COMMITTEE OF THE WHOLE

Monday, February 10, 2014
7:00 p.m.

City Hall Council Chambers
109 James Street
Geneva, IL 60134

AGENDA

1. Call to Order

2. Consider Consent Agenda

*3. Approve Committee of the Whole Minutes from January 27, 2014.

4. Items of Business

a. Recommend Annual Abatements for 2013 Tax Levies.
b. Recommend Acceptance of FY2013-14 3rd Quarter Goals Status Report.

5. New Business

6. Upcoming Meetings: Special Committee of the Whole Policy Discussion: Feb. 18, 2014.

7. Adjournment

COMMITTEE OF THE WHOLE MINUTES
JANUARY 27, 2014

PRESENT: Mayor Burns, Ald. Brown, Bruno, Flanagan, Kilburg, Maladra, Marks, Simonian, Singer
ABSENT: Ald. Cummings

Also Present: McKittrick, Dawkins, Dinges, VanGyseghem

AGENDA

1. Call to Order

Chairman Marks called the meeting to order at 7:00pm noting that Ald. Cummings was absent.

2. Consider Consent Agenda

Moved by Ald. Singer, second by Ald. Brown V/V: 8-0 Motion carried.

*3. Approve Committee of the Whole Minutes from January 13, 2014.

Approved on consent agenda

4. Items of Business

a. Recommend Draft Resolution Authorizing Execution of Engineering Services Contract with CDM Smith at a Cost Not to Exceed $139,082 for Wastewater Treatment Plant Facility Plan Update.

Supt. VanGyseghem noted that this was for an engineering agreement to see what upgrades would be needed with the new State of Illinois regulations. Dinges stated that this was done via RFQ process allowed by State law. Dinges noted that this report/plan will also show options for other discharge opportunities.

Moved by Ald. Singer, second by Ald. Maladra V/V: 8-0 Motion carried.

b. Recommend Draft Ordinance Granting a Sign Variance in B1 Business District to Allow Wall Sign at 2095 S. Kirk Road (Country House Restaurant).

Moved by Ald. Maladra, second by Ald. Simonian V/V: 8-0 Motion carried.

c. Recommend Draft Resolution Authorizing Execution of Two-Year (2014 and 2015) Farm Lease Agreement with Steve Pitstick Farms for Prairie Green Preserve.

Moved by Ald. Simonian, second by Ald. Bruno V/V: 8-0 Motion carried.

5. New Business

6. Upcoming Meetings: Committee of the Whole: February 10, 2014.

7. Adjournment

On a motion by Ald. Simonian, second by Ald. Bruno, the meeting was adjourned by unanimous voice vote at 7:11pm

AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	2013 Annual Tax Abatement Ordinances
Presenter & Title:	Tom Dahl, Finance Manager
Date:	February 10, 2014

Please Check Appropriate Box:

X	Committee of the Whole Meeting		Special Committee of the Whole Meeting
X	City Council Meeting		Special City Council Meeting
	Public Hearing		Other -

Estimated Cost:	Budgeted? _____ **YES** **NO**

*If **NO**, please explain how the item will be funded:*

Executive Summary:

As a supplement to the 2013 Tax Levy passed in December, the City annually abates taxes for various bond issues using Electric rates, Water rates and Debt Service Fund reserves.

Attachments: *(please list)*

- 2006D GO Bonds Abatement Ordinance (Electric Alternate Revenue)
- 2011 GO Refunding Bonds Abatement Ordinance (Electric Alternate Revenue)
- 2012A GO Refunding Bonds Abatement Ordinance (Debt Service Fund Reserves)
- 2012B GO Refunding Bonds Abatement Ordinance (Waterworks and Sewerage Alternate Revenue)
- 2007 GO Bonds Abatement Ordinance (Electric Alternate Revenue)
- 2013 GO Bonds Abatement Ordinance (Electric Alternate Revenue)

Recommendation / Suggested Action: *(briefly explain)*

Staff recommends approval of the 2013 Tax Abatement ordinances as presented.

ORDINANCE 2014-XX

AN ORDINANCE ABATING A PORTION OF THE TAX HERETOFORE LEVIED FOR THE PAYMENTS DUE UNDER THE TERMS OF A CERTAIN ORDINANCE PROVIDING FOR THE $1,550,000 GENERAL OBLIGATION BONDS, SERIES 2006D, OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, AND PROVIDING FOR THE LEVY AND COLLECTION OF A DIRECT ANNUAL TAX FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON SAID BONDS

WHEREAS, the City Council of the City of Geneva, Kane County, Illinois, did, on November 20, 2006 adopt an ordinance ("Ordinance"), No. 2006-74, entitled "An Ordinance Providing for the Issuance of $1,550,000 General Obligation Bonds, Series 2006D, of the City of Geneva, Kane County, Illinois, and Providing for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on said Bonds for the purpose of paying for certain corporate capital costs and of refunding of certain general obligation bonds previously issued; and providing for an escrow agreement in connection with said refunding of bonds."; and

WHEREAS, said Ordinance is now in effect and has been ordered by the terms thereof to be filed with the County Clerk of Kane County, Illinois; and

WHEREAS, it is advisable and in the best interests of the City that the tax heretofore levied under said Ordinance for the year 2013 be abated in the sum of $535,500.00.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION ONE: That the tax heretofore levied in said Ordinance under Section 10 for the year 2013 be abated from certain funds on hand in the sum of $535,500.00. The year for which such tax was so levied in the said Ordinance, the amount so levied for such year, the amount of such tax so levied which is to be abated for the year 2013 and the remainder of such tax so levied for the year 2013, are as follows:

Year of Tax	Tax Levied in Said Ordinance	Amount of Tax to be Abated	Remainder of Tax Levied
2013	$535,500.00	$535,500.00	$ -0-

SECTION 2: That forthwith with the passage of this Ordinance, the City Clerk shall file a certified copy of this Ordinance with the County Clerk of Kane County, Illinois and it shall be the duty of said County Clerk to abate said tax for the year 2013 accordingly.

SECTION 3: This Ordinance shall be in full force and effect form and after its passage as in accordance with law. Consent is hereby given for its publication in pamphlet form.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

AYES: NAYS: ABSENT : ABSTAINING: HOLDING OFFICE: 10

APPROVED by me as Mayor of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

_____
Mayor

ATTEST:

_____
City Clerk

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ORDINANCE NO. 2014-XX

AN ORDINANCE ABATING THE TAX LEVIED FOR THE PAYMENTS DUE UNDER THE TERMS OF A CERTAIN ORDINANCE PROVIDING FOR THE ISSUANCE OF $9,935,000 GENERAL OBLIGATION REFUNDING BONDS, (ELECTRIC SYSTEM ALTERNATE REVENUES), SERIES 2011, OF THE CITY OF GENEVA, KANE COUNTY,ILLINOIS, AND FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS

WHEREAS, the City Council of the City of Geneva, Kane County, Illinois, did, on September 6, 2011, adopt an Ordinance ("Ordinance"), numbered 2011-41 and entitled, “An Ordinance authorizing and providing for the issuance of General Obligation Refunding Bonds, (Electric System Alternate Revenue Source), Series 2011, of the City of Geneva, Kane County, Illinois, for the purpose of refunding certain outstanding electric system revenue bonds of the city, authorizing the execution of an escrow agreement and providing for the imposition of taxes to pay the same.”; and

WHEREAS, said Ordinance is now in effect and has been ordered by the terms thereof to be filed with the County Clerk of Kane County, Illinois; and

WHEREAS, it is advisable and in the best interest of the City that the tax heretofore levied under said Ordinance for the year 2013 be abated in the sum of $1,148,338.00 from funds provided from electric rates.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

Section 1: That the tax heretofore levied in said Ordinance under Section 15 for the year 2013 be abated in the sum of $1,148,338.00. The year for which such tax was so levied in said Ordinance, the amount so levied for such year, the amount of such tax so levied which is to be abated for the year 2013, and the remainder of such tax so levied for the year 2013, are as follows:

Year of Tax	Tax Levied in Said Ordinance	Amount of Tax to be Abated	Remainder of Tax Levied
2013	$1,148,338.00	$1,148,338.00	$ -0-

Section 2: That forthwith with the passage of this Ordinance, the City Clerk shall file a certified copy of this Ordinance with the county clerk of Kane County, Illinois, and it shall be the duty of said County Clerk to abate said tax for the year 2013 accordingly.

Section 3: This Ordinance shall be in full force and effect from and after its passage as in accordance with law. Consent is hereby given that this Ordinance be published in pamphlet form.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

AYES: NAYS: ABSENT: ABSTAINING: HOLDING OFFICE: 10

APPROVED by me as Mayor of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

_____
Mayor

ATTEST:

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City Clerk

ORDINANCE NO. 2014-XX

AN ORDINANCE ABATING THE TAX LEVIED FOR THE PAYMENTS DUE UNDER THE TERMS OF A CERTAIN ORDINANCE PROVIDING FOR THE ISSUANCE OF $2,355,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012A, OF THE CITY OF GENEVA, KANE COUNTY,ILLINOIS, AND FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS

WHEREAS, the City Council of the City of Geneva, Kane County, Illinois, did, on February 6, 2012, adopt an Ordinance ("Ordinance"), numbered 2012-5 and entitled, “An Ordinance providing for the issuance of $2,355,000 General Obligation Refunding Bonds, Series 2012A of the City of Geneva, Kane County, Illinois, authorizing the execution of an escrow agreement and providing for the levy and collection of a direct annual tax for the payment of the principal of and interest on said series of bonds.”; and

WHEREAS, said Ordinance is now in effect and has been ordered by the terms thereof to be filed with the County Clerk of Kane County, Illinois; and

WHEREAS, it is advisable and in the best interest of the City that the tax heretofore levied under said Ordinance for the year 2013 be abated in the sum of $45,000.00.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

Section 1: That the tax heretofore levied in said Ordinance under Section 16 for the year 2013 be abated in the sum of $45,000.00. The year for which such tax was so levied in said Ordinance, the amount so levied for such year, the amount of such tax so levied which is to be abated for the year 2013, and the remainder of such tax so levied for the year 2013, are as follows:

Year of Tax	Tax Levied in Said Ordinance	Amount of Tax to be Abated	Remainder of Tax Levied
2013	$146,400.00	$45,000.00	$101,400.00

Section 2: That forthwith with the passage of this Ordinance, the City Clerk shall file a certified copy of this Ordinance with the county clerk of Kane County, Illinois, and it shall be the duty of said County Clerk to abate said tax for the year 2013 accordingly.

