

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Monday, October 24, 2016

6:00 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, Director of Public Works John Ingram, Chief Technology Officer Frank Florentine, Deputy Clerk Casey Griffin, Human Resources Director Stephana Przybylski.

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

SPECIAL MEETING

2016-0591 2017 Budget - Administration, Clerks, Finance, MIS, Officials, and Public Works (including Building Maintenance) Operating Budget

Interim Village Manager Tim McCarthy stated that tonight is Budget Hearing #5 and operating budgets will be presented by Administration, Clerk, Finance, MIS, and Public Works.

Public Works (Exhibit A)

Director of Public Works John Ingram reviewed their FY2016 department's accomplishments along with FY2017 achieving goals and objectives.

Director Ingram reviewed expenditure details, personnel and discretionary requests.

Public Works Water & Sewer Fund (Exhibit B)

Director Ingram reviewed the FY2016 Water and Sewer Funds accomplishments, along with achieving goals and objectives in FY2017.

Director Ingram reviewed personnel and discretionary requests.

President McLaughlin stated that John Diorio requested to speak before the Board.

Joe Diorio has been employed at Public Works for the past 33 years – He spoke before the Board requesting if he could be considered for a Worker Maintenance II reclassification from a Worker Maintenance I that he currently holds. He stated in the past he has trained others and they have received promotions, not him. He has snow plowed for his entire career and the past 10 years has been assigned to the Fairway Subdivision where there are never any complaints.

He is proud of his work ethic. When asked to stay, he is always available. He is

very happy working for the Village and is not looking for another job, but would really like this reclassification.

President McLaughlin stated that the Board does not decide personnel issues. The Board decides the budgets and staff decides positions and how much employees receive in raises and who receives promotions.

President McLaughlin requested that Interim Village Manager McCarthy speak with Public Works Director Ingram regarding Mr. Diorio's request after the meeting tonight. He thanked Mr. Diorio for coming before the Board with this request.

Finance Department (Exhibit C)

Finance Director Mampe reviewed the FY2016 department accomplishments along with achieving goals and objectives for FY2017.

Director Mampe reviewed the Finance staffing, expenditures details, and discretionary requests.

Departmental Budget Hearing (Exhibit D)

Director Mampe reviewed and explained the General Fund - Non-Departmental and Boards and Commissions; Motor Fuel Tax Fund, Home Rule Sales Tax Fund, Main Street Triangle Fund, Commuter Parking Fund, Debt Service Fund and Insurance Fund.

Business Information Services Budget (Exhibit E)

Chief Technology Officer Frank Florentine reviewed the departments FY2016 accomplishments along with achieving goals and objectives in FY2017.

He reviewed his departments staffing and expenditure details along with the discretionary requests.

Village Clerk's Office (Exhibit F)

Deputy Clerk Casey Griffin reviewed the FY2016 Clerk's Office accomplishments along with FY2017 goals and objectives quality of life. The expenditure details were also reviewed.

Village Manager's Office (Exhibit G)

Assistant Village Manager Joseph La Margo along with Human Resources Director Stephana Przybylski reviewed the FY2016 accomplishments and achieving goals and objectives for FY2017.

They reviewed office staffing and office expenditure details. Personnel and discretionary requests were reviewed.

Public Information Office (Exhibit H)

Assistant Village Manager Joseph La Margo reviewed FY2016 accomplishments and FY2017 goals and objectives along with office staffing. Expenditure details were reviewed.

Trustee Carroll stated that under the Public Information Office there were three discretionary requests and all three were not recommended by the Interim Village Manager.

Trustee Carroll is firmly in agreement with the hiring of the position of Communication Director. He believes that this position is not doable for this year, however, possibly for something in the future, especially with Mr. La Margo now being promoted upstairs to the Assistant Village Manager.

Trustee Carroll continued that because this third item will need to wait, items one and two should be considered to improve communication (Pages 137 and 138 in the Departmental Operating Expenditures Booklet located in Legistar).

Trustee Carroll stated that when Mr. La Margo was promoted upstairs the Communication Manager's responsibilities increased by overseeing the day to day operations.

Trustee Gira agreed with Trustee Carroll. She stated that in order to increase the quality of the production in Public Information that currently is exceptional; she believes there is a need for the reclassification of the part time Communication Specialist to full time.

President McLaughlin asked who is overseeing the Public Information Office.

Assistant Village Manager La Margo stated that he is overseeing the administrative oversight to this department; however, the Communication Manager oversees the day to day operations.

Director Mampe stated that if there is going to be an amendment to the budget to include these two requests a vote will need to take place.

Trustee Dodge stated that the budget can be amended to increase it to \$42,344, but another deeper conversation needs to take place with the Board about when and whom this will be spent on. He continued that if there is an increase in responsibilities and if there is additional productivity that more discussion will take place at a later date before the \$2,323 and the \$40,021 would be released. He is

okay to earmark the money, just don't immediately put it in place.

