

**ENGINEERING DEPARTMENT
Expenditures and 2013
Proposed Budget**

ENGINEERING Account	Budget Utilization			Budget Variance							Proposed Budget		
	2009	2010	2011	2009 Original	2009 Over(Under) Expend	2010 Original	2010 Over(Under) Expend	2011 Original	2011 Over(Under) Expend	2012 Original	2013 Proposed	\$ Change 2012-2013	% Change 2012-2013
110 Salaries, Full Time	191,445.28	196,737.11	185,400.34	191,445.54	(0.26)	191,446.00	5,291.11	194,717.00	(9,316.66)	197,119.00	201,322.00	4,203.00	2.13%
120 Salaries, Part Time	22,907.51	16,767.94	18,653.56	36,360.00	(13,452.49)	36,100.00	(19,332.06)	36,072.00	(17,418.44)	36,206.00	36,997.00	791.00	2.18%
156 Uniforms Purchased	112.99	116.99	217.98	1,600.00	(1,487.01)	1,480.00	(1,363.01)	300.00	(82.02)	600.00	600.00	0.00	0.00%
100 TOTAL PERSONAL SERVICES	214,465.78	213,622.04	204,271.88	229,405.54	(14,939.76)	229,026.00	(15,403.96)	231,089.00	(26,817.12)	233,925.00	238,919.00	4,994.00	2.13%
210 Office Supplies	2,753.25	3,523.31	3,149.64	4,290.00	(1,536.75)	4,290.00	(766.69)	4,200.00	(1,050.36)	4,000.00	3,500.00	(500.00)	-12.50%
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	2,522.35	2,987.22	3,740.25	6,650.00	(4,127.65)	5,950.00	(2,962.78)	5,400.00	(1,659.75)	5,438.00	6,806.00	1,368.00	25.16%
224 Tires	0.00	26.55	0.00	900.00	(900.00)	900.00	(873.45)	500.00	(500.00)	500.00	500.00	0.00	0.00%
232 Repair Parts & Equipment	424.25	848.57	741.00	1,000.00	(575.75)	1,000.00	(151.43)	1,000.00	(259.00)	1,000.00	1,000.00	0.00	0.00%
290 Other Supplies	386.32	515.91	987.56	1,000.00	(613.68)	1,000.00	(484.09)	1,000.00	(12.44)	1,000.00	1,000.00	0.00	0.00%
200 TOTAL SUPPLIES	6,086.17	7,901.56	8,618.45	13,840.00	(7,753.83)	13,140.00	(5,238.44)	12,100.00	(3,481.55)	11,938.00	12,806.00	868.00	7.27%
312 Consulting	3,809.50	5,000.00	230.75	5,000.00	(1,190.50)	5,000.00	0.00	5,000.00	(4,769.25)	5,000.00	5,000.00	0.00	0.00%
321 Postage	451.38	299.03	385.35	600.00	(148.62)	500.00	(200.97)	500.00	(114.65)	400.00	300.00	(100.00)	-25.00%
322 Travel	1,897.74	964.40	1,040.53	2,000.00	(102.26)	2,000.00	(1,035.60)	1,800.00	(759.47)	1,800.00	2,450.00	650.00	36.11%
323 Telephone	4,341.90	4,283.09	5,307.80	5,160.00	(818.10)	3,800.00	483.09	4,680.00	627.80	6,000.00	7,200.00	1,200.00	20.00%
331 Legal Notices	0.00	444.40	0.00	1,000.00	(1,000.00)	1,000.00	(555.60)	500.00	(500.00)	500.00	500.00	0.00	0.00%
333 Blueprint & Photo Services	837.81	491.83	0.00	1,700.00	(862.19)	1,700.00	(1,208.17)	1,700.00	(1,700.00)	1,200.00	1,000.00	(200.00)	-16.67%
362 Repair Services	450.00	818.00	32.50	1,000.00	(550.00)	1,000.00	(182.00)	1,000.00	(967.50)	1,000.00	1,000.00	0.00	0.00%
391 Memberships & Dues	1,954.95	1,494.45	2,398.90	1,960.00	(5.05)	1,960.00	(465.55)	1,820.00	578.90	1,575.00	1,575.00	0.00	0.00%
392 Public Relations	215.91	93.12	61.17	400.00	(184.09)	400.00	(306.88)	400.00	(338.83)	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 Instruction	2,645.00	787.93	1,801.06	3,450.00	(805.00)	3,450.00	(2,662.07)	3,000.00	(1,198.94)	2,600.00	3,000.00	400.00	15.38%
397 Licenses, Permits & Fees	0.00	622.71	0.00	400.00	(400.00)	400.00	222.71	500.00	(500.00)	400.00	400.00	0.00	0.00%
300 TOTAL SERVICES & CHARGES	16,604.19	15,298.96	11,258.06	22,670.00	(6,065.81)	21,210.00	(5,911.04)	20,900.00	(9,641.94)	20,875.00	22,825.00	1,950.00	9.34%

