

General Fund

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

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

| | |
|---|------------------------------------|
| Sales Tax Rate | Municipal Property Tax Rate |
| 8.0% on General Merchandise | 2019 - \$0.738957 |
| 1.75% on Food and Drug | 2018 - \$0.733595 |
| 7.0% on Registered Vehicles | 2017 - \$0.742796 |
| | 2016 - \$0.697011 |
| City Share | 2015 - \$0.695527 |
| 1% of all Sales Tax | 2014 - \$0.715334 |
| 1% Home Rule on General Merchandise | 2013 - \$0.731342 |
| | 2012 - \$0.695886 |
| Utility Taxes/Fees | 2011 - \$0.672037 |
| Water 4% | 2010 - \$0.592473 |
| Natural Gas \$0.035/Therm | |
| Telecommunications 6% | Typical Total Tax Rate |
| Electric Franchise Fee 4% | 2019 - \$9.018397 |
| Gasoline \$0.05/Gallon | 2018 - \$9.022619 |
| Liquor Tax 2% | 2017 - \$9.123399 |
| | 2016 - \$9.214220 |
| | 2015 - \$9.610211 |
| | 2014 - \$9.862077 |
| | 2013 - \$9.605213 |
| | 2012 - \$9.074522 |
| | 2011 - \$8.595600 |
| | 2010 - \$7.431154 |
| Total Equalized Assessed Valuation | |
| 2019 - \$1,035,799,880 | |
| 2018 - \$ 1,008,942,951 | |
| 2017 - \$ 977,594,114 | |
| 2016- \$ 955,521,844 | |
| 2015 - \$ 914,945,274 | |
| 2014 - \$ 889,954,712 | |
| 2013 - \$ 913,768,374 | |
| 2012 - \$ 956,787,649 | |
| 2011 - \$ 997,336,424 | |
| 2010 - \$ 1,053,784,460 | |

City of Batavia 2021 Annual Budget

General Fund with Economic Development Sub-Fund

| Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|------------------------------|---------------------|---------------------|----------------------------|-----------------------|----------------------------|
| Surplus and Reserves | \$12,951,198 | \$13,609,495 | | \$14,580,327 | \$12,641,358 |
| 01 Intergovernmental | \$3,798,927 | \$4,233,585 | \$4,171,000 | \$4,381,500 | \$4,370,500 |
| 01 Municipal Taxes/Fees | \$5,560,379 | \$5,480,612 | \$5,451,000 | \$5,305,725 | \$5,336,250 |
| 01 Property Taxes | \$7,149,751 | \$7,267,135 | \$7,547,657 | \$7,540,171 | \$7,813,457 |
| 01 Sales Taxes | \$8,793,196 | \$8,774,551 | \$8,735,000 | \$8,527,000 | \$8,715,000 |
| 04 Fees & Services | \$1,508,440 | \$1,402,333 | \$1,565,242 | \$1,002,972 | \$1,221,472 |
| 05 Fines and Forfeitures | \$273,047 | \$255,460 | \$259,000 | \$178,500 | \$210,000 |
| 06 Other Revenues | \$560,099 | \$731,527 | \$590,000 | \$2,007,979 | \$348,000 |
| Total Revenue | \$27,643,839 | \$28,145,203 | \$28,318,899 | \$28,943,847 | \$28,014,679 |
| Administration & Legislative | \$1,147,428 | \$1,158,606 | \$1,249,721 | \$1,212,847 | \$1,251,397 |
| Human Resources | \$400,943 | \$439,997 | \$476,213 | \$446,382 | \$472,625 |
| Community & Economic Dev | \$1,229,724 | \$1,433,956 | \$1,709,309 | \$1,772,323 | \$1,599,052 |
| Public Works Administration | \$254,691 | \$255,844 | \$273,190 | \$270,305 | \$277,765 |
| Engineering | \$677,957 | \$709,893 | \$736,742 | \$716,500 | \$836,521 |
| Public Properties & Services | \$1,066,175 | \$2,098,387 | \$2,354,396 | \$2,189,642 | \$2,355,626 |
| Finance and Accounting | \$684,978 | \$678,079 | \$723,203 | \$711,272 | \$734,998 |
| Information Systems | \$909,258 | \$1,066,521 | \$1,451,150 | \$1,283,519 | \$1,299,935 |
| Utility Billing | \$416,942 | \$436,901 | \$464,389 | \$460,563 | \$480,104 |
| Police Admin & Operations | \$9,312,595 | \$9,723,911 | \$10,416,046 | \$10,349,133 | \$10,648,271 |
| Fire Services | \$5,441,013 | \$5,867,880 | \$6,124,045 | \$6,040,821 | \$6,466,259 |
| E.S.D.A. | \$29,508 | \$30,838 | \$41,200 | \$38,070 | \$41,327 |
| Streets and Sanitation | \$3,319,420 | \$2,550,870 | \$2,831,345 | \$2,538,508 | \$2,644,545 |
| Utility Share General Fund | \$-1,645,000 | \$-1,735,000 | \$-2,025,000 | \$-2,025,000 | \$-2,100,000 |
| Interfund Allocations | \$2,536,500 | \$2,457,688 | \$3,492,450 | \$3,484,200 | \$2,695,850 |
| ED Grant Agreement | \$1,203,410 | \$0 | \$1,393,731 | \$1,393,731 | \$0 |
| Total Expense | \$26,985,542 | \$27,174,371 | \$31,712,130 | \$30,882,816 | \$29,704,275 |
| Surplus/(Deficit) | \$658,297 | \$970,832 | (\$3,393,231) | (\$1,938,969) | (\$1,689,596) |
| Surplus and Reserves | \$13,609,495 | \$14,580,327 | | \$12,641,358 | \$10,951,762 |

City of Batavia 2021 Annual Budget

Fund #10 — General Fund Summary

| Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|------------------------------|---------------------|---------------------|----------------------------|---------------------|----------------------------|
| Surplus and Reserves | \$10,354,057 | \$12,215,764 | | \$13,186,596 | \$12,641,358 |
| 01 Intergovernmental | \$3,798,927 | \$4,233,585 | \$4,171,000 | \$4,381,500 | \$4,370,500 |
| 01 Municipal Taxes/Fees | \$5,560,379 | \$5,480,612 | \$5,451,000 | \$5,305,725 | \$5,336,250 |
| 01 Property Taxes | \$7,149,751 | \$7,267,135 | \$7,547,657 | \$7,540,171 | \$7,813,457 |
| 01 Sales Taxes | \$8,793,196 | \$8,774,551 | \$8,735,000 | \$8,527,000 | \$8,715,000 |
| 04 Fees & Services | \$1,508,440 | \$1,402,333 | \$1,565,242 | \$1,002,972 | \$1,221,472 |
| 05 Fines and Forfeitures | \$273,047 | \$255,460 | \$259,000 | \$178,500 | \$210,000 |
| 06 Other Revenues | \$560,099 | \$731,527 | \$590,000 | \$2,007,979 | \$348,000 |
| Total Revenue | \$27,643,839 | \$28,145,203 | \$28,318,899 | \$28,943,847 | \$28,014,679 |
| Administration & Legislative | \$1,147,428 | \$1,158,606 | \$1,249,721 | \$1,212,847 | \$1,251,397 |
| Human Resources | \$400,943 | \$439,997 | \$476,213 | \$446,382 | \$472,625 |
| Community & Economic Dev | \$1,229,724 | \$1,433,956 | \$1,709,309 | \$1,772,323 | \$1,599,052 |
| Public Works Administration | \$254,691 | \$255,844 | \$273,190 | \$270,305 | \$277,765 |
| Engineering | \$677,957 | \$709,893 | \$736,742 | \$716,500 | \$836,521 |
| Public Properties & Services | \$1,066,175 | \$2,098,387 | \$2,354,396 | \$2,189,642 | \$2,355,626 |
| Finance and Accounting | \$684,978 | \$678,079 | \$723,203 | \$711,272 | \$734,998 |
| Information Systems | \$909,258 | \$1,066,521 | \$1,451,150 | \$1,283,519 | \$1,299,935 |
| Utility Billing | \$416,942 | \$436,901 | \$464,389 | \$460,563 | \$480,104 |
| Police Admin & Operations | \$9,312,595 | \$9,723,911 | \$10,416,046 | \$10,349,133 | \$10,648,271 |
| Fire Services | \$5,441,013 | \$5,867,880 | \$6,124,045 | \$6,040,821 | \$6,466,259 |
| E.S.D.A. | \$29,508 | \$30,838 | \$41,200 | \$38,070 | \$41,327 |
| Streets and Sanitation | \$3,319,420 | \$2,550,870 | \$2,831,345 | \$2,538,508 | \$2,644,545 |
| Utility Share General Fund | \$-1,645,000 | \$-1,735,000 | \$-2,025,000 | \$-2,025,000 | \$-2,100,000 |
| Interfund Allocations | \$2,536,500 | \$2,457,688 | \$3,492,450 | \$3,484,200 | \$2,695,850 |
| Total Expense | \$25,782,132 | \$27,174,371 | \$30,318,399 | \$29,489,085 | \$29,704,275 |
| Surplus/(Deficit) | \$1,861,707 | \$970,832 | (\$1,999,500) | (\$545,238) | (\$1,689,596) |
| Surplus and Reserves | \$12,215,764 | \$13,186,596 | | \$12,641,358 | \$10,951,762 |

City of Batavia 2021 Annual Budget

Revenues

Fund #10 — General Fund

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|-------|--------------------------------|--------------------|--------------------|----------------------------|--------------------|----------------------------|
| 4135 | Local Use Tax | \$765,085 | \$878,801 | \$882,000 | \$1,020,000 | \$1,100,000 |
| 4136 | Cannabis Tax | \$0 | \$0 | \$0 | \$12,000 | \$15,000 |
| 4210 | Pers Property Repl Tax | \$184,542 | \$222,959 | \$223,500 | \$200,000 | \$215,000 |
| 4220 | State Income Tax | \$2,512,400 | \$2,794,461 | \$2,725,000 | \$2,811,000 | \$2,700,000 |
| 4370 | B & C Fire Prot Dist | \$250,000 | \$250,000 | \$250,000 | \$250,000 | \$250,000 |
| 4386 | Maintenance of State Highways | \$48,895 | \$50,294 | \$50,500 | \$50,500 | \$50,500 |
| 4402 | Township Transit Reimb. | \$38,005 | \$37,070 | \$40,000 | \$38,000 | \$40,000 |
| | 01 Intergovernmental | \$3,798,927 | \$4,233,585 | \$4,171,000 | \$4,381,500 | \$4,370,500 |
| 4115 | Simplified Telcom Tax | \$716,257 | \$605,172 | \$575,000 | \$547,000 | \$500,000 |
| 4120 | Elec FF & Water Utility Tax | \$2,009,865 | \$1,987,811 | \$2,000,000 | \$1,976,225 | \$1,990,000 |
| 4121 | Liquor Sales Tax | \$378,980 | \$352,293 | \$370,000 | \$364,000 | \$370,000 |
| 4123 | Natural Gas Tax | \$725,805 | \$751,705 | \$740,000 | \$690,000 | \$725,000 |
| 4245 | Waste Transfer Fee | \$555,152 | \$577,352 | \$540,000 | \$540,000 | \$550,000 |
| 4324 | Payments in Lieu of Taxes | \$720,087 | \$776,047 | \$776,000 | \$776,000 | \$776,250 |
| 4325 | ROW Franchise Fees | \$454,233 | \$430,232 | \$450,000 | \$412,500 | \$425,000 |
| | 01 Municipal Taxes/Fees | \$5,560,379 | \$5,480,612 | \$5,451,000 | \$5,305,725 | \$5,336,250 |
| 4010 | Real Estate Taxes - General | \$4,359,306 | \$4,230,566 | \$4,207,086 | \$4,200,000 | \$4,024,404 |
| 4011 | Real Estate Taxes - Pension | \$2,751,784 | \$2,995,823 | \$3,300,571 | \$3,300,571 | \$3,749,253 |
| 4015 | SSA Property Tax | \$4,691 | \$6,800 | \$6,000 | \$5,700 | \$5,800 |
| 4020 | Road and Bridge Tax | \$33,970 | \$33,946 | \$34,000 | \$33,900 | \$34,000 |
| | 01 Property Taxes | \$7,149,751 | \$7,267,135 | \$7,547,657 | \$7,540,171 | \$7,813,457 |
| 4110 | State Sales Tax | \$5,095,023 | \$5,116,584 | \$5,115,000 | \$5,000,000 | \$5,115,000 |
| 4111 | Home Rule Sales Tax | \$3,698,173 | \$3,657,967 | \$3,620,000 | \$3,527,000 | \$3,600,000 |
| | 01 Sales Taxes | \$8,793,196 | \$8,774,551 | \$8,735,000 | \$8,527,000 | \$8,715,000 |
| 4251 | Licenses | \$77,897 | \$76,490 | \$76,500 | \$12,000 | \$78,000 |
| 4271 | Building Permits | \$305,290 | \$412,679 | \$350,000 | \$270,000 | \$300,000 |
| 4301 | Engineering Fees | \$307,505 | \$92,336 | \$279,525 | \$12,000 | \$80,000 |
| 4310 | Plumbing Inspection Fee | \$60,958 | \$104,290 | \$95,000 | \$69,500 | \$75,000 |
| 4316 | Planning & Zoning Fees | \$49,775 | \$24,350 | \$50,000 | \$5,000 | \$15,000 |
| 4318 | Survey Monumentation Fee | \$42,944 | \$9,053 | \$20,000 | \$0 | \$8,500 |
| 4320 | Leaf & Brush Collection | \$455,336 | \$457,814 | \$458,000 | \$458,000 | \$458,500 |
| 4330 | Cemetery Fees | \$46,991 | \$49,850 | \$60,000 | \$45,000 | \$50,000 |
| 4355 | Police Reimbursements | \$135,773 | \$149,254 | \$150,000 | \$105,000 | \$130,000 |
| 4392 | Household Haz Waste Fee | \$25,971 | \$26,217 | \$26,217 | \$26,472 | \$26,472 |
| | 04 Fees & Services | \$1,508,440 | \$1,402,333 | \$1,565,242 | \$1,002,972 | \$1,221,472 |

