

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Monday, October 28, 2013

7:00 PM

**SPECIAL MEETING
FY2014 BUDGET WORKSHOP**

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 6:15 PM.

Staff Present: Village Manager Paul Grimes, Assistant Village Manager Ellen Baer, Finance Director Annmarie Mampe, and Public Information Officer Joe La Margo.

Present: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello and President McLaughlin

Absent: 1 - Trustee Schussler

SPECIAL MEETING

2013-0604 2014 Budget Workshop

Village Manager Grimes reported that at the October 16, 2013 budget workshop, the Board requested staff to provide additional information related to the proposed capital budget. He reviewed this additional information with the Board. (Exhibit A).

Village Manager Grimes reported that at tonight's workshop, discussion will take place regarding the Operating Expenditures, which is comprised of three funds (The General Fund, Civic Center Fund, and the Recreation Fund).

Director of Finance Annmarie Mampe reported that the Village's operating budget is all of the departments and functions that involve employee costs.

Director Mampe reviewed each page of the packet (Exhibit B) that she distributed at the workshop.

Director Mampe explained the 25% reserve that remains in the General Fund balance.

Page 3 - The total target amount that was divided between all the departments was \$3,261,094. The departments then prepared their budgets to remain within their target amount given.

Village Manager Grimes explained to the Board page 4 – summary of position requests; page 5 – 2014 special events; and pages 6 – 9 discretionary requests.

On page 5 - discussion took place on special events.

One suggestion was to possibly charge admission on some of the larger events or having items for sale to help recoup some of the expenses that the Village is paying. An example was used at the Taste of Orland the fees are in the cups to help pay the expenses.

Discussion took place to charge non-residents to enter these Village events. However, anyone coming into Orland Park for an event may also be buying gas, food, or will be shopping and the Village benefits from that.

Director Mampe stated that if departments needed extra funds for a purchase or project, they placed those under the discretionary requests. This is a type of "wish list" for the departments. Assistant Village Manager Baer and Director Mampe will review these lists with Village Manager Grimes. He then makes the final decision on what was important and what should be put-off to another year or so.

On page 9 is the total of \$581,789 that represents the recommended discretionary requests.

Village Manager Grimes explained that some of the items that he did not recommend or items he did recommend for consideration from the discretionary requests, the Board may feel differently and these can be changed.

Page 7 - President McLaughlin requested more information about the Beer/Wine Tasting Event. With having an event that is all about liquor this can open-up a lot more issues.

Page 6 – Trustee Dodge was not in favor of the Wide Screen Monitors. He would like to see improvements in the Board Room regarding conference calling and audio equipment. He also questioned the Large Scale Scanner/Plotter/Printer, asking what departments will be using this and is it better to outsource the copying or lease the machine.

Director Mampe stated that all the departments use this plotter – but it will be located in the Development Services Department. Village Manager Grimes stated that possibly this plotter can be leased. Large documents could not be sent out for copying, this would be too expensive and inconvenient.

Assistant Village Manager stated regarding improvements in the Board Room, that has been recommended for consideration and she will let Trustee Dodge know where that is located within the budget.

Page 6 - Trustee Gira questioned who spec'd the Audio Visual upgrades at the Civic Center for projectors, pull down screens, receivers, amplifiers, etc. And can that amount be raised from \$28,000 to \$35,000.

Director Mampe stated that Gail Blummer along with others from the Civic Center Board, and Norm Johnson.

President McLaughlin stated that any improvements on the Civic Center will need more discussion.

Page 8 - Trustee Ruzich asked regarding the Nature Center Development on LaGrange and Southwest Highway expenses of \$120,000, does the Village fund the Open Lands funds with that amount with the direction that it be spent for that project.

Director Mampe stated yes that was correct.

Page 8 – Trustee Ruzich asked within the discretionary request she is seeing Reclamation of Bulk Material Storage Facility appearing four different times throughout the recommended for consideration items.

Village Manager Grimes stated that the Village is pushing the costs of the Reclamation of Bulk Material Storage Facility to the different functional areas. This is approximately a total of \$110,000 – some bulk materials comes from watermain digs, some comes from road projects. Staff tries to allocate these costs to the appropriate expenditure accounts.

Page 8 – Trustee Ruzich stated that she was glad to see the Village Wide Branding/Way finding program – as per design and specs outlined in the Strategic Transportation Plan recommendations.

Trustee Fenton – Stated that she has spoken with Mayor McLaughlin and staff regarding audit fees charged to the Open Lands and Stellwagen Foundation. These are non-for-profit entities that do not have income coming in to pay for audit fees. Trustee Fenton asked why these fees are so expensive.

Director Mampe stated there are different audit procedures that need to be filed and they are very expensive for non-for-profit. The Village is donating to these two non-for-profit entities to cover their audit fees and that is reflected in the discretionary requests on page 8.

Page 5 - Special Events - Ways to bring in more money making events was discussed.

President McLaughlin stated that because the Recreation Department is adding more and more new events, they need to reevaluate their existing programs in the Rec Program booklet and see what can be cut, due to low attendance in order to make room for the newer programs they have listed.

Trustee Dodge suggested staff to look into a half marathon in Orland Park. Another huge money maker event, for example, a Tough Mudder event which is a hardcore obstacle courses designed to test your all around strength, stamina, mental grit and camaraderie. Tough Mudder is the premier adventure challenge series in the world and would be a great money maker.

Director Mampe reviewed page 10 with the Board regarding increasing commuter parking fees. She informed the Board without an increase, this fund will not remain balanced due to expenses associated with maintaining these lots.

The Board discussed the different parking fee amounts and the impact this increase may have. This is a fee that has not been raised for many years, possibly decades.

President McLaughlin took a consensus of the Board if the commuter fees should be raised.

Trustee Dodge – \$1.25 however, if the math does not work then the Village would raise it to \$1.50 with a policy that anything the Village does not spend for snow events can be used to prolong the next increase.

Trustee Gira - \$1.25 for 2014 but plan to increase to \$1.50 in 2015.

Trustees Ruzich, Fenton, Calandriello agreed with Trustee Gira.

President McLaughlin stated that the consensus of the Board is commuter parking fees can be increased to \$1.25 for 2014 and then \$1.50 for 2015.

Village Manager Grimes reminded staff that a written request for approval of this increase will need to be submitted to Metra.

President McLaughlin requested after FY2014 Budget is completed, he would like staff to conduct a study for next year's budget on liquor license fees. These fees (like the parking fees) have not been increased in many years.

Director Mampe stated that the next FY2014 Budget Workshop can be scheduled for Thursday, November 14, 2014 if needed.

The Board agreed to review everything presented and if there were any questions they would contact Director Mampe or Assistant Village Manager Baer. The deadline date for questions to be presented was set for Monday, November 4, 2013.

After November 4th, a decision will be made if another workshop will be scheduled.

This was for discussion only, NO ACTION was required.

ADJOURNMENT - 7:42 PM

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

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Schussler

/nm

APPROVED: November 18, 2013

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk