

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)



## Meeting Minutes

Monday, December 14, 2009

7:00 PM

Village Hall

## Finance Committee

*Chairman Edward G. Schussler  
Trustees Bernard A. Murphy and Kathleen M. Fenton  
Village Clerk David P. Maher*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:02 PM.

**Present:** 3 - Chairman Schussler; Trustee Murphy and Trustee Fenton

**APPROVAL OF MINUTES****2009-0606 Approval of the November 9, 2009 Finance Committee Minutes**

I move to approve the Minutes of the Regular Meeting of the Finance Committee of November 9, 2009.

**A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be APPROVED. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

**ITEMS FOR SEPARATE ACTION****2009-0604 Parking Fare Terminals - Annual Maintenance**

Director of Finance Annmarie Mampe reported that in 2007, the Village of Orland Park purchased 14 Parking Fare Terminals from Total Parking Solutions, Inc. (TPS) for its three Metra commuter parking lots. TPS is the only vendor that provides these terminals. The terminals were installed at the Metra lots for several reasons. Upon paying the daily fee, the commuters are provided a printed receipt for their parking fee rather than leaving money in an honor box (prior system). The commuter has the option of paying \$1 each day or purchasing a pre-loaded value card, therefore not having to worry about daily cash transactions. The terminals are locked and money is secured; only cashiers can open the currency and coin boxes. The terminals automatically print a receipt when the money boxes are exchanged; this provides staff with a balancing tool for currency and coins. Monies are collected weekly from the Metra Lots and currency does not need to be unfolded prior to counting which reduces the time spent preparing the cash for bank deposit.

The terminals communicate by sending e-mails directly to Village Staff (Finance Department and CSOs) when there is an issue or if maintenance needs to be provided (i.e. change receipt paper, bill jam, etc.). The CSOs are able to log onto the website and check individual spaces for payment. The system also provides CSOs with a listing of paid spaces making it easier to ticket violators. Staff is also able to use WebOffice for financial reporting.

In order to have the terminals serviced and for the terminals to be wirelessly connected to WebOffice, a yearly maintenance fee is required. TPS also provides

quarterly preventative maintenance including 100% parts and labor. The monthly charge for Service and Maintenance is \$105 per terminal which computes to \$17,640 annually and the monthly charge for the WebOffice is \$50 per terminal which computes to \$8,400 annually. The total amount for the yearly maintenance is \$26,040. The service contract is for our Fiscal year beginning January 1, 2010 through December 31, 2010.

I move to recommend to the Board to approve the annual service and maintenance fee for the Parking Fare Terminals provided by Total Parking Solutions, Inc.

**A motion was made by Trustee Kathleen Fenton, seconded by Trustee Bernard Murphy, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

#### **2009-0583 Multi-Purpose Paper Bid - Approval**

Director Mampe reported that on October 20, 2009 a Bid was issued for Multi-Purpose Paper and sent to four vendors including the Village's three current paper providers. Pricing was requested for regular copier paper and various weights of color paper. Two responses were received with Warehouse Direct being the lowest bidder overall.

I move to recommend to the Village Board to approve the Multi-Purpose Paper Contract with Warehouse Direct for 2010 at the above stated per unit rates for a one-year term with automatic renewal for two (2) additional one year periods.

And

To authorize the Village Manager to execute the agreement.

**A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

#### **2009-0593 4th Quarter Fiscal Year 2009 - Budget Adjustments**

Director Mampe reported that a detailed spreadsheet (by fund) of budget adjustments was provided showing an increase in revenues of \$12,972,009 and an increase in expenditures of \$9,000,472.

The increase in revenues is due to the following:

- Transfer of funds from Home Rule Sales Tax Fund to General Fund for layoff severance and accrual payouts in the amount of \$141,903.
- Transfer of funds from closed out 2000 General Obligation Bond Fund in the amount of \$158,250.
- Increase in transfer from Home Rule Sales Tax Fund to Capital Improvement Fund due to suspension of tax rebate program in the amount of \$4,500,000.
- Transfer of funds from closed out 2001 General Obligation Bond Fund in the amount of \$386,856.
- Issuance of 2009 General Obligation Refunding Bonds in the amount of \$7,785,000.

