

# CITY OF BATAVIA

---

**DATE:** November 9, 2017  
**TO:** Mayor and City Council  
**FROM:** Peggy Colby, Finance Director  
**SUBJECT:** Budget Question and Answers #1

1. Page 9a 4th paragraph, last sentence not complete

The addition of a Communication Coordinator position has allowed the City to get information out to residents in a timelier manner and with more detail. Our Facebook page has now become a resource for our residents. A prime example is the quick video we were able to produce for Facebook about mulching. Scott Haines has touted the benefits of mulching leaves instead of raking them up for years. Having a Communications Coordinator helped us to get that word out to thousands of people.

We now collaborate on communications with other taxing bodies, Mainstreet and Chamber. We are a mutually supportive network. In addition, stories written with a journalistic skill have been taken up and republished by other publications such as Kane County Connects and our local newspapers. This promotes the City of Batavia throughout our geographic region.

It is beneficial to have a communications professional take the lead on the branding project. He is better able to hold the consultant to task and communicate our expectations. We believe that we will achieve a better end product as a result.

2. Page 15 and others as I went thru budget has 6310 with a no cost for new vehicle

There are two positions recommended by the City Administrator to fill but there is no funding for them. There are also other positions that have been requested but not recommended, as there just will be no way to fund all of them. The City Council asked for this information last year – what positions were cut from the budget - and so they were included this year. They are listed in the justification page as zero but the dollar amount is included in the description to indicate the additional cost. If the City Council chooses to find a way to fund the two recommended positions, then an additional vehicle will be needed for the building inspector.

3. Department 16 - building and grounds - 4-5 years ago we had new carpet budget for the council chambers , I would like to have this brought up again for the current council to decide on , the council chambers is used for many activities and should represent the city well.

We had not contemplated new carpet for the Council Chambers in 2018. Staff's plan was to propose improvements to the Council Chambers as part of a future phase of the interior remodeling project. A budget value of approx. \$30K should be used if Council would like to consider new carpet in 2018. Replacement was initially listed as a line item in the

2015 budget. Staff went out to bid and received three quotes that were around \$25K. The City Administrator at that time presented the carpet replacement idea to the Council and it was denied. Some of the members were in favor of it but most were not. City staff was and still are in favor of carpet squares, the same as we have on the second floor, as opposed to large pieces of carpet glued together to form one piece which is less expensive. The carpet squares are more expensive but are better for repair and maintenance and last a long time compared to regular carpet. They also allow for easy removal/replacement if needed. If the City council would like to go ahead with replacement in 2018, the carpet squares would be the best value.

4. Department 18 page 27 , bridge cameras ,,,,will the cameras be live web cams, this is always a good way to see what's happening , check the weather and use as a promotion tool , many people simply surf the web for live cameras all over the world

The bridge cameras are intended to be surveillance for the bridge sculptures. Therefore video from the cameras will be recorded and be internal to our network. The cameras were not designed to be public facing. Surveillance for security would be circumvented by making the cameras public facing. If the City Council would also like to have a web cam that broadcasts a view from the bridge, staff can look into adding another camera for that purpose. We would need direction to do so.

5. Department 22 sheet 31 , North River street land use planning \$15,000.00 please explain the intent

Sometime in the spring, the plan is for the City to retain Teska and Associates to facilitate a public workshop, or "charrette", with Batavia residents, and create a conceptual land plan for the former Larson-Becker properties. We had originally expected to undertake this project during this fiscal year but, as the OWP project has been put in a holding pattern, Scott Buening and Chris Aiston spoke to Laura about holding off on this until FY18.

According to Teska's proposed service agreement (dated August 2017), the charrette "will engage residents and local stakeholders in identifying the type and form of the projects that may be desirable, and work with City staff to develop alternative plan options that will be the basis for more detailed planning and implementation"

Teska's scope of services that make up this project "Batavia North River Street Subarea Plan" is attached.

