

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Wednesday, October 29, 2014

6:00 PM

****SPECIAL MEETING - 2015 BUDGET****

Village Hall

Board of Trustees

Village President Daniel J. McLaughlin

Village Clerk John C. Mehalek

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Edward G. Schussler,
Patricia Gira, Carole Griffin Ruzich, and Daniel T. Calandriello*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:10 PM.

Present: 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello and President McLaughlin

SPECIAL MEETING

2014-0461 2015 Budget - Departmental Budget Hearing

Village Manager Paul Grimes reported that at tonight's budget meeting the following departments will present their budgets:

Administration
Clerk's Office
Public Information
Development Services
Finance
MIS
Civic Center
Open Lands

A power point presentation began

DEVELOPMENT SERVICES (EXHIBIT A)

Village Manager Grimes stated that Development Services Director Karie Friling will not be present at tonight's meeting due to a family medical emergency. Assistant Director of Development Service Michael Kowski and Office Support Supervisor Melissa King will present the Development Services budget.

Building Division

Accomplishments were discussed - (EXHIBIT A - pages 1 through 4)

Assistant Director Kowski stated that within the Building Division there has been a steady increase for new residential homes as well as commercial and remodels.

Various Code updates were completed, along with 567 health inspections - to date. There were 76 Special Events Permits issued and 1,071 Property Maintenance inspections done with a total fine assessed at \$341,938.

Goals and Objectives (EXHIBIT A - page 5 through 7)

Economic Development – Processing of plans and permits, Development Service is expecting a record year in 2015.

Downtown Development – University of Chicago, restaurants in the Main Street Area, as well as Reva Residential and Mariano's.

Quality of Life - Updates to the International Building Code as well as the renewal of the Crime Free Rental Housing Program.

Discretionary Requests (Exhibit A – page 16 through 18) – Elimination of Weed/Litter/Nuisances

Office Support Supervisor Melissa King reported on the Development Services Staffing. (Exhibit A – pages 8 through 15). She stated that no new positions are being requested.

Expenditure details were reviewed line by line and changes were explained (Exhibit A – page 9).

Regarding Property Maintenance - Trustee Fenton stated that in the older parts of town it seems that residents will just pay the fines instead of solving the problems (for instance grass, weeds, etc.)

President McLaughlin stated that possible it is time for the Finance Committee to review and increase fees of this nature.

Planning Division

Accomplishments were discussed - (EXHIBIT A - pages 1 through 4)

I-80 Development Plan, along with market/Trade Shows and business retention visits. Ninety 7 Fifty project, continued with downtown development which includes the demolition of Orland Plaza, continued planning for the Open Lands Nature Center.

Goals and Objectives (EXHIBIT A - page 5 through 7)

Economic Development – Planning/Zoning and marketing analysis for I-80 Corridor, Business Retention Visits and Trade Shows, Digital App's development for local businesses.

Downtown Development – Construction of UCMC project, Construction of Restaurant Projects, Infrastructure Improvements (Jefferson Avenue, utilities, etc.).

Quality of Life – Implementation of Nature Center plan for Open Lands and Updates to the Village Code.

Discretionary Requests (Exhibit A – page 16 through 18) – Hickory Creek

Watershed Study – Regional Committee Annual Requests, Strategic Plan Economic Development Initiative Implementation Branding & Way Finding, Claritas (Demographic/Workforce Information) annual subscription, Economic Development Marketing Promotions that includes I-80 corridor and ICSC.

Office Support Supervisor Melissa King reported on the Development Services Staffing. (Exhibit A – pages 8 through 15). She stated that no new positions are being requested.

Expenditure details were reviewed line by line and changes were explained.

President McLaughlin asked if the Branding and Way Finding is mainly signage. Would the Planning Department determine the way finding, and the signs would go under Public Works.

Village Manager Grimes stated that the signage would probably be outsourced, because it would not be a typical sign done in the Public Works sign shop. It would be more unique and decorative. Public Works would do the install.

Trustee Dodge stated that this will also tie into what will be done online with digital marketing. It is the signage but also the broader campaign of marketing Orland Park.

Transportation Engineering Division

Accomplishments were discussed - (EXHIBIT A - pages 1 through 4)

The continued LaGrange Road Reconstruction and Enhancement, planning for 159th Street Phase II engineering, approval of final engineering for REVA and Mariano's, complete 156th Street connections.

