



City of Sandwich

*DRAFT BUDGET
FOR THE FISCAL YEAR ENDED
APRIL 30, 2021*



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BUDGET SUMMARY BY GOVERNMENTAL FUNDS

PROPOSED FY 2021 BUDGET

| DESCRIPTION | GENERAL FUND | CAPITAL IMPROVE FUND | MOTOR FUEL TAX FUND | DRUG ABUSE FUND | IMPACT FEE FUND | TOURISM FUND | FAIRWINDS BLVD IMPROVEMENT FUND | ANNEX / EXCAV DEPOSIT | POLICE PENSION FUND | TOTAL | SEWER RESERVE | SEWER SYSTEM | WATER RESERVE | WATER SYSTEM | TOTAL | TOTAL ALL FUNDS |
|----------------------------------|---------------------|----------------------|---------------------|------------------|-------------------|------------------|---------------------------------|-----------------------|---------------------|---------------------|------------------|---------------------|------------------|-------------------|---------------------|----------------------|
| ESTIMATED CASH AS OF MAY 1, 2020 | \$ 1,941,869 | \$ 417,628 | \$ 1,139,861 | \$ 42,590 | \$ 239,189 | \$ 30,811 | \$ 62,219 | \$ 21,000 | \$ - | \$ 3,895,168 | \$ 3,504,346 | \$ - | \$ 2,005,055 | \$ 197,586 | \$ 5,706,987 | \$ 9,602,155 |
| REVENUES | | | | | | | | | | | | | | | | |
| TAXES | 3,953,676 | - | - | - | - | 24,500 | - | - | 654,691 | 4,632,867 | - | - | - | - | - | 4,632,867 |
| LICENSES & PERMITS | 63,000 | - | - | - | 20,000 | - | - | 5,000 | - | 88,000 | 5,000 | - | 3,000 | - | 8,000 | 96,000 |
| INTERGOVERNMENTAL SERVICE | 70,000 | - | 237,207 | - | - | - | - | - | - | 307,207 | - | - | - | - | - | 307,207 |
| CHARGES FOR SERVICE | 3,750 | - | - | - | - | - | - | - | - | 3,750 | 10,000 | 1,150,000 | 10,000 | 650,000 | 1,820,000 | 1,823,750 |
| FINES & FORFEIT | 83,500 | - | - | 10,020 | - | - | - | - | - | 93,520 | - | 15,000 | - | 6,000 | 21,000 | 114,520 |
| OTHER INCOME | 92,600 | 22,000 | 1,500 | 75 | - | - | 25 | - | - | 116,200 | 20,000 | 5,000 | - | 1,225 | 26,225 | 142,425 |
| TOTAL REVENUES | \$ 4,266,526 | \$ 22,000 | \$ 238,707 | \$ 10,095 | \$ 20,000 | \$ 24,500 | \$ 25 | \$ 5,000 | \$ 654,691 | \$ 5,241,544 | \$ 35,000 | \$ 1,170,000 | \$ 13,000 | \$ 657,225 | \$ 1,875,225 | \$ 7,116,769 |
| OPERATING TRANSFERS IN | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,282,875 | \$ - | \$ 70,363 | \$ 1,353,238 | \$ 1,353,238 |
| LOAN PROCEEDS | - | 3,200,000 | - | - | - | - | - | - | - | 3,200,000 | - | - | - | - | - | 3,200,000 |
| TOTAL FUNDS AVAILABLE | \$ 6,208,395 | \$ 3,639,628 | \$ 1,378,568 | \$ 52,685 | \$ 259,189 | \$ 55,311 | \$ 62,244 | \$ 26,000 | \$ 654,691 | 12,336,711 | 3,539,346 | 2,452,875 | 2,018,055 | 925,174 | 8,935,450 | 21,272,161 |
| EXPENDITURES | | | | | | | | | | | | | | | | |
| PERSONNEL SERVICES | 3,124,106 | - | - | - | - | - | - | - | - | 3,124,106 | - | 294,250 | - | 333,888 | 628,138 | 3,752,244 |
| PROFESSIONAL DEVELOPMENT | 29,890 | - | - | - | - | - | - | - | - | 29,890 | - | 6,000 | - | 3,350 | 9,350 | 39,240 |
| UTILITIES | 135,220 | - | - | - | - | - | - | - | - | 135,220 | - | 80,000 | - | 53,400 | 133,400 | 268,620 |
| COMMODITIES SERVICE | 196,150 | - | - | - | - | - | - | - | - | 196,150 | - | 70,400 | - | 113,000 | 183,400 | 379,550 |
| OUTSIDE SERVICES | 822,376 | - | 52,355 | - | - | 22,000 | - | - | - | 896,731 | - | 699,500 | - | 162,500 | 862,000 | 1,758,731 |
| OTHER EXPENSES | 61,640 | - | - | - | 18,000 | 2,500 | - | 5,000 | 654,691 | 741,831 | 1,500 | 28,200 | - | 1,450 | 31,150 | 772,981 |
| CAPITAL / EQUIPMENT | 79,350 | 307,000 | 280,000 | 20,000 | - | - | - | - | - | 686,350 | - | 651,000 | - | 60,000 | 711,000 | 1,397,350 |
| POLICE STATION | - | 3,200,000 | - | - | - | - | - | - | - | 3,200,000 | - | - | - | - | - | 3,200,000 |
| BOND & DEBT SERVICE | - | - | - | - | - | - | - | - | - | - | - | 623,525 | - | - | 623,525 | 623,525 |
| TOTAL EXPENDITURES | \$ 4,448,732 | \$ 3,507,000 | \$ 332,355 | \$ 20,000 | \$ 18,000 | \$ 24,500 | \$ - | \$ 5,000 | \$ 654,691 | \$ 9,010,278 | \$ 1,500 | \$ 2,452,875 | \$ - | \$ 727,588 | \$ 3,181,963 | \$ 12,192,241 |
| OPERATING TRANSFERS OUT | - | - | - | - | - | - | - | - | - | - | \$ 1,282,875 | \$ - | 70,363 | - | \$ 1,353,238 | \$ 1,353,238 |
| EXCESS (DEFICIT) | \$ (182,206) | \$ (285,000) | \$ (93,648) | \$ (9,905) | \$ 2,000 | \$ - | \$ 25 | \$ - | \$ - | \$ (568,735) | \$ (1,249,375) | \$ - | \$ (57,363) | \$ - | \$ (1,306,738) | \$ (1,875,473) |
| ENDING CASH BALANCE | \$ 1,759,663 | \$ 132,628 | \$ 1,046,213 | \$ 32,685 | \$ 241,189 | \$ 30,811 | \$ 62,244 | \$ 21,000 | \$ - | \$ 3,326,433 | \$ 2,254,971 | \$ - | \$ 1,947,692 | \$ 197,586 | \$ 4,400,249 | \$ 7,726,682 |

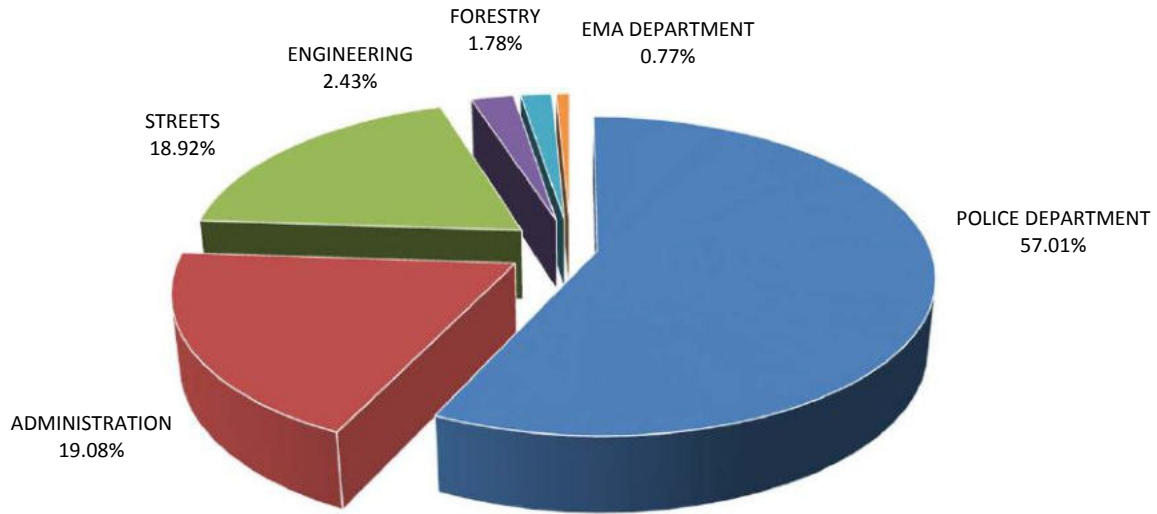
NOTE: This is a draft of the proposed FY21 Budget and it may be modified, changed or revised before its final adoption by the City Council

GENERAL FUND SUMMARY

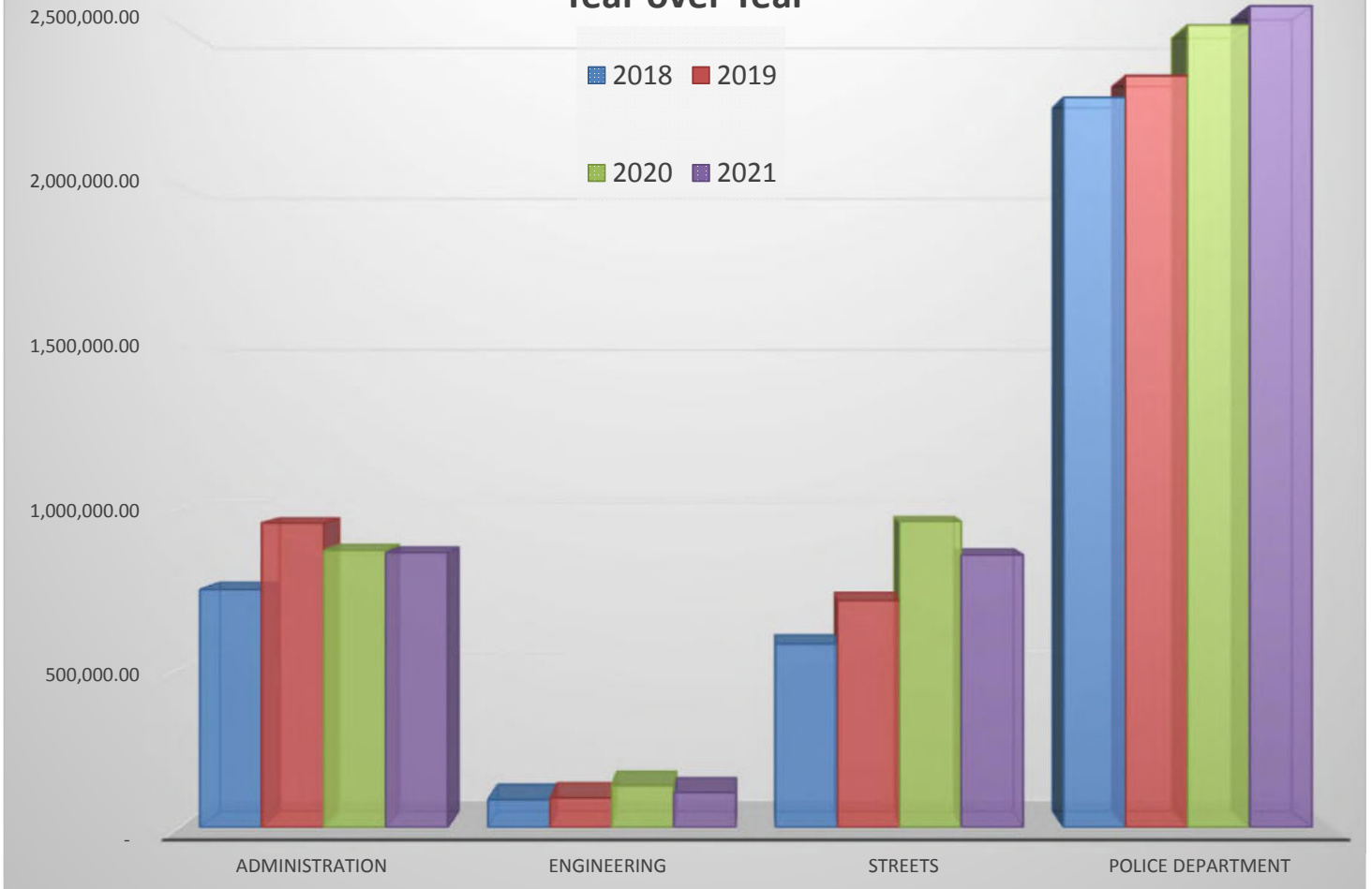
| | FYE 2018 ACTUAL | FYE 2019 ACTUAL | FYE 2020 APPROVED BUDGET | FYE 2020 PROJECTED | FYE 2021 PROPOSED BUDGET |
|---|---------------------|---------------------|--------------------------|---------------------|--------------------------|
| REVENUES | | | | | |
| TAXES | \$ 3,877,609 | \$ 4,205,853 | \$ 4,611,250 | \$ 4,647,130 | \$ 3,953,676 |
| LICENSES & PERMITS | 68,619 | 57,023 | 56,000 | 35,000 | 63,000 |
| INTERGOVERNMENTAL SERVICE | 20,000 | 33,239 | 157,000 | 65,000 | 70,000 |
| CHARGES FOR SERVICE | 7,525 | 6,009 | 3,500 | 3,500 | 3,750 |
| FINES & FORFEITS | 104,569 | 83,994 | 91,000 | 87,500 | 83,500 |
| INTEREST INCOME | 15,715 | 27,745 | 20,000 | 17,950 | 15,000 |
| OTHER INCOME | 57,635 | 126,699 | 56,000 | 97,000 | 77,600 |
| TOTAL REVENUES | \$ 4,151,673 | \$ 4,540,562 | \$ 4,994,750 | \$ 4,953,080 | \$ 4,266,526 |
| EXPENDITURES BY DEPARTMENT | | | | | |
| ADMINISTRATION | \$ 743,088 | \$ 950,829 | \$ 865,876 | \$ 973,581 | \$ 857,775 |
| ENGINEERING | 86,769 | 92,000 | 131,100 | 109,799 | 109,372 |
| STREETS | 573,219 | 710,000 | 955,106 | 865,113 | 850,620 |
| FORESTRY | - | - | 65,160 | 39,189 | 80,100 |
| POLICE DEPARTMENT | 2,278,471 | 2,346,102 | 2,503,490 | 2,798,000 | 2,562,571 |
| EMA DEPARTMENT | 10,675 | 9,000 | 35,075 | 21,000 | 34,800 |
| OTHER OPERATIONS | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 3,692,223 | \$ 4,107,931 | \$ 4,555,895 | \$ 4,806,682 | \$ 4,495,238 |
| INTERFUND TRANSFERS IN | - | - | 185,000 | - | - |
| INTERFUND TRANSFERS (OUT) | (224,034) | (515,775) | (625,000) | (250,000) | (19,672) |
| INTERFUND TRANSFERS (OUT FROM OTHER DEPT) | (242,476) | (170,240) | | | |
| EXCESS (DEFICIT) | \$ (7,059) | \$ (253,384) | \$ (1,145) | \$ (103,602) | \$ (248,384) |
| BEGINNING CASH BALANCE | \$ 2,307,059 | \$ 2,300,000 | \$ 2,046,616 | \$ 2,045,471 | \$ 1,941,869 |
| ENDING CASH BALANCE | \$ 2,300,000 | \$ 2,046,616 | \$ 2,045,471 | \$ 1,941,869 | \$ 1,693,484 |

