



License, Permits & Franchises Committee

Meeting Agenda

January 13, 2026

7:00 p.m.

1. Call to Order
2. Approval of Minutes – October 14, 2025
3. Permit and Code Compliance Report
4. Vehicle Sticker Report
5. Request approval to purchase Permit, Licensing and Code Compliance software from CivicPlus in the amount of \$58,650.
6. New Business
7. Old Business
8. Comments from the Audience – please send public comments to building@palosheights.org
9. Adjourn



City of Palos Heights
License, Permits, & Franchises Meeting
Tuesday, October 14, 2025
7:00 p.m.
MINUTES

CALL TO ORDER

Chairman Lewandowski called the License, Permits, and Franchises Committee meeting to order at 7:05 p.m. In attendance were Chairman Lewandowski, Alderman Scully, Building Commissioner Frank Giordano and recording secretary Jan Tomaszewski. Alderman Clifford was absent. Alderman McGrogan entered the meeting at 7:08 p.m.

APPROVAL OF MINUTES

Alderman Scully moved to approve the minutes of the September 9, 2025 meeting, seconded by Chairman Lewandowski. On a voice vote, the motion passed unanimously.

PERMIT & CODE ENFORCEMENT REPORT

Chairman Lewandowski referred to the permit report in the agenda packet. From September 3rd to October 7th, there were 118 permits issued, 1,129 year-to-date. The fees collected during this time period were \$24,163.00, \$458,143.40 year-to-date, with a total of \$600.00 for re-inspection fees year-to-date. From September 3rd to October 7th, there were 4 code compliance violations, 48 year-to-date, and 10 code inspections, 145 year-to-date. Fines year-to-date for building code violations are \$250 and code compliance violations are \$0.

VEHICLE STICKER REPORT

2025-2026 vehicle stickers went on sale May 16th. From May 16th through October 7th, the approximate number of stickers sold is 6,335, for a total collected of \$138,450.00.

REVIEW AND APPROVAL OF PROPOSED AMENDMENT OF THE EXISTING ADMINISTRATIVE ADJUDICATION ORDINANCE

Building Commissioner Frank Giordano explained the purpose for amending the existing Administrative Adjudication Ordinance. This amendment will allow us to move adjudication quicker than we can under the current Ordinance.

- Chairman Lewandowski motioned to approve the proposed amendment of the existing Administrative Adjudication Ordinance, seconded by Alderman Scully. On a voice vote, the motion passed unanimously.

NEW BUSINESS

None.

OLD BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

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

Meeting adjourned at 7:09 p.m.

Respectfully submitted,

Jan Tomaszewski, Recording Secretary

Building Department



Memo

To: License, Permits, & Franchises Committee
From: Building Department
Date: January 7, 2026
Re: Permit and Code Compliance Report

PERMITS

Permits Issued

December 3, 2025 to January 6, 2026 - **46**
January 1, 2026 to January 6, 2026 - **6**

Permit Fees Collected

December 3, 2025 to January 6, 2026 - **\$16,730.00**
January 1, 2026 to January 6, 2026 - **\$500.00**

Re-inspection Fees Collected

December 3, 2025 to January 6, 2026 - **\$150.00**
January 1, 2026 to January 6, 2026 - **\$0.00**

CODE COMPLIANCES

Code Compliance Violations

December 3, 2025 to January 6, 2026 - **3**
January 1, 2026 to January 6, 2026 - **0**

Code Compliance Inspections

December 3, 2025 to January 6, 2026 - **14**
January 1, 2026 to January 6, 2026 - **3**

FINES

Building Fines Collected

December 3, 2025 to January 6, 2026 - **\$0.00**
January 1, 2026 to January 6, 2026 - **\$0.00**

Code Compliance Fees Collected

December 3, 2025 to January 6, 2026 - **\$0.00**
January 1, 2026 to January 6, 2026 - **\$0.00**



MEMORANDUM

To: Alderman Lewandowski
License, Permits and Franchises Committee

From: Caitlyn Mergenthaler

Date: January 9, 2026

RE: Vehicle Stickers

2025-2026 vehicle stickers went on sale May 16, 2025.

