

General Fund

General Activities

Services provided by General Activities 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. Some of these departments also provide services to the Utility (Enterprise) Funds. Those services are analyzed each year and are charged back to the Utility Funds through an inter-fund transfer and reported as an expense to the utility and as revenue to the General Fund.

Sales Tax Rate

7.5% on General Merchandise
1.75% on Food and Drug
7.0% on Registered Vehicles

City Share

1% of all Sales Tax
.50% Non-Home Rule on
General Merchandise

Utility Taxes/Fees

Water 4%
Natural Gas \$0.035/Therm
Telecommunications 6%
Electric Franchise Fee 4%
Gasoline \$0.01/Gallon

Municipal Property Tax Rate

2011 - \$0.672037
2010 - \$0.592473
2009 - \$0.559507
2008 - \$0.549044
2007 - \$0.541774
2006 - \$0.555040
2005 - \$0.574728
2004 - \$0.553050

Typical Total Tax Rate

2011 - \$8.595600
2010 - \$7.431154
2009 - \$7.121937
2008 - \$7.076896
2007 - \$7.063989
2006 - \$7.087639
2005 - \$7.134970
2004 - \$7.042930

Total Equalized Assessed Valuation

2011 - \$ 997,336,424
2010 - \$1,053,784,460
2009 - \$1,091,136,051
2008 - \$1,106,478,287
2007 - \$1,066,440,154
2006 - \$1,002,049,687
2005 - \$ 919,811,190
2004 - \$ 844,222,085

City of Batavia 2013 Annual Budget

Fund #10 — General Activities Summary

Description	Actual 2010	Actual 2011	Approved Budget 2012	Estimated 2012	Proposed Budget 2013
Surplus and Reserves	\$7,281,834	\$7,617,779		\$7,920,665	\$8,571,390
01 Intergovernmental	\$2,947,624	\$2,978,190	\$2,873,674	\$3,156,326	\$3,164,284
01 Municipal Taxes/Fees	\$4,774,936	\$4,743,791	\$4,955,169	\$5,159,022	\$5,205,517
01 Property Taxes	\$5,657,691	\$5,781,102	\$6,249,280	\$6,255,002	\$6,254,397
01 Sales Taxes	\$6,223,857	\$6,441,947	\$6,600,384	\$6,335,956	\$6,365,587
04 Fees & Services	\$1,007,833	\$760,912	\$754,500	\$758,585	\$723,572
05 Fines and Forfeitures	\$252,426	\$203,415	\$233,600	\$178,000	\$182,099
06 Other Revenues	\$252,528	\$157,621	\$235,375	\$218,000	\$219,500
07 Interfund Allocations	\$1,573,491	\$1,533,022	\$1,639,602	\$1,639,602	\$1,638,338
Total Revenue	\$22,690,386	\$22,600,000	\$23,541,584	\$23,700,493	\$23,753,294
Administration & Legislative	\$1,151,950	\$1,228,338	\$1,147,292	\$1,046,588	\$1,081,511
Human Resources	\$276,823	\$277,342	\$270,780	\$292,277	\$274,974
Community Development	\$859,496	\$869,490	\$924,474	\$920,330	\$944,637
Public Works Administration	\$184,954	\$190,784	\$213,348	\$208,792	\$219,400
Engineering	\$923,868	\$537,298	\$628,823	\$620,429	\$750,179
Building and Grounds	\$364,280	\$431,550	\$412,270	\$392,558	\$410,947
Finance and Accounting	\$506,779	\$557,592	\$583,041	\$571,274	\$575,075
Information Systems	\$546,546	\$584,930	\$751,979	\$728,115	\$730,529
Utility Billing	\$260,109	\$216,475	\$311,056	\$298,058	\$353,553
Economic Development	\$67,366	\$68,076	\$82,927	\$82,752	\$108,771
Police Admin & Operations	\$7,788,816	\$7,654,652	\$8,336,543	\$8,064,228	\$8,072,954
Fire Services	\$4,615,505	\$4,653,944	\$4,958,701	\$4,771,391	\$5,004,995
E.S.D.A.	\$18,793	\$25,959	\$18,090	\$19,522	\$29,183
Streets and Sanitation	\$3,000,638	\$3,011,303	\$3,313,713	\$3,145,822	\$3,360,022
Interfund Allocations	\$1,788,518	\$1,989,381	\$1,952,684	\$1,887,632	\$1,833,763
Total Expense	\$22,354,441	\$22,297,114	\$23,905,721	\$23,049,768	\$23,750,493
Surplus/(Deficit)	\$335,945	\$302,886	(\$364,137)	\$650,725	\$2,801
Surplus and Reserves	\$7,617,779	\$7,920,665		\$8,571,390	\$8,574,191

City of Batavia 2013 Annual Budget

Revenues

Fund #10 — General Activities

Acct.	Description	Actual 2010	Actual 2011	Approved Budget 2012	Estimated 2012	Proposed Budget 2013
4135	Local Use Tax	\$332,304	\$376,579	\$365,000	\$382,000	\$395,884
4210	Pers Property Repl Tax	\$196,214	\$174,711	\$174,863	\$169,391	\$165,000
4220	State Income Tax	\$1,975,298	\$2,031,610	\$1,991,278	\$2,244,000	\$2,250,000
4232	State & Federal Grants	\$119,118	\$72,394	\$20,000	\$28,600	\$8,000
4370	B & C Fire Prot Dist	\$240,000	\$244,000	\$242,500	\$240,000	\$244,000
4386	Maintenance of State Highways	\$58,204	\$40,344	\$40,033	\$41,277	\$42,000
4402	Township Transit Reimb.	\$26,486	\$38,552	\$40,000	\$51,058	\$59,400
	01 Intergovernmental	\$2,947,624	\$2,978,190	\$2,873,674	\$3,156,326	\$3,164,284
4120	Utility & Use Taxes and Fees	\$3,157,029	\$3,096,521	\$3,320,169	\$3,510,000	\$3,552,517
4245	Waste Transfer Fee	\$510,827	\$504,541	\$505,000	\$505,000	\$505,000
4324	Payments in Lieu of Taxes	\$736,455	\$762,458	\$750,000	\$750,000	\$750,000
4325	ROW Franchise Fees	\$370,625	\$380,271	\$380,000	\$394,022	\$398,000
	01 Municipal Taxes/Fees	\$4,774,936	\$4,743,791	\$4,955,169	\$5,159,022	\$5,205,517
4010	Real Estate Taxes - General	\$3,733,025	\$3,824,720	\$4,277,723	\$4,277,723	\$4,247,640
4011	Real Estate Taxes - Pension	\$1,882,236	\$1,915,839	\$1,936,024	\$1,936,024	\$1,965,907
4015	SSA Property Tax	\$7,659	\$5,895	\$0	\$6,755	\$6,350
4240	Road & Bridge Tax	\$34,771	\$34,648	\$35,533	\$34,500	\$34,500
	01 Property Taxes	\$5,657,691	\$5,781,102	\$6,249,280	\$6,255,002	\$6,254,397
4110	State Sales Tax	\$4,516,847	\$4,666,668	\$4,772,389	\$4,597,060	\$4,622,344
4111	Non-Home Rule Sales Tax	\$1,707,010	\$1,775,279	\$1,827,995	\$1,738,896	\$1,743,243
	01 Sales Taxes	\$6,223,857	\$6,441,947	\$6,600,384	\$6,335,956	\$6,365,587
4251	Licenses	\$51,722	\$53,841	\$52,000	\$57,576	\$57,150
4271	Building Permits	\$393,317	\$192,765	\$200,000	\$159,400	\$194,000
4301	Engineering Plan Review Fee	\$23,600	\$13,178	\$23,000	\$31,825	\$10,890
4302	Engineering Inspection Fee	\$30,993	\$27,330	\$30,000	\$62,914	\$23,521
4310	Plumbing Inspection Fee	\$33,577	\$27,410	\$21,000	\$25,180	\$29,411
4316	Planning & Zoning Fees	\$41,970	\$43,679	\$22,000	\$24,400	\$14,500
4318	Survey Monumentation Fee	\$5,481	\$2,500	\$5,000	\$13,190	\$5,000
4320	Leaf & Brush Collection	\$269,041	\$270,024	\$269,500	\$270,100	\$270,100
4331	Grave Opening Fee	\$34,617	\$37,034	\$38,000	\$21,000	\$25,000
4355	Police Reimbursements	\$123,515	\$93,151	\$94,000	\$93,000	\$94,000
	04 Fees & Services	\$1,007,833	\$760,912	\$754,500	\$758,585	\$723,572
4351	Fines & Fees	\$203,793	\$168,295	\$195,000	\$138,000	\$140,000
4352	Parking Tickets	\$48,633	\$35,120	\$38,600	\$40,000	\$42,095

City of Batavia 2013 Annual Budget

Revenues

Fund #10 — General Activities

Acct.	Description	Actual 2010	Actual 2011	Approved Budget 2012	Estimated 2012	Proposed Budget 2013
	05 Fines and Forfeitures	\$252,426	\$203,415	\$233,600	\$178,000	\$182,099
4330	Sale Of Burial Lots	\$11,550	\$8,250	\$10,000	\$6,000	\$7,500
4397	Reimbursements	\$66,155	\$94,945	\$97,875	\$97,000	\$97,000
4399	Miscellaneous Revenue	\$143,271	\$39,104	\$112,500	\$100,000	\$100,000
5000	Investment Income	\$31,552	\$15,322	\$15,000	\$15,000	\$15,000
	06 Other Revenues	\$252,528	\$157,621	\$235,375	\$218,000	\$219,500
5521	Transfer from Electric Fd21	\$679,146	\$661,904	\$718,734	\$718,734	\$721,582
5530	Transfer from Water Fd30	\$465,054	\$454,796	\$455,434	\$455,434	\$446,561
5531	Transfer from Wastewater Fd31	\$419,291	\$406,322	\$455,434	\$455,434	\$460,195
5560	Transfer from Perpetual Care Fd60	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	07 Interfund Allocations	\$1,573,491	\$1,533,022	\$1,639,602	\$1,639,602	\$1,638,338
	Total Revenue	\$22,690,386	\$22,600,000	\$23,541,584	\$23,700,493	\$23,753,294

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. The City Administrator provides overall management and supervision of all City departments and divisions, through the 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 Administration directs all City departments, direct involvement occurs most often with internal service departments, such as Finance, Human Resources and Information Systems. The City Administrator works with executive officers of other governmental units, not-for-profits and commercial enterprises that do business with the City. 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. 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.

