MINUTES
Community Development Committee
May 8, 2018 - 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Glotz, Chairman
                          W. Brady, Village Trustee
                          B. Younker, Village Trustee

Members Absent: None

Other Board Members Present: None
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Staff Present: D. Niemeyer, Village Manager
                          P. Carr, Assistant Village Manager
                          F. Reeder, Fire Chief
                          K. Workowski, Public Works Director
                          P. Wallrich, Interim Community Development Director
                          M. Thomas, Information Technology Director
                          P. Connelly, Village Attorney
                          L. Godette, Deputy Village Clerk
                          L. Carollo, Commission/Committee Secretary

Item #1 - The Community Development Committee Meeting was called to order at 6:30 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON APRIL 17, 2018 – Motion was made by Trustee Younker, seconded by Trustee Brady, to approve the minutes of the Community Development Committee Meeting held on April 17, 2018.   Vote by voice call.   Chairman Glotz declared the motion carried.

Item #3 – DISCUSS BUILDING PERMIT AND CODE COMPLIANCE SOFTWARE - In late summer 2017, staff began outlining various software needs for the Community Development Department and researched various software systems specifically designed for permitting operations.   In December 2017, the Village published a Request for Proposal (RFP) for Building Permit and Code Compliance Software and nine (9) proposals were received on December 18, 2017.   A nine (9) member committee was then created to analyze the proposals.   The committee was comprised of representatives from the Community Development, Finance, Administration, Information Technology, Public Works and Fire, along with the Village's GIS (Geographic Information System) consultant.

At the conclusion of their research and analysis, the committee selected Maintstar as the preferred software for Building Permit and Code Compliance.   In addition, Maintstar's proposal provides modules for health inspections and planning/zoning, has a mobile application that will extend processing capabilities to staff in the field for increased efficiencies and provides a citizen portal that will allow residents to apply for permits remotely.   In addition, Maintstar has committed onsite training during software implementation as well as ongoing support to staff.   The proposed cost is $135,500 for the first year, which includes an implementation cost of $80,000.   There will be ongoing operational/maintenance costs with an approximate escalator of 5% annually, year two (2) at $35,000 and

year three (3) at $37,000.   The approved FY 18-19 Budget identified $150,000 for acquisition of permitting software and $50,000 for annual maintenance.   Therefore, the proposal is within budget.

Staff requested the Community Development Committee authorize staff to finalize negotiations with Maintstar in an amount not to exceed $150,000 (budgeted amount) and recommend approval of the committee's selection of the Maintstar Building Permit and Code Compliance Software to the Village Board.

Motion was made by Trustee Younker, seconded by Trustee Brady, to recommend staff to finalize negotiations with Maintstar in an amount not to exceed $150,000 and recommend approval of the committee's selection of the Maintstar Building Permit and Code Compliance Software to the Village Board.   Vote by voice.   Chairman Glotz declared the motion carried.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT
Motion was made by Trustee Younker, seconded by Trustee Brady, to adjourn this meeting of the Community Development Committee.   Vote by voice call.   Chairman Glotz declared the motion carried and adjourned the meeting at 6:34 p.m.

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