Section 3: This Ordinance shall be in full force and effect from and after its passage as in accordance with law. Consent is hereby given that this Ordinance be published in pamphlet form.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

AYES: NAYS: ABSENT: ABSTAINING: HOLDING OFFICE: 10

APPROVED by me as Mayor of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

_____
Mayor

ATTEST:

_____
City Clerk

ORDINANCE NO. 2014-XX

AN ORDINANCE ABATING THE TAX LEVIED FOR THE PAYMENTS DUE UNDER THE TERMS OF A CERTAIN ORDINANCE PROVIDING FOR THE ISSUANCE OF $5,250,000 GENERAL OBLIGATION REFUNDING BONDS (WATERWORKS AND SEWERAGE ALTERNATE REVENUE SOURCE), SERIES 2012B, OF THE CITY OF GENEVA, KANE COUNTY,ILLINOIS, AND FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS

WHEREAS, the City Council of the City of Geneva, Kane County, Illinois, did, on February 6, 2012, adopt an Ordinance ("Ordinance"), numbered 2012-5 and entitled, “An Ordinance providing for the issuance of $5,250,000 General Obligation Refunding Bonds (Waterworks and Sewerage Alternate Revenue Source), Series 2012B of the City of Geneva, Kane County, Illinois, authorizing the execution of an escrow agreement and providing for the levy and collection of a direct annual tax for the payment of the principal of and interest on said series of bonds.”; and

WHEREAS, said Ordinance is now in effect and has been ordered by the terms thereof to be filed with the County Clerk of Kane County, Illinois; and

WHEREAS, it is advisable and in the best interest of the City that the tax heretofore levied under said Ordinance for the year 2013 be abated in the sum of $188,125.00.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

Section 1: That the tax heretofore levied in said Ordinance under Section 16 for the year 2013 be abated in the sum of $188,125.00. The year for which such tax was so levied in said Ordinance, the amount so levied for such year, the amount of such tax so levied which is to be abated for the year 2013, and the remainder of such tax so levied for the year 2013, are as follows:

Year of Tax	Tax Levied in Said Ordinance	Amount of Tax to be Abated	Remainder of Tax Levied
2013	$188,125.00	$188,125.00	$ -0-

Section 2: That forthwith with the passage of this Ordinance, the City Clerk shall file a certified copy of this Ordinance with the county clerk of Kane County, Illinois, and it shall be the duty of said County Clerk to abate said tax for the year 2013 accordingly.

Section 3: This Ordinance shall be in full force and effect from and after its passage as in accordance with law. Consent is hereby given that this Ordinance be published in pamphlet form.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

AYES: NAYS: ABSENT: ABSTAINING: HOLDING OFFICE: 10

APPROVED by me as Mayor of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

_____
Mayor

ATTEST:

_____
City Clerk

ORDINANCE NO. 2014-XX

AN ORDINANCE ABATING THE TAX LEVIED FOR THE PAYMENTS DUE UNDER THE TERMS OF A CERTAIN ORDINANCE PROVIDING FOR THE ISSUANCE OF $2,450,000 GENERAL OBLIGATION BONDS, (ELECTRIC SYSTEM ALTERNATE REVENUES), SERIES 2007, OF THE CITY OF GENEVA, KANE COUNTY,ILLINOIS, AND FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS

WHEREAS, the City Council of the City of Geneva, Kane County, Illinois, did, on November 19, 2007, adopt an Ordinance ("Ordinance"), numbered 2007-54 and entitled, “An Ordinance authorizing and providing for the issuance of $2,450,000 General Obligation Bonds, (Electric System Alternate Revenues), Series 2007, of the City of Geneva, Kane County, Illinois, for the purpose of defraying the cost of capital improvements to the existing system owned and operated by the City and providing for the imposition of taxes to pay the same.”; and

WHEREAS, said Ordinance is now in effect and has been ordered by the terms thereof to be filed with the County Clerk of Kane County, Illinois; and

WHEREAS, it is advisable and in the best interest of the City that the tax heretofore levied under said Ordinance for the year 2013 be abated in the sum of $135,400.00 from funds provided from electric rates.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

Section 1: That the tax heretofore levied in said Ordinance under Section 3 for the year 2013 be abated in the sum of $135,400.00. The year for which such tax was so levied in said Ordinance, the amount so levied for such year, the amount of such tax so levied which is to be abated for the year 2013, and the remainder of such tax so levied for the year 2013, are as follows:

Year of Tax	Tax Levied in Said Ordinance	Amount of Tax to be Abated	Remainder of Tax Levied
2013	$135,400.00	$135,400.00	$ -0-

Section 2: That forthwith with the passage of this Ordinance, the City Clerk shall file a certified copy of this Ordinance with the county clerk of Kane County, Illinois, and it shall be the duty of said County Clerk to abate said tax for the year 2013 accordingly.

Section 3: This Ordinance shall be in full force and effect from and after its passage as in accordance with law. Consent is hereby given that this Ordinance be published in pamphlet form.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

AYES: NAYS: ABSENT: ABSTAINING: HOLDING OFFICE: 10

APPROVED by me as Mayor of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

_____
Mayor

ATTEST:

_____
City Clerk

ORDINANCE NO. 2014-XX

AN ORDINANCE ABATING THE TAX LEVIED FOR THE PAYMENTS DUE UNDER THE TERMS OF A CERTAIN ORDINANCE PROVIDING FOR THE ISSUANCE OF $1,505,000 GENERAL OBLIGATION BONDS, (ELECTRIC SYSTEM ALTERNATE REVENUES), SERIES 2013, OF THE CITY OF GENEVA, KANE COUNTY,ILLINOIS, AND FOR THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS

WHEREAS, the City Council of the City of Geneva, Kane County, Illinois, did, on November 4, 2013, adopt an Ordinance ("Ordinance"), numbered 2013-42 and entitled, “An Ordinance authorizing and providing for the issuance of $1,505,000 General Obligation Refunding Bonds, (Electric System Alternate Revenue Source), Series 2013, of the City of Geneva, Kane County, Illinois, for the purpose of refunding certain outstanding electric system revenue bonds and alternate revenue bonds of the City and providing for the imposition of taxes to pay the same.”; and

WHEREAS, said Ordinance is now in effect and has been ordered by the terms thereof to be filed with the County Clerk of Kane County, Illinois; and

WHEREAS, it is advisable and in the best interest of the City that the tax heretofore levied under said Ordinance for the year 2013 be abated in the sum of $131,631.00 from funds provided from electric rates.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

Section 1: That the tax heretofore levied in said Ordinance under Section 15 for the year 2013 be abated in the sum of $131,631.00. The year for which such tax was so levied in said Ordinance, the amount so levied for such year, the amount of such tax so levied which is to be abated for the year 2013, and the remainder of such tax so levied for the year 2013, are as follows:

Year of Tax	Tax Levied in Said Ordinance	Amount of Tax to be Abated	Remainder of Tax Levied
2013	$131,631.00	$131,631.00	$ -0-

Section 2: That forthwith with the passage of this Ordinance, the City Clerk shall file a certified copy of this Ordinance with the county clerk of Kane County, Illinois, and it shall be the duty of said County Clerk to abate said tax for the year 2013 accordingly.

Section 3: This Ordinance shall be in full force and effect from and after its passage as in accordance with law. Consent is hereby given that this Ordinance be published in pamphlet form.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

AYES: NAYS: ABSENT: ABSTAINING: HOLDING OFFICE: 10

APPROVED by me as Mayor of the City of Geneva, Kane County, Illinois, this 18th day of February, 2014.

_____
Mayor

ATTEST:

_____
City Clerk

AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Third Quarter Fiscal Year 2013-2014 Goals Status Report
Presenter & Title:	Mary McKittrick, City Administrator
Date:	February 5, 2014

Please Check Appropriate Box:

X	Committee of the Whole Meeting		Special Committee of the Whole Meeting
X	City Council Meeting		Special City Council Meeting
	Public Hearing		Other -

Estimated Cost: N/A	Budgeted?	X	**YES** **NO**

*If **NO**, please explain how the item will be funded:*

N/A

Executive Summary:

Attached is the third quarter report regarding the status of prioritized Fiscal Year 2013-2014 Goals and Objectives as determined by the City Council and derived from the Strategic Plan for 2017.

Attachments: *(please list)*

- Status reports of goals and objectives from the City Administrator's Office, Administrative Services Department, Community Development Department, Economic Development Department, Fire Department, Police Department and Public Works Department.

Recommendation / Suggested Action: *(briefly explain)*

Recommend acceptance of the Third Quarter Fiscal Year 2013-2014 Goals Status Reports as presented.

FY 2013-2014 GOALS
THIRD QUARTER STATUS REPORT

CITY ADMINISTRATOR'S OFFICE

MISSION STATEMENT: The City Administrator's Office shall manage and provide a high level of quality services in a cost-effective and efficient manner for internal and external customers through all City Departments. Internal customers include the City Council, City employees, and appointed Boards, Committees and Commissions. External customers include residents, businesses, vendors, developers, community visitors and other government agencies.

FY 2013-2014 GOALS

Goal # 1 Lead City staff in finalizing the development of a capital improvement policy, program, procedures, and forms to serve as an investment program formulated to improve the quality of life for all citizens through the provision of quality services and promotion of limited, strategic government spending that minimizes impacts on local property taxes. The program should be designed to utilize strategic management in infrastructure improvements. A Capital Improvement Program (CIP) is a blueprint for investment in major public infrastructure projects and purchases. A comprehensive CIP is designed to function as:

- A communication device: clearly explaining the need for a variety of capital projects in the City of Geneva and the method to provide them;
- A policy document: delineating each project and how it was prioritized through a rating process considering both finances and functionality;
- A financial plan: detailing the cost of each project, the source of funding, and the long-term budgetary impact on the City; and
- An operations guide: designed to provide a planning schedule for capital projects and equipment purchases over an extended period of time.
- Include best practices training for management staff.

