



# *City of Sandwich*

*FINAL BUDGET  
FOR THE FISCAL YEAR ENDED  
APRIL 30, 2022*



**CITY OF SANDWICH  
FINAL BUDGET FOR THE  
FISCAL YEAR ENDED APRIL 30, 2022**

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CITY OF SANDWICH

**BUDGET SUMMARY - ALL FUNDS**

APPROVED FY 2022 BUDGET

DESCRIPTION / FUND	GENERAL FUND	CAPITAL IMPROVEMENT FUND	MOTOR FUEL TAX FUND	DRUG ABUSE FUND	IMPACT FEE FUND	TOURISM FUND	ANNEXATION / EXCAVATION DEPOSITS	POLICE PENSION FUND	SEWER SYSTEM	SEWER RESERVE	WATER SYSTEM	WATER RESERVE	TOTAL CITY WIDE
ESTIMATED CASH AS OF MAY 1, 2021	\$ 1,808,271	\$ 678,340	\$ 1,527,551	\$ 51,210	\$ 241,189	\$ 30,811	\$ 25,000	\$ -	\$ -	\$ 2,828,034	\$ 197,586	\$ 2,002,692	\$ 9,390,684
<b>REVENUES</b>													
TAXES	\$ 4,069,600	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ 843,000	\$ -	\$ -	\$ -	\$ -	\$ 4,930,100
LICENSES & PERMITS	48,000	-	-	-	20,000	-	15,000	-	-	5,000	-	3,000	91,000
INTERGOVERNMENTAL SERVICE	485,000	10,000	423,024	-	-	-	-	-	-	-	-	-	918,024
CHARGES FOR SERVICE	4,500	-	-	-	-	-	-	-	1,167,500	10,000	657,000	10,000	1,849,000
FINES & FORFEIT	77,250	-	-	10,020	-	-	-	-	7,500	-	3,000	-	97,770
INTREST AND OTHER	61,100	37,000	500	75	-	-	-	-	1,500	20,000	725	-	120,900
<b>TOTAL REVENUES</b>	<b>4,745,450</b>	<b>47,000</b>	<b>423,524</b>	<b>10,095</b>	<b>20,000</b>	<b>17,500</b>	<b>15,000</b>	<b>843,000</b>	<b>1,176,500</b>	<b>35,000</b>	<b>660,725</b>	<b>13,000</b>	<b>8,006,794</b>
OPERATING TRANSFERS IN	-	-	-	-	-	-	-	-	189,691	-	96,567	-	286,258
LOAN PROCEEDS	-	3,200,000	-	-	-	-	-	-	-	900,000	-	-	4,100,000
<b>TOTAL FUNDS AVAILABLE FOR BUDGETING</b>	<b>6,553,721</b>	<b>3,925,340</b>	<b>1,951,075</b>	<b>61,305</b>	<b>261,189</b>	<b>48,311</b>	<b>40,000</b>	<b>843,000</b>	<b>1,366,191</b>	<b>3,763,034</b>	<b>954,878</b>	<b>2,015,692</b>	<b>21,783,736</b>
<b>EXPENDITURES</b>													
PERSONNEL SERVICES	\$ 3,215,122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,736	\$ -	\$ 337,926	\$ -	\$ 3,858,784.00
PROFESSIONAL DEVELOPMENT	26,600	-	-	-	-	-	-	-	6,000	-	3,350	-	35,950
UTILITIES	132,545	-	-	-	-	-	-	-	90,500	-	62,400	-	285,445
COMMODITIES SERVICE	260,020	-	54,000	-	-	-	-	-	69,100	-	113,000	-	496,120
OUTSIDE SERVICES	855,843	-	1,000	-	-	18,500	-	-	214,167	-	179,166	-	1,268,676
OTHER EXPENSES	53,690	-	-	-	18,000	2,500	15,000	843,000	28,200	1,500	1,450	-	963,340
CAPITAL / EQUIPMENT	76,300	437,000	625,000	20,000	-	-	-	-	28,000	900,000	60,000	1,344,966	3,491,266
POLICE STATION	-	3,200,000	-	-	-	-	-	-	-	-	-	-	3,200,000
BOND & DEBT SERVICE	200,399	-	-	-	-	-	-	-	624,488	-	-	-	824,887
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,820,519</b>	<b>\$ 3,637,000</b>	<b>\$ 680,000</b>	<b>\$ 20,000</b>	<b>\$ 18,000</b>	<b>\$ 21,000</b>	<b>\$ 15,000</b>	<b>\$ 843,000</b>	<b>\$ 1,366,191</b>	<b>\$ 901,500</b>	<b>\$ 757,292</b>	<b>\$ 1,344,966</b>	<b>\$ 14,424,468</b>
OPERATING TRANSFERS OUT	-	\$ -	-	-	-	-	\$ -	\$ -	\$ -	\$ 189,691	-	96,567	\$ 286,258
<b>EXCESS (DEFICIT)</b>	<b>(75,069)</b>	<b>(390,000)</b>	<b>(256,476)</b>	<b>(9,905)</b>	<b>2,000</b>	<b>(3,500)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(156,191)</b>	<b>-</b>	<b>(1,428,533)</b>	<b>(2,317,674)</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 1,733,202</b>	<b>\$ 288,340</b>	<b>\$ 1,271,075</b>	<b>\$ 41,305</b>	<b>\$ 243,189</b>	<b>\$ 27,311</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,671,843</b>	<b>\$ 197,586</b>	<b>\$ 574,159</b>	<b>\$ 7,073,010</b>

## CITY OF SANDWICH

**BUDGET SUMMARY - GOVERNMENTAL FUNDS**

## APPROVED FY 2022 BUDGET

DESCRIPTION / FUND	GENERAL FUND	CAPITAL IMPROVEMENT FUND	MOTOR FUEL TAX FUND	DRUG ABUSE FUND	IMPACT FEE FUND	TOURISM FUND	ANNEXATION / EXCAVATION DEPOSITS	POLICE PENSION FUND	TOTAL CITY WIDE
ESTIMATED CASH AS OF MAY 1, 2021	\$ 1,808,271	\$ 678,340	\$ 1,527,551	\$ 51,210	\$ 241,189	\$ 30,811	\$ 25,000	\$ -	\$ 4,362,372
<b>REVENUES</b>									
TAXES	\$ 4,069,600	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ 843,000	\$ 4,930,100
LICENSES & PERMITS	48,000	-	-	-	20,000	-	15,000	-	83,000
INTERGOVERNMENTAL SERVICE	485,000	10,000	423,024	-	-	-	-	-	918,024
CHARGES FOR SERVICE	4,500	-	-	-	-	-	-	-	4,500
FINES & FORFEIT	77,250	-	-	10,020	-	-	-	-	87,270
INTREST AND OTHER	61,100	37,000	500	75	-	-	-	-	98,675
<b>TOTAL REVENUES</b>	<b>4,745,450</b>	<b>47,000</b>	<b>423,524</b>	<b>10,095</b>	<b>20,000</b>	<b>17,500</b>	<b>15,000</b>	<b>843,000</b>	<b>6,121,569</b>
OPERATING TRANSFERS IN	-	-	-	-	-	-	-	-	-
LOAN PROCEEDS	-	3,200,000.00	-	-	-	-	-	-	3,200,000
<b>TOTAL FUNDS AVAILABLE FOR BUDGETING</b>	<b>6,553,721</b>	<b>3,925,340</b>	<b>1,951,075</b>	<b>61,305</b>	<b>261,189</b>	<b>48,311</b>	<b>40,000</b>	<b>843,000</b>	<b>13,683,941</b>
<b>EXPENDITURES</b>									
PERSONNEL SERVICES	\$ 3,215,122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,215,122
PROFESSIONAL DEVELOPMENT	26,600	-	-	-	-	-	-	-	26,600
UTILITIES	132,545	-	-	-	-	-	-	-	132,545
COMMODITIES SERVICE	260,020	-	54,000	-	-	-	-	-	314,020
OUTSIDE SERVICES	855,843	-	1,000	-	-	18,500	-	-	875,343
OTHER EXPENSES	53,690	-	-	-	18,000	2,500	15,000	843,000	932,190
CAPITAL / EQUIPMENT	76,300	437,000	625,000	20,000	-	-	-	-	1,158,300
POLICE STATION	-	3,200,000	-	-	-	-	-	-	3,200,000
BOND & DEBT SERVICE	200,399	-	-	-	-	-	-	-	200,399
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,820,519</b>	<b>\$ 3,637,000</b>	<b>\$ 680,000</b>	<b>\$ 20,000</b>	<b>\$ 18,000</b>	<b>\$ 21,000</b>	<b>\$ 15,000</b>	<b>\$ 843,000</b>	<b>\$ 10,054,519</b>
OPERATING TRANSFERS OUT	-	\$ -	-	-	-	-	\$ -	\$ -	\$ -
<b>EXCESS (DEFICIT)</b>	<b>(75,069)</b>	<b>(390,000)</b>	<b>(256,476)</b>	<b>(9,905)</b>	<b>2,000</b>	<b>(3,500)</b>	<b>-</b>	<b>-</b>	<b>(732,950)</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 1,733,202</b>	<b>\$ 288,340</b>	<b>\$ 1,271,075</b>	<b>\$ 41,305</b>	<b>\$ 243,189</b>	<b>\$ 27,311</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 3,629,422</b>

CITY OF SANDWICH

**BUDGET SUMMARY - ENTERPRISE FUNDS**

APPROVED FY 2022 BUDGET

DESCRIPTION / FUND	SEWER SYSTEM	SEWER RESERVE	SEWER TOTAL
ESTIMATED CASH AS OF MAY 1, 2021	\$ -	\$ 2,828,034	\$ 2,828,034
<b>REVENUES</b>			
TAXES	\$ -	\$ -	\$ -
LICENSES & PERMITS	-	5,000	5,000.00
INTERGOVERNMENTAL SERVICE	-	-	-
CHARGES FOR SERVICE	1,167,500	10,000	1,177,500.00
FINES & FORFEIT	7,500	-	7,500.00
INTREST AND OTHER	1,500	20,000	21,500.00
<b>TOTAL REVENUES</b>	<b>1,176,500</b>	<b>35,000</b>	<b>1,211,500</b>
OPERATING TRANSFERS IN	189,691	-	189,691
LOAN PROCEEDS	-	900,000	900,000.00
<b>TOTAL FUNDS AVAILABLE FOR BUDGETING</b>	<b>1,366,191</b>	<b>3,763,034</b>	<b>5,129,225</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES	\$ 305,736	\$ -	\$ 305,736
PROFESSIONAL DEVELOPMENT	6,000	-	6,000
UTILITIES	90,500	-	90,500
COMMODITIES SERVICE	69,100	-	69,100
OUTSIDE SERVICES	214,167	-	214,167
OTHER EXPENSES	28,200	1,500	29,700
CAPITAL / EQUIPMENT	28,000	900,000	928,000
POLICE STATION	-	-	-
BOND & DEBT SERVICE	624,488	-	624,488
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,366,191</b>	<b>\$ 901,500</b>	<b>\$ 2,267,691</b>
OPERATING TRANSFERS OUT	\$ -	\$ 189,961	189,961
<b>EXCESS (DEFICIT)</b>	<b>-</b>	<b>(156,461)</b>	<b>(156,461)</b>
<b>ENDING CASH BALANCE</b>	<b>\$ -</b>	<b>\$ 2,671,573</b>	<b>\$ 2,671,573</b>

WATER SYSTEM	WATER RESERVE	WATER TOTAL	TOTAL ENTERPRISE FUNDS
\$ 197,586	\$ 2,002,692	\$ 2,200,278	\$ 5,028,312
\$ -	\$ -	\$ -	\$ -
-	3,000	3,000.00	8,000
-	-	-	-
657,000	10,000	667,000.00	1,844,500
3,000	-	3,000.00	10,500
725	-	725.00	22,225
<b>660,725</b>	<b>13,000</b>	<b>673,725</b>	<b>1,885,225</b>
96,567	-	96,567	286,258
-	-	-	900,000
<b>954,878</b>	<b>2,015,692</b>	<b>2,970,570</b>	<b>8,099,795</b>
\$ 337,926	\$ -	\$ 337,926	\$ 643,662
3,350	-	3,350	9,350.00
62,400	-	62,400	152,900.00
113,000	-	113,000	182,100.00
179,166	-	179,166	393,333.00
1,450	-	1,450	31,150.00
60,000	1,344,966	1,404,966	2,332,966.00
-	-	-	-
-	-	-	624,488.00
<b>\$ 757,292</b>	<b>\$ 1,344,966</b>	<b>\$ 2,102,258</b>	<b>\$ 4,369,949</b>
	96,567	96,567	\$ 476,489
-	<b>(1,428,533)</b>	<b>(1,428,533)</b>	<b>(1,584,994)</b>
<b>\$ 197,586</b>	<b>\$ 574,159</b>	<b>\$ 771,745</b>	<b>\$ 3,443,318</b>



# *City of Sandwich*

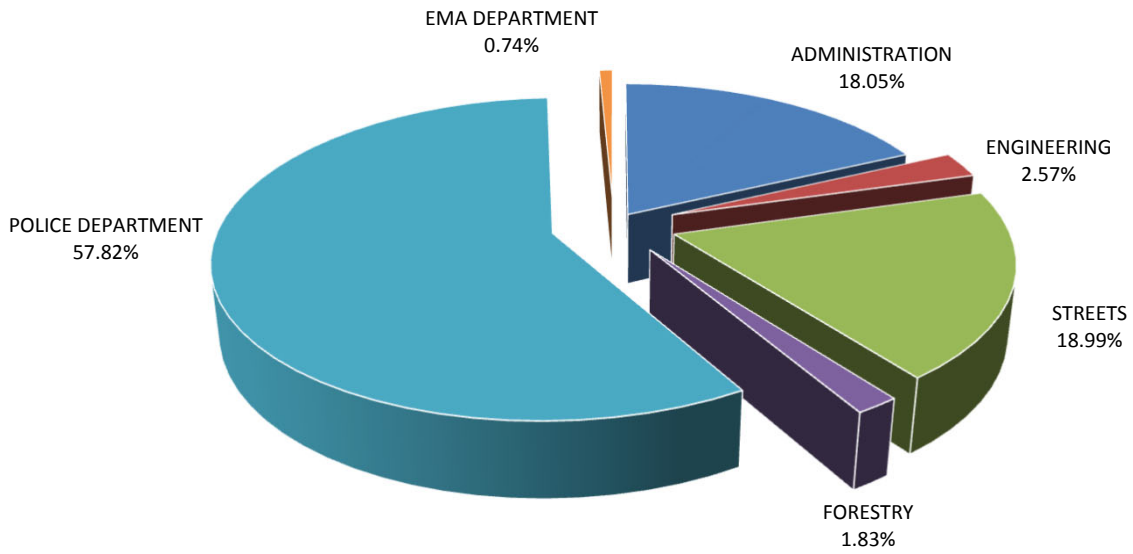
## *General Fund Summary*

**GENERAL FUND SUMMARY**

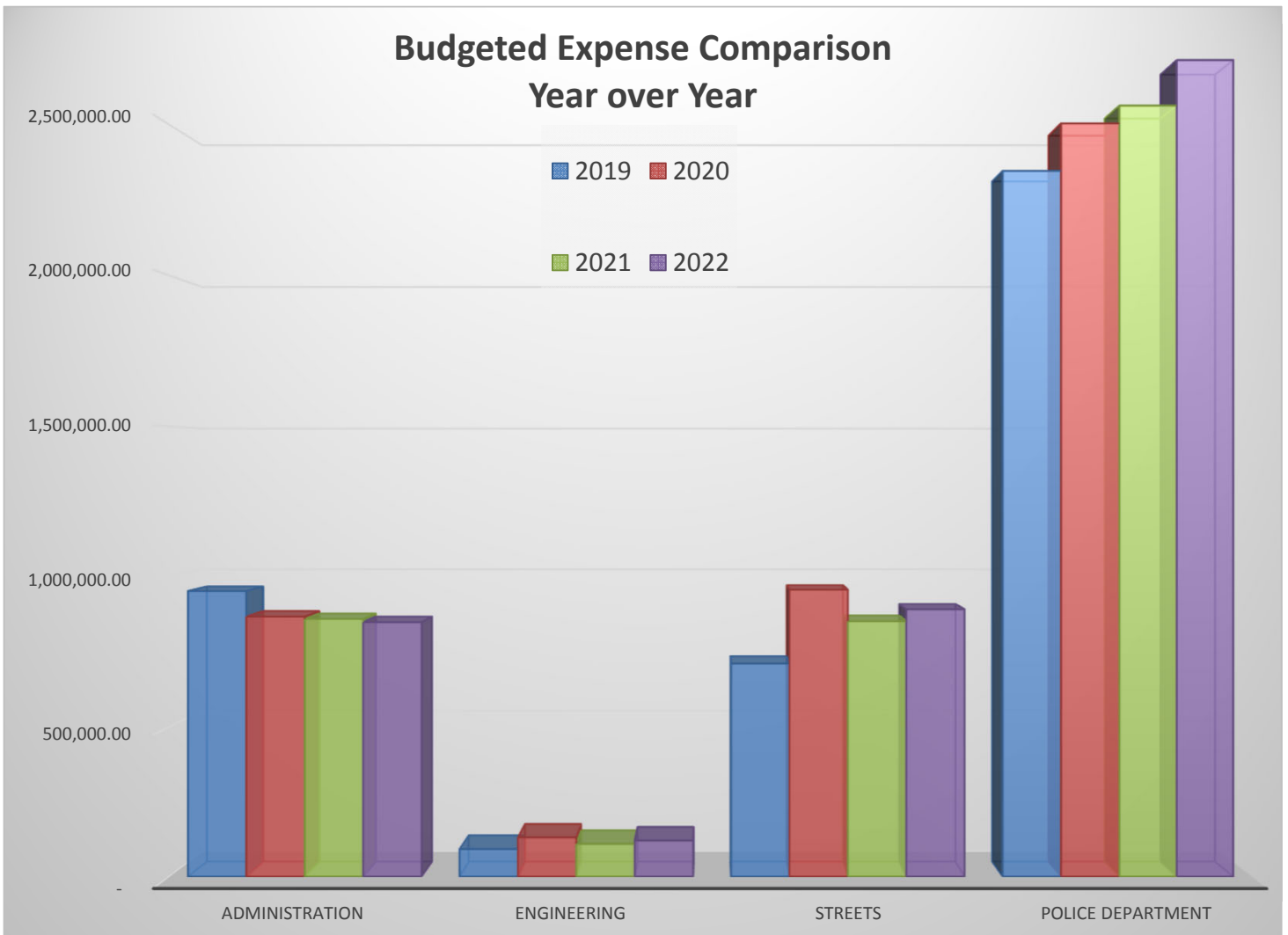
	FYE 2019 ACTUAL	FYE 2020 ACTUAL	FYE 2021 APPROVED BUDGET	FYE 2021 PROJECTED	FYE 2022 APPROVED BUDGET
<b>REVENUES</b>					
TAXES	\$ 4,523,391	\$ 4,610,602	\$ 3,953,677	\$ 4,013,677	\$ 4,069,600
LICENSES & PERMITS	57,023	45,213	63,000	50,000	48,000
INTERGOVERNMENTAL SERVICE	33,239	116,594	70,000	393,000	485,000
CHARGES FOR SERVICE	6,009	3,639	3,750	7,200	4,500
FINES & FORFEITS	83,994	83,283	83,500	60,000	77,250
INTEREST INCOME	27,745	14,136	15,000	2,000	3,500
OTHER INCOME	126,699	85,160	77,600	45,000	57,600
<b>TOTAL REVENUES</b>	<b>\$ 4,858,100</b>	<b>\$ 4,958,628</b>	<b>\$ 4,266,527</b>	<b>\$ 4,570,877</b>	<b>\$ 4,745,450</b>
<b>EXPENDITURES BY DEPARTMENT</b>					
ADMINISTRATION	\$ 950,829	\$ 850,625	\$ 857,775	\$ 805,000	\$ 827,653
ENGINEERING	92,128	116,519	109,372	113,000	120,805
STREETS	710,333	848,601	850,620	815,000	929,250
FORESTRY	-	39,203	80,100	80,000	85,725
POLICE DEPARTMENT	2,353,985	2,680,961	2,732,981	2,700,000	2,621,887
EMA DEPARTMENT	8,363	9,973	34,800	11,000	34,800
OTHER OPERATIONS	-	-	-	-	200,399
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,115,637</b>	<b>\$ 4,545,881</b>	<b>\$ 4,448,732</b>	<b>\$ 4,524,000</b>	<b>\$ 4,820,519</b>
INTERFUND TRANSFERS IN	-	92,810	-	-	-
INTERFUND TRANSFERS (OUT)	(515,775)	(452,899)	-	-	-
INTERFUND TRANSFERS (OUT FROM OTHER DEPT)	(170,240)	-	-	-	-
<b>EXCESS (DEFICIT)</b>	<b>\$ 56,448</b>	<b>\$ 52,658</b>	<b>\$ (182,205)</b>	<b>\$ 46,877</b>	<b>\$ (75,069)</b>
<b>BEGINNING CASH BALANCE</b>	<b>\$ 1,990,168</b>	<b>\$ 1,708,736</b>	<b>\$ 1,941,869</b>	<b>\$ 1,761,394</b>	<b>\$ 1,808,271</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 2,046,616</b>	<b>\$ 1,761,394</b>	<b>\$ 1,759,664</b>	<b>\$ 1,808,271</b>	<b>\$ 1,733,202</b>

**NOTE: This is a draft of the proposed FY21 Budget and it may be modified, changed or revised before its final adoption by the City Council**

### 2022 Budgeted General Fund - Expenditures By Department



### Budgeted Expense Comparison Year over Year







# *City of Sandwich*

## *General Fund Revenues*

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
ACCOUNT TITLE							

GENERAL DEPARTMENT

TAXES SERVICE

001.0000.01.4000							1,810,000.00-
STATE SALES TAX	1,700,000.00-	1,965,809.06-	1,975,000.00-	1,966,511.43-	1,577,254.00-	1,912,529.83-	
001.0000.01.4005							805,000.00-
STATE INCOME TAX	860,000.00-	720,497.48-	775,000.00-	804,319.91-	731,236.00-	759,308.44-	
001.0000.01.4010							725,000.00-
COUNTY TAXES	1,671,500.00-	1,060,277.42-	1,102,250.00-	1,081,215.03-	890,000.00-	866,880.23-	
001.0000.01.4015							28,600.00-
ROAD & BRIDGE TAX	40,000.00-	23,198.56-	26,000.00-	28,028.77-	28,600.00-	25,796.70-	
001.0000.01.4020							585,000.00-
UTILITY TAXES	645,000.00-	613,249.62-	600,000.00-	563,109.35-	600,000.00-	464,250.48-	
001.0000.01.4025							48,000.00-
REPLACEMENT TAXES	46,000.00-	53,160.28-	46,000.00-	69,989.30-	48,000.00-	61,835.69-	
001.0000.01.4035							1,500.00-
CHARITABLE GAMES TAX	7,900.00-	3,537.58-	2,000.00-	930.26-	2,500.00-	128.47-	
001.0000.01.4040							60,000.00-
VIDEO GAMING TAX	60,000.00-	83,636.15-	85,000.00-	95,283.70-	69,587.00-	40,995.04-	
001.0000.01.4045							
AUTO RENTAL TAX		24.60-				20.66-	
001.0000.01.4050							6,500.00-
CANNABIS TAX				1,214.37-	6,500.00-	5,224.84-	
-----							4,069,600.00-
TAXES TOTAL	5,030,400.00-	4,523,390.75-	4,611,250.00-	4,610,602.12-	3,953,677.00-	4,136,970.38-	

LICENCES & PERMITS SERVICE

001.0000.05.4100							30,000.00-
CITY LICENCES	36,500.00-	37,318.90-	36,000.00-	28,391.68-	36,000.00-	22,876.91-	
001.0000.05.4105							18,000.00-
BUILDING PERMITS	22,000.00-	19,703.76-	20,000.00-	16,821.60-	20,000.00-	14,230.82-	
001.0000.05.4250							
911 FROM COUNTY					7,000.00-		
-----							48,000.00-
LICENCES & PERMITS TOTAL	58,500.00-	57,022.66-	56,000.00-	45,213.28-	63,000.00-	37,107.73-	

INTERGOVERNMENTAL SERVICE

001.0000.10.4210							250,000.00-
STATE GRANTS	20,000.00-	31,755.00-	80,000.00-		25,000.00-		
001.0000.10.4211							
VIDEO MONITORING GRANT			25,000.00-				
001.0000.10.4212							15,000.00-
IPRF GRANT				18,578.00-		20,292.00-	
001.0000.10.4215							150,000.00-
CURES ACT						306,136.03-	



**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
INTEREST INCOME TOTAL	.00	27,745.23-	20,000.00-	14,136.39-	15,000.00-	2,045.70-	3,500.00-
OTHER INCOME SERVICE							
001.0000.30.4690 CREDIT CARD SERVICE CHARGE		1,245.05-	1,000.00-	1,015.65-	1,500.00-	664.20-	1,000.00-
001.0000.30.4695 MISCELLANEOUS INCOME	57,000.00-	118,641.46-	50,000.00-	41,539.06-	50,000.00-	5,954.27-	25,000.00-
001.0000.30.4740 DONATIONS						1,500.00-	
001.0000.30.4755 REIMBURSEMENT PD OT		6,674.01-	5,000.00-	10,940.13-	5,000.00-	17,922.22-	7,500.00-
001.0000.30.4760 PROCEEDS SALE CITY ASSETS				6,768.00-	5,000.00-	1,692.00-	
001.0000.30.4782 ANNEXATION LEGAL FEES	3,000.00-						
001.0000.30.4783 PLUMBING INSPECTIONS				35.00-			
001.0000.30.4784 ELECTRICAL INSPECTIONS				75.00-			
001.0000.30.4790 MISCELLANEOUS REIMBURSEMENTS		138.38-		21,205.76-	12,500.00-	9,268.52-	10,000.00-
001.0000.30.4996 FARM LEASE				3,581.79-	3,600.00-	6,000.68-	3,600.00-
OTHER INCOME TOTAL	60,000.00-	126,698.90-	56,000.00-	85,160.39-	77,600.00-	43,001.89-	57,600.00-
TRANSFERS IN SERVICE							
001.0000.35.4850 IFT FROM OTHER FUNDS			185,000.00-	92,810.42-		344.37-	
TRANSFERS IN TOTAL	.00	.00	185,000.00-	92,810.42-	.00	344.37-	.00
CARRY OVER SERVICE							
GENERAL TOTAL	5,300,900.00-	4,858,099.58-	5,179,750.00-	5,051,438.47-	4,266,527.00-	4,686,867.21-	4,745,450.00-
GENERAL FUND TOTAL	5,300,900.00-	4,858,099.58-	5,179,750.00-	5,051,438.47-	4,266,527.00-	4,686,867.21-	4,745,450.00-



# *City of Sandwich*

*General Fund  
Administration Department*

# Administration Budget Narrative

## Personal Services

<b><u>001.0005.50.5001</u></b>	<b>Elected Officials Salaries</b>	2020/2021 - \$81,000	2021/2022 - \$81,000
	Mayor - \$20,000 plus \$1,000 liquor Commissioner		
	City Clerk - \$22,000		
	Treasurer - \$2,000		
	Aldermen - \$4,500 / each		
<b><u>001.0005.50.5002</u></b>	<b>Plan / ZBA Commission Salaries</b>	2020/2021 - \$2,000	2021/2022 - \$2,000
	7 Commissioners (Bill Hall, Dave DeCraene, Frank Moran, Richard Kell, Matthew Blocker, Gene Westerberg & Heather Brunoehler)		
	Chairman & Secretary - \$40/meeting Commissioners - \$30/meeting		
<b><u>001.0005.50.5003</u></b>	<b>Police Commission Salaries</b>	2020/2021 - \$2,700	2021/2022 - \$2,700
	3 Commissioners (Chuck Fish, Jeff Beverage & Greg Sullivan) - \$900/each		
<b><u>001.0005.50.5010</u></b>	<b>Salaries</b>	2020/2021 - \$81,500	2021/2022 - \$90,680
	Tom Horak – 10%		
	Michele Hoisington – 60%		
	Lisa Mangers – 10%		
	Denise li – 100%		
	Proposed salary reflects 2.0% increase		
<b><u>001.0005.50.5030</u></b>	<b>Longevity Salary</b>	2020/2021 - \$2,500	2021/2022 - \$0
	Tom Horak – 10%		
	Lisa Mangers – 10%		
	Denise li – 100%		
	Michele Hoisington – 60%		
<b><u>001.0005.50.5040</u></b>	<b>Employee Insurance Benefits</b>	2020/2021 - \$52,500	2021/2022 - \$50,000
<b><u>001.0005.50.5045</u></b>	<b>Accrued Vacation / Sick</b>	2020/2021 - \$5,000	2021/2022 - \$5,000
<b><u>001.0005.50.5055</u></b>	<b>IMRF ER Contribution</b>	2020/2021 - \$8,100	2021/2022 - \$8,262
<b><u>001.0005.50.5060</u></b>	<b>Unemployment Insurance</b>	2020/2021 - \$ 550	2021/2022 - \$ 561
<b><u>001.0005.50.5065</u></b>	<b>Workman’s Comp Ins</b>	2020/2021 - \$8,300	2021/2022 - \$8,466
<b><u>001.0005.50.5070</u></b>	<b>FICA Match</b>	2020/2021 - \$7,100	2021/2022 - \$7,242

**001.0005.50.5075** Other Insurance Benefits      2020/2021 - \$30,000      2020/2021 - \$30,000  
 The City pays 100% insurance for Mike Nelson; Budgeted amount equates to current monthly premiums.

