



# *City of Sandwich*

## *FINAL BUDGET FOR THE FISCAL YEAR ENDED APRIL 30, 2024*

*Approved April 17, 2023*



**CITY OF SANDWICH BUDGET  
FOR THE FISCAL YEAR ENDED  
APRIL 30, 2024**

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# *City of Sandwich*

## *City Wide Summary*

CITY OF SANDWICH

**BUDGET SUMMARY - ALL FUNDS**

FINAL FY 2024 BUDGET

DESCRIPTION / FUND	GENERAL FUND	CAPITAL IMPROVEMENT FUND	MOTOR FUEL TAX FUND	DRUG ABUSE FUND	IMPACT FEE FUND	TOURISM FUND	ANNEXATION / EXCAVATION DEPOSITS	POLICE PENSION FUND	SEWER SYSTEM	SEWER RESERVE	WATER SYSTEM	WATER RESERVE	TOTAL CITY WIDE
ESTIMATED CASH AS OF MAY 1, 2023	\$ 2,658,285	\$ 1,985,000	\$ 1,700,000	\$ 67,500	\$ 340,000	\$ 30,100	\$ 11,000	\$ -	\$ 570,000	\$ 2,507,000	\$ 480,000	\$ 1,675,000	\$ 12,023,885
<b>REVENUES</b>													
TAXES	\$ 4,962,500	\$ -	\$ 306,000	\$ -	\$ -	\$ 24,000	\$ -	\$ 905,000	\$ -	\$ -	\$ -	\$ -	\$ 6,197,500
LICENSES & PERMITS	65,000	-	-	-	75,000	-	20,000	-	-	25,000	-	15,000	200,000
INTERGOVERNMENTAL SERVICE	85,000	1,935,000	-	-	-	-	-	-	-	-	-	100,000	2,120,000
CHARGES FOR SERVICE	5,000	-	-	-	-	7,500	-	-	1,400,000	50,000	740,000	50,000	2,252,500
FINES & FORFEIT	65,125	-	-	15,040	-	-	-	-	8,000	-	5,000	-	93,165
INTREST AND OTHER	100,750	40,000	25,000	-	-	-	-	-	1,000	40,000	600	40,000	247,350
<b>TOTAL REVENUES</b>	<b>5,283,375</b>	<b>1,975,000</b>	<b>331,000</b>	<b>15,040</b>	<b>75,000</b>	<b>31,500</b>	<b>20,000</b>	<b>905,000</b>	<b>1,409,000</b>	<b>115,000</b>	<b>745,600</b>	<b>205,000</b>	<b>11,110,515</b>
OPERATING TRANSFERS IN	-	60,831.00	-	-	-	-	-	-	-	618,428	-	-	679,259
LOAN PROCEEDS	-	-	-	-	-	-	-	-	-	10,000,000	-	-	10,000,000
<b>TOTAL FUNDS AVAILABLE FOR BUDGETING</b>	<b>7,941,660</b>	<b>4,020,831</b>	<b>2,031,000</b>	<b>82,540</b>	<b>415,000</b>	<b>61,600</b>	<b>31,000</b>	<b>905,000</b>	<b>1,979,000</b>	<b>13,240,428</b>	<b>954,878</b>	<b>2,015,692</b>	<b>33,813,659</b>
<b>EXPENDITURES</b>													
PERSONNEL SERVICES	\$ 3,118,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 905,000	\$ 306,200	\$ -	\$ 341,170	\$ -	\$ 4,671,325.00
PROFESSIONAL DEVELOPMENT	43,400	-	-	-	-	-	-	-	7,000	-	4,850	-	55,250
UTILITIES	166,245	-	-	-	-	-	-	-	88,500	-	53,800	-	308,545
COMMODITIES SERVICE	298,620	-	40,000	-	-	-	-	-	100,400	-	153,100	-	592,120
OUTSIDE SERVICES	1,223,579	-	-	-	-	36,500	-	-	225,772	-	184,400	-	1,670,251
OTHER EXPENSES	62,420	-	-	-	59,375	-	20,000	-	38,700	-	1,250	-	181,745
CAPITAL / EQUIPMENT	112,125	3,231,941	1,440,000	15,040	-	-	-	-	24,000	10,389,000	60,000	1,721,000	16,993,106
BOND & DEBT SERVICE	197,200	-	-	-	-	-	-	-	-	-	-	-	197,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,222,544</b>	<b>\$ 3,231,941</b>	<b>\$ 1,480,000</b>	<b>\$ 15,040</b>	<b>\$ 59,375</b>	<b>\$ 36,500</b>	<b>\$ 20,000</b>	<b>\$ 905,000</b>	<b>\$ 790,572</b>	<b>\$ 10,389,000</b>	<b>\$ 798,570</b>	<b>\$ 1,721,000</b>	<b>\$ 24,669,542</b>
OPERATING TRANSFERS OUT	60,831	\$ -	-	-	-	-	\$ -	\$ -	\$ 618,428	\$ -	-	-	\$ 679,259
<b>EXCESS (DEFICIT)</b>	<b>-</b>	<b>(1,196,110)</b>	<b>(1,149,000)</b>	<b>-</b>	<b>15,625</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>344,428</b>	<b>(52,970)</b>	<b>(1,516,000)</b>	<b>(3,559,027)</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 2,658,285</b>	<b>\$ 788,890</b>	<b>\$ 551,000</b>	<b>\$ 67,500</b>	<b>\$ 355,625</b>	<b>\$ 25,100</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ 570,000</b>	<b>\$ 2,851,428</b>	<b>\$ 427,030</b>	<b>\$ 159,000</b>	<b>\$ 8,464,858</b>





# *City of Sandwich*

## *Governmental Funds Summary*

CITY OF SANDWICH

**BUDGET SUMMARY - GOVERNMENTAL FUNDS**

**FINAL FY 2024 BUDGET**

DESCRIPTION / FUND	GENERAL FUND	CAPITAL IMPROVEMENT FUND	MOTOR FUEL TAX FUND	DRUG ABUSE FUND	IMPACT FEE FUND	TOURISM FUND	ANNEXATION / EXCAVATION DEPOSITS	POLICE PENSION FUND	TOTAL
ESTIMATED CASH AS OF MAY 1, 2023	\$ 2,658,285	\$ 1,985,000	\$ 1,700,000	\$ 67,500	\$ 340,000	\$ 30,100	\$ 11,000	\$ -	\$ 6,791,885
<b>REVENUES</b>									
TAXES	\$ 4,962,500	\$ -	\$ 306,000	\$ -	\$ -	\$ 24,000	\$ -	\$ 905,000	\$ 6,197,500
LICENSES & PERMITS	65,000	-	-	-	75,000	-	20,000	-	160,000
INTERGOVERNMENTAL SERVICE	85,000	1,935,000	-	-	-	-	-	-	2,020,000
CHARGES FOR SERVICE	5,000	-	-	-	-	7,500	-	-	12,500
FINES & FORFEIT	65,125	-	-	15,040	-	-	-	-	80,165
INTREST AND OTHER	100,750	40,000	25,000	-	-	-	-	-	165,750
<b>TOTAL REVENUES</b>	<b>5,283,375</b>	<b>1,975,000</b>	<b>331,000</b>	<b>15,040</b>	<b>75,000</b>	<b>31,500</b>	<b>20,000</b>	<b>905,000</b>	<b>8,635,915</b>
OPERATING TRANSFERS IN	-	60,831.00	-	-	-	-	-	-	60,831.00
LOAN PROCEEDS	-	-	-	-	-	-	-	-	-
<b>TOTAL FUNDS AVAILABLE FOR BUDGETING</b>	<b>7,941,660</b>	<b>4,020,831</b>	<b>2,031,000</b>	<b>82,540</b>	<b>415,000</b>	<b>61,600</b>	<b>31,000</b>	<b>905,000</b>	<b>15,488,631</b>
<b>EXPENDITURES</b>									
PERSONNEL SERVICES	\$ 3,118,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 905,000	\$ 4,023,955
PROFESSIONAL DEVELOPMENT	43,400	-	-	-	-	-	-	-	43,400
UTILITIES	166,245	-	-	-	-	-	-	-	166,245
COMMODITIES SERVICE	298,620	-	40,000	-	-	-	-	-	338,620
OUTSIDE SERVICES	1,223,579	-	-	-	-	36,500	-	-	1,260,079
OTHER EXPENSES	62,420	-	-	-	59,375	-	20,000	-	141,795
CAPITAL / EQUIPMENT	112,125	3,231,941	1,440,000	15,040	-	-	-	-	4,799,106
BOND & DEBT SERVICE	197,200	-	-	-	-	-	-	-	197,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,222,544</b>	<b>\$ 3,231,941</b>	<b>\$ 1,480,000</b>	<b>\$ 15,040</b>	<b>\$ 59,375</b>	<b>\$ 36,500</b>	<b>\$ 20,000</b>	<b>\$ 905,000</b>	<b>\$ 10,970,400</b>
OPERATING TRANSFERS OUT	60,831	\$ -	-	-	-	-	\$ -	\$ -	\$ 60,831
<b>EXCESS (DEFICIT)</b>	<b>-</b>	<b>(1,196,110)</b>	<b>(1,149,000)</b>	<b>-</b>	<b>15,625</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>(2,334,485)</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 2,658,285</b>	<b>\$ 788,890</b>	<b>\$ 551,000</b>	<b>\$ 67,500</b>	<b>\$ 355,625</b>	<b>\$ 25,100</b>	<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ 4,457,400</b>



# *City of Sandwich*

## *Enterprise Fund Summary*

CITY OF SANDWICH

**BUDGET SUMMARY - ENTERPRISE FUNDS**

**FINAL FY 2024 BUDGET**

DESCRIPTION / FUND	SEWER SYSTEM	SEWER RESERVE	SEWER TOTAL
ESTIMATED CASH AS OF MAY 1, 2023	\$ 570,000	\$ 2,507,000	\$ 3,077,000
<b>REVENUES</b>			
TAXES	\$ -	\$ -	\$ -
LICENSES & PERMITS	-	25,000	25,000.00
INTERGOVERNMENTAL SERVICE	-	-	-
CHARGES FOR SERVICE	1,400,000	50,000	1,450,000.00
FINES & FORFEIT	8,000	-	8,000.00
INTREST AND OTHER	1,000	40,000	41,000.00
<b>TOTAL REVENUES</b>	<b>1,409,000</b>	<b>115,000</b>	<b>1,524,000</b>
OPERATING TRANSFERS IN	-	618,428	618,428
LOAN PROCEEDS	-	10,000,000	10,000,000.00
<b>TOTAL FUNDS AVAILABLE FOR BUDGETING</b>	<b>1,979,000</b>	<b>13,240,428</b>	<b>15,219,428</b>
<b>EXPENDITURES</b>			
PERSONNEL SERVICES	\$ 306,200	\$ -	\$ 306,200
PROFESSIONAL DEVELOPMENT	7,000	-	7,000
UTILITIES	88,500	-	88,500
COMMODITIES SERVICE	100,400	-	100,400
OUTSIDE SERVICES	225,772	-	225,772
OTHER EXPENSES	38,700	-	38,700
CAPITAL / EQUIPMENT	24,000	10,389,000	10,413,000
BOND & DEBT SERVICE	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 790,572</b>	<b>\$ 10,389,000</b>	<b>\$ 11,179,572</b>
OPERATING TRANSFERS OUT	\$ 618,428	\$ -	618,428
<b>EXCESS (DEFICIT)</b>	<b>-</b>	<b>344,428</b>	<b>344,428</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 570,000</b>	<b>\$ 2,851,428</b>	<b>\$ 3,421,428</b>

WATER SYSTEM	WATER RESERVE	WATER TOTAL	TOTAL ENTERPRISE FUNDS
\$ 480,000	\$ 1,675,000	\$ 2,155,000	\$ 5,232,000
\$ -	\$ -	\$ -	\$ -
-	15,000	15,000.00	40,000
-	100,000	100,000.00	100,000
740,000	50,000	790,000.00	2,240,000
5,000	-	5,000.00	13,000
600	40,000	40,600.00	81,600
<b>745,600</b>	<b>205,000</b>	<b>950,600</b>	<b>2,474,600</b>
-	-	-	618,428
-	-	-	10,000,000
<b>954,878</b>	<b>2,015,692</b>	<b>3,105,600</b>	<b>18,325,028</b>
\$ 341,170	\$ -	\$ 341,170	\$ 647,370
4,850	-	4,850	11,850.00
53,800	-	53,800	142,300.00
153,100	-	153,100	253,500.00
184,400	-	184,400	410,172.00
1,250	-	1,250	39,950.00
60,000	1,721,000	1,781,000	12,194,000.00
-	-	-	-
<b>\$ 798,570</b>	<b>\$ 1,721,000</b>	<b>\$ 2,519,570</b>	<b>\$ 13,699,142</b>
-	-	-	\$ 1,236,856
<b>(52,970)</b>	<b>(1,516,000)</b>	<b>(1,568,970)</b>	<b>(1,224,542)</b>
<b>\$ 427,030</b>	<b>\$ 159,000</b>	<b>\$ 586,030</b>	<b>\$ 4,007,458</b>



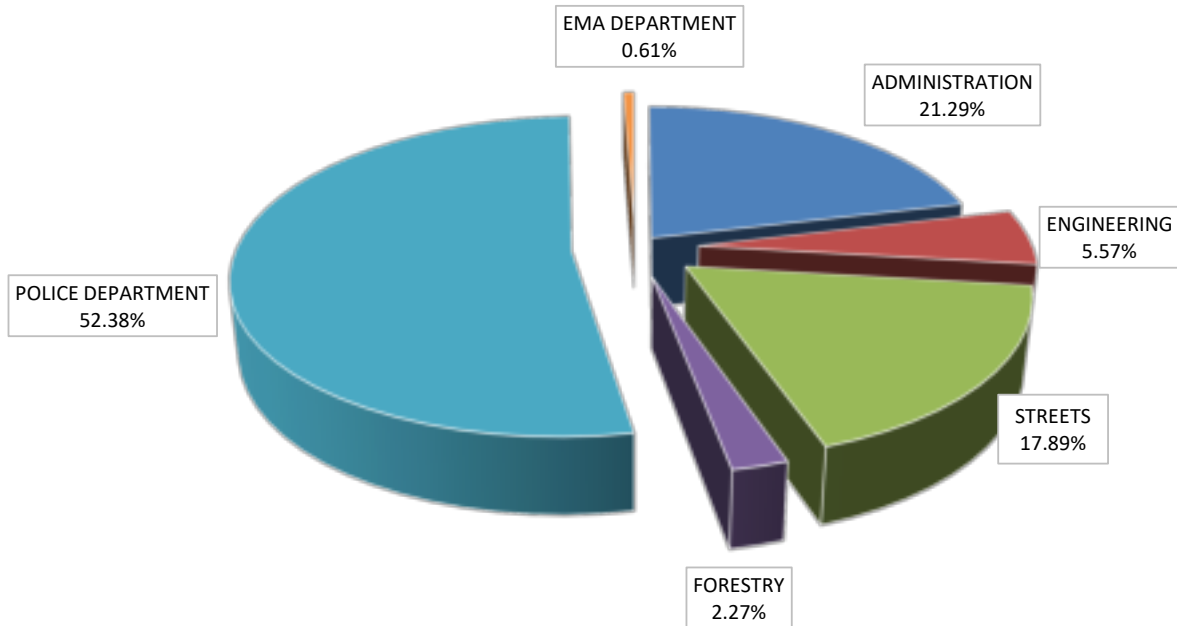
# *City of Sandwich*

## *General Fund Summary*

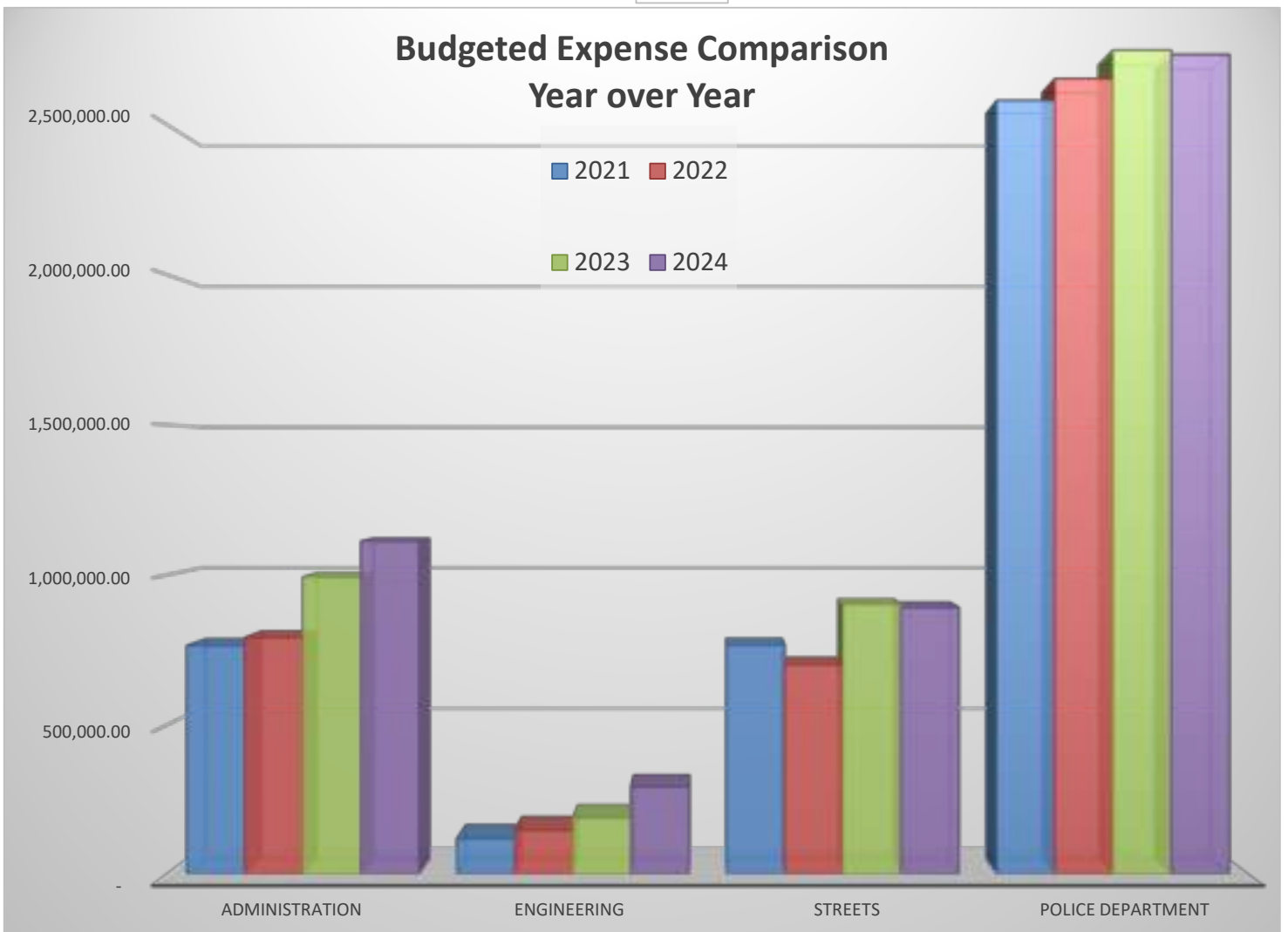
**GENERAL FUND SUMMARY**

	FYE 2020 ACTUAL	FYE 2021 ACTUAL	FYE 2022 ACTUAL	FYE 2023 APPROVED BUDGET	FYE 2023 PROJECTED	FYE 2024 APPROVED BUDGET
<b>REVENUES</b>						
TAXES	\$ 4,610,602	\$ 4,337,163	\$ 4,719,983	\$ 4,411,500	\$ 4,830,500	\$ 4,962,500
LICENSES & PERMITS	45,213	55,262	61,547	48,000	61,000	65,000
INTERGOVERNMENTAL SERVICE	116,594	392,929	531,777	589,200	825,000	85,000
CHARGES FOR SERVICE	3,639	7,950	4,245	4,500	6,500	5,000
FINES & FORFEITS	83,283	67,915	59,847	80,125	40,000	65,125
INTEREST INCOME	14,136	293	2,380	2,500	20,000	50,000
OTHER INCOME	85,160	44,415	37,150	44,350	55,000	50,750
<b>TOTAL REVENUES</b>	<b>\$ 4,958,628</b>	<b>\$ 4,905,927</b>	<b>\$ 5,416,929</b>	<b>\$ 5,180,175</b>	<b>\$ 5,838,000</b>	<b>\$ 5,283,375</b>
<b>EXPENDITURES BY DEPARTMENT</b>						
ADMINISTRATION	\$ 850,625	\$ 763,010	\$ 789,782	\$ 991,945	\$ 991,945	\$ 1,111,687
ENGINEERING	116,519	117,083	145,481	186,025	260,000	290,635
STREETS	848,601	765,078	698,834	900,870	700,000	934,290
FORESTRY	39,203	58,452	85,829	126,625	55,000	118,475
POLICE DEPARTMENT	2,680,961	2,582,205	2,654,837	2,758,769	2,595,000	2,735,707
EMA DEPARTMENT	9,973	9,334	8,971	29,750	11,000	31,750
OTHER OPERATIONS	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,545,881</b>	<b>\$ 4,295,162</b>	<b>\$ 4,383,734</b>	<b>\$ 4,993,984</b>	<b>\$ 4,612,945</b>	<b>\$ 5,222,544</b>
INTERFUND TRANSFERS IN	92,810	-	-	-	-	-
INTERFUND TRANSFERS (OUT)	(452,899)	(575,000)	(575,000)	(186,191)	(1,225,055)	(60,831)
INTERFUND TRANSFERS (OUT FROM OTHER DEPT)	-	-	-	-	-	-
<b>EXCESS (DEFICIT)</b>	<b>\$ 52,658</b>	<b>\$ 35,765</b>	<b>\$ 458,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING CASH BALANCE</b>	<b>\$ 1,708,736</b>	<b>\$ 1,761,394</b>	<b>\$ 1,797,159</b>	<b>\$ 2,725,000</b>	<b>\$ 2,658,285</b>	<b>\$ 2,658,285</b>
<b>ENDING CASH BALANCE</b>	<b>\$ 1,761,394</b>	<b>\$ 1,797,159</b>	<b>\$ 2,658,285</b>	<b>\$ 2,725,000</b>	<b>\$ 2,658,285</b>	<b>\$ 2,658,285</b>

## 2022 Budgeted General Fund - Expenditures By Department



## Budgeted Expense Comparison Year over Year





# *City of Sandwich*

## *General Fund Revenues*



# GENERAL FUND REVENUE BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
TAXES SERVICE							
001.0000.01.4000 STATE SALES TAX	1,577,254.00-	1,934,174.36-	1,810,000.00-	2,080,628.82-	1,970,000.00-	1,769,129.74-	2,096,500.00-
001.0000.01.4005 STATE INCOME TAX	731,236.00-	850,723.34-	805,000.00-	1,055,939.16-	925,000.00-	1,002,531.22-	1,205,000.00-
001.0000.01.4010 COUNTY TAXES	890,000.00-	866,880.23-	725,000.00-	712,177.96-	725,000.00-	713,600.48-	770,000.00-
001.0000.01.4015 ROAD & BRIDGE TAX	28,600.00-	25,796.70-	28,600.00-	26,148.27-	29,000.00-	28,125.71-	29,000.00-
001.0000.01.4020 UTILITY TAXES	600,000.00-	538,439.51-	585,000.00-	552,411.04-	565,000.00-	433,500.83-	545,000.00-
001.0000.01.4025 REPLACEMENT TAXES	48,000.00-	64,848.01-	48,000.00-	153,401.63-	70,000.00-	162,563.58-	175,000.00-
001.0000.01.4035 CHARITABLE GAMES TAX	2,500.00-	128.47-	1,500.00-	673.54-	1,500.00-	1,027.31-	1,000.00-
001.0000.01.4040 VIDEO GAMING TAX	69,587.00-	50,085.99-	60,000.00-	127,109.28-	115,000.00-	111,541.80-	130,000.00-
001.0000.01.4045 AUTO RENTAL TAX		20.66-					
001.0000.01.4050 CANNABIS TAX	6,500.00-	6,065.73-	6,500.00-	11,493.71-	11,000.00-	9,443.84-	11,000.00-
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TAXES TOTAL	3,953,677.00-	4,337,163.00-	4,069,600.00-	4,719,983.41-	4,411,500.00-	4,231,464.51-	4,962,500.00-
LICENCES & PERMITS SERVICE							
001.0000.05.4100 CITY LICENSES	36,000.00-	39,376.91-	30,000.00-	37,752.00-	30,000.00-	9,291.40-	30,000.00-
001.0000.05.4105 BUILDING PERMITS	20,000.00-	15,885.82-	18,000.00-	23,795.44-	18,000.00-	41,165.80-	35,000.00-
001.0000.05.4250 911 FROM COUNTY	7,000.00-						
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LICENCES & PERMITS TOTAL	63,000.00-	55,262.73-	48,000.00-	61,547.44-	48,000.00-	50,457.20-	65,000.00-
INTERGOVERNMENTAL SERVICE							
001.0000.10.4200 FEDERAL GRANTS						7,135.53-	
001.0000.10.4210 STATE GRANTS	25,000.00-		250,000.00-			247,503.28-	
001.0000.10.4212 IPRF GRANT		20,292.00-	15,000.00-	21,994.00-	15,000.00-		15,000.00-
001.0000.10.4215 CURES ACT		306,136.03-	150,000.00-				

