

**BUDGET FOOTNOTES**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

- 1     **Salaries:** **(\$751,000)** This line item includes salaries for the full-time Planning and Development Director, full-time Building and Zoning Official, full-time Village Planner, (2) full-time Building Inspectors, full-time Administrative Secretary, full-time Plan Reviewer, (4) part-time Permit Clerks, (3) part-time inspectors (Property Site Inspector and (2) Fire Prevention Inspectors), part-time Planning Intern, and a new full-time Village Planner to replace the existing part-time Village Planner, (increase of \$15,300 over existing part-time position).
  
- 2     **Temporary Help:** **(\$18,000)** This line item includes funds to pay an existing secretary an hourly rate to prepare public hearing minutes and/or transcripts for the Plan Commission and Zoning Board of Appeals (\$10,000). Funds are also allocated for two temporary office assistants/interns to continue preparing numerous boxes of files for scanning, to organize files, to scan documents into the document imaging system, and to input information into the computerized building permit system (\$8,000).
  
- 3     **Employee Education:** **(\$7,000)** These funds are dedicated for building inspectors to attend training sessions on Building Code updates and to sit for certification exams, for various professional development conferences and seminars for Department staff (\$5,000), and Director participation in the annual American Planning Association Conference (\$2,000).
  
- 4     **Prosecutorial Services:** **(\$6,000)** Includes expenses for use of the Village Prosecutor to represent the Planning and Development Department related to the issuance and processing of building and zoning code citations. This is an increase from \$3,000 in the 07/08 Budget to accommodate the increase in citations being issued by the Department and the associated prosecutorial efforts.
  
- 5     **Printing:** **(\$11,000)** This cost includes printing of zoning maps, subdivision plats, appearance guidelines, development plans, as well as publication of public notices in the newspaper, and other miscellaneous reproductions.
  
- 6     **Professional Services - Planning:** **(\$13,000)** Includes expenses for Planning Consultant review of large-scale developments (\$3,000), and general planning assistance for special projects such as a comprehensive review of the Sign Code (\$10,000).
  
- 7     **Plumbing Inspections:** **(\$30,000)** Includes expenses for a consultant, who is a State of Illinois licensed plumber, to perform plumbing inspections for all commercial and residential construction projects including the College of DuPage. The line item is increasing from the 07/08 budget of \$25,000 to account for projects at the College of DuPage and an increase in the consultant's fee structure.

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8 **Elevator Inspections: (\$8,000)** Includes expenses for a consultant, who is a licensed elevator inspector, to perform periodic (bi-annual) elevator inspections for approximately 125 elevators.

9 **Grading Reviews: (\$50,000)** Includes expenses for a consultant, who is a registered engineer, to perform the review of proposed grading plans, as-built grading plans, and site inspections for approximately 40 new single-family homes, and responses to citizen inquiries involving drainage related issues.

**(FY07/08 Estimated Actual - \$52,000)** The FY 07/08 budget for this line item was \$40,000. The estimated actual expenditures for this item are shown to be \$52,000, or \$12,000 over the budgeted amount. The increase is due to the consulting engineer being assigned commercial engineering reviews (which are now divided between two consulting engineering companies) and the Department's recent focus on closing out older, expired files.

10 **Building Plan Reviews: (\$50,000)** Includes expenses for a consultant to perform building plan reviews of new commercial buildings, highly technical structures and commercial renovations including the Mews, Waters Edge, and College of DuPage developments. These expenses are reimbursed to the Village through the collection of building permit fees.

**(FY07/08 Estimated Actual - \$70,000)** The FY 07/08 budget for this line item was \$30,000. The estimated actual expenditures for this item are shown to be \$70,000, or \$40,000 over the budgeted amount. This is due to an increase in the number of commercial and multi-family residential projects in the Village and the review of new buildings on the College of DuPage campus.

11 **Storm Water Engineering/ Wetlands: (\$25,000)** Includes expenses for the consulting engineer and wetland consultant to provide engineering services including consultation, research, design review, and recommendations regarding storm water management and wetlands for projects without a development escrow account.

12 **Professional Services - Other: (\$23,000)** This line item provides funding for various miscellaneous contracted professional services such as structural engineers, surveyors, landscape architects, lighting consultants, or traffic consultants (\$3,000). Remaining funds are allocated to scan building permit and development files (\$20,000).

13 **Equipment: (\$8,000)** This item includes the purchase of 25 Knox (fire key) boxes (\$5,000), the cost of which is reimbursed by customers as they are purchased, a new service counter computer (\$1,500) and other miscellaneous equipment for day to day operations (\$1,500).