### Professional Development

**001.0005.55.5100** Training/Travel/Meeting Exp      2020/2021 - \$4,000      2021/2022 - \$4,500  
 Would include webinar classes for Engineer Horak; payroll training for Michele.

**001.0005.55.5105** Dues & Memberships      2020/2021 - \$3,000      2021/2022 - \$3,000  
 IML Annual Membership - \$825      Thomas Reuter (Statutes) - \$222      DeKalb Co Plan - \$500  
 Chamber of Commerce - \$250      Illinois (BASSETT) - \$307      Kendall Co Transit - \$244  
 DeKalb Co Economic Dev - \$1,500      CMAP - \$500

### Utilities

**001.0005.60.5200** Electric      2020/2021 - \$86,000      2021/2022 - \$86,000

**001.0005.60.5205** Gas      2020/2021 - \$ 500      2021/2022 - \$ 0

**001.0005.60.5210** Telephone      2020/2021 - \$ 5,750      2021/2022 - \$ 5,750

**001.0005.60.5215** Cable/Internet      2020/2021 - \$ 1,400      2021/2022 - \$ 1,400

**001.0005.60.5220** Trash Removal      2020/2021 - \$ 875      2021/2022 - \$ 875

### Commodities

**001.0005.65.5300** Office Supplies      2020/2021 - \$3,500      2021/2022 - \$5,000

**001.0005.65.5305** Operating / Cleaning Supplies      2020/2021 - \$ 300      2021/2022 - \$ 500

**001.0005.65.5315** Postage      2020/2021 - \$ 1,250      2021/2022 - \$ 1,250

**001.0005.65.5320** Printing Expense      2020/2021 - \$ 700      2021/2022 - \$ 700

**001.0005.65.5325** Publications      2020/2021 - \$ 0      2021/2022 - \$ 0

## Outside Services

<b><u>001.0005.70.5400</u></b> Administrative Costs	2020/2021 - \$ 0	2021/2022 - \$ 0
<b><u>001.0005.70.5410</u></b> Audit Fees	2020/2021 - \$ 16,000	2021/2022 - \$19,800
<b><u>001.0005.70.5415</u></b> ARCH Management	2020/2021 - \$12,000	2021/2022 - \$12,000
<b><u>001.0005.70.5420</u></b> Outside Consultant	2020/2021 - \$ 59,500	2021/2022 - \$59,500
<b><u>001.0005.70.5440</u></b> JULIE Services	2020/2021 - \$ 0	2021/2022 - \$ 0
<b><u>001.0005.70.5445</u></b> Legal Services	2020/2021 - \$75,000	2021/2022 - \$75,000
<b><u>001.0005.70.5450</u></b> Contractual Services Jennifer Boring – Janitorial Advanced Elevator – Opera House Reliable Computers– IT Cintas Fire – Annual Fire Extinguishers Sandwich Community Fire Department – Inspection/ Reviews (reimbursable by bldg. permit)	2020/2021 - \$ 20,000	2021/2022 - \$32,500
<b><u>001.0005.70.5465</u></b> Liability Insurance	2020/2021 - \$ 61,000	2021/2022 - \$101,667
<b><u>001.0005.70.5475</u></b> Computer Maintenance Agreements Computer Maint Agreement Imaging Software annual License \$2,700	2020/2021 - \$ 25,000	2021/2022 - \$22,700
<b><u>001.0005.70.5480</u></b> Rental/Lease Agreements BNSF leases reflecting an annual 3% increase	2020/2021 - \$2,500	2021/2022 - \$2,000
<b><u>001.0005.70.5485</u></b> Legal Notices & Advertising Consists of mowing & water liens & releases (90% reimbursable); notary applications & renewals; newspaper legal notices & ordinance publications; publication of annual Treasurer’s Report	2020/2021 - \$3,000	2021/2022 - \$3,000
<b><u>001.0005.70.5495</u></b> Ordinances - Supplements	2020/2021 - \$ 4,500	2021/2022 - \$4,500
<b><u>001.0005.70.5500</u></b> Sandwich Economic Develop	2020/2021 - \$30,000	2021/2022 - \$30,000
<b><u>001.0005.70.5505</u></b> SW Cable Consortium	2020/2021 - \$40,000	2021/2022 - \$0
<b><u>001.0005.70.5575</u></b> Building Maintenance	2020/2021 - \$64,400	2021/2022 – 40,000



### Other Expenses

<b><u>001.0005.75.5602</u></b> Plan / ZBA Expenses	2020/2021 - \$800	2021/2022 - \$800
<b><u>001.0005.75.5603</u></b> Police Commission Expenses	2020/2021 - \$6,600	2021/2022 - \$4,000
<b><u>001.0005.75.5605</u></b> Contributions (Flowers, etc)	2020/2021 - \$500	2021/2022 - \$500
<b><u>001.0005.75.5610</u></b> Employee Relations	2020/2021 - \$2,500	2021/2022 - \$1,500
<b><u>001.0005.75.5630</u></b> Drainage District Re Taxes	2020/2021 - \$2,500	2021/2022 - \$2,500
<b><u>001.0005.75.5650</u></b> Donations	2020/2021 - \$7,550	2021/2022 - \$5,000
<b><u>001.0005.75.5660</u></b> Taste of Sandwich	2020/2021 - \$300	2021/2022 - \$300
<b><u>001.0005.75.5690</u></b> Refunds	2020/2021 - \$1,500	2021/2022 - \$1,500
<b><u>001.0005.75.5695</u></b> Misc Expenses	2020/2021 - \$10,000	2021/2022 - \$6,000
Telephone system replacement to be budgeted from this account.		

### Equipment

<b><u>001.0005.80.5705</u></b> Office Equipment	2020/2021 - \$ 2,000	2021/2022 - \$5,500
New Computer for Tom Horak		
Back-up Storage Server		
Other misc office equipment		
<b><u>001.0005.85.5805</u></b> Computer Programs / Updates	2020/2021 - \$15,000	2021/2022 - \$7,500

### Debt Service

<b><u>001.0040.95.690</u></b> Debt Service	2020/2021 - \$0	2021/2022 - \$200,399
Principal and interest on 2021 Debt Issuance		

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
ADMIN DEPARTMENT							
PERSONNAL SERVICES SERVICE							
001.0005.50.5001 ELECTED OFFICIALS SALARIES	81,000.00	78,949.94	81,000.00	75,782.63	81,000.00	69,310.01	81,000.00
001.0005.50.5002 PLAN/ZON COMMISSION SALARIES	2,000.00	1,140.00	2,000.00	1,150.00	2,000.00	990.00	2,000.00
001.0005.50.5003 POLICE COMMISSION SALARIES	2,700.00	2,700.00	2,700.00	2,550.00	2,700.00	2,025.00	2,700.00
001.0005.50.5010 SALARIES	187,000.00	147,849.40	76,500.00	85,692.57	84,000.00	75,949.50	90,680.00
001.0005.50.5020 OVERTIME @ 1.5	1,500.00						
001.0005.50.5030 LONGEVITY SALARY	9,997.00	10,032.35	2,350.00	2,453.01		661.24	
001.0005.50.5040 EMPLOYEE INSURANCE BENEFITS	70,000.00	65,212.40	66,000.00	46,384.05	52,500.00	34,832.57	50,000.00
001.0005.50.5045 ACCRUED VACATION/SICK			3,500.00	9,483.64	5,000.00	19,612.17	5,000.00
001.0005.50.5050 OTHER BENEFITS		200.00					
001.0005.50.5055 IMRF ER CONTRIBUTION		2,129.29	5,850.00	13,481.52	8,100.00	10,882.28	8,262.00
001.0005.50.5060 UNEMPLOYMENT INSURANCE			550.00	400.96	550.00	348.15	561.00
001.0005.50.5065 WORKMAN'S COMPENSATION INS			8,200.00	7,730.00	8,300.00	7,247.00	8,466.00
001.0005.50.5070 FICA MATCH		3,062.25	6,026.00	11,085.49	7,100.00	12,262.90	7,242.00
001.0005.50.5075 OTHER-INSURANCE BENEFIT	31,000.00	29,693.58	31,000.00	28,578.35	30,000.00	26,261.54	30,000.00
							285,911.00
PERSONNAL SERVICES TOTAL	385,197.00	340,969.21	285,676.00	284,772.22	281,250.00	260,382.36	
PROFESSIONAL DEVELOPMENT SERVICE							
001.0005.55.5100 TRAINING/TRAVEL/MEETING EXP	3,500.00	2,099.49	3,000.00	1,769.81	4,000.00	1,081.75	4,500.00
001.0005.55.5105 DUES & MEMBERSHIPS	3,500.00	919.00	3,000.00	2,909.44	3,000.00	2,462.44	3,000.00
							7,500.00
PROFESSIONAL DEVELOPMENT TOTA	7,000.00	3,018.49	6,000.00	4,679.25	7,000.00	3,544.19	
UTILITIES SERVICE							
001.0005.60.5200 UTILITIES - ELECTRIC	80,000.00	89,699.56	81,000.00	98,583.53	86,000.00	92,783.48	86,000.00





**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	L YR BUDGET	L YR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EQUIPMENT (\$5,000 + ) SERVICE							
001.0005.85.5805 COMPUTER PGRMS/UPGRADES	1,000.00	99.00	4,000.00	72.41	15,000.00	3,704.67	7,500.00
							-----
EQUIPMENT (\$5,000 + ) TOTAL	1,000.00	99.00	4,000.00	72.41	15,000.00	3,704.67	7,500.00
TRANSFERS OUT SERVICE							
001.0005.97.7000 IFT TRANSFER OUT		3,503.00	625,000.00	452,898.69			
001.0005.97.7005 IFT TO FUND 101 IMRF/FICA	221,540.00	87,900.43					
001.0005.97.7014 IFT TO FUND 102 POLICE PENSION		273,021.73					
001.0005.97.7027 IFT TO FUND 100 AUDIT	20,140.00	2,610.99					
001.0005.97.7035 IFT FUND 103 TORT-LIAB	40,280.00	107,423.10					
001.0005.97.7064 IFT TO FUND 104 FORESTRY		2,194.32					
001.0005.97.7066 IFT TO FUND 105 SCH XING		11,717.28					
							-----
TRANSFERS OUT TOTAL	281,960.00	488,370.85	625,000.00	452,898.69	.00	.00	.00
							-----
ADMIN TOTAL	1,088,107.00	1,439,199.94	1,490,876.00	1,303,523.26	850,275.00	708,968.84	827,653.00
							-----
GENERAL FUND TOTAL	1,088,107.00	1,439,199.94	1,490,876.00	1,303,523.26	850,275.00	708,968.84	827,653.00
							-----
Report Total	1,088,107.00	1,439,199.94	1,490,876.00	1,303,523.26	850,275.00	708,968.84	827,653.00



# *City of Sandwich*

*General Fund  
Engineering Department*

# Engineering Budget Narrative

The City's adopted building codes are as follows:

- ***Building Code: International Building Code, 2006 Edition with local amendments***
- ***Residential Code: International Residential Code, 2006 Edition including Appendix F, Appendix G, and with local amendments***
- ***Mechanical Code: International Mechanical Code, 2006 Edition***
- ***Fuel Gas Code: International Fuel Gas Code, 2006 Edition***
- Energy Conservation Code: Illinois Energy Conservation Code, 2018 Edition  
(Illinois Compiled Statutes: 20 ILCS 3125/ Energy Efficient Building Act)
- Property Maintenance Code: International Property Maintenance Code, 2015 Edition with local amendments
- ***Electric Code: NFPA 70 - National Electric Code, 2005 Edition***
- Fire and Life Safety Code:
  - o International Fire Code, 2015 Edition with local amendments, including Appendices B, C, D, and F
  - o NFPA 101 - Code for Safety to Life from Fire in Buildings and Structures, 2015 Edition with local amendments
- Plumbing Code: Illinois Plumbing Code, 2014 Edition  
(Illinois Administrative Code: Title 77 IAC Part 890 Illinois Plumbing Code)

The bold and italicized codes are anticipated for updating to current editions in 2022.

## Personal Services

<b><u>001.0010.50.5010</u></b> Salaries	2020/2021 - \$60,247	2021/2022 - \$71,452
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This line item covers annual salary for the building official, Todd Steffens and 10% of Tom Horak's salary.

<b><u>001.0010.50.5020</u></b> Overtime at 1.5x	2020/2021 - \$0	2021/2022 - \$0
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Overtime hours are customarily included for the Building Official's attendance at Plan Commission meetings, Zoning Board of Appeals meetings, occasional City Council meetings, and occasional weekend inspections

under special circumstances. The Building Official has charged no overtime during the past several years and has agreed to compensatory time in lieu of charging overtime hours.

**001.0010.50.5030** Longevity Pay 2020/2021 - \$0 2021/2022 - \$0

**001.0010.50.5040** Employee Insurance Benefit 2020/2021 - \$15,000 2021/2022 - \$15,300

Under current plans, the City pays for 85% of an employee's medical insurance and dental insurance. The City pays for 100% of an employee's vision insurance. The City maintains a life insurance policy in the amount of \$25,000.00 for each employee. Monthly Best Flex fee per person is included.

Building Official – Med PPO (100% = \$18,880.20/yr):	\$16,048.17	(2021/2022)
Building Official - Dental Family (100% = \$715.20/yr):	\$607.92	(2021/2022)
Building Official - Vision Family (\$185/yr):	\$185.00	(2020/2021)
Building Official - Life (\$170.00/yr):	\$170.00	(2020/2021)
<u>Building Official – Best Flex (\$160.00/yr):</u>	<u>\$160.00</u>	<u>(2020/2021)</u>
Total:	\$17,171.09	(2020/2021)

City Engineer – Med PPO (100% = \$26,904.24/yr):	\$2,286.86	(2021/2022)
City Engineer - Dental Family (100% = \$1,397.04/yr):	\$118.75	(2021/2022)
City Engineer - Vision Family (\$185/yr):	\$18.50	(2020/2021)
City Engineer - Life (\$170.00/yr):	\$17.00	(2020/2021)
<u>City Engineer – Best Flex (\$160.00/yr):</u>	<u>\$16.00</u>	<u>(2020/2021)</u>
Total:	\$2,457.11	(2020/2021)

**001.0010.50.5045** Accrued Vacation /Sick 2020/2021 - \$1,250 2021/2022 - \$625

**001.0010.50.5055** IMRF ER Contribution 2020/2021 - \$5,600 2021/2022 - \$6,600

**001.0010.50.5060** Unemployment Insurance 2020/2021 - \$265 2021/2022 - \$270

**001.0010.50.5065** Workman's Comp Insurance 2020/2021 - \$1,900 2021/2022 - \$1,938

**001.0010.50.5070** FICA Match 2020/2021 - \$4,650 2021/2022 - \$5,450

### Professional Development

**001.0010.55.5100** Training/Travel/Meeting Expenses 2020/2021 - \$400 2021/2022 - \$400

This line item is used for engineering department training expenses.





**001.0010.65.5320** Printing Expense 2020/2021 - \$100 2021/2022 - \$300

This line item is used for expenses related to building permit documentation and business cards. The City's District Map will be expended from here.

Printing Expense: \$300.00 (2021/2022)

**001.0010.65.5325** Publications 2020/2021 - \$500 2021/2022 - \$500

This line item is used to purchase manuals, codes, standards, and technical reference materials. As the City entertains that idea of updating building codes, the purchase of the books would occur from this line item. The Property Maintenance.

**001.0010.65.5330** Vehicle Fuel 2020/2021 - \$500 2021/2022 - \$500

This line item would reimburse vehicle fuel used by the Building Official while driving his personal vehicle.

**001.0010.65.5340** Safety Equipment 2020/2021 - \$100 2021/2022 - \$100

This line item covers safety equipment that the engineering department requires to perform field or office work. Typical equipment would be a flashlight, hard hat, safety vest, and gloves.

## Outside Services

**001.0010.70.5420** Outside Consultant 2020/2021 - \$11,000 2021/2022 - \$11,000

This line item is for capturing the fees charged by the City's consultants for working through a building permit submittal. Plumbing inspections, building permit plan reviews, and building permit site plan reviews would be captured by this line item. Outside plan reviews are occasionally by the submitting entity, but the reimbursement has not been recorded against this line item which can sometimes show this line item as significantly over budget.

**001.0010.70.5450** Contractual Services 2020/2021 - \$1,400 2021/2022 - \$1,400

This line item is now being used for the capture of contractual services not related to the approval of a building permit. Some of the services include computer support, software maintenance contracts, etc.

Microstation: \$910.00/yr  
 Acrobat Pro DC: \$180.00/yr  
 Microsoft Office 365: \$150.00/yr  
 Avast! \$100.00/yr

**001.0010.70.5450** Computer Maintenance Agreements 2020/2021 - \$600 2021/2022 - \$600

**001.0010.70.5485** Legal Notices & Advertising:                      2020/2021 - \$100                      2021/2022 - \$100

This line item has been used to cover advertising for new employees. It can also be used for notices to appear in the newspaper for building code issues or notifications.

Miscellaneous:                      \$100.00                      (2021/2022)

## Equipment

**001.0010.70.5705** Office Equipment                      2020/2021 - \$2,000                      2021/2022 - \$500

This line item has been used mainly for providing files and storage options for the engineering plans and engineering files. More City-wide documentation is being filed in the engineering files as they are arranged by address. Replace the desk and table in the Building Official's office. Consider replacing office furniture for entire Engineering Department area as part of the Public Safety Complex project.

New Office Furniture:                      \$500.00                      (2021/2022)

**001.0010.70.5710** Field Equipment                      2020/2021 - \$100                      2021/2022 - \$100

This line item is used for providing equipment that the building official would use in the field such as an electrical tester, a flashlight, or a tape measure.

Total:                      \$100.00                      (2021/2022)

**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
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ENGINEERING DEPARTMENT

PERSONNAL SERVICES SERVICE

001.0010.50.5010 SALARIES	57,700.00	56,576.52	77,500.00	76,599.99	60,247.00	60,905.59	71,452.00
001.0010.50.5020 OVERTIME @ 1.5	600.00		600.00				
001.0010.50.5030 LONGEVITY SALARY	1,500.00	1,413.48	1,940.00	1,630.75		245.18	
001.0010.50.5040 EMPLOYEE INSURANCE BENEFITS	16,100.00	14,068.82	14,000.00	14,058.83	15,000.00	13,122.70	15,300.00
001.0010.50.5045 ACCRUED VACATION/SICK			1,250.00	708.09	1,250.00	6,532.11	625.00
001.0010.50.5055 IMRF ER CONTRIBUTION		769.15	6,032.00	4,857.58	5,600.00	6,267.88	6,600.00
001.0010.50.5060 UNEMPLOYMENT INS			260.00	426.92	265.00	361.13	270.00
001.0010.50.5065 WORKMAN'S COMP INS			1,800.00	1,644.00	1,900.00	1,192.00	1,938.00
001.0010.50.5070 FICA MATCH		761.62	6,456.00	4,339.70	4,650.00	4,801.09	5,450.00
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PERSONNAL SERVICES TOTAL	75,900.00	73,589.59	109,838.00	104,265.86	88,912.00	93,427.68	101,635.00

PROFESSIONAL DEVELOPMENT SERVICE

001.0010.55.5100 TRAINING/TRAVEL/MEETING EXP	800.00	75.00	400.00		400.00	49.00	400.00
001.0010.55.5105 DUES & MEMBERSHIPS	200.00	135.00	200.00	135.00	140.00	145.00	150.00
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PROFESSIONAL DEVELOPMENT TOTAL	1,000.00	210.00	600.00	135.00	540.00	194.00	550.00

UTILITIES SERVICE

001.0010.60.5210 UTILITIES - TELEPHONE	1,500.00	1,769.30	1,800.00	1,771.86	1,920.00	1,439.75	1,920.00
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UTILITIES TOTAL	1,500.00	1,769.30	1,800.00	1,771.86	1,920.00	1,439.75	1,920.00

COMMODITIES SERVICE

001.0010.65.5300 OFFICE SUPPLIES	1,400.00	1,852.06	1,400.00	1,336.63	1,400.00	585.32	1,400.00
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**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
001.0010.65.5305 OPERATING/CLEANING SUPPLIES						17.40	
001.0010.65.5310 CLOTHING-UNI FORMS/SUPPLIES	300.00	225.00	300.00	112.50	150.00	112.50	150.00
001.0010.65.5315 POSTAGE	50.00	984.94	50.00	26.80	50.00	25.60	50.00
001.0010.65.5320 PRINTING EXPENSE	200.00	523.20	200.00	26.05	100.00		300.00
001.0010.65.5325 PUBLICATIONS	2,000.00	1,529.42	2,000.00	982.72	500.00	119.00	500.00
001.0010.65.5330 VEHICLE FUEL	500.00		500.00		500.00		500.00
001.0010.65.5340 SAFETY EQUIPMENT	100.00		100.00		100.00		100.00
<hr/>							3,000.00
COMMODITIES TOTAL	4,550.00	5,114.62	4,550.00	2,484.70	2,800.00	859.82	
OUTSIDE SERVICES SERVICE							
001.0010.70.5420 OUTSIDE CONSULTANT	9,000.00	10,597.19	11,000.00	5,222.00	11,000.00	2,450.00	11,000.00
001.0010.70.5450 CONTRACTUAL SERVICES	1,400.00	209.68	1,400.00	163.75	1,400.00		1,400.00
001.0010.70.5475 COMPUTER MAINTENANCE AGREEMTS		100.00		1,100.00	600.00	750.00	600.00
001.0010.70.5485 LEGAL NOTICES & ADVERTISING	100.00		100.00	1,375.62	100.00	71.30	100.00
<hr/>							13,100.00
OUTSIDE SERVICES TOTAL	10,500.00	10,906.87	12,500.00	7,861.37	13,100.00	3,271.30	
OTHER EXPENSES SERVICE							
001.0010.75.5610 EMPLOYEE RELATIONS	100.00						
001.0010.75.5695 MISC EXPENSE	200.00	187.60					
<hr/>							.00
OTHER EXPENSES TOTAL	300.00	187.60	.00	.00	.00	.00	
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0010.80.5705 OFFICE EQUIPMENT		305.36	2,000.00		2,000.00		500.00
001.0010.80.5710 FIELD EQUIPMENT		44.24	100.00		100.00		100.00
<hr/>							

**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LVR BUDGET	LVR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EQUIPMENT (\$0 - \$4,999) TOTAL	.00	349.60	2,100.00	.00	2,100.00	.00	600.00
CAPITAL IMPROVEMENTS SERVICE							
ENGINEERING TOTAL	93,750.00	92,127.58	131,388.00	116,518.79	109,372.00	99,192.55	120,805.00
GENERAL FUND TOTAL	93,750.00	92,127.58	131,388.00	116,518.79	109,372.00	99,192.55	120,805.00
Report Total	93,750.00	92,127.58	131,388.00	116,518.79	109,372.00	99,192.55	120,805.00



# *City of Sandwich*

*General Fund  
Streets Department*

## Street Department Budget Narrative

The Street Department responsibilities generally include the maintenance and repair of assets located within the City's rights-of-way and public parking areas. Typical operations include the following:

- Roadway pavement, parking lot pavement, curb, and sidewalk maintenance and repairs.
- Street sign maintenance and replacement.
- Pavement marking.
- Bridge maintenance.
- Pesticide application.
- Street light maintenance and repairs.
- Traffic signal maintenance and repairs.
- Storm sewer and roadway culvert maintenance and repairs.
- Tree trimming and brush removal. (Forestry funding)
- Leaf vacuuming. (Forestry funding)
- Snow removal and salting.
- Mowing.
- Sanitary sewer and water main maintenance.

Some JULIE operational expenses have been expensed from the Street Department in previous years. We are going to place all of the JULIE expenses in the Water Department going forward.

### Revenues

Revenues to fund the Street Department operations come from the property tax levy, state sales taxes, state income taxes, IDOT reimbursement (Master Agreement for Traffic Signal Maintenance), utility taxes, video gaming taxes, and federal/state grants.

### Expenditures

#### Personal Services

##### **001.0015.50.5010 Salaries**

2020/2021 - \$334,000

2021/2022 - \$344,020

Salaries for employees whose primary department in public works is the street department.

- (1) Street Superintendent - not currently funded
- (1) Crew Leader - not currently funded
- (6) Maintenance Workers
- (10%) Horak

##### **001.0015.50.5015 Part Time**

2020/2021 - \$10,000

2021/2022 - \$20,200

Discussion should be had concerning using this line item to fund part time leaf vacuum trailer drivers at a rate of \$25.00 per hour. Assume five weeks in November at 35 hours per week @ \$25.00 per hour = \$4,375.

Discussion should be had concerning using this line item to fund part time snowplow operators at a rate of \$25.00 per hr. Assume 100 hours over the plowing season for two part time people = \$2,500.