**BUDGET WORKSHEET**  
**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
001.0000.10.4216 ARPA GRANT				509,782.94-	504,200.00-	504,737.97-	
001.0000.10.4255 SRO REIMBURSEMENT	45,000.00-	66,501.12-	70,000.00-		70,000.00-	33,428.00-	70,000.00-
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INTERGOVERNMENTAL TOTAL	70,000.00-	392,929.15-	485,000.00-	531,776.94-	589,200.00-	792,804.78-	85,000.00-
CHARGES FOR SERVICES SERVICE							
001.0000.15.4305 SANDWICH FIRE INSP FEES	1,250.00-	3,300.00-	2,000.00-	2,345.00-	2,000.00-	2,300.00-	2,000.00-
001.0000.15.4310 PLANNING/ZONING HEARING FEES	2,000.00-	4,275.00-	2,000.00-	1,900.00-	2,000.00-	1,900.00-	2,000.00-
001.0000.15.4340 MOWING FEES	500.00-	375.00-	500.00-		500.00-	2,000.00-	1,000.00-
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CHARGES FOR SERVICES TOTAL	3,750.00-	7,950.00-	4,500.00-	4,245.00-	4,500.00-	6,200.00-	5,000.00-
FINES & FORFEITS SERVICE							
001.0000.20.4600 CIRCUIT COURT FINES	25,000.00-	21,778.53-	25,000.00-	31,054.24-	25,000.00-	11,787.67-	25,000.00-
001.0000.20.4601 BOND FINES		375.00-		275.00	375.00-		375.00-
001.0000.20.4606 MUNICIPAL VIOLATIONS	2,000.00-		2,000.00-	1,850.00-	1,000.00-	925.00-	1,000.00-
001.0000.20.4610 E-CITATIONS	250.00-	202.00-	250.00-	184.00-	250.00-	150.00-	250.00-
001.0000.20.4611 IMPOUND/SEIZURES	32,000.00-	28,483.00-	28,000.00-	16,000.00-	25,000.00-	5,000.00-	10,000.00-
001.0000.20.4612 MISCELLANEOUS PD	3,000.00-	4,570.14-	3,000.00-	2,177.80-	3,000.00-	2,159.67-	3,000.00-
001.0000.20.4615 ADJUDICATION VIOLATIONS	20,000.00-	11,023.28-	18,500.00-	7,132.25-	25,000.00-	8,220.47-	25,000.00-
001.0000.20.4616 COLLECTION ADJUDICATION	250.00-			174.00-			
001.0000.20.4620 TOBACCO VIOLATIONS				375.00-			
001.0000.20.4625 ANIMAL CONTROL FINES	1,000.00-	150.00-	500.00-	525.00-	500.00-	100.00-	500.00-
001.0000.20.4631 ASSET FORFEITURES REV		1,330.89-		650.00-			
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FINES & FORFEITS TOTAL	83,500.00-	67,912.84-	77,250.00-	59,847.29-	80,125.00-	28,342.81-	65,125.00-

**BUDGET WORKSHEET**  
**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
			INTEREST INCOME SERVICE				
001.0000.25.4675 INTEREST INCOME	15,000.00-	2,293.87-	3,500.00-	1,380.08-	2,500.00-	14,412.82-	50,000.00-
	-----	-----	-----	-----	-----	-----	-----
INTEREST INCOME TOTAL	15,000.00-	2,293.87-	3,500.00-	1,380.08-	2,500.00-	14,412.82-	50,000.00-
			OTHER INCOME SERVICE				
001.0000.30.4690 CREDIT CARD SERVICE CHARGE	1,500.00-	664.20-	1,000.00-	366.40-	750.00-	105.60-	750.00-
001.0000.30.4695 MISCELLANEOUS INCOME	50,000.00-	7,367.39-	25,000.00-	10,633.44-	15,000.00-	7,203.73-	15,000.00-
001.0000.30.4740 DONATIONS		1,500.00-					
001.0000.30.4755 REIMBURSEMENT PD OT	5,000.00-	17,922.22-	7,500.00-	16,521.23-	7,500.00-	7,548.98-	7,500.00-
001.0000.30.4760 PROCEEDS SALE CITY ASSETS	5,000.00-	1,692.00-	10,500.00-		10,000.00-	10,670.00-	10,000.00-
001.0000.30.4783 PLUMBING INSPECTIONS						2,485.00-	
001.0000.30.4784 ELECTRICAL INSPECTIONS						2,345.00-	
001.0000.30.4790 MISCELLANEOUS REIMBURSEMENTS	12,500.00-	9,268.52-	10,000.00-	9,622.46-	7,500.00-	7,410.92-	7,500.00-
001.0000.30.4996 FARM LEASE	3,600.00-	6,000.68-	3,600.00-	6,795.51-	3,600.00-	10,673.76-	10,000.00-
	-----	-----	-----	-----	-----	-----	-----
OTHER INCOME TOTAL	77,600.00-	44,415.01-	57,600.00-	43,939.04-	44,350.00-	48,442.99-	50,750.00-
							5,283,375.00-
GENERAL FUND TOTAL	4,266,527.00-	4,908,270.97-	4,745,450.00-	5,422,719.20-	5,180,175.00-	5,172,125.11-	=====



# *City of Sandwich*

*General Fund  
Administration Department*

# Administration Budget Narrative

## Personal Services

<b><u>001.0005.50.5001</u></b> Elected Officials Salaries	2022/2023 - \$81,000	<b>2023/2024 - \$81,000</b>
<ul style="list-style-type: none"> <li>• Mayor - \$20,000 plus \$1,000 liquor Commissioner</li> <li>• City Clerk - \$22,000</li> <li>• Treasurer - \$2,000</li> <li>• Aldermen - \$4,500 / each X 8 = 36,000</li> </ul>		
<b><u>001.0005.50.5002</u></b> Plan / ZBA Commission Salaries	2022/2023 - \$2,000	<b>2023/2024 - \$1,800</b>
7 Commissioners X \$30/meeting X 6 meetings = \$1,260 2 Chairman & Secretary X \$40/meeting X 6 meetings \$480		
<b><u>001.0005.50.5003</u></b> Police Commission Salaries	2022/2023 - \$2,700	<b>2023/2024 - \$2,700</b>
3 Commissioners X \$900/each \$2,700		
<b><u>001.0005.50.5010</u></b> Salaries	2022/2023 - \$151,000	<b>2023/2024 - \$156,000</b>
<ul style="list-style-type: none"> <li>• Michele Hoisington – 60%</li> <li>• Lisa Mangers – 10%</li> <li>• Denise li – 100%</li> <li>• City Administrator – 75%</li> </ul>		
<b><u>001.0005.50.5015</u></b> Part Time	2022/2023 - \$22,500	<b>2023/2024 - \$42,000</b>
<ul style="list-style-type: none"> <li>• 10 hours/week X 50 weeks = 500 \$ 11,500</li> <li>• 20 hours/week X 49 weeks = 980 \$ 14,700</li> <li>• Additional PT help \$ 15,800</li> </ul>		
<b><u>001.0005.50.5040</u></b> Employee Insurance Benefits	2022/2023 - \$40,000	<b>2023/2024 - \$45,000</b>
Health, Vision, Dental, Life, HSA coverages		
<b><u>001.0005.50.5045</u></b> Accrued Vacation / Sick	2022/2023 - \$5,000	<b>2023/2024 - \$1,000</b>
<b><u>001.0005.50.5055</u></b> IMRF ER Contribution	2022/2023 - \$8,900	<b>2023/2024 - \$9,000</b>
<b><u>001.0005.50.5060</u></b> Unemployment Insurance	2022/2023 - \$ 525	<b>2023/2024 - \$525</b>
<b><u>001.0005.50.5065</u></b> Workman’s Comp Ins	2022/2023 - \$7,500	<b>2023/2024 - \$7,750</b>
<b><u>001.0005.50.5070</u></b> FICA Match	2022/2023 - \$13,500	<b>2023/2024 - \$16,500</b>
<b><u>001.0005.50.5075</u></b> Other Insurance Benefits	2022/2023 - \$32,000	<b>2023/2024 - \$31,000</b>
The City pays 100% of insurance for former employee. PSEBA requirement.		

## Professional Development

<b><u>001.0005.55.5100</u></b> Training/Travel/Meeting Exp	2022/2023 - \$4,000	<b>2023/2024 - \$8,000</b>
<ul style="list-style-type: none"> <li>• MCI Training – Clerk <span style="float: right;">\$2,200</span></li> <li>• Municipal Clerks of IL <span style="float: right;">\$ 800</span></li> <li>• Continuing Ed – Administrator <span style="float: right;">\$4,000</span></li> <li>• Misc. - webinar classes and payroll training <span style="float: right;">\$1,000</span></li> </ul>		
<b><u>001.0005.55.5105</u></b> Dues & Memberships	2022/2023 - \$4,500	<b>2023/2024 - \$10,000</b>
<ul style="list-style-type: none"> <li>• Dekalb County Regional Planning Commission <span style="float: right;">\$ 500</span></li> <li>• North Central Illinois council of Governments <span style="float: right;">\$2,500</span></li> <li>• International Institute of Municipal Clerks <span style="float: right;">\$ 185</span></li> <li>• CMAP <span style="float: right;">\$ 500</span></li> <li>• Northwestern IL Municipal Clerks Assn. <span style="float: right;">\$ 25</span></li> <li>• Chamber of Commerce <span style="float: right;">\$ 265</span></li> <li>• IL Municipal Clerks Assn <span style="float: right;">\$ 825</span></li> <li>• Municipal Clerks of IL <span style="float: right;">\$ 55</span></li> <li>• Thomas Reuter (Statutes) <span style="float: right;">\$ 222</span></li> <li>• DeKalb Co Economic Dev Dues <span style="float: right;">\$1,500</span></li> <li>• Illinois (BASSETT) <span style="float: right;">\$ 307</span></li> <li>• ILCMA – City Administrator <span style="float: right;">\$ 500</span></li> <li>• IML Annual Membership <span style="float: right;">\$ 825</span></li> <li>• Kendall Co Transit (KAT) <span style="float: right;">\$ 244</span></li> <li>• Other <span style="float: right;">\$ 1,547</span></li> </ul>		

## Utilities

<b><u>001.0005.60.5200</u></b> Electric	2022/2023 - \$92,000	<b>2023/2024 - \$92,000</b>
<b><u>001.0005.60.5205</u></b> Gas	2022/2023 - \$0	<b>2023/2024 - \$6,000</b>
Cost of Natural Gas beyond allowed number of therms in Franchise agreement		
<b><u>001.0005.60.5210</u></b> Telephone	2022/2023 - \$ 6,500	<b>2023/2024 - \$6,500</b>
<b><u>001.0005.60.5215</u></b> Cable/Internet	2022/2023 - \$ 1,400	<b>2023/2024 - \$0</b>
<b><u>001.0005.60.5220</u></b> Trash Removal	2022/2023 - \$ 900	<b>2023/2024 - \$960</b>
\$80 X 12 months		

## Commodities

<p><b><u>001.0005.65.5300</u></b> <u>Office Supplies</u></p> <p style="margin-left: 20px;">Office Supplies Copier -Toner/Supplies Paper</p>	<p>2022/2023 - \$5,000</p>	<p><b>2023/2024 - \$5,000</b></p>
<p><b><u>001.0005.65.5305</u></b> <u>Operating / Cleaning Supplies</u></p> <p style="margin-left: 20px;">Cleaning Supplies Furnace Filters</p>	<p>2022/2023 - \$ 500</p>	<p><b>2023/2024 - \$700</b></p>
<p><b><u>001.0005.65.5315</u></b> <u>Postage</u></p> <p style="margin-left: 20px;">Stamps/Postage Certified Mail First Class Presort Permit #49 Postage - FOIA</p>	<p>2022/2023 - \$ 1,250</p>	<p><b>2023/2024 - \$1,250</b></p>
<p><b><u>001.0005.65.5320</u></b> <u>Printing Expense</u></p> <p style="margin-left: 20px;">Business Cards Payroll Checks</p>	<p>2022/2023 - \$ 750</p>	<p><b>2023/2024 - \$750</b></p>

## Outside Services

<p><b><u>001.0005.70.5410</u></b> <u>Audit Fees</u></p> <p style="margin-left: 20px;">City Auditor – Newkirk &amp; Associates</p>	<p>2022/2023 - \$19,800</p>	<p><b>2023/2024 - \$17,000</b></p>
<p><b><u>001.0005.70.5415</u></b> <u>ARCH Management</u></p> <p style="margin-left: 20px;">Opera House Management per agreement - \$1,000/mo. X 12</p>	<p>2022/2023 - \$12,000</p>	<p><b>2023/2024 - \$12,000</b></p>
<p><b><u>001.0005.70.5420</u></b> <u>Outside Consultant</u></p> <p style="margin-left: 20px;">Finance Consultant Lauterbach &amp; Amen \$56,000 Outsourced Utility Billing Creation and mailing \$10,000</p>	<p>2022/2023 - \$54,720</p>	<p><b>2023/2024 - \$66,000</b></p>
<p><b><u>001.0005.70.5445</u></b> <u>Legal Services</u></p> <p style="margin-left: 20px;">City Attorney Labor Attorney Arbitration</p>	<p>2022/2023 - \$75,000</p>	<p><b>2023/2024 - \$87,000</b></p>

<b><u>001.0005.70.5450</u></b>	<b>Contractual Services</b>	<b>2022/2023 - \$40,000</b>	<b>2023/2024 - \$40,000</b>
	<ul style="list-style-type: none"> <li>• City Hall – Janitorial Services \$1,000 X 12 = \$12,000</li> <li>• Alarm Detection Services Fire Alarm \$ 1,000</li> <li>• Schindler – Opera House Elevator \$ 600</li> <li>• Illinois Cert of Operation – Elevator \$ 75</li> <li>• Fire Extinguisher insp. \$ 5,000</li> <li>• Cintas Fire – RPZ Inspections \$ 5,000</li> <li>• Carpet Cleaning/Misc. \$ 7,000</li> <li>• Appraisals \$ 5,000</li> </ul>		
<b><u>001.0005.70.5465</u></b>	<b>Liability Insurance</b>	<b>2022/2023 - \$130,000</b>	<b>2023/2024 - \$130,000</b>
	IMIC		
<b><u>001.0005.70.5475</u></b>	<b>Computer Maintenance Agreements</b>	<b>2022/2023 - \$60,000</b>	<b>2023/2024 - \$60,000</b>
	<ul style="list-style-type: none"> <li>• Annual Fiber Optic Connection \$ 9,650</li> <li>• GWORKS \$ 13,500</li> <li>• CIVICPLUS \$ 6,500</li> <li>• Website Maintenance \$150 X 12 \$ 1,800</li> <li>• IT Service Agreement \$ 6,000</li> <li>• Spam Filtering/Anti-Virus \$ 500</li> <li>• Imaging Software annual license \$ 3,000</li> <li>• Impact Networking – quarterly X 535 \$ 3,000</li> <li>• Brents Mailing - Folding Machine \$ 700</li> <li>• Board Book Software \$ 10,000</li> <li>• Misc. \$ 15,000</li> </ul>		
<b><u>001.0005.70.5480</u></b>	<b>Rental/Lease Agreements</b>	<b>2022/2023 - \$8,400</b>	<b>2023/2024 - \$8,652</b>
	BNSF leases reflecting an annual 3% increase		
<b><u>001.0005.70.5485</u></b>	<b>Legal Notices &amp; Advertising</b>	<b>2022/2023 - \$2,000</b>	<b>2023/2024 - \$3,000</b>
	Consists of mowing & water liens & releases (90% reimbursable); notary applications & renewals; newspaper legal notices & ordinance publications; publication of annual Treasurer’s Report		
<b><u>001.0005.70.5495</u></b>	<b>Ordinances - Supplements</b>	<b>2022/2023 - \$2,500</b>	<b>2023/2024 - \$2,500</b>
<b><u>001.0005.70.5500</u></b>	<b>Sandwich Economic Develop</b>	<b>2022/2023 - \$30,000</b>	<b>2023/2024 - \$30,000</b>
<b><u>001.0005.70.5575</u></b>	<b>Building Maintenance</b>	<b>2022/2023 – 40,000</b>	<b>2023/2024 - \$40,000</b>
	<ul style="list-style-type: none"> <li>• Roofing Repairs \$ 8,000</li> <li>• A/C Repairs \$12,000</li> <li>• Electrical Repairs \$ 6,000</li> <li>• Plumbing Repairs \$ 6,000</li> <li>• Repair/Replacements \$ 8,000</li> </ul>		



## Other Expenses

<b><u>001.0005.75.5602</u></b> Plan / ZBA Expenses	2022/2023 - \$800	<b>2023/2024 - \$800</b>
<b><u>001.0005.75.5603</u></b> Police Commission Expenses	2022/2023 - \$4,000	<b>2023/2024 - \$6,600</b>
<b><u>001.0005.75.5605</u></b> Contributions (Flowers, etc.)	2022/2023 - \$500	<b>2023/2024 - \$ 500</b>
<b><u>001.0005.75.5610</u></b> Employee Relations	2022/2023 - \$2,500	<b>2023/2024 - \$2,500</b>
• Christmas Cards           \$2,000		
• Other                         \$ 500		
<b><u>001.0005.75.5630</u></b> Drainage District Re Taxes	2022/2023 - \$2,500	<b>2023/2024 - \$4,500</b>
<b><u>001.0005.75.5650</u></b> Donations	2022/2023 - \$5,000	<b>2023/2024 - \$2,000</b>
Cooperative Programming – e.g. Park District Ice Rink		
<b><u>001.0005.75.5690</u></b> Refunds	2022/2023 - \$1,500	<b>2023/2024 - \$1,500</b>
<b><u>001.0005.75.5695</u></b> Misc. Expenses	2022/2023 - \$6,000	<b>2023/2024 - \$4,000</b>
Misc.		

## Equipment

<b><u>001.0005.80.5705</u></b> Office Equipment (<\$5,000)	2022/2023 - \$5,500	<b>2023/2024 - \$7,500</b>
• Office Furniture – replace front counter - \$3,500		
• Misc. - \$1,000		
• Computer Replacement Program \$3,000		
○ AP Clerk		
○ Utility Clerk		
<b><u>001.0005.85.5805</u></b> Computer Programs	2022/2023 - \$7,500	<b>2023/2024 - \$60,000</b>
• Board Software           \$10,000		
• Other                         \$50,000		

**BUDGET WORKSHEET**  
**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

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

**ADMIN DEPARTMENT**

PERSONNAL SERVICES SERVICE

001.0005.50.5001							81,000.00
ELECTED OFFICIALS SALARIES	81,000.00	74,156.16	81,000.00	80,864.53	81,000.00	67,156.99	
001.0005.50.5002							1,800.00
PLAN/ZON COMMISSION SALARIES	2,000.00	1,610.00	2,000.00	1,280.00	2,000.00	460.00	
001.0005.50.5003							2,700.00
POLICE COMMISSION SALARIES	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,025.00	
001.0005.50.5010							156,000.00
SALARIES	84,000.00	78,981.37	90,680.00	79,248.27	151,000.00	91,413.95	
001.0005.50.5015							42,000.00
PART TIME					22,500.00		
001.0005.50.5030							
LONGEVITY SALARY		661.24					
001.0005.50.5040							45,000.00
EMPLOYEE INSURANCE BENEFITS	52,500.00	44,551.42	50,000.00	27,749.44	40,000.00	29,942.39	
001.0005.50.5045							1,000.00
ACCRUED VACATION/SICK	5,000.00	19,612.17	5,000.00	4,203.59	5,000.00	428.21	
001.0005.50.5055							9,000.00
IMRF ER CONTRIBUTION	8,100.00	11,241.78	8,262.00	9,087.76	8,900.00	6,427.31	
001.0005.50.5060							525.00
UNEMPLOYMENT INSURANCE	550.00	483.74	561.00	418.02	525.00	292.41	
001.0005.50.5065							7,750.00
WORKMAN'S COMP INS	8,300.00	7,247.00	8,466.00	6,642.00	7,500.00	5,934.00	
001.0005.50.5070							16,500.00
FICA MATCH	7,100.00	12,936.85	7,242.00	12,424.77	13,500.00	11,887.81	
001.0005.50.5075							31,000.00
OTHER-INSURANCE BENEFIT	30,000.00	28,765.06	30,000.00	36,897.06	30,000.00	24,659.48	
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PERSONNAL SERVICES TOTAL	281,250.00	282,946.79	285,911.00	261,515.44	364,625.00	240,627.55	394,275.00

PROFESSIONAL DEVELOPMENT SERVICE

001.0005.55.5100							8,000.00
TRAINING/TRAVEL/MEETING EXP	4,000.00	1,078.87	4,500.00	2,183.42	4,000.00	2,762.46	
001.0005.55.5105							10,000.00
DUES & MEMBERSHIPS	3,000.00	2,462.44	3,000.00	4,587.40	4,500.00	3,146.15	
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PROFESSIONAL DEVELOPMENT TOTA	7,000.00	3,541.31	7,500.00	6,770.82	8,500.00	5,908.61	18,000.00

UTILITIES SERVICE

001.0005.60.5200							92,000.00
UTILITIES - ELECTRIC	86,000.00	99,877.10	86,000.00	90,584.47	92,000.00	67,493.19	
001.0005.60.5205							6,000.00
UTILITIES - GAS	500.00					3,631.15	

**BUDGET WORKSHEET**  
**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
001.0005.60.5210 UTILITIES - TELEPHONE	5,750.00	6,584.07	5,750.00	6,752.38	6,500.00	5,856.82	6,500.00
001.0005.60.5215 UTILITIES - CABLE/INTERNET	1,400.00	1,300.20	1,400.00	1,344.20	1,400.00	1,178.50	
001.0005.60.5220 TRASH REMOVAL	875.00	900.00	875.00	942.00	900.00	802.00	960.00
-----							
UTILITIES TOTAL	94,525.00	108,661.37	94,025.00	99,623.05	100,800.00	78,961.66	105,460.00
	COMMODITIES SERVICE						
001.0005.65.5300 OFFICE SUPPLIES	3,500.00	5,286.94	5,000.00	3,262.15	5,000.00	4,567.84	5,000.00
001.0005.65.5305 OPERATING/CLEANING SUPPLIES	300.00	865.36	500.00	386.20	500.00	524.68	700.00
001.0005.65.5315 POSTAGE	1,250.00	323.60	1,250.00	547.46	1,250.00	700.20	1,250.00
001.0005.65.5320 PRINTING EXPENSE	700.00		700.00	474.95	750.00	396.17	750.00
001.0005.65.5325 PUBLICATIONS		39.00		52.00		65.00	
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COMMODITIES TOTAL	5,750.00	6,514.90	7,450.00	4,722.76	7,500.00	6,253.89	7,700.00
	OUTSIDE SERVICES SERVICE						
001.0005.70.5410 AUDIT FEES	16,000.00	14,800.00	19,800.00	15,600.00	19,800.00	14,000.00	17,000.00
001.0005.70.5415 ARCH MANAGEMENT	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	10,000.00	12,000.00
001.0005.70.5420 OUTSIDE CONSULTANT	59,500.00	52,903.00	59,500.00	55,055.00	54,720.00	45,470.00	66,000.00
001.0005.70.5445 LEGAL SERVICES	75,000.00	54,568.27	75,000.00	88,345.65	75,000.00	87,515.12	87,000.00
001.0005.70.5450 CONTRACTUAL SERVICES	20,000.00	38,343.95	32,500.00	33,206.91	40,000.00	33,639.46	40,000.00
001.0005.70.5465 LIABILITY INSURANCE	61,000.00	88,558.00	101,667.00	86,049.00	130,000.00	120,992.26	130,000.00
001.0005.70.5475 COMPUTER MAINTENANCE AGREEMTS	25,000.00	14,299.46	22,700.00	15,627.75	60,000.00	17,534.49	60,000.00
001.0005.70.5480 RENTAL/LEASE AGREEMENTS	2,500.00				8,400.00	10,120.44	8,652.00
001.0005.70.5485 LEGAL NOTICES & ADVERTISING	3,000.00	1,712.26	2,000.00	2,611.33	2,000.00	2,716.90	3,000.00
001.0005.70.5495 ORDINANCES - SUPPLEMENTS	4,500.00		2,500.00		2,500.00		2,500.00
001.0005.70.5500 SANDWICH ECONOMIC DEV CORP	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00

# BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
001.0005.70.5505 SW CABLE & TELE CONSORTIUM	40,000.00						40,000.00
001.0005.70.5575 BUILDING MAINTENANCE	64,000.00	34,150.06	40,000.00	13,715.09	40,000.00	36,222.92	
							-----
							496,152.00
OUTSIDE SERVICES TOTAL	412,500.00	341,335.00	397,667.00	352,210.73	474,420.00	408,211.59	
OTHER EXPENSES SERVICE							
001.0005.75.5600 ELECTED OFFICIALS-EXPENSES						12.50	
001.0005.75.5602 PLANNING/ZONING EXPENSES	800.00	6,517.50	800.00	833.31	800.00	280.86	800.00
001.0005.75.5603 POLICE COMMISSION EXPENSES	6,600.00	1,277.50	4,000.00	920.08	4,000.00	2,004.79	6,600.00
001.0005.75.5605 CONTRIBUTIONS (FLOWERS, ETC)	500.00	608.43	500.00		500.00		500.00
001.0005.75.5610 EMPLOYEE RELATIONS	2,500.00	430.00	1,500.00	3,540.22	2,500.00	1,992.00	2,500.00
001.0005.75.5630 DRAINAGE DISTRICT RE TAXES	2,500.00	2,336.98	2,500.00	2,364.42	2,500.00	3,602.34	4,500.00
001.0005.75.5650 DONATIONS	7,550.00	100.00	5,000.00	200.00	5,000.00	456.00	2,000.00
001.0005.75.5655 ARPA GRANT						72,475.00	
001.0005.75.5660 TASTE OF SANDWICH	300.00	2,075.00	300.00	287.82	300.00	322.48	
001.0005.75.5690 REFUNDS	1,500.00	7,078.36	1,500.00	1,282.54	1,500.00	685.71	1,500.00
001.0005.75.5695 MISC EXPENSE	10,000.00	2,810.47	6,000.00	52,982.13	6,000.00	2,668.61	4,000.00
							-----
OTHER EXPENSES TOTAL	32,250.00	23,234.24	22,100.00	62,410.52	23,100.00	84,500.29	22,400.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0005.80.5705 OFFICE EQUIPMENT	2,000.00		5,500.00		5,500.00	3,301.85	7,500.00
							-----
EQUIPMENT (\$0 - \$4,999) TOTAL	2,000.00	.00	5,500.00	.00	5,500.00	3,301.85	7,500.00
EQUIPMENT (\$5,000 + ) SERVICE							
001.0005.85.5805 COMPUTER PGRMS/UPGRADES	15,000.00	3,719.66	7,500.00	179.88	7,500.00	2,662.09	60,000.00
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# BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EQUIPMENT (\$5,000 + ) TOTAL	15,000.00	3,719.66	7,500.00	179.88	7,500.00	2,662.09	60,000.00
001.0005.97.7000							
IFT TRANSFER OUT		575,000.00			212,191.00		
TRANSFERS OUT TOTAL	.00	575,000.00	.00	.00	212,191.00	.00	.00
ADMIN TOTAL	850,275.00	1,344,953.27	827,653.00	787,433.20	1,204,136.00	830,427.53	1,111,487.00



# *City of Sandwich*

*General Fund  
Engineering Department*

# Engineering Budget Narrative

## Personnel Services

**001.0010.50.5010** Salaries 2022/2023 - \$64,000 2023/2024 - \$89,300

This line item covers annual salary for the building official and part time code enforcement official.

