



# *City of Sandwich*

## *Capital Improvement Fund*

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
INTERGOVERNMENTAL SERVICE							
010.0000.10.4209 COUNTY GRANTS						14,000.00-	
010.0000.10.4210 STATE GRANTS						8,349.47-	10,000.00-
							10,000.00-
INTERGOVERNMENTAL TOTAL	.00	.00	.00	.00	.00	22,349.47-	
FINES & FOREFITS SERVICE							
010.0000.20.4604 ACQUISITION/MAINTENANCE						860.00-	
							.00
FINES & FOREFITS TOTAL	.00	.00	.00	.00	.00	860.00-	
INTEREST INCOME SERVICE							
010.0000.25.4675 INTEREST INCOME						10,228.99-	12,000.00-
							12,000.00-
INTEREST INCOME TOTAL	.00	.00	.00	.00	.00	10,228.99-	
OTHER INCOME SERVICE							
010.0000.30.4775 PROCEEDS FROM BOND ISSUE					3,000,000.00-		3,200,000.00-
							3,200,000.00-
OTHER INCOME TOTAL	.00	.00	.00	.00	3,000,000.00-	.00	
TRANSFERS IN SERVICE							
010.0000.35.4850 IFT FROM OTHER FUNDS	533,640.51-				400,000.00-	5,448.90-	
							.00
TRANSFERS IN TOTAL	533,640.51-	.00	.00	.00	400,000.00-	5,448.90-	
EQUIPMENT (\$5,000 + ) SERVICE							
010.0000.85.7000 SALE OF CAPITAL ASSETS				18,200.00-			

**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 + ) TOTAL	.00	.00	.00	18,200.00-	.00	.00	.00
GENERAL TOTAL	533,640.51-	.00	.00	18,200.00-	3,400,000.00-	38,887.36-	3,222,000.00-
EQUIPMENT (\$5,000 + ) SERVICE							
010.0000.85.5805 COMPUTER PRGMS/UPDATES	35,000.00	23,825.38					
010.0000.85.5815 PUBLIC WORKS EQUIPMENT		43,844.12		72,707.29			
010.0000.85.5820 POLICE EQUIPMENT		949.05		46,026.79	112,000.00	93,074.17	
EQUIPMENT (\$5,000 + ) TOTAL	35,000.00	68,618.55	.00	118,734.08	112,000.00	93,074.17	.00
CAPITAL IMPROVEMENTS SERVICE							
010.0000.90.6800 CAPTIAL IMPROVEMENTS		19,310.35		11,791.25	30,000.00	12,680.00	
010.0000.90.6805 GLETTY ROAD CLEANUP						11,227.10	165,000.00
CAPITAL IMPROVEMENTS TOTAL	.00	19,310.35	.00	11,791.25	30,000.00	23,907.10	165,000.00
TRANSFERS OUT SERVICE							
010.0000.97.7000 IFT TRANSFER OUT		2,128.62					
TRANSFERS OUT TOTAL	.00	2,128.62	.00	.00	.00	.00	.00
GENERAL TOTAL	35,000.00	90,057.52	.00	130,525.33	142,000.00	116,981.27	165,000.00

BRIDGE CONSTRUCTION/REPAI DEPARTMENT

CAPITAL IMPROVEMENTS SERVICE

010.0100.90.6800 CAPITAL IMPROVEMENTS					100,000.00		
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**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 TOTAL	.00	.00	.00	.00	100,000.00	.00	.00
BRIDGE CONSTRUCTION/REPAI TOTA	.00	.00	.00	.00	100,000.00	.00	.00
SIDEWALK MAINTENANCE DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0102.90.6800 CAPITAL IMPROVEMENTS	50,000.00						50,000.00
CAPITAL IMPROVEMENTS TOTAL	50,000.00	.00	.00	.00	.00	.00	50,000.00
SIDEWALK MAINTENANCE TOTAL	50,000.00	.00	.00	.00	.00	.00	50,000.00
CONCRETE STREET MAINTENAN DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0103.90.5560 STREETS		23,441.67					
CAPITAL IMPROVEMENTS TOTAL	.00	23,441.67	.00	.00	.00	.00	.00
CONCRETE STREET MAINTENAN TOTA	.00	23,441.67	.00	.00	.00	.00	.00
STREET LAMP / LIGHTING UP DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0105.90.6800 CAPITAL IMPROVEMENTS	172,500.00			141,386.85			80,000.00
CAPITAL IMPROVEMENTS TOTAL	172,500.00	.00	.00	141,386.85	.00	.00	80,000.00



ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
NE RETENTION POND STORMWA DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0202.90.6800 CAPITAL IMPROVEMENTS				68,432.00			
CAPITAL IMPROVEMENTS TOTAL	.00	.00	.00	68,432.00	.00	.00	.00
NE RETENTION POND STORMWA TOTA	.00	.00	.00	68,432.00	.00	.00	.00
LISBON ST - WOLFE TO MAIN DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0304.90.6800 CAPITAL IMPROVEMENTS		317,227.97					
CAPITAL IMPROVEMENTS TOTAL	.00	317,227.97	.00	.00	.00	.00	.00
LISBON ST - WOLFE TO MAIN TOTA	.00	317,227.97	.00	.00	.00	.00	.00
MAIN ST-CENTER TO 2ND DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0307.90.6800 CAPITAL IMPROVEMENTS				8,252.00	80,000.00	26,386.89	92,000.00
CAPITAL IMPROVEMENTS TOTAL	.00	.00	.00	8,252.00	80,000.00	26,386.89	92,000.00
MAIN ST-CENTER TO 2ND TOTAL	.00	.00	.00	8,252.00	80,000.00	26,386.89	92,000.00
CAPITAL EQUIP/PROJECTS FU TOTA	242,140.51-	707,081.56	.00	497,575.10	122,000.00	115,105.80	365,000.00
Report Total	242,140.51-	707,081.56	.00	497,575.10	122,000.00	115,105.80	365,000.00

# Capital Improvements Fund Budget Narrative

<b><u>010.0000.10.4210</u></b> State Grants	2019/2020- \$0	2020/2021 - \$10,000
<b><u>010.0000.25.4675</u></b> Interest Income	2019/2020- \$0	2020/2021 - \$12,000
<b><u>010.0000.30.4775</u></b> Proceeds from Bond Sales	2019/2020- \$3,000,000	2020/2021 - \$3,200,000
Proceeds to be used towards renovation costs of the police department.		
<b><u>010.0000.35.4850</u></b> IFT From Other Funds	2019/2020- \$400,000	2020/2021 - \$0
<b><u>010.0000.85.5805</u></b> Computer Programs Updates	2019/2020- \$0	2020/2021 - \$0
This line item will remain at zero, which is the same as the 2019/2020 fiscal year.		
<b><u>010.0000.85.5820</u></b> Police Equipment/Services \$5,000+	2019/2020- \$112,000	2020/2021 - \$0
The projected cost for this line item will decrease to \$0 for 2020/2021 as there is no anticipated expense.		
<b><u>010.0000.90.6800</u></b> Capital Improvements	2019/2020- \$30,000	2020/2021 - \$0
The projected cost for this line item will decrease to \$0 for 2020/2021 as sidewalk improvements will be budgeted from account 010.0100.90.6800.		
<b><u>010.0000.90.6805</u></b> Gletty Road Cleanup	2019/2020- \$0	2020/2021 - \$165,000
<b><u>010.0100.90.6800</u></b> Capital Improvements	2019/2020- \$100,000	2020/2021 - \$0
<b><u>010.0102.90.6800</u></b> Capital Improvements	2019/2020- \$0	2020/2021 - \$50,000
This line item is budgeted for sidewalk improvements.		
<b><u>010.0105.90.6800</u></b> Capital Improvements	2019/2020- \$0	2020/2021 - \$80,000
This line item will be used for funding new capital improvements that replace existing assets. For instance when an existing storm sewer is removed and replaced, the project (engineering, labor, equipment, and materials) should be funded from this line item.		
207 E. Railroad Street		
- Replace heaters		
307 E. Railroad Street		
- Replace heaters		
311 E. Railroad Street		
- Roof repairs		
Street Lighting Original Costs		
<ul style="list-style-type: none"> <li>• Westfield Meadows Subdivision:</li> <li>• Fairwinds of Sandwich Subdivision</li> </ul>		

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

**010.0107.90.6800** Capital Improvements–Police Station 2019/2020- \$3,200,000 2019/2020 - \$3,200,000

This line item is budgeted for new police station expenses.

**010.0307.90.6800** Capital Improvements 2019/2020- \$80,000 2020/2021 - \$92,000

This line item is budgeted for the Little Rock Creek Watershed Management Plan, roof on the old fire department building, and backhoe.





# *City of Sandwich*

## *Impact Fee Fund*

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
020.0000.05.4190 IMPACT FEES RECEIVED		7,935.00-		14,084.10-	10,000.00-	19,903.20-	20,000.00-
020.0000.05.4191 PW BUILDING IMPACT FEE						800.00-	
020.0000.05.4192 MUNI BLDG IMPACT FEE						250.00-	
020.0000.05.4193 PD FACILITIY IMPACT FEE						400.00-	
020.0000.05.4197 ESDA IMPACT FEE						75.00-	
020.0000.05.4198 FIRE DIST IMPACT FEE						500.00-	
020.0000.05.4199 LIBRARY DIST IMPACT FEE						250.00-	
-----							20,000.00-
LICENCES & PERMITS TOTAL	.00	7,935.00-	.00	14,084.10-	10,000.00-	22,178.20-	
CARRY OVER SERVICE							
=====							20,000.00-
GENERAL TOTAL	.00	7,935.00-	.00	14,084.10-	10,000.00-	22,178.20-	
GENERAL SERVICE							
020.0000.90.6870 POLICE SERVICES				46,367.80	89,104.00		
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GENERAL TOTAL	.00	.00	.00	46,367.80	89,104.00	.00	
OTHER EXPENSES SERVICE							
020.0000.75.5686 SANDWICH FIRE IMPACT FEE PD				1,830.00		1,500.00	2,000.00
020.0000.75.5687 SANDWICH LIBRARY IMPACT FEE PD				915.00		750.00	1,000.00
020.0000.75.5688 SANDWICH SCHOOL IMPACT FEE PD				11,984.10		13,828.20	15,000.00
020.0000.75.5690 REFUNDS				2,995.00			
-----							18,000.00
OTHER EXPENSES TOTAL	.00	.00	.00	17,724.10	.00	16,078.20	

**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							
GENERAL TOTAL	.00	.00	.00	64,091.90	89,104.00	16,078.20	18,000.00
OTHER OPERATIONS DEPARTMENT							
OTHER OPERATIONS SERVICE							
IMPACT FEE TOTAL	.00	7,935.00-	.00	50,007.80	79,104.00	6,100.00-	2,000.00-
Report Total	.00	7,935.00-	.00	50,007.80	79,104.00	6,100.00-	2,000.00-





# *City of Sandwich*

## *Fairwinds Blvd Improvement Fund*

**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
GENERAL DEPARTMENT							
INTEREST INCOME SERVICE							
035.0000.25.4675 INTEREST INCOME		24.99-		25.00-		23.01-	25.00-
		-----		-----		-----	-----
INTEREST INCOME TOTAL	.00	24.99-	.00	25.00-	.00	23.01-	25.00-
OTHER INCOME SERVICE							
035.0000.30.4790 MISCELLANEOUS REIMBURSEMENTS	60,000.00-						
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OTHER INCOME TOTAL	60,000.00-	.00	.00	.00	.00	.00	.00
CARRY OVER SERVICE							
GENERAL TOTAL	60,000.00-	24.99-	.00	25.00-	.00	23.01-	25.00-
CAPITAL IMPROVEMENTS SERVICE							
035.0000.90.6800 CAPITAL IMPROVEMENTS	60,000.00						
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	60,000.00	.00	.00	.00	.00	.00	.00
TRANSFERS OUT SERVICE							
GENERAL TOTAL	60,000.00	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----	-----
FAIRWIND BLVD IMPROVEMENT TOTA	.00	24.99-	.00	25.00-	.00	23.01-	25.00-
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Report Total	.00	24.99-	.00	25.00-	.00	23.01-	25.00-