6. Department 31. Do we still have the portable truck scales and do we do any truck enforcement and vehicle weight checks , if so what was the amount of fines assessed in the last few years for this , if not - could we start to check these vehicles more often ?

We do still currently possess our portable scales, but they have proven to be ineffective for the purpose of overweight truck enforcement. They have not been in active service for many years. They were poorly constructed and required constant recalibration, which was an expensive undertaking. The company that made the scales has also been out of business for a number of years. We use the certified weight scales at Aldi Corporation on

Kirk Rd now, (and have been for many years), and this has proven to be adequate for our needs. We currently have 5 officers certified as Truck Enforcement Officers, and they are assigned to our Day and Afternoon shifts.

In 2017, we have made a concerted effort to increase our truck enforcement activities, and the fines we have issued as a result have increased greatly. So far, year to date, we have made in excess of 50 suspected overweight truck enforcement traffic stops, which have resulted in over \$82,000 in fines issued. This far exceeds any time in the previous three years, when truck enforcement activities were much lower and resulted in \$20,000 (or less) in any given year.

In addition to our enforcement activities, we are also engaged in discussions with the company, Oxcart Overweight Truck Permitting System, with the desire to have our overweight truck permits completed electronically through the Oxcart system and forwarded to our certified truck officers for review and approval. The trucking companies in the metropolitan area are becoming increasingly aware of the Oxcart system, and the feedback we are getting from other agencies that are partnering with Oxcart (a number of which are in the area: Aurora, North Aurora, St. Charles, Warrenville, West Chicago, Winfield, to name a few) is that they are seeing their permit application numbers going up (which leads to additional revenue), which they suspect is a result of the accessibility to the permit applications. Oxcart charges a small additional fee, so the City loses no money as a result of using the service. Oxcart is also being recommended by the Metropolitan Mayor's Caucus.

7. Department 32 sheet 38 Addition of 6th ambulance „,what’s the justification of this , how would it be staffed, where would it be housed

The possibility of a 6<sup>th</sup> ambulance is something the Tri-City Ambulance Board will be looking at as it prepares their budget for the 2018-2019 year. The discussion is warranted since there are times throughout the year where all 5 Tri-City ambulances are committed and we have to rely on mutual aid ambulances. But since their new fiscal year does not start until May, the data to justify or not justify another ambulance has not been compiled as of yet. We do know that a 6<sup>th</sup> ambulance would be housed in Geneva since they only have one ambulance now. Also, it is likely that any 6<sup>th</sup> ambulance would probably only be staffed for during peak hours when we tend to be busier. The budget number does take into account that if the Tri-City Ambulance Board approves a 6<sup>th</sup> ambulance, it probably would not go into service immediately upon the start of their fiscal year but probably several months later.

8. Streets and sanitation discussion and budget to remove and replace walks on Island north of Wilson, should there be discussion of a streetscape plan of this block - both sides and continue the good effort of the prior councils in enhancing the downtown thru a streetscape?

The decision of whether or not to perform additional streetscape projects is a policy matter for City Council to decide. The sidewalk on Island Ave is being replaced because it is in poor condition. A new, wider sidewalk is proposed. New parkway tree grates are also proposed to replace the private trees that were removed by the property owner.

The budget is currently under the street fund. Past streetscape projects have been paid for with TIF funds. This specific project is in the TIF and could be moved to the TIF. The extent of the project could be modified if the Council chooses to use TIF funds for it. The projections for the TIF balances will be negative for the next couple of years but there is a limited amount (~\$250,000) that could be spent on projects over the next two years without further borrowing money. The TIF cash flow is attached. It shows what could be spent on infrastructure and grants through 2024 and the balance remaining projected until TIF 3 expires. If the City Council would like to move this project to the TIF even without adjusting it, it would help the street fund. Alternatively, it would reduce the amount available in the TIF's for other projects.

9. Department 45 and others, budgets amounts for materials for truck logos (branding project) Question is how much money is in the Budget in all departments for decals, emblems, stationary etc for branding?

The only budget for implementing branding is in 10-45 – the \$5,000 for vehicles and \$60,000 for entrance signs. There may be minor amounts in office supply budgets to order business cards or stationary but nothing that would take the budget over prior years.

10. Fund 16 page 82 projects \$10,000,000.00 isn't this aggressive? Hey do we need to put anything in here at all

As mentioned in the overview on page I-9, the budget is there if the project is approved. There was \$7M in the 2017 budget as well. The budget would not be spent if the project does not move forward but since the RDA has set forth a plan, it should be put in the budget. The budget is simply a placeholder with financing offsetting the expenditure.

11. Department 47 page 101 has addition of the walk on Island , same as above under streets and sanitation

See answer to question 8.

12. Department 47 page 101 \$500,000.00 for the Batavia Ave. crossings ,,as I recall there was a lot of commitment from the committee to do something on this , however when the price tags of \$500,000 was identified I sensed some pull back from some on the committee , may be a good idea to discuss this further to see if there is a real commitment from the council to spend this kind of money before staff spends too much time on this

Council's direction was to bring this forward as part of the 2018 budget process for further discussion.



## Work Program

### **PART 1: BACKGROUND ANALYSIS**

**Schedule: 3 weeks**

1.1 Property Information. The Teska Team will review past plans and all relevant studies to evaluate the potential impact of previous recommendations. This will include, but not be limited to the following background information (all relevant information shall be provided by the City):

- Aerial photography
- GIS Data, including:
  - Topographic maps
  - Wetland data
  - Floodplain maps
  - Utility and easements (if applicable)
  - Rights-of-way and road center lines
  - Property boundaries
  - Existing land uses and zoning
- Current and previous developer proposals for the site and nearby neighborhood (if applicable)

*Deliverable:* Study area base map

1.2 Site Assessment. Teska will conduct a field survey of the N. River Street Subarea site and neighborhood. Teska will make observations about overall site and land use conditions. From this information, Teska will prepare a site and neighborhood analysis map(s) to illustrate land use and site design issues that will influence the site development potential.

*Deliverable:* Site assessment map(s)

1.3 N. River Street Planning Community Workshop - Public Design Charrette. Local stakeholders identified by the City will be invited to participate in a hand-on planning workshop to provide their vision for the future of the N. River Street Subarea. Teska will provide and orientation on the site issues and development program based on local market conditions and City development goals.



The Teska Team will utilize a hands-on “Build-the-Vision”© mapping exercise, developed by Teska, to allow workshop participants to articulate the issues, desires, and opportunities to be considered and pursued during the planning and design process. Using base maps and three dimensional, hands-on models of various types of development, workshop participants will use these mapping tools to communicate their land use and urban design ideas more effectively in a visual form. With the assistance from experienced facilitators, workshop participants will create their own general framework plan or “vision” for redevelopment opportunity sites within the N. River Street Study Area. Results from the design charrette will be incorporated into development and design guidelines. Results from the mapping exercise will be photographed to record them for further evaluation.

*Deliverables: Workshop materials, air photos and base maps*

## **PART 2: PRELIMINARY SITE DEVELOPMENT CONCEPT PLAN**

***Schedule: 3 weeks***

- 2.1 Preliminary Development Concept Plans. Teska will prepare up to two conceptual sketch site plan options for N. River Street area. Each site plan will identify the general land use arrangements, stormwater, open space, road network and access points. Site plans will be supplemented with up to two site cross-section views to illustrate building relationship to the site topography. These preliminary sketch plans will be provided as a black and white exhibit to communicate basic land planning principles.

*Deliverables: Preliminary site design concept plan sketches in black and white format*

- 2.2 Meeting with City Council and City Staff. The Teska team will dedicate ½ day to meet with City Council members, and will attend one meeting with the City staff on the same day as the meetings with Council members to review the preliminary site development concepts. The purpose of these meetings is to determine which alternative site plan concept or other alternatives ideas will be the basis for the preparation of a final site development concept plan in Part 3.