Director Mampe stated that in the past there is a stabilization fund that salary increases are held in due to the agreements were not yet settled. The same thing could be done with these funds. The dollars would be earmarked but would not be assigned to a person or a position.

Trustee Dodge agreed with that.

Trustee Carroll reviewed that the funds would be budgeted. The Technology, Innovation and Performance Improvement Committee would give direction to staff on what communication projects it would like implemented for 2017. Staff would then draw up the communication plan to match this request and when the plan is in place, staff would then review these funds to accomplish those goals.

Officials Budget (Exhibit I)

President McLaughlin reviewed the FY2016 Officials accomplishments and achieving goals and objectives in FY2017 along with the Official's staff.

Director Mampe stated that there will be no meeting on Thursday, November 3, 2016 as originally thought. At the regular Board of Trustees meeting on November 7, 2016, all the changes will be ready for review and discussion.

This was for discussion only, NO ACTION was required.

BUDGET AMENDMENT

I move to approve a budget amendment in the amount of \$42,344 to be set aside for potential employee compensation adjustments.

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

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

Nay: 0

Abstain: 1 - President McLaughlin

ADJOURNMENT - 9:35 PM

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

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

Nay: 0

/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

Public Works Department

October 24, 2016

6:00pm

FY2016 Department Accomplishments

- * Maintained Village buildings within code/industry standards
 - * Total renovation of Park and Grounds Administrative Building
 - * Installation of Security Cameras in the Police Station
 - * Installation of new HVAC system in Village Hall Server Room
 - * Coordinated demolition of buildings
 - * Coordinated mechanical evaluation of Orland Park Health & Fitness Center
 - * Successfully blended into the Public Works Department as a division
 - * Successfully installed HVAC replacement units for various municipal facilities

FY2016 Department Accomplishments

- * Completed the removal of all Village parkway ash trees (ATTRP - Ash Tree Removal Replacement Program)
- * Completed the replacement of nearly replacement trees
- * Completed repair of various roads through the Road Improvement Program
- * Improved Resident Response
- * Implemented technology for more efficient field operations
- * Initiated upgrades to security systems

Achieving Goals & Objectives in FY2017

* *Quality of life -*

- * Initiate Village-wide multi-year parkway tree trimming program
- * Continue expanded Road Improvement Program to improve Village-wide pavement conditions
- * Work with contractor to pursue grants for Performance Contracting projects
- * Implement a variety of maintenance projects at Village facilities
- * Implement improvements at the Orland Park Health & Fitness Center

* *High Performing Organization -*

- * Expand departmental technology efficiencies to include department-wide use of email, mobile devices and other field apps
- * Implement additional apps to further increase staff efficiency
- * Train additional staff in Lean Six Sigma principles to improve efficiency and quality of services provided
- * Continue and expand the department's safety and skill training with added leadership training opportunities

FY 2017 Public Works Staffing

*Total Salaries & Benefits

- *Administration - \$322,464
- *Streets - \$2,667,020
- *Transportation - \$149,248
- *Vehicle & Equipment - \$771,582
- *Building Maintenance - \$1,057,657

*Employees

- | | |
|----------------------|-----------------------|
| *Administration | *Transportation |
| *2.25 Full Time | *1 Full Time |
| *1 Part Time | *3 Part Time |
| *Streets | *Building Maintenance |
| *22 Full Time | *8 Full Time |
| *1 Part Time | *4 Part Time |
| *9 Seasonal | *1 Seasonal |
| *Vehicle & Equipment | |
| *7 Full Time | |

FY 2017 Public Works Expenditure Detail

- * Total Departmental Budget
 - * Administration - \$357,779
 - * Page 38 – 39
 - * Streets - \$3,570,730
 - * Page 40 – 43
 - * Transportation - \$164,614
 - * Page 44 – 45
 - * Vehicle & Equipment - \$2,322,356
 - * Page 46 – 48
 - * Building Maintenance - \$3,351,704
 - * Page 32 - 37

FY2017 Public Works Department Personnel & Discretionary Requests

- * Personnel Requests –
 - * Administration –
 - * Additional Step – Part Time Facilities Attendant – \$448
 - * Page 145
 - * Streets –
 - * Reclassification – Maintenance Worker II to Maintenance Worker III - \$4,950
 - * Page 146
 - * Transportation –
 - * Additional Step – Part Time Bus Driver (2) - \$1,658
 - * Page 149 – 150
 - * Building Maintenance –
 - * Reclassification – Maintenance Worker I to HVAC/Electrician - \$7,954
 - * Page 143

FY2017 Public Works Department Personnel & Discretionary Requests

- * Discretionary Requests –
 - * Administration -
 - * On-site Training - \$3,000
 - * Page 176
 - * Streets -
 - * Parkway Tree Trimming Contract Services - \$20,000
 - * Page 177
 - * Building Maintenance –
 - * Salt Building Structural Evaluation - \$10,000
 - * Page 172
 - * CPAC Door Replacement - \$13,000
 - * Page 173