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

2021 Budgeted General Fund - Expenditures By Department



Budgeted Expense Comparison Year over Year





City of Sandwich

General Fund Revenues

| ACCOUNT NUMBER ACCOUNT TITLE | 2YRS AGO BUD | 2YRS AGO EXP | LYR BUDGET | LYR EXPENDED | CUR BUDGET | EXPENDED YTD | NEWBUDGET |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| GENERAL DEPARTMENT | | | | | | | |
| TAXES SERVICE | | | | | | | |
| 001.0000.01.4000 STATE SALES TAX | 1,822,728.00- | 1,657,205.13- | 1,700,000.00- | 1,965,809.06- | 1,975,000.00- | 1,966,511.43- | 1,577,254.00- |
| 001.0000.01.4005 STATE INCOME TAX | 707,000.00- | 786,072.57- | 860,000.00- | 720,497.48- | 775,000.00- | 804,319.91- | 731,236.00- |
| 001.0000.01.4010 COUNTY TAXES | 1,425,000.00- | 734,532.47- | 1,671,500.00- | 1,060,277.42- | 1,102,250.00- | 1,081,215.03- | 890,000.00- |
| 001.0000.01.4015 ROAD & BRIDGE TAX | 40,000.00- | | 40,000.00- | 23,198.56- | 26,000.00- | 28,028.77- | 28,600.00- |
| 001.0000.01.4020 UTILITY TAXES | 645,502.00- | 593,503.54- | 645,000.00- | 613,249.62- | 600,000.00- | 532,846.11- | 600,000.00- |
| 001.0000.01.4025 REPLACEMENT TAXES | 64,000.00- | 51,508.09- | 46,000.00- | 53,160.28- | 46,000.00- | 69,989.30- | 48,000.00- |
| 001.0000.01.4035 CHARITABLE GAMES TAX | 7,900.00- | | 7,900.00- | 3,537.58- | 2,000.00- | 930.26- | 2,500.00- |
| 001.0000.01.4040 VIDEO GAMING TAX | 42,000.00- | 54,776.25- | 60,000.00- | 83,636.15- | 85,000.00- | 95,283.70- | 69,587.00- |
| 001.0000.01.4045 AUTO RENTAL TAX | | 10.82- | | 24.60- | | | |
| 001.0000.01.4050 CANNABIS TAX | | | | | | 1,214.37- | 6,500.00- |
| TAXES TOTAL | 4,754,130.00- | 3,877,608.87- | 5,030,400.00- | 4,523,390.75- | 4,611,250.00- | 4,580,338.88- | 3,953,677.00- |
| LICENCES & PERMITS SERVICE | | | | | | | |
| 001.0000.05.4100 CITY LICENCES | 36,500.00- | 41,759.25- | 36,500.00- | 37,318.90- | 36,000.00- | 21,666.68- | 36,000.00- |
| 001.0000.05.4105 BUILDING PERMITS | 22,000.00- | 26,860.22- | 22,000.00- | 19,703.76- | 20,000.00- | 16,406.60- | 20,000.00- |
| 001.0000.05.4250 911 FROM COUNTY | | | | | | | 7,000.00- |
| LICENCES & PERMITS TOTAL | 58,500.00- | 68,619.47- | 58,500.00- | 57,022.66- | 56,000.00- | 38,073.28- | 63,000.00- |
| INTERGOVERNMENTAL SERVICE | | | | | | | |
| 001.0000.10.4210 STATE GRANTS | | | 20,000.00- | 31,755.00- | 80,000.00- | | 25,000.00- |
| 001.0000.10.4211 VIDEO MONITORING GRANT | | 20,000.00- | | | 25,000.00- | | |
| 001.0000.10.4212 IPRF GRANT | | | | | | 18,578.00- | |
| 001.0000.10.4220 IDOT REIMBURSEMENT | | | | 1,484.41- | | | |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 |
|--|--------------|--------------|-------------|--------------|-------------|--------------|------------|
| 001.0000.10.4250 911 FROM COUNTY | | | | | 7,000.00- | 34,958.40- | |
| 001.0000.10.4255 SRO REIMBURSEMENT | | | | | 45,000.00- | 63,057.94- | 45,000.00- |
| | | | | | | | 70,000.00- |
| INTERGOVERNMENTAL TOTAL | .00 | 20,000.00- | 20,000.00- | 33,239.41- | 157,000.00- | 116,594.34- | |
| CHARGES FOR SERVICES SERVICE | | | | | | | |
| 001.0000.15.4305 SANDWICH FIRE INSP FEES | | 2,100.00- | | 4,050.00- | 1,000.00- | 1,695.00- | 1,250.00- |
| 001.0000.15.4310 PLANNING/ZONING HEARING FEES | 2,300.00- | 2,375.00- | 2,000.00- | 1,425.00- | 2,000.00- | 950.00- | 2,000.00- |
| 001.0000.15.4340 MOWING FEES | 500.00- | 3,050.00- | | 534.00- | 500.00- | 994.00- | 500.00- |
| | | | | | | | 3,750.00- |
| CHARGES FOR SERVICES TOTAL | 2,800.00- | 7,525.00- | 2,000.00- | 6,009.00- | 3,500.00- | 3,639.00- | |
| FINES & FOREFITS SERVICE | | | | | | | |
| 001.0000.20.4600 CIRCUIT COURT FINES | 27,000.00- | 16,470.18- | 25,000.00- | 19,870.83- | 35,000.00- | 20,977.82- | 25,000.00- |
| 001.0000.20.4606 MUNICIPAL VIOLATIONS | | 1,730.00- | 2,000.00- | 425.00- | 2,000.00- | | 2,000.00- |
| 001.0000.20.4610 E-CITATIONS | 400.00- | 335.73- | | 255.07- | 250.00- | 218.80- | 250.00- |
| 001.0000.20.4611 IMPOUND/SEIZURES | | 43,000.00- | 25,000.00- | 38,525.00- | 30,000.00- | 38,550.00- | 32,000.00- |
| 001.0000.20.4612 MISCELLANEOUS PD | | 1,663.24- | 1,000.00- | 4,583.50- | 2,500.00- | 3,427.45- | 3,000.00- |
| 001.0000.20.4615 ADJUDICATION VIOLATIONS | 3,500.00- | 39,272.50- | 75,000.00- | 19,265.73- | 20,000.00- | 16,011.89- | 20,000.00- |
| 001.0000.20.4616 COLLECTION ADJUDICATION | | | | 195.00- | 250.00- | | 250.00- |
| 001.0000.20.4625 ANIMAL CONTROL FINES | 2,200.00- | 1,950.00- | 2,000.00- | 750.00- | 1,000.00- | 375.00- | 1,000.00- |
| 001.0000.20.4631 ASSET FORFEITURES REV | | 147.46- | | 123.50- | | | |
| | | | | | | | 83,500.00- |
| FINES & FOREFITS TOTAL | 33,100.00- | 104,569.11- | 130,000.00- | 83,993.63- | 91,000.00- | 79,560.96- | |
| INTEREST INCOME SERVICE | | | | | | | |
| 001.0000.25.4675 INTEREST INCOME | 11,000.00- | 15,715.45- | | 27,745.23- | 20,000.00- | 13,772.20- | 15,000.00- |



City of Sandwich

*General Fund
Administration Department*

**BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020**

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 | 81,500.00 | 80,559.90 | 81,000.00 | 78,949.94 | 81,000.00 | 75,782.63 | 81,000.00 |
| 001.0005.50.5002 PLAN/ZON COMMISSION SALARIES | 2,000.00 | 1,120.00 | 2,000.00 | 1,140.00 | 2,000.00 | 1,150.00 | 2,000.00 |
| 001.0005.50.5003 POLICE COMMISSION SALARIES | 2,700.00 | 2,700.00 | 2,700.00 | 2,700.00 | 2,700.00 | 2,550.00 | 2,700.00 |
| 001.0005.50.5010 SALARIES | 154,452.00 | 157,995.55 | 187,000.00 | 147,849.40 | 76,500.00 | 102,737.57 | 84,000.00 |
| 001.0005.50.5015 PART TIME | 26,547.00 | | | | | | |
| 001.0005.50.5020 OVERTIME @ 1.5 | 2,300.00 | | 1,500.00 | | | | |
| 001.0005.50.5030 LONGEVITY SALARY | 7,500.00 | 8,558.34 | 9,997.00 | 10,032.35 | 2,350.00 | 2,453.01 | |
| 001.0005.50.5040 EMPLOYEE INSURANCE BENEFITS | 75,000.00 | 64,356.79 | 70,000.00 | 65,212.40 | 66,000.00 | 44,747.50 | 52,500.00 |
| 001.0005.50.5045 ACCRUED VACATION/SICK | 3,900.00 | | | | 3,500.00 | 9,483.64 | 5,000.00 |
| 001.0005.50.5050 OTHER BENEFITS | | 204.95 | | 200.00 | | | |
| 001.0005.50.5055 IMRF ER CONTRIBUTION | | | | 2,129.29 | 5,850.00 | 13,481.52 | 8,100.00 |
| 001.0005.50.5060 UNEMPLOYMENT INSURANCE | | | | | 550.00 | 400.96 | 550.00 |
| 001.0005.50.5065 WORKMAN'S COMPENSATION INS | | | | | 8,200.00 | 7,730.00 | 8,300.00 |
| 001.0005.50.5070 FICA MATCH | | | | 3,062.25 | 6,026.00 | 11,085.49 | 7,100.00 |
| 001.0005.50.5075 OTHER-INSURANCE BENEFIT | 28,200.00 | 27,881.16 | 31,000.00 | 29,693.58 | 31,000.00 | 26,219.91 | 30,000.00 |
| PERSONNAL SERVICES TOTAL | 384,099.00 | 343,376.69 | 385,197.00 | 340,969.21 | 285,676.00 | 297,822.23 | 281,250.00 |
| PROFESSIONAL DEVELOPMENT SERVICE | | | | | | | |
| 001.0005.55.5100 TRAINING/TRAVEL/MEETING EXP | 2,500.00 | 4,012.44 | 3,500.00 | 2,099.49 | 3,000.00 | 1,769.81 | 4,000.00 |
| 001.0005.55.5105 DUES & MEMBERSHIPS | 2,200.00 | 1,609.05 | 3,500.00 | 919.00 | 3,000.00 | 2,609.44 | 3,000.00 |
| PROFESSIONAL DEVELOPMENT TOTA | 4,700.00 | 5,621.49 | 7,000.00 | 3,018.49 | 6,000.00 | 4,379.25 | 7,000.00 |
| UTILITIES SERVICE | | | | | | | |
| 001.0005.60.5200 UTILITIES - ELECTRIC | 85,000.00 | 87,060.45 | 80,000.00 | 89,699.56 | 81,000.00 | 98,583.53 | 86,000.00 |

**BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020**

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 | |
|---|--------------|--------------|--------------------------|--------------|------------|--------------|-----------|--|
| 001.0005.60.5205 UTILITIES - GAS | 500.00 | | 500.00 | | 500.00 | | 500.00 | |
| 001.0005.60.5210 UTILITIES - TELEPHONE | 5,000.00 | 5,527.82 | 5,200.00 | 5,708.87 | 5,500.00 | 7,010.05 | 5,750.00 | |
| 001.0005.60.5215 UTILITIES - CABLE/INTERNET | 1,300.00 | 1,306.20 | 1,400.00 | 3,697.62 | 3,000.00 | 1,288.20 | 1,400.00 | |
| 001.0005.60.5220 TRASH REMOVAL | 850.00 | 852.00 | 800.00 | 876.00 | 875.00 | 888.00 | 875.00 | |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| UTILITIES TOTAL | 92,650.00 | 94,746.47 | 87,900.00 | 99,982.05 | 90,875.00 | 107,769.78 | 94,525.00 | |
| | | | | | | | | |
| | | | COMMODITIES SERVICE | | | | | |
| 001.0005.65.5300 OFFICE SUPPLIES | 4,000.00 | 4,269.90 | 4,000.00 | 5,067.46 | 4,500.00 | 2,598.97 | 3,500.00 | |
| 001.0005.65.5305 OPERATING/CLEANING SUPPLIES | 800.00 | 159.23 | 400.00 | 215.09 | 400.00 | 435.98 | 300.00 | |
| 001.0005.65.5315 POSTAGE | 1,500.00 | 1,111.83 | 1,200.00 | 1,116.52 | 1,250.00 | 556.15 | 1,250.00 | |
| 001.0005.65.5320 PRINTING EXPENSE | 1,500.00 | 242.60 | 1,000.00 | 488.00 | 1,000.00 | 430.92 | 700.00 | |
| 001.0005.65.5325 PUBLICATIONS | 400.00 | | 250.00 | | 250.00 | 26.00 | | |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| COMMODITIES TOTAL | 8,200.00 | 5,783.56 | 6,850.00 | 6,887.07 | 7,400.00 | 4,048.02 | 5,750.00 | |
| | | | | | | | | |
| | | | OUTSIDE SERVICES SERVICE | | | | | |
| 001.0005.70.5400 ADMINISTRATIVE COSTS | 500.00 | | 500.00 | | 500.00 | | | |
| 001.0005.70.5410 AUDIT FEES | | | | | 13,000.00 | 19,000.00 | 16,000.00 | |
| 001.0005.70.5415 ARCH MANAGEMENT | 12,000.00 | 12,000.00 | 12,000.00 | 12,000.00 | 12,000.00 | 13,000.00 | 12,000.00 | |
| 001.0005.70.5420 OUTSIDE CONSULTANT | 6,000.00 | 7,892.90 | 6,000.00 | 40,779.08 | 61,000.00 | 54,800.00 | 59,500.00 | |
| 001.0005.70.5440 JULIE SERVICES | 1,600.00 | 1,720.40 | 1,600.00 | 1,969.60 | 2,000.00 | 2,199.57 | | |
| 001.0005.70.5445 LEGAL SERVICES | 75,000.00 | 67,421.50 | 75,000.00 | 100,813.75 | 75,000.00 | 89,834.24 | 75,000.00 | |
| 001.0005.70.5450 CONTRACTUAL SERVICES | 17,010.00 | 40,652.95 | 30,000.00 | 45,406.33 | 35,000.00 | 28,408.91 | 20,000.00 | |
| 001.0005.70.5465 LIABILITY INSURANCE | | | | | 60,000.00 | 60,000.00 | 61,000.00 | |
| 001.0005.70.5475 COMPUTER MAINTENANCE AGREEMTS | 27,600.00 | 7,955.30 | 27,000.00 | 20,142.02 | 20,000.00 | 15,090.80 | 25,000.00 | |
| 001.0005.70.5480 RENTAL/LEASE AGREEMENTS | 2,300.00 | 2,280.19 | 2,500.00 | 2,348.60 | 2,575.00 | | 2,500.00 | |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 001.0005.70.5485 LEGAL NOTICES & ADVERTISING | 2,200.00 | 3,873.21 | 3,500.00 | 4,209.60 | 3,500.00 | 2,521.17 | 3,000.00 |
| 001.0005.70.5495 ORDINANCES - SUPPLEMENTS | 15,000.00 | | 2,000.00 | | | | 4,500.00 |
| 001.0005.70.5500 SANDWICH ECONOMIC DEV CORP | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 | 30,000.00 |
| 001.0005.70.5505 SW CABLE & TELE CONSORTIUM | 36,000.00 | 40,049.47 | 36,000.00 | 39,871.64 | 40,000.00 | 39,129.74 | 40,000.00 |
| 001.0005.70.5575 BUILDING MAINTENANCE | 25,000.00 | 23,099.80 | 55,000.00 | 12,605.20 | 64,400.00 | 62,290.62 | 64,000.00 |
| OUTSIDE SERVICES TOTAL | 260,210.00 | 246,945.72 | 291,100.00 | 320,145.82 | 428,975.00 | 426,275.05 | 412,500.00 |
| OTHER EXPENSES SERVICE | | | | | | | |
| 001.0005.75.5600 ELECTED OFFICIALS-EXPENSES | | 696.00 | 100.00 | | 100.00 | | 800.00 |
| 001.0005.75.5602 PLANNING/ZONING EXPENSES | 1,500.00 | 880.27 | 800.00 | 614.84 | 800.00 | 462.65 | 6,600.00 |
| 001.0005.75.5603 POLICE COMMISSION EXPENSES | 2,300.00 | 2,539.02 | 7,600.00 | 1,942.96 | 4,000.00 | 2,078.18 | 500.00 |
| 001.0005.75.5605 CONTRIBUTIONS (FLOWERS, ETC) | 250.00 | 215.55 | 250.00 | 500.00 | 500.00 | 755.00 | 2,500.00 |
| 001.0005.75.5610 EMPLOYEE RELATIONS | 2,300.00 | 2,250.00 | 2,400.00 | 2,515.00 | 2,500.00 | 2,820.00 | 2,500.00 |
| 001.0005.75.5630 DRAINAGE DISTRICT RE TAXES | 5,500.00 | 17,334.81 | 5,500.00 | 2,484.32 | 5,500.00 | 2,292.91 | |
| 001.0005.75.5640 GAMING TAX DONATIONS | 2,000.00 | | | | | | 7,550.00 |
| 001.0005.75.5650 DONATIONS | 9,950.00 | 950.00 | 9,950.00 | 950.00 | 2,500.00 | 4,479.99 | 300.00 |
| 001.0005.75.5660 TASTE OF SANDWICH | 500.00 | 230.58 | 500.00 | 306.16 | 500.00 | 266.32 | 1,500.00 |
| 001.0005.75.5690 REFUNDS | | 380.01 | | 1,067.79 | 1,000.00 | 2,250.23 | 10,000.00 |
| 001.0005.75.5695 MISC EXPENSE | 1,500.00 | 19,672.00 | | 169,346.38 | 25,550.00 | 9,647.73 | |
| OTHER EXPENSES TOTAL | 25,800.00 | 45,148.24 | 27,100.00 | 179,727.45 | 42,950.00 | 25,053.01 | 32,250.00 |
| EQUIPMENT (\$0 - \$4,999) SERVICE | | | | | | | |
| 001.0005.80.5705 OFFICE EQUIPMENT | | | | | | | 2,000.00 |
| EQUIPMENT (\$0 - \$4,999) TOTAL | .00 | .00 | .00 | .00 | .00 | .00 | 2,000.00 |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 (\$5,000 +) SERVICE | | | | | | | |
| 001.0005.85.5805 COMPUTER PGRMS/UPGRADES | | 1,466.25 | 1,000.00 | 99.00 | 4,000.00 | 40.58 | 15,000.00 |
| <hr/> | | | | | | | |
| EQUIPMENT (\$5,000 +) TOTAL | .00 | 1,466.25 | 1,000.00 | 99.00 | 4,000.00 | 40.58 | 15,000.00 |
| TRANSFERS OUT SERVICE | | | | | | | |
| 001.0005.97.7000 IFT TRANSFER OUT | | 136,792.89 | | 3,503.00 | 625,000.00 | | |
| 001.0005.97.7005 IFT TO FUND 101 IMRF/FICA | 221,540.00 | 34,757.05 | 221,540.00 | 87,900.43 | | | |
| 001.0005.97.7014 IFT TO FUND 102 POLICE PENSION | 280,450.00 | | | 273,021.73 | | | |
| 001.0005.97.7027 IFT TO FUND 100 AUDIT | 20,140.00 | 451.37 | 20,140.00 | 2,610.99 | | | |
| 001.0005.97.7035 IFT FUND 103 TORT-LIAB | 40,280.00 | | 40,280.00 | 107,423.10 | | | |
| 001.0005.97.7060 IFT TO FUND 103 UNEMPLOYMENT | 25,175.00 | | | | | | |
| 001.0005.97.7062 IFT TO FUND 103 WORKERS COMP | 100,700.00 | | | | | | |
| 001.0005.97.7064 IFT TO FUND 104 FORESTRY | 59,000.00 | 1,346.86 | | 2,194.32 | | | |
| 001.0005.97.7066 IFT TO FUND 105 SCH XING | 15,105.00 | 8,988.78 | | 11,717.28 | | | |
| <hr/> | | | | | | | |
| TRANSFERS OUT TOTAL | 762,390.00 | 182,336.95 | 281,960.00 | 488,370.85 | 625,000.00 | .00 | .00 |
| <hr/> | | | | | | | |
| ADMIN TOTAL | 1,538,049.00 | 925,425.37 | 1,088,107.00 | 1,439,199.94 | 1,490,876.00 | 865,387.92 | 850,275.00 |
| <hr/> | | | | | | | |
| GENERAL FUND TOTAL | 1,538,049.00 | 925,425.37 | 1,088,107.00 | 1,439,199.94 | 1,490,876.00 | 865,387.92 | 850,275.00 |
| <hr/> | | | | | | | |
| Report Total | 1,538,049.00 | 925,425.37 | 1,088,107.00 | 1,439,199.94 | 1,490,876.00 | 865,387.92 | 850,275.00 |

001.0005.50.5075 Other Insurance Benefits 2019/2020 - \$31,000 2020/2021 - \$30,000
 The City pays 100% insurance for Mike Nelson; Retiree Mike Huss reimburses the City monthly.
 Budgeted amount equates to current monthly premiums.

Professional Development

001.0005.55.5100 Training/Travel/Meeting Exp 2019/2020 - \$3,000 2020/2021 - \$4,000
 This line item includes the cost of webinar classes for Engineer Horak and payroll training for Michele.

