

General Fund

The General Fund is used to account for all of the 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 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.

Sales Tax Rate	Typical Total Tax Rate
7.5% on General Merchandise	2012 - \$9.074522
1.75% on Food and Drug	2011 - \$8.595600
7.0% on Registered Vehicles	2010 - \$7.431154
	2009 - \$7.121937
City Share	2008 - \$7.076896
1% of all Sales Tax	2007 - \$7.063989
.50% Home Rule on General Merchandise	2006 - \$7.087639
	2005 - \$7.134970
	2004 - \$7.042930
Utility Taxes/Fees	
Water 4%	
Natural Gas \$0.035/Therm	
Telecommunications 6%	
Electric Franchise Fee 4%	
Gasoline \$0.01/Gallon	
Municipal Property Tax Rate	Total Equalized Assessed Valuation
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 2014 Annual Budget

Fund #10 — General Fund Summary

Description	Actual 2011	Actual 2012	Approved Budget 2013	Estimated 2013	Proposed Budget 2014
Surplus and Reserves	\$9,241,166	\$9,539,821		\$9,231,793	\$10,335,164
01 Intergovernmental	\$2,978,190	\$3,248,216	\$3,164,284	\$3,394,891	\$3,428,000
01 Municipal Taxes/Fees	\$4,743,791	\$5,323,691	\$5,205,517	\$5,411,176	\$5,344,096
01 Property Taxes	\$5,781,102	\$6,214,699	\$6,254,397	\$6,254,397	\$6,254,047
01 Sales Taxes	\$6,441,947	\$6,325,405	\$6,365,587	\$6,511,069	\$6,625,012
04 Fees & Services	\$766,412	\$799,994	\$730,572	\$687,982	\$721,688
05 Fines and Forfeitures	\$203,415	\$186,264	\$182,099	\$233,000	\$225,000
06 Other Revenues	\$157,890	\$231,390	\$219,800	\$245,532	\$292,550
Total Revenue	\$21,072,747	\$22,329,659	\$22,122,256	\$22,738,047	\$22,890,393
Administration & Legislative	\$1,228,338	\$1,008,370	\$1,081,511	\$1,108,997	\$1,113,201
Human Resources	\$277,342	\$285,221	\$274,974	\$296,640	\$277,492
Community Development	\$869,490	\$918,108	\$944,637	\$899,581	\$959,087
Public Works Administration	\$190,784	\$200,755	\$219,400	\$221,350	\$225,684
Engineering	\$537,298	\$624,419	\$726,815	\$708,374	\$709,141
Building and Grounds	\$431,550	\$395,465	\$410,947	\$375,756	\$384,148
Finance and Accounting	\$557,592	\$566,905	\$575,075	\$564,650	\$574,721
Information Systems	\$584,930	\$709,871	\$730,529	\$716,023	\$941,057
Utility Billing	\$216,475	\$299,457	\$353,553	\$338,658	\$349,849
Economic Development	\$68,076	\$74,388	\$159,123	\$90,834	\$160,776
Police Admin & Operations	\$7,654,652	\$8,003,621	\$8,080,546	\$7,953,868	\$8,399,091
Fire Services	\$4,653,944	\$4,724,069	\$5,004,995	\$4,839,743	\$4,980,991
E.S.D.A.	\$25,959	\$25,425	\$36,180	\$28,597	\$51,065
Streets and Sanitation	\$3,011,303	\$3,048,391	\$3,360,022	\$3,286,180	\$3,609,015
Utility Share General Fund	\$-1,523,022	\$-1,629,602	\$-1,628,338	\$-1,628,338	\$-1,615,000
Interfund Allocations	\$1,989,381	\$3,382,824	\$1,833,763	\$1,833,763	\$1,768,150
Total Expense	\$20,774,092	\$22,637,687	\$22,163,732	\$21,634,676	\$22,888,468
Surplus/(Deficit)	\$298,655	(\$308,028)	(\$41,476)	\$1,103,371	\$1,925
Surplus and Reserves	\$9,539,821	\$9,231,793		\$10,335,164	\$10,337,089

City of Batavia 2014 Annual Budget

Revenues

Fund #10 — General Fund

Acct.	Description	Actual 2011	Actual 2012	Approved Budget 2013	Estimated 2013	Proposed Budget 2014
4135	Local Use Tax	\$376,579	\$409,929	\$395,884	\$425,000	\$430,000
4210	Pers Property Repl Tax	\$174,711	\$174,966	\$165,000	\$185,000	\$187,000
4220	State Income Tax	\$2,031,610	\$2,309,103	\$2,250,000	\$2,445,000	\$2,469,000
4232	State & Federal Grants	\$72,394	\$33,051	\$8,000	\$4,000	\$4,000
4370	B & C Fire Prot Dist	\$244,000	\$243,000	\$244,000	\$244,000	\$244,000
4386	Maintenance of State Highways	\$40,344	\$30,958	\$42,000	\$42,500	\$42,500
4402	Township Transit Reimb.	\$38,552	\$47,209	\$59,400	\$49,391	\$51,500
	01 Intergovernmental	\$2,978,190	\$3,248,216	\$3,164,284	\$3,394,891	\$3,428,000
4120	Utility & Use Taxes and Fees	\$3,096,521	\$3,633,856	\$3,552,517	\$3,685,200	\$3,631,120
4245	Waste Transfer Fee	\$504,541	\$522,464	\$505,000	\$540,000	\$545,000
4324	Payments in Lieu of Taxes	\$762,458	\$764,131	\$750,000	\$765,000	\$747,000
4325	ROW Franchise Fees	\$380,271	\$403,240	\$398,000	\$420,976	\$420,976
	01 Municipal Taxes/Fees	\$4,743,791	\$5,323,691	\$5,205,517	\$5,411,176	\$5,344,096
4010	Real Estate Taxes - General	\$3,824,720	\$4,237,377	\$4,247,640	\$4,247,640	\$4,166,740
4011	Real Estate Taxes - Pension	\$1,915,839	\$1,936,024	\$1,965,907	\$1,965,907	\$2,046,807
4015	SSA Property Tax	\$5,895	\$6,746	\$6,350	\$6,350	\$6,000
4240	Road & Bridge Tax	\$34,648	\$34,552	\$34,500	\$34,500	\$34,500
	01 Property Taxes	\$5,781,102	\$6,214,699	\$6,254,397	\$6,254,397	\$6,254,047
4110	State Sales Tax	\$4,666,668	\$4,587,338	\$4,622,344	\$4,720,191	\$4,802,794
4111	Non-Home Rule Sales Tax	\$1,775,279	\$1,738,067	\$1,743,243	\$1,790,878	\$1,822,218
	01 Sales Taxes	\$6,441,947	\$6,325,405	\$6,365,587	\$6,511,069	\$6,625,012
4251	Licenses	\$53,841	\$61,305	\$57,150	\$57,000	\$58,000
4271	Building Permits	\$192,765	\$172,764	\$194,000	\$159,488	\$165,937
4301	Engineering Plan Review Fee	\$13,178	\$34,037	\$10,890	\$5,590	\$12,580
4302	Engineering Inspection Fee	\$27,330	\$65,096	\$23,521	\$6,808	\$23,141
4310	Plumbing Inspection Fee	\$27,410	\$26,372	\$29,411	\$26,435	\$27,000
4316	Planning & Zoning Fees	\$43,679	\$23,988	\$14,500	\$11,500	\$12,000
4318	Survey Monumentation Fee	\$2,500	\$14,863	\$5,000	\$2,000	\$3,730
4320	Leaf & Brush Collection	\$270,024	\$270,387	\$270,100	\$270,340	\$270,300
4331	Grave Opening Fee	\$37,034	\$24,167	\$25,000	\$36,000	\$34,000
4332	Care Of Lots	\$5,500	\$6,550	\$7,000	\$9,250	\$10,000
4355	Police Reimbursements	\$93,151	\$100,465	\$94,000	\$103,571	\$105,000
	04 Fees & Services	\$766,412	\$799,994	\$730,572	\$687,982	\$721,688

City of Batavia 2014 Annual Budget

Revenues

Fund #10 — General Fund

Acct.	Description	Actual 2011	Actual 2012	Approved Budget 2013	Estimated 2013	Proposed Budget 2014
4351	Fines & Fees	\$168,295	\$142,952	\$140,000	\$185,000	\$180,000
4352	Parking Tickets	\$35,120	\$43,312	\$42,099	\$48,000	\$45,000
	05 Fines and Forfeitures	\$203,415	\$186,264	\$182,099	\$233,000	\$225,000
4330	Sale Of Burial Lots	\$8,250	\$9,300	\$7,500	\$12,100	\$10,000
4397	Reimbursements	\$94,945	\$94,785	\$97,000	\$65,000	\$132,050
4399	Miscellaneous Revenue	\$39,104	\$111,194	\$100,000	\$148,000	\$130,000
5000	Investment Income	\$15,591	\$16,111	\$15,300	\$20,432	\$20,500
	06 Other Revenues	\$157,890	\$231,390	\$219,800	\$245,532	\$292,550
	Total Revenue	\$21,072,747	\$22,329,659	\$22,122,256	\$22,738,047	\$22,890,393

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

Detail on Significant Items

Account

4110	State Sales Tax	
	Budgeted 1.75% Increase (CPI Mid-Year is 1.43%)	\$4,802,794
	Total	\$4,802,794
4120	Utility & Use Taxes and Fees	
	Reflects loss of large industrial customer - Projections are that Utility Taxes will be about equal to the 2012 level	\$3,631,120
	Total	\$3,631,120
4324	Payments in Lieu of Taxes	
	PILOT payment from Electric Utility	\$732,000
	PILOT payment from Tax Exempt Organization	\$15,000
	Total	\$747,000
4325	ROW Franchise Fees	
	2% of 5% Paid to BATV - see 10-10-6359	\$420,976
	Total	\$420,976
4351	Fines & Fees	
	Expect a Reduction in False Alarm Fines	\$180,000
	Total	\$180,000
4397	Reimbursements	
	Misc Reimbursements	\$45,000
	New World Support Reimbursements	\$20,540
	New World Upgrade Reimbursements	\$66,510
	Total	\$132,050

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

Detail on Significant Items

Account

5521

Transfer from Electric Fd21

This line along with 5530 and 5531 is replaced with a reduction in expense (see 10-75) to reflect the reporting in the City's CAFR. By reducing the expenditures (rather than offset with transfer revenue) in the General Fund, it more accurately reflects the cost of general operations.

