

Willowbrook

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Willowbrook, IL 60527-5594

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

AGENDA

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, NOVEMBER 11, 2013, AT 6:00 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES – October 14, 2013 Regular Meeting of the Municipal Services Committee
4. DISCUSSION – Master Facilities Plan: Space Program Update / Conceptual Interior Renovation Plan
5. REPORT – Municipal Services Department:
 - a. Monthly Permit Activity Report
6. VISITOR'S BUSINESS
(Public comment is limited to three minutes per person)
7. COMMUNICATIONS
8. ADJOURNMENT



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MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL
SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
OCTOBER 14, 2013 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 6:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Suzanne Berglund, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the September 9, 2013 Regular Meeting of the Municipal Services Committee, Chairman Mistele noted one typographical correction to be made. Chairman Mistele then made a motion to approve the minutes as noted. Trustee Berglund seconded the motion. Motion carried.

4. DISCUSSION – Village Hall Fuel Tanks: Cathodic Protection Failure

Administrator Halik advised the Committee that there are two fuel pumps at the Village Hall which include a 2,000 gallon underground regular fuel tank, and a 2,000 gallon underground diesel fuel tank. Both tanks are fiberglass reinforced plastic clad steel tanks. Halik advised that the steel tanks are protected from corrosion by an impressed current type cathodic protection system. This system includes sacrificial anodes which are placed underground. The anodes are designed to corrode before the corrosive process attacks the steel tanks. Each year, in accordance with the Illinois Office of the State Fire Marshall requirements, the protection system must be tested for proper operation. Halik advised that the test results are also sent to IRMA in order to maintain our supplemental insurance policy. On September 18, 2013, our testing contractor, Protanic, Inc., performed their annual testing inspection of the underground fuel tanks and advised that both tanks failed. It is unknown at this time whether there is an underground break in the cabling, whether the sacrificial anodes are severely corroded and needing replacement, or whether another component, called a rectifier, is damaged. Per law, the OSFM was notified of the failed test results. They have given us sixty days to make the necessary repairs and certify through re-testing that the system is working properly, or the tanks must be taken out of service. Staff asked our regular tank contractor to provide a repair proposal. The proposal includes the excavation of the system to make the anticipated repairs and replacement of up to three anodes for a cost of \$8,900. If after excavation it is discovered that the needed repairs are more extensive, there may be extra charges. Halik advised that in order to ensure a competitive price was obtained from Protanic for this repair, staff also solicited a proposal from a second contractor, Accurate Tank, for the same scope of work. The second proposal, which is included within the Committee packet, came in lower at \$6,880. Staff would recommend that the proposal obtained from Accurate Tank, North Aurora, to excavate and repair the system be accepted. Once the repairs are made, and the system is re-tested to certify its proper operation, we must notify the OSFM in order to remove the current violation on record. Although this work was not anticipated and budgeted for this year, there are funds available in the General Fund for this expenditure. Chairman Mistele suggested that staff review with the contractor the specifications on the anodes and junction

boxes. Halik advised that this item is also included on tonight's Board agenda for consideration. The Committee concurred with the staff recommendation.

5. DISCUSSION – Water Tank Coating Analysis Reports

Administrator Halik advised the Committee that on June 10, 2013, the Village Board adopted Resolution No. 13-R-30 accepting a proposal from Stand Associates to perform an engineering analysis of the protective coatings on all three of the Village's above grade water tower structures. These three water tanks were last sandblasted and re-coated in 1999, 2001 and 2002 and are experiencing varying degrees of wear. Halik reminded the Committee that although we are aware that the tanks would need to be re-coated again in the near future, and we are building a reserve in the Water Capital Fund for the project, the engineering analysis was needed to determine exactly when the tanks should re-coated and what the estimated costs will be. Halik advised that prior to beginning the field portion of the analysis, a preconstruction meeting was held. In addition, the consultant was able to obtain files from Tnemec, the paint manufacturer, providing details on the exact coating products that were specified for each tanks when they were last re-coated. The final reports and associated cover letter, which are included in the Committee packet, were received on September 10, 2013. Halik advised that the reports have analyzed the condition of the current tank coatings and have also identified other miscellaneous items need repair. Halik advised that, unfortunately, coating deficiencies dating back to when the last re-coatings were completed were identified. Chairman Mistele asked who provided oversight of the project at that time. Halik advised that it was performed in-house by public works staff at the time. After thorough review, the consultant has recommended that the tanks be re-coated within the next five years. Halik shared estimated budget amounts based on a five year implementation schedule with conservative cost estimates. The total costs for complete re-coating, inside and out, of all three tanks is estimated at \$1,892,000. Halik advised that these costs are based on a scope of work which will provide future protection for up to 25 years. Halik shared that there is also a second lower-cost alternative which includes a more limited scope of work that would provide between 15-20 years of protection, but this reduced scope of work is not recommended by staff. Chairman Mistele stated that in his view, it would be worth the extra money to complete the project correctly and strive to get 25 years of future protection. Halik advised that he wished to share the findings of the reports with the Committee and that this information will be presented and discussed further during the FY 2014/15 Budget consideration process.

6. DISCUSSION – HVAC Maintenance Contract Proposals

Administrator Halik advised the Committee that the Village has for many years used the company, Season Comfort Corp., Westmont, for heating ventilation and air conditioning maintenance service in the Village Hall building. They have installed many of the HVAC units currently serving the Village Hall, and staff is satisfied with their response time on calls and quality of work. Halik advised that upon recently acquiring the 835 Midway Drive building, we learned that the owners of that building were under an HVAC maintenance contract with The Heat Engineering Company, Countryside. This contract will expire at the end of the year, for the 835 building. The former owners of the 835 Midway Drive building were extremely satisfied with the maintenance services provided by The Heat Engineering, and advised that the annual fee for their service contract was by-far the lowest offered by similar contractors. Halik advised that since we are in need of a HVAC service agreement to cover both the public works garage and the newly acquired 835 Midway Drive building after December 31, 2013, staff contacted The Heat Engineering Company to request a service agreement proposal. Halik shared the cost comparison between the two proposals, and The Heat Engineering Company is by far the lowest for a one year service agreement which includes quarterly inspections: Season Comfort - \$6,762, Heat Engineering - \$2,975. With regard to hour labor rates for work not covered under the service contract, Heat

Engineering is slightly higher: Season Comfort: \$125/hr. vs. Heat Engineering at \$129/hour, regular rates. Chairman Mistele agreed that The Heat Engineering Company provides a lower rate for a maintenance service agreement, but believes that we should hold off for now on entering into a new service agreement until we are familiar with the HVAC changes that may occur within the buildings as part of our renovation project. Halik advised that our current service agreement with Season Comfort does not expire until May 1, 2014, so we should have sufficient time to identify needed changes in the systems before we need to execute a new agreement.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for September showing that we have taken in about \$19,000 in permit revenue for the month. Halik advised that in the five months into fiscal year 2013/14, we have taken in about 84% of our anticipated FY2013/14 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report. The report indicates that we pumped about 41.4 million gallons in the month of August and 35.7 million gallons in the month of September. At this point, we have pumped about 12% less water this year as compared to the same timeframe last year. However, so far, total pumpage is on track to meet our annual pumpage projection of 395,000,000 gallons.
- c. Administrator Halik shared the August and September 2013 Mosquito Status Reports from Clarke Environmental. Due to low overnight temperatures that our area experienced in late August and September, mosquito activity has been diminished.