Village of Orland Park
Fiscal Year 2017
Departmental Budget Hearing
Water & Sewer Fund

October 24, 2016
Exhibit B

FY2016 Water & Sewer Fund Accomplishments

- * Continued Village-wide Water Meter SmartPoint Conversion Program
- * Consultant engaged to oversee Village's Inflow/Infiltration (I/I) Program
- * Completion of Orland Brook Drive Culvert
- * Continued Implementation and Initiation of Flood Mitigation Improvements
- * Continuation of Security Upgrades to Water and Sewer Facilities
- * Completed evaluation of the Main Pumping Station's electrical system

Achieving Goals & Objectives in FY2017

Quality of Life -

- * Implementation and initiation of various stormwater improvement projects
- * Continued implementation of I/I improvements based on consultant findings and recommendation
- * Begin phased implementation of recommendations to upgrade/improve Main Pumping Station's electrical system
- * Continued implementation of security upgrades

High Performing Organization -

- * Complete the (GIS) Storm Sewer Infrastructure Mapping Project
- * Expanded use of department-wide mobile technology (addition and utilization of mobile devices and emails)
- * Continue and expand the department's safety and skill training
- * Continue Residential Meter Testing Program
- * Continuation of SmartPoint Conversion Program

FY 2017 Water & Sewer Staffing

*Total Salaries & Benefits - \$2,630,427

*Employees

*21.75 Full Time

*3 Part Time

*16 Seasonal

FY 2017 Water & Sewer Fund

- * Total Departmental Budget
 - * Water & Sewer – Finance - \$17,812,599
 - * Page 102 – 103
 - * Water & Sewer – Administration - \$3,632,824
 - * Page 104 – 107
 - * Water & Sewer – Water - \$6,328,766
 - * Page 108 – 110
 - * Water * Sewer – Sewer - \$1,527,870
 - * Page 111 – 112
 - * Water & Sewer – Storm Water - \$6,147,400
 - * Page 113 - 114

***Amount reflected above does not include Discretionary Requests**

****Water & Sewer Finance includes Water Billing staff within the Finance Department**

*****Water, Sewer and Storm Water amounts above include \$9,208,400 of capital expenditures**

FY2017 Water & Sewer Fund Personnel & Discretionary Requests

- * Personnel Requests –
 - * Administration -
 - * Reclassification – Maintenance Worker I to Maintenance Worker II - \$4,059
 - * Page 161

- * Discretionary Requests –
 - * Admin -
 - * On-Site Training – \$5,000
 - * Page 211
 - * Water -
 - * Elevated Tank Exterior Washing - \$10,000
 - * Page 188
 - * Hydrant Markers - \$5,000
 - * Page 189
 - * Additional Smart Point Upgrade MXU's - \$520,000
 - * Page 190

Village of Orland Park

Fiscal Year 2017

Departmental Budget Hearing

Building Maintenance

October xx, 2016

6:00pm

FY2016 Department Accomplishments

Building Maintenance -

- Maintaining Village buildings within code/industry standards
 - Total renovation of Park and Grounds Administrative Building
 - Installation of Security Cameras in the Police Station
 - Installation of new HVAC system in Village Hall Server Room
 - Repair of various items and areas for Village facilities
 - Coordinated demolition of buildings
 - Coordinated mechanical evaluation of former Palos Health & Fitness Center
 - Successfully blended into the Public Works Department as a division
 - Successfully installed HVAC replacement units for various municipal facilities
 - Coordinated the installation of Civic Center Panel Walls

Achieving Goals & Objectives in FY2017

Quality of Life - Building Maintenance -

- Maintain all existing Village buildings within industry standards
 - Work with contractor to pursue grants for Performance Contracting projects
 - Implement a variety of maintenance projects for municipally-owned buildings

FY 2017 Building Maintenance Staffing

- * Total Salaries & Benefits - \$1,057,657

- * Employees -
 - * 8 Full Time
 - * 4 Part Time
 - * 1 Seasonal

FY 2017 Building Maintenance Expenditure Detail

- ✓ Total Departmental Budget - \$3,351,704
 - ✓ Page 32 – 37

***Amount reflected above does not include Discretionary Requests**

FY2017 Personnel & Discretionary Requests

- * Personnel Requests –

- * Reclassification – Maintenance Worker I to HVAC/Electrician - \$7,954

- * Page 143

- * Discretionary Requests –

- * Salt Building Structural Evaluation - \$10,000

- * Page 172

- * CPAC Door Replacement - \$13,000

- * Page 173

Village of Orland Park

Fiscal Year 2017

Departmental Budget Hearing
Finance

October 24, 2016
6:00pm

October 24, 2016
Exhibit C

FY2016 Department Accomplishments

- * FY2016 to date –
 - * Issued 32 Bids/RFPs and 2,869 purchase orders; processed more than 100 contracts and 8,400 invoices
 - * Issued approximately 103,000 water bills thru September billing
 - * Issued 13,547 payroll checks/direct deposits (20 of 27 pay periods)
 - * Issued approximately 14,900 property tax rebates
- * Implemented Innoprise PAF process on Employee Self Service Portal, as well as the Fixed Assets and Accounts Receivable modules
- * Five staff members participated in Lean Six Sigma Yellow Belt training; three Finance staff members participated in Green Belt training
- * Participated in Lean Six Sigma training and on Green Belt project teams
- * Four staff members participated in HPO training
- * Three staff members will attend the annual Innoprise User Group Conference
- * MBTI rolled out to entire department