# *City of Sandwich*

## *Police Pension Fund*

**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
GENERAL DEPARTMENT							
TAXES SERVICE							
102.0000.01.4010 COUNTY TAXES		262,541.32-			387,518.00-	385,058.94-	654,691.00-
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TAXES TOTAL	.00	262,541.32-	.00	.00	387,518.00-	385,058.94-	654,691.00-
INTEREST INCOME SERVICE							
102.0000.25.4675 INTEREST INCOME		.07-		14.59-		.14-	
		-----		-----	-----	-----	-----
INTEREST INCOME TOTAL	.00	.07-	.00	14.59-	.00	.14-	.00
TRANSFERS IN SERVICE							
102.0000.35.4855 IFT FROM FUND 01(TAX LEVY)				273,021.73-			
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TRANSFERS IN TOTAL	.00	.00	.00	273,021.73-	.00	.00	.00
CARRY OVER SERVICE							
GENERAL TOTAL	.00	262,541.39-	.00	273,036.32-	387,518.00-	385,059.08-	654,691.00-
GENERAL SERVICE							
102.0040.98.6870 POLICE PENSION CONTRIBUTION	280,450.00	242,475.55	300,000.00	293,087.50	387,518.00	385,113.50	654,691.00
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GENERAL TOTAL	280,450.00	242,475.55	300,000.00	293,087.50	387,518.00	385,113.50	654,691.00
TRANSFERS OUT SERVICE							
GENERAL TOTAL	280,450.00	242,475.55	300,000.00	293,087.50	387,518.00	385,113.50	654,691.00
POLICE PENSION TOTAL							
POLICE PENSION TOTAL	280,450.00	20,065.84-	300,000.00	20,051.18	.00	54.42	.00
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# Police Pension Fund Budget Narrative

## Revenues

**102.0000.01.4010** County Taxes                      2019/2020 - \$387,518                      2020/2021 - \$654,691

## Expenses

**102.0040.98.6870** Police Pension Contribution    2019/2020 - \$387,518                      2020/2021 - \$654,691



# *City of Sandwich*

## *Motor Fuel Tax Fund*

**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
GENERAL DEPARTMENT							
INTERGOVERNMENTAL SERVICE							
110.0000.10.4230 MOTOR FUEL TAX RECEIPTS	156,800.00-	192,242.91-	190,000.00-	195,877.76-	192,000.00-	269,990.52-	237,207.00-
INTERGOVERNMENTAL TOTAL	156,800.00-	192,242.91-	190,000.00-	195,877.76-	192,000.00-	269,990.52-	237,207.00-
INTEREST INCOME SERVICE							
110.0000.25.4675 INTEREST INCOME	3,200.00-	1,144.21-		4,100.86-	1,200.00-	5,186.74-	1,500.00-
INTEREST INCOME TOTAL	3,200.00-	1,144.21-	.00	4,100.86-	1,200.00-	5,186.74-	1,500.00-
TRANSFERS IN SERVICE							
110.0000.35.4850 IFT FROM OTHER FUNDS		2,580.42-		3,503.00-			.00
TRANSFERS IN TOTAL	.00	2,580.42-	.00	3,503.00-	.00	.00	.00
CARRY OVER SERVICE							
GENERAL TOTAL	160,000.00-	195,967.54-	190,000.00-	203,481.62-	193,200.00-	275,177.26-	238,707.00-
COMMODITIES SERVICE							
110.0000.65.5365 STREET SALT							51,355.13
COMMODITIES TOTAL	.00	.00	.00	.00	.00	.00	51,355.13
OUTSIDE SERVICES SERVICE							
110.0000.70.5485 LEGAL NOTICES & ADVERTISING		187.80			400.00		1,000.00
OUTSIDE SERVICES TOTAL	.00	187.80	.00	.00	400.00	.00	1,000.00

**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							
110.0000.90.6800 CAPITAL IMPROVEMENTS						26,336.72	
110.0000.90.6860 STREET IMPROVEMENTS	250,000.00	308,564.95			396,000.00	242,040.63	280,000.00
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CAPITAL IMPROVEMENTS TOTAL	250,000.00	308,564.95	.00	.00	396,000.00	268,377.35	280,000.00
TRANSFERS OUT SERVICE							
	=====	=====	=====	=====	=====	=====	=====
GENERAL TOTAL	250,000.00	308,752.75	.00	.00	396,400.00	268,377.35	332,355.13
FAIRWIND BLVD - CENTER TO DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
	=====	=====	=====	=====	=====	=====	=====
MOTOR FUEL TAX TOTAL	90,000.00	112,785.21	190,000.00-	203,481.62-	203,200.00	6,799.91-	93,648.13
	=====	=====	=====	=====	=====	=====	=====
Report Total	90,000.00	112,785.21	190,000.00-	203,481.62-	203,200.00	6,799.91-	93,648.13

# Motor Fuel Tax Fund Budget Narrative

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

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

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

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

## Revenues

<b><u>110.0000.10.4220</u></b> IDOT Reimbursement	2019/2020 - \$0	2020/2021 - \$0
There haven't been any revenues shown in this line item since 2013 and 2014. It is possible that this line item could be used when IDOT contributes funds that are different than the regular monthly MFT allotments. Budget \$0.00 for this line item.		
<b><u>110.0000.10.4230</u></b> Motor Fuel Tax Receipts	2019/2020 - \$192,000	2020/2021 - \$237,207
This line item represents the monthly MFT allotments from IDOT. Budget a monthly allotment of \$19,767 for an annual budget amount of \$237,207.		
<b><u>110.0000.25.4675</u></b> Interest Income	2019/2020 - \$1,200	2020/2020 - \$1,500
This line item represents an amount of interest on the MFT balance in the bank.		

## Expenditures

MFT is used for maintenance of roadways and also new capital projects.

<b><u>110.0000.65.5365</u></b> Street Salt	2019/2020 - \$0	2020/2021-\$51,355
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This new line item within the MFT fund will cover the cost of street salt.

<b><u>110.0000.70.5485</u></b> Legal Notices & Advertising	2019/2020 - \$400	2020/2021 - \$1,000
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Advertising in the Sandwich Record for HMA Project - \$500.00  
Advertising in the Sandwich Record for Concrete Project - \$500.00

<b><u>110.0000.90.6860</u></b> Street Improvement	2019/2020 - \$396,000	2020/2021 - \$280,000
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The following projects will not be able to be funded in the next fiscal year, and they may eventually have components of general or alternative funding. They are currently shown in this draft for discussion purposes.

- Griswold Springs Road – Sandy Bluff to Burr Oak (Maintenance)
- County Line Road – E. 2750<sup>th</sup> to Gletty Road (Maintenance)
- Main Street – Church to BNSF ROW (Maintenance)
- Main Street – Center to 2<sup>nd</sup> (Reconstruction)
- 6<sup>th</sup> Street – Reimann to Duvick (Maintenance after Police Department buildout)
- Railroad Street – Fremont to Latham (Sidewalk replacement)
- Center Street/Fairwind Boulevard (Pavement patching)
- Center Street/Castle Street (Pavement patching)
- Latham Street – Center to Sandhurst (Reconstruction with Federal funding)
- Pratt Road Bridge Replacement (Reconstruction with State funding)



# *City of Sandwich*

## *Drug Abuse Fund*

**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
FINES & FOREFITS SERVICE							
120.0000.20.4630 TRAFFIC SCHOOL DISTRIBUTION		26.00-		16.00-	20.00-	8.00-	20.00-
120.0000.20.4635 ALCOHOL PROGRAM DISTRIBUTION		4,015.34-		7,072.00-	4,000.00-	8,044.00-	5,000.00-
120.0000.20.4640 DRUG PROGRAM DISTRIBUTION		289.74-		22,178.51-	5,000.00-	508.50-	5,000.00-
							10,020.00-
FINES & FOREFITS TOTAL	.00	4,331.08-	.00	29,266.51-	9,020.00-	8,560.50-	
INTEREST INCOME SERVICE							
120.0000.25.4675 INTEREST INCOME		64.24-		110.21-	50.00-	109.43-	75.00-
INTEREST INCOME TOTAL	.00	64.24-	.00	110.21-	50.00-	109.43-	75.00-
CARRY OVER SERVICE							
GENERAL TOTAL	.00	4,395.32-	.00	29,376.72-	9,070.00-	8,669.93-	10,095.00-
EQUIPMENT (\$5,000 + ) SERVICE							
120.0000.85.5820 POLICE EQUIPMENT				33,369.61			20,000.00
EQUIPMENT (\$5,000 + ) TOTAL	.00	.00	.00	33,369.61	.00	.00	20,000.00
GENERAL TOTAL	.00	.00	.00	33,369.61	.00	.00	20,000.00
DRUG ABUSE TOTAL	.00	4,395.32-	.00	3,992.89	9,070.00-	8,669.93-	9,905.00
Report Total	.00	4,395.32-	.00	3,992.89	9,070.00-	8,669.93-	9,905.00





# *City of Sandwich*

## *Tourism Fund*

**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
GENERAL DEPARTMENT							
TAXES SERVICE							
130.0000.01.4030 HOTEL OPERATOR'S OCCUPATION		24,700.33-	24,000.00-	24,529.68-	27,000.00-	19,380.92-	24,500.00-
TAXES TOTAL	.00	24,700.33-	24,000.00-	24,529.68-	27,000.00-	19,380.92-	24,500.00-
CARRY OVER SERVICE							
GENERAL TOTAL	.00	24,700.33-	24,000.00-	24,529.68-	27,000.00-	19,380.92-	24,500.00-
GENERAL SERVICE							
130.0000.00.6890 TOURISM BENEFIT		2,000.00			2,000.00		2,500.00
GENERAL TOTAL	.00	2,000.00	.00	.00	2,000.00	.00	2,500.00
OUTSIDE SERVICES SERVICE							
130.0000.70.5425 AREA CONV & VISITORS BUREAU		22,205.95		22,580.21	20,000.00	16,807.93	22,000.00
OUTSIDE SERVICES TOTAL	.00	22,205.95	.00	22,580.21	20,000.00	16,807.93	22,000.00
OTHER EXPENSES SERVICE							
130.0000.75.5695 MISC EXPENSE				5,689.24			.00
OTHER EXPENSES TOTAL	.00	.00	.00	5,689.24	.00	.00	.00
GENERAL TOTAL	.00	24,205.95	.00	28,269.45	22,000.00	16,807.93	24,500.00
TOURISM TOTAL	.00	494.38-	24,000.00-	3,739.77	5,000.00-	2,572.99-	.00
Report Total	.00	494.38-	24,000.00-	3,739.77	5,000.00-	2,572.99-	.00

# Tourism Fund Budget Narrative

## Revenues

**130.0000.01.4030** Hotel Operator's Occupation Tax      2019/2020 - \$27,000      2020/2021 - \$24,500  
The projected revenue for hotel operator's occupation tax decrease by \$2,500 for budget year 2020/2021.

## Expenses

**130.0000.00.6890** Tourism Benefit      2019/2020 - \$2,000      2020/2021 - \$2,500  
The projected expense for tourism benefit will increase by \$500 for budget year 2020/2021.

## Outside Services

**130.0000.70.5425** Area Conv & Visitors Bureau      2019/2020 - \$20,000      2020/2021 - \$22,000  
The projected expense for area conv & visitors bureau will increase by \$2,000 for budget year 2020/2021.