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. Providing sound fiscal direction for the City is the main goal of this department. This process is accomplished by overseeing and aiding in the preparation, adoption, and maintenance of the annual budget in conjunction with the Finance Director.

In addition to providing a lead role in policy formulation and budgetary management, Administration focuses on special projects as directed by the Mayor and City Council. It also performs the agenda development function and assists the City Clerk, including support of election activities. It is responsible for receptionist services and coordination of the City's communications initiatives: Batavia Neighbors, the City web site, E-blasts, the Municipal Minute, press releases, and social media. Other activities administered through this department are the City's legal services (including reimbursement from third parties), the support of BATV 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. Administration, through Economic Development, also coordinates City TIF activities. PACE Bus and other activities are managed by Administration.

The City's Economic Development efforts are coordinated by the Assistant City Administrator, and a part-time economic development analyst. That staff works closely with Community Development staff, the City Administrator and the Mayor, as well as Batavia MainStreet and the Batavia Chamber of Commerce. Economic development efforts cover the entire community, and fashions relationships with industrial, commercial and other businesses regardless of location, but, with the announced prioritization by the community continues with a strong focus on the downtown. 2012 saw the total reconstruction of the McDonald's in the downtown. Batavia's Randall Road area continues to be impacted by the overall economy but there was a pickup of activity in 2012. The expected opening of the Golden Corral, completion of the Chic-Fil-A, and finalization of plans for a major expansion of Wal Mart to enter the grocery market are signs of

health. Construction of two more small buildings at the Wal Mart complex for a Pep Boys and Physical Therapy operation are also good signs and will attract people from outside the City. Staff is working with potential developers of the former Avenue Chevy property and it is clear that Randall is a strong center for commerce and revenue generation. The annexation of Mooseheart may have been the most important development action in 2012. While there have been few inquiries, there is no question that it may become a major development that could mesh with the County's 2040 Plan going forward.

Overall initiatives for 2013 in the Administration Department include:

- Complete work on the City's Strategic Plan.
- Continue to work with the Electric utility regarding diversification of wholesale power sources, currently initiated with issuance of RFP for sale of power through Prairie State.
- Continue to work with Waste Water Utility in its current investigation of expansion and regulatory-mandated upgrades and its impact on the downtown.
- Continued work on redevelopment opportunities in the downtown, including bringing the proposed new Walgreens project process to successful closure.
- Issue RFP's for both the Thomle Building, the Baptist Church complex, and the City-owned property at the SE corner of Wilson and S. River. The City has made these strategic assemblies and wants to test the market during the life of the downtown tax increment financing districts in order to maximize our ability to stimulate redevelopment.
- Development of Economic Development Policies as they may relate to downtown development, use of TIF Funds and grant, loan and other support programs as developed by Economic Development Department.
- Continued analysis of internal processes to achieve more efficiencies and cut costs while maintaining necessary services. For example, Building and Grounds, having been reduced from two full-time employees to one, will transition to be under the Public Works umbrella. This should result in more comprehensive planning and maintenance of City facilities, including centralizing several areas where separate contracts are currently utilized.
- Continuation of the current review of the Municipal Code.
- Continue active role in Metro West Council of Governments, specifically relating to legislation which impacts the City. Pensions and other personnel matters, stormwater drainage relative to announced plans of both IEPA and EPA to enact stricter regulations are but two examples. We will also be reviewing our own stormwater operations and code provisions in order to make sure we are protecting overall drainage patterns, maintaining the designed drainage ways throughout the neighborhoods, and reviewing standards for new development to achieve a balance among competing interests.

In terms of personnel, the 2013 Budget contains no additional full-time staff. The City Council acted mid-year in 2012 to add the Lab Tech at Wastewater, a position that has been a real benefit and will free up the Superintendent and personnel to work on the proposed plant upgrade and possible expansion.

In mid-2012, the City Council also approved the expansion from part time to full time of our Staff Engineer. This will allow for focused efforts on drainage, including the storm/sanitary sewer separation issues presented by the Main Street project. The 2013 budget continues additional hours for a CAD technician, also working on the Main Street project, those increased hours are temporary. The in-house work is resulting in our ability to access significantly more funding for construction of Main Street.

The electric utility also continues with a contract engineering technician as part of the 2013 budget.

The City will continue to take advantage of early retirements where it can, and is working on some other moves as of the printing of this document.

We have added sums to contractual areas in Streets to deal with the added maintenance of River Street, and expanded scope and quality of overall downtown maintenance, including the river area. We will be also be working with the Park District to upgrade the general level of care in the central are we work on cooperatively.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #10 — Administration & Legislative

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$510,364	\$531,123	\$488,185	\$441,940	\$448,200
6120	City Health Ins Contribution	\$70,609	\$59,463	\$40,500	\$40,411	\$42,430
6121	City IMRF Pension Contribution	\$47,911	\$49,870	\$57,611	\$47,397	\$50,066
6122	City Share FICA and Medicare	\$35,115	\$32,740	\$37,346	\$28,961	\$29,340
6123	City Pension Contribution	\$8,785	\$9,497	\$9,500	\$9,500	\$9,700
6205	Memberships	\$15,952	\$14,809	\$16,950	\$16,000	\$16,000
6210	Training & Seminars	\$1,146	\$1,590	\$1,500	\$1,000	\$1,000
6215	Resource Materials	\$752	\$1,207	\$1,000	\$750	\$750
6220	Travel & Mileage	\$681	\$900	\$750	\$750	\$750
6225	Postage & Shipping	\$1,849	\$2,610	\$2,800	\$2,800	\$3,000
6230	Office Supplies	\$7,343	\$9,085	\$9,000	\$9,000	\$9,000
6235	Printing & Photo	\$26,801	\$18,815	\$23,500	\$20,000	\$21,600
6245	Advertisements	\$730	\$606	\$500	\$500	\$500
6250	Telephone	\$0	\$0	\$0	\$0	\$1,825
6259	Meals & Refreshments	\$926	\$1,742	\$3,000	\$2,000	\$2,000
6352	Sales Tax Rebate	\$12,898	\$0	\$10,000	\$0	\$0
6355	Contractual Services	\$77,019	\$100,740	\$43,000	\$35,000	\$38,000
6358	Legal Fees	\$113,005	\$123,995	\$135,000	\$112,000	\$118,000
6359	BATV (% Franchise Fee)	\$139,845	\$152,013	\$152,000	\$157,609	\$159,200
6363	Ride in Kane Program	\$52,145	\$85,370	\$80,000	\$92,000	\$95,000
6505	Liability & Property Insurance	\$27,359	\$31,447	\$35,000	\$28,820	\$35,000
6515	Worker's Compensation Self-Ins.	\$715	\$716	\$150	\$150	\$150
	Administration & Legislative	\$1,151,950	\$1,228,338	\$1,147,292	\$1,046,588	\$1,081,511

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

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
- (1) 1/4 PT Economic Development Analy
- (2) PT Receptionist

6250	Telephone	
	Formerly budgeted under 10-16 B&G	\$1,825
	Total	\$1,825
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6355	Contractual Services	
	Meeting Recording Services	\$18,000
	Other Contracts	\$20,000
	Total	\$38,000
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6359	BATV (% Franchise Fee)	
	Share of Cable Franchise Fees from Comcast & AT&T	\$159,200
	Total	\$159,200

Human Resources

The Human Resources Department is responsible for creating a working environment where all City employees can do their best work. To these ends, HR conducts studies to determine fair and competitive wage and benefit levels, administers the City's self-funded group health benefits plan, works with department heads to formulate and execute up-to-date personnel policies and procedures, recruits, interviews and hires new candidates for employment.