FY2016 Department Accomplishments

- * Participated in the Orland Park Health and Fitness Center transition process
- * Issued complete, audited financial statements within six months of FY15 fiscal year end
- * Managed the compilation of the FY2017 Budget
- * Refunded 2008 GO Bonds, including oversight of the S&P and Moody's rating process - realized savings of approximately \$803,000
- * Received the GFOA CAFR and Budget Awards
- * Continued to manage the financial aspects of the 9750 on the Park project
- * Managed a successful Property Tax Rebate Program
- * Managed the property/liability insurance renewal process

Achieving Goals & Objectives in FY2017

* *Economic Development -*

- * Continue to manage outstanding economic development loans and sales tax rebate agreements
- * Assist with the development of financial incentive tools and programs to support business development
- * Analyze development-specific financial effects on the Village's tax base, revenue sources and operating budget

* *Downtown Development -*

- * Continue to track and analyze the financial impact of the Ninety 7 Fifty on the Park and University of Chicago Medical Center redevelopment projects, as well as any future developments
- * Determine property tax increment to be received from current and future developments

Achieving Goals & Objectives in FY2017

- *Quality of Life* -
 - Implement an online option for the purchase of vehicle stickers
 - Implement the Innoprise CIS Mobile App
- *High Performing Organization* -
 - Continue to implement available enhancements to all Innoprise modules, including financials, cash receipts, payroll/HR, water billing and accounts receivable (CIS), fixed assets, Citizen Access and the employee portal (ESSP)
 - Implement BMO Harris E-Payables module
 - Integrate Orland Park Health and Fitness Center activity into the Village's banking and financial systems
 - Provide refresher training on the Village's purchasing and accounts payable and time entry and PAF submission processes
 - Issue an RFP for audit services
 - Continue as a member of the Innoprise Executive Steering Committee and attend annual Innoprise User Group Conference
 - Continue Lean Six Sigma and HPO staff training

Finance Department Staffing

- * Total Salaries & Benefits
 - * General Fund - \$1,362,517
 - * Water & Sewer Fund - \$253,956
 - * Home Rule Sales Tax Fund (Tax Rebate) - \$24,933

- * Employees
 - * 13 Full Time
 - * 5 Part Time
 - * 4 Seasonal

FY2017 Finance Department Expenditure Detail

*Total Departmental Budget - \$1,456,368

*Does not include personnel costs reflected in Water & Sewer – Finance budget or Home Rule Sales Tax Fund budget

*Page 14 – 15

*Amount reflected above does not include Discretionary Requests

FY2017 Finance Department Discretionary Requests

- * Personnel Requests –
 - * Reclassification – Purchasing Administrator to Purchasing Coordinator - \$(23,916)
 - * Reclassification – Contract Administrator to Purchasing/Contract Administrator - \$7,072
 - * Additional Step – Office Support Supervisor - \$3,931
 - * Grade Change – Financial Analyst - \$4,142
 - * Eliminate Position – P/T Clerical/Cashier - \$(30,909)
 - * Increase Hours – P/T Finance Assistant - \$20,283
 - * All reflected on page 140

Village of Orland Park Fiscal Year 2017 Departmental Budget Hearing

General Fund - Non-Departmental
General Fund – Boards & Commissions
Motor Fuel Tax Fund
Home Rule Sales Tax Fund
Main Street Triangle Fund
Commuter Parking Fund
Debt Service Funds
Insurance Fund

October 24, 2016
6:00pm

October 24, 2016
Exhibit D

Non-Departmental/Boards & Commissions

- * Expenditure budget for Non-Departmental includes funding for legal services, insurance premiums, contingency and other expenditures that do not directly relate to a department. Also, funding for transfers out to other funds are included within the Non-Departmental budget.

- * Total Non-Departmental Expenditure Budget - \$11,320,206
 - Page 4-6

- * Expenditure budget for the Boards & Commissions includes funding for the Fire/Police Board, Planning Commission, and Zoning Commission.

- * Total Boards & Commissions Expenditure Budget - \$37,820
 - Page 57-58

Motor Fuel Tax Fund

- * Fund receives monthly distributions of Motor Fuel Tax from the State of Illinois. Expenses of the Motor Fuel Tax Fund are recorded on a monthly basis as a transfer to reimburse the Village's General Fund for IDOT approved expenditures for road maintenance charged to the Public Works – Streets Division.

