

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 & Economic Development, Public Works Administration, Engineering, Public Properties & Services, Finance, Information Systems, Utility Billing, 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.

Sales Tax Rate

8.0% on General Merchandise
 1.75% on Food and Drug
 7.0% on Registered Vehicles

City Share

1% of all Sales Tax
 1% Home Rule on General Merchandise

Utility Taxes/Fees

Water 4%
 Natural Gas \$0.035/Therm
 Telecommunications 6%
 Electric Franchise Fee 4%
 Gasoline \$0.05/Gallon
 Liquor Tax 2%

Total Equalized Assessed Valuation

2018	\$ 1,008,942,951
2017	\$ 977,594,114
2016-	\$ 955,521,844
2015 -	\$ 914,945,274
2014 -	\$ 889,954,712
2013 -	\$ 913,768,374
2012 -	\$ 956,787,649
2011 -	\$ 997,336,424
2010 -	\$ 1,053,784,460
2009	\$1,091,136,051

Municipal Property Tax Rate

2018 - \$0.733595
 2017 - \$0.742796
 2016 - \$0.697011
 2015 - \$0.695527
 2014 - \$0.715334
 2013 - \$0.731342
 2012 - \$0.695886
 2011 - \$0.672037
 2010 - \$0.592473
 2009 - \$0.559507

Typical Total Tax Rate

2018 - \$9.022619
 2017 - \$9.123399
 2016 - \$9.214220
 2015 - \$9.610211
 2014 - \$9.862077
 2013 - \$9.605213
 2012 - \$9.074522
 2011 - \$8.595600
 2010 - \$7.431154
 2009 - \$7.121937

City of Batavia 2020 Annual Budget

General Fund with Economic Development Sub-Fund

Description	Actual 2017	Actual 2018	Approved Budget 2019	Estimated 2019	Proposed Budget 2020
Surplus and Reserves	\$13,550,909	\$12,951,198		\$13,609,495	\$13,742,485
01 Intergovernmental	\$3,611,458	\$3,798,927	\$3,783,900	\$4,092,293	\$4,171,000
01 Municipal Taxes/Fees	\$5,229,353	\$5,560,379	\$5,605,700	\$5,440,271	\$5,451,000
01 Property Taxes	\$6,540,980	\$7,149,751	\$7,293,834	\$7,293,823	\$7,547,657
01 Sales Taxes	\$8,975,819	\$8,793,196	\$8,750,000	\$8,730,000	\$8,735,000
04 Fees & Services	\$1,186,399	\$1,508,440	\$1,460,500	\$1,348,217	\$1,565,242
05 Fines and Forfeitures	\$198,503	\$273,047	\$259,000	\$241,500	\$259,000
06 Other Revenues	\$407,436	\$560,099	\$510,000	\$610,000	\$590,000
Total Revenue	\$26,149,948	\$27,643,839	\$27,662,934	\$27,756,104	\$28,318,899
Administration & Legislative	\$1,141,920	\$1,147,428	\$1,216,706	\$1,195,060	\$1,229,721
Human Resources	\$434,286	\$400,943	\$463,296	\$464,605	\$476,213
Community & Economic Dev	\$1,206,063	\$1,229,724	\$1,453,227	\$1,495,103	\$1,579,309
Public Works Administration	\$239,170	\$254,691	\$258,702	\$261,762	\$273,190
Engineering	\$561,375	\$677,957	\$839,804	\$709,699	\$734,867
Public Properties & Services	\$1,030,410	\$1,066,175	\$2,292,167	\$2,216,146	\$2,354,396
Finance and Accounting	\$633,244	\$684,978	\$701,389	\$700,473	\$723,203
Information Systems	\$891,946	\$909,258	\$1,211,657	\$1,079,203	\$1,393,320
Utility Billing	\$381,074	\$416,942	\$483,586	\$452,319	\$464,389
Police Admin & Operations	\$8,876,597	\$9,312,595	\$9,946,950	\$9,789,864	\$10,270,069
Fire Services	\$5,241,841	\$5,441,013	\$5,887,187	\$5,855,741	\$6,124,045
E.S.D.A.	\$31,475	\$29,508	\$40,810	\$37,840	\$41,200
Streets and Sanitation	\$2,894,893	\$3,319,420	\$2,767,606	\$2,642,611	\$2,831,345
Utility Share General Fund	\$-1,284,843	\$-1,645,000	\$-1,735,000	\$-1,735,000	\$-2,025,000
Interfund Allocations	\$2,792,455	\$2,536,500	\$2,457,688	\$2,457,688	\$3,492,450
ED Grant Agreement	\$1,677,753	\$1,203,410	\$1,548,156	\$0	\$1,393,731
Total Expense	\$26,749,659	\$26,985,542	\$29,833,931	\$27,623,114	\$31,356,448
Surplus/(Deficit)	(\$599,711)	\$658,297	(\$2,170,997)	\$132,990	(\$3,037,549)
Surplus and Reserves	\$12,951,198	\$13,609,495		\$13,742,485	\$10,704,936

City of Batavia 2020 Annual Budget

Fund #10 — General Fund Summary

Description	Actual 2017	Actual 2018	Approved Budget 2019	Estimated 2019	Proposed Budget 2020
Surplus and Reserves	\$9,276,015	\$10,354,057		\$12,215,764	\$12,348,754
01 Intergovernmental	\$3,611,458	\$3,798,927	\$3,783,900	\$4,092,293	\$4,171,000
01 Municipal Taxes/Fees	\$5,229,353	\$5,560,379	\$5,605,700	\$5,440,271	\$5,451,000
01 Property Taxes	\$6,540,980	\$7,149,751	\$7,293,834	\$7,293,823	\$7,547,657
01 Sales Taxes	\$8,975,819	\$8,793,196	\$8,750,000	\$8,730,000	\$8,735,000
04 Fees & Services	\$1,186,399	\$1,508,440	\$1,460,500	\$1,348,217	\$1,565,242
05 Fines and Forfeitures	\$198,503	\$273,047	\$259,000	\$241,500	\$259,000
06 Other Revenues	\$407,436	\$560,099	\$510,000	\$610,000	\$590,000
Total Revenue	\$26,149,948	\$27,643,839	\$27,662,934	\$27,756,104	\$28,318,899
Administration & Legislative	\$1,141,920	\$1,147,428	\$1,216,706	\$1,195,060	\$1,229,721
Human Resources	\$434,286	\$400,943	\$463,296	\$464,605	\$476,213
Community & Economic Dev	\$1,206,063	\$1,229,724	\$1,453,227	\$1,495,103	\$1,579,309
Public Works Administration	\$239,170	\$254,691	\$258,702	\$261,762	\$273,190
Engineering	\$561,375	\$677,957	\$839,804	\$709,699	\$734,867
Public Properties & Services	\$1,030,410	\$1,066,175	\$2,292,167	\$2,216,146	\$2,354,396
Finance and Accounting	\$633,244	\$684,978	\$701,389	\$700,473	\$723,203
Information Systems	\$891,946	\$909,258	\$1,211,657	\$1,079,203	\$1,393,320
Utility Billing	\$381,074	\$416,942	\$483,586	\$452,319	\$464,389
Police Admin & Operations	\$8,876,597	\$9,312,595	\$9,946,950	\$9,789,864	\$10,270,069
Fire Services	\$5,241,841	\$5,441,013	\$5,887,187	\$5,855,741	\$6,124,045
E.S.D.A.	\$31,475	\$29,508	\$40,810	\$37,840	\$41,200
Streets and Sanitation	\$2,894,893	\$3,319,420	\$2,767,606	\$2,642,611	\$2,831,345
Utility Share General Fund	\$-1,284,843	\$-1,645,000	\$-1,735,000	\$-1,735,000	\$-2,025,000
Interfund Allocations	\$2,792,455	\$2,536,500	\$2,457,688	\$2,457,688	\$3,492,450
Total Expense	\$25,071,906	\$25,782,132	\$28,285,775	\$27,623,114	\$29,962,717
Surplus/(Deficit)	\$1,078,042	\$1,861,707	(\$622,841)	\$132,990	(\$1,643,818)
Surplus and Reserves	\$10,354,057	\$12,215,764		\$12,348,754	\$10,704,936

City of Batavia 2020 Annual Budget

Revenues

Fund #10 — General Fund

Acct.	Description	Actual 2017	Actual 2018	Approved Budget 2019	Estimated 2019	Proposed Budget 2020
4135	Local Use Tax	\$673,694	\$765,085	\$735,000	\$836,000	\$882,000
4210	Pers Property Repl Tax	\$223,292	\$184,542	\$185,000	\$215,000	\$223,500
4220	State Income Tax	\$2,366,177	\$2,512,400	\$2,525,000	\$2,703,000	\$2,725,000
4370	B & C Fire Prot Dist	\$247,017	\$250,000	\$250,000	\$250,000	\$250,000
4386	Maintenance of State Highways	\$59,137	\$48,895	\$48,900	\$50,293	\$50,500
4402	Township Transit Reimb.	\$42,141	\$38,005	\$40,000	\$38,000	\$40,000
	01 Intergovernmental	\$3,611,458	\$3,798,927	\$3,783,900	\$4,092,293	\$4,171,000
4115	Simplified Telcom Tax	\$739,731	\$716,257	\$720,000	\$632,000	\$575,000
4120	Elec FF & Water Utility Tax	\$2,054,513	\$2,009,865	\$2,065,000	\$1,965,571	\$2,000,000
4121	Liquor Sales Tax	\$378,228	\$378,980	\$380,000	\$357,000	\$370,000
4122	Gasoline Tax	\$426,695	\$0	\$0	\$0	\$0
4123	Natural Gas Tax	\$623,370	\$725,805	\$700,000	\$728,000	\$740,000
4245	Waste Transfer Fee	\$520,741	\$555,152	\$520,000	\$535,000	\$540,000
4324	Payments in Lieu of Taxes	\$18,296	\$720,087	\$770,700	\$775,700	\$776,000
4325	ROW Franchise Fees	\$467,779	\$454,233	\$450,000	\$447,000	\$450,000
	01 Municipal Taxes/Fees	\$5,229,353	\$5,560,379	\$5,605,700	\$5,440,271	\$5,451,000
4010	Real Estate Taxes - General	\$3,940,240	\$4,359,306	\$4,258,011	\$4,258,000	\$4,207,086
4011	Real Estate Taxes - Pension	\$2,559,771	\$2,751,784	\$2,995,823	\$2,995,823	\$3,300,571
4015	SSA Property Tax	\$7,048	\$4,691	\$6,000	\$6,000	\$6,000
4240	Road & Bridge Tax	\$33,921	\$33,970	\$34,000	\$34,000	\$34,000
	01 Property Taxes	\$6,540,980	\$7,149,751	\$7,293,834	\$7,293,823	\$7,547,657
4110	State Sales Tax	\$5,214,685	\$5,095,023	\$5,075,000	\$5,100,000	\$5,115,000
4111	Home Rule Sales Tax	\$3,761,134	\$3,698,173	\$3,675,000	\$3,630,000	\$3,620,000
	01 Sales Taxes	\$8,975,819	\$8,793,196	\$8,750,000	\$8,730,000	\$8,735,000
4251	Licenses	\$75,380	\$77,897	\$76,500	\$75,000	\$76,500
4271	Building Permits	\$283,275	\$305,290	\$285,000	\$380,000	\$350,000
4301	Engineering Plan Review Fee	\$17,742	\$94,687	\$80,000	\$30,000	\$94,525
4302	Engineering Inspection Fee	\$34,351	\$212,818	\$200,000	\$50,000	\$185,000
4310	Plumbing Inspection Fee	\$43,678	\$60,958	\$40,000	\$95,000	\$95,000
4316	Planning & Zoning Fees	\$35,868	\$49,775	\$55,000	\$35,000	\$50,000
4318	Survey Monumentation Fee	\$19,569	\$42,944	\$50,000	\$10,000	\$20,000
4320	Leaf & Brush Collection	\$454,758	\$455,336	\$458,000	\$456,000	\$458,000
4330	Cemetery Fees	\$65,650	\$46,991	\$60,000	\$55,000	\$60,000
4355	Police Reimbursements	\$130,217	\$135,773	\$130,000	\$136,000	\$150,000
4392	Household Haz Waste Fee	\$25,911	\$25,971	\$26,000	\$26,217	\$26,217
	04 Fees & Services	\$1,186,399	\$1,508,440	\$1,460,500	\$1,348,217	\$1,565,242