# *City of Sandwich*

## *Annexation Deposits Fund*

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
OTHER EXPENSES SERVICE							
201.0000.75.5690 REFUND DEPOSIT	11,000.00						
OTHER EXPENSES TOTAL	11,000.00	.00	.00	.00	.00	.00	.00
GENERAL TOTAL	11,000.00	.00	.00	.00	.00	.00	.00
ANNEXATION DEPOSITS TOTAL	11,000.00	.00	.00	.00	.00	.00	.00
Report Total	11,000.00	.00	.00	.00	.00	.00	.00



# *City of Sandwich*

## *Excavation Deposits Fund*

**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
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
202.0000.05.4140 STREET CUT DEPOSIT		16,000.00-	13,000.00-	11,000.00-		8,000.00-	5,000.00-
LICENCES & PERMITS TOTAL	.00	16,000.00-	13,000.00-	11,000.00-	.00	8,000.00-	5,000.00-
CARRY OVER SERVICE							
GENERAL TOTAL	.00	16,000.00-	13,000.00-	11,000.00-	.00	8,000.00-	5,000.00-
OTHER EXPENSES SERVICE							
202.0000.75.5690 REFUND DEPOSIT	5,000.00	14,000.00		14,000.00		6,000.00	5,000.00
OTHER EXPENSES TOTAL	5,000.00	14,000.00	.00	14,000.00	.00	6,000.00	5,000.00
GENERAL TOTAL	5,000.00	14,000.00	.00	14,000.00	.00	6,000.00	5,000.00
EXCAVATION DEPOSITS TOTAL	5,000.00	2,000.00-	13,000.00-	3,000.00	.00	2,000.00-	.00
Report Total	5,000.00	2,000.00-	13,000.00-	3,000.00	.00	2,000.00-	.00



# *City of Sandwich*

## *Sewer Fund*



**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
CHARGES FOR SERVICES SERVICE							
300.0000.15.4400 SEWER CHARGES	1,100,000.00-	1,106,310.15-	1,100,000.00-	1,148,794.02-	1,050,000.00-	1,137,447.28-	1,150,000.00-
300.0000.15.4405 SEWER USER FEE					50,000.00-		
-----	-----	-----	-----	-----	-----	-----	-----
CHARGES FOR SERVICES TOTAL	1,100,000.00-	1,106,310.15-	1,100,000.00-	1,148,794.02-	1,100,000.00-	1,137,447.28-	1,150,000.00-
FINES & FOREFITS SERVICE							
300.0000.20.4645 SEWER LATE CHARGES	210,545.31-	14,823.14-	15,000.00-	14,623.70-	15,000.00-	12,134.00-	15,000.00-
-----	-----	-----	-----	-----	-----	-----	-----
FINES & FOREFITS TOTAL	210,545.31-	14,823.14-	15,000.00-	14,623.70-	15,000.00-	12,134.00-	15,000.00-
OTHER INCOME SERVICE							
300.0000.30.4690 CREDIT CARD SERVICE CHARGE	300.00-	7.65-			4,000.00-	1,287.72-	4,000.00-
300.0000.30.4695 MISCELLANEOUS INCOME		918.00-		1,096.00-	1,000.00-	726.00-	1,000.00-
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OTHER INCOME TOTAL	300.00-	925.65-	.00	1,096.00-	5,000.00-	2,013.72-	5,000.00-
TRANSFERS IN SERVICE							
300.0000.35.4850 IFT FROM OTHER FUNDS					625,550.00-		1,282,875.00-
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TRANSFERS IN TOTAL	.00	.00	.00	.00	625,550.00-	.00	1,282,875.00-
OTHER OPERATIONS SERVICE							
=====	=====	=====	=====	=====	=====	=====	=====
GENERAL TOTAL	1,310,845.31-	1,122,058.94-	1,115,000.00-	1,164,513.72-	1,745,550.00-	1,151,595.00-	2,452,875.00-
GENERAL SERVICE							
300.0040.98.7125 DEPRECIATION EXPENSE				598,710.53			

**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
GENERAL TOTAL	.00	.00	.00	598,710.53	.00	.00	.00
PERSONNAL SERVICES SERVICE							
300.0000.50.5010 SALARIES	176,000.00	133,765.12	145,000.00	184,769.67	205,350.00	179,372.23	213,200.00
300.0000.50.5012 BASE WAGES-OTHER DEPARTMENTS		41,411.32	61,000.00	18,724.50		6,149.94	
300.0000.50.5020 OVERTIME @ 1.5	7,000.00	5,042.56	7,000.00	2,831.67	5,000.00	3,350.16	4,000.00
300.0000.50.5025 OVERTIME @ 2.0	4,000.00	4,729.53	4,500.00	2,459.61	5,000.00	3,146.01	4,000.00
300.0000.50.5030 LONGEVITY SALARY	8,000.00	5,041.51	1,710.00	4,156.72	2,980.00	3,861.78	
300.0000.50.5032 LONGEVITY SALARY-OTHER DEPT			2,900.00				
300.0000.50.5040 EMPLOYEE INSURANCE BENEFITS	39,165.00	18,816.52	22,000.00	6,438.59	22,000.00	7,133.45	21,500.00
300.0000.50.5042 EMP INS BENEFITS-OTHER DEPTS	5,850.00	12,942.39	12,300.00	21,171.31		14,445.99	
300.0000.50.5045 ACCRUED VACATION/SICK					3,000.00	1,521.25	3,000.00
300.0000.50.5050 OTHER BENEFITS				195.95	250.00		250.00
300.0000.50.5055 IMRF ER CONTRIBUTION				2,426.06	15,706.00	13,944.58	19,625.00
300.0000.50.5060 UNEMPLOYMENT INS					1,100.00	1,039.44	1,100.00
300.0000.50.5065 WORKMAN'S COMP INS					11,300.00	10,688.00	11,500.00
300.0000.50.5070 FICA MATCH				2,556.36	16,766.00	16,083.21	16,075.00
PERSONNAL SERVICES TOTAL	240,015.00	221,748.95	256,410.00	245,730.44	288,452.00	260,736.04	294,250.00
PROFESSIONAL DEVELOPMENT SERVICE							
300.0000.55.5100 TRAINING/TRAVEL/MEETING EXP	3,000.00	1,229.74	3,000.00	3,180.78	3,000.00	1,012.24	3,000.00
300.0000.55.5105 DUES & MEMBERSHIP	2,000.00	3,710.00		1,855.00	2,000.00	1,915.00	2,000.00
300.0000.55.5110 MEDICAL EXP/IMMUNIZATION		58.00		1,415.00	600.00		1,000.00
PROFESSIONAL DEVELOPMENT TOTA	5,000.00	4,997.74	3,000.00	6,450.78	5,600.00	2,927.24	6,000.00

**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
UTILITIES SERVICE							
300.0000.60.5200 UTILITIES - ELECTRIC	64,000.00	65,522.11	65,000.00	64,761.65	67,000.00	61,675.87	67,000.00
300.0000.60.5205 UTILITIES - GAS	4,000.00	4,449.19	4,200.00	5,157.98	4,400.00	5,122.22	5,000.00
300.0000.60.5210 UTILITIES - TELEPHONE	6,800.00	6,005.59	5,500.00	4,789.82	5,500.00	4,469.87	5,500.00
300.0000.60.5215 UTILITIES - CABLE/INTERNET	960.00	655.84	960.00	837.80	1,000.00	1,031.76	1,000.00
300.0000.60.5220 TRASH REMOVAL	1,000.00	1,452.00	2,000.00	1,169.02	1,800.00	1,213.20	1,500.00
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UTILITIES TOTAL	76,760.00	78,084.73	77,660.00	76,716.27	79,700.00	73,512.92	80,000.00
COMMODITIES SERVICE							
300.0000.65.5300 OFFICE SUPPLIES	400.00	197.95	600.00	3.41	150.00	385.51	500.00
300.0000.65.5305 OPERATING/CLEANING SUPPLIES	2,500.00	4,440.83	7,000.00	5,698.72	7,000.00	2,607.66	5,000.00
300.0000.65.5310 CLOTHING-UNIFORMS/SUPPLIES	800.00	527.68	1,500.00	1,385.23	1,200.00	1,109.78	1,200.00
300.0000.65.5315 POSTAGE	3,500.00	3,796.71	3,700.00	3,517.51	3,700.00	4,315.94	5,000.00
300.0000.65.5320 PRINTING EXPENSE	3,600.00	1,796.82	2,500.00	2,074.80	2,000.00	1,307.00	1,200.00
300.0000.65.5330 VEHICLE FUEL	3,000.00	2,117.43	3,000.00	3,387.07	3,000.00	3,963.96	4,500.00
300.0000.65.5340 SAFETY EQUIPMENT	800.00		800.00	157.24	800.00	1,661.35	800.00
300.0000.65.5350 VEHICLES & EQUIPMENT	5,500.00	1,071.29	5,500.00	9,328.86	6,000.00	5,411.68	7,000.00
300.0000.65.5355 CHEMICALS- SW & WA TREATMENT	12,000.00	12,357.00	14,000.00	12,207.48	15,000.00	10,620.62	15,000.00
300.0000.65.5375 BUILDING MAINTENANCE	15,000.00	3,884.86	15,000.00	15,143.94	20,000.00	19,199.92	25,000.00
300.0000.65.5380 SEWER	800.00	64.80	800.00	8.62	400.00	196.69	400.00
300.0000.65.5382 MATERIAL - LIFT STAT REPAIRS	3,000.00	572.20	3,000.00	2,858.66	4,800.00	1,723.34	4,800.00
-----	-----	-----	-----	-----	-----	-----	-----
COMMODITIES TOTAL	50,900.00	30,827.57	57,400.00	55,771.54	64,050.00	52,503.45	70,400.00
OUTSIDE SERVICES SERVICE							
300.0000.70.5410 AUDIT FEES					1,200.00	200.00	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
EQUIPMENT (\$5,000 + ) SERVICE							
300.0000.85.5830 EQUIPMENT						5,596.70	55,000.00
							-----
EQUIPMENT (\$5,000 + ) TOTAL	.00	.00	.00	.00	.00	5,596.70	55,000.00
CAPITAL IMPROVEMENTS SERVICE							
300.0000.90.6800 CAPITAL IMPROVEMENTS		8,708.59		18,278.56	20,000.00	3,864.00	578,000.00
							-----
CAPITAL IMPROVEMENTS TOTAL	.00	8,708.59	.00	18,278.56	20,000.00	3,864.00	578,000.00
BOND & DEBT SERVICE SERVICE							
300.0000.95.6900 DEBT RETIREMENT	530,000.00	530,000.00	545,000.00		560,000.00	560,000.00	575,000.00
300.0000.95.6910 BOND & INT PAYMENT	94,201.00	94,200.00	80,763.00	80,762.50	65,550.00	65,550.00	48,525.00
300.0000.95.6920 BOND PREMIUM				9,624.00-			
300.0040.98.7100 CONTINGENCY EXPENSE				4,208.15			
							-----
BOND & DEBT SERVICE TOTAL	624,201.00	624,200.00	625,763.00	75,346.65	625,550.00	625,550.00	623,525.00
TRANSFERS OUT SERVICE							
							=====
GENERAL TOTAL	1,146,801.00	1,121,064.03	1,376,758.00	1,223,422.54	1,485,052.00	1,372,001.57	2,452,875.00
							=====
SEWER TOTAL	164,044.31-	994.91-	261,758.00	58,908.82	260,498.00-	220,406.57	.00
							=====
Report Total	164,044.31-	994.91-	261,758.00	58,908.82	260,498.00-	220,406.57	.00

# Sewer Fund Budget Narrative

The Sewer Fund covers the personnel and the operation, maintenance, replacement, and expansion of the wastewater field equipment, wastewater collection system, the wastewater treatment plant, and the sewer appurtenances.