The HR department is also responsible for the coordination of negotiations with the City's six collective bargaining groups (IBEW-Street Department, IBEW-Electric Department, FOP-Officer, FOP-Sergeant, IAFF-Fire, and Teamsters-Police Records). HR strives to facilitate good communication between employees and management with such tools as the suggestion box program and the employee input survey.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #12 — Human Resources

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$154,478	\$149,284	\$151,500	\$151,375	\$157,625
6120	City Health Ins Contribution	\$16,762	\$9,181	\$8,400	\$8,400	\$8,820
6121	City IMRF Pension Contribution	\$17,189	\$18,869	\$19,740	\$19,724	\$21,421
6122	City Share FICA and Medicare	\$11,169	\$11,223	\$11,590	\$11,580	\$12,058
6205	Memberships	\$915	\$390	\$700	\$700	\$700
6210	Training & Seminars	\$11,328	\$7,827	\$12,000	\$8,000	\$10,500
6223	Employee Recruitment	\$890	\$75	\$1,500	\$9,500	\$1,000
6225	Postage & Shipping	\$98	\$183	\$200	\$200	\$200
6230	Office Supplies	\$574	\$712	\$1,000	\$1,000	\$1,000
6282	Employee Recognition	\$10,199	\$9,944	\$11,000	\$11,000	\$12,500
6285	Medical Examinations and Testing	\$28,591	\$20,206	\$20,000	\$24,500	\$7,000
6355	Contractual Services	\$8,992	\$8,992	\$10,000	\$10,000	\$10,000
6358	Legal Fees	\$3,918	\$29,006	\$8,000	\$25,000	\$20,000
6505	Liability & Property Insurance	\$11,362	\$11,092	\$15,000	\$11,148	\$12,000
6515	Worker's Compensation Self-Ins.	\$358	\$358	\$150	\$150	\$150
	Human Resources	\$276,823	\$277,342	\$270,780	\$292,277	\$274,974

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #12 — Human Resources

Detail on Significant Items

Account

Personnel

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

6285	Medical Examinations and Testing		
	Fitness Physicals moved to Work Comp Fund		\$7,000
		Total	\$7,000

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.

Community Development has eight 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, City Council, Community Development Committee, Historic Preservation Commission and the Administrative Hearing Officer.

Major projects undertaken in 2012 included administration of the downtown improvement and façade grant programs, annual 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 the McDonald's reconstruction and planning for a possible new Walgreen's store. The streetscape improvements for River Street began and were mostly completed this fiscal year. After approval for an expansion of Walmart, construction has begun to add a full-line grocery. A new Chick-Fil-A was permitted and its construction has begun.

Although the national economy remained slow, planning and building activity began to increase from 2011 levels. Code compliance activity remains high, largely due to the number of foreclosures, and continued yard maintenance for vacant houses to keep neighborhoods looking nice. The administrative hearing process for code compliance helped code compliance efforts and increased revenues to the City.

The 2013 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. We expect a slight expansion of new housing construction and remodeling activity due to the improving housing market. We anticipate several new restaurants and retail tenants in 2013. 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 rental housing inspections and business/contractor registration.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #13 — Community Development

Acct.	Description	Actual		Approved	Estimated	Proposed
		2010	2011	Budget	2012	Budget
6101	Salaries and Wages	\$565,713	\$562,018	\$596,400	\$598,088	\$609,849
6102	Overtime	\$0	\$0	\$250	\$0	\$250
6107	Part-time Wages	\$6,624	\$8,454	\$8,000	\$8,000	\$8,000
6120	City Health Ins Contribution	\$88,082	\$99,039	\$108,350	\$108,216	\$119,001
6121	City IMRF Pension Contribution	\$62,613	\$68,914	\$77,743	\$77,931	\$82,912
6122	City Share FICA and Medicare	\$42,178	\$41,422	\$46,256	\$46,366	\$47,285
6125	Unemployment Payments	\$1,155	\$0	\$0	\$0	\$0
6205	Memberships	\$1,713	\$1,579	\$2,000	\$2,000	\$2,115
6210	Training & Seminars	\$1,272	\$1,172	\$2,000	\$1,500	\$3,300
6215	Resource Materials	\$353	\$219	\$150	\$150	\$150
6225	Postage & Shipping	\$2,060	\$1,207	\$2,500	\$1,000	\$1,500
6230	Office Supplies	\$3,167	\$2,547	\$2,500	\$1,600	\$2,500
6235	Printing & Photo	\$0	\$0	\$250	\$250	\$250
6241	Fuel	\$1,670	\$2,464	\$2,800	\$2,800	\$2,800
6245	Advertisements	\$1,320	\$2,995	\$1,000	\$2,100	\$2,200
6250	Telephone	\$1,546	\$1,217	\$1,200	\$1,800	\$2,000
6255	Clothing & Uniforms	\$0	\$245	\$300	\$300	\$600
6259	Meals & Refreshments	\$101	\$118	\$250	\$250	\$250
6310	R & M Vehicles	\$2,260	\$887	\$2,500	\$3,500	\$2,500
6354	Plumbing Inspections	\$24,469	\$20,499	\$20,000	\$19,500	\$20,000
6355	Contractual Services	\$36,190	\$37,682	\$32,500	\$28,000	\$32,500
6505	Liability & Property Insurance	\$1,610	\$1,412	\$2,125	\$1,579	\$1,675
6515	Worker's Compensation Self-Ins.	\$15,400	\$15,400	\$15,400	\$15,400	\$3,000
Community Development		\$859,496	\$869,490	\$924,474	\$920,330	\$944,637

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

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

6210	Training & Seminars	
	American Planning Association Conference (2)	\$1,300
	Other Training	\$2,000
	Total	\$3,300

6355	Contractual Services	
	Code Compliance Property Maintenance (Liens Filed)	\$20,000
	Hearing Officer/Clerk - Adjudication	\$1,400
	Fire Plan Reviews	\$10,000
	Plan Commission/Other	\$1,100
	Total	\$32,500

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 equipment and manpower. Administration is responsible for planning, organizing and managing long-range capital improvements to meet future needs in the most cost efficient and effective manner.

Major projects during 2012 were the downtown streetscape utility improvements, completion of the Carriage Crest lift station and oversight of The Brattle Group Prairie State project. Planned projects for 2013 include the administration of issues surrounding Prairie State as well as continuing with planning and engineering for future wastewater treatment plant improvements.

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 transfers between each of the Enterprise Funds and General Activities are necessary to maintain fair and equitable rates or user fees in the utilities and appropriate taxation for general city services.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department # 14 — Public Works Administration

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$117,651	\$125,311	\$135,535	\$135,535	\$141,108
6120	City Health Ins Contribution	\$19,200	\$20,678	\$21,040	\$21,040	\$22,095
6121	City IMRF Pension Contribution	\$11,966	\$13,906	\$17,660	\$17,660	\$19,177
6122	City Share FICA and Medicare	\$8,148	\$8,298	\$10,368	\$10,368	\$10,795
6125	Unemployment Payments	\$957	\$957	\$0	\$0	\$0
6205	Memberships	\$616	\$701	\$650	\$650	\$650
6210	Training & Seminars	\$193	\$50	\$1,500	\$2,000	\$2,000
6250	Telephone	\$564	\$730	\$720	\$850	\$850
6355	Contractual Services	\$24,752	\$19,259	\$25,000	\$20,000	\$22,000
6505	Liability & Property Insurance	\$549	\$536	\$725	\$539	\$575
6515	Worker's Compensation Self-Ins.	\$358	\$358	\$150	\$150	\$150
Public Works Administration		\$184,954	\$190,784	\$213,348	\$208,792	\$219,400

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #14 — Public Works Administration

Detail on Significant Items

Account

Personnel

(1) Director of Public Works

6355

Contractual Services

Maintenance of Traffic Signals & Opticoms

\$22,000

Total

\$22,000

Engineering

The Engineering Department performs civil engineering services for public and private infrastructure improvements within the City. These services include planning, surveying, design, and construction management of municipal infrastructure improvements, preparation and revisions to municipal regulations for improvements, plan review, construction inspection of private improvements, and assisting private property owners resolve drainage and grading concerns. The department coordinates with federal, state, and county agencies on funding, infrastructure improvements, regulations, and assists other City departments with engineering.

Several federally funded grant projects will be continuing in 2013.

- **Deerpath Road Bridge Rehabilitation** - Phase 2 Design Engineering will continue.
- **Houston Street Streetscape & Reconstruction** – City Staff will continue to work on the design of Houston Street from Batavia Ave. to Island Ave. The improvements include watermain replacement, roadway reconstruction and streetscape enhancements.
- **Main Street Reconstruction & Traffic Signal Modernization/Interconnect** – Phase 1 & 2 Design Engineering for the reconstruction of Main Street from Batavia Avenue to Van Nortwick Avenue will continue by City Staff. Construction is anticipated in 2015.
- **Pedestrian Crossing** – The design of pedestrian crossings at key intersections along Batavia Avenue and IL Route 25 will be designed.
- **Safe Routes to School (Rotolo Middle School, Alice Gustafson, H.C. Storm, JB Nelson, Prairie Path Pedestrian Push Button Signs & Non-Infrastructure)** – Phase 2 design will continue in 2013 and depending on the IDOT review construction may still be possible in 2013 of the a pedestrian bridge over the Batavia Creek along Hart Road, sidewalk along the entrance to the Rotolo Middle School and construction of footpaths at both Alice Gustafson and H.C. Storm. The Phase 1 & 2 design for the JB Nelson & Prairie Path Push Button Sign projects will begin in 2013. If IDOT releases the funding these will begin in 2013.
- **Wilson Street Traffic Signal Interconnect/Modernization** – The construction will continue and include the intersections of River St/Wilson St and Washington Ave/Wilson St.
- **Wilson Street Streetscape & Traffic Signal Modernization/Interconnect**– Construction is planned for 2013 from Island Ave to Batavia Ave. The improvements include streetscape and traffic signal modernization and interconnect at Wilson St/Island Ave/Shumway Ave and Wilson St/Batavia Ave.

