

VILLAGE OF ORLAND PARK, ILLINOIS

Budget
FISCAL YEAR

COOK & WILL COUNTIES

	<u>Page</u>
Distinguished Budget Presentation Award	1
Elected and Appointed Officials	2
Background/General Information	3
Organization Chart	4
Strategic Plan	5
Budget Message	7
 GENERAL INFORMATION AND SUMMARIES	
Budget Process and Schedule.....	20
Financial Structure.....	23
Fund Descriptions.....	28
Financial Management Policies	30
 Fund Balance	
Fund Balance Analysis	43
Fund Balance Summary.....	45
Fund Balance History of Major Funds	46
 Revenue and Expenditure Summaries	
Summary of Revenues, Expenditures, and Changes in Fund Balance	48
Revenues, Expenditures, and Changes in Fund Balance	49
Revenues by Major Type Graph	51
Expenditures by Major Type Graph.....	52
Revenues and Expenditure Comparison Summary	53

Debt

Debt Issuance Summary 54

Outstanding Debt 56

REVENUE SUMMARIES

Revenue Graph by Fund 57

Revenue Summary by Fund 58

Tax Levy - 2012 59

Property Tax Levy - 2012 Graph 61

History of Equalized Assessed Valuations/Tax Rates Graph 62

Revenue Sources, Assumptions and Trends..... 63

EXPENDITURE SUMMARIES

Expenditures Graph by Fund 69

Expenditure Summary by Fund 70

Capital Improvements

 Capital Expenditure Analysis 71

 Description of Capital Projects 73

Personnel

Personnel Changes and Estimates..... 100

Personnel Services and Employee Benefits Graph..... 101

Staffing Summary by Function Graph 102

Full-time Personnel Schedule 103

Part-time Personnel Schedule 104

GENERAL FUND

General Fund Description..... 105

Revenue Summary..... 106

Expenditure Summary by Department..... 107

Expenditure Summary by Element..... 108

Expenditure Summary by Function 109

Non-Departmental 110

Village Manager..... 111

 Human Resources Division 116

Village Clerk 124

 Public Information 130

Finance 137

 MIS..... 147

Officials 153

 Boards and Commissions, Community Events 159

Development Services 163

 Administration Division 166

 Building Division 170

 Planning Division 176

 Transportation and Engineering Division 189

Building Maintenance..... 191

Emergency Services and Disaster Agency 197

Public Works 203

 Administration Division 206

 Streets Division..... 211

 Transportation Division 218

 Vehicle and Equipment Division..... 222

Police 227

SPECIAL REVENUE FUNDS

Motor Fuel Tax Fund 245

Park Development Fund 248

Seizure/Forfeiture Fund 251

Home Rule Sales Tax Fund..... 252

Main Street Triangle TIF Fund 255

Recreation and Parks Fund..... 257

ENTERPRISE FUNDS

Water & Sewer Fund 278

 Finance Division 282

 Administration Division 283

 Water Division 287

 Sewer Division 290

 Stormwater Division 293

 Expenditure Summaries 296

Commuter Parking Fund..... 298

DEBT SERVICE FUNDS

Long-Term Debt Requirements 301

General Obligation Bonded Debt 302

Revenue Summary..... 306

Expenditure Summaries 307

CAPITAL PROJECT FUNDS

Capital Project Funds Description 309

Road Exaction Fund 310

Capital Improvement Fund..... 312

INTERNAL SERVICE FUND

Insurance Fund 314

FIDUCIARY FUND

Police Pension Fund..... 317

COMPONENT UNITS

Component Units Description 320

Civic Center Fund..... 321

Open Lands Fund..... 329

APPENDIX AND GLOSSARY

Population Statistics 331

Principal Cook County Taxpayers 332

Principal Employers 333

Budget Ordinance..... 334

Glossary of Terms 338



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, 2012.

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

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

ELECTED OFFICIALS

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

APPOINTED OFFICIALS

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



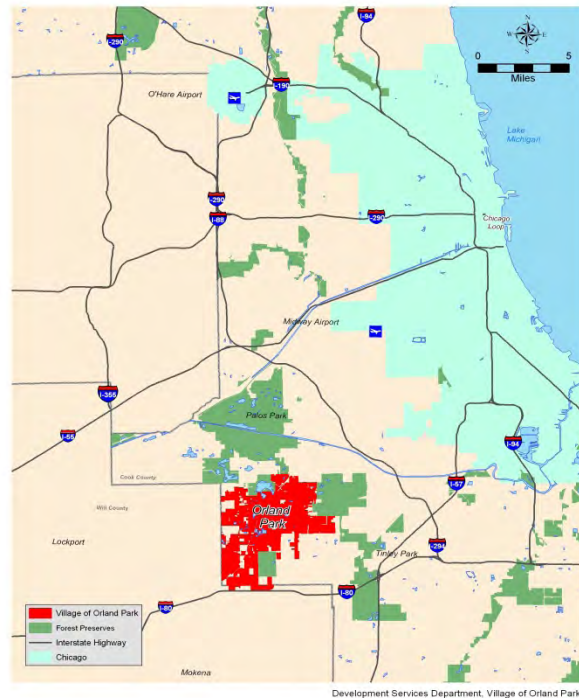
The Village of Orland Park was a small Midwest farm community from its beginning in the 1880's through the 1950's, when suburban residential development expanded from Chicago to the southwest and reached the LaGrange Road corridor. Located 25 miles southwest of Chicago's loop, the Village has grown into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

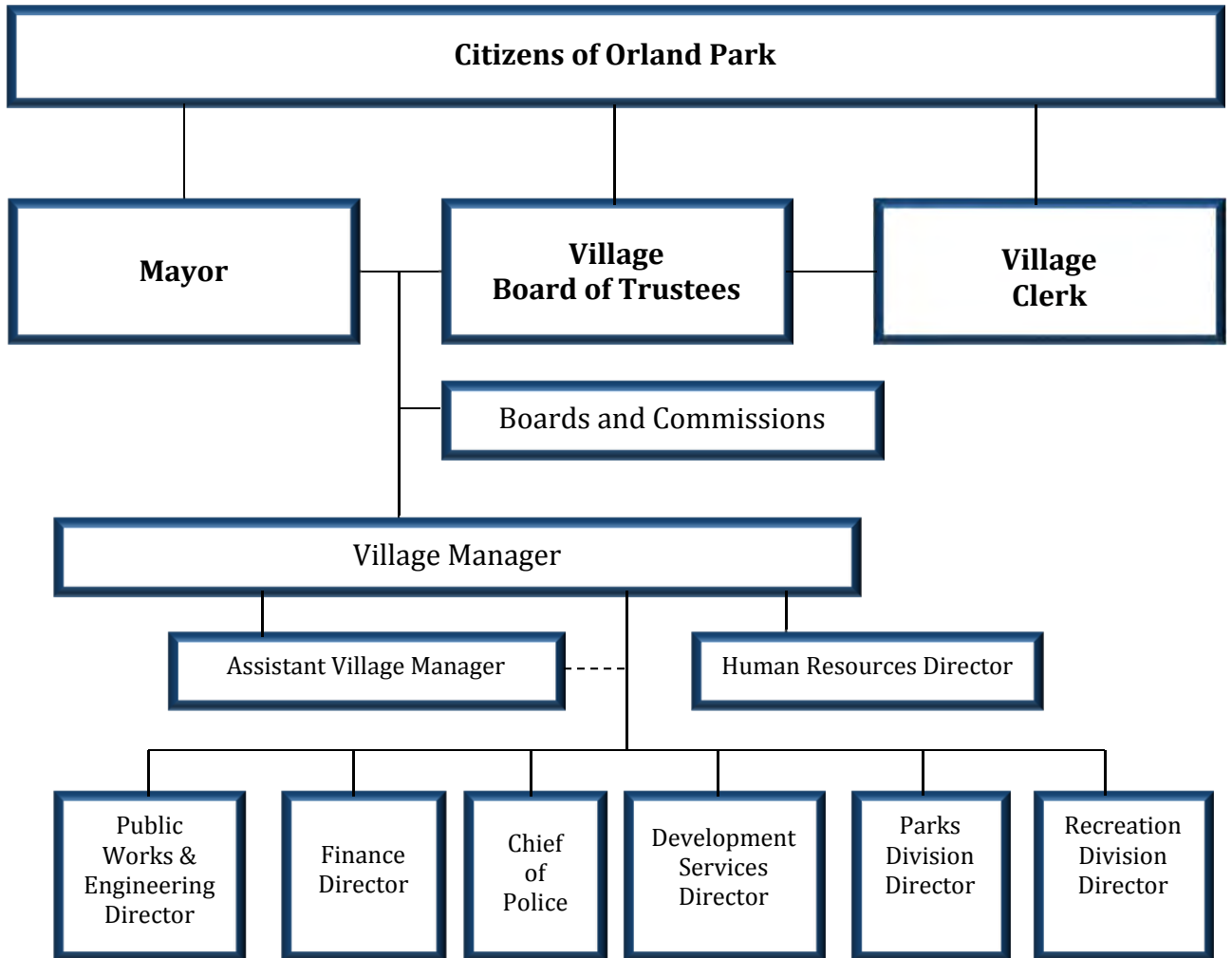
The Village utilizes the Council-Manager form of government and is directed by a board of six Trustees and a President. The "Council-Manager" form of government has been adopted by many local communities of more than 25,000 citizens and governs more than 3,000 cities and villages in the United States.

