s central business district that meets the grant requirements.

- ***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 2018. 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 & Main Street Intersection Improvements- construction (Kane County is lead agency)**
- **Main Street Reconstruction & Traffic Signal modernization/interconnect – construction**
- **Prairie Street reconstruction- design engineering**
- **Annual street crackfill program**
- **Annual street patching program**
- **Annual street maintenance program**
- **Annual drainage improvements**
- **Annual municipal parking lot maintenance program**
- **Ward 1 drainage improvements – construction phase 2**
- **Area 3 sanitary and storm sewer separation - construction phase 2**
- **Annual Sidewalk Program**

The primary focus of drainage program will continue constructing the Ward 1 storm sewer improvements and Area 3 sanitary-storm sewer separation. Ward 1 references the area generally bound by Pine St, Kirk Rd, Giese Rd & Raddant Rd on City's east side. Area 3 references the combined sewer on the City's west side. 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 was converted to a naturalized basin from a tradition dry detention basin in 2017 and will have ongoing maintenance in 2019. Raddant & Edwards, Mahoney Creek at Cleveland and Raddant, and the Public Works basin and the basin at Deerpath Road Bridge will continue ongoing maintenance.

### ***Strategic Goals for Environmental Identity***

- ***Publicize and encourage participation in river clean-up programs***  
In 2019, 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. The Friends of the Fox River have created a Celebrate the River event that tries to encompass the entire community to come to the River, 2019 will be the second year for this format.
- ***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 nine 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 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #15 — Engineering**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$393,825	\$337,837	\$437,500	\$444,350	\$474,053
6107	Part-time Wages	\$4,640	\$4,164	\$6,740	\$0	\$5,760
6120	City Health Ins Contribution	\$88,741	\$73,382	\$75,674	\$103,798	\$112,285
6121	City IMRF Pension Contribution	\$51,940	\$36,835	\$57,050	\$57,943	\$49,017
6122	City Share FICA and Medicare	\$30,108	\$23,713	\$33,984	\$33,993	\$36,706
6126	Workers Compensation Contrib	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
6205	Memberships	\$1,015	\$443	\$2,000	\$2,000	\$2,000
6210	Training & Seminars	\$4,301	\$3,587	\$3,300	\$3,000	\$3,400
6215	Resource Materials	\$103	\$0	\$200	\$115	\$200
6225	Postage & Shipping	\$1,097	\$920	\$1,800	\$1,100	\$1,500
6230	Office Supplies	\$2,877	\$956	\$2,000	\$1,500	\$2,500
6235	Printing	\$354	\$486	\$1,700	\$785	\$1,500
6241	Fuel	\$1,566	\$1,216	\$1,800	\$1,500	\$1,800
6250	Telephone	\$1,951	\$2,414	\$2,200	\$2,500	\$2,500
6255	Clothing & Uniforms	\$460	\$446	\$750	\$750	\$900
6276	Other Equipment	\$2,508	\$4,973	\$22,600	\$19,926	\$5,083
6310	R & M Vehicles	\$1,520	\$128	\$1,500	\$1,500	\$4,600
6315	R & M Building	\$0	\$23,982	\$43,000	\$26,000	\$56,250
6351	Property & Liability Insurance	\$1,354	\$1,175	\$1,600	\$1,100	\$2,000
6355	Professional Services	\$11,470	\$67,700	\$29,500	\$10,370	\$133,000
<b>Engineering</b>		<b>\$600,830</b>	<b>\$585,357</b>	<b>\$725,898</b>	<b>\$713,230</b>	<b>\$896,054</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #15 — Engineering

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## Detail on Significant Items

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### Account

#### Personnel

- (1) Assistant City Engineer
- (1) Civil Engineer
- (1) Senior Civil Engineer
- (1) Senior Engineering Assistant
- (1) 1/2 Engineering Assistant
- (1) 1/4 PT Administrative Assistant

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#### **6276 Other Equipment**

Traffic Counters	\$1,300
Measuring device for truck	\$769
Core Drill & Grinder	\$2,039
Metal detector	\$975
<b>Total</b>	<b>\$5,083</b>

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#### **6315 R & M Building**

R & M Building	\$11,250
Fence & Gate Repairs	\$1,500
1st Floor Office Remodeling	\$21,500
Roof Repairs	\$2,500
Exterior Door Canopies	\$1,250
Structural Engineering Analysis for Roof Repairs	\$3,750
Emergency Generator Load Analysis	\$2,500
Security System Upgrade	\$2,500
Women's Bathroom Remodeling	\$2,000
Fire Alarm Panel Replacement	\$7,500
<b>Total</b>	<b>\$56,250</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #15 — Engineering

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## Detail on Significant Items

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### Account

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<b>6355</b>	<b>Professional Services</b>	
	Survey Need for Commuter Parking Lot & Submit Grant Applications for Funding	\$3,000
	Identify Options for Funding 2nd Bridge	\$13,000
	Downtown Parking Framework Plan	\$10,000
	Riverfront Master Planning with Park District	\$75,000
	Conceptual Engineering for Riverbank Stabilization	\$5,000
	Professional Services from Consultants	\$15,000
	Dam Inspection	\$12,000
	<b>Total</b>	<b>\$133,000</b>

## **Building & Grounds**

The Buildings & Grounds budget includes one full-time Building Maintenance Supervisor, one full-time Building Maintenance Assistant and one part-time contractual Capital Projects Coordinator. The personnel in this division are supervised by the Public Works Director.

The Building and Grounds Division assists with capital projects and general maintenance items at the Government Center, Public Works and the Interfaith Food Pantry and Clothes Closet. Occasionally the Division is asked to assist with maintenance items at the Fire Stations.

Significant capital expenditures are budgeted in the City Hall Capital Improvements fund (48/48), which is funded via ongoing transfers from the General Fund.

Routine maintenance and repairs to the Government Center are budgeted in this division, including janitorial and cleaning services which are contracted. The utilities for the entire facility are also budgeted in this division. The Building Maintenance Supervisor is responsible for procuring all general-purpose equipment and for coordinating the use of the Government Center's various meeting spaces. Other tasks performed by the Supervisor include overseeing landscaping, general clean up, and snow removal around the perimeter of the Government Center building.

The part-time contractual Capital Projects Coordinator provides bidding, contracting, construction oversight and logistics services related to capital building improvements.

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #16 — Buildings and Grounds**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$73,964	\$88,124	\$130,500	\$132,160	\$144,500
6102	Overtime	\$2,907	\$2,802	\$3,200	\$5,000	\$5,000
6103	Double-time	\$3,875	\$714	\$3,000	\$3,500	\$4,000
6107	Part-time Wages	\$10,480	\$24,926	\$25,000	\$28,000	\$30,000
6120	City Health Ins Contribution	\$25,722	\$25,593	\$52,178	\$1,090	\$706
6121	City IMRF Pension Contribution	\$9,509	\$8,304	\$17,826	\$18,342	\$15,872
6122	City Share FICA and Medicare	\$6,024	\$8,164	\$12,370	\$12,902	\$14,038
6126	Workers Compensation Contrib	\$275	\$275	\$275	\$275	\$275
6210	Training & Seminars	\$0	\$3,300	\$1,500	\$500	\$2,000
6230	Office Supplies	\$2,784	\$3,370	\$3,500	\$2,500	\$2,500
6241	Fuel	\$375	\$505	\$500	\$1,000	\$1,200
6250	Telephone	\$27,579	\$32,659	\$31,000	\$35,000	\$35,000
6260	Utilities	\$88,959	\$85,277	\$92,000	\$85,000	\$90,000
6264	General Supplies	\$15,259	\$16,080	\$16,000	\$16,000	\$16,000
6310	R & M Vehicles	\$0	\$0	\$500	\$500	\$2,000
6315	R & M Building	\$135,874	\$126,176	\$143,000	\$133,000	\$149,000
6325	R&M Office Equipment	\$7,153	\$7,499	\$7,500	\$7,500	\$7,500
6351	Property & Liability Insurance	\$49	\$66	\$600	\$400	\$1,000
<b>Buildings and Grounds</b>		<b>\$410,788</b>	<b>\$433,834</b>	<b>\$540,449</b>	<b>\$482,669</b>	<b>\$520,591</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #16 — Buildings and Grounds

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## Detail on Significant Items

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### Account

#### Personnel

- (1) Building Maintenance Coordinator
  - (1) PT Building Maintenance
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<b>6315</b>	<b>R &amp; M Building</b>	
	Custodial Services Contract	\$55,000
	Carpet and Tile Floor Cleaning	\$12,000
	HVAC R&M	\$15,000
	Emergency Generator Maintenance	\$6,000
	Building Alarm Monitoring	\$5,000
	City Hall General Maintenance	\$25,000
	Door & Lock Maintenance	\$2,500
	Window and Gutter Cleaning	\$5,000
	Batavia Windmills R&M	\$5,000
	Pest Remediation (Exterior City Hall)	\$8,500
	Lead Paint Report and SOPs	\$10,000
	<b>Total</b>	<b>\$149,000</b>

## 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 Continued to work with the City's engineer for the wastewater treatment plant rehabilitation financing for submittals of construction draws to the IEPA. Finance prepared the required continuing disclosure documents and verified that the City remains in compliance with all tax-exempt bond issue requirements. In conjunction with bond issues, the Finance Director invested the 2017 Bond Proceeds during the year and monitored arbitrage requirements.