The **2013 Drainage Program** will include improvements to the existing storm sewer infrastructure in residential and industrial areas as well as stabilizing eroding creek beds and replacing failing culverts in all watersheds. South Jackson will have storm sewer installed in rear yards and connect into existing storm sewer on Elm Street to alleviate localized flooding. Mahoney Creek will be stabilized and the flowline re-established. Design work will start in-house with anticipation of fall construction. The **Fermi Lab Drainage Improvement Project** includes the clearing & regrading of a ditch along the BNSF railroad tracks and installation of an additional pipe to alleviate flooding on the Fermi Lab property near the Batavia Business Park.

The **2013 Street Program** will patch, resurface and/or reconstruct various streets in community. The department will continue to perform all field surveying, design, bidding and construction inspection work with in-house staff.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #15 — Engineering

Acct.	Description	Actual		Approved	Estimated	Proposed
		2010	2011	Budget	2012	Budget
6101	Salaries and Wages	\$348,228	\$367,771	\$417,500	\$419,097	\$470,686
6102	Overtime	\$2,038	\$1,926	\$2,000	\$2,000	\$2,000
6120	City Health Ins Contribution	\$64,642	\$69,015	\$72,400	\$72,250	\$75,865
6121	City IMRF Pension Contribution	\$37,545	\$44,810	\$54,661	\$54,869	\$64,238
6122	City Share FICA and Medicare	\$24,937	\$26,502	\$32,092	\$32,214	\$36,160
6205	Memberships	\$1,226	\$671	\$1,200	\$1,200	\$1,200
6210	Training & Seminars	\$1,660	\$888	\$7,600	\$1,000	\$7,600
6215	Resource Materials	\$589	\$186	\$500	\$200	\$300
6225	Postage & Shipping	\$288	\$244	\$350	\$200	\$200
6230	Office Supplies	\$2,061	\$2,432	\$2,500	\$1,900	\$2,000
6241	Fuel	\$1,411	\$2,209	\$2,345	\$2,370	\$2,370
6245	Advertisements	\$193	\$294	\$600	\$600	\$600
6248	Regulatory Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
6250	Telephone	\$3,165	\$2,526	\$2,800	\$2,000	\$2,200
6255	Clothing & Uniforms	\$398	\$582	\$650	\$300	\$650
6288	Recording Fees	\$328	\$481	\$400	\$300	\$400
6310	R & M Vehicles	\$1,426	\$2,752	\$2,500	\$1,500	\$2,000
6355	Contractual Services	\$848	\$840	\$12,250	\$12,500	\$7,500
6360	Engineering Fees	\$38,023	\$7,211	\$11,000	\$11,000	\$10,000
6445	Other Equipment	\$1,237	\$637	\$1,850	\$1,850	\$3,535
6470	Drainage Projects	\$388,265	\$0	\$0	\$0	\$55,000
6505	Liability & Property Insurance	\$1,610	\$1,571	\$2,125	\$1,579	\$1,675
6515	Worker's Compensation Self-Ins.	\$2,750	\$2,750	\$500	\$500	\$3,000
	Engineering	\$923,868	\$537,298	\$628,823	\$620,429	\$750,179

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

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	
	Regular Salaries	\$451,415
	Temporary Increase of 520 hours for Engineering Assistant to Accomodate for Main St. Work	\$19,271
	Total	\$470,686

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

6355	Contractual Services	
	Professional Services	\$7,500
	Total	\$7,500

6445	Other Equipment	
	Engineering 1/4 Share of the cost for the GPS Receiver - Replacing an out of date receiver.	\$3,535
	Total	\$3,535

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #15 — Engineering

Detail on Significant Items

Account

6470	Drainage Projects		
	Braeburn Marsh Maintenance		\$55,000
		Total	\$55,000

Building & Grounds

The Buildings & Grounds budget includes one Maintenance Technician. This position currently works under the City Administrator. The Maintenance Technician 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.

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 capital leases 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 Maintenance Technician also coordinates 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 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #16 — Building and Grounds

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$51,323	\$57,203	\$61,947	\$61,947	\$66,700
6102	Overtime	\$459	\$736	\$750	\$750	\$800
6103	Double-time	\$0	\$1,234	\$500	\$700	\$800
6120	City Health Ins Contribution	\$13,487	\$18,513	\$21,040	\$21,395	\$22,465
6121	City IMRF Pension Contribution	\$5,672	\$7,180	\$8,235	\$8,261	\$9,282
6122	City Share FICA and Medicare	\$3,767	\$4,169	\$4,835	\$4,850	\$5,225
6230	Office Supplies	\$95	\$0	\$100	\$3,000	\$1,000
6241	Fuel	\$740	\$1,321	\$1,088	\$600	\$1,000
6250	Telephone	\$30,396	\$25,401	\$28,500	\$26,481	\$26,500
6260	Utilities	\$83,459	\$68,295	\$93,200	\$85,000	\$93,200
6264	General Supplies	\$9,192	\$8,666	\$15,000	\$15,000	\$15,000
6310	R & M Vehicles	\$1,264	\$2,671	\$2,000	\$1,000	\$2,000
6315	R & M Building	\$139,693	\$211,929	\$148,500	\$144,868	\$160,200
6320	Equipment Rental	\$23,976	\$22,141	\$26,000	\$18,000	\$6,000
6340	R & M Equipment	\$150	\$1,486	\$0	\$150	\$200
6505	Liability & Property Insurance	\$57	\$55	\$75	\$56	\$75
6515	Worker's Compensation Self-Ins.	\$550	\$550	\$500	\$500	\$500
Building and Grounds		\$364,280	\$431,550	\$412,270	\$392,558	\$410,947

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #16 — Building and Grounds

Detail on Significant Items

Account

Personnel

(1) Building Maintenance Coordinator

6315	R & M Building		
	Janatorial and Building Maintenance Services		\$42,000
	Repair Plumbing in PD Locker Room		\$7,000
	Repair Building Fascia		\$3,900
	Replace Heat Exchangers on Five Rooftop Units		\$13,500
	Carpet Replacement Code Enforcement		\$5,300
	Replace Exterior Main Door & PD Hall Door		\$10,000
	Backup Generator Electrical and Engine Repair		\$8,000
	Second Floor Repaint		\$8,600
	Replace Four Rolling Tables		\$5,000
	Repair Doors at Food Pantry		\$1,000
	General Maintenance		\$40,000
	Windmill Repairs		\$15,900
		Total	\$160,200
6320	Equipment Rental		
	Copier and Postage Machine Maintenance		\$6,000
		Total	\$6,000

Finance

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

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

Activity in 2012 focused on the budget and the City's continued efforts on the financial sustainability project with close monitoring of both revenues and expenditures throughout the year. The Finance Department issued an RFP for audit services, having been with the same auditor since 1997. The City will be contracting with Sikich, LLP for its primary and TIF audit services beginning with the 2012 audit. In addition to Finance Department presented updated investment and asset policies to the City Council for approval.

The department also upgraded its financial software package in 2012. The upgrade had a minimal cost impact and has provided greater functionality. Finance staff has worked with electric staff throughout the year to assist with the transfer of their current inventory module to a module that is integrated with the City's financial software. The transition should be complete by the end of 2012.

Accounting for the City's purchased power contracts and the calculation of the purchased power adjustment factor on customer utility bills continued to be at the forefront of the department. Many changes have occurred in the City's electric utility since the end of the City's all requirements contract and much work has been done to assure the best long-term position for the utility. Plans for 2013 include updating internal control policies and procedures in conjunction with working with a new audit team.

Plans also will continue on working towards providing further financial reports and information to the City Council. It is anticipated that work will also continue on the City's strategic plan and work towards a five-year budget projection.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #17 — Finance and Accounting

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$348,341	\$361,655	\$372,279	\$372,279	\$369,812
6102	Overtime	\$59	\$0	\$0	\$0	\$0
6120	City Health Ins Contribution	\$41,330	\$64,062	\$67,100	\$61,606	\$64,690
6121	City IMRF Pension Contribution	\$38,612	\$44,406	\$48,508	\$48,508	\$50,257
6122	City Share FICA and Medicare	\$25,226	\$25,662	\$28,479	\$28,479	\$28,291
6205	Memberships	\$300	\$525	\$550	\$550	\$600
6210	Training & Seminars	\$19	\$350	\$2,000	\$1,000	\$1,000
6215	Resource Materials	\$148	\$148	\$150	\$308	\$300
6220	Travel & Mileage	\$457	\$322	\$425	\$425	\$450
6225	Postage & Shipping	\$3,310	\$3,147	\$3,500	\$3,150	\$3,300
6230	Office Supplies	\$3,621	\$5,963	\$7,000	\$6,500	\$6,500
6235	Printing & Photo	\$1,552	\$1,878	\$2,000	\$2,000	\$2,250
6250	Telephone	\$0	\$0	\$0	\$780	\$1,000
6351	Auditing	\$42,705	\$48,090	\$50,000	\$45,000	\$45,900
6505	Liability & Property Insurance	\$549	\$834	\$900	\$539	\$575
6515	Worker's Compensation Self-Ins.	\$550	\$550	\$150	\$150	\$150
Finance and Accounting		\$506,779	\$557,592	\$583,041	\$571,274	\$575,075

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

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

Sikich, LLP

\$39,900

GASB 45 Actuarial Report & Misc. Services

\$6,000

Total

\$45,900

Information Systems

The Information Systems (IS) department provides Information Technology (IT) services to all city personnel. The department is responsible for GIS (Geographical Information System), computer hardware, internal networking, software applications, the City phone system, and the City website. The focus of the department is to provide cost-effective technology solutions necessary for the employees to serve the residents.