<b><u>001.0015.50.5020 Overtime at 1.5</u></b>	2020/2021 - \$12,500	2021/2022 - \$12,750
Regular work hours for the Street Department are M-F from 7:00 am to 3:30 pm. Overtime for Street Department functions generally occur outside of those hours. Typical overtime functions include snow plowing, traffic signal troubleshooting, stop sign replacement, and placing barricades. 320 hours @ \$45/hr. = \$14,400.00		
<b><u>001.0015.50.5025 Overtime at 2.0</u></b>	2020/2021 - \$8,000	2021/2022 - \$8,160
Overtime for Street Department functions occurring on holidays is paid from this line item. 120 hours @ \$60/hr = \$7,200.00		
<b><u>001.0015.50.5030 Longevity Pay</u></b>	2020/2021 - \$0	2021/2022 - \$0
This line item covers longevity pay for Street Department employees.		
<b><u>001.0015.50.5040 Employee Insurance Benefit</u></b>	2020/2021 - \$95,000	2021/2022 - \$86,900
This line item covers the City's portion of health insurance for street department employees.		
<b><u>001.0015.50.5045 Accrued Vacation/Sick</u></b>	2020/2021 - \$10,000	2021/2022 - \$10,000
A number of employees have accumulated balances.		
<b><u>001.0015.50.5050 Other Benefits</u></b>	2020/2021 - \$0	201/2022 - \$0
Other types of benefits that could qualify under this line item could be the flexible spending account fees, anniversary awards, etc.		
<b><u>001.0015.50.5055 IMRF ER Contribution</u></b>	2020/2021 - \$29,000	2021/2022 - \$29,580
<b><u>001.0015.50.5060 Unemployment Insurance</u></b>	2020/2021 - \$1,500	2021/2022 - \$1,530
<b><u>001.0015.50.5065 Workman's Comp Insurance</u></b>	2020/2021 - \$68,000	2021/2022 - \$62,500
<b><u>001.0015.50.5070 FICA Match</u></b>	2020/2021 - \$26,000	2021/2022 - \$26,520

### Professional Development Service

<b><u>001.0015.55.5100 Training/Travel Expense</u></b>	2020/2021-\$4,000	2021/2022 - \$4,000
Includes tuition for training classes, hotel accommodations, meal reimbursements and mileage to and from the training site. Pesticide Operator Training General Standards (Horan, Schwickerath) Rights-of-Way Pest Control (Horan, Schwickerath)  Larvacide Training Mosquito Larvacides (DeKalb County)DeKalb County operates a mosquito collector at the wastewater treatment plant and gathers data from it once a week. Kimmey Westbrook		

Flagger Training for all street department employees  
 Snow Plow Operator Training  
 JULIE Excavator Safety  
 Trench Safety  
 IMSA Work Zone Temporary Traffic Control Technician [\$525]  
 IMSA Traffic Signal Level 1 [\$525]  
 IMSA Signs and Markings Level 1 [\$525]  
 IMSA Roadway Lighting Level 1 [\$525]

**001.0015.55.5110 Medical Expense/Immunizations**      2020/2021-\$2,000      2021/2022 - \$2,000  
 This line item is used for drug and alcohol screenings, audiograms, and physicals.

### Utilities

**001.0015.60.5200 Electric**      2020/2021-\$0      2021/2022-\$0  
 207 E. Railroad Street (Ordinance Consideration Act)  
 307 E. Railroad Street (Ordinance Consideration Act)  
 311 E. Railroad Street (Ordinance Consideration Act)

**001.0015.60.5205 Gas**      2020/2021-\$5,500      2012/2022-\$5,500  
 207 E. Railroad Street (84 31 31 2000 2)  
 307 E. Railroad Street (Gas service comes from 207 E Railroad)  
 311 E. Railroad Street (27 95 96 8177 9)

**001.0015.60.5210 Telephone**      2020/2021-\$3,400      2021/2022- \$3,400  
 207 E. Railroad Street (815.786.8552)  
 307 E. Railroad Street (No telephone service)  
 311 E. Railroad Street (No telephone service)  
 Employee cell phone reimbursement

**001.0015.60.5220 Trash Removal**      2020/2021-\$1,100      2021/2022 - \$7,500  
 This line item covers the dumpster at 207 E. Railroad Street.  
 Dumpster 207 Railroad St. - \$1,500  
 Street sweeper sweeping disposal - \$13,500  
 Spoils removal: Dirt, Asphalt, Concrete - \$15,000

### Commodities

**001.0015.65.5300 Office Supplies**      2020/2021-\$350      2021/2022 - \$400  
 Basic office supplies like pens, printer ink, etc.

**001.0015.65.5305 Operating/Cleaning Supplies**      2020/2021-\$10,000      2021/2022- \$10,000  
 This covers just about anything that can be bought at a hardware store that isn't covered under another line item.

Cleaning supplies	Street sweeper brooms	Field tools
Snow plow blades	Hand tools	Weed eater string
Lumber	Flags	Batteries
Saw blades	Grass seed	Hardware and fasteners
Electrical supplies	Straw blanket	Paint

Herbicide: Spraying along rights-of-way, fence lines, buildings, street lights, utility poles, parking lots, and fire hydrants.

(10) Roundup 1.67 gallons @\$59.99:	\$599.99
(10) RM43 2.5 gallons @\$89.99:	\$899.99
(5) Tordon Tree Herbicide @ \$15.99:	\$79.95
(1) box Latex gloves:	\$20.00

Snow plow supplies: cutting edges, hyd motors, plow guides, hyd hoses, plow blade repairs, salt spreader repairs - \$5,000.

**001.0015.65.5310 Clothing Uniform/Supplies**      2020/2021-\$5,000      2021/2022 - \$5,000  
 (5) Street Department employees @ \$600/ea.

**001.0015.65.5330 Postage**      2020/2021-\$0      2021/2022 - \$20

**001.0015.65.5330 Vehicle Fuel**      2020/2021-\$20,000      2021/2022 - \$20,000

**001.0015.65.5340 Safety Equipment**      2020/2021-\$4,000      2021/2022 - \$5,000

Safety vests	Safety glasses	Hearing protection
Gloves	Fall protection	Gas monitor
Confined space equipment	Trench safety	Particulate masks/respirators

Traffic Control

This category includes the equipment (barricades, temporary signs, cones, flags, etc.) for creating work zones and controlling traffic around work zones. The labor cost is covered in 001.0015.50.XXXX; there is no material cost.

\$4,000

**001.0015.65.5350 Vehicles and Equipment**      2020/2021-\$33,000      2021/2022- \$40,000  
 This line item is for vehicle and equipment maintenance/repair parts.

2015 Edgco Concrete Walk-Behind Saw: (40.1)

Used for pavement and sidewalk cutting. Saw is in good condition with normal wear and tear.

Oil service once per year:	\$50
Replace cutting blade:	\$350
Miscellaneous:	\$50

1993 International 4900 – Vehicle #1: (42,316 miles)

Truck is 28 years old chassis parts are getting harder to find, International is no longer making parts for this chassis. Gravel Shouldering box would need to be remounted on another truck \$3,500.00.

Used for gravel spreading and shouldering of roadways, snowplowing/salting. Also used as a spare or back up when other trucks are out of service. Tires are in good condition. Cab and chassis are in good condition. Dump box is at the end of its lifespan there are holes rusted through the dump box, steel plates have been welded in as a temporary repair. There are electrical problems when out in damp weather w/blowing fuses, loss of turn signals, headlights, gauges on the dash. Transmission case corroding thru at case joints and mounting points

Oil service once per year:	\$250
Miscellaneous:	\$250

2009 International 7400, 5-yard Dump Truck – Vehicle #2: (27,054 miles) (2,696hrs)

Used for brush pickup, snowplowing/salting, and hauling spoils and stone. Tires are in good condition – new rear tires in 2019. Cab and chassis are in good condition and rust free. Cab and some chassis parts rust repairs in 2020 Frame and dump box should be scheduled for sandblasting and painting in the 2022/2023 budget.

Oil service – once per year:	\$250
Miscellaneous:	\$500

2012 International 7400, 5-yard Dump Truck – Vehicle #3: (25,990 miles) (2,899hrs)

Used for brush pickup, snowplowing/salting, and hauling spoils and stone. Truck is in good shape: cab and chassis are rust free. Tailgate requires sandblasting and painting, dump box frame repairs needed.

Oil service – once per year:	\$250
Miscellaneous:	\$250

2004 International 7300, 5-yard Dump Truck – Vehicle #4: (34,122 miles)

Used for brush pickup, snowplowing/salting, and hauling spoils and stone. Truck is in good shape: cab and chassis are rust free. Dump box, rear frame, and plow hitch were sandblasted and painted two years ago. Rear suspension replaced in 2018. Plow frame was replaced in 2019 after being damaged at the end of last season. Hydraulic tank is starting to leak at mounting brackets non repairable also houses hydraulic controls for the chassis. Repairs are between \$1,500 & \$2,500.

Oil service – once per year:	\$250
Miscellaneous:	\$500
Replacement salt spreader	\$5,000

2016 International 7400, 5-yard Dump Truck – Vehicle #5: (12,536) (996hrs)

Used for brush pickup, snowplowing/salting, hauling spoils and stone, and pulling the leaf vacuum trailer. Truck is in good condition as cab and chassis are rust free and the dump box is stainless steel. Since purchased new from Rush Truck Centers, the truck pulls to the right when breaking hard but no permanent fix has been identified. There are constant check engine light and emissions system problems with this truck that require

service resets. Fuel tank is dented but not currently leaking. Cab steps on both sides are damaged. Left rear fender cover miss mounted causing rubbing on the tires working with Bonnel to remedy the problem.

Oil service – once per year:	\$250
Miscellaneous:	\$500
Def fluid	\$150

2004 Ford F350 4x4 Dump Bed – Vehicle #7: (64,768 miles)

Truck is 17 years old value of the truck is \$5,000 to \$10,000. Body and chassis are ok; dump box and subframe are in poor condition and cannot carry full loads.

Used in day-to-day operations like brush pickup, chipper top, street maintenance, snowplowing, hauling spoils and stone. Truck is in below average condition: some surface rust on the body, rear hinges for dump box frame are failing, and there are too many holes in the box to use for salting. To repair the box would cost \$3,500.

Replacement box \$10,000 to \$12,000.

Oil service – once per year:	\$250
Miscellaneous:	\$250

2010 Dodge 5500 4x4 Bucket Truck (42 feet) – Vehicle #8: (112,476 miles) (2,111arial hrs)

Used for tree trimming and removal, street light maintenance, traffic signal maintenance, building maintenance, flag raising/lowering, and seasonal decorations. Truck is in good condition and rust free. Hood was damaged a few years ago during tree trimming. Truck was purchased used from Utility Fleet Sales in Texas in 2015. This truck cannot reach some of the City's street lighting at Gletty Road and Fairwind Boulevard.

Needs air conditioning repair \$1,000.

Oil service – once per year:	\$250
Arow stick	\$250
Miscellaneous:	\$250

2014 Ford F350 Compressor Truck with Utility Box – Vehicle #10: (15,371 miles)

Used for street sign maintenance, building maintenance, street maintenance, equipment and vehicle repairs, and water and sewer field repairs. Truck is in good condition and rust free.

Oil service – twice per year:	\$200
Add more storage for tools and equipment:	\$400
Repair back half of exhaust:	\$200
Miscellaneous:	\$500.

1997 Elgin Eagle Street Sweeper – Vehicle #11: (13,360 miles) (4,823hrs)

Used for street sweeping. Truck is in below average condition. Replacement parts are difficult to find due to age of vehicle. Rusted panels can be replaced. Conveyor assembly will need to be replaced.

Oil service – once per year for front engine:	\$250
Oil service – once per year for auxiliary engine:	\$250
Replace side brooms – twice per year:	\$600
Replace rear broom – once per year:	\$600

Hydraulic lines:	\$1,500
Conveyor assembly:	\$3,500
Miscellaneous:	\$500

2008 John Deere 410 SE Backhoe #12– Equipment #12: (4,854 hours)

Used in day-to-day operations like brush pickup, street maintenance, snow removal/plowing, and water and sewer repairs. Backhoe is in below average condition with recent repairs to the hydraulic system and transmission. Air conditioning system not working repair cost between \$1,000 - \$2,000.

Oil service – twice per year:	\$500
Front bucket cylinder rebuild:	\$1,500
Hydraulic lines:	\$1,000
Miscellaneous:	\$500

2021 John Deer 324 L Wheel Loader #13 New

Oil service – twice per year:	\$1,000
Miscellaneous:	\$250

2015 Bobcat S650 Skid Steer # 14 – Equipment #14: (755 hours)

Used in day-to-day operations like brush pickup, street maintenance, snow removal/plowing, street sweeping, tree removal, and equipment repairs. Skid Steer is in good shape and with proper maintenance should have a 15-year service life.

Oil service – twice per year:	\$500
Cutting edges for buckets:	\$500
Sweeper broom replacement	\$600
Sweeper broom bearings:	\$150
Miscellaneous:	\$500

2004 Ford Ranger – Vehicle #15: (72,789 miles)

Used for small day-to-day operations like herbicide spraying, weed whipping, and meter reading. This vehicle carries an auxiliary diesel tank. Vehicle is in good condition but limited in function due to the size.

Oil service – once per year:	\$100
Miscellaneous:	\$200

2014 Ford F350 4x4 Dump Bed – Vehicle #19: (34,844 miles)

Used for brush pickup, street maintenance, snowplowing/salting, water and sewer field repairs, building maintenance, and hauling spoils and stone. Vehicle is in good condition and rest free. The hydraulic system is undersized for the capacity of the dump box. Dump box paint needs to be touched up. Rear suspension rebuilt add a leaf added and 4-wheel alignment in 01/21

Oil service – twice per year:	\$200
Miscellaneous:	\$500

2018 John Deere Z997R Mower – Equipment #20: (895.3)

Used for mowing detention basins, rights-of-way, City buildings, and force mowing. Tractor is in good condition. Mowers have been traded in every two or three years depending on the hours. This mower would be traded in Spring of 2021 (this budget) to maintain maximum trade-in value.

Oil service – three times per year:	\$300
Mower blades – three sets:	\$300
Belts:	\$80
Deck spindles:	\$360
Bogie wheels	\$72
Miscellaneous:	\$200

2008 John Deere 4720 Utility Tractor – Equipment #21: (2657. hrs)

Used for wide-area mowing with 12-foot bat wing, rototilling, grading shoulders, final grading seeded areas, brush mowing ditches, herbicide spraying, and fine cut mowing. Tractor is in poor shape. The size of the bat wing mower attachment is at the capacity limit of this tractor. The tractor has suffered from overheating causing power loss. The rear drawbar has broken free from the tractor and has been repaired twice in the past two years. Tractor went in for 3 point hydraulic problems 08/20 \$2,000. This tractor should be replaced this budget year.

Oil service – twice per year:	\$500
PTO shaft seals:	\$75
Miscellaneous:	\$500

2018 Ford F150 – Vehicle #24: (13,855 miles)

Used for day-to-day operations, Superintendent's vehicle, building maintenance, field repairs for water and sewer, and equipment and vehicle repairs. Truck is in good shape and rust free.

Oil service – twice per year:	\$200
Add more storage for tools and equipment:	\$400
Miscellaneous:	\$200

2001 International – Vehicle #25: (51,144miles) (4,919hrs)

Used for brush pickup, snowplowing/salting, and hauling spoils and stone.

Truck was purchased in 01/18 from Bonnel Industries in Dixon, IL. Prior to the purchase of the truck, it was sandblasted and painted, in turn hide parts of the rusting chassis. There are electrical issues with the cab and body has been back to Bonnel to be looked at the controller for the hydraulic system, are no longer being supported from the manufacture of the system causing issues with the hydraulic system. We have had the rear dump frame refabricated, replaced battery box and mounting, hydraulic tank, 4 new rear tires. Truck needs to be move from front line to reserve status.

Oil service – once year:	\$250
Miscellaneous:	\$1,500

2002 Bomag BM 120 Roller: (Unknown hours)

Used for hot patching, cold patching, shoulder maintenance, alley ways, lawn rolling city properties.

Roller is in good shape for its age. Roller was purchased used from First Place Rental in 2007. Hour meter does not work. Little maintenance has gone into this machine everything operates as it should.

Oil service once year:	\$100
Miscellaneous:	\$100

2018 Frontier FM1012 Batwing Finish Mower: (Approximately 600 mowing hours)

Belts for decks:	\$250
Mower deck blades:	\$250
Deck spindles:	\$400
Light repairs:	\$100
Miscellaneous:	\$200

2006 International Vactor Truck #6 (15,540 miles) (hours unknown)

Main uses: sewer jetting, pot holing, catch basin cleaning, water main breaks, water service repairs and replacements, hydrant repairs and replacements, lift station maintenance, and waste water plant maintenance.

Oil service once a year two engines:	\$800
Miscellaneous repairs:	\$2,500
Jetter hose replacement:	\$1,800
Suction hoes replacement	\$600
Top boom tubes	\$2,200

Small Engines:

(3) Generators: 5000W generator needs to be replaced as it starts hard, is difficult to keep running, and does not supply steady voltage. We are unable to find parts for the generator.

(4) Ditch pumps: 3" needs to be replaced as the seals leak on the back side of the pump, pump housing is corroded together, and part of the housing is broken off. This pump cannot draw greater than 2 feet below grade.

(1) Post pounder

(2) Compactors

(2) Concrete saws

Pneumatic jackhammers: The 65# jackhammer from the 1970s has been out of service for three years and needs to be replaced.

Oil service – once per year for all:	\$250
New cutting blades for concrete saw:	\$500 (12") and \$800 (16")
5000W commercial grade generator:	\$1,700
3" Ditch pump – industrial grade:	\$1,500
65# Jackhammer:	\$1,200



Replacement flat hose for ditch pumps	\$800	
Miscellaneous	\$2,200	
Paint sprayer	\$1,000	
<b><u>001.0015.65.5360 Streets</u></b>	2020/2021-\$29,500	2021/2022 - \$67,000

Pavement Marking

This category includes the materials (pavement paint and glass beads) that are placed on the pavement. The labor cost is covered in 001.0015.50.XXXX. The equipment cost for the paint sprayer and miscellaneous repair/replacement components (tips, hoses, etc.) are covered in 001.0015.65.5350. Vehicles used for pavement marking include a truck and trailer to transport the sprayer.  
\$8,000.

Culvert Maintenance

Repair and replacement of culverts in roadways and driveways pipe, band clamps, hardware, blocks, flare ends  
\$10,000

Traffic Signal Maintenance

This category includes the materials (lenses, lamps, housings, filters, sealant, fasteners, loop, etc.) to maintain the eight traffic signal intersections. The City shares in some of the costs with IDOT to maintain the traffic signal systems.  
\$5,000

Concrete/Concrete Repair

This category includes the materials for sidewalks, driveways, curbs, gutters, and street pavement.  
\$10,000

Hot Mix Asphalt

This category includes the materials for driveways, multi-use paths, and street pavement. Not for water main repair or sanitary sewer repairs.  
\$6,000

Cold Patch Mix

This category includes the materials for cold-weather repairs for driveways, multi-use paths, and street pavement.  
\$7,000

Shoulder Aggregate

\$3,000

Backfill Materials (Sand, Aggregate, Flowable Fill – not for water main or sanitary sewer main)

Backfill for sidewalks, driveway pavement, street pavement, curbs, gutters, storm sewer, and storm structures.  
\$5,000

Street Sign

The City is responsible for maintaining and replacing street signs. The City purchased street name sign equipment and will begin replacing street name signs. Damaged signs and posts that need to be replaced will come from this line item.

\$8,000

Street Lighting

The City is responsible for the maintenance and operation of street lights in the following areas. Electric charges are expensed from 001.00005.60.5200. Equipment used to maintain the street lighting includes the various hand tools, etc. Vehicles used to maintain the street lighting includes the bucket truck. (The City's bucket truck cannot reach the street lighting at Gletty Road or Fairwind Boulevard. A subcontractor is called to maintain these.) Materials for the street lighting system include lamps, fuses, ballasts, photo eyes, and lenses.

\$5,000

- Westfield Meadows Subdivision (Charlotte Street, Lisbon Street)
- Fairwinds of Sandwich Subdivision (including Fairwind Boulevard from Lisbon Street to Autumn Ridge Road)
- Fieldcrest Subdivision (Bender Street)
- Bohnstedt Addition (Drew Ave and Tara Street)
- Sandy Bluff Dutch Acres II Subdivision (Kees Lane, Johanna Drive, Ernest Drive, Bluff Lane, Dutch Street)
- Indian Springs Subdivision (Duvick Avenue from Griswold Springs Road to Church Street)
- Fairwind Boulevard from Church Street to Center Street
- Downtown Lighting
  - Main Street from Church Street to 95 N. Main Street
  - Railroad Street from 44 W. Railroad Street to 200 E. Railroad Street
  - Center Street from Green Street to 107 E. Center Street
  - Wells Street from Church Street to BNSF tracks
  - Eddy Street from BNSF tracks to 1<sup>st</sup> Street
- Intersection Lighting at Church Street (U.S. Route 34) intersections controlled by traffic signals
  - Gletty Road
  - Fairwind Boulevard
  - Main Street
  - Latham Street
  - Duvick Avenue
  - Indian Springs Drive
  - Drew Avenue
  - Tara Street

**001.0015.65.5365 Street Salt**

2020/2021 – 0

2021/2022 - \$0

This expense has been moved to the Motor Fuel Tax fund.

**001.0015.65.5370 Storm Sewer**

2020/2021-\$10,000

2021/2022 - \$20,000

Pipe and fittings

Mastic/sealants

Mortar and grout materials

Concrete rings

Catch basins

Repair couplings

This line item includes storm sewer pipes, catch basins, frames, mortar, culverts, etc. 15 to 20 storm basin repair/ replacements planned for the 2021/2022 budget year.



Replace tires – two rear: \$1,000  
 Sandblast and paint salt spreader: \$800

2016 International 7400, 5-yard Dump Truck – Vehicle #5: (9,884 miles)

Safety Lane – twice per year: \$72  
 Reset engine and emissions codes: \$1,500

2004 Ford F350 4x4 Dump Bed – Vehicle #7: (62,821 miles)

Safety Lane – twice per year: \$72  
 Replace hubs for 4-wheel drive: \$300  
 Replace tires – 6 tires: \$1,500

2010 Dodge 5500 4x4 Bucket Truck (42 feet) – Vehicle #8: (111,743 miles)

Safety Lane – twice per year: \$72  
 Aerial safety inspection – once per year: \$350

2014 Ford F350 Compressor Truck with Utility Box – Vehicle #10: (13,779 miles)

Safety Lane – twice per year: \$72  
 Replace tires – two front: \$500  
 Replace tires – four rear: \$1,000

1997 Elgin Eagle Street Sweeper – Vehicle #11: (12,933 miles)

Safety Lane – twice per year: \$72  
 Replace tires – two front: \$1,000

2008 John Deere 410 SE Backhoe – Equipment #12: (4,484 hours)

It is anticipated that additional unknown repairs will be necessary.

West Side Tractor: \$15,000

2021 John Deer 324L Wheel Loader New

3 year warranty

2014 Ford F350 4x4 Dump Bed – Vehicle #19: (30,649 miles)

Safety Lane – twice per year: \$72  
 Replace tires – 6 tires: \$1,500  
 Front end alignment: \$125

2000 Corn Pro Trailer 12,000# 20ft deck

Safety Lane – Twice per year \$72  
 Tire replacement tires are 20 years old @\$250.each \$1,000

**001.0015.70.5560 Streets**

2020/2021-\$36,000

2021/2022 - \$40,000

This is for contractual work done for the Street Department and includes rural roads being striped under the DeKalb County bid letting for \$4,000. We have an electrical contractor do some technical repairs for traffic signals on Route 34.

Aggregate hauling	Traffic signals (US 34)	Bridge inspections
Concrete	Equipment rental	Storm water (televising)
Excavator help	General hauling/trucking	Asphalt patching

**001.0015.70.5562 Snow Removal**

2020/2021-\$1,000

2021/2022 - \$2,500

In 2018/2019, this line item was used to rent a wheel loader to assist with snow removal. In the future, this line item could be used for contracted snow removal for public sidewalks or public parking areas.

**001.0015.70.5575 Building maintenance**

2020/2021-\$8,000

2021/2022 \$30,000

Contractual services for Street Department buildings. We do most maintenance and repair work ourselves. Common expenses include garage doors and HVAC. Add heat detection and smoke alarms throughout the Street Department facilities.

207 E. Railroad Street

- Heat detection
- Painting exterior building \$10,000
- Pressure washing building \$2,500
- Tuckpointing brick work \$5,000

307 E. Railroad Street

- Heat detection

311 E. Railroad Street

- Heat detection, mold and asbestos investigation

**Other Expenses**

**001.0015.75.5630 Drainage District Fees**

2020/2021-\$70

2021/2022 - \$70

1936103008 – 2017 Taxes \$29.70

1936103004 – 2017 Taxes \$29.70

**Equipment**

**001.0015.80.5710 Field Equipment**

2020/2021-\$2,000

2021/2022 - \$8,000

12ft Trailer tilt flatbed single axel 5,000# rating: \$4,500.

Replacement trailer for a 1970 trailer has bent frame, no lights, will not pass safety lane.

Needed to haul O-turn mower, Roller, paint sprayer, walk behind concrete saw.

Steam pressure washer gas powers: \$3,500.

Cleaning of equipment, trucks, buildings, floors, sidewalks. At this time, we do not have a pressure washer everything is hand scrubbed causing extra man hours to clean. Cleaning could be cut in half saving on labor and cleaning chemicals. Also, to prolong the life of the equipment and vehicles.