Finance submitted paperwork for multiple grants for reimbursement for Main Street and Prairie Street engineering and the 2017 and 2018 Street Resurfacing Programs. Finance maintains all grant files for auditing and reporting purposes in addition to submitting requests for grant reimbursement.

Finance has been actively investing idle funds, with the uptick in interest rates it has become important to maximize returns. In addition, Finance has been working with banks to ensure appropriate returns are being paid on all open accounts. The balance of investments has shifted to more US Agencies and Treasuries rather than collateralized certificates of deposit.

The Finance Director worked closely with Administration, Economic Development, Community Development, and Public Works to review various economic development projects including potential electrical users.

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.

The Finance Department researched some budget software programs but was unable to choose any due to the cost. The department hopes to find a cost-effective solution within the next year.

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 an expansion of staff for the general fund of the Police Officer position approved in 2018 and an IT Technician, two street maintenance employees and a small expansion to hours in HR. The Sewer fund has an expansion of the position of lab technician back to full time due to additional reporting mandates & requirements.



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 budget.

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.

The Finance department publishes annual salaries, AP check registers, debt issuances, monthly financial reports and the CAFR and Budget on the City's transparency page of the website.

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #17 — Finance and Accounting**

<b>Acct.</b>	<b>Description</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Approved Budget 2018</b>	<b>Estimated 2018</b>	<b>Proposed Budget 2019</b>
6101	Salaries and Wages	\$394,064	\$410,208	\$424,250	\$424,000	\$438,100
6120	City Health Ins Contribution	\$80,649	\$80,889	\$82,642	\$82,344	\$88,974
6121	City IMRF Pension Contribution	\$52,087	\$47,331	\$55,322	\$55,290	\$45,300
6122	City Share FICA and Medicare	\$27,591	\$28,215	\$32,455	\$32,436	\$33,515
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$525	\$585	\$625	\$600	\$600
6210	Training & Seminars	\$1,159	\$140	\$2,000	\$500	\$500
6215	Resource Materials	\$198	\$302	\$300	\$300	\$300
6225	Postage & Shipping	\$2,798	\$3,210	\$3,100	\$3,000	\$3,000
6230	Office Supplies	\$4,223	\$4,363	\$4,500	\$6,000	\$6,000
6235	Printing	\$3,234	\$2,211	\$3,000	\$3,000	\$3,000
6250	Telephone	\$728	\$645	\$750	\$750	\$750
6351	Property & Liability Insurance	\$793	\$1,051	\$1,250	\$1,250	\$1,250
6355	Professional Services	\$50,398	\$53,994	\$60,000	\$60,000	\$80,000
	<b>Finance and Accounting</b>	<b>\$618,547</b>	<b>\$633,244</b>	<b>\$670,294</b>	<b>\$669,570</b>	<b>\$701,389</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #17 — Finance and Accounting

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## Detail on Significant Items

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### Account

#### Personnel

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

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### 6355 Professional Services

Audit Services for the City and Police & Fire Pension	\$60,000
Banking Fees - changing platform from compensating balances to direct fee. Interest rate for balances is higher than compensating rate. Offset by increased interest revenue.	\$20,000
<b>Total</b>	<b>\$80,000</b>

## 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, A/V equipment, and copiers. Pursuant to the City's Strategic Plan we focus on providing innovative, cost-effective technology solutions necessary for our employees to serve the residents. The department is staffed by an Information Systems Director, Systems Manager, and GIS Analyst.

We collaborate with all departments on many projects. We review technology and how it relates to processes that improve and promote efficient operations to serve our residents. Prior to implementation of any project we analyze the current processes and recommend technology solutions that will improve operations.

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

We will continue our implementation of the VUEWorks Asset Management program by adding the Buildings and Grounds division into the process. Setting them up using a facilities module, service requests and work orders will help them organize tasks and centralize information. We've been working on the asset valuation and condition information which will supply data to our financial reporting requirements for 2018. We will continue working to setup mobile access for employees and a public Portal for our residents.

Our storage system is getting an upgrade and expansion in 2019. The current storage system was purchased in 2013 and getting low on space. We plan to add additional storage space to the new storage system to accommodate additional services in the future. The phone system will get an update in 2019 which will bring it up to the latest operating system and feature set.

The City Hall network cabling project has been moved to 2019. This will bring our current wiring system up to date with current standards necessary for today's data speeds. We also have moved the 2018 upgrade of the Council Chambers A/V system to 2019 (Building Acct).

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #18 — Information Systems**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$296,263	\$305,445	\$314,250	\$314,250	\$386,603
6120	City Health Ins Contribution	\$61,736	\$60,937	\$62,524	\$62,308	\$88,073
6121	City IMRF Pension Contribution	\$37,815	\$35,475	\$40,978	\$40,978	\$39,975
6122	City Share FICA and Medicare	\$22,111	\$22,036	\$24,040	\$24,040	\$29,575
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$250	\$360	\$600	\$600	\$600
6210	Training & Seminars	\$56	\$1,935	\$5,000	\$2,500	\$7,050
6215	Resource Materials	\$27	\$0	\$300	\$300	\$300
6225	Postage & Shipping	\$26	\$0	\$50	\$50	\$100
6230	Office Supplies	\$3,257	\$1,146	\$3,500	\$1,000	\$1,800
6231	Computer Software	\$41,142	\$17,220	\$139,750	\$115,000	\$89,175
6241	Fuel	\$0	\$0	\$100	\$50	\$200
6250	Telephone	\$13,399	\$14,983	\$26,944	\$26,944	\$26,284
6325	R&M Office Equipment	\$23,417	\$38,174	\$34,650	\$40,700	\$43,000
6351	Property & Liability Insurance	\$1,011	\$1,066	\$5,500	\$3,800	\$3,875
6355	Professional Services	\$42,945	\$39,111	\$95,975	\$95,975	\$105,880
6375	Software Support	\$148,590	\$162,493	\$172,057	\$172,057	\$189,465
6405	Technology Equipment	\$172,464	\$191,465	\$98,800	\$86,935	\$186,700
<b>Information Systems</b>		<b>\$864,609</b>	<b>\$891,946</b>	<b>\$1,025,118</b>	<b>\$987,587</b>	<b>\$1,198,755</b>

# City of Batavia 2019 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

<b>6101</b>	<b>Salaries and Wages</b>	
	Wages for Current Staff	\$322,103
	Additional Technician	\$64,500
	<b>Total</b>	<b>\$386,603</b>

<b>6231</b>	<b>Computer Software</b>	
	PC Software and Adobe Creative Cloud	\$5,500
	Microsoft Office and Email Threat Protection	\$60,000
	VUEWorks	\$2,500
	MS Data Center for Police Rec Mgt	\$6,000
	Acrobat Update	\$15,175
	<b>Total</b>	<b>\$89,175</b>

<b>6250</b>	<b>Telephone</b>	
	Public Safety Mobile Service for Vehicles	\$14,984
	GPS Service for PW Trucks	\$9,800
	IS Phone Service	\$1,500
	<b>Total</b>	<b>\$26,284</b>

<b>6325</b>	<b>R&amp;M Office Equipment</b>	
	SAN Maintenance	\$7,000
	Hardware, Printers, Firewall, WiFi Maintenance	\$14,000
	Phone System and Switch Maintenance	\$22,000
	<b>Total</b>	<b>\$43,000</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

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## Detail on Significant Items

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### Account

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**6355 Professional Services**

Internet Services	\$32,100
Subscription Software - LoopNet, Knowbe4, RSA, Meltwater	\$22,780
Professional Services - Phone Upgrade, Vueworks B&G, Recycling, Programming	\$34,000
Budget Program Installation Services	\$17,000
<b>Total</b>	<b>\$105,880</b>

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**6375 Software Support**

Munimetrix	\$525
Permitting, Code, Inspections, Planning	\$18,000
Finance, Investments, Bus Tax	\$37,800
Firehouse	\$5,000
GIS, RSA, AntiVirus, VMWare, NetMotion, Backup	\$41,340
Police Records Mgt, Forensics	\$49,600
AutoCAD, HMIS, CFA, Navistar Eng Diag, VUEWorks	\$17,200
Budget Program Annual Support (New Software)	\$20,000
<b>Total</b>	<b>\$189,465</b>

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**6405 Technology Equipment**

Replacement of Main Copier at City Hall--remaining copiers will be replaced in 2020.	\$12,000
Network Storage	\$90,000
Police Records Mgt Server Replacement	\$15,000
InterGov Firewall, Cold Spare, and SSL VPN	\$22,000
Misc Hardware	\$2,500
Mobile Data Computers for Police and FTO Computers	\$15,200
PC and Laptop Replacements	\$30,000
<b>Total</b>	<b>\$186,700</b>

## 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.

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.

