

Budget
FISCAL YEAR

2011

VILLAGE OF ORLAND PARK, ILLINOIS

Table of Contents
Fiscal Year 2011

	<u>Page</u>
Distinguished Budget Presentation Award	1
Elected and Appointed Officials	2
Area Map	3
Organization Chart.....	4
Strategic Plan	5
Budget Message	14
 GENERAL INFORMATION AND SUMMARIES	
Budget Process and Schedule	28
Financial Structure	31
Fund Descriptions	37
Financial Management Policies	39
Fund Balance	
Fund Balance Analysis	54
Fund Balance Summary	56
Fund Balance History of Major Funds.....	57
Revenue and Expenditure Summaries	
Summary of Revenues by Fund and Type	60
Summary of Expenditures by Fund and Type	62
Revenues by Major Type Graph.....	64
Expenditures by Major Type Graph	65

VILLAGE OF ORLAND PARK, ILLINOIS

Table of Contents
Fiscal Year 2011

Revenues and Expenditure Comparison Summary.....	66
Debt	
Debt Issuance Summary	67
Outstanding Debt	69
REVENUE SUMMARIES	
Revenue Graph by Fund	70
Revenue Summary by Fund.....	71
Tax Levy - 2010.....	72
Property Tax Levy - 2010 Graph.....	74
History of Equalized Assessed Valuations/Tax Rates Graph.....	75
Revenue Sources, Assumptions and Trends	76
EXPENDITURE SUMMARIES	
Expenditures Graph by Fund	82
Expenditure Summary by Fund	83
Capital Improvements	
Capital Expenditure Analysis	84
Description of Capital Projects	86
Personnel	
Personnel Changes and Estimates.....	116
Personnel Services and Employee Benefits Graph.....	118
Staffing Summary by Function Graph.....	119

VILLAGE OF ORLAND PARK, ILLINOIS

Table of Contents
Fiscal Year 2011

Full-time Personnel Schedule	120
Part-time Personnel Schedule	121
 GENERAL FUND	
General Fund Description	122
Revenue Summary	123
Expenditure Summary by Department.....	124
Expenditure Summary by Element	125
Expenditure Summary by Function	126
Non-Departmental.....	127
Village Manager.....	128
MIS Division.....	143
Village Clerk.....	149
Finance.....	157
Officials.....	167
Boards and Commissions, Community Events.....	173
Development Services	177
Administration Division	180
Building Division	184
Planning and Engineering Division	191
Building Maintenance.....	208
Emergency Services and Disaster Agency	216

VILLAGE OF ORLAND PARK, ILLINOIS

Table of Contents
Fiscal Year 2011

Public Works.....	219
Administration Division	222
Streets Division.....	227
Transportation Division	235
Vehicle and Equipment Division	240
Police	246

SPECIAL REVENUE FUNDS

Motor Fuel Tax Fund.....	265
Park Development Fund	268
Seizure/Forfeiture Fund	271
Home Rule Sales Tax Fund	272
Main Street Triangle TIF Fund.....	275
Recreation and Parks Fund	277

ENTERPRISE FUNDS

Water & Sewer Fund	300
Finance Division	304
Administration Division	305
Water Division.....	309
Sewer Division.....	313
Stormwater Division	316
Expenditure Summaries	319

VILLAGE OF ORLAND PARK, ILLINOIS

Table of Contents
Fiscal Year 2011

Commuter Parking Fund..... 321

DEBT SERVICE FUNDS

Long-Term Debt Requirements 324

General Obligation Bonded Debt..... 325

Revenue Summary 329

Expenditure Summaries 330

CAPITAL PROJECT FUNDS

Capital Project Funds Description 332

Road Exaction Fund..... 333

Capital Improvement Fund 335

G.O. Bond Project Fund..... 337

INTERNAL SERVICE FUND

Insurance Fund..... 338

FIDUCIARY FUND

Police Pension Fund..... 341

COMPONENT UNITS

Component Units Description..... 344

Civic Center Fund 345

Open Lands Fund..... 352

VILLAGE OF ORLAND PARK, ILLINOIS

Table of Contents
Fiscal Year 2011

APPENDIX AND GLOSSARY

About Orland Park 354

Population Statistics..... 355

Principal Cook County Taxpayers 356

Principal Employers..... 357

Budget Ordinance 358

Glossary of Terms..... 362

VILLAGE OF ORLAND PARK, ILLINOIS

***Distinguished Budget Presentation Award
Fiscal Year 2011***



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, 2010.

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.

VILLAGE OF ORLAND PARK, ILLINOIS

***Elected and Appointed Officials
Fiscal Year 2011***

ELECTED OFFICIALS

Village President	Daniel J. McLaughlin
Village Clerk	David P. Maher
Trustee	Bernard A. Murphy
Trustee	Kathleen M. Fenton
Trustee	Brad S. O'Halloran
Trustee	James V. Dodge, Jr.
Trustee	Edward G. Schussler III
Trustee	Patricia A. Gira

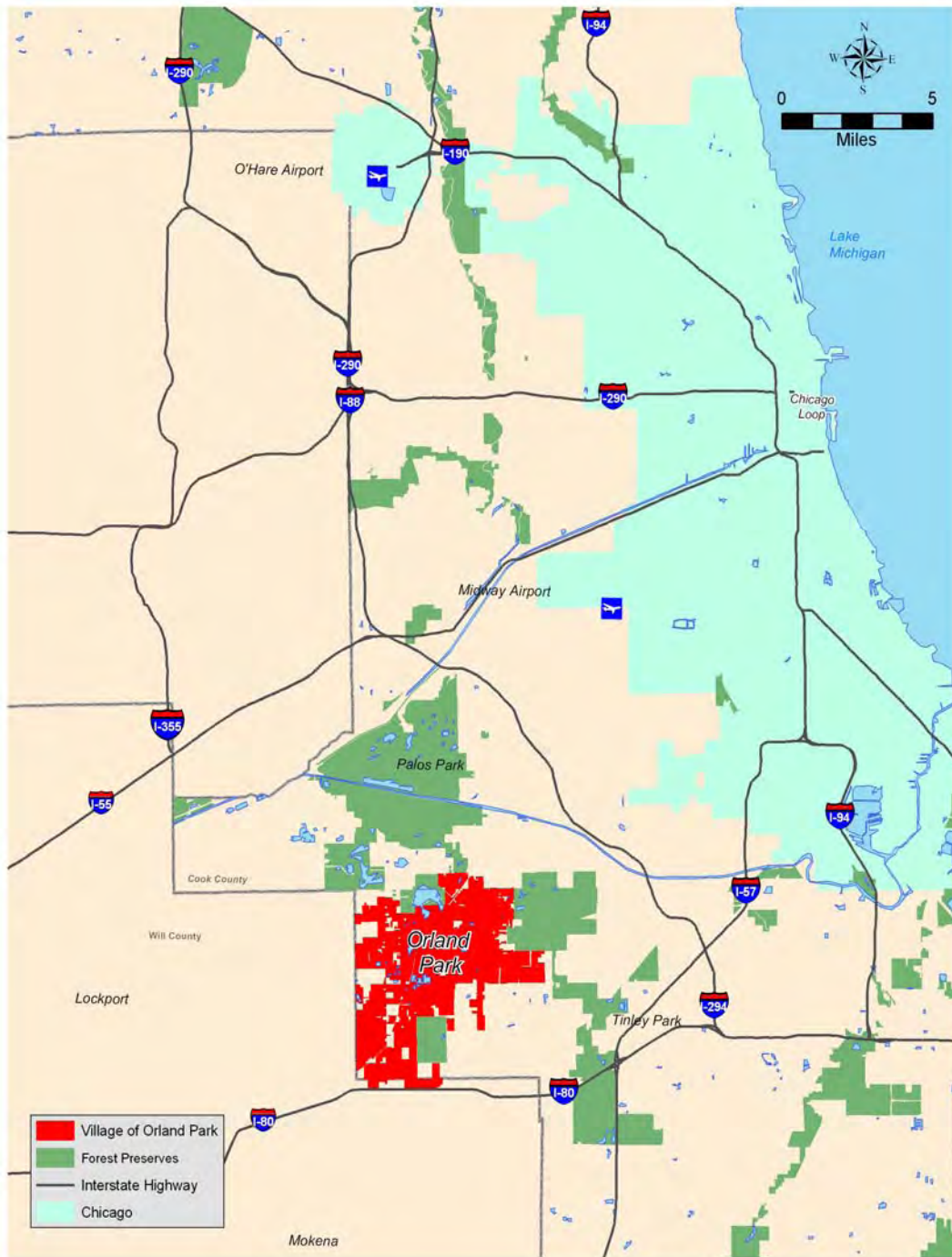
APPOINTED OFFICIALS

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



VILLAGE OF ORLAND PARK, ILLINOIS

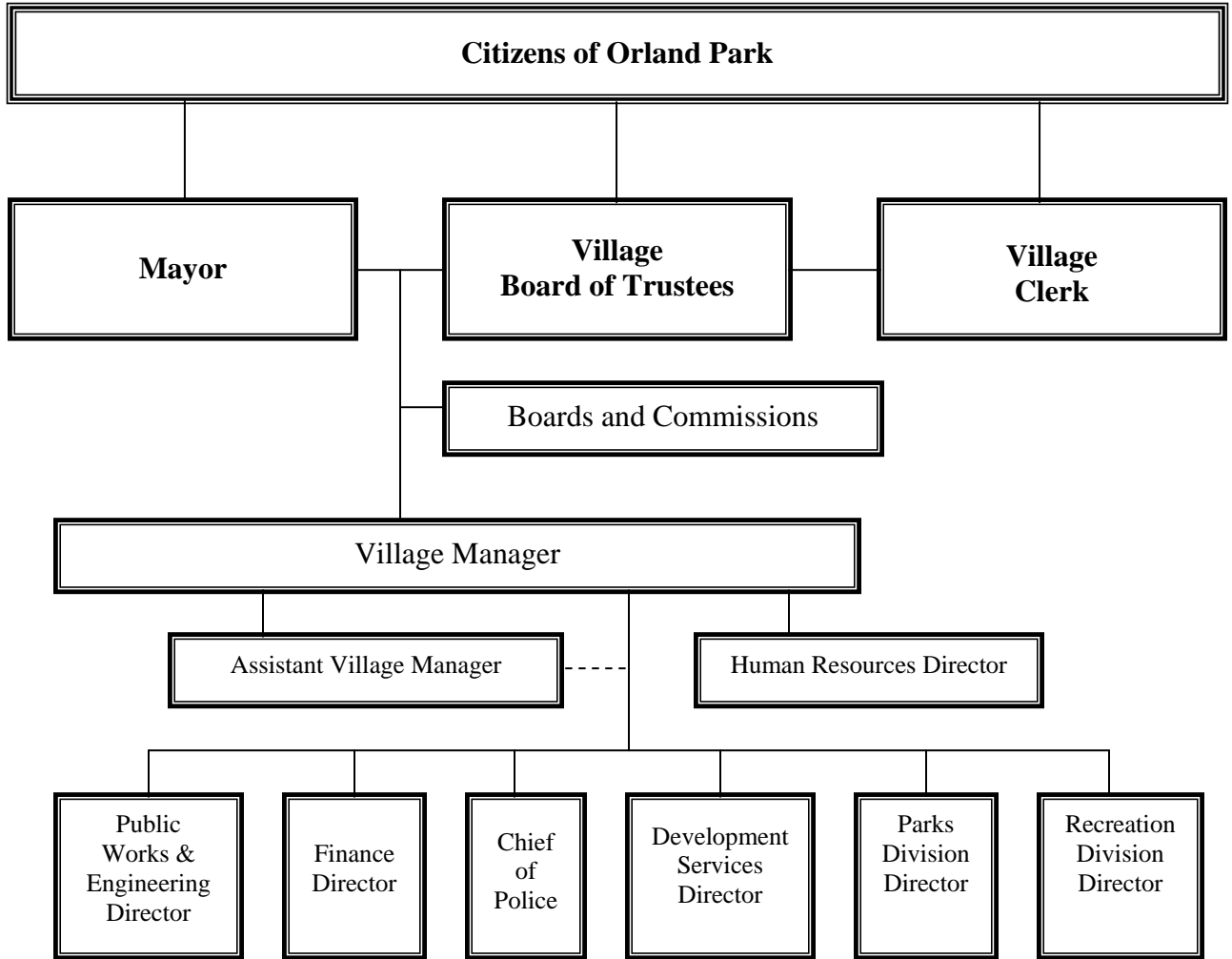
Area Map Fiscal Year 2011



Development Services Department, Village of Orland Park

VILLAGE OF ORLAND PARK, ILLINOIS

**Organization Chart
Fiscal Year 2011**



VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

VILLAGE MISSION:

The Village of Orland Park strives to provide the highest quality municipal services to residents and visitors through the practical planning of community growth and development, fiscal responsibility, abundant recreational opportunities, outstanding parks and open natural spaces, proactive public works services and professional public safety. The Village Board and Village Manager are committed to a proactive approach in providing exceptional services and facilities that will result in a continuously improving quality of life in Orland Park.

BACKGROUND:

The strategic plan of the Village of Orland Park has been derived from a combination of broad goals set in the Village's Five-Year Capital Improvement Plan, as well as the strategic goals set by the senior management team of the Village. The strategic plan is intended to identify the Village's goals and objectives, provide direction to the organization and community and set an action plan for the future.

Stakeholders involved in each of the goals stated in the Village's Strategic Plan include the Village Board and staff, as well as residents and businesses of the Village.

STRATEGIC PLAN GOALS:

1. Build a better community by maintaining Orland Park's status as a premier Chicago suburb and one of the region's best places to live and visit.

- **OBJECTIVE:** Advance in the creation of a new and inspirational downtown for Orland Park. This development will bring a sense of place to the Village's thriving retail corridor.

Potential Programs/Strategies:

- **New downtown development – Main Street Triangle**
 - Finalize a redevelopment agreement with a developer for the first phase of redevelopment in the Main Street Triangle area. Construction of residential/business/restaurant properties will begin with planning and construction stages pressing forward in the fall of 2011.
 - Continue to promote the Crescent Park by hosting community and recreational events at this high quality event site. Two events are planned during the summer of 2011.
 - Coordinate with IDOT the construction of the pedestrian overpass across LaGrange Road providing a connection for path users and commuters to other areas of the Village.

VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

- Complete new lighting and streetscape designs throughout the Old Orland areas of the Village.
 - Construct the aesthetic enhancements planned for the intersection and adjacent pedestrian walkways at 143rd/LaGrange Road following the completion of the intersection expansion scheduled for the fall of 2011.
- **OBJECTIVE:** Update the Village Comprehensive Plan to assist in the implementation of a vision for the future for Orland Park that follows the mission of Quality Places/Natural Spaces by December 2011.

Potential Programs/Strategies:

- By December 2011, the Village Board will have adopted the updated Orland Park Comprehensive Plan. The plan will guide development/redevelopment and allocation of Village resources over the next five to ten years.
 - Promote through the Village's planning process the necessary connections for pedestrian friendly pathways, walkways and bicycle paths leading to outdoor spaces, featuring benches, enhanced landscaping, water features, and other amenities.
- **OBJECTIVE:** Maintain and enhance the Village infrastructure and other public improvements.

Potential Programs/Strategies:

- Continue implementation of the Village's Capital Improvement Program.
 - Serve as a model in establishing best-practice guidelines for the maintenance of detention ponds within Orland Park for use by homeowners and local businesses.
 - Complete the burial of utility lines in the 143rd and LaGrange Road vicinity to enhance the look of the gateway into the downtown Orland Park area.
- **OBJECTIVE:** The Village of Orland Park will show leadership in sustainable initiatives to improve the quality of life of all residents and the economic viability of all businesses.

Potential Programs/Strategies:

- Incorporate recognized sustainable principles into the Orland Park Comprehensive Plan and implement green initiative development policies (ECOMAP et. al.).
- Adopt a water conservation code and complete educational outreach to the community by December 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

- By the end of second quarter 2011, identify potential partners for a Green Subdivision and by December 2011, establish site review guidelines for Green Subdivisions, consistent with the Village's Smart Neighborhood initiative.
 - Promote sustainability by emphasizing the conservation of resources, recycling, energy efficiency and other "green" practices.
 - The Parks Department will continue to implement the green initiatives drawn from the ECOMAP document, to implement in parks, trails, and recreational facilities, e.g. using ultra low flow water fixtures and rain sensor gages on sprinkler systems, reusing storm water for non-potable applications, reducing chemical use, and using natural plantings to reduce mowing.
 - Complete the installation of the high efficiency HVAC units at Franklin Loebe Center, Civic Center and Village Hall facilities.
 - By March 2011, bid the energy efficient lighting upgrade at the Sportsplex. If funds are available, bid for energy efficient light replacement in the facility at 14600 Ravinia Avenue by the second quarter of 2011.
 - Utilize green practices in the renovation of the upper level of the facility at 14600 Ravinia Avenue. Low VOC paint and energy efficient windows will be installed.
 - Promote innovation in the use and disposal of resources and energy, such as the Village's electronic waste drop-off program with the plan to continue it as a regional endeavor.
 - Maintain the presence of the Green Tent at Village events and other community activities. This outreach program provides educational materials and promotional information about Village initiatives and Smart Living programs.
- **OBJECTIVE:** Review and recommend approval of the authorization to offer an option for electric energy aggregation in Orland Park.

Potential Programs/Strategies:

- Prepare the "Opt Out" referendum question for the November 2012 election.
 - Launch a communication plan to educate residents on the opportunities offered through the aggregation plan.
- **OBJECTIVE:** Improve local traffic conditions and overall traffic environment.

Potential Programs/Strategies:

- By October 1, 2011, prepare and present a global strategy to improve mobility throughout the Village, improving travel times and mobility options
- Provide local roadway improvements to improve safety and decrease congestion, thereby improving air quality and the quality of life for Village residents.

VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

- Complete engineering and acquire the remaining land parcels needed for the completion of the 143rd Street and LaGrange Road intersection improvements.
- Provide alternative traffic routes and reduce intersection backup times by enhancing the Village's grid system.
- Finalize the plans for the 156th Street connection from Ravinia Avenue to LaGrange Road accomplishing the required wetland mitigation for this improvement.
- 151st Street and 80th Avenue traffic signal improvement is to be implemented in 2011 working with the Orland Fire District to improve conflicts with right-turns onto 80th Avenue.
- By July 2011, solicit services to further technical development of plans and specifications for select transportation improvement projects, including the 143rd Street reconstruction and widening from LaGrange Road to Will Cook Road, plans for the development of plans for a roundabout at 147th and Ravinia, and the realignment of 143rd Street and Southwest Highway.

2. **Enhance and promote the excellent quality of life in Orland Park.**

- **OBJECTIVE:** Promote the community and better publicize existing events, businesses and gathering space in Orland Park through the use of multi-media outlets and Village resources/events.

Potential Programs/Strategies:

- Develop a streamlined process for producing and distributing marketing materials by March 2011. Samples of marketing outlets are as follows: Village website, e-mail, cable channel, Sportsplex reach screens, Facebook, Twitter, and the Recreation brochure. Consider new ways of advertising utilizing "Notify Me" and "Constant Contact" tools, and implement "The Staycation Club" membership program by May 1, 2011.
- Implement on-line registration for recreation programs, memberships, facility, and field rentals by third quarter 2011 for the initial testing and full implementation for the winter registration season.
- Increase national and regional awareness of Orland Park's place in the country and all that the community has to offer. Submit one to two news releases a week touting Village services, programs and events and continue enhancements to the Village's quarterly e-newsletter. Produce one 15-minute segment of the "Orland Park Village View" every three months, with the first being produced by March 1, 2011, the second by June 1, 2011 and the third by September 1, 2011. Produce one in-house Village cable television segment each quarter.

VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

- **OBJECTIVE:** Connect the community through premier special events, activities and facilities.

Potential Programs/Strategies:

- Village premier special events such as the Taste of Orland, Independence Spectacular, Winter Festival, Farmer's Market and Garden Walk will be produced in 2011 within budgetary guidelines.
- Organize and successfully launch a July 3, 2011 orchestral event at Centennial Park West in Colette Highlands. Gain sufficient sponsorship to fund the event. This event will be the first step in evaluating the site for future concert events.
- Sportsplex, Centennial Park Aquatic Center and athletic complexes will host events throughout the year providing opportunities to experience the Village's facilities. Sportsplex and CPAC staff will implement the updated "Staycation Club" program by May 1, 2011 to attract residents and visitors to these premier facilities.
- Utilizing "Constant Contact" and the "Notify Me" features on the Village's website, reach out at least bi-weekly with information on Village events, facilities and programs.
- Continue to increase recognition, visibility and use of the Civic Center as a gathering place for the community by enhancing marketing strategies. A new brochure and website presence will be implemented in 2011.

- **OBJECTIVE:** Preserve Open Space.

Potential Programs/Strategies:

- When opportunities arise, and where feasible, acquire land for open space purposes. Consider acquisition of property as recommended by the Village's Open Lands Corporation.

- **OBJECTIVE:** Maintain all existing open spaces at the highest possible quality.

Potential Programs/Strategies:

- Support the Stellwagen Foundation to maintain a living farm.
- Create a long-term maintenance plan to be approved by the Open Lands Corporation and the Village Board.

- **OBJECTIVE:** Maintain the high quality of existing parks and facilities while improving opportunities for use.

Potential Programs/Strategies:

- Continue to require that all large developments provide park space.

VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

- The Parks Department will complete input of the Village's parks, trails, and open lands into the new park management software system and incorporate a parks inventory database by the end of 2011.
 - The Parks Department will implement a management plan for the Village's parks, trails and open lands to include clearly defined maintenance goals and create a master schedule for seasonal maintenance. The Department will also implement weekly updates to the Parks inventory database.
- **OBJECTIVE:** Enhance the Village's pathway and trail system.

Potential Programs/Strategies:

- Award the engineering and design of the 153rd Street bike path extension during the first quarter of 2011.
- Enhance access and use of the open space areas.
- Continue to work toward completion of paths in areas lacking connectivity.
- Consider the use of innovative materials (i.e., decomposed granite, synthetic surfaces,) when repairing and/or constructing new sidewalks, hiking and jogging trails, etc.
- Promote the trail system in and around Orland Park to residents through the Village's website and in printed materials. Consider signage at key locations to raise awareness of this trail system.

3. Further Develop the Village's Strong Economic Base and Maintain a High Level of Fiscal Responsibility.

- **OBJECTIVE:** Update the Village's Multi-Year Capital Improvement Plan (CIP) and obtain Board approval as part of the annual budget process.

Potential Program/Strategies:

- Identify and update all project descriptions including cost estimates.
 - Review the proposed CIP with the Village Board to set priorities and to program projects into appropriate years.
- **OBJECTIVE:** Strive for consistent proper management of the Village's finances through the establishment and maintenance of effective financial policies and procedures, as well as sound accounting and internal control systems.

Potential Program/Strategies:

- Compile existing policies and update/add new policies as needed.
- Communicate all policies and procedures to staff to better ensure compliance.

VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

- **OBJECTIVE** - Encourage and promote the establishment and success of local and existing businesses.

Potential Program/Strategies:

- Implementation and expansion of the Village's Business Retention Visit program. By the end of 2011, the Economic Development team will have completed 30 business retention visits with existing businesses. The program provides an understanding of the business climate, specifically the challenges, needs and opportunities facing local businesses and industry.
 - Continue participation and assistance in the 159th Street Auto Dealership Associations.
 - Adopt and begin implementation of the 159th Street Corridor Plan.
 - Participate, with the Southwest Conference of Mayors, in the completion of the Harlem Avenue Corridor Plan.
 - Continue promotion and oversight of the Village's Revolving Loan fund for existing and new businesses.
 - Analyze and develop a feasibility study on a new Cook County real estate classification incentive program for border county communities. This program would assist with leveling the "playing field" between Cook County businesses and other border Counties.
- **OBJECTIVE** - Market the Village as a desirable location for business and industry.

Potential Programs/Strategies:

- The Village will attend three trade shows to promote Orland Park as a premier location for industry and employment.
- Continue to update and expand Orland Park's marketing information specifically geared towards businesses that may locate in Orland Park and create high quality job opportunities.
- Continue to educate Orland Park's residents on the economic development efforts in the Village, through the use of the website, Orland Park Public newsletter and regional and local newspapers.
- Solicitation of "upscale" retailers to provide more destination retail/restaurant/entertainment and to diversify Orland Park's commercial base.
- Attend both the Chicago and International Shopping Center Conventions, sponsored through ICSC, to market and promote Orland Park's retail market to national and international commercial businesses.

VILLAGE OF ORLAND PARK, ILLINOIS

**Strategic Plan
Fiscal Year 2011**

4. Ensure Community Safety and Preparedness.

- **OBJECTIVE:** Implement the Village's weather emergency response plan.

Potential Programs/Strategies:

- Update and train all departments on a plan to follow in the case of severe weather
- Continue to use the Code Red notification system in emergencies.
- Continue to raise awareness of the various weather warning systems already in place in Orland Park.

- **OBJECTIVE:** Coordinate the implementation of the Chicago/Cook County Urban Area Security Initiative (UASI) Tactical Interoperability Communications Plan.

Potential Programs/Strategies:

- Program all portable VHF police radios with the two (2) current Cook County Sheriff's Police Interoperability Channels by the second quarter of FY2011.
- Program all mobile VHF police radios that are installed in police vehicles with the two (2) current Cook County Sheriff's Police Interoperability Channels by the second quarter of FY11.
- Establish protocols and participate in the two monthly tests of the Cook County interoperability channels.

- **OBJECTIVE:** To implement a Crime Prevention Program in 2011 with the business community and residents.

Potential Programs/Strategies:

- In March and November of 2011, conduct two Business Security Forums to be held at the Orland Park Police Headquarters.
- Beginning in April of 2011, reach out to residents through neighborhood beat meetings, TIPS events and local media contacts and by December of 2013 develop a neighborhood watch program for each patrol beat.

- **OBJECTIVE:** Provide for the safe flow of traffic throughout the Village.

Potential Programs/Strategies:

- Continue to utilize the Red Flex Automated Enforcement Program at various intersections throughout the Village to reduce red light violations.
- Implement traffic calming measures such as mobile speed monitors, targeting school zone enforcement as required.

VILLAGE OF ORLAND PARK, ILLINOIS

Strategic Plan Fiscal Year 2011

- Kick-off a public relations/educational effort to enhance public awareness of traffic crash reduction and enforcement efforts at certain geographic areas in the first quarter of FY2011.

- **OBJECTIVE:** Prepare for multi-department emergency response.

Potential Programs/Strategies:

- Perform an annual planning exercise involving all Village departments and the fire protection districts.

- **OBJECTIVE:** Ensure all Village buildings comply with industry standards to meet the needs of residents and employees.

Potential Programs/Strategies:

- By January 2011, permits will be issued by the IDPH and a bid issued for the work required to become compliant with the Virginia Graeme Baker Act at Centennial Park Aquatic Center. Work is to be completed by March 2011 for a May 2011 pool opening.

5. Technology and the Future of the Village - Promote and Foster the Use of Innovative Technologies to Improve Quality Of Life.

- **OBJECTIVE:** Improve the Village's technological capabilities to enhance services to the community.

Potential Programs/Strategies:

- Enhance the Village's website to include new e-services providing for a more efficient method of doing business with the Village.
- Assist the Recreation Department in the implementation of online registration for recreation programs in the fourth quarter of 2011.
- Implement the new Exchange 2010 system in the first quarter of 2011.
- Migrate legacy software applications (HTE) to the new suite of integrated Enterprise Resource Planning (ERP) management applications from Innoprise Software, Inc.
- Integrate new police information management system and emergency dispatch management software in Patrol Division operations by the fourth quarter of FY 2011.
- Integrate Police dispatch software and automated vehicle locator hardware by the fourth quarter of FY 2011.

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

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



Village Hall

TRUSTEES
Bernard A. Murphy
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia Gira

March 31, 2011

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 FY2011 Annual Budget for the fiscal year beginning January 1, 2011 and ending December 31, 2011. The FY2011 Annual Budget was approved by the Village Board on December 6, 2010.

The FY2011 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 FY2011 Annual Budget was compiled based upon the following long and short-term goals and objectives:

- To continue to provide quality municipal services responsive to the needs of Village residents and businesses, while improving efficiency and effectiveness.
- To continue to provide safe, accessible and high quality parks, open space and recreational complexes and facilities.
- To continue to make the Village the "destination spot" of the South suburbs.
- To continue to enhance the Village's strong economic base.
- To continue to improve technology within and for the Village.
- To continue efforts towards the development and redevelopment of various areas within the Village.
- To continue to control costs using best practices without cutting municipal services.
- To continue to provide ample funding for the improvement and maintenance of the Village's streets, water and sewer infrastructure and municipal facilities.

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 which have impacted this year's budget and may also impact future years' budgets. The Budget Message also provides an overview of the major revenues and expenditures included in this budget and provides detail 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 56,000 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 will not only serve as a planning document for FY2011, but will also provide a significant level of control over expenditures due to the specificity of detail incorporated into the document.

BUDGET PROCESS

The Village's FY2011 budget process began in July 2010 with the distribution of FY2010 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 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.

After compiling the revenues and fixed expenditures for the General Fund, Recreation and Parks Fund and the Civic Center, Finance Department staff determined that these operating funds would have an operating deficit of approximately \$1.8 million should variable operating expenditures remain at the same level as the most recently audited fiscal year. This shortfall was due to flat or decreasing revenues caused by the slowed economy as well as increased salary and benefit costs. This projected shortfall already took into account changes instituted in the prior budget year, including the elimination of the transfer of certain revenues to the Capital Improvement and Open Lands Funds, discontinuing bond abatements of the 2000 and 2004 GO Bond debt service levies, keeping vacant full-time positions open, and reducing the Pace bus service.

A series of budget meetings took place with the Board of Trustees where discussions focused on reducing the budget shortfall with revenue enhancements and spending reductions that would minimally affect Village services. The Board approved the following options for reducing the approximately \$1.8 million shortfall:

- Increasing the bi-annual vehicle sticker fee from \$15 to \$30 for passenger vehicles and increasing the senior vehicle sticker fee from \$1 to \$10. This fee increase will generate approximately \$535,000 in additional revenue.
- Increasing ticket fines from \$50 to \$60 for parking and compliance violations. Additional revenue of approximately \$63,000 will be generated from this fine increase.
- Increasing the Recreation portion of the levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures. An additional \$711,000 will be collected for the Recreation portion of the Village's levy.
- Offering the voluntary retirement program for an additional year. There were seven employees that took advantage of the offer that will allow the participating employees to receive Village insurance coverage for two years and 50% coverage for an additional three years or a one time cash payment. The savings from this program was approximately \$100,000.

- Increasing the non-union employee insurance contribution which will generate approximately \$74,000 in additional revenue.
- Eliminating planned capital projects, reducing expenditures by approximately \$293,000.

Other budget reductions approved in FY2010 were also continued for FY2011. These reductions included eliminating the tuition reimbursement program for all departments, eliminating the 50/50 tree program, and reducing fees paid to the intergovernmental relations consultant.

Through these document reviews and budget meetings, a FY2011 budget document was drafted and the final budget document was approved at the December 6, 2010 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 FY2011 would bring slow growth to major revenue sources due to the continued slow down in the housing market and consumer sales. Finance staff distributed the net target budget amounts to all departments based on an approximately \$1,000,000 decrease in operating budgets that was continued from FY2010. 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 included. 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 FY2011 capital budget is the 143rd and LaGrange intersection project.

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. The fund balances reflected in the Fiscal Year 2011 budget for all funds except the Park Development Fund exceed Board approved policy requirements. The Park Development Fund does not meet the policy as the Fund is dependant on impact fees which have seen significant decreases due to the slow down of the housing market.

All Village funds, with the exception of the Park Development Fund, 2007 G. O. Bond Debt Service Funds, and the Main Street Triangle TIF Fund, is projected to reflect a positive fund balance at the end of FY2011. As discussed above, the Park Development Fund has suspended new capital projects and is projected to recover once the housing market improves. The deficit fund balance amounts in the 2007 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 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 five fiscal years, the Village has issued the following debt:

- General obligation bonds to partially fund construction of a new police facility in FY2006.
- General obligation bonds to partially fund construction of various infrastructure improvements within the Main Street Triangle, the Village's downtown redevelopment centered around the newly constructed 143rd Street Metra commuter train station in FY2007.
- 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 in FY2008.
- General obligation bonds in the amount of \$7,785,000 to partially refund the Village's outstanding 2001 G.O. Bonds in FY2009.
- General obligation bonds in the amount of \$18,925,000 to refund the Village's outstanding 2002 A and 2002B G.O. Bonds in FY2010.

At the beginning of FY2011, the Village's total outstanding general obligation debt amounted to \$79,435,000. The FY2011 budget does not include the issuance of any new debt, although the Village will look to take advantage of any refunding opportunities.

At the time of issuance of the General Obligation Refunding Bonds, Series 2010, 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 Aa2 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 FY2010, 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 FY2011 budget process to identify capital expenditure items that were to be included in the FY2011 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 Levy

The Village attempts to maintain a moderate tax rate from year to year. The Village has had a tax rate ranging from approximately \$.41 to \$.48 per \$100 of equalized assessed valuation for the last five levy years. This is in part due to the strong financial position of the Village, as well as the continued growth of the Village's tax base. 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 budget meetings, 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. This decision was made to help reduce the approximate \$1.8 million General Fund shortfall projected for FY2011. The increase in the Recreation levy will generate an approximately \$711,000 in additional property tax revenue.

The Village Board chose not to abate the property tax levy again for FY2011 related to the 2000 and 2004 GO Bond issuances due to the General Fund budget shortfall. Also during the FY2011 budget process, the Village Board approved suspending the residential property tax rebate program for a second year. The rebate program will be approved on a year to year basis.

Budget Assumptions

The following are the more prominent assumptions that were utilized when compiling the Village's FY2011 Annual Budget.

- Revenues were based on the most current economic conditions available, as well as historical trends, where appropriate.
- A less than 1% 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 FY2010 and consulting various indices and information available.
- An increase of approximately 25% was factored in for employee health care costs.

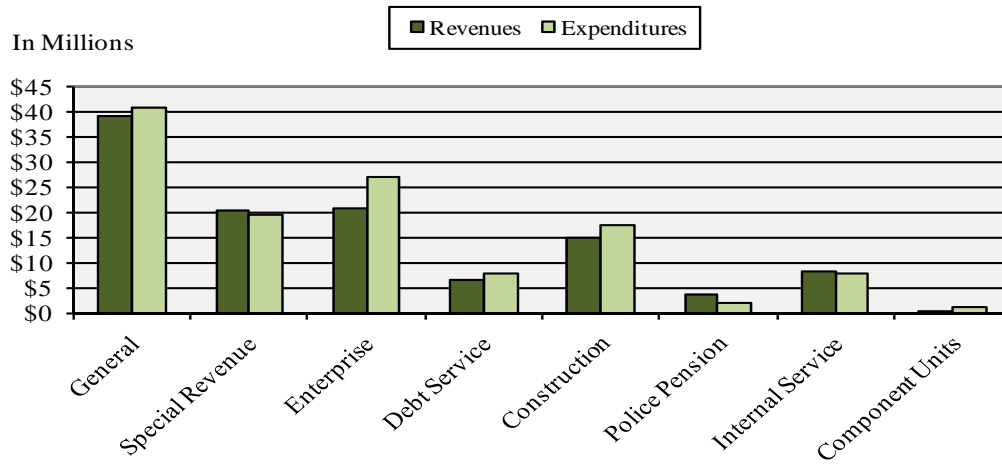
BUDGET SUMMARY

The FY2011 budget document includes revenue and expenditure budgets for 21 separate funds of the Village, grouped as follows:

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

Total FY2011 budgeted revenues for all funds amount to \$114,343,687 and total FY2011 budgeted expenditures for all funds amount to \$124,428,987. The following graph presents total revenues and expenditure by fund type.

**VILLAGE OF ORLAND PARK
TOTAL REVENUES AND EXPENDITURES
BY FUND TYPE**



The FY2011 expenditure budget includes capital expenditures in the amount of approximately \$23,650,000. These expenditures are funded by a variety of sources including Home Rule Sales Tax revenues, reimbursements due from the State of Illinois, and various sources of ARRA funding, as well as available fund balances.

REVENUE SUMMARY

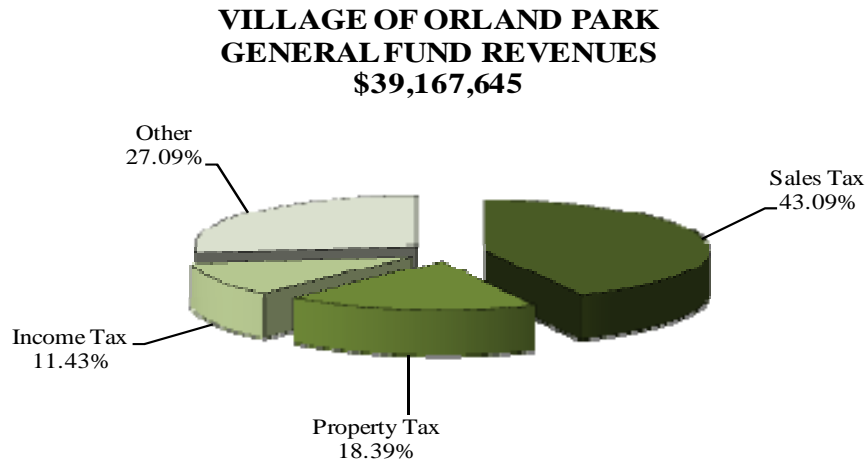
As noted above, total budgeted revenues for all funds, including interfund transfers, are estimated to be \$114,343,687 for FY2011. This is a decrease in revenues of approximately \$12,800,000 or approximately 11%, as compared to the FY2010 total amended revenue budget. The majority of this decrease is due to the receipt of bond proceeds during FY2010 in the amount of \$18,925,000 for the 2010 general obligation bond refunding issuance. It is projected that 2011 revenues will increase by approximately 5 percent when excluding the one time revenue source from the 2010 revenues. A portion of this increase is due to the following revenue enhancements:

- Increasing the bi-annual vehicle sticker fee which will generate approximately \$535,000 in additional revenue.
- Increasing ticket fines from \$50 to \$60 for parking and compliance violation which will generate approximately \$63,000 in additional revenue.
- Increasing the Recreation portion of the levy by \$711,000.

General Fund

FY2011 budgeted revenues for the General Fund amount to \$39,167,645, an increase of approximately \$1,200,000, or 3.16%, as compared to FY2010 total amended General Fund revenues. Approximately \$1,033,000 of this increase is due to revenue from the bi-annual vehicle sticker sale.

The following is an explanation of the three largest General Fund revenue sources included in the Village of Orland Park's FY2011 budget, as depicted in the graph below.



Sales Tax

The Village's FY2011 budget includes approximately \$16,878,000 in sales tax revenues reflected in the Village's General Fund. As shown above, sales tax revenues account for almost one-half of the Village's General Fund revenues. The FY2011 revenue estimate for sales tax was adjusted to project an approximate increase of less than 1% over the FY2010 calendar year estimate. A minimal increase was projected due to the current economic outlook and the actual sales tax revenue increases the Village experienced during FY2010.

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 FY2011 amounts to approximately \$7,201,000; 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 \$216,000 as compared to the FY2010 amount. The majority of this is attributable to an increase in the Police Pension levy due to additional funding requirements. The general corporate levy is applied directly to police salaries, covering approximately 13.8% of annual police department expenditures.

The Village attempts to maintain a steady tax rate from year to year. This is possible with small increases in the dollar amount of the levy, given the continued growth in the Village's equalized assessed valuation. The Village estimates that its 2010 tax year rate will equal approximately \$0.41 per \$100 of equalized assessed valuation which is comparable to other tax years even with the \$711,000 increase in the Recreation levy.

Income Tax

The Village receives income tax from the State of Illinois on a per capita basis. The total income tax budget for FY2011 equals approximately \$4,447,000, as compared to \$4,616,179 for FY2010. The FY2011 budget is based on a per capita amount of \$74.69, as opposed to the FY2010 per capita amount of \$77.00. The Village's current population is 56,767 which was determined during the 2010 census.

Other Funds

Home Rule Sales Tax

Approximately \$9,015,000 in home rule sales tax is included in the Village's FY2011 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 and business sales 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 FY2011 for road, park and water impact fees equals approximately \$404,000 which is approximately an 80% percent increase from the FY2010 budget. This revenue source is strictly tied to new housing and commercial developments in the Village. The majority of the increase is due to a road exaction fee for a commercial property that is projected to provide approximately \$100,000 in revenue. Road exaction fees for commercial developments are based on square footage.

A new program developed at the beginning of 2010 was the Build Orland program which offers a temporary reduction and deferral of permit and impact fees. The incentive period is between March 15th and December 31st and provides commercial projects a 10% reduction in fees and new residential projects a 25% reduction in fees. Both commercial and residential projects are eligible for a 50% reduction in water tap fees. Payments of fees are also deferred until the Certificate of Occupancy is issued rather than when the building permit is issued. This program was created to support economic development efforts during challenging times and will continue during FY2011.

Water & Sewer Service Fees

The estimated Water & Sewer Fund service fee revenues for FY2011 amount to approximately \$20,315,000. The rates for water, sewer, and storm water were increased on January 1, 2011 between 3.0% and 5.0%. This increase will allow the Village to meet the future operating and capital demands of the Village. In addition to the usage-based fees, the Village assesses a connection fee on each new home or business constructed within the Village boundaries (see Impact Fees above). Other FY2011 revenues reflected in the Village's Water & Sewer Fund include interest earned on investments.

Recreation Fees & Charges

The Village operates an extensive Recreation and Parks Department, as well as an aquatic facility and physical fitness facility; these activities are reflected in the Recreation and Parks Fund. The FY2011 budget reflects approximately \$4,001,000 in recreation fees and charges. The remainder of the Recreation and Parks Fund revenue budget consists of property taxes and a transfer of funds 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 FY2011 equals approximately \$1,510,862; 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 FY2011 expenditure budget for all funds, including capital outlay, equals \$124,428,987. This is a decrease of \$6,411,325 or approximately 5%, as compared to the FY2010 total amended expenditure budget for all funds. The decrease is due to the FY2010 budget included additional funds for capital projects. Land acquisition costs and the burial of electrical line at 143rd and LaGrange totaled approximately \$6,900,000 and are not included in the FY2011 budget.

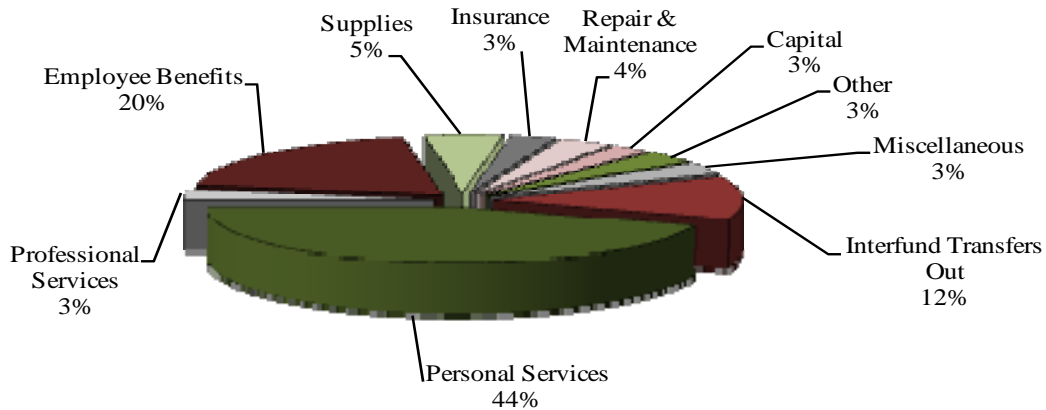
General Fund

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 FY2011 equals \$40,686,989, or approximately 33% of the Village's total FY2011 expenditure budget.

The FY2011 General Fund expenditure budget is approximately \$1,685,000 more than the FY2010 amended expenditure budget. The majority of the increase relates to approximately \$859,000 of building repairs and approximately \$1,000,000 in vehicle purchases that were included in the General Fund budget. These projects include repairing brickwork throughout the Village Complex, replacing air units in the Village Hall, replacing the roofs at the Village Hall and Franklin Loebe Center, and replacing twenty five cars and trucks.

The Village’s FY2011 General Fund expenditure budget is broken down as follows:

**VILLAGE OF ORLAND PARK
TOTAL GENERAL FUND EXPENDITURES BY TYPE
\$40,686,989**



Personnel Changes

Additional layoffs were not implemented during the FY2011 budget process. During the prior year’s budget process, a total of five positions were eliminated through layoff. The Village again offered an Early Retirement Program and seven employees elected to take advantage of this program compared to fifteen in FY2010. However, four of the early retirement positions will be replaced, which include two Maintenance Workers, a Telecommunicator, and a Clerk Typist in the Police Department. In addition, the Administrative Clerk in the Village Manager’s Office will be replaced with two part-time positions. The remaining two positions, a Parks Foreman and Planning Division Director, will remain vacant. The Village has a total of twenty three vacant full-time positions which has resulted in savings of approximately \$2,250,000.

Major Capital Projects – Other Funds

During FY2011, the Village will undertake a limited 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 FY2010. Projects started in FY2010 that will continue into FY2011 include:

- Renovation of the former police facility
- Land acquisition and development of Main Street Triangle
- Intersection reconstruction at 143rd Street and LaGrange Road
- Burial of electrical lines at 143rd Street and LaGrange Road
- Watermain replacement at 143rd Street and LaGrange Road

The following is a description of the more significant capital projects that are budgeted in FY2011:

- General Fund –
 - Village Hall air units replacements and HVAC controls - \$405,056
 - Roof replacement at Village Hall and Franklin Loebe Center - \$239,000
 - Village complex brick work - \$215,000
- Open Lands Fund –
 - Mill Creek greenway property acquisitions - \$1,000,000
- Recreation and Parks Fund –
 - Gymnasium floor replacement - \$260,000
- Road Exaction and Capital Improvement Funds –
 - 143rd Street and LaGrange Road – land acquisition and intersection reconstruction - \$13,079,682 (partially re-budgeted from FY2010)
 - Neighborhood Road Resurfacing Program – various subdivisions - \$2,720,000
 - Pedestrian bridge over LaGrange Road - \$516,000
- Water & Sewer Fund –
 - Various subdivision water main relocations and replacements - \$750,000
 - Flood study stormwater management improvements - \$1,007,000
 - Village Center pond restoration – \$500,000

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 FY2011 can be found in the Capital Project Funds and Special Revenue Funds section of this document.

CLOSING COMMENTS


The FY2011 budget, as presented, is balanced against revenues, and where applicable, reductions in fund balance. The FY2011 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/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

VILLAGE OF ORLAND PARK, ILLINOIS

***General Information and Summaries
Budget Process and Schedule
Fiscal Year 2011***

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, 2011 was adopted through the passage of ordinance number 4605 on December 6, 2010.

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 FY2011 Annual Budget.

July 6 th	Finance Department distributed revenue forecasts and part time personnel salary schedules to department directors for review and update.
July 13 th	Department directors submitted completed part time salary schedules to Finance.
July 19 th	Finance Department distributed overall salary schedules (including updated part time salary information) to department directors for review.
Week of July 26 th	MIS staff compiled technology-related project requests from each department and submitted the requests to the Finance Department.

VILLAGE OF ORLAND PARK, ILLINOIS

***General Information and Summaries
Budget Process and Schedule
Fiscal Year 2011***

July 30 th	Department directors submitted revenue forecasts and personnel salary schedules. Department directors verified personnel schedule met their strategic plan goals and objectives.
August 2 nd – August 13 th	Finance Department determined net revenues (gross revenues less fixed expenditures) available to fund variable departmental operating and capital requests (including technology-related requests). Finance also determined revenues available/necessary to fund FY2011 Capital Improvement Program.
August 16 th – August 17 th	Finance Department met with Departments to discuss target allocations. Other discussions included status of FY2010 capital projects, FY2011 capital project requests, FY2010 budget rollovers, and required information for the GFOA Award for Excellence in Budget Reporting.
August 18 th – September 12 th	Department directors met with committee chairperson to discuss strategic plan, proposed operating budget and final FY2011 Capital Improvement Program projects related to their department/function. During this time period, as well as during the entire budget process, Mayor met with Village Manager and Finance to discuss operating and capital budgets.
September 13 th	Initial budget review meeting with Mayor, Trustees, and budget team. Reviewed and provided feedback on compiled revenue estimates and current budget shortfall.
September 13 th	Department directors submitted final target budget including any discretionary requests to Finance. Department directors also submitted any new capital items that are not reflected in the Capital Improvement Program previously distributed.
September 14 th – October 1 st	Finance compiled FY2011 Village-wide operating budgets and capital budget.

VILLAGE OF ORLAND PARK, ILLINOIS

***General Information and Summaries
Budget Process and Schedule
Fiscal Year 2011***

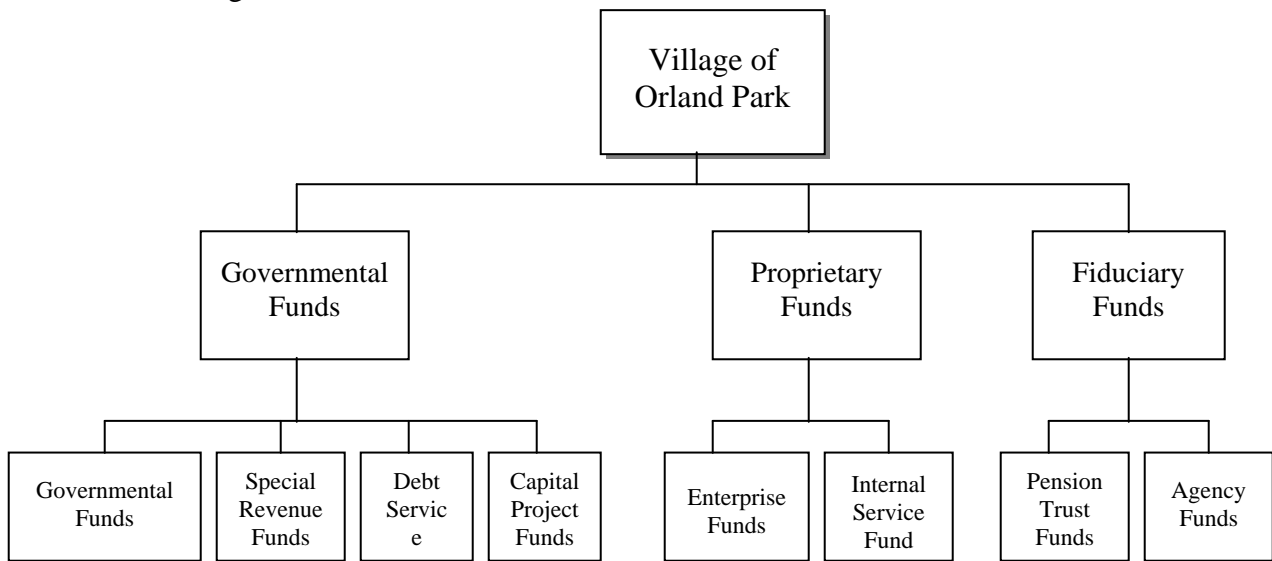
October 11 th	Second budget review meeting with Mayor, Trustees, and budget team to discuss 2011 Capital Improvement Program.
October 12 th – November 5 th	Finance Department continued to revise budgets based on budget review meeting feedback.
November 8 th	Final budget review meeting with Mayor, Trustees and budget team to discuss discretionary items and approve final draft budget.
November 19 th	Notice of public hearing published. Budget made available for public inspection.
December 6 th	Budget adopted through the passage of ordinance number 4605.
December 17 th	Department directors submitted GFOA Budget documents to Finance Department.
March 31 st	Deadline for submitting budget to GFOA for award.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries
Financial Structure
Fiscal Year 2011

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

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Structure

Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Structure

Fiscal Year 2011

- ❖ 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

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Structure

Fiscal Year 2011

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

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Structure

Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Structure

Fiscal Year 2011

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 reappropriated and honored during the subsequent year.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Fund Descriptions

Fiscal Year 2011

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 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.

G.O. Bond Project Fund — to account for projects funded by general obligation bonds.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Fund Descriptions

Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

***General Information and Summaries
Financial Management Policies
Fiscal Year 2011***

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 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:

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries Financial Management Policies Fiscal Year 2011

- *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.

VILLAGE OF ORLAND PARK, ILLINOIS

***General Information and Summaries
Financial Management Policies
Fiscal Year 2011***

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. This policy was formally adopted in November 2006. The amount of this reserve for FY2011 equals \$900,000. 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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries Financial Management Policies Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

- 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 Department, 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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

- 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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

- **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

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries *Financial Management Policies* *Fiscal Year 2011*

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

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:

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

- 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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

- 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

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Financial Management Policies

Fiscal Year 2011

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 2009 calendar year was \$2,771,383,322. 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 \$239,031,812. As of January 1, 2011, the Village had \$79,435,000 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, 2011, the Village had a debt to EAV ratio of 2.87%.

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Fund Balance Analysis

Fiscal Year 2011

	Projected Total Fund Balance 12/31/2010	Budgeted Revenues FY2011	Budgeted Expenditures FY2011
General Fund	\$ 24,257,577	\$ 39,167,645	\$ 40,686,989
Special Revenue Funds			
Motor Fuel Tax	443,171	1,515,006	1,515,304
Park Development	(91,160)	61,247	200
Seizure and Forfeiture	143,874	7,205	-
Home Rule Sales Tax	7,979,629	9,089,864	7,810,507
Main St. Triangle TIF	(15,782,811)	-	302,000
Recreation and Parks	-	9,884,047	9,884,047
Enterprise Funds			
Water and Sewer	15,801,194	20,625,333	26,558,951
Commuter Parking	283,440	237,600	494,840
Debt Service Funds			
2003 G.O. Bond Refunding	464,637	1,552,705	1,553,705
2004 G.O. Bond Refunding	401,495	1,005,484	1,006,280
2006 G.O. Bond	128,261	963,098	963,627
2007 G.O. Bond	(5,127,848)	-	1,372,611
2009 G.O. Bond Refunding	552,819	806,097	805,850
2010 G.O. Bond Refunding	80,532	2,389,142	2,388,892
Construction Funds			
Road Exaction	1,321,040	267,440	294,391
Capital Improvement	12,312,374	14,499,053	17,090,182
Police Pension Fund	45,947,447	3,773,976	2,263,170
Internal Service Fund			
Insurance	865,000	8,127,561	8,058,222
Component Units			
Civic Center	-	359,204	359,204
Open Lands Acquisition	1,363,013	11,980	1,020,015
TOTAL ALL FUNDS	\$ 91,343,684	\$ 114,343,687	\$ 124,428,987

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Fund Balance Analysis (Continued)

Fiscal Year 2011

	Depreciation Addback FY2011	Projected Fund Balance Reserve	Projected Total Fund Balance 12/31/2011
General Fund	\$ -	\$ 13,189,924	\$ 9,548,309
Special Revenue Funds			
Motor Fuel Tax	-	-	442,873
Park Development	-	500,000	(530,113)
Seizure and Forfeiture	-	-	151,079
Home Rule Sales Tax	-	8,772,925	486,061
Main St. Triangle TIF	-	-	(16,084,811)
Recreation and Parks	-	-	-
Enterprise Funds			
Water and Sewer	4,555,000	6,165,487	8,257,089
Commuter Parking	137,000	-	163,200
Debt Service Funds			
2003 G.O. Bond Refunding	-	-	463,637
2004 G.O. Bond Refunding	-	-	400,699
2006 G.O. Bond	-	-	127,732
2007 G.O. Bond	-	-	(6,500,459)
2009 G.O. Bond Refunding	-	-	553,066
2010 G.O. Bond Refunding	-	-	80,782
Construction Funds			
Road Exaction	-	1,000,000	294,089
Capital Improvement	-	6,300,000	3,421,245
Police Pension Fund	-	-	47,458,253
Internal Service Fund			
Insurance	-	900,000	34,339
Component Units			
Civic Center	-	-	-
Open Lands Acquisition	-	-	354,978
TOTAL ALL FUNDS	\$ 4,692,000	\$ 36,828,336	\$ 49,122,048

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Fund Balance Summary

Fiscal Year 2011

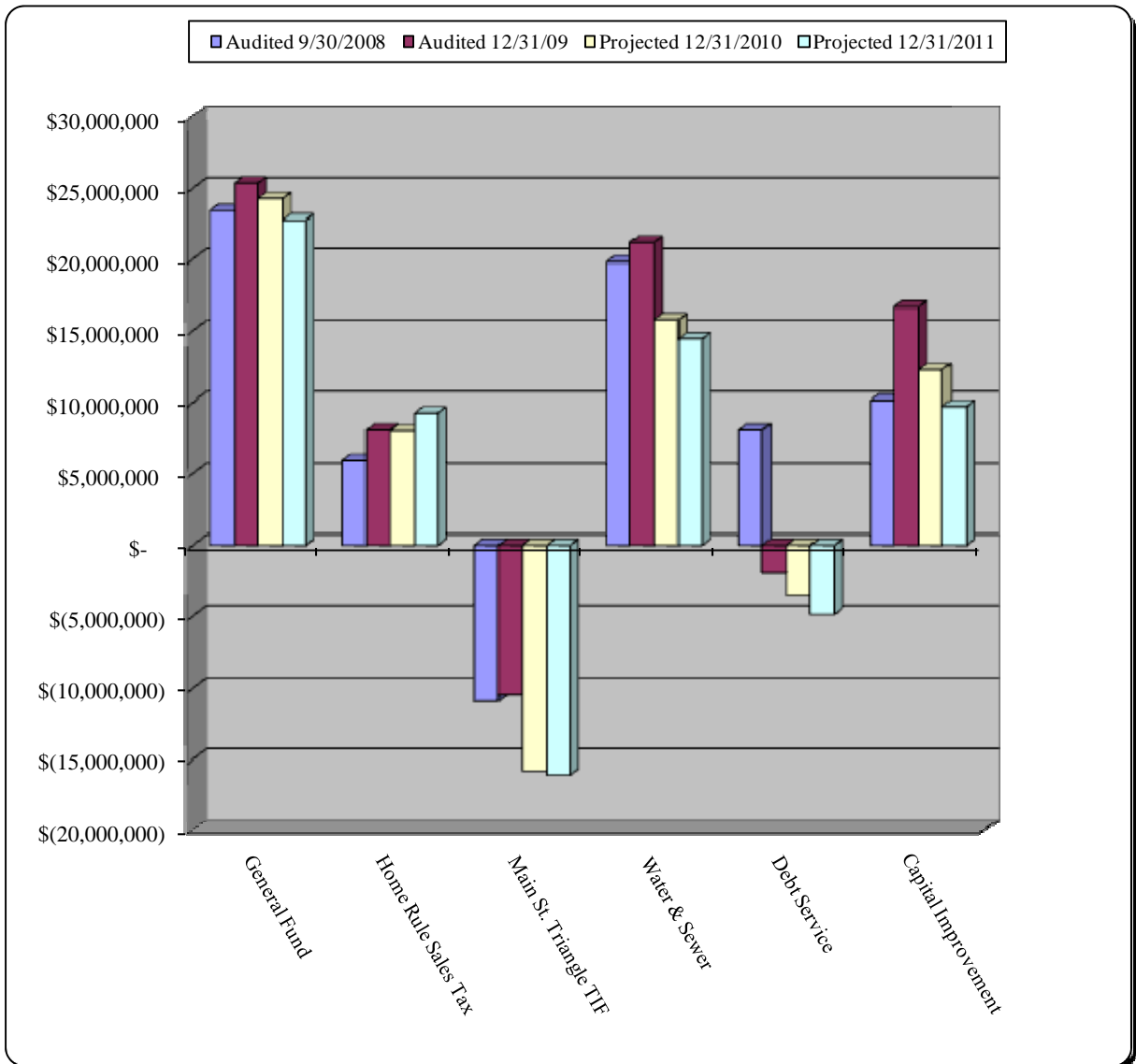
	Audited* 9/30/2008	Audited* 12/31/2009	Projected* 12/31/2010	Projected* 12/31/2011
General Fund	\$ 23,394,320	\$ 25,373,576	\$ 24,257,577	\$ 22,738,233
Motor Fuel Tax	214,435	447,960	443,171	442,873
Park Development	(294,980)	(16,901)	(91,160)	(30,113)
Seizure and Forfeiture	139,136	134,708	143,874	151,079
Special Tax Allocation	1,288,411	-	-	-
Home Rule Sales Tax	5,951,265	8,048,525	7,979,629	9,258,986
Main St. Triangle TIF	(10,915,384)	(10,464,516)	(15,782,811)	(16,084,811)
Recreation and Parks	62,346	(658,443)	-	-
Water and Sewer	19,801,395	21,190,001	15,801,194	14,422,576
Commuter Parking	428,732	395,055	283,440	163,200
2000 G.O. Bond	979,554	-	-	-
2001 G.O. Bond	824,419	237,578	-	-
2002A G.O. Bond Library	1,361,484	74,337	-	-
2002B G.O. Bond	867,919	278,556	-	-
2003 G.O. Bond Refunding	757,330	419,236	464,637	463,637
2004 G.O. Bond Refunding	1,119,611	372,598	401,495	400,699
2005 Library Note	2,738	2,750	-	-
2006 G.O. Bond	686,113	119,101	128,261	127,732
2007 G.O. Bond	1,434,859	(3,764,245)	(5,127,848)	(6,500,459)
2009 G.O. Bond Refunding	-	292,000	552,819	553,066
2010 G.O. Bond Refunding	-	-	80,532	80,782
Road Exaction	2,899,398	2,334,202	1,321,040	1,294,089
Capital Improvement	10,133,369	16,645,408	12,312,374	9,721,245
Bond Project Funds	804,976	-	-	-
Police Pension Fund	41,038,480	44,415,377	45,947,447	47,458,253
Insurance	1,671,664	1,565,204	865,000	934,339
Civic Center	(74,753)	(19,299)	-	-
Open Lands Acquisition	1,715,940	1,367,899	1,363,013	354,978
TOTAL ALL FUNDS	\$ 106,292,777	\$ 108,790,667	\$ 91,343,684	\$ 85,950,384

*Includes Fund Balance reserves.

VILLAGE OF ORLAND PARK, ILLINOIS

**General Information and Summaries
Fund Balance History of Major Funds
Fiscal Year 2011**

The following graph provides fund balances including reserves for each of the Village’s major funds for the fiscal years ending September 30, 2008, and December 31, 2009, 2010, 2011.



GENERAL FUND – The total FY2011 fund balance for the General Fund is projected to have an approximate decrease of \$1,520,000 when compared to FY2010. Reserves accumulated during the 2009 fiscal year were used to fund expenditures approved during the FY2011 budget process. The fund balance reserve for FY2011 is \$13,189,924 which is approximately a \$59,000 decrease from FY2010. The majority of this reserve, or

VILLAGE OF ORLAND PARK, ILLINOIS

***General Information and Summaries
Fund Balance History of Major Funds
Fiscal Year 2011***

\$10,784,811, 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 \$1,375,000 for future economic loans to local businesses, \$1,000,000 for vehicle and equipment purchases, and approximately \$30,000 due from the Park Development Fund. It is projected at the end of FY2011 that the General Fund will meet the minimum fund balance requirements of 20% of the General Fund's budgeted expenditures.

HOME RULE SALES TAX FUND – The total FY2011 fund balance for the Home Rule Sales Tax Fund is projected to have increased when compared to FY2010 by approximately \$1,280,000. The fund balance reserve continues to increase as the Village is committed to funding the debt service payments for the 2007 General Obligation Bonds with home rule sales tax revenue. Debt service payments totaling \$6,500,459 are considered a reserve of fund balance. The Main Street Triangle TIF Fund will reimburse the Home Rule Sales Tax Fund for these payments once property tax increment is 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 FY2011, this reserve totals \$2,272,466.

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

WATER AND SEWER FUND – The fund balance has decreased due to the planned cash financing of capital projects. The Village began the construction of a reservoir during FY2008 that was financed by general obligation bonds and cash reserves. The Village reviews its water, sewer, and storm rates charged to customers annually and adjusts 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 FY2011 is \$6,165,487.

DEBT SERVICE FUNDS – The fund balance has decreased significantly due to the change in fiscal years endings from September 30th to December 31st. Under the prior fiscal year end, the Village would end the year with the December debt payments remaining in fund balance. With the new fiscal year end, these payments have been made by the end of the fiscal year. The negative balance is attributable to the 2007 General Obligation Bond Fund which will end FY2011 with a negative \$6,500,459 balance. The debt service payments for this fund are borrowed from the Home Rule Sales Tax Fund.