Funding: Staff Time; Staff Training and Materials – General Operating $3,500
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with required resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objectives:

1. Provide a positive return on investment for public infrastructure outlays and capital expenditures.
2. Maintain cost effective and efficient delivery of city services.

STATUS: Staff has begun the process of compiling a 5-year Capital Improvement Program through this year's budget process. This will be completed with the adoption of the FY2014-15 budget and will be updated each year with a projection of capital programs and projects extending out over a 5-year period. This will be the first organization-wide 5-year Capital Improvement Program developed by the City. Strategic Plan goals created by the City Council and capital equipment and project needs advanced by the Department Heads will comprise the Program as funding allows.

Goal # 2 Working with staff in the various departments affected, develop a workforce implementation plan and execute as many of the recommendations in the 2013 Staff Analysis Report, provided by Voorhees Associates, as possible. For example, Title 1, Administrative, Chapter 6, Municipal Officers and Employees section of the City Code needs to be updated to reflect current day policy and procedures. In addition to recommendations regarding department positions, discuss other suggestions with department heads and implement those that are determined to be advantageous to the organization in order to meet future demands as efficiently as possible. Implementation will take a multi-year approach and will likely not include every recommendation in the report.

Funding: Staff Time; May potentially affect future budget recommendations
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with required resources. Goal 3: Maintain and enhance high-quality city services.
Objective:
2. Maintain high-quality public services that serve and protect our residents and businesses.
a. Maintain effective and efficient staffing levels in all departments.

STATUS: A Communications Coordinator has been hired per recommendation of the Staff Analysis Final Report. Internal and external communications continues to be augmented as resources allow. CA and staff have met and are working on updating administrative sections of the City Code in order to bring it in compliance with current policies and practices as recommended in the study.

Goal # 3 Working with staff in the various departments, develop a strategy and implement as many of the recommendations in the 2013 Internal Controls Audit as possible. Ensure

that the principles of transparency and accountability regarding the use of public funds are emphasized.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: N/A

STATUS: Staff is drafting internal financial policies as a result of comments in the Internal Controls Audit Report and when complete will be forwarded to the City Council for their information. Draft policies have been forwarded to the internal controls auditors for their review.

Goal # 4 Complete the update of the Strategic Plan for 2017. Publish the final document and provide in various formats to the public. Begin using as an annual budget development tool at the Strategic Planning Workshop.

Funding: Staff Time; Consultant; General Capital, $10,000; Electric, $10,000; Water, $10,000
Completion Date: 04/30/2014
Strategic Plan: Vision 3: The quality of our participation reflects our strong commitment to the community. Goal 4: Own and use the strategic plan in annual goal setting workshops.
Objectives:
1. Engage citizens in the annual process.
2. Update the plan on an annual basis, utilizing a two-year action plan for the short term strategy and forecasting a ten-year plan for long-range, multi-year planning strategies.
3. Publicize the updated plan on an annual basis, and amend the plan as needed to meet community-wide goals and objectives.

STATUS: A workshop was held on August 17, 2013 with the City Council and senior management staff to determine short and long term goals. A final workshop was held on November 1, 2013 with regard to updating the Plan, at which time the City Council prioritized goals for the upcoming fiscal year. The prioritized goals report was brought to the Council for formal approval on January 21, 2014. The final Strategic Plan document is being prepared for formal approval by the City Council.

Goal # 5 Create a Citizen's Academy Program for the purpose of educating the public regarding the structure, functions, and processes of local government. The goal is to inform citizens how to access and participate in public policy development through local governance. This was a priority goal established by the City Council at the Strategic Planning Workshop November 2012.

Funding: Staff Time; Operating

Completion Date: 04/30/2014
Strategic Plan: Vision 3: The quality of our participation reflects our strong commitment to the community. Goal 5: Foster stakeholder engagement in the community to increase understanding and heighten the quality of participation.
Objective:
1. Develop a citizens' academy to cultivate awareness of local government functions, ways of participating and understanding of issues.

STATUS: Staff is researching programs in other communities. The CA is exploring the possibility of an on-line self-teaching course in conjunction with on-site meetings with City Officials.

Goal # 6 Oversee the completion of the update to the City's website.

Funding: Staff Time; Consultant – General Capital $5,000, Electric Capital $5,000, Water Capital $5,000 ($15,000 total)
Completion Date: 04/30/2014
Strategic Plan: Vision 3: The quality of our participation reflects our strong commitment to the community. Goal 5: Foster stakeholder engagement in the community to increase understanding and heighten the quality of participation.
Objective:
1. Utilize publications and communication formats, including a more user-friendly, informative and timely website, to share information, inspire innovation and market events.

STATUS: This goal is complete. The updated City website was launched on October 1, 2013. The new Communications Coordinator maintains the website.

Goal # 7 Continue work on the sale and/or purchase of properties for and by the City relative to redevelopment and economic development objectives in accordance with the Comprehensive Plan, the Downtown Master Plan and the intent of the Tax Increment Financing District.

Funding: Staff Time; Possible General and TIF Operating Legal and Consulting Fees
Completion Date: 04/30/2014
Strategic Plan: N/A

STATUS: The demolition of the structure at 617 East State Street has been completed. The 526 S. Fourth Street structure is under contract for demolition. The Lewis Road property is currently listed for sale.

Goal # 8 Continue work on the City Hall gardens. Phase 2 of the plan includes the installation of the second design phase of plantings replacing more of the City Hall lawn.

Funding: Staff Time; Infrastructure Capital; $25,000
Completion Date: 04/30/2014
Strategic Plan: N/A

STATUS: Phase II of the City Hall gardens has been completed. The design was planted by Midwest Groundcovers in mid September. Spring bulbs were planted in October. The gardens incorporate "Garden Artistry" design which is a collaboration through a partnership of The Lurie Garden (at Millennium Park in Chicago), Midwest Groundcovers, and Roy Diblik of Northwind Perennial Farm. Phase III and Phase IV will complete the garden work at City Hall in the future. Phase III and IV will include installation of shade plants and seating around the existing tree on the southeast corner of the front lawn and more plants and seating on the southwest side of the lawn near the James Street entrance to City Hall.

ADMINISTRATIVE SERVICES DEPARTMENT

MISSION STATEMENT: The Administrative Services Department shall provide quality services and programs to internal and external customers in the most effective and efficient manner possible. Specific operations include four divisions: Administration, Information Technology, Human Resources, and Finance.

FY 2013-14 GOALS

MISSION STATEMENT: The Administrative Services Department shall provide quality services and programs to internal and external customers in the most effective and efficient manner possible. Specific operations include four divisions: Administration, Information Technology, Human Resources, and Finance.

Administration Division

Goal #1 Continue in role as project manager for the conversion and implementation of the New World Software ensuring that the remaining modules (Utility Billing, Project Planning) are implemented efficiently and according to schedule and contract.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective:
3. Optimize technology's effectiveness at delivering public services.

STATUS: All modules of New World have been implemented with Utility Billing going "LIVE" this past quarter. Although all modules are live, there are still on-going discussions with New World to work out various bugs and functionality.

Goal # 2 Assist Human Resources in researching and creating a plan for implementation of requirements associated with the Affordable Care Act. See Goal # 2 under Human Resources Division.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: N/A

STATUS: There have been some recent changes that have delayed implementation of certain aspects of the Affordable Care Act. However, staff continues to attend training and researching the implications it will have on the City's benefit plans.

Information Technology Division

Goal # 1 Continue to grow the content available on the Geneva Broadcast Network (Channel 10) with additional programming.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective:
3. Optimize *technology's effectiveness at delivering public services.*

STATUS: GBN programming is delivered via AT&T and Comcast, as well as being streamed 24 hours a day from the City website. Business Beat programming runs monthly and additional content is expected to be added with the help of the new Communications Coordinator during this fiscal year.

Goal # 2 Upgrade video delivery system and capabilities at City Hall (i.e. new cameras).

Funding: General Capital (PEG); $25,000
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective:
3. Optimize technology's effectiveness at delivering public services.

STATUS: Upgrades will be completed during the 4th Quarter.

Goal # 3 Continue to support the New World rollout, including the implementation of eSuite modules for staff and public.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective:
3. Optimize technology's effectiveness at delivering public services.

STATUS: I.T. staff continues to support City and vendor staff to ensure timely updates and patches of the New World ERP rollout. With the upgrade of the City website, the eSuite functionality for Utility Billing has gone live and there has been an increase in the number of customers paying their bill on-line.

Goal # 4 Assist in providing VPN access to City Staff as needed.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.

STATUS: I.T. staff has rolled out VPN access to those in need that connect* via *city-owned assets (i.e. laptops, mobile devices). I.T. staff continues its work with the mobile users of the Police, Fire, & Public Works Departments in providing the most secure methods to remotely connect to City I.T. assets.

<u>Human Resources Division</u>

Goal # 1 Develop and expand a recruitment plan for the City with the goal of recruiting, retaining, and striving for excellence in employment practices it relates to the responsibilities of managers and supervisors.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective:
1. Maintain a standard of excellence for city personnel through retention and recruitment policies and practices.

STATUS: The recruitment profile was created and the HR division has been working with the Administrative Intern on a talent management program for the City. The plan incorporates recruitment, retention, and succession planning. Department Heads were interviewed to gather information and feedback. A meeting with Waubonsee Community College regarding a new leadership program that will be offered at the college was also conducted. This course will encompass all aspects of public sector leadership and will be geared to new supervisors and supervisors moving up to higher levels of management. A draft paragraph in the City of Geneva personnel manual regarding this program has been written to show the commitment to promoting and developing our current talent. It is anticipated that 'new leaders" will be able to enroll in the program late Spring or early Fall 2014.

Goal # 2 Research and create a plan for implementation of requirements associated with the Affordable Care Act.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: N/A

STATUS: On January 1, 2014 insurance premiums increased based upon fees enacted by the Affordable Care Act. As part of continuing education on the topic, a training session occurred on January 29, 2014 in which the City's insurance broker discussed the Affordable Care Act and Frequently Asked Questions. The training was open to all employees and was intended to help answer questions regarding this ever-changing law.

