



---

**VILLAGE PRESIDENT**

JEFFERY J. PRUYN

**VILLAGE CLERK**

JODY A. CONIDI

**VILLAGE ADMINISTRATOR**

CARIE ANNE ERGO

**VILLAGE TRUSTEES**

JEFF AIANI

BRENDAN DALY

DINO GAVANES

KATHY LINSNER

FRANK J. MADARAS

PATRICK POWERS

## MEMORANDUM

**TO:** Village Administrator

**FROM:** Vijay Gadde, Community Development Director

**DATE:** February 15, 2023

**SUBJECT:** Amending Section 150.80 of the Village Municipal Code in Reference to Elevator Inspection Fees

**RECOMMENDED MOTION:** Move to approve the Code Amendment to Section 150.80, Fees for building permits and other activities as shown in Attachment 1.

### INTRODUCTION

The purpose of this item is to raise fees to cover the actual costs to the Village for conducting elevator plan review and inspection services in conformity with Section 140 of the Elevator Safety Act (225 ILCS 312/140) and the Administrative Rules adopted at 41 Ill. Adm. Code 1000. Staff intends to outsource all elevator inspection services to Thompson Elevator Inspection Services, Inc. to increase efficiency and customer service.

### DISCUSSION

Under state law, all elevators in the Village must be inspected by a State licensed elevator inspector at least once per year. The Village of Itasca participates in the Illinois Elevator Safety Program Agreement with the Office of the State Fire Marshall, which allows the Village to operate a local Elevator Safety Program. Itasca contracts with Thompson Elevator Inspection Service, Inc. to conduct annual safety inspections, new elevator reviews and modernization upgrades. Currently, the Village initiates inspections, takes payments, issues certificates and coordinates re-inspections. This requires the customer to go back and forth between Thompson and the Village several times.

As we transition to the new ERP system, staff continues to evaluate internal processes and has identified a way to increase operational efficiency and improve customer service of elevator inspections. Staff proposes to expand our contract with Thompson Elevator to manage the entire renewal process, including initiation and certification. Thompson will provide the Village all the data needed to monitor and track as required by State law.

In 2022, Thompson Elevator performed 166 code inspections and 23 re-inspections along with some plan reviews. The fees to cover inspection and administrative costs for this program have not been updated since 2008. The Village proposes updating the fee scheduled to cover Thompson’s costs plus a \$25 Administrative Fee per inspection that will be collected by Thompson and remitted to the Village for recording and reporting data as required by the State. The new fee schedule is attached.

**FISCAL IMPACT**

The total cost for an inspection will increase from \$80 to \$175. The result will be that 100% of inspection costs will be paid for by the building owner. The Village will collect an estimated \$4,725 in additional revenue to defray administrative costs associated with monitoring, data entry and reporting in compliance with state codes.

**STAFF RECOMMENDATION**

Staff recommends the item be forwarded to the Committee of the Whole Meeting on February 21, 2023, for consideration and approval of the proposed fee update.

**AFTER ACTION STEPS**

Village Administrator Carie Anne Ergo will sign the new contract for inspection services with Thompson Elevator Inspection Service, Inc. with the updated fees so they can proceed with the annual code inspections in the Spring.

**ATTACHMENT**

1. Proposed Code Amendment for Elevator Fees

## Attachment 1: Proposed Code Amendment

### § 150.80 FEES FOR BUILDING PERMITS AND OTHER ACTIVITIES.

**TABLE II  
FEES FOR MULTI-FAMILY, COMMERCIAL, INDUSTRIAL, OFFICE, INSTITUTIONAL  
AND ALL OTHER CONSTRUCTION NOT LISTED IN TABLES I OR III**

<i>Permit type</i>	<i>Fee(\$)</i>	<i>Specification</i>
--------------------	----------------	----------------------

Current Fees in the Code:

Elevators, each	200	<del>5 floors or less</del>
	20	<del>Each additional floor above 5</del>
	80	<del>Each elevator inspection</del>
	200	<del>Temporary construction towers</del>

New Fees Proposed:

Elevators, each	150	Annual Code inspection, reinspection, 5 floors or less
	25	Administrative fee per Code inspection, reinspection
	25	Each additional floor above 5
	150	Temporary construction towers
	25	Administrative fee for temporary construction towers
	100	New permit inspection, reinspection
	100	Plan review
	25	Elevator certificate