

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Wednesday, October 19, 2016

7:00 PM

SPECIAL MEETING - 2017 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.

Staff Present: Interim Village Manager Tim McCarthy, Assistant Village Manager Joseph La Margo, Finance Director Annmarie Mampe, Assistant Finance Director Sarah Schueler, Chief of Police Tom Kenealy, General Manager of Civic Center Cynthia Kelly, Development Services Director Karie Friling, Transportation and Engineering Manager Kurt Corrigan.

Present: 2 - Trustee Fenton and Trustee Gira

Absent: 5 - Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

SPECIAL MEETING**2016-0591 2017 Budget - Police, Development Services, Civic Center and Open Lands Operating Budget**

Interim Village Manager Tim McCarthy reported that this is fourth Budget Hearing and tonight Police, Development Services, Civic Center and Open Lands operating budgets will be presented to the Board.

Civic Center (Exhibit A)

General Manager Cynthia Kelly explained the Civic Center Accomplishments for FY2016 and achieving Goals and Objectives for FY2017.

CALL ROLL

Trustee Ruzich arrived 6:13 PM

Present: 3 - Trustee Fenton, Trustee Gira and Trustee Griffin Ruzich

Absent: 4 - Trustee Dodge, Trustee Calandriello, Trustee Carroll and President McLaughlin

2016-0591 2017 Budget - Police, Development Services, Civic Center and Open Lands Operating Budget

General Manager Cynthia Kelly continued explaining the FY2017 achieving Goals and Objectives for the Civic Center.

Trustee Ruzich requested the revenue to date for the Civic Center.

General Manager Kelly stated \$166,211 in events and Bingo was \$2,650.00

Trustee Ruzich requested the expenditures to date on the Civic Center?

Finance Director Annmarie Mampe stated \$21,000 in excess revenue.

Finance Director Mampe explained the Civic Center Staffing is very limited and the Expenditures Details.

Police, ESDA and Police Pension (Exhibit B)

Deputy Chief of Police Tom Kenealy reported on the FY2016 Police Departments Accomplishments.

CALL ROLL

Trustee Dodge arrived at 6:21 PM.

Present: 4 - Trustee Fenton, Trustee Dodge, Trustee Gira and Trustee Griffin Ruzich

Absent: 3 - Trustee Calandriello, Trustee Carroll and President McLaughlin

2016-0591 2017 Budget - Police, Development Services, Civic Center and Open Lands Operating Budget

Deputy Chief Tom Kenealy continued explaining the FY2016 Police Department Accomplishments and achieving FY2017 Goals and Objectives. He reviewed the Quality of Life and High Performing Organization.

Trustee Fenton asked the status at the mall regarding crime.

Police Chief McCarthy reported that crime at the mall has not increased. There are part time Officers at the mall just about every day. Special operations are conducted at the mall on a regular basis; one was just completed at JC Penney's. Statistics are kept on a month basis on the number of thefts at those locations. When there is a spike in crime additional people are added undercover. The holiday season schedule (which begins the day after Thanksgiving) is currently being worked on. There will be a robust present at the mall.

Deputy Chief Tom Kenealy reviewed with the Board the Police staffing of salaries and benefits and current staffing, along with the expenditure details. There are no discretionary requests this year.

Finance Director Mampe reviewed the FY2017 Police Pension Fund.

CALL ROLL

President McLaughlin arrived at 6:55 PM

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

Absent: 2 - Trustee Calandriello and Trustee Carroll

2016-0591 2017 Budget - Police, Development Services, Civic Center and Open Lands Operating Budget

Finance Director Mampe continued reviewing the FY2017 Police Pension Fund.

Development Services (Exhibit C)

Director of Development Services Karie Friling reviewed FY2016 department accomplishments along with achieving goals and objectives in FY2017.

Discussion took place on raising fine fees.

Director Friling reviewed the Development Services staffing.

Director Mampe reviewed FY2017 Development Services expenditure details and Open Land expenditures details.

Director Friling reviewed her department's discretionary requests along with Open Lands and Stellwagon discretionary requests.

This was for discussion only, NO ACTION was required.

ADJOURNMENT 8:00 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 Dodge, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

Nay: 0

Absent: 2 - Trustee Calandriello and Trustee Carroll

/nm

APPROVED: November 7, 2016

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk

/s/ Casey Griffin

Casey Griffin, Deputy Clerk

Village of Orland Park

Fiscal Year 2017

Departmental Budget Hearing

Civic Center

October 19th, 2016

6:00pm

October 19, 2016
EXHIBIT A

FY2016 Civic Center Accomplishments

- * Implemented facility improvements
- * Enhanced marketing effort
- * Hosted a variety of events including business, social, military, educational and village gatherings
- * Added new key and other accounts

Achieving Goals & Objectives in FY2017

- * Quality of Life -
 - * Continue rebranding of the Civic Center
 - * Implement additional facility improvements
 - * Continue to enhance marketing effort
 - * Implement operating process improvements
 - * Continue growing key accounts and overall customer base
 - * Focus on events and programing that would better benefit our business and residential community

FY2017 Civic Center Staffing

- * Total Salaries & Benefits - \$168,864

- * Current Staffing -
 - * 1 Full Time
 - * 10 Part Time

FY2017 Civic Center Expenditure Detail

* Total Departmental Budget - \$259,325

* Page 91 – 93

* Amount above does not include Discretionary Requests

Village of Orland Park
Fiscal Year 2017
Departmental Budget Hearing
Police, ESDA
and Police Pension

October 19, 2016
6:00pm

October 19, 2016
EXHIBIT B

FY2016 Police Department Accomplishments

- Completed NIMS certification requirements
- 5th department in the U.S. to receive FAA authorization to operate the department's UAS (Drone) in any jurisdiction.
- Purchased and started training with a state of the art Response to Resistance firearm simulator.
- Awarded the National People's Choice Telly Award for the Plan Prepare Act, active shooter training video.
- Conducted a joint multi-casualty exercise with the Orland Fire Protection District at the Orland Square Mall.
- HPO – Completed Likert's evaluation of department, formed divisional work groups to work on improving performance, trained 9 members in Lean Six Sigma.
- Hosted four Coffee With a Cop events, three Cookout with Cops, five Beat Meetings, two Citizen Police Academies and Night Out Against Crime.
- Expanded Crisis Intervention Team (CIT).
- Did three CIT awareness community presentations.
- Resuscitated six overdose victims with NARCAN.
- 9% reduction in Traffic Crash reports from 2015.
- Installed new tornado siren in N/W sector.

Achieving Goals & Objectives in FY2017

- Quality of Life
 - Upgrade the Computer Aided Dispatch (CAD) system from the current New World System Microsoft Platform to the New World System Enterprise Platform
 - Achieve full compliance with the National Incident Management System (NIMS)
 - Increase training for Telecommunicators
 - Increase productivity and enforcement action in Patrol Division.
 - Develop a crime analyst position with existing staff.
- High Performing Organization
 - Meet monthly with department HPO work groups.
 - Improve efficiency through an inclusive approach to problem solving.
 - Develop goals and objectives through input at all organizational levels.
 - Keep all employees informed regarding operational issues.

FY2017 Police Staffing

- * Total Salaries and Benefits
 - * Police - \$17,317,324
 - * ESDA - \$54,517

- * Current Staffing
 - * Police –
 - * 129 Full Time
 - * 64 Part Time
 - * ESDA
 - * 1 Full Time

FY2017 Police Department Expenditure Detail

- * Total Department Budget
 - * Police – \$21,230,653
 - * Page 49 - 54
 - * ESDA - \$72,591
 - * Page 55 - 56

- * Amount above does not include Discretionary Requests

FY2017 Police Pension Fund Budget

- ✓ Funding Sources –
 - ✓ Investment Income - \$1,555,338
 - ✓ Property Taxes - \$3,158,394
 - ✓ Active Member Contributions - \$1,012,679

- ✓ Total Fund Budget - \$3,870,164
 - ✓ Page 130 – 131

Village of Orland Park
Fiscal Year 2017
Departmental Budget Hearing
Development Services

October 19, 2016
6:00pm

October 19, 2016
EXHIBIT C

FY2016 Department Accomplishments

* Building Permits, Inspections and New Petitions

- * FY2016 Year to date - Same Period Comparison
 - * - New Residential permits – 48 (no MF this year)
 - * - Existing Residential permits – 1,996 (FY15 – 1,884)
 - * - New Commercial permits – 5 (FY15 - 6)
 - * - Existing Commercial permits – 628 (FY15 - 240)
- * New Petitions and Appearance Reviews – FY 2016 YTD
 - * - 23 New Development Petitions (FY15 – 19)
 - * - 62 Appearance Review Projects (FY15 – 54)
- * Inspections - 12,026 (FY15 = 8,237)
 - * Averaging 67 inspections per day
- * Property Maintenance – 1,265 (FY15 - 1,066)
 - * Court Fines - \$73,950 – 2016 YTD
- * Health Inspections – 636 YTD
- * Rental Housing - FY2016 – 939 Inspections
 - * 927 properties/2448 units (annual registration required)
- * Adopted 2015 International Building & Residential Codes
- * Adopted 2013 FDA Health Code - State Mandate

FY2016 Department Accomplishments

* Downtown Development

- * UCMC Project Completion - December Ribbon Cutting
- * Public improvements -
 - * Norman's Cleaners NFR Letter Closure
 - * Parking Deck Completed
 - * Jefferson Street, Utilities, Parking Lot
- * Phase III Planning and Negotiations
- * New Holiday Decorations for 2016 Season

* Transportation Projects

- * LaGrange Road - South of 159th – Completed; North of 159th all lanes open
- * 159th Street Widening – On-going
- * 147th & Ravinia roundabout – Phase II design 90% completed
- * 143rd Street Widening - Phase I Engineering
- * 151st Ravinia Ave to West Ave – Phase II Design 80%;
 - * Roundabout - Awarded funding, Phase I On-going
- * Wolf Road – 143rd to 167th – Phase I engineering on-going
- * 108th Avenue Pedestrian path – Received grant funding for Phase I
- * 143rd & John Humphrey Drive – Phase I engineering on-going

FY2016 Department Accomplishments

* Economic Development

- * Branding/Wayfinding - Completed and Approved by Board
 - * Phase I Implementation Began
- * Trade show/Conference/Forum attendance – local, regional & national
- * Appearance Improvement Grant – Two New Projects Underway
 - * 29 Orland Square – “Advocate” Building
 - * 24 Orland Square – “Pearl Vision” Building
- * Will County - CED - Tied to I-80 marketing and regional efforts
- * 1-80 Zoning District - Completed and going through Plan Commission Hearing
- * Chicago Southland Economic Development Corporation – Working jointly on the development of marketing material catered to industrial (job producers).
- * Southland Convention & Visitor Bureau – Actively Engaged; Board Member and Director appointed Treasurer. Received Municipal of the Year Award.
- * Holiday Lighting Re-Branding - Underway

FY2016 Department Accomplishments

* Planning

- * I-80 Zoning Code Completion – Public Hearing Process Now
- * New Landscape Code Adopted – complete rewrite
- * Comprehensive Plan Update – Density analysis
- * Various LDC and local Code Updates
- * Downtown Project Management
- * Commission Support
 - * Open Lands
 - * Stellwagen
 - * Planning
 - * ZBA
- * 50+ Currently Active Projects in Various Planning Phases

* Administrative/HPO

- * 2 Green Belt Projects - Permits & Petition Processes
- * All new forms streamlined and electronic, if possible with Innoprise

Achieving Goals & Objectives in FY2017

* Economic Development

- * Launch of ED App
- * Implementation of branding and wayfinding in phases
 - * First/Second Phase
- * Revamp and relaunch Revolving Loan Fund/SB Program
- * Trade Shows, forums and conferences for marketing OP – I-80 Focus
- * Nature Center Construction

* Downtown Development

- * Completion of “B” Street/Landscaping
- * Finalization of Phase III Plans – Anticipated Construction
- * Marketing/Planning of next phase – IV

* High Performing Organization

- * Continued focus on delivery of core services within acceptable standards
 - * Plan Review - Initial review is now averaging two weeks
 - * Working with IT on electronic plan review
 - * Completion of Green Belt Projects
 - * Customer Service Training - Front Office

Achieving Goals & Objectives in FY2017

- * Quality of Life
 - * TRANSPORTATION
 - * LaGrange Road - COMPLETED
 - * Various other Transportation projects continue (see FY2016 list)
 - * Bike Path Completion – Stellwagon, 108th (153rd to Jillian)
 - * ROW acquisition (147th Roundabout/151st Widening)
 - * Adopt ADA Transition Plan - Federal Mandate
 - * BUILDING
 - * Building code updates to IBC 2015 with local modifications
 - * Mechanical, Property Maintenance and Fire
 - * 2016 NFPA Sprinkler/Alarm Codes
 - * 2017 NEC Electrical Code
 - * New IGA with Fire District
 - * Village Wide Meeting with Builders/Contractors - Annual
 - * PLANNING
 - * Development & Planning Projects
 - * 50 projects - Approval, Management and Negotiations
 - * Additional commercial development - 29 projects currently tracking for FY17
 - * Additional residential development – 12 projects tracking
 - * Conceptual larger projects - I-80, Stonehurst, etc.

FY 2017 Development Services Staffing

- * Total Salaries & Benefits –
 - * Administration - \$669,945
 - * Building - \$1,249,166
 - * Planning - \$725,282
 - * Transportation & Engineering - \$492,487

- * Current Staffing -
 - * Administration – 6 Full Time, 1 Part Time
 - * Building – 8 Full Time, 11 Part Time
 - * Planning – 5 Full Time, 3 Part Time
 - * Transportation & Engineering - 3 Full Time, 1 Part Time

FY 2017 Development Services Expenditure Detail

- * Total Departmental Budget -
 - * Administration - \$714,787
 - * Pages 22 – 24
 - * Building - \$1,326,879
 - * Pages 25 – 27
 - * Planning - \$794,611
 - * Pages 28 – 29
 - * Transportation & Engineering - \$581,490
 - * Pages 30 – 31

*Amount above does not include Discretionary Requests

FY 2017 Open Lands Expenditure Detail

* Total Departmental Budget - \$2,221,919

* Pages 123 – 124

*Amount above does not include Discretionary Requests

FY 2017 Development Services Discretionary Requests

- * Way Finding and Branding Implementation – Year 2 - \$100,000
- * ADA Transition Plan – Update and Evaluation - \$50,000
- * Consulting Services – Traffic Counts - \$10,000
- * Miscellaneous Consulting Services – Surveys, traffic evaluations, plat development, preliminary environmental site planning, preliminary wetland review, outside funding application assistance - \$25,000

- * Open Lands -
 - * Grant from General Fund for Boley Farm general maintenance, fundraising, and legal/audit fees - \$19,065
 - * Page 168

- * Stellwagon -
 - * Grant from General Fund for operating expenditures, legal/audit fees and farmhouse restoration - \$95,450
 - * Page 169