**001.0010.50.5040** Employee Insurance Benefit 2022/2023 - \$13,400 2023/2024 - \$14,600

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

**001.0010.50.5055** IMRF ER Contribution 2022/2023 - \$4,900 2023/2024 - \$4,600

**001.0010.50.5060** Unemployment Insurance 2022/2023 - \$175 2023/2024 - \$600

**001.0010.50.5065** Workman's Comp Insurance 2022/2023 - \$880 2023/2024 - \$1,500

**001.0010.50.5070** FICA Match 2022/2023 - \$4,100 2023/2024 - \$6,885

## Professional Development

**001.0010.55.5100** Training/Travel/Meeting Expenses 2022/2023 - \$200 2023/2024 - \$200

This line item is used for engineering department training expenses.

ICC Residential Inspector Class

**001.0010.55.5105** Dues & Memberships 2022/2023 - \$150 2023/2024 - \$150

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.

## Utilities Service

**001.0010.60.5210** Telephone 2022/2023 - \$1,920 2023/2024 - \$1,500

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.

## Commodities Service

**001.0010.65.5300** Office Supplies 2022/2023 - \$750 2023/2024 - \$800

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

**001.0010.65.5310** Clothing-Uniforms/Supplies                      2022/2023 - \$150                      2023/2024 - \$150

**001.0010.65.5315** Postage                      2022/2023 - \$50                      2023/2024 - \$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.

**001.0010.65.5320** Printing Expense                      2022/2023 - \$150                      2023/2024 - \$7,650

This line item is used for expenses related to building permit documentation and business cards. \$150  
Document digitization \$7,500

**001.0010.65.5325** Publications                      2022/2023 - \$250                      2023/2024 - \$250

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.

**001.0010.65.5330** Vehicle Fuel                      2022/2023 - \$250                      2023/2024 - \$750

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

**001.0010.65.5340** Safety Equipment                      2022/2023 - \$100                      2023/2024 - \$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                      2022/2023 - \$90,000                      2023/2024 - \$150,000

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 in addition to engineering. 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. Outside Consultants include the Sandwich Fire Dist Inspections/Reviews.

**001.0010.70.5450** Contractual Services                      2022/2023 - \$1,400                      2023/2024 - \$1,400

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

**001.0010.70.5450** Computer Maintenance Agreements                      2022/2023 - \$2,000                      2023/2024 - \$2,000

**001.0010.70.5485** Legal Notices & Advertising:                      2022/2023 - \$200                      2023/2024 - \$200

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



## Equipment

**001.0010.70.5705** Office Equipment

2022/2023 - \$1,000

2023/2024 - \$1,000

This line item has been used mainly for providing files and storage options for the engineering plans and engineering files. More City-wide documentation is being filed in the engineering files as they are arranged by address. Replace the desk and table in the Building Official's office.

**001.0010.70.5710** Field Equipment

2022/2023 - \$100

2023/2024 - \$100

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

# GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

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

## ENGINEERING DEPARTMENT

PERSONNAL SERVICES SERVICE							
001.0010.50.5010							89,300.00
SALARIES	60,247.00	71,985.16	71,452.00	67,176.30	64,000.00	53,523.68	
001.0010.50.5030							.00
LONGEVITY SALARY	.00	245.18	.00	.00	.00	.00	
001.0010.50.5040							14,600.00
EMPLOYEE INSURANCE BENEFITS	15,000.00	15,864.92	15,300.00	15,236.35	13,400.00	13,030.14	
001.0010.50.5045							.00
ACCRUED VACATION/SICK	1,250.00	6,532.11	625.00	1,182.58	.00	.00	
001.0010.50.5050							.00
OTHER BENEFITS	.00	.00	.00	.00	.00	.00	
001.0010.50.5055							4,600.00
IMRF ER CONTRIBUTION	5,600.00	7,294.38	6,600.00	5,871.41	4,900.00	3,267.06	
001.0010.50.5060							600.00
UNEMPLOYMENT INS	265.00	496.72	270.00	418.02	175.00	292.41	
001.0010.50.5065							1,500.00
WORKMAN'S COMP INS	1,900.00	1,527.00	1,938.00	1,099.00	880.00	980.00	
001.0010.50.5070							6,885.00
FICA MATCH	4,650.00	5,577.25	5,450.00	4,854.89	4,100.00	3,849.90	
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PERSONNAL SERVICES TOTAL	88,912.00	109,522.72	101,635.00	95,838.55	87,455.00	74,943.19	117,485.00
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PROFESSIONAL DEVELOPMENT SERVICE							
001.0010.55.5100							200.00
TRAINING/TRAVEL/MEETING EXP	400.00	49.00	400.00	.00	200.00	145.00	
001.0010.55.5105							150.00
DUES & MEMBERSHIPS	140.00	145.00	150.00	777.44	150.00	277.43	
001.0010.55.5110							.00
MEDICAL EXP/IMMUNIZATIONS	.00	.00	.00	.00	.00	.00	
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PROFESSIONAL DEVELOPMENT TOTA	540.00	194.00	550.00	777.44	350.00	422.43	350.00
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UTILITIES SERVICE							
001.0010.60.5210							1,500.00
UTILITIES - TELEPHONE	1,920.00	1,723.13	1,920.00	1,355.40	1,920.00	1,098.57	
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UTILITIES TOTAL	1,920.00	1,723.13	1,920.00	1,355.40	1,920.00	1,098.57	1,500.00
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# GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
COMMODITIES SERVICE							
001.0010.65.5300 OFFICE SUPPLIES	1,400.00	975.85	1,400.00	221.30	750.00	752.28	800.00
001.0010.65.5305 OPERATING/CLEANING SUPPLIES	.00	17.40	.00	5.75	.00	.00	.00
001.0010.65.5310 CLOTHING-UNIFORMS/SUPPLIES	150.00	150.00	150.00	150.00	150.00	112.50	150.00
001.0010.65.5315 POSTAGE	50.00	45.35	50.00	24.70	50.00	.00	50.00
001.0010.65.5320 PRINTING EXPENSE	100.00	.00	300.00	.00	150.00	95.00	15,000.00
001.0010.65.5325 PUBLICATIONS	500.00	119.00	500.00	75.50	250.00	.00	250.00
001.0010.65.5330 VEHICLE FUEL	500.00	.00	500.00	.00	250.00	.00	250.00
001.0010.65.5340 SAFETY EQUIPMENT	100.00	.00	100.00	.00	100.00	.00	100.00
001.0010.65.5350 VEHICLES & EQUIPMENT	.00	.00	.00	.00	.00	.00	.00
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COMMODITIES TOTAL	2,800.00	1,307.60	3,000.00	477.25	1,700.00	959.78	16,600.00
OUTSIDE SERVICES SERVICE							
001.0010.70.5420 OUTSIDE CONSULTANT	11,000.00	2,870.00	11,000.00	45,239.93	90,000.00	147,437.73	150,000.00
001.0010.70.5450 CONTRACTUAL SERVICES	1,400.00	63.68	1,400.00	.00	1,400.00	679.00	1,400.00
001.0010.70.5475 COMPUTER MAINTENANCE AGREEMTS	600.00	1,331.12	600.00	1,309.12	2,000.00	1,097.56	2,000.00
001.0010.70.5485 LEGAL NOTICES & ADVERTISING	100.00	71.30	100.00	399.00	100.00	345.96	200.00
001.0010.70.5550 VEHICLES & EQUIPMENT	.00	.00	.00	.00	.00	.00	.00
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OUTSIDE SERVICES TOTAL	13,100.00	4,336.10	13,100.00	46,948.05	93,500.00	149,560.25	153,600.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0010.80.5705 OFFICE EQUIPMENT	2,000.00	.00	500.00	84.98	1,000.00	.00	1,000.00
001.0010.80.5710 FIELD EQUIPMENT	100.00	.00	100.00	.00	100.00	.00	100.00
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EQUIPMENT (\$0 - \$4,999) TOTAL	2,100.00	.00	600.00	84.98	1,100.00	.00	1,100.00
=====							
ENGINEERING TOTAL	109,372.00	117,083.55	120,805.00	145,481.67	186,025.00	226,984.22	290,635.00



# *City of Sandwich*

*General Fund  
Streets Department*

# Street Department Budget Narrative

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

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

## Personnel Services

<b><u>001.0015.50.5010 Salaries</u></b>	2022/2023 - \$260,020	2023/2024 - \$280,000
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Salaries for employees whose primary department in public works is the street department.

- (1) Street Superintendent
- (5) Maintenance Workers

<b><u>001.0015.50.5015 Part Time</u></b>	2022/2023 – \$29,000	2023/2024 - \$29,000
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- 1) Part time Mower \$15.00hr 1,000 hours
- 2) Part time Mower \$15.00hr 600 hours
- 3) Part time Snowplow driver \$25.00hr 100 hours
- 4) Part time Snowplow driver \$25.00hr 100 hours

<b><u>001.0015.50.5020 Overtime at 1.5</u></b>	2022/2023 - \$14,400	2023/2024 - \$23,850
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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.

530 hours @ \$45/hr. =

<b><u>001.0015.50.5025 Overtime at 2.0</u></b>	2022/2023 – \$7,200	2023/2024 - \$7,200
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Overtime for Street Department functions occurring on holidays is paid from this line item.

120 hours @ \$60/hr = \$7,200.00

<b><u>001.0015.50.5040 Employee Insurance Benefit</u></b>	2022/2023 - \$86,900	2023/2024 - \$91,500
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This line item covers the City's portion of health insurance for street department employees.

<b><u>001.0015.50.5045 Accrued Vacation/Sick</u></b>	2022/2023 - \$10,000	2023/2024 - \$10,000
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<b><u>001.0015.50.5055 IMRF ER Contribution</u></b>	2022/2023 - \$24,300	2023/2024 - \$18,500
<b><u>001.0015.50.5060 Unemployment Insurance</u></b>	2022/2023 - \$1,500	2023/2024 - \$1,500
<b><u>001.0015.50.5065 Workman's Comp Insurance</u></b>	2022/2023 - \$63,500	2023/2024 - \$66,500
<b><u>001.0015.50.5070 FICA Match</u></b>	2022/2023 - \$26,520	2023/2024 - \$26,520

### Professional Development Service

<b><u>001.0015.55.5100 Training/Travel Expense</u></b>	2022/2023 - \$5,000	2023/2024 - \$10,000
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Includes tuition and associated costs (lodging, meal reimbursements and mileage) as approved for training opportunities. Forestry training, Pesticide Operator Training, General Standards, Rights-of-Way Pest Control, Larvicide Training, Flagger Training for all street department employees, Snow Plow Operator Training, JULIE Excavator Safety, Trench Safety, IMSA Work Zone Temporary Traffic Control Technician, IMSA Traffic Signal Level 1, IMSA Signs and Markings Level 1, IMSA Roadway Lighting Level 1. A new training has been made available to public works that encompasses all these trainings into one, one week course at the cost \$4,494 for all six street department employees.

<b><u>001.0015.55.5110 Medical Expense/Immunizations</u></b>	2022/2023 - \$2,000	2023/2024 - \$2,000
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This line item is used for drug and alcohol screenings, audiograms, and physicals.

### Utilities

<b><u>001.0015.60.5200 Electric</u></b>	2022/2023-\$0	2023/2024 - \$0
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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)

<b><u>001.0015.60.5205 Gas</u></b>	2022/2023-\$5,000	2023/2024 - \$5,000
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207 E. Railroad Street (84 31 31 2000 2)  
 307 E. Railroad Street (Gas service comes from 207 E Railroad)  
 311 E. Railroad Street (27 95 96 8177 9)

<b><u>001.0015.60.5210 Telephone</u></b>	2022/2023- \$3,400	2023/2024 - \$3,400
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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

<b><u>001.0015.60.5220 Trash Removal</u></b>	2022/2023 - \$30,000	2023/2024 - \$10,000
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This line item covers the dumpster at 207 E. Railroad Street.

- Dumpster 207 Railroad St. - \$1,500
- Street sweeper sweeping disposal - \$6,000

- Spoils removal: Dirt, Asphalt, Concrete - \$7,500

### Commodities

<b><u>001.0015.65.5300 Office Supplies</u></b>	2022/2023 - \$400	2023/2024 - \$400
Basic office supplies like pens, printer ink, etc.		
<b><u>001.0015.65.5305 Operating/Cleaning Supplies</u></b>	2022/2023- \$8,000	2023/2024 - \$8,000
This covers just about anything that can be bought at a hardware store that isn't covered under another line item.		
Herbicide: Spraying rights-of-way, fence lines, buildings, street lights, utility poles, parking lots, and fire hydrants.		
<ul style="list-style-type: none"> <li>• (10) Roundup 1.67 gallons @\$59.99: \$599.99</li> <li>• (10) RM43 2.5 gallons @\$89.99: \$899.99</li> <li>• (5) Tordon Tree Herbicide @ \$15.99: \$79.95</li> <li>• (1) box Latex gloves: \$20.00</li> </ul>		
Snow plow: cutting edges, hyd. motors, plow guides, hyd. hoses, plow blade repairs, salt spreader repairs - \$5,000.		
<b><u>001.0015.65.5310 Clothing Uniform/Supplies</u></b>	2022/2023 - \$5,000	2023/2024 - \$5,000
(6) Street Department employees @ \$500/ea. and an additional \$2,000 for misc items		
<b><u>001.0015.65.5330 Postage</u></b>	2022/2023 - \$20	2023/2024 - \$20
<b><u>001.0015.65.5330 Vehicle Fuel</u></b>	2022/2023 - \$20,000	2023/2024 - \$25,000
<b><u>001.0015.65.5340 Safety Equipment</u></b>	2022/2023 - \$5,000	2023/2024 - \$5,000
Safety Equipment & Traffic Control includes the equipment (barricades, temporary signs, cones, flags, etc.) for creating work zones and controlling traffic around work zones		
<b><u>001.0015.65.5350 Vehicles and Equipment</u></b>	2022/2023- \$49,235	2023/2024 - \$40,000
This line item is for vehicle and equipment maintenance/repair parts.		
TRUCKS		\$26700
<ul style="list-style-type: none"> <li>• #1 2012 International 4900 \$ 750</li> <li>• #2 2009 International 7400, 5-yard Dump Truck \$ 750</li> <li>• #3 2012 International 7400, 5-yard Dump Truck \$ 750</li> <li>• #4 2004 International 7300, 5-yard Dump Truck \$ 750</li> <li>• #5 2016 International 7400, 5-yard Dump Truck* \$ 900</li> <li>• #6 2021 Kenworth Vactor Truck* \$7,000</li> <li>• #7 2004 Ford F350 4x4 Dump Bed (Replacement F550 on order) \$ 900</li> <li>• #8 2010 Dodge 5500 4x4 Bucket Truck (42 foot boom) \$ 600</li> <li>• #10 - 2014 Ford F350 Compressor Truck with Utility Box \$ 700</li> <li>• #11 - 1997 Elgin Eagle Street Sweeper \$4,000</li> <li>• #15 2004 Ford Ranger \$300</li> <li>• #19 2014 Ford F350 4x4 Dump Bed \$700</li> <li>• #24 2018 Ford F150 \$400</li> <li>• #25 - 2001 International 7300 (Replacement Dump on Order) \$1200</li> </ul>		

EQUIPMENT/TRACTORS

\$13,300

- #12 - 2008 John Deere 410 SE Backhoe #12 \$2,000
- #13 2021 John Deere 324 L Wheel Loader #13 \$1,200
- #14 2015 Bobcat S650 Skid Steer – Equipment #14: \$1,500
- #20 - 2018 John Deere Z997R Mower – Equipment #20: \$1,500
- #21 - 2021 John Deere 5075 Utility Tractor – Equipment #21: \$1,000
- 2018 Frontier FM1012 Batwing Finish Mower: \$1,200
- John Deere Brush Mower \$ 200
- 2002 Bomag BM 120 Roller: \$ 200
- Concrete saws - Oil service and new blades (2) \$1,500

**001.0015.65.5360 Streets**

2022/2023 - \$67,000

2023/2024 - \$67,000

- Pavement Marking \$8,000
  - This category includes the materials (pavement paint and glass beads) that are placed on the pavement.
- Culvert Maintenance \$10,000
  - Repair and replacement of culverts in roadways and driveways pipe, band clamps, hardware, blocks, flare ends
- Traffic Signal Maintenance \$5,000
  - This category includes the materials (lenses, lamps, housings, filters, sealant, fasteners, loop, etc.) to maintain the eight traffic signal intersections. IDOT shares in some of the costs to maintain the traffic signal systems.
- Concrete/Concrete Repair \$10,000
  - This category includes the materials for sidewalks, driveways, curbs, gutters, and street pavement.
- Hot Mix Asphalt \$6,000
  - This category includes the materials for driveways, multi-use paths, and street pavement. Not for water main repair or sanitary sewer repairs.
- Cold Patch Mix \$7,000
  - This category includes the materials for cold-weather repairs for driveways, multi-use paths, and street pavement.
- Shoulder Aggregate \$3,000
- Backfill Materials \$5,000
  - Backfill for sidewalks, driveway pavement, street pavement, curbs, gutters, storm sewer, and storm structures.



- Street Signs \$8,000
  - The city is responsible for maintaining and replacing street signs. Street sign making equipment was purchased and staff has been replacing street signs. Replacement of damaged signs and posts will come from this line item.
- Street Lighting \$5,000
  - The City is responsible for the maintenance and operation of street lights throughout the community. Staff utilizes the bucket truck to maintain street lighting. (The City's bucket truck cannot reach the street lighting at Gletty Road or Fairwind Boulevard and a subcontractor is called to maintain these.) Materials for the street lighting system include lamps, fuses, ballasts, photo eyes, and lenses.

<b><u>001.0015.65.5370 Storm Sewer</u></b>		2022/2023 - \$20,000	2023/2024 - \$20,000
Pipe and fittings	Mastic/sealants	Mortar and grout materials	
Concrete rings	Catch basins	Repair couplings	

<b><u>001.0015.65.5375 Building Maintenance</u></b>		2022/2023 - \$7,500	2023/2024 - \$ 7,000
General building maintenance items for Street Department buildings. Examples include light bulbs, paint and miscellaneous repair and maintenance items.			
• 207 E. Railroad Street: Interior painting		\$1,000	
• 307 E. Railroad Street: Gutter replacement		\$2,500	
• Other supplies		\$3,500	

### Outside Services

<b><u>001.0015.70.5450 Contractual Services</u></b>		2022/2023 - \$33,500	2023/2024 - \$30,000
• (Fire extinguishers service & misc.)		\$1,000	
• Street Light Maintenance		\$1,500	
• Televis Storm Sewer		\$2,500	
• Traffic Signal Maintenance		\$15,000 (Partial reimbursement from IDOT)	
• Traffic Control Contractor		\$1,500	
• Engineering services		\$8,500	

<b><u>001.0015.70.5475 Computer Maintenance</u></b>		2022/2023 - \$4,500	2023/2024 - \$3,820
• AID Group Spam Filter/Anti-Virus and Service agreement	\$110/mo X 12	\$1,320	
• Misc. (replace computer printer as needed)		\$2,500	

<b><u>001.0015.70.5485 Legal Notices &amp; Advertising</u></b>		2022/2023 - \$1,000	2023/2024 - \$1,000
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**001.0015.70.5550 Vehicles and Equipment** 2022/2023-\$30,000 2023/2024 - \$20,000  
 Used for mechanical work done by outside contractors. This line item includes repairs to the Wheel Loader, 410, the plow trucks, snow plows, and other equipment. This line item will include any vehicle inspections.

- Repair Air Conditioning System on #12 \$2,000
- Sandblast and Paint Frame and dump box on Truck #2 \$7,000
- Body Repairs \$6,000
- Mechanical Repairs \$5,000

**001.0015.70.5560 Streets** 2022/2023 - \$40,000 2023/2024 - \$50,000  
 This is for contractual work done for the Street Department and includes rural roads being striped under the DeKalb County bid letting for \$4,000. We have an electrical contractor do some technical repairs for traffic signals on Route 34.

**001.0015.70.5562 Snow Removal** 2022/2023 - \$2,500 2023/2024 - \$2,500  
 In 2018/2019, this line item was used to rent a wheel loader to assist with snow removal. In the future, this line item could be used for contracted snow removal for public sidewalks or public parking areas.

**001.0015.70.5575 Building Maintenance** 2022/2023 \$20,000 2023/2024 - \$42,000  
 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.

<b>207 E. Railroad Street</b>	<b>307 E. Railroad Street</b>	<b>311 E. Railroad Street</b>
• Painting exterior of building	\$ 8,000	
• Tuckpointing brick work	\$ 25,000	
• HVAC Repairs	\$ 4,500	
• Other Contractual Services	\$ 5,000	

### **Equipment**

**001.0015.80.5710 Field Equipment** 2022/2023 - \$18,900 2023/2024 - \$13,400

- Replace 65lb jackhammer: \$ 1,400
- Bench mount hydraulic hose \$ 9,500
- Misc. \$ 2,500

# GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

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

### PERSONNAL SERVICES SERVICE

001.0015.50.5010 SALARIES	334,000.00	249,567.79	344,020.00	280,283.17	254,020.00	195,921.35	280,000.00
001.0015.50.5012 BASE WAGES-OTHER DEPARTMENTS		2,768.10		4,829.52		21,904.90	
001.0015.50.5015 PART TIME	10,000.00	37,746.50	20,200.00	20,453.25	29,000.00	19,330.00	29,000.00
001.0015.50.5020 OVERTIME @ 1.5	12,500.00	27,819.95	12,750.00	21,095.86	14,400.00	4,699.67	23,850.00
001.0015.50.5025 OVERTIME @ 2.0	8,000.00	2,281.39	8,160.00	3,278.26	7,200.00	4,136.57	7,200.00
001.0015.50.5030 LONGEVITY SALARY		1,304.53					
001.0015.50.5040 EMPLOYEE INSURANCE BENEFITS	95,000.00	68,786.05	86,900.00	61,630.14	86,900.00	62,560.35	91,500.00
001.0015.50.5045 ACCRUED VACATION/SICK	10,000.00	20,260.63	10,000.00	12,174.54	10,000.00	274.40	10,000.00
001.0015.50.5055 IMRF ER CONTRIBUTION	29,000.00	28,173.67	29,580.00	26,866.90	24,300.00	13,337.38	18,500.00
001.0015.50.5060 UNEMPLOYMENT INS.	1,500.00	1,702.74	1,530.00	1,254.06	1,500.00	877.22	1,500.00
001.0015.50.5065 WORKMAN'S COMP INS	68,000.00	60,837.00	62,500.00	60,018.00	63,500.00	53,564.00	66,500.00
001.0015.50.5070 FICA MATCH	26,000.00	25,240.90	26,520.00	25,380.53	26,520.00	18,159.62	26,520.00
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PERSONNAL SERVICES TOTAL	594,000.00	526,489.25	602,160.00	517,264.23	517,340.00	394,765.46	554,570.00

### PROFESSIONAL DEVELOPMENT SERVICE

001.0015.55.5100 TRAINING/TRAVEL/MEETING EXP	4,000.00	548.31	4,000.00	2,139.90	5,000.00	3,578.91	10,000.00
001.0015.55.5110 MEDICAL EXP/IMMUNIZATIONS	2,000.00	373.34	2,000.00	1,043.25	2,000.00	629.00	2,000.00
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PROFESSIONAL DEVELOPMENT TOTA	6,000.00	921.65	6,000.00	3,183.15	7,000.00	4,207.91	12,000.00

### UTILITIES SERVICE

001.0015.60.5205 UTILITIES - GAS	5,500.00	1,254.14	5,500.00		5,000.00	2,684.78	5,000.00
001.0015.60.5210 UTILITIES - TELEPHONE	3,400.00	2,764.87	3,400.00	2,578.43	3,400.00	1,972.37	3,400.00
001.0015.60.5220 TRASH REMOVAL	1,100.00	6,554.06	7,500.00	2,935.40	30,000.00	2,787.00	10,000.00
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UTILITIES TOTAL	10,000.00	10,573.07	16,400.00	5,513.83	38,400.00	7,444.15	18,400.00

# GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
COMMODITIES SERVICE							
001.0015.65.5300 OFFICE SUPPLIES	350.00	84.60	400.00	235.14	400.00	207.90	400.00
001.0015.65.5305 OPERATING/CLEANING SUPPLIES	10,000.00	6,730.77	8,000.00	5,308.65	8,000.00	7,172.82	8,000.00
001.0015.65.5310 CLOTHING-UNIFORMS/SUPPLIES	5,000.00	2,108.40	5,000.00	3,481.17	5,000.00	2,417.09	5,000.00
001.0015.65.5315 POSTAGE		8.00	20.00		20.00		20.00
001.0015.65.5330 VEHICLE FUEL	20,000.00	15,255.30	20,000.00	23,094.31	20,000.00	22,403.44	25,000.00
001.0015.65.5340 SAFETY EQUIPMENT	4,000.00	804.83	5,000.00	1,470.10	5,000.00	1,201.32	5,000.00
001.0015.65.5350 VEHICLES & EQUIPMENT	33,000.00	24,123.53	40,000.00	28,708.84	49,235.00	21,721.82	40,000.00
001.0015.65.5360 STREETS	29,500.00	28,619.87	67,000.00	24,431.92	67,000.00	25,235.27	67,000.00
001.0015.65.5370 STORM SEWER	10,000.00	34,884.64	20,000.00	6,574.08	20,000.00	4,637.45	20,000.00
001.0015.65.5375 BUILDING MAINTENANCE	1,000.00	6,405.17	5,000.00	3,418.22	7,000.00	494.22	7,000.00
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COMMODITIES TOTAL	112,850.00	119,025.11	170,420.00	96,722.43	181,655.00	85,491.33	177,420.00
OUTSIDE SERVICES SERVICE							
001.0015.70.5450 CONTRACTUAL SERVICES	27,000.00	13,371.85	30,000.00	11,828.94	33,500.00	13,200.99	30,000.00
001.0015.70.5475 COMPUTER MAINTENANCE AGREEMTS	1,700.00	481.13	2,500.00	1,309.12	4,500.00	3,555.62	2,500.00
001.0015.70.5485 LEGAL NOTICES & ADVERTISING	1,000.00		1,000.00		1,000.00	758.96	1,000.00
001.0015.70.5550 VEHICLES & EQUIPMENT	18,000.00	19,795.37	20,000.00	8,419.01	30,000.00	10,208.84	30,000.00
001.0015.70.5560 STREETS	36,000.00	21,633.55	40,000.00	16,451.82	40,000.00	40,329.84	50,000.00
001.0015.70.5562 SNOW REMOVAL	1,000.00	450.00	2,500.00		2,500.00		2,500.00
001.0015.70.5575 BUILDING MAINTENANCE	8,000.00	786.25	30,000.00	24,837.72	20,000.00	4,270.00	42,000.00
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OUTSIDE SERVICES TOTAL	92,700.00	56,518.15	126,000.00	62,846.61	131,500.00	72,324.25	158,000.00

# GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
OTHER EXPENSES SERVICE							
001.0015.75.5610 EMPLOYEE RELATIONS			200.00	86.30			
001.0015.75.5630 DRAINAGE DISTRICT FEES	70.00		70.00		75.00		
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OTHER EXPENSES TOTAL	70.00	.00	270.00	86.30	75.00	.00	.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0015.80.5710 FIELD EQUIPMENT	2,000.00	1,421.29	8,000.00	13,218.00	18,900.00	13,390.93	13,900.00
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EQUIPMENT (\$0 - \$4,999) TOTAL	2,000.00	1,421.29	8,000.00	13,218.00	18,900.00	13,390.93	13,900.00
CAPITAL IMPROVEMENTS SERVICE							
001.0015.90.6800 CAPITAL IMPROVEMENTS		50,130.25					
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CAPITAL IMPROVEMENTS TOTAL	.00	50,130.25	.00	.00	.00	.00	.00
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STREETS TOTAL	817,620.00	765,078.77	929,250.00	698,834.55	894,870.00	577,624.03	934,290.00



# *City of Sandwich*

*General Fund  
Forestry Department*

# Forestry Department Budget Narrative

The job functions that are covered by the Forestry Department and are performed by City public works employees include leaf vacuuming, tree trimming, brush collection, and tree removal. Outside contractors are utilized from time to time for tree trimming, tree removal, stump removal, tree planting, and professional consultation. The Department does maintain a leaf vacuum, chipper, stump grinder and chainsaws that are specifically used for forestry purposes. A bucket truck is used when needed from the street department.