VILLAGE OF ORLAND PARK, ILLINOIS

***General Information and Summaries
Fund Balance History of Major Funds
Fiscal Year 2011***

CAPITAL IMPROVEMENT FUND – The fund balance has decreased from FY2010 to FY2011 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, ILLINOIS

General Information and Summaries
Summary of Revenues by Fund and Type
Fiscal Year 2011
(in \$000's)

Revenues	General Fund	Special Revenue Funds	Enterprise Funds	Debt Service Funds	Construction Funds	Police Pension Fund
Sales Tax	\$ 16,878	\$ 9,015	\$ -	\$ -	\$ -	\$ -
State Income Tax	4,478	-	-	-	-	-
Property Tax	7,201	941	-	5,131	-	1,909
Motor Fuel Tax	-	1,511	-	-	-	-
Other Taxes	2,278	-	-	-	-	-
Licenses, Permits, Inspections	2,344	-	-	-	-	-
Grants	2,029	75	-	-	-	-
Recreation Programs	-	3,962	-	-	-	-
Fees by Agreement	3	61	-	-	213	-
Interest	90	80	181	5	117	1,030
Fees for Services	2,229	-	20,038	-	-	-
Fines and Penalties	1,227	-	198	-	-	-
Other Income	259	-	103	1,580	-	-
Transfers In	-	4,867	342	-	7,500	-
Seizures/Forfeitures	-	7	-	-	-	-
Misc. Reimbursements	150	-	2	-	6,937	-
Fundraising	-	-	-	-	-	-
Gifts and Donations	-	39	-	-	-	-
Salary Deductions	-	-	-	-	-	835
Bond Proceeds	-	-	-	-	-	-
Village Wide Total	\$ 39,168	\$ 20,557	\$ 20,863	\$ 6,717	\$ 14,766	\$ 3,774
Percent of Total	34.25%	17.98%	18.25%	5.87%	12.91%	3.30%

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Summary of Revenues by Fund and Type (Continued)

Fiscal Year 2011

(in \$000's)

Revenues	Internal Service Fund	Component Units	FY 2011 Budget		Village Wide Total - All Funds	
					FY 2010 Amended Budget	FY 2009* Actual
Sales Tax	\$ -	\$ -	\$ 25,892	22.64%	\$ 26,068	\$ 32,872
State Income Tax	-	-	4,478	3.92%	4,523	5,942
Property Tax	-	-	15,183	13.28%	14,111	16,114
Motor Fuel Tax	-	-	1,511	1.32%	1,504	2,018
Other Taxes	-	-	2,278	1.99%	2,354	2,942
Licenses, Permits, Inspections	-	-	2,344	2.05%	1,265	2,227
Grants	-	154	2,258	1.97%	1,842	2,624
Recreation Programs	-	-	3,962	3.46%	4,023	4,213
Fees by Agreement	-	-	278	0.24%	332	129
Interest	37	2	1,541	1.35%	1,427	5,724
Fees for Services	7,936	116	30,319	26.52%	29,488	33,535
Fines and Penalties	-	-	1,425	1.25%	1,338	1,574
Other Income	-	-	1,942	1.70%	248	62
Transfers In	-	90	12,798	11.19%	17,584	18,093
Seizures/Forfeitures	-	-	7	0.01%	13	13
Misc. Reimbursements	155	-	7,243	6.33%	6,752	2,134
Fundraising	-	6	6	0.01%	8	17
Gifts and Donations	-	4	43	0.04%	53	115
Salary Deductions	-	-	835	0.73%	823	1,348
Bond Proceeds	-	-	-	0.00%	19,263	8,686
Village Wide Total	\$ 8,128	\$ 371	\$ 114,345	100.00%	\$ 133,021	\$ 140,380

Percent of Total	7.11%	0.32%	100.00%
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* FY2009 included 15 months.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries
Summary of Expenditures by Fund and Type
Fiscal Year 2011
(in \$000's)

Expenditures	General Fund	Special Revenue Funds	Enterprise Funds	Debt Service Funds	Construction Funds	Police Pension Fund
Personal Services	18,064	5,036	1,878	-	-	1,877
Employee Benefits	7,992	1,329	799	-	-	-
Employee Reimbursements	306	47	18	-	-	4
Credit and Collection	46	68	63	4	31	5
Professional Services	1,165	316	482	-	518	371
Utilities, Communication, Transportation	503	487	5,820	-	-	-
Purchased Services	431	269	5,187	-	-	3
Repairs and Maintenance	1,502	747	968	-	100	-
Rent	47	23	20	-	-	-
Insurance	1,161	220	385	-	-	-
Group Insurance	-	-	-	-	-	-
Supplies	2,085	746	407	-	-	-
Other Commodities	27	17	144	-	-	-
Capital	1,041	267	3,282	-	3,656	-
Water Bond Payment	-	-	1,196	-	-	-
Interest	-	-	-	2,594	-	-
Debt Retirement	-	-	320	5,490	-	-
Miscellaneous	1,377	307	138	3	13,080	4
Recreation Programs	25	623	-	-	-	-
Depreciation	-	-	4,692	-	-	-
Transfers Out	4,913	7,500	-	-	-	-
Departmental Cost Transfer	-	1,511	1,255	-	-	-
Village Wide Total	\$ 40,687	\$ 19,512	\$ 27,054	\$ 8,091	\$ 17,385	\$ 2,263
Percent of Total	32.70%	15.68%	21.74%	6.50%	13.97%	1.82%

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Summary of Expenditures by Fund and Type (Continued)

Fiscal Year 2011

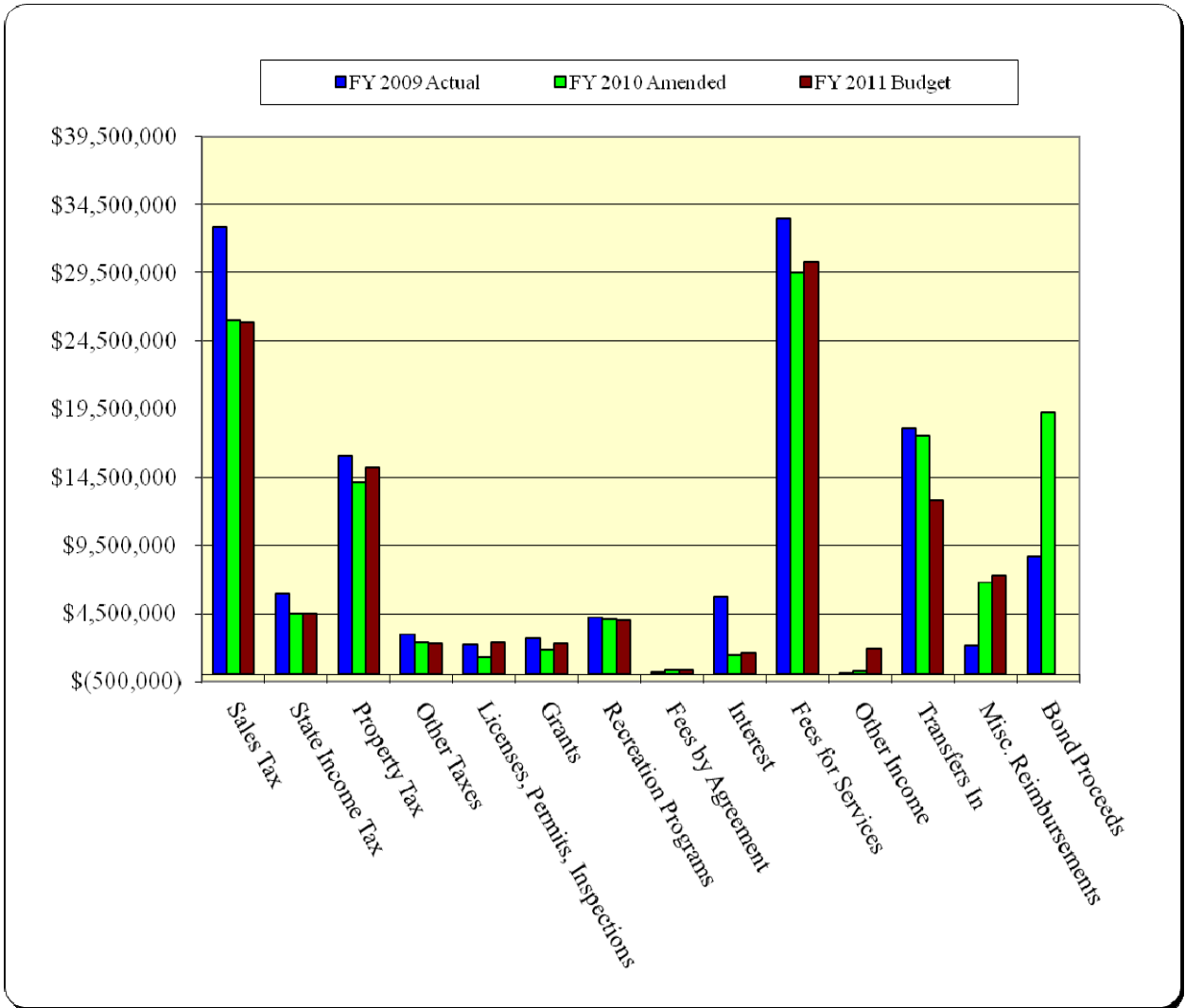
(in \$000's)

Expenditures	Internal Service Fund	Component Units	FY 2011 Budget		Village Wide Total - All Funds	
					FY 2010 Amended Budget	FY 2009* Actual
Personal Services	-	197	27,052	21.74%	\$ 26,550	\$ 33,108
Employee Benefits	-	75	10,195	8.19%	8,986	10,481
Employee Reimbursements	-	1	376	0.30%	363	499
Credit and Collection	5	5	227	0.18%	165	268
Professional Services	126	15	2,994	2.41%	3,601	3,078
Utilities, Communication, Transportation	-	42	6,851	5.51%	7,103	7,651
Purchased Services	-	12	5,901	4.74%	5,845	7,056
Repairs and Maintenance	-	3	3,320	2.67%	2,229	2,641
Rent	-	-	90	0.07%	111	99
Insurance	1,731	9	3,506	2.82%	3,793	4,294
Group Insurance	6,195	-	6,195	4.98%	5,302	6,549
Supplies	-	16	3,254	2.62%	3,302	3,032
Other Commodities	-	-	187	0.15%	175	128
Capital	-	-	8,246	6.63%	37,463	11,248
Water Bond Payment	-	-	1,196	0.96%	1,201	1,196
Interest	-	-	2,594	2.08%	3,483	5,496
Debt Retirement	-	-	5,810	4.67%	5,690	9,575
Miscellaneous	-	1,005	15,914	12.79%	19,950	6,772
Recreation Programs	-	-	648	0.52%	654	792
Depreciation	-	-	4,692	3.77%	3,448	4,566
Transfers Out	-	-	12,413	9.98%	15,923	17,042
Departmental Cost Transfer	-	-	2,766	2.22%	2,655	3,448
Village Wide Total	\$ 8,058	\$ 1,379	\$ 124,429	100.00%	\$ 157,993	\$ 139,020
Percent of Total	6.48%	1.11%	100.00%			

* FY2009 included 15 months.

VILLAGE OF ORLAND PARK, ILLINOIS

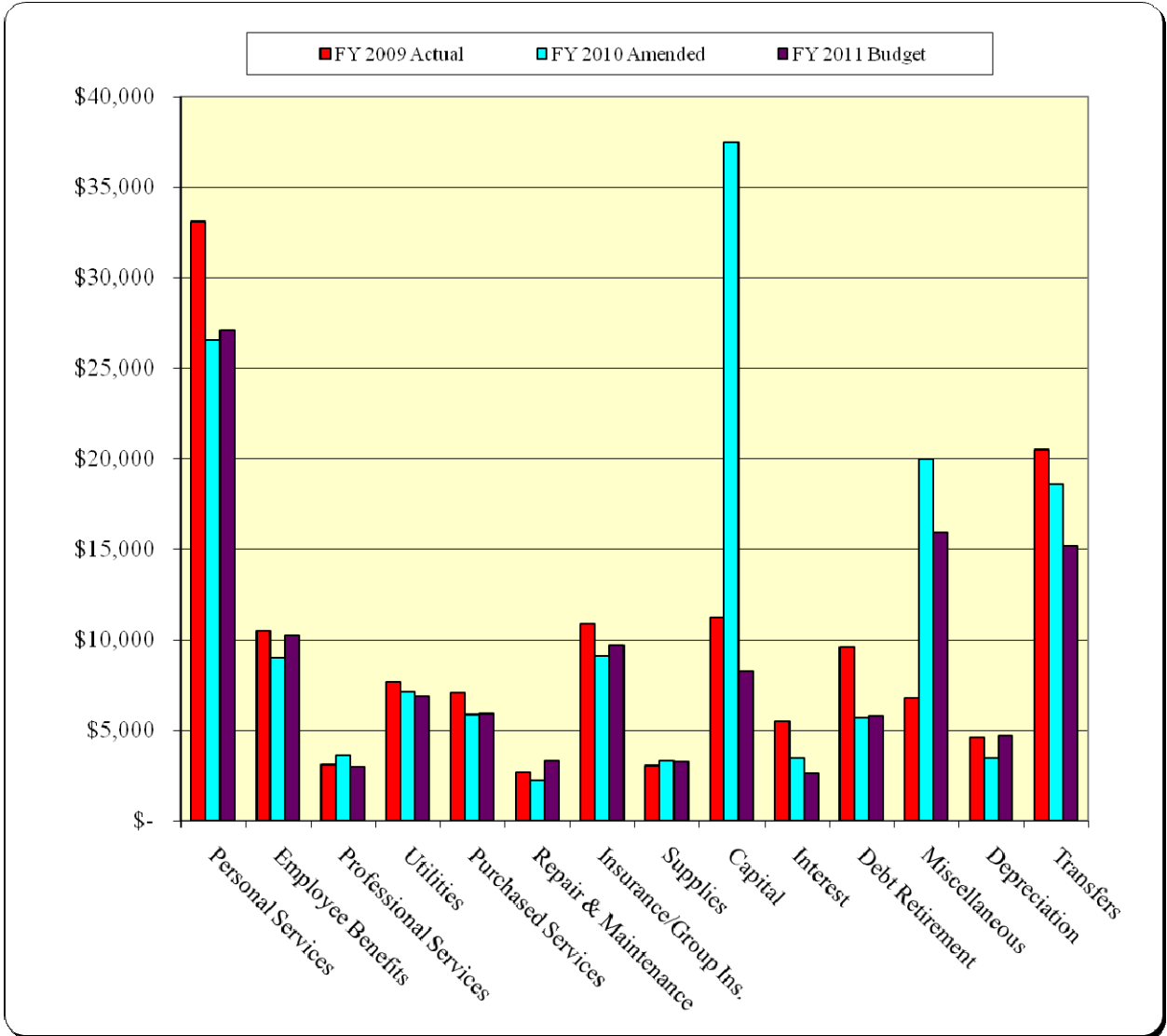
General Information and Summaries
Revenues by Major Type
Fiscal Year 2011



**The FY2009 Actual includes fifteen months of activity.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries
Expenditures by Major Type
Fiscal Year 2011



*The FY2009 Actual includes fifteen months of activity.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries
Revenue and Expenditures Comparison Summary
Fiscal Year 2011

Fund	Budgeted Revenues	Budgeted Expenditures	Variance
General Fund	\$ 39,167,645	\$ 40,686,989	\$ (1,519,344)
Special Revenue Funds			
Motor Fuel Tax	1,515,006	1,515,304	(298)
Park	61,247	200	61,047
Seizure/Forfeiture	7,205	-	7,205
Home Rule Sales Tax	9,089,864	7,810,507	1,279,357
TIF - Main St. Triangle	-	302,000	(302,000)
Recreation & Parks	9,884,047	9,884,047	-
Enterprise Funds			
Water/Sewer	20,625,333	26,558,951	(5,933,618)
Commuter Parking	237,600	494,840	(257,240)
Debt Service Funds			
2003 G.O. Bond Refunding	1,552,705	1,553,705	(1,000)
2004 G.O. Bond Refunding	1,005,484	1,006,280	(796)
2006 G.O. Bond	963,098	963,627	(529)
2007 G.O. Bond	-	1,372,611	(1,372,611)
2009 G.O. Bond Refunding	806,097	805,850	247
2010 G.O. Bond Refunding	2,389,142	2,388,892	250
Construction Funds			
Road Exaction	267,440	294,391	(26,951)
Capital Improvement	14,499,053	17,090,182	(2,591,129)
Police Pension Fund	3,773,976	2,263,170	1,510,806
Internal Service Funds			
Insurance	8,127,561	8,058,222	69,339
Component Units			
Civic Center	359,204	359,204	-
Open Lands Acquisition	11,980	1,020,015	(1,008,035)
TOTAL ALL FUNDS	\$ 114,343,687	\$ 124,428,987	\$ (10,085,300)

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Debt Issuance Summary

Fiscal Year 2011

The Village of Orland Park continued to receive outstanding bond ratings with the 2010 general obligation bond issuance. Moody's Investors Service issued the Village an Aa2 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, 2011 of \$1,399.

Summary of Current Debt Issues as of January 1, 2011

General Obligation Corporate Purpose Bonds – Series 2003

Original Issue Amount: \$14,570,000
Original Issue Date: October 29, 2003
Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 2000.

General Obligation Corporate Purpose Bonds – Series 2004

Original Issue Amount: \$9,815,000
Original Issue Date: December 2004
Description: Bonds were issued to partially refund the Village's outstanding General Obligation Bonds, Series 1998.

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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Information and Summaries

Debt Issuance Summary

Fiscal Year 2011

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.

VILLAGE OF ORLAND PARK, ILLINOIS

**General Information and Summaries
Outstanding Debt
Fiscal Year 2011**

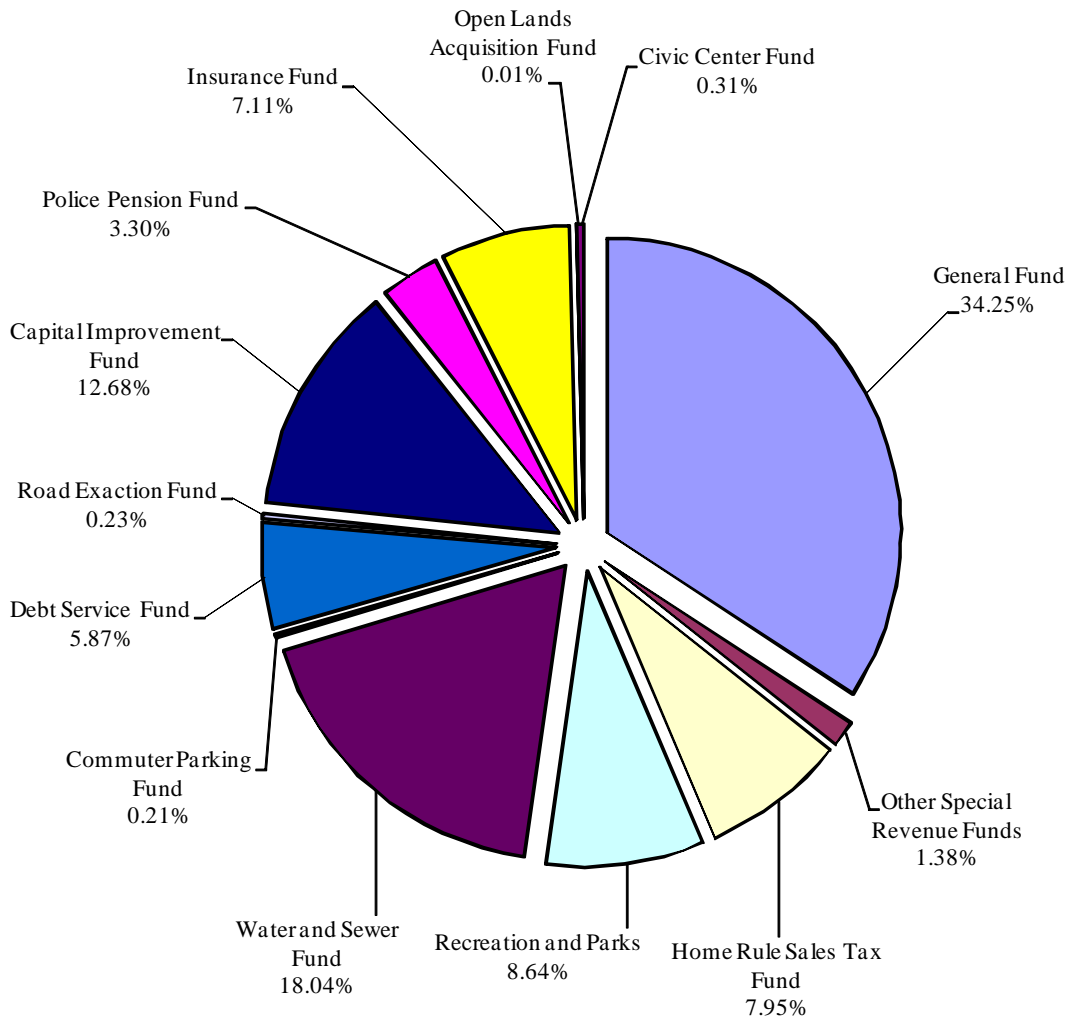
General obligation bonds are direct obligations and pledge the full faith and credit of the Village. General obligations bonds currently outstanding are as follows:

Issue	Outstanding at December 31, 2009	Issuances	Retirements	Outstanding at January 1, 2011
Series 2002A	14,385,000	-	14,385,000	-
Series 2002B	5,650,000	-	5,650,000	-
Series 2003	12,465,000	-	1,050,000	11,415,000
Series 2004	7,630,000	-	730,000	6,900,000
Series 2006	10,950,000	-	500,000	10,450,000
Series 2007	16,840,000	-	650,000	16,190,000
Series 2008	8,890,000	-	305,000	8,585,000
Series 2009	7,785,000	-	550,000	7,235,000
Series 2010	-	18,925,000	265,000	18,660,000
TOTAL	\$84,595,000	\$18,925,000	\$24,085,000	\$79,435,000

General obligation outstanding debt has increased from \$32,370,000 in FY2001 to \$79,435,000 at the beginning of FY2011 with the most current issuance of \$18,925,000 to partially refund the Village's outstanding General Obligation Bonds, Series 2002A and Series 2002B.

VILLAGE OF ORLAND PARK, ILLINOIS

**Revenue Summaries
Revenue Graph by Fund
Fiscal Year 2011**



TOTAL REVENUE \$114,343,687

VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

Revenues Summary by Fund 2009 - 2011

Fiscal Year 2011

	FY2009* Actual	FY2010 Amended Budget	FY2011 Board Approved	% Change FY2011 - FY2010
REVENUES				
General Fund	\$ 47,584,811	\$ 38,216,157	\$ 39,167,645	2.49%
Motor Fuel Tax Fund	2,256,493	1,509,021	1,515,006	0.40%
Park Fund	426,779	368,697	61,247	-83.39%
Seizure and Forfeiture Fund	13,141	13,340	7,205	-45.99%
Special Tax Allocation Fund	542,443	-	-	0.00%
Home Rule Sales Tax Fund	11,721,942	9,096,459	9,089,864	-0.07%
Main St. Triangle TIF Fund	1,543,112	-	-	0.00%
Recreation and Parks	9,987,010	9,621,131	9,884,047	2.73%
Water and Sewer Fund	22,106,334	20,528,059	20,625,333	0.47%
Commuter Parking Fund	325,042	240,292	237,600	-1.12%
2000 G.O. Bond Fund	1,870	-	-	0.00%
2001 G.O. Bond Fund	1,134,534	-	-	0.00%
2002A G.O. Bond Fund (Library)	1,651,252	1,661,793	-	-100.00%
2002B G.O. Bond Fund	965,696	845,765	-	-100.00%
2003 G.O. Bond Refunding Fund	1,670,683	1,554,913	1,552,705	-0.14%
2004 G.O. Bond Refunding Fund	1,093,611	1,002,365	1,005,484	0.31%
2005 Library Note Fund	12	-	-	0.00%
2006 G.O. Bond Fund	1,112,148	963,573	963,098	-0.05%
2007 G.O. Bond Fund	24	-	-	0.00%
2009 G.O. Bond Refunding Fund	386,856	806,900	806,097	100.00%
2010A G.O. Bond Refunding Fund	-	-	2,389,142	100.00%
Road Exaction Fund	298,160	529,384	267,440	-49.48%
Capital Improvement Fund	10,599,205	15,342,142	14,499,053	-5.50%
2006 Bond Project Fund	2,154	-	-	0.00%
2007 Bond Project Fund	4,361	-	-	0.00%
2010 Bond Project Fund	7,893,144	19,263,046	-	-100.00%
Police Pension Fund	7,870,543	3,581,179	3,773,976	5.38%
Insurance Fund	8,698,115	7,336,514	8,127,561	10.78%
Open Lands Acquisition Fund	67,400	23,815	11,980	-49.70%
Civic Center Fund	423,554	516,029	359,204	-30.39%
TOTAL REVENUES	\$ 140,380,429	\$ 133,020,574	\$ 114,343,687	-14.04%

* FY2009 included 15 months.

VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

Tax Levy - 2010

Fiscal Year 2011

DESCRIPTION	Preliminary 2010	Final 2009	Final 2008
Equalized Assessed Valuation	\$ 2,826,810,988	\$ 2,771,383,322	\$ 2,699,180,397
% Change	2.00%	2.67%	14.51%
Tax Rates:			
General Corporate	0.0849	0.0858	0.0741
Recreation & Parks	0.0333	0.0083	0.0085
FICA	0.0494	0.0491	0.0678
IMRF	0.0529	0.0548	0.0633
Police Pension	0.0675	0.0623	0.0571
Subtotal	0.2880	0.2603	0.2710
Tax Rates - Debt Service:			
2000 General Obligation Bonds	0.0000	0.0000	0.0000
Abatement-2000 General Obligation Bonds	0.0000	0.0000	0.0000
2001 General Obligation Bonds	0.0000	0.0000	0.0316
2002B General Obligation Bonds	0.0300	0.0305	0.0313
Abated 2002B G.O.	-0.0300	-0.0076	0.0000
2003 General Obligation Bonds	0.0549	0.0560	0.0578
2004 General Obligation Bonds	0.0355	0.0361	0.0370
Abatement- 2004 General Obligation Bonds	0.0000	0.0000	0.0000
2006 General Obligation Bonds	0.0340	0.0347	0.0356
2007 General Obligation Bonds	0.0485	0.0492	0.0503
Abatement- 2007 General Obligation Bonds	-0.0485	-0.0492	-0.0503
2009 G.O. Refunding Bonds	0.0000	0.0000	0.0000
2010A G.O. Refunding Bonds	0.0000	0.0000	0.0000
Subtotal Debt Service	0.1244	0.1497	0.1934
TOTAL VILLAGE RATE	0.4124	0.4100	0.4644
Library			
2002A General Obligation Bonds	0.1447	0.1409	0.1381
Abatement 2002A G.O. Library	0.0593	0.0600	0.0611
2010B G.O. Refunding Library	-0.0593	-0.0217	0.0000
2010B G.O. Refunding Library	0.0559	0.0182	0.0000
TOTAL LIBRARY RATE	0.2006	0.1974	0.1992
TOTAL RATE - VILLAGE & LIBRARY	0.6130	0.6074	0.6636

VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

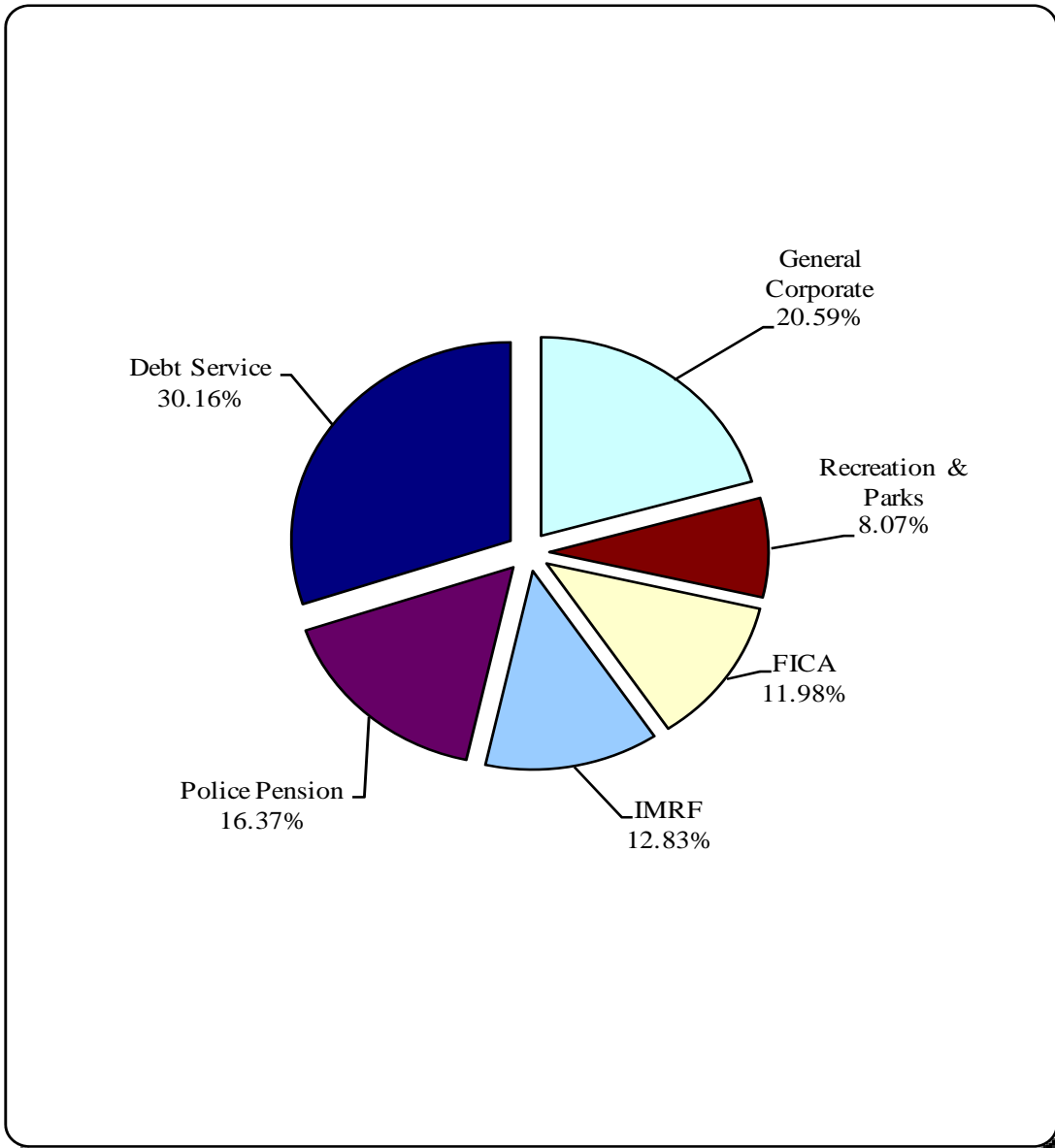
Tax Levy - 2010

Fiscal Year 2011

DESCRIPTION	Preliminary 2010	Final 2009	Final 2008
Tax Extensions:			
General Corporate	\$ 2,400,000	\$ 2,377,559	\$ 2,000,000
Recreation & Parks	941,231	230,000	230,000
FICA	1,395,784	1,361,365	1,829,165
IMRF	1,495,881	1,519,251	1,708,175
Police Pension	1,909,323	1,726,733	1,542,123
Subtotal	<u>8,142,219</u>	<u>7,214,908</u>	<u>7,309,463</u>
Tax Extensions - Debt Service			
2001 General Obligation Bonds	-	-	854,265
2002B General Obligation Bonds	849,240	845,766	845,103
Abatement -2002 General Obligation Bonds	(849,240)	(209,240)	-
2003 General Obligation Bonds	1,551,363	1,553,112	1,561,425
2004 General Obligation Bonds	1,004,615	1,001,516	997,665
2006 General Obligation Bonds	961,988	962,488	962,168
2007 General Obligation Bonds	1,372,206	1,363,206	1,358,006
Abatement-2007 General Obligation Bonds	(1,372,206)	(1,363,206)	(1,358,006)
2009 General Obligation Refunding Bonds	805,400	806,900	-
2010A General Obligation Refunding Bonds	808,050	167,761	-
Subtotal Debt Service	5,131,416	5,128,303	5,220,626
TOTAL VILLAGE LEVY	<u>\$ 13,273,635</u>	<u>\$ 12,343,211</u>	<u>\$ 12,530,089</u>
Library			
Library	4,091,485	3,903,997	3,726,451
2002A General Obligation Bonds	1,675,918	1,661,792	1,649,133
Abatement-2002 General Obligation Bonds	(1,675,918)	(600,918)	-
2010B General Obligation Refunding Bonds	1,580,393	505,378	-
TOTAL LIBRARY LEVY	<u>\$ 5,671,878</u>	<u>\$ 5,470,249</u>	<u>\$ 5,375,584</u>
TOTAL LEVY - VILLAGE & LIBRARY	<u>\$ 18,945,513</u>	<u>\$ 17,813,460</u>	<u>\$ 17,905,673</u>

VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries
Property Tax Levy – 2010
Fiscal Year 2011

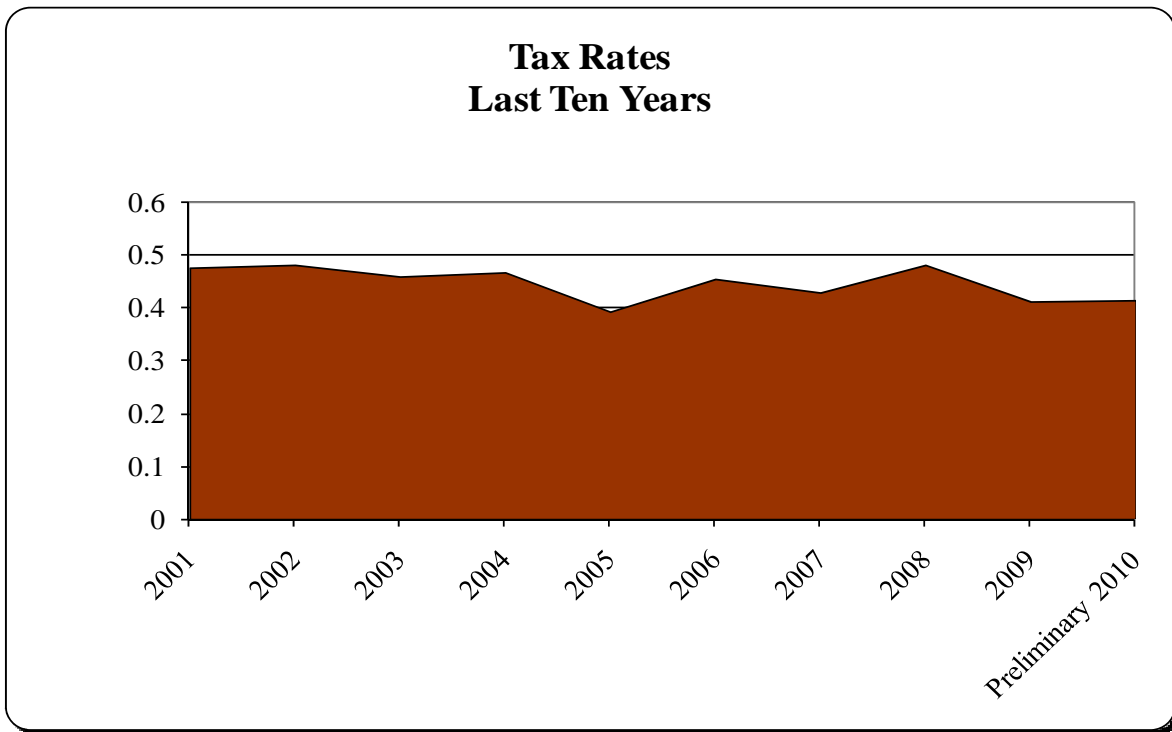
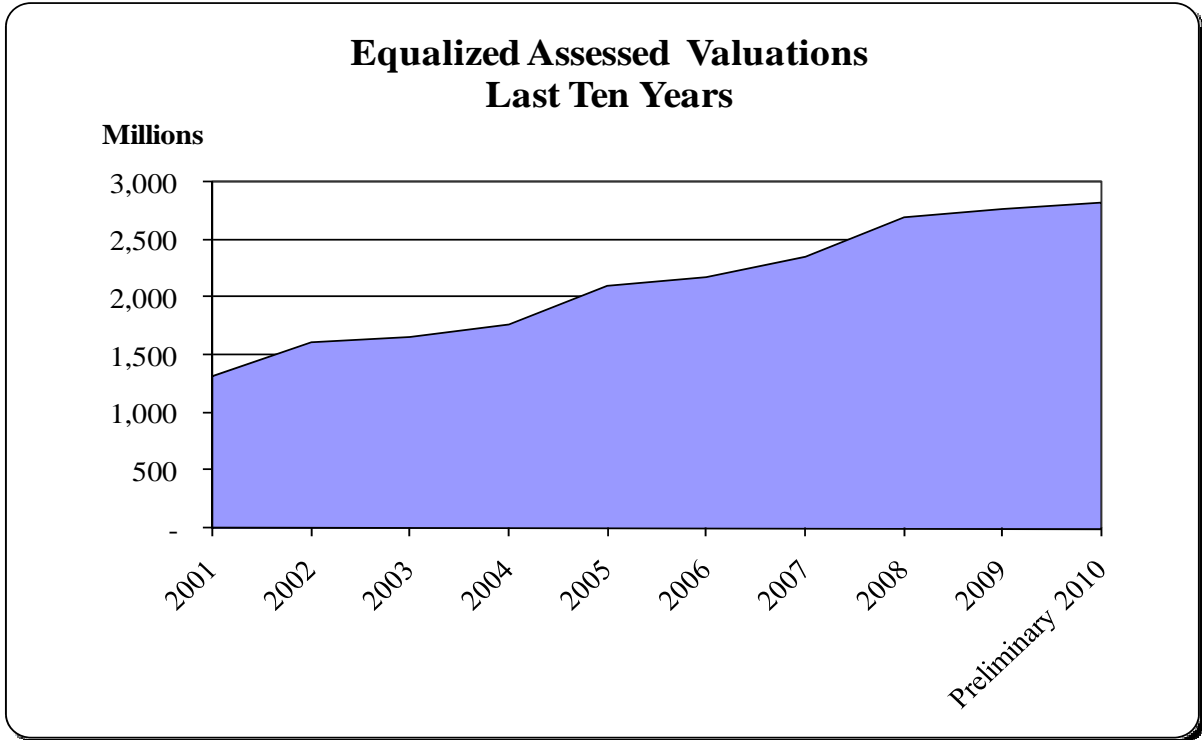


VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

History of Equalized Assessed Valuations/Tax Rates

Fiscal Year 2011



VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

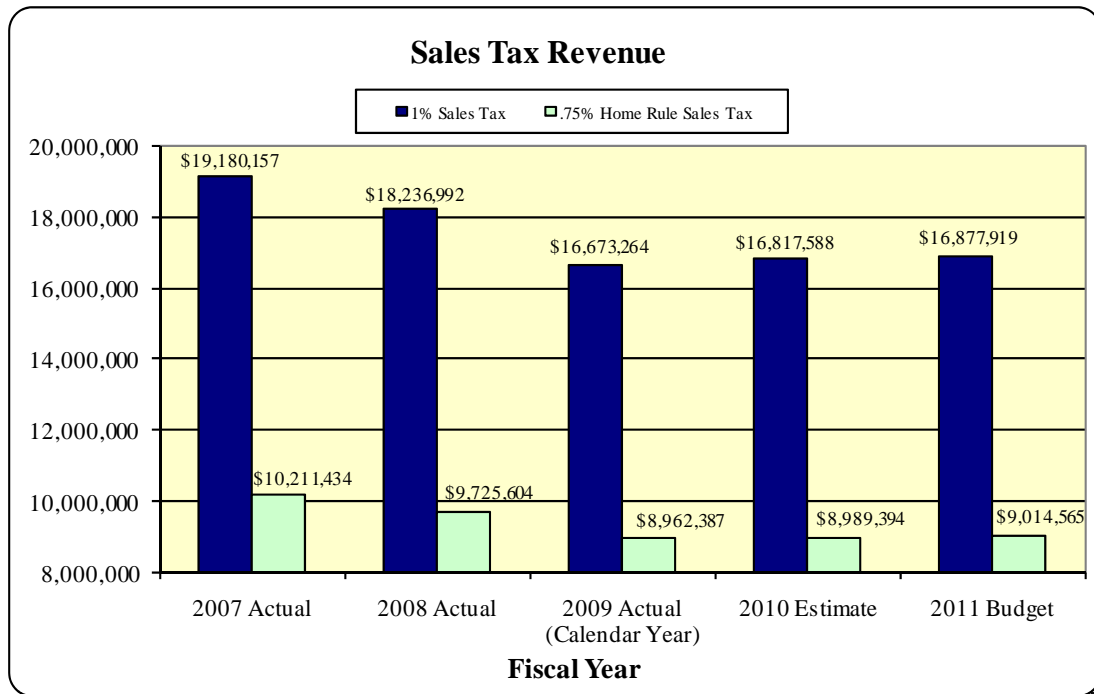
Revenue Sources, Assumptions and Trends

Fiscal Year 2011

The following is a summary of major revenue sources, trends and assumptions for fiscal year 2011.

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 2010 are estimated to increase by approximately .86% compared to fiscal year 2009 and is projected to be 1.31% less than the original budgeted amount. Sales tax estimates for fiscal year 2011 are based on a less than .50% increase over the fiscal year 2010 estimate. The percentage increase was determined by evaluating current trends in sales tax and consulting various indices and available information.

The total Village rate is now 9.25% which was reduced by .50% as of July 1, 2010 due to a reduction in the Cook County rate. This rate is compared to 8.5% approximately three years ago. Since the Village is on a county border, 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.



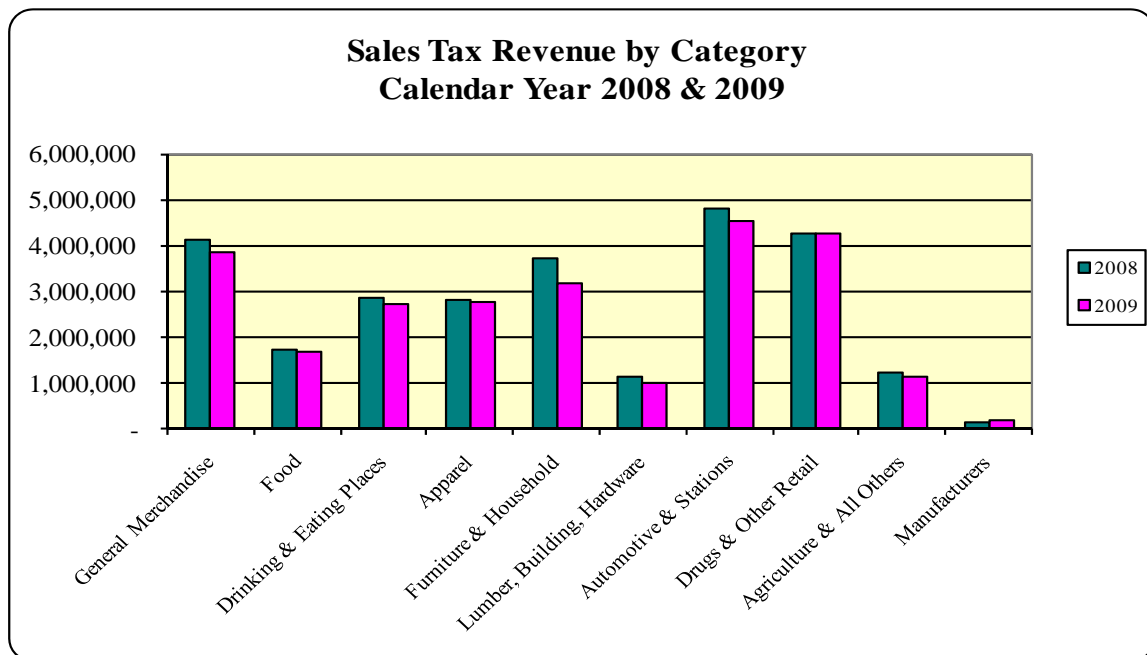
VILLAGE OF ORLAND PARK, ILLINOIS

**Revenue Summaries
Revenue Sources, Assumptions and Trends
Fiscal Year 2011**

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 2009 through December 2009. This is the most current data available.

Calendar 2009 Distribution						
	Municipal Tax		Home Rule Tax		Total	
		Percent		Percent		Percent
General Merchandise	\$ 2,245,283	13.6%	\$ 1,626,063	18.4%	\$ 3,871,346	15.3%
Food	1,365,668	8.3%	329,563	3.7%	1,695,231	6.7%
Drinking & Eating Places	1,565,152	9.5%	1,141,666	12.9%	2,706,818	10.7%
Apparel	1,581,226	9.6%	1,184,767	13.4%	2,765,993	10.9%
Furniture & Household	1,814,187	11.0%	1,357,511	15.4%	3,171,698	12.5%
Lumber, Building, Hardware	567,366	3.4%	424,933	4.8%	992,299	3.9%
Automotive & Stations	3,851,425	23.3%	707,388	8.0%	4,558,813	18.0%
Drugs & Other Retail	2,727,072	16.5%	1,537,949	17.4%	4,265,021	16.8%
Agriculture & All Others	683,312	4.1%	447,859	5.1%	1,131,171	4.5%
Manufacturers	106,351	0.6%	75,594	0.9%	181,945	0.7%
TOTAL	\$ 16,507,042	100.0%	\$ 8,833,293	100.0%	\$ 25,340,335	100.0%

The following chart compares calendar year 2008 and 2009 total sales tax collections by category. The only increase was in the manufacturer category which increased by \$53,595 or 41.76%. This category is the smallest percentage of the Village's total sales tax. The largest decrease was in the furniture and household category, which decreased by \$554,626 or 17.49%.



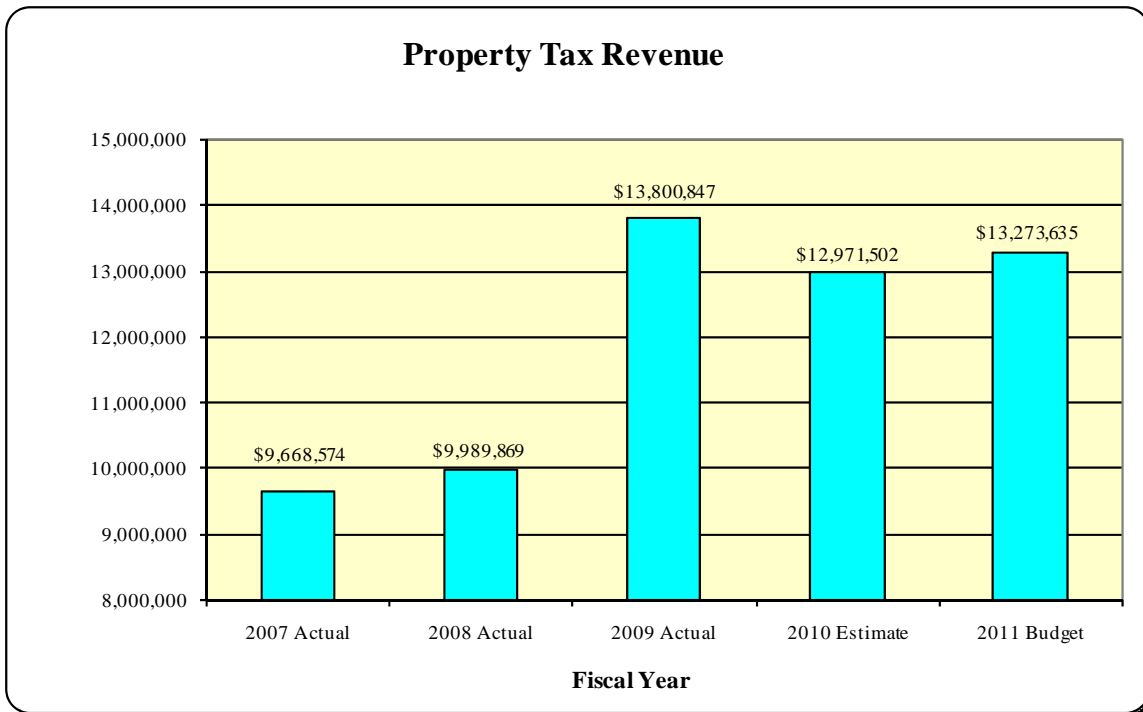
VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

Revenue Sources, Assumptions and Trends

Fiscal Year 2011

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 2007 through 2011. The increase from FY2010 to FY2011 is due to an additional \$709,069 levied for recreation. The Village Board approved a policy during the budget process limiting the subsidy from the General Fund to the Recreation and Park Fund to 50% of expenditures. Therefore, the tax levy was increased to fund the remaining shortfall between recreation revenue and expenditures.



	FY2007 Actual	FY2008 Actual	FY2009 Actual	FY2010 Estimate	FY2011 Budget
General Corporate	\$ 1,684,682	\$ 1,921,007	\$ 2,235,092	\$ 2,399,908	\$ 2,400,000
Recreation	222,527	226,241	203,298	232,162	941,231
IMRF	1,414,310	1,311,848	1,860,512	1,533,532	1,495,881
FICA	1,269,075	1,340,500	1,986,460	1,374,162	1,395,784
Police Pension	1,044,553	1,162,257	1,720,321	1,742,964	1,909,323
Debt Service	4,033,427	4,028,016	5,795,164	5,688,774	5,131,416
TOTAL	\$ 9,668,574	\$ 9,989,869	\$ 13,800,847	\$ 12,971,502	\$ 13,273,635

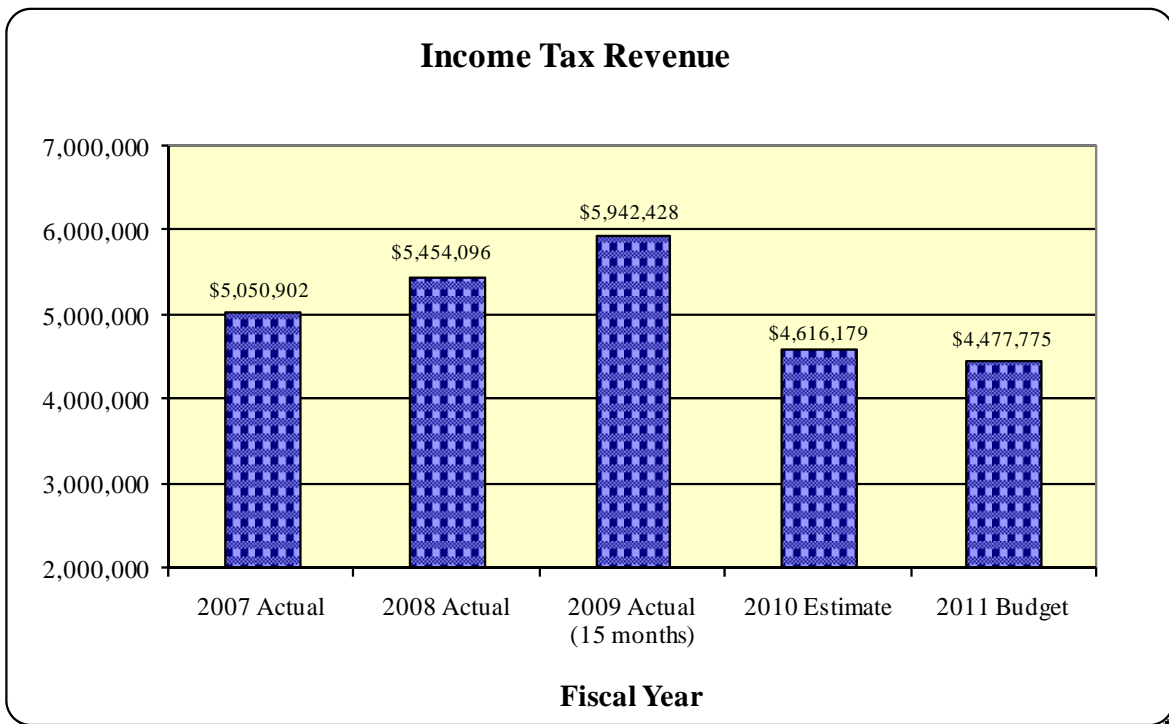
VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

Revenue Sources, Assumptions and Trends

Fiscal Year 2011

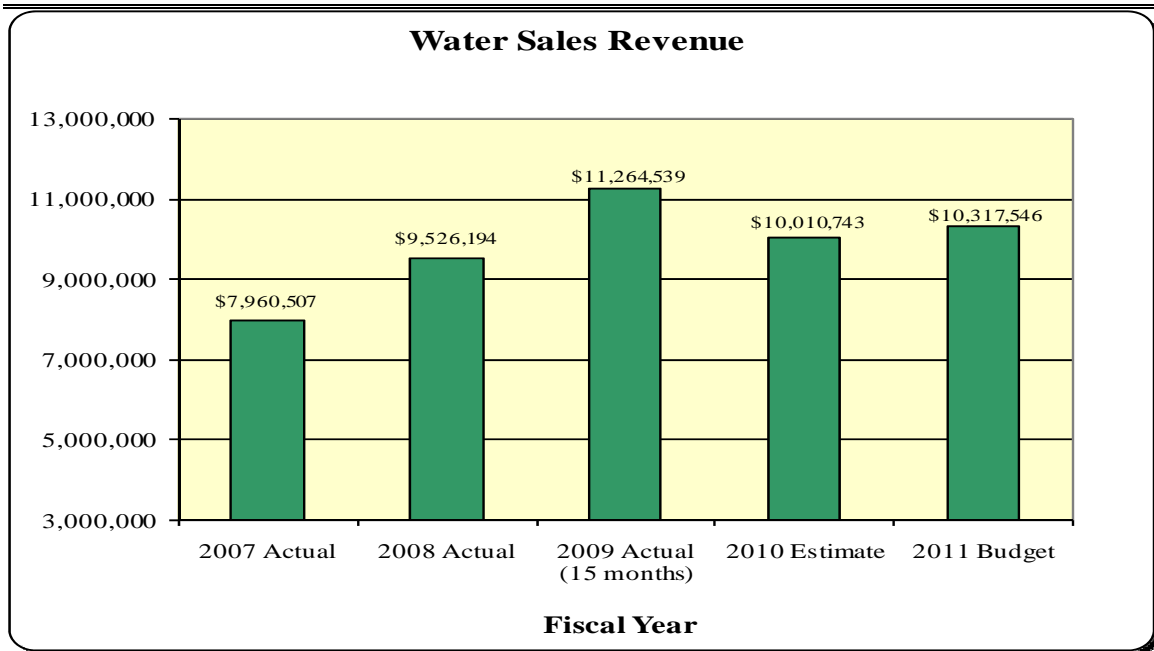
INCOME TAX – Income tax is state shared revenue that is distributed on a per capita basis and is based on the average income statewide. The Village conducted a special census during the summer of 2008, which increased the Village population to 59,339. The income tax calculation for fiscal year 2011 is based on a certified population of 59,339 due to results from the 2010 census not yet being available for the tax calculation. The fiscal year 2009 actual was based on \$91.08 per capita, the fiscal year 2010 estimate is based on \$77.00 per capita and the fiscal year 2011 budget is based on \$74.69 per capita. The per capita amounts utilized are published by the Illinois Municipal League.



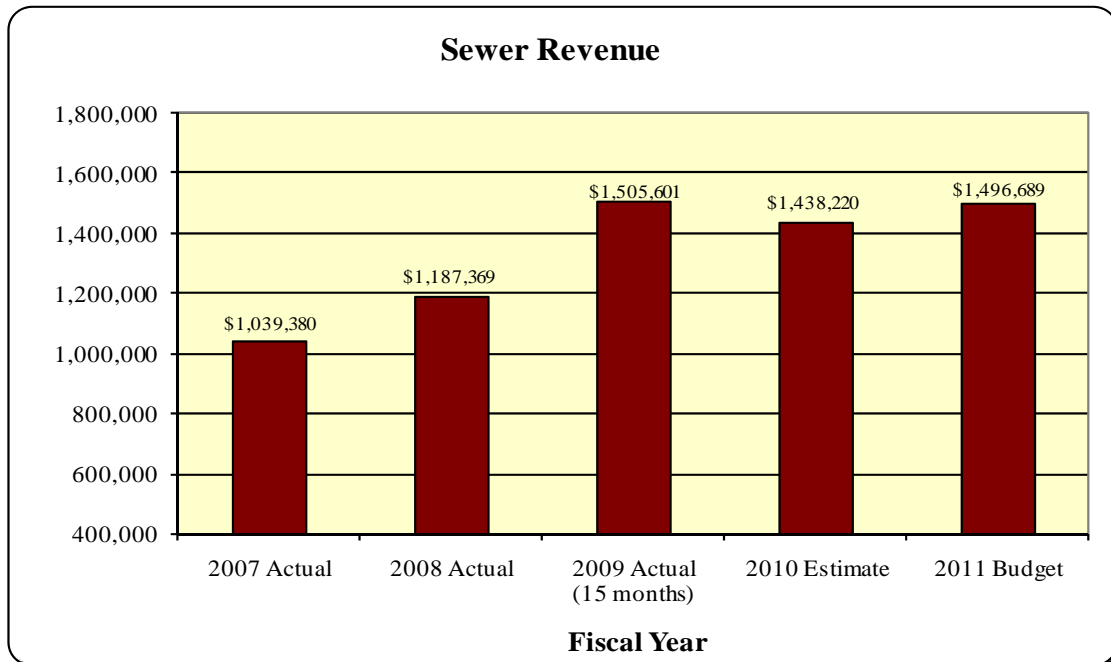
WATER REVENUE – A comprehensive water rate study was completed during fiscal year 2007 and it was determined during this study that the Village needed to increase water revenues over the next five years to generate sufficient revenues to cover operating expenses and to fund the required capital projects 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. Rates have been Village Board approved to increase by 3% each year until fiscal year 2012. The Village is projecting a total of 12 new residential customers coming online to the water system during fiscal year 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

**Revenue Summaries
Revenue Sources, Assumptions and Trends
Fiscal Year 2011**



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 2010 the rates were increased by 11% to \$.60 per 1,000 gallons for incorporated customers. The rate will increase to \$.62 for fiscal year 2011 and \$.64 for fiscal year 2012. Sewer rates are based on metered water usage and have the same growth expectancy as water revenues.



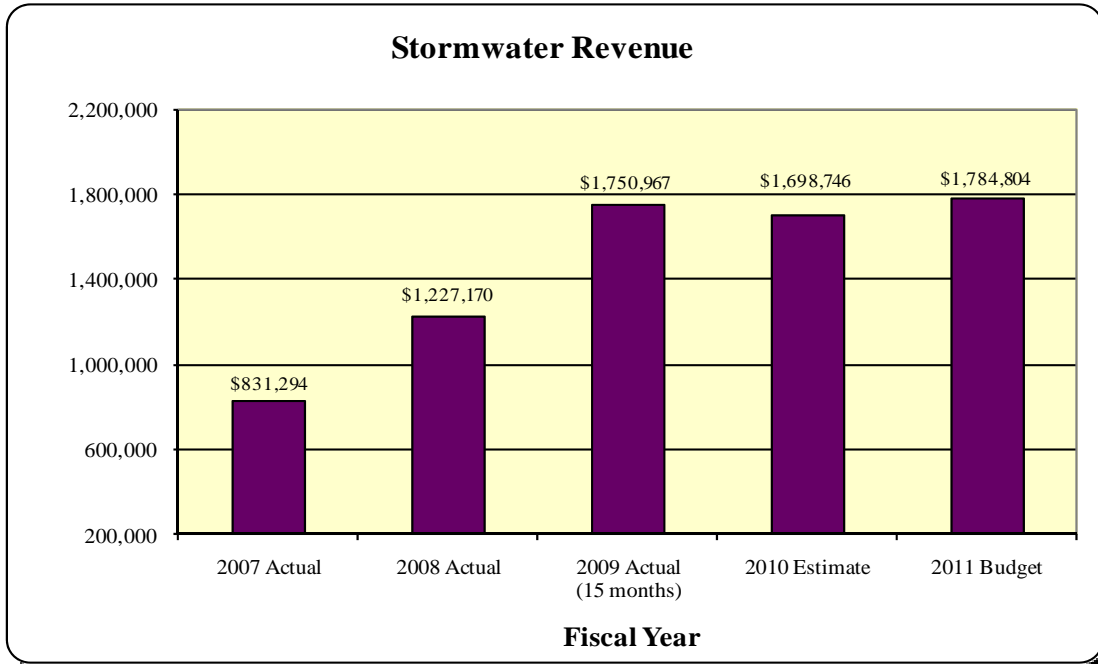
VILLAGE OF ORLAND PARK, ILLINOIS

Revenue Summaries

Revenue Sources, Assumptions and Trends

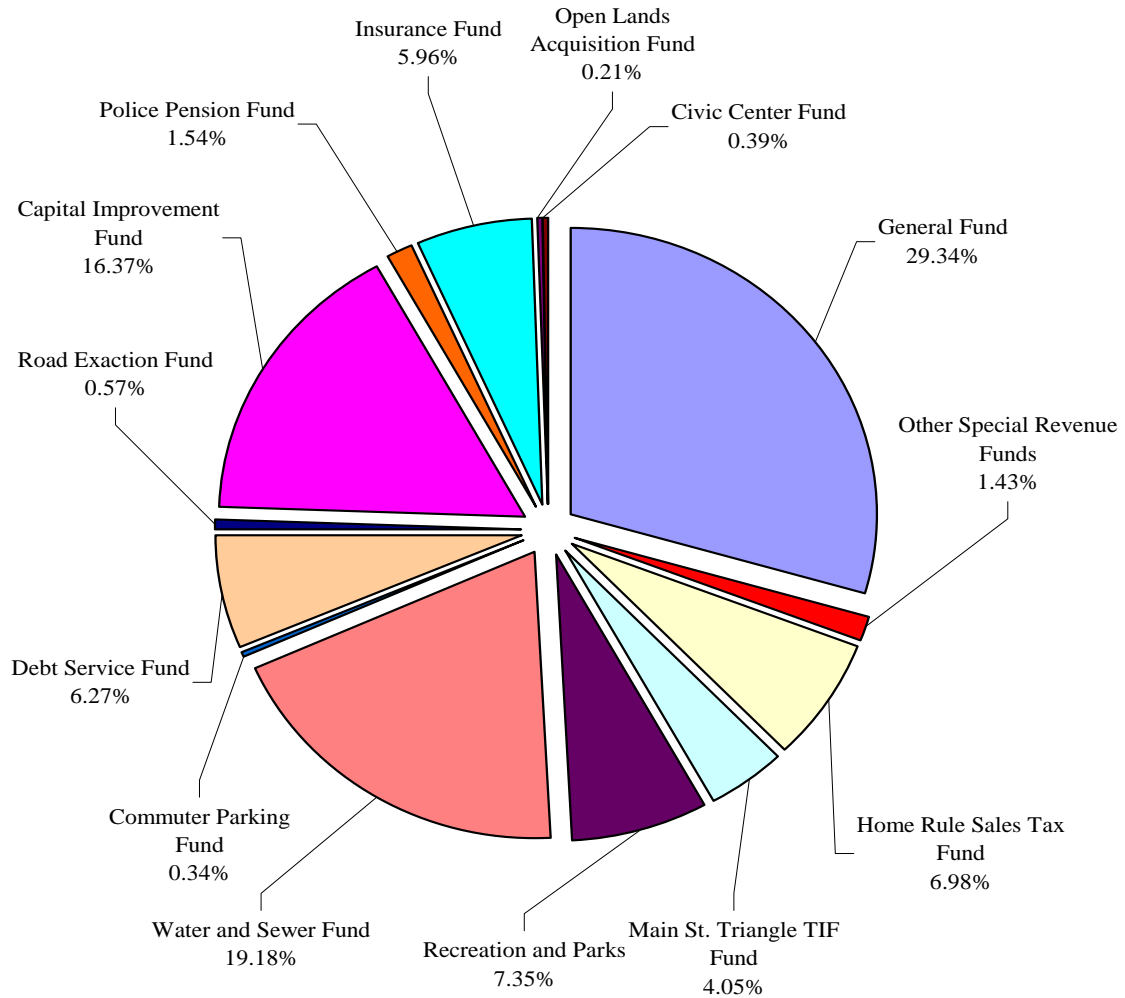
Fiscal Year 2011

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% with future rates increasing by approximately 3% through fiscal year 2012. Rates were increased due to additional spending for the flood study stormwater management improvements.



VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Expenditure Graph by Fund
Fiscal Year 2011***



TOTAL EXPENDITURES \$124,428,987

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Expenditure Summary by Fund 2009 - 2011
Fiscal Year 2011***

	FY2009*	FY2010	FY2011	% Change
	Actual	Amended Budget	Board Approved	FY2011 - FY2010
EXPENDITURES				
General Fund	\$ 46,046,852	\$ 38,482,937	\$ 40,686,989	5.73%
Motor Fuel Tax Fund	2,022,968	1,505,893	1,515,304	0.62%
Park Fund	148,700	399,135	200	-99.95%
Seizure and Forfeiture Fund	17,569	-	-	0.00%
Special Tax Allocation Fund	1,789,355	41,499	-	-100.00%
Home Rule Sales Tax Fund	9,624,683	9,138,995	7,810,507	-14.54%
Main St. Triangle TIF Fund	1,092,244	5,318,295	302,000	-94.32%
Recreation and Parks	10,698,592	9,663,886	9,884,047	2.28%
Water and Sewer Fund	24,291,771	28,830,886	26,558,951	-7.88%
Commuter Parking Fund	453,480	445,885	494,840	10.98%
2000 G.O. Bond Fund	981,425	-	-	0.00%
2001 G.O. Bond Fund	1,721,374	-	-	0.00%
2002A G.O. Bond Fund (Library)	2,938,399	1,662,192	-	-100.00%
2002B G.O. Bond Fund	1,555,060	846,363	-	-100.00%
2003 G.O. Bond Refunding Fund	2,008,778	1,553,679	1,553,705	0.00%
2004 G.O. Bond Refunding Fund	1,840,625	1,002,357	1,006,280	0.39%
2006 G.O. Bond Fund	1,679,160	963,106	963,627	0.05%
2007 G.O. Bond Fund	2,329,409	1,363,606	1,372,611	100.00%
2009 G.O. Bond Refunding Fund	130,350	807,600	805,850	100.00%
2010A G.O. Bond Refunding Fund	-	674,040	2,388,892	254.41%
Road Exaction Fund	863,356	1,413,530	294,391	-79.17%
Capital Improvement Fund	4,087,166	23,964,396	17,090,182	-28.69%
Bond Project Fund	13,180	-	-	0.00%
2007 Bond Project Fund	798,308	-	-	0.00%
2010 Bond Project Fund	7,893,145	19,227,600	-	-100.00%
Police Pension Fund	4,493,646	2,016,988	2,263,170	12.21%
Insurance Fund	8,804,573	7,885,771	8,058,222	2.19%
Open Lands Acquisition Fund	306,194	268,797	359,204	33.63%
Civic Center Fund	389,307	516,029	1,020,015	97.67%
TOTAL EXPENDITURES	\$ 139,019,669	\$ 157,993,465	\$ 124,428,987	-21.24%

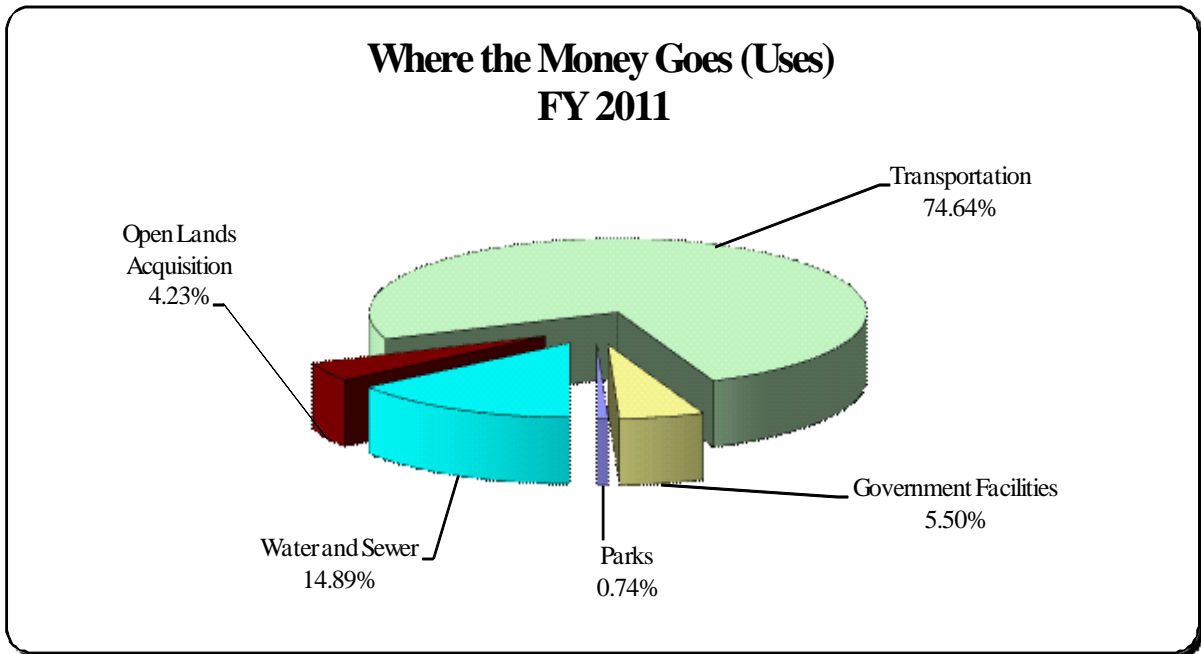
* FY2009 included 15 months.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Capital Expenditure Analysis
Fiscal Year 2011***

The total FY2011 capital budget for the Village of Orland Park is \$23,650,283, a 33% decrease from the fiscal year 2010 adopted capital budget of \$31,446,027. The decrease is due primarily to reduced planned capital expenditures within the Main Street Triangle development area. The capital budget for fiscal year 2011 represents 19% of the total FY2011 Budget. Detailed information related to all capital projects is included on the following pages.