City of Batavia 2021 Annual Budget

Revenues

Fund #10 — General Fund

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|-------|---------------------------------|---------------------|---------------------|----------------------------|---------------------|----------------------------|
| 4351 | Fines & Fees | \$244,441 | \$227,770 | \$225,000 | \$165,000 | \$185,000 |
| 4352 | Parking Tickets | \$28,606 | \$27,690 | \$34,000 | \$13,500 | \$25,000 |
| | 05 Fines and Forfeitures | \$273,047 | \$255,460 | \$259,000 | \$178,500 | \$210,000 |
| 4252 | Video Gaming | \$56,208 | \$94,955 | \$75,000 | \$63,000 | \$98,000 |
| 4399 | Reimb/Misc Revenue | \$223,864 | \$235,000 | \$240,000 | \$1,754,979 | \$210,000 |
| 5000 | Investment Income | \$280,027 | \$401,572 | \$275,000 | \$190,000 | \$40,000 |
| | 06 Other Revenues | \$560,099 | \$731,527 | \$590,000 | \$2,007,979 | \$348,000 |
| | Total Revenue | \$27,643,839 | \$28,145,203 | \$28,318,899 | \$28,943,847 | \$28,014,679 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #00 — Revenues

Detail on Significant Items

Account

4010 Real Estate Taxes - General

| | |
|--|--------------------|
| Base Levy after Pensions | \$3,758,404 |
| Increase in new property - no change in rate | \$266,000 |
| Total | \$4,024,404 |

4011 Real Estate Taxes - Pension

| | |
|---|--------------------|
| Pension Levies per Actuary | \$3,719,253 |
| Additional Funding to cover tax collection shortfalls | \$30,000 |
| Total | \$3,749,253 |

Administration

The Administration Department is responsible for the day-to-day support of the Mayor & City Council as well as daily City operations and is comprised of the City Administrator, an Administrative Assistant, a Communications Coordinator and the Assistant to the City Administrator.

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

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

Another key role of Administration is communication, which includes keeping employees, elected officials and the general public informed and enhancing the transparency of City operations. In 2019 the City hired Griffin Price as its new Communications Coordinator. In 2019 the City implemented a full website refresh to make its online communication and resources more helpful, efficient and visually appealing. In addition, the rebranding project which had been in process for several years, culminated in the City adopting a new logo. In 2020, the City rebranded its communication and vehicles to include the new logo. Having shown the ability to work independently to oversee all aspects of communications for the City, the decision has been made to change the title of this position to Communication Manager, although it will remain in the same pay grade in the compensation plan. In 2021, the Communications Manager plans to develop a formal communications plan for the City which has not previously existed that will help to standardize all City communications and provide cohesive messaging.

The City Administrator, with the support of her Assistant, provides overall management and supervision of all City departments and divisions, through delegation by the Mayor and City Council. The Administrator's Office acts as the nexus for interaction, coordination and communication for the entire City. In addition, Anthony Isom, the Assistant to the City Administrator provides support for the City's economic development initiatives. In 2021 the Assistant to the City Administrator will oversee implementation of a Business Registration Program.

While residents' direct contact with the City occurs most often with internal service departments, such as Finance, Human Resources and Information Systems, the Administrator works with all City departments and is responsible for their cohesion in providing services to the community. The City Administrator also works with executive officers of other governmental units, not-for-profits and commercial enterprises that do business with the City, including Batavia School District, Batavia Park District, Batavia Public Library District, the Batavia Chamber of Commerce and Batavia Mainstreet. Because of the City's formal and informal relationships with area communities, the Administrator also maintains close communication with their administrators; particularly from Geneva, St. Charles and North Aurora.

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

In addition to providing a lead facilitation role in policy formulation for action by the Mayor & City Council, budgetary management, and department coordination, Administration encompasses:

- Special projects as directed by the Mayor and City Council
- Committee of the Whole and City Council meetings agenda development
- Assistance to the City Clerk, including support of local election activities, and review and release of Closed Session meeting minutes per State statute
- Coordination of the City's communications initiatives: Batavia Neighbors, the City web site, E-blasts, the Municipal Minute, press releases and social media.
- Coordination of legal services supplied by the City Attorney, and involvement in selection of third-party attorneys for specialized services
- The relationship with BATV, including support through sharing of franchise fees, and recording and archiving of City Council meetings
- Support of other government and non-government organizations such as Batavia MainStreet and community activities
- Through Economic Development, coordination of City TIF activities, development of incentive programs, and attraction of new business and other activities

The City Administrator, along with the Mayor, is a voting member of the Metro West Council of Governments, which has an increasingly visible role in relationships with Kane County, the State of Illinois and the federal government. More and more, the City finds itself impacted by new legislation seeking to require the City to regulate activities at a higher level, but furnishing no accompanying method of financing such regulation. The State's own fiscal crisis also means that the City along with its fellow communities must be vigilant to prevent both shifting of other burdens from the State to local government, or attempts to decrease or eliminate funding resources which have come to be relied upon due to years of agreements with the legislature. Currently, Metro West has taken a regional leadership role in ensuring that municipalities receive all federal, state and county assistance associated with coronavirus relief. They are also working on our behalf to prevent any further erosion of the state income tax that is shared through the local government distributed fund (LGDF) by the state legislature.

Much of the work of Administration is to make certain that resources are available for other City Departments to succeed in their work. At the same time, this Department continuously communicates the policies of the City Council to the professional staff for their program development. The City Administrator also acts as an initiator and facilitator, particularly when projects either involve several different City departments, or specific neighborhoods, community or business groups or other governmental entities.

In 2020, the city conducted a Community Survey, the results of which provided guidance to City Council on issues that mattered most to residents. This information was used to update the City's Strategic Plan for 2021 through 2023.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #10 — Administration & Legislative

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|---|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$430,669 | \$457,698 | \$477,000 | \$477,000 | \$500,500 |
| 6102 | Overtime | \$8,180 | \$130 | \$500 | \$200 | \$250 |
| 6107 | Part-time Wages | \$85,913 | \$90,781 | \$86,000 | \$86,000 | \$95,000 |
| 6120 | City Health Ins Contribution | \$45,296 | \$67,152 | \$64,022 | \$71,780 | \$74,651 |
| 6121 | City IMRF Pension Contribution | \$48,349 | \$39,064 | \$61,216 | \$61,177 | \$63,796 |
| 6122 | City Share FICA and Medicare | \$36,740 | \$37,893 | \$43,108 | \$43,085 | \$45,575 |
| 6126 | Workers Compensation Contrib | \$100 | \$100 | \$100 | \$100 | \$100 |
| 6205 | Memberships | \$17,016 | \$18,994 | \$20,000 | \$20,000 | \$20,000 |
| 6210 | Training & Seminars | \$6,087 | \$29,187 | \$5,000 | \$2,000 | \$5,000 |
| 6215 | Resource Materials | \$1,071 | \$2,809 | \$1,000 | \$1,200 | \$1,200 |
| 6225 | Postage & Shipping | \$478 | \$439 | \$525 | \$525 | \$525 |
| 6230 | Office Supplies | \$3,049 | \$9,390 | \$5,000 | \$5,000 | \$5,000 |
| 6235 | Printing | \$33,022 | \$16,101 | \$35,000 | \$20,000 | \$30,000 |
| 6250 | Telephone | \$2,323 | \$2,268 | \$2,500 | \$2,280 | \$2,300 |
| 6259 | Meals & Refreshments | \$1,311 | \$2,800 | \$2,500 | \$2,500 | \$2,500 |
| 6351 | Property & Liability Insurance | \$22,554 | \$20,790 | \$26,250 | \$25,000 | \$15,000 |
| 6355 | Professional Services | \$45,409 | \$55,823 | \$70,000 | \$90,000 | \$60,000 |
| 6358 | Legal Fees | \$102,013 | \$61,098 | \$90,000 | \$60,000 | \$80,000 |
| 6359 | BATV (% Franchise Fee) | \$181,838 | \$171,948 | \$180,000 | \$165,000 | \$170,000 |
| 6363 | Ride in Kane Program | \$76,010 | \$74,141 | \$80,000 | \$80,000 | \$80,000 |
| Administration & Legislative | | \$1,147,428 | \$1,158,606 | \$1,249,721 | \$1,212,847 | \$1,251,397 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #10 — Administration & Legislative

Detail on Significant Items

Account

Personnel

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

| | | |
|-------------|---|-----------------|
| 6355 | Professional Services | |
| | Meeting Transcription Services, Other Professional Services | \$60,000 |
| | Total | \$60,000 |

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. A well-administered Human Resources function provides residents with cost-effective services by City employees. Without proper selection and retention of qualified employees, effective services could not be maintained at competitive costs.

Some of the specific operations in the Human Resources Department in support of the City's workforce programs include the following:

- Ongoing collective bargaining and labor contract administration for six labor unions: Illinois Fraternal Order of Police (FOP), Lodge #224 representing the Police Sergeants; Illinois FOP, Lodge #224 representing Police Patrol Officers; International Association of Firefighters, Local #34363, representing full-time Firefighters and Lieutenants; International Brotherhood of Electrical Workers (I.B.E.W.), Local #196 representing Public Works Street Division; I.B.E.W, Local #196 representing Public Works Electrical Division; and Teamsters, Local #673 representing Police Records Technicians and Community Service Officers.
- Benefits design and/or administration to include health insurance, deferred compensation, pension, unemployment, and flexible spending accounts, as well as the administration of the City's vacation and other leave policies.
- Ongoing administration and coordination with all departments regarding worker's compensation related to occupational injuries and illnesses. The Human Resources Department works closely with all departments in identifying and addressing safety issues, developing safety policies, conducting safety training, and developing accident prevention programs. In addition, the Department coordinates the City's random drug testing program for all employees required to hold a commercial driver's license.
- Coordination of various annual employee events, such as the annual Employee Pancake Breakfast, Appreciation Picnic, Employee Holiday Luncheon, and Service Recognitions.
- Wage and salary administration to include job analysis and evaluation and the development and maintenance of job descriptions for all City positions, as well as any proposed new positions or reclassifications.
- Working closely with all departments to identify training needs and coordinate efforts to provide employees with necessary training.

In the 2021 budget year, the Human Resources Department will be focused on Wellness initiatives through employee input from the Wellness Committee. The committee will be reviewing the City's current medical plan options, flexible spending, and biometric screening providers this year. The goal is to improve overall wellness and increase the employee participation which will increase our wellness refund through IPBC.

The sourcing of an HRIS system was again delayed into budget year 2021. The goal would be to find a system that would capture most if not all the HR functions rather than our current process of manual tracking information.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department # 12 — Human Resources

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|-------|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$247,461 | \$264,170 | \$269,250 | \$263,130 | \$276,850 |
| 6120 | City Health Ins Contribution | \$36,308 | \$41,497 | \$39,562 | \$39,025 | \$41,144 |
| 6121 | City IMRF Pension Contribution | \$30,525 | \$25,688 | \$34,518 | \$33,733 | \$35,271 |
| 6122 | City Share FICA and Medicare | \$17,923 | \$19,022 | \$20,598 | \$20,129 | \$21,179 |
| 6126 | Workers Compensation Contrib | \$100 | \$100 | \$100 | \$100 | \$100 |
| 6203 | Medical Exams & Testing | \$9,852 | \$12,725 | \$15,420 | \$10,000 | \$14,950 |
| 6204 | Employee Recruitment | \$2,046 | \$7,521 | \$6,500 | \$6,500 | \$6,000 |
| 6205 | Memberships | \$1,224 | \$1,612 | \$1,585 | \$1,585 | \$1,640 |
| 6207 | Employee Recognition | \$18,180 | \$26,870 | \$26,500 | \$20,000 | \$22,970 |
| 6210 | Training & Seminars | \$8,278 | \$9,210 | \$29,000 | \$20,000 | \$22,600 |
| 6225 | Postage & Shipping | \$142 | \$297 | \$300 | \$300 | \$300 |
| 6230 | Office Supplies | \$8,227 | \$2,434 | \$6,040 | \$6,040 | \$6,195 |
| 6250 | Telephone | \$1,136 | \$815 | \$800 | \$800 | \$1,600 |
| 6351 | Property & Liability Insurance | \$8,095 | \$8,176 | \$10,500 | \$10,500 | \$5,000 |
| 6355 | Professional Services | \$8,572 | \$7,896 | \$9,540 | \$9,540 | \$9,826 |
| 6358 | Legal Fees | \$2,874 | \$11,964 | \$6,000 | \$5,000 | \$7,000 |
| | Human Resources | \$400,943 | \$439,997 | \$476,213 | \$446,382 | \$472,625 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #12 — Human Resources

Detail on Significant Items

Account

Personnel

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

6210 Training & Seminars

HR and Citywide Employee Training

\$22,600

Total

\$22,600

Community and Economic Development Department

Community Development

The Community Development Division is responsible for planning and implementing the City's policies, regulations and guidelines for physical development of the City. The Comprehensive Plan is the principal document that states the goals and policies, and it is implemented through various Municipal Code titles, including zoning and subdivision regulations and the building code.