Much of the City's collection system is comprised of pipes that were installed over 50 years ago. Those clay pipes are more susceptible to infiltration at the pipe joints than current construction materials. The City is undertaking programs to identify the areas with excessive infiltration in order to eliminate those conditions. Groundwater or surface water that enters the collection system through inflow or infiltration puts an additional unfunded treatment burden at the plant and can cause capacity issues within the pipes themselves. Pipes can be lined to extend or maintain their service lives, but the City's Capitalization Policy indicates that the pipe service life would be a maximum of 50 years. The property owners own and are financially responsible for the repair and maintenance of the sanitary sewer service piping from the sanitary sewer main into the buildings. Older sanitary sewer services and private sump pumps are also a source of infiltration into the collection system.

The wastewater treatment plant upgrade was completed in 2003. Ultraviolet treatment was finalized in 2008 as a result of the 2006 NPDES permit renewal process. The City received a reissued NPDES permit on October 1, 2018 that requires phosphorus removal additions to occur within 48 months. As part of that construction process to add phosphorus removal, the City will plan on adding grit removal and likely will provide equalization tanks or front-end capacity to improve throughput at the treatment facility. The City has excess flow basins as part of the permitted treatment works, and the City will investigate the modification of the excess flow piping under Harvey Creek and the upgrade of chlorination/de-chlorination equipment for the excess flow basins.

A rate study is being performed during the 2019/2020 budget year and will extend into 2020/2021.

## Revenues

### **300.0000.15.4400 Sewer Charges**

2019/2020 - \$1,050,000    2020/2021 - \$1,150,000

The estimated sewer revenues for 2018/2019 were \$1,100,000.00. However, the sewer user fees that would typically be captured in 300.0000.15.4405 are added to this line item. Future modifications to the utility billing software should breakout the sewer user fee to 300.0000.15.4405.

**300.0000.15.4405 Sewer User Fee**

2019/2020 - \$50,000

2020/2021 - \$0

The \$5.00 sewer user fee should be a fairly consistent figure based on the number of sewer users. On the bond disclosure paperwork, the City indicates that there are 2,709 customers.

\$5.00/user/quarter \* 4 quarters/year \* 2,709 users = \$54,180/year in sewer user fees.

However, the software is not currently configured to populate this line item. Future modifications to the utility billing software should breakout the sewer user fee to this line item.

**300.0000.20.4645 Sewer Late Charges**

2019/2020 - \$15,000

2020/2021 - \$15,000

Out of the \$10.00 charged to a user when the utility bill is not timely paid, the sewer department receives \$7.00. Consideration should be given to increase the late charge.

**300.0000.30.4690 Credit Card Service Charge**

2019/2020 - \$4,000

2020/2021 - \$4,000

**300.0000.30.4695 Miscellaneous Income**

2019/2020 - \$1,000

2020/2021 - \$1,000

**300.0000.35.4850 IFT From Other Funds**

2019/2020 - \$625,550

2020/2021 - \$1,282,875

## Expenditures

### Personal Services

**300.0000.50.5010 Salaries**

2019/2020 - \$205,350

2020/2021 - \$213,200

Salaries for employees who work for the sewer department are included in this line item, in addition to the conversion of longevity which is now a component of salary.

Through June 2020:

- (1) Contracted Class 1 Supervisory Wastewater Operator (100%)
- (2) Wastewater Operators (100%)
- (1) Director of Public Works (25%)
- (1) Billing Clerk (45%)
- (1) Accounting Clerk (20%)

After June 2020:

- (1) Wastewater Superintendent (100%)
- (1) Wastewater Operator (100%)
- (1) Director of Public Works (25%)
- (1) Billing Clerk (45%)
- (1) Accounting Clerk (20%)

<b><u>300.0000.50.5015</u></b> Part Time (1) Part Time Wastewater Operator	2019/2020 - \$0	2020/2021 - \$0
<b><u>300.0000.50.5020</u></b> Overtime at 1.5 Saturdays 52 Saturdays; 1 hour per Saturday at \$45/hr: \$2,340.00 This is for scheduled weekend work. The remaining is for call outs. Call outs include sewer backups and plant and lift station alarms.	2019/2020 - \$5,000	2020/2021 - \$4,000
<b><u>300.0000.50.5025</u></b> Overtime at 2.0 Sundays 52 Sundays; 1 hour per Sunday at \$60/hr: \$3,120.00 Holidays 10 Holidays; 2 hours per holiday at \$60/hr: \$1,200.00 This is for scheduled weekend and holiday work. The rest is for call outs.	2019/2020 - \$5,000	2020/2021 - \$4,000
<b><u>300.0000.50.5030</u></b> Longevity Salary Longevity was removed from the personnel policy effective 5/1/2020.	2019/2020 - \$2,980	2020/2021 - \$0
<b><u>300.0000.50.5040</u></b> Employee Insurance Benefit	2019/2020 - \$22,000	2020/2021 - \$21,500
<b><u>300.0000.50.5045</u></b> Accrued Vacation/Sick	2019/2020 - \$3,000	2020/2021 - \$3,000
<b><u>300.0000.50.5050</u></b> Other Benefits Other types of benefits that could qualify under this line item could be the flexible spending account fees, anniversary awards, etc.	2019/2020 - \$250	2020/2021 - \$250
<b><u>300.0000.50.5055</u></b> IMRF ER Contribution	2019/2020 - \$15,706	2020/2021 - \$19,625
<b><u>300.0000.50.50.5060</u></b> Unemployment Insurance	2019/2020 - \$1,100	2020/2021 - \$1,100
<b><u>300.0000.50.5065</u></b> Workman's Comp Insurance	2019/2020 - \$11,300	2020/2021 - \$11,500
<b><u>300.0000.50.5070</u></b> FICA Match	2019/2020 - \$16,766	2020/2021 - \$16,075



## Professional Development

**300.0000.55.5100 Training/Travel/Meeting**                      2019/2020 - \$3,000                      2020/2021 - \$3,000

This will cover wastewater related training seminars and conferences.

Pesticide Operator Training

    General Standards (Frederick)

    Aquatic Pest Control (Frederick)

Flagger Training

Trench Safety

**300.0000.55.5105 Dues & Memberships**                      2019/2020 - \$2,000                      2020/2021 - \$2,000

This line item will cover the City's requirement to participate in the Fox River Study Group. In addition, the wastewater operators can join organizations such as the Fox Valley Operators Association.

    Fox River Study Group: \$1,855

    Fox Valley Operators Association: \$60

**300.0000.55.5110 Medical Expense/Immunization**                      2019/2020 - \$1,000                      2020/2021 - \$1,000

This line item can cover drug and alcohol screenings, audiograms, and physicals.

## Utilities

**300.0000.60.5200 Utilities – Electric**                      2019/2020 - \$67,000                      2020/2021 - \$67,000

1120 E. Church Street/WWTP

    (Constellation Acct 1-119YHJ9)

    (ComEd Acct 1236134009)

    (Dynegy Acct 1236134009)

1120 E. Church Street/WWTP Equipment

    (Constellation Acct 1-EL-1548)

    (ComEd Acct 0073164020)

    (Dynegy Acct 0073164020)

101 N. Sandy Bluff Road/Pumping Station

    (Constellation Acct 1-8RX4YP)

    (ComEd Acct 0507065090)

    (Dynegy Acct 0507065090)

3100 E. Church Street/Pumping Station

    (Constellation Acct 1-8RX51A)

    (ComEd Acct 3360016005)

    (Dynegy Acct 3360016005)

999 N. Fairwind Boulevard/Pumping Station

    (Constellation Acct 1-8RX50F)

    (ComEd Acct 1519084024)

(Dynergy Acct 1519084024)  
 1398 S. Cindy Lane/Pumping Station  
 (Constellation Acct 1-8RX4ZK)  
 (ComEd Acct 0570093015)  
 (Dynergy Acct 0570093015)  
 500 W. Hall Street/Pumping Station  
 (Constellation Acct 1-1D47-435)  
 (ComEd Acct 0243074115)  
 (Dynergy Acct 0243074115)

<b><u>300.0000.60.5205</u> Utilities – Gas</b>	2019/2020 - \$4,400	2020/2021 - \$5,000
1120 E. Church Street/WWTP (74 38 79 5078 0)		
500 W. Hall Street/Pumping Station (94 88 99 4137 6)		

<b><u>300.0000.60.5210</u> Utilities – Telephone</b>	2019/2020 - \$5,500	2020/2021 - \$5,500
1120 E. Church Street/WWTP (815-786-6471)		
1120 E. Church Street/WWTP Alarm Dialer (815-786-8499)		
101 N. Sandy Bluff Road/Pumping Station (815-786-1445)		
3100 E. Church Street/Pumping Station (815-786-7657)		
999 N. Fairwind Boulevard/Pumping Station (815-786-9101)		
1398 S. Cindy Lane/Pumping Station (815-786-1446)		
500 W. Hall Street/Pumping Station ( <del>815-786-2928</del> ) Service cancelled		
500 W. Hall Street/Pumping Station ( <del>815-786-2984</del> ) Service cancelled		
Employee Cell Phone Reimbursement		

<b><u>300.0000.60.5215</u> Utilities – Cable/Internet</b>	2019/2020 - \$1,000	2020/2021-\$1,000
1120 E. Church Street/WWTP (815-786-2823)		
\$84.00/month * 12 months = \$1,008.00		

<b><u>300.0000.60.5220</u> Trash Removal</b>	2019/2020 - \$1,800	2020/2021 - \$1,500
1120 E. Church Street-WWTP		
- Account at the Plano landfill for dried grease		
- Account with Community Disposal		

## Commodities

<b><u>300.0000.65.5300 Office Supplies</u></b>	2019/2020 - \$150	2020/2021 - \$500
This line item covers basic office supplies like printer ink, paper clips, paper etc.		
<b><u>300.0000.65.5305 Operating/Cleaning Supplies</u></b>	2019/2020 - \$7,000	2020/2021 - \$5,000
This will cover operating and cleaning supplies not covered under other line items. Examples would be daily consumables like garbage bags, batteries, furnace filters, lighting etc.		
<b><u>300.0000.65.5310 Clothing – Uniforms/Supplies</u></b>	2019/2020 - \$1,200	2020/2021 - \$1,200
Based on a clothing allowance of \$600.00 per employee.		
<b><u>300.0000.65.5315 Postage</u></b>	2019/2020 - \$3,700	2020/2021 - \$5,000
<b><u>300.0000.65.5320 Printing Expense</u></b>	2019/2020 - \$2,000	2020/2021 - \$1,200
<b><u>300.0000.65.5330 Vehicle Fuel</u></b>	2019/2020 - \$3,000	2020/2021 - \$4,500
<b><u>300.0000.65.5340 Safety Equipment</u></b>	2019/2020 - \$800	2020/2021 - \$800
This will be used for safety items such as disposable latex gloves, safety glasses, hearing protection, safety vests/uniform etc.		
<b><u>300.0000.65.5350 Vehicles &amp; Equipment</u></b>	2019/2020 - \$6,000	2020/2021 - \$7,000
2015 Ford F-250 Pickup Truck #23:      \$500		
This will cover any parts or equipment for the pickup truck #23.		
2006 International 7400 Vactor Truck – Vehicle #6: (15,450 miles)      \$5,500		
This will cover repair and replacement parts and wear items on the Vactor truck. All of the vacuum tubing parts are wear items that are subject to heavy wear. This line item also covers the 600' jetter hose. The vactor is used for jetting sewers, lift station maintenance, cleaning manholes and catch basins, and hydroexcavating for water main breaks, water service repairs and replacements, hydrant repairs and replacements. plates were welded to the debris tank January 2020 to extend the service life. The transmission was replaced last year. This vehicle is a high-priority for replacement.		
Oil service – twice per year for front engine:      \$500		
Oil service – twice per year for auxiliary engine:      \$500		
Portable Generator Maintenance: \$500		
Wacker Pump Maintenance: \$500		