8. VISITOR'S BUSINESS

(none)

9. COMMUNICATIONS

(none)

10. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Berglund. The meeting was adjourned at 6:25 PM.

(Minutes transcribed by: Tim Halik, 11/1/13)

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

**DISCUSSION – MASTER FACILITIES PLAN: SPACE PROGRAM UPDATE /
CONCEPTUAL INTERIOR RENOVATION PLAN**

COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date:

November 11, 2013

- Discussion Only
- Seeking Feedback
- Regular Report
- Approval of Staff Recommendation (for consideration by Village Board at a later date)
- Approval of Staff Recommendation (for immediate consideration by Village Board)
- Report/documents requested by Committee

BACKGROUND

The Village Board approved a contract with Williams Architects on September 9, 2013, to complete an update to our space needs program for the Village Hall and Police Department, and to develop conceptual renovation plans for the current municipal building, which will become entirely a police station, and new administrative offices to be located within the 835 Midway Drive building. Since that time, and after several meetings with staff, Mark Bushhouse from Williams Architects submitted two (2) updated space programming reports – one for the Village Hall and one for the police department. These updated reports are attached.

On November 7, 2013, Mark Bushhouse submitted the first conceptual interior renovation plan to convert the current Village Hall entirely into a police station. This plan is also attached, and is currently under review by both administration and police staff. Although Mr. Bushhouse is also working on a conceptual renovation plan for the new Village Hall offices to be located at the 835 Midway building, as of the time the Committee packet was distributed, it was not yet ready. If this concept plan is submitted prior to the Committee meeting, copies will be distributed at the meeting.

REQUEST FOR FEEDBACK (if any)

Please review both the space programs and the conceptual plan for the police department. Staff will answer any questions you may have as we begin to discuss additional recommendations or alternate design suggestions. When the concept plans are finalized, Williams Architects will provide cost estimates based on the scope of work.

STAFF RECOMMENDATION

None at this time.



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**Architects
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POLICE SPACE PROGRAM

Summary

POLICE FACILITY		Project #		2013-000	
Village of Willowbrook		Revised :		30-Oct-13	
12-Jun-03					
Zone	Description	Program Range Square Feet		Target SF	Existing SF
100	Public Spaces	4,490	- 8,000	1,870	2,127
	Common Area	1,110	- 1,500	530	612
		5,600	- 9,500	2,400	2,739
200	Building Support	4,615	- 8,790	855	419
	Common Area	885	- 1,210	245	120
		5,500	- 10,000	1,100	539
300	Police Admin / Records	2,040	- 2,740	2,095	856
	Common Area	260	- 260	605	247
		2,300	- 3,000	2,700	1,103
400	Police Investigations	1,130	- 1,610	960	424
	Common Area	370	- 490	240	122
		1,500	- 2,100	1,200	546
500	Police Patrol	2,955	- 4,030	2,525	1,303
	Common Area	1,045	- 1,170	775	375
		4,000	- 5,200	3,300	1,678
600	Police Evidence / Detention	3,520	- 5,540	1,843	1,073
	Common Area	1,280	- 1,560	557	309
		4,800	- 7,100	2,400	1,382
700	0	0	- 0	0	0
		0	- 0	0	0
		0	- 0	0	0
800	0	0	- 0	0	0
		0	- 0	0	0
		0	- 0	0	0
900	0	0	- 0	0	0
		0	- 0	0	0
		0	- 0	0	0
1000	0	0	- 0	0	0
		0	- 0	0	0
		0	- 0	0	0
Net Programmed Square Foot Area		18,750	- 30,710	10,148	6,202
% of Gross Area that is Common Space		20.89%	- 16.78%	22.53%	22.35%
Common Area [1]		4,950	- 6,190	2,952	1,785
Gross Square Feet (Building only)		23,700	- 36,900	13,100	7,987

POLICE SPACE PROGRAM

Public Spaces

POLICE FACILITY
 Village of Willowbrook
 12-Jun-03

Project # 2013-000
 Revised : 30-Oct-13

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
100	Main Lobby	600 - 1,600	500	717
101	Public Toilets	300 - 400	300	120
102	Small Meeting Room 1 (3-4)	100 - 140	90	0
103	Small Meeting Room 2 (3-4)	100 - 140	90	130
104	Entry Vestibule	80 - 200	60	44
105	Board Room Diaz & Staff Seating	400 - 600		450
106	Board Room Public Seating (35-50)	600 - 900		666
107	Board Room Audio / Visual Control	120 - 160	0	0
108	Board Room Furniture & Equipment Storage	120 - 160		0
109	Board Room Coffee & Coats	100 - 140	0	0
110	Trustee Work & Mail Room	140 - 180	0	0
111	Village President's Office	160 - 400	0	0
112	Executive Session & Large Conf. Rm (10-12)	300 - 450		0
113	Community Room (30-40 at Tables)	400 - 800	0	0
114	Community Room Storage	80 - 100	0	0
115	Kitchen	0 - 240	0	0
116	Vending	60 - 130	0	0
117	Training Room / E.O.C. (25-35 at Tables)	750 - 1,000	750	0
118	Training Room Storage	80 - 100	80	0
119	Emergency Operations Office & Equipm't Stor.	0 - 160	0	0
120	Grade Level Reception	0 - 0		0
121		-		
122		-		
123		-		
124		-		
125		-		
126		-		
127		-		
128		-		
129		-		
130		-		
131		-		
132		-		
133		-		
134		-		
135		-		
136		-		
Net Programmed Square Foot Area		4,490 - 8,000	1,870	2,127
% of Gross Area that is Common Space		20.00% - 16.00%	22.50%	22.34%
Common Area [1]		1,110 - 1,500	530	612
Gross Square Feet (Building only)		5,600 - 9,500	2,400	2,739

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Willowbrook 2013 Police Space Program 1
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POLICE SPACE PROGRAM

Building Support

POLICE FACILITY Project # **2013-000**
 Village of Willowbrook
 12-Jun-03 Revised : **30-Oct-13**

