

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

1. **Salaries - FT: (\$528,000)** - Assumes full staffing of the Administration and Engineering Division including the Public Works Director, Assistant Public Works Director, Professional Engineer, Civil Engineer, Utilities Inspector, and an Administrative Assistant.
2. **Salaries - PT: (\$20,500)** Provides for one part-time Administrative Assistant.
3. **Temporary Help: (\$11,600)** – Includes for two interns to assist Administration and Engineering Department. The summer interns work 40 hours per week for 12 weeks assisting in plan preparation, field inspections, aids in document archiving projects, performs computer-aided drafting and assists in GPS data collection.
4. **Maintenance / Equipment: (\$14,500)** - Provides for maintenance and operations of department copy machines (\$4,000), Automated External Defibrillators (\$500), and software maintenance fees for our Geographic Information System (GIS) (\$10,000).
5. **Professional Services / Other: (\$21,000)** – Provides consulting services for the continued maintenance of our existing GIS system (\$3,500), training for Cartegraph Work Management design and implementation (\$15,000), Village Engineer, Surveyor and Village Attorney fees (\$2,500).