The department manages over 200 phones and 140 personal computers used by 220 people. The Information Systems Director, Systems Manager, and GIS Technician staff the department.

In 2013, we will be updating a few of our larger software programs. The fleet maintenance program, CFA, will be updated to provide additional features and function correctly with Windows 7. The Police New World system will receive an operating system and database upgrade. This will make it viable for future application upgrades from New World Systems.

Hardware in the budget includes updating 29 personal computers and 6 laptops, all which are over 5 years old. Rather than investing in secondary storage for additional disk space in 2012, we will upgrade our Storage Area Network (SAN) nodes in 2013. Lower SAN prices in the current market make the purchase more feasible and a better long-term investment than adding ancillary storage devices.

Finally we will be replacing Mobile Data Computer's (MDC) in the Fire vehicles with Apple iPad's. We have been testing some applications written by Todd Davis for the iPad's that will allow Fire personnel to receive incident dispatches and routing directions in the vehicles. The iPad's are a significant cost savings over the MDC's while still providing all of the required mobile capabilities.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department # 18 — Information Systems

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$236,843	\$251,184	\$258,587	\$261,089	\$272,591
6120	City Health Ins Contribution	\$39,021	\$41,723	\$42,525	\$42,160	\$44,270
6121	City IMRF Pension Contribution	\$25,300	\$29,835	\$33,694	\$34,020	\$37,045
6122	City Share FICA and Medicare	\$16,811	\$17,822	\$19,782	\$19,973	\$20,853
6205	Memberships	\$300	\$300	\$525	\$525	\$525
6210	Training & Seminars	\$1,176	\$903	\$2,375	\$875	\$1,750
6215	Resource Materials	\$3,293	\$282	\$800	\$800	\$1,100
6220	Travel & Mileage	\$188	\$110	\$150	\$150	\$150
6225	Postage & Shipping	\$2	\$11	\$100	\$100	\$100
6230	Office Supplies	\$494	\$372	\$500	\$500	\$500
6231	Computer Software and Access	\$1,382	\$7,866	\$34,400	\$38,000	\$27,400
6232	Computer Supplies	\$1,701	\$2,941	\$3,000	\$2,000	\$2,500
6241	Fuel	\$249	\$163	\$350	\$300	\$300
6250	Telephone	\$12,960	\$9,739	\$9,980	\$10,300	\$10,964
6255	Clothing & Uniforms	\$0	\$101	\$150	\$150	\$50
6325	Computer Maintenance	\$41,675	\$36,314	\$42,720	\$40,000	\$35,100
6355	Contractual Services	\$12,018	\$17,239	\$17,484	\$17,484	\$18,300
6362	Software Training	\$909	\$635	\$1,000	\$0	\$0
6375	Software Support	\$122,041	\$126,167	\$136,952	\$132,000	\$136,476
6405	Computer Hardware	\$29,084	\$40,137	\$146,030	\$127,000	\$119,830
6505	Liability & Property Insurance	\$549	\$536	\$725	\$539	\$575
6515	Worker's Compensation Self-Ins.	\$550	\$550	\$150	\$150	\$150
Information Systems		\$546,546	\$584,930	\$751,979	\$728,115	\$730,529

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #18 — Information Systems

Detail on Significant Items

Account

Personnel

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

6210 Training & Seminars

	GIS, ILGISA, ARCGIS Web Training	\$1,750
	Total	\$1,750

6215 Resource Materials

	Reference Material	\$300
	Apple Development Program	\$300
	MS Technet	\$500
	Total	\$1,100

6231 Computer Software and Access

	Adobe Lightroom, VPN, and Misc Requests	\$3,500
	Windows Server Licenses	\$1,500
	User License - Firehouse Software	\$1,100
	CFA Upgrade	\$12,000
	Tornado Siren Software Upgrade	\$3,700
	New World OS and DB Upgrade (66% Reimb Gen & STC)	\$5,600
	Total	\$27,400

6250 Telephone

	Cell Cards (15 Police, 7 Fire, 1 IS) and Phone Accessories	\$10,964
	Total	\$10,964

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #18 — Information Systems

Detail on Significant Items

Account

6325	Computer Maintenance	
	Eng - Wide Format Plotter	\$1,500
	IS - Network Security	\$4,400
	IS - Repairs including Street Sign Cutter and Printer	\$3,000
	IS - Phone System	\$15,500
	IS - Backup Tape Library	\$3,800
	Pol - Mobile Server (66% Reimb STC)	\$2,500
	Pol - Digital Fingerprint	\$2,600
	Pol - Mobile Data Computers	\$1,800
	Total	\$35,100

6355	Contractual Services	
	Internet Services	\$6,500
	Email Antivirus and Spam	\$6,000
	Web Security	\$3,800
	Consulting and Programming Services	\$2,000
	Total	\$18,300

6375	Software Support	
	Admin/HR - Munimetrix, Benefit Software	\$875
	CD - LAMA	\$16,500
	Eng - Micropaver, AutoTurn, AutoCAD	\$3,855
	Fin - FinPlus, Emphasys	\$27,550
	Fire - Firehouse	\$4,200
	IS - GIS	\$16,000
	IS - Altiris, Trendmicro, VMWare, Symantec	\$11,790
	Police Software Maintenance	\$50,001
	HMIS, CFA, AutoCAD, International Diagnostics	\$5,705
	Total	\$136,476

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #18 — Information Systems

Detail on Significant Items

Account

6405	Computer Hardware	
	CD - Tablet for CD Inspector	\$1,200
	Fire - EOC Projector	\$2,000
	Fire - 6 iPad's to Replace MDC's	\$3,780
	IS - 29 Desktop PC 's and 6 Laptop's	\$30,700
	IS - Unanticipated Hardware	\$3,000
	IS - Wifi Firewall	\$750
	IS - SAN Upgrade	\$36,000
	IS - GIS Metal Detector	\$800
	IS - GIS GPS Data Collector	\$18,500
	IS - KVM Switch for Server Rack	\$1,500
	IS - Spare Cisco Switch	\$3,400
	IS - GB Switch for Server Rack	\$3,500
	Pol - Disk Storage for Forensics Lab	\$500
	Pol - 2 MDC Replacements	\$14,200
	Total	\$119,830

Utility Billing

The City of Batavia provides electric, water and wastewater services. The Utility Billing Department sends out and collects residential, commercial and industrial utility bills. This department is part of the general fund and is under the direction of the Finance Director. All expenses of this department are charged back to the utility funds proportionately. These transfers are part of the inter-fund allocations in the budget and are considered as revenue in the general fund and an expense of the utility funds.

The Utility Billing Department is often the first point of contact a resident or business has with the City of Batavia. Utility Billing strives to ensure that this contact is personable and positive. The department continues to look for ways to make working with the City 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 with a once a year catch-up. 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 with the notification system established through the e-news program; we e-mail them when their bill is ready for viewing. 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.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #19 — Utility Billing

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$127,540	\$97,721	\$148,214	\$145,119	\$162,924
6102	Overtime	\$1,198	\$0	\$500	\$200	\$200
6120	City Health Ins Contribution	\$8,300	\$0	\$18,613	\$15,373	\$43,756
6121	City IMRF Pension Contribution	\$14,939	\$12,561	\$19,377	\$18,935	\$22,169
6122	City Share FICA and Medicare	\$9,921	\$7,186	\$11,377	\$11,117	\$12,479
6210	Training & Seminars	\$0	\$0	\$4,000	\$1,000	\$1,000
6225	Postage & Shipping	\$65,241	\$47,429	\$52,000	\$49,000	\$52,000
6230	Office Supplies	\$3,010	\$1,270	\$3,100	\$2,200	\$2,200
6231	Computer Software and Access	\$12,900	\$13,032	\$13,400	\$13,200	\$13,400
6280	Collection Fees	\$1,056	\$2,518	\$1,600	\$2,400	\$2,500
6305	R & M Office Equipment	\$5,952	\$5,904	\$6,500	\$5,000	\$5,000
6355	Contractual Services	\$5,598	\$24,953	\$28,000	\$29,925	\$31,200
6505	Liability & Property Insurance	\$549	\$536	\$725	\$539	\$575
6515	Worker's Compensation Self-Ins.	\$550	\$550	\$150	\$150	\$150
6625	Bad Debt Expense	\$3,355	\$2,815	\$3,500	\$3,900	\$4,000
	Utility Billing	\$260,109	\$216,475	\$311,056	\$298,058	\$353,553

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #19 — Utility Billing

Detail on Significant Items

Account

Personnel

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

6305	R & M Office Equipment	
	Itron Meter Reading Software & Hardware Maintenance	\$5,000
	Total	\$5,000

Economic Development

The Department of Economic Development encourages economic development, business retention and expansion by creating a positive attitude toward businesses within the City's corporate limits and to encourage downtown revitalization through the use of development incentives and building improvements. The Department administers the Micro Loan and Revolving Loan Programs and actively works with the State of Illinois Department of Commerce and Economic Opportunity and Kane County to locate and financially assist businesses.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #22 — Economic Development

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$47,968	\$52,592	\$58,296	\$58,296	\$62,497
6121	City IMRF Pension Contribution	\$5,525	\$6,300	\$7,596	\$7,596	\$8,493
6122	City Share FICA and Medicare	\$3,670	\$4,023	\$4,460	\$4,460	\$4,781
6205	Memberships	\$150	\$0	\$575	\$2,200	\$2,000
6210	Training & Seminars	\$0	\$0	\$0	\$2,000	\$1,500
6220	Travel & Mileage	\$0	\$0	\$0	\$200	\$250
6225	Postage & Shipping	\$0	\$0	\$0	\$0	\$250
6235	Printing & Photo	\$0	\$0	\$0	\$1,500	\$3,000
6245	Advertisements	\$0	\$0	\$0	\$0	\$1,000
6355	Contractual Services	\$10,053	\$5,161	\$12,000	\$6,500	\$25,000
Economic Development		\$67,366	\$68,076	\$82,927	\$82,752	\$108,771

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #22 — Economic Development

Detail on Significant Items

Account

Personnel

- (1) 1/4 Assistant City Administrator
- (1) 3/4 PT Economic Development Analyst

6355	Contractual Services		
	Marketing Consulting		\$25,000
		Total	\$25,000

Police

The Police Department will enter 2013 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 10 personnel available to serve the citizens of Batavia 24 hours daily.