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
200	Employee Toilets (4 Single User)	270 - 300	200	116
201	Elevator (three levels)	180 - 240	0	0
202	Elevator Equipment Room	60 - 90	0	0
203	Stairs (3 locations with 3 levels)	1,500 - 1,800	0	0
204	Shipping & Receiving	120 - 240	0	0
205	Janitor's Closets (3 - 1 per level)	75 - 150	75	44
206	Building Supplies	150 - 300	60	0
207	Lunch Room with Kitchen & Vending (6-8)	250 - 400	0	151
208	Archive Storage 1	200 - 400	125	0
209	Archive Storage 2	200 - 400	125	0
210	Archive Storage 3	200 - 400	0	0
211	Archive Storage 4	200 - 400	0	0
212	Archive Storage 5	200 - 400	0	0
213	General Storage	200 - 600	0	0
214	Entry Vestibules (3 locations)	150 - 250	150	108
215	Outdoor Equipment	60 - 180	0	0
216	Main Electrical Room	150 - 180	0	0
217	Electrical Branch Panel Closets (3)	0 - 75	0	0
218	Main Low Voltage / Phone Room	150 - 180	120	0
219	Low Voltage / Phone Wiring Closets (3)	0 - 75	0	0
220	Sprinkler Room	100 - 130	0	0
221	Mechanical Room	200 - 1,600	0	0
222		-		
223		-		
224		-		
225		-		
226		-		
227		-		
228		-		
229		-		
230		-		
231		-		
232		-		
233		-		
234		-		
235		-		
236		-		
Net Programmed Square Foot Area		4,615 - 8,790	855	419
% of Gross Area that is Common Space		16.00% - 12.00%	22.50%	22.26%
Common Area [1]		885 - 1,210	245	120
Gross Square Feet (Building only)		5,500 - 10,000	1,100	539

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POLICE SPACE PROGRAM

Police Admin / Records

POLICE FACILITY Project # **2013-000**
 Village of Willowbrook Revised : **30-Oct-13**
 12-Jun-03

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
300	Police Lobby	200 - 400	500	0
301	Police Reception (space for 2 people)	160 - 200	150	64
302	Chief's Secretary (workstation)	120 - 140	110	56
303	Chief of Police	180 - 200	200	194
304	Deputy Chief Office	320 - 360	165	165
305	Police Admin Conference Room (8)	240 - 340	220	0
306	Main Police Copy / Mail / Work Room	180 - 220	160	81
307	Police Admin File Storage	80 - 120	80	88
308	Records Clerks (2 workstations)	200 - 240	180	208
309	Active Police Records Files	180 - 240	200	0
310	Police Materials Storage	120 - 160	100	0
311	Coffee & Coats	20 - 40	0	0
312	Radio Equipment Area	40 - 80	30	0
313		-		
314		-		
315		-		
316		-		
317		-		
318		-		
319		-		
320		-		
321		-		
322		-		
323		-		
324		-		
325		-		
326		-		
327		-		
328		-		
329		-		
330		-		
331		-		
332		-		
333		-		
334		-		
335		-		
336		-		
Net Programmed Square Foot Area		2,040 - 2,740	2,095	856
% of Gross Area that is Common Space		12.00% - 8.00%	22.50%	22.39%
Common Area [1]		260 - 260	605	247
Gross Square Feet (Building only)		2,300 - 3,000	2,700	1,103

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POLICE SPACE PROGRAM

Police Investigations

POLICE FACILITY
 Village of Willowbrook
 12-Jun-03

Project # 2013-000
Revised : 30-Oct-13

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
400	Investigations Secretary	100 - 120	0	56
401	Invest. Supervisor	160 - 180	0	0
402	Crime Prevention Officer	100 - 120	100	60
403	Detectives (3 at workstations)	300 - 360	270	120
404	Invest. Suspect Interview Room	160 - 200	80	103
405	Victim / Family Interview Room	140 - 180	160	85
406	Video Taping Equipment Closet	10 - 30	10	0
407	Invest. Conference / Task Force Room (6-8)	0 - 200	200	0
408	Invest. Files Storage Area	80 - 120	80	0
409	Invest. Equipment Storage	80 - 100	60	0
410	Copy Room - Share with Admin.	0 - 0	0	0
411		-		
412		-		
413		-		
414		-		
415		-		
416		-		
417		-		
418		-		
419		-		
420		-		
421		-		
422		-		
423		-		
424		-		
425		-		
426		-		
427		-		
428		-		
429		-		
430		-		
431		-		
432		-		
433		-		
434		-		
435		-		
436		-		
Net Programmed Square Foot Area		1,130 - 1,610	960	424
% of Gross Area that is Common Space		26.00% - 22.00%	22.50%	22.34%
Common Area [1]		370 - 490	240	122
Gross Square Feet (Building only)		1,500 - 2,100	1,200	546

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POLICE SPACE PROGRAM

Police Patrol

POLICE FACILITY
 Village of Willowbrook
 12-Jun-03

Project # 2013-000
 Revised : 30-Oct-13

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
500	Shift Supervisors (3 in open office)	600 - 740	300	192
501	Roll Call (10 officers & patrol mail boxes)	180 - 220	240	100
502	Report Writing (3 stations & officer files)	160 - 190	160	47
503	Patrol Conference / Juvenile Watch Rm.	120 - 140	0	0
504	Patrol Equipment	120 - 180	110	40
505	Patrol Mud & Blood Born Pathogens Room	120 - 160	0	0
506	Exercise Room - See Recreation	0 - 0	0	0
507	Male Locker Rm. (30 at 24" x 30" x 7")	480 - 680	500	240
508	Male Toilet Rm. (2 Tlt's, 2 Urinals, 2 Lavs)	180 - 220	170	173
509	Male Shower (2 Showers & Grooming Counter)	110 - 140	110	18
510	Female Locker Rm. (4 at 24" x 30" & 5 @ 12"w)	140 - 250	120	104
511	Female Toilet Rm. (2 Tlt's, 2 Lav's)	130 - 160	120	173
512	Female Shower (1 Shower & Groom'g Counter)	55 - 80	55	18
513	Armory	60 - 100	80	18
514	Weapons Cleaning	100 - 140	120	0
515	Gun Range - Off Site	0 - 0	0	0
516	K-9 Unit	0 - 110	0	0
517	Lunch & Vending Room (5 - 7 at Tables)	140 - 180	280	180
518	Bicycle Unit Garage Storage Area	260 - 340	160	0
519		-		
520		-		
521		-		
522		-		
523		-		
524		-		
525		-		
526		-		
527		-		
528		-		
529		-		
530		-		
531		-		
532		-		
533		-		
534		-		
535		-		
536		-		
Net Programmed Square Foot Area		2,955 - 4,030	2,525	1,303
% of Gross Area that is Common Space		26.00% - 22.00%	22.50%	22.35%
Common Area [1]		1,045 - 1,170	775	375
Gross Square Feet (Building only)		4,000 - 5,200	3,300	1,678

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POLICE SPACE PROGRAM

Police Evidence / Detention

POLICE FACILITY **Project # 2013-000**
Village of Willowbrook
 12-Jun-03 Revised : 30-Oct-13