Customers can access and pay their account on-line; however, the process requires two different programs. The department plans to implement one solution that will allow the customer to log in and pay their bill through one website. In addition, the online bills will be very user friendly and provide a smoother user experience. Customers can also sign up to go paperless and be notified of their bill by e-mail.

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.

The City's website provides information on the City's rates and it also provides information that promotes conservancy in water and electric consumption. There are also links provided for customers to access more information on environmental stewardship.



# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #19 — Utility Billing**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$190,526	\$198,772	\$200,000	\$200,000	\$190,000
6120	City Health Ins Contribution	\$35,072	\$36,140	\$35,090	\$66,025	\$79,805
6121	City IMRF Pension Contribution	\$24,648	\$21,037	\$26,080	\$26,080	\$19,646
6122	City Share FICA and Medicare	\$14,139	\$14,449	\$15,300	\$15,300	\$14,535
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6210	Training & Seminars	\$0	\$25	\$500	\$500	\$500
6225	Postage & Shipping	\$54,598	\$52,976	\$56,500	\$56,000	\$57,000
6230	Office Supplies	\$2,637	\$3,352	\$3,500	\$3,500	\$3,500
6231	Computer Software	\$13,978	\$17,992	\$18,500	\$18,400	\$46,500
6351	Property & Liability Insurance	\$566	\$490	\$1,000	\$1,000	\$1,000
6355	Professional Services	\$30,678	\$30,434	\$36,500	\$41,000	\$65,000
6625	Bad Debt Expense	\$6,065	\$5,307	\$6,000	\$6,000	\$6,000
	<b>Utility Billing</b>	<b>\$373,007</b>	<b>\$381,074</b>	<b>\$399,070</b>	<b>\$433,905</b>	<b>\$483,586</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #19 — Utility Billing

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## Detail on Significant Items

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### Account

#### Personnel

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

<b>6231</b>	<b>Computer Software</b>	
	Billing Software Maintenance	\$18,500
	Billing Software Upgrade	\$8,000
	Online Billing & Payment	\$20,000
	<b>Total</b>	<b>\$46,500</b>

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<b>6355</b>	<b>Professional Services</b>	
	Banking and Third Party Invoicing	\$65,000
	Higher Banking fees offset by higher interest earnings.	
	<b>Total</b>	<b>\$65,000</b>

## Economic Development

The Economic Development Department is responsible for managing, coordinating, and/or assisting other City Departments in the implementation of the City's economic development programs, to include, but not limited to those 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:

### I. Downtown Development

#### 1. Implementing the City's Comprehensive Plan

Former Baptist Church and Surrounding Properties Redevelopment Site. Council approved Amendment to Redevelopment Agreement and PUD, principally to reduce street level commercial space, create additional apartment units and, by doing so, also reduce parking demand. Developer and City are awaiting the completion of the environmental Site Remediation Plan (SRP) and required submittals for IEPA approval associated with same. Once this effort is complete, developer has informed staff that they will authorize their architect to begin construction documents for building permit approval.

Former Walgreens Space, 144 West Wilson. Ownership has signed a lease with Riverside Pizza and Pub for the easterly (adjacent to Daddio's Diner) 5000 SF of space in this critically located shopping center within the City's downtown central business district. The City has begun issuing permits that will result in the transformation of the subject space into a full-service restaurant.

Former Range Restaurant, 35 N. Water Street. Aquaviva Restaurant (company's third location) entered into a lease to occupy the entire building, completed a wholesale remodel/upgrade to seating area, bar and kitchen and opened for business during fiscal year 2018.

Thomle Building, 2 E. Wilson St. With the assistance of O'Donnell Commercial Real Estate, the City sold this property to Bill and Jamie Koc. Ms. Koc expects to open her kitchen and bathroom design/remodel business, Heart of the Home, at this location in 4Q 2018 or 1Q 2019.

Miscellaneous Downtown Buildings/Properties - Improvements and/or Occupancies. The City saw new improvements and/or occupancies to the following otherwise underutilized buildings/properties within the downtown central business district in 2018:

1. 5 E. Wilson St. UNEEK retail shop (former attorney's office street level space)
2. 109 E. Wilson St, Bocaditos Restaurant (proposed)
3. 320 E. Wilson St, Rosati's Expansion
4. 142 W. Wilson St, Riverside Pizza & Pub+

5. 144 W. Wilson St, Profusion (Trial Lease)
6. 239 W. Wilson St, Six + Cypress
7. 35 N. Water St, Aquaviva Restaurant
8. 115 S. Batavia Ave, Coast Salon
9. 119 S. Batavia Ave, Owner Bldg Rehab (River Peak Apothecary)
10. 129 S. Batavia Ave, Owner Bldg Rehab Phase II (The Well Within; 2<sup>nd</sup> Floor Apts)
11. 141 S. Batavia Ave, West DuPage Cabinet & Granite Expansion

Creating Redevelopment Opportunity at former Larson-Becker Property. In 2017, the City demolished all structures on the former Larson-Becker west (Riverfront) parcels and improved these properties with a public parking lot of approximately 120 spaces. This temporary parking lot has served the downtown well since its construction, particularly during Farmers Market Saturdays and downtown festivals and events. Redevelopment advocacy efforts will begin in earnest once One Washington Place breaks ground and its garage completion date can be better estimated.

## **2. Identifying & Promoting Downtown and Near-Downtown Residential Development**

Former Baptist Church and Surrounding properties. See above.

129 S. Batavia Ave. See above

206 East Wilson Street. Ownership has demolished and removed all structures on the property, soil has been put down and required lawn is in place. Preliminary redevelopment plans for a multi-story, mixed use project remain in planning stages.

Foltos East Wilson Street Properties. Staff continues to assist Mr. Foltos in land use and TIF budget planning involving a proposed multi-story mixed-use (commercial at street level and apartments within two above ground stories) redevelopment project.

Walnut Street Residential Project. Prospective purchaser has presented preliminary plans for this vacant, former greenhouse site.

## **3. Miscellaneous TIF Activities.**

West Town TIF (TIF 4). City executed first TIF 4 Redevelopment Agreement, partnering with private property owner, Spillane, in the rehab/remodel of a private residence at 225 S. Harrison Street, project has been completed, nearly tripling the property's assessed value. Walnut Street residential redevelopment project has been put on hold (See above).

See 206 E. Wilson Street and Foltos E. Wilson Street redevelopment projects above.

#### 4. 2019 Proposed Activities.

Former Baptist Church and Surrounding Properties. Developer and Staff hope to see finalization of all site remediation planning and clean-up activities in 1Q, 2019, with project groundbreaking to occur in 2Q, 2019. IF Redevelopment Agreement will serve as the vehicle to ultimately bring the project to fruition.

Former Walgreens Space, 144 West Wilson. Economic Development will continue to work with and assist property owner BEI in marketing and facilitating the re-occupancy of the remaining 7,000+/- SF of this important downtown commercial building space.

Former Larson-Becker Property. Depending on One Washington Place groundbreaking date, staff anticipates retaining an outside consulting services in 2019 to conduct a planning charrette, involving a variety of local stakeholders and the community at large in determining the highest and best use in the long-term redevelopment of the former L-B property, as well as North River Street commercial corridor generally.

East Wilson Street Redevelopments. Economic Development anticipates undertaking activities necessary to move ahead mixed-use redevelopment projects at each of the aforementioned Foltos and 206 E. Wilson Street properties.

West Town TIF (TIF 4). Economic Development anticipates that in FY 2019, one or more private property owners and/or Developers will propose redevelopment and/or rehabilitation projects, and that the City will be asked to provide TIF assistance in support such projects, for both residentially and commercially zoned properties within the TIF 4 District

Batavia Main Street Funding Sources. Staff has met with Main Street Board executive committee members and anticipate that Main Street will request a continuation of the Special Service Area taxing authority and budget programming that has been in place in one fashion or another going back to the program's inception. Economic Development Department will continue to participate at Board level, as appropriate, and encourage and support the Main Street activities to secure additional outside funding sources.