In 2012, the Department increased sworn personnel by hiring 3 full-time police officers to bring our current sworn staff from 37 in 2012 to 40 sworn officers in 2013. With our increase in officers, an officer will be dedicated as a Traffic Enforcement Officer for directed patrols in high traffic conflict areas. The Traffic Enforcement Officer will also be responsible to assist with enforcement issues and public awareness of traffic laws in the areas surrounding the City's new Streetscape Projects on North River Street and Houston Street upon their completion. The Department's Patrol Division traffic enforcement activities were up 12% from the previous year in overall traffic enforcement activity, and a dedicated traffic officer will increase this activity even more. Trends show that through increased traffic enforcement efforts, our overall reduction in traffic crashes should continue, and make our streets safer. Currently, the increased traffic enforcement campaign the Department embarked upon in 2009 has netted an overall 28% reduction in traffic crashes in the community.

The Department began implementation of a Prescription Drug Collection Program for the citizens of Batavia in order to provide a safe and secure location to turn in old prescription medications that would then be disposed of in a manner that is safe for the environment. This program will reach full implementation in 2013 and will be accessible to all citizens of the City of Batavia.

In 2012, the Police Department received a grant to purchase a 2013 Ford Police Interceptor Utility Vehicle that will be added to our fleet of every day patrol vehicles for use by patrol supervisors. Efforts will continue in 2013 to fully equip this vehicle so that it can be used in the dual purpose role as both an every-day patrol vehicle as well as a Mobile Field Command Post vehicle during responses to critical incidents.

The capabilities of the Department's New World Records Management Systems (RMS) will be further expanded in 2013 to include activation and utilization of the system's Crime Mapping Module. This component of the RMS will enable the patrol watch commanders to better focus and deploy their manpower resources to target high crime and hot spot locations throughout the City of Batavia.

In 2013, the Department will continue focusing on delivering high quality core police services as well as expanding our overall law enforcement capabilities through targeted enforcement strategies and beginning to replace additional capabilities lost during the economic downturn. We will continue to maximize the efficiency of our service delivery through the application of our current technology. The members of the Department remain committed to keeping Batavia a safe, family-oriented community.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department # 31 — Police Admin & Operations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$4,405,428	\$4,150,431	\$4,364,565	\$4,175,108	\$4,337,191
6102	Overtime	\$183,533	\$181,609	\$255,000	\$235,000	\$241,300
6105	Outside Work Agreement	\$17,253	\$19,317	\$20,000	\$20,000	\$22,797
6107	Part-time Wages	\$37,976	\$36,729	\$38,071	\$44,337	\$44,396
6120	City Health Ins Contribution	\$864,270	\$772,906	\$832,611	\$772,341	\$829,304
6121	City IMRF Pension Contribution	\$58,601	\$60,282	\$65,485	\$63,022	\$70,714
6122	City Share FICA and Medicare	\$88,484	\$86,498	\$93,345	\$97,615	\$102,376
6123	City Pension Contribution	\$1,192,707	\$1,218,262	\$1,268,368	\$1,268,368	\$1,310,582
6147	Board of Police & Fire Commission	\$375	\$3,084	\$36,940	\$34,940	\$4,500
6205	Memberships	\$5,601	\$5,746	\$7,395	\$6,895	\$7,200
6210	Training & Seminars	\$9,975	\$13,887	\$29,113	\$29,113	\$27,568
6215	Resource Materials	\$987	\$1,225	\$1,230	\$1,230	\$1,760
6220	Travel & Mileage	\$204	\$600	\$1,200	\$400	\$1,200
6225	Postage & Shipping	\$3,381	\$3,616	\$4,500	\$4,000	\$4,500
6230	Office Supplies	\$11,621	\$14,190	\$14,300	\$14,300	\$14,650
6233	Vehicle & Equip. Supplies	\$5,533	\$6,003	\$7,500	\$7,500	\$7,500
6235	Printing & Photo	\$6,622	\$8,726	\$8,700	\$8,700	\$12,650
6237	Communication Supplies	\$2,358	\$5,635	\$7,200	\$7,200	\$7,700
6239	Investigative Supplies	\$1,715	\$1,437	\$1,500	\$1,500	\$2,605
6241	Fuel	\$82,470	\$99,547	\$105,000	\$112,075	\$112,075
6242	Patrol Supplies	\$6,679	\$6,695	\$9,700	\$8,500	\$10,374
6246	Community Relations	\$631	\$822	\$1,000	\$1,000	\$1,000
6247	Ammunition & Safety	\$7,264	\$13,573	\$10,460	\$10,460	\$13,221
6250	Telephone	\$12,836	\$12,118	\$15,060	\$10,600	\$9,600
6255	Clothing & Uniforms	\$31,111	\$39,461	\$55,274	\$50,175	\$51,600
6259	Meals & Refreshments	\$352	\$315	\$800	\$400	\$800
6310	R & M Vehicles	\$46,570	\$51,419	\$59,560	\$59,560	\$59,560
6320	Equipment Rental	\$6,424	\$10,018	\$10,712	\$10,712	\$750
6340	R & M Equipment	\$5,367	\$8,375	\$9,940	\$7,440	\$13,170
6355	Contractual Services	\$371,865	\$421,474	\$464,920	\$464,920	\$440,511
6371	Narcotics & Enforcement	\$5,500	\$101	\$500	\$500	\$1,000
6445	Other Equipment	\$230	\$3,845	\$8,000	\$8,000	\$2,000
6450	Vehicles & Equipment	\$0	\$75,880	\$233,594	\$233,594	\$6,800
6505	Liability & Property Insurance	\$64,893	\$70,826	\$70,000	\$69,723	\$75,000
6515	Worker's Compensation Self-Ins.	\$250,000	\$250,000	\$225,000	\$225,000	\$225,000
Police Admin & Operations		\$7,788,816	\$7,654,652	\$8,336,543	\$8,064,228	\$8,072,954

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

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

6123	City Pension Contribution	
	100% Funding and 22 Year Amortization	\$1,310,582
	Total	\$1,310,582

6210	Training & Seminars	
	Conferences/Seminars	\$2,526
	Training	\$24,052
	Monthly Training & Assoc. Meetings	\$990
	Total	\$27,568

6215	Resource Materials	
	Increase due to year for Illinois Compiled Statutes	\$1,760
	Total	\$1,760

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6235	Printing & Photo	
	Various Ticket Books Due to Legal Changes	\$9,800
	Point & Shoot Cameras, Memory Cards & Investigative Lens for Cameras	\$2,850
	Total	\$12,650
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6237	Communication Supplies	
	3rd Year of 4 Year Portable Radio Replacement Program	\$7,200
	Change Charger for Watch Commander Vehicle	\$500
	Total	\$7,700
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6239	Investigative Supplies	
	Increase for Evidence Collection Supplies	\$2,605
	Total	\$2,605
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6247	Ammunition & Safety	
	Ammunition	\$8,500
	Protective Gear/Equipment	\$2,360
	Targets/Shooting Mats/Steel Targets/etc.	\$2,361
	Total	\$13,221
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6255	Clothing & Uniforms	
	Clothing Allowance (40 Officers @ \$825)	\$33,000
	Clothing Allowance - Teamsters	\$3,400
	Body Armor Replacement (15 Officers @ \$600)	\$9,000
	Insignias, badges, patches, commendation bars, etc.	\$5,000
	Work Attire for Evidence Custodian	\$300
	Riot Helmets	\$900
	Total	\$51,600

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6320 Equipment Rental

Rental of Quantitive Gas Mask Test Fit Equipment	\$750
Total	\$750

6340 R & M Equipment

Various Equipment Repairs	\$7,650
Copier and Fax Machine Maintenance	\$4,020
LED Traffic Sign Maintenance Support	\$1,500
Total	\$13,170

6355 Contractual Services

TriCom Dispatch	\$376,226
Ordinance Prosecution Fees	\$19,200
Kane County Animal Control	\$7,000
Tower Car Wash Contract	\$6,000
Pension Actuarial Report	\$2,250
AID - Victim Services Program	\$12,500
Lexipol Policy Manual Updates & Daily Bulletin	\$5,550
Lexis Nexis Accruit: Investigation Information Data Bank	\$4,320
LEADS On Line (Pawn Brokers & Junk Agencies)	\$3,000
Backgrounds On-Line (Background Investigations)	\$615
Various Professional Services	\$3,850
Total	\$440,511

6371 Narcotics & Enforcement

Credit Checks, Subpoenas, Stolen Property Appraisals	\$1,000
Total	\$1,000

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

6445 Other Equipment

Wireless Locking Systems Evidence & Armory Rooms \$2,000

Total \$2,000

6450 Vehicles & Equipment

Change Over Vehicles \$4,500

Striping & Graphics \$1,800

Extra Prisoner Seat \$500

Total \$6,800

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 3,264 incidents in 2011, of which 1,321 were fire or rescue related and 1,943 were emergency medical. Total call projections for 2012 are expected to be higher at about 3,434 incidents. The department has working agreements with all of the surrounding fire departments to receive and provide aid to supplement equipment and personnel. In 2011 Batavia Fire Department received assistance from neighboring fire departments 336 times and provided assistance 404 times.

