

**PUBLIC WORKS - ADMINISTRATION & ENGINEERING
BUDGET FOOTNOTES**

1. **Salaries: (\$574,200)** - Assumes full staffing of the Administration and Engineering Division including the Public Works Director, Assistant Public Works Director, Professional Engineer, Civil Engineer, Administrative Secretary and part time Secretary. This year we also have transferred the Utilities Inspector and Secretary previously split among the Water/Sewer Fund to Administration & Engineering as this is a more appropriate location for their work. The Water/Sewer fund will support partial salaries through the Public Works Service Charge Inter-Fund Transfers (IFT) to the General Fund found in the Water and Sewer Budgets.
2. **Temporary Help: (\$9,600)** - Includes one Engineering intern to assist in plan preparation and field inspection and one administrative intern to assist in file archiving efforts.
3. **Employee Education: (\$4,600)** – Provides funding for continuing education and training of our staff. Highlights of this years training will include Illinois Public Service Institute leadership training for our Public Works Director (Year 3 of 3) and Assistant Public Works Director (Year 2 of 3).
4. **Maintenance / Equipment: (\$18,400)** - Provides for maintenance of department copy machines and Automated External Defibrillators (\$3,000) and software maintenance fees for our Geographic Information System (GIS) which was previously shown in the Finance Department budget (\$11,000). Also includes an upgrade in AutoCAD software from 2005 Map 3D to 2008 Map 3D to support the Engineering Division (\$4,400).
5. **Professional Services / Other: (\$12,500)** –Provides consulting services for the maintenance of our existing GIS system (\$5,000). Also provides for Village Engineer and Village Attorney fees (\$2,000), minor surveying and mapping and other miscellaneous expenses (\$500). This year we will continue to digitally archive all our plans and project files that currently occupy our back storage room (\$5,000).
6. **Equipment: (\$1,500)** - Includes funds for the purchase of a laptop computer (\$1,500).