\$0

Total

\$0

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, Assistant 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.
- Joint 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 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**

Administration's work on efficiency in service delivery includes evaluation of contracting out maintenance services in the downtown and elsewhere in the City. Building and Grounds, having been reduced from two full-time employees to one, has transitioned to be under the Public Works umbrella. This has resulted in more comprehensive planning and maintenance of City facilities, including centralizing several areas where separate contracts are currently utilized. All City services are evaluated at least annually to determine if they should remain provided and in what manner.

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**

Actively support City's relationships with MainStreet and Chamber to leverage the City workforce.

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

We will continue active participation in Metro West Council of Governments, specifically relating to legislation which impacts the City, such as pension and additional regulatory measures which have great financial consequences.

- **Cultivate information resources for City Council and staff**

Administration and staff will continue review of the Municipal Code in 2014 identifying and prioritizing the areas to update first.

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**

Administration will concentrate on 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 assist in review of TIF and other grant programs to make sure they are as successful as possible.

Administration will participate in business retention visits and continue to work with the Electric utility regarding diversification of wholesale power sources, including reasonable divestiture of Prairie State power contract levels. The focus will be to maintain the historically strong relationship the City has had with all of its electric users, especially our major industrial users.

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**

Administration will continue to participate in the joint housing study with Geneva St. Charles and North Aurora, and assist the City Council in setting policies that arise from same, as well as developing implementation strategies.

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

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.

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**

Administration will continue investigation of grant possibilities with Engineering and Public Works and local environmental groups for a comprehensive River Corridor Master Plan.

Administration will work with Engineering and the City Council to facilitate and support discussions on the values of creating a stormwater utility. Plans also include citizen education and awareness of water issues.

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**

Administration will work to help strengthen communications and strategies between the City and the business community during construction projects and times when traveling through the downtown may be affected.

We will actively work on the Baptist Church RFQ and RFP, as well as assist Economic Development staff with marketing and business attraction.

Administration will assist the City Council in maintaining policy balance regarding use of TIF funds in terms of incentives, grants and stand-alone public improvements so as to best maximize the benefits of the TIF during the remaining life of each TIF.

Strategic Goals for Community Connectivity

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

We will work to facilitate City-Bike Commission work on marketing Batavia as bicycle/running center for economic development purposes and to encourage use of Batavia as a bicycle destination. We will work to ensure that sidewalk and street programs continue to prioritize connectivity to downtown, across busy streets, and to schools and parks from the neighborhoods and coordinate the best paths where walking and biking paths converge.

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

Administration will work on reinvigoration of Batavia ACCESS.

- **Facilitate communication pathways**

We will create a public education brochure for citizen use at public meetings to help understand the processes, as well as develop an educational video for use on the City web site. .

We will also publish and communicate the soon-to-be completed 2014-2018 Strategic Plan for the City Council and the community to maintain accountability among City staff for progress on its goals and objectives.

Administration will assist the City Council in engaging the Community in conversation about the Main Street reconstruction project.

Administration will develop a forum for review of City's communication tools and practices especially in regard to use of social media. This work will include work with Information Systems to review and upgrade the City's website.

- **Foster neighborhood organizations and neighborhood collaboration**

We will examine the usefulness and benefits of 2015 as "Year of the Neighborhood" and we will also evaluate the possible use of Nextdoor.com as a tool to organize and foster communication in neighborhoods

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #10 — Administration & Legislative

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$531,123	\$429,375	\$448,200	\$425,218	\$420,484
6120	City Health Ins Contribution	\$59,463	\$40,411	\$42,430	\$43,411	\$43,411
6121	City IMRF Pension Contribution	\$49,870	\$50,868	\$50,066	\$47,327	\$46,459
6122	City Share FICA and Medicare	\$32,740	\$33,226	\$29,340	\$27,757	\$27,387
6123	City Pension Contribution	\$9,497	\$9,497	\$9,700	\$9,700	\$9,700
6205	Memberships	\$14,809	\$14,972	\$16,000	\$16,000	\$16,000
6210	Training & Seminars	\$1,590	\$598	\$1,000	\$2,500	\$2,500
6215	Resource Materials	\$1,207	\$850	\$750	\$750	\$750
6220	Travel & Mileage	\$900	\$639	\$750	\$1,310	\$1,500
6225	Postage & Shipping	\$2,610	\$2,534	\$3,000	\$2,000	\$2,500
6230	Office Supplies	\$9,085	\$5,550	\$9,000	\$5,500	\$7,000
6235	Printing & Photo	\$18,815	\$17,199	\$21,600	\$18,000	\$19,000
6245	Advertisements	\$606	\$375	\$500	\$500	\$500
6250	Telephone	\$0	\$0	\$1,825	\$1,500	\$1,800
6259	Meals & Refreshments	\$1,742	\$531	\$2,000	\$1,200	\$1,500
6355	Contractual Services	\$100,740	\$20,290	\$38,000	\$38,000	\$40,000
6358	Legal Fees	\$123,995	\$98,853	\$118,000	\$165,000	\$165,000
6359	BATV (% Franchise Fee)	\$152,013	\$159,177	\$159,200	\$168,390	\$168,390
6363	Ride in Kane Program	\$85,370	\$94,419	\$95,000	\$104,784	\$106,000
6505	Liability & Property Insurance	\$31,447	\$28,856	\$35,000	\$30,000	\$33,200
6515	Worker's Compensation Self-Ins.	\$716	\$150	\$150	\$150	\$120
Administration & Legislative		\$1,228,338	\$1,008,370	\$1,081,511	\$1,108,997	\$1,113,201

City of Batavia 2014 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) 1/4 Assistant City Administrator
- (1) Administrative Assistant
- (2) PT Receptionist

6230	Office Supplies	
	Additional \$1,000 to replace office chairs (4) and a new dry erase board	\$7,000
	Total	\$7,000

6355	Contractual Services	
	Recording Services	\$20,000
	Other Contracts	\$20,000
	Total	\$40,000

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 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department # 12 — Human Resources

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$149,284	\$152,536	\$157,625	\$159,971	\$160,778
6120	City Health Ins Contribution	\$9,181	\$8,354	\$8,820	\$9,141	\$9,141
6121	City IMRF Pension Contribution	\$18,869	\$19,245	\$21,421	\$21,740	\$21,753
6122	City Share FICA and Medicare	\$11,223	\$10,940	\$12,058	\$12,238	\$12,300
6205	Memberships	\$390	\$390	\$700	\$1,000	\$1,000
6210	Training & Seminars	\$7,827	\$4,035	\$10,500	\$6,000	\$8,500
6223	Employee Recruitment	\$75	\$9,230	\$1,000	\$1,000	\$1,000
6225	Postage & Shipping	\$183	\$161	\$200	\$150	\$200
6230	Office Supplies	\$712	\$1,156	\$1,000	\$1,250	\$2,000
6282	Employee Recognition	\$9,944	\$8,598	\$12,500	\$10,000	\$15,000
6285	Medical Examinations and Testing	\$20,206	\$26,864	\$7,000	\$7,000	\$7,500
6355	Contractual Services	\$8,992	\$8,992	\$10,000	\$10,000	\$10,000
6358	Legal Fees	\$29,006	\$23,407	\$20,000	\$45,000	\$15,000
6505	Liability & Property Insurance	\$11,092	\$11,163	\$12,000	\$12,000	\$13,200
6515	Worker's Compensation Self-Ins.	\$358	\$150	\$150	\$150	\$120
Human Resources		\$277,342	\$285,221	\$274,974	\$296,640	\$277,492

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #12 — Human Resources

Detail on Significant Items

Account

Personnel

- (1) 1/2 Assistant City Administrator
- (1) Human Resource Specialist
- (1) PT Administrative Assistant

6205	Memberships		
	Membership fees for SHRM, IPMA-HR, NPELRA/IPELRA, etc.		\$1,000
		Total	\$1,000
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6210	Training & Seminars		
	LEAD membership and other HR training opportunities		\$8,500
		Total	\$8,500
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6223	Employee Recruitment		
	Advertisements and other recruitment-related costs		\$1,000
		Total	\$1,000
<hr/>			
6230	Office Supplies		
	Additional \$750 to replace office chairs (4)		\$2,000
		Total	\$2,000
<hr/>			
6282	Employee Recognition		
	Service awards and other employee recognition activities		\$15,000
		Total	\$15,000

Community Development Department

The Community Development Department is responsible for planning and implementing the community'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, 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 Joint Committee of the Whole, Historic Preservation Commission and the Administrative Hearing Officer.

Major projects undertaken in 2013 included administration of the downtown improvement and façade grant programs, updates to the Comprehensive Plan, Zoning Code, and Official Zoning Map, 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 possible new Walgreen's store, and exploration of future use of the downtown Baptist Church site. The streetscape improvements for River Street were completed and the street opened to favorable reviews. The downtown streetscape project continued with construction on Wilson Street, with a future project on Houston Street in a later budget year. A major addition to Walmart was completed, bringing a full-line grocery component to the City's largest retailer. A new Chick-fil-A opened on the City's west side, and planning for a new gas station is expected to begin on the City's east side. In cooperation with the City's Police Department, Community Development has implemented a pilot program for the City's crime-free housing initiative for larger rental properties.

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, largely due to foreclosures, and continued yard maintenance for vacant houses to keep neighborhoods looking nice. The administrative hearing process for code compliance has been a helpful component in the City's code compliance efforts.

The 2014 budget year plans for continued activity in redevelopment, planning and the completion of the downtown historic properties survey update by the Historic Preservation Commission. Downtown façade and improvement grant programs will continue subject to funding availability. Activity will increase on the Significant Historic Building Conservation Program to ensure a high level of maintenance on significant historic buildings in the downtown. Batavia has received recent interest in both new residential and new industrial development. Some properties are in the City proper while others would need to be annexed. This signals

continued economic recovery. Continued planning for, and construction of downtown streetscape improvements will require significant staff time and effort for the year. In addition, staff will seek City Council approval to begin several long term projects such as business/contractor registration and annexation of various properties.

In keeping with the Goals and Objectives of the Strategic Plan, the Department is embarking 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 is a proposed change to the pilot program of the City-wide crime-free housing program. The proposed change to the program will be to establish a multi-family rental housing inspection program which would also incorporate and expand the program for the crime-free housing elements. The changes would allow for a more comprehensive review of multi-family housing to ensure safe, good quality housing for residents in these developments.