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

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

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





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 the quality of life in Orland Park.

STRUCTURE OF GOVERNMENT:

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.

STRATEGIC PLAN GOALS AND OBJECTIVES:

The broad goals of the Village are supported by objectives, programs, and strategies that have been identified by all Village departments through the development of a Strategic Plan. Measurable and specific objectives are found in each individual department subsection of the Strategic Plan. The Village Manager provides oversight and direction to all departments to ensure that the strategic goals reflect the policies of the Village Board and are successfully accomplished.

STRATEGIC PLAN GOALS

1. Administer a fiscally responsible government

- Enhance services to Village stakeholders through the use of all available technologies.
- Guide the preparation and adoption of the annual budgets and a comprehensive multi-year capital improvement plan.

2. Build a better community in infrastructure and development

- Develop a safe, convenient, and efficient transportation system through the creation of a Transportation Plan to accompany the Village's Comprehensive Plan.
- Continue development of the Village's downtown by actively encouraging commercial redevelopment and revitalization.
- Maintain the Village's infrastructure system at an optimal level through the implementation of a comprehensive capital improvement plan.

3. Maintain and improve the quality of life of all residents and businesses

- Develop and maintain a parks system at a high level of quality that is appropriate for the location, type of use, and nature of the facility.
- Improve methods to communicate in “one clear voice” to the community on what is happening within Village government.
- Enhance crime prevention programs to ensure community safety and preparedness.
- Review and assess recreational offerings to ensure programs are meeting community needs.

4. Deliver best-in-class services with outstanding, ethical employees

- Review and improve the current management and employee training methods and programs.
- Implement an integrated electronic work order system to improve communication between Village employees, as well as between the Village and its residents.

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

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



Village Hall

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

March 31, 2013

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 FY2013 Annual Budget for the fiscal year beginning January 1, 2013 and ending December 31, 2013. The FY2013 Annual Budget was approved by the Village Board on December 3, 2012.

The FY2013 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 FY2013 Annual Budget was compiled based upon the following long and short-term goals and objectives:

- Provide quality municipal services responsive to the needs of Village residents and businesses, while continuously improving efficiency and effectiveness.
- Provide safe, accessible and high quality parks, open space and recreational complexes and facilities.
- Establish the Village as the "destination spot" of the South suburbs.
- Continuously enhance the Village's strong economic base.
- Implement new and improved technologies within and for the Village as these technologies become available.
- Continue efforts towards the development and redevelopment of various areas within the Village.
- Control costs using best practices without cutting municipal services.
- Provide ample funding on an annual basis 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 continue to impact future years' budgets. The Budget Message also provides an overview of the major revenues and expenditures included in this budget and details as to the

process that was utilized to compile this budget document.

The Budget Message is organized as follows:

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

INTRODUCTION

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

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

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

The budget document that was presented for consideration by the President and Board of Trustees was a line-item budget that incorporated details of all expenditures for all departments and funds of the Village. This line-item budget not only serves as a planning document for FY2013, but also provides a significant level of control over expenditures due to the specificity of detail incorporated into the document.

BUDGET PROCESS

The Village's FY2013 budget process began in July 2012 with the distribution of FY2012 revenue forecasts and personnel salary schedules to department directors for review and update. Through a series of document reviews and budget work sessions, the Finance Department determined the net revenues in the Village's operating funds available to fund departmental operating and capital

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

Due to the sound financial position and reserve policies of the Village of Orland Park, there were funds available from operating surpluses in Fiscal Years 2012 and prior in the amount of approximately \$4,500,000. Utilizing these operating surpluses, the Village Board issued a balanced FY2013 budget without the implementation of any new revenue sources or the issuance of any new debt. The Village Board had approved a number of revenue enhancements and/or budget cuts in prior fiscal years that were continued into FY2013, including the following:

- Reduced Pace bus service.
- Increased bi-annual vehicle sticker fees from \$15 to \$30 for passenger vehicles and senior vehicle sticker fees from \$1 to \$10.
- Increased ticket fines from \$50 to \$60 for parking and compliance violations.
- Increased the Recreation portion of the levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures.
- Increased non-union employee insurance contributions.
- Continued to keep ten vacant full-time positions open after instituting layoffs in FY2010 and an Early Retirement Program in FY2010 and FY2011.

Through these document reviews and budget meetings, a FY2013 budget document was drafted and the final budget document was approved at the December 3, 2012 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 FY2013 would bring slow growth to major revenue sources due to the continued slow growth in the housing market and consumer sales. Finance staff distributed net target budget amounts to all departments based on these projections. Departments determined the expenditures necessary to continue current service levels and included these in the department's target budget. Finance staff stressed the importance of only budgeting for what is needed and/or could possibly be spent in a single fiscal year. Finance staff reviewed line items included in each department's target budget to help ensure the adequacy of the amounts requested. Finance Department staff then met with staff from each Village department and reviewed and discussed each individual line item to ensure that budgeted expenditures were sufficient to continue the Village's current service levels.

Any departmental expenditure requests that did not fit into the department's target budget were submitted as a discretionary request. These discretionary requests reflected additional amounts needed to fund existing programs/services/technology and/or the department's desire to implement additional programs/services/technology. Discretionary requests were first reviewed by the Village Manager and then approved or rejected by the Village Board during the overall budget

review process.

Capital expenditure requests were submitted separate from the departmental target budgets and, as with discretionary requests, were forwarded to the Village Board for review and approval or denial. The main focus of the FY2013 capital budget is continued infrastructure maintenance and construction.

Fund Balance and Debt Policies

The Village Board has approved fund balance policies for its General Fund, as well as its Park Development, Home Rule Sales Tax, Water and Sewer, Road Exaction, Capital Improvement and Insurance Funds. These fund balance policies are key factors in determining funds available for operating and capital expenditures. The Village Board will allow for draw downs of fund balance for one-time operating or capital expenditures with the intent of recouping the drawdown in the following fiscal year budget and will make every effort to keep from drawing on fund balances to cover day-to-day operating expenditures. The fund balances reflected in the Fiscal Year 2013 budget meet or exceed Board approved policy requirements.

All Village funds, with the exception of four Debt Service Funds and the Main Street Triangle TIF Fund, are projected to reflect a positive fund balance at the end of FY2013. The deficit fund balance amounts in the 2007 G.O. Bond Debt Service Fund, 2012B & C 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 2012A & 2012D G.O. Bond Debt Service Fund deficit fund balance amounts will be recovered with future property tax revenues.

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

- FY2006 - General obligation bonds to partially fund construction of a new police facility.
- FY007 - General obligation bonds to partially fund construction of various infrastructure improvements within the Main Street Triangle, the Village's downtown redevelopment centered around the 143rd Street Metra commuter train station.
- FY2008 - General obligation bonds in the amount of \$9,055,000 for the construction of the main pumping station reservoir, with 10% of the total cost of this project being cash funded.
- FY2009 - General obligation bonds in the amount of \$7,785,000 to partially refund the Village's outstanding 2001 G.O. Bonds.
- FY2010 - General obligation bonds in the amount of \$18,925,000 to refund the Village's outstanding 2002 A and 2002B G.O. Bonds.
- FY2011 - General obligations bonds in the amount of \$9,995,000 to refund the Village's outstanding 2003 G.O. Bonds.
- FY2012 - General obligations bonds in the amount of \$9,005,000 to refund the Village's outstanding 2006 G.O. Bonds.
- FY2012 - General obligations bonds in the amount of \$5,360,000 to refund the Village's outstanding 2004 G.O. Bonds.

- FY2012 - General obligations bonds in the amount of \$20,000,000 to refund the Village's outstanding line of credit issued for the Main Street Triangle redevelopment area.

At the beginning of FY2013, the Village's total outstanding general obligation debt amounted to \$88,170,000.

