

VILLAGE OF ORLAND PARK, ILLINOIS

Budget
FISCAL YEAR 2014

COOK & WILL COUNTIES

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The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Village of Orland Park for its annual budget for the fiscal year beginning January 1, 2013.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

ELECTED OFFICIALS

Village President	Daniel J. McLaughlin
Village Clerk	John C. Mehalek
Trustee	Kathleen M. Fenton
Trustee	James V. Dodge, Jr.
Trustee	Edward G. Schussler III
Trustee	Patricia A. Gira
Trustee	Carole Griffin Ruzich
Trustee	Daniel Calandriello

APPOINTED OFFICIALS

Village Manager	Paul G. Grimes
Finance Director	Annamarie K. Mampe



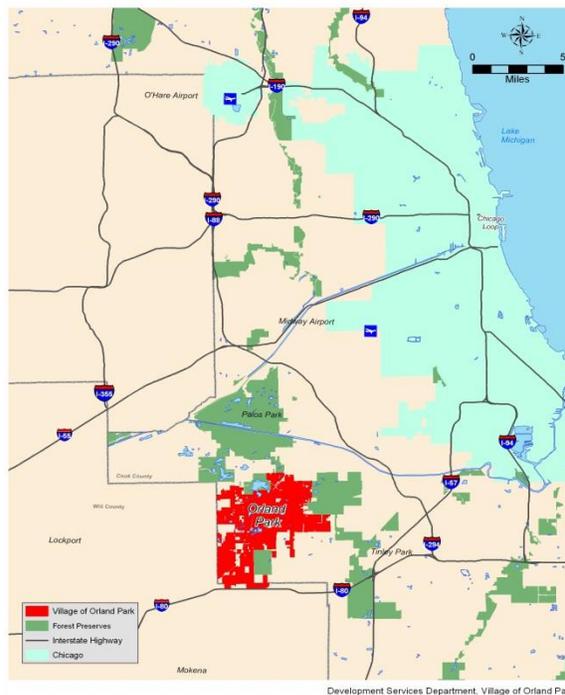
The Village of Orland Park was a small Midwest farm community from its beginning in the 1880's through the 1950's, when suburban residential development extended from Chicago to the southwest and reached the LaGrange Road corridor. Located 25 miles southwest of Chicago's Loop, the Village has grown into a dynamic community of approximately 57,000 residents. The full build-out population is expected to peak at approximately 75,000 residents.

The Village utilizes the Council-Manager form of government and is directed by a board of six Trustees and a President. The "Council-Manager" form of government has been adopted by many local communities of more than 25,000 citizens and governs more than 3,000 cities and villages in the United States.

The Board of Trustees constitutes the primary policy making body of the Village. The Board determines Village policy, approves the annual budget, levies taxes, authorizes the payment of bills, approves bids and contracts involving Village business, and adopts Village ordinances.

Since 1984, when home rule status was obtained, a Village Manager has been appointed as the Chief Administrative Officer of the Village. The Village Manager is directly responsible to the Board of Trustees for the proper administration of all day-to-day affairs of the Village. He is vested with the enforcement of all Village laws and ordinances, and has the authority to appoint and direct all employees.

With the exception of fire protection and ambulance services, the Village provides a full range of municipal services including public safety, highway and street maintenance and reconstruction, building code enforcement, public improvements, economic development, planning and zoning, transportation, water and sewer services, parks and recreation, and general administrative services. A separate Fire Protection District that encompasses a geographic area larger than the Village's corporate boundaries provides fire protection. The Village's Department of Recreation and Parks supports and maintains public parklands totaling in excess of 650 acres, more than 50 playgrounds, multiple baseball/softball fields and tennis/basketball courts, an outdoor ice arena, a 25,000 square foot outdoor water park, including multiple pools and slides, a 90,000 square foot sports recreation and fitness center, more than 10 miles of walking/bicycle paths, and a man-made lake for water-related activities.



EXECUTIVE SUMMARY

The 2013 Orland Park Business Survey provided business owners and managers the opportunity to evaluate the quality of life and business in the Village of Orland Park, as well as various aspects of Village services and local government performance. Of the 3,220 businesses in the Village of Orland Park's business database, 236 completed the 2013 Business Survey online, yielding a response rate of 8%. This is the first time the Village of Orland Park has conducted a survey of its business owners and managers. Orland Park's business survey ratings were compared to ratings on the Village's 2012 resident survey as well as to business survey ratings from Novi, MI. Both Orland Park and Novi collaborated with National Research Center, Inc. (NRC) on the development and timing of the business survey.

Orland Park was seen as a good place to do business.

- ◆ Eight in 10 survey respondents rated the overall economic climate in Orland Park as excellent or good in 2013, and three-quarters rated Orland Park as an excellent or good place to do business.
- ◆ Nine in 10 survey respondents thought Orland Park was an excellent or good place to work.
- ◆ Business-related characteristics of the Village of Orland Park generally received positive reviews, with shopping opportunities and the overall quality of business establishments receiving top quality ratings.
- ◆ Survey respondents gave lower quality ratings to training opportunities for work, with 46% giving fair or poor ratings.
- ◆ Nine in 10 business representatives planned to keep their business in Orland Park for the next five years, while 8 in 10 would recommend operating a business in Orland Park to someone who asks.

Respondents appreciated community features and services that support Orland Park business.

- ◆ Nine in 10 survey respondents rated the overall quality of life in Orland Park as excellent or good, while six in ten gave positive ratings to Orland Park as a place to retire.
- ◆ At least 8 in 10 survey respondents gave positive marks to Orland Park characteristics such as cleanliness, overall appearance, air quality, overall image or reputation and the quality of the natural environment.
- ◆ Most business representatives felt safe from violent crime (82% very or somewhat safe) and property crime (77%) in Orland Park. Similarly, a majority felt safe in Orland Park's commercial areas during the day (86%) and after dark (67%).
- ◆ Two-thirds gave excellent or good ratings to the Village of Orland Park's economic development services.
- ◆ Most respondents gave high marks to the quality of services provided by the Village of Orland Park; however, few approved of the services provided by the County and the State, with one-third or fewer giving positive reviews.

Transportation was a concern for businesses in Orland Park.

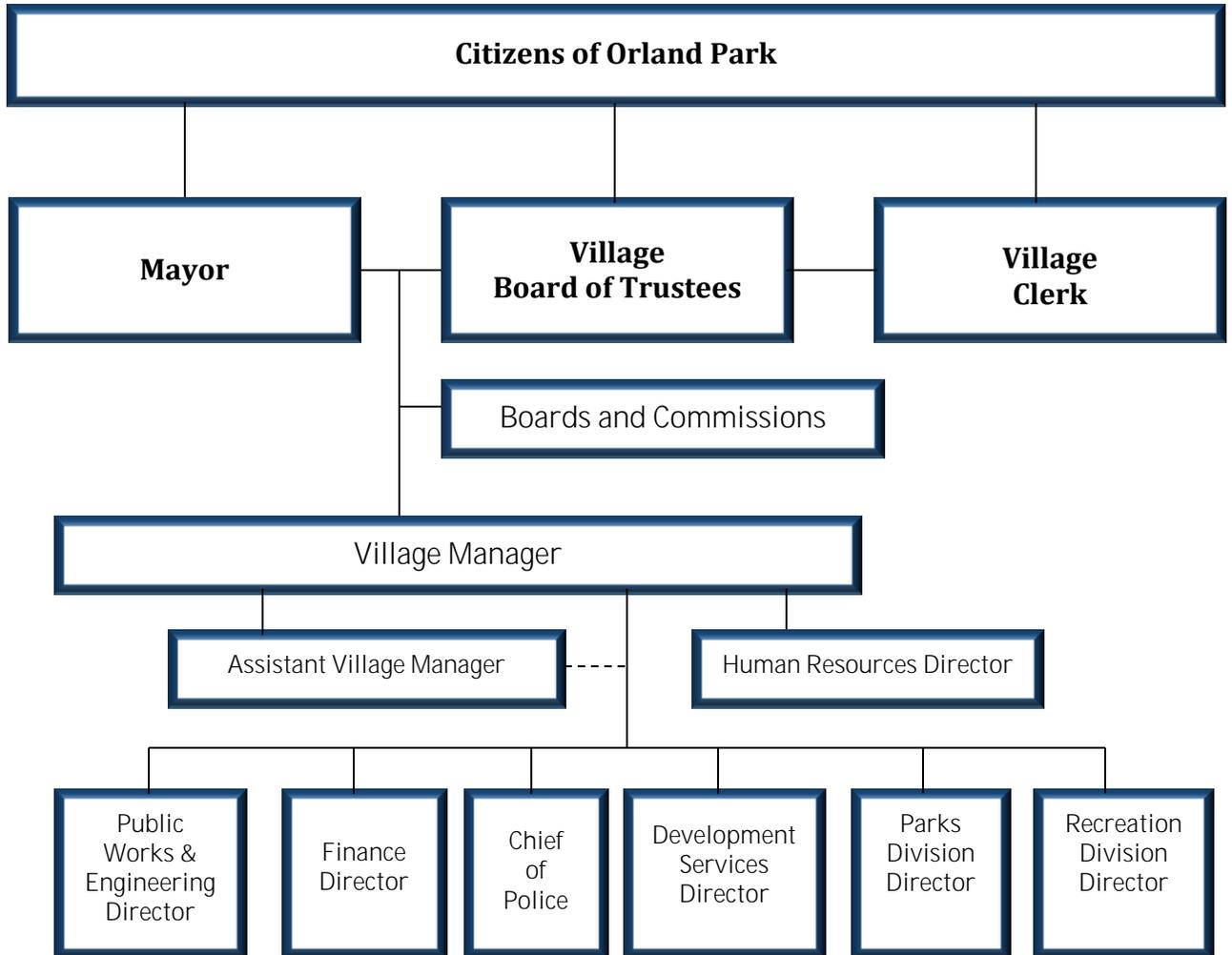
- ◆ Of the business representatives surveyed in 2013, half or more gave fair or poor ratings to traffic flow on major streets and ease of travel by bicycle, car and bus in Orland Park.
- ◆ Seven in 10 rated the ease of bus travel in the Village and traffic flow on major streets as fair or poor.
- ◆ When asked how beneficial a number of services the Village could implement would be to their business, 8 in 10 survey respondents thought that physical improvements to Village-owned property such as streets and sidewalks would be beneficial.
- ◆ When respondents were asked to identify the single most significant thing the Village of Orland Park could do to improve their business experience in Orland Park, 28% mentioned reducing traffic and improving roads and transportation.

Orland Park business representatives lauded the performance of local government and made suggestions for improvement.

- ◆ Eight in 10 survey respondents rated the quality of services provided by the Village of Orland Park as excellent or good and 6 in 10 rated the quality of the Will County Government as at least good; one-third or fewer gave positive marks to the Cook County, State and Federal governments.
- ◆ Seven in 10 awarded positive ratings to the overall direction Orland Park is taking and to the job Orland Park does informing its citizens.
- ◆ Of those who had contacted a Village employee in the past year (76%), at least 8 in 10 gave excellent or good ratings of the employee's knowledge, courtesy, responsiveness and to their overall impression of the employee.
- ◆ At least 7 in 10 business representatives felt that the Village increasing flexibility in its regulations and streamlining permitting processes would benefit their business.
- ◆ Business representatives hoped for improved communication with local government: only 56% gave positive ratings of the job Orland Park government does at listening to businesses and 6% said that improving government relations with local businesses was the single most significant thing the Village of Orland Park could do to improve their business experience in Orland Park.

Many businesses planned to expand within the coming years and supported Village actions to stimulate economic growth.

- ◆ Four in 10 survey respondents anticipated adding to their number of employees within the next three to five years. Of those planning on hiring in the next year, most planned to add technical and administrative jobs.
- ◆ At least 6 in 10 survey respondents felt that the rate of population and retail growth in Orland Park was about right. About half felt that jobs growth was too slow.
- ◆ Eight in 10 survey respondents believed that Village services such as Village-financed marketing and promotion would be somewhat or very beneficial to their business.
- ◆ When asked to identify the single most significant thing the Village of Orland Park could do to improve their business experience in Orland Park, 18% mentioned that the Village should attract new businesses and promote existing local businesses.



In 2013, the Village Board of Trustees approved a formal Strategic Plan for the Village of Orland Park. The three main goals, or pillars, identified in the Strategic Plan focus on (1) economic development, (2) downtown development, and (3) overall quality of life in the community. Based upon the goals set by the Board of Trustees, staff compiled specific objectives and initiatives that will accomplish these goals. These objectives and initiatives can be found in the Strategic Plans of the Village's operating departments, as reflected throughout the FY2014 Annual Budget document.

Goal 1: ECONOMIC DEVELOPMENT

OBJECTIVE 1A - Support the formation of an I-80 Development Initiative.

OBJECTIVE 1B - Recruit targeted professional services, restaurants, and entertainment businesses to the Village of Orland Park.

OBJECTIVE 1C - Develop a program for the revitalization of legacy retail centers in Orland Park.

Goal 2: DOWNTOWN DEVELOPMENT

OBJECTIVE 2A - Support a long-term plan for the development of the Village's downtown area.

OBJECTIVE 2B - Program Downtown Orland Park with community events.

Goal 3: QUALITY OF LIFE

OBJECTIVE 3A - Provide resources and support for the continued delivery of best-in-class core services to Village of Orland Park residents and businesses.

OBJECTIVE 3B - Provide for the maintenance and improvement of Village parks, facilities and open spaces.

OBJECTIVE 3C - Maintain and enhance intra-Orland Park transportation.

OBJECTIVE 3D - Enhance two-way communication with the community.

OBJECTIVE 3E - Support programs that focus on improving public safety.

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
John C. Mehalek

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100



TRUSTEES
Kathleen M. Fenton
James V. Dodge
Edward G. Schussler III
Patricia A. Gira
Carole Griffin Ruzich
Daniel T. Calandriello

Village Hall

March 31, 2014

Mayor Daniel J. McLaughlin
Village Board of Trustees
Village of Orland Park, Cook and Will Counties, Illinois

We are pleased to submit the Village of Orland Park's FY2014 Annual Budget for the fiscal year beginning January 1, 2014 and ending December 31, 2014. The FY2014 Annual Budget was approved by the Village Board on December 2, 2013.

The FY2014 Annual Budget represents the financial plan of the Village for the coming fiscal year and also serves as the Village's financial policy document, operations guide and communication device.

The FY2014 Annual Budget was compiled based upon the three main strategic initiatives the Village Board and community stakeholders agreed upon during the Village's strategic planning project undertaken in early 2013. These initiatives include Economic Development, Downtown Development, and Quality of Life. Each department has formulated objectives to advance each initiative; these initiatives are reflected throughout the FY2014 Annual Budget document.

The Budget Message, found immediately below, is intended to give the President and Board of Trustees a narrative overview of the significant policies and issues that have impacted this year's budget and may continue to impact future years' budgets. The Budget Message also provides an overview of the major revenues and expenditures included in this budget and details as to the process that was utilized to compile this budget document.

The Budget Message is organized as follows:

- Introduction
- Budget Process
- Key Economic Policies and Budget Assumptions
- Budget Summary
- Revenue Summary
- Expenditure Summary
- Closing Comments

INTRODUCTION

Orland Park, Illinois is a community with a population of approximately 57,000 located 27 miles southwest of Chicago in Cook and Will Counties. Orland Park was incorporated as a village in 1892 and has operated as a home rule municipality under the 1970 Constitution since October 1984 when a special census, taken by the U.S. Census Bureau and certified by the Illinois Secretary of State, determined that the Village's population was above the level of 25,000 necessary to become a home rule municipality.

The Village utilizes the Council-Manager form of government and is directed by a Mayor and a six-member Board of Trustees who, along with a Village Clerk, are elected at large. An appointed Village Manager, along with a team of department directors, carries out Village policy through the operation of departments and divisions.

The Village of Orland Park operates under the Budget Officer Act as outlined in Chapter 24, Section 8-2-9 of the Illinois Compiled Statutes, as revised. The Act requires the Village President and Board of Trustees to adopt the annual budget prior to the beginning of the fiscal year to which it applies and provides that the budget shall serve as the Village's annual appropriation ordinance. The Village is also required to make the budget document conveniently available for public inspection at least ten days prior to passage. Not less than one week after publication of the budget document's availability, and prior to Village Board approval, the President and Board of Trustees are required to hold a public hearing on the budget. After approval of the budget, the Village Board may amend the originally approved budget in the form of budget amendments.

The budget document that was presented for consideration by the President and Board of Trustees was a line-item budget that incorporated details of all expenditures for all departments and funds of the Village. This line-item budget not only serves as a planning document for FY2014, but also provides a significant level of control over expenditures due to the specificity of detail incorporated into the document.

BUDGET PROCESS

The Village's FY2014 budget process began in June 2013 when the budget team began meeting with department directors and their respective committee chairs. These meetings were intended to obtain a clear understanding of Trustee priorities in order to meet the strategic initiatives set forth at the Board's strategic planning sessions, as well as to discuss major operating initiatives, capital and technology related projects, and personnel requests that may be proposed in the FY2014 budget. The Mayor reviewed the results of these meetings with the budget team and developed a Village-wide list of Trustee priorities that would be included in budget workshop documents and discussions.

The Village's budget process continued with the distribution of FY2013 revenue forecasts and personnel salary schedules to department directors for review and update. Through a series of document reviews and budget work sessions, the Finance Department determined the net revenues in the Village's operating funds available to fund departmental operating and capital requests, as

well as amounts available in the Village's Park Development, Road Exaction, Water and Sewer, Capital Improvement, Home Rule Sales Tax and Motor Fuel Tax Funds to fund capital expenditure requests.

Due to the sound financial position and reserve policies of the Village of Orland Park, there were funds available from operating surpluses in Fiscal Years 2013 and prior in the amount of approximately \$2,600,000. Utilizing these operating surpluses, the Village Board issued a balanced FY2014 budget without the implementation of any new revenue sources or the issuance of any new long-term debt. The Village Board had made a number of policy decisions related to revenues and expenditures in prior fiscal years that were continued into FY2014, including the following:

- Maintain a flat property tax levy, meaning that the overall dollar amount of the Village's levy would not increase over the prior year.
- Reduced Pace bus service.
- Increased bi-annual vehicle sticker fees from \$15 to \$30 for passenger vehicles and senior vehicle sticker fees from \$1 to \$10.
- Increased ticket fines from \$50 to \$60 for parking and compliance violations.
- Increased the Recreation portion of the levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures.
- Increased non-union employee insurance contributions.
- Continued to keep ten vacant full-time positions open after instituting layoffs in FY2010 and an Early Retirement Program in FY2010, FY2011 and FY2013.

Through these document reviews and budget meetings, a FY2014 budget document was drafted and the final budget document was approved at the December 2, 2013 Village Board of Trustees Meeting. This budget, as passed, was prepared in accordance with all applicable local, state and federal laws. This approved budget does not constitute a mandate to spend, only the authority to do so.

KEY ECONOMIC POLICIES AND BUDGET ASSUMPTIONS

Budget Methodology

The Village's budgeting policy is to estimate revenues conservatively and to maintain a spending level less than or equal to current year resources. This year's revenue projections were made on the assumption that FY2014 would bring slow growth to major revenue sources due to the continued slow growth in the housing market and consumer sales. Finance staff distributed net target budget amounts to all departments based on these projections. Departments determined the expenditures necessary to continue current service levels and included these in the department's target budget. Finance staff stressed the importance of only budgeting for what is needed and/or could possibly be spent in a single fiscal year. Finance staff reviewed line items included in each department's target budget to help ensure the adequacy of the amounts requested. Finance Department staff then met with staff from each Village department and reviewed and discussed each individual line item to ensure that budgeted expenditures were sufficient to continue the Village's current service levels.

Any departmental expenditure requests that did not fit into the department's target budget were submitted as a discretionary request. These discretionary requests reflected additional amounts needed to fund existing programs/services/technology and/or the department's desire to

implement additional programs/services/technology. Discretionary requests were first reviewed by the Village Manager and then approved or rejected by the Village Board during the overall budget review process.

Capital expenditure requests were submitted separate from the departmental target budgets and, as with discretionary requests, were forwarded to the Village Board for review and approval or denial. The main focus of the FY2014 capital budget is continued infrastructure maintenance and construction.

Fund Balance and Debt Policies

The Village Board has approved fund balance policies for its General Fund, as well as its Park Development, Home Rule Sales Tax, Water and Sewer, Road Exaction, Capital Improvement and Insurance Funds. These fund balance policies are key factors in determining funds available for operating and capital expenditures. The Village Board will allow for draw downs of fund balance for one-time operating or capital expenditures with the intent of recouping the drawdown in the following fiscal year budget and will make every effort to keep from drawing on fund balances to cover day-to-day operating expenditures. Since the inception of these policies, the Village has not had to draw down fund balance to below the Board authorized policy amounts. The fund balances reflected in the Fiscal Year 2014 budget meet or exceed Board approved policy requirements.

All Village funds, with the exception of eight Debt Service Funds, the Bond Project Fund and the Main Street Triangle TIF Fund, are projected to reflect a positive fund balance at the end of FY2014. The deficit fund balance amounts in the 2007 G.O. Bond Debt Service Fund, 2012B & C G.O. Bond Debt Service Fund, 2013A & B G.O. Bond Debt Service Fund, and the Main Street Triangle TIF Fund will be recouped through future incremental property tax revenues collected in the Main Street Triangle TIF Fund. The 2013C G.O. Bond Debt Service Fund deficit fund balance amounts will be recovered with future property tax revenues. The 2003 G.O. Bond Debt Service Fund, 2004 G.O. Debt Service Fund, 2006 G.O. Debt Service Fund, 2012 Debt Service Fund, and Bond Project Fund have deficit fund balance amounts that will be recovered with transfers from other Debt Service Funds.

The Village has been fortunate and was able to build up significant fund balances that enabled it to fund major projects undertaken in prior fiscal years without the issuance of significant amounts of debt. Village policy is to issue debt only to fund specific, one-time capital projects and only when the Village Board is certain that current operating revenues and/or available fund balances are not sufficient to cover the cost of the project. During the last several fiscal years, the Village has issued the following debt:

- FY2006 - General obligation bonds to partially fund construction of a new police facility.
- FY007 - General obligation bonds to partially fund construction of various infrastructure improvements within the Main Street Triangle, the Village's downtown redevelopment area centered around the 143rd Street Metra commuter train station.
- FY2008 - General obligation bonds in the amount of \$9,055,000 for the construction of the main pumping station reservoir, with 10% of the total cost of this project being cash funded.
- FY2009 - General obligation bonds in the amount of \$7,785,000 to partially refund the Village's outstanding 2001 G.O. Bonds.
- FY2010 - General obligation bonds in the amount of \$18,925,000 to refund the Village's outstanding 2002 A and 2002B G.O. Bonds.

- FY2011 - General obligations bonds in the amount of \$9,995,000 to refund the Village's outstanding 2003 G.O. Bonds.
- FY2012 - General obligations bonds in the amount of \$9,005,000 to refund the Village's outstanding 2006 G.O. Bonds.
- FY2012 - General obligations bonds in the amount of \$5,360,000 to refund the Village's outstanding 2004 G.O. Bonds.
- FY2012 - General obligations bonds in the amount of \$20,000,000 to refund the Village's outstanding line of credit issued for the Main Street Triangle redevelopment area.
- FY2013 - General obligations bonds in the amount of \$9,430,000 to refund the Village's outstanding 2007 G.O. Bonds.
- FY2013 - General obligations bonds in the amount of \$20,000,000 to refund the Village's outstanding line of credit issued for the Main Street Triangle redevelopment area.

At the beginning of FY2014, the Village's total outstanding general obligation debt amounted to \$102,290,000.

At the end of FY2011, the Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I redevelopment of the Main Street Triangle area. The Village will incur phased debt in order to finance this project which has an estimated cost of \$65 million. The costs are split between developer equity of \$2 million, a loan to Flaherty and Collins Properties for \$38 million and a project incentive of \$25 million. The project financing started in FY2012.

Funding sources for the FY2014 budget includes \$3,343,157 in line of credit proceeds only to be drawn upon if reimbursements from the State of Illinois are not received in a timely manner. The issuance of any other new debt is not planned in FY2014, although the Village will look to take advantage of any refunding opportunities that become available.

At the time of issuance of the General Obligation Bonds, Series 2013 A, B, and C, the Village continued to receive exceptional bond ratings from each of its rating agencies; the Village received an AA+ rating from Standard & Poor's and Aa1 rating from Moody's. Both agencies issued these ratings anticipating that the Village would continue to maintain sound financial operations with strong financial reserves.

Information regarding the Village's total outstanding debt, debt service payment schedules and a description of the Village's current debt related to its legal debt limits can be found in the "General Information and Summaries" and "Debt Service Funds" sections of this document.

Capital Strategy

During FY2014, the Village updated its five year capital plan for all funds of the Village. This document contains a listing of all current and future year planned capital projects, along with a detailed description, funding source and location of each project. This document was utilized during the FY2014 budget process to identify capital expenditure items that were to be included in the FY2014 budget. This document will continue to be updated on an annual basis and will be utilized when compiling subsequent year's annual budgets.

The Village's capital strategy continues to be proactive, as opposed to reactionary. One of the top priorities of the Village Board continues to be the provision of a road transportation system that is

efficient and safe for Village residents. In order to accomplish this, the Village continues to undertake road improvement/construction projects on roads owned and maintained by the County of Cook or State of Illinois, to be reimbursed by these agencies on some future date. The Village also has an annual neighborhood road-resurfacing program so that the condition of its existing roads can be properly maintained.

Property Tax

The Village attempts to maintain a moderate tax rate from year to year. For tax years 2006 – 2010, the Village had a tax rate ranging from approximately \$.46 to \$.50 per \$100 of equalized assessed valuation (EAV). Due to the significant decline in the 2011 EAV experienced by all taxing agencies in Cook County, the Village's 2011 tax rate increased to \$.57 per \$100 of EAV. The 2012 and 2013 tax rate is \$.62 per \$100 of EAV. The change in rate between 2011 and 2012 is due to a further decrease in the Village's EAV. During the FY2014 budget process, the Village Board determined that the dollar amount of the 2013 levy would continue to remain equal to the 2011 and 2012 levy so as not to increase the tax burden put on Orland Park residents, with the thought that future increases in EAV would bring the Village's tax rate back down to pre-2011 levels. A flat rate between 2012 and 2013 is anticipated as staff conservatively projected no increase in the Village's EAV. A table depicting the Village's property tax rate for the last ten years is included in the Revenue Summaries section of this document.

During FY2011, the Village Board approved increasing the Recreation portion of the property tax levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures. The Recreation levy for FY2014 is \$1,058,297.

The Village Board elected to abate the property tax levy for FY2014 related to the 2007 G.O. Bond, 2012B&C G.O. Bond, 2013A&B G.O. Bond, and the 2013C G.O Bond issuances, as well as a portion of the 2009 G.O. Bond and 2010A G.O. Bond issuances. Home rule sales tax will continue to fund the debt service payment on the 2007, 2012B & C, 2013A&B and 2013C bonds, until TIF generated revenues are available. Excess fund balance from closed Debt Service Funds will fund the debt service payment on the 2009 and 2010 bonds. Abatements are considered on an annual basis during the budget process.

During FY2012, the Village Board requested that staff determine if there was funding available to reinstitute the residential property tax rebate program. The program had been suspended in 2009 due to the economic downturn. Staff was able to identify \$2.5 million in funding which primarily came from savings on various capital projects that had recently been completed by the Village. . The rebate amount was distributed evenly amongst all applicants. Funds for a rebate in the amount of \$2.2 million were added to the FY2013 budget after additional capital project savings were made available. These funds were also evenly distributed amounts all applicants. There is currently \$1.0 million included in the FY2014 for property tax rebates.

Budget Assumptions

The following are the more prominent assumptions that were utilized when compiling the Village's FY2014 Annual Budget.

- Revenues were based on the most current economic conditions available, as well as historical trends, where appropriate.
- A 1.30% growth estimate was utilized for the Village’s single largest revenue source – sales tax. This was based on a review of the last twelve months of FY2013 and consulting various indices and information available.
- A flat renewal for employee health care costs after switching from the Village’s previous medical carrier in 2013. The total dollar amount of the Village’s 2013 levy equals the 2012 levy, meaning that taxpayers as a whole will not pay more in property taxes to the Village in 2014 than they did in 2013.

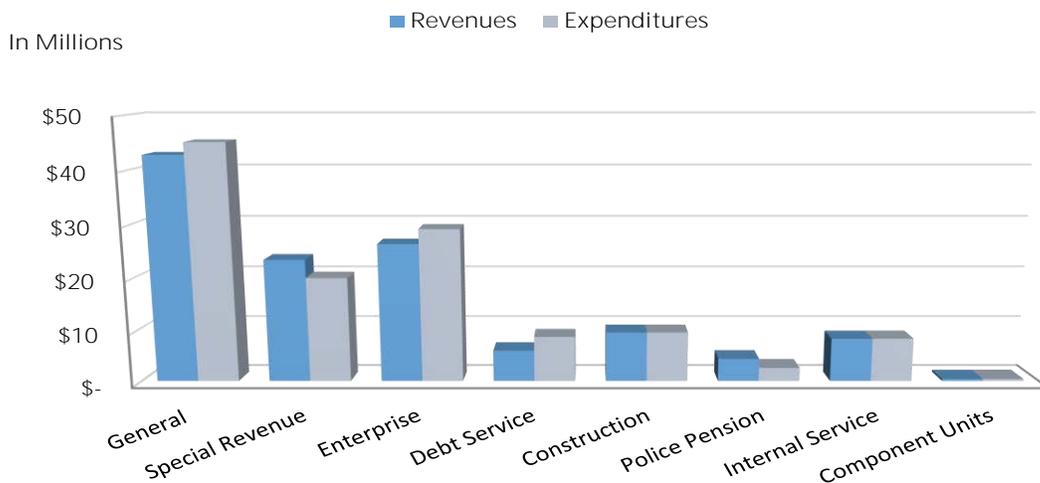
BUDGET SUMMARY

The FY2014 budget document includes revenue and expenditure budgets for 25 separate funds of the Village, grouped as follows:

- General Fund – 1
- Special Revenue Funds – 6
- Enterprise Funds – 2
- Debt Service Funds – 10
- Capital Project Funds – 2
- Fiduciary Funds – 1
- Internal Service Funds – 1
- Component Units – 2

Total FY2014 budgeted revenues for all funds amount to \$120,594,716 and total FY2014 budgeted expenditures for all funds amount to \$123,229,427. The following graph presents total revenues and expenditure by fund type.

2014 Total Revenues and Expenditures by Fund Type



The FY2014 expenditure budget includes capital expenditures in the amount of approximately \$16,848,516. These expenditures are funded by a variety of sources including Home Rule Sales Tax revenues, line of credit proceeds, as well as operating surpluses available in various funds.

REVENUE SUMMARY

As noted above, total budgeted revenues for all funds, including interfund transfers, are estimated to be \$120,594,716 for FY2014. This is a decrease in revenues of approximately \$44,291,786 or approximately 27%, as compared to the FY2013 total amended revenue budget. The revenue change is due to the following:

- Receipt of bond proceeds during FY2013 in the amount of \$9,430,000 for the 2013C general obligation bond refunding issuance.
- Receipt of bond proceeds during FY2013 in the amount of \$20,000,000 for the 2013A & B line of credit refunding issuance.
- Receipt of line of credit proceeds during FY2013 in the amount of \$22,215,426 for the redevelopment of the Main Street Triangle area.
- One-time revenue source included in the FY2014 in the amount of \$3,343,157 in line of credit proceeds to be drawn upon if State of Illinois reimbursements are not received in a timely manner.

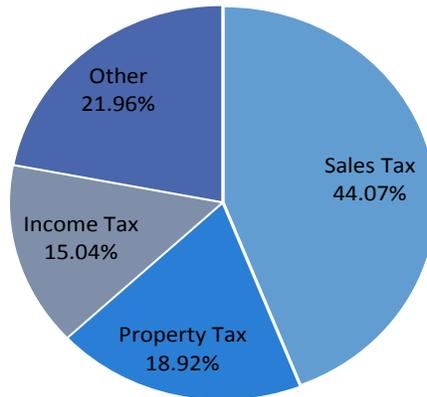
It is projected that 2014 revenues will increase by approximately 3.5 percent when excluding the one-time revenue sources listed above from the 2013 and 2014 revenues.

General Fund

FY2014 budgeted revenues for the General Fund amount to \$42,817,839, an increase of approximately \$1,063,170 or 2.54%, as compared to FY2013 total amended General Fund revenues. The majority of the increase is due to an increase in sales tax revenue in the amount of \$1,111,481 offset by a decline in revenue from the bi-annual vehicle sticker sale in FY2013 in the amount of \$1,025,000. The majority of the remainder of the increase is due to increased projections for income taxes.

The following is an explanation of the three largest General Fund revenue sources included in the Village of Orland Park's FY2014 budget, as depicted in the graph below.

General Fund Revenues
\$42,817,839



Sales Tax

The Village's FY2014 budget includes \$18,868,727 in sales tax revenues reflected in the Village's General Fund. As shown above, sales tax revenues account for over 40% of the Village's General Fund revenues. The FY2014 revenue estimate for sales tax was adjusted to project an approximate increase of 1.30% over the FY2013 calendar year estimate. The increase was based on the current economic outlook and the actual sales tax revenue increases the Village experienced during FY2013.

Property Taxes

The Village levies property taxes for the purposes of general corporate, recreation, IMRF, FICA and Police Pension, as well as to meet debt service payments due on the Village's outstanding general obligation debt. The total amount of property tax budgeted in the Village's General Fund for FY2014 amounts to approximately \$8,102,817; the remainder of the Village's levy is budgeted in the Recreation and Parks Fund and each of the Village's Debt Service Funds. The amount reflected in the General Fund increased approximately \$6,734 as compared to the FY2013 amount. The increase is attributable to increase in the pension levies due to additional funding requirements offset by a decrease in the corporate levy to ensure the tax levy remained at the same level as 2012. The general corporate levy is applied directly to police salaries, covering approximately 12.9% of annual police department expenditures.

The Village attempts to maintain a steady tax rate from year to year. The Village estimates that its 2013 tax year rate will equal approximately \$0.62 per \$100 of equalized assessed valuation which is comparable to other tax years.

Income Tax

The Village receives income tax from the State of Illinois on a per capita basis. The total income tax budget for FY2014 equals approximately \$5,431,000, as compared to \$4,642,000 for FY2013. The

FY2014 budget is based on a per capita amount of \$95.67, as opposed to the FY2013 per capita amount of \$81.38. The Village's current population is 56,767, determined during the 2010 census.

Other Funds

Home Rule Sales Tax

Approximately \$9,938,851 in home rule sales tax is included in the Village's FY2014 Home Rule Sales Tax Fund budget. Utilizing its home rule powers, the Village enacted a .75% home rule sales tax in January 2002; beginning in FY2004, these revenues were reported in the Home Rule Sales Tax Fund, a special revenue fund of the Village.

Sales taxes reflected in the Village's Home Rule Sales Tax Fund are utilized to fund road and infrastructure improvement projects, business sales tax rebates, and resident tax rebates.

Impact Fees (Fees by Agreement)

The Village imposes various impact fees on new commercial and residential developments, consisting of road, park, water and corporate services impact fees. These fees are reflected in the Village's Road Exaction, Park Development and Water & Sewer Funds; the corporate services impact fee is reflected in the Village's General Fund. The total amount budgeted in FY2014 for road, park and water impact fees equals approximately \$923,000 which is approximately a 1.5% percent increase from the FY2013 budget. This revenue source is strictly tied to new housing and commercial developments in the Village. The slight increase is due to an increase in residential permits offset by a projected decrease in commercial developments.

Water & Sewer Service Fees

The estimated Water & Sewer Fund service fee revenues for FY2014 amount to approximately \$25,114,042. As part of the annual budget process, the Village reviewed each water, sewer, and storm rate component to ensure that the overall cost of providing these services was fully covered by the rates in place. The Village utilizes a tiered rate structure that is intended to stress the importance of water conservation, meaning the more water used, the higher the rate per 1,000 gallons. Rates are set for three tiers - less than 9,000 gallons; 9,000 to less than 18,000 gallons; and 18,000 gallons and over. Water bill customers are charged a bi-monthly service charge which was increased from \$8.45 to \$9.00 on January 1, 2014 to cover increased administrative costs of the Water & Sewer Fund. This increase is partially offset by a slight decrease in the Village's component of the water rate at the 0 - 9,000 tier from \$1.55 to \$1.54 per 1,000 gallons. The Village's component of the overall rate increased in the higher tiers. Incorporated sewer rates will increase from \$.64 to \$.80 per 1,000 gallons in order to fund planned improvements to the Village's sewer system. The Village's storm rates will not be increased.

In November 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. This increase is necessary to fund various infrastructure improvements being made by the City of Chicago and the increase is being charged to all municipalities and other agencies that purchase water from the City of Chicago. Also, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted the Operations and Maintenance rate charged to municipalities. The

rate was increased from \$.214 per \$1,000 gallons to \$.377 per 1,000 gallons, effective January 1, 2014. Both of these rate increases were factored into the overall rate increase that occurred for Village of Orland Park customers on January 1, 2014.

Recreation Fees & Charges

The Village operates an extensive Recreation and Parks Department, as well as aquatic and physical fitness facilities; these activities are reflected in the Recreation and Parks Fund. The FY2014 budget reflects approximately \$3,868,402 in recreation fees and charges. The remainder of the Recreation and Parks Fund revenue budget consists of property taxes and transfers from the General Fund.

Motor Fuel Tax

The Village receives, on a per capita basis, motor fuel tax from the Illinois Department of Transportation. The total amount budgeted in FY2014 equals approximately \$1,314,409; this amount will be utilized to fund the Village's road maintenance program.

Other

As a home rule municipality, the Village has the ability to assess various charges and/or taxes, such as electric and natural gas utility taxes. To date, the Village has chosen to refrain from enacting such charges and/or taxes and will do so as long as it is able to provide Village residents with at least the current level of services and amenities.

EXPENDITURE SUMMARY

The total FY2014 expenditure budget for all funds, including capital outlay, equals \$123,229,427. This is a decrease of \$30,898,379 or approximately 20%, as compared to the FY2013 total amended expenditure budget for all funds. The expenditure decrease is due to the following:

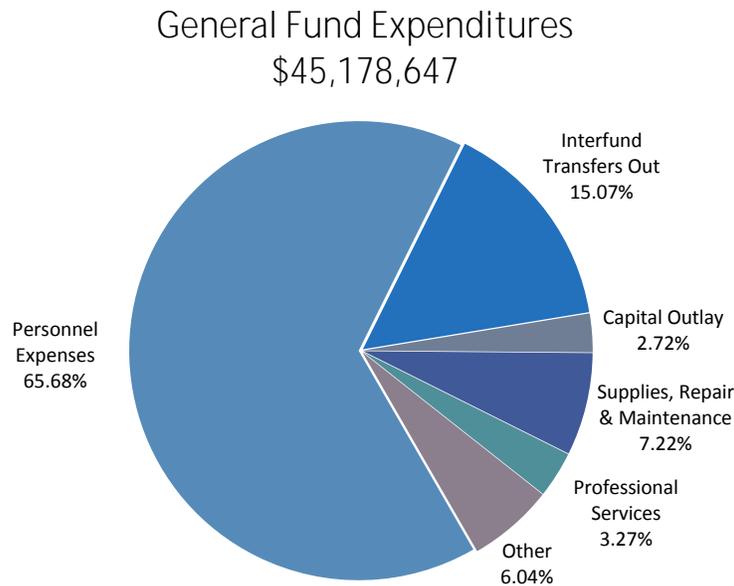
- Refunding of general obligation bonds and associated bond issuance costs during FY2013 for the 2013 C.G.O. refunding issuances in the amount of \$9,697,515.
- FY2012 budget rollovers for projects not yet completed added to the FY2013 budget in the amount of \$25,583,352.
- Additional capital projects budgeted during FY2014 in the amount of \$3,405,066 offset the decrease from FY2014 compared to FY2013.
- Customary increases in personnel related expenditures also offset the decrease from FY2014 compared to FY2013.

General Fund

The General Fund reflects the general operating costs of the Village and includes only major capital expenditures that relate to building maintenance and repairs, and vehicle replacements. The Village's General Fund expenditure budget for FY2014 equals \$45,178,647 or approximately 37% of the Village's total FY2014 expenditure budget. The FY2014 General Fund expenditure budget is approximately \$1,450,107 more than the FY2014 amended expenditure budget after subtracting budget rollovers that were added to the FY2013 amended expenditure budget. The increase in the FY2014 budget is partially due to transferring additional funds to the Recreation and Parks Fund for

capital purchases in the amount of \$812,985. Also, the Village reinstated transferring Road and Bridge Tax and Vehicle License revenue in the amount of \$499,275 to the Capital Improvement Fund for the funding of capital projects.

The Village’s FY2014 General Fund expenditure budget is broken down as follows:



Personnel Changes

A voluntary retirement incentive program was offered to eligible employees at the end of 2013 with an effective date of January 1, 2014. Full-time employees who were eligible to retire under the Illinois Municipal Retirement Fund (IMRF) (age 55 with at least eight years of service in Tier I or ten years of service in Tier 2) and who had at least eight consecutive years of service with the Village of Orland Park were eligible to participate in this incentive program. Employees electing to participate in this program were eligible for a \$30,000 cash incentive plus \$250 for each year of service over 10 years. A total of sixteen employees took advantage of this program. The vacant positions are as follows:

- Administrative Assistant/Special Services – Clerk’s Office
- Building Information Coordinator – Development Services
- Development Services Representative II – Development Services
- Development Services Representative – Development Services
- Office Support Supervisor – Development Services
- Account Technician I – Finance
- Account Technician II – Finance
- Water Billing Supervisor – Finance
- Senior Secretary – Police
- Support Services Assistant Manager – Police
- TCO Support Clerk – Police

- Telecommunicator – Police
- Administrative Assistant – Public Works
- Clerk Typist II (3) – Public Works

Each department is currently evaluating the functions of their department to determine how the vacant positions will be filled.

A foreman in the Water & Sewer Fund was the only new full time position added in FY2014. The following part time positions were also added to the FY2014 budget:

- IT Analyst - MIS
- Property Maintenance Inspector – Development Services
- Detention Aide - Police
- Patrol Officer – Police
- Program Assistant – Recreation
- Intern – Recreation
- Clerk Typist - Parks

Major Capital Projects – Other Funds

During FY2014, the Village will undertake a number of new capital projects for a variety of purposes, as well as continue a significant number of capital projects that were budgeted for and started in FY2013. Significant projects started in FY2013 that will continue into FY2014 include:

- Watermain replacement and construction costs for LaGrange Road between 131st Street and 179th Street as part of an Intergovernmental Agreement with the State of Illinois
- Road Improvement program
- Flood study improvements

The following is a description of major capital projects that are budgeted in FY2014:

- Main Street Triangle Fund –
 - Road improvements - \$1,500,000
 - Land acquisition - \$1,052,982
 - Parking lot construction - \$250,000
 - Ground remediation - \$560,000
 - Detention pond - \$200,000
- Recreation and Parks Fund –
 - Play structure at Centennial Pool - \$180,000
- Capital Improvement Funds –
 - Neighborhood Road Resurfacing Program – various subdivisions - \$2,884,000
 - 143rd Street from Southwest Highway to Wolf Road – Phase I Engineering - \$504,300
 - LaGrange Road – Village aesthetic enhancements - \$3,500,000
 - Tree removal and replacement program - \$1,072,125

- Water & Sewer Fund –
 - Crystal Tree subdivision watermain replacement - \$450,000
 - Vactor - \$380,000

While the Village Board realizes that aggressive capital spending can limit its ability to spend in other areas, the Board remains committed to these important projects that will benefit residents of the Village well into the future.

Additional information regarding capital projects planned for FY2014 can be found in the Capital Project Funds and Special Revenue Funds section of this document.

CLOSING COMMENTS

The FY2014 budget, as presented, is balanced against revenues, and where applicable, fund balance over and above Board approved policy levels. The FY2014 budget has adequate resources to meet the community's demands for service, although due to continued growth, these demands consistently increase. Road improvement projects have been, and will continue to be, a top priority of the Village; therefore, the Village will continue to dedicate specific revenue sources to road construction and improvement projects.

This budget has been developed through the cooperative efforts of all Village departments, as well as the Mayor and Village Trustees. Without their efforts, this budget could not have been completed.

Sincerely,


Annmarie K. Mampe
Finance Director


Sarah A. Schueler
Assistant Finance Director

General Information and Summaries

Budget
Fiscal Year 2014

Budget Process

The Village of Orland Park's budget process involves the Mayor and Board of Trustees, Village Manager, Assistant Village Manager, department directors, supervisors, as well as many others throughout the organization, each playing a critical role in the development of the budget for the upcoming year. A series of work sessions are held to compile the budget for all funds utilized by the Village. Public hearings are also conducted to obtain taxpayer comment. The budget is then legally enacted through passage of a budget ordinance. This ordinance also serves as an appropriation authorization. The budget for the year ended December 31, 2014 was adopted through the passage of ordinance number 4864 on December 2, 2013.

Although much of the time and effort in preparing the budget takes places during the months of July – December, the development, implementation, monitoring and review of the Village's budget are part of a comprehensive process that occurs throughout the entire year. The Finance Department monitors on a continual basis the Village's revenues and expenditures and discusses and resolves any significant variances with each department. The Village's current budgetary control is at the fund level and a budget is adopted for each fund. Total expenditures may not exceed the total amount approved for each fund unless a budget amendment is approved by the Village Board of Trustees. The Village Manager is authorized to transfer budgeted amounts between departments within any fund.

Budget Schedule

The following schedule was followed for the compilation and passage of the FY2014 Annual Budget.

Weeks of June 17th

and June 24th

The budget team will participate in budget planning meetings with department directors and their respective committee chair. These meetings are intended to obtain a clear understanding of Trustee priorities that will meet the goals set forth at the Board's strategic planning session, as well as to discuss major operating initiatives or capital projects (including technology related projects) and/or personnel requests that may be proposed in the FY2014 budget.

The Mayor will review the results of these meetings with the budget team and develop a Village-wide list of Trustee priorities that will be included in budget workshop documents and discussions. Once the overall list of priorities is developed, the Mayor and the Village Manager will meet with individual trustees to review the priorities. The budget team will then review the priorities with department directors. This process will be completed prior to departmental submission of final target budgets and capital improvement projects.

Week of July 15 th	Information related to providing revenue forecasts, as well as reviewing current personnel salary schedules and finalizing personnel request schedules, will be distributed to department directors. Department directors should also begin finalizing information related to potential technology requests. Form 5 should be completed for each technology-related request that will be submitted. Finance will provide refresher training on the Innoprise budget module if necessary, as revenue projections for FY2013 and forecasts for FY2014 will be entered directly into Innoprise.
Week of July 29 th	Meetings may be scheduled with department directors, the budget team, and MIS staff (if applicable) to discuss revenue forecasts, current employee salary schedules, personnel request schedules and potential technology-related projects within each department.
August 2 nd	Department directors submit updated/revised revenue forecasts, current personnel salary schedules, personnel request schedules, and technology-related requests to Finance.
August 5 th – August 13 th	Finance determines net operating revenues (gross revenues less fixed expenditures) available to fund variable departmental operating and capital requests (including technology-related requests). Finance also determines revenues available/necessary to fund FY2014 Capital Improvement Program.
August 14 th – August 16 th	<p>Finance provides departments with target amounts available, as well as information regarding budget entry into Innoprise. Finance will also provide department directors with a list of personnel and technology requests that have been included as a fixed cost when calculating targets. Department directors will have the option of allocating a portion of their target to requests that are not reflected in the target distribution and/or submitting these items as discretionary requests.</p> <p>Finance will also have discussions with applicable departments regarding the status of FY13 capital projects, FY13 budget rollovers, technology-related requests included in departmental target budgets, the draft FY2014 Capital Improvement Program and required information for the GFOA Award for Excellence in Budget Reporting, including updated Strategic Plans.</p>

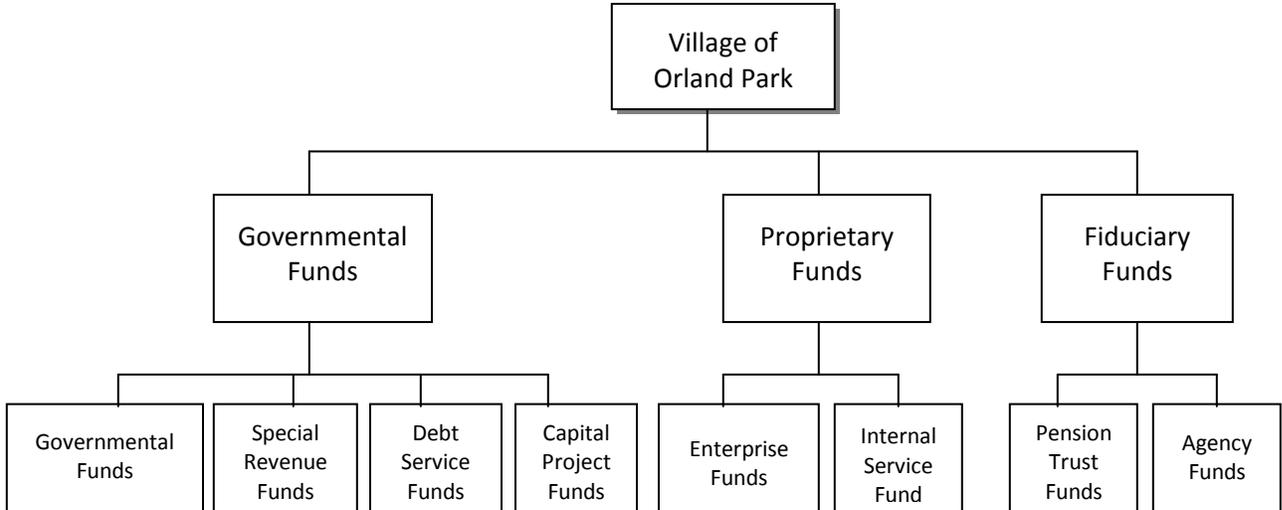
August 19 th – August 30 th	Department directors compile their departmental operating budgets.
Week of September 2 nd	Budget team meets with department directors to review proposed departmental budgets and strategic plans. Department directors modify proposed departmental budgets/strategic plans based on feedback received from the budget team.
Week of September 9 th	Department directors meet with their respective committee chairperson to review the department's budget submission. Items to be discussed at this meeting(s) include strategic plan, proposed operating budgets, technology-related requests and draft FY14 Capital Improvement Program projects related to their department/function. Meetings must be scheduled with respective Committee chairpersons in order to facilitate the remaining budget process. During this time, as well as the entire budget process, Mayor meets with the budget team to discuss operating and capital budgets.
September 13 th	Department directors submit final target budget including any discretionary requests to Finance. Department directors also submit any new capital items that are not reflected in the Capital Improvement Program previously distributed.
September 16 th – October 4 th	Finance compiles FY2014 Village-wide operating budgets and capital budget.
Week of October 7 th	Budget team and Mayor meet to review and discuss departmental operating budgets, discretionary and final FY2014 capital budget.
Week of October 14 th	Initial public budget workshop with Mayor, Trustees, and budget team (department directors may be asked to attend this meeting). Review and provide feedback on operating and capital budgets for all funds.
Weeks of October 21 st - and October 28 th	Based upon requests of initial public budget workshop, another workshop may be scheduled to further review of the operating and capital budgets and to provide feedback on comments from initial workshop.

Week of November 11 th	Final public budget workshop with Mayor, Trustees, and budget team (department directors if required) to approve final draft budget.
Week of November 18 th	Notice of public hearing published. Budget made available for public inspection.
December 2 nd	Public Hearing held. Budget approved at Board Meeting immediately following public hearing.
December 16 th	Department heads submit GFOA Budget documents (including updated Strategic Plans) to Finance Department.
March 28 th	Deadline for submitting budget to GFOA for award.

Throughout Fiscal Year 2014, quarterly budget adjustments will be reviewed and approved by the Village Board.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION

The accounts of the Village are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. The Village has the following fund structure:



Governmental Funds

Governmental funds are used to account for the Village's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when "measurable and available." Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after fiscal year-end. The Village recognizes property taxes when they become both measurable and available. For all other governmental fund revenues, a one-year availability period is used for revenue recognition. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are recognized when due.

Property taxes, licenses, investment income and charges for services are susceptible to accrual. Sales taxes, road and bridge taxes, franchise taxes, motor fuel taxes, income taxes and fines collected and held by the state or county at fiscal year-end on behalf of the Village are also recognized as revenue. Other receipts and taxes become measurable and available when cash is received by the Village and are recognized as revenue at that time.

Governmental funds include the following fund types:

- ❖ The general fund is the Village's primary operating fund. It accounts for all financial resources of the Village, except those required to be accounted for in another fund.
- ❖ Special revenue funds account for revenue sources that are restricted to expenditures for a specific purpose (not including expendable trusts or major capital projects).
- ❖ Debt service funds account for the servicing of general long-term debt not being financed by proprietary or nonexpendable trust funds.
- ❖ Capital project funds account for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary or nonexpendable trust funds.

Proprietary Funds

Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Proprietary funds include the following fund types:

- ❖ Enterprise funds are used to account for those operations that are financed and operated in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.
- ❖ Internal service funds account for operations that provide services to other departments or agencies of the Village, or to other governments, on a cost-reimbursement basis.

Fiduciary Funds

Fiduciary funds account for assets held by the Village in a trustee capacity or as an agent on behalf of others. Fiduciary funds include the following fund types:

- ❖ Pension Trust Funds are accounted for in essentially the same manner as the proprietary funds, using the same measurement focus and basis of accounting.
- ❖ Agency funds are custodial in nature and do not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. These funds are used to account for assets that the government holds for others in an agency capacity.

Assets, Liabilities and Equity

Deposits and Investments

Cash and cash equivalents of the Village and its component units are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the Village and its component units to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements and money market and/or mutual funds consisting of individual investment instruments allowed for by state statute.

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national exchanges are valued at the last reported sales price. Investments that do not have any established market are reported at estimated fair value.

Receivables and Payables

Amounts due to and due from other funds may arise during the course of the Village's operations because of numerous transactions between funds necessary to finance operations, provide services, construct assets and pay service debt to the extent that certain transactions between funds have not been repaid or received.

Property taxes are levied as of January 1 on property values assessed on the same date. The tax levy is divided into two billings: the first billing (mailed on or about February 1) is an estimate of the current year's levy based on the prior year's taxes; the second billing (mailed on or about August 1) reflects adjustments to the current year's actual levy. The billings are considered past due 30 days after the respective tax billing date at which time the applicable property is subject to lien and penalties and interest is assessed.

Water and sewerage services are billed on a bi-monthly basis. This amount is included in Accounts Receivable for Water Customers.

Other receivables and/or payables that may arise include charges to developers for engineering services and legal fees, charges for damage to Village property, and retainage owed to a contractor of a construction project. The retainage is held back as assurance of the quality of the contractors work.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

Capital Assets

Capital assets purchased or acquired with an original cost of \$10,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Donated capital assets are capitalized at estimated fair market value on the date donated. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. General capital assets are long-lived assets of the Village as a whole. Infrastructure such as streets and traffic signals are capitalized. The valuation basis for general capital assets are historical cost, or where historical cost is not available, estimated historical costs based on replacement costs. Capital assets in the proprietary funds are capitalized in the fund in which they are utilized. The valuation basis for proprietary fund capital assets are the same as those used for the general capital assets.

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

Land Improvements	20 Years
Buildings	50 Years
Vehicles, Machinery and Equipment	4 – 15 Years
Water and Sewerage System	30 – 50 Years
Other Infrastructure	15 – 50 Years

Compensated Absences

The Village accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulated sick leave that is estimated to be taken as “terminal leave” prior to retirement.

Long-term Obligations

Long term debt and other long-term obligations are reported as liabilities in the applicable statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing

sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Equity

Reservations of fund balance represent amounts that are not appropriable or are legally segregated for a specific purpose. Reservations of retained earnings are limited to outside third-party restrictions. Designations of fund balance represent tentative management plans that are subject to change. The proprietary fund's contributed capital represents equity acquired through capital grants and capital contributions from developers or other funds.

Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) for all funds except the Special Assessment funds which are not budgeted. Budgets are adopted on the modified accrual basis of accounting for governmental funds which is the same basis that is used for the Village's audited financial statements. The enterprise, internal service and fiduciary funds budget on the accrual basis except for the receipt of long term debt proceeds, capital outlays and debt service principal payments that are included in the operational budgets. The Village's audited financial statements using the GAAP basis of accounting, includes allocations for depreciation and amortization expenses. The Village considers a budget balanced when the sum of estimated revenues and projected fund balances exceed or equal the budgeted expenditures.

The Village employs encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Outstanding encumbrances at the end of the year are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

GENERAL FUND

The General Fund is the operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund and is therefore used to maintain the majority of the Village's accounting activity.

SPECIAL REVENUE FUNDS

Motor Fuel Tax Fund — to account for funds received from the State of Illinois Motor Fuel Tax to be used for operating and maintaining local streets and roads.

Park Development Fund — to account for contributions received from developers for future recreational proposes as well as the expenditure of these contributions.

Seizure and Forfeiture Fund — to account for federal and state funds received for the enhancement of drug law enforcement and the subsequent expenditure of these funds.

Home Rule Sales Tax Fund — to account for revenue received from the Village's Home Rule Sales Tax which in turn pays for business and resident rebates and the funding of various construction projects.

Main Street Triangle TIF Fund — to account for incremental real estate taxes and all TIF related expenditures of the Main Street Triangle development area.

Recreation and Parks Fund - to account for the revenue and expenses incurred for the recreational functions that include administration, programs, parks, Sportsplex, Centennial Pool, and special recreation.

DEBT SERVICE FUNDS

The Debt Service Funds are used to account for property taxes levied for the payment of principal and interest on all general obligation debt, as well as the payment of these obligations.

CAPITAL PROJECTS FUNDS

Road Exaction Fund — to account for road improvements funded by road exaction fees.

Capital Improvement Fund — to account for public improvements and large multi-year projects that are funded by various sources.

ENTERPRISE FUNDS

Water and Sewer Fund — to account for the provision of water, sewer and refuse services to residents and businesses of the Village and various unincorporated areas. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collecting.

Commuter Parking Fund — to account for revenues received from the public for use of the Village's commuter parking lots and expenses used to maintain and operate the lots.

INTERNAL SERVICE FUND

Insurance Fund — to account for costs associated with the Village's health, dental, vision and life insurance, workers' compensation program and the Village's comprehensive liability program. The Village is self-insured for the majority of its risk.

FIDUCIARY FUNDS

Police Pension Fund — to account for the accumulation of resources to be used for retirement annuity payments to employees on the police force at appropriate amounts and times in the future. The fund does not account for the administrative costs of the system, which are reflected in the General Fund.

Special Assessments — to account for special assessment collections and the related forwarding of the collections to the bondholders.

<u>Department/Division</u>	<u>Function</u>	<u>Operating Fund</u>
Village Manager	General Government	General Fund
Village Clerk	General Government	General Fund
Public Information Office	General Government	General Fund
Finance	General Government	General Fund
MIS	General Government	General Fund
Officials	General Government	General Fund
Building Maintenance	General Government	General Fund
Development Services-Administration	Development Services	General Fund
Development Services-Building Division	Development Services	General Fund
Development Services-Planning Division	Development Services	General Fund
Development Services-Transportation & Engineering	Development Services	General Fund
Public Works-Administration	Public Works	General Fund
Public Works-Streets	Public Works	General Fund
Public Works-Transportation	Public Works	General Fund
Public Works-Vehicle & Equipment	Public Works	General Fund
ESDA	Public Safety	General Fund
Police	Public Safety	General Fund
Water & Sewer	Public Works	Water and Sewer Fund
Recreation - Parks	Cultural/Recreation	Recreation and Parks Fund
Recreation - Admin	Cultural/Recreation	Recreation and Parks Fund
Recreation - Programs	Cultural/Recreation	Recreation and Parks Fund
Recreation - Centennial Pool	Cultural/Recreation	Recreation and Parks Fund
Recreation - Sportsplex	Cultural/Recreation	Recreation and Parks Fund
Recreation - Special Recreation	Cultural/Recreation	Recreation and Parks Fund
Civic Center	General Government	Civic Center Fund

This section contains the financial policies of the Village which assist in structuring the operations of the Village. The Finance Department will continually review each of the Village's financial policies and may recommend new policies or changes to existing policies for approval by the Village Board.

FUND BALANCE (RESERVE) POLICIES

The Village of Orland Park established a fund balance reserve policy for its General Fund that was formally approved by the Village Board. In addition, the Village's Finance Department has established fund balance policies for a number of the Village's other funds that was approved by the Village Board on November 20, 2006.

General Fund –

The fund balance policy for the Village's General Fund, as formally approved by the Village Board, is as follows:

Purpose of Policy –

- To establish guidelines in providing for an unrestricted fund (reserve) balance in the Village's General Fund.

Policy Considerations –

- The General Fund is the primary operating fund of the Village. The fund balance of this fund is intended to serve as a measure of the financial resources available to the Village. An adequate fund balance may ensure that the Village can mitigate current and future revenues shortfalls and/or unanticipated expenditures.
- Fund balance is an important consideration in long-term financial planning. In addition, credit rating agencies utilize fund balance levels to evaluate a government's continued creditworthiness.
- The designations of fund balance included in this policy will be reflected in year-end financial statement footnotes in the Summary of Significant Accounting Policies section.
- The policy is intended to address two primary considerations: (1) provide for emergency and contingency needs and (2) assist the Village in meeting unanticipated short-term cash flow needs.

Policy Statements –

- The General Fund's unrestricted fund balance shall be designated for the purposes and amounts as follows:
 - *To provide for emergencies or contingencies, such as revenue shortfalls or unanticipated expenditures that the Village may encounter as part of its operations* - This reserve shall be set at 5% of the ensuing year's General Fund expenditure budget. This item should be identified on the Village's financial statements as "Contingency Reserve".
 - *To meet excess cash flow needs of the Village* – this reserve shall be set at not less than 15% of the ensuing year's General Fund expenditure budget. This item should be identified on the Village's financial statements as "Unreserved".

- *“Contingency Reserve” and “Unreserved” designations amount to the minimum fund balance requirement* – the Village’s goal is to maintain a fund balance of approximately 25% of the ensuing year’s General Fund expenditure budget.
- The Village Manager and the Finance Director will consider both the minimum requirements, as well as the target goal, as part of the annual budget process and shall prepare an analysis of this fund balance reserve policy. The analysis is to include the prior year actual fund balance status (based on audited financial statements) and projections of fund balance status for the current year.
- Shortages from the requirements of this policy shall be built up through the budget process. Shortage is defined as having less than the minimum policy requirements at fiscal year end. Shortage may also be defined as a projection at budget time that would indicate the policy requirements will not be met at the current year-end.
- Any excess fund balance shall be included in the next fiscal year budget, if necessary to cover budgeted expenditures above budgeted revenues. Excess fund balance under this policy is actual undesignated fund balance amounts available on the year-end financial statements.
- The Finance Director shall, as part of the annual audit and financial statement preparation process, ensure that the designations are made as required by this policy.

Water & Sewer Fund –

The Village conducted a comprehensive water and sewer rate study during fiscal year 2007. During this process, the Village Board formally adopted a fund balance reserve policy. The Village Board approved the establishment of two types of reserves for the water, sewer and stormwater system: an Operating and Maintenance (“O&M”) Reserve and a Repair, Renewal, and Rehabilitation (“3R”) Reserve.

An operating and maintenance reserve is important to provide funds for unplanned minor repairs or fluctuations in the budget. This type of reserve is also valuable during unusually wet or dry years, which could result in reduced revenues due to lower than anticipated consumption levels. As these reserves are accumulated, they can be used in future years to offset, decrease or defer rate increases. The Village has established a ninety (90) day operating and maintenance reserve target balance (one fourth of current annual O&M expenses.) Annual budgets will be adopted in a manner that will replenish reserve balances to appropriate levels after any drawdown.

The Repair, Replacement and Rehabilitation (“3R”) reserve was established to provide funds to pay for unexpected major repairs and planned replacement or rehabilitation of equipment or other major capital assets. This reserve can be used to pay for capital costs in order to avoid or minimize the amount that would otherwise be recovered through user fees and possibly result in a significant rate increase. The “3R” reserve is calculated by using a percentage based upon the useful life of each asset class applied to the original cost of each asset class. The “3R” reserve is offset by the actual amount of investment in each asset class during the fiscal year.

Debt Service Fund –

The Village will maintain cash reserve balances in its Debt Service Fund sufficient to meet all principal and interest payments obligations for the following fiscal year. The purpose of this policy is to allow for timely payments of debt obligations regardless of when distributions of property taxes are received.

Insurance Fund –

Since the Village is partially self-insured for liability and health insurance, during the FY2006 budget process the Village set a policy to maintain a reserve balance of no less than the total annual retention amounts on the various liability insurance policies. In addition, the Village will strive to maintain an additional reserve equal to 20% of the annual budgeted expenditures of this fund. These reserve levels will provide sufficient monies to pay liability and health claims which can fluctuate significantly on an annual basis and assist the Village in the payment of a catastrophic claim occurring in any given year.

Home Rule Sales Tax Fund –

The Village's Finance Department has set a policy to maintain a reserve fund balance of no less than 25% of annual revenues in its Home Rule Sales Tax Fund. This reserve balance will be utilized on an as needed basis to fund unanticipated capital projects. In the case of a drawdown of the reserve balance, the subsequent year's budget will be structured to bring the reserve balance up to 25% of the current fiscal year's revenue.

Park Development Fund –

The Village Board adopted policy for the Park Development Fund is to maintain a \$500,000 reserve fund balance for unexpected capital improvement projects necessary for park development. If a drawdown to the reserve occurs, the subsequent year's budget will be structured to return the reserve balance to \$500,000.

Road Exaction Fund –

The Village Board adopted policy for the Road Exaction Fund is to maintain a \$1,000,000 reserve fund balance for unexpected capital improvement projects. If a drawdown to the reserve occurs, the subsequent year's budget will be structured to return the reserve balance to \$1,000,000.

Capital Improvement Fund –

The Village Board adopted policy for the Capital Improvement Fund is to maintain a \$1,000,000 reserve fund balance for unexpected capital improvement projects. If a drawdown to the reserve occurs, the subsequent year's budget will be structured to return the reserve balance to \$1,000,000.

While not all of the Village's funds are listed above, the Village will continue to establish reserve policies for each of its funds.

CAPITAL ASSETS POLICIES

The Village's capital assets policies are meant to ensure compliance with various accounting and financial reporting standards including generally accepted accounting principles (GAAP), Governmental Accounting, Auditing and Financial Reporting (GAAFR) and the Governmental Accounting Standards Board (GASB), as well as to meet any applicable state or federal regulatory and reporting requirements related to property. In addition, these policies are meant to reflect the requirements set forth in Statement No. 34 of the Governmental Accounting Standard Board, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. The Village's fixed asset policies are as follows:

- Capital assets shall include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure and all other tangible and intangible assets that are used in operations and have initial useful lives extending beyond a single reporting period.
- Infrastructure assets, including roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems, are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.
- For financial reporting purposes, an item must be at or above the capitalization threshold of \$10,000 per unit to be considered a capital asset. This capitalization threshold includes improvements to buildings and infrastructure; however, repairs and most renovations will be expensed within the reporting period.
- The Finance Director will ensure that accounting for capital assets is being exercised by establishing a capital asset inventory, both initially and periodically in subsequent years. The Finance Director will further ensure that the capital assets report is updated annually to reflect additions, retirements and transfers and to reflect the new annual capital assets balance, as well as annual and accumulated depreciation, for financial reporting purposes.
- Day to day ownership and control of items below the capitalization threshold is the express responsibility of the operating department utilizing the asset.
- Capital assets below the capitalization threshold of \$10,000 on a unit basis but warranting control shall be inventoried at the department level and an appropriate list will be maintained. Data elements are to include asset description, location, make, model, serial number, and other information that assists control or is deemed relevant. Further, assets below the capitalization threshold but considered *sensitive* may include, for example, weapons and radios within the Police Department, computers and printers within the MIS Division, and chain saws and small power tools within the Public Works Department. These minor but sensitive items shall be inventoried and controlled at the department level.
- For maintenance of the capital assets accounting report, the operating departments have the responsibility to report additions, retirements, and transfers in detail to the Finance Department. Detail includes such data elements as asset description, location, make, model, serial number, date of acquisition, cost, and other information deemed relevant. It is expected that this reporting will be in a timely manner, as the capital assets record must be updated annually.

- The Finance Director shall determine appropriate means, level of detailed data elements, and the system to be utilized to effectively track the Village's capital assets. Finally, the Finance Director has the right to request copies of the inventory of controllable items and is reserved to periodically review the information and adherence to the policy.

REVENUE AND EXPENDITURE POLICIES

Revenue –

The Village strives to maintain a diversified and stable revenue base to reduce the impacts of fluctuations of any one revenue source. The Village's revenue mix combines elastic and inelastic revenue sources to minimize the effects of an economic downturn.

The Village also incorporates the following principles related to revenues as it furthers its financial planning and fulfills its fiscal responsibilities:

- Through economic development, the Village will strive to strengthen its revenue base.
- Through the annual budget process, the Village will project each major revenue source for the next two fiscal years, at a minimum, and additional years if it appears that a reasonable estimate can be made.
- The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting.
- The Village follows a "cost of service" approach for some of its user fees, rates and customer charges, whereas charges are sufficient to cover appropriate costs. These fees will be evaluated periodically.
- The Village will set fees and user charges for its Water & Sewer Fund and Commuter Parking Fund at a level that fully supports the total direct and indirect cost of the services provided.

Expenditures –

- The Village will consistently budget the minimum level of expenditures necessary to provide for the public well-being and safety of the residents and businesses of the community.
- Reserve balances will only be used to fund emergency or unanticipated spending; should this use of reserve balance occur, the subsequent year's annual budget will be structured to replenish this drawdown of reserves.
- Through the annual budget process, the Village will forecast major expenditures for the next two fiscal years, at a minimum, and additional years if it appears that a reasonable estimate can be made.
- The Village will not use one-time revenues to fund operating expenditures.

BUDGETING, ACCOUNTING, AUDITING AND REPORTING POLICIES

The Village will strive to maintain a high level of financial professionalism through the following:

- The Village's accounting records for general government operations are maintained on the modified accrual basis of accounting, with revenues recorded when measurable and available and expenditures recorded when the services of goods are received and

- liabilities incurred. Accounting records for the Village's enterprise and pension funds are maintained on an accrual basis of accounting with revenues recorded when earned and expenses recorded when the liabilities are incurred. Internal controls are designed and implemented to provide reasonable but not absolute assurance that assets are safe guarded and financial records reliable.
- The Village will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).
 - The Village's accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB).
 - The Village's reporting system will provide monthly information on the total cost of services by type of expenditure and by fund.
 - An independent firm of certified public accountants will perform an annual financial and compliance audit of the Village's financial statements according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Village's Comprehensive Annual Financial Report (CAFR).
 - The Village will annually seek the GFOA Certificate of Achievement for Excellence in Financial Reporting Award and the GFOA Distinguished Budget Award.
 - The Village will promote full disclosure in its CAFR and its bond presentations.
 - The Village will comply with all financial reporting requirements, including all annual reports to be filed with the State of Illinois and all annual debt disclosures filed with respective agencies.

CAPITAL BUDGET POLICIES

The following policies will allow the Village to provide its residents with optimal public infrastructure and services:

- The Village will develop a multi-year plan for enterprise fund capital improvements as well as general infrastructure improvements updated annually through the budget process and will attempt to budget all capital improvements in accordance with the plan. The Village will utilize its existing revenue sources to fund these capital improvements. Long-term debt borrowing for specific projects will be considered only if existing revenue sources are not available.
- The Village will maintain its physical assets at a level adequate to protect its investment in capital and to minimize future maintenance and replacement costs.
- Capital investment objectives will be prioritized by the Village Board as part of the annual budget process.

CASH MANAGEMENT & INVESTMENT POLICIES

As required by State statute, an investment policy has been formally adopted by the Village Board. The investment policy provides guidelines for the prudent investment of Village funds and outlines the policies for maximizing the efficiency of the Village's cash management practices. The investment policy is as follows:

It is the policy of the Village of Orland Park to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

Scope -

This policy applies to the investment of all funds of the Village of Orland Park except for the Police Pension Fund and the Village Library Fund, which are subject to the order of the Board of Trustees of each respective fund.

General Objectives -

The primary objectives, in priority order, of investment activities shall be legality, safety, liquidity and yield. The portfolio should be reviewed periodically as to its effectiveness in meeting the Village of Orland Park's needs for safety, liquidity, rate of return, diversification, as well as its general performance.

- Legality - Conformance with federal, state and other legal requirements is the foremost objective of the Village of Orland Park's investment program.
- Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of portfolio capital. The objective will be to mitigate credit risk and interest rate risk.
- Credit Risk - The Village of Orland Park will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by limiting investments to the safest type of securities, pre-qualifying financial institutions, broker/dealers, intermediaries, and advisers with which the Village of Orland Park will do business, and by diversifying the investment portfolio so that potential losses on individual securities are minimized.
- Interest Rate Risk - The Village of Orland Park will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and by investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools.
- Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.
- Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of

earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

Standards of Care

- Prudence - The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and sale of securities are carried out in accordance with the terms of this policy. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.
- Ethics and Conflicts of Interest - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual that business is conducted with on behalf of the Village of Orland Park.
- Delegation of Authority - Management and administrative responsibility for the investment program is hereby delegated to the Finance Director who, under the delegation of the Board of Trustees, shall establish written procedures for the operation of the investment program. Procedures should include references to the following: Safekeeping, Delivery vs. Payment, Investment Accounting, Repurchase Agreements, Wire Transfer Agreements, and Collateral/Depository Agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Safekeeping and Custody

- Authorized Financial Dealers and Institutions - A list of financial institutions authorized to provide investment services to the Village of Orland Park will be maintained. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness. These may include primary dealers or

regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
 - Proof of National Association of Securities Dealers (NASD) Certification.
 - Proof of state registration.
 - Completed broker/dealer questionnaire.
 - Certification of having read, understood and agreeing to comply with the Village of Orland Park's investment policy.
 - An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Finance Director.
- Internal Controls - The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village of Orland Park are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
 - Separation of transaction authority from accounting and record keeping.
 - Custodial safekeeping.
 - Avoidance of physical delivery securities.
 - Clear delegation of authority to subordinate staff members.
 - Written confirmation of transactions for investments and wire transfers.
 - Development of a wire transfer agreement with the lead bank and the third-party custodian.
- Delivery Versus Payment - All security transactions, including collateral for repurchase agreements entered into by the Village of Orland Park, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian, designated by the Finance Director, and evidenced by safekeeping receipts and a written custodial agreement.

Suitable and Authorized Investments

- Investment Types - The following investments will be permitted by this policy, and are those defined by Illinois Compiled Statutes.

- U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value.
- Certificates of deposit and other evidences of deposit at financial institutions, banker's acceptances, and commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency.
- Investment-grade obligations of state, provincial and local government and public authorities.
- Repurchase agreements whose underlying purchased securities consist of the foregoing.
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
- Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation.

All investments except for local government investment pools will be selected on the basis of competitive bids. Financial institutions located within the Village of Orland Park will be awarded the bid if the local bid is within 1/4 of 1% of the best bid. The financial institution that holds a maturing investment will be given the opportunity to match the highest bid if their bid is within five basis points in order to save administrative expenses.

Investments shall be made that reflect the cash flow needs of the fund type being invested.

Collateralization

Funds on deposit (checking accounts, certificates of deposit, etc.), in excess of FDIC limits, must be secured by some form of collateral, witnessed by a written agreement and held at an independent, third party institution in the name of the Village of Orland Park.

The Village will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Obligations of the Village of Orland Park
- General Obligation Municipal Bonds rated AA or better

The amount of collateral provided shall not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly and additional collateral will be

requested when the ratio declines below the level required. Pledged collateral will be held by the Village of Orland Park or in safekeeping and evidenced by a safekeeping agreement. If collateral is held in safekeeping, it may be held by a third party or by an escrow agent of the pledging institution. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Orland Park, but they will allow for an exchange of collateral of like value.