001.0005.55.5105 Dues & Memberships 2019/2020 - \$3,000 2020/2021 - \$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 - \$1,000 CMAP - \$500

Utilities

001.0005.60.5200 Electric 2019/2020 - \$81,000 2020/2021 - \$86,000
001.0005.60.5205 Gas 2019/2020 - \$ 500 2020/2021 - \$ 500
001.0005.60.5210 Telephone 2019/2020 - \$ 5,500 2020/2021 - \$ 5,750
001.0005.60.5215 Cable/Internet 2019/2020 - \$ 3,000 2020/2021 - \$ 1,400
001.0005.60.5220 Trash Removal 2019/2020 - \$ 875 2020/2021 - \$ 875

Commodities

001.0005.65.5300 Office Supplies 2019/2020 - \$4,500 2020/2021 - \$3,500
001.0005.65.5305 Operating / Cleaning Supplies 2019/2020 - \$ 400 2020/2021 - \$ 300
001.0005.65.5315 Postage 2019/2020 - \$ 1,250 2020/2021 - \$ 1,250
001.0005.65.5320 Printing Expense 2019/2020 - \$ 1,000 2020/2021 - \$ 700
001.0005.65.5325 Publications 2019/2020 - \$ 250 2020/2021 - \$ 0

Outside Services

| | | |
|---|-----------------------|----------------------|
| <u>001.0005.70.5400</u> Administrative Costs | 2019/2020 - \$ 500 | 2020/2021 - \$ 0 |
| <u>001.0005.70.5410</u> Audit Fees | 2019/2020 - \$ 13,000 | 2020/2021 - \$16,000 |
| <u>001.0005.70.5415</u> ARCH Management | 2019/2020 - \$12,000 | 2020/2021 - \$12,000 |
| <u>001.0005.70.5420</u> Outside Consultant | 2019/2020 - \$ 61,000 | 2020/2021 - \$59,500 |
| <u>001.0005.70.5440</u> JULIE Services | 2019/2020 - \$ 2,000 | 2020/2021 - \$ 0 |
| <u>001.0005.70.5445</u> Legal Services | 2019/2020 - \$75,000 | 2020/2021 - \$75,000 |
| <u>001.0005.70.5450</u> Contractual Services Jennifer Boring – Janitorial Advanced Elevator – Opera House Indian Valley Computer – Email server Glen Bloemker – IT Cintas Fire – Annual Fire Extinguishers Sandwich Community Fire Department – Inspection/ Reviews (reimbursable by bldg. permit) | 2019/2020 - \$ 35,000 | 2020/2021 - \$20,000 |
| <u>001.0005.70.5465</u> Liability Insurance | 2019/2020 - \$ 60,000 | 2020/2021 - \$61,000 |
| <u>001.0005.70.5475</u> Computer Maintenance Agreements | 2019/2020 - \$ 20,000 | 2020/2021 - \$25,000 |
| <u>001.0005.70.5480</u> Rental/Lease Agreements This line item covers costs such as the BNSF leases. | 2019/2020 - \$2,575 | 2020/2021 - \$2,500 |
| <u>001.0005.70.5485</u> Legal Notices & Advertising This expense account consists of mowing & water liens & releases (90% reimbursable); notary applications & renewals; newspaper legal notices & ordinance publications; publication of annual Treasurer’s Report | 2019/2020 - \$3,500 | 2020/2021 - \$3,000 |
| <u>001.0005.70.5495</u> Ordinances - Supplements This line item will cover the cost of code updates to be made in fiscal year 2021. | 2019/2020 - \$ 0 | 2020/2021 - \$4,500 |
| <u>001.0005.70.5500</u> Sandwich Economic Develop | 2019/2020 - \$40,000 | 2020/2021 - \$30,000 |
| <u>001.0005.70.5505</u> SW Cable Consortium | 2019/2020 - \$40,000 | 2020/2021 - \$40,000 |



City of Sandwich

*General Fund
Engineering Department*

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 |
|---|--------------|--------------|------------|--------------|------------|--------------|-----------|
| ENGINEERING DEPARTMENT | | | | | | | |
| PERSONNAL SERVICES SERVICE | | | | | | | |
| 001.0010.50.5010 SALARIES | 50,000.00 | 49,951.84 | 57,700.00 | 56,576.52 | 77,500.00 | 59,554.99 | 60,247.00 |
| 001.0010.50.5020 OVERTIME @ 1.5 | 454.35 | | 600.00 | | 600.00 | | |
| 001.0010.50.5030 LONGEVITY SALARY | 1,100.00 | 1,235.54 | 1,500.00 | 1,413.48 | 1,940.00 | 1,630.75 | |
| 001.0010.50.5040 EMPLOYEE INSURANCE BENEFITS | 22,873.72 | 14,389.73 | 16,100.00 | 14,068.82 | 14,000.00 | 12,780.02 | 15,000.00 |
| 001.0010.50.5045 ACCRUED VACATION/SICK | 2,796.00 | | | | 1,250.00 | 708.09 | 1,250.00 |
| 001.0010.50.5055 IMRF ER CONTRIBUTION | | | | 769.15 | 6,032.00 | 4,857.58 | 5,600.00 |
| 001.0010.50.5060 UNEMPLOYMENT INS | | | | | 260.00 | 426.92 | 265.00 |
| 001.0010.50.5065 WORKMAN'S COMP INS | | | | | 1,800.00 | 1,644.00 | 1,900.00 |
| 001.0010.50.5070 FICA MATCH | | | | 761.62 | 6,456.00 | 4,339.70 | 4,650.00 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| PERSONNAL SERVICES TOTAL | 77,224.07 | 65,577.11 | 75,900.00 | 73,589.59 | 109,838.00 | 85,942.05 | 88,912.00 |
| PROFESSIONAL DEVELOPMENT SERVICE | | | | | | | |
| 001.0010.55.5100 TRAINING/TRAVEL/MEETING EXP | 800.00 | | 800.00 | 75.00 | 400.00 | | 400.00 |
| 001.0010.55.5105 DUES & MEMBERSHIPS | 175.00 | 135.00 | 200.00 | 135.00 | 200.00 | 135.00 | 140.00 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| PROFESSIONAL DEVELOPMENT TOTA | 975.00 | 135.00 | 1,000.00 | 210.00 | 600.00 | 135.00 | 540.00 |
| UTILITIES SERVICE | | | | | | | |
| 001.0010.60.5210 UTILITIES - TELEPHONE | 1,500.00 | 1,991.64 | 1,500.00 | 1,769.30 | 1,800.00 | 1,771.86 | 1,920.00 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| UTILITIES TOTAL | 1,500.00 | 1,991.64 | 1,500.00 | 1,769.30 | 1,800.00 | 1,771.86 | 1,920.00 |
| COMMODITIES SERVICE | | | | | | | |
| 001.0010.65.5300 OFFICE SUPPLIES | 1,400.00 | 1,166.20 | 1,400.00 | 1,852.06 | 1,400.00 | 1,236.01 | 1,400.00 |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 | | | | | | | |
| ENGINEERING TOTAL | 88,649.07 | 86,769.09 | 93,750.00 | 92,127.58 | 131,388.00 | 98,094.36 | 109,372.00 |
| GENERAL FUND TOTAL | 88,649.07 | 86,769.09 | 93,750.00 | 92,127.58 | 131,388.00 | 98,094.36 | 109,372.00 |
| Report Total | 88,649.07 | 86,769.09 | 93,750.00 | 92,127.58 | 131,388.00 | 98,094.36 | 109,372.00 |

Professional Development

001.0010.55.5100 Training/Travel/Meeting Expenses 2019/2020 - \$400 2020/2021 - \$400

This line item is used for engineering department training expenses.

| | | |
|---|-----------------|--------------------|
| <u>ICC Residential Inspector Class:</u> | <u>\$400.00</u> | <u>(2020/2021)</u> |
| Total: | \$400.00 | (2020/2021) |

001.0010.55.5105 Dues & Memberships 2019/2020 - \$200 2020/2021 - \$140

This line item covers memberships and dues for organizations that the City has belonged to: the International Code Council (Member 5156540) and the National Fire Protection Association. The memberships provide regular news and information resources and reduced pricing for codes and standards.

| | | |
|-----------------------------------|----------|-------------|
| International Code Council (ICC): | \$135.00 | (2020/2021) |
|-----------------------------------|----------|-------------|

Utilities Service

001.0010.60.5210 Telephone 2019/2020 - \$1,800 2020/2021 - \$1,920

This line item has been used to pay for the Frontier landline service for the 8802 phone line and the cellular phone reimbursement for the Building Official. The 8802 telephone line is typically used by Steffens and Horak, but others make calls from this line too.

| | | |
|---|-----------------|--------------------|
| Frontier (\$130.00/mo): | \$1,560.00 | (2020/2021) |
| <u>Cell Reimbursement (\$30.00/mo):</u> | <u>\$360.00</u> | <u>(2020/2021)</u> |
| Total: | \$1,920.00 | (2020/2021) |

Commodities Service

001.0010.65.5300 Office Supplies 2019/2020 - \$1,400 2020/2021 - \$1,400

This line item has been used for general office supplies: paper clips, binders, printer toner/inks, pens, etc.

| | | |
|--------------------------------|-----------------------------|-------------|
| Commodities – Office Supplies: | \$1,400.00 | (2019/2020) |
| 4 toners for each MFP M477fdn: | Black HP-410X - \$155.99 | |
| | Tri-Pack HP-410A - \$327.99 | |
| | Total - \$483.98 | |

001.0010.65.5310 Clothing-Uniforms/Supplies 2019/2020 - \$300 2020/2021 - \$150

This line item has previously provided a quarterly payout of \$37.50 to the Building Official for clothing expenses. Last year's budget amount contemplates \$200.00 for boot replacement and \$100.00 for miscellaneous winter clothing, but the personnel policy utilizes \$150/year.

| | | |
|-----------------------------------|----------|-------------|
| Building Official/Zoning Officer: | \$300.00 | (2019/2020) |
|-----------------------------------|----------|-------------|

001.0010.65.5315 Postage 2019/2020 - \$50 2020/2021 - \$50

This line item is used for mailings by the engineering department. It is possible that adjudication correspondence sent by the Building Official would come from this line item. 2018/2019 included postage for the City-wide flood survey.

Postage: \$50.00 (2019/2020)

001.0010.65.5320 Printing Expense 2019/2020 - \$200 2020/2021 - \$100

This line item is used for expenses related to building permit documentation and business cards.

Printing Expense: \$200.00 (2019/2020)

001.0010.65.5325 Publications 2019/2020 - \$2,000 2020/2021 - \$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.

| | | |
|--|----------|---------------|
| 2018 International Building Code | \$653.00 | 18/19-540-284 |
| 2018 International Residential Code | \$645.00 | 18/19-540-284 |
| 2018 International Mechanical Code | \$210.00 | 19/20-540-404 |
| 2018 International Fuel Gas Code | \$210.00 | 19/20-540-404 |
| 2018 Energy Conservation Code | \$116.25 | 19/20-504-246 |
| 2015 International Property Maintenance Code | \$90.00 | 15/16-540-087 |
| 2017 NFPA 70 National Electric Code | \$384.90 | 19/20-540-246 |

001.0010.65.5330 Vehicle Fuel 2019/2020 - \$500 2020/2021 - \$500

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

001.0010.65.5340 Safety Equipment 2019/2020 - \$100 2020/2021 - \$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 2019/2020 - \$11,000 2020/2021 - \$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.