Major accomplishments in 2020 include:

- Continued updates to the Zoning Code and Official Zoning Map, including zoning map amendments for various City-owned properties and zoning code amendments for beekeeping, cannabis related uses, industrial parking lot standards, and industrial sign standards.
- Adoption of a revised Special Service Area (SSA) for the proposed One Washington Place Development and a back-up SSA for the Mill-McKee Retail Center.
- Approved a Revised Planned Development Ordinance for the One Washington Place development including a revised Redevelopment Agreement.
- Approved of a Conditional Use to allow Video Gaming at the Funway facility on S. River Street.
- Approved of variances to allow for a lot split of property at 804 N. Van Buren Street.
- Worked on a new Tax Increment Financing District for the Near East Downtown area (TIF 6) which will replace TIF 5.
- Completed and submitted the application for the Certified Local Government program through the Illinois Historic Preservation Agency.
- Continued review of updated building codes for possible adoption.
- Furthered implementation of the Downtown Significant Historic Building Conservation Program.
- Sale of City-owned detention pond to the Georgetown Homeowners Association.
- Acquisition of property at 916 Park Street. Staff has been involved with relocation of the existing tenants, clean up of the interior and exterior of the building and sale of portions of the property. We will need to do additional clean up and remediation in preparation for demolition of the structure. After that we can resell the property for development.

- Completed a revised boundary agreement with the Village of North Aurora.
- Annexation of the various unincorporated islands has been completed for 2020. Work included annexing at least 47 homes and 70 parcels since the beginning of 2019, consisting of around 20.84 acres of land.
- Continued construction inspection for the Windmill Landings Congregate Care facility at Hawks Drive, a 142-unit senior congregate care facility off Hawks Drive
- Plan reviews and inspections continue for the Tanglewood Hills Unit 5 development off Deerpath Road and the Prairie Commons development off Kirk Road. Buildout of Tanglewood Hills Unit 5 is expected to be completed in early 2021.
- The Historic Preservation Commission has completed revisions to the Design Guidelines and will have these implemented in the near future.
- Reviewed and approved a speculative building at the southwest corner of Fabyan Parkway and Louis Bork Drive, as well as two new buildings on Nagel Boulevard.
- Reviewed and approved a 13,000 SF expansion to Menards and a 20,000 SF accessory structure for building material storage.
- Approved the first two (of four) permits for the Habitat for Humanity project at W. Wilson Street and Spuhler Drive.
- Completed the sale of the last properties in Smith Court to an adjacent property owner. This was the culmination of a multi-year effort to construct a sidewalk between Hoover Road and Smith Court, and to sell the remaining properties owned by the City in this area. This was a cooperative effort between the City, the School District and the adjacent property owners.

Economic Development

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

The Economic Development Division continues to focus on the sustained development and redevelopment of the City's central business district. The following will be areas of focus in 2021:

- Former Baptist Church and Surrounding Properties Redevelopment Site. Developer and City has received IEPA approval of an amended site remediation action plan and an amended TIF Redevelopment Agreement. This project is awaiting approval of the new TIF #6 before proceeding further.
- Former Walgreens Space, 144 West Wilson. With the 5,000 SF Riverside Pizza and Pub occupancy in 2019, the City will continue to work with and assist property owner BEI in marketing and facilitating the re-occupancy of the remaining 7,000+/- SF of this important downtown commercial building space.
- Former Panera Space, 154 West Wilson. The City will work with BEI to facilitate filling this 5,500+/- SF space that is adjacent to the former Walgreens space. Potential to combine these adjacent spaces may expand interest in this building.
- 206 East Wilson Street. Ownership has demolished and removed all structures on the property, soil has been put down and required lawn is in place. Preliminary redevelopment plans for a multi-story, mixed use project remains in planning stages. Anticipated establishment of TIF District 6 in early 2021 may increase interest in this site.
- Foltos East Wilson Street Properties. Staff continues to assist Mr. Foltos in land use and TIF budget planning involving a proposed multi-story mixed-use (commercial at street level and apartments within two above ground stories) redevelopment project.
- Creating Redevelopment Opportunity at former Larson-Becker (L-B) Property. In 2017, the City demolished all structures on the former Larson-Becker west (Riverfront) parcels and improved these properties with a public parking lot of approximately 120 spaces. This temporary parking lot has served the downtown well since its construction, particularly during Farmers Market Saturdays and downtown festivals and events.
- Depending on One Washington Place groundbreaking date, staff anticipates retaining outside consulting services in 2021 to conduct a planning charrette, involving a variety of local stakeholders and the community at large in determining the highest and best use in the long-term redevelopment of the former L-B property, as well as North River Street commercial corridor generally. In either case, redevelopment advocacy efforts will begin in earnest once One Washington Place breaks ground and its garage completion date can be better estimated.
- Bolstering Retail and Restaurant Enterprises. In recent years, the City has seen increased restaurant development in its downtown from Gammon Coach House, Briana's and Acquaviva, to Riverside Pizza and Pub, Bocadito's and Oak and Swine. The City's central business district has quickly gained a reputation as one of the Fox Valley's dining hubs. Recently too, retail enterprises like River Peak Apothecary, Hearth and Hammer and Six + Cypress have either opened or expanded in the downtown. The increase in foot traffic resulting from these new business activities

can only serve to further attract retailers and restaurateurs to the City's historic downtown.

- Covid related activities to further assist the business community included closing of streets and more flexibility in allowing outdoor dining locations and alcohol service.
- Economic Development provided City support for administering and issuing grants for three Covid related programs. These grants helped support local business financially to purchase health and safety related materials and supplies to reopen safely.

The Economic Development Division notes the success of our Gateway Improvement Program (GIP) for businesses outside the Tax increment Finance District (TIF). On April 15, 2019 the Batavia City Council formally established the Batavia Gateway Improvement Program, or GIP. Through this program, the City is authorized to award matching grants for the purpose of providing certain property owners a financial incentive to make physical improvements to their buildings and surrounding property such as landscaping/hardscaping, signage, and exterior and interior improvements. Since the establishment of the Gateway Improvement Program, the City of Batavia has awarded more than \$25,000.00 in grant funds to the following businesses outside the TIF:

- Funway
- Energy City Brewing
- Frank Giampoli Law Office
- Marconi Gammon Coach House

The Economic Development team assisted MainStreet in bringing a unique style of retail to downtown Batavia, attracting more people from all over. This year we were able to establish eight "Boardwalk Shops" occupying them quickly with new small businesses at the corner of E. Wilson Street and S. River Street. Next year, we are anticipating an additional four Boardwalk Shops to be constructed in that same location. We hope that as new businesses get their start in these shops that they will consider locating their new business in a brick and mortar space in the historic downtown area. The City of Batavia is proud to bring these opportunities to our community for all residents and visitors to enjoy.

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

- Commercial occupancy of the 137K SF former Sam's Club building at 801 N. Randall
- Coordinated redevelopment of the remaining ~5 acres of the former Avenue Chevrolet property, with possible inclusion of the ~2-acre, Pederson property immediately adjacent to the east.

- Recruit and assist in facilitating the development of a flagged hotel to a site either located along Kirk or Randall Road. Also exploring the possibility of recruiting a boutique type, independently owned hotel to the City's downtown.
- Find a reuse/repurpose for vacant bank sites.

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

Top priorities for the City's Economic Development going into 2021 with respect to industrial business and development are as follows:

- Recruit and facilitate the development of data center enterprises, either becoming tenants in an existing building (e.g. see new building at Fabyan and Louis Bork) or to act as a catalyst in the construction of a new office/research/industrial building.
- Recruit and facilitate the site selection for another high demand/consumption electric customer (e.g., plastic extrusion or injection molding, metal works and processing) within the City limits.

Future Community and Economic Development Strategy

Due to budget constraints, the Economic Development Manager position could not be filled this year, but we have multiple staff taking on Economic Development roles. We are hopeful to begin the hiring process late in 2020, with a new Economic Development Manager hired first quarter of 2021. Staff will be proposing the implementation of a business registration program in 2021, the fees from which will help offset the salary and benefits cost of this position, as well as providing crucial information about the businesses operating within our borders. This information will assist the City to better serve the business community, help to attract new businesses and provide important safety information for our public safety agencies and Public Works department.

The primary role of the Economic Development Manager will be to act as concierge for development projects from a first phone call to discuss a potential idea through the eventual ribbon cutting. From this perspective, the Economic Development Manager can work from within our processes to re-engineer them to best serve the development and business communities.

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

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

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #13 — Community & Economic Dev

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|-------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$725,640 | \$812,595 | \$885,567 | \$833,567 | \$938,134 |
| 6102 | Overtime | \$513 | \$913 | \$1,000 | \$1,000 | \$1,000 |
| 6107 | Part-time Wages | \$0 | \$4,808 | \$0 | \$0 | \$5,000 |
| 6120 | City Health Ins Contribution | \$135,120 | \$175,105 | \$181,941 | \$158,900 | \$185,256 |
| 6121 | City IMRF Pension Contribution | \$89,260 | \$79,179 | \$113,658 | \$106,991 | \$119,646 |
| 6122 | City Share FICA and Medicare | \$52,450 | \$59,057 | \$67,822 | \$63,844 | \$72,226 |
| 6126 | Workers Compensation Contrib | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| 6205 | Memberships | \$4,838 | \$2,602 | \$5,171 | \$5,171 | \$5,300 |
| 6210 | Training & Seminars | \$5,160 | \$16,223 | \$7,550 | \$900 | \$12,250 |
| 6215 | Resource Materials | \$78 | \$1,955 | \$6,150 | \$4,880 | \$6,840 |
| 6225 | Postage & Shipping | \$1,972 | \$3,068 | \$6,500 | \$8,300 | \$6,500 |
| 6230 | Office Supplies | \$2,358 | \$3,141 | \$3,500 | \$3,600 | \$3,600 |
| 6235 | Printing | \$8,608 | \$9,832 | \$12,000 | \$4,200 | \$12,000 |
| 6241 | Fuel | \$1,336 | \$2,915 | \$3,200 | \$2,000 | \$2,900 |
| 6250 | Telephone | \$3,034 | \$4,053 | \$3,800 | \$3,800 | \$3,900 |
| 6255 | Clothing & Uniforms | \$406 | \$427 | \$500 | \$500 | \$500 |
| 6310 | R & M Vehicles | \$4,028 | \$878 | \$3,700 | \$1,500 | \$2,000 |
| 6351 | Property & Liability Insurance | \$3,871 | \$3,925 | \$5,250 | \$5,250 | \$5,000 |
| 6353 | Economic Development | \$105,067 | \$85,465 | \$98,000 | \$65,000 | \$68,000 |
| 6354 | Plumbing Inspections | \$53,278 | \$77,995 | \$86,000 | \$75,000 | \$80,000 |
| 6355 | Professional Services | \$31,707 | \$51,486 | \$37,000 | \$139,625 | \$38,000 |
| 6420 | Grants & Redevelopment | \$0 | \$11,900 | \$150,000 | \$260,000 | \$20,000 |
| 6450 | Vehicles & Equipment | \$0 | \$25,434 | \$30,000 | \$27,295 | \$30,000 |
| | Community & Economic Dev | \$1,229,724 | \$1,433,956 | \$1,709,309 | \$1,772,323 | \$1,619,052 |

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #13 — Community & Economic Dev