Investment Parameters

The Village of Orland Park will maintain investment accounts in the financial institutions within the Village of Orland Park whenever possible, and when not precluded by other standards of this policy.

- Diversification - The Village of Orland Park's investments shall be diversified as follows:
 - No financial institution shall hold more than 35% of the Village of Orland Park's investments, exclusive of U.S. Treasury securities held in safekeeping, which have a maturity exceeding one year. Diversification of investments with maturities of less than a year shall be at the discretion of the Finance Director based upon bids.
 - Commercial paper shall not exceed 10% of the Village's investment portfolio.
 - The Village of Orland Park will invest in securities with varying maturities.
 - The Village of Orland Park will continuously invest a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
- Maximum Maturities - To the extent possible, the Village of Orland Park shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village of Orland Park will not directly invest in securities maturing more than two years from the date of purchase.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding two (2) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Village Board.

Reporting

- Methods - The Finance Director shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the Village of Orland Park to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the legislative body. The report will include the following:
 - Listing of individual securities held at the end of the reporting period.

- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
 - Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
 - Listing of investment by maturity date.
 - Percentage of the total portfolio that each type of investment represents.
- Performance Standards - The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance will be compared against the 90-day Treasury Bill.
 - Write Up to Market - The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly to the Board of Trustees.

Policy Considerations

- Amendments - The Village's Board of Trustees shall adopt the Village's Investment Policy. On an annual basis, the Finance Director shall review the Village of Orland Park's investment policy. Any modifications made thereto must be approved by the Board of Trustees.

The Village's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.

In order to maximize interest earnings, the Village commingles cash of the majority of its funds, with the major exception being the Village of Orland Park Police Pension Fund. Interest revenue derived from commingled cash is allocated to the participating funds on a monthly basis relative to the cash balance of each fund.

DEBT POLICIES

The Village of Orland Park is a home rule municipality. All municipalities in the State of Illinois with a population greater than 25,000 are automatically granted home rule status unless this designation is removed by the voters through a referendum. Municipalities with a population under 25,000 may achieve home rule status if approved by the voters through a referendum.

Debt restrictions in the State of Illinois differ for home rule municipalities and non-home rule municipalities. Currently, there are no substantive legal restrictions or limits imposed by the State of Illinois on the amount of debt that a home rule municipality can incur. However, non-home-rule municipalities are limited in the amount of debt they can incur to 8.625% of the community's equalized assessed valuation. Home rule municipalities are also not required to submit a referenda question to voters regarding the issuance of debt whereas non-home-rule

municipalities under most circumstances may not issue debt unless a referendum has been approved by the voters authorizing the issuance of said debt.

Although the Village is not restricted to the amount of debt that it may incur, policy dictates that the Village's outstanding debt will at no time exceed the 8.625% limit placed on non-home rule municipalities. The Village's equalized assessed valuation for the 2012 calendar year was \$2,162,169,011. Using the current debt limit restriction for non-home-rule municipalities, 8.625% of the Village's EAV would yield a maximum debt limit amount of \$186,487,077. As of January 1, 2014, the Village had \$102,290,000 in outstanding debt which would be applicable to the limit if such a limit were imposed upon all municipalities in the State, including home rule municipalities. As of January 1, 2014, the Village had a debt to EAV ratio of 4.73%.

The Village will confine long-term borrowing to capital improvements and moral obligations and only if current revenue sources are not available. The Village will follow a policy of full disclosure on every financial report and bond prospectus. General obligation debt will not be used for enterprise activities without designating an alternative revenue source.

The Village will make every effort to maintain strong communication with bond rating agencies with regard to its financial condition.

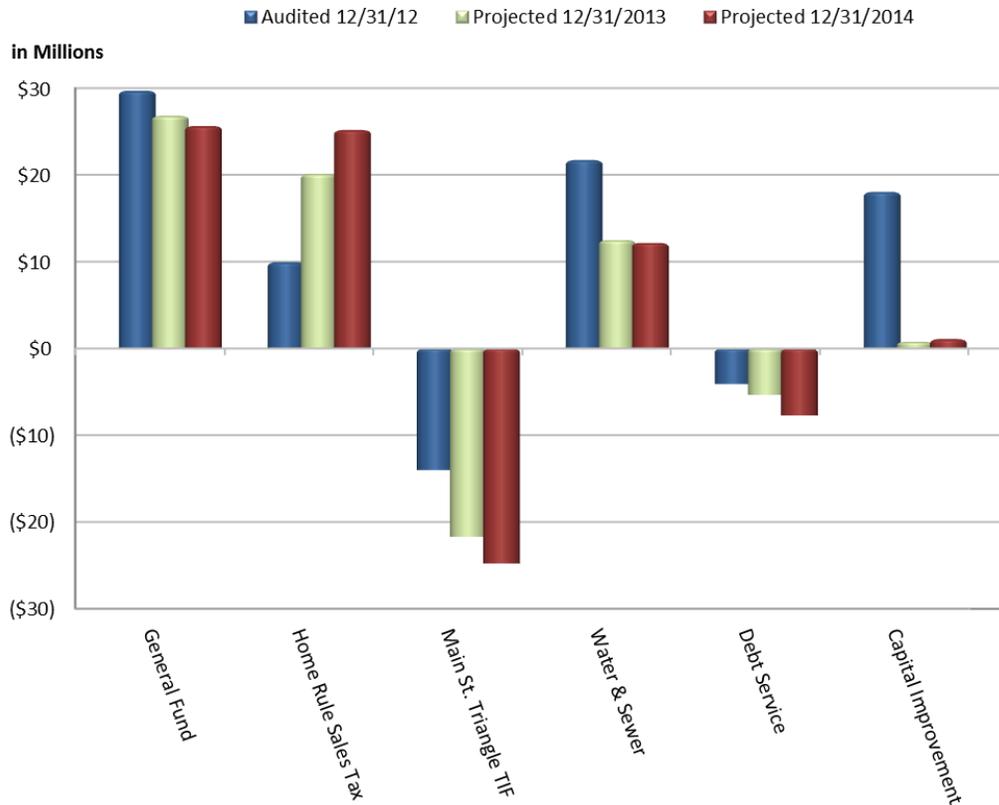
	Projected Total Fund Balance 12/31/2013	Budgeted Revenues FY2014	Budgeted Expenditures FY2014
General Operation Funds			
General Fund	\$ 29,856,926	\$ 42,817,839	\$ 45,178,647
Special Revenue Funds			
Motor Fuel Tax	684,758	1,323,054	1,314,435
Park Development	515,196	318,630	40,081
Seizure and Forfeiture	272,253	45,500	-
Home Rule Sales Tax	23,726,654	9,957,915	3,684,413
Recreation and Parks	-	10,641,598	10,641,598
Main St. Triangle TIF	13,386,959	1,003,428	4,169,115
Enterprise Funds			
Water and Sewer	12,935,169	25,980,545	28,730,254
Commuter Parking	38,191	294,696	356,626
Construction Funds			
Road Exaction	1,000,000	228,413	220,021
Capital Improvement	1,000,000	9,193,425	9,193,425
Internal Service Fund			
Insurance	1,252,288	8,210,287	8,230,227
Component Units			
Civic Center	-	349,082	349,082
Open Lands Acquisition	313,452	23,375	26,097
Debt Service Funds			
2002B G.O. Bond	-	-	-
2003 G.O. Bond Refunding	(711)	-	-
2004 G.O. Bond Refunding	(634)	-	-
2006 G.O. Bond	(275)	603,961	604,255
2007 G.O. Bond	(8,885,426)	-	1,009,581
2009 G.O. Bond Refunding	590,842	403,050	803,500
2010 G.O. Bond Refunding	455,878	2,232,743	2,433,193
2011 G.O. Bond Refunding	317,331	1,431,425	1,431,900
2012 G.O. Bond A Refunding	-	286,700	287,175
2012 G.O. Bond B & C Refunding	(385,084)	-	390,038
2012 G.O. Bond D Refunding	441,118	932,800	933,275
2013 G.O. Bond C Refunding	(370,704)	-	268,831
2013 G.O. Bond A&B Refunding	(237,381)	-	404,050
Bond Project Fund	(53,868)	-	-
Police Pension Fund	60,181,049	4,316,250	2,529,608
TOTAL ALL FUNDS	\$ 137,033,981	\$ 120,594,716	\$ 123,229,427

	Depreciation Addback FY2014	Projected Fund Balance Reserve	Projected Total Fund Balance 12/31/2014
General Operation Funds			
General Fund	\$ -	\$ 26,741,150	\$ 754,968
Special Revenue Funds			
Motor Fuel Tax	-	-	693,377
Park Development	-	500,000	293,745
Seizure and Forfeiture	-	-	317,753
Home Rule Sales Tax	-	30,000,156	-
Recreation and Parks	-	-	-
Main St. Triangle TIF	-	38,234,707	(28,013,435)
Enterprise Funds			
Water and Sewer	3,870,000	12,904,299	1,151,161
Commuter Parking	110,000	-	86,261
Construction Funds			
Road Exaction	-	1,000,000	8,392
Capital Improvement	-	1,000,000	-
Internal Service Fund			
Insurance	-	885,000	347,348
Component Units			
Civic Center	-	-	-
Open Lands Acquisition	-	-	310,730
Debt Service Funds			
2002B G.O. Bond	-	-	-
2003 G.O. Bond Refunding	-	-	(711)
2004 G.O. Bond Refunding	-	-	(634)
2006 G.O. Bond	-	-	(569)
2007 G.O. Bond	-	-	(9,895,007)
2009 G.O. Bond Refunding	-	-	190,392
2010 G.O. Bond Refunding	-	-	255,428
2011 G.O. Bond Refunding	-	-	316,856
2012 G.O. Bond A Refunding	-	-	(475)
2012 G.O. Bond B & C Refunding	-	-	(775,122)
2012 G.O. Bond D Refunding	-	-	440,643
2013 G.O. Bond C Refunding	-	-	(639,535)
2013 G.O. Bond A&B Refunding	-	-	(641,431)
Bond Project Fund	-	-	(53,868)
Police Pension Fund			
	-	-	61,967,691
	<u>\$ 3,980,000</u>	<u>\$ 111,265,312</u>	<u>\$ 27,113,958</u>

	Audited *	Projected*	Projected*
	12/31/2012	12/31/2013	12/31/2014
General Operation Funds			
General Fund	\$ 31,659,077	\$ 29,856,926	\$ 27,496,118
Special Revenue Funds			
Motor Fuel Tax	677,323	684,758	693,377
Park Development	912,827	515,196	793,745
Seizure and Forfeiture	221,753	272,253	317,753
Home Rule Sales Tax	20,532,246	23,726,654	30,000,156
Recreation and Parks	20,821	-	-
Main St. Triangle TIF	(25,394,567)	13,386,959	10,221,272
Enterprise Funds			
Water and Sewer	24,494,088	12,935,169	14,055,460
Commuter Parking	164,981	38,191	86,261
Construction Funds			
Road Exaction	1,675,822	1,000,000	1,008,392
Capital Improvement	10,104,120	1,000,000	1,000,000
Internal Service Fund			
Insurance	1,329,117	1,252,288	1,232,348
Component Units			
Civic Center	(2,047)	-	-
Open Lands Acquisition	378,112	313,452	310,730
Debt Service Funds			
2002B G.O. Bond	(17)	-	-
2003 G.O. Bond Refunding	233,264	(711)	(711)
2004 G.O. Bond Refunding	448,472	(634)	(634)
2006 G.O. Bond	367,405	(275)	(569)
2007 G.O. Bond	(7,880,645)	(8,885,426)	(9,895,007)
2009 G.O. Bond Refunding	591,524	590,842	190,392
2010 G.O. Bond Refunding	456,584	455,878	255,428
2011 G.O. Bond Refunding	422,817	317,331	316,856
2012 G.O. Bond A Refunding	(105,472)	-	(475)
2012 G.O. Bond B & C Refunding	(950)	(385,084)	(775,122)
2012 G.O. Bond D Refunding	(475)	441,118	440,643
2013 G.O. Bond C Refunding	-	(370,704)	(639,535)
2013 G.O. Bond A&B Refunding	-	(237,381)	(641,431)
Bond Project Fund	(6,534)	(53,868)	(53,868)
Police Pension Fund			
Police Pension	58,698,475	60,181,049	61,967,691
TOTAL ALL FUNDS	\$ 119,998,121	\$ 137,033,981	\$ 138,379,270

* Includes Fund Balance reserves

The following graph provides fund balances including reserves for each of the Village’s major funds for the fiscal years ending December 31, 2012, 2013, and 2014.



GENERAL FUND – The total FY2014 fund balance for the General Fund is projected to have an approximate decrease of \$2,361,000 when compared to FY2013. Reserves accumulated during the 2012 fiscal year were used to fund expenditures approved during the FY2014 budget process. The fund balance reserve for FY2014 is \$26,181,898, of which \$14,492,361 is the amount due from the Main Street Triangle TIF Fund. This amount will be reimbursed once incremental property taxes are received by the TIF Fund. The remainder of the reserve includes \$1,653,808 for future economic loans to local businesses, \$1,000,000 for vehicle and equipment purchases, a contingency reserve of 5% of budgeted expenditures equaling \$2,398,745 and an excess cash reserve of 15% of budgeted expenditures, equal to \$7,196,236. It is projected at the end of FY2014 that the General Fund will exceed the Board approved minimum fund balance requirement by approximately \$755,000.

HOME RULE SALES TAX FUND – The total FY2014 fund balance for the Home Rule Sales Tax Fund is projected to have increased when compared to FY2013 by approximately \$6,274,000. The increase is primarily due to an increase in the fund balance reserve due to debt service payments and capital projects related to the Main Street Triangle project. The fund balance reserve continues to increase as the Village is committed to funding the debt service payments for the 2007, 2012 B & C and 2013 A, B & C General Obligation Bonds, as well as capital projects

within the Main Street Triangle area, with home rule sales tax revenue. Debt service payments totaling \$11,951,095 and \$15,564,348 in capital projects are considered a reserve of fund balance. The Main Street Triangle TIF Fund will reimburse the Home Rule Sales Tax Fund for these costs once property tax increment or other development related revenues are received by the TIF Fund. The remainder of the reserve is related to the fund balance reserve policy which requires a reserve of 25% of annual revenues for unexpected capital projects. For FY2014, this reserve totals \$2,484,713.

MAIN ST. TRIANGLE TIF FUND – The deficit fund balance reflected in this fund will remain until incremental property taxes, or other TIF related revenues, are generated from development. The fund has not yet received any property tax increment.

WATER AND SEWER FUND – The fund balance is projected to have a slight increase from FY2013 due to an increase in the fund balance reserve of \$435,089. The Village reviews its water, sewer, and storm rates charged to customers annually and adjust rates to a level necessary to fund operating and capital expenditures, as well as to maintain a reserve for repair and replacement of system assets. The reserve for FY2014 is \$12,904,299.

DEBT SERVICE FUNDS – The majority of the negative balance is attributable to the 2007 General Obligation Bond Fund which will end FY2014 with a negative balance of \$9,895,007. The debt service payments for this fund are borrowed from the Home Rule Sales Tax Fund.

CAPITAL IMPROVEMENT FUND – The fund balance has decreased from prior years due to the funding of major capital projects, including the intersections of 159th Street and LaGrange Road and 143rd Street and LaGrange Road. The Village is expecting reimbursements from the State of Illinois for a portion of the funds expended.

Village of Orland Park

Summary of Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2014

	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Revenues:			
Taxes	\$ 46,701,734	\$ 45,653,013	\$ 47,521,817
Licenses & Permits	1,418,482	2,408,320	1,427,551
Intergovernmental	9,196,083	7,607,528	9,435,316
Charges for Services	35,872,339	38,497,802	40,745,534
Investment Income	4,569,786	1,732,725	2,529,599
Fines & Forfeitures	1,312,311	1,150,100	1,185,600
Miscellaneous	3,167,478	3,176,915	3,380,380
Total Revenues	102,238,214	100,226,403	106,225,797
Expenditures:			
General Government	21,306,479	24,574,883	20,548,226
Public Safety	17,699,466	18,466,444	19,095,595
Planning & Development	2,714,975	2,953,868	3,396,095
Public Works	5,301,085	5,939,747	5,807,916
Culture & Recreation	10,215,911	10,691,608	10,886,148
Water & Sewerage	17,337,395	20,275,614	21,767,311
Commuter Parking	315,863	365,664	246,626
Capital Outlay	17,177,981	33,776,800	16,625,783
Debt Service:			
Principal	11,190,000	6,665,000	6,680,000
Interest & Fiscal Charges	3,387,511	3,247,919	3,169,965
Bond Issuance Costs	468,002	414,834	-
Total Expenditures	107,114,668	127,372,382	108,223,665
Excess (Deficiency) of Revenues Over (Under) Expenditures	(4,876,454)	(27,145,979)	(1,997,868)
Other Financing Sources (Uses):			
Operating Transfers In	14,613,735	11,098,331	11,025,762
Operating Transfers Out	(14,613,735)	(11,098,331)	(11,025,762)
Line of Credit Principal	(18,786,214)	-	-
Line of Credit Proceeds	18,786,214	22,215,426	3,343,157
Seller Financed Capital Purchase	4,750,000	-	-
General Obligation Bonds Issued	34,225,000	29,430,000	-
Redevelopment Project Costs	(24,770,000)	-	-
Premium on Bond Issuance	437,126	267,515	-
Payment to Fiscal Agent	(9,075,468)	(9,554,054)	-
Total Other Financing Sources (Uses)	5,566,658	42,358,887	3,343,157
Net Change in Fund Balance	690,204	15,212,908	1,345,289
Fund Balance Beginning of Period	121,130,869	121,821,073	137,033,981
Fund Balance End of Period	\$ 121,821,073	\$ 137,033,981	\$ 138,379,270

Village of Orland Park

Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2014

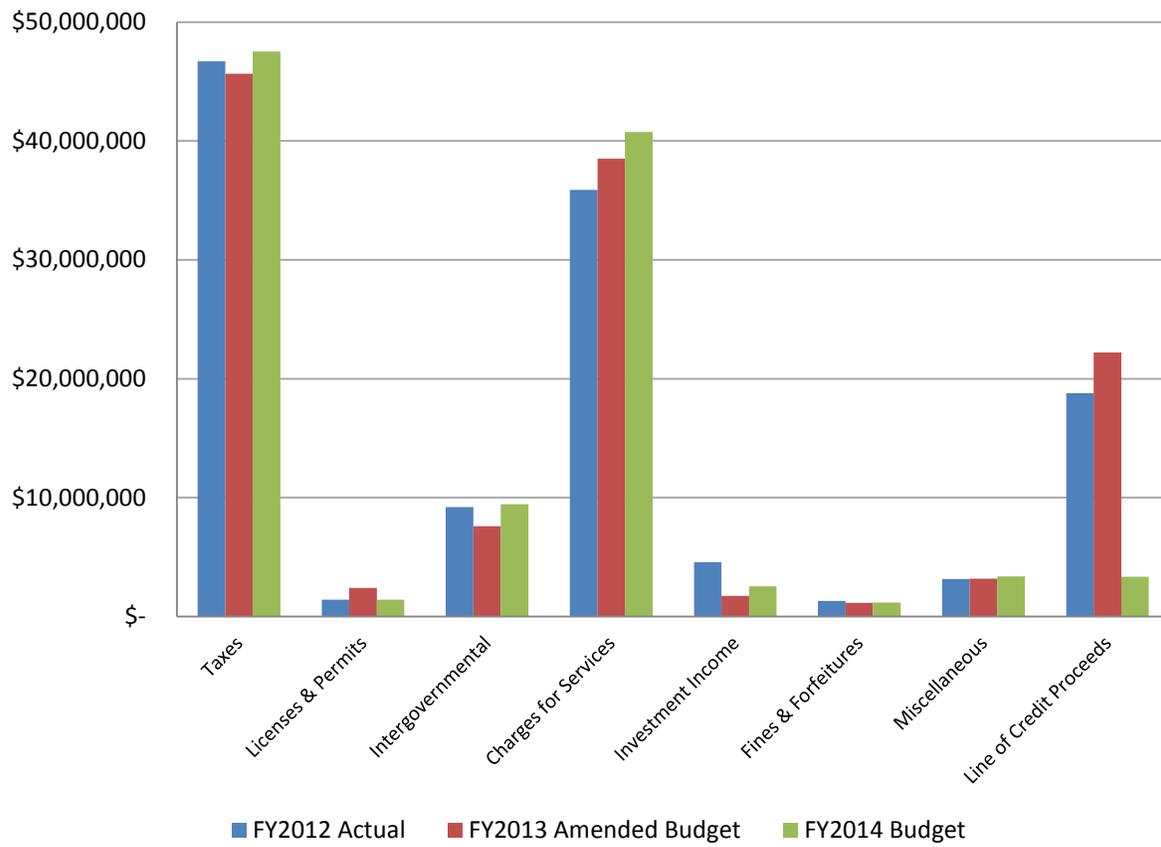
	General	Debt Service	Capital Improvement	Main Street Triangle TIF	Recreation and Parks	Home Rule Sales Tax
Revenues:						
Taxes	\$ 30,062,093	\$ 4,264,405	\$ -	\$ -	\$ 1,058,297	\$ 9,938,851
Licenses & Permits	1,427,551	-	-	-	-	-
Intergovernmental	5,747,157	-	2,326,750	-	-	-
Charges for Services	2,650,942	-	-	-	3,654,190	-
Investment Income	105,748	181	120,371	1,003,428	-	19,064
Fines & Forfeitures	1,140,100	-	-	-	-	-
Miscellaneous	369,839	1,626,093	-	-	214,212	-
Total Revenues	41,503,430	5,890,679	2,447,121	1,003,428	4,926,699	9,957,915
Expenditures:						
General Government	8,417,010	-	-	-	-	1,000,541
Public Safety	19,095,595	-	-	-	-	-
Planning & Development	3,396,095	-	-	-	-	-
Public Works	5,807,916	-	-	-	-	-
Culture & Recreation	424,550	-	-	-	10,461,598	-
Water & Sewerage	-	-	-	-	-	-
Commuter Parking	-	-	-	-	-	-
Capital Outlay	1,230,000	-	9,193,425	3,827,891	180,000	-
Debt Service:						
Principal	-	6,315,000	-	-	-	-
Interest & Fiscal Charges	-	2,250,798	-	341,224	-	-
Total Expenditures	38,371,166	8,565,798	9,193,425	4,169,115	10,641,598	1,000,541
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,132,264	(2,675,119)	(6,746,304)	(3,165,687)	(5,714,899)	8,957,374
Other Financing Sources (Uses):						
Operating Transfers In	1,314,409	-	3,403,147	-	5,714,899	-
Operating Transfers Out	(6,807,481)	-	-	-	-	(2,683,872)
Line of Credit Proceeds	-	-	3,343,157	-	-	-
Total Other Financing Sources (Uses)	(5,493,072)	-	6,746,304	-	5,714,899	(2,683,872)
Net Change in Fund Balance	(2,360,808)	(2,675,119)	-	(3,165,687)	-	6,273,502
Projected Fund Balance at 1/1/2014	26,812,302	(5,349,848)	768,559	(21,695,595)	-	20,110,768
Projected Fund Balance 12/31/2014	\$ 24,451,494	\$ (8,024,967)	\$ 768,559	\$ (24,861,282)	\$ -	\$ 26,384,270

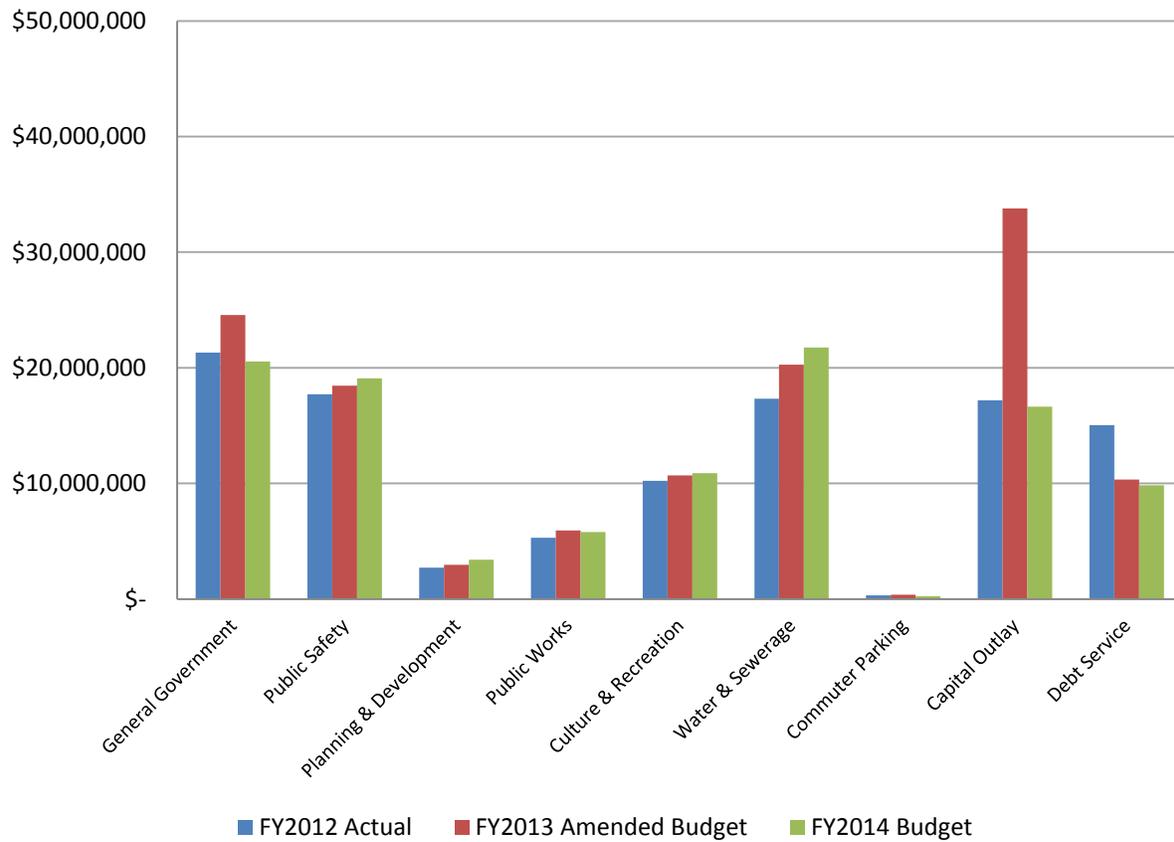
Village of Orland Park

Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2014

	Other Governmental Funds	Enterprise	Component Units	Internal Service	Police Pension	Total FY2014 Budget
Revenues:						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 2,198,171	\$ 47,521,817
Licenses & Permits	-	-	-	-	-	1,427,551
Intergovernmental	1,314,409	-	-	47,000	-	9,435,316
Charges for Services	529,880	25,758,257	-	8,152,265	-	40,745,534
Investment Income	25,808	114,499	-	11,022	1,129,478	2,529,599
Fines & Forfeitures	45,500	-	-	-	-	1,185,600
Miscellaneous	-	41,500	140,135	-	988,601	3,380,380
Total Revenues	1,915,597	25,914,256	140,135	8,210,287	4,316,250	106,225,797
Expenditures:						
General Government	128	-	370,712	8,230,227	2,529,608	20,548,226
Public Safety	-	-	-	-	-	19,095,595
Planning & Development	-	-	-	-	-	3,396,095
Public Works	-	-	-	-	-	5,807,916
Culture & Recreation	-	-	-	-	-	10,886,148
Water & Sewerage	-	21,767,311	-	-	-	21,767,311
Commuter Parking	-	246,626	-	-	-	246,626
Capital Outlay	40,000	2,150,000	4,467	-	-	16,625,783
Debt Service:						
Principal	-	365,000	-	-	-	6,680,000
Interest & Fiscal Charges	-	577,943	-	-	-	3,169,965
Total Expenditures	40,128	25,106,880	375,179	8,230,227	2,529,608	108,223,665
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,875,469	807,376	(235,044)	(19,940)	1,786,642	(1,997,868)
Other Financing Sources (Uses):						
Operating Transfers In	-	360,985	232,322	-	-	11,025,762
Operating Transfers Out	(1,534,409)	-	-	-	-	(11,025,762)
Line of Credit Proceeds	-	-	-	-	-	3,343,157
	(1,534,409)	360,985	232,322	-	-	3,343,157
Net Change in Fund Balance	341,060	1,168,361	(2,722)	(19,940)	1,786,642	1,345,289
Projected Fund Balance at 1/1/2014	2,927,618	12,620,953	584,793	1,034,721	53,554,017	91,368,288
Projected Fund Balance 12/31/2014	\$ 3,268,678	\$ 13,789,314	\$ 582,071	\$ 1,014,781	\$ 55,340,659	\$ 92,713,577





Village of Orland Park

Revenue and Expenditures Comparison Summary

Fiscal Year 2014

Fund	Budgeted Revenues	Budgeted Expenditures	Variance
General Fund	\$ 42,817,839	\$ 45,178,647	\$ (2,360,808)
Special Revenue Funds			
Motor Fuel Tax	1,323,054	1,314,435	8,619
Park Development	318,630	40,081	278,549
Seizure/Forfeiture	45,500	-	45,500
Home Rule Sales Tax	9,957,915	3,684,413	6,273,502
Main St. Triangle TIF	1,003,428	4,169,115	(3,165,687)
Recreation & Parks	10,641,598	10,641,598	-
Enterprise Funds			
Water & Sewer	25,980,545	28,730,254	(2,749,709)
Commuter Parking	294,696	356,626	(61,930)
Debt Service Funds			
2006 G.O. Bond	603,961	604,255	(294)
2007 G.O. Bond	-	1,009,581	(1,009,581)
2009 G.O. Bond Refunding	403,050	803,500	(400,450)
2010 G.O. Bond Refunding	2,232,743	2,433,193	(200,450)
2011 G.O. Bond Refunding	1,431,425	1,431,900	(475)
2012A G.O. Bond Refunding	286,700	287,175	(475)
2012B & C G.O. Bond Refunding	-	390,038	(390,038)
2012D G.O. Bond Refunding	932,800	933,275	(475)
2013C G.O. Bond Funding	-	268,831	(268,831)
2013A&B G.O. Bond Funding	-	404,050	(404,050)
Construction Funds			
Road Exaction	228,413	220,021	8,392
Capital Improvement	9,193,425	9,193,425	-
Police Pension Fund	4,316,250	2,529,608	1,786,642
Internal Service Funds			
Insurance	8,210,287	8,230,227	(19,940)
Component Units			
Civic Center	349,082	349,082	-
Open Lands Acquisition	23,375	26,097	(2,722)
TOTAL ALL FUNDS	\$ 120,594,716	\$ 123,229,427	\$ (2,634,711)

The Village of Orland Park continued to receive outstanding bond ratings during 2013 with three general obligation bond issuances. Moody's Investors Service issued the Village an Aa1 rating and Standard and Poor's issued the Village an AA+. The current population of the Village per the 2010 census is 56,767 which results in a gross debt per capita as of January 1, 2014 of \$1,802.

Summary of Current Debt Issues as of January 1, 2014

General Obligation Corporate Purpose Bonds – Series 2006

Original Issue Amount: \$12,000,000

Original Issue Date: March 15, 2006

Description: Bonds were issued to finance the construction of a new police facility.

General Obligation Corporate Purpose Bonds – Series 2007

Original Issue Amount: \$18,500,000

Original Issue Date: February 5, 2007

Description: Bonds were issued to finance a portion of the acquisition, construction, improvement and installation of land and infrastructure improvements within the Main Street Triangle TIF district and to reimburse the Village for a portion of such costs.

General Obligation Corporate Purpose Bonds – Series 2008

Original Issue Amount: \$9,055,000

Original Issue Date: July 17, 2008

Description: Bonds were issued to finance the cost of acquisition, construction, improvement and installation of a water reservoir.

General Obligation Corporate Purpose Bonds – Series 2009

Original Issue Amount: \$7,785,000

Original Issue Date: June 3, 2009

Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 2001.

General Obligation Corporate Purpose Bonds – Series 2010

Original Issue Amount: \$18,925,000

Original Issue Date: February 1, 2010

Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 2002A and B.

General Obligation Corporate Purpose Bonds – Series 2011

Original Issue Amount: \$9,995,000

Original Issue Date: August 15, 2011

Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 2003.

General Obligation Corporate Purpose Bonds – Series 2012A

Original Issue Amount: \$9,005,000

Original Issue Date: August 20, 2012

Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 2006.

General Obligation Corporate Purpose Bonds – Series 2012B

Original Issue Amount: \$18,000,000

Original Issue Date: November 19, 2012

Description: Bonds were issued to repay draws on a revolving line of credit in relation to the ongoing mixed use development project in the Main Street Triangle area.

General Obligation Corporate Purpose Bonds – Series 2012C

Original Issue Amount: \$2,000,000

Original Issue Date: November 19, 2012

Description: Bonds were issued to repay draws on a revolving line of credit in relation to the ongoing mixed use development project in the Main Street Triangle area.

General Obligation Corporate Purpose Bonds – Series 2012D

Original Issue Amount: \$5,220,000

Original Issue Date: November 19, 2012

Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 2004.

General Obligation Corporate Purpose Bonds – Series 2013A

Original Issue Amount: \$18,000,000

Original Issue Date: April 29, 2013

Description: Bonds were issued to repay draws on a revolving line of credit in relation to the ongoing mixed use development project in the Main Street Triangle area.

General Obligation Corporate Purpose Bonds – Series 2013B

Original Issue Amount: \$2,000,000

Original Issue Date: April 29, 2013

Description: Bonds were issued to repay draws on a revolving line of credit in relation to the ongoing mixed use development project in the Main Street Triangle area.

General Obligation Corporate Purpose Bonds – Series 2013C

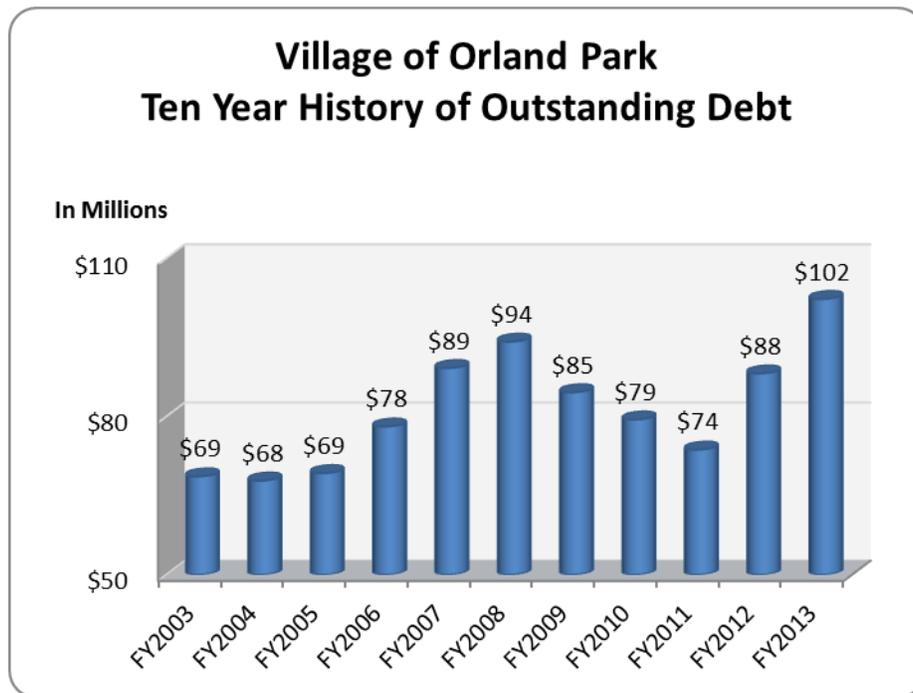
Original Issue Amount: \$9,430,000

Original Issue Date: April 29, 2013

Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 2007.

General obligation bonds are direct obligations and pledge the full faith and credit of the Village. General obligations bonds currently outstanding are as follows:

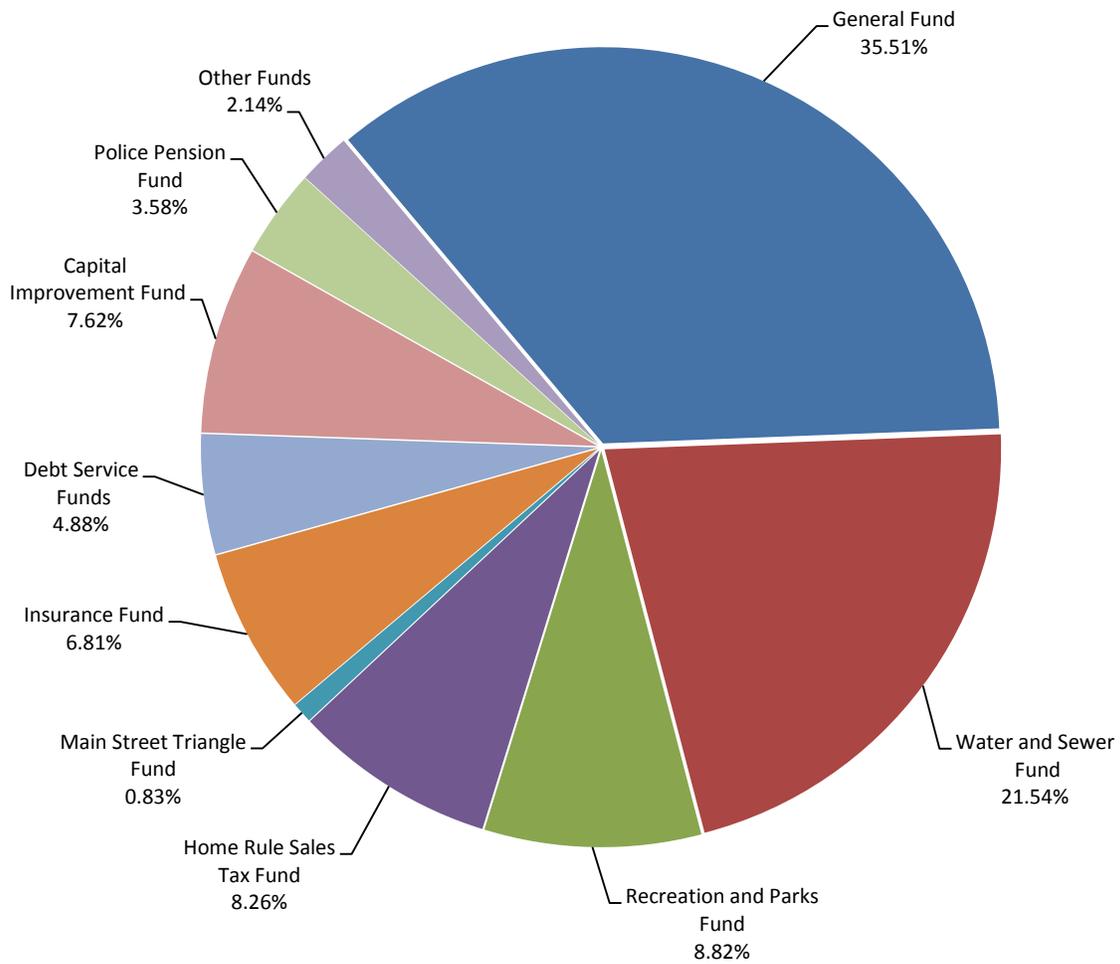
Issue	Outstanding at December 31, 2012	Issuances	Retirements	Outstanding at January 1, 2014
Series 2006	1,140,000	-	560,000	580,000
Series 2007	14,785,000	-	9,400,000	5,385,000
Series 2008	7,930,000	-	350,000	7,580,000
Series 2009	6,090,000	-	600,000	5,490,000
Series 2010	14,850,000	-	1,975,000	12,875,000
Series 2011	9,215,000	-	1,240,000	7,975,000
Series 2012A	8,940,000	-	105,000	8,835,000
Series 2012B	18,000,000	-	-	18,000,000
Series 2012C	2,000,000	-	-	2,000,000
Series 2012D	5,220,000	-	830,000	4,390,000
Series 2013A	-	18,000,000	-	18,000,000
Series 2013B	-	2,000,000	-	2,000,000
Series 2013C	-	9,430,000	250,000	9,180,000
TOTAL	\$88,170,000	\$29,430,000	\$15,310,000	\$102,290,000



Revenue Summaries

Budget
Fiscal Year 2014

Total Revenues
\$120,594,716



Village of Orland Park

Revenue Summary by Fund FY2012 - FY2014

Fiscal Year 2014

	FY2012 Actual	FY2013 Amended Budget *	FY2014 Board Approved	% Change FY2014 - FY2013
REVENUES				
General Fund	\$ 42,036,329	\$ 41,754,669	\$ 42,817,839	2.55%
Motor Fuel Tax Fund	1,683,401	1,359,939	1,323,054	-2.71%
Park Fund	1,524,729	603,836	318,630	-47.23%
Seizure and Forfeiture Fund	126,822	15,000	45,500	203.33%
Home Rule Sales Tax Fund	14,614,217	9,678,802	9,957,915	2.88%
Main Street Triangle Fund	43,536,678	42,215,426	1,003,428	-97.62%
Recreation and Parks	9,714,027	10,147,726	10,641,598	4.87%
Water and Sewer Fund	21,863,621	23,358,618	25,980,545	11.22%
Commuter Parking Fund	233,569	244,545	294,696	20.51%
2003 G.O. Bond Refunding Fund	499,014	711	-	-100.00%
2004 G.O. Bond Refunding Fund	1,031,263	634	-	-100.00%
2006 G.O. Bond Fund	981,721	607,300	603,961	-0.55%
2009 G.O. Bond Refunding Fund	821,466	806,711	403,050	-50.04%
2010A G.O. Bond Refunding Fund	2,418,791	2,407,845	2,232,743	-7.27%
2011 G.O. Bond Refunding Fund	1,459,352	1,431,463	1,431,425	0.00%
2012A G.O. Bond Fund	3,502	283,800	286,700	100.00%
2012D G.O. Bond Fund	-	932,950	932,800	100.00%
Road Exaction Fund	53,325	323,816	228,413	100.00%
Capital Improvement Fund	2,814,302	4,663,843	9,193,425	97.12%
Bond Projects	14,662,126	9,697,515	-	-100.00%
Police Pension Fund	6,656,701	4,131,630	4,316,250	4.47%
Insurance Fund	7,915,027	8,273,275	8,210,287	-0.76%
Civic Center Fund	374,927	283,346	349,082	23.20%
Open Lands Acquisition Fund	25,377	14,275	23,375	63.75%
TOTAL REVENUES	\$ 175,050,288	\$ 163,237,675	\$ 120,594,716	-26.12%

* FY2013 Amended Budget revenue includes one-time revenue sources originating from the redevelopment of the Main Street Triangle area. This includes G.O. Bond refunding proceeds of \$29,430,000, and \$22,215,426 in line of credit proceeds.

DESCRIPTION	Preliminary 2013	Final 2012	Final 2011
Equalized Assessed Valuation - Cook	\$ 2,162,169,011	\$ 2,162,169,011	\$ 2,343,747,879
% Change	0.00%	-7.71%	-14.56%

Tax Rates:

General Corporate	0.1135	0.1234	0.0944
Recreation & Parks	0.0489	0.0494	0.0461
FICA	0.0679	0.0659	0.0589
IMRF	0.0918	0.0890	0.0752
Police Pension	0.1017	0.0962	0.0845
Sub-total	0.4237	0.4238	0.3590

Tax Rates - Debt Service:

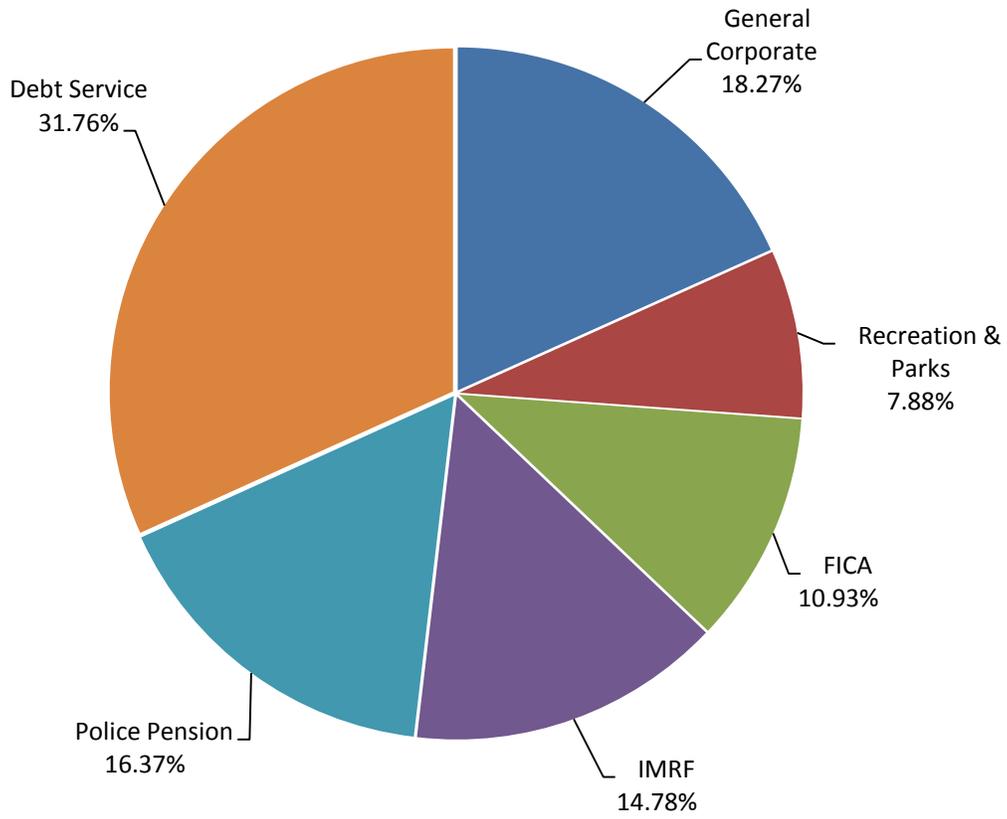
2003 G.O. Refunding Bonds (415)	0.0000	0.0000	0.0206
2004 G.O. Refunding Bonds (416)	0.0000	0.0000	0.0430
Abated 2004 G.O. Refunding Bonds	0.0000	0.0000	0.0000
2006 G. O. (418)	0.0279	0.0281	0.0410
Abated 2006 G.O. Bonds	0.0000	-0.0277	0.0000
2007 G. O. (419)	0.0467	0.0641	0.0589
Abated 2007 G.O. Bonds	-0.0467	-0.0641	-0.0589
2008 G. O. Bonds (031)	0.0313	0.0312	0.0287
Abated 2008 G.O.	-0.0313	-0.0312	-0.0287
2009 G. O. Refunding Bonds (420)	0.0371	0.0373	0.0343
Abated 2009 G.O.	-0.0185	0.0000	0.0000
2010 G. O. Refunding Bonds (421)	0.0373	0.0370	0.0343
Abated 2010A G.O.	-0.0092	0.0000	0.0000
2011 G. O. Refunding Bonds (422)	0.0662	0.0662	0.0406
2012A G.O. Refunding Bonds (423)	0.0133	0.0131	0.0000
2012D G.O. Refunding Bonds (425)	0.0431	0.0431	0.0000
2013C G.O. Refunding Bonds (426)	0.0124	0.0000	0.0000
Abated 2013C G.O.	-0.0124	0.0000	0.0000
Sub-total Debt Service	0.1972	0.1971	0.2138
TOTAL VILLAGE RATE	0.6209	0.6209	0.5728

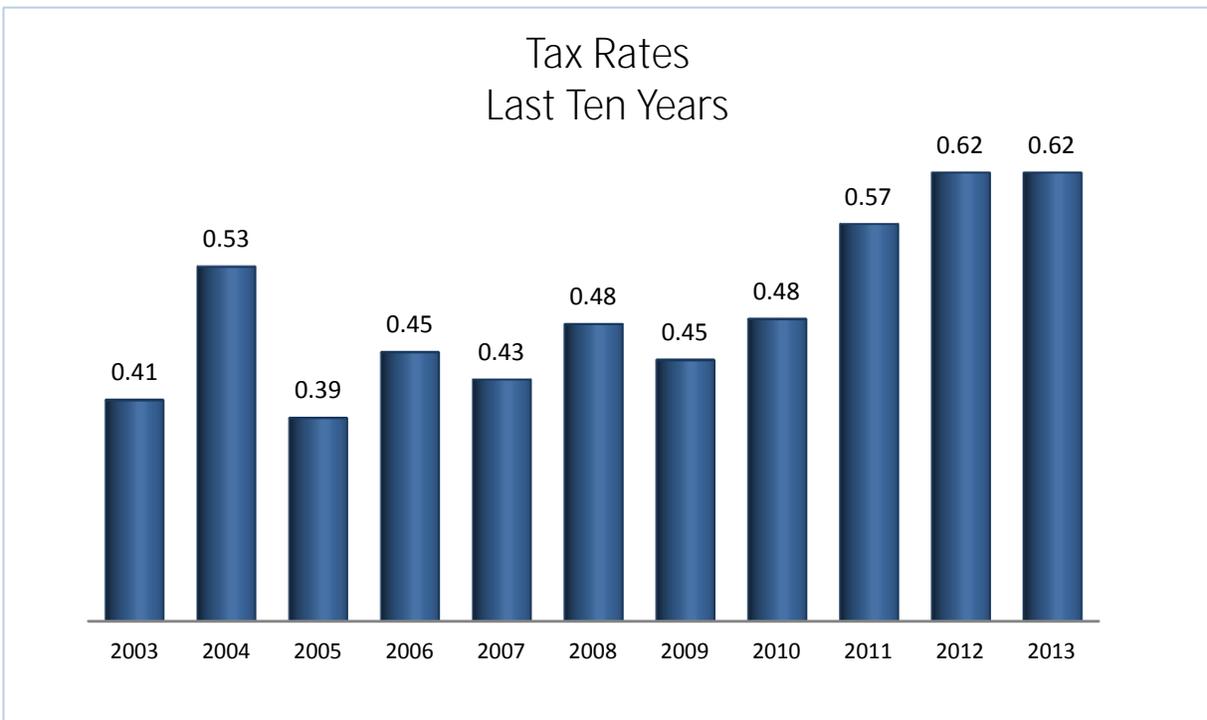
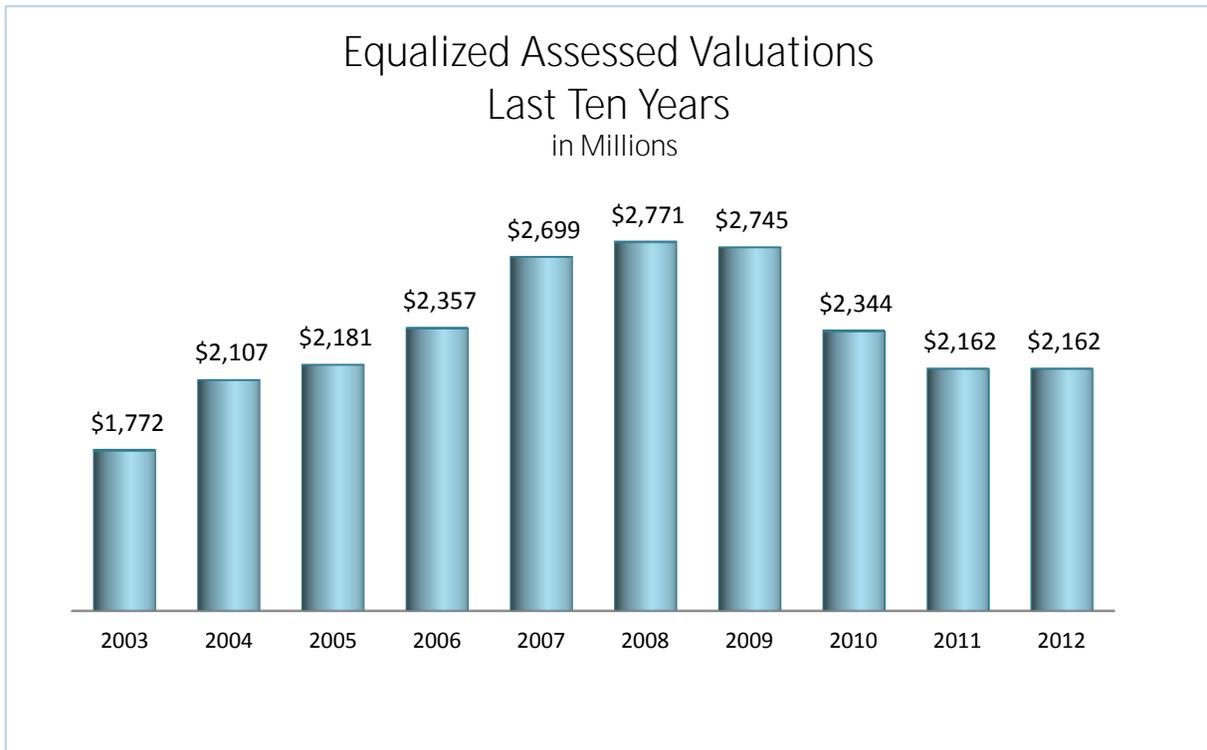
Library	0.2042	0.1968	0.1798
2002A G.O. Library (411)	0.0000	0.0000	0.0000
Abated 2002A G.O. Library	0.0000	0.0000	0.0000
2005A G.O. Library Note \$4.05M (417)	0.0000	0.0000	0.0000
Abated 2005A G.O.	0.0000	0.0000	0.0000
2010B G.O. Refunding Library (421)	0.0752	0.0743	0.0681
TOTAL LIBRARY RATE	0.2794	0.2711	0.2479

TOTAL RATE - VILLAGE & LIBRARY	0.9003	0.8920	0.8208
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DESCRIPTION	Preliminary 2013	Final 2012	Final 2011
Tax Extensions:			
General Corporate	2,453,204	2,668,775	2,211,368
Recreation & Parks	1,058,297	1,068,021	1,079,863
FICA	1,467,465	1,423,797	1,379,977
IMRF	1,983,977	1,923,513	1,762,287
Police Pension	2,198,171	2,079,998	1,980,950
Sub-total	9,161,114	9,164,104	8,414,444
Tax Extensions - Debt Service:			
2003 G.O. Refunding Bonds (415)	-	-	482,438
2004 G.O. Refunding Bonds (416)	-	-	1,008,945
Abated 2004 G.O. Refunding Bonds	-	-	-
2006 G. O. (418)	603,780	606,740	960,668
Abated 2006 G.O. Bonds	-	(600,000)	-
2007 G.O. (419)	1,009,131	1,386,006	1,379,806
Abated 2007 G.O.	(1,009,131)	(1,386,006)	(1,379,806)
2008 G. O. Bonds (031)	676,088	674,213	671,775
Abated 2008 G.O.	(676,088)	(674,213)	(671,775)
2009 G.O. Refunding Bonds (420)	803,050	806,050	803,450
Abated 2009 G.O.	(400,000)	-	-
2010A G.O. Refunding Bonds (421)	806,650	800,650	804,450
Abated 2010A G.O.	(200,000)	-	-
2011A G.O. Refunding Bonds (422)	1,431,425	1,431,225	951,125
2012A G.O. Refunding Bonds (423)	286,700	283,800	-
2012D G.O. Refunding Bonds (425)	932,800	932,950	-
2013C G.O. Refunding Bonds (426)	268,356	-	-
Abated 2013C G.O.	(268,356)	-	-
Sub-total Debt Service	4,264,405	4,261,415	5,011,075
TOTAL VILLAGE LEVY	\$ 13,425,519	\$ 13,425,519	\$ 13,425,519
Library			
Library	4,414,712	4,255,144	4,214,548
2010B G.O. Refunding Library (421)	1,626,093	1,606,593	1,596,393
TOTAL LIBRARY LEVY	\$ 6,040,805	\$ 5,861,737	\$ 5,810,941
TOTAL LEVY - VILLAGE & LIBRARY	\$ 19,466,323	\$ 19,287,255	\$ 19,236,460

2013 Tax Levy Components

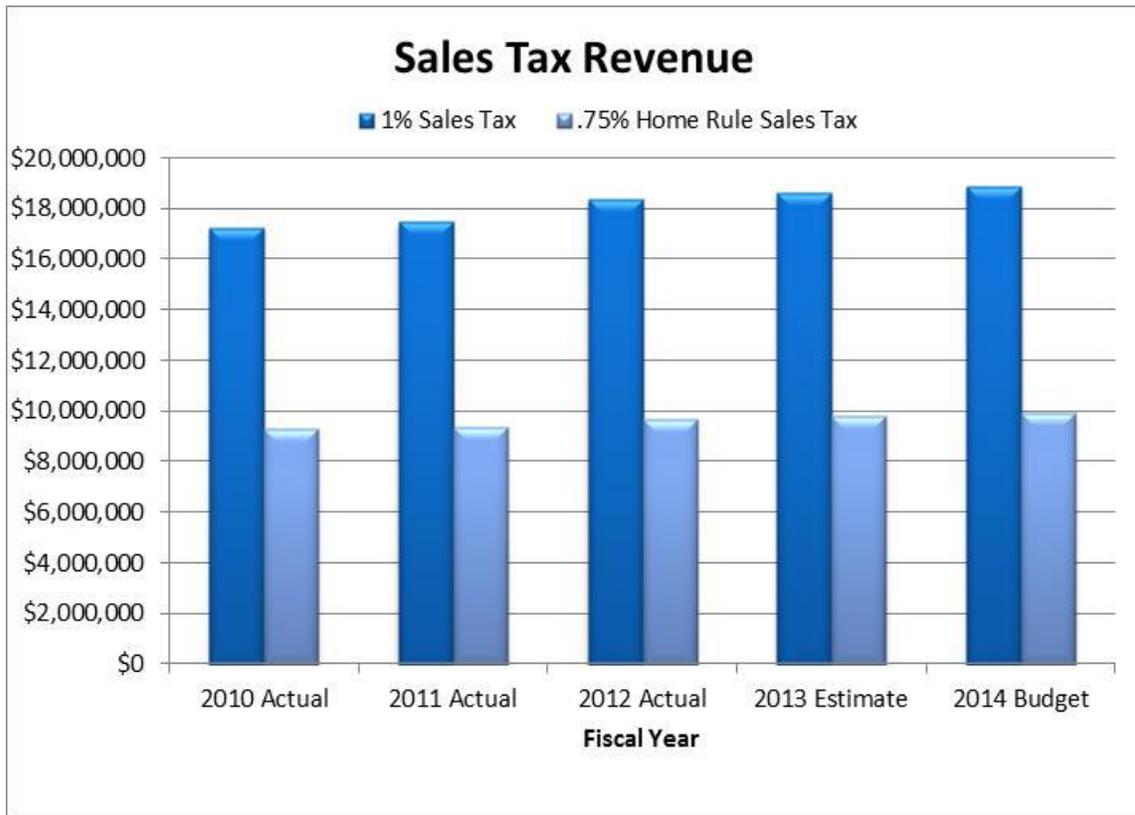




The following is a summary of major revenue sources, trends and assumptions for fiscal year 2014.

SALES TAXES – The Village receives two types of sales taxes – one from the state and the other from a sales tax imposed through the Village’s home-rule status. The state tax rate is 1% and the local home rule sales tax rate is .75%. Sales tax figures for fiscal year 2013 were estimated to increase by approximately 1.28% compared to fiscal year 2012 and is projected to be 4.67% more than the original budgeted amount. Sales tax estimates for fiscal year 2014 were based on a 1.30% increase over the fiscal year 2013 estimate. The percentage increase was determined by evaluating current trends in sales tax and consulting various indices and available information. The budget for 2014 is within 2% of pre-recession revenue levels.

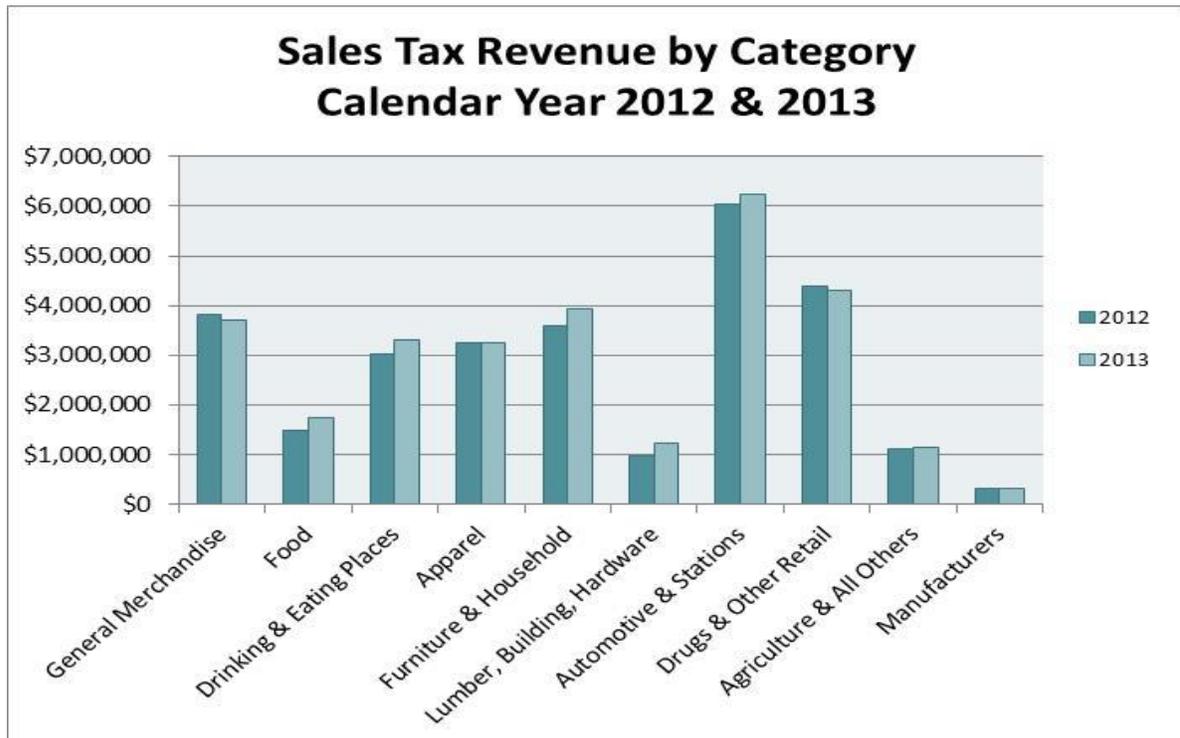
The total Village sales tax rate is 8.75% which was reduced by .50% in 2010 and an additional .25% on January 1st 2012 and 2013. This is due to a reduction in the Cook County home rule tax rate. This rate is compared to 8.5% approximately six years ago. Since the Village borders Will County, consumers can cross the border line and make purchases at a significantly lower tax rate. This may impact the Village more in the future as new mall developments occur in suburbs with close proximity to Orland Park.



The following table details the distribution of the 1% state sales tax and the .75% home rule sales tax by major category. The total figures are for sales during January 2013 through December 2013. This is the most current data available.

Calendar 2013 Distribution						
	Municipal Tax		Home Rule Tax		Total	
		Percent		Percent		Percent
General Merchandise	\$ 2,163,068	11.8%	\$ 1,546,387	16.0%	\$ 3,709,455	13.2%
Food	1,427,767	7.8%	317,620	3.3%	1,745,387	6.2%
Drinking & Eating Places	1,918,821	10.4%	1,397,332	14.5%	3,316,153	11.8%
Apparel	1,853,290	10.1%	1,388,325	14.4%	3,241,615	11.6%
Furniture & Household	2,250,630	12.2%	1,680,586	17.4%	3,931,216	14.0%
Lumber, Building, Hardware	708,554	3.9%	529,162	5.5%	1,237,716	4.4%
Automotive & Stations	5,272,886	28.7%	966,380	10.0%	6,239,266	22.2%
Drugs & Other Retail	2,753,377	15.0%	1,556,458	16.1%	4,309,835	15.4%
Agriculture & All Others	690,540	3.8%	462,976	4.8%	1,153,516	4.1%
Manufacturers	189,885	1.0%	138,988	1.4%	328,873	1.2%
TOTAL	\$ 19,228,819	104.6%	\$ 9,984,213	103.4%	\$ 29,213,032	104.2%

The following chart compares calendar year 2012 and 2013 total sales tax collections by category. The largest dollar increase was in the furniture & household category, which increased by \$325,347 or 8.28%. This category includes sales at furniture, appliance, home furnishing, and electronic stores, and other miscellaneous repair stores. Total sales tax increased by 4.0% from 2012 to 2013 due to the continued recovery of the economy and the opening of several new stores and restaurants in the Village.

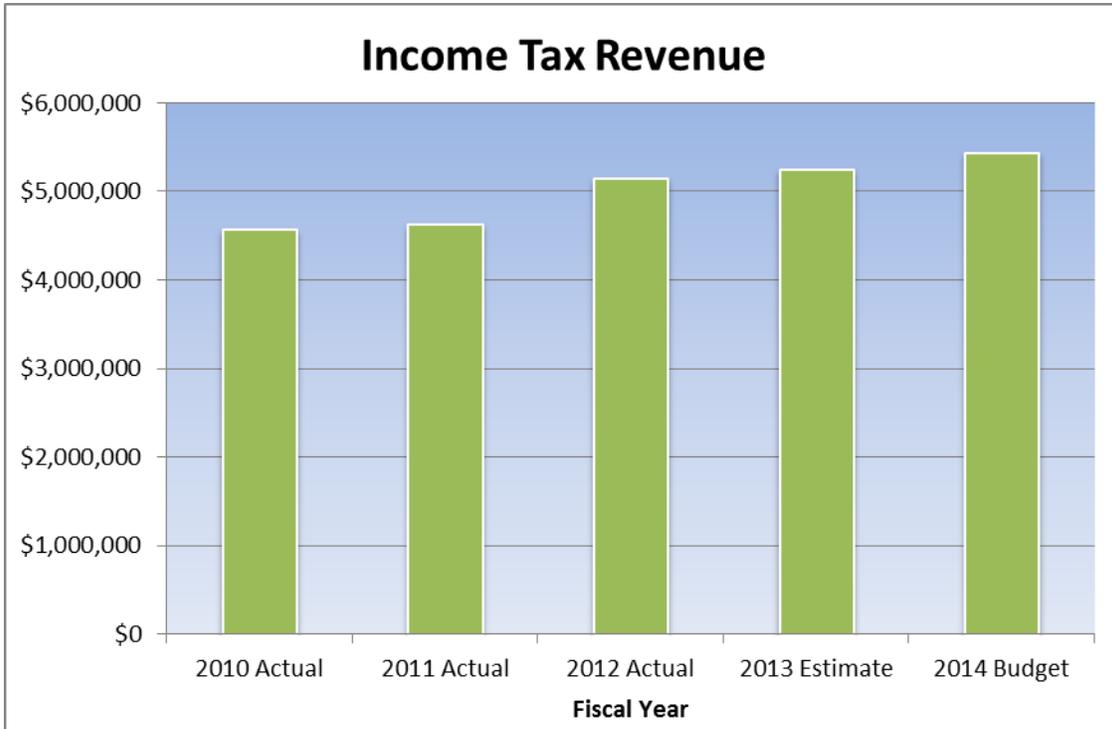


PROPERTY TAXES – The Village levies property taxes for the purposes of general corporate, recreation, IMRF, FICA and police pension, as well as to meet debt service payments due on the Village’s outstanding general obligation debt. The following chart and table represents the property tax levy collections total and by category for 2010 through 2014. The 2013 levy, collected in 2014, is equal to the 2011 and 2012 levy due to a Board policy decision.



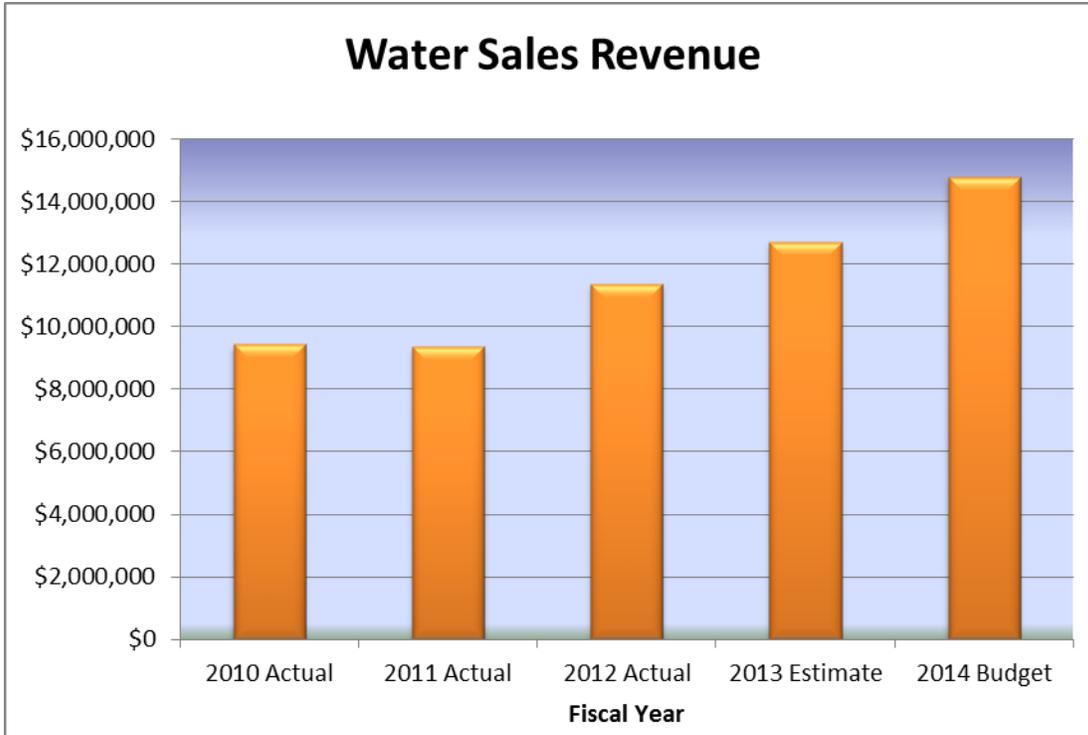
	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimate	FY2014 Budget
General					
Corporate	\$ 2,373,524	\$ 2,400,000	\$ 2,216,062	\$ 2,668,775	\$ 2,453,204
Recreation	229,941	941,231	1,081,422	1,068,021	1,058,297
IMRF	1,520,581	1,495,881	1,764,648	1,923,513	1,983,977
FICA	1,365,267	1,395,784	1,382,954	1,423,797	1,467,465
Police Pension	1,764,470	1,909,323	2,018,985	2,079,998	2,198,171
Debt Service	5,227,406	5,131,415	5,119,658	4,261,415	4,264,405
TOTAL	\$ 12,481,189	\$ 13,273,634	\$ 13,583,729	\$ 13,425,519	\$ 13,425,519

INCOME TAX – Income tax is state shared revenue that is distributed on a per capita basis and is based on the average income statewide. The results from the 2010 census indicated that the Village’s population decreased from 59,339, determined during the 2008 special census, to 56,767. The income tax calculation for fiscal year 2014 and 2013 is based on the results from the 2010 census. The fiscal year 2013 estimate is based on \$91.76 per capita and the fiscal year 2014 budget is based on \$95.10 per capita. The per capita amounts utilized are published by the Illinois Municipal League.

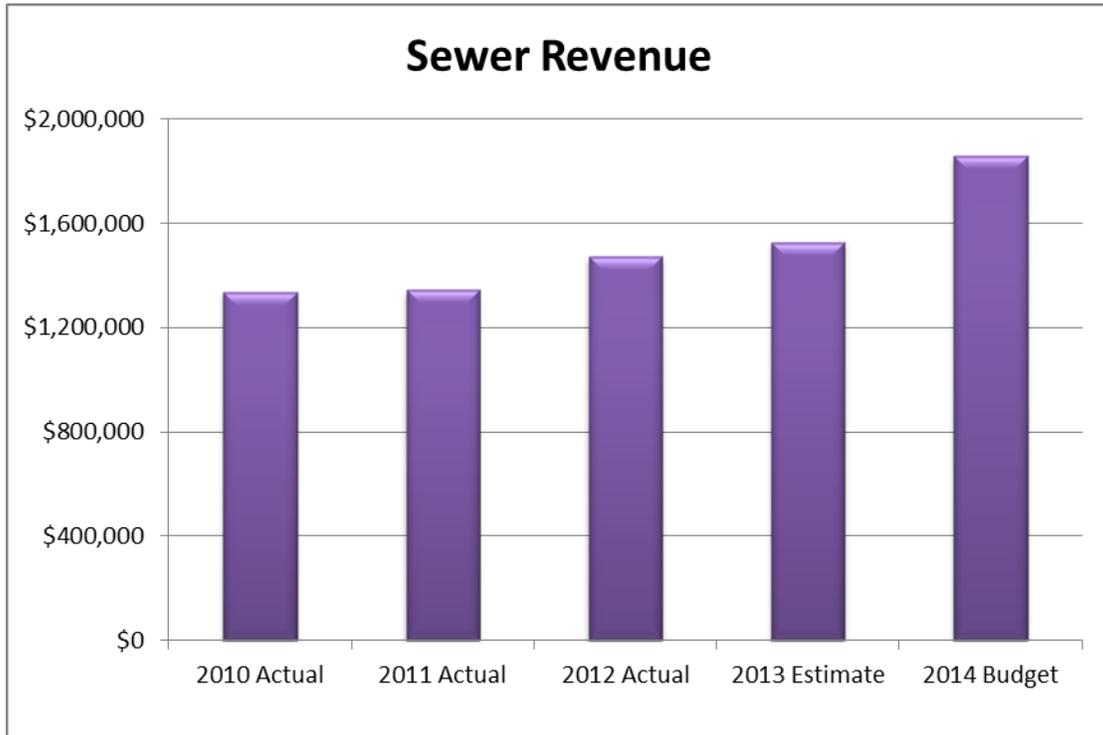


WATER REVENUE – A comprehensive water rate study was completed during fiscal year 2007 and it was determined during this study that the Village needed to increase water revenues over the next five years to generate sufficient revenues to cover operating expenses and to fund required capital projects identified over the planning period. The Village implemented a new water rate structure beginning October 1, 2007. The inclining block rate structure consists of three usage blocks: 0 – 9,000 gallons, 9,000 to 18,000 gallons, and 18,000 gallons and over. The major advantage of this structure is that it promotes conservation and discourages overuse. The Village is projecting a total of 86 new residential customers coming online to the water system during fiscal year 2013.

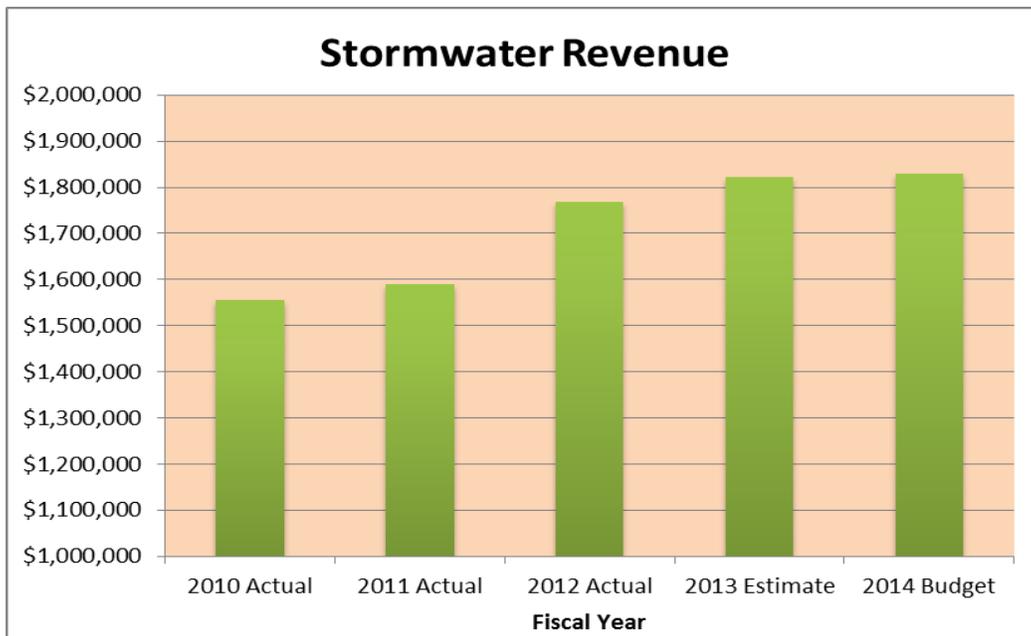
In 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. Also, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted their rate charged to municipalities. The rate was increased from \$.214 per \$1,000 gallons to \$.377 per 1,000 gallons, effective January 1, 2014. Both of these rate increases were factored into the overall rate increase that occurred for Village of Orland Park customers on January 1, 2014.