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
600	Bag & Tag / Eye Wash / Evidence Lockers	60 - 100	60	50
601	Evidence Lockers	60 - 100	60	0
602	Evidence Garage (1 or 2 bays)	280 - 780	0	0
603	Evidence Processing	100 - 140	100	20
604	Fuming Hood	-	-	-
605	Refrigerator / Freezer	-	-	-
606	Evidence Technician Workstation	120 - 140	0	0
607	Main Evidence Storage (1,000 LF Shelving)	800 - 1,000	500	380
608	Secure Vault for Guns	20 - 40	20	10
609	Secure Vault for Drugs	20 - 40	20	0
610	Secure Vault for Money	20 - 40	20	0
611	Garage for Stolen Bike Storage	350 - 450	0	0
612		-	-	-
613		-	-	-
614		-	-	-
615	Sallyport (1 Bays)	600 - 1,200	450	0
616	Booking	300 - 500	312	312
617	Officer Area	-	-	-
618	Booking Bench	-	-	-
619	Photography Station	-	-	-
620	Fingerprint Station	-	-	-
621	Prisoner Affects Lockers	-	-	-
622	Breathalyzer Station	-	-	-
623	Bond Out Vestibule	50 - 80	40	40
624	Single Person Holding Cage	30 - 50	0	0
625	8 Person Holding Cage	100 - 150	0	0
626	Existing Toilet Room with Small Shower	80 - 110	28	28
627	Adult Male Secure Corridor	90 - 100	0	0
628	Adult Male Cell	210 - 240	69	69
629	Adult Female Secure Corridor	45 - 60	28	28
630	Adult Female Cell (1)	70 - 80	66	66
631	Juvenile Secure Corridor	45 - 60	0	0
632	Juvenile Detention Room (1)	70 - 80	70	70
633		-	-	-
634		-	-	-
635		-	-	-
636		-	-	-
Net Programmed Square Foot Area		3,520 - 5,540	1,843	1,073
% of Gross Area that is Common Space		26.00% - 22.00%	22.50%	22.36%
Common Area [1]		1,280 - 1,560	557	309
Gross Square Feet (Building only)		4,800 - 7,100	2,400	1,382

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POLICE SPACE PROGRAM**Footnotes**

POLICE FACILITY	Project #	2013-000
Village of Willowbrook		
12-Jun-03	Revised :	30-Oct-13

12-Jun-03

[1] Hallways, walls, mechanical space and any non-programmed areas.

[2]



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VILLAGE HALL SPACE PROGRAM

Summary

VILLAGE HALL **Project #** 2013-000
 Village of Willowbrook
 12-Jun-03 **Revised :** 30-Oct-13

Zone	Description	Program Range Square Feet	Target SF	Existing SF
100	Public Spaces	4,490 - 8,000	3,673	2,127
	Common Area	1,110 - 1,500	1,027	612
		5,600 - 9,500	4,700	2,739
200	Building Support	4,615 - 8,790	2,770	419
	Common Area	885 - 1,210	830	120
		5,500 - 10,000	3,600	539
300	Admin / HR / IT	2,040 - 2,700	1,360	806
		260 - 200	440	232
		2,300 - 2,900	1,800	1,038
400	Finance / Purchasing	680 - 820	440	263
	Common Area	220 - 280	160	76
		900 - 1,100	600	339
500	Community Development	1,785 - 2,190	1,050	436
	Common Area	615 - 610	350	126
		2,400 - 2,800	1,400	562
600	0	0 - 0	0	0
	Common Area	0 - 0	0	0
		0 - 0	0	0
700	0	0 - 0	0	0
	Common Area	0 - 0	0	0
		0 - 0	0	0
800	0	0 - 0	0	0
	Common Area	0 - 0	0	0
		0 - 0	0	0
900	0	0 - 0	0	0
	Common Area	0 - 0	0	0
		0 - 0	0	0
1000	0	0 - 0	0	0
	Common Area	0 - 0	0	0
		0 - 0	0	0
Net Programmed Square Foot Area		13,610 - 22,500	9,293	4,051
% of Gross Area that is Common Space		18.50% - 14.45%	23.20%	22.35%
Common Area [1]		3,090 - 3,800	2,807	1,166
Gross Square Feet (Building only)		16,700 - 26,300	12,100	5,217

VILLAGE HALL SPACE PROGRAM

Public Spaces

VILLAGE HALL

Village of Willowbrook
12-Jun-03

Project # 2013-000

Revised : 30-Oct-13

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
100	Main Lobby	600 - 1,600	717	717
101	Public Toilets	300 - 400	300	120
102	Small Meeting Room 1 (3-4)	100 - 140	90	0
103	Small Meeting Room 2 (3-4)	100 - 140	90	130
104	Entry Vestibule	80 - 200	60	44
105	Board Room Diaz & Staff Seating	400 - 600	450	450
106	Board Room Public Seating (35-50)	600 - 900	666	666
107	Board Room Audio / Visual Control	120 - 160	0	0
108	Board Room Furniture & Equipment Storage	120 - 160	60	0
109	Board Room Coffee & Coats	100 - 140	0	0
110	Trustee Work & Mail Room	140 - 180	0	0
111	Village President's Office	160 - 400	0	0
112	Executive Session & Large Conf. Rm (10-12)	300 - 450	260	0
113	Community Room (30-40 at Tables)	400 - 800	0	0
114	Community Room Storage	80 - 100	0	0
115	Kitchen	0 - 240	0	0
116	Vending	60 - 130	0	0
117	Training Room / E.O.C. (25-35 at Tables)	750 - 1,000	750	0
118	Training Room Storage	80 - 100	80	0
119	Emergency Operations Office & Equipm't Stor.	0 - 160	0	0
120	Grade Level Reception	0 - 0	150	0
121		-		
122		-		
123		-		
124		-		
125		-		
126		-		
127		-		
128		-		
129		-		
130		-		
131		-		
132		-		
133		-		
134		-		
135		-		
136		-		
Net Programmed Square Foot Area		4,490 - 8,000	3,673	2,127
% of Gross Area that is Common Space		20.00% - 16.00%	22.50%	22.34%
Common Area [1]		1,110 - 1,500	1,027	612
Gross Square Feet (Building only)		5,600 - 9,500	4,700	2,739

