

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, May 6, 2013

6:00 PM

West Conference Room

Finance Committee

*Chairman Brad S. O'Halloran
Trustees James V. Dodge and Patricia A. Gira
Village Clerk John C. Mehalek*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:20 PM

Present: 3 - Chairman O'Halloran; Trustee Dodge and Trustee Gira

APPROVAL OF MINUTES**2013-0234 Approval of the April 1, 2013 Finance Committee Minutes**

I move to approve the Minutes of the Regular Meeting of the Finance Committee of April 1, 2013.

A motion was made by Trustee Patricia Gira, seconded by Trustee James Dodge, that this matter be APPROVED. The motion carried by the following vote:

Aye: 3 - Chairman O'Halloran, Trustee Dodge, and Trustee Gira

Nay: 0

ITEMS FOR SEPARATE ACTION**2013-0252 Parking Fare Terminals - Annual Maintenance**

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. Upon paying a 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, reducing the time spent preparing the cash for bank deposit.

The terminals communicate (via WebOffice) 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 in via WebOffice and check individual spaces for payment using their smart phones. WebOffice 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.

Within the last 3 years, we have added a new feature providing the commuter the option of paying for their daily parking space using a credit or debit card from their smart phone once they are on the train. This allows the commuter to be worry-free

if they are unable to pay their daily fee prior to boarding the train. The free application is offered by Park Mobile who is working in conjunction with Total Parking Solutions. There is a convenience fee of \$0.37 for each transaction that the commuter pays.

In order to have the terminals maintained on a quarterly basis and serviced when needed, TPS currently charges a monthly per terminal maintenance fee of \$105. In addition, TPS currently charges a monthly fee for the terminals to be wirelessly connected to WebOffice in the amount of \$50 per terminal. The monthly maintenance fee is fixed for a one year period ending December 31, 2013; however, the provider of WebOffice (Cale) may pass along a price increase at any time. As the Village's current contract with TPS expires on December 31, 2013, they have provided the following 1, 3 and 5 year pricing options:

“1 year (2014) - \$18,480 (\$110 per terminal) plus \$8,400 for WebOffice for a total cost of \$26,880 - this reflects an increase of \$5 per terminal from 2013

“ 3 year (2014-16) - \$57,120 (\$110 per terminal for 1 year, \$115 per terminal for years 2-3) plus \$8,400 per year for WebOffice for a total cost of \$82,320 - this reflects no price increase from 2013 for the first year and an increase of \$5 per terminal for the second and third year

“ 5 year (2014-18) - \$94,080 (\$110 per terminal for years 1-3, \$115 per terminal for years 4-5), plus \$8,400 per year for WebOffice, for a total cost of \$136,080 - this reflects no price increase for the first and second year and an increase of \$5 per terminal for the third, fourth, and fifth year.

The Multi-year pricing is based on the assumption that the full amount is invoiced upon the execution of the maintenance agreement.

The service contract is for the Village's fiscal year beginning January 1, 2014.

Staff recommends choosing the three year option. This option reflects a 4.8% increase for fiscal year 2014 and a 4.5% increase for years 2015 and level for 2016.

I move to recommend to the Village Board to approve the annual service and maintenance fee for the Parking Fare Terminals provided by Total Parking Solutions, Inc. for a period of 3 years and authorize the Village Manager to execute the contract.

A motion was made by Trustee James Dodge, seconded by Trustee Patricia Gira, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman O'Halloran, Trustee Dodge, and Trustee Gira

Nay: 0

ADJOURNMENT - 6:25 PM

A motion was made by Trustee Patricia Gira, seconded by Trustee James Dodge, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 3 - Chairman O'Halloran, Trustee Dodge, and Trustee Gira

Nay: 0

/AJ

Respectfully Submitted,

John C. Mehalek, Village Clerk