**300.0000.65.5355 Chemicals & Testing**                      2019/2020 - \$15,000                      2020/2021 - \$15,000

Polymer and Process Chemicals

- Polymer (4 drums @ \$900.00/ea)                      \$3,600.00
- Sodium Hypochlorite (Excess Flow Chlorination)                      \$500.00
- Sodium Thiosulfate (Excess Flow Dechlorination)                      \$500.00

Testing Supplies                      \$3,500.00

TSS Sampling-Daily

- 6 packs of 90mm glass fiber filters                      \$453.00
- 4 packs of 45 cm glass fiber filters                      \$150.00

Fecal coliform 27 weeks x two tests per week =54 total test days x 3 per day = 162

- 162 petri dishes                      \$70.00
- Coliform broth                      \$240.00
- Sterile filters                      \$75.00
- Sterile dilution water                      \$180.00
- 1 liter of ethyl alcohol                      \$25.00
- 1 case 10 ml disposable pipettes                      \$80.00

Ammonia Nitrogen-Three per week minimum

- Hach TNT830                      \$270.00

Total Phosphorus – twice per week

- Hach TNT 844                      \$275.00

COD Influent COD testing twice per week

- Hach TNT 823                      \$280.00

Nitrate test once a month

- Hach TNT 835 Nitrate                      \$53.90/pack

pH-Two tests per week minimum

- pH 4, 7, 10 buffer                      \$300.00

BOD-Two tests per week

- Nitrification inhibitor                      \$50.00
- Nutrient buffer                      \$75.00
- Dilution water                      \$350
- Disposable BOD Bottles (5 bottles/test)                      \$485

Total Chlorine Testing during an Excess Flow Event

- Hach TNT 867 Total Chlorine \$41.79/pack

Lab Equipment \$1,000.00

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

**300.0000.65.5375 Building Maintenance** 2019/2020 - \$20,000 2020/2021 - \$25,000

#### WWTP Process Equipment Repairs & Maintenance

This covers repairs and maintenance that may be needed for equipment that is part of the treatment process. My preference is to leave this funded so we have funds to repair the equipment vs. using contingency. This will also cover general maintenance items like grease, oil and fasteners. Some of this was paid for out of operating supplies in previous years. Some equipment covered under this line item includes.

- Influent step screen (1)
- Screenings wash press (1)
- Influent pumps (4)
- Influent level sensing equipment
- Influent and effluent flow meters
- Non-potable water pumps (2)
- Oxidation ditch mixers (2)
- Oxidation ditch aerators (4)
- Oxidation ditch dissolved oxygen analyzer (1)
- Final clarifiers (3)
- Return activated sludge pumps (4)
- Waste activated sludge pumps (2)
- Thickened waste activated sludge pumps (2)
- TWAS level sensing equipment
- Plant water pumps and screening (2)
- Sump pumps (3)
- Polymer feed system (1)
- Belt filter press (1)
- Conveyors (2)
- Digester blowers (3)
- Digester fine bubble aeration system (3)
- Process return pumps and level sensing equipment (2)
- Digested sludge pumps (2)
- Influent and effluent automatic samplers and accessories (2)
- Ultra Violet disinfection equipment
- All motor control equipment and variable frequency drives
- Exhaust and supply air fans and louvers

<b><u>300.0000.65.5380 Sewer</u></b>	2019/2020 - \$400	2020/2021 - \$400
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This will cover sand and stone for the drying beds. Each time we clean a bed we have to add sand.

<b><u>300.0000.65.5382 Material/Lift Station Repair</u></b>	2019/2020 - \$4,800	2020/2021 - \$4,800
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This will cover any materials needed to repair and maintain lift station components. Common replacement parts are electrical and level sensing equipment.

- Indian Springs Pumping Station
- Fritsch Pumping Station
- Thomas Pumping Station
- WWTP Pumping Station
- Fairwinds Pumping Station
- Hall Street Pumping Station

### Outside Services

<b><u>300.0000.70.5410 Audit Fees</u></b>	2019/2020 - \$1,200	2020/2021 - \$2,500
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The auditors should include the annual fiscal report for the sewer (IEPA requires by January 31), the bond disclosure information, and the required information from Sandwich Municipal Code Section 86-193(b).

<b><u>300.0000.70.5450 Contractual Services</u></b>	2019/2020 - \$280,000	2020/2021 - \$600,000
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The previous budget was planned to cover this line item with a transfer from the capital budget.

- |   |           |
|---|-----------|
| Environmental Resource Associates (DMRQA 40)                          | \$600     |
| 2020 Removal of Aboveground Fuel Tank                                 | \$15,000  |
| 2019 Subbasins A & E Phase 2 SSES<br>(Sewer System Evaluation Survey) | \$8,000   |
| I/I Reduction (manholes and sewer mains)<br>2020 Subbasins B & D      | \$435,000 |
| 2020 Hall Street Manhole Repairs                                      | \$50,000  |
| DR-3900 Service Agreement   | \$800     |
| Blasting & painting Clarifier   | \$15,000  |
| Solids removal – excess flow  | \$100,000 |

<b><u>300.0000.70.5465 Liability Insurance</u></b>	2019/2020 - \$10,000	2020/2021 - \$10,000
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<b><u>300.0000.70.5475 Computer Operations/Service</u></b>	2019/2020 - \$7,300	2020/2021 - \$10,000
ITRON FC300 Units Maintenance Agreement	\$1,300.00	
ITRON MVRS Software Maintenance Agreement	\$1,800.00	
Custom Computer Bark Tier 1 Support	\$1,800.00	
WIMS Base SPT MU, 1 User, 1 Facility (1 year)	\$900.00	
Basic Support (1 year)	\$600.00	
Office365 (1 year)	\$150.00	
Office365 (1 year)	\$150.00	
Avast		
Unallocated	\$600.00	

**300.0000.70.5480 Rental/Lease Agreements**                      2019/2020 - \$1,000                      2020/2021 - \$1,000

**300.0000.70.5485 Legal Notices & Advertising**                      2019/2020 - \$0                      2020/2021 - \$0

**300.0000.70.5550 Vehicles & Equipment**                      2019/2020 - \$10,000                      2020/2021 - \$10,000

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

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

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

**300.0000.70.5555 Testing Including Postage**                      2019/2020 - \$15,000                      2020/2021 - \$15,000

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

- Quarterly biosolids sampling for metals and nutrients                      \$1,300.00
- Yearly biosolids sampling for fecal coliform                      \$375.00
- Yearly biosolids sampling for radium in biosolids                      \$250.00
- Semi-annual sampling of plant effluent                      \$1,200.00
- Monthly Dissolved P, Total P, TKN, Nitrate/Nitrite/Alkalinity                      \$2,220.00

Additional sampling to be done this year includes:

- Industrial monitoring                      \$3,000.00
- Plant influent (Phosphorus study)                      \$5,000.00

**300.0000.70.5575 Building Maintenance**

2019/2020 - \$15,000

2020/2021 - \$15,000

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

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

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

Sludge Drying Bed Building (? completion; ? replacement)

Administration Building (2003 completion; 2043 replacement)

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

Biosolids Storage Building (2003 completion; 2043 replacement)

WWTF Garage Building (? completion; ? replacement)

Biosolids Control Building (2003 completion; 2043 replacement)

Aerobic Digestion Building (2003 completion; 2043 replacement)

Final Clarifier Building (? completion; ? replacement)

**300.0000.70.5580 Sewer**

2019/2020 - \$4,000

2020/2021 - \$4,000

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

**300.0000.70.5582 Maintenance – Lift Stations**

2019/2020 - \$12,000

2020/2021 - \$12,000

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

Indian Springs Pumping Station

Fritsch Pumping Station

Thomas Pumping Station

WWTP Pumping Station

Fairwinds Pumping Station

Hall Street Pumping Station

**300.0000.70.5583 Sludge Hauling**

2019/2020 - \$20,000

2020/2021 - \$20,000

This line item covers the land application of biosolids. The City of Sandwich hauls the biosolids to the field where they will be land applied by a contractor – AG Tech.



## Other Expenses

<b><u>300.0000.75.5610</u></b> Employee Relations	2019/2020 - \$0	2020/2021 - \$0
<b><u>300.0000.75.5615</u></b> Credit Card Service Charges	2019/2020 - \$2,500	2020/2021 - \$2,500
This line item appears to be offset by 300.0000.00.0100. I believe that the rate that the City is collecting for credit card processing fees is the same rate charged by the payment processor. The City should consider raising the processing fees and generating a bit of income.		
<b><u>300.0000.75.5690</u></b> Refunds	2019/2020 - \$0	2020/2021 - \$5,000
This line item is budgeted to capture potential refunds for fiscal year 2020/2021.		
<b><u>300.0000.75.5630</u></b> Drainage District Fees	2019/2020 - \$200	2020/2021 - \$200
500 W. Hall Street            19-35-251-003	2018 Taxes \$14.88	
1120 E. Church Street        19-36-227-012	2018 Taxes \$178.50	
<b><u>300.0000.75.5695</u></b> Misc Expense	2019/2020 - \$0	2020/2021 - \$20,500
The IEPA Permits currently being paid from this line item are not miscellaneous expenses; they are required expenses.		
NPDES Permit IL0030970	\$17,500.00	
General NPDES Permit ILR006781	\$500.00	
IEPA Permit 2015-SC-59408	\$2,500.00	

## Equipment

<b><u>300.0000.80.5730</u></b> Equipment (<\$5,000)	2019/2020 - \$3,000	2020/2021 - \$18,000
<b><u>300.0000.85.5830</u></b> Equipment (>\$5,000)	2019/2020 - \$0	2020/2021 - \$55,000
This line item is to cover the cost of a new backhoe in fiscal year 2021. The cost of the backhoe will be split between water, streets and sewer.		

## Capital Improvements

<b><u>300.0000.90.6800</u></b> Capital Improvements	2019/2020 - \$20,000	2020/2021 - \$578,000
2020 New Portable Generator	\$125,000	
Vactor replacement	\$360,000	
2019/2020 Capacity, Management, Operations, and Maintenance	\$20,000	
2020 SWPPP Revision	\$1,500	

2020 SPCC Revision	\$1,500
2022 Facility Plan Revision	\$60,000
2023 NPDES Permit Renewal	\$10,000

### Bond & Debt Service

**300.0000.95.6900 Debt Retirement**                      2019/2020 - \$560,000                      2020/2021 - \$575,000

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

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

This line item will cover the yearly principal payment due for the bond. The 2019/2020 payment is due on September 15, 2020 in an amount of \$575,000.00. (See above.)

**300.0000.95.6910 Bond & Interest Payment**                      2019/2020 - \$65,550                      2020/2021 - \$48,525

This line item will cover the biannual interest payment due for the bond. The 2019/2020 payments are due on September 15, 2020 in an amount of \$28,575 and March 15, 2021 in an amount of \$19,950. (See above.)



