

## General Fund

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

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

<b>Sales Tax Rate</b>	<b>Typical Total Tax Rate</b>
8.0% on General Merchandise	2013 - \$9.065213
1.75% on Food and Drug	2012 - \$9.074522
7.0% on Registered Vehicles	2011 - \$8.595600
	2010 - \$7.431154
	2009 - \$7.121937
<b>City Share</b>	2008 - \$7.076896
1% of all Sales Tax	2007 - \$7.063989
1% Home Rule on General Merchandise	2006 - \$7.087639
	2005 - \$7.134970
	2004 - \$7.042930
<b>Utility Taxes/Fees</b>	
Water 4%	
Natural Gas \$0.035/Therm	
Telecommunications 6%	
Electric Franchise Fee 4%	
Gasoline \$0.01/Gallon	
<b>Municipal Property Tax Rate</b>	<b>Total Equalized Assessed Valuation</b>
2013 - \$0.731342	2013 - \$ 913,768,374
2012 - \$0.695886	2012 - \$ 956,787,649
2011 - \$0.672037	2011 - \$ 997,336,424
2010 - \$0.592473	2010 - \$ 1,053,784,460
2009 - \$0.559507	2009 - \$ 1,091,136,051
2008 - \$0.549044	2008 - \$ 1,106,478,287
2007 - \$0.541774	2007 - \$ 1,066,440,154
2006 - \$0.555040	2006 - \$ 1,002,049,687
2005 - \$0.574728	2005 - \$ 919,811,190
2004 - \$0.553050	2004 - \$ 844,222,085

# City of Batavia 2015 Annual Budget

## Fund #10 — General Fund Summary

Description	Actual 2012	Actual 2013	Approved Budget 2014	Estimated 2014	Proposed Budget 2015
<b>Surplus and Reserves</b>	<b>\$9,351,939</b>	<b>\$9,042,043</b>		<b>\$10,782,242</b>	<b>\$10,486,006</b>
01 Intergovernmental	\$3,248,216	\$3,500,543	\$3,428,000	\$3,505,535	\$3,514,521
01 Municipal Taxes/Fees	\$5,323,691	\$5,526,607	\$4,612,096	\$4,924,316	\$4,997,262
01 Property Taxes	\$6,214,699	\$6,248,028	\$6,254,047	\$6,252,807	\$6,253,019
01 Sales Taxes	\$6,325,405	\$6,667,353	\$7,575,012	\$7,784,061	\$8,746,991
04 Fees & Services	\$799,994	\$736,274	\$721,688	\$955,195	\$765,487
05 Fines and Forfeitures	\$186,264	\$249,773	\$225,000	\$227,671	\$235,000
06 Other Revenues	\$231,390	\$260,511	\$292,550	\$323,500	\$257,000
<b>Total Revenue</b>	<b>\$22,329,659</b>	<b>\$23,189,089</b>	<b>\$23,108,393</b>	<b>\$23,973,085</b>	<b>\$24,769,280</b>
Administration & Legislative	\$1,008,370	\$1,091,994	\$1,128,413	\$1,189,390	\$1,217,378
Human Resources	\$285,221	\$303,882	\$277,492	\$237,701	\$391,399
Community Development	\$918,108	\$901,559	\$959,087	\$962,658	\$987,481
Public Works Administration	\$200,755	\$217,281	\$225,684	\$219,860	\$228,818
Engineering	\$624,419	\$676,288	\$709,141	\$705,610	\$703,342
Buildings and Grounds	\$395,465	\$341,583	\$384,148	\$349,214	\$399,630
Finance and Accounting	\$566,905	\$557,217	\$574,721	\$574,971	\$590,337
Information Systems	\$709,871	\$703,302	\$941,210	\$921,965	\$772,545
Utility Billing	\$301,339	\$331,201	\$349,849	\$351,776	\$362,772
Economic Development	\$74,374	\$104,884	\$1,424,943	\$1,404,303	\$1,391,467
Police Admin & Operations	\$8,003,621	\$7,889,147	\$8,440,130	\$8,220,550	\$8,495,800
Fire Services	\$4,724,069	\$4,797,473	\$4,980,991	\$4,858,781	\$5,158,326
E.S.D.A.	\$25,425	\$24,657	\$51,065	\$52,016	\$54,271
Streets and Sanitation	\$3,048,391	\$3,302,997	\$3,880,441	\$3,842,376	\$3,872,156
Utility Share General Fund	\$-1,629,602	\$-1,628,338	\$-890,000	\$-890,000	\$-1,186,182
Interfund Allocations	\$3,382,824	\$1,833,763	\$1,768,150	\$1,268,150	\$1,328,450
<b>Total Expense</b>	<b>\$22,639,555</b>	<b>\$21,448,890</b>	<b>\$25,205,465</b>	<b>\$24,269,321</b>	<b>\$24,767,990</b>
<b>Surplus/(Deficit)</b>	<b>( \$309,896)</b>	<b>\$1,740,199</b>	<b>( \$2,097,072)</b>	<b>( \$296,236)</b>	<b>\$1,290</b>
<b>Surplus and Reserves</b>	<b>\$9,042,043</b>	<b>\$10,782,242</b>		<b>\$10,486,006</b>	<b>\$10,487,296</b>

# City of Batavia 2015 Annual Budget

## Revenues

### Fund #10 — General Fund

Acct.	Description	Actual 2012	Actual 2013	Approved Budget 2014	Estimated 2014	Proposed Budget 2015
4135	Local Use Tax	\$409,929	\$448,672	\$430,000	\$456,064	\$463,601
4210	Pers Property Repl Tax	\$174,966	\$193,679	\$187,000	\$198,282	\$194,897
4220	State Income Tax	\$2,309,103	\$2,511,557	\$2,469,000	\$2,497,000	\$2,505,214
4232	State & Federal Grants	\$33,051	\$10,000	\$4,000	\$4,080	\$1,200
4370	B & C Fire Prot Dist	\$243,000	\$239,491	\$244,000	\$245,000	\$242,000
4386	Maintenance of State Highways	\$30,958	\$42,521	\$42,500	\$43,609	\$43,609
4402	Township Transit Reimb.	\$47,209	\$54,623	\$51,500	\$61,500	\$64,000
	<b>01 Intergovernmental</b>	<b>\$3,248,216</b>	<b>\$3,500,543</b>	<b>\$3,428,000</b>	<b>\$3,505,535</b>	<b>\$3,514,521</b>
4120	Utility & Use Taxes and Fees	\$3,633,856	\$3,770,203	\$3,631,120	\$3,899,932	\$3,957,317
4245	Waste Transfer Fee	\$522,464	\$571,864	\$545,000	\$573,000	\$575,000
4324	Payments in Lieu of Taxes	\$764,131	\$765,071	\$15,000	\$16,000	\$16,500
4325	ROW Franchise Fees	\$403,240	\$419,469	\$420,976	\$435,384	\$448,445
	<b>01 Municipal Taxes/Fees</b>	<b>\$5,323,691</b>	<b>\$5,526,607</b>	<b>\$4,612,096</b>	<b>\$4,924,316</b>	<b>\$4,997,262</b>
4010	Real Estate Taxes - General	\$4,237,377	\$4,240,715	\$4,166,740	\$4,166,000	\$4,001,143
4011	Real Estate Taxes - Pension	\$1,936,024	\$1,965,907	\$2,046,807	\$2,046,807	\$2,211,376
4015	SSA Property Tax	\$6,746	\$6,350	\$6,000	\$6,000	\$6,000
4240	Road & Bridge Tax	\$34,552	\$35,056	\$34,500	\$34,000	\$34,500
	<b>01 Property Taxes</b>	<b>\$6,214,699</b>	<b>\$6,248,028</b>	<b>\$6,254,047</b>	<b>\$6,252,807</b>	<b>\$6,253,019</b>
4110	State Sales Tax	\$4,587,338	\$4,835,779	\$4,802,794	\$4,989,472	\$5,039,367
4111	Home Rule Sales Tax	\$1,738,067	\$1,831,574	\$2,772,218	\$2,794,589	\$3,707,624
	<b>01 Sales Taxes</b>	<b>\$6,325,405</b>	<b>\$6,667,353</b>	<b>\$7,575,012</b>	<b>\$7,784,061</b>	<b>\$8,746,991</b>
4251	Licenses	\$61,305	\$60,500	\$58,000	\$58,050	\$58,050
4271	Building Permits	\$172,764	\$170,275	\$165,937	\$234,950	\$195,000
4301	Engineering Plan Review Fee	\$34,037	\$8,103	\$12,580	\$52,000	\$10,890
4302	Engineering Inspection Fee	\$65,096	\$7,079	\$23,141	\$117,393	\$23,522
4310	Plumbing Inspection Fee	\$26,372	\$24,208	\$27,000	\$28,369	\$28,500
4316	Planning & Zoning Fees	\$23,988	\$32,506	\$12,000	\$15,000	\$15,000
4318	Survey Monumentation Fee	\$14,863	\$0	\$3,730	\$27,933	\$11,025
4320	Leaf & Brush Collection	\$270,387	\$270,827	\$270,300	\$270,500	\$270,500
4331	Grave Opening Fee	\$24,167	\$41,367	\$34,000	\$36,000	\$36,000
4332	Care Of Lots	\$6,550	\$9,450	\$10,000	\$15,000	\$12,000
4355	Police Reimbursements	\$100,465	\$111,959	\$105,000	\$100,000	\$105,000
	<b>04 Fees &amp; Services</b>	<b>\$799,994</b>	<b>\$736,274</b>	<b>\$721,688</b>	<b>\$955,195</b>	<b>\$765,487</b>

# City of Batavia 2015 Annual Budget

## Revenues

### Fund #10 — General Fund

Acct.	Description	Actual 2012	Actual 2013	Approved Budget 2014	Estimated 2014	Proposed Budget 2015
4351	Fines & Fees	\$142,952	\$196,818	\$180,000	\$179,671	\$185,000
4352	Parking Tickets	\$43,312	\$52,955	\$45,000	\$48,000	\$50,000
	<b>05 Fines and Forfeitures</b>	<b>\$186,264</b>	<b>\$249,773</b>	<b>\$225,000</b>	<b>\$227,671</b>	<b>\$235,000</b>
4330	Sale Of Burial Lots	\$9,300	\$11,500	\$10,000	\$19,500	\$15,000
4397	Reimbursements	\$94,785	\$76,253	\$132,050	\$144,000	\$80,000
4399	Miscellaneous Revenue	\$111,194	\$148,400	\$130,000	\$130,000	\$130,000
5000	Investment Income	\$16,111	\$24,358	\$20,500	\$30,000	\$32,000
	<b>06 Other Revenues</b>	<b>\$231,390</b>	<b>\$260,511</b>	<b>\$292,550</b>	<b>\$323,500</b>	<b>\$257,000</b>
	<b>Total Revenue</b>	<b>\$22,329,659</b>	<b>\$23,189,089</b>	<b>\$23,108,393</b>	<b>\$23,973,085</b>	<b>\$24,769,280</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

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## Detail on Significant Items

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### Account

<b>4111</b>	<b>Home Rule Sales Tax</b>	
	1/2 cent Home Rule Sales Tax	\$1,853,812
	Additional 1/2 cent Home Rule Sales Tax - dedicated to Electric Rate Stabilization.	\$1,853,812
	<b>Total</b>	<b>\$3,707,624</b>
<b>4135</b>	<b>Local Use Tax</b>	
	Illinois Municipal League Projection of \$17.80 per capita	\$463,601
	<b>Total</b>	<b>\$463,601</b>
<b>4210</b>	<b>Pers Property Repl Tax</b>	
	Illinois Municipal League project decrease of 1.9%	\$194,897
	<b>Total</b>	<b>\$194,897</b>
<b>4220</b>	<b>State Income Tax</b>	
	Illinois Municipal League Projection of 0.3% increase	\$2,505,214
	<b>Total</b>	<b>\$2,505,214</b>
<b>4324</b>	<b>Payments in Lieu of Taxes</b>	
	Riverrain PILOT	\$16,500
	Electric PILOT	\$750,000
	Electric PILOT waived through Home Rule Sales Tax	\$-750,000
	<b>Total</b>	<b>\$16,500</b>

## **Administration**

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

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

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

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

In addition to providing a lead 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 committee and Council agenda development function
- Assistance to the City Clerk, including support of local election activities,
- Coordination of the City's communications initiatives: Batavia Neighbors, the City web site, E-blasts, the Municipal Minute, press releases and social media.
- Legal services (including reimbursement from third parties),
- The relationship with BATV, including support through sharing of franchise fees,
- Sales tax rebate agreement activity and support of other government and non-government organizations such as Batavia MainStreet and community activities such as Art in Your Eye.
- Through Economic Development, coordination of City TIF activities.
- PACE Bus 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 either new legislation seeking to require the City to regulate activities at a higher level, but furnishes 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, and is examining public pension reforms. Currently the City Administrator is also the City representative on the Batavia Chamber of Commerce Board of Directors.

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 and Assistant also act as initiators and facilitators, particularly when projects either involve several different City departments, or specific neighborhoods, community or business groups or other governmental entities. Overall initiatives for 2014 in the Administration Department resulting from the Strategic Plan include:

***Strategic Goals for Service Delivery and Financial Sustainability***

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

2014 was the first year in which a Street Division employee was exclusively assigned to the Downtown. This resulted in the City being aware of and able to respond to the needs of the heart of the City in a quicker manner. It also assisted developing organizational wisdom of the downtown. The assignment of the care all buildings to the Water and Sewer Utility Superintendent for the time being has resulted in a more cohesive approach to facility maintenance. Like any organization, the City goes through periods of centralization followed by decentralization. With the loss of staff over the last several years, the centralized view of our assets is a help in prioritizing and using various personnel efficiently. The ability of the single, full-time employee devoted to that task to call upon other employees for assistance is much more efficient than calling upon employees from different departments on an "as-available" basis. The Superintendent, experienced in infrastructure planning and contract management, is in the process of bringing on architects and engineers to evaluate the condition of the Batavia Government Center so that a long-term maintenance plan can be developed. That plan should be accomplished in 2015. Internal evaluation has already resulted in plans for security improvements project and a rehabilitation of the building's main stairway for code compliance. The end of 2014 saw a reconfiguration of the City organization. The growth seen in the organization over the last several years, despite the recession has made it clear that a single, Following

Administration will continue to work with Waste Water Utility in its current investigation of expansion and regulatory-mandated upgrades and its impact on the downtown.

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

The City has continued to participate meaningfully in both Batavia MainStreet as well as the Batavia Chamber of Commerce. The newly retained Economic Development consultant has taken a very active role in representing the City with MainStreet, while the Administrator continued his role on the Chamber Board. The 3 groups meet monthly and communicate more often and have been addressing issue confronting business, especially downtown

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

In 2014 the City continued its participation in Metro West and regularly called upon the City Council to show its support or opposition to several items of proposed legislation that were perceived to be harmful to the City. 2015 will see a continuation of that, regardless of the composition of the State offices currently in contention. It is believed that this year will see a possible resolution of the diverted sales tax that has occurred over the last several years, as well as possible movement on an Internet Sales Tax, which would put our bricks and mortar business on an equal footing with business on the Internet. This could also result in a new revenue stream for the City.

### ***Strategic Goals for Business Development & Retention***

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

2014 saw the approval of the Walgreens project, a very difficult land use project that involved balancing design values with the benefits of having an important national retailer in the heart of the City. The developer is currently waiting for final go ahead from Walgreens corporate and the City has agreed to some extensions of the redevelopment agreement to assist.

Several new businesses came into Batavia during 2014, both in the downtown and on the Randall Road corridor, and as of this writing are working on several potential major developments which can fill vacancies in existing buildings, or provide for actual new commercial construction. Administration will continue assisting with Economic Development projects along with new branding and marketing initiatives. This includes working toward successful implementation of the Walgreens and capitalizing upon downtown improvements. Administration will continue to assist in review of TIF and other grant programs to make sure they are as successful as possible, including the current investigation of the establishment of a "West Town TIF district midway between Batavia Avenue and Randall Road, and comprised of many diverse buildings and land uses. It has also been working on a hoped-for extension of an existing downtown district with the support of the local taxing bodies.

Administration will continue to participate in business retention visits both commercial and industrial.

A significant activity is the continued work to address the issue of the City's ownership share and debt obligations relative to the Prairie State Generating Facility, and work to reach an ultimate diversification of power sources for the future.

Administration will continue to work with MainStreet and the Batavia Chamber to link those groups with City Council and will assist Community Development and Economic Development in reviewing City processes to see if they can be made more user-friendly.

### ***Strategic Goals for Housing***

- **Address the availability of diverse housing choices**
- **Maintain and enhance the quality of housing stock**

With the near completion of the housing study done in cooperation with Kane County, Geneva St. Charles And North Aurora, Administration will work with Community Development to facilitate a review by the Council of the implications of such a plan for the current Comprehensive Land Use Plan, particularly in light of our diminishing number of developable vacant tracts of land of any significant size. This issue will have great impacts for the attempts to allow a diverse set of people to come to Batavia to live and work, and to “age in place” after Batavia has become their home. A strength of community is to increase the average time in which people live here.

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

Though slowed down by environmental issues, work will continue with Community Development to assist Council and the Siemen’s neighborhood to arrive at land-use policies for the area and Economic Development to find and support development of the parcels. The last Unit of Tanglewood Hills has also begun and several residential builders have approached the City. Much more development activity is projected for 2015.

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

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

While the City was successful in obtaining a grant for study of the river in terms of exploiting its newly-emphasized role, the announcement came very late in the year, and for a far lesser amount than anticipated. Staff of the City and Batavia Park District have already begun recasting the project to address the priority issue of erosion, but will begin the planning of a more comprehensive project for the approximately dozen separate river segments in terms of erosion, protection of public utilities, extension of the pedestrian and bike trails, enlarging opportunities for access to the River, stabilization and aesthetic improvements like conversion of non-native plants and invasive to a healthier system. . The Council has approved a decision of the removal of the North Dam and the implications for the Depot Pond, an important community feature. Coincidentally, both the current Governor and the Army Corps of Engineers have begun new initiatives related to dams and their removals, and Metro West has begun a discussion among all its member Fox River communities to look at the river holistically with recreational opportunities in mind.

An RFQ for examination of the feasibility of a storm water utility is currently out and it remains to be seen whether this immense undertaking will go forward.

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

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

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

With the success of River Street, which has continued to garner awards from urban revitalization organizations, attentions has turned to more parking opportunities and management issues such as deliveries to local restaurants. The Art Stop parking area has been made more visible, connected to Wilson by a sidewalk, will be better signed, and will be doubled in size in early 2015. The Baptist Church parking lot is being redone as of this writing, and staff is exploring other parking areas. The River initiative will be closely related to economic development as some of the bank stabilization alternatives may also provide additional development area as well as trail extensions. Staff is also working with some potential new downtown businesses which have become attracted here because of a new sense of renewal. Houston Street will be improved in the continuing redevelopment of infrastructure in the downtown as well. A proposed new position which has responsibility for communications will also be charged with reviewing and improving processes to help diminish the impact of construction on downtown businesses and the growing number of residents.

### *Strategic Goals for Community Connectivity*

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

2104 saw the recognition of Batavia as a Bike Friendly Community and signage will begin appearing assisting those biking in the area. With the assistance of the Batavia Bike Commission, many school children are going to be taught bicycle safety, an expedited bicycle registration program allowing bike shops to issue stickers will be implemented, and Engineering has completed several of its Federal Grant-funded Safe Routes to Schools projects which increase the safe passage of our children to schools. A CBDG grant has aided the Northeast side to install missing sidewalk areas to promote connections, and while the delay is unfortunate, the pedestrian-activated crossings at several crossings will appear in 2015. Finally, the Bike Commission has introduced a Bike Friendly Business project by which Batavia businesses can show their support of bicycle and trail use by offering special services to those traveling through town.

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

Administration will work on reinvigoration of Batavia ACCESS.

- **Facilitate communication pathways**

As of this writing, public meetings are about to begin relating to the 2016 or 2017 Main Street reconstruction project.

Administration has recommended, and the City Council is currently considering funding a communications position which will not only help centralize some communication modes such as the web site (currently being rebuilt), e-blasts and the like, but will also help review public meeting and hearing and notice procedures to insure appropriate education and involvement of Batavia citizens.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #10 — Administration & Legislative**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget	2014	Budget
				2014	2014	2015
6101	Salaries and Wages	\$429,375	\$423,118	\$420,484	\$410,839	\$459,379
6120	City Health Ins Contribution	\$40,411	\$43,411	\$43,411	\$43,412	\$65,582
6121	City IMRF Pension Contribution	\$50,868	\$45,806	\$56,891	\$45,574	\$50,676
6122	City Share FICA and Medicare	\$33,226	\$28,965	\$32,167	\$26,841	\$30,535
6123	City Pension Contribution	\$9,497	\$9,497	\$9,700	\$9,700	\$9,978
6126	Workers Compensation Contrib	\$150	\$150	\$120	\$120	\$120
6205	Memberships	\$14,972	\$13,511	\$16,000	\$15,000	\$15,000
6210	Training & Seminars	\$598	\$2,545	\$2,500	\$250	\$2,500
6211	Travel & Mileage	\$639	\$1,263	\$1,500	\$1,300	\$1,500
6215	Resource Materials	\$850	\$819	\$750	\$850	\$850
6225	Postage & Shipping	\$2,534	\$676	\$2,500	\$1,000	\$1,000
6230	Office Supplies	\$5,550	\$4,502	\$7,000	\$4,000	\$6,000
6235	Printing & Photo	\$17,199	\$19,825	\$19,000	\$21,250	\$22,000
6245	Advertisements	\$375	\$1,000	\$500	\$1,000	\$1,000
6250	Telephone	\$0	\$1,737	\$1,800	\$1,800	\$1,875
6259	Meals & Refreshments	\$531	\$924	\$1,500	\$1,500	\$1,500
6355	Contractual Services	\$20,290	\$33,941	\$40,000	\$40,000	\$42,000
6358	Legal Fees	\$98,853	\$156,142	\$165,000	\$150,000	\$165,000
6359	BATV (% Franchise Fee)	\$159,177	\$166,049	\$168,390	\$174,154	\$179,378
6363	Ride in Kane Program	\$94,419	\$109,246	\$106,000	\$123,000	\$128,000
6505	Liability & Property Insurance	\$28,856	\$28,867	\$33,200	\$31,023	\$33,505
6605	Other Expense	\$0	\$0	\$0	\$86,777	\$0
<b>Administration &amp; Legislative</b>		<b>\$1,008,370</b>	<b>\$1,091,994</b>	<b>\$1,128,413</b>	<b>\$1,189,390</b>	<b>\$1,217,378</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #10 — Administration & Legislative

## Detail on Significant Items

### Account

#### Personnel

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

<b>6101</b>	<b>Salaries and Wages</b>	
	New Position to provide support to City Administration and to serve as Communications and Event Coordinator	\$67,251
	<b>Total</b>	<b>\$67,251</b>

<b>6235</b>	<b>Printing &amp; Photo</b>	
	Neighbors Magazine and City Code Updates	\$22,000
	<b>Total</b>	<b>\$22,000</b>

<b>6359</b>	<b>BATV (% Franchise Fee)</b>	
	2% of Franchise Fee to BATV	\$179,378
	<b>Total</b>	<b>\$179,378</b>

<b>6605</b>	<b>Other Expense</b>	
	Prior Year Expense from Telecom Lawsuit - IDOR reducing Telecom Revenues - GASB requires reporting Utility Tax at Gross and Expensing in the year of payback	\$0
	<b>Total</b>	<b>\$0</b>

## **Human Resources**

The Human Resources Department is responsible for managing, coordinating, and/or consulting with the City's workforce programs related to employee compensation and benefits, recruitment and selection, development and training, safety and risk management, and labor relations.

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

### ***Strategic Goals for Service Delivery and Financial Sustainability***

4. Deliver high quality City services that meet the needs of the community while continually working to control expenditures
  - a. Implement organizational efficiencies through process evaluation
  - b. Optimize use of technology and foster innovation
  - c. Maintain efficient and effective staffing levels
  - d. Maintain a competitive compensation and benefit system
  - e. Create an environment of trust and empowerment through a partnership of management and staff
  - f. Foster a work environment of accountability, integrity, and collaboration
  - g. Provide the resources needed to support quality service delivery

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 12 — Human Resources**

Acct.	Description	Actual		Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$152,536	\$158,640	\$160,778	\$136,000	\$226,605
6120	City Health Ins Contribution	\$8,354	\$9,141	\$9,141	\$9,141	\$28,348
6121	City IMRF Pension Contribution	\$19,245	\$20,915	\$21,753	\$18,401	\$29,821
6122	City Share FICA and Medicare	\$10,940	\$11,248	\$12,300	\$10,404	\$17,335
6126	Workers Compensation Contrib	\$150	\$150	\$120	\$120	\$120
6203	Medical Exams & Testing	\$26,864	\$11,711	\$7,500	\$10,000	\$12,000
6204	Employee Recruitment	\$9,230	\$775	\$1,000	\$1,500	\$1,500
6205	Memberships	\$390	\$879	\$1,000	\$1,500	\$1,500
6207	Employee Recognition	\$8,598	\$10,391	\$15,000	\$15,000	\$25,000
6210	Training & Seminars	\$4,035	\$7,204	\$8,500	\$8,500	\$12,000
6225	Postage & Shipping	\$161	\$102	\$200	\$200	\$200
6230	Office Supplies	\$1,156	\$1,371	\$2,000	\$2,000	\$3,000
6355	Contractual Services	\$8,992	\$9,262	\$10,000	\$10,000	\$10,000
6358	Legal Fees	\$23,407	\$50,350	\$15,000	\$2,000	\$10,000
6505	Liability & Property Insurance	\$11,163	\$11,743	\$13,200	\$12,935	\$13,970
<b>Human Resources</b>		<b>\$285,221</b>	<b>\$303,882</b>	<b>\$277,492</b>	<b>\$237,701</b>	<b>\$391,399</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #12 — Human Resources

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## Detail on Significant Items

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### Account

#### Personnel

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

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<b>6101</b>	<b>Salaries and Wages</b>		
	Increase to budget due to Full-time Human Resources Director. Formerly the salary was split between Administration, Human Resources and Economic Development		\$226,605
		<b>Total</b>	\$226,605
<hr/>			
<b>6210</b>	<b>Training &amp; Seminars</b>		
	LEAD		\$8,500
	Other Training		\$3,500
		<b>Total</b>	\$12,000
<hr/>			
<b>6230</b>	<b>Office Supplies</b>		
	Replacement of Chairs in addition to Supplies		\$3,000
		<b>Total</b>	\$3,000

## **Community Development Department**

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

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

Major projects undertaken in 2014 included continued administration of the downtown improvement and façade grant programs, updates to the Comprehensive Plan, Zoning Code, and Official Zoning Map, review of updated building codes for possible adoption, and continued implementation of the Downtown Significant Historic Building Conservation Program. Redevelopment continued as a focus of the department's activity, with continued planning for a new Walgreen's store, exploration of future use of the downtown Baptist Church site and redevelopment of the Thomle Building on East Wilson Street. We are also continuing to market various City properties that are considered "surplus" that can be put into better use in private property ownership.