Goal # 3 Continue with rollout of New World Payroll self service modules, which will include education and training of employees. Work with IT and various departments to determine best way to roll out implementation.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.

STATUS: The progress on working with New World Software and transitioning to the self-service modules has been difficult. We are seeking further direction from New World due to the setup of the system and the ability move forward with self-entry of the payroll timesheets for supervisors and employees.

<u>Finance Division</u>

Goal # 1 Take the lead in the Utility Billing conversion and implementation of the New World software. See Administration Goal # 1.

Funding: Staff Time
Completion Date: determined by project team
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective:
3. Optimize technology's effectiveness at delivering public services.

STATUS: The new online bill and payment system went live in October. There has been an increase in the number of people using the online bill payment system on the City website and calling for assistance in logging in for the first time. We are experimenting with budget billing and have not yet rolled it out. We will continue to work with New World and our utility bill printer to get this off the ground.

Goal # 2 Assist in the preparation of the City's first city-wide five (5) year capital improvement plan.

Funding: Staff Time

Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with required resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objectives:
1. Provide a positive return on investment for public infrastructure outlays and capital expenditures.
2. Maintain cost effective and efficient delivery of city services.

STATUS: This project is in progress as the FY2014-15 budget is developed.

Goal # 3 Develop and implement a purchasing order policy and procedure manual for City staff.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources.

STATUS: No Update.

Goal # 4 Implement recommendations from the Internal Control Audit conducted in FY 2012-2013.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: N/A

STATUS: Staff has prepared policies and procedures for all of our processes using the practices recommended by the Internal Control Audit and have forwarded them to the auditors for review and comment.

COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

MISSION STATEMENT: The Building Division of the Community Development Department develops, maintains, and enforces plans, policies, codes, and ordinances that promote the public health, safety, and general welfare of citizens in the City while preserving property values. The Building Division provides professional building and zoning plan reviews, building and zoning code interpretations, inspections, and code enforcement services so that City continues to be one of the most desirable communities in which to live, work, recreate, shop, and raise a family.

FY 2013-14 GOALS

Goal # 1: Refine and integrate the Division's property maintenance code enforcement program into the New World Software Building Module

Funding: Staff time (included in the New World ERP)
Completion date: 4/30/2014
Strategic Plan: Vision 1, Goal 2, Objective 6: Implement a detailed and systematic property maintenance code enforcement program.

STATUS: New World Software module (with code enforcement violation tracking capability) was implemented on July 1, 2013. This goal has been completed.

Goal # 2: Improve customer service by providing the public with the ability to secure routine permits (from application to issuance) by way of the New World Software Building Module.

Funding: Staff time (implementation of eSuite software for permitting
Completion date: 04/30/2014
Strategic Plan: Vision 5, Goal 4, Objective 3: Optimize technology's effectiveness at delivering public service.

STATUS: Work on this project has started and is expected to be completed during the fourth quarter of FY 2013-14.

Goal # 3: Initiate electronic Complete the electronic scanning of approved Zoning Board of Appeals cases

Funding: Staff time
Completion date: 4/30/2014
Strategic Plan: Vision 5, Goal 2, Objective 2: Maintain cost effective and efficient delivery of city services, and Vision 5, Goal 4, Objective 3: Optimize technology's effectiveness at delivering public services.

STATUS: Scanning of ZBA case files will be implemented during the fourth quarter of FY 2013-14.

Goal # 4: Improve the inspection and code enforcement process by having inspection and code enforcement staff complete 2 additional classes towards the national certification program in their respective areas of expertise.

Funding: Operations - $1500
Completion date: 4/30/2014
Strategic Plan: Vision 5, Goal 3 Objective 1: Maintain a standard of excellence for city personnel through retention and recruitment policies and practices; Vision 5, goal 3, Objective 2: Maintain high-quality public services that serve and protect our residents and businesses.

STATUS: Certification will be completed in the 4th quarter of the fiscal year.

Goal # 5: Evaluate as necessary the process by which inspection results are recorded and issued in the field.

Funding: Staff time
Completion date: 4/30/2014
Strategic Plan: Vision 5, Goal 4, Objective 3 – Optimize technology's effectiveness at delivering public services.

STATUS: The Building Commissioner and Building Inspector have started recording inspection results in the field with the use tablet computers for a limited number of permit types.

Goal # 6: Consider updating the City's current adopted 2006 Residential Building Code and Property Maintenance Code to the new 2012 codes, and conduct a policy discussion with the city council on the differences between to old and new code editions. (Note: 2012 Residential Building Code requires installation of fire sprinkler systems as part of all new residential construction.

Funding: Staff time
Completion date: 4/30/14
Strategic Plan: N/A

STATUS: Staff has started research identifying the differences between the two code editions. The results of this research and a staff recommendation on the 2012 code editions will be presented to the City Council this coming spring.

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

MISSION STATEMENT: Formulate, maintain and implement City plans, policies, codes and ordinances that provide for orderly development; promote the public health, safety, morals and general welfare of citizens; protect property values, and preserve the City's unique historic character.

FY 2013-14 GOALS

Goal # 1 Evaluate the city's zoning regulations and formulate proposed amendments that implement the adopted City of Geneva Downtown/Station Area Master Plan (Downtown Zoning Update). Conduct Plan Commission public hearings on the amendments. The scope of work should address, but not be limited to, the following items (Recommended Action Steps form the adopted downtown master plan):

a) Adjustments to allowable land uses

b) Bulk requirements and form-based coding concepts

c) Use of illustrations to explain zoning requirements

d) Buffer screening between residential and non-residential uses

e) Higher allowable multiple-family residential density

f) Provision for public open space/plazas and public art

g) Parking requirements

h) Leadership in Energy and Environmental Design (LEED) incentives

Funding: Staff Time and consulting technical assistance through RTA Community Planning Program

Completion Date: 4/30/2014

Strategic Plan: Vision 1, Goal 2, Objective 1 – Initiate long-range planning efforts with other government agencies for downtown buildings; Vision 2, Goal 1, Objective 1 – retain public services downtown; Vision 2, Goal 1, Objective 6 – provide additional housing opportunities downtown; Vision 2, Goal 4, Objective 1 – consider appropriate growth areas within and beyond the traditional CBD with particular attention to expanding the district west to Anderson Boulevard and east to Eastside Drive; Vision 2, Goal 6, Objective 1 – determine present and future parking demand, and calculate actual occupancy rates of existing parking assets; and Vision 2, Goal 6, Objective 2 – based on calculated need and on an area-specific basis, increase the number of parking spaces downtown.

STATUS: On September 20, 2013 the RTA notified the department that the city's application was approved for technical assistance in preparing the downtown zoning update. A scope of work for the project has been prepared. An agreement with the RTA and a staff recommendation on a planning consultant to assist with the work will be forwarded to the city council for review and consideration. A project steering committee will be formed and work on the project is expected to start later this winter.

Goal # 2 Conduct research and prepare formal nomination documents for four properties having individual historic landmark potential.

Funding: Staff Time
Completion Date: 4/30/2014
Strategic Plan: Vision 1, Goal 2, Objective 8 – Nominate and review (four buildings, sites) for designation as local historic landmarks.

STATUS: Staff is investigating the possibility of partnering with other groups and individuals who may be able to assist city staff in advancing this project.

Goal # 3 Update the city's architectural resources inventory data for properties in the Geneva Historic District, and update the National Park Service certification for the district's listing on the National Register of Historic Places in order to expand eligibility to property owners for Federal 20% rehabilitation tax credits.

Funding: Staff Time
Completion: 4/30/2014
Strategic Plan: Vision 2, Goal 2, Objective 2 – Consider economic incentives to place downtown Geneva in a competitive advantage during site selection; Vision 2, Goal 5, Objective 1 – Consider principles of historic preservation when constructing improvements within the public realm and approving development proposals for private properties

STATUS: Initial research has been completed on the National Register nomination update process and requirements. The Department is exploring the potential of hiring a masters level student in historic preservation as a summer intern (summer of 2014) to assist the city's preservation planner in conducting survey work.

Goal # 4 Update the City's Historic Preservation Ordinance to address such items as demolition permit application review criteria, expansion of definitions of important terms, minimum building maintenance provisions, procedures for de-landmarking, details on the landmark designation process, economic hardship provisions, procedures for review processing of permit applications deemed not to require Historic Preservation Commission review (staff review

only), expiration date of HPC approved permit plans and required documentation of buildings approved for demolition.

Funding: Staff time

Completion Date: 4/30/2014

Strategic Plan: Vision 1, Goal 4, Objective 2: Prepare revisions to the Historic Preservation Ordinance based on the direction set forth in the Historic Preservation Plan.

STATUS: Work will be started on this project during the 4th quarter of FY 2013-14.

Goal # 5 Coordinate the formulation of a Multi-community Housing Plan (Batavia, Geneva, North Aurora, and St. Charles) with direct assistance provided by the Chicago Metropolitan Agency for Planning (CMAP), and guidance provided by the Geneva Housing Task Force.

a) Review existing conditions, demographic/economic trends and market forces that affect housing affordability
b) Identify the strengths, weaknesses, opportunities and threats that should be considered in preparing the plan
c) Analyze the relationship between incomes and housing costs
d) Quantify the type and amount of housing (dwelling units) needed now and in the future for all income and age groups
e) Evaluate the capacity of each municipality to meet existing and projected housing needs
f) Consider alternative housing policies, strategies, and programs, and reach consensus on how to address housing needs. Address requirements in the State Affordable Housing Planning and Appeal Act

Funding: Staff time and outside assistance from the Chicago Metropolitan Agency for Planning - Local Technical Assistance Program
Completion Date: 4/30/2014
Strategic Plan: Vision 4, Goal 1, Objective 1 – Establish housing commission, define/evaluate affordable/attainable housing issues and needs, consider State Affordable Housing Planning and Appeal Act, and formulate a plan; Vision 4, Goal 1, Objective 2 – Evaluate the feasibility of economic and non-economic developer incentives for mixed income housing development and redevelopment.