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

The second project is the regional housing study being done with the neighboring communities of Geneva, St. Charles and North Aurora. This study is being done with a grant from the Chicago Metropolitan Agency for Planning (CMAP) under their Local Technical Assistance (LTA) Program. This study will analyze the housing characteristics and needs so that the City can focus on what types of development and redevelopment are necessary for a balanced community.

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #13 — Community Development

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$562,018	\$602,481	\$609,849	\$600,201	\$618,024
6102	Overtime	\$0	\$0	\$250	\$0	\$250
6107	Part-time Wages	\$8,454	\$8,512	\$8,000	\$8,000	\$8,000
6120	City Health Ins Contribution	\$99,039	\$108,216	\$119,001	\$108,386	\$108,386
6121	City IMRF Pension Contribution	\$68,914	\$74,464	\$82,912	\$81,567	\$83,652
6122	City Share FICA and Medicare	\$41,422	\$44,445	\$47,285	\$46,527	\$47,910
6205	Memberships	\$1,579	\$1,941	\$2,115	\$2,350	\$2,405
6210	Training & Seminars	\$1,172	\$1,103	\$3,300	\$2,900	\$4,000
6215	Resource Materials	\$219	\$167	\$150	\$100	\$2,150
6220	Travel & Mileage	\$0	\$0	\$0	\$0	\$200
6225	Postage & Shipping	\$1,207	\$827	\$1,500	\$1,200	\$1,500
6230	Office Supplies	\$2,547	\$2,261	\$2,500	\$1,650	\$2,300
6235	Printing & Photo	\$0	\$123	\$250	\$150	\$200
6241	Fuel	\$2,464	\$2,596	\$2,800	\$2,500	\$2,500
6245	Advertisements	\$2,995	\$2,072	\$2,200	\$2,585	\$2,500
6250	Telephone	\$1,217	\$1,807	\$2,000	\$1,425	\$1,900
6255	Clothing & Uniforms	\$245	\$226	\$600	\$550	\$550
6259	Meals & Refreshments	\$118	\$215	\$250	\$200	\$200
6288	Recording Fees	\$0	\$0	\$0	\$0	\$1,000
6310	R & M Vehicles	\$887	\$5,190	\$2,500	\$2,700	\$3,300
6354	Plumbing Inspections	\$20,499	\$25,393	\$20,000	\$21,900	\$22,500
6355	Contractual Services	\$37,682	\$19,088	\$32,500	\$10,000	\$41,400
6505	Liability & Property Insurance	\$1,412	\$1,581	\$1,675	\$1,690	\$1,860
6515	Worker's Compensation Self-Ins.	\$15,400	\$15,400	\$3,000	\$3,000	\$2,400
Community Development		\$869,490	\$918,108	\$944,637	\$899,581	\$959,087

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #13 — Community Development

Detail on Significant Items

Account

Personnel

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

6205

Memberships

Increase due to higher dues and addition of inspector with ICC certification \$2,405

Total \$2,405

6210

Training & Seminars

Line item has increased in order to allow all three planning staff to attend State Planning Conference in 2014. \$4,000

\$2,000.00 APA State Conference

\$2,000.00 Other Training and Seminars

Total \$4,000

6215

Resource Materials

Additional amounts required to purchase two additional sets of 2012 International Code Council books. \$2,150

\$2,000.00 International Code Council Code books

\$150.00 Other publications

Total \$2,150

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #13 — Community Development

Detail on Significant Items

Account

6220	Travel & Mileage	
	Reimbursements for use of Personal Vehicle	\$200
	Total	\$200
<hr/>		
6245	Advertisements	
	Increased amount due to higher petition activity initiated by City.	\$2,500
	Total	\$2,500
<hr/>		
6288	Recording Fees	
	Formerly Combined with Engineering Department	\$1,000
	Total	\$1,000
<hr/>		
6310	R & M Vehicles	
	Regular Vehicle Maintenance and Repairs	\$2,500
	Add Strobe Light to Code Enforcement Vehicle	\$800
	Total	\$3,300
<hr/>		
6355	Contractual Services	
	Property Maintenance	\$15,000
	Hearing Officer/Clerk Adjudication	\$1,400
	Fire Plan Reviews	\$3,500
	City Signage Design and Wayfinding Study	\$20,000
	Other Professional Services	\$1,500
	Total	\$41,400

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 those four 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 2013 were the Wilson Street streetscape utility improvements and Phase I of the Wastewater Treatment Facility rehabilitation project. This major upgrade to the Wastewater Treatment Plant will continue with planning and engineering as well as some capital equipment installations in 2014. In addition, Administration will continue to participate in planning and oversight of downtown streetscape improvements.

- **Plan for long-term liabilities and commitments**

- Continue efforts to develop a diversified energy portfolio

Major projects in support of this goal during 2013 were the Brattle sale process and retention of a legislative lobbyist. Through the Brattle sale process the City solicited bids for a portion of our Prairie State entitlement share with the goal of developing a more balanced portfolio. The sale process was followed by legislative efforts. Work will continue in 2014 to mitigate the impacts resulting from our current unbalanced portfolio

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department # 14 — Public Works Administration

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$125,311	\$136,743	\$141,108	\$141,879	\$144,141
6120	City Health Ins Contribution	\$20,678	\$21,036	\$22,095	\$22,360	\$22,360
6121	City IMRF Pension Contribution	\$13,906	\$15,498	\$19,177	\$19,281	\$19,502
6122	City Share FICA and Medicare	\$8,298	\$8,622	\$10,795	\$10,854	\$11,027
6125	Unemployment Payments	\$957	\$0	\$0	\$0	\$0
6205	Memberships	\$701	\$658	\$650	\$500	\$650
6210	Training & Seminars	\$50	\$2,354	\$2,000	\$2,000	\$1,500
6250	Telephone	\$730	\$1,013	\$850	\$750	\$750
6355	Contractual Services	\$19,259	\$14,141	\$22,000	\$23,000	\$25,000
6505	Liability & Property Insurance	\$536	\$540	\$575	\$576	\$634
6515	Worker's Compensation Self-Ins.	\$358	\$150	\$150	\$150	\$120
Public Works Administration		\$190,784	\$200,755	\$219,400	\$221,350	\$225,684

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #14 — Public Works Administration

Detail on Significant Items

Account

Personnel

(1) Director of Public Works

6355

Contractual Services

Maintenance of Traffic Signals

\$25,000

Total

\$25,000

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 continue to develop a 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.

- **Batavia Avenue, Church Street, Fayette Street, Spring Street Sidewalks** – Received Kane County Development funding.
- **Batavia Avenue Streetscape** – Applied for Illinois Transportation Enhancement Program funding, awaiting notification.
- **Deerpath Road Bridge Rehabilitation** – Received Highway Bridge Program funding.
- **Deerpath Road Intersection Improvements** – Applied for Surface Transportation Program funding, awaiting notification.
- **Mahoney Creek Restoration & Shore Restoration** – Applied for Streambank Stabilization Restoration Program funding, awaiting notification.
- **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.
- **Safe Routes to School (Rotolo, Alice Gustafson & H.C. Storm)** – Received Safe Routes to School funding.
- **Wilson Street Resurfacing** – Applied for Surface Transportation Program funding, awaiting notification.
- **Wilson Street Streetscape & Interconnect** – Received Illinois Transportation Enhancement Program & Illinois Department of Transportation 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 2014. 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

- **2014 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 and Braeburn Marsh. The detention basin at Raddant & Edwards will be converted to a naturalized basin from a traditional dry detention basin.

The Mahoney Creek shoreline will be stabilized and the flowline re-established near 2 culverts, one at Cleveland & the other at Raddant, with funds from the Streambank Stabilization Restoration Program. Additional stabilization improvements will occur at Woodland Hills Road & Meadowrue as a second phase.

- **2014 Street Program** - will continue to focus on patching, resurfacing and/or reconstructing streets within the community.

Capital Improvement Projects

- **Batavia Avenue, Church Street, Fayette Street, Spring Street Sidewalks**
- **Batavia Avenue Streetscape**
- **Deerpath Road Bridge Rehabilitation**
- **Deerpath Road Intersection Improvements**
- **Fermi Lab Drainage Improvement Project**
- **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)**
- **Safe Routes to School (Rotolo, Alice Gustafson & H.C. Storm)**
- **Wilson Street Streetscape & Interconnect**

Strategic Goals for Environmental Identity

- ***Investigate the creation of a stormwater utility***
A Stormwater Utility will 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.
- ***Publicize and encourage participation in river clean-up programs***
In 2014 the City of Batavia will continue the river clean-ups by partnering up with the Friends of the Fox River. It is the City's goal to do both a spring and 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.

