



License, Permits & Franchises Committee

Meeting Agenda

August 8, 2023

7:00 p.m.

1. Call to Order
2. Approval of Minutes – July 11, 2023
3. Permit and Code Enforcement Report
4. Vehicle Sticker Report
5. Discussion and Motion to Approve Proposal for Inventory and Organization of Building Plans and Permit Documents from Bradford Systems in the Amount of \$13,910.00
6. New Business
7. Old Business
8. Comments from the Audience – please send public comments to [building@palosheights.org](mailto:building@palosheights.org)
9. Adjourn



City of Palos Heights  
License, Permits, & Franchises Meeting  
Tuesday, July 11, 2023  
7:00 p.m.  
MINUTES

**CALL TO ORDER**

Chairman Lewandowski called the License, Permits, and Franchises Committee meeting to order at 7:20 p.m. In attendance were Alderman McGovern, Building Commissioner Frank Giordano, and recording secretary Ashley Pala. Absent was Alderman McGrogan and Alderman Basso.

**APPROVAL OF MINUTES**

Alderman Lewandowski moved to approve the minutes of the May 11, 2023, meeting, seconded by Alderman McGovern. On a voice note, the motion passed unanimously.

**PERMIT & CODE ENFORCEMENT REPORT**

Chairman Lewandowski referred to the permit report in the agenda packet. There were 104 permits issued from June 9, 2023, to July 3, 2023, totaling \$22,866.12. For the permit period from January 1, 2023, to July 3, 2023, the City has collected \$123,431.52 with 443 permits issued. From January 1, 2023, to May 4, 2023, the City has collected \$800.00 in re-inspection fees. There were 10 code enforcement cases and 22 code enforcement inspections from June 9, 2023, to July 3, 2023. From January 1, 2023, to July 3, 2023, there have been 90 code enforcement cases and 113 inspections.

**VEHICLE STICKER REPORT**

For the period from May 18, 2023, to July 5, 2023, approximately 6,125 stickers were sold and \$118,855.00 was collected.

**NEW BUSINESS**

Building Commissioner Frank Giordano approached the Committee with an Ordinance providing regulation of cutting grass and weeds. Alderman discussed briefly and were in support.

Alderman Lewandowski motioned to approve an Ordinance amending City Code, section 96.01-96.50 pertaining to the regulation of cutting grass and weeds, seconded by Alderman McGovern. On a voice vote, the motioned passed unanimously.

Jeff McGee, owner of 12142 S 71<sup>st</sup> Ave, approached the Committee with a request to approve a variance for the installation of a fence at his home. Mr. McGee stated he has a young daughter and a dog that often play in his yard. He has a corner lot and he would like to prevent any injuries as 122<sup>nd</sup> St. is relatively busy. Alderman McGovern questioned if the fence would go past the front of the house to

which Mr. McGee stated no, it would not. Alderman Lewandowski clarified that the fence would tie into the existing fence behind his property to which Mr. McGee stated yes, that is correct.

Alderman Lewandowski motioned to approve a variance for the installation of a fence at the property of 12142 S. 71<sup>st</sup> Ave, seconded by Alderman McGovern. On a voice vote, the motioned passed unanimously.

**OLD BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT**

There being no further business, Chairman Lewandowski made a motion to adjourn, seconded by Alderman McGovern. All in favor.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

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Ashley Pala, Recording Secretary

# Building Department

Phone: 708-361-1804 • Fax: 708-923-7112



## Memo

To: License, Permits, & Franchises Committee  
From: Building Department  
Date: August 8, 2023  
Re: Permit and Code Enforcement Report

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### PERMITS

#### Permits Issued

July 5, 2023 to August 1, 2023 - **83**

January 1, 2023 to August 1, 2023 - **526**

#### Permit Fees Collected

July 5, 2023 to August 1, 2023 - **\$20,352.40**

January 1, 2023 to August 1, 2023 - **\$143,783.92**

#### Re-inspection Fees Collected

July 5, 2023 to August 1, 2023 - **\$50.00**

January 1, 2023 to August 1, 2023 - **\$800.00**

### CODE ENFORCEMENTS

#### Code Enforcement Cases

July 5, 2023 to August 1, 2023 - **9**

January 1, 2023 to August 1, 2023 - **99**

#### Code Enforcement Inspections

July 5, 2023 to August 1, 2023 - **20**

January 1, 2023 to August 1, 2023 - **133**

### FINES

#### Building Fines Collected

January 1, 2023 to August 1, 2023 - **\$2750.00**

#### Code Enforcement Fines Collected

January 1, 2023 to August 1, 2023 - **\$1400.00**



## MEMORANDUM

To: Alderman Lewandowski  
License, Permits and Franchises Committee

From: Charlotte Moore

Date: August 3, 2023

RE: Vehicle Stickers

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2023-2024 vehicle stickers went on sale May 18, 2023.