Major renovations to Sam's Club and the Aldi Headquarters were started, as well as the complete rebuild of the BP car wash on Randall Road occurred in 2014. Several improvements to various industrial buildings also occurred during the year including major work on one of the Suncast buildings, and a 40,000 square foot addition to the Chicago Expert Importers facility. The City Council approved variances and the Plan Commission approved design review for a new gas station on the City's east side; staff continues to work with the developer to finalize details with the Kane County Division of Transportation in advance of their submitting an application for a building permit. Substantial time was also dedicated to review, discussion and a number of public meetings for a proposed industrial project on the City's east side during the year. The 63 home Tanglewood Hills Unit 5 subdivision was also approved and site work began.

The downtown streetscape project continued with construction on Wilson Street, and a future project on Houston Street planned for 2015. The Historic Preservation Commission completed the downtown historic properties survey update during 2014.

Mirroring the nation's trend for increased building activity, the City's planning and building activity continues to increase from levels of the late 2000s. Code compliance activity remains high, partly due to foreclosures, and continued yard maintenance for vacant houses to keep neighborhoods looking attractive. The administrative hearing process for code compliance has been a helpful component in the City's code compliance efforts.

The 2015 budget year plans for continued activity in new development, redevelopment and planning initiatives. Downtown façade and improvement grant programs have been shifted to the Economic Development division of the City, with Community Development providing assistance with building and zoning code matters. Activity will continue to increase on the Significant Historic Building Conservation Program to ensure a high level of maintenance on significant historic buildings in the historic district. We anticipate completing inspections on most of the historic limestone buildings in 2015, and anticipate corrective work being started or completed on many of these structures. We are also working on getting certification as a Certified Local Government in 2015. This would allow the City to be recognized as a nationally recognized historic district, with the rights to obtain Federal grants to assist us in promoting and enhancing the district.

Batavia has received recent increased interest in both new residential, commercial and industrial development which we expect to continue in 2015. Some properties are in the City proper while others would need to be annexed. Continued planning for, and construction of downtown streetscape improvements will require significant staff time and effort for the year, particularly along Houston Street and Batavia Avenue. In addition, staff will seek City Council approval to continue or begin several long term projects such as business and contractor registration and further annexation of various properties. We will also begin work on proposing a new neighborhood redevelopment plan in the neighborhood around Main Street and Mallory Avenue. This would promote property enhancement and redevelopment in that area that has seen various use changes over the last few decades.

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

***Strategic Goals for Housing:***

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

The first project was a change to the pilot program of the City-wide crime-free housing program. Implemented in 2014, this changed and expanded the crime-free housing program into a multi-family rental housing inspection program. It lowered the threshold of units to 6 or more where inspections are required and included a code compliance inspection to the program to ensure safe, good quality housing for residents in these developments. We anticipate reviewing this program in 2015 to determine its effectiveness and if the program should be further expanded.

- Address the availability of diverse housing choices
- Support the private sector development/redevelopment of housing

The second project is the Homes for a Changing Region study that was completed in 2014. This study was done jointly with the neighboring communities of Geneva, St. Charles and North Aurora. This study was completed with a grant from the Chicago Metropolitan Agency for Planning (CMAP) under their Local Technical Assistance (LTA) Program in cooperation with the Kane County Development Department. This study analyzed the housing characteristics and needs for Batavia and the region to determine the status of housing supply and demand. It also went further to analyze housing policies and trends and made a number of specific recommendations for future actions. We anticipate taking these specific recommendations to the City Council in 2015 to determine future courses of action in regards to housing policy and related recommendations.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 13 — Community Development**

Acct.	Description	Actual		Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$602,481	\$601,452	\$618,024	\$629,435	\$648,686
6102	Overtime	\$0	\$0	\$250	\$4,250	\$3,000
6107	Part-time Wages	\$8,512	\$6,922	\$8,000	\$0	\$0
6120	City Health Ins Contribution	\$108,216	\$108,386	\$108,386	\$104,764	\$110,003
6121	City IMRF Pension Contribution	\$74,464	\$77,402	\$83,652	\$85,738	\$85,762
6122	City Share FICA and Medicare	\$44,445	\$44,134	\$47,910	\$48,477	\$49,854
6126	Workers Compensation Contrib	\$15,400	\$3,000	\$2,400	\$2,400	\$2,400
6205	Memberships	\$1,941	\$2,613	\$2,405	\$2,405	\$2,622
6210	Training & Seminars	\$1,103	\$3,202	\$4,000	\$3,000	\$4,700
6211	Travel & Mileage	\$0	\$0	\$200	\$200	\$300
6215	Resource Materials	\$167	\$228	\$2,150	\$1,000	\$1,750
6225	Postage & Shipping	\$827	\$784	\$1,500	\$2,400	\$2,400
6230	Office Supplies	\$2,261	\$2,225	\$2,300	\$2,000	\$4,000
6235	Printing & Photo	\$123	\$83	\$200	\$150	\$200
6241	Fuel	\$2,596	\$2,179	\$2,500	\$1,814	\$1,825
6245	Advertisements	\$2,072	\$2,740	\$2,500	\$2,500	\$2,750
6250	Telephone	\$1,807	\$1,905	\$1,900	\$1,850	\$2,500
6255	Clothing & Uniforms	\$226	\$484	\$550	\$500	\$550
6259	Meals & Refreshments	\$215	\$0	\$200	\$200	\$200
6288	Recording Fees	\$0	\$0	\$1,000	\$1,000	\$1,200
6310	R & M Vehicles	\$4,721	\$2,128	\$3,300	\$3,000	\$3,000
6354	Plumbing Inspections	\$25,393	\$26,915	\$22,500	\$27,793	\$28,000
6355	Contractual Services	\$19,557	\$13,113	\$41,400	\$35,950	\$29,800
6505	Liability & Property Insurance	\$1,581	\$1,664	\$1,860	\$1,832	\$1,979
<b>Community Development</b>		<b>\$918,108</b>	<b>\$901,559</b>	<b>\$959,087</b>	<b>\$962,658</b>	<b>\$987,481</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #13 — Community Development

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## Detail on Significant Items

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### Account

#### Personnel

- (1) Director of Community Development
- (1) Planning and Zoning Officer
- (1) Building Commissioner
- (1) Building Inspector
- (1) Code Compliance Officer
- (1) Planner
- (1) Administrative Assistant
- (1) 3/4 Administrative Assistant

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

APA State Conference-one attendee plus hotel	\$700
Other training and seminars	\$1,500
APA National Conference-One Attendee \$1,000 registration, \$500 airfare, \$1,000 hotel (4 nights)	\$2,500
<b>Total</b>	<b>\$4,700</b>

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#### **6230      Office Supplies**

Office Supplies	\$2,200
Three storage cabinets	\$1,500
Office chair	\$300
<b>Total</b>	<b>\$4,000</b>

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#### **6250      Telephone**

Phone Contract Costs	\$1,900
Replace 2 Phones	\$600
<b>Total</b>	<b>\$2,500</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #13 — Community Development

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## Detail on Significant Items

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### Account

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<b>6288</b>	<b>Recording Fees</b>	
	Formerly Combined with Engineering Department	\$1,200
	<b>Total</b>	<b>\$1,200</b>
<b>6355</b>	<b>Contractual Services</b>	
	Property Maintenance	\$15,000
	Hearing Officer/Clerk Adjudication	\$1,800
	Fire Plan Reviews	\$3,500
	Other Professional Services	\$2,000
	Surveying Services	\$7,500
	<b>Total</b>	<b>\$29,800</b>

## **Public Works Administration**

Public Works is comprised of four operating divisions: Electric, Street, Water and Wastewater. The budget for Public Works Administration and Streets & Sanitation are found in General Activities, under departments 14 and 45 respectively, while the budget for Electric (Fund #21), Water (Fund #30) and Wastewater (Fund #31) are located in the Enterprise Funds. Each of the divisions has a Superintendent that reports to the Public Works Director. Primarily, the role of Public Works Administration is to direct and coordinate the activities of the four operating divisions. An emphasis is placed on inter-division cooperation for the efficient and effective use of personnel and equipment to ensure that the City delivers services that meet the needs of the community. Administration also is responsible for planning, organizing and managing long-range capital improvements to maintain the City's infrastructure in a cost effective manner that does not leave an unmanageable bill to be paid by future generations.

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

### ***Strategic Goals for Service Delivery and Financial Sustainability***

- **Provide for the adequate maintenance of capital**  
Major projects in support of this goal during 2014 were the Houston Street watermain replacement and initial planning for the Wastewater Treatment Facility rehabilitation project.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 14 — Public Works Administration**

<b>Acct.</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>2012</b>	<b>2013</b>	<b>Budget</b>	<b>2014</b>	<b>Budget</b>
				<b>2014</b>	<b>2014</b>	<b>2015</b>
6101	Salaries and Wages	\$136,743	\$142,094	\$144,141	\$144,500	\$147,625
6120	City Health Ins Contribution	\$21,036	\$22,360	\$22,360	\$22,360	\$23,478
6121	City IMRF Pension Contribution	\$15,498	\$17,399	\$19,502	\$19,551	\$19,427
6122	City Share FICA and Medicare	\$8,622	\$8,977	\$11,027	\$11,054	\$11,293
6126	Workers Compensation Contrib	\$150	\$150	\$120	\$120	\$120
6205	Memberships	\$658	\$724	\$650	\$700	\$700
6210	Training & Seminars	\$2,354	\$1,648	\$1,500	\$200	\$1,500
6250	Telephone	\$1,013	\$722	\$750	\$750	\$1,000
6355	Contractual Services	\$14,141	\$22,639	\$25,000	\$20,000	\$23,000
6505	Liability & Property Insurance	\$540	\$568	\$634	\$625	\$675
	<b>Public Works Administration</b>	<b>\$200,755</b>	<b>\$217,281</b>	<b>\$225,684</b>	<b>\$219,860</b>	<b>\$228,818</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #14 — Public Works Administration

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## Detail on Significant Items

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### Account

#### Personnel

(1) Director of Public Works

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**6355**

#### **Contractual Services**

Maintenance of Traffic Signals

\$23,000

**Total**

\$23,000

## Engineering

The Engineering Department is responsible for civil engineering services for both public and private infrastructure improvements within the City. For public improvements this includes overseeing capital improvement projects, including planning, design, construction inspection and acceptance for projects relating to transportation improvements, pedestrian and cycling, downtown streetscape, drainage improvements, utility replacement, etc. This 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 Engineering Department also assists other City Departments with their civil engineering needs. The private improvement services that the Department 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 Department 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 Department ensure the public's safety and welfare.

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

### *Strategic Goals for Service Delivery and Financial Sustainability:*

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

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

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

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

- *Maintain efficient and effective staffing levels*

The Engineering Department has four full time staff members (three engineers and one senior engineering assistant and two part-time members (one engineering technician and one administrative assistant). With project demands the department could operate much more efficiently with an increased staffing level.

- ***Diversify and augment revenues***

- ***Seek funding through grants***

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

- **Deerpath Road Bridge Rehabilitation** – Received Highway Bridge Program funding.
- **Deerpath Road Intersection Improvements** – Received for Surface Transportation Program funding. Phase 1 and 2 Engineering will be funded 50/50 by Kane County and City of Batavia
- **Mahoney Creek Restoration & Shore Restoration** – Working with Consultants to obtain 319 Grant funding.
- **Main Street Reconstruction & Traffic Signal Modernization/Interconnect** – Received Surface Transportation Program, Congestion Mitigation and Air Quality & Illinois Department of Transportation funding.
- **Prairie Street Reconstruction** – Received Surface Transportation Program funding.
- **Route 31 and 25 Pedestrian Crossings** – Received Congestion Mitigation and Air Quality funding.
- **Safe Routes to School (Illinois Prairie Path)** – Received Safe Routes to School funding.
- **Safe Routes to School (J.B. Nelson & Wintergreen Terrace)** – Received Safe Routes to School funding.
- **Wilson Street Resurfacing** – Applied for Surface Transportation Program funding, awaiting notification.
- **Wilson Street Resurfacing (Raddant Rd. to Kirk Rd.)** - Received Local Agency Functional Overlay funding
- **Pine Street Resurfacing (Raddant Rd. to Hart Rd.)** - Received Local Agency Functional Overlay funding
- **Deerpath Road Resurfacing (Wilson St. To Main St.)** - Received Local Agency Functional Overlay funding
- 

- ***Provide for the adequate maintenance of capital***

- ***Develop/Implement the Infrastructure Capital Plan***

Below is a listing of the Capital Improvement and Maintenance Projects the Engineering Department will be working on in fiscal year 2015. 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.