- * Total Fund Revenue Budget - \$1,482,684

- * Total Fund Expenditure Budget - \$1,480,591
 - Page 94 - 95

Home Rule Sales Tax Fund

- * Fund records revenue from Home Rule Sales Tax and funds various capital projects and debt service payments for Main Street Triangle related debt.

- * Total Fund Revenue Budget - \$10,272,802

- * Total Fund Expenditure Budget - \$6,685,353
 - Page 98 – 99

Main Street Triangle Fund

- * Fund records revenue from incremental property tax and revenues related to redevelopment agreements. Expenditures include principal and interest payments on debt issued to fund public and private improvements and costs related for infrastructure improvements within the area.

- * Total Fund Revenue Budget - \$3,786,376

- * Total Fund Expenditure Budget - \$2,470,691
 - Page 100 - 101

Commuter Parking Fund

- * Fund receives daily and monthly permit fee revenues from the three commuter parking lots and records expenditures related to the operation and maintenance of the lots.

- * Total Fund Revenue Budget - \$334,039

- * Total Fund Expenditure Budget - \$420,937
 - Includes \$85,000 in depreciation expense
 - Page 115 – 116

Debt Service Funds

- * Fund records all general obligation bond activity including receipt of property taxes and principal and interest payments on the debt.
- * Total Fund Revenue Budget - \$6,534,527
- * Total Fund Expenditure Budget - \$9,937,795
 - Page 127-129

Insurance Fund

- * Fund records transactions related to insurance provided by third party insurers, full self-insurance for employee benefits, and partial self-insurance for workers' compensation and general liability. Funds are transferred into the Insurance Fund by other funds and are available to pay premiums, claims, claim reserves and administrative costs.

- * Total Fund Revenue Budget - \$8,210,613

- * Total Fund Expenditure Budget - \$8,442,681
 - Page 121-122

Village of Orland Park

Fiscal Year 2017

Departmental Budget Hearing
BIS

October 24, 2016

6:00pm

October 24, 2016
Exhibit E

FY2016 Department Accomplishments

- * Successfully implemented phases I - III of Class to ActiveNet transition
- * Completed Security Audit and Phased/priority approach to correct deficiencies
- * Enabled staff to work remotely using Microsoft Surface Pro4 devices
- * Decommissioned legacy communication circuits for a savings of 28K in 2016 (111K annually)
- * Replaced 37 >5yr old computers, disposed of 38 computers and 21 aged printers
- * Installed an IT Ticketing System to help track issues. Rolling out Nov 2016.
- * Built Resident Response Ticketing System to improve tracking of resident concerns. To be rolled out Nov 2016 to the residents (www.opfixit.com).
- * Solicited each department for their needs, requests, nice to haves and catalogued their thoughts (CTO 30, 60 day plan).
- * Currently implementing Applicant Tracking, Recruiting, and Employee Onboarding system; "go live" date for Jan 2, 2017.
- * Added monitors to the VH Lobby area to display Village marketing material.
- * Constructed an IGA with SD135 for the RTU ~7miles of empty conduit to connect Village assets improving security, enable future growth and alignment of HPO initiatives.

Achieving Goals & Objectives in FY2017

* Quality of Life –

- * Enable field staff to work remotely through applications that are secure and hosted in a hybrid environment (VH and Cloud)
- * Reduce paper handling across all departments through the use of electronic storage, electronic signatures, and application services
- * Improve internet and network connectivity for the Village staff
- * Allow personnel to be placed in pay grades that is consistent with their roles and responsibilities

* High Performing Organization –

- * Implement ATS/Recruitment/Onboarding System
- * Build a Village wide ecosystem of applications that together provide data consistency, reliability, improve resident communication through electronic documentation and automation to resident emails
- * Metrics reporting and analytics to identify areas for operational improvements and future cost savings
- * Increase productivity through a mix of technology and software

FY2017 BIS Staffing

- * Total Salaries & Benefits - \$652,740

- * Employees
 - * 4 Full Time
 - * 3 Part Time

FY2017 BIS Department Expenditure Detail

* Total Departmental Budget - \$1,167,427

* Page 19 – 21

* Amount reflected above does not include Discretionary Requests

FY2017 BIS Department Discretionary Requests

- * Personnel Requests –
 - * Grade Change – Information System Administrator - \$5,050
 - * Page 134
- * Technology Requests -
 - * HR - Software - iCMS Applicant Tracking/Onboarding - \$23,000
 - * Page 192
 - * Finance - Software - On-line Vehicle Sticker Sales - \$24,845
 - * Page 196
 - * DS, Parks, PW – Field Staff Surface Pro Tablets - \$75,000
 - * Page 214
 - * BIS – Office Build Out – FF&E - \$45,000
 - * Page 217
 - * DS, PW - Electronic Plan Reviewing Tables - \$22,000
 - * Page 228, 233
 - * DS, PW - Software - Work Order Management, Civic Engagement, Planning, Licensing, Inspections - \$150,000
 - * Page 223