STATUS: Director Untch is functioning in a coordination role between CMAP and Kane County Development Department staffs, and the Project Steering Committee. He sets committee meetings, and relays information to committee members during the project. The committee consists of three members from each municipality; an elected official, an advisory commission/committee member, and a staff person, along with CMAP and Kane County staff. Kane County staff has conducted an initial analysis of socio/economic and housing data, and a

housing analysis for each of the four municipalities. A Geneva Housing Plan Workshop was held on November 7th to discuss the city's future housing needs and trends, and gather ideas on the type of housing Geneva should encourage in the future. Preliminary draft recommendations have been prepared for Geneva, and city staff has provided review comments on the recommendations. Once the draft recommendations are finalized they will be presented to the City Council.

Goal # 6 Prairie Green Preserve - Perform scheduled monitoring of wetland mitigation bank hydrology and vegetation, and conduct annual prairie stewardship for 100 acres of planted prairie along with 35 acres of planted wetland at the preserve (application of herbicide, mowing of invasive plants, and/or controlled burns).

Funding: Monitoring wetland hydrology and vegetation (including test plots) – Prairie Green Operating $13,220; prescribed burn of wetlands and upland prairies (Spring 2013) – Prairie Green Operating $4,800; Herbicide management of invasive species – Prairie Green Operating $4,000.
Completion Date: 4/30/2014
Strategic Plan: N/A

STATUS: The U.S. Army Corps of Engineers required groundwater and vegetation monitoring has been completed for 2013. Monitoring will continue during 2014. A prescribed burn of the wetland mitigation bank and upland prairies of the site was conducted spring 2013.

Groundwater and vegetation monitoring results show that the wetland mitigation bank is drier than expected, and wetland vegetation is not growing as it should. The city has entered into a contract with Huddleston-McBride Drainage Co. to conduct a drainage tile investigation this coming spring in the wetland bank to determine the cause of the dry site conditions.

Goal # 7 Upon stabilization of the Prairie Green Preserve wetland bank hydrology and vegetation, negotiate an intergovernmental agreement with the Forest Preserve District of Kane County and the Geneva Park District transferring long-term ownership and management of the site to the forest preserve district.

Funding: Legal and staff time
Completion Date: 4/30/2014

Strategic Plan: N/A

STATUS: Will proceed as warranted based on the results of the wetland bank hydrology and vegetation monitoring, and drain tile investigation.

Goal # 8 Adopt amendments to the City's comprehensive plan incorporating the elements of Settler's Hill Master Plan (Fabyan Site Utilization Study) adopted by the County of Kane in 2012
Funding: Staff Time

Completion Date: 4/30/2014
Strategic Plan: Vision6, Goal 2, Objective 1a: Support the development and safety of the Fabyan Reutilization Plan.

STATUS: Work on this project will be started during the 4th quarter of FY 2013-14.

Goal # 9 Prepare and adopt modifications to the City of Geneva Comprehensive Plan to make it a cohesive plan document incorporating the recently adopted subarea plans (Downtown Master Plan and Southeast Master Plan), and other necessary modifications. Conduct a public stakeholder review process and public hearing.

Funding: Operations – Staff Time
Completion Date: 4/30/2014
Strategic Plan: N/A

STATUS: Work on this project will be initiated later in FY 2013-14.

Goal # 10 Conduct neighborhood resident meetings and public hearings for the establishment of two back-up Special Service Areas for retention basin maintenance in the On Brentwood Pond and Sunset Prairie subdivisions

Funding: Operations – staff time
Completion Date: 12/31/2013
Strategic Plan: N/A

STATUS: The Public Works and Community Development Department staffs have reviewed maintenance requirements for each basin, and gathered maintenance cost estimates. Neighborhood meetings on proposed SSA's will be conducted during the 4th quarter of FY 2013-14.

ECONOMIC DEVELOPMENT DEPARTMENT

MISSION STATEMENT: The City of Geneva's Economic Development Department shall serve the community by attracting appropriate commercial, office/research and light industrial developments to the City as a means to reduce reliance on residential property taxes. The Department creates and fosters successful programs to retain and bolster existing business and promote Geneva as a destination.

FY 2013-14 GOALS

Goal # 1 Execute Recommendations in Southeast Industrial Park Development:

- **Execute a promotion campaign to the real estate / development community highlighting completion and goals of the South East Geneva Master Plan.**
- **Investigate Tax Increment Finance as an option to finance extension of infrastructure needed to bring additional industrial land to development ready status.**
- **Work with the Geneva Public Works and Community Development Departments to seek access agreements between the City of Geneva and County of Kane for Fabyan and Kirk Roads.**
- **Work with Geneva Municipal Electric Utility to identify needed Electric Utility Corridors for development of the SEMP area.**

Funding: Staff time; General Operating $5,000
Completion: 04/30/2014
Strategic Plan: Vision 2, all Goals – The unique character and vibrancy of our Business Districts place them among the most desirable destinations. Goal 2, Vision 7 - Seek additional industrial development in the City's Southeast Master Planning area; Vision 7, Goal 2 – Plan and implement transportation improvements

STATUS: This area was submitted for consideration in response to a DCEO manufacturing site location search. No status update from the State at this time. Public Works has continued dialogue with KDOT regarding Phase 1 design for Fabyan/Kirk.

Goal # 2 Expand Geneva tourism marketing materials designed to reach the meetings and group tour market:

- **Update and expand group tourism marketing brochures, promoting Geneva itineraries catering to group tour markets – golf, weddings, motor coach.**
- **Develop a "Rapport and Reward" program for tour bus drivers to encourage their cooperation in coordinating their tours with the City and Chamber.**
- **Develop a "Meet me at the Kiosk" program for tour bus package pick-up and use of the Merchant coupons.**
- **Expand assisted tours available to groups – such as audio walking tours and step on tour guides.**
- **Update a series of "rack-cards" and other marketing brochures.**

Funding: Staff time, General Operating $4,000; Tourism Operating $10,000
Completion: 04/30/2014
Strategic Plan: Vision 2: The unique character and vibrancy of our Business District places them among the most desirable destinations.

STATUS: The Genevadowntown.org content has been transferred over to a new "Explore" tab on the www.geneva.il.us website. The portion of the site providing information to meeting and group planners has been expanded. A series of ads was purchased in the Business Ledger, presenting Geneva as a unique meeting location. A joint ad purchase (with the Chamber) was made in Chicago magazine. Advertising was placed in Group Travel Leader publication for group tours. An insert on Geneva for the National Tour Association's Annual Conference /Deal Making session was purchased, prepared, and delivered.

Goal # 3 Research and develop an economic incentive policy to place downtown Geneva in a competitive advantage during site selection and redevelopment.

Funding: Staff time
Completion Date: 04/30/2014
Strategic Plan: Vision 2: The unique character and vibrancy of our Downtown Business District places it among the most desirable destinations. Goal 4: Maintain a strong economic development posture for downtown Geneva to ensure the district stays competitive with surrounding retail and entertainment districts. Vision 5: Community needs and desires are effectively and efficiently balanced with available resources.

STATUS: No change since last report on draft incentive policy document. Request for Proposal was released for potential third TIF, located downtown. Letters of information sent to all property owners within the study area.

Goal # 4 Complete the Downtown Business District Feasibility Report.

- **Establish District Needs and Priorities, if so recommended**
- **Set priority list for implementation, if a district is established**

Funding: Staff time, General Capital $21,600 (with a 50% matching grant)
Completion Date: 12/31/2013
Strategic Plan: Vision 2: The unique character and vibrancy of our Downtown Business District places it among the most desirable destinations. Goal 4: Maintain a strong economic development posture for downtown Geneva to ensure the district stays competitive with surrounding retail and entertainment districts. Vision 5: Community needs and desires are effectively and efficiently balanced with available resources.

STATUS: Eligibility for a District was established. Ehlers has prepared the first draft of a Business District Redevelopment Plan which the Economic Development Commission will review. The City Administrator and Economic Development Director met with the EDC Chairman to discuss process for public discussion; the EDC will finalize at regularly scheduled February meeting. A draft "FAQ's" on the topic has been written and is under review.

Goal # 5 Integrate Department Business and Sites Database into city's GIS system for online mapping of businesses and development opportunities.

- **Create Shape File for Business Listings**
- **Create Shape File for Available Sites**

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 2: The unique character and vibrancy of our Business District places them among the most desirable destinations.

STATUS: The Economic Development Intern has been researching examples from other communities and will begin work in this next quarter.

Goal # 6 Work with Geneva Community Development and Public Works Departments to create a new Downtown Wayfinding Signage.

- **Oversee a "Design and Branding" project to create downtown wayfinding signage (pending successful receipt of Kane County Riverboat grant).**

Funding: Staff Time; General Capital $70,000 (grant reimbursement)
Completion Date: 04/30/2014
Strategic Plan: Vision 2: The unique character and vibrancy of our Business District places them among the most desirable destinations.

STATUS: The City was not successful in obtaining a grant from Kane County. With no funds available, this project has been tabled.

Goal # 7 Seek assistance from IEPA and FEPA Brownfields Grant Program for clean-up of properties within the East State Street Tax Increment Finance District

Funding: Staff Time; TIF Operating $3,000
Completion Date: 04/30/2014
Strategic Plan: Vision 2: The unique character and vibrancy of our Business District places them among the most desirable destinations.

STATUS: A grant application was submitted to the State but no determination has been made.

Goal # 8 Continue (with Geneva Public Works and Community Development Departments) to work with Kane County on redevelopment of the Southeast Fabyan Properties (Settlers Hill Landfill and surrounds) owned by the county.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 2: The unique character and vibrancy of our Business District places them among the most desirable destinations.

STATUS: No activity on this goal.

GENEVA FIRE DEPARTMENT

MISSION STATEMENT: To prevent fires through fire and emergency medical safety education, plan review, code enforcement, pre-planning, and fire investigation. To provide advanced life support-based emergency medical service; fire suppression; hazardous materials spill mitigation; and water, trench, confined space and entrapment rescue to the residents of this community and its visitors in the safest manner possible. To provide the highest service feasible for the level of resources allocated to the organization.