**Maintenance Projects**

- **2015 Drainage Program** - This year the program will focus on stabilization and maintenance of detention basins and regional stormwater facilities such as Mahoney

Creek, the Fox River, Windmill Lakes, and Braeburn Marsh. The detention basin at Nagel will be conducting a regional burn and maintenance plan with the adjacent property owner with potential to convert the basin to a naturalized basin. The detention basin at Raddant & Edwards will be converted to a naturalized basin from a traditional dry detention basin.

The Mahoney Creek will be evaluated at the remaining crossing locations from upstream to the downstream location of Cleveland & Raddant. The evaluation will look at designing improvements at specific crossings, such as Wilson Street & Woodland Hills Road, and seeking out potential grants, such as 319, for a future year's construction.

- **2015 Street Program** - will continue to focus on patching, resurfacing and/or reconstructing streets within the community.

#### **Capital Improvement Projects**

- **Batavia Avenue Streetscape**
- **Deerpath Road Bridge Rehabilitation**
- **Deerpath Road Intersection Improvements**
- **Houston Street Streetscape**
- **Mahoney Creek Restoration & Shore Restoration**
- **Main Street Reconstruction & Traffic Signal Modernization/Interconnect**
- **Route 31 and 25 Pedestrian Crossings**
- **Safe Routes to School (Illinois Prairie Path)**
- **Safe Routes to School (J.B. Nelson & Wintergreen Terrace)**
- **Wilson Street Resurfacing**
- **Pine Street Resurfacing**
- **Deerpath Road Resurfacing**

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

- ***Investigate the creation of a stormwater utility***  
A Stormwater Utility will continue to be explored through a Phase I: Initial Feasibility Study to determine existing services and program needs, initial program cost of service, rate design, review the billing system and complete a sample analysis for an initial rate range. Upon completion and review of the Phase I report a Phase II: Final Feasibility / Planning will be determined whether to be executed.
- ***Publicize and encourage participation in river clean-up programs***  
In 2015 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, 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. All these methods request volunteer help to make the events a success.

- ***Promote alternative transportation methods***

The City approved the bicycle plan in 2007. Since that time the City has been working to implement the proposed improvements in this plan with the goal to promote walking and biking in our community. The City has partnered with the Batavia School District to determine locations that are in need of sidewalk connections to provide easy access to walk and bike to school. Many of these locations received federal funding and will be constructed over the next few years. The partnership has also been successful in creating walking and biking to school days for all of the elementary schools and the middle school. The City has also received through its Bike Commission the designation as a Bicycle Friendly Community bronze level. As part of the design process for all projects, the Batavia Bicycle plan and ADA accessibility is reviewed to include upgrades in incorporate as many modes of transportation as feasibly possible. The Batavia Bike Commission launched the Bicycle Donation and Bicycle Friendly Business Programs which will encourage more residents to use alternative means of transportation.

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

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

### ***Strategic Goals for Community Connectivity***

- ***Facilitate communication pathways***

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

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

- **National Pollution Elimination Discharge System Program** - staff coordinates a river clean up of portions of the Fox River. In years past and an ongoing tradition flyers have been passed out, emails have been sent to local organizations and schools and those registered to the e-blast emails as well as press releases being published in local papers requesting volunteer help to make the events a success.
- **Environmental Commission** – Engineering Department staff liaison for as needed staff support.
- **Bike Commission** – Engineering Department staff liaison, which includes assisting the Bike Commission, attends monthly night meetings and provides assistance when needed.
- **Safe Routes to School** – Engineering Department staff liaison, which includes coordinating projects with the Batavia School District, writing grants and assists in creating programs to foster walking and biking to school.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 15 — Engineering**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$425,409	\$454,637	\$460,957	\$474,087	\$467,079
6102	Overtime	\$852	\$1,897	\$1,000	\$500	\$1,000
6120	City Health Ins Contribution	\$72,249	\$77,604	\$77,731	\$77,973	\$81,872
6121	City IMRF Pension Contribution	\$51,868	\$58,140	\$62,503	\$64,212	\$61,599
6122	City Share FICA and Medicare	\$30,378	\$32,745	\$35,340	\$36,306	\$35,808
6126	Workers Compensation Contrib	\$500	\$3,000	\$2,400	\$2,400	\$2,400
6205	Memberships	\$1,122	\$1,728	\$1,550	\$1,550	\$1,700
6210	Training & Seminars	\$1,111	\$3,150	\$7,600	\$2,500	\$7,100
6215	Resource Materials	\$123	\$83	\$300	\$200	\$200
6225	Postage & Shipping	\$326	\$118	\$200	\$300	\$300
6230	Office Supplies	\$2,414	\$1,782	\$2,000	\$2,000	\$2,000
6241	Fuel	\$2,174	\$2,480	\$2,650	\$2,400	\$2,400
6245	Advertisements	\$470	\$112	\$400	\$400	\$400
6248	Regulatory Fees	\$1,000	\$1,000	\$0	\$0	\$0
6250	Telephone	\$2,147	\$2,547	\$2,200	\$2,200	\$2,500
6255	Clothing & Uniforms	\$153	\$332	\$650	\$650	\$650
6276	Other Equipment	\$1,281	\$3,535	\$9,400	\$9,400	\$2,355
6288	Recording Fees	\$778	\$1,466	\$400	\$400	\$500
6310	R & M Vehicles	\$2,304	\$1,264	\$2,500	\$1,300	\$1,500
6355	Contractual Services	\$17,250	\$4,687	\$37,500	\$25,000	\$10,000
6370	Drainage Maintenance	\$8,929	\$22,317	\$0	\$0	\$0
6450	Vehicles & Equipment	\$0	\$0	\$0	\$0	\$20,000
6505	Liability & Property Insurance	\$1,581	\$1,664	\$1,860	\$1,832	\$1,979
<b>Engineering</b>		<b>\$624,419</b>	<b>\$676,288</b>	<b>\$709,141</b>	<b>\$705,610</b>	<b>\$703,342</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #15 — Engineering

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## Detail on Significant Items

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### Account

#### Personnel

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

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<b>6101</b>	<b>Salaries and Wages</b>		
	Addition of Hours for Engineering Tech due to workload		\$20,050
		<b>Total</b>	<b>\$20,050</b>
<hr/>			
<b>6210</b>	<b>Training &amp; Seminars</b>		
	Other Training		\$3,500
	Auto Cad Training		\$3,600
		<b>Total</b>	<b>\$7,100</b>
<hr/>			
<b>6276</b>	<b>Other Equipment</b>		
	GPS Upgrade & Misc. Equipment		\$2,355
		<b>Total</b>	<b>\$2,355</b>
<hr/>			
<b>6450</b>	<b>Vehicles &amp; Equipment</b>		
	Replace 1996 Truck for Engineering Inspections		\$20,000
		<b>Total</b>	<b>\$20,000</b>

## **Building & Grounds**

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

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

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

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 16 — Buildings and Grounds**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$62,849	\$53,956	\$52,000	\$54,000	\$58,580
6102	Overtime	\$634	\$2,252	\$2,500	\$2,000	\$2,000
6103	Double-time	\$664	\$1,366	\$1,500	\$4,500	\$4,000
6107	Part-time Wages	\$0	\$0	\$5,000	\$3,525	\$5,000
6120	City Health Ins Contribution	\$21,134	\$18,060	\$22,359	\$22,360	\$23,478
6121	City IMRF Pension Contribution	\$7,604	\$7,024	\$7,577	\$8,186	\$8,499
6122	City Share FICA and Medicare	\$4,466	\$3,954	\$4,667	\$4,898	\$5,323
6126	Workers Compensation Contrib	\$500	\$500	\$400	\$400	\$400
6230	Office Supplies	\$143	\$3,143	\$4,000	\$3,500	\$3,500
6241	Fuel	\$701	\$996	\$1,000	\$1,280	\$1,280
6250	Telephone	\$26,166	\$21,493	\$26,500	\$23,000	\$24,000
6260	Utilities	\$80,452	\$85,404	\$95,000	\$90,000	\$95,000
6264	General Supplies	\$14,061	\$9,408	\$14,000	\$12,000	\$13,000
6310	R & M Vehicles	\$563	\$140	\$2,000	\$1,000	\$1,000
6315	R & M Building	\$158,182	\$127,954	\$140,000	\$112,000	\$147,000
6320	Equipment Rental	\$17,140	\$2,580	\$2,580	\$2,500	\$2,500
6340	R & M Equipment	\$150	\$3,294	\$3,000	\$4,000	\$5,000
6505	Liability & Property Insurance	\$56	\$59	\$65	\$65	\$70
<b>Buildings and Grounds</b>		<b>\$395,465</b>	<b>\$341,583</b>	<b>\$384,148</b>	<b>\$349,214</b>	<b>\$399,630</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #16 — Buildings and Grounds

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## Detail on Significant Items

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### Account

#### Personnel

(1) Building Maintenance Coordinator

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<b>6315</b>	<b>R &amp; M Building</b>	
	Custodial Services Contract	\$50,000
	Government Center Exterior R&M	\$5,000
	HVAC - R&M	\$10,000
	Interior Office - Painting & Carpet Replacement	\$10,000
	Interior/Exterior Door R&M	\$5,000
	Auxiliary Generator R&M	\$5,000
	Government Center General Maintenance	\$25,000
	Windmill R&M	\$15,000
	Replace Carpeting - Council Chambers/Aldermans Room/Kitchen	\$22,000
	<b>Total</b>	<b>\$147,000</b>

## **Finance**

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

In 2014, the Finance Director worked very closely with the City Administrator and Public Works Director on priorities of the Electric Utility. Electric Rates and their impact on residents and businesses occupied a large portion of the year. Modifications to our electric rates were recommended and adopted by the City Council in May of 2014. In addition, the rate ordinance included changes to our economic development rates to provide better incentives for business growth. Finance will be actively involved in the water, sewer and electric rate studies that got underway in the fall of 2014.

Finance was actively involved in working with Administration and Engineering in the implementation of a large grant from the Illinois Department of Transportation in addition to administrating multiple other grants. Finance maintains all grant files for auditing and reporting purposes in addition to submitting requests for grant reimbursement.

Finance has been working to maximize investment returns in the current low yield environment by investing in slightly longer maturities while maintaining available cash flow. The need for sufficient cash flow will be addressed in 2015 when an inter-fund loan to the TIF may become necessary.

In 2014, the Finance Director was named as TIF administrator of our Tax Increment Finance Districts. The department has always prepared the reports for submission to the State of Illinois. The administrator is the official that signs the reports and is the point of contact for the state.

The Finance Department will also broaden their role in risk management by becoming part of the health insurance renewal process. This change will consolidate risk management under one department. The Human Resources department will continue to make the decisions on the benefits provided while working in conjunction with Finance on risk management. The City Administrator provides input and approval for all risk management decisions.

### ***Strategic Goals for Service Delivery and Financial Sustainability***

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

The City of Batavia budget reflects the careful consideration of the financial impact to the constituents and taxpayers that support City services. Both the operational budget and the inclusion of upcoming capital projects consider the sustainability of City financial operations. The 2014 budget included a five-year projection in the appendix. An updated five-year projection has been included with this budget. These figures will change based on fluctuations in revenue sources and amounts. In addition, expenditure estimates are subject to changes in commodity prices and contract costs. The largest factor to influence spending is funding staffing needs as service demands and wage levels change.

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

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

- **Implement organizational efficiencies through process evaluation**

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

- **Maintain efficient and effective staffing levels**

The City budget is comprised of over 75% in wages and benefits. Staffing levels must be reviewed whenever there is a vacancy and whenever there is a request for an addition to staff. The alternatives must be reviewed before making a decision that will require annual funding for wages, pension and benefits. The goal is to find balance between services provided and the workload placed upon the department providing them. Each year during the budget process, there are requests for addition to staff. The City Administrator meets with the Department Head to evaluate needs. The first priority in adding to staff is in order to maintain existing service levels. Adding staff to increase service levels is considered after evaluation of available funding and City Council requests for increased service.

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

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

- **Ensure availability of financial information for the City Council and community**
  - **Maximize public access to financial data and reports**
  - **Ensure financial reports and tax returns are filed and made available by required dates**

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

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

Several years of Audits and Budgets are posted on the City's website. Copies are also provided to the Library annually. Official Statements for Debt Issuance are also posted on the City's website. In 2013, the Finance Department started posting the monthly financial statements and the Accounts Payable detail listing on our website. In addition, the Finance Department is always available to provide financial data to the public when requested.