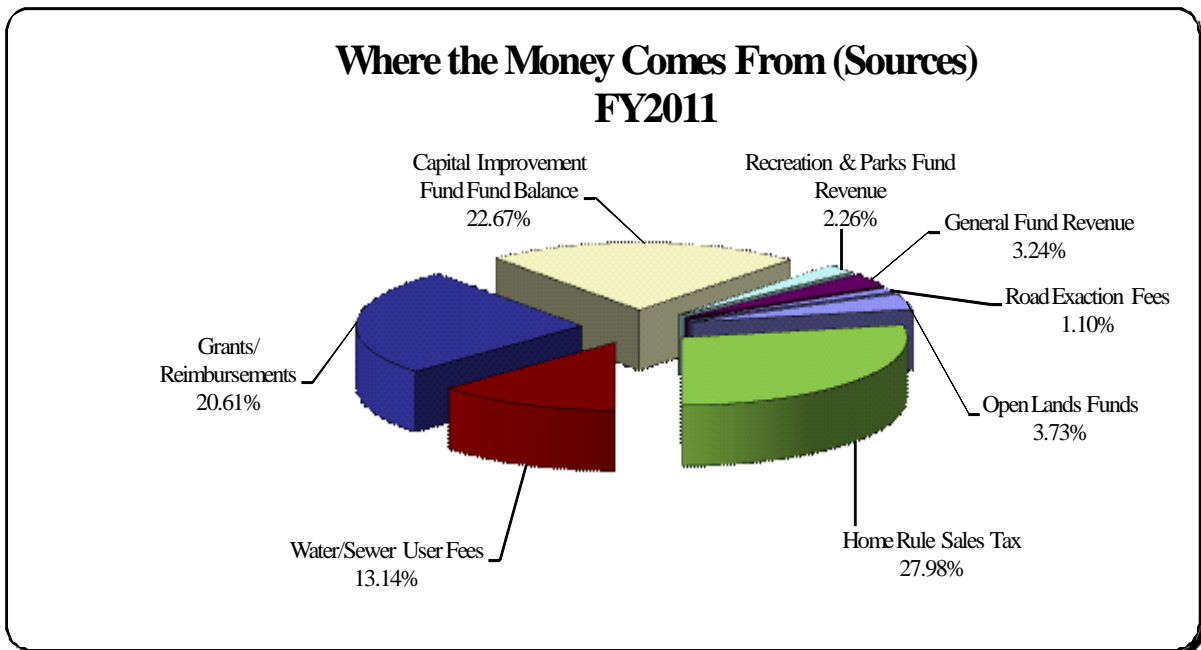
	FY2011 Capital Expenditures
General Fund	\$ 869,101
Main Street Triangle Fund	300,000
Open Lands Fund	1,000,000
Road Exaction Fund	294,000
Recreation & Parks Fund	605,500
Capital Improvement Fund	17,059,682
Water and Sewer Fund	3,522,000
	<hr/>
Total Capital Expenditures	<u>\$23,650,283</u>



VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Capital Expenditure Analysis
Fiscal Year 2011***

The FY2011 budget includes reimbursements from the State of Illinois for the 143rd & LaGrange Road intersection for \$5,100,000 and for the engineering related to the LaGrange Road Widening for \$1,767,152. The Village is also the recipient of HB313 funds for the roundabout at 151st Street and West Avenue for \$51,800. For the second year, the Village's residential property tax rebate program was suspended with these funds instead being allocated to the Village's capital program.

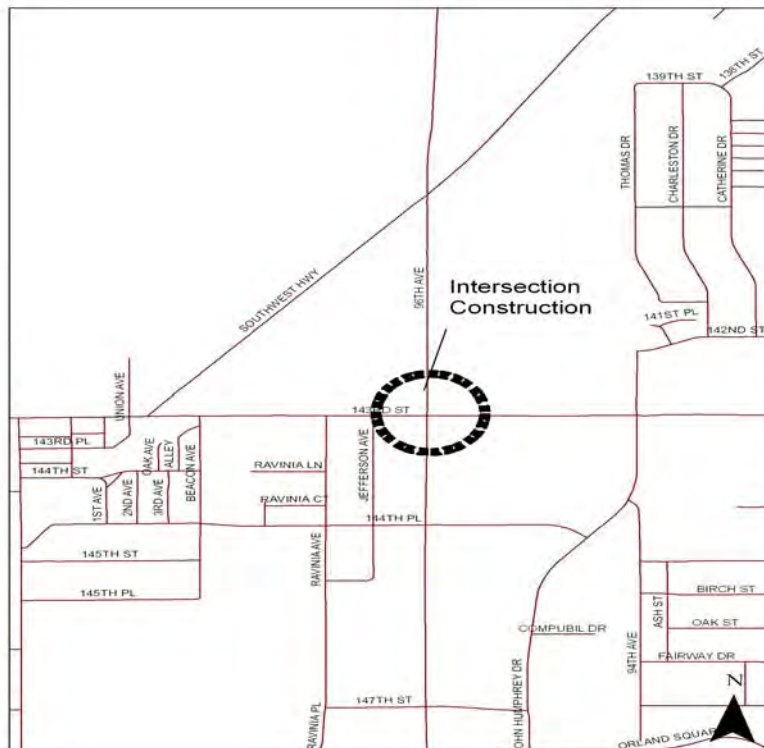


VILLAGE OF ORLAND PARK, ILLINOIS

Expenditure Summaries Description of Capital Projects Fiscal Year 2011

143rd AND LAGRANGE ROAD INTERSECTION CONSTRUCTION

In conjunction with the Illinois Department of Transportation, the Village is constructing the expansion of the intersection at 143rd Street and LaGrange Road. This expansion will include double left turn lanes and through lanes in all directions. The improvements will help reduce accidents and decrease traffic congestion at this busy intersection. The Illinois Department of Transportation is reimbursing the Village for project costs in the amount of \$5,100,000. This project was re-budgeted from fiscal year 2010 due to a delay in land acquisitions at the site, as well as the addition of an additional left turn lane on 143rd Street.



FUND: Capital Improvement Fund

PROJECT BUDGET: \$13,079,682

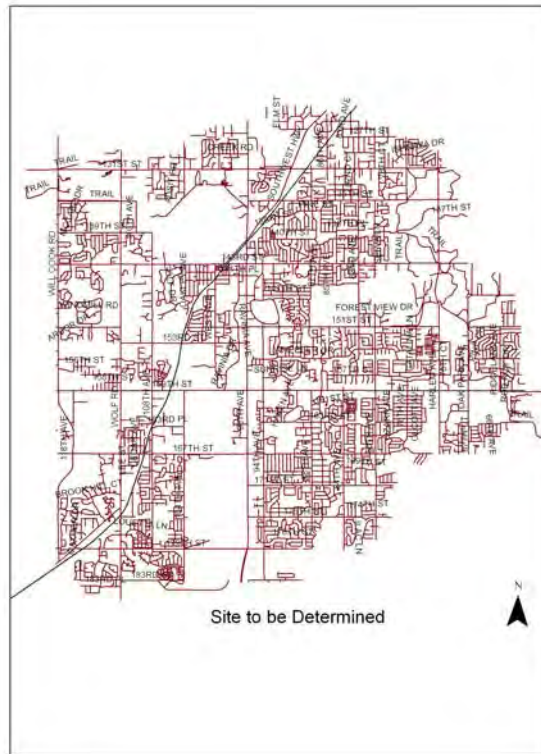
OPERATING BUDGET IMPACT: Upon completion, the Village will be responsible for pavement maintenance including pothole patching and crack-sealing and additional snow plowing at the intersection. These costs will be absorbed by the Public Works - Streets Division budget.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

NEIGHBORHOOD STREET IMPROVEMENT PROGRAM

The Neighborhood Street Improvement Program is an annual program that provides for the resurfacing of various neighborhood roads throughout the Village. For FY2011, \$2,720,000 is budgeted to resurface various roads throughout the Village. The project consists of milling the existing surface and overlaying the final lift on the selected streets. In addition, curbs and hazardous sidewalks are replaced or repaired on an as needed basis. The Public Works Department has also begun installing an underlayment stormwater drain system to expedite the runoff of rainwater from the streets to the storm sewers.



FUND: Capital Improvement Fund

PROJECT BUDGET: \$2,720,000

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

VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

FLOOD STUDY STORMWATER MANAGEMENT IMPROVEMENTS

Storm sewer improvements were identified as necessary through the 2004 flood study for the areas of Maycliff, Ashford Estates, Catalina, and the Schussler Pond Outlet. These improvements will help to relieve flooding and other stormwater issues in these areas.

Maycliff Area



VILLAGE OF ORLAND PARK, ILLINOIS

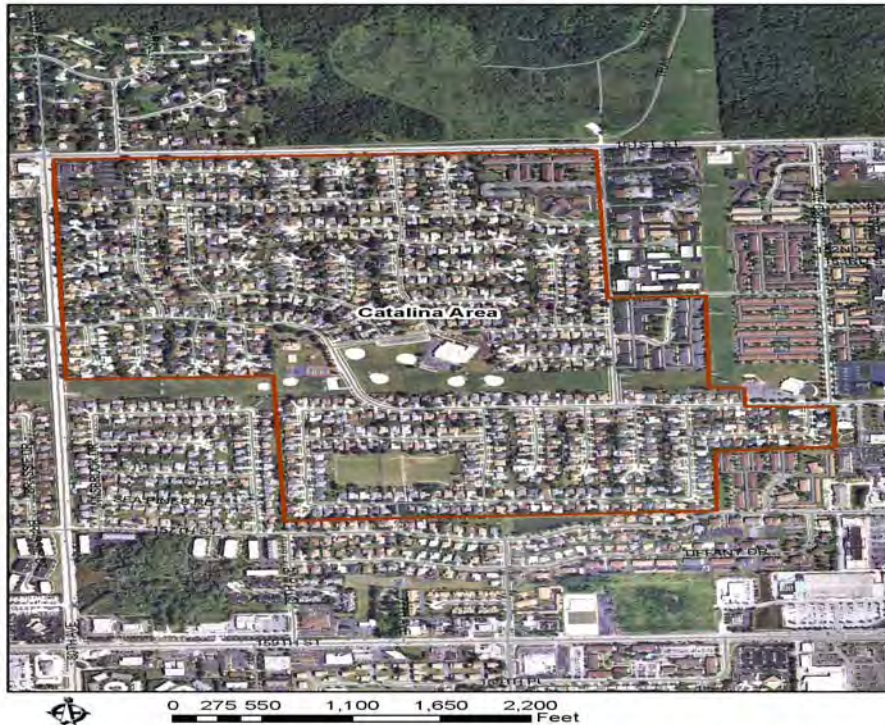
*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

FLOOD STUDY STORMWATER MANAGEMENT IMPROVEMENTS (CONTINUED)

Ashford Estates



Catalina Area



VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

FLOOD STUDY STORMWATER MANAGEMENT IMPROVEMENTS (CONTINUED)

Schussler Pond Outlet



FUND: Water and Sewer Fund

PROJECT BUDGET: \$1,007,000

OPERATING BUDGET IMPACT: These projects, intended to reduce residential neighborhood flooding will have minimal impact on the operating budget (with the exception of Catalina). Once completed, periodic inspection and cleaning will be required. The Catalina project involves the construction of a pond which will require regular mowing and/or stewardship depending on design.

VILLAGE OF ORLAND PARK, ILLINOIS

**Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011**

MILL CREEK GREENWAY ACQUISITION

The Open Lands Corporation has indentified the Mill Creek parcels has a means to create a greenway connection along Mill Creek between McGinnis Slough and Southmoor Golf Course which would include the Village’s existing wetland at 135th Street. There are a total of thirteen parcels to be acquired located generally along Southwest Highway east of LaGrange Road.



FUND: Open Lands Fund

PROJECT BUDGET: \$1,000,000

OPERATING BUDGET IMPACT: The Village will be responsible for controlled burns and chemical treatments to the properties purchased. These costs will be absorbed by the Recreation – Parks budget.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

WATER MAIN REPLACEMENT – ORLAND HILLS GARDENS SUBDIVISION

The Village is in the process of replacing the oldest water mains throughout the Village. The water mains in the Orland Hills Gardens subdivision from Huntington to 151st Street are scheduled for replacement in FY2011.



FUND: Water and Sewer Fund

PROJECT BUDGET: \$750,000

OPERATING BUDGET IMPACT: The Village will be responsible for site maintenance for the improvements. These costs will be absorbed by the Water and Sewer Fund maintenance budgets.

VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

PEDESTRIAN OVERPASS OVER LAGRANGE ROAD

The overpass will connect the proposed bike path in the Main Street Triangle to the bike path at Colonial Park. The overpass will allow safe access for pedestrians across LaGrange Road.

Pedestrian Overpass over Lagrange Road



FUND: Capital Improvement Fund

PROJECT BUDGET: \$516,000

OPERATING BUDGET IMPACT: The Village will be responsible for periodic inspections by a professional engineer along with minimal maintenance. Maintenance activities would include snow removal, graffiti removal and minor repairs.

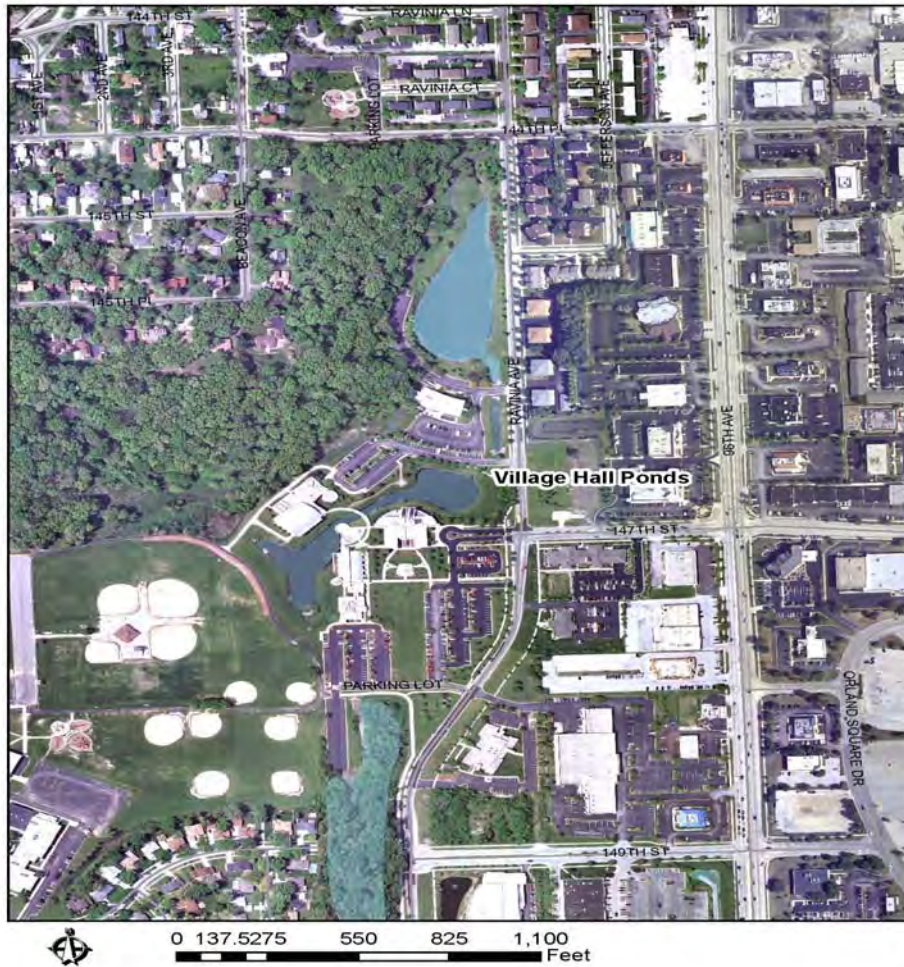
VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

VILLAGE CENTER POND RESTORATION

The Village is in the process of restoring the shorelines at the Village Center ponds and Triangle ponds due to deterioration.

Village Hall Ponds



FUND: Water and Sewer Fund

PROJECT BUDGET: \$500,000

OPERATING BUDGET IMPACT: Upon completion, regular stewardship will be needed to maintain the site in the appropriate manner.

VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

VILLAGE HALL AIR UNITS

The existing 4 rooftop air units need to be replaced every 10 years due to continual running of the air units. The units are currently over 20 years old. The units have been rebuilt by Village staff throughout the lifetime of the units, but now need to be replaced.

Village Hall



FUND: General Fund

PROJECT BUDGET: \$352,000

OPERATING BUDGET IMPACT: The new air units will run more efficiently which will reduce energy use and related costs.

VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

PROFESSIONAL SERVICES FOR MAIN STREET TRIANGLE DEVELOPMENT

The Village continues to require professional services for the Main Street Triangle development related to land acquisition, infrastructure construction, and various redevelopment agreements.

Main Street Triangle



FUND: Main Street Triangle Fund

PROJECT BUDGET: \$300,000

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

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

WOLF ROAD ENGINEERING

This project will involve phase 2 engineering for improvements on Wolf Road from 143rd Street to 167th Street. These improvements will help to alleviate traffic congestion and improve roadway conditions.

Wolf Road between 143rd and 167st Street



FUND: Capital Improvement Fund

PROJECT BUDGET: \$294,000

OPERATING BUDGET IMPACT: There is no current impact on the operating budget during this phase.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

GYMNASIUM FLOOR REPLACEMENT

The gymnasium floor at the Sportsplex has developed buckling in various locations. The floor has already been repaired many times but due to the extent of the failure it is recommended for complete replacement.



FUND: Recreation and Parks Fund

PROJECT BUDGET: \$260,000

OPERATING BUDGET IMPACT: The replacement of the floor will eliminate the constant repair costs to the existing floor.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

NEW ROOF AT VILLAGE HALL AND FRANKLIN LOEBE CENTER

The current roofs are made of a black rubber membrane that is held down by river rocks. Over time the rubber that is exposed to direct sun light shrinks and dry rots causing leaks and damage to the underlying insulation and metal pan ceilings. The Village spends approximately \$10,000 to \$15,000 per year on repairs due to leaks and water damage. This type of roofing system normally lasts between 15 and 20 years. The existing roofs are approximately 21 years old and in need of replacement.

Village Hall and Franklin Loebe Center



FUND: General Fund

PROJECT BUDGET: \$239,000

OPERATING BUDGET IMPACT: The replacement of the existing roofing systems will reduce if not eliminate the constant ongoing repairs costs at both facilities and also reduce future energy costs.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

VILLAGE COMPLEX BRICK WORK

Sections of brick on the Village Complex buildings are deteriorating. Improvements are needed that will enhance and secure the life expectancy of these buildings. The 2011 budget is to replace the brick on the Village Hall tower. The work is necessary due to deterioration which has caused water to leak into the building's elevator shaft. An additional \$200,000 of brick work is scheduled for FY2012 which would replace the remaining unrepaired areas and finish the project.

Village Complex



FUND: Capital Improvement Fund

PROJECT BUDGET: \$215,000

OPERATING BUDGET IMPACT: The brickwork repair will eliminate the deterioration of the elevator shaft due to seepage and extend the units life expectancy.

VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

WATER MAIN INSTALLATION AT 143RD STREET

In conjunction with the 143rd Street intersection improvements, water main relocation and replacement is scheduled for 143rd Street between Beacon Avenue and the railroad tracks.

143rd between Beacon Ave and Railroad Tracks



FUND: Water and Sewer Fund

PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: This project will complete a loop and add one fire hydrant to the potable water system. It will require periodic painting (nine year rotation) and get added to the scheduled Hydrant Flow Testing program (five year rotation).

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

WATER MAIN INSTALLATION AT 159TH STREET

In advance of the 159th Street widening project, it is necessary to complete engineering for water main relocation and replacement at 159th Street between Ravinia Avenue and the railroad crossing.

159th between Ravinia and railroad crossing



FUND: Water and Sewer Fund

PROJECT BUDGET: \$200,000

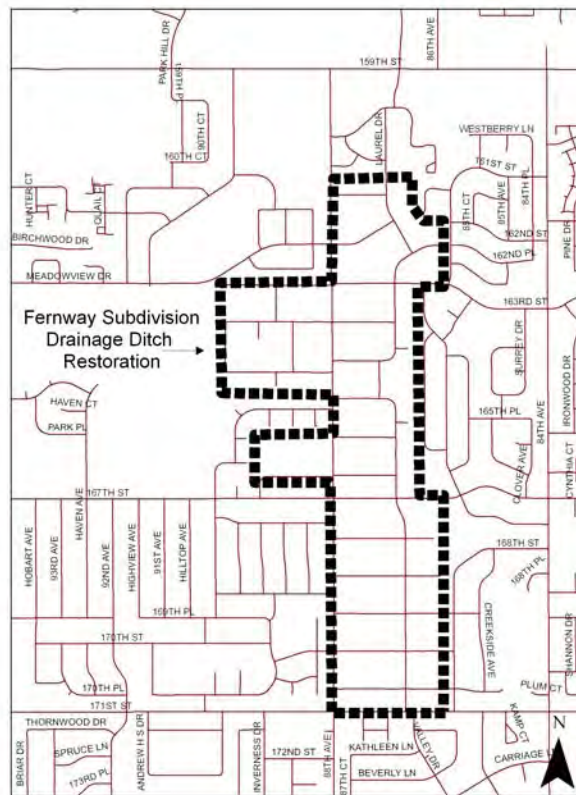
OPERATING BUDGET IMPACT: This phase has no impact on the operating budget. Upon installation, the water main will complete a loop and include additional hydrants and valves. The hydrants will require periodic painting (nine year rotation). Additionally, the valves and hydrants will require periodic maintenance included in the scheduled Hydrant Flow Testing and Valve Exercising programs (both five year rotations).

VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

FERNWAY DRAINAGE DITCH AND TINLEY CREEK RESTORATION

Cleaning and re-establishment of flow through Tinley Creek and the drainage ditches within the Fernway subdivision. The drainage ditches have been blocked with silt and are largely non-functional. This project will also include the replacement of deteriorated culvert pipes along Tinley Creek at various locations.



FUND: Water and Sewer Fund

PROJECT BUDGET: \$200,000

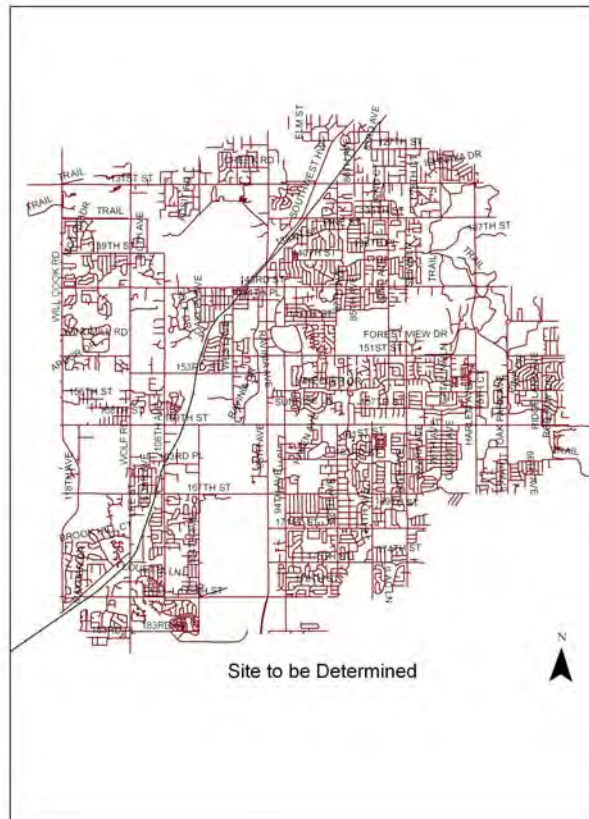
OPERATING BUDGET IMPACT: Tinley Creek restoration, which is mostly private, will be complete after this phase and reduce the number of emergency responses due to potential flooding situations. The Fernway drainage ditches, while located within the ROW are maintained by the adjacent property owner. Upon completion of this project day to day maintenance will remain with the property owner but emergency responses due to localized flooding issues will be mitigated.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

STORM SEWER INFRASTRUCTURE MAPPING

The completion of mapping 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.



FUND: Water and Sewer Fund

PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: The mapping of the Village’s current infrastructure system will not have an effect on the Village’s operating budget.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

TRAFFIC SIGNAL AT 153RD STREET AND RAVINIA AVENUE

An additional traffic signal is necessary at 153rd Street and Ravinia Avenue due to increased traffic caused by the LaGrange Road widening project and pedestrian safety.

153rd Street & Ravinia Ave



FUND: Capital Improvement Fund

PROJECT BUDGET: \$150,000

OPERATING BUDGET IMPACT: The new traffic signal will need to be added to our existing maintenance contract with the Village’s signal contractor. Beyond this expense, barring an accident, no other expenses would be expected.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

TENNIS COURT MAINTENANCE

It is necessary to repave existing tennis courts at various parks to ensure safety and usefulness. During fiscal year 2011, repaving is scheduled at Doogan Park, Perminas Park, and Village Square Park.

Doogan Park



VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

TENNIS COURT MAINTENANCE (CONTINUED)

Perminas Park



Village Square Park



VILLAGE OF ORLAND PARK, ILLINOIS

Expenditure Summaries

Description of Capital Projects

Fiscal Year 2011

TENNIS COURT MAINTENANCE (CONTINUED)

FUND: Recreation and Parks Fund

PROJECT BUDGET: \$125,000

OPERATING BUDGET IMPACT: This project will limit repair costs that are completed to the tennis courts on a regular basis.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

HARLEM AVENUE STREET LIGHT WIRE REPLACEMENT

Replace and upgrade wiring and controller for existing un-maintainable lighting system along portions of Harlem Avenue from 151st Street to 159th Street.



FUND: Capital Improvement Fund

PROJECT BUDGET: \$120,000

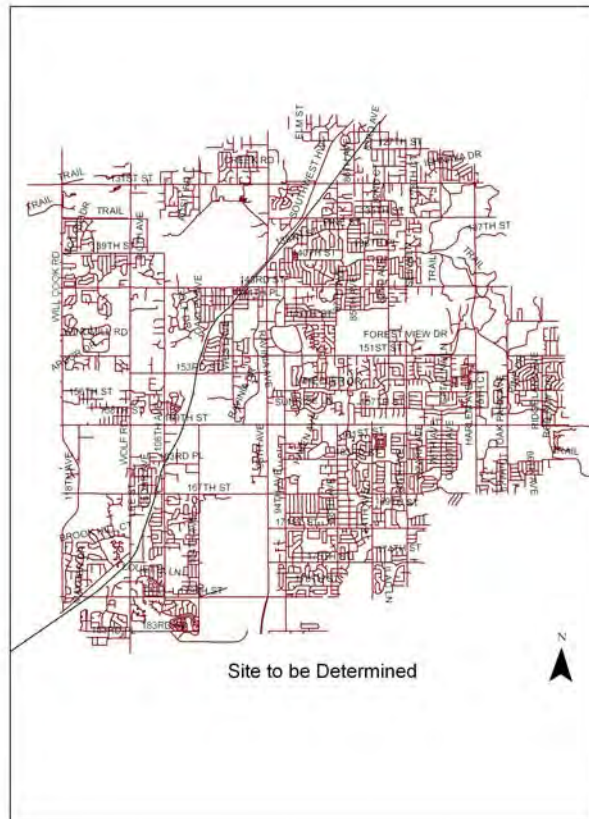
OPERATING BUDGET IMPACT: The Village will be responsible for lighting maintenance, controller maintenance, and electrical energy costs. These costs will be absorbed by the Public Works - Streets Division budget.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

TREE REPLACEMENT PROGRAM

The Village has created a multi-year program to replace parkway trees infected by the Emerald Ash Borer or for other reasons.



FUND: Capital Improvement Fund

PROJECT BUDGET: \$100,000

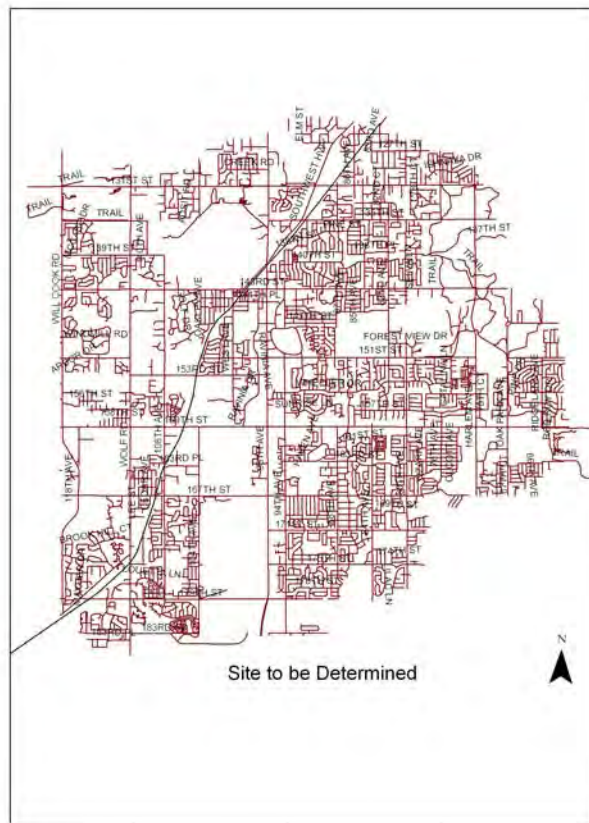
OPERATING BUDGET IMPACT: Trees planted within the Right-of Way (ROW) but adjacent to private properties are the responsibility of the adjacent homeowner. When mature, the Village may provide trimming services to maintain appropriate roadway and sidewalk clearances. Trees planted on public property or within the ROW adjacent to public property will require periodic pruning by Village staff. These trees will also require weekly watering by Village staff for one to two growing seasons.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

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.



FUND: Water and Sewer Fund

PROJECT BUDGET: \$100,000

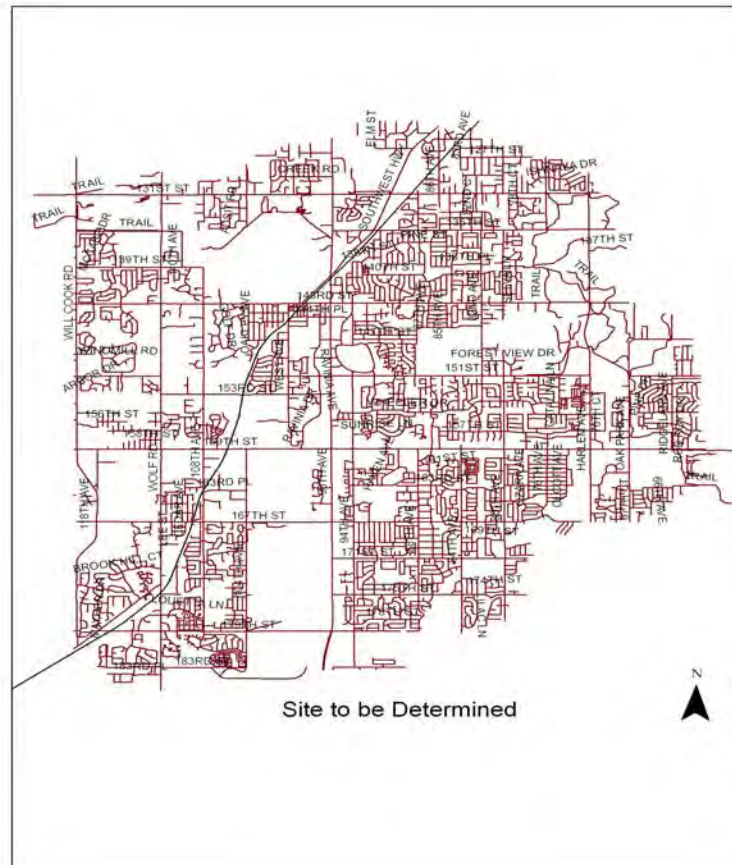
OPERATING BUDGET IMPACT: The Village will be responsible for valve exercising and hydrant flushing for the distribution system improvements. These costs will be absorbed by the Water and Sewer Fund maintenance budgets.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

WELLS, PUMP STATION, 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.



FUND: Water and Sewer Fund

PROJECT BUDGET: \$100,000

OPERATING BUDGET IMPACT: The Village will be responsible for equipment maintenance in relation to the improvements. These costs will be absorbed by the Water and Sewer Fund maintenance budgets.

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

SANITARY SEWER LINING

The purpose of sliplining is to reduce ground water infiltration and inflow by relining cracked and deteriorating piping. Reducing infiltration will help in minimizing basement flooding and overtaxing of collections and treatment system pumping equipment.



FUND: Water and Sewer Fund

PROJECT BUDGET: \$100,000

OPERATING BUDGET IMPACT: The Village will be responsible for additional sewer cleaning. These costs will be absorbed by the Water and Sewer Fund maintenance budgets.

VILLAGE OF ORLAND PARK, ILLINOIS

*Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011*

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

Project	Project Description	Fund	Budget
Pavement sufficiency ratings study	Gather data to generate a Pavement Condition Index (PCI) and compile maintenance strategies to maintain pavement at specific performance levels.	Capital Improvement Fund	\$80,000
Sportsplex energy audit implementation	Replace inefficient light fixtures with updated equipment.	Recreation and Parks Fund	75,000
Seasonal Lighting	Install seasonal lighting in the business district	Capital Improvement Fund	75,000
Engineering for Water Main Improvements	Improvements necessary due to widening of LaGrange Road	Water & Sewer Fund	75,000
Traffic Circles	Roundabout at 151 st & West Avenue	Capital Improvement Fund	74,000
Air Unit HVAC Controls	To control updated air units	General Fund	53,056
Backstop replacements/extensions and bleacher additions	Replace or extend backstops at various ball fields, add bleachers at various parks.	Recreation & Parks Fund	50,000
Sidewalk Gap and Repair Program	Install and repair sidewalks in various locations to improve pedestrian safety	Capital Improvement Fund	50,000
Lift Station Improvements	Improvements to facilities as determined by Public Works	Water & Sewer Fund	50,000
Cardio Equipment	Replace existing equipment that is beyond useable age or repair	Recreation and Parks Fund	36,000
143rd Street Land Bridge	Engineering for land bridge east of John Humphrey	Capital Improvement Fund	35,000
Orland Parkway	Preliminary work for reconstruction and repavement necessary to improve road	Capital Improvement Fund	35,000
Waterslide platform replacement	Repair with fiberglass or cement, whichever is more efficient	Recreation & Parks Fund	30,000
Large meter testing	Completion of water meter testing at various locations	Water & Sewer Fund	20,000
Water Main Leak Surveys	3 year program to survey entire distribution system to reduce water loss	Water & Sewer Fund	20,000
Railroad Crossing Safety Improvements	Install barriers at rail crossing to create quiet zones	Capital Improvement Fund	15,000

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Description of Capital Projects
Fiscal Year 2011***

CONTINUED

Project	Project Description	Fund	Budget
Lounge chairs	Replace chairs at Centennial Pool	Recreation & Parks Fund	12,500
Copier	Replace leased copier in Police Department	General Fund	10,045
Recoating stairs to all tube slides	Maintenance of stairs due to aging of Centennial Pool	Recreation & Parks Fund	10,000
Streetlight Installation Program	Install streetlights in various locations to improve traffic/pedestrian safety	Capital Improvement Fund	10,000
Virginia Graham Baker Act Improvements	Additional funding for pool drain improvements necessary in order to comply with the requirements of the Virginia Graham Baker Act	Recreation & Parks Fund	7,000

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Personnel Changes and Estimates
Fiscal Year 2011***

During the FY2011 budget process, it was determined that an additional reduction in workforce through layoff was not necessary. But in an effort to contain costs and streamline operations, an Early Retirement Program was offered for the second year. There were seven full-time employees that took advantage of this program. Four of these positions will be replaced, including two Maintenance Workers in the Parks Department, and a Telecommunicator and Clerk Typist in the Police Department. An Administrative Clerk in the Village Manager’s Office who also enrolled in the program will be replaced with two part time employees. An additional two positions, Parks Foreman and Planning Division Director, will remain vacant during fiscal year 2011. There are a total of twenty three vacant full-time positions that will remain vacant through FY2011 with a savings of approximately \$2,250,000

Eliminated Positions	Department	Reason
Administrative Assistant	Finance	Layoff
Technical Support Assistant	Development Services	Layoff
Bus Driver	Public Works	Layoff
Bus Driver	Public Works	Layoff
Patrol Officer	Police	Layoff

Vacant Positions	Department	Reason
Purchasing Coordinator	Finance	Retiree
Development Services Representative II	Development Services	Retiree
Maintenance Worker I	Parks & Building Maintenance	Retiree
Maintenance Worker III	Parks & Building Maintenance	Retiree
Vehicle & Equipment Superintendant	Public Works	Retiree
Mechanic II	Public Works	Retiree
Senior Secretary	Police	Retiree
Foreman	Parks & Building Maintenance	Retiree
Planning Division Director	Development Services	Retiree
Assistant to the Mayor	Officials	Attrition
Building Inspector & Plan Reviewer	Development Services	Attrition
Maintenance Worker III	Parks & Building Maintenance	Attrition
Recreation Program Supervisor II	Recreation	Attrition
Recreation Services Representative	Recreation	Attrition
Maintenance Worker I	Public Works	Attrition
Maintenance Worker III	Public Works	Attrition
Telecommunicator	Police	Attrition
Patrol Officer	Police	Attrition

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Personnel Changes and Estimates
Fiscal Year 2011***

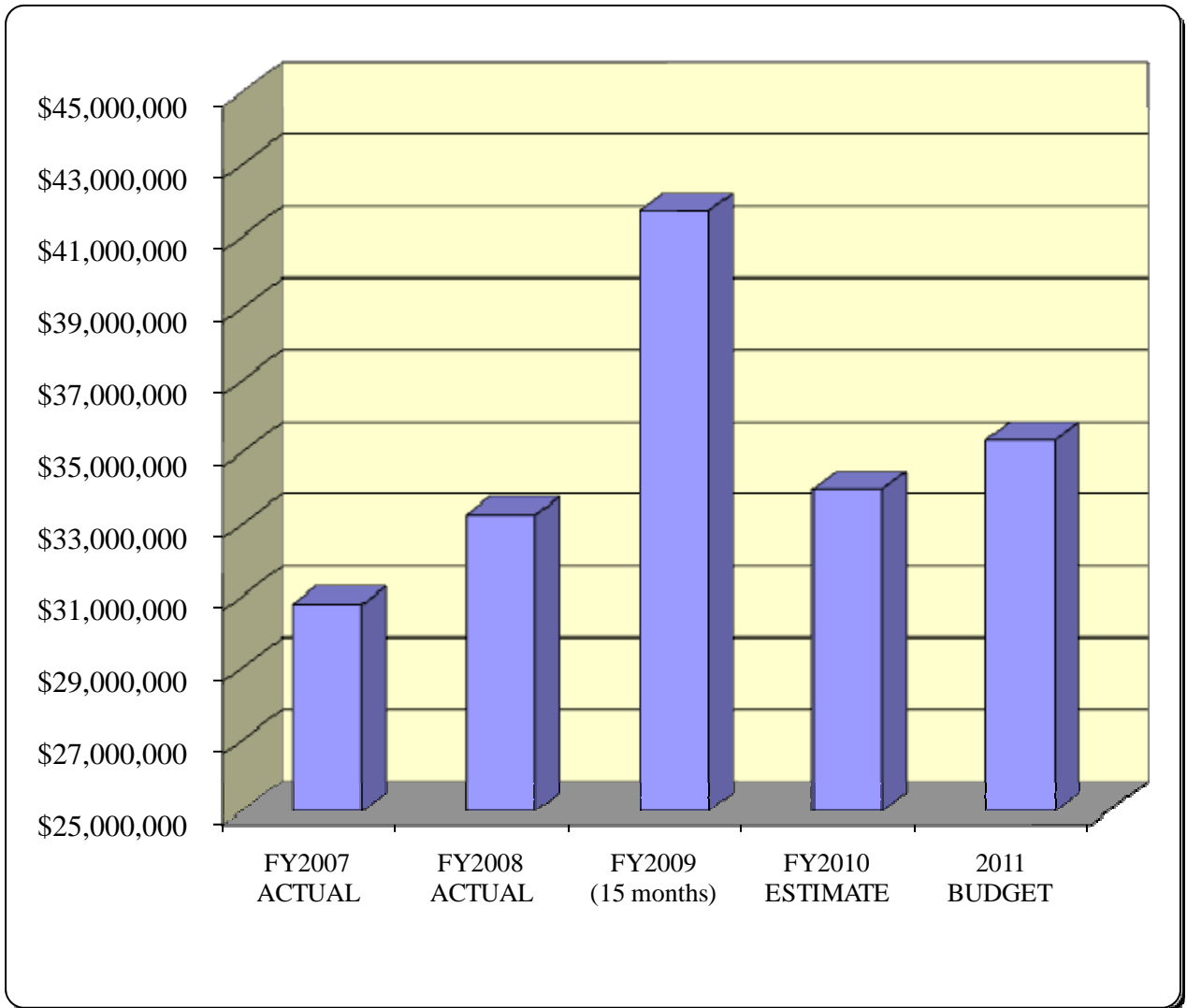
For eligible employees electing to participate in the Early Retirement Program, the Village will pay 100% of the premium expense associated with the retiree continuing post retirement medical, dental, and vision insurance coverage, based on the coverage they currently have, for two (2) years and 50% of the premium expense for the subsequent three (3) years. An additional option added during the 2011 Early Retirement Program was a one-time cash payout instead of the insurance option.

The Village's insurance consultant analyzed and marketed each of the Village's existing benefit plans during 2010. The FY2011 medical insurance proposal from the Village's current provider represented a 35% increase from FY2010. Aetna provided the most competitive proposal resulting in a 22% increase from FY2010. This proposal maintains the current PPO, HMO, and HSA plan designs as well as introduces a new additional PPO Plan (silver). Based on Aetna's pricing, national network presence and reputation, it was recommended to change providers to Aetna which saved the Village approximately \$800,000. The total budget for health insurance including vision, dental, and life is \$6,195,348 for FY2011.

To offset a portion of the additional health insurance costs, non-union employee premium contributions are now based on a percentage of the overall premium cost. Non-union employee contributions are 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 new PPO Silver and the current PPO Gold which equates to approximately 24.5% for the current PPO plan (Gold). In addition, for those non-union 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. The increased non-union employee contributions increased revenue by approximately \$74,000.

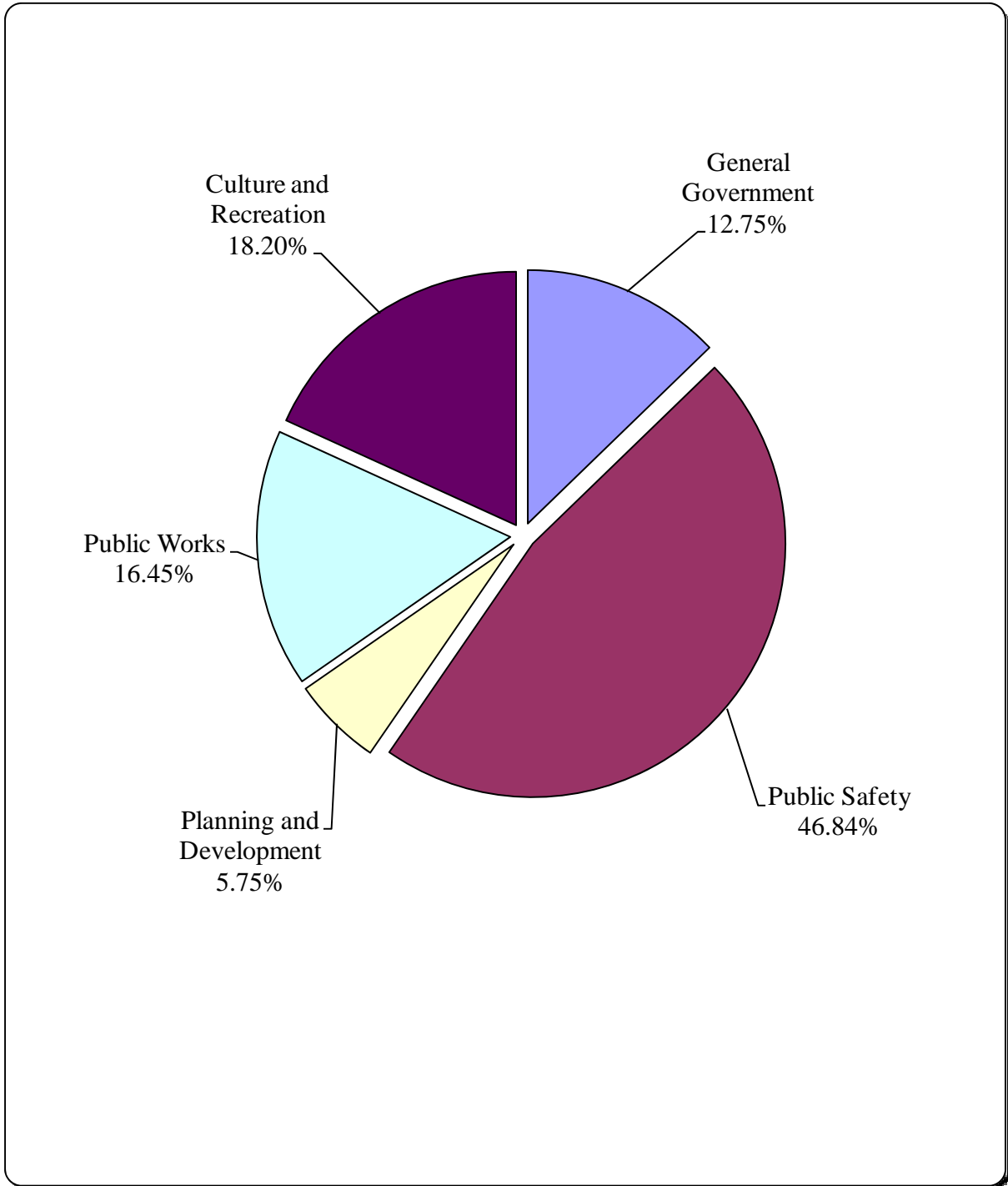
VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Personnel Services and Employee Benefits Graph
Fiscal Year 2011***



VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Staffing Summary by Function
Fiscal Year 2011***



VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Full Time Personnel Schedule
Fiscal Year 2011***

Department/Division	FY2009 Actual	FY2010 Current	FY2011 Budget
Village Manager	9	8	8
MIS	3	3	3
Village Clerk	5	5	5
Finance	10.3	8.5	8.5
Finance /Water	2.5	2.5	2.5
Finance/Tax Rebate	0.2	0	0
Officials	2	1	1
Development Services / Administration	8	5	5
Development Services / Building	11	6	6
Development Services / Planning	6	6	5
Building Maintenance	8.8	7.8	7.8
ESDA	1.5	1.5	1.5
Recreation /Administration	19	17	18
Recreation / Programs	0	0	0
Recreation / Parks	15.95	13.95	12.95
Recreation / Centennial Pool	0.25	0.25	0.25
Recreation / Sportsplex	0	0	0
Recreation / Special Recreation	1	1	1
Public Works / Administration	1.75	1.75	1.75
Public Works / Streets	23	22	22
Public Works / Transportation	4	2	2
Public Works / Vehicle and Equipment	9	7	7
Public Works / Water and Sewer	23.25	22.25	22.25
Police	127.5	124.5	122.5
Civic Center	2	2	2
TOTAL ALL DEPARTMENTS/DIVISIONS	294	268	265

VILLAGE OF ORLAND PARK, ILLINOIS

***Expenditure Summaries
Part Time Personnel Schedule
Fiscal Year 2011***

Department/Division	FY2009 Actual	FY2010 Current	FY2011 Budget
Village Manager	8	5	5
MIS	1	1	1
Village Clerk	1	1	1
Finance	5	2	4
Finance /Water	4	4	4
Finance / Tax Rebate	2	0	0
Officials	10	10	10
Development Services / Administration	1	0	0
Development Services / Building	7	8	9
Development Services / Planning	3	1	3
Building Maintenance	6	2	2
ESDA	0	0	0
Recreation /Administration	51	50.9	36
Recreation / Programs	135	139.4	138
Recreation / Parks	98	63.2	65
Recreation / Centennial Pool	202	214.8	217
Recreation / Sportsplex	114	100.9	115
Recreation / Special Recreation	115	112.8	108
Public Works / Administration	0	1	1.7
Public Works / Streets	10	10	10
Public Works / Transportation	3	2	2.3
Public Works / Vehicle and Equipment	1	0	0
Public Works / Water and Sewer	13	13	13
Police	60	60	60
Civic Center	10	10	10
TOTAL ALL DEPARTMENTS/DIVISIONS	860	812	815

VILLAGE OF ORLAND PARK, ILLINOIS

***General Fund
General Fund Description
Fiscal Year 2011***

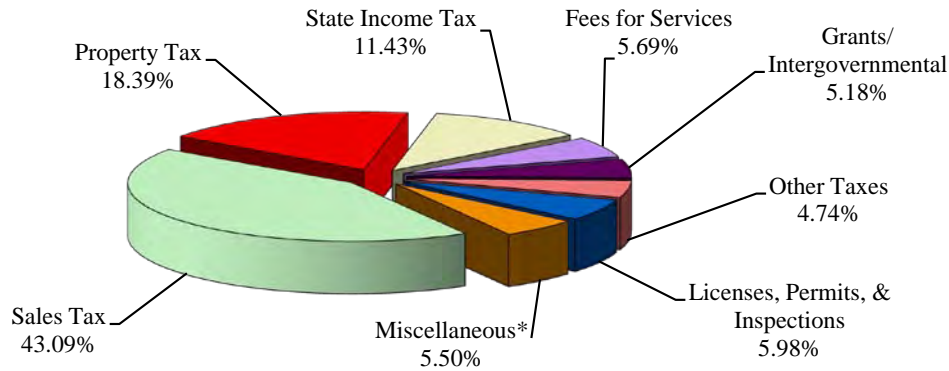
The General Fund consists of nine different departments. The departments are as follows:

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

The General Fund contributes 34.25%, or \$39,167,645, to the Village of Orland Park's total \$114,343,687 revenue budget.

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Revenue Summary
Fiscal Year 2011**



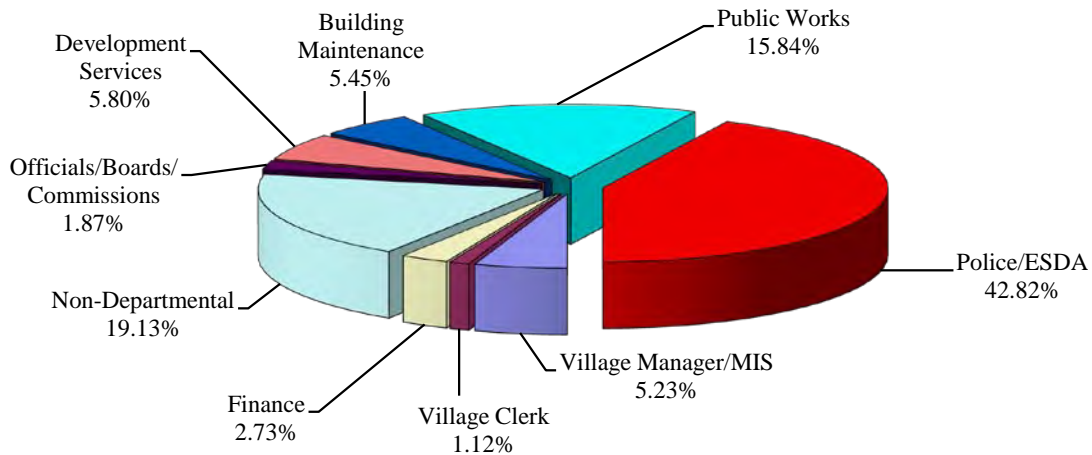
*Miscellaneous category includes Fines & Penalties, Interest Income, Road & Bridge Tax, Fees by Agreement, Miscellaneous Events, Other Income, Personal Property Replacement Tax, and Transfer from Insurance Fund

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Sales Tax	\$ 18,236,992	\$ 21,284,457	\$ 17,038,214	\$ 16,877,919
Property Tax	5,735,612	7,802,385	6,984,908	7,200,988
State Income Tax	5,454,096	5,942,428	4,523,412	4,477,775
Fees for Services	2,258,764	2,692,740	2,098,358	2,229,407
Grants/Intergovernmental	1,723,592	2,473,913	1,841,906	2,029,326
Other Taxes	2,017,849	2,501,408	1,979,641	1,855,981
Licenses	834,957	1,608,895	761,782	1,862,652
Permits	500,263	334,396	295,579	294,500
Inspections	363,657	283,270	207,317	186,500
Fines and Penalties	876,797	1,307,601	1,136,575	1,227,358
Interest Income	324,440	166,924	60,832	90,364
Road and Bridge Tax	333,927	387,889	332,436	389,378
Fees by Agreement	9,810	7,360	4,800	3,200
Miscellaneous Events	225,314	180,040	163,000	150,226
Other Income	368,481	371,961	245,437	259,284
GO Bond Proceeds	915,536	-	-	-
Personal Property Replacement Tax	56,914	52,421	41,960	32,787
Transfer from Home Rule Fund	-	141,903	-	-
Transfer from Insurance Fund	-	44,820	500,000	-
Total Revenue	\$ 40,237,001	\$ 47,584,811	\$ 38,216,157	\$ 39,167,645

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Expenditure Summary by Department
Fiscal Year 2011**

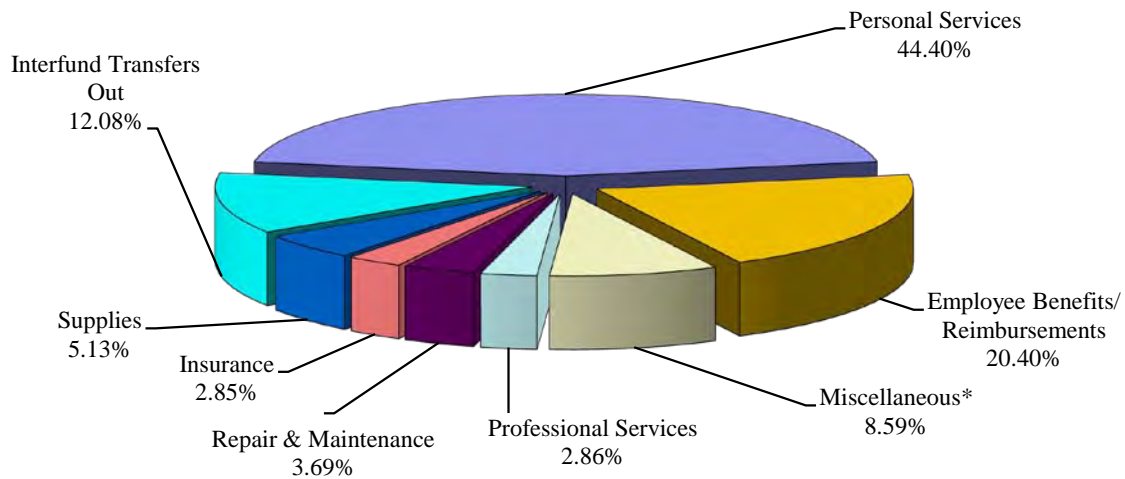


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Village Manager	\$ 2,165,569	\$ 2,316,550	\$ 1,937,050	\$ 2,126,452
Village Clerk	511,828	582,056	437,273	457,376
Finance	1,147,391	1,486,013	1,018,268	1,111,438
Special Census	114,208	6,105	-	-
Non-Departmental	8,898,657	8,291,435	8,484,235	7,783,560
Officials	1,281,503	429,166	301,307	307,314
Boards/Commissions	640,678	608,553	452,238	455,058
Development Services	2,824,310	3,611,646	2,374,756	2,361,561
Building Maintenance	1,680,338	1,861,448	1,671,988	2,217,268
ESDA	53,751	63,302	58,978	61,165
Public Works	6,032,524	6,979,728	5,447,659	6,445,658
Police	15,078,859	19,810,850	16,299,185	17,360,139
Total Expenditures	\$ 40,429,614	\$ 46,046,852	\$ 38,482,937	\$ 40,686,989

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Expenditure Summary by Element
Fiscal Year 2011**



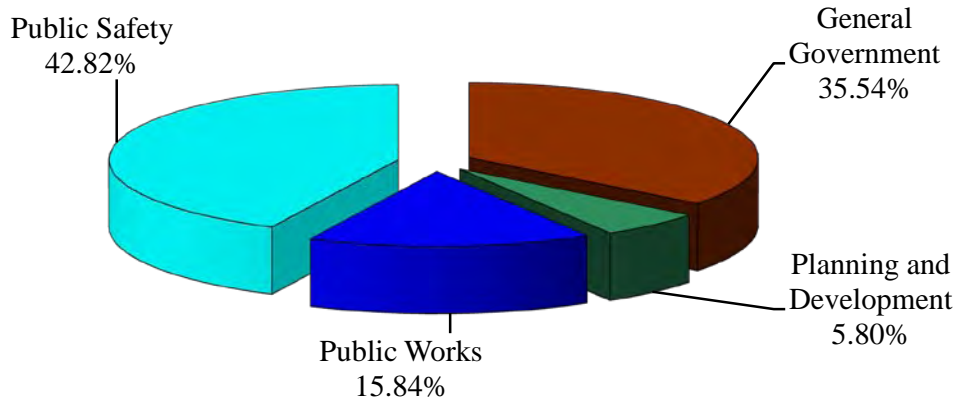
*Miscellaneous category includes Credit, Collection & Bank, Rent, Other Commodities, Recreation Program Expense, Miscellaneous Expense, Utilities, Communication, Transportation, Purchased Services and Capital.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 17,560,815	\$ 22,814,749	\$ 17,670,993	\$ 18,064,094
Employee Benefits	5,921,971	8,252,789	7,020,755	7,992,405
Employee Reimbursements	439,352	417,473	285,778	306,338
Credit, Collection & Bank	49,700	67,670	52,022	46,316
Professional Services	1,574,614	1,868,768	1,330,753	1,165,138
Utilities, Communication, Transportation	645,130	701,232	616,418	502,804
Purchased Services	600,184	626,144	509,439	430,563
Repair & Maintenance	873,083	975,316	735,386	1,502,095
Rent	52,083	48,770	47,457	47,289
Insurance	703,179	1,458,008	1,144,770	1,161,140
Supplies - General	884,689	788,921	602,548	699,556
Supplies - Repair & Maintenance	418,173	355,244	358,495	337,876
Supplies - Operations	1,123,211	1,068,995	1,157,388	1,047,979
Other Commodities	27,353	33,125	26,231	26,845
Capital	730,937	152,903	96,000	1,041,045
Miscellaneous	958,729	709,622	987,573	1,377,055
Recreation Program Expense	29,635	20,473	25,510	25,000
Interfund Transfers Out	7,836,776	5,686,650	5,815,421	4,913,451
Total	\$ 40,429,614	\$ 46,046,852	\$ 38,482,937	\$ 40,686,989

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Expenditure Summary by Function
Fiscal Year 2011**

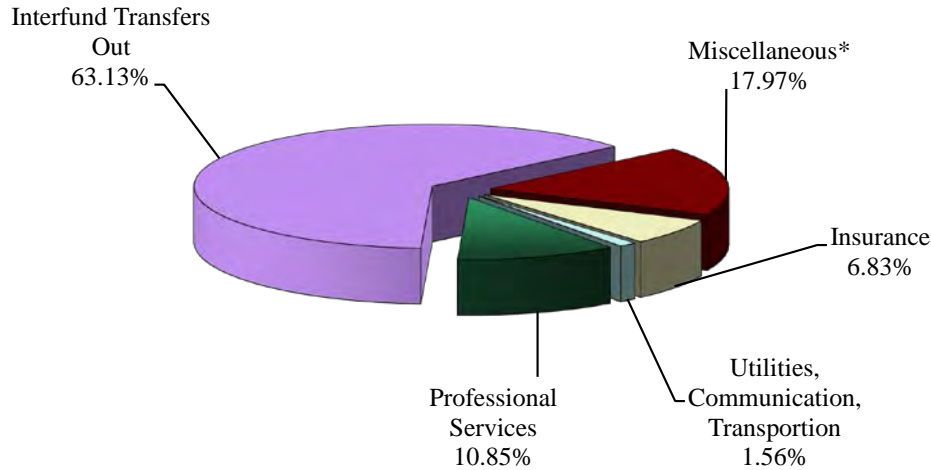


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
General Government	\$16,440,170	\$15,581,326	\$14,347,359	\$14,458,466
Planning and Development	2,824,310	3,611,646	2,374,756	2,361,561
Public Works	6,032,524	6,979,728	5,402,659	6,445,658
Public Safety	15,132,610	19,874,152	16,358,163	17,421,304
Total Expenditures	\$40,429,614	\$46,046,852	\$38,482,937	\$40,686,989

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Non-Departmental Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Personal Services, Employee Benefits, Employee Reimbursements, Credit & Collection, Purchased Services, Supplies-General, Other Commodities, and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ -	\$ -	\$ -	\$ 1,500
Employee Benefits	-	-	-	277
Employee Reimbursements	-	-	24,908	27,532
Credit & Collection	49,650	67,670	52,022	46,316
Professional Services	-	1,098,019	962,000	844,821
Utilities, Communication, Transportation	250,161	217,210	131,971	95,133
Insurance	-	607,609	565,408	531,424
Miscellaneous Expenses	762,070	614,277	927,405	1,317,983
Purchased Services	-	-	4,500	2,400
Supplies-General	-	-	-	2,323
Other Commodities	-	-	600	400
Interfund Transfers Out	7,836,776	5,686,650	5,815,421	4,913,451
Total Expenditures	\$ 8,898,657	\$ 8,291,435	\$ 8,484,235	\$ 7,783,560

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

DEPARTMENT MISSION:

To dedicate to provide professional leadership in the administration and execution of policies and objectives formulated by the Village Board, to develop and recommend for Board consideration alternative solutions to community issues, to plan and develop new programs to meet future needs of the Village, to prepare an annual balanced budget, and to foster community pride in Village government through excellent customer service.

DEPARTMENT FUNCTIONS:

The Village of Orland Park operates under the managerial 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, Human Resources, Media Relations, Special Events and Information Technology. The Administrative and Human Resources staff includes the Village Manager, Assistant Village Manager, Assistant to the Village Manager, Human Resources Director, Human Resources Generalist, Public Information Receptionist, and various part time staff. The Media Relations and Special Events staff includes the Media and Special Events Coordinator and the Public Relations Coordinator. Information Technology staff are identified in a subsequent section of this document.

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

Administration

- 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.
- Coordinates the work of Village departments to organize efforts and resources for the delivery of Village services.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

- 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.
- 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.
- Responds to questions concerning cable television, garbage service and other general services.
- Negotiates annexation and development agreements.

Media Relations and Special Events

- Communicates up-to-date information to the public and press with newspaper press releases, publications, brochures, call-taking and more.
- Educates citizens about Village goals and activities through promotional campaigns, press releases, publications, and television productions.
- Publishes the residential newsletter, the *Orland Park Public* and a number of other specialty publications that are promoted to every home, office and business in the Village to inform residents and the business community about current events and projects within the Village.
- Encourages citizen participation through creation, promotion and management of special events.
- Produces the Village’s quarterly
- cable television show, *The Orland Park Village View*, reaching over 19,000 households in the Village.

Human Resources

- Provides direction and advice to the Village Manager and Department Directors in such areas as hiring, evaluation, recognition of employees, discipline, collective bargaining (negotiations), and work environment issues.
- Responsibilities include both management (daily decision-making) and leadership (long-range and strategic planning) functions in the area of Human Resources.
- Plans, directs and reviews the human resources and employee related risk management activities of the Village.
- Classifies positions, performs compensation analysis, administers the recruitment process and employee benefits program, provides training, organizational development and employee relations, maintains labor relations and employee records.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

STRATEGIC PLAN GOALS:

ADMINISTRATION

- 1. Run 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** – Working within the balanced budget adopted by the Village Board in December 2010, minimize reductions in Village services and maintain current fund reserves.
 - **OBJECTIVE** – Develop a Request for Proposal for an Organizational Study that clearly defines a deliverable to be approved by the Village Board of Trustees. Complete the study and present recommendations to the Village Board by September 1, 2011 as part of the FY2012 Budget planning process.
 - **OBJECTIVE** – Negotiate responsible Collective Bargaining Agreements with the five bargaining units. Incorporate health benefit changes and salary increases that reflect market conditions. Collective bargaining with the first unit(s) will begin in the first quarter of the year and will continue as required.
 - **OBJECTIVE** – Increase ticket collection rate by exploring the formation of an intergovernmental agreement with SSMMA communities for a comprehensive parking ticket collections strategy. In addition, working with the Finance and Police departments, reform the village's current administrative processing system for collections related to p-tickets. This process will begin in February 2011.

- 2. Build a better community in infrastructure and development. Advance in the creation of a new and inspirational downtown for Orland Park. This development will bring a sense of place to the thriving retail corridor. In order to accomplish this goal, the following programs and strategies will be accomplished in 2011.**
 - **OBJECTIVE** - Finalize a redevelopment agreement with a developer for the first phase of redevelopment in the Main Street Triangle area. Construction of residential/business/restaurant properties will begin with planning and construction stages pressing forward in the fall of 2011.
 - **OBJECTIVE** - Promote the Crescent Park by hosting community and recreational events at this high quality event site. Two events are planned during the summer of 2011.
 - **OBJECTIVE** - Coordinate with Public Works and IDOT the construction of the pedestrian overpass across LaGrange Road providing a connection for path users and commuters.
 - **OBJECTIVE** - Complete the new lighting and streetscape design throughout the Old Orland areas of the Village.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** - Construct the aesthetic enhancements planned for the intersection and adjacent pedestrian walkways at 143rd/LaGrange Road following the completion of the intersection expansion scheduled for the Fall of 2011. (Some enhancements will come later following the completion of IDOT's LaGrange Road Widening in this area and the Metra Bridge relocation/pedestrian bridge project completion.)
- **OBJECTIVE** – Outline new property tax classification for Cook County Board of Commissioners to benefit businesses.

3. Enhance the excellent quality of life in Orland Park

- **OBJECTIVE** - Secure Board approval to begin the process of educating Orland Park residents about the potential for energy aggregation of the energy they use and prepare a referendum question for the November 2012 election.
- **OBJECTIVE** – Prepare an Energy Aggregation referendum question for the November 2012 election. The “Opt Out” referendum question will require that a communication plan for public education be launched by November 2011 to inform residents on the opportunities the aggregation plan would offer. By buying large blocks of energy, aggregated groups may reduce a supplier's marketing and administrative costs. This gives the aggregated group greater buying power. The reduced costs may then be passed on to the individual consumers in the buying group as savings on their energy bills.

MEDIA RELATIONS

1. Communicate timely information to the public, employees and the media each week through cable television, Village website, printed material and other digital media.

- **OBJECTIVE** – Increase national and regional awareness of Orland Park's place in the country and all that the community has to offer identifying touch points to make national media aware of civic, academic and community accomplishments. One new touch point will be made each month in 2011 beginning March 2011. A quarterly update will be provided to the Village Manager for his review.
- **OBJECTIVE** – Perform updates at least weekly to website, cable television community bulletin board and Sportsplex REACH screens.
 - **PURPOSE** – Maintain communication of timely information and announcements.
- **OBJECTIVE** – Write one to two news releases a week touting village services, programs and events.
 - **PURPOSE** – Keeps village services and programs in the public's eye and keeps employees informed of what's happening.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Enhance the village’s quarterly e-newsletter by working with the departments on content development and collaborating with the Village’s graphic designer on a renewed appearance.
 - **PURPOSE** – Keep the publication reader friendly and accessible.
 - **OBJECTIVE** – Produce one 15-minute segment of the “Orland Park Village View” every three months, with the first being produced by March 1, 2011, the second by June 1, 2011 and the third by September 1, 2011.
 - **PURPOSE** – This program educates the public on news in the village and promotes village programs to non-residents via A T & T U-Verse.
 - **OBJECTIVE** – Produce one in-house village cable television segment each quarter and create a master schedule of all cable programming to be communicated readily to the general public by April 1, 2011.
 - **PURPOSE** – Video segments about village programs and services will increase attendance figures and foster a positive public image.
- 2. Expand the use of cable television programming, permitting local not-for-profits (service organizations and churches) to submit announcements for cable television community bulletin board and encouraging government entities to submit programming for government access cable television channel.**
- **OBJECTIVE** – Invite local service organizations, clubs and churches to submit announcements for posting on cable television community bulletin board.
 - **PURPOSE** – Enhance the village’s relationship with the local service and religious community and increase viewership of cable television channels.
 - **OBJECTIVE** – Renew the village’s invitation to local government entities including the township, library, fire district and school districts to submit programming for government access cable television channel.
 - **PURPOSE** – Enhance the village’s relationships with other local government entities and increase viewership of cable television channels.
 - **OBJECTIVE** – Encourage local youth sports organizations to submit programming for airing on government access channels.
 - **PURPOSE** – Enhance the village’s relationship with these associations increase viewership of cable television channels.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Develop a list of interns/volunteers willing to produce programming for Orland Park’s Government Access Channel.
 - **PURPOSE** – Increase programming, cover events and activities in the community, save on the cost of paid staff, etc.