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|-------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$725,640 | \$812,595 | \$885,567 | \$833,567 | \$938,134 |
| 6102 | Overtime | \$513 | \$913 | \$1,000 | \$1,000 | \$1,000 |
| 6107 | Part-time Wages | \$0 | \$4,808 | \$0 | \$0 | \$5,000 |
| 6120 | City Health Ins Contribution | \$135,120 | \$175,105 | \$181,941 | \$158,900 | \$185,256 |
| 6121 | City IMRF Pension Contribution | \$89,260 | \$79,179 | \$113,658 | \$106,991 | \$119,646 |
| 6122 | City Share FICA and Medicare | \$52,450 | \$59,057 | \$67,822 | \$63,844 | \$72,226 |
| 6126 | Workers Compensation Contrib | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| 6205 | Memberships | \$4,838 | \$2,602 | \$5,171 | \$5,171 | \$5,300 |
| 6210 | Training & Seminars | \$5,160 | \$16,223 | \$7,550 | \$900 | \$12,250 |
| 6215 | Resource Materials | \$78 | \$1,955 | \$6,150 | \$4,880 | \$6,840 |
| 6225 | Postage & Shipping | \$1,972 | \$3,068 | \$6,500 | \$8,300 | \$6,500 |
| 6230 | Office Supplies | \$2,358 | \$3,141 | \$3,500 | \$3,600 | \$3,600 |
| 6235 | Printing | \$8,608 | \$9,832 | \$12,000 | \$4,200 | \$12,000 |
| 6241 | Fuel | \$1,336 | \$2,915 | \$3,200 | \$2,000 | \$2,900 |
| 6250 | Telephone | \$3,034 | \$4,053 | \$3,800 | \$3,800 | \$3,900 |
| 6255 | Clothing & Uniforms | \$406 | \$427 | \$500 | \$500 | \$500 |
| 6310 | R & M Vehicles | \$4,028 | \$878 | \$3,700 | \$1,500 | \$2,000 |
| 6351 | Property & Liability Insurance | \$3,871 | \$3,925 | \$5,250 | \$5,250 | \$5,000 |
| 6353 | Economic Development | \$105,067 | \$85,465 | \$98,000 | \$65,000 | \$48,000 |
| 6354 | Plumbing Inspections | \$53,278 | \$77,995 | \$86,000 | \$75,000 | \$80,000 |
| 6355 | Professional Services | \$31,707 | \$51,486 | \$37,000 | \$139,625 | \$38,000 |
| 6420 | Grants & Redevelopment | \$0 | \$11,900 | \$150,000 | \$260,000 | \$20,000 |
| 6450 | Vehicles & Equipment | \$0 | \$25,434 | \$30,000 | \$27,295 | \$30,000 |
| | Community & Economic Dev | \$1,229,724 | \$1,433,956 | \$1,709,309 | \$1,772,323 | \$1,599,052 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #13 — Community & Economic Dev

Detail on Significant Items

Account

Personnel

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

| | | |
|-------------|--|------------------|
| 6101 | Salaries and Wages | |
| | Wages for existing staff | \$858,134 |
| | New Economic Development Manager Position \$80,000 | \$80,000 |
| | Total | \$938,134 |
| <hr/> | | |
| 6107 | Part-time Wages | |
| | Part time summer help | \$5,000 |
| | Total | \$5,000 |
| <hr/> | | |
| 6120 | City Health Ins Contribution | |
| | Insurance for existing staff | \$165,256 |
| | Insurance for new position | \$20,000 |
| | Total | \$185,256 |
| <hr/> | | |
| 6205 | Memberships | |
| | CD Memberships | \$3,480 |
| | ED Memberships (ITIA, ICSC, IEDC) | \$1,820 |
| | Total | \$5,300 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #13 — Community & Economic Dev

Detail on Significant Items

Account

| | | |
|-------------|--------------------------------------|-----------------|
| 6210 | Training & Seminars | |
| | ED Training and and Seminars Misc | \$2,500 |
| | RE Journal Spring or Fall | \$250 |
| | ICSC Deal Making (Fall, Chicago) | \$525 |
| | ITIA (Spring, Downstate) | \$900 |
| | Travel and Meals | \$700 |
| | ICC Code Conference | \$1,500 |
| | IACE Quarterly Training (x2) | \$400 |
| | SBOC Conference | \$1,250 |
| | APA State Conference (x1) | \$750 |
| | APA National Conference (x1) | \$2,500 |
| | IAEI Conference | \$975 |
| | Total | \$12,250 |
| <hr/> | | |
| 6215 | Resource Materials | |
| | Code Books and Access | \$1,500 |
| | Miscellaneous materials | \$300 |
| | Costar Listing Service | \$5,040 |
| | Total | \$6,840 |
| <hr/> | | |
| 6235 | Printing | |
| | Publications/Notices | \$10,000 |
| | Restaurant Week and Trade Shows (ED) | \$2,000 |
| | Total | \$12,000 |
| <hr/> | | |
| 6353 | Economic Development | |
| | Business Recruiting Consulting | \$40,000 |
| | Consultants/Marketing | \$28,000 |
| | Reduction to spending | \$-20,000 |
| | Total | \$48,000 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #13 — Community & Economic Dev

Detail on Significant Items

Account

6355 Professional Services

| | |
|---------------------------------------|-----------------|
| Property Maintenance-Code Enforcement | \$20,000 |
| Hearing Officer/Recorder | \$3,000 |
| Fire Plan Reviews | \$2,000 |
| Other Professional Services | \$3,000 |
| Surveying Services | \$5,000 |
| Plan Commissioners | \$1,500 |
| Recording Fees | \$3,500 |
| Total | \$38,000 |

6420 Grants & Redevelopment

| | |
|-----------------------------|-----------------|
| Gateway Improvement Program | \$20,000 |
| Total | \$20,000 |

6450 Vehicles & Equipment

| | |
|---|-----------------|
| New vehicle to replace Code Enforcement Vehicle | \$30,000 |
| Total | \$30,000 |

Public Works Administration

The Public Works Department is comprised of seven divisions: Administration, Engineering, Electric, Public Properties & Services, Streets, Water/Sewer and Wastewater. The budgets for Public Works Administration, Engineering, Public Properties & Services and Streets & Sanitation are found in General Activities under departments 14, 15, 16 and 45 respectively. The budgets for Electric, Water and Wastewater are located in Enterprise funds 21, 30 and 31 respectively. Engineering is led by the Engineering Manager/City Engineer. Electric's professional and operations staff are led by the Engineering Manager and Operations Manager respectively. Public Properties & Services, Streets, Water and Wastewater are led by Superintendents. The Engineering Manager/City Engineer, Operations Manager and Superintendents all report directly to the Director of Public Works.

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

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #14 — Public Works Administration

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|--------------|------------------------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2018 | 2019 | Budget | 2020 | Budget |
| | | | | 2020 | | 2021 |
| 6101 | Salaries and Wages | \$169,096 | \$173,542 | \$176,517 | \$176,517 | \$180,780 |
| 6120 | City Health Ins Contribution | \$26,000 | \$29,726 | \$28,340 | \$27,955 | \$29,474 |
| 6121 | City IMRF Pension Contribution | \$19,968 | \$17,201 | \$22,629 | \$22,629 | \$23,031 |
| 6122 | City Share FICA and Medicare | \$10,271 | \$10,742 | \$13,504 | \$13,504 | \$13,830 |
| 6126 | Workers Compensation Contrib | \$100 | \$100 | \$100 | \$100 | \$100 |
| 6205 | Memberships | \$642 | \$627 | \$800 | \$800 | \$800 |
| 6210 | Training & Seminars | \$618 | \$642 | \$3,500 | \$1,000 | \$2,000 |
| 6250 | Telephone | \$720 | \$720 | \$750 | \$750 | \$750 |
| 6340 | R & M Field | \$26,276 | \$22,085 | \$26,000 | \$26,000 | \$26,000 |
| 6351 | Property & Liability Insurance | \$1,000 | \$459 | \$1,050 | \$1,050 | \$1,000 |
| | Public Works Administration | \$254,691 | \$255,844 | \$273,190 | \$270,305 | \$277,765 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #14 — Public Works Administration

Detail on Significant Items

Account

Personnel

(1) Director of Public Works

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

Engineering

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

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

Strategic Goal for Infrastructure:

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

The City Council is in the process of determining the base level funding needed for the City's aging infrastructures such as roads, storms, sanitary and watermain. For these infrastructure maintenance projects, staff is currently implementing plans that were approved a few years ago.

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

Street Maintenance Program – Staff is implementing a street improvement program based on pavement evaluation data, other project priorities and grant funds available. The five-year plan is coordinated and developed in conjunction with other major city projects that are also being funded with Motor Fuel Tax Funds. As part of this five-year plan, staff will continue to pursue grant funding (Federal, State, CDBG) available to meet the goals/objectives of this program in order to provide the maximum number of streets maintained each year.

Strategic Goal for River:

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

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

In 2021, the City of Batavia will continue the river clean-ups by partnering up with the Friends of the Fox River and possibly the Sierra Club. It is the City's goal to do a spring clean-up and possibly a fall clean-up. River clean-ups have been publicized in past years by tradition flyers. Recently emails have been sent to local organizations and schools and those residents registered for e-blast emails. Besides, press release is published in local papers and Batavia Neighbors. All these advertisements request volunteer help to make the event a success. The Friends of the Fox River have created a Celebrate the River event that tries to encompass the entire community to come to the River.

Capital Improvement and Maintenance Projects

Below is a listing of the Capital Improvement and Maintenance Projects the Engineering Division will be working on in fiscal year 2021. Detailed information regarding the Capital Projects can be found on the individual Capital Project Sheets located in the Appendix of the budget book. Description for maintenance projects can be found below.

- **Main Street Reconstruction from VanNortwick to Randall Road – preliminary engineering**
- **Prairie Street & Wilson Street Traffic Signal Improvement Design engineering**
- **Annual street crackfill program**
- **Annual street patching program**
- **Annual street maintenance program**
- **Annual bridge maintenance program**
- **Annual municipal parking lot / properties maintenance program**
- **Annual drainage improvements**
- **Ward 1 drainage improvements – construction phase 4**
- **Carriage Crest drainage investigation and design engineering**
- **Fermilab drainage basin design engineering**
- **Annual sidewalk removal and replacement program**
- **Mahoney Creek watershed plan**

The primary focus of drainage program will be to complete the fourth and final year of constructing Ward 1 storm sewer improvements. Ward 1 references the area generally bound by Pine St, Kirk Rd, Giese Rd & Raddant Rd on City's east side. The drainage program will also continue to focus on stabilization and maintenance of naturalized detention basins, stabilization of Mahoney creek and Fox River. Drainage program will also include maintenance of regional stormwater facilities such as Windmill Lakes and Braeburn Marsh. In addition, efforts will made to maintain smaller basins such as Nagel basin, Raddant & Edwards, Mahoney Creek at Cleveland and Raddant, the Public Works basin and Deerpath road bridge basin. In 2021, Engineering division will continue preliminary engineering investigation for the Carriage Crest Recharge basin. Besides, Engineering division will proceed with final engineering for both Carriage Crest Basin and another basin on Fermilab's property upstream of Mahoney Creek Tributary on the east side of Kirk Road.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #15 — Engineering

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|--------------|--------------------------------|------------------------|------------------------|-------------------------------------|---------------------------|-------------------------------------|
| 6101 | Salaries and Wages | \$448,723 | \$476,933 | \$485,764 | \$482,972 | \$494,523 |
| 6107 | Part-time Wages | \$0 | \$5,046 | \$0 | \$0 | \$0 |
| 6120 | City Health Ins Contribution | \$103,670 | \$118,543 | \$113,017 | \$109,630 | \$114,015 |
| 6121 | City IMRF Pension Contribution | \$52,926 | \$45,790 | \$62,275 | \$61,917 | \$63,002 |
| 6122 | City Share FICA and Medicare | \$31,072 | \$34,292 | \$37,161 | \$36,947 | \$37,831 |
| 6126 | Workers Compensation Contrib | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| 6205 | Memberships | \$1,190 | \$2,489 | \$1,800 | \$1,300 | \$1,800 |
| 6210 | Training & Seminars | \$1,169 | \$3,722 | \$3,000 | \$2,500 | \$3,400 |
| 6215 | Resource Materials | \$86 | \$0 | \$200 | \$200 | \$200 |
| 6225 | Postage & Shipping | \$1,008 | \$1,191 | \$3,000 | \$2,500 | \$3,300 |
| 6230 | Office Supplies | \$1,727 | \$1,133 | \$3,050 | \$3,000 | \$2,050 |
| 6235 | Printing | \$648 | \$1,002 | \$1,500 | \$1,500 | \$1,500 |
| 6241 | Fuel | \$1,856 | \$1,919 | \$2,100 | \$1,500 | \$1,800 |
| 6250 | Telephone | \$2,492 | \$1,884 | \$2,500 | \$1,800 | \$2,500 |
| 6255 | Clothing & Uniforms | \$908 | \$609 | \$1,400 | \$900 | \$800 |
| 6276 | Other Equipment | \$20,040 | \$2,880 | \$2,000 | \$1,534 | \$15,800 |
| 6310 | R & M Vehicles | \$1,125 | \$1,195 | \$3,000 | \$1,200 | \$3,000 |
| 6351 | Property & Liability Insurance | \$1,126 | \$1,180 | \$2,100 | \$2,100 | \$5,000 |
| 6355 | Professional Services | \$7,191 | \$9,085 | \$11,875 | \$4,000 | \$10,000 |
| 6474 | Infrastructure Construction | \$0 | \$0 | \$0 | \$0 | \$75,000 |
| | Engineering | \$677,957 | \$709,893 | \$736,742 | \$716,500 | \$836,521 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #15 — Engineering

Detail on Significant Items

Account

Personnel

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

6276 Other Equipment

| | |
|---------------------------------------|-----------------|
| PW drone and software (1/3 shared) | \$7,900 |
| Data Collector & Other Misc Equipment | \$7,900 |
| Total | \$15,800 |

6474 Infrastructure Construction

| | |
|---|-----------------|
| 50% of Study of Dam for removal - the other 50% will be paid by the Park District | \$75,000 |
| Total | \$75,000 |

Public Properties and Services

The Public Properties and Services Division within the Public Works Department is responsible for forestry maintenance and planting; building/grounds maintenance and capital projects; central business district maintenance including flags/banners; downtown sidewalk snow/ice removal; fleet maintenance for Public Works vehicles and equipment; irrigation systems maintenance; property maintenance for more than one hundred sites; administration of brush collection program; refuse collection contract administration and response to daily inquiries from residents; mosquito contract administration; providing fuel services for the entire City fleet, fuel island, and monitoring/testing compliance with federal regulations (shared with Street Division); spoils removal in accordance with federal regulations; fall leaf collection assistance; winter operations assistance; and PW staff support for uniforms, shirts, and cell phones. The forestry unit is now in full operation and continues to perform the majority of tree work previously done by contractors.