City of Sandwich

*General Fund
Streets Department*

**BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020**

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 |
|--|--------------|--------------|------------|--------------|------------|--------------|------------|
| STREETS DEPARTMENT | | | | | | | |
| PERSONNAL SERVICES SERVICE | | | | | | | |
| 001.0015.50.5010 SALARIES | 270,000.00 | 276,949.46 | 237,500.00 | 321,124.59 | 308,350.00 | 298,726.16 | 334,000.00 |
| 001.0015.50.5012 BASE WAGES-OTHER DEPARTMENTS | | | 10,600.00 | | | 682.41 | |
| 001.0015.50.5015 PART TIME | 9,500.00 | 3,759.13 | 12,000.00 | 6,235.00 | 13,500.00 | 4,690.75 | 10,000.00 |
| 001.0015.50.5020 OVERTIME @ 1.5 | 13,000.00 | 13,236.91 | 13,000.00 | 19,499.24 | 20,000.00 | 13,942.90 | 12,500.00 |
| 001.0015.50.5025 OVERTIME @ 2.0 | 6,000.00 | 9,534.55 | 6,000.00 | 9,173.37 | 8,000.00 | 6,394.56 | 8,000.00 |
| 001.0015.50.5030 LONGEVITY SALARY | 9,668.00 | 13,711.26 | 9,750.00 | 12,550.35 | 12,420.00 | 8,392.87 | |
| 001.0015.50.5040 EMPLOYEE INSURANCE BENEFITS | 55,000.00 | 72,075.31 | 62,000.00 | 92,103.16 | 65,000.00 | 82,172.94 | 95,000.00 |
| 001.0015.50.5045 ACCRUED VACATION/SICK | | | | | 5,000.00 | 14,028.52 | 10,000.00 |
| 001.0015.50.5050 OTHER BENEFITS | | 360.90 | | 150.00 | 500.00 | | |
| 001.0015.50.5055 IMRF ER CONTRIBUTION | | | | 4,889.00 | 24,774.00 | 27,878.95 | 29,000.00 |
| 001.0015.50.5060 UNEMPLOYMENT INS. | | | | | 1,300.00 | 1,754.16 | 1,500.00 |
| 001.0015.50.5065 WORKMAN'S COM PINS | | | | | 67,000.00 | 65,115.00 | 68,000.00 |
| 001.0015.50.5070 FICA MATCH | | | | 5,066.30 | 27,592.00 | 25,282.13 | 26,000.00 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| PERSONNAL SERVICES TOTAL | 363,168.00 | 389,627.52 | 350,850.00 | 470,791.01 | 553,436.00 | 549,061.35 | 594,000.00 |
| PROFESSIONAL DEVELOPMENT SERVICE | | | | | | | |
| 001.0015.55.5100 TRAINING/TRAVEL/MEETING EXP | 4,000.00 | 1,340.00 | 4,000.00 | 4,566.69 | 4,000.00 | 814.99 | 4,000.00 |
| 001.0015.55.5110 MEDICAL EXP/IMMUNIZATIONS | 250.00 | 396.00 | 500.00 | 83.00 | 1,000.00 | 366.00 | 2,000.00 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| PROFESSIONAL DEVELOPMENT TOTA | 4,250.00 | 1,736.00 | 4,500.00 | 4,649.69 | 5,000.00 | 1,180.99 | 6,000.00 |
| UTILITIES SERVICE | | | | | | | |
| 001.0015.60.5200 UTILITIES - ELECTRIC | 400.00 | 1,440.03 | 500.00 | 1,826.97 | 350.00 | 888.38 | |
| 001.0015.60.5205 UTILITIES - GAS | 3,000.00 | 5,418.38 | 5,000.00 | 6,550.71 | 5,500.00 | 5,434.40 | 5,500.00 |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 |
| 001.0015.70.5575 BUILDING MAINTENANCE | 2,500.00 | | 2,500.00 | 7,975.96 | 89,000.00 | 9,738.75 | 8,000.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| OUTSIDE SERVICES TOTAL | 50,680.00 | 72,731.16 | 52,500.00 | 94,468.10 | 158,700.00 | 71,459.29 | 92,700.00 |
| | | | | | | | |
| OTHER EXPENSES SERVICE | | | | | | | |
| 001.0015.75.5610 EMPLOYEE RELATIONS | 275.00 | | 325.00 | | | | |
| 001.0015.75.5630 DRAINAGE DISTRICT FEES | | | | | 70.00 | | 70.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| OTHER EXPENSES TOTAL | 275.00 | .00 | 325.00 | .00 | 70.00 | .00 | 70.00 |
| | | | | | | | |
| EQUIPMENT (\$0 - \$4,999) SERVICE | | | | | | | |
| 001.0015.80.5710 FIELD EQUIPMENT | | 29.56 | | 1,017.53 | 2,000.00 | 10,718.94 | 2,000.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| EQUIPMENT (\$0 - \$4,999) TOTAL | .00 | 29.56 | .00 | 1,017.53 | 2,000.00 | 10,718.94 | 2,000.00 |
| | | | | | | | |
| EQUIPMENT (\$5,000 +) SERVICE | | | | | | | |
| 001.0015.85.5815 PUBLIC WORKS EQUIPMENT | | | | | 40,000.00 | | |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| EQUIPMENT (\$5,000 +) TOTAL | .00 | .00 | .00 | .00 | 40,000.00 | .00 | .00 |
| | | | | | | | |
| CAPITAL IMPROVEMENTS SERVICE | | | | | | | |
| 001.0015.90.6800 CAPITAL IMPROVEMENTS | | 1,374.00 | | 11,004.39 | 50,000.00 | 33,380.01 | |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| CAPITAL IMPROVEMENTS TOTAL | .00 | 1,374.00 | .00 | 11,004.39 | 50,000.00 | 33,380.01 | .00 |
| | | | | | | | |
| TRANSFERS OUT SERVICE | | | | | | | |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |
| STREETS TOTAL | 552,423.00 | 573,219.34 | 542,625.00 | 710,332.58 | 955,106.00 | 842,344.24 | 817,620.00 |

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 2019/2020 - \$308,350 2020/2021 - \$334,000

Salaries for employees whose primary department in public works is the street department are included in this line item, in addition to the conversion of longevity which is now a component of salary.

- (1) Street Superintendent
- (1) Crew Leader
- (5) Maintenance Workers
- (10%) Horak

001.0015.50.5015 Part Time 2019/2020 - \$13,500 2020/2021 - \$10,000

This is for one part time person to work on a seasonal basis during May through October. Assume 22 weeks at 20 hours per week @ \$14.50 per hour = \$6,380.

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 25 hours per week @ \$25.00 per hour = \$3,125.

Discussion should be had concerning using this line item to fund part time snow plow operators at a rate of \$25.00 per hr. Assume 40 hours over the plowing season for two part time people = \$2,000.

001.0015.50.5020 Overtime at 1.5 2019/2020 – \$20,000 2020/2021 - \$12,500
 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

001.0015.50.5025 Overtime at 2.0 2019/2020 - \$8,000 2020/2021 - \$8,000
 Overtime for Street Department functions occurring on Sundays and holidays is paid from this line item.
 120 hours @ \$60/hr = \$7,200.00

001.0015.50.5030 Longevity Pay 2019/2020 - \$12,420 2020/2021 - \$0
 Longevity was removed from the personnel policy effective 5/1/2020.

001.0015.50.5040 Employee Insurance Benefit 2019/2020 - \$65,000 2020/2021 - \$95,000
 This line item covers the City’s portion of health insurance for street department employees.

001.0015.50.5045 Accrued Vacation/Sick 2019/2020 - \$5,000 2020/2021 - \$10,000
 A number of employees have accumulated balances.

001.0015.50.5050 Other Benefits 2019/2020 - \$500 2020/2021 - \$0
 Other types of benefits that could qualify under this line item could be the flexible spending account fees, anniversary awards, etc.

001.0015.50.5055 IMRF ER Contribution 2019/2020 - \$24,744 2020/2021 - \$29,000

001.0015.50.5060 Unemployment Insurance 2019/2020 - \$1,300 2020/2021 - \$1,500

001.0015.50.5065 Workman’s Comp Insurance 2019/2020 - \$67,000 2020/2021 - \$68,000

001.0015.50.5070 FICA Match 2019/2020 - \$27,592 2020/2021 - \$26,000

Professional Development Service

001.0015.55.5100 Training/Travel Expense 2019/2020 - \$4,000 2020/2021-\$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.

Kimme
Westbrook

Flagger Training

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 2019/2020 - \$1,000 2020/2021-\$2,000
This line item will be used for drug and alcohol screenings, audiograms, and physicals.

Utilities

001.0015.60.5200 Electric 2019/2020 - \$350 2020/2021-\$0
207 E. Railroad Street (Ordinance Consideration Act)
307 E. Railroad Street (Ordinance Consideration Act)
311 E. Railroad Street (Ordinance Consideration Act)
600 N. Ash Street (1-1D47-432) has been charging to this line item but should be covered by the Ordinance Consideration Act. Additionally, 12 E. Center Street is charging to this line item but should be charged to the location where other street lighting is charged to. (001.0005.60.5200)

001.0015.60.5205 Gas 2019/2020 - \$5,500 2020/2021-\$5,500
207 E. Railroad Street (84 31 31 2000 2)
307 E. Railroad Street (No gas service)
311 E. Railroad Street (27 95 96 8177 9)

001.0015.60.5210 Telephone 2019/2020 - \$3,400 2020/2021-\$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

001.0015.60.5215 Internet 2019/2020 - \$0 2020/2021-\$0
 207 E. Railroad Street accesses the internet through the EMA Comcast connection.
 307 E. Railroad Street (No internet service)
 311 E. Railroad Street (No internet service)

001.0015.60.5220 Trash Removal 2019/2020 - \$1,100 2020/2021-\$1,100
 This line item covers the dumpster at 207 E. Railroad Street.

Commodities

001.0015.65.5300 Office Supplies 2019/2020 - \$350 2020/2021-\$350
 Basic office supplies like pens, printer ink etc.

001.0015.65.5305 Operating/Cleaning Supplies 2019/2020 - \$10,000 2020/2021-\$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 |
| | Hand tools | Weed eater string |
| | Flags | Batteries |
| Saw blades | Grass seed | Hardware and fasteners |
| Electrical supplies | Straw blanket | Paint |
| Lumber | Snow plow blades | |

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

001.0015.65.5310 Clothing Uniform/Supplies 2019/2020 - \$4,200 2020/2021-\$5,000
 (7) Street Department employees @ \$600/ea.

001.0015.65.5330 Vehicle Fuel 2019/2020 - \$20,000 2020/2021-\$20,000

001.0015.65.5340 Safety Equipment 2019/2020 - \$3,000 2020/2021-\$4,000

| | | |
|--------------------------|-----------------|-------------------------------|
| 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

2019/2020 - \$18,000

2020/2021-\$33,000

This line item is for vehicle and equipment maintenance/repair parts.

2015 Edgco Concrete Walk-Behind Saw: (33.0 hours)

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: | \$250 |
| Add spare water tank: | \$50 |
| Miscellaneous: | \$50 |

1993 International 4900 – Vehicle #1: (42,120 miles)

Used for gravel spreading and shouldering of roadways, and 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 life. Dump box has steel plates covering rusted holes.

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

2009 International 7400, 5-yard Dump Truck – Vehicle #2: (26,026 miles)

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. Frame and dump box should be scheduled for sandblasting and painting in the 2021/2022 budget.

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

2012 International 7400, 5-yard Dump Truck – Vehicle #3: (24,253 miles)

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.

| | |
|------------------------------|-------|
| 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. Plow frame was replaced in 2019 after being damaged at the end of last season. The warning lights were all replaced.

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

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

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.

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

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

Used in day-to-day operations like brush pickup, 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. Plan would be to repurpose the truck to a flatbed truck with removable dump bed and salt spreader.

| | |
|---|---------|
| Oil service – once per year: | \$250 |
| Replace dump bed with flat bed and storage boxes: | \$4,000 |
| Removable dump bed (new): | \$3,500 |
| Removable salt spreader (new): | \$3,500 |
| Miscellaneous: | \$250 |

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

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.

| | |
|------------------------------|-------|
| Oil service – once per year: | \$250 |
| Replace batteries – two: | \$300 |
| Miscellaneous: | \$250 |

2014 Ford F350 Compressor Truck with Utility Box – Vehicle #10: (13,779 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: | \$250 |

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

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: \$300
Replace rear broom – once per year: \$600
Miscellaneous: \$250

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

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

1999 John Deere 310 SE Backhoe – Equipment #13: (X hours)

Used in day-to-day operations like brush pickup, street maintenance, snow removal, and water/sewer repairs. Backhoe is in below average condition. The hour meter was recently replaced. The fuel tank is leaking, and the transmission housing casting has corroded and is now leaking.

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

2015 Bobcat S650 Skid Steer – 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
Miscellaneous: \$500

2004 Ford Ranger – Vehicle #15: (72,388 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: (30,649 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.

Oil service – twice per year: \$200
Miscellaneous: \$250

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

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: | \$200 |
| Miscellaneous: | \$200 |

2008 John Deere 4720 Utility Tractor – Equipment #21: (2,210 hours)

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. This tractor should be replaced this budget year.

| | |
|-------------------------------|-------|
| Oil service – twice per year: | \$500 |
| Miscellaneous: | \$250 |

2018 Ford F150 – Vehicle #24: (9,033 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: (X miles)

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: \$200 (12") and \$250 (16")
 5000W commercial grade generator: \$1,700
 3" Ditch pump – industrial grade: \$1,500
 65# Jackhammer: \$1,200

Miscellaneous \$3,000

Paint sprayer \$1,000

001.0015.65.5360 Streets 2019/2020 - \$36,000 2020/2021-\$29,500

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.

\$3,000

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.

\$2,000

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.

\$3,000

Cold Patch Mix

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

\$4,000

Shoulder Aggregate

\$1,000

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.

\$2,500

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.

\$6,000

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.

\$3,000

- 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 1st 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

2019/2020 - \$33,000

2020/2021-\$0

This expense shall be moved to the Motor Fuel Tax fund.

001.0015.65.5370 Storm Sewer

2019/2020 - \$10,000

2020/2021-\$10,000

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.

001.0015.65.5375 Building Maintenance 2019/2020 - \$1,000 2020/2021-\$1,000
 General building maintenance items for Street Department buildings. Examples include light bulbs, paint and miscellaneous repair and maintenance items.
 207 E. Railroad Street
 307 E. Railroad Street
 311 E. Railroad Street

Outside Services

001.0015.70.5450 Contractual Services 2019/2020 - \$12,000 2020/2021-\$27,000
 Orkin Pest Control (Street garage) \$800.00
 Misc. (Fire extinguishers etc.) \$1,000.00
 Pratt Road Bridge tree removal \$1,500.00
 Street Light Maintenance \$1,000.00
 Televise Storm Sewer \$5,000.00

 Traffic Signal Maintenance \$15,000.00 (Partial reimbursement from IDOT)
 Traffic Control Contractor \$3,000.00

001.0015.70.5475 Computer Maintenance 2019/2020 - \$1,700 2020/2021-\$1,700
 Funds should be allocated to have the Street Department connected to the City Hall network. Additional funds are necessary for the Summit program.