## II. Business Development & Retention

### 1. Property Development - 2018

Focusing on site-specific projects with area-wide impact, the Economic Development Department has provided assistance in filling existing, vacant commercial and industrial business spaces as well as in the planning, approval processes and construction of new and/or expanded commercial and industrial buildings.

#### Existing Commercial Buildings.

- a. Downtown. With respect to existing commercial buildings, the occupancies indicated in "Downtown Development. Miscellaneous Downtown

Buildings/Properties – Improvements and Occupancies”, above, represent examples where the City has been proactive in facilitating the re-occupancy and value-added redevelopment of individual downtown commercial buildings.

- b. Outside of the City’s downtown business district, the Economic Development Department assisted in the following:
  - a. Leasing and remodel of the former Circuit City (Sierra Trading Post) and Office Depot (Dollar Tree) at Fabyan and Randall.
  - b. Multi-department consideration of redevelopment proposals associated with the former Avenue Chevrolet property at SE corner of McKee and Randall Roads, particularly concerning a 1+ acre parcel where a private developer has proposed a free-standing, drive-thru restaurant;
  - c. Working with the John Hammel and City staff, facilitating the relocation of the Pal Joey’s business from N. River Street to occupy the entire former, 10,000 SF Golden Corral building at Fabyan and West Main Street; and
  - d. Plan review and approval of the expansion of the Funway property at 1335 S. River St.
- c. Sam’s Club Property. Economic Development also assisted in marketing research and site analyses, working with CBRE commercial real estate brokerage, concerning the sale or lease in the effort to fill the former Sam’s Club building on North Randall Rd.

Existing Industrial Buildings. In terms of industrial buildings, the following building leasing/purchases and planned or completed occupancies took place in 2018:

- a. 1160 Pierson Dr. Lease of 182,000+ SF (100,000+ SF to Wedi and 82,000 SF to Blue Wave);
- b. 950 Douglas Rd. Lease with Option to Purchase 134,000+ Building by Alfagomma, Inc (included City Electric Rate Incentive Agreement);
- c. 1030 Fabyan Pkwy. Lease of the remaining one-half (106,000+/- SF) to Tangent Technologies;
- d. 1250 Douglas Rd. Lease of 87,000 SF (62,500 SF to Focus Logistics and 25,000 to Cast Aluminum Services);
- e. 650 Raddant Rd. Purchase of 40,000 SF Bldg by Blue Peak Tents;
- f. 411-421 Raddant Rd. Lease of 30,000 SF by Quintessence Publishing;
- g. 940 Kingsland Dr. Lease of 31,000 SF by Traffic Management, Inc.;
- h. 1412 Kingsland Dr. Lease of 20,000 SF by AGS Technologies; and
- i. 1350 Paramount Dr. Lease of 10,000 SF by Batavia Container;
- j.

Also related to industrial buildings, as of November 1<sup>st</sup>, 2018, staff has learned of the following pending considerations for lease or purchase:

- a. 1300-1350 South River St. (IL RT 25). This property with 200,000+/- SF of vacant building space, previously occupied by Amcor, is under contract for purchase. Currently in buyer’s due diligence period;

- b. 601 Kingsland Dr. Ownership is considering leasing proposals for just the northerly 200,000+/- SF (addition space) of space in the 500,000 SF building previously occupied by PartyLite; and
- c. 1001 Raddant Rd. Construction has begun on the 100,000 SF industrial/warehouse-distribution spec building. Staff is not aware of any pending leases for space in this building.
- d. 1425 and 1475 Nagel Blvd. Plans are pending approval for two new industrial spec buildings (28,500 SF and 36,100 SF, at 1425 and 1475 Nagel Blvd, respectively).

## 2. Property Development – Proposed 2019 Activities

Re-occupancy of large and/or critically located commercial and industrial buildings or properties. The Economic Development Department will focus its recruitment efforts on finding buyers or tenants for large and/or critically located commercial and industrial spaces. Among those commercial spaces are the following:

- a. Downtown:
  - 11,000 SF on N. River Street (former Pal Joey's);
  - Newton House at NW corner Batavia Ave and Wilson Street;
  - Above described remaining 7000, SF in the former Walgreens space; and
  - Multiple tenant spaces in the North Island Avenue strip center).
- b. Randall Road Corridor:
  - 137,000 SF at 401 N. Randall Rd. (former Sam's Club)
  - 8-acre site @ SE Corner Randall & McKee (former Avenue Chevy)
  - 20,000 SF at SE Corner Randall & Fabyan (Misc. tenant spaces)
- c. Other:
  - 16,300 SF at 812 W. Main Street (former VanDee mfg)

Occupancy of large industrial or office buildings. Economic Development is committed to assist in the purchase or lease for occupancy of:

- a. 500,000 SF vacant building at 601 Kingsland (former PartyLite);
- b. 117,000 SF building at 1020 Olympic Dr. (former PPG Paint);
- c. Remaining 50,000 SF at the aforementioned 1250 Douglas Building;
- d. To be completed 100,000 SF in new spec building at 1001 N. Raddant; and
- e. The two proposed industrial spec buildings on Nagel Blvd (28,500 SF and 36,100 SF, respectively).

Further, Staff will assist owner and the City's Community Development Department in efforts to find lessees or a buyer in filling the Campana Building at the NW corner of Fabyan and Batavia Avenue.

Development of Vacant Properties. Various parcels located in the City's industrial business areas will be targeted for development. These properties include:

- a. 40 acres at the SW Corner of Fabyan Pkwy and Kirk Road;

- b. Parcels on Bork Drive, at or just south of Fabyan Parkway;
- c. 9-acre tract at 1200 Douglas Road;
- d. Miscellaneous vacant parcels in the Oswalt/Belleview industrial park; and
- e. Vacant commercial or mixed-use properties along South Shumway in the City's downtown central business district.

### **III. MARKETING ACTIVITIES (2018 Update and 2019 Proposed Activities)**

#### **1. Advertising**

Northern Illinois Real Estate Magazine. Print advertisements (2) and advertorial narratives (2), one each oriented toward recruiting new Retail/Restaurant or Industrial businesses to the City. City continue to have good exposure through and a productive business relationship with this magazine and the Department expects to run ads in it again in 2019.

Heartland Real Estate Journal. Industrial oriented business recruiting ad. HREJ is one of the foremost site development, selection and brokerage trade journals covering news of large industrial, logistics and office real estate developments and property sales across the Midwest. City offered the opportunity and had published a half-page advertorial highlighting demographics, downtown and Randall Rd. commercial activities, growth in the Northeast Business Park and the DUNE project at Fermilab.

Law Bulletin's RE Journal' 2019 Space Guide. Ad buy.

#### **2. Other Media**

Global Aerial Video. 2019 saw the final production (including updated One Washington Place information) and public release of this five-minute video presenting socio-economic information, existing and planned commercial and industrial developments and community events and values, including interviews with key stakeholders from the City, School District, Water Street Studios and the City's business communities.

Web Page Enhancements. Staff continues to work with Communications Department toward enhancing the user-friendliness and information base of the City ED web pages.

Staff attended and exhibited at the following trade events in 2018: International Council of Shopping Centers (ICSC) Spring Real Estate Forum in Rosemont and Fall Chicago Deal-Making Show at Navy Pier, and RE Journal's Retail and Mixed-Use Forum in downtown Chicago.



# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #22 — Economic Development**

<b>Acct.</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>2016</b>	<b>2017</b>	<b>Budget</b>	<b>2018</b>	<b>Budget</b>
				<b>2018</b>		<b>2019</b>
6205	Memberships	\$850	\$850	\$1,000	\$1,000	\$1,325
6210	Training & Seminars	\$83	\$1,219	\$4,200	\$4,000	\$4,150
6225	Postage & Shipping	\$2,859	\$3,008	\$3,100	\$200	\$200
6230	Office Supplies	\$0	\$0	\$100	\$100	\$850
6235	Printing	\$3,000	\$2,650	\$5,100	\$4,000	\$4,150
6355	Professional Services	\$127,660	\$109,517	\$128,500	\$115,000	\$130,850
	<b>Economic Development</b>	<b>\$134,452</b>	<b>\$117,244</b>	<b>\$142,000</b>	<b>\$124,300</b>	<b>\$141,525</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #22 — Economic Development

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## Detail on Significant Items

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### Account

#### Personnel

(1) Contract TIF Consultant

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<b>6205</b>	<b>Memberships</b>	
	ITIA	\$850
	ICSC	\$475
	<b>Total</b>	<b>\$1,325</b>

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<b>6210</b>	<b>Training &amp; Seminars</b>	
	Illinois Tax Increment Association (ITIA) Springfield	\$900
	International Council of Shopping Centers (ICSC)	\$850
	International Economic Development Council (IEDC)	\$2,400
	<b>Total</b>	<b>\$4,150</b>

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<b>6355</b>	<b>Professional Services</b>	
	Dunn and Bradstreet Subscription	\$2,500
	Co-Star/LoopLink Subscription	\$4,350
	Downtown Redevelopment Planning	\$12,500
	HVS Hotel Attraction/Recruiting	\$5,500
	Miscellaneous / One-Off Consulting	\$10,000
	General Economic Development Consulting	\$96,000
	<b>Total</b>	<b>\$130,850</b>

## Police

The Police Department provides residents of the community with services designed to enhance their safety, security and convenience. It is our mission to improve the quality of life enjoyed within our city through the development and delivery of reliable and efficient services in partnership with our community.

The Department is comprised of 40 sworn police officers and a combined full and part-time civilian support staff of 10 personnel working within three divisions:

- **Office of the Chief of Police** – Responsible for directing, planning, and ensuring that all policies and procedures are adhered to. Analyzes the response of the Department and implements improvements to enhance the overall law enforcement function. Monitors and approves all expenditures.
- **Police Operations (Patrol/Training)** – Provides emergency and non emergency services to the public through the law enforcement function while ensuring that members are trained in the skills necessary to meet and exceed state mandates.
- **Police Administration (Investigations/Records)** – Responsible for following up on case reports to solve and deter crime. Provides crime prevention through community education. Management, processing, and retention of all documents and evidence.

The Department is committed to providing the citizens with 24/7 service.

### *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**
  - **Community connectivity through collaboration**
  - **Optimize use of technology and cultivate innovation**

The Department places a significant emphasis on the mission of working for the quality of life of the citizenry. This objective is accomplished in part through effectively communicating with and educating the public on matters involving law enforcement and public safety. In 2019, the Department will continue to focus on drug awareness and education. Additionally, the Department will continue its use of social media and internet-based communications to keep the public informed on issues involving public health and safety.

The Department remains committed to placing a substantial emphasis on roadway safety and traffic flow management. In addition to deploying officers to monitor and provide feedback on areas of concern, the Department utilizes two (2) mobile display speed signs that help collect traffic data such as traffic volume and speed. The data is then analyzed and interpreted to determine if targeted education and enforcement is needed. To reduce vehicle crashes and make the roadways

safer, the Department added a third mobile speed display to our inventory in the last quarter of 2018. The third sign will help to expand the deployment and use of this type of equipment in 2019.

In 2019, The Department will finish the replacement plan of all patrol fleet in-car mobile data computers (MDC), to the faster, more compact and cost effective “GETAC” rugged tablet system. The GETAC’s are used by officers to receive calls for service from the Tri-Com 911 Dispatch Center and communicate with other law enforcement agencies throughout the area. The new GETAC’s are being implemented at less than half the cost of the older MDC computers they are replacing, which are no longer being produced or supported for law enforcement use.

Employing a workforce of highly trained officers is vital to the success of the mission of the agency. In 2018, the Department focused on meeting and exceeding State mandates for training. A specific emphasis was placed on recognizing the signs and symptoms of persons in crisis and those suffering from mental health issues. The majority of sworn officers have successfully completed Crisis Intervention Team (CIT) training as well as other courses related to verbal de-escalation and tactical response when dealing with citizens in crisis. The Department will continue to strive for having a fully trained sworn work force of CIT certified officers in 2019.

In 2019, the Department will continue to focus on core services that provide for the safety and security of our residents, while attempting to expand on community outreach and education initiatives. Staying connected with the community through effective communication and the use of technology will facilitate in achieving our mission. The members of the Department remain committed to working for our citizens’ quality of life and to making Batavia a safe, family oriented community.

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #31 — Police Admin & Operations**

Acct.	Description	Actual 2016	Actual 2017	Approved Budget 2018	Estimated 2018	Proposed Budget 2019
6101	Salaries and Wages	\$4,477,847	\$4,605,044	\$4,899,447	\$4,822,000	\$5,082,211
6102	Overtime	\$226,651	\$238,084	\$260,000	\$260,000	\$260,000
6105	Outside Work Agreement	\$23,825	\$30,942	\$25,000	\$25,000	\$30,000
6107	Part-time Wages	\$61,069	\$45,216	\$59,935	\$40,000	\$63,066
6120	City Health Ins Contribution	\$941,862	\$899,205	\$954,850	\$976,998	\$1,081,221
6121	City IMRF Pension Contribution	\$66,396	\$61,587	\$72,633	\$71,068	\$58,216
6122	City Share FICA and Medicare	\$103,271	\$103,055	\$114,294	\$110,902	\$117,628
6123	City Pension Contribution	\$1,808,325	\$1,803,057	\$1,909,286	\$1,909,286	\$2,050,041
6126	Workers Compensation Contrib	\$170,000	\$150,000	\$150,000	\$150,000	\$150,000
6201	Police & Fire Board	\$13,778	\$12,179	\$35,060	\$27,500	\$18,400
6205	Memberships	\$6,278	\$5,349	\$6,580	\$6,000	\$7,315
6210	Training & Seminars	\$19,841	\$24,826	\$31,043	\$22,000	\$22,905
6215	Resource Materials	\$850	\$1,118	\$1,464	\$1,000	\$700
6225	Postage & Shipping	\$4,994	\$6,128	\$6,000	\$5,000	\$5,200
6230	Office Supplies	\$18,102	\$15,885	\$24,600	\$24,600	\$20,000
6233	Vehicle & Equip. Supplies	\$6,821	\$3,212	\$7,000	\$7,000	\$7,000
6235	Printing	\$7,696	\$6,084	\$11,850	\$8,000	\$11,000
6237	Communication Supplies	\$6,281	\$2,290	\$2,500	\$2,500	\$7,000
6239	Investigative Supplies	\$2,766	\$1,608	\$5,000	\$5,000	\$4,000
6241	Fuel	\$59,259	\$51,948	\$60,000	\$64,000	\$66,100
6242	Patrol Supplies	\$5,191	\$4,354	\$7,000	\$7,000	\$7,250
6247	Ammunition & Safety	\$13,615	\$15,531	\$22,962	\$22,812	\$27,673
6250	Telephone	\$11,133	\$12,316	\$12,000	\$12,000	\$19,800
6255	Clothing & Uniforms	\$47,065	\$53,230	\$66,293	\$56,000	\$60,000
6276	Other Equipment	\$2,512	\$10,166	\$26,900	\$15,000	\$17,540
6310	R & M Vehicles	\$25,541	\$29,528	\$40,000	\$36,000	\$36,000
6325	R&M Office Equipment	\$3,253	\$4,387	\$4,380	\$4,380	\$4,380
6340	R & M Field Equipment	\$4,336	\$6,318	\$11,550	\$8,000	\$10,700
6351	Property & Liability Insurance	\$91,708	\$97,158	\$105,000	\$101,000	\$110,000
6355	Professional Services	\$68,654	\$66,270	\$79,170	\$77,850	\$77,850
6362	Tri-Com Dispatch	\$373,236	\$379,086	\$415,002	\$388,000	\$350,000
6450	Vehicles & Equipment	\$121,599	\$131,436	\$137,209	\$137,209	\$119,970
<b>Police Admin &amp; Operations</b>		<b>\$8,793,755</b>	<b>\$8,876,597</b>	<b>\$9,564,008</b>	<b>\$9,403,105</b>	<b>\$9,903,166</b>

# City of Batavia 2019 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 Watch Commander
- (4) Detective
- (3) Patrol Sergeant
- (24) Patrol Officer
- (1) Traffic Enforcement Officer
- (1) PT Evidence Custodian
- (1) High School Resource Officer
- (1) Officer NCNTF
- (1) Administrative Assistant
- (1) Community Service Officer
- (1) Records Supervisor
- (4) Records Technician
- (4) PT Records Technician

### **6101 Salaries and Wages**

Sworn personnel - includes NCNTF Officer		\$4,539,196
Non-Sworn Personnel		\$543,015
	<b>Total</b>	<b>\$5,082,211</b>

### **6120 City Health Ins Contribution**

City Share of Insurance Cost		\$975,221
PSEBA Payments		\$106,000
	<b>Total</b>	<b>\$1,081,221</b>