At the end of FY2011, the Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I redevelopment of the Main Street Triangle area. The Village will incur phased debt in order to finance this project which has an estimated cost of \$65 million. The costs are split between developer equity of \$2 million, a loan to Flaherty and Collins Properties for \$38 million and a project incentive of \$25 million. The project financing started in FY2012. The issuance of any other new debt is not planned in FY2013, although the Village will look to take advantage of any refunding opportunities that become available.

At the time of issuance of the General Obligation Bonds, Series 2012 B, C, and D, the Village continued to receive exceptional bond ratings from each of its rating agencies; the Village received an AA+ rating from Standard & Poor's and Aa1 rating from Moody's. Both agencies issued these ratings anticipating that the Village would continue to maintain sound financial operations with strong financial reserves.

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

Capital Strategy

During FY2013, 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 FY2013 budget process to identify capital expenditure items that were to be included in the FY2013 budget. This document will continue to be updated on an annual basis and will be utilized when compiling subsequent year's annual budgets.

The Village's capital strategy continues to be proactive, as opposed to reactionary. One of the top priorities of the Village Board continues to be the provision of a road transportation system that is efficient and safe for Village residents. In order to accomplish this, the Village continues to undertake road improvement/construction projects on roads owned and maintained by the County of Cook or State of Illinois, to be reimbursed by these agencies on some future date. The Village also has an annual neighborhood road-resurfacing program so that the condition of its existing roads can be properly maintained.

Property Tax

The Village attempts to maintain a moderate tax rate from year to year. For tax years 2006 – 2010, the Village had a tax rate ranging from approximately \$.46 to \$.50 per \$100 of equalized assessed valuation (EAV). Due to the significant decline in the 2011 EAV experienced by all taxing agencies in Cook County, the Village's 2011 tax rate increased to \$.59 per \$100 of EAV. During the FY2013 budget process, the Village Board determined that the dollar amount of the 2012 levy would remain

equal to the 2011 levy so as not to increase the tax burden put on Orland Park residents, with the thought that future increases in EAV would bring the Village's tax rate back down to pre-2011 levels. A table depicting the Village's property tax rate for the last ten years is included in the Revenue Summaries section of this document.

During FY2011, the Village Board approved increasing the Recreation portion of the property tax levy to reduce the General Fund subsidy to the Recreation and Parks Fund to 50% of total expenditures. The Recreation levy for FY2013 is \$1,068,021.

The Village Board elected to abate the property tax levy for FY2013 related to the 2007 G.O. Bond issuance and the un-refunded portion of the 2006 G.O. Bond issuance. Home rule sale taxes will continue to fund the debt service payment on the 2007 bonds. Excess fund balance from closed Debt Service Funds will fund the debt service payment on the 2006 bonds. Abatements are considered on an annual basis during the budget process.

During FY2012, the Village Board requested that staff determine if there was funding available to reinstitute the residential property tax rebate program. The program had been suspended in 2009 due to the economic downturn. Staff was able to identify \$2.5 million in funding which primarily came from savings on various capital projects that had recently been completed by the Village. The Village Board approved reinstating the program for FY2012 rebating 2011 property taxes paid to the Village in 2012. The rebate was capped at \$2.5 million and was distributed evenly amongst all applicants. The Village Board will reevaluate each year to determine if funding is available for the program. Funds for a rebate are not currently included in the FY2013 budget.

Budget Assumptions

The following are the more prominent assumptions that were utilized when compiling the Village's FY2013 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 FY2012 and consulting various indices and information available.
- A flat renewal for employee health care costs after switching from the Village's previous medical carrier.

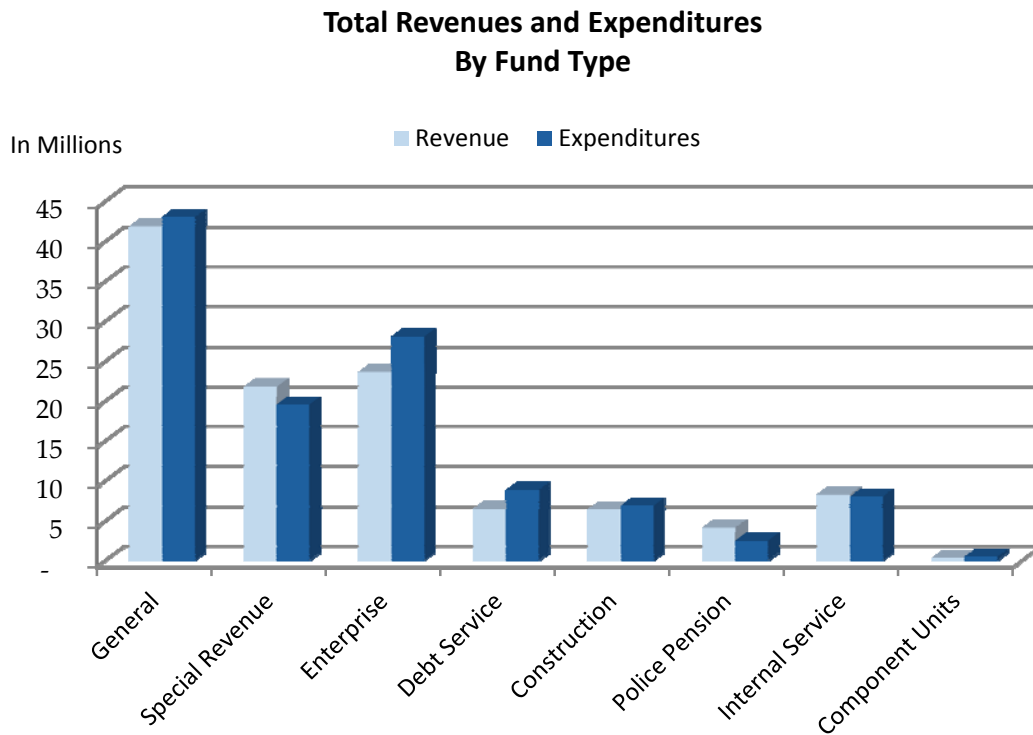
BUDGET SUMMARY

The FY2013 budget document includes revenue and expenditure budgets for 25 separate funds of the Village, grouped as follows:

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

- Internal Service Funds – 1
- Component Units – 2

Total FY2013 budgeted revenues for all funds amount to \$112,793,386 and total FY2013 budgeted expenditures for all funds amount to \$117,292,907. The following graph presents total revenues and expenditure by fund type.



The FY2013 expenditure budget includes capital expenditures in the amount of approximately \$13,568,450. These expenditures are funded by a variety of sources including Home Rule Sales Tax revenues, reimbursements from the State of Illinois, as well as operating surpluses available in various funds.

REVENUE SUMMARY

As noted above, total budgeted revenues for all funds, including interfund transfers, are estimated to be \$112,793,386 for FY2013. This is a decrease in revenues of approximately \$58,651,674 or approximately 52%, as compared to the FY2012 total amended revenue budget. The revenue decrease is due to the following:

- Receipt of bond proceeds during FY2012 in the amount of \$9,005,000 for the 2012A general obligation bond refunding issuance.
- Receipt of bond proceeds during FY2012 in the amount of \$5,360,000 for the 2012D general obligation bond refunding issuance.
- Receipt of bond proceeds during FY2012 in the amount of \$20,000,000 for the 2012B & C line of credit refunding issuance.

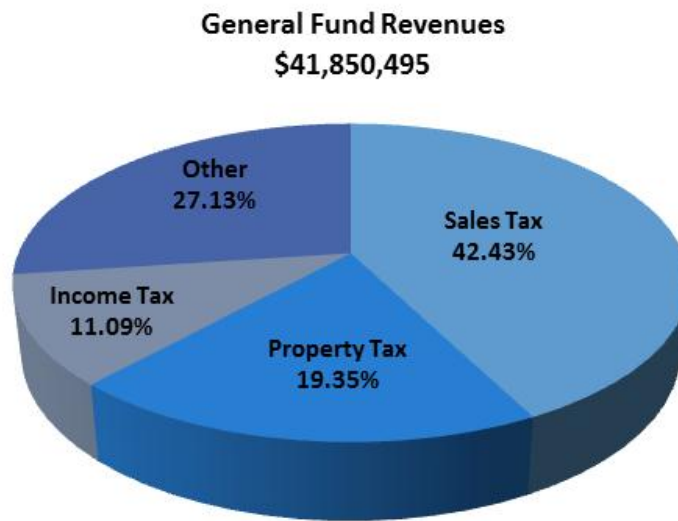
- Receipt of line of credit proceeds during FY2012 in the amount of \$25,000,000 for the redevelopment of the Main Street Triangle area.
- Reduction in transfer from the Home Rule Sales Tax Fund to the Park Development Fund in the amount of \$1,620,352.

It is projected that 2013 revenues will increase by approximately 3 percent when excluding the one time revenue sources from the 2012 revenues.