- ***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 four 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, 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 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #15 — Engineering

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$367,771	\$425,409	\$451,415	\$452,530	\$460,957
6102	Overtime	\$1,926	\$852	\$2,000	\$500	\$1,000
6120	City Health Ins Contribution	\$69,015	\$72,249	\$75,865	\$77,604	\$77,731
6121	City IMRF Pension Contribution	\$44,810	\$51,868	\$61,619	\$61,567	\$62,503
6122	City Share FICA and Medicare	\$26,502	\$30,378	\$34,686	\$34,657	\$35,340
6205	Memberships	\$671	\$1,122	\$1,200	\$1,200	\$1,550
6210	Training & Seminars	\$888	\$1,111	\$7,600	\$4,000	\$7,600
6215	Resource Materials	\$186	\$123	\$300	\$100	\$300
6225	Postage & Shipping	\$244	\$326	\$200	\$150	\$200
6230	Office Supplies	\$2,432	\$2,414	\$2,000	\$1,500	\$2,000
6241	Fuel	\$2,209	\$2,174	\$2,370	\$2,624	\$2,650
6245	Advertisements	\$294	\$470	\$600	\$200	\$400
6248	Regulatory Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$0
6250	Telephone	\$2,526	\$2,147	\$2,200	\$2,000	\$2,200
6255	Clothing & Uniforms	\$582	\$153	\$650	\$400	\$650
6288	Recording Fees	\$481	\$778	\$400	\$800	\$400
6310	R & M Vehicles	\$2,752	\$2,304	\$2,000	\$2,000	\$2,500
6355	Contractual Services	\$840	\$15,567	\$7,500	\$7,500	\$27,500
6360	Engineering Fees	\$7,211	\$10,612	\$10,000	\$5,000	\$10,000
6370	Drainage Maintenance	\$0	\$0	\$55,000	\$44,817	\$0
6445	Other Equipment	\$637	\$1,281	\$3,535	\$3,535	\$9,400
6505	Liability & Property Insurance	\$1,571	\$1,581	\$1,675	\$1,690	\$1,860
6515	Worker's Compensation Self-Ins.	\$2,750	\$500	\$3,000	\$3,000	\$2,400
	Engineering	\$537,298	\$624,419	\$726,815	\$708,374	\$709,141

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #15 — Engineering

Detail on Significant Items

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

6101	Salaries and Wages	
	Additional 10 Hours/Wk for Eng Tech	\$19,271
	Salaries and Wages	\$441,686
	Total	\$460,957

6210	Training & Seminars	
	Autodesk Civil 3d	\$3,600
	Training and Seminars	\$4,000
	Total	\$7,600

6355	Contractual Services	
	Surveys, Other	\$7,500
	Installation of Survey Monuments	\$20,000
	Total	\$27,500

6445	Other Equipment	
	6 - Traffic Counters	\$9,400
	Total	\$9,400

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 some 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 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #16 — Building and Grounds

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$57,203	\$62,849	\$66,700	\$55,072	\$52,000
6102	Overtime	\$736	\$634	\$800	\$1,400	\$2,500
6103	Double-time	\$1,234	\$664	\$800	\$800	\$1,500
6107	Part-time Wages	\$0	\$0	\$0	\$0	\$5,000
6120	City Health Ins Contribution	\$18,513	\$21,134	\$22,465	\$18,060	\$22,359
6121	City IMRF Pension Contribution	\$7,180	\$7,604	\$9,282	\$7,783	\$7,577
6122	City Share FICA and Medicare	\$4,169	\$4,466	\$5,225	\$4,381	\$4,667
6230	Office Supplies	\$0	\$143	\$4,000	\$4,000	\$4,000
6241	Fuel	\$1,321	\$701	\$1,000	\$1,000	\$1,000
6250	Telephone	\$25,401	\$26,166	\$26,500	\$26,000	\$26,500
6260	Utilities	\$68,295	\$80,452	\$93,200	\$90,000	\$95,000
6264	General Supplies	\$8,666	\$14,061	\$15,000	\$13,000	\$14,000
6310	R & M Vehicles	\$2,671	\$563	\$2,000	\$1,000	\$2,000
6315	R & M Building	\$211,929	\$158,182	\$157,200	\$146,900	\$140,000
6320	Equipment Rental	\$22,141	\$17,140	\$2,000	\$2,800	\$2,580
6340	R & M Equipment	\$1,486	\$150	\$4,200	\$3,000	\$3,000
6505	Liability & Property Insurance	\$55	\$56	\$75	\$60	\$65
6515	Worker's Compensation Self-Ins.	\$550	\$500	\$500	\$500	\$400
Building and Grounds		\$431,550	\$395,465	\$410,947	\$375,756	\$384,148

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #16 — Building and Grounds

Detail on Significant Items

Account

Personnel

(1) Building Maintenance Coordinator

6107	Part-time Wages	
	Seasonal Help for Buildings & Grounds	\$5,000
	Total	\$5,000
6230	Office Supplies	
	Copy Paper and Supplies for City Hall	\$4,000
	Total	\$4,000
6315	R & M Building	
	Janitorial Services Contract	\$45,000
	Government Center Exterior Building R&M	\$5,000
	HVAC - R&M	\$10,000
	Interior Office Painting & Carpet Replacement	\$10,000
	Interior/Exterior Door R&M	\$10,000
	Auxiliary Generator R&M	\$5,000
	Government Center General Maintenance	\$40,000
	Windmill R&M	\$15,000
	Total	\$140,000
6320	Equipment Rental	
	Lease for Posatge Machine	\$2,580
	Total	\$2,580
6340	R & M Equipment	
	Copier Toner & Printing Charges	\$3,000
	Total	\$3,000

Finance

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

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 Budget process has always considered the long term aspects of budgetary decisions and the budgets that the City Council has approved in past years have been a reflection of careful consideration on 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 City Council has expressed an interest in a more formal five-year documents and a preliminary five-year projection has been included with this budget in the appendix. It represents a snapshot based on an estimate of future revenue and spending using the current environment. 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 specifically in relation to inter-governmental agreements. The largest factor in spending though is funding staffing needs as service demands change and funding wages at a level that retains high-quality and highly-trained staff.

A five-year plan can be useful to ensure that we are conducting sufficient financial planning and not spending down reserves inappropriately as well as ensure we are funding our capital needs and meeting debt requirements. The next step will be to implement a five-year plan at the department level for the General Fund and then a five-year plan for all funds. The preparation of a five-year plan as a formal document will likely occur every five years.

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

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

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

The department is a high user of technology to provide services to other departments and to accomplish its own tasks. We are always seeking faster methods to compile data and provide information. We also make sure that we are using software to track data that will provide a benefit to the end user. With the last software upgrade we are now able to e-mail payroll vouchers to employees along with direct deposit thus eliminating paper waste and speeding bank reconciliation.

- **Maintain efficient and effective staffing levels**

The City budget is comprised of about 77% 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 impact the budget for years to come. The goal is to find balance between services provided and the workload placed upon the department providing them.

- **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.

- **Plan for long-term liabilities and commitments**
 - **Implement a debt policy**

The Finance department will review and recommend the adoption of a debt policy in 2014. The City of Batavia has a low level of General Obligation Debt. The Utilities have debt related to capital improvements. The Wastewater Utility will incur substantial new debt in the next few years as the rehabilitation of the wastewater treatment plant gets underway. The debt policy will serve as a policy document for reference when evaluating the issuance of new debt.

- **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. The monthly financial statements were added to the website in 2013 on the Joint Committee of the Whole Agenda's and the Accounts Payable listing detail was added to the City Council Agenda on the website in 2013. In addition, the Finance Department is always available to provide financial data to the public when requested.

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #17 — Finance and Accounting

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$361,655	\$375,404	\$369,812	\$369,800	\$375,766
6120	City Health Ins Contribution	\$64,062	\$61,606	\$64,690	\$62,934	\$62,934
6121	City IMRF Pension Contribution	\$44,406	\$46,469	\$50,257	\$50,256	\$50,841
6122	City Share FICA and Medicare	\$25,662	\$26,610	\$28,291	\$28,290	\$28,746
6205	Memberships	\$525	\$700	\$600	\$625	\$650
6210	Training & Seminars	\$350	\$1,123	\$1,000	\$1,000	\$1,000
6215	Resource Materials	\$148	\$307	\$300	\$300	\$300
6220	Travel & Mileage	\$322	\$288	\$450	\$250	\$250
6225	Postage & Shipping	\$3,147	\$2,619	\$3,300	\$2,800	\$2,800
6230	Office Supplies	\$5,963	\$5,299	\$6,500	\$6,000	\$6,200
6235	Printing & Photo	\$1,878	\$247	\$2,250	\$2,150	\$2,200
6250	Telephone	\$0	\$840	\$1,000	\$720	\$850
6351	Auditing	\$48,090	\$44,405	\$45,900	\$38,500	\$41,100
6505	Liability & Property Insurance	\$834	\$838	\$575	\$875	\$964
6515	Worker's Compensation Self-Ins.	\$550	\$150	\$150	\$150	\$120
Finance and Accounting		\$557,592	\$566,905	\$575,075	\$564,650	\$574,721

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #17 — Finance and Accounting

Detail on Significant Items

Account

Personnel

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

6351

Auditing

CAFR Audit and GFOA Application	\$37,000
GASB 45 Update & Misc	\$1,000
Single Audit	\$3,100
Total	\$41,100

Information Systems

The Information Systems Department provides Information Technology (IT) services to all city personnel. We are responsible for GIS (Geographical Information System), computer hardware, networking, software applications, the City phone system, video and audio equipment, and the City website. Pursuant to the City's Strategic Plan our focus is providing innovative, cost-effective technology solutions necessary for our employees to serve the residents. The department manages over 200 phones and about 165 personal computers 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**

As an internal service department, Information Systems collaborates with other departments on many projects. We constantly monitor processes as they relate to technology as a means to improve and foster efficient operations to serve the residents. Prior to implementation of any project we analyze the current process and recommend technology that can improve efficiency and resources.

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

The largest impact on the 2014 Information Systems budget will be for Police services. We plan to upgrade the Police Records Management software which hasn't had a major upgrade since installation in 2007. The 8 year old digital finger print system needs replacement as it will no longer be supported in 2014 and new FBI mandates on security will require us to implement two factor authentications for all Police Officers. This will require an additional server and an RSA Security token for each officer.

Hardware replacements in 2014 include 34 personal computers and 3 laptops. All of which are over 5 years old. The 6 year old City phone system hardware will move to a virtual environment for redundancy and ease of upgrade in the future.

- **Optimize use of technology and foster innovation**
- **Encourage citizen feedback and incorporate changes when suitable.**

We also budgeted to update our website. Our goal is to create a website that is more appealing, easier to navigate and create a better experience for residents. Prior to updating, a citizen survey will be distributed to identify deficiencies on while improving those portions that are useful.

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

Lastly, we will be improving the wireless Internet in all buildings. Currently, using Wi-Fi in City buildings is a "hit or miss" service. The devices we have are inexpensive personal-grade routers and access points. These devices are inadequate for today society. They are limited to 30 connections and internet devices are unable to roam as people walk from room to room. Our intention is to upgrade the router and access points with the capability of accommodating meetings with large crowds and have the ability to roam the building.