City of Batavia 2020 Annual Budget

Revenues

Fund #10 — General Fund

Acct.	Description	Actual 2017	Actual 2018	Approved Budget 2019	Estimated 2019	Proposed Budget 2020
4351	Fines & Fees	\$162,323	\$244,441	\$225,000	\$210,000	\$225,000
4352	Parking Tickets	\$36,180	\$28,606	\$34,000	\$31,500	\$34,000
05 Fines and Forfeitures		\$198,503	\$273,047	\$259,000	\$241,500	\$259,000
4252	Video Gaming	\$26,984	\$56,208	\$45,000	\$75,000	\$75,000
4399	Reimb/Misc Revenue	\$241,621	\$223,864	\$225,000	\$235,000	\$240,000
5000	Investment Income	\$138,831	\$280,027	\$240,000	\$300,000	\$275,000
06 Other Revenues		\$407,436	\$560,099	\$510,000	\$610,000	\$590,000
Total Revenue		\$26,149,948	\$27,643,839	\$27,662,934	\$27,756,104	\$28,318,899

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

Detail on Significant Items

Account

4010	Real Estate Taxes - General	
	Operational Property Tax Levy	\$4,258,011
	Increase to IMRF Pension Cost Increase	\$199,075
	Total	\$4,457,086
4011	Real Estate Taxes - Pension	
	Police Pension - Increase of \$237,408 over prior year Actuarial Value of Assets still decreased from 56.81% to 53.95%	\$2,266,449
	Fire Pension - increased \$101,340 over prior year. Actuarial Value of Assets decreased slightly still from 67.52% to 66.19%	\$1,034,122
	Total	\$3,300,571
4135	Local Use Tax	
	Higher revenues due to online sales tax	\$852,000
	Estimate of first year cannabis shared sales tax	\$30,000
	Total	\$882,000
4301	Engineering Plan Review Fee	
	Other	\$30,000
	Winding Creek	\$64,525
	Total	\$94,525
4302	Engineering Inspection Fee	
	Other	\$50,000
	Winding Creek	\$135,000
	Total	\$185,000

Administration

The Administration Department is responsible for the day-to-day support of the Mayor & City Council as well as daily City operations and is comprised of the City Administrator, an Administrative Assistant, a Communications Coordinator and the 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 Action 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. In 2019 the City hired Griffin Price as its new Communications Coordinator. In 2019 the City implemented a full website refresh to make its online communication and resources more helpful, efficient and visually appealing. In 2020, the Communications Coordinator will develop a formal communications plan for the City which has not previously existed that will help to standardize all City communications and provide cohesive messaging.

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. In addition, Anthony Isom, the Assistant to the City Administrator provides support for the City's economic development initiatives.

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, in anticipation of creating the City's 2019-2022 Strategic Action Plan, the city conducted a Community Survey and the results (from over 1,000 citizens) provided guidance to City Council on issues that mattered most to residents. In early 2020, the City plans to conduct a follow up survey utilizing a standardized survey created by National Research Center, Inc.. Utilizing the standardized survey will allow a more scientific methodology and the ability to benchmark Batavia against other similarly situated communities.

The following is an update on some of the Strategic Action items for which the Administration Department provides leadership:

Investigate the Feasibility of a Parking Lot for Train Commuters

The Assistant to the City Administrator met with PACE transportation service to discuss this project. PACE related their advice that a park-and-ride option would not likely be utilized by train commuters in our area. Instead, PACE suggests that the City should make its commuting residents aware of low-cost alternatives that PACE provides, such as its PACE on Demand service. The service has the advantage of picking up riders right at their doorstep, eliminating the need for them to use their car at all. And does not require any expenditure by the City.

Create a Plan for a Second Bridge

The need for a second bridge was mentioned frequently by those responding to the 2018 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.

In order to defray some of the expense of adding a second bridge, the City plans to meet with neighboring municipalities and Kane County to determine their interest in collaborating in a cost-sharing approach for a bridge that provides a regional solution.

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

The City, in collaboration with MainStreet, the Chamber of Commerce and the Batavia Bicycle Commission met and developed a series of recommendations to improve the safety of walking and biking in downtown. Several of these recommendations have already been implemented in 2019, including increased signage at risky intersections, the installation of sharrows on Island/Shmway and Water St. and the “Dismount and Walk Your Bike” pavement markings on Wilson St. over the Donovan Bridge.. Several other improvements are planned for 2020 as well as planning with Batavia MainStreet to add wayfinding signs that direct visitors to our many downtown attractions and services.

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #10 — Administration & Legislative

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$417,722	\$430,669	\$447,500	\$455,000	\$477,000
6102	Overtime	\$4,939	\$8,180	\$500	\$350	\$500
6107	Part-time Wages	\$69,243	\$85,913	\$95,400	\$95,400	\$86,000
6120	City Health Ins Contribution	\$43,978	\$45,296	\$55,318	\$66,070	\$64,022
6121	City IMRF Pension Contribution	\$43,278	\$48,349	\$46,323	\$47,083	\$61,216
6122	City Share FICA and Medicare	\$34,394	\$36,740	\$40,040	\$42,132	\$43,108
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$17,590	\$17,016	\$20,000	\$20,000	\$20,000
6210	Training & Seminars	\$9,384	\$6,087	\$24,600	\$24,600	\$5,000
6215	Resource Materials	\$971	\$1,071	\$1,000	\$1,000	\$1,000
6225	Postage & Shipping	\$480	\$478	\$525	\$525	\$525
6230	Office Supplies	\$7,242	\$3,049	\$4,000	\$4,000	\$5,000
6235	Printing	\$19,477	\$33,022	\$30,000	\$25,000	\$35,000
6250	Telephone	\$2,557	\$2,323	\$2,500	\$2,500	\$2,500
6259	Meals & Refreshments	\$995	\$1,311	\$2,500	\$2,500	\$2,500
6351	Property & Liability Insurance	\$20,953	\$22,554	\$25,000	\$25,000	\$26,250
6355	Professional Services	\$61,786	\$45,409	\$41,400	\$50,000	\$50,000
6358	Legal Fees	\$119,737	\$102,013	\$120,000	\$75,000	\$90,000
6359	BATV (% Franchise Fee)	\$187,112	\$181,838	\$180,000	\$178,800	\$180,000
6363	Ride in Kane Program	\$79,982	\$76,010	\$80,000	\$80,000	\$80,000
Administration & Legislative		\$1,141,920	\$1,147,428	\$1,216,706	\$1,195,060	\$1,229,721

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #10 — Administration & Legislative

Detail on Significant Items

Account

Personnel

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

6107	Part-time Wages	
	City Council, Clerk, Treasurer	\$76,000
	Part-time Administrative Assistant (temporary)	\$10,000
	Total	\$86,000

6235	Printing	
	Reprint Slow Down Campaign Signs, Neighbors, Sterling Codifiers	\$35,000
	Total	\$35,000

6355	Professional Services	
	Bicycle Commission requests funding to update the City Bicycle Plan	\$13,000
	Professional services including transcription	\$35,000
	Tent and sponsorship for BEC	\$2,000
	Total	\$50,000

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #12 — Human Resources

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$238,026	\$247,461	\$261,600	\$262,084	\$269,250
6120	City Health Ins Contribution	\$34,886	\$36,308	\$39,230	\$40,828	\$39,562
6121	City IMRF Pension Contribution	\$27,777	\$30,525	\$27,049	\$27,099	\$34,518
6122	City Share FICA and Medicare	\$17,207	\$17,923	\$20,012	\$20,049	\$20,598
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6203	Medical Exams & Testing	\$24,149	\$9,852	\$16,610	\$15,500	\$15,420
6204	Employee Recruitment	\$3,511	\$2,046	\$6,200	\$6,400	\$6,500
6205	Memberships	\$988	\$1,224	\$1,585	\$1,585	\$1,585
6207	Employee Recognition	\$16,367	\$18,180	\$26,475	\$26,475	\$26,500
6210	Training & Seminars	\$14,382	\$8,278	\$19,650	\$19,650	\$29,000
6225	Postage & Shipping	\$84	\$142	\$250	\$300	\$300
6230	Office Supplies	\$2,302	\$8,227	\$10,195	\$10,195	\$6,040
6250	Telephone	\$820	\$1,136	\$800	\$800	\$800
6351	Property & Liability Insurance	\$8,092	\$8,095	\$10,000	\$10,000	\$10,500
6355	Professional Services	\$18,362	\$8,572	\$9,540	\$9,540	\$9,540
6358	Legal Fees	\$27,233	\$2,874	\$14,000	\$14,000	\$6,000
	Human Resources	\$434,286	\$400,943	\$463,296	\$464,605	\$476,213

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #12 — Human Resources

Detail on Significant Items

Account

Personnel

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

6101 Salaries and Wages

Not funded - Increase PT hours from 25 per week to 30 per week \$9,000 + (30 hours threshold for family Insurance - potential \$30,000 cost)	\$0
Wages	\$269,250
Total	\$269,250

6210 Training & Seminars

LEAD	\$8,000
Seminars & Training HR Staff	\$5,000
Mandated Harrassment Training for Employees	\$9,000
City Wide Training	\$7,000
Tuition Reimbursement Program - not funded at this time (\$20,000)	\$0
Total	\$29,000

Community and Economic Development Department

Community Development

The Community Development Department is responsible for planning and implementing the City's policies, regulations and guidelines for physical development of the City. 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.