## Personnel Services

<b><u>001.0017.50.5012</u></b> Base Wages-Other Dept	2022/2023 - \$51,900	2023/2024 - \$41,500
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Projected task estimates are as follows.

- Vehicle/Equipment Maintenance: 20 hours annually
  - 20 hours x \$40/hour average = \$800
- Brush pickup: 3 workers for 7.5 hours per day, 1 day a week for 32 weeks per year
  - 610 hours x \$40/hour average = \$24,400
- Leaf vacuuming: 2 workers for 6.2 hours per day, 5 days a week for 5 weeks per year (Fall)
  - 310 hours x \$40/hour average = \$12,400
  - 25 hours overtime x \$60/hour average= \$1,500
- Tree trimming/ Removal: 4 workers for 8 hours per day,10 days per year.
  - 320 hours x \$40/hour average = \$12,800

<b><u>001.0017.50.5015</u></b> Part Time	2022/2023 - \$4,375	2023/2024 - \$4,375
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<b><u>001.0017.50.5020</u></b> Overtime @ 1.5	2022/2023 – \$2,500	2023/2024 - \$3,500
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<b><u>001.0017.50.5055</u></b> IMRF ER Contribution	2022/2023 - \$3,800	2023/2024 - \$3,150
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<b><u>001.0017.50.5070</u></b> FICA Match	2022/2023 - \$5,200	2023/2024 - \$5,100
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## Utilities - Services

<b><u>001.0017.60.5220</u></b> Trash Removal	2022/2023 -\$350	2023/2024 - \$350
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Disposal of tree waste unable to recycle.

Leaf program collected 61 loads in 2022 with no fees for dumping. All leaves went to local farms for recycling / organic farming. If we can no longer use local farms for disposal, we would have to haul all loads to a recycling farm at \$250 per load. In the 2022 season it would have cost \$15,250 in tipping fees plus hauling to the recycling center approximately another \$5,000 in trucking labor and fuel.

## Commodities

**001.0017.65.5330 Vehicle Fuel** 2022/2023 - \$2,000 2023/2024 - \$2,000

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

**001.0017.65.5345 Forestry Stock** 2022/2023 - \$2,500 2023/2024 - \$3,500

The forestry stock line item includes the purchase of trees that would be planted by City employees. \$2,500  
Plants, mulch, etc. for beautification program \$1,000

**001.0017.65.5350 Vehicles & Equipment** 2022/2023 - \$5,000 2023/2024 - \$5,000

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

### **2015 Spartan Leaf Vac Trailer 30 yds box**

Main use Leaf pick-up City wide October thru November - 5 weeks. Leaf vac is in good shape no rusting.

- Oil service once a year: \$ 35
- Replacement suction tube: \$1,800
- Miscellaneous: \$ 250

### **1995 Promark Brush Chipper 395**

Main use: Tree trimming and removal of trees in public right-away. Brush Chipper is in good shape for its age, has low hours of use. Due to the size of the chipper, it can only handle up to 5-inch diameter limbs, that in turn limits the use of the machine to just tree trimming and not removal of full trees.

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

### **Hand Tools**

- 6 - Stihl Chainsaws 14" to 28", 2-12ft Stihl power pole saw
- 20 – Chainsaw chains: \$500
- 6 – Replacement bars \$500
- 7- Tune-up kits: \$250
- 6 – Bar oil: \$150

**Other Misc. items** \$1,300



## Outside Services

**001.0017.70.5450** Contractual Services 2022/2023 - \$30,000 2023/2024 - \$30,000

Contractual services are those that are performed by entities other than the City of Sandwich with their equipment and/or vehicles. Tree trimming, removal, planting, stump removal

**001.0017.70.5550** Vehicles & Equipment 2022/2023 - \$15,000 2023/2024 - \$15,000

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.

## Equipment

**001.0017.80.5715** Field Equipment 2022/2023 - \$3,500 2023/2024 - \$3,500

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

- New 12 ft power pruning saw \$ 750
- Pruning hand saw \$ 75
- Hand loppers \$ 125
- Replacement trimming chain saw \$ 500
- Pruning pole saw manual \$ 250
- Misc items \$1,300
- Safety rope lines \$ 500

# GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

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

### PERSONNAL SERVICES SERVICE

001.0017.50.5012 BASE WAGES-OTHER DEPARTMENTS	31,250.00	29,547.47	31,875.00	31,593.91	51,900.00	19,825.09	41,500.00
001.0017.50.5015 PART TIME	1,500.00		1,530.00		4,375.00		4,375.00
001.0017.50.5020 OVERTIME @ 1.5	750.00	504.10	765.00	2,898.96	2,500.00	3,371.45	3,500.00
001.0017.50.5042 EMP INS BENEFITS	5,000.00	7,375.63	5,100.00	5,222.50		1,943.81	1,000.00
001.0017.50.5045 ACCRUED VACATION/SICK	500.00		250.00				
001.0017.50.5055 IMRF ER CONTRIBUTION	2,900.00	2,543.44	2,958.00	3,170.02	3,800.00	1,416.67	3,150.00
001.0017.50.5070 FICA MATCH	2,350.00	2,191.40	2,397.00	2,549.05	5,200.00	1,701.04	5,100.00
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PERSONNAL SERVICES TOTAL	44,250.00	42,162.04	44,875.00	45,434.44	67,775.00	28,258.06	58,625.00

### PROFESSIONAL DEVELOPMENT SERVICE

001.0017.55.5100 TRAINING/TRAVEL/MEETING EXP	500.00		500.00	80.00	500.00		500.00
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PROFESSIONAL DEVELOPMENT TOTA	500.00	.00	500.00	80.00	500.00	.00	500.00

### UTILITIES SERVICE

001.0017.60.5220 TRASH REMOVAL		160.00	350.00		350.00		350.00
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UTILITIES TOTAL	.00	160.00	350.00	.00	350.00	.00	350.00

### COMMODITIES SERVICE

001.0017.65.5330 VEHICLE FUEL	600.00	447.06	2,000.00	1,101.09	2,000.00		2,000.00
001.0017.65.5345 FORESTRY STOCK	1,500.00	963.22	2,500.00	992.23	2,500.00	1,033.95	3,500.00
001.0017.65.5350 VEHICLES & EQUIPMENT	1,500.00	1,689.38	3,000.00	691.14	5,000.00	1,191.77	5,000.00
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COMMODITIES TOTAL	3,600.00	3,099.66	7,500.00	2,784.46	9,500.00	2,225.72	10,500.00

## GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	L YR BUDGET	L YR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
			OUTSIDE SERVICES SERVICE				
001.0017.70.5450 CONTRACTUAL SERVICES	9,500.00	10,133.00	20,000.00	21,940.00	30,000.00	5,800.00	30,000.00
001.0017.70.5550 VEHICLES & EQUIPMENT	14,000.00	1,172.11	10,000.00	15,236.75	15,000.00	2,148.50	15,000.00
OUTSIDE SERVICES TOTAL	23,500.00	11,305.11	30,000.00	37,176.75	45,000.00	7,948.50	45,000.00
			EQUIPMENT (\$0 - \$4,999) SERVICE				
001.0017.80.5715 FIELD EQUIPMENT	250.00	1,725.90	2,500.00	353.68	3,500.00	2,103.94	3,500.00
EQUIPMENT (\$0 - \$4,999) TOTAL	250.00	1,725.90	2,500.00	353.68	3,500.00	2,103.94	3,500.00
FORESTRY TOTAL	80,100.00	58,452.71	85,725.00	85,829.33	126,625.00	40,536.22	118,475.00



# *City of Sandwich*

*General Fund  
Police Department*

# Police Department Budget Narrative

## Personnel Services

**001.0020.50.5010** Salaries 2022/2023 – \$1,400,000      2023/2024 –\$1,309,500  
 Annual salaries for full-time employees of the Sandwich Police Department. The Police department is currently down 3 Patrol Officers. The department will be fully staffed in the next few months. The Police Department is budgeted for the following full-time employees: 1 Chief, 4 Sergeants, 10 Sworn Police Officers, 1 Support Services Supervisor, 1 Support Services/Administrative Clerk and 1 Community Relations Coordinator. The 1 Support Services / Administrative Clerk position will be removed as a full-time employee. We request that a new Patrol Officer be added a full-time employee. This position addition will bring the department back to 16 sworn personnel. This hire is supported by the department assessment document. This will bring the department back to 2021 strength.

**001.0020.50.5015** Part-Time 2022/2023 - \$10,000      2023/2024 – \$5,000  
 The projected costs for part-time employees currently working at the Police Department.

**001.0020.50.5020** Overtime at 1.5 2022/2023 -\$40,000      2023/2024 – \$45,000  
 Due to staff shortages the current budget has been exceeded though \$7,548.98 has been reimbursed by HIDTA. The projected cost for this line item will not be increased, except pay raises for employees during the 2023/2024. There is also a projected \$15,000 reimbursement for HIDTA overtime once the KCPAT officer is replaced.

**001.0020.50.5025** Overtime at 2.0 2022/2023 – \$51,000      2023/2024 – \$43,500  
 The projected cost, except pay increases, show no increase for the 2023/2024 budget.

**001.0020.50.5027** Court Time Salaries 2022/2023 - \$9,000      2023/2024 – \$8,000  
 The projected cost, except for pay increases, will remain the same.

**001.0020.50.5028** Salaries-School Crossing Guard 2022/2023 - \$27,206      2023/2024 – 24,500  
 There are currently 5 Crossing Guards that make \$15.00 per hour. Crossing guards have 2 crossings a day that are 1 hour a piece. They only get paid if they do their crossing. A typical 5-day week is 10 hours for a total of \$150 a week per crossing guard.

**001.0020.50.5030** Longevity Pay 2022/2023 - \$0      2023/2024 – \$30,000  
 Due to the Collective Bargaining Agreement replacing Longevity and prior city policy changes, longevity is included in 001.0020.50.5010 – salaries for department members not included in the FOP Collective Bargaining Agreement. FOP members are only represented here.

**001.0020.50.5040** Employee Insurance Benefit 2022/2023 - \$320,000      2023/2024 –\$285,000

**001.0020.50.5045** Accrued Vacation/Sick 2022/2023 - \$37,500      2023/2024 – \$35,200

<b><u>001.0020.50.5055</u></b> IMRF ER Contribution	2022/2023 - \$14,450	2023/2024 – \$7,500
<b><u>001.0020.50.5060</u></b> Unemployment Insurance	2022/2023 - \$4,080	2023/2024 – \$4,600
<b><u>001.0020.50.5065</u></b> Workman’s Comp Insurance	2022/2023 - \$85,450	2023/2024 – \$81,250
<b><u>001.0020.50.5070</u></b> FICA Match	2022/2023 – \$115,000	2023/2024 – \$114,750

### **Professional Development**

**001.0020.55.5100** Training/Travel/Meeting Expenses    2022/2023 - \$10,000                      2023/2024 – \$10,000

The projected cost shows no increase for the 2023/2024 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 2023/2024 budget includes:

- CPR Certification Class
- Illinois Chief of Police Training
- Illinois Valley Crime Prevention Commission
- Northern Illinois Training Advisory Board
- Police Law Institute
- Police Training Institute

**001.0020.55.5105** Dues & Memberships                                      2022/2023 - \$1,450                      2023/2024 – \$1,450

The projected costs for all annual dues and membership in specific Law Enforcement related organizations and business organizations. The projected cost shows no increase for the 2023/2024 budget.

- DCLEEA (DeKalb County Law Enforcement Executive Association)
- ILEAS
- Illinois Association of Chiefs of Police
- Illinois Department of Fin. & Prof Reg.-Canine Train License App Fee
- Kendall County Chiefs Association
- National Association of School Resource Officers
- Sandwich Chamber of Commerce
- Three Fires Council/Explorer Cadet Program

**001.0020.55.5110** Medical Expenses / Immunizations    2022/2023 - \$1,000                      2023/2024- \$1,000

The projected cost for medical care and immunizations to Officers exposed to offenders/citizens afflicted with high-risk diseases. The projected cost shows no increase for the 2023/2024 budget.

## Utilities

<b><u>001.0020.60.5200</u></b> Utilities – Electric	2022/2023 - \$2,000	2023/2024 – \$15,000
The projected cost for the new Police Station shows an increase of \$8000		
<b><u>001.0020.60.5205</u></b> Utilities - Gas	2022/2023 - \$2,000	2023/2024 – \$6,500
The projected cost for the new Police Station shows an increase of \$4500		
<b><u>001.0020.60.5210</u></b> Utilities - Phone	2022/2023 - \$12,000	2023/2024 – \$12,685
The projected cost includes the addition of Department assigned cellular phones. The projected costs show an increase of \$685		
<b><u>001.0020.60.5220</u></b> Trash Removal	2022/2023 - \$1,000	2023/2024 – \$1,300
The projected cost for the new Police Station shows an increase of \$300		
<b><u>001.0020.60.5212</u></b> Cellular Phone Hot Spot	2022/2023 – 0	2023/2024 - \$450
The projected cost is for a new line item.		

## Commodities

<b><u>001.0020.65.5300</u></b> Office Supplies	2022/2023 - \$6,000	2023/2024 – \$6,000
The projected cost shows no increase for the 2023/2024 budget.		
<b><u>001.0020.65.5305</u></b> Operating/Cleaning Supplies	2022/2023 - \$5,000	2023/2024 – \$5,000
The projected cost shows no increase for the 2023/2024 budget.		
<b><u>001.0020.65.5310</u></b> Clothing – Uniforms/Supplies	2022/2023 - \$15,700	2023/2024 – \$15,250
There are currently 10 members of the CBA with an anticipated 1 additional officer, Chief and 4 Sergeants that under Article I 1.1 provides \$725 in clothing allowance. That is a total of 16 @ \$725 each for a total of \$11,600. There are 3 non-sworn is \$250 each for a total of \$750, and the additional \$2,900 is for unexpected replacement of clothing for damage or failure resulting in line of duty issues. This projected cost shows a decrease of \$500.		
<b><u>001.0020.65.5315</u></b> Postage	2021/2022 - \$ 1,300	2023/2024 – \$1,300
The projected cost shows no increase for the 2023/2024 budget.		
<b><u>001.0020.65.5320</u></b> Printing Expense	2022/2023 - \$1,750	2023/2024 – \$2,000
Due to the projected need for stickers for citations due to department address change and the need to purchase new citation due to the Safe T Act, the projected cost shows no increase of \$250 for the 2023/2024 budget.		
<b><u>001.0020.65.5325</u></b> Publications	2022/2023 - \$500	2023/2024 – \$500
The projected cost shows no increase for the 2023/2024 budget.		
<b><u>001.0020.65.5330</u></b> Vehicle Fuel	2022/2023 - \$45,000	2023/2024 – \$47,000
The projected cost shows an increase by \$2,000 due to the addition of the generator at the new building for 2023/2024.		

**001.0020.65.5335** Supplies - Officer 2022/2023 - \$2,200 2023/2024 – \$2500  
The projected cost shows an increase of \$300 due to inflation related costs for the 2023/2024 budget.

**001.0020.65.5336** Supplies - Investigations 2022/2023 - \$1,000 2023/2024 – \$1,000  
The projected cost shows no increase for the 2023/2024 budget.

**001.0020.65.5338** Supplies - Ammunition 2022/2023 - \$3,000 2023/2024 – \$3,000  
The projected cost shows no increase for the 2023/2024 budget.

**001.0020.65.5350** Vehicles & Equipment (Small Items) 2022/2023 - \$2,000 2023/2024 – \$2,000  
The projected cost shows no increase for the 2023/2024 budget.

### Outside Services

**001.0020.70.5445** Legal Services & Adjudication 2022/2023 - \$7,500 2023/2024 – \$7,500  
The projected cost shows no increase for the 2023/2024 budget.

**001.0020.70.5450** Contractual Services 2022/2023 - \$212,360 2023/2024 – \$276,977  
All contracts are an annual fee:

- ADS Alarm Detection: 700
- Cintas Fire Protection: \$1200
- DeKalb County Government Annual Services: \$3,000

DeKalb County Government: PD Dispatch Fee (\$182,00 May and June is \$14,750 per month or \$29,500. The remaining 10 months is \$15,250 per month or \$152,500 for a total of \$182,000.)

- Eden K9 Consulting & KATS software: \$180
- ITouch Biometrics and Printer Scanner Palm Printer: \$2,480
- ITouch Biometrics Print Scanner: \$990
- Kendall County Sheriff Range Use Fee: \$500
- Leads Online Investigation System Service Package: \$2,900
- Lexipol Policy Manual & Daily Training Bulletins: \$5,767
- PACE Systems: \$2,900
- Porter Lee BEAST Evidence software: \$1,052
- Survey Monkey: \$384
- Thomas Reuters Book of Statutes: \$168.00
- Konica Minolta Business Solutions \$714.00
- Janitorial Services to include estimated \$26,000
- Thomas Reuters West Investigative Software: \$2,362.00
- Lion Heart Critical Power Specialists: 3,280
- Cintas: \$1200
- AAren : \$2,700



**001.0020.70.5475** Computer Maintenance Agreements 2022/2023 - \$44,400 2023/2024 – \$45,400

The projected costs include the addition of 1 Dell Desktop Pro Support warranty, 3 Laptop warranties. The projected cost shows an increase of \$1000 for the 2023/2024 budget.

**001.0020.70.5485** Legal Notices & Advertising 2022/2023 - \$300 2023/2024 – \$500

The projected cost shows an increase of \$200, due to pricing increases for the 2023/2024 budget.

**001.0020.70.5510** Investigation Services 2022/2023 - \$2,000 2023/2024 – \$2000

The projected cost shows no increase for the 2023/2024 budget.

**001.0020.70.5550** Vehicles & Equipment (Outside Svcs) 2022/2023 - \$15,000 2023/2024 – \$28,000

A review of the past 2 budgets expenses and projected pricing increases show an increase of \$13,000 for the 2023/2024 budget.

**001.0020.70.5575** Old Building Maintenance 2022/2023 - \$2,500 2023/2024 – \$2,500

The projected cost shows no increase for the 2023/2024 budget.

**001.0020.70.5576** New Building Maintenance 2022/2023 - \$6,000 2023/2024 – \$10,000

The projected cost shows an increase of \$4000 for the 2023/2024 budget.

### **Other Expenses**

**001.0020.75.5610** Employee Relations 2022/2023 - \$1,500 2023/2024 – \$1,500

The projected cost shows no increase for the 2023/2024 budget.

**001.0020.75.5632** Adjudication Expenses 2022/2023 - \$21,900 2023/2024 – \$27,200

The projected cost includes an increase of the yearly fee for the software provided by Dacra and an hourly increase for the Hearing Officer.

**001.0020.75.5635** Cadet Expenses 2022/2023 - \$1,000 2023/2024 – \$0

The cadet program has been eliminated due to poor enrollment.

**001.0020.75.5695** Miscellaneous Expense 2022/2023 - \$2,500 2023/2024 – \$2,500

\$2,500 for unknown expenses throughout the year

**001.0020.75.5721** Video Monitoring Prog Expense 2022/2023 - \$4,070 2023/2024 – \$4,070

The projected cost shows no increase for the 2023/2024 budget. Keep remaining funds in line item so the funds can be used for moving the cameras in the current PD to Street Department locations.

**001.0020.75.5722** K9 Expenses 2022/2023 - \$1,000 2023/2024 – \$1,000

The projected cost shows no increase for the 2023/2024 budget.

## Police Equipment

**001.0020.80.5715** Field Equipment

2022/2023 - \$0

2023/2024 – \$0

This line item will remain at zero, which is the same as the 2023/2024 fiscal year.

**001.0020.80.5720** Police Equipment \$0-\$4,999

2022/2023 - \$12,200

2023/2024 – \$9,625

The projected cost shows the purchase of 6 ballistic vests replacement, 4 New Officer ballistic vests and TASER equipment. ((15) X26P training cartridges \$459.30, (50) X26P 25ft extra penetrative live cartridges \$1,802.50)

**The Ballistic Vest Replacement Schedule is as follows:**

Name	Vest Purchased	Expiration/Replacement year
Bright	2022	2027
Ikemire	2021	2026
Fasnacht	2021	2026
Whitecotton	2019	2024
Eisenberg	2019	2024
Bianchi	2019	2024
New Officer	2023	2028
Meisner	2022	2027
Karge	2020	2025
Goss	2019	2024
New Officer	2023	2028
Marcellis	2021	2026
Romiski	2019	2024
New Officer	2023	2028
Michaels	2019	2024
Ravnikar	2020	2025
Requested New Officer	2023	2028

**001.0020.85.5820** Police Equipment \$5,000+

2022/2023 - \$7,305

2023/2024 – \$0

There are no projected purchases this fiscal year

**001.0020.95.6900 Debt Service Principal** 2022/2023 - \$115,000 2023/2024 – \$115,000  
 Maturity Date is 12/01/2040 with total principal paid of \$2,995,000.  
 Total Principal paid through 4/30/24 of \$370,000

**001.0020.95.6915 Debt Service Interest** 2022/2023 - \$ 85,650 2023/2024 – \$ 82,200  
 Maturity Date is 12/01/2040 with total interest of \$992,799.17  
 Total Interest paid through 4/30/24 of \$228,249.17

**City of Sandwich, Illinois**  
**\$2,995,000 General Obligation Bonds (ARS), Series 2021**

**Net Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
03/29/2021	-	-	-	-	-	-
12/01/2021	140,000.00	3.000%	60,399.17	200,399.17	200,399.17	-
04/30/2022	-	-	-	-	-	200,399.17
06/01/2022	-	-	42,825.00	42,825.00	42,825.00	-
12/01/2022	115,000.00	3.000%	42,825.00	157,825.00	157,825.00	-
04/30/2023	-	-	-	-	-	200,650.00
06/01/2023	-	-	41,100.00	41,100.00	41,100.00	-
12/01/2023	115,000.00	3.000%	41,100.00	156,100.00	156,100.00	-
04/30/2024	-	-	-	-	-	197,200.00
06/01/2024	-	-	39,375.00	39,375.00	39,375.00	-
12/01/2024	120,000.00	3.000%	39,375.00	159,375.00	159,375.00	-
04/30/2025	-	-	-	-	-	198,750.00
06/01/2025	-	-	37,575.00	37,575.00	37,575.00	-
12/01/2025	125,000.00	3.000%	37,575.00	162,575.00	162,575.00	-
04/30/2026	-	-	-	-	-	200,150.00
06/01/2026	-	-	35,700.00	35,700.00	35,700.00	-
12/01/2026	130,000.00	3.000%	35,700.00	165,700.00	165,700.00	-
04/30/2027	-	-	-	-	-	201,400.00
06/01/2027	-	-	33,750.00	33,750.00	33,750.00	-
12/01/2027	130,000.00	3.000%	33,750.00	163,750.00	163,750.00	-
04/30/2028	-	-	-	-	-	197,500.00

**Grants received or projected to be received in Fiscal 2024**

**Bureau of Justice Assistance (BJA) Grant Number 2020-MU-BX-K001** \$7,000  
 The projected use of the grant is to provide assistance to the K9 Program (restricted funds)

**Bureau of Justice Assistance (BJA) Grant** \$120,000  
 The projected use of the grant is to replace the current in-car camera program. (Capital Items Restricted funds)

**GENERAL FUND BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

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

**POLICE DEPARTMENT**

PERSONNAL SERVICES SERVICE

001.0020.50.5010							1,309,500.00
SALARIES	1,525,059.61	1,447,055.36	1,479,061.00	1,385,401.22	1,400,000.00	1,048,122.02	
001.0020.50.5015							5,000.00
PART TIME	30,000.00	2,173.50	10,000.00		10,000.00	252.00	
001.0020.50.5020							45,000.00
OVERTIME @ 1.5	25,000.00	44,175.26	30,000.00	41,752.47	40,000.00	58,428.74	
001.0020.50.5025							43,500.00
HOLIDAY PAY	50,000.00	42,504.37	51,000.00	31,152.58	51,000.00	39,077.41	
001.0020.50.5027							8,000.00
COURT TIME SALARIES	6,000.00	8,573.36	9,000.00	8,473.40	9,000.00	3,917.37	
001.0020.50.5028							24,500.00
SALARIES-SCHOOL CROSSING GUARD	26,300.00	12,368.50	26,300.00	25,375.00	27,204.00	21,095.00	
001.0020.50.5030							30,000.00
LONGEVITY SALARY		6,332.27				87,026.63	
001.0020.50.5040							285,000.00
EMPLOYEE INSURANCE BENEFITS	322,000.00	273,863.33	310,000.00	265,946.05	320,000.00	213,204.38	
001.0020.50.5045							35,200.00
ACCRUED VACATION/SICK	75,000.00	148,171.84	37,500.00	43,614.83	37,500.00	24,652.34	
001.0020.50.5055							7,500.00
IMRF ER CONTRIBUTION	17,500.00	16,059.27	16,850.00	13,202.35	14,450.00	7,173.98	
001.0020.50.5060							4,600.00
UNEMPLOYMENT INS	4,000.00	7,824.94	4,080.00	6,270.30	4,080.00	4,386.15	
001.0020.50.5065							81,250.00
WORKMAN'S COMP INS	94,750.00	81,244.00	86,250.00	70,162.00	85,450.00	62,804.00	
001.0020.50.5070							114,750.00
FICA MATCH	116,500.00	127,135.96	120,500.00	113,871.82	115,000.00	95,256.43	
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PERSONNAL SERVICES TOTAL	2,292,109.61	2,217,481.96	2,180,541.00	2,005,222.02	2,113,684.00	1,665,396.45	1,993,800.00