The Finance Department will be working with Information Systems on the review of the City's website and will update and modify financial information as recommended.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #17 — Finance and Accounting**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$375,404	\$371,181	\$375,766	\$376,872	\$386,300
6120	City Health Ins Contribution	\$61,606	\$62,934	\$62,934	\$62,934	\$66,081
6121	City IMRF Pension Contribution	\$46,469	\$47,713	\$50,841	\$50,991	\$50,837
6122	City Share FICA and Medicare	\$26,610	\$26,305	\$28,746	\$28,831	\$29,552
6126	Workers Compensation Contrib	\$150	\$150	\$120	\$120	\$120
6205	Memberships	\$700	\$625	\$650	\$650	\$650
6210	Training & Seminars	\$1,123	\$870	\$1,000	\$750	\$1,000
6211	Travel & Mileage	\$288	\$108	\$250	\$100	\$100
6215	Resource Materials	\$307	\$252	\$300	\$300	\$300
6225	Postage & Shipping	\$2,619	\$1,732	\$2,800	\$3,100	\$3,100
6230	Office Supplies	\$5,299	\$3,991	\$6,200	\$5,500	\$5,500
6235	Printing & Photo	\$247	\$1,566	\$2,200	\$2,000	\$2,000
6250	Telephone	\$840	\$719	\$850	\$800	\$800
6351	Auditing	\$44,405	\$38,205	\$41,100	\$41,100	\$43,000
6505	Liability & Property Insurance	\$838	\$866	\$964	\$923	\$997
<b>Finance and Accounting</b>		<b>\$566,905</b>	<b>\$557,217</b>	<b>\$574,721</b>	<b>\$574,971</b>	<b>\$590,337</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #17 — Finance and Accounting

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## Detail on Significant Items

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### Account

#### Personnel

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

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**6351**

#### **Auditing**

Main Audit	\$37,400
Single Audit (if required)	\$3,200
Misc Audit Services (OPEB, Other)	\$2,400
<b>Total</b>	<b>\$43,000</b>

## Information Systems

The Information Systems Department is an Internal Service Department providing Information Technology (IT) services to all City personnel. We are responsible for GIS (Geographical Information System), computer hardware, networking, software applications, the phone system, video and audio equipment, and the City website. Pursuant to the City's Strategic Plan our focus is to provide innovative, cost-effective technology solutions necessary for our employees to serve the residents. The department manages over 200 phones, roughly 175 PC's, 90 printers, 9 copiers all used by over 220 people. The department is staffed by an Information Systems Director, Systems Manager, and GIS Analyst.

### *Strategic Goals for Financial Sustainability*

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

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

We are currently working with our Police Department to implement a two-factor authentication process to improve security as mandated by the Federal Bureau of Investigations. The project will be completed in 2014.

Our GIS Analyst is developing a GIS for our Electric Division as we prepare for our Asset and Infrastructure implementation kick-off in 2014. The Asset and Infrastructure system will be live for Electric in 2015. We will add the Waste Water Treatment and Street Divisions to the system in 2015. The Water Division and Engineering Department will be added in 2016.

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

We provided the resources to order and assist with the installation of a live scan digital finger print system for Police in 2014. The new live scan machine is easier for the Officers to use and more reliable. The City's Internet and Wi-Fi network were expanded and upgraded in 2014. The network has more bandwidth and capacity for the number of users in our facilities. Our internal network switches are planned for replacement in 2015. The current switches will be eight years old and not maintainable. Replacing these switches will improve the network's reliability for our users. Edge switches will be accessed for replacement in 2016 or 2017. We have begun the upgrade process to our 7 year old phone system this year. The system will move to a virtual environment for redundancy and ease of upgrade in the future.

In 2014 we replaced 34 PC's 4 Mobile Data Computers, and 3 laptops. Hardware replacements planned in 2015 include 10 PC's, 4 Mobile Data Computers and 1 laptop. All of which are 5 years old.

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

As part of the Asset and Infrastructure system, we will be implementing a Web-based Service Request program in 2015. Residents will be able to request services from various City Departments online from their computer, Smartphone or tablet.

- **Encourage citizen feedback and incorporate changes when suitable.**

Earlier in 2014, we offered a survey for our residents to comment on our existing website. The results of that survey were used to create and issue a Request for Proposal for a new City website. We are working with a team of employees to select a Developer for a new site which we plan to be live in 2015.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 18 — Information Systems**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget	2014	Budget
6101	Salaries and Wages	\$263,311	\$274,840	\$281,786	\$281,786	\$288,841
6107	Part-time Wages	\$0	\$1,860	\$6,800	\$6,800	\$0
6120	City Health Ins Contribution	\$42,419	\$45,187	\$45,187	\$53,860	\$56,553
6121	City IMRF Pension Contribution	\$32,055	\$34,698	\$38,126	\$38,126	\$38,011
6122	City Share FICA and Medicare	\$18,832	\$19,734	\$22,077	\$22,077	\$22,096
6126	Workers Compensation Contrib	\$150	\$150	\$120	\$120	\$120
6205	Memberships	\$350	\$250	\$525	\$525	\$525
6210	Training & Seminars	\$350	\$200	\$1,000	\$1,000	\$5,150
6211	Travel & Mileage	\$242	\$382	\$250	\$250	\$250
6215	Resource Materials	\$0	\$174	\$1,100	\$1,100	\$1,150
6225	Postage & Shipping	\$25	\$0	\$50	\$50	\$50
6230	Office Supplies	\$434	\$163	\$500	\$500	\$500
6231	Computer Software and Access	\$40,225	\$16,628	\$36,200	\$33,500	\$19,800
6232	Computer Supplies	\$1,955	\$4,874	\$4,000	\$3,000	\$3,000
6241	Fuel	\$788	\$256	\$150	\$450	\$450
6250	Telephone	\$10,315	\$11,840	\$13,040	\$13,196	\$14,824
6255	Clothing & Uniforms	\$140	\$0	\$0	\$0	\$0
6325	R&M Office Equipment/Computer	\$34,873	\$37,390	\$31,280	\$23,000	\$30,900
6355	Contractual Services	\$11,548	\$10,475	\$146,050	\$131,000	\$64,600
6375	Software Support	\$119,834	\$124,965	\$145,735	\$141,500	\$147,850
6405	Computer Hardware	\$131,485	\$118,668	\$166,600	\$169,500	\$77,200
6505	Liability & Property Insurance	\$540	\$568	\$634	\$625	\$675
	<b>Information Systems</b>	<b>\$709,871</b>	<b>\$703,302</b>	<b>\$941,210</b>	<b>\$921,965</b>	<b>\$772,545</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

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## Detail on Significant Items

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### Account

#### Personnel

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

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<b>6210</b>	<b>Training &amp; Seminars</b>	
	GMIS International Conference	\$2,850
	ILGISA Conference	\$250
	ESRI Conference	\$2,050
	<b>Total</b>	<b>\$5,150</b>
<hr/>		
<b>6215</b>	<b>Resource Materials</b>	
	Apple Dev, Reference Books, MS Technet	\$1,150
	<b>Total</b>	<b>\$1,150</b>
<hr/>		
<b>6231</b>	<b>Computer Software and Access</b>	
	Server Licenses	\$5,000
	Software Requests	\$2,000
	Virtual Backup Software	\$2,000
	Asset and Infrastructure Software Licenses	\$8,000
	Password Reset and Patch Management	\$2,800
	<b>Total</b>	<b>\$19,800</b>
<hr/>		
<b>6250</b>	<b>Telephone</b>	
	15 Police, 8 Fire, 2 GPS, IS iPad, Spare	\$13,824
	IS Cell Phones	\$1,000
	<b>Total</b>	<b>\$14,824</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

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## Detail on Significant Items

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### Account

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<b>6325</b>	<b>R&amp;M Office Equipment/Computer</b>	
	PC & Printer Repair, Tape Backup System, GPS, OCE	\$7,900
	Wireless & Network Security	\$2,500
	Mobile Data Computers, Records Mgt. Communication Switch	\$5,000
	Phone System	\$15,500
	<b>Total</b>	<b>\$30,900</b>
<hr/>		
<b>6355</b>	<b>Contractual Services</b>	
	Internet Service and Email Security	\$11,500
	Website Maintenance, Hosting, and eNews	\$7,600
	Programming Services	\$2,000
	Archiving and Digitizing Historical Records	\$9,500
	Website Real Estate Listing - Loopnet	\$7,000
	Asset and Infrastructure Implementation	\$27,000
	<b>Total</b>	<b>\$64,600</b>
<hr/>		
<b>6375</b>	<b>Software Support</b>	
	Doc Mgt and Work Comp	\$875
	Permits	\$16,500
	CAD	\$6,740
	Financial Software	\$29,275
	Fire Incident Mgt	\$4,800
	GIS	\$16,000
	Network Filter, Antivirus, Backup, Equip Inventory, Virtualization	\$13,610
	Forensics	\$5,000
	Police Records and Mobile	\$48,330
	Cemetery, Fleet Maint, Vehicle Diag, Assets	\$6,720
	<b>Total</b>	<b>\$147,850</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

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## Detail on Significant Items

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### Account

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<b>6405</b>	<b>Computer Hardware</b>	
	PC's (10), Laptops (1), other Hardware	\$14,200
	Interior Network Switch Replacement	\$37,000
	MDC Replacements (4)	\$26,000
	<b>Total</b>	<b>\$77,200</b>

## Utility Billing

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

### *Strategic Goals for Service Delivery and Financial Sustainability*

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

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

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

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

### *Strategic Goals for Environmental Identity*

- **Integrate environmental principles into Utility operations**

Customers can now access their account on-line. Customers can see the current bill and 12 months of history. They can also sign up to go paperless through the e-news program; we e-mail them when their bill is ready for viewing. Options for paying on-line are also provided.

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

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

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 19 — Utility Billing**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$142,828	\$164,125	\$169,037	\$169,037	\$176,600
6120	City Health Ins Contribution	\$15,373	\$31,149	\$31,500	\$31,500	\$33,076
6121	City IMRF Pension Contribution	\$18,610	\$21,169	\$22,871	\$22,871	\$23,241
6122	City Share FICA and Medicare	\$10,926	\$11,918	\$12,931	\$12,931	\$13,510
6126	Workers Compensation Contrib	\$150	\$150	\$120	\$120	\$120
6210	Training & Seminars	\$514	\$290	\$550	\$350	\$500
6225	Postage & Shipping	\$50,095	\$50,486	\$52,256	\$54,750	\$56,500
6230	Office Supplies	\$2,067	\$1,854	\$2,200	\$2,800	\$2,800
6231	Computer Software and Access	\$13,032	\$14,358	\$14,250	\$15,292	\$14,500
6325	R&M Office Equipment/Computer	\$3,741	\$2,888	\$5,000	\$3,500	\$2,000
6355	Contractual Services	\$33,336	\$25,690	\$32,500	\$31,000	\$31,750
6505	Liability & Property Insurance	\$540	\$568	\$634	\$625	\$675
6625	Bad Debt Expense	\$10,127	\$6,556	\$6,000	\$7,000	\$7,500
	<b>Utility Billing</b>	<b>\$301,339</b>	<b>\$331,201</b>	<b>\$349,849</b>	<b>\$351,776</b>	<b>\$362,772</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #19 — Utility Billing

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## Detail on Significant Items

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### Account

#### Personnel

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

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### 6355

#### Contractual Services

Third Party Payment Fees (Electronic Payments)	\$8,400
Collection Fees	\$3,250
Third Party Billing Service	\$18,500
Other Services	\$1,600
<b>Total</b>	<b>\$31,750</b>

## Economic Development

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

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

### *Strategic Goals & Objectives for Downtown Development*

- **Develop a business/economic development plan.**
  - a. **Assess the current economic environment.**

Completed Business Friendly Report, with survey, data analysis, conclusions and recommendations.

- b. **Prepare a business/economic plan document.**

With Community Development Department staff, completed the "Economic Development and Redevelopment" component to the 2014 Update to the City's Comprehensive Plan.

- **Develop and Implement a Comprehensive Business Retention and Expansion Plan.**
  - a. **Be a proactive resource for existing businesses, developing policies, incentives and programs to assist in their growth.**

Provided technical assistance and advocacy to the following existing businesses and organizations in the area of retention and expansion: Walgreens; Aliano's Ristorante; O Sole Mio; Batavia Enterprises and Batavia Main Street (Holiday ad campaign, Restaurant March Madness, Project Mosaic); Other activities include: Assisting in review of and, as applicable, modifications to City's grant programs; sign ordinance; downtown parking assets, Home Rule retail sales tax and electric utility costs.

- b. **Annually survey existing business constituents, by sector and by geography, to obtain their input concerning the general business climate in the City.**

Completed Business Friendly Report, providing such information.

- c. **Bi-annually assess neighboring and competitive communities with respect to those elements listed in subparagraph 2.b.**

To be undertaken in 2015.

- d. **Schedule and conduct no fewer than three retention visits each month to individual businesses located within the City of Batavia.**

Have conducted numerous such visits though consistent adherence to this measure has not occurred.

- e. **Maintain a website portal focused on "Doing Business in Batavia".**

To be developed in 2015 during Web Page redevelopment project.

- **Develop and Implement a Comprehensive New Business Recruitment Plan.**
  - a. **Conduct initial and thereafter ongoing (minimal every five years) cluster analyses to determine existing strong and emergent business sectors in the city and immediate surrounding area.**

Initiated data collection for cluster analysis.

- b. **Conduct initial and thereafter ongoing (minimal every three years) gap analyses to determine leakage/opportunities in local retail trade.**

Working with Main Street Economic Restructuring Committee to conduct such analysis for downtown. However, to date, analysis project has not been initiated for retail opportunities outside of downtown district.

- c. **Identify and target specific business types and specific businesses within said types for recruitment.**

See above (3.b.)

- d. **Develop and employ a comprehensive marketing strategy for business recruitment, by business sector type and by targeted areas within the City.**

Developed and ran ads B2B ads in *Northern Illinois Real Estate* magazine (industrial/office focused and retail/restaurant focused, including advertorial). Attended International Council of Shopping Centers (ICSC) Chicago Deal Making Show on City's behalf. Direct mailing piece and web page enhancement currently under study.