Larger capital projects planned for 2021 include Phase I of the City Hall office renovation project, which includes significant office renovation work, security work, replacement of main entrances, and lead abatement in project areas. Also included are roof repair work at Public Works; roof safety cabling at City Hall; and jail intercoms and door controls at the Police Department.

2021 vehicle/equipment replacement schedule below is in accordance with the Capital Fleet Replacement Plan.

- Street – Replacement of Unit 3883, a 2005 Giant trailer leaf machine and container
- Street – Replacement of Unit 3842, a 2002 ODB Trailer leaf collection machine
- Street – New Equipment – Trailer size trash pump used for emergency pumping for both Street and Wastewater
- Street – New Equipment – Hydro-excavator truck specifically designed to excavate soil and gravel for crews to make repairs to our infrastructure. This is a three-way split between Street, Water/Sewer, Electric Divisions
- PPS – Replacement of Unit 3852, a 2005 Trackless, primarily used for winter operations in downtown and a few outlying locations, as well as mowing/trimming during the other seasons

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #16 — Public Properties & Services

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|---|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$132,724 | \$629,785 | \$686,500 | \$690,000 | \$721,000 |
| 6102 | Overtime | \$5,120 | \$22,016 | \$20,000 | \$20,000 | \$20,000 |
| 6103 | Double-time | \$3,289 | \$15,537 | \$15,000 | \$16,000 | \$18,000 |
| 6104 | Stand-by | \$0 | \$13,953 | \$36,000 | \$32,000 | \$36,000 |
| 6107 | Part-time Wages | \$29,898 | \$20,325 | \$26,000 | \$18,000 | \$26,000 |
| 6120 | City Health Ins Contribution | \$1,088 | \$138,202 | \$148,046 | \$146,702 | \$153,968 |
| 6121 | City IMRF Pension Contribution | \$18,087 | \$64,044 | \$97,112 | \$97,176 | \$101,283 |
| 6122 | City Share FICA and Medicare | \$12,902 | \$49,120 | \$59,938 | \$59,364 | \$62,807 |
| 6126 | Workers Compensation Contrib | \$275 | \$20,275 | \$20,000 | \$20,000 | \$20,000 |
| 6210 | Training & Seminars | \$66 | \$554 | \$4,000 | \$2,000 | \$4,000 |
| 6225 | Postage & Shipping | \$0 | \$0 | \$700 | \$300 | \$600 |
| 6230 | Office Supplies | \$2,614 | \$3,527 | \$6,500 | \$2,500 | \$2,500 |
| 6233 | Vehicle & Equip. Supplies | \$0 | \$22,059 | \$25,000 | \$23,000 | \$25,000 |
| 6235 | Printing | \$0 | \$0 | \$500 | \$1,500 | \$500 |
| 6237 | Communication Supplies | \$0 | \$0 | \$5,600 | \$5,600 | \$1,000 |
| 6240 | Materials | \$0 | \$0 | \$5,000 | \$2,000 | \$4,000 |
| 6241 | Fuel | \$730 | \$6,208 | \$10,000 | \$13,000 | \$14,000 |
| 6243 | Salt & Deicers | \$0 | \$2,128 | \$12,000 | \$5,000 | \$7,000 |
| 6250 | Telephone | \$35,770 | \$35,790 | \$38,000 | \$39,000 | \$40,000 |
| 6255 | Clothing & Uniforms | \$0 | \$4,393 | \$5,000 | \$5,000 | \$5,000 |
| 6259 | Meals & Refreshments | \$0 | \$0 | \$1,000 | \$1,300 | \$1,300 |
| 6260 | Utilities | \$126,272 | \$116,296 | \$125,000 | \$125,000 | \$125,000 |
| 6264 | General Supplies | \$16,231 | \$57,592 | \$60,000 | \$60,000 | \$60,000 |
| 6276 | Other Equipment | \$0 | \$0 | \$24,500 | \$27,490 | \$23,500 |
| 6293 | Ornamental Supplies | \$28,726 | \$20,359 | \$35,000 | \$25,000 | \$25,000 |
| 6310 | R & M Vehicles | \$0 | \$2,568 | \$10,000 | \$2,500 | \$5,000 |
| 6315 | R & M Building | \$233,477 | \$165,201 | \$192,000 | \$127,000 | \$182,168 |
| 6325 | R&M Office Equipment | \$7,803 | \$8,299 | \$8,000 | \$7,000 | \$8,000 |
| 6330 | R & M City Properties | \$0 | \$166,198 | \$210,500 | \$187,500 | \$212,500 |
| 6340 | R & M Field | \$0 | \$0 | \$5,000 | \$2,000 | \$3,000 |
| 6351 | Property & Liability Insurance | \$422 | \$16,436 | \$16,000 | \$16,000 | \$10,000 |
| 6356 | Pest & Animal Control | \$49,749 | \$76,204 | \$74,500 | \$70,300 | \$75,500 |
| 6357 | Forestry and Tree Service | \$325,932 | \$310,457 | \$313,000 | \$318,800 | \$313,000 |
| 6365 | Landfill Fees | \$0 | \$0 | \$4,000 | \$2,000 | \$4,000 |
| 6367 | Green Initiatives | \$35,000 | \$0 | \$35,000 | \$19,610 | \$25,000 |
| 6430 | Capital Repairs/Improvements | \$0 | \$110,861 | \$20,000 | \$0 | \$20,000 |
| Public Properties & Services | | \$1,066,175 | \$2,098,387 | \$2,354,396 | \$2,189,642 | \$2,355,626 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #16 — Public Properties & Services

Detail on Significant Items

Account

Personnel

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

| | | |
|-------------|--|-----------------|
| 6107 | Part-time Wages | |
| | PT - Repair & Maintenance of Windmills | \$10,000 |
| | Season Staff for Downtown Maintenance | \$8,000 |
| | Seasonal Staff for Building & Grounds | \$8,000 |
| | Total | \$26,000 |

| | | |
|-------------|---|-----------------|
| 6276 | Other Equipment | |
| | Replacement of Small Equipment and Hand Tools | \$6,000 |
| | Tables, Umbrellas, and Bases for Downtown | \$15,000 |
| | AED for Bucket Truck | \$2,500 |
| | Total | \$23,500 |

| | | |
|-------------|------------------------------------|-----------------|
| 6293 | Ornamental Supplies | |
| | Plantings, Flags, and Banner Items | \$15,000 |
| | Ornamental | \$10,000 |
| | Total | \$25,000 |

| | | |
|-------------|---|-----------|
| 6315 | R & M Building | |
| | GC Custodial Services Contract | \$58,000 |
| | PW Garage Heater and HVAC R&M | \$17,000 |
| | Electric & Water Share Public Works R & M | \$-71,332 |
| | GC Carpet & Tile Contract | \$15,000 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #16 — Public Properties & Services

Detail on Significant Items

Account

| | |
|---|------------------|
| GC Generator & Elevator Maintenance | \$12,000 |
| GC Security Monitoring & Maintenance | \$15,000 |
| GC Miscellaneous Services | \$30,000 |
| GC Window Cleaning | \$13,000 |
| GC Lifeline Annual inspection | \$3,500 |
| PW Electric Improvements & Gate/Fence Repairs | \$10,000 |
| PW Security Monitoring & Maintenance | \$20,000 |
| PW Generator Load Analysis | \$10,000 |
| PW General R&M Building including Cleaning | \$50,000 |
| Total | \$182,168 |

6330 R & M City Properties

| | |
|--|------------------|
| Landscape Maintenance of City Properties | \$120,000 |
| Epoxy Brick Crosswalk Maintenance | \$8,000 |
| Snow Removal Services for Downtown Sidewalks | \$70,000 |
| Pond Treatments and Aerator Maintenance | \$8,000 |
| Misc. Hauling | \$3,500 |
| Portable Toilet Rental | \$500 |
| Irrigation System Maintenance | \$2,500 |
| Total | \$212,500 |

6356 Pest & Animal Control

| | |
|---|-----------------|
| Mosquito Abatement Program | \$55,000 |
| Animal Control to City Properties | \$3,000 |
| Downtown and Government Center Pest Control | \$16,000 |
| Hornet Nest Removal | \$1,500 |
| Total | \$75,500 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #16 — Public Properties & Services

Detail on Significant Items

Account

6357 Forestry and Tree Service

| | |
|---|------------------|
| Brush Collection Program (Year 3 of 5) | \$220,000 |
| Contract Tree Removal and Stump Grinding | \$60,000 |
| Tree Planting/Replacement | \$25,000 |
| Updating the Urban Forestry Management Plan (Only if grant awarded) | \$8,000 |
| Total | \$313,000 |

6367 Green Initiatives

| | |
|---------------------------------|-----------------|
| At Home Hazardous Waste Program | \$25,000 |
| Total | \$25,000 |

6430 Capital Repairs/Improvements

| | |
|---------------------------------|-----------------|
| Floor Drain Work - Public Works | \$60,000 |
| Utility Share of Improvements | \$-40,000 |
| Total | \$20,000 |

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #17 — Finance and Accounting

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|-------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$424,592 | \$441,880 | \$452,715 | \$452,500 | \$465,768 |
| 6120 | City Health Ins Contribution | \$82,344 | \$99,054 | \$96,255 | \$90,586 | \$94,210 |
| 6121 | City IMRF Pension Contribution | \$51,964 | \$42,628 | \$58,038 | \$58,011 | \$59,339 |
| 6122 | City Share FICA and Medicare | \$28,920 | \$29,973 | \$34,633 | \$34,616 | \$35,631 |
| 6126 | Workers Compensation Contrib | \$100 | \$100 | \$100 | \$100 | \$100 |
| 6205 | Memberships | \$810 | \$460 | \$600 | \$700 | \$800 |
| 6210 | Training & Seminars | \$112 | \$502 | \$1,500 | \$500 | \$1,000 |
| 6215 | Resource Materials | \$103 | \$130 | \$300 | \$359 | \$300 |
| 6225 | Postage & Shipping | \$2,887 | \$2,829 | \$3,000 | \$3,000 | \$3,000 |
| 6230 | Office Supplies | \$5,239 | \$2,760 | \$6,000 | \$5,500 | \$5,500 |
| 6235 | Printing | \$2,688 | \$1,939 | \$3,000 | \$2,500 | \$2,500 |
| 6250 | Telephone | \$682 | \$720 | \$750 | \$1,600 | \$1,800 |
| 6351 | Property & Liability Insurance | \$25,056 | \$1,198 | \$1,312 | \$1,300 | \$1,000 |
| 6355 | Professional Services | \$59,481 | \$53,906 | \$65,000 | \$60,000 | \$64,050 |
| Finance and Accounting | | \$684,978 | \$678,079 | \$723,203 | \$711,272 | \$734,998 |

City of Batavia 2021 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

| | | |
|-------------|--|-----------------|
| 6355 | Professional Services | |
| | 2021 CAFR/AFR Audit | \$43,250 |
| | Single Audit | \$3,800 |
| | Actuarial Services | \$6,000 |
| | Banking and other Financial Services | \$7,500 |
| | Continuing Disclosure and Bond Administration Fees | \$3,500 |
| | Total | \$64,050 |

Information Systems

The Information Systems Department is an Internal Service Department providing Information Technology (IT) services for all City personnel. We are responsible for GIS (Geographical Information System), computer hardware, networking, security, software applications, cellular and landline phones, A/V equipment, and copiers. Pursuant to the City's Strategic Plan we focus on providing innovative, cost-effective technology solutions necessary for our employees to serve the residents. The department is staffed by an Information Systems Director, Systems Manager, Technician and GIS Analyst.