Major accomplishments in 2019 include:

- Continued updates to the Zoning Code and Official Zoning Map
- Adoption of a new backup Special Service Area (SSA) for the Barkei Farms subdivision and a revised SSA for the proposed One Washington Place Development.
- Approved revised plats for the Prairie Commons and Water Tower Crossing (Habitat for Humanity) subdivisions
- Continued review of updated building codes for possible adoption
- Furthered implementation of the Downtown Significant Historic Building Conservation Program
- Staff also reviewed and processed the approvals for the Winding Creek development on McKee Street, a 201-unit single family and townhome development west of Randall Road
- Entered into a renewed boundary agreement with the Village of Sugar Grove, adjusting the line to be at Bliss Road
- Continued work on a revised boundary agreement with the Village of North Aurora with anticipated completion before the end of 2019
- Annexation of the various unincorporated islands has been moving ahead with a total of 42 homes and 60 parcels annexed since the beginning of 2019
- Reviewed and inspected the expansion of the Funway facility onto the former Producers Chemical site
- Coordinated construction inspection for the Windmill Landings Congregate Care facility at Hawks Drive, a 142-unit senior congregate care facility off Hawks Drive
- Plan reviews and inspections continue for the Tanglewood Unit 5 development off Deerpath Road and the Prairie Commons development off Kirk Road

- The Historic Preservation Commission has completed revisions to the Design Guidelines and will have these implemented in the near future.

Economic Development

The Economic Development Department is responsible for managing, coordinating, and/or assisting the City Departments in the implementation of the City's Economic Development programs to include those related to business retention and expansion, marketing and attraction, real estate development and reuse, and development finance and incentives. The department's initiatives relate directly to the strategic objectives of downtown development and business development and retention.

The Economic Development Division continues to focus on the sustained development and redevelopment of the City's central business district. The following will be areas of focus in 2020:

- Former Baptist Church and Surrounding Properties Redevelopment Site. Developer and City are awaiting IEPA approval of an amended (added groundwater component) site remediation action plan. Once this effort is complete, developer has informed staff that they will authorize their architect to begin construction documents for building permit approval. Ultimately, TIF Redevelopment Agreement, to include its exhibit PUD documents, will serve as the vehicle to bring the project to fruition.
- Former Walgreens Space, 144 West Wilson. With the 5,000 SF Riverside Pizza and Pub occupancy in 2019, the City 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.
- 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.
- 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.
- Depending on One Washington Place groundbreaking date, staff anticipates retaining outside consulting services in 2020 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. In either case, redevelopment advocacy efforts will begin in earnest once One Washington Place breaks ground and its garage completion date can be better estimated.

- Bolstering Retail and Restaurant Enterprises. In recent years, the City has seen increased restaurant development in its CBD, from Verita (formerly Gaetano's Batavia), Gammon Coach House, Briana's and Acquaviva, to Riverside Pizza and Pub, Bocadito's and Oak and Swine, the City's central business district is quickly gained a reputation as one of the Fox Valley's dining hubs. Recently too, retail enterprises like River Peak Apothecary, Hearth and Hammer and Six + Cypress have either opened or expanded in the CBD. The increase in foot traffic resulting from these new business activities can only serve to further attract retailers and restaurateurs to the City's historic downtown.

The Economic Development Division perceives the top priorities in creating additional commercial activity for areas outside of the City's central business district are as follows:

- Commercial occupancy of the 137K SF former Sam's Club building at 801 N. Randall
- Coordinated redevelopment of the remaining ~6 acres of the former Avenue Chevrolet property, with possible inclusion of the ~2-acre, Pederson property immediately adjacent to the east.
- Recruit and assist in facilitating the development of a flagged hotel to a site either located along Kirk or Randall Road. Also exploring the possibility of recruiting a boutique type, independently owned hotel to the City's downtown.
- Find a reuse/repurpose for vacant bank sites.

In the last 18 months, the City of Batavia has seen a tremendous resurgence in the construction of new and the re-occupancy or new, expanded occupancy of existing industrial buildings unparalleled over the previous ten-year period. Examples of new industrial building construction include at the 27K SF and 30K SF buildings on Nagel Blvd., the 102K SF and 137K SF buildings fronting Douglas Rd. (both now fully leased) and 150K SF at Fabyan Pkwy & Louis Bork Dr. The re-occupancies of existing industrial building stock include 193K SF (formerly Amcor, now SD Wheels), 134K SF (Rubicon to Alfagomma) and 40K SF (St. Charles Trading/Trucking to Blue Peak Tents), while examples of the expanded occupancy of existing buildings include 182K SF on Pierson and 100K SF at Fabyan and Kingsland.

Top priorities for the City's Economic Development going into 2020 with respect to industrial business and development are as follows:

- As in previous years since PartyLite's departure for Ohio several years ago, the program will assist ownership in finding a buyer or a tenant for the 500K SF building at 601-605 Kingsland).
- Recruit and facilitate the development of data center enterprises, either becoming tenants in an existing building (e.g. see new building at Fabyan and Louis Bork) or to act as a catalyst in the construction of a new office/research/industrial building.
- Recruit and facilitate the site selection for another high demand/consumption electric customer (e.g., plastic extrusion or injection molding, metal works and processing) within the City limits.

Future Community and Economic Development Strategy

City Council received a mid-year proposal to combine the Economic Development and Community Development departments into one combined group. The move was prompted by the announced retirement in May 2020 of the City's current Economic Development consultant, Chris Aiston. Combining these two departments is a strategy many other communities have adopted and which have become quite successful. There are several reasons that staff feels such an arrangement would be successful here, but first and foremost is the ability to project ourselves as one seamless team whose goal is to improve the economic vitality of our City by implementing the vision and policies that Council has adopted in our Strategic Action Plan and Comprehensive Plan.

Unfortunately, we have frequently received feedback that our processes are difficult for the general public and the development community. The purpose in combining these department is to make Economic Development a part of everyone's job and to improve the experience that developers and businesses have when working with the City.

Key to the success of this transition is the creation of the Economic Development Manager position within the new combined department to replace the previous role of an external consultant. Although the City still intends to use the services of consultants for targeted projects such as finding opportunities to recruit a specific type of business, bringing the main economic development responsibilities to work within a combined department means that all development projects will be served by the members of one cohesive team. The primary role of the Economic Development Manager will be to act as concierge for development projects from a first phone call to discuss a potential idea through the eventual ribbon cutting. From this perspective, the Economic Development Manager can work from within our processes to re-engineer them to best serve the development and business communities.

Due to budget constraints, we will not be able to bring the Economic Development Manager position on board until mid-year, to coincide with the retirement of the economic development consultant. Staff will be proposing the implementation of a business registration program in

2020, the fees from which will help offset the salary and benefits cost of this position, as well as providing crucial information about the businesses operating within our borders. This information will assist the City to better serve the business community, help to attract new businesses and provide important safety information for our public safety agencies and public works department.

In addition to creating the Economic Development Manager position, the new plan also includes two additional strategies: the first being to contract with firms who specialize in attracting a specific type of business. Initially we recommend hiring a firm that can assist with bringing in a branded hotel, which a market study has shown the City needs and can support. Tax generated by a hotel could be used to fund greater marketing and promotional activities for business and tourism.

The second element of the future plan for Community and Economic Development is the creation of an external advisory board. Comprised of representatives from various stakeholders, this group serves as ombudsmen for the business community, offers recommendations to the City on ways to improve its process and attract and retain businesses and serves as business ambassadors to promote the City as a great place for business.

We recognize that this plan represents a huge culture shift, but staff fully support it and we are confident that it will bring solid results for the City of Batavia.

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #13 — Community & Economic Dev

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$718,009	\$725,640	\$818,736	\$807,192	\$885,567
6102	Overtime	\$843	\$513	\$1,000	\$1,000	\$1,000
6107	Part-time Wages	\$0	\$0	\$0	\$5,000	\$0
6120	City Health Ins Contribution	\$140,355	\$135,120	\$169,999	\$172,281	\$181,941
6121	City IMRF Pension Contribution	\$77,294	\$89,260	\$84,761	\$83,567	\$113,658
6122	City Share FICA and Medicare	\$52,184	\$52,450	\$62,710	\$62,209	\$67,822
6126	Workers Compensation Contrib	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
6205	Memberships	\$3,564	\$4,838	\$4,396	\$4,396	\$5,171
6210	Training & Seminars	\$6,568	\$5,160	\$13,275	\$11,775	\$7,550
6215	Resource Materials	\$0	\$78	\$1,800	\$500	\$6,150
6225	Postage & Shipping	\$4,931	\$1,972	\$2,600	\$3,523	\$6,500
6230	Office Supplies	\$2,127	\$2,358	\$3,850	\$2,790	\$3,500
6235	Printing	\$5,780	\$8,608	\$7,650	\$10,720	\$12,000
6241	Fuel	\$1,116	\$1,336	\$1,900	\$2,900	\$3,200
6250	Telephone	\$3,006	\$3,034	\$3,500	\$3,753	\$3,800
6255	Clothing & Uniforms	\$594	\$406	\$500	\$500	\$500
6310	R & M Vehicles	\$815	\$4,028	\$3,500	\$1,259	\$3,700
6351	Property & Liability Insurance	\$3,753	\$3,871	\$5,000	\$5,000	\$5,250
6353	Economic Development	\$109,517	\$105,067	\$100,850	\$100,850	\$100,000
6354	Plumbing Inspections	\$46,617	\$53,278	\$45,000	\$86,000	\$86,000
6355	Professional Services	\$27,990	\$31,707	\$34,200	\$48,178	\$37,000
6420	Grants & Redevelopment	\$0	\$0	\$30,000	\$30,000	\$50,000
6450	Vehicles & Equipment	\$0	\$0	\$57,000	\$50,710	\$0
Community & Economic Dev		\$1,206,063	\$1,229,724	\$1,453,227	\$1,495,103	\$1,581,309

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #13 — Community & Economic Dev