SEWER REVENUE – During the Village’s water rate study, it was determined that sewer rates needed to be increased significantly to fund future operating and capital expenses. In fiscal year 2014 the rates were increased from \$.64 to \$.80 per 1,000 gallons for incorporated customers. Sewer rates are based on metered water usage and have the same growth expectancy as water revenues.

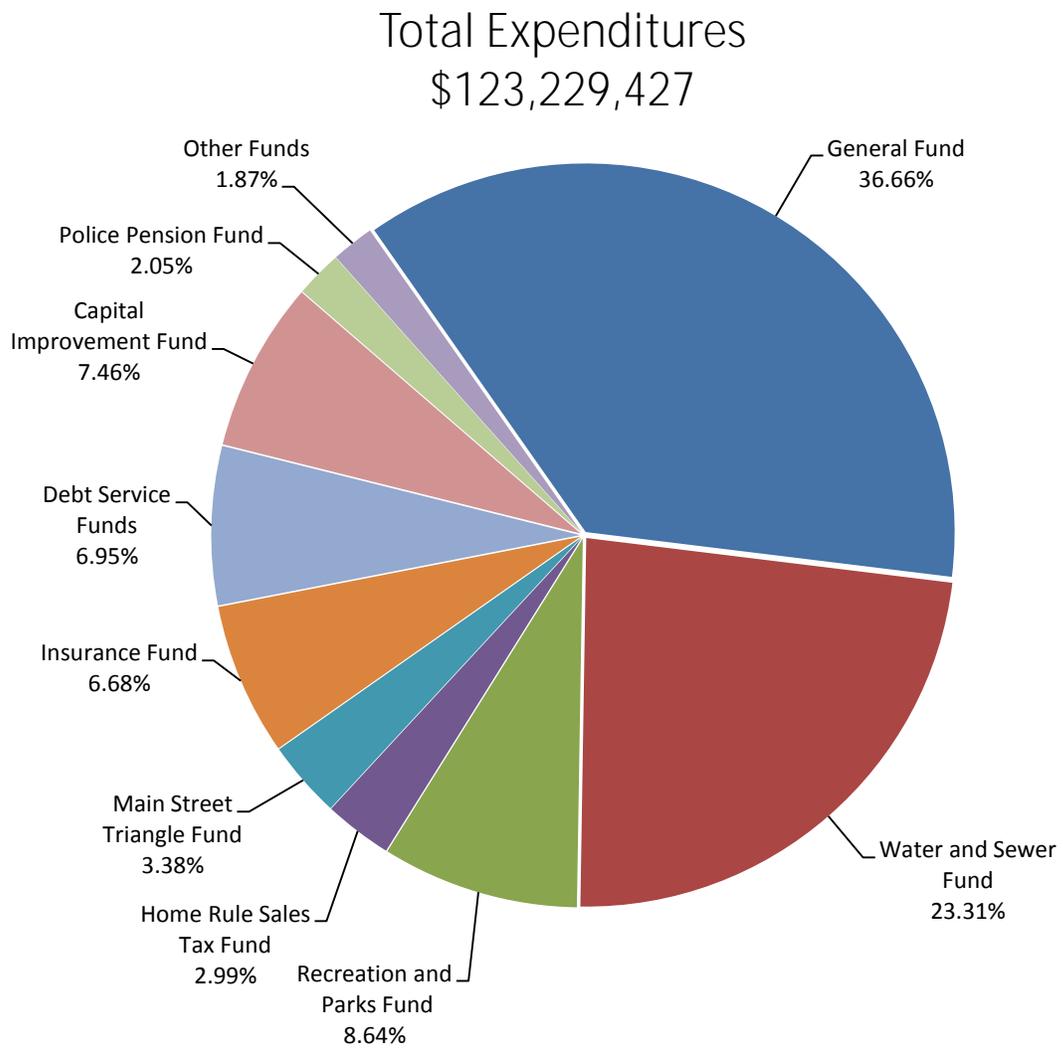


STORMWATER REVENUE – A significant increase in stormwater rates was also recommended due to the analysis completed during the water rate study. The fiscal year 2011 rates were increased by 5% and by 3% in fiscal year 2012. The rate for fiscal year 2014 will continue at \$.83 per 1,000 gallons. Rates were increased due to additional spending for the flood study stormwater management improvements.



Expenditure Summaries

Budget
Fiscal Year 2014



Village of Orland Park

Expenditure Summary by Fund FY2012 - FY2014

Fiscal Year 2014

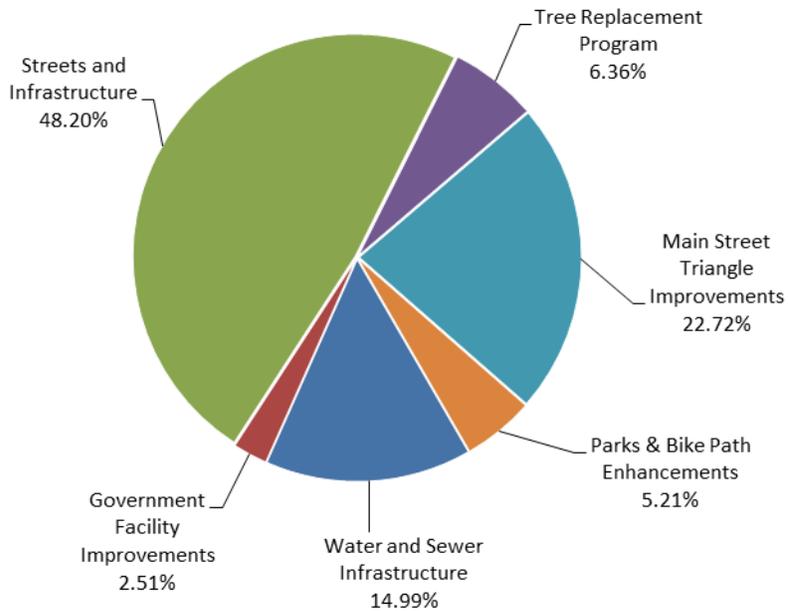
	FY2012 Actual	FY2013 Amended Budget	FY2014 Board Approved	% Change FY2014 - FY2013
<i>EXPENDITURES</i>				
General Fund	\$ 40,084,697	\$ 44,534,071	\$ 45,178,647	1.45%
Motor Fuel Tax Fund	1,974,371	1,350,254	1,314,435	-2.65%
Park Fund	665,489	1,137,636	40,081	-96.48%
Seizure and Forfeiture Fund	40,572	-	-	0.00%
Home Rule Sales Tax Fund	4,037,810	5,127,098	3,684,413	-28.14%
Main St. Triangle TIF Fund	54,908,961	4,177,685	4,169,115	-0.21%
Recreation and Parks	9,880,299	10,310,261	10,641,598	3.21%
Water and Sewer Fund	21,749,324	38,967,434	28,730,254	-26.27%
Commuter Parking Fund	414,359	475,664	356,626	-25.03%
2003 G.O. Bond Fund	974,693	600,000	-	-100.00%
2004 G.O. Bond Fund	1,009,657	279	-	-100.00%
2006 G.O. Bond Fund	785,481	607,440	604,255	-0.52%
2007 G.O. Bond Fund	1,380,406	1,004,781	1,009,581	0.48%
2009 G.O. Bond Fund	803,989	806,732	803,500	-0.40%
2010 G.O. Bond Fund	2,401,379	2,407,932	2,433,193	1.05%
2011 G.O. Bond Fund	952,226	1,431,779	1,431,900	0.01%
2012A G.O. Bond Fund	108,974	284,500	287,175	0.94%
2012B & C G.O. Bond Fund	950	384,134	390,038	1.54%
2012D G.O. Bond Fund	475	933,650	933,275	-0.04%
2013 C G.O. Bond Fund	-	370,704	268,831	-27.48%
2013 A & B G.O. Bond Fund	-	237,381	404,050	70.21%
Road Exaction Fund	259,986	1,175,688	220,021	-81.29%
Capital Improvement Fund	10,757,467	13,916,454	9,193,425	-33.94%
Bond Projects	14,669,477	9,697,515	-	-100.00%
Police Pension Fund	467,045	2,484,065	2,529,608	1.83%
Insurance Fund	8,244,381	8,023,086	8,230,227	2.58%
Civic Center Fund	380,735	350,761	349,082	-0.48%
Open Lands Acquisition Fund	754,068	211,748	26,097	-87.68%
TOTAL EXPENDITURES	\$ 177,707,271	\$ 151,008,732	\$ 123,229,427	-18.40%

* The FY2013 Amended Budget includes FY2012 budget rollovers amounting to \$25,583,352 and costs associated with the refunding of G.O. Bonds totaling \$9,697,515.

The total FY2014 capital budget for the Village of Orland Park is \$16,848,516, a 24.86% increase from the fiscal year 2013 adopted capital budget of \$13,493,450. The increase is due primarily to budgeting \$3,500,000 for aesthetic enhancements on LaGrange Road as part of the LaGrange Road construction project. The capital budget for fiscal year 2014 represents approximately 14% of the total FY2014 Budget. Detailed information related to all capital projects is included on the following pages.

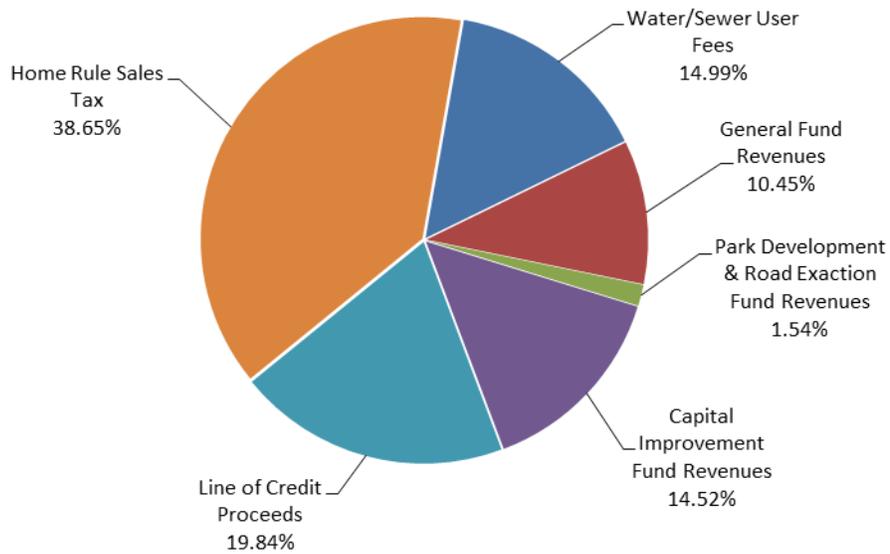
	FY2014 Capital Expenditures
Water and Sewer Infrastructure	\$ 2,526,000
Government Facility Improvements	423,000
Streets and Infrastructure	8,121,300
Tree Replacement Program	1,072,125
Main Street Triangle Improvements	3,827,891
Parks & Bike Path Enhancements	878,200
	\$16,848,516
Total Capital Expenditures	\$16,848,516

Where the Money Goes (Uses) FY 2014



Funding sources for the FY2014 budget includes \$3,343,157 in line of credit proceeds only to be drawn upon if reimbursements from the State of Illinois are not received in a timely manner. Home Rule Sales Tax revenue is funding Main Street Triangle improvements and other capital improvements throughout the Village.

Where the Money Comes From (Sources) FY2014



LAGRANGE RD – 131ST TO 179TH STREET AESTHETIC ENHANCEMENTS

In conjunction with the three phases of the LaGrange Road widening project (131st to 179th), the Village is responsible for funding various portions of the overall construction costs, including sidewalks, bike paths, traffic signals, streetlights and ornamental railings. In addition, the Village has requested additional aesthetic enhancements that include landscaping, street furniture, trees, pavers, lighting, and pedestrian pathways. The project costs for the Village share of construction costs and increased aesthetic enhancements include bid document preparation, construction management and construction along the LaGrange Road corridor.



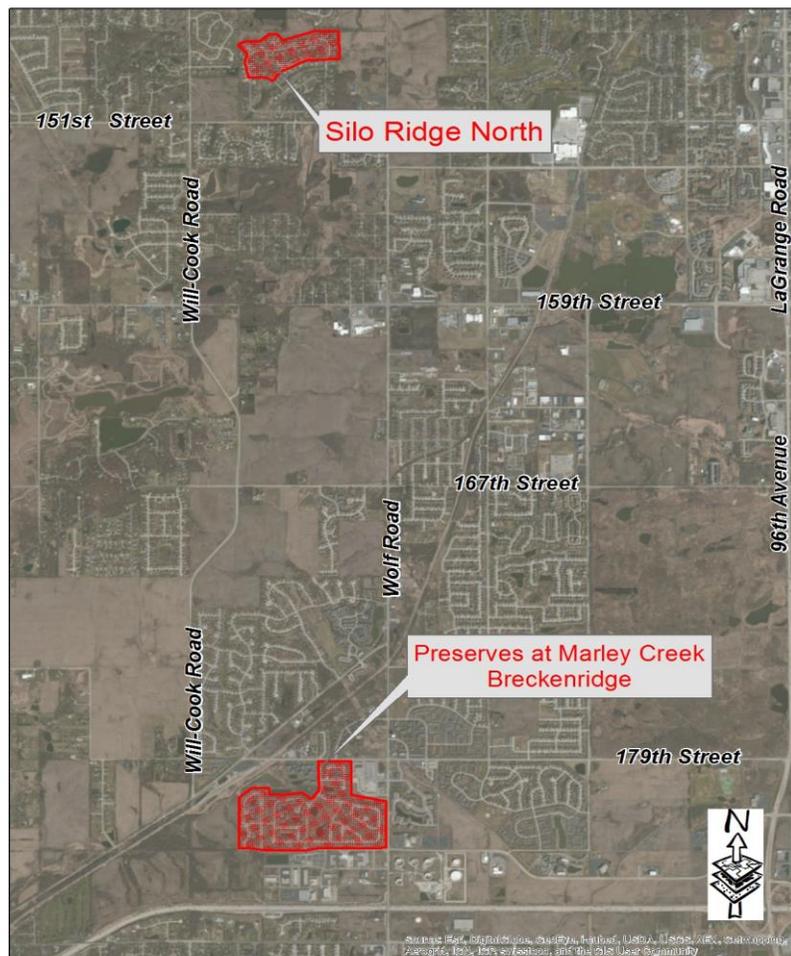
FUND: Capital Improvement Fund

FY2014 PROJECT BUDGET: \$3,500,000

OPERATING BUDGET IMPACT: After the construction is complete, the Village will be responsible for the yearly maintenance of the aesthetic enhancements from 131st Street to 171st Street. The maintenance costs will need to be added to the Public Works - Street Division roadway median maintenance capital budget.

ROADWAY MAINTENANCE PROGRAM

The Roadway Maintenance Program is an annual program that provides for the preventive maintenance and rehabilitation of road pavements throughout the Village. The Village is basing the Roadway Maintenance Program on the results of the Pavement Sufficiency Index Study (PSI) and recommendations from the consultant. The maintenance program includes pneumatic curb repairs, curb replacements, sidewalk repairs and replacements, pavement crack sealing and striping. The program includes rehabilitation, resurfacing or reconstruction of roads based on the current condition of the road.



FUND: Capital Improvement Fund

FY2014 PROJECT BUDGET: \$2,884,000

OPERATING BUDGET IMPACT: The Village will be responsible for ongoing pavement maintenance including pothole patching and crack-sealing and inlet repairs. These costs will be absorbed by the Public Works - Streets Division budget.

MAIN STREET TRIANGLE – ROAD IMPROVEMENTS

This project includes the engineering, design and construction of various road improvement projects within the Downtown/Main Street Triangle area. In FY 14, Jefferson Street, “B” Street and Crescent Drive will be improved.

Main Street Triangle



FUND: Main Street Triangle TIF Fund

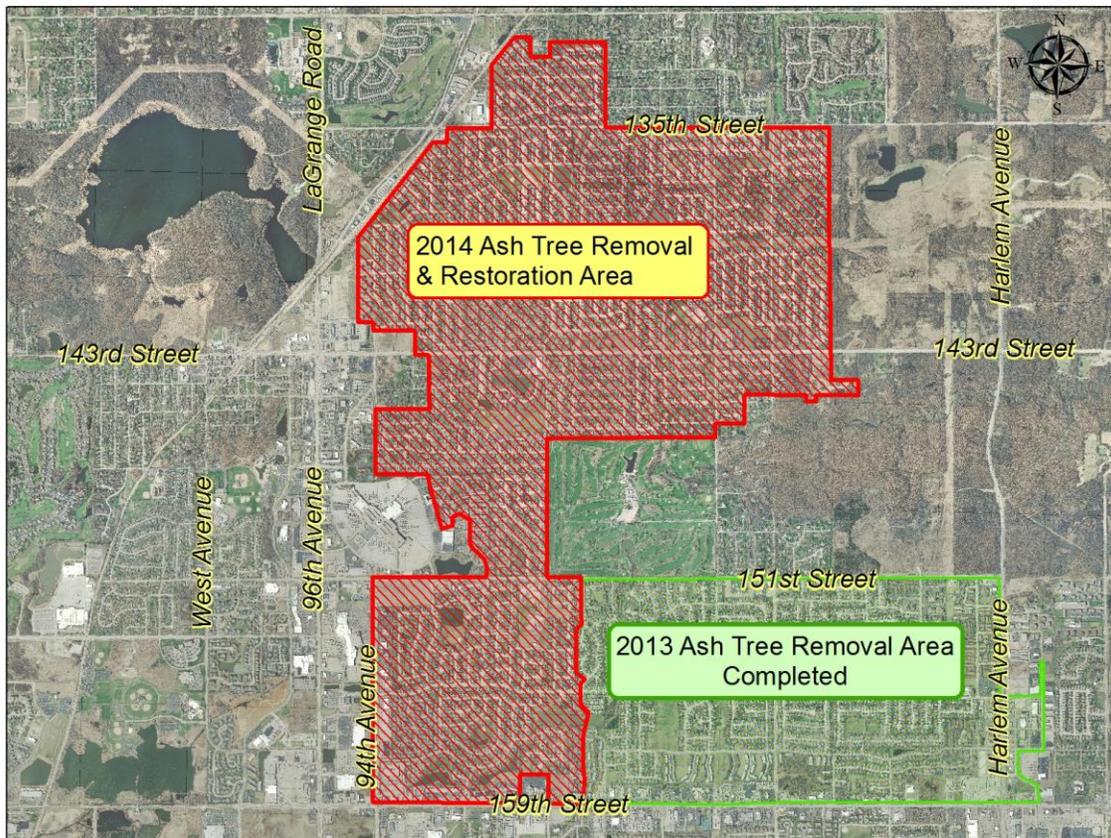
FY2014 PROJECT BUDGET: \$1,500,000

OPERATING BUDGET IMPACT: Once improvements have been made, long-term maintenance will be required by the Village.

TREE REMOVAL AND REPLACEMENT PROGRAM

The primary focus of this program is the removal of ash trees in the village parkways and village owned properties and their replacement with other species of trees. The Ash Tree Removal / Replacement Program (ATTRP) is a multi-year program for dealing with the Village's Emerald Ash Borer (EAB) infestation of over 1/3 of the parkway trees.

A significant portion of the funding will be used for the contract with Grounds Keeper Landscaping of Orland Park, Illinois, providing removal, stumping and restoration services. Tree replacement is being performed through a contract with Mid-America Tree and Landscape, Inc. of Mokena, Illinois.



FUND: Capital Improvement Fund

FY2014 PROJECT BUDGET: \$1,072,125

OPERATING BUDGET IMPACT: This will be an ongoing capital program for removing EAB infested ash trees. This program augments the service provided by Village staff.

MAIN STREET TRIANGLE LAND ACQUISITION

According to the Settlement Agreement between the Village of Orland Park and Orland Park Building Corporation regarding the purchase of the Orland Plaza Shopping Center, the Village agrees to finance the \$4,750,000 purchase price with interest being paid by the Village at 4% per year for a term of 5 years through 2016. Quarterly payments are required for the next four years in the amount of \$263,223.

Main Street Triangle



FUND: Main Street Triangle TIF Fund

FY2014 PROJECT BUDGET: \$1,052,892

OPERATING BUDGET IMPACT: These costs will not have any additional impact on the operating budget.

GROUND REMEDIATION

The Village will continue ground remediation of the Norman's Cleaners site. Work includes treatment and removal of soil.

Main Street Triangle



FUND: Main Street Triangle TIF Fund

FY2014 PROJECT BUDGET: \$560,000

OPERATING BUDGET IMPACT: These costs will not have any additional impact on the operating budget.

143rd STREET ENGINEERING

The Village will be continuing with Phase II Engineering for the widening and improvement of 143rd Street between Will/Cook Road and Wolf Road. Additional Phase I Engineering is required for the segment between Wolf Road and SW Highway. Phase II Engineering for this segment is scheduled for FY 2015.



FUND: Capital Improvement Fund

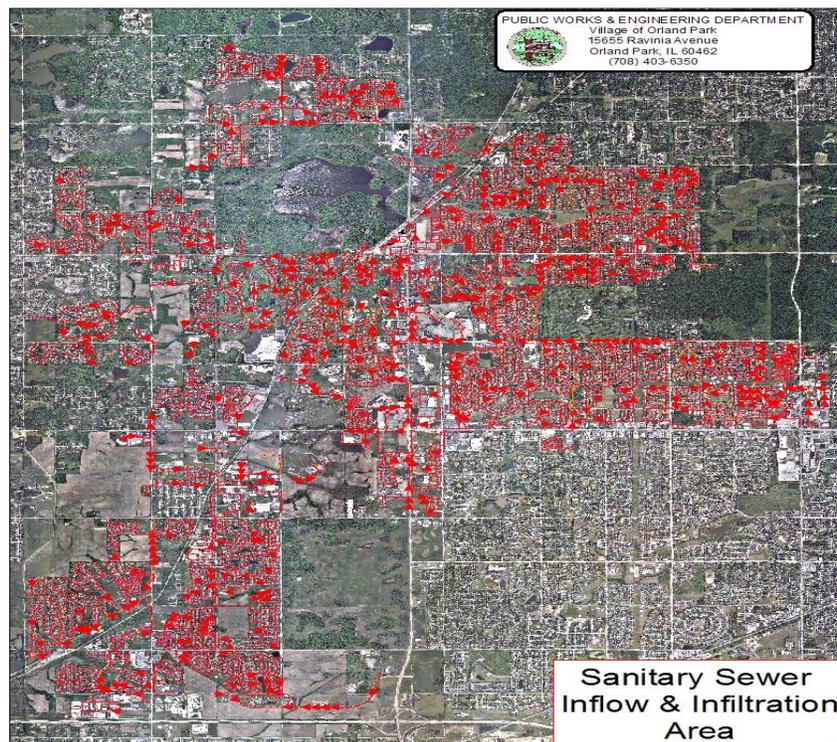
FY2014 PROJECT BUDGET: \$504,300

OPERATING BUDGET IMPACT: Engineering and future construction of the IDOT roadway will not have an impact on the operating budget.

INFILTRATION AND INFLOW REDUCTION IMPROVEMENTS

Inflow and infiltration (I&I) refers to the groundwater and rainwater that enters the sanitary sewer system intended for only wastewater flow. Infiltration is water that enters the sewer system through cracked or damaged pipes and manholes. Inflow is water that enters the sewer system through direct connections such as lateral clean-outs, manhole covers and illegal connections including area drains, sump pumps and roof drains. Excessive I&I significantly impacts the sewer system, resulting in overflows and back-ups.

In response to proposed IEPA rule changes, the Metropolitan Water Reclamation District is currently reevaluating the existing I&I program requirements. In preparation for expected changes, the village will conduct a study to quantify the amount of I&I entering the Village's waste water collection system. After identification is made, specific recommendations will determine the future steps required to minimize and eliminate the problems.



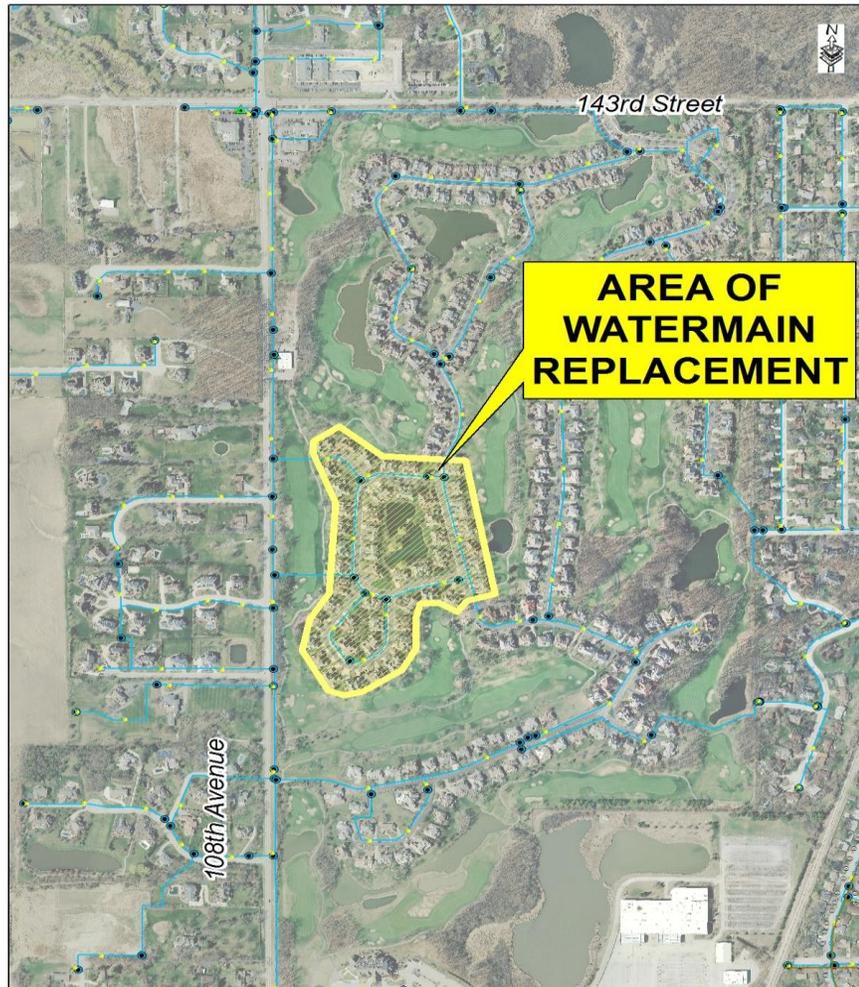
FUNDING SOURCE: Water and Sewer Fund

FY2014 PROJECT BUDGET: \$500,000

OPERATING BUDGET IMPACT: The study will provide information to decrease infiltration and inflow (I&I) in the sanitary sewer system. No impact on the operating budget. Recommendations from the study to decrease I&I will be included in the capital budget in future years.

WATERMAIN REPLACEMENT – CRYSTAL TREE

The Village has had numerous watermain breaks within the Crystal Tree subdivision. A portion of the townhome area in the north section of Crystal Tree has previously had watermain replaced. The southern portion has seen an increase in the amount of watermain breaks and is in need of replacement.



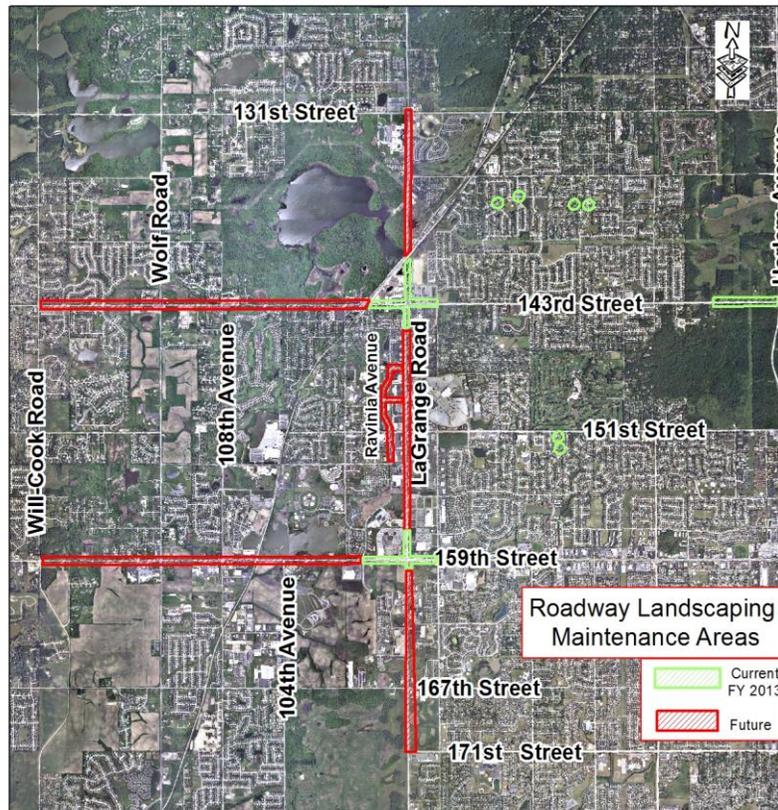
FUND: Water & Sewer Fund

FY2014 PROJECT BUDGET: \$450,000

OPERATING BUDGET IMPACT: The Village will be responsible for ongoing maintenance. These costs will be absorbed by the Public Works - Water Division budget.

ROADWAY MEDIAN MAINTENANCE

Intersection and roadway improvements to State and Village roads require additional maintenance of landscaped medians, parkway/right of way landscaping, and decorative crosswalks. FY2014 requires maintenance of the 159th & LaGrange Road intersection, the 143rd & LaGrange Road intersection, the 143rd & Harlem intersection, 94th Avenue from 151st Street to 159th Street and landscaped traffic circles at various locations within the village. Future maintenance of the LaGrange Road corridor from 131st Street to 171st Street and 159th Street from Will-Cook Road to LaGrange Road will require additional funding in future fiscal years. The likely strategy will be for this work to be contracted through competitive bidding.



FUND: Capital Improvement Fund

FY2014 PROJECT BUDGET: \$400,000

OPERATING BUDGET IMPACT: This will be an ongoing capital program for maintaining the various roadway medians, crosswalks and adjacent parkway enhancements.

SECOND VACTOR

The Village's vactor is being used for cleaning sanitary sewer pipe. The demand for an additional vactor has increased in recent years due to the aging of the underground infrastructure, the need for hydro excavations to reduce restoration areas and storm sewer planned maintenance. The purchase of a second vactor will provide the additional equipment needed to meet the increasing demand.



FUND: Water & Sewer Fund

FY2014 PROJECT BUDGET: \$380,000

OPERATING BUDGET IMPACT: This purchase will have minimal impact on the operating budget.

PARKING LOT CONSTRUCTION – SOUTHWEST HIGHWAY

This project includes the engineering of approximately 245 Metra commuter parking spaces. In order to develop the Main Street Triangle area, the Village and Metra previously agreed to relocate 245 parking spaces to the 153rd Street Station until the railroad tracks were relocated and the Main Street Triangle area developed. Part of the engineering task will be to coordinate with the Village, Metra and potential users of the Main Street Triangle area the most appropriate location of the parking spaces.

Main Street Triangle



FUND: Main Street Triangle TIF Fund

FY2014 PROJECT BUDGET: \$250,000

OPERATING BUDGET IMPACT: Engineering and future construction of the parking spaces be added to the parking lot inventory as well as the Village maintenance schedule. These costs will be absorbed by the Commuter Parking budget per the previously established agreement with METRA.

151ST STREET CONSTRUCTION – LAGRANGE RD. TO WEST AVE.

A number of years ago the Village prepared construction specifications and drawings for the widening and reconstruction of 151st Street from LaGrange Road to West Avenue. This work also included new storm sewer and water main. On April 29, 2013 the Southwest Conference of Mayors (SCM) approved Surface Transportation Program (STP) funds for this project. SCM approved a maximum amount of \$2 million for construction. The total estimated amount for construction is \$5.9 million. Plan modifications and a Phase I Engineering report will need to be completed in order to receive the construction funds. As part of the construction funds approval, SCM also approved funding for the plan revisions and Phase I Engineering report.

The Fiscal Year 2014 budget includes the preparation and approval of the Phase I Engineering Design Report.



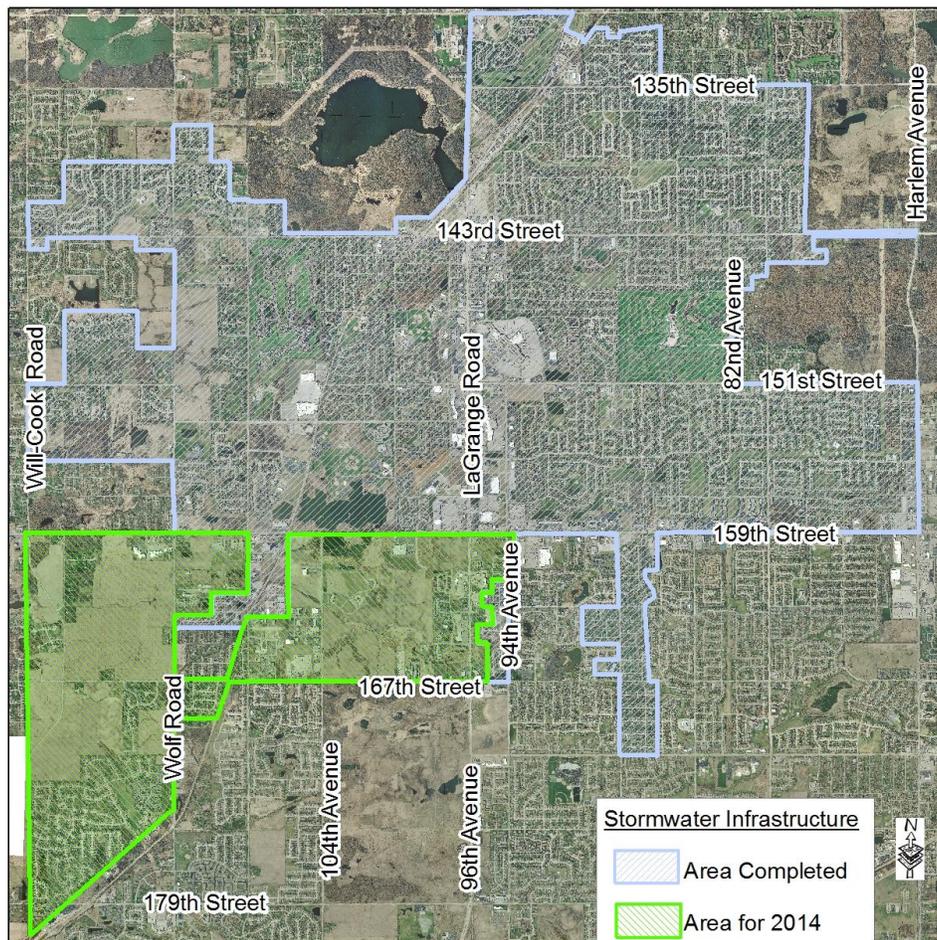
FUND: Capital Improvement Fund

FY2014 PROJECT BUDGET: \$220,000

OPERATING BUDGET IMPACT: Upon completion, the roadway will be added to the Village's street inventory. The Village will be responsible for future pavement maintenance including pothole patching and crack-sealing and inlet repairs. These costs will be added in the Public Works - Streets Division budget.

STORM SEWER INFRASTRUCTURE MAPPING

The mapping of the Village's storm sewer infrastructure is a USEPA/NPDES mandate. The Village has contracted services with a northern Illinois company to locate storm sewer structures and piping throughout the Village. This is a multi-year project.



FUND: Water & Sewer Fund

FY2014 PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: The mapping of the storm water infrastructure is required for compliance with NPDES permit. Continued updating with department staff will be required.

MAIN STREET TRIANGLE DETENTION POND

The Village will be making aesthetic improvements to the existing detention pond.

Main Street Triangle



FUND: Main Street Triangle TIF Fund

FY2014 PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: The Village will be responsible for maintenance of the detention pond area. These costs will be included in the Stormwater Division - Water & Sewer Fund detention pond maintenance budget.

CENTENNIAL POOL – PLAY STRUCTURE

A new water play structure is needed to replace the current structure in the zero depth pool that is over 20 years old. The new unit will be larger and have more entertaining fun for the little ones to play with.



FUND: Recreation & Parks Fund

FY2014 PROJECT BUDGET: \$180,000

OPERATING BUDGET IMPACT: A new structure will have lower maintenance costs in the coming years.

PLC REPLACEMENTS

The Programmable Logic Controllers (PLC's) manage various systems of the water and sanitary sewer throughout the Village. The PLC's were installed many years ago and are in need of replacement in order to function with newer technologies.



FUND: Water & Sewer Fund

FY2014 PROJECT BUDGET: \$170,000

OPERATING BUDGET IMPACT: No additional impact on the operating budget.

DEMOLITION – ORLAND PLAZA

Demolition of the remainder of Orland Plaza is scheduled for Spring, 2014. Work will be coordinated by the Village’s Parks and Building Maintenance Director.

Main Street Triangle



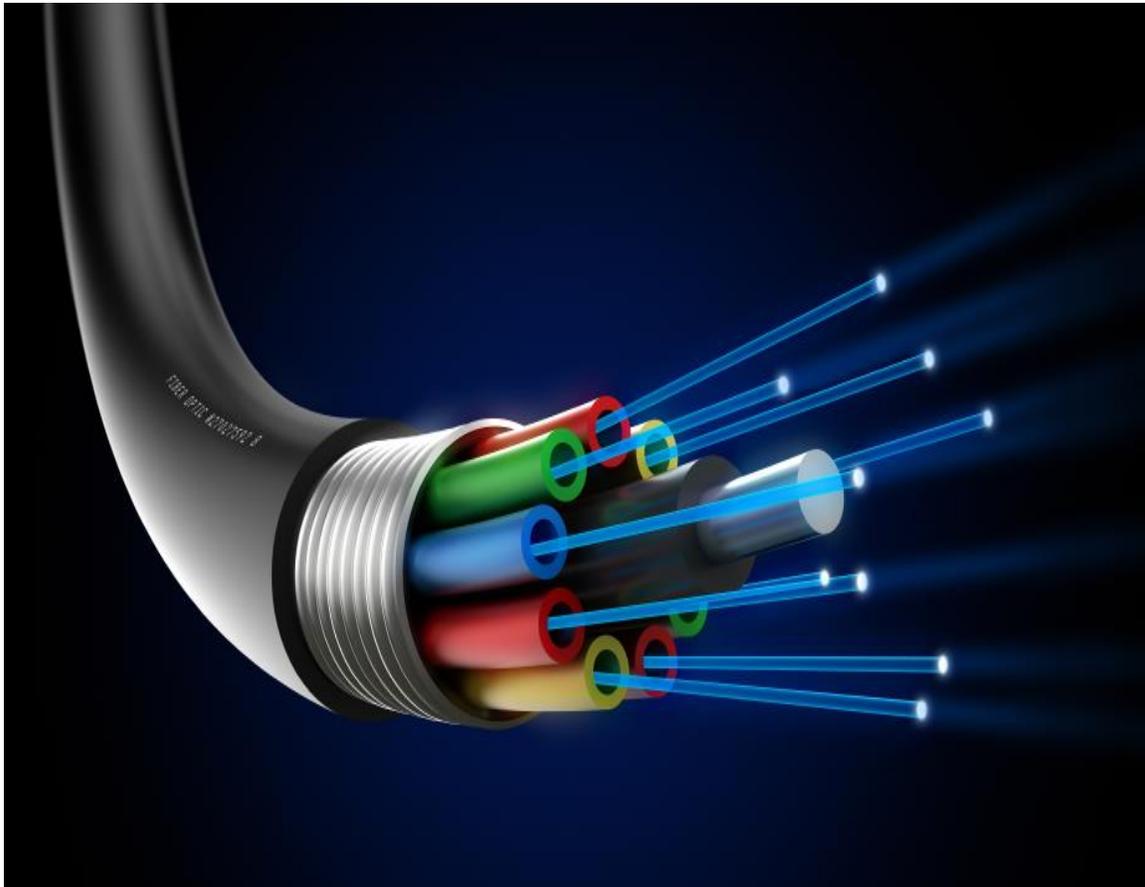
FUND: Main Street Triangle TIF Fund

FY2014 PROJECT BUDGET: \$160,000

OPERATING BUDGET IMPACT: These costs will not have any additional impact on the operating budget.

FIBER OPTIC INSTALLATION

The connectivity between the Village's water and sanitary sewer sites will be improved with installation of fiber optic lines. The fiber optic lines will improve networking capabilities, SCADA control and provide additional site security options. The installation of the fiber optic lines between differing sites will occur over multiple years.



FUND: Water & Sewer Fund

FY2014 PROJECT BUDGET: \$150,000

OPERATING BUDGET IMPACT: No additional impact on the operating budget.

DESCRIPTION OF CAPITAL PROJECTS – \$100,000 AND LESS

RECREATION - SPORTSPLEX

Project	Project Description	Fund	Budget
Indoor Pool	Professional Engineering Services.	Recreation & Parks Fund	\$35,000
Locker Room Improvements	Design services and minor improvements based on the design.	Recreation & Parks Fund	30,000
Cardio Equipment	2 Woodways and 8 treadmills.	Recreation & Parks Fund	70,000
Gymnastics Equipment	Replace current equipment.	Recreation & Parks Fund	10,000
Circle Drive lighting	Replace lighting around circle drive at Sportsplex.	Recreation & Parks Fund	35,000
Concrete work	Repair tinted concrete in sidewalks and curbing.	Recreation & Parks Fund	50,000
Soccer scoreboards	Replace 2 scoreboards at Sportsplex soccer field.	Recreation & Parks Fund	12,000
Pilates reformers	Update and replace Pilates reformer equipment.	Recreation & Parks Fund	16,000
		TOTAL	\$258,000

RECREATION - PARKS

Project	Project Description	Fund	Budget
Centennial Park – Baseball Field Dugout Shade Structures	Install shade structures over Field 6 – 9 dugouts.	Park Development Fund	\$40,000
Centennial Park – Baseball Field Scoreboards	Replace scoreboards at Fields 6 – 9.	Recreation & Parks Fund	30,000
Parking Lot / Bike Path Program	Rehabilitation, resurface or reconstruction of Village parking lots/bike paths based on results of PSI study.	Park Development Fund	30,000
Parking Lot and Walking Path Repairs	Replace or repair existing parking lots and bike/walking paths.	Capital Improvement Fund	50,000
		TOTAL	\$150,000

RECREATION – CENTENNIAL POOL

Project	Project Description	Funding Source	Budget
Engineering	Structural Engineering on lazy river and slides.	Recreation & Parks Fund	\$40,000
Refrigerator/Freezer	Replace refrigerator/freezer in pool concessions.	Recreation & Parks Fund	10,000
Digital Flow Meters	Install digital flow meters for main inlet lines.	Recreation & Parks Fund	24,200
T-Pool Slide Pumps	Replace drop slide/speed slide pumps.	Recreation & Parks Fund	10,000
Air Blower Inlets and Equipment	Replace air blower inlets and equipment.	Recreation & Parks Fund	20,000
Shower Towers	Replace outdoor shower towers.	Recreation & Parks Fund	10,000
Coping Stones on T-Pool	Replace overflow coping stones on T-Pool.	Recreation & Parks Fund	75,000
Splash Station Water Feature Design	Splash Pad to serve younger customers who are not old enough to swim.	Recreation & Parks Fund	20,000
Lockers	Replace current lockers with customer friendly lockers.	Recreation & Parks Fund	40,000
Restroom Poured Floor	New non-slip flooring in pump rooms, washrooms, tables.	Recreation & Parks Fund	31,000
Chair Sling Replacements	Replacements for broken chairs.	Recreation & Parks Fund	10,000
		TOTAL	\$290,200

DEVELOPMENT SERVICES - TRANSPORTATION

Project	Project Description	Fund	Budget
Bike/Pedestrian Path Enhancements	Design and construct additional bike and pedestrian path segments and enhancements.	Capital Improvement Fund	\$50,000
Roundabout at 147 th Street and Ravinia Avenue	Phase II Design and Engineering.	Capital Improvement Fund	30,000
ADA Transition Plan	Required per federal mandate.	Capital Improvement Fund	40,000
		TOTAL	\$120,000

BUILDING MAINTENANCE

Project	Project Description	Fund	Budget
FLC Lower Level Carpet Replacement	Replace carpet in public areas-current carpet is extremely worn.	General Fund	\$25,000
FLC Indoor Playground	Replace play unit and install poured floor.	General Fund	65,000
Village Center Door Replacement	Replace all Village Hall exterior doors.	General Fund	50,000
Village Hall HVAC Software Upgrade/Addition	Additional software to control and maintain HVAC systems.	Capital Improvement Fund	30,000
Police Station Maintenance	Paint exterior of Police Station building.	General Fund	35,000
GBC – Roof Replacement	Existing roof is in need of replacement.	General Fund	18,000
Cultural Center – Carpet Replacement	Replace worn carpet – upper level.	General Fund	40,000
Cultural Center – HVAC Software	Backtalk software to control HVAC system from Village Hall.	General Fund	60,000
Sportsplex – Carpet Replacement	Replace carpet in kitchen with tile.	General Fund	8,000
		TOTAL	\$331,000

MAIN STREET TRIANGLE

Project	Project Description	Fund	Budget
Cement Repair and Stain	Repairs throughout Main Street Triangle area.	Main Street Triangle – TIF Fund	\$55,000
Seasonal Lighting and Banners	Seasonal lighting and banners throughout the Main Street area.	Main Street Triangle – TIF Fund	50,000
		TOTAL	\$105,000

ADMINISTRATION

Project	Project Description	Fund	Budget
Property Acquisitions	Beacon Avenue Gateway property.	Capital Improvement Fund	\$80,000
		TOTAL	\$80,000

PUBLIC WORKS

Project	Project Description	Fund	Budget
Streetlight Installation Program	Install streetlights in various locations to improve traffic/pedestrian safety.	Capital Improvement Fund	\$50,000
Security System Upgrades	Replacement and upgrade of the current security system.	Capital Improvement Fund	100,000
Sidewalk Gap and Repair Program	Install and repair sidewalks in various locations to improve pedestrian safety.	Capital Improvement Fund	50,000
Pavement Sufficiency Index (PSI) Study with Additional Asset Capture	Development of Pavement Maintenance Strategy, data gathering and GIS database development for pavement, pavement markings, parkway trees and roadway signs. To maintain pavement at specific performance (PSI) level.	Capital Improvement Fund	50,000
Street Sign Replacement	Federal mandate for reflectivity - Signage must meet compliance by 2015.	General Fund	50,000
Fiber Optic Conduit – Public Works Building to Sportsplex	Design and construction of fiber optic conduit for future connection between Public Works and Sportsplex.	Capital Improvement Fund	40,000
Traffic Signal Conversion	Bulb replacements – LED traffic signals.	Capital Improvement Fund	53,000
159 th and LaGrange Rd Traffic and Light Pole Rehab	Convert existing street light poles and traffic signal poles to match new LaGrange Rd Corridor poles.	Capital Improvement Fund	20,000
		TOTAL	\$413,000

WATER AND SEWER

Project	Project Description	Fund	Budget
Distribution System Improvements	These identified distribution system improvements are triggered by road improvement projects or by recognition of repeated failures in a particular section of the system. Constant examination of the distribution system helps to determine areas of improvement for water availability and quality.	Water and Sewer Fund	\$100,000
Pump Station, SCADA Communications and Storage Improvements	Periodic and required inspections will identify improvements that need to be made in a timely but non-emergency manner. These improvements are meant to preclude greater expenses in the future.	Water and Sewer Fund	100,000
Sensus Flexnet Installation	Automated meter reading upgrade.	Water and Sewer Fund	70,000
Lift Station Improvements	Improvements to facilities as determined by Public Works.	Water and Sewer Fund	100,000
Water Valve Exercising	Five year rotation, exercising over 3 years, then none for next 2 years.	Water and Sewer Fund	60,000
Hydrant Flow Testing	Five year rotation, testing over 3 years, then none for next 2 years.	Water and Sewer Fund	70,000
Large Meter Testing	Evaluation, testing and repair of commercial/industrial water meters.	Water and Sewer Fund	70,000
MPS Pump Inspection/Rehab	Pumps # 2,3,4 and 5.	Water and Sewer Fund	40,000
Tree Removal and Replacement – Detention Areas	Remove and replace ash trees in and around storm water facilities including detention ponds due to EAB.	Water and Sewer Fund	36,000
Security System Upgrades for Utility Division Facilities	Replacement of existing system due to failures.	Water and Sewer Fund	100,000
		TOTAL	\$746,000

CIVIC CENTER

Project	Project Description	Fund	Budget
Painting	Painting of Exhibit Hall, Corridor and Rotunda.	Civic Center Fund	\$30,000
Divider Door	New accordion door in Annex.	Civic Center Fund	12,000
Parking Lot Repair	Repair south Civic Center parking lot – holds water.	Civic Center Fund	10,000
Sidewalk Repair	Sidewalk by loading dock is collapsing.	Civic Center Fund	15,000
		TOTAL	\$67,000

POLICE

Project	Project Description	Fund	Budget
One (1) Weather Siren	To be installed at 135 th St. and S.W. Hwy. to provide coverage at the north end of the village.	General Fund	\$25,000
		TOTAL	\$25,000

In an effort to contain costs and streamline operations, an Early Retirement Program was offered to employees effective January 1, 2014. Employees enrolled in IMRF with at least 8 years of service for the Village were eligible for a \$30,000 cash incentive plus \$250 for each year of service over 10 years. There were sixteen full-time employees that took advantage of this program. Each department is currently evaluating operational requirements to determine how the vacant positions will be filled.

Eight new positions were approved to be added to the FY2014 budget and include the following:

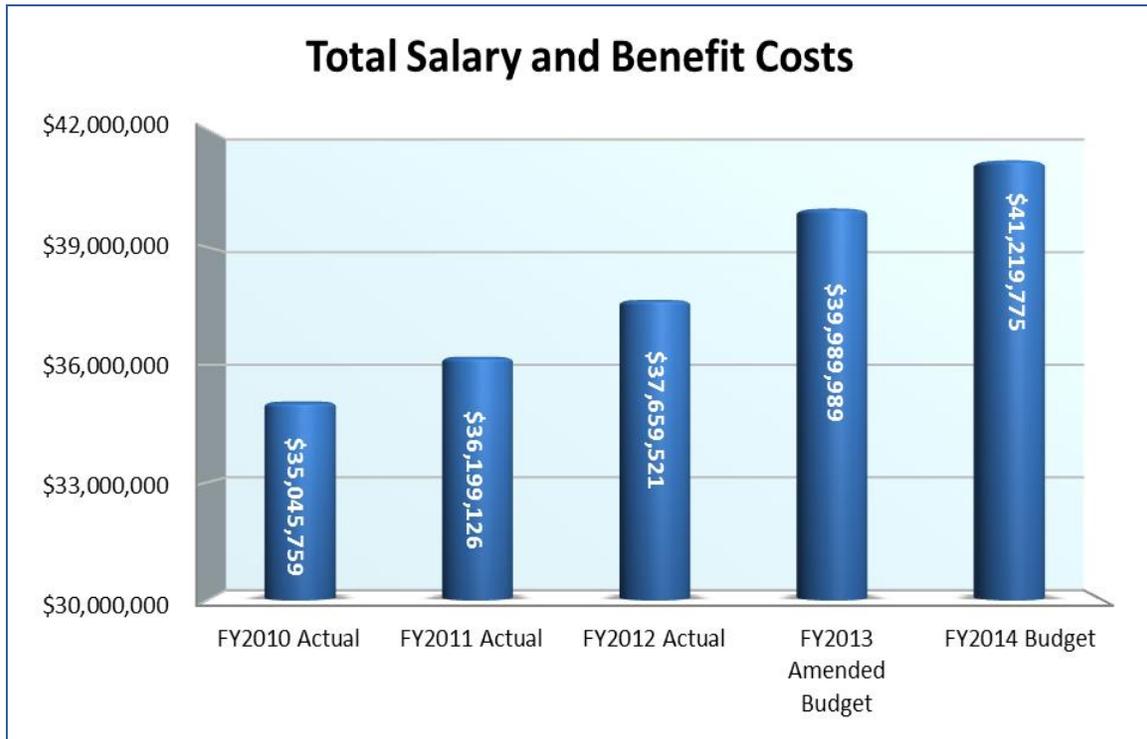
Added Positions	Department	Status
IT Analyst	MIS	Part Time
Property Maintenance Inspector	Development Services	Part Time
Detention Aide	Police	Part Time
Patrol Officer	Police	Part Time
Program Assistant	Recreation	Part Time
Intern	Recreation	Part Time
Clerk Typist	Parks	Part Time
Foreman	Water & Sewer	Full Time

The Village's medical/RX plan is self-funded and is administered by an insurance carrier in order to provide the appropriate medical networks and administrative services. Proposals for the FY2014 medical/RX insurance renewal were based on the carriers' estimations of the Village's expected claims for the year, stop loss coverage, and run-in claims. BlueCross BlueShield of Illinois presented the most competitive proposal resulting in a flat renewal. The BlueCross BlueShield proposal accounts for expected claims, stop loss coverage, Affordable Care Act (ACA) fees and a general health insurance reserve. The Village accepted the BlueCross BlueShield proposal and will continue maintaining the current HDHP/HSA, Silver, Gold and HMO plan designs. The total fiscal year 2014 budget for health insurance including vision, dental, and life is \$5,800,319.

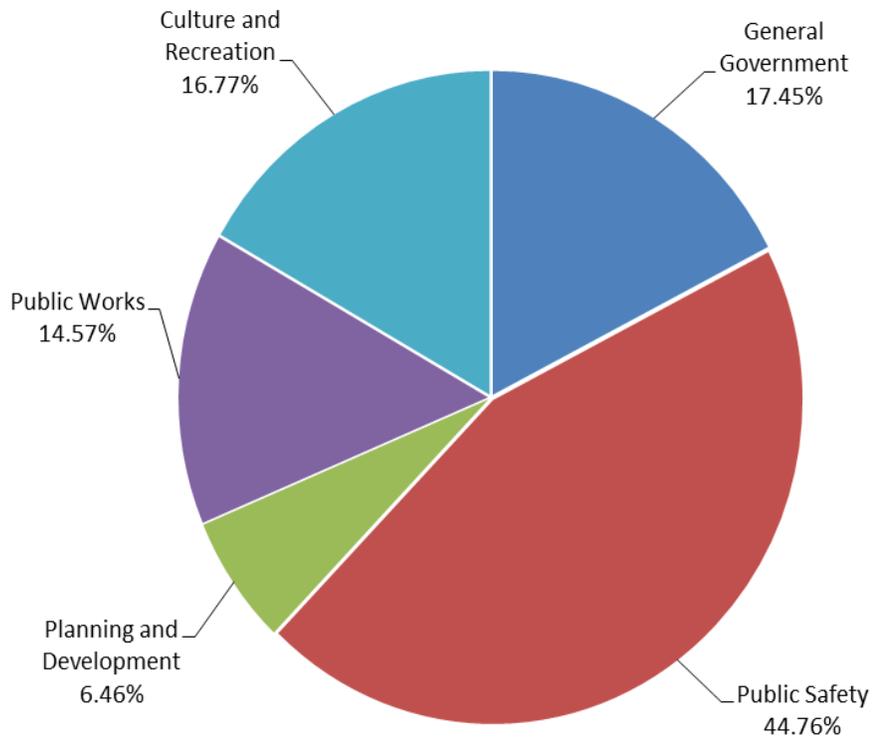
Effective January 1, 2012, employees belonging to the International Union of Operating Engineers, Local 399 (IUOE) no longer participate in the Village's medical insurance plan and instead participate in the IUOE Local 399 Health and Welfare Fund. There are typically 33 employees in the IUOE bargaining unit. As outlined in the agreement, IUOE Local 399 Health and Welfare Trust Fund will invoice the Village of Orland Park on a monthly basis for covered members. The FY2014 budget includes approximately \$349,440 for insurance expenses for the IUOE bargaining unit employees.

Non-union and IBEW union employee insurance contributions will continue as follows: 3% for HSA, 10% for HMO, and 10% for PPO Silver. Employees will contribute the difference between the cost to the Village of the PPO Silver and the PPO Gold which equates to approximately 29.6% for the current PPO plan (Gold). In addition, for those non-union and IBEW employees who do not participate in the free employee health screening, the employee's monthly medical insurance premium share will be increased by 10% of the full employee only premium rate of the plan in which they participate. Other employees covered by labor agreements not specified above will make payments for insurance as outlined in the applicable labor agreement.

The following graph depicts the total salary and benefit costs from FY2010 to FY2014.



The following chart depicts the percentage of total salary and benefits for FY2014 by function.



Department/Division	FY2012 Actual	FY2013 Current	FY2014 Budget
Village Manager	7	7	7
MIS	3	3	3
Village Clerk	5	3.25	3.25
Office of Public Information	0	1.75	1.75
Finance	10	10	9.5
Finance /Water	2	2	2.5
Officials	1	1	1
Development Services / Administration	5	6	6
Development Services / Building	7	7	7
Development Services / Planning	4	4	4
Development Services / Trans. & Engineering	1	3	3
Building Maintenance	7.8	7.8	8.8
ESDA	1.5	1.5	1.5
Recreation /Administration	18.75	20.75	20.75
Recreation / Parks	13.95	14.95	14.95
Recreation / Centennial Pool	0.5	0.5	0.5
Recreation / Special Recreation	1	1	1
Public Works / Administration	1.75	1.65	1.65
Public Works / Streets	22	22	22
Public Works / Transportation	2	2	2
Public Works / Vehicle and Equipment	7	8	7
Public Works / Water and Sewer	22.25	20.35	21.35
Police	124.5	126.5	126.5
Civic Center	2	1	1
TOTAL ALL DEPARTMENTS/DIVISIONS	270	276	277

Department/Division	FY2012 Actual	FY2013 Current	FY2014 Budget
Village Manager	4	4	4
MIS	1	1	3
Village Clerk	1	1	1
Office of Public Information	0	1	1
Finance	1	2	3
Finance /Water	4	4	4
Officials	11	10	13
Development Services / Administration	1	1	0
Development Services / Building	5	7	8
Development Services / Planning	3	2	2
Development Services / Trans. & Engineering	1	1	1
Building Maintenance	4	5	5
Recreation /Administration	38	35	43
Recreation / Programs	138	135	101
Recreation / Parks	62	68	73
Recreation / Centennial Pool	215	218	217
Recreation / Sportsplex	116	103	95
Recreation / Special Recreation	108	98	69
Public Works / Administration	2	1.6	1.6
Public Works / Streets	13	13	10
Public Works / Transportation	3	2.4	2.4
Public Works / Water and Sewer	14	19	18
Police	60	61	63
Civic Center	11	11	12
TOTAL ALL DEPARTMENTS/DIVISIONS	816	804	750

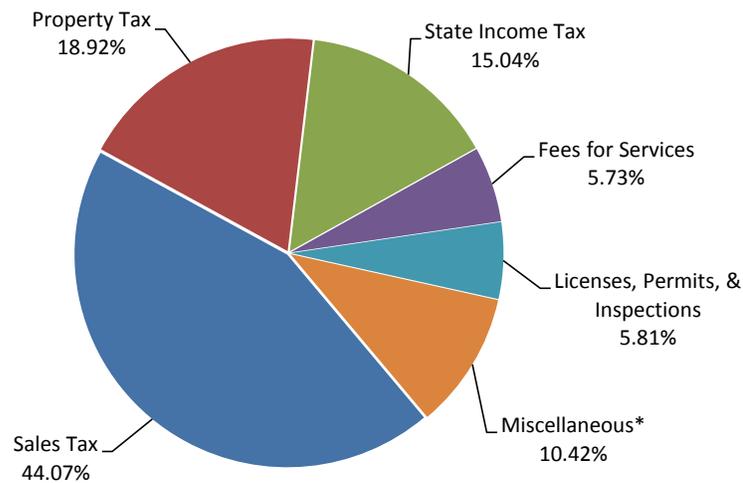
General Fund

Budget
Fiscal Year 2014

The General Fund consists of ten different departments. The departments are as follows:

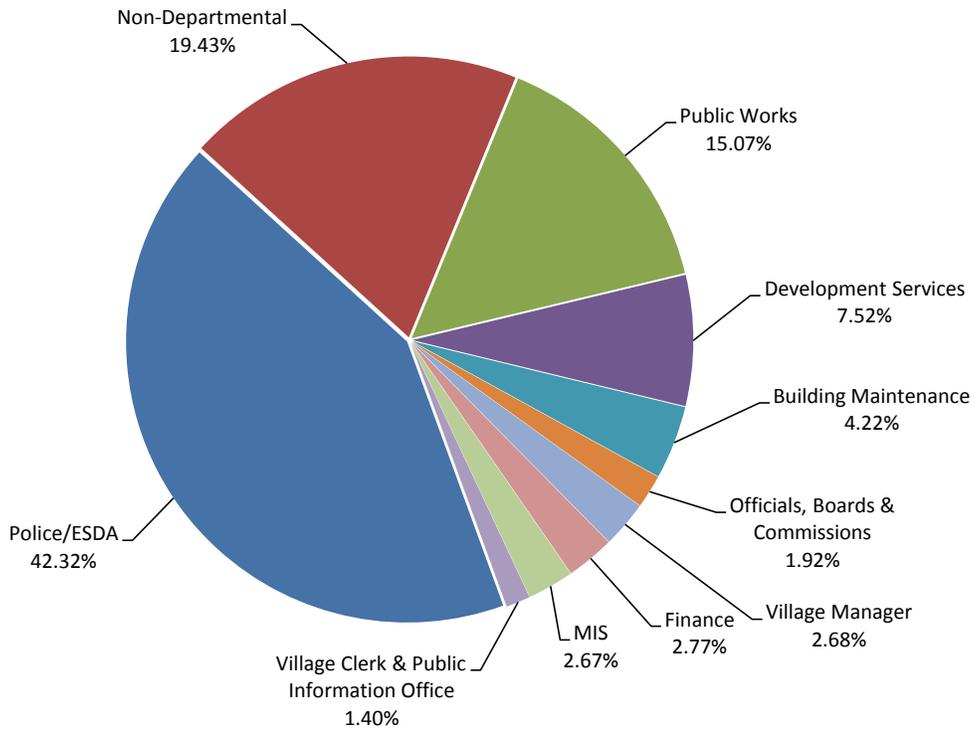
1. Village Manager
2. Village Clerk
3. Finance
4. MIS
5. Officials
6. Development Services
7. Building Maintenance
8. Emergency Services and Disaster Agency
9. Public Works
10. Police

The General Fund contributes \$42,817,839, or 35.51%, to the Village of Orland Park's total \$120,594,716 revenue budget and accounts for approximately \$45,178,647, or 36.66% of the total \$123,229,427 expenditure budget.

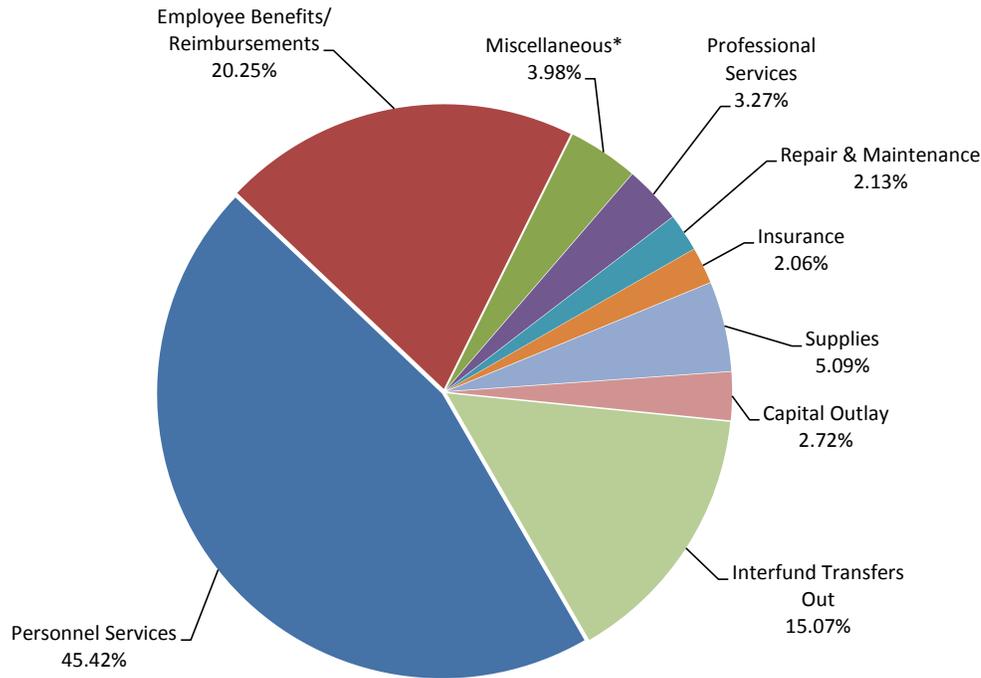


*Miscellaneous category includes Fines & Penalties, Interest Income, Road & Bridge Tax, Fees by Agreement, Miscellaneous Events, Other Income, Personal Property Replacement Tax, Transfer from Other Funds, Grants/Intergovernmental and Other Taxes

	FY2011 Actual	FY2012 Actual	FY 2013 Amended Budget	FY2014 Budget
Sales Tax	\$ 17,473,822	\$ 18,388,975	\$ 17,757,246	\$ 18,868,727
Property Tax	7,315,818	7,371,718	8,096,083	8,102,817
State Income Tax	4,620,477	6,261,061	5,605,400	6,441,560
Fees for Services	2,196,691	2,224,114	2,350,425	2,455,292
Grants/Intergovernmental	676,354	346,392	326,855	316,471
Other Taxes	2,059,592	526,611	495,200	569,000
Licenses	1,686,092	1,709,763	2,648,800	1,736,775
Permits	463,433	383,975	407,520	402,276
Inspections	367,753	330,907	331,000	350,500
Fines and Penalties	1,080,362	1,185,489	1,135,100	1,140,100
Interest Income	571,662	646,685	125,434	105,748
Road and Bridge Tax	369,009	359,149	401,682	403,675
Fees by Agreement	10,066	3,018	34,400	28,600
Miscellaneous Events	160,261	169,529	162,168	167,050
Other Income	345,510	385,095	348,635	369,839
Personal Property Replacement Tax	41,638	46,845	45,000	45,000
Transfer from Home Rule Fund	-	-	134,174	-
Transfer from Motor Fuel Tax Fund	1,492,575	1,474,289	1,349,547	1,314,409
Transfer from Water & Sewer Fund	-	22,716	-	-
Transfer from Insurance Fund	-	200,000	-	-
Total Revenue	\$ 40,931,115	\$ 42,036,329	\$ 41,754,669	\$ 42,817,839

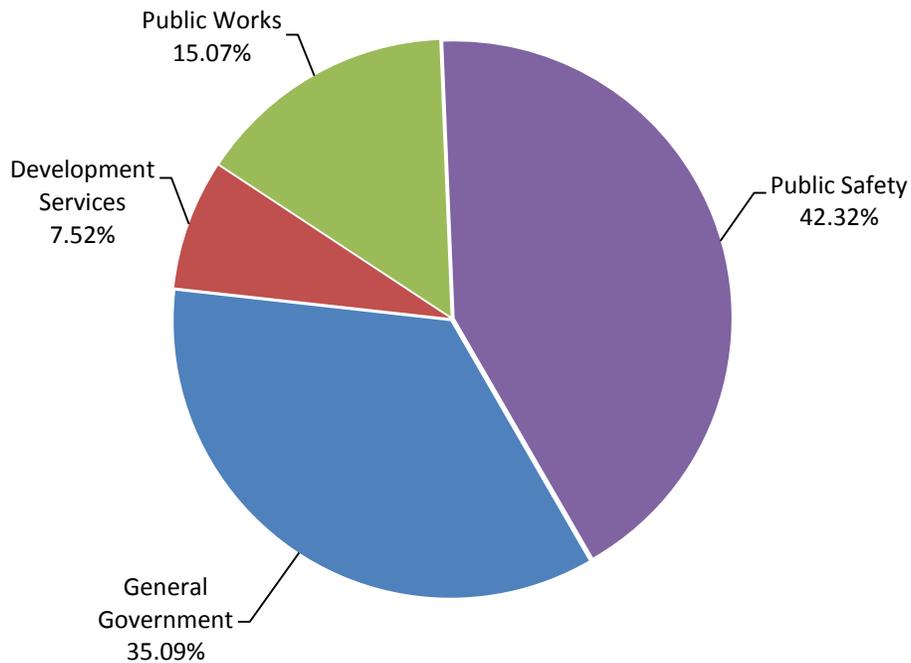


	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Budget
Village Manager	\$ 1,152,138	\$ 1,051,245	\$ 1,128,393	\$ 1,211,592
Village Clerk	467,937	516,167	333,159	325,002
Public Information Office	-	-	273,266	306,864
MIS	844,510	915,237	1,030,143	1,207,827
Finance	1,071,231	1,140,462	1,334,261	1,251,307
Non-Departmental	6,991,702	7,773,660	9,366,011	8,777,831
Officials	284,472	299,432	328,711	367,979
Boards & Commissions	357,004	388,016	457,473	498,675
Development Services	2,234,424	2,714,975	2,953,868	3,396,095
Building Maintenance	2,260,906	1,579,282	1,783,695	1,906,964
ESDA	62,733	68,937	65,128	65,551
Public Works	6,048,692	6,006,754	7,078,647	6,807,916
Police	17,112,358	17,630,529	18,401,316	19,055,044
Total Expenditures	\$ 38,888,107	\$ 40,084,697	\$ 44,534,071	\$ 45,178,647

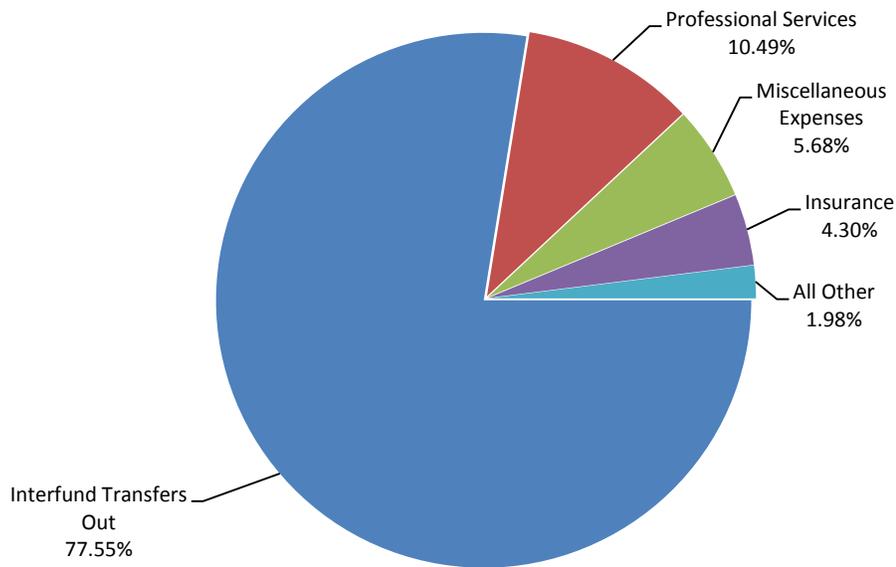


*Miscellaneous category includes Credit, Collection & Bank, Rent, Recreation Program Expense, Miscellaneous Expense, Utilities, Communication, Transportation and Purchased Services

	FY 2011 Actual	FY 2012 Actual	FY 2013 Amended Budget	FY 2014 Budget
Personnel Services	\$ 17,948,802	\$ 18,527,844	\$ 19,586,425	\$ 20,521,820
Employee Benefits	7,668,388	8,202,362	8,711,467	8,826,061
Employee Reimbursements	249,567	266,427	283,128	323,440
Credit, Collection & Bank	37,447	276,241	33,006	29,248
Professional Services	1,182,367	1,200,789	1,327,762	1,476,654
Utilities	428,431	377,860	470,157	490,893
Purchased Services	403,430	351,306	539,177	438,970
Repair & Maintenance	1,460,122	709,913	964,613	963,646
Rent	44,545	43,159	50,939	51,852
Insurance	1,158,509	1,159,740	1,018,087	931,984
Supplies	2,040,219	2,160,878	2,198,554	2,299,692
Capital	797,140	719,668	1,355,900	1,230,000
Miscellaneous	726,667	768,430	2,467,600	759,346
Recreation Program Expense	21,950	23,459	25,000	27,560
Interfund Transfers Out	4,720,523	5,296,620	5,502,257	6,807,481
Total Expenditures	\$ 38,888,107	\$ 40,084,697	\$ 44,534,071	\$ 45,178,647



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
General Government	\$ 13,429,900	\$ 13,663,502	\$ 16,035,112	\$ 15,854,041
Development Services	2,234,424	2,714,975	2,953,868	3,396,095
Public Works	6,048,692	6,006,753	7,078,647	6,807,916
Public Safety	17,175,091	17,699,466	18,466,444	19,120,595
Total Expenditures	\$ 38,888,107	\$ 40,084,697	\$ 44,534,071	\$ 45,178,647



*All Other category includes Utilities, Employee Reimbursements, Purchased Services and Credit and Collection.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Professional Services	\$ 900,712	\$ 896,896	\$ 971,460	\$ 920,732
Employee Reimbursements	23,831	28,206	25,694	35,102
Interfund Transfers Out	4,720,523	5,296,620	5,502,257	6,807,481
Insurance	531,424	449,657	349,780	377,127
Utilities	97,352	112,338	106,000	107,942
Miscellaneous Expenses	677,174	712,879	2,375,814	498,999
Purchased Services	1,334	572	2,000	1,200
Other Commodities	1,903	-	-	-
Supplies	-	252	-	-
Credit & Collection	37,447	276,241	33,006	29,248
Total Expenditures	\$ 6,991,700	\$ 7,773,660	\$ 9,366,011	\$ 8,777,831

DEPARTMENT MISSION:

The Village Manager's Office is dedicated to providing professional leadership in the administration and execution of policies and objectives formulated by the Village Board, development and recommendation of alternative solutions to community issues for Board consideration, planning and development of new programs to meet future needs of the Village, preparation of an annual balanced budget, and fostering community pride in Village government through excellent customer service.

DEPARTMENT FUNCTIONS:

The Village of Orland Park utilizes the Council-Manager form of government. The Village Manager reports to the Mayor and Board of Trustees and is responsible for the day-to-day operations of the Village. The Village Manager is charged with the duty of creating, leading and developing a management team that possesses the skills required to deliver multiple and varied services to the community.

The Village Manager and his staff provide guidance to all departments of the Village, communicating the goals and objectives of the Mayor and the Village Board. The Village Manager conducts regular evaluations of the departments and their functions to ensure that the operations of the Village are functioning at an exceptional level.

The Village Manager's Office is comprised of staff in Administration and Human Resources. The Human Resources Divisions' strategic goals and responsibilities are represented in their own division section.

The Village Manager's office administrative staff performs a variety of tasks in numerous specialty fields; some of these tasks are listed below.

- Provides the Mayor and Board of Trustees relevant and timely information and advice, as necessary, to evaluate and make policy decisions.
- Directs and advises departments in order to meet service levels established by the Mayor and Board of Trustees.
- Oversees the communications of the Village through the Office of Public Information.
- Serves as the hiring authority of the Village.
- Coordinates the work of Village departments to organize efforts and resources for the delivery of Village services.
- Produces ordinances, resolutions, contracts, agreements and other documents for consideration by the Mayor and Board of Trustees.
- Represents the Village in working with federal, state, regional and local agencies as well as private enterprises, community groups, and not-for-profit organizations.
- Encourages strategic and operational improvements through innovation and professional development.

- Negotiates annexation, development, inter-governmental, franchise, collective bargaining and other agreements on behalf of the Village Board and the residents of Orland Park.
- Responds to general inquiries or complaints that advance from other departments and those that come from the community at large.

