

BUDGET FOOTNOTES
PLANNING AND DEVELOPMENT DEPARTMENT

- 1 **Salaries: (\$738,000)** This line item includes salaries for the full-time Planning and Development Director, full-time Building and Zoning Official, full-time Village Planner, part-time Planner, 2 full-time Building Inspectors, full-time Administrative Secretary, full-time Plan Reviewer, 4 part-time Permit Clerks, 2 part-time inspectors (Property Site Inspector and Fire Prevention Inspector), 2 part-time Planning Interns, and a part-time Administrative Clerk.

- 2 **Temporary Help: (\$10,000)** 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. Funds for temporary office assistants used during the last four years to scan documents, organize files, and perform data entry have been eliminated (-\$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.

- 4 **Prosecutorial Services: (\$6,000)** Includes expenses for the Village Prosecutor to process building and zoning code citations.

- 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: (\$3,000)** Includes expenses for Planning Consultant review of large-scale developments (\$3,000).

- 7 **Plumbing Inspections: (\$25,000)** Includes expenses for a consultant, who is a State of Illinois licensed plumber, to perform plumbing inspections for all commercial and residential construction projects.

- 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: (\$40,000)** 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.

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- 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. These expenses are reimbursed to the Village through the collection of building permit fees.
- (FY08/09 Estimated Actual - \$140,000)** The FY 08/09 budget for this line item was \$50,000. The estimated actual expenditures for this item are shown to be \$140,000, or \$90,000 over the budgeted amount. This is due to the use of external consulting services in the absence of filling the vacant Plan Examiner position. This position will be recruited in FY09/10, at a lower total cost compared to utilizing consulting services.
- 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: (\$6,000)** 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, and other miscellaneous equipment for day to day operations (\$1,000).