PROFESSIONAL DEVELOPMENT SERVICE

001.0020.55.5100							10,000.00
TRAINING/TRAVEL/MEETING EXP	13,300.00	6,752.03	9,500.00	9,060.15	10,000.00	3,483.64	
001.0020.55.5105							1,450.00
DUES & MEMBERSHIPS	1,450.00	775.00	1,450.00	1,041.00	1,450.00	985.00	
001.0020.55.5110							1,000.00
MEDICAL EXP/IMMUNIZATIONS	1,000.00		1,000.00		1,000.00		
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PROFESSIONAL DEVELOPMENT TOTA	15,750.00	7,527.03	11,950.00	10,101.15	12,450.00	4,468.64	12,450.00

UTILITIES SERVICE

001.0020.60.5200							15,000.00
UTILITIES - ELECTRIC	10,000.00	759.70	1,000.00	989.44	2,000.00	634.78	
001.0020.60.5205							6,500.00
UTILITIES - GAS	1,500.00	522.33	1,500.00		2,000.00	3,302.80	
001.0020.60.5210							12,685.00
UTILITIES - TELEPHONE	12,000.00	8,147.55	12,000.00	9,177.18	12,000.00	8,689.63	
001.0020.60.5215							450.00
UTILITIES - CABLE/INTERNET						249.63	
001.0020.60.5220							1,300.00
TRASH REMOVAL	925.00	948.00	1,000.00	993.00	1,000.00	1,305.00	
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UTILITIES TOTAL	24,425.00	10,377.58	15,500.00	11,159.62	17,000.00	14,181.84	

# GENERAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
COMMODITIES SERVICE							
001.0020.65.5300 OFFICE SUPPLIES	6,000.00	5,993.40	6,000.00	5,721.43	6,000.00	2,923.17	6,000.00
001.0020.65.5305 OPERATING/CLEANING SUPPLIES	5,000.00	4,932.68	5,000.00	4,988.79	5,000.00	1,776.55	5,000.00
001.0020.65.5310 CLOTHING-UNIFORMS/SUPPLIES	15,700.00	10,298.89	15,700.00	9,417.22	15,700.00	4,525.50	15,250.00
001.0020.65.5315 POSTAGE	1,300.00	1,277.50	1,300.00	1,290.76	1,300.00	683.54	1,300.00
001.0020.65.5320 PRINTING EXPENSE	1,750.00	39.40	1,750.00	1,765.81	1,750.00	207.10	2,000.00
001.0020.65.5325 PUBLICATIONS	500.00	124.95	500.00	166.00	500.00	172.00	500.00
001.0020.65.5330 VEHICLE FUEL	30,000.00	25,390.06	33,000.00	32,640.53	45,000.00	32,268.54	47,000.00
001.0020.65.5335 SUPPLIES - OFFICER	2,200.00	2,181.20	2,200.00	2,164.93	2,200.00	1,062.16	2,500.00
001.0020.65.5336 SUPPLIES - INVESTIGATIONS	1,000.00	376.84	1,000.00	859.18	1,000.00	509.32	1,000.00
001.0020.65.5338 SUPPLIES - AMMUNITION	3,000.00	2,993.77	3,000.00	2,892.50	3,000.00		3,000.00
001.0020.65.5350 VEHICLES & EQUIPMENT	2,000.00	1,436.84	2,000.00	1,959.49	2,000.00	248.24	2,000.00
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COMMODITIES TOTAL	68,450.00	55,045.53	71,450.00	63,866.64	83,450.00	44,376.12	85,550.00
OUTSIDE SERVICES SERVICE							
001.0020.70.5445 LEGAL SERVICES	7,500.00	3,018.75	7,500.00	4,637.50	7,500.00	3,325.00	7,500.00
001.0020.70.5450 CONTRACTUAL SERVICES	197,976.00	193,630.70	203,976.00	203,774.82	202,360.00	179,748.85	268,977.00
001.0020.70.5475 COMPUTER MAINTENANCE AGREEMTS	44,400.00	32,431.40	44,400.00	44,412.76	44,400.00	23,556.89	45,400.00
001.0020.70.5485 LEGAL NOTICES & ADVERTISING	300.00	69.99	300.00	68.55	300.00	327.10	500.00
001.0020.70.5510 INVESTIGATION SERVICES	2,000.00	180.00	2,000.00		2,000.00		2,000.00
001.0020.70.5550 VEHICLES & EQUIPMENT	15,000.00	24,662.45	15,000.00	15,950.16	15,000.00	25,679.26	28,000.00
001.0020.70.5575 BUILDING MAINTENANCE	5,000.00	988.65	5,000.00	342.07	2,500.00	1,677.04	2,500.00
001.0020.70.5576 NEW BUILDING MAINTENANCE	6,000.00	4,248.34	6,000.00	5,581.45	6,000.00	3,708.78	10,000.00
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OUTSIDE SERVICES TOTAL	278,176.00	259,230.28	284,176.00	274,767.31	280,060.00	238,022.92	364,877.00

**GENERAL FUND BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
OTHER EXPENSES SERVICE							
001.0020.75.5610 EMPLOYEE RELATIONS	1,500.00	42.00	1,500.00		1,500.00		1,500.00
001.0020.75.5632 ADJUDICATION EXP	19,000.00	5,086.45	21,000.00	18,687.50	21,900.00	19,952.00	27,200.00
001.0020.75.5635 CADET EXPENSES	1,000.00		1,000.00		1,000.00		
001.0020.75.5690 REFUNDS		500.00					
001.0020.75.5695 MISC EXPENSE	2,500.00	1,907.27	2,500.00	15.26	2,500.00	10.27	2,500.00
001.0020.75.5721 VIDEO MONITORING PROG EXPENSE	4,070.00	592.01	4,070.00	1,098.99	4,070.00		4,070.00
001.0020.75.5722 K9 EXPENSES	1,000.00	246.98	1,000.00	464.78	1,000.00	468.95	1,000.00
OTHER EXPENSES TOTAL	29,070.00	8,374.71	31,070.00	20,266.53	31,970.00	20,431.22	36,270.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0020.80.5720 POLICE EQUIPMENT	7,000.00	6,865.42	10,200.00	9,984.42	12,200.00	7,593.00	9,625.00
001.0020.80.5723 DISPATCH EQUIPMENT		1,057.94					
EQUIPMENT (\$0 - \$4,999) TOTAL	7,000.00	7,923.36	10,200.00	9,984.42	12,200.00	7,593.00	9,625.00
EQUIPMENT (\$5,000 + ) SERVICE							
001.0020.85.5820 POLICE EQUIPMENT	18,000.00		17,000.00	16,245.34	7,305.00		
EQUIPMENT (\$5,000 + ) TOTAL	18,000.00	.00	17,000.00	16,245.34	7,305.00	.00	.00
BOND & DEBT SERVICE SERVICE							
001.0020.95.6900 DEBT RETIREMENT-PRINCIPAL		14,269.21			115,000.00	115,000.00	115,000.00
001.0020.95.6915 DEBT RETIREMENT-INTEREST		1,976.13			85,650.00	42,825.00	82,200.00
BOND & DEBT SERVICE TOTAL	.00	16,245.34	.00	.00	200,650.00	157,825.00	197,200.00
=====							
POLICE TOTAL	2,732,980.61	2,582,205.79	2,621,887.00	2,411,613.03	2,758,769.00	2,152,295.19	2,735,707.00



# *City of Sandwich*

*General Fund  
EMA Department*

# EMA Budget Narrative

## Professional Development

001.0025.55.5105 Dues & Memberships 2022/2023 - \$0 2023/2024 - \$100

## Utilities

001.0025.60.5200 Electric 2022/2023 - \$800 2023/2024 - \$800

001.0025.60.5210 Telephone 2022/2023 - \$2,400 2023/2024 - \$2,600

001.0025.60.5215 Cable/Internet 2022/2023 - \$1,100 2023/2024 - \$1,000

## Commodities

001.0025.65.5300 Office Supplies 2022/2023 - \$100 2023/2024 - \$100

001.0025.65.5330 Vehicle Fuel 2022/2023 - \$100 2023/2024 - \$750

## Outside Services

001.0025.70.5450 Contractual Services 2022/2023 - \$4,750 2023/2024 - \$5,200

001.0025.70.5550 Vehicles & Equipment 2022/2023 - \$250 2023/2024 - \$750

## Other Expenses

001.0025.75.5695 Misc. Expenses 2022/2023 - \$250 2023/2024 - \$250

## Equipment

001.0025.85.5830 Equipment 2022/2023 - \$0 2023/2024 - \$20,000

Use of Grant money from TransCanada to Build out EOC at new public safety building.



**EMA DEPARTMENT BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
PROFESSIONAL DEVELOPMENT SERVICE							
001.0025.55.5100 TRAINING/TRAVEL/MEETING EXP	.00	.00	.00	.00	.00	.00	.00
001.0025.55.5105 DUES & MEMBERSHIPS	100.00	.00	100.00	.00	.00	.00	100.00
-----	-----	-----	-----	-----	-----	-----	-----
PROFESSIONAL DEVELOPMENT TOTA	100.00	.00	100.00	.00	.00	.00	100.00
UTILITIES SERVICE							
001.0025.60.5200 UTILITIES - ELECTRIC	800.00	780.39	800.00	936.27	800.00	623.99	800.00
001.0025.60.5205 UTILITIES - GAS	.00	.00	.00	.00	2,400.00	.00	200.00
001.0025.60.5210 UTILITIES - TELEPHONE	2,550.00	2,729.11	2,550.00	2,619.77	1,100.00	2,260.54	2,600.00
001.0025.60.5215 UTILITIES - CABLE/INTERNET	1,000.00	1,060.80	1,000.00	1,074.80	.00	919.00	1,000.00
-----	-----	-----	-----	-----	-----	-----	-----
UTILITIES TOTAL	4,350.00	4,570.30	4,350.00	4,630.84	4,300.00	3,803.53	4,600.00
COMMODITIES SERVICE							
001.0025.65.5300 OFFICE SUPPLIES	100.00	.00	100.00	.00	100.00	.00	100.00
001.0025.65.5305 OPERATING/CLEANING SUPPLIES	.00	.00	.00	.00	.00	.00	.00
001.0025.65.5310 CLOTHING-UNIFORMS/SUPPLIES	.00	.00	.00	.00	.00	.00	.00
001.0025.65.5315 POSTAGE	.00	.00	.00	.00	.00	.00	.00
001.0025.65.5330 VEHICLE FUEL	100.00	.00	100.00	.00	100.00	.00	750.00
001.0025.65.5350 VEHICLES & EQUIPMENT	.00	.00	.00	.00	.00	.00	.00
001.0025.65.5375 BUILDING MAINTENANCE	.00	.00	.00	.00	.00	.00	.00
-----	-----	-----	-----	-----	-----	-----	-----
COMMODITIES TOTAL	200.00	.00	200.00	.00	200.00	.00	850.00

**EMA DEPARTMENT BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
OUTSIDE SERVICES SERVICE							
001.0025.70.5450 CONTRACTUAL SERVICES	4,650.00	4,215.00	4,650.00	4,340.00	4,750.00	5,753.50	5,200.00
001.0025.70.5475 COMPUTER MAINTENANCE AGREEMTS	.00	.00	.00	.00	.00	.00	.00
001.0025.70.5550 VEHICLES & EQUIPMENT	250.00	549.12	250.00	.00	250.00	.00	750.00
	-----	-----	-----	-----	-----	-----	-----
OUTSIDE SERVICES TOTAL	4,900.00	4,764.12	4,900.00	4,340.00	5,000.00	5,753.50	5,950.00
OTHER EXPENSES SERVICE							
001.0025.75.5610 EMPLOYEE RELATIONS	.00	.00	.00	.00	.00	.00	.00
001.0025.75.5695 MISC EXPENSE	250.00	.00	250.00	.00	250.00	293.77	250.00
	-----	-----	-----	-----	-----	-----	-----
OTHER EXPENSES TOTAL	250.00	.00	250.00	.00	250.00	293.77	250.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
001.0025.80.5705 OFFICE EQUIPMENT	.00	.00	.00	.00	.00	.00	.00
001.0025.80.5725 RADIO EQUIPMENT	.00	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----	-----
EQUIPMENT (\$0 - \$4,999) TOTAL	.00	.00	.00	.00	.00	.00	.00
EQUIPMENT (\$5,000 + ) SERVICE							
001.0025.85.5830 EQUIPMENT	25,000.00	.00	25,000.00	.00	.00	.00	20,000.00
	-----	-----	-----	-----	-----	-----	-----
EQUIPMENT (\$5,000 + ) TOTAL	25,000.00	.00	25,000.00	.00	.00	.00	20,000.00
	=====	=====	=====	=====	=====	=====	=====
EMA TOTAL	34,800.00	9,334.42	34,800.00	8,970.84	9,750.00	9,850.80	31,750.00



# *City of Sandwich*

## *Capital Improvement Fund*

# Capital Equipment Fund Budget Narrative

## Revenues

<b><u>010.0000.10.4210</u></b> Grants	2022/2023 - \$1,815,000	<b>2023/2024 - \$1,935,000</b>
<ul style="list-style-type: none"> <li>• KK Com Funds – 781,854 for Latham St</li> <li>• STP – 1,033,146 for Latham St</li> <li>• PD In Car Camera Program \$120,000</li> </ul>		
<b><u>010.0000.25.4675</u></b> Interest Income	2022/2023 - \$10,000	<b>2023/2024 - \$40,000</b>
<b><u>010.0000.35.4850</u></b> IFT From Other Funds	2022/2023 - \$212,191	<b>2023/2024 - \$0</b>
<b><u>010.0000.85.7000</u></b> Sale of Capital Assets	2022/2023 - \$10,000	<b>2023/2024 - \$0</b>

## Expenditures

<b><u>010.0000.85.5815</u></b> Public Works Equipment \$5,000+	2022/2023 - \$491,000	<b>2023/2024 – \$500,000</b>
<ul style="list-style-type: none"> <li>• Replacement 5 yd dump truck: \$ 186,500 <u>on order</u> <ul style="list-style-type: none"> <li>○ Replacement of truck # 25 International 4900 5- yard Dump Truck</li> <li>○ Includes dump bed, snowplow, salt spreader, shouldering box.</li> </ul> </li> <li>• Ford F 550 Dump Truck w/ Plow \$ 115,369 <u>on order</u></li> <li>• Stump grinder bobcat attachment \$ 13,000</li> <li>• Spray Patching Machine \$ 120,000</li> <li>• Spray Patching Storage Tank \$ 40,000</li> <li>• Contingency (if ordered equipment changes) \$ 25,131</li> </ul>		
<b><u>010.0000.85.5820</u></b> Police Equipment/Services \$5,000+	2022/2023 - \$50,000	<b>2023/2024 - \$201,941</b>
<ul style="list-style-type: none"> <li>• New Squad and upfitting \$ 58,000</li> <li>• In Squad Cameras (Grant) \$ 143,941</li> </ul>		
<b><u>010.0101.85.5860</u></b> Emergency Management	2022/2023 - \$30,000	<b>2023/2024 - \$ 0</b>
<ul style="list-style-type: none"> <li>• Siren was replaced in FY 2023</li> </ul>		
<b><u>010.0102.90.6800</u></b> Capital Improvements	2022/2023 - \$130,000	<b>2023/2024 - \$145,000</b>
<b>Sidewalk Program</b>		
<ul style="list-style-type: none"> <li>• Woodbury Phase 2 \$ 50,000</li> <li>• South main ward 3 phase 1 \$ 70,000</li> <li>• Johnsons floral \$ 25,000</li> </ul>		

<b><u>010.0000.85.5830</u></b> Capital Improvements	2022/2023 - \$50,000	<b>2023/2024- \$ 23,000</b>
Fence		
• Replace Fence along BNSF ROW by parking lots 1 and 2	\$ 23,000	
<b><u>010.0101.90.6800</u></b> Street Improvements	2022/2023 - \$2,073,250	<b>2023/2024- \$ 1,815,000</b>
Latham Street		
<b><u>010.0105.90.6800</u></b> Street Lighting	2022/2023 - \$50,000	<b>2023/2024- \$ 30,000</b>
• Downtown lighting Replacement Phase 1		
<b><u>010.0107.90.6800</u></b> Capital Improv–Police Station	2022/2023 - \$954,000	<b>2023/2024 - \$307,000</b>
• Exterior Painting of PD Building	\$ 22,000	
• Replace Boiler at 1251 E. 6th St.	\$ 48,000	
• Sally Port / Garage at 1251 E. 6th St.	\$150,000	
• Landscaping at New Police Dept.	\$ 60,000	
• Training Room Upgrades	\$ 27,000	
<b><u>010.0000.70.5575</u></b> Capital Improvements City Hall	2022/2023 - \$0	<b>2023/2024 - \$210,000</b>
• Evaluation of Roof Replacement at City Hall	\$ 100,000	
• Evaluation of HVAC System	\$ 50,000	
• Build out of City Hall Annex	\$ 60,000	

# CAPITAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
INTERGOVERNMENTAL SERVICE							
010.0000.10.4210 STATE GRANTS	10,000.00-	19,906.54-	10,000.00-	12,868.50-	1,815,000.00-		1,935,000.00-
	-----	-----	-----	-----	-----	-----	-----
INTERGOVERNMENTAL TOTAL	10,000.00-	19,906.54-	10,000.00-	12,868.50-	1,815,000.00-	.00	1,935,000.00-
FINES & FORFEITS SERVICE							
010.0000.20.4604 ACQUISITION/MAINTENANCE		61,237.25-		20.00-		20.00-	
	-----	-----	-----	-----	-----	-----	-----
FINES & FORFEITS TOTAL	.00	61,237.25-	.00	20.00-	.00	20.00-	.00
INTEREST INCOME SERVICE							
010.0000.25.4675 INTEREST INCOME	12,000.00-	9,154.16-	12,000.00-	6,801.79-	10,000.00-	10,242.72-	40,000.00-
	-----	-----	-----	-----	-----	-----	-----
INTEREST INCOME TOTAL	12,000.00-	9,154.16-	12,000.00-	6,801.79-	10,000.00-	10,242.72-	40,000.00-
OTHER INCOME SERVICE							
010.0000.30.4775 PROCEEDS FROM BOND ISSUE	3,200,000.00-	3,201,188.13-	3,200,000.00-				
	-----	-----	-----	-----	-----	-----	-----
OTHER INCOME TOTAL	3,200,000.00-	3,201,188.13-	3,200,000.00-	.00	.00	.00	.00
TRANSFERS IN SERVICE							
010.0000.35.4850 IFT FROM OTHER FUNDS		575,000.00-			212,191.00-		
	-----	-----	-----	-----	-----	-----	-----
TRANSFERS IN TOTAL	.00	575,000.00-	.00	.00	212,191.00-	.00	.00
EQUIPMENT (\$5,000 + ) SERVICE							
010.0000.85.7000 SALE OF CAPITAL ASSETS		138,000.00-	25,000.00-				
	-----	-----	-----	-----	-----	-----	-----

# CAPITAL FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EQUIPMENT (\$5,000 + ) TOTAL	.00	138,000.00-	25,000.00-	.00	.00	.00	.00
							=====
GENERAL TOTAL	3,222,000.00-	4,004,486.08-	3,247,000.00-	19,690.29-	2,037,191.00-	10,262.72-	1,975,000.00-
OUTSIDE SERVICES SERVICE							
010.0000.70.5575 BUILDING MAINTENANCE							210,000.00
							-----
OUTSIDE SERVICES TOTAL	.00	.00	.00	.00	.00	.00	210,000.00
EQUIPMENT (\$5,000 + ) SERVICE							
010.0000.85.5815 PUBLIC WORKS EQUIPMENT			250,000.00	246,678.28	491,000.00		500,000.00
010.0000.85.5820 POLICE EQUIPMENT			45,000.00	44,650.00	50,000.00		201,941.00
010.0000.85.5830 EQUIPMENT							23,000.00
							-----
EQUIPMENT (\$5,000 + ) TOTAL	.00	.00	295,000.00	291,328.28	541,000.00	.00	724,941.00
CAPITAL IMPROVEMENTS SERVICE							
010.0000.90.6805 GLETTY ROAD CLEANUP	165,000.00	146,210.75					
							-----
CAPITAL IMPROVEMENTS TOTAL	165,000.00	146,210.75	.00	.00	.00	.00	.00
TRANSFERS OUT SERVICE							
							=====
GENERAL TOTAL	165,000.00	146,210.75	295,000.00	291,328.28	541,000.00	.00	934,941.00

**CAPITAL FUND BUDGET WORKSHEET**  
**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER  
ACCOUNT TITLE

2YRS AGO BUD    2YRS AGO EXP    LYR BUDGET    LYR EXPENDED    CUR BUDGET    EXPENDED YTD    NEWBUDGET

CAPITAL IMPROVEMENTS SERVICE

010.0101.90.6800							1,815,000.00
CAPITAL IMPROVEMENTS					2,073,250.00		
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	.00	.00	.00	.00	2,073,250.00	.00	1,815,000.00
	=====	=====	=====	=====	=====	=====	=====
EMERGENCY MANAGEMENT TOTAL	.00	.00	30,000.00	23,255.00	2,103,250.00	.00	1,815,000.00

SIDEWALK MAINTENANCE DEPARTMENT

CAPITAL IMPROVEMENTS SERVICE

010.0102.90.6800							145,000.00
CAPITAL IMPROVEMENTS	50,000.00		50,000.00		130,000.00	72,300.61	
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	50,000.00	.00	50,000.00	.00	130,000.00	72,300.61	145,000.00
	=====	=====	=====	=====	=====	=====	=====
SIDEWALK MAINTENANCE TOTAL	50,000.00	.00	50,000.00	.00	130,000.00	72,300.61	145,000.00

STREET LAMP / LIGHTING UP DEPARTMENT

CAPITAL IMPROVEMENTS SERVICE

010.0105.90.6800							30,000.00
CAPITAL IMPROVEMENTS	80,000.00	74,900.00	22,000.00		50,000.00	27,810.00	
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	80,000.00	74,900.00	22,000.00	.00	50,000.00	27,810.00	30,000.00
	=====	=====	=====	=====	=====	=====	=====
STREET LAMP / LIGHTING UP TOTA	80,000.00	74,900.00	22,000.00	.00	50,000.00	27,810.00	30,000.00



ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
NEW POLICE STATION DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0107.90.6800 CAPITAL IMPROVEMENTS	3,200,000.00	76,692.33	3,200,000.00	2,392,218.34	954,000.00	1,012,594.23	307,000.00
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	3,200,000.00	76,692.33	3,200,000.00	2,392,218.34	954,000.00	1,012,594.23	307,000.00
	=====	=====	=====	=====	=====	=====	=====
NEW POLICE STATION TOTAL	3,200,000.00	76,692.33	3,200,000.00	2,392,218.34	954,000.00	1,012,594.23	307,000.00
LIL ROCK CREEK WATERSHED DEPARTMENT							
CAPITAL IMPROVEMENTS SERVICE							
010.0200.90.6800 CAPITAL IMPROVEMENT			40,000.00	4,939.14	5,000.00		.00
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	.00	.00	40,000.00	4,939.14	5,000.00	.00	.00
	=====	=====	=====	=====	=====	=====	=====
LIL ROCK CREEK WATERSHED TOTA	.00	.00	40,000.00	4,939.14	5,000.00	.00	.00
	=====	=====	=====	=====	=====	=====	=====
CAPITAL EQUIP/PROJECTS FU TOTA	365,000.00	3,668,009.03-	390,000.00	2,692,050.47	1,746,059.00	1,102,442.12	1,256,941.00
	=====	=====	=====	=====	=====	=====	=====



# *City of Sandwich*

## *Impact Fee Fund*

# Impact Fee Fund Budget Narrative

## Revenues

020.0000.05.4190 Impact Fees Received                      2022/2023 - \$20,000      2023/2024 - \$75,000

## Expenses

020.0000.75.5686 Sandwich Fire Dept                      2022/2023 - \$ 2,000      2023/2024 - \$ 6,250

020.0000.75.5687 Sandwich Library                      2022/2023 - \$ 1,000      2023/2024 - \$ 3,125

020.0000.75.5686 Sandwich Schools                      2022/2023 - \$13,500      2023/2024 - \$50,000

# IMPACT FEE FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
LICENCES & PERMITS SERVICE							
020.0000.05.4190 IMPACT FEES RECEIVED	20,000.00-		20,000.00-	36,055.20-	20,000.00-	114,205.99-	75,000.00-
020.0000.05.4191 PW BUILDING IMPACT FEE				8,000.00-		23,200.00-	
020.0000.05.4192 MUNI BLDG IMPACT FEE				2,500.00-		7,250.00-	
020.0000.05.4193 PD FACILITIIY IMPACT FEE				4,000.00-		11,600.00-	
020.0000.05.4197 ESDA IMPACT FEE				750.00-		2,175.00-	
020.0000.05.4198 FIRE DIST IMPACT FEE				5,000.00-		14,000.00-	
020.0000.05.4199 LIBRARY DIST IMPACT FEE				2,750.00-		7,250.00-	
-----							
LICENCES & PERMITS TOTAL	20,000.00-	.00	20,000.00-	59,055.20-	20,000.00-	179,680.99-	75,000.00-
=====							
GENERAL TOTAL	20,000.00-	.00	20,000.00-	59,055.20-	20,000.00-	179,680.99-	75,000.00-
OTHER EXPENSES SERVICE							
020.0000.75.5686 SANDWICH FIRE IMPACT FEE PD	2,000.00		2,000.00	1,000.00	2,000.00	12,500.00	6,250.00
020.0000.75.5687 SANDWICH LIBRARY IMPACT FEE PD	1,000.00		1,000.00	20,847.75	1,000.00	6,250.00	3,125.00
020.0000.75.5688 SANDWICH SCHOOL IMPACT FEE PD	15,000.00		15,000.00	6,539.10	13,500.00	100,655.17	50,000.00
-----							
OTHER EXPENSES TOTAL	18,000.00	.00	18,000.00	28,386.85	16,500.00	119,405.17	59,375.00
=====							
IMPACT FEE TOTAL	2,000.00-	.00	2,000.00-	30,668.35-	3,500.00-	60,275.82-	15,625.00-
=====							



# *City of Sandwich*

## *Police Pension Fund*

# Police Pension Fund Budget Narrative

## Revenue

102.0000.01.4010 County Taxes 2022/2023 - \$888,750 2023/2024 - \$905,000

## Expense

102.0040.98.6870 Police Pension Contribution 2022/2023 - \$888,750 2023/2024 - \$905,000

Actuarially determined suggested contribution, statutory minimum contribution, and the pension funding status details are on the following 3 pages.