STRATEGIC PLAN GOAL: Quality of Life

1. Oversee a fiscally responsible government delivering best in class services with outstanding, ethical employees. Ensure that the Village **Board's adopted service** goals are met or exceeded, and that costs do not exceed budget restrictions.
 - OBJECTIVE - Ensure that all departments follow the guide set in the 2014 balanced budget adopted by the Village Board. Review all purchases and programs as they are presented to the Village Board twice monthly at Village Committee and Board meetings. Hold review meetings at mid-year, to evaluate the progress of accomplishing the goals and objectives set in the Strategic Plan.
 - PURPOSE – To ensure that the organization adheres to the policy direction set by the Village Board during the budget process and ensure progress toward accomplishing the Strategic Plan goals.
 - COMPLETION DATE – June 30, 2014
 - OBJECTIVE - Complete MAP interest arbitration to resolve the issues related to the remaining open collective bargaining agreement incorporating appropriate strategies for sustainable health care programs and wage increases in accordance with the award and schedule set by the Arbitrator.
 - PURPOSE – To provide the Village with the guidelines for compensation and work environment for employee groups represented by unions.
 - COMPLETION DATE – April 1, 2014
 - OBJECTIVE - Guide the preparation and adoption of the 2015 Annual Budget and a comprehensive multi-year capital improvement plan with a new process beginning with the Village Board strategic planning to guide the budget process. Following the strategic plan adoption, meet with all Department Directors to prepare appropriate budget submittals in accordance with the established budget calendar.
 - PURPOSE – To produce a balanced budget for the Village of Orland Park.
 - COMPLETION DATE – December 15, 2014
 - OBJECTIVE - Identify opportunities to improve performance and reduce costs. Meet mid-year with each Department Director to discuss progress on established department strategic goals.
 - PURPOSE – To constantly review and improve processes throughout the organization.
 - COMPLETION DATE – July 31, 2014

- OBJECTIVE - Enhance services to Village stakeholders through the use of all available technologies. Support the implementation of the Innoprise Payroll, HR, and Work Orders applications and the upgrades to the Village's website.
 - PURPOSE – To improve the efficiency of Village operations.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE - Implement the ICMA Performance Management process with an upload of all collected data by March 17, 2014. Identify opportunities to improve performance and reduce costs through the Performance Management process. Report progress to the Village Board when data is complete and available through ICMA's Center for Performance Management.
 - PURPOSE – To improve the efficiency and effective of Village operations.
 - COMPLETION DATE – August 31, 2014
2. Update the comprehensive Strategic Plan for the Village with goals and objectives established by the Village Board and supported by the goals and objectives of all Village Departments by April 1, 2014.
- OBJECTIVE – Update the 2013 Plan revising the goals outlined in the multi-year plan.
 - PURPOSE – To strengthen the Board of Trustee's 3-5 year vision for the community and further its use as the basis of strategic planning.
 - COMPLETION DATE – March 15, 2014
 - OBJECTIVE - Confirm that all departmental goals and objectives set in the FY2014 budget support the direction of the Village Board's strategic plan.
 - PURPOSE – To ensure each department's strategic plan is in line with accomplishing the Board's vision for the community.
 - COMPLETION DATE – April 1, 2014
3. Enhance the excellent quality of life in Orland Park through programs and projects of the Village of Orland Park.
- OBJECTIVE: Promote the Centennial Park West concert venue by hosting two high quality community events in 2014. Planning for the performances in Centennial Park West will begin by January 15, 2014.
 - PURPOSE - To continue to provide Village residents with high quality entertainment and recreational opportunities.
 - COMPLETION DATE – September 15, 2014
 - OBJECTIVE: Oversee the installation of the new play equipment and floor surface in the indoor play room at the Franklin Loebe Center.
 - PURPOSE – To develop and maintain the preschool campus facility.
 - COMPLETION DATE – August 15, 2014

- OBJECTIVE: Provide convenient access to important Village information as well as feedback opportunities through spot surveys and the Village's website. Maintain 100% compliance with the Illinois Policy Institute's Transparency Checklist.
 - PURPOSE – To develop and implement methods to communicate in “one clear voice” to the community.
 - COMPLETION DATE – December 31, 2014 (on-going)

STRATEGIC PLAN GOAL: Downtown Development

4. Build a better community in infrastructure and development.

- OBJECTIVE - Advance the creation of the next phases of development in the Main Street Area furthering the goal of providing a new and inspirational downtown for Orland Park. Provide support, monitoring, and oversight of high quality design and construction in this area.
 - PURPOSE – To enhance the synergy of downtown Orland Park by creating a connection between Old Orland, Orland Crossing and the Civic Corridor.
 - COMPLETION DATE – December 31, 2014 (on-going)

STRATEGIC PLAN GOAL: Economic Development

- OBJECTIVE - Ensure appropriate aesthetic improvements are included in the IDOT LaGrange Road Widening Project.
 - PURPOSE – To ensure the LaGrange corridor is consistent with the Village's high quality building, design, and aesthetic standards.
 - COMPLETION DATE – December 31, 2014 (on-going)
- OBJECTIVE – Further the recommendation made in the Village Transportation Plan to provide “way finding” signage, branding and other enhancements throughout the community.
 - PURPOSE - To assist and encourage our residents and visitors to Orland Park.
 - COMPLETION DATE – December 31, 2014 (on-going)

DEPARTMENT MISSION:

The Human Resources Division of the Village Manager's Office strives to recruit and retain a qualified and diverse workforce to meet the varied needs of the organization; to train and develop the workforce toward performance that exceeds community expectations; to administer the benefits provided to employees and to recognize and minimize the risk of loss associated with the provision of Village services.

DIVISION FUNCTIONS:

The Human Resources Division provides direction and advice to the Village Manager and Department Directors and supervisors in areas such as hiring, evaluation, recognition of employees, discipline, collective bargaining, risk management and work environment issues. This division also responds to all benefits inquiries and issues on behalf of all full and part-time employees and on behalf of the Village organization to all vendors associated with employee benefits. The Human Resources division is also responsible for ensuring the Village's compliance with rules and laws related to human resources and employment. Responsibilities include both management (daily decision making) and leadership (long-range and strategic planning) functions in the area of Human Resources.

The Human Resources Division is comprised of the Human Resources (HR) Director and the Human Resources Generalist. In addition, the HR Director oversees the work of an HR Intern, a Part-Time Clerk who supports the Village Manager's Office as well as the Public Information Receptionist who acts as the primary receptionist for the Village organization.

In addition to the responsibilities above, the Human Resources Division -

- Plans, directs and reviews the human resources and employee related risk management activities of the Village.
- Classifies positions, performs compensation analyses and administers the recruitment process.
- Manages the employee benefits programs including health, life, dental, vision and leave, provides training, organizational development and employee relations, maintains labor relations and employee records.
- Acts as the "first-stop" for contact with the Village. Responds to telephone calls and in-person visits to address inquiries and concerns from citizens, residents, businesses and other agencies.

STRATEGIC PLAN GOAL: Quality of Life

1. Review overall Human Resources procedures, policies and vendors with an emphasis on policy and procedure improvement, cost reductions, and creating an overall plan to assess potential future modifications.
 - OBJECTIVE – Prepare a comprehensive update of the Employee Manual and distribute it via a link to the MYOP intranet site. In addition, verbally explain

- manual updates to directors, managers, and supervisors. Distribute the Employee Manual to all employees and provide training sessions as needed. Review final draft and submit draft of Employee Manual to the Village Manager no later than March 31, 2014.
- PURPOSE – An updated, well written and informative manual will ensure supervisors and employees understand the policies, implement them properly, reduce risks, and reduce the number of employee questions directed to their supervisors or Human Resources.
 - COMPLETION DATE – May 1, 2014
- OBJECTIVE – Review current management and employee training methods and programs. Determine where centralized vs. decentralized training is appropriate. Develop training plan for those training opportunities identified as centralized in Human Resources. Survey Department Directors on current department training programs provided to their employees and training objectives for their staff by May 31, 2014. Review department surveys and set Village wide training objectives using input from departments as well as review of best practices related to training on Village policies, general topics supervisory training, management training, leadership, harassment, safety training, etc. Submit a draft training plan for review by the Village Manager no later than September 30, 2014.
 - PURPOSE – Well trained managers and supervisors are better equipped to implement policies effectively and efficiently. In addition, employees who understand relevant policies are more likely to accurately follow them.
 - COMPLETION DATE – October 1, 2014
 - OBJECTIVE – Analyze the current safety programs and develop a plan to revitalize them. Emphasis will be placed on programs to reduce exposure to disability and worker's compensation liability. Establish risk management performance measures and submit recommendations to the Village Manager.
 - PURPOSE – Proactively address risks thus reducing safety incidents and related expenses.
 - COMPLETION DATE – December 31, 2014
2. Provide for a human resources/payroll software implementation either within or compatible to the Innoprise system working in conjunction with the Finance Department.
- OBJECTIVE – Review policy, processes and current systems to understand conversion needs. Work with Finance, IT and Innoprise to convert system. Prepare documentation for end users outlining the HR and Payroll procedures. Train end users on internal processes and how to implement in Innoprise.
 - PURPOSE – An HR/payroll system will provide in the short term, human resources, payroll, and managers an efficient tool to house employee data, process employee changes, and reduce current redundancies and inefficient

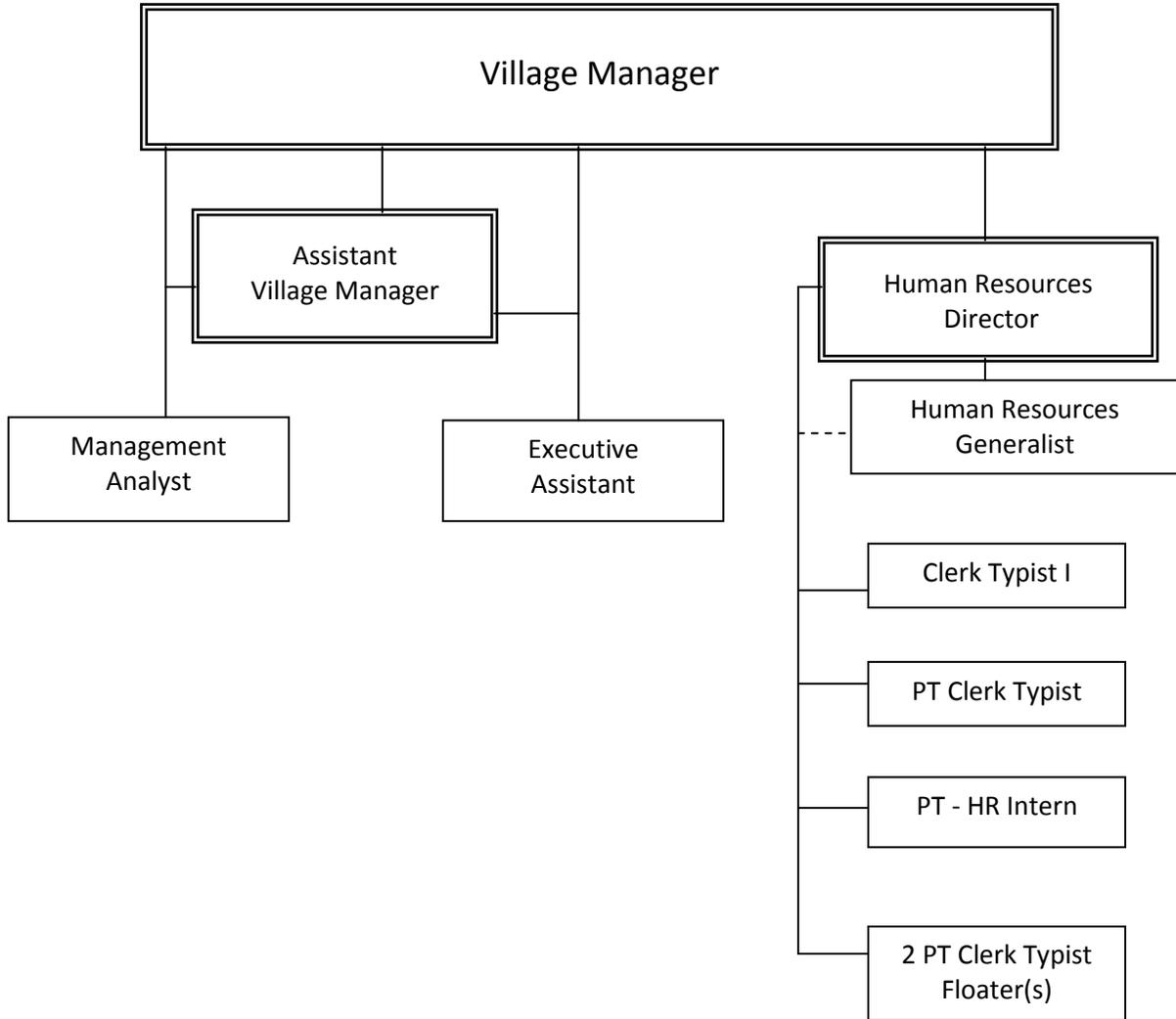
processes. The correct tool will also provide for compliance with tax and other regulatory issues associated with employees. Long term, a comprehensive tool will provide Village management the ability to make data supported decisions regarding organizational structure opportunities and gaps and employee costs.

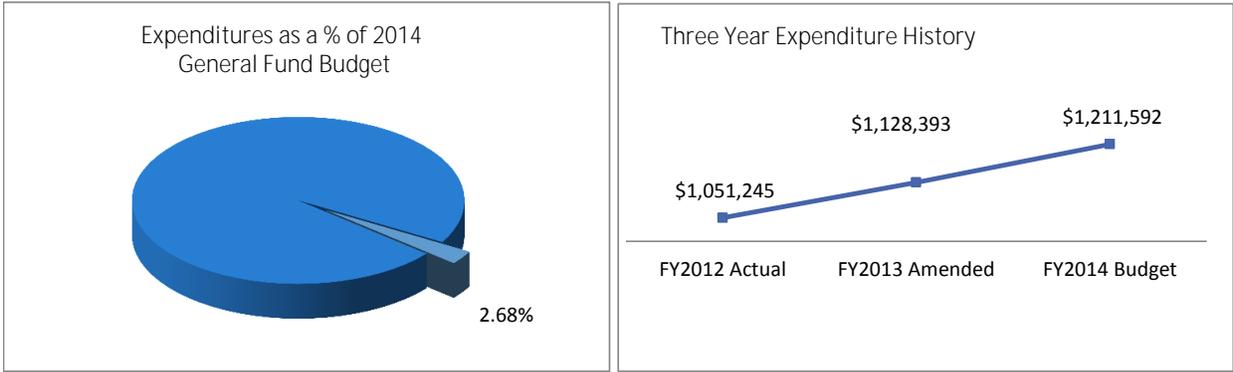
- COMPLETION DATE – Payroll System 4/1/2014, HR System 8/30/2014

3. Maintain positive and productive labor relations.

- OBJECTIVE – Limit grievance arbitrations to no more than three per year. Conduct at least three labor management meetings and at least two Health and Wellness Advisory Committee meetings.
 - PURPOSE – Reduce the number of negative interactions with unions.
 - COMPLETION DATE – December 31, 2014

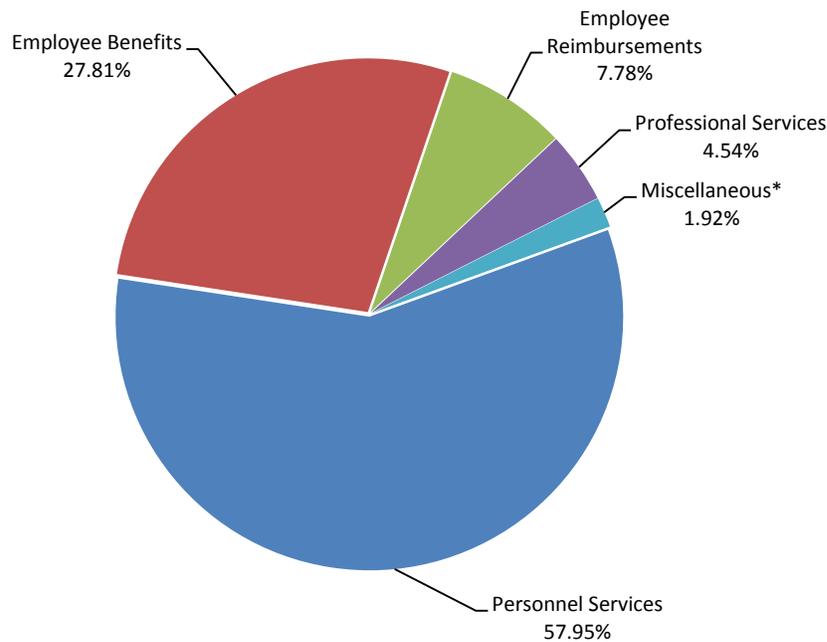
MEASURE	FY2012 Actual	FY2013 Actual	FY2014 Estimate
Employment Paperwork Processed	527	443	450
Virgin Health Miles Program Participants	90	90	100
Employee Health Screening Participants	168	236	250
HSA Participants	63	72	80
Average Number of Working Days from Position Requisition to Conclusion of the Testing/Interview Process- External Candidates	N/A	61	60
Average Number of Working Days from Position Requisition to Conclusion of the Testing/Interview Process- Internal Candidates	N/A	31	30





VILLAGE MANAGER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 CURRENT	FY2013 CURRENT	FY2014 BUDGET
Village Manager	1	1	1
Assistant Village Manager	1	1	1
Human Resource Director	1	1	1
HR Generalist	1	1	1
Assistant to the Village Manager	1	1	1
Clerk Typist I	1	1	1
Administrative Assistant	1	1	0
Executive Assistant to Village Manager	0	0	1
TOTAL FULL TIME PERSONNEL	7	7	7
PART TIME POSITION TITLE			
Clerk Typist Floater	2	2	2
Clerk Typist	1	1	1
Human Resources Intern	1	1	1
TOTAL PART TIME PERSONNEL	4	4	4



*Miscellaneous category includes Utilities, Repair and Maintenance, Insurance and Supplies.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 682,770	\$ 576,318	\$ 646,718	\$ 702,153
Employee Benefits	279,011	276,025	322,910	336,982
Employee Reimbursements	61,891	61,630	69,880	94,216
Professional Services	108,293	80,838	60,400	55,000
Utilities	3,745	8,578	4,289	6,484
Purchased Services	213	95	250	-
Repair and Maintenance	1,064	446	3,352	1,011
Insurance	4,935	11,043	11,274	6,426
Supplies	8,457	35,867	9,320	9,320
Miscellaneous Expenses	1,759	406	-	-
Total Expenditures	\$ 1,152,138	\$ 1,051,245	\$ 1,128,393	\$ 1,211,592

DEPARTMENT MISSION:

To serve the residents of the Village by ensuring complete governmental transparency and accessibility to municipal records in compliance with all state statutes. Provide continued support to other municipal departments by sharing information and resources. Act as the local election official, keeper of the records and certifying officer of all Village documents. Maintain the Office of Special Services as a resource center for all Village residents in order to serve the diverse needs of Village residents.

DEPARTMENT FUNCTIONS:

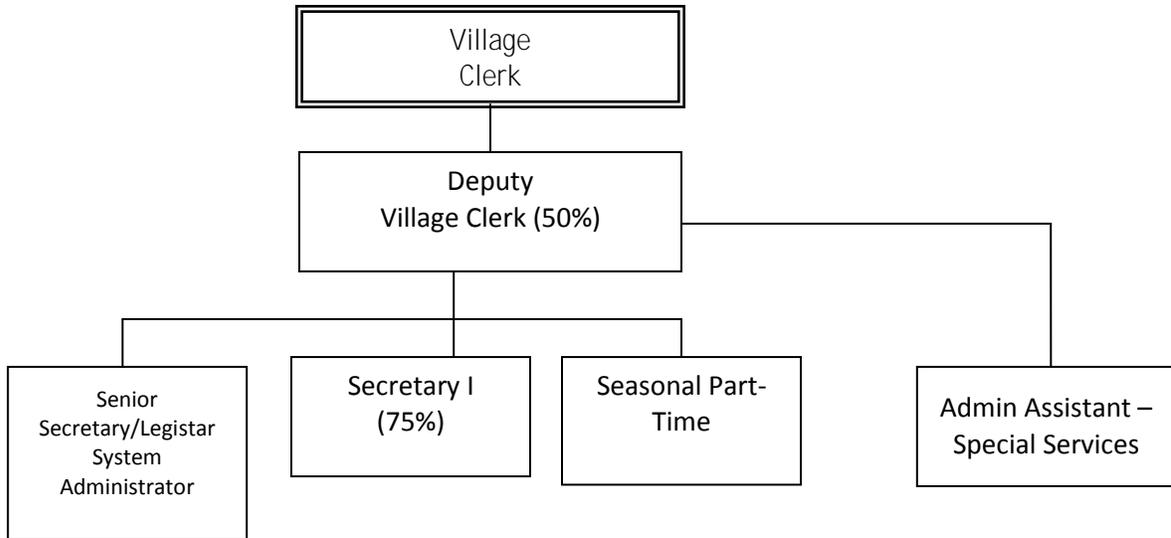
The Village Clerk's Office is responsible for storing and preserving the original records and documents of the Village, which include but are not limited to recorded documents, Board and Committee minutes, ordinances, resolutions, contracts, and agreements. The Village Clerk attends all Board of Trustees and Board Committee meetings and keeps a full record of the proceedings. The Clerk's Office publishes all ordinances and resolutions; certifies Village documents; distributes bid specifications, handles bid openings, stores original bid documents; issues intersection solicitation, raffle permits and going-out-of business licenses; processes Freedom of Information requests; updates the Village Code and Land Development Code; produces Board of Trustee and Board Committee agendas and copies; maintains legislative tracking software; accepts voter registration, conducts early voting, sends absentee applications to handicapped persons, students, and residents; and is the local election official for municipal and general elections.

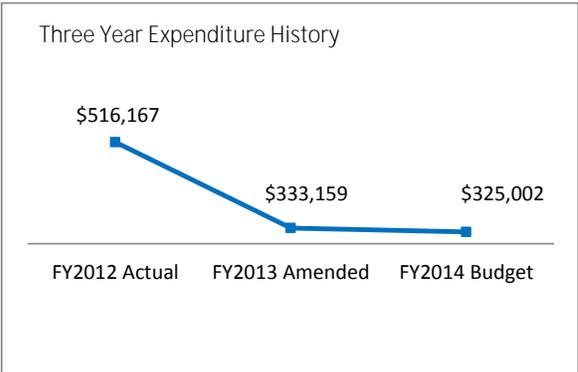
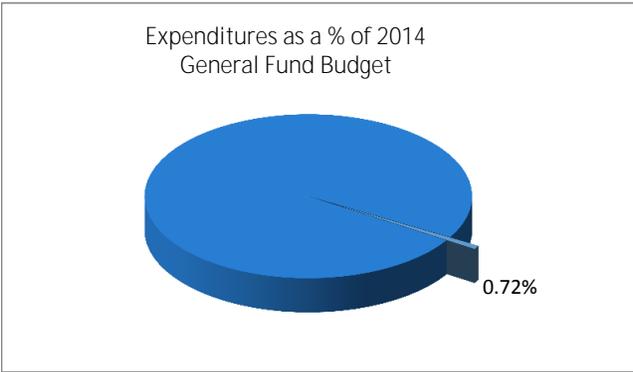
STRATEGIC PLAN GOAL: Quality of Life

1. Maintain the Citizens Information Center of the Village's website, meeting the Illinois Policy Institutes Local Transparency Project Grading Rubric.
 - OBJECTIVE – Complete a monthly audit of the Village's Citizens Information Center to ensure a score of 100% according to the Illinois Policy Institute (IPI) grading rubric.
 - PURPOSE - Provide current information for citizens when accessing the Village's website.
 - COMPLETION DATE – December 31, 2014 (on-going)
2. Establish environmentally friendly initiatives to reduce costs to both the Village and the environment while cutting down on the time staff needs to copy and distribute various materials.
 - OBJECTIVE – Scan and place on CD's all Village ordinances, resolutions, and board and committee minutes from 2008 to present, including all exhibits/attachments to those documents. Store in accordance with the Illinois State Archival Statute.
 - PURPOSE - To eliminate the cost of microfilming.
 - COMPLETION DATE – December 31, 2014 (on-going)

3. Ensure that the Village's records are intact and comply with the guidelines set forth by the Secretary of State Local Records Commission of Cook County.
 - OBJECTIVE – Identify and mark all records that meet the requirements set forth by the State of Illinois Archival Local Record Unit and store on a CD and in a PDF format.
 - PURPOSE – Dispose of all expired documents and organize the storage area for future documents.
 - COMPLETION DATE – August 30, 2014
4. Respond to the needs of seniors and other populations in the community, organizing events of interest to them.
 - OBJECTIVE – Conduct quarterly informational programs for the public.
 - PURPOSE – Provide an opportunity for Village seniors to gather together for a casual social gathering and listen to a key note speaker.
 - COMPLETION DATE – November 30, 2014
 - OBJECTIVE – To prepare/produce a 2014 Resource Guide which can be distributed at seminars or made available to residents who come into the Village Hall seeking resource information on different topics.
 - PURPOSE – Provide accurate and up-to-date information to our residents.
 - COMPLETION DATE – October 31, 2014
5. Redesign the Commissions area within the Village website by adding all Commissions that appear in the Meeting Schedules.
 - OBJECTIVE – Create an area on the Village website dedicated to all Commissions.
 - PURPOSE – Provide public access to agendas, notices and approved minutes for all Commissions.
 - COMPLETION DATE – August 31, 2014

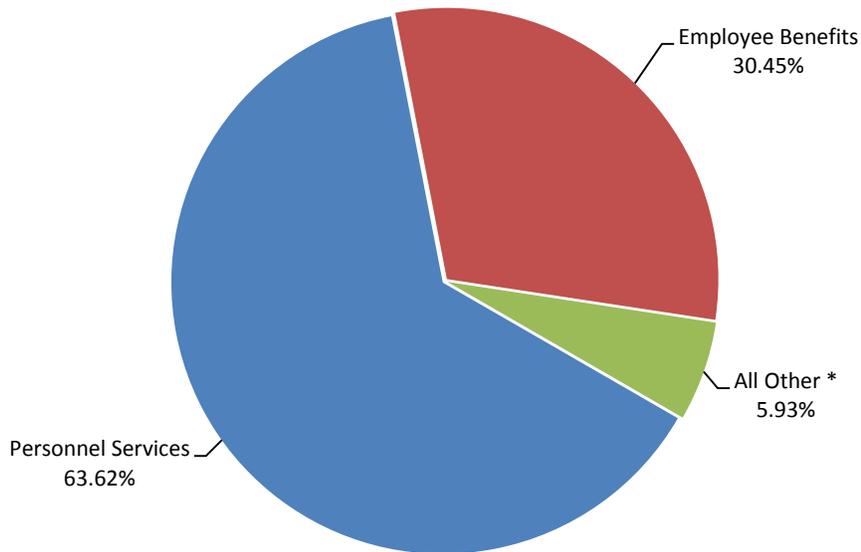
MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimates
Number of Absentee Applications Processed	400	186	500
Number of Ordinances Processed	83	75	80
Number of Resolutions Processed	16	20	20
Number of Minutes Processed (Board and Committees)	99	103	92
Agendas Processed (Board and Committees)	99	103	92
Number of Intersection Solicitation Permits	8	7	7
Number of Raffle Permits	15	14	15
Passports Processed	1001	880	900
Voter Registrations	140	96	150
Number of FOIA Request Received	1546	1182	1200
Number of FOIA Requests referred to Citizen's Information Center on Village Website	N/ A	6	10





VILLAGE CLERK BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Deputy Village Clerk	1	0.5	0.5
Senior Secretary	1	1	1
Admin Assistant - Special Services	1	1	1
Secretary I	2	0.75	0.75
TOTAL FULL TIME PERSONNEL	5	3.25	3.25
PART TIME POSITION TITLE			
Seasonal Part-Time	1	1	1
TOTAL PART TIME PERSONNEL	1	1	1



*All Other category includes Utilities, Employee Reimbursements, Purchased Services, Repair and Maintenance, Insurance and Supplies.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 320,435	\$ 348,691	\$ 218,681	\$ 206,762
Employee Benefits	133,583	135,899	96,761	98,955
Employee Reimbursements	656	724	465	660
Professional Services	275	5,349	-	-
Utilities	2,856	6,269	3,685	3,685
Purchased Services	283	3,494	4,000	5,000
Repair & Maintenance	2,051	3,938	3,540	2,506
Insurance	1,435	3,608	3,072	1,936
Supplies	6,363	8,196	2,955	5,498
Total Expenditures	\$ 467,937	\$ 516,167	\$ 333,159	\$ 325,002

DEPARTMENT MISSION:

To facilitate and maintain effective two-way communication within the community. Written, oral, and visual media are utilized to deliver the Village's messages and to enhance the overall image of the community. Actively encouraging stakeholders' participation in the communication process is achieved through quality research and public surveys. The Village will continue to make it a priority to share and seek communication, utilizing all means available and monitoring the latest media trends.

DEPARTMENT FUNCTIONS:

The Office of Public Information is responsible for developing, planning and facilitating the Village's strategic plan for internal and external communications. This Village office responds to media inquiries, produces the Village's quarterly newsletter, generates news releases and placed stories, facilitates community surveys, markets Village events, programs and activities and oversees production and programming for the Village's government access television station. Public Information oversees the Village's main social media avenues, including but not limited to Facebook, Twitter and Pinterest. Additionally, the office organizes all Village related public events, including ground breakings and grand openings for Village projects and provides marketing/public information support to all Village departments and programs.

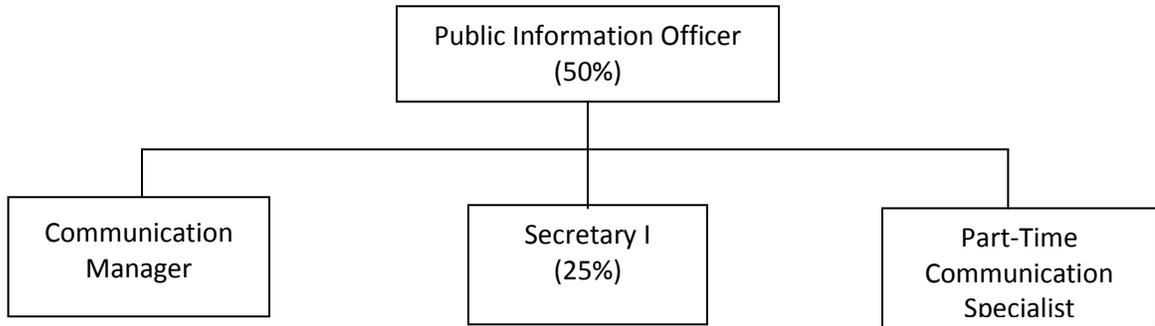
STRATEGIC PLAN GOALS:

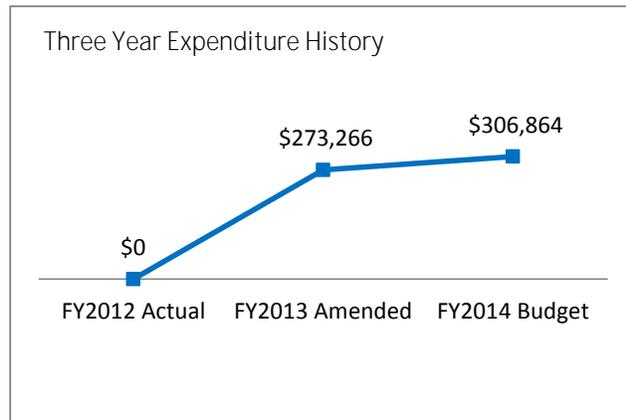
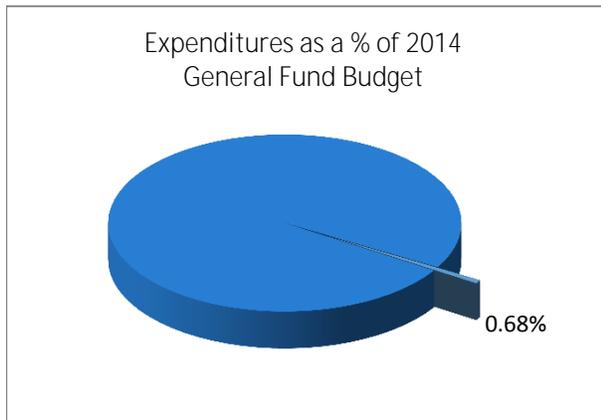
1. Develop and implement methods to identify the Office of Public Information as the primary source of information for the Village of Orland Park.
 - OBJECTIVE – Continue efforts to direct all media and general inquiries to the Office of Public Information, where the Village will communicate in one clear voice.
 - PURPOSE - By establishing a protocol for a centralized source for all Village related information, a single concise voice will be recognized for the entire Village organization, its elected officials, departments and services to both internal and external audiences. It will also strengthen the Village's profile locally, regionally, and nationally through the consistent use of a single, strong Village- wide voice.
 - COMPLETION DATE – June 1, 2014
 - OBJECTIVE – Formulate Village information and marketing materials and create a brand image/corporate identity for all facets of Village government by overseeing the creation of a new Village slogan.
 - PURPOSE - By creating a brand image/corporate identity, a single concise image will be recognized for the entire Village organization, its elected officials, departments and services to both internal and external audiences. It will also strengthen the Village's profile locally, regionally, and nationally through the consistent use of a single, strong Village- wide corporate logo.
 - COMPLETION DATE – June 1, 2014

- OBJECTIVE – Create a Village of Orland Park Style Guide to be used by all departments, outlining proper usage of Village logos and colors, providing a template for Village letterhead, business cards, memoranda, media releases, email signatures, flyers, and publications.
 - PURPOSE – A consistent Village-wide brand will identify all information as coming from the Village of Orland Park.
 - COMPLETION DATE - July 31, 2014
2. Continue to increase programming on the Village's Orland Park Comcast Channel 4 and AT& T U-Verse Channel 99 to increase the number of Village programming viewers.
- OBJECTIVE – Produce four quarterly 30-minute "Village of Orland Park In-Focus" television shows featuring Village departments, services and programs airing during the following months: March, June, September, and December. Produce shorter, specialty programs highlighting Village events and activities.
 - PURPOSE – Continue to air all Village programming on the Village's YouTube Channel with a link from the Village's Facebook page airing during the following months: March, June, September, and December.
 - COMPLETION DATE - December 31, 2014
 - OBJECTIVE – Produce six 15 - 20 minute public service announcements highlighting past or upcoming Village events and programs scheduled bi-monthly beginning January 31st.
 - PURPOSE – To educate and inform the community.
 - COMPLETION DATE - December 31, 2014
 - OBJECTIVE – Air at least five programs submitted from local youth groups, sports associations or other local government agencies.
 - PURPOSE – To provide information on local Village organizations.
 - COMPLETION DATE - December 31, 2014
3. Continue printing Village newsletters as they have been very well received by the community, especially residents age 50 and older, those who do not use the Internet and those who prefer not to read publications on the Internet.
- OBJECTIVE – Produce quarterly printed editions of the Orland Park Public, the Village's newsletter, beginning the year with the annual report, followed by three general information newsletters distributed in March, June, September, and December.
 - PURPOSE – To ensure that every home and business receives current information about what is happening in Village government.
 - COMPLETION DATE - December 31, 2014
4. The use of e-communication maximizes the Village's opportunities to communicate to a worldwide audience.

- OBJECTIVE – Produce an electronic version of the Village's quarterly publications.
 - PURPOSE – Reach segments of the population that rely on electronic communication.
 - COMPLETION DATE - December 31, 2014
5. Continue to identify target audiences for the Village's community outreach programs. This will enable the Village to involve these audiences collectively or individually in the communication process.
- OBJECTIVE – Create an engagement program and contact database of specific individuals on the local, regional, state, and national levels to make the public and media aware of the Village's programs and accomplishments.
 - PURPOSE – Target specific groups with the Village's message, enhancing its image among its citizens, businesses, religious organizations, civic groups, regional peers, state and national leaders. Develop these partnerships to ensure that all segments of the community and beyond are receiving the Village's messages.
 - COMPLETION DATE - December 31, 2014
 - OBJECTIVE – Prepare two touch points per month, incorporating accomplishments and facts about the Village to be distributed to the aforementioned contact database.
 - PURPOSE – To learn what the most effective promotional media tool is for the Village.
 - COMPLETION DATE – January 31, 2014
 - OBJECTIVE – Produce a Village blog to be included on/complement the Village's website.
 - PURPOSE – Highlight Village happenings, allowing for timely and immediate communication to residents and reaching segments of the population that rely on electronic communication.
 - COMPLETION DATE – December 31, 2014

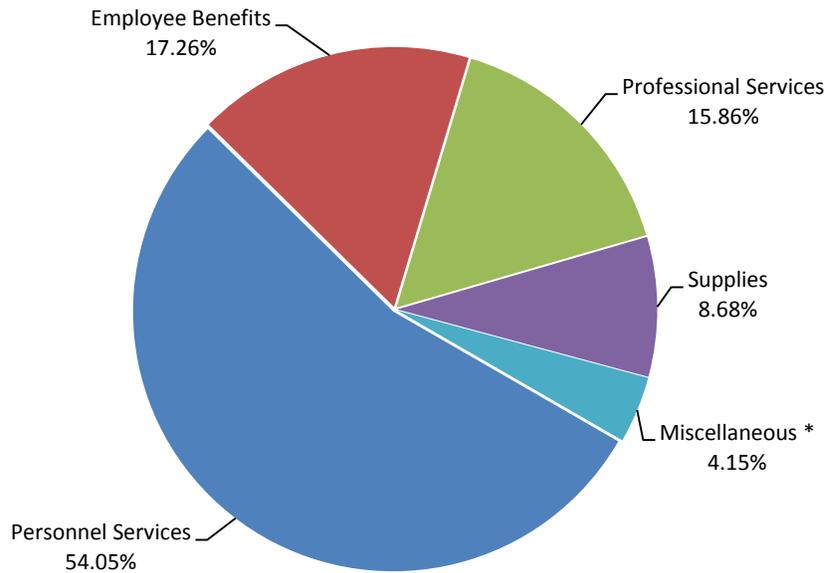
MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimates
Number of Facebook Subscribers	435	1,328	1,500
Number of Facebook Users Reached	2,000	6,000	6,000
Number of Facebook Posts	400	700	1,000
Number of Twitter Subscribers	332	750	1,500
Number of Twitter Retweets	36	50	N/A
Number of Twitter Tweets	732	1,084	2,000
Number of YouTube Views	4,932	6,000	6,500
Number of Uploaded Videos to YouTube	43	57	75
Number of News Releases	70	82	100
Number of Placed Stories	119	137	150
Number of Cable Television Slides	494	525	600
Number of Cable PSAs	10	12	15
Number of Short Segments	20	25	50
Number of 30-min Programs	59	58	60





OFFICE OF PUBLIC INFORMATION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Deputy Village Clerk	0	0.5	0.5
Communications Manager	0	1	1
Secretary I	0	0.25	0.25
TOTAL FULL TIME PERSONNEL	0	1.75	1.75
PART TIME POSITION TITLE			
Communication Specialist	0	1	1
TOTAL PART TIME PERSONNEL	0	1	1



*Miscellaneous category includes Utilities, Employee Reimbursements and Insurance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ -	\$ -	\$ 152,955	\$ 165,846
Employee Benefits	-	-	50,229	52,961
Employee Reimbursements	-	-	685	900
Professional Services	-	-	30,500	48,683
Supplies	-	-	37,862	26,634
Utilities	-	-	-	11,200
Insurance	-	-	1,035	640
Total Expenditures	\$ -	\$ -	\$ 273,266	\$ 306,864

DEPARTMENT MISSION:

To professionally and responsibly manage the financial affairs of the Village, to protect and further the Village's strong financial reputation and to effectively and efficiently provide related support services to the residents of the Village, as well as other operating departments of the Village. To anticipate, meet and exceed the service needs of our community and fellow employees.

DEPARTMENT FUNCTIONS:

The Finance Department is the fiscal collection and control agency of the Village. The Department's primary goal is proper management of the Village's finances through the establishment and maintenance of effective accounting and internal control systems. The Department provides the framework for financial planning and analysis and participates in the development of sound fiscal policies.

The primary responsibilities of the Finance Department include, but are not limited to, the following:

- collection and deposit of all Village revenues,
- projecting and monitoring revenue and expenditure levels,
- paying all obligations incurred by the Village,
- administering the Village's payroll system and processing bi-weekly and monthly payroll for Village employees and police pensioners,
- administering the Village's purchasing program,
- reviewing all Village contracts,
- maintaining the Village's general ledger,
- reconciliation of the Village's bank accounts,
- providing for titles and licensing of all Village vehicles,
- compiling the Village's annual operating and capital budgets,
- managing the Village's funds through sound cash management and investment programs,
- adjusting various auto physical damage and property damage claims,
- directing the annual financial statement audit,
- participating in the issuance of general obligation bonds, and
- preparing the Comprehensive Annual Financial Report (CAFR) and the Distinguished Budget Award Document, as well as any other regulatory financial reports that must be prepared and submitted to appropriate agencies on an annual basis.

The Water Billing/Cashiering Division of the Finance Department is responsible for reading approximately 22,000 water meters every two months, and the processing and distribution of accurate water/sewer/refuse bills to approximately 22,000 water/sewer/refuse customers. The customer base consists of residential and commercial, incorporated and unincorporated customers. This Division is also responsible for providing friendly and prompt customer service to Village residents at the cashier's window while receiving and processing a variety of payments, such as PACE bus passes, METRA commuter lot daily and permit parking fares, vehicle stickers, business licenses, liquor licenses, water bills, and police fines. Money owed to

the Village from other agencies is also processed through the cashiers' window. This Division answers phone calls and provides customer information on an as needed basis. This Division is also responsible for notifying the Department of Public Works of any irregularities concerning water meters or meter readings.

STRATEGIC PLAN GOAL: Economic Development

1. Provide analysis and support to staff and the Village Board in order to meet the **Village's economic development** goals, including attracting corporate office, restaurant and entertainment development, incentivizing professional services and **improving the Village's legacy shopping centers.**
 - OBJECTIVE – Manage the Economic Development Loan Program
 - PURPOSE – To attract targeted beneficiaries.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Develop financial incentive tools and programs, including the identification of funding sources.
 - PURPOSE – To provide tools and programs to support the goal of attracting and incentivizing business development.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Analyze the benefit of projects under consideration for a financial incentive tool or program against the cost of providing the tool or program or the loss of future revenues.
 - PURPOSE – To guide Village departments to make informed decisions when faced with development options.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Participate in the financial analyses of proposed economic development plans or strategies.
 - PURPOSE – To encourage business development that will be economically desirable.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Prepare an analysis of the Village's commercially generated revenues (i.e., sales tax, property tax, etc.) identifying the segment (type of industry), number of entities within each segment, and type of revenue received by segment. Forecast projected growth of each segment and the effect this growth will have on the Village's revenue sources.
 - PURPOSE – To help determine the segments that the Village should consider focusing on.
 - COMPLETION DATE – December 31, 2014

STRATEGIC PLAN GOAL: Downtown Development

2. Provide analysis and support to staff and the Village Board in order to develop a long term master plan for the area designated as Downtown Orland Park.
 - OBJECTIVE – Manage project and infrastructure financing options without the existence of substantial revenue sources.
 - PURPOSE – To enable fiscally responsible development
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Track and analyze the financial impact of the Ninety 7 Fifty redevelopment agreement.
 - PURPOSE – To provide information to evaluate the Ninety 7 Fifty project.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Analyze development specific financial effects on the Village’s tax base, infrastructure demands and operating budget.
 - PURPOSE – To understand and communicate each development’s impact on the Village’s finances and operations.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Analyze parking availability and the cost of additional parking requirements due to the potential expansion of Metra rail service.
 - PURPOSE – To prepare for growth in rail service in response to potential future development.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Enhance the Village’s “Downtown Orland Park” web pages.
 - PURPOSE – To provide existing and potential developers and residents with an electronic source of data related to this area of the Village.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Analyze the cost of providing and the funding sources available from various special events within Downtown Orland Park.
 - PURPOSE – To support the creation of special events in the Downtown area.
 - COMPLETION DATE – December 31, 2014 (on-going)

STRATEGIC PLAN GOAL: Quality of Life

3. Provide services and support to Board members, Village employees and Village stakeholders in order to enhance core services, public events, open lands, intra-Orland Park transportation and two-way communication between the Village and its citizens and stakeholders.
 - OBJECTIVE – Enhance the Village’s website.

- PURPOSE - To provide transparency and up to date information to Village stakeholders.
- COMPLETION DATE – December 31, 2014 (on-going)
- OBJECTIVE – Implement Innoprise HR/Payroll.
 - PURPOSE - To enhance the Village’s time reporting, pay period processing and human resources functions, including, but not limited to, applicant tracking, benefits tracking and reporting, and position control.
 - COMPLETION DATE – August 31, 2014
- OBJECTIVE – Implement Innoprise Work Management.
 - PURPOSE – To enhance the tracking, reporting and costing of internally and externally generated work orders, and of the Village’s capital assets.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Implement Citizen Access within the Community Development module of Innoprise.
 - PURPOSE - To enhance the electronic delivery and receipt of information and payments to and from the Village’s stakeholders.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Expand the Village’s purchasing card program to include an E-Payables solution for the processing of vendor payments.
 - PURPOSE - To reduce the cost of processing vendor payments and allow the Village to earn rebates that can provide funding for various Village special events or projects.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Develop an easy to read snapshot of the Village’s fiscal year-end financial health to provide to Village stakeholders.
 - PURPOSE - To enhance knowledge and understanding of the Village’s financial health.
 - COMPLETION DATE – December 31, 2014 (on-going)
- OBJECTIVE – Analyze fees and charges for services so that they are affordable to Village stakeholders while at the same time providing revenue levels that are sufficient to provide quality levels of service.
 - PURPOSE - To ensure that the Village continues to provide requested services at an affordable rate.
 - COMPLETION DATE – December 31, 2014 (on-going)
- OBJECTIVE – Develop a long-term financial plan to identify the Village’s financial capacity.
 - PURPOSE - To continue funding operations at or above current levels, as well as to fund future capital improvement projects.
 - COMPLETION DATE – December 31, 2014

- OBJECTIVE – Update the Village’s multi-year capital improvement plan, including available revenue sources.
 - PURPOSE - To allow the Village to prioritize its planned capital improvements and assist the Village in identifying its future capital funding needs and the effect these needs may have on the annual operating budget of the Village.
 - COMPLETION DATE – December 31, 2014 (on-going)

- OBJECTIVE – Complete an operational audit that will provide recommendation for reducing the costs of goods and services purchased by the Village, while maintaining quality and customer service levels.
 - PURPOSE - To ensure the Village is receiving the best possible price for goods and services purchased.
 - COMPLETION DATE – December 31, 2014

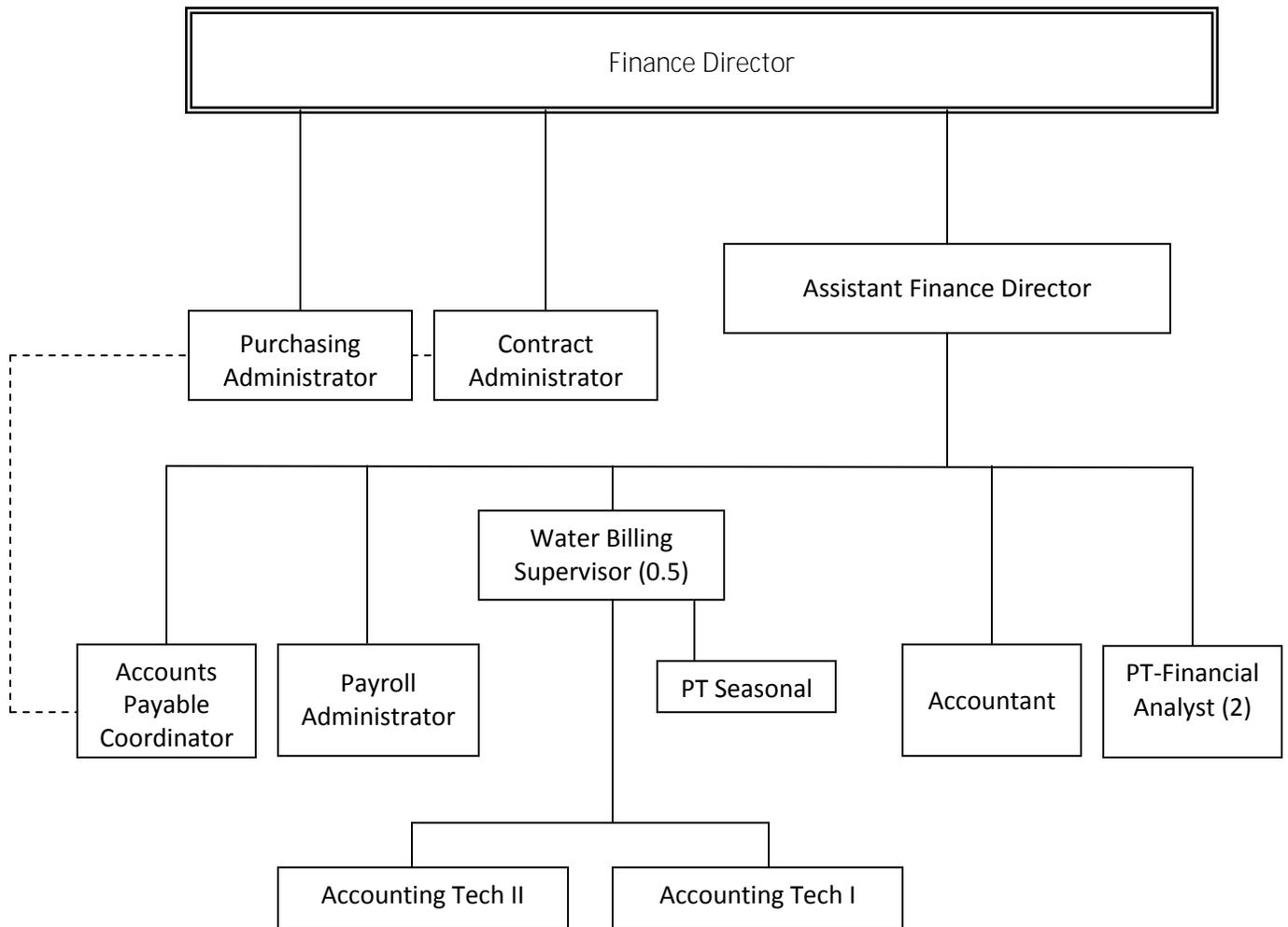
- OBJECTIVE – Assist the Police Pension Board with the issuance of a Request for Proposal for investment consulting services.
 - PURPOSE - To comply with statutory requirements and ensure that the Pension Fund’s investments are managed in the best manner available.
 - COMPLETION DATE – December 31, 2014

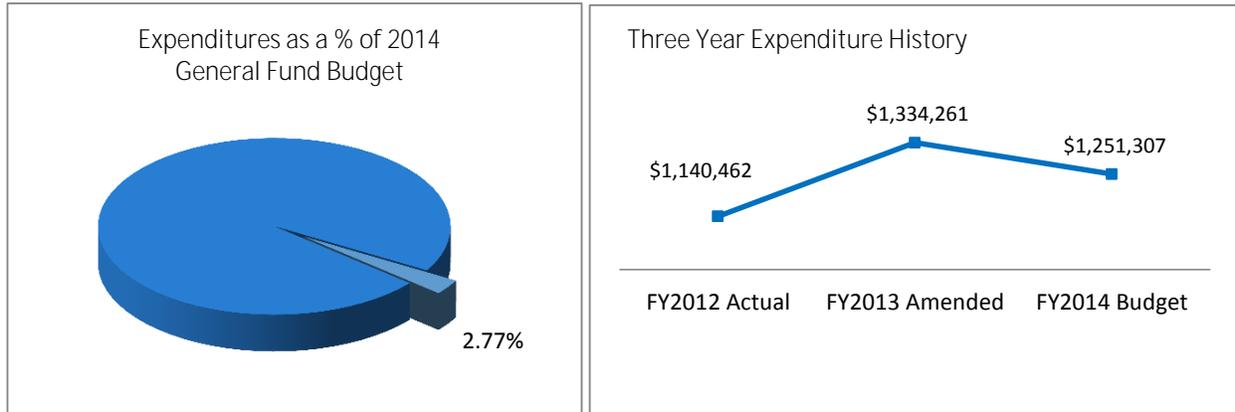
- OBJECTIVE – Issue a Request for Proposal for comprehensive banking services.
 - PURPOSE - To ensure the Village is receiving the highest level of service at the lowest available price.
 - COMPLETION DATE – December 31, 2014

- OBJECTIVE – Receive the GFOA Distinguished Budget Presentation Award which is recognized nationally as a policy document, financial plan and communication device for stakeholders.
 - PURPOSE – To provide Village stakeholders with a document that communicates the Village’s operational and financial plans and policies.
 - COMPLETION DATE – December 31, 2014 (on-going)

- OBJECTIVE – Prepare the CAFR (Comprehensive Annual Financial Report).
 - PURPOSE – To provide Village stakeholders with detailed information concerning the financial condition and performance of the Village.
 - COMPLETION DATE – December 31, 2014 (on-going)

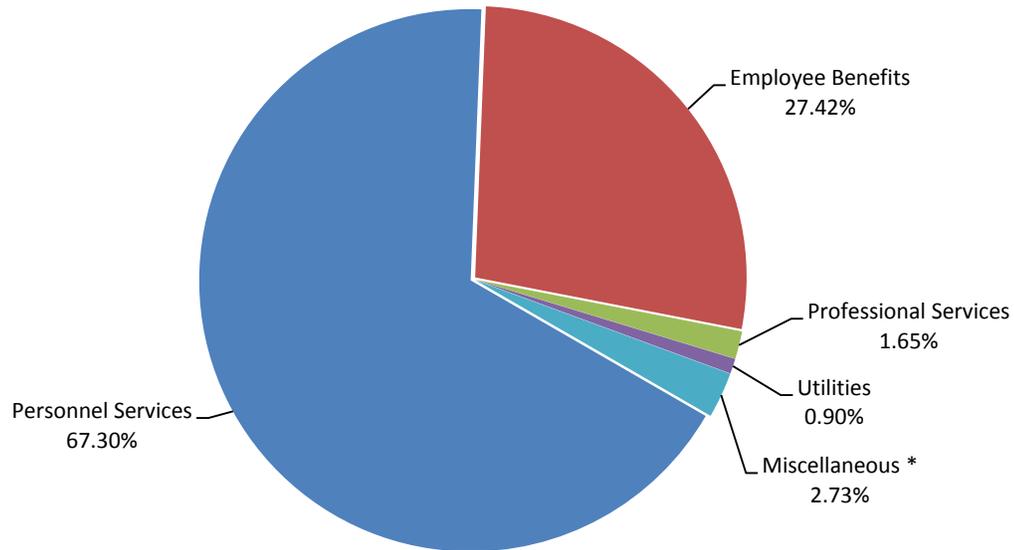
MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Number of water/sewer/refuse bills produced	138,149	139,422	140,500
Number of vehicle stickers sold	5,726	41,279	5,850
Number of payroll checks issued	1,531	909	545
Number of payroll direct deposits issued	15,319	16,248	17,225
Percent of time that bank statements are reconciled to general ledger cash balances within 30 days of receipt of the bank statements.	40%	50%	100%
Number of purchase orders created	3,628	3,755	3,900
Number of accounts payable checks issued	3,880	3,635	3,450
Number of Tax Rebate Checks issued	0	16,181	16,700
Number of accounts payable direct deposits issued	1,914	2,069	2,235





FINANCE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Director of Finance	1	1	1
Assistant Finance Director	1	1	1
Water Billing Supervisor	0.5	0.5	0.5
Contract Administrator	1	1	1
Revenue Accountant	0.5	0.5	0
Accountant	1	1	1
Accounts Payable Coordinator	1	1	1
Purchasing Administrator	1	1	1
Accounting Technician I	1	1	1
Accounting Technician II	1	1	1
Payroll Administrator	1	1	1
TOTAL FULL TIME PERSONNEL	10	10	9.5
PART TIME POSITION TITLE			
Financial Analyst	1	2	2
Seasonal Part Time	0	0	1
TOTAL PART TIME PERSONNEL	1	2	3



*Miscellaneous category includes Employee Reimbursements, Purchased Services, Rent, Insurance, Supplies and Repair and Maintenance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 693,561	\$ 758,698	\$ 859,418	\$ 842,089
Employee Benefits	282,100	307,001	363,751	343,163
Employee Reimbursements	10,155	10,634	11,614	11,044
Professional Services	20,146	19,118	28,736	20,665
Utilities	22,326	9,002	24,834	11,265
Purchased Services	5,387	2,852	2,837	2,986
Repair & Maintenance	2,988	2,455	3,639	3,981
Rent	6,012	4,892	6,012	4,800
Insurance	3,349	8,162	9,213	5,440
Supplies	25,115	17,408	23,707	5,874
Miscellaneous Expenses	92	240	500	-
Total Expenditures	\$ 1,071,231	\$ 1,140,462	\$ 1,334,261	\$ 1,251,307

DEPARTMENT MISSION:

To coordinate the strategic technology direction of the Village by developing common standards, architectures and solutions that deliver the highest quality services in the most cost-efficient manner achievable.

DIVISION FUNCTIONS:

The MIS Division manages the Village's information technology infrastructure, builds and operates the Village's communications and computing assets, including the Village's telephone system, ERP software, e-mail systems, networks and servers; and maintains the Village's websites. In addition, the MIS division maintains various security related resources throughout the Village.

The MIS Division supports over 400 computers and 600 telephones and mobile devices Village-wide, provides service and support to all Village departments, and assists users in the effective and efficient utilization of the various available systems. The MIS Division ensures that information and system resources are accessible and usable by maintaining system uptime and availability and ensuring the integrity of applications and data thru the development and maintenance of security and recovery procedures.

STRATEGIC PLAN GOAL: Quality of Life

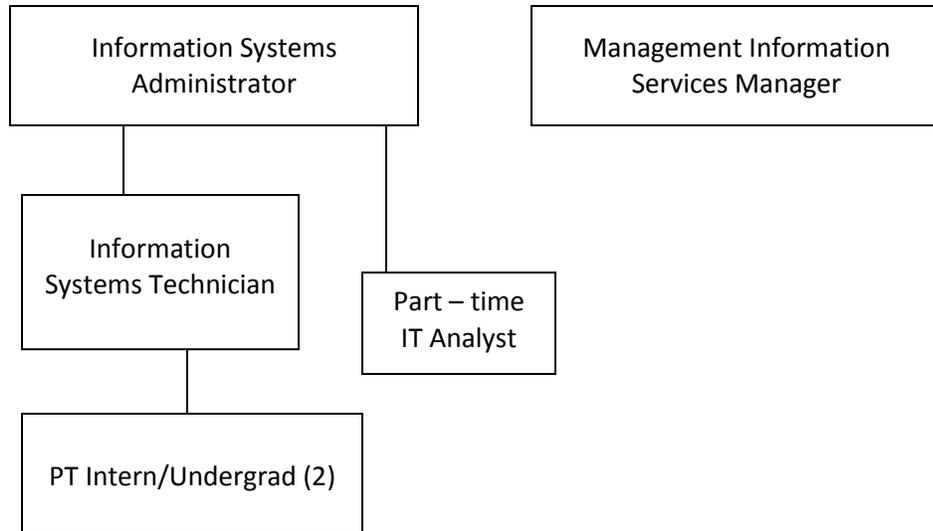
1. To provide a highly reliable and robust technology infrastructure that supports Village technology related applications used by both the community and staff.
 - OBJECTIVE – Configure and replace 34 desktop computer workstations with updated hardware and software.
 - PURPOSE – This will allow faster processing times for applications and more reliable, stable and secure personal computing for staff.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Complete update of approximately 60 desktop workstations to the Windows 7 operating system.
 - PURPOSE- To obtain the required support levels from various software vendors and make the Village's computer network more secure.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – To implement high availability and storage enhancements of key Village IT systems via Virtualization and Storage Area Networks.
 - PURPOSE- To assist in setting parameters for the implementation of a disaster recovery plan, it should be determined how long the Village can sustain services without key IT systems such as Innoprise, Class, messaging platforms, etc. Future systems can be planned and budgeted for based on data from the disaster plan.
 - COMPLETION DATE – June 30, 2014

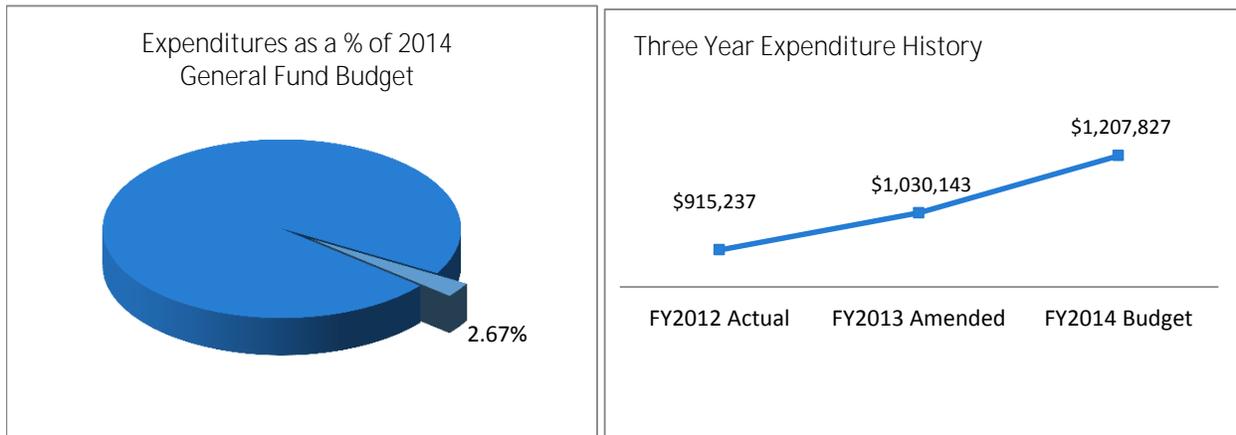
- OBJECTIVE – Implement physical security systems Village wide (Phase 1).
 - PURPOSE - To enhance existing security systems and implement new video based technologies.
 - COMPLETION DATE – August 31, 2014

- 2. To ensure information technology solutions are funded, acquired, developed and implemented in a timely and cost-effective manner.
 - OBJECTIVE – To perform an in-house audit of all Village data, phone, alarm, and HI-PO circuits, services and systems.
 - PURPOSE – To look for savings and cost reductions of various circuits. Alternate technologies will also be researched.
 - COMPLETION DATE – December 31, 2014

- 3. To ensure software systems are integrated, adaptable and user friendly, and support efficient and effective business processes and service delivery.
 - OBJECTIVE – Complete the implementation of Innoprise modules, including: Customer Information Systems, Citizen Access, Cash Receipts, and Payroll & Human Resources.
 - PURPOSE – The Innoprise suite of applications will be configured and the existing ERP system will be converted and data transferred to the new Innoprise browser based system. Citizen Access software will allow the Village to deliver Innoprise applications to the public over the Internet or via self-service kiosks extending access to various backend systems and applications.
 - COMPLETION DATE – December 31, 2014

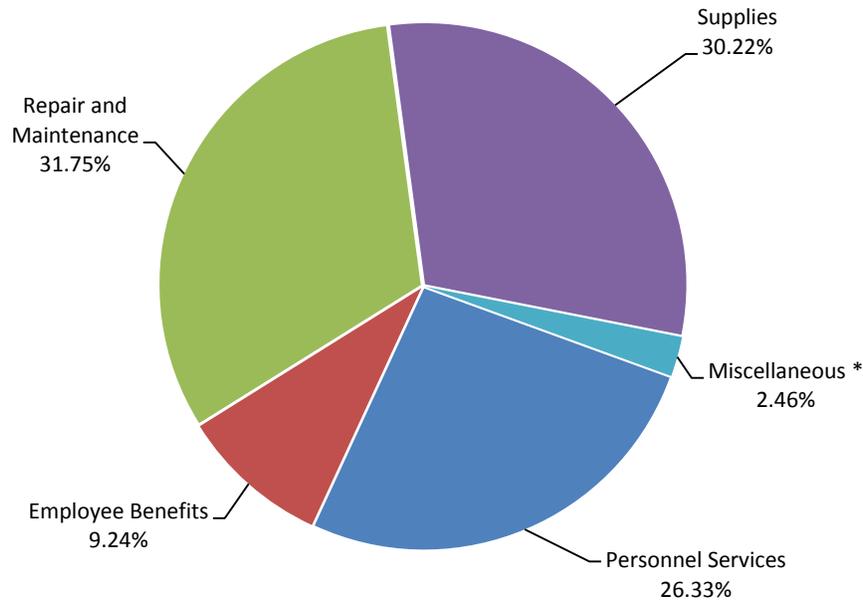
- 4. To provide residents and staff proven, leading-edge municipal information technology that enhances communication and collaboration.
 - OBJECTIVE – To install computerized video display systems in Village facilities.
 - PURPOSE – Allow residents, visitors and staff enhanced video display features with computer integration in the Village Board, various conference rooms and the Civic Center.
 - COMPLETION DATE – December 31, 2014





MIS DIVISION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
MIS Manager	1	1	1
Information System Administrator	1	1	1
Information Systems Technician	1	1	1
TOTAL FULL TIME PERSONNEL	3	3	3
PART TIME POSITION TITLE			
Intern / Undergrad	1	1	2
IT Analyst	0	0	1
TOTAL PART TIME PERSONNEL	1	1	3



*Miscellaneous category includes Employee Reimbursements, Professional Services, Utilities, Purchased Services and Insurance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 260,773	\$ 264,516	\$ 276,595	\$ 317,987
Employee Benefits	85,089	94,756	104,039	111,561
Employee Reimbursements	8,655	33,309	28,300	10,000
Professional Services	3,955	200	41,142	3,500
Utilities	2,092	3,841	2,438	1,943
Purchased Services	65,515	58,527	64,443	12,500
Repair and Maintenance	264,081	231,097	286,618	383,516
Insurance	934	3,836	4,260	1,780
Supplies	153,416	225,156	222,308	365,040
Total Expenditures	\$ 844,510	\$ 915,237	\$ 1,030,143	\$ 1,207,827

DEPARTMENT FUNCTIONS:

The Mayor and Trustees (Village Officials) are elected at large and are responsible for enacting all legislation for the health, safety and welfare of Village residents and businesses. In addition to their regular Village Board duties, the Officials utilize the Committee structure. Each Committee consists of three Board members, one acting as chairperson and the committees are focused on the following areas:

- ❖ Development Services, Planning and Engineering
- ❖ Finance and Information Technology
- ❖ Parks and Recreation
- ❖ Public Safety
- ❖ Public Works
- ❖ Economic Development Strategy & Community Engagement

The Village Board holds their full Board meetings monthly, committee meetings twice monthly and special meetings on an as needed basis. At these meetings, Village Officials set Village policies and goals and review a wide variety of requests from residents, businesses, developers and others.

During FY2014, the following strategic goals have been identified as priorities by the Village Board of Trustees:

STRATEGIC PLAN GOAL: Economic Development

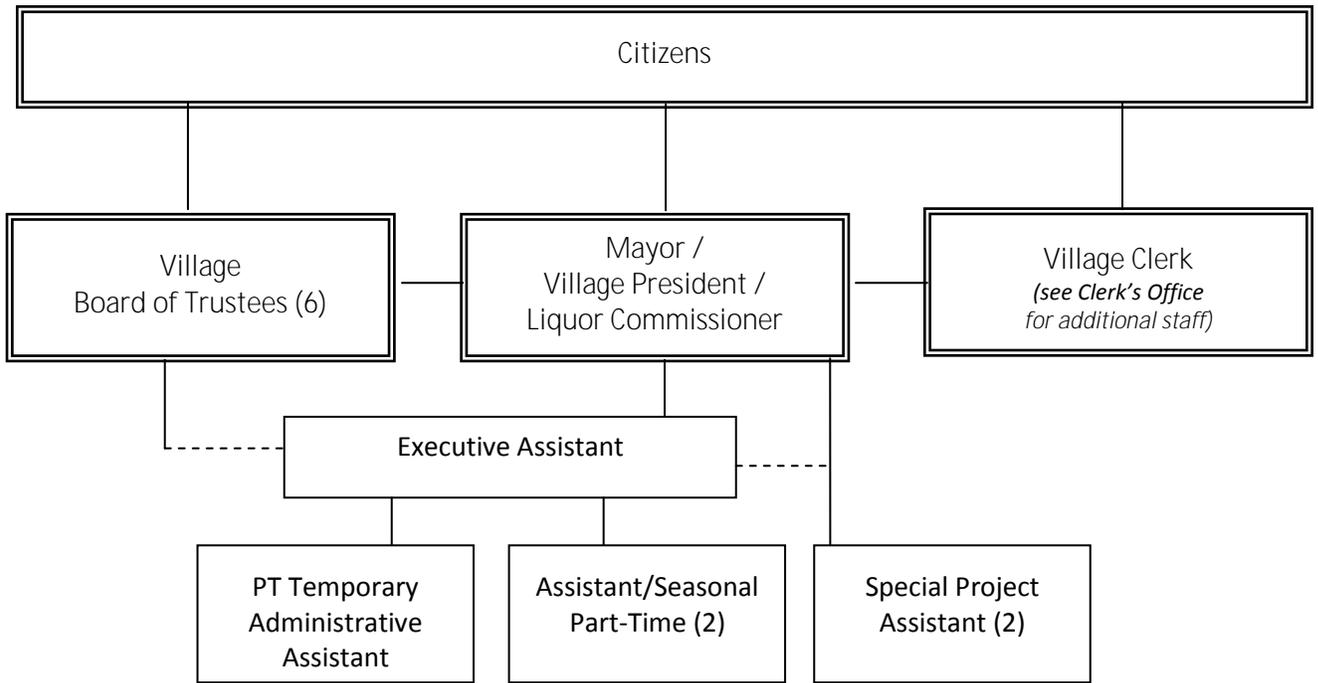
1. Support the formation of an I-80 Development Initiative.
2. Recruit targeted professional services, restaurants and entertainment businesses to the Village of Orland Park.
3. Develop a program for the revitalization of legacy retail centers in Orland Park.

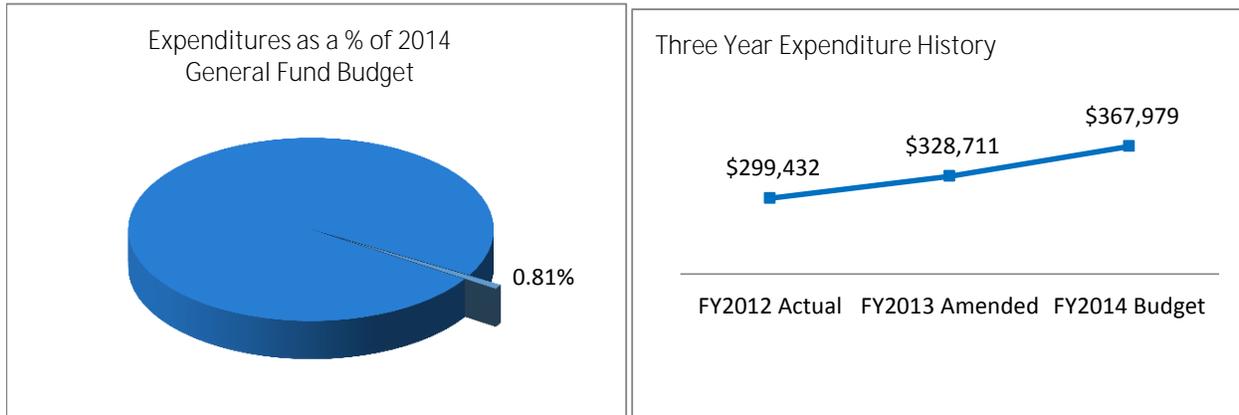
STRATEGIC PLAN GOAL: Downtown Development

1. Support a long-term plan for the development of the Village's downtown area.
2. Program Downtown Orland Park with community events.

STRATEGIC PLAN GOAL: Quality of Life

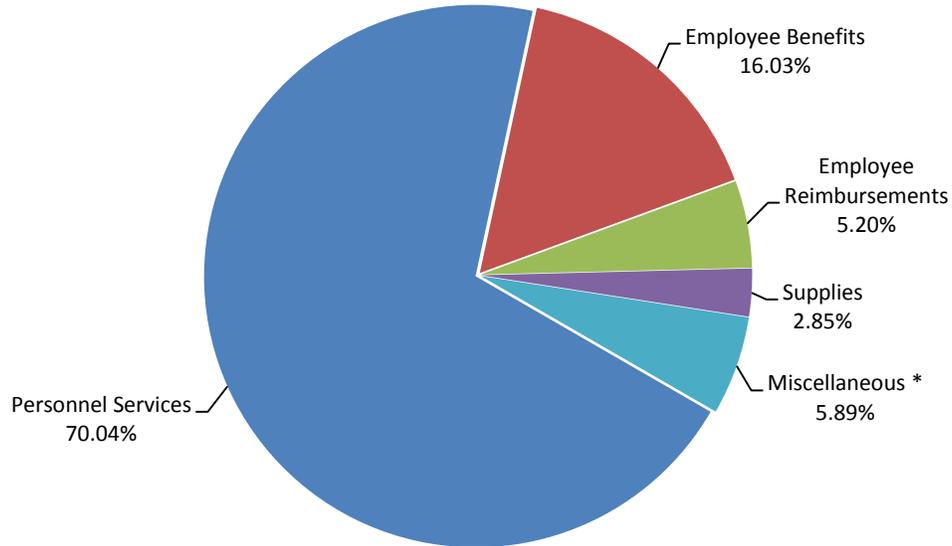
1. Provide resources and support for the continued delivery of best-in-class core services to Village of Orland Park residents and businesses.
2. Provide for the maintenance and improvement of Village parks, facilities and open spaces.
3. Maintain and enhance intra-Orland Park transportation.
4. Enhance two-way communication with the community.
5. Support programs that focus on improving public safety.





OFFICIALS BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Administrative Assistant	1	1	0
Executive Assistant to Mayor	0	0	1
TOTAL FULL TIME PERSONNEL	1	1	1
PART TIME POSITION TITLE			
Mayor	1	1	1
Village Clerk	1	1	1
Trustees	6	6	6
Temporary Administrative Assistant	2	1	1
Intern/Undergrad	1	1	0
Seasonal Part Time	0	0	2
Special Project Assistant	0	0	2
TOTAL PART TIME PERSONNEL	11	10	13



*Miscellaneous category includes Professional Services, Utilities, Insurance, Repair and Maintenance, and Miscellaneous Expenses.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 206,440	\$ 217,696	\$ 231,786	\$ 257,734
Employee Benefits	50,703	50,433	53,000	58,987
Employee Reimbursements	10,318	11,337	13,372	19,124
Professional Services	1,126	3,540	2,500	2,500
Utilities	772	1,258	1,000	1,000
Repair and Maintenance	46	53	59	160
Insurance	1,498	2,128	2,749	2,929
Supplies	6,253	4,800	8,675	10,475
Miscellaneous Expenses	7,316	8,187	15,570	15,070
Total Expenditures	\$ 284,472	\$ 299,432	\$ 328,711	\$ 367,979

- *Board of Fire and Police Commission*

The Board of Fire and Police Commission oversees the testing and interviewing of all potential officers for the Village of Orland Park Police Department. The Board is also involved with the hiring, promotion and disciplining of all police officers, with the exception of the Police Chief, who is appointed by the Village Manager. The members of the Board meet at the Police Facility and are appointed for terms of three years.
- *Community Development Awards Committee*

The Community Development Awards Committee was established to grant official public recognition to examples of excellence in various categories of design, including architecture, landscaping, site design and signage. The Committee consists of seven members with a membership term of one year.
- *Historic Preservation Review Commission*

The Historic Preservation Review Commission holds public hearings and makes recommendations to the Village Board on all matters relating to construction and/or alteration of historic landmarks or property within the historic districts of the Village of Orland Park. The Commission also holds hearing and makes recommendations regarding applications for designation as a historic landmark and maintains a registry of these designated districts and landmarks. The members of the Commission are residents of the Village who have demonstrated an interest in historic preservation. The Commission consists of seven members appointed by the Mayor who serve for one year terms.
- *Plan Commission*

The Plan Commission is responsible for submitting to the Village Board recommendations relative to development review and land use planning. The Commission also hears reviews and makes recommendations to the Village Board regarding approval or disapproval of applications for major special use permits. All members of the Plan Commission are residents of the Village. Regular meetings of the Plan Commission are held twice a month. The Commission consists of seven members appointed by the Mayor who serve for one year terms.
- *Public Arts Commission*

The Public Arts Commission pursues the addition of cultural events and the arts to the Village of Orland Park. The Commission makes recommendations to the Village Board to promote the performing arts within the Village, including music, dance and theater. The members of the Public Arts Commission are residents of the Village that possess knowledge and experience related to the arts. The Commission consists of nine members appointed by the Mayor who serve for one year terms.
- *Recreation Advisory Board*

The Recreation Advisory Board is responsible for advising and making recommendations as to equipment, facilities, personnel, programs and activities in the operation and maintenance of the Village's recreation system. The Board is also responsible for recommending to the Village Board as to the location of new parks, playgrounds, swimming

pools, and other recreation facilities. The Board consists of nine members who serve for one year terms.

- *Veterans Commission*

The Veterans Commission is responsible for promoting awareness of veterans' issues through activities, school presentations and co-sponsorship of events with other local civic organizations, as well as providing outlets of recognition for future generations of veterans. The Commission consists of nine members that serve for one year and are selected based on experience and/or knowledge of veteran affairs and concerns. Members are also required to have served in one of the American military branches and been honorably discharged.

- *Zoning Board of Appeals*

The Zoning Board of Appeals is responsible for holding hearings and making decisions in regards to applications for variances and appeals. The Board consists of four Hearing Officers who serve for one year terms.

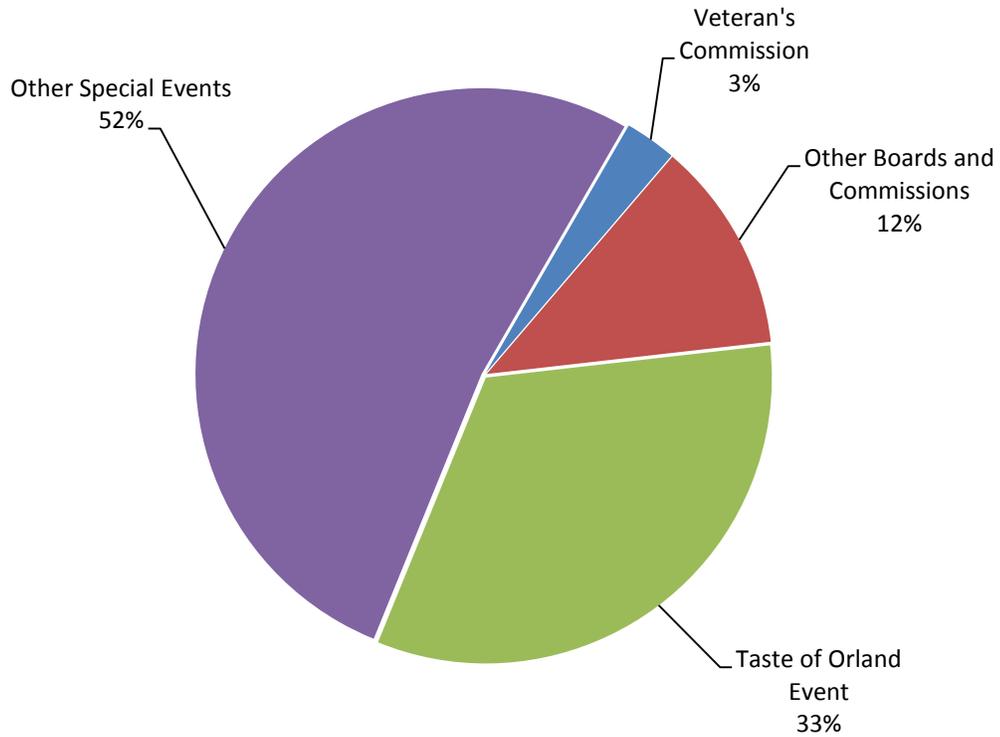
- *Taste of Orland*

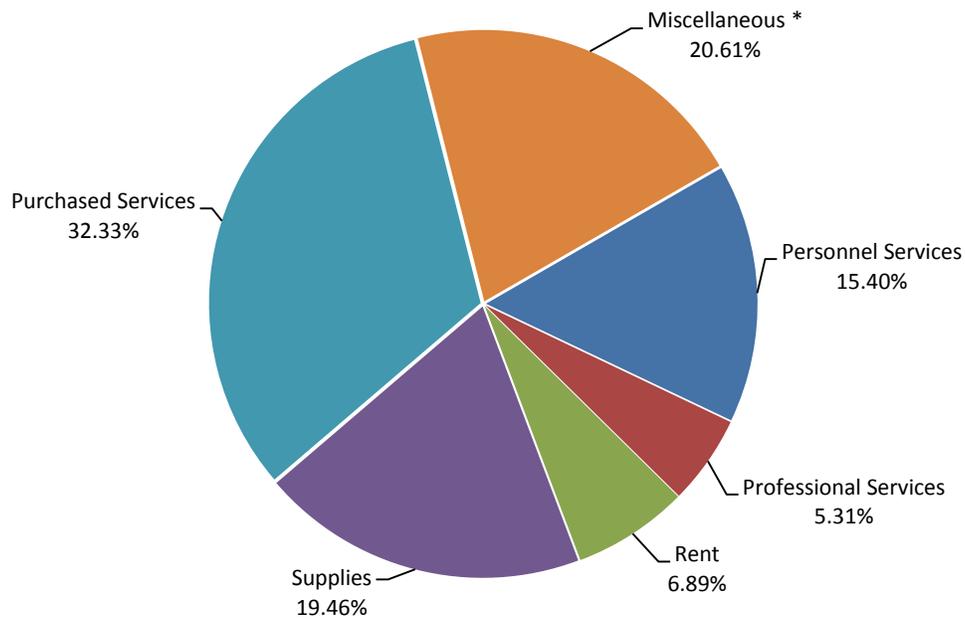
The Taste of Orland is an annual three day event held on the Village center grounds during the late summer. The community event brings together area restaurants, entertainment, and the residents of Orland Park and surrounding communities. The event is organized with the assistance of Village Trustees and various Village departments.

- *Special Events/Marketing*

This division accounts for community wide special events such as the July 4th festivities, Farmer's Market and Art in the Park. This division also accounts for the advertisement and marketing of community wide events and holiday decorating.

The Boards, Commissions and Special Events Departments as a total of the General Fund are 1.1 % of the overall General Funds Budget.





*Miscellaneous category includes Employee Benefits, Employee Reimbursements, Utilities, Insurance and Miscellaneous Expenses.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 53,235	\$ 51,733	\$ 66,076	\$ 76,819
Employee Benefits	6,577	6,388	8,134	10,028
Employee Reimbursements	17,224	6,579	4,550	7,925
Professional Services	15,523	30,340	13,406	26,476
Utilities	15,654	16,838	18,155	18,190
Purchased Services	87,156	91,962	172,172	161,224
Rent	29,695	35,019	35,227	34,352
Insurance	4,899	4,899	7,530	5,085
Supplies	88,662	95,155	74,302	97,039
Miscellaneous Expenses	38,379	49,104	57,921	61,537
Total Expenditures	\$ 357,004	\$ 388,016	\$ 457,473	\$ 498,675

DEPARTMENT MISSION:

Improve Orland Park's quality of life by enhancing the community through long-term planning, development design review, building regulations and property maintenance.

Foster and support economic growth by encouraging neighborhood investment, business expansion, business retention and community revitalization.

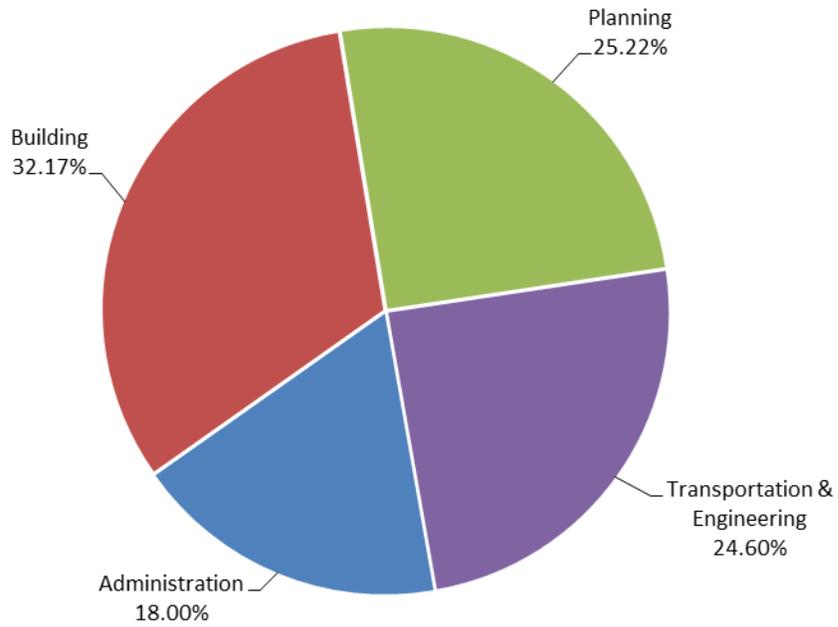
DEPARTMENT FUNCTIONS:

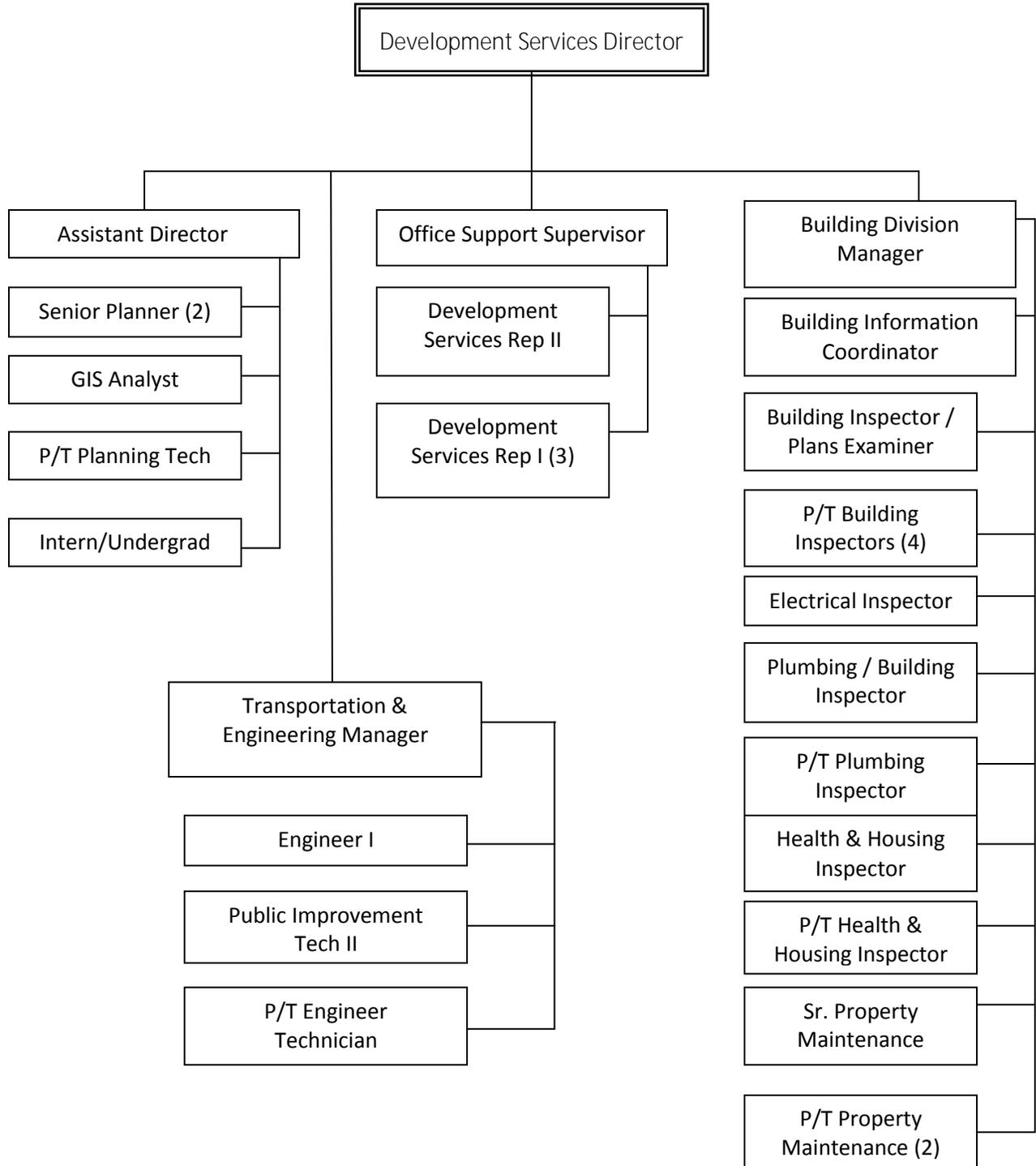
The Development Services Department oversees the planning, building, private engineering and economic development functions of the Village.

The Department is charged with providing design review, code enforcement, long-term strategic planning and coordinated and balanced customer service to both residents and the business community. The mission of the Department is to provide professional advice, technical expertise and quality customer service to achieve the goals set by the Village Board of Trustees. This Department also fosters and supports economic growth and an improved quality of life by encouraging business expansion, retaining existing business and industry, and supporting community revitalization and growth.

In order to efficiently and effectively manage and operate, the Department is organized into four divisions: Administration, Building, Planning and Engineering. Functions and goals for each division are listed separately.

The Development Services Department represents 7.52% of the overall General Fund budget. The Department is broken down into four divisions: Administration, Building, Planning and Transportation & Engineering.





DIVISION FUNCTIONS:

The Administration Division of the Development Services Department is charged with overseeing the activities of the department and providing support to developers, architects, contractors, business owners, residents, Village staff, and Development Services Department staff.

The Administration Division is the front line for all incoming calls, visitors, petitions, permits, and licenses. Business licenses, contractor licenses, electrical registrations, crime free rental housing registrations, elevator and escalator certificates, and minor permits are issued by the Administration Division front office staff. The Administrative Division is in charge of creating and maintaining all computer programs, databases, records, and files for the department.

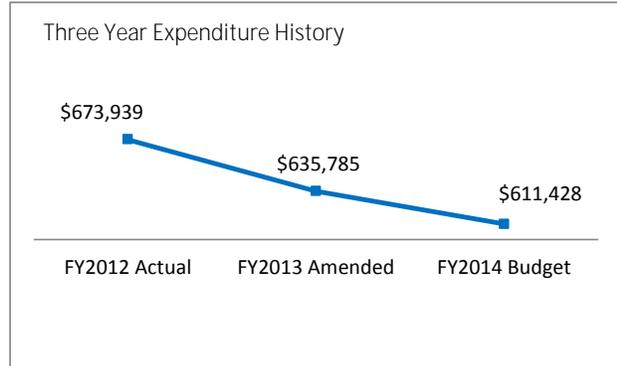
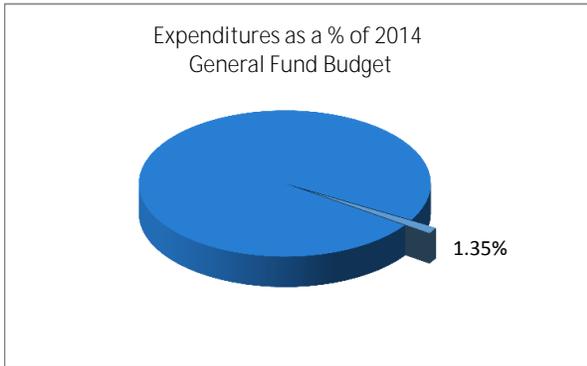
STRATEGIC PLAN GOAL: Quality of Life

1. Provide a comprehensive, technically supported software program to track all departmental tasks.
 - OBJECTIVE – Complete revisions and thorough analysis of newly implemented Innoprise software to ensure that Development Services modules are being used to their fullest potential.
 - PURPOSE – Allow departments to have information available electronically to better perform tasks, improve communication between departments, and provide the most updated information and access to development projects. Provide for efficient and effective performance of job responsibilities across departments.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Complete set up of Health Inspection Process in Innoprise.
 - PURPOSE – Provide accurate tracking and scheduling of routine required health inspections.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Complete set up of the Projects Module of the Innoprise System for tracking all new projects from conception to issuance of the Final Certificate of Occupancy.
 - PURPOSE – Provide easy access to all data regarding new projects and accurate tracking of all required processing steps.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Complete annual collection of ICMA performance measures for the Development Services Department.
 - PURPOSE – Provide for efficient and effective performance of job responsibilities across departments.
 - COMPLETION DATE – December 31, 2014

2. Provide a comprehensive departmental operating procedure manual to enhance/improve consistency and customer service.
 - OBJECTIVE – Compile a first draft of a complete source of information outlining procedures for all duties of the department. This is an ongoing project and should be completed after modifying Innoprise during the first half of 2014. Completion is dependent on the success of instituting the Innoprise computer software system Village-wide.
 - PURPOSE- To serve as a source of information and direction to enable staff to complete all tasks and services efficiently, uniformly and correctly.
 - COMPLETION DATE – December 31, 2014
3. Continue to improve and develop department website.
 - OBJECTIVE – Develop new ways to reach out to the community. Create new uses of Village website, such as interactive forms and permit submittals. Start by accepting sign permit applications online by the third quarter 2013.
 - PURPOSE – To provide better service to our residents, developers, and contractors.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Initiate new application of interactive forms and permit submittals. Introduce simple over-the-counter permits such as windows, siding, reroofs, etc. for the general public. Develop new ways to reach out to the community.
 - PURPOSE – To provide better service to our residents, developers, and contractors.
 - COMPLETION DATE – December 31, 2014

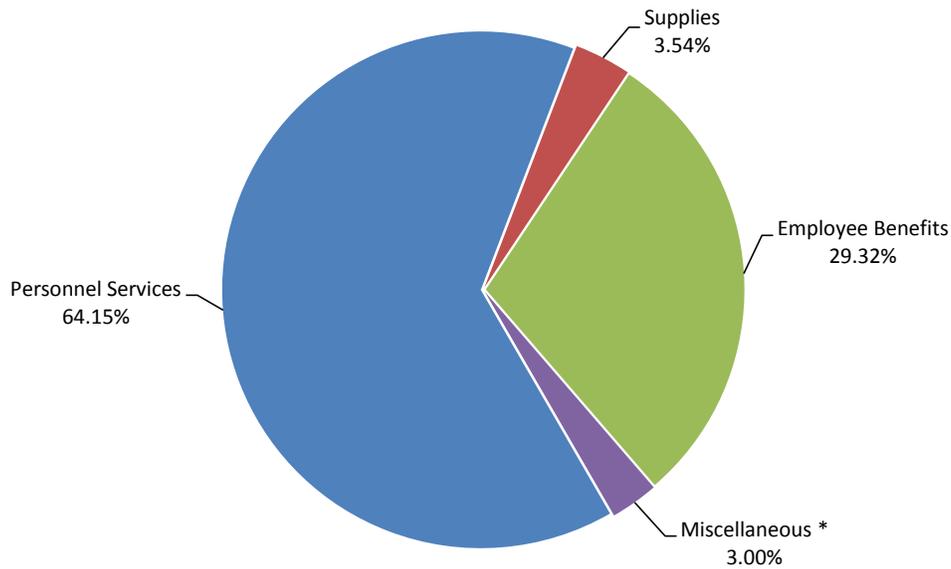
STRATEGIC PLAN GOAL – Economic Development

4. **Better refine & update demographic and shopping statistics of the Village's estimated trade area.**
 - OBJECTIVE – Obtain a subscription to a demographic data mining company.
 - PURPOSE- To convince top tier targeted restaurants and entertainment businesses to locate in Orland Park.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Update the business inventory of existing business parks in Orland Park.
 - PURPOSE- To help determine existing industries and employment options in Orland Park.
 - COMPLETION DATE – December 31, 2014



DEVELOPMENT SERVICES (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Development Services Director	1	1	1
Office Support Supervisor	1	1	1
Development Services Representative	2	3	3
Development Services Representative II	1	1	1
TOTAL FULL TIME PERSONNEL	5	6	6
PART TIME POSITION TITLE			
Intern / Masters (Seasonal)	1	1	0
TOTAL PART TIME PERSONNEL	1	1	0



*Miscellaneous category includes Employee Reimbursements, Repair & Maintenance, Utilities and Insurance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 355,687	\$ 403,163	\$ 417,203	\$ 392,201
Employee Benefits	150,805	164,523	179,442	179,242
Employee Reimbursements	9,409	9,488	10,271	10,070
Professional Services	78,000	71,500	-	-
Utilities	1,242	392	1,157	2,660
Purchased Services	328	-	-	-
Repair & Maintenance	2,608	1,847	3,593	3,081
Insurance	2,422	3,664	4,065	2,524
Supplies	22,447	19,350	20,054	21,650
Miscellaneous Expenses	68	12	-	-
Total Expenditures	\$ 623,016	\$ 673,939	\$ 635,785	\$ 611,428

DIVISION FUNCTIONS:

The Building Division of the Development Services Department is charged with the responsibility of inspecting all new residential, commercial, industrial and not-for-profit construction within the Village to insure compliance with municipal building codes. The Building Division conducts a large number of operations including:

- Reviews plans for compliance with Village Code and confers with architects and engineers as to any revisions necessary to ensure compliance.
- Inspects existing structures for compliance with the Village's Property Maintenance and Environmental Health Standards. This includes food service establishment inspections, business license regulations, weed and debris control, rodent control, and resident complaints.
- Issues licenses for all business; vending machines; amusement devices; billiard parlor operator licenses; and tobacco licenses.
- Issues permits for new construction, for buildings, additions, alterations, and renovations of both commercial and residential structures.
- Issues permits for elevators and signs before construction and placement.
- Issues Certificates of Occupancy for all new commercial businesses and change of ownership of existing businesses, as well as all new residential Certificates of Occupancy.
- Reviews industry building standards and where practical, recommends changes to Village code.
- Reviews the Land Development code for conformance of residential site plans in developments of six units or less. Regulations involve yard setbacks, building heights, lot coverage and review of all accessory structures and improvements.
- Implements Land Development Code changes for residential use where the existing code is outdated or new standards are recommended.
- Conducts hearings for variances and appeals to Building and Zoning Codes.
- Conducts monthly supervisory electrician's tests and issues supervisory certificates.
- Ensures contractor licensing and bonding of trades for conformance with Village Codes. This insures construction work completed will have a minimum quality standard to follow prior to permit issuance.
- Performs preliminary plan reviews to notify and prevent costly construction errors in material quality, sizes and methods.
- Responds to emergency calls from the Police Department and Fire Districts for building damages resulting from fires, vehicle accidents, weather and storm damage, fire sprinkler activations, including storm damage for occupancy approval.
- Inspects and licenses new and existing rental housing units and buildings to conform to our new "Rental Housing Code" in Title 5 Chapter 8 of the Village Code.

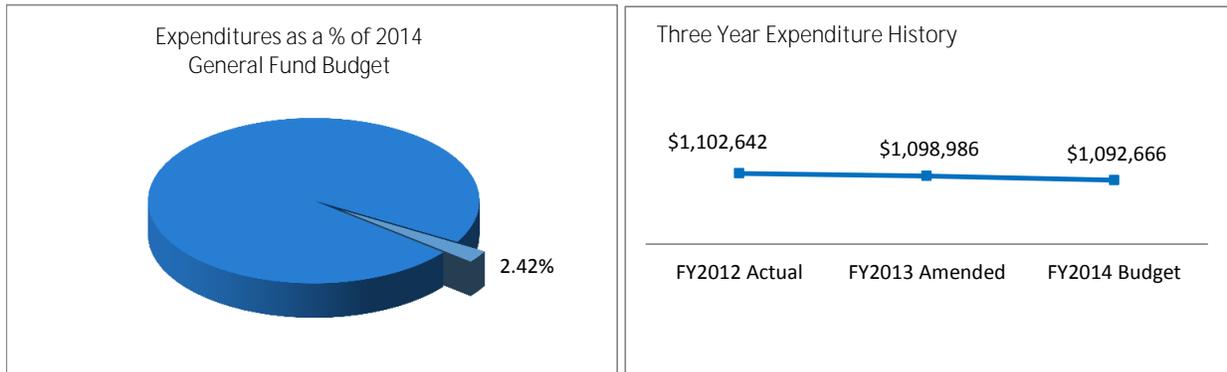
STRATEGIC PLAN GOAL: Quality of Life

1. Enhance methods **for public access to pending building permit's status.**
 - OBJECTIVE – Provide a way to access residential permit application records through computer access, by showing items completed and items pending a permit's issuance.
 - PURPOSE – Support requests for answering pending permit application questions through computer access by using an application number or other means of private/public access.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Enhance computer tracking of residential plan reviews for new buildings, additions, remodeling and renovations. Data tracking includes the permit application's information and the plans.
 - PURPOSE – To improve office and public communication for tracking each residential permit application without accessing Village staff for support.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Enhance computer tracking of commercial plan reviews for new buildings, additions, remodeling and renovations. Data tracking includes the permit application's information and the plans, with website access to the public.
 - PURPOSE – To provide public access to commercial permit tracking status without needing to call the department for information.
 - COMPLETION DATE – December 31, 2014
2. Train staff to review permits and log results using Innoprise. Provide additional training for energy conservation.
 - OBJECTIVE – Improve staff's ability to input and retrieve data needed in all daily operations and activities.
 - PURPOSE - Ability to perform computer activities without needing to depend on others.
 - COMPLETION DATE – December 1, 2014
 - OBJECTIVE - Instruct inspectors using the prescriptive and performance related provisions requirements of the 2012/Energy Code.
 - PURPOSE – To ensure inspectors are well informed of new code requirements.
 - COMPLETION DATE – October 1, 2014
 - OBJECTIVE - Establish a process for the completion of active/inactive permit files for transfer into Village archives.

- PURPOSE - To complete inactive final inspections when permit address are near scheduled daily inspection requests. Archiving old permits for cost effective use of time.
 - COMPLETION DATE – December 31, 2014
- 3. Revise Orland Fire District intergovernmental agreement.
 - OBJECTIVE - Monitor Fire District inspection records to ascertain the actual amount of business license/property maintenance inspections performed in the 2013 calendar year.
 - PURPOSE – Provide better tracking for services rendered in 2014.
 - COMPLETION DATE – July 1, 2014
- 4. Add two qualified professionals to our Property Maintenance enforcement operations.
 - OBJECTIVE - Hire experienced construction applicants to fill positions for the enforcement of our Village’s ordinances. Applicants must have trade specialty and public communication experience.
 - PURPOSE - Effectively conform to the Village’s Code enforcement and serve as a back-up for construction inspectors when needed.
 - COMPLETION DATE – April 1, 2014
- 5. Revise existing adopted ordinances from our current Village Code regulations.
 - OBJECTIVE – Update plumbing code with amendments to clarify contents.
 - PURPOSE - Improved plumbing regulations for public welfare and benefits to existing and future land owners within the Village. Residential buildings more than 3-stories in height will provide environmental protection to the residents of Orland Park.
 - COMPLETION DATE – April 1, 2014
 - OBJECTIVE – Update Rental Housing Code (Title 5, Chapter 8).
 - PURPOSE - Support and insure the well-being of families who rent residential units within the Village.
 - COMPLETION DATE – September 1, 2014
- 6. Improve staff cross training for code specialties and for performing additional duties.
 - OBJECTIVE – Continue staff training for multiple code certifications in construction trades.
 - PURPOSE – Increase the number of trained inspectors who are capable of backing up other code specialists i.e. employees with multiple code certifications.
 - COMPLETION DATE – December 31, 2014

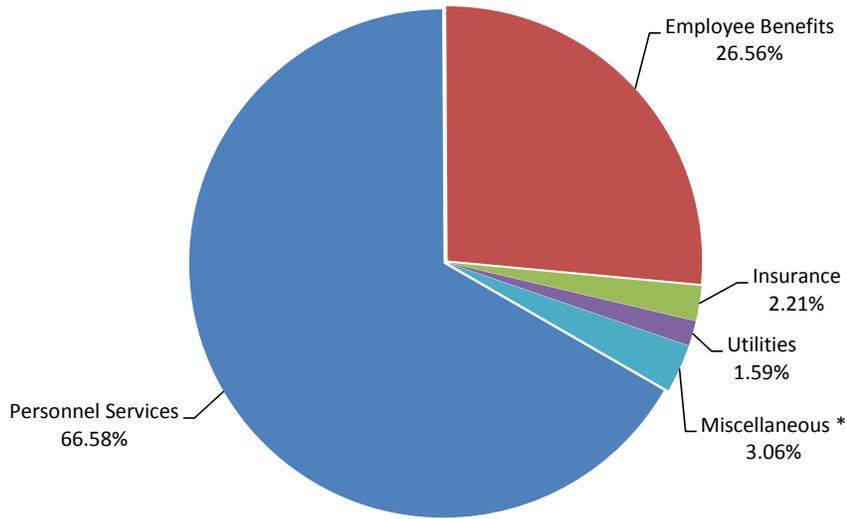
7. Instruct inspectors about the legal aspects of code administration.
 - **OBJECTIVE – Educate inspectors about legal requirements for interacting with land owners before enforcement proceedings can begin.**
 - PURPOSE - Protect the Village of Orland Park from future liabilities.
 - COMPLETION DATE – December 31, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Percent of building permits processed within a 14 day period	80%	80%	80%
Percent of follow-ups completed within 60 days	95%	95%	100%
Number of single-family permits issued detached	25	39	36
Number of multi-family permits issued (Townhomes and Condominiums)	51	26	30
Number of single family additions/garages/carports permits	13	21	17
In-ground swimming pool permits issued	18	16	17
Misc. residential minor permits (decks, sheds, exterior work, etc.)	1,597	1,457	1,500
Number of new commercial building permits	9	6	n/a
Commercial permits other than new	215	223	219
Code enforcement issues handled	654	1,134	1,200
Demolition permits	8	24	15
Business License Inspections	715	2,176	2,200
Health Inspections	925	862	900
Permit Related Inspections	8,036	9,359	9,500
Hearing Officer Cases	234	245	239
Rental Registrations	679	735	735
Rental Housing Inspections	591	256	300
Fire Protection Reviews	126	135	130



DEVELOPMENT SERVICES (BUILDING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Building Division Manager	1	1	1
Senior Property Maintenance Inspector	1	1	1
Building Inspector & Plan Reviewer	1	1	1
Electrical Inspector	1	1	1
Building Information Coordinator	1	1	1
Plumbing / Building Inspector	1	1	1
Health / Housing Inspector	1	1	1
TOTAL FULL TIME PERSONNEL	7	7	7
PART TIME POSITION TITLE			
Plumbing Inspector	1	1	1
Property Maintenance Inspector	0	1	2
Building Inspector	3	4	4
Health / Housing Inspector	1	1	1
TOTAL PART TIME PERSONNEL	5	7	8



*Miscellaneous category includes Employee Reimbursements, Professional Services, Purchased Services and Supplies.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 596,025	\$ 638,198	\$ 688,426	\$ 727,455
Employee Benefits	226,867	235,189	262,304	290,229
Employee Reimbursements	7,174	6,607	9,890	6,955
Professional Services	15,480	17,537	15,500	15,500
Utilities	11,272	13,069	11,196	17,389
Purchased Services	6,287	3,841	5,650	8,000
Insurance	56,423	186,578	103,020	24,138
Supplies	1,331	1,624	3,000	3,000
Total Expenditures	\$ 920,859	\$ 1,102,642	\$ 1,098,986	\$ 1,092,666

DIVISION FUNCTIONS:

The Planning Division of the Development Services Department is charged by the Village Board with providing professional guidance in achieving the Village's long-term vision of guiding growth in its neighborhoods, while protecting and enhancing Orland Park's natural and physical environment. This is achieved by value-added design review, initiation of key capital improvement projects and targeted grant funding for projects, comprehensive plan and code updating and implementation, and focused economic development efforts.

COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE UPDATES

The Planning Division is responsible for the continual maintenance and update of the Village's Comprehensive Plan and Land Development Code. The Land Development Code is updated throughout the year in response to new information, changes in procedure and empirical findings. Last year, the Board adopted a new Comprehensive Plan, completed in-house by current staff. This effort saved the Village over \$200,000. Implementing Comprehensive Plan objectives will be a continued focus in 2014.

DEVELOPMENT REVIEW ACTIVITIES

Planning Division staff plays an active role in reviewing and processing all new developments proposed in the Village. Review of all projects includes not only checking for code compliance, but also understanding site design and architecture so that the project will fit within the Village's standards for high quality development. Staff strives to provide professional review and consultation in order to achieve the highest and best development for all land in the Village. In addition, staff provides courteous and knowledgeable service to residents who call or stop in with inquiries about specific projects, code requirements and property disputes.

ECONOMIC DEVELOPMENT ACTIVITIES

The Development Services Department is responsible for continued promotion of the Village as an attractive location for business and retail as well as maintaining positive relationships with existing businesses. Economic Development activities include updates to demographic information, support to the Economic Development and Advisory Board, the administration of the Village's incentive programs such as the Revolving Loan Fund and Mayor's Business Retention and Expansion program. Staff also conducts business retention visits to develop an understanding of the local economic client and participates in professional and intergovernmental organizations that promote economic development.

HISTORIC PRESERVATION ACTIVITIES

The intent of historic preservation in the Village of Orland Park is to identify locally significant buildings and sites in the community that contribute to the cultural heritage and history of the Village and to protect and assist them through ordinance, code, and financial aid programs, such as the Commercial Façade Improvement Program. The 2008 Residential Area Intensive Survey, a

historic building survey that was funded through a grant from the IHPA, provides support for preservation activities and is the basis for preservation code and policy. The RAI Survey assists in the re-evaluation of the Historic District comprehensively nearly 20 years after it was first established. Staff provides support to the Historic Preservation Review Commission and also administers Certificates of Appropriateness for all work completed in the Historic District.

ORLAND PARK ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (GIS)

The Village's enterprise Geographic Information System (GIS) has been established and functional since 2008. The system is continuously maintained and updated. Over the past two years, a number of web based applications have been developed to increase public access of data. In 2014, the GIS database will continue to be integrated with the Innoprise software system. The GIS system is an invaluable research tool for the public as well as all Village Departments. Development Services staff routinely provide maps and analyses based on interdepartmental requests.

Acquisition of new GIS data from Cook and Will Counties is in progress. After data is obtained, quality control of all web applications will be updated. The Village will also continue to maintain the ZoomProspector website to highlight available commercial space and property.

OPEN LANDS CORPORATION

This corporation strategizes and coordinates fundraising, publicity and natural land acquisition planning. Staff provides support for bi-monthly meetings, work meetings, grant administration, research and coordination activities. Staff provides support for the Open Lands Corporation by coordinating meetings, assisting with grant preparation and monitoring the budget. In 2014, staff will be administering the consultant contract to complete the master plan for a new nature center on the former Pebble Creek nursery site.

STELLWAGEN FAMILY FARM FOUNDATION

This foundation strategizes and coordinates fundraising, plans site improvements and activities, and oversees historic interpretation. Staff provides support for bi-monthly meetings, work meetings, research, grant administration, and coordination activities.

In 2014, in order to meet a Foundation objective of maintaining a sizable area of the Stellwagen Farm as a living farm, staff will continue to work with IDNR and other property owners toward acquiring an equivalent area and value of land at the Doctor Marsh property for an acre-for-acre land trade. The newly acquired Doctor Marsh lands will be kept in perpetuity as open space per IDNR's requirements for the living farm and potentially given to the Cook County Forest Preserve District. A consultant will also be hired to complete a master plan for the farm.

SUSTAINABILITY ACTIVITIES

In 2014, the Smart Living Orland Park Green Initiative intends to review and update current water codes related to the Village's water works utilities to prepare the Land Development Code for the new Model Water Conservation Ordinance (by CMAP) as well as new storm water management practices. The new ordinance will be added to the Land Development Code with the goal of consolidating and integrating all codes dealing with water resources into a single water resource code for the Village. This will include updating and integrating storm water management, sanitary sewerage and water works codes with contemporary regulations that will emphasize sustainability in the areas of water conservation, use efficiency and quality improvement.

GRANTS AND FUNDING SOURCES

Staff applied for the grants listed below and will be involved in their administration and implementation, including overseeing consultants and design work and strategizing for each project.

COMED Grant – Grant amount \$10,000

2014: Grant funding will be used to support the master planning efforts for a new nature center at the former Pebble Creek Nursery site.

CMAP Technical Assistance Grant

2011: Applied through CMAP's "Local Technical Assistance Program" for assistance with the Village's Comprehensive Plan update and the development of a Water Resources Code.

2012: Work will continue on the Model Conservation Code, expected to be presented to the Board in the middle of 2012.

2013: Board of Trustees and neighboring communities adopted a resolution of support for the recommended policies in the water conservation report prepared by CMAP.

2014: Work will continue on the Model Conservation Code, anticipated to include regional participation of neighboring communities.

STRATEGIC PLAN GOAL: Economic Development

1. Guide and manage development and redevelopment in the Village.
 - OBJECTIVE – Conduct detailed reviews of pre-concept development and redevelopment plans.
 - PURPOSE - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Process petitioned development in a timely and comprehensive manner, leading the project through internal reviews, necessary

commissions/committees, Board approvals and follow up ordinances, plats and agreements. Using Innoprise, track the time it takes for approval. Analyze results to determine reasons for delay and possible solutions to improve process.

- PURPOSE - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
- COMPLETION DATE – December 31, 2014 (on-going)

- OBJECTIVE – Evaluate the status of the tree mitigation account, and complete a list and timeline of target projects including the Teppco plantings.

- PURPOSE - Effectively use the tree mitigation account to plant additional trees in public spaces throughout the Village, maintaining Orland Park's status as a Tree City USA.
- COMPLETION DATE – December 31, 2014

2. Formulate an I-80 Development Initiative.

- OBJECTIVE – Complete a draft of the I-80 Corridor District Zoning Code section or update the content of other sections in a way that would negate the need for the I-80 Zoning District.

- PURPOSE – Provide guidance and regulation for the unique area along Orland Parkway near I-80 and other employment centers throughout Orland Park.
- COMPLETION DATE – December 31, 2014

- OBJECTIVE – Complete a targeted industry study to determine which industries are most likely to locate in the Village, and which areas each industry would find most attractive.

- PURPOSE – Encourage and attract new businesses and expand employment opportunities for Orland Park.
- COMPLETION DATE –December 31, 2014

- OBJECTIVE – Attend three industry specific trade shows to promote Orland Park.

- PURPOSE – Market Orland Park as a premier location for industry and employment.
- COMPLETION DATE – December 31, 2014

3. Develop a program for the recruitment of targeted professional services, restaurants and entertainment businesses in Orland Park.

- OBJECTIVE – Attend at least three trade shows to promote Orland Park.

- ICSC - National Convention
- ICSC - Chicago Convention
- Chamber Events & Shows
- Southwest Conference of Mayors Municipal Expo

- WEN (Will County Economic Tradeshow)
 - Others, as identified
 - PURPOSE – To market Orland Park as a premier location for industry, employment, restaurant and entertainment businesses.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Research and complete a white paper to submit to the Village Board regarding what options/programs could be offered to encourage/incentivize targeted professional services, restaurants and entertainment businesses to locate in Orland Park.
 - PURPOSE – To market Orland Park as a premier location for industry, employment, restaurant and entertainment businesses.
 - COMPLETION DATE – December 31, 2014
4. Develop a program for the revitalization of legacy retail centers and support the redevelopment of transitioning properties in Orland Park.
- OBJECTIVE – Define “legacy shopping centers” and complete an inventory of legacy shopping centers in Orland Park.
 - PURPOSE – To assist private owners of retail centers in Orland Park with redevelopment and reinvestment.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Identify two legacy shopping centers for renovation through the Appearance Improvement Grant program and meet with property owners to present ideas and reinvestment opportunities.
 - PURPOSE – To maintain and improve the appearance of existing retail centers throughout the Village.
 - COMPLETION DATE – December 31, 2014
5. Use **the Village’s Comprehensive Plan to help implement a vision for the future of Orland Park** that follows the mission of Quality Places / Natural Spaces.
- OBJECTIVE – Complete a schedule matrix showing key recommendations and the implementation timeline of the Village's Comprehensive Plan.
 - PURPOSE - To guide development and redevelopment and allocation of resources over the next five to ten years.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Complete two key subarea plans for inclusion as appendices in the Village's Comprehensive Plan.
 - PURPOSE - To guide development and redevelopment and allocation of resources over the next five to ten years.
 - COMPLETION DATE – December 31, 2014

6. Assist existing businesses to be successful in the Village of Orland Park. Identify and remove barriers for existing businesses.
 - OBJECTIVE – Conduct the Village’s Business Retention Program in-house and complete 50 retention visits in 2014.
 - PURPOSE – To provide an understanding of the business climate, specifically the challenges, needs and opportunities of commercial offices and industries.
 - COMPLETION DATE – December 31, 2014

STRATEGIC PLAN GOAL: Downtown Development

7. Use economic development tools to encourage commercial redevelopment and revitalization, specifically along existing corridors and within Downtown Orland Park.
 - OBJECTIVE – Develop a Phase II work plan for Downtown Orland Park, including site plans, road improvements, density studies and pursue letters of intent with possible tenants with the assistance of the Village's broker.
 - PURPOSE – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Update the Downtown Orland Park website and revise the Downtown Orland Park boundary on the website.
 - PURPOSE – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop, and be entertained.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Complete the demolition and environmental work of Orland Plaza.
 - PURPOSE – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
 - COMPLETION DATE – December 31, 2014
8. Create a long term plan for the development of the downtown.
 - OBJECTIVE – Assist with business occupancy of the 1st floor commercial space at Ninety7Fifty on the Park.
 - PURPOSE – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Present conceptual plans for approval for Phase II of the Main Street District
 - PURPOSE - Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
 - COMPLETION DATE - December 31, 2014

9. Program Downtown Orland Park with Community Events.
 - OBJECTIVE – Create a branding program that captures the downtown and each of the four districts in conjunction with the Village wide branding and way finding project.
 - PURPOSE - Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop, and be entertained.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Utilize Zoom Prospector software to create a Downtown business directory.
 - PURPOSE - Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop, and be entertained.
 - COMPLETION DATE – December 31, 2014

STRATEGIC PLAN GOAL: Quality of Life

10. Make the Village of Orland Park more sustainable economically, environmentally and socially to improve the quality of life of all residents and the economic viability of all businesses.

- OBJECTIVE – Apply for one grant related to sustainability for Village projects including green roofs, green infrastructure, pervious pavement et al.
 - PURPOSE – To guide planning and policies toward a more sustainable and healthier future, and the Smart Neighborhood Program.
 - COMPLETION DATE – December 31, 2014

11. Enhance Core Services.

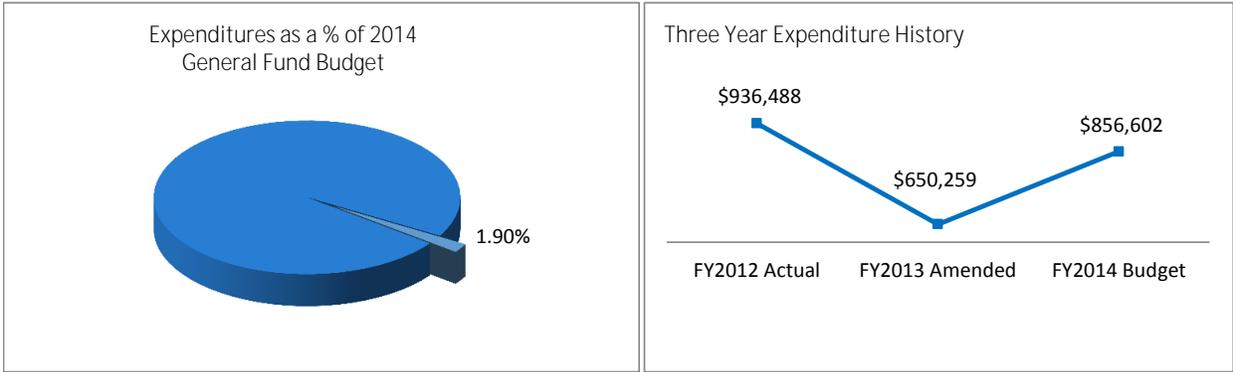
- OBJECTIVE – Improve the use of Innoprise for tracking planning projects. Utilize Innoprise by the end of the year to determine how many inquiries/pre-concept meetings resulted in actual projects.
 - PURPOSE – To effectively track progress of planning projects and help improve efficiency.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Facilitate entitlement approvals needed for the relocation of the bulk materials storage facility.
 - PURPOSE – To facilitate the clean-up of the 153rd Street site and provide the permanent relocation of materials to the appropriate facility.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Evaluate the development and engineering review process; interview key employees and provide a flow chart of the proposed process.
 - PURPOSE – To provide a more streamlined review process.
 - COMPLETION DATE – June 30, 2014

12. Update the Land Development Code in order to clarify code requirements, reflect current accepted planning standards, consider the changing development market, and promote a more legible format.

- OBJECTIVE – Complete two bulk clarification revisions of the Land Development Code.
 - PURPOSE – To update, correct and clarify the Land Development Code.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Complete the Congregate Elderly Housing Technical Assistance memo to provide guidelines for developers.
 - PURPOSE – To clarify current code requirements.
 - COMPLETION DATE – December 31, 2014

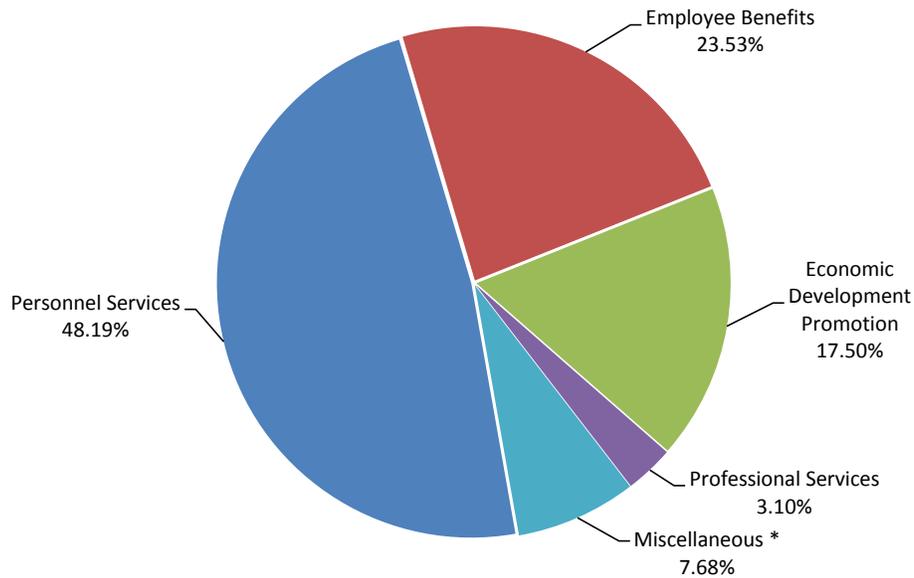
13. Improve the level of transparency and sharing of digital property information.
- OBJECTIVE – Train and educate employees with “How To” training materials regarding GIS functions.
 - PURPOSE – To coordinate efforts and optimize interdepartmental reliability and provide training and support to other departments for optimal GIS utilization.
 - COMPLETION DATE – December 31, 2014
14. Provide staff support and assistance to the Plan Commission, Open Lands Corporation, Stellwagen Family Farm Foundation, the Economic and Development Advisory Board and the Historic Preservation Review Commission.
- OBJECTIVE – Assist the Open Lands Corporation with facilitating the completion of a master plan for the Pebble Creek Nursery property.
 - PURPOSE – To thoughtfully guide the redevelopment of the Pebble Creek Nursery site into a nature center.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Assist the Stellwagen Family Farm Foundation with the ownership transitions from the Stellwagen Family to the Village of Orland Park. Participate in meetings with Stellwagen Farm, and provide resources as required to Commission Staff.
 - PURPOSE – To preserve and program the Stellwagen Family Farm property as a living farm.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Pursue and complete a plan for the land swap with the Illinois Department of Natural Resources as required to preserve the Stellwagen Family Farm as a living farm.
 - PURPOSE – To preserve and program the Stellwagen Family Farm property as a living farm.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – In conjunction with the Village Board of Trustees, evaluate the function and focus of the Economic Development Advisory Board.
 - PURPOSE – To provide support and guide the direction of the Economic Development Advisory Board.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Provide training to new Historic Preservation Review Commission members.
 - PURPOSE – To provide support and guide the direction of the Historic Preservation Review Commission.
 - COMPLETION DATE – December 31, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Total number of pre-application meetings held with petitioners	156	120	138
Total new cases reviewed	83	79	81
Total number of Plan Commission staff reports prepared	32	22	27
Development Review meetings prepared for and run	11	7	9
Resolutions prepared	8	8	8
Ordinances reviewed and coordinated	34	15	25
Plats of subdivision, vacation, easements, reviewed and processed	12	8	10
Development / annexation agreements reviewed and processed, including agreement expirations	14	9	12
Zoning sign-off approvals	257	293	275
Landscape plan reviews and inspections	26/21	8/13	17/17
New Annexations (acres)	.75	0	4
New Residential (no. of units)	2	234	18
New Retail Area (square feet)	31,917	72,725	10,000
New Office Area (square feet)	62,601	5,379	125,000
New Industrial/Manufacturing Area (square feet)	0	0	0
Freedom of Information requests fulfilled	347	364	370
Final plans distributed	18	3	9



DEVELOPMENT SERVICES (PLANNING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Assistant Director	1	1	1
Senior Planner	1	1	2
Planner I	1	1	0
GIS Analyst	1	1	1
TOTAL FULL TIME PERSONNEL	4	4	4
PART TIME POSITION TITLE			
Engineering Technician	1	0	0
Planning Technician	1	1	1
Intern / Undergrad	1	1	1
TOTAL PART TIME PERSONNEL	3	2	2



*Miscellaneous category includes Employee Reimbursements, Utilities, Insurance, Purchased Services and Miscellaneous.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 445,015	\$ 568,620	\$ 387,145	\$ 412,820
Employee Benefits	203,992	283,755	190,738	201,577
Employee Reimbursements	12,768	9,129	11,185	11,725
Professional Services	13,485	56,045	20,750	26,538
Utilities	928	2,238	868	320
Purchased Services	1,969	3,474	2,500	1,000
Insurance	2,081	5,550	5,178	2,722
Supplies	1,116	627	500	-
Economic Development Promotion	9,195	6,920	31,395	149,900
Miscellaneous	-	130	-	50,000
Total Expenditures	\$ 690,549	\$ 936,488	\$ 650,259	\$ 856,602

DIVISION FUNCTIONS:

The function of the Transportation and Engineering Division is to provide quality control of the design and construction of all site work including utilities, streets, grading and inspection/enforcement of soil erosion control for all private development projects. The engineers are also responsible for the management and coordination of all new transportation projects. Village engineers work closely with project planners, Public Works staff, and the Village's engineering consultants to coordinate the review of all new development projects presented to the Village of Orland Park, both through the Village Board of Trustees approval process and the final engineering process. Staff also responds to inquiries from residents, potential developers and/or project engineers regarding engineering-related issues associated with new developments within the Village. The regulation of required parcel plats (subdivision/consolidation, easement, dedication, etc.) is managed by the engineers and Village legal counsel.

GRANTS AND FUNDING SOURCES

Surface Transportation Program (STP) Funds

147th Street and Ravinia Avenue:

2013: The Village was awarded funds for the Phase I and II Engineering as well as construction and construction engineering for the proposed roundabout project.

2014: The Village will continue to administer the STP funds in order to implement Phase I engineering for the proposed roundabout.

143rd Street – Will/Cook Road to Wolf Road:

2013: The Village was awarded funds for the Phase II Engineering of the widening and reconstruction of 143rd Street from Will/Cook Road to Wolf Road.

2014: The Village will continue to administer the STP funds in order to implement Phase I engineering for the proposed improvements.

143rd Street – Wolf Road to Southwest Highway:

2013: The Village was awarded funds for the Phase I Engineering of the widening and reconstruction of 143rd Street from Wolf Road to Southwest Highway.

2014: The Village will continue to administer the STP funds in order to implement Phase II engineering for the proposed improvements.

151st Street Ravinia Avenue to West Avenue:

2013: The Village was awarded funds for the Phase I and II Engineering as well as construction and construction engineering for the proposed widening and reconstruction of 151st Street from Ravinia Avenue to West Avenue.

2014: The Village will continue to administer the STP funds in order to implement Phase I engineering for the proposed improvements

STRATEGIC PLAN GOAL: Economic Development

1. Engineering Review Process – Manage and track the engineering review process for redevelopments and new construction.
 - OBJECTIVE – Interview key employees and provide a flow chart of the correct process. Develop recommendations and present to the Directors and Managers.
 - PURPOSE – To improve the engineering review process.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Evaluate the public improvement and development inspection process.
 - PURPOSE – To improve the public improvement and development inspection process.
 - COMPLETION DATE – December 31, 2014

STRATEGIC PLAN GOAL: Downtown Development

2. Create a long term plan for the development of the downtown.
 - OBJECTIVE – Facilitate and assist consultants with developing parking and the roadway network in downtown Orland Park.
 - PURPOSE – To determine the overall traffic and parking needs in the Main Street Triangle.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Continue to work with IDOT to have the entire 143rd Street improvement project (Wolf Road to SW Highway) programmed for construction in its Multi-Year Program.
 - PURPOSE – To improve transportation infrastructure in and around the downtown area.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Develop a way-finding plan for the downtown area.
 - PURPOSE - To assist visitors navigating the downtown area.
 - COMPLETION DATE – December 31, 2014

STRATEGIC PLAN GOAL: Quality of Life

3. Review and improve current Orland Park engineering codes and standards.
 - OBJECTIVE – Initiate the redevelopment of the subdivision section of the Land Development Code.
 - PURPOSE – To update the code section to reflect Village policy and best practices.
 - COMPLETION DATE – December 31, 2014

4. Enhance Core Services.
 - OBJECTIVE – Facilitate and assist consultants with the development of an ADA transition plan.
 - PURPOSE – To update Village codes to be in compliance with Federal regulations.
 - COMPLETION DATE – December 31, 2014

5. Maintain and Improve Parks, Facilities and Open Lands.
 - OBJECTIVE – Design Stellwagen Farm perimeter path.
 - PURPOSE – To improve bikeway options throughout the Village.
 - COMPLETION DATE – December 31, 2014

6. Maintain or Enhance Intra-Orland Park Transportation.
 - OBJECTIVE - Outside Agency Transportation Coordination – provide open lines of communication with neighboring communities as well as with IDOT, Cook County and Will County.
 - PURPOSE – Improve inter-agency communication for regional transportation projects.
 - COMPLETION DATE – December 31, 2014 (On-going)

 - OBJECTIVE – Continue to manage and coordinate the LaGrange Road corridor improvements with IDOT.
 - PURPOSE – To ensure appropriate improvements are completed throughout the corridor.
 - COMPLETION DATE – December 31, 2014 (On-going)

 - OBJECTIVE – Continue to coordinate with IDOT’s Public Relations team to distribute project information to businesses along the corridor and various media outlets.
 - PURPOSE – To educate residents about the construction project.
 - COMPLETION DATE – December 31, 2014 (On-going)

 - OBJECTIVE – Continue to provide input pertaining to the maintenance of traffic and minimize traffic interruptions as much as possible.
 - PURPOSE – To mitigate negative impacts of the LaGrange Road widening project.
 - COMPLETION DATE – December 31, 2014 (On-going)

 - OBJECTIVE – Initiate the management and coordination of Phase II engineering of 143rd Street from Will-Cook Road to Wolf Road.
 - PURPOSE – To improve transportation options throughout the Village of Orland Park.
 - COMPLETION DATE – December 31, 2014 (On-going)

- OBJECTIVE – Initiate the management and coordination of Phase I engineering of 143rd Street from Wolf Road to Southwest Highway.
 - PURPOSE – To improve transportation options throughout the Village of Orland Park.
 - COMPLETION DATE – December 31, 2014 (On-going)

- OBJECTIVE – Initiate the management and coordination of Phase I engineering of 151st Street from Ravinia Avenue to West Avenue.
 - PURPOSE – To improve transportation options throughout the Village of Orland Park.
 - COMPLETION DATE – December 31, 2014 (On-going)

- OBJECTIVE – Continue to coordinate with IDOT relating to 159th Street Project.
 - PURPOSE – To enhance transportation options throughout the Village.
 - COMPLETION DATE – December 31, 2014 (On-going)

- OBJECTIVE – Discuss with Mokena the potential interchange at I-80 and Wolf Road.
 - PURPOSE – To determine the feasibility of adding an interchange at this location.
 - COMPLETION DATE – December 31, 2014

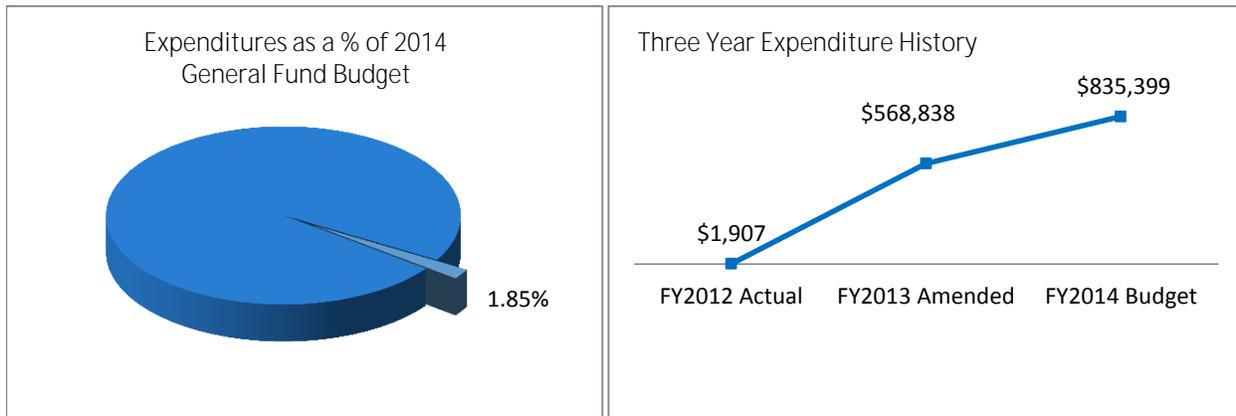
- OBJECTIVE – Create an annual traffic count program.
 - PURPOSE – To determine the high traffic areas and better plan for future roadway improvements.
 - COMPLETION DATE – December 31, 2014 (On-going)

- OBJECTIVE – Continue coordination efforts with Cook County Highway Department (CCHD) relating to the widening and reconstruction of 108th Avenue from 159th Street to south of the railroad tracks. This project includes the construction of a path from 167th Street to 159th Street.
 - PURPOSE – To improve inter-agency communication.
 - COMPLETION DATE – December 31, 2014 (On-going)

- OBJECTIVE – Initiate Phase I engineering for the 147th Street and Ravinia Avenue roundabout.
 - PURPOSE – To improve transportation options throughout the Village.
 - COMPLETION DATE – December 31, 2014

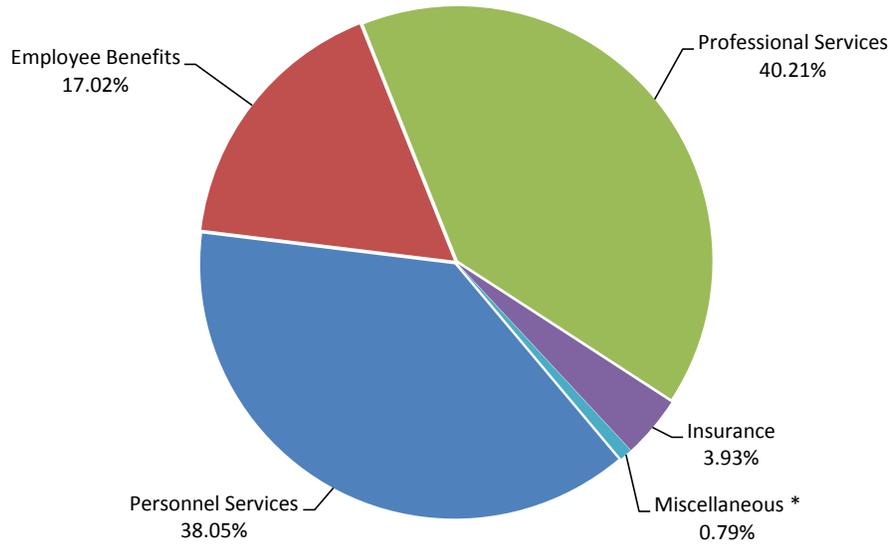
MEASURE	*FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Cell Tower Reviews	N/A	8	9
Soil Erosion Inspections/Encroachments	N/A	64/1	50/0
Development Reviews	N/A	9	12
Grading Plans	N/A	172	170
Tree Removal Permits	N/A	36	17
Landscape Plan Review / Inspections	N/A	8/13	17/17
Plats – Reviews - Recordings	N/A	8	10
Development / annexation agreements reviewed and processed, including agreement expirations	N/A	9	12
Letters of Credit	N/A	20	17
Transportation Related Projects	N/A	8	9
New Annexations (acres)	N/A	0	4
New Residential (no. of units)	N/A	234	18
New Retail Area (square feet)	N/A	72,725	10,000
New Office Area (square feet)	N/A	5,379	125,000
New Industrial/Manufacturing Area (square feet)	N/A	0	0

*Newly created division



DEVELOPMENT SERVICES (TRANS./ENG. DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Transportation & Engineering Manager	0	1	1
Engineer I	1	1	1
Public Improvement Tech II	0	1	1
TOTAL FULL TIME PERSONNEL	1	3	3
PART TIME POSITION TITLE			
Engineering Technician	1	1	1
TOTAL PART TIME PERSONNEL	1	1	1



*Miscellaneous category includes Employee Reimbursements and Utilities.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ -	\$ 1,581	\$ 306,456	\$ 317,856
Employee Benefits	-	326	136,979	142,169
Employee Reimbursements	-	-	6,000	4,750
Professional Services	-	-	114,258	335,950
Utilities	-	-	881	1,880
Insurance	-	-	4,264	32,794
Total Expenditures	\$ -	\$ 1,907	\$ 568,838	\$ 835,399

DEPARTMENT MISSION:

The Building Maintenance department provides professional, technical and non-technical support and services to residents, staff and visitors by creating and maintaining a comfortable, safe, functional and environmentally responsible atmosphere. The department manages the Village's physical assets through efficient utilization of available resources to ensure that the Village fulfills its mission of delivering exceptional services.

DIVISION FUNCTIONS:

The Building Maintenance Department is responsible for maintaining approximately 720,000 square feet of Village owned facilities. The department provides maintenance services in a number of locations, as well as lawn and grounds maintenance.

These functions include:

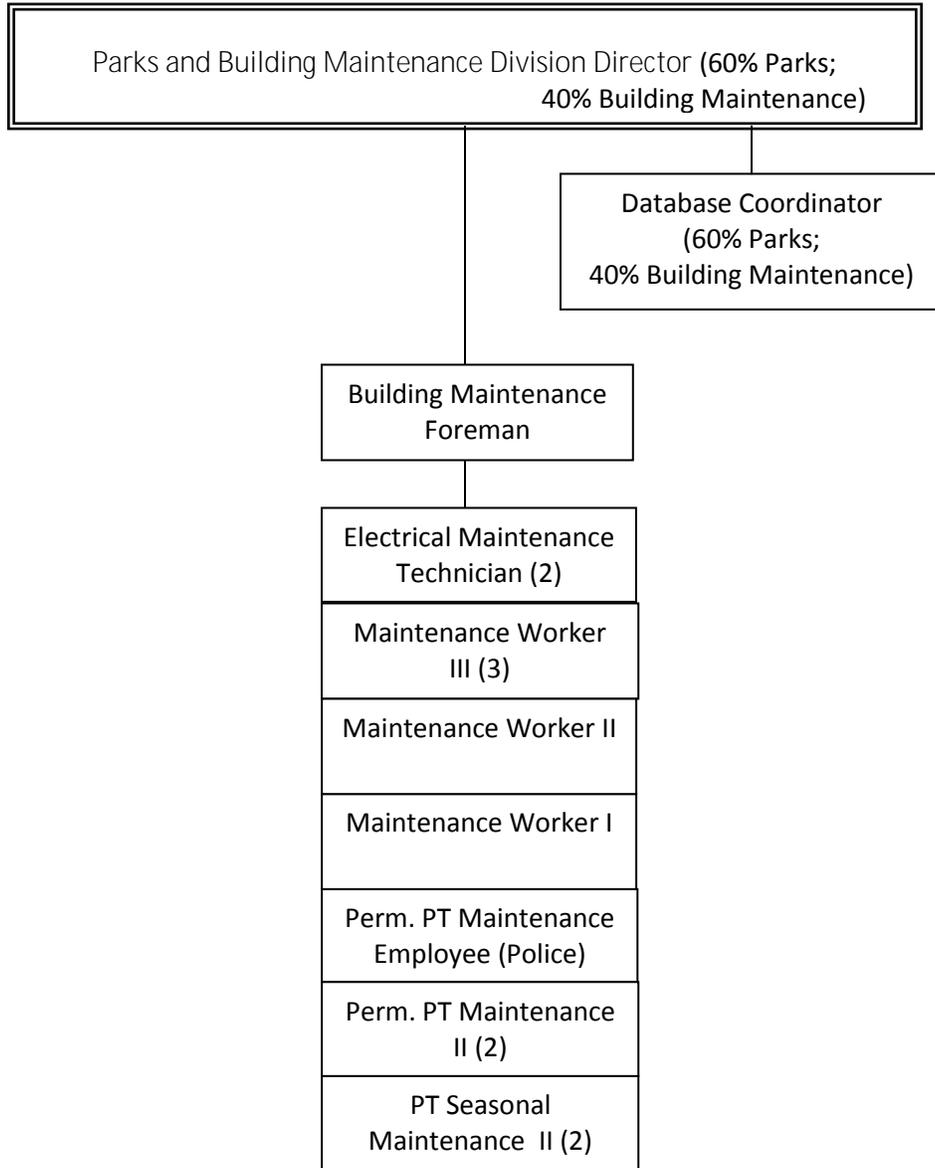
- New construction and remodeling services
- Plumbing
- Carpentry
- Painting
- Electrical and mechanical installations and repair
- Snow removal

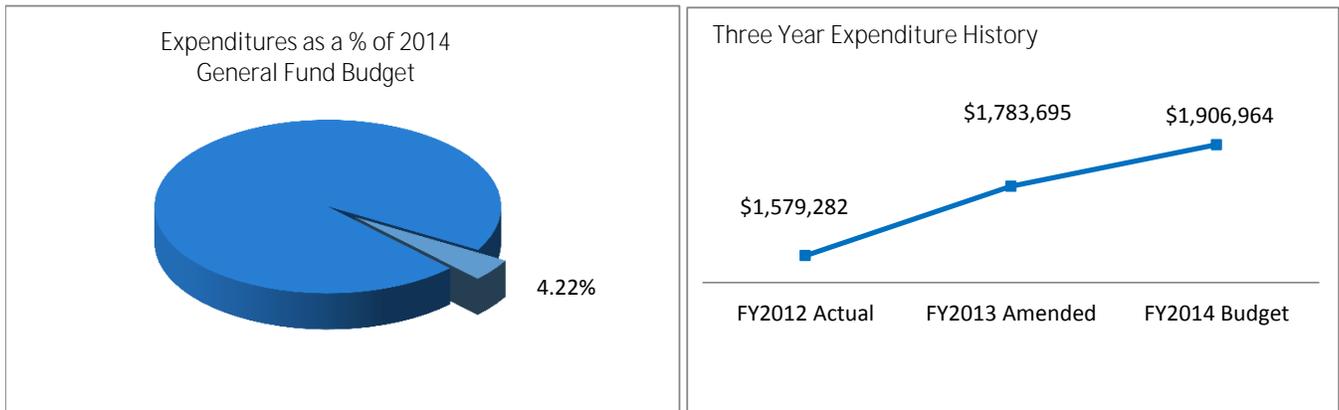
STRATEGIC PLAN GOAL: Quality of Life

1. Operate a computer-based building maintenance program allowing the department to schedule, monitor, and track the maintenance of Village buildings in a systematic manner.
 - OBJECTIVE – Begin business mapping of the Innoprise work order management system.
 - PURPOSE – To prepare for Innoprise preventative maintenance implementation.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Install the Innoprise work order management software. This will establish an inventory system for Building Maintenance facilities, tools and equipment that will be accessible to Public Works.
 - PURPOSE – Have all buildings, tools, and equipment under the control of Building Maintenance tracked and monitored efficiently by a computer based tracking system allowing routine maintenance to be systematically scheduled to avoid excluding any preventative maintenance procedures.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Train Database Coordinator to install and enter base data into the Innoprise work order management software system. Database Coordinator will then train Operations Manager and 3 Foremen.
 - PURPOSE – To prepare for training and implementation of new software system.

- COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Begin training on the Innoprise work order management software.
 - PURPOSE – To enable staff to utilize the new software system.
 - COMPLETION DATE – November 30, 2014
 - OBJECTIVE – Begin implementation of the Innoprise work order management system.
 - PURPOSE – To keep current and accurate records of all maintenance on units and buildings/facilities.
 - COMPLETION DATE – December 31, 2014
2. Maintain Buildings: All new and existing Village buildings will be well maintained and comply with industry standards to best meet the needs of residents and employees.
- OBJECTIVE – Complete engineering plan for Sportsplex indoor pool, Jacuzzi, sauna, and locker room improvements.
 - PURPOSE – To enhance and expand amenities for members.
 - COMPLETION DATE – August 31, 2014
 - OBJECTIVE – Complete budgeted pool upgrades.
 - PURPOSE – To enhance aesthetics and install more energy efficient equipment.
 - COMPLETION DATE – May 15, 2014
 - OBJECTIVE – Complete the Village Complex bridge repair.
 - PURPOSE – To update the aging facility with stronger, safer materials.
 - COMPLETION DATE – August 31, 2014
 - OBJECTIVE – Paint Civic Center exhibit hall, corridor and rotunda.
 - PURPOSE – To enhance the aesthetics of the Civic Center interior.
 - COMPLETION DATE – October 31, 2014
 - OBJECTIVE – Replace bollards on the circle drive at Sportsplex.
 - PURPOSE – To enhance the aesthetics of the Sportsplex exterior.
 - COMPLETION DATE – October 31, 2014

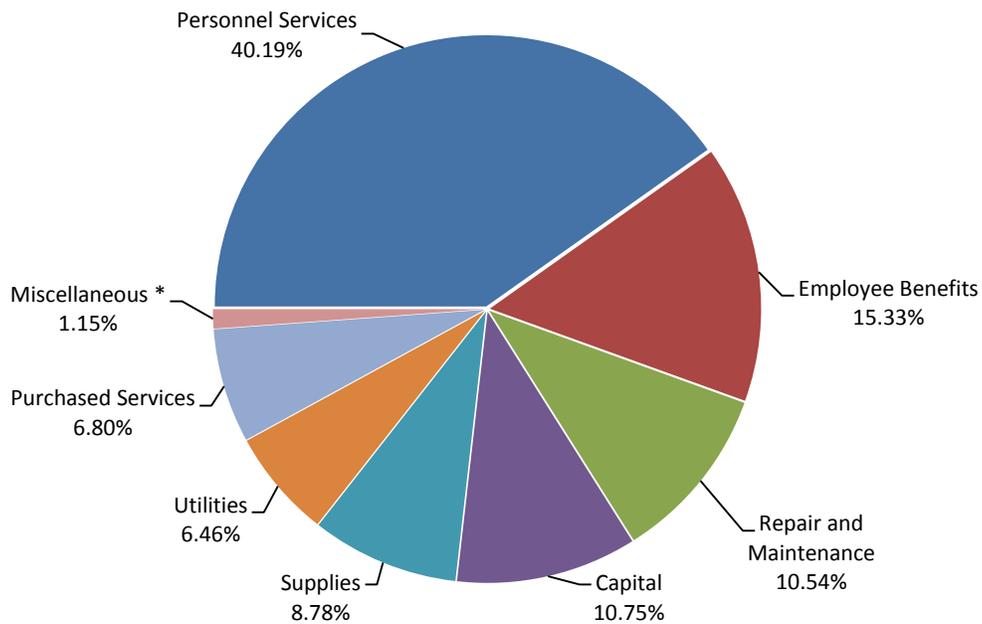
MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Budget
Average days for routine repairs	2-3 days	2-3 days	2-3 days
Average days for work order completion	2-4 days	2-4 days	2-4 days
Number and percent of buildings maintained	14 Buildings 95%	14 Buildings 95%	14 Buildings 95%
Average days to respond to building requests	1-2 days	1-2 days	1-2 days
Timeliness of building inspections	Monthly	Monthly	Monthly





BUILDING MAINTENANCE DEPARTMENT BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Parks and Building Maintenance Division Director	0.4	0.4	0.4
Foreman	1	1	1
Park/Bldg Database Coordinator	0.4	0.4	0.4
Maintenance Worker I	1	1	1
Maintenance Worker III	3	3	3
Maintenance Worker II	0	0	1
Electrical Maintenance Technician	2	2	2
TOTAL FULL TIME PERSONNEL	7.8	7.8	8.8
PART TIME POSITION TITLE			
Maintenance	2	3	1
Maintenance II	0	0	2
Seasonal Maintenance	2	2	2
TOTAL PART TIME PERSONNEL	4	5	5



*Miscellaneous category includes Employee Reimbursements, Professional Services, Rent and Insurance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 652,831	\$ 672,222	\$ 671,705	\$ 766,340
Employee Benefits	254,252	274,985	287,024	292,296
Employee Reimbursements	3,012	3,545	3,661	3,601
Professional Services	3,670	2,989	2,740	2,740
Utilities	108,897	79,066	117,503	123,271
Purchased Services	146,672	135,647	115,695	129,720
Repair & Maintenance	935,182	197,821	193,736	200,928
Rent	349	985	2,500	2,500
Insurance	8,626	10,465	11,228	13,116
Supplies	147,415	187,557	160,903	167,452
Capital	-	13,999	217,000	205,000
Total Expenditures	\$ 2,260,906	\$ 1,579,282	\$ 1,783,695	\$ 1,906,964

DEPARTMENT MISSION

To enhance the quality of life for the people and families within the Village by providing professional, high quality and effective emergency services in partnership with Village residents.