- 3. Research the cost and comparisons to develop the Village of Orland Park’s annual report by June 1, 2011.**
 - **OBJECTIVE** – Explore other municipal governments’ annual reports for design and content, including past year’s highlights, accomplishments and notes from the mayor’s State of the Village.
 - **PURPOSE** – Provides a tangible document for residents, businesses and prospective businesses to view the village’s accomplishments of the past year as well as its financial stability.

- 4. Increase opportunities for exposure of all village programs and events in order to promote attendance.**
 - **OBJECTIVE** – Utilize all available means of free publicity to promote village programs and events, including the media, village and other government facilities, the chamber, school districts and churches.
 - **PURPOSE** – Reduce the cost of paid advertising and reach a diverse audience throughout the region.

- 5. Work with Orland Park Area Chamber of Commerce to create and promote “Buy Local” program.**
 - **OBJECTIVE** – Utilize cable television, village publications, village website and other entities to encourage the public to shop locally.
 - **PURPOSE** – Will enhance the village’s relationship with the local business community and will generate sales tax revenue.

- 6. Work with Public Works Department to keep the public informed of progress of LaGrange Road Corridor Improvements.**
 - **OBJECTIVE** – Develop a comprehensive list of retailers along the corridor by June 1, 2011. Produce regular updates in cooperation with the Public Works Department, distributing to retailers and the general public.
 - **PURPOSE** – Will keep local retailers and the public informed of pending closures and construction updates.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

HUMAN RESOURCES

1. Continue to develop and implement strategies to mitigate rising health and prescription costs.

- **OBJECTIVE** – Working with Horton, the Village’s Benefits Consultant, research three new cost saving programs by December 2011 and integrate into Collective Bargaining.
 - **PURPOSE** – Health care costs continue to rise and therefore it is necessary to find new ways to minimize the costs.
- **OBJECTIVE** – Educate employees with a goal of increasing participation in the H.S.A. Plan to 75 for FY2012.
 - **PURPOSE** – H.S.A. plans are likely to decrease health care costs to the Village by injecting consumerism into employee health care choices.
- **OBJECTIVE** – Providing increased opportunities to communicate to employees about employee benefits and consumerism by developing an employee benefits newsletter for monthly distributions starting January 2011.
 - **PURPOSE** – There is a great deal of opportunity to reduce health care costs by having employees understand the tools available to help them be better healthcare consumers. This communication effort will increase the likelihood that an employee would choose generic prescriptions.
- **OBJECTIVE** – In FY2011, attain 180 employees to participate in Health Risk Assessments through incentives for those who do participate as well as penalties for those who do not participate.
 - **PURPOSE** – Health Risk Assessments may incentivize employees to take better care of their health, which would result in a lower health care cost shouldered by the Village.

2. Provide high level communication to employees to educate them on Village policies, procedures, benefits, activities and initiatives.

- **OBJECTIVE** – Better promote and implement employee intranet site with bi-weekly updates to draw employees to the site on a regular basis.
 - **PURPOSE** – Increasing employee use of the intranet is important because it is a great avenue to securely disseminate Village information.
- **OBJECTIVE** – Continue to improve the use of print and web-based tools that are available through our benefits providers and other valuable resources providing information to employees on a monthly basis throughout FY2011.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – An increase in the use these tools will help support behavior conducive to the health of Village employees. Increased employee health will help alleviate the impact of increases in health insurance costs.
 - **OBJECTIVE** – Launch the rebranded intranet site to myop.com by January 31, 2011.
 - **PURPOSE** – Rebranding the intranet will make it more attractive for employees and increase the likelihood that they will access the system.
 - **OBJECTIVE** – Upon rewrite of employee manual, distribute and verbally explain updates to manual to directors, managers, and supervisors. Distribute the employee manual to all employees and provide training sessions as needed.
- 3. Review overall human resources procedures, policies and vendors with an emphasis on cost reductions and create an overall plan to assess potential future modifications.**
- **OBJECTIVE** – By December 2011, prepare a comprehensive update of the Employee Manual.
 - **PURPOSE** – An updated, well written and informative manual will ensure supervisors and employees understand the policies, implement policies properly, reduce risk, and reduce the number of employee questions directed to their supervisors or Human Resources.
 - **OBJECTIVE** – By January 1, 2011, manage those employees who have opted into the 2011 Retirement Incentive Program as well as those departments that are impacted by the retirements. Within the budget allowances, assist the Department Directors in recruiting the part-time and full-time positions that are required to continue appropriate service needs.
 - **PURPOSE** – The Retirement Incentive Program will reduce salary and benefit costs incurred by the Village.
 - **OBJECTIVE** – By January 1, 2011, track the implementation of the Voluntary Additional Vacation Day Purchase Program. Respond to questions and concerns raised by those who are participating as the program advances.
 - **PURPOSE** – The Voluntary Additional Vacation Day Purchase Program will reduce salary and benefits costs incurred by the Village.
 - **OBJECTIVE** – By March 1, 2011, prepare a plan for the summer seasonal hiring as allowed by budget constraints. Assist Departments in preparing plans for maintaining high service levels with limited seasonal assistance. Production plans should be in place by this time so that expectations can be communicated to the public where necessary.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – Due to budget constraints, fewer summer seasonal hires will be possible. A well prepared plan will allow departments to maintain a high level of service with fewer seasonal workers.

- 4. Work in conjunction with the MIS department and Finance department to develop the Innoprise human resources and payroll modules.**
 - **OBJECTIVE** – By March 2011 work with MIS in developing HR and payroll specifications and begin work.
 - **PURPOSE** – HR will need to be heavily involved in development of the Innoprise HR and payroll modules to ensure data needs are met. HR needs a system capable of work flow, benefits administration, general HR records maintenance and intuitive reporting tools.

- 5. Prepare broad goals and objectives for collective bargaining in 2011.**
 - **OBJECTIVE** – Develop strategies to present during collective bargaining to achieve future budget goals, operational goals, and to mitigate the resigning cost of health care. Implement % based employee premium share consistent with non-union, implement wellness incentive, and implement Silver plan design.
 - **PURPOSE** – Well planned negotiations will provide for better opportunities to achieve budget goals, operational goals, and to have all union groups accept the Village’s health care proposal to reduce cost exposure to Village and maintain parity where possible.

- 6. Implement programs to reduce expose to short-term disability program and worker’s compensation programs.**
 - **OBJECTIVE** – Implement third party administration of short-term disability program with Guardian Insurance, effective January 1, 2011.
 - **PURPOSE** – Use of a third party administrator will improve medical management of the program.

 - **OBJECTIVE** – Work with the Network Safety Consultants, division of the Horton Group to analyze and revitalize current safety program by October 2011. Implement recommendations for FY2012.
 - **PURPOSE** – Develop program to better proactively address risks. Specifically, explore ergonomics, back safety, carpal tunnel prevention, etc.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

SPECIAL EVENTS

1. Continue to decrease village subsidy at Village sponsored Taste of Orland Park event.

- **OBJECTIVE** – Increase sponsorships to include at least two national businesses with a local presence and attract at least five more local businesses for 2011.
 - **PURPOSE** – Increased sponsorships would reduce the General Fund subsidy for this event.
- **OBJECTIVE** – Research costs to vendors at comparable events in other communities. A survey will be completed by March 2011. An item will be presented for consideration by the Committee and Village Board in March 2011 to restructure the cost of restaurant booths to better reflect the rates charged at comparable events.
 - **PURPOSE** – These changes will help decrease the village subsidy to the event and ensure that the event prices are in keeping with the market
- **OBJECTIVE** – Obtain a more accurate count of event attendees by using clickers at each entrance throughout the event.
 - **PURPOSE** – Using accurate attendee numbers will help to attract more sponsors and also assist in the ordering of event supplies.
- **OBJECTIVE** – Develop a strategic plan for the Taste of Orland Park event to bring to committee by March 2011.
 - **PURPOSE** – A strategic plan will help define a strategy for the event and provide direction on the allocation of its resources necessary to pursue this strategy. The plan should include strategies for improving the event with regard to safety, security, cost effectiveness, event attractiveness.

2. Work with sponsorship team to develop new and innovative ways to attract sponsors for all Village special events.

- **OBJECTIVE** – Working with the Recreation Department staff, redesign and distribute the Sponsorship Packet by February 2011. Increase the number of overall sponsors and sponsor amounts for special events with a targeted 10% increase in sponsorships per event for 2011.
 - **PURPOSE** – Increased sponsor dollars will help reduce the Village subsidy of special events.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Functions/Strategic Plan Goals

Fiscal Year 2011

- 3. Review and re-assess all special events as well as Village holiday decorations and displays.**
- **OBJECTIVE** – Establish a more cohesive look for decorations located around the village hall complex. Contracts with providers have been on a yearly basis due to limited funding. Many poles have been changed to accommodate electric displays. Develop a two-year plan to change all lights to LED lights in displays at Centennial and along Ravinia. Consider changing displays on street poles working with Public Works.
 - **OBJECTIVE** - Meet with Public Works and Building Maintenance to develop a five year plan for decorations on LaGrange Road to maintain during construction by July 2011. Recommendations will be prepared for the 2012 budget planning process.
 - **OBJECTIVE** - Develop plan by July 2011 to move decorations from LaGrange to other locations, including 94th Avenue and Harlem Avenue during construction. Recommendations will be prepared for the 2012 budget planning process.
 - **PURPOSE** - To update and improve holiday decorations within the budget and during LaGrange Road construction. LED lights are more cost-effective as they last longer and are more energy efficient.
- 4. Propose three new special events during the 2012 Budget planning process to be considered in conjunction with the Recreation Department Special events. These events should augment those that are already offered and should be designed to be attractive to residents as well as visitors to Orland Park.**
- **OBJECTIVE** – To offer affordable and quality events that the Orland Park community has come to enjoy and expect.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY2011 Estimate
Press Releases Issued	105	120	150
Employment Paperwork Processed	433	395	400
*Wellness Fitness Competition- Employee Participants	74	52	60
Virgin Health Miles Program	n/a	150	150
Employee Health Screenings	150	150	180
HSA Participants	15	30	75
Cable Segments	2	2	4
Village View Segments	4	4	6
Village Newsletters	4	4	4

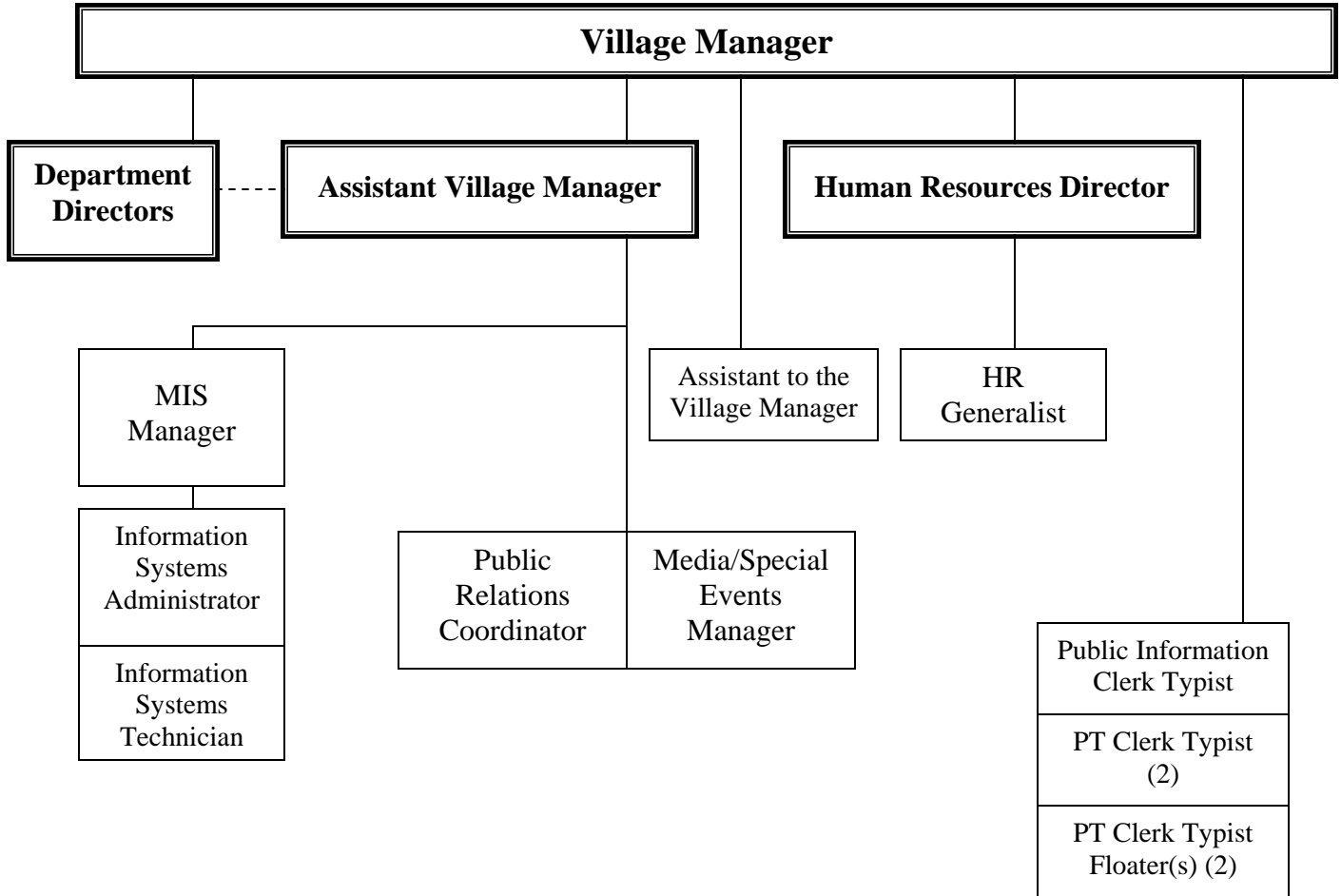
*Per Session

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

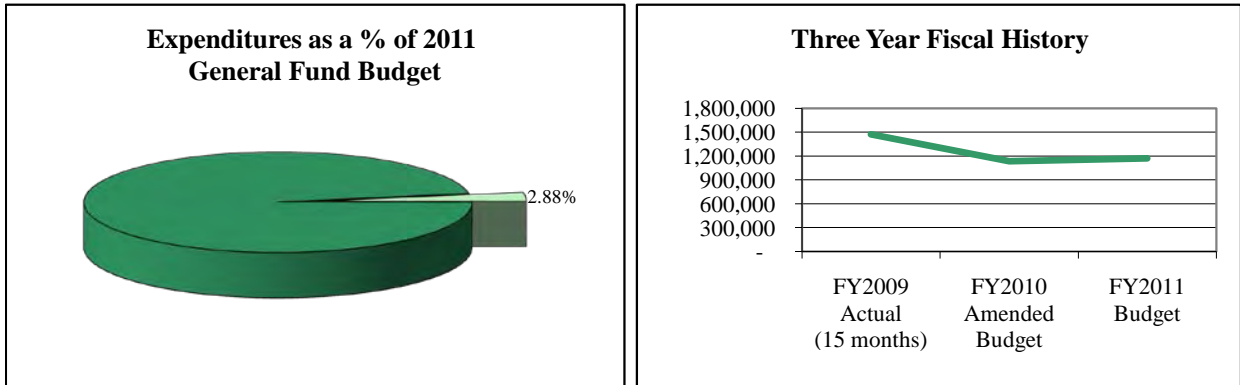
Village Manager Organizational Chart

Fiscal Year 2011



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Manager
Fiscal Year 2011**

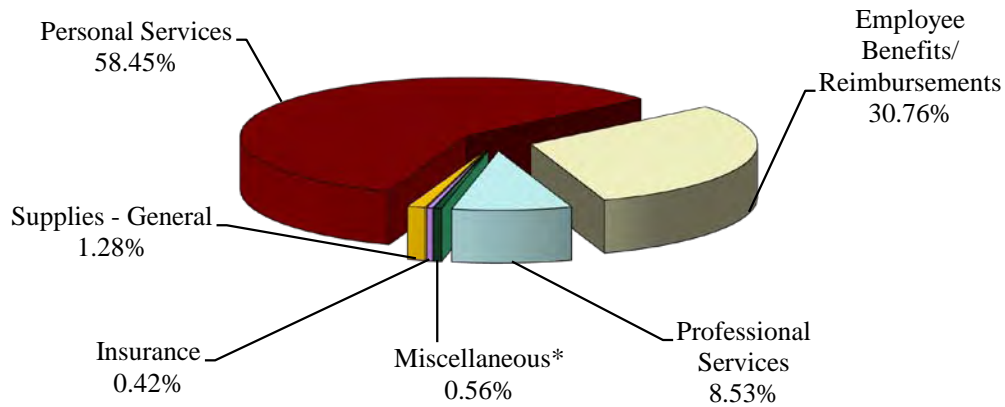


VILLAGE MANAGER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Village Manager	1	1	1
Assistant Village Manager	1	1	1
Human Resource Director	1	1	1
Public Relations Coordinator	1	1	1
Media & Special Events Manager	1	1	1
Administrative Assistant	1	0	0
HR Generalist	1	1	1
Assistant to the Village Manager	0	0	1
Clerk Typist I	1	1	1
Administrative Clerk	1	1	0
TOTAL FULL TIME PERSONNEL	9	8	8
PART TIME POSITION TITLE			
Clerk Typist Floater	3	1	2
Clerk Typist	1	1	2
Temporary Management Analyst	0	1	0
Seasonal Part-Time	2	2	1
Graduate Intern	2	0	0
TOTAL PART TIME PERSONNEL	8	5	5

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Manager Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Utilities, Communication, Transportation, Purchased Services, Repair and Maintenance and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 705,316	\$ 914,870	\$ 676,984	\$ 685,453
Employee Benefits	233,098	328,531	277,751	297,189
Employee Reimbursements	94,778	104,700	66,652	63,551
Professional Services	132,483	97,304	60,000	100,000
Utilities, Communication, Transportation	3,733	2,930	5,889	4,930
Purchased Services	-	156	250	250
Repair and Maintenance	2,927	3,305	1,823	920
Insurance	23,292	8,859	26,958	4,935
Supplies - General	16,330	9,077	15,704	14,980
Other Commodities	-	695	-	-
Miscellaneous Expenses	210	2,880	300	500
Total Expenditures	\$ 1,212,167	\$ 1,473,307	\$ 1,132,311	\$ 1,172,708

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

**Village Manager (MIS Division) Functions/Strategic Plan Goals
Fiscal Year 2011**

DIVISION MISSION:

To provide the highest quality technology-based services in the most cost-effective manner.

DIVISION FUNCTIONS:

The MIS Division manages the Village's information technology infrastructure. The division coordinates the strategic technology direction for the Village, developing common standards, architectures, and solutions to deliver services more efficiently and effectively; builds and operates the Village's communications and computing assets, which include the Village's telephone system, e-mail systems, networks and servers; and maintains the Village's website.

The MIS Division supports over 300 computers and 600 telephone users Village-wide, and provides service and support to all Village departments, assisting users in the effective and efficient utilization of the system. MIS ensures that information and system resources are accessible and usable by maintaining system uptime and availability and ensuring the integrity of applications and data by maintaining security and recovery procedures.

STRATEGIC PLAN GOALS:

1. Expand and improve technology infrastructure.

- **OBJECTIVE** – Install and configure new servers for the Innoprise ERP system.
 - **PURPOSE** – The Innoprise suite of applications will be configured based on the vendor recommendations of two servers; one for the application and the other server for the database. Innoprise is a true browser based system that will enable the Village to phase out the proprietary IBM mid-range computer.
- **OBJECTIVE** – Increase Internet access speed to 10 Mbps in the first quarter of 2011.
 - **PURPOSE** – Increased bandwidth will eliminate bottlenecks in download speeds and is necessary in preparation for on-line recreation program registration and the citizen access modules in Innoprise.
- **OBJECTIVE** – Provide network connectivity at the John Humphrey Complex in the first quarter of 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Manager (MIS Division) Functions/Strategic Plan Goals Fiscal Year 2011

- **PURPOSE** – The Parks Department is placing a computer at this facility for personnel to receive email and work orders electronically.
 - **OBJECTIVE** – Replace 27 desk-top computers in the second quarter of 2011.
 - **PURPOSE** – The Village should be replacing desk-top computers on a regular four year life cycle. Specifications for PC purchases are updated regularly as technology standards evolve. The implementation of Office 2010 and the automation of more business functions are expected to require more powerful computers.
- 2. Expand and improve information systems.**
- **OBJECTIVE** –To complete the implementation of the new Exchange 2010 system in the first quarter of 2011.
 - **PURPOSE-** The Village uses Microsoft Exchange Server to manage inbound and outbound e-mail, meeting and scheduling functions and contact databases. Upgrades are required by Microsoft’s policy of ending technical support for systems more than two generations old.
 - **OBJECTIVE** –To complete the implementation of the new Office 2010 productivity software suite in the fourth quarter of 2011.
 - **PURPOSE-** The Village uses the Microsoft Office productivity suite of software that includes Word, Excel, PowerPoint and Outlook. Upgrades are required by Microsoft’s policy of ending technical support for systems more than two generations old.
 - **OBJECTIVE** –To assist the Village Clerk in the implementation of the Legistar Insite module in the first quarter of 2011.
 - **PURPOSE-** This module will facilitate the automation of attachments to agenda items which is currently a cumbersome and labor intensive manual process.
- 3. Migrate legacy software applications (H.T.E.) to the new suite of integrated Enterprise Resource Planning (ERP) management applications from Innoprise Software, Inc.**
- **OBJECTIVE** – Work with Innoprise and the Finance Department to develop clear and complete migration plans for the financial software application conversions. Assist the department by providing and participating in the planning, integration, support, and training of the financial management applications in the first quarter of 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

**Village Manager (MIS Division) Functions/Strategic Plan Goals
Fiscal Year 2011**

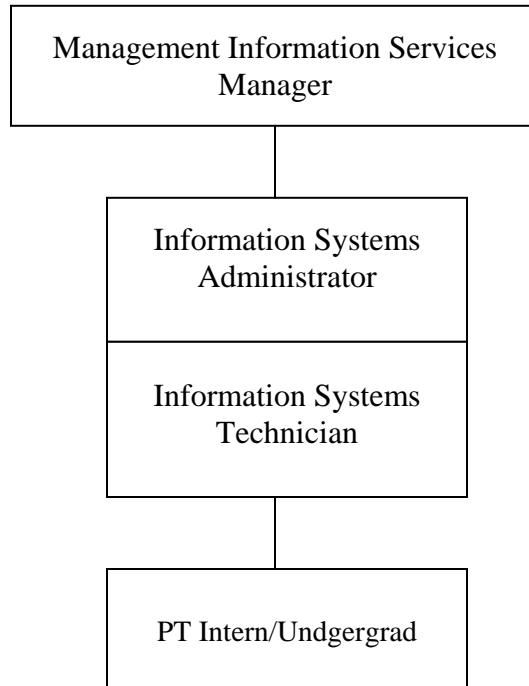
- **PURPOSE** - Replace 18 year old legacy system with current technology and functionality to improve operational efficiencies.
 - **OBJECTIVE** – Work with Innoprise, the Finance Department and the Human Resources Department to develop clear and complete migration plans for the payroll and human resources software application conversions Assist the departments by providing and participating in the planning, integration, support, and training of the payroll and human resources applications in the second quarter of 2011.
 - **PURPOSE** - Replace 18 year old legacy system with current technology and functionality to improve operational efficiencies.
 - **OBJECTIVE** – Work with Innoprise and the Development Services Department to develop clear and complete migration plans for the community development software application conversions Assist the department by providing and participating in the planning, integration, support, and training of the community development applications in the third quarter of 2011.
 - **PURPOSE** - Replace 18 year old legacy system with current technology and functionality to improve operational efficiencies.
 - **OBJECTIVE** – Work with Innoprise, Public Works, and the Parks and Building Maintenance Departments to develop clear and complete migration plans for the work orders and asset management application software implementations. Assist the department by providing and participating in the planning, integration, support, and training of the work order and asset management applications in the fourth quarter of 2011.
 - **PURPOSE** - Replace 18 year old legacy system with current technology and functionality to improve operational efficiencies.
- 4. Assist the Recreation Department in the implementation of Internet registration for recreation programs.**
- **OBJECTIVE** – Work with Active Network and the Recreation Department to implement on-line program registrations. Assist the department by providing and participating in the planning, integration, support, and training of on-line registration in the fourth quarter of 2011.
 - **PURPOSE** - Improve customer service and eliminate the outdated and underutilized IVR telephone registration system, resulting in a reduction of \$3,600 in annual maintenance fees.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

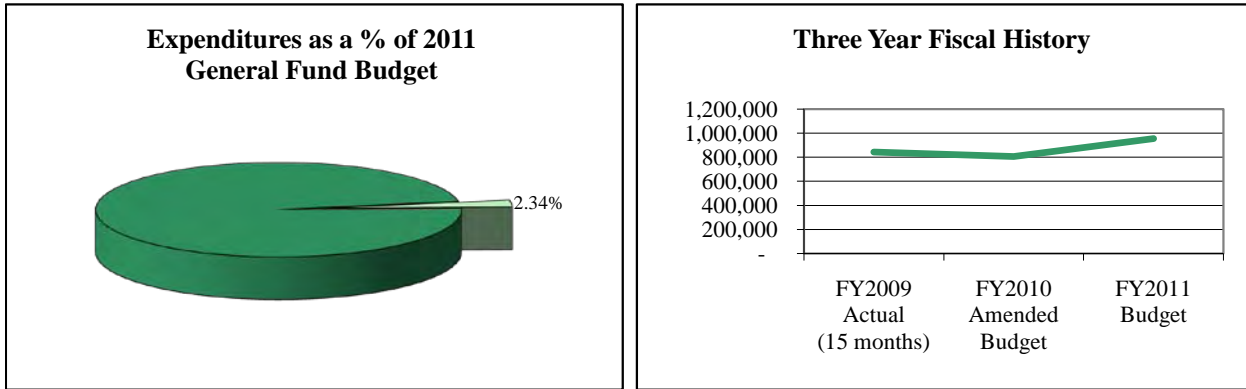
Village Manager (MIS Division) Organizational Chart

Fiscal Year 2011



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Manager (MIS Division)
Fiscal Year 2011**

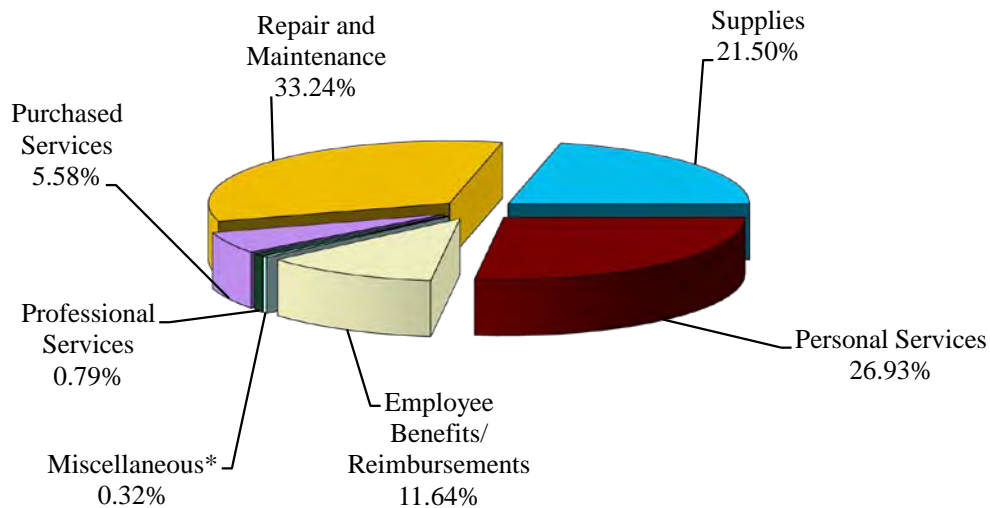


VILLAGE MANAGER (MIS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 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	1
TOTAL PART TIME PERSONNEL	1	1	1

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Manager (MIS Division) Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Utilities, Communication, Transportation, and Insurance.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 243,603	\$ 315,816	\$ 250,546	\$ 256,796
Employee Benefits	76,434	97,152	85,821	90,005
Employee Reimbursements	445	843	3,395	21,000
Professional Services	47,019	2,196	7,500	7,500
Utilities, Communication, Transportation	-	226	2,095	2,163
Purchased Services	40,675	59,892	57,476	53,262
Repair and Maintenance	250,360	291,929	276,551	317,033
Insurance	776	948	851	934
Supplies - General	173,347	67,999	111,004	200,051
Supplies - Repair & Maintenance	15,049	6,242	9,500	5,000
Capital	105,692	-	-	-
Total Expenditures	\$ 953,402	\$ 843,243	\$ 804,739	\$ 953,744

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Clerk Functions/Strategic Plan Goals

Fiscal Year 2011

DEPARTMENT MISSION:

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

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 GOALS:

- 1. Smart Village: By establishing environmentally friendly initiatives, the Clerk's Office will reduce costs to both the Village and the environment while cutting down on the time staff needs to copy and distribute various materials.**
 - **OBJECTIVE** – By March 2011, Daystar will install a proficient program for the paperless agenda, reducing the time it takes the Clerk's office to get this information out to Village staff and the public.
 - **PURPOSE** - Reducing the Village's environmental footprint, while eliminating the staff time necessary to copy and distribute various materials making the procedure more efficient and user friendly.
 - **PURPOSE** - Easier access to agenda items.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Clerk Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – By June 2011, roll out a beta trial to three trustees on a paperless agenda.
 - **PURPOSE** – To move completely away from printing agendas completely

- 2. **Increase Accessibility: Develop and implement innovative methods of sharing and accessing Village documents. Therefore, benefitting the Village by (1) decreasing the time necessary to conduct research for various projects and (2) allowing other departments to better work independently by making all documents immediately accessible.**
 - **OBJECTIVE** – By December of 2011, scan signed Contracts and Agreements and place in Legistar as an attachment.
 - **PURPOSE** - Increase search availability and allow all archived and preserved original documents to remain undisturbed.

 - **OBJECTIVE** – By December 2012, 100% of all Village ordinances, resolutions and committee and board minutes will be scanned and placed in Legistar.
 - **PURPOSE** – Increase search availability and allow all archived and preserved original documents to remain undisturbed.

 - **OBJECTIVE** – By December 2012, have trained all user departments on relevant databases in order to allow them to independently access necessary documents and records.
 - **PURPOSE** – Allows other departments to better work independently by allowing all documents to be immediately available.

- 3. **Record Keeping: The Clerk’s office ensures 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** – by August 2011, will have completed a compliance audit of all records kept by the Village Clerk’s office.
 - **PURPOSE** – To ensure that the Clerk’s office is in compliance with the “Local Records Act” (50 ILCS 205).

- 4. **Raise Awareness Campaign: Implement a Neighbors Helping Neighbors Campaign by drawing awareness to the ever changing needs of the Village of Orland Park’s seniors.**

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Village Clerk Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – By Spring of 2011, reach out to Village residents through a media campaign that would bring awareness of the need for volunteers to help seniors with grass cutting and/or snow removal and market program through the Police and Recreation Departments.
 - **PURPOSE** – To reach out to the Village of Orland Park residents to assist seniors in need of assistance.
 - **OBJECTIVE** – By September 2011, assemble and put into a database a list of volunteers for services being provided to seniors.
 - **PURPOSE** – To have immediate access of volunteers to assist seniors.
- 5. Create New Programs and Services: Develop new programs and seminars to best serve the needs of the residents of the Village of Orland Park.**
- **OBJECTIVE** – By December of 2012, develop two new programs, services or seminars that will meet the diverse and ever changing needs of Village residents.
 - **PURPOSE-** To allow the services provided by the Office of Special Services to evolve with the changing needs of the village community.
- 6. Expand on Existing Programs: Update Special Services Resource Guide. Expand on the Veterans Health and Information Fair for the spring or fall of 2011.**
- **OBJECTIVE** – By fall of 2011, have an up-to-date Resource Guide which can be distributed at our seminars or made available to residents who come into the village hall seeking resource information on different topics.
 - **PURPOSE** – Enable the Office of Special Services to provide accurate and up-to-date information to our residents. Reach out to Veterans and offer them health and information of interest to them.

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Clerk Performance Measures
Fiscal Year 2011**

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Number of Absentee Applications Processed	300	600	500
Number of Early Voters	2168	8,562	5,000
Number of Ordinances Processed	90	88	100
Number of Resolutions Processed	14	5	12
Number of Minutes Processed (Board and Committees)	98	88	100
Percent of Minutes Completed for Public Inspection	100%	100%	100%
Agendas Processed (Board and Committees)	98	88	100
Number of Intersection Solicitation Permits Issued	8	8	10
Number of Raffle Permits Issued	10	18	20

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

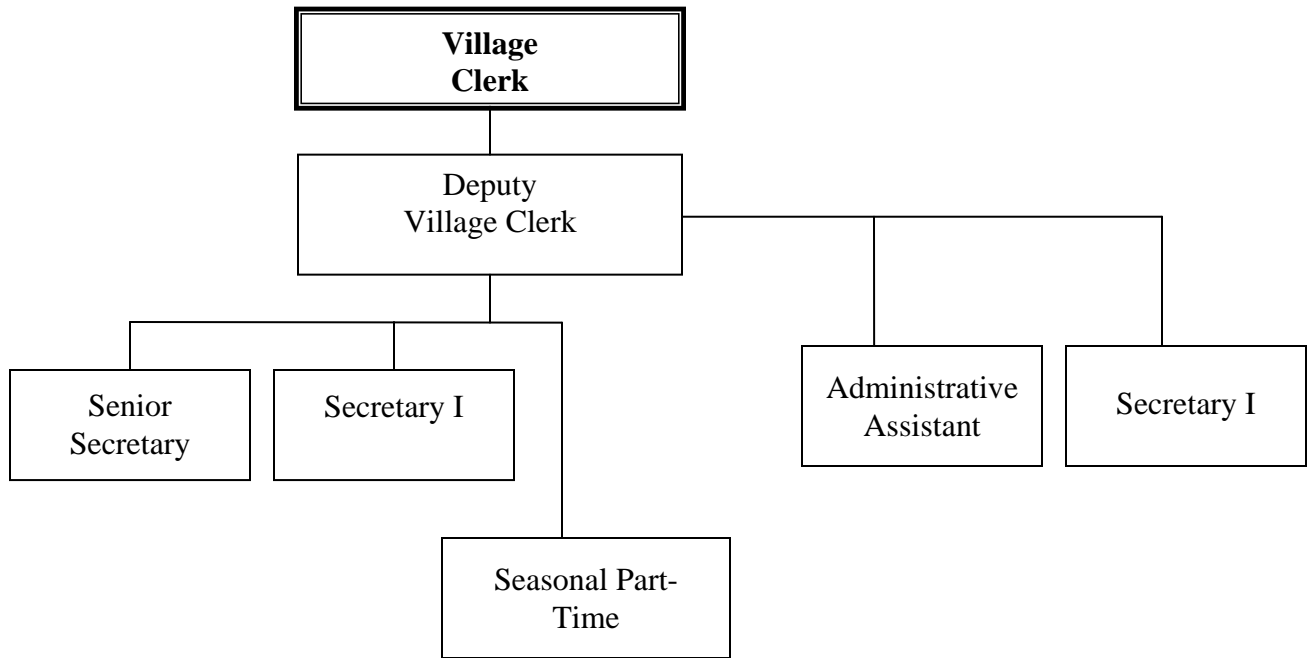
Village Clerk (Office of Special Services) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Passports Processed	1,610	1,501	2,000

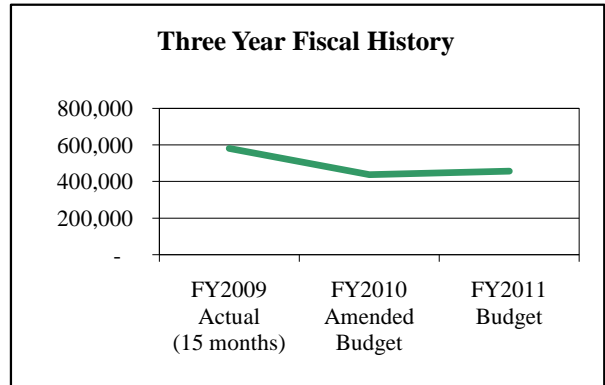
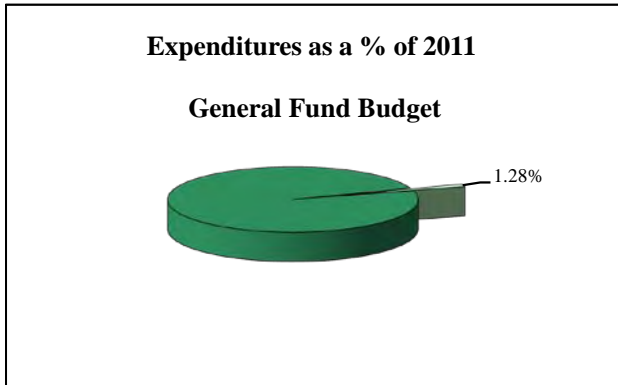
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Clerk Organizational Chart
Fiscal Year 2011**



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Clerk
Fiscal Year 2011**

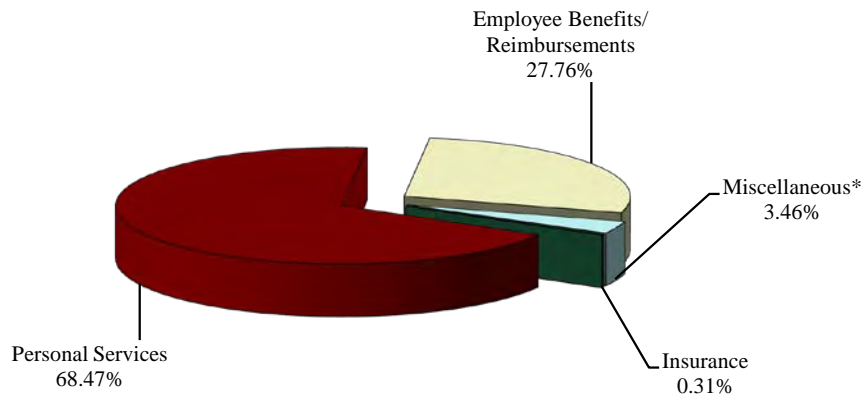


VILLAGE CLERK BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Deputy Village Clerk	1	1	1
Senior Secretary	1	1	1
Admin Assistant - Special Services	1	1	1
Secretary I	2	2	2
TOTAL FULL TIME PERSONNEL	5	5	5
PART TIME POSITION TITLE			
Seasonal Part-Time	1	1	1
TOTAL PART TIME PERSONNEL	1	1	1

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Village Clerk Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Utilities, Communication, Transportation, Repair & Maintenance, Supplies - General and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 312,705	\$ 388,703	\$ 298,065	\$ 313,166
Employee Benefits	98,930	136,563	115,985	125,701
Employee Reimbursements	6,738	13,992	1,350	1,251
Utilities, Communication, Transportation	2,845	2,542	3,915	3,875
Purchased Services	7,448	3,058	4,982	-
Repair & Maintenance	1,237	8,462	2,197	2,900
Insurance	40,428	21,403	1,320	1,435
Supplies - General	14,203	7,285	8,682	8,519
Capital Expense	26,217	-	-	-
Miscellaneous Expenses	1,076	48	777	529
Total Expenditures	\$ 511,828	\$ 582,056	\$ 437,273	\$ 457,376

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Finance Department Functions/Strategic Plan Goals

Fiscal Year 2011

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. We commit 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,
- sorting and distributing mail Village wide,
- 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.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Finance Department Functions/Strategic Plan Goals

Fiscal Year 2011

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 lot daily and permit parking, 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 GOALS:

1. Enhancing Customer Service: Enhance services to Village stakeholders through the use of available technologies.

- **OBJECTIVE** – By June 30, 2012, along with all other departments of the Village, complete implementation of a new enterprise management system.
 - **PURPOSE** – To increase the efficiency of Village internal operations and provide enhanced resident access to Village services.
- **OBJECTIVE** – By December 31, 2011, add on-line payment modules to the Village's website for payment of amounts due to the Village.
 - **PURPOSE** – To provide additional payment options to persons owing amounts to the Village in order to reduce the lag between billing and receipt of payment, as well as improve the efficiency of the Village's cash receipt processes.
- **OBJECTIVE** – To increase remittance of vendor purchase orders utilizing electronic fax delivery by 50%.
 - **PURPOSE** – To improve the efficiency of the purchasing/accounts payable functions, as well as reduce paper, toner and postage expenses.
- **OBJECTIVE** – By June 30, 2011, enroll at least 50% of the Village's frequently paid vendors in the electronic payment program.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Finance Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To reduce bank service fees related to check processing, as well as to improve the efficiency of the accounts payable function and reduce the amount of paper and toner used for check printing.
 - **OBJECTIVE** – Increase electronic submission of invoices directly to Accounts Payable to 30% of all vendors.
 - **PURPOSE** – To assist the Village with the future implementation of technology that will allow for the electronic attachment of invoices to purchase orders and accounts payable transactions.
 - **OBJECTIVE** – Implement all available upgrades to software utilized to operate the automated parking terminals at the Village’s Metra commuter parking lots.
 - **PURPOSE** – To ensure that commuters continue to utilize the Village’s commuter parking lots and that revenues received from daily parking fares are maximized.
- 2. Enhancing the Use of Technology: Increase the use of finance-related technologies by various Village departments.**
- **OBJECTIVE** – By March 31, 2011, increase the use of procurement cards by 50% for the purchase of repetitive and/or one-time purchases, as well as for the payment of utility bills and other recurring expenditures.
 - **PURPOSE** – To reduce the number of paper checks issued by the Village on a monthly basis, which will in turn reduce the amount of blank check stock, toner and postage used. To take advantage of rebate programs offered by current purchasing card vendors.
 - **OBJECTIVE** – By September 30, 2011, implement procedures to allow for electronic submission of salaried and hourly full time employee’s time sheets to Payroll. These procedures will be developed during the new financial management software implementation.
 - **PURPOSE** – Electronic submission of time sheets will increase the efficiency of the Village-wide payroll process and reduce the amount of paper and toner used by the various departments of the Village, thereby reducing the expense incurred by the Village to purchase these items.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Finance Department Functions/Strategic Plan Goals

Fiscal Year 2011

3. Capital Improvement Planning: Preparation and adoption of a comprehensive multi-year capital improvement plan.

- **OBJECTIVE** – Continuously update the Village’s Multi-Year Capital Improvement Plan (CIP) and obtain Board approval as part of the annual budget process.
 - **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.

4. Fiscal Responsibility: Strive for consistently proper management of the Village’s finances through the establishment and maintenance of effective financial policies and procedures, as well as sound accounting and internal control systems.

- **OBJECTIVE** – Deliver highly accurate, organized financial data to the Village’s financial statement auditors within sixty (60) days of each fiscal year end.
 - **PURPOSE** – To ensure the issuance of a high quality, timely Comprehensive Annual Financial Report (CAFR).
- **OBJECTIVE** – Issue complete, audited financial statements, containing an unqualified opinion, within six (6) months of each fiscal year end.
 - **PURPOSE** – To meet standards established by the Governmental Accounting Standards Board (GASB).
- **OBJECTIVE** – Continually streamline the annual budget process and increase departmental involvement in the entire budget process.
 - **PURPOSE** – To ensure passage of a complete accurate budget, while reducing subsequent budget adjustments, maintaining the strong financial position of the Village and providing exemplary services to citizens of the Village.
- **OBJECTIVE** – By June 30, 2011, issue Request for Proposals (RFP) for banking services.
 - **PURPOSE** – To ensure that the Village is taking advantage of the latest technologies and services available in the banking industry and obtaining these technologies and services at the lowest price available.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Finance Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – By June 30, 2011, provide refresher training to all Village departments on the various aspects of purchasing/bids/RFPs/contracts, etc.
 - **PURPOSE** – To provide all departments with the knowledge necessary to adhere to State statute/Village policy when procuring goods and services on behalf of the Village.
- **OBJECTIVE** – By December 31, 2011, complete or foster completion of an operational audit that will provide methods for reducing the cost 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.
- **OBJECTIVE** – By September 30, 2011, determine and implement best practices for managing Village-wide print/scan/fax processes.
 - **PURPOSE** – To ensure the Village is minimizing its costs related to print/scan/fax processes.
- **OBJECTIVE** – Continue efforts to reduce bad debt write-offs by 10% and increase collection of all outstanding invoices owed to the Village by 10%.
 - **PURPOSE** – To ensure the Village is collecting all funds owed from Village customers.

5. Smart Village “Green Initiative”: Continue to implement procedures that will allow for paperless processes and electronic sharing of information between the Finance Department and other Village departments.

- **OBJECTIVE** – Increase the number of employees who receive their paychecks via direct deposit, with a goal of 100% participation.
 - **PURPOSE** – To further streamline the payroll process and reduce the expense related to the issuance of paper checks.
- **OBJECTIVE** – Continuously establish department policies and practices for reducing the usage of paper, toner and other recyclable materials, as well as the use of electrical power.
 - **PURPOSE** – To show the department’s commitment to the Village’s overall “Green Initiative”.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Finance Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Continue to deliver all memos and other correspondence issued by the Finance Department via e-mail and or the Village’s intranet.
 - **PURPOSE** – Electronic delivery of memos and other correspondence issued by the Finance Department will reduce the amount of paper and toner used by the department, thereby reducing the expense incurred by the Village to purchase these items.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Finance Department Performance Measures

Fiscal Year 2011

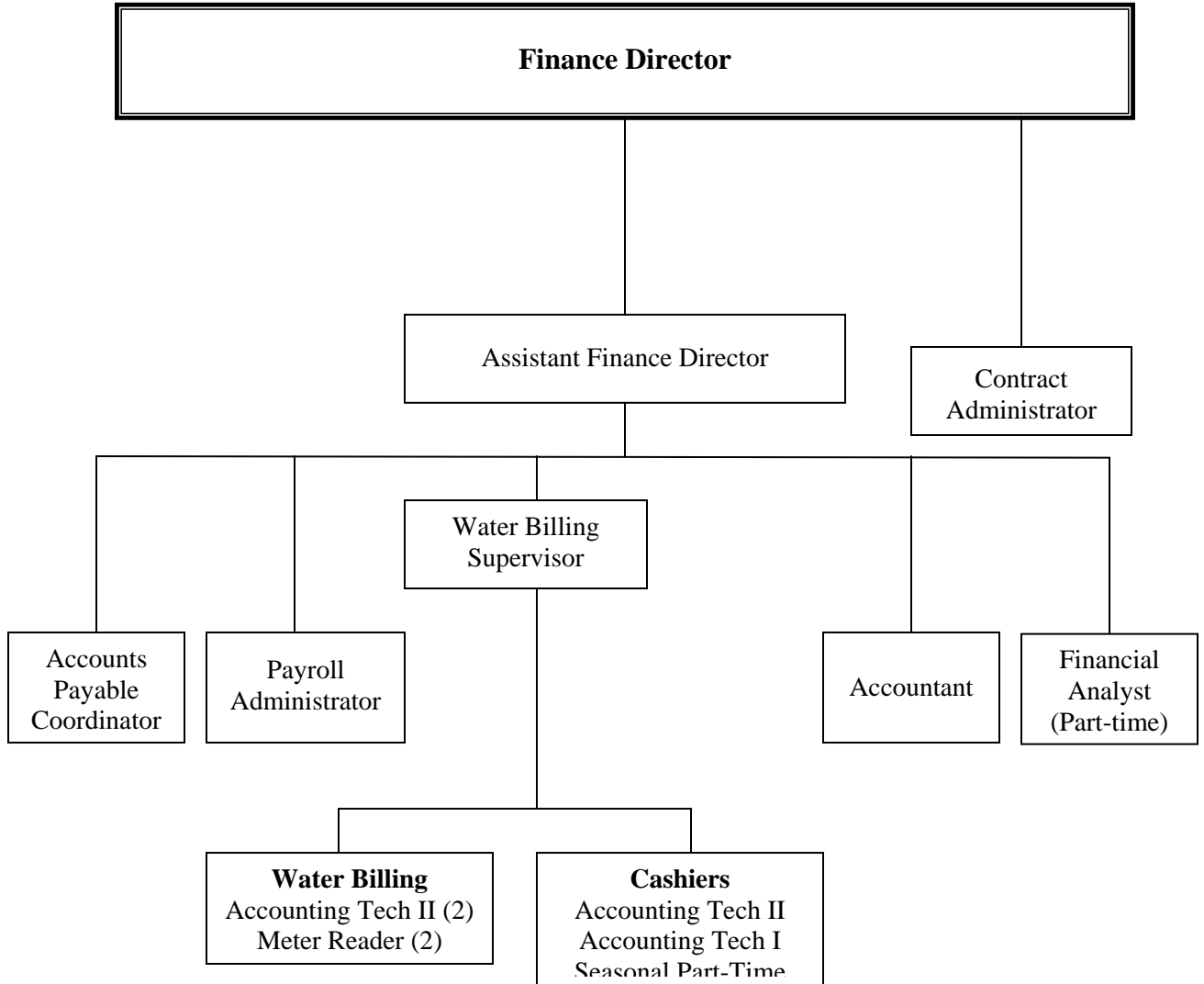
MEASURE	(15 months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Number of water/sewer/refuse bills produced	173,222	137,654	137,700
Number of vehicle stickers sold	43,400	3,300	45,000
Number of payroll checks issued	4,805	2,844	2,500
Percent of time that bank statements are reconciled to general ledger cash balances within 30 days of receipt of the bank statements.	50%	50%	100%
Number of accounts payable checks issued	14,113	10,399	9,757
Number of tax rebate checks issued and processed	18,339	N/A	N/A
Number of purchase orders created	5,035	3,617	3,255
Number of accounts payable direct deposits issued	2,919	2,566	3,208
Number of payroll direct deposits issued	17,188	13,549	15,000

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

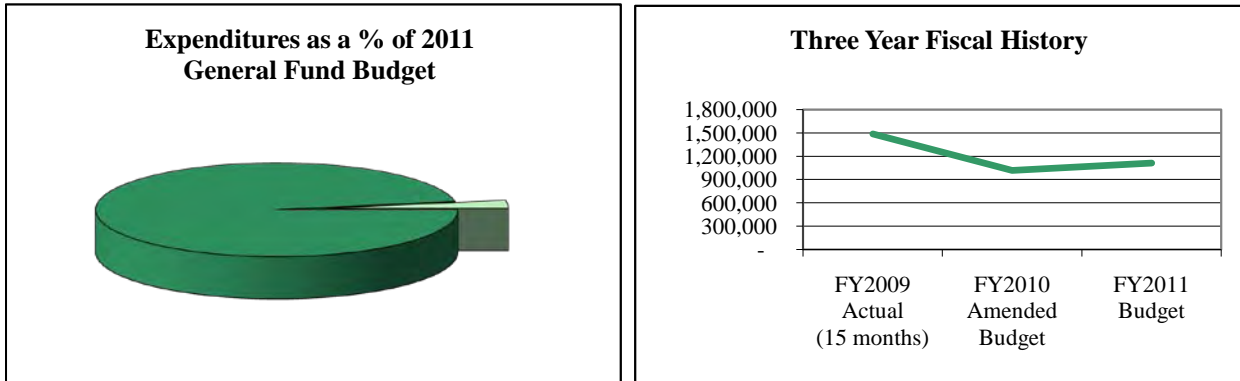
Finance Department Organizational Chart

Fiscal Year 2011



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Finance Department
Fiscal Year 2011**

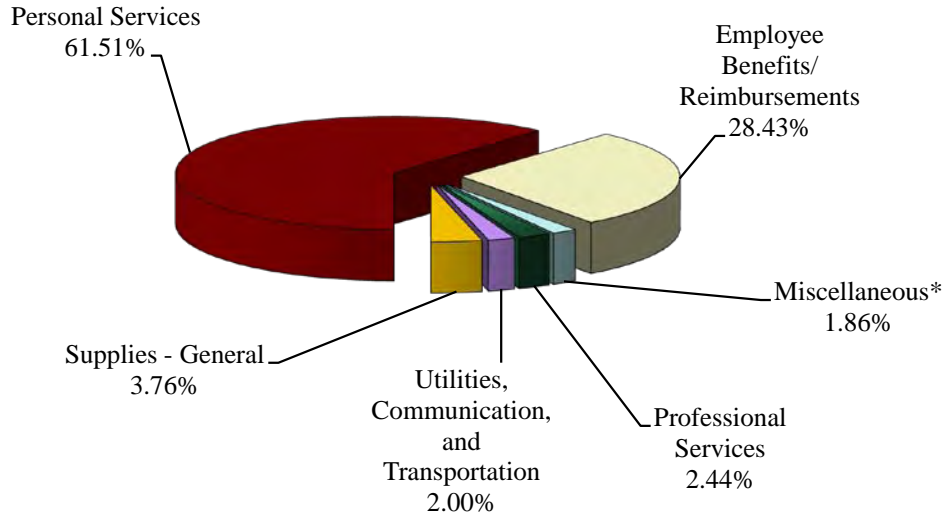


FINANCE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 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
Administrative Assistant	1	0	0
Accountant	1	1	1
Accounts Payable Coordinator	0.8	1	1
Purchasing Coordinator	1	0	0
Accounting Technician I	2	2	1
Accounting Technician II	0	0	1
Payroll Administrator	1	1	1
TOTAL FULL TIME PERSONNEL	10.3	8.5	8.5
PART TIME POSITION TITLE			
Financial Analyst	1	1	1
Seasonal Part-Time	2	1	3
Clerical / Cashier	2	0	0
TOTAL PART TIME PERSONNEL	5	2	4

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Finance Department Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Repair & Maintenance, Rent, Purchased Services, Insurance, and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 774,228	\$ 995,922	\$ 643,474	\$ 683,660
Employee Benefits	275,330	350,595	283,827	305,015
Employee Reimbursements	10,766	12,865	11,013	10,930
Credit & Collection	50	-	-	-
Professional Services	20,670	17,963	24,490	27,115
Utilities, Communication, Transportation	10,656	21,021	13,296	22,190
Purchased Services	5,669	8,910	4,317	6,754
Repair & Maintenance	3,794	3,304	4,525	3,400
Rent	6,012	7,515	6,012	6,012
Insurance	3,078	24,009	3,001	3,349
Supplies - General	27,285	39,315	24,313	41,813
Other Commodities	221	108	-	-
Miscellaneous Expenses	9,632	4,486	-	1,200
Total Expenditures	\$ 1,147,391	\$ 1,486,013	\$ 1,018,268	\$ 1,111,438

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Officials Functions/Accomplishments/Goals

Fiscal Year 2011

DEPARTMENT FUNCTIONS:

The Mayor and Trustees, “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 focused on the following areas:

- ❖ Public Safety
- ❖ Public Works and Engineering
- ❖ Parks, Recreation and Environmental Initiatives
- ❖ Finance
- ❖ Community Events and Outreach
- ❖ Development Services and Planning

Each Committee consists of three Board members, one acting as chairperson. The Village Officials hold regular meetings twice monthly, Committee meetings 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, developers and others from outside the Village.

ACCOMPLISHMENTS:

During the past year, the Officials have led the way for creation and/or completion of the following projects in Orland Park:

- Worked with staff, the Illinois Department of Transportation (IDOT), and the Cook County Highway Department to move various road projects forward. Officials assisted by setting policy to direct the design and construction of road improvement projects throughout Orland Park.
- Represented the Village of Orland Park and other regional communities on the Chicago Metropolitan Agency for Planning’s Regional Water Supply Planning Group to create an action plan for managing water resources through the year 2050.
- Worked with local, state, and federal representatives to improve the quality of life for residents, obtain funding for public works projects and support programs, and safeguard the public interest.
- Preserved open lands in Orland Park by continuing to raise money for the purchase of land within the Village and purchasing property to be preserved in key areas of the Village.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Officials Functions/Accomplishments/Goals

Fiscal Year 2011

- Conducted informational campaigns to inform the public on issues of energy and water conservation, the importance of participating in the 2010 U.S. Census, and health and safety issues.
- Continued the Village's water conservation program to conserve drinking water, preserve fire protection capabilities and ensure the availability of water throughout the Village during the summer months.
- Continued the Art in the Park program which funds art projects such as sculptures and art displays to enhance the Village's open space. Public art adds to the pride that residents take in the community, improves the experience of public spaces and serves to celebrate our identity as a community.
- Continued the military assistance program, C.A.R.E. This program, available to head-of-household activated military residents, includes waving water bills, two complimentary vehicle stickers, a complimentary pool pass and a Sportsplex membership.
- Promoted Smart Living Orland Park, a comprehensive green initiative for the entire community. Smart Living Orland Park is comprised of five components, including Smart Neighborhood, Smart Living, Smart Business, Smart Village and Smart Codes. The five part plan is encompassed within the Village's ECOMAP, Energy Efficiency and Conservation Municipal Action Plan.
- Provided high-quality village-wide special events to the residents of the Village and surrounding communities. These events include the Taste of Orland, Farmer's Market, Open Lands of Orland Park Garden Walk, Garden Contest, Art in the Park/Open Lands Golf Outing, Open Lands of Orland Park Ride 'n' Tie Race, Chef's Auction, Independence Spectacular, as well as many other events offered through the Recreation Department.
- Continued to increase convenient services to our Village residents through partnerships with other agencies. By working with state agencies, the Officials host a permanent Veteran's Affairs office and an Illinois Secretary of State Driver Services express facility at the Village Hall
- Continued the parkway tree replacement program to enhance the appearance of the Village. The trees are planted in parkways or right-of-ways where there are missing and/or dead trees in the Village.
- Funded the Neighborhood Resurfacing Program to resurface neighborhood Village roads based upon both a maintenance schedule and road conditions criteria.
- Collaborated with five other municipalities along the 159th Street Corridor to begin the process of creating a long-term vision for physical improvements and a common marketing strategy for 159th Street. This plan was completed in June 2010.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Officials Functions/Accomplishments/Goals

Fiscal Year 2011

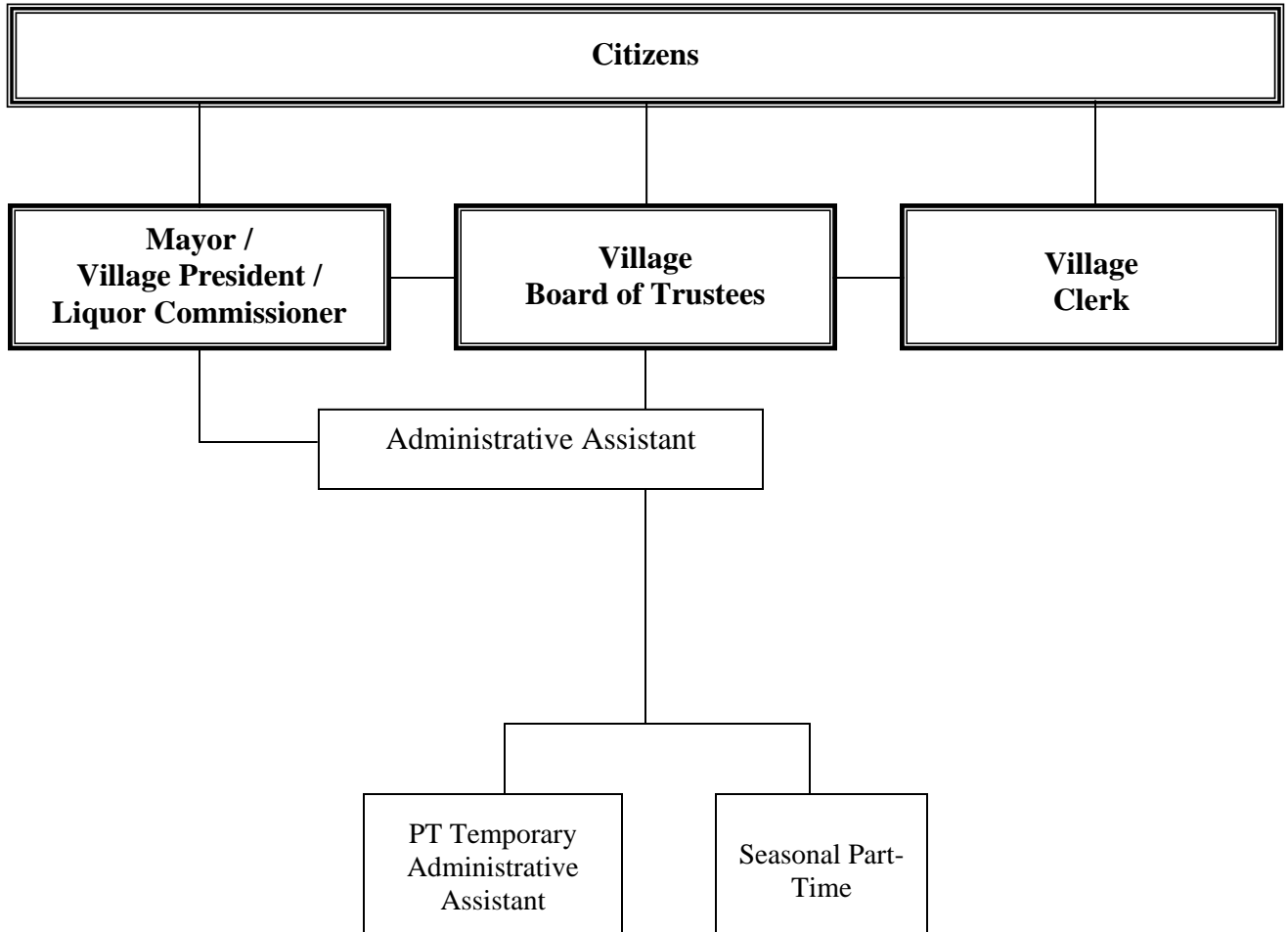
GOALS:

During FY2011, the Officials will continue to set goals and objectives of the Village throughout the year and continue to oversee the following important projects:

- Maintain fiscally sound management of Village services and assets; utilizing modern principals of analysis and review to inform policy decisions.
- Implement the Capital Improvement Plan of the Village. The Capital Improvement Plan is a comprehensive list of major public improvement projects planned over the next five years. The plan summarizes all major capital expenditures, including a description of the project, the financial requirements of the project and the financial resources. This plan provides an effective method for the Village to attain long-range capital investment goals within the financial capabilities of the Village.
- Continue work on projects that improve transportation and other public infrastructure systems, enhance public spaces, provide amenities to the community, and increase quality of life.
- Advance in the creation of a new and inspirational downtown for Orland Park. This development will bring a sense of place to the thriving retail corridor.
- Provide high quality special events and programs to the residents of the Village. These activities offer residents the opportunity to come together as a community. A new event is being made available through a grant with the City Lights Orchestra in July 2011.
- Demonstrate leadership in sustainable initiatives to improve the quality of life of all residents and the economic viability of all businesses.

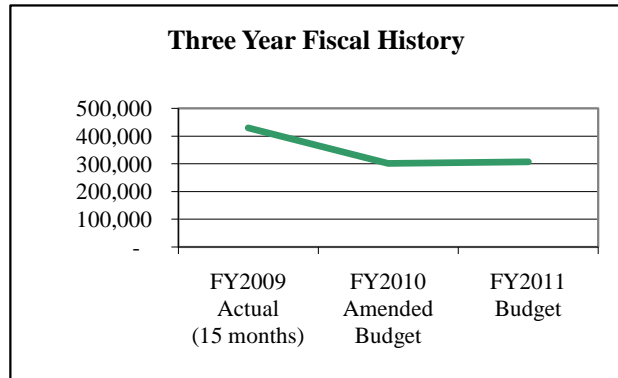
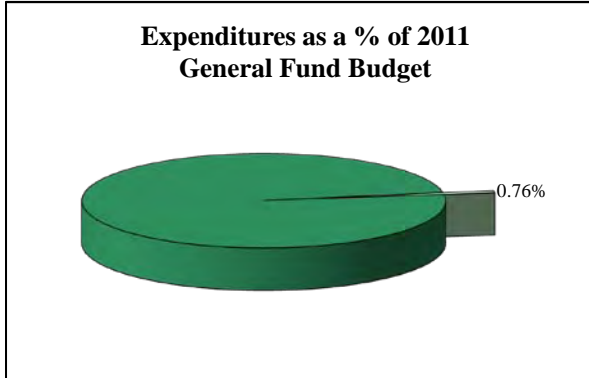
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Officials Organizational Chart
Fiscal Year 2011**



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Officials
Fiscal Year 2011**

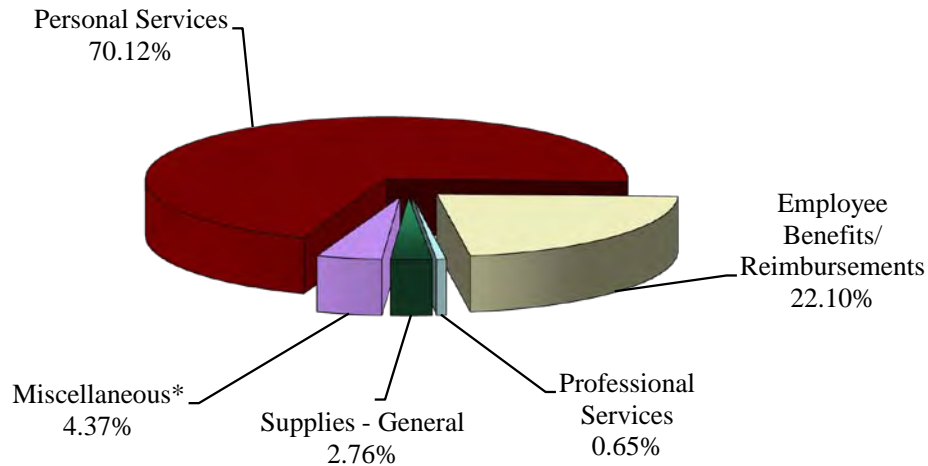


OFFICIALS BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Assistant to the Mayor	1	0	0
Administrative Assistant	1	1	1
TOTAL FULL TIME PERSONNEL	2	1	1
PART TIME POSITION TITLE			
Mayor	1	1	1
Village Clerk	1	1	1
Trustees	6	6	6
Temporary Administrative Assistant	1	1	1
Seasonal Part-Time	1	1	1
TOTAL PART TIME PERSONNEL	10	10	10

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Officials Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Utilities, Communication, Transportation, Repair and Maintenance, Insurance, and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 238,264	\$ 251,831	\$ 212,549	\$ 215,490
Employee Benefits	57,454	59,534	51,974	54,405
Employee Reimbursements	45,288	51,199	13,092	13,518
Professional Services	849,114	2,607	2,000	2,000
Utilities, Communication, Transportation	15,480	9,417	1,350	1,000
Purchased Services	3,922	4,457	-	-
Repair and Maintenance	432	135	216	97
Rent	-	-	-	-
Insurance	1,232	1,493	1,238	1,498
Supplies - General	35,196	42,106	8,868	8,486
Miscellaneous Expenses	35,120	6,387	10,020	10,820
Total Expenditures	\$ 1,281,503	\$ 429,166	\$ 301,307	\$ 307,314

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Boards, Commissions, and Community Events

Fiscal Year 2011

- ***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

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Boards, Commissions, and Community Events

Fiscal Year 2011

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 and serve for a period of one year.

- ***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.