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department # 18 — Information Systems

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$251,184	\$263,311	\$272,591	\$272,591	\$281,786
6107	Part-time Wages	\$0	\$0	\$0	\$0	\$4,800
6120	City Health Ins Contribution	\$41,723	\$42,419	\$44,270	\$45,187	\$45,187
6121	City IMRF Pension Contribution	\$29,835	\$32,055	\$37,045	\$37,045	\$38,126
6122	City Share FICA and Medicare	\$17,822	\$18,832	\$20,853	\$20,853	\$21,924
6205	Memberships	\$300	\$350	\$525	\$525	\$525
6210	Training & Seminars	\$903	\$350	\$1,750	\$1,350	\$1,000
6215	Resource Materials	\$282	\$0	\$1,100	\$1,100	\$1,100
6220	Travel & Mileage	\$110	\$242	\$150	\$150	\$250
6225	Postage & Shipping	\$11	\$25	\$100	\$50	\$50
6230	Office Supplies	\$372	\$434	\$500	\$500	\$500
6231	Computer Software and Access	\$7,866	\$40,225	\$27,400	\$22,000	\$36,200
6232	Computer Supplies	\$2,941	\$1,955	\$2,500	\$3,000	\$4,000
6241	Fuel	\$163	\$788	\$300	\$150	\$150
6250	Telephone	\$9,739	\$10,315	\$10,964	\$11,700	\$13,040
6255	Clothing & Uniforms	\$101	\$140	\$50	\$0	\$0
6325	Computer Maintenance	\$36,314	\$34,873	\$35,100	\$29,820	\$31,280
6355	Contractual Services	\$17,239	\$11,548	\$18,300	\$15,800	\$148,050
6375	Software Support	\$126,802	\$119,834	\$136,476	\$131,476	\$145,735
6405	Computer Hardware	\$40,137	\$131,485	\$119,830	\$122,000	\$166,600
6505	Liability & Property Insurance	\$536	\$540	\$575	\$576	\$634
6515	Worker's Compensation Self-Ins.	\$550	\$150	\$150	\$150	\$120
Information Systems		\$584,930	\$709,871	\$730,529	\$716,023	\$941,057

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

Personnel

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

6107	Part-time Wages		
	PT GIS Assistance		\$4,800
		Total	\$4,800
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6215	Resource Materials		
	Resource Material, Apple Development		\$1,100
		Total	\$1,100
<hr/>			
6231	Computer Software and Access		
	Backup Software License and PC Software		\$4,800
	Firehouse and Mobile Inspeccion License		\$2,600
	Police Two Factor Authentication - Server Software		\$8,000
	Police Records Mgt Upgrade		\$20,800
		Total	\$36,200
<hr/>			
6250	Telephone		
	Cell Cards (15 Police, 7 Fire, 2 GPS, 1 Spare)		\$11,700
	IS Cell Phones		\$1,340
		Total	\$13,040
<hr/>			
6325	Computer Maintenance		
	Network Security		\$1,660
	Servers, Printers and PC's		\$5,000
	Livescan, Mobile Data Computers		\$7,600
	Phone System		\$17,020
		Total	\$31,280

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

6355	Contractual Services	
	Internet Service and Security	\$15,050
	Website and Email Blast Revelopment	\$36,000
	Programming	\$5,000
	Professional Services to Upgrade Phone System	\$30,000
	Livescan Interface to Police Records Mgt	\$8,000
	Police Records Mgt Upgrade	\$54,000
	Total	\$148,050

6375	Software Support	
	Doc Mgt, Workers Comp Software	\$875
	Permits	\$16,500
	Computer Aid Design/Turn	\$6,440
	Financial Software	\$28,820
	Fire Incident Tracking	\$4,500
	GIS	\$16,000
	Security, Antivirus, Inventory, Op Sys, Backup	\$10,423
	Forensics, Facial Composite, Map Scene	\$3,080
	Police Records and Mobile	\$47,282
	Cemetery, Fleet Maintenance, Vehicle Diagnostics	\$3,615
	Police Records VMWare Maintenance	\$8,200
	Total	\$145,735

6405	Computer Hardware	
	Desktop (34) and Laptop (3) Replacement	\$31,100
	Individual Hardware	\$5,000
	Network Switch	\$3,500
	Mac Mini Computer	\$700
	Wireless Network Equipment for City Buildings	\$10,400
	Projector in Great Room	\$2,800

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

Digital Voice Recorder for Council Chambers	\$2,500
Digital Voice Recorder for Police Department	\$1,200
4 MDC Replacements	\$28,400
Redundant Server Replacement for Cisco Phones	\$30,500
Livescan Digital Fingerprint System	\$27,000
Police Two Factor Authentication - RSA Security Tokens	\$10,500
Police Records Mgt Upgrade	\$10,000
Lobby Intercom for Fire Stations	\$3,000
Total	\$166,600

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.

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

The Utility Billing Department was receiving requests that the City accept VISA cards for bill payment. The system through the State of Illinois did not allow for this due to certain restrictions. After research, the City was able to transition to a new program in 2013 that accepts VISA payments.

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 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #19 — Utility Billing

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$97,721	\$142,790	\$162,924	\$162,500	\$169,037
6102	Overtime	\$0	\$38	\$200	\$0	\$0
6120	City Health Ins Contribution	\$0	\$15,373	\$43,756	\$31,149	\$31,500
6121	City IMRF Pension Contribution	\$12,561	\$17,424	\$22,169	\$22,084	\$22,871
6122	City Share FICA and Medicare	\$7,186	\$10,230	\$12,479	\$12,431	\$12,931
6210	Training & Seminars	\$0	\$514	\$1,000	\$500	\$550
6225	Postage & Shipping	\$47,429	\$50,095	\$52,000	\$51,231	\$52,256
6230	Office Supplies	\$1,270	\$2,067	\$2,200	\$2,200	\$2,200
6231	Computer Software and Access	\$13,032	\$13,032	\$13,400	\$13,762	\$14,250
6280	Collection Fees	\$2,518	\$2,859	\$2,500	\$2,500	\$2,500
6305	R & M Office Equipment	\$5,904	\$3,741	\$5,000	\$4,500	\$5,000
6355	Contractual Services	\$24,953	\$30,477	\$31,200	\$29,500	\$30,000
6505	Liability & Property Insurance	\$536	\$540	\$575	\$576	\$634
6515	Worker's Compensation Self-Ins.	\$550	\$150	\$150	\$150	\$120
6625	Bad Debt Expense	\$2,815	\$10,127	\$4,000	\$5,575	\$6,000
	Utility Billing	\$216,475	\$299,457	\$353,553	\$338,658	\$349,849

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #19 — Utility Billing

Detail on Significant Items

Account

Personnel

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

6231	Computer Software and Access		
	Billing Software Support		\$14,250
		Total	\$14,250
<hr/>			
6355	Contractual Services		
	Printing/Mailing Bills and Banking/CC Fees		\$30,000
		Total	\$30,000

Economic Development

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

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

Strategic Goals & Objectives for Downtown Development

1. Review and update the comprehensive plan as it relates to the downtown
 - a. Promote mixed use development
 - b. Recognize value of open space and natural amenities of the Fox River
2. Identify suitable locations for and promote the development of residential uses in the downtown.
3. Identify and promote missing or underutilized public/private amenities
 - a. Encourage pedestrian and bicycle friendly improvements to the public realm, such as streetscape improvements, signage, access to trails and public transportation
 - b. Provide adequate funding annually to maintain the necessary infrastructure to sustain desired amenities
4. Assess the viability/continued funding for Main Street
5. With Batavia Main Street and the Batavia Chamber of Commerce, evaluate existing and consider developing new special events and/or festivals to bolster shopping and dining activity in the City's downtown.
6. Review TIF
 - a. Consider existing and anticipated future available TIF Funds and determine policy balance between further streetscape and infrastructure improvements versus use for redevelopment agreements
 - b. Study authority and advisability of splitting various sites from existing TIFs in event of significant, prospective developments.
7. Coordinate with other City Departments to maximize and integrate ED impact
 - a. Explore opportunities for grants to support infrastructure projects in downtown
 - b. Identify and coordinate Summer workers wearing "Downtown Info" t-shirts, etc.
 - c. Collaborate with MainStreet, Chamber and Special Events groups to create and coordinate Winter projects and events

Strategic Goals & Objectives for Business Development & Retention

1. Develop a business/economic development plan
 - a. Assess the current economic environment
 - b. Prepare a business/economic plan document
2. Develop and Implement a Comprehensive Business Retention and Expansion Plan.
 - a. Be a proactive resource for existing businesses, developing policies, incentives and programs to assist in their growth.

- b. Annually survey existing business constituents, by sector and by geography, to obtain their input concerning the general business climate in the City.
 - c. Bi-annually assess neighboring and competitive communities with respect to those elements listed in subparagraph 2.b.
 - d. Schedule and conduct no fewer than three retention visits each month to individual businesses located within the City of Batavia.
 - e. Maintain a website portal focused on “Doing Business in Batavia”
3. Develop and Implement a Comprehensive New Business Recruitment Plan.
- a. Conduct initial and thereafter ongoing (minimal every five years) cluster analyses to determine existing strong and emergent business sectors in the city and immediate surrounding area.
 - b. Conduct initial and thereafter ongoing (minimal every three years) gap analyses to determine leakage/opportunities in local retail trade.
 - c. Identify and target specific business types and specific businesses within said types for recruitment.
 - d. Develop and employ a comprehensive marketing strategy for business recruitment, by business sector type and by targeted areas within the City.
 - e. Schedule and make on-site recruiting trips to meet with key personnel representing ownership for site selection purposes, providing marketing material and discussing the advantages of making a Batavia site selection.
 - f. Attend key trade shows (ICSC, AIRE, IOREBA, NAIOP), as an attendee and/or showroom participant, facilitating personal meetings with real estate brokers, developers and property owners/managers to recruit new business enterprises and commercial, office/research and industrial development activity for the City.
4. Develop a marketing/branding initiative
- a. Business-to-Business
 - b. Consumer-Focused
5. Develop and expand effective partnerships with business-oriented non-governmental organizations
- a. Identify appropriate NGOs for potential partnerships
 - b. Appoint City representatives as liaisons to NGOs
6. Encourage the development of public policies and public improvements to support business development
- a. Streamline the process for approval of developments that retains efficiency and effectiveness
 - b. Identify priority development projects and position staff to accelerate its review and recommendation processes to bring such projects to approval authority in the earliest possible time period.
 - c. Explore ways to fund improvements to telecommunication systems, such as wireless internet, fiber optics, broadband, etc.

- 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.