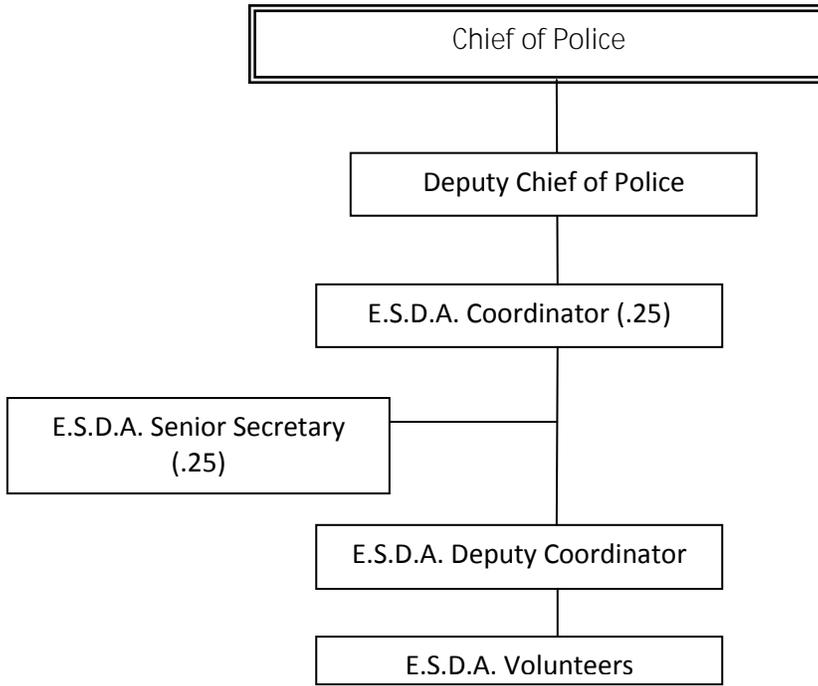
DEPARTMENT FUNCTIONS:

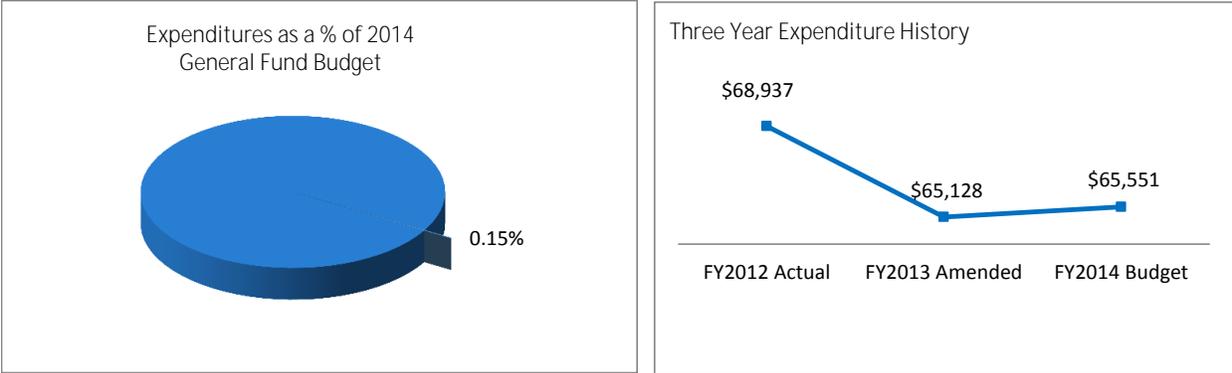
The Emergency Service and Disaster Agency (ESDA) is a voluntary organization managed by a Coordinator who reports to the Deputy Chief of Police. The purpose of the Orland Park Emergency Services and Disaster Agency (ESDA) is to assist the Police Department and the Village in mitigating, preparing for, responding to, and recovering from natural, manmade and nuclear disasters. ESDA is a contingency planning and resource management agency under the direction of the Police Department that coordinates and oversees the writing and implementation of the Village Emergency Operations Plan. It acts as liaison with other governmental agencies such as the Illinois Emergency Management Agency (IEMA) and the Federal Emergency Management Agency (FEMA). It maintains and implements the siren alerting system for warning residents in an emergency, such as a tornado. It maintains the Emergency Operations Center (EOC) and provides other services as assigned by the Chief of Police. ESDA also provides supplemental personnel to the Department to assist in traffic control, crowd control, first aid and those duties as assigned by the Chief of Police.

ESDA provides emergency services to Village residents by providing trained volunteers to back up and assist other Village departments such as the Police and Public Works Departments. It also works in cooperation with the Orland, Palos and Mokena Fire Protection Districts. Additionally, ESDA provides non-emergency assistance for specific special events that are approved and supported by the Village.

STRATEGIC PLAN GOAL: Quality of Life

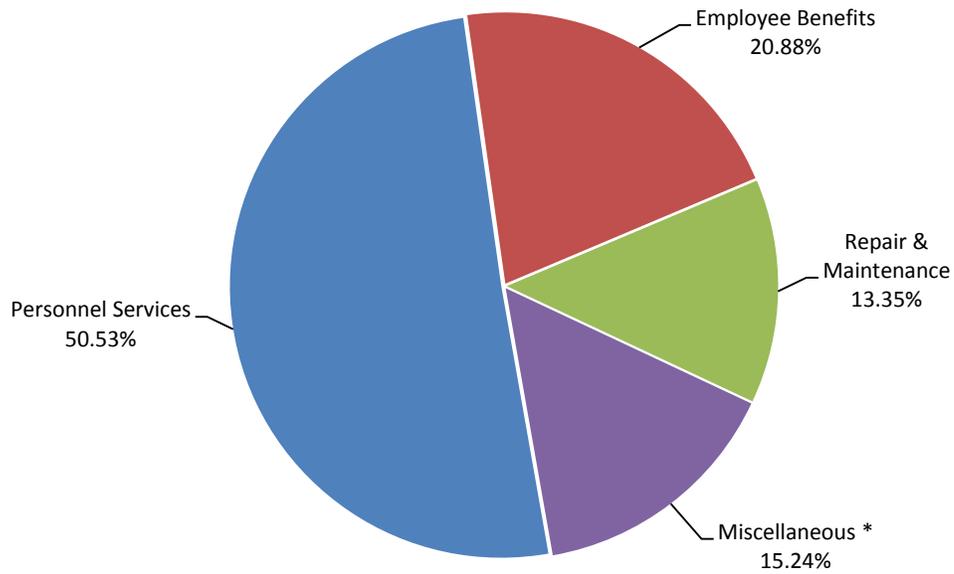
1. Install a Back-up Weather Siren Activation System to provide for redundancy in the activation of the Weather Warning Sirens.
 - OBJECTIVE – Develop and install a cost-effective independent back-up activation system which will be controlled manually from the Police Department Communications Center.
 - PURPOSE – Currently, the Weather Siren Activation System is an electronic computer system controlled and activated through the Communications Center Moducom System computer console. In the event that the Moducom System console fails to activate the weather siren due to computer or radio equipment failure, the back-up system can be initiated to activate the weather sirens independently from the Moducom System.
 - COMPLETION DATE – Second Quarter of 2014





EMERGENCY SERVICES AND DISASTER AGENCY BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
ESDA Coordinator	0.25	0.25	0.25
ESDA Deputy Coordinator	1	1	1
Senior Secretary	0.25	0.25	0.25
TOTAL FULL TIME PERSONNEL	1.5	1.5	1.5



*Miscellaneous category includes Employee Reimbursements, Supplies, Utilities and Insurance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 34,685	\$ 35,977	\$ 36,813	\$ 33,125
Employee Benefits	12,717	14,406	14,286	13,689
Employee Reimbursements	100	100	220	3,220
Utilities	265	262	300	300
Repair & Maintenance	10,640	13,728	9,800	8,750
Insurance	3,690	3,762	2,984	3,467
Supplies	636	702	725	3,000
Total Expenditures	\$ 62,733	\$ 68,937	\$ 65,128	\$ 65,551

DEPARTMENT MISSION:

To oversee and ensure the integrity and safety of the Village's infrastructure, such as roads, bridges, sidewalks, water distribution, sanitary sewer and storm water collection systems. This includes utilizing safe, well maintained equipment to accomplish these tasks in as cost effective a manner as possible.

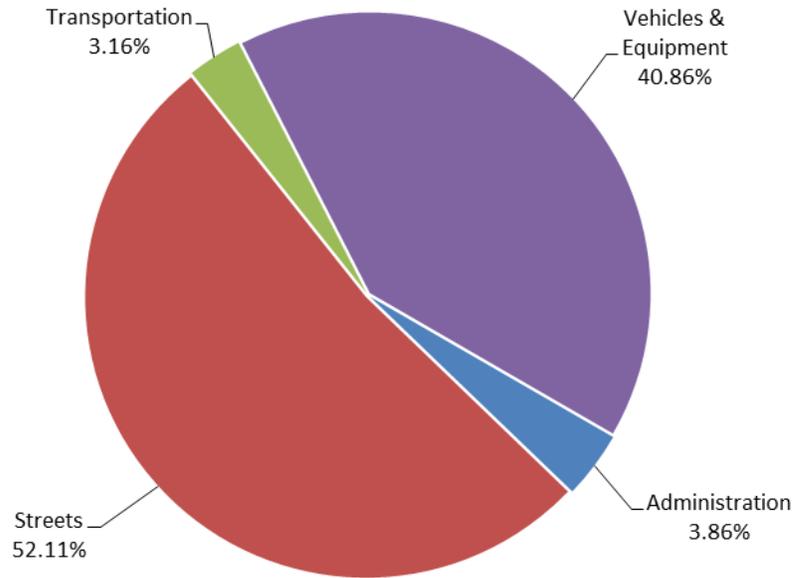
DEPARTMENT FUNCTIONS:

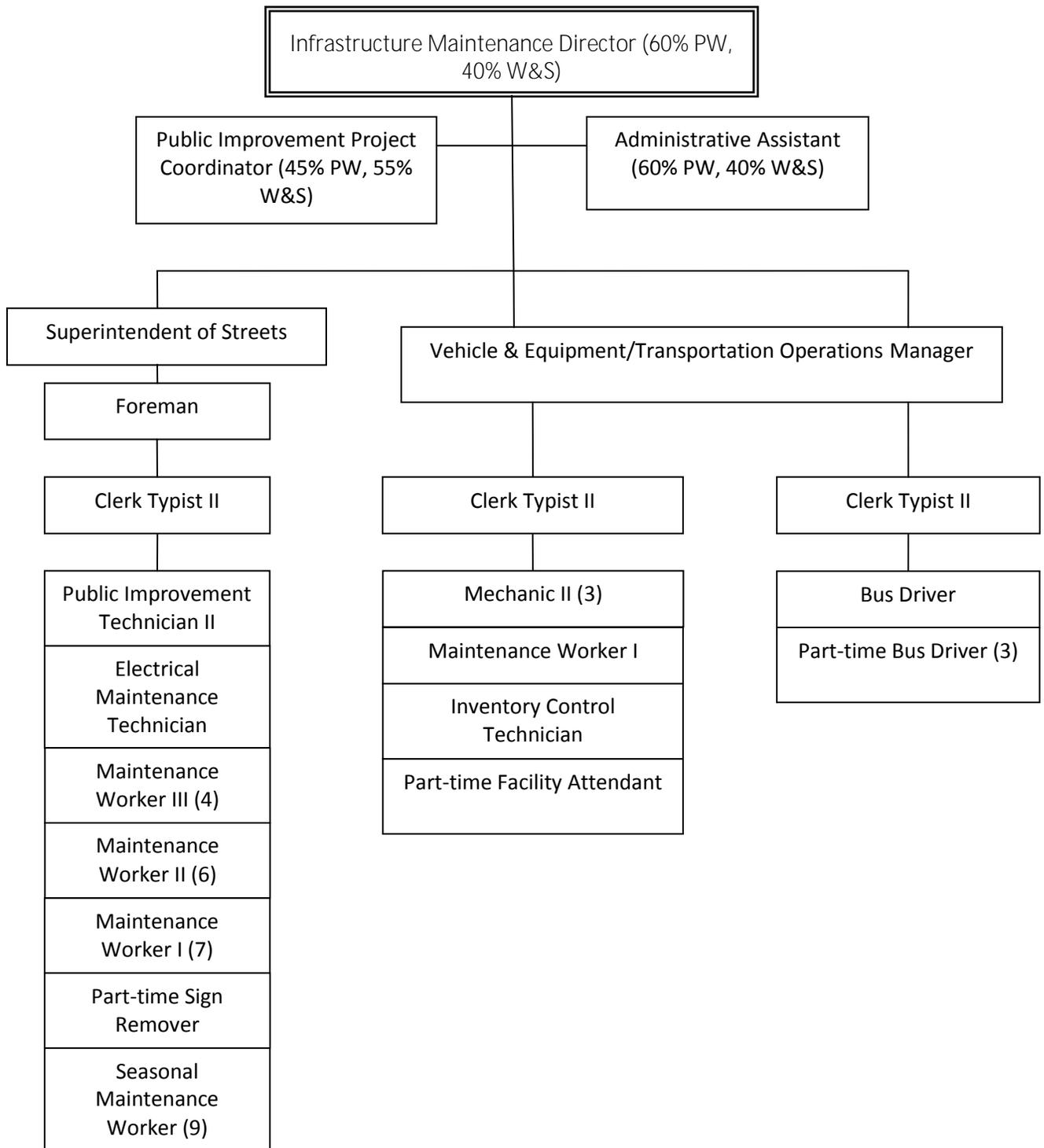
The Department of Public Works is responsible for maintaining the Village's infrastructure including the roadway system and its associated appurtenances, operating the Village's Dial-A-Ride bus service and supplying and maintaining the vehicles and equipment for all Village departments.

The Public Works' function within the General Fund is broken down into four divisions: Administration, Streets, Transportation, and Vehicle and Equipment. Accomplishments and goals of each division are listed separately.

The Utilities Division of Public Works is contained within the Water and Sewer Fund.

The Public Works Department is 15.07% of the overall General Fund budget, broken down into four divisions: Administration, Streets, Transportation, and Vehicles and Equipment. Accomplishments and goals of each division are listed separately.





DIVISION FUNCTIONS:

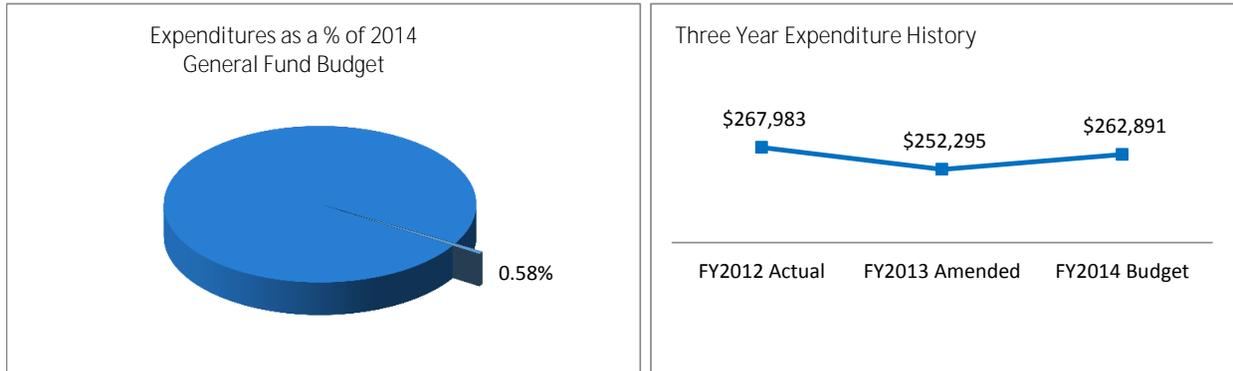
The Administrative Division oversees the administrative functions, long-range planning and resource allocation of the Public Works Department. Included in this division are administrative expenses for Public Works personnel.

STRATEGIC PLAN GOAL: Quality of Life

1. Improve overall operational efficiency through the use of technology to enhance performance and reduce costs.
 - OBJECTIVE – Populate GIS mapping data-points with data collected and uploaded for 100% of the projects undertaken during 2014. Progress review of data entry and correction to occur mid-year 2014 and during December 2014.
 - PURPOSE – Provide accurate remote electronic infrastructure location and identification for efficient field operations using mobile electronic devices.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Develop a strategy for the management of significant Village assets, including pavements, parkway trees, signs, lighting, traffic control signals, pavement markings and other key infrastructure assets.
 - PURPOSE – To provide an overall high level of infrastructure management to maintain quality neighborhoods by updating infrastructure management systems and GIS.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Utilizing GIS and Excel to track the removal and replacement of parkway ash trees due to the Emerald Ash Borer (EAB) infestation. Update Excel spreadsheets on a weekly basis and GIS on a monthly basis.
 - PURPOSE – Provide a quick assessment tool and streamline evaluation of the Ash Tree Removal and Replacement Program (ATRRP).
 - COMPLETION DATE – June 1, 2014
2. Enhance departmental and operational effectiveness through professional development opportunities.
 - OBJECTIVE – To provide employee education through in-house training and through Illinois Department of Transportation (IDOT). Utilize industry-provided educational opportunities that exist through the Technology Transfer Office of IDOT, as well as internal opportunities that may exist to improve skills within areas such as equipment operation, pavement and pond maintenance, basic electric repairs and arborist skills. Schedule and provide three in-house training seminars during 2014.
 - PURPOSE – Contribute to the success of the department by increasing employee knowledge and skills.
 - COMPLETION DATE – December 31, 2014

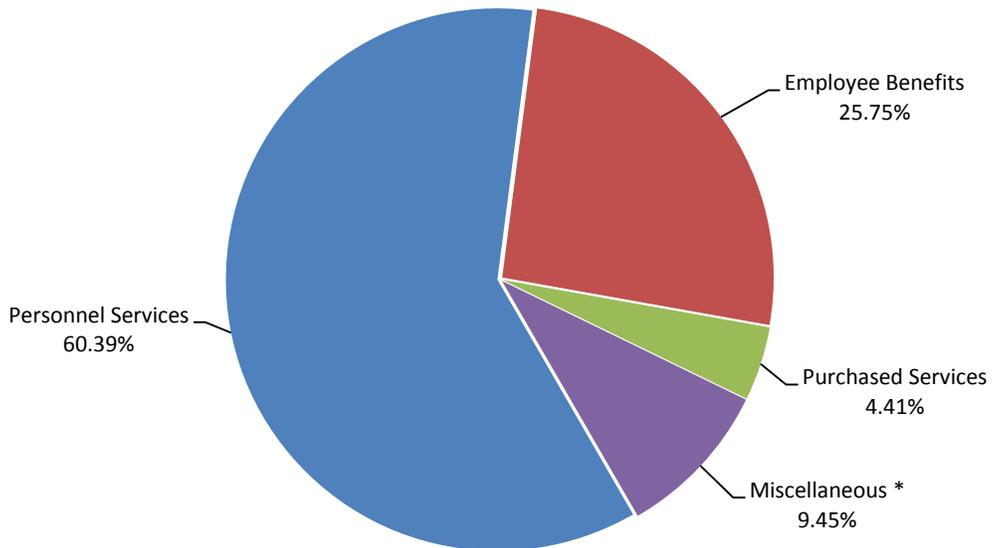
- OBJECTIVE – Employee safety training in areas such as chain saw and chipper operation, confined spaces, trenching and shoring, and roadway work zones. Conduct monthly “tailgate” safety meetings with department staff to provide reinforcement of safe work practices. Schedule and provide three training sessions during 2014.
 - PURPOSE – Reinforcement of safety practices to improve the safety of the work environment and likely reduce the number of accidents and injuries.
 - COMPLETION DATE – December 31, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Number of Right-of-Way Permits processed and reviewed	43	49	50
Percent of right of way permit applications processed & returned within 2 weeks	84%	64%	95%
Percent of Plans, Annexation Agreements and Development Agreements Reviewed and Processed within two (2) weeks	80%	80%	95%
Fully implement ARA asset management system	0%	25%	100%
Number of JULIE Locate Requests processed through Irthnet Solutions software. (Began 2011)	7,539	8,809	7,600



PUBLIC WORKS (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Infrastructure Maintenance Director	0.6	0.6	0.6
Improvement Project Coordinator	0.55	0.45	0.45
Administrative Assistant	0.6	0.6	0.6
TOTAL FULL TIME PERSONNEL	1.75	1.65	1.65
PART TIME POSITION TITLE			
Facility Attendant	1	1	1
Part-time Bus Driver	1	0.6	0.6
TOTAL PART TIME PERSONNEL	2	1.6	1.6



*Miscellaneous category includes Employee Reimbursements, Repair & Maintenance, Professional Services, Supplies, Utilities and Insurance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 161,643	\$ 175,157	\$ 158,549	\$ 158,757
Employee Benefits	46,716	64,576	62,946	67,698
Employee Reimbursements	9,292	6,303	8,150	8,200
Professional Services	4,460	4,970	8,400	4,450
Utilities	5,289	6,262	6,129	4,212
Purchased Services	613	204	350	11,590
Repair & Maintenance	8,584	7,596	3,829	3,789
Insurance	601	699	1,092	1,195
Supplies	2,763	2,215	2,850	3,000
Total Expenditures	\$ 239,961	\$ 267,983	\$ 252,295	\$ 262,891

DIVISION FUNCTIONS:

To repair, maintain, and oversee assets within the public right-of-ways and Village owned properties. Those assets include, but are not limited to, public roadways, curbs, sidewalks, storm water inlets, roadway lighting, traffic signals and street signage. Public roadway work includes the annual Road Improvement Program, road patching, pavement crack filling, pavement marking, right-of-way mowing and weed control, roadway median maintenance, and monitoring street sweeping operations by the Village's waste hauler. Curb repair work includes replacement of damaged sections, pneumatic patching, and maintaining and improving the flow of storm water to management facilities. Sidewalk repair work includes repair or replacement of damaged sections seen as posing a hazard to pedestrians, and in-fill of gapped sections. Inlet repair work includes rehabilitating or replacing deteriorated structures, pneumatic structure repairs and storm sewer pipe repairs. The Village's roadway lighting system encompasses all roadway, pedestrian and holiday lighting and controllers. Repair and maintenance work includes repairs to damaged poles, lines, equipment and bulbs. Underground line locating and general maintenance support is provided for over 3,500 streetlights in the Village. Traffic signal maintenance is managed by the Streets Division, with technical support provided by an Illinois Department of Transportation approved maintenance contractor. Roadway sign installation and maintenance includes replacement of damaged and aged signs that have lost required retro-reflectivity, and the installation of signs as required.

The Street Division is also responsible for issuing permits for work performed by others within the Village's road right-of-way. Seasonal maintenance duties include fall leaf pick-up and disposal from October 1 to December 1, snow and ice control operations covering more than 300 miles of Village streets and parkway tree trimming, generally from November thru March, to provide clearance along streets for large vehicles such as refuse and snow plow trucks.

STRATEGIC PLAN GOAL: Quality of Life

1. Enhance communication and completion of requested services through the continued use of the Pothole Reporting system and development of the Innoprise work order system.
 - OBJECTIVE – Provide information on the seasonal Pothole Repair Program to our residents through the use of flyers, newsletters and the Village website. Report monthly activity, recapping the potholes reported and repaired, as well as other pavement issues reported but unresolved.
 - PURPOSE – Provide information to alert Public Works of potholes and other concerns. Inform residents and others about service requests for pothole repairs that are the responsibility of the Village.
 - COMPLETION DATE – June 30, 2014
 - OBJECTIVE – Make personal contact within two business days of each complaint, and provide an estimated completion date for the reported issue with 100% compliance or inform complainant that the issue was forwarded to the proper

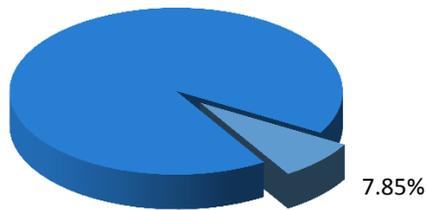
- jurisdictional agency. Provide detailed metrics quarterly upon implementation of Innoprise.
- PURPOSE – To proactively manage expectations and minimize repeated complaints.
 - COMPLETION DATE – December 31, 2014 (on-going)
- OBJECTIVE – Research, review and recommend a budgetary amount for an equipment purchase to improve the pothole repair process by providing onsite storage of liquid emulsion.
 - PURPOSE – To reduce expenses and provide year-round availability of necessary repair materials.
 - COMPLETION DATE – July 31, 2014
 - OBJECTIVE – Develop reporting using the Innoprise system that quantifies services by category and provide details of general service requests and responses including date, time metrics and cost, by the end of each month following every quarter.
 - PURPOSE – To provide information for better assessment of service requests relating to issues that affect the quality of life for Village residents such as street lights, drainage issues and the general appearance of the Village.
 - COMPLETION DATE – December 31, 2014 (on-going)
2. Provide seasonal information to residents regarding general services provided by the Public Works' Street Division, thereby enhancing relations and reducing complaints.
- OBJECTIVE – One month in advance of the need for typical annual services, provide communications, including print material and electronic messaging, to Village residents for the upcoming season. Address known misconceptions and past associated issues, align residents' practices and Village services and set obtainable expectations. Develop a list of typical annual services and a schedule for advance notifications and appropriate media.
 - PURPOSE – Communicate realistic expectations regarding the delivery of Village services and the limitations that exist.
 - COMPLETION DATE – July 1, 2014
 - OBJECTIVE – Develop website pages for the Village's Road Improvement Program, apprising residents of the status and implementation of the pavement management program.
 - PURPOSE -- To provide information of the pavement management studies implementation with the Road Improvement Program.
 - COMPLETION DATE – April 30, 2014
 - OBJECTIVE – Update the detailed brochure and add web site information to inform residents of the current Ash Tree Removal and Replacement Program. Include procedures for the identification, removal and disposal of Ash trees within the quarantine zone for residential distribution.

- PURPOSE – Educate residents on how they can identify infestations, the restrictions that have been imposed in an effort to halt further spread of the current infestation and the course of action to follow once trees are infested and subsequently removed.
 - COMPLETION DATE – May 1, 2014
3. Increase the efficiency and effectiveness of the **Village's Snow Fighting Program**.
- OBJECTIVE-- Evaluate and update current Village and contractor snow routes, utilizing existing AVL data.
 - PURPOSE - To ensure efficiency and time equity between routes.
 - COMPLETION DATE— November 1, 2014
 - OBJECTIVE – Revise and prepare snow fighting materials for staff training and distribution by November 1st of each year.
 - PURPOSE – To provide the latest route information and procedures to staff and contractors prior to the onset of winter.
 - COMPLETION DATE – November 1, 2014
 - OBJECTIVE – Attend at least two trade shows or exhibitions each year to stay current on industry best practices. Research, evaluate and test new technologies and materials to improve operations and provide efficiency. Collect information on emerging products such as liquid anti-icing and de-icing materials, equipment and operations to improve the Village's winter services and reduce costs.
 - PURPOSE – To increase the effectiveness and efficiency of the Village's snow and ice removal operations and management, to reduce costs and improve safety.
 - COMPLETION DATE – October 1, 2014
 - OBJECTIVE – Provide information annually on the Village's website explaining how our snow removal program is managed in order to make the best use of our resources, and what residents can do to assist in clearing operations by November 15 of each year.
 - PURPOSE – To reduce the number of complaints we receive from residents by explaining our procedures and why things are done in a given way. Increase resident cooperation.
 - COMPLETION DATE – November 15, 2014
4. Improve safety, response and staff efficiency during normal and emergency operations.
- OBJECTIVE – Improve safety and reduce complaints through staff education and accountability using specific observation along with the AVL system. Meet with selected staff within 24 hours to discuss operational events.

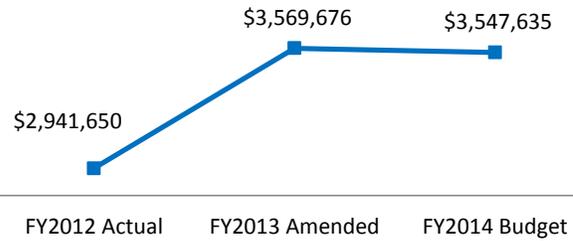
- PURPOSE – Improve driving habits and tactics to reduce accidents and complaints.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Utilize AVL to capture and analyze operational metrics for services provided. Review data by the first week of each quarter to ensure efficient use of Village resources.
 - PURPOSE – Develop empirical data points that will permit detailed analysis of Public Works current operational practices with the goal of expanding and improving services without adding cost through more prudent use of resources.
 - COMPLETION DATE – December 31, 2014
- 5. Establish a Tree Trimming Program in conjunction with our Ash Tree Removal and Replacement Program.
 - OBJECTIVE— Asses options to utilize contractors, Village staff and other resources for the completion of parkway tree trimming throughout the Village.
 - PURPOSE - To provide safe passage for vehicular traffic and improve snow fighting ability with curbing operations.
 - COMPLETION DATE—May 1, 2014
- 6. Establish a Right-Of-Way (ROW) asset database management process to ensure the availability of current and accurate information.
 - OBJECTIVE – Develop database on sign, street lights, and pavement marking maintenance process to ensure that once populated, the accuracy and integrity of the database is able to be maintained.
 - PURPOSE – To provide accurate ROW asset information to Village staff to improve efficiency, planning and regulatory compliance.
 - COMPLETION DATE – August 30, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Average pothole repair response time	NA	21.1 days	4 days
Number of potholes filled	1,601	1,495	1,400
Percent of streetlight/electrical repairs addressed within 48 hours	96%	25%	96%

Expenditures as a % of 2014 General Fund Budget

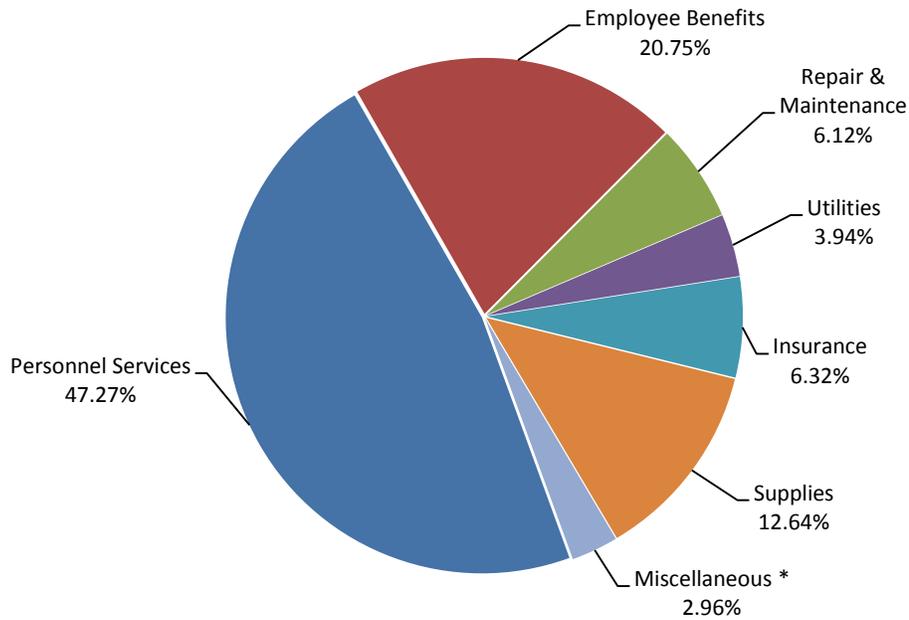


Three Year Expenditure History



PUBLIC WORKS (STREETS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Superintendent of Streets	1	1	1
Foreman	1	1	1
Public Improvement Tech II	1	1	1
Electrical Maintenance Technician	1	1	1
Maintenance Worker I	8	8	7
Maintenance Worker II	5	5	6
Maintenance Worker III	4	4	4
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	22	22	22
PART TIME POSITION TITLE			
Sign Remover	1	1	1
Interns/Masters	3	3	0
Seasonal Maintenance	9	9	9
TOTAL PART TIME PERSONNEL	13	13	10



*Miscellaneous category includes Employee Reimbursements, Purchased Services and Rent.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 1,541,325	\$ 1,469,663	\$ 1,617,200	\$ 1,677,139
Employee Benefits	642,323	688,727	767,363	735,990
Employee Reimbursements	485	5,100	4,800	4,800
Professional Services	475	-	-	-
Utilities	123,064	83,298	126,756	139,728
Purchased Services	79,431	41,879	139,250	94,250
Repair & Maintenance	116,297	125,318	230,330	217,037
Rent	89	2,200	3,000	6,000
Insurance	54,231	139,149	107,840	224,241
Supplies	500,158	386,317	509,137	448,450
Miscellaneous	268	-	-	-
Capital	-	-	64,000	-
Total Expenditures	\$ 3,058,146	\$ 2,941,650	\$ 3,569,676	\$ 3,547,635

DIVISION FUNCTIONS:

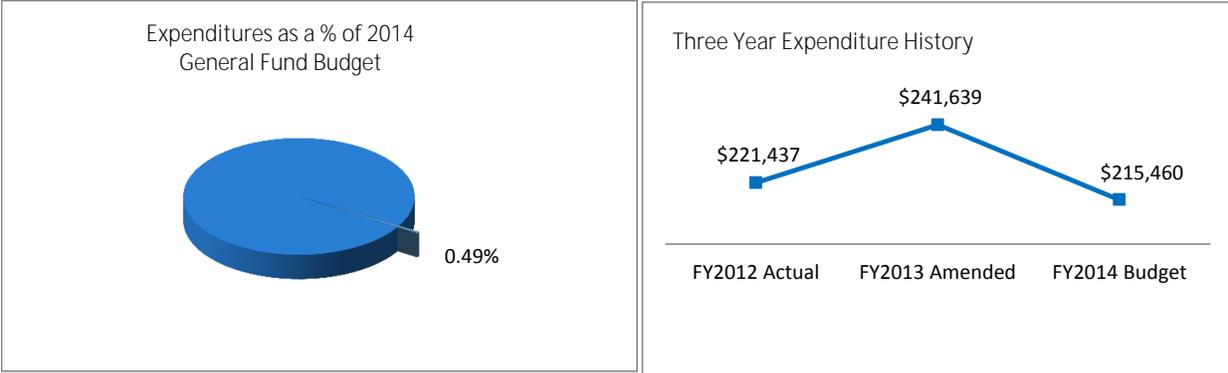
The Transportation Division operates the Pace Dial-A-Ride Paratransit Bus Service. This program is designed to serve the needs of all residents within Orland Park and the Village of Orland Hills. Service is funded by passenger fares, a PACE grant through the Regional Transit Authority and from General Fund subsidies.

The Transportation Division utilizes two buses operating on a five-day schedule. Personnel include one full-time bus driver, three part-time bus drivers and one full-time dispatcher. The Public Works Department manages the daily function of the PACE Dial-A-Ride Service.

STRATEGIC PLAN GOAL: Quality of Life

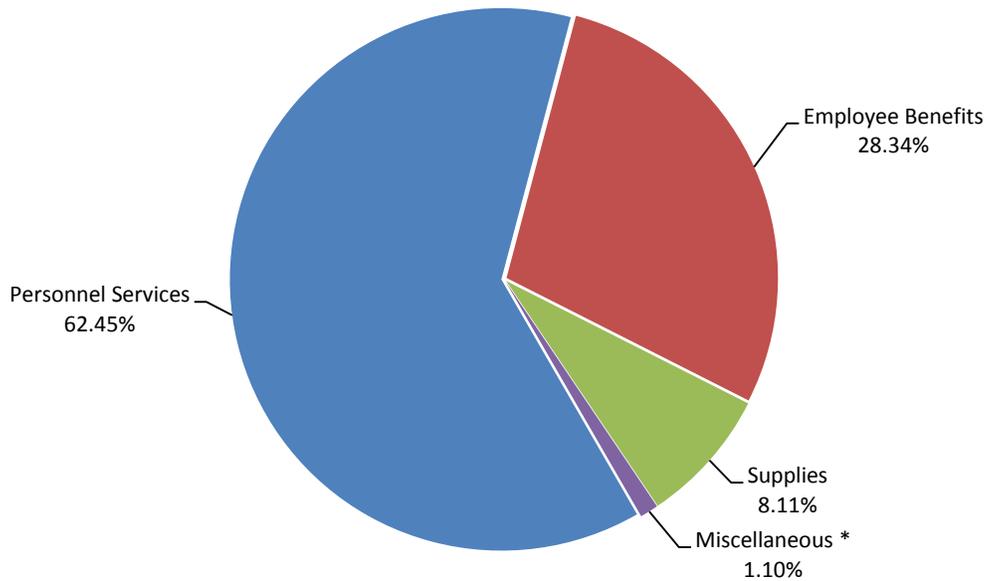
1. Explore opportunities to improve the efficiency of the Dial-A-Ride bus service using Automatic Vehicle Locate (AVL) tracking systems.
 - OBJECTIVE – Review scheduling procedures and update the standard operating procedures as annual reports are developed for the past service year, moving operational changes forward into the upcoming operating year. Produce a list of recommended updates for the Director of Infrastructure Maintenance.
 - PURPOSE – Provide efficient and effective operations, including optimizing scheduling and dispatching of the Village’s Dial-a-Ride service. In addition, provide routing efficiencies to minimize non-service miles.
 - COMPLETION DATE – November 1, 2014
 - OBJECTIVE – Utilize AVL to develop reporting that will assist in routing busses and scheduling personnel. Reports should be produced on a quarterly basis. Any recommendations regarding changes to operational procedures should be included in the reporting.
 - PURPOSE – To provide efficient and effective scheduling and dispatching of the Village’s Dial-a-Ride service to minimize non-service miles.
 - COMPLETION DATE – December 31, 2014
2. Forecast ridership and revenue in an effort to anticipate future needs for the Dial-a-Ride service.
 - OBJECTIVE – Prepare an annual report detailing ridership categories, trip origins and destinations, average miles and trip times, summarizing annual ridership and forecasting ridership trends for the upcoming fiscal year.
 - PURPOSE – To prepare staff and officials for changes in ridership and personnel requirements for the upcoming fiscal year.
 - COMPLETION DATE – August 1, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Percent of scheduled buses available daily for scheduled service	97%	95%	100%
Percent of satisfactory Pace inspections	100%	100%	100%
Number of one-way trips provided	11,310	10,542	10,500
Number of passenger complaints	0	2	0
Accidents	0	1	0



PUBLIC WORKS (TRANSPORTATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Bus Driver	1	1	1
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	2	2	2
PART TIME POSITION TITLE			
Bus Drivers	3	2.4	2.4
TOTAL PART TIME PERSONNEL	3	2.4	2.4



*Miscellaneous category includes Purchased Services and Insurance.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 145,417	\$ 139,042	\$ 152,932	\$ 134,565
Employee Benefits	64,841	61,590	65,239	61,063
Employee Reimbursements	60	-	195	-
Utilities	-	-	152	-
Purchased Services	-	-	1,543	1,000
Repair & Maintenance	-	-	1,410	-
Insurance	907	1,222	1,393	1,366
Supplies	19,562	19,584	18,776	17,466
Total Expenditures	\$ 230,787	\$ 221,437	\$ 241,639	\$ 215,460

DIVISION FUNCTION:

The Vehicle and Equipment Division is responsible for supplying and maintaining vehicles and equipment for all the departments of the Village. This includes preparing specifications, purchasing vehicles, performing preventative maintenance, providing scheduled, non-scheduled and emergency repairs and supplying fuel for all vehicles and equipment. The current inventory consists of 199 vehicles and 210 pieces of equipment, including 29 utility trailers.

STRATEGIC PLAN GOAL: Quality of Life

1. Reduce the frequency and customer impact of unscheduled repairs in the shop to an acceptable level given the age of the fleet.
 - OBJECTIVE – Provide a monthly report regarding unscheduled repairs performed in the shop to determine the reason. Make recommendations to mitigate and reduce unscheduled repairs. Provide loaner vehicles or equipment when possible to achieve 100% readiness.
 - PURPOSE – Minimize the impact on weekly scheduled work and increase productivity in the shop for fewer unscheduled repairs.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Review industry best practice regarding outsourcing opportunities for maintenance and repairs, and produce a report with recommendations for the 2014 Budget.
 - PURPOSE – To make the best use of resources to meet the growing repair needs of the Village and the decreasing resources to provide operational ready equipment.
 - COMPLETION DATE – August 31, 2014
2. Maintain a 100% ready snow fighting fleet throughout the winter season to ensure increased operational readiness.
 - OBJECTIVE – To complete repairs within 48 hours of the unit entering the shop during the year.
 - PURPOSE – Provide a full complement of safe vehicles and equipment to fleet customers including storm-ready snow fighting equipment to minimize downtime during a winter storm event.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Evaluate and establish a budget for the implementation of AVL for contractor snow routes.
 - PURPOSE – To improve contractor effectiveness on snow routes.
 - COMPLETION DATE—June 1, 2014

Village of Orland Park

Public Works (Vehicle and Equipment Division) Performance Measures

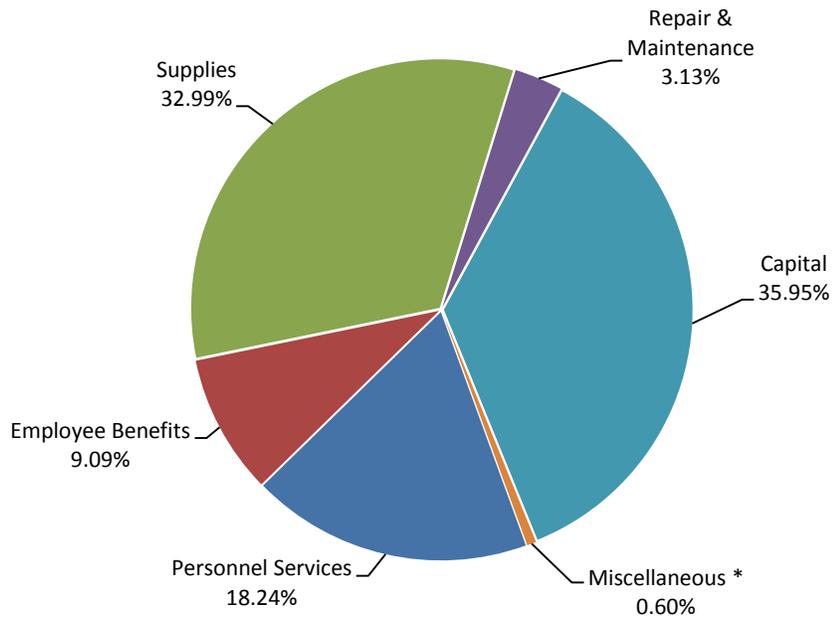
Fiscal Year 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Number of scheduled preventive maintenance repairs	800	766	800
Percent of repairs – non-scheduled	12%	21%	10%
Percentage of fleet winter storm-ready	100%	100%	100%
Number of jobs performed	9,456	8,887	9,500
Number of accidents reported	35	27	25
Percentage of unreported accidents through CFA based on vehicle/equip. report	0%	0%	0%
Accident repair costs	\$27,646	\$28,439	\$20,000
Accident repair labor hours – in-house	21.2	8.1	8
Cost of repairs or maintenance outsourced (includes equipment, autos and trucks)	\$102,540	\$ 166,827	\$90,000
Percentage of the cost of repairs or maintenance outsourced	21%	21%	18%
Fuel Consumption – Unleaded (Village and OFPD)	157,174	155,620	155,000
Fuel Consumption – Diesel (Village and OFPD)	55,366	62,275	60,000
Number of items sold via On-Line Auction	17	68	80



PUBLIC WORKS (VEHICLE AND EQUIPMENT DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
V&E and Transportation Operations Mgr	1	1	1
Inventory Control Technician	1	1	1
Mechanic II	3	3	3
Temporary Mechanic II	0	1	0
Maintenance Worker I	1	1	1
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	7	8	7



*Miscellaneous category includes Employee Reimbursements, Purchased Services, Utilities, Insurance and Miscellaneous Expenses.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 484,886	\$ 530,085	\$ 537,687	\$ 507,484
Employee Benefits	275,028	270,650	282,997	252,813
Employee Reimbursements	1,788	1,992	2,800	2,360
Professional Services	7,263	-	4,900	-
Utilities	677	1,042	1,359	1,191
Purchased Services	3,621	3,144	22,737	4,750
Repair & Maintenance	92,130	102,540	173,619	87,200
Insurance	77,921	10,761	11,034	8,178
Supplies	831,095	949,706	902,904	917,854
Capital	745,294	705,668	1,074,900	1,000,000
Miscellaneous Expenses	95	95	100	100
Total Expenditures	\$ 2,519,798	\$ 2,575,683	\$ 3,015,037	\$ 2,781,930

DEPARTMENT MISSION:

To enhance the quality of life for residents and businesses within the Village community by providing professional, high quality and effective police service.

DIVISION FUNCTIONS:

The Administration Division is responsible for budgeting, planning, inspecting, training, and internal affairs; coordination and direction of all facets of the five divisions of the Police Department to ensure that consistent and quality police services are delivered to the residents, businesses, and visitors of the Village of Orland Park. In addition, the Administration Division is responsible for the management of emergency services and disaster response for natural and man-made disasters by police and ESDA personnel.

STRATEGIC PLAN GOAL: Quality of Life

1. Enhanced Training: The Training Development and Review Unit will provide specialized training in 2014 to **increase sworn officers' knowledge base and** ultimately improve the overall efficiency and effectiveness of the Department.
 - OBJECTIVE – State certify three full-time sworn officers in crisis intervention.
 - PURPOSE – The Orland Park Police Department has seen a dramatic increase in the number of calls for service for people in mental crisis. Having several officers state certified in crisis intervention will ensure that the department provides the optimum services available to people in need by providing a consistent and effective framework to handle these volatile situations and thus reduce potential liability.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Train and state certify at least one additional officer in Accident Reconstruction.
 - PURPOSE – Having an additional officer certified in accident reconstruction will increase the efficiency and effectiveness in the identification and documentation of the causes of major crashes.
 - COMPLETION DATE – December 31, 2014
2. NIMS Compliance: Achieve full compliance with the National Incident Management System (NIMS) certification requirements.
 - OBJECTIVE - Complete IS-700 and ICS-100 awareness training for all officers. IS-702, IS-703 and IS-704 will be completed by personnel assigned to specific duties within the ICS framework. Supervisory staff will successfully complete ICS 200, ICS-300 and IS-800. Lieutenants and Command Staff personnel will

complete ICS-400. Command Staff personnel will also complete IS-703, 704, 706, and 800.

- PURPOSE – To be in compliance with Federal Government directives in which employees must complete specific levels of ICS training.
 - COMPLETION DATE – Fourth Quarter of 2014
- OBJECTIVE - Conduct a position–specific ICS training practicum.
 - PURPOSE – As part of gaining full federal NIMS compliance, an ICS practicum is a required.
 - COMPLETION DATE – Fourth Quarter of 2014
3. Rifle Carbine Certification: implementation of a training program to increase the number of sworn police officers qualified to deploy a department issued carbine rifle.
- OBJECTIVE – Increase by 10% the number of sworn police officers qualified to carry a department issued carbine rifle.
 - PURPOSE - An increase in qualified full-time sworn officers in the use of carbine rifles will assist in effectively safeguarding the community, enhance officer safety, and ensure that a weapon system designed to counter the growing trend of high capacity firearms utilized by offenders is readily available.
 - COMPLETION DATE – Fourth Quarter of 2014

ADMINISTRATIVE/TECHNICAL SERVICES DIVISION - TELECOMMUNICATIONS UNIT, RECORDS UNIT, CSO UNIT, EVIDENCE UNIT, ANIMAL CONTROL UNIT, DETENTION AIDES

DIVISION FUNCTIONS:

The function of the Administrative/Technical Services Division is to provide the highest level of response to crisis and non-crisis requests from the general public, department members and related agencies through the Orland Park Enhanced 9-1-1 Emergency Telecommunication System. The primary responsibilities of the Administrative/Technical Services Division are:

- Manage department-wide record keeping.
- Manage the department-wide vehicle purchasing and maintenance.
- Manage all radio and communications purchasing and scheduling of repairs and maintenance.
- Acquire training needs for personnel and schedule training division-wide.
- Manage the MSI Parking and compliance ticket program.
- Manage the Municipal Adjudication Ordinance Violation Program.
- Manage the Community Service Officer program.
- Manage the evidence and recovered property room.
- Provide animal control of domestic and wild animals.
- Manage the Detention Aide program for the lock-up facility.
- Maintain inventory of department assets and all property coming under the control of the Police Department.
- Maintenance and management of the department's management information systems.
- Maintain the in-car video program.
- Maintain the in-car AVL program.

STRATEGIC PLAN GOAL: Quality of Life

1. Installation of a Monopole Antenna Tower and Police Radio Receiver System at the Schumack Farm: As a result of narrow-banding the radio frequencies, the Orland Park Police has lost a considerable amount of portable radio reception and transmission coverage throughout the northwest section of the Village. To alleviate this situation, the Police Department will install a 150 ft. monopole with a receiver radio system on the Schumack Farm property located at 139th Street and 110th Avenue. This system will enhance portable radio coverage in the northwest section of Orland Park, including Centennial School, as well as the surrounding subdivisions.

- **OBJECTIVE - Prepare a Request for Proposal (RFP) and select a tower company for the installation of the monopole and the underground electric service.**
 - PURPOSE – The reliability of the police department radio communications system is a high priority. Emergency 911 dispatching, public safety and officer safety depends on a reliable radio communications system.
 - COMPLETION DATE – December 31, 2014

- OBJECTIVE - Install the monopole and receiver system. Conduct a test of the system and make adjustments to optimize performance.
 - PURPOSE – The receiver system will provide the department with reliable portable radio coverage in the northwest section of the Village.
 - COMPLETION DATE – December 31, 2014

INVESTIGATIVE SERVICES DIVISION - CRIMINAL INVESTIGATIONS COMMUNITY RELATIONS/CRIME PREVENTION/DARE UNIT JUVENILE INVESTIGATIONS/MAJOR CASE UNIT/P.O.P. INVESTIGATOR (PROBLEM ORIENTED POLICING)/INTERNET UNIT/TARGETED RESPONSE UNIT/DOMESTIC VIOLENCE UNIT/SCHOOL RESOURCE PROGRAM CRIME FREE RENTAL HOUSING PROGRAM

DIVISION FUNCTIONS:

The function of the Investigative Service Division includes conducting follow-up investigations on criminal and quasi-criminal activity and conducting liquor license and employment background investigations. Other functions of the Investigative Services Division include:

- Provide drug interdiction, education and enforcement activities, programs and initiatives.
- Provide crime prevention and community relations activities, programs and training.
- Coordinate efforts related to major case investigations and regional task forces.
- Provide an enhanced problem oriented policing response in addressing neighborhood conflicts and other unusual community/individual problems.
- Maintain a registration and investigate compliance on mandatory sex offender registrants.
- Provide an enhanced response or support to victims of domestic violence and elder abuse.

STRATEGIC PLAN GOAL: Quality of Life

1. CRIME FREE HOUSING PROGRAM: To conduct a quantitative and qualitative analysis of the CFH Program and the impact the program has had on the community.
 - OBJECTIVE – Beginning in February 2014, review calls for service at apartment rental properties from January 19, 2006 through January 19, 2009 (CFH implemented). Compare to calls for service from January 19, 2009 through January 19, 2012.
 - PURPOSE – To provide data to measure the effectiveness of the CFH Program. Provide the Chief of Police a CFH Program report detailing the results of the analysis and recommendations on the programs future.
 - COMPLETION DATE – First Quarter of 2014
 - OBJECTIVE – In June 2014, develop and initiate an on-line re-certification process for previously certified rental property owners/managers.
 - PURPOSE – To provide relevant, updated and more convenient follow up training to owner/managers.
 - COMPLETION DATE – Third Quarter of 2014
2. COMMUNITY RELATIONS PROGRAM: To implement a Crime Prevention Program in 2014 specifically targeting the Senior Citizen demographic. Develop a program name and advertise meetings in the media as well as the department website.

- OBJECTIVE – In January 2014, develop and initiate senior safety meetings in January, March, May, July, September, and November, hosted at the Orland Park Police Department.
 - PURPOSE- To engage the senior community in a less formal environment enhancing the relationship between law enforcement and the senior community. Provide up-to-date information on crime trends, community safety alerts, and senior related quality of life issues.
 - COMPLETION DATE – Fourth Quarter of 2014

PATROL DIVISION - PATROL UNIT, BIKE PATROL UNIT, PATV UNIT, TRAFFIC UNIT, CROSSING GUARD UNIT

FUNCTIONS:

The function of the Patrol Division is to provide professional proactive and reactive police service to the residents, businesses and visitors of the Village of Orland Park. The primary responsibilities of the Patrol Division Units are:

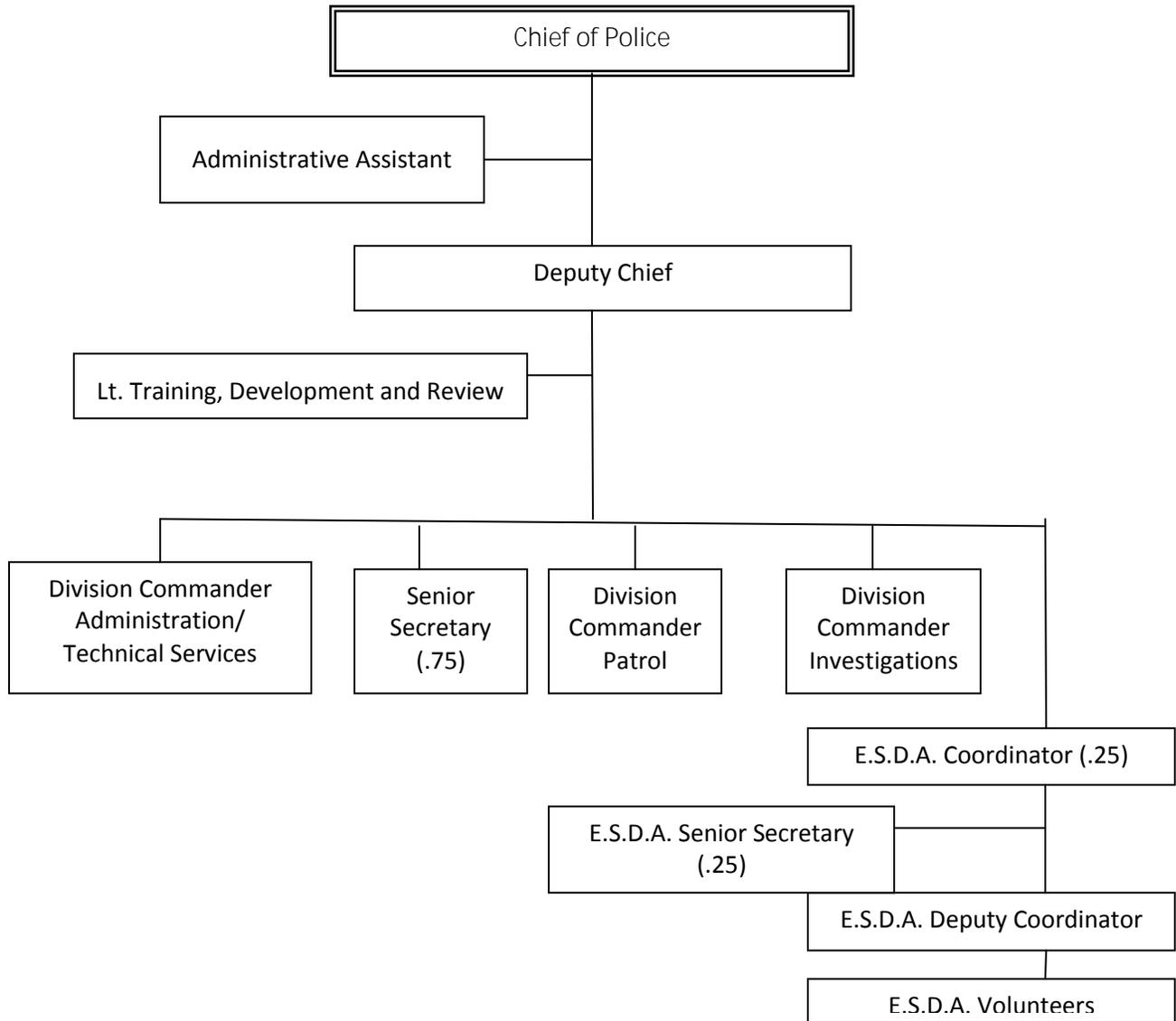
- Emergency response to criminal and non-criminal activity.
- Respond to criminal and quasi-criminal activity.
- Respond to nuisance and ordinance violations.
- High visibility patrol throughout Village.
- Emphasize problem solving.

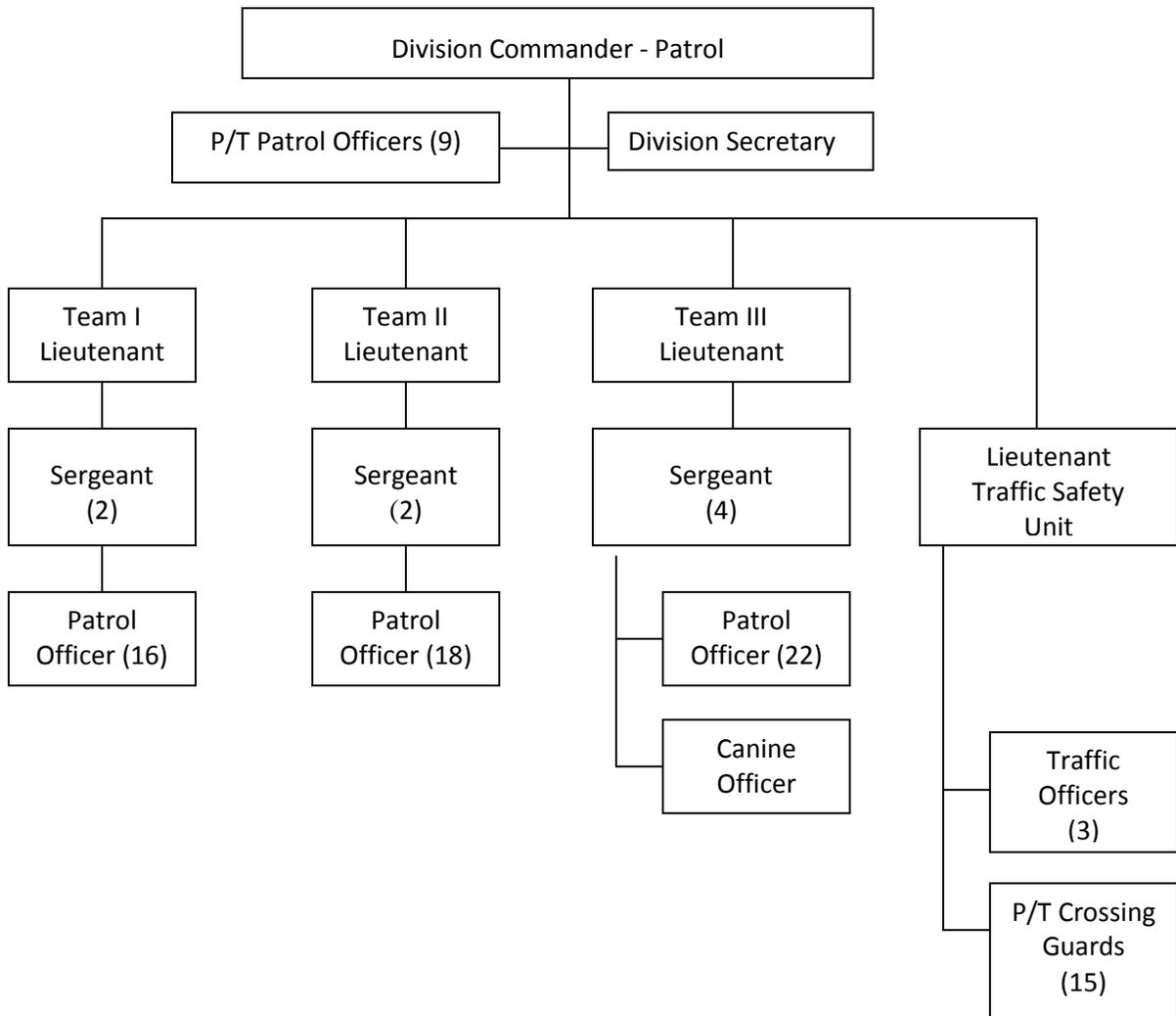
STRATEGIC PLAN GOAL: Quality of Life

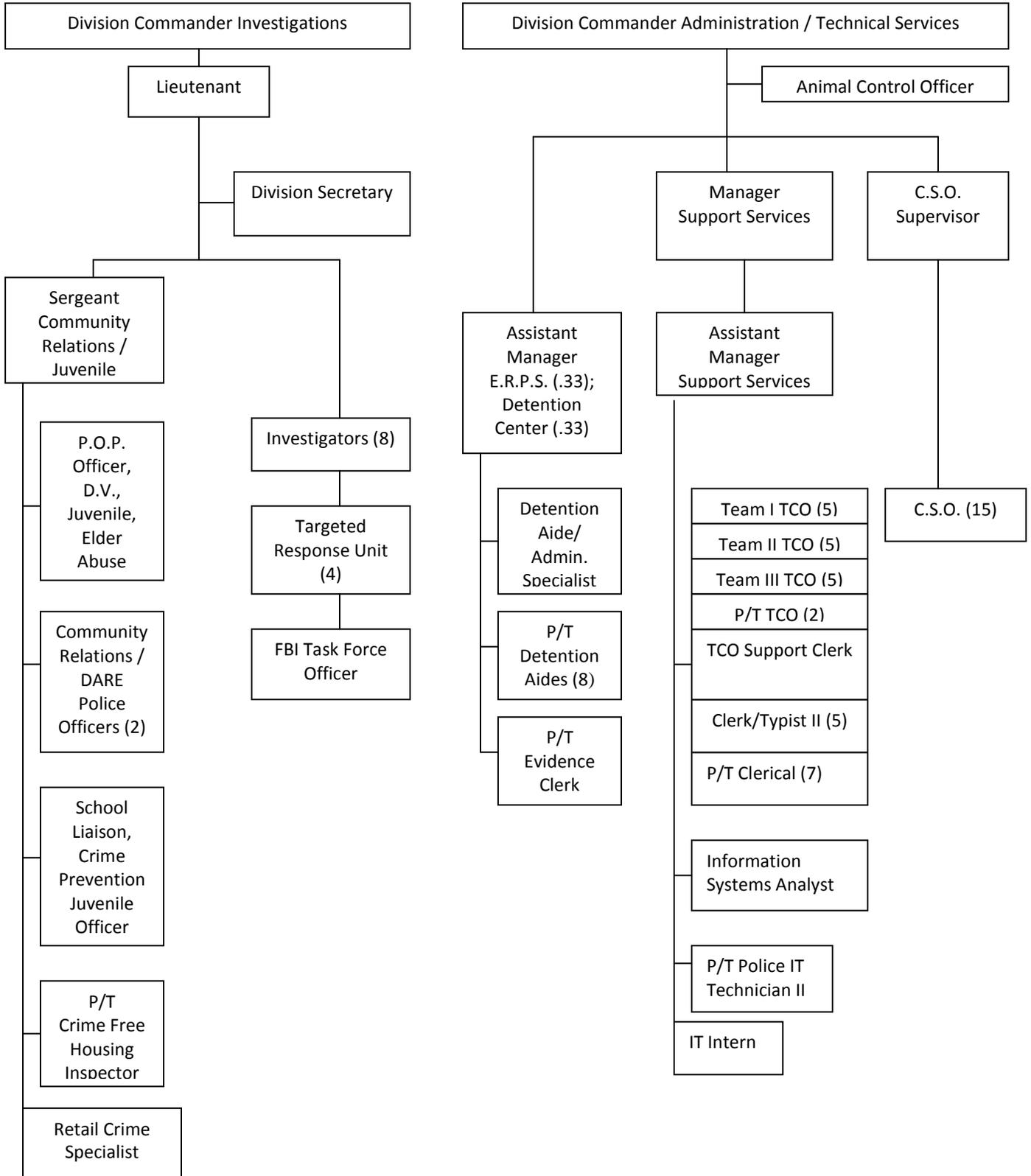
1. Increased Police Presence during the Holiday Season: Increase the police presence at Orland Square Mall and other retail establishments during the 2014 holiday shopping season.
 - OBJECTIVE – Establish a two-officer walking assignment inside Orland Square Mall starting the day after Thanksgiving 2014 until December 26th, 2014. Additional officers will be assigned to a special Retail Detail assignment as well.
 - PURPOSE – Provide an enhanced police presence and visibility to the shopping public.
 - COMPLETION DATE – Fourth Quarter of 2014
 - OBJECTIVE - Officers will conduct Walk-n-Talk at retail establishments beginning the day after Thanksgiving 2014 and will continue until December 26th, 2014.
 - PURPOSE – For members of the Police Department to achieve and maintain a relationship with local retail stores and to provide a police presence.
 - COMPLETION DATE – Fourth Quarter of 2014
2. Enforce the Use of Electronic Communications while Driving Violations law: The National Highway Traffic Safety Administration reports that an estimated 1.2 million crashes each year involve using cell phones for conversation.
 - OBJECTIVE– Educate the motoring public to eliminate the use of a cell phone while driving. Conduct traffic details quarterly that are specific to: 625 ILCS 5/12-610.2a, (2014 Law Update) Electric Communication Devices violations.
 - PURPOSE – Achieve public awareness and compliance through traffic enforcement details.
 - COMPLETION DATE – Fourth Quarter of 2014

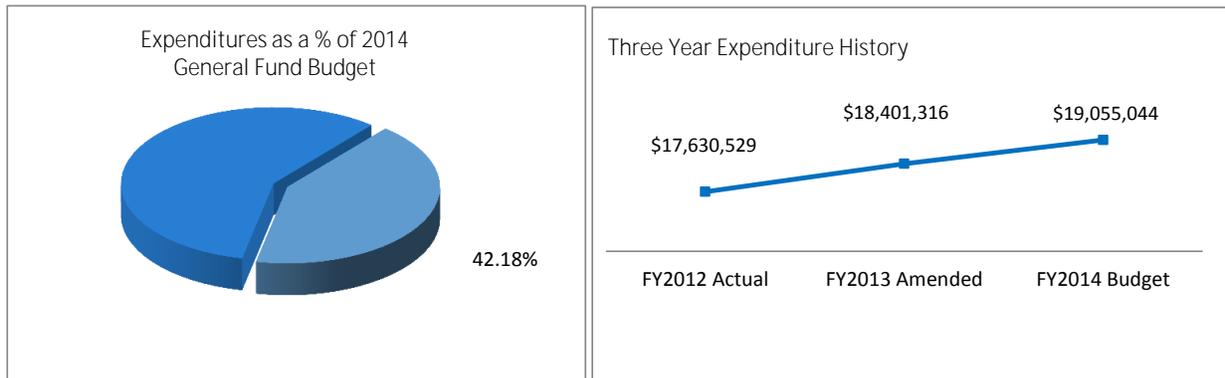
- OBJECTIVE– Utilize the local media to promote public awareness.
 - PURPOSE – To inform and educate the motoring public of the updated law and on the dangers of cell phone use while driving.
 - COMPLETION DATE – Fourth Quarter of 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Number and percent of parking citations processed within 10 days of issuance	12,720 100%	11,676 100%	12,700 100%
Number and percent of traffic citations processed within 10 days of issuance	17,514 100%	17,555 100%	17,500 100%
Average answer time for all 911 calls in seconds	7	3	2.7
Percent 911 calls answered in 20 seconds or less	99%	99%	99%
Actual theft incidents	1,298	1,246	1,246
Crime rate per 100,000 population	2,416	2,338	2,338
Number of Cannabis arrests	349	299	300
Number of Index Crime Drug arrests	643	554	550
Number of authorized Sworn Officers	97	97	99
Population	60,000	57,392	57,392
Officers per thousand population	1.56	1.56	1.72





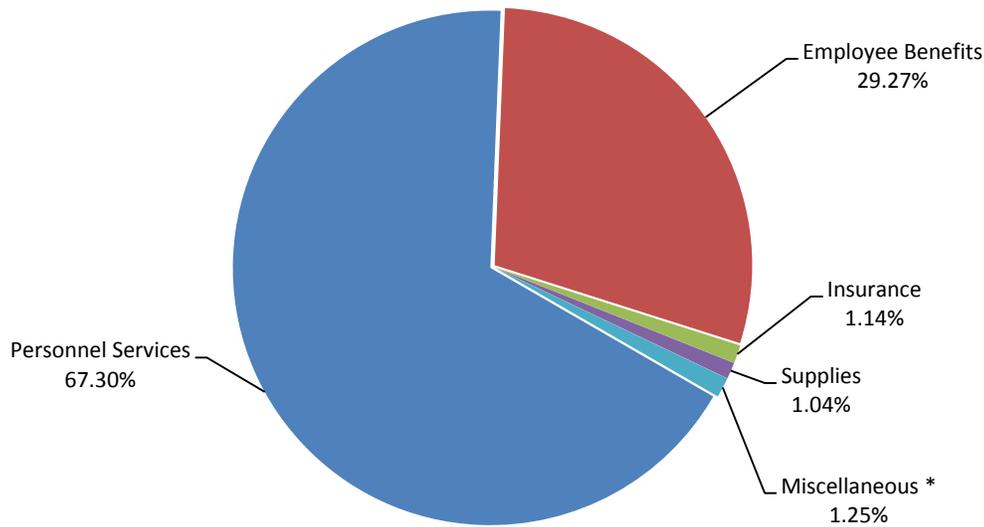




POLICE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Commanders	3	3	3
Lieutenants	6	6	6
Sergeants	9	9	9
Support Services Manager	1	1	1
Information Systems Analyst	1	1	1
Support Services Assistant Manager	1.75	1.75	1.75
CSO Supervisor	1	1	1
Administrative Assistant	1	1	1
Senior Secretary	0.75	0.75	0.75
Clerk Typist II	4	4	4
Clerk Typist II / Shift Differential	0	0	0
Animal Control Officer	1	1	1
Telecommunicators	6	6	6
TCO / Shift Differential	9	9	9
TCO Support Clerk	1	1	1
TCO Trainer / Shift Differential	0	0	0
Patrol Officers	77	79	79
TOTAL FULL TIME PERSONNEL	124.5	126.5	126.5

PART TIME POSITION TITLE			
Clerk Typist	10	10	8
Division Secretary	0	0	2
Intern/Undergrad	0	0	1
Evidence Clerk	0	1	0
IT Technican I	1	1	1
IT Technican II	1	1	1
Telecommunicator	2	2	2
Community Service Officer	15	15	15
Detention Aide / Adm Specialist	1	1	1
Dentention Aides	8	8	9
Patrol	8	8	9
Crossing Guards	13	13	13
P/T Property Insp for Crime Free Housing	1	1	1
TOTAL PART TIME PERSONNEL	60	61	63



*Miscellaneous category includes Employee Reimbursements, Repair & Maintenance, Rent, Professional Services, Purchased Services, Utilities, Capital and Miscellaneous Expenses.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 11,314,075	\$ 11,676,484	\$ 12,160,080	\$ 12,824,688
Employee Benefits	4,953,799	5,273,132	5,463,325	5,576,658
Employee Reimbursements	72,735	71,746	71,396	88,788
Professional Services	9,504	11,468	13,070	13,920
Utilities	32,586	34,108	43,455	38,233
Purchased Services	4,034	5,617	5,750	5,750
Repair & Maintenance	24,451	23,074	51,088	51,687
Rent	8,400	63	4,200	4,200
Insurance	403,133	314,557	377,076	216,880
Supplies	222,501	206,363	200,576	197,940
Capital	51,846	-	-	25,000
Miscellaneous Expenses	15,294	13,916	11,300	11,300
Total Expenditures	\$ 17,112,358	\$ 17,630,529	\$ 18,401,316	\$ 19,055,044

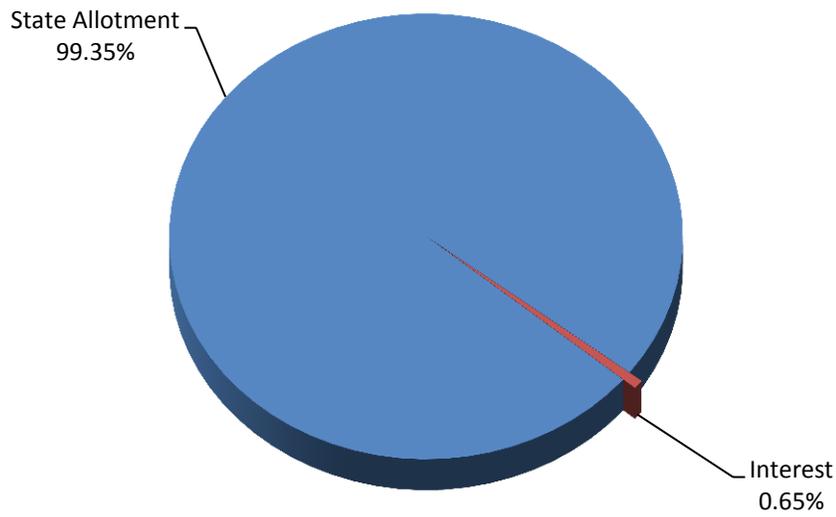
Special Revenue Funds

Budget
Fiscal Year 2014

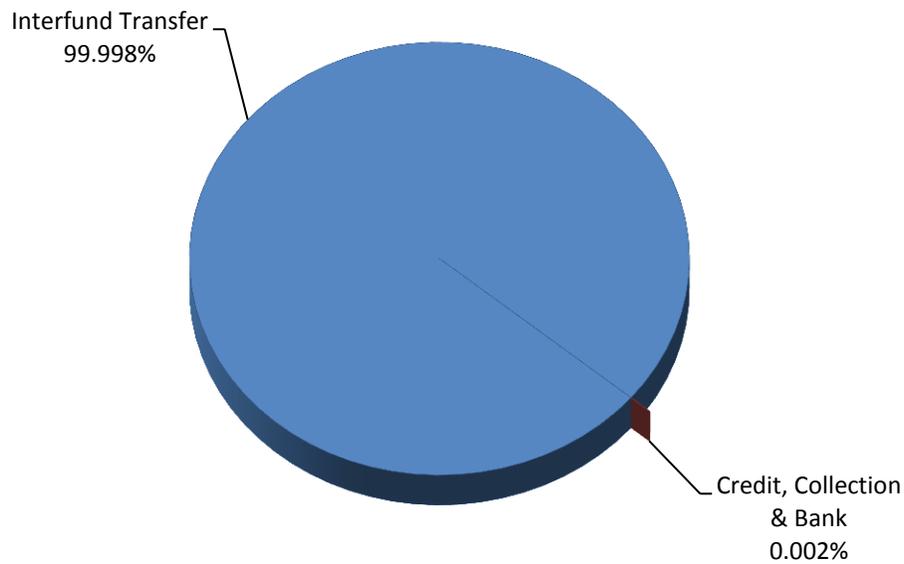
The Village receives monthly distributions of Motor Fuel Tax from the State of Illinois; these distributions are recorded as revenue of the Village's Motor Fuel Tax Fund. The Village's Motor Fuel Tax revenues are derived from the State-imposed 19 cent per gallon tax on gasoline and 21.5 cent per gallon tax on diesel fuel. A portion of this revenue is allocated to all municipalities within the State based on the municipality's total population as a percentage of the total municipal population of the State. Municipalities may use the revenue only for road maintenance and improvement programs authorized by the State and the Illinois Department of Transportation (IDOT). The use of motor fuel tax revenues is subject to an annual audit by IDOT.

Motor Fuel Tax revenues have fluctuated over the last 10 years for a number of reasons, including changes in the amount of Motor Fuel Tax allocated each year to municipalities, changes in the Village's population and changes in gasoline and diesel fuel demand.

Expenses of the Motor Fuel Tax Fund are recorded on a monthly basis as departmental cost transfers to reimburse the Village's General Fund for IDOT approved expenditures for road maintenance and improvement programs charged to the General Fund's Public Works – Streets Division.



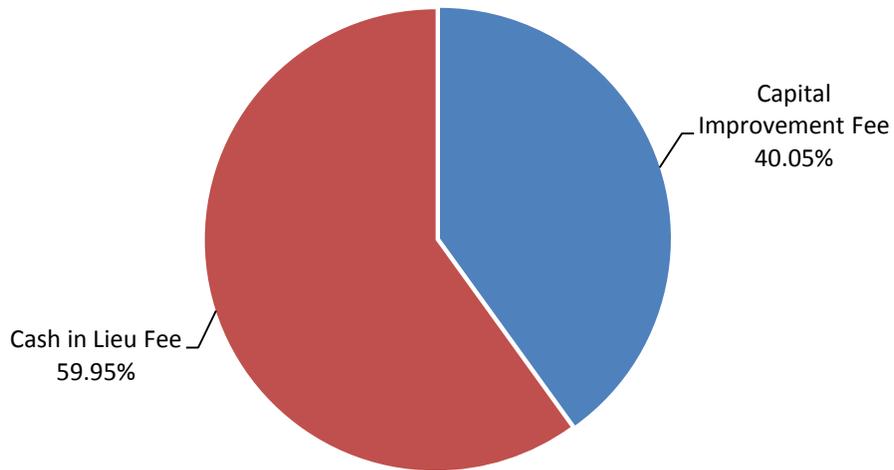
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
State Allotments	\$ 1,750,265	\$ 1,680,478	\$ 1,349,547	\$ 1,314,409
Interest	5,881	2,923	10,392	8,645
Total Revenue	\$ 1,756,146	\$ 1,683,401	\$ 1,359,939	\$ 1,323,054



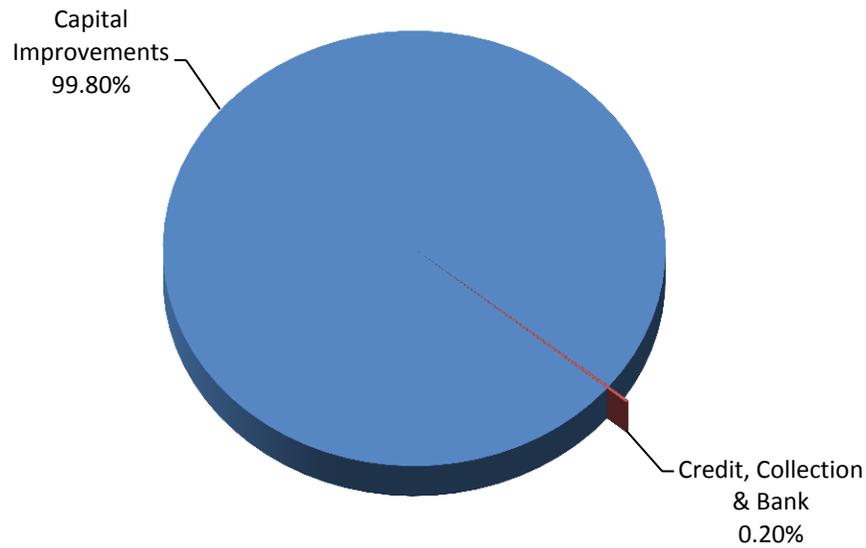
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Credit, Collection & Bank	\$ 1,725	\$ 82	\$ 707	\$ 26
Interfund Transfer	1,492,575	1,974,289	1,349,547	1,314,409
Total Expenditures	\$ 1,494,300	\$ 1,974,371	\$ 1,350,254	\$ 1,314,435

The Park Development Fund receives cash contributions in lieu of land for park and recreation use. These contributions are received when the developer is unable to donate the required seven acres per 1,000 people anticipated to reside in the development. These cash contributions are solely used for the acquisition of land for parks and recreation or for the improvement of recreation facilities and other parks already existing within the Village. The Park Development Fund also receives a capital improvement fee from developers. The current capital improvement fee is \$90,000 per acre. The developer is required to make the cash contribution to the Village equal to the capital improvement fee for seven acres of park land for every 1,000 people anticipated to reside in the development.