- e. **Schedule and make on-site recruiting trips to meet with key personnel representing ownership for site selection purposes, providing marketing material and discussing the advantages of making a Batavia site selection.**

Visited with key personnel on-site and/or locally in the recruiting the following businesses to Batavia: Gaetano's Batavia; Challenger Lighting; Taurus Tool and Engineering; Aliano's Express; West DuPage Cabinets and Granite; National Fitness Center; Phar-Mar Farms; Other businesses recruitment consideration during fiscal year has included Redevelopment prospects for former First Baptist Church; Restaurant users for 2-6 East Wilson Street; Mariano's; Fresh Thyme; Kane County Department of Employment and Education; proposed local micro-brewery; prospective user for former Aldi and City-owned property and Warrior Development and Construction Company's proposed VA facility. Support for change in land use entitlements to allow for a large light industrial development on City's southeast side (Kirk Road Corridor).

- f. **Attend key trade shows (ICSC, AIRE, IOREBA, NAIOP), as an attendee and/or showroom participant, facilitating personal meetings with real estate brokers, developers and property owners/managers to recruit new business enterprises and commercial, office/research and industrial development activity for the City.**

Attended ICSC Chicago Deal Making show.

- **Develop a marketing/branding initiative.**
  - a. **Business-to-Business.**

Developed and ran B2B ads (industrial/office focused and retail/restaurant focused, including advertorial).

**b. Consumer-Focused.**

With Batavia Main Street, developed ad and cooperative campaign with downtown businesses for Daily Herald, Neighbors and West Suburban Living. City participated in developing and running Restaurant March Madness event.

- **Develop and expand effective partnerships with business-oriented non-governmental organizations.**

**a. Identify appropriate NGOs for potential partnerships.**

City's Economic Development Consultant represents the City on State's DCEO Kane County Economic Development Professional Organization and on Main Street Board (has assumed active role in Economic Restructuring Committee, chairing subcommittees) and on Batavia Chamber Board by City Administrator.

**b. Appoint City representatives as liaisons to NGOs.**

See above.

- **Encourage the development of public policies and public improvements to support business development.**

**a. Streamline the process for approval of developments that retains efficiency and effectiveness.**

Working with development and redevelopment related city departments in pursuing this objective.

**b. Identify priority development projects and position staff to accelerate its review and recommendation processes to bring such projects to approval authority in the earliest possible time period.**

Examples include AGS Technology Inc., Challenger Lighting; Gaetano's Batavia, West DuPage Cabinets and Granite; and prospective redevelopment interests for former First Baptist Church and former Avenue Chevrolet site.

**c. Explore ways to fund improvements to telecommunication systems, such as wireless internet, fiber optics, broadband, etc.**

To be considered.

**d. Explore ways to fund improvements to City-owned utilities, including but not limited to enhanced efficiency and reliability of the City's electric distribution system.**

Participated in the staff consideration of and recommendation for adopting a half-cent increase to the City's Home Rule retail sales tax to assist in financing.

- **Develop the Area's Workforce**

**a. Survey local business community, particularly manufacturing and service sectors, to determine its employment needs, especially as these needs relate to skill set deficiencies.**

Business Friendly Survey was completed during fiscal year and survey results indicate that local businesses are concerned with the state of existing labor pool, particularly with respect to meeting requisite skill sets.

- b. In cooperation with Batavia High School, Waubensee Community College, River Valley Workforce Investment Board and KCDEE, and the Illinois Department of Commerce and Economic Opportunity explore new and enhance existing programs that will serve both our local workforce and business community, by ensuring employee workforce skill sets match employer-desired skills sets.**

Staff expects to explore this initiative in 2015.

- c. In cooperation with our local manufacturing sector, consider creating a high school and/or community college scholarship program benefitting Batavia student residents to assist them in meeting educational costs, in exchange for their agreeing to be employed as interns by our local manufacturing businesses.**

To be studied and developed as warranted.

- **Examine various revenue sources for ED:**

- a. Creation of additional TIFS for Siemen's etc.**

With Community Development, Public Works and other allied city staff, initiated TIF 4 (West Town) feasibility study.

- b. Use of DCEO**

Networking and business attraction through regular attendance at DCEO quarterly meeting of Kane County Economic Development Professionals; Active with State Agency in creating retention incentive for large industrial concerns (Suncast and other local business under Non-Disclosure Agreement with City).

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #22 — Economic Development**

<b>Acct.</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>2012</b>	<b>2013</b>	<b>Budget</b>	<b>2014</b>	<b>Budget</b>
				<b>2014</b>	<b>2014</b>	<b>2015</b>
6101	Salaries and Wages	\$56,244	\$37,479	\$33,400	\$20,000	\$0
6121	City IMRF Pension Contribution	\$7,354	\$5,166	\$4,520	\$2,706	\$0
6122	City Share FICA and Medicare	\$4,137	\$2,644	\$2,556	\$1,530	\$0
6205	Memberships	\$3,224	\$1,395	\$1,500	\$1,500	\$1,500
6210	Training & Seminars	\$1,859	\$3,208	\$2,000	\$0	\$1,500
6225	Postage & Shipping	\$0	\$0	\$100	\$100	\$100
6230	Office Supplies	\$0	\$84	\$200	\$100	\$200
6235	Printing & Photo	\$650	\$0	\$2,500	\$0	\$1,500
6245	Advertisements	\$0	\$1,185	\$1,000	\$1,200	\$1,500
6355	Contractual Services	\$906	\$53,723	\$113,000	\$113,000	\$121,000
6653	Economic Development	\$0	\$0	\$1,264,167	\$1,264,167	\$1,264,167
	<b>Economic Development</b>	<b>\$74,374</b>	<b>\$104,884</b>	<b>\$1,424,943</b>	<b>\$1,404,303</b>	<b>\$1,391,467</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #22 — Economic Development

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## Detail on Significant Items

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### Account

#### Personnel

(1) Contract TIF Consultant

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<b>6653</b>	<b>Economic Development</b>	
	ED Business Retention Yr 2 of 6	\$1,264,167
	(in lieu of transfer to Street Program - Yr 2 of 15)	
	<b>Total</b>	<b>\$1,264,167</b>

## **Police**

The Police Department will enter 2015 with an authorized and actual strength of 40 sworn police officers (down from 45 officers in 2008) and a combined full and part-time civilian support staff of 10 personnel available to serve the citizens of Batavia 24 hours a day..

### **Strategic Goals for Service Delivery and Financial Sustainability**

- **Optimize technology and foster innovation**

In 2105, the Police Department will have its first major software upgrade to New World Records Management System in place, which will provide a more efficient process to track statistical, operational, investigative and management data for inquiry and reporting.

In October 2014, the Department had upgraded our digital fingerprint system by installing a new “Cross Match” biometric fingerprint identity management system that uses high resolution technology to capture a prisoner’s fingerprints. This new technology allows for foolproof fingerprint acquisition for faster suspect identification.

At the end of 2014 will end the first two (2) year special assignment rotation for our traffic enforcement unit, which has been very successful. Having a traffic enforcement officer has allowed us the flexibility to deploy the unit to various “hot spots” for speeding throughout the community and to monitor our major intersections with the highest traffic crash rates. Overall, our traffic enforcement officer has made a positive impact within the community by ensuring that the residents of Batavia have safer roads to travel on throughout the year. In 2015, the program will continue with a different officer for a 2-year assignment.

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

In 2015, the Department will continue focusing on delivering high quality core police services as well as expanding our overall law enforcement capabilities through targeted enforcement strategies. We will continue to maximize the efficiency of our service delivery through the application of our current technology. The members of the Department remain committed to keeping Batavia a safe, family-oriented community.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

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

Acct.	Description	Approved			Proposed	
		Actual 2012	Actual 2013	Budget 2014	Estimated 2014	Budget 2015
6101	Salaries and Wages	\$4,204,443	\$4,295,672	\$4,464,775	\$4,344,000	\$4,469,791
6102	Overtime	\$242,091	\$213,875	\$250,190	\$250,190	\$254,962
6105	Outside Work Agreement	\$17,545	\$11,707	\$20,757	\$12,800	\$17,847
6107	Part-time Wages	\$42,775	\$37,920	\$46,225	\$52,000	\$67,175
6120	City Health Ins Contribution	\$772,342	\$819,972	\$832,903	\$799,886	\$839,881
6121	City IMRF Pension Contribution	\$64,538	\$67,247	\$75,221	\$73,467	\$69,139
6122	City Share FICA and Medicare	\$92,898	\$95,142	\$106,674	\$104,445	\$106,480
6123	City Pension Contribution	\$1,268,368	\$1,310,582	\$1,357,815	\$1,357,815	\$1,450,502
6126	Workers Compensation Contrib	\$225,000	\$225,000	\$180,000	\$180,000	\$180,000
6201	Police & Fire Board	\$33,659	\$2,462	\$12,875	\$19,745	\$39,150
6205	Memberships	\$6,734	\$6,049	\$7,305	\$6,995	\$7,805
6210	Training & Seminars	\$25,641	\$16,779	\$29,896	\$24,600	\$32,639
6211	Travel & Mileage	\$130	\$230	\$1,200	\$750	\$1,200
6215	Resource Materials	\$796	\$1,115	\$1,360	\$1,240	\$1,439
6225	Postage & Shipping	\$4,086	\$3,286	\$5,000	\$4,500	\$5,000
6230	Office Supplies	\$13,966	\$11,844	\$17,595	\$16,124	\$16,800
6233	Vehicle & Equip. Supplies	\$4,974	\$4,521	\$7,500	\$7,433	\$9,000
6235	Printing & Photo	\$7,031	\$6,533	\$11,500	\$10,275	\$12,500
6237	Communication Supplies	\$7,010	\$8,078	\$4,200	\$4,128	\$5,500
6239	Investigative Supplies	\$1,379	\$1,692	\$2,000	\$1,750	\$3,000
6241	Fuel	\$106,799	\$112,473	\$122,400	\$104,672	\$110,000
6242	Patrol Supplies	\$8,018	\$6,421	\$9,010	\$8,100	\$4,700
6246	Community Relations	\$1,094	\$761	\$1,000	\$925	\$1,325
6247	Ammunition & Safety	\$9,897	\$11,429	\$14,902	\$14,443	\$19,310
6250	Telephone	\$9,442	\$9,767	\$9,600	\$9,845	\$14,325
6255	Clothing & Uniforms	\$49,607	\$47,368	\$56,600	\$56,098	\$49,000
6259	Meals & Refreshments	\$171	\$239	\$800	\$320	\$800
6275	Narcotics Enforcement Supplies	\$232	\$165	\$1,000	\$398	\$1,000
6276	Other Equipment	\$7,751	\$0	\$19,031	\$19,031	\$5,353
6310	R & M Vehicles	\$52,255	\$27,254	\$52,500	\$49,500	\$48,300
6320	Equipment Rental	\$7,766	\$0	\$3,000	\$0	\$4,000
6340	R & M Equipment	\$4,767	\$9,506	\$8,340	\$7,075	\$14,500
6355	Contractual Services	\$427,727	\$438,361	\$498,733	\$492,000	\$452,366
6450	Vehicles & Equipment	\$232,905	\$6,129	\$86,809	\$85,000	\$92,511
6505	Liability & Property Insurance	\$49,784	\$79,568	\$121,414	\$101,000	\$88,500
<b>Police Admin &amp; Operations</b>		<b>\$8,003,621</b>	<b>\$7,889,147</b>	<b>\$8,440,130</b>	<b>\$8,220,550</b>	<b>\$8,495,800</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

## Detail on Significant Items

### Account

#### Personnel

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

<b>6101</b>	<b>Salaries and Wages</b>	
	40 Sworn Officers	\$3,938,239
	Non-sworn	\$472,560
	OIC/Stand-by/Stipends	\$58,992
	<b>Total</b>	<b>\$4,469,791</b>

<b>6201</b>	<b>Police &amp; Fire Board</b>	
	Fire Testing	\$1,800
	Conferences/Training	\$4,000
	Advertising/Legal/Other	\$6,400
	Pschy Exams/Polygraph Testing	\$7,100
	Police Testing (Entry Level/Promotional)	\$19,850
	<b>Total</b>	<b>\$39,150</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

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## Detail on Significant Items

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### Account

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<b>6210</b>	<b>Training &amp; Seminars</b>	
	Conferences/Seminars	\$4,220
	Additional Training for Crash Investigation, Master Firearms, Police Staff & Command, Law Review	\$27,419
	Monthly Training & Association Meetings	\$1,000
	<b>Total</b>	<b>\$32,639</b>
<hr/>		
<b>6215</b>	<b>Resource Materials</b>	
	Updates & Illinois Compiled Statutes	\$1,439
	<b>Total</b>	<b>\$1,439</b>
<hr/>		
<b>6230</b>	<b>Office Supplies</b>	
	Increased for 1st Yr of 5-Yr Replacement Furniture Plan	\$16,800
	<b>Total</b>	<b>\$16,800</b>
<hr/>		
<b>6233</b>	<b>Vehicle &amp; Equip. Supplies</b>	
	Increased cost of tires for Explorers	\$9,000
	<b>Total</b>	<b>\$9,000</b>
<hr/>		
<b>6235</b>	<b>Printing &amp; Photo</b>	
	IL Citations, Profiling Stickers, Warning Tickets, O-Tickets, Downtown Resident Parking Placards, Plastic No Parking Signs for Special Events	\$6,700
	Envelopes/Business Cards/Forms/etc	\$3,500
	Photo Processing/Courtroom Displays/Point & Shoot Cameras/Memory Cards	\$1,700
	Bicycle Registration Stickers - Bike Commission Program	\$600
	<b>Total</b>	<b>\$12,500</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