General Fund

FY2013 budgeted revenues for the General Fund amount to \$41,850,495, an increase of approximately \$2,320,000 or 5.87%, as compared to FY2012 total amended General Fund revenues. The majority of the increase is due to revenue from the bi-annual vehicle sticker sale of approximately \$1,025,000. The remainder of the increase is due to increased projections for property tax, sales tax, and income taxes.

The following is an explanation of the three largest General Fund revenue sources included in the Village of Orland Park’s FY2013 budget, as depicted in the graph below.



Sales Tax

The Village’s FY2013 budget includes approximately \$17,757,246 in sales tax revenues reflected in the Village’s General Fund. As shown above, sales tax revenues account for over 40% of the Village’s General Fund revenues. The FY2013 revenue estimate for sales tax was adjusted to project an approximate increase of less than 1% over the FY2012 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 FY2012.

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 FY2013 amounts to approximately \$8,096,083; 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 \$761,083 as compared to the FY2012 amount. The increase is attributable to increase in the pension levies due to additional funding requirements and increase in the corporate levy. The general corporate levy is applied directly to police salaries, covering approximately 14.5% of annual police department expenditures.

The Village attempts to maintain a steady tax rate from year to year. The Village estimates that its 2012 tax year rate will equal approximately \$0.57 per \$100 of equalized assessed valuation which is comparable to other tax years.

Income Tax

The Village receives income tax from the State of Illinois on a per capita basis. The total income tax budget for FY2013 equals approximately \$4,642,000, as compared to \$4,659,000 for FY2012. The FY2013 budget is based on a per capita amount of \$81.38, as opposed to the FY2012 per capita amount of \$81.56. The Village's current population is 56,767, determined during the 2010 census.

Other Funds

Home Rule Sales Tax

Approximately \$9,374,281 in home rule sales tax is included in the Village's FY2013 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 FY2013 for road, park and water impact fees equals approximately \$910,000 which is approximately a 145% percent increase from the FY2012 budget. This revenue source is strictly tied to new housing and commercial developments in the Village. The increase is due to road exaction fees for two large commercial developments that were included in the FY2013 budget. Road exaction fees for commercial developments are based on square footage. Also, residential development of townhomes is expected to increase in FY2013.

Water & Sewer Service Fees

The estimated Water & Sewer Fund service fee revenues for FY2013 amount to approximately \$22,499,543. The rates for water, sewer, and storm water attributable to the Village of Orland Park were increased on January 1, 2013 between 3.0% and 5.0%. This increase allows the Village to meet the future operating and capital demands of the Village's water, sewer and storm infrastructure. 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 FY2013 revenues reflected in the Village's Water & Sewer Fund include interest earned on investments.

In November 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. This increase is necessary to fund various infrastructure improvements being made by the City of Chicago and the increase is being charged to all municipalities and other agencies that purchase water from the City of Chicago. Also, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted the Operations and Maintenance rate charged to municipalities. The rate was increased from \$.04 per \$1,000 gallons to \$.214 per 1,000 gallons, effective January 1, 2013. Both of these rate increases were factored into the overall rate increase that occurred for Village of Orland Park customers on January 1, 2013.

Recreation Fees & Charges

The Village operates an extensive Recreation and Parks Department, as well as aquatic and physical fitness facilities; these activities are reflected in the Recreation and Parks Fund. The FY2013 budget reflects approximately \$4,048,000 in recreation fees and charges. The remainder of the Recreation and Parks Fund revenue budget consists of property taxes and transfers from the General Fund.

Motor Fuel Tax

The Village receives, on a per capita basis, motor fuel tax from the Illinois Department of Transportation. The total amount budgeted in FY2013 equals approximately \$1,349,547; 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 FY2013 expenditure budget for all funds, including capital outlay, equals \$117,292,907. This is a decrease of \$86,859,011 or approximately 74%, as compared to the FY2012 total amended expenditure budget for all funds. The expenditure decrease is due to the following:

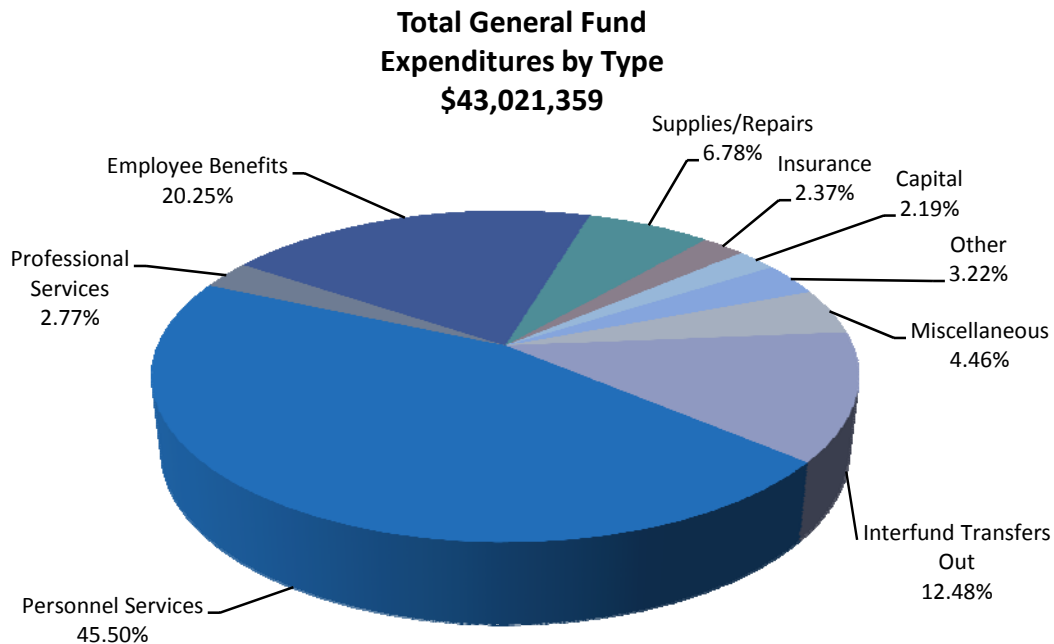
- Redevelopment project costs for the Main Street Triangle during FY2012 in the amount of \$25,000,000.

- Refunding of line of credit and associated bond issuance costs during FY2012 for the 2012 B & C G.O. refunding issuance in the amount of \$20,000,000.
- Refunding of general obligation bonds and associated bond issuance costs during FY2012 for the 2012 A & D G.O. refunding issuances in the amount of \$14,656,680.
- FY2011 budget rollovers for projects not yet completed added to the FY2012 budget in the amount of \$18,027,536.
- Additional capital projects budgeted during FY2012 in the amount of \$8,888,265.

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 FY2013 equals \$43,021,359 or approximately 37% of the Village's total FY2013 expenditure budget. The FY2013 General Fund expenditure budget is approximately \$175,710 more than the FY2012 amended expenditure budget. The majority of the increase relates to additional capital projects budgeted for in the General Fund.

The Village's FY2013 General Fund expenditure budget is broken down as follows:



Personnel Changes

In response to prior year staff reductions through layoffs and retirements, the Village hired a consultant in FY2011 to conduct an organizational staffing analysis to assist in the realignment of existing organizational resources to better meet the demands of the Village. The goal of the analysis was to reorganize within the existing staff to create stronger team environments in areas that required additional resources. Beginning in early 2012, several of the recommendations determined through this analysis were implemented. A summary of these staffing changes are as follows:

- Transferred Special Events Manager from Village Manager’s Office to Recreation Department.
- Transferred Public Relations Coordinator to newly formed Public Information Office, a division of the Clerk’s Office. Position was changed to a Communications Manager.
- Transferred the MIS division from the Village Manager’s Office to the Finance Department.
- Consolidated engineering services Village-wide and transferred to the Development Services Department.
- Eliminated the Assistant to Civic Center General Manager position. Employee was transferred to an open position within the Village.
- Eliminated one position in the Office of Special Services. Employee was transferred to an open position within the Village.

The following full time positions were added to the FY2013 budget:

- Administrative Assistant – Village Manager
- Graphic Designer – Recreation
- Maintenance Worker I – Parks
- Patrol Officer – Police
- Patrol Officer – Police

There were also several part time employees added to the FY2013 budget including a Communication Specialist, Financial Analyst, Maintenance Worker, Health/Housing Inspector, Complex Supervisors, and Seasonal Maintenance Workers.