Discussed were Goals and Objectives (EXHIBIT A - page 5 through 7)

Economic Development – Continued LaGrange Road Reconstruction and Enhancement, Phase I and II engineering of 143rd Street widening, Street widening's, as well as final engineering for 147th street roundabout designs.

Downtown Development – Construction of Jefferson Street and related improvements, construction management of Orland Crossings infrastructure improvements.

Quality of Life – Reclassification of John Humphrey Drive from 143rd Street to Orland Square Drive to enable the Village to apply for funding opportunities for future roadway improvements, update engineering code, design of multi-use path for Stellwagen.

Discretionary Requests were discussed (Exhibit A – page 16 through 18).

Professional Engineering Services were discussed.

Office Support Supervisor Melissa King reported on the Development Services Staffing. (Exhibit A – pages 8 through 15). She stated that no new positions are being requested.

Expenditure details were reviewed line by line and changes were explained.

Trustee Dodge requested from Director Mampe a report on Workers Compensation increases.

Open Lands (EXHIBIT A – page 18)

Grant from General Fund for Boley Farm electricity, fundraising, and legal/audit fees, Grant from General Fund or non-referendum GO Bonds for the Nature Center Phase I implementation for site engineering, pavement removal, soils removal, and pervious pavers.

Director Mampe explained the Grant monies for Open Lands.

Open Lands has approximately \$400,000 in available cash. There is more referendum money available.

Trustee Fenton stated that the reason the Board is seeing costs for the Boley Farm, is now the Village completely owns the Boley Farm.

It was discussed that all Open Land's property is titled in the name of the Village. The ultimate control of the property is the Village's.

Trustee Schussler asked what the plan is for the Boley Farm, specifically the house.

Village Manager Grimes stated that is a question that will be addressed to the Open Lands Commission for their advice.

President McLaughlin questioned why the Open Lands Commission would have any say so on the buildings.

Village Manager Grimes stated that Open Lands is an advisory commission and they advise the Board on any Open Lands holdings.

There are certain buildings that Open Lands may like to see as part of the property and perhaps the Village does too. There are other buildings that don't need to remain on this property.

Park's Division Director Frank Stec is going to begin evaluating the buildings and identify those that have challenges and may want to be removed. This will be brought to the Open Lands Commission and the Village Board for actions.

Stellwagen (EXHIBIT A – page 18)

Grant from General Fund for general maintenance, legal/audit fees, and farmhouse restoration (siding, roof, contingency) were discussed.

General Questions – Development Services

Trustee Gira questioned that there is a \$12,000 amount for resubdivision of the Village Campus, what is that for?

Trustee Fenton explained that many years ago the Village Campus was not placed in the correct taxing boundaries and it will be a \$12,000 cost to now line up the correct pin number with the correct buildings within the Village Campus.

Trustee Fenton questioned Director Mampe on what would be the part time salary to a full time salary for a Property Building Maintenance Inspector position.

Director Mampe stated the part-time for both positions would be \$48,200 that is total all-in costs for 999 hours.

Trustee Fenton questioned if the part time position is not approved to go full time, will the Board authorize another Property Maintenance Inspector part time position. She explained that because of the amount of properties that there are within the Village and the Village is growing this part time position is needed.

President McLaughlin stated that there are many retired tradesman who are looking for a part time position to be inspectors. Their hours would be increased during the summer months when it is busy and then decreased in the winter months. He believes there should be a type of list that could be available for property maintenance inspectors to be taken from during the summer months. This way there would be a bank of qualified individuals that would be available as needed.

Trustee Fenton asked if the Board would be willing to authorize another part time property maintenance inspector for \$24,000.

President McLaughlin stated if Trustee Fenton believes that this position is needed she should complete an amendment form that will be presented to the Board at the November 5th meeting, when all amendments will be discussed and voted on by the Board.

CIVIC CENTER (EXHIBIT B)

Trustee Gira introduced the new Civic Center General Manager Cynthia Kelly to the Board.

Assistant Village Manager Baer explained to the Board the Civic Centers accomplishments and goals and objectives (Exhibit B - pages 2 & 3)

These goals and objectives are from past years and Ms. Kelly will be working on newer ones in the upcoming year.

Staffing was discussed and there are no new positions being requested.

The budget summary was reviewed and discussed with the Board.

Trustee Schussler commented that the Civic Center has had very little marketing in the past, which will be changing. He asked if extra funds should be placed in the budget for marketing.