## RECOMMENDED CONTRIBUTION

	Prior Valuation	Current Valuation
Recommended Contribution	\$1,065,505	\$1,056,255
Expected Payroll	\$1,364,505	\$1,267,896
Recommended Contribution as a Percent of Expected Payroll	78.09%	83.31%

*The Recommended Contribution has Decreased by \$9,250 from the Prior Valuation.*

## FUNDED STATUS

	Prior Valuation	Current Valuation
Normal Cost	\$478,868	\$424,721
Fair Value of Assets	\$6,503,276	\$6,656,205
Actuarial Value of Assets	\$6,289,050	\$6,954,961
Actuarial Accrued Liability	\$16,083,897	\$16,817,743
Unfunded Actuarial Accrued Liability/(Surplus)	\$9,794,847	\$9,862,782
<u>Percent Funded</u>		
Actuarial Value of Assets	39.10%	41.35%
Fair Value of Assets	40.43%	39.58%

*The Percent Funded has Increased by 2.25% on an Actuarial Value of Assets Basis.*

## ALTERNATIVE CONTRIBUTION

	<u>Current Valuation</u>
Alternative Contribution	\$862,328
Expected Payroll	\$1,267,896
Alternative Contribution as a Percent of Expected Payroll	68.01%

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## FUNDED STATUS – ALTERNATIVE CONTRIBUTION

	<u>Current Valuation</u>
Normal Cost	\$359,237
Fair Value of Assets	\$6,656,205
Actuarial Value of Assets	\$6,954,961
Actuarial Accrued Liability	\$17,263,666
Unfunded Actuarial Accrued Liability/(Surplus)	\$10,308,705
<u>Percent Funded</u>	
Actuarial Value of Assets	40.29%
Fair Value of Assets	38.56%



## FAIR VALUE OF ASSETS

### Statement of Assets

	Prior Valuation	Current Valuation
Cash and Cash Equivalents	\$ 346,914	\$ 1,023,076
Money Market	378,473	504,420
Fixed Income	3,078,094	378,603
Pooled Investment Accounts	-	4,752,898
Mutual Funds	2,695,618	-
Receivables (Net of Payables)	4,177	(2,792)
Total Fair Value of Assets	<u>\$ 6,503,276</u>	<u>\$ 6,656,205</u>

*The Total Fair Value of Assets has Increased by Approximately \$153,000 from the Prior Valuation.*

### Statement of Changes in Assets

Total Fair Value of Assets - Prior Valuation	\$ 6,503,276
Plus - Employer Contributions	839,664
Plus - Member Contributions	122,280
Plus - Return on Investments	(187,114)
Less - Benefit Payments and Refunds	(587,679)
Less - Other Expenses	<u>(34,222)</u>
Total Fair Value of Assets - Current Valuation	<u>\$ 6,656,205</u>

*The Rate of Return on Investments on a Fair Value of Assets Basis for the Fund was Approximately (3.31%) Net of Administrative Expense.*

The Rate of Return on Investments shown above has been determined as a percent of the average of the prior and current Fair Value of Assets on the Statement of Changes in Assets. The Return on Investments is net of Other Expenses, and has been excluded from the Total Fair Value of Assets at the end of the Fiscal Year for this calculation.

**POLICE PENSION BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
<b>Revenue</b>							
	<b>TAXES SERVICE</b>						
102.0000.01.4010 COUNTY TAXES	654,691.00-	634,867.26-	843,000.00-	839,663.56-	888,750.00-	863,756.20-	905,000.00-
	-----	-----	-----	-----	-----	-----	-----
TAXES TOTAL	654,691.00-	634,867.26-	843,000.00-	839,663.56-	888,750.00-	863,756.20-	905,000.00-
	=====	=====	=====	=====	=====	=====	=====
<b>Expense</b>							
102.0040.98.6870 POLICE PENSION CONTRIBUTION	654,691.00	634,867.87	843,000.00	839,663.56	888,750.00	863,756.20	905,000.00
	-----	-----	-----	-----	-----	-----	-----
GENERAL TOTAL	654,691.00	634,867.87	843,000.00	839,663.56	888,750.00	863,756.20	905,000.00
	=====	=====	=====	=====	=====	=====	=====
POLICE PENSION TOTAL	.00	.61	.00	.00	.00	.00	.00
	=====	=====	=====	=====	=====	=====	=====



# *City of Sandwich*

## *Motor Fuel Tax Fund*

# Motor Fuel Tax Fund Budget Narrative

The Illinois Motor Fuel Tax (MFT) Fund is derived from a tax on the privilege of operating motor vehicles upon public highways and of operating recreational watercraft upon the waters of the State of Illinois, based on the consumption of motor fuel.

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 Fairwinds Boulevard/U.S. Route 34 Intersection Improvements.

## Revenue

**110.0000.10.4230** Motor Fuel Tax Receipts: 2022/2023 - \$295,000 2023/2024 - \$306,000

This line item represents the monthly MFT allotments from IDOT.

**110.0000.10.4235** Rebuild IL MFT Receipts: 2022/2023 - \$81,512.18 2023/2024 - \$0

**110.0000.25.4675** Interest Income: 2022/2023 - \$500 2023/2024 - \$25,000

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

## Expenditures

**110.0000.65.5365** Street Salt: 2022/2023 - \$54,000 2023/2024 - \$40,000

**110.0000.90.6860** Street Improvement: 2022/2023 - \$1,445,000 2023/2024 - \$1,440,000

The following projects will not be able to be funded in the next fiscal year, and they may eventually have components of general or alternative funding.

- Griswold Springs Road – Sandy Bluff to Burr Oak (Maintenance)
  - In conjunction with Little Rock Township \$ 48,000
- Lafayette & Main Street (Maintenance) \$478,000
- Pratt Road Bridge Replacement (Reconstruction with Federal funding) - to be bid Sept. 2024
  - Current Design Engineering \$246,385
    - FUTURE - 2025 – Construction (20%) \$277,500
    - FUTURE - 2025 - Engineering \$ 56,000

**110.0000.90.6860 Street Improvement – Continued**

- US 34 Traffic Signals \$137,011.15
  
- Latham Street – Center to Sandhurst (Reconstruction with Federal funding)
  - Roadway Construction part of (20%) \$ 269,310
  - Roadway Construction (Rebuild IL Funds) \$ 160,000
  - Storm Sewer Improvements \$ 140,500
  - Construction Engineering \$ 80,190

**Other areas of need but not included in this year's budget:**

- Main Street – Center to 2<sup>nd</sup> (Reconstruction)
- Main Street – Center to Knights Road – KKCOM Contingency
- Pleasant Ave. – Resurfacing – KKCOM Contingency
- 6<sup>th</sup> Street – Reimann to Duvick (Maintenance)
- Railroad Street – Fremont to Latham (Sidewalk replacement)

# MFT FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
INTERGOVERNMENTAL SERVICE							
110.0000.10.4230 MOTOR FUEL TAX RECEIPTS	237,207.00-	280,051.86-	260,000.00-	306,987.00-	295,000.00-	256,195.25-	306,000.00-
110.0000.10.4235 REBUILD IL		244,536.54-	163,024.36-	163,024.36-	81,512.18-	81,512.18-	
	-----	-----	-----	-----	-----	-----	-----
INTERGOVERNMENTAL TOTAL	237,207.00-	524,588.40-	423,024.36-	470,011.36-	376,512.18-	337,707.43-	306,000.00-
INTEREST INCOME SERVICE							
110.0000.25.4675 INTEREST INCOME	1,500.00-	540.38-	500.00-	644.18-	500.00-	604.25-	25,000.00-
	-----	-----	-----	-----	-----	-----	-----
INTEREST INCOME TOTAL	1,500.00-	540.38-	500.00-	644.18-	500.00-	604.25-	25,000.00-
	=====	=====	=====	=====	=====	=====	=====
GENERAL TOTAL	238,707.00-	525,128.78-	423,524.36-	470,655.54-	377,012.18-	338,311.68-	331,000.00-
COMMODITIES SERVICE							
110.0000.65.5365 STREET SALT	51,355.13	29,952.73	54,000.00	39,269.50	54,000.00	19,196.39	40,000.00
	-----	-----	-----	-----	-----	-----	-----
COMMODITIES TOTAL	51,355.13	29,952.73	54,000.00	39,269.50	54,000.00	19,196.39	40,000.00
CAPITAL IMPROVEMENTS SERVICE							
110.0000.90.6860 STREET IMPROVEMENTS	280,000.00	192,836.44	625,000.00	52,385.67	1,445,000.00	458,710.07	1,440,000.00
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	280,000.00	205,045.66	625,000.00	52,385.67	1,445,000.00	458,710.07	1,440,000.00
	=====	=====	=====	=====	=====	=====	=====
MOTOR FUEL TAX TOTAL	93,648.13	290,130.39-	256,475.64	379,000.37-	1,121,987.82	139,594.78	1,149,000.00
	=====	=====	=====	=====	=====	=====	=====



# *City of Sandwich*

## *Drug Abuse Fund*

# Drug Abuse Fund Budget Narrative

## Revenue

<u>120.0000.20.4630</u> Traffic School	2022/2023 - \$20	2023/2024 - \$20
<u>120.0000.20.4635</u> Alcohol Program	2022/2023 - \$7,500	2023/2024 - \$7,500
<u>120.0000.20.4640</u> Drug Program	2022/2023 - \$7,500	2023/2024 - \$7,500
<u>120.0000.25.4675</u> Interest Income	2022/2023 - \$20	2023/2024 - \$20

## Expense

<u>120.0000.85.5820</u> Equipment \$5,000+	2022/2023 - \$15,040	2023/2024 - \$15,040
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# DRUG ABUSE FUND WORKSHEET

CALENDAR 1/2023, FISCAL 9/2023

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
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FINES & FORFEITS SERVICE

120.0000.20.4630						20.00-	
TRAFFIC SCHOOL DISTRIBUTION	20.00-	2.00-	20.00-		20.00-	4.00-	
120.0000.20.4635							7,500.00-
ALCOHOL PROGRAM DISTRIBUTION	5,000.00-	10,840.50-	5,000.00-	11,680.83-	7,500.00-	5,863.00-	
120.0000.20.4640							7,500.00-
DRUG PROGRAM DISTRIBUTION	5,000.00-	129.00-	5,000.00-		7,500.00-		
FINES & FORFEITS TOTAL	10,020.00-	10,971.50-	10,020.00-	11,680.83-	15,020.00-	5,867.00-	15,020.00-

INTEREST INCOME SERVICE

120.0000.25.4675							
INTEREST INCOME	75.00-	20.73-	75.00-	17.10-	20.00-	211.70-	20.00-
INTEREST INCOME TOTAL	75.00-	20.73-	75.00-	17.10-	20.00-	211.70-	20.00-

GENERAL TOTAL

	10,095.00-	10,992.23-	10,095.00-	11,697.93-	15,040.00-	6,078.70-	15,040.00-
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EQUIPMENT (\$5,000 + ) SERVICE

120.0000.85.5820							
POLICE EQUIPMENT	20,000.00	2,876.00	20,000.00	217.70	15,040.00	1,151.00	15,040.00
EQUIPMENT (\$5,000 + ) TOTAL	20,000.00	2,876.00	20,000.00	217.70	15,040.00	1,151.00	15,040.00

DRUG ABUSE TOTAL

	9,905.00	8,116.23-	9,905.00	11,480.23-	.00	4,927.70-	.00
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# *City of Sandwich*

## *Tourism Fund*

# Tourism Fund Budget Narrative

## Revenues

**130.0000.01.4030** Hotel Operator’s Occupation Tax      2022/2023 - \$20,000      2023/2024 - \$24,000

**130.0000.01.XXXX** City Wide Events      2022/2023 – \$0      2023/2024 – 7,500

- Taste of Sandwich
- Plano Baloney Sandwich Day
- Chalk it up Sandwich!
- Blaze in the City
- Food truck Event w/Park District

## Expenses

**130.0000.00.6890** Tourism Benefit      2022/2023 - \$2,500      2023/2024 - \$2,500

**130.0000.75.XXXX** - City Wide Events      2022/2023 – \$0      2023/2024 – 7,500

- Taste of Sandwich
- Plano Baloney Sandwich Day
- Chalk it up Sandwich!
- Blaze in the City
- Food truck Event w/Park District

**130.0000.70.5425** Area Conv & Visitors Bureau      2022/2023 - \$17,500      2023/2024 - \$26,500

# TOURISM FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
TAXES SERVICE							
130.0000.01.4030 HOTEL OPERATOR'S OCCUPATION	24,500.00-	10,711.66-	17,500.00-	22,389.74-	20,000.00-	21,398.80-	24,000.00-
TAXES TOTAL	24,500.00-	10,711.66-	17,500.00-	22,389.74-	20,000.00-	21,398.80-	24,000.00-
GENERAL SERVICE							
130.0000.00.6890 TOURISM BENEFIT	2,500.00	500.00	2,500.00		2,500.00		2,500.00
GENERAL TOTAL	2,500.00	500.00	2,500.00	.00	2,500.00	.00	2,500.00
OUTSIDE SERVICES SERVICE							
130.0000.70.5425 AREA CONV & VISITORS BUREAU	22,000.00	6,893.77	18,500.00	22,425.58	17,500.00	19,659.64	26,500.00
OUTSIDE SERVICES TOTAL	22,000.00	6,893.77	18,500.00	22,425.58	17,500.00	19,659.64	26,500.00
GENERAL TOTAL	24,500.00	7,393.77	21,000.00	22,425.58	20,000.00	19,659.64	29,000.00
TOURISM TOTAL	.00	3,317.89-	3,500.00	35.84	.00	1,739.16-	5,000.00



# *City of Sandwich*

## *Excavation Deposits Fund*

# EXCAVATION DEPOSITS BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
LICENCES & PERMITS SERVICE							
202.0000.05.4140 STREET CUT DEPOSIT	5,000.00-	26,000.00-	15,000.00-	20,000.00-	20,000.00-	6,000.00-	20,000.00-
LICENCES & PERMITS TOTAL	5,000.00-	26,000.00-	15,000.00-	20,000.00-	20,000.00-	6,000.00-	20,000.00-
GENERAL TOTAL	5,000.00-	26,000.00-	15,000.00-	20,000.00-	20,000.00-	6,000.00-	20,000.00-
OTHER EXPENSES SERVICE							
202.0000.75.5690 REFUND DEPOSIT	5,000.00	16,000.00	15,000.00	15,000.00	20,000.00	10,000.00	20,000.00
OTHER EXPENSES TOTAL	5,000.00	16,000.00	15,000.00	15,000.00	20,000.00	10,000.00	20,000.00
GENERAL TOTAL	5,000.00	16,000.00	15,000.00	15,000.00	20,000.00	10,000.00	20,000.00
EXCAVATION DEPOSITS TOTAL	.00	10,000.00-	.00	5,000.00-	.00	4,000.00	.00



# *City of Sandwich*

## *Sewer Fund*

# 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 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 which was mandated by the 2006 NPDES permit renewal process. The city received a reissued NPDES permit on October 1, 2018 that requires phosphorus removal modifications to occur within 48 months. 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/dichlorination equipment for the excess flow basins.

The treatment plant modifications to achieve a .5 mg/l phosphorus limit will be a substantial investment for the city and the completed Rate Study should be utilized to determine if action is needed concerning user rates.

## Revenue

<b><u>300.0000.15.4400 Sewer Charges</u></b>	2022/2023-\$1,497,000	2023/2024-\$1,400,000
<b><u>300.0000.20.4645 Sewer Late Charges</u></b>	2022/2023-\$8,000	2023/2024-\$8,000
Out of the \$10.00 charged to a user when the utility bill is not timely paid, the sewer department receives \$7.00.		
<b><u>300.0000.30.4690 Credit Card Service Charge</u></b>	2022/2023-\$1,000	2023/2024-\$500
<b><u>300.0000.30.4695 Miscellaneous Income</u></b>	2022/2023-\$500	2023/2024-\$500
<b><u>300.0000.35.4850 IFT from Other Funds</u></b>	2022/2023-\$0	2023/2024-\$0



## Expenditures

### Personnel Services

<b><u>300.0000.50.5010 Salaries</u></b>	2022/2023-\$210,000	2023/2024-\$210,000
<p>As Superintendent 70% of my days are spent on daily operations, general maintenance and equipment repairs with the remainder of time used for process control and bookkeeping duties. The Lab Tech./Operator spends 80% percent of his day performing lab testing and the remainder used for clerical work and lift station checks. This leaves us with no time to properly monitor grease interceptors and perform industrial monitoring. As the buildings and equipment age even more frequent and larger repairs will be necessary as well as the addition of phosphorus removal to the process will only add to the time deficit.</p>		
<p>(1) Wastewater Superintendent (100%) (1) Wastewater Operator (100%) (1) Billing Clerk (45%) (1) Accounting Clerk (20%) (1) Administrator (10%)</p>		
<b><u>300.0000.50.5020 Overtime at 1.5</u></b>	2022/2023-\$4,680	2023/2024-\$ 5,500
<p>Weekend Plant Checks 52 Weekends; 2 hour per Weekend at \$45/hr: \$4,680</p>		
<p>This is for scheduled weekend overtime work. The remaining time (59 hours) is for call outs. Call outs include sewer backups and plant and lift station alarms.</p>		
	\$ 820	
<b><u>300.0000.50.5025 Overtime at 2.0</u></b>	2022/2023-\$2,640	2023/2024-\$ 3,000
<p>Holidays 11 Holidays; 4 hours per holiday at \$60/hr:</p>		
<p>This is for scheduled weekend and holiday overtime work.</p>		
<p>The remaining time (6 hours) is for call outs.</p>		
	\$2,640	
	\$ 360	
<b><u>300.0000.50.5040 Employee Insurance Benefit</u></b>	2022/2023-\$30,000	2023/2024-\$41,000
<b><u>300.0000.50.5055 IMRF ER Contribution</u></b>	2022/2023-\$18,000	2023/2024-\$15,500
<b><u>300.0000.50.5060 Unemployment Insurance</u></b>	2022/2023-\$1,000	2023/2024-\$1,000
<b><u>300.0000.50.5065 Workman's Comp Insurance</u></b>	2022/2023-\$11,150	2023/2024-\$12,200
<b><u>300.0000.50.5070 FICA Match</u></b>	2022/2023-\$18,000	2023/2024-\$18,000

## Professional Development

**300.0000.55.5100 Training/Travel/Meeting** 2022/2023-\$3,000      2023/2024-\$ 4,000  
 This will cover wastewater-related training seminars and conferences. For addition of 50/50 person as well as CEU requirements

**300.0000.55.5105 Dues & Memberships** 2022/2023-\$2,000      2023/2024-\$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 7,221 population x \$0.25/ea = \$1,805.25
- Fox Valley Operator's Association 2 employees x \$20.00/ea = \$40.00
- Illinois Section American Water Works Association (ISAWWA)

FRSG and FVOA waived membership fees for 2021.

**300.0000.55.5110 Medical Expense/Immunization** 2022/2023-\$1,000      2023/2024-\$1,000  
 This line item can cover drug and alcohol screenings, audiograms, and physicals.

## Utilities

**300.0000.60.5200 Utilities – Electric** 2022/2023-\$87,100      2023/2024-\$72,000

**1120 E. Church Street/WWTP**  
 (Constellation Acct 1-119YHJ9)  
 (ComEd Acct 1236134009)  
 (Dynergy Acct 1236134009)

**1398 S. Cindy Lane/Pumping Station**  
 (Constellation Acct 1-8RX4ZK)  
 (ComEd Acct 0570093015)  
 (Dynergy Acct 0570093015)

**1120 E. Church Street/WWTP Equipment**  
 (Constellation Acct 1-EL-1548)  
 (ComEd Acct 0073164020)  
 (Dynergy Acct 0073164020)

**500 W. Hall Street/Pumping Station**  
 (Constellation Acct 1-1D47-435)  
 (ComEd Acct 0243074115)  
 (Dynergy Acct 0243074115)

**101 N. Sandy Bluff Road/Pumping Station**  
 (Constellation Acct 1-8RX4YP)  
 (ComEd Acct 0507065090)  
 (Dynergy Acct 0507065090)

**999 N. Fairwind Boulevard/Pumping Station**  
 (Constellation Acct 1-8RX50F)  
 (ComEd Acct 1519084024)  
 (Dynergy Acct 1519084024)

**3100 E. Church Street/Pumping Station**  
 (Constellation Acct 1-8RX51A)  
 (ComEd Acct 3360016005)  
 (Dynergy Acct 3360016005)

**300.0000.60.5205 Utilities – Gas** 2022/2023-\$6,000      2023/2024-\$8,000

**1120 E. Church Street/WWTP**  
 (Nicor Acct 74 38 79 5078 0)

**500 W. Hall Street/Pumping Station/Generator**  
 (Nicor Acct 94 88 99 4137 6)

**300.0000.60.5210 Utilities – Telephone** 2022/2023-\$5,500 2023/2024-\$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 (Pump View by Xylem @ \$500.00 annually)
- 3100 E. Church Street/Pumping Station (815.786.7657)
- 999 N. Fairwinds Boulevard/Pumping Station (815.786.9101)
- 1398 S. Cindy Lane/Pumping Station (815.786.1446)
- Employee Cell Phone Reimbursement

**300.0000.60.5215 Utilities – Cable/Internet** 2022/2023-\$1,200 2023/2024-\$1,200

1120 E. Church Street/WWTP (815-786-2823)  
\$84.00/month \* 12 months = \$1,008.00

**300.0000.60.5220 Trash Removal** 2022/2023-\$1,800 2023/2024-\$1,800

1120 E. Church Street-WWTP

## Commodities

**300.0000.65.5300 Office Supplies** 2022/2023-\$400 2023/2024-\$400

This line item covers basic office supplies like printer ink, paper clips, paper etc.

**300.0000.65.5305 Operating/Cleaning Supplies** 2022/2023-\$5,000 2023/2024-\$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.

**300.0000.65.5310 Clothing – Uniforms/Supplies** 2022/2023-\$1,000 2023/2024-\$1,500

Based on a clothing allowance of \$500.00 per employee.

**300.0000.65.5315 Postage** 2022/2023-\$4,500 2023/2024-\$4,500

**300.0000.65.5320 Printing Expense** 2022/2023-\$1,500 2023/2024-\$1,500

**300.0000.65.5330 Vehicle Fuel** 2022/2023-\$4,000 2023/2024-\$5,000

**300.0000.65.5340 Safety Equipment** 2022/2023-\$1,000 2023/2024-\$2,000

This will be used for safety items such as disposable latex gloves, safety glasses, hearing protection, safety vests/uniform etc.

**300.0000.65.5350 Vehicles & Equipment** 2022/2023-\$8,000 2023/2024-\$8,000

Sewer Pickup Truck #23: \$500.00

This will cover any parts or equipment for the pickup truck #23.

2021 Kenworth Vactor truck : \$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 also covers the 600' jetter hose. The Vactor is used for jetting sewers, lift station maintenance, cleaning manholes and catch basins, and hydro-excavating for water main breaks, water service repairs and replacement, hydrant repairs and replacements.

Oil service-twice per year for front engine: \$500

Oil service-twice per year for auxiliary engine: \$500

Portable Generator Maintenance: \$500

Wacker 6" Pump Maintenance: \$500

**300.0000.65.5355 Chemicals & Testing**

2022/2023-\$15,000

2023/2024-\$30,000

(Increase is to keep bulk Alum on site due to an IEPA phosphorus requirement)

Polymer and Process Chemicals

- Polymer (4 drums @ \$900.00/ea) \$3,600
- Sodium Hypochlorite (Excess Flow Chlorination) \$ 500
- Sodium Thiosulfate (Excess Flow Dechlorination) \$ 500

Testing Supplies \$3,500

TSS Sampling-Daily

- 6 packs of 90mm glass fiber filters \$ 453
- 4 packs of 45 cm glass fiber filters \$ 150

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

- 162 petri dishes \$70
- Coliform broth \$240
- Sterile filters \$75
- Sterile dilution water \$180
- 1 liter of ethyl alcohol \$25
- 1 case 10 ml disposable pipettes \$80

Ammonia Nitrogen-Three per week minimum

- Hach TNT830 \$270

Total Phosphorus – twice per week

- Hach TNT 844 \$275

COD Influent COD testing twice per week

- Hach TNT 823 \$280

Nitrate test once a month

- Hach TNT 835 Nitrate \$53.90/pack

pH-Two tests per week minimum

- pH 4, 7, 10 buffer \$300

BOD-Two tests per week

- Nitrification inhibitor \$50
- Nutrient buffer \$75

• Dilution water	\$350
• Disposable BOD Bottles (5 bottles/test)	\$485
Total Chlorine Testing during an Excess Flow Event	
• Hach TNT 867 Total Chlorine	\$41.79/pack
Lab Equipment	\$1,000
Lab equipment includes beakers, pipettes, graduated cylinders, sample bottles etc.	

**300.0000.65.5375 Building Maintenance**

2022/2023-\$25,000

2023/2024-\$35,000

The increase is for the increase costs of parts, parts inventory as well as repairing/rebuilding pumps/motors several processes around the plant. This covers repairs and maintenance that may be needed for equipment that is part of the treatment process. This will also cover general maintenance items like grease, oil and fasteners.

Some equipment covered under this line item includes:

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

- Process return pumps and level sensing equipment (2)
- 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

**300.0000.65.5380 Sewer**

2022/2023-\$400

2023/2024-\$500

This will cover sand and stone for the drying beds. Each time we clean a bed we have to add sand.

**300.0000.65.5382 Material/Lift Station Repair**

2022/2023-\$4,800

2023/2024-\$7,000

This will cover any materials needed to repair and maintain lift station components. Common replacement parts are electrical and level sensing equipment. The increase is due to the cost of all supplies and aging equipment.

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

**Outside Services**

**300.0000.70.5410 Audit Fees**

2022/2023-\$3,000

2023/2024-\$3,000

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). and this budget represents 17.5% of the audit fee.