7. Develop the Area's Workforce

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

8. Examine various revenue sources for ED:

- a. Creation of additional TIFS for Siemen's etc.
- b. Use of DCEO

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #22 — Economic Development

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$52,592	\$56,244	\$62,497	\$38,010	\$33,400
6121	City IMRF Pension Contribution	\$6,300	\$7,354	\$8,493	\$5,166	\$4,520
6122	City Share FICA and Medicare	\$4,023	\$4,137	\$4,781	\$2,908	\$2,556
6205	Memberships	\$0	\$3,224	\$2,000	\$1,000	\$1,500
6210	Training & Seminars	\$0	\$1,859	\$1,500	\$3,400	\$2,000
6220	Travel & Mileage	\$0	\$14	\$250	\$0	\$0
6225	Postage & Shipping	\$0	\$0	\$250	\$0	\$100
6230	Office Supplies	\$0	\$0	\$0	\$100	\$200
6235	Printing & Photo	\$0	\$650	\$3,000	\$0	\$2,500
6245	Advertisements	\$0	\$0	\$1,000	\$250	\$1,000
6355	Contractual Services	\$5,161	\$906	\$75,352	\$40,000	\$113,000
Economic Development		\$68,076	\$74,388	\$159,123	\$90,834	\$160,776

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #22 — Economic Development

Detail on Significant Items

Account

Personnel

(1) 1/4 Assistant City Administrator

6205	Memberships	
	IEDC, ICSC, and other economic development professional memberships	\$1,500
	Total	\$1,500

6355	Contractual Services	
	Economic Development Consultant, Marketing Activities, Database Service, etc.	\$113,000
	Total	\$113,000

Police Department

The Police Department will enter 2014 with an authorized strength of 45 sworn police officers, but an actual strength of 40 and a combined full and part-time civilian support staff of 11 personnel available to serve the citizens of Batavia 24 hours daily.

The Police Department looks forward to expanding the Crime Free Multi-Housing (CFMH) component of the Rental Property Licensing Program after a successful 2 year trial period and expanding into other rental properties if the City Council approves. Overall, the program has helped reduce nuisance calls for service and has served to be a deterrent to crime occurring on the rental properties currently under the umbrella of the program. The program's goal is to promote a safe and secure rental environment for tenants, their families and guests. CFMH has improved what was already a strong working partnership with rental property owners/managers. Through CFMH, our officers are able to address potential problems quickly with management, before they become larger issues that would affect the quality of life for our rental community.

Strategic Goals for Service Delivery and Financial Sustainability

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

The Police Department's Traffic Unit has completed its first year after being re-established for 2013. The Traffic Enforcement Unit has been in high demand and we continue to look for ways beyond just traffic stops to better educate motorists and our residents on rules of the road and traffic safety. The department will continue to optimize the use of technology by using our mobile "smart-speed sign", which has wireless connectivity to collect and run analytical speed studies at various locations throughout the City. Upon review of data, action plans are then created for each traffic complaint and a proactive directed traffic enforcement plan is implemented by officers and periodically reviewed for effectiveness by staff.

The Department's Records Section will also have its first major software upgrade for our current New World Records Management System (RMS) since being installed 7 years ago. This upgrade will enhance the system's capabilities and allow officers and other law enforcement agencies to share information on crimes occurring in other jurisdictions. This capability is crucial to speed the investigation and closure of cases, as criminals do not tend to stick to specific geographical boundaries. Consolidating and streamlining information data systems will ensure law enforcement stays ahead of criminals and will make it harder for them to hide from crimes that they commit within our community. The Criminal Investigations Unit will also benefit from having the ability to run predictive analytics on crimes, track methods of operation, crime trends, and make changes to existing resource allocation and the recovery of stolen property.

The Police Department will continue to work with City, County and State agencies to effectively optimize the resources available that can be brought to bear on any issue to ensure that our residents' quality of life issues are given full attention by the sworn and civilian employees of the Batavia Police Department.

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #31 — Police Admin & Operations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$4,150,431	\$4,204,443	\$4,337,191	\$4,263,514	\$4,464,775
6102	Overtime	\$181,609	\$242,091	\$241,300	\$230,000	\$250,190
6105	Outside Work Agreement	\$19,317	\$17,545	\$22,797	\$15,500	\$20,757
6107	Part-time Wages	\$36,729	\$42,775	\$44,396	\$44,500	\$46,225
6120	City Health Ins Contribution	\$772,906	\$772,342	\$829,304	\$821,313	\$832,903
6121	City IMRF Pension Contribution	\$60,282	\$64,538	\$70,714	\$73,647	\$75,221
6122	City Share FICA and Medicare	\$86,498	\$92,898	\$102,376	\$102,384	\$106,674
6123	City Pension Contribution	\$1,218,262	\$1,268,368	\$1,310,582	\$1,310,582	\$1,357,815
6147	Board of Police & Fire Commission	\$3,084	\$33,659	\$4,500	\$2,700	\$12,875
6205	Memberships	\$5,746	\$6,734	\$7,200	\$7,200	\$7,305
6210	Training & Seminars	\$13,887	\$25,641	\$27,568	\$20,000	\$29,896
6215	Resource Materials	\$1,225	\$796	\$1,760	\$1,760	\$1,360
6220	Travel & Mileage	\$600	\$130	\$1,200	\$500	\$1,200
6225	Postage & Shipping	\$3,616	\$4,086	\$4,500	\$4,500	\$5,000
6230	Office Supplies	\$14,190	\$13,966	\$14,650	\$14,650	\$16,595
6233	Vehicle & Equip. Supplies	\$6,003	\$4,974	\$7,500	\$7,500	\$7,500
6235	Printing & Photo	\$8,726	\$7,031	\$12,650	\$12,650	\$11,500
6237	Communication Supplies	\$5,635	\$7,010	\$7,700	\$8,078	\$4,200
6239	Investigative Supplies	\$1,437	\$1,379	\$2,605	\$2,605	\$2,000
6241	Fuel	\$99,547	\$106,799	\$112,075	\$120,000	\$122,400
6242	Patrol Supplies	\$6,695	\$8,018	\$10,374	\$10,374	\$9,010
6246	Community Relations	\$822	\$1,094	\$1,000	\$1,000	\$1,000
6247	Ammunition & Safety	\$13,573	\$9,897	\$13,881	\$13,221	\$14,902
6250	Telephone	\$12,118	\$9,442	\$9,600	\$9,000	\$9,600
6255	Clothing & Uniforms	\$39,461	\$49,607	\$58,532	\$50,000	\$49,600
6259	Meals & Refreshments	\$315	\$171	\$800	\$500	\$800
6310	R & M Vehicles	\$51,419	\$52,255	\$59,560	\$42,000	\$52,500
6320	Equipment Rental	\$10,018	\$7,766	\$750	\$750	\$3,000
6340	R & M Equipment	\$8,375	\$4,767	\$13,170	\$10,300	\$8,340
6355	Contractual Services	\$421,474	\$427,727	\$440,511	\$440,511	\$498,733
6371	Narcotics & Enforcement	\$101	\$232	\$1,000	\$500	\$1,000
6445	Other Equipment	\$3,845	\$7,751	\$2,000	\$0	\$19,031
6450	Vehicles & Equipment	\$75,880	\$232,905	\$6,800	\$6,800	\$86,809
6505	Liability & Property Insurance	\$70,826	\$49,784	\$75,000	\$80,329	\$88,375
6515	Worker's Compensation Self-Ins.	\$250,000	\$225,000	\$225,000	\$225,000	\$180,000
Police Admin & Operations		\$7,654,652	\$8,003,621	\$8,080,546	\$7,953,868	\$8,399,091

City of Batavia 2014 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
- (4) PT Records Technician

6101	Salaries and Wages	
	Non-Sworn	\$506,700
	40 Sworn Personnel	\$3,899,300
	OIC/Stand-by/Worked Holidays	\$58,775
	Total	\$4,464,775

6105	Outside Work Agreement	
	Reimbursed Police Services (see 10-4355)	\$20,757
	Total	\$20,757

6147	Board of Police & Fire Commission	
	Fire Testing	\$9,900
	Advertising, Legal & Other Expenses	\$2,975
	Total	\$12,875

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6210 Training & Seminars

Conferences & Seminars	\$3,834
Additional training for Accident Reconstructionist Certification & Master Firearms Certification	\$25,072
Monthly Training & Association Meetings	\$990
Total	\$29,896

6220 Travel & Mileage

Increased use of Personally Owned Vehicles	\$1,200
Total	\$1,200

6235 Printing & Photo

IL Citations, Warning Tickets, O-Tickets, Profiling Stickers	\$6,300
Handicap (Temporary) Parking Placards	\$1,200
Envelopes, Business Cards, Forms, etc.	\$4,000
Total	\$11,500

6237 Communication Supplies

Yr 5 of 5 Yr Radio Replacement Program	\$2,700
Gang Charger for Watch Commander Vehicle	\$1,500
Total	\$4,200

6242 Patrol Supplies

Gloves, blankets, flares, AED supplies, etc.	\$4,500
Portable Radio Batteries	\$4,000
Mounting Brackets for LED Speed Sign	\$510
Total	\$9,010

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6247	Ammunition & Safety	
	Ammunition, Targets, Replacement Parts, etc.	\$14,902
	Total	\$14,902
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6255	Clothing & Uniforms	
	Clothing Allowance - 40 @ \$850	\$34,000
	Records/CSO Uniforms & Equipment	\$3,400
	Insignias, Nametags, Patches, Badges, Pins	\$3,000
	Body Armor Replacement - 10 Officers @ \$600	\$6,000
	Uniform Replacement/Other	\$3,200
	Total	\$49,600
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6320	Equipment Rental	
	Annual Rental Quantitative Gas Mask Fitting Equip.	\$3,000
	Total	\$3,000
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6355	Contractual Services	
	Tri-Com Dispatch	\$431,540
	Ordinance Prosecution Fees	\$19,200
	Kane County Animal Control	\$5,000
	Tower Car Wash Contract	\$6,500
	Pension Actuarial Report	\$2,500
	AID - Victim Services Program	\$15,000
	Lexipol Policy Manual Updates & Daily Bulletin	\$5,550
	Lexis Nexis Accruit: Investigation Information Data Bank	\$5,658
	LEADS On-Line (Pawn Brokers & Salvage Yards)	\$3,000
	Various Professional Services	\$4,785
	Total	\$498,733

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6445 Other Equipment

Additional Speed Alert Sign & Batteries	\$6,075
Operational Performance Systems SUV Drawer Unit for Watch Commander Vehicle	\$2,217
Active Shooter Response Kit - External Plate Carrier Vest for each marked unit	\$3,690
LED Lumen Lighting System (Portable Lighting System)	\$1,595
6 - AED Units to Equip all Squads	\$5,454
Total	\$19,031