Trustee Gira stated that increased marketing was discussed and the Civic Center Board is hoping to receive some dedicated time from the Public Information Department to accomplish this. She agreed that the printing budget should be increased due to new publications that will be created to market this building.

President McLaughlin stated that the Civic Center has been running in a deficient for so long. He believes that because the Village Board has been subsidizing large amounts of funds over the years and now because of new changes that will be taking place that the Village Board needs to be more involved. The Civic Center Board is doing a good job in overseeing the General Manager and giving direction, helping to run the day-to-day and operations.

President McLaughlin stated that because of this ongoing large deficient and the new changes being made at the Civic Center, he would like to see General Manager Kelly put a promotional marketing program together. He would like this to be presented to both the Civic Center Board and the Village Board. If the Board agrees with this presentation, at that time a budget amendment for extra funding would be done. He does not believe additional funding should be given at this time because there is no strategy.

Trustee Gira stated that she agrees that additional funds should not be approved until there is a plan in place. However, she did request that funds be given for basic improvements in the building.

Trustee Schussler agrees with President McLaughlin. There needs to be a plan developed and the Village Board needs to agree with this plan and give the new General Manager the tools she needs to be successful.

OFFICIALS (EXHIBIT C)

President McLaughlin stated that there are no significant changes to the Officials Budget.

The only discretionary requests were donations to the Bridge Teen Center and the Vietnam moving wall.

Health Insurance Question

Health Insurance coverage was discussed regarding why would one nonunion employee insurance amount in the budget be at \$9,000 and another nonunion employee be at \$16,000.

Director Mampe explained that it depends on the type of coverage (single vs family or HMO to PPO).

Human Resources Director Stephana Przybylski reported on the different coverages of insurance and this is the way the percentage structure has been setup for a number of years.

Village Manager Grimes explained that the Village's health plan offering should not be surprise to anyone. Family medical is offered; the employee will pay more for family coverage than what would be paid for single plus one, or individual plus a child, or just a single plan.

Staff has worked very hard on the percentage structure and it is beginning to pay dividends, so that an employee picks a plan design that is priced accordingly and the type of plan that one may choose.

In this particular case the incumbent that just left the Civic Center had a single plan, the Village default plan is the silver family plan, which is what has been budgeted for budget purposes and that is what the \$16,000 reflects (the default number). Always, the most conservative number is budgeted. The new General Manager of the Civic Center has not chosen her insurance coverage yet (she was just hired), so this amount may be lower.

VILLAGE MANAGER'S OFFICE (EXHIBIT D)

Village Manager Grimes and Assistant Village Manager Baer reported on the accomplishments and goals and objectives for the Village Manager's Office. (Exhibit D – page 6 & 7)

Human Resources Director Stephana Przybylski reported on the accomplishments of the Health Benefit Implementation, the processed new hires, and working closely with Finance and MIS with the implementation of Payroll and HR Innoprise application.

Assistant Village Manager Baer stated that regarding the Village Manager's Office staffing (Exhibit D – Page 8) that there are no changes proposed. Expenditure Details (page 9) there are no significant changes from the 2014 budget.

Director Przybylski explained the discretionary requests for Personnel (Exhibit D – page 10). She explained that the three requests are for her department, the Human Resources Department. Requested is an additional step increase for the Part Time Human Resources Assistant along with two reclassifications from Part Time Clerk Typists and Part Time Clerk Typist/Floater to Part Time Human Resources Clerk Typists and Part Time Human Resources Clerk Typist/Floater.

Trustee Dodge asked if the workload is there to warrant these requests.

Director Przybylski stated that yes these positions are very much justified. These two part time positions were created when the full time person retired. These part time positions also cover the Information desk for lunches. They work on very time consuming data entry information.

Trustee Dodge asked Village Manager Grimes if he foresees growth in this department for more employees.

Village Manager Grimes stated that he believes this is sufficient staffing for this department at this time.

Trustee Fenton asked how many employees were there when it was only Director Przybylski in the Human Resources Department

Director Przybylski stated there was herself and another full time employee and there were approximately 286 full time employees.

Trustee Fenton stated that back then there were 286 full time employees with only two full time employees. Now there are less full time employees and there are two full time employees along with several part time employees.

Director Przybylski stated that there may be less full time employees, but a lot of time is spent on part time employees because there is such a large turn-over rate.

Things are done much better than when there were only two full time employees in Human Resources. There are also a lot of regulatory issues that need attention for example leave processing, benefit processing, laws like the Affordable Care Act.