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
ACCOUNT TITLE							

STREETS DEPARTMENT

PERSONNAL SERVICES SERVICE

001.0015.50.5010							344,020.00
SALARIES	237,500.00	321,124.59	308,350.00	298,726.16	334,000.00	241,303.94	
001.0015.50.5012							
BASE WAGES-OTHER DEPARTMENTS	10,600.00			682.41		2,768.10	
001.0015.50.5015							20,200.00
PART TIME	12,000.00	6,235.00	13,500.00	4,690.75	10,000.00	37,427.50	
001.0015.50.5020							12,750.00
OVERTIME @ 1.5	13,000.00	19,499.24	20,000.00	13,942.90	12,500.00	27,819.95	
001.0015.50.5025							8,160.00
OVERTIME @ 2.0	6,000.00	9,173.37	8,000.00	6,394.56	8,000.00	2,281.39	
001.0015.50.5030							
LONGEVITY SALARY	9,750.00	12,550.35	12,420.00	8,392.87		1,304.53	
001.0015.50.5040							86,900.00
EMPLOYEE INSURANCE BENEFITS	62,000.00	92,103.16	65,000.00	88,236.27	95,000.00	62,249.79	
001.0015.50.5045							10,000.00
ACCRUED VACATION/SICK			5,000.00	14,028.52	10,000.00	20,260.63	
001.0015.50.5050							
OTHER BENEFITS		150.00	500.00				
001.0015.50.5055							29,580.00
IMRF ER CONTRIBUTION		4,889.00	24,774.00	27,878.95	29,000.00	27,407.60	
001.0015.50.5060							1,530.00
UNEMPLOYMENT INS.			1,300.00	1,754.16	1,500.00	1,295.96	
001.0015.50.5065							62,500.00
WORKMAN'S COMPINS			67,000.00	65,115.00	68,000.00	60,837.00	
001.0015.50.5070							26,520.00
FICA MATCH		5,066.30	27,592.00	25,282.13	26,000.00	24,618.41	
	-----	-----	-----	-----	-----	-----	602,160.00
PERSONNAL SERVICES TOTAL	350,850.00	470,791.01	553,436.00	555,124.68	594,000.00	509,574.80	

PROFESSIONAL DEVELOPMENT SERVICE

001.0015.55.5100							4,000.00
TRAINING/TRAVEL/MEETING EXP	4,000.00	4,566.69	4,000.00	814.99	4,000.00	548.31	
001.0015.55.5110							2,000.00
MEDICAL EXP/IMMUNIZATIONS	500.00	83.00	1,000.00	366.00	2,000.00	373.34	
	-----	-----	-----	-----	-----	-----	6,000.00
PROFESSIONAL DEVELOPMENT TOTAL	4,500.00	4,649.69	5,000.00	1,180.99	6,000.00	921.65	

UTILITIES SERVICE

001.0015.60.5200							
UTILITIES - ELECTRIC	500.00	1,826.97	350.00	888.38			
001.0015.60.5205							5,500.00
UTILITIES - GAS	5,000.00	6,550.71	5,500.00	5,434.40	5,500.00	1,254.14	



**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
001.0015.70.5562 SNOW REMOVAL		1,249.50	1,000.00		1,000.00	450.00	2,500.00
001.0015.70.5575 BUILDING MAINTENANCE	2,500.00	7,975.96	89,000.00	9,738.75	8,000.00	225.85	30,000.00
<hr/>							126,000.00
OUTSIDE SERVICES TOTAL	52,500.00	94,468.10	158,700.00	71,459.29	92,700.00	55,598.91	
OTHER EXPENSES SERVICE							
001.0015.75.5610 EMPLOYEE RELATIONS	325.00						200.00
001.0015.75.5630 DRAINAGE DISTRICT FEES			70.00		70.00		70.00
<hr/>							270.00
OTHER EXPENSES TOTAL	325.00	.00	70.00	.00	70.00	.00	
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0015.80.5710 FIELD EQUIPMENT		1,017.53	2,000.00	10,718.94	2,000.00	799.00	8,000.00
<hr/>							8,000.00
EQUIPMENT (\$0 - \$4,999) TOTAL	.00	1,017.53	2,000.00	10,718.94	2,000.00	799.00	
EQUIPMENT (\$5,000 + ) SERVICE							
001.0015.85.5815 PUBLIC WORKS EQUIPMENT			40,000.00				.00
<hr/>							.00
EQUIPMENT (\$5,000 + ) TOTAL	.00	.00	40,000.00	.00	.00	.00	
CAPITAL IMPROVEMENTS SERVICE							
001.0015.90.6800 CAPITAL IMPROVEMENTS		11,004.39	50,000.00	33,380.01		53,636.50	
<hr/>							.00
CAPITAL IMPROVEMENTS TOTAL	.00	11,004.39	50,000.00	33,380.01	.00	53,636.50	
TRANSFERS OUT SERVICE							
<hr/>							929,250.00
STREETS TOTAL	542,625.00	710,332.58	955,106.00	848,600.56	817,620.00	754,802.24	





# *City of Sandwich*

*General Fund  
Forestry Department*

## Forestry Department Budget Narrative

The job functions that are covered by the Forestry Department and are performed by City public works employees include leaf vacuuming, tree trimming, brush collection, and tree removal. The job functions that are covered by the Forestry Department and are performed by outside contractors includes tree trimming, tree removal, stump removal, tree planting, and tree professional consultation. The Forestry Department has no assigned employees to it; the personnel expenditures are transferred from the Forestry Department into the specific employee's assigned department. The Forestry Department does have a large vehicle asset (leaf vacuum) and equipment assets (chainsaws, chipper) that are directly assigned to the forestry department. The Forestry Department job functions also necessitate the use of other vehicular assets (bucket truck, dump trucks) and equipment assets (headsets) that are assigned to other departments.

### Personal Services

<b><u>001.0017.50.5012</u></b> Base Wages-Other Dept	2020/2021-\$31,250	2021/2022 - \$31,875
Projected task estimates are as follows. A reduction in expenditures would occur if we reduced the frequency of the collections.		
Vehicle/Equipment Maintenance: 20 hours annually		
20 hours x \$40/hour average = \$800		
Brush pickup: 3 workers for 7.5 hours per day, 1 day a week for 32 weeks per year		
610 hours x \$40/hour average = \$24,400		
Leaf vacuuming: 2 workers for 6.2 hours per day, 5 days a week for 5 weeks per year (Fall)		
310 hours x \$40/hour average = \$12,400		
25 hours overtime x \$60/hour average= \$1,500		
Tree trimming/ Removal: 4 workers for 8 hours per day,10 days per year.		
320 hours x \$40/hour average = \$12,800		
<b><u>001.0017.50.5015</u></b> Part Time	2020/2021-\$1,500	2021/2022 - \$1,500
<b><u>001.0017.50.5020</u></b> Overtime @ 1.5	2020/2021-\$1,500	2021/2022 - \$1,530
<b><u>001.0017.50.5030</u></b> Longevity Pay	2020/2021-\$0	2021/2022 - \$0
<b><u>001.0017.50.5042</u></b> Employee Insurance Benefit	2020/2021-\$5,000	2021/2022 - \$5,100
<b><u>001.0017.50.5045</u></b> Accrued Vacation / Sick	2020/2021-\$500	2021/2022 - \$250
<b><u>001.0017.50.5055</u></b> IMRF ER Contribution	2020/2021-\$2,900	2021/2022 - \$2,958

**001.0017.50.5070 FICA Match**

2020/2021-\$2,350

2021/2022 - \$2,397

**Professional Development Service****001.0017.55.5100 Training/Travel/Meeting Expenses** 2020/2021-\$500

2021/2022 - \$500

The City should consider funding the training of forestry activities. Safe use of the bucket truck and properly pruning tree limbs are examples of training opportunities that the City should make available to the employees. The Morton Arboretum usually has training opportunities available.

**Utilities Services****001.0017.60.5220 Trash Removal**

2020/2021 - \$0

2021/2022 -\$350

Disposal of tree waste unable to recycle.

Leaf program collected 61 loads in 2020 with no fees for dumping. All leaves went to local farms for recycling / organic farming. If we can no longer use local farms for disposal, we would have to haul all loads to a recycling farm at \$250 per load. In the 2020 season it would have cost \$15,250 in tipping fees plus hauling to the recycling center approximately another \$5,000 in trucking labor and fuel.

**Commodities****001.0017.65.5330 Vehicle Fuel**

2020/2021-\$600

2021/2022 - \$2,000

The vehicle fuel charged to the Forestry Department includes the operation of the leaf vacuum and the chipper as well as the trucks that pull those items throughout the City. The fuel used in the chainsaws is also charged to this line item. The amount of fuel used in the trucks is estimated and not definitively tracked.

**001.0017.65.5345 Forestry Stock**

2020/2021-\$1,500

2021/2022 - \$2,500

The forestry stock line item includes the purchase of trees that would be planted by City employees. The City has an opportunity to acquire approximately 40 trees from King Nursery in exchange for delivering the collected leaves to the nursery.

**001.0017.65.5350 Vehicles & Equipment**

2020/2021-\$1,500

2021/2022 - \$3,000

Typical commodities of the forestry department include bar oil, engine oil, saw blades, chipper blades, chains, batteries, and filters. The replacement of worn leaf vacuum tubes would be considered commodities if the City purchased the tubes and self-installed them.

2015 Spartan Leaf Vac Trailer 30yds box (677.2hrs)

Main use Leaf pick-up City wide October thru November - 5 weeks of collection

Leaf vac is in good shape no rusting. Need to fabricate a windshield for the operator stand. Needs to go out for break service before next leafing season. Future cost 8 tires \$2,000 should be able to get thru the next season on the existing tires.

Oil service once a year: \$350  
 Replacement suction tube: \$600  
 Miscellaneous: \$150

1995 Promark Brush Chipper 395 (217.hrs)

Main use: Tree trimming and removal of trees in public right-away

Brush Chipper is in good shape for its age, has low hours of use. Due to the size of the chipper, it can only handle up to 5-inch diameter limbs, in turn limits the use of the machine to just tree trimming and not removal of full trees. There is a lack of modern safety devices on the chipper itself for the age of the machine.

The company that built this machine sold out to Gravely in 1997 to be sold again in 2005. Engine parts are easy to find, but the rest of the machine have to search the internet for and not finding much for parts.

Oil service once a year: \$150  
 Replacement blades: \$250

Hand Tools

6 - Stihl Chainsaws 14" to 28", 12ft Stihl power pole saw  
 20 – Chainsaw chains: \$500  
 6 – Replacement bars \$500  
 7- Tune-up kits: \$250  
 6 – Bar oil: \$150

Outside Services

**001.0017.70.5450 Contractual Services** 2020/2021-\$9,500 2021/2022 - \$20,000

Contractual services are those that are performed by entities other than the City of Sandwich with their equipment and/or vehicles.

- Tree trimming (e.g. Jerry’s Tree Service)
- Tree removal (e.g. Jerry’s Tree Service)
- Stump removal (e.g. Jerry’s Tree Service)
- Tree planting (e.g. Bernie Frieders)
- Program notification to the public (e.g. Shaw Media)

**001.0017.70.5550 Vehicles & Equipment** 2020/2021-\$14,000 2021/2022 - \$10,000

Typical outside services performed on the forestry department vehicles and equipment would include tire replacement or the maintenance of the vehicles and equipment by someone other than the City employees. (e.g. Bonnell, Arneson’s)



**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
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FORESTRY DEPARTMENT

PERSONNAL SERVICES SERVICE

001.0017.50.5012								31,875.00
BASE WAGES-OTHER DEPARTMENTS			30,000.00	20,476.84	31,250.00	28,584.84		
001.0017.50.5015								1,530.00
PART TIME			3,500.00	833.75	1,500.00			
001.0017.50.5020								765.00
OVERTIME @ 1.5			750.00		750.00	504.10		
001.0017.50.5030								
LONGEVITY SALARY			1,190.00	1,198.99				
001.0017.50.5042								5,100.00
EMP INS BENEFITS			11,000.00	4,320.44	5,000.00	7,347.00		
001.0017.50.5045								250.00
ACCRUED VACATION/SICK			500.00		500.00			
001.0017.50.5055								2,958.00
IMRF ER CONTRIBUTION			2,288.00	59.00	2,900.00	2,454.21		
001.0017.50.5070								2,397.00
FICA MATCH			2,432.00	1,660.80	2,350.00	2,121.47		

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PERSONNAL SERVICES TOTAL		.00	.00	51,660.00	28,549.82	44,250.00	41,011.62	

PROFESSIONAL DEVELOPMENT SERVICE

001.0017.55.5100								500.00
TRAINING/TRAVEL/MEETING EXP			500.00		500.00			

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PROFESSIONAL DEVELOPMENT TOTA		.00	.00	500.00	.00	500.00	.00	

UTILITIES SERVICE

001.0017.60.5220								350.00
TRASH REMOVAL						160.00		

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UTILITIES TOTAL		.00	.00	.00	.00	.00	160.00	

COMMODITIES SERVICE

001.0017.65.5330								2,000.00
VEHICLE FUEL			500.00	573.29	600.00	447.06		
001.0017.65.5345								2,500.00
FORESTRY STOCK			1,500.00	2,368.22	1,500.00	963.22		
001.0017.65.5350								3,000.00
VEHICLES & EQUIPMENT			500.00	1,174.82	1,500.00	1,689.38		

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**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
COMMODITIES TOTAL	.00	.00	2,500.00	4,116.33	3,600.00	3,099.66	7,500.00
OUTSIDE SERVICES SERVICE							
001.0017.70.5450 CONTRACTUAL SERVICES			8,000.00	6,536.95	9,500.00	8,533.00	20,000.00
001.0017.70.5550 VEHICLES & EQUIPMENT			2,000.00		14,000.00	1,172.11	10,000.00
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OUTSIDE SERVICES TOTAL	.00	.00	10,000.00	6,536.95	23,500.00	9,705.11	30,000.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0017.80.5715 FIELD EQUIPMENT			500.00		250.00	34.19	2,500.00
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EQUIPMENT (\$0 - \$4,999) TOTAL	.00	.00	500.00	.00	250.00	34.19	2,500.00
CAPITAL IMPROVEMENTS SERVICE							
001.0017.90.6800 CAPITAL IMPROVEMENTS					8,000.00		.00
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CAPITAL IMPROVEMENTS TOTAL	.00	.00	.00	.00	8,000.00	.00	.00
=====	=====	=====	=====	=====	=====	=====	=====
FORESTRY TOTAL	.00	.00	65,160.00	39,203.10	80,100.00	54,010.58	85,725.00
=====	=====	=====	=====	=====	=====	=====	=====
GENERAL FUND TOTAL	.00	.00	65,160.00	39,203.10	80,100.00	54,010.58	85,725.00
=====	=====	=====	=====	=====	=====	=====	=====
Report Total	.00	.00	65,160.00	39,203.10	80,100.00	54,010.58	85,725.00



# *City of Sandwich*

*General Fund  
Police Department*



# Police Department Budget Narrative

## Personal Services

<b><u>001.0020.50.5010</u></b> Salaries	2020/2021 - \$1,525,059.61	2021/2022 – \$1,479,061.00
This line item covers annual salaries for full-time employees of the Sandwich Police Department. Currently, the Police Department employs the following full-time employees: 1 Chief, 3 Sergeants, 11 Sworn Police Officers, 1 Support Services Supervisor, 1 Support Services/Administrative Clerk and 1 Community Relations Coordinator. No new employees are requested at this time.		
<b><u>001.0020.50.5015</u></b> Part-Time	2020/2021 - \$30,000	2021/2022 - \$10,000
This line item covers the projected costs for part-time employees currently working at the Police Department. The projected cost shows a reduction of \$15,000 for the 2021/2022 budget.		
<b><u>001.0020.50.5020</u></b> Overtime at 1.5	2020/2021 - \$25,000	2021/2022 -\$30,000
The projected cost for this line item will be increased by \$5,000 based off the projected OT employees have been accruing over the 2020/2021 fiscal year and for a 2% pay raise. There is also a projected \$15,000 reimbursement for HIDTA overtime.		
<b><u>001.0020.50.5025</u></b> Overtime at 2.0	2020/2021 - \$50,000	2021/2022 – \$51,000
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.50.5027</u></b> Court Time Salaries	2020/2021 - \$6,000	2021/2022 - \$9,000
The projected cost for this line will be increased by \$3,000.		
<b><u>001.0020.50.5028</u></b> Salaries-School Crossing Guard	2020/2021 - \$26,300	2021/2022 - \$26,300
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.50.5030</u></b> Longevity Pay	2020/2021 - \$0	2021/2022 - \$0
<b><u>001.0020.50.5040</u></b> Employee Insurance Benefit	2020/2021 - \$322,000	2021/2022 - \$310,000
<b><u>001.0020.50.5045</u></b> Accrued Vacation/Sick	2020/2021 - \$75,000	2021/2022 - \$37,500
<b><u>001.0020.50.5055</u></b> IMRF ER Contribution	2020/2021 - \$17,500	2021/2022 - \$16,850
<b><u>001.0020.50.5060</u></b> Unemployment Insurance	2020/2021 - \$4,000	2021/2022 - \$4,080
<b><u>001.0020.50.5065</u></b> Workman’s Comp Insurance	2020/2021 - \$94,750	2021/2022 - \$86,250
<b><u>001.0020.50.5070</u></b> FICA Match	2020/2021 - \$116,500	2021/2022 – \$120,500

## Professional Development

**001.0020.55.5100** Training/Travel/Meeting Expenses      2020/2021 - \$13,300      2021/2022 - \$9,500

The projected cost shows a \$3,800 decrease for the 2021/2022 budget. This line item represents all costs for employees of the Police Department to attend training and task specific meetings during the projected fiscal year. Current contractual agreements are included in these calculations, as well as projected costs for additional training as a need arises.

Current projected training and meetings for the 2021/2022 budget includes:

**CPR Certification Class**

**Illinois Chief of Police Training**

**Illinois Valley Crime Prevention Commission**

**Northern Illinois Training Advisory Board**

**Police Law Institute**

**Police Training Institute**

**001.0020.55.5105** Dues & Memberships      2020/2021 - \$1,450      2021/2022 - \$1,450

This line item represents all annual costs for dues and membership in specific Law Enforcement related organizations and business organizations.

The projected cost shows no increase for the 2021/2022 budget.

**DCLEEA (DeKalb County Law Enforcement Executive Association)**

**ILEAS**

**Illinois Association of Chiefs of Police**

**Illinois Department of Fin. & Prof Reg.-Canine Train License App Fee**

**Kendall County Chiefs Association**

**National Association of School Resource Officers**

**Sandwich Chamber of Commerce**

**Three Fires Council/Explorer Cadet Program**

**001.0020.55.5110** Medical Expenses / Immunizations      2020/2021 - \$1,000      2021/2022 - \$1,000

This line item consists of the cost to provide medical care and immunizations to Officers exposed to offenders/citizens afflicted with high-risk diseases.

The projected cost shows no increase for the 2021/2022 budget.

## Utilities

<b><u>001.0020.60.5200</u></b> Utilities – Electric	2020/2021 - \$900	2021/2022 - \$1,000
The projected cost shows \$100 increase for the 2021/2022 budget.		
<b><u>001.0020.60.5205</u></b> Utilities - Gas	2020/2021 - \$1,500	2021/2022 - \$1,500
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.60.5210</u></b> Utilities - Phone	2020/2021 - \$12,000	2021/2022 - \$12,000
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.60.5220</u></b> Trash Removal	2020/2021 - \$925	2021/2022 - \$1,000
The projected cost shows an increase of \$75.00 for the 2021/2022 budget.		

## Commodities

<b><u>001.0020.65.5300</u></b> Office Supplies	2020/2021 - \$6,000	2021/2022 - \$6,000
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.65.5305</u></b> Operating/Cleaning Supplies	2020/2021- \$5,000	2021/2022 - \$5,000
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.65.5310</u></b> Clothing – Uniforms/Supplies	2020/2021- \$15,700	2021/2022 - \$15,700
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.65.5315</u></b> Postage	2020/2021- \$1,300	2021/2022 - \$ 1,300
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.65.5320</u></b> Printing Expense	2020/2021- \$1,750	2021/2022 - \$1,750
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.65.5325</u></b> Publications	2020/2021- \$500	2021/2022 - \$500
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.65.5330</u></b> Vehicle Fuel	2020/2021- \$30,000	2021/2022 - \$33,000
The projected cost for this line item will be increased by \$3,000 due to inflation, and gas prices increasing for 2021/2022.		
<b><u>001.0020.65.5335</u></b> Supplies - Officer	2020/2021- \$2,200	2021/2022 - \$2,200
The projected cost shows no increase for the 2021/2022 budget.		

**001.0020.65.5336** Supplies - Investigations 2020/2021- \$1,000 2021/2022 - \$1,000  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.65.5338** Supplies - Ammunition 2020/2021- \$3,000 2021/2022 - \$3,000  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.65.5350** Vehicles & Equipment (Small Items) 2020/2021- \$2,000 2021/2022 - \$2,000  
The projected cost shows no increase for the 2021/2022 budget.

### Outside Services

**001.0020.70.5445** Legal Services & Adjudication 2020/2021 - \$7,500 2021/2022 - \$7,500  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.70.5450** Contractual Services 2020/2021 - \$197,976 2021/2022 - \$203,976  
The projected cost for this line item will be increased by \$6,000. Per contract, the fees for dispatch services thru the Dekalb County Sheriff's Office increase on 7/1/2021.

**001.0020.70.5475** Computer Maintenance Agreements 2020/2021 - \$44,400 2021/2022 - \$44,400  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.70.5485** Legal Notices & Advertising 2020/2021 - \$300 2021/2022 - \$300  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.70.5510** Investigation Services 2020/2021 - \$2,000 2021/2022 - \$2,000  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.70.5550** Vehicles & Equipment (Outside Svcs) 2020/2021 - \$15,000 2021/2022 - \$15,000  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.70.5575** Building Maintenance 2020/2021 - \$5,000 2021/2022 - \$5,000  
The projected cost shows no increase for the 2021/2022 budget.

**001.0020.70.5576** New Building Maintenance 2020/2021 - \$6,000 2021/2022 - \$6,000  
The projected cost shows no increase for the 2021/2022 budget.

## Other Expenses

<b><u>001.0020.75.5610</u></b> <u>Employee Relations</u>	2020/2021 - \$1,500	2021/2022 - \$1,500
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.75.5632</u></b> <u>Adjudication Expenses</u>	2020/2021 - \$19,000	2021/2022 - \$21,000
The projected cost for this line item will be increased by \$2,000 for the 2021/2022 fiscal year to cover the increase in the software maintenance agreement for the DACRA Program.		
<b><u>001.0020.75.5635</u></b> <u>Cadet Expenses</u>	2020/2021 - \$1,000	2021/2022 - \$1,000
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.75.5690</u></b> <u>Refunds</u>	2020/2021 - \$0	2021/2022 - \$0
This line item will remain at zero, which is the same as the 2021/2022 fiscal year.		
<b><u>001.0020.75.5695</u></b> <u>Miscellaneous Expense</u>	2020/2021 - \$2,500	2021/2022 - \$2,500
The projected cost shows no increase for the 2021/2022 budget.		
<b><u>001.0020.75.5721</u></b> <u>Video Monitoring Prog Expense</u>	2020/2021 - \$4,070	2021/2022 - \$4,070
The projected cost shows no increase for the 2021/2022 budget. Keep remaining funds in line item for future cameras.		
<b><u>001.0020.75.5722</u></b> <u>K9 Expenses</u>	2020/2021 - \$1,000	2021/2022 - \$1,000
The projected cost shows no increase for the 2021/2022 budget.		

## Police Equipment

<b><u>001.0020.80.5715</u></b> Field Equipment	2020/2021 - \$0	2021/2022 - \$0
This line item will remain at zero, which is the same as the 2021/2022 fiscal year.		

<b><u>001.0020.80.5720</u></b> Police Equipment \$0-\$4,999	2020/2021 - \$7,000	2021/2022 - \$10,200
The projected cost shows an increase of \$3200 which will be used for the purchase of 3 computers. The current computers were not replaced in the prior computer purchase due to bring sufficient at that time. The computers being replaced are 10 years plus in age and are working on Windows 7, which is not supported any longer. The remaining funds will be used for ballistic vests replacement and TASER equipment.		

<b><u>001.0020.80.5820</u></b> Police Equipment \$5,000+	2020/2021 - \$18,000	2021/2022 - \$17,000
The projected cost shows the final lease payment for 2 squads at \$17,000 and \$45,000 for the purchase of a new squad. The 2 leased squads will be paid off this fiscal year. The purchase of the new squad will also reduce the fleet by 3 vehicles. 2 current squads will be retired from the fleet and another will be used as a trade-in.		

## Other Miscellaneous Expenses

<b><u>001.0020.90.6800</u></b> Capital Improvements	2020/2021 - \$0	2021/2022 - \$0
This line item will remain at zero, which is the same as the 2021/2022 fiscal year.		

<b><u>001.0020.97.7000</u></b> IFT Transfer Out	2020/2021 - \$0	2021/2022 - \$0
This line item will remain at zero, which is the same as the 2021/2022 fiscal year.		

<b><u>001.0020.97.7062</u></b> IFT to Fund 09 Workers Comp (Loans)	2020/2021 - \$0	2021/2022 - \$0
This line item will remain at zero, which is the same as the 2021/2022 fiscal year.		