# *City of Sandwich*

## *Sewer Reserve / Improvement Fund*

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
350.0000.05.4195 SEWER INFRASTRUCTURE FEES		1,850.00-		3,000.00-		6,000.00-	5,000.00-
		-----		-----		-----	-----
LICENCES & PERMITS TOTAL	.00	1,850.00-	.00	3,000.00-	.00	6,000.00-	5,000.00-
CHARGES FOR SERVICES SERVICE							
350.0000.15.4425 SEWER CONNECTION FEES		10,000.00-		19,843.75-		14,000.00-	10,000.00-
		-----		-----		-----	-----
CHARGES FOR SERVICES TOTAL	.00	10,000.00-	.00	19,843.75-	.00	14,000.00-	10,000.00-
INTEREST INCOME SERVICE							
350.0000.25.4675 INTEREST INCOME				63,409.96-			20,000.00-
		-----		-----		-----	-----
INTEREST INCOME TOTAL	.00	.00	.00	63,409.96-	.00	.00	20,000.00-
CARRY OVER SERVICE							
GENERAL TOTAL	.00	11,850.00-	.00	86,253.71-	.00	20,000.00-	35,000.00-
OTHER EXPENSES SERVICE							
350.0000.75.5690 REFUNDS				1,000.00		750.00	1,500.00
		-----		-----		-----	-----
OTHER EXPENSES TOTAL	.00	.00	.00	1,000.00	.00	750.00	1,500.00
CAPITAL IMPROVEMENTS SERVICE							
350.0000.90.6800 CAPITAL IMPROVEMENTS		249,562.78		13,718.61		75,209.24	
		-----		-----		-----	-----
CAPITAL IMPROVEMENTS TOTAL	.00	249,562.78	.00	13,718.61	.00	75,209.24	.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							
350.0000.97.7000 IFT TRANSFER OUT					625,550.00		1,282,875.00
-----	-----	-----	-----	-----	-----	-----	-----
TRANSFERS OUT TOTAL	.00	.00	.00	.00	625,550.00	.00	1,282,875.00
=====	=====	=====	=====	=====	=====	=====	=====
GENERAL TOTAL	.00	249,562.78	.00	14,718.61	625,550.00	75,959.24	1,284,375.00
=====	=====	=====	=====	=====	=====	=====	=====
SEWER RESERVE / IMPROVEME TOTA	.00	237,712.78	.00	71,535.10-	625,550.00	55,959.24	1,249,375.00
=====	=====	=====	=====	=====	=====	=====	=====
Report Total	.00	237,712.78	.00	71,535.10-	625,550.00	55,959.24	1,249,375.00



# *City of Sandwich*

## *Water Fund*

**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
CHARGES FOR SERVICES SERVICE							
400.0000.15.4405 WATER USER FEE					50,000.00-		650,000.00-
400.0000.15.4500 WATER SALES	698,876.91-	596,632.38-	600,000.00-	632,064.98-	540,000.00-	642,501.05-	
400.0000.15.4525 WATER SERVICE - NEW HOOK UPS		6,153.25-		2,540.50-		2,524.00-	
							650,000.00-
CHARGES FOR SERVICES TOTAL	698,876.91-	602,785.63-	600,000.00-	634,605.48-	590,000.00-	645,025.05-	
FINES & FOREFITS SERVICE							
400.0000.20.4645 WATER LATE CHARGES	8,000.00-	7,346.00-	8,000.00-	7,101.00-	6,000.00-	5,936.00-	6,000.00-
							6,000.00-
FINES & FOREFITS TOTAL	8,000.00-	7,346.00-	8,000.00-	7,101.00-	6,000.00-	5,936.00-	
OTHER INCOME SERVICE							
400.0000.30.4690 CREDIT CARD SERVICE CHARGE	200.00-	5.10-				858.53-	1,000.00-
400.0000.30.4695 MISCELLANEOUS INCOME	2,000.00-	2,521.39-		1,602.07-		284.00-	225.00-
							1,225.00-
OTHER INCOME TOTAL	2,200.00-	2,526.49-	.00	1,602.07-	.00	1,142.53-	
TRANSFERS IN SERVICE							
400.0000.35.4850 IFT FROM OTHER FUNDS							70,363.00-
							70,363.00-
TRANSFERS IN TOTAL	.00	.00	.00	.00	.00	.00	
OTHER OPERATIONS SERVICE							
GENERAL TOTAL	709,076.91-	612,658.12-	608,000.00-	643,308.55-	596,000.00-	652,103.58-	727,588.00-

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL SERVICE							
400.0040.98.7100 CONTINGENCY EXPENSE				1,803.48			
400.0040.98.7125 DEPRECIATION EXPENSE				177,686.22			
GENERAL TOTAL	.00	.00	.00	179,489.70	.00	.00	.00
PERSONNAL SERVICES SERVICE							
400.0000.50.5010 SALARIES	115,000.00	103,498.80	115,000.00	111,298.87	222,000.00	175,585.99	229,888.00
400.0000.50.5012 BASE WAGES-OTHER DEPARTMENTS	28,000.00	52,230.44	35,000.00	31,517.92		12,243.38	
400.0000.50.5020 OVERTIME @ 1.5	7,500.00	11,274.88	8,000.00	7,333.01	8,000.00	5,826.96	5,000.00
400.0000.50.5025 OVERTIME @ 2.0	4,000.00	6,850.80	4,500.00	3,833.57	6,000.00	4,609.40	5,000.00
400.0000.50.5030 LONGEVITY SALARY	4,600.00	3,089.58	4,600.00	3,417.44	9,450.00	8,912.50	
400.0000.50.5032 LONGEVITY SALARY-OTHER DEPT	1,200.00		1,200.00				
400.0000.50.5040 EMPLOYEE INSURANCE BENEFITS	35,000.00	24,868.01	35,000.00	24,560.97	35,000.00	18,324.49	34,000.00
400.0000.50.5042 EMP INS BENEFITS-OTHER DEPTS	8,000.00	16,168.79	14,000.00	8,623.08		12,392.05	
400.0000.50.5045 ACCRUED VACATION/SICK			16,000.00		6,650.00	6,587.56	7,000.00
400.0000.50.5055 IMRF EMPLOYER CONTRIBUTION				2,155.61	17,857.00	14,918.47	22,000.00
400.0000.50.5060 UNEMPLOYMENT INS.					1,000.00	1,121.20	1,000.00
400.0000.50.5065 WORKMAN'S COMP INS.					11,400.00	10,768.00	11,500.00
400.0000.50.5070 FICA MATCH				2,260.20	18,862.00	17,079.26	18,500.00
PERSONNAL SERVICES TOTAL	203,300.00	217,981.30	233,300.00	195,000.67	336,219.00	288,369.26	333,888.00
PROFESSIONAL DEVELOPMENT SERVICE							
400.0000.55.5100 TRAINING/TRAVEL/MEETING EXP	3,000.00	2,149.71	3,000.00	1,052.45	3,000.00	1,168.53	3,000.00
400.0000.55.5105 DUES & MEMBERSHIP	325.00	565.00	600.00	575.00	350.00	585.00	350.00



**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
PROFESSIONAL DEVELOPMENT TOTA	3,325.00	2,714.71	3,600.00	1,627.45	3,350.00	1,753.53	3,350.00
UTILITIES SERVICE							
400.0000.60.5200 UTILITIES - ELECTRIC	40,000.00	43,239.04	40,000.00	41,255.76	42,000.00	42,532.34	42,000.00
400.0000.60.5205 UTILITIES - GAS	7,500.00	4,961.38	6,000.00	5,823.51	6,000.00	5,188.45	6,000.00
400.0000.60.5210 UTILITIES - TELEPHONE	4,400.00	3,754.39	4,400.00	3,549.39	4,400.00	4,201.38	4,400.00
400.0000.60.5215 UTILITIES - CABLE/INTERNET				291.89			
400.0000.60.5220 TRASH REMOVAL					1,000.00		1,000.00
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UTILITIES TOTAL	51,900.00	51,954.81	50,400.00	50,920.55	53,400.00	51,922.17	53,400.00
COMMODITIES SERVICE							
400.0000.65.5300 OFFICE SUPPLIES	700.00	512.06	700.00	375.53	500.00	270.13	500.00
400.0000.65.5305 OPERATING/CLEANING SUPPLIES	15,000.00	19,814.04	20,000.00	16,268.38	500.00	1,124.13	500.00
400.0000.65.5310 CLOTHING-UNIFORMS/SUPPLIES	700.00	606.85	700.00	608.87	1,200.00	1,295.92	1,200.00
400.0000.65.5315 POSTAGE	4,000.00	2,490.11	3,500.00	4,201.12	4,500.00	2,465.92	4,500.00
400.0000.65.5320 PRINTING EXPENSE	1,500.00	826.80	1,500.00	1,638.60	1,500.00	582.60	1,500.00
400.0000.65.5325 PUBLICATIONS		187.50	350.00	327.00	300.00	199.20	300.00
400.0000.65.5330 VEHICLE FUEL	2,000.00	1,888.73	2,000.00	1,415.97	1,500.00	2,618.16	2,800.00
400.0000.65.5340 SAFETY EQUIPMENT	1,200.00	333.05	1,200.00	417.41	500.00	1,617.44	500.00
400.0000.65.5350 VEHICLES & EQUIPMENT	1,000.00	1,193.51	1,200.00	1,280.88	1,200.00	1,768.91	1,200.00
400.0000.65.5355 CHEMICALS- SW & WA TREATMENT	22,500.00	16,787.88	20,000.00	18,886.19	20,000.00	24,024.67	20,000.00
400.0000.65.5360 STREETS	5,000.00	5,315.05	5,000.00		8,000.00	3,286.45	8,000.00
400.0000.65.5375 BUILDING MAINTENANCE					1,000.00	431.42	1,000.00
400.0000.65.5385 MATERIAL WATERWORKS REPAIR					6,000.00	2,966.70	6,000.00
400.0000.65.5390 MATERIAL - WATERLINE REPAIR				1,029.10	40,000.00	4,874.12	40,000.00

**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
400.0000.65.5395 MATERIAL - METERS-METER REP	40,000.00	50,555.32	50,000.00	49,543.62	25,000.00	25,722.60	25,000.00
COMMODITIES TOTAL	93,600.00	100,510.90	106,150.00	95,992.67	111,700.00	73,248.37	113,000.00
OUTSIDE SERVICES SERVICE							
400.0000.70.5410 AUDIT FEES					1,200.00		2,500.00
400.0000.70.5450 CONTRACTUAL SERVICES	24,000.00	34,519.70	90,000.00	19,487.62	90,000.00	39,585.88	90,000.00
400.0000.70.5465 LIABILITY INSURANCE					10,000.00	15,199.00	10,000.00
400.0000.70.5475 COMPUTER MAINTENANCE AGREEMTS	8,600.00	5,842.48	8,600.00	3,034.42	4,000.00	1,250.00	4,000.00
400.0000.70.5480 RENTAL/LEASE AGREEMENTS					1,000.00	376.00	1,000.00
400.0000.70.5485 LEGAL NOTICES & ADVERTISING	2,000.00	1,344.60	2,000.00	18.02	2,000.00	1,426.00	2,000.00
400.0000.70.5550 VEHICLES & EQUIPMENT	3,500.00	12,338.51	15,000.00	4,393.74	15,000.00	600.00	15,000.00
400.0000.70.5555 TESTING INCLUDING POSTAGE	1,500.00		1,500.00		1,000.00	750.00	1,000.00
400.0000.70.5575 BUILDING MAINTENANCE	5,000.00	10.76	5,000.00	225.62	2,500.00	2,180.00	32,000.00
400.0000.70.5590 MAINTENANCE-WATERLINES				20.30	5,000.00	2,132.00	5,000.00
OUTSIDE SERVICES TOTAL	44,600.00	54,056.05	122,100.00	27,179.72	131,700.00	63,498.88	162,500.00
OTHER EXPENSES SERVICE							
400.0000.75.5610 EMPLOYEE RELATIONS	75.00		75.00				1,200.00
400.0000.75.5615 CREDIT CARD SERVICE CHARGES		864.55	200.00	1,477.07	1,200.00	1,098.25	
400.0000.75.5690 REFUNDS		4.40		1,123.35		2,477.99	
400.0000.75.5695 MISC EXPENSE		424.01			250.00		250.00
OTHER EXPENSES TOTAL	75.00	1,292.96	275.00	2,600.42	1,450.00	3,576.24	1,450.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
400.0000.80.5730 EQUIPMENT	20,000.00	7,832.72	10,000.00	4,445.00	5,000.00	1,062.15	5,000.00