The department currently has 22 fulltime firefighters, 35 paid-on-call firefighters and 12 contract paramedic/firefighters. Due to the filling of the Deputy Chief position from within the department, we are currently down one firefighter. The department will be seeking to hire that new firefighter at the end of 2012. 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, and does many preschool education sessions. 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 3, with Class 1 as the best Class 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. Due to the low amount of construction in the last few years the fire department has been able to hold off on filling the position. But, construction within Batavia is already on the rise. If the economy and construction continue to rise throughout 2013, the fire department will be seeking to refill the Fire Marshal position in 2014. The Fire Marshal position not only reviews construction plans and progress, but it also monitors existing industrial processes and hazardous material use within the city. That is an important area of expertise that cannot be filled by the normal firefighter on a routine inspection. An extended vacancy in that position will, with time, lead to poor industrial practices and a higher likelihood of industrial accidents.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department # 32 — Fire Services

Acct.	Description	Actual		Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$2,005,723	\$1,942,356	\$2,116,884	\$2,024,543	\$2,129,376
6102	Overtime	\$167,001	\$174,910	\$200,000	\$245,000	\$210,000
6107	Part-time Wages	\$465,059	\$446,197	\$475,100	\$470,000	\$484,602
6120	City Health Ins Contribution	\$405,352	\$457,135	\$484,873	\$466,689	\$512,785
6121	City IMRF Pension Contribution	\$5,439	\$6,565	\$7,562	\$7,562	\$8,044
6122	City Share FICA and Medicare	\$65,623	\$64,487	\$69,538	\$72,461	\$74,663
6123	City Pension Contribution	\$691,630	\$697,577	\$667,656	\$667,656	\$655,325
6125	Unemployment Payments	\$2,127	\$149	\$2,500	\$0	\$0
6205	Memberships	\$4,089	\$3,948	\$5,200	\$5,000	\$5,500
6209	Training EMS	\$0	\$2,595	\$3,000	\$2,000	\$2,700
6210	Training & Seminars	\$13,439	\$11,623	\$21,900	\$16,430	\$19,000
6213	Fire Prevention	\$858	\$848	\$1,100	\$1,100	\$1,200
6215	Resource Materials	\$1,562	\$1,054	\$1,500	\$1,500	\$1,600
6225	Postage & Shipping	\$1,250	\$1,037	\$1,200	\$700	\$1,100
6230	Office Supplies	\$3,998	\$4,074	\$4,200	\$4,200	\$4,200
6233	Vehicle & Equip. Supplies	\$22,896	\$13,844	\$15,000	\$13,000	\$15,000
6235	Printing & Photo	\$1,304	\$242	\$1,000	\$800	\$900
6237	Communication Supplies	\$11,443	\$3,147	\$7,000	\$7,000	\$7,000
6241	Fuel	\$28,495	\$35,416	\$36,400	\$35,000	\$35,000
6250	Telephone	\$8,285	\$7,419	\$8,500	\$8,500	\$8,700
6251	Education Program	\$4,539	\$2,639	\$4,800	\$4,500	\$4,600
6253	Haz-Mat Program	\$2,141	\$1,656	\$2,100	\$2,100	\$2,300
6255	Clothing & Uniforms	\$72,534	\$24,800	\$31,000	\$31,000	\$31,000
6256	Rescue Materials	\$5,655	\$13,224	\$9,000	\$9,000	\$9,900
6257	Medical Supplies	\$3,043	\$3,341	\$4,000	\$4,000	\$6,000
6259	Meals & Refreshments	\$1,734	\$2,501	\$2,900	\$2,900	\$3,100
6260	Utilities	\$43,786	\$36,877	\$43,000	\$43,000	\$44,000
6264	General Supplies	\$7,452	\$7,569	\$8,100	\$8,100	\$8,100
6310	R & M Vehicles	\$38,477	\$75,631	\$70,000	\$70,000	\$73,000
6315	R & M Building	\$12,127	\$9,592	\$18,000	\$12,000	\$16,000
6340	R & M Equipment	\$3,818	\$2,853	\$3,300	\$2,000	\$3,000
6355	Contractual Services	\$288,507	\$372,088	\$487,888	\$400,000	\$485,300
6373	S.C.B.A. Equipment	\$4,445	\$4,090	\$5,500	\$5,500	\$6,000
6425	Office Furniture & Equipment	\$0	\$0	\$2,000	\$2,000	\$2,000
6445	Other Equipment	\$14,000	\$13,591	\$14,000	\$14,000	\$14,000
6505	Liability & Property Insurance	\$30,299	\$31,494	\$40,000	\$29,727	\$32,000
6515	Worker's Compensation Self-Ins.	\$175,000	\$175,000	\$80,000	\$80,000	\$85,000
6525	Work Comp POC's	\$2,375	\$2,375	\$3,000	\$2,423	\$3,000
	Fire Services	\$4,615,505	\$4,653,944	\$4,958,701	\$4,771,391	\$5,004,995

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

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

6123	City Pension Contribution	
	100% Funding with 22 Year Amortization	\$655,325
	Total	\$655,325

6255	Clothing & Uniforms	
	Protective Equipment	\$21,100
	Uniforms and Support Equipment	\$9,900
	Total	\$31,000

6310	R & M Vehicles	
	Maintenance & Repair	\$66,000
	Tires	\$5,000
	Ladder Testing	\$2,000
	Total	\$73,000

6355	Contractual Services	
	Tri-Com Services	\$42,000
	Fire Extinguishers	\$2,350
	Tri-City Ambulance	\$438,650
	Pension Actuarial Services	\$2,300
	Total	\$485,300

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #33 — E.S.D.A.

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6107	Part-time Wages	\$9,543	\$9,748	\$10,000	\$9,748	\$0
6122	City Share FICA and Medicare	\$721	\$746	\$765	\$746	\$0
6202	Meal Allowance	\$0	\$74	\$0	\$80	\$100
6205	Memberships	\$0	\$458	\$450	\$458	\$458
6210	Training & Seminars	\$462	\$140	\$200	\$200	\$200
6220	Travel & Mileage	\$1,095	\$946	\$400	\$400	\$400
6230	Office Supplies	\$134	\$84	\$0	\$250	\$250
6241	Fuel	\$212	\$387	\$200	\$400	\$400
6242	Patrol Supplies	\$14	\$0	\$0	\$240	\$200
6250	Telephone	\$1,178	\$1,220	\$1,000	\$2,000	\$2,000
6260	Utilities	\$849	\$771	\$875	\$1,200	\$1,275
6310	R & M Vehicles	\$2,975	\$696	\$1,000	\$800	\$800
6315	R & M Building	\$5	\$0	\$0	\$0	\$0
6320	Equipment Rental	\$819	\$1,011	\$1,200	\$1,000	\$1,100
6340	R & M Equipment	\$767	\$8,862	\$2,000	\$2,000	\$5,000
6445	Other Equipment	\$19	\$816	\$0	\$0	\$17,000
E.S.D.A.		\$18,793	\$25,959	\$18,090	\$19,522	\$29,183

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #33 — E.S.D.A.

Detail on Significant Items

Account

6340	R & M Equipment		
	Narrow Banding of Radios		\$5,000
		Total	\$5,000
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6445	Other Equipment		
	Tornado Siren by Louise White School		\$17,000
		Total	\$17,000

Streets and Sanitation

The Streets and Sanitation Division within the Public Works Department is responsible for a variety of public services such as snow plowing; street sweeping; maintenance of roadways; the storm sewer system including detention/retention ponds; maintenance of City properties, detention/retention ponds, and publicly-owned trees; brush collection; fall leaf collection; parkway tree planting; sidewalk construction and replacement program; refuse collection; and mosquito contract administration. In addition, Streets and Sanitation provides all administrative and maintenance operations for the City's two cemeteries. This includes all record keeping, research, sales, interments, and maintenance of lawn, trees and shrubs.

In July of 2013, our 5-year refuse contract with Veolia Environmental Services will end. Veolia ES has been our curbside refuse collection contractor for nearly ten years. We have started discussions with Geneva and St. Charles to pursue the possibility of bidding our three refuse programs together. We believe that this process will provide the best possible pricing for our residents.

Forestry work is 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 200-400 larger trees are trimmed by contractors every year. The battle against the Emerald Ash Borer (EAB) will continue in 2013. 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.

Other various contractual projects such as the sidewalk programs, curb and gutter replacement programs, crack sealing, pavement preservation, and roadway patching are budgeted in the MFT/Street Activities Fund but implemented by Streets.