## **PART 3: FINAL SITE DEVELOPMENT PLAN CONCEPT AND IMPLEMENTATION**

***Schedule: 4 weeks***

- 3.1 Final Site Development Plan Concept/Implementation. Teska will develop and refine one preferred preliminary concept site plan into a final site development plan illustrating building arrangements, parking, pedestrian access, trails, and open spaces. Teska will provide an outline of required comprehensive plan and zoning changes.



*Deliverable:* Final site development plan in black and white format and implementation tasks outline

- 3.2 Final Plan Review Meeting. Teska will attend one meeting with the City staff to review the final development plan concept and recommended implementation tasks. Teska will make minor revisions to the final site development plan and implementation tasks based on staff comments.
- 3.3 Documentation. Once approved by staff, Teska will prepare a brief memorandum report, not to exceed 10 pages, documenting N. River Street opportunities and challenges within the City downtown planning context, summarizing basic planning and design principles as illustrated on the final site development plan, and implementation actions.

a. Optional: A final, color rendered site development plan concept will be prepared

*Deliverable:* Memorandum report

- 3.4 City Council Presentation. Teska will attend one meeting of the City Council at a Committee of the Whole to present the final development concept plan and report.

--- *Completion of Scope of Services* ---

#### ***Additional Optional Tasks:***

##### *Additional Site Development Plans*

Teska will prepare additional land planning concepts and/or final colored rendering of the preferred options, based on further direction from the City.

##### *Additional Meetings with City Officials or the Public*

Members of the Teska team will attend additional meetings with City officials and/or other public bodies to review progress plans or present final plans.

##### *Comprehensive Plan and Zoning Amendments*

Teska will prepare amendments to the City's comprehensive plan and zoning ordinance to implement the preferred development plan.



## Estimated TIF 1&3 Cash Flow

	2017	2018	2019	2020	2021	2022	2023	2024	2025-2039
TIF # 1 Property Taxes	870,000	875,000	883,750	892,588	901,513	910,529	919,634	928,830	
TIF #3 Property Taxes	405,000	410,000	414,100	418,241	422,423	426,648	430,914	435,223	7,075,797
Reimbursements	58,000	50,000	50,000	50,000	50,000	25,000			
<b>Total Revenues</b>	<b>1,333,000</b>	<b>1,335,000</b>	<b>1,347,850</b>	<b>1,360,829</b>	<b>1,373,937</b>	<b>1,362,176</b>	<b>1,350,548</b>	<b>1,364,053</b>	<b>7,075,797</b>
Utilities	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
Professional Services	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	
Grants & Redevelopment	145,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
Walgreens	65,000	65,000	65,000	65,000	65,000	65,000	260,000		
Land Acquisition	1,991,746								
Infrastructure Construction	726,779	250,000	250,000	500,000	500,000	500,000	700,000	700,000	
Loan 1		355,000	355,000						
Loan 2		278,000	278,000	278,000	278,000	278,000			
Speedway Funds									663,930
<b>Total Expenditures</b>	<b>3,136,525</b>	<b>1,306,000</b>	<b>1,306,000</b>	<b>1,201,000</b>	<b>1,201,000</b>	<b>1,201,000</b>	<b>1,318,000</b>	<b>1,058,000</b>	<b>663,930</b>
<b>Revenues less</b>		<b>29,000</b>	<b>41,850</b>	<b>159,829</b>	<b>172,937</b>	<b>161,176</b>	<b>32,548</b>	<b>306,053</b>	
<b>Available Cash</b>	<b>(1,895,720)</b>	<b>(1,233,720)</b>	<b>(558,870)</b>	<b>(121,042)</b>	<b>329,895</b>	<b>769,071</b>	<b>801,619</b>	<b>1,107,673</b>	<b>7,519,540</b>