

CITY OF BATAVIA

DATE: November 4, 2012
TO: Mayor & City Council
FROM: Bill McGrath, City Administrator, Peggy Colby, Finance Director
SUBJECT: 2013 Budget Questions: Round 1 Ques. 1-34 11-5-12

Round 1

1. Page x Asset management for the Electric Department. How do we ensure that the work done for this is not too specific to the problems of the Electric Department and not expandable to the rest of the City in the future? Will there be other staff members involved in this study to present ideas and issues that they might not think of?

Response: The project will be led by IS but there will be a working group composed of several department representatives. Asset management's first phase is budgeted out of the Electric Utility because it has the most immediate need. It will be easier for the overall organization to utilize the software that will ultimately be purchased if we can focus on a single department first, but there is no question that the system is a tool for the total organization.

2. Page 7a bullet point 5 What about other City owned properties; Kirk and Wilson, Spuhler and Wilson (old water tower site)? Kirk and Wilson needs an assessment to determine future remediation work. Are there funds for this?

Response: Spuhler & Wilson will also be appraised and offered for sale.

Regarding Kirk & Wilson, A floodplain study and wetland delineation were already done late this summer. Despite the findings by our engineering consultant that the wetland is isolated and thus under our own jurisdiction to apply the Kane County Stormwater Ordinance, the Army Corps has asserted jurisdiction, and we will be looking at whether this is something to contest at this point due to the complications in development and sale. It appears that approximately 1.91 acres out of 6 is wetland. The donation to the City had a 2 year time period during which we could not convey the property, and that time period runs out November 16th. That is why we have done the prep work. We will be analyzing the wetland delineation issue and come to the Council with a plan for disposal. There is no indication of contamination that would require remediation, but undoubtedly a Phase 1 study will be done as part of any sale or redevelopment.

3. Page 8 fund 6355 what are the other contracts for 20 k\$?

Response: Other issues issue rise from time to time, such as contributions to cable and other legislative intuitive joint legal fees. Facilitation services, bond fees, strategic planning, and other studies for things such as a TIF review have been paid from this line item.

4. Page 9 fund 6282 Employee recognition (HR) what will the 12.5k\$ buy?

Response: This provides for length of service awards and the annual breakfast and spring fling.

5. Page 16 fund 6445 Other Equipment (Eng) ¼ share GPS what other groups are sharing?

Response: The three utilities will also share in the expense. GIS is also purchasing a unit. There was discussion on whether or not we could just purchase one but there is a need for two as GIS and Engineering both use theirs regularly.

6. Page 29 fund 6355 please explain what the Marketing Consultants will work on.

Response: The funds being requested for marketing initiatives includes crafting a marketing message for doing business in Batavia highlighting the various opportunities across the city, i.e. downtown vs. Randall Road vs. Industrial opportunities. Hosting targeted real estate broker events (commercial/industrial specific) to continue to foster these broker relationships, and a combination of print, on-line and possibly radio advertising. Staff will continue to work with our partnering organizations, i.e. MainStreet for downtown developments and attraction and the Chamber and Batavia brokers when necessary to broaden the reach of the limited marketing dollars.

7. Page 30a The Police need to advertise the prescription drug drop off program more this is the first I have heard of it.

Response: It is just starting with the drop-off equipment and arrangements for delivery for disposal being worked out.

8. Page 30 fund 6445 Other Equipment (Police) why the jumps from 3k\$ in 2011 to 8k\$ in 2012 back to 2k\$ in 2013 what is this money used for?

Response: There are different equipment needs from year to year – items purchased from this line include speed display signs (LED), radar guns, security cameras and AED's.

9. Page 35a 2nd paragraph 2nd sentence (fire narrative) should that be projections for 2013 not 2012?

Response: 2012 is correct as there are still 2 more months left in the year so the total calls for service are still projected.

10. Page 38 Fund 6340 R&M (ESDA) narrow band radios is this new equipment or adding onto existing equipment, what is the purpose of these radios?

Response: These are radios that must be converted to the narrow banding signal (federal mandate that narrowed the signal to provide more space for other use). All radios in the City have been phased in to this new band. The ESDA radios are the last to be completed. The radios are used to communicate with other City personnel (intra city use). This upgrade is different than the upgrade of radios being done in the PD which you will see in the budget on pg 32 for gradual implementation of interoperability-capable radios in accordance with state-wide Tactical Interoperability Communications Plan [TIC-P].

11. Page 38 fund 6445 Other Equipment (ESDA) Louise White siren is this replacement or repair what is the story here?

Response: We have been told that this is a replacement that is needed.

12. Page 39a 2nd bullet point (Street Narrative) is this 2008 Escape still useful? Can some other department use it?

Response: The Community Development department was in need of a new vehicle to replace the 2000 Dodge Dakota. Rather than purchase a new vehicle, the 2008 Escape is being shifted to CD. See also page xxii.

13. In the street department should we be using more contractors to plow snow rather than buy more trucks?

Response: Gary Holm and Scott Haines have been reviewing the best use of our fleet. They have been working on implementing replacement of larger plows with smaller trucks that can be used throughout the year rather than just for snow removal. A few larger trucks will be retained for just this purpose as they are very efficient. We have been discussing some experimentation with contracted plowing and will be considering it for perhaps the downtown or cul-de-sacs. The primary goal is clearing the arterials and contracting for that would remove our control over timing and some control over routes.

14. Page 41 fund 6355 Contractual Services (Streets) is this where sidewalk replacement and new sidewalk program gets funded? Where is that 150 k\$ I can't seem to find it.

Response: The sidewalk programs have been budgeted under MFT/Streets (Fund 18) for many years. This page with the descriptions was missed in the original document (for some reason it didn't print). It was added on Wednesday (pg 55). It was also discovered at that time that the program was entered incorrectly at \$275,000 rather than \$175,000 – this will be corrected in the printed version at a later date since it rolls up into the totals – more than one page is affected.

The sidewalk program itself is being moved under the management of Engineering. This will take a few years and Streets will assist in the transition. The program will continue to be budgeted under fund 18. There is \$175,000 budgeted for 2013 for overall sidewalks. The apportionment of these funds between new and existing will be determined after winter when an

analysis of the system is made. For example, if there are substantial trip hazards with the possibility of liability, more resources will be used there. The long-term sidewalk plan for new walks will still be in place and used. The program will be brought to committee for review before bids are sought. .

15. Page 99 fund 6355 Contractual Services (TIF 1) is 50k\$ enough for the Church and the Thomle Building? Please add details on what projects are planned for both buildings.

Response: There is little work needed on the Thomle Building and we plan to dispose of it in the next few years depending upon the complexity of a redevelopment project connected with it. The \$50,000 is believed to be enough for the Baptist Church. We will be going to the Council for a discussion on the future of the school building and the church building before we invest any significant funds. We have bids for approximately \$45,000 for a reroof if the Council wants to make that kind of investment.

16. Page 104 fund 6355 Contractual Services (TIF 3) are we taking 25k\$ out of both TIFs for Façade improvement and Downtown improvement grants to make a total of 50k\$?

Response: Yes, depending upon the future of those programs now under discussion.

17. Page 123 fund 21 4543 New Construction Fees (Electric Revenue) - Will Rubicon reimburse us for this? Where would those funds show up in the budget?

Response: This is a revenue account and represents the funds from Rubicon.

18. Page 128 metering are we funding the wireless metering program here? What is the status on this project?

Response: Page 128 lists the wages paid to our pay-per-read meter readers. The water meter program is slowly rolling out in 2012 with the research work and planning recently completed. Eventually, the wireless metering program will affect the amount of work required by our pay-per-read readers. As meter routes are completed they will be read via wireless devices utilizing a drive-by reading system. The program is budgeted in 30-73-6268 and 31-83-6268. Replacement water meters have typically been purchased from the water fund, but with this new program, the cost will be shared by wastewater since the City use's the water meters for billing sewer service. Electric meters will also begin replacement (purchased from electric 21-61) during 2012/2013. The divisions are coordinating their efforts and prioritizing the meter replacement's based on meter age & reading route. Electric will also be performing meter change outs and upgrades with commercial & industrial customers.

Page 129 fund 21 6263 Street lighting (Electric) why did street lighting get move to improvements 21-61-6264?

Response: This was an accounting decision. Some parts of street light costs are expensed (bulbs) while others are capitalized. Most costs that are budgeted in 21-61 are capitalized costs (spread out over the life of the asset). Any costs that are not capitalized are re-coded at year end to 21-64. There are no plans for changes in items or types of purchases.

19. Page 132 fund 21 6355 Contractual Services (Electric) what is overhead infrastructure condition and evaluation?

Response: Bob Rogde has indicated that an evaluation of our overhead poles and wires needs to be done. This came to light after the storm this past August that left so many poles down on the west side (Western Avenue area). The evaluation would be similar to what was done by the company that did the evaluation of the streets this past year.

20. Page 138 fund 30 4667 Sale of Bulk Water - who is buying 7k\$ worth of water?

Response: The sale of bulk water typically is to bulk water delivery companies (that fill pools) or lawn care companies that fill their trucks.

21. Page 142 fund 30 6340 (Water Production) Please provide more detail. Why are we doing work on well 4?

Response: There is a CIP sheet for this – page A-21. From John D: Well #4 is a 1953 era facility that must be maintained as an emergency supply of water to our community. As such, the components that provide the water to the system include; the well pump & motor, the booster pumps, the water storage reservoir and the associated electrical components, such as starters and breakers. The Water Utility is in the process of evaluating the facility and associated components to ensure the availability of Well #4 during any emergency pumping operations. At a minimum, there may be new electrical equipment and/or pump maintenance necessary in 2013.

22. Page 144 fund 30 6355 (Contractual Services Water) how is the toilet rebate program going? Are people applying and getting refunds?

Response: From John D: The Water Utility has issued thirty-six (36) toilet rebates YTD in 2012. Past years have included thirty-six (36) in 2010 and thirty-one (31) in 2011. There are a total of forty (40) rebates available each year @ \$50.00/each. The Water Utility finds the program useful in promoting water efficiency. According to the *CMAAP- Water 2050 Plan*, some Fox Valley communities are expected to see diminishing water levels in the drinking water wells as the region continues growing. The Water Utility utilizes the rebate program at community outreach events to draw attention to the need for efficiency and conservation of our water resources.

23. Page 161 is it time to revise the cemetery fees?

Response: This fee is for the perpetual care of the lot and is to go for permanent maintenance of the plot (mowing & weeding). Because we charge this fee, we are to set aside the funds in a permanent account for the continuing maintenance. Bill Kellum is reviewing the statutes on this

and other cemetery issues. The fees we charge for the sale of the lots (page 6) and grave opening fee (page 5) are budgeted under general activities revenue. The increase of the fees can be discussed at a committee meeting.

Overall, we do not have a lot of fees for service (see page 5). A review of charges should be done from time to time to make sure they are covering costs to the extent the CC desires (as a full cost recovery or as a supplement). The police department recently recommended that we implement a finger print fee to offset some of the cost for the time required to do so for non-criminal activity (i.e. coaches, job applicants from other entities in the community).

Please don't hesitate to ask further questions. Thanks

C: City website, City Employees, MainStreet, Chamber of Commerce