**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 (\$0 - \$4,999) TOTAL	20,000.00	7,832.72	10,000.00	4,445.00	5,000.00	1,062.15	5,000.00
EQUIPMENT (\$5,000 + ) SERVICE							
400.0000.85.5830 EQUIPMENT	20,000.00		45,000.00			7,377.00	55,000.00
EQUIPMENT (\$5,000 + ) TOTAL	20,000.00	.00	45,000.00	.00	.00	7,377.00	55,000.00
CAPITAL IMPROVEMENTS SERVICE							
400.0000.90.6800 CAPITAL IMPROVEMENTS			136,600.00	5,096.10	50,000.00	18,887.35	
CAPITAL IMPROVEMENTS TOTAL	.00	.00	136,600.00	5,096.10	50,000.00	18,887.35	.00
TRANSFERS OUT SERVICE							
GENERAL TOTAL	436,800.00	436,343.45	707,425.00	562,352.28	692,819.00	509,694.95	727,588.00
WATER TOTAL	272,276.91-	176,314.67-	99,425.00	80,956.27-	96,819.00	142,408.63-	.00
Report Total	272,276.91-	176,314.67-	99,425.00	80,956.27-	96,819.00	142,408.63-	.00

# Water Fund Budget Narrative

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

The City currently owns three public wells. Well #1 and Well #2 are located near the Railroad Street Water Treatment Plant; Well #3 is located near the Clark Street Water Treatment Plant. Well #3 is currently designated as an emergency source due to its radium concentration. The City should be considering increasing its well supply by siting a new public well or providing radium treatment at the Clark Street WTP to utilize existing Well #3.

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

The City operates two elevated storage tanks: a 300,000 gallon tank (Green Street - 1955) and a 750,000 gallon tank (Duvick Avenue – 1993). The Duvick Avenue tower was repainted in 2016; the Green Street tower will be scheduled for repainting.

The water distribution system of the City has many components that were installed over 50 years ago. In 1955, the City created a 10" water main loop around what was then the periphery of the City. There are a number of small diameter water mains located in Ward 3 that should be planned for replacement. As part of the treatment plant expansion/modifications, the pipe distribution network shall be analyzed through water modelling to ensure that there are no bottlenecks in the network. Long term plans include a large diameter pipe connection between the towers and redundant mains to serve the far eastern portions of the City.

The Illinois Department of Public Health and the Illinois Environmental Protection Agency continue to refine their positions regarding lead service lines. The City will eventually be required to develop a plan to eliminate lead service lines. That plan will likely include the removal of both the City's portion of the water service (from the water main to and including the service valve) and the consumer's portion of the water service (from the service valve to the water meter). At issue will be the financial responsibility of eliminating the consumer's portion of the lead water service.

A rate study will be performed in the upcoming fiscal year. Currently, the City's water rates increase by 4% annually.

## Revenues

### Revenues identified in the Municipal Code

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

### Revenues sometimes included in annexation agreements

Annexation agreement Resolution 2007-12

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

**400.0000.15.4405 Water User Fee**                                 2019/2020 - \$50,000                                 2020/2021 - \$0

The City is charging a quarterly administrative service charge of \$5.00 per customer. City council should consider raising the service charge to \$10.00 to help with administrative costs in billing. [Section 86-66(2)(b)]

**400.0000.15.4500 Water Sales**                                 2019/2020 - \$540,000                                 2020/2021 - \$650,000

The estimated water revenues for 2018/2019 were \$600,000.00.

**400.0000.15.4525 Water Service – New Hook Ups**                                 2019/2020 - \$0                                 2020/2021 - \$0

This line item is used for receiving the building permit invoice amount for new water meters.

**400.0000.20.4645 Water Late Charges**                                 2019/2020 - \$6,000                                 2020/2021 - \$6,000

Out of the \$10.00 charged to a user when the utility is not timely paid, the water department receives \$3.00. Consideration should be given to increase the late charge. In general using \$6,200 for the collected late charges through February and dividing that amount by \$3.00, 2,067 user instances have been late out of a possible 9,030 user instances within the 10 months. Over 22% of user instances do not pay within 30 days of the bill being mailed. [4 quarters \* 2,709 users \* (10 months/12 months) = 9,030 user instances]

<b><u>400.0000.30.4690</u></b> Credit Card Service Charge	2019/2020 - \$0	2020/2021 - \$1,000
<b><u>400.0000.30.4695</u></b> Miscellaneous Income	2019/2020 - \$0	2020/2021 - \$225
<b><u>400.0000.35.4850</u></b> IFT From Other Funds	2019/2020 - \$0	2020/2021 - \$70,363

## Expenditures

### Personal Services

<b><u>400.0000.50.5010</u></b> Salaries	2019/2020 - \$222,000	2020/2021 - \$229,888
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Salaries for employees whose primary department in public works is the water department are included in this line item, in addition to the conversion of longevity which is now a component of salary.

- (1) Water Superintendent (100%)
- (1) Water Operator (100%)
- (1) Billing Clerk (45%)
- (1) Payroll/Administrative Clerk (20%)
- (1) Director of Public Works (30%)

<b><u>400.0000.50.5020</u></b> Overtime at 1.5x	2019/2020 - \$8,000	2020/2021 - \$5,000
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Saturdays

52 Saturdays; 1 hour per Saturday at \$45/hr: \$2,340.00

This is for scheduled weekend overtime work. The remaining time (125 hours) is for call outs. Call outs include water main/service breaks and plant and tower alarms and water meter replacements and water emergencies.

<b><u>400.0000.50.5025</u></b> Overtime at 2.0x	2019/2020 - \$6,000	2020/2021 - \$5,000
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Sundays

52 Sundays; 1 hour per Sunday @ \$60/hr: \$3,120.00

Holidays

11 Holidays; 2 hours per holiday @ \$60/hr: \$1,320.00

This is for scheduled weekend and holiday overtime work. The remaining time (26 hours) is for call outs.

<b><u>400.0000.50.5030</u></b> Longevity Salary	2019/2020 - \$9,450	2020/2021 - \$0
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Longevity was removed from the personnel policy effective 5/1/2020.

<b><u>400.0000.50.5040</u></b> Employee Insurance Benefit	2019/2020 - \$35,000	2020/2021 - \$34,000
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<b><u>400.0000.50.5045</u></b> Accrued Vacation and Sick	2019/2020 - \$6,650	2020/2021 - \$7,000
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<b><u>400.0000.50.5055</u></b> IMRF Employer Contribution	2019/2020 - \$17,857	2020/2021 - \$22,000
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<b><u>400.0000.50.5060</u></b> Unemployment Insurance	2019/2020 - \$1,000	2020/2022 - \$1,000
<b><u>400.0000.50.5065</u></b> Workman's Comp Insurance	2019/2020 - \$11,400	2020/2022 - \$11,500
<b><u>400.0000.50.5070</u></b> FICA Match	2019/2020 - \$18,862	2020/2021 - \$18,500

### Professional Development

<b><u>400.0000.55.5100</u></b> Training/Travel/Meeting Exp	2019/2020 - \$3,000	2020/2021 - \$3,000
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Voelkel – WaterCon 2020 Springfield IL. 4 days of schooling and Lodging, in the month of March.  
Moss – AWWA conferences  
Severson-AWWA conferences

Voelkel (Class B) and Severson (Class C) water operator licenses expire July 1, 2020.

Voelkel and Moss currently hold a class B water license to operate the City's water plant, 30 hours of CEU are needed every 3 years to maintain this classification, Severson currently has a Class C water license, 15 hours of CEU are needed every 3 years to maintain this classification. We encourage all city employees to go through a class D water class, this would help with watermain replacement, hydrants repairs or replacements and field work in the city distribution system.

Flagger Training

Trench Safety

Class D Water Operator Training

Pesticide Operator Training  
    General Standards (Moss)  
    Turf Pest Control (Moss)

<b><u>400.0000.55.5105</u></b> Dues & Memberships	2019/2020 - \$350	2020/2021 - \$350
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The City's American Water Works Association membership is covered by this line item.

### Utilities

<b><u>400.0000.60.5200</u></b> Utilities – Electric	2019/2020 - \$42,000	2020/2021 - \$42,000
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300 S. Clark Street/Clark Street WTP/Tap 02  
    (Constellation Acct 1-EX-3151)  
    (ComEd Acct 0873093031)  
    (Dynegy Acct 0873093031)

309 E. Railroad Street/Railroad Street WTP/Tap 01  
    (Constellation Acct 1-1D47-434)  
    (ComEd Acct 1182170011)

(Dynergy Acct 1182170011)  
 312 E. College Street/Well # 3 (Receives electric service from Clark Street WTP)  
 750 N. Duvick Avenue/750,000-gallon Elevated Water Tank  
 (Constellation Acct 1-1D47-433)  
 (ComEd Acct 2395026009)  
 (Dynergy Acct 2395026009)  
 25 N. Green Street/300,000-gallon Elevated Water Tank (Electric service paid by EMA?)

<b>400.0000.60.5205 Utilities – Gas</b>	2019/2020 - \$6,000	2020/2021 - \$6,000
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300 S. Clark Street/Clark Street WTP/Tap 02  
 (Nicor Acct 74 51 89 1000 0)  
 (Meter Number 2834382)  
 (Rate 4: Commercial Service; Commercial – Heat)  
 309 E. Railroad Street/Railroad Street WTP/Tap 01  
 (Nicor Acct 21 31 31 2000 4)  
 (Meter Number 2552866)  
 (Rate 4: Commercial Service; Commercial – Heat)  
 309 E. Railroad Street/Emergency Backup Generator  
 (Nicor Acct 31 31 31 2000 3)  
 (Meter Number 4005814)  
 (Rate 4: Commercial Service; Commercial – Non-Heat)  
 312 E. College Street/Well # 3  
 (Nicor Acct 50 31 31 2000 3)  
 (Meter Number 2980187)  
 (Rate 4: Commercial Service; Commercial – Heat)  
 750 N. Duvick Avenue/750,000-gallon Elevated Water Tank (none)  
 25 N. Green Street/300,000-gallon Elevated Water Tank (none)

<b>400.0000.60.5210 Utilities – Telephone</b>	2019/2020 - \$4,400	2020/2021 - \$4,400
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This line item will include cell phone allowance for Voelkel and Moss @ \$30/month each. The Frontier bill for 815-786-6742 has been averaging around \$300/month. The Frontier system has become increasingly unreliable. Looking into remote cellular monitoring for the towers and treatment plants.

300 S. Clark Street/Clark Street WTP/Tap 02 (815-786-6742)  
 300 S. Clark Street/Clark Street WTP/Tap 02 (815-786-3308 Alarm Dialer)  
 300 S. Clark Street/Clark Street WTP/Tap 02  
 (Circuit 778 – Green Street Tower)  
 (Circuit 790 – Green Street Tower)  
 (Circuit 779 – Duvick Avenue Tower)  
 (Circuit 793 – Duvick Avenue Tower)  
 (Circuit 784 – Railroad Street WTP)  
 (Circuit 795 – Railroad Street WTP)  
 309 E. Railroad Street/Railroad Street WTP/Tap 01  
 (Circuit 4-524 R)



(Circuit 4-535 X)  
312 E. College Street Well # 3  
750 N. Duvick Avenue  
25 N. Green Street

**400.0000.60.5215** Utilities – Cable/Internet                      2019/2020 - \$0                      2020/2021 - \$0  
The Clark Street WTP has internet connectivity through the Police Department network.