This report is for vehicle sales from May 18, 2023 – August 2, 2023. Approximate number of stickers sold is 6,360.

Money taken in from Vehicle Tag fees:

32-00-320	New Stickers	\$	135,285.00
32-00-320.1	Replacements	\$	0.00
	<b>Total for stickers</b>	<b>\$</b>	<b>135,285.00</b>



*A Division of Bradford Systems Corporation*

**July 31, 2023**

**City of Palos Heights  
Inventory and Organization of Building Plans & Permit Documents**

Submitted by  
**Bradford Systems Corporation**  
945 N. Oaklawn Avenue  
Elmhurst, IL 60126

Contact  
**Jack McCarthy**  
847-652-6492  
[jack@bradfordsystems.com](mailto:jack@bradfordsystems.com)

**Kathleen Connolly**  
(773) 507-3713  
[kathleen@bradfordsystems.com](mailto:kathleen@bradfordsystems.com)

*We are experts in the records and information management industry assisting clients with all challenges related to managing information in both physical and digital formats. Our focus is providing secure processing for sensitive information (PII, HIPAA, PCI, etc.)*

*"With 50 years of industry experience in physical records management and today's **digital transformation age**, we've learned there is no such thing as a one-size-fits-all solution. Each of our customer's solutions and projects are unique. **Flexibility is our strength!**"*

**Link Bradford**  
Principal, Bradford Systems Corporation

### **Executive Summary**

After a detailed survey and discussions with the city, it is our recommendation that an inventory and manifest be completed prior to moving forward with a digital conversion. The inventory of the current collection will also include a disposition task that will isolate and prepare plans & documents that are eligible for disposal under records retention policy provided by the city.

### **Observations and Concerns**

- There is currently no inventory or formal organization to the over 2000+/- drawings currently managed by the city. A manifest (inventory) of these items is critical to identifying any gaps in the collection and to identify an accurate inventory for retrieval and compliance with the state's records retention schedule.
- In order to be compliant with the State of Illinois records retention laws, the City's building and planning division must maintain a large collection of plans and drawings permanently. Said drawings date back 50-75 years and are beginning to deteriorate.
- An estimated 50% of documents contained in files have likely passed their required retention. Marinating documents past their retention is not recommended by the state or records managements best practices.

### **BSC Response**

- The inventory creation will identify each item by permit#, address and date. This will provide the city with accurate and convenient insight to the collection.
- Identify items eligible for disposal. Per the State of Illinois, all commercial and multi-family drawings and plans must be kept into perpetuity. However, residential and other miscellaneous documents related to said drawings are not required to be maintained more than five (5) years. According to our survey, we estimate there to be approximately 5000+/- files that may be considered inactive and eligible for disposal. BSC proposes to identify and remove said documents at the time of intake (inventory).
- Documents eligible for disposal will still need to be removed and recorded. Barcode sheets shall be attached prior to removal from files. This will allow BSC to also provide a detailed inventory of items transferred to boxes that will be marked for disposal. Additionally, these details shall provide the necessary information that will need to be provided to the State of Illinois in order to receive authorization to destroy.
- Identifying items for disposal and completing the required details and information for the State of Illinois has been included in our proposal.

Summary Details

Per our proposal, BSC offers to provide the following turnkey tasks associated with our unit pricing:

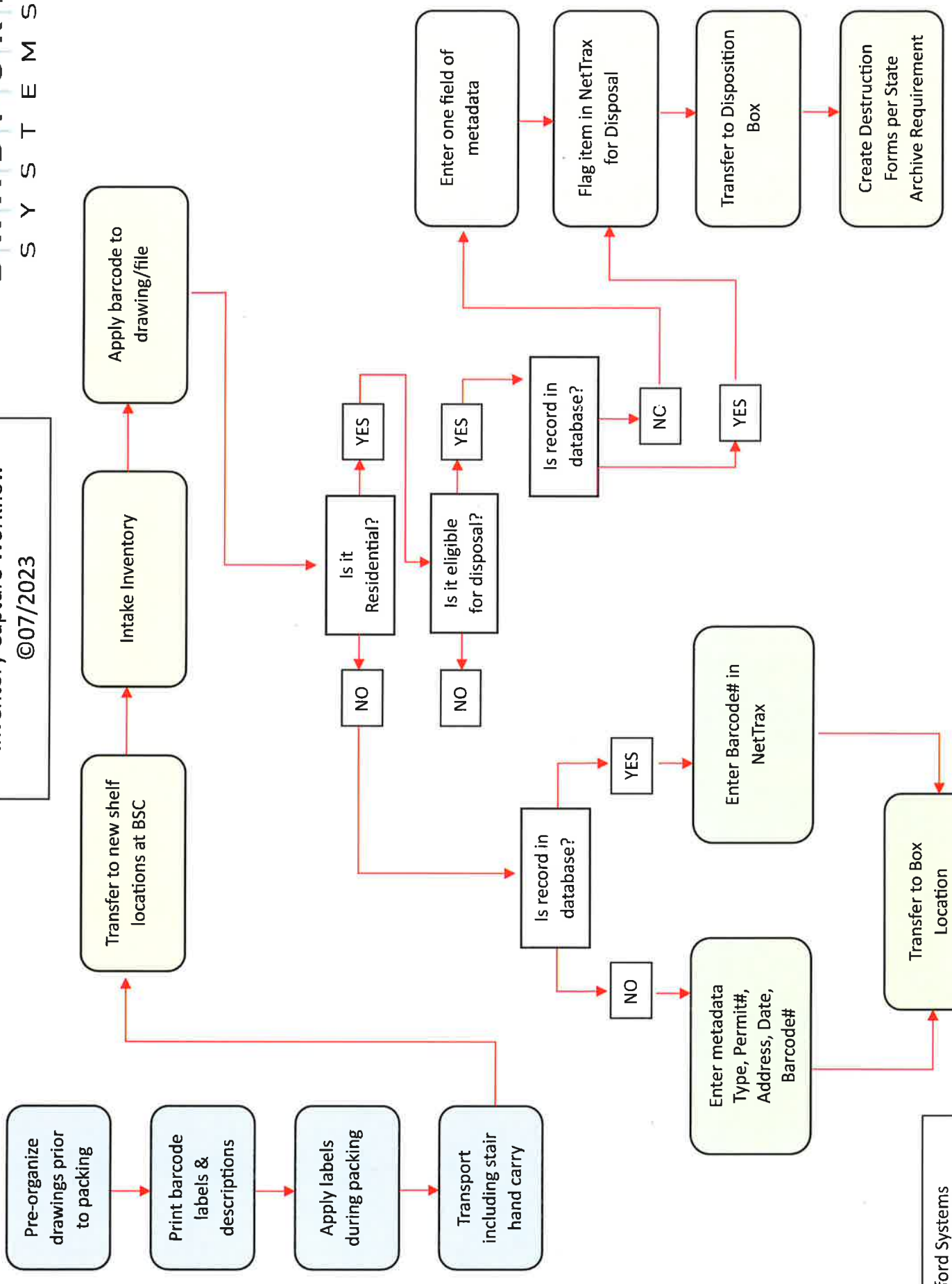
- Project plan
- Kick-off meeting
- Labor and Materials to pack the collection
- Secure transport to our Elmhurst facility
- Inventory
  - Inventory validation and barcode application (for tracking)
  - Final Validation of file naming/indexing accuracy
  - Inventory Report to include
    - Active records
    - Inactive records
    - Items eligible for disposal
    - Estimated remaining documents and plans eligible for digital conversion
- Document retrieval services during conversion at no additional charge
- Storage of paper and drawings for up to 3 months at no charge
- Final audit & closeout meeting

Key Qualifications & Impact Items

- Over 30 Years experience digitizing multiple document types
- State of the art equipment and technology
- Chain of custody processes utilizing barcode technology
- Safe & secure storage during and post conversion
- Certified records and document management leadership
- Skilled full-time staff. BSC is also proud to pay our employees a livable wage that has directly impacted quality and retention of staff.



**CITY OF PALOS HEIGHTS**  
Inventory Capture Workflow  
©07/2023



**Cost Proposal**

BSC has evaluated the collection and requirements to meet the City's objectives and is pleased to provide a firm fixed price for the scope of work detailed in this proposal.

Item	Description	Unit	Firm Fixed Price
1	Inventory & disposition project per SOW	Project	\$ 13,910.00

**Cost Proposal Notes**

- Client to provide any metadata available from existing databases to assist with validation and consistency