6450 Vehicles & Equipment

Detective Replacement Vehicle - 2014 Ford Escape	\$18,577
Change Over of Equipment - 5 Vehicles	\$5,500
2 Patrol Replacements - 2014 Ford Explorer Police Interceptors	\$54,432
Striping of 2 New Patrol Vehicles	\$1,300
2 Load Boxes (Aluminum Equipment Boxes)	\$3,000
1 Prisoner Transport Cage for Patrol	\$2,000
Repaint 2 Patrol Vehicles Convert to Admin/Invest	\$2,000
Total	\$86,809

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 3,458 incidents in 2012, of which 1,401 were fire or rescue related and 2,057 were emergency medical. Total call projection for 2013 is expected to be about the same. The department currently has 23 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. Construction within Batavia is beginning to increase. If the economy and construction continue to rise throughout 2014, the fire department will be seeking to refill the Fire Marshal position in 2015. The Fire Marshal position not only reviews construction plans and progress, but 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. An extended vacancy in that position will, with time, 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 2014 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 pumper. It will replace a 23 year old pumper that has significant rust and 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 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #32 — Fire Services

Acct.	Description	Actual		Approved	Estimated	Proposed
		2011	2012	Budget	2013	Budget
6101	Salaries and Wages	\$1,942,356	\$2,036,978	\$2,129,376	\$2,115,135	\$2,140,427
6102	Overtime	\$174,910	\$221,213	\$210,000	\$205,000	\$220,000
6107	Part-time Wages	\$446,197	\$455,088	\$484,602	\$454,390	\$463,477
6120	City Health Ins Contribution	\$457,135	\$464,262	\$512,785	\$489,915	\$496,060
6121	City IMRF Pension Contribution	\$6,565	\$6,391	\$8,044	\$8,044	\$8,169
6122	City Share FICA and Medicare	\$64,636	\$66,514	\$74,663	\$72,073	\$73,426
6123	City Pension Contribution	\$697,577	\$667,656	\$655,325	\$655,325	\$688,992
6205	Memberships	\$3,948	\$3,541	\$5,500	\$5,200	\$5,400
6209	Training EMS	\$2,595	\$315	\$2,700	\$1,700	\$2,600
6210	Training & Seminars	\$11,623	\$14,712	\$19,000	\$19,000	\$19,000
6213	Fire Prevention	\$848	\$855	\$1,200	\$1,300	\$1,300
6215	Resource Materials	\$1,054	\$1,423	\$1,600	\$1,500	\$1,600
6225	Postage & Shipping	\$1,037	\$872	\$1,100	\$1,000	\$1,100
6230	Office Supplies	\$4,074	\$4,133	\$4,200	\$4,000	\$4,200
6233	Vehicle & Equip. Supplies	\$13,844	\$12,178	\$15,000	\$15,000	\$16,000
6235	Printing & Photo	\$242	\$800	\$900	\$900	\$940
6237	Communication Supplies	\$3,147	\$6,453	\$7,000	\$6,400	\$7,000
6241	Fuel	\$35,416	\$34,830	\$35,000	\$34,738	\$35,000
6250	Telephone	\$7,419	\$7,813	\$8,700	\$6,000	\$7,000
6251	Education Program	\$2,639	\$2,664	\$4,600	\$4,500	\$4,500
6253	Haz-Mat Program	\$1,656	\$980	\$2,300	\$3,000	\$2,500
6255	Clothing & Uniforms	\$24,800	\$24,961	\$31,000	\$30,000	\$31,000
6256	Rescue Materials	\$13,224	\$8,794	\$9,900	\$9,900	\$10,000
6257	Medical Supplies	\$3,341	\$4,254	\$6,000	\$7,000	\$6,600
6259	Meals & Refreshments	\$2,501	\$2,664	\$3,100	\$3,100	\$3,200
6260	Utilities	\$36,877	\$45,934	\$44,000	\$48,000	\$50,000
6264	General Supplies	\$7,569	\$7,829	\$8,100	\$8,700	\$8,900
6310	R & M Vehicles	\$75,631	\$71,346	\$73,000	\$74,000	\$77,000
6315	R & M Building	\$9,592	\$21,856	\$16,000	\$15,000	\$16,000
6340	R & M Equipment	\$2,853	\$1,702	\$3,000	\$3,000	\$3,200
6355	Contractual Services	\$372,088	\$391,900	\$485,300	\$395,000	\$445,000
6425	Station Furnishings	\$0	\$624	\$2,000	\$1,500	\$2,000
6445	Other Equipment	\$17,681	\$19,788	\$20,000	\$19,000	\$21,000
6505	Liability & Property Insurance	\$31,494	\$30,323	\$32,000	\$34,000	\$37,400
6515	Worker's Compensation Self-Ins.	\$175,000	\$80,000	\$85,000	\$85,000	\$68,000
6525	Work Comp POC's	\$2,375	\$2,423	\$3,000	\$2,423	\$3,000
Fire Services		\$4,653,944	\$4,724,069	\$5,004,995	\$4,839,743	\$4,980,991

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #32 — Fire Services

Detail on Significant Items

Account

Personnel

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

6355

Contractual Services

Tri-City Ambulance	\$377,575
Fire Extinguishers	\$2,651
Tri Com Dispatch Services	\$61,774
Pension Actuarial	\$2,500
Fingerprinting / Backgrounds	\$500
Total	\$445,000

Emergency Services & Disaster Agency

The Mission of the Batavia Emergency Services and Disaster Agency (ESDA) is to provide trained volunteer 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 volunteers. 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 2014 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**

Two weather sirens, one at Gustafson School and one at White School, need to be replaced. They are both still working, but because of age and rotting of the supporting poles, both need replacement soon. The replacement for the one at Gustafson is in 2014 budget. The other siren will be requested in the 2015 budget.

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 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #33 — E.S.D.A.

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6107	Part-time Wages	\$9,748	\$9,748	\$6,500	\$6,500	\$13,000
6122	City Share FICA and Medicare	\$746	\$746	\$497	\$497	\$995
6202	Meal Allowance	\$74	\$80	\$100	\$200	\$200
6205	Memberships	\$458	\$229	\$458	\$100	\$100
6210	Training & Seminars	\$140	\$85	\$200	\$900	\$1,000
6220	Travel & Mileage	\$946	\$1,071	\$400	\$100	\$200
6230	Office Supplies	\$84	\$635	\$250	\$400	\$270
6237	Communication Supplies	\$0	\$0	\$0	\$0	\$500
6241	Fuel	\$387	\$547	\$400	\$1,300	\$1,300
6242	Patrol Supplies	\$0	\$0	\$200	\$300	\$300
6250	Telephone	\$1,220	\$1,885	\$2,000	\$1,300	\$1,400
6255	Clothing & Uniforms	\$0	\$457	\$0	\$0	\$1,500
6260	Utilities	\$771	\$1,719	\$1,275	\$1,600	\$1,700
6264	General Supplies	\$0	\$0	\$0	\$100	\$400
6310	R & M Vehicles	\$696	\$984	\$800	\$500	\$900
6320	Equipment Rental	\$1,011	\$588	\$1,100	\$300	\$300
6340	R & M Equipment	\$8,862	\$6,651	\$5,000	\$1,500	\$2,000
6445	Other Equipment	\$816	\$0	\$17,000	\$13,000	\$25,000
E.S.D.A.		\$25,959	\$25,425	\$36,180	\$28,597	\$51,065

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #33 — E.S.D.A.

Detail on Significant Items

Account

6107	Part-time Wages		
	ESDA Manager and Points		\$13,000
		Total	\$13,000
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6445	Other Equipment		
	Siren Replacement at Alice Gustafson School Location		\$20,000
	General Siren Maintenance		\$5,000
		Total	\$25,000

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 in 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; signage and striping in accordance with MUTCD standards; fleet maintenance for Public Works vehicles and equipment; 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 construction and 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, and 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, 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 continually seeks ways to improve methods and practices.

Part of the new five-year refuse collection contract this year is the provision of a wheeled recycling cart to all residences covered by the contract. This will minimize the amount of blowing litter throughout town, reduce complaints, and will prepare the City for when the collection process becomes more automated in coming years.

Included this year with the refuse collection program is a December leaf collection period that will satisfy residents' need to properly dispose of leaves after crews have finished the scheduled pickups and transitioned to the winter operations mode. This will improve efforts to keep storm sewers clean and properly functioning throughout the winter and spring months.

Staff continues to evaluate the benefits of preventive pavement maintenance through the annual Pavement Preservation and Crack Sealing Programs.

The addition of the Durapatcher machine, along with a new grinder attachment for the Skid Steer, should allow crews to apply pavement patches more efficiently.

- **Maintain efficient and effective staffing levels**

The Street Division has had a 25% reduction in the workforce since 2008 as positions were not filled when vacated as part of financial sustainability. The workload has not decreased but rather it has increased with additional work required in the downtown. It is no longer possible to preserve and maintain the amenities put into the streetscape projects at the current staffing level. Therefore, we are proposing a new position to focus on the maintenance required in the downtown district.

- **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**

2014 vehicle/equipment replacement in accordance with the Fleet Replacement Schedule follows:

- Replacement of truck 39. This is a 1998 International dump with plow and salt spreader. Carryover from 2013.
- Replacement of truck 77, a 1998 Chevy one-ton dump with plow. This truck must be a smaller dump, since its primary use is in the cemeteries. Carryover from 2013.
- Replacement of vehicle 19, a 2000 Chevy one-ton pickup with plow.
- Replacement of truck 21, a 1997 International dump with plow and salt spreader.
- Replacement of truck 41, a 2000 Chevy box van used for sign maintenance.
- Replacement of the 2000 Vermeer chipper. Significant features have been added over the years to increase the safety and efficiency of operation for our staff.

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

- Gator or similar type multi-purpose small utility vehicle for both Public Works and Police Departments. This vehicle is intended for special events and for use in the cemetery.
- Addition of portable truck lifts to enable our mechanic to safely work under all the large trucks in Public Works. The maximum lifting capability of our current lift is 9,000 lbs., while the majority of the vehicles in Public Works weigh between 10,000-60,000 lbs.
- One heavy-duty trailer for transporting our Skid Steer loader to job sites and two medium-duty trailers for hauling small equipment and materials.