Time and concentration is needed to make sure these are all administered correctly. This all takes time and manpower.

Village Manager Grimes stated that he very much supports a professionalized Human Resource Department. You cannot fool around with public sector labor.

President McLaughlin stated one improvement he would like to see is when someone applies for a position within the Village for HR to send some type of reply to the applicant. His office has receives from individuals complaints that weeks later after someone has applied for a job, they still have not received any type of reply back.

Village Manager Grimes reviewed the discretionary requests for technology and other requests (Exhibit D – page 10)

FINANCE (EXHIBIT E)

Director Mampe reviewed the Finance Department accomplishments along with their goals and objectives (Exhibit E – page 2 & 3)

Director Mampe commented that she believes her staffing levels in her department are good, she is not requesting any new positions.

Trustee Dodge asked if the task load in Finance will be increasing or decreasing and how is your department's efficiency.

Director Mampe stated that so much of what is done in Finance is redundant - all day every day and different skill levels are needed. So many of the positions do the same function each day, be it processing payroll, or paying vendors, or water billing.

Can those functions be done better, less manually, absolutely! Over time, there is one full time cashier and three part time cashiers, possible there will not be a need for all three part time cashiers and the full time cashier can be made into a part time position to save on benefits costs. However, the function is still going to be there.

Trustee Dodge stated that if something is being done consistently the same day in and day out that would be right for outsourcing or reengineering the process and enabling technology to do it better.

Trustee Dodge asked Finance Mampe if she has looked at outsourcing payroll.

Finance Director Mampe stated that she receives calls all the time from vendors to outsource payroll. She believes that the Village is very unique, there are a lot of full time employees but the part time employee load, especially in the summer

time, is large. The Village's payroll function is unique because of the part time employees, the number of benefits that are paid, the number of pension plans.

Finance Mampe stated that she believes outsourcing payroll would be more costly than funding the one full time position.

Trustee Dodge stated that Director Mampe raises good points, however, there needs to be some hard validation from the market place. He does not believe that the Village is unique, retailers deal with this all the time with a healthy mix of full time and part time employees and benefits. He did agree the Village has complexity because it is a public sector.

Trustee Dodge stated that perhaps in the upcoming year, the Board needs to evaluate the positions in the Finance Department and ask how the Board can make these positions more effective.

President McLaughlin agreed that this is something that needs to be looked at all throughout the year, every year.

Director Mampe reviewed the expenditure details line by line (Exhibit E – page 5).

MIS (EXHIBIT F)

MIS Manager Mary Klinger and Information System Administrator Norm Johnson reviewed the MIS Department's accomplishments along with the goals and objectives (Exhibit F – pages 2 & 3)

Trustee Dodge asked regarding all the requests from the various departments, how will it drive effectiveness and efficiency in their department so that time/labor saved can be repurposed.

Village Manager Grimes stated that these requests will save time. Keeping up with technology, there are certain things that the Village is expected to keep up with in terms of technology offerings for Village residents and the field that staff has to do in their jobs by saving time and being productive.

Village Manager Grimes explained for example e-mail - Most of the Village's operating departments do not have clerical executive assistances any longer. Directors now schedule their own meetings on Outlook; take care of their own emails. Executive Assistances are more educated and now are at a higher level than in the past and do more analytical work than basic clerical work. These types of upgrades allow the Village staff to be more productive and that allows for the repurposing of positions to become analysis instead of clerical staff, which is better for the organization.

Trustee Dodge stated that he does not have a problem with these investments,

however, it is important as the Board goes forward senior staff needs to keep mapping back to that theory and those numbers.

Village Manager Grimes stated that his objective is to keep the Villages full time benefitted head count as flat as possible, that has been his instructions from the Board. There will be staff that has the tools and skill-set to be able to absorb the growth of the community. If there is a need to flex our labor, it will be through part time, contract, or reallocation.

Trustee Dodge stated that the net number of heads is a Board decision to authorize. He stated he wanted to make this clear that if the Board is going to engage in technology than fix the processes so you manage staff. He wants to make sure this is the mapping for all the departments.

Director Mampe and MIS Manager Klinger explained the completed implementation of the Innoprise Customer Information System, Citizen Access and Cash Receipts applications and discussion took place what this program is capable of doing.

Information Systems Administrator Norm Johnson reviewed the MIS department's discretionary requests, staffing, and expenditure details were reviewed. (Exhibit F – pages 4, 5 & 6). MIS is not requesting any additional staffing at this time.