**ENGINEERING DEPARTMENT
Expenditures and 2013
Proposed Budget**

ENGINEERING DEPARTMENT
Expenditures and 2013
Proposed Budget

ENGINEERING Account	Budget Utilization			Budget Variance							Proposed Budget		
	2009	2010	2011	2009 Original	2009 Over(Under) Expend	2010 Original	2010 Over(Under) Expend	2011 Original	2011 Over(Under) Expend	2012 Original	2013 Proposed	\$ Change 2012-2013	% Change 2012-2013
441 Furniture & Fixtures	0.00	0.00	0.00	3,000.00	(3,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
443 Office Equipment	304.88	0.00	0.00	620.00	(315.12)	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	6,064.13	0.00	0.00	6,100.00	(35.87)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
451 Library	963.20	0.00	0.00	1,000.00	(36.80)	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00%
400 TOTAL CAPITAL OUTLAY	7,332.21	0.00	0.00	10,720.00	(3,387.79)	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	244,488.35	236,822.56	224,148.39	276,635.54	(32,147.19)	264,376.00	(27,553.44)	264,089.00	(39,940.61)	266,738.00	274,550.00	7,812.00	2.93%

Overexpenditure indicates transfers made to authorize greater spending than original 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>
2009	4,290.00	2,753.25
2010	4,290.00	3,523.31
2011	4,200.00	3,149.64
2012	4,000.00	
2013	3,500.00	

INCREASE FROM 2012 TO 2013: -12.50%

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
				-
				-
				-
				-
				-
				-
			LINE TOTAL:	3,500.00

DEPARTMENT: ENGINEERING

LINE ITEM #: 323

TITLE: Telephone

DESCRIPTION:

Phone expenses include office land lines, cellular service and long distance charges.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2009	5,160.00	4,341.90
2010	3,800.00	4,283.09
2011	4,680.00	5,307.80
2012	6,000.00	
2013	7,200.00	

INCREASE FROM 2012 TO 2013: 20.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
12	month	\$160	Office Phones	1,920.00
12	month	\$440	Cellular	5,280.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
LINE TOTAL:				7,200.00

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>
2009	1,700.00	837.81
2010	1,700.00	491.83
2011	1,700.00	-
2012	1,200.00	
2013	1,000.00	

INCREASE FROM 2012 TO 2013: -16.67%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$300	Plan Copies	300.00
1		\$400	Specification Books	400.00
1		\$200	Project Flyers	200.00
1		\$100	Individual Sheet Copies	100.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
LINE TOTAL:				1,000.00

DEPARTMENT: ENGINEERING

LINE ITEM #: 392

TITLE: Public Relations

DESCRIPTION:

Refreshments for consultant selection proceedings, and quarterly building officials meetings hosted by the Engineering department.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2009	400.00	215.91
2010	400.00	93.12
2011	400.00	61.17
2012	400.00	
2013	400.00	

INCREASE FROM 2012 TO 2013: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
2	meeting	\$100	Consultant Selection Meetings	200.00
4	meeting	\$50	Quarterly Building Officials Meetings	200.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
LINE TOTAL:				400.00