**300.0000.70.5450 Contractual Services**

2022/2023-\$40,000

2023/2024-\$95,700

We need to increase the sanitary sewer lining line item due to not being able to attract contractors for that amount. These are reoccurring operational expenses:

- |  |          |
|--|----------|
| • Lab Equipment Calibration and Certification  | \$800    |
| • Industrial Users Monitoring                  | \$1,500  |
| • Sanitary Sewer System Conveyance             | \$7,000  |
| • Sanitary Sewer Main Televising               | \$12,000 |
| • Sanitary Sewer Lining                        | \$31,000 |
| • Oxidation Ditch Switch/Cleaning              | \$15,000 |
| • Environmental Resource Associates (DMRQA-41) | \$600    |
| • DR-3900 Service Agreement                    | \$800    |
| • Sand Blasting & Painting Clarifier #3        | \$9,000  |
| • Excess Aeration Basin SRB dosing             | \$8,000  |
| • 4xFlygt Pump Repair at Hall St. Lift Station | \$10,000 |

**300.0000.70.5465 Liability Insurance** 2022/2023-\$25,000 2023/2024-\$27,000

**300.0000.70.5475 Computer Operations/Service** 2022/2023-\$12,000 2023/2024-\$12,000

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

**300.0000.70.5480 Rental/Lease Agreements** 2022/2023-\$1,000 2023/2024-\$1,000

**300.0000.70.5550 Vehicles & Equipment** 2022/2023-\$12,072 2023/2024-\$12,072

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

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

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

**300.0000.70.5555 Testing Including Postage** 2022/2023-\$8,345 2023/2024-\$10,000

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

- Quarterly biosolids sampling for metals and nutrients \$1,300
- Yearly biosolids sampling for fecal coliform \$ 375
- Yearly biosolids sampling for radium in biosolids \$ 250
- Semi-annual sampling of plant effluent \$1,200
- Monthly Dissolved P, Total P, TKN, Nitrate/Nitrite/Alkalinity \$2,220
- Industrial monitoring \$3,000
- Postage \$1,655

**300.0000.70.5575 Building Maintenance** 2022/2023-\$15,000 2023/2024-\$15,000

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

**300.0000.70.5580 Sewer** 2022/2023-\$4,000 2023/2024-\$15,000  
 Need to start making improvements to collection system, Installing Dead end manholes, this work and supplies (manholes, ring's, frames and restoration) would be done with our employee's.

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** 2022/2023-\$12,000 2023/2024-\$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 WWTP Pumping Station
- Fairwinds Pumping Station Hall Street Pumping Station
- Fritsch Pumping Station Thomas Pumping Station

**300.0000.70.5583 Sludge Hauling** 2022/2023-\$20,000 2023/2024-\$25,000  
 This line item covers the land application of biosolids that are hauled and applied by a licensed contractor.

**Other Expenses**

**300.0000.75.5615 Credit Card Service Charges** 2022/2023-\$500 2023/2024-\$1,000

**300.0000.75.5630 Drainage District Fees** 2022/2023-\$200 2023/2024-\$200  
 500 W. Hall Street 19-35-251-003 2021 Taxes \$16.88  
 1120 E. Church Street 19-36-227-012 2021 Taxes \$181.50

**300.0000.75.5690 Refunds** 2022/2023-\$5,000 2023/2024-\$0

**300.0000.75.5692 Regulatory Permits** 2022/2023-\$ 18,000 2023/2024-\$18,000  
 NPDES Permit IL0030970, General NPDES Permit ILR006781, IEPA Permit 2015-SC-59408

**300.0000.75.5695 Misc Expense** 2022/2023-\$15,000 2023/2024-\$15,000

**Equipment**

**300.0000.80.5730 Equipment (<\$5,000)** 2022/2023-\$10,000 2023/2024-\$12,000

**300.0000.85.5830 Equipment (+\$5,000)** 2022/2023-\$10,000 2023/2024-\$12,000



## Debt Service

**300.0000.95.6900 Debt Retirement**

2022/2023-\$545,000 2023/2024-\$0

Series 2013 was paid off in September of 2022. There is no scheduled debt service this year.

**300.0000.95.6910 Bond & Interest Payment**

2022/2023-\$29,000 2023/2024-\$0

Series 2013 was paid off in September of 2022. There is no scheduled debt service this year.

# SEWER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
CHARGES FOR SERVICES SERVICE							
300.0000.15.4400 SEWER CHARGES	1,150,000.00-	1,189,308.19-	1,167,500.00-	1,257,590.90-	1,497,000.00-	1,168,261.13-	1,400,000.00-
	-----	-----	-----	-----	-----	-----	-----
CHARGES FOR SERVICES TOTAL	1,150,000.00-	1,189,308.19-	1,167,500.00-	1,257,590.90-	1,497,000.00-	1,168,261.13-	1,400,000.00-
FINES & FORFEITS SERVICE							
300.0000.20.4645 SEWER LATE CHARGES	15,000.00-	382.00-	7,500.00-	9,828.39-	8,000.00-	11,305.72-	8,000.00-
	-----	-----	-----	-----	-----	-----	-----
FINES & FORFEITS TOTAL	15,000.00-	382.00-	7,500.00-	9,828.39-	8,000.00-	11,305.72-	8,000.00-
OTHER INCOME SERVICE							
300.0000.30.4690 CREDIT CARD SERVICE CHARGE	4,000.00-	203.58-	1,000.00-	167.35-	1,000.00-	101.19-	500.00-
300.0000.30.4695 MISCELLANEOUS INCOME	1,000.00-	132.00-	500.00-	1,284.00-	500.00-	951.00-	500.00-
	-----	-----	-----	-----	-----	-----	-----
OTHER INCOME TOTAL	5,000.00-	335.58-	1,500.00-	1,451.35-	1,500.00-	1,052.19-	1,000.00-
TRANSFERS IN SERVICE							
300.0000.35.4850 IFT FROM OTHER FUNDS	1,282,875.00-	91,058.10-	189,691.00-				
	-----	-----	-----				.00
TRANSFERS IN TOTAL	1,282,875.00-	91,058.10-	189,691.00-	.00	.00	.00	.00
OTHER OPERATIONS SERVICE							
GENERAL TOTAL	2,452,875.00-	1,281,083.87-	1,366,191.00-	1,268,870.64-	1,506,500.00-	1,180,619.04-	1,409,000.00-

# SEWER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
PERSONNAL SERVICES SERVICE							
300.0000.50.5010 SALARIES	213,200.00	194,954.35	217,464.00	159,175.57	210,000.00	140,393.43	210,000.00
300.0000.50.5012 BASE WAGES-OTHER DEPARTMENTS		5,140.00		16,475.55		9,543.64	
300.0000.50.5015 PART TIME						405.00	
300.0000.50.5020 OVERTIME @ 1.5	4,000.00	5,663.48	4,680.00	6,220.59	4,680.00	4,925.40	5,500.00
300.0000.50.5025 OVERTIME @ 2.0	4,000.00	2,514.02	2,640.00	1,427.09	2,640.00	2,540.02	3,000.00
300.0000.50.5030 LONGEVITY SALARY		476.98					
300.0000.50.5040 EMPLOYEE INSURANCE BENEFITS	21,500.00	12,524.37	29,930.00	24,441.31	30,000.00	29,935.22	41,000.00
300.0000.50.5042 EMP INS BENEFITS-OTHER DEPTS		27,032.01		14,603.86		7,051.31	
300.0000.50.5045 ACCRUED VACATION/SICK	3,000.00	6,816.00	1,500.00	150.24		1,584.62	
300.0000.50.5050 OTHER BENEFITS	250.00		255.00				
300.0000.50.5055 IMRF ER CONTRIBUTION	19,625.00	19,955.99	20,018.00	15,765.16	18,000.00	9,453.93	15,500.00
300.0000.50.5060 UNEMPLOYMENT INS	1,100.00	1,209.74	1,122.00	1,045.05	1,000.00	731.03	1,000.00
300.0000.50.5065 WORKMAN'S COMP INS	11,500.00	10,134.00	11,730.00	9,589.00	11,150.00	8,558.00	12,200.00
300.0000.50.5070 FICA MATCH	16,075.00	15,892.71	16,397.00	13,470.02	18,000.00	11,621.88	18,000.00
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PERSONNAL SERVICES TOTAL	294,250.00	302,313.65	305,736.00	262,363.44	295,470.00	226,743.48	306,200.00
PROFESSIONAL DEVELOPMENT SERVICE							
300.0000.55.5100 TRAINING/TRAVEL/MEETING EXP	3,000.00	159.35	3,000.00	60.00	3,000.00	1,560.14	4,000.00
300.0000.55.5105 DUES & MEMBERSHIP	2,000.00		2,000.00		2,000.00		2,000.00
300.0000.55.5110 MEDICAL EXP/IMMUNIZATIONS	1,000.00	199.33	1,000.00	291.00	1,000.00		1,000.00
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PROFESSIONAL DEVELOPMENT TOTA	6,000.00	358.68	6,000.00	351.00	6,000.00	1,560.14	7,000.00

# SEWER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
UTILITIES SERVICE							
300.0000.60.5200 UTILITIES - ELECTRIC	67,000.00	60,109.39	67,000.00	68,886.52	87,100.00	43,424.63	72,000.00
300.0000.60.5205 UTILITIES - GAS	5,000.00	5,431.27	5,000.00	7,491.32	6,000.00	7,259.86	8,000.00
300.0000.60.5210 UTILITIES - TELEPHONE	5,500.00	4,681.76	5,500.00	4,294.03	5,500.00	4,150.93	5,500.00
300.0000.60.5215 UTILITIES - CABLE/INTERNET	1,000.00	1,031.76	1,200.00	1,031.76	1,200.00	884.80	1,200.00
300.0000.60.5220 TRASH REMOVAL	1,500.00	1,546.76	11,800.00	1,089.00	1,800.00	933.00	1,800.00
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UTILITIES TOTAL	80,000.00	72,800.94	90,500.00	82,792.63	101,600.00	56,653.22	88,500.00
COMMODITIES SERVICE							
300.0000.65.5300 OFFICE SUPPLIES	500.00	130.42	400.00	173.89	400.00	70.28	400.00
300.0000.65.5305 OPERATING/CLEANING SUPPLIES	5,000.00	1,369.96	5,000.00	2,414.59	5,000.00	2,517.31	5,000.00
300.0000.65.5310 CLOTHING-UNIFORMS/SUPPLIES	1,200.00	1,001.31	1,000.00	1,360.91	1,000.00	95.07	1,500.00
300.0000.65.5315 POSTAGE	5,000.00	3,853.67	4,000.00	4,394.96	4,500.00	3,875.91	4,500.00
300.0000.65.5320 PRINTING EXPENSE	1,200.00	4,070.65	1,500.00	476.00	1,500.00	743.32	1,500.00
300.0000.65.5330 VEHICLE FUEL	4,500.00	2,677.44	4,000.00	2,612.32	4,000.00	3,766.18	5,000.00
300.0000.65.5340 SAFETY EQUIPMENT	800.00	1,478.16	1,000.00	133.67	1,000.00	1,103.44	2,000.00
300.0000.65.5350 VEHICLES & EQUIPMENT	7,000.00	1,572.88	7,000.00	172.47	8,000.00	653.28	8,000.00
300.0000.65.5355 CHEMICALS- SW & WA TREATMENT	15,000.00	9,340.80	15,000.00	17,163.60	15,000.00	16,335.22	30,000.00
300.0000.65.5375 BUILDING MAINTENANCE	25,000.00	9,038.45	25,000.00	19,390.94	25,000.00	10,835.97	35,000.00
300.0000.65.5380 SEWER	400.00	106.03	400.00	93.12	400.00	91.43	500.00
300.0000.65.5382 MATERIAL - LIFT STAT REPAIRS	4,800.00	5,279.68	4,800.00	2,258.95	4,800.00	530.00	7,000.00
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COMMODITIES TOTAL	70,400.00	39,919.45	69,100.00	50,645.42	70,600.00	40,617.41	100,400.00
OUTSIDE SERVICES SERVICE							
300.0000.70.5410 AUDIT FEES	2,500.00	2,500.00	2,500.00	2,500.00	3,000.00		3,000.00

## SEWER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
300.0000.70.5450 CONTRACTUAL SERVICES	600,000.00	38,145.21	113,000.00	11,894.80	40,000.00	23,890.01	95,700.00
300.0000.70.5465 LIABILITY INSURANCE	10,000.00	22,811.00	16,667.00	22,164.00	25,000.00	25,926.92	25,000.00
300.0000.70.5475 COMPUTER MAINTENANCE AGREEMTS	10,000.00	5,909.72	10,000.00	13,722.44	12,000.00	6,309.20	12,000.00
300.0000.70.5480 RENTAL/LEASE AGREEMENTS	1,000.00		1,000.00		1,000.00		1,000.00
300.0000.70.5485 LEGAL NOTICES & ADVERTISING						221.34	
300.0000.70.5550 VEHICLES & EQUIPMENT	10,000.00	3,923.99	10,000.00	5,701.09	12,072.00	1,403.91	12,072.00
300.0000.70.5555 TESTING INCLUDING POSTAGE	15,000.00	5,676.14	10,000.00	9,079.27	8,345.00	8,417.67	10,000.00
300.0000.70.5575 BUILDING MAINTENANCE	15,000.00	32,195.86	15,000.00	9,304.22	15,000.00	925.00	15,000.00
300.0000.70.5580 SEWER	4,000.00		4,000.00		4,000.00		15,000.00
300.0000.70.5582 LIFT STATIONS	12,000.00		12,000.00	13,656.08	12,000.00	8,375.60	12,000.00
300.0000.70.5583 SLUDGE HAULING	20,000.00	17,355.00	20,000.00	16,926.00	20,000.00	21,011.20	25,000.00
OUTSIDE SERVICES TOTAL	699,500.00	128,516.92	214,167.00	104,947.90	152,417.00	96,480.85	225,772.00
OTHER EXPENSES SERVICE							
300.0000.75.5615 CREDIT CARD SERVICE CHARGES	2,500.00	807.59	2,500.00	502.34	500.00	805.49	500.00
300.0000.75.5630 DRAINAGE DISTRICT FEES	200.00		200.00		200.00		200.00
300.0000.75.5690 REFUNDS	5,000.00		5,000.00		5,000.00		5,000.00
300.0000.75.5692 REGULATORY PERMITS		18,000.00		18,000.00	18,000.00	18,000.00	18,000.00
300.0000.75.5695 MISC EXPENSE	20,500.00		20,500.00		15,000.00	29.42	15,000.00
OTHER EXPENSES TOTAL	28,200.00	18,807.59	28,200.00	18,502.34	38,700.00	18,834.91	38,700.00
EQUIPMENT (\$0 - \$4,999) SERVICE							
300.0000.80.5730 EQUIPMENT	18,000.00	10,889.53	18,000.00	2,470.50	10,000.00	8,240.80	12,000.00
EQUIPMENT (\$0 - \$4,999) TOTAL	18,000.00	10,889.53	18,000.00	2,470.50	10,000.00	8,240.80	12,000.00

# SEWER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
EQUIPMENT (\$5,000 + ) SERVICE							
300.0000.85.5830 EQUIPMENT	55,000.00	5,974.31	10,000.00		10,000.00	5,398.08	12,000.00
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EQUIPMENT (\$5,000 + ) TOTAL	55,000.00	5,974.31	10,000.00	.00	10,000.00	5,398.08	12,000.00
CAPITAL IMPROVEMENTS SERVICE							
300.0000.90.6800 CAPITAL IMPROVEMENTS	578,000.00	18,699.65					
	-----	-----	-----	-----	-----	-----	-----
CAPITAL IMPROVEMENTS TOTAL	578,000.00	18,699.65	.00	.00	.00	.00	.00
BOND & DEBT SERVICE SERVICE							
300.0000.95.6900 DEBT RETIREMENT	575,000.00		595,000.00	595,000.00	545,000.00	545,000.00	
300.0000.95.6910 BOND & INT PAYMENT	48,525.00	48,525.00	29,488.00	29,487.50	29,000.00	9,537.50	
300.0000.95.6920 BOND PREMIUM		9,624.00-					
	-----	-----	-----	-----	-----	-----	-----
BOND & DEBT SERVICE TOTAL	623,525.00	38,901.00	624,488.00	624,487.50	574,000.00	554,537.50	.00
=====							
GENERAL TOTAL	2,452,875.00	1,227,071.94	1,366,191.00	1,146,560.73	1,258,787.00	1,009,066.39	790,572.00
=====							
SEWER TOTAL	.00	54,011.93-	.00	122,309.91-	247,713.00-	171,552.65-	618,428.00-
	=====	=====	=====	=====	=====	=====	=====



# *City of Sandwich*

## *Sewer Reserve / Improvement Fund*

# Sewer Reserve Fund Budget Narrative

## Revenues

<b><u>350.0000.05.4195 Sewer Infrastructure Fees</u></b>	2022/2023-\$5,000	2023/2024-\$25,000
<b><u>350.0000.15.4425 Sewer Connection Fees</u></b>	2022/2023-\$10,000	2023/2024-\$50,000
<b><u>350.0000.25.4675 Interest Income</u></b>	2022/2023-\$20,000	2023/2024-\$40,000
<b><u>350.0000.30.4775 Proceeds From Debt Issue</u></b>	2022/2023-\$2,500,000	2023/2024-\$10,000,000

## Expenses

<b><u>350.0000.90.6800 Capital Improvements</u></b>	2022/2023-\$2,500,000	2023/2024-\$10,389,000
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- Administration bldg. new roof and gutters \$ 30,000
- New F-250 with storage compartment body \$ 60,000
- Manhole Rehab Lining (\$40,000) From last year \$ 80,000
- Sunset Lift Station Transducer and Multi-smart \$ 20,000
- Plant lift station transducer and multi-smart \$ 20,000
- Install Dead End manholes (5 this Year) \$10,000 Each \$ 50,000
- Latham Street Sewer Repairs \$ 129,000
- Treatment Plant Modification (Phosphorus) \$ 10,000,000

**Future Capital Improvements**

- 2025 Crack Seal and Seal Coat WWTP \$ 40,000
- 2025 Non Potable Water System Rebuild \$ 15,000
- 2025 Plant Water System Rebuild \$ 15,000
- 2025 Larger Garage Door \$ -
- GBT Building Roof \$ -
- Treatment Plant Modification (Phosphorus) \$ 4,000,000
- Route 34 Sanitary Sewer Replacement \$ 4,000,000
- I and I Reduction \$ 6,500,000
- Treatment Plant Modification (Phosphorus) Bio-P Phase 2 \$ 6,000,000

<b><u>350.0000.97.7000 IFT Transfer Out</u></b>	2022/2023-\$0	2023/2024-\$ 618,428
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# SEWER RESERVE FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
LICENCES & PERMITS SERVICE							
350.0000.05.4195 SEWER INFRASTRUCTURE FEES	5,000.00-		5,000.00-	13,500.00-	5,000.00-	43,500.00-	25,000.00-
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LICENCES & PERMITS TOTAL	5,000.00-	.00	5,000.00-	13,500.00-	5,000.00-	43,500.00-	25,000.00-
CHARGES FOR SERVICES SERVICE							
350.0000.15.4425 SEWER CONNECTION FEES	10,000.00-		10,000.00-	39,250.00-	10,000.00-	90,000.00-	50,000.00-
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CHARGES FOR SERVICES TOTAL	10,000.00-	.00	10,000.00-	39,250.00-	10,000.00-	90,000.00-	50,000.00-
INTEREST INCOME SERVICE							
350.0000.25.4675 INTEREST INCOME	20,000.00-	36,747.10-	20,000.00-	4,811.48-	20,000.00-	7,456.01-	40,000.00-
	-----	-----	-----	-----	-----	-----	-----
INTEREST INCOME TOTAL	20,000.00-	36,747.10-	20,000.00-	4,811.48-	20,000.00-	7,456.01-	40,000.00-
OTHER INCOME SERVICE							
350.0000.30.4775 PROCEEDS FROM DEBT ISSUE			900,000.00-		2,500,000.00-		10,000,000.00-
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OTHER INCOME TOTAL	.00	.00	900,000.00-	.00	2,500,000.00-	.00	10,000,000.00-
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GENERAL TOTAL	35,000.00-	36,747.10-	935,000.00-	57,561.48-	2,535,000.00-	140,956.01-	10,115,000.00-

**SEWER RESERVE FUND BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
CAPITAL IMPROVEMENTS SERVICE							
350.0000.90.6800 CAPITAL IMPROVEMENTS		41,947.00	900,000.00	786,059.26	2,500,000.00	174,979.04	10,389,000.00
CAPITAL IMPROVEMENTS TOTAL	.00	41,947.00	900,000.00	786,059.26	2,500,000.00	174,979.04	10,389,000.00
TRANSFERS OUT SERVICE							
350.0000.97.7000 IFT TRANSFER OUT	1,282,875.00	91,058.10	189,691.00				
TRANSFERS OUT TOTAL	1,282,875.00	91,058.10	189,691.00	.00	.00	.00	.00
GENERAL TOTAL	1,284,375.00	133,005.10	1,091,191.00	786,059.26	2,500,000.00	174,979.04	10,389,000.00
SEWER RESERVE / IMPROVEME TOTA	1,249,375.00	96,258.00	156,191.00	728,497.78	35,000.00-	34,023.03	274,000.00



# *City of Sandwich*

## *Water Fund*

# Water Fund Budget Narrative

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

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

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

The city operates two elevated storage tanks: a 300,000-gallon tank (Green Street - 1955) and a 750,000-gallon tank (Duvick Avenue – 1993). The Duvick Avenue tower was repainted in 2016; the Green Street tower will be scheduled for repainting, estimated bid cost is \$600,000.00 to drain, sandblast and repaint and bring tower up to AWWA standards. The City should look into utilizing the water towers and lease the tower out to any local phone company or internet providers, If the town continues to grow a long-term plans for a new water tower possibly located in the Northwest part of town, a 1mg tower is approximately 2,500,000.00. consideration for a mixing system inside the new tower to ensure fresh water to help turn over the water inside the tower. Per the AWWA water tower are to be inspected every 5 years inside and out, in past years the City of Sandwich has hired Dixon engineering to perform this task, the use of a robotic device, this helps with quicker inspections and no down time on the water towers and can be inspected during daily operations and not taking the tower offline. Dixon engineering will be out in March or April of this year to do a ROV inspection for the Green Street elevated water tower to get a detailed video of the inside to help with pricing on rehab.

The water distribution system of the city has many components that were installed over 50 years ago. In 1955, the city created a 10" water main loop around what was then the periphery of the city. There are several small diameter water mains located in Ward 3 that should be planned for replacement. As part of the treatment plant expansion/modifications, the pipe distribution network shall be analyzed through water modelling to ensure that there are no bottlenecks in the network. A 10inch watermain was purposed to be installed last

summer Latham Street from 3<sup>rd</sup> street all the way down to Arnold, due to conflicts between NICOR ComEd and frontier the project was put on hold until the spring of 2023, the new watermain will be located on the east side of the street and the old 4in main will be abandon in place on the west ditch of Latham Street.

The Illinois Department of Public Health and the Illinois Environmental Protection Agency continue to refine their positions regarding lead service lines, currently the city will not have to start taking any action until April of 2024, we will continue to do more line inspections to get a more accurate lead line inventory. 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). The city’s main issue will be the financial responsibility of eliminating the consumer’s portion of the lead water service, and further responsibility or taking ownership of the water line after the city makes repairs or complete line replacement. A legal document should be drawn up releasing the city from liability after the water line is replaced, or if homeowner will not let us in their house to replace the water line. Grants and low interest loans should be considered. A rate study is being performed by EEI for this upcoming fiscal year. Water rates have not been kept up to date with surrounding communities, and our water infrastructure is aging and currently, the City’s water rates increase by 4% annually. Approximately 2,700 water connections, The City of sandwich saw a large increase of growth because of Fairwinds development in 2022, the water department is currently working on a city-wide GPS mapping system to get a better count of water service connections, no previous water records were kept on different types of water connections.

**Revenues**

<b><u>400.0000.15.4500 Water Sales</u></b>	2022/2023-\$688,500	2023/2024-\$ 730,000
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<b><u>400.0000.15.4525 Water Service – New Hook Ups</u></b>	2022/2023-\$1,000	2023/2024-\$ 10,000
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This line item is used for receiving the building permit invoice amount for new water meters.

<b><u>400.0000.20.4645 Water Late Charges</u></b>	2022/2023-\$3,500	2023/2024-\$5,000
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New this year will be a 20 percent late fee of the total bill, this will be charged to a user when the utility is not timely paid, Wes and Michele are looking into the late fee reimbursement cost, it should go back into the water department fully because our department does all the labor and man hours collecting and following up on late bills. Shut off fees have been changed for the 2023 budget, \$30.00 shut off fee and \$50.00 to turn the water back on. Water bill will be paid in full before services are turned back on unless arrangements are made at city hall, then homeowner has 30 days to pay off their bill.

<b><u>400.0000.30.4690 Credit Card Service Charge</u></b>	2022/2023-\$500	2023/2024-\$100
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<b><u>400.0000.30.4695 Misc Income</u></b>	2022/2023-\$500	2023/2024-\$500
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Is revenue paid back into the water from different fee’s, as of December 2022 \$6,773.00 has been collected.

<b><u>400.0000.35.4850 IFT From Other Funds</u></b>	2022/2023-\$37,820	2023/2024-\$
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**Expenditures**  
**Personnel Services**

<b><u>400.0000.50.5010 Salaries</u></b>	2022/2023-\$195,000	2023/2024-\$225,000
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- (1) Water Superintendent (100%)
- (1) Water Operator (100%)
- (1) Billing Clerk (45%)
- (1) Payroll/Administrative Clerk (20%)
- (1) City's Administrator (10%)

Several area's the water department is responsible for is meter reading monthly, and Go-Backs and meter replacement, accounts for 250-man hours yearly. The city should consider looking into installing Radio reads throughout the entire city, estimated cost to a complete upgrade could exceed \$300,000.00 dollars but this would greatly cut down man hours reading, Hydrant flushing twice annually, April and October, around 100-man hours. The 2022 season for water service repairs and main breaks: a total of 8 main breaks and 8 water service repairs. Man, hours from every department were utilized during the breaks. which include street department personal and sewer personal. Valve exercising of main line and hydrant valves should take place more often but due to staffing issues in each department we cannot get out as often as needed. JULIE locating had gone up this year due to the larger projects around the city, we had a total of 400 plus man hours, Water Department and streets department can do locates. This year we are sending 2 streets employees to a 2-day JULIE locating school to help Cross train employees. The water department is also responsible for the city's cross connection program, Michele helps with clerical around 200-man hours yearly, I spend around 150-man hours yearly inspecting RPZ domestic and fire lines. Weekly we go around and test chlorine residuals and Bact's sampling, we currently have around 22 sample locations throughout the district, we spend around 300-man hours yearly sampling and testing.