CLERK (EXHIBIT G)

Deputy Clerk and Public Information Office Joseph La Margo reviewed the Clerk's Office accomplishments along with the goals and objectives (Exhibit G – pages 2 & 3)

The Clerk's Office is not requesting additional staffing at this time. The Clerk's Office expenditures were discussed (Exhibit G – page 5)

A question was raised regarding the Deputy Clerk's Salary that shows in the Clerk's Office budget as .50 percent and then the Public Information Officer in the Public Information Offices budget as .50 percent, when the Public Information Officer's salary is a stipend amount.

Clerk Mehalek stated that he is requesting to see the entire salary for the Deputy Clerk in the Clerk's Office budget and the stipend amount for the Public Information Officer placed in the Public Information Office budget.

Village Manager Grimes stated that this 50 percent is a cost allocation. The fact is that Mr. La Margo spends half of his time as Deputy Clerk and the other half of his time on Public Information functions. If the concern is that if Mr. La Margo was no longer in the Deputy Clerk's position or Public Information Office position and to fill that opening that new person would only receive 50 percent; that is not what would happen. Discussions would take place and a proposal would be presented to Clerk Mehalek on the appropriate salary to be offered for the position.

Trustee Dodge stated this looks to be a simple change.

Deputy Clerk and Public Information Office La Margo reviewed and discussed the Clerk's Office expenditure line items (Exhibit G – page 5).

PUBLIC INFORMATION OFFICE (EXHIBIT G)

Deputy Clerk and Public Information Officer Joseph La Margo reviewed and discussed the Public Information accomplishments along with goals and objectives (Exhibit G – pages 6 & 7)

Discussed were Social Media regarding Twitter, Facebook and the Pinterest page.

Quality of Life - Communication was reviewed and discussed (Exhibit G – page 7).

The budget summary was reviewed and discussed with the Board (Exhibit G – Page 9).

Discretionary requests were reviewed and discussed (Exhibit G – Page 9).

Deputy Clerk and Public Information Officer La Margo stated that he is requesting an additional step increase for the Communication Specialist.

Trustee Dodge stated that as the Public Information Office takes on more and more communication pushes to the residents, is there enough staff in this department to be able to get this all done.

Trustee Dodge stated to accomplish this increase in communication, there has been discussion on do you take a part time employee and make them full time to get this done, or hire another part time person to help with the work load.

Trustee Schussler suggested that compared to ten years ago the communication that is being sent has very much increased. Because of that should the Communications Specialist position be made to a full time position?

Trustee Gira stated that she is once again mentioning the need for help from the Public Information Office staff for increase marketing of the Civic Center.

Trustee Gira stated that it is amazing that one of the responsibilities of the part time Communication Specialist is the publication each quarter of the Orland Park Public.

Trustee Gira is not in favor of adding a part time position in the Public Information Office but rather changing the part time Communication Specialist to full time and taking percentages of that salary from other departments where this person would be utilized, for example the Civic Center.

Village Manager Grimes stated that the Board has made it clear that they want to hold the head count of full time employees down. With his conversations with Joe regarding this, it was believed that the work load could be accomplished with a part time employee and approving an additional step increase for the current Communications Specialist.

If it is the Boards wishes to add another full time employee than a budget amendment form can be filled out and the Board will vote on that at the November 5th budget meeting.

Trustee Gira stated that yes, the work will get done, however, will it be at the level of quality that the Board and residents have come to expect, especially with the Orland Park Public.

Trustee Dodge stated that Village Manager Grimes has made some very good points. As departments begin to rely more heavily on the Public Information Office for marketing this request will need to be revisited.

Discussion took place regarding an additional part time person who would work 999 hours so that IMRF benefits would not be offered.

Other discretionary requests were discussed for the Public Information Office regarding the Telephone Town Hall Meeting, Webinars, and a Consulting Service of a graphic designer for the Public Information Office. Postage was discussed to mail the Orland Public out instead of an insert in the Orland Park Prairie newspaper.

The next budget meeting will be on Wednesday, November 5, 2014 at 6:00 PM and the final Operating and Capital budgets will be reviewed as well as financial position of all Village funds.

This was an informational meeting NO ACTION was required at this time.

ADJOURNMENT - 10:10 PM

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

Aye: 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

Nay: 0

/nm

APPROVED:

Respectfully Submitted,

John C. Mehalek, Village Clerk