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VILLAGE HALL SPACE PROGRAM

Building Support

VILLAGE HALL

Project # 2013-000

Village of Willowbrook
12-Jun-03

Revised : 30-Oct-13

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
200	Employee Toilets (4 Single User)	270 - 300	200	116
201	Elevator (three levels)	180 - 240	180	0
202	Elevator Equipment Room	60 - 90	65	0
203	Stairs (3 locations with 2 levels)	1,500 - 1,800	800	0
204	Shipping & Receiving	120 - 240	0	0
205	Janitor's Closets (3 - 1 per level)	75 - 150	75	44
206	Building Supplies	150 - 300	60	0
207	Lunch Room with Kitchen & Vending (6-8)	250 - 400	200	151
208	Archive Storage 1	200 - 400	125	0
209	Archive Storage 2	200 - 400	125	0
210	Archive Storage 3	200 - 400	125	0
211	Archive Storage 4	200 - 400	125	0
212	Archive Storage 5	200 - 400	0	0
213	General Storage	200 - 600	0	0
214	Entry Vestibules (3 locations)	150 - 250	150	108
215	Outdoor Equipment	60 - 180	0	0
216	Main Electrical Room	150 - 180	140	0
217	Electrical Branch Panel Closets (3)	0 - 75	0	0
218	Main Low Voltage / Phone Room	150 - 180	120	0
219	Low Voltage / Phone Wiring Closets (3)	0 - 75	0	0
220	Sprinkler Room	100 - 130	100	0
221	Mechanical Room	200 - 1,600	180	0
222				
223				
224				
225				
226				
227				
228				
229				
230				
231				
232				
233				
234				
235				
236				
Net Programmed Square Foot Area		4,615 - 8,790	2,770	419
% of Gross Area that is Common Space		16.00% - 12.00%	22.50%	22.26%
Common Area [1]		885 - 1,210	830	120
Gross Square Feet (Building only)		5,500 - 10,000	3,600	539

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VILLAGE HALL SPACE PROGRAM

Admin / HR / IT

VILLAGE HALL Project # **2013-000**
 Village of Willowbrook
 12-Jun-03 Revised : **30-Oct-13**

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
300	Waiting (at main level reception)	0 - 0	120	0
301	Reception (room for 2)	180 - 220	180	140
302	Conference Room (6-10)	120 - 200	120	166
303	Executive Secretary / Deputy Clerk	100 - 120	100	116
304	Village Administrator	200 - 240	180	150
305	Management Analyst	80 - 100	80	81
306	Village Clerk Office (Future)	120 - 160	0	0
307	Main Copying Room & Office Supplies	160 - 200	150	123
308	Data Entry Clerk	100 - 120	0	0
309	Administrative File Storage	120 - 180	100	0
310	Human Resources Coordinator (Future)	140 - 180	0	0
311	H.R. File Storage	80 - 120	70	0
312	Information Technology Director (Future)	140 - 180	0	0
313	IT Consultant (workstation)	100 - 140	120	0
314	Computer Server Room	160 - 200	140	30
315	Computer Repairs, Storage & Setup	120 - 180	0	0
316	Computer Training (2-4)	120 - 160	0	0
317		-		
318		-		
319		-		
320		-		
321		-		
322		-		
323		-		
324		-		
325		-		
326		-		
327		-		
328		-		
329		-		
330		-		
331		-		
332		-		
333		-		
334		-		
335		-		
336		-		
Net Programmed Square Foot Area		2,040 - 2,700	1,360	806
% of Gross Area that is Common Space		12.00% - 8.00%	22.50%	22.35%
Common Area [1]		260 - 200	440	232
Gross Square Feet (Building only)		2,300 - 2,900	1,800	1,038

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VILLAGE HALL SPACE PROGRAM

Finance / Purchasing

VILLAGE HALL

Project # 2013-000

Village of Willowbrook

Revised : 30-Oct-13

12-Jun-03

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
400	Director Finance	180 - 200	180	140
401	Finance Analyst	100 - 120	100	123
402	Part-Time Staff Workstation (future)	80 - 100	80	0
403	Purchasing Agent (Future)	100 - 120	0	0
404	Conference / Audit Room	140 - 160	0	0
405	Work / Copy Rm (share with admin copy)	0 - 0	0	0
406	Finance File Storage	80 - 120	80	0
407		-		
408		-		
409		-		
410		-		
411		-		
412		-		
413		-		
414		-		
415		-		
416		-		
417		-		
418		-		
419		-		
420		-		
421		-		
422		-		
423		-		
424		-		
425		-		
426		-		
427		-		
428		-		
429		-		
430		-		
431		-		
432		-		
433		-		
434		-		
435		-		
436		-		
Net Programmed Square Foot Area		680 - 820	440	263
% of Gross Area that is Common Space		26.00% - 22.00%	22.50%	22.42%
Common Area [1]		220 - 280	160	76
Gross Square Feet (Building only)		900 - 1,100	600	339

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VILLAGE HALL SPACE PROGRAM

Community Development

VILLAGE HALL

Village of Willowbrook
12-Jun-03

Project # 2013-000

Revised : 30-Oct-13

Room	Description	Program Range Square Feet	Program Target Square Feet	Existing Square Feet
500	Community Development Director (future)	180 - 200	170	154
501	Building Official	180 - 200	170	194
502	Secretary / Receptionist	100 - 120	100	88
503	Permit Files	100 - 120	90	0
504	Electrical Inspector (Off Site Consultant)	100 - 120	0	0
505	Code Officer (Off Site Consultant)	100 - 120	0	0
506	Plumbing Inspector (Off Site Consultant)	100 - 120	0	0
507	Elevator Inspector (Off Site Consultant)	100 - 120	0	0
508	Planner (On Site Consultant)	160 - 180	170	0
509	Plan Room	600 - 750	350	0
510	Flat Files / Work Counter	-	-	-
511	Hanging Drawing Racks	-	-	-
512	Drafting Station	-	-	-
513	Plotter / Copier / Fax / Printer	-	-	-
514	Inspector's Locker Room (4 - 6, 2' x 2' lockers)	65 - 140	0	0
515	Village Engineer (Outside Consultant)	0 - 0	0	0
516	Conference Room - Shared at Lobby & Admin	0 - 0	0	0
517		-	-	-
518		-	-	-
519		-	-	-
520		-	-	-
521		-	-	-
522		-	-	-
523		-	-	-
524		-	-	-
525		-	-	-
526		-	-	-
527		-	-	-
528		-	-	-
529		-	-	-
530		-	-	-
531		-	-	-
532		-	-	-
533		-	-	-
534		-	-	-
535		-	-	-
536		-	-	-
Net Programmed Square Foot Area		1,785 - 2,190	1,050	436
% of Gross Area that is Common Space		26.00% - 22.00%	22.50%	22.42%
Common Area [1]		615 - 610	350	126
Gross Square Feet (Building only)		2,400 - 2,800	1,400	562

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VILLAGE HALL SPACE PROGRAM**Footnotes**