The increase in expenditures is due to the following:

- Severance and accrual payments for retirees and layoffs in the amount of \$334,154.
- 401A payment for Police Officer retirement in the amount \$35,534.
- Consulting services for the renewal of the water contract with Oak Lawn in the amount of \$20,000.
- Transfer of funds from closed out 2000 General Obligation Bond Fund in the amount of \$158,250.
- Transfer of funds from closed out 2001 General Obligation Bond Fund in the amount of \$386,856.
- Suspension of tax rebate program decreasing the tax rebate in the amount of (\$4,500,000) and increasing the transfer to the Capital Improvement Fund in the amount of \$4,500,000.
- Transfer of funds from Home Rule Sales Tax Fund to General Fund for layoff severance and accrual payouts in the amount of \$141,903.
- Engineering related to Virginia Graeme Baker Act pool renovations in the amount of \$9,875.
- Interest and paying agent fees for the 2009 General Obligation Refunding Bonds in the amount of \$128,900.
- Transfer to escrow for advance refunding of 2001 General Obligation Bonds in the amount of \$7,785,000.

I move to recommend to the Board increasing the FY2009 revenue budget by \$12,972,009 and increasing the FY2009 expenditure budget by \$9,000,472.

**A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

**2009-0609 ATS Internet Portal System - Contract Approval**

Director Mampe reported that in the fiscal year 2010 budget the number of full-time employees has been decreased by almost 10% due to reduction in force, unfilled vacancies, and retirement incentives. These reductions have lead to savings; however in many cases it leaves the same amount of work to be done with less people to do it. Staff must look for ways of reducing the costs of services that we provide and find new ways to do business by creating operating efficiencies.

Staff has identified certain payroll reporting functions where our processes could be improved and made more efficient. Offering electronic presentment of employee W2's, 1099R's and direct deposit paystubs is one such area where a substantial savings in time and efficiency could benefit the Village.

The attached proposal from American Technology Solutions is an online Pay Stub and W-2 service that is a secure easy-to-use web-based solution that provides employees with 24 hour access to their direct deposit pay stubs, 1099R's and W-2s from anywhere and at anytime. Highlights of the ATS service are:

- Provide employees web-based online access from their home and office
- Save time by eliminating manual document preparation and mail distribution.
- Reduce costs by eliminating postage, forms, envelopes and administrative time
- Save staff time by not having to resolve lost pay stub or W-2 issues.
- ATS works well with our Sungard HTE payroll software to streamline the paystub and W2 delivery process.
- Full compliance with IRS regulations for employees to consent to receive their W2's electronically

Once approved by the Village board, staff will implement this service for tax year 2009 W2's and 1099R's which are due to employees in January, and begin offering online access for direct deposit paystubs in March, 2010.

I move to recommend to the Village Board approval of the ATS Internet Portal System in an amount not to exceed \$6,067 and authorize the Village Manager to execute the agreement.

**A motion was made by Trustee Kathleen Fenton, seconded by Trustee Bernard Murphy, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

**2009-0610 Employee Wellness Intergovernmental Agreement with the South Suburban Mayors and Manager's Association 2010**

Village Manager Paul G. Grimes reported that the SSMMA in conjunction with the Horton Group contracted with Virgin Health Miles and obtained pricing based on combined community memberships. The SSMMA will administer the program for the participating communities. The Intergovernmental agreement outlines the fee structure for this program.

I move to recommend to the Village Board to approve the Employee Wellness Intergovernmental Agreement between the SSMMA and the Village of Orland Park.

**A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

**2009-0581 159th & LaGrange Road Land Acquisition - Approval**

Director Mampe stated that as part of the Village's agreement with the State of Illinois (IDOT), the Village is providing the initial funding for the acquisition the right of way necessary for the intersection improvements at 159th & LaGrange Road. The Village's will be reimbursed in full for all amounts paid over \$5,469,415 (\$1,815,000 for land acquisition and \$3,654,415 for construction costs related to street lighting, sidewalks, retaining walls, water main and sanitary sewer relocation, ornamental landscaping and traffic signals). To date, the Village has spent \$10,380,675 and has been reimbursed \$3,681,000. According to the State, the Village will receive the remainder of the reimbursement when all project costs have been finalized; currently, not all land acquisition has been completed and final construction costs have not yet been calculated.

In September 2006, the Board approved payment of the preliminary just compensation for Parcel 0FZ0021 (Pep Boys) in the amount of \$366,000; this Final Judgment Order requires an additional payment of \$44,000.

I move to recommend to the Village Board to approve payment to the Cook County Treasurer, in the amount of \$44,000.00, as final compensation under Case No. 2006 L 050498.

**A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

**ADJOURNMENT - 7:14 PM**

**A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be ADJOURNED. The motion CARRIED by the following vote:**

**Aye:** 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

**Nay:** 0

**/mpr**

**APPROVED:**

Respectfully Submitted,

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**David P. Maher, Village Clerk**