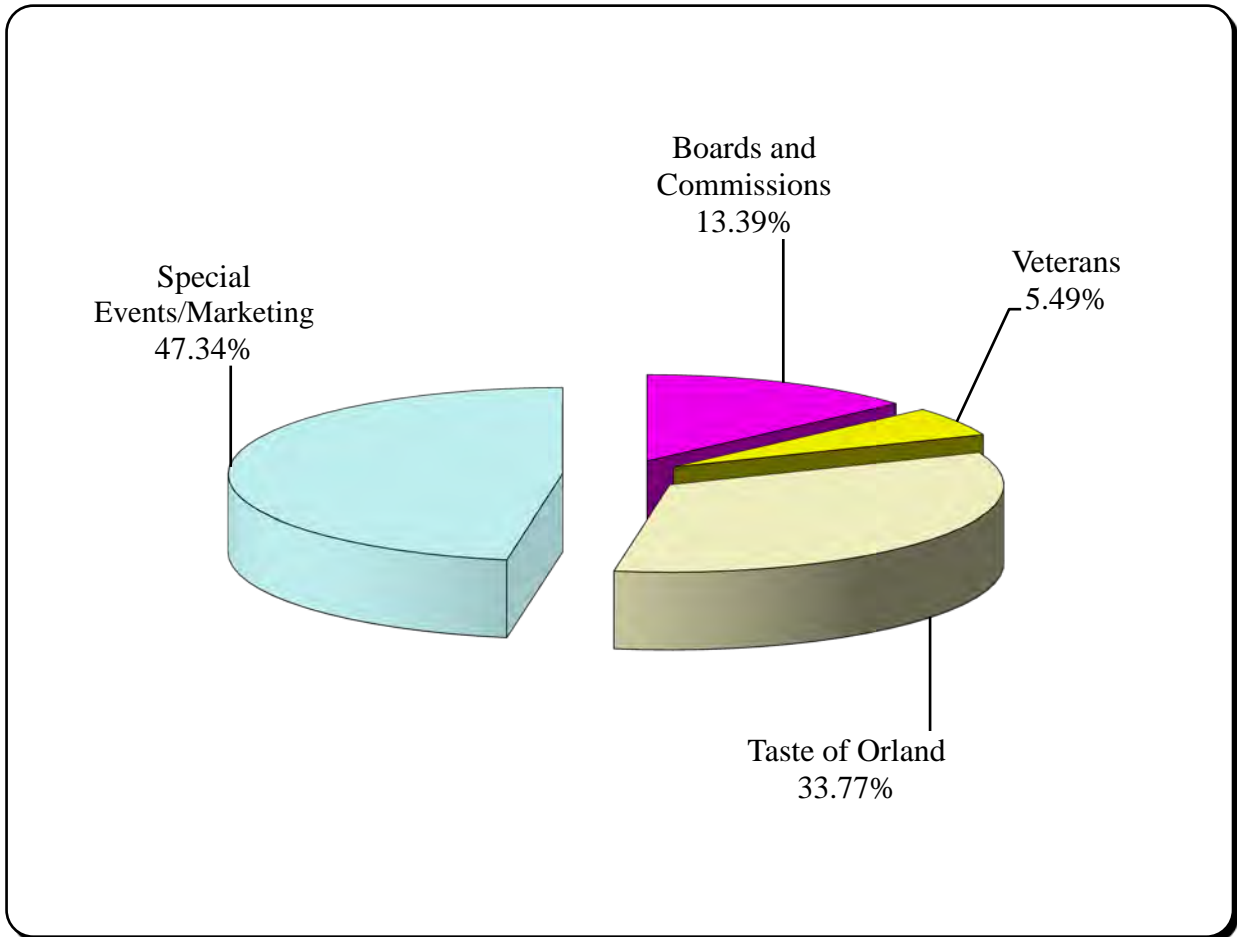
- ***Special Events/Marketing***

This division accounts for community wide special events such as the July 4th festivities, Farmers Market and Art in the Park. These special events were previously accounted for in various different departments and funds. This division also accounts for the advertisement and marketing of these community wide events.

VILLAGE OF ORLAND PARK, ILLINOIS

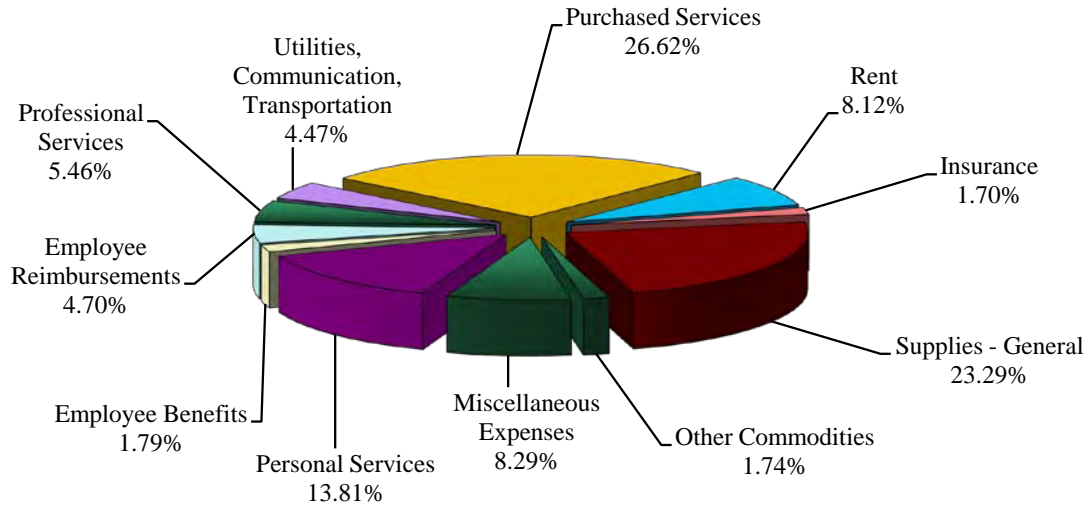
**General Fund
Board and Commissions Expenditure Summary
Fiscal Year 2011**

The Boards, Commissions, and Community Events Departments as a total of the General Fund are less than 2% of the overall budget.



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Board and Commissions Expenditure Summary
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 121,846	\$ 63,865	\$ 60,128	\$ 61,339
Employee Benefits	13,719	7,803	7,642	7,952
Employee Reimbursements	28,074	14,828	22,100	20,850
Professional Services	74,550	65,755	31,516	24,256
Utilities, Communication, Transportation	20,162	15,954	19,729	19,828
Purchased Services	161,450	140,653	98,084	118,223
Rent	37,177	35,831	37,245	36,077
Insurance	-	-	-	7,530
Supplies - General	152,881	199,491	109,282	103,445
Other Commodities	4,535	7,009	7,431	7,745
Miscellaneous Expenses	140,492	63,469	59,081	36,823
Total Expenditures	\$ 754,886	\$ 614,658	\$ 452,238	\$ 444,068

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services Mission

Fiscal Year 2011

DEPARTMENT MISSION:

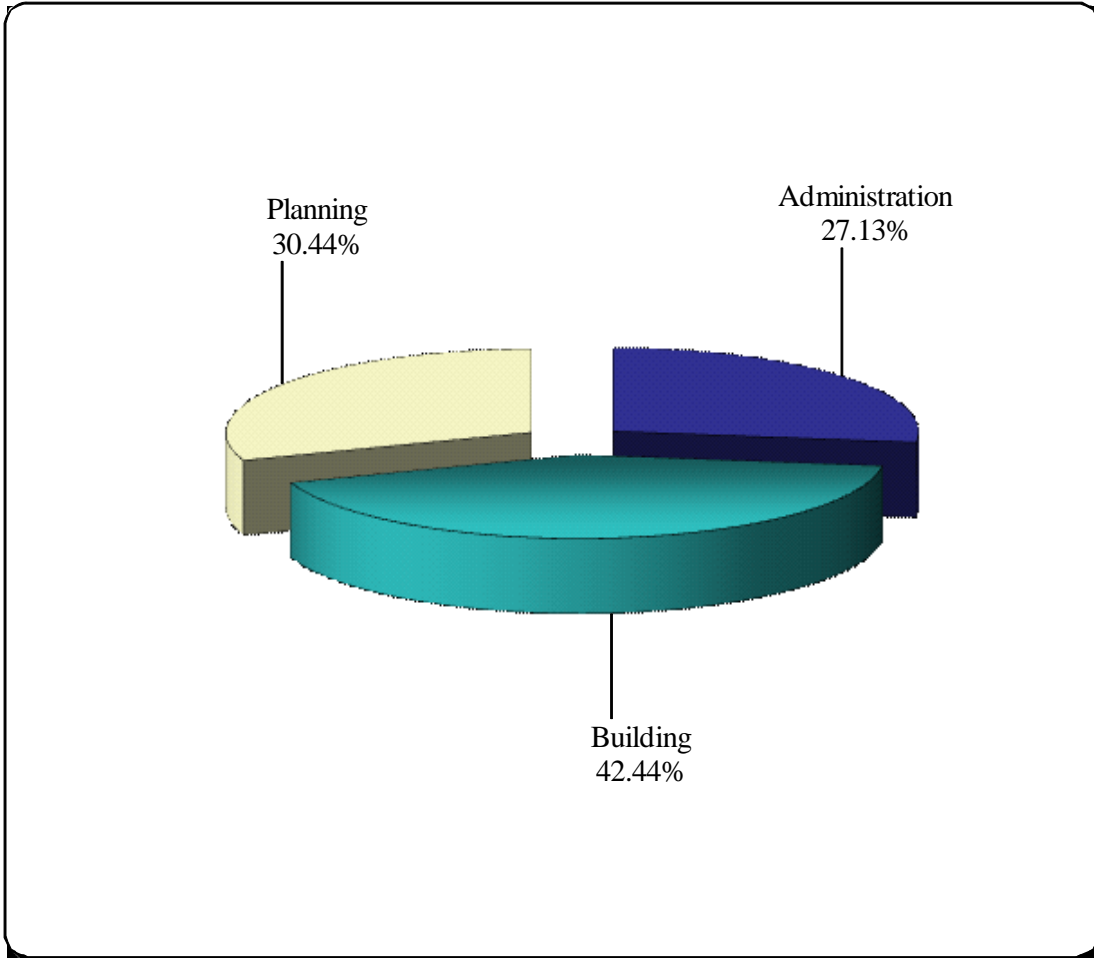
Improve the Village of Orland Park's quality of life by enhancing the community through long-term planning, development design review, building regulations, and property maintenance.

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

VILLAGE OF ORLAND PARK, ILLINOIS

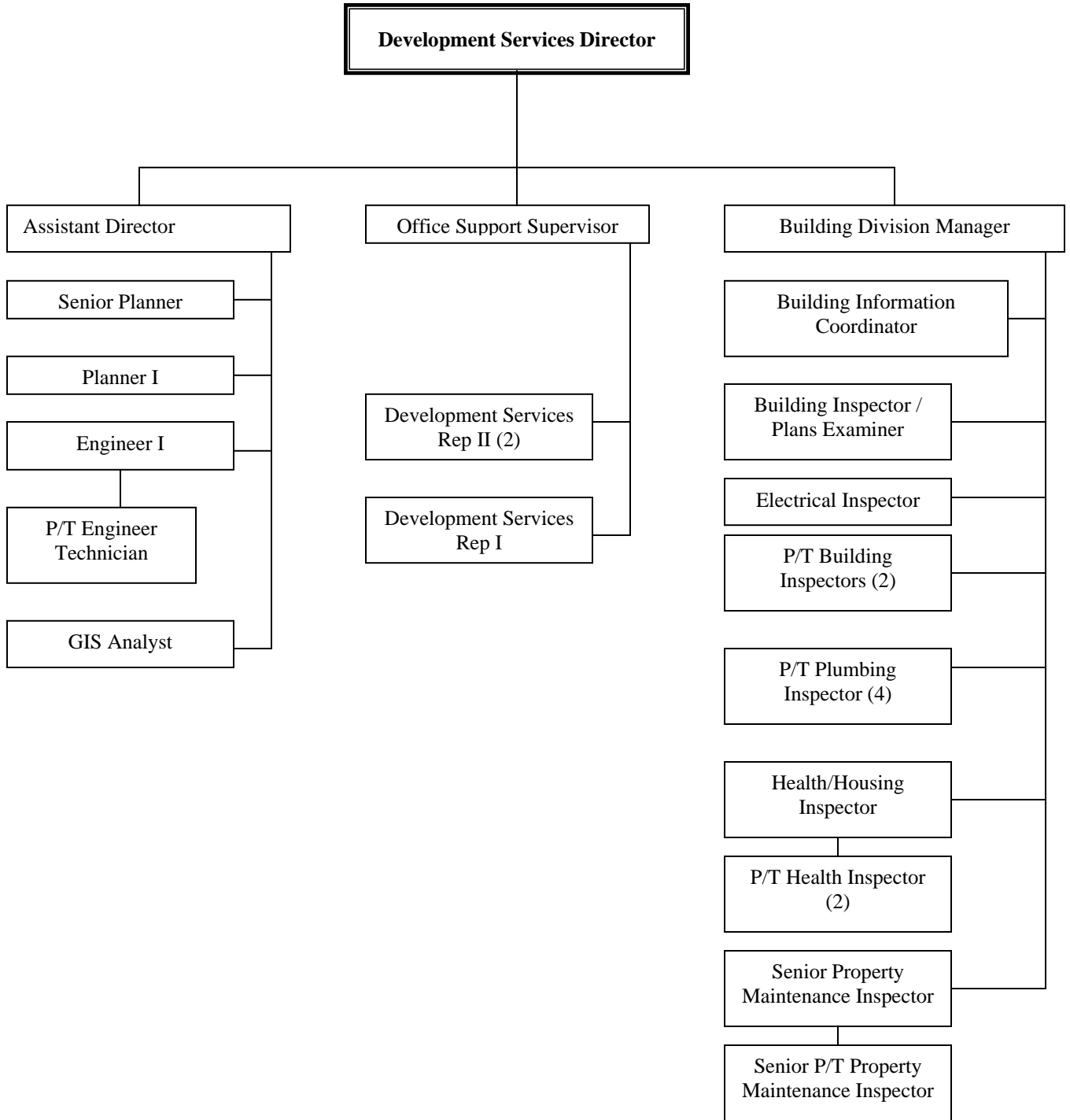
**General Fund
Development Services Expenditures by Division
Fiscal Year 2011**

The Development Services Department represents 5.80% of the overall General Fund budget. The Department is broken down into three divisions: Administration, Building, and Planning and Engineering.



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Development Services Organizational Chart
Fiscal Year 2011**



VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Administration Division) Functions/Strategic Plan Goals Fiscal Year 2011

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, 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 GOALS:

- 1. Provide timely, comprehensive, and technically supported programs to track and process all information required to complete departmental tasks, thoroughly and efficiently.**
 - **OBJECTIVE** – By end of second quarter 2012 complete capabilities and utilization analysis of new Innoprise software to ensure departments are using available modules to their fullest potential.
 - **PURPOSE** – Will allow departments to have information available electronically to better perform tasks, improve communication between departments, and provide the most up to date information and access to development projects. Will provide for efficient and effective performance of job responsibilities, across departments.
 - **OBJECTIVE** – Set up and use Planning/Permit Approval Tracking steps in the Innoprise Software by the end of third quarter 2011. Set up training curriculum and classes for all departments by the end of 2011.
 - **PURPOSE** – Will allow accurate review and approval by all required inter-departmental personnel before permits can be issued.
 - **OBJECTIVE** – Complete set up of electrical registration process in NaviLine through the Generic Inspection Module by end of first quarter 2011.
 - **PURPOSE** – Will provide accurate tracking, invoicing, and certificate issuing for our electrical testing/registration program.
 - **OBJECTIVE** – Achieve full utilization of Innoprise System for tracking and issuing all permit and inspection documents by end of 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

**Development Services (Administration Division) Functions/Strategic Plan Goals
Fiscal Year 2011**

- **PURPOSE** – Will provide easy access to plan reviews, permit inspections, code enforcement inspection, code violations, and certificate of occupancies.

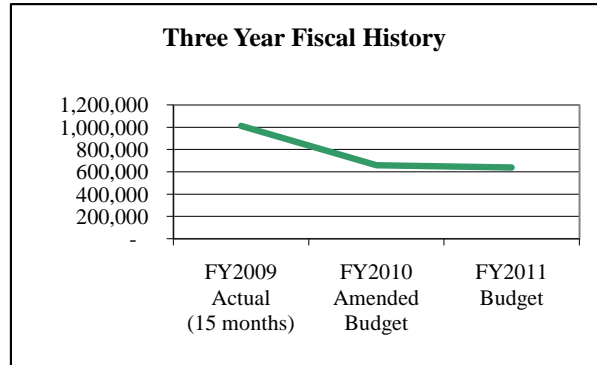
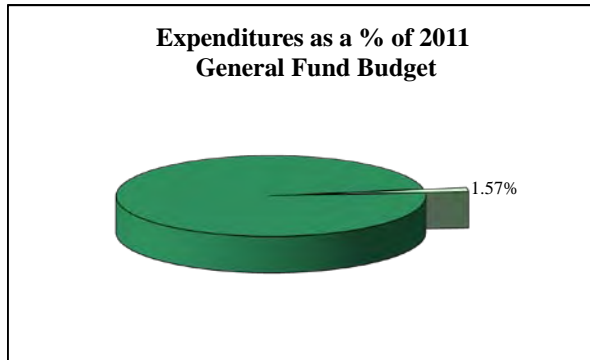
- 2. Productivity/Customer Service - Provide a comprehensive departmental operating procedure manual to enhance/improve consistency and customer service.**
 - **OBJECTIVE** – Compile a complete source of information outlining procedures for all duties of department. This is an ongoing project for 2011 and first half of 2012. Completion dependant on success of installation of new Village wide Innoprise system.
 - **PURPOSE-** To serve as a source of information and direction to enable staff to complete all tasks and services efficiently and correctly.

- 3. Productivity/Customer Service – Continue to Improve and Develop Department Website.**
 - **OBJECTIVE** – Develop new ways to reach out to the community. Create new application of uses for Village website, such as interactive forms and permit submittals. Start by accepting sign permit applications online by second quarter 2011.
 - **PURPOSE** – To provide better service to our residents, developers, and contractors.

- 4. Complete flow chart/process mapping regarding fee processing via new Innoprise Software by the end of 2011.**
 - **OBJECTIVE** – Prepare Gantt Charts/flow charts to determine organizational structure and procedures for all plan review, permit, and impact fees before FY2012.
 - **PURPOSE** – To automate permit calculations and minimize errors in miscalculations and omissions of required fees.

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Development Services (Administration Division)
Fiscal Year 2011**

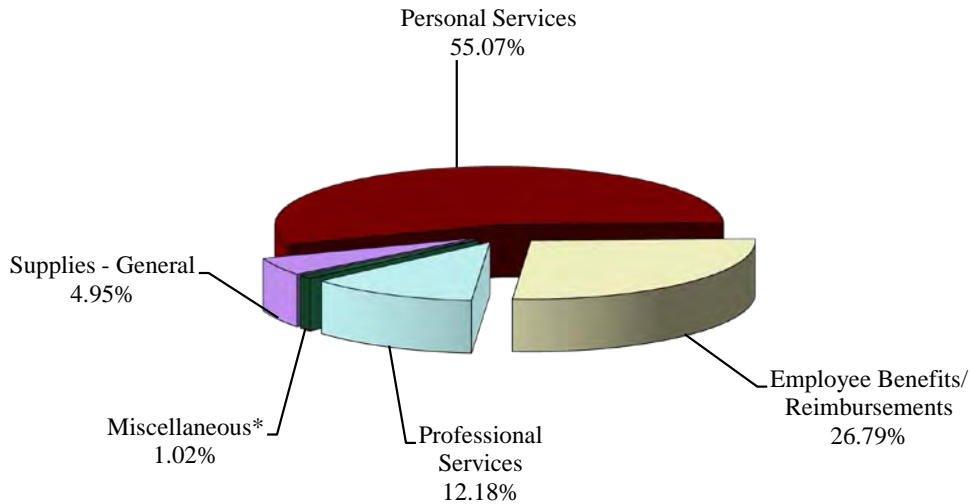


DEVELOPMENT SERVICES (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Development Services Director	1	1	1
Office Support Supervisor	1	1	1
Technical Support Assistant	1	0	0
Senior Secretary	1	0	0
Secretary I	1	0	0
Secretary II	3	0	0
Development Services Representative	0	1	1
Development Services Representative II	0	2	2
TOTAL FULL TIME PERSONNEL	8	5	5
PART TIME POSITION TITLE			
Intern / Undergrad	1	0	0
TOTAL PART TIME PERSONNEL	1	0	0

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Development Services (Administration Division) Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Utilities, Communication, Transportation, Purchased Services, Repair & Maintenance, and Insurance.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 490,919	\$ 609,792	\$ 334,603	\$ 352,762
Employee Benefits	158,546	190,265	144,339	158,886
Employee Reimbursements	14,878	13,198	13,050	12,700
Professional Services	103,903	158,645	126,258	78,000
Utilities, Communication, Transportation	962	296	1,915	1,421
Purchased Services	337	282	337	337
Repair & Maintenance	4,201	3,912	2,356	2,363
Insurance	4,052	3,412	2,392	2,422
Supplies - General	61,102	32,923	34,374	31,686
Total Expenditures	\$ 838,900	\$ 1,012,725	\$ 659,624	\$ 640,577

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Building Division) Functions/Strategic Plan Goals

Fiscal Year 2011

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 Standards 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 device, billiard parlor operator licenses, and tobacco licenses.
- Issues permits for new construction of buildings, additions, alterations, and renovations for 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 issued 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 at any time for building damages resulting from fires, vehicle accidents, weather and storm damage, and fire sprinkler activations.
- Inspects and licenses new and existing rental housing units and buildings to conform with the Village's "Rental Housing Code" in Title 5 Chapter 8 of the Village Code.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Building Division) Functions/Strategic Plan Goals

Fiscal Year 2011

STRATEGIC PLAN GOALS:

- 1. Update Ordinances for buildings, including the addition of Green standards, construction, rental housing and the Property Maintenance Codes.**
 - **OBJECTIVE** – Revise and adopt the 2009 Model Building Code into the Village Code with amendments before January 31, 2011.
 - **PURPOSE** – To analyze older restrictive rules and adopt updated standards in the Village Code. Allow for new methods and materials for construction while maintaining Village quality standards.
 - **OBJECTIVE** – Implement Energy Building Standards (IECC) and promote conservation in new and existing buildings.
 - **PURPOSE** – Promote energy cost reduction and conservation by:
 - Educating the public on benefits for reducing the energy costs within buildings.
 - Supporting the use of active and passive solar and geothermal heating sources through reductions in Village fees.
 - Reducing the need for watering through drought tolerant landscaping.
 - Lowering electric utility bills with the use of energy star rated fixtures and equipment.
 - Using recycled and sustainable construction materials.
 - Accessing and preserving open (public) spaces.
 - **OBJECTIVE** - Update the Mechanical Code with Village amendments by May 31, 2011.
 - **PURPOSE** – Add Green building standards within the mechanical codes to agree with the building code (“energy star” equipment).
 - **OBJECTIVE** – Adopt the 2009 Property Maintenance Code with amendment, including referencing the new Rental Housing Code by end of 2011.
 - **PURPOSE** – Unify the eight adopted codes for a legal cross-reference of amendments in the Village Code Title 5’s chapters.
 - **OBJECTIVE** – Update to the 2011 National Electrical Code by June 30, 2011.
 - **PURPOSE** – Maintain electrical standards in the Village Code using a current edition of the National standard.
- 2. Provide continuing education for professional staff to ensure building safety and to protect users and residents.**

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Building Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Achieve and maintain 75% of all relevant professional certifications within three years. Add multiple code certifications to inspectors.
 - **PURPOSE**- Promote safer living environments and lower chances of environmental and building hazards.

 - **OBJECTIVE** – Offer customer service and public speaking/interaction training for staff by the end of 2011.
 - **PURPOSE** - Positive communication methods with the public will reduce complaints and legal actions from Village enforcement staff.

 - **OBJECTIVE** – Create and maintain a list of qualified and available back-up services for each employee during extended absences for illnesses or times for personnel needs.
 - **PURPOSE** – Will enhance and improve customer service and Village response times to the public.
- 3. Continued enforcement and compliance for all buildings used as rental housing within the Village. Prepare for the 2012 tri-annual inspection process.**
- **OBJECTIVE** – Finalize and update database of all buildings, owners, and tenants where rental housing units exist by June 2011. Incorporate database into Village’s new Innoprise system.
 - **PURPOSE** – Effective enforcement of the rental housing inspection program
- 4. Comprise a detailed inventory for all specific tasks performed within the Building Division’s operations, by position, by December, 2011.**
- **OBJECTIVE** – Develop a spreadsheet listing each position’s actions and responsibilities.
Examples: Commercial, Residential building, plumbing, electrical, mechanical, and health plan review and inspections, Certificates of Occupancy, permit records and archiving plans, Business License, computer recording, Complaint responses, certification education, public meetings with owners, architects, Village special tasks (Special Events, Commercial vacancies, Open Lands infractions)
 - **PURPOSE**- Better coordination and direction of work within Department. Also will promote cross-training opportunities between positions.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

**Development Services (Building Division) Functions/Strategic Plan Goals
Fiscal Year 2011**

5. Establish a public, comprehensive list of responsibilities by department, on a Village-wide basis, by December 1, 2011. This goal will require cooperation from other Village departments.

(Examples: private pond maintenance. Changes in approved site grading.)

- **OBJECTIVE** – Create a computer program file to consolidate each department’s responsibility on public services required.
 - **PURPOSE** – Eliminate confusion with an accessible accurate list of tasks for directing staff and the public on requests. Includes direction to the State of Illinois, County, MWRD, School and Fire Districts for services.

6. Ensure the accuracy and consistency of assigned permit fees, including the State’s required conservation code. Incorporate into the Village’s new Innoprise system.

- **OBJECTIVE** – Train employees on new permit fees for new codes (i.e. conservation code). Incorporate into the Village’s new Innoprise system.
 - **PURPOSE** - Support the division’s staff for services performed.

7. Provide clarity in responsibility regarding enforcement of the Health Code within the Village.

- **OBJECTIVE** – Create a spreadsheet showing jurisdictional responsibilities for each subject in the State Health Code. Examples: Food establishments, disease control, food borne illness, animals, biological & chemical and personal health etc. by end of 2011.
 - **PURPOSE**- To inform the Village and public in understanding the variety of inspections by different governing bodies
- **OBJECTIVE**–Analyze and clearly define all additional services and responsibilities performed within the Health function by end of 2011.
 - **PURPOSE** – Quantify and qualify the level of services now being provided by the department and Village.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

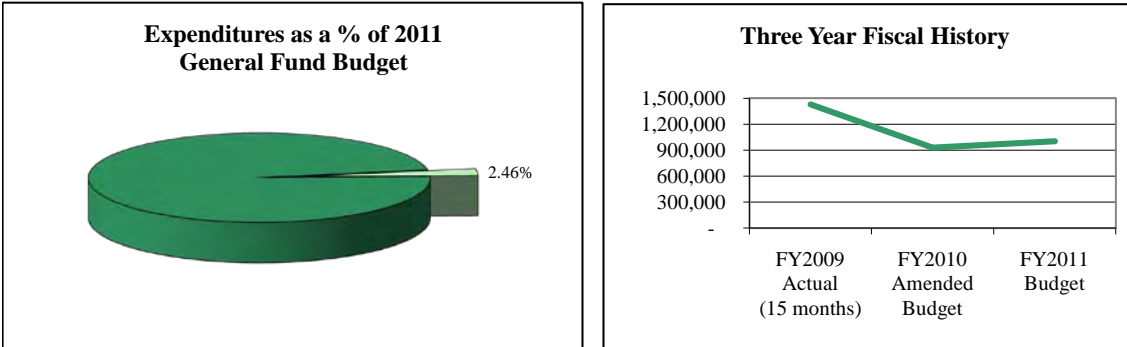
Development Services (Building Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Percent of eligible businesses currently operating that have paid current business license tax	100%	100%	100%
Percent of Hearings concluded within 90 days of filing	100%	100%	100%
Percent of license applications processed as specified	100%	100%	100%
Percent of building permits processed within a 14 day period	90%	80%	80%
Percent of follow-ups completed within 60 days	95%	95%	100%
Number of single-family permits issued detached	9	19	20
Number of multi-family permits issued (Townhomes and Condominiums)	0	0	0
Number of single family additions/garages/carports	23	20	25
Inground swimming pool permits issued	7	11	12
Misc. residential minor permits (decks, sheds, exterior work, etc.)	1,176	1,313	1,350
Number of new commercial building permits	3	8	3
Commercial permits other than new	195	229	230
Code enforcement issues handled	946	946	1,000
Demolition permits	8	9	3
Process building permits-hours	3	5	5
Percent of zoning case reviews completed (Zoning Board of Appeals only)	100%	100%	100%
Business License Inspections	905	898	900
Health Inspections	551	489	682
Permit Related Inspections	4550	6,266	6,300
Hearing Officer Cases	661	500	550
Rental Registrations	481	538	540
Rental Housing Inspections	380	250	250
Soil Erosion Inspections/Encroachments	1136	197	100
Fire Protection Reviews	23	153	160

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Development Services (Building Division)
Fiscal Year 2011**

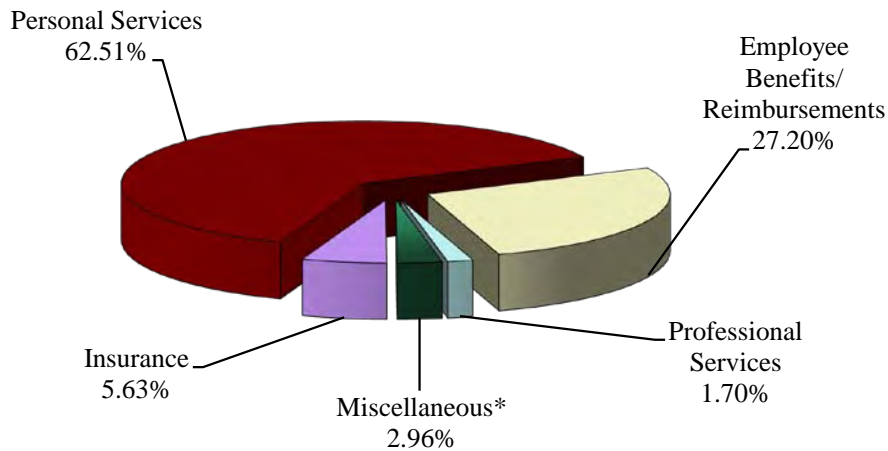


DEVELOPMENT SERVICES (BUILDING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Building Division Manager	1	1	1
Lead Field Inspector	1	0	0
Senior Property Maintenance Inspector	1	0	1
Building Inspector & Plan Reviewer	3	1	1
Electrical Inspector	1	1	1
Building Information Coordinator	1	1	1
Plumbing Inspector	1	0	0
Health / Housing Inspector	1	1	1
Property Maintenance Inspector	1	1	0
TOTAL FULL TIME PERSONNEL	11	6	6
PART TIME POSITION TITLE			
Plumbing Inspector	2	2	4
Lead Field Inspector	0	1	0
Senior Property Maintenance Inspector	0	1	1
Building Inspector & Plan Reviewer	0	1	0
Building Inspector	2	1	2
Health Inspector	1	1	1
Health Inspector / NL	2	1	1
TOTAL PART TIME PERSONNEL	7	8	9

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Development Services (Building Division) Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Utilities, Communication, Transportation, Supplies - General, and Purchased Services.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 821,387	\$ 1,043,423	\$ 607,940	\$ 626,516
Employee Benefits	263,829	333,133	232,571	262,385
Employee Reimbursements	11,583	5,272	11,187	10,180
Professional Services	24,265	14,140	18,265	17,000
Utilities, Communication, Transportation	10,387	14,880	15,090	16,985
Purchased Services	16,676	1,227	9,150	10,147
Insurance	15,339	13,908	31,521	56,423
Supplies - General	7,836	2,888	4,300	2,550
Total Expenditures	\$ 1,171,303	\$ 1,428,871	\$ 930,024	\$ 1,002,186

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

DIVISION FUNCTIONS:

The Planning and Engineering 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 the Village's natural and physical environment. In general, this is achieved by value-added design review, initiation of key capital improvement projects and targeted grant funding for projects, comprehensive plan updating and implementation, code updating and implementation, and focused economic development efforts.

COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE UPDATES

The Planning and Engineering 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, staff began updating and redrafting the Comprehensive Plan and that will be a continued focus in 2011.

DEVELOPMENT REVIEW ACTIVITIES

Planning and Engineering Division staff plays an active role in reviewing and processing all new developments proposed in the Village. Review of all projects includes not only verifying 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 support to the Economic Development and Advisory Board, the administration of the Village's incentive programs like 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 climate and participate in professional and intergovernmental organizations that promote economic development.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

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.

ORLAND PARK ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (GIS)

The Village's enterprise Geographic Information System has been established and functional since 2008. During 2009, a new application development platform (Adobe Flex ADP) was added to the system. The new ADP provides an enhanced web application development platform through ArcGIS Server which fulfills the needs of mapping and spatial information for Village departments and for the public through the worldwide web. Currently two web applications, Zoning Map and Property Info are running through this new ADP on the village GIS website. A new ArcGIS server based web application "Address Finder" has been developed and added on the website to help planners quickly find addresses and create a buffer of required distance for planning and permit purposes. These applications provide interactive dynamic maps, and one click property information to all of the Village departments and to the public.

GPS based photography of properties will be continued in spring, which provides spatial information for each photograph taken. With the help of GIS, Village wide vacancy rates are updated each month and the latest information is available through GIS website.

Acquisition of new 2009 GIS data from Cook and Will Counties is in progress. After data quality control all web applications will be updated. The new GIS integrated Innoprise data management system is replacing the old NaviLine System.

ENGINEERING ACTIVITIES

The function of the engineers within the Planning and Engineering Division is to provide for the quality control of the design and construction for all site work including utilities, streets, grading, and inspection/enforcement of soil erosion control for all private development projects. This consists of projects such as commercial and/or residential developments constructed by private entities. Village engineers work closely with project

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

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. This 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's legal counsel.

OPEN LANDS CORPORATION

The 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

COMMUNITY RELATIONS COMMISSION

The Commission focuses on the investigation of issues experienced by handicapped individuals related to physical accessibility and recommendations for their resolution. Staff provides support for bi-monthly meetings, research and coordination activities.

STELLWAGEN FAMILY FARM FOUNDATION

The Foundation strategizes and coordinates fundraising, plans site improvements and activities, and oversees historic interpretation of the Stellwagen Family Farm property. Staff provides support for bi-monthly meetings, work meetings, research, grant administration, and coordination activities.

In 2011, in order to meet a Foundation objective of maintaining a sizable area of the Stellwagen Farm as a living farm, staff will work with IDNR and Gallagher and Henry 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.

SUSTAINABILITY ACTIVITIES

In 2011, 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

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

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 various grants and will be involved in their administration and implementation. This will include overseeing consultants, design work and strategizing for each project.

Energy Efficiency Conservation Block Grant (EECBG from ARRA Stimulus Funding) – \$520,700

2009: Funding was granted and approved by the US Department of Energy to do four project activities that include funding for administrative costs (\$25,000), a Residential Exterior Insulation and Re-Siding (REIRS) program (\$50,000), a proposed Smart Energy Fund (SEF is a \$250,000 program designed to assist businesses do energy efficient upgrades) and a Renewable Energy for Governmental Buildings (REGB) Program (\$195,700). Planning for REGB began in late 2009.

2010: SEF and REIRS programs were successfully administered granting approximately \$172,083 toward energy efficiency projects. Final payout is ongoing in 2011 for the 18 projects these programs produced.

2011: Energy efficiency upgrades for municipal buildings and structures will be undertaken to spend the \$195,700 in REGB resources and the remaining \$127,917 from SEF and REIRS. The resources will be fully obligated by March 2011.

EPA 319 Grant (Centennial Park Wetland) – \$97,000

2007: Grant Awarded. Christopher Burke Engineering and Planning Resources Incorporated have completed draft versions of the Best Management Practices and Operations and Maintenance Plan that are currently under review by the Illinois Department of Natural Resources.

2008: Consultants completed Final Plans for the Best Management Practices and Operations and Management Plan that IDNR subsequently approved. Bid documents are currently being prepared.

2009: Construction completed.

2010: Reimbursement applied for. Follow-up maintenance of mowing and herbicides planned. Staff will seek funding sources for Phase II.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

2011: The project includes a stewardship portion to insure proper establishment of the native plant material. This work is still active and the contract extends through July 2012. Phase II remains unfunded, staff will continue to seek funding sources.

CMAQ Grant for Pedestrian / Bike Overpass (141st & LaGrange) – \$464,000

2007: An RFP for this grant was finalized and issued in the fall of 2007.

2008: Plans for preliminary and final engineering were completed.

2009: Successful grant application to fund additional amount. See below for additional information.

CMAQ Grant for Pedestrian/Bike Overpass (141st & LaGrange) – Second Grant amount is \$646,000 (Waiting to hear about TIGR Grant application for additional \$300,000)

2010: McDonough & Associates to complete design and engineering for September/October letting. Construction in late 2010 or spring 2011.

2011: Project to go out to bid in March, superstructure work to start in 2011 and construction to commence in 2012.

Harlem Avenue Corridor Grant

This \$200,000 grant is led by the Southwest Conference of Mayors and funded with a combination of RTA & IDOT funds. The Village of Orland Park is one of ten communities serving as a Steering Committee member. The goal of the project is to develop a Corridor Plan for Harlem Avenue between 63rd Street and I-80. Development of the Plan is underway with completion anticipated for September 2011.

2010 Census

The Development Services Department worked with the U.S. Census Bureau to conduct the decennial census. This included mapping, address verification and other activities. The Census was successfully completed. The Development Services Department will aggregate data as the Census Bureau makes it available.

Model Communities Grant

2011: Applied for Model Communities Grant to complete an updated Bike Plan, however the application was denied. Alternative methods will be pursued to achieve Bike Plan update.

CMAQ Technical Assistance Grant

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

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

STRATEGIC PLAN GOALS

- 1. Comprehensive Plan – Use the Comprehensive Plan to help implement a vision for the future for the Village that follows the mission of Quality Places/Natural Spaces.**
 - **OBJECTIVE** – By the end of the first quarter 2011, the Planning/Engineering Division will distribute a ‘Key Concept’ draft of the Comprehensive Plan.
 - **PURPOSE** - To guide development/ redevelopment and allocation of resources over the next five to ten years.
 - **OBJECTIVE** – By the end of June 2011, the Planning/Engineering Division will distribute a draft version of the Comprehensive Plan for review and comments to key stakeholders.
 - **PURPOSE** - To guide development/ redevelopment and allocation of resources over the next five to ten years.
 - **OBJECTIVE** – By December 2011, the Village Board will have adopted the updated Orland Park Comprehensive Plan.
 - **PURPOSE** - To guide development/ redevelopment and allocation of resources over the next five to ten years.

- 2. Ongoing Sustainability – 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** – By December 2011, incorporate recognized sustainable principles into the Orland Park Comprehensive Plan and implement green initiative development policies (ECOMAP et. al.).
 - **PURPOSE** – Promote development that meets the needs of the present without compromising the ability of future generations to meet future needs in areas of land use, energy efficiency and conservation, clean water and air, health, minimal use of pesticides, minimal use of fossil fuels, and complete streets/ walk-ability.
 - **OBJECTIVE** – By December 2011, adopt a water conservation code and complete educational outreach to the community.
 - **PURPOSE** – Educate builders, residents, and property owners and the public at large on issues of sustainability. Guide the private sector toward a more sustainable future.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – By December 2011, establish site review guidelines for green subdivisions, consistent with the Village’s Smart Neighborhood initiative.
 - **PURPOSE** – To guide planning and policies toward a more sustainable and healthier future and the Smart Neighborhood Program.
 - **OBJECTIVE** – By the end of second quarter 2011, identify potential partners for Green Subdivision.
- 3. Housing – Encourage diverse life-cycle housing and diverse housing stock in the Village.**
- **OBJECTIVE** – By end of 2012, develop an informational brochure and program to provide ready-made home improvement and expansion plans for residents to use when redeveloping existing housing stock.
 - **PURPOSE** – To help residents stay in their homes longer and to improve existing housing stock in the Village. To provide ready-made home improvement and expansion plan suggestions for residents to use and guide redevelopment and reinvestment of neighborhoods. Diversify the number and type of housing units and help residents stay in their houses longer through re-modeling plans and programs established by 2012.
 - **OBJECTIVE** – By June 2011, complete an internal housing analysis (as part of the Comprehensive Plan work) resulting in a memo with options that would provide for a greater variety of residential types and densities including, but not limited to, townhomes, condominiums and apartments. Begin community educational campaign on the importance of diversified housing.
 - **PURPOSE** – To diversify the Village’s housing stock in order to provide ‘life cycle’ housing for all residents.
- 4. Land Development Code – Use the Land Development Code and other codes and regulations effectively to improve the quality of life in the Village.**
- **OBJECTIVE** – By December 2011, the Planning/Engineering Division will have completed at least one section of the Land Development Code revisions in the new format.
 - **PURPOSE** – To provide a clearer, useable, more graphic intense, reader friendly set of Land Development Code regulations.
 - **OBJECTIVE** – Semi-annually, or as needed, update the Land Development Code to provide clarification, correct errors, and make minor revisions.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To facilitate the oversight of site design, land use, building design and other related activities.
 - **OBJECTIVE** – Upgrade the storm water management code in the Land Development Code by June 2011 to set new standards for handling storm water and educate residents by understanding purpose and function.
 - **PURPOSE** – To approach storm water management from a sustainable and environmentally friendly standpoint.
 - **OBJECTIVE** – Update the Landscape Section of the code with new best practices by the first quarter of 2011.
 - **PURPOSE** – To guide and regulate landscaping within the Village with most current best practices.
- 5. Complete Streets and Context Sensitive Solutions – Support the LaGrange Road Corridor planning efforts and provide maximum and optimal accessibility and quality of life for all residents, visitors and businesses.**
- **OBJECTIVE** – By August 2011, include ‘Complete Streets’ and ‘Context Sensitive Solutions’ principles and practices in the Village Land Development Code and Comprehensive Plan.
 - **PURPOSE** – To establish and implement Complete Streets and Context Sensitive Solutions for all Village Streets in order to create quality places.
 - **OBJECTIVE** – By December 2011, the Comprehensive Plan and Land Development Code will be updated to include more flexibility for mixed-use development near major commercial corridors and transit facilities. Provide more mixed-use opportunities near major commercial corridors and transit facilities, including housing opportunities.
 - **PURPOSE** – To provide options for people to walk to work, shopping, services, leisure, transportation etc. Provide more mixed-use opportunities near major commercial corridors and transit facilities, including housing opportunities
 - **OBJECTIVE** – Participate in the Harlem Avenue Corridor project coordinated by the Southwest Council of Mayors.
 - **PURPOSE** – To utilize the professional expertise of the Planning/Engineering division and continue intergovernmental communication as related to the Harlem Avenue Corridor.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Participate in design solutions for the LaGrange Road widening project.
 - **PURPOSE** – To utilize the professional expertise of the Planning/Engineering division in the LaGrange Road widening project.

- 6. Open Space – Protect, expand, improve and restore open space for recreational and natural uses.**
 - **OBJECTIVE** – By July 2011, apply for OSLAD/ LAWCON grant for Open Space Acquisition for Mill Creek Greenway and/ or Centennial Park property subject to grant match funding.
 - **PURPOSE** – To increase the amount of natural public open space in the Village of Orland Park.

 - **OBJECTIVE** – By December 2011, provide support to the Open Lands Corporation as they complete the acquisition of the Mill Creek Greenway.
 - ◆ **PURPOSE** – To continue to provide support to the Village’s Open Lands Corporation.

- 7. Pedestrian/Bicycle/Mass Transit - Promote and increase pedestrian, bicycle, and mass transit transportation opportunities.**
 - **OBJECTIVE** – Continue participation in Metra, Pace and other regional transportation forums.
 - **PURPOSE** – To provide alternative modes and methods of transportation to local and regional commercial nodes, neighborhoods, open spaces and recreational opportunities. To encourage well-being and conserve finite resources.

 - **OBJECTIVE** – Participate in design solutions for the LaGrange Road pedestrian bridge overpass.
 - **PURPOSE** – To provide alternative modes and methods of transportation to local and regional commercial nodes, neighborhoods, open spaces and recreational opportunities. To encourage well-being and conserve finite resources.

- 8. Region – Improve the region in which the Village is located.**
 - **OBJECTIVE** – Continue participation in public forums and meetings hosted by regional agencies like CMAP, RTA and others.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To help initiate and steer projects that benefit the whole region (e.g. Illiana Expressway, Cal-Sag trail system etc.). Improve and increase communication and involvement with regional agencies and issues.

9. Historic Preservation - Preserve the cultural heritage of the community and reinforce community identity.

- **OBJECTIVE** – Review, maintain and make recommendations for changes regarding the Village’s historic preservation regulations and initiatives to preserve local cultural and historic qualities by 2011.
 - **PURPOSE** – To continue the historic preservation of the Village and further its identity in the region.
- **OBJECTIVE** – Pending project funding, install six more historic preservation markers in Old Orland and in front of landmark buildings by December of 2011.
 - **PURPOSE** – To continue the historic preservation of the Village and further its identity in the region.
- **OBJECTIVE** – Research and distribute a draft Historic Building Sub-Code by end of 2012.
 - **PURPOSE** – To continue the historic preservation of the Village and further its identity in the region; and to provide an alternative building code for historic buildings that will preserve building features instead of phasing them out to meet current building codes.

10. Departmental Skills – Improve staff skills and knowledge base through education and coordination.

- **OBJECTIVE** – By December 2011, Planning Division staff will have maintained continuing education courses as required by the AICP.
 - **PURPOSE** – Maintain certification status. To make informed decisions and create quality plans and programs for the Village. Maximize resources by attending appropriate conferences, using webinars, participating in regional roundtables etc.
- **OBJECTIVE** – By December 2011, the Village Engineer will obtain a Professional Engineering license.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To establish the ability for Department staff to do in-house engineering reviews and approvals and lower the cost for paid consultants.

11. Geographic Information System – Improve the level of transparency and property information sharing digitally.

- **OBJECTIVE** – Maintain 100% of GIS licenses and upgrade ArcMap GIS version each year and install service packs as required.
 - **PURPOSE** – To share information with the public and other Village departments and maintain up to date system.
- **OBJECTIVE** – Provide seven training and support seminars each year to Village staff regarding the GIS system.
 - **PURPOSE** – To coordinate efforts and optimize interdepartmental reliability and provide training and support to other departments for optimal GIS utilization.
- **OBJECTIVE** – Obtain updated high resolution digital photography of all Village buildings and sites and integrate into the GIS system by December 2011.
 - **PURPOSE** – Improve public access to Village’s GIS system, maps and information sharing.
- **OBJECTIVE** – Coordinate with new enterprise Innoprise data management system of the Village to integrate GIS and all other data.
 - **PURPOSE** – Replace the old NaviLine system with the latest web based data management system to enhance the functionality of each department.

12. Existing local businesses - Encourage the establishment and success of local and existing businesses.

- **OBJECTIVE** – By December 2011, the Economic Development team will have completed 10 business retention visits of local (non-national chain) retailers and/or restaurants.
 - **PURPOSE** - To provide an understanding of the business climate, specifically the challenges, needs, and opportunities of smaller, local commercial enterprises.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – By December 2011, the Economic Development team will have completed 10 business retention visits of national chain retailers and/or restaurants.
 - **PURPOSE** – To provide an understanding of the business climate, specifically the challenges, needs, and opportunities of larger national chain commercial enterprises.

- **OBJECTIVE** – By December 2011, the Economic Development team will continue to participate and provide assistance with the 159th Street Auto Dealership Association, including marketing and financial oversight of Village funds.
 - **PURPOSE** – To continue to promote, enhance and protect the Village’s reputation as the region’s premier Auto Corridor.

- **OBJECTIVE** – By the end of first quarter 2011, develop a white paper on the feasibility of a new tax classification for Cook County for border county communities.
 - **PURPOSE** – To level the “playing field” between Cook County businesses and other border counties. Stop the loss of private investment to other adjacent counties (i.e. Will County).

13. Expanded employment opportunities - Encourage new development that provides high quality employment.

- **OBJECTIVE** – By December 2011, the Economic Development team will have completed 10 business retention visits of local offices.
 - **PURPOSE** – To provide an understanding of the business climate, specifically the challenges, needs, and opportunities of offices/industries.

- **OBJECTIVE** – By June 2011, the Economic Development team will have created a marketing piece specifically geared towards businesses that may locate in the Village and create high quality job opportunities.
 - **PURPOSE** – To provide an employment center so that Village residents can work where they live.

- **OBJECTIVE** – By December 2011, the Economic Development team will have attended three trade shows to promote the Village.
 - **PURPOSE** – To market the Village as a premier location for industry and employment.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

14. Economic development based marketing - Maintain and enhance economic development marketing efforts and increase the Village's role as a regional retail center.

- **OBJECTIVE** – By May 2011, the Economic Development Team will have updated all of the current marketing materials to reflect any changes.
 - **PURPOSE** – Continually update marketing materials to provide the most up-to-date demographic and availability information.
- **OBJECTIVE** – By December 2011, the Economic Development Team will have written two articles for the Orland Park Public highlighting economic development efforts in the Village.
 - **PURPOSE** – To educate Village residents about economic development efforts in the Village.
- **OBJECTIVE** – By December 2011, the Economic Development Team will have solicited five 'upscale' retailers to provide more destination retail/restaurant/entertainment and to diversify the Village's commercial base.
 - **PURPOSE** – To adjust the Village's retail market to reflect the changing demographics of the area, particularly given the new shopping opportunities under development to the west.
- **OBJECTIVE** – By December 2011, the Economic Development Team will have attended the International Shopping Center Convention through ICSC.
 - **PURPOSE** – To market the Village's retail market to national and international commercial businesses.

15. Redevelopment and Revitalization - Use economic development tools to encourage commercial redevelopment and revitalization, specifically along existing corridors and within the Main Street Triangle.

- **OBJECTIVE** – By December 2011, the Economic Development team will have assisted in securing a developer(s) for Development Area 1 of the Main Street Triangle.
 - **PURPOSE** – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
- **OBJECTIVE** – By September 2011, the Economic Development Team will have attended at least one ICSC event.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division)

Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – Continue networking with commercial industry professionals in order to encourage redevelopment and reinvestment of existing commercial areas.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning/Engineering Division) Performance Measures

Fiscal Year 2011

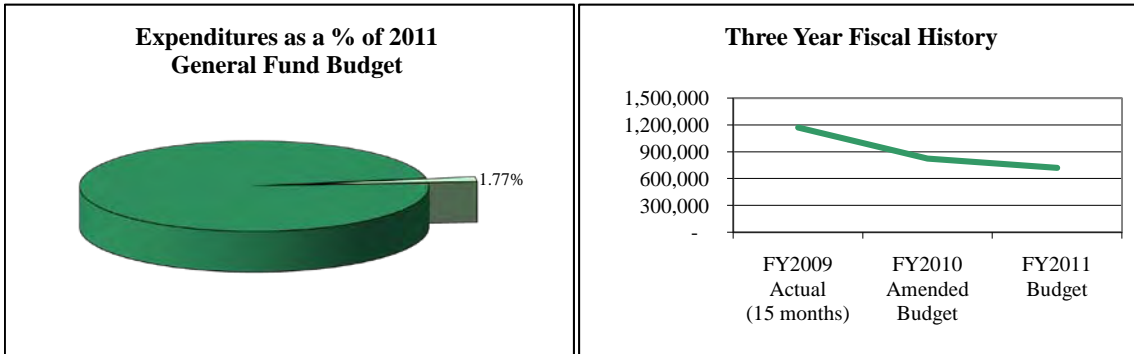
MEASURE	(15 Months) FY 2009 Actual	FY2010 Actual	FY 2011 Estimate
Total number of pre-application meetings held with petitioners	100	108	100
Total new cases reviewed	86	107	100
Total number of Plan Commission staff reports prepared	32	36	35
Development Review meetings prepared for and run	20	19	20
Resolutions prepared	2	4	4
Ordinances reviewed and coordinated	38	21	20
Plats of subdivision, vacation, easements, reviewed and processed	9	3	10
Development / annexation agreements reviewed and processed, including agreement expirations	17	17	20
Zoning sign-off approvals	251	248	250
Landscape plan reviews and inspections	10/67	8/53	8/45
New Annexations (acres)	52.9	2.8	20
New Residential (no. of units)	0	0	50
New Retail Area (square feet)	6360	54,415	25,000
New Office Area (square feet)	0	31,981	20,000
New Industrial/Manufacturing Area (square feet)	0	0	10,000
Freedom of Information requests fulfilled	167	229	170
Final plans distributed	90	15	20

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning and Engineering Division)

Fiscal Year 2011



DEVELOPMENT SERVICES (PLANNING DIVISION) BUDGETED POSITIONS

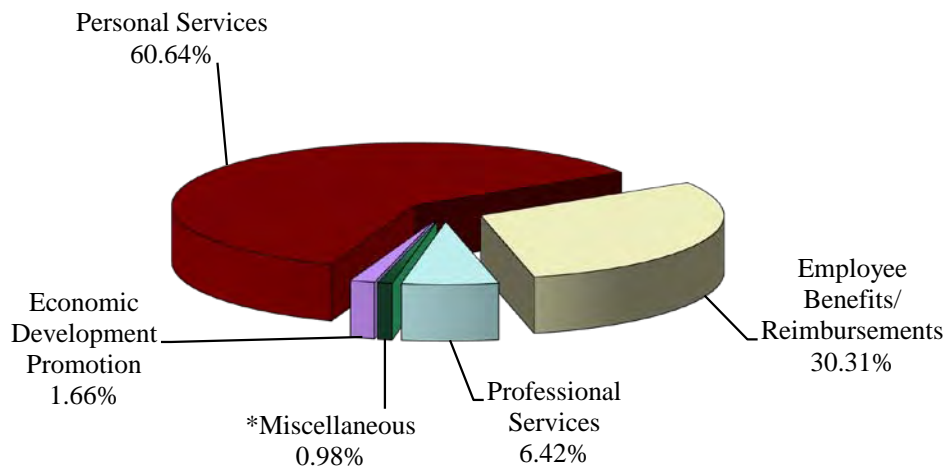
FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Planning Division Director	1	1	0
Assistant Director	0	0	1
Senior Planner	1	2	1
Planner	1	0	0
Planner I	1	1	1
Engineer I	1	1	1
GIS Analyst	1	1	1
TOTAL FULL TIME PERSONNEL	6	6	5
PART TIME POSITION TITLE			
Engineering Technician	1	1	1
Intern / Masters	2	0	2
TOTAL PART TIME PERSONNEL	3	1	3

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Development Services (Planning & Engineering Division) Expenditure Summary

Fiscal Year 2011



*Miscellaneous category includes Utilities, Communication, Transportation, Purchased Services, Insurance and Supplies - General.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 405,848	\$ 595,484	\$ 485,137	\$ 435,845
Employee Benefits	131,123	208,523	187,852	198,618
Employee Reimbursements	31,677	31,982	18,993	19,253
Professional Services	218,064	313,498	81,430	46,135
Utilities, Communication, Transportation	461	414	1,798	1,804
Purchased Services	2,985	1,822	2,985	2,000
Insurance	1,356	2,014	1,851	2,081
Supplies - General	551	211	1,162	1,162
Economic Development Promotion	21,985	11,683	3,900	11,900
Miscellaneous Expenses	58	4,419	-	-
Total Expenditures	\$ 814,107	\$ 1,170,050	\$ 785,108	\$ 718,798

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Building Maintenance Department Mission/Functions/Strategic Plan Goals Fiscal Year 2011

DEPARTMENT MISSION:

Strive to provide 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. Manage the Village's physical assets through efficient utilization of available resources to ensure that the Village can fulfill 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. The Building Maintenance Department also provides new construction and remodeling services on smaller projects, undertaking maintenance functions such as plumbing, carpentry, painting, electrical and mechanical installations in Village owned buildings.

STRATEGIC PLAN GOALS:

- 1. Computerized Tracking and Monitoring: To operate a computer-based building maintenance program allowing the department to schedule, monitor, and track the maintenance of the Village's buildings in a systematic manner.**
 - **OBJECTIVE** – By end of FY 2011 software will be installed and the Building Maintenance Department will establish an inventory system for Building Maintenance facilities, tools, and equipment that will also be accessible to Public Works through the new software system.
 - **PURPOSE** – All buildings, tools, and equipment, under the control of Building Maintenance, will be tracked and monitored efficiently by a computer-based tracking system so that all routine maintenance is systematically scheduled to avoid excluding any preventive maintenance procedures.
 - **OBJECTIVE** – By September 2011, the Building Maintenance Department will have installed and entered base data into the maintenance management software.
 - **PURPOSE** – To enter base data in order to prepare for training and implementation of new system.
 - **OBJECTIVE** – By October 2011, the Building Maintenance Department will begin training on the maintenance management software.
 - **PURPOSE** – To train staff to utilize new software system.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Building Maintenance Department Mission/Functions/Strategic Plan Goals Fiscal Year 2011

- **OBJECTIVE** – By November 2011, the Building Maintenance Department will begin implementing the maintenance management software.
 - **PURPOSE** – To keep current and accurate records of all maintenance on units and building facilities.

- 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** - By January 2011, permits will be issued by the IDPH and a bid issued for the work required in order to become compliant with the Virginia Graeme Baker Act at Centennial Park Aquatic. Work is to be completed by March 2011 for a May 2011 pool opening.
 - **PURPOSE** – Ensure public safety at the Centennial Park Aquatic Center.

 - **OBJECTIVE** – By April 2011, inspect and develop a report to determine any modifications or repairs that need to be implemented at various Village-owned facilities.
 - **PURPOSE** - Ensure the proper maintenance and safety of all Village-owned facilities.

 - **OBJECTIVE** – By April 2011, complete renovation work at the Recreation Administration Building.
 - **PURPOSE** – To move forward with the plans outlined by the Space Needs Analysis.

 - **OBJECTIVE** – Begin construction in 2012 at the Franklin Loebe Center to create one campus facility for preschool/tot programming.
 - **PURPOSE** – To have continuity between all classroom curriculums and one convenient site for residents attending the tot, preschool, day camp, and after school programs.

 - **OBJECTIVE** – In 2011 perform daily inspections of the gym floor at the Sportsplex, make necessary repair and enter results in log. Complete the testing and specifications for the replacement of same and install replacement flooring.
 - **PURPOSE** – To ensure the safety of all patrons utilizing the facility.

 - **OBJECTIVE** – By August 2011, have new energy efficient roofs installed at Franklin Loebe Center and Village Hall.
 - **PURPOSE** – To eliminate constant repairs on existing roofs and increase energy efficiency.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

**Building Maintenance Department Mission/Functions/Strategic Plan Goals
Fiscal Year 2011**

- 3. Green Initiative: By establishing environmentally friendly initiatives, the Building Maintenance Department will reduce costs to both the Village and the environment by keeping current with energy efficient controls.**
- **OBJECTIVE** – By March 2011, install new HVAC units in Village Hall, FLC and Civic Center (utilizing HB313 funds), use only LED and fluorescent lighting, and continue paper, cardboard, plastic, and light bulb recycling.
 - **PURPOSE** – To run more efficiently, thus cutting energy use and costs, while protecting the environment.
 - **OBJECTIVE** – If Village is awarded one or more SEDEC Energy Audits, coordinate and make recommendation for improvements.
 - **PURPOSE** – To run more efficiently, thus cutting energy use and costs, while protecting the environment.
 - **OBJECTIVE** – By April 2011, the Building Maintenance Department will upgrade the existing HVAC software to reduce energy consumption and upgrade existing units from R22 to R410 gasses.
 - **PURPOSE** – To implement the latest update to current software, thus cutting costs, saving energy, and lowering gas emissions.
 - **OBJECTIVE** – By May 2011, the Building Maintenance staff will be trained to operate and maintain the building climate control system.
 - **PURPOSE** - To ensure that all building maintenance personnel have knowledge of the system and can respond appropriately during an emergency.
 - **OBJECTIVE** – By 2012, the Building Maintenance Department will install climate control systems in all Village-owned buildings where it has been demonstrated that the system will save money for the Village over the useful life of the system.
 - **PURPOSE** – To save energy and cut costs for the future.
- 4. Maintain Customer Service: To create a clear line of communication between department staff and management staff while retaining a high quality of customer service and to utilize several sources of training opportunities; including seminars, video presentations, and various forms of printed material.**
- **OBJECTIVE** – By February 2011, the Building Maintenance Department will continue a self-directed intradepartmental customer service team to examine

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Building Maintenance Department Mission/Functions/Strategic Plan Goals

Fiscal Year 2011

- customer service issues and practices, and to provide feedback to the director, as well as the department staff.
 - **PURPOSE** – To ensure that appropriate training concerning the delivery of customer service is available to Building Maintenance Department employees, ensuring that employees understand and communicate our mission to the residents.

- **OBJECTIVE** – By April 2011, the Building Maintenance Department will implement a customer service training program for all staff.
 - **PURPOSE** – To encourage employees to be proactive through continual training, empowerment, and involvement.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

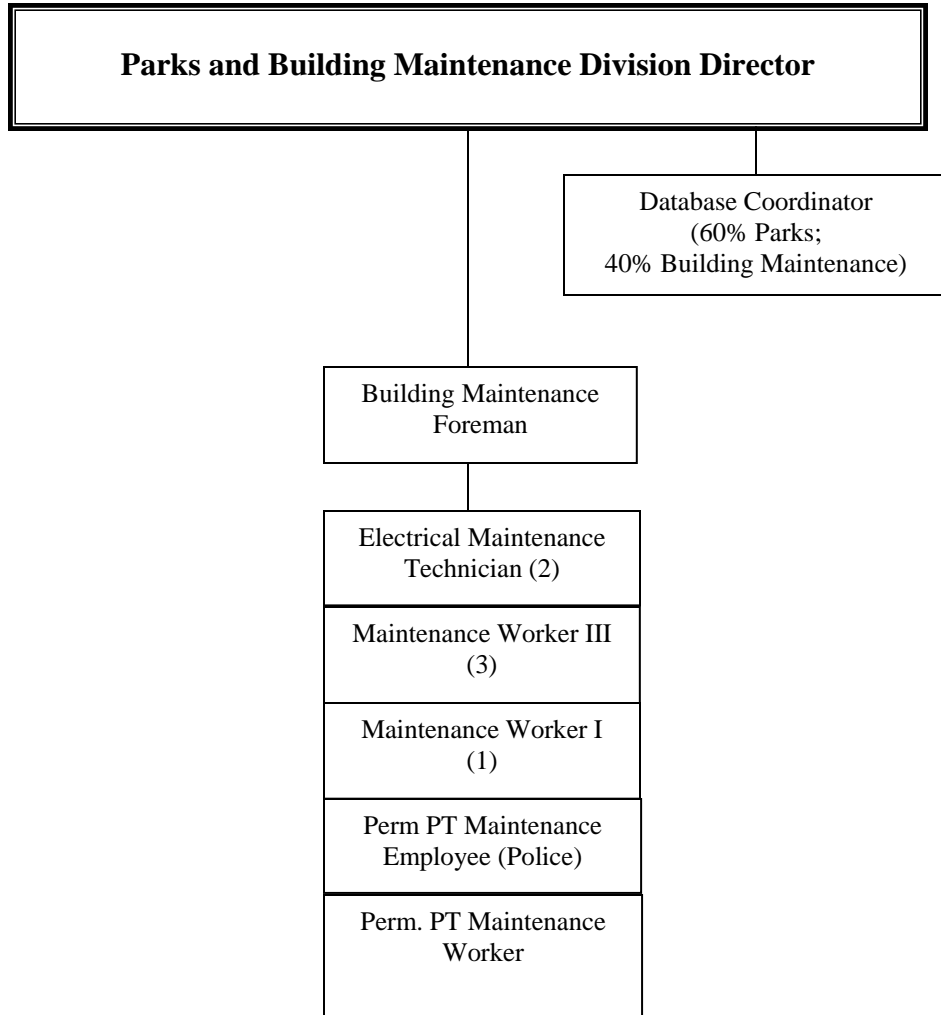
Building Maintenance Department Performance Measures

Fiscal Year 2011

MEASURE	(15 months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
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	13 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

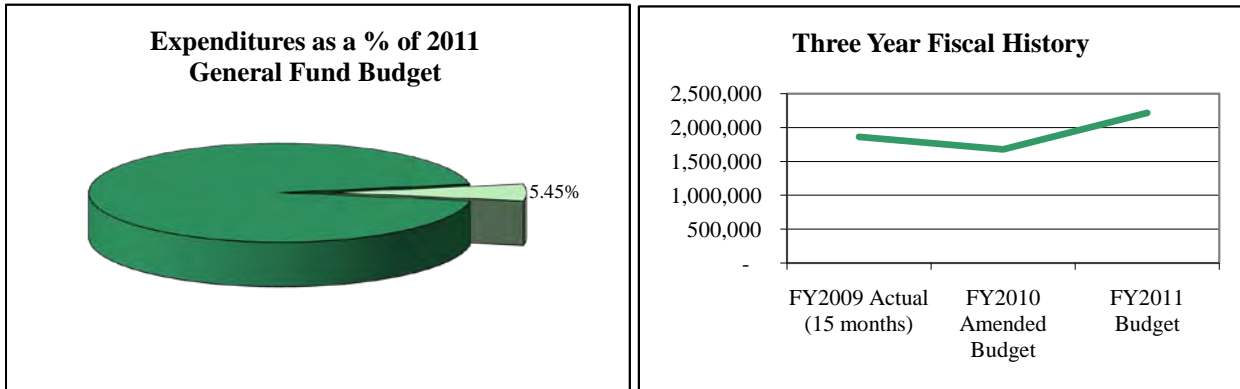
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Building Maintenance Department Organizational Chart
Fiscal Year 2011**



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Building Maintenance Department
Fiscal Year 2011**

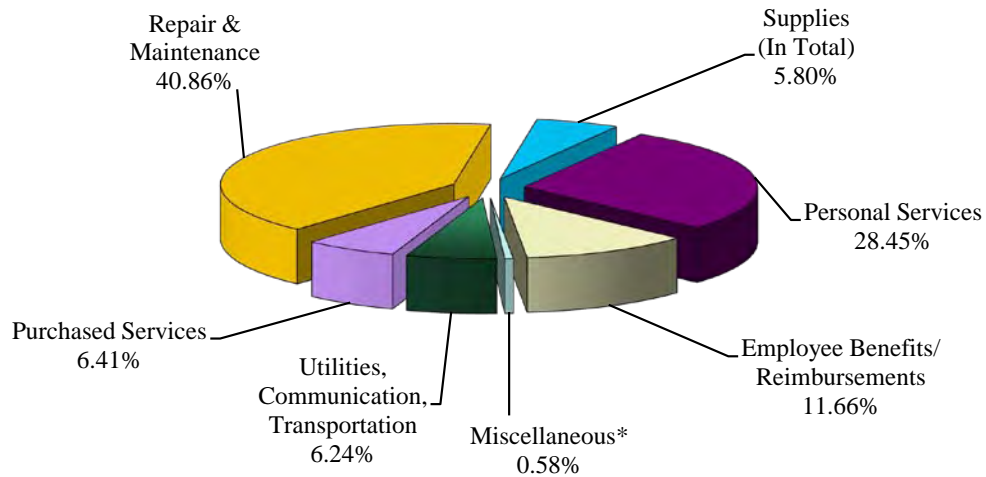


BUILDING MAINTENANCE DEPARTMENT BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Parks and Building Maintenance Division Director	0.4	0.4	0.4
Foreman	1	1	1
Senior Secretary	0.4	0	0
Park/Bldg Database Coordinator	0	0.4	0.4
Maintenance Worker I	1	1	1
Maintenance Worker II	1	1	0
Maintenance Worker III	3	2	3
Electrical Maintenance Technician	2	2	2
TOTAL FULL TIME PERSONNEL	8.8	7.8	7.8
PART TIME POSITION TITLE			
Maintenance Employee	2	2	2
Six (6) Month Maintenance Worker	2	0	0
Seasonal Maintenance	2	0	0
TOTAL PART TIME PERSONNEL	6	2	2

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Building Maintenance Department Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Professional Services, Insurance and Other Commodities.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 654,351	\$ 795,173	\$ 623,803	\$ 630,843
Employee Benefits	232,212	288,752	236,280	254,921
Employee Reimbursements	2,849	4,589	3,269	3,564
Professional Services	6,627	4,490	3,319	2,716
Utilities, Communication, Transportation	166,638	178,576	192,350	138,360
Purchased Services	268,892	307,423	244,008	142,223
Repair & Maintenance	105,999	88,032	193,577	905,961
Rent	-	259	-	-
Insurance	37,557	52,192	30,017	8,626
Supplies - General	69,999	65,167	47,070	44,008
Supplies - Repair & Maintenance	130,744	76,795	98,295	81,833
Supplies - Operations	-	-	-	2,713
Other Commodities	-	-	-	1,500
Capital	4,469	-	-	-
Total Expenditures	\$ 1,680,338	\$ 1,861,448	\$ 1,671,988	\$ 2,217,268

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Emergency Services and Disaster Agency Functions

Fiscal Year 2011

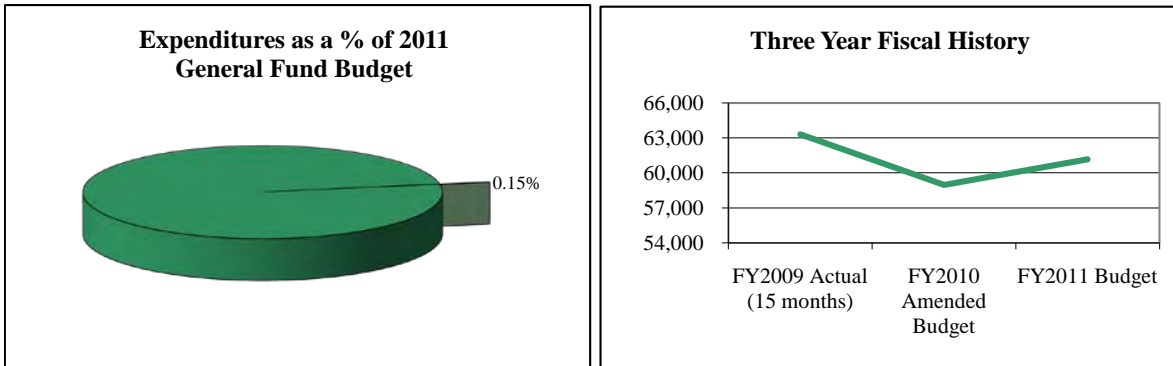
DEPARTMENT FUNCTIONS:

The purpose of the Orland Park Emergency Services and Disaster Agency (ESDA) is to assist the Police Department and the Village to mitigate, prepare, respond, and recover 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 Operating Center (EOC) and provides other services as assigned by the Village Board.