Major Capital Projects – Other Funds

During FY2013, the Village will undertake a number of new capital projects for a variety of purposes, as well as continue a significant number of capital projects that were budgeted for and started in FY2012. Significant projects started in FY2012 that will continue into FY2013 include:

- Land acquisition and development of Main Street Triangle
- Design/Build watermain replacement project

The following is a description of major capital projects that are budgeted in FY2013:

- General Fund –
 - Franklin Loebe Center renovation - \$412,000
- Park Development Fund –
 - Dog Park construction - \$200,000
 - Replace park equipment at various parks - \$100,000
- Main Street Triangle Fund –
 - Road improvements - \$300,000
 - Land acquisition - \$1,052,982
 - Demolition of existing buildings - \$370,000
 - Ground remediation - \$560,000

- Recreation and Parks Fund –
 - Gel coating of pool slides - \$130,000

- Capital Improvement Funds –
 - Neighborhood Road Resurfacing Program – various subdivisions - \$2,800,000
 - Ravinia Avenue south extension - \$500,000
 - LaGrange Road – Village share of construction costs - \$500,000
 - Tree removal and replacement program - \$500,000

- Water & Sewer Fund –
 - Flood study stormwater management improvements - \$1,936,925
 - Pond improvements and stewardship - \$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 FY2013 can be found in the Capital Project Funds and Special Revenue Funds section of this document.

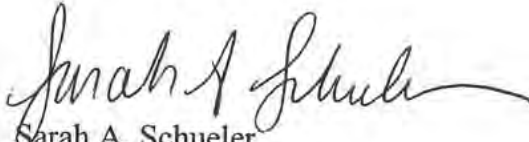
CLOSING COMMENTS

The FY2013 budget, as presented, is balanced against revenues, and where applicable, fund balance over and above Board approved policy levels. The FY2013 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

General Information and Summaries

Budget
Fiscal Year 2013

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, 2013 was adopted through the passage of ordinance number 4771 on December 3, 2012.

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 FY2013 Annual Budget.

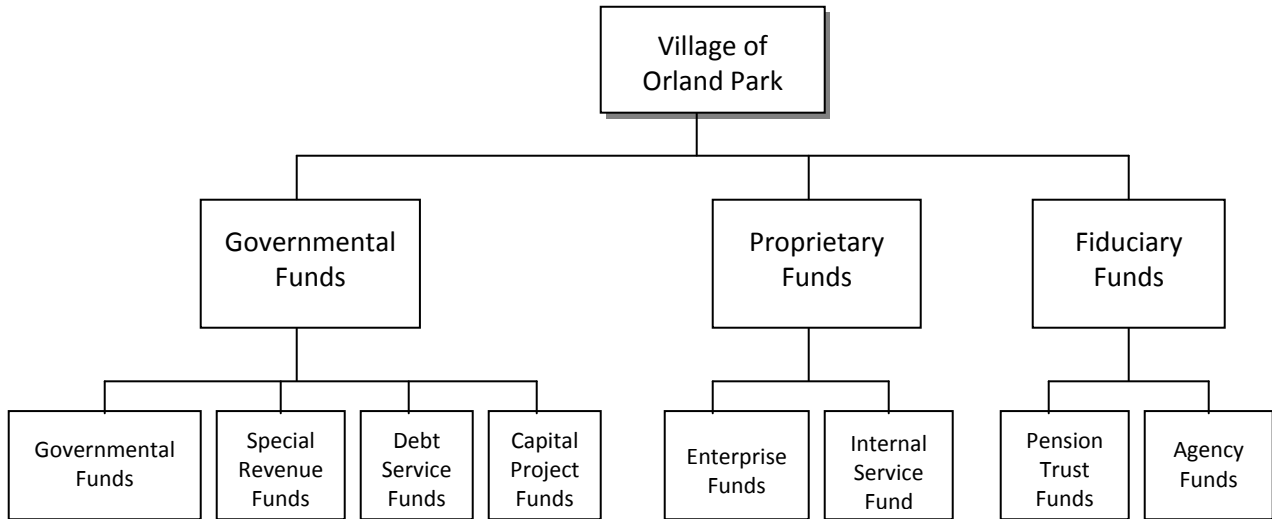
July 16 th	Finance Department distributed revenue forecasts and salary schedules to department directors for review and update. Department directors began compiling information related to potential technology requests.
Week of July 30 th	Meetings scheduled with department directors, the budget team, and MIS staff (if applicable) to discuss revenue forecasts, salary schedules, and potential technology-related projects within each department.
August 3 rd	Department directors submitted completed and reviewed revenue forecasts, technology-related requests, and salary schedules to Finance. Department directors verified personnel schedules and technology requests met their strategic plan goals and objectives.
August 6 th – August 14 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 and necessary to fund FY2013 Capital Improvement Program.
August 15 th – August 17 th	Finance Department met with Departments to discuss target allocations. Other discussions included status of FY2012 capital projects, FY2013 capital project requests, FY2012 budget rollovers, and required information for the GFOA Award for Excellence in Budget Reporting.
August 20 th – August 31 st	Department directors compiled their departmental operating budgets.
Week of September 3 rd	Budget team met with department directors to review proposed departmental budgets and strategic plans. Department directors modify proposed departmental budgets based on feedback received from Village Manager.
Week of September 10 th	Department directors met with committee chairperson to discuss strategic plan, proposed operating budget, technology-related requests, and draft FY2013 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 14 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 17 th – October 5 th	Finance compiled FY2013 Village-wide operating budgets and capital budget.
Week of October 8 th	Budget team and Mayor met to review and discuss departmental operating budgets, discretionary and final FY2013 capital budget.
Week of October 15 th	Initial budget review meeting with Mayor, Trustees, and budget team (department directors may be asked to attend this meeting). Review and provide feedback on operating budgets and capital budgets for all funds.

October 22 nd – November 9 th	Finance Department revises budgets based on budget review meeting feedback.
Week of November 12 th	Final budget review meeting with Mayor, Trustees and budget team to discuss discretionary items and approve final draft budget.
Week of November 19 th	Notice of public hearing published. Budget made available for public inspection.
December 3 rd	Budget adopted through the passage of ordinance number 4771.
December 17 th	Department directors submitted GFOA Budget documents to Finance Department.
March 31 st	Deadline for submitting budget to GFOA for award.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION

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



Governmental Funds

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

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

Governmental funds include the following fund types:

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

Proprietary Funds

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

Proprietary funds include the following fund types:

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

Fiduciary Funds

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

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

Assets, Liabilities and EquityDeposits and Investments

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

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

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

Receivables and Payables

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

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

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

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

Prepaid Items

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

Capital Assets

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

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

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

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

Compensated Absences

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

Long-term Obligations

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

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Equity

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

Budgetary Information

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

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

GENERAL FUND

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

SPECIAL REVENUE FUNDS

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

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

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

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

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

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

DEBT SERVICE FUNDS

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

CAPITAL PROJECTS FUNDS

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

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

ENTERPRISE FUNDS

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

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

INTERNAL SERVICE FUND

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

FIDUCIARY FUNDS

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

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

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

FUND BALANCE (RESERVE) POLICIES

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

General Fund –

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

Purpose of Policy –

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

Policy Considerations –

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

Policy Statements –

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

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

Water & Sewer Fund –

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

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

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

Debt Service Fund –

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

Insurance Fund –

Since the Village is partially self-insured for liability and health insurance, during the FY2006 budget process the Village set a policy to maintain a reserve balance of no less than the total annual retention amounts on the various liability insurance policies. This policy was formally adopted in November 2006. The amount of this reserve for FY2012 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.

Park Development Fund –

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

Road Exaction Fund –

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

Capital Improvement Fund –

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

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

CAPITAL ASSETS POLICIES

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

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

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

REVENUE AND EXPENDITURE POLICIES

Revenue –

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

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

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

Expenditures –

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

BUDGETING, ACCOUNTING, AUDITING AND REPORTING POLICIES

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

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

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

CAPITAL BUDGET POLICIES

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

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

CASH MANAGEMENT & INVESTMENT POLICIES

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

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

Scope -

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

General Objectives -

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

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

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

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

Standards of Care

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

Safekeeping and Custody

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

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

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

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

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

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

Suitable and Authorized Investments

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

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

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

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

Collateralization

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

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

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

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

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

Investment Parameters

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

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

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

Reporting

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

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

Policy Considerations

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

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

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

DEBT POLICIES

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

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

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

Although the Village is not restricted to the amount of debt that it may incur, policy dictates that the Village's outstanding debt will at no time exceed the 8.625% limit placed on non-home rule municipalities. The Village's equalized assessed valuation for the 2011 calendar year was \$2,343,747,879. 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 \$202,148,255. As of January 1, 2013, the Village had \$88,170,000 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, 2013, the Village had a debt to EAV ratio of 3.76%.