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$718,009	\$725,640	\$818,736	\$807,192	\$885,567
6102	Overtime	\$843	\$513	\$1,000	\$1,000	\$1,000
6107	Part-time Wages	\$0	\$0	\$0	\$5,000	\$0
6120	City Health Ins Contribution	\$140,355	\$135,120	\$169,999	\$172,281	\$181,941
6121	City IMRF Pension Contribution	\$77,294	\$89,260	\$84,761	\$83,567	\$113,658
6122	City Share FICA and Medicare	\$52,184	\$52,450	\$62,710	\$62,209	\$67,822
6126	Workers Compensation Contrib	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
6205	Memberships	\$3,564	\$4,838	\$4,396	\$4,396	\$5,171
6210	Training & Seminars	\$6,568	\$5,160	\$13,275	\$11,775	\$7,550
6215	Resource Materials	\$0	\$78	\$1,800	\$500	\$6,150
6225	Postage & Shipping	\$4,931	\$1,972	\$2,600	\$3,523	\$6,500
6230	Office Supplies	\$2,127	\$2,358	\$3,850	\$2,790	\$3,500
6235	Printing	\$5,780	\$8,608	\$7,650	\$10,720	\$12,000
6241	Fuel	\$1,116	\$1,336	\$1,900	\$2,900	\$3,200
6250	Telephone	\$3,006	\$3,034	\$3,500	\$3,753	\$3,800
6255	Clothing & Uniforms	\$594	\$406	\$500	\$500	\$500
6310	R & M Vehicles	\$815	\$4,028	\$3,500	\$1,259	\$3,700
6351	Property & Liability Insurance	\$3,753	\$3,871	\$5,000	\$5,000	\$5,250
6353	Economic Development	\$109,517	\$105,067	\$100,850	\$100,850	\$98,000
6354	Plumbing Inspections	\$46,617	\$53,278	\$45,000	\$86,000	\$86,000
6355	Professional Services	\$27,990	\$31,707	\$34,200	\$48,178	\$37,000
6420	Grants & Redevelopment	\$0	\$0	\$30,000	\$30,000	\$50,000
6450	Vehicles & Equipment	\$0	\$0	\$57,000	\$50,710	\$0
Community & Economic Dev		\$1,206,063	\$1,229,724	\$1,453,227	\$1,495,103	\$1,579,309

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #13 — Community & Economic Dev

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

6101 Salaries and Wages

	New Economic Development position-@ 6 months	\$52,000
	Total	\$52,000

6205 Memberships

	CD Memberships	\$3,396
	ED Memberships (ITIA, ICSC, IEDC)	\$1,775
	Total	\$5,171

6215 Resource Materials

	2015 Code Books and Access	\$1,500
	Miscellaneous materials	\$300
	Costar Listing Service	\$4,350
	Total	\$6,150

6225 Postage & Shipping

	Restaurant Week Mailing (ED)	\$3,000
	Total	\$3,000

6235 Printing

	Publications/Notices	\$10,000
	Restaurant Week and Trade Shows (ED)	\$2,000
	Total	\$12,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #13 — Community & Economic Dev

Detail on Significant Items

Account

6353 Economic Development

ED Consulting (CCAC) through May 2020	\$30,000
Business Recruiting Consultant	\$40,000
Consultants/Marketing	\$28,000
Total	\$98,000

6354 Plumbing Inspections

Increased cost due to increased building activity. Funds are reimbursed through permits.	\$86,000
Total	\$86,000

6355 Professional Services

Property Maintenance-Code Enforcement	\$20,000
Hearing Officer/Recorder	\$2,000
Fire Plan Reviews	\$2,000
Other Professional Services	\$3,000
Surveying Services	\$5,000
Plan Commissioners	\$1,500
Recording Fees	\$3,500
Total	\$37,000

6420 Grants & Redevelopment

Gateway Improvement Program	\$50,000
Total	\$50,000

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 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #14 — Public Works Administration

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget	2019	Budget
				2019		2020
6101	Salaries and Wages	\$163,234	\$169,096	\$172,438	\$172,358	\$176,517
6120	City Health Ins Contribution	\$25,593	\$26,000	\$28,092	\$29,247	\$28,340
6121	City IMRF Pension Contribution	\$18,407	\$19,968	\$17,830	\$17,822	\$22,629
6122	City Share FICA and Medicare	\$10,127	\$10,271	\$13,192	\$13,185	\$13,504
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$781	\$642	\$800	\$800	\$800
6210	Training & Seminars	\$2,698	\$618	\$3,500	\$500	\$3,500
6250	Telephone	\$720	\$720	\$750	\$750	\$750
6340	R & M Field Equipment	\$17,104	\$26,276	\$21,000	\$26,000	\$26,000
6351	Property & Liability Insurance	\$406	\$1,000	\$1,000	\$1,000	\$1,050
	Public Works Administration	\$239,170	\$254,691	\$258,702	\$261,762	\$273,190

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #14 — Public Works Administration

Detail on Significant Items

Account

Personnel

(1) Director of Public Works

6340	R & M Field Equipment		
	Maintenance of Traffic Signals		\$26,000
		Total	\$26,000

Engineering

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

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

Strategic Goal for Infrastructure:

- ***Commit to a Base Level Funding for all infrastructure***

The City Council is in the process of determining the base level funding needed for the City's aging infrastructures such as roads, storms, sanitary and watermain. However, until that determination is complete, staff is currently implementing plans that was approved a few years ago.

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

Street Maintenance Program – Staff is implementing a street improvement program based on pavement evaluation data, other project priorities and grant funds available. The five-year plan is 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 (Federal, State, CDBG) available to meet the goals/objectives of this program in order to provide the maximum number of streets maintained each year.

Strategic Goal for River:

- ***Create Master Plan for Future Development of our Waterfront***

Staff is working with Park district to create a master plan for River. Staff will also look for opportunity to get outside funding for future developments.

In 2020, 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, 2020 will be the third year for this format.

Capital Improvement and Maintenance Projects

Below is a listing of the Capital Improvement and Maintenance Projects the Engineering Division will be working on in fiscal year 2020. 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.

- **Main Street Reconstruction & Traffic Signal modernization/interconnect – construction**
- **Prairie Street reconstruction- construction & construction 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 3**
- **Area 3 sanitary and storm sewer separation - construction phase 3**
- **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 2020. Raddant & Edwards, Mahoney Creek at Cleveland and Raddant, and the Public Works basin and the basin at Deerpath Road Bridge will continue ongoing maintenance.

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #15 — Engineering

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$337,837	\$448,723	\$474,053	\$474,053	\$485,764
6107	Part-time Wages	\$4,164	\$0	\$5,760	\$5,046	\$0
6120	City Health Ins Contribution	\$73,382	\$103,670	\$112,285	\$116,632	\$113,017
6121	City IMRF Pension Contribution	\$36,835	\$52,926	\$49,017	\$49,017	\$62,275
6122	City Share FICA and Medicare	\$23,713	\$31,072	\$36,706	\$36,651	\$37,161
6126	Workers Compensation Contrib	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
6205	Memberships	\$443	\$1,190	\$2,000	\$2,000	\$1,800
6210	Training & Seminars	\$3,587	\$1,169	\$3,400	\$2,500	\$3,000
6215	Resource Materials	\$0	\$86	\$200	\$200	\$200
6225	Postage & Shipping	\$920	\$1,008	\$1,500	\$1,200	\$3,000
6230	Office Supplies	\$956	\$1,727	\$2,500	\$2,500	\$3,050
6235	Printing	\$486	\$648	\$1,500	\$1,500	\$1,500
6241	Fuel	\$1,216	\$1,856	\$1,800	\$2,000	\$2,100
6250	Telephone	\$2,414	\$2,492	\$2,500	\$1,800	\$2,500
6255	Clothing & Uniforms	\$446	\$908	\$900	\$900	\$1,400
6276	Other Equipment	\$4,973	\$20,040	\$5,083	\$4,500	\$2,000
6310	R & M Vehicles	\$128	\$1,125	\$4,600	\$1,200	\$3,000
6351	Property & Liability Insurance	\$1,175	\$1,126	\$2,000	\$2,000	\$2,100
6355	Professional Services	\$67,700	\$7,191	\$133,000	\$5,000	\$10,000
Engineering		\$561,375	\$677,957	\$839,804	\$709,699	\$734,867

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #15 — Engineering

Detail on Significant Items

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

6230	Office Supplies	
	Office supplies	\$1,800
	Plotter paper and ink	\$250
	Flat files, 2 @ \$500 each	\$1,000
	Total	\$3,050

6276	Other Equipment	
	Paint, lath & battery for drone	\$1,000
	Laser level	\$1,000
	Total	\$2,000

Public Properties and Services

The new Public Properties and Services Division within the Public Works Department was created in 2019. Responsibilities include forestry maintenance and planting; building and grounds maintenance and capital projects; central business district maintenance including flags/banners; downtown sidewalk snow/ice removal; fleet maintenance for Public Works vehicles and equipment; irrigation systems maintenance; property maintenance for more than one hundred sites; administration of brush collection program; refuse collection contract administration and response to daily inquiries from residents; mosquito contract administration; providing fuel services for the entire City fleet, fuel island, and monitoring/testing compliance with federal regulations (shared with Street Division); spoils removal in accordance with federal regulations; fall leaf collection assistance; winter operations assistance; and PW staff support for uniforms, shirts, and cell phones. The new Forestry unit is now in operation, and the September 2019 addition of an aerial bucket truck has allowed us to assume much of the work that was previously done by contractors.

Larger capital projects planned for 2020 include Phase I of the City Hall office renovation project, which includes significant office renovation work, electric room reconfiguration, security work, storefront entrances, and lead abatement in project areas. Also included are roof repair work at Public Works; roof safety cabling at City Hall; and jail intercoms and door controls at the Police Department.

2020 vehicle/equipment replacement schedule below is in accordance with the Capital Fleet Replacement Plan.