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## Detail on Significant Items

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### Account

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<b>6239</b>	<b>Investigative Supplies</b>	
	Increased for conversion to single use evidence processing supplies	\$3,000
	<b>Total</b>	<b>\$3,000</b>
<hr/>		
<b>6242</b>	<b>Patrol Supplies</b>	
	Gloves, Blankets, Flares, AED Supplies	\$4,700
	<b>Total</b>	<b>\$4,700</b>
<hr/>		
<b>6247</b>	<b>Ammunition &amp; Safety</b>	
	Ammunition, Targets, Parts, Cleaning Supplies	\$16,556
	Deaddstop Plus Dominator Shield w/Viewport	\$2,754
	<b>Total</b>	<b>\$19,310</b>
<hr/>		
<b>6250</b>	<b>Telephone</b>	
	Verizon Cell Phone Usage	\$10,200
	Phone Replacements & Upgrades	\$4,125
	<b>Total</b>	<b>\$14,325</b>
<hr/>		
<b>6255</b>	<b>Clothing &amp; Uniforms</b>	
	Clothing Allowance - 40 @ \$850	\$34,000
	Records/CSO Uniform Allowance	\$3,600
	Body Armor Replacement (8 Officers @ \$600)	\$4,800
	Insignias, patches, badges, commendation bars, damaged uniform replacement, stipends, riot helmets	\$6,600
	<b>Total</b>	<b>\$49,000</b>
<hr/>		
<b>6276</b>	<b>Other Equipment</b>	
	Replacement of 2 Radar Units	\$2,738
	5 External Plate Carrier Vests	\$1,845
	Batteries for Speed Alert Signs	\$770
	<b>Total</b>	<b>\$5,353</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

## Detail on Significant Items

### Account

<b>6320</b>	<b>Equipment Rental</b>	
	Annual Rental Quantitative Gas Mask Fitting Equipment	\$3,000
	Yearly Medical Evaluation for Gas Mask - \$25/Officer	\$1,000
	<b>Total</b>	<b>\$4,000</b>
<hr/>		
<b>6340</b>	<b>R &amp; M Equipment</b>	
	LED Traffic Sign Maint. Fees - 3 signs @ \$1500 each	\$4,500
	6-Yr Fire Extinguisher Rehab (47 Total)	\$2,000
	Copier Maintenance - 2 Copy Machines	\$2,000
	Misc Repairs for Radar Units, Sirens, Speakers, Portable Radios, Typewriters	\$6,000
	<b>Total</b>	<b>\$14,500</b>
<hr/>		
<b>6355</b>	<b>Contractual Services</b>	
	Tri-Com Dispatch	\$388,713
	Ordinance Prosecution Fees	\$19,200
	Kane County Animal Control	\$2,500
	Tower Car Wash Contract	\$6,500
	Pension Actuarial Report	\$2,400
	AID - Victim Services Program	\$16,000
	Lexipol Policy Manual Updates	\$2,850
	Lexis Nexis Accruit: Investigation Information Data Bank	\$5,658
	LEADS On-Line (Pawn Brokers & Salvage Yards)	\$3,000
	Various Professional Services	\$5,100
	Critical Reach - All Points Bulletin Searches	\$445
	<b>Total</b>	<b>\$452,366</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

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## Detail on Significant Items

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### Account

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<b>6450</b>	<b>Vehicles &amp; Equipment</b>	
	Two 2015 Ford Utility Police Interceptors	\$56,962
	Graphics & Striping for New Squads	\$2,350
	Repainting of 2 Converted Patrol Vehicles to Administration	\$2,000
	3 Aluminum Equipment Load Boxes for New Vehicles	\$6,000
	Change Over of Equipment - 2 Patrol Vehicles	\$6,000
	Change Over Costs - Ford Taurus	\$800
	One 2015 Ford Taurus SE	\$18,399
	<b>Total</b>	<b>\$92,511</b>

## Fire

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

The department responded to 3,539 incidents in 2013, of which 1,429 were fire or rescue related and 2,110 were emergency medical. That was a 2.3% increase over 2012. Total call projection for 2014 is expected to be about a 3.5% increase. The department currently has 23 authorized fulltime firefighters, 35 paid-on-call firefighters and 12 contract paramedic/firefighters. 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, maintenance of apparatus and equipment, and daily maintenance and cleaning of both fire stations. The Department personnel participate in region wide specialty teams including hazardous materials, technical rescue and fire investigation. The department has an Insurance Services Office (ISO) rating of Class 2, with Class 1 as the best and Class 10 as the poorest.

A vacancy still exists for the position of Fire Marshal through a retirement of the former Fire Marshal in 2010. The department has been able to absorb the plan reviews and inspections for the last few years because the downturn in the economy resulted in a great reduction in construction. Since then, construction within Batavia has been steadily increasing. The fire department is now at a point where a Fire Marshal is needed again. The Fire Marshal position not only reviews construction plans and progress, but it also monitors existing industrial processes and hazardous material use within the city. That is an important area of expertise that cannot be filled by the normal firefighter on a routine inspection and has been lacking in the last 4 years. An extended vacancy in this position will lead to poor industrial practices and a higher likelihood of industrial accidents.

### ***Strategic Goals for Service Delivery and Financial Sustainability***

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

The 2015 budget has been thoroughly reviewed and the Department feels that it has worked diligently in pursuit of this strategic objective to control expenditures while still being able to meet the public safety objectives of the City of Batavia.

- Provide for the adequate maintenance of capital

The Fire Department is requesting a capital purchase of a new brush pumper. It will replace a 23 year old brush pumper that has significant maintenance issues. The fire fleet is planned out with funding made each year for replacement of apparatus. The City has been fortunate to receive several significant grants to help offset the cost of replacement.

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department # 32 — Fire Services**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$2,036,978	\$2,120,040	\$2,140,427	\$2,097,000	\$2,217,980
6102	Overtime	\$221,213	\$200,696	\$220,000	\$208,000	\$220,000
6107	Part-time Wages	\$455,088	\$450,501	\$463,477	\$461,000	\$478,952
6120	City Health Ins Contribution	\$464,262	\$480,461	\$496,060	\$491,086	\$515,640
6121	City IMRF Pension Contribution	\$6,391	\$6,955	\$8,169	\$8,169	\$8,145
6122	City Share FICA and Medicare	\$66,514	\$68,246	\$73,426	\$72,432	\$75,827
6123	City Pension Contribution	\$667,656	\$655,325	\$688,992	\$688,992	\$760,874
6126	Workers Compensation Contrib	\$80,000	\$85,000	\$68,000	\$68,000	\$68,000
6127	Work Comp. Contrib. POC's	\$2,423	\$2,423	\$3,000	\$2,800	\$3,000
6205	Memberships	\$3,541	\$5,074	\$5,400	\$5,400	\$5,500
6209	Training EMS	\$315	\$2,267	\$2,600	\$2,000	\$2,400
6210	Training & Seminars	\$14,712	\$18,875	\$19,000	\$18,000	\$19,100
6213	Fire Prevention Training	\$855	\$1,202	\$1,300	\$1,300	\$1,330
6215	Resource Materials	\$1,423	\$998	\$1,600	\$1,500	\$1,600
6225	Postage & Shipping	\$872	\$602	\$1,100	\$500	\$900
6230	Office Supplies	\$4,133	\$4,000	\$4,200	\$3,000	\$4,200
6233	Vehicle & Equip. Supplies	\$12,178	\$14,951	\$16,000	\$14,000	\$15,900
6235	Printing & Photo	\$800	\$847	\$940	\$800	\$900
6237	Communication Supplies	\$6,453	\$5,452	\$7,000	\$5,500	\$6,000
6241	Fuel	\$34,830	\$35,271	\$35,000	\$36,800	\$38,000
6250	Telephone	\$7,813	\$5,865	\$7,000	\$6,000	\$6,700
6251	Education Program Supplies	\$2,664	\$2,252	\$4,500	\$3,500	\$3,900
6253	Haz-Mat Program Supplies	\$980	\$2,232	\$2,500	\$2,000	\$2,500
6255	Clothing & Uniforms	\$24,961	\$22,333	\$31,000	\$31,000	\$31,500
6256	Rescue Materials	\$8,794	\$10,474	\$10,000	\$9,000	\$10,000
6257	Medical Supplies	\$4,254	\$6,298	\$6,600	\$12,015	\$6,600
6259	Meals & Refreshments	\$2,664	\$2,488	\$3,200	\$2,200	\$3,200
6260	Utilities	\$45,934	\$48,675	\$50,000	\$52,665	\$58,500
6264	General Supplies	\$7,829	\$7,925	\$8,900	\$8,900	\$9,100
6276	Other Equipment	\$19,788	\$15,705	\$21,000	\$20,000	\$21,000
6310	R & M Vehicles	\$71,346	\$68,340	\$77,000	\$70,000	\$78,000
6315	R & M Building	\$22,480	\$14,865	\$18,000	\$17,000	\$18,400
6340	R & M Equipment	\$1,702	\$2,763	\$3,200	\$2,800	\$3,200
6355	Contractual Services	\$391,900	\$394,479	\$445,000	\$400,000	\$423,223
6505	Liability & Property Insurance	\$30,323	\$33,593	\$37,400	\$35,422	\$38,255
	<b>Fire Services</b>	<b>\$4,724,069</b>	<b>\$4,797,473</b>	<b>\$4,980,991</b>	<b>\$4,858,781</b>	<b>\$5,158,326</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #32 — Fire Services

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## Detail on Significant Items

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### Account

#### Personnel

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

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#### **6355 Contractual Services**

Tri-City Ambulance	\$349,796
Tri-Com Dispatch	\$68,400
Fire Extinguishers	\$2,427
Pension Actuarial	\$2,400
Illinois State Police - Fingerprinting / Background	\$200
<b>Total</b>	<b>\$423,223</b>

## **Emergency Services & Disaster Agency**

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

ESDA currently has one coordinator, one manager and 8 personnel. It is ESDA that sends out weather spotters during storms, tests the monthly weather sirens, does traffic control and lighting at incidents or events, and provide rehabilitation supplies to emergency workers when needed. They also maintain communication with the Illinois Emergency Management Agency, the Kane County Emergency Management Agency and other local emergency management agencies. The members are trained in First Aid, CPR, weather spotting, and traffic control.

### ***Strategic Goals for Service Delivery and Financial Sustainability***

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

The 2015 budget has been thoroughly reviewed and the Agency feels that it has worked diligently in pursuit of this strategic objective to control expenditures while still being able to meet the public safety objectives of the City of Batavia.

- Provide for the adequate maintenance of capital

In 2014 the weather siren White School was replaced. The other siren that needs replacement is at Gustafson School. It is still working, but because of age and rotting of the supporting pole, it needs replacement soon. The replacement for the one at Gustafson is in 2015 budget. All other weather sirens should be good for several years.

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

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #33 — E.S.D.A.**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6107	Part-time Wages	\$9,748	\$6,539	\$13,000	\$17,000	\$17,400
6122	City Share FICA and Medicare	\$746	\$497	\$995	\$1,301	\$1,331
6202	Meal Allowance	\$80	\$72	\$200	\$200	\$300
6205	Memberships	\$229	\$0	\$100	\$65	\$140
6210	Training & Seminars	\$85	\$633	\$1,000	\$700	\$900
6211	Travel & Mileage	\$1,071	\$0	\$200	\$50	\$200
6230	Office Supplies	\$635	\$270	\$270	\$200	\$200
6237	Communication Supplies	\$0	\$0	\$500	\$300	\$400
6241	Fuel	\$547	\$1,144	\$1,300	\$800	\$700
6242	Patrol Supplies	\$0	\$197	\$300	\$200	\$200
6250	Telephone	\$1,885	\$1,189	\$1,400	\$1,200	\$1,300
6255	Clothing & Uniforms	\$457	\$0	\$1,500	\$1,000	\$1,100
6260	Utilities	\$1,719	\$1,698	\$1,700	\$1,700	\$1,800
6264	General Supplies	\$0	\$0	\$400	\$400	\$400
6310	R & M Vehicles	\$984	\$1,680	\$900	\$900	\$1,000
6320	Equipment Rental	\$588	\$0	\$300	\$100	\$100
6340	R & M Equipment	\$6,651	\$10,738	\$2,000	\$5,500	\$6,100
6445	Capital Equipment	\$0	\$0	\$25,000	\$20,400	\$20,700
<b>E.S.D.A.</b>		<b>\$25,425</b>	<b>\$24,657</b>	<b>\$51,065</b>	<b>\$52,016</b>	<b>\$54,271</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #33 — E.S.D.A.

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## Detail on Significant Items

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### Account

#### Personnel

(1) ESDA Manager

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#### **6340 R & M Equipment**

Siren Maintenance

\$5,300

**Total**

**\$5,300**

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#### **6445 Capital Equipment**

Siren replacement at Gustafson School location. Siren  
being replaced was installed in 1986.