### **6123 City Pension Contribution**

Actuary \$2,029,041		\$2,050,041
Funded 56.81%		
	<b>Total</b>	<b>\$2,050,041</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

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## Detail on Significant Items

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### Account

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<b>6201</b>	<b>Police &amp; Fire Board</b>	
	Conferences & Seminars	\$4,000
	Polygraph & Psychological Exams	\$7,500
	Advertisements & Legal Fees	\$4,000
	Fire Testing/Police Testing/Other	\$2,900
	<b>Total</b>	<b>\$18,400</b>
<hr/>		
<b>6237</b>	<b>Communication Supplies</b>	
	Additional supplies needed for Star Com Radios	\$7,000
	<b>Total</b>	<b>\$7,000</b>
<hr/>		
<b>6247</b>	<b>Ammunition &amp; Safety</b>	
	Go -Shield Soft Ballistic Shields	\$2,000
	Ammunition/Targets/Supplies	\$22,962
	Taser Batteries	\$2,711
	<b>Total</b>	<b>\$27,673</b>
<hr/>		
<b>6250</b>	<b>Telephone</b>	
	Verizon Cell Phone Usage	\$12,000
	Replacement Phones for Patrol Units.	\$1,800
	Data Plan for Squad Phones @ \$54/unit/month	\$6,000
	<b>Total</b>	<b>\$19,800</b>
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<b>6255</b>	<b>Clothing &amp; Uniforms</b>	
	Clothing Allowance - 40 Officers @ \$900	\$36,000
	Records/CSO Uniform Allowance	\$5,500
	Uniforms/Equipment - New Officers (2)	\$5,000
	Body Armor Replacement (13 Officers)	\$8,450
	Insignias/Patches/Badges/Replacements/Other	\$5,050
	<b>Total</b>	<b>\$60,000</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

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## Detail on Significant Items

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### Account

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**6276      Other Equipment**

Replacement Batteries for Speed Alert Message Sign	\$1,540
Taser Units - (Payment of Remaining 4-YRS of 5-YR Lease Program)	\$16,000
<b>Total</b>	<b>\$17,540</b>

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**6340      R & M Field Equipment**

Repairs for Light Bars/Speakers/Sirens	\$2,000
LED Sign Maintenance	\$4,500
Repairs for Radars/Rados/Other	\$3,000
Certification of Truck Scales	\$1,200
<b>Total</b>	<b>\$10,700</b>

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**6355      Professional Services**

Ordinance Prosecution Fees	\$30,000
Kane County Animal Control	\$3,000
Tower Car Wash	\$7,200
Pension Actuarial Report	\$4,000
AID - Victim Services Program	\$17,500
Lexis Nexis: Investigation Information Data Bank	\$5,500
LEADS On-Line (Pawn Brokers & Salvage Yards)	\$3,000
Critical Reach - All Points Bulletin Searches	\$500
Use/Rental of Range Facilities	\$1,200
Voiance Interpretation Services	\$1,000
Fingerprinting for City Employees	\$1,000
Other Professional Services	\$3,950
<b>Total</b>	<b>\$77,850</b>



# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

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## Detail on Significant Items

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### Account

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<b>6450</b>	<b>Vehicles &amp; Equipment</b>	
	Three Ford Utility Police Interceptors	\$115,500
	Graphics/Graphic Removals	\$4,470
	<b>Total</b>	<b>\$119,970</b>

## 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 services, 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 4,010 incidents in 2017, of which 1,675 were fire or rescue related and 2,335 were emergency medical. That was less than a 0.1% increase over 2016. The department currently has 23 fulltime firefighters and officers, 29 paid-on-call firefighters, 1 Fire Marshal, 12 contract paramedic/firefighters and 10 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. Batavia Fire Department personnel also participate in region wide specialty teams including Hazardous Materials, Technical Rescue and Fire Investigation.

The department has had an Insurance Services Office (ISO) rating of Class 2 since 2013. We were reevaluated in 2018, and starting in 2019 the department will have a Class 1 designation. Class 1 is the best designation and Class 10 as the poorest. That rating is used by the insurance industry to help determine insurance rates for home owners and businesses. The new rating of Class 1 puts the Batavia Fire Department in the top 1% of the 50,000 fire departments classified 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 2019 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. The public safety objectives are a culmination of staffing, vehicles, equipment, fire prevention and management that led to the new ISO 1 Classification that will lower some taxpayer insurance rates.

- Provide for the adequate maintenance of capital

The Fire Department is requesting a capital purchase of a new command car. It will replace a 15 year old command car that has over 110,000 miles. The current command car will be transferred to the Emergency Services and Disaster Agency (ESDA) to be used for their responses. The entire fire department fleet is included in a long term capital replacement plan with funding made each year for the replacement of apparatus.

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #32 — Fire Services**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$2,262,303	\$2,296,583	\$2,501,276	\$2,429,113	\$2,601,408
6102	Overtime	\$245,488	\$240,166	\$259,000	\$220,000	\$259,000
6107	Part-time Wages	\$507,363	\$492,032	\$525,000	\$520,000	\$542,000
6120	City Health Ins Contribution	\$516,860	\$505,486	\$518,768	\$578,334	\$645,112
6121	City IMRF Pension Contribution	\$7,640	\$7,332	\$8,946	\$8,754	\$7,136
6122	City Share FICA and Medicare	\$78,051	\$74,627	\$84,440	\$82,355	\$87,218
6123	City Pension Contribution	\$805,379	\$756,714	\$842,498	\$842,498	\$945,782
6126	Workers Compensation Contrib	\$45,000	\$40,000	\$40,000	\$40,000	\$40,000
6127	Work Comp. Contrib. POC's	\$2,550	\$2,550	\$2,550	\$2,550	\$2,550
6205	Memberships	\$3,567	\$4,236	\$5,800	\$4,000	\$5,800
6210	Training & Seminars	\$21,740	\$21,122	\$37,500	\$30,000	\$35,000
6215	Resource Materials	\$1,309	\$1,832	\$1,800	\$1,800	\$1,900
6225	Postage & Shipping	\$852	\$534	\$900	\$500	\$800
6230	Office Supplies	\$4,141	\$4,139	\$4,400	\$4,000	\$4,400
6233	Vehicle & Equip. Supplies	\$13,033	\$7,049	\$16,300	\$15,000	\$16,000
6235	Printing	\$311	\$529	\$860	\$500	\$800
6237	Communication Supplies	\$5,944	\$3,840	\$7,000	\$7,000	\$14,000
6241	Fuel	\$21,403	\$22,776	\$22,000	\$31,000	\$31,620
6250	Telephone	\$6,607	\$5,555	\$6,900	\$7,000	\$9,000
6251	Education Program Supplies	\$1,811	\$2,408	\$2,600	\$2,000	\$2,500
6253	Haz-Mat Program Supplies	\$1,842	\$1,996	\$2,600	\$2,000	\$2,500
6255	Clothing & Uniforms	\$29,774	\$30,457	\$36,000	\$36,000	\$40,000
6256	Rescue Materials	\$8,995	\$8,528	\$10,500	\$10,000	\$11,000
6257	Medical Supplies	\$5,553	\$4,314	\$7,100	\$6,000	\$7,000
6259	Meals & Refreshments	\$2,628	\$2,553	\$2,900	\$2,500	\$2,900
6260	Utilities	\$55,482	\$52,992	\$57,000	\$52,000	\$55,000
6264	General Supplies	\$9,150	\$8,250	\$10,000	\$10,000	\$11,000
6276	Other Equipment	\$38,454	\$91,514	\$32,000	\$32,000	\$35,000
6310	R & M Vehicles	\$41,344	\$56,036	\$78,000	\$70,000	\$79,000
6315	R & M Building	\$22,375	\$18,384	\$21,000	\$28,000	\$40,000
6325	R&M Office Equipment	\$1,122	\$1,033	\$2,000	\$1,500	\$1,900
6340	R & M Field Equipment	\$922	\$1,332	\$1,200	\$1,200	\$2,000
6351	Property & Liability Insurance	\$37,800	\$43,398	\$38,000	\$27,250	\$30,000
6355	Professional Services	\$5,828	\$5,202	\$9,600	\$8,000	\$13,200
6361	Tri-City Ambulance	\$326,106	\$356,355	\$405,000	\$250,000	\$219,102
6362	Tri-Com Dispatch	\$61,066	\$69,987	\$85,559	\$99,500	\$85,559
<b>Fire Services</b>		<b>\$5,199,793</b>	<b>\$5,241,841</b>	<b>\$5,686,997</b>	<b>\$5,462,354</b>	<b>\$5,887,187</b>

# City of Batavia 2019 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
- (1) Fire Marshal
- (6) Lieutenant
- (12) Firefighter/Paramedic
- (1) Administrative Assistant
- (36) Paid On Call Firefighter

#### **6123 City Pension Contribution**

Actuary \$932,782		\$945,782
Funded 67.52%		
	<b>Total</b>	<b>\$945,782</b>

#### **6237 Communication Supplies**

Add 2 base station and Starcom radios in addition to other communication needs.		\$14,000
	<b>Total</b>	<b>\$14,000</b>

#### **6315 R & M Building**

Includes driveway sealing and HVAC unit replacement at west side station.		\$40,000
	<b>Total</b>	<b>\$40,000</b>

#### **6361 Tri-City Ambulance**

The contract reflects an ongoing cost reduction due to a spenddown of reserves and improved invoice collection.		\$219,102
	<b>Total</b>	<b>\$219,102</b>

## **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 8 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 2019 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. In 2019 it is proposed that ESDA will be get a fire department command car that is being replaced.