- Street – Replacement of Mower 3733, a 1990 Tractor Mower used for roadsides and pole lines – Carry forward from 2019
- Street – Replacement of Truck 3726, a 2001 12-yard dump truck with plow and salt spreader – Carry forward from 2019
- PPS – Replacement of Unit 3807, a 2003 JD 1435 with mower, snow blower, and broom attachments
- Engineering – Replacement of Truck 3099, a 2007 Dodge pickup with cap
- PPS – New Truck for Crew Leader
- Street – Replacement of Unit 3883, a 2005 Giant Trailer Leaf Machine and Container
- Street – Replacement of Unit 3940, a 2008 JD Combination Backhoe/Loader (3-way split)
- Street – Replacement of Unit 3842, a 2002 ODB Trailer Leaf Collection Machine

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #16 — Public Properties & Services

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$88,124	\$132,724	\$644,500	\$612,000	\$686,500
6102	Overtime	\$2,802	\$5,120	\$15,000	\$15,000	\$20,000
6103	Double-time	\$714	\$3,289	\$19,000	\$15,000	\$15,000
6104	Stand-by	\$0	\$0	\$2,500	\$20,000	\$36,000
6107	Part-time Wages	\$24,926	\$29,898	\$36,000	\$24,000	\$26,000
6120	City Health Ins Contribution	\$25,593	\$1,088	\$140,706	\$138,441	\$148,046
6121	City IMRF Pension Contribution	\$8,304	\$18,087	\$70,415	\$68,451	\$97,112
6122	City Share FICA and Medicare	\$8,164	\$12,902	\$54,851	\$52,479	\$59,938
6126	Workers Compensation Contrib	\$275	\$275	\$20,275	\$20,275	\$20,000
6210	Training & Seminars	\$3,300	\$66	\$2,000	\$3,000	\$4,000
6225	Postage & Shipping	\$0	\$0	\$0	\$0	\$700
6230	Office Supplies	\$3,370	\$2,614	\$2,500	\$3,000	\$6,500
6233	Vehicle & Equip. Supplies	\$0	\$0	\$20,000	\$20,000	\$25,000
6235	Printing	\$0	\$0	\$0	\$0	\$500
6237	Communication Supplies	\$0	\$0	\$0	\$800	\$5,600
6240	Materials	\$0	\$0	\$0	\$0	\$5,000
6241	Fuel	\$505	\$730	\$6,200	\$6,200	\$10,000
6243	Salt & Deicers	\$0	\$0	\$5,000	\$5,000	\$12,000
6250	Telephone	\$32,659	\$35,770	\$35,720	\$38,000	\$38,000
6255	Clothing & Uniforms	\$0	\$0	\$1,000	\$3,000	\$5,000
6259	Meals & Refreshments	\$0	\$0	\$0	\$500	\$1,000
6260	Utilities	\$113,713	\$126,272	\$120,000	\$119,000	\$125,000
6264	General Supplies	\$16,080	\$16,231	\$56,000	\$56,000	\$60,000
6276	Other Equipment	\$0	\$0	\$0	\$0	\$24,500
6293	Ornamental Supplies	\$20,091	\$28,726	\$30,000	\$30,000	\$35,000
6310	R & M Vehicles	\$0	\$0	\$2,000	\$8,000	\$10,000
6315	R & M Building	\$199,840	\$233,477	\$199,500	\$175,000	\$192,000
6325	R&M Office Equipment	\$7,499	\$7,803	\$7,500	\$8,000	\$8,000
6330	R & M City Properties	\$0	\$0	\$200,000	\$200,000	\$210,500
6340	R & M Field Equipment	\$0	\$0	\$0	\$2,000	\$5,000
6351	Property & Liability Insurance	\$66	\$422	\$16,000	\$16,000	\$16,000
6356	Pest & Animal Control	\$44,822	\$49,749	\$85,000	\$72,500	\$74,500
6357	Forestry and Tree Service	\$429,563	\$325,932	\$350,000	\$334,000	\$313,000
6365	Landfill Fees	\$0	\$0	\$0	\$0	\$4,000
6367	Green Initiatives	\$0	\$35,000	\$35,000	\$35,000	\$35,000
6430	Capital Repairs/Improvements	\$0	\$0	\$115,500	\$115,500	\$20,000
	Public Properties & Services	\$1,030,410	\$1,066,175	\$2,292,167	\$2,216,146	\$2,354,396

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #16 — Public Properties & Services

Detail on Significant Items

Account

Personnel

- (1) Superintendent of Public Properties
- (1) Building Maintenance Supervisor
- (1) Building Maintenance Worker
- (1) PT Windmill Maintenance Worker
- (1) Mechanic
- (1) PPS Crewleader
- (3) PPS Maintenance Worker
- (1) Administrative Assistant

6107	Part-time Wages	
	Position for Repair & Maintenance of Windmills	\$10,000
	Seasonal Part Time Staff Downtown	\$8,000
	Seasonal Staff Buildings & Grounds	\$8,000
	Total	\$26,000

6230	Office Supplies	
	Office Supplies	\$4,000
	Office Furniture for PW Administrative Staff	\$2,500
	Total	\$6,500

6237	Communication Supplies	
	Replacement of all Two-way Radios	\$5,600
	Total	\$5,600

6240	Materials	
	Stone/Gravel	\$5,000
	Total	\$5,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #16 — Public Properties & Services

Detail on Significant Items

Account

6276	Other Equipment	
	Replacement of Small Equipment and Hand Tools	\$5,000
	Additional Arrow Board (3-way split)	\$5,400
	Jack Stands for Mechanics Bay (3-way split)	\$1,100
	Installation of 1 Bike Sharing Stations	\$13,000
	Total	\$24,500
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6293	Ornamental Supplies	
	Plantings, Flags, Banners, Ornamental	\$35,000
	Total	\$35,000
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6315	R & M Building	
	Governmental Center Custodial Services Contract	\$58,000
	Governmental Center Carpet and Tile Floor Cleaning	\$15,000
	Emergency Generator Maintenance	\$4,000
	Government Center Alarm Monitoring & Maintenance	\$20,000
	Governmental Center Misc Services	\$25,000
	Door and Lock Maintenance	\$5,000
	Governmental Center Window Cleaning	\$12,500
	Batavia Windmills R & M	\$5,000
	PW Radiant Garage Heater R&M	\$9,900
	PW Electrical Improvements	\$5,100
	PW Building Security System, Card Access and Fire System Upgrades, Monitoring and Maintenance	\$19,800
	PW Emergency Generator Load Analysis	\$9,900
	PW Fence and Gate Repair	\$5,100
	PW General R & M Building including Cleaning Contract	\$54,000
	PW HVAC Repair and Maintenance	\$12,600
	Electric Share of PW Repairs	\$-38,800
	Water Share of PW Repairs	\$-38,800
	Elevator Maintenance	\$5,500

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #16 — Public Properties & Services

Detail on Significant Items

Account

	Lifeline Annual Inspection		\$3,200
	Total		\$192,000

6330 R & M City Properties

	Landscape Maintenance		\$120,000
	Epoxy Brick Crosswalk Maintenance		\$7,000
	Irrigation System Maintenance		\$3,500
	Snow Removal Services for Downtown Sidewalks		\$70,000
	Pond Treatments and Aerator Maintenance		\$10,000
	Total		\$210,500

6356 Pest & Animal Control

	Mosquito Abatement Program		\$54,000
	Animal Control		\$3,000
	Downtown and Government Center Pest Control		\$16,000
	Hornet Nest Removal		\$1,500
	Total		\$74,500

6357 Forestry and Tree Service

	Brush Collection Program (Year 2 of 5)		\$220,000
	Tree Removal and Stump Grinding		\$70,000
	Tree Planting/Replacement		\$15,000
	Updating the Urban Forestry Management Plan (This will only be spent pending grant being awarded)		\$8,000
	Total		\$313,000

6367 Green Initiatives

	At Home Hazardous Waste Program		\$35,000
	Total		\$35,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #16 — Public Properties & Services

Detail on Significant Items

Account

6430	Capital Repairs/Improvements	
	Floor Drain Replacement at Public Works	\$60,000
	Electric and Water share of Floor Drain Project	\$-40,000
	Total	\$20,000

Finance

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

The Finance Department continued to work with the City's engineer for the wastewater treatment plant rehabilitation financing for submittals of construction draws to the IEPA. The department also prepared multiple documents for application for two additional IEPA loans, one for sanitary sewer for Area 3 for 2019 and 2020 and one for water for 2020.

The department just completed a bond refunding for the City's fire station bonds. The refunding resulted in further interest cost savings. 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.

Multiple construction contracts funded by multiple sources have kept the department very busy. From the planning stages of funding all through the construction there are multiple tasks that the department must track. In addition, once the asset is complete, the infrastructure must be capitalized and depreciated. The department also needs to analyze the cost allocation of the various contracts that combine project costs in one contract. The bidding of projects that have water, storm and sanitary sewer, and full resurfacing need to be split out by the appropriate fund and the department reviews the cost allocations to assure consistent and fair accounting treatment for the various projects.

Finance maintains all grant files for auditing and reporting purposes in addition to submitting requests for grant reimbursement. The state of Illinois has required new on-line filing and reporting of various information related to grants and the accompanying expenditures that have added a layer of complexity to our grant programs.

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. Finance also ensures that all funds that exceed FDIC levels are collateralized so that funds are safe.

The Finance Department researched some budget software programs but found that the cost benefit was not worth the investment at this time. We will have to find some solution, likely in 2021.

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 only for the Economic Development Manager to be hired at mid-year. The Finance department would like to add to staff with a finance analyst to assist with not only the budget but research throughout the year on pending legislation and audit requirements, however at this time we cannot make the recommendation to do so.

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.

There were some changes within departments during 2019 that required more review and redistribution of the current budget. The Street department was split out to separate Public Properties and services as a separate division of public works. We also changed the accounting method for the portion of sanitary sewer salaries of the water department. The full salaries are now budgeted in the Water fund and a negative expense allocates a portion of the cost back to sanitary sewer. This makes the accounting consistent with other departments that share costs such as the meter department and the chargebacks under 10-75 in the General fund.

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 also underwent a single audit for the 2018 year due to the City receiving federal funds through the IEPA loan program. Single audits require a more in-depth review of how the federal funds were spent. The City also underwent a Motor Fuel Tax audit by the State of Illinois Bureau of Compliance. The audits are random and do not occur every year. The City also underwent a compliance review by IDOT, which are annual reviews.

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, the CAFR, the Budget and multiple other documents on the City's transparency page of the website.

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #17 — Finance and Accounting

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$410,208	\$424,592	\$438,100	\$438,611	\$452,715
6120	City Health Ins Contribution	\$80,889	\$82,344	\$88,974	\$97,456	\$96,255
6121	City IMRF Pension Contribution	\$47,331	\$51,964	\$45,300	\$45,352	\$58,038
6122	City Share FICA and Medicare	\$28,215	\$28,920	\$33,515	\$33,554	\$34,633
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$585	\$810	\$600	\$600	\$600
6210	Training & Seminars	\$140	\$112	\$500	\$500	\$1,500
6215	Resource Materials	\$302	\$103	\$300	\$300	\$300
6225	Postage & Shipping	\$3,210	\$2,887	\$3,000	\$3,000	\$3,000
6230	Office Supplies	\$4,363	\$5,239	\$6,000	\$6,000	\$6,000
6235	Printing	\$2,211	\$2,688	\$3,000	\$3,000	\$3,000
6250	Telephone	\$645	\$682	\$750	\$750	\$750
6351	Property & Liability Insurance	\$1,051	\$25,056	\$1,250	\$1,250	\$1,312
6355	Professional Services	\$53,994	\$59,481	\$80,000	\$70,000	\$65,000
Finance and Accounting		\$633,244	\$684,978	\$701,389	\$700,473	\$723,203

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #17 — Finance and Accounting

Detail on Significant Items

Account

Personnel

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

6101	Salaries and Wages	
	Finance and Budget Analyst...\$65,000 salary plus benefits	\$0
	- not funded	
	Total	\$0

6355	Professional Services	
	Audit and banking services	\$65,000
	Total	\$65,000

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, Technician 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.

