

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

1. **Salaries: (\$694,000)** 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, part-time Property Site Inspector, 2 part-time Planning Interns, and a part-time Administrative Clerk.
2. **Temporary Help: (\$6,000)** 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.
3. **Employee Education: (\$3,000)** These funds are dedicated for building inspectors to attend training sessions on Building Code updates and to sit for certification exams, and for various professional development conferences and seminars for Department staff.
4. **Prosecutorial Services: (\$2,000)** Includes expenses for the Village Prosecutor to process building and zoning code citations.
5. **Printing: (\$8,000)** This cost includes printing of zoning maps, subdivision plats, appearance guidelines, sign codes, comprehensive plans, zoning codes, downtown plans, 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 and general planning assistance such as assistance with the preparation of a new Sign Code and training for commissioners.
7. **Plumbing Inspections: (\$18,000)** Includes expenses for a consultant, who is a State of Illinois licensed plumber, to perform plumbing inspections for all commercial and residential construction projects. These expenses are reimbursed to the Village through the collection of building permit fees.
8. **Elevator Inspections: (\$20,000)** Includes expenses for a consultant, who is a licensed elevator inspector, to perform annual elevator inspections for approximately 100 elevators. These expenses are reimbursed to the Village through the collection of building permit fees.
9. **Grading Reviews: (\$55,000)** 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 single-family homes and responses to citizen inquiries involving drainage related issues. Approximately 37% of this cost is reimbursed to the Village through the collection of building permit fees.

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10. **Building Plan Reviews: (\$47,000)** 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.
  
11. **Special Management Areas/ Wetlands: (\$20,000)** Includes expenses for the consulting engineer and wetland consultant to provide engineering services including consultation, research, design review and recommendations regarding special management areas and wetlands for all development projects. Approximately 73% of these expenses are reimbursed to the Village through the collection of building permit fees.
  
12. **Professional Services - Other: (\$20,000)** 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 (\$17,000).
  
13. **Equipment: (\$5,000)** This item includes the purchase of 20 Knox (fire key) boxes (\$4,000), the cost of which is reimbursed by customers as they are purchased, and other miscellaneous equipment for day to day operations (\$1,000).