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 Orland Days, Haunted Woods, Special Olympics Sports Day, as well as other special events.

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Emergency Services and Disaster Agency
Fiscal Year 2011**



EMERGENCY SERVICES AND DISASTER AGENCY BUDGETED POSITIONS

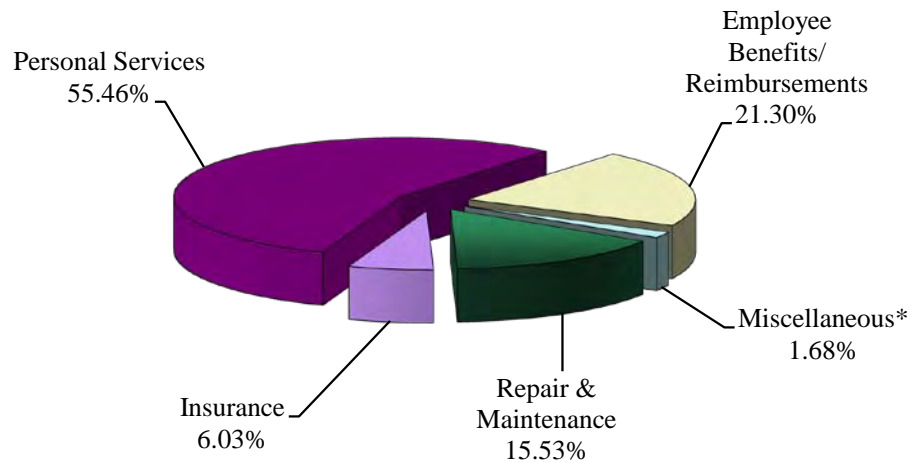
FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
ESDA Coordinator	0.25	0.25	0.25
ESDA Deputy Coordinator	1	1	1
Senior Secretary	0.25	0.25	0.25
Secretary II	0	0	0
TOTAL FULL TIME PERSONNEL	1.5	1.5	1.5

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Emergency Services and Disaster Agency Expenditure Summary

Fiscal Year 2011



*Miscellaneous category includes Utilities, Communication, Transportation, Other Commodities, and Supplies - General.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 28,376	\$ 37,227	\$ 32,054	\$ 33,924
Employee Benefits	8,843	12,700	11,584	12,806
Employee Reimbursements	220	100	220	220
Utilities, Communication, Transportation	824	444	100	300
Repair & Maintenance	8,421	7,752	10,450	9,500
Insurance	5,076	3,922	3,845	3,690
Supplies - General	1,689	886	525	525
Other Commodities	303	271	200	200
Total Expenditures	\$ 53,751	\$ 63,302	\$ 58,978	\$ 61,165

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works Mission

Fiscal Year 2011

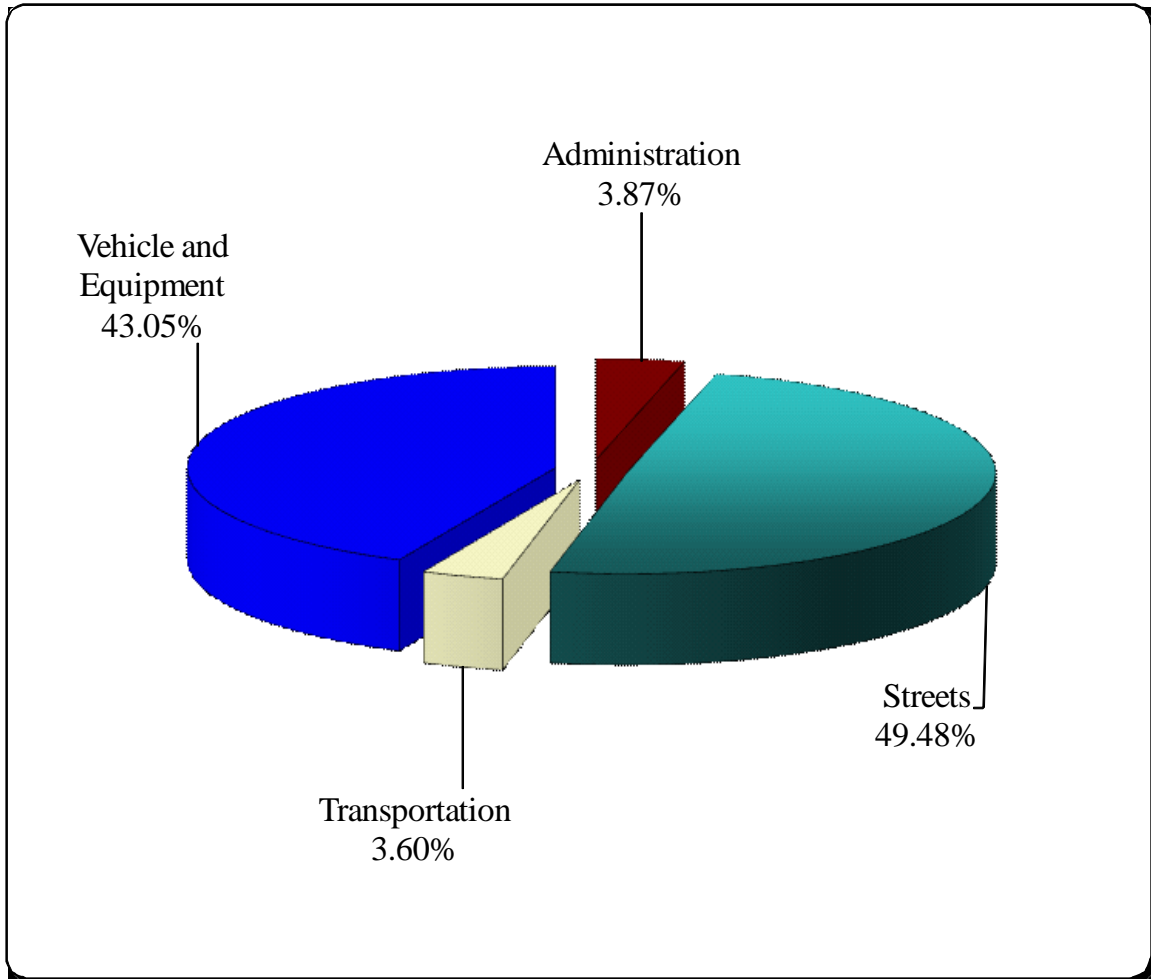
DEPARTMENT MISSION:

To oversee and ensure the integrity and safety of the Village's infrastructure, such as roads, bridges, and sidewalks within the Village and to provide low-cost high-quality transportation service within Village boundaries. This includes utilizing safe, well maintained vehicles and equipment to accomplish these tasks in as cost effective a manner as possible.

VILLAGE OF ORLAND PARK, ILLINOIS

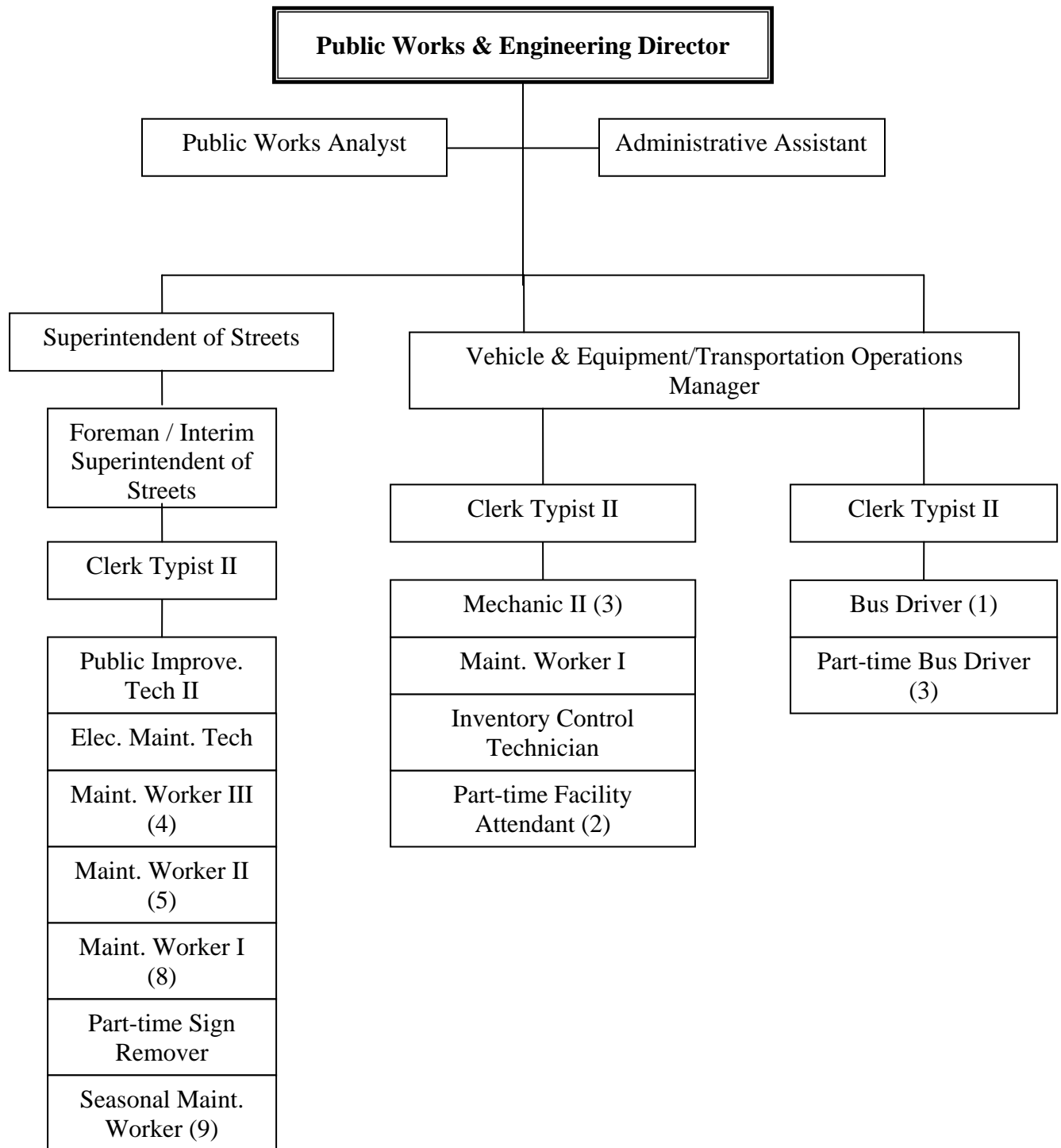
**General Fund
Public Works Expenditures by Division
Fiscal Year 2011**

The Public Works Department is 15.84% 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.



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Public Works Organizational Chart
Fiscal Year 2011**



VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Administration Division) Functions/Strategic Plan Goals

Fiscal Year 2011

DIVISION FUNCTIONS:

The Administration Division of Public Works and Engineering was newly created in fiscal year 2007. The purpose of this Division was to separate the administrative and operating functions of Public Works. The Division includes a percentage of the salaries of the Public Works & Engineering Director, Administrative Assistant, and the Public Works Analyst. Also included in this Division are the dues and licenses, training and education, and tuition reimbursement for Public Works personnel. Office equipment and supplies used throughout the year for administrative functions are also part of this Division.

STRATEGIC PLAN GOALS:

- 1. Increase efficiency and effectiveness of Department operations. Public Works is a service orientated team that uses a cost effective approach to maintain the standards expected by both the public and elected officials.**
 - **OBJECTIVE** – 100% utilization of tracking sheets for all Division projects that are undertaken that require multiple payouts over one or more construction seasons or years.
 - **PURPOSE** – To monitor project costs and contractor performance, to be able to identify potential shortfalls and make adjustments necessary for successful completion.
 - **OBJECTIVE** – Research and prepare operational requirements for the forthcoming implementation of an enterprise system that will include electronic work order tracking systems by October 1, 2011.
 - **PURPOSE** – To provide efficient tracking of divisional work, customer and resident service requests and complaints, and increase accountability in an effort to improve and provide timely responses.
 - **OBJECTIVE** – Prepare and present global strategy to improve mobility throughout the Village to improve travel times, and mobility options by October 1, 2011.
 - **PURPOSE** – To provide local roadway improvements to improve safety and decrease congestion, thereby improving air quality and the quality of life for Village residents.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Administration Division) Functions/Strategic Plan Goals

Fiscal Year 2011

2. Enhance department effectiveness through the development of human resources.

- **OBJECTIVE** – Encourage employee education through continued use of industry educational opportunities that exist through the Technology Transfer Office of IDOT, as well as opportunities that may exist within areas such as water plant operator, and arborist. Schedule and provide 3 in-house training seminars during 2011.
 - **PURPOSE** – The use of free opportunities and skilled offerings will increase employee knowledge and skills, which will further contribute to the success of the department.

- **OBJECTIVE** – Continue employee safety training utilizing all available resources. Conduct monthly “tailgate” safety meetings with department staff. Schedule and provide two training sessions during 2011.
 - **PURPOSE** – Regular reinforcement of safety practices will reduce the number of accidents and injuries.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

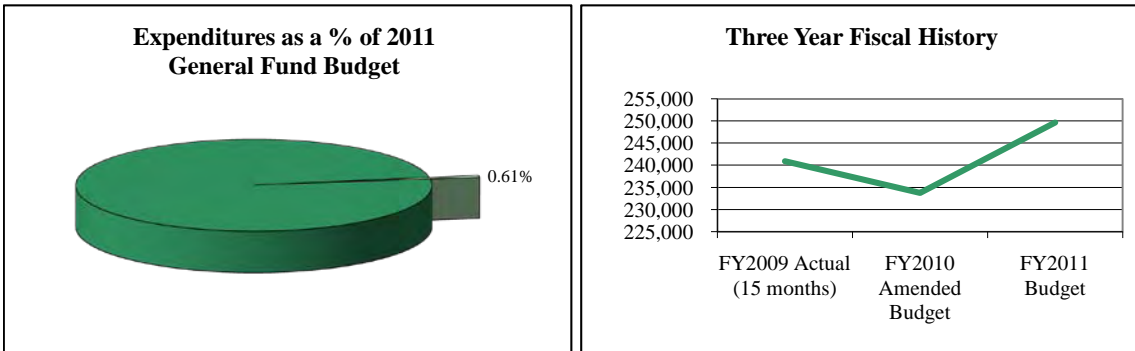
Public Works (Administration Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Percent of Right-of-Way Permits processed and reviewed within three (3) weeks	100%	100%	100%
Percent of Plans, Annexation Agreements and Development Agreements Reviewed and Processed within two (2) weeks	100%	100%	100%
Percent of JULIE Locate Requests logged, processed and inputted into the JULIE Database within two (2) weeks (New JULIE system will be installed)	95%	90%	100%
Percent of invoices reviewed, processed and returned to Finance for payment within allotted timeframe	100%	100%	100%

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Public Works (Administration Division)
Fiscal Year 2011**



PUBLIC WORKS (ADMINISTRATION DIVISION) BUDGETED POSITIONS

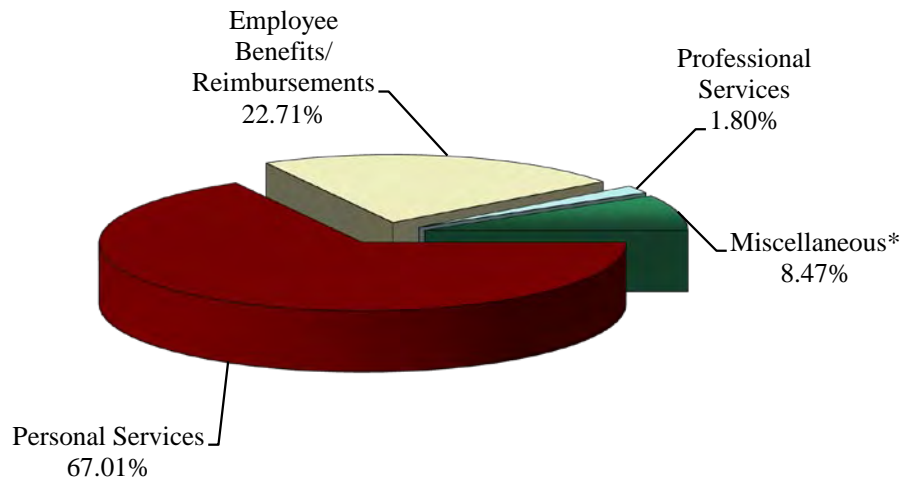
FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Public Works & Engineering Director	0.6	0.6	0.6
Public Works Analyst	0.55	0.55	0.55
Administrative Assistant	0.6	0.6	0.6
TOTAL FULL TIME PERSONNEL	1.75	1.75	1.75
PART TIME POSITION TITLE			
Public Works Facility Attendant	0	1	1
Part-time Bus Driver	0	0	0.7
TOTAL PART TIME PERSONNEL	0	1	1.7

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Administration Division) Expenditure Summary

Fiscal Year 2011



*Miscellaneous category includes Utilities, Communication, Transportation, Purchased Services, Repair & Maintenance, Insurance, Supplies - Repair & Maintenance, and Supplies - General.

	FY2008	FY2009**	FY2010	FY2011
	Actual	Actual	Amended Budget	Budget
Personal Services	\$ 145,385	\$ 181,739	\$ 155,649	\$ 167,297
Employee Benefits	36,718	44,897	46,060	48,367
Employee Reimbursements	8,931	6,351	5,920	8,345
Professional Services	3,574	3,816	3,000	4,500
Utilities, Communication, Transportation	719	1,500	4,237	5,660
Purchased Services	543	204	250	198
Repair & Maintenance	298	372	12,750	10,350
Insurance	153	378	473	601
Supplies - Repair & Maintenance	-	-	4,000	1,700
Supplies - General	3,421	1,629	1,415	2,650
Total Expenditures	\$ 199,741	\$ 240,886	\$ 233,754	\$ 249,668

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Streets Division) Functions/Strategic Plan Goals

Fiscal Year 2011

DIVISION FUNCTIONS:

The function of the Street Division of Public Works is to repair, maintain, and oversee utilities within the public right-of-ways and Village owned properties. Those utilities include but are not limited to public roadways, curbs, sidewalk, storm water inlets, electrical apparatus, and street signage. The public roadway work includes the annual Road Improvement Program, road patching, pavement crack filling, pavement marking and monitoring street sweeping operations by the Village's contractor, Waste Management. Curb repair work includes replacement of damaged sections, pneumatic patching, and grinding of areas to improve the flow of storm water runoff. Sidewalk repair work includes replacement of damaged sections, installation of missing portions, and raising or grinding down sections that may pose a hazard. Inlet repair work includes rebuilding deteriorated structures, pneumatic repairs and storm pipe repairs. The Village's electrical apparatus encompasses all roadway lighting, control cabinets and Village owned traffic signals. Repair and maintenance work include repairs to damaged poles, line repairs, equipment breakdowns, line locating and general maintenance to the over 3,500 streetlights in the Village. Traffic signal maintenance is handled by an independent contractor under the direction of the Village. Street signage maintenance work includes replacement of damaged signs, aging non-reflective signs, and installation of signs for new developments.

The Street Division is also responsible for issuing permits to contractors and other utility agencies that perform work within the Village right-of-way. Seasonal maintenance duties performed include snow plowing operations of approximately 275 miles of Village roads, leaf pick-up and disposal from October 1 to December 1, and tree trimming to provide clearance along roads for snow plow vehicles from November to March when weather permits.

STRATEGIC PLAN GOALS:

- 1. Enhance resident relations through continued use and improvement of the Pothole Repair Program, and provide a report to the Village Manager by January 31 of each year that outlines the means to provide improvements to communications.**
 - **OBJECTIVE** – Review procedures during January each year for the pothole repair program to ensure that we can reasonably provide a response to reports of problems of potholes or pavement related issues within one business day.
 - **PURPOSE** – To minimize residents' frustrations and complaints.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Streets Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Provide information on the repair program to our residents through the Orland Park Public and Village website seasonally for each calendar year, and produce management reports monthly during January through May recapping the reports received and the disposition of the reported pavement issues.
 - **PURPOSE** – Provide a pro-active means to communicate with and educate the public and residents about the program, pavement and ways to report different problems.
 - **OBJECTIVE** – Make personal contact (with pothole reporter), within 48 hours if problems arise that may prevent pavement repair from being made in a timely manner, or if the repair is outside of the Village’s service area, and include detail in the monthly reporting provided to management.
 - **PURPOSE** – To minimize reporters’ frustration and complaints.
- 2. Educate, enhance relations, and reduce complaints of residents regarding the Village’s general services provided including the Leaf Pick-up Program.**
- **OBJECTIVE** – By the end of each month following every quarter, using statistical data entered into an electronic tracking system, provide a management report detailing general service requests and the Village’s response that will include date and time metrics. Goal is that 95% of the requests for service have received a Village response or acknowledgement within 48 hours of the receipt of the request.
 - **PURPOSE** – General service requests relate to issues that affect the quality of life for Village residents such as street lights, drainage issues, and general appearance of Village assets and infrastructure. A less than timely response negatively impacts the Village’s image with residents and guests.
 - **OBJECTIVE** – By October 1 of each year, provide a detailed flyer and web site page during the fall leaf season, explaining how the leaf pick-up program operates to optimize the Village’s resources, and to ensure that residents’ practice is aligned with the service provided.
 - **PURPOSE** – Educate residents as to the procedures we use to maintain and manage this program.
- 3. Increase efficiency and effectiveness of the Village’s Snow Fighting Program.**
- **OBJECTIVE** – Revise and distribute all snow fighting manuals to appropriate staff by December 1 of each year.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Streets Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To provide the latest route information and procedures to appropriate staff prior to a major snow event.
 - **OBJECTIVE** –By making use of at least three industry trade shows and exhibitions each year, research and evaluate or test new technologies and materials to improve operations and provide efficiencies. Provide information on emerging products such as liquid de-icing materials and spray units to improve the Village’s winter services.
 - **PURPOSE** – Increase effectiveness and efficiency of the removal of ice and snow from the Village’s roadways thereby reducing operational and materials costs.
 - **OBJECTIVE** – Provide information on the Village’s website annually explaining how our snow fighting program has to operate 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** – Reduce the number of complaints we receive from residents by explaining our procedure and why we do things a certain way.
- 4. Increase efficiency of the Tree Trimming Program.**
- **OBJECTIVE** – By November 1 of each year, prepare a flyer and detailed article for press release and news flash for the Village website, explaining the program and educating residents of their responsibilities and proper tree care.
 - **PURPOSE** – Educate the residents and general public about the trimming program and the residents’ responsibilities for the care and maintenance of trees within the parkway adjacent to their property.
 - **OBJECTIVE** – By November 1 of each year, prepare all necessary tree trimming equipment, repair and check equipment to insure good working order prior to start of trimming operations.
 - **PURPOSE** – Ensure program starts on time and staff is properly equipped with all appropriate safety and trimming equipment.
- 5. Establish a parkway tree inventory and maintenance program due to the infestation of the Emerald Ash Borer.**
- **OBJECTIVE** – Work to establish a count, species and caliper, including GPS location for all trees within the Village’s right-of-ways and Village properties (not including parks) by October 30, 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Streets Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To establish a basis for a parkway tree inventory through the use of the Village’s GIS database and other electronic data collection means.
 - **OBJECTIVE** – Finalize a detailed brochure and web site information to aid in the identification of borer infestation, and that will include procedures for the removal and disposal of Ash trees infested by the Emerald Ash Borer for distribution throughout the Village by June 2011 to dispense to residents.
 - **PURPOSE** – Educate residents on how they can identify infestations, the status of the current infestation, and remedies or courses of action that will result as trees are infected and subsequently removed.
 - **OBJECTIVE** – Create GIS mapping for use in day to day investigation and determination of infestation of the Emerald Ash Borer by January 2012.
 - **PURPOSE** – To determine and locate infestation of the Emerald Ash Borer.
- 6. Establish a Parkway Sign Inventory and Maintenance Program to meet the Federal regulations.**
- **OBJECTIVE** – By July 2012 or another date that may be a Federal or State mandate, establish a sign inventory including type, GPS location and installation/replacement/repair data within the Village’s right-of-ways.
 - **PURPOSE** – To meet the requirements of the Federal mandate and improve the efficiency of the Village’s sign repair/replacement procedures through the establishment of a sign inventory database utilizing the Village’s GIS database or other appropriate electronic data management means.
- 7. Increase efficiency and effectiveness of Department operations.**
- **OBJECTIVE** – Continued population of GIS mapping data-points, with data collected and uploaded for 100% of all projects undertaken during 2011. Progress review of data entry and correction to occur during December 2011.
 - **PURPOSE** – To provide remote infrastructure location and identification for efficient field operations across all Departments and Divisions.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Streets Division) Functions/Strategic Plan Goals

Fiscal Year 2011

8. Improve transportation mobility and safety at designated intersections and roadways.

- **OBJECTIVE** – Solicit and undertake agreements to further technical development of plans and specifications for select transportation improvement projects, including the 143rd Street reconstruction and widening from LaGrange Road to Will Cook Road, plans for the development of a Roundabout at 147th and Ravinia, and the realignment of 143rd Street and Southwest Highway by July 2011.
 - **PURPOSE** – To advance projects of high importance to provide much needed improvements to key arterials within the Village thereby improving safety and decreasing congestion.

- **OBJECTIVE** – Complete current projects including the modification of the traffic signal at 151st and 80th Ave, and 2011 construction planned for intersection improvements at 143rd and LaGrange Road.
 - **PURPOSE** – To deliver projects that improve the quality of life for residents and visitors to Orland Park.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

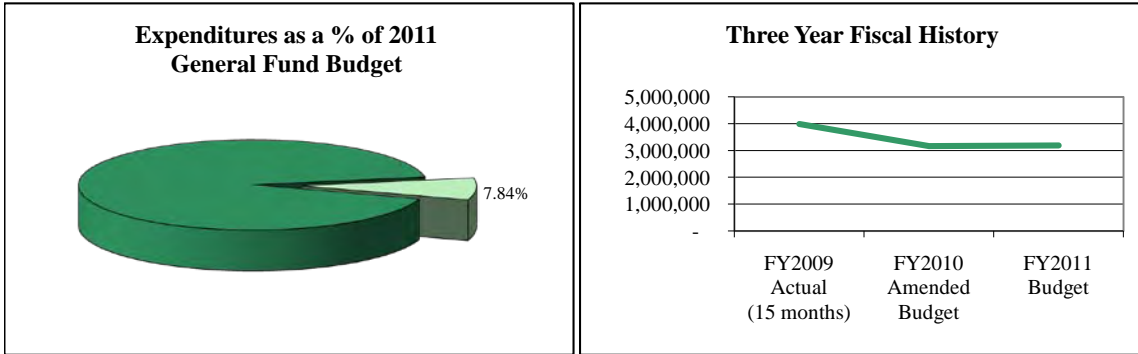
Public Works (Streets Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Pothole Hotline response provided within 24 hours	90%	95%	100%
Percent of streetlight/electrical repairs addressed within 48 hours	90%	90%	95%
Leaf collections completed before season's end	99%	99%	100%
Percent of sign maintenance/damage repaired within 72 hours	96%	98%	100%
Percent of snow removal within 12 hours	95%	100%	100%
Percent of forestry requests completed per policy and within timeframe	98%	99%	100%
Percent of resident work requests inspected within 72 hours	98%	99%	100%
Percent of concrete/asphalt repairs completed within timeframe	98%	99%	100%
Percent of annual pavement maintenance goals completed	90%	95%	100%
Percent of restoration work completed within timeframe	90%	95%	95%
Percent of right of way permit applications processed & returned within 2 weeks	98%	100%	100%

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Public Works (Streets Division)
Fiscal Year 2011**

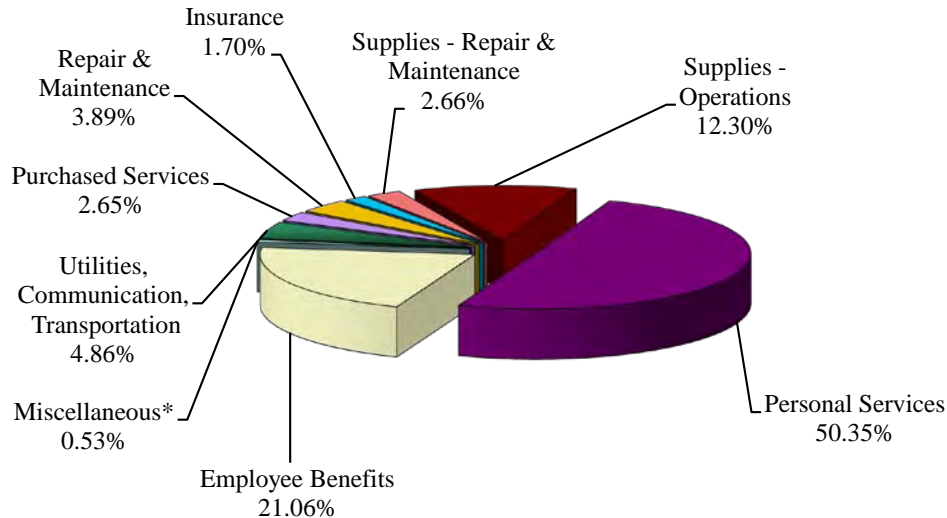


PUBLIC WORKS (STREETS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 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	9	8	8
Maintenance Worker II	5	5	5
Maintenance Worker III	4	4	4
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	23	22	22
PART TIME POSITION TITLE			
Sign Remover	1	1	1
Seasonal Maintenance / Hydrant Painter	2	2	2
Seasonal Maintenance	7	7	7
TOTAL PART TIME PERSONNEL	10	10	10

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Public Works (Streets Division) Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Rent, Supplies - General, and Other Commodities.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 1,450,156	\$ 1,880,723	\$ 1,561,859	\$ 1,605,616
Employee Benefits	508,576	676,431	598,914	671,721
Employee Expense	153	134	-	-
Professional Services	68,238	81,763	-	-
Utilities, Communication, Transportation	140,904	214,657	184,927	155,000
Purchased Services	83,337	89,506	71,000	84,669
Repair & Maintenance	341,022	416,852	102,000	124,000
Rent	4,694	615	-	1,000
Insurance	48,981	111,638	101,898	54,231
Supplies - General	24,027	12,314	13,200	13,000
Supplies - Repair & Maintenance	94,540	81,544	77,000	84,691
Supplies - Operations	317,644	418,792	447,900	392,223
Other Commodities	2,713	2,993	3,000	3,000
Total Expenditures	\$ 3,084,985	\$ 3,987,962	\$ 3,161,698	\$ 3,189,151

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Transportation Division) Functions/Strategic Plan Goals

Fiscal Year 2011

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. Approximately sixty-five percent (65%) of all passenger trips are generated by the Village's senior citizen population.

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 Director of Public Works and Engineering manages the PACE Dial-A-Ride Service.

GOALS:

- 1. Continue to explore opportunities to improve the efficiency of the Dial-a-Ride bus service, including Automatic Vehicle Locate tracking systems.**
 - **OBJECTIVE** – By November 1 of each year, 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.
 - **PURPOSE** – To provide efficient and effective operations, including optimizing scheduling and dispatching of the Village's Dial-a-Ride service. Revise and update the operating procedures in an effort to provide routing efficiencies to minimize non-service miles.
 - **OBJECTIVE** – Review new developments or service stops with scheduling personnel on a quarterly basis, providing recommendations regarding changes to operational procedures.
 - **PURPOSE** – To provide efficient and effective scheduling and dispatching of the Village's Dial-a-Ride service to minimize non-service miles.
- 2. To continue the practice of forecasting 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 by August of each year.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Transportation Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To prepare staff and Officials for changes that may be needed or on trends regarding what may be seen as future ridership and personnel requirements for the upcoming fiscal year.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

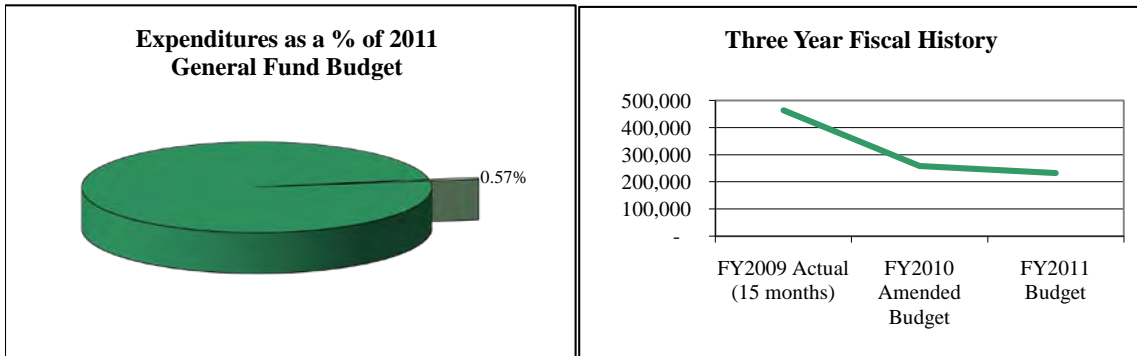
Public Works (Transportation Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Percent of scheduled buses available daily for scheduled service	n/a	95%	100%
Percent of satisfactory Pace inspections	n/a	100%	100%
Number of one-way trips provided	n/a	n/a	12,000

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Public Works (Transportation Division)
Fiscal Year 2011**



PUBLIC WORKS (TRANSPORTATION DIVISION) BUDGETED POSITIONS

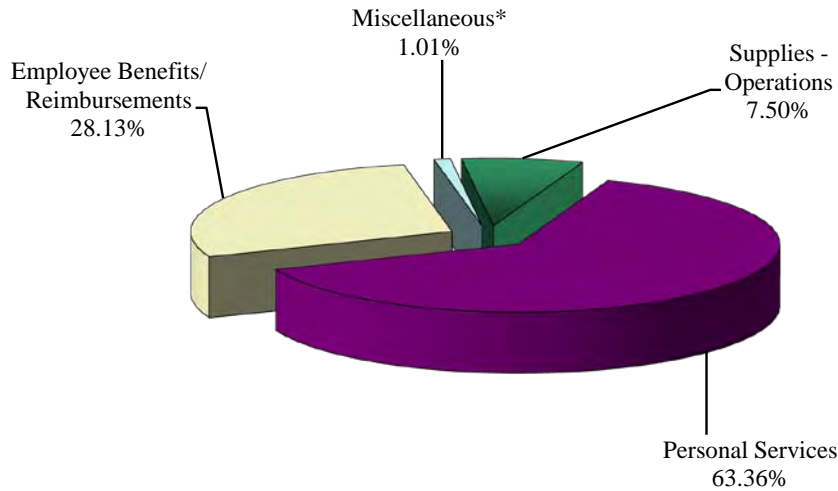
FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Bus Drivers	3	1	1
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	4	2	2
PART TIME POSITION TITLE			
Bus Drivers	3	2	2.3
TOTAL PART TIME PERSONNEL	3	2	2.3

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Transportation Division) Expenditure Summary

Fiscal Year 2011



*Miscellaneous category includes Insurance, and Supplies - General.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 208,495	\$ 285,658	\$ 139,964	\$ 147,002
Employee Benefits	93,453	129,775	94,536	65,048
Employee Reimbursements	355	120	260	230
Insurance	1,252	21,710	1,239	907
Supplies - General	4,763	2,809	1,500	1,447
Supplies - Operations	32,562	23,050	20,000	17,395
Total Expenditures	\$ 340,880	\$ 463,122	\$ 257,499	\$ 232,029

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Vehicle & Equipment Division) Functions/Strategic Plan Goals

Fiscal Year 2011

DIVISION FUNCTION:

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

STRATEGIC PLAN GOALS:

- 1. Reduce the frequency and customer impacts of unscheduled repairs in the shop to an acceptable level given the age of the fleet.**
 - **OBJECTIVE** – Draft monthly report regarding unscheduled repairs performed in the shop to determine the reason and to make recommendations to mitigate and reduce the unscheduled repairs. Provide loaner vehicles or equipment when possible to achieve 100% readiness.
 - **PURPOSE** – Fewer unscheduled repairs will minimize the impact on the weekly scheduled work and increase productivity in the shop.
 - **OBJECTIVE** – Within 45 days of the end of each quarter, review shop repairs, scheduled and unscheduled, to ensure parts inventory is stocked consistent with repair experience, and prepare and distribute a report of the findings.
 - **PURPOSE** – Increase productivity and minimize the impact of unscheduled maintenance on the weekly scheduled work in the shop.
 - **OBJECTIVE** – Review industry best practice regarding unscheduled maintenance and produce report with recommendations by October 2011.
 - **PURPOSE** – Increase productivity and minimize the impact of unscheduled maintenance on the weekly scheduled work in the shop.
 - **OBJECTIVE** – Review industry best practice regarding outsourcing opportunities for maintenance and repairs, and produce report with recommendations by October 2011.
 - **PURPOSE** – To make best use of resources to meet the growing repair needs of the Village and the decreasing resources to provide operationally ready equipment.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Vehicle & Equipment Division) Functions/Strategic Plan Goals

Fiscal Year 2011

2. Provide training for Fleet Maintenance personnel through the use of free or low-cost seminars or other resource outlets. Such seminars are held periodically, and attendance totaling six events is desired.

- **OBJECTIVE** – Review upcoming training opportunities provided by manufacturers or other resources and prepare a schedule for technicians that will allow their attendance at such events.
 - **PURPOSE** – By offering training, maintenance and repairs to the fleet will be done quicker and more accurately.

3. Maintain a 100% ready snow fighting fleet throughout the winter season.

- **OBJECTIVE** – To ensure increased operational readiness by performing proper maintenance procedures before and after a snow event and repair all breakdowns during an event as quickly as possible. A goal of an average of 95% repair completion within 48 hours of the unit entering the shop during a year is desired.
 - **PURPOSE** – To provide a full compliment of safe vehicles and equipment to fleet customers, including storm-ready snow fighting equipment and minimize downtime during a winter storm event.
- **OBJECTIVE** – To complete all repairs due to breakdown during a snow event within 24 hours.
 - **PURPOSE** – Provide full compliment of storm-ready snow fighting equipment and to minimize downtime during an event.
- **OBJECTIVE** – To maintain an adequate parts inventory to repair breakdowns during a snow event in an effort to achieve the 48 hour repair objective.
 - **PURPOSE** – An adequate and appropriate parts inventory will allow the technician to repair a vehicle with minimal downtime during an event.

4. Reduce fleet vehicle fuel consumption and emissions.

- **OBJECTIVE** – Commence gathering data and develop a database that will serve as a baseline for fleet fuel consumption. Data points for every fleet unit will include unit identification information including hours or miles logged every month, fuel consumed, atmospheric temperature and snow fall data. By March 2012, be able to produce a report that will measure fuel consumption and unit service time or miles, followed by a review and recommendations to improve unit performance and reduce fuel consumption.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

**Public Works (Vehicle & Equipment Division) Functions/Strategic Plan Goals
Fiscal Year 2011**

- **PURPOSE** – By understanding fleet use and fuel consumption, the Village will be able to develop a strategy to improve fleet performance, and reduce fossil fuel consumption.

- **OBJECTIVE** – Continue to review evolving technologies, including Automatic Vehicle Locating systems, and develop recommendations by September 1 of each year advising of an ability to provide improved staff productivity through purchasing more productive and fuel efficient vehicles, or by providing new or supplemental equipment that will improve fuel efficiency and provide improved use of resources.
 - **PURPOSE** – By reducing fuel consumption, the Village will realize a cost savings by reducing the amount of fuel purchased, plus provide regional clean air improvements due to reduced emissions.

- **OBJECTIVE** – Research and annually update recommendations and report of the latest technology regarding alternative vehicles, including hybrids, electric and fuel cells. These vehicles reduce or completely eliminate fossil fuel consumption and resulting hydrocarbon pollutants.
 - **PURPOSE** – The decision to purchase this type of vehicle must be a practical and affordable one for the Village. This will be accomplished by monitoring the progress of alternative vehicle technology now and in the future and making use of demonstrator offers.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

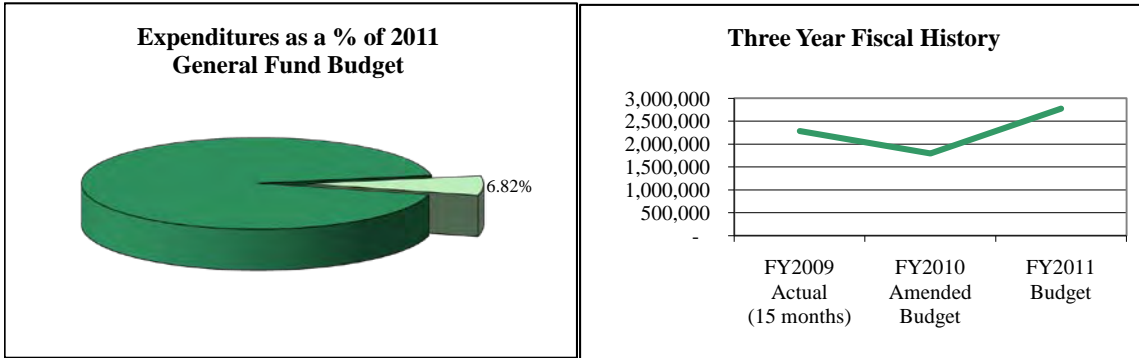
Public Works (Vehicle and Equipment Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Percent of repairs – non-scheduled	23.75%	20%	20%
Percent of mechanics attending continuing education opportunities	100%	100%	100%
Percentage of fleet winter storm-ready	100%	100%	100%
Percentage increase in fleet average miles per gallon	n/a	n/a	.005%
Number of jobs performed	12,552	8,503	9,200
Number of accidents reported	52	50	45

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Public Works (Vehicle and Equipment Division)
Fiscal Year 2011**



PUBLIC WORKS (VEHICLE AND EQUIPMENT DIVISION) BUDGETED POSITIONS

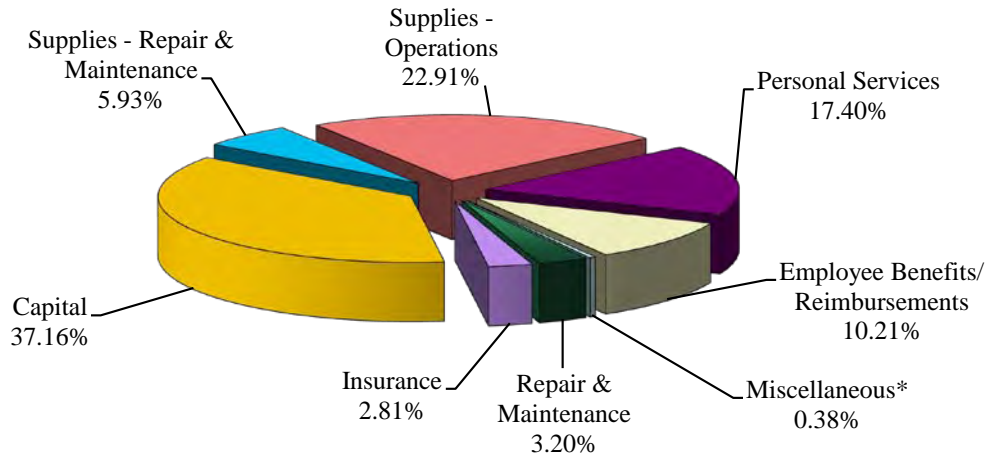
FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
V&E and Transportation Operations Mgr	0	0	1
Superintendent of Vehicle/Equipment	1	0	0
Foreman	1	1	0
Inventory Control Technician	1	1	1
Mechanic II	4	3	3
Maintenance Worker I	1	1	1
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	9	7	7
PART TIME POSITION TITLE			
Public Works Facility Attendant	1	0	0
TOTAL PART TIME PERSONNEL	1	0	0

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Public Works (Vehicle and Equipment Division) Expenditure Summary

Fiscal Year 2011



*Miscellaneous category includes Utilities, Communication, Transportation, Other Commodities, Purchased Services, Supplies - General, and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 612,050	\$ 842,342	\$ 461,819	\$ 482,922
Employee Benefits	235,199	327,825	244,352	281,624
Employee Reimbursements	6,351	1,762	1,780	1,775
Utilities, Communication, Transportation	379	360	295	1,273
Purchased Services	5,232	4,080	1,850	1,850
Repair & Maintenance	102,581	125,772	89,195	88,795
Insurance	9,794	10,697	28,379	77,921
Supplies - General	15,621	14,660	11,250	6,750
Supplies - Repair & Maintenance	177,781	190,663	169,700	164,652
Supplies - Operations	773,005	627,153	689,488	635,648
Other Commodities	990	482	500	500
Capital	467,158	141,913	96,000	1,031,000
Miscellaneous Expenses	777	49	100	100
Total Expenditures	\$ 2,406,918	\$ 2,287,758	\$ 1,794,708	\$ 2,774,810

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Mission

Fiscal Year 2011

DEPARTMENT MISSION:

Enhance the quality of life for the people and families within the community by providing professional, high quality and effective police service in partnership with the residents and businesses. Members of the Orland Park Police Department believe their work has a vital impact on the quality of life in the community.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

ADMINISTRATION DIVISION - INTERNAL AFFAIRS, TRAINING AND DEVELOPMENT

DIVISION FUNCTIONS:

The Administration Division is responsible for budgeting, planning, inspecting, training, and internal affairs. In addition, the Administrative Division coordinates and directs 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 also responsible for the management of emergency services and disaster response for natural and man-made disasters by police and ESDA personnel.

STRATEGIC PLAN GOALS:

1. Wireless Data Communications Network - In collaboration with the Orland Joint Emergency Telephone System (OJETS) Board, upgrade the enhanced wireless communications network.

- **OBJECTIVE** - Install the proposed seven (7) Access Points “Fillers” by January 31, 2011.
 - **PURPOSE** - The Access Points “Fillers” will enhance the network availability coverage in areas where there is reduced or no coverage. The sites are critical to the effectiveness and efficiency of the network. Proper placement and implementation will lead to a functioning network.
- **OBJECTIVE** – Drive test the areas where the new Access Points “Fillers” have been installed to ensure network coverage and reliability. Finalize all fine tuning and directional adjustments by February 11, 2011.
 - **PURPOSE** – The tuning and adjustment phase is critical to the success of the project.
- **OBJECTIVE** - Implement and test the entire network using police vehicles at full data capacity during the spring when trees have full foliage to determine network coverage and reliability. If the network has been proven to be reliable and the network coverage is consistent with the contract guidelines by April 15, 2011, full implementation will occur.
 - **PURPOSE** – To provide for a state of the art wireless communications network for the transmission of digital information back and forth from officers in the field and police headquarters. The

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

proposed timeline for the Orland Park Mobile Data Network expansion and completion assumes the tasks will be completed by GE/MDS on schedule; otherwise the timeline will be adjusted accordingly.

2. Rifle Carbine Certification - The implementation of a training program to increase the number of sworn police officers qualified to deploy a department issued rifle carbine in FY 2011.

- **OBJECTIVE** - Increase by 20% the number of sworn police officers qualified to carry the department issued rifle carbine in FY 2011.
 - **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.

3. NIMS COMPLIANCE - Achieve full compliance with the National Incident Management System (NIMS) certification requirements for FY2011.

- **OBJECTIVE** - Completion of IS-700 and ICS-100 awareness training for all officers, completion of IS-702, IS-703 and IS-704 awareness training for personnel assigned to specific duties within the ICS framework and the completion of ICS 200, ICS-300 and IS-800 for all supervisory personnel. Lieutenants and Command Staff personnel will complete ICS-400. Command Staff personnel will also complete IS-701. The personnel training will be completed by September 1, 2011.
 - **PURPOSE** - The Federal Government has provided specific directive within the mandate of which employees must complete specific levels of ICS training for the organization/municipality to be in full compliance. This training plan is developed to that end.
- **OBJECTIVE** - Conduct a position-specific ICS training practicum by July 1, 2011.
 - **PURPOSE** - The ICS practicum event is a requirement of full federal NIMS compliance and must be executed in a timely manner.
- **OBJECTIVE** - Ensure that the NIMS Compliance Assistance Support Tool (NIMSCAST) is completed by September 30, 2011. NIMSCAST is a web-based self-assessment instrument to evaluate and report a local government's achievements of all NIMS implementation activities.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** - The purpose of becoming fully compliant with NIMS is to enhance preparedness and response capabilities to all-hazard incidents and events. NIMS compliance is required in order to receive federal preparedness funding and federal grants.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

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 GOALS:

- 1. Building and Grounds Maintenance - Continue to provide for the care and maintenance of the building and grounds of the police headquarters with special emphasis on remaining warranty issues.**
 - **OBJECTIVE** - Maintain contact with the architects at the SRBL Architect Firm to design, propose and implement a viable solution to the "cold spots" in five offices of the police headquarters which are experiencing heat loss due to windows being at ground level.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – Correct a design flaw that has lead to five police headquarter offices to experience “cold spots.” This dilemma has disrupted the ability of the buildings HVAC to consistently maintain the desired heat temperatures in these specific areas.
 - **OBJECTIVE** - Coordinate the painting and minor wall repairs to the interior of the Police Headquarters during the first quarter of FY2011. Coordinate the painting and minor repairs to the exterior of the Police Headquarters during the second quarter of FY2011.
 - **PURPOSE** - Due to normal usage over the past three years, the interior of the Police Headquarters is showing wear. Also, over the past three years the sun and other weather conditions have faded and deteriorated the paint on the south exterior wall of the Police Headquarters. Minor repairs and painting of the interior and exterior walls of the Police Headquarters will enhance the esthetics of the building and portray a positive image of the Village to citizens, employees and visitors. The exterior painting and preventive maintenance will help reduce the deterioration of the exterior wall structure.
 - **OBJECTIVE** – Tile the walls up to a level of four feet in the high traffic corridor entrance to the men’s locker room.
 - **PURPOSE** – The high traffic corridor entrance of the men’s locker room has experienced excessive wear (scuffs and scrapes) to the drywall, due to patrol officers transporting their patrol bags and equipment through this area. Tiling the walls will eliminate the scuffs and scrapes to the dry wall and present an aesthetically pleasing look to the area.
- 2. Radio Interoperability - Coordinate the implementation of the Chicago/Cook County Urban Area Security Initiative (UASI) Tactical Interoperability Communications Plan.**
- **OBJECTIVE** - Program all portable VHF police radios with the two current Cook County Sheriff’s Police Interoperability Channels by the second quarter of FY11.
 - **PURPOSE** – The Orland Park Police Department, Chicago and the Cook County UASI Region recognizes the need for immediate interagency communications, interoperability and cooperation during the response and recovery of critical incidents, whether natural or man made.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** - Program all mobile VHF police radios that are installed in police vehicles with the two current Cook County Sheriff's Police Interoperability Channels by the second quarter of FY11.
 - **PURPOSE** – Provide Orland Park Police Officers with immediate interagency interoperability communications during the response and recovery of critical incidents.

 - **OBJECTIVE** - Establish protocols and participate in the two monthly tests of the Cook County interoperability channels.
 - **PURPOSE** – To ensure that the two Cook County Interoperability Channels and the associated radio equipment are functioning properly, in preparation for the use during a critical incident.
- 3. Detention Aide Training and Evaluation Program - Develop and implement a Detention Aide Training and Evaluation Program for new Orland Park Police Detention Aides.**
- **OBJECTIVE** - Develop and publish a Detention Aide Training and Evaluation Manual during the first quarter of FY2011.
 - **PURPOSE** - The Orland Park Police Department Detention Aide Training and Evaluation Program will be a continuation of the selection process that combines training with objective evaluations to insure that the standards of a detention aide are met. The concept of the program will emphasize both formal and informal training for Detention Aide evaluation.

 - **OBJECTIVE** - Identify and appoint a Detention Aide Training Officer during the first quarter of FY2011.
 - **PURPOSE** – The integration of teaching and evaluating, coupled with the formalization of the Detention Aide Training Officer's duties and responsibilities has the result of placing accountability for a new Detention Aide's performance in the hands of an experienced Detention Aide Training Officer.

 - **OBJECTIVE** - Implement the Detention Aide Training and Evaluation Program during the first quarter of FY11.
 - **PURPOSE** - It is the position of the Orland Park Police Department that a formalized Detention Aide Training and Evaluation Program can best answer the demand for more professional detention aides.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

**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/DRUG INVESTIGATIONS UNIT/DOMESTIC VIOLENCE
UNIT/SCHOOL RESOURCE 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 GOALS:

1. **Crime Prevention Program - To implement a Crime Prevention Program in 2011 with the business community to address crime issues effecting local business.**
 - **OBJECTIVE** - In March and November of 2011, conduct two Business Security Forums to be held at the Orland Park Police Headquarters.
 - **PURPOSE** - To provide critical information on current crime patterns affecting the business community.
 - **OBJECTIVE** - Expand the number of businesses that are part of the department's Critical Reach Information System by 25 %.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** - To provide for a more efficient and timely method of disseminating information to businesses concerning community crime issues.
- 2. **Citizen's Police Academy - To conduct a Citizen's Police Academy for residents of the Village of Orland Park at the Police Department Headquarters.**
 - **OBJECTIVE** - Select a date and develop a schedule for the event and reserve the facilities needed in January of 2011.
 - **PURPOSE** - To solidify the necessary time frame for implementation and provide the firm dates to the community for interested residents to register.
 - **OBJECTIVE** - Assign a supervisor to develop a class syllabus and select instructors for the sessions. Instructors will develop their respective presentations and submit them to the event supervisor for approval by April 1, 2011.
 - **PURPOSE** - To develop and review the necessary personnel and program content materials.
 - **OBJECTIVE** - Initiate a public information campaign to inform the community about the program through media releases, Village public information sources, and other community resources and organizations beginning in May of 2011 and continuing until the beginning of the event.
 - **PURPOSE** - To inform and recruit residents to develop a citizen attendance base for the program.
 - **OBJECTIVE** - Conduct and complete the program, ending with a graduation presentation with media coverage prior to November 15th of 2011.
 - **PURPOSE** - To broaden the understanding between the citizens and the police department in relations to the departments operations and functions
- 3. **Crime Free Housing Program - To continue the implementation of the Crime Free Rental Housing Program.**
 - **OBJECTIVE** - Development of a data base to provide the Crime Free Rental Housing Coordinator and police officials with an information system tracking rental properties, the owner's information and problems associated with the properties and what efforts have been initiated to correct problems.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** - Closely records and coordinates enforcement activities to aid in bringing rapid corrections to problem areas.
 - **OBJECTIVE** - Conduct quarterly Crime Free Rental Housing Training Seminars during 2011 for those required by Village Ordinance to attend.
 - **PURPOSE** - Adequately provide the opportunity for those required to attend to meet their responsibilities under the code.
 - **OBJECTIVE** - Enter 100% of all violations into the CAD/RMS and MV Systems within five days.
 - **PURPOSE** - To ensure that violations are processed and adjudicated in a timely manner to improve the quality of life in and around rental properties.
- 4. Community relations program - To implement and enhance the departments' partnership with the community.**
- **OBJECTIVE** – Update and increase participation in the Nixle community notification system.
 - **PURPOSE** - To select an officer and provide him/her with the necessary training and information needed to develop and implement this project.
 - **OBJECTIVE** – Modernize the department website.
 - **PURPOSE** - To select an employee and provide him/her with the necessary training and information needed to develop and implement this project.
 - **OBJECTIVE** - Conduct the August 2011 National Night Out Against Crime Event in Orland Park, with the theme of “Building a Safer Community” to support the initiative.
 - **PURPOSE** - To use this Village wide event with a large attendance and media coverage to enlist resident support for the project.
 - **OBJECTIVE** - Beginning in April of 2011, reach out to residents through neighborhood beat meetings and TIPS events and local media contacts and by December of 2013 develop a neighborhood watch program for each patrol beat.
 - **PURPOSE** - Using established and successful events and contacts to enhance involvement in the program and aid in crime prevention.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

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

DIVISION 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 GOALS:

1. Increase Road Safety - Decrease traffic crashes utilizing a multi faceted approach that incorporates targeted enforcement, public relations and driver education.

- **OBJECTIVE** - Identify the four locations with the highest incidence of crashes increase enforcement action by 10% in FY2011.
 - **PURPOSE** - An increase in police activity at locations experiencing elevated crash reports should result in reductions.
- **OBJECTIVE** - Conduct a quarterly review of crash reports to determine the progress and impact of the initiative.
 - **PURPOSE** - A quarterly analysis of crash reports should provide feedback in a timely manner to allow staff to adjust or modify initiatives to impact the problem.
- **OBJECTIVE** - Kick-off a public relations/educational effort to enhance public awareness of traffic crash reduction and enforcement efforts at certain geographic areas in the first quarter of FY2011.
 - **PURPOSE** - Public awareness of police enforcement efforts at certain locations should have a behavioral impact on driving habits resulting in less traffic crash reports.

2. Improve Police Response Efficiency - Improve police dispatching and emergency response through the use of available computer hardware along with software upgrades.

VILLAGE OF ORLAND PARK, ILLINOIS

General Fund

Police Department Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** - Integrate new police information management system and emergency dispatch management software in Patrol Division operations by the fourth quarter of FY2011.
 - **PURPOSE** - Modernization of dispatch calls for police service will improve police response to emergency situations.
 - **OBJECTIVE** - In collaboration with Support Services Division integrate dispatch software and automated vehicle locator hardware by the fourth quarter of FY2011.
 - **PURPOSE** - The integration of these technologies will allow for seamless utilization of the full capability of the system.
 - **OBJECTIVE** - Implementation and utilization of proximity dispatching based on call priority and units geographic positions as related to an emergency will greatly decrease our response time.
 - **PURPOSE** - Proximity dispatching of emergency calls will put the resources that are closest geographically to the situation on scene faster.
- 3. Improve Routine Patrol Availability of Specialty Units - Units such as Bicycle Patrol are in high demand during the summer months and provide a valuable service to the community.**
- **OBJECTIVE** - Increase the number of officers assigned to the bike patrol unit during the summer months by 50% before FY2012.
 - **PURPOSE** - Bike patrol officers provide a valuable community policing function, assist in Special Events and are effective in targeted response to crime trends.
 - **OBJECTIVE** - Develop alternative staffing plans to reorganize manpower during the BPU season by the summer of FY2011.
 - **PURPOSE** - To restructure staffing to allow for adequate coverage for normal patrol functions while deploying an increased staffed specialty unit.
 - **OBJECTIVE** - Seek out alternative funding sources and hire-back options to achieve more BPU participation by the end of FY2011.
 - **PURPOSE** - Alternative funding could provide a fiscally responsible method to address staffing needs.

