# VILLAGE OF ORLAND PARK

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

## Meeting Minutes

**Wednesday, November 4, 2015**

**6:00 PM**

**SPECIAL MEETING - 2016 BUDGET**

**Village Hall**

## Board of Trustees

***Village President Daniel J. McLaughlin***
***Village Clerk John C. Mehalek***
***Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,***
***Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll***

## CALL TO ORDER/ROLL CALL

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

**Present:** 4 - Trustee Fenton, Trustee Gira, Trustee Calandriello and President McLaughlin

**Absent:** 3 - Trustee Dodge, Trustee Griffin Ruzich and Trustee Carroll

## SPECIAL MEETING

**2015-0518 2016 Budget - Operating Budget for Officials,Total Revenue and Expenditure Budget for Review**

President McLaughlin reviewed the Officials budget and explained that there is an increase to the Officials budget due to the Veteran's Commission, Museum, and Drug Abuse Forum are three new programs that have been added to the Officials budget. (EXHIBIT A)

## ROLL CALL

Trustee Ruzich entered the meeting at 6:17 PM.

**Present:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello and President McLaughlin

**Absent:** 2 - Trustee Dodge and Trustee Carroll

## CONTINUE 2016 BUDGET

President McLaughlin commented that another increase in the Officials budget is due to the State of the Village will now be a Village function instead of the Orland Park Chamber of Commerce's event. This year it will take place at Carl Sandburg.

Under the Officials Personnel & Discretionary Request (EXHIBIT A, page 6) he reviewed the new part time position for the Museum Curator who will also help with the Veterans events. He also reviewed the Discretionary Requests for donation to Bridge Teen Center and Operation of the History Museum.

Finance Director Annmarie Mampe reviewed the 2016 Capital Budget Summary of expenditures and funding sources (EXHIBIT B).

Trustee Calandriello commented that there was discussion regarding using the reserve funds for neighborhood road improvements, instead of the reserves just sitting in an account unused. He questioned as the budget moves forward how much will be kept in the reserves.

Director Mampe stated that when this was first brought to the Board the Road Improvement Program had funding of $1.5 Million. Per discussion with the Board

the thought was more should be done with the Road Maintenance Program, so an additional $1.5 Million was added to that amount, which is coming from three places. A small amount is coming from the General Fund because there were savings in the Village's health insurance renewal; $600,000 is coming from the fund balance in the Capital Improvement Fund that is reserved per a Board approved policy. That Board approved policy is $1 Million and $600,000 will be drawn-down to fund the Neighborhood Road Resurfacing program in 2016. When the 2017 budget process begins, those funds will need to be replenished. The Village policy allows for this drawn-down, but the policy does list that the funds need to be replenished over time.

President McLaughlin stated that this policy needs to be revisited, if there even needs to be a fund balance in reserve. These reserve funds, instead could be used to complete repairs on as many roads within the Village within a year that are needed.

Director Mampe stated it is the same concept with the Road Exaction Fund that $750,000 was drawn-down in that fund. What can happen is that fund can be replenished in 2017 or the policy can be revisited for discussion and the Board can amend those policies.

Trustee Calandriello asked how much is left in the reserve funds.

Director Mampe stated that in the Road Exaction Fund there is $250,000 left and in the Capital Improvement Fund there is $400,000 left in reserve.

Trustee Calandriello stated that he had thought that these reserves would go down to a zero balance instead of having any funds just sitting in an account when they can go to good use with repairing the roads.

Director Mampe stated that she had understood that the Village was going to fund a $3 Million road program that historically is what the Village has funded. If it is different, this can be changed.

Trustee Fenton stated that she did not remember discussing taking these amounts from any left-over balances in other areas of the budget. She thought the money would strictly come out of the reserves in those two fund sources to come up with the $3 Million. If there were left-over funds in other accounts, it should be up to the Board to decide where those funds should be placed.

Director Mampe stated that if she was mistaken, changes can absolutely be made, she thought that was the direction she was given. These funds can be drawn down to zero and in February or March the policy can be amended if the Board so chooses and if not these funds can be built backup in the 2017 budget process.

Village Manager Grimes reviewed that if it is the direction of the Board these two funds can be drawn down to zero and if the policy is not changed the money would need to be replaced in the 2017 budget. The policy can be amended by the Board not to have a reserve; then funds would not have to be replenished, if that is the desire of the Board.

Director Mampe stated that she would recommend that the Board leave something in each of those funds for unanticipated expenditures that may come up throughout the year. One of them is LaGrange Road, the costs that are being paid out currently are estimates and the Village will be responsible for the final costs.

President McLaughlin agreed, he is all for having as much road work done but also would like some funds left in those accounts. He does want to revisit this Board policy in the near future.

Director Mampe reviewed the Total Budget Summary (EXHIBIT C). She reviewed the total revenues budget after proposed adjustments in the amount of $132,276,647 and total expenditures before Board proposed amendments in the amount of $143,726,826. It may look like the Village is spending approximately $11,000 more than the Village has in revenue that is because the Village had fund balances available in the various funds that were savings from prior years that the Village is able to use to fund the next year's budget. This happens every year and it is a good thing, because it means the Village does not over spend its budget and the revenues come in higher than projected.

Director Mampe stated that each of the Board requested amendments to the budget will be introduced and voted on separately as follows:

**2015-0707 New Position - Part Time Assistant Village Manager**

President McLaughlin stated that in the long run with several new projects that are in the future for the Village it may be a good idea to have Ellen Baer continue as a part time Assistant Village Manager. However, at some point the Board may agree that this position is no longer needed during the year.

President McLaughlin stated that this position would only be funded for FY2016.

I move to reject the amendments to delete the new part time position - Part Time Village Manager for FY2016 from the budget.

**A motion was made by Trustee Griffin Ruzich, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**Absent:** 2 - Trustee Dodge and Trustee Carroll

## 2015-0708 Public Works - Management Analyst Increase

Director Mampe reported that this was the item where the salary increase was a double step increase instead of a single step increase. This was submitted as a mistake and this amendment is the correction.

I move to approve accepting the amendment that revises the pay increase for the Public Works Management Analyst to $3,979.00.

**A motion was made by Trustee Griffin Ruzich, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**Absent:** 2 - Trustee Dodge and Trustee Carroll

## 2015-0709 Additional Smart Point Upgrade MXU's

Director Mampe stated that this amendment was for the purchase of additional Smart Points.

Smart Points are the transmitters that are located on top of the meters that allow the water meters on resident's homes to be read by transmitting to the Village electronically opposed to meters being read by car, as in the past.

The faster that these Smart Points are implemented on top of the meters the less driving will need to be done and the quicker the routes will be dissolved. The reads will then be collected by sitting at a desk. This amendment is to purchase more Smart Point MXU's in 2016.

Village Manager Grimes stated by increase this amount this will continue to have all the Smart Points installed by 2018. If the funding were decreased the installation of these meters would go into 2019.

I move to approve revising the Smart Point Upgrade to $520,000.

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

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**Absent:** 2 - Trustee Dodge and Trustee Carroll

## 2015-0710 Reclassification Position - Finance

Village Manager Grimes stated that this amendment to the budget was proposed by Trustee Carroll who was not able to be present at tonight's budget meeting and has sent a note to be read:

"My intention for two of my proposed amendment was to have them be alternatives to each other. Therefore, if my proposed amendment for the Public Works additional Smart Point Meters passes, I will withdraw my proposed amendment for Finance to delete the reclassification of two part time meter readers to one full time position, so long as it is a net savings."

Finance Director Mampe reported that the net savings is currently there are two part time meter readers that read the meters on their routes and also does office work. Between the two of them – they equal one full time position because of the amount of hours they work per month.

What was being proposed was to turn the two positions into one full time position with a savings of $26,353 less per year. One position would be eliminated on December 31, 2015. In January, 2016 the full time position would still have to do the drive by readings. However, one of the cashiers would be utilized and do the radio reads at her desk.

I move to withdraw this amendment.

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

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**Absent:** 2 - Trustee Dodge and Trustee Carroll

## CONTINUED 2016 BUDGET

Director Mampe stated that staff will now begin to put the budget together. The FY2016 Budget will be published 14 days before the December 7th Special Hearing meeting that will take place at 6:45 PM. The budget will then be brought to the Regular December 7th Board Meeting for formal approval.

At the December 7th meeting all the Levy and Abatement Ordinances will also be brought to the Board for formal approval.

**This item is for discussion only, NO ACTION is required.**

## ADJOURNMENT - 7:05 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:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**Absent:** 2 - Trustee Dodge and Trustee Carroll

## /nm

APPROVED: November 16, 2015

Respectfully Submitted,

/s/ John C. Mehalek

**John C. Mehalek, Village Clerk**

/s/ Casey Griffin

**Casey Griffin, Deputy Village Clerk**