\$20,700

**Total**

**\$20,700**

## Streets and Sanitation

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

### *Strategic Goals for Service Delivery and Financial Sustainability*

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

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

- **Implement organizational efficiencies through process evaluation**

Staff seeks ways to improve methods and practices. We continue to evaluate the benefits of preventive pavement maintenance through the annual Pavement Preservation and Crack Sealing Programs. The addition of a Durapatch machine is another example of new technology being used to more effectively maintain the City's older pavements.

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

We have had an ever increasing number of burials, especially at the West Batavia Cemetery. The most recently opened section of the cemetery, Big Oaks 6, has been seeing a significant amount of sales activity resulting in less availability. Due to the upcoming need to develop a new section of the cemetery, the road in a formerly unimproved section of the West Batavia Cemetery, known as Big Oaks Section 4, was excavated in 2014 and the stone base was

installed. The staking of grave lots has been carried over from 2014, and the road paving is the next phase of the project for 2015.

2014-15 is in the second and final season of a commitment the City of Batavia has with the State of Illinois to purchase bulk salt at nearly the same rate as 2013-14. The major salt suppliers were unable to bid on the state contract this year due to salt shortages, leaving some communities without salt. Salt prices in the future are unknown, and our future costs could double or more. It is anticipated that if salt purchases through the state purchasing plan become unavailable, we will seek to join with other communities to form some type of consortium for our salt purchasing needs in future years. We intend to eventually reduce the amount of rock salt usage by pre-treating with salt brine.

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

2015 vehicle/equipment replacement is in accordance with the Capital Fleet Replacement Schedule as follows:

- Replacement of Truck 3723, a 2001 heavy duty pickup truck
- Replacement of Truck 3722, a 1997 large dump truck with plow and salt spreader
- Replacement of Truck 3776, a 1998 medium-size dump truck with plow and salt spreader

Other equipment for the Street Division in the proposed budget includes:

- New Leaf Machine to use during heaviest collection times and to back up our current leaf machines, which are all 10-13 years old. Due their age, the machines have frequent breakdowns during the season.
- Multi-purpose small utility vehicle for both Public Works and Police Departments. This vehicle is intended for special events, downtown projects, and the cemetery.
- Salt brine machine to allow staff to start pre-treating designated roadways with a salt brine solution in advance of a snow and ice event. This operation is called anti-icing, and an application performed during the normal work day is aimed at preventing the bond of snow and ice to our roadways. It is a pro-active approach to winter road maintenance. Anti-icing treatments can dramatically reduce the cost of maintaining safe road surfaces as opposed to the conventional deicing methods we currently use. Once an anti-icing program is established and tested, we should be able to reduce rock salt usage.

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

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

Downtown streetscape continues to expand and so does the need for daily routine maintenance, as well as preventive maintenance for various elements and structures. Additional items in the proposed budget for downtown include contractual services for pest control; replacement of perennials and annuals in planters; coordination of planting for the hanging baskets and planters on the bridge; and contractual snow removal for several downtown sidewalks and parking spaces.

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

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

Forestry work remains a major responsibility of the Street Division. In the winter when not involved in snow operations, our staff is able to trim an average of 1,000 smaller trees; another 800-900 larger trees are trimmed by contractors every year. The battle against the Emerald Ash Borer (EAB) will continue in 2015. We will have more ash trees to remove but the number of trees will lessen from previous years. It is important to keep up with timely removal of infected trees so that the financial impact is phased over a number of years. We have been effectively managing this significant endeavor by using contractors and in-house staff.

A citywide forestry survey will be used to evaluate the City's parkway/public property trees and develop a maintenance plan. A number of "data points" would be obtained, and the end product would enable the City to identify parkway trees that need maintenance. In addition, the survey would help manage our inventory to maintain a diverse tree planting program.

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.

Restoration work in the Nagel Industrial Park detention pond will be done to improve the naturalization of the drainage areas and improve the water quality of the storm water discharge. Staff is proposing to naturalize more detention ponds in the future.

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

### ***Strategic Goals for Community Connectivity***

- **Incorporate “connected infrastructure”**

Community connectivity will be furthered through the Sidewalk Replacement Program, which improves existing walking surfaces throughout the City.

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

- **Facilitate communication pathways**

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

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #45 — Streets and Sanitation**

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget 2014	2014	Budget 2015
6101	Salaries and Wages	\$1,173,251	\$1,263,631	\$1,291,782	\$1,292,668	\$1,335,600
6102	Overtime	\$38,742	\$70,886	\$100,000	\$100,000	\$75,000
6103	Double-time	\$30,649	\$68,169	\$127,000	\$130,000	\$85,000
6104	Stand-by	\$32,030	\$29,849	\$34,000	\$30,000	\$34,000
6107	Part-time Wages	\$17,406	\$19,873	\$25,000	\$15,000	\$10,000
6120	City Health Ins Contribution	\$298,795	\$338,690	\$351,768	\$330,589	\$347,119
6121	City IMRF Pension Contribution	\$154,623	\$177,088	\$210,091	\$210,076	\$201,295
6122	City Share FICA and Medicare	\$92,292	\$101,317	\$120,700	\$119,927	\$117,779
6126	Workers Compensation Contrib	\$125,000	\$125,000	\$100,000	\$100,000	\$100,000
6202	Meal Allowance	\$853	\$1,063	\$2,200	\$2,200	\$2,200
6210	Training & Seminars	\$2,427	\$3,792	\$3,000	\$2,500	\$3,000
6211	Travel & Mileage	\$53	\$186	\$200	\$50	\$200
6225	Postage & Shipping	\$794	\$305	\$500	\$500	\$500
6230	Office Supplies	\$1,213	\$1,580	\$2,200	\$1,500	\$2,000
6233	Vehicle & Equip. Supplies	\$60,479	\$75,698	\$55,000	\$60,000	\$60,000
6237	Communication Supplies	\$398	\$639	\$700	\$700	\$700
6240	Materials	\$86,922	\$77,555	\$80,000	\$90,000	\$100,000
6241	Fuel	\$71,047	\$86,939	\$77,500	\$94,000	\$92,000
6243	Salt & Deicers	\$127,484	\$164,500	\$290,000	\$290,000	\$330,000
6245	Advertisements	\$735	\$904	\$1,000	\$1,500	\$1,500
6250	Telephone	\$5,542	\$4,719	\$6,000	\$6,000	\$6,000
6255	Clothing & Uniforms	\$10,651	\$9,552	\$11,000	\$10,000	\$11,000
6259	Meals & Refreshments	\$616	\$699	\$700	\$700	\$700
6260	Utilities	\$26,090	\$28,705	\$24,000	\$24,000	\$25,000
6261	Safety Supplies	\$3,045	\$3,751	\$2,500	\$2,500	\$2,500
6264	General Supplies	\$21,115	\$26,090	\$22,000	\$30,000	\$30,000
6276	Other Equipment	\$16,796	\$13,197	\$12,000	\$12,000	\$23,500
6286	Landfill Fees	\$8,187	\$10,145	\$9,000	\$7,000	\$9,000
6293	Ornamental Supplies	\$13,555	\$15,985	\$12,000	\$12,000	\$17,000
6310	R & M Vehicles	\$15,174	\$20,196	\$20,000	\$25,000	\$25,000
6315	R & M Building	\$24,017	\$19,410	\$42,000	\$30,000	\$30,000
6320	Equipment Rental	\$61	\$2,567	\$2,000	\$1,000	\$2,000
6340	R & M Equipment	\$20,062	\$14,727	\$15,000	\$30,500	\$20,000
6355	Contractual Services	\$260,236	\$267,609	\$446,800	\$430,000	\$492,500
6356	Mosquito Abatement	\$42,017	\$38,100	\$45,000	\$50,000	\$55,000
6357	Forestry and Tree Service	\$212,191	\$182,574	\$210,000	\$200,000	\$175,000
6430	Capital Repairs/Improvements	\$0	\$0	\$75,000	\$60,000	\$0
6505	Liability & Property Insurance	\$53,843	\$37,307	\$52,800	\$40,466	\$50,063
<b>Streets and Sanitation</b>		<b>\$3,048,391</b>	<b>\$3,302,997</b>	<b>\$3,880,441</b>	<b>\$3,842,376</b>	<b>\$3,872,156</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

## Detail on Significant Items

### Account

#### Personnel

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

<b>6243</b>	<b>Salt &amp; Deicers</b>	
	Remainder of Salt 14/15 Season (State Contract)	\$90,000
	Salt to begin 15/16 Winter (90% Price Increase)	\$240,000
	<b>Total</b>	<b>\$330,000</b>

<b>6276</b>	<b>Other Equipment</b>	
	Replace Striping Machine	\$7,500
	Multi-Purpose Utility Vehicle	\$10,000
	Other Small Equipment	\$6,000
	<b>Total</b>	<b>\$23,500</b>

<b>6293</b>	<b>Ornamental Supplies</b>	
	Flowers, Flags, and Decorations for Downtown	\$17,000
	<b>Total</b>	<b>\$17,000</b>

<b>6315</b>	<b>R &amp; M Building</b>	
	R & M Building	\$20,000
	Fence Repair	\$5,000
	Overhead Garage Door Replacement	\$5,000
	<b>Total</b>	<b>\$30,000</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

## Detail on Significant Items

### Account

<b>6355</b>	<b>Contractual Services</b>	
	Cemetery Stone Repairs	\$1,000
	Hauling of Snow, Leaves, and Spoils	\$15,000
	Maintenance of City Properties - Expansion of program to include cemeteries (seasonal help reduced and replacement of a mower eliminated)	\$100,000
	Ditch Clearing and Grading	\$3,000
	Temp Staff for Leaf Collection	\$8,000
	Toilet Rentals	\$1,000
	Irrigation System Maintenance	\$3,000
	Brush Collection Program	\$204,000
	Sidewalk Grinding	\$15,000
	Pavement Marking	\$15,000
	Weather Services	\$2,500
	Animal Control for City Ponds and Properties	\$3,000
	Cleaning & Pesticide - Bridge & Parking Deck	\$10,000
	Staking Lot Corners of Section 4 of the West Batavia Cemetery (Carryover from 2014)	\$15,000
	Pave New Road Along Section 4 of Cemetery	\$25,000
	Painting and Sealing Downtown	\$2,000
	Downtown Snow Removal	\$70,000
	<b>Total</b>	<b>\$492,500</b>
<hr/>		
<b>6357</b>	<b>Forestry and Tree Service</b>	
	Tree Trimming and Removal	\$150,000
	Tree Planting Program	\$25,000
	<b>Total</b>	<b>\$175,000</b>

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

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

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2012	2013	Budget	2014	Budget
				2014		2015
6628	Utility Administration	\$-1,629,602	\$-1,628,338	\$-890,000	\$-890,000	\$-1,186,182
	<b>Utility Share General Fund</b>	<b>\$-1,629,602</b>	<b>\$-1,628,338</b>	<b>\$-890,000</b>	<b>\$-890,000</b>	<b>\$-1,186,182</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #75 — Utility Share General Fund

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## Detail on Significant Items

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### Account

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<b>6628</b>	<b>Utility Administration</b>	
	Water Share of General Fund Expenditures	\$-439,398
	Wastewater Share of General Fund Expenditures	\$-446,784
	Electric Share of General Fund Expenditures	\$-780,699
	Electric Share of General Fund Expenditures waived with Home Rule Sales Tax	\$780,699
	Electric Share of ED Expense	\$-300,000
	<b>Total</b>	<b>\$-1,186,182</b>

# City of Batavia 2015 Annual Budget

## Expenditures

**Fund #10 — General Fund**

**Department #90 — Interfund Allocations**

<b>Acct.</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>2012</b>	<b>2013</b>	<b>Budget</b>	<b>2014</b>	<b>Budget</b>
				<b>2014</b>		<b>2015</b>
7018	Transfer to MFT	\$500,000	\$500,000	\$500,000	\$0	\$0
7033	Transfer to Drainage Improv Fd33	\$575,000	\$40,000	\$65,000	\$65,000	\$80,000
7041	Transfer to Fire Station DS Fd41	\$694,228	\$697,013	\$698,150	\$698,150	\$703,450
7042	Transfer to Deerpath Bridge Fd42	\$10,396	\$0	\$0	\$0	\$0
7048	Transfer to City Hall Capital Fd48	\$1,075,000	\$40,000	\$75,000	\$75,000	\$75,000
7055	Transfer to Flood DS Fd55	\$228,200	\$231,750	\$0	\$0	\$0
7071	Transfer to PW Capital Dev Fd71	\$200,000	\$225,000	\$270,000	\$270,000	\$270,000
7072	Transfer to Fire Capital Dev Fd72	\$100,000	\$100,000	\$160,000	\$160,000	\$200,000
<b>Interfund Allocations</b>		<b>\$3,382,824</b>	<b>\$1,833,763</b>	<b>\$1,768,150</b>	<b>\$1,268,150</b>	<b>\$1,328,450</b>

# City of Batavia 2015 Annual Budget

Fund # 10 — General Fund

Department #90 — Interfund Allocations

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## Detail on Significant Items

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### Account

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<b>7033</b>	<b>Transfer to Drainage Improv Fd33</b>	
	Annual Funding for Drainage Projects	\$65,000
	Transfer of Recycling Funds for Edwards/Raddant Basin	\$15,000
	<b>Total</b>	<b>\$80,000</b>