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #33 — E.S.D.A.**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6107	Part-time Wages	\$17,433	\$17,450	\$18,727	\$17,880	\$19,991
6122	City Share FICA and Medicare	\$1,369	\$1,349	\$1,433	\$1,368	\$1,529
6202	Meal Allowance	\$206	\$262	\$300	\$300	\$350
6205	Memberships	\$90	\$0	\$150	\$150	\$150
6210	Training & Seminars	\$90	\$471	\$1,000	\$500	\$900
6230	Office Supplies	\$0	\$210	\$200	\$200	\$200
6237	Communication Supplies	\$201	\$536	\$360	\$300	\$4,200
6241	Fuel	\$199	\$233	\$450	\$200	\$450
6242	Patrol Supplies	\$253	\$0	\$210	\$200	\$220
6250	Telephone	\$844	\$765	\$900	\$1,200	\$1,100
6255	Clothing & Uniforms	\$669	\$379	\$900	\$800	\$900
6260	Utilities	\$2,152	\$2,220	\$2,100	\$2,100	\$2,200
6264	General Supplies	\$431	\$195	\$300	\$300	\$320
6310	R & M Vehicles	\$1,082	\$1,433	\$1,500	\$1,500	\$1,600
6340	R & M Field Equipment	\$6,316	\$5,972	\$6,700	\$6,500	\$6,700
	<b>E.S.D.A.</b>	<b>\$31,335</b>	<b>\$31,475</b>	<b>\$35,230</b>	<b>\$33,498</b>	<b>\$40,810</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #33 — E.S.D.A.

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## Detail on Significant Items

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**Account**

Personnel

(1) ESDA Manager

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<b>6237</b>	<b>Communication Supplies</b>		
	Starcom Radio		\$4,200
		<b>Total</b>	<b>\$4,200</b>

## 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 streetscape enhancements 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**

The remaining available grave spaces at the West Batavia Cemetery are dwindling. Staff has been working on a complete revision of the Cemetery Code including updating fees. Once this is complete, the new section developed last year can be opened for sales of grave spaces. Staff



continues to plan for the construction of a columbarium, which is a mausoleum for ash remains. The columbarium will contain 60 niche units and space for 350 cremains in the ossuary. Of the \$75,000 total expense, \$25,000 was donated. The planned location has been ground zero for the Area 3 sewer project, which is substantially complete.

- **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**

Equipment for the Street Division that has been carried over from the 2018 budget includes:

- Replacement of Truck 3732, a 2002 12-yard dump truck with plow and salt spreader
- Replacement of Truck 3725, a 2001 7-yard dump truck with plow and salt spreader

2019 vehicle/equipment replacement is in accordance with the Capital Fleet Replacement Plan.

- Replacement of Mower 3733, a 1990 tractor used for road sides and pole lines
- Replacement of Truck 3726, a 2001 12-yard dump truck with plow and salt spreader
- Replacement of Vehicle 3718, a 2008 Ford Escape, with a pickup truck with plow

### ***Strategic Goals for Downtown Development***

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

Downtown streetscape improvements impact daily routine maintenance, as well as the need for preventive maintenance for various elements and structures. Items in the proposed budget for downtown include pest control; replacement of perennials and annuals in planters; coordination of planting for the hanging baskets and planters on Wilson St., Houston St., and N. River St.; and contractual snow removal for several downtown sidewalks and parking spaces.

### ***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.

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; and managing the fuel system, including all compliance testing, maintenance, and fuel purchases.

A curbside hazardous waste collection program was implemented in 2018 for residents. It is funded by the \$3/household fee paid by the City's refuse hauler as part of our refuse contract. The 2018-2023 refuse contract offers several new features: an option for residents to recycle electronics at the curb for a fee; a two-week free period at the beginning of the yard waste season; and food scrap collection (with yard waste).

### ***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 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 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #45 — Streets and Sanitation**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
6101	Salaries and Wages	\$1,336,965	\$1,400,751	\$1,472,000	\$1,481,520	\$1,654,248
6102	Overtime	\$59,534	\$37,849	\$75,000	\$60,000	\$80,000
6103	Double-time	\$79,213	\$20,644	\$85,000	\$120,000	\$100,000
6104	Stand-by	\$30,614	\$26,181	\$34,000	\$27,000	\$30,000
6107	Part-time Wages	\$3,408	\$3,032	\$10,000	\$10,000	\$12,000
6120	City Health Ins Contribution	\$378,779	\$369,523	\$389,053	\$361,654	\$443,138
6121	City IMRF Pension Contribution	\$192,773	\$165,934	\$217,246	\$220,183	\$192,763
6122	City Share FICA and Medicare	\$111,824	\$104,830	\$128,214	\$129,937	\$143,533
6126	Workers Compensation Contrib	\$70,000	\$60,000	\$60,000	\$60,000	\$60,000
6202	Meal Allowance	\$433	\$60	\$1,000	\$1,100	\$1,200
6210	Training & Seminars	\$2,827	\$5,531	\$4,500	\$4,000	\$4,500
6225	Postage & Shipping	\$447	\$606	\$800	\$500	\$800
6230	Office Supplies	\$1,177	\$1,667	\$1,500	\$1,500	\$1,500
6233	Vehicle & Equip. Supplies	\$73,054	\$79,567	\$75,000	\$75,000	\$75,000
6235	Printing	\$175	\$443	\$500	\$260	\$500
6237	Communication Supplies	\$1,641	\$538	\$1,000	\$2,000	\$2,000
6240	Materials	\$97,253	\$114,494	\$105,000	\$90,000	\$100,000
6241	Fuel	\$48,010	\$44,576	\$50,000	\$60,975	\$62,800
6243	Salt & Deicers	\$178,808	\$111,094	\$275,000	\$222,356	\$255,000
6250	Telephone	\$7,362	\$6,344	\$7,500	\$7,500	\$7,500
6255	Clothing & Uniforms	\$9,995	\$11,029	\$10,000	\$10,000	\$10,000
6259	Meals & Refreshments	\$687	\$814	\$1,000	\$700	\$700
6260	Utilities	\$29,703	\$28,436	\$30,000	\$28,873	\$30,000
6261	Safety Supplies	\$3,647	\$3,502	\$3,000	\$3,000	\$3,000
6264	General Supplies	\$24,340	\$26,993	\$30,000	\$30,000	\$30,000
6276	Other Equipment	\$9,859	\$7,928	\$27,000	\$27,000	\$16,000
6286	Landfill Fees	\$8,075	\$4,678	\$12,000	\$12,000	\$12,000
6293	Ornamental Supplies	\$36,972	\$20,091	\$25,000	\$25,000	\$30,000
6310	R & M Vehicles	\$20,172	\$24,994	\$25,000	\$20,000	\$25,000
6315	R & M Building	\$34,047	\$49,682	\$74,000	\$32,000	\$83,750
6330	R & M City Properties	\$222,864	\$208,386	\$280,000	\$242,500	\$285,000
6340	R & M Field Equipment	\$18,318	\$8,409	\$20,000	\$10,000	\$20,000
6351	Property & Liability Insurance	\$29,213	\$34,496	\$45,000	\$44,500	\$46,000
6356	Pest & Animal Control	\$42,016	\$44,822	\$79,500	\$60,000	\$75,000
6357	Forestry and Tree Service	\$410,760	\$439,563	\$440,000	\$400,000	\$362,000
6367	Green Initiatives	\$0	\$0	\$0	\$35,000	\$35,000
6430	Capital Repairs/Improvements	\$0	\$0	\$132,000	\$0	\$132,000
<b>Streets and Sanitation</b>		<b>\$3,574,965</b>	<b>\$3,467,487</b>	<b>\$4,225,813</b>	<b>\$3,916,058</b>	<b>\$4,421,932</b>

