

Building and Property Standards

Summary of Expenditures	2006 Actual	2006 Projected	2007 Budget
Personal Services	\$1,318,681	\$1,320,000	\$1,424,835
Fringe Benefits	373,996	369,900	391,309
Materials & Supplies	50,250	26,259	64,500
Contractual Services	146,000	106,250	252,000
Total	1,962,927	1,822,409	2,132,644

Division Description

The Building and Property Standards Department is responsible for developing, maintaining and enforcing construction and property upkeep codes for the Village. Specific codes administered and enforced by the department include building, electrical, plumbing, mechanical/HVAC, fuel gas, energy-conservation, accessibility, housing, property maintenance and nuisance.

Authorized Positions

	<u>2006</u>	<u>2007</u>
Director	1	1
Assistant Director	1	1
Executive Secretary	1	1
Administrative Secretary	3	3
Land Use and Permit Supervisor	1	1
Sr. Administrative Clerk	.5	.5
Chief Building Inspector	1	1
Building Inspector	4	4
Building Structural Engineer	1	1
Chief Housing Inspector	1	1
Property Maintenance Inspector	6	6
Sr. Property Maintenance Inspector	1	1
Code Enforcement Officer	<u>2</u>	<u>2</u>
Total	23.5	23.5

GREEN INITIATIVES PROPOSED FOR 2007

- Department recycling of waste paper and plastic products
- Purchase and use recycled paper and produce double-sided copies of documents as often as possible.

VILLAGE OF OAK PARK 2007 BUDGET
DEPARTMENT SUMMARY

Fund: General
Fund Code: 1001
Department Code: 46250
Department: Building and Property
Standards

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 1,158,831	\$ 1,144,335	\$ 1,318,681	\$ 1,250,000	\$ 1,364,835
Overtime	510503	14,246	9,626	74,000	70,000	60,000
<i>Personal Services</i>		1,173,077	1,153,961	1,392,681	1,320,000	1,424,835
Life Insurance	520520	1,343	1,780	983	900	1,025
Health Insurance	520521	138,384	140,952	150,526	149,000	158,067
Pension Contributions	520522	137,752	169,354	222,487	220,000	232,217
<i>Fringe Benefits</i>		277,479	312,086	373,996	369,900	391,309
Printing	550601	1,552	58	2,800	318	2,800
Dues & Subscriptions	550602	9,673	8,158	8,000	3,441	8,000
Postage	550603	5,520	4,348	7,150	2,071	6,000
Mileage Reimbursement	550605	-	664	1,000	-	1,500
Office Supplies	560620	23,931	25,187	28,400	16,634	26,000
Special Supplies	560622	6,635	1,136	2,900	2,900	19,300
Clothing	560625	447	-	-	895	900
<i>Materials & Supplies</i>		47,758	39,551	50,250	26,259	64,500
Conferences & Training	530650	41,470	41,540	50,000	10,244	50,000
Consultant Fees	530655	111,540	100,608	96,000	96,006	200,000
Adjudication Service Fees	530644	-	-	-	-	-
Office Machine Service	550671	-	-	-	-	2,000
<i>Contractual Services</i>		153,010	142,148	146,000	106,250	252,000
Software	570711	-	-	-	-	-
Equipment	570720	11,431	798	-	-	-
Office Equipment	570725	-	-	-	-	-
Vehicles	570740	-	-	-	-	-
<i>Capital Outlay</i>		11,431	798	-	-	-
Department Total		\$ 1,662,755	\$ 1,648,544	\$ 1,962,927	\$ 1,822,409	\$ 2,132,644

VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM EXPENDITURE SUMMARY

<u>Program No.</u>	<u>Program Name</u>
600	Base
601	Property Standards
602	Building Insp. Services

Fund: *General*
Fund Code: *1001*
Department Code: *46250*
Department: *Building and Property Standards*

<u>Expenditure Title</u>	<u>Program 600</u>	<u>Program 601</u>	<u>Program 602</u>	<u>Program</u>	<u>Program</u>
Full-Time Salaries	\$ 591,512	\$ 401,204	\$ 372,119	\$ -	\$ -
Overtime	45,600	6,900	7,500	-	-
<i>Personal Services</i>	<i>637,112</i>	<i>408,104</i>	<i>379,619</i>	<i>-</i>	<i>-</i>
Life Insurance	401	393	231	-	-
Health Insurance	65,523	43,126	49,418	-	-
Pension Contributions	108,996	63,736	59,485	-	-
<i>Fringe Benefits</i>	<i>174,920</i>	<i>107,255</i>	<i>109,134</i>	<i>-</i>	<i>-</i>
Printing	1,600	600	600	-	-
Dues & Subscriptions	4,000	2,000	2,000	-	-
Postage	4,000	1,000	1,000	-	-
Mileage Reimbursement	800	350	350	-	-
Office Supplies	21,000	2,500	2,500	-	-
Special Supplies	15,000	2,150	2,150	-	-
Clothing	-	500	400	-	-
<i>Materials & Supplies</i>	<i>46,400</i>	<i>9,100</i>	<i>9,000</i>	<i>-</i>	<i>-</i>
Conferences & Training	25,000	12,500	12,500	-	-
Consultant Fees	-	-	200,000	-	-
Adjudication Service Fees	-	-	-	-	-
Office Machine Service	2,000	-	-	-	-
<i>Contractual Services</i>	<i>27,000</i>	<i>12,500</i>	<i>212,500</i>	<i>-</i>	<i>-</i>
Equipment	-	-	-	-	-
Software	-	-	-	-	-
Office Equipment	-	-	-	-	-
Vehicles	-	-	-	-	-
<i>Capital Outlay</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Department Total	\$ 885,432	\$ 536,959	\$ 710,253	\$ -	\$ -