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

Due to the pandemic, the Information Systems Department has been required to mobilize operations for employees and delay some of our projects. Many employees now have laptops in place of desktop computers, we have more options for remoting to our network, and have added more cameras with microphones.

A few projects postponed in 2020 include the Document Mgt System, HRIS System and the City Hall cabling project. These have been re-budgeted in 2021. The cabling budget is in the Building Improvements Capital account. Other items of significant include replacement of our backup server with tape library, and the Police digital fingerprint machine.

In the Professional Services account, we have added funds to replace an antiquated Budget program. The budget system has been in use for over 19 years. It has limited functionality and uses an outdated computer language that no longer exists.

Also, in Professional Services, there is funding to help get our GIS buildout completed. The GIS buildout will populate assets and gather attributes. Years ago, when we had both a GIS Analyst and Technician, the system was being built out with mapping points and data collected for each asset. Since the recession in 2008-09 when we lost one GIS position the system has become somewhat stagnate. This funding will allow us to bring in a few field contractors to populate this system.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #18 — Information Systems

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|-------|--------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$316,030 | \$354,290 | \$414,514 | \$414,514 | \$424,667 |
| 6120 | City Health Ins Contribution | \$62,308 | \$73,872 | \$68,766 | \$76,349 | \$79,402 |
| 6121 | City IMRF Pension Contribution | \$38,192 | \$33,631 | \$53,141 | \$53,141 | \$54,103 |
| 6122 | City Share FICA and Medicare | \$22,511 | \$25,018 | \$31,710 | \$31,710 | \$32,487 |
| 6126 | Workers Compensation Contrib | \$100 | \$100 | \$100 | \$100 | \$100 |
| 6205 | Memberships | \$300 | \$365 | \$600 | \$600 | \$600 |
| 6210 | Training & Seminars | \$1,870 | \$5,011 | \$9,800 | \$200 | \$1,650 |
| 6215 | Resource Materials | \$0 | \$10 | \$300 | \$0 | \$200 |
| 6225 | Postage & Shipping | \$45 | \$0 | \$100 | \$250 | \$300 |
| 6230 | Office Supplies | \$1,629 | \$4,472 | \$11,000 | \$14,000 | \$16,640 |
| 6231 | Computer Software | \$87,233 | \$87,362 | \$196,050 | \$120,500 | \$161,500 |
| 6241 | Fuel | \$0 | \$0 | \$0 | \$100 | \$600 |
| 6250 | Telephone | \$20,703 | \$24,918 | \$29,384 | \$26,125 | \$30,936 |
| 6325 | R&M Office Equipment | \$41,806 | \$31,503 | \$39,950 | \$35,000 | \$46,260 |
| 6351 | Property & Liability Insurance | \$3,871 | \$3,848 | \$4,070 | \$4,070 | \$5,000 |
| 6355 | Professional Services | \$80,049 | \$36,303 | \$144,390 | \$81,710 | \$153,150 |
| 6375 | Software Support | \$154,503 | \$166,891 | \$183,975 | \$182,000 | \$184,740 |
| 6405 | Technology Equipment | \$78,108 | \$218,927 | \$263,300 | \$243,150 | \$107,600 |
| | Information Systems | \$909,258 | \$1,066,521 | \$1,451,150 | \$1,283,519 | \$1,299,935 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

Personnel

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

6230 Office Supplies

| | |
|---|-----------------|
| Office Supplies, Printers, Backup Tapes, UPS | \$16,640 |
| Replacements, Monitors, Cables, Plotter Supplies, Docking Bars, Webcams, | |
| Total | \$16,640 |

6231 Computer Software

| | |
|------------------------------------|------------------|
| Human Resource Mgt | \$25,000 |
| MS Office 365 and Windows Ent | \$72,000 |
| Cemetery Software | \$4,000 |
| Document Mgt | \$35,000 |
| Adobe | \$14,000 |
| Reporting, PC Software and Signage | \$11,500 |
| Total | \$161,500 |

6250 Telephone

| | |
|-------------------------|-----------------|
| Cellular Modems/Tablets | \$30,936 |
| Total | \$30,936 |

6325 R&M Office Equipment

| | |
|---|-----------------|
| Servers, Plotters, Phone System, Firewalls, WiFi AP's, Network Switches. | \$46,260 |
| Total | \$46,260 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #18 — Information Systems

Detail on Significant Items

Account

| | | |
|-------------|--|------------------|
| 6355 | Professional Services | |
| | Finance Plus Upgrade | \$23,000 |
| | Internet, Loopnet, Hosting, Doc Mgt, Security Tokens, Knowbe4, Web Certificates | \$50,150 |
| | Budget Software | \$30,000 |
| | GIS Consulting on Storm Water | \$50,000 |
| | Total | \$153,150 |

| | | |
|-------------|--|------------------|
| 6375 | Software Support | |
| | Document Mgt | \$6,400 |
| | Permitting, Code, Planning, Inspections | \$18,500 |
| | Financial, Investments | \$36,800 |
| | Firehouse | \$5,100 |
| | GIS, RSA, Antivirus, Backup, Netmotion, Virtualization, Inventory, Firewall, Network Monitoring | \$50,800 |
| | Police Records, Forensics, Lineup | \$52,140 |
| | HydroCAD, Cemetery, Fleet Maintenance, VUEWorks | \$15,000 |
| | Total | \$184,740 |

| | | |
|-------------|-------------------------------------|------------------|
| 6405 | Technology Equipment | |
| | Evidence Bar Code Reader | \$2,700 |
| | iPADS for CD and PW Staff | \$4,500 |
| | Backup System Replacement | \$20,000 |
| | Digital Finger Printing Replacement | \$25,000 |
| | 6 MDC for Squads | \$24,000 |
| | Desktop Replacements & New Laptops | \$23,600 |
| | Desktop Scanners | \$7,800 |
| | Total | \$107,600 |

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. The department is staffed with a Billing Supervisor and two Customer Service Representatives. In addition to the utility billing function, the department also sells refuse stickers and bags. All expenses of this department are charged back to the utility funds proportionately. The costs to the utility funds show as a reduction in General Fund Expenditures under department 10-75.

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

Customers can access and pay their account on-line; however, the process requires two different programs. The department has been working with a new vendor for the last year on implementing one solution that will allow the customer to log in and pay their bill through one website. Unfortunately, the company selected has been overwhelmed with new customers and has not been able to complete the necessary work in a timely manner. We have expressed our concern to them, and they indicate that we are on track to have it up and running by the end of the year. COVID-19 also added to their delay. Once it is up, customers can sign up to go paperless and be notified of their bill by e-mail. They can also get a text message and pay via the text message. We are excited about the functionality of the program and look forward to bringing it to our customers.

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. In light of the pandemic, the shutoffs were not done for several months and we also started offering payment plans, which are normally limited to only a very few. We have also eliminated all penalties since late March and have not re-implemented them yet. We will likely leave that in place through the end of the year. It represents a loss of about \$200,000 in utility revenues.

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

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #19 — Utility Billing

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|--------------|--------------------------------|------------------------|------------------------|-------------------------------------|---------------------------|-------------------------------------|
| 6101 | Salaries and Wages | \$198,259 | \$189,009 | \$195,000 | \$194,350 | \$199,835 |
| 6120 | City Health Ins Contribution | \$66,351 | \$89,180 | \$85,022 | \$79,500 | \$88,423 |
| 6121 | City IMRF Pension Contribution | \$23,373 | \$16,857 | \$24,999 | \$24,916 | \$25,459 |
| 6122 | City Share FICA and Medicare | \$13,722 | \$12,482 | \$14,918 | \$14,868 | \$15,287 |
| 6126 | Workers Compensation Contrib | \$100 | \$100 | \$100 | \$100 | \$100 |
| 6210 | Training & Seminars | \$0 | \$0 | \$600 | \$100 | \$500 |
| 6225 | Postage & Shipping | \$54,373 | \$55,215 | \$57,000 | \$56,763 | \$57,000 |
| 6230 | Office Supplies | \$2,309 | \$2,634 | \$3,500 | \$3,500 | \$3,500 |
| 6231 | Computer Software | \$18,354 | \$18,542 | \$22,000 | \$18,916 | \$20,000 |
| 6351 | Property & Liability Insurance | \$707 | \$719 | \$1,050 | \$1,050 | \$1,000 |
| 6355 | Professional Services | \$35,329 | \$50,405 | \$55,200 | \$61,500 | \$64,000 |
| 6625 | Bad Debt Expense | \$4,065 | \$1,758 | \$5,000 | \$5,000 | \$5,000 |
| | Utility Billing | \$416,942 | \$436,901 | \$464,389 | \$460,563 | \$480,104 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #19 — Utility Billing

Detail on Significant Items

Account

Personnel

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

| | | | |
|-------------|--|--------------|-----------------|
| 6355 | Professional Services | | |
| | Printing of Utility Bills, Banking Fees, Other | | \$64,000 |
| | | Total | \$64,000 |

Police

The Police Department strives to maximize efficiency of the Department's personnel, technology, and material resources wherever possible, while maintaining fiscal responsibility. The Department is committed to providing citizens with high quality and professional policing services 24 hours daily. The Department places a significant emphasis on the mission of working for the quality of life of our citizens. This objective is accomplished in part through effectively communicating with and educating the public on matters involving law enforcement and public safety. The Department places value on transparency, honesty, safety, and integrity in everything we do.

The Department is comprised of 41 sworn police officers and a combined full and part-time civilian support staff of 10 personnel.

Employing a workforce of highly trained officers is vital to the success of the mission of the agency. The Department continued to focus on meeting and exceeding State mandates for training. An emphasis was placed in the following areas of training; alcohol roadside impairment driving enforcement, crisis intervention team training, cultural competency, de-escalation, human trafficking, implicit bias, procedural justice, protecting civil rights, racial profiling, and use of force.

The Department values the diversity of our residents and all that pass through our community. The Department will strive to provide an inclusive environment in which people from all backgrounds and of all ages can live and thrive.

In 2020, the Department, along with all other Tri-Com Central Dispatch member agencies, made a successful switch to the STARCOM 21 radio network. The new radio system is widely used by public safety agencies throughout the State of Illinois and has allowed for interoperable radio communications at a level not possible with the former UHF system.

The year also brought challenges pertaining to COVID-19 pandemic. To protect the workforce, the Department followed Center for Disease Control (CDC) and State of Illinois guidelines for use of personal protective equipment (PPE). Extra PPE, such as facemasks, gloves, and eyewear were purchased. The pandemic impacted calls for services as calls decreased during March, April, and May. Much of the call volume during that time was non-traditional in nature and focused on complaints and investigations of executive order violations, which the members of the Department successfully handled by using a public education approach and seeking voluntary compliance to the new, temporary rules. During the second half of the year, call volumes returned to a near normal level as the stay at home order issued by the Governor moved closer toward reopening.

In 2021, the Department will focus on equipping and training our officers with body worn cameras. Body worn cameras should not only provide greater transparency and increase trust between the public and the police, but they will also be an objective tool for the prosecution of traffic and criminal offenses.

Roadway safety and traffic-flow management will continue to be an area of focus in the coming year. In addition to deploying officers to monitor and provide feedback on areas of concern, the Department utilizes mobile display speed sign technology that helps collect traffic data such as

traffic volume and vehicle speed. The data is then analyzed and interpreted to determine where targeted education and enforcement is needed.