This report is for vehicle sales from May 16, 2025 - January 8, 2026. Approximate number of stickers sold is 6,406.

Money taken in from Vehicle Tag fees:

New Stickers	\$	140,275.00
Replacements	\$	140.00
Total for stickers	\$	140,415.00



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-112621-1
11/19/2025 2:27 PM
1/31/2026

Client:
City of Palos Heights, IL

Bill To:
PALOS HEIGHTS CITY, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Maggie Henton		maggie.henton@civicplus.com		Net 30

Core System

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development Core Annual-Premium	Community Development Core Annual-Premium	USD 2,250.00
1.00	Community Development Core Setup-Premium	Community Development Core Setup-Premium	USD 1,750.00
1.00	Community Development Permitting Annual-Premium	Community Development Permitting Annual-Premium	USD 4,500.00
1.00	Community Development Permitting Setup-Premium	Community Development Permitting Setup-Premium	USD 3,500.00
1.00	Community Development Code Enforcement Annual-Premium	Community Development Code Enforcement Annual-Premium	USD 4,500.00
1.00	Community Development Code Enforcement Setup-Premium	Community Development Code Enforcement Setup-Premium	USD 3,500.00
1.00	Community Development Licensing Annual-Premium	Community Development Licensing Annual-Premium	USD 4,500.00
1.00	Community Development Licensing Setup-Premium	Community Development Licensing Setup-Premium	USD 3,500.00

Optional Features

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development Mobile App (Offline Inspections) Annual	Community Development Mobile App (Offline Inspections) Annual	USD 500.00
1.00	Community Development Mobile App (Offline Inspections) Setup	Community Development Mobile App (Offline Inspections) Setup	USD 500.00
1.00	Community Development External Processor Annual Fee - Forte	Pay Maintenance and Support Annual Fee	USD 300.00
1.00	Community Development External Processor Implementation - Forte	Community Development Pay Setup Fee - Forte	USD 300.00
1.00	Community Development GIS (ESRI) Mapping Integration Annual	Community Development GIS (ESRI) Mapping Integration Annual. This requires the client to provide an ArcGIS restful endpoint for a parcel layer and may provide ArcGIS restful endpoints for up to two additional layers.	USD 1,000.00
1.00	Community Development GIS (ESRI) Mapping Integration Setup	Community Development GIS (ESRI) Mapping Integration Setup. This requires the client to provide an ArcGIS restful endpoint for a parcel layer and may provide ArcGIS restful endpoints for up to two additional layers.	USD 500.00

CivicPlus Connectors

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	SeeClickFix 311 CRM Connector to CivicPlus Community Development	SeeClickFix hosted integration with the CivicGov Code Enforcement module. This requires both systems to be configured with the same source parcel data source using a public ArcGIS feature layer (i.e. REST endpoint).	USD 0.00

Data Migration-Permitting

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Permitting	The client is responsible for providing a .csv file containing only data specific to the template. CivicPlus will format the data within the template before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00

Data Migration-Licensing (Contractors)

- <https://palosheights.org/384/Contractor-Registration>
- <https://palosheights.org/DocumentCenter/View/463/Contractor-License-Application-PDF>

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Permitting - Contractors	The client is responsible for providing a .csv file containing only data specific to the template. CivicPlus will format the data within the template before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Licensing - Documents & Media	The client is responsible for providing a folder containing only data specific to the element being populated. CivicPlus will organize the data within the folder before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00

Data Migration-Documents & Media (Lasenfiche)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development-Data Import - Standard - CivicPlus Formatted - Parcel Record- Documents & Media	The client is responsible for providing a folder containing only data specific to the element being populated. CivicPlus will organize the data within the folder before import. Formatting is not to exceed a total of 10 hours.	USD 2,500.00

Total Investment - Initial Term	USD 41,100.00
Annual Recurring Services (Subject to Uplift)	USD 17,550.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-112621-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)