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Building and Property Standards
PROGRAM: Base/Personnel Administration, Permits / Plan Reviews/ Mgmt of Technical Services
PROGRAM ID: 600

Program Description: The Base program contains costs associated with the general administration and management for the entire department including the Plan Review, Property & Housing Inspections and Building Construction Inspection Services.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries for Director, Executive Secretary, Assistant Director, Chief Property Inspector, Chief Building Inspector, and Land Use & Permits Manager as well as salaries for Inspectors performing plan reviews and administrative support	\$ 591,512
Overtime	510503	Anticipated overtime	45,600
Life Insurance	520520	Village cost for employee's life insurance	402
Health Insurance	520521	Village cost for employees' health insurance	65,522
Pension Contributions	520522	Village cost for employees' pension contribution	108,996
Printing	550601	Pro-rata share of department printing	1,600
Dues and Subscriptions	550602	Membership fees and various reference materials	4,000
Postage	550603	Pro-rata share of department postage	4,000
Mileage Reimbursement	550605	Mileage reimbursement for off-site training	800
Office Supplies	560620	Pro-rata share of department office supplies	21,000
Special Supplies	560622	Pro-rata share of department special supplies, this includes state updated code books.	15,000
Conferences and Training	530650	Specific conference and task training for support staff	25,000
Office Machine Service	550671	Maintenance of microfiche reader	2,000
TOTAL			\$ 885,432

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Building and Property Standards
PROGRAM: Property and Housing Inspection Services
PROGRAM ID: 601

Program Description:

The Property & Housing Inspection program has the costs directly associated with enforcement of the Village's Housing Code, general property inspections and work programs including the annual inspections of multi-family dwelling buildings, the Neighborhood Walk Program, business license inspections, inspection of business and commercial occupancies for building/fire safety and responding to complaints regarding the maintenance of buildings and properties within the Village. As inspections are conducted, updates are made to the property database. There are some unique instances where the department pays for the services related to mitigating emergency hazards and board-ups in order to expedite the abatement of nuisances or to make safe certain hazardous conditions or ensure temporary measures for building safety. Costs incurred under such conditions are typically billed to the property owner.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries for two Code Compliance Officers, seven Property Maintenance Inspectors, one full-time Administrative Secretary and one part-time Senior Administrative Clerk (0.5 FTE) for property data entry	\$ 401,204
Overtime	510503	Anticipated overtime for support staff	6,900
Life Insurance	520520	Village cost for employee's life insurance	393
Health Insurance	520521	Village cost for employees' health insurance	43,126
Pension Contributions	520522	Village cost for employees' pension contribution	63,736
Printing	550601	Pro-rata share of department printing	600
Dues & Subscriptions	550602	Membership fees and various reference materials	2,000
Postage	550603	Pro-rata share of department postage	1,000
Mileage Reimbursement	550605	Mileage reimbursement for off-site training	350
Office Supplies	560620	Pro-rata share of department office supplies	2,500
Special Supplies	560622	Pro-rata share of department special supplies	2,150
Clothing	560625	Inspector uniforms and cleaning	500
Conferences and Training	530650	Specific conference and task training	12,500
TOTAL			\$ 536,959

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Building and Property Standards
PROGRAM: Building & Construction Inspections Services
PROGRAM ID: 602

Program Description:

The Building and Construction Inspections Program is responsible for regulating all new construction, repairs, remodels, and renovations to ensure compliance with Village and other applicable building codes, acts, and ordinances. The program also interfaces with Zoning Services and Structural Engineering Services. Also included are the services related to tracking, coordinating and payment of third-party inspectional services including elevator and construction trade inspections.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries for one Building Structural Engineer, four Building Inspectors (Building Services, Electrical Services, Mechanical/HVAC Services, Plumbing Services), and two Administrative Secretaries	\$ 372,119
Overtime	510503	Anticipated overtime	7,500
Life Insurance	520520	Village cost for employee's life insurance	231
Health Insurance	520521	Village cost for employees' health insurance	49,418
Pension Contributions	520522	Village cost for employees' pension contribution	59,485
Printing	550601	Pro-rata share of department printing	600
Dues & Subscriptions	55602	Membership fees and various reference materials	2,000
Postage	550603	Pro-rata share of department postage	1,000
Mileage Reimbursement	550605	Mileage reimbursement for off-site training	350
Office Supplies	560620	Pro-rata share of department office supplies	2,500
Special Supplies	560622	Pro-rata share of department special supplies	2,150
Clothing	560625	Inspector uniforms and cleaning	400
Conferences and Training	530650	Specific conference and task training for support staff	12,500
Consultant Fees	530655	Contractual semi-annual elevator inspections, other inspections to accommodate fluctuating construction demand	200,000
TOTAL			\$ 710,253