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
POLICE DEPARTMENT							
PERSONNAL SERVICES SERVICE							
001.0020.50.5010 SALARIES	1,507,517.00	1,535,197.02	1,354,000.00	1,472,925.70	1,525,059.61	1,390,913.81	1,479,061.00
001.0020.50.5015 PART TIME	25,000.00	25,017.25	25,000.00	32,752.50	30,000.00	2,173.50	10,000.00
001.0020.50.5020 OVERTIME @ 1.5	71,000.00	92,891.20	75,000.00	71,375.22	25,000.00	42,987.14	30,000.00
001.0020.50.5025 HOLIDAY PAY	64,000.00	49,041.02	60,000.00	57,241.40	50,000.00	39,034.60	51,000.00
001.0020.50.5027 COURT TIME SALARIES	9,000.00	6,330.83	6,000.00	8,810.53	6,000.00	8,154.26	9,000.00
001.0020.50.5028 SALARIES-SCHOOL CROSSING GUARD		17,081.00	24,000.00	7,540.00	26,300.00	11,832.00	26,300.00
001.0020.50.5030 LONGEVITY SALARY	51,000.00	50,361.60	43,200.00	47,731.58		6,332.27	
001.0020.50.5040 EMPLOYEE INSURANCE BENEFITS	355,000.00	317,476.93	322,000.00	283,891.58	322,000.00	249,964.77	310,000.00
001.0020.50.5045 ACCRUED VACATION/SICK			101,500.00	133,584.41	75,000.00	148,099.18	37,500.00
001.0020.50.5055 IMRF ER CONTRIBUTION		10,761.67	9,270.00	24,121.62	17,500.00	15,524.23	16,850.00
001.0020.50.5060 UNEMPLOYMENT INS			550.00	7,490.32	4,000.00	5,791.09	4,080.00
001.0020.50.5065 WORKMAN'S COMP INS			92,400.00	87,116.00	94,750.00	81,244.00	86,250.00
001.0020.50.5070 FICA MATCH		23,261.94	36,360.00	136,296.58	116,500.00	122,567.97	120,500.00
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PERSONNAL SERVICES TOTAL	2,082,517.00	2,127,420.46	2,149,280.00	2,370,877.44	2,292,109.61	2,124,618.82	2,180,541.00
PROFESSIONAL DEVELOPMENT SERVICE							
001.0020.55.5100 TRAINING/TRAVEL/MEETING EXP	15,000.00	11,514.32	21,000.00	7,207.18	13,300.00	4,551.43	9,500.00
001.0020.55.5105 DUES & MEMBERSHIPS	1,600.00	877.00	1,650.00	865.00	1,450.00	775.00	1,450.00
001.0020.55.5110 MEDICAL EXP/IMMUNIZATIONS	1,000.00	58.00	1,000.00	249.00	1,000.00		1,000.00
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PROFESSIONAL DEVELOPMENT TOTAL	17,600.00	12,449.32	23,650.00	8,321.18	15,750.00	5,326.43	11,950.00
UTILITIES SERVICE							
001.0020.60.5200 UTILITIES - ELECTRIC	900.00	953.68	900.00	1,259.74	10,000.00	759.70	1,000.00

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
001.0020.60.5205 UTILITIES - GAS	1,500.00	1,611.82	1,500.00	1,971.93	1,500.00	522.33	1,500.00
001.0020.60.5210 UTILITIES - TELEPHONE	12,700.00	9,677.74	12,000.00	8,649.61	12,000.00	7,614.64	12,000.00
001.0020.60.5220 TRASH REMOVAL	925.00	908.00	925.00	936.00	925.00	866.00	1,000.00
<hr/>							15,500.00
UTILITIES TOTAL	16,025.00	13,151.24	15,325.00	12,817.28	24,425.00	9,762.67	
COMMODITIES SERVICE							
001.0020.65.5300 OFFICE SUPPLIES	6,000.00	5,231.65	6,000.00	3,148.56	6,000.00	5,329.86	6,000.00
001.0020.65.5305 OPERATING/CLEANING SUPPLIES	5,000.00	4,172.87	5,000.00	2,287.37	5,000.00	4,193.43	5,000.00
001.0020.65.5310 CLOTHING-UNIFORMS/SUPPLIES	25,000.00	17,139.07	18,000.00	9,828.85	15,700.00	8,659.32	15,700.00
001.0020.65.5315 POSTAGE	1,200.00	1,156.88	1,300.00	1,146.28	1,300.00	1,277.50	1,300.00
001.0020.65.5320 PRINTING EXPENSE	1,800.00	1,857.29	2,000.00	112.60	1,750.00	39.40	1,750.00
001.0020.65.5325 PUBLICATIONS	900.00	422.95	500.00	259.95	500.00	124.95	500.00
001.0020.65.5330 VEHICLE FUEL	25,000.00	28,783.64	28,000.00	22,188.04	30,000.00	23,680.33	33,000.00
001.0020.65.5335 SUPPLIES - OFFICER	1,500.00	1,809.16	1,900.00	4,097.53	2,200.00	1,612.70	2,200.00
001.0020.65.5336 SUPPLIES - INVESTIGATIONS	1,000.00	940.48	1,000.00	417.18	1,000.00	376.84	1,000.00
001.0020.65.5338 SUPPLIES - AMMUNITION	3,000.00	2,488.61	3,000.00	2,859.47	3,000.00	2,993.77	3,000.00
001.0020.65.5350 VEHICLES & EQUIPMENT	1,500.00	1,420.99	2,000.00	2,105.50	2,000.00	1,419.36	2,000.00
<hr/>							71,450.00
COMMODITIES TOTAL	71,900.00	65,423.59	68,700.00	48,451.33	68,450.00	49,707.46	
OUTSIDE SERVICES SERVICE							
001.0020.70.5445 LEGAL SERVICES	5,000.00	5,468.75	7,500.00	4,200.00	7,500.00	3,018.75	7,500.00
001.0020.70.5450 CONTRACTUAL SERVICES	26,000.00	30,599.92	100,525.00	113,540.98	197,976.00	191,970.36	203,976.00
001.0020.70.5475 COMPUTER MAINTENANCE AGREEMTS	45,800.00	31,132.73	43,500.00	30,231.64	44,400.00	31,166.62	44,400.00
001.0020.70.5485 LEGAL NOTICES & ADVERTISING	300.00		300.00	95.99	300.00	69.99	300.00
001.0020.70.5510 INVESTIGATION SERVICES	2,000.00	2,000.00	2,000.00		2,000.00	180.00	2,000.00



**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
001.0020.70.5550 VEHICLES & EQUIPMENT	14,000.00	13,935.60	15,000.00	17,846.93	15,000.00	24,662.45	15,000.00
001.0020.70.5575 BUILDING MAINTENANCE	5,000.00	4,224.44	5,000.00	8,636.65	5,000.00	988.65	5,000.00
001.0020.70.5576 NEW BUILDING MAINTENANCE					6,000.00	4,248.34	6,000.00
<hr/>							284,176.00
OUTSIDE SERVICES TOTAL	98,100.00	87,361.44	173,825.00	174,552.19	278,176.00	256,305.16	
OTHER EXPENSES SERVICE							
001.0020.75.5610 EMPLOYEE RELATIONS	1,500.00	327.67	1,500.00		1,500.00	42.00	1,500.00
001.0020.75.5632 ADJUDICATION EXP		525.73	19,000.00	27,767.13	19,000.00	5,086.45	21,000.00
001.0020.75.5635 CADET EXPENSES	1,000.00	155.00	1,000.00		1,000.00		1,000.00
001.0020.75.5690 REFUNDS		525.00		1,500.00		500.00	
001.0020.75.5695 MISC EXPENSE	2,500.00	2,520.00	2,500.00	1,256.63	2,500.00	1,907.27	2,500.00
001.0020.75.5721 VIDEO MONITORING PROG EXPENSE		17,365.38	8,634.00	4,120.18	4,070.00	592.01	4,070.00
001.0020.75.5722 K9 EXPENSES			1,000.00	1,033.94	1,000.00	246.98	1,000.00
<hr/>							31,070.00
OTHER EXPENSES TOTAL	5,000.00	21,418.78	33,634.00	35,677.88	29,070.00	8,374.71	
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0020.80.5720 POLICE EQUIPMENT	18,000.00	10,514.49	14,076.00	13,888.21	7,000.00	6,865.42	10,200.00
001.0020.80.5723 DISPATCH EQUIPMENT				130.00		1,057.94	
<hr/>							10,200.00
EQUIPMENT (\$0 - \$4,999) TOTAL	18,000.00	10,514.49	14,076.00	14,018.21	7,000.00	7,923.36	
EQUIPMENT (\$5,000 + ) SERVICE							
001.0020.85.5820 POLICE EQUIPMENT		16,245.31	25,000.00	16,245.34	18,000.00	16,245.34	17,000.00
<hr/>							17,000.00
EQUIPMENT (\$5,000 + ) TOTAL	.00	16,245.31	25,000.00	16,245.34	18,000.00	16,245.34	

**BUDGET WORKSHEET**  
CALENDAR 4/2021, FISCAL 12/2021

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
POLICE TOTAL	2,309,142.00	2,353,984.63	2,503,490.00	2,680,960.85	2,732,980.61	2,478,263.95	2,621,887.00



# *City of Sandwich*

*General Fund  
EMA Department*



## **Sandwich IL Emergency Management Agency**

140 E. Railroad St.  
Sandwich IL 60548 815-786-2261  
*Tom Ciciora—Director*

### **EMA 5 Year Capital Plan**

#### Sirens:

At this time, our greatest need is to replace the Railroad Street siren. It dates from at least the mid sixties and features technologies from that time. We have six sirens in total. Besides the Railroad Street Siren, we have devices at Milestone Park, Lions Road and Wells Street, at the Sandy Bluff Road lift station (all new in 2004), along with Duvick Avenue at the water tower and on Suydam Road near the Fairgrounds office (new 2016).

Based on existing information, we can reasonably assume a life cycle of 25 years per unit. Using that yardstick, we can estimate that the sirens installed in 2004 will need to be replaced in 2029 or after, and the units installed in 2016 will need replacement in 2041. Those endpoints are well out of the scope of our planning cycle, but I would strongly suggest that we begin putting aside funds to facilitate full replacement costs in the current cycle.

The current cost of a replacement siren through our vendor is \$22374. Allowing for incidentals such as electricians if required, we'll call this \$24000. Allowing for 2% inflation per year over time, the cost will be just over \$28000 per siren by 2029. In order to achieve that figure, we would need to lay aside approximately \$10500 annually in order to have sufficient funds put aside for the replacement of three sirens.

The source of this funding is somewhat problematic. We no longer have the growth that we had 20 years ago where we could rely on impact fees. We can't constantly have our hand out to TransAmerica: they paid for one of the sirens in 2016 and have given us a grant to refit our EOC. Along with whatever funding that the Council decides upon, it would be in our best interest to stay aware of grant opportunities. Many of these opportunities require matching funds of some type, so we will still need to put aside some money towards replacement. In a perfect world, I would ask that we start allocating \$5000 per year for a partial replacement of the 2004 installed sirens in 2028. This does not speak to the Railroad Street siren, which is in need of replacement within the next year or so. The Duvick Avenue siren is of the same age and it failed catastrophically in 2016. This would require an immediate expense of about \$24000. Note that I have not addressed the other sirens due for replacement in 2041. I'm in hopes that technology will have sufficiently advanced to a point where replacement of those devices will not be required. In any case, a lot of us won't be here to appreciate it.

Vehicle Replacement:

I begin this discussion with the assumption that we will continue to have access to retired/end of lease police vehicles over the next five years.

We have no immediate need for replacement vehicles. That said, the Impala is a 1991. We will be putting a little money into that car shortly, as it has a loud exhaust and sketchy brakes, rendering it unusable. The Explorer dates from 2001. Its primary issue is rust. I propose replacing the Impala in 2024, and the Explorer in 2026. Traditionally, we have gotten our hand-me-downs with the lighting package still installed, which is very helpful. The only work required is to remark the vehicles to make them distinctly different from police vehicles and for radio installation. Due to insufficient talent on EMA staff, I would like to begin having the radio installations done by a contractor. Markings have traditionally been done by an outside vendor. In order to facilitate this, I would propose a \$500 yearly set-aside for future vehicle commissioning, assuming that aforementioned perfect world. In that way, we would have sufficient funds at the projected time of replacement.

Thank you for your attention to this matter.

Tom Ciciora  
Director/SEMA



**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EMA DEPARTMENT							
PROFESSIONAL DEVELOPMENT SERVICE							
001.0025.55.5105 DUES & MEMBERSHIPS	100.00	50.00	100.00		100.00		100.00
							-----
PROFESSIONAL DEVELOPMENT TOTAL	100.00	50.00	100.00	.00	100.00	.00	100.00
UTILITIES SERVICE							
001.0025.60.5200 UTILITIES - ELECTRIC		496.26	750.00	809.59	800.00	676.53	800.00
001.0025.60.5210 UTILITIES - TELEPHONE	2,500.00	2,598.09	2,500.00	2,702.91	2,550.00	2,256.69	2,550.00
001.0025.60.5215 UTILITIES - CABLE/INTERNET	960.00	1,026.80	975.00	1,048.80	1,000.00	884.00	1,000.00
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UTILITIES TOTAL	3,460.00	4,121.15	4,225.00	4,561.30	4,350.00	3,817.22	4,350.00
COMMODITIES SERVICE							
001.0025.65.5300 OFFICE SUPPLIES	100.00				100.00		100.00
001.0025.65.5305 OPERATING/CLEANING SUPPLIES	100.00						
001.0025.65.5310 CLOTHING-UNIFORMS/SUPPLIES	100.00						
001.0025.65.5330 VEHICLE FUEL	100.00			59.92	100.00		100.00
001.0025.65.5350 VEHICLES & EQUIPMENT	100.00						
							-----
COMMODITIES TOTAL	500.00	.00	.00	59.92	200.00	.00	200.00
OUTSIDE SERVICES SERVICE							
001.0025.70.5450 CONTRACTUAL SERVICES	4,200.00	4,191.88	4,500.00	4,215.00	4,650.00	4,215.00	4,650.00
001.0025.70.5550 VEHICLES & EQUIPMENT	290.00			129.99	250.00	131.99	250.00
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OUTSIDE SERVICES TOTAL	4,490.00	4,191.88	4,500.00	4,344.99	4,900.00	4,346.99	4,900.00

**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	L YR BUDGET	L YR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
OTHER EXPENSES SERVICE							
001.0025.75.5610 EMPLOYEE RELATIONS	200.00						250.00
001.0025.75.5695 MISC EXPENSE	250.00		250.00	440.20	250.00		
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OTHER EXPENSES TOTAL	450.00	.00	250.00	440.20	250.00	.00	250.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0025.80.5725 RADIO EQUIPMENT	1,000.00		1,000.00	567.00			
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EQUIPMENT (\$0 - \$4,999) TOTAL	1,000.00	.00	1,000.00	567.00	.00	.00	.00
EQUIPMENT (\$5,000 + ) SERVICE							
001.0025.85.5830 EQUIPMENT			25,000.00		25,000.00		25,000.00
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EQUIPMENT (\$5,000 + ) TOTAL	.00	.00	25,000.00	.00	25,000.00	.00	25,000.00
TRANSFERS OUT SERVICE							
EMA TOTAL	10,000.00	8,363.03	35,075.00	9,973.41	34,800.00	8,164.21	34,800.00
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GENERAL FUND TOTAL	10,000.00	8,363.03	35,075.00	9,973.41	34,800.00	8,164.21	34,800.00
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Report Total	10,000.00	8,363.03	35,075.00	9,973.41	34,800.00	8,164.21	34,800.00







# *City of Sandwich*

## *Capital Improvement Fund*

# Capital Equipment Fund Budget Narrative

## Revenues

<b><u>010.0000.10.4210</u></b> State Grants	2021/2022 - \$10,000	2021/2022 - \$10,000
<b><u>010.0000.25.4675</u></b> Interest Income	2020/2021- \$12,000	2021/2022 - \$12,000
<b><u>010.0000.30.4775</u></b> Proceeds from Bond Sales	2020/2021- \$3,200,000	2021/2022 - \$3,200,000
Bond Proceeds to be used towards renovation costs of the police department.		
<b><u>010.0000.35.4850</u></b> IFT From Other Funds	2020/2021- \$300,000	2021/2022 - \$0
<b><u>010.0000.85.7000</u></b> Sale of Capital Assets	2020/2021- \$0	2021/2022 - \$25,000

## Expenditures

**010.0000.85.5815** Public Works Equipment \$5,000+ 2020/2021- \$0 2021/2022 - \$250,000

Replacement 5yd dump truck: \$180,00 Value of existing truck \$ 1,500 to \$5,000.

Replacement of truck # 1 1993 International 4900 5yard Dump Truck (42,316 miles) 28 years old Diesel, dump bed, snowplow, salt spreader, shouldering box.

Past history: Truck has been a back-up truck for the past 3 years. Has been neglected dump box is rusted thru in spots steel plates have be welded in, floor of the dump box is failing dump ram is starting to push thru the floor splitting it. International no longer making parts for the chassis. Transmission case is corroding at the case joints and are about corroded thru mounting points in the same condition. Electrical issues when it rains causing lights to blow fuses dash lights and gauges not functioning properly wiring harness needs replaced. From new approximately \$20,000.00 in maintenance cost

Replacement utility tractor: \$50,000 Value of existing tractor \$5,000 to \$8,000

Replacement of Utility Tractor #21 2012 John Deer 4720 50hp front wheel asst. open cab (2657hrs)

Past history: Tractor purchased in 5/2012 new from John Deer unknown last trade in value.

Tractor is under size for the 12ft batwing mower to mow detention basins also for the brush mower deck used to mow ditches the tractor is at the bottom end for horsepower and weight causing over heating issues with the tractor. Over the years there has been damage to the front axle cause constant tire wear to the front tires getting 2 years out of the front tires. The rear draw bar hitch has been damaged a couple times causing cracks in the trans axle housing only fix is replacing whole rear axle housing on the tractor. Approximately \$12,000 in maintenance and repairs.

Utility vehicle purchase with sales monies from #13 \$8,000 and IPRF grant money \$20,000.

New purchase to asst. with street maintenance, herbicide spraying ditches and detention basins, weed whip ditches, hydrant flushing, special events, snowplowing sidewalks and salting, roadway surveys, wastewater plant maintenance.

**010.0000.85.5820** Police Equipment/Services \$5,000+ 2020/2021- \$0 2021/2022 - \$45,000  
New Squad

**010.0101.85.5860** Emergency Management 2020/2021- \$0 2021/2022 - \$30,000  
Siren replacement

**010.0102.90.6800** Capital Improvements 2020/2021- \$50,000 2021/2022 - \$50,000  
This line item is budgeted for sidewalk maintenance/replacement.

**010.0105.90.6800** Capital Improvements 2020/2021- \$80,000 2021/2022 - \$22,000

Street Lighting Original Costs

- Westfield Meadows Subdivision:
- Fairwinds of Sandwich Subdivision
  - Phase One A: \$21,250
  - Phase Two: \$131,750
  - Phase Three: \$57,750
  - Phase Four: Plat vacated; street lights not installed
- Fieldcrest Subdivision: \$17,500
- Bohnstedt Addition:
- Sandy Bluff Dutch Acres II Subdivision
- Indian Springs Subdivision
- Fairwind Boulevard from Church Street to Center Street
- Downtown Lighting
  - Main Street from Church Street to 95 N. Main Street
  - Railroad Street from 44 W. Railroad Street to 200 E. Railroad Street
  - Center Street from Green Street to 107 E. Center Street
  - Wells Street from Church Street to BNSF tracks
  - Eddy Street from BNSF tracks to 1<sup>st</sup> Street
- Intersection Lighting at Church Street (U.S. Route 34) intersections controlled by traffic signals
  - Gletty Road

**010.0107.90.6800** Capital Improvements–Police Station 2020/2021- \$3,200,000 2020/2021 - \$3,200,000  
This line item is budgeted for the new police station renovation.

**010.0200.90.6800** Capital Improvements 2020/2021- \$92,000 2021/2022 - \$40,000  
This line item was budgeted for the Little Rock Creek Watershed Management Plan.

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
INTERGOVERNMENTAL SERVICE							
010.0000.10.4209 COUNTY GRANTS				14,000.00-			
010.0000.10.4210 STATE GRANTS				8,349.47-	10,000.00-	19,906.54-	10,000.00-
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INTERGOVERNMENTAL TOTAL	.00	.00	.00	22,349.47-	10,000.00-	19,906.54-	10,000.00-
FINES & FORFEITS SERVICE							
010.0000.20.4604 ACQUISITION/MAINTENANCE				880.00-		61,237.25-	
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FINES & FORFEITS TOTAL	.00	.00	.00	880.00-	.00	61,237.25-	.00
INTEREST INCOME SERVICE							
010.0000.25.4675 INTEREST INCOME				10,229.20-	12,000.00-	9,146.05-	12,000.00-
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INTEREST INCOME TOTAL	.00	.00	.00	10,229.20-	12,000.00-	9,146.05-	12,000.00-
OTHER INCOME SERVICE							
010.0000.30.4775 PROCEEDS FROM BOND ISSUE				3,000,000.00-	3,200,000.00-		3,200,000.00-
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OTHER INCOME TOTAL	.00	.00	3,000,000.00-	.00	3,200,000.00-	.00	3,200,000.00-
TRANSFERS IN SERVICE							
010.0000.35.4850 IFT FROM OTHER FUNDS				400,000.00-	458,347.59-		
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TRANSFERS IN TOTAL	.00	.00	400,000.00-	458,347.59-	.00	.00	.00
EQUIPMENT (\$5,000 + ) SERVICE							
010.0000.85.7000 SALE OF CAPITAL ASSETS				18,200.00-		8,000.00-	25,000.00-

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
							25,000.00-
EQUIPMENT (\$5,000 + ) TOTAL	.00	18,200.00-	.00	.00	.00	8,000.00-	
							3,247,000.00-
GENERAL TOTAL	.00	18,200.00-	3,400,000.00-	491,806.26-	3,222,000.00-	98,289.84-	
							295,000.00
EQUIPMENT (\$5,000 + ) SERVICE							
010.0000.85.5815 PUBLIC WORKS EQUIPMENT		72,707.29					250,000.00
010.0000.85.5820 POLICE EQUIPMENT		46,026.79	112,000.00	93,074.17			45,000.00
EQUIPMENT (\$5,000 + ) TOTAL	.00	118,734.08	112,000.00	93,074.17	.00	.00	
							.00
CAPITAL IMPROVEMENTS SERVICE							
010.0000.90.6800 CAPITAL IMPROVEMENTS		11,791.25	30,000.00	12,680.00			
010.0000.90.6805 GLETTY ROAD CLEANUP				11,227.10	165,000.00	16,210.75	
CAPITAL IMPROVEMENTS TOTAL	.00	11,791.25	30,000.00	23,907.10	165,000.00	16,210.75	
							295,000.00
TRANSFERS OUT SERVICE							
GENERAL TOTAL	.00	130,525.33	142,000.00	116,981.27	165,000.00	16,210.75	
							.00
BRIDGE CONSTRUCTION/REPAIR DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0100.90.6800 CAPITAL IMPROVEMENTS			100,000.00				
CAPITAL IMPROVEMENTS TOTAL	.00	.00	100,000.00	.00	.00	.00	

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
BRIDGE CONSTRUCTION/REPAI TOTA	.00	.00	100,000.00	.00	.00	.00	.00
EMERGENCY MANAGEMENT DEPARTMENT							
EQUIPMENT (\$5,000 + ) SERVICE							
010.0101.85.5830 Emergency Management							30,000.00
EQUIPMENT (\$5,000 + ) TOTAL	.00	.00	.00	.00	.00	.00	30,000.00
CAPITAL IMPROVEMENTS SERVICE							
EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00	.00	30,000.00
SIDEWALK MAINTENANCE DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0102.90.6800 CAPITAL IMPROVEMENTS					50,000.00		50,000.00
CAPITAL IMPROVEMENTS TOTAL	.00	.00	.00	.00	50,000.00	.00	50,000.00
SIDEWALK MAINTENANCE TOTAL	.00	.00	.00	.00	50,000.00	.00	50,000.00
STREET LAMP / LIGHTING UP DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0105.90.6800 CAPITAL IMPROVEMENTS		141,386.85			80,000.00		22,000.00
CAPITAL IMPROVEMENTS TOTAL	.00	141,386.85	.00	.00	80,000.00	.00	22,000.00
STREET LAMP / LIGHTING UP TOTA	.00	141,386.85	.00	.00	80,000.00	.00	22,000.00

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
NEW POLICE STATION DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0107.90.6800 CAPITAL IMPROVEMENTS	167,178.92	3,200,000.00	10,625.00	3,200,000.00	76,692.33		3,200,000.00
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CAPITAL IMPROVEMENTS TOTAL	.00	167,178.92	3,200,000.00	10,625.00	3,200,000.00	76,692.33	3,200,000.00
=====	=====	=====	=====	=====	=====	=====	=====
NEW POLICE STATION TOTAL	.00	167,178.92	3,200,000.00	10,625.00	3,200,000.00	76,692.33	3,200,000.00
LIL ROCK CREEK WATERSHED DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0200.90.6800 CAPITAL IMPROVEMENT							40,000.00
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CAPITAL IMPROVEMENTS TOTAL	.00	.00	.00	.00	.00	.00	40,000.00
=====	=====	=====	=====	=====	=====	=====	=====
LIL ROCK CREEK WATERSHED TOTA	.00	.00	.00	.00	.00	.00	40,000.00
NE RETENTION POND STORMWA DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0202.90.6800 CAPITAL IMPROVEMENTS	68,432.00						.00
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CAPITAL IMPROVEMENTS TOTAL	.00	68,432.00	.00	.00	.00	.00	.00
=====	=====	=====	=====	=====	=====	=====	=====
NE RETENTION POND STORMWA TOTA	.00	68,432.00	.00	.00	.00	.00	.00
MAIN ST-CENTER TO 2ND DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0307.90.6800 CAPITAL IMPROVEMENTS	8,252.00	80,000.00	26,386.89	92,000.00	30,145.22		



**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
CAPITAL IMPROVEMENTS TOTAL	.00	8,252.00	80,000.00	26,386.89	92,000.00	30,145.22	.00
MAIN ST-CENTER TO 2ND TOTAL	.00	8,252.00	80,000.00	26,386.89	92,000.00	30,145.22	.00
CAPITAL EQUIP/PROJECTS FU TOTA	.00	497,575.10	122,000.00	337,813.10-	365,000.00	24,758.46	390,000.00
Report Total	.00	497,575.10	122,000.00	337,813.10-	365,000.00	24,758.46	390,000.00



# *City of Sandwich*

## *Impact Fee Fund*

# Impact Fee Fund Budget Narrative

## Revenues

<b><u>020.0000.05.4190</u></b> Impact Fees Received	2020/2021- \$20,000	2021/2022 - \$20,000
The projected revenue for this line item will stay the same for FY 2021/2022.		
<b><u>020.0000.90.6870</u></b> Police Services / Impact Fees	2020/2021- \$0	2021/2022 - \$0
<b><u>020.0000.75.5686</u></b> Sandwich Fire Impact Fee PD	2020/2021- \$2,000	2021/2022 - \$2,000
The projected revenue for this line item will stay the same for FY 2021/2022.		
<b><u>020.0000.75.5687</u></b> Sandwich Library Impact Fee PD	2020/2021- \$1,000	2021/2022 - \$1,000
The projected revenue for this line item will stay the same for FY 2021/2022.		
<b><u>020.0000.75.5688</u></b> Sandwich School Impact Fee PD	2020/2021- \$15,000	2021/2022 - \$15,000
The projected revenue for this line item will stay the same for FY 2021/2022.		