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

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

	Projected Total Fund Balance 12/31/2012	Budgeted Revenues FY2013	Budgeted Expenditures FY2013
General Fund	\$ 26,812,302	\$ 41,850,495	\$ 43,021,359
Special Revenue Funds			
Motor Fuel Tax	637,515	1,359,939	1,350,254
Park Development	255,519	719,634	475,153
Seizure and Forfeiture	250,062	15,000	-
Home Rule Sales Tax	20,110,768	9,524,403	4,462,149
Main St. Triangle TIF	(21,695,595)	-	3,069,794
Recreation and Parks	-	10,147,726	10,147,726
Enterprise Funds			
Water and Sewer	12,492,895	23,358,618	27,599,022
Commuter Parking	128,058	244,545	468,244
Debt Service Funds			
2002B G.O. Bond	166,600	-	-
2003 G.O. Bond Refunding	708,944	711	600,000
2004 G.O. Bond Refunding	426,453	634	279
2006 G.O. Bond	170,814	607,300	607,440
2007 G.O. Bond	(7,880,444)	-	1,386,456
2009 G.O. Bond Refunding	573,721	806,711	806,732
2010 G.O. Bond Refunding	438,907	2,407,845	2,407,932
2011 G.O. Bond Refunding	45,157	1,431,463	1,431,779
2012A G.O. Bond Refunding	-	283,800	284,500
2012B & C G.O. Bond Refunding	-	-	384,134
2012D G.O. Bond Refunding	-	932,950	933,650
Construction Funds			
Road Exaction	1,784,522	323,816	1,108,338
Capital Improvement	768,559	6,075,270	5,755,721
Police Pension Fund	53,554,017	4,131,630	2,484,065
Internal Service Fund			
Insurance	1,034,721	8,273,275	8,023,086
Component Units			
Civic Center	-	283,346	283,346
Open Lands Acquisition	584,793	14,275	201,748
TOTAL ALL FUNDS	\$ 91,368,288	\$ 112,793,386	\$ 117,292,907

	Depreciation Addback FY2013	Projected Fund Balance Reserve	Projected Total Fund Balance 12/31/2013
General Fund	\$ -	\$ 16,142,352	\$ 9,499,086
Special Revenue Funds			
Motor Fuel Tax	-	-	647,200
Park Development	-	500,000	-
Seizure and Forfeiture	-	-	265,062
Home Rule Sales Tax	-	24,396,130	776,892
Main St. Triangle TIF	-	-	(24,765,389)
Recreation and Parks	-	-	-
Enterprise Funds			
Water and Sewer	3,915,000	11,732,219	435,272
Commuter Parking	110,000	-	14,359
Debt Service Funds			
2002B G.O. Bond	-	-	166,600
2003 G.O. Bond Refunding	-	-	109,655
2004 G.O. Bond Refunding	-	-	426,808
2006 G.O. Bond	-	-	170,674
2007 G.O. Bond	-	-	(9,266,900)
2009 G.O. Bond Refunding	-	-	573,700
2010 G.O. Bond Refunding	-	-	438,820
2011 G.O. Bond Refunding	-	-	44,841
2012A G.O. Bond Refunding	-	-	(700)
2012B & C G.O. Bond Refunding	-	-	(384,134)
2012D G.O. Bond Refunding	-	-	(700)
Construction Funds			
Road Exaction	-	1,000,000	-
Capital Improvement	-	1,000,000	88,108
Police Pension Fund	-	-	55,201,582
Internal Service Fund			
Insurance	-	885,000	399,910
Component Units			
Civic Center	-	-	-
Open Lands Acquisition	-	-	397,320
TOTAL ALL FUNDS	\$ 4,025,000	\$ 55,655,701	\$ 35,238,066

Village of Orland Park

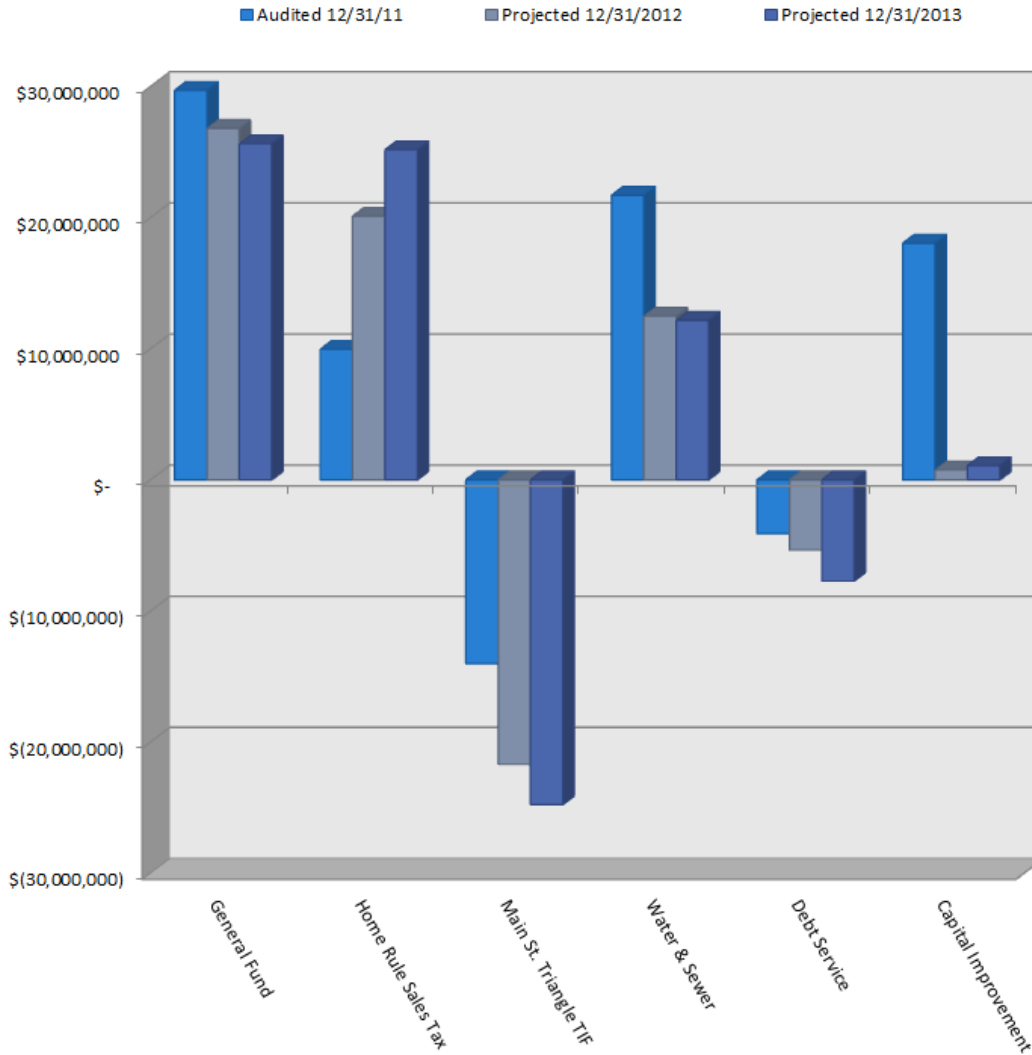
Fund Balance Summary

Fiscal Year 2013

	Audited* 12/31/2011	Projected* 12/31/2012	Projected* 12/31/2013
General Fund	\$ 29,707,445	\$ 26,812,302	\$ 25,641,438
Special Revenue Funds			
Motor Fuel Tax	968,293	637,515	647,200
Park Development	53,587	255,519	500,000
Seizure and Forfeiture	135,503	250,062	265,062
Home Rule Sales Tax	9,955,840	20,110,768	25,173,022
Main St. Triangle TIF	(14,022,283)	(21,695,595)	(24,765,389)
Recreation and Parks	187,092	-	-
Enterprise Funds			
Water and Sewer	21,709,584	12,492,895	12,167,491
Commuter Parking	247,276	128,058	14,359
Debt Service Funds			
2002B G.O. Bond	166,600	166,600	166,600
2003 G.O. Bond Refunding	708,944	708,944	109,655
2004 G.O. Bond Refunding	426,866	426,453	426,808
2006 G.O. Bond	171,165	170,814	170,674
2007 G.O. Bond	(6,500,238)	(7,880,444)	(9,266,900)
2009 G.O. Bond Refunding	574,048	573,721	573,700
2010 G.O. Bond Refunding	439,172	438,907	438,820
2011 G.O. Bond Refunding	(84,309)	45,157	44,841
2012A G.O. Bond Refunding	-	-	(700)
2012B & C G.O. Bond Refunding	-	-	(384,134)
2012D G.O. Bond Refunding	-	-	(700)
Construction Funds			
Road Exaction	1,882,483	1,784,522	1,000,000
Capital Improvement	18,047,286	768,559	1,088,108
Police Pension Fund	52,508,821	53,554,017	55,201,582
Internal Service Fund			
Insurance	1,658,470	1,034,721	1,284,910
Component Units			
Civic Center	3,761	-	-
Open Lands Acquisition	1,108,032	584,793	397,320
TOTAL ALL FUNDS	\$ 120,053,437	\$ 91,368,288	\$ 90,893,767

*Includes Fund Balance reserves.

The following graph provides fund balances including reserves for each of the Village's major funds for the fiscal years ending December 31, 2011, 2012, and 2013.



GENERAL FUND – The total FY2012 fund balance for the General Fund is projected to have an approximate decrease of \$1,171,000 when compared to FY2012. Reserves accumulated during the 2011 fiscal year were used to fund expenditures approved during the FY2013 budget process. The fund balance reserve for FY2013 is \$16,142,352 which is approximately a \$50,000 increase from FY2012. The majority of this reserve or \$13,896,867 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 \$1,545,485 for future economic loans to local businesses and \$700,000 for vehicle and equipment purchases. It is projected at the end of FY2013 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 FY2013 fund balance for the Home Rule Sales Tax Fund is projected to have increased when compared to FY2012 of approximately \$5,060,000. The increase is primarily due to an increase in the fund balance reserve of approximately \$4,849,000. The fund balance reserve continues to increase as the Village is committed to funding the debt service payments for the 2007 and 2012 B & C General Obligation Bonds and capital projects within the Main Street Triangle area with home rule sales tax revenue. Debt service payments totaling \$9,651,034 and \$12,368,522 in capital projects are considered a reserve of fund balance. The Main Street Triangle TIF Fund will reimburse the Home Rule Sales Tax Fund for these costs once property tax increment 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 FY2013, this reserve totals \$2,376,574.

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

WATER AND SEWER FUND – The fund balance is projected to have a slight decrease from FY2012 due to the planned cash financing of capital projects. The Village reviews its water, sewer, and storm rates charged to customers annually and adjust rates to a level necessary to fund operating and capital expenditures, as well as to maintain a reserve for repair and replacement of system assets. The reserve for FY2012 is \$11,732,219.

DEBT SERVICE FUNDS – The majority of the negative balance is attributable to the 2007 General Obligation Bond Fund which will end FY2013 with a negative \$9,266,900 balance. The debt service payments for this fund are borrowed from the Home Rule Sales Tax Fund.

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

Village of Orland Park

Summary of Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2013

	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Revenues:			
Taxes	\$ 41,279,756	\$ 44,904,265	\$ 45,653,013
Licenses & Permits	3,466,645	1,262,500	2,408,320
Intergovernmental	12,418,165	10,875,042	9,057,075
Charges for Services	33,319,613	34,726,018	38,536,841
Investment Income	927,660	1,989,068	1,737,270
Fines & Forfeitures	1,108,764	1,156,700	1,150,100
Line of Credit Proceeds	-	25,000,000	-
Miscellaneous	6,113,085	3,220,903	3,033,331
Total Revenues	98,633,688	123,134,496	101,575,950
Expenditures:			
General Government	18,761,226	69,440,094	21,731,945
Public Safety	19,204,709	17,935,780	18,466,444
Planning & Development	2,234,422	2,814,308	2,906,115
Public Works	17,328,128	15,289,145	6,317,797
Culture & Recreation	8,642,054	10,312,620	10,147,726
Water & Sewerage	17,685,561	22,606,435	17,600,440
Commuter Parking	437,401	478,864	468,244
Capital Outlay	4,834,201	25,965,168	11,378,375
Debt Service:			
Principal	5,525,000	6,165,000	5,687,950
Interest & Fiscal Charges	2,440,231	2,429,084	4,481,216
Bond Issuance Costs	156,863	477,443	-
Total Expenditures	97,249,796	173,913,941	99,186,252
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,383,892	(50,779,445)	2,389,698
Other Financing Sources (Uses):			
Operating Transfers In	13,486,702	13,653,884	11,217,436
Operating Transfers Out	(13,486,702)	(15,128,173)	(14,081,655)
General Obligation Bonds Issued	9,995,000	34,365,000	-
Premium on Bond Issuance	233,182	291,680	-
Payment to Fiscal Agent	(10,070,475)	(14,456,039)	-
Total Other Financing Sources (Uses)	157,707	18,726,352	(2,864,219)
Net Change in Fund Balance	1,541,599	(32,053,093)	(474,521)
Fund Balance Beginning of Period	121,879,782	123,421,381	91,368,288
Fund Balance End of Period	\$ 123,421,381	\$ 91,368,288	\$ 90,893,767

Village of Orland Park

Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2013

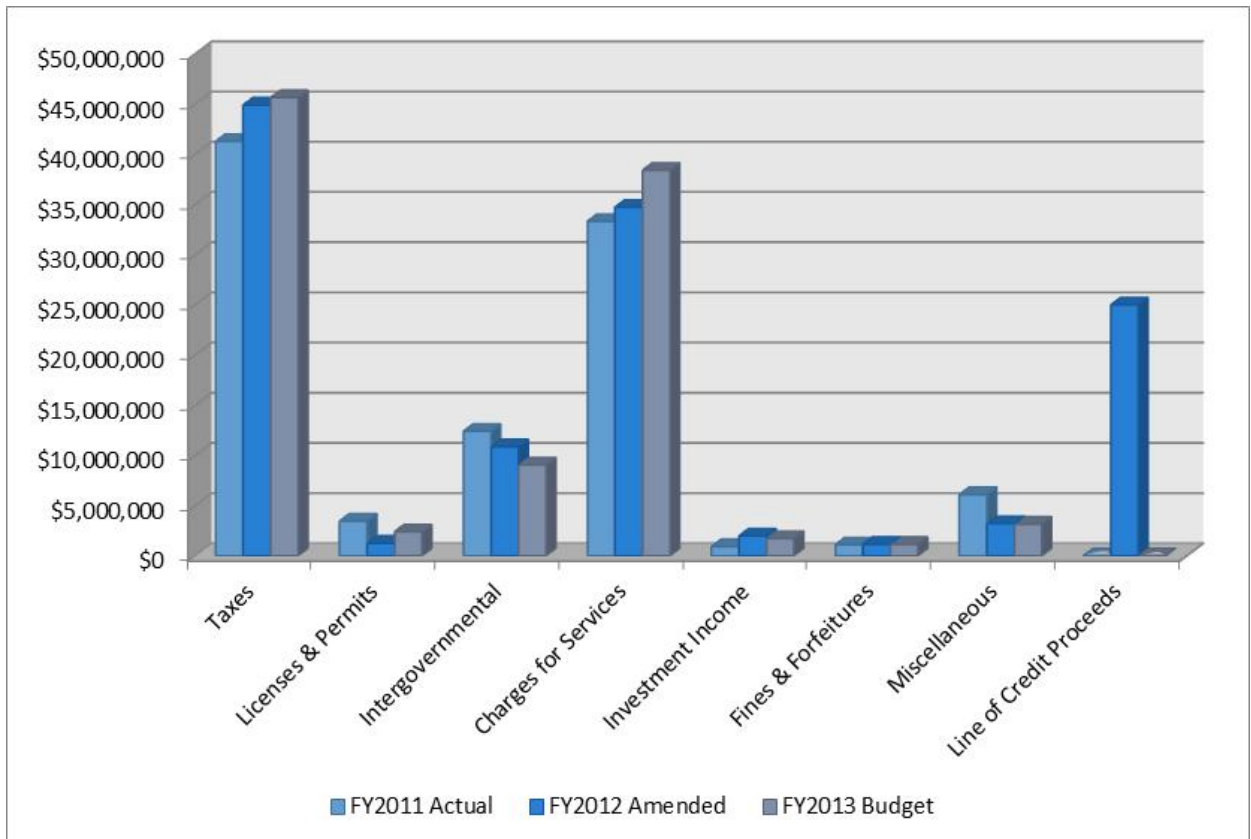
	<u>General</u>	<u>Debt Service</u>	<u>Capital Improvement</u>	<u>Main Street Triangle TIF</u>	<u>Recreation and Parks</u>	<u>Home Rule Sales Tax</u>
Revenues:						
Taxes	\$ 28,737,285	\$ 4,261,415	\$ -	\$ -	\$ 1,068,021	\$ 9,506,294
Licenses & Permits	2,408,320	-	-	-	-	-
Intergovernmental	6,318,728	-	1,246,800	-	-	-
Charges for Services	2,546,993	-	-	-	3,854,851	-
Investment Income	125,434	3,406	217,031	-	-	18,109
Fines & Forfeitures	1,135,100	-	-	-	-	-
Miscellaneous	348,635	1,606,593	-	-	192,940	-
Total Revenues	<u>41,620,495</u>	<u>5,871,414</u>	<u>1,463,831</u>	<u>-</u>	<u>5,115,812</u>	<u>9,524,403</u>
Expenditures:						
General Government	8,535,118	-	1,463,921	550,000	-	321,001
Public Safety	18,466,444	-	-	-	-	-
Planning & Development	2,906,115	-	-	-	-	-
Public Works	6,317,797	-	-	-	-	-
Culture & Recreation	-	-	-	-	10,147,726	-
Water & Sewerage	-	-	-	-	-	-
Commuter Parking	-	-	-	-	-	-
Capital Outlay	940,900	-	4,291,800	2,032,892	-	-
Debt Service:						
Principal	-	5,337,950	-	-	-	-
Interest & Fiscal Charges	486,902	2,904,952	-	486,902	-	-
Total Expenditures	<u>37,653,276</u>	<u>8,242,902</u>	<u>5,755,721</u>	<u>3,069,794</u>	<u>10,147,726</u>	<u>321,001</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,967,219	(2,371,488)	(4,291,890)	(3,069,794)	(5,031,914)	9,203,402
Other Financing Sources (Uses):						
Operating Transfers In	230,000	600,000	4,611,439	-	5,031,914	-
Operating Transfers Out	(5,368,083)	(600,000)	-	-	-	(4,141,148)
Total Other Financing Sources (Uses)	<u>(5,138,083)</u>	<u>-</u>	<u>4,611,439</u>	<u>-</u>	<u>5,031,914</u>	<u>(4,141,148)</u>
Net Change in Fund Balance	(1,170,864)	(2,371,488)	319,549	(3,069,794)	-	5,062,254
Projected Fund Balance at 1/1/2013	<u>26,812,302</u>	<u>(5,349,848)</u>	<u>768,559</u>	<u>(21,695,595)</u>	<u>-</u>	<u>20,110,768</u>
Projected Fund Balance 12/31/13	<u>\$ 25,641,438</u>	<u>\$ (7,721,336)</u>	<u>\$ 1,088,108</u>	<u>\$ (24,765,389)</u>	<u>\$ -</u>	<u>\$ 25,173,022</u>

