

**ENGINEERING DEPARTMENT
Expenditures and 2014
Proposed Budget**

ENGINEERING		Budget Utilization			Budget Variance						Proposed Budget			
		2010	2011	2012	2010 Original	2010 Over(Under) Expend	2011 Original	2011 Over(Under) Expend	2012 Original	2012 Over(Under) Expend	2013 Original	2014 Proposed	\$ Change 2013-2014	% Change 2013-2014
110	Salaries, Full Time	196,737.11	185,400.34	198,564.20	191,446.00	5,291.11	194,717.00	(9,316.66)	197,119.00	1,445.20	201,322.00	208,934.00	7,612.00	3.78%
120	Salaries, Part Time	16,767.94	18,653.56	20,799.49	36,100.00	(19,332.06)	36,072.00	(17,418.44)	36,206.00	(15,406.51)	36,997.00	39,089.00	2,092.00	5.65%
156	New Uniforms & Safety Clothing	116.99	217.98	475.98	1,480.00	(1,363.01)	300.00	(82.02)	600.00	(124.02)	600.00	600.00	0.00	0.00%
100	TOTAL PERSONAL SERVICES	213,622.04	204,271.88	219,839.67	229,026.00	(15,403.96)	231,089.00	(26,817.12)	233,925.00	(14,085.33)	238,919.00	248,623.00	9,704.00	4.06%
210	Office Supplies	3,523.31	3,149.64	2,063.28	4,290.00	(766.69)	4,200.00	(1,050.36)	4,000.00	(1,936.72)	3,500.00	3,500.00	0.00	0.00%
213	Official Records & Books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
222	Fuel-Gasoline & Diesel	2,987.22	3,740.25	5,258.43	5,950.00	(2,962.78)	5,400.00	(1,659.75)	5,438.00	(179.57)	6,806.00	6,000.00	(806.00)	-11.84%
224	Tires & Tubes	26.55	0.00	0.00	900.00	(873.45)	500.00	(500.00)	500.00	(500.00)	500.00	500.00	0.00	0.00%
232	Repair/Maint/Improve Parts	848.57	741.00	431.59	1,000.00	(151.43)	1,000.00	(259.00)	1,000.00	(568.41)	1,000.00	500.00	(500.00)	-50.00%
240	Repair/Maint/Improve Small Tools & Minor Equipment											500.00	500.00	NEW
290	Other Supplies	515.91	987.56	651.61	1,000.00	(484.09)	1,000.00	(12.44)	1,000.00	(348.39)	1,000.00	1,000.00	0.00	0.00%
200	TOTAL SUPPLIES	7,901.56	8,618.45	8,404.91	13,140.00	(5,238.44)	12,100.00	(3,481.55)	11,938.00	(3,533.09)	12,806.00	12,000.00	(806.00)	-6.29%
312	Engineering Services	5,000.00	230.75	0.00	5,000.00	0.00	5,000.00	(4,769.25)	5,000.00	(5,000.00)	5,000.00	5,000.00	0.00	0.00%
321	Postage	299.03	385.35	197.91	500.00	(200.97)	500.00	(114.65)	400.00	(202.09)	300.00	300.00	0.00	0.00%
322	Travel	964.40	1,040.53	482.56	2,000.00	(1,035.60)	1,800.00	(759.47)	1,800.00	(1,317.44)	2,450.00	2,450.00	0.00	0.00%
323	Telephone	4,283.09	5,307.80	6,658.67	3,800.00	483.09	4,680.00	627.80	6,000.00	658.67	7,200.00	7,200.00	0.00	0.00%
331	Legal Notices	444.40	0.00	493.00	1,000.00	(555.60)	500.00	(500.00)	500.00	(7.00)	500.00	500.00	0.00	0.00%
333	Blueprint & Photo Services	491.83	0.00	0.00	1,700.00	(1,208.17)	1,700.00	(1,700.00)	1,200.00	(1,200.00)	1,000.00	1,000.00	0.00	0.00%
362	Repair/Maint/Improve Services Equipment & Vehicles	818.00	32.50	886.47	1,000.00	(182.00)	1,000.00	(967.50)	1,000.00	(113.53)	1,000.00	1,000.00	0.00	0.00%
391	OLD Memberships & Dues	1,494.45	2,398.90	2,326.73	1,960.00	(465.55)	1,820.00	578.90	1,575.00	751.73	1,575.00	-	(1,575.00)	-100.00%
39101	Subscriptions											140.00	140.00	NEW
39102	Memberships & Dues											1,435.00	1,435.00	NEW
392	Public Relations	93.12	61.17	143.40	400.00	(306.88)	400.00	(338.83)	400.00	(256.60)	400.00	400.00	0.00	0.00%
394	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
396	Training & Conference Registration	787.93	1,801.06	1,386.25	3,450.00	(2,662.07)	3,000.00	(1,198.94)	2,600.00	(1,213.75)	3,000.00	3,000.00	0.00	0.00%
397	Licenses, Permits & Fees	622.71	0.00	226.14	400.00	222.71	500.00	(500.00)	400.00	(173.86)	400.00	400.00	0.00	0.00%
300	TOTAL SERVICES & CHARGES	15,298.96	11,258.06	12,801.13	21,210.00	(5,911.04)	20,900.00	(9,641.94)	20,875.00	(8,073.87)	22,825.00	22,825.00	0.00	0.00%