The amount of park facilities for new residents is based on data and policy contained in the Village's Comprehensive Plan, which recommends a ratio of ten acres of active parks per 1,000 residents. Of the ten acres, five acres are designated for neighborhood parks, and five acres are designated for community parks. Because neighborhood parks are intended to contain facilities for immediately surrounding residents, and because the need for new neighborhood parks is generated by new residents, new housing developments are required to pay 100% of land and capital costs. Because community parks serve all residents, new housing developments are required to pay 40% of land and capital costs. This results in the seven acre per 1,000 people requirement.



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Miscellaneous Reimbursements	\$ -	\$ 5,000	\$ 100,000	\$ -
Capital Improvement Fee	65,321	27,315	136,886	127,614
Cash in Lieu Fee	9,578	61,414	204,834	191,016
Interest	1	-	-	-
Other Income	-	6,000	-	-
Interfund Transfer In	-	1,425,000	162,116	-
Total Revenue	\$ 74,900	\$ 1,524,729	\$ 603,836	\$ 318,630



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Credit, Collection and Bank	\$ 26	\$ 219	\$ 153	\$ 81
Professional Services	1,171	-	-	-
Interfund Transfers Out	-	-	20,225	-
Purchased Services	-	261	-	-
Repair and Maintenance	-	44,380	-	-
Capital Improvements	-	620,629	1,117,258	40,000
Total Expenditures	\$ 1,197	\$ 665,489	\$ 1,137,636	\$ 40,081

The Village Police Department seizes funds due to drug related arrests and search warrants for drug related crimes. These funds are deposited into the Seizure and Forfeiture Fund. The Police Department then petitions the courts to deem the funds forfeited. Once deemed forfeited, the Village sends all of the funds to the Illinois State Police. The State Police then disperses the funds to the appropriate agencies, depending on which agency participated in the seizure.

Expenditure of funds from the Seizure and Forfeiture Fund are used for supporting community policing activities, training, and law enforcement operations that result in further seizures and forfeitures.

Revenue Summary

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Interest	\$ 35	\$ -	\$ -	\$ -
General Government	28,401	126,822	15,000	45,500
Total Revenue	\$28,436	\$126,822	\$15,000	\$45,500

Expenditure Summary

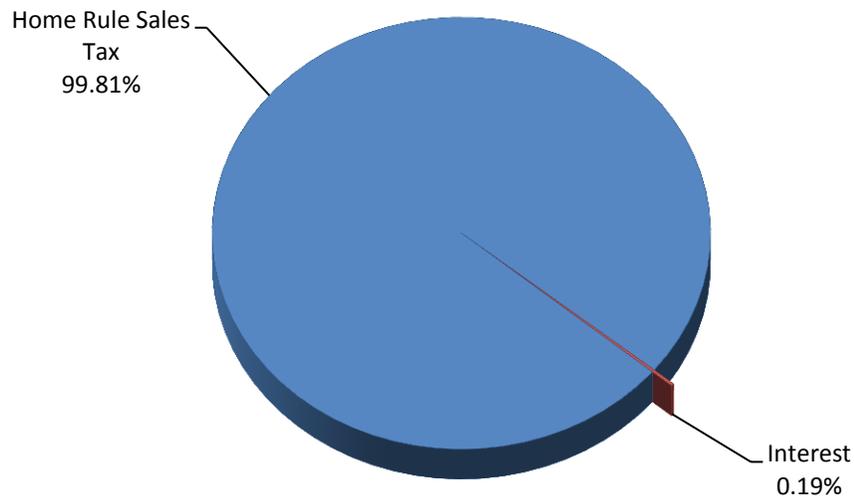
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Miscellaneous Expenses	\$24,853	\$27,458	\$ -	\$ -
Supplies	1,691	13,114	-	-
Total Expenditures	\$26,544	\$40,572	\$ -	\$ -

In September 2001, the Village passed an ordinance imposing a Home Rule Municipal Retailers' Occupation and Service Tax (Sales Tax) of three quarters (3/4) of one percent. The Illinois Department of Revenue began enforcing the tax on January 1, 2002. The purpose of the tax was to fund the Village's Property Tax Rebate Program, property tax abatements and various road improvement projects within the Village.

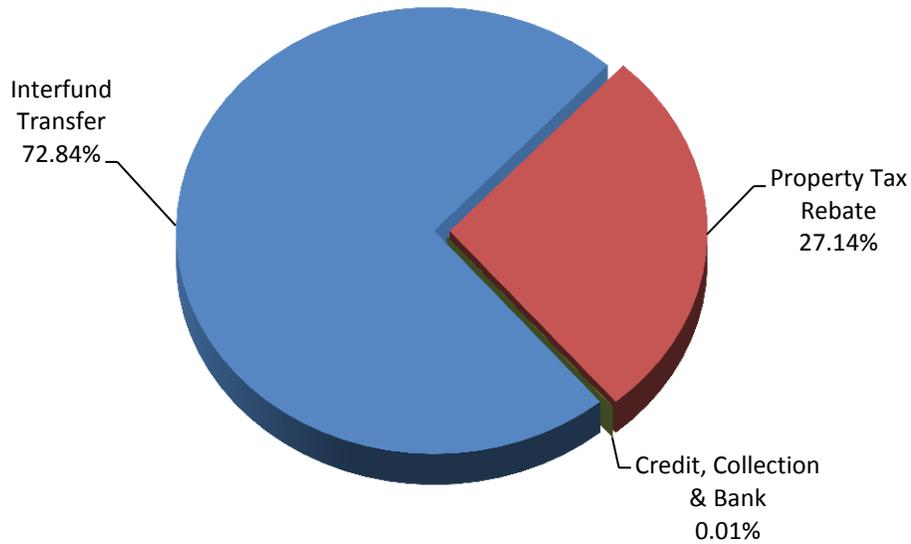
Prior to FY2004, receipts of Home Rule Sales Tax, and the related expenditures, were recorded in the Village's General Fund. During the FY2004 budget process, the Board accepted the Finance Department's recommendation to establish a Home Rule Sales Tax Fund, taking the activity out of the Village's General Fund. All Home Rule Sales Tax revenues are recorded in this fund; transfers are then made to the Village's Debt Service and Capital Improvement Funds.

The Property Tax Rebate Program was originally established in 2002 with the Village reimbursing 50% of the Village's share of the property taxes paid by owner-occupants of single-family homes, owner-occupants of town homes, and owner-occupants of residential condominium units. In 2003, the Village increased the reimbursement to 100% of the Village's share of the property taxes. In 2009, the Village Board decided to modify the program and cap the rebate at an amount to be approved annually by the Village Board. The cap for the FY2008 budget year was \$4,500,000. Between FY2002 and FY2008, the Village paid out a total of \$27,569,048 in property tax rebates.

During the FY2010 budget process, the Village Board decided to suspend the program due to the economic downturn. The Village Board would reevaluate each year to determine if funding was available for the program. In FY2012, the Village Board requested that staff determine if there was funding available to reinstitute the residential property tax rebate program. Staff was able to identify \$2.5 million in funding which primarily came from savings on various capital projects that had recently been completed by the Village. The Village Board approved reinstating the program for FY2012 rebating 2011 property taxes paid to the Village in 2012. The rebate was capped at \$2.5 million and was distributed evenly amongst all applicants. Funds for a rebate in the amount of \$2.2 million were added to the FY2013 budget after additional capital projects savings were made available. There is currently \$1.0 million included in the FY2014 budget for property tax rebates.



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Home Rule Sales Tax	\$ 9,383,832	\$ 9,659,940	\$ 9,506,294	\$ 9,938,851
Interest	16,858	5,095	18,109	19,064
Interfund Transfer	-	4,949,182	154,399	-
Total Revenue	\$ 9,400,690	\$ 14,614,217	\$ 9,678,802	\$ 9,957,915



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Residential Property Tax Rebates	\$ -	\$ 2,500,070	\$ 2,200,000	\$ 1,000,000
Interfund Transfers Out	7,500,000	1,375,000	2,518,097	2,683,872
Credit, Collection & Bank	1,648	1,433	19,655	541
Personnel Services	-	8,497	33,000	-
Employee Benefits	-	650	2,525	-
Utilities	-	8,077	16,500	-
Supplies	-	16,540	14,500	-
Sales Tax Rebates	305,837	127,543	319,346	-
Miscellaneous	-	-	3,475	-
Total Expenditures	\$ 7,807,485	\$ 4,037,810	\$ 5,127,098	\$ 3,684,413

In October 2004, the Village Board approved an ordinance adopting tax increment financing within the area designated as the Main Street Triangle Redevelopment Project Area. Redevelopment of this area has been a long-term goal of the Village Board in an effort to create a pedestrian friendly downtown district for Orland Park anchored by the 143rd Street commuter station. The area is bordered by 143rd Street to the south, LaGrange Road to the east and the Metra tracks/Southwest Highway to the west. The property consists of approximately 27 acres. Based upon adoption of this ordinance, the Village established the Main Street Triangle TIF Fund within which all revenues and expenditures related to the TIF area will be recorded.

During prior fiscal years, the Village purchased parcels of land within the District that were utilized to construct public infrastructure and/or will be sold to developers of residential/retail structures. The Village is the owner of all the property within the Triangle. A settlement agreement for the purchase of the Orland Plaza site was finalized in June 2011 which settled the pending condemnation case. The Village acquired the Orland Plaza site in two separate phases so as to permit existing tenants to remain in their current leaseholds within Orland Plaza. The first acquisition occurred on February 20, 2012 and the second acquisition occurred two years later. Demolition of a portion of the property was completed in FY2012 for the construction of the Ravinia Avenue extension into the Triangle area. Demolition is scheduled in 2014 for the remainder of the Orland Plaza site.

The Village constructed a new commuter station that was completed in FY2007. Federal grant proceeds (passed through Metra) were received in the amount of \$9,648,510 to assist with the construction of the station, as well as public infrastructure improvements. During FY2007, the Village issued \$18,500,000 of general obligation bonds to complete the public improvements within the area and to purchase additional properties. This debt issuance also reimbursed other Village Funds that the Main Street Triangle TIF Fund borrowed from to purchase parcels of land in prior fiscal years.

The Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I of the redevelopment of the Main Street Triangle area to include 295 luxury apartment residences, 4,000 square feet of commercial space and structured parking on approximately four acres. The Village incurred phased debt in order to finance this project at an estimated cost of \$65 million. The costs are split between developer equity of \$2 million, a loan to Flaherty and Collins Properties for \$38 million and a project incentive of \$25 million. The agreement has several provisions that are triggered to help the Village recover its incentive over time. Project financing started in 2012 and will continue through 2014.

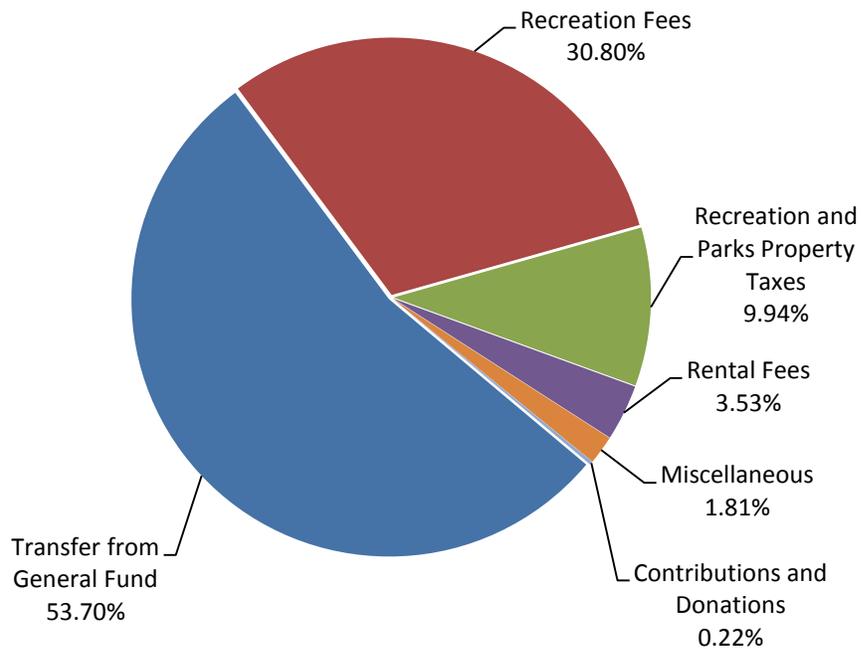
Revenue Summary

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Interest Income	\$ -	\$ 446	\$ -	\$ 1,003,428
Reimbursements/Other Revenue	-	18	-	-
Seller Financed Capital Purchase	-	4,750,000	-	-
Bond Proceed Revenue	-	20,000,000	20,000,000	-
Line of Credit Proceeds	-	18,786,214	22,215,426	-
Total Revenue	\$ -	\$ 43,536,678	\$ 42,215,426	\$ 1,003,428

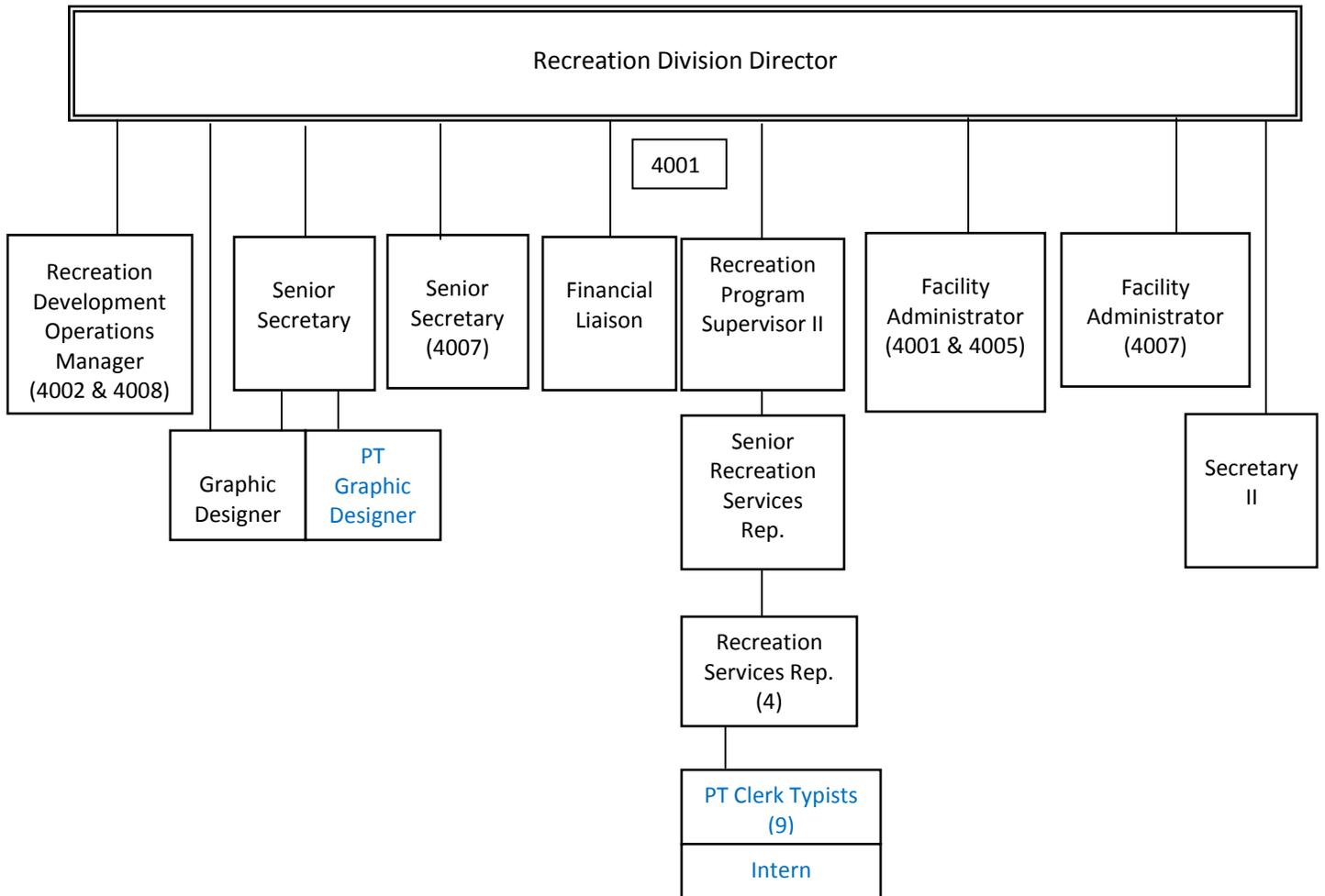
Expenditure Summary

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Professional Services	\$ 605,860	\$ 166,546	\$ 661,660	\$ -
Repair and Maintenance	-	191,255	-	55,000
Redevelopment Project Costs	-	24,770,000	-	-
Line of Credit Principal	-	18,786,213	-	-
Principal	-	653,662	902,462	731,106
Purchased Services	771	206	-	-
Capital	1,476,419	9,316,929	1,699,458	2,720,000
Bond Issue Costs	-	258,633	271,373	-
Interest	484,001	751,286	637,332	663,009
Utilities	-	8,769	-	-
Miscellaneous Expenses	2,215	5,462	5,400	-
Total Expenditures	\$ 2,569,266	\$ 54,908,961	\$ 4,177,685	\$ 4,169,115

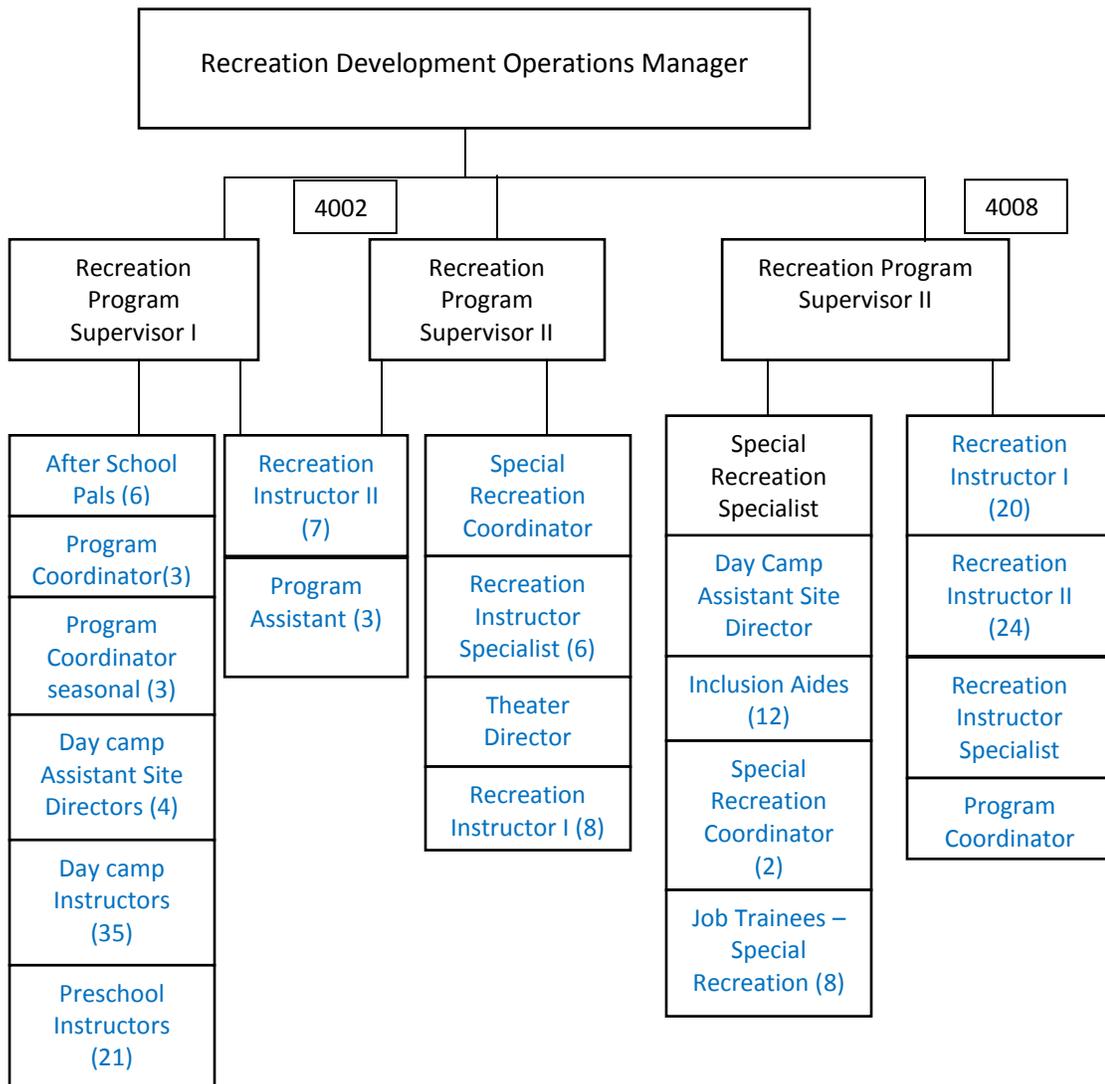
The Recreation and Parks Fund is divided into six divisions, including: Administration, Programs, Parks, Centennial Pool, Sportsplex, and Special Recreation. Each of the divisions listed above have formulated accomplishments and goals reflected on the following pages.



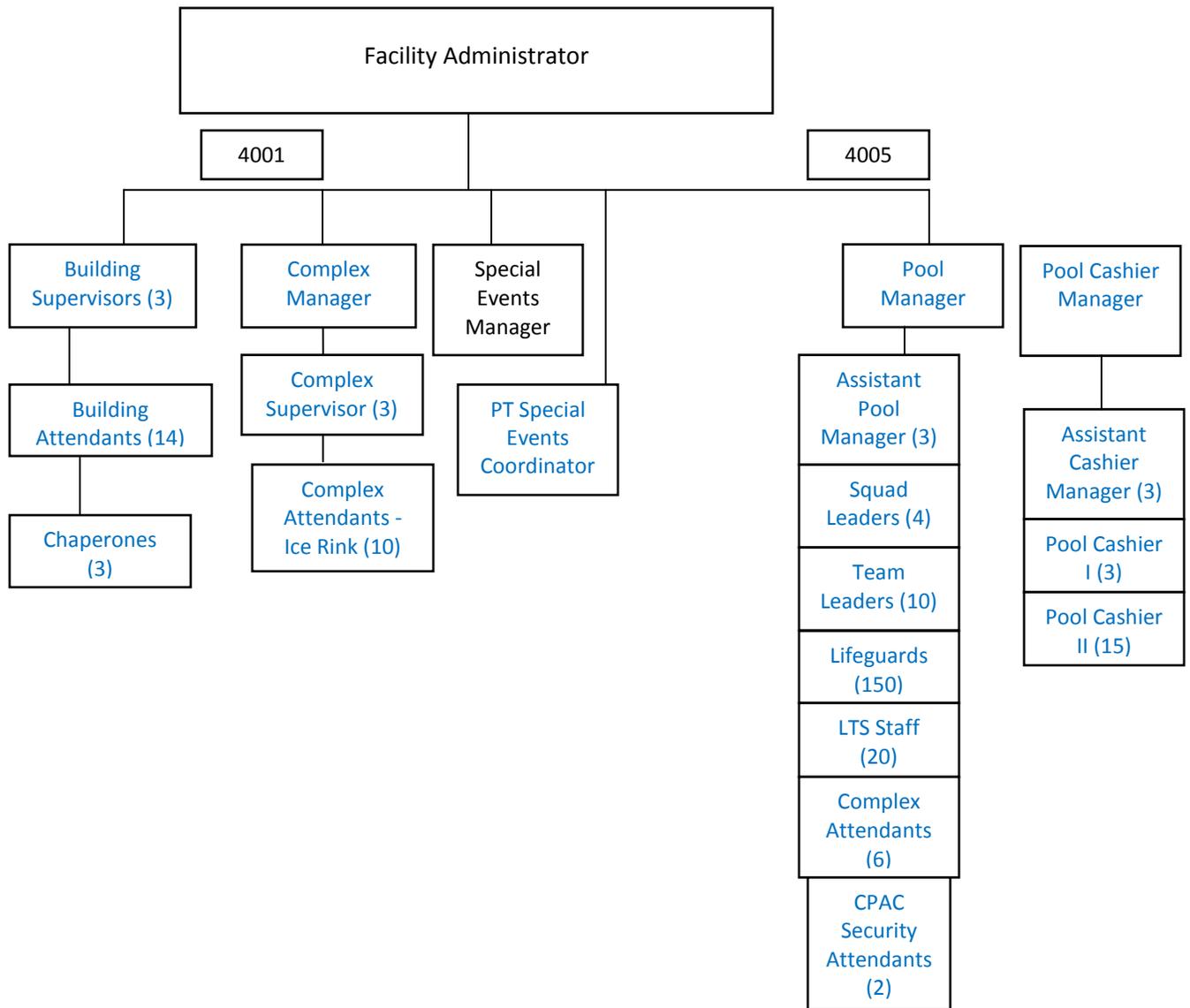
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Transfer from General Fund	\$ 4,152,554	\$ 4,652,684	\$ 4,901,914	\$ 5,714,899
Recreation Fees	3,278,700	3,342,415	3,423,104	3,277,459
Recreation and Parks Property Taxes	945,749	1,081,422	1,068,021	1,058,297
Rental Fees	350,504	363,567	386,957	375,731
Grants	75,000	37,359	32,632	-
Miscellaneous	169,838	190,802	179,908	192,206
Contributions and Donations	68,049	45,778	25,190	23,006
Transfer from HRST Fund	-	-	130,000	-
Total Revenue	\$ 9,040,394	\$ 9,714,027	\$ 10,147,726	\$ 10,641,598



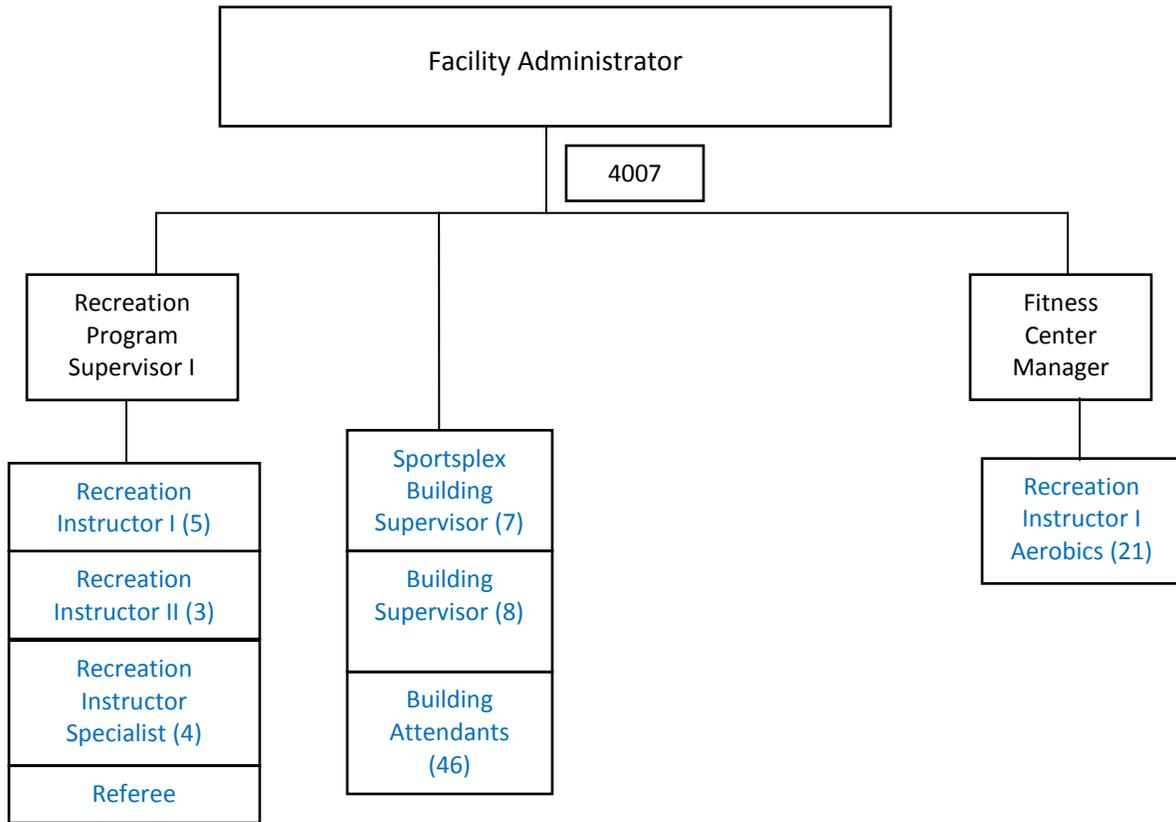
Part-time positions are indicated by blue text



Part-time positions are indicated by blue text



Part-time positions are indicated by blue text



Part-time positions are indicated by blue text

Village of Orland Park

Recreation and Parks Fund (Administration,
Programs, Pool, Sportsplex, and Special Recreation Divisions)
Functions/Strategic Goals

Fiscal Year 2014

DEPARTMENT MISSION:

To enhance the quality of life for all participants and create memorable experiences by offering progressive, enriching recreation and leisure opportunities while preserving natural resources for present and future generations.

RECREATION FUNCTIONS:

Administration: The Administration Division provides clerical, secretarial, organizational, and software support to all Recreation staff. This includes producing seasonal brochure (three per year), maintaining records and files, receiving and processing program registrations, selling pool and Sportsplex memberships and theatre and other event tickets, renting facilities, designing and marketing promotional pieces, assisting in the production and staffing of department special events, and maintaining the Recreation and Parks section of the Village website, in addition to several social mediums.

Programs: The Program Division's purpose is to devise, implement, and coordinate year round seasonal recreational opportunities through programs, facilities, and special events for the residents of Orland Park. Areas of programming include early childhood, youth, adult, senior, athletic, fitness, theatre, cultural, and dance. Staff is responsible for coordination and staffing of Village recreational facilities and outdoor athletic spaces. Staff acts as a liaison to community athletic organizations. The department employs hundreds of year round, part-time staff, as well as several hundred seasonal part-time staff during the summer months.

Pool: The Pool Division of the Recreation and Parks Department is responsible for staffing the day to day operations of the Centennial Park Aquatic Center. The facility offers a zero-depth pool with children's play area, a T-pool with platform, seven slides, and a lazy river. The pool contains rental and party pavilions, sand volleyball courts, concessions, and locker rooms.

Sportsplex: Sportsplex serves the special interests of the community through a variety of facility offerings. Primary to Sportsplex is the membership based fitness center comprising 10,000 square feet of the second floor. Membership includes approximately thirty group exercise classes per week and a variety of fitness opportunities at an additional fee (i.e. personal training, yoga, Pilates reformer etc.). Also provided with membership are the men's and women's locker rooms, family changing room, and a variety of member services (i.e. towel service, child care).

The first floor offers a variety of opportunities through program classes, drop-in opportunities, and rentals. These offerings include basketball, volleyball, gymnastics, dance, pre-school, youth, teen and adult athletic programs, sports camps, rock climbing, birthday parties, soccer, batting/golf cages and a variety of special events.

Special Recreation: The Special Recreation Division is responsible for managing all Special Recreation programs, special events, overnight and day trips, job training programs, inclusion programming, transportation and fundraising. The program, which is in its 31st year, services

over 400 individuals with special needs, ages 3 and up. Programs offered include: sports, Special Olympics, exercise and fitness, cultural, social, overnights, vacation trips, and special events.

STRATEGIC PLAN GOAL: Quality of Life

1. Complete improvements at the Franklin Loebe Center to create a single preschool/youth campus and to establish new enrichment spaces.

- OBJECTIVE – Begin construction improvement of lobby, hallway, kitchen, office spaces, and renovation of lower-level room #109.
 - PURPOSE – To provide a streamlined preschool and youth hub for our patrons.
 - COMPLETION DATE – May 31, 2015
- OBJECTIVE – Conduct a thorough inventory of storage space needs of Robert Davidson Center, Cultural Arts Center, Franklin Loebe Center, and Old Village Hall, thereby reorganizing storage space from the five recreational facilities to fewer locations enabling secure, organized, and inventoried items.
 - PURPOSE – Streamline current stored equipment and supplies to appropriate facilities.
 - COMPLETION DATE – December 31, 2014

2. Focus marketing strategies to increase participation and revenues, where applicable, in recreational opportunities including special events, programs, and facility rentals.

- OBJECTIVE – Advertise the spring 2014 programs in February local publications and through social mediums.
 - PURPOSE – Remind the public to sign up now since this is the first year the department combined spring programs with 2014 winter programs.
 - COMPLETION DATE – March 31, 2014
- OBJECTIVE – Develop a marketing piece to promote all rental opportunities for Village facilities including the Civic Center, Cultural Arts Center, and Franklin Loebe Center.
 - PURPOSE – To increase rental opportunities at all Village buildings during 2014.
 - COMPLETION DATE – August 31, 2014
- OBJECTIVE – Develop a marketing plan that advertises and promotes sponsorship opportunities for the Sportsplex.
 - PURPOSE – To initiate a sponsorship revenue stream at the Sportsplex.
 - COMPLETION DATE – March 31, 2014

3. Critically review all offerings, policies and practices as they relate to program classes to ensure offerings are desirable, diverse and meeting the needs of the community. This is an on-going initiative that began in 2010 and will remain a priority in 2014.

- OBJECTIVE – Utilize Select Survey and texting survey software to conduct 2 - 3 surveys per quarter for programs and special events.
 - PURPOSE – To gather valuable information that will assist us in evaluating and improving programs offered and to discover the interests of participants.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Conduct three brainstorming sessions with recreation supervisors in March and October to critically evaluate programs, events, policies and procedures.
 - PURPOSE – Produce innovative programs, events, processes and procedures within the Recreation Department to continuously attract new customers, keep existing patrons interested and simplify processes.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Review and revise all recreation documents, policies and procedures.
 - PURPOSE – To ensure all staff utilize current document templates on a consistent basis.
 - COMPLETION DATE – December 31, 2014

4. Increase resident pool membership sales and daily admissions.

- OBJECTIVE – Offer a 20% CPAC cross-over discount membership to Sportsplex members in 2013.
 - PURPOSE – Build upon the cross-over promotional success that was achieved in 2011 through 2013 to increase membership interest to a target audience.
 - COMPLETION DATE – June 30, 2014
- OBJECTIVE – Utilize all available mediums to promote memberships beginning with the pre-sales season and continuing through June of 2014. Advertise in the recreation brochure promoting early bird rates, distributed via the Orland Park Prairie Newspaper and the Family Time Magazine in May of 2014. Utilize the pool tri-fold flyer as well as Facebook, Twitter, Direct Mail, Banners/Flyers, Program Guide, Reach, OP cable channel, Constant Contact, and YouTube.
 - PURPOSE – Create a greater awareness of Centennial Pool memberships and benefits.
 - COMPLETION DATE – June 30, 2014

- OBJECTIVE – Establish and implement a marketing plan geared towards increasing daily attendance during the 2014 pool season. As in 2013, offer group rates, family fun days, late night swims, and Stay & Play membership discounts.
 - PURPOSE – Improve daily attendance, particularly on days which traditionally experience lower attendance.
 - COMPLETION DATE – February 28, 2014

 - OBJECTIVE – Utilize all available mediums to promote greater awareness of special offerings during days/times that traditionally have had lower attendance through better marketing early in the season, i.e., buy 2 get 1 free, modified hours discounts, Stay & Play specials, and back-to-school hours.
 - PURPOSE – Improve attendance during times that traditionally experience low attendance based on 2013 data, while still achieving revenue/expenditure projections.
 - COMPLETION DATE – May 1, 2014
5. Improve the quality and consistency of the Learn To Swim (LTS) program.
- OBJECTIVE – Improve/increase training for LTS instructors; require all guards to participate in LTS training sessions; utilize “props” to aid instruction/learning.
 - PURPOSE – To build a more knowledgeable, skill based staff of instructors, and instructor substitutes while improving the learning of students.
 - COMPLETION DATE – June 15, 2014

 - OBJECTIVE – Investigate Starfish Aquatics’ LTS program for potential use beginning in 2015.
 - PURPOSE – To improve the overall credibility of the LTS program by utilizing a systematic, proven program.
 - COMPLETION DATE – September 30, 2014

 - OBJECTIVE – Initiate a new registration process and a new parent orientation program.
 - PURPOSE – To better respond to parents’ concern about the appropriate swim level their child is enrolled in.
 - COMPLETION DATE – May 31, 2014

 - OBJECTIVE – Utilize current technology (YouTube, videos, PowerPoint) to market the LTS program.
 - PURPOSE – To educate the public of the need to enroll in LTS programs for the safety of their children.
 - COMPLETION DATE – July 31, 2014
6. Improve member satisfaction thereby improving member retention and referrals, resulting in increased Sportsplex membership revenues.

- OBJECTIVE – Replace cardio equipment as appropriate.
 - PURPOSE- Provide attractive, technologically advanced, proven cardio brands/equipment to meet the demands of members.
 - COMPLETION DATE – December 31, 2014

- OBJECTIVE – Update equipment inventory prior to budget preparation in August, for the continued replacement cycle in future years.
 - PURPOSE – Continue to replace old and outdated equipment.
 - COMPLETION DATE – August 31, 2014

- OBJECTIVE – Maintain the number of member fitness assessments with an average of 60 per quarter, beginning in January 2014.
 - PURPOSE – Reinvigorate members to commit to a new fitness routine at the Sportsplex.
 - COMPLETION DATE – December 1, 2014

- OBJECTIVE – Utilize assessment postcards for all members who have become inactive.
 - PURPOSE – Motivate inactive members to utilize the Sportsplex facility and encourage long-term membership.
 - COMPLETION DATE – May 1, 2014

- OBJECTIVE – Contact by phone, an average of 20 members per week, beginning the week of January 1, 2014. Engage members by offering assistance, answering questions and encouraging them to continue working out.
 - PURPOSE – Membership retention.
 - COMPLETION DATE – December 31, 2014

7. Increase Sportsplex resident, non-resident, and corporate membership revenues by attracting new members and preserving current members.

- OBJECTIVE – Develop a marketing sales initiative and identify staff that will devote time to implementing this plan.
 - PURPOSE – Provide greater focus on membership sales and marketing, thus expanding Sportsplex memberships.
 - COMPLETION DATE – March 31, 2014

- OBJECTIVE – Devise a personal training and Pilates training specials plan for the year by February 1, 2014, to be effective March 1, 2014 through December 31, 2014.
 - PURPOSE – To execute a new specials plan for each type of training category recognizing the uniqueness of each target audience.
 - COMPLETION DATE – March 1, 2014

- OBJECTIVE – Develop new rate plan for personal training and Pilates to be effective in the fall 2014.
 - PURPOSE – Compare overall operations and processes with competitive like facilities to determine the new rate scale and offerings.
 - COMPLETION DATE – June 1, 2014
- OBJECTIVE – Hire and train three new personal trainers to help meet our sales goals for 2014.
 - PURPOSE – Increase the overall personal training revenue to help better maintain active memberships and to help encourage members renew annually.
 - COMPLETION DATE – December 31, 2014

8. Develop the marketing capabilities utilized to promote special events to increase the overall reach to prospective participants.

- OBJECTIVE – Utilize and implement the most current technology to promote special events by creating a written marketing plan specific to each event.
 - PURPOSE – To capitalize on the prospective reach these technologies permit and ensure the most appropriate methods are utilized for each event.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE – Post-event, evaluate the effectiveness of the marketing campaign per special event.
 - PURPOSE – To refine the marketing plan for the following year.
 - COMPLETION DATE – December 31, 2014

9. Develop and formalize a process for recruiting and retaining volunteers to support Village and Recreation Department Special Events.

- OBJECTIVE – Purchase Volgistics Volunteer Software program.
 - PURPOSE – Utilize software specifically developed to aid in the recruitment, communication and tracking of volunteers.
 - COMPLETION DATE – March 31, 2014
- OBJECTIVE – Develop strategies to recruit new volunteers.
 - PURPOSE – Increase the total number of volunteers interested in supporting special events.
 - COMPLETION DATE – April 30, 2014
- OBJECTIVE – Effectively manage volunteers pre-event and the day of event.
 - PURPOSE – Ensure volunteers know what is expected of them thereby improving the performance of volunteers.

Village of Orland Park

Recreation and Parks Fund (Administration,
Programs, Pool, Sportsplex, and Special Recreation Divisions)
Functions/Strategic Goals

Fiscal Year 2014

- COMPLETION DATE – December 31, 2014
- OBJECTIVE – Create a desirable experience at each event for volunteers working special events.
 - PURPOSE – Increase the retention of volunteers and the word of mouth power to recruit new volunteers.
 - COMPLETION DATE – December 31, 2014

Village of Orland Park

Recreation and Parks Fund (Administration, Programs, Pool, Sportsplex, and Special Recreation Divisions) Performance Measures

Fiscal Year 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Constant Contact Database	7,231	8,556	9,500
Select Survey	7,932	2,663	3,000
Preschool Participants	265	234	265
Fitness Assessments	281	256	271
Sportsplex Equipment Additions	9	13	34
Overall Program Enrollment	17,801	17,359	17,500

RECREATION (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Recreation Division Director	1	1	1
Recreation Development / Operation Manager	1	1	1
Facility Administrator	1	2	2
Fitness Center Manager	1	1	1
Recreation Program Supervisor I	2	2	2
Recreation Program Supervisor II	4	3	3
Financial Liason	1	1	1
Special Events Coordinator	0	1	1
Graphic Designer	0	1	1
Senior Secretary	2	2	2
Secretary II	1	1	1
SR Recreation Services Representative	1	1	1
Recreation Services Representative	3.75	3.75	3.75
TOTAL FULL TIME PERSONNEL	18.75	20.75	20.75
PART TIME POSITION TITLE			
Graphic Designer	1	1	1
Clerk Typist	12	9	9
Building Attendants	12	12	14
Building Supervisor	4	4	3
Complex Manager	1	1	1
Recreation Interns	1	1	1
Complex Supervisor	1	1	3
Complex Attendant	1	1	0
Special Events Coordinator	0	0	1
Complex Attendant (Ice Rink)	5	5	10
TOTAL PART TIME PERSONNEL	38	35	43

RECREATION (PROGRAMS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
After School Pals	7	7	6
Program Coordinator	4	3	3
Program Assistant	0	2	3
Program Coordinator (seasonal)	2	3	3
Chaperones	30	30	3
Daycamp Assistant Site Directors	5	4	4
Daycamp Instructors	40	40	35
Special Recreation Coordinator	1	1	1
Recreation Instructor Specialist	4	4	6
Theater Director	1	1	1
Playschool Instructors	22	22	21
Recreation Instructor I / Aerobics	7	7	6
Recreation Instructor I / Dance Teacher Asst.	2	2	2
Recreation Instructor II	9	5	3
Recreation Instructor II / Bus Driver	4	4	4
TOTAL PART TIME PERSONNEL	138	135	101

RECREATION (POOL DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Pool Cashier Manager	0	0.25	0.25
Maintenance Worker III	0.25	0.25	0.25
Recreation Services Representative	0.25	0	0
TOTAL FULL TIME PERSONNEL	0.5	0.5	0.5
PART TIME POSITION TITLE			
Pool Manager	1	1	1
Assistant Pool Managers	3	3	3
Squad Leaders	5	5	4
Lifeguards	147	150	150
Lifeguards / Team Leaders	10	10	10
Assistant Cashier Managers	3	3	3
Cashier I / Pool	3	3	3
Cashier II / Pool	15	15	15
LTS Staff	20	20	20
CPAC Security Attendants	2	2	2
Complex Attendants	6	6	6
TOTAL PART TIME PERSONNEL	215	218	217

RECREATION (SPORTSPLEX DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
Recreation Instructor Specialist	6	5	4
Recreation Instructor I / Aerobics	29	25	21
Recreation Instructor I	2	5	5
Recreation Instructor II	15	3	3
Personal Trainer	0	1	0
Referees	1	1	1
Building Attendants	47	47	46
Building Supervisor	8	8	8
Sportsplex Building Supervisor	8	8	7
TOTAL PART TIME PERSONNEL	116	103	95

RECREATION (SPECIAL RECREATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Recreation Program Supervisor I	1	1	0
Special Recreation Specialist	0	0	1
TOTAL FULL TIME PERSONNEL	1	1	1
PART TIME POSITION TITLE			
Daycamp Assistant Site Director	2	1	1
Inclusion Aides	15	15	12
Special Recreation Coordinator	2	2	2
Job Trainees / Special Recreation	8	8	8
Program Coordinator	0	0	1
Rec Instructor I / Aerobics	1	1	2
Recreation Instructor I	39	42	18
Recreation Instructor II	32	20	22
Recreation Instructor II / Bus Driver	6	6	2
Recreation Instructor / Specialist	3	3	1
TOTAL PART TIME PERSONNEL	108	98	69

DEPARTMENT MISSION:

To enhance the quality of life for all participants and to create memorable experiences by offering safe, progressive and enriching recreation and leisure opportunities, while preserving natural resources for present and future generations.

DIVISION FUNCTIONS:

The Parks Division is responsible for all Village-owned outdoor facilities, including 59 parks and 740 acres. This includes inspection, maintenance and/or repair of:

- Ball fields
- Tennis courts
- Soccer fields
- Football fields
- Skate Park
- Bike Paths
- Playgrounds and Bleachers
- Boat ramps and piers
- Basketball courts
- Lacrosse fields
- Ice Rink
- Dog Park
- Community Gardens
- Centennial Park Aquatic Center

STRATEGIC PLAN GOAL: Quality of Life

1. Add new amenities.

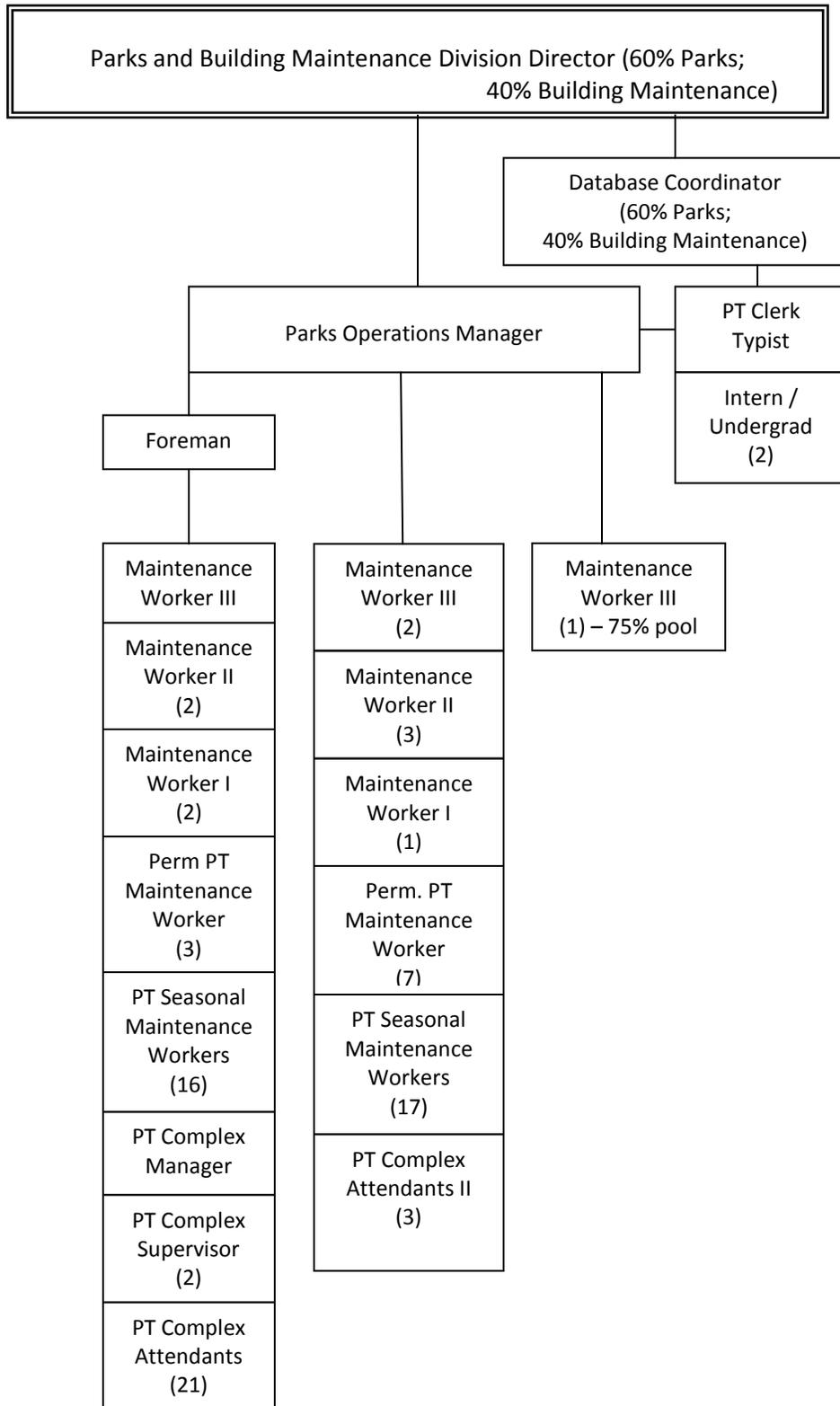
- OBJECTIVE – Install dugout shade structures at Centennial Park ballfields 6 thru 9.
 - PURPOSE – To enhance existing ballfields by adding shaded areas for players.
 - COMPLETION DATE – March 30, 2014

2. Update existing park areas.

- OBJECTIVE – Install updated scoreboards at Centennial Park.
 - PURPOSE – To replace scoreboards at fields 1 thru 5 at Centennial Park
 - COMPLETION DATE – March 30, 2014
- OBJECTIVE – Complete engineering for Splash Pad at Centennial Park Aquatic Center.
 - PURPOSE – To add area for younger patrons.
 - COMPLETION DATE – May 15, 2014
- OBJECTIVE – Create a master plan to incorporate all of Centennial Park and Centennial Park West, including the aquatic center, fields, skate park, marina, bulk storage area and all other amenities.
 - PURPOSE – To create a comprehensive plan to enhance aesthetics and the flow within park areas.
 - COMPLETION DATE – June 30, 2014

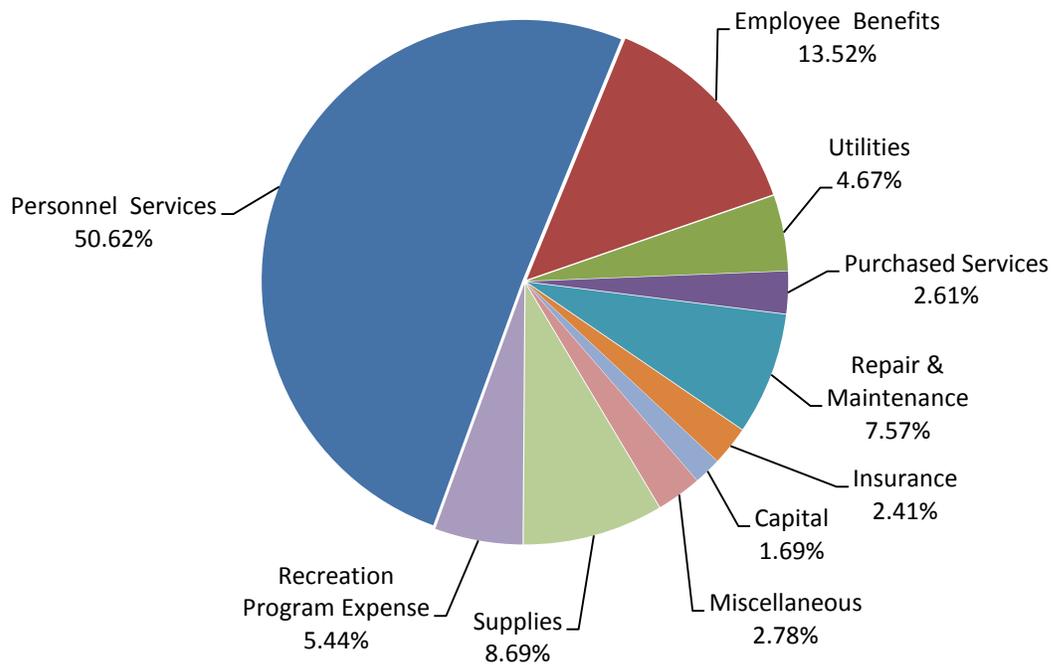
- OBJECTIVE – Install new SCS play structure in zero depth pool.
 - PURPOSE – To enhance aesthetics and install more energy efficient equipment.
 - COMPLETION DATE – May 20, 2014
- 3. Maintain parks, trails and open lands at a high level of quality utilizing the new Innoprise work order system.
 - OBJECTIVE – Complete input on the new maintenance management software system of the Village's parks, trails, and open lands, and incorporate a parks inventory database.
 - PURPOSE – To establish criteria for maintenance and design standards and management plans for the various types of parks and other properties the Village maintains.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Create a master schedule for seasonal maintenance through the use of the department's seasonal and full time employees utilizing the new maintenance management software system.
 - PURPOSE – To maintain a high level of quality in the Village's parks, in order to meet the needs of residents and preserve the environment.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE - Implement weekly updates to the park's inventory database utilizing the new maintenance management software system.
 - PURPOSE – To maintain baseline and master schedules of parks and equipment inventory.
 - COMPLETION DATE – December 31, 2014 (on-going)

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Percent of projects completed within budget	98%	98%	98%
Percent of play areas which are functional	100%	100%	100%
Percent of athletic fields maintained	100%	100%	100%
Percent of hazards abated within 48 hours	100%	100%	100%
Response time – short term projects	2 days	2 days	2 days
Number of playground inspections per month	51	52	52
Number of bleacher inspections per month	n/a	50	50



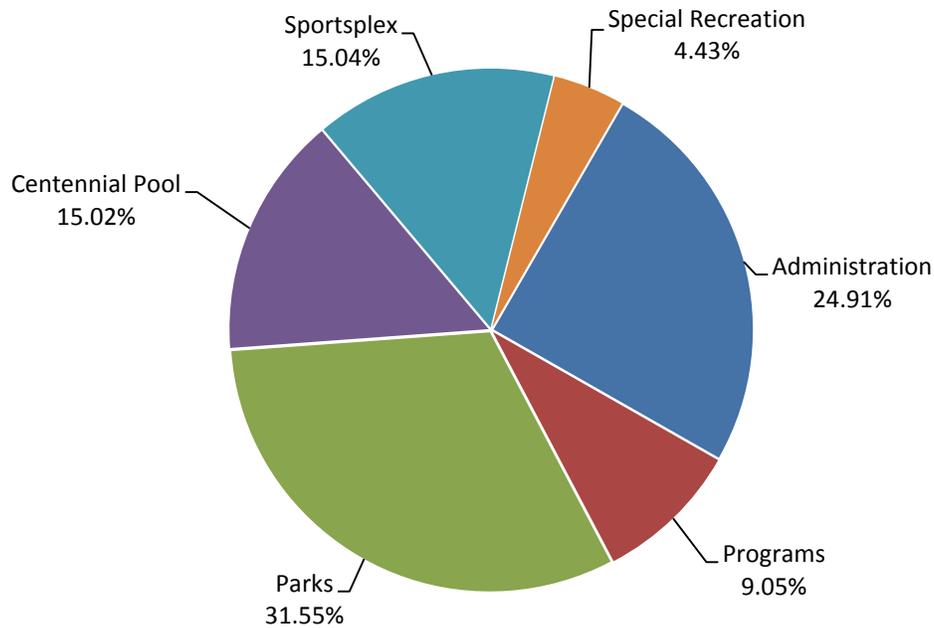
RECREATION (PARKS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Parks/Building Maintenance Division			
Director	0.6	0.6	0.6
Parks Operation Manager	1	1	1
Foreman	1	1	1
Maintenance Worker I	4	4	3
Maintenance Worker II	4.75	3	5
Maintenance Worker III	2	4.75	3.75
Park/Bldg Database Coordinator	0.6	0.6	0.6
TOTAL FULL TIME PERSONNEL	13.95	14.95	14.95
PART TIME POSITION TITLE			
Complex Manager	1	1	1
Complex Supervisors	0	2	2
Complex Attendants	16	20	21
PT Maintenance Workers	10	10	10
Parks Intern/Undergrad	2	2	2
Clerk Typist	0	0	1
Complex Attendants II	0	0	3
Seasonal Maintenance	33	33	33
TOTAL PART TIME PERSONNEL	62	68	73



*Miscellaneous category includes Credit, Collection and Bank, Professional Services, Rent, Employee Reimbursements and Miscellaneous Expenses.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 4,539,537	\$ 4,880,434	\$ 5,275,185	\$ 5,387,175
Employee Benefits	1,165,031	1,290,432	1,425,487	1,438,233
Utilities	444,215	457,854	472,657	497,484
Purchased Services	264,682	263,803	251,004	277,283
Repair & Maintenance	598,116	1,137,202	950,330	805,547
Insurance	219,538	297,803	290,698	256,985
Capital	293,213	-	15,901	180,000
Miscellaneous	133,586	140,351	168,944	295,347
Supplies	751,574	831,398	860,768	924,484
Recreation Program Expense	524,577	581,022	599,287	579,060
Total Expenditures	\$ 8,934,069	\$ 9,880,299	\$ 10,310,261	\$ 10,641,598



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Administration	\$ 2,148,113	\$ 2,383,682	\$ 2,485,037	\$ 2,650,846
Programs	900,927	926,173	1,061,780	962,569
Parks	2,792,099	3,055,432	3,104,009	3,357,648
Centennial Pool	1,038,062	1,666,060	1,435,544	1,598,028
Sportsplex	1,532,228	1,328,368	1,662,015	1,600,709
Special Recreation	522,643	520,584	561,876	471,798
Total	\$ 8,934,072	\$ 9,880,299	\$ 10,310,261	\$ 10,641,598

Enterprise Funds

Budget
Fiscal Year 2014

The water and sewer utilities are accounted for and reported as an enterprise fund of the Village. The Water and Sewer Fund is financed and operated in a manner similar to private business enterprise where the intent of the Village is that the cost (including depreciation) of providing water and sewer services to the general public on a continuing basis be financed or recovered primarily through user charges.

A comprehensive water and sewer rate study was completed during fiscal year 2007. This study found that the current water, sewer, and stormwater rates would not produce sufficient cash revenue to fund the spending requirements within the fund for fiscal year 2008 or the years following. Therefore, the Village Board approved adopting new rates to keep revenues in line with expenses and to fund the required capital projects identified over the five year planning period. Going forward, each year during the budget process, water, sewer and stormwater rates are reviewed to ensure the overall cost of providing these services are fully covered by the rates being charged.

In 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. This increase is necessary to fund various infrastructure improvements being made by the City of Chicago and the increase is being charged to all municipalities and other agencies that purchase water from the City of Chicago. Beginning in January 2014, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted the rate charged to municipalities from \$.214 per \$1,000 gallons to \$.377 per 1,000 gallons. Both of these rate increases were factored into the overall rate increase that occurred for Village customers on January 1, 2014.

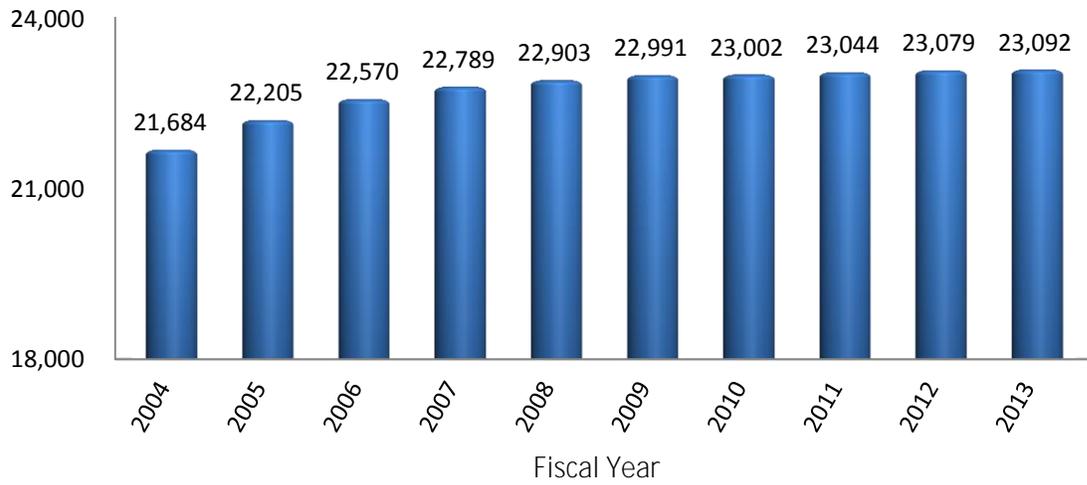
Effective January 1, 2014, the bi-monthly service charge was increased from \$8.45 to \$9.00 to cover increased administrative costs. This increase was offset by a slight decrease in the Village's water rate at the lowest tier from \$1.55 to \$1.54 per 1,000 gallons. The Village's water rate increased in the higher tiers. The Village's sewer rates increased from \$0.64 to \$0.80 per 1,000 gallons, and the Village's stormwater rates stayed equivalent to 2013 rates.

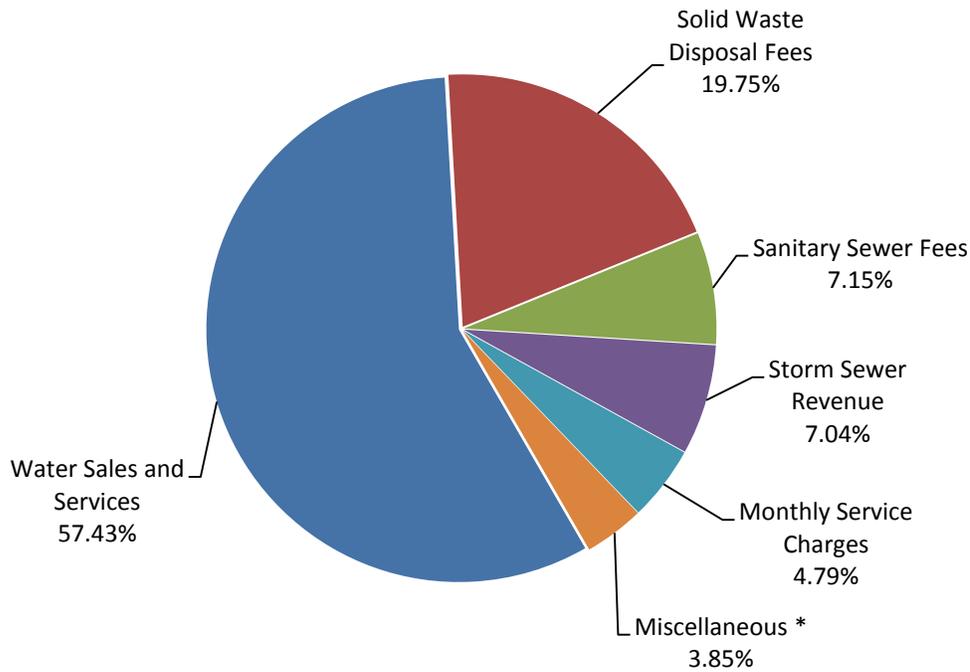
The Water and Sewer Fund is divided into five divisions including: Finance, Administration, Water, Sewer, and Stormwater. The Finance Division functions and strategic goals are included with the Finance Department section of the General Fund. The Administration, Water, Sewer, and Stormwater Divisions have formulated strategic goals which are listed on the following pages.

DEPARTMENT MISSION:

To oversee and ensure the integrity and safety of the Village's water distribution, sanitary sewer and storm water collection systems within the Village. This includes utilizing safe, well maintained equipment to accomplish these tasks in the most cost effective manner possible.

Number of Water Utility Customers





* Miscellaneous includes connection fees, interfund transfer and miscellaneous income.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Water Sales and Services	\$ 9,527,429	\$ 11,545,619	\$ 12,924,513	\$ 14,920,324
Solid Waste Disposal Fees	4,935,264	5,057,558	5,182,237	5,130,000
Sanitary Sewer Fees	1,345,181	1,471,617	1,461,103	1,858,045
Storm Sewer Revenue	1,590,307	1,767,431	1,719,852	1,829,287
Monthly Service Charges	1,129,975	1,164,597	1,196,507	1,243,727
Connection Fees	172,962	267,325	273,564	392,765
Interfund Transfer	341,573	368,005	303,655	360,985
Miscellaneous Income	418,192	221,470	297,187	245,412
Total Revenue	\$ 19,460,883	\$ 21,863,621	\$ 23,358,618	\$ 25,980,545

WATER & SEWER (FINANCE DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Water Billing Supervisor	0.5	0.5	0.5
Accounting Technician II	1	1	2
Revenue Accountant	0.5	0.5	0
TOTAL FULL TIME PERSONNEL	2.0	2.0	2.5
PART TIME POSITION TITLE			
Water Meter Reader - Finals	2	2	2
Water Meter Reader	2	2	2
TOTAL PART TIME PERSONNEL	4	4	4

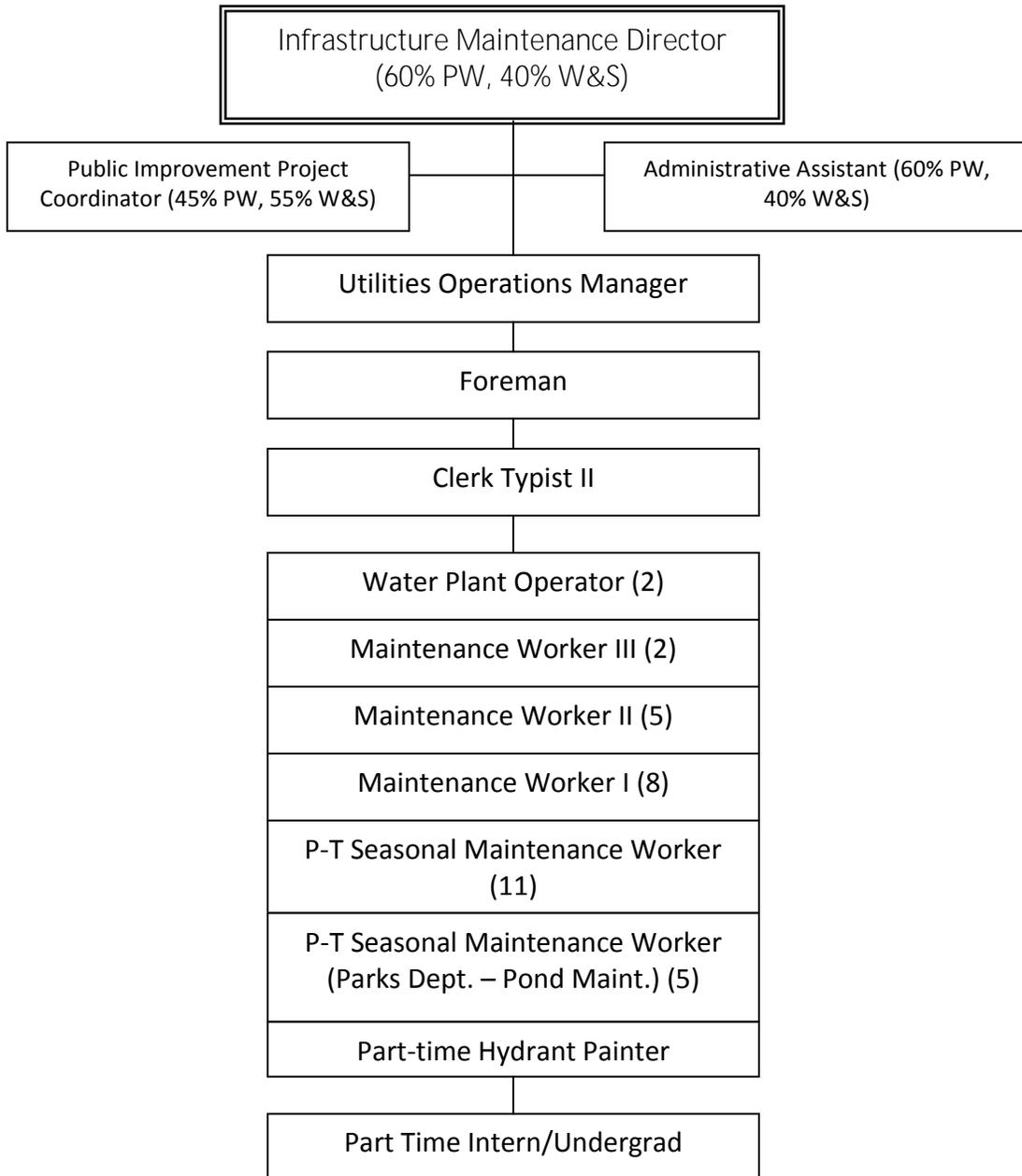
DIVISION FUNCTIONS:

The Administration Division of the Water and Sewer Fund includes salaries, training and education of all utilities personnel. A portion of the salaries of the Infrastructure Maintenance Director, Public Works Project Coordinator, and Administrative Assistant are also included in this Division. The remainder of these salaries is charged to the Public Works Administration Division of the General Fund. The Division also budgets for engineering and consulting fees for planning and improvement of the water, sanitary sewer and storm sewer systems.

STRATEGIC PLAN GOAL: Quality of Life

1. Increase efficiency and effectiveness of the Department's operations.
 - OBJECTIVE – Utilizing Innoprise, track all of the Utilities Division projects. Transition tracking of all projects requiring multiple payouts or vendors over one or more construction seasons or years.
 - PURPOSE – To monitor project costs and contractor performance to identify potential shortfalls and make adjustments necessary for successful completion.
 - COMPLETION DATE – December 31, 2014 (on-going)
 - OBJECTIVE – Enter GIS mapping data-points within 48 hours of collection for projects undertaken during the year. Review of data entry and correction progress to occur semi-annually (April & October).
 - PURPOSE – To provide remote infrastructure location and identification for efficient field operations across the department and divisions.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Define operational requirements for the forthcoming implementation of the Innoprise system, including an integrated electronic work order system.
 - PURPOSE – To provide efficient tracking of divisional work, customer and resident service requests and complaints, and to increase accountability in an effort to improve and provide timely responses.
 - COMPLETION DATE – August 1, 2014
 - OBJECTIVE – Evaluate Mesh Network options for mobile connectivity to the Village network and the Internet to support the Division's use of ruggedized laptops, I-Pads and Ethernet radios.
 - PURPOSE – To provide access to current GIS, hydrant and valve information, and JULIE (Irthnet) programs to reduce task completion times, and improve productivity by minimizing the need to return to Public Works for new work orders.
 - COMPLETION DATE – August 1, 2014

2. Enhance department effectiveness through employee development in the Utilities Division.
 - OBJECTIVE – Encourage employee education through continued use of industry educational opportunities that exist through the American Water Works Association and the Technology Transfer Office of Illinois Department of Transportation, as well as opportunities that may exist within trade and user groups. Schedule and provide two training seminars during 2014.
 - PURPOSE – The use of low and no-cost educational opportunities increases employee knowledge and skills, improving the quality of services provided, heightening safety awareness, and improving employee self-esteem.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Continue employee safety training to meet required Illinois Department of Labor standards utilizing all available resources. Conduct regular “tailgate” safety meetings with department staff. Schedule and provide six training sessions during 2014.
 - PURPOSE –To reduce the number of accidents and injuries through the reinforcement of safety practices.
 - COMPLETION DATE – December 31, 2014



WATER & SEWER (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
Infrastructure Maintenance Director	0.4	0.4	0.4
Utility Operations Manager	1	1	1
Foreman	1	0	1
Public Improvement Project Coordinator	0.45	0.55	0.55
Public Improvement Tech II	1	0	0
Water Plant Operator	2	2	2
Maintenance Worker I	9	9	8
Maintenance Worker II	4	4	5
Maintenance Worker III	2	2	2
Administrative Assistant	0.4	0.4	0.4
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	22.25	20.35	21.35
PART TIME POSITION TITLE			
Hydrant Painter	2	2	1
Intern / Undergrad	1	1	1
Seasonal Maintenance	11	16	16
TOTAL PART TIME PERSONNEL	14	19	18

DIVISION FUNCTIONS:

The Water Division is responsible for the operation and maintenance of the infrastructure and equipment within the water system utilizing preventative maintenance measures and current technology. Successful examples of both preventative maintenance and current technology are the Process Control System used at the Main Pumping Station, the Automatic Meter Reading System and the GIS Mapping System.

The Water Division will continue to maintain the highest standard of water quality and service to the community. The water pumping and distribution system, including seven elevated tanks, the Main Pumping Station and two booster stations, continues to expand, increasing both the demands and responsibilities placed on the Utility Division. The aging infrastructure and equipment add to the challenge of this responsibility.

STRATEGIC PLAN GOAL: Quality of Life

1. Improve the effectiveness of the existing SCADA communication system.
 - OBJECTIVE – Evaluate Mesh Network options for radio communication and data acquisition between all remote sites utilizing the Mesh Network developed by the Police Department. Efficiency will improve dramatically through the inter-connection of currently autonomous security systems. Conduct trial communication testing.
 - PURPOSE – To provide secure remote site access and SCADA information through the Village’s network and improve productivity by minimizing the need to return to Public Works. Shared SCADA information will result in reduced response time and enhanced communication between departments.
 - COMPLETION DATE – June 1, 2014
 - OBJECTIVE – Complete a utility system vulnerability assessment including evaluating and updating SCADA software security protocols and recommending changes or modifications for inclusion in the annual budget preparation process.
 - PURPOSE – To provide an enhanced level of protection for the potable water distribution system to address continuing security threats.
 - COMPLETION DATE – September 1, 2014
2. Improve distribution system efficiency and decrease the amount of unaccounted water loss.
 - OBJECTIVE – Complete a leak survey program to canvas the entire distribution system every three years beginning in 2014.
 - PURPOSE – The leak survey will identify specific leaks within the system that are not visible on the surface.
 - COMPLETION DATE – October 1, 2014

- OBJECTIVE – Complete large meter testing program and establish testing frequency and budget, based on meter size and usage.
 - PURPOSE – Meter inaccuracies for large water consumers can contribute to substantial revenue loss.
 - COMPLETION DATE – October 1, 2014

- OBJECTIVE – Study the hydraulic performance of the water distribution system. Provide redundancy and interconnectivity where opportunities may exist. Produce a report containing opportunities for phased improvements.
 - PURPOSE – To identify potential improvement locations for increased fire flow capacity and distribution system balance, and to minimize service interruptions.
 - COMPLETION DATE – September 15, 2014

- OBJECTIVE – Evaluate the use of the Village’s electronic notification system to inform residents of water service interruptions before they occur. Conduct staff training and test messages. Coordinate this effort with the Village’s Public Information Officer to evaluate other social media options to determine the most efficient means for communication.
 - PURPOSE – To provide a more comprehensive, robust means of notifying water users in advance of service interruptions, thereby freeing personnel to focus on the repair.
 - COMPLETION DATE – May 1, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated
Percent of Sensus work orders due to improper installation	3.60%	2.00%	2.50%
Percent of Sensus work orders to diagnose meter faults whose problems could not be duplicated	4.00%	2.00%	4.00%
Maximum daily pumpage in millions of gallons per day	14.641	13.503	14.500
Average daily pumpage per service connection (gallons/day/service connection)	302	292	275
Percent of bacteriological resampling required	0%	0%	0%
Actual main breaks	39	61	40
Percent of total unaccounted water flow (from LMO-2)	0.50%	7.78 %	0.50%

DIVISION FUNCTIONS:

The Sewer Division manages the operations and maintenance of 13 sanitary lift stations and one stormwater lift station, including routine cleaning of sanitary lines and response to emergency blockages. Excavations and televising are performed to maintain the integrity of the system.