**400.0000.60.5220** Trash Removal    2019/2020 - \$1,000                      2020/2021 - \$1,000

### Commodities

**400.0000.65.5300** Office Supplies    2019/2020 - \$500                      2020/2021 - \$500  
This line item will cover basic office supplies like printer ink, paper clips, paper, etc.

**400.0000.65.5305** Operating/Cleaning Supplies                      2019/2020 - \$500                      2020/2021 - \$500  
This line item will cover operating and cleaning supplies not covered under other line items. Examples would be daily consumables like garbage bags, batteries, furnace filters, lighting, etc.

**400.0000.65.5310** Clothing – Uniforms/Supplies                      2019/2020 - \$1,200                      2020/2021 - \$1,200  
Based on a clothing allowance of \$600.00 per employee. This clothing line items covers buying clothing that may get damaged or just worn out during normal operation’s or performing daily task.

**400.0000.65.5315** Postage    2019/2020 - \$4,500                      2020/2021 - \$4,500  
This line item covers the postage requirements for utility billing (bills, late notices, shutoff notices, and accounts payable documentation). Additionally, this line item is charged when the cross contamination control surveys are mailed. Monthly IEPA reports are also mailed to Rockford regional office.

**400.0000.65.5320** Printing Expense    2019/2020 - \$1,500                      2020/2021 - \$1,500  
This line item covers the printing preparations for utility billing (bills, late notices, shutoff notices, boil order notices, and water department door hangers).

**400.0000.65.5325** Publications    2019/2020 - \$300                      2020/2021 - \$300  
Publications this line item cover the cost of educational books and manuals.

**400.0000.65.5330** Vehicle Fuel    2019/2020 - \$1,500                      2020/2021 - \$2,800  
This line item covers fuel for truck #16 (2006 Ford F-150) and truck #26 (2019 Ford F-250). Diesel fuel for the emergency generator at the Clark Street WTP should not come from this line item.

**400.0000.65.5340** Safety Equipment    2019/2020 - \$500                      2020/2021 - \$500  
This line item covers fall protection, safety glasses, hard hats, hearing protection, safety vests/uniform, etc.: personal protective equipment.

**400.0000.65.5350 Vehicles & Equipment**                      2019/2020 - \$1,200                      2020/2021 - \$1,200

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

**400.0000.65.5355 Chemicals & Testing**                      2019/2020 - \$20,000                      2020/2021 - \$20,000

This line item covers monthly, quarterly, and yearly testing of all 3 wells and finished water at Tap 01 and Tap02, as well as distribution samples for main breaks and boil orders. Items that are tested include IOC, SOC, VOC, E Coli, Nitrite, Nitrate, Radium, Lead and Copper. This line item also covers the treatment chemicals chlorine and fluoride that are injected into the water system. Chlorine, fluoride, and iron AccuVac tests are used on a daily basis for checking quality and levels of chemicals. Currently we are testing the raw and finished for more items, Manganese, Ammonia, TDS, Barium, Sulfates, Alkalinity and total hardness. After running this HMO pilot we may have to feed HMO to the new filter media so we can run well # 3, this will remove all radium so we can run this well and give well # 1 a rest and put it on a rotation basis as needed,

**400.0000.65.5360 Streets**    2019/2020 - \$8,000                      2020/2021 - \$8,000

This line item covers any street/right-of-way repair costs that are due to a water main break, water service repair, or fire hydrant repair. Aggregate (sand or gravel), concrete or asphalt for street pavements, sidewalks, curbs and gutters, and dirt and grass seed are all restoration costs that could be necessary in the event of a water repair. In 2019 we only had 2 main breaks, we discovered that one of our booster pumps was causing a water hammer when it shut down, we since have fixed all 3 pumps at Tap01, in 2018 we had 16 main breaks.

**400.0000.65.4375 Building Maintenance**                      2019/2020 - \$1,000                      2020/2021 - \$1,000

There are several structures (buildings) that will require general maintenance. (309 E. Railroad Street, 312 E. College Street, 300 S. Clark Street, and the Well #1 enclosure.)

**400.0000.65.5385 Waterworks Repair**                      2019/2020 - \$6,000                      2020/2021 - \$6,000

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

**400.0000.65.5390 Water Line Repair**                      2019/2020 - \$40,000                      2020/2021 - \$40,000

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

**400.0000.65.5395 Meters – Meter Replacement**                      2019/2020 - \$25,000                      2020/2021 - \$25,000

This line item is being used to acquire new water meters and appurtenances for new residential and non-residential uses. The new water customers pay for the new water meters on their building permit invoices. This line item is also used to replace existing water meters for existing customers. The existing meters are being replaced because the components no longer read accurately, they no longer function, or they do not have a radio reader (fences and/or dogs). The city currently has 2949 water meters, we have 1514 meters that can be read with a radio reader or handheld device, 126 touch pads left to replace in Sandhurst to make them a

radio unit, and 1309 left as Manuel reads, currently we would like to have all the non-radio meters replaced in the next few years, at average cost of \$230.00 for a complete assembly, just replacing the radio unit around \$185.00, all the larger water meter in the industrial areas have been replaced and upgraded to a radio unit, these are the city's largest meters and some of the biggest money makers for the water department.

Non-residential meters are proposed to be tested for accuracy every 5 years, Residential meters are proposed to last for 20 years before being replaced. If we find out that the meters are testing ok, we can extend their service life before replacement, the water department has a Ford water meter test bench, we can test 5/8meters 3/4meters 1in meters, the city can save money by testing in house the smaller water meters.

### Outside Services

<b><u>300.0000.70.5410</u></b> Audit Fees	2019/2020 - \$1,200	2020/2021 - \$2,500
<b><u>400.0000.70.5450</u></b> Contractual Services	2019/2020 - \$90,000	2020/2021 - \$90,000
This line item cover outside services coming into the water plants and performing repairs on the booster pumps, check valves, clay valves, HSP pumps, HVAC system, and cathodic protection on the Green Street EWT.		
2019 Water Master Planning (Rate study, modeling)		
2021 Wilshire/Wentworth Water Main Replacement		
2021 Green Street/Water Street Area Water Main Replacement		
2021 Clark Street Water Treatment Plant Upgrades		
2021 Elm Street Water Main Replacement		
<b><u>400.0000.70.5465</u></b> Liability Insurance	2019/2020 - \$10,000	2020/2021 - \$10,000
<b><u>400.0000.70.5475</u></b> Computer Operations/Service	2019/2020 - \$4,000	2020/2021 - \$4,000
ITRON FC300 Units Maintenance Agreement	\$1,300.00	
ITRON MVRS Software Maintenance Agreement	\$1,800.00	
Custom Computer Bark Tier 1 Support	\$600.00	
Office365 (1 year)	\$150.00	
Avast		
Unallocated	\$250.00	
<b><u>400.0000.70.5480</u></b> Rental/Lease Agreements	2019/2020 - \$1,000	2020/2021 - \$1,000
<b><u>400.0000.70.5485</u></b> Legal Notices & Advertising	2019/2020 - \$2,000	2020/2021 - \$2,000
This line item cover legal notices and publication reports published in the local newspaper, the Sandwich Record. The annual Consumer Confidence Report (CCR) must be published in the local newspaper. The Notice to Bidders for upcoming projects (water main replacement, plant upgrades) is also to be published in the local newspaper.		

**400.0000.70.5550** Vehicles & Equipment 2019/2020 - \$15,000 2020/2021 - \$15,000  
This line item covers any outside repairs made on truck #16 or truck #26. Repairs on the vactor (truck #6), the 410, and the 310 are also partially expensed from this line item at 1/3 of the cost.

**400.0000.70.5555** Testing Including Postage 2019/2020 - \$1,000 2020/2021 - \$1,000  
This line item covers any outside special testing of ground water or private wells located within city limits. Any specific water tests that cannot be performed by Water Department personnel will be expensed from this line item.

**400.0000.70.5575** Maintenance – Buildings 2019/2020 - \$2,500 2020/2021 - \$32,000  
This line item covers building maintenance items of Tap 01, Tap 02, 312 E. College Street and the Well #1 enclosure. This line item will additionally cover site maintenance items like the blacktop repairs.  
2020 Railroad Street Roof Repairs \$30,000

**400.0000.70.5590** Maintenance – Waterlines 2019/2020 - \$5,000 2020/2021 - \$5,000  
The line item can be used for line stopping contractors.

#### Other Expenses

**400.0000.75.5615** Credit Card Service Charges 2019/2020 - \$1,200 2020/2021 - \$1,200  
The City should consider raising the processing fees and generating a bit of income.

**400.0000.75.5695** Misc Expense 2019/2020 - \$250 2020/2022 - \$250  
The annual ROSS IEPA Air Pollution permit should be paid from this line item to match how sewer pays for IEPA permits.  
Annual Ross Site Fee 037485AAP \$250.00

#### Equipment & Capital Improvements

**400.0000.80.5730** Equipment (<\$5,000) 2019/2020 - \$5,000 2020/2021 - \$5,000

**400.0000.85.5830** Equipment (>\$5,000) 2019/2020 - \$0 2020/2021 - \$55,000  
This line item is to cover the cost of a new backhoe in fiscal year 2021. The cost of the backhoe will be split between water, streets and sewer.

**400.0000.90.6800** Capital Improvements 2019/2020 - \$50,000 2020/2021 - \$0



# *City of Sandwich*

*Water Reserve / Improvement Fund*

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
450.0000.05.4195 WATER INFRASTRUCTURE FEES		1,500.00-		1,500.00-		3,000.00-	3,000.00-
LICENCES & PERMITS TOTAL	.00	1,500.00-	.00	1,500.00-	.00	3,000.00-	3,000.00-
CHARGES FOR SERVICES SERVICE							
450.0000.15.4525 WATER CONNECTION FEES		5,220.00-		10,853.50-		11,666.00-	10,000.00-
CHARGES FOR SERVICES TOTAL	.00	5,220.00-	.00	10,853.50-	.00	11,666.00-	10,000.00-
INTEREST INCOME SERVICE							
450.0000.25.4675 INTEREST INCOME				52,530.92-			.00
INTEREST INCOME TOTAL	.00	.00	.00	52,530.92-	.00	.00	.00
CARRY OVER SERVICE							
GENERAL TOTAL	.00	6,720.00-	.00	64,884.42-	.00	14,666.00-	13,000.00-
GENERAL SERVICE							
450.0000.00.5695 MISC EXPENSE				44,113.42-			
450.0000.90.6800 CAPITAL IMPROVEMENTS		602,105.64					
GENERAL TOTAL	.00	602,105.64	.00	44,113.42-	.00	.00	.00
OUTSIDE SERVICES SERVICE							
450.0000.70.5585 WATER				55,633.92			

**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
OUTSIDE SERVICES TOTAL	.00	.00	.00	55,633.92	.00	.00	.00
OTHER EXPENSES SERVICE							
450.0000.75.5690 REFUNDS				833.00			
OTHER EXPENSES TOTAL	.00	.00	.00	833.00	.00	.00	.00
TRANSFERS OUT SERVICE							
450.0000.97.7000 IFT TRANSFER OUT							70,363.00
TRANSFERS OUT TOTAL	.00	.00	.00	.00	.00	.00	70,363.00
GENERAL TOTAL	.00	602,105.64	.00	12,353.50	.00	.00	70,363.00
ROUTE 34 IMPROVEMENTS DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
WATER RESERVE / IMPROVEME TOTA	.00	595,385.64	.00	52,530.92-	.00	14,666.00-	57,363.00
Report Total	.00	595,385.64	.00	52,530.92-	.00	14,666.00-	57,363.00