VILLAGE HALL

Village of Willowbrook

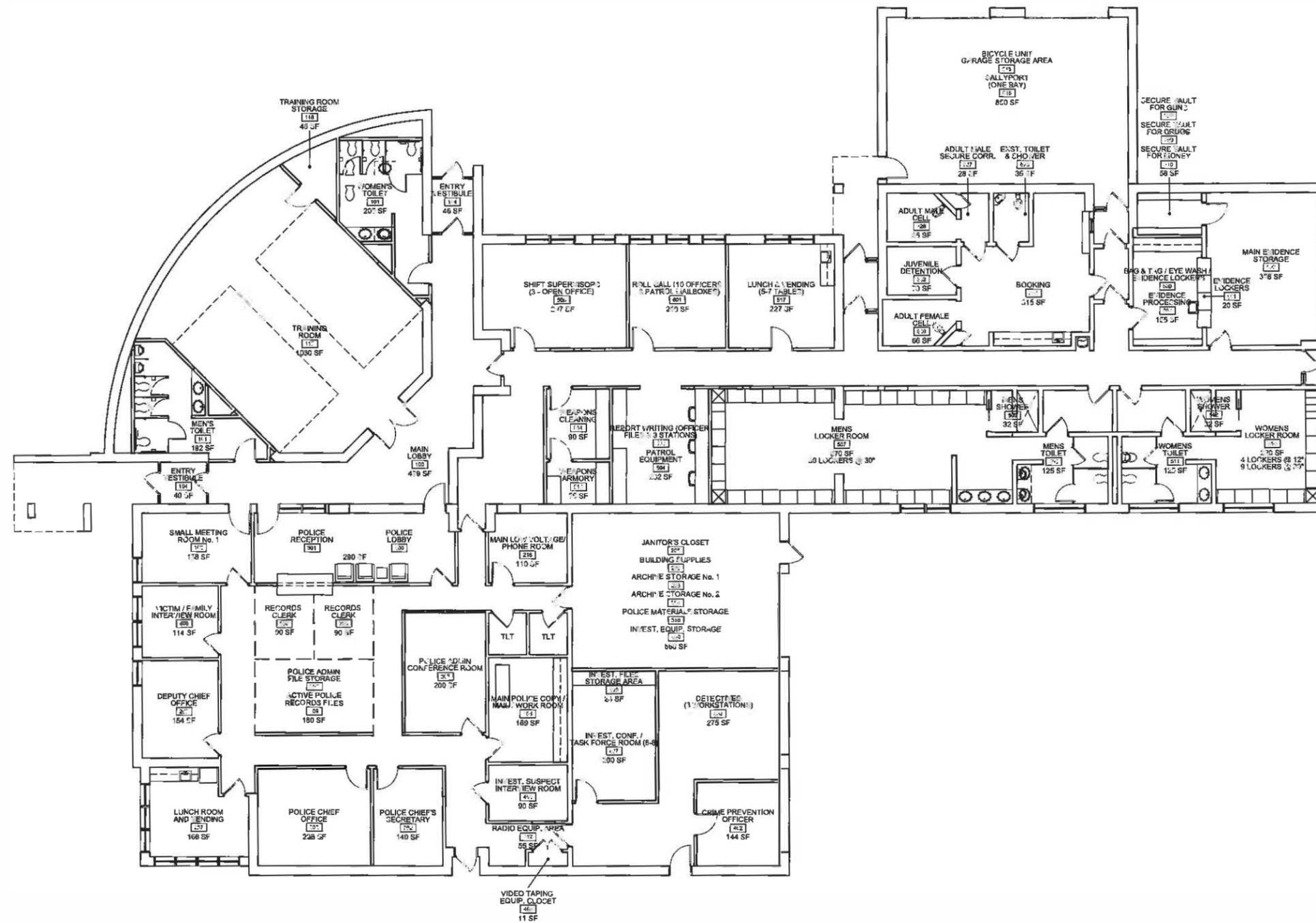
12-Jun-03

Project #**2013-000****Revised :****30-Oct-13**

12-Jun-03

[1] Hallways, walls, mechanical space and any non-programmed areas.

[2]



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 WILLOWBROOK

VILLAGE OF WILLOWBROOK
 MUNICIPAL CENTER



JOB NO. 2013-040
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EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrook.il.org

MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT

Permits issued for the month of October, 2013

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Asphalt	2
Bathroom remodel	1
Brick paver shoulder	1
Concrete repair	2
Demo	1
Driveway repair	1
Driveway replacement	1
Fence	2
Fire alarm	1
French drain	1
Generator	1
HVAC replacement	1
Kitchen remodel	2
Masterbath remodel	1
Patio window replacement	1
Plan review	2
R & R drywall	2
Reoccupancy	1
Restriping	2
Roof	2
SFR Remodel	1
Sidewalk replacement	1
Sign	1
Tenant Remodel	1
Voice/Data cabling	1
Water Heater	1
Window Replacement	1

TOTAL	35
Final Certificates of Occupancy	1
Temporary Certificates of Occupancy	0
Permit Revenue for October 2013	\$ 12,371.02
Total Revenue Collected for Fiscal Year To Date	\$ 137,978.22
Total Budgeted for Fiscal Year 2013/14	\$ 150,000.00
Total Percentage of Budgeted Revenue Collected to Date	91.99

Respectfully submitted,

Timothy Halik
Village Administrator



Proud Member of the
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2013/14

MONTH	CURRENT FISCAL YEAR	PRIOR FISCAL YEAR
MAY	\$ 21,169.24	\$ 33,083.60
JUNE	\$ 19,335.70	\$ 30,569.43
JULY	\$ 48,123.47	\$ 11,471.85
AUGUST	\$ 17,977.86	\$ 14,433.22
SEPTEMBER	\$ 18,865.93	\$ 28,145.41
OCTOBER	\$ 12,371.02	\$ 6,068.00
NOVEMBER		\$ 8,590.80
DECEMBER		\$ 14,215.08
JANUARY		\$ 27,201.63
FEBRUARY		\$ 7,918.18
MARCH		\$ 19,167.39
APRIL		\$ 32,909.32
COLLECTED REVENUE	\$ 137,978.22	\$ 223,573.91
BUDGETED REVENUE	\$ 150,000.00	\$ 110,000.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$ 137,978.22	\$ (123,573.91)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	91.99	212.34

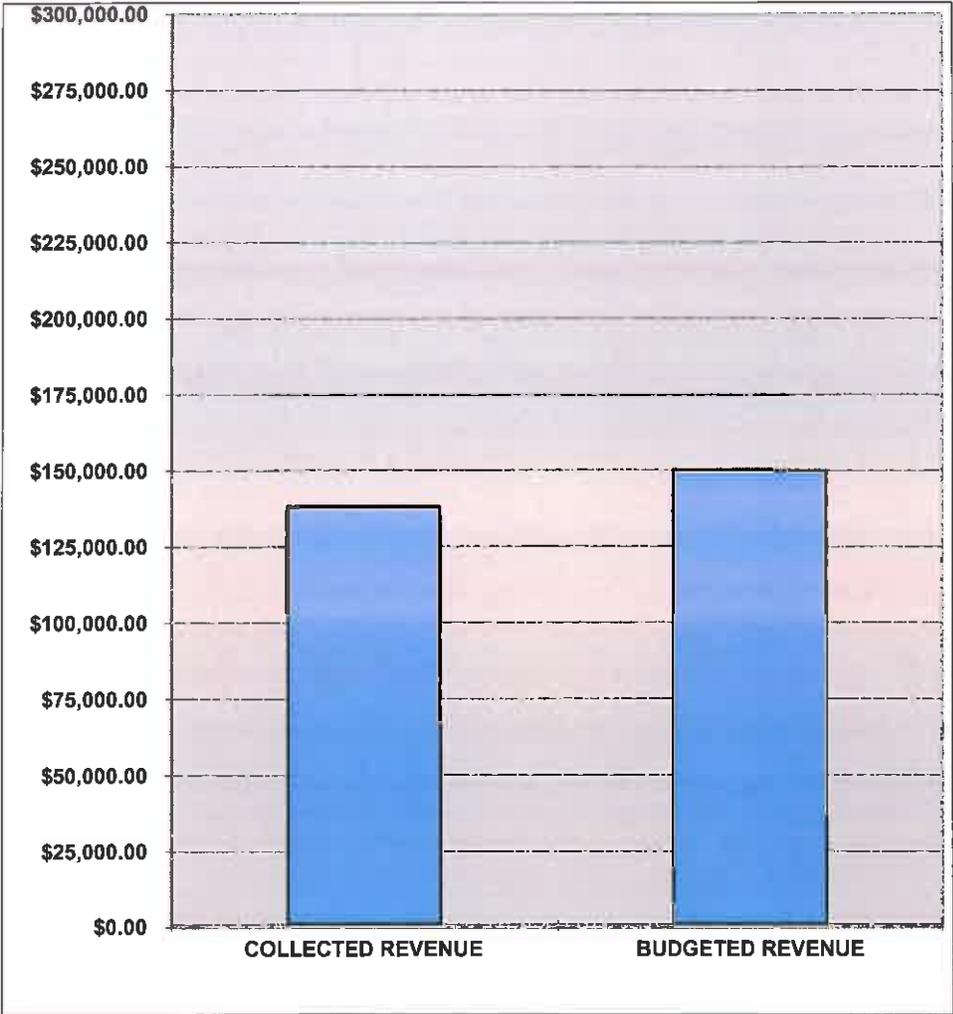
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 13/14	Fiscal Year 12/13
COLLECTED REVENUE	\$ 137,978.22	\$ 233,573.91
BUDGETED REVENUE	\$ 150,000.00	\$ 110,000.00

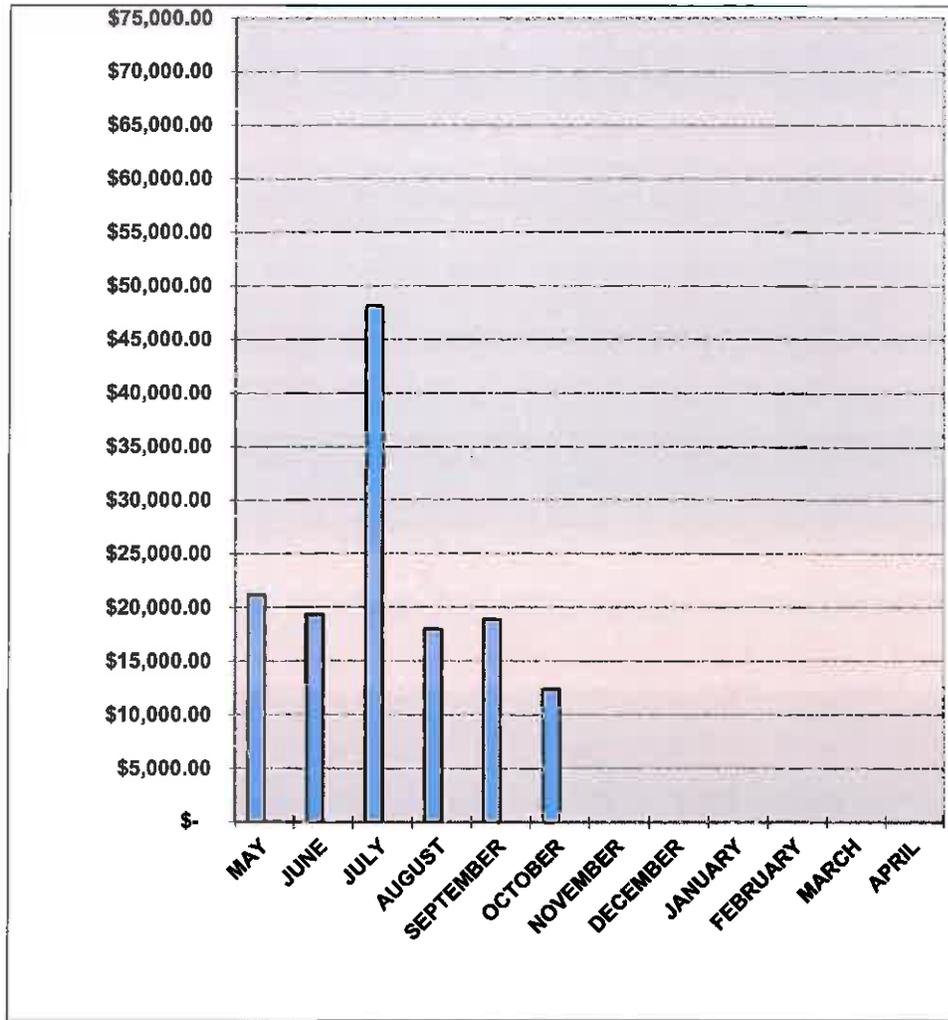
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