001.0015.70.5485 Legal Notices & Advertising 2019/2020 - \$1,000 2020/2021-\$1,000

001.0015.70.5550 Vehicles and Equipment 2019/2020 - \$18,000 2020/2021-\$18,000
 Used for mechanical work done by outside contractors. This line item includes repairs to the 301, 410, the plow trucks, snow plows, and other equipment. This line item will include any vehicle inspections.

1993 International 4900 – Vehicle #1: (42,120 miles)
 Safety Lane – twice per year: \$72
 Sandblast and paint salt spreader: \$800

2009 International 7400, 5-yard Dump Truck – Vehicle #2: (26,026 miles)
 Safety Lane – twice per year: \$72
 Sandblast and paint salt spreader: \$800

2012 International 7400, 5-yard Dump Truck – Vehicle #3: (24,253 miles)
 Safety Lane – twice per year: \$72
 Sandblast and paint tailgate: \$500

2004 International 7300, 5-yard Dump Truck – Vehicle #4: (34,122 miles)
 Safety Lane – twice per year: \$72
 Replace tires – two front: \$800
 Replace tires – two rear: \$800
 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 – two front: \$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: \$400
Replace tires – four rear: \$800

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

Safety Lane – twice per year: \$72
Replace tires – two front: \$800

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

It is anticipated that additional unknown repairs will be necessary.

Replace tires – two front: \$800
West Side Tractor: \$15,000

1999 John Deere 310 SE Backhoe – Equipment #13: (X hours)

Replace fuel tank: \$1,200

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

Safety Lane – twice per year: \$72
Replace tires – two front: \$400
Front end alignment: \$125

001.0015.70.5560 Streets

2019/2020 - \$36,000

2020/2021-\$36,000

This is for contractual work done for the Street Department and includes rural roads being striped under the DeKalb County bid letting for \$4,000.00. We have an electrical contractor do some technical repairs for traffic signals on Route 34.

Aggregate hauling
Concrete
Excavator help

Traffic signals (US 34)
Equipment rental
General hauling/trucking

Bridge inspections
Storm water (televising)
Asphalt patching

001.0015.70.5562 Snow Removal

2019/2020 - \$1,000

2020/2021-\$1,000

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

2019/2020 - \$89,000

2020/2021-\$8,000

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

307 E. Railroad Street

- Heat detection

311 E. Railroad Street

- Heat detection

Other Expenses

001.0015.75.5630 Drainage District Fees

2019/2020 - \$70

2020/2021-\$70

1936103008 – 2017 Taxes \$29.70

1936103004 – 2017 Taxes \$29.70

Equipment

001.0015.80.5710 Field Equipment

2019/2020 - \$2,000

2020/2021-\$2,000

Herbicide replacement sprayer tank and wand: \$250

001.0015.85.5815 Public Works Equipment

2019/2020 - \$40,000

2020/2021-\$0

This line item covers equipment that costs more than \$5,000.00.

Capital Improvements

001.0015.90.6800 Capital Improvements

2019/2020 - \$50,000

2020/2021-\$0



City of Sandwich

*General Fund
Forestry Department*

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 |
|--|--------------|--------------|------------|--------------|------------|--------------|-----------|
| FORESTRY DEPARTMENT | | | | | | | |
| PERSONNAL SERVICES SERVICE | | | | | | | |
| 001.0017.50.5012 BASE WAGES-OTHER DEPARTMENTS | | | | | 30,000.00 | 20,476.84 | 31,250.00 |
| 001.0017.50.5015 PART TIME | | | | | 3,500.00 | 833.75 | 1,500.00 |
| 001.0017.50.5020 OVERTIME @ 1.5 | | | | | 750.00 | | 750.00 |
| 001.0017.50.5030 LONGEVITY SALARY | | | | | 1,190.00 | 1,198.99 | |
| 001.0017.50.5042 EMP INS BENEFITS | | | | | 11,000.00 | 3,911.95 | 5,000.00 |
| 001.0017.50.5045 ACCRUED VACATION/SICK | | | | | 500.00 | | 500.00 |
| 001.0017.50.5055 IMRF ER CONTRIBUTION | | | | | 2,288.00 | 59.00 | 2,900.00 |
| 001.0017.50.5070 FICA MATCH | | | | | 2,432.00 | 1,660.80 | 2,350.00 |
| ----- | | | | | ----- | ----- | ----- |
| PERSONNAL SERVICES TOTAL | .00 | .00 | .00 | .00 | 51,660.00 | 28,141.33 | 44,250.00 |
| PROFESSIONAL DEVELOPMENT SERVICE | | | | | | | |
| 001.0017.55.5100 TRAINING/TRAVEL/MEETING EXP | | | | | 500.00 | | 500.00 |
| ----- | | | | | ----- | ----- | ----- |
| PROFESSIONAL DEVELOPMENT TOTA | .00 | .00 | .00 | .00 | 500.00 | .00 | 500.00 |
| COMMODITIES SERVICE | | | | | | | |
| 001.0017.65.5330 VEHICLE FUEL | | | | | 500.00 | 573.29 | 600.00 |
| 001.0017.65.5345 FORESTRY STOCK | | | | | 1,500.00 | 2,368.22 | 1,500.00 |
| 001.0017.65.5350 VEHICLES & EQUIPMENT | | | | | 500.00 | 1,174.82 | 1,500.00 |
| ----- | | | | | ----- | ----- | ----- |
| COMMODITIES TOTAL | .00 | .00 | .00 | .00 | 2,500.00 | 4,116.33 | 3,600.00 |
| OUTSIDE SERVICES SERVICE | | | | | | | |
| 001.0017.70.5450 CONTRACTUAL SERVICES | | | | | 8,000.00 | 6,536.95 | 9,500.00 |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 |
|--|--------------|--------------|------------|--------------|------------|--------------|-----------|
| 001.0017.70.5550 VEHICLES & EQUIPMENT | | | | | 2,000.00 | | 14,000.00 |
| ----- | | | | | | | |
| OUTSIDE SERVICES TOTAL | .00 | .00 | .00 | .00 | 10,000.00 | 6,536.95 | 23,500.00 |
| | | | | | | | |
| EQUIPMENT (\$0 - \$4,999) SERVICE | | | | | | | |
| 001.0017.80.5715 FIELD EQUIPMENT | | | | | 500.00 | | 250.00 |
| ----- | | | | | | | |
| EQUIPMENT (\$0 - \$4,999) TOTAL | .00 | .00 | .00 | .00 | 500.00 | .00 | 250.00 |
| | | | | | | | |
| CAPITAL IMPROVEMENTS SERVICE | | | | | | | |
| 001.0017.90.6800 CAPITAL IMPROVEMENTS | | | | | | | 8,000.00 |
| ----- | | | | | | | |
| CAPITAL IMPROVEMENTS TOTAL | .00 | .00 | .00 | .00 | .00 | .00 | 8,000.00 |
| | | | | | | | |
| ===== | | | | | | | |
| FORESTRY TOTAL | .00 | .00 | .00 | .00 | 65,160.00 | 38,794.61 | 80,100.00 |
| | | | | | | | |
| ===== | | | | | | | |
| GENERAL FUND TOTAL | .00 | .00 | .00 | .00 | 65,160.00 | 38,794.61 | 80,100.00 |
| ===== | | | | | | | |
| Report Total | .00 | .00 | .00 | .00 | 65,160.00 | 38,794.61 | 80,100.00 |

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.

Brush pickup is tentatively scheduled for April 6, 2020 through October 26, 2020.

Leaf vacuuming is tentatively scheduled for November 2, 2020 through December 4, 2020.

Personal Services

| | | |
|--|--------------------------|-----------------------|
| <u>001.0017.50.5012</u> Base Wages-Other Dept | 2019/2020 - \$30,000 | 2020/2021-\$31,250 |
| Projected task estimates are as follows. A reduction in expenditures would occur if we reduced the frequency of the collections. There has been an interest in a spring leaf vacuuming collection. This line also includes the conversion of longevity which is now a component of salary. | | |
| Vehicle/Equipment Maintenance: 20 hours annually | | |
| 20 hours x \$40/hour average = \$800 | | |
| Brush pickup: 3 workers for 2.0 hours per day, 1 day a week for 28 weeks per year | | |
| 168 hours x \$40/hour average = \$6,720 | | |
| Leaf vacuuming: 2 workers for 5 hours per day, 4 days a week for 5 weeks per year (1 Spring, 4 Fall) | | |
| 200 hours x \$40/hour average = \$8,000 | | |
| Tree trimming: 4 workers for 8 hours per day, 3 days per week for 3 weeks per year | | |
| <u>288 hours x \$40/hour average = \$11,520</u> | | |
| Total: \$27,040 | | |
| <u>001.0017.50.5015</u> Part Time | 2019/2020 - \$3,500 | 2020/2021-\$1,500 |
| <u>001.0017.50.5020</u> Overtime @ 1.5 | 2019/2020 - \$750 | 2020/2021-\$750 |
| <u>001.0017.50.5030</u> Longevity Pay | 2019/2020 - \$1,190 | 2020/2021-\$0 |
| Longevity was removed from the personnel policy effective 5/1/2020. | | |
| <u>001.0017.50.5042</u> Employee Insurance Benefit | 2019/2020 - \$11,000 | 2020/2021-\$5,000 |

| | | |
|--|---------------------|-------------------|
| <u>001.0017.50.5045</u> <u>Accrued Vacation /Sick</u> | 2019/2020 - \$500 | 2020/2021-\$500 |
| <u>001.0017.50.5055</u> <u>IMRF ER Contribution</u> | 2019/2020 - \$2,288 | 2020/2021-\$2,900 |
| <u>001.0017.50.5070</u> <u>FICA Match</u> | 2019/2020 - \$2,432 | 2020/2021-\$2,350 |

Professional Development Service

| | | |
|--|-------------------|-----------------|
| <u>001.0017.55.5100</u> <u>Training/Travel/Meeting Expenses</u> | 2019/2020 - \$500 | 2020/2021-\$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.

Commodities

| | | |
|--|-------------------|-----------------|
| <u>001.0017.65.5330</u> <u>Vehicle Fuel</u> | 2019/2020 - \$500 | 2020/2021-\$600 |
|--|-------------------|-----------------|

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.

| | | |
|--|---------------------|-------------------|
| <u>001.0017.65.5345</u> <u>Forestry Stock</u> | 2019/2020 - \$1,500 | 2020/2021-\$1,500 |
|--|---------------------|-------------------|

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.

| | | |
|--|-------------------|-------------------|
| <u>001.0017.65.5350</u> <u>Vehicles & Equipment</u> | 2019/2020 - \$500 | 2020/2021-\$1,500 |
|--|-------------------|-------------------|

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.

Outside Services

| | | |
|--|---------------------|-------------------|
| <u>001.0017.70.5450</u> <u>Contractual Services</u> | 2019/2020 - \$8,000 | 2020/2021-\$9,500 |
|--|---------------------|-------------------|

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 2019/2020 - \$2,000 2020/2021-\$14,000

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)

The leaf vacuum was damaged at the end of the 2019 season. A repair quote from Bonnell was received to repair the damage caused to the liner, fan, housing, and drive. The quote presumably assumes the worst case scenario for the rebar incident.

Equipment

001.0017.80.5715 Field Equipment 2019/2020 - \$500 2020/2021-\$250

Typical examples of field equipment for the forestry departments include chainsaws, rakes, blowers, pruning saws, and hand saws.

001.0017.90.6800 Capital Improvements Service 2019/2020 - \$0 2020/2021-\$8,000

The 30 –yard Spartan leaf vacuum was received in March 2016. Assuming that the leaf vacuum will have a 10 year service life, replacement would occur in 2026/2027. The original purchase price was \$74,275.75; assume a replacement cost of \$80,000. Including the fifth year's budget (2020/2021), there should theoretically be \$40,000 in the bank to replace the leaf vacuum at \$8,000/year.