FY 2013-14 Goals

Goal # 1 The department will send one member to attend and successfully complete the Commission on Fire Accreditation course "Self Assessment and Standard of Cover Workshop" in preparation for the duties of Accreditation Manager.
Funding: Staff Time; General Operating $650
Completion Date: 09/01/2013
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.
Objective: 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 2A.3, 2D.1, 3A.1

Status: Completed as scheduled

Goal # 2 The department will participate in the on-line course for Peer Assessor Certification presented by the Commission on Fire Accreditation in preparation for the duties of Accreditation Manager.
Funding: Staff Time; General Operating $400
Completion Date: March 1, 2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective 3. Optimize technology's effectiveness at delivering public services.
Accreditation Objective: 2A.3, 2D.1, 3A.1

Status: The registration date for the Fall session was missed. The individual responsible for this objective has applied for the January session.

Goal # 3 Create an 8-hour per week position to support the work in the Fire Prevention Bureau and pave the way for a smooth transition in 2014.
Funding: Staff Time; General Operating $12,500
Completion Date: 05/31/2013
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective: 3. Optimize technology's effectiveness at delivering public services.
Accreditation Objective: 5B.3, 8A.1

Status: The position is in place and filled by FF. Phil Affrunti

Goal # 4 The department shall update the Standard of Cover document which forms the basis of all operational planning and decisions that are made regarding delivery of services to the community..

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 2B.1 & 2C.1

Status: This will extend beyond the current fiscal year due to the revision of the department standard operating guidelines.

Goal # 5 The Training Division will use the recently created on-line training site to expand the opportunities for members to obtain training hours while on and off-duty.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 8A.1
Status: In progress

Goal # 6 The Training Division will organize an officer development program that will cover topics that include but are not limited to: roles and responsibilities, report writing, use of the records management system, administration of the performance evaluation system, conflict resolution, incident scene size-up skills, and tactical decision making.

Funding: Staff Time
Completion Date: 11/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 8A.1

Status: The class is being delivered in January & February.

Goal # 7 The department will evaluate and update the procedures used to effect rescues of individuals trapped in elevators.

Funding: Staff Time

Completion Date: 11/01/2013
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 5E.4

Status: A draft SOG has been submitted for review.

Goal # 8 In compliance with the recommendations in the final report from the 2011 accreditation of the department two members will attend the courses ICS 300 & ICS 400.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective 22. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 5H.2

Status: Lt Loomis has completed the IS 300 course and completed IS 400 last November, 2013.

Goal # 9 The staff will establish a selection process for new Paid On Call firefighters that leads to the selection of recruit's who will attend the Firefighter – Basic course offered by College of DuPage..
Funding: Staff Time
Completion Date: 07/31/2013
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 7B.3 & 7B.6

Status: The process has been completed and the 5 recruits were sent to the Basic Operations – Firefighter at the College of DuPage. All graduated from the program on January 10, 2014 and will now start their 6-month orientation period with the department.

Goal # 10 Provide water department staff with updated analysis of water flow data developed during annual flow testing.
Funding: Staff Time
Completion Date: 12/31/2013
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services. Objective 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 9A.2

Status: The data has been given to Public Works and the GIS Department. The status map is in the process of being updated and meetings have been held to prioritize areas of the community that need improvements based on the flow data.

Goal # 11 If accepted the department will send one member to the National Fire Academy for the "Fire Service Course Design".

Funding: Staff Time; General Operating $250
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.
Objective 2. Maintain high-quality public services that serve and protect residents and businesses.
Accreditation Objective: 8A.1

Status: FF Dave Lentz was forced to cancel his attendance. He will re-apply for the next semester.

Goal # 12 If accepted the department will send one member to the "Evaluating Performance-Based Design" offered by the National Fire Academy.

Funding: Staff Time; General Operating $250
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objective 2. Maintain cost effective and efficient delivery of city services.
Accreditation Objective: 5B.3

Status: Completed

Goal # 13 If accepted, the department will send one member to the "Command & Control of Target Hazards" offered by the National Fire Academy.

Funding: Staff Time; General Operating $250
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objective 2. Maintain cost effective and efficient delivery of city services.
Accreditation Objective: 8A.1

Status: Completed

Goal # 14 Replace Cardiac Monitor Carried On Eng. 208 (Advanced Life Support Engine)

Funding: General Capital $25,000

Completion Date: 05/30/2013
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objective 2. Maintain cost effective and efficient delivery of city services.
Accreditation Objective: 5G.2

Status: The monitor has been replaced and is in-service following hands-on orientation for the department staff.

GENEVA POLICE DEPARTMENT

MISSION STATEMENT: With steadfast dedication, each member of the Geneva Police Department takes great pride in providing the City of Geneva with quality service, protection, and enforcement, while maintaining the utmost level of professionalism and integrity.

FY 2013-2014 GOALS

PATROL DIVISION:

Goal # 1 Initiate a multi-year, crime prevention site survey program to benefit local businesses.

- This would include only retail businesses.
- Surveys will start with businesses who were victims of crimes in the past 12 months.
- A spreadsheet will be created to track progress.
- Business will be revisited later in the year to determine if recommendations were implemented.

Funding: Staff time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3 – Maintain and enhance high-quality city services. Objective 2 – Maintain high quality public services that serve and protect our residents and businesses.

STATUS: Retail businesses that were victims of a burglary or retail theft last year have been identified, which included 93 of Geneva's 600 plus retail businesses. The survey form to be used during this process was created and implemented. 45 initial site surveys of businesses that were victims of burglaries last year have been completed. Follow-up visits are now being scheduled to determine how the businesses have responded to crime prevention suggestions that were made during initial site visits. 5 of these follow-up visits have been completed and all scored equal to or better their original crime prevention score assessed by the Crime Prevention Officer while conducting the initial site survey.

Goal # 2 Facilitate training and create opportunities for officers to be better prepared to handle situations involving a need to provide first responder related first aid.

Funding: $350
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3 – Maintain and enhance high-quality city services. Objective 2 – Maintain high quality public services that serve and protect our residents and businesses.

STATUS: Officer Jim Stehlin has obtained certification for BLS (basic life support) and is now certified as an instructor on this first aid related subject matter. He is also now certified to teach CPR. Officer Stehlin has subsequently been able to certify all GPD officers who were in need of updating their certification. Based on the training outlines developed by Officer Stehlin, roll call training will be completed in February for officers and a 3 hour block of instruction on First Responder Medical Training has been scheduled for March.

Goal # 3 Hire and utilize the services of the Victim's Services branch of the Association for Individual Development.

- Regularly identify those in our community who need, or could benefit from, assistance available through local social services.
- Notify Victim Services of the person, or people, in need of assistance to act as a liaison between the PD and the social service agency that best fits the needs of the individuals.
- Monitor the effectiveness and track the use of the services

Funding: $7,500
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3 – Maintain and enhance high-quality city services. Objective 2 – Maintain high quality public services that serve and protect our residents and businesses.

STATUS: A contract with Victim's Services was entered into and became effective on June 1st, 2013. Since then, Victim's services representatives attended multiple roll call meetings to meet all of the sergeants and most of the officers and provide them with an overview of the services they can/will provide and a basic understanding of the protocol related to contacting and using their services to benefit our citizens. Between June 1st, 2013 and January 13th, 2014, officers have contacted and received assistance from Victim's Services on 34 separate occasions. This involved a total of 70 individual clients, 169 referrals from Victim's Services to other social service agencies. Additionally, Victim's Services spent an average of 5.4 hours on each case and an average of 2.4 hours per client that they worked with. Victim's Services continues to be a valuable resource for GPD and the citizens within our jurisdiction.

POLICE SERVICES DIVISION:

Goal # 1 Deploy speed display trailer and/or the traffic study analyzer on a regular basis to address speeding concerns within our community.

- Use this equipment in response to complaints or concerns raised by citizens.
- Initiate the use of this equipment at locations and times identified by the PD.
- Utilize one or both of these items, on average, twice per month.

Funding: Staff time
Completion Date: 04/30/ 2014

Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3 – Maintain and enhance high-quality city services. Objective 2 – Maintain high quality public services that serve and protect our residents and businesses. Goal 4 – Commit to leading edge technology. Objective 3 – Optimize technology's effectiveness at delivering public services.

STATUS: The speed trailer has been deployed a total of 37 times since it has been purchased, 26 times this fiscal year. Of the 26 deployments this fiscal year, 11 were in response to citizen complaints and 15 were strictly Police Department initiated. Due to the wintery weather experienced in December and January, we have been unable to deploy it during that time period. When the weather becomes more cooperative as we move closer to spring, we will resume regular use of the trailer and traffic analyzer equipment on a routine basis.

Goal # 2 Continue to research the feasibility of transitioning to e-ticketing.

- Determine if it is time to make this transition.
- If a determination is made to make the transition, take the necessary steps to implement the change as soon as possible.

Funding: Staff Time
Completion Date: 04/30/2013
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4 – Commit to leading edge technology. Objective 3 – Optimize technology's effectiveness at delivering public service.

STATUS: Based on meetings with the Circuit Clerk's office earlier in the year, we were cautiously optimistic that the technical issues that they had been experiencing related to their e-ticketing software had been rectified and the prospect of moving forward with this transition seemed bright. Unfortunately, it was learned from other Kane County police agencies that have been using the e-ticketing system offered by the Circuit Clerks office, that they continue to experience significant issues and are currently not even using the system due to these problems. Therefore, it has been decided that this is clearly not the right time to transition to e-ticketing due to the unreliable and problematic nature of the existing e-ticketing software system. We will continue to monitor the Circuit Clerks progress on improving their system in hopes of being able to transition to this new technology at some point in the not too distant future. For now, however, our plans to transition to e-ticketing are being put on hold until a better, more reliable product can be offered.

Goal # 3 Obtain, at least, a 90% satisfactory rating on service satisfaction surveys as they relate to our Records Department.

- Create the surveys and solicit feedback from citizens.
- Monitor the survey results.
- Identify areas of strengths and areas in need of improvement.

Funding: Staff Time

Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3 – Maintain and enhance high-quality city services. Objective 2 – Maintain high-quality public services that serve and protect our residents and businesses.

STATUS: The survey has been created and data has been obtained to send out the first mailing by the end of January. The Department also plans to send out subsequent mailings in March and April. While it will not be a large sample size for this fiscal year, it should provide some useful feedback to assess the effectiveness of this newly developed tool.