Other Street Division responsibilities include coordinating the disposal of all Public Works generated CCDD (spoils); monitoring our electronics recycling drop off site; and coordinating the fuel system, including all testing, maintenance, and fuel purchases.

Downtown streetscape will be a new addition to the Street Division's responsibilities. Next year we have budgeted \$15,000 for contractual services and additional part-time/seasonal help to keep up with maintenance needs. During 2013 we will need to better understand all the maintenance needs on River Street and the rest of downtown. The division is also responsible for hanging baskets and planters on the bridge.

Staff will implement another year of a new fleet replacement schedule for the Public Works Department's vehicles in the Street Division as follows:

- Replacement of truck 39. This is a 1998 International dump with plow. We plan to replace this truck with a medium-duty truck with plow. This is a reduction in truck size that will save some money in the initial purchase cost and also in long-term fuel costs.

- 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.
- Replacement of vehicle 14, a 2008 Ford Escape that has shown itself to be an ineffective vehicle with limited functionality. We intend to replace this vehicle with a pickup with plow. The primary user of this vehicle is the Superintendent, and it will be shared with the Assistant Superintendent during winter operations.
- Replacement of tractor 27, a 2004 Caterpillar end loader. This tractor is shared by the Electric, Street, and Water Divisions. We intend to replace it with a similar-sized end loader.
- Replacement of tractor 42, a 1994 Ford New Holland skid loader. We intend to replace this with a bigger-sized unit in order to handle high-flow attachments including power broom and pavement grinder as well as a bucket and forks. The long-term goal of having the pavement grinder attachment and the spray patch trailer will be to reduce the amount of contractual patching.
- Carried over from 2012 is the purchase of a trailer-mounted patching machine. This machine provides a cost-effective way to create a permanent patch over potholes, alligator cracks, settled utility cuts, and ramps around high manholes without the removal of pavement.
- Replacement of our 2005 winter use hot patch trailer. This trailer is used during the winter to keep asphalt patch material warm for filling potholes.

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department # 45 — Streets and Sanitation

Acct.	Description	Actual		Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
6101	Salaries and Wages	\$1,276,976	\$1,095,658	\$1,177,640	\$1,169,026	\$1,227,580
6102	Overtime	\$60,401	\$52,176	\$70,000	\$55,000	\$65,000
6103	Double-time	\$49,402	\$70,251	\$85,000	\$55,000	\$75,000
6104	Stand-by	\$31,699	\$31,638	\$35,000	\$35,000	\$38,000
6107	Part-time Wages	\$22,761	\$24,091	\$25,000	\$22,000	\$35,000
6120	City Health Ins Contribution	\$272,184	\$277,214	\$293,815	\$300,080	\$314,820
6121	City IMRF Pension Contribution	\$151,888	\$155,209	\$178,203	\$171,218	\$191,018
6122	City Share FICA and Medicare	\$101,905	\$92,958	\$106,537	\$102,206	\$110,204
6202	Meal Allowance	\$2,018	\$1,675	\$3,000	\$2,000	\$2,200
6210	Training & Seminars	\$2,554	\$2,070	\$3,000	\$2,000	\$4,000
6220	Travel & Mileage	\$0	\$310	\$100	\$30	\$100
6225	Postage & Shipping	\$0	\$382	\$500	\$500	\$500
6230	Office Supplies	\$1,293	\$985	\$2,000	\$1,700	\$2,700
6233	Vehicle & Equip. Supplies	\$60,544	\$53,771	\$50,000	\$53,000	\$55,000
6237	Communication Supplies	\$3,411	\$634	\$2,000	\$500	\$500
6240	Materials	\$53,605	\$108,557	\$75,000	\$75,000	\$80,000
6241	Fuel	\$58,954	\$73,368	\$75,000	\$70,000	\$70,000
6243	Salt & Deicers	\$200,613	\$198,969	\$200,000	\$127,484	\$175,000
6245	Advertisements	\$723	\$448	\$1,000	\$800	\$1,000
6250	Telephone	\$6,718	\$6,299	\$7,000	\$6,500	\$7,000
6255	Clothing & Uniforms	\$10,422	\$10,190	\$10,500	\$10,500	\$11,000
6259	Meals & Refreshments	\$327	\$347	\$350	\$400	\$500
6260	Utilities	\$20,441	\$18,586	\$22,800	\$22,000	\$24,200
6261	Safety Supplies	\$2,094	\$2,163	\$2,500	\$2,500	\$2,500
6264	General Supplies	\$16,665	\$16,594	\$22,500	\$22,500	\$22,000
6286	Landfill Fees	\$1,413	\$4,473	\$6,000	\$6,000	\$8,000
6293	Ornamental Supplies	\$7,642	\$10,750	\$10,000	\$10,000	\$12,000
6310	R & M Vehicles	\$11,167	\$15,008	\$28,000	\$22,000	\$22,000
6315	R & M Building	\$14,190	\$15,413	\$28,000	\$27,500	\$42,000
6320	Equipment Rental	\$0	\$1,825	\$2,000	\$500	\$2,000
6340	R & M Equipment	\$3,571	\$33,798	\$13,000	\$10,000	\$13,000
6355	Contractual Services	\$242,756	\$222,603	\$314,268	\$305,568	\$288,200
6356	Mosquito Abatement	\$52,053	\$51,452	\$65,000	\$42,000	\$45,000
6357	Forestry and Tree Service	\$91,195	\$147,383	\$210,000	\$210,000	\$210,000
6445	Other Equipment	\$1,301	\$27,977	\$19,000	\$16,000	\$18,000
6505	Liability & Property Insurance	\$27,752	\$46,078	\$45,000	\$64,310	\$60,000
6515	Worker's Compensation Self-Ins.	\$140,000	\$140,000	\$125,000	\$125,000	\$125,000
Streets and Sanitation		\$3,000,638	\$3,011,303	\$3,313,713	\$3,145,822	\$3,360,022

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

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

6210

Training & Seminars

Monthly Safety Training	\$2,500
APWA Congress in Chicago	\$1,500
Total	\$4,000

6293

Ornamental Supplies

Flowers for Hanging Baskets	\$3,000
New Flags	\$500
Holiday Decorations	\$8,500
Total	\$12,000

6315

R & M Building

Maintenance & Janitorial for PW Building	\$20,000
South Fence and Gate Repair	\$5,000
Pavement Improvements to Yard	\$10,000
Lighting Project/Emergency Generator Wiring	\$7,000
Total	\$42,000

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

6355	Contractual Services	
	Cemetery Stone Repairs	\$1,000
	Hauling of Snow, Leaves and Spoils	\$15,000
	Mowing of Public Properties	\$80,000
	Pond Treatments and Restoration	\$13,000
	Ditch Clearing/Grading	\$3,000
	Temp Staff	\$15,000
	Toilet Rentals	\$800
	Irrigation System Maintenance	\$2,500
	Brush Collection Program	\$94,400
	Sidewalk Grinding	\$12,000
	Pavement Marking	\$14,000
	Maintenance of VRAD Sites	\$1,000
	Weather Services	\$2,500
	Animal Control	\$3,000
	Stewardship of Invasive Plants at Kirk & Wilson	\$1,000
	Additional Downtown Maintenance	\$22,000
	Batavia Welcome Signs	\$3,000
	Replace Plants in Randall Rd Median	\$5,000
	Total	\$288,200
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6357	Forestry and Tree Service	
	Tree Trimming, Removal, Replacement	\$210,000
	Total	\$210,000
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6445	Other Equipment	
	Small Equipment Replacement	\$6,000
	Grapple Attachment and Plumbing for Backhoe	\$12,000
	Total	\$18,000

City of Batavia 2013 Annual Budget

Expenditures

Fund #10 — General Activities

Department #90 — Interfund Allocations

Acct.	Description	Actual	Actual	Approved	Estimated	Proposed
		2010	2011	Budget 2012	2012	Budget 2013
7018	Transfer to MFT/Street Imp. Fd18	\$500,012	\$500,012	\$500,000	\$500,000	\$500,000
7033	Transfer to Drainage Improv Fd33	\$0	\$0	\$75,000	\$75,000	\$40,000
7041	Transfer to Fire Station DS Fd41	\$737,769	\$742,970	\$741,394	\$694,228	\$697,013
7042	Transfer to Deerpath Bridge Fd42	\$11,342	\$10,620	\$33,090	\$120	\$0
7048	Transfer to City Hall Capital Fd48	\$0	\$0	\$75,000	\$75,000	\$40,000
7053	Transfer to Fire & PW DS Fd53	\$85,295	\$0	\$0	\$0	\$0
7055	Transfer to Flood DS Fd55	\$229,100	\$228,975	\$228,200	\$228,200	\$231,750
7059	Transfer to Donovan Bridge Fd59	\$0	\$306,804	\$0	\$0	\$0
7071	Transfer to PW Capital Dev Fd71	\$175,000	\$150,000	\$200,000	\$200,000	\$225,000
7072	Transfer to Fire Capital Dev Fd72	\$50,000	\$50,000	\$100,000	\$100,000	\$100,000
Interfund Allocations		\$1,788,518	\$1,989,381	\$1,952,684	\$1,872,548	\$1,833,763

City of Batavia 2013 Annual Budget

Fund # 10 — General Activities

Department #90 — Interfund Allocations

Detail on Significant Items

Account

7055	Transfer to Flood DS Fd55		
	Final Transfer		\$231,750
		Total	\$231,750