**ENGINEERING DEPARTMENT
Expenditures and 2014
Proposed Budget**

ENGINEERING Account	Budget Utilization			Budget Variance							Proposed Budget		
	2010	2011	2012	2010 Original	2010 Over(Under) Expend	2011 Original	2011 Over(Under) Expend	2012 Original	2012 Over(Under) Expend	2013 Original	2014 Proposed	\$ Change 2013-2014	% Change 2013-2014
441 Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
443 Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
444 Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
447 Vehicle Lease/Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
451 Library	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
400 TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	236,822.56	224,148.39	241,045.71	264,376.00	(27,553.44)	264,089.00	(39,940.61)	266,738.00	(25,692.29)	274,550.00	283,448.00	8,898.00	6.26%

Overexpenditure indicates transfers made to authorize greater spending than original budget.

**ENGINEERING DEPARTMENT
Expenditures and 2014
Proposed Budget**

DEPARTMENT: ENGINEERING

LINE ITEM #: 210

TITLE: Office Supplies

DESCRIPTION:

General office supplies. The bulk of expense in this account comes from custom printing supplies (letterhead and building permit cards) and printing cartridges.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	4,290.00	3,523.31
2011	4,200.00	3,149.64
2012	4,000.00	2,063.28
2013	3,500.00	
2014	3,500.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$60	Paper - pads, card stock, post-its	60.00
1		\$60	Filing Supplies - folders, labels, framing, tabs	60.00
1		\$60	Binders & Dividers	60.00
1		\$60	Pens, Pencils, Highlighters, Sharpies	60.00
1		\$300	Letterhead, Envelopes, Business Cards	300.00
1		\$470	Building Permits (Green Cards)	470.00
1		\$30	Mailing Supplies: yellow envelopes, mailing labels	30.00
1		\$60	Calendars	60.00
1		\$1,000	HP Color Laser Printer Cartridges (shared expense with Development)	1,000.00
1		\$190	Photosmart Cartridges	190.00
1		\$100	Plotter Cartridges	100.00
1		\$300	HP Laser Cartridges	300.00
1		\$270	Fax Cartridges & Toner	270.00
1		\$70	Miscellaneous: Clips, CD's, Flash Drives, Staples, Rubber Bands, etc	70.00
1		\$70	Miscellaneous Equipment: Stapler, Letter Opener, Rolodex, Sharpener	70.00
2		\$200	Permit Books	400.00
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			LINE TOTAL:	3,500.00

**ENGINEERING DEPARTMENT
Expenditures and 2014
Proposed Budget**

DEPARTMENT: ENGINEERING

LINE ITEM #: 222

TITLE: Fuel-Gasoline & Diesel

DESCRIPTION:

Fuel for the Engineering fleet of five vehicles.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	5,950.00	2,987.22
2011	5,400.00	3,740.25
2012	5,438.00	5,258.43
2013	6,806.00	
2014	6,000.00	

INCREASE FROM 2013 TO 2014: -11.84%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1500	gallons	\$4.00	Fuel for the Engineering fleet of 5 vehicles	6,000.00
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LINE TOTAL:				6,000.00