Goal # 4 Research and identify which departmental policy maintenance program (Lexipol or Trident Insurance) should be adopted and used by the Police Department.

- If the Trident Insurance Program is selected as the preferred option the process to adopt and implement the system may begin.
- If Lexipol is the better option, all necessary details will be obtained and steps will be taken to include this program in next fiscal year's budget proposal.

Funding: Staff Time
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3 – Maintain and enhance high-quality city services. Objective 2 – Maintain high quality public services that serve and protect our residents and businesses.

STATUS: The Police Services Commander has completed his research related to this goal. It has been determined that the Trident Insurance Program will not be a viable option for updating our policies. Based on the additional information learned while researching this matter, it is the recommendation of the Police Services Commander, and I concur, that Lexipol is a system worth transitioning to. Therefore, it is the PD's intention to include the acquisition of the Lexipol policy maintenance program into our initial recommended Capital Budget requests for FY2014-2015.

PUBLIC WORKS DEPARTMENT
ELECTRIC DIVISION

MISSION STATEMENT: Serve the Community with Reliable Power at the Lowest Possible Rates.

FY 2013-2014 GOALS

Goal # 1 Implement year nine of Cable Replacement Program. Year nine will consist of several projects. The Simpson Street apartments and the surrounding area's underground will be replaced. Sunset Road from Ray Street to Fargo will be replaced. The underground feed to 705 E. State Street will be replaced as well as relocating the transformers from a hazardous location. A section of overhead that has seen multiple outages and is difficult to access will be buried along the west side of Burgess Field from Center Street to the north. A much needed painting project of the traffic signals and controllers along Rt. 38 will be completed with monies from this fund. Intersections include Anderson Blvd, 7th St, 3rd St, 2nd St lighting controller, Rt. 25 controller, East Side Dr and Glengarry Dr. A portion of the funds will be used to replace aging street lights. We have had a few lights this year that have needed to be replaced due to rusting. Staff anticipates increased quantities to be replaced this year. The WasteWater Treatment Facility will be receiving an upgrade to insure increased reliability and remote switching capabilities to keep the power on during outages. Finally, two overhead wire replacement jobs will be completed: the remaining two phases across the Fox River at Ford Street as well as the overhead along Hamilton St from the Rt.31 west to 6th St, north to Peyton St and west to the alley.

Funding: Simpson St Apartments - $354,000
Completion Date: December 1, 2013
Funding: 705 E. State St - $83,000
Completion Date: December 1, 2013
Funding: Sunset from Fargo to Ray - $103,000
Completion Date: December 1, 2013
Funding: Overhead to underground conversion at Football Field - $108,000
Completion Date: December 1, 2013
Funding: River Crossing - $35,000
Completion Date: March 2014
Funding: Traffic Signal Painting: Various intersections on Rt. 38- $38,500
Completion Date: March 2014
Funding: Street light replacements due to age - $25,000
Completion Date: April 30, 2014
Funding: Wastewater Treatment Plant Backup - $113,000
Completion Date: March, 2014
Funding: Hamilton Street Overhead Upgrade - $90,000

Completion Date: March, 2014

Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objective:
2. Maintain cost effective and efficient delivery of city services.

STATUS: Simpson St Apartments Goal is completed. 705 E. State St Goal is completed. Sunset from Fargo to Ray Goal is completed. Overhead to underground conversion at Football Field is completed. River Crossing Goal is completed. Traffic Signal Painting Goal is completed. Street light replacements Goal is 70% complete, anticipated completion April 2014. Wastewater Treatment Plant Backup Goal is 0% complete, anticipated completion April 2014. Hamilton Street Overhead Upgrade Goal is completed.

Goal # 2 This goal is upgrading the Geneva Business Park Two - Substation Relays and RTU, to enhance the safety and reliability of the distribution system.

Funding: Electric Capital $530,824
Completion Date: 03/31/2014

Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objective:
2. Maintain cost effective and efficient delivery of city services.

STATUS: The Geneva Business Park Two Substation relay and RTU upgrade project is 80% complete. The Contractor has completed his work. Relay tester has been chosen and is scheduled to come in the next two weeks. After that, Staff has to complete RTU programming and testing. Project is on schedule.

Goal # 3 Continue to maintain and enhance the Public Works Facility. The following is a list of items:

- Heaters & exhaust fans
- Energy efficient lighting
- Security - Video Cameras
- Locker Room – partitions, flooring
- Landscaping

Funding: Design – Staff Time; Construction – General Capital $15,000, Electric Capital $15,000, and Water Capital $15,000 ($45,000 total)
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objective:
2. Maintain cost effective and efficient delivery of city services.

STATUS: On going - Replaced ice maker

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

MISSION STATEMENT: To provide the City of Geneva professional engineering design consultation, engineering plan review, project management and construction inspection services of the highest quality and reliability to maintain and expand City infrastructure to support the existing community and remaining build out.

FY 2013–2014 GOALS

Goal # 1: In accordance with the City's Strategic Plan Visions and Goals, facilitate the continued maintenance and improvement of the City's public properties to continue to provide a high level of City services on a cost effective basis.

- *Pedestrian Enhancement Project*

Based on feedback from business owners, residents and visitors to our city, staff began researching the implementation of a pedestrian enhancement project along IL Rte. 38. This project involves several alternative options including installation of RRFB (Rectangular Rapid Flashing Beacons) pedestrian warning devices at intersections and the extension of diagonal parking west of 5th Street. During this fiscal year, staff will continue dialogue with the Illinois Department of Transportation (IDOT) to explore opportunities to implement these improvements.

Funding: Planning – Staff time; Design – Staff time; Construction – Infrastructure Capital Projects $50,000
Completion Date: 12/30/2014
Strategic Plan: Vision 1: We honor and preserve our community heritage and character. Goal 1: Encourage beautification and improvement of public and private property. Vision 2: The unique character and vibrancy of our Downtown Business District places it among the most desirable destinations. Goal 6: Where necessary, increase parking opportunities and ensure that the use of existing downtown parking assets is maximized.

STATUS: Discussed extending diagonal parking with IDOT and they said that a Phase I engineering study would be required. Based on the success that the Village of Oswego had with installing RRFBs in their downtown area of Route 34, we will pursue similar discussions with IDOT District #1 for similar installations on Route 38.

- *Campbell Block Alley Way*

In 2013, the city acquired a 15-foot-wide piece of property in the downtown that has functioned as an alley for many years. This property is located more specifically in the

block between James and Campbell streets and 2nd and 3rd streets and lies directly south of the History Center. Staff will design, bid out, and construct a project to enhance this property and create a pedestrian walkway and streetscape enhancement.

Funding: Construction – Infrastructure Capital Projects $200,000
Completion Date: Spring/Summer 2014
Strategic Plan: Vision 1: We honor and preserve our community heritage and character. Goal 1: Encourage beautification and improvement of public and private property. Vision 2: The unique character and vibrancy of our Downtown Business District places it among the most desirable destinations.

STATUS: Staff is preparing the necessary documents to bid and construct this project with a completion date prior to the start of Swedish Days.

- *Block 52 Parking Lot Reconstruction*

The city currently has a lease for the use of the parking lot lying directly north of city hall. This fiscal year, staff will bid out and provide construction management for reconstruction of this lot.

Funding: Design – Staff Time; Construction – Infrastructure Capital Projects $75,000
Completion Date: Spring 2014
Strategic Plan: Vision 1: We honor and preserve our community heritage and character. Goal 1: Encourage beautification and improvement of public and private property. Vision 2: The unique character and vibrancy of our Downtown Business District places it among the most desirable destinations. Goal 6: Where necessary, increase parking opportunities and ensure that the use of existing downtown parking assets is maximized.

STATUS: Staff will commence with preparing plans and estimate in anticipation of this project being bid and constructed in Spring 2014. We will also use this project as a learning tool for the current High School engineering interns. (Depending on the TIF budget and property acquisition this project could be further postponed and the funds used for East State Street.)

- *Third Level of Commuter Parking Deck*

In 2007, the city completed construction of a commuter parking deck located east of 3rd street just north of the railroad tracks. At the time, a third level was designed, but not constructed. Metra now has the availability of funds to construct this third level. Public works staff will continue to coordinate with Metra for any needed revisions to the existing plans, bidding the project, and construction.

Funding: Construction – Commuter Parking Capital $4,7500,000 (Metra Grant)
Completion Date: December 2014
Strategic Plan: Vision 1: We honor and preserve our community heritage and character. Goal 1: Encourage beautification and improvement of public and private property. Vision 2: The unique character and vibrancy of our Downtown Business District places it among the most desirable destinations. Goal 6: Where necessary, increase parking opportunities and ensure that the use of existing downtown parking assets is maximized.

STATUS: Staff continues to work with Metra to approve the single bid we received this Fall and start construction in the Spring/Summer 2014.

Goal # 2 In accordance with the City's Strategic Plan Goals and Visions, facilitate the continued maintenance and improvement of the City's transportation and utility infrastructure systems to continue to provide a high level of City services on a cost effective basis.

➢ *Western Avenue Local Agency Functional Overlay (LAFO) Project*

Last fiscal year, the city received approval from Kane Kendall Council of Mayors (KKCOM) for the Western Avenue LAFO project. Staff obtained design approval from IDOT and in April, IDOT awarded the project. This fiscal year, staff will provide construction inspection services and project management.

Funding: Design – Staff Time; Construction – Infrastructure Capital Projects $125,000
Completion Date: 11/15/2013
Strategic Plan: Vision 1: We honor and preserve our community heritage and character. Goal 1: Encourage beautification and improvement of public and private property.

STATUS: Project is complete.

➢ *Cooperate and assist with the IL Route 38 Grade Separation and Reconstruction project at Kautz Road*

The Illinois Department of Transportation (lDOT) has plans to construct a grade separation project at Kautz and IL Route 38. This will result in construction of a tunnel allowing the railroad to pass under IL Route 38 without disruption to traffic flow. The project also involves moving the city of Geneva's utilities to allow for construction of the new roadway and railroad tunnel. There is also an opportunity to provide for landscaped medians. Staff has been working with lDOT to coordinate this work and will continue to do so throughout the construction process.