FY2017 BIS Department Discretionary Requests

- * Technology Requests (Continued)
 - * BIS – New Hire Desktop Computers - \$10,000
 - * Page 224
 - * DS - GIS Software – MS SQL 2016 - \$5,556
 - * Page 225
 - * DS - GIS Computer w/ Monitor - \$9,100
 - * Page 226
 - * PW – GIS AutoCad LT - \$1,080
 - * Page 231
 - * PW – GIS ESRI Arc Info - \$1,080
 - * Page 232
 - * Parks – Computer Monitors - \$2,200
 - * Page 235, 236
 - * Parks – Software- Weather Monitor License - \$4,000
 - * Page 236

Village of Orland Park
Fiscal Year 2017
Departmental Budget Hearing
Village Clerk's Office

October 24, 2016
6:00 pm

FY2016 Village Clerk's Office Accomplishments

- Received 100% transparency rating from the Illinois Policy Institute for the Citizen's Information Center on the Village's website
- Received A+ rating from Sunshine Review (Ballotpedia) for website transparency
- Complied with guidelines set forth by the Secretary of State and Local Records Commission of Cook County to ensure all Village records are intact
- Implemented a Village-wide purging of records in accordance with the State of Illinois Archival Records laws
- Implemented a new open records (FOIA) management database.
- Received and processed 1,220 Freedom of Information Act Requests to date
- Hosting Mayor McLaughlin's Senior Coffee to assist seniors in completing their 2016 property tax rebate applications
- Prepared over 100 agendas for the Board of Trustees and Committee meetings which contain approximately 4,500 separate items
- Provided eco-friendly paperless agendas and attachments which appear on the iPads for easy viewing
- Transcribed over 100 sets of minutes from the Board of Trustees and Committee meetings

Achieving Goals & Objectives in FY2017

* *Quality of Life* –

- Citizen Information – perform monthly audits of the Village website's Citizen Information Center to ensure a score of 100% for transparency according to the Illinois Policy Institute grading rubric
- Support residents' needs by providing excellent Village services
- Continue to ensure that Village records are intact and comply with the guidelines set forth by the Secretary of State Local Records Commission of Cook County
- Continue working towards making the Clerk's Office the central library for all Village records
- This year was the President Primary and President Election – helped residents receive vote by mail applications if needed and advertised information on early voting.

FY 2017 Village Clerk's Office Expenditure Detail

* Total Departmental Budget - \$376,595

* Page 10 - 11

***Amount reflected above does not include Discretionary Requests**

Village of Orland Park

Fiscal Year 2017

Departmental Budget Hearing

Village Manager's Office

October 24, 2016

6:00pm

October 24, 2016
Exhibit G

FY2016 Village Manager's Office Accomplishments

- * Lead initiatives towards building a high performance organization
- * Implemented Building High-Performance Organization training for 30 Village leaders
- * Completed Myers Briggs Assessment and training for 20 management employees
- * Coordinated Lean Six Sigma Training for 40 employees and 5 Green Belt Project Teams
- * Continued residential energy savings with the Energy Aggregation Renewal Program (\$8.3 M since program inception)
- * Launched STAR Communities Program - Sustainability Tools for Assessing & Rating Communities
- * Collected and analyzed village performance measures for 2016 and compared them against other communities of similar size
- * Negotiated 2015 – 2019 Collective Bargaining Agreement with AFSCME and Meet and Confer Agreement with the Deputy Chief and Commanders
- * Recruited and hired Chief Technology Officer
- * Selected and began implementation of talent acquisition (applicant tracking) system and implementation of new/rehire onboarding system
- * Continue to implement Health Benefit strategy: Choice, Consumerism, Wellness
 - * Stabilized medical insurance costs over a three-year period and received a 2017 renewal 3.7% increase over expected costs
 - * Continue to increase participation in consumer driven and/or managed care plans
 - * 100% wellness incentive maintained
- * Coordinated village recruitment efforts and staffing efforts. As of mid October 2016
 - * Posted 55 positions, reviewed, recommended and processed 1,400 resumes
 - * Hired/rehired 415 employees 9 full-time, 66 part-time (11 rehired), 340 seasonal (181 rehired)
 - * Initiated the development of recruitment videos with the Office of Public Information for 2017 CPAC and Day Camp hiring strategy
 - * Developed strategy with Recreation Department for Day Camp hiring which included the evaluation of program staffing needs, development and redesign of the day camp position structure, and improved the interview and selection process to include video interviewing.
- * Initiated, evaluated, and minimized confined space safety risks at the CPAC facility. Began development of confined space resource for CPAC facility
- * Evaluated training needs for CPR/AED/First Aid for civilian positions within the village, identified village positions that require this training, evaluated resources and are working on implementing a centralized training program and tracking through Human Resources