**ENGINEERING DEPARTMENT
Expenditures and 2014
Proposed Budget**

DEPARTMENT: ENGINEERING

LINE ITEM #: 224

TITLE: Tires & Tubes

DESCRIPTION:

The cost of both unplanned, and planned, tire replacement.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	900.00	26.55
2011	500.00	0.00
2012	500.00	0.00
2013	500.00	
2014	500.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
5	tires	\$100	Tires - as needed.	500.00
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LINE TOTAL:				500.00

**ENGINEERING DEPARTMENT
Expenditures and 2014
Proposed Budget**

DEPARTMENT: ENGINEERING

LINE ITEM #: 232

TITLE: Repair/Maint/Improve Parts

DESCRIPTION:

Cost of parts for repairs and equipment needed for vehicle maintenance and unanticipated repairs.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	1,000.00	848.57
2011	1,000.00	741.00
2012	1,000.00	431.59
2013	1,000.00	
2014	500.00	

INCREASE FROM 2013 TO 2014: -50.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1	each	\$500	Equipment Repair	500.00
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LINE TOTAL:				500.00

**ENGINEERING DEPARTMENT
Expenditures and 2014
Proposed Budget**

DEPARTMENT: ENGINEERING

LINE ITEM #: 290 TITLE: Other Supplies

DESCRIPTION:

Other supplies includes miscellaneous items such as: field supplies for our inspectors and interns (tools, traffic counting supplies), paint and other needs not considered an office supply or equipment part.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	1,000.00	515.91
2011	1,000.00	987.56
2012	1,000.00	651.61
2013	1,000.00	
2014	1,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$200	Office Items	200.00
1		\$300	Phone Equipment	300.00
1		\$100	Permit Supplies	100.00
1		\$300	Field Supplies	300.00
1		\$50	Equipment Batteries	50.00
1		\$50	Auto Supplies	50.00
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LINE TOTAL:				1,000.00

**ENGINEERING DEPARTMENT
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DEPARTMENT: ENGINEERING

LINE ITEM #: 321 TITLE: Postage

DESCRIPTION:

Stamps, bulk mailings and package shipments.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	500.00	299.03
2011	500.00	385.35
2012	400.00	197.91
2013	300.00	
2014	300.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$300	Stamps, shipping and bulk mailings	300.00
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LINE TOTAL:				300.00

**ENGINEERING DEPARTMENT
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DEPARTMENT: ENGINEERING

LINE ITEM #: 333

TITLE: Blueprint & Photo Services

DESCRIPTION:

Creating and copying documents related to projects and plans. Including costs for copying sets of plans, pages of plans, project flyers, specification books, and other document duplicating costs.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	1,700.00	491.83
2011	1,700.00	0.00
2012	1,200.00	0.00
2013	1,000.00	
2014	1,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$250	Plan Copies	250.00
1		\$350	Specification Books	350.00
1		\$200	Project Flyers	200.00
1		\$200	Individual Sheet Copies	200.00
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LINE TOTAL:				1,000.00

**ENGINEERING DEPARTMENT
Expenditures and 2014
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DEPARTMENT: ENGINEERING

LINE ITEM #: 362

TITLE: Repair/Maint/Improve Services □ Equipment & Vehicles

DESCRIPTION:

Labor expense for vehicle or equipment repairs.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	1,000.00	818.00
2011	1,000.00	0.00
2012	1,000.00	2,398.90
2013	1,000.00	
2014	1,000.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1	each	\$1,000	Labor for vehicle or equipment repair.	1,000.00
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LINE TOTAL:				1,000.00

**ENGINEERING DEPARTMENT
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DEPARTMENT: ENGINEERING

LINE ITEM #: 397

TITLE: Licenses, Permits & Fees

DESCRIPTION:

Fees incurred for licensing any new vehicles or pay for any licensing requirements for our employees.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2010	400.00	622.71
2011	500.00	0.00
2012	400.00	226.14
2013	400.00	
2014	400.00	

INCREASE FROM 2013 TO 2014: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
2	license	\$100	PE license renewal	200.00
2	license	\$100	Building Code Officials	200.00
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LINE TOTAL:				400.00