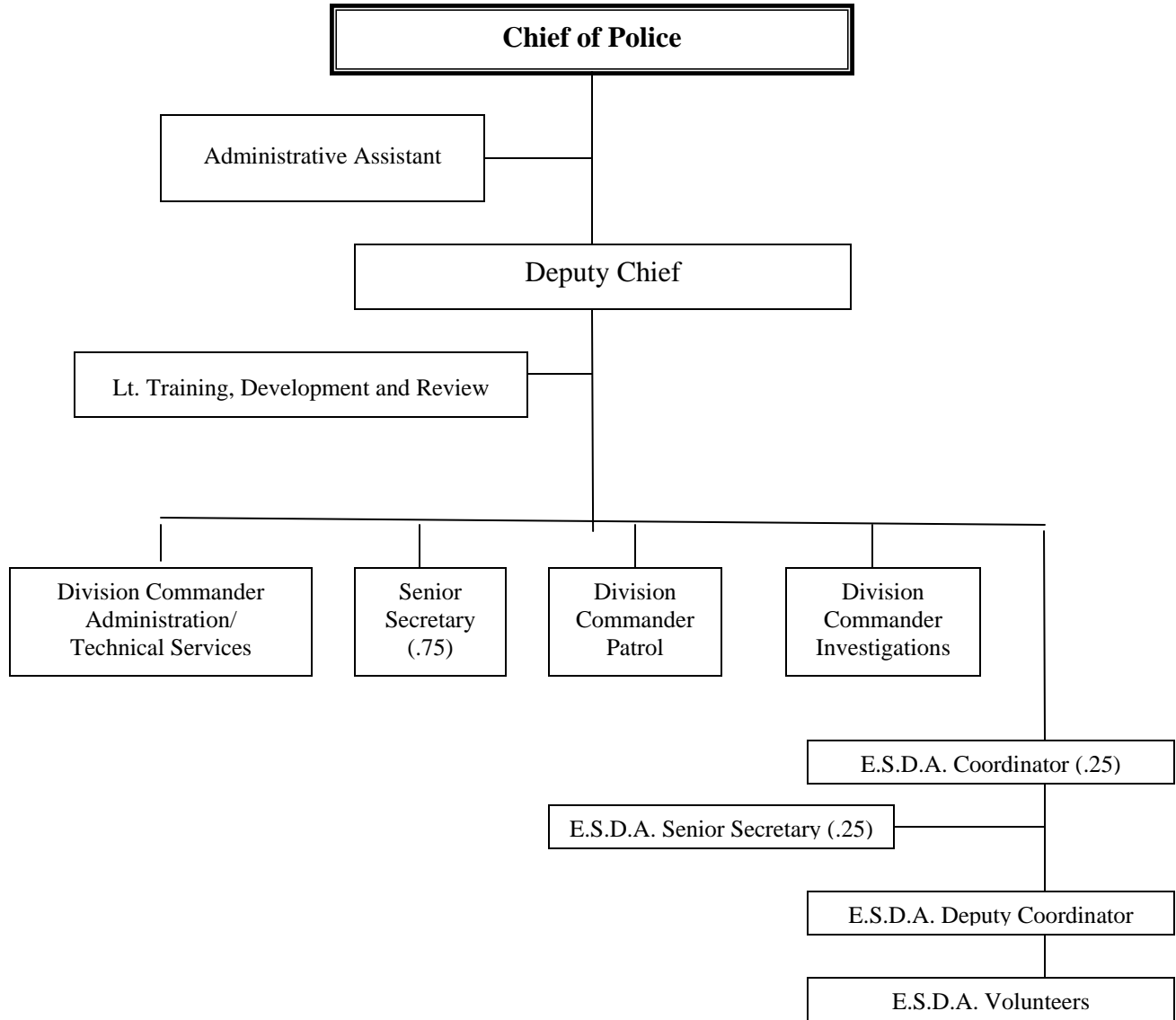
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Police Department Performance Measures
Fiscal Year 2011**

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Number and percent of parking citations processed within 10 days of issuance	20,012 100%	16,680 100%	17,000 100%
Number and percent of traffic citations processed within 10 days of issuance	15,332 100%	15,840 100%	16,000 100%
Average answer time for all 911 calls in seconds	7	7	7
Percent 911 calls answered in 20 seconds or less	99%	99%	99%
Actual theft incident rate	1,247	1,106	1,200
Crime rate 100,000 population	1209	1896	1800
Number of Cannabis arrests	59	37	80
Number of Index Crime Drug arrests	141	80	125
Number of Authorized Sworn Officers	97	97	97
Population	60,000	60,000	60,000
Officers per thousand population	1.62	1.56	1.56

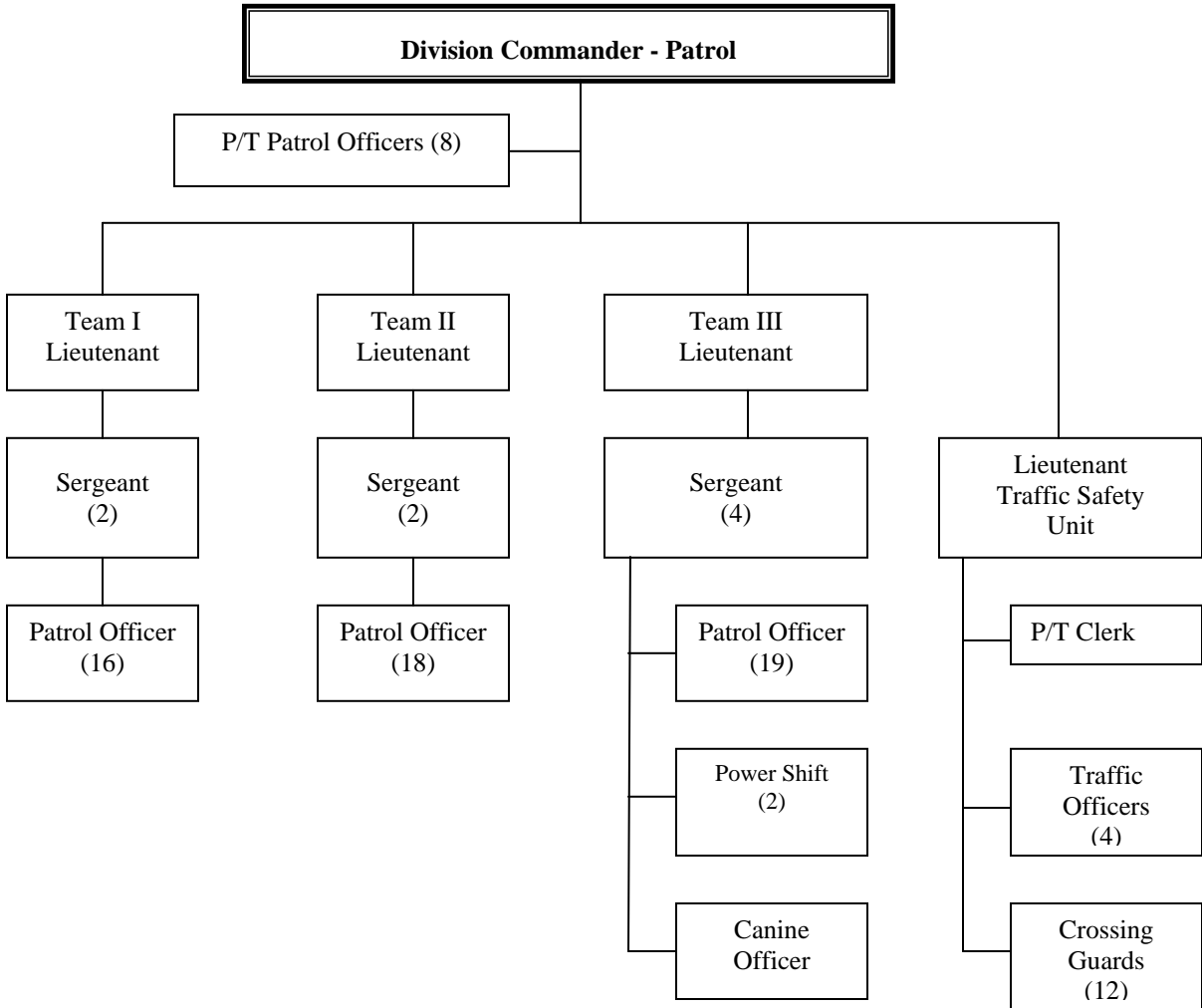
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Police Department Organizational Chart
Fiscal Year 2011**



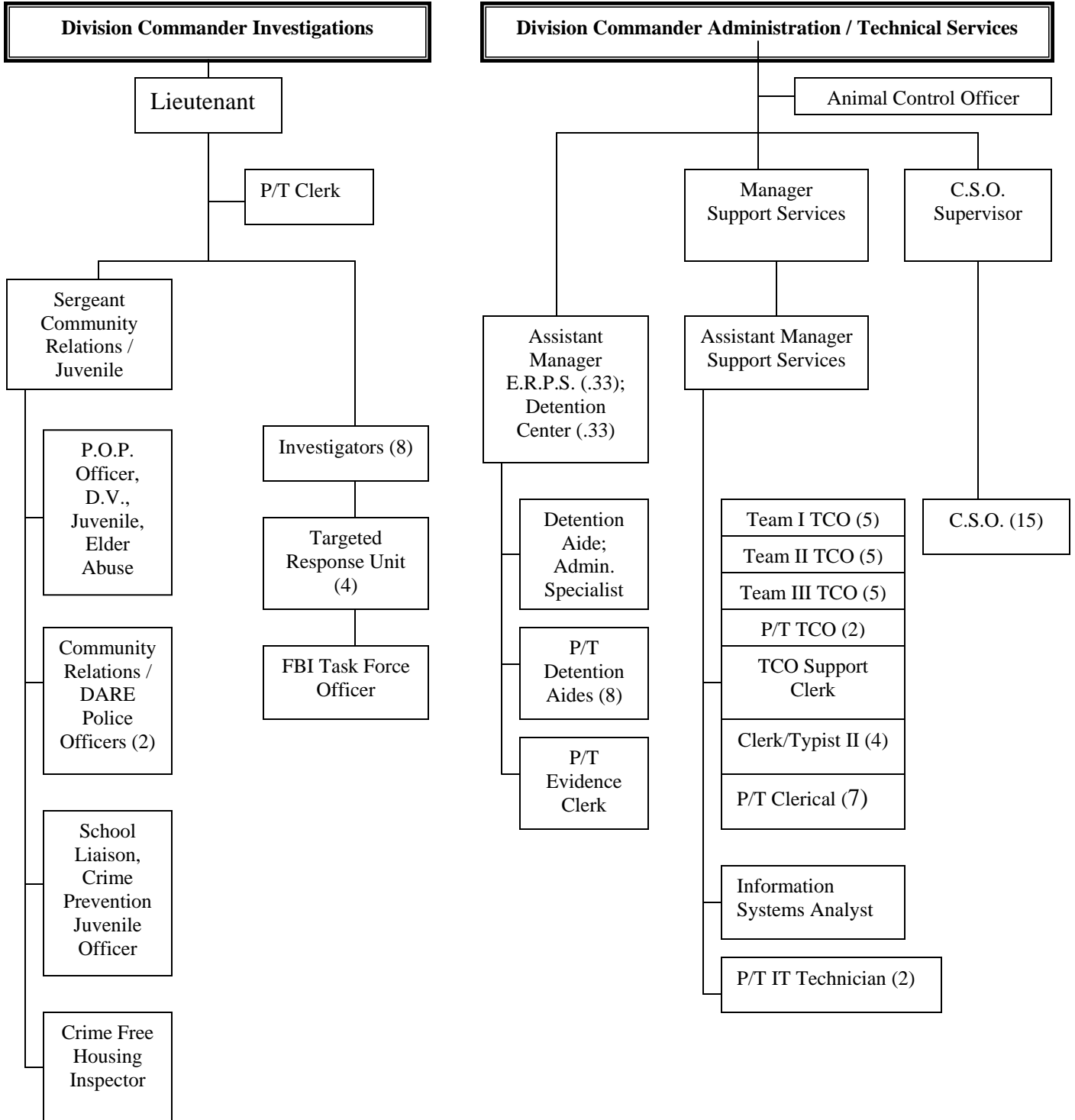
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Police Department Organizational Chart
Fiscal Year 2011**



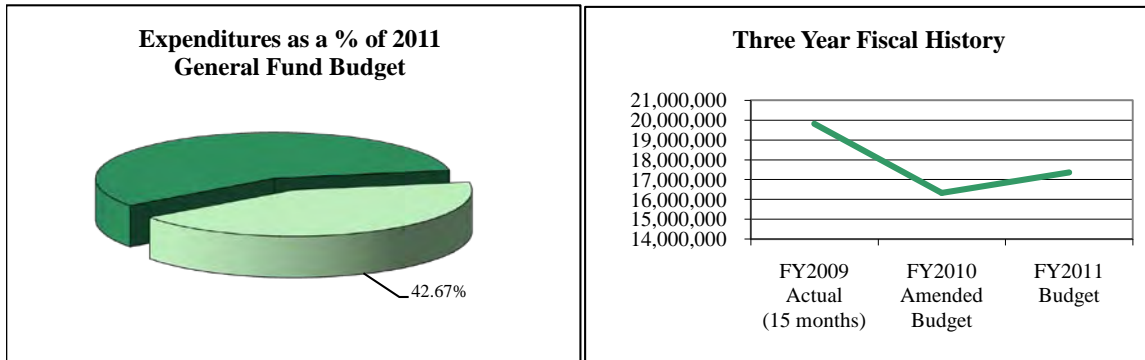
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Police Department Organizational Chart
Fiscal Year 2011**



VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Police Department
Fiscal Year 2011**



POLICE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Commanders	3	3	3
Lieutenants	6	6	5.7
Sergeants	9	9	9.3
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	1.75	0.75	0.75
Clerk Typist II	3	3	3
Clerk Typist II / Shift Differential	1	1	1
Animal Control Officer	1	1	1
Telecommunicators	6	5	5
TCO / Shift Differential	9	10	9
TCO Support Clerk	1	1	1
TCO Trainer / Shift Differential	1	1	1
Patrol / Canine Officer	1	1	1

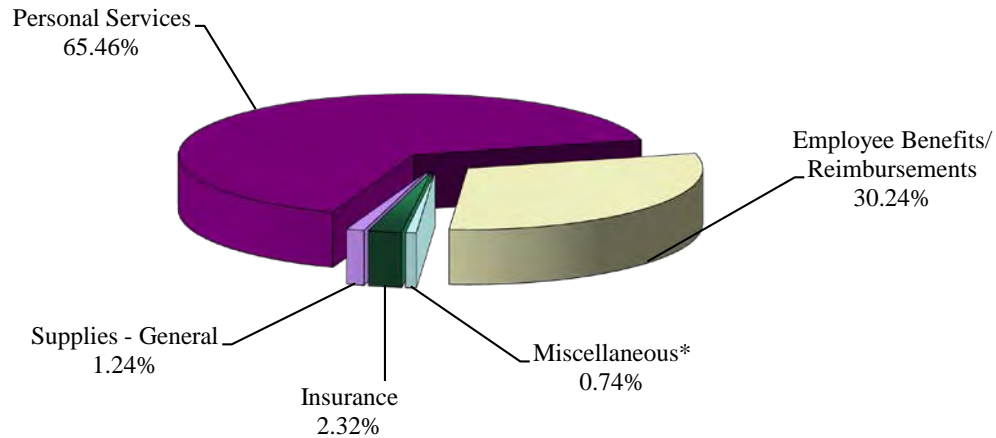
VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Police Department
Fiscal Year 2011**

Patrol Officers	65	63	61
Patrol Field Training Officer	4	5	5
Patrol Field Evidence Technician	8	7	8
TOTAL FULL TIME PERSONNEL	127.5	124.5	122.5
PART TIME POSITION TITLE			
Clerk Typist	10	10	10
IT Technican I	1	2	1
IT Technican II	1	2	1
Telecommunicator	2	2	2
Community Service Officer	15	15	15
Detention Aide / Adm Specialist	1	1	1
Dentention Aides	8	8	8
Patrol	8	8	8
Crossing Guards	12	12	12
Intern / Undergrad	1	0	0
P/T Property Insp for Crime Free Housing	1	1	1
Temporary Traffic Control Officer	1	1	1
TOTAL PART TIME PERSONNEL	61	62	60

VILLAGE OF ORLAND PARK, ILLINOIS

**General Fund
Police Department Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Purchased Services, Rent, Utilities, Communication, Transportation, Capital, Other Commodities, Repair and Maintenance, Professional Services, and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 10,347,885	\$ 13,612,181	\$ 11,126,419	\$ 11,363,963
Employee Benefits	3,498,508	5,060,310	4,401,267	5,157,485
Employee Reimbursements	176,265	155,538	88,589	91,439
Professional Services	26,108	8,572	10,975	11,095
Utilities, Communication, Transportation	20,821	20,805	37,461	32,882
Purchased Services	3,016	4,474	10,250	8,250
Repair & Maintenance	51,812	25,489	39,746	36,776
Rent	4,200	4,550	4,200	4,200
Insurance	510,813	573,816	344,379	403,133
Supplies - General	276,438	290,161	209,899	216,071
Other Commodities	18,591	21,567	14,500	13,500
Capital	127,400	10,990	-	10,045
Miscellaneous Expenses	17,002	22,397	11,500	11,300
Total Expenditures	\$ 15,078,859	\$ 19,810,850	\$ 16,299,185	\$ 17,360,139

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Motor Fuel Tax Fund Description

Fiscal Year 2011

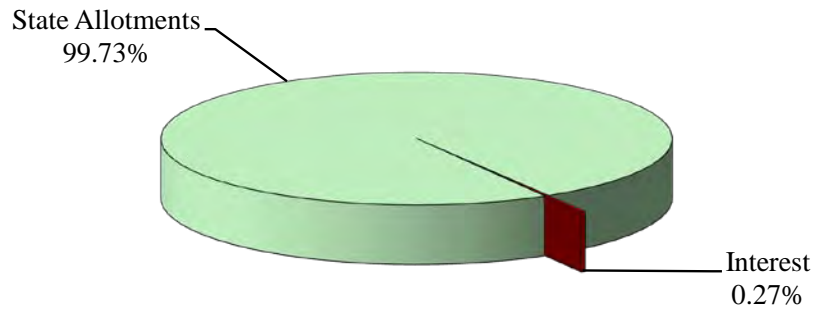
The Village receives monthly distributions of Motor Fuel Tax from the State of Illinois; these distributions are recorded as revenue of the Village's Motor Fuel Tax Fund. The Village's Motor Fuel Tax revenues are derived from the State-imposed 19 cent per gallon tax on gasoline and 21.5 cent per gallon 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.

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Motor Fuel Tax Fund Revenue Summary
Fiscal Year 2011**

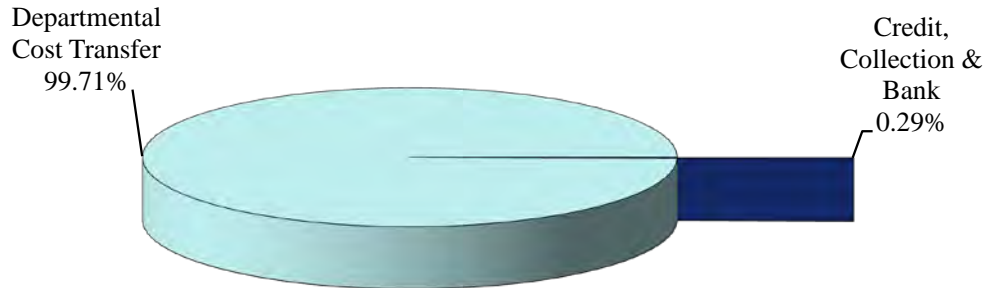


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
State Allotments	\$ 1,520,999	\$ 2,018,087	\$ 1,503,888	\$ 1,510,862
Jurisdictional Transfer	-	230,500	-	-
Interest	22,498	7,906	5,133	4,144
Total Revenue	\$ 1,543,497	\$ 2,256,493	\$ 1,509,021	\$ 1,515,006

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Motor Fuel Tax Fund Expenditure Summary
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Credit, Collection & Bank	\$ 1,250	\$ 4,881	\$ 2,005	\$ 4,442
Departmental Cost Transfer	1,520,999	2,018,087	1,503,888	1,510,862
Total Expenditures	\$ 1,522,249	\$ 2,022,968	\$ 1,505,893	\$ 1,515,304

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Park Development Fund Description

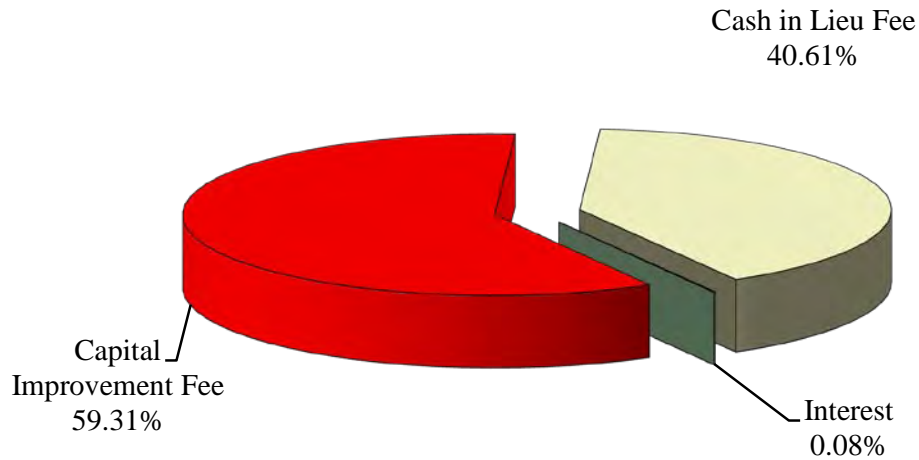
Fiscal Year 2011

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 partly based on data and policy 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 development is required to pay 100% of land and capital costs. Because community parks serve all residents, new housing development are required to pay 40% of land and capital costs. This results in the seven acre per 1,000 people requirement.

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Park Development Fund Revenue Summary
Fiscal Year 2011**

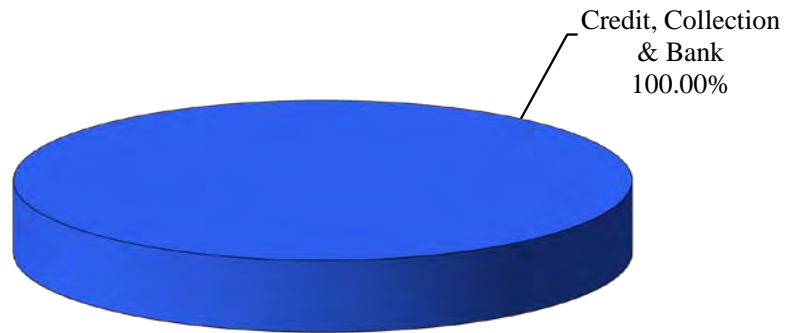


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
CDBG Grant	\$ -	\$ 150,000	\$ -	
Miscellaneous Reimbursements	-	215,940	307,500	
Capital Improvement Fee	64,484	26,891	36,324	36,324
Cash in Lieu Fee	64,609	22,872	24,873	24,873
Interest	31,425	10,076	-	50
Other Income		1,000		
Total Revenue	\$ 160,518	\$ 426,779	\$ 368,697	\$ 61,247

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Park Development Fund Expenditure Summary
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Credit, Collection & Bank	\$ 394	\$ -	\$ -	\$ 200
Capital	1,756,186	148,700	399,135	-
Total Expenditures	\$ 1,756,580	\$ 148,700	\$ 399,135	\$ 200

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

***Special Revenue Funds
Seizure/Forfeiture Fund
Fiscal Year 2011***

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, because it was used for illicit means. Once it is 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

	FY2008	FY2009*	FY2010	FY2011
	Actual	Actual	Amended	FY2011
			Budget	Budget
Interest	\$3,237	\$438	\$340	\$205
General Government	6,727	12,703	13,000	7,000
Other Financing Sources	-	-	-	-
Total Revenue	\$9,964	\$13,141	\$13,340	\$7,205

Expenditure Summary

	FY2008	FY2009*	FY2010	FY2011
	Actual	Actual	Amended	FY2011
			Budget	Budget
Miscellaneous Expenses	\$2,561	\$14,417	-	-
Supplies – General	-	3,152	-	-
Total Expenditures	\$2,561	\$17,569	-	-

*FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds Home Rule Sales Tax Fund Fiscal Year 2011

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.

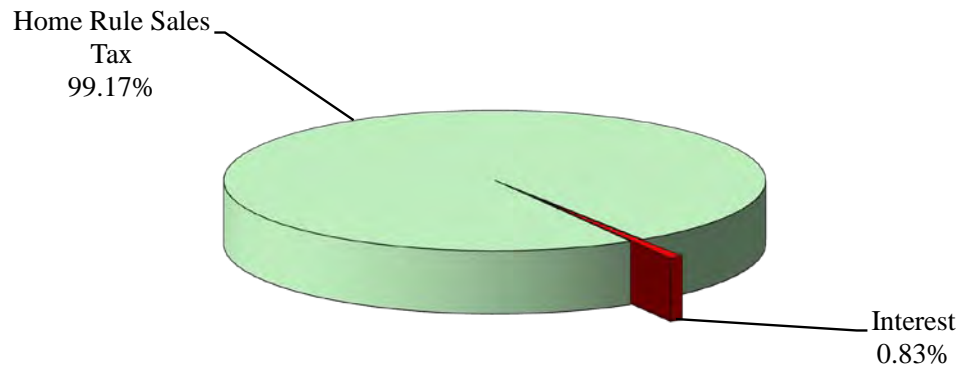
Prior to FY2004, receipts of Home Rule Sales Tax, and the related expenditures, were recorded in the Village's General Fund. During the FY2004 budget process, the Board accepted the Finance Department's recommendation to establish a Home Rule Sales Tax Fund, taking the activity out of the Village's General 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. The rebate program will be approved on a year to year basis. Funds previously used for the property tax rebate program will be used for capital improvement projects within the Village.

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Home Rule Sales Tax Fund Revenue Summary
Fiscal Year 2011**

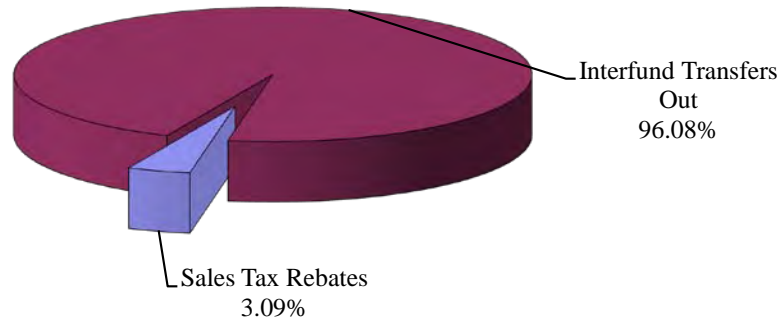


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Home Rule Sales Tax	\$ 9,749,784	\$ 11,587,074	\$ 9,029,956	\$ 9,014,565
Interest	232,105	134,868	66,503	75,299
Total Revenue	\$ 9,981,889	\$ 11,721,942	\$ 9,096,459	\$ 9,089,864

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Home Rule Sales Tax Fund Expenditure Summary
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 35,500	\$ 38,338	\$ -	\$ -
Employee Benefits	6,732	8,127	-	-
Credit, Collection & Bank	7,199	16,201	-	4,824
Utilities, Communication, Transportation	14,491	14,974	-	-
Repair & Maintenance	1,465	1,538	-	-
Insurance	205	281	-	-
Supplies - General	8,801	7,450	-	-
Sales Tax Rebates	322,390	439,195	282,797	305,683
Residential Property Tax Rebates	4,521,283	(43,324)	-	-
Interfund Transfers Out	5,768,732	9,141,903	8,856,198	7,500,000
Total Expenditures	\$ 10,686,798	\$ 9,624,683	\$ 9,138,995	\$ 7,810,507

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Main Street Triangle TIF Fund

Fiscal Year 2011

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 current Village Board in an effort to create a pedestrian friendly downtown district for Orland Park anchored by the 143rd Street train 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, including the Orland Plaza corner. The District was amended in 2007 to include the Orland Plaza property.

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 with the exception of the approximately seven acre Orland Plaza site. After unsuccessful negotiations to acquire the Orland Plaza site, the Village board on September 15, 2008 authorized the use of eminent domain authority to acquire the necessary rights-of-way and easements. The proceedings will continue in FY2011 in the hopes of reaching a settlement by the end of 2011. The filing of such proceedings does not preclude the Village and property owner from continuing to work to reach a negotiated purchase price.

The Village began the construction of a new train station in late FY2005 and construction was completed by the end of FY2007. Federal grant proceeds (passed through Metra) were received in the amount of \$9,648,510 to assist with the construction of the train 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 FY2005. The completion of the public infrastructure improvements will continue during future fiscal years.

The Village is currently in negotiations with a potential developer for the development of specific parcels within the Main Street Triangle.

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Main Street Triangle TIF Fund
Fiscal Year 2011**

Revenue Summary

	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Miscellaneous Reimbursements	\$ 22,895	\$ -	\$ -	\$ -
Transfer from Road Exaction Fund	-	750,000	-	-
Corporate Property Tax	-	-	-	-
Bond Proceed Revenue	-	793,112	-	-
Interest	1,313	-	-	-
Interfund Transfers In	6,453,804	-	-	-
Total Revenue	\$ 6,478,012	\$ 1,543,112	\$ -	\$ -

Expenditure Summary

	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Professional Services	\$ 74,863	\$ 259,376	\$ 312,915	\$ 301,000
Utilities, Communication, Transporta	-	-	-	-
Purchased Services	-	1,568	-	-
Capital	1,140,037	389,964	5,004,380	-
Interest	441,256	441,259	-	-
Intergovernmental Agreement	4,360,436	-	-	-
Miscellaneous Expenses	459	77	1,000	1,000
Total Expenditures	\$ 6,017,051	\$ 1,092,244	\$ 5,318,295	\$ 302,000

* FY2009 was 15 months

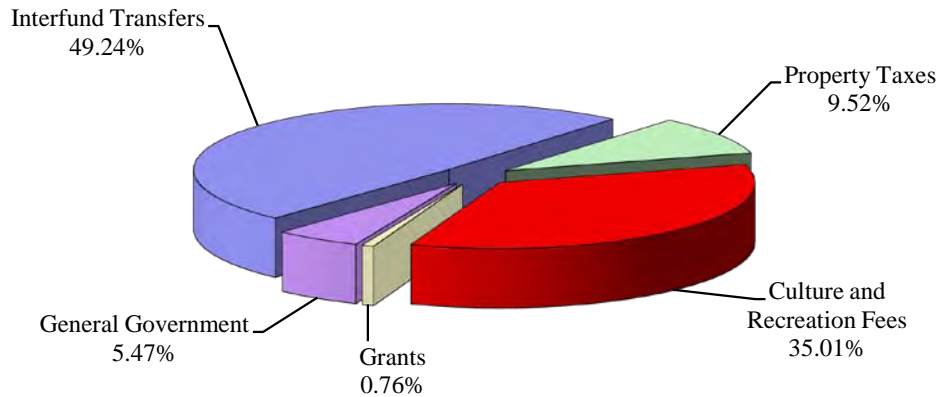
VILLAGE OF ORLAND PARK, ILLINOIS

***Special Revenue Funds
Recreation and Parks Fund
Fiscal Year 2011***

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

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Fund Revenue Summary
Fiscal Year 2011**

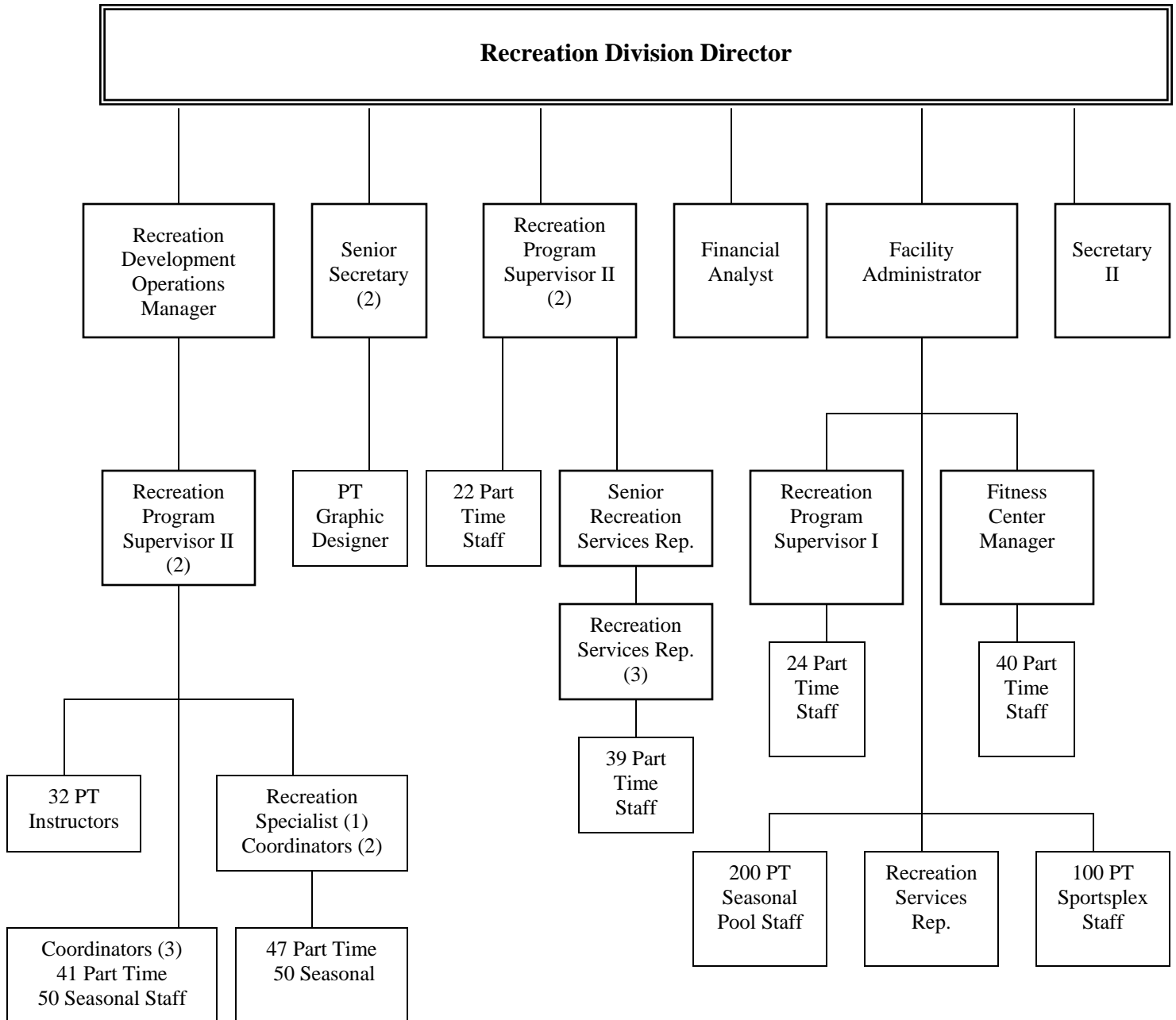


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Grants	\$ -	\$ -	\$ -	\$ 75,000
Recreation and Parks Property Taxes	226,241	257,390	230,000	941,231
Culture and Recreation Fees	3,524,602	4,291,639	3,544,012	3,459,969
Interest	(2,491)	-	-	-
General Government	497,008	-	528,499	540,823
Miscellaneous	740	-	-	-
Transfer from HRST Fund	-	-	-	385,000
Transfer from General Fund	6,472,455	5,437,981	5,318,620	4,482,024
Total Revenue	\$ 10,718,555	\$ 9,987,010	\$ 9,621,131	\$ 9,884,047

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Organizational Chart
Fiscal Year 2011**

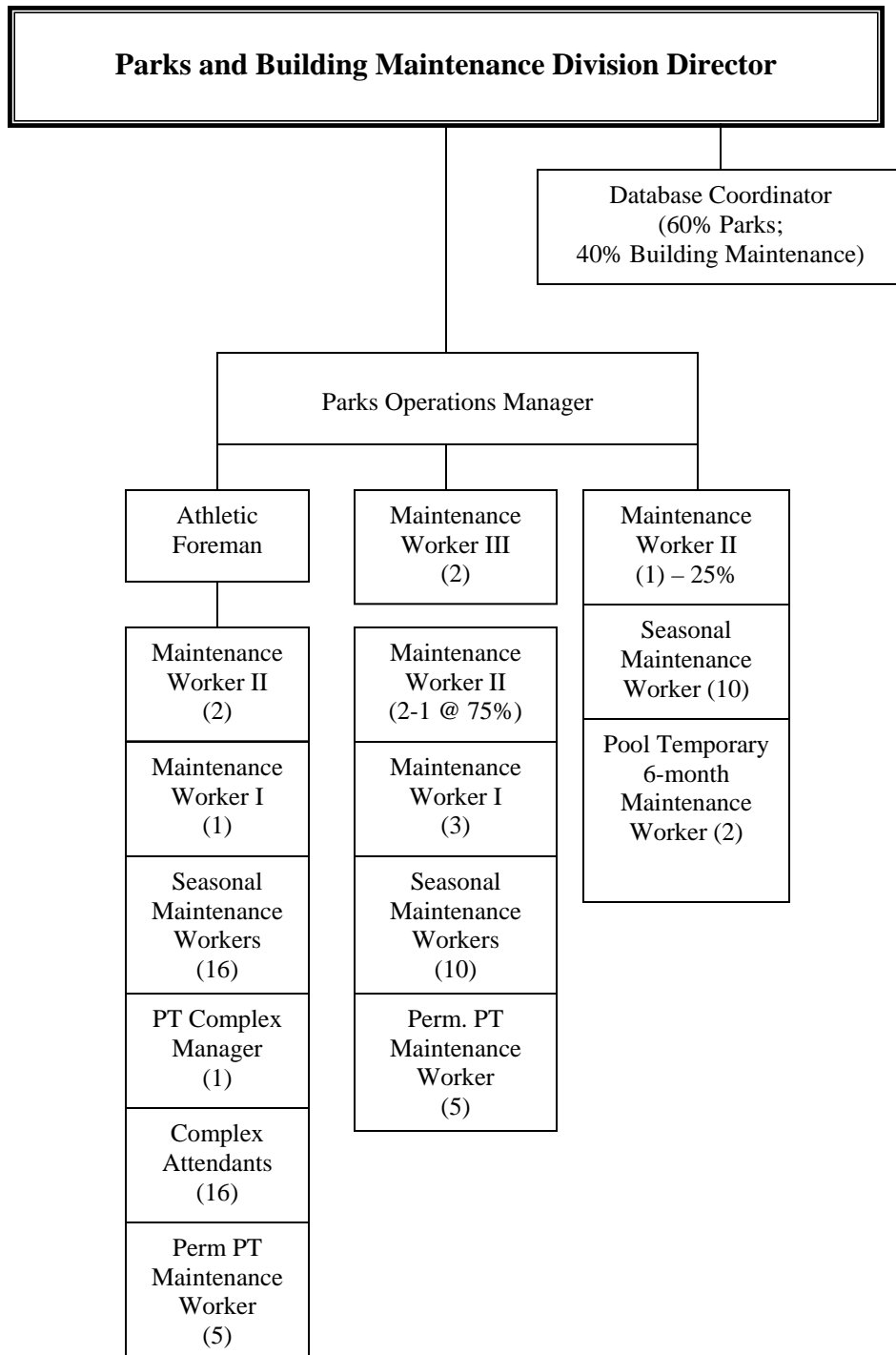


VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks (Parks Division) Organizational Chart

Fiscal Year 2011



VILLAGE OF ORLAND PARK, ILLINOIS

***Special Revenue Funds
Recreation and Parks Fund Mission
Fiscal Year 2011***

DEPARTMENT MISSION:

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

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks Fund (Administration, Programs, Pool, Sportsplex, and Special Recreation Divisions) Functions/Strategic Plan Goals Fiscal Year 2011

DIVISION FUNCTIONS:

Administration: Department administrative functions serve to provide clerical, secretarial, organizational, and software support to all Recreation staff. This includes producing seasonal brochures (three per year), maintaining records and files, receiving and processing program registrations, selling pool and Sportsplex memberships, selling 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 other 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, seniors, 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 for community athletic organizations. The department employs a large year-round part-time staff and several hundred seasonal part-time staff during the summer months.

Pool: The Pool Division of the Recreation and Parks Department is responsible for staffing and 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.). In support of the 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 running all Special Recreation programs, special events, overnights and trips, job training programs,

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks Fund (Administration, Programs, Pool, Sportsplex, and Special Recreation Divisions) Functions/Strategic Plan Goals Fiscal Year 2011

inclusion programming, transportation, and fundraising. The program, which is in its 30th 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 GOALS:

1. Program registration - Implement on-line registration for recreation programs.

- **OBJECTIVE** – Obtain funds in the 2011 budget to procure the needed hardware, and software to implement successful on-line registration.
 - **PURPOSE** – Maintain the highest level of customer satisfaction while increasing program participation, revenues, and decreasing costs.
- **OBJECTIVE** – Prepare and identify system requirements with the Village’s MIS Division in winter 2011.
 - **PURPOSE** – Map out appropriate time line to implement on-line registration.
- **OBJECTIVE** – Late spring 2011 roll out a marketing campaign to instruct the public on usage/benefits. In the fall 2011 brochure mailed to residents in late July, advertise on-line registration is coming and how it will work.
 - **PURPOSE** – Prepare to start on-line registration in November for the winter 2012 program brochure.
- **OBJECTIVE** – Identify small target groups of recreation program participants to register online for fall 2011 programs.
 - **PURPOSE** – Allow staff and customers to trouble shoot the online registration to identify potential challenges, as well as receiving feedback. This will allow time to adjust procedures that were not anticipated, before offering to the general public.

2. Space needs - By 2014 establish a preschool/tot program facility (Preschool Campus) at the Franklin Loebe Center.

- **OBJECTIVE** – In 2011, Building Maintenance Division to begin interior renovation of 14600 Ravinia (the former Police facility).

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

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

Fiscal Year 2011

- **PURPOSE-** Relocate Recreation Administration to 14600 Ravinia to create more space in the Franklin Loebe Center for the future preschool campus.
 - **OBJECTIVE** – Have draft of plans drawn in 2011 for reconstruction of the Franklin Loebe Center.
 - **PURPOSE** – To consolidate the three preschool/tot program facilities to one location at the Franklin Loebe Center.
 - **OBJECTIVE** – Begin construction in 2012 of the Franklin Loebe Center to create a one campus facility for preschool/tot programming.
 - **PURPOSE** – To have continuity between all classroom curriculums and one convenient site for residents attending the tot; preschool; day camp; and after school programs.
- 3. Community recreational needs - Between 2010 and 2012 critically review offerings, policies, and practices as they relate to program classes to ensure offerings are desirable, diverse and meeting the needs/wants of the community.**
- **OBJECTIVE** – Develop a systematic program evaluation process that encompasses methods of data collection beginning with the winter 2011 season.
 - **PURPOSE** – To gain meaningful feedback from program participants.
 - **OBJECTIVE** – Semi-annually, host an in-house brain-storming retreat with all program staff beginning in winter 2011.
 - **PURPOSE** – To evaluate current offerings and nurture the creative nature of staff, sharing ideas that may be developed into new program opportunities.
 - **OBJECTIVE** – Review and refine program class policies and practices (i.e. number of seasons a class is offered/fails before removing from brochure; wait lists, program margin) by fall 2011.
 - **PURPOSE** – To critically evaluate current practices and make sensible adjustments to better serve constituents.
 - **OBJECTIVE** – Conduct a Village wide program interest survey in winter of 2012.
 - **PURPOSE** – To discover the interests of a broader range of residents instead of just those which are involved with the department.

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

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

Fiscal Year 2011

- **OBJECTIVE** – Quantify the number of participants by fall of 2012.
 - **PURPOSE** – Discover the percentage of residents currently participating in recreation opportunities to further identify potential program offerings.

- 4. Marketing strategy - Effective January 2011 continue to adopt marketing strategies to increase participation and revenues in recreational opportunities including, but not limited to, special events, programs, and facilities.**
 - **OBJECTIVE** – Launch a Twitter and Facebook awareness campaign in January 2011.
 - **PURPOSE** – To build a fan base through these popular social mediums to provide additional marketing opportunities.

 - **OBJECTIVE** – By March 2011 continue training to effectively utilize the existing Class software system modules as a marketing tool.
 - **PURPOSE** – Create additional avenues to get information out to the public.

 - **OBJECTIVE** – In 2011 continue and improve monthly department wide reviews of the Recreation portion of the village website to keep information current and to provide a more user friendly site.
 - **PURPOSE** – Retain public interest and have users return to the website for useful information.

 - **OBJECTIVE** – By June 2011 explore additional formats for marketing recreation programs and events.
 - **PURPOSE** – Increase the community’s awareness of the opportunities available through the Recreation Department.

- 5. Sportsplex memberships - Improve member satisfaction thereby improving member retention and referrals resulting in an increase in membership revenues at Sportsplex.**
 - **OBJECTIVE** – Replace 5 – 8 pieces of cardio equipment on a yearly basis on a continual replacement cycle. In 2011, replace 2 treadmills, 3 Life Fitness upright & 5 Life Fitness recumbent bikes.
 - **PURPOSE**- Provide attractive, technologically advanced, proven cardio brands/equipment to meet the demands of members.

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

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

Fiscal Year 2011

- **OBJECTIVE** – Increase the quantity of member fitness assessments by an average of ten per week beginning in January 2011.
 - **PURPOSE** – Motivate members to get, or remain, involved in an effective exercise routine.

- **OBJECTIVE** – Contact by phone, an average of 20 members per week beginning in January 2011.
 - **PURPOSE** – Engage members offering assistance, answering questions and encouraging them to continue working out.

- 6. Pool revenues - Increase resident pool membership sales and daily admissions.**
 - **OBJECTIVE** – Offer CPAC membership discount to Sportsplex members in 2011.
 - **PURPOSE** – Continue to build upon the cross-over promotional success that was achieved in 2010.

 - **OBJECTIVE** – Utilize different mediums to promote memberships beginning with the pre-sales season and continuing thru June of 2011.
 - **PURPOSE** – Create an awareness of Centennial Pool memberships and benefits.

 - **OBJECTIVE** – Establish and implement a marketing plan geared towards daily attendance during the 2011 pool season.
 - **PURPOSE** – Improve daily attendance, particularly on sub 90 degree days.

 - **OBJECTIVE** – Gain approval for late season modified hour discounts (i.e. buy 2 get 1 free) in winter 2010 and implement in August 2011.
 - **PURPOSE** – Improve attendance during a period which traditionally experiences low attendance.

 - **OBJECTIVE** – Gain approval to adjust the late season modified hours schedule by winter 2010 and implement in August 2011.
 - **PURPOSE** – Reduce late season staffing expenses to improve the season's overall net gain during a period of low usage.

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

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

Fiscal Year 2011

- **OBJECTIVE** – Gain approval for membership early renewal for the upcoming 2012 season incentive in winter 2011.
 - **PURPOSE** – Capitalize on current CPAC memberships of 2011 season while members are utilizing the facility to secure renewals for the 2012 season.

- 7. Utilization of facilities - By January 2012 have in place a comprehensive plan for increasing outdoor and indoor rentals.**
 - **OBJECTIVE** – By June 2011 create a tangible marketing strategy that will utilize multiple mediums to create an awareness of rental opportunities through the recreation department.
 - **PURPOSE** – Increase the quantity of rentals for indoor and outdoor facilities.

 - **OBJECTIVE** – Measure customer satisfaction by creating a survey to be completed by patrons at the end of the rental; followed by an email thanking them for their patronage and inquiring additional feedback where appropriate based on survey answers. Begin distributing surveys in February 2011.
 - **PURPOSE** – To increase customer retention, customer satisfaction, and build customer referrals.

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Fund (Administration Division)
Fiscal Year 2011**

RECREATION (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Recreation Division Director	1	1	1
Recreation Development / Operation Mgr	0	0	1
Facility Administrator	1	1	1
Fitness Center Manager	1	1	1
Recreation Program Supervisor I	2	2	1
Recreation Program Supervisor II	5	4	4
Financial Analyst	0	0	1
Facility Coordinator / DBA	1	0	0
Senior Secretary	2	2	2
Secretary II	0	1	1
Clerk Typist II	6	0	0
SR Recreation Services Representative	0	1	1
Recreation Services Representative	0	4	4
TOTAL FULL TIME PERSONNEL	19	17	18
PART TIME POSITION TITLE			
Recreation Liasion	1	1	0
Graphic Designer	0	0	1
Media Relations Assistant	1	1	0
Clerk Typist	10	10.6	10
Building Attendants	31	24.6	12
Building Supervisor	5	4.9	4
Building / Ice Rink Manager	1	1	1
Recreation Interns	2	2	2
Complex Attendant	0	0.8	1
Complex Attendant (Ice Rink)	0	5	5
TOTAL PART TIME PERSONNEL	51	50.9	36

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Fund (Programs Division)
Fiscal Year 2011**

RECREATION (PROGRAMS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
After School Pals	11	9	7
Playschool / Pals Coordinators	3	3	0
Program Coordinator	0	0	4
Chaperones	30	30	30
Daycamp Assistant Site Directors	4	6	5
Daycamp Instructors	40	40	42
Daycamp Coordinators	0	2	2
Recreation Instructor Specialist	4	4	4
Theater Director	1	1	1
Playschool Instructors	21	21	22
Recreation Instructor I / Aerobics	7	6	7
Recreation Instructor I	0	0.9	0
Recreation Instructor I / Dance Teacher Asst.	0	2	2
Recreation Instructor II	12	10.4	8
Building Supervisor	0	0.1	0
Recreation Instructor II / Bus Driver	2	4	4
TOTAL PART TIME PERSONNEL	135	139.4	138

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Fund (Pool Division)
Fiscal Year 2011**

RECREATION (POOL DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Maintenance Worker III	0.25	0.25	0.25
TOTAL FULL TIME PERSONNEL	0.25	0.25	0.25
PART TIME POSITION TITLE			
Pool Manager	1	1	1
Assistant Pool Managers	2	3	3
Squad Leaders	4	4	4
Six Month Maintenance Workers	1	0	0
Seasonal Maintenance	1	0	0
Seasonal Part-Time	5	0	0
Lifeguards	151	147	147
Lifeguards / WSI	1	0	0
Lifeguards / Team Leaders	10	10	10
Cashier Managers	1	1	1
Assistant Cashier Managers	3	2.4	3
Cashier I / Pool	5	3	3
Cashier II / Pool	8	14.4	16
LTS / Teamlead / WSI	1	0	0
LTS Staff	6	20	20
Recreation Instructor I / Water Aerobics	2	1	1
CPAC Security Attendants	0	2	2
Complex Attendants	0	6	6
TOTAL PART TIME PERSONNEL	202	214.8	217

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Fund (Sportsplex Division)
Fiscal Year 2011**

RECREATION (SPORTSPLEX DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
Recreation Instructor Specialist	5	5	6
Recreation Instructor I / Aerobics	22	26	29
Recreation Instructor I	2	0	0
Recreation Instructor II	9	8	15
Referees	2	1	1
Building Attendants	57	48	47
Building Supervisor	7	2.9	8
Sportsplex Building Supervisor	10	10	9
TOTAL PART TIME PERSONNEL	114	100.9	115

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Fund (Special Recreation Division)
Fiscal Year 2011**

RECREATION (SPECIAL RECREATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Special Recreation Specialist	1	1	1
TOTAL FULL TIME PERSONNEL	1	1	1
PART TIME POSITION TITLE			
Daycamp Assistant Site Director	1	2	2
Inclusion Aides	22	15	15
Special Recreation Coordinator	2	2	2
Job Trainees / Special Recreation	12	14	8
Recreation Leader	6	0	0
Recreation Instructor I / Aerobics	1	0.2	2
Recreation Instructor I	33	39	39
Recreation Instructor II	30	32.6	32
Recreation Instructor II / Bus Driver	6	6	6
Recreation Interns	2	0	0
Recreation Instructor / Specialist	0	2	2
TOTAL PART TIME PERSONNEL	115	112.8	108

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks Fund (Parks Division) Functions/Strategic Plan Goals

Fiscal Year 2011

DIVISION FUNCTIONS:

The Parks Division is responsible for the maintenance of 59 parks, 740 acres, and all Village owned ball fields, boat landings, tennis courts, basketball courts, soccer, lacrosse, and football fields. The Parks Department is also responsible for providing services for residential and building activities.

STRATEGIC PLAN GOALS:

- 1. Parks Maintenance - To develop and maintain parks, trails and open lands at a high level of quality that is appropriate for the location, type of use, and nature of the facility.**
 - **OBJECTIVE** – By end of FY2011, the Parks Department will have completed input in the new software system of the Village’s parks, trails, and open lands, and incorporated 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.
 - **OBJECTIVE** – By end of FY2011, the Parks Department will implement a management plan for the Village’s parks, trails and open lands to include clearly defined maintenance goals.
 - **PURPOSE** – To identify the maintenance and design standards, and management plans.
 - **OBJECTIVE** – By end of FY 2011, the Parks Department will create a master schedule for seasonal maintenance, through the use of the department’s seasonal and full time employees utilizing the new software system..
 - **PURPOSE** – To maintain a high level of quality in the Village’s parks, in order to meet the needs of the residents and preserve the environment.
 - **OBJECTIVE** - By end of FY2011, the Parks Department will implement weekly updates to the Parks inventory database utilizing the new software system.
 - **PURPOSE** – To maintain baseline and master schedule of parks and equipment inventory.
 - **OBJECTIVE** - By the first quarter of FY 2011, the Parks Department will award the engineering and design of the 153rd Street bike path extension.

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks Fund (Parks Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To continue working toward interconnecting the many Village bike paths.

- 2. Green Initiative - By establishing environmentally friendly initiatives, the Parks Department will reduce costs to both the Village and the environment by maintaining parks, trails, and recreational facilities in an environmentally sensitive manner.**
 - **OBJECTIVE** – By July 2011, the Parks Department will continue the list of green initiatives, drawn from the ECOMAP document, to implement in parks, trails, and recreational facilities, i.e. using ultra low flow water fixtures, rain sensor gages on sprinkler systems, reusing storm water for non-potable applications, reducing chemical use, and using natural plantings to reduce mowing.
 - **PURPOSE** - To place greater emphasis on the use of environmentally friendly practices.

 - **OBJECTIVE** – By January 2011, the Parks Department will begin to implement the green initiative plan.
 - **PURPOSE** – To encourage environmentally friendly practices throughout the Village, especially its parks, trails and recreational facilities.

 - **OBJECTIVE** – By 2011, the Parks Department will convert Arbor Lake and Avenel Park to “natural” parks.
 - **PURPOSE** – To encourage environmentally friendly practices throughout the Village, eliminating all use of harmful chemicals.

- 3. Maintain Customer Service - To create a clear line of communication between department staff and management staff while retaining a high quality of customer service and to utilize several sources of training opportunities; including seminars, video presentations, and many forms of printed material.**
 - **OBJECTIVE** – By February 2011, the Parks Department will continue a self-directed intradepartmental customer service team to examine customer service issues and practices, and to provide feedback to the Director, as well as the department staff.
 - **PURPOSE** – To ensure that appropriate training concerning the delivery of customer service is available to Parks Department employees, ensuring that employees understand and communicate our mission to the residents.

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks Fund (Parks Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – By April 2011, the Parks Department will implement a customer service training program for all staff.
 - **PURPOSE** – To encourage employees to be proactive through continual training, empowerment, and involvement.

- **OBJECTIVE** - By the end of FY2011, the Parks Department will implement weekly updates to the Parks inventory database.
 - **PURPOSE** – To maintain baseline and master schedule of parks and equipment inventory to better serve the residents.

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks Fund (Parks Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Percent of projects completed within budget	95%	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	3 Days	2 Days	2 Days
Number of playground inspections per month	57	58	51

VILLAGE OF ORLAND PARK, ILLINOIS

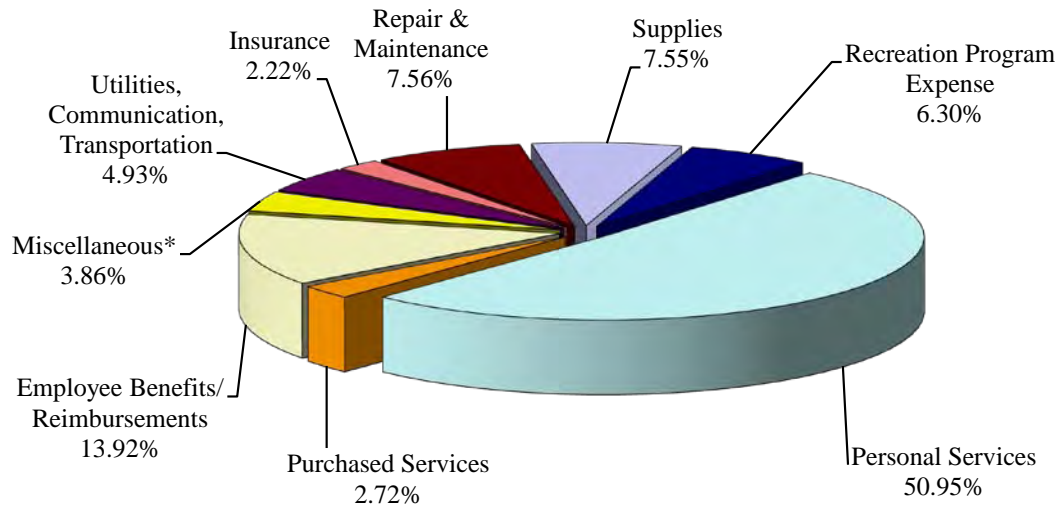
***Special Revenue Funds
Recreation and Parks Fund (Parks Division)
Fiscal Year 2011***

RECREATION (PARKS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Parks/Building Maintenance Division			
Director	0.6	0.6	0.6
Parks Operation Manager	0	0	1
Foreman	3	3	1
Senior Secretary	0.6	0	0
Maintenance Worker I	4	3	4
Maintenance Worker II	4	4	4
Maintenance Worker III	3.75	2.75	1.75
Park/Bldg Database Coordinator	0	0.6	0.6
TOTAL FULL TIME PERSONNEL	15.95	13.95	12.95
PART TIME POSITION TITLE			
Complex Manager	1	1	1
Complex Supervisors	3	0	0
Complex Attendants	24	15.6	16
PT Maintenance Workers	0	0	10
Six Month Maintenance Worker	11	11	0
Parks Interns	0	0	2
Seasonal Maintenance	59	35.6	36
TOTAL PART TIME PERSONNEL	98	63.2	65

VILLAGE OF ORLAND PARK, ILLINOIS

**Special Revenue Funds
Recreation and Parks Fund Expenditure Summary
Fiscal Year 2011**



*Miscellaneous category includes Credit, Collection and Bank, Professional Services, Rent, Other Commodities, Capital, and Miscellaneous Expenses.

	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 4,934,867	\$ 5,980,200	\$ 5,197,663	\$ 5,035,967
Employee Benefits	1,058,363	1,335,785	1,174,684	1,328,837
Employee Reimbursements	64,333	65,688	51,920	46,687
Credit, Collection & Bank	40,969	49,340	52,399	58,927
Professional Services	13,497	9,020	17,375	15,153
Utilities, Communication, Transportation	645,377	613,228	719,906	487,039
Purchased Services	186,212	217,330	165,680	268,656
Repair & Maintenance	870,367	755,918	541,802	747,249
Rent	31,528	29,401	31,538	22,938
Insurance	96,285	276,767	283,944	219,538
Supplies - General	319,702	257,310	264,845	258,708
Supplies - Repair & Maintenance	195,335	174,985	251,672	288,261
Supplies - Operations	149,766	138,893	207,405	199,336
Other Commodities	62,730	21,910	15,155	16,655
Capital	95,440	-	58,000	267,000
Miscellaneous Expenses	985	1,126	1,300	500
Recreation Program Expense	689,708	771,691	628,598	622,596
Total Expenditures	\$ 9,455,464	\$ 10,698,592	\$ 9,663,886	\$ 9,884,047

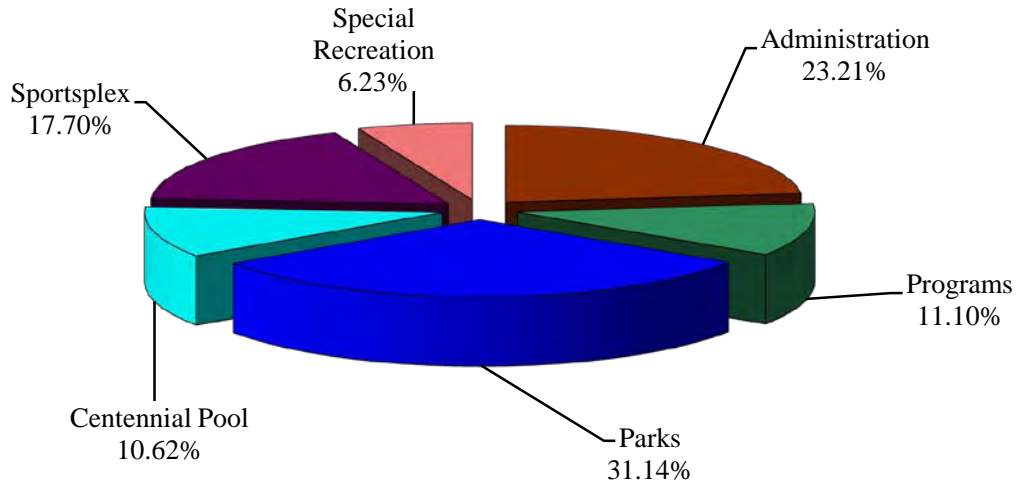
* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Special Revenue Funds

Recreation and Parks Fund Expenditure Summary by Division

Fiscal Year 2011



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Administration	\$ 2,072,495	\$ 2,502,998	\$ 2,120,563	\$ 2,294,492
Programs	1,044,903	1,209,525	1,111,484	1,096,886
Parks	3,215,298	3,751,858	3,144,333	3,077,948
Centennial Pool	1,039,589	913,222	1,236,763	1,049,475
Sportsplex	1,419,936	1,523,185	1,458,411	1,749,550
Special Recreation	663,243	797,804	592,332	615,696
Total	\$ 9,455,464	\$ 10,698,592	\$ 9,663,886	\$ 9,884,047

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds Water and Sewer Fund Fiscal Year 2011

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 inline with expenses and to fund the required capital projects identified over the five year planning period.

After the Village Board adjusted water rates pursuant to the comprehensive water and sewer rate study, the Village received notice that the City of Chicago would be increasing the rates charged to its customers by 15% on each of January 1, 2008 and January 1, 2009 and 14% on January 1, 2010, due to increasing costs of operations and maintenance.

The City of Chicago's water rate increases will be passed along to the Village of Orland Park by the Village of Oak Lawn, from which the Village of Orland Park purchases Chicago water. Due to the current sound financial position and reserve policies of the Village of Orland Park's Water and Sewer Fund, only a portion of the above-referenced rate increases will need to be collected by the Village resulting in water and sewer rate increases of 10.1% in fiscal year 2008 and 3.0% in each of fiscal years 2009-2012.

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

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund Mission

Fiscal Year 2011

DEPARTMENT MISSION:

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

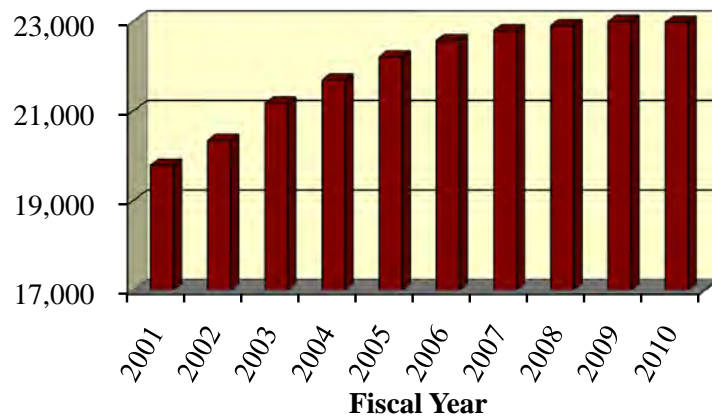
VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

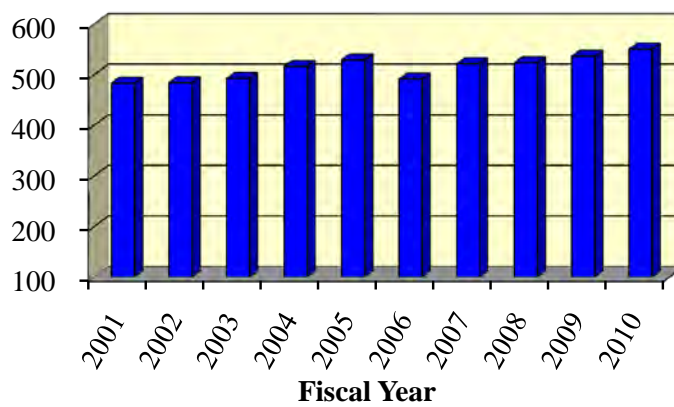
Water and Sewer Fund Information and Statistics

Fiscal Year 2011

Number of Water Utility Customers

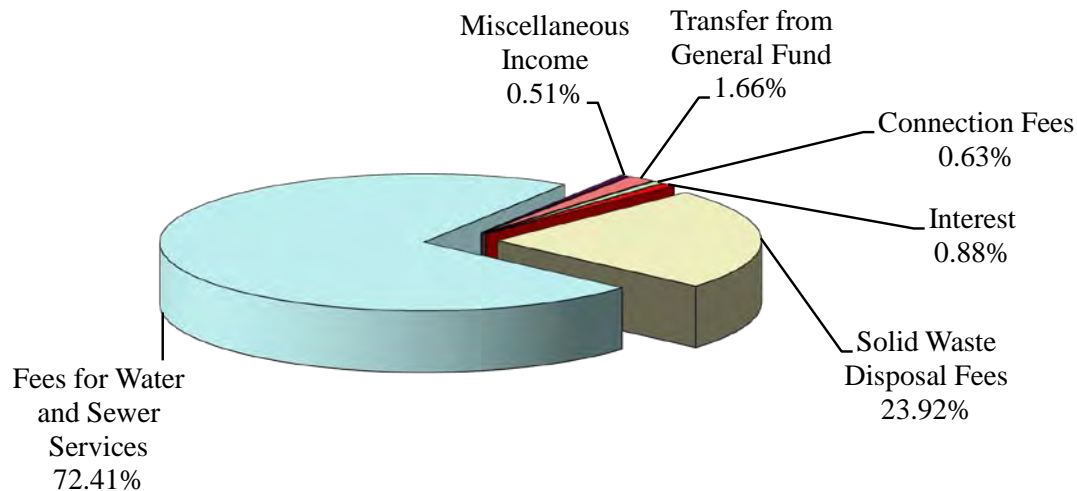


Number of Utility Customers Served per Employee



VILLAGE OF ORLAND PARK, ILLINOIS

**Enterprise Funds
Water and Sewer Fund Revenue Summary
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Connection Fees	\$ 373,689	\$ 153,891	\$ 69,584	\$ 129,815
Intergovernmental Revenue	7,150	-	-	-
Interest	383,170	318,996	146,951	180,972
Solid Waste Disposal Fees	4,448,803	5,905,309	4,940,300	4,933,400
Recycling Revenue	203,236	-	-	-
Disposal of Fixed Assets	323,640	-	-	-
Miscellaneous Income	4,538	82	-	1,800
Other Income	-	(450,898)	2,500	102,536
Transfer from General Fund	-	-	275,237	341,573
Other Water Services	-	266,375	201,781	198,057
Monthly Service Charges	-	1,327,333	1,093,143	1,124,741
Meter Sales and Installation	-	21,790	20,041	10,020
Storm Sewer Revenue	-	1,750,967	1,780,572	1,784,804
Sanitary Sewer Fees	-	1,505,601	1,450,654	1,496,689
Water Sales	-	11,306,888	10,547,296	10,320,926
Fees for Water and Sewer Services	13,185,061	-	-	-
Total Revenue	\$ 18,929,287	\$ 22,106,334	\$ 20,528,059	\$ 20,625,333

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Finance Division)

Fiscal Year 2011

WATER & SEWER (FINANCE DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Water Billing Supervisor	0.5	0.5	0.5
Accounting Technician II	2	2	2
TOTAL FULL TIME PERSONNEL	2.5	2.5	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

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

***Water and Sewer Fund (Administration Division) Functions/Strategic Plan Goals
Fiscal Year 2011***

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 Public Works and Engineering Director, Public Works Analyst, 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 improvements to the water and sewer systems.

STRATEGIC PLAN GOALS:

- 1. Increase efficiency and effectiveness of the Department operations. Public Works is a service orientated team using a cost effective approach to maintain the standards expected by both the public and elected officials.**
 - **OBJECTIVE** – 100% utilization of tracking sheets for all Division projects that are undertaken that require multiple payouts over one or more construction seasons or years.
 - **PURPOSE** – To monitor project costs and contractor performance, to be able to identify potential shortfalls and make adjustments necessary for successful completion.
 - **OBJECTIVE** – Research and prepare operational requirements for the forthcoming implementation of an enterprise system that will include electronic work order tracking systems by October 1, 2011.
 - **PURPOSE** – To provide efficient tracking of divisional work, customer and resident service requests and complaints, and increase accountability in an effort to improve and provide timely responses.
- 2. Enhance department effectiveness through the development of human resources.**
 - **OBJECTIVE** – Encourage employee education through continued use of industry educational opportunities that exist through the Technology Transfer office of IDOT, as well as opportunities that may exist within areas such as water plant operator, and arborist. Schedule and provide three in-house training seminars during 2011.
 - **PURPOSE** – The use of free opportunities and skilled offerings will increase employee knowledge and skills, which will further contribute to the success of the department.

VILLAGE OF ORLAND PARK, ILLINOIS

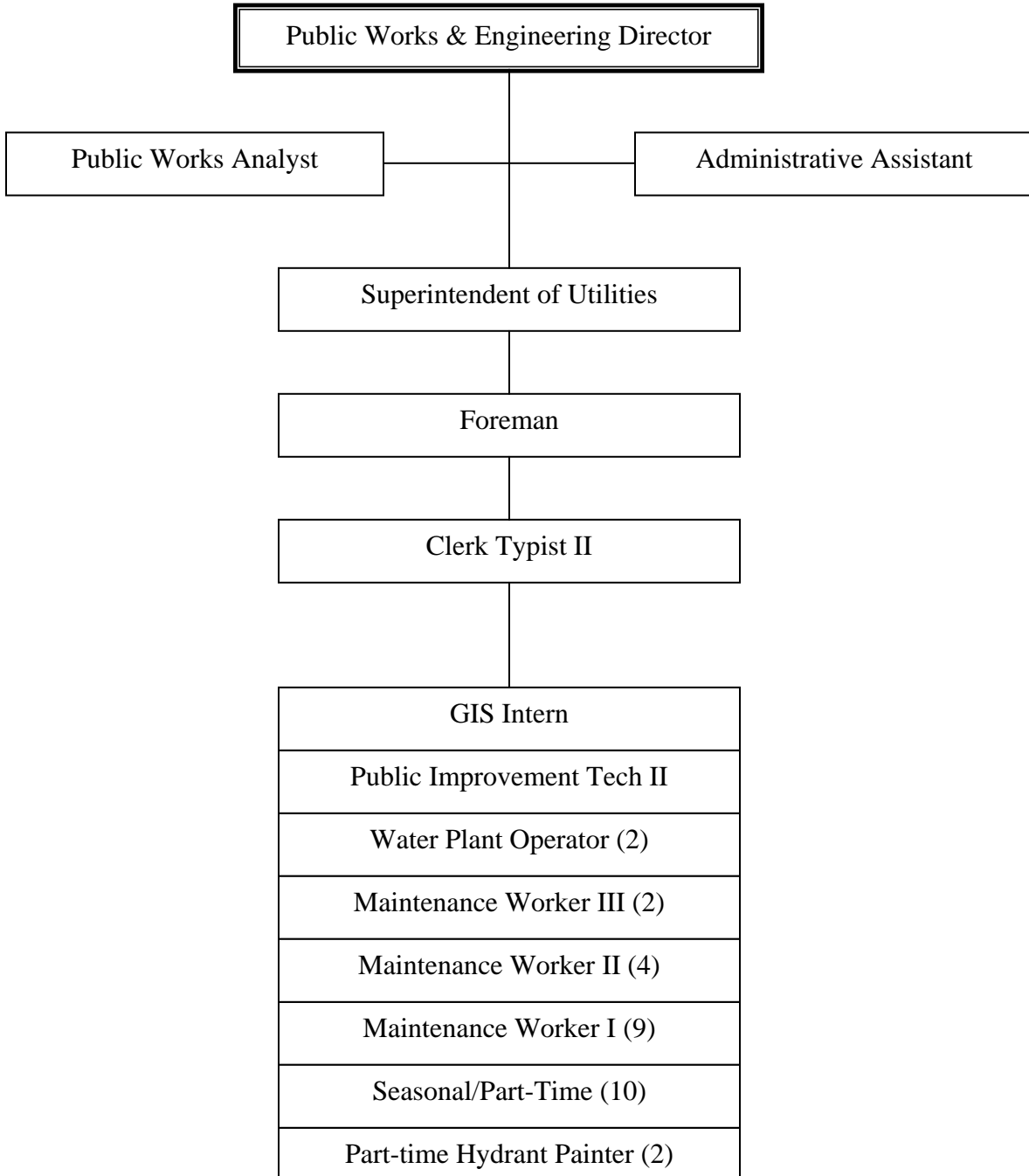
Enterprise Funds

***Water and Sewer Fund (Administration Division) Functions/Strategic Plan Goals
Fiscal Year 2011***

- **OBJECTIVE** – Continue employee safety training utilizing all available resources. Conduct monthly “tailgate” safety meetings with department staff. Schedule and provide two training sessions during 2011.
 - **PURPOSE** –Regular reinforcement of safety practices will reduce the number of accidents and injuries.

VILLAGE OF ORLAND PARK, ILLINOIS

**Enterprise Funds
Water and Sewer Fund (Administration Division)
Fiscal Year 2010**



VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Administration Division)

Fiscal Year 2011

WATER & SEWER (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
Public Works & Engineering Director	0.4	0.4	0.4
Superintendent of Utilities	1	1	1
Foreman	1	1	1
Public Works Analyst	0.45	0.45	0.45
Public Improvement Tech II	1	1	1
Water Plant Operator	2	2	2
Maintenance Worker I	9	9	9
Maintenance Worker II	4	4	4
Maintenance Worker III	3	2	2
Administrative Assistant	0.4	0.4	0.4
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	23.25	22.25	22.25
PART TIME POSITION TITLE			
Hydrant Painter	2	2	2
GIS Intern	1	1	0
Intern / Undergrad	0	0	1
Seasonal Part-Time	1	1	0
Six-Month Maintenance Worker	0	0	1
Seasonal Maintenance / Hydrant Painter	2	2	2
Seasonal Maintenance	7	7	7
TOTAL PART TIME PERSONNEL	13	13	13

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Water Division) Functions/Strategic Plan Goals

Fiscal Year 2011

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 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 continues to expand which increases both the demands and responsibilities placed on the Water Division. The aging infrastructure and equipment add to the challenge of this responsibility.