The Department will continue to focus on services that provide for the safety and security of our residents. Staying connected with the community through effective communication and the use of technology will facilitate achievement of our mission of providing high quality public safety service to our citizens. The members of the Department remain committed to working for our citizens' quality of life and to making Batavia a safe, family-oriented community for everyone.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #31 — Police Admin & Operations

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|--------------------------------------|--------------------------------|--------------------|--------------------|----------------------------|---------------------|----------------------------|
| 6101 | Salaries and Wages | \$4,865,265 | \$5,108,606 | \$5,242,797 | \$5,242,797 | \$5,487,568 |
| 6102 | Overtime | \$258,808 | \$299,448 | \$285,000 | \$223,000 | \$267,150 |
| 6105 | Outside Work Agreement | \$13,994 | \$39,701 | \$50,000 | \$20,000 | \$39,000 |
| 6107 | Part-time Wages | \$34,456 | \$18,726 | \$67,000 | \$58,000 | \$68,010 |
| 6120 | City Health Ins Contribution | \$973,863 | \$1,105,909 | \$1,051,489 | \$1,060,890 | \$1,103,325 |
| 6121 | City IMRF Pension Contribution | \$68,650 | \$59,353 | \$80,982 | \$74,956 | \$78,890 |
| 6122 | City Share FICA and Medicare | \$106,402 | \$112,234 | \$125,168 | \$120,231 | \$127,604 |
| 6123 | City Pension Contribution | \$1,909,286 | \$2,050,041 | \$2,276,449 | \$2,266,454 | \$2,539,865 |
| 6126 | Workers Compensation Contrib | \$150,000 | \$150,000 | \$120,000 | \$120,000 | \$80,000 |
| 6201 | Police & Fire Board | \$22,321 | \$7,249 | \$19,350 | \$15,350 | \$32,000 |
| 6205 | Memberships | \$6,049 | \$6,888 | \$10,640 | \$10,640 | \$12,000 |
| 6210 | Training & Seminars | \$21,458 | \$15,738 | \$21,765 | \$12,000 | \$19,565 |
| 6215 | Resource Materials | \$0 | \$654 | \$1,560 | \$1,560 | \$2,048 |
| 6225 | Postage & Shipping | \$5,144 | \$5,460 | \$6,000 | \$6,000 | \$6,000 |
| 6230 | Office Supplies | \$23,649 | \$15,907 | \$15,400 | \$15,400 | \$15,400 |
| 6233 | Vehicle & Equip. Supplies | \$6,313 | \$4,509 | \$7,000 | \$7,000 | \$7,000 |
| 6235 | Printing | \$7,225 | \$4,566 | \$10,000 | \$10,670 | \$10,500 |
| 6237 | Communication Supplies | \$2,047 | \$3,252 | \$7,649 | \$7,649 | \$7,500 |
| 6239 | Investigative Supplies | \$3,285 | \$2,180 | \$4,000 | \$4,000 | \$4,000 |
| 6241 | Fuel | \$60,122 | \$55,529 | \$65,000 | \$50,000 | \$57,000 |
| 6242 | Patrol Supplies | \$5,438 | \$4,596 | \$5,530 | \$5,530 | \$7,450 |
| 6247 | Ammunition & Safety | \$22,694 | \$20,991 | \$35,733 | \$25,000 | \$18,043 |
| 6250 | Telephone | \$12,571 | \$17,173 | \$13,745 | \$13,745 | \$15,245 |
| 6255 | Clothing & Uniforms | \$44,918 | \$61,048 | \$70,157 | \$70,157 | \$61,050 |
| 6276 | Other Equipment | \$14,777 | \$13,713 | \$770 | \$770 | \$3,770 |
| 6310 | R & M Vehicles | \$28,834 | \$26,028 | \$36,000 | \$30,000 | \$40,000 |
| 6325 | R&M Office Equipment | \$4,089 | \$5,339 | \$4,380 | \$4,380 | \$5,640 |
| 6340 | R & M Field | \$6,842 | \$7,008 | \$9,900 | \$5,900 | \$9,400 |
| 6351 | Property & Liability Insurance | \$96,493 | \$103,566 | \$115,500 | \$115,500 | \$100,000 |
| 6355 | Professional Services | \$68,871 | \$78,164 | \$85,950 | \$235,137 | \$91,975 |
| 6362 | Tri-Com Dispatch | \$357,121 | \$292,086 | \$320,000 | \$265,285 | \$289,000 |
| 6450 | Vehicles & Equipment | \$111,610 | \$28,249 | \$251,132 | \$251,132 | \$42,273 |
| Police Admin & Operations | | \$9,312,595 | \$9,723,911 | \$10,416,046 | \$10,349,133 | \$10,648,271 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

Personnel

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

| | | |
|-------------|---------------------------|--------------------|
| 6101 | Salaries and Wages | |
| | 41 Sworn Personnel | \$4,908,340 |
| | Non-Sworn Personnel | \$579,228 |
| | Total | \$5,487,568 |

| | | |
|-------------|----------------------------------|--------------------|
| 6123 | City Pension Contribution | |
| | 57% of Payroll; 55% Funded | \$2,519,865 |
| | Additional Funding | \$20,000 |
| | Total | \$2,539,865 |

| | | |
|-------------|--|----------------|
| 6276 | Other Equipment | |
| | Replacement Batteries for Speed Alert Message Sign | \$770 |
| | PPE: Hospital Masks, N95 Masks, Gloves, Eye Protection, Disinfectant Materials | \$3,000 |
| | Total | \$3,770 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #31 — Police Admin & Operations

Detail on Significant Items

Account

| | | |
|-------------|---|-----------------|
| 6340 | R & M Field | |
| | Maintenance of equipment | \$7,400 |
| | 6-Year Fire Extinguisher Maintenance Due 2021 | \$2,000 |
| | Total | \$9,400 |
| <hr/> | | |
| 6355 | Professional Services | |
| | Ordinance Prosecution Fees | \$31,200 |
| | Kane County Animal Control | \$3,000 |
| | Tower Car Wash | \$7,600 |
| | Pension Actuarial Report and Audit | \$10,000 |
| | AID - Victim Services Program | \$17,500 |
| | Lexis Nexis: Investigation Information Data Bank | \$5,600 |
| | LEADS On-Line | \$3,025 |
| | Voiance Interpretation Services | \$1,000 |
| | Fingerprinting for City Employees | \$1,000 |
| | Use/Rental of Range Facilities | \$1,500 |
| | Local DUI Prosecution | \$2,750 |
| | Other Professional Services | \$7,800 |
| | Total | \$91,975 |
| <hr/> | | |
| 6450 | Vehicles & Equipment | |
| | One Ford Utility Police Interceptor and police equipment. | \$39,888 |
| | Graphics/Graphic Removals | \$2,385 |
| | Total | \$42,273 |

Fire

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

The department responded to 4,276 incidents in 2019, of which 1,922 were fire or rescue related and 2,354 were emergency medical. The department currently has 23 fulltime firefighters and officers, 29 paid-on-call firefighters, 1 Fire Marshal, 1 Administrative Assistant, 12 contract paramedic/firefighters and 6 Explorers. Annually, the department tries to inspect all commercial and industrial complexes, schools and churches. The Fire Prevention Bureau reviews building plans for compliance with fire and building codes for all structures, except one and two family dwellings. The department provides fire safety education to grades K-5, does many preschool education sessions and teaches adults in CPR, fire extinguishers, and general fire safety. Department members perform daily training, inspections, and maintenance of apparatus, equipment and fire stations. Batavia Fire Department personnel also participate in region wide specialty teams including Hazardous Materials, Technical Rescue and Fire Investigation.

The department has an Insurance Services Office (ISO) rating of Class 1. Class 1 is the best designation and Class 10 as the poorest. That rating is used by the insurance industry to help determine insurance rates for home owners and businesses. The new rating of Class 1 puts the Batavia Fire Department in the top 1% of the 50,000 fire departments classified nationwide.

The 2021 budget has been thoroughly reviewed and the Department feels that it has worked diligently to control expenditures while still being able to meet the public safety objectives of the City of Batavia. The public safety objectives are a culmination of staffing, vehicles, equipment, Fire Prevention and management to maintain the ISO 1 Classification.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #32 — Fire Services

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|----------------------|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 2018 | 2019 | Budget 2020 | 2020 | Budget 2021 |
| 6101 | Salaries and Wages | \$2,453,202 | \$2,640,025 | \$2,733,694 | \$2,700,000 | \$2,830,044 |
| 6102 | Overtime | \$189,066 | \$208,983 | \$240,000 | \$220,000 | \$240,000 |
| 6107 | Part-time Wages | \$499,584 | \$509,037 | \$535,000 | \$520,000 | \$548,375 |
| 6120 | City Health Ins Contribution | \$579,547 | \$677,601 | \$646,008 | \$655,135 | \$681,340 |
| 6121 | City IMRF Pension Contribution | \$11,923 | \$15,927 | \$23,129 | \$23,129 | \$24,347 |
| 6122 | City Share FICA and Medicare | \$79,390 | \$86,188 | \$95,232 | \$93,305 | \$98,315 |
| 6123 | City Pension Contribution | \$842,498 | \$945,782 | \$1,039,122 | \$1,039,122 | \$1,209,388 |
| 6126 | Workers Compensation Contrib | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 |
| 6127 | Work Comp. Contrib. POC's | \$2,550 | \$2,550 | \$2,550 | \$2,550 | \$2,550 |
| 6205 | Memberships | \$5,209 | \$6,103 | \$5,800 | \$5,800 | \$5,900 |
| 6210 | Training & Seminars | \$33,686 | \$25,522 | \$33,000 | \$29,000 | \$31,400 |
| 6215 | Resource Materials | \$1,323 | \$1,190 | \$1,900 | \$1,700 | \$1,810 |
| 6225 | Postage & Shipping | \$312 | \$280 | \$700 | \$580 | \$630 |
| 6230 | Office Supplies | \$3,805 | \$4,018 | \$4,400 | \$4,000 | \$4,400 |
| 6233 | Vehicle & Equip. Supplies | \$14,984 | \$9,991 | \$16,000 | \$15,000 | \$16,000 |
| 6235 | Printing | \$342 | \$713 | \$800 | \$700 | \$760 |
| 6237 | Communication Supplies | \$6,707 | \$13,217 | \$7,000 | \$7,000 | \$7,000 |
| 6241 | Fuel | \$30,326 | \$29,143 | \$32,569 | \$25,000 | \$29,600 |
| 6250 | Telephone | \$6,257 | \$7,433 | \$8,000 | \$6,500 | \$7,600 |
| 6251 | Education Program Supplies | \$1,691 | \$2,039 | \$2,500 | \$2,300 | \$2,500 |
| 6253 | Haz-Mat Program Supplies | \$2,472 | \$1,606 | \$2,500 | \$2,500 | \$2,600 |
| 6255 | Clothing & Uniforms | \$31,843 | \$39,590 | \$42,000 | \$42,000 | \$43,000 |
| 6256 | Rescue Materials | \$7,767 | \$8,712 | \$11,000 | \$11,000 | \$11,500 |
| 6257 | Medical Supplies | \$4,487 | \$6,857 | \$6,500 | \$6,500 | \$6,800 |
| 6259 | Meals & Refreshments | \$2,220 | \$2,404 | \$3,000 | \$2,800 | \$3,000 |
| 6260 | Utilities | \$58,226 | \$54,331 | \$55,000 | \$55,000 | \$55,500 |
| 6264 | General Supplies | \$9,005 | \$11,306 | \$11,500 | \$11,500 | \$11,700 |
| 6276 | Other Equipment | \$30,413 | \$30,491 | \$34,000 | \$34,000 | \$34,000 |
| 6310 | R & M Vehicles | \$65,842 | \$115,208 | \$82,000 | \$99,000 | \$90,000 |
| 6315 | R & M Building | \$28,794 | \$39,287 | \$45,000 | \$41,000 | \$45,000 |
| 6325 | R&M Office Equipment | \$1,201 | \$1,392 | \$2,000 | \$1,900 | \$2,000 |
| 6340 | R & M Field | \$491 | \$830 | \$2,000 | \$1,900 | \$2,000 |
| 6351 | Property & Liability Insurance | \$28,581 | \$27,615 | \$31,500 | \$31,500 | \$32,000 |
| 6355 | Professional Services | \$6,956 | \$11,603 | \$13,500 | \$15,400 | \$15,800 |
| 6361 | Tri-City Ambulance | \$261,610 | \$211,470 | \$219,454 | \$217,000 | \$229,100 |
| 6362 | Tri-Com Dispatch | \$98,703 | \$79,436 | \$95,687 | \$77,000 | \$100,300 |
| Fire Services | | \$5,441,013 | \$5,867,880 | \$6,124,045 | \$6,040,821 | \$6,466,259 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #32 — Fire Services

Detail on Significant Items

Account

Personnel

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

| | | |
|-------------|----------------------------------|--------------------|
| 6123 | City Pension Contribution | |
| | 49% of Payroll; 65% Funded | \$1,199,388 |
| | Additional Funding | \$10,000 |
| | Total | \$1,209,388 |

Emergency Services & Disaster Agency

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

ESDA currently has one coordinator, one manager and 7 personnel. It is ESDA that sends out weather spotters during storms, tests the monthly weather sirens, does traffic control and lighting at incidents or events, and provide rehabilitation supplies to emergency workers when needed. They also maintain communication with the Illinois Emergency Management Agency, the Kane County Emergency Management Agency and other local emergency management agencies. The members are trained in First Aid, CPR, weather spotting, and traffic control.

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.

The 2021 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.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #33 — E.S.D.A.