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
020.0000.05.4190 IMPACT FEES RECEIVED							20,000.00-
	14,084.10-	10,000.00-	19,903.20-	20,000.00-			
020.0000.05.4191 PW BUILDING IMPACT FEE				800.00-			
020.0000.05.4192 MUNI BLDG IMPACT FEE				250.00-			
020.0000.05.4193 PD FACILITIV IMPACT FEE				400.00-			
020.0000.05.4197 ESDA IMPACT FEE				75.00-			
020.0000.05.4198 FIRE DIST IMPACT FEE				500.00-			
020.0000.05.4199 LIBRARY DIST IMPACT FEE				250.00-			
							20,000.00-
LICENCES & PERMITS TOTAL	.00	14,084.10-	10,000.00-	22,178.20-	20,000.00-	.00	
CARRY OVER SERVICE							
							20,000.00-
GENERAL TOTAL	.00	14,084.10-	10,000.00-	22,178.20-	20,000.00-	.00	
GENERAL SERVICE							
020.0000.90.6870 POLICE SERVICES							
	46,367.80	89,104.00					
GENERAL TOTAL	.00	46,367.80	89,104.00	.00	.00	.00	.00
OTHER EXPENSES SERVICE							
020.0000.75.5686 SANDWICH FIRE IMPACT FEE PD				1,500.00	2,000.00		2,000.00
	1,830.00						
020.0000.75.5687 SANDWICH LIBRARY IMPACT FEE PD				750.00	1,000.00		1,000.00
	915.00						
020.0000.75.5688 SANDWICH SCHOOL IMPACT FEE PD				13,828.20	15,000.00		15,000.00
	11,984.10						
020.0000.75.5690 REFUNDS							
	2,995.00						
OTHER EXPENSES TOTAL	.00	17,724.10	.00	16,078.20	18,000.00	.00	18,000.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
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TRANSFERS OUT SERVICE

GENERAL TOTAL	.00	64,091.90	89,104.00	16,078.20	18,000.00	.00	18,000.00
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OTHER OPERATIONS DEPARTMENT

OTHER OPERATIONS SERVICE

IMPACT FEE TOTAL	.00	50,007.80	79,104.00	6,100.00-	2,000.00-	.00	2,000.00-
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Report Total	.00	50,007.80	79,104.00	6,100.00-	2,000.00-	.00	2,000.00-
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# *City of Sandwich*

## *Police Pension Fund*

# Police Pension Fund Budget Narrative

## Revenues

**102.0000.01.4010** County Taxes 2020/2021 - \$654,691 2021/2022 - \$843,000

## Expenses

**102.0040.98.6870** Police Pension Contribution 2020/2021 - \$654,691 2021/2022 - \$843,000

### ***ILLINOIS STATUTORY MINIMUM CONTRIBUTION***

#### STATUTORY MINIMUM CONTRIBUTION

	<u>Current Valuation</u>
Statutory Minimum Contribution	\$842,337
Expected Payroll	\$1,319,604
Statutory Minimum Contribution as a Percent of Expected Payroll	63.83%

#### FUNDED STATUS – STATUTORY MINIMUM

	<u>Current Valuation</u>
Normal Cost	\$465,908
Market Value of Assets	\$5,485,864
Actuarial Value of Assets	\$5,738,581
Actuarial Accrued Liability	\$14,622,959
Unfunded Actuarial Accrued Liability	\$8,884,378
Percent Funded	
Actuarial Value of Assets	39.24%
Market Value of Assets	37.52%

BUDGET WORKSHEET  
CALENDAR 2/2021, FISCAL 10/2021

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
TAXES SERVICE							
102.0000.01.4010 COUNTY TAXES			387,518.00-	385,058.94-	654,691.00-	634,867.26-	843,000.00-
			-----	-----	-----	-----	-----
TAXES TOTAL	.00	.00	387,518.00-	385,058.94-	654,691.00-	634,867.26-	843,000.00-
INTEREST INCOME SERVICE							
102.0000.25.4675 INTEREST INCOME		14.59-		.14-			
		-----		-----			-----
INTEREST INCOME TOTAL	.00	14.59-	.00	.14-	.00	.00	.00
TRANSFERS IN SERVICE							
102.0000.35.4855 IFT FROM FUND 01(TAX LEVY)		273,021.73-					
		-----					-----
TRANSFERS IN TOTAL	.00	273,021.73-	.00	.00	.00	.00	.00
CARRY OVER SERVICE							
GENERAL TOTAL	.00	273,036.32-	387,518.00-	385,059.08-	654,691.00-	634,867.26-	843,000.00-
GENERAL SERVICE							
102.0040.98.6870 POLICE PENSION CONTRIBUTION	300,000.00	293,087.50	387,518.00	385,113.50	654,691.00	634,867.87	843,000.00
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GENERAL TOTAL	300,000.00	293,087.50	387,518.00	385,113.50	654,691.00	634,867.87	843,000.00
TRANSFERS OUT SERVICE							
GENERAL TOTAL	300,000.00	293,087.50	387,518.00	385,113.50	654,691.00	634,867.87	843,000.00
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# *City of Sandwich*

## *Motor Fuel Tax Fund*

# Motor Fuel Tax Fund Budget Narrative

The Illinois Motor Fuel Tax (MFT) Fund is derived from a tax on the privilege of operating motor vehicles upon public highways and of operating recreational watercraft upon the waters of the State of Illinois, based on the consumption of motor fuel. Starting July 1, 2019, the motor fuel taxes that are deposited in the Illinois MFT Fund are:

- a. \$0.19 per gallon of gasoline + \$0.19 per gallon of gasoline (dedicated to the Transportation Renewal Fund or TRF) = \$0.38 per gallon of gasoline
- b. \$0.215 per gallon of diesel fuel + \$0.24 per gallon of diesel fuel (dedicated to TRF) = \$0.455 per gallon of diesel fuel

(source: IML)

Based on historical data, the City of Sandwich collected approximately \$192,000.00 annually. With the increased TRF tax, it is estimated that the City of Sandwich could collect \$290,000 annually. On occasion, the City receives additional funding of several thousands of dollars through High Growth Communities or Illinois Jobs Now appropriations. All expenditures from the MFT fund must be approved by IDOT prior to expending the MFT funds. To begin the process, the City is required to obtain an appropriation of funds covering a time frame (e.g. calendar year). The City must then submit the plans and estimates of the proposed work to IDOT prior to advertising for bids. After pre-bid approval and contract award, the City must obtain IDOT approval for the contracts. After the contractor submits pay requests, the City must request approval from IDOT to release the funds to the contractor. At the end of the appropriation time frame, the City must submit final reports concluding the MFT process for that term.

The City operations that are typically paid for from the MFT fund include the engineering and construction of pavement patching, crack sealing, pavement marking, and pavement resurfacing/milling. Road salt is also going to be expensed from the MFT budget. The City can also use MFT funding for local offsets for the Latham Street Project or the Pratt Road Bridge Replacement Project. In addition, prior MFT expenditures have included the engineering and construction of the Fairwind Boulevard/U.S. Route 34 Intersection Improvements.

## Revenue

### **110.0000.10.4220** IDOT Reimbursement:

There haven't been any revenues shown in this line item since 2013 and 2014. It is possible that this line item could be used when IDOT contributes funds that are different than the regular monthly MFT allotments.

**Budget \$0.00 for this line item.**

**110.0000.10.4230** Motor Fuel Tax Receipts:            2019/2020 - \$192,000            2020/2021 - \$288,000

This line item represents the monthly MFT allotments from IDOT.  
Budget a monthly allotment of \$21,666 for an annual budget amount of \$260,000.00.

**110.0000.10.4235** Rebuild IL MFT Receipts:            2019/2020 - \$0            2020/2021 - 162,024

**110.0000.25.4675** Interest Income:            2019/2020 - \$1,200            2020/2020 - \$1,500

This line item represents an amount of interest on the MFT balance in the bank.

### Expenditures

**110.0000.65.5365** Street Salt:            2019/2020 - \$0            2020/2021 - \$54,000

**110.0000.70.5485** Legal Notices & Advertising:    2019/2020 - \$400            2020/2021 - \$1,000

Advertising in the Sandwich Record for HMA Project - \$500.00

Advertising in the Sandwich Record for Concrete Project - \$500.00

**110.0000.90.6860** Street Improvement:            2019/2020 - \$396,000            2020/2021 - \$625,000

The following projects will not be able to be funded in the next fiscal year, and they may eventually have components of general or alternative funding. They are currently shown in this draft for discussion purposes.

Griswold Springs Road – Sandy Bluff to Burr Oak (Maintenance)

County Line Road – E. 2750<sup>th</sup> to Gletty Road (Maintenance)

Main Street – Church to BNSF ROW (Maintenance)

Main Street – Center to 2<sup>nd</sup> (Reconstruction)

6<sup>th</sup> Street – Reimann to Duvick (Maintenance after Police Department buildout)

Railroad Street – Fremont to Latham (Sidewalk replacement)

Center Street/Fairwind Boulevard (Pavement patching)

Center Street/Castle Street (Pavement patching)

Latham Street – Center to Sandhurst (Reconstruction with Federal funding)

Pratt Road Bridge Replacement (Reconstruction with State funding)

**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
ACCOUNT TITLE							

**MOTOR FUEL TAX FUND**

INTERGOVERNMENTAL SERVICE

110.0000.10.4230						260,000.00-	
MOTOR FUEL TAX RECEIPTS	190,000.00-	195,877.76-	192,000.00-	269,990.52-	237,207.00-	226,828.79-	
110.0000.10.4235							163,024.36-
REBUILD IL						163,024.36-	
							423,024.36-
INTERGOVERNMENTAL TOTAL	190,000.00-	195,877.76-	192,000.00-	269,990.52-	237,207.00-	389,853.15-	

INTEREST INCOME SERVICE

110.0000.25.4675							500.00-
INTEREST INCOME		4,100.86-	1,200.00-	5,222.83-	1,500.00-	400.70-	
							500.00-
INTEREST INCOME TOTAL	.00	4,100.86-	1,200.00-	5,222.83-	1,500.00-	400.70-	

TRANSFERS IN SERVICE

110.0000.35.4850							
IFT FROM OTHER FUNDS		3,503.00-					
							.00
TRANSFERS IN TOTAL	.00	3,503.00-	.00	.00	.00	.00	

CARRY OVER SERVICE

GENERAL TOTAL	190,000.00-	203,481.62-	193,200.00-	275,213.35-	238,707.00-	390,253.85-	423,524.36-
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COMMODITIES SERVICE

110.0000.65.5365							54,000.00
STREET SALT					51,355.13	10,424.76	
							54,000.00
COMMODITIES TOTAL	.00	.00	.00	.00	51,355.13	10,424.76	

OUTSIDE SERVICES SERVICE

110.0000.70.5485							1,000.00
LEGAL NOTICES & ADVERTISING			400.00		1,000.00		

**ALID ACCOUNT BREAK EXCEPTION REPC**  
**CALENDAR 2/2021, FISCAL 10/2021**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
OUTSIDE SERVICES TOTAL	.00	.00	400.00	.00	1,000.00	.00	1,000.00
CAPITAL IMPROVEMENTS SERVICE							
110.0000.90.6800 CAPITAL IMPROVEMENTS				26,336.72		12,209.22	
110.0000.90.6860 STREET IMPROVEMENTS			396,000.00	242,040.63	280,000.00	92,099.69	625,000.00
							625,000.00
CAPITAL IMPROVEMENTS TOTAL	.00	.00	396,000.00	268,377.35	280,000.00	104,308.91	
TRANSFERS OUT SERVICE							
GENERAL TOTAL	.00	.00	396,400.00	268,377.35	332,355.13	114,733.67	680,000.00
FAIRWIND BLVD - CENTER TO DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
MOTOR FUEL TAX TOTAL	190,000.00-	203,481.62-	203,200.00	6,836.00-	93,648.13	275,520.18-	256,475.64
Report Total	190,000.00-	203,481.62-	203,200.00	6,836.00-	93,648.13	275,520.18-	256,475.64



# *City of Sandwich*

## *Drug Abuse Fund*

BUDGET WORKSHEET  
CALENDAR 2/2021, FISCAL 10/2021

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
FINES & FORFEITS SERVICE							
120.0000.20.4630 TRAFFIC SCHOOL DISTRIBUTION		16.00-	20.00-	8.00-	20.00-	2.00-	20.00-
120.0000.20.4635 ALCOHOL PROGRAM DISTRIBUTION		7,072.00-	4,000.00-	8,494.00-	5,000.00-	9,231.50-	5,000.00-
120.0000.20.4640 DRUG PROGRAM DISTRIBUTION		22,178.51-	5,000.00-	546.00-	5,000.00-	129.00-	5,000.00-
							10,020.00-
FINES & FORFEITS TOTAL	.00	29,266.51-	9,020.00-	9,048.00-	10,020.00-	9,362.50-	
INTEREST INCOME SERVICE							
120.0000.25.4675 INTEREST INCOME		110.21-	50.00-	112.94-	75.00-	17.02-	75.00-
INTEREST INCOME TOTAL	.00	110.21-	50.00-	112.94-	75.00-	17.02-	
CARRY OVER SERVICE							
GENERAL TOTAL	.00	29,376.72-	9,070.00-	9,160.94-	10,095.00-	9,379.52-	10,095.00-
EQUIPMENT (\$5,000 + ) SERVICE							
120.0000.85.5820 POLICE EQUIPMENT		33,369.61			20,000.00	2,876.00	20,000.00
EQUIPMENT (\$5,000 + ) TOTAL	.00	33,369.61	.00	.00	20,000.00	2,876.00	20,000.00
GENERAL TOTAL	.00	33,369.61	.00	.00	20,000.00	2,876.00	20,000.00
DRUG ABUSE TOTAL	.00	3,992.89	9,070.00-	9,160.94-	9,905.00	6,503.52-	9,905.00



# *City of Sandwich*

*Tourism Fund*





BUDGET WORKSHEET  
CALENDAR 2/2021, FISCAL 10/2021

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
TAXES SERVICE							
130.0000.01.4030 HOTEL OPERATOR'S OCCUPATION	24,000.00-	24,529.68-	27,000.00-	19,380.92-	24,500.00-	10,099.94-	17,500.00-
TAXES TOTAL	24,000.00-	24,529.68-	27,000.00-	19,380.92-	24,500.00-	10,099.94-	17,500.00-
CARRY OVER SERVICE							
GENERAL TOTAL	24,000.00-	24,529.68-	27,000.00-	19,380.92-	24,500.00-	10,099.94-	17,500.00-
GENERAL SERVICE							
130.0000.00.6890 TOURISM BENEFIT			2,000.00		2,500.00	500.00	2,500.00
GENERAL TOTAL	.00	.00	2,000.00	.00	2,500.00	500.00	2,500.00
OUTSIDE SERVICES SERVICE							
130.0000.70.5425 AREA CONV & VISITORS BUREAU		22,580.21	20,000.00	16,807.93	22,000.00	6,893.77	18,500.00
OUTSIDE SERVICES TOTAL	.00	22,580.21	20,000.00	16,807.93	22,000.00	6,893.77	18,500.00
OTHER EXPENSES SERVICE							
130.0000.75.5695 MISC EXPENSE		5,689.24					.00
OTHER EXPENSES TOTAL	.00	5,689.24	.00	.00	.00	.00	.00
GENERAL TOTAL	.00	28,269.45	22,000.00	16,807.93	24,500.00	7,393.77	21,000.00
<b>Report Total</b>					.00	2,706	3,500.00



# *City of Sandwich*

## *Excavation Deposits Fund*

**BUDGET WORKSHEET**  
**CALENDAR 2/2021, FISCAL 10/2021**

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
202.0000.05.4140 STREET CUT DEPOSIT	13,000.00-	11,000.00-		9,000.00-	5,000.00-	21,000.00-	15,000.00-
LICENCES & PERMITS TOTAL	13,000.00-	11,000.00-	.00	9,000.00-	5,000.00-	21,000.00-	15,000.00-
CARRY OVER SERVICE							
GENERAL TOTAL	13,000.00-	11,000.00-	.00	9,000.00-	5,000.00-	21,000.00-	15,000.00-
OTHER EXPENSES SERVICE							
202.0000.75.5690 REFUND DEPOSIT		14,000.00		6,000.00	5,000.00	15,000.00	15,000.00
OTHER EXPENSES TOTAL	.00	14,000.00	.00	6,000.00	5,000.00	15,000.00	15,000.00
GENERAL TOTAL	.00	14,000.00	.00	6,000.00	5,000.00	15,000.00	15,000.00
EXCAVATION DEPOSITS TOTAL	13,000.00-	3,000.00	.00	3,000.00-	.00	6,000.00-	.00
Report Total	13,000.00-	3,000.00	.00	3,000.00-	.00	6,000.00-	.00



# *City of Sandwich*

## *Sewer Fund*





<b><u>300.0000.50.5015 Part Time</u></b>	2020/2021-\$0	2021/2022-\$0
<b><u>300.0000.50.5020 Overtime at 1.5</u></b>	2020/2021-\$4,000	2021/2022-\$4,680
Weekend Plant Checks 52 Weekends; 2 hour per Weekend at \$45/hr: \$4,680.00		
This is for scheduled weekend overtime work. The remaining time (59 hours) is for call outs. Call outs include sewer backups and plant and lift station alarms.		
<b><u>300.0000.50.5025 Overtime at 2.0</u></b>	2020/2021-\$4,000	2021/2022-\$2,640
Holidays 11 Holidays; 4 hours per holiday at\$60/hr: \$2,640.00		
This is for scheduled weekend and holiday overtime work. The remaining time (9 hours) is for call outs.		
<b><u>300.0000.50.5030 Longevity Salary</u></b>	2020/2021-\$0	2021/2022-\$0
Removed from the personnel policy effective 5/1/2020		
<b><u>300.0000.50.5032 Longevity Pay – Other Departments</u></b>	2020/2021-\$0	2021/2022-\$0
Removed from the personnel policy effective 5/1/2020		
<b><u>300.0000.50.5040 Employee Insurance Benefit</u></b>	2020/2021-\$21,500	2021/2022-\$29,930
<b><u>300.0000.50.5042 Employee Ins. Benefits – Other Dept</u></b>	2020/2021-\$0	2021/2022-\$0
<b><u>300.0000.50.5045 Accrued Vacation/Sick</u></b>	2020/2021-\$3,000	2021/2022-\$1,500
Frederick – Vacation: Frederick – Sick: Severson – Vacation: Severson – Sick:		
<b><u>300.0000.50.5050 Other Benefits</u></b>	2020/2021-\$250	2021/2022-\$255
Other types of benefits that could qualify under this line item could be the flexible spending account fees, anniversary awards, etc. Frederick will receive his 5-year service benefit in March of 2023. (Hire date: March 26, 2018) Severson will receive his 5-year service benefit in April of 2023. (Hire date: April 30, 2023)		
<b><u>300.0000.50.5055 IMRF ER Contribution</u></b>	2020/2021-\$19,625	2021/2022-\$20,018
<b><u>300.0000.50.5060 Unemployment Insurance</u></b>	2020/2021-\$1,100	2021/2022-\$1,122
<b><u>300.0000.50.5065 Workman’s Comp Insurance</u></b>	2020/2021-\$11,500	2021/2022-\$11,730



<b><u>300.0000.50.5070 FICA Match</u></b>	2020/2021-\$16,075	2021/2022-\$16,397
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### Professional Development

<b><u>300.0000.55.5100 Training/Travel/Meeting</u></b>	2020/2021-\$3,000	2021/2022-\$3,000
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This will cover wastewater related training seminars and conferences.

<b><u>300.0000.55.5105 Dues &amp; Memberships</u></b>	2020/2021-\$2,000	2021/2022-\$2,000
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This line item will cover the City's requirement to participate in the Fox River Study Group. In addition, the wastewater operators can join organizations such as the Fox Valley Operators Association.

Fox River Study Group	7,421 population x \$0.25/ea =	\$1,855.25
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Fox Valley Operator's Association	2 employees x \$20.00/ea =	\$40.00
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Illinois Section American Water Works Association (ISAWWA)

FRSG and FVOA waived membership fees for 2021.

<b><u>300.0000.55.5110 Medical Expense/Immunization</u></b>	2020/2021-\$1,000	2021/2022-\$1,000
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This line item can cover drug and alcohol screenings, audiograms, and physicals.

### Utilities

<b><u>300.0000.60.5200 Utilities – Electric</u></b>	2020/2021-\$67,000	2021/2022-\$67,000
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1120 E. Church Street/WWTP

(Constellation Acct 1-119YHJ9)

(ComEd Acct 1236134009)

(Dynergy Acct 1236134009)

1120 E. Church Street/WWTP Equipment

(Constellation Acct 1-EL-1548)

(ComEd Acct 0073164020)

(Dynergy Acct 0073164020)

101 N. Sandy Bluff Road/Pumping Station

(Constellation Acct 1-8RX4YP)

(ComEd Acct 0507065090)

(Dynergy Acct 0507065090)

3100 E. Church Street/Pumping Station

(Constellation Acct 1-8RX51A)

(ComEd Acct 3360016005)

(Dynergy Acct 3360016005)

999 N. Fairwind Boulevard/Pumping Station

(Constellation Acct 1-8RX50F)

(ComEd Acct 1519084024)





<b>300.0000.65.5355 Chemicals &amp; Testing</b>	2020/2021-\$15,000	2021/2022-\$15,000
Polymer and Process Chemicals		
Polymer (4 drums @ \$900.00/ea)		\$3,600
Sodium Hypochlorite (Excess Flow Chlorination)		\$500
Sodium Thiosulfate (Excess Flow Dechlorination)		\$500
Testing Supplies		\$3,500
TSS Sampling-Daily		
• 6 packs of 90mm glass fiber filters	\$453	
• 4 packs of 45 cm glass fiber filters	\$150	
Fecal coliform 27 weeks x two tests per week =54 total test days x 3 per day = 162		
• 162 petri dishes	\$70	
• Coliform broth	\$240	
• Sterile filters	\$75	
• Sterile dilution water	\$180	
• 1 liter of ethyl alcohol	\$25	
• 1 case 10 ml disposable pipettes	\$80	
Ammonia Nitrogen-Three per week minimum		
• Hach TNT830	\$270	
Total Phosphorus – twice per week		
- Hach TNT 844	\$275	
COD Influent COD testing twice per week		
- Hach TNT 823	\$280	
Nitrate test once a month		
- Hach TNT 835 Nitrate	\$53.90/pack	
pH-Two tests per week minimum		
• pH 4, 7, 10 buffer	\$300	
BOD-Two tests per week		
• Nitrification inhibitor	\$50	
• Nutrient buffer	\$75	
• Dilution water	\$350	
• Disposable BOD Bottles (5 bottles/test)	\$485	
Total Chlorine Testing during an Excess Flow Event		

- Hach TNT 867 Total Chlorine \$41.79/pack

Lab Equipment \$1,000

Lab equipment includes beakers, pipettes, graduated cylinders, sample bottles etc.

**300.0000.65.5375 Building Maintenance** 2020/2021-\$25,000 2021/2022-\$25,000

WWTP Process Equipment Repairs & Maintenance/General Building Maintenance

This covers repairs and maintenance that may be needed for equipment that is part of the treatment process.

This will also cover general maintenance items like grease, oil and fasteners.

Some equipment covered under this line item includes:

- Influent step screen (1)
- Screenings wash press (1)
- Influent pumps (4)
- Influent level sensing equipment
  - Vortex Industries bar screen flow meter calibration - \$425 (annual)
- Influent and effluent flow meters
  - Vortex Industries influent flow meter calibration - \$425 (annual)
  - Vortex Industries effluent flow meter calibration - \$425 (annual)
  - Vortex Industries excess flow meter calibration - \$425 (annual)
- Non-potable water pumps (2)
- Oxidation ditch mixers (2)
- Oxidation ditch aerators (4)
- Oxidation ditch dissolved oxygen analyzer (1)
- Final clarifiers (3)
- Return activated sludge pumps (4)
- Waste activated sludge pumps (2)
- Thickened waste activated sludge pumps (2)
- TWAS level sensing equipment
- Plant water pumps and screening (2)
- Sump pumps (3)
- Polymer feed system (1)
- Belt filter press (1)
  - Replacement gravity belt - \$1,500 (5 years)
  - Replacement pressure belts - \$3,000 (5 years)
- Conveyors (2)
- Digester blowers (3)
- Digester fine bubble aeration system (3)
- Process return pumps and level sensing equipment (2)



2021 4xFlygt Pump Repair at Hall St. Lift Station \$10,000

**300.0000.70.5465 Liability Insurance** 2020/2021-\$10,000 2021/2022-\$10,000

**300.0000.70.5475 Computer Operations/Service** 2020/2021-\$10,000 2021/2022-\$10,000

ITRON FC300 Units Maintenance Agreement	\$1,300
ITRON MVRS Software Maintenance Agreement	\$1,800
Reliable Computer Service Maintenance Agreement	\$1,800
WIMS Base SPT MU, 1 User, 1 Facility (1 year)	\$900
Basic Support (1 year)	\$600
Office365 (1 year)	\$150
Office365 (1 year)	\$150
Avast	\$400
Unallocated	\$600

**300.0000.70.5480 Rental/Lease Agreements** 2020/2021-\$1,000 2021/2022-\$1,000

**300.0000.70.5485 Legal Notices & Advertising** 2020/2021-\$0 2021/2022-\$0

**300.0000.70.5550 Vehicles & Equipment** 2020/2021-\$10,000 2021/2022-\$10,000

This will cover any vehicle repair services for truck #23 and truck #6.

2006 International 7400 Vactor Truck – Vehicle #6: (15,450 miles)

Safety Lane – twice per year:	\$72
Replace tires – two front:	\$1,200
Replace tires – two rear:	\$800
Outside services:	\$10,000

**300.0000.70.5555 Testing Including Postage** 2020/2021-\$15,000 2021/2022-\$10,000

This covers all laboratory testing of wastewater samples by an outside lab. Examples are below.

- Quarterly biosolids sampling for metals and nutrients \$1,300
- Yearly biosolids sampling for fecal coliform \$375
- Yearly biosolids sampling for radium in biosolids \$250
- Semi-annual sampling of plant effluent \$1,200
- Monthly Dissolved P, Total P, TKN, Nitrate/Nitrite/Alkalinity \$2,220
- Industrial monitoring \$3,000
- Plant influent (Phosphorus study) \$5,000

**300.0000.70.5575 Building Maintenance**                      2020/2021-\$15,000      2021/2022-\$15,000

This is for contractual work on the WWTP buildings and some equipment within the buildings such as backflow prevention and HVAC.

The Capitalization Policy of the City of Sandwich estimates the useful lives of buildings as 40 years.

Hall Street Pumping Station Building (2007 completion; 2047 replacement)

Sludge Drying Bed Building (? completion; ? replacement)

Administration Building (2003 completion; 2043 replacement)

Preliminary Treatment and Influent Pumping Building (2003 completion; 2043 replacement)

Biosolids Storage Building (2003 completion; 2043 replacement)

WWTF Garage Building (? completion; ? replacement)

Biosolids Control Building (2003 completion; 2043 replacement)

Aerobic Digestion Building (2003 completion; 2043 replacement)

Final Clarifier Building (2003 completion; 2043 replacement)

**300.0000.70.5580 Sewer**    2020/2021-\$4,000      2021/2022-\$4,000

This covers any contracted work done to maintain the sanitary sewer collection system. An example of this would be using an excavator to dig up a sanitary sewer repair.

**300.0000.70.5582 Maintenance – Lift Stations**                      2020/2021-\$12,000      2021/2022-\$12,000

This line item covers pump inspections, pump rebuilding, changing impellers, oil changes, and other servicing performed by a contracted entity. This line item also includes electrical troubleshooting performed by an electrician.

Indian Springs Pumping Station

Fritsch Pumping Station

Thomas Pumping Station

WWTP Pumping Station

Fairwinds Pumping Station

Hall Street Pumping Station

**300.0000.70.5583 Sludge Hauling**    2020/2021-\$20,000      2021/2022-\$20,000

This line item covers the land application of biosolids that are hauled and applied by a licensed contractor.

### Other Expenses

**300.0000.75.5610 Employee Relations**                      2020/2021-\$0                      2021/2022-\$0

**300.0000.75.5615 Credit Card Service Charges**                      2020/2021-\$2,500                      2021/2022-\$2,500



This line item appears to be offset by 300.0000.00.0100. I believe that the rate that the City is collecting for credit card processing fees is the same rate charged by the payment processor. The City should consider raising the processing fees and generating a bit of income.

<b><u>300.0000.75.5630 Drainage District Fees</u></b>	2020/2021-\$200	2021/2022-\$200
500 W. Hall Street                      19-35-251-003	2017 Taxes \$14.88	
1120 E. Church Street                  19-36-227-012	2017 Taxes \$178.50	

<b><u>300.0000.75.5690 Refunds</u></b>	2020/2021-\$5,000	2021/2022-\$5,000
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This line item is budgeted to capture potential refunds for fiscal year 2021/2022.

<b><u>300.0000.75.5692 NPDES Permits</u></b>	2020/2021-\$20,500	2021/2022-\$20,500
NPDES Permit IL0030970	\$17,500	
General NPDES Permit ILR006781	\$500	
IEPA Permit 2015-SC-59408	\$2,500	

### Equipment

<b><u>300.0000.80.5730 Equipment (&lt;\$5,000)</u></b>	2020/2021-\$18,000	2021/2022-\$18,000
Process, Operation, or Lab Equipment less than \$5,000.00 (i.e. UPS backups, tools, lifting equipment)		
<b><u>300.0000.85.5830 Equipment (+\$5,000)</u></b>	2020/2021-\$55,000	2021/2022-\$10,000
Process, Operation, or Lab Equipment over \$5,000.00 (i.e. portable pumps, snow equipment)		

### Capital Improvements

<b><u>300.0000.90.6800 Capital Improvements</u></b>	2020/2021-\$578,000	2021/2022-\$0
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The projects and equipment previously funded by this line item in the operating budget will now fall under line item 350.0000.90.6800 in the capital budget.