<b><u>400.0000.50.5020 Overtime at 1.5x</u></b>	2022/2023-\$14,000	2023/2024-\$14,000
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Saturdays  
52 Saturdays; 1 hour per Saturday and 1 hour on Sunday equals 104 hours at \$45/hr. \$4,680.00  
This is for scheduled weekend overtime work. The remaining time (100 hours) is for call outs. Call outs include water main/service breaks and plant and tower alarms and water meter replacements and water emergencies. Examples of some emergency's frozen pipes, broken water lines or main line valves leaking, and after hour appointments. Typically, 4 men are used on main breaks but personal can vary. .

<b><u>400.0000.50.5025 Overtime at 2.0x</u></b>	2022/2023-\$3,000	2023/2024-\$5,000
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Holidays this line item covers double time and any work that may happen on a holiday.  
11 Holidays; 2 hours per holiday @ \$60/hr: comes to \$1,320.00  
This is for scheduled weekend and holiday overtime work. The remaining time (26 hours) is for call outs. Remain amount can cover any emergency work done on a Holiday.

<b><u>400.0000.50.5040 Employee Insurance Benefit</u></b>	2022/2023-\$36,500	2023/2024-\$41,200
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**Personnel Services - continued**

<b><u>400.0000.50.5055 IMRF Employer Contribution</u></b>	2022/2023-\$17,600	2023/2024-\$15,700
<b><u>400.0000.50.5060 Unemployment Insurance</u></b>	2022/2023-\$1,020	2023/2024-\$1,020
<b><u>400.0000.50.5065 Workman’s Comp Insurance</u></b>	2022/2023-\$13,600	2023/2024-\$14,750
<b><u>400.0000.50.5070 FICA Match</u></b>	2022/2023-\$19,000	2023/2024-\$19,500

**Professional Development**

<b><u>400.0000.55.5100 Training/Travel/Meeting Exp</u></b>	2022/2023-\$3,000	2023/2024-\$4,000
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Voelkel – WaterCon 2023 Springfield IL. 3 days of schooling and Lodging, WaterCon is scheduled in March of 2023. Severson will be attending WaterCon This year to maintain his class C water license. Severson–AWWA conferences and approved AWWA training for CEU’s. Brad Eade Class D water license, Joe Severson holds a class C water license. Superintendent Voelkel currently holds a class B water license to operate the City’s Class B Water Treatment Plant, and a class 4 wastewater 30 hours of CEU are needed every 3 years to maintain this classification in water and 15 CEUs every 3 years for wastewater license, Severson currently has a Class C water license, 15 hours of CEU are needed every 3 years to maintain this classification. Severson has requested more training in the water plant to obtain a class B water License, this will also mean increase man hours for Severson at water treatment plants to meet EPA requirements to achieve Class B requirements. We encourage all city employees to go through a class D water class, this would help with water main replacement, hydrants repairs or replacements and field work in the city distribution system and basic water system knowledge. The water department and sewer department has had to borrow members from the street department almost weekly, Sewer/Water could defiantly utilized a 50/50 person to work between both location and help with cross training, this person would be used when personal are on vacation or in training, and during big projects like the sewer plant upgrade, and Latham street water main upgrade, I will have to be on-sight occasionally for issues that come up during the project.

Class D Water Operator Training: basic 2-day class is \$500.00

Class C Water Operator Training: basic 2-day class is \$500.00

<b><u>400.0000.55.5105 Dues &amp; Memberships</u></b>	2022/2023-\$850	2023/2024-\$850
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The City’s American Water Works Association membership is covered by this line item.

## Utilities

**400.0000.60.5200 Utilities – Electric** 2022/2023-\$42,000 2023/2024-\$40,000

- 300 S. Clark Street/Clark Street WTP/Tap 02 **YTD 20,695.00**
  - (Constellation Acct 1-EX-3151)
  - (ComEd Acct 0873093031)
  - (Dynergy Acct 0873093031)
- 309 E. Railroad Street/Railroad Street WTP/Tap 01
  - (Constellation Acct 1-1D47-434)
  - (ComEd Acct 1182170011)
  - (Dynergy Acct 1182170011)
- 312 E. College Street/Well # 3 (Receives electric service from Clark Street WTP)
- 750 N. Duvick Avenue/750,000-gallon Elevated Water Tank
  - (Constellation Acct 1-1D47-433)
  - (ComEd Acct 2395026009)
  - (Dynergy Acct 2395026009)
- 25 N. Green Street/300,000-gallon Elevated Water Tank.

**400.0000.60.5205 Utilities – Gas** 2022/2023-\$6,000 2023/2024-\$8,500

- 300 S. Clark Street/Clark Street WTP/Tap 02 **YTD \$7,597.00**
  - (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) electric heater
- 25 N. Green Street/300,000-gallon Elevated Water Tank (none) electric heater
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**400.0000.60.5210 Utilities – Telephone** 2022/2023-\$4,400 2023/2024-\$1,800

This line item will include cell phone allowance for 2 phones @ \$30/month each. The Frontier bill for 815-786-6742 has been switched over to voice over IP estimated cost around \$14.00 a month, The Frontier system has been removed and we are currently running with Radio system with zero failures since January of 2023, the radio system installed by Tri R communications is working great and we now have remote access from home to look and monitor alarms. The three primary circuits used for communication have been disconnected. We





**400.0000.65.5325 Publications**

2022/2023-\$300

2023/2024-\$300

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

**400.0000.65.5330 Vehicle Fuel**

2022/2023-\$3,000

2023/2024-\$4,000

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. And occasionally filling the streets department Vector when using it on main breaks. **YTD \$3,250.00**

**400.0000.65.5340 Safety Equipment**

2022/2023-\$500

2023/2024-\$500

This line item covers fall protection, safety glasses, hard hats, hearing protection, safety vests/uniform, etc.: personal protective equipment to use during main breaks or other projects throughout the city.

**400.0000.65.5350 Vehicles & Equipment**

2022/2023-\$1,500

2023/2024-\$1,500

This line item covers the cost of equipment and items to maintain truck #16, truck #26, truck #26 had to get new tires and will be getting a snow plow mounted to help in snow emergencies. 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**

2022/2023-\$25,000

2023/2024-\$30,000

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 daily in checking of water quality in the city's water system. Currently we are testing the raw and finished for more items, Manganese, Ammonia, TDS, Barium, Sulfates, Alkalinity and total hardness. Due to the rising cost of Chlorine Gas and testing supplies have doubled in 2022, we need to add \$5,000.00 to line item.

**400.0000.65.5360 Streets**

2022/2023-\$6,000

2023/2024-\$5,000

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.

**400.0000.65.5375 Building Maintenance**

2022/2023-\$10,000

2023/2024-\$8,000

There are several structures (buildings) that will require general maintenance. (309 E. Railroad Street, 312 E. College Street, 300 S. Clark Street, and the Well #2 and well #3 enclosures. Jeff Hyatt has provided cribbing for the old water plant roofing and will charge a annual fee of \$3,500.00 for rental of his equipment.

**400.0000.65.5385 Waterworks Repair**

2022/2023-\$6,000

2023/2024-\$6,000

This line item should be used for repairs and maintenance of the water treatment plant process equipment. Chlorine injection parts, fluoride injection parts, pump maintenance, valve maintenance, Chlorine scales at Both plant, Chlorine booster pump at Tap01, **YTD \$3,064.00**

**400.0000.65.5390 Water Line Repair**

2022/2023-\$40,000

2023/2024-\$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. During 2022/2023, 4 hydrants were replaced, upgrading them to newer style hydrants.

**400.0000.65.5395 Meters – Meter Replacement**

2022/2023-\$25,000

2023/2024-\$50,000

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 3195 water meters, we have 1600 meters that can be read with a radio reader or handheld device, that leaves us approximately 1,595 meters to replace, 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. We discussed in the 1<sup>st</sup> budget meeting about looking into a grant or loan and doing a city-wide meter replacement upgrade to radio to help with man power issues and ease of reading, estimated cost could range from \$300,000 to \$400,000. We are increasing this line item up to \$50,000 dollars to replace more meter and order larger quantities of meter because of delays in ordering, sometimes it takes up to 4 months to receive parts. **YTD over budget \$8,000.00**

**Outside Services**

**400.0000.70.5410 Audit Fees**

2022/2023-\$2,700

2023/2024-\$2,700

**400.0000.70.5440 JULIE services**

2022/2023-\$7,500

2023/2024-\$7,000

This line item will cover the cost of utilizing JULIE locating services and paint and flags. Last year a total of 300 plus-man hours we used to complete all the JULIE requests in the city limits. We are responsible for locating Storm, Sewer, Water, and some electrical for streetlights downtown and certain subdivisions. We are currently using the IRTM net system and 4 city employees have access 24 hours a day, we no longer have to go into city hall to retrieve JULIE tickets, this has increased our effectiveness and response times for emergency locate requests. This cost should go down next year after being in the program 1 full year.

**400.0000.70.5450 Contractual Services**

2022/2023-\$90,000

2023/2024-\$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. This line item also pays for engineering fee’s on current and future water system projects or infrastructure updates.

- Corpro water tower inspection annually 1,500.00
- Badger meter calibration Tap01/Tap02 \$250.00 750.00
- Key Construction & Plumbing annual RPZ testing for water pant. \$1,000.00
- Artlip & Sons HVAC Tap02 annual contract \$976.00 \$1,000.00



## Other Expenses

<b><u>400.0000.75.5615 Credit Card Service Charges</u></b>	2022/2023-\$1,200	2023/2024-\$1,000
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<b><u>400.0000.75.5695 Misc Expense</u></b>	2022/2023-\$250	2023/2024-\$250
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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
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## Equipment & Capital Improvements

<b><u>400.0000.80.5730 Equipment (&lt;\$5,000)</u></b>	2022/2023-\$5,000	2023/2024-\$5,000
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This line item will cover any unforeseen items that may come up that were not planned for, less than \$5,000.

<b><u>400.0000.85.5830 Equipment (&gt;\$5,000)</u></b>	2022/2023-\$55,000	2023/2024-\$55,000
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This upcoming budget we will look at replacing water truck #16 with a newer truck with utility body so the locating equipment and meter replacement parts can be stored out of the open weather. This will house JULIE locating equipment and water meter replacement parts. Keeping them out of the elements.

# WATER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
GENERAL DEPARTMENT							
CHARGES FOR SERVICES SERVICE							
400.0000.15.4500 WATER SALES	650,000.00-	679,438.74-	657,000.00-	733,731.21-	688,500.00-	643,796.39-	730,000.00-
400.0000.15.4525 WATER SERVICE - NEW HOOK UPS		1,838.00-		4,636.00-	1,000.00-	11,577.24-	10,000.00-
400.0000.15.4530 WATER METERS & REPAIRS						7,293.23-	
400.0000.15.4590 SECURITY DEPOSIT				18.00-			
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CHARGES FOR SERVICES TOTAL	650,000.00-	681,276.74-	657,000.00-	738,385.21-	689,500.00-	662,666.86-	740,000.00-
FINES & FORFEITS SERVICE							
400.0000.20.4645 WATER LATE CHARGES	6,000.00-	238.00-	3,000.00-	4,956.00-	3,500.00-	5,650.80-	5,000.00-
-----							
FINES & FORFEITS TOTAL	6,000.00-	238.00-	3,000.00-	4,956.00-	3,500.00-	5,650.80-	5,000.00-
OTHER INCOME SERVICE							
400.0000.30.4690 CREDIT CARD SERVICE CHARGE	1,000.00-	97.35-	500.00-	111.90-	500.00-	67.46-	100.00-
400.0000.30.4695 MISCELLANEOUS INCOME	225.00-	78.00-	225.00-	469.58-	500.00-	6,780.25-	500.00-
-----							
OTHER INCOME TOTAL	1,225.00-	175.35-	725.00-	581.48-	1,000.00-	6,847.71-	600.00-
TRANSFERS IN SERVICE							
400.0000.35.4850 IFT FROM OTHER FUNDS	70,363.00-	59,245.15-	96,567.00-		37,820.00-		
-----							
TRANSFERS IN TOTAL	70,363.00-	59,245.15-	96,567.00-	.00	37,820.00-	.00	.00
=====							
GENERAL TOTAL	727,588.00-	740,935.24-	757,292.00-	743,922.69-	731,820.00-	675,165.37-	745,600.00-

# WATER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
PERSONNAL SERVICES SERVICE							
400.0000.50.5010 SALARIES	229,888.00	200,234.92	234,486.00	168,650.50	195,000.00	149,737.21	185,000.00
400.0000.50.5012 BASE WAGES-OTHER DEPARTMENTS		12,466.37		21,054.65		21,720.66	40,000.00
400.0000.50.5015 PART TIME						1,150.00	
400.0000.50.5020 OVERTIME @ 1.5	5,000.00	9,703.15	5,100.00	10,824.29	14,000.00	14,594.91	14,000.00
400.0000.50.5025 OVERTIME @ 2.0	5,000.00	1,844.31	5,100.00	1,388.20	3,000.00	4,859.07	5,000.00
400.0000.50.5030 LONGEVITY SALARY		546.62					
400.0000.50.5040 EMPLOYEE INSURANCE BENEFITS	34,000.00	25,425.58	34,680.00	29,824.43	36,500.00	31,506.02	41,200.00
400.0000.50.5042 EMP INS BENEFITS-OTHER DEPTS		18,609.22		7,420.29		4,720.27	
400.0000.50.5045 ACCRUED VACATION/SICK	7,000.00	43,987.82	3,500.00			18,727.60	5,000.00
400.0000.50.5055 IMRF EMPLOYER CONTRIBUTION	22,000.00	24,887.49	22,440.00	17,383.41	17,600.00	12,006.68	15,700.00
400.0000.50.5060 UNEMPLOYMENT INS.	1,000.00	1,250.62	1,020.00	1,045.05	1,020.00	731.03	1,020.00
400.0000.50.5065 WORKMAN'S COMP INS	11,500.00	10,781.00	12,730.00	12,712.00	13,600.00	11,339.00	14,750.00
400.0000.50.5070 FICA MATCH	18,500.00	19,898.40	18,870.00	14,895.62	19,000.00	15,618.69	19,500.00
-----							
PERSONNAL SERVICES TOTAL	333,888.00	369,635.50	337,926.00	285,198.44	299,720.00	286,711.14	341,170.00
PROFESSIONAL DEVELOPMENT SERVICE							
400.0000.55.5100 TRAINING/TRAVEL/MEETING EXP	3,000.00	196.71	3,000.00	1,675.01	3,000.00	552.36	4,000.00
400.0000.55.5105 DUES & MEMBERSHIP	350.00	361.00	350.00	607.00	850.00	383.00	850.00
400.0000.55.5110 MEDICAL EXP/IMMUNIZATIONS		199.33		100.00			
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PROFESSIONAL DEVELOPMENT TOTA	3,350.00	757.04	3,350.00	2,382.01	3,850.00	935.36	4,850.00

## WATER FUND BUDGET WORKSHEET

CALENDAR 2/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
UTILITIES SERVICE							
400.0000.60.5200 UTILITIES - ELECTRIC	42,000.00	41,536.53	42,000.00	45,949.57	42,000.00	28,013.70	40,000.00
400.0000.60.5205 UTILITIES - GAS	6,000.00	5,839.34	6,000.00	9,472.64	6,000.00	10,972.36	10,000.00
400.0000.60.5210 UTILITIES - TELEPHONE	4,400.00	4,744.22	4,400.00	2,525.10	3,600.00	2,286.52	1,800.00
400.0000.60.5215 UTILITIES - CABLE/INTERNET							1,000.00
400.0000.60.5220 TRASH REMOVAL	1,000.00	160.00	10,000.00		1,000.00		1,000.00
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UTILITIES TOTAL	53,400.00	52,280.09	62,400.00	57,947.31	52,600.00	41,272.58	53,800.00
COMMODITIES SERVICE							
400.0000.65.5300 OFFICE SUPPLIES	500.00	154.80	500.00	460.10	500.00	588.25	600.00
400.0000.65.5305 OPERATING/CLEANING SUPPLIES	500.00	152.06	500.00	547.92	500.00	255.23	500.00
400.0000.65.5310 CLOTHING-UNIFORMS/SUPPLIES	1,200.00	877.73	1,200.00	1,090.09	1,200.00	993.61	1,200.00
400.0000.65.5315 POSTAGE	4,500.00	2,654.46	4,500.00	2,742.41	4,000.00	4,053.23	4,000.00
400.0000.65.5320 PRINTING EXPENSE	1,500.00	1,600.02	1,500.00	300.90	1,500.00	1,221.54	1,500.00
400.0000.65.5325 PUBLICATIONS	300.00		300.00		300.00		300.00
400.0000.65.5330 VEHICLE FUEL	2,800.00	2,266.89	2,800.00	4,202.56	3,000.00	3,915.41	4,000.00
400.0000.65.5340 SAFETY EQUIPMENT	500.00	609.42	500.00	21.57	500.00	14.56	500.00
400.0000.65.5350 VEHICLES & EQUIPMENT	1,200.00	800.48	1,200.00	1,886.34	1,500.00	680.03	1,500.00
400.0000.65.5355 CHEMICALS- SW & WA TREATMENT	20,000.00	21,814.16	20,000.00	24,637.65	25,000.00	24,908.41	30,000.00
400.0000.65.5360 STREETS	8,000.00	7,480.35	8,000.00	2,700.00	6,000.00	1,652.02	5,000.00
400.0000.65.5375 BUILDING MAINTENANCE	1,000.00	332.13	1,000.00	304.33	10,000.00	5,403.05	8,000.00
400.0000.65.5385 MATERIAL WATERWORKS REPAIR	6,000.00	2,303.88	6,000.00	3,488.30	6,000.00	3,117.15	6,000.00
400.0000.65.5390 MATERIAL - WATERLINE REPAIR	40,000.00	10,201.78	40,000.00	9,917.84	40,000.00	13,338.68	40,000.00



**WATER FUND BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO BUD	2YRS AGO EXP	LYR BUDGET	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEWBUDGET
400.0000.65.5395 MATERIAL - METERS-METER REP	25,000.00	20,346.42	25,000.00	26,536.01	25,000.00	37,966.74	50,000.00
<hr/>							153,100.00
COMMODITIES TOTAL	113,000.00	71,594.58	113,000.00	78,836.02	125,000.00	98,107.91	
OUTSIDE SERVICES SERVICE							
400.0000.70.5410 AUDIT FEES	2,500.00	2,500.00	2,500.00	2,500.00	2,700.00		2,700.00
400.0000.70.5440 JULIE SERVICES		5,659.82	7,500.00	6,811.76	7,500.00	6,405.40	7,000.00
400.0000.70.5450 CONTRACTUAL SERVICES	90,000.00	90,513.92	90,000.00	71,613.23	90,000.00	82,080.61	90,000.00
400.0000.70.5465 LIABILITY INSURANCE	10,000.00	22,811.00	16,666.00	22,164.00	23,000.00	25,926.92	26,700.00
400.0000.70.5475 COMPUTER MAINTENANCE AGREEMTS	4,000.00	3,929.42	6,500.00	8,238.15	10,000.00	2,151.65	8,000.00
400.0000.70.5480 RENTAL/LEASE AGREEMENTS	1,000.00	376.00	1,000.00		1,000.00		1,000.00
400.0000.70.5485 LEGAL NOTICES & ADVERTISING	2,000.00	1,290.78	2,000.00	1,062.00	2,000.00	2,124.00	2,000.00
400.0000.70.5550 VEHICLES & EQUIPMENT	15,000.00	2,086.58	15,000.00		15,000.00		15,000.00
400.0000.70.5555 TESTING INCLUDING POSTAGE	1,000.00	650.00	1,000.00	993.69	1,000.00	3,046.29	2,000.00
400.0000.70.5575 BUILDING MAINTENANCE	32,000.00	8,506.00	32,000.00		32,000.00	8,738.00	25,000.00
400.0000.70.5590 MAINTENANCE-WATERLINES	5,000.00		5,000.00		5,000.00		5,000.00
<hr/>							184,400.00
OUTSIDE SERVICES TOTAL	162,500.00	138,323.52	179,166.00	113,382.83	189,200.00	130,472.87	
OTHER EXPENSES SERVICE							
400.0000.75.5615 CREDIT CARD SERVICE CHARGES	1,200.00	346.09	1,200.00	215.28	1,200.00	345.21	1,000.00
400.0000.75.5690 REFUNDS				875.00			
400.0000.75.5695 MISC EXPENSE	250.00	235.00	250.00		250.00	235.00	250.00
<hr/>							1,250.00
OTHER EXPENSES TOTAL	1,450.00	581.09	1,450.00	1,090.28	1,450.00	580.21	
EQUIPMENT (\$0 - \$4,999) SERVICE							
400.0000.80.5730 EQUIPMENT	5,000.00		5,000.00	3,384.37	5,000.00	3,480.83	5,000.00

**WATER FUND BUDGET WORKSHEET**

**CALENDAR 2/2023, FISCAL 10/2023**

**PCT OF FISCAL YTD 83.3%**

<b>ACCOUNT NUMBER ACCOUNT TITLE</b>	<b>2YRS AGO BUD</b>	<b>2YRS AGO EXP</b>	<b>LYR BUDGET</b>	<b>LYR EXPENDED</b>	<b>CUR BUDGET</b>	<b>EXPENDED YTD</b>	<b>NEWBUDGET</b>
<hr/>							
EQUIPMENT (\$0 - \$4,999) TOTAL	5,000.00	.00	5,000.00	3,384.37	5,000.00	3,480.83	5,000.00
EQUIPMENT (\$5,000 + ) SERVICE							
400.0000.85.5830 EQUIPMENT	55,000.00		55,000.00	6,927.98	55,000.00		55,000.00
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EQUIPMENT (\$5,000 + ) TOTAL	55,000.00	.00	55,000.00	6,927.98	55,000.00	.00	55,000.00
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GENERAL TOTAL	727,588.00	807,178.81	757,292.00	549,149.24	731,820.00	561,560.90	798,570.00
=====							
WATER TOTAL	.00	66,243.57	.00	194,773.45-	.00	113,604.47-	52,970.00
=====							



# *City of Sandwich*

*Water Reserve / Improvement Fund*

# Water Reserve Fund Budget

## Revenues

<b><u>450.0000.05.4195 Water Infrastructure Fees</u></b>	2022/2023-\$3,000	2023/2024-\$15,000
<b><u>450.0000.10.4209 County Grant</u></b> DeKalb County ARPA Grant Distribution to be used for Water Study	2022/2023-\$100,000	2023/2024-\$100,000
<b><u>450.0000.15.4525 Water Connection Fees</u></b>	2022/2023-\$10,000	2023/2024-\$50,000
<b><u>450.0000.25.4675 Interest Income</u></b>	2022/2023-\$10,000	2023/2024-\$40,000

## Expenses

<b><u>450.0000.90.6800 Capital Improvements</u></b>	2022/2023-\$1,419,000	2023/2024-\$1,721,000
<ul style="list-style-type: none"> <li>• Construction Contractor, Latham Street water main upgrade</li> <li>• Green street elevated water storage tank</li> <li>• Well # 1 rehab work done by Layne Western</li> <li>• Water Works Master Plan</li> </ul>		<ul style="list-style-type: none"> <li>\$ 850,000</li> <li>\$ 600,000</li> <li>\$ 55,000</li> <li>\$ 216,000</li> </ul>

Lead service line replacement will not begin until the year 2024, no updated audit will be necessary in April of 2023, final updated inventory count in 2024, EEI will assist in a mailer for getting homeowners help with water line inventory. \$5,000 per service with 130 service locations or \$650,000 in total.

IEPA did not do their TRI-annual inspection last year due to staffing issues, our next inspection may require us to start the process of replacing Tap01 railroad street water treatment plant and build a new water treatment plant next to the Clark Street plant.

HMO system for Clark street was removed from the FY 2024 budget and was \$375,000. We also need to prioritize the old water meters and making them all radio read, hiring a 50/50 person could be utilized in meter replacement and meter reading. Estimated cost for replacing all meters is \$310,000 in FY 2024 or 2025 unless grant funds are received.

<b><u>450.0000.97.7000 IFT Transfer Out</u></b>	2022/2023-\$ 37,820	2023/2024-\$ 0
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# WATER RESERVE BUDGET WORKSHEET

CALENDAR 4/2023, FISCAL 12/2023

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
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GENERAL DEPARTMENT

LICENCES & PERMITS SERVICE

450.0000.05.4195 WATER INFRASTRUCTURE FEES	3,000.00-		3,000.00-	7,500.00-	3,000.00-	22,500.00-	15,000.00-
<hr style="border-top: 1px dashed black;"/>							
LICENCES & PERMITS TOTAL	3,000.00-	.00	3,000.00-	7,500.00-	3,000.00-	22,500.00-	15,000.00-

INTERGOVERNMENTAL SERVICE

450.0000.10.4209 COUNTY GRANTS					100,000.00-		100,000.00-
<hr style="border-top: 1px dashed black;"/>							
INTERGOVERNMENTAL TOTAL	.00	.00	.00	.00	100,000.00-	.00	100,000.00-

CHARGES FOR SERVICES SERVICE

450.0000.15.4325 WATER CONSTRUCTION COSTS					10,000.00-		
450.0000.15.4525 WATER CONNECTION FEES	10,000.00-	2,000.00-	10,000.00-	30,700.00-		77,500.00-	50,000.00-
<hr style="border-top: 1px dashed black;"/>							
CHARGES FOR SERVICES TOTAL	10,000.00-	2,000.00-	10,000.00-	30,700.00-	10,000.00-	77,500.00-	50,000.00-

INTEREST INCOME SERVICE

450.0000.25.4675 INTEREST INCOME		28,393.00-				9,667.68-	40,000.00-
<hr style="border-top: 1px dashed black;"/>							
INTEREST INCOME TOTAL	.00	28,393.00-	.00	.00	.00	9,667.68-	40,000.00-

GENERAL TOTAL	13,000.00-	30,393.00-	13,000.00-	38,200.00-	113,000.00-	109,667.68-	205,000.00-
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GENERAL SERVICE

450.0000.90.6800 CAPITAL IMPROVEMENTS		9,964.90	1,344,966.00	365,985.03	1,519,440.00	110,698.73	1,721,000.00
<hr style="border-top: 1px dashed black;"/>							
WATER RESERVE / IMPROVEME TOTA	57,363.00	38,817.05	1,428,533.00	328,135.03	1,444,260.00	1,031.05	1,516,000.00
<hr style="border-top: 1px dashed black;"/>							