City of Sandwich

*General Fund
Police Department*

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 | 1,474,032.00 | 1,548,345.69 | 1,507,517.00 | 1,535,197.02 | 1,354,000.00 | 1,472,925.70 | 1,525,059.61 |
| 001.0020.50.5015 PART TIME | 38,736.00 | 42,607.13 | 25,000.00 | 25,017.25 | 25,000.00 | 32,752.50 | 30,000.00 |
| 001.0020.50.5020 OVERTIME @ 1.5 | 67,570.32 | 75,488.75 | 71,000.00 | 92,891.20 | 75,000.00 | 71,375.22 | 25,000.00 |
| 001.0020.50.5025 HOLIDAY PAY | 56,037.35 | 53,444.49 | 64,000.00 | 49,041.02 | 60,000.00 | 57,241.40 | 50,000.00 |
| 001.0020.50.5027 COURT TIME SALARIES | 8,182.16 | 4,421.00 | 9,000.00 | 6,330.83 | 6,000.00 | 8,810.53 | 6,000.00 |
| 001.0020.50.5028 SALARIES-SCHOOL CROSSING GUARD | | | | 17,081.00 | 24,000.00 | 7,540.00 | 26,300.00 |
| 001.0020.50.5030 LONGEVITY SALARY | 52,900.00 | 49,385.46 | 51,000.00 | 50,361.60 | 43,200.00 | 47,731.58 | |
| 001.0020.50.5040 EMPLOYEE INSURANCE BENEFITS | 341,500.00 | 306,493.75 | 355,000.00 | 317,476.93 | 322,000.00 | 261,441.68 | 322,000.00 |
| 001.0020.50.5045 ACCRUED VACATION/SICK | | | | | 101,500.00 | 133,584.41 | 75,000.00 |
| 001.0020.50.5050 OTHER BENEFITS | | 405.95 | | | | | |
| 001.0020.50.5055 IMRF ER CONTRIBUTION | | | | 10,761.67 | 9,270.00 | 24,121.62 | 17,500.00 |
| 001.0020.50.5060 UNEMPLOYMENT INS | | | | | 550.00 | 7,490.32 | 4,000.00 |
| 001.0020.50.5065 WORKMAN'S COMP INS | | | | | 92,400.00 | 87,116.00 | 94,750.00 |
| 001.0020.50.5070 FICA MATCH | | | | 23,261.94 | 36,360.00 | 136,296.58 | 116,500.00 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| PERSONNAL SERVICES TOTAL | 2,038,957.83 | 2,080,592.22 | 2,082,517.00 | 2,127,420.46 | 2,149,280.00 | 2,348,427.54 | 2,292,109.61 |
| PROFESSIONAL DEVELOPMENT SERVICE | | | | | | | |
| 001.0020.55.5100 TRAINING/TRAVEL/MEETING EXP | 15,000.00 | 16,377.34 | 15,000.00 | 11,514.32 | 21,000.00 | 7,207.18 | 13,300.00 |
| 001.0020.55.5105 DUES & MEMBERSHIPS | 1,500.00 | 972.00 | 1,600.00 | 877.00 | 1,650.00 | 865.00 | 1,450.00 |
| 001.0020.55.5110 MEDICAL EXP/IMMUNIZATIONS | 1,000.00 | 367.00 | 1,000.00 | 58.00 | 1,000.00 | 249.00 | 1,000.00 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| PROFESSIONAL DEVELOPMENT TOTA | 17,500.00 | 17,716.34 | 17,600.00 | 12,449.32 | 23,650.00 | 8,321.18 | 15,750.00 |
| UTILITIES SERVICE | | | | | | | |
| 001.0020.60.5200 UTILITIES - ELECTRIC | 700.00 | 749.33 | 900.00 | 953.68 | 900.00 | 1,259.74 | 10,000.00 |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 | 1,492.47 | 1,500.00 | 1,611.82 | 1,500.00 | 1,971.93 | 1,500.00 |
| 001.0020.60.5210 UTILITIES - TELEPHONE | 12,400.00 | 12,769.48 | 12,700.00 | 9,677.74 | 12,000.00 | 8,649.61 | 12,000.00 |
| 001.0020.60.5220 TRASH REMOVAL | 925.00 | 852.00 | 925.00 | 908.00 | 925.00 | 936.00 | 925.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| UTILITIES TOTAL | 15,525.00 | 15,863.28 | 16,025.00 | 13,151.24 | 15,325.00 | 12,817.28 | 24,425.00 |
| COMMODITIES SERVICE | | | | | | | |
| 001.0020.65.5300 OFFICE SUPPLIES | 6,000.00 | 6,237.60 | 6,000.00 | 5,231.65 | 6,000.00 | 3,148.56 | 6,000.00 |
| 001.0020.65.5305 OPERATING/CLEANING SUPPLIES | 5,000.00 | 4,780.50 | 5,000.00 | 4,172.87 | 5,000.00 | 2,287.37 | 5,000.00 |
| 001.0020.65.5310 CLOTHING-UNIFORMS/SUPPLIES | 25,000.00 | 18,780.04 | 25,000.00 | 17,139.07 | 18,000.00 | 9,828.85 | 15,700.00 |
| 001.0020.65.5315 POSTAGE | 900.00 | 864.65 | 1,200.00 | 1,156.88 | 1,300.00 | 1,146.28 | 1,300.00 |
| 001.0020.65.5320 PRINTING EXPENSE | 1,300.00 | 1,440.29 | 1,800.00 | 1,857.29 | 2,000.00 | 112.60 | 1,750.00 |
| 001.0020.65.5325 PUBLICATIONS | 800.00 | 818.95 | 900.00 | 422.95 | 500.00 | 259.95 | 500.00 |
| 001.0020.65.5330 VEHICLE FUEL | 25,000.00 | 27,140.75 | 25,000.00 | 28,783.64 | 28,000.00 | 22,188.04 | 30,000.00 |
| 001.0020.65.5335 SUPPLIES - OFFICER | 1,500.00 | 1,314.12 | 1,500.00 | 1,809.16 | 1,900.00 | 4,097.53 | 2,200.00 |
| 001.0020.65.5336 SUPPLIES - INVESTIGATIONS | 1,000.00 | 957.23 | 1,000.00 | 940.48 | 1,000.00 | 417.18 | 1,000.00 |
| 001.0020.65.5338 SUPPLIES - AMMUNITION | 3,000.00 | 2,451.77 | 3,000.00 | 2,488.61 | 3,000.00 | 2,859.47 | 3,000.00 |
| 001.0020.65.5350 VEHICLES & EQUIPMENT | 1,500.00 | 760.82 | 1,500.00 | 1,420.99 | 2,000.00 | 2,105.50 | 2,000.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| COMMODITIES TOTAL | 71,000.00 | 65,546.72 | 71,900.00 | 65,423.59 | 68,700.00 | 48,451.33 | 68,450.00 |
| OUTSIDE SERVICES SERVICE | | | | | | | |
| 001.0020.70.5445 LEGAL SERVICES | 5,000.00 | 5,326.25 | 5,000.00 | 5,468.75 | 7,500.00 | 4,200.00 | 7,500.00 |
| 001.0020.70.5450 CONTRACTUAL SERVICES | 26,000.00 | 26,396.54 | 26,000.00 | 30,599.92 | 100,525.00 | 113,540.98 | 197,976.00 |
| 001.0020.70.5475 COMPUTER MAINTENANCE AGREEMTS | 34,400.00 | 29,238.58 | 45,800.00 | 31,132.73 | 43,500.00 | 30,231.64 | 44,400.00 |
| 001.0020.70.5485 LEGAL NOTICES & ADVERTISING | 300.00 | 137.48 | 300.00 | | 300.00 | 95.99 | 300.00 |
| 001.0020.70.5510 INVESTIGATION SERVICES | 2,000.00 | 132.02- | 2,000.00 | 2,000.00 | 2,000.00 | | 2,000.00 |

**BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020**

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 | 12,000.00 | 12,396.02 | 14,000.00 | 13,935.60 | 15,000.00 | 17,846.93 | 15,000.00 | |
| 001.0020.70.5575 BUILDING MAINTENANCE | 5,000.00 | 6,613.65 | 5,000.00 | 4,224.44 | 5,000.00 | 8,477.13 | 5,000.00 | |
| 001.0020.70.5576 NEW BUILDING MAINTENANCE | | | | | | | 6,000.00 | |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| OUTSIDE SERVICES TOTAL | 84,700.00 | 79,976.50 | 98,100.00 | 87,361.44 | 173,825.00 | 174,392.67 | 278,176.00 | |
| | | OTHER EXPENSES SERVICE | | | | | | |
| 001.0020.75.5610 EMPLOYEE RELATIONS | 1,500.00 | 946.05 | 1,500.00 | 327.67 | 1,500.00 | | 1,500.00 | |
| 001.0020.75.5632 ADJUDICATION EXP | | 14,759.92 | | 525.73 | 19,000.00 | 27,767.13 | 19,000.00 | |
| 001.0020.75.5635 CADET EXPENSES | 1,000.00 | | 1,000.00 | 155.00 | 1,000.00 | | 1,000.00 | |
| 001.0020.75.5690 REFUNDS | | 500.00 | | 525.00 | | 1,500.00 | | |
| 001.0020.75.5695 MISC EXPENSE | 2,500.00 | 2,501.25 | 2,500.00 | 2,520.00 | 2,500.00 | 1,256.63 | 2,500.00 | |
| 001.0020.75.5721 VIDEO MONITORING PROG EXPENSE | | | | 17,365.38 | 8,634.00 | 4,120.18 | 4,070.00 | |
| 001.0020.75.5722 K9 EXPENSES | | | | | 1,000.00 | 1,033.94 | 1,000.00 | |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| OTHER EXPENSES TOTAL | 5,000.00 | 18,707.22 | 5,000.00 | 21,418.78 | 33,634.00 | 35,677.88 | 29,070.00 | |
| | | EQUIPMENT (\$0 - \$4,999) SERVICE | | | | | | |
| 001.0020.80.5720 POLICE EQUIPMENT | 3,500.00 | 50.00 | 18,000.00 | 10,514.49 | 14,076.00 | 13,888.21 | 7,000.00 | |
| 001.0020.80.5723 DISPATCH EQUIPMENT | | | | | | 130.00 | | |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| EQUIPMENT (\$0 - \$4,999) TOTAL | 3,500.00 | 50.00 | 18,000.00 | 10,514.49 | 14,076.00 | 14,018.21 | 7,000.00 | |
| | | EQUIPMENT (\$5,000 +) SERVICE | | | | | | |
| 001.0020.85.5820 POLICE EQUIPMENT | | 18.95 | | 16,245.31 | 25,000.00 | 16,245.34 | 18,000.00 | |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | |
| EQUIPMENT (\$5,000 +) TOTAL | .00 | 18.95 | .00 | 16,245.31 | 25,000.00 | 16,245.34 | 18,000.00 | |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| TRANSFERS OUT SERVICE | | | | | | | |
| 001.0020.97.7000 IFT TRANSFER OUT | 34,000.00 | 8,138.27 | | | | | |
| 001.0020.97.7062 IFT TO FUND 09 WORKERS COMP | | 33,558.30 | | | | | |
| TRANSFERS OUT TOTAL | 34,000.00 | 41,696.57 | .00 | .00 | .00 | .00 | .00 |
| <hr/> | | | | | | | |
| POLICE TOTAL | 2,270,182.83 | 2,320,167.80 | 2,309,142.00 | 2,353,984.63 | 2,503,490.00 | 2,658,351.43 | 2,732,980.61 |
| <hr/> | | | | | | | |
| GENERAL FUND TOTAL | 2,270,182.83 | 2,320,167.80 | 2,309,142.00 | 2,353,984.63 | 2,503,490.00 | 2,658,351.43 | 2,732,980.61 |
| <hr/> | | | | | | | |
| Report Total | 2,270,182.83 | 2,320,167.80 | 2,309,142.00 | 2,353,984.63 | 2,503,490.00 | 2,658,351.43 | 2,732,980.61 |

Police Department Budget Narrative

Personal Services

| | | |
|---|------------------------|-------------------------|
| <u>001.0020.50.5010</u> Salaries | 2019/2020- \$1,354,000 | 2020/2021 - \$1,525,060 |
| This line item covers annual salaries for full-time employees of the Sandwich Police Department and the conversion of longevity which is now a component of salary. Currently, the Police Department employs the following full-time employees: 1 Chief, 3 Sergeants, 9 Sworn Police Officers, 1 SRO, 1 Support Services/Administrative Clerk, and 1 Community Relations Coordinator. | | |
| <u>001.0020.50.5015</u> Part-Time | 2019/2020- \$25,000 | 2020/2021 - \$30,000 |
| This line item covers the projected costs for part-time employees currently working at the Police Department. | | |
| <u>001.0020.50.5020</u> Overtime at 1.5 | 2019/2020- \$75,000 | 2020/2021 - \$25,000 |
| The projected cost for this line item will be decreased by \$50,000 for the 2020/2021 fiscal year. | | |
| <u>001.0020.50.5025</u> Overtime at 2.0 | 2019/2020- \$60,000 | 2020/2021 - \$50,000 |
| The projected cost for this line will decrease by \$10,000 for the 2020/2021 fiscal year. | | |
| <u>001.0020.50.5027</u> Court Time Salaries | 2019/2020- \$6,000 | 2020/2021 - \$6,000 |
| The projected cost for this line will stay the same for the 2020/2021 fiscal year. | | |
| <u>001.0020.50.5028</u> Salaries-School Crossing Guard | 2019/2020- \$24,000 | 2020/2021 - \$26,300 |
| This line item covers annual salaries for the school crossing guards. | | |
| <u>001.0020.50.5030</u> Longevity Pay | 2019/2020- \$43,200 | 2020/2021 - \$0 |
| Longevity was removed from the personnel policy effective 5/1/2020. | | |
| <u>001.0020.50.5040</u> Employee Insurance Benefit | 2019/2020- \$322,000 | 2020/2021 - \$322,000 |
| <u>001.0020.50.5045</u> Accrued Vacation/Sick | 2019/2020- \$101,500 | 2020/2021 - \$75,000 |
| <u>001.0020.50.5055</u> IMRF ER Contribution | 2019/2020- \$9,270 | 2020/2021 - \$17,500 |
| <u>001.0020.50.5060</u> Unemployment Insurance | 2019/2020- \$550 | 2020/2021 - \$4,000 |
| <u>001.0020.50.5065</u> Workman's Comp Insurance | 2019/2020- \$92,400 | 2020/2021 - \$94,750 |
| <u>001.0020.50.5070</u> FICA Match | 2019/2020- \$36,360 | 2020/2021 - \$116,500 |