Achieving Goals & Objectives in FY2017

- * *Economic Development -*
 - * STAR Communities Program - Sustainability Tools for Assessing & Rating Communities
 - * Orland Park Health & Fitness Center
- * *Downtown Development -*
 - * Next phases of downtown redevelopment
- * *Quality of Life -*
 - * Provide strategic direction and oversight of regional water system improvements
 - * Continued innovative approaches by Public Information function
 - * Reach Bargaining Agreements with Police Supervisors
- * *High Performing Organization -*
 - * Integrate the functions of the **Business Information Systems** department under the leadership of **the CTO organization-wide**
 - * Roll Out Additional Lean Six Sigma Training Program for staff
 - * Continue Performance Measurement Program
 - * Applicant tracking/Onboarding software with expected Talent Acquisition go live date January 1, 2017 and Onboarding by February 1, 2017
 - * Develop onboarding program consistent with village strategic initiatives including a strong focus on employee values statement and HPO principles.
 - * Review and implement standardized and systematic training programs to meet certification/safety and or compliance needs, (i.e. CPR/AED/First Aid, harassment, supervisor training) develop guidelines for mandatory employee training and implement appropriate programs
 - * Evaluate and implement opportunities to modernize human resource functions/processes utilizing technology to increase efficiency with systems related to the management of employees.
 - * Develop occupational exposure policy for civilian positions to support the village's health and safety initiatives (i.e. silica, respiratory requirements, blood borne pathogens, and other state mandated immunization requirements)
 - * Develop a policy and procedure manual for the Recreation Department's Transportation Program that provides service for all of the village's recreational community programming needs

FY 2017 Village Manager's Office Staffing

- * Total Salaries & Benefits

- * \$1,128,661

- * Employees

- * 7 Full Time

- * 5 Part Time

FY2017 Village Manager's Office Expenditure Detail

* Total Departmental Budget - \$1,293,204

* Page 7 – 9

* Amount reflected above does not include Discretionary Requests

FY2017 Village Manager's Office Personnel & Discretionary Requests

- * Personnel Requests –
 - * Part Time to Full Time Human Resources Coordinator - \$53,473
 - * Page 135 - 136
- * Discretionary Requests –
 - * Training & Education – CPR/AED/FA Village Wide Training - \$5,000
 - * Page 170
 - * Medical Exams – Regulatory Compliance - Childcare Worker Immunization Screening - \$1,500
 - * Page 171
 - * Medical Exams - Respirator Program/ OSHA Silica Standard - \$3,000
 - * Page 171
 - * Pre-employment – Additional increase in medical exams - \$3,300
 - * Page 171

Village of Orland Park

Fiscal Year 2017

Departmental Budget Hearing

Public Information Office

October 24, 2016

6:00pm

October 24, 2016
Exhibit H

FY2016 Public Information Office Accomplishments

- * Inaugural promotion of the village's history museum, its hours, special events and programs.
- * Increased followers on all of the village's social media outlets --- Facebook (2000+); Instagram (1000+); Twitter (782); Pinterest (43); and YouTube (15,012 views) --- and on the Virtual Town Hall.
- * Created Senior Communication Program inviting seniors to share contact information to be notified of senior related programs and activities.
- * Directly involved with facilitating new State of the Village format, evening presentation at Carl Sandburg HS. Produced all videos for the production.
- * Oversaw promotion of Zero Waste at the Taste pilot program
- * Oversaw promotion of Veterans Commission programs held to commemorate the 50th anniversary of the Vietnam War.
- * Worked closely with outside agencies including Chamber of Commerce and Chicago Convention and Visitors Bureau for its inaugural log rolling event in Orland Park.
- * Produced more than 200 placed news stories with photos for all village departments.
- * Produced 40 Orland Park related cable TV segments for airing on OP-TV, the village's YouTube channel, the lobby screens and via links on the village's website and social media outlets. Produced 30 promotional videos for specific events and programs.
- * Orchestrated two Telephone Town Hall Meetings, spring and fall with more than 2500 participants being a part of the latter.
- * Worked with directors to produce department specific positive news stories about village services and programs.
- * Produced the village's printed annual report and three editions of the Orland Park Public Newsletter and 12 editions of the village's e-newsletter.
- * Facilitated community wide survey.

Achieving Goals & Objectives in FY2017

* **Quality of Life -**

- * **Reinforcing the Brand** – Continue to maintain positive relationships with key audiences to maintain the village’s positive public image.
- * **Building Village Awareness** – Continue to generate community attention and awareness through media placements and promotion of village programs, special events and services.
- * **Creating Interest** – Continue print, online and video promotion of village programs and services to make residents and business people aware of village initiatives.
- * **Providing Information** – Continue to provide public education efforts for all village departments to make the community aware of programs, services and initiatives available with the village.
- * **Increase E-Communication** – Continue use of e-communication and social media to maximize village’s opportunities to communicate to a worldwide audience.
- * **Facilitate Initiatives** – Oversee ongoing public information programs including community wide survey, telephone town hall meetings and the return of Student Government Day.