Our VUEWorks implementation is progressing with Electric valuation, Public Properties and Wastewater. In the 2020 budget, we have added an Enterprise license for VUEWorks. This will get us all the VUEWorks modules and applications for up to 25 users. Many of the new mobile and public facing applications will be available to us with this new licensing model.

In the 2019 budget we had planned to update the phone systems internal software. This project was rescheduled in 2020 after we realized the hardware which runs the phone system will be EOL (end of life) in 2020. Both the hardware and software have been added to the 2020 budget. This will get us current on the latest hardware platform with the newest features set.

The City Hall network cabling project has been moved once again pending a 2020 building remodeling plan. This will bring our current network wiring up to date with current standards necessary for today's data speeds. The budgeted amount is in the Building Improvements Capital account.

There is an increase to our software budget for 2020. Many of our software products have moved to a subscription service. Adobe, Microsoft and Autodesk are now all annual subscriptions. New products in the software budget include Document Management, Human Resource Information System (HRIS), and Microsoft System Center Configuration Manager (SCCM) which will be used for loading and setting computers policies. The investment in SCCM will save hours in staff time sitting in front of computers installing software.

There is also an increase to our Office Supplies budget. Purchases of small computer components will be charged to the Office Supplies account rather than the Technology Equipment account. Equipment such as monitors, cables, keyboards and mice will now come out of Office Supplies. The Technology Equipment account will be used primarily for capital equipment purchases.

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #18 — Information Systems

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$305,445	\$316,030	\$386,603	\$351,500	\$414,514
6120	City Health Ins Contribution	\$60,937	\$62,308	\$88,073	\$70,074	\$68,766
6121	City IMRF Pension Contribution	\$35,475	\$38,192	\$39,975	\$36,345	\$53,141
6122	City Share FICA and Medicare	\$22,036	\$22,511	\$29,575	\$26,890	\$31,710
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6205	Memberships	\$360	\$300	\$600	\$600	\$600
6210	Training & Seminars	\$1,935	\$1,870	\$7,050	\$6,700	\$9,800
6215	Resource Materials	\$0	\$0	\$300	\$300	\$300
6225	Postage & Shipping	\$0	\$45	\$100	\$100	\$100
6230	Office Supplies	\$1,146	\$1,629	\$2,000	\$1,800	\$11,000
6231	Computer Software	\$17,220	\$87,233	\$89,175	\$89,175	\$196,050
6250	Telephone	\$14,983	\$20,703	\$26,284	\$24,144	\$29,384
6325	R&M Office Equipment	\$38,174	\$41,806	\$43,000	\$39,000	\$39,950
6351	Property & Liability Insurance	\$1,066	\$3,871	\$3,875	\$3,875	\$4,070
6355	Professional Services	\$39,111	\$80,049	\$118,782	\$73,500	\$101,560
6375	Software Support	\$162,493	\$154,503	\$189,465	\$168,400	\$183,975
6405	Technology Equipment	\$191,465	\$78,108	\$186,700	\$186,700	\$248,300
Information Systems		\$891,946	\$909,258	\$1,211,657	\$1,079,203	\$1,393,320

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

Personnel

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

6107 Part-time Wages

	GIS Technician - 20 hours/week - \$21,000 + benefits - not funded	\$0
	Total	\$0

6210 Training & Seminars

	GMIS, DTS, Communication, ESRI, Laserfiche	\$9,800
	Total	\$9,800

6230 Office Supplies

	Tapes, shelving, toner, various office supplies	\$4,000
	Peripherals, Cables, UPS Replacements	\$4,000
	Desk and office furniture for IS Tech	\$3,000
	Total	\$11,000

6231 Computer Software

	Adobe Subscriptions	\$14,500
	Microsoft Office, ATP, Email, and Visio Subscriptions	\$63,000
	PC Software	\$1,500
	Doc Mgt Lic	\$35,000
	SCCM/Cloning Software & Win10 Ent Subscriptions	\$32,675
	VUEWorks Enterprise	\$7,375
	Signage Software	\$1,000
	Cognos Upgrade	\$5,000
	HMIS Cemetery Subscription	\$3,500
	Human Resource Information System	\$25,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

	AutoDesk Subscription	\$7,500
	Total	\$196,050

6250 Telephone

	Tablets/Modem Cellular Service for Police, Fire, GPS, and PW	\$29,384
	Total	\$29,384

6325 R&M Office Equipment

	Phone and Switch Maintenance	\$23,000
	Service Repairs	\$3,000
	Plotters and Diesel Diagnostics Maintenance	\$7,000
	Firewall & WiFi Maintenance	\$4,750
	CrossMatch Digital Fingerprint	\$2,200
	Total	\$39,950

6355 Professional Services

	HMIS Converison to Hosted System and Web Cemeteries	\$17,000
	Phone System Upgrade	\$16,000
	Internet Services and Websites (LoopNet, CivicPlus, BataviaEC, ISP, SiteImprove)	\$32,300
	Doc Mgt Services	\$7,500
	Tools, Training, Programming, Electronic Recycling	\$11,260
	VUEWorks Consulting & Hosting	\$17,500
	Total	\$101,560

6375 Software Support

	Doc Mgt	\$6,400
	Permitting, Code, Planning, Inspections	\$18,000
	Finance, Investments	\$35,500
	Firehouse	\$5,100
	GIS, RSA, Antivirus, NetMotion, Backup, VMWare, Inventory, Access Control	\$59,215

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

Police Records Mgt & Forensics	\$52,660
HydroCAD, Fleet, VUEWorks	\$7,100
Total	\$183,975

6405 Technology Equipment

Survey Grade GPS	\$13,500
Signage Screens and Conference Television (CH/PW)	\$7,500
Replace Copier Fleet (10)	\$101,200
Phone System Upgrade	\$25,500
Video Surveillance Server	\$20,000
Cellular Network Extenders for FD1/FD2	\$7,000
Computers	\$32,100
iPADS for Crew Leaders, Cemetery and Signshop	\$2,800
MDC's for Police Squads	\$14,100
Network Switch Replacements and Additions	\$24,600
Total	\$248,300

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. In addition to the utility billing function, the department also sells refuse stickers and bags. 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 is in the process of implementing 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 new program should be in place by the start of the 2020 budget year.

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 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #19 — Utility Billing

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$198,772	\$198,259	\$190,000	\$189,573	\$195,000
6120	City Health Ins Contribution	\$36,140	\$66,351	\$79,805	\$87,742	\$85,022
6121	City IMRF Pension Contribution	\$21,037	\$23,373	\$19,646	\$19,602	\$24,999
6122	City Share FICA and Medicare	\$14,449	\$13,722	\$14,535	\$14,502	\$14,918
6126	Workers Compensation Contrib	\$100	\$100	\$100	\$100	\$100
6210	Training & Seminars	\$25	\$0	\$500	\$300	\$600
6225	Postage & Shipping	\$52,976	\$54,373	\$57,000	\$57,000	\$57,000
6230	Office Supplies	\$3,352	\$2,309	\$3,500	\$3,500	\$3,500
6231	Computer Software	\$17,992	\$18,354	\$46,500	\$20,000	\$22,000
6351	Property & Liability Insurance	\$490	\$707	\$1,000	\$1,000	\$1,050
6355	Professional Services	\$30,434	\$35,329	\$65,000	\$55,000	\$55,200
6625	Bad Debt Expense	\$5,307	\$4,065	\$6,000	\$4,000	\$5,000
	Utility Billing	\$381,074	\$416,942	\$483,586	\$452,319	\$464,389

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #19 — Utility Billing

Detail on Significant Items

Account

Personnel

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

6355	Professional Services		
	Includes new online billing program		\$55,200
		Total	\$55,200

Police

The Police Department strives to maximize the efficiency of the Department's personnel, technology, and material resources wherever possible, while maintaining fiscal responsibility. The members of the Department remain focused on expanding our capacity for service delivery and are continually working to improve the quality of life for the citizens of Batavia.

The Department is comprised of 41 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. Responsible for management, processing, and retention of all documents and evidence.
-

The Department is committed to providing citizens with high quality and professional policing services 24 hours daily. The Department places a significant emphasis on the mission of working for the quality of life of our citizens. This objective is accomplished in part through effectively communicating with and educating the public on matters involving law enforcement and public safety. Providing prompt and accurate information through social media outlets and media releases will be a priority for keeping the public informed in the coming year. The Department places value on transparency, honesty, safety, and integrity in everything we do.

Employing a workforce of highly trained officers is vital to the success of the mission of the agency. In 2019, the Department continued to focus on meeting and exceeding State mandates for training. A strong emphasis will continue to be placed on identifying the signs and symptoms of persons in crisis and those suffering from mental health issues. The majority of our sworn officers have successfully completed Crisis Intervention Team (CIT) training and other courses related to verbal de-escalation and tactical response when dealing with citizens in crisis.

The Department will also continue to train officers in key areas such as cultural competency and implicit bias awareness. The Department values the diversity of our residents and will strive to provide an inclusive environment in which people from all backgrounds and of all ages can live and thrive.

In 2020, the Department will focus on the need to equip officers with the tools necessary to more safely operate in dynamic environments such as active shooter situations. The Department will improve the protective posture of our officers by adding more ballistic shields and armored vest plates for rapid deployment during active threat situations. Additionally, every officer will now be equipped with ballistic helmets and tourniquets. The Department will continue to make officer safety and training in the active threat environment a priority in 2020.

The Department, (along with all other Tri-Com Central Dispatch member agencies), will be switching to the STARCOM 21 radio network in 2020. This new radio system is widely used by public safety agencies throughout the State of Illinois and will allow for interoperable radio communications at a level not possible with the current UHF system.

Roadway safety and traffic-flow management will continue to be an area of focus in the coming year. In addition to deploying officers to monitor and provide feedback on areas of concern, the Department utilizes mobile display speed sign technology that helps collect traffic data such as traffic volume and vehicle speed. The data is then analyzed and interpreted to determine where targeted education and enforcement is needed.