Funding: Construction – Electric Capital, Water Capital
Completion Date: 04/30/2015
Strategic Plan: Vision 1: We honor and preserve our community heritage and character. Goal 1: Encourage beautification and improvement of public and private property. Vision 7: A variety of mobility options provide an efficient transportation system. Goal 2: Plan and Implement Transportation Improvements.

STATUS: Staff continues to work with IDOT during construction. Project was delayed by ComEd utility relocates and is now scheduled for completion in Spring/Summer 2015. Our utility work has been completed.

- *East State Street Reconstruction Project*

In 2010, lDOT approved the City's Phase 1 report for the reconstruction of East State Street. The next step is to complete Phase 2 or the design phase for this improvement. Last fiscal year, staff released a Request for Qualifications (RFQ) and assisted in securing the services of a professional design engineering firm to complete all Phase 2 engineering work. Bollinger, Lach, and Associates (BLA) was selected and approved by the City Council as the Phase 2 Engineering Consultant on Jan. 21, 2013. Soon after this approval, BLA began Phase 2 engineering. This fiscal year and into the next, staff will continue to oversee and manage this consultant's work and contract.

Funding: Design – Staff Time; Construction – TIF #2 Capital $200,000; Infrastructure Capital Projects $300,000
Completion Date: On-going
Strategic Plan: Vision 7: A variety of mobility options provide an efficient transportation system. Goal 2: Plan and Implement Transportation Improvements.

STATUS: Bollinger Lach is working on Phase 2 design and coordinating with Staff for the various improvements. Staff has met with the Council to discuss the project and the impacts to the local property owners with ROW acquisition.

- *Western Avenue Bike Path Reconstruction*

The bike path along the west side of Western Avenue between Fabyan and Fargo is at the point where it needs to be reconstructed. This project involves removal and replacement of the existing path.

Funding: Design – Staff Time; Construction – Infrastructure Capital Projects $50,000
Completion Date: 04/30/2014
Strategic Plan: Vision 7: A variety of mobility options provide an efficient transportation system. Goal 2: Plan and Implement Transportation Improvements.

STATUS: Patching work has been completed with the recent Western Avenue reconstruction.

Goal # 3 Support the Visions and Goals identified in the City's Strategic Plan by providing technical support and expertise in conjunction with various projects:

➢ *Kane County Department of Transportation Improvements*

Kane County Department of Transportation (KDOT) has been working on three separate projects within the City of Geneva corporate limits:

- Fabyan Parkway Improvements from IL Rte 25 to Nagel Boulevard
- South Street Trail Project – ***Project completed***
- Bus Rapid Transit Study
- Route 529 Study

Staff has been and will continue to provide information and assistance to the planning, design, and construction teams involved with these projects. When these improvements require relocation of city utilities, staff will assist other divisions as necessary to facilitate that work.

Funding: Staff Time
Completion Date: Varies
Strategic Plan: Vision 7: A variety of mobility options provide an efficient transportation system. Goal 2: Plan and Implement Transportation Improvements.

STATUS: Staff continues to work with KDOT on these projects.

➢ *Participate in the Community Rating System*

The National Flood Insurance Program offers a Community Rating System (CRS) for local governments. Entry into the CRS is accomplished through an application process. Once Geneva becomes part of the program, properties in Geneva paying for flood insurance can take advantage of a discount on premiums ranging from 10% to 15%.

Funding: Staff Time
Completion Date: On-going
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.

STATUS: Postponed due to new City Engineer getting started.

Goal # 4 Assist the Water and Wastewater Division with the design of Sanitary Sewer, Storm and Water Improvements within the City.

- *Water Main Upgrades*

Assist the Water and Wastewater Division with the replacement of older mains and installation of new mains as part of the MFT project.

Funding: Design – Staff time; Construction – Water Capital
Completion Date: 11/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.

STATUS: Staff completed water main upgrade designs in-house saving on consulting fees; and staff will continue to coordinate/construct these watermain improvements within the street resurfacing program as budget allows.

Goal # 5: Support the Visions and Goals identified in the City's Strategic Plan by providing mapping and data services in conjunction with various departments and projects:

- *In cooperation with the police department, using GIS, assess the city's existing signs and related ordinances and recommend any changes necessary to ensure agreement between the city code and existing sign placement.*

The city's municipal code establishes the location of specific signs. Over the years, some signs have been placed that do not reflect the location indicated in the code. GIS will work with the police department to analyze the existing signage, compare it to existing ordinances, and offer a recommendation to ensure agreement between the two.

Funding: Staff Time
Completion Date: On-going
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.

STATUS: Staff continues to work improving the GIS maps and databases.

PUBLIC WORKS
STREETS & FLEET DIVISION

MISSION STATEMENT

The Streets and Fleet Maintenance Division is dedicated to providing all associated programs, projects and services in a timely, modernized manner with the highest level of quality to our customers, externally and internally at the most economical cost possible.

FY 2013-2014 GOALS

Goal # 1 1. Continue to maintain and enhance the Public Works Facility. The following is a list of items:

- Heaters & exhaust fans
- Energy efficient lighting
- Security - Video Cameras
- Locker Room – partitions, flooring
- Landscaping

Funding: Design – Staff Time; Construction – General Capital $15,000, Electric Capital $15,000, and Water Capital $15,000 ($45,000 total)
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 2: Engage community stakeholders to ensure the City's financial and functional viability with revenues and expenditures in a healthy balance.
Objective:
2. Maintain cost effective and efficient delivery of city services.

STATUS: Will be completed by the end of the fiscal year.

Goal # 2: Repair and enhance the Prairie Green Pathway

Funding: Infrastructure Capital Projects $25,000
Completion Date: 04/30/2014
Strategic Plan: Vision 6, Goal 1, Open space, environmental awareness, and energy efficiency are central community values exemplified in our policies and practices. Goal 1: Implement prairie/wetland restoration and passive recreation improvements at Prairie Green Preserve.

Objective: 3. Implement the 2nd phase of recreational trail construction and the 2nd phase of wetland construction.

STATUS: Currently focusing on EAB. Postponed

Goal # 3 Continue the EAB replacement parkway tree planting program. With the addition of the 50/50 program, the number of trees that will be replaced is approximately 240 trees. We have also applied for several tree replacement grants that could total $23,000 to potentially supplement this budget. A spring and fall planting is anticipated.

Funding: General Operating $80,000
Completion Date: 12/01/13
Strategic Plan: Vision 5, Goal 2 – Maintain cost effective and efficient delivery of City services; Vision 5, Goal 3 – Maintain and enhance high-quality City services.

STATUS: We have placed an order for 91 trees with the nursery for the Spring 2014 planting.

Goal # 4 Perform necessary repairs on the brick intersections of Third Street & State St. sidewalks.

Funding: Infrastructure Capital Projects $20,000.00
Completion Date: 5/01/2013
Strategic Plan: Vision 2: The unique character and vibrancy of our Downtown Business District places it among the most desirable destinations. Goal 5: Maintain and enhance the downtown's visually attractive character.

STATUS: In spring/summer 2013 we had a contractor repair the bricks at all 4 corners of State and 2nd Street. Our in-house crews continued throughout the summer to work on the sidewalk brick ribbon repairs on State Street from 2nd Street toward River Lane. We will continue into the winter and spring as weather permits.

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION

MISSION STATEMENT: The Water and Wastewater Division shall provide high-quality, reliable water supply and wastewater treatment-related services which are protective of customer health and safety, 100% compliant with State and Federal Standards, and at the most economical price obtainable.

FY 2013-14 GOALS

Goal #1 Water Main Replacement. Staff proposes to coordinate with the MFT street resurfacing program to install a 10 inch water main on Stevens Street from 6th Street to 1st Street. The new water main will improve fire flow to the area as recommended by Fire Protection Engineer Richard Solomon. In addition to Stevens Street, water main will be replaced due to age and reliability on Chalmers Street & Kane Street.

Funding: Infrastructure Capital Projects $450,000
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.
Objective:
2. Maintain high-quality public services that serve and protect our residents and businesses.

STATUS: The new water main on Stevens Street is complete. In place of the water main on Chalmers Street & Kane Street, the water main is being replaced on Western Avenue from Fargo Blvd. to the south end of the Western Avenue School property. Project complete.

Goal #2 Staff proposes to install one Amiad Filtration Unit at the Water Treatment Facility. This unit will reclaim water from the washwater basin currently sent to the wastewater facility. The water from the Amiad Filtration Unit will be processed through the Reverse Osmosis Units.

Funding: Infrastructure Capital Projects $275,000
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.
Objective:
2. Maintain high-quality public services that serve and protect our residents and businesses.

STATUS: The pilot for the Amiad Filtration Unit did not prove to be a viable option for the City of Geneva due to the concentration of iron in the washwater.

Goal #3 Water Main Relocation. Staff proposes to coordinate with the Illinois Department of Transportation to relocate approximately 2000 feet of twelve inch water main for the Kautz Road and Rout 38 overpass project.

Funding: Infrastructure Capital Projects $175,000
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.
Objective:
1. Determine opportunities for collaboration and coordination with respect to new and renewed space options.

STATUS: Project complete.

Goal #4 Implement year two of the meter replacement program with radio ERT's to allow for fixed base meter reading.

Funding: Water Capital $150,000
Completion Date: 04/30/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 4: Commit to leading edge technology.
Objective:
3. Optimize technology's effectiveness at delivering public services.

Status: **425 water meters have been installed so far this fiscal year. The fixed network is up and running collecting all water meters and electric meters that have ERT's.**

Goal #5 Continue to maintain and enhance the Public Works Facility. The following is a list of items:

- Heaters & exhaust fans

STATUS: On Schedule

- Energy efficient lighting

STATUS: On Schedule

- Security – Video surveillance.

STATUS: On Schedule

- Locker Room – partitions & flooring

STATUS: On Schedule

- Landscaping

STATUS: On Schedule

Funding: Design - Staff Time; Construction – General Capital $15,000, Electric Capital $15,000, Water Capital $15,000 ($45,000 total)
Completion Date: 03/31/2014
Strategic Plan: Vision 5: Community needs and desires are effectively and efficiently balanced with available resources. Goal 3: Maintain and enhance high-quality city services.
Objective:
2. Maintain high-quality public services that serve and protect our residents and businesses.