FY 2017 Public Information Office Staffing

- * Total Salaries & Benefits

- * \$163,724

- * Employees

- * 1 Full Time

- * 3 Part Time

FY2017 Public Information Office Expenditure Detail

- ✓ Total Departmental Budget - \$276,334
- ✓ Page 12 – 13

*Amount reflected above does not include Discretionary Requests

Village of Orland Park
Fiscal Year 2017
Departmental Budget Hearing
Officials

October 24, 2016
6:00pm

October 24, 2016
Exhibit I

FY2016 Department Accomplishments

- Orland Park Substance Awareness Program
- Launched official website that gives resources to residents that are in need of help with an addiction or have a loved one in need of help.
- Created and provided residents and all Orland Park Police Officers with webcards, that can be handed out to any resident that may need assistance with substance abuse issues and directs them to the website at www.opcares.net.
- Monthly meetings with the school districts, fire districts, community groups, religious organizations, hospitals, and other professional organizations that focus on recovery and education.
- Hosted two successful OPSAF events reaching hundreds of individuals:
- “A Day of Hope...Because Recovery is Real” Event at Orland Square featuring a resource fair, website demonstration, live music and inspiring testimonials of many living in recovery.
- “Empowering Teens to Make Good Choices” Panel Discussion held at Carl Sandburg High School.
- State of the Village Address at Carl Sandburg High School
 - Orland Park Art Exhibit and Contest
 - Established First Annual Orland Park Volunteer of the Year Award for students, adults and businesses.
 - Developed the Orland Park Open Lands short film to be used as an educational tool to outline the history and mission of this unique program.
- Opening of Orland Park’s first history museum.
- Hosted Clergy Breakfast to work together on community issues.
- Established the Mayor’s Zero Waste at The Taste initiative as a result reduced by 50% the waste going into the landfill from last year’s Taste.
- Initiated interactive holiday decorations that will increase visitors to Orland Park and to the local businesses.
- Finalized deal terms with Palos Hospital to take ownership of the fitness center.
- Met with a number of developers about projects for Orland Park.
- Recipient of the Municipality of the Year Award from the Southland Convention and Visitors Bureau.

FY2016 Department Accomplishments

- Hosted two Mayor Senior Coffees.
 - Initiated Orland Park's first pedestrian flag pilot program in collaboration with the Boys Scouts of America.
 - Veterans Programs
 - Hosted the Memorial and Veteran Day events to honor Orland Park Veterans
 - Movie nights for veterans
 - Armed Forces Day - Veterans Concert – Southwest Concert Band.
 - Flag Day Concert – Deployed military collection – Encore Concert Band
 - Disabled Veterans Fishing Derby at Lake Sedgwick
 - Taste of Orland – Welcome Home Vietnam Veterans Concert
 - Hines Spinal Cord Veterans – bingo & dinner
 - Veterans Steak Fry
 - Vietnam Veterans Rocky Bleier reception

Achieving Goals & Objectives in FY2017

- **Quality of Life**
 - Continue to expand the OPSAF Program and hold at least two events per year.
 - Reduce waste going into the landfill by an additional 20% from last year's Taste of Orland with the Mayor's Zero Waste at the Taste Challenge.
 - Host Clergy Breakfast to continue to identify community issues.
 - Create #OPKind program which will promote a cultural of kindness throughout the community.
 - Continue to recognize residents within the community with their achievements.
 - Host the Annual State of the Village at Sandburg High School as well as a business.
 - Continue to work with the Department of Defense on the 50th Anniversary of the Vietnam War.
 - Host Memorial and Veterans Day events to honor Orland Parks Veterans.
 - Meet with community groups and residents on issues or concerns.
 - Host Mayor's Senior Coffees.
 - Continue to promote & research Open Lands opportunities.
 - Continue to promote & research pedestrian friendly projects.
- **High Performing Organization**
 - Work with Village Manager's Office to ensure that residents are being responded to within 24-48 hours and develop tracking system towards that goal.
 - Work with the Village Manager's Office and the Office of Business Information to ensure technology is being utilized efficiently.
- **Economic Development**
 - Expand the holiday decorations along LaGrange Road as an attraction, to direct traffic to our businesses.
 - Enhance our Business Retention Program to retain businesses and promote jobs within the Village of Orland Park.
 - Recognize Orland Park Businesses with anniversary certificates honoring their longevity in business.
 - Meet with potential developers to promote the I-80 Zoning District to bring professional jobs to the Village.
 - Continue to work with our state and federal legislators to ensure that the Village receives the appropriate dollars.
- **Downtown Development**
 - Working with developers and village staff on the next phases of the downtown development.
 - Add additional concerts to the downtown area for veterans and families.
 - Continue to promote the downtown area with events for families.

Officials Staffing

- * Total Salaries & Benefits for Officials

- * \$415,864

- * Employees

- * 2 Full Time

- * 9 Part Time

- * 1 Seasonal

- * Total Salaries & Benefits for Museum

- * \$16,670

- * Employee

- * 1 Part Time

FY2017 Officials Expenditure Detail

*Total Departmental Budget for Officials - \$507,178

*Page 16 – 18

*Total Departmental Budget for Museum - \$38,275

*Page 125 - 126