2012-13

Permit	Date Issued:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Date Released:	Date Permit Expires:
13-316	10/08/13	The Knolls Condo	6163 Knottway Drive	Asphalt		\$ 75.00	R	10/08/13	10/08/14
13-332	10/14/13	Citgo Gas	6900 Kingery	Asphalt		\$ 300.00	R	10/14/13	10/14/14
13-333	10/17/13	Iris Schrey	15 Portwine Road	Bathroom Remodel		\$ 350.00	R	10/17/13	10/17/14
13-306	10/01/13	Angelo Malamis	505 Ridgemoor Drive	Brick Paver Shoulder		\$ 75.00	R	10/01/13	10/01/14
13-317	10/08/13	Liz Giammarese	7810 & 7850 Quincy	Concrete Repair	Value Industrial	\$ 300.00	C	10/08/13	10/08/14
13-321	10/09/13	Ahmed Hedayat	440 Creekside Ct	Concrete Repair		\$ 125.00	R	10/14/13	10/14/14
13-338	10/31/13	Willowbrook Office	625 Plainfield	Demo	Willowbrook Office	\$ 300.00	C	10/30/13	10/30/14
13-323	10/14/13	F. Salci	343 79th Street	driveway repair		\$ 125.00	R	10/14/13	10/14/14
13-335	10/21/13	Donald Russell	7707 Blackberry	Driveway replacement		\$ 75.00	R	10/25/13	10/25/14
13-325	10/14/13	Alex Mironko	7711 Clarendon Hills Rd	Fence		\$ 50.00	R	10/08/13	10/08/14
13-326	10/14/13	Matt Makowski	535 68th Street	Fence		\$ 50.00	R	10/14/13	10/14/14
13-337	10/31/13	Willowbrook Office	625 Plainfield	Fire Alarm	Willowbrook Office	\$ 100.00	C	10/31/13	10/31/14
13-345	10/25/13	Bob Novak	7775 Quincy Street	French drain	Sterigenics	\$ 100.00	C	10/28/13	10/28/14
13-324	10/14/13	Daniel Coddington	6817 S. Quincy	Generator		\$ 75.00	R	10/14/13	10/14/14
13-339	10/21/13	Chase Bank	730 Plainfield Rd	HVAC replacement	Chase Bank	\$ 100.00	C	10/23/13	10/23/14
13-310	10/01/13	Bob Jankowski	223 Chaucer Court	Kitchen Remodel		\$ 400.00	R	10/01/13	10/01/14
13-318	10/07/13	Grace Alfano	6521 Wingate	Kitchen Remodel		\$ 450.00	R	10/07/13	10/07/14
13-320	10/14/13	Wendy Klang	77 Lake Hinsdale	Masterbath remodel		\$ 450.00	R	10/14/13	10/14/14
13-263	10/28/13	Brian Pavuk	14 Kent Court	Patio Window Replace		\$ 300.00	R	10/28/13	10/28/14
	10/14/13	ROC	7501 Quincy	Plan Review		\$ 2,000.00	C	10/31/13	10/31/14
	10/31/13	Christyn Homes	6460 Clarendon Hills Rd	Plan Review		\$ 750.00	R	10/31/13	10/31/14
13-331	10/16/13	Colt Inc	6340 Americana	R & R Drywall		\$ 75.00	R	10/16/13	10/16/14
13-330	10/16/13	Colt Inc	6340 Americana	R & R Drywall		\$ 75.00	R	10/16/13	10/16/14
13-334	10/18/13	Don Wiskes	638 Executive Drive	Reoccupancy	Rain Dogs Trucking	\$ 200.00	C	10/16/13	10/16/14
13-340	10/25/13	Value Industrial Part.	7850 Quincy Street	Restriping	Value Industrial	\$ 300.00	C	10/28/13	10/28/14
13-315	10/30/13	TGM Willowbrook	6060 Laurel Lane	Restriping	TGM Willowbrook	\$ 300.00	C	10/30/13	10/30/14
13-329	10/14/13	Joe Farnik	6401 Clarendon Hills Rd	Roof		\$ 200.00	R	10/14/13	10/14/14
13-336	10/21/13	Miriam Sharma	150 Ridgers	Roof		\$ 35.00	R	10/16/13	10/16/14
13-341	10/23/13	Sagun Gautam	534 Plainfield Road	SFR Remodel		\$ 2,208.52	R	10/23/13	10/23/14
13-322	10/09/13	Stanhope	Canterbury & Windson	Sidewalk replacement		\$ 50.00	R	10/08/13	10/08/14
13-328	10/21/13	Midwest Express Clin.	40 W. 75th Street	Sign	Midwest Express	\$ 646.67	C	10/21/13	10/21/14
13-327	10/21/13	Fleetpride	7630 Madison	Tenant Remodel	Fleetpride Inc	\$ 850.83	C	10/21/13	10/21/14
13-312	10/02/13	Deb Blegen	6300 Kingery	Voice/date cabling		\$ 100.00	R	10/01/13	10/01/14
13-314	10/02/13	J. Patel	137 Rodgers Ct	Water Heater		\$ 50.00	R	10/01/13	10/01/14
13-319	10/08/13	Wojciek Luty	318 Hiddenbrook Lane	Window Replacement		\$ 575.00	R	10/08/13	10/08/14

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 50

RUN: 11/01/13 11:13AM

REVENUE REPORT FOR OCTOBER, 2013

PAGE: 1

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
<u>GENERAL CORPORATE FUND</u>						
<u>Operating Revenue</u>						
<u>Property Taxes</u>						
01-310-101	PROPERTY TAX LEVY-SRA	0.00	65,349.61	67,908.00	96.23	2,558.39
01-310-102	PROPERTY TAX LEVY-RD & BRIDGE	109.31	94,744.79	93,000.00	101.88	-1,744.79
01-310-103	PRIOR YEAR TAX COLL	0.00	0.00	0.00	0.00	0.00
*TOTAL	Property Taxes	109.31	160,094.40	160,908.00	99.49	813.60
<u>Other Taxes</u>						
01-310-201	MUNICIPAL SALES TAX	0.00	1,522,305.10	3,447,000.00	44.16	1,924,694.90
01-310-202	ILLINOIS INCOME TAX	0.00	395,349.31	725,760.00	54.47	330,410.69
01-310-203	AMUSEMENT TAX	4,895.41	36,120.37	31,000.00	116.52	-5,120.37
01-310-204	REPLACEMENT TAX	0.00	592.00	1,188.00	49.83	596.00
01-310-205	UTILITY TAX	-219.35	444,462.10	1,160,000.00	38.32	715,537.90
01-310-207	TELECOMMUNICATION LEASE	0.00	32,743.11	32,743.00	100.00	-0.11
01-310-208	PLACES OF EATING TAX	37,833.50	244,132.03	450,000.00	54.25	205,867.97
01-310-209	WATER TAX	9,848.33	67,125.10	144,947.00	46.31	77,821.90
01-310-210	WATER TAX - CLARENDON WATER CO	301.84	588.37	750.00	78.45	161.63
*TOTAL	Other Taxes	52,659.73	2,743,417.49	5,993,388.00	45.77	3,249,970.51
<u>Licenses</u>						
01-310-301	VEHICLE LICENSES	0.00	0.00	0.00	0.00	0.00
01-310-302	LIQUOR LICENSES	5,000.00	8,500.00	51,500.00	16.50	43,000.00
01-310-303	BUSINESS LICENSES	15,851.00	19,149.75	40,770.00	46.97	21,620.25
01-310-305	VENDING MACHINE	375.00	375.00	2,000.00	18.75	1,625.00
01-310-306	SCAVENGER LICENSES	1,000.00	1,000.00	1,000.00	100.00	0.00
*TOTAL	Licenses	22,226.00	29,024.75	95,270.00	30.47	66,245.25
<u>Permits</u>						
01-310-401	BUILDING PERMITS	12,371.02	137,978.22	150,000.00	91.99	12,021.78
01-310-402	SIGN PERMITS	0.00	2,184.50	4,000.00	54.61	1,815.50
01-310-403	OTHER PERMITS	74.00	212.00	400.00	53.00	188.00
01-310-404	COUNTY BMP FEE	0.00	0.00	0.00	0.00	0.00
*TOTAL	Permits	12,445.02	140,374.72	154,400.00	90.92	14,025.28
<u>Fines</u>						
01-310-501	CIRCUIT COURT FINES	4,828.41	61,205.35	120,000.00	51.00	58,794.65
01-310-502	TRAFFIC FINES	2,371.00	15,728.32	25,000.00	62.91	9,271.68
01-310-503	RED LIGHT FINES	3,500.00	390,255.00	540,000.00	72.27	149,745.00
*TOTAL	Fines	10,699.41	467,188.67	685,000.00	68.20	217,811.33