The Sewer Division will continue to maintain the highest standards of quality with the sanitary sewer collection system and provide fast, reliable customer service to the community. The sewer collection system maintenance responsibility continues to expand with an increased service area and aging infrastructure.

STRATEGIC PLAN GOAL: Quality of Life

1. Evaluate the physical condition of existing remote facilities and structures.
 - OBJECTIVE – Complete consultant evaluation of remote facilities.
 - PURPOSE – Obtain an independent, professional evaluation of the facilities to provide the information necessary to establish a proactive maintenance and budget schedule.
 - COMPLETION DATE – June 1, 2014
 - OBJECTIVE – Complete interior paint restorations of the 131st Street Lift Station and Fairway Lift Station.
 - PURPOSE – Both stations were painted more than thirteen years ago and are exhibiting signs of severe coating failure.
 - COMPLETION DATE – September 30, 2014
 - OBJECTIVE – Implement SCADA PLC hardware at selected lift station facilities.
 - PURPOSE – Current hardware is at the end of its expected life cycle. Proactive replacement will minimize adverse customer impact. Updated technology will provide enhanced communication capabilities.
 - COMPLETION DATE – December 1, 2014
2. Identify best practices to reduce Inflow and Infiltration (I&I) and to improve lift station performance.
 - OBJECTIVE – Conduct pump flow tests to determine optimal pump performance so pumps regularly operate within their performance curve, thereby improving lift station efficiency.
 - PURPOSE – To understand pump performance with the goal of reducing operational costs and potential repairs or replacements.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Through the RFP process, select a consultant to establish an initial I&I program.

- PURPOSE – To comply with updated MWRD requirements, identify sanitary service lines and structures that require replacement or rehabilitation that will yield a reduction in I&I and therefore reduce the potential for basement backups and sanitary sewer overflows.
- COMPLETION DATE – August 1, 2014

- OBJECTIVE – Initiate an annual large diameter sanitary sewer main televising program.
 - PURPOSE – Large diameter pipes (generally clay or concrete) are potential large I&I sources. Periodic cyclical televising will reveal minor correctible defects before they become large.
 - COMPLETION DATE – July 1, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Actual sewer blockage reported by customers	17	11	5
Preventative maintenance sewer cleaning	128,548 ft.	78,125 ft.	200,000 ft.
Total number of hydro-excavations completed	70	54	90

DIVISION FUNCTIONS:

The Stormwater Division is responsible for the contracted mowing of 150 pond sites, 283 acres owned by the Village and 55 right-of-way/utility sites. The Division also oversees the aquatic chemical treatment of 77 wet ponds and broadleaf weed control at 104 sites and 176 acres owned by the Village. The maintenance of tributary creeks and stormwater control structures is also assigned to this Division. In addition, the maintenance of all storm lines and inlets on public easements and roadways is included.

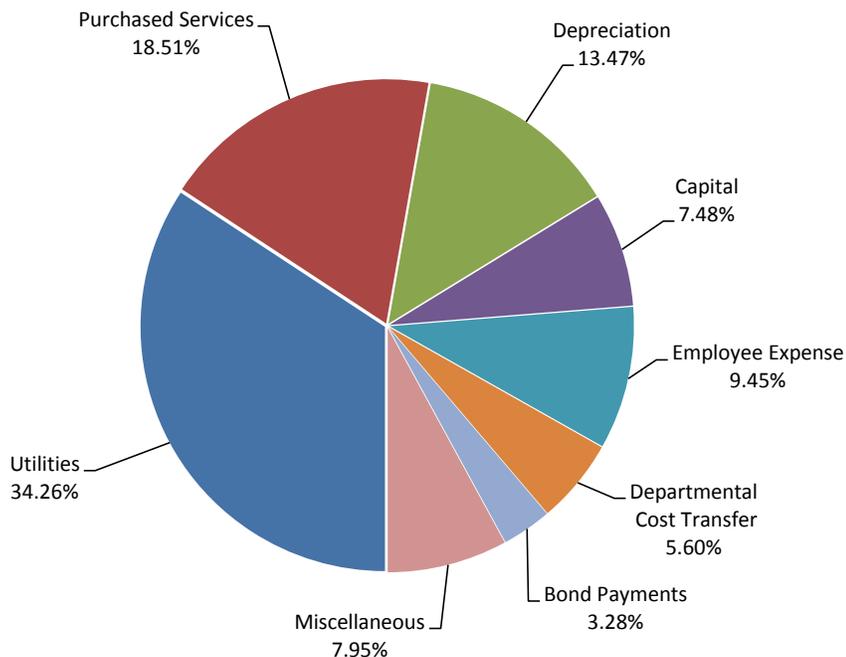
The Stormwater Division is responsible for the implementation of the Basin Best Management Practice Program adopted by the Village Board of Trustees in 2011 for the management and possible improvement of the initial twenty-four high impact storm water facilities.

STRATEGIC PLAN GOAL: Quality of Life

1. Increase public education and awareness about the use of native vegetation.
 - OBJECTIVE – Generate two informational pamphlets for distribution and web posting, describing the use and benefits of native vegetation around ponds.
 - PURPOSE – To educate the general public and residents about the benefits of native landscaping around ponds and in the care of native plantings.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE – Prepare articles for the Orland Park Public regarding the improvements made to Phase I ponds and the use of native vegetation plantings at least once during 2014.
 - PURPOSE – To increase resident’s acceptance and understanding of native plantings and the associated benefits.
 - COMPLETION DATE – December 31, 2014
2. Implement flood study recommendations.
 - OBJECTIVE- Finalize engineering and complete construction of the Catalina subdivision storm water basins.
 - PURPOSE – To reduce flooding on neighborhood streets.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE- Complete construction of the Grasslands subdivision dam.
 - PURPOSE – To reduce overland flow and flooding on neighborhood streets and homes.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE- Finalize engineering and initiate construction of the Parkview Estates flood study improvement.

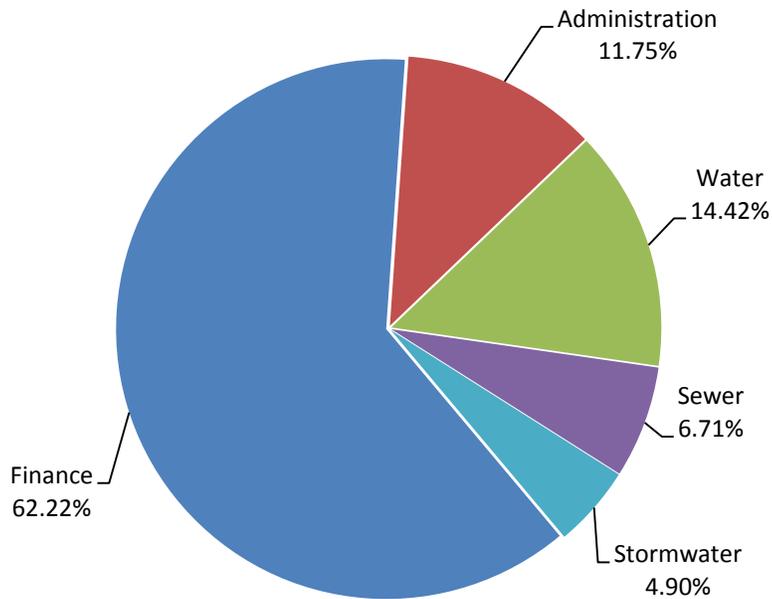
- PURPOSE – To mitigate flooding and reduce overland flow between residents' homes and streets.
- COMPLETION DATE – September 30, 2014

MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate
Storm Sewer GIS Mapping Accomplished (% area of Village)	45%	55%	65%
Prepare and distribute NPDES and Basin Best Practices informational brochures	1	3	2
Completed stormwater management improvements to reduce or eliminate residential flooding	1	3	2



*Miscellaneous category includes Credit, Collection & Bank, Professional Services, Rent, Insurance, Supplies, Repair and Maintenance, and Miscellaneous Expenses.

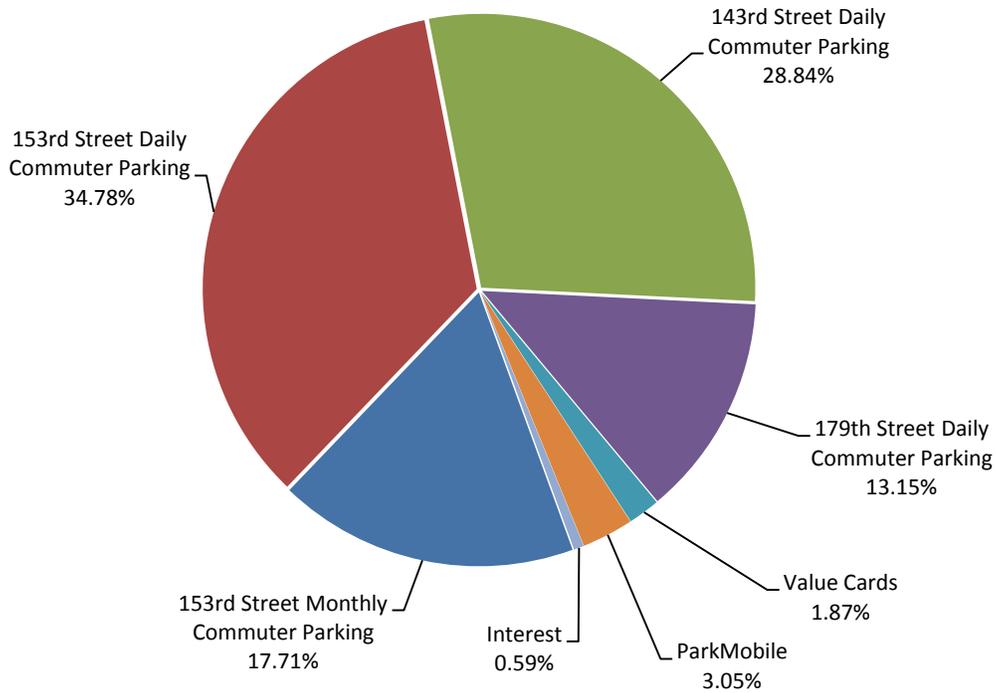
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 1,779,534	\$ 1,628,587	\$ 1,756,846	\$ 1,842,582
Employee Benefits	768,248	772,263	805,780	854,310
Employee Reimbursements	10,627	12,420	12,330	17,276
Credit, Collection & Bank	69,960	67,912	66,118	67,386
Professional Services	282,358	313,921	1,112,819	242,879
Utilities	5,575,902	6,911,531	7,742,061	9,843,704
Purchased Services	5,131,842	5,251,209	5,388,422	5,318,863
Repair & Maintenance	252,921	313,074	714,661	797,601
Rent	4,764	5,948	14,500	13,500
Insurance	375,008	373,045	397,332	559,004
Interfund Transfer Out	-	22,716	-	-
Supplies	265,776	342,604	542,925	501,820
Capital	-	-	13,823,909	2,150,000
Depreciation	3,726,444	3,766,038	3,915,000	3,870,000
Water Bond Payment	992,832	622,500	952,460	942,943
Miscellaneous Expenses	18,536	5,857	207,598	100,450
Departmental Cost Transfer	1,254,951	1,339,699	1,514,672	1,607,936
Total Expenditures	\$ 20,509,703	\$ 21,749,324	\$ 38,967,434	\$ 28,730,254



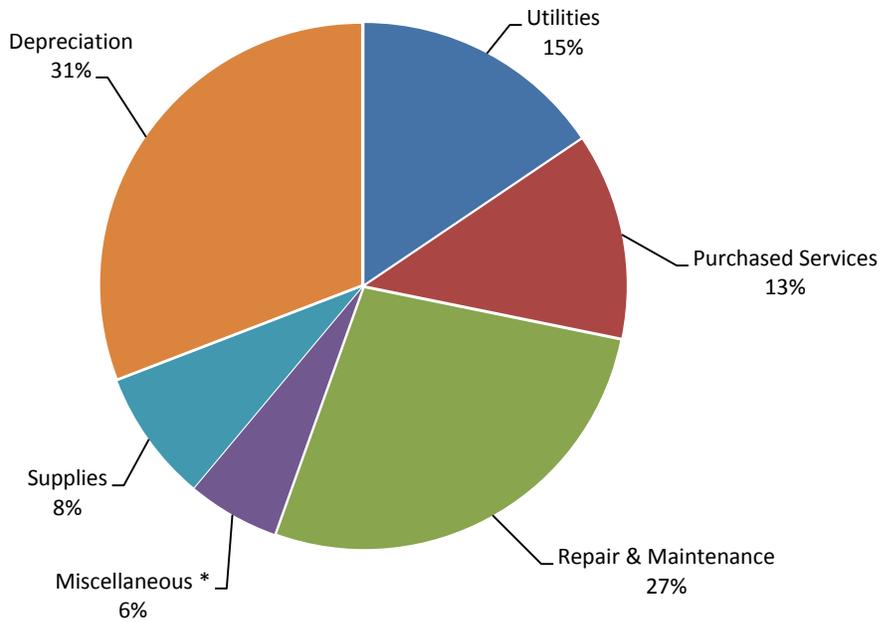
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Finance	\$ 12,945,567	\$ 14,081,186	\$ 15,824,695	\$ 17,874,870
Administration	2,894,280	2,801,832	3,432,041	3,374,602
Water	2,534,914	2,668,339	11,569,330	4,144,250
Sewer	935,618	913,611	1,609,967	1,929,032
Stormwater	1,199,324	1,284,356	6,531,400	1,407,500
Total Expenditures	\$ 20,509,703	\$ 21,749,324	\$ 38,967,434	\$ 28,730,254

The Commuter Parking Fund receives daily and monthly permit fee revenues from the three commuter parking lots located within the Village of Orland Park. As part of the 2014 budget process, the Village Board approved an increase in commuter parking fees. Effective January 1, 2014, daily parking fees increased from \$1.00 to \$1.25 and monthly permit fees increased from \$25.00 to \$30.00. Automated systems for the collection of daily fees are installed at the 143rd Street, 153rd Street, and 179th Street stations. Commuters can register on-line and download a mobile application on their cellular phone and pay a daily parking fee each day using the mobile application.

The 143rd Street commuter lot has a total of 168 monthly parking spaces in three separate locations. There are also 716 daily parking spaces available within the Main Street Triangle area at the 143rd Street station. The 153rd Street commuter lot has 170 monthly parking spaces and 1,310 daily parking spaces. The 179th Street commuter lot has 329 daily parking places.



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
153rd Street Monthly Commuter Parking	\$ 44,313	\$ 45,860	\$ 43,500	\$ 52,200
153rd Street Daily Commuter Parking	83,396	82,847	84,000	102,500
143rd Street Daily Commuter Parking	70,338	61,494	68,000	85,000
179th Street Daily Commuter Parking	30,052	29,378	31,000	38,750
Value Cards	5,690	4,674	5,500	5,500
ParkMobile	2,582	6,906	8,000	9,000
Interest	3,301	2,411	4,545	1,746
Total Revenue	\$ 239,672	\$ 233,569	\$ 244,545	\$ 294,696



* Miscellaneous includes Credit, Collection & Bank, Insurance, Rent and Professional Services

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Utilities	56,717	50,283	58,499	55,429
Purchased Services	80,427	79,191	82,539	45,155
Repair & Maintenance	150,374	159,188	173,924	97,166
Credit, Collection & Bank	1,242	3,161	3,101	3,477
Insurance	10,475	9,674	8,582	9,391
Professional Services	225	270	500	500
Rent	6,708	6,708	6,708	6,708
Supplies	32,067	7,390	31,811	28,800
Depreciation	99,166	98,496	110,000	110,000
Total Expenditures	\$ 437,401	\$ 414,359	\$ 475,664	\$ 356,626

Debt Service Funds

Budget
Fiscal Year 2014

The following pages contain a summary of outstanding general obligation debt as of January 1, 2014 (the beginning of the FY2014 budget year). The total outstanding amounts to:

Total Interest	\$16,661,483
Total Principal	<u>102,290,000</u>
Grand Total	<u>\$118,951,483</u>

Year Ending Amount:

2014	\$ 9,236,248	2022	\$ 20,264,264
2015	10,551,930	2023	2,950,606
2016	10,623,580	2024	2,950,844
2017	10,663,805	2025	2,961,169
2018	9,896,355	2026	2,077,600
2019	8,316,349	2027	702,750
2020	6,424,962	2028	704,531
2021	20,626,490		

There are a number of limitations and restrictions contained in the various bond issues. The Village is in compliance with all significant limitations and restrictions.

The Village is not required to maintain a legal debt margin.

Village of Orland Park

General Obligation Bonded Debt (Principal and Interest)

Fiscal Year 2014

Outstanding							
Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2006	G.O. Series 2007	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	G.O. Series 2012A
2014	603,780	1,009,131	676,088	803,050	2,432,742	1,431,425	286,700
2015	-	1,017,531	677,400	804,600	2,441,742	1,431,125	889,500
2016	-	1,029,331	683,150	800,550	2,458,992	1,430,325	890,200
2017	-	1,034,331	683,150	799,425	2,488,742	1,424,025	890,600
2018	-	1,047,731	686,550	800,975	1,664,968	1,432,325	885,700
2019	-	1,052,925	689,150	796,650	980,568	1,431,500	890,600
2020	-	-	690,950	796,625	556,806	-	890,100
2021	-	-	691,950	798,875	565,146	-	894,300
2022	-	-	697,150	-	912,120	-	893,100
2023	-	-	701,350	-	-	-	896,600
2024	-	-	698,188	-	-	-	894,700
2025	-	-	699,175	-	-	-	892,500
2026	-	-	704,100	-	-	-	-
2027	-	-	702,750	-	-	-	-
2028	-	-	704,531	-	-	-	-
Total	<u>\$ 603,780</u>	<u>\$ 6,190,980</u>	<u>\$ 10,385,632</u>	<u>\$ 6,400,750</u>	<u>\$ 14,501,826</u>	<u>\$ 8,580,725</u>	<u>\$ 10,094,600</u>

* The Water and Sewer Fund (Enterprise Fund) budgets for payments for the General Obligation Bonds Series 2008.

Village of Orland Park

General Obligation Bonded Debt (Continued) (Principal and Interest)

Fiscal Year 2014

Outstanding

G.O. Series 2012B	G.O. Series 2012C	G.O. Series 2012D	G.O. Series 2013A	G.O. Series 2013B	G.O. Series 2013C	Total Outstanding
369,375	19,713	932,800	383,375	19,713	268,356	9,236,248
369,375	669,713	930,900	383,375	669,713	266,956	10,551,930
369,375	689,513	928,700	383,375	689,513	270,556	10,623,580
369,375	682,763	931,200	383,375	682,763	294,056	10,663,805
1,069,375	-	933,300	1,083,375	-	292,056	9,896,355
1,085,625	-	-	1,099,275	-	290,056	8,316,349
1,074,750	-	-	1,087,675	-	1,328,056	6,424,962
8,162,063	-	-	8,173,900	-	1,340,256	20,626,490
8,205,563	-	-	8,209,575	-	1,346,756	20,264,264
-	-	-	-	-	1,352,656	2,950,606
-	-	-	-	-	1,357,956	2,950,844
-	-	-	-	-	1,369,494	2,961,169
-	-	-	-	-	1,373,500	2,077,600
-	-	-	-	-	-	702,750
-	-	-	-	-	-	704,531
<u>\$ 21,074,876</u>	<u>\$ 2,061,702</u>	<u>\$ 4,656,900</u>	<u>\$ 21,187,300</u>	<u>\$ 2,061,702</u>	<u>\$ 11,150,710</u>	<u>\$ 118,951,483</u>

Village of Orland Park

General Obligation Bonded Debt (Principal)

Fiscal Year 2014

Outstanding

Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2006	G.O. Series 2007	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	G.O. Series 2011	G.O. Series 2012A
2014	580,000	790,000	365,000	615,000	2,040,000	1,265,000	110,000
2015	-	830,000	380,000	635,000	2,100,000	1,290,000	715,000
2016	-	875,000	400,000	650,000	2,175,000	1,315,000	730,000
2017	-	915,000	415,000	670,000	2,270,000	1,335,000	745,000
2018	-	965,000	435,000	695,000	1,520,000	1,370,000	755,000
2019	-	1,010,000	455,000	715,000	885,000	1,400,000	775,000
2020	-	-	475,000	740,000	490,000	-	790,000
2021	-	-	495,000	770,000	515,000	-	810,000
2022	-	-	520,000	-	880,000	-	825,000
2023	-	-	545,000	-	-	-	845,000
2024	-	-	565,000	-	-	-	860,000
2025	-	-	590,000	-	-	-	875,000
2026	-	-	620,000	-	-	-	-
2027	-	-	645,000	-	-	-	-
2028	-	-	675,000	-	-	-	-
Total	<u>\$ 580,000</u>	<u>\$ 5,385,000</u>	<u>\$ 7,580,000</u>	<u>\$ 5,490,000</u>	<u>\$ 12,875,000</u>	<u>\$ 7,975,000</u>	<u>\$ 8,835,000</u>
Maturity Date	12/1/2025	12/1/2019	12/1/2028	12/1/2021	12/1/2022	12/1/2018	12/1/2025

* The Water and Sewer Fund (Enterprise Fund) budgets for payments for the General Obligation Bonds Series 2008.

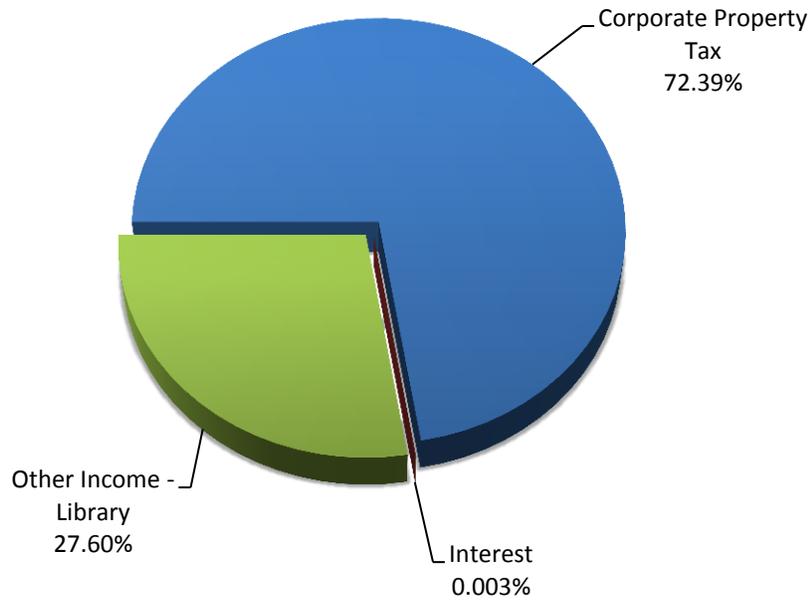
Village of Orland Park

General Obligation Bonded Debt (Continued) (Principal)

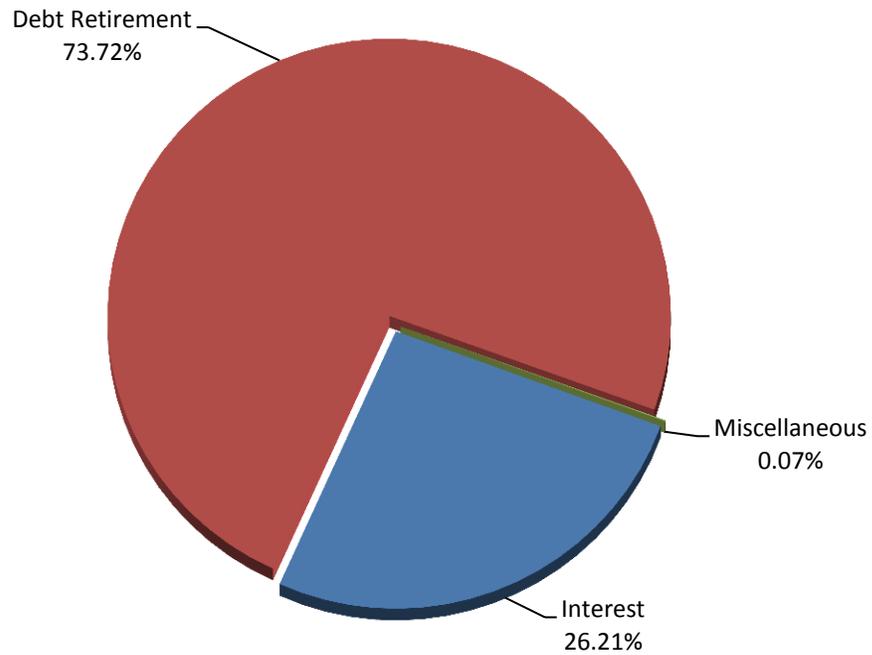
Fiscal Year 2014

Outstanding

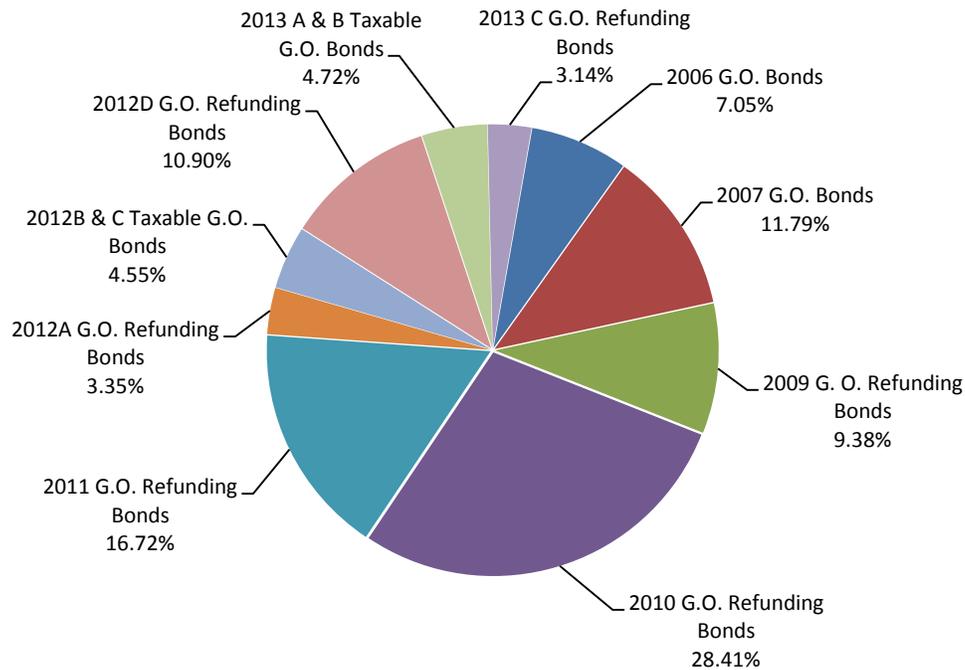
G.O. Series 2012B	G.O. Series 2012C	G.O. Series 2012D	G.O. Series 2013A	G.O. Series 2013B	G.O. Series 2013C	Total Outstanding
-	-	845,000	-	-	70,000	6,680,000
-	650,000	860,000	-	650,000	70,000	8,180,000
-	675,000	875,000	-	675,000	75,000	8,445,000
-	675,000	895,000	-	675,000	100,000	8,695,000
700,000	-	915,000	-	-	100,000	7,455,000
725,000	-	-	700,000	-	100,000	6,765,000
725,000	-	-	725,000	-	1,140,000	5,085,000
7,825,000	-	-	725,000	-	1,175,000	12,315,000
8,025,000	-	-	7,825,000	-	1,205,000	19,280,000
-	-	-	8,025,000	-	1,235,000	10,650,000
-	-	-	-	-	1,265,000	2,690,000
-	-	-	-	-	1,305,000	2,770,000
-	-	-	-	-	1,340,000	1,960,000
-	-	-	-	-	-	645,000
-	-	-	-	-	-	675,000
<u>\$ 18,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ 4,390,000</u>	<u>\$ 18,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ 9,180,000</u>	<u>\$ 102,290,000</u>
12/1/2022	12/1/2017	12/1/2018	12/1/2023	12/1/2017	12/1/2026	



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Corporate Property Tax	\$ 5,311,029	\$ 5,119,658	\$ 4,261,415	\$ 4,264,405
Interest	2,456	3,131	3,406	181
Other Income - Library	1,580,393	1,596,393	1,606,593	1,626,093
Interfund Transfers In	166,600	495,927	600,000	-
Total Revenue	\$ 7,060,478	\$ 7,215,108	\$ 6,471,414	\$ 5,890,679



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Credit, Collection & Bank	\$ 1,266	\$ 546	\$ 1,605	\$ -
Interest	2,437,373	2,089,404	2,148,157	2,245,173
Debt Retirement	5,525,000	5,830,000	6,315,000	6,315,000
Miscellaneous	2,858	6,672	4,550	5,625
Interfund Transfers Out	170,367	491,609	600,000	-
Total Expenditures	\$ 8,136,864	\$ 8,418,230	\$ 9,069,312	\$ 8,565,798



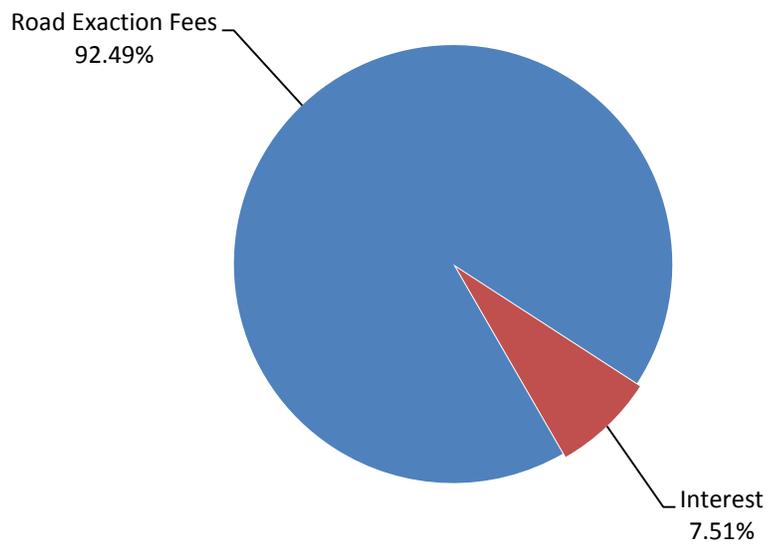
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
2002B G.O. Bonds	\$ 166,617	\$ -	\$ -	\$ -
2003 G.O. Refunding Bonds	1,346,625	974,693	600,000	-
2004 G.O. Refunding Bonds	1,005,257	1,009,657	279	-
2006 G.O. Bonds	962,567	785,481	607,440	604,255
2007 G.O. Bonds	1,372,606	1,380,406	1,004,781	1,009,581
2009 G. O. Refunding Bonds	809,839	803,989	806,732	803,500
2010 G.O. Refunding Bonds	2,389,044	2,401,379	2,407,932	2,433,193
2011 G.O. Refunding Bonds	84,309	952,226	1,431,779	1,431,900
2012A G.O. Refunding Bonds	-	108,974	284,500	287,175
2012B & C Taxable G.O. Bonds	-	950	384,134	390,038
2012D G.O. Refunding Bonds	-	475	933,650	933,275
2013 A & B Taxable G.O. Bonds	-	-	370,704	404,050
2013 C G.O. Refunding Bonds	-	-	237,381	268,831
Total Expenditures	\$ 8,136,864	\$ 8,418,230	\$ 9,069,312	\$ 8,565,798

Capital Project Funds

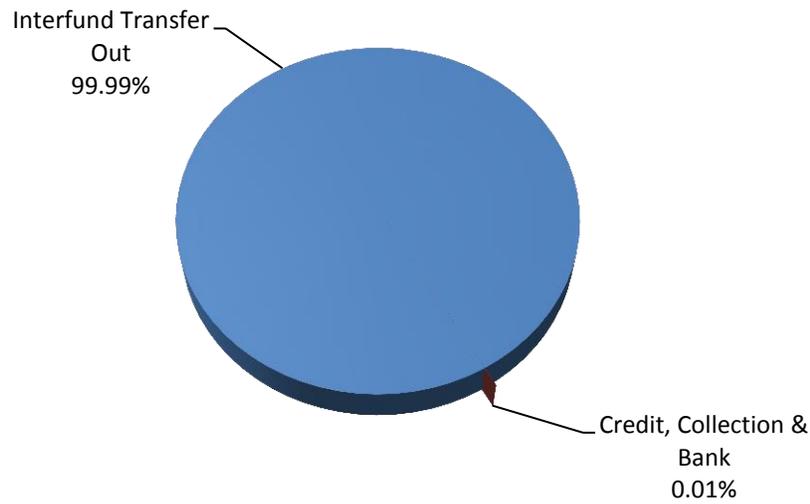
Budget
Fiscal Year 2014

The Village's capital project funds (non-enterprise) consist of the Road Exaction Fund, Capital Improvement Fund and Bond Funds, when applicable. Revenue sources of these funds consist of road impact fees assessed on all new construction within the Village; a significant portion of the Home Rule Sales Tax collected by the Village on an annual basis; reimbursements due to the Village from the State of Illinois and the County of Cook; and bond issue proceeds, if applicable.

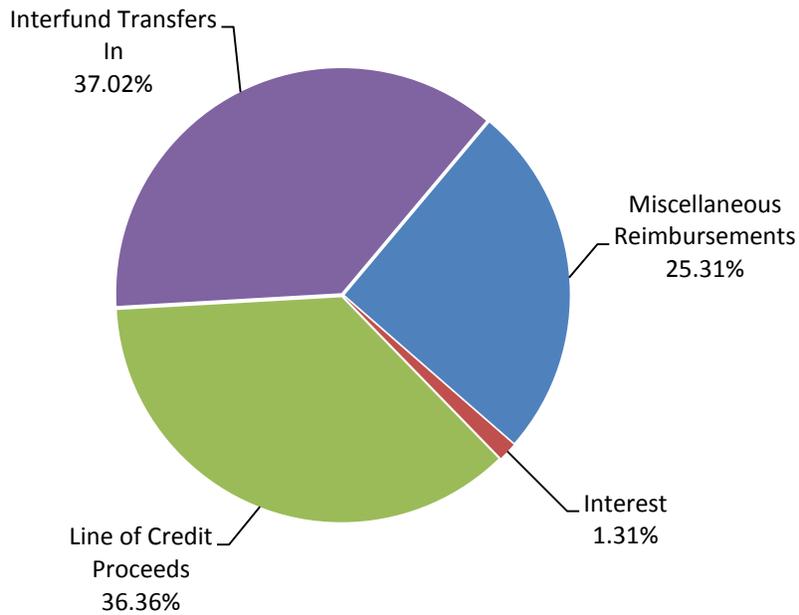
Expenses of the capital project funds consist of capital improvement project expenditures, such as roads, other infrastructure and buildings. Additional detailed information regarding the budgeted capital improvements can be found in the Capital Improvements Section of this document.



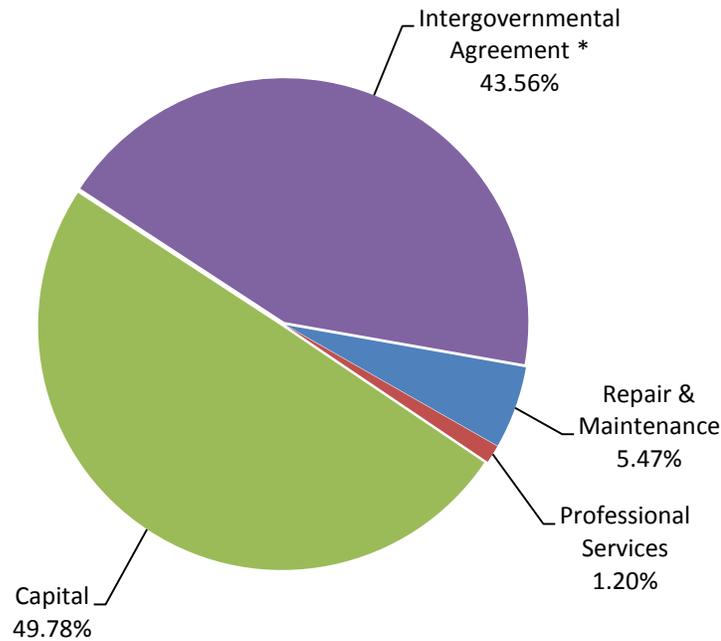
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Road Exaction Fees	\$ 260,384	\$ 45,213	\$ 294,981	\$ 211,250
Interest	20,927	8,112	28,835	17,163
Miscellaneous Reimbursements	15,950	-	-	-
Total Revenue	\$ 297,261	\$ 53,325	\$ 323,816	\$ 228,413



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Interfund Transfer Out	\$ -	\$ 250,000	\$ 1,108,205	\$ 220,000
Credit, Collection & Bank	133	81	133	21
Professional Services	60,782	9,905	67,350	-
Capital	19,931	-	-	-
Total Expenditures	\$ 80,846	\$ 259,986	\$ 1,175,688	\$ 220,021



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Miscellaneous Reimbursements	\$ 4,467,448	\$ 1,964,613	\$ 1,246,800	\$ 2,326,750
Interest	135,909	99,270	217,031	120,371
Line of Credit Proceeds	-	-	-	3,343,157
Interfund Transfers In	7,500,000	750,000	3,200,012	3,403,147
Gifts and Donations	195	419	-	-
Total Revenue	\$ 12,103,552	\$ 2,814,302	\$ 4,663,843	\$ 9,193,425



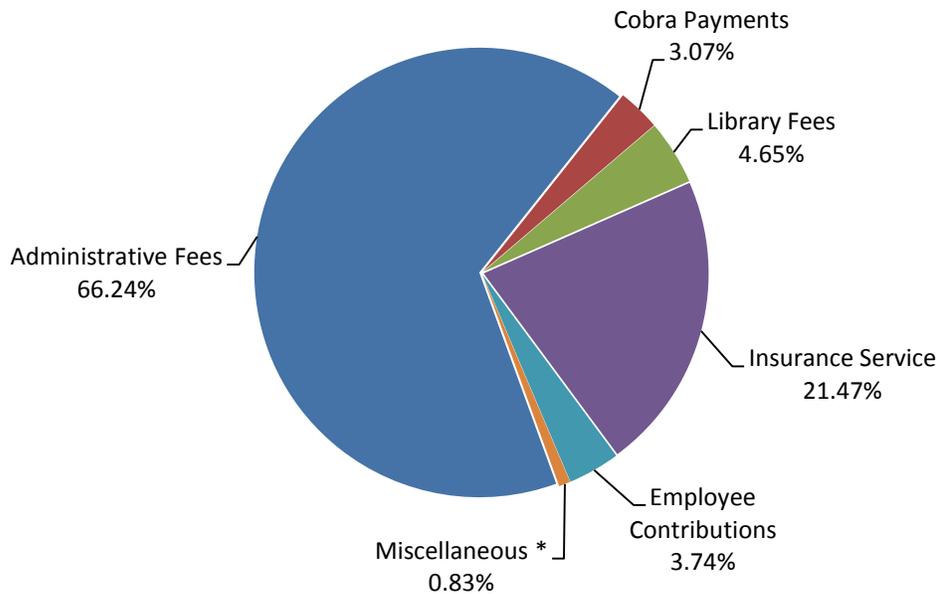
	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Repair & Maintenance	\$ 101,213	\$ 343,738	\$ 467,434	\$ 503,000
Professional Services	13,794	339,793	1,068,326	110,000
Capital	3,044,638	2,157,136	6,772,585	4,576,125
Intergovernmental Agreement *	11,062,681	2,845,494	5,604,688	4,004,300
Credit, Collection & Bank	7,639	-	3,421	-
Supplies	40,965	10,571	-	-
Interfund Transfer Out	-	4,999,182	-	-
Miscellaneous	-	61,553	-	-
Total Expenditures	\$ 14,270,930	\$ 10,757,466	\$ 13,916,454	\$ 9,193,425

* Intergovernmental agreement includes expenditures related to the construction and engineering of other governmental unit improvement projects.

Internal Service Fund

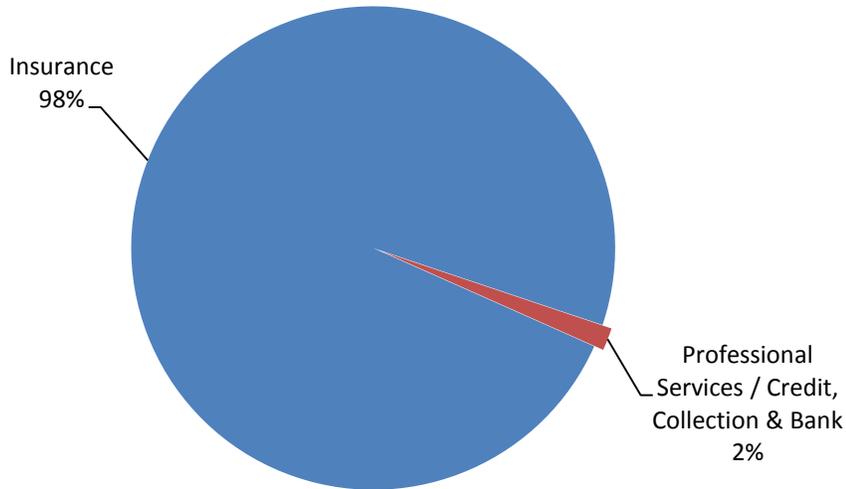
Budget
Fiscal Year 2014

The Village is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The village utilizes its Insurance Fund, an internal service fund, to record transactions related to insurance provided by third party insurers as well as partial self insurance for workers' compensation, general liability and employee benefits. Premiums are paid into the Insurance Fund by other funds and are available to pay third party premiums, claims, claim reserves and administrative costs of the Village's insurance program.



* Miscellaneous includes Interest, Miscellaneous Services and Reimbursements.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Administrative Fees	\$ 4,941,483	\$ 5,213,496	\$ 5,495,652	\$ 5,438,669
Cobra Payments	80,161	151,170	207,239	251,727
Library Fees	320,720	361,525	384,813	381,757
Insurance Service	1,767,420	1,844,404	1,834,437	1,762,656
Employee Contributions	277,996	259,472	289,199	307,456
Interest	16,221	10,526	19,935	11,022
Miscellaneous Services	15,961	8,626	-	10,000
Reimbursements	1,020,533	65,810	42,000	47,000
Total Revenue	\$ 8,440,495	\$ 7,915,027	\$ 8,273,275	\$ 8,210,287

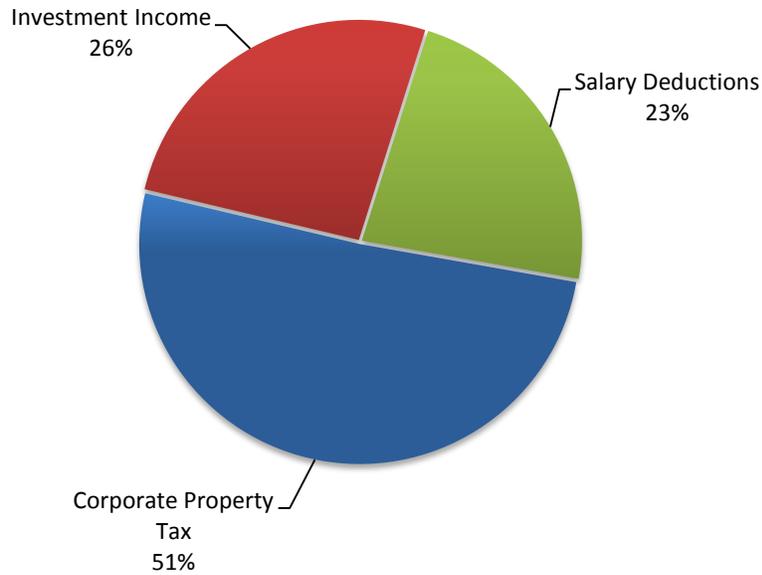


	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Insurance	\$ 7,524,122	\$ 7,855,975	\$ 7,893,233	\$ 8,105,792
Credit, Collection & Bank	1,545	57,169	1,143	305
Professional Services	124,500	124,776	128,710	124,130
Interfund Transfers Out	-	200,000	-	-
Miscellaneous	-	6,461	-	-
Total Expenditures	\$ 7,650,167	\$ 8,244,381	\$ 8,023,086	\$ 8,230,227

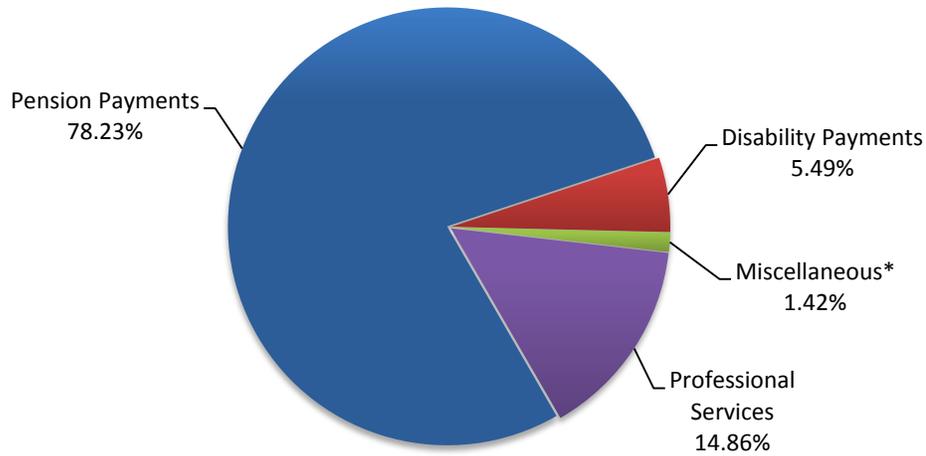
Fiduciary Fund

Budget
Fiscal Year 2014

The Village's sworn police employees participate in the Police Pension Employees Retirement System (PPERS). PPERS functions for the benefit of these employees and is governed by a five-member pension board. Two members appointed by the Village's President, one elected pension beneficiary and two elected police employees constitute the pension board. The Village and PPERS participants are obligated to fund all PPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. Although it is legally separate from the Village, the PPERS is reported as if it were part of the primary government because its sole purpose is to provide retirement benefits for the Village's police employees. The PPERS is reported as a pension trust fund.



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Miscellaneous Income	\$ 4,742	\$ 33,167	\$ -	\$ -
Pension Reimbursement	145,123	17,500	-	-
Corporate Property Tax	1,943,672	2,018,985	2,079,998	2,198,171
Investment Income	398,746	5,797,037	1,174,044	1,129,478
Salary Deductions	802,822	831,584	877,588	988,601
Total Revenue	\$ 3,295,105	\$ 8,698,273	\$ 4,131,630	\$ 4,316,250



*Miscellaneous category includes Miscellaneous Expenses, Credit, Collection and Bank, Personnel Services, Employee Reimbursements and Purchased Services.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Pension Payments	\$ 1,824,423	\$ 1,913,037	\$ 1,923,640	\$ 1,978,858
Disability Payments	138,804	138,804	138,804	138,804
Personnel Services	3,583	8,141	25,000	25,000
Employee Reimbursements	7,063	3,182	6,750	4,400
Credit, Collection & Bank	1,758	572	2,500	175
Professional Services	364,251	437,403	381,000	376,000
Purchased Services	3,625	2,900	3,000	3,000
Miscellaneous Expenses	2,744	4,577	3,371	3,371
Total Expenditures	\$ 2,346,251	\$ 2,508,617	\$ 2,484,065	\$ 2,529,608

Component Units

Budget
Fiscal Year 2014

The Orland Park Metropolitan Exposition, Auditorium and Office Building Authority (Civic Center Authority) is governed by a separate Board which includes one trustee of the Village Board. The Village is responsible for funding any deficits realized by the Civic Center Authority. The Civic Center Authority is presented as a governmental fund type.

The Orland Park Open Lands Corporation is a not-for-profit corporation. The members of its governing board are appointed by the Village’s Mayor, subject to confirmation by the Village’s Board of Trustees. The Corporation is presented as a governmental fund type.

The Orland Park Stellwagen Family Farm Foundation is a not-for-profit corporation. The members of its governing board are appointed by the Village’s Mayor, subject to confirmation by the Village’s Board of Trustees. The Corporation is presented as a governmental fund type.

The Orland Park Public Library is responsible for providing library services to the Village’s residents. The members of the Library’s governing Board are elected by the voters. However, the property tax levy for the Library is a component of the levy for the Village which is approved by the Village Board. The Library is presented as a governmental fund type. The Village is not responsible for the accounting of the Library; therefore, its information is not included in this report.

Complete financial statements of each of the individual component units may be obtained at the entity’s administrative offices:

Orland Park Metropolitan Exposition, Auditorium & Office Building Authority 14750 Ravinia Avenue Orland Park, Illinois 60462	Orland Park Open Lands Corporation/Orland Park Stellwagen Family Farm Foundation 14700 Ravinia Avenue Orland Park, Illinois 60462	Orland Park Public Library 14921 Ravinia Avenue Orland Park, Illinois 60462
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COMPONENT UNIT MISSION:

The mission of the Orland Park Civic Center is to provide a venue where the general public can hold business and community activities. The Civic Center adds to the overall quality of life in Orland Park by operating in an efficient and professional manner, ensuring that the building is maintained and operationally ready to meet the needs of its users, and assisting in the overall production and coordination of events.

COMPONENT UNIT FUNCTIONS:

The Civic Center and its surrounding grounds serve as the location of events such as the Taste of Orland, Recreation Department plays, musicals, and concerts, just to mention a few. These two to three day events draw hundreds of visitors, not only from the local community, but also from surrounding villages. These events provide the opportunity to showcase not only the Village Center Complex, but the Civic Center as well.

The Civic Center hosts a variety of events, including wedding receptions, private parties, training sessions, charitable and fundraising events, events for veterans and current members of the military, civic and community group events, public medical testing and screenings, and trade and special interest shows and exhibits. In 2013, the Civic Center hosted over 500 events.

The Civic Center also provides space free-of-charge on occasion, which is referred to as community outreach. Community outreach hours also include space provided at discount rates. In 2013, the Civic Center provided over 200 community outreach hours.

STRATEGIC PLAN GOAL: Economic Development

1. Develop partnerships with both public and private sector organizations and provide the opportunity to attract and retain businesses, thus creating a competitive **marketplace and enhancing the Civic Center's economic** base.
 - OBJECTIVE - Establish two strategic business partnerships to leverage the pipeline and knowledge of potential joint ventures. Revise current partnership list with updated information.
 - PURPOSE - By leveraging other entities, including potential competitors, this will enable the Civic Center to take advantage of the business relationships of others.
 - COMPLETION DATE – December 31, 2014
 - OBJECTIVE - Pursue marketing and promotional partnerships with local vendors to provide discount services to Civic Center clients. Increase additional partnerships by 10%.
 - PURPOSE - To develop marketing partnerships with business entities in Orland Park.
 - COMPLETION DATE – December 31, 2014

- OBJECTIVE - Establish two new key program accounts.
 - PURPOSE - To identify and retain regular users whose rentals will help establish and maintain the Civic Center’s revenue base.
 - COMPLETION DATE – December 31, 2014
- OBJECTIVE - Develop marketing package specifically for associations and businesses in the Chicagoland area.
 - PURPOSE - To create a professional marketing brochure to mail to prospective businesses that will promote increased seminar/meeting usage.
 - COMPLETION DATE – June 30, 2014

STRATEGIC PLAN GOAL: Quality of Life

1. The Civic Center is a vibrant facility that is a quality and affordable venue to host events that will bring opportunities for both residents and businesses alike.
 - OBJECTIVE - Offer affordable community outreach programs for residents, community groups and businesses and provide & maintain at least 250 hours in 2014.
 - PURPOSE – To provide good will with the community, while showcasing the Civic Center’s capabilities.
 - COMPLETION DATE – December 31, 2014
2. Continue to provide a well maintained facility that meets the needs of both residents and businesses.
 - OBJECTIVE – Partner with Autism Awareness Foundation to secure artwork on a loan basis, enabling the Civic Center to diversify decorations on a rotational basis.
 - PURPOSE: To provide an attractive environment and participate in community awareness for the Autism Awareness Foundation.
 - COMPLETION DATE – December 31, 2014.
 - OBJECTIVE – Provide modern audio/visual capabilities in the Exhibition Room and Annex. This will enhance bingo functionality and offer up-to-date technology to renters for PowerPoint and photograph presentations, etc.
 - PURPOSE: To provide an updated and clean facility to attract businesses.
 - COMPLETION DATE – June 30, 2014.
 - OBJECTIVE – Repair, clean and repaint ceilings in Exhibition Room, Grand Hall and Rotunda. Replace accordion door in Annex to provide the capability to split the room to host two smaller meetings when necessary.
 - PURPOSE - To provide an updated and clean facility to attract businesses.
 - COMPLETION DATE – June 30, 2014

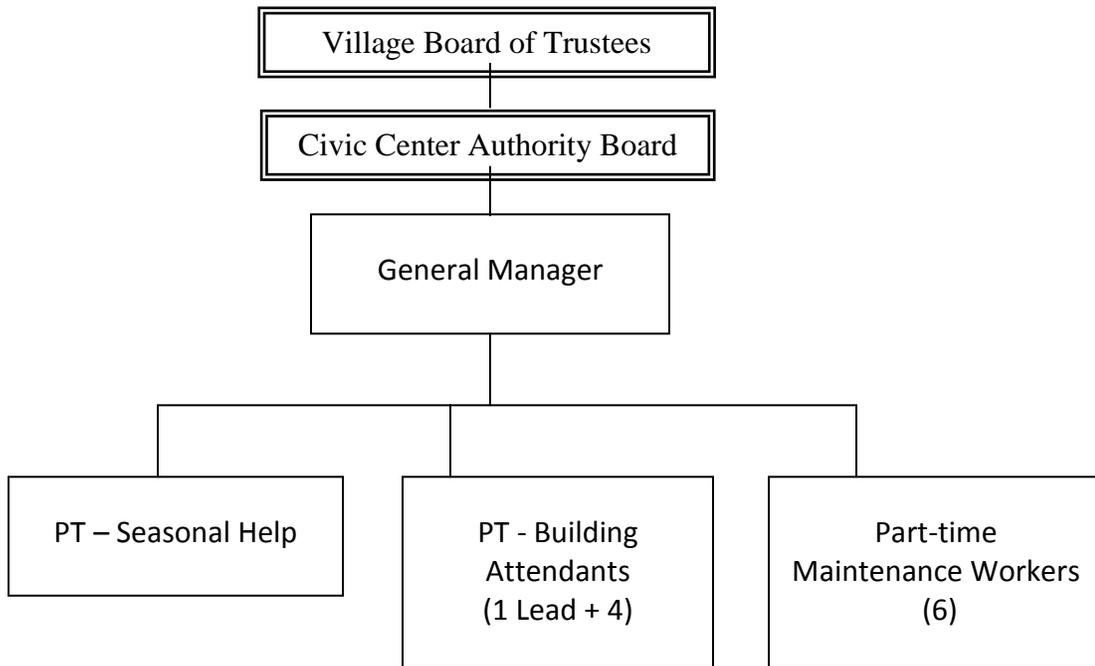
3. Provide a cost-effective, cooperative approach to control expenditures.
 - OBJECTIVE – Streamline staff procedures.
 - PURPOSE – Save time and share existing record keeping software currently being used by other village departments.
 - COMPLETION DATE – June 30, 2014

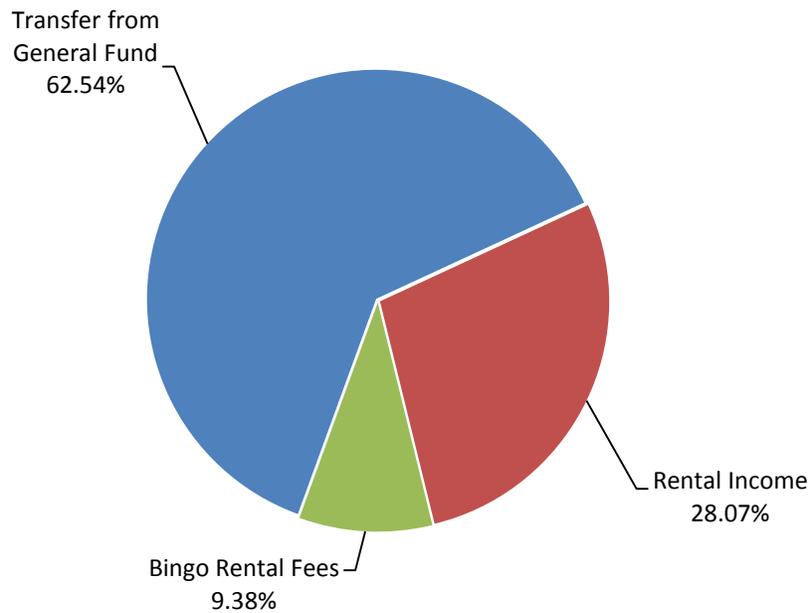
MEASURE	FY 2012 Actual	FY 2013 Actual	FY 2014 Goals
Bingo Bookings	51	51	51
Revenue Generated Bookings	235	204	235
Community Outreach Hours	260	203	250
Village Bookings	625	420	450
New Events	n/a	4	4
Key Accounts	n/a	2	2
Revenue change from previous year	-2% *	+16%	+3%

* Increase in Community Outreach and Village Usage resulted in less revenue for the year.

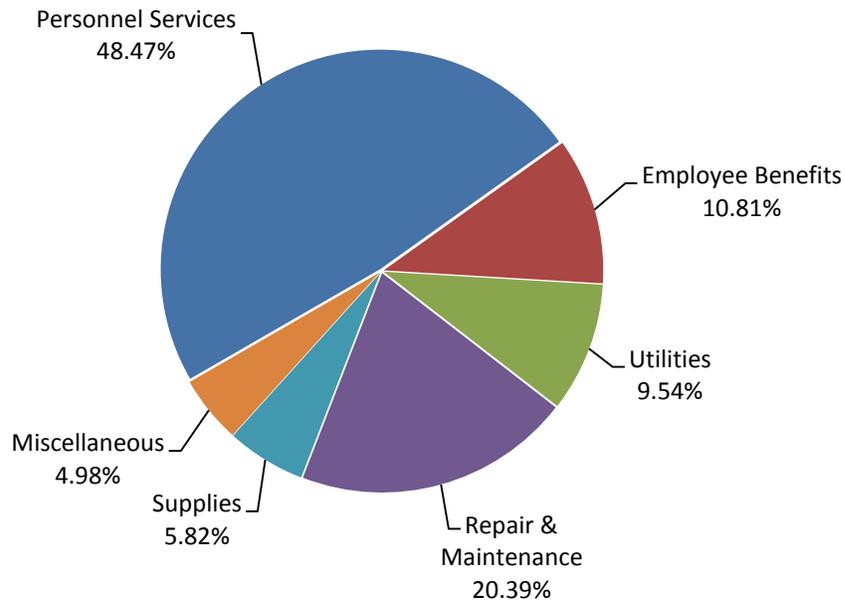
CIVIC CENTER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2012 ACTUAL	FY2013 CURRENT	FY2014 BUDGET
General Manager	1	1	1
Assistant to General Manager	1	0	0
TOTAL FULL TIME PERSONNEL	2	1	1
PART TIME POSITION TITLE			
Maintenance	6	6	6
Building Supervisor	0	0	1
Seasonal	0	0	1
Building Attendant	4	5	4
TOTAL PART TIME PERSONNEL	10	11	12



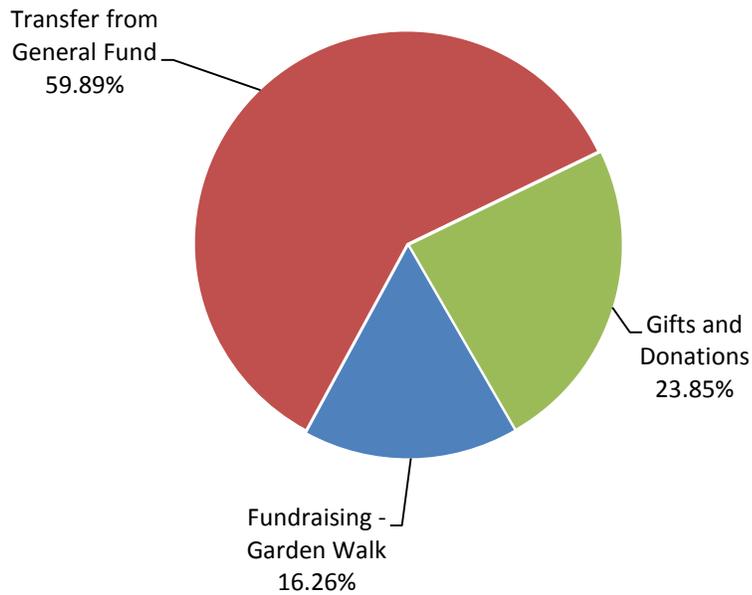


	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Transfer from General Fund	\$ 219,997	\$ 261,367	\$ 155,814	\$ 218,322
Rental Income	94,633	79,490	94,000	98,000
Bingo Rental Fees	32,900	33,670	33,532	32,760
Grants/Intergovernmental	141,303	-	-	-
Miscellaneous Service Fees	-	400	-	-
Total Revenue	\$ 488,833	\$ 374,927	\$ 283,346	\$ 349,082

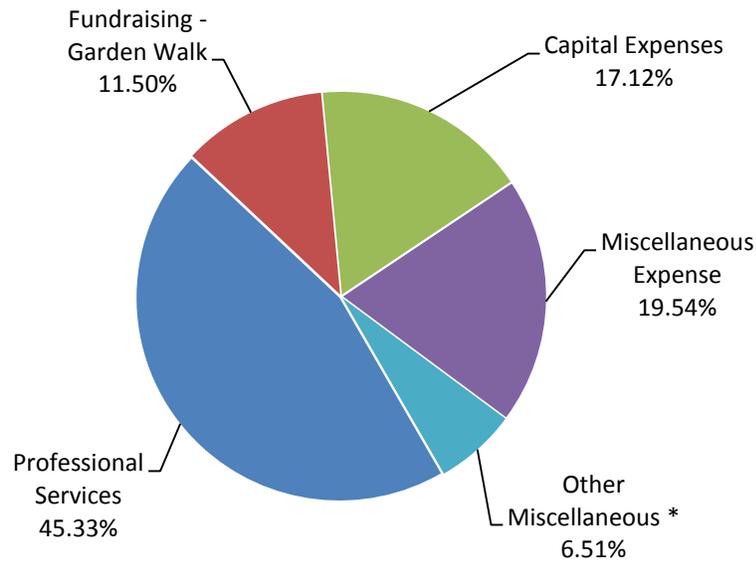


*Miscellaneous category includes Miscellaneous Expenses, Insurance, Employee Reimbursements, Purchased Services and Professional Services.

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Personnel Services	\$ 188,176	\$ 150,111	\$ 153,575	\$ 169,197
Repair & Maintenance	149,847	108,674	71,622	71,189
Employee Benefits	71,581	43,247	44,255	37,735
Utilities	37,378	27,242	38,478	33,289
Supplies	20,894	24,992	21,169	20,300
Insurance	8,789	9,047	8,047	5,882
Employee Reimbursements	971	975	1,045	1,045
Professional Services	3,931	6,303	6,075	5,460
Purchased Services	2,989	9,693	5,885	4,385
Miscellaneous Expenses	450	450	610	600
Total Expenditures	\$ 485,006	\$ 380,735	\$ 350,761	\$ 349,082



	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Interest	\$ 619	\$ -	\$ -	\$ -
Fundraising - Garden Walk	-	4,778	3,700	3,800
Transfer from General Fund	6,399	14,564	6,700	14,000
Gifts and Donations	5,161	6,035	3,875	5,575
Total Revenue	\$ 12,179	\$ 25,377	\$ 14,275	\$ 23,375



* Other Miscellaneous includes: Credit, Collection & Bank, Utilities and Supplies

	FY2011 Actual	FY2012 Actual	FY2013 Amended Budget	FY2014 Budget
Credit, Collection & Bank	\$ 1,364	\$ 585	\$ 2,500	\$ 200
Professional Services	26,174	11,995	11,815	11,830
Utilities	130	1,071	500	500
Supplies	-	900	1,000	1,000
Fundraising - Garden Walk	-	1,301	4,500	3,000
Capital	-	-	181,333	4,467
Miscellaneous Expense	251,488	738,216	10,100	5,100
Total Expenditures	\$ 279,156	\$ 754,068	\$ 211,748	\$ 26,097

Appendix and Glossary

Budget
Fiscal Year 2014

Year	Population	Percent Growth
1950	788	--
1960	2,592	228.9%
1970	6,391	146.6%
1980	23,045	260.6%
1990	35,720	55.0%
1997	47,583	33.2%
2000	51,077	7.3%
2004	56,876	11.4%
2008	59,339	4.3%
2010	56,767	-4.3%

Data Source: U.S. Census Bureau, 1950, 1960, 1970, 1980, 1990 Censuses, 1997 Special Census, 2000 Census, 2004 Special Census, 2008 Special Census, 2010 Census.

Village of Orland Park
Principal Cook and Will County Taxpayers

Fiscal Year 2014

Taxpayers	Type of Business	2011 Assessed Valuation*	Percentage of Total Assessed Valuation
Simon Property Group	Orland Square Mall (includes smaller stores)	\$120,602,914	5.10%
IRC	Lake View Plaza Shopping Center	53,985,115	2.28%
Albertson's	Jewel Supermarkets and Osco Drug	12,523,185	0.53%
J.C. Penney Co.	Department Store	12,413,846	0.52%
Constance Oswald	Commercial building over 3 stories	11,614,241	0.49%
St. George Corp	Commercial building over 3 stories	11,309,226	0.48%
Sears	Department Store	9,942,869	0.42%
MCRIL LLC	Carson, Pirie Scott & Co. Department Store	9,633,504	0.41%
B & G Realty	One-story non-fire proof public garage	8,698,143	0.37%
Cambridge Realty Capital	Commercial property with special improvements	8,122,529	0.34%
		<u>\$258,845,572</u>	<u>10.94%</u>

Note: Total 2011 Equalized Assessed Valuation for the Village of Orland Park was \$2,365,656,933.

*This is the most current data available.

Name	Type of Business	Approximate Number Employed
High School District #230	High School	920
School District #135	Elementary School	737
Jewel/Osco Food Store	Supermarket and Drug Store	530
Carson Pirie Scott	Retail Department Store	335
J.C. Penney	Retail Department Store	325
Panduit Corporation	Manufactures Communication and Telecommunications Products	300
The Horton Group	Insurance and Financial Consultants	300
Macy's	Retail Department Store	200
Target	Discount Store	200
Sears	Retail Department Store	195



VILLAGE OF ORLAND PARK

Certification

14700 Ravinia Avenue
Orland Park, IL 60462
(708) 403-6150

STATE OF ILLINOIS COUNTIES OF COOK AND WILL

I, John C. Mehalek, DO HEREBY CERTIFY that I am the duly elected and qualified Village Clerk of the Village of Orland Park, Illinois, and as such Village Clerk I am the keeper of the minutes and records of the proceedings of the Board of Trustees of said Village and have in my custody the minutes and books of the records of said Village.

I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of:

Ordinance No. 4864

I DO FURTHER CERTIFY that the original Ordinance of which the foregoing is a true copy is entrusted to my care for safekeeping and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village Of Orland Park aforesaid, at the said Village, in the Counties and State aforesaid, this 3rd day of December 2013.





John C. Mehalek, Village Clerk

VILLAGE OF ORLAND PARK

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

Ordinance No: 4864

File Number: 2013-0648

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR
COMMENCING ON JANUARY 1, 2014 AND ENDING ON DECEMBER 31, 2014 FOR THE
VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

VILLAGE OF ORLAND PARK

STATE OF ILLINOIS, COUNTIES OF COOK AND WILL

Published in pamphlet form this 3rd day of December, 2013 by authority of the President and
Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

VILLAGE OF ORLAND PARK

Ordinance No: 4864

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2014 AND ENDING ON DECEMBER 31, 2014 FOR THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1

The annual budget for the Village of Orland Park, Cook and Will Counties, Illinois as set forth in that certain document entitled

VILLAGE OF ORLAND PARK ANNUAL BUDGET FOR FISCAL YEAR 2014

And incorporated herein as if fully set forth, be and the same is hereby adopted as the Annual Budget for the Village of Orland Park, Cook and Will Counties, Illinois, for the fiscal year commencing on January 1, 2014.

SECTION 2

REPEAL. That all ordinances or parts of ordinances in conflict with the provisions hereof are hereby repealed insofar as they conflict herewith.

SECTION 3

EFFECTIVE DATE. That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 2nd day of December, 2013

/s/ John C. Mehalek

John C. Mehalek, Village Clerk

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

Nay: 0

VILLAGE OF ORLAND PARK

Ordinance No: 4864

DEPOSITED in my office this 2nd day of December, 2013

/s/ John C. Mehalek

John C. Mehalek, Village Clerk

APPROVED this 2nd day of December, 2013

/s/ Daniel J. McLaughlin

Daniel J. McLaughlin, Village President

PUBLISHED this 3rd day of December, 2013

/s/ John C. Mehalek

John C. Mehalek, Village Clerk

ABATEMENT	A partial or complete cancellation of a tax levy imposed by the Village.
ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.
ACCOUNTING SYSTEM	The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position, and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS	A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.
ACTIVITY	The smallest unit of budgetary accountability and control which encompassed specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the Village is responsible.
AFSCME	American Federation of State, County, and Municipal Employees
ANNUALIZE	Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.
APPROPRIATION	An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited to the time it may be expended.
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
BALANCED BUDGET	The budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditures.
BOARD OF TRUSTEES	The governing body responsible for the oversight of the municipality.
BOND	A written promise, generally under a seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
BONDED REFINANCING	The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.
BONDED DEBT	That portion of indebtedness represented by outstanding bonds.
BUDGET	A one-year financial document embodying an estimate of proposed revenues and expenditures for the year. The Village is required by State Statute to approve a budget, and the approved budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET ADJUSTMENT	A legal procedure utilized by the Village staff and the Village board to revise a budget.
BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations of the Village Board.

BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CAFR	Comprehensive Annual Financial Report. A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.
CAPITAL ASSETS	Assets of significant value and having a useful life of at least one year with a value over \$10,000. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of or addition to fixed assets.
CAPITAL PROJECTS FUND	A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.
CASH BASIS	A basis of accounting in which transactions are recognized only when cash is increased or decreased.
CBA	Collective Bargaining Agreements
CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING	An award presented to Governmental units and public employee retirement systems whose comprehensive annual financial reports (CAFR's) are judged by the Government Finance Officer Association of the United States and Canada to substantially conform to certain program standards.
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CIP	Capital Improvement Program. A plan of proposed capital expenditures and the means of financing them. Items in the capital budget are usually construction projects designed to improve the value of the government assets. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays.
COMMODITIES	Consumable items used by Village departments. Examples include office supplies, replacement parts for equipment, and gasoline.
COMPONENT UNIT	A component unit is a legally separate organization that a primary government must include as part of its financial reporting entity for fair presentation in conformity with GAAP.
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
CONTRACTUAL SERVICES	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.

DEBT SERVICE FUND	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.
DEFICIT	(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DEPRECIATION	(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.
DISBURSEMENT	Payments for goods and services in cash or by check.
EAV	The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal to one third of its market value.
ENCUMBRANCE	The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.
ENTERPRISE FUND	A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose. Examples of enterprise funds are those for utilities.
ESTIMATED REVENUE	The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Village Board.
EXPENDITURES	If the accounts are kept on the accrual basis this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursements for these purposes.

EXPENDITURE BY CLASSIFICATION	A basis for distinguishing types of expenditures; the major classifications used by the Village are: Personal Services, Contractual Services, Commodities, Other Charges and Capital Outlay.
EXPENSES	Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period.
FIDUCIARY FUNDS	Funds that are used when a government holds or manages financial resources in an agent or fiduciary capacity.
FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Village of Orland Park has specified January 1 to December 31 as its fiscal year.
FIXED ASSETS	Assets of a long-term character in which the intent is to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.
FULL FAITH & CREDIT	A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds.)
FUND	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of following special regulations, restrictions, or limitations.
FUND ACCOUNTS	All accounts necessary to set forth the financial operations and financial condition of a fund.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GAAFR	Governmental Accounting, Auditing and Financial Reporting. A Comprehensive practice-oriented guide to accounting and auditing in the public sector.
GAAP	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
GAAS	Generally Accepted Auditing Standards. A set of systematic guidelines used by auditors when conducting audits to ensure accuracy, consistency and verifiability of auditor's actions and reports.
GASB	Governmental Accounting Standards Board. An independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principals (GAAP) for state and local government. GASB members are appointed by the Financial Accounting Foundation (FAF); however the GASB enjoys complete autonomy from the FAF in all technical and standard-setting activities.
GENERAL FUND	The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except

	those required to be accounted for in another fund. NOTE: The General Fund is used to finance the ordinary operations of a government unit.
GENERAL OBLIGATION BONDS	Bonds for whose payments the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.
GFOA	Government Finance Officers Association. An organization representing municipal finance officers and other individuals and organizations associated with public finance.
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
GRANT	A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function, but it is sometimes also for general purposes.
HOME RULE MUNICIPALITY	A home rule municipality may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of public health, safety, morals and welfare; to license; to tax; and to incur debt, unless preempted by the State of Illinois. A municipality is designated as a home rule municipality if its population reached 25,000 or if the designation of home rule is approved by voters via a referendum.
IBEW	International Brotherhood of Electrical Workers
IDOT	Illinois Department of Transportation
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the TOTAL revenues over the TOTAL expenses of the utility for a particular accounting period is called the "net income."
INFRASTRUCTURE	The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).
INTERFUND TRANSFERS	Amounts transferred from one fund to another fund.
INTERNAL SERVICE FUND	A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments or agencies within a single governmental unit or to other governmental units. Amounts expended by the fund are reimbursed, either from operating earnings or by transfers from other funds, so that the original fund capital is kept intact.
IUOE	International Union of Operating Engineers
LIABILITIES	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LONG TERM DEBT	Debt with a maturity of more than one year after the date of issuance.
MAP	Metropolitan Alliance of Police
MODIFIED ACCURAL ACCOUNTING	A basis of accounting used by Governmental Fund types in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and, expenditures are recognized when the related liability is incurred.
OBLIGATIONS	Amounts which a government may be legally required to meet out of its resources. They include not only liabilities, but also encumbrances not yet paid.
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provides the basic government services.
ORDINANCE	A formal legislative enactment by the governing board of a municipality.
PERSONAL SERVICES	Costs related to compensating Village employees, including salaries, wages, and benefits.
PPERS (Police Pension Employees Retirement System)	The PPERS is the retirement system for all of the Village's sworn police employees. PPERS functions for the benefit of these employees and is governed by a five-member pension board.
PRIOR YEAR ENCUMBRANCES	Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation are reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.
PROPERTY TAX	Property taxes are levied on real property according to the property's valuation and the tax rate
RFP (Request for Proposal)	Request for proposal is an invitation for providers of a product or service to bid on the right to supply that product or service to the entity that issued the proposal.
RIGHT OF WAY	Land dedicated to the public which affords primary access by pedestrians and vehicles to abutting properties.
RESERVE	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
RETAINED EARNINGS	An equity account used to indicate that a portion of a fund balance is restricted for a specific purpose.
REVENUES	Funds that the government receives as income.
SPECIAL REVENUE FUND	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.
TAX LEVY	The total amount to be raised by general property taxes for

	operating and debt services purposes specified in the Tax Levy Ordinance.
TAX LEVY ORDINANCE	An ordinance by means of which taxes are levied.
TIF	Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.
TRANSFER IN/OUT	Amounts transferred from one fund to another to assist in financing the services for the recipient fund.
WATER & SEWER FUND	A fund established to account for operations of the water and sewer system. It is operated in a manner similar to private business enterprises where the intent is cost recovery.

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