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; completion of the irrigation system for the hanging baskets on Wilson Street from Island Avenue to Batavia Avenue; new hanging baskets on Wilson Street from River Street to Batavia Avenue; replacement of several sections of curbing that have failed on the bridge under the railings; replacement of the mortar joint with flexible building sealant on the river side of the curbs under the bridge railings; 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, parking spaces, and parking lots.

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 2014. We will have more ash trees to remove in the coming years but 2014 should be the last year for large numbers of ash tree removals. 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.

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. 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 by extending sidewalks throughout the City of Batavia where there are currently none. The five-year projected new sidewalk installation program is reviewed annually to determine if any changes are needed.

Implement and maintain street bicycle facilities plan.

- **Facilitate communication pathways**

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

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #45 — Streets and Sanitation

Acct.	Description	Actual		Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
6101	Salaries and Wages	\$1,095,658	\$1,173,251	\$1,227,580	\$1,221,000	\$1,291,782
6102	Overtime	\$52,176	\$38,742	\$65,000	\$55,000	\$65,000
6103	Double-time	\$70,251	\$30,649	\$75,000	\$70,000	\$75,000
6104	Stand-by	\$31,638	\$32,030	\$38,000	\$33,000	\$34,000
6107	Part-time Wages	\$24,091	\$17,406	\$35,000	\$25,000	\$25,000
6120	City Health Ins Contribution	\$277,214	\$298,795	\$314,820	\$339,685	\$351,768
6121	City IMRF Pension Contribution	\$155,209	\$154,623	\$191,018	\$187,406	\$198,320
6122	City Share FICA and Medicare	\$92,958	\$92,292	\$110,204	\$107,406	\$114,045
6202	Meal Allowance	\$1,675	\$853	\$2,200	\$1,800	\$2,200
6210	Training & Seminars	\$2,070	\$2,427	\$4,000	\$4,000	\$3,000
6220	Travel & Mileage	\$310	\$53	\$100	\$400	\$200
6225	Postage & Shipping	\$382	\$794	\$500	\$500	\$500
6230	Office Supplies	\$985	\$1,213	\$2,700	\$2,000	\$2,200
6233	Vehicle & Equip. Supplies	\$53,771	\$60,479	\$55,000	\$55,000	\$55,000
6237	Communication Supplies	\$634	\$398	\$500	\$583	\$700
6240	Materials	\$108,557	\$86,922	\$80,000	\$75,000	\$80,000
6241	Fuel	\$73,368	\$71,047	\$70,000	\$76,000	\$77,500
6243	Salt & Deicers	\$198,969	\$127,484	\$175,000	\$162,000	\$160,000
6245	Advertisements	\$448	\$735	\$1,000	\$1,000	\$1,000
6250	Telephone	\$6,299	\$5,542	\$7,000	\$6,000	\$6,000
6255	Clothing & Uniforms	\$10,190	\$10,651	\$11,000	\$10,000	\$11,000
6259	Meals & Refreshments	\$347	\$616	\$500	\$700	\$700
6260	Utilities	\$18,586	\$26,090	\$24,200	\$22,000	\$24,000
6261	Safety Supplies	\$2,163	\$3,045	\$2,500	\$2,500	\$2,500
6264	General Supplies	\$16,594	\$21,115	\$22,000	\$22,000	\$22,000
6286	Landfill Fees	\$4,473	\$8,187	\$8,000	\$8,000	\$9,000
6293	Ornamental Supplies	\$10,750	\$13,555	\$12,000	\$12,000	\$12,000
6310	R & M Vehicles	\$15,008	\$15,174	\$22,000	\$20,000	\$20,000
6315	R & M Building	\$15,413	\$24,017	\$42,000	\$25,000	\$42,000
6320	Equipment Rental	\$1,825	\$61	\$2,000	\$2,000	\$2,000
6340	R & M Equipment	\$33,798	\$20,062	\$13,000	\$15,000	\$15,000
6355	Contractual Services	\$222,603	\$260,236	\$288,200	\$293,200	\$410,800
6356	Mosquito Abatement	\$51,452	\$42,017	\$45,000	\$40,000	\$45,000
6357	Forestry and Tree Service	\$147,383	\$212,191	\$210,000	\$200,000	\$210,000
6430	Capital Repairs/Improvements	\$0	\$0	\$0	\$0	\$75,000
6445	Other Equipment	\$27,977	\$16,796	\$18,000	\$18,000	\$12,000
6505	Liability & Property Insurance	\$46,078	\$53,843	\$60,000	\$48,000	\$52,800
6515	Worker's Compensation Self-Ins.	\$140,000	\$125,000	\$125,000	\$125,000	\$100,000
Streets and Sanitation		\$3,011,303	\$3,048,391	\$3,360,022	\$3,286,180	\$3,609,015

City of Batavia 2014 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
- (12) Public Works Maintenance Worker
- (1) Administrative Assistant
- (1) PT Administrative Assistant

6101	Salaries and Wages	
	Salaries and Wages for Current Staffing	\$1,241,782
	New Employee Specifically Dedicated to Downtown	\$50,000
	Total	\$1,291,782

6210	Training & Seminars	
	Monthly Safety Training	\$3,000
	Total	\$3,000

6240	Materials	
	Includes Funds for Bicycle Signage	\$80,000
	Total	\$80,000

6293	Ornamental Supplies	
	Flowers, Flags and Decorations for Downtown	\$12,000
	Total	\$12,000

6315	R & M Building	
	Maintenance & Janitorial for Public Works	\$20,000
	Fence Repair	\$5,000
	Parking Lot Pavement Improvements (1/3 Split)	\$10,000
	Lighting Project/Emergency Generator Wiring	\$7,000
	Total	\$42,000

City of Batavia 2014 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

6320 Equipment Rental

Misc. Rental of Equipment		\$2,000
	Total	\$2,000

6355 Contractual Services

Cemetery Stone Repairs		\$1,000
Hauling of Snow, Leaves and Spoils		\$15,000
Property Maintenance		\$80,000
Ditch Clearing and Grading		\$3,000
Temp Staff		\$6,000
Toilet Rentals		\$800
Irrigation Maintenance		\$3,500
Brush Collection Program		\$163,000
Sidewalk Grinding		\$15,000
Pavement Marking		\$14,000
Maintenace to VRAD Sites		\$1,000
Weather Services		\$2,500
Animal Control for City Properties		\$3,000
Cleaning & Pesticide - Bridge & Parking Deck		\$8,000
Planting Replacement Randall Rd Median		\$5,000
Stake Lot Corners of Section 4 of the West Cemetery		\$13,000
Excavate Road/Place Stone-Section 4 of West Cemetery (Paving is planned for 2015)		\$15,000
Painting, Sealing, Landscaping Downtown		\$7,000
Downtown Snow Removal		\$55,000
	Total	\$410,800

Utility Share General Fund

The Utility Share General Fund "Department" is a new line item in the budget for 2014. The department is set up to reflect a negative expenditure for the General Fund. The negative expenditure reflects the costs spent in the general fund on behalf of the utility funds. The amount shown as a negative expenditure had formerly been reported as revenue to the General Fund through an inter-fund allocation. By reporting in this fashion, total General Fund revenues and expenditures were overstated by this transfer. To report it in this fashion reflects a more accurate number for the General Fund for both revenue and expenditures. This change simply reflects a better reporting method and has no bearing on the net effect to the General Fund. The only change to reporting for the utility funds is that the expense was moved out of inter-fund allocations to the main operating department for the utility, which is where this expense would be reported if the utilities directly employed or contracted for these services.

The amounts reported here as a reduction are reported as an expense in the appropriate utility funds account number 6630 General Fund Administration. Departments that provide services to the utilities are Administration and Legislative, Human Resources, Public Works Administration, Engineering, Finance, Utility Billing, Information Systems, GIS, Economic Development and the Mechanic in the Street Department. All of these departments provide some type of service to the utility as each utility does not employ any of these functions directly. The services are analyzed each year to determine the level of chargeback. If it is known that additional services will be required by a department the costs are adjusted during the budget process. Examples of additional services would be the addition of staff, a debt issuance, capital construction or new legislation or mandates. These kinds of services require more time by the various departments and the utilities are charged accordingly.

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**

It is a high priority for the City to provide fairly priced and highly reliable utility service. In conjunction with that, City staff continually looks for methods to streamline processes. One example would be the decision to move to pay per read meter readers. Other examples include utilizing a third party printing and mailing service to send out the utility bills. This service allows for the lowest cost in postal delivery charges by taking advantage of advanced sorting machines that the company provides.

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #75 — Utility Share General Fund

Acct.	Description	Actual 2011	Actual 2012	Approved Budget 2013	Estimated 2013	Proposed Budget 2014
6628	Utility Administration	\$-1,523,022	\$-1,629,602	\$-1,628,338	\$-1,628,338	\$-1,615,000
	Utility Share General Fund	\$-1,523,022	\$-1,629,602	\$-1,628,338	\$-1,628,338	\$-1,615,000

City of Batavia 2014 Annual Budget

Expenditures

Fund #10 — General Fund

Department #90 — Interfund Allocations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2011	2012	Budget 2013	2013	Budget 2014
7018	Transfer to MFT/Street Imp. Fd18	\$500,012	\$500,000	\$500,000	\$500,000	\$500,000
7033	Transfer to Drainage Improv Fd33	\$0	\$575,000	\$40,000	\$40,000	\$65,000
7041	Transfer to Fire Station DS Fd41	\$742,970	\$694,228	\$697,013	\$697,013	\$698,150
7042	Transfer to Deerpath Bridge Fd42	\$10,620	\$10,396	\$0	\$0	\$0
7048	Transfer to City Hall Capital Fd48	\$0	\$1,075,000	\$40,000	\$40,000	\$75,000
7055	Transfer to Flood DS Fd55	\$228,975	\$228,200	\$231,750	\$231,750	\$0
7059	Transfer to Donovan Bridge Fd59	\$306,804	\$0	\$0	\$0	\$0
7071	Transfer to PW Capital Dev Fd71	\$150,000	\$200,000	\$225,000	\$225,000	\$270,000
7072	Transfer to Fire Capital Dev Fd72	\$50,000	\$100,000	\$100,000	\$100,000	\$160,000
	Interfund Allocations	\$1,989,381	\$3,382,824	\$1,833,763	\$1,833,763	\$1,768,150