## Bond & Debt Service

### **300.0000.95.6900 Debt Retirement**

2020/2021-\$575,000    2021/2022-\$595,000

The net debt service schedule for the \$4,880,000 General Obligation Waterworks & Sewerage Refunding Bonds (ARS), Series 2013 Dated Date 10/15/13, S&P "A+" Rated is as follows:

<b>Budget</b>	<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P+I</b>
2013/2014	3/15/2014	\$ -	\$ 54,760	\$ 54,760
2014/2015	9/15/2014	\$ 500,000	\$ 65,713	\$ 565,713
	3/15/2015	\$ -	\$ 60,713	\$ 60,713
2015/2016	9/15/2015	\$ 510,000	\$ 60,713	\$ 570,713
	3/15/2016	\$ -	\$ 55,613	\$ 55,613
2016/2017	9/15/2016	\$ 520,000	\$ 55,613	\$ 575,613
	3/15/2017	\$ -	\$ 50,413	\$ 50,413
2017/2018	9/15/2017	\$ 530,000	\$ 50,413	\$ 580,413
	3/15/2018	\$ -	\$ 43,788	\$ 43,788
2018/2019	9/15/2018	\$ 545,000	\$ 43,788	\$ 588,788
	3/15/2019	\$ -	\$ 36,975	\$ 36,975
2019/2020	9/15/2019	\$ 560,000	\$ 36,975	\$ 596,975
	3/15/2020	\$ -	\$ 28,575	\$ 28,575
2020/2021	9/15/2020	\$ 575,000	\$ 28,575	\$ 603,575
	3/15/2021	\$ -	\$ 19,950	\$ 19,950
2021/2022	9/15/2021	\$ 595,000	\$ 19,950	\$ 614,950
	3/15/2022	\$ -	\$ 9,538	\$ 9,538
2022/2023	9/15/2022	\$ 545,000	\$ 9,538	\$ 554,538
<b>Total</b>		<b>\$ 4,880,000</b>	<b>\$ 731,603</b>	<b>\$ 5,611,603</b>

This line item will cover the yearly principal payment due for the bond. The 2021/2022 payment is due on September 15, 2021 in an amount of \$595,000. (See above.)

### **300.0000.95.6910 Bond & Interest Payment**

2020/2021-\$48,525    2021/2022-\$29,488

This line item will cover the biannual interest payment due for the bond. The 2021/2022 payments are due on September 15, 2021 in an amount of \$19,950 and March 15, 2022 in an amount of \$9,538. (See above.)

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
CHARGES FOR SERVICES SERVICE							
300.0000.15.4400 SEWER CHARGES	1,100,000.00-	1,148,794.02-	1,050,000.00-	1,155,891.49-	1,150,000.00-	1,157,483.74-	1,167,500.00-
300.0000.15.4405 SEWER USER FEE			50,000.00-				
							1,167,500.00-
CHARGES FOR SERVICES TOTAL	1,100,000.00-	1,148,794.02-	1,100,000.00-	1,155,891.49-	1,150,000.00-	1,157,483.74-	
FINES & FORFEITS SERVICE							
300.0000.20.4645 SEWER LATE CHARGES	15,000.00-	14,623.70-	15,000.00-	12,183.00-	15,000.00-	382.00-	7,500.00-
							7,500.00-
FINES & FORFEITS TOTAL	15,000.00-	14,623.70-	15,000.00-	12,183.00-	15,000.00-	382.00-	
OTHER INCOME SERVICE							
300.0000.30.4690 CREDIT CARD SERVICE CHARGE			4,000.00-	1,287.72-	4,000.00-	191.16-	1,000.00-
300.0000.30.4695 MISCELLANEOUS INCOME		1,096.00-	1,000.00-	726.00-	1,000.00-	132.00-	500.00-
							1,500.00-
OTHER INCOME TOTAL	.00	1,096.00-	5,000.00-	2,013.72-	5,000.00-	323.16-	
TRANSFERS IN SERVICE							
300.0000.35.4850 IFT FROM OTHER FUNDS			625,550.00-	625,550.00-	1,282,875.00-		189,691.00-
							189,691.00-
TRANSFERS IN TOTAL	.00	.00	625,550.00-	625,550.00-	1,282,875.00-	.00	
OTHER OPERATIONS SERVICE							
GENERAL TOTAL	1,115,000.00-	1,164,513.72-	1,745,550.00-	1,795,638.21-	2,452,875.00-	1,158,188.90-	1,366,191.00-
GENERAL SERVICE							
300.0040.98.7125 DEPRECIATION EXPENSE		598,710.53					

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL TOTAL	.00	598,710.53	.00	.00	.00	.00	.00
PERSONNAL SERVICES SERVICE							
300.0000.50.5010 SALARIES	145,000.00	184,769.67	205,350.00	179,372.23	213,200.00	187,509.51	217,464.00
300.0000.50.5012 BASE WAGES-OTHER DEPARTMENTS	61,000.00	18,724.50		6,149.94		5,140.00	
300.0000.50.5020 OVERTIME @ 1.5	7,000.00	2,831.67	5,000.00	3,350.16	4,000.00	5,488.02	4,680.00
300.0000.50.5025 OVERTIME @ 2.0	4,500.00	2,459.61	5,000.00	3,146.01	4,000.00	2,345.68	2,640.00
300.0000.50.5030 LONGEVITY SALARY	1,710.00	4,156.72	2,980.00	3,861.78		476.98	
300.0000.50.5032 LONGEVITY SALARY-OTHER DEPT	2,900.00						
300.0000.50.5040 EMPLOYEE INSURANCE BENEFITS	22,000.00	6,438.59	22,000.00	7,982.11	21,500.00	11,505.14	29,930.00
300.0000.50.5042 EMP INS BENEFITS-OTHER DEPTS	12,300.00	21,171.31		16,506.24		24,883.44	
300.0000.50.5045 ACCRUED VACATION/SICK			3,000.00	1,521.25	3,000.00	6,816.00	1,500.00
300.0000.50.5050 OTHER BENEFITS		195.95	250.00		250.00		255.00
300.0000.50.5055 IMRF ER CONTRIBUTION		2,426.06	15,706.00	13,944.58	19,625.00	19,233.98	20,018.00
300.0000.50.5060 UNEMPLOYMENT INS			1,100.00	1,039.44	1,100.00	870.77	1,122.00
300.0000.50.5065 WORKMAN'S COMP INS			11,300.00	10,688.00	11,500.00	10,134.00	11,730.00
300.0000.50.5070 FICA MATCH		2,556.36	16,766.00	16,083.21	16,075.00	15,320.36	16,397.00
PERSONNAL SERVICES TOTAL	256,410.00	245,730.44	288,452.00	263,644.95	294,250.00	289,723.88	305,736.00
PROFESSIONAL DEVELOPMENT SERVICE							
300.0000.55.5100 TRAINING/TRAVEL/MEETING EXP	3,000.00	3,180.78	3,000.00	1,082.24	3,000.00	159.35	3,000.00
300.0000.55.5105 DUES & MEMBERSHIP		1,855.00	2,000.00	1,915.00	2,000.00		2,000.00
300.0000.55.5110 MEDICAL EXP/IMMUNIZATIONS		1,415.00	600.00		1,000.00	199.33	1,000.00
PROFESSIONAL DEVELOPMENT TOTAL	3,000.00	6,450.78	5,600.00	2,997.24	6,000.00	358.68	6,000.00

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
UTILITIES SERVICE							
300.0000.60.5200							67,000.00
UTILITIES - ELECTRIC	65,000.00	64,761.65	67,000.00	61,675.87	67,000.00	60,075.56	
300.0000.60.5205							5,000.00
UTILITIES - GAS	4,200.00	5,157.98	4,400.00	5,122.22	5,000.00	4,815.88	
300.0000.60.5210							5,500.00
UTILITIES - TELEPHONE	5,500.00	4,789.82	5,500.00	4,469.87	5,500.00	4,347.04	
300.0000.60.5215							1,200.00
UTILITIES - CABLE/INTERNET	960.00	837.80	1,000.00	1,031.76	1,000.00	945.78	
300.0000.60.5220							11,800.00
TRASH REMOVAL	2,000.00	1,169.02	1,800.00	1,213.20	1,500.00	1,456.76	
							90,500.00
UTILITIES TOTAL	77,660.00	76,716.27	79,700.00	73,512.92	80,000.00	71,641.02	
COMMODITIES SERVICE							
300.0000.65.5300							400.00
OFFICE SUPPLIES	600.00	3.41	150.00	385.51	500.00	130.42	
300.0000.65.5305							5,000.00
OPERATING/CLEANING SUPPLIES	7,000.00	5,698.72	7,000.00	2,607.66	5,000.00	1,335.38	
300.0000.65.5310							1,000.00
CLOTHING-UNIFORMS/SUPPLIES	1,500.00	1,385.23	1,200.00	1,109.78	1,200.00	722.31	
300.0000.65.5315							4,000.00
POSTAGE	3,700.00	3,517.51	3,700.00	4,315.94	5,000.00	3,853.67	
300.0000.65.5320							1,500.00
PRINTING EXPENSE	2,500.00	2,074.80	2,000.00	1,307.00	1,200.00	4,070.65	
300.0000.65.5330							4,000.00
VEHICLE FUEL	3,000.00	3,387.07	3,000.00	4,016.29	4,500.00	2,235.58	
300.0000.65.5340							1,000.00
SAFETY EQUIPMENT	800.00	157.24	800.00	1,661.35	800.00	1,478.16	
300.0000.65.5350							7,000.00
VEHICLES & EQUIPMENT	5,500.00	9,328.86	6,000.00	5,411.68	7,000.00	1,550.74	
300.0000.65.5355							15,000.00
CHEMICALS- SW & WA TREATMENT	14,000.00	12,207.48	15,000.00	10,620.62	15,000.00	8,369.79	
300.0000.65.5375							25,000.00
BUILDING MAINTENANCE	15,000.00	15,143.94	20,000.00	19,199.92	25,000.00	9,038.45	
300.0000.65.5380							400.00
SEWER	800.00	8.62	400.00	196.69	400.00	106.03	
300.0000.65.5382							4,800.00
MATERIAL - LIFT STAT REPAIRS	3,000.00	2,858.66	4,800.00	1,723.34	4,800.00	2,466.28	
							69,100.00
COMMODITIES TOTAL	57,400.00	55,771.54	64,050.00	52,555.78	70,400.00	35,357.46	
OUTSIDE SERVICES SERVICE							
300.0000.70.5410							2,500.00
AUDIT FEES			1,200.00	1,200.00	2,500.00	2,500.00	



ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EQUIPMENT (\$5,000 + ) SERVICE							
300.0000.85.5830 EQUIPMENT				5,596.70	55,000.00	5,974.31	10,000.00
							10,000.00
EQUIPMENT (\$5,000 + ) TOTAL	.00	.00	.00	5,596.70	55,000.00	5,974.31	
CAPITAL IMPROVEMENTS SERVICE							
300.0000.90.6800 CAPITAL IMPROVEMENTS		18,278.56	20,000.00	3,864.00	578,000.00	18,699.65	
							.00
CAPITAL IMPROVEMENTS TOTAL	.00	18,278.56	20,000.00	3,864.00	578,000.00	18,699.65	
BOND & DEBT SERVICE SERVICE							
300.0000.95.6900 DEBT RETIREMENT	545,000.00		560,000.00	560,000.00	575,000.00	575,000.00	595,000.00
300.0000.95.6910 BOND & INT PAYMENT	80,763.00	80,762.50	65,550.00	65,550.00	48,525.00	48,525.00	29,488.00
300.0000.95.6920 BOND PREMIUM		9,624.00-					
300.0040.98.7100 CONTINGENCY EXPENSE		4,208.15					
							624,488.00
BOND & DEBT SERVICE TOTAL	625,763.00	75,346.65	625,550.00	625,550.00	623,525.00	623,525.00	
TRANSFERS OUT SERVICE							
GENERAL TOTAL	1,376,758.00	1,223,422.54	1,485,052.00	1,376,440.47	2,452,875.00	1,203,248.58	1,366,191.00
							.00
SEWER TOTAL	261,758.00	58,908.82	260,498.00-	419,197.74-	.00	45,059.68	
							.00
Report Total	261,758.00	58,908.82	260,498.00-	419,197.74-	.00	45,059.68	



# *City of Sandwich*

*Sewer Reserve / Improvement Fund*



## Sewer Reserve Fund Budget

### Revenues

<b><u>350.0000.05.4195 Sewer Infrastructure Fees</u></b>	2020/2021-\$5,000	2021/2022-\$5,000
<b><u>350.0000.15.4425 Sewer Connection Fees</u></b>	2020/2021-\$10,000	2021/2022-\$10,000
<b><u>350.0000.25.4675 Interest Income</u></b>	2020/2021-\$20,000	2021/2022-\$20,000
<b><u>350.0000.30.4775 Proceeds From Debt Issue</u></b> IEPA Loan	2020/2021-\$0	2021/2022-\$900,000

### Expenses

#### Other Expenses

<b><u>350.0000.75.5690 Refunds</u></b>	2020/2021-\$1,500	2021/2022-\$1,500
<b><u>350.0000.90.6800 Capital Improvements</u></b>	2020/2021-\$0	2021/2022-\$900,000

Listed below are Capital Improvements for the 2021/2022 budget and future budgets:

Design Engineering of the Wastewater Treatment Plant Modifications that would be reimbursed once the IEPA Loan is approved.

Budgeted but not purchased on the 2020/2021 budget

Portable Generator for Lift Stations.	\$35,000
Vactor Replacement	\$125,000

New Capital Improvement Items for the 2021/2022 budget

Flygt Influent Pump	\$13,000
Influent Building Roof Replacement	\$12,000

Future Capital Improvements listed on 5 Year Spreadsheet

Treatment Plant Modification (Phosphorus)	\$12,000,000
Route 34 Sanitary Sewer Replacement	\$4,000,000
I and I Reduction	\$6,500,000
Latham Street Sewer Repairs	\$100,000

<b><u>350.0000.97.7000 IFT Transfer Out</u></b>	2020/2021-\$1,282,875	2021/2022-\$189,691
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**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

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ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
350.0000.05.4195 SEWER INFRASTRUCTURE FEES		3,000.00-		6,000.00-	5,000.00-		5,000.00-
		-----		-----	-----		-----
LICENCES & PERMITS TOTAL	.00	3,000.00-	.00	6,000.00-	5,000.00-	.00	5,000.00-
CHARGES FOR SERVICES SERVICE							
350.0000.15.4425 SEWER CONNECTION FEES		19,843.75-		14,000.00-	10,000.00-		10,000.00-
		-----		-----	-----		-----
CHARGES FOR SERVICES TOTAL	.00	19,843.75-	.00	14,000.00-	10,000.00-	.00	10,000.00-
INTEREST INCOME SERVICE							
350.0000.25.4675 INTEREST INCOME		63,409.93-			20,000.00-		20,000.00-
		-----		-----	-----		-----
INTEREST INCOME TOTAL	.00	63,409.93-	.00	.00	20,000.00-	.00	20,000.00-
OTHER INCOME SERVICE							
350.0000.30.4775 PROCEEDS FROM DEBT ISSUE							900,000.00-
		-----		-----	-----		-----
OTHER INCOME TOTAL	.00	.00	.00	.00	.00	.00	900,000.00-
CARRY OVER SERVICE							
GENERAL TOTAL	.00	86,253.68-	.00	20,000.00-	35,000.00-	.00	935,000.00-
OTHER EXPENSES SERVICE							
350.0000.75.5690 REFUNDS		1,000.00		750.00	1,500.00		1,500.00
		-----		-----	-----		-----
OTHER EXPENSES TOTAL	.00	1,000.00	.00	750.00	1,500.00	.00	1,500.00

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
CAPITAL IMPROVEMENTS SERVICE							
350.0000.90.6800 CAPITAL IMPROVEMENTS		13,718.61		75,209.24		92,373.15	900,000.00
		-----		-----		-----	-----
CAPITAL IMPROVEMENTS TOTAL	.00	13,718.61	.00	75,209.24	.00	92,373.15	900,000.00
TRANSFERS OUT SERVICE							
350.0000.97.7000 IFT TRANSFER OUT			625,550.00	625,550.00	1,282,875.00		189,691.00
		-----	-----	-----	-----	-----	-----
TRANSFERS OUT TOTAL	.00	.00	625,550.00	625,550.00	1,282,875.00	.00	189,691.00
=====							
GENERAL TOTAL	.00	14,718.61	625,550.00	701,509.24	1,284,375.00	92,373.15	1,091,191.00
=====							
SEWER RESERVE / IMPROVEME TOTA	.00	71,535.07-	625,550.00	681,509.24	1,249,375.00	92,373.15	156,191.00
=====							
Report Total	.00	71,535.07-	625,550.00	681,509.24	1,249,375.00	92,373.15	156,191.00



# *City of Sandwich*

## *Water Fund*

## Water Fund Budget Narrative

The Water Fund covers the personnel and the operation, maintenance, replacement, and expansion of the water field equipment, water supply system, the water treatment plants, the water distribution system, the water storage, and the water appurtenances.

The City currently owns three public wells. Well #1 was constructed in 1911, 12" casing to 139' and is open hole total depth 600'. and Well #2 are located near the Railroad Street Water Treatment Plant and was constructed in 1939 12" casing to 156' 12" inch open hole 146' to 301' 10" liner 301' to 396' 10" open hole to 600'. Well #3 is located near the Clark Street Water Treatment Plant and was constructed in 1939 Oatman Dairy well, 12" casing to 136' and 9" casing 136' to 401' and a 10" open hole to 610'. Well #3 is currently designated as an emergency source due to its radium concentration. The City currently considering utilizing this well by adding a HMO system for the removal of radium treatment at the Clark Street WTP to utilize existing Well #3. This will enable the plant to be used during emergency with power outages with the help on a 250k on sight generator.

The Railroad Street Water Treatment Plant was constructed in the 1930s; the City should begin the processing of decommissioning this facility this fiscal year. The Clark Street Water Treatment Plant was constructed in 1993 and was built with some measures for expansion at this location. In the short term, the treatment capacity lost from the removal of the Railroad Street facility should be added to the treatment capacity at the Clark Street Water Treatment Plant. Long term plans could consider an additional satellite treatment facility located away from the railroad tracks.

The City operates two elevated storage tanks: a 300,000-gallon tank (Green Street - 1955) and a 750,000 gallon tank (Duvick Avenue – 1993). The Duvick Avenue tower was repainted in 2016; the Green Street tower will be scheduled for repainting, approx. cost is \$250,000.00 to drain, sandblast and repaint and bring tower up to AWWA standards. Long term plans for a new water tower possibly located in the North West part of town, a 1mg tower is approximately 2,000,000.00. consideration for a mixing system inside the new tower to ensure fresh water to help turn over the water inside the tower. Per the AWWA water tower are to be inspected every 5 years inside and out, in past years the City of Sandwich has hired Dixon engineering to perform this task, the use of a robotic device, this helps with quicker inspections and no down time on the water towers and can be inspected during daily operations and not taking the tower offline.

The water distribution system of the City has many components that were installed over 50 years ago. In 1955, the City created a 10" water main loop around what was then the periphery of the City. There are several small diameter water mains located in Ward 3 that should be planned for replacement. As part of the treatment plant expansion/modifications, the pipe distribution network shall be analyzed through water modelling to ensure that there are no bottlenecks in the network. Long term plans include a large diameter pipe connection between the towers and redundant mains to serve the far eastern portions of the City. Currently the city has had some conversation with the City of Plano water department looking into the possibility of a interconnect between our water lines, this could be beneficial for both towns in case of a emergency, currently only a 10in

watermain supplies water east of Duvick Ave, that includes the dealerships, Dutch acres, the hotel and the rest of the lots going east. Currently A & B exteriors is on the eastern most part of that water system. engineering cost is estimated around \$10,000.00

The Illinois Department of Public Health and the Illinois Environmental Protection Agency continue to refine their positions regarding lead service lines. The City will eventually be required to develop a plan to eliminate lead service lines. That plan will likely include the removal of both the City's portion of the water service (from the water main to and including the service valve) and the consumer's portion of the water service (from the service valve to the water meter). City's main issue will be the financial responsibility of eliminating the consumer's portion of the lead water service, and further responsibility or taking ownership of the water line after the city makes repairs or complete line replacement.

A rate study will be performed in the upcoming fiscal year. Currently, the City's water rates increase by 4% annually. Approximately 2,670 water connections, the water department is currently working on a city-wide mapping system to get a better count of water service connections, no previous water records were kept on different types of water connections. Just estimating at this time 500 connections with a base cost of \$3000.00 to replace from B Box to house shut of \$1,500.000.00. Several options for paying, add the cost to homeowner water bill, paid over several months, Illinois Grants, or low interest loans.

## Revenues

### Revenues identified in the Municipal Code

- New connections to water mains: Section 86-10(1)
- Reconnections to water mains: Section 86-10(3)
- Upgrade connections to water mains: Section 86-10(4)
- Tapping charges: Section 86-10(5)
- Other water service charges: Section 86-10(6)
- Water services turn off/turn on fees: Section 86-10(8) and Section 86-62
- Cost of meter installation and meter repairs: Section 86-60
- Bill late penalty: Section 86-61 (water and sewer combined)
- Contractor's flat usage fee: Section 86-64
- Water service charge/user fee: Section 86-66(a)(1)
- Water basic service charge/administrative fee: Section 86-66(2)(b)
- Disconnection of service fee: Section 86-95
- Cleanup of the potable water supply: Section 86-96

### Revenues sometimes included in annexation agreements

Annexation agreement Resolution 2007-12

- Water infrastructure fee
- Water reserve fee – plant
- Water reserve fee – pipe

<b><u>400.0000.15.4405 Water User Fee</u></b>	2020/2021-\$0	2021/2022-\$0
The City is charging a quarterly administrative service charge of \$5.00 per customer. City council should consider raising the service charge to \$10.00 to help with administrative costs in billing. [Section 86-66(2)(b)]		
<b><u>400.0000.15.4500 Water Sales</u></b>	2020/2021-\$650,000	2021/2022-\$657,000
<b><u>400.0000.15.4525 Water Service – New Hook Ups</u></b>	2020/2021-\$0	2021/2022-\$0
This line item is used for receiving the building permit invoice amount for new water meters.		
<b><u>400.0000.20.4645 Water Late Charges</u></b>	2020/2021-\$6,000	2021/2022-\$3,000
Out of the \$10.00 charged to a user when the utility is not timely paid, the water department receives \$3.00. Consideration should be given to increase the late charge. In general, using \$6,200 for the collected late charges through February and dividing that amount by \$3.00, 2,067 user instances have been late out of a possible 9,030 user instances within the 10 months. Over 22% of user instances do not pay within 30 days of the bill being mailed. [4 quarters * 2,709 users * (10 months/12 months) = 9,030 user instances]		
<b><u>400.0000.30.4690 Credit Card Service Charge</u></b>	2020/2021-\$1,000	2021/2022-\$500
<b><u>400.0000.25.4675 Interest Income</u></b>	2020/2021-\$225	2021/2022-\$225
Interest income on water fund investments.		
<b><u>400.0000.35.4850 IFT From Other Funds</u></b>	2020/2021-\$70,363	2021/2022-\$97,212

### Expenditures

#### Personal Services

<b><u>400.0000.50.5010 Salaries</u></b>	2020/2021-\$229,888	2021/2022-\$234,486
(1) Water Superintendent (100%)		
(1) Water Operator (100%)		
(1) Billing Clerk (45%)		
(1) Payroll/Administrative Clerk (20%)		
(1) Director of Public Works (30%)		

Several area's the water department is responsible for is meter reading monthly, and Go-Backs and meter replacement, accounts for 247.5 man hours yearly. Hydrant flushing twice annually, April and October, around 103 man hours, last year water service and main breaks repairs account for 241 man hours, which include street department personal, Valve exercising of main line and hydrant valves around 68 man hours,

Julie locating was down a little this year due to covid, we had a total of 365 man hours, Moss is primarily the locating person, but Voelkel, Horan, Severson can do locates as well. The water department is also responsible for the city's cross connection program, Michele helps with clerical around 260-man hours yearly, I spend around 192-man hours yearly inspecting RPZ domestic and fire lines. Weekly we go around and test chlorine residuals and Bact's sampling, we currently have around 22 sample locations throughout the district, we spend around 312-man hours yearly sampling and testing. The rest of my time is filled with clerical work doing PO's and handling customer complaints about water bills or high consumption. 2020/2021 347.5-man hours were spent on meter reading, GO-Backs, and meter installs. 3 to 4 guys meter reading every month comes up to 211-man hours alone to read all 3 sections, 4 times a year.

<b><u>400.0000.50.5012 Base wages-other departments</u></b>	2020/2021-\$0	2021/2022-\$0
<b><u>400.0000.50.5015 Part Time</u></b>	2020/2021-\$0	2021/2022-\$0
<b><u>400.0000.50.5020 Overtime at 1.5x</u></b>	2020/2021-\$5,000	2021/2022-\$7,968
Saturdays 52 Saturdays; 1 hour per Saturday at \$45/hr: \$2,340.00 This is for scheduled weekend overtime work. The remaining time (125 hours) is for call outs. Call outs include water main/service breaks and plant and tower alarms and water meter replacements and water emergencies. Examples of some emergency's frozen pipes, broken water lines or main line valves leaking, and after hour appointments.		
<b><u>400.0000.50.5025 Overtime at 2.0x</u></b>	2020/2021-\$5,000	2021/2022-\$2,880
Holidays 11 Holidays; 2 hours per holiday @ \$60/hr: \$1,320.00 This is for scheduled weekend and holiday overtime work. The remaining time (26 hours) is for call outs. Remain amount can cover any emergency work done on a Holiday.		
<b><u>400.0000.50.5030 Longevity Salary</u></b>	2020/2021-\$0	2021/2022-\$0
<b><u>400.0000.50.5040 Employee Insurance Benefit</u></b>	2020/2021-\$34,000	2021/2022-\$34,680
<b><u>400.0000.50.5045 Accrued Vacation and Sick</u></b>	2020/2021-\$7,000	2021/2022-\$3,500
<b><u>400.0000.50.5055 IMRF Employer Contribution</u></b>	2020/2021-\$22,000	2021/2022-\$22,440
<b><u>400.0000.50.5060 Unemployment Insurance</u></b>	2020/2021-\$1,000	2021/2022-\$1,020
<b><u>400.0000.50.5065 Workman's Comp Insurance</u></b>	2020/2021-\$11,500	2021/2022-\$12,730
<b><u>400.0000.50.5070 FICA Match</u></b>	2020/2021-\$18,500	2021/2022-\$18,870



## Professional Development

**400.0000.55.5100 Training/Travel/Meeting Exp**                      2020/2021-\$3,000                      2021/2022-\$3,000

Voelkel – WaterCon 2020 Springfield IL. 4 days of schooling and Lodging, WaterCon is schedule for some time in August of 2021, last year all indoor classes were canceled because of Covid 19 only online was offered.