Professional Development

001.0020.55.5100 Training/Travel/Meeting Expenses 2019/2020- \$21,000 2020/2021 - \$13,300

The projected cost shows a \$7,700 decrease for the 2020/2021 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 2020/2021 budget includes:

911 Board – CES & PowerPhone
CPR Certification Class
ILEAS Conference
Illinois Chief of Police Training
Illinois Valley Crime Prevention Commission
IPSTA Conference
Northern Illinois Training Advisory Board
Police Law Institute
Police Training Institute

001.0020.55.5105 Dues & Memberships 2019/2020- \$1,650 2020/2021 - \$1,450

The projected cost for this line item will be decreased by \$200. This line item represents all annual costs for dues and membership in specific Law Enforcement related organizations and business organizations such as:

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
NENA 911 (National Emergency Number Association)
Sandwich Chamber of Commerce
Three Fires Council/Explorer Cadet Program

001.0020.55.5110 Medical Expenses / Immunizations 2019/2020- \$1,000 2020/2021 - \$1,000

The projected cost shows no increase for the 2020/2021 budget. This line item consists of the cost to provide medical care and immunizations to officers exposed to offenders/citizens afflicted with high risk diseases.

Utilities

001.0020.60.5200 Utilities – Electric 2019/2020- \$900 2020/2021 - \$10,000

The projected cost shows a \$9,100 increase for the 2020/2021 budget.

001.0020.60.5205 Utilities - Gas 2019/2020- \$1,500 2020/2021 - \$1,500

The projected cost shows no increase for the 2020/2021 budget.

001.0020.60.5210 Utilities - Phone 2019/2020- \$12,000 2020/2021 - \$12,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.60.5220 Trash Removal 2019/2020- \$925 2020/2021 - \$925
The projected cost shows no increase for the 2020/2021 budget.

Commodities

001.0020.65.5300 Office Supplies 2019/2020- \$6,000 2020/2021 - \$6,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.65.5305 Operating/Cleaning Supplies 2019/2020- \$5,000 2020/2021 - \$5,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.65.5310 Clothing – Uniforms/Supplies 2019/2020- \$18,000 2020/2021 - \$15,700
The projected cost for this line item will be decreased by \$2,300 due to a decrease in number of employees from the 2019/2020 fiscal year.

001.0020.65.5315 Postage 2019/2020- \$1,300 2020/2021 - \$ 1,300
The projected cost shows no increase for the 2020/2021 budget.

001.0020.65.5320 Printing Expense 2019/2020- \$2,000 2020/2021 - \$1,750
The projected cost for this line item will be decreased by \$250 for the 2020/2021 budget.

001.0020.65.5325 Publications 2019/2020- \$500 2020/2021 - \$500
The projected cost shows no increase for the 2020/2021 budget.

001.0020.65.5330 Vehicle Fuel 2019/2020- \$28,000 2020/2021 - \$30,000
The projected cost for this line item will be increased by \$2,000 due to estimated cost and average usage for the 2020/2021 fiscal year.

001.0020.65.5335 Supplies - Officer 2019/2020- \$1,900 2020/2021 - \$2,200
The projected cost for this line item will be increased by \$300 due to increased cost of supplies and ensuring officers have needed supplies on hand at all times.

001.0020.65.5336 Supplies - Investigations 2019/2020- \$1,000 2020/2021 - \$1,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.65.5338 Supplies - Ammunition 2019/2020- \$3,000 2020/2021 - \$3,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.65.5350 Vehicles & Equipment (Small Items) 2019/2020- \$2,000 2020/2021 - \$2,000
The projected cost shows no increase for the 2020/2021 budget.

Outside Services

001.0020.70.5445 Legal Services & Adjudication 2019/2020- \$7,500 2020/2021 - \$7,500
The projected cost shows no increase for the 2020/2021 budget.

001.0020.70.5450 Contractual Services 2019/2020- \$100,525 2020/2021 - \$197,976
The projected cost for this line item will be increased by \$97,451 due to outsourcing dispatch to DeKalb County and minor price adjustments.

001.0020.70.5475 Computer Maintenance Agreements 2019/2020- \$43,500 2020/2021 - \$44,400
The projected cost for this line item will be increased by \$900 due to minor price adjustments. Due to Custom Computer Repair Services no longer being a provider as of April 30, 2020, it is unknown if there will be an additional decrease or increase in this line item.

001.0020.70.5485 Legal Notices & Advertising 2019/2020- \$300 2020/2021 - \$300
The projected cost shows no increase for the 2020/2021 budget.

001.0020.70.5510 Investigation Services 2019/2020- \$2,000 2020/2021 - \$2,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.70.5550 Vehicles & Equipment (Outside Svcs) 2019/2020- \$15,000 2020/2021 - \$15,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.70.5575 Building Maintenance 2019/2020- \$5,000 2020/2021 - \$5,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.70.5576 New Building Maintenance 2019/2020- \$0 2020/2021 - \$6,000
This new line item is budgeted to cover the projected costs of the new building maintenance.

Other Expenses

001.0020.75.5610 Employee Relations 2019/2020- \$1,500 2020/2021 - \$1,500
The projected cost shows no increase for the 2020/2021 budget.

001.0020.75.5632 Adjudication Expenses 2019/2020- \$19,000 2020/2021 - \$19,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.75.5635 Cadet Expenses 2019/2020- \$1,000 2020/2021 - \$1,000
The projected cost shows no increase for the 2020/2021 budget.

001.0020.75.5690 Refunds 2019/2020- \$0 2020/2021 - \$0

This line item will remain at zero, which is the same as the 2019/2020 fiscal year.

001.0020.75.5695 Miscellaneous Expense 2019/2020- \$2,500 2020/2021 - \$2,500

The projected cost shows no increase for the 2020/2021 budget.

001.0020.75.5721 Video Monitoring Prog Expense 2019/2020- \$8,634 2020/2021 - \$4,070

The projected cost for this line item will be decreased by \$4,564 for fiscal year 2020/2021. The money funding this line item was grant money and needs to be treated as a restricted fund only to be used for this line item.

001.0020.75.5722 K9 Expenses 2019/2020- \$1,000 2020/2021 - \$1,000

The projected cost shows no increase for the 2020/2021 budget.

Police Equipment

001.0020.80.5715 Field Equipment 2019/2020- \$0 2020/2021 - \$0

This line item will remain at zero for the 2020/2021 fiscal year.

001.0020.80.5720 Police Equipment \$0-\$4,999 2019/2020- \$14,076 2020/2021 - \$7,000

The projected cost for this line item will be decreased by \$7,076 due to a decrease in costs from the 2019/2020 fiscal year. The 2020/2021 budget will cover new ballistics vests for two officers, axon taser cartridges and taser simulation training suit, and repair of the speed trailer.

001.0020.80.5820 Police Equipment \$5,000+ 2019/2020- \$25,000 2020/2021 - \$18,000

The projected cost for this line item will be decreased by \$7,000 due to paying off the K-9 squad and payments for two squads.

Other Miscellaneous Expenses

001.0020.90.6800 Capital Improvements 2019/2020- \$0 2020/2021 - \$0

This line item will remain at zero, which is the same as the 2019/2020 fiscal year.

001.0020.97.7000 IFT Transfer Out 2019/2020- \$0 2020/2021 - \$0

This line item will remain at zero, which is the same as the 2019/2020 fiscal year.

001.0020.97.7062 IFT to Fund 09 Workers Comp (Loans) 2019/2020- \$0 2020/2021 - \$0

This line item will remain at zero, which is the same as the 2019/2020 fiscal year.



City of Sandwich

*General Fund
EMA Department*

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 |
|---|--------------|--------------|------------|--------------|------------|--------------|-----------|
| EMA DEPARTMENT | | | | | | | |
| PROFESSIONAL DEVELOPMENT SERVICE | | | | | | | |
| 001.0025.55.5105 DUES & MEMBERSHIPS | 100.00 | 50.00 | 100.00 | 50.00 | 100.00 | | 100.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| PROFESSIONAL DEVELOPMENT TOTA | 100.00 | 50.00 | 100.00 | 50.00 | 100.00 | .00 | 100.00 |
| UTILITIES SERVICE | | | | | | | |
| 001.0025.60.5200 UTILITIES - ELECTRIC | | 636.35 | | 496.26 | 750.00 | 809.59 | 800.00 |
| 001.0025.60.5210 UTILITIES - TELEPHONE | 2,500.00 | 2,463.93 | 2,500.00 | 2,598.09 | 2,500.00 | 2,687.18 | 2,550.00 |
| 001.0025.60.5215 UTILITIES - CABLE/INTERNET | 960.00 | 839.40 | 960.00 | 1,026.80 | 975.00 | 1,048.80 | 1,000.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| UTILITIES TOTAL | 3,460.00 | 3,939.68 | 3,460.00 | 4,121.15 | 4,225.00 | 4,545.57 | 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 | | 100.00 | | | | |
| 001.0025.65.5310 CLOTHING-UNIFORMS/SUPPLIES | 100.00 | | 100.00 | | | | |
| 001.0025.65.5330 VEHICLE FUEL | 100.00 | | 100.00 | | | 59.92 | 100.00 |
| 001.0025.65.5350 VEHICLES & EQUIPMENT | 100.00 | | 100.00 | | | | |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| COMMODITIES TOTAL | 500.00 | .00 | 500.00 | .00 | .00 | 59.92 | 200.00 |
| OUTSIDE SERVICES SERVICE | | | | | | | |
| 001.0025.70.5450 CONTRACTUAL SERVICES | 4,200.00 | 4,060.18 | 4,200.00 | 4,191.88 | 4,500.00 | 4,215.00 | 4,650.00 |
| 001.0025.70.5550 VEHICLES & EQUIPMENT | 290.00 | | 290.00 | | | 129.99 | 250.00 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| OUTSIDE SERVICES TOTAL | 4,490.00 | 4,060.18 | 4,490.00 | 4,191.88 | 4,500.00 | 4,344.99 | 4,900.00 |

BUDGET WORKSHEET
CALENDAR 4/2020, FISCAL 12/2020

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 |
|--|--------------|--------------|------------|--------------|------------|--------------|-----------|
| OTHER EXPENSES SERVICE | | | | | | | |
| 001.0025.75.5610 EMPLOYEE RELATIONS | 200.00 | | 200.00 | | | | 250.00 |
| 001.0025.75.5695 MISC EXPENSE | 250.00 | | 250.00 | | 250.00 | 440.20 | |
| OTHER EXPENSES TOTAL | 450.00 | .00 | 450.00 | .00 | 250.00 | 440.20 | 250.00 |
| EQUIPMENT (\$0 - \$4,999) SERVICE | | | | | | | |
| 001.0025.80.5725 RADIO EQUIPMENT | 1,000.00 | | 1,000.00 | | 1,000.00 | 567.00 | |
| EQUIPMENT (\$0 - \$4,999) TOTAL | 1,000.00 | .00 | 1,000.00 | .00 | 1,000.00 | 567.00 | .00 |
| EQUIPMENT (\$5,000 +) SERVICE | | | | | | | |
| 001.0025.85.5830 EQUIPMENT | | 2,624.75 | | | 25,000.00 | | 25,000.00 |
| EQUIPMENT (\$5,000 +) TOTAL | .00 | 2,624.75 | .00 | .00 | 25,000.00 | .00 | 25,000.00 |
| TRANSFERS OUT SERVICE | | | | | | | |
| EMA TOTAL | 10,000.00 | 10,674.61 | 10,000.00 | 8,363.03 | 35,075.00 | 9,957.68 | 34,800.00 |
| GENERAL FUND TOTAL | 10,000.00 | 10,674.61 | 10,000.00 | 8,363.03 | 35,075.00 | 9,957.68 | 34,800.00 |
| Report Total | 10,000.00 | 10,674.61 | 10,000.00 | 8,363.03 | 35,075.00 | 9,957.68 | 34,800.00 |