In 2020, the Department will continue to focus on services that provide for the safety and security of our residents. Staying connected with the community through effective communication and the use of technology will facilitate achievement of our mission of providing high quality public safety service to our citizens. 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 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #31 — Police Admin & Operations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$4,605,044	\$4,865,265	\$5,082,211	\$5,007,419	\$5,242,797
6102	Overtime	\$238,084	\$258,808	\$260,000	\$300,000	\$285,000
6105	Outside Work Agreement	\$30,942	\$13,994	\$30,000	\$36,000	\$50,000
6107	Part-time Wages	\$45,216	\$34,456	\$63,066	\$32,275	\$67,000
6120	City Health Ins Contribution	\$899,205	\$973,863	\$1,081,221	\$1,081,560	\$1,051,489
6121	City IMRF Pension Contribution	\$61,587	\$68,650	\$58,216	\$59,972	\$80,982
6122	City Share FICA and Medicare	\$103,055	\$106,402	\$117,628	\$115,909	\$125,168
6123	City Pension Contribution	\$1,803,057	\$1,909,286	\$2,050,041	\$2,050,041	\$2,276,449
6126	Workers Compensation Contrib	\$150,000	\$150,000	\$150,000	\$150,000	\$120,000
6201	Police & Fire Board	\$12,179	\$22,321	\$18,400	\$14,050	\$19,350
6205	Memberships	\$5,349	\$6,049	\$7,315	\$7,315	\$10,640
6210	Training & Seminars	\$24,826	\$21,458	\$22,905	\$20,660	\$21,765
6215	Resource Materials	\$1,118	\$0	\$700	\$700	\$1,560
6225	Postage & Shipping	\$6,128	\$5,144	\$5,200	\$5,200	\$6,000
6230	Office Supplies	\$15,885	\$23,649	\$20,000	\$18,000	\$15,400
6233	Vehicle & Equip. Supplies	\$3,212	\$6,313	\$7,000	\$7,000	\$7,000
6235	Printing	\$6,084	\$7,225	\$11,000	\$7,000	\$10,000
6237	Communication Supplies	\$2,290	\$2,047	\$7,000	\$7,000	\$3,500
6239	Investigative Supplies	\$1,608	\$3,285	\$4,000	\$4,000	\$4,000
6241	Fuel	\$51,948	\$60,122	\$66,100	\$60,000	\$65,000
6242	Patrol Supplies	\$4,354	\$5,438	\$7,250	\$7,250	\$5,530
6247	Ammunition & Safety	\$15,531	\$22,694	\$27,673	\$27,673	\$29,733
6250	Telephone	\$12,316	\$12,571	\$19,800	\$18,500	\$13,745
6255	Clothing & Uniforms	\$53,230	\$44,918	\$68,784	\$55,000	\$61,050
6276	Other Equipment	\$10,166	\$14,777	\$17,540	\$17,540	\$770
6310	R & M Vehicles	\$29,528	\$28,834	\$36,000	\$36,000	\$36,000
6325	R&M Office Equipment	\$4,387	\$4,089	\$4,380	\$4,380	\$4,380
6340	R & M Field Equipment	\$6,318	\$6,842	\$10,700	\$10,700	\$9,900
6351	Property & Liability Insurance	\$97,158	\$96,493	\$110,000	\$110,000	\$115,500
6355	Professional Services	\$66,270	\$68,871	\$77,850	\$77,850	\$85,950
6362	Tri-Com Dispatch	\$379,086	\$357,121	\$350,000	\$285,900	\$320,000
6450	Vehicles & Equipment	\$131,436	\$111,610	\$154,970	\$154,970	\$124,411
Police Admin & Operations		\$8,876,597	\$9,312,595	\$9,946,950	\$9,789,864	\$10,270,069

City of Batavia 2020 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	
	41 Sworn Personnel	\$4,641,115
	Non-Sworn Personnel	\$601,682
	Total	\$5,242,797

6107	Part-time Wages	
	Part-Time Records Staff	\$67,000
	Part-Time Records Addition to Staff for Weekend Hours - estimated cost of \$45,000 plus some benefit cost - not funded	\$0
	Total	\$67,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6123 City Pension Contribution

Actuarial Funding		\$2,266,449
Additional Funding		\$10,000
	Total	\$2,276,449

6201 Police & Fire Board

Conferences & Seminars		\$4,000
Polygraph & Psychological Exams		\$7,950
Advertisements & Legal Fees		\$2,000
Fire Testing/Police Testing/Other		\$5,400
	Total	\$19,350

6237 Communication Supplies

Additional radio supplies for Star Com Radios.		\$3,500
	Total	\$3,500

6247 Ammunition & Safety

Ammunition/Targets/Supplies		\$22,060
Taser Batteries/Supplies		\$2,711
Ballistic Shields with carry bags		\$4,962
	Total	\$29,733

6250 Telephone

Verizon Cell Phone Usage		\$13,745
	Total	\$13,745

6255 Clothing & Uniforms

Clothing Allowance - 41 Officers @ \$950		\$38,950
Records/CSO Uniform Allowance		\$5,600
Uniforms/Equipment - New Officer (1)		\$2,500
Body Armor Replacement (10 Officers)		\$9,000
Insignias/Patches/Badges/Replacements		\$5,000
	Total	\$61,050

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6276 Other Equipment

Replacement Batteries for Speed Alert Message Sign	\$770
Total	\$770

6340 R & M Field Equipment

LED Sign Maintenance	\$3,000
Certification of Truck Scales	\$1,200
Crossmatch Livescan Maintenance	\$700
Repairs for Light Bars/Speakers/Sirens	\$2,000
Repairs for Radars/Radios/Others	\$3,000
Total	\$9,900

6355 Professional Services

Ordinance Prosecution Fees	\$31,200
Kane County Animal Control	\$3,000
Tower Car Wash	\$7,600
Pension Actuarial Report and Audit	\$10,000
AID - Victim Services Program	\$17,500
Lexis Nexis: Investigation Information Data Bank	\$5,400
LEADS On-Line (Pawn Brokers & Salvage Yards)	\$3,000
Critical Reach - All Points Bulletin Searches	\$450
Voiance Interpretation Services	\$1,000
Fingerprinting for City Employees	\$1,000
Use/Rental of Range Facilities	\$1,500
Other Professional Services	\$4,300
Total	\$85,950

6362 Tri-Com Dispatch

Tri-Com does their budget after COB passes their budget - there was a large decrease in cost in 2019 but it is unknown if that will continue throughout 2020.	\$320,000
Total	\$320,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6450	Vehicles & Equipment	
	Two Ford Utility Police Interceptors	\$79,154
	One Ford F150 4x4 Police Services Vehicle.	\$40,457
	Graphics/Graphic Removals	\$4,800
	Total	\$124,411

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 4,276 incidents in 2018, of which 1,822 were fire or rescue related and 2,454 were emergency medical. That was a 6.6% increase over 2017. The department currently has 23 fulltime firefighters and officers, 29 paid-on-call firefighters, 1 Fire Marshal, 12 contract paramedic/firefighters and 7 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 1. 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.

The 2020 budget has been thoroughly reviewed and the Department feels that it has worked diligently 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 to maintain the ISO 1 Classification.

The Fire Department is requesting a capital purchase of an engine/pumper. It will replace a 24-year-old engine/pumper that has a 1250-gallon water tank for water supply to the rural areas. The engine, transmission and fire pump will be reaching a point where they may need to be overhauled. It is difficult and more expensive to find the parts and maintenance cost increases as the vehicle gets older. 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 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #32 — Fire Services

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6101	Salaries and Wages	\$2,296,583	\$2,453,202	\$2,601,408	\$2,604,973	\$2,733,694
6102	Overtime	\$240,166	\$189,066	\$259,000	\$220,000	\$240,000
6107	Part-time Wages	\$492,032	\$499,584	\$542,000	\$520,000	\$535,000
6120	City Health Ins Contribution	\$505,486	\$579,547	\$645,112	\$666,674	\$646,008
6121	City IMRF Pension Contribution	\$7,332	\$11,923	\$7,136	\$17,629	\$23,129
6122	City Share FICA and Medicare	\$74,627	\$79,390	\$87,218	\$91,313	\$95,232
6123	City Pension Contribution	\$756,714	\$842,498	\$945,782	\$945,782	\$1,039,122
6126	Workers Compensation Contrib	\$40,000	\$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	\$4,236	\$5,209	\$5,800	\$5,800	\$5,800
6210	Training & Seminars	\$21,122	\$33,686	\$35,000	\$35,000	\$33,000
6215	Resource Materials	\$1,832	\$1,323	\$1,900	\$1,900	\$1,900
6225	Postage & Shipping	\$534	\$312	\$800	\$500	\$700
6230	Office Supplies	\$4,139	\$3,805	\$4,400	\$4,400	\$4,400
6233	Vehicle & Equip. Supplies	\$7,049	\$14,984	\$16,000	\$16,000	\$16,000
6235	Printing	\$529	\$342	\$800	\$800	\$800
6237	Communication Supplies	\$3,840	\$6,707	\$14,000	\$14,000	\$7,000
6241	Fuel	\$22,776	\$30,326	\$31,620	\$31,620	\$32,569
6250	Telephone	\$5,555	\$6,257	\$9,000	\$7,000	\$8,000
6251	Education Program Supplies	\$2,408	\$1,691	\$2,500	\$2,500	\$2,500
6253	Haz-Mat Program Supplies	\$1,996	\$2,472	\$2,500	\$2,500	\$2,500
6255	Clothing & Uniforms	\$30,457	\$31,843	\$40,000	\$40,000	\$42,000
6256	Rescue Materials	\$8,528	\$7,767	\$11,000	\$11,000	\$11,000
6257	Medical Supplies	\$4,314	\$4,487	\$7,000	\$6,000	\$6,500
6259	Meals & Refreshments	\$2,553	\$2,220	\$2,900	\$2,900	\$3,000
6260	Utilities	\$52,992	\$58,226	\$55,000	\$50,000	\$55,000
6264	General Supplies	\$8,250	\$9,005	\$11,000	\$11,000	\$11,500
6276	Other Equipment	\$91,514	\$30,413	\$35,000	\$35,000	\$34,000
6310	R & M Vehicles	\$56,036	\$65,842	\$79,000	\$90,000	\$82,000
6315	R & M Building	\$18,384	\$28,794	\$40,000	\$40,000	\$45,000
6325	R&M Office Equipment	\$1,033	\$1,201	\$1,900	\$1,900	\$2,000
6340	R & M Field Equipment	\$1,332	\$491	\$2,000	\$2,000	\$2,000
6351	Property & Liability Insurance	\$43,398	\$28,581	\$30,000	\$30,000	\$31,500
6355	Professional Services	\$5,202	\$6,956	\$13,200	\$13,000	\$13,500
6361	Tri-City Ambulance	\$356,355	\$261,610	\$219,102	\$212,000	\$219,454
6362	Tri-Com Dispatch	\$69,987	\$98,703	\$85,559	\$80,000	\$95,687
Fire Services		\$5,241,841	\$5,441,013	\$5,887,187	\$5,855,741	\$6,124,045

City of Batavia 2020 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

Actuarial Funding	\$1,034,122
Additional Funding	\$5,000
Total	\$1,039,122

6355 Professional Services

Fire Actuarial & Audit Services	\$8,500
Other Professional Services	\$5,000
Total	\$13,500

Emergency Services & Disaster Agency

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

ESDA currently has one coordinator, one manager and 7 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.