STRATEGIC PLAN GOALS:

1. Improve the effectiveness of the existing SCADA communication system.

- **OBJECTIVE** – By July 1, evaluate and upgrade radio communication and data acquisition between all remote sites including Public Works and the Police Department utilizing the Police Department 900 Htz radio network.
 - **PURPOSE** – By integrating with the Police radio system network, communication will provide a more open format for displaying data. Efficiency will improve dramatically through the inter-connection of currently autonomous security systems.
- **OBJECTIVE** – In conjunction with the budgeting process, and following the annual adoption of the Village’s budget, prepare detailed procurement documents of the desired hardware or software that will provide an “In-Service” date no later than June 1 of each year.
 - **PURPOSE** – Equipment ages rapidly, and hardware costs continue to decline. Ensure that equipment is reliable and suited for the intended environment and use to avoid premature or catastrophic failure.
- **OBJECTIVE** – Review current industry best practices by participation in industry seminars when offered, targeting attendance at two events. Provide recommendations to improve communications infrastructure within the Division and other areas of the Village by September 1 of each year.
 - **PURPOSE** – By exploring options, new opportunities to improve communication reliability and effectiveness, often savings can be found.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Water Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Review current practices and industry best practices by participation in industry seminars when offered, to provide review and analysis of SCADA software security protocols, recommending changes or modifications by September 1 of each year for inclusion in the annual budget preparation process.
 - **PURPOSE** – To provide a high level of protection for the potable water distribution system.

- 2. Improve distribution system efficiency and decrease the amount of unaccounted water loss.**
 - **OBJECTIVE** – Establish leak survey program to canvas the entire distribution system every three years beginning in FY2011.
 - **PURPOSE** – The leak survey will identify specific leaks within the system that are not visible on the surface.

 - **OBJECTIVE** – Initiate large meter testing program to be completed over a four year period beginning in FY2011.
 - **PURPOSE** – Meter inaccuracies for large water consumers can contribute to substantial revenue loss.

 - **OBJECTIVE** – Study the hydraulic performance of the water distribution system to provide redundancy and interconnectivity where opportunities may exist, and produce a report containing opportunities for phased improvements by December 15, 2011.
 - **PURPOSE** – To identify potential improvement locations for increased fire flow capacity and distribution system balance, and to minimize service interruptions.

 - **OBJECTIVE** – Evaluate the use of the Village’s Code Red system to inform residents of water service interruptions by May 1, 2011. The evaluation process must include opportunities that may exist to include Nixle capabilities in the proposed communications strategy.
 - **PURPOSE** – To provide a more comprehensive, robust means of notifying water users of service interruptions, thereby freeing personnel to focus on the repair.

- 3. Increase efficiency and effectiveness of the Department operations.**
 - **OBJECTIVE** – Continued population of GIS mapping data-points, with data collected and uploaded for 100% of all projects undertaken during 2011. Progress review of data entry and correction to occur during December 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Water Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To provide remote infrastructure location and identification for efficient field operations across the Department and Divisions.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Water Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Percent of Sensus work orders due to improper installation	8 %	4 %	3 %
Percent of Sensus work orders to replace meters whose problems could not be duplicated	12 %	7 %	10 %
Average daily pumpage in millions of gallons	6.597	6.786	8.0
Percent of bacteriological resampling required	0.0 %	0 %	1 %
Maximum daily pumpage in millions of gallons per day	14.895	14.386	17.0
Actual main breaks	56	39	40

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Sewer Division) Functions/Strategic Plan Goals

Fiscal Year 2011

DIVISION FUNCTIONS:

The Sewer Division handles operations and maintenance of 12 sanitary lift stations and one stormwater lift station. Routine cleaning of sanitary lines and response to emergency blockages are also included. Excavations and televising are performed to maintain the integrity of the system.

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

STRATEGIC PLAN GOALS:

- 1. Complete the updating and organization of the record keeping for all sanitary sewer lift stations by December 15, 2011.**
 - **OBJECTIVE** – Maintain current lists of all consumable items at each site including PPE, fuses, lamps, etc.
 - **PURPOSE** – Accurate lists provide the opportunity to minimize stock and still ensure equipment can be maintained in an efficient manner.
 - **OBJECTIVE** – GPS locate 100% of appurtenances including wet wells, air and/or vacuum releases, force mains by the end of 2011, and keep the list updated as changes and improvements occur.
 - **PURPOSE** – Accurate information will provide for more efficient operations.
- 2. Identify best practices to reduce Inflow and Infiltration (I & I) and to improve lift station performance.**
 - **OBJECTIVE** – Conduct trial I & I Study within the Crystal Springs Lift Station tributary area by June 2011.
 - **PURPOSE** – The Crystal Springs Lift Station often becomes inundated. This study will identify the source and establish expectations for future areas.
 - **OBJECTIVE** – Conduct pump flow test to determine station efficiency at all lift stations by December 2011.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Sewer Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** – To indicate potential repairs and replacements. The testing has not been done for a long time.

- **OBJECTIVE** – Research and draft report regarding the potential sanitary service and structure rehabilitation methods for future implementation by January 2012.
 - **PURPOSE** – To identify sanitary services and structures that require replacement or rehabilitation that will yield a reduction in I and I, and therefore reduce the potential for flooding.

- **OBJECTIVE** – Complete the annually budgeted large diameter sanitary sewer main televising program.
 - **PURPOSE** – Large diameter pipe is generally clay or concrete which are potential large I & I sources. Periodic cyclical televising will reveal minor correctible defects before they become large.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Sewer Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Actual sewer blockage reported by customers	17	18	10
Preventative maintenance sewer cleaning	125,654 ft.	139,174 ft.	200,000 ft.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Stormwater Division) Functions/Strategic Plan Goals Fiscal Year 2011

DIVISION FUNCTIONS:

The Stormwater Division is responsible for the contracted seasonal mowing of 277 acres per week at 144 Village owned ponds and 54 right-of-way sites. The Division also oversees the aquatic chemical treatment of 77 wet ponds and broadleaf weed control on 176 acres at 104 sites owned by the Village. The maintenance of tributary creeks and stormwater control structures is assigned to this Division. In addition, the maintenance of all storm lines and inlets on public easements outside the roadways is included.

The Stormwater Division is responsible for the Stormwater Management Program including the functionality of 220 private ponds and the full maintenance of 166 wet and dry public ponds.

GOALS:

- 1. Develop and implement a maintenance program for all Village stormwater sites.**
 - **OBJECTIVE** – Categorize all Village stormwater sites for maintenance requirements by December 1, 2011.
 - **PURPOSE** – Categorization will allow for more efficient use and allocation of resources.
 - **OBJECTIVE** – Establish general stewardship plan to be modified for each site by December 2011.
 - **PURPOSE** – General plans allow for a variety of site conditions. As each site is evaluated and new sites are added the plan can be adjusted to meet conditions.
 - **OBJECTIVE** – Establish general stewardship contract to be used on an “as-needed” basis for maintenance at any village maintained pond by April 2011.
 - **PURPOSE** – To provide continued maintenance and education opportunities for Village staff at newly established and well established stormwater facility ponds.
- 2. Increase public education and awareness about the use of native vegetation.**
 - **OBJECTIVE** – Generate informational pamphlet describing the use and benefits of native vegetation around ponds during 2011.
 - **PURPOSE** – To educate existing residents of established subdivisions, and residents of new subdivisions about the benefits of native landscaping around ponds, and in the care of native plantings.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Water and Sewer Fund (Stormwater Division) Functions/Strategic Plan Goals

Fiscal Year 2011

- **OBJECTIVE** – Draft articles for the Orland Park Public regarding the use of native vegetation around ponds by the fall 2011 edition.
 - **PURPOSE** – To increase resident’s acceptance and understanding.

- **OBJECTIVE** – Install updated uniform identification signage at all ponds, creeks, and stream crossings within the Village by 2012.
 - **PURPOSE** – To improve the awareness of the natural surroundings throughout the Village.

- **OBJECTIVE** – Research, develop, and propose a strategy for resident maintenance of select ponds within the Village by 2012.
 - **PURPOSE** – To develop stakeholders in select Village ponds, by providing a means for residents to enhance the aesthetic appearance and functional use of select neighborhood ponds.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

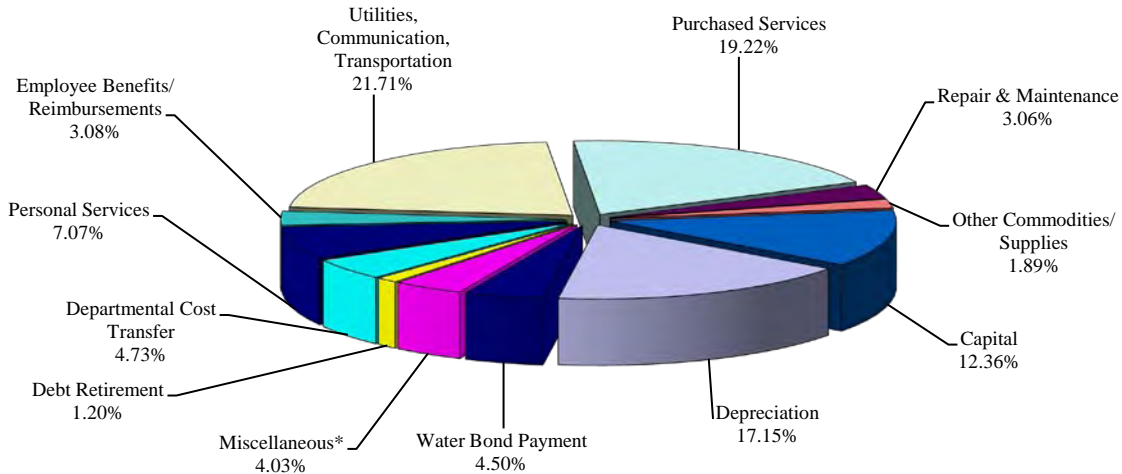
Water and Sewer Fund (Stormwater Division) Performance Measures

Fiscal Year 2011

MEASURE	(15 Months) FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Storm Sewer GIS Mapping Accomplished (% area of Village)	15 %	19 %	21 %

VILLAGE OF ORLAND PARK, ILLINOIS

**Enterprise Funds
Water and Sewer Fund Expenditure Summary
Fiscal Year 2011**



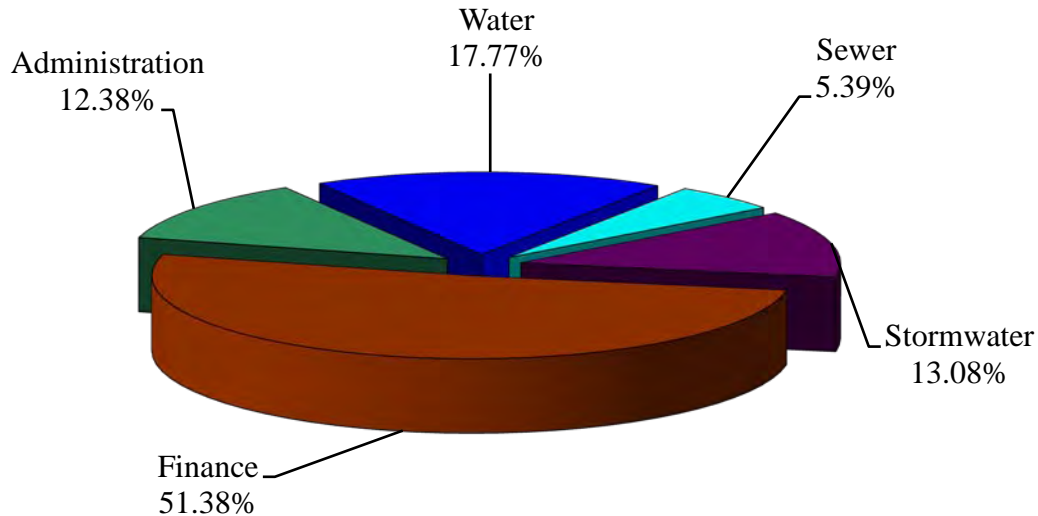
*Miscellaneous category includes Credit, Collection and Bank, Professional Services, Rent, Insurance, and Miscellaneous Expenses.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 1,704,068	\$ 2,195,468	\$ 1,815,326	\$ 1,877,646
Employee Benefits	596,208	815,643	723,171	799,426
Employee Reimbursements	15,137	12,212	18,700	18,085
Credit, Collection & Bank	41,765	63,283	47,647	62,169
Professional Services	141,342	291,241	551,277	481,604
Utilities, Communication, Transportati	4,800,322	6,206,742	5,645,672	5,765,640
Purchased Services	4,656,608	6,119,084	5,094,888	5,105,735
Repair & Maintenance	376,078	741,734	639,060	812,152
Rent	7,820	7,464	16,000	13,000
Insurance	31,677	488,394	380,741	375,008
Supplies - General	65,064	67,443	72,164	87,725
Supplies - Repair & Maintenance	24,132	37,519	80,004	81,600
Supplies - Operations	53,225	110,414	251,500	189,500
Other Commodities	387,784	48,352	133,600	143,600
Capital	-	-	7,265,570	3,282,000
Depreciation	3,284,044	4,434,289	3,355,000	4,555,000
Water Bond Payment	788,483	1,195,697	1,201,158	1,195,891
Miscellaneous Expenses	549	26,857	83,222	138,219
Debt Retirement	-	-	305,000	320,000
Departmental Cost Transfer	1,091,511	1,429,935	1,151,186	1,254,951
Total Expenditures	\$ 18,065,817	\$ 24,291,771	\$ 28,830,886	\$ 26,558,951

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Enterprise Funds
Water and Sewer Fund Expenditure Summary by Division
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Finance	\$ 11,281,645	\$ 14,950,294	\$ 13,368,102	\$ 13,644,860
Administration	2,306,318	3,469,824	3,083,111	3,287,758
Water	2,495,445	3,314,561	6,111,340	4,719,138
Sewer	924,853	1,170,328	1,167,629	1,432,237
Stormwater	1,057,556	1,386,764	1,367,834	3,474,958
Total Expenditures	\$ 18,065,817	\$ 24,291,771	\$ 25,098,016	\$ 26,558,951

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Commuter Parking Fund

Fiscal Year 2011

The Commuter Parking Fund receives revenue from the daily and monthly permit fees from the three commuter parking lots located within the Village of Orland Park. Daily fees for the lots are \$1.00 and monthly permit fees are \$25.00. An automated system for the collection of daily fees was installed at the 143rd Street and 179th Street stations during FY2007 and at the 153rd Street station in early FY2008.

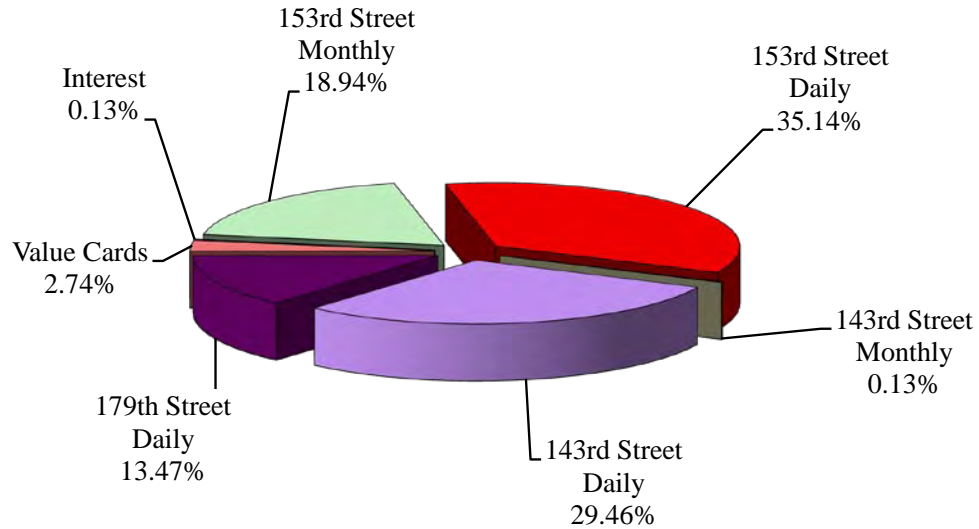
The 143rd Street commuter lot has a total of 168 monthly parking spaces in three separate locations: 144th Place and Second Avenue, 143rd Street and West Avenue, and 14415 Beacon Avenue. There are also 716 daily parking spaces available within the Main Street Triangle area at the 143rd Street station. 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.

VILLAGE OF ORLAND PARK, ILLINOIS

Enterprise Funds

Commuter Parking Fund Revenue Summary

Fiscal Year 2011

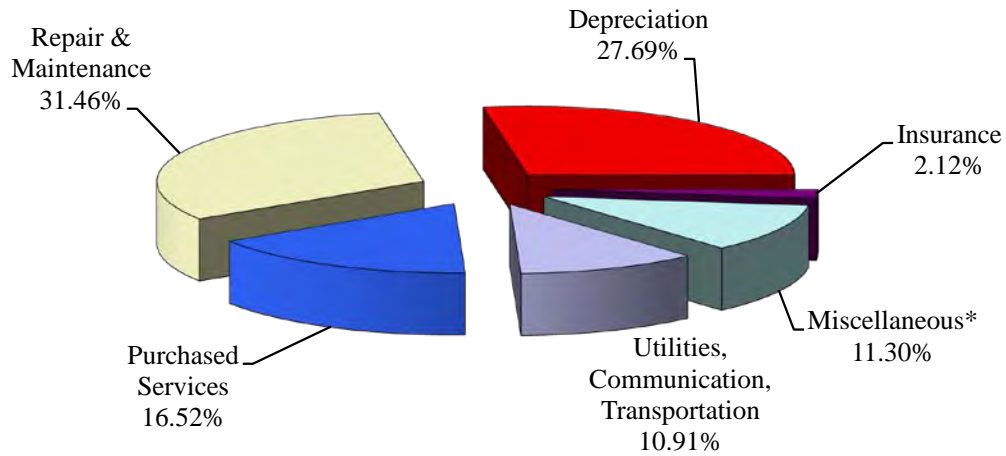


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
153rd Street Monthly Commuter Parking	\$ 46,481	\$ 58,505	\$ 41,000	\$ 45,000
153rd Street Daily Commuter Parking	92,814	110,742	90,000	83,500
143rd Street Monthly Commuter Parking	977	725	800	300
143rd Street Daily Commuter Parking	60,978	87,803	60,000	70,000
179th Street Daily Commuter Parking	40,443	45,023	33,000	32,000
Value Cards	16,068	10,661	9,500	6,500
General Government - Commuter Parking	286	-	-	-
Other Income	-	720	-	-
Interest	18,802	10,863	5,992	300
Total Revenue	\$ 276,849	\$ 325,042	\$ 240,292	\$ 237,600

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Enterprise Funds
Commuter Parking Fund Expenditure Summary
Fiscal Year 2011**



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

	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Credit, Collection & Bank	\$ 661	\$ 1,172	\$ 1,061	\$ 922
Professional Services	11,000	-	-	500
Utilities, Communication, Transportation	57,359	65,402	65,500	54,000
Purchased Services	61,083	74,880	61,856	81,725
Repair & Maintenance	164,251	144,115	156,314	155,699
Rent	18,108	13,548	15,828	6,708
Insurance	3,682	12,673	9,126	10,475
Supplies - General	7,245	5,509	2,700	3,600
Supplies - Repair & Maintenance	7,222	4,225	23,000	26,711
Supplies - Operations	-	-	17,500	17,500
Depreciation	92,050	131,956	93,000	137,000
Total Expenditures	\$ 422,661	\$ 453,480	\$ 445,885	\$ 494,840

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

***Debt Service Funds
Long-Term Debt Requirements
Fiscal Year 2011***

The following pages contain a summary of outstanding general obligation debt as of January 1, 2011 (the beginning of the FY2011 budget year). The total outstanding amounts to:

Total Interest	\$22,797,206
Total Principal	<u>79,435,000</u>
Grand Total	<u>\$102,232,206</u>

Year Ending Amount:

2011	8,752,789	2020	4,442,484
2012	8,778,874	2021	4,467,044
2013	8,790,494	2022	4,029,073
2014	8,822,569	2023	3,129,731
2015	8,851,079	2024	3,130,998
2016	8,885,821	2025	3,140,215
2017	8,896,966	2026	2,193,225
2018	8,106,047	2027	702,750
2019	6,407,516	2028	704,531

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, ILLINOIS

**General Obligation Bonded Debt
(Principal and Interest)
Fiscal Year 2011**

Fiscal Year (Due 6/1 & 12/1)	Outstanding			
	G.O. Series 2003	G.O. Series 2004	G.O. Series 2006	G.O. Series 2007
2011	1,551,363	1,004,615	961,988	1,372,206
2012	1,553,388	1,008,945	960,668	1,379,806
2013	1,551,200	1,007,255	958,528	1,386,006
2014	1,549,600	1,014,715	955,568	1,390,806
2015	1,551,200	1,020,140	956,788	1,399,209
2016	1,550,800	1,024,340	956,983	1,411,006
2017	1,547,090	1,006,400	956,153	1,416,006
2018	1,550,650	1,019,200	954,298	1,429,406
2019	1,550,300	-	956,248	1,434,600
2020	-	-	956,428	1,441,675
2021	-	-	959,978	1,451,095
2022	-	-	961,653	1,458,150
2023	-	-	961,418	1,466,963
2024	-	-	959,660	1,473,150
2025	-	-	960,940	1,480,100
2026	-	-	-	1,489,125
2027	-	-	-	-
2028	-	-	-	-
Total	\$ 13,955,591	\$ 8,105,610	\$ 14,377,299	\$ 22,879,309

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

VILLAGE OF ORLAND PARK, ILLINOIS

General Obligation Bonded Debt (Continued)
(Principal and Interest)
Fiscal Year 2011

Outstanding			
G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	Total Outstanding
668,775	805,400	2,388,442	8,752,789
671,775	803,450	2,400,842	8,778,874
674,213	806,050	2,407,242	8,790,494
676,088	803,050	2,432,742	8,822,569
677,400	804,600	2,441,742	8,851,079
683,150	800,550	2,458,992	8,885,821
683,150	799,425	2,488,742	8,896,966
686,550	800,975	1,664,968	8,106,047
689,150	796,650	980,568	6,407,516
690,950	796,625	556,806	4,442,484
691,950	798,875	565,146	4,467,044
697,150	-	912,120	4,029,073
701,350	-	-	3,129,731
698,188	-	-	3,130,998
699,175	-	-	3,140,215
704,100	-	-	2,193,225
702,750	-	-	702,750
704,531	-	-	704,531
\$ 12,400,395	\$ 8,815,650	\$ 21,698,352	\$ 102,232,206

VILLAGE OF ORLAND PARK, ILLINOIS

**General Obligation Bonded Debt
(Principal)
Fiscal Year 2011**

Fiscal Year (Due 6/1 & 12/1)	Outstanding			
	G.O. Series 2003	G.O. Series 2004	G.O. Series 2006	G.O. Series 2007
2011	1,085,000	755,000	520,000	685,000
2012	1,125,000	785,000	540,000	720,000
2013	1,165,000	810,000	560,000	755,000
2014	1,210,000	845,000	580,000	790,000
2015	1,260,000	880,000	605,000	830,000
2016	1,310,000	915,000	630,000	875,000
2017	1,360,000	930,000	655,000	915,000
2018	1,420,000	980,000	680,000	965,000
2019	1,480,000	-	710,000	1,010,000
2020	-	-	740,000	1,060,000
2021	-	-	775,000	1,115,000
2022	-	-	810,000	1,170,000
2023	-	-	845,000	1,230,000
2024	-	-	880,000	1,290,000
2025	-	-	920,000	1,355,000
2026	-	-	-	1,425,000
2027	-	-	-	-
2028	-	-	-	-
Total	\$ 11,415,000	\$ 6,900,000	\$ 10,450,000	\$ 16,190,000
Maturity Date	12/1/2019	12/1/2018	12/1/2025	12/1/2026

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

VILLAGE OF ORLAND PARK, ILLINOIS

General Obligation Bonded Debt (Continued)

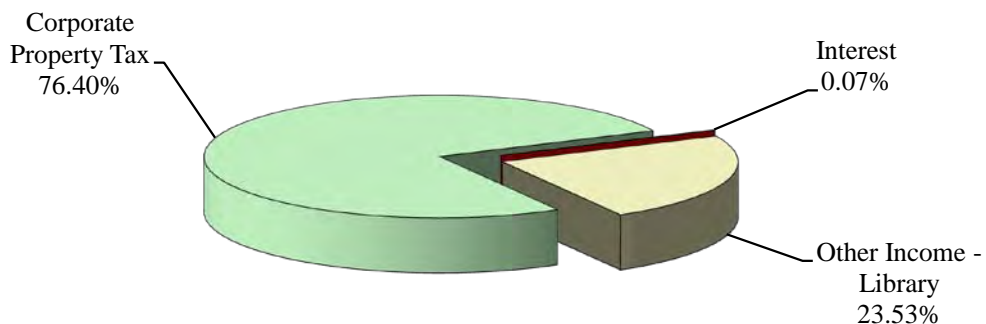
(Principal)

Fiscal Year 2011

Outstanding			
G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010	Total Outstanding
320,000	565,000	1,880,000	5,810,000
335,000	580,000	1,930,000	6,015,000
350,000	600,000	1,975,000	6,215,000
365,000	615,000	2,040,000	6,445,000
380,000	635,000	2,100,000	6,690,000
400,000	650,000	2,175,000	6,955,000
415,000	670,000	2,270,000	7,215,000
435,000	695,000	1,520,000	6,695,000
455,000	715,000	885,000	5,255,000
475,000	740,000	490,000	3,505,000
495,000	770,000	515,000	3,670,000
520,000	-	880,000	3,380,000
545,000	-	-	2,620,000
565,000	-	-	2,735,000
590,000	-	-	2,865,000
620,000	-	-	2,045,000
645,000	-	-	645,000
675,000	-	-	675,000
<u>\$ 8,585,000</u>	<u>\$ 7,235,000</u>	<u>\$ 18,660,000</u>	<u>\$ 79,435,000</u>
12/1/2028	12/1/2021	12/1/2022	

VILLAGE OF ORLAND PARK, ILLINOIS

**Debt Service Funds
Revenue Summary
Fiscal Year 2011**

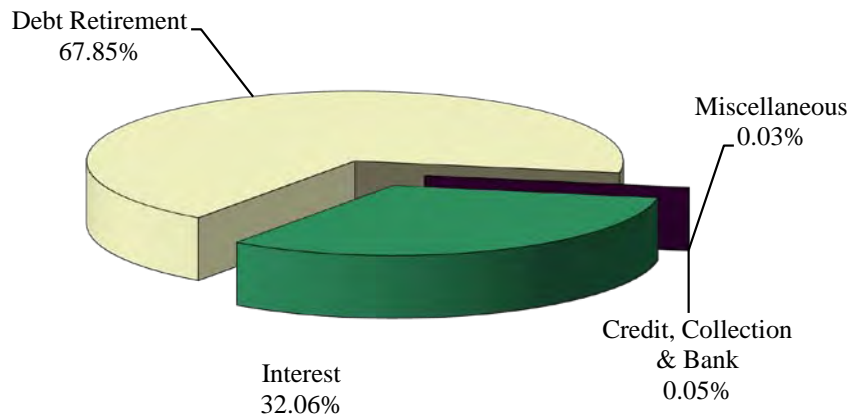


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Corporate Property Tax	\$ 4,028,016	\$ 5,795,164	\$ 5,169,781	\$ 5,131,416
Interest	84,010	14,548	3,735	4,717
Other Income - Library	1,637,332	1,649,133	1,661,793	1,580,393
Interfund Transfers In	1,238,466	593,335	411,878	-
Total Revenue	\$ 6,987,824	\$ 8,052,180	\$ 7,247,187	\$ 6,716,526

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Debt Service Funds
Expenditure Summary
Fiscal Year 2011**

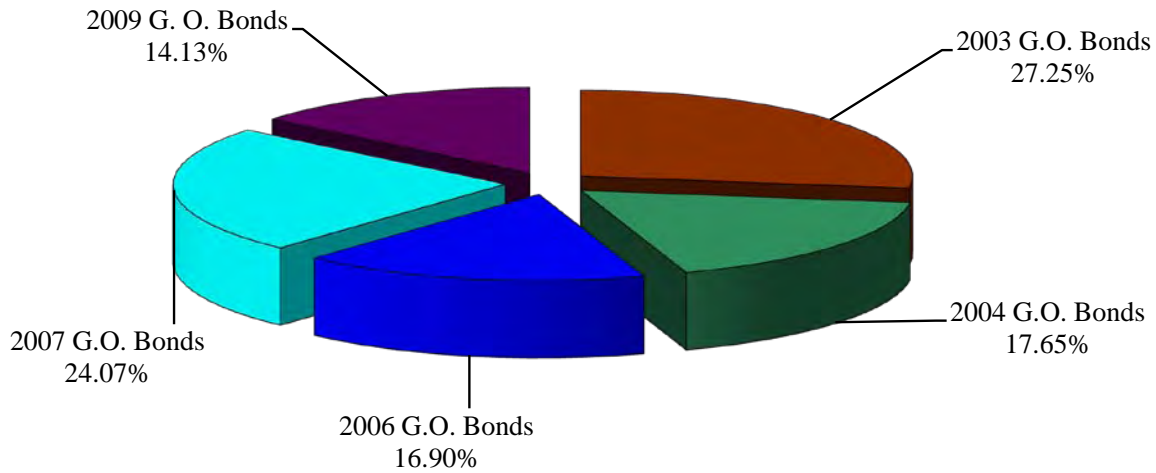


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Credit, Collection & Bank	\$ 1,510	\$ 4,031	\$ 1,273	\$ 4,449
Interest	3,813,238	5,054,243	3,482,920	2,594,016
Debt Retirement	4,050,000	9,575,000	5,385,000	5,490,000
Miscellaneous	3,100	6,200	3,750	2,500
Interfund Transfers Out	248,902	545,106	375,541	-
Total Expenditures	\$ 8,116,750	\$ 15,184,580	\$ 9,248,484	\$ 8,090,965

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Debt Service Funds
Expenditure Summary by Fund
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
1998 G.O. Bonds	\$ 248,191	\$ -	\$ -	\$ -
2000 G.O. Bonds	828,527	981,425	-	-
2001 G.O. Bonds	847,028	1,721,374	249,409	-
2002A G.O. Bonds Library	1,606,158	2,938,399	1,662,192	-
2002B G.O. Bonds	836,276	1,555,060	972,495	-
2002C G.O. Bonds	741	-	-	-
2003 G.O. Bonds	714,079	2,008,778	1,553,679	1,553,705
2004 G.O. Bonds	988,865	1,840,625	1,002,357	1,006,280
2006 G.O. Bonds	608,921	1,679,160	963,106	963,627
2007 G.O. Bonds	1,437,964	2,329,409	1,363,606	1,372,611
2009 G.O. Bonds	-	130,350	807,600	805,850
2010 G.O. Bonds	-	-	674,040	2,388,892
Total Expenditures	\$ 8,116,750	\$ 15,184,580	\$ 9,248,484	\$ 8,090,965

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Capital Project Funds

Capital Project Funds Description

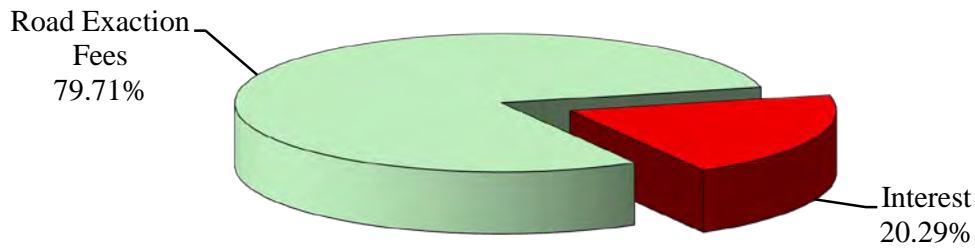
Fiscal Year 2011

The Village's capital project funds (non-enterprise) consist of the Road Exaction Fund, the Capital Improvement Fund and the 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.

VILLAGE OF ORLAND PARK, ILLINOIS

**Capital Project Funds
Road Exaction Fund Revenue Summary
Fiscal Year 2011**

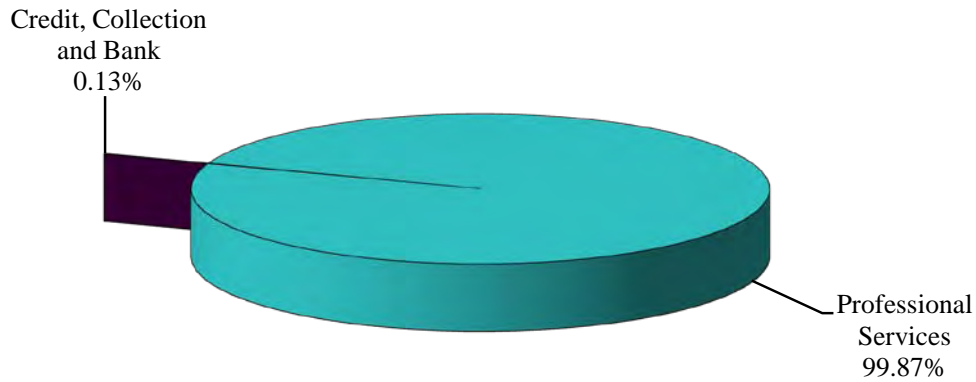


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Miscellaneous Reimbursements	\$ 236,429	\$ 130,183	\$ 217,000	\$ -
Road Exaction Fees	309,895	71,427	266,046	213,183
Interest	115,465	96,550	46,338	54,257
Total Revenue	\$ 661,789	\$ 298,160	\$ 529,384	\$ 267,440

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Capital Project Funds
Road Exaction Fund Expenditure Summary
Fiscal Year 2011**

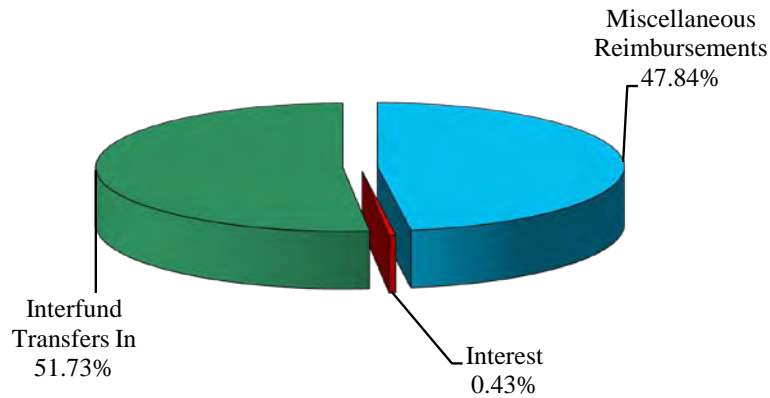


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Professional Services	\$ 348,776	\$ 80,565	\$ 402,000	\$ 294,000
Capital	174,435	-	259,365	-
Credit, Collection and Bank	765	791	1,227	391
Interfund Transfer Out	-	782,000	750,938	-
Total Expenditures	\$ 523,976	\$ 863,356	\$ 1,413,530	\$ 294,391

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Capital Project Funds
Capital Improvement Fund Revenue Summary
Fiscal Year 2011**

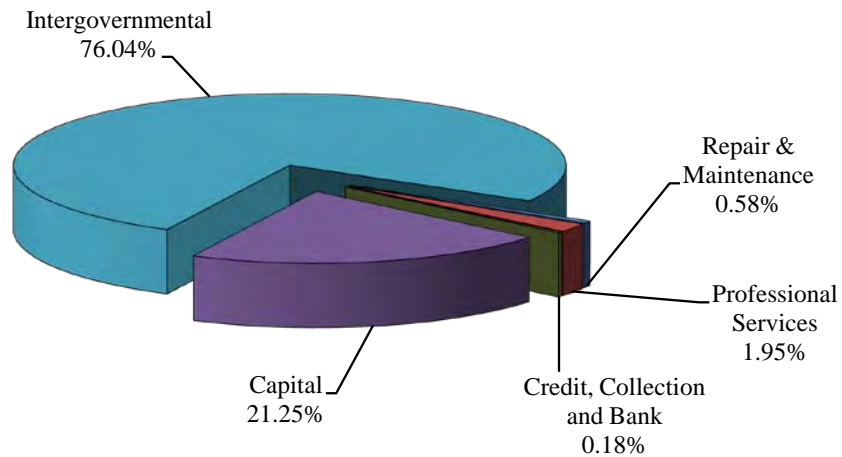


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Miscellaneous Reimbursements	\$ 4,302,997	\$ 1,493,743	\$ 5,719,828	\$ 6,936,502
Interest	93,706	65,202	15,178	62,551
Gifts and Donations	8,846	8,260	-	-
Interfund Transfers In	5,868,000	9,032,000	9,607,136	7,500,000
Total Revenue	\$ 10,273,549	\$ 10,599,205	\$ 15,342,142	\$ 14,499,053

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Capital Project Funds
Capital Improvement Fund Expenditure Summary
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Repair & Maintenance	\$ 250	\$ 17,390	\$ -	\$ 100,000
Professional Services	14,208	25,213	523,040	335,600
Credit, Collection and Bank	5,534	34,045	8,880	30,500
Capital	2,057,554	2,699,125	4,902,660	3,656,000
Intergovernmental	1,656,598	1,305,489	18,539,754	13,079,682
Interfund Transfer Out	64,932	5,904	-	-
Total Expenditures	\$ 3,799,076	\$ 4,087,166	\$ 23,974,334	\$ 17,201,782

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Capital Project Funds
G.O. Bond Project Fund
Fiscal Year 2011**

Revenue Summary

	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Grants	\$ 20,000	\$ -	\$ -	\$ -
Interest	185,208	6,619	-	-
Bond Proceed Revenue	-	7,785,000	18,925,000	-
Bond Premium	-	108,040	338,046	-
Total Revenue	\$ 205,208	\$ 7,899,659	\$ 19,263,046	\$ -

Expenditure Summary

	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Credit, Collection and Bank Capital	\$ 10,169	\$ 5,860	\$ -	\$ -
Payment to Escrow Agent	22,340	-	-	-
Bond Issuance Costs	-	7,815,928	19,172,600	-
Interfund Transfer Out	-	41,504	55,000	-
	6,453,804	805,847	36,337	-
Total Expenditures	\$ 6,486,313	\$ 8,669,139	\$ 19,263,937	\$ -

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Internal Service Fund

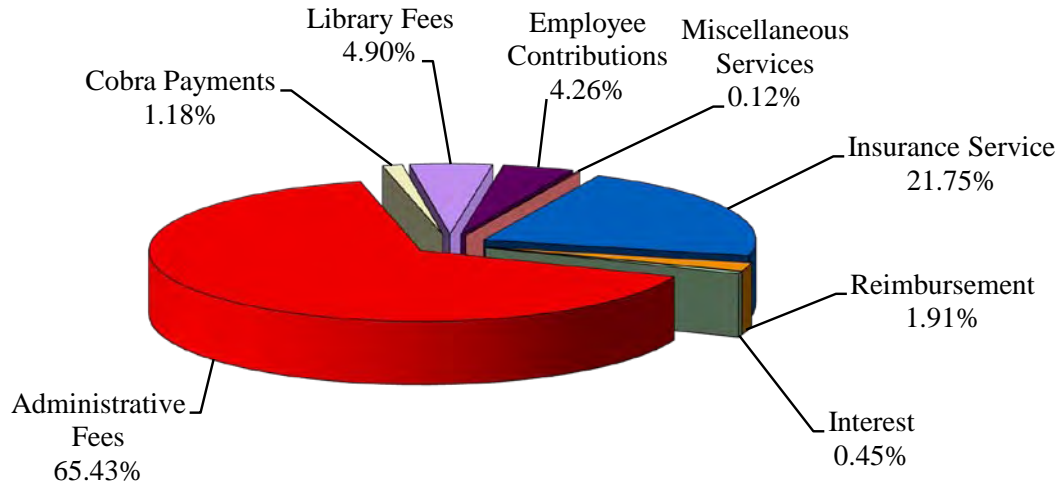
Insurance Fund

Fiscal Year 2011

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 for which the Village utilizes the Insurance Fund, an internal service fund, to provide insurance through third party insurers as well as partial self insurance for workers' compensation, general liability and health. 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.

VILLAGE OF ORLAND PARK, ILLINOIS

**Internal Service Fund
Insurance Fund Revenue Summary
Fiscal Year 2011**

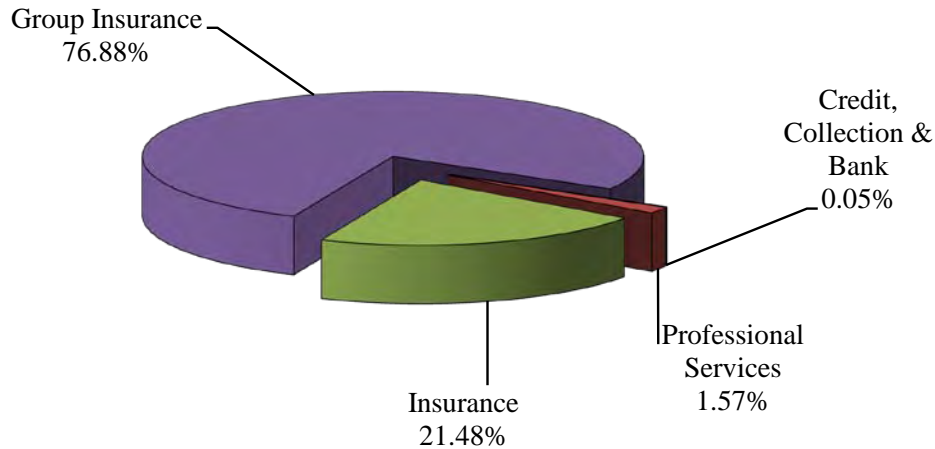


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Interest	\$ 107,719	\$ 69,296	\$ 32,676	\$ 36,718
Administrative Fees	3,633,371	5,033,734	4,334,364	5,318,109
Cobra Payments	183,980	242,187	215,023	96,139
Library Fees	274,443	383,534	336,116	397,845
Employee Contributions	272,545	401,588	332,280	346,456
Other Income	-	138,547	-	-
Miscellaneous Services	48,654	71,447	54,974	10,000
Interfund Transfer In	-	-	442,133	-
Insurance Service	836,280	2,243,417	1,836,081	1,767,420
Reimbursement	14,436	114,365	195,000	154,874
Total Revenue	\$ 5,371,428	\$ 8,698,115	\$ 7,778,647	\$ 8,127,561

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

***Internal Service Fund
Insurance Fund Expenditure Summary
Fiscal Year 2011***



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Credit, Collection and Bank	\$ 2,122	\$ 7,336	\$ 3,985	\$ 5,330
Professional Services	107,450	153,047	122,837	126,453
Insurance	1,565,242	2,050,208	1,957,089	1,731,091
Group Insurance	4,513,783	6,549,162	6,428,098	6,195,348
Interfund Transfers Out	-	44,820	250,000	-
Total Expenditures	\$ 6,188,597	\$ 8,804,573	\$ 8,762,009	\$ 8,058,222

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Fiduciary Fund

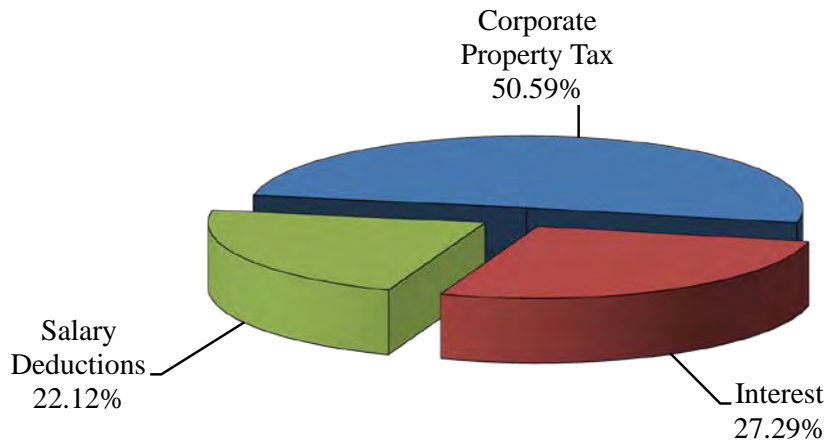
Police Pension Fund

Fiscal Year 2011

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 the 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.

VILLAGE OF ORLAND PARK, ILLINOIS

***Fiduciary Fund
Police Pension Fund Revenue Summary
Fiscal Year 2011***

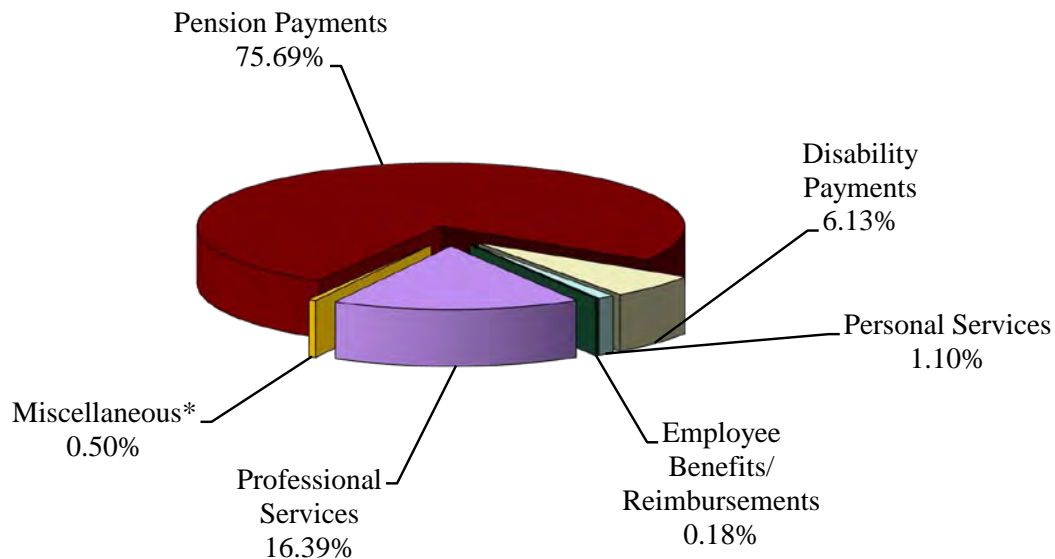


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Miscellaneous Income	\$ 36,408	\$ 411	\$ -	\$ -
Corporate Property Tax	1,162,257	1,720,321	1,726,733	1,909,323
Investment Income-Interest	(2,056,298)	4,801,770	1,031,146	1,029,851
Salary Deductions	738,347	1,348,041	823,300	834,802
Pension Officer Pay Back	51,826	-	-	-
Total Revenue	\$ (67,460)	\$ 7,870,543	\$ 3,581,179	\$ 3,773,976

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

***Fiduciary Fund
Police Pension Fund Expenditure Summary
Fiscal Year 2011***



*Miscellaneous category includes Miscellaneous Expenses, Credit, Collection & Bank and Purchased Services.

	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Pension Payments	\$ 1,050,777	\$ 1,648,071	\$ 1,501,791	\$ 1,713,020
Disability Payments	170,290	194,496	138,804	138,804
Personal Services	23,650	5,602	25,000	25,000
Employee Benefits	1,809	-	-	-
Employee Reimbursements	1,912	2,134	6,100	4,000
Credit, Collection & Bank	1,774	3,515	2,847	4,500
Professional Services	317,963	374,794	335,500	371,000
Supplies - General	100	-	-	-
Purchased Services	-	2,225	3,000	2,500
Miscellaneous Expenses	353,582	2,262,809	3,946	4,346
Total Expenditures	\$ 1,921,857	\$ 4,493,646	\$ 2,016,988	\$ 2,263,170

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

Component Units

Component Units Description

Fiscal Year 2011

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 Ave. Orland Park, IL 60462	Orland Park Open Lands Corporation/Orland Park Stellwagen Family Farm Foundation 14700 Ravinia Ave. Orland Park, IL 60462	Orland Park Public Library 14921 Ravinia Ave. Orland Park, IL 60462
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VILLAGE OF ORLAND PARK, ILLINOIS

Component Units

Civic Center Functions/Strategic Plan Goals

Fiscal Year 2011

COMPONENT UNIT MISSION:

To provide a venue where the general public can hold business and community activities and to add 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 for events such as Taste of Orland Park and Recreation Department plays, musicals, and concerts. These two to three day events draw hundreds of visitors, not only from within the Village, but also from surrounding communities. 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, veteran and current members of the military events, civic and community group events, public medical testing and screenings, trade and special interest shows and exhibits. In 2010, 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 2010, the Civic Center provided approximately 650 community outreach hours.

STRATEGIC PLAN GOALS:

- 1. Increase the utilization of the Civic Center - By developing partnerships with both public and private sector organizations, provide the opportunity to attract and retain businesses, thus creating a competitive marketplace and enhancing the Civic Center's economic base.**
 - **OBJECTIVE** - By December of 2011, the Civic Center Board will have established two strategic business partnerships to better develop the means of sourcing potential joint ventures.
 - **PURPOSE** - Leveraging other entities, including potential competitors, will enable the Civic Center to take advantage of the business relationships of others.
 - **OBJECTIVE** - By December 2011, the Civic Center Board will have developed a marketing partnership with two business entities.

VILLAGE OF ORLAND PARK, ILLINOIS

Component Units

Civic Center Functions/Strategic Plan Goals

Fiscal Year 2011

- **PURPOSE** - To enable the Civic Center to market its offerings along with community restaurants, hotels and party planners
 - **OBJECTIVE** - By December of 2011, the Civic Center Board will have established one new key program account.
 - **PURPOSE** - To identify and retain regular users whose rentals will help establish and maintain the Civic Center's revenue base.
 - **OBJECTIVE** - Continue to develop new advertising/marketing plans in 2011.
 - **PURPOSE** - To advertise in as many relevant forums as possible to show what the Civic Center offers.
- 2. Better the Community - The Civic Center is a vibrant facility that is a quality and affordable location to host events that will bring opportunities for both residents and businesses alike.**
 - **OBJECTIVE** - The Civic Center Board will continue to offer affordable community outreach programs for residents, community groups and businesses in 2011.
 - **PURPOSE** - Enables the Civic Center to maintain and provide good will with the community, while showcasing its capabilities.
- 3. Maintain Facility - The Civic Center will continue to be a well maintained facility to meet the needs of both residents and businesses.**
 - **OBJECTIVE** – By December 2011, enhance and update Civic Center appearance.
 - **PURPOSE:** To provide a energy efficient, updated, appealing, and clean facility to attract business
- 4. Operate Efficiently - The Civic Center will foster a cost-effective, cooperative approach to control expenditures.**
 - **OBJECTIVE** - In 2011, the Village Manager's Office may plan to utilize full time Civic Center staff in other Village departments if necessary.
 - **PURPOSE** - Aligning staffing with operational needs.
 - **OBJECTIVE** – Continue to conserve energy and reduce utility costs.
 - **PURPOSE** - To ensure the Civic Center is running at an efficient utility level.

VILLAGE OF ORLAND PARK, ILLINOIS

Component Units

Civic Center Functions/Strategic Plan Goals

Fiscal Year 2011

5. Decrease Subsidy - The Civic Center will foster a cost-effective, cooperative approach to bring resources to the Orland Park region.

- **OBJECTIVE** - Reduce subsidy from Village General Fund on an ongoing basis.
 - **PURPOSE** - To establish a clearly defined benchmark for the budget.

VILLAGE OF ORLAND PARK, ILLINOIS

Component Units

Civic Center

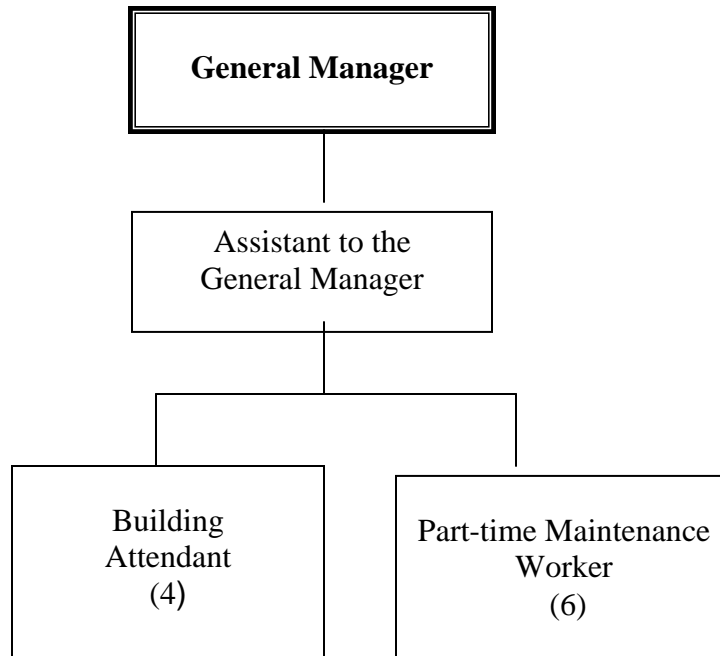
Fiscal Year 2011

CIVIC CENTER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2009 ACTUAL	FY2010 CURRENT	FY2011 BUDGET
General Manager	1	1	1
Assistant to General Manager	1	1	1
TOTAL FULL TIME PERSONNEL	2	2	2
PART TIME POSITION TITLE			
Part-Time Maintenance	6	6	6
Building Attendant	4	4	4
TOTAL PART TIME PERSONNEL	10	10	10

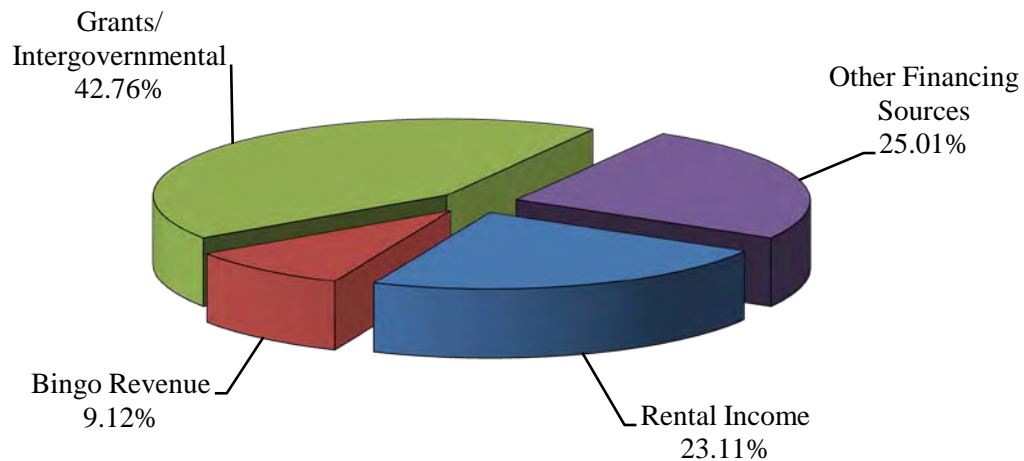
VILLAGE OF ORLAND PARK

***Component Units
Civic Center Organizational Chart
Fiscal Year 2011***



VILLAGE OF ORLAND PARK, ILLINOIS

**Component Units
Civic Center Revenue Summary
Fiscal Year 2011**

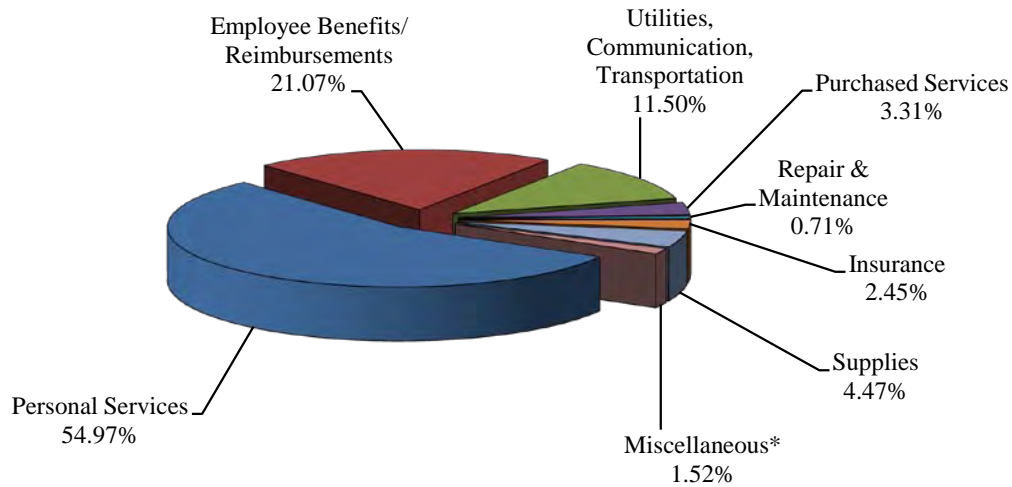


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Grants/Intergovernmental	\$ -	\$ -	\$ 150,000	\$ 153,590
Rental Income	66,484	97,329	68,350	83,000
Rental Income - Village	45,105	47,245	45,245	-
Bingo Revenue	30,850	36,575	30,870	32,760
Transfer from General Fund	184,212	242,405	221,564	89,854
Total Revenue	\$ 326,651	\$ 423,554	\$ 516,029	\$ 359,204

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Component Units
Civic Center Expenditure Summary
Fiscal Year 2011**



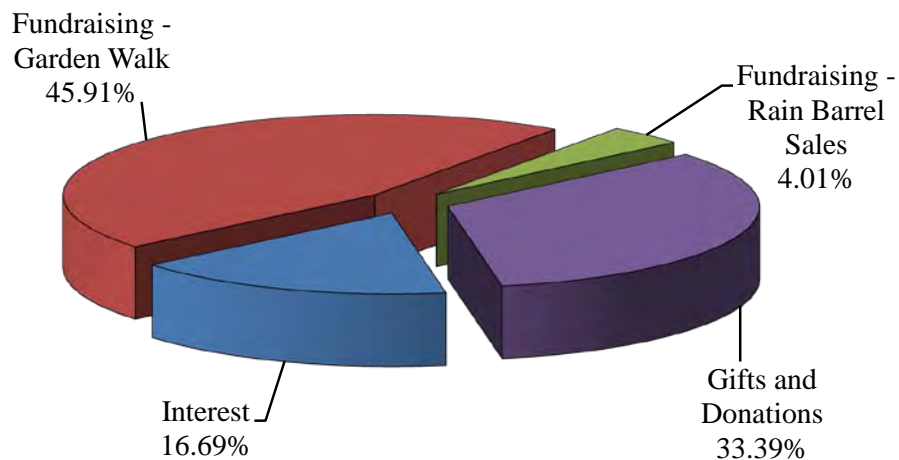
*Miscellaneous category includes Miscellaneous Expenses and Professional Services.

	FY2008 Actual	FY2009** Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ 162,765	\$ 228,717	\$ 200,713	\$ 197,443
Employee Benefits	57,355	68,364	67,702	74,629
Employee Reimbursements	876	912	876	1,045
Professional Services	3,378	4,529	5,400	4,900
Utilities, Communication, Transportation	48,364	48,496	54,854	41,324
Purchased Services	18,521	15,067	10,000	11,900
Repair & Maintenance	22,016	5,226	156,610	2,568
Insurance	1,252	7,294	6,694	8,789
Supplies - General	6,613	6,978	4,120	8,920
Supplies - Repair & Maintenance	2,938	3,274	8,500	7,126
Miscellaneous Expenses	541	450	560	560
Total Expenditures	\$ 324,619	\$ 389,307	\$ 516,029	\$ 359,204

** FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Component Units
Open Lands/Stellwagen Revenue Summary
Fiscal Year 2011**

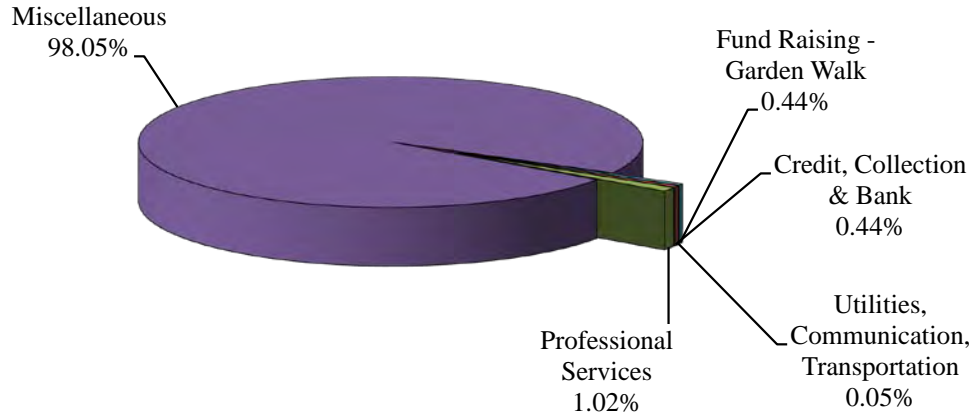


	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Grants/Intergovernmental	\$ 25,000	\$ -	\$ -	\$ -
Interest	43,267	15,508	11,900	2,000
Fundraising - Ride & Tie	-	4,060	-	-
Fundraising - Garden Walk	6,780	7,729	7,000	5,500
Fundraising - Rain Barrel Sales	-	5,430	540	480
Transfer from General Fund	141,277	6,264	-	-
Gifts and Donations	25,572	28,409	4,375	4,000
Total Revenue	\$ 241,896	\$ 67,400	\$ 23,815	\$ 11,980

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

**Component Units
Open Lands/Stellwagen Expenditure Summary
Fiscal Year 2011**



	FY2008 Actual	FY2009* Actual	FY2010 Amended Budget	FY2011 Budget
Personal Services	\$ -	\$ 2,184	\$ -	\$ -
Employee Benefits	-	367	-	-
Employee Expense	-	73	-	-
Credit, Collection & Bank	1,796	4,605	2,882	4,500
Professional Services	3,230	10,597	10,415	10,415
Utilities, Communication, Transportation	351	656	500	500
Supplies - General	2,115	-	-	-
Supplies - Repair & Maintenance	-	2,125	-	-
Capital	151,020	-	250,000	-
Rain Barrels	-	3,203	-	-
Fundraising - Ride 'n Tie	-	3,063	-	-
Fundraising - Garden Walk	4,368	4,308	5,000	4,500
Other Commodities	-	25,000	-	-
Miscellaneous Expenses	-	250,013	-	1,000,100
Total Expenditures	\$ 162,880	\$ 306,194	\$ 268,797	\$ 1,020,015

* FY2009 was 15 months

VILLAGE OF ORLAND PARK, ILLINOIS

***Appendix and Glossary
About Orland Park
Fiscal Year 2011***

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 expanded 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 50,000 residents. The full build-out population is expected to peak at approximately 75,000 residents.

Orland Park has a unique quality that makes living and working enjoyable. Year-round recreational opportunities abound in the area, including thousands of acres of forest preserve with hiking trails, bridle paths, bike paths, and wildlife refuges; an excellent park system; and more than 20 area golf courses. Residents also enjoy a diverse array of housing, plentiful shopping, acclaimed schools, and close proximity to Chicago and all its attractions.

Date of Incorporation	May 31, 1892
Form of Government	President/Trustee/Village Manager
Geographic Location	Southwestern Cook County
Population (2010 Census)	56,767
Number of Households (2010 Census)	21,639
Number of Housing Units (2010 Census)	22,443
Equalized assessed valuation (2009)	\$2,771,383,322
Area in Square Miles	22.09 square miles
Miles of Streets	415
Miles of Curbs	384
Miles of Sidewalks	316
Municipal Water Utility:	
Average Daily Gallons Pumped	6,650,000
Miles of Mains	336 miles
Number of Metered Accounts	22,972

VILLAGE OF ORLAND PARK, ILLINOIS

***Appendix and Glossary
Population Statistics
Fiscal Year 2011***

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, ILLINOIS

**Appendix and Glossary
Principal Cook County Taxpayers
Fiscal Year 2011**

Taxpayers	Type of Business	2008 Assessed Valuation*	Percentage of Total Assessed Valuation
Simon Property Group	Orland Square Mall (includes smaller stores)	\$101,870,282	3.77%
IRC	Shopping Center	73,929,507	2.74%
Orland Park Joint Venture	Lake View Plaza (shopping center)	35,541,165	1.32%
J.C. Penney Co., Inc.	Department Store	18,857,895	0.70%
St. George Corp	Commercial building over three stories	16,666,470	0.62%
Constance Oswald	Commercial building	16,624,585	0.62%
Sears	Department Store	15,495,684	0.57%
Albertsons	Jewel Supermarkets and Osco Drugs	14,027,300	0.52%
MCRIL LLC	Carson Pirie Scott & Co. (department store)	13,868,493	0.51%
B & G Realty	One-story non-fire proof public garage	12,099,654	0.45%
		\$318,981,035	11.82%

Note: Total 2008 Equalized Assessed Valuation for the Village of Orland Park was \$2,699,210,594.

*This is the most current data available.

VILLAGE OF ORLAND PARK, ILLINOIS

***Appendix and Glossary
Principal Employers
Fiscal Year 2011***

Name	Type of Business	Approximate Number Employed
School District #135	Elementary school	785
Jewel/Osco Food Store	Supermarket and Drug Store	540
Panduit Corporation	Manufactures communication and telecommunications products	402
High School District #230	High School	341
Carson Pirie Scott	Retail department store	306
J.C. Penney	Retail department store	305
Darvin Furniture	Retail furniture store	240
Target	Discount Store	237
Macy's	Retail Department Store	204
Palos Primary Care	Healthcare Services	203



VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
(708) 403-6150

Certification

STATE OF ILLINOIS COUNTIES OF COOK AND WILL

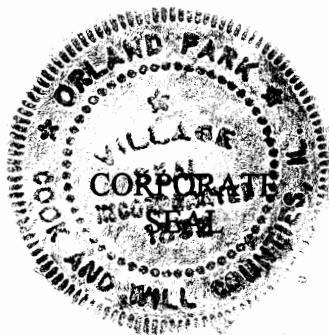
I, David P. Maher, DO HEREBY CERTIFY that I am the duly elected and qualified Village Clerk of the Village of Orland Park, Illinois, and as such Village Clerk I am the keeper of the minutes and records of the proceedings of the Board of Trustees of said Village and have in my custody the minutes and 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. 4605

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 6th day of December 2010.




David P. Maher, Village Clerk

VILLAGE OF ORLAND PARK

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

Ordinance No: 4605

File Number: 2010-0622

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR
COMMENCING ON JANUARY 1, 2011 AND ENDING ON DECEMBER 31, 2011 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 7th day of December, 2010 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: 4605

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2011 AND ENDING ON DECEMBER 31, 2011 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 tat certain document entitled

VILLAGE OF ORLAND PARK ANNUAL BUDGET FOR FISCAL YEAR 2011

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, 2011.

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 6th day of December, 2010

/s/ David P. Maher

David P. Maher, Village Clerk

Aye: 7 Trustee Murphy, Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, and Village President McLaughlin

Nay: 0

VILLAGE OF ORLAND PARK

Ordinance No: 4605

DEPOSITED in my office this 6th day of December, 2010

/s/ David P. Maher

David P. Maher, Village Clerk

APPROVED this 6th day of December, 2010

/s/ Daniel J. McLaughlin

Daniel J. McLaughlin, Village President

PUBLISHED this 7th day of December, 2010

/s/ David P. Maher

David P. Maher, Village Clerk

VILLAGE OF ORLAND PARK

***Appendix and Glossary
Glossary of Terms
Fiscal Year 2011***

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

VILLAGE OF ORLAND PARK

Appendix and Glossary Glossary of Terms Fiscal Year 2011

	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

VILLAGE OF ORLAND PARK

***Appendix and Glossary
Glossary of Terms
Fiscal Year 2011***

	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.

VILLAGE OF ORLAND PARK

**Appendix and Glossary
Glossary of Terms
Fiscal Year 2011**

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,

VILLAGE OF ORLAND PARK

***Appendix and Glossary
Glossary of Terms
Fiscal Year 2011***

	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

VILLAGE OF ORLAND PARK

***Appendix and Glossary
Glossary of Terms
Fiscal Year 2011***

	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

VILLAGE OF ORLAND PARK

***Appendix and Glossary
Glossary of Terms
Fiscal Year 2011***

	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.

VILLAGE OF ORLAND PARK

***Appendix and Glossary
Glossary of Terms
Fiscal Year 2011***

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.