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|--------------|------------------------------|-----------------|-----------------|-----------------|------------------|-----------------|
| | | 2018 | 2019 | Budget | 2020 | Budget |
| 6107 | Part-time Wages | \$16,953 | \$19,195 | \$20,353 | \$19,991 | \$20,945 |
| 6122 | City Share FICA and Medicare | \$1,290 | \$1,477 | \$1,557 | \$1,529 | \$1,602 |
| 6205 | Memberships | \$0 | \$0 | \$150 | \$100 | \$140 |
| 6210 | Training & Seminars | \$120 | \$611 | \$900 | \$500 | \$860 |
| 6230 | Office Supplies | \$0 | \$14 | \$200 | \$100 | \$190 |
| 6237 | Communication Supplies | \$162 | \$20 | \$4,200 | \$4,200 | \$4,400 |
| 6241 | Fuel | \$146 | \$97 | \$450 | \$450 | \$430 |
| 6242 | Patrol Supplies | \$20 | \$150 | \$220 | \$150 | \$210 |
| 6250 | Telephone | \$1,184 | \$1,138 | \$1,100 | \$1,000 | \$1,100 |
| 6255 | Clothing & Uniforms | \$0 | \$0 | \$900 | \$500 | \$860 |
| 6259 | Meals & Refreshments | \$200 | \$210 | \$350 | \$350 | \$350 |
| 6260 | Utilities | \$2,301 | \$2,193 | \$2,200 | \$2,000 | \$2,000 |
| 6264 | General Supplies | \$177 | \$421 | \$320 | \$200 | \$320 |
| 6310 | R & M Vehicles | \$1,331 | \$384 | \$1,600 | \$1,000 | \$1,520 |
| 6340 | R & M Field | \$5,624 | \$4,928 | \$6,700 | \$6,000 | \$6,400 |
| | E.S.D.A. | \$29,508 | \$30,838 | \$41,200 | \$38,070 | \$41,327 |

Streets and Sanitation

The Streets and Sanitation Division within the Public Works Department is responsible for providing a variety of quality City services in an efficient, reliable, and affordable manner. Responsibilities include snow plowing; storm sewer system maintenance including detention/retention ponds and catch basins; street sweeping; sidewalk maintenance, working closely with Engineering on the sidewalk replacement program and drainage projects; roadway maintenance; maintenance of roadway signage and striping in accordance with MUTCD standards; ROW maintenance; providing fuel services for the entire City fleet, maintaining Public Works fuel island that includes monitoring/testing/recording compliance with federal regulations; fall leaf collection; provides necessary traffic control plans/setup for various special events; and responding to daily inquiries from residents. In addition, Streets and Sanitation provides all administrative and maintenance operations for the City's two cemeteries. This includes frequent interments, grave sales, all record keeping, inquiries from the public, coordination of memorial marker installations, research on burial rights, and maintenance of lawn, trees, and shrubs during the growing season.

Staff continues to seek opportunities to collaborate with other divisions in Public Works, City departments, and other local government agencies. Through various professional networks, other agencies, and field staff, we identify ways to improve the safety and processes for any given task. Information about City services and construction projects, including daily leaf pickup updates, are regularly communicated to residents through individual notices and a variety of media including the City's website, Neighbors of Batavia, the weekly eNews, Facebook, and Twitter. Staff continues to seek ways to improve methods and practices.

Staff works with the Engineering Division in the process of evaluating streets, sidewalks, curbs, and infrastructure for future resurfacing, reconstruction, and storm drainage projects. Staff closely evaluates our storm sewers within the limits of upcoming roadway projects so failing pipes and structures can be replaced to ensure longevity. We also evaluate ways to improve the functionality, water quality, and may set up an intersection for future sewer separation, if applicable. This minimizes the need to cut into resurfaced roads and lessens the impact on the public.

The remaining available grave spaces at the West Batavia Cemetery are dwindling. Staff continues to plan for the construction of a columbarium, which is a mausoleum for ash remains. The columbarium will contain 108 niche units and space for 100 additional cremains in the ossuary. Of the \$75,000 total expense, \$25,000 was donated. Staff has been working on a complete revision of the Cemetery Code, including updating fees, to accommodate the future columbarium. Once this is complete, both the new columbarium, as well as the new Section 4, can be opened for sales of grave spaces.

Crews perform an annual catch basin inspection and cleaning program to help meet requirements for the City's National Pollutant Discharge Elimination System permit. There is also a regularly scheduled program for sweeping all streets on a quarterly basis, with additional sweepings occurring during the leaf collection season; downtown street sweeping is done more frequently. These activities keep the City's storm sewer system functioning properly and improve the quality of discharge to the Fox River.

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #45 — Streets and Sanitation

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|-------------------------------|--------------------------------|--------------------|--------------------|----------------------------|--------------------|----------------------------|
| 6101 | Salaries and Wages | \$1,486,880 | \$1,131,228 | \$1,175,000 | \$1,168,966 | \$1,153,215 |
| 6102 | Overtime | \$62,067 | \$72,993 | \$72,500 | \$60,000 | \$72,500 |
| 6103 | Double-time | \$107,470 | \$69,206 | \$80,000 | \$60,000 | \$80,000 |
| 6104 | Stand-by | \$23,837 | \$23,598 | \$32,000 | \$29,854 | \$37,066 |
| 6107 | Part-time Wages | \$8,640 | \$5,508 | \$6,000 | \$6,000 | \$6,000 |
| 6120 | City Health Ins Contribution | \$363,164 | \$311,742 | \$275,346 | \$276,070 | \$287,112 |
| 6121 | City IMRF Pension Contribution | \$206,844 | \$126,663 | \$174,288 | \$169,073 | \$171,070 |
| 6122 | City Share FICA and Medicare | \$122,272 | \$94,282 | \$104,461 | \$101,349 | \$103,182 |
| 6126 | Workers Compensation Contrib | \$60,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 |
| 6210 | Training & Seminars | \$3,613 | \$4,992 | \$3,000 | \$2,000 | \$3,000 |
| 6225 | Postage & Shipping | \$493 | \$363 | \$300 | \$300 | \$300 |
| 6230 | Office Supplies | \$2,133 | \$2,889 | \$9,000 | \$8,400 | \$3,000 |
| 6233 | Vehicle & Equip. Supplies | \$84,597 | \$66,700 | \$65,000 | \$65,000 | \$65,000 |
| 6235 | Printing | \$259 | \$969 | \$500 | \$500 | \$500 |
| 6237 | Communication Supplies | \$3,345 | \$1,597 | \$10,000 | \$10,000 | \$10,000 |
| 6240 | Materials | \$94,146 | \$115,477 | \$107,000 | \$100,000 | \$107,000 |
| 6241 | Fuel | \$65,632 | \$61,455 | \$58,000 | \$48,000 | \$59,000 |
| 6243 | Salt & Deicers | \$227,906 | \$252,583 | \$275,000 | \$183,546 | \$227,000 |
| 6250 | Telephone | \$7,143 | \$6,136 | \$6,500 | \$6,200 | \$6,500 |
| 6255 | Clothing & Uniforms | \$12,976 | \$12,973 | \$9,000 | \$9,000 | \$9,000 |
| 6259 | Meals & Refreshments | \$1,639 | \$1,902 | \$1,700 | \$4,500 | \$4,500 |
| 6261 | Safety Supplies | \$3,202 | \$3,156 | \$2,000 | \$2,000 | \$2,000 |
| 6264 | General Supplies | \$26,863 | \$6,879 | \$10,000 | \$10,000 | \$10,000 |
| 6276 | Other Equipment | \$27,056 | \$12,331 | \$5,000 | \$5,000 | \$5,000 |
| 6310 | R & M Vehicles | \$22,094 | \$24,525 | \$28,000 | \$35,000 | \$28,000 |
| 6330 | R & M City Properties | \$242,286 | \$49,166 | \$97,200 | \$97,200 | \$99,600 |
| 6340 | R & M Field | \$4,203 | \$10,857 | \$10,000 | \$5,000 | \$10,000 |
| 6351 | Property & Liability Insurance | \$39,657 | \$36,855 | \$32,550 | \$32,550 | \$35,000 |
| 6365 | Landfill Fees | \$9,003 | \$0 | \$10,000 | \$3,000 | \$10,000 |
| 6430 | Capital Repairs/Improvements | \$0 | \$3,845 | \$132,000 | \$0 | \$0 |
| Streets and Sanitation | | \$3,319,420 | \$2,550,870 | \$2,831,345 | \$2,538,508 | \$2,644,545 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

Personnel

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

6237 Communication Supplies

| | |
|------------------------------------|-----------------|
| Upgrade 2-Way Radios (Year 2 of 3) | \$9,000 |
| General Maintenance | \$1,000 |
| Total | \$10,000 |

6240 Materials

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

6243 Salt & Deicers

| | |
|--|------------------|
| Salt for the start of the 2021-2022 Winter | \$56,000 |
| Salt Additives | \$10,000 |
| Salt Allocation for the 2020-2021 Winter | \$161,000 |
| Total | \$227,000 |

6330 R & M City Properties

| | |
|---------------------------------------|----------|
| Hauling of Snow, Leaves, and Spoils | \$18,000 |
| Drainage Ditch Maintenance | \$10,000 |
| Sidewalk Leveling | \$20,000 |
| Portable Toilet Rental | \$2,000 |
| Weather Services | \$4,600 |
| Various Concrete and Pavement Repairs | \$12,000 |
| Temporary Leaf Workers | \$12,000 |
| Pavement Marking | \$21,000 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #45 — Streets and Sanitation

Detail on Significant Items

Account

| | |
|--------------|----------|
| Total | \$99,600 |
|--------------|----------|

| | |
|-------------|-------------------------------------|
| 6430 | Capital Repairs/Improvements |
|-------------|-------------------------------------|

| | |
|--|----------|
| Columbarium at West Cemetery (Carry Forward) | \$72,000 |
|--|----------|

| | |
|-------------------------|----------|
| Monument Entrance Signs | \$60,000 |
|-------------------------|----------|

| | |
|---------------------------------------|------------|
| Remove from budget to reduce spending | \$-132,000 |
|---------------------------------------|------------|

| | |
|--------------|------------|
| Total | \$0 |
|--------------|------------|

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #75 — Utility Share General Fund

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|-------|-----------------------------------|---------------------|---------------------|----------------------------|---------------------|----------------------------|
| 6628 | Utility Administration | \$-1,645,000 | \$-1,735,000 | \$-2,025,000 | \$-2,025,000 | \$-2,100,000 |
| | Utility Share General Fund | \$-1,645,000 | \$-1,735,000 | \$-2,025,000 | \$-2,025,000 | \$-2,100,000 |

City of Batavia 2021 Annual Budget

Fund # 10 — General Fund

Department #75 — Utility Share General Fund

Detail on Significant Items

Account

| | | | |
|-------------|-------------------------------|--------------|---------------------|
| 6628 | Utility Administration | | |
| | Electric | | \$-950,000 |
| | Water | | \$-575,000 |
| | Sewer | | \$-575,000 |
| | | Total | \$-2,100,000 |

City of Batavia 2021 Annual Budget

Expenditures

Fund #10 — General Fund

Department #90 — Interfund Allocations

| Acct. | Description | Actual | Actual | Approved | Estimated | Proposed |
|--------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 2018 | 2019 | Budget | 2020 | Budget |
| | | | | 2020 | | 2021 |
| 7033 | Transfer -Drainage Capital 33 | \$367,656 | \$362,981 | \$366,893 | \$366,893 | \$363,944 |
| 7041 | Transfer-Fire Station DS 41 | \$711,500 | \$709,700 | \$717,450 | \$709,200 | \$695,850 |
| 7043 | Transfer-Street Captial 43 | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$600,000 |
| 7048 | Transfer-City Hall Capital 48 | \$124,673 | \$100,000 | \$1,175,000 | \$1,175,000 | \$175,000 |
| 7053 | Transfer-Storm & CH Debt 53 | \$407,671 | \$410,007 | \$408,107 | \$408,107 | \$411,056 |
| 7071 | Transfer-Public Works Capital 71 | \$300,000 | \$275,000 | \$275,000 | \$275,000 | \$275,000 |
| 7072 | Transfer-Fire Capital 72 | \$275,000 | \$250,000 | \$200,000 | \$200,000 | \$175,000 |
| | Interfund Allocations | \$2,536,500 | \$2,457,688 | \$3,492,450 | \$3,484,200 | \$2,695,850 |

City of Batavia 2021 Annual Budget

Fund #14 — Economic Development Grant Summary

| Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|--------------------------|----------------------|----------------|----------------------------|----------------------|----------------------------|
| Surplus and Reserves | \$2,597,141 | \$1,393,731 | | \$1,393,731 | \$0 |
| ED Grant Agreement | \$1,203,410 | \$0 | \$1,393,731 | \$1,393,731 | \$0 |
| Total Expense | \$1,203,410 | \$0 | \$1,393,731 | \$1,393,731 | \$0 |
| Surplus/(Deficit) | (\$1,203,410) | \$0 | (\$1,393,731) | (\$1,393,731) | \$0 |
| Surplus and Reserves | \$1,393,731 | \$1,393,731 | | \$0 | \$0 |

City of Batavia 2021 Annual Budget

Expenditures

Fund #14 — Economic Development Grant

Department #95 — ED Grant Agreement

| Acct. | Description | Actual 2018 | Actual 2019 | Approved Budget 2020 | Estimated 2020 | Proposed Budget 2021 |
|-------|----------------------|--------------------|----------------|----------------------------|--------------------|----------------------------|
| 6353 | Economic Development | \$1,203,410 | \$0 | \$1,393,731 | \$1,393,731 | \$0 |
| | ED Grant Agreement | \$1,203,410 | \$0 | \$1,393,731 | \$1,393,731 | \$0 |