Moss – AWWA conferences and approved AWWA training for CEU's

Severson-AWWA conferences and approved AWWA training for CEU's

Voelkel and Moss currently hold a class B water license to operate the City's Class B Water Treatment Plant, 30 hours of CEU are needed every 3 years to maintain this classification, Severson currently has a Class C water license, 15 hours of CEU are needed every 3 years to maintain this classification. Severson has requested more training in the water plant to obtain a class B water License, this will also mean increase man hours for Severson at water treatment plants to meet EPA requirements to achieve Class B requirements. We encourage all city employees to go through a class D water class, this would help with watermain replacement, hydrants repairs or replacements and field work in the city distribution system and basic water system knowledge.

flagger Training

Trench Safety

Class D Water Operator Training: basic 2 day class is \$300.00

Pesticide Operator Training

General Standards (Moss)

Turf Pest Control (Moss)

**400.0000.55.5105 Dues & Memberships**                      2020/2021-\$350                      2021/2022-\$350

The City's American Water Works Association membership is covered by this line item.

## Utilities

**400.0000.60.5200 Utilities – Electric**                      2020/2021-\$42,000                      2021/2022-\$42,000

300 S. Clark Street/Clark Street WTP/Tap 02

(Constellation Acct 1-EX-3151)

(ComEd Acct 0873093031)

(Dynergy Acct 0873093031)

309 E. Railroad Street/Railroad Street WTP/Tap 01

(Constellation Acct 1-1D47-434)

(ComEd Acct 1182170011)

(Dynergy Acct 1182170011)

312 E. College Street/Well # 3 (Receives electric service from Clark Street WTP)

750 N. Duvick Avenue/750,000-gallon Elevated Water Tank

(Constellation Acct 1-1D47-433)

(ComEd Acct 2395026009)



(Circuit 4-535 X)

312 E. College Street Well # 3 hardwire communication to TAP02 Clark street plant.

750 N. Duvick Avenue

25 N. Green Street

**400.0000.60.5215 Utilities – Cable/Internet**                      2020/2021-\$0                      2021/2022-\$0

The Clark Street WTP has internet connectivity through the Police Department network. Water treatment facility may have to look for a internet provider if the Sandwich Police dept, is relocated to 6<sup>th</sup> street

**400.0000.60.5220 Trash Removal**                                      2020/2021-\$1,000                      2021/2022-\$1,000

This line item will cover garbage removal, and spoils from water main projects that must be hauled off sight and help with clean up at the spoils pile located in the rear of sewer plant.

### Commodities

**400.0000.65.5300 Office Supplies**                                      2020/2021-\$500                      2021/2022-\$500

This line item will cover basic office supplies like printer ink, paper clips, paper, etc, reams of paper.

**400.0000.65.5305 Operating/Cleaning Supplies**                      2020/2021-\$500                      2021/2022-\$500

This line item will cover operating and cleaning supplies not covered under other line items. Examples would be daily consumables like garbage bags, batteries, furnace filters, lighting, Bathroom supplies and car soap and floor cleaners.

**400.0000.65.5310 Clothing – Uniforms/Supplies**                      2020/2021-\$1,200                      2021/2022-\$1,200

Public works employees clothing allowance has been reduced to \$500.00 per person, This clothing line items covers buying clothing that may get damaged or just worn out during normal operation's or performing daily task, we also provide basic clothing that is necessary for daily task, gloves, safety glasses, buckle boots.

**400.0000.65.5315 Postage**    2020/2021-\$4,500                      2021/2022-\$4,500

This line item covers the postage requirements for utility billing (bills, late notices, shutoff notices, and accounts payable documentation). Additionally, this line item is charged when the cross-contamination control surveys are mailed. 2021 Tri annual cross connection surveys will go out sometime this summer. Monthly IEPA reports are also mailed to Rockford regional office.

**400.0000.65.5320 Printing Expense**                                      2020/2021-\$1,500                      2021/2022-\$1,500

This line item covers the printing preparations for utility billing (bills, late notices, shutoff notices, boil order notices, and water department door hangers). Also covers the cost of red cards and green cards we hand out for late charges or insufficient funds.

**400.0000.65.5325 Publications**    2020/2021-\$300                      2021/2022-\$300

Publications this line item cover the cost of educational books and manuals.

**400.0000.65.5330 Vehicle Fuel**

2020/2021-\$2,800

2021/2022-\$2,800

This line item covers fuel for truck #16 (2006 Ford F-150) and truck #26 (2019 Ford F-250). Diesel fuel for the emergency generator at the Clark Street WTP should not come from this line item.

**400.0000.65.5340 Safety Equipment**

2020/2021-\$500

2021/2022-\$500

This line item covers fall protection, safety glasses, hard hats, hearing protection, safety vests/uniform, etc.: personal protective equipment.

**400.0000.65.5350 Vehicles & Equipment**

2020/2021-\$1,200

2021/2022-\$1,200

This line item covers the cost of equipment and items to maintain truck #16, truck #26, the emergency diesel generator at Clark street water plant, and the valve exerciser, and the natural gas motor to operate well # 1 for the railroad street plant.

**400.0000.65.5355 Chemicals & Testing**

2020/2021-\$20,000

2021/2022-\$20,000

This line item covers monthly, quarterly, and yearly testing of all 3 wells and finished water at Tap 01 and Tap02, as well as distribution samples for main breaks and boil orders. Items that are tested include IOC, SOC, VOC, E Coli, Nitrite, Nitrate, Radium, Lead and Copper. This line item also covers the treatment chemicals chlorine and fluoride that are injected into the water system. Chlorine, fluoride, and iron AccuVac tests are used on a daily basis for checking quality and levels of chemicals. Currently we are testing the raw and finished for more items, Manganese, Ammonia, TDS, Barium, Sulfates, Alkalinity and total hardness. After running this HMO pilot, we will have the ability to feed HMO to the new filter media, this will give the City the ability to run well # 3 and remove it off emergency backup status, HMO system will remove radium from the water.

**400.0000.65.5360 Streets**

2020/2021-\$8,000

2021/2022-\$8,000

This line item covers any street/right-of-way repair costs that are due to a water main break, water service repair, or fire hydrant repair. Aggregate (sand or gravel), concrete or asphalt for street pavements, sidewalks, curbs and gutters, and dirt and grass seed are all restoration costs that could be necessary in the event of a water repair. In 2020 we only had 7 main breaks and 4 water service repairs, During the winter months we run Tap01 only 2 to 3 hours every day to minimize booster pumps shutting on and off.

**400.0000.65.4375 Building Maintenance**

2020/2021-\$1,000

2021/2022-\$1,000

There are several structures (buildings) that will require general maintenance. (309 E. Railroad Street, 312 E. College Street, 300 S. Clark Street, and the Well #2 and well #3 enclosures.

**400.0000.65.5385 Waterworks Repair**

2020/2021-\$6,000

2021/2022-\$6,000

This line item should be used for repairs and maintenance of the water treatment plant process equipment. Chlorine injection parts, fluoride injection parts, pump maintenance, valve maintenance, Chlorine scales at Both plant, Chlorine booster pump at Tap01,

**400.0000.65.5390 Water Line Repair**

2020/2021-\$40,000

2021/2022-\$40,000

This line item should be used for the repairs and maintenance of the public water mains, City's portion of water services, and fire hydrants. Water main repair clamps, water main pipe and gaskets, curb valves, raising and lowering kits, and curb valve boxes, main valves and main valve boxes, stuffing boxes, fire hydrant repair parts



Key Construction & Plumbing annual RPZ testing		\$1,000
Artlip & Sons HVAC Tap02 annual contract \$976.00		\$1,000
ATS leak locating services annually looking for water systems leaks		\$3,000
Bob Webber for yearly EWT Calibrations		\$1,000
2021/2022 Water Master Planning (Rate study, modeling)		
2021/2022 Wilshire/Wentworth Water Main Replacement		
2021/2022 Green Street/Water Street Area Water Main Replacement		
2021/2022 Clark Street Water Treatment Plant Upgrades		
2021/2022 Elm Street Water Main Replacement		
2021/2022 Latham Street water Main Replacement		
<b><u>400.0000.70.5465 Liability Insurance</u></b>	2020/2021-\$10,000	2021/2022-\$16,666
<b><u>400.0000.70.5475 Computer Operations/Service</u></b>	2020/2021-\$4,000	2021/2022-\$6,500
ITRON FC300 Dock/Spread read		\$1,530.00
ITRON FCS SFTW 2501-5000 meters		\$3,327.00
Reliable computer service, \$100,00 per month		\$1200.00
Office365 (1 year)		\$150.00
Avast		
Unallocated		\$293.00
<b><u>400.0000.70.5480 Rental/Lease Agreements</u></b>	2020/2021-\$1,000	2021/2022-\$1,000
<b><u>400.0000.70.5485 Legal Notices &amp; Advertising</u></b>	2020/2021-\$2,000	2021/2022-\$2,000
This line item covers legal notices and publication reports published in the local newspaper, the Sandwich Record. The annual Consumer Confidence Report (CCR) must be published in the local newspaper. The Notice to Bidders for upcoming projects (water main replacement, plant upgrades) is also to be published in the local newspaper.		
<b><u>400.0000.70.5550 Vehicles &amp; Equipment</u></b>	2020/2021-\$15,000	2021/2022-\$15,000
This line item covers any outside repairs made on water truck #16 and water truck #26. This also can be used on Repairs for the Vactor (truck #6), the John Deere 410, and future wheel loader.		
<b><u>400.0000.70.5555 Testing Including Postage</u></b>	2020/2021-\$1,000	2021/2022-\$1,000
This line item covers any outside special testing of ground water or private wells located within city limits. Any specific water tests that cannot be performed by Water Department personnel will be expensed from this line item.		
<b><u>400.0000.70.5575 Maintenance – Buildings</u></b>	2020/2021-\$32,000	2021/2022-\$32,000
This line item covers building maintenance items of Tap 01, Tap 02, 312 E. College Street and the Well #2 and well #3 enclosures. This line item will additionally cover site maintenance items like the blacktop repairs.		
2021 309 East Railroad Street Roof Repairs		\$30,000

**400.0000.70.5590 Maintenance – Waterlines**                      2020/2021-\$5,000                      2021/2022-\$5,000

The line item can be used outside contractors to help with water system. the city of sandwich should consider having the hydrants painted again and re classified for flow rating for fire department and ISO rating. Basic fire hydrant maintenance is taken from this line item, examples Hydrant oil, O rings, bonnet gaskets and hydrant hardware.

#### Other Expenses

**400.0000.75.5610 Employee Relations**                      2020/2021-\$0                      2021/2022-\$0

**400.0000.75.5615 Credit Card Service Charges**                      2020/2021-\$1,200                      2021/2022-\$1,200

**400.0000.75.5695 Misc Expense**                      2020/2021-\$250                      2021/2022-\$250

The annual ROSS IEPA Air Pollution permit should be paid from this line item to match how sewer pays for IEPA permits.

Annual Ross Site Fee 037485AAP                      \$250.00

#### Equipment & Capital Improvements

**400.0000.80.5730 Equipment (<\$5,000)**                      2020/2021-\$5,000                      2021/2022-\$5,000

This line item will cover any unforeseen items that may come up that were not planned for, less than \$5,000.

**400.0000.85.5830 Equipment (>\$5,000)**                      2020/2021-\$55,000                      2021/2022-\$55,000

**400.0000.90.6800 Capital improvements**                      2020/2021-\$0                      2021/2022-\$0

Projects that have historically been budgeted out of this line item are now budgeted from 450.0000.90.6800.

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
CHARGES FOR SERVICES SERVICE							
400.0000.15.4405 WATER USER FEE			50,000.00-				
400.0000.15.4500 WATER SALES	600,000.00-	632,064.98-	540,000.00-	652,312.82-	650,000.00-	662,485.45-	657,000.00-
400.0000.15.4525 WATER SERVICE - NEW HOOK UPS		2,540.50-		2,524.00-		1,438.00-	
							657,000.00-
CHARGES FOR SERVICES TOTAL	600,000.00-	634,605.48-	590,000.00-	654,836.82-	650,000.00-	663,923.45-	
FINES & FORFEITS SERVICE							
400.0000.20.4645 WATER LATE CHARGES	8,000.00-	7,101.00-	6,000.00-	5,957.00-	6,000.00-	238.00-	3,000.00-
							3,000.00-
FINES & FORFEITS TOTAL	8,000.00-	7,101.00-	6,000.00-	5,957.00-	6,000.00-	238.00-	
OTHER INCOME SERVICE							
400.0000.30.4690 CREDIT CARD SERVICE CHARGE				858.53-	1,000.00-	89.07-	500.00-
400.0000.30.4695 MISCELLANEOUS INCOME		1,602.07-		284.00-	225.00-	78.00-	225.00-
							725.00-
OTHER INCOME TOTAL	.00	1,602.07-	.00	1,142.53-	1,225.00-	167.07-	
TRANSFERS IN SERVICE							
400.0000.35.4850 IFT FROM OTHER FUNDS					70,363.00-		96,567.00-
							96,567.00-
TRANSFERS IN TOTAL	.00	.00	.00	.00	70,363.00-	.00	
OTHER OPERATIONS SERVICE							
							757,292.00-
GENERAL TOTAL	608,000.00-	643,308.55-	596,000.00-	661,936.35-	727,588.00-	664,328.52-	



**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL SERVICE							
400.0040.98.7100 CONTINGENCY EXPENSE		1,803.48					
400.0040.98.7125 DEPRECIATION EXPENSE		177,686.22					
GENERAL TOTAL	.00	179,489.70	.00	.00	.00	.00	.00
PERSONNAL SERVICES SERVICE							
400.0000.50.5010 SALARIES	115,000.00	111,298.87	222,000.00	175,585.99	229,888.00	194,513.96	234,486.00
400.0000.50.5012 BASE WAGES-OTHER DEPARTMENTS	35,000.00	31,517.92		12,243.38		10,903.25	
400.0000.50.5020 OVERTIME @ 1.5	8,000.00	7,333.01	8,000.00	5,826.96	5,000.00	8,986.73	5,100.00
400.0000.50.5025 OVERTIME @ 2.0	4,500.00	3,833.57	6,000.00	4,609.40	5,000.00	1,594.27	5,100.00
400.0000.50.5030 LONGEVITY SALARY	4,600.00	3,417.44	9,450.00	8,912.50		546.62	
400.0000.50.5032 LONGEVITY SALARY-OTHER DEPT	1,200.00						
400.0000.50.5040 EMPLOYEE INSURANCE BENEFITS	35,000.00	24,560.97	35,000.00	20,177.59	34,000.00	21,493.61	34,680.00
400.0000.50.5042 EMP INS BENEFITS-OTHER DEPTS	14,000.00	8,623.08		13,948.49		18,235.85	
400.0000.50.5045 ACCRUED VACATION/SICK	16,000.00		6,650.00	6,587.56	7,000.00	43,987.82	3,500.00
400.0000.50.5055 IMRF EMPLOYER CONTRIBUTION		2,155.61	17,857.00	14,918.47	22,000.00	24,122.69	22,440.00
400.0000.50.5060 UNEMPLOYMENT INS.			1,000.00	1,121.20	1,000.00	911.65	1,020.00
400.0000.50.5065 WORKMAN'S COMP INS.			11,400.00	10,768.00	11,500.00	10,781.00	12,730.00
400.0000.50.5070 FICA MATCH		2,260.20	18,862.00	17,079.26	18,500.00	19,291.11	18,870.00
PERSONNAL SERVICES TOTAL	233,300.00	195,000.67	336,219.00	291,778.80	333,888.00	355,368.56	337,926.00
PROFESSIONAL DEVELOPMENT SERVICE							
400.0000.55.5100 TRAINING/TRAVEL/MEETING EXP	3,000.00	1,052.45	3,000.00	968.53	3,000.00	196.71	3,000.00
400.0000.55.5105 DUES & MEMBERSHIP	600.00	575.00	350.00	585.00	350.00	361.00	350.00
400.0000.55.5110 MEDICAL EXP/IMMUNIZATIONS						199.33	

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
PROFESSIONAL DEVELOPMENT TOTA	3,600.00	1,627.45	3,350.00	1,553.53	3,350.00	757.04	3,350.00
UTILITIES SERVICE							
400.0000.60.5200 UTILITIES - ELECTRIC	40,000.00	41,255.76	42,000.00	42,532.34	42,000.00	41,477.72	42,000.00
400.0000.60.5205 UTILITIES - GAS	6,000.00	5,823.51	6,000.00	5,188.45	6,000.00	5,227.48	6,000.00
400.0000.60.5210 UTILITIES - TELEPHONE	4,400.00	3,549.39	4,400.00	4,201.38	4,400.00	4,443.91	4,400.00
400.0000.60.5215 UTILITIES - CABLE/INTERNET		291.89					
400.0000.60.5220 TRASH REMOVAL			1,000.00		1,000.00	160.00	10,000.00
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UTILITIES TOTAL	50,400.00	50,920.55	53,400.00	51,922.17	53,400.00	51,309.11	62,400.00
COMMODITIES SERVICE							
400.0000.65.5300 OFFICE SUPPLIES	700.00	375.53	500.00	270.13	500.00	131.43	500.00
400.0000.65.5305 OPERATING/CLEANING SUPPLIES	20,000.00	16,268.38	500.00	1,124.13	500.00	152.06	500.00
400.0000.65.5310 CLOTHING-UNIFORMS/SUPPLIES	700.00	608.87	1,200.00	1,295.92	1,200.00	687.07	1,200.00
400.0000.65.5315 POSTAGE	3,500.00	4,201.12	4,500.00	2,465.92	4,500.00	2,654.46	4,500.00
400.0000.65.5320 PRINTING EXPENSE	1,500.00	1,638.60	1,500.00	582.60	1,500.00	1,600.02	1,500.00
400.0000.65.5325 PUBLICATIONS	350.00	327.00	300.00	199.20	300.00		300.00
400.0000.65.5330 VEHICLE FUEL	2,000.00	1,415.97	1,500.00	2,714.40	2,800.00	2,085.78	2,800.00
400.0000.65.5340 SAFETY EQUIPMENT	1,200.00	417.41	500.00	1,617.44	500.00	609.42	500.00
400.0000.65.5350 VEHICLES & EQUIPMENT	1,200.00	1,280.88	1,200.00	1,768.91	1,200.00	800.48	1,200.00
400.0000.65.5355 CHEMICALS- SW & WA TREATMENT	20,000.00	18,886.19	20,000.00	25,699.02	20,000.00	21,676.16	20,000.00
400.0000.65.5360 STREETS	5,000.00		8,000.00	3,286.45	8,000.00	7,480.35	8,000.00
400.0000.65.5375 BUILDING MAINTENANCE			1,000.00	491.05	1,000.00	332.13	1,000.00
400.0000.65.5385 MATERIAL WATERWORKS REPAIR			6,000.00	2,966.70	6,000.00	2,303.88	6,000.00
400.0000.65.5390 MATERIAL - WATERLINE REPAIR		1,029.10	40,000.00	4,874.12	40,000.00	10,183.54	40,000.00

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
400.0000.65.5395 MATERIAL - METERS-METER REP	50,000.00	49,543.62	25,000.00	25,722.60	25,000.00	18,931.64	25,000.00
<hr/>							113,000.00
COMMODITIES TOTAL	106,150.00	95,992.67	111,700.00	75,078.59	113,000.00	69,628.42	
OUTSIDE SERVICES SERVICE							
400.0000.70.5410 AUDIT FEES			1,200.00	1,200.00	2,500.00	2,500.00	2,500.00
400.0000.70.5440 JULIE SERVICES						5,659.82	7,500.00
400.0000.70.5450 CONTRACTUAL SERVICES	90,000.00	19,487.62	90,000.00	39,585.88	90,000.00	71,201.67	90,000.00
400.0000.70.5465 LIABILITY INSURANCE			10,000.00	15,199.00	10,000.00	22,811.00	16,666.00
400.0000.70.5475 COMPUTER MAINTENANCE AGREEMTS	8,600.00	3,034.42	4,000.00	1,250.00	4,000.00	3,572.58	6,500.00
400.0000.70.5480 RENTAL/LEASE AGREEMENTS			1,000.00	376.00	1,000.00	376.00	1,000.00
400.0000.70.5485 LEGAL NOTICES & ADVERTISING	2,000.00	18.02	2,000.00	1,426.00	2,000.00	1,290.78	2,000.00
400.0000.70.5550 VEHICLES & EQUIPMENT	15,000.00	4,393.74	15,000.00	600.00	15,000.00	2,086.58	15,000.00
400.0000.70.5555 TESTING INCLUDING POSTAGE	1,500.00		1,000.00	750.00	1,000.00	650.00	1,000.00
400.0000.70.5575 BUILDING MAINTENANCE	5,000.00	225.62	2,500.00	2,180.00	32,000.00	7,841.00	32,000.00
400.0000.70.5590 MAINTENANCE-WATERLINES		20.30	5,000.00	2,132.00	5,000.00		5,000.00
<hr/>							179,166.00
OUTSIDE SERVICES TOTAL	122,100.00	27,179.72	131,700.00	64,698.88	162,500.00	117,989.43	
OTHER EXPENSES SERVICE							
400.0000.75.5610 EMPLOYEE RELATIONS	75.00						
400.0000.75.5615 CREDIT CARD SERVICE CHARGES	200.00	1,477.07	1,200.00	1,221.70	1,200.00	332.47	1,200.00
400.0000.75.5690 REFUNDS		1,123.35		2,477.99			
400.0000.75.5695 MISC EXPENSE			250.00		250.00	235.00	250.00
<hr/>							1,450.00
OTHER EXPENSES TOTAL	275.00	2,600.42	1,450.00	3,699.69	1,450.00	567.47	

**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EQUIPMENT (\$0 - \$4,999) SERVICE							
400.0000.80.5730 EQUIPMENT	10,000.00	4,445.00	5,000.00	1,062.15	5,000.00		5,000.00
							5,000.00
EQUIPMENT (\$0 - \$4,999) TOTAL	10,000.00	4,445.00	5,000.00	1,062.15	5,000.00	.00	
EQUIPMENT (\$5,000 + ) SERVICE							
400.0000.85.5830 EQUIPMENT	45,000.00			7,377.00	55,000.00		55,000.00
							55,000.00
EQUIPMENT (\$5,000 + ) TOTAL	45,000.00	.00	.00	7,377.00	55,000.00	.00	
CAPITAL IMPROVEMENTS SERVICE							
400.0000.90.6800 CAPITAL IMPROVEMENTS	136,600.00	5,096.10	50,000.00	18,887.35			
							.00
CAPITAL IMPROVEMENTS TOTAL	136,600.00	5,096.10	50,000.00	18,887.35	.00	.00	
TRANSFERS OUT SERVICE							
GENERAL TOTAL	707,425.00	562,352.28	692,819.00	516,058.16	727,588.00	595,620.03	757,292.00
							.00
WATER TOTAL	99,425.00	80,956.27-	96,819.00	145,878.19-	.00	68,708.49-	
							.00
Report Total	99,425.00	80,956.27-	96,819.00	145,878.19-	.00	68,708.49-	



# *City of Sandwich*

*Water Reserve / Improvement Fund*

## Water Reserve Fund Budget

### Revenues

<b><u>450.0000.05.4195 Water Infrastructure Fees</u></b>	2020/2021-\$3,000	2021/2022-\$3,000
<b><u>450.0000.15.4525 Water Connection Fees</u></b>	2020/2021-\$10,000	2021/2022-\$10,000

### Expenses

#### Capital Improvements

<b><u>450.0000.90.6800 Capital Improvements</u></b>	2020/2021-\$0	2021/2022-\$779,965
Clark Street filter/media replacement and filter repairs		
Risk & Resilient study due June 2021, Table top exercise in December		\$50,000
Well # 3-11432 well rehab		\$60,000
HMO install at Clark street, for radium removal system		\$200,000
Latham Street water main project 09-20-0055		
Phase II engineering water portion of the project		\$19,965
Construction Contractor, Municipal Utilities (water)		\$325,000
½ of Vactor with Waste Water		\$125,000
<b>Future water main projects</b>		
Lions Road - Wells to Main		\$50,000
Green Street – Water to Church		\$50,000
Dayton Street – Lions to Church		\$60,000
Griswold Springs extension to Sandy Bluff/help with dead ends		\$10,000
Elm Street – 6 <sup>th</sup> to Arnold street		\$50,000
4 <sup>th</sup> street – Cedar to Latham		\$10,000
Water Street – Green to Main		\$10,000
Wolfe Street – Fayette to Hall		\$10,000

This line items will help cover the future water main upgrade projects, also upgrades on the current water system that have under sized water mains, IEPA requires any water line that is under 4in diameter that supplies more than 1 house should be replaced. City of Sandwich currently has a few locations in town 1 ½ and 2in lines that supply more than one resident. Larger diameter water line help with water distribution water quality and the ability to have greater volumes of water in the residential areas.

<b><u>450.0000.97.7000 IFT Transfer Out</u></b>	2020/2021-\$70,363	2021/2022-\$ 97,212
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**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
450.0000.05.4195 WATER INFRASTRUCTURE FEES		1,500.00-		3,000.00-	3,000.00-		3,000.00-
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LICENCES & PERMITS TOTAL	.00	1,500.00-	.00	3,000.00-	3,000.00-	.00	3,000.00-
CHARGES FOR SERVICES SERVICE							
450.0000.15.4525 WATER CONNECTION FEES		10,853.50-		11,666.00-	10,000.00-	2,000.00-	10,000.00-
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CHARGES FOR SERVICES TOTAL	.00	10,853.50-	.00	11,666.00-	10,000.00-	2,000.00-	10,000.00-
INTEREST INCOME SERVICE							
450.0000.25.4675 INTEREST INCOME		52,530.92-					
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INTEREST INCOME TOTAL	.00	52,530.92-	.00	.00	.00	.00	.00
CARRY OVER SERVICE							
GENERAL TOTAL	.00	64,884.42-	.00	14,666.00-	13,000.00-	2,000.00-	13,000.00-
GENERAL SERVICE							
450.0000.00.5695 MISC EXPENSE		44,113.42-					
450.0000.90.6800 CAPITAL IMPROVEMENTS						61,407.90	1,344,966.00
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GENERAL TOTAL	.00	44,113.42-	.00	.00	.00	61,407.90	1,344,966.00
OUTSIDE SERVICES SERVICE							
450.0000.70.5585 WATER		55,633.92					
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**BUDGET WORKSHEET**  
**CALENDAR 4/2021, FISCAL 12/2021**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
OUTSIDE SERVICES TOTAL	.00	55,633.92	.00	.00	.00	.00	.00
OTHER EXPENSES SERVICE							
450.0000.75.5690 REFUNDS		833.00					
OTHER EXPENSES TOTAL	.00	833.00	.00	.00	.00	.00	.00
TRANSFERS OUT SERVICE							
450.0000.97.7000 IFT TRANSFER OUT					70,363.00		96,567.00
TRANSFERS OUT TOTAL	.00	.00	.00	.00	70,363.00	.00	96,567.00
GENERAL TOTAL	.00	12,353.50	.00	.00	70,363.00	61,407.90	1,441,533.00
ROUTE 34 IMPROVEMENTS DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
WATER RESERVE / IMPROVEME TOTA	.00	52,530.92-	.00	14,666.00-	57,363.00	59,407.90	1,428,533.00
Report Total	.00	52,530.92-	.00	14,666.00-	57,363.00	59,407.90	1,428,533.00