# City of Batavia 2019 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

#### **6101 Salaries and Wages**

Salaries and Wages for current staff	\$1,519,248
Additional Crew Leader \$80,000	\$80,000
Additional Maintenance Worker \$55,000	\$55,000
<b>Total</b>	<b>\$1,654,248</b>

#### **6240 Materials**

Materials for in-house projects, stone, asphalt, concrete, storm structures, grates, signs	\$100,000
<b>Total</b>	<b>\$100,000</b>

#### **6243 Salt & Deicers**

Salt Allocation for the 2018/19 Winter	\$160,000
Salt for the start of the 2019/2020 Winter	\$70,000
Salt Additives and Sidewalk Salt	\$25,000
<b>Total</b>	<b>\$255,000</b>

#### **6276 Other Equipment**

Replacement of Small Equipment & Tools	\$6,000
Replacement of Arrow Board	\$10,000
<b>Total</b>	<b>\$16,000</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

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## Detail on Significant Items

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### Account

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<b>6293</b>	<b>Ornamental Supplies</b>	
	Plantings, Flags, Banners, Ornamental	\$30,000
	<b>Total</b>	<b>\$30,000</b>

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<b>6315</b>	<b>R &amp; M Building</b>	
	R & M Building including cleaning contract	\$11,250
	Fence & Gate Repairs	\$1,500
	1st Floor Office Remodeling	\$21,500
	Roof Repairs	\$2,500
	Overhead Garage Door Replacement	\$2,500
	Radiant Garage Heater Replacement	\$3,000
	Exterior Door Canopies	\$1,250
	Structural Engineering Analysis for Roof Repairs	\$3,750
	Emergency Generator Load Analysis	\$2,500
	Security System Upgrades	\$2,500
	Women's Bathroom Remodeling	\$2,000
	Garage Floor Drain Replacement	\$20,000
	Ice Machine Replacement	\$2,000
	Fire Alarm Panel Replacement	\$7,500
	<b>Total</b>	<b>\$83,750</b>

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<b>6330</b>	<b>R &amp; M City Properties</b>	
	Hauling of Snow, Leaves and Spoils	\$18,100
	Landscape Maintenance	\$118,200
	Epoxy Brick Crosswalk Maintenance	\$7,000
	Drainance Ditch Maintenance	\$10,000
	Irrigation System Maintenance	\$3,500
	Sidewalk Leveling	\$20,000
	Pavement Marking	\$18,000
	Portable Toilet Rental	\$1,700
	R & M of Downtown Amenities	\$10,000

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

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## Detail on Significant Items

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### Account

Snow Removal Services Downtown Sidewalks	\$50,000
Weather Services	\$3,500
Various Concrete and Pavement Repairs	\$25,000
<b>Total</b>	<b>\$285,000</b>

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### **6356 Pest & Animal Control**

Mosquito Abatement	\$63,000
Animal Control	\$3,000
Downtown Pest Control	\$7,500
Hornet Nest Removal	\$1,500
<b>Total</b>	<b>\$75,000</b>

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### **6357 Forestry and Tree Service**

Tree Removal and Stump Grinding	\$80,000
Brush Collection (Out to bid this year)	\$250,000
Temporary Staff for Leaf Collection Program	\$12,000
Tree Planting/Replacement	\$20,000
<b>Total</b>	<b>\$362,000</b>

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### **6367 Green Initiatives**

Household Haz Waste Program (offset by revenue)	\$35,000
<b>Total</b>	<b>\$35,000</b>

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### **6430 Capital Repairs/Improvements**

Columbarium at West Cemetery	\$72,000
Monument Entrance Signs	\$60,000
<b>Total</b>	<b>\$132,000</b>

# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #75 — Utility Share General Fund**

<b>Acct.</b>	<b>Description</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Approved Budget 2018</b>	<b>Estimated 2018</b>	<b>Proposed Budget 2019</b>
6628	Utility Administration	\$-940,000	\$-1,284,843	\$-1,645,000	\$-1,645,000	\$-1,735,000
	<b>Utility Share General Fund</b>	<b>\$-940,000</b>	<b>\$-1,284,843</b>	<b>\$-1,645,000</b>	<b>\$-1,645,000</b>	<b>\$-1,735,000</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #75 — Utility Share General Fund

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## Detail on Significant Items

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### Account

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<b>6628</b>	<b>Utility Administration</b>		
	Water		\$-460,000
	Wastewater		\$-500,000
	Electric		\$-775,000
		<b>Total</b>	<b>\$-1,735,000</b>



# City of Batavia 2019 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #90 — Interfund Allocations**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2016	2017	Budget 2018	2018	Budget 2019
7011	Transfer-TIF Fund11	\$663,930	\$0	\$0	\$0	\$0
7033	Transfer -Drainage Capital 33	\$500,000	\$1,294,755	\$367,655	\$367,655	\$362,981
7041	Transfer-Fire Station DS 41	\$708,450	\$707,700	\$711,500	\$711,500	\$709,700
7043	Transfer-Street Captial 43	\$11,070	\$240,000	\$350,000	\$350,000	\$350,000
7048	Transfer-City Hall Capital 48	\$75,000	\$0	\$124,673	\$124,673	\$100,000
7053	Transfer-Storm & CH Debt 53	\$0	\$0	\$407,672	\$407,672	\$410,007
7071	Transfer-Public Works Capital 71	\$275,000	\$275,000	\$300,000	\$300,000	\$275,000
7072	Transfer-Fire Capital 72	\$225,000	\$275,000	\$275,000	\$275,000	\$250,000
<b>Interfund Allocations</b>		<b>\$2,458,450</b>	<b>\$2,792,455</b>	<b>\$2,536,500</b>	<b>\$2,536,500</b>	<b>\$2,457,688</b>

# City of Batavia 2019 Annual Budget

Fund # 10 — General Fund

Department #90 — Interfund Allocations

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## Detail on Significant Items

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### Account

<b>7033</b>	<b>Transfer -Drainage Capital 33</b>	
	Drainage Projects not Funded with Bond Issue	\$362,981
	<b>Total</b>	<b>\$362,981</b>
<b>7041</b>	<b>Transfer-Fire Station DS 41</b>	
	Debt Service for Fire Stations Paid with HR Sales Tax	\$709,700
	<b>Total</b>	<b>\$709,700</b>
<b>7043</b>	<b>Transfer-Street Capital 43</b>	
	Funds Street Capital	\$350,000
	<b>Total</b>	<b>\$350,000</b>
<b>7053</b>	<b>Transfer-Storm &amp; CH Debt 53</b>	
	Stormwater Bond Payment	\$337,019
	City Hall Window Bond Payment	\$72,988
	<b>Total</b>	<b>\$410,007</b>
<b>7071</b>	<b>Transfer-Public Works Capital 71</b>	
	Funds Capital Vehicles and Equipment for Public Works	\$275,000
	<b>Total</b>	<b>\$275,000</b>
<b>7072</b>	<b>Transfer-Fire Capital 72</b>	
	Funds Fire Apparatus	\$250,000
	<b>Total</b>	<b>\$250,000</b>

# City of Batavia 2019 Annual Budget

## Fund #14 — Economic Development Grant Summary

Description	Actual 2016	Actual 2017	Approved Budget 2018	Estimated 2018	Proposed Budget 2019
Surplus and Reserves	\$5,993,869	\$4,274,894		\$2,597,141	\$1,548,156
ED Grant Agreement	\$1,718,975	\$1,677,753	\$1,589,167	\$1,048,985	\$1,548,156
<b>Total Expense</b>	<b>\$1,718,975</b>	<b>\$1,677,753</b>	<b>\$1,589,167</b>	<b>\$1,048,985</b>	<b>\$1,548,156</b>
<b>Surplus/(Deficit)</b>	<b>(\$1,718,975)</b>	<b>(\$1,677,753)</b>	<b>(\$1,589,167)</b>	<b>(\$1,048,985)</b>	<b>(\$1,548,156)</b>
Surplus and Reserves	\$4,274,894	\$2,597,141		\$1,548,156	\$0

# City of Batavia 2019 Annual Budget

## Expenditures

Fund #14 — Economic Development Grant

Department #95 — ED Grant Agreement

Acct.	Description	Actual 2016	Actual 2017	Approved Budget 2018	Estimated 2018	Proposed Budget 2019
6353	Economic Development	\$1,718,975	\$1,677,753	\$1,589,167	\$1,048,985	\$1,548,156
	ED Grant Agreement	<b>\$1,718,975</b>	<b>\$1,677,753</b>	<b>\$1,589,167</b>	<b>\$1,048,985</b>	<b>\$1,548,156</b>