The 2020 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.

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.

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #33 — E.S.D.A.

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget 2019	2019	Budget 2020
6107	Part-time Wages	\$17,450	\$16,953	\$19,991	\$19,991	\$20,353
6122	City Share FICA and Medicare	\$1,349	\$1,290	\$1,529	\$1,529	\$1,557
6205	Memberships	\$0	\$0	\$150	\$100	\$150
6210	Training & Seminars	\$471	\$120	\$900	\$500	\$900
6230	Office Supplies	\$210	\$0	\$200	\$100	\$200
6237	Communication Supplies	\$536	\$162	\$4,200	\$4,200	\$4,200
6241	Fuel	\$233	\$146	\$450	\$250	\$450
6242	Patrol Supplies	\$0	\$20	\$220	\$200	\$220
6250	Telephone	\$765	\$1,184	\$1,100	\$1,000	\$1,100
6255	Clothing & Uniforms	\$379	\$0	\$900	\$500	\$900
6259	Meals & Refreshments	\$262	\$200	\$350	\$350	\$350
6260	Utilities	\$2,220	\$2,301	\$2,200	\$2,000	\$2,200
6264	General Supplies	\$195	\$177	\$320	\$320	\$320
6310	R & M Vehicles	\$1,433	\$1,331	\$1,600	\$1,300	\$1,600
6340	R & M Field Equipment	\$5,972	\$5,624	\$6,700	\$5,500	\$6,700
	E.S.D.A.	\$31,475	\$29,508	\$40,810	\$37,840	\$41,200

Streets and Sanitation

The Streets and Sanitation Division within the Public Works Department is responsible for providing a variety of quality City 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; sidewalk maintenance, working closely with Engineering on the sidewalk replacement program and drainage projects; roadway maintenance; maintenance of roadway signage and striping in accordance with MUTCD standards; ROW maintenance; providing fuel services for the entire City fleet, maintaining Public Works fuel island that includes monitoring/testing/recording compliance with federal regulations; fall leaf collection; provides necessary traffic control plans/setup for various special events; and responding to daily inquiries from residents. 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.

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. 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. Staff continues to seek 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. 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.

The remaining available grave spaces at the West Batavia Cemetery are dwindling. 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. Staff has been working on a complete revision of the Cemetery Code, including updating fees, to accommodate the future columbarium. Once this is complete, both the new columbarium, as well as the new Section 4, can be opened for sales of grave spaces.

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.

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #45 — Streets and Sanitation

Acct.	Description	Actual 2017	Actual 2018	Approved Budget 2019	Estimated 2019	Proposed Budget 2020
6101	Salaries and Wages	\$1,400,751	\$1,486,880	\$1,154,248	\$1,144,000	\$1,175,000
6102	Overtime	\$37,849	\$62,067	\$70,000	\$70,000	\$72,500
6103	Double-time	\$20,644	\$107,470	\$85,000	\$80,000	\$80,000
6104	Stand-by	\$26,181	\$23,837	\$27,500	\$28,000	\$32,000
6107	Part-time Wages	\$3,032	\$8,640	\$6,000	\$6,000	\$6,000
6120	City Health Ins Contribution	\$369,523	\$363,164	\$303,138	\$304,119	\$275,346
6121	City IMRF Pension Contribution	\$165,934	\$206,844	\$138,220	\$136,695	\$174,288
6122	City Share FICA and Medicare	\$104,830	\$122,272	\$102,720	\$101,592	\$104,461
6126	Workers Compensation Contrib	\$60,000	\$60,000	\$40,000	\$40,000	\$40,000
6210	Training & Seminars	\$5,531	\$3,613	\$4,500	\$4,500	\$3,000
6225	Postage & Shipping	\$606	\$493	\$800	\$800	\$300
6230	Office Supplies	\$1,667	\$2,133	\$1,500	\$2,500	\$9,000
6233	Vehicle & Equip. Supplies	\$79,567	\$84,597	\$55,000	\$62,000	\$65,000
6235	Printing	\$443	\$259	\$500	\$1,000	\$500
6237	Communication Supplies	\$538	\$3,345	\$2,000	\$2,000	\$10,000
6240	Materials	\$114,494	\$94,146	\$100,000	\$115,000	\$107,000
6241	Fuel	\$44,576	\$65,632	\$57,800	\$55,000	\$58,000
6243	Salt & Deicers	\$111,094	\$227,906	\$255,000	\$275,000	\$275,000
6250	Telephone	\$6,344	\$7,143	\$6,780	\$6,200	\$6,500
6255	Clothing & Uniforms	\$11,029	\$12,976	\$9,000	\$9,000	\$9,000
6259	Meals & Refreshments	\$874	\$1,639	\$1,900	\$1,700	\$1,700
6261	Safety Supplies	\$3,502	\$3,202	\$3,000	\$3,000	\$2,000
6264	General Supplies	\$26,993	\$26,863	\$10,000	\$8,000	\$10,000
6276	Other Equipment	\$7,928	\$27,056	\$16,000	\$16,000	\$5,000
6310	R & M Vehicles	\$24,994	\$22,094	\$25,000	\$29,505	\$28,000
6330	R & M City Properties	\$218,386	\$242,286	\$97,000	\$78,000	\$97,200
6340	R & M Field Equipment	\$8,409	\$4,203	\$20,000	\$15,000	\$10,000
6351	Property & Liability Insurance	\$34,496	\$39,657	\$31,000	\$31,000	\$32,550
6365	Landfill Fees	\$4,678	\$9,003	\$12,000	\$12,000	\$10,000
6430	Capital Repairs/Improvements	\$0	\$0	\$132,000	\$5,000	\$132,000
	Streets and Sanitation	\$2,894,893	\$3,319,420	\$2,767,606	\$2,642,611	\$2,831,345

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

Personnel

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

6230 Office Supplies

Office Supplies	\$3,000
Office Furniture for Superintendent and Administrative Staff after the Remodeling Project	\$6,000
Total	\$9,000

6237 Communication Supplies

Upgrade 2-Way Radios in 10 Trucks (1/3 of fleet, first of three years to upgrade all Street fleet vehicles)	\$9,000
General Maintenance	\$1,000
Total	\$10,000

6240 Materials

Materials for In-house Projects, Stone, Asphalt, Concrete, Storm Structures, Grates, and Signs	\$95,000
Briquets for Mosquito Catch Basin Treatments	\$12,000
Total	\$107,000

6243 Salt & Deicers

Salt Allocation for the 2019-2020 Winter	\$195,000
Salt for the start of the 2020-2021 Winter	\$70,000
Salt Additives	\$10,000
Total	\$275,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

6330	R & M City Properties	
	Hauling of Snow, Leaves, and Spoils	\$18,000
	Drainage Ditch Maintenance	\$10,000
	Sidewalk Leveling	\$20,000
	Pavement Marking	\$20,000
	Portable Toilet Rental	\$1,700
	Weather Services	\$3,500
	Various Concrete and Pavement Repairs	\$12,000
	Temporary Leaf Workers	\$12,000
	Total	\$97,200
6430	Capital Repairs/Improvements	
	Columbarium at West Cemetery (Carry Forward)	\$72,000
	Monument Entrance Signs	\$60,000
	Total	\$132,000

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #75 — Utility Share General Fund

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget	2019	Budget
6628	Utility Administration	\$-1,284,843	\$-1,645,000	\$-1,735,000	\$-1,735,000	\$-2,025,000
	Utility Share General Fund	\$-1,284,843	\$-1,645,000	\$-1,735,000	\$-1,735,000	\$-2,025,000

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #75 — Utility Share General Fund

Detail on Significant Items

Account

6628	Utility Administration		
	Electric		\$-925,000
	Water		\$-550,000
	Sewer		\$-550,000
		Total	\$-2,025,000

City of Batavia 2020 Annual Budget

Expenditures

Fund #10 — General Fund

Department #90 — Interfund Allocations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2017	2018	Budget	2019	Budget
				2019		2020
7033	Transfer -Drainage Capital 33	\$1,294,755	\$367,656	\$362,981	\$362,981	\$366,893
7041	Transfer-Fire Station DS 41	\$707,700	\$711,500	\$709,700	\$709,700	\$717,450
7043	Transfer-Street Captial 43	\$240,000	\$350,000	\$350,000	\$350,000	\$350,000
7048	Transfer-City Hall Capital 48	\$0	\$124,673	\$100,000	\$100,000	\$1,175,000
7053	Transfer-Storm & CH Debt 53	\$0	\$407,671	\$410,007	\$410,007	\$408,107
7071	Transfer-Public Works Capital 71	\$275,000	\$300,000	\$275,000	\$275,000	\$275,000
7072	Transfer-Fire Capital 72	\$275,000	\$275,000	\$250,000	\$250,000	\$200,000
	Interfund Allocations	\$2,792,455	\$2,536,500	\$2,457,688	\$2,457,688	\$3,492,450

City of Batavia 2020 Annual Budget

Fund # 10 — General Fund

Department #90 — Interfund Allocations

Detail on Significant Items

Account

7041 Transfer-Fire Station DS 41

Debt Service for Fire Stations Paid with HR Sales Tax \$717,450

Total \$717,450

7048 Transfer-City Hall Capital 48

Normal Transfer for Capital Repairs \$175,000

Transfer of Reserves for City Hall Renovations - \$1,000,000
Additional transfer will be made in 2021 (est. is \$700,000).

Total \$1,175,000

7053 Transfer-Storm & CH Debt 53

Stormwater Bond Payment \$336,319

City Hall Portion of Bonds \$71,788

Total \$408,107

City of Batavia 2020 Annual Budget

Fund #14 — Economic Development Grant Summary

Description	Actual 2017	Actual 2018	Approved Budget 2019	Estimated 2019	Proposed Budget 2020
Surplus and Reserves	\$4,274,894	\$2,597,141		\$1,393,731	\$1,393,731
ED Grant Agreement	\$1,677,753	\$1,203,410	\$1,548,156	\$0	\$1,393,731
Total Expense	\$1,677,753	\$1,203,410	\$1,548,156	\$0	\$1,393,731
Surplus/(Deficit)	(\$1,677,753)	(\$1,203,410)	(\$1,548,156)	\$0	(\$1,393,731)
Surplus and Reserves	\$2,597,141	\$1,393,731		\$1,393,731	\$0

City of Batavia 2020 Annual Budget

Expenditures

Fund #14 — Economic Development Grant

Department #95 — ED Grant Agreement

Acct.	Description	Actual 2017	Actual 2018	Approved Budget 2019	Estimated 2019	Proposed Budget 2020
6353	Economic Development	\$1,677,753	\$1,203,410	\$1,548,156	\$0	\$1,393,731
	ED Grant Agreement	\$1,677,753	\$1,203,410	\$1,548,156	\$0	\$1,393,731