

# VILLAGE OF ORLAND PARK

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



## Meeting Minutes

Tuesday, September 7, 2010

6:00 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**

In absence of Village Clerk David P. Maher, Deputy Clerk Joseph S. La Margo was present.

The meeting was called to order at 6:02 PM.

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

**APPROVAL OF MINUTES****2010-0442 Approval of the August 2, 2010 Finance Committee Minutes**

I move to approve the Minutes of the Regular Meeting of the Finance Committee of August 2, 2010.

**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****2010-0445 Microsoft Exchange E-Mail Upgrade - Purchase Approval**

MIS Manager Mary Klinger reported that the MIS Division has included funds in the 2010 fiscal year budget to upgrade the software used to manage the Village's E-mail system, Microsoft Exchange. Mainstream support has ended for the existing 2003 version and by upgrading to the 2010 version, we will be sure to receive the latest security and service updates. Several enhancements and improved features are included in the 2010 version as well.

State of Illinois contract pricing for Microsoft products is available through CDW of Vernon Hills, Illinois.

311 E-Mail and server user licenses	\$18,743.97
MS Exchange Server Standard 2010 base license	\$ 440.91
MS Exchange 2010 Media	\$ 21.00
Exchange 2010 Design and Implementation Services (CDW)	\$ 7,670.00
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Total	\$26,875.88

I move to recommend to the Village Board to approve the purchase of the Microsoft Exchange 2010 software and services from CDW in an amount not to exceed \$26,875.88.

**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

#### **2010-0429 Parking Fare Terminals - Annual Maintenance**

Assistant Village Manager Ellen Baer 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, 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. 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.

In order to have the terminals maintained and serviced when needed, as well as for the terminals to be wirelessly connected to WebOffice, a yearly maintenance fee is required. Currently the monthly charge for the WebOffice is \$50 per terminal which computes to a total of \$8,400 annually. However, the provider, Cale, may pass along a price increase at any time. TPS also provides quarterly preventative maintenance and service, including 100% parts and labor. For the quarterly preventative maintenance and service, Total Parking Solutions, Inc has provided the following 1, 3 and 5 year pricing options:

- 1 year (2011) - \$17,640.00 (\$105 per terminal) plus \$8,400 for WebOffice for a total cost of \$26,040 - this reflects no price increase from 2010
- 3 year (2011-13) - \$52,920.00 (\$105 per terminal) plus \$8,400 per year for WebOffice for a total cost of \$78,120 - this reflects no price increase from 2010
- 5 year (2011-15) - \$89,964.00 (\$105 per terminal for years 1 -3, \$110.25 per terminal for years 4 - 5), plus \$8,400 per year for WebOffice, for a total cost of

\$131,964 - this reflects a 5% price increase for quarterly preventive maintenance and service for years 4 - 5.

The Multi-year pricing is based on the assumption that the full amount is invoiced upon the execution of the maintenance agreement. The savings is in the elimination of the expected 2 - 3% annual increase in fees during years 1 - 3.

The service contract is for our fiscal year beginning January 1 through December 31.

Staff recommends the three year option. This eliminates any potential fee increases for the next three years.

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. for a period of 3 years and authorize the Village Manager to execute the contract.

**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

**2010-0430 Resolution Authorizing a Local Vendor Purchasing Policy in the Village of Orland Park, Cook and Will Counties, Illinois**

Assistant Village Manager Baer reported that the Village has always encouraged residents to purchase goods and services from local vendors. One way to do this is through the passage of a Local Vendor Purchasing Policy. This policy will allow the Village to utilize the goods and services provided by its businesses when selecting vendors that have responded to a formal bid process, so long as their qualified bids are within a designated percentage of the low bid price.

Trustee Bernard A. Murphy questioned if the Village Attorney's had reviewed the policy.

Assistant Village Manager Baer reported that the policy has been reviewed and approved by the Village Attorney's.

The qualified bids will continue to go before the Board where staff will explain the bids between the local and lowest bidder. The Board will then award a contract.

This Policy will not apply in any situation where any portion of the contract amount is being paid with funds other than Village monies. Specifically, this Policy shall not apply in any situation where the Village has received a grant or otherwise received a source of funds other than its own funds.

Chairman Edward G. Schussler recommended forwarding this item to the full Board and asks that the Village Attorney be present for legal opinion.

Trustee Murphy recommended this item go under the Finance Committee on the Board Agenda for discussion.

I move to recommend to the Village Board passage of a Resolution entitled: RESOLUTION AUTHORIZING A LOCAL VENDOR PURCHASING POLICY IN THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

**A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR PASSAGE to the Finance Committee. The motion CARRIED by the following vote:**

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

**Nay:** 0

#### **2010-0447 Compensation and Reimbursement of Certain Elected Officials - Ordinance**

Chairman Schussler requested this item be tabled.

I move to recommend to the Village Board that this item be tabled.

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

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

**Nay:** 0

**ADJOURNMENT: 6:17 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

**/mp**

**APPROVED:**

Respectfully Submitted,

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**David P. Maher, Village Clerk**

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**Joseph S. La Margo, Deputy Clerk**