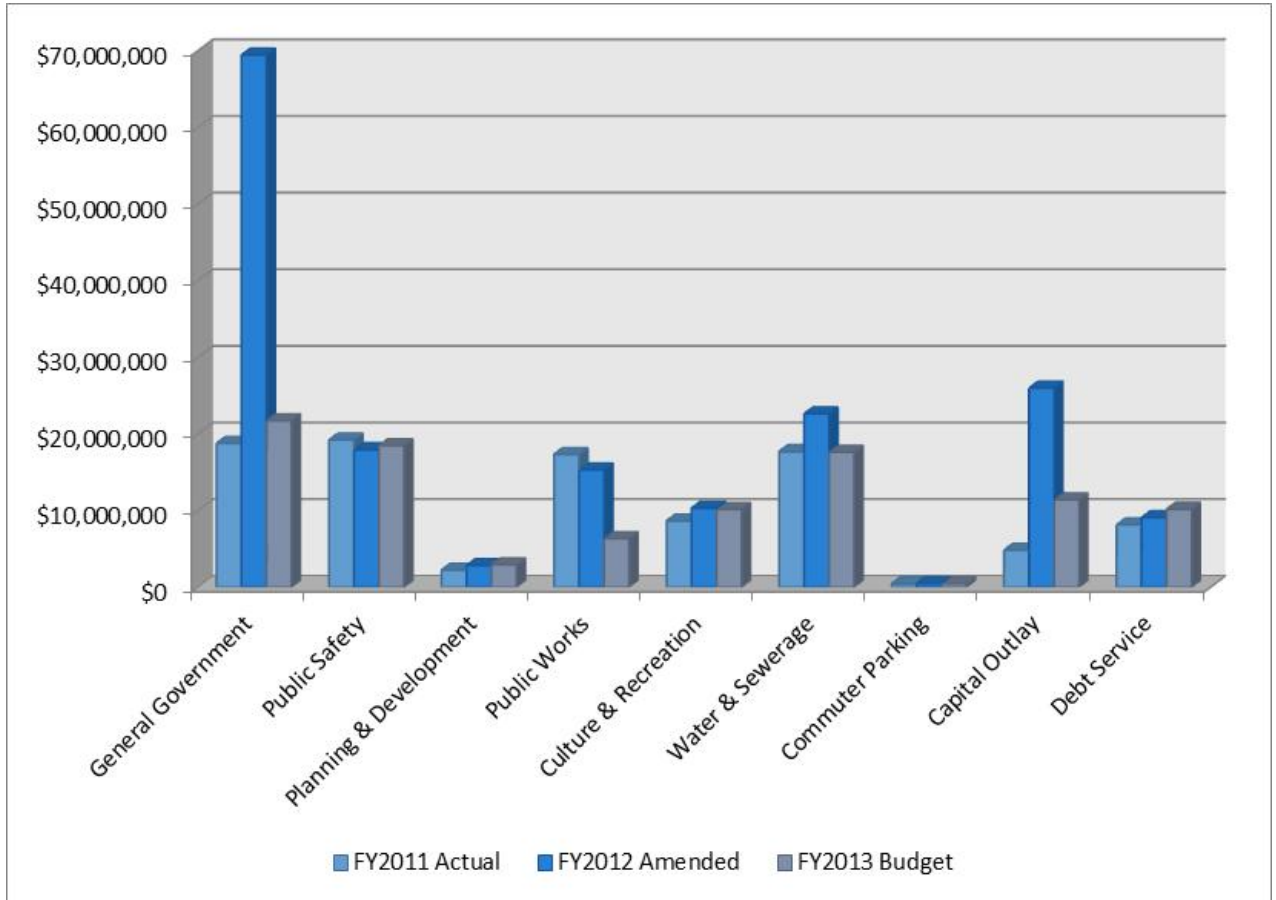
Village of Orland Park

Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year 2013

	Other		Component Units	Internal Service	Police Pension	Total FY2013 Budget
	Governmental Funds	Enterprise				
Revenues:						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 2,079,998	\$ 45,653,013
Licenses & Permits	-	-	-	-	-	2,408,320
Intergovernmental	1,449,547	-	-	42,000	-	9,057,075
Charges for Services	636,701	23,159,424	127,532	8,211,340	-	38,536,841
Investment Income	39,227	140,084	-	19,935	1,174,044	1,737,270
Fines & Forfeitures	15,000	-	-	-	-	1,150,100
Miscellaneous	-	-	7,575	-	877,588	3,033,331
Total Revenues	2,140,475	23,299,508	135,107	8,273,275	4,131,630	101,575,950
Expenditures:						
General Government	50,993	-	303,761	8,023,086	2,484,065	21,731,945
Public Safety	-	-	-	-	-	18,466,444
Planning & Development	-	-	-	-	-	2,906,115
Public Works	-	-	-	-	-	6,317,797
Culture & Recreation	-	-	-	-	-	10,147,726
Water & Sewerage	-	17,600,440	-	-	-	17,600,440
Commuter Parking	-	468,244	-	-	-	468,244
Capital Outlay	425,000	3,506,450	181,333	-	-	11,378,375
Debt Service:						
Principal	-	350,000	-	-	-	5,687,950
Interest & Fiscal Charges	-	602,460	-	-	-	4,481,216
Total Expenditures	475,993	22,527,594	485,094	8,023,086	2,484,065	99,186,252
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,664,482	771,914	(349,987)	250,189	1,647,565	2,389,698
Other Financing Sources (Uses):						
Operating Transfers In	277,914	303,655	162,514	-	-	11,217,436
Operating Transfers Out	(2,457,752)	(1,514,672)	-	-	-	(14,081,655)
	(2,179,838)	(1,211,017)	162,514	-	-	(2,864,219)
Net Change in Fund Balance	(515,356)	(439,103)	(187,473)	250,189	1,647,565	(474,521)
Projected Fund Balance at 1/1/2013	2,927,618	12,620,953	584,793	1,034,721	53,554,017	91,368,288
Projected Fund Balance 12/31/13	\$ 2,412,262	\$ 12,181,850	\$ 397,320	\$ 1,284,910	\$ 55,201,582	\$ 90,893,767





Village of Orland Park

Revenue and Expenditures Comparison Summary

Fiscal Year 2013

Fund	Budgeted Revenues	Budgeted Expenditures	Variance
General Fund	\$ 41,850,495	\$ 43,021,359	\$ (1,170,864)
Special Revenue Funds			
Motor Fuel Tax	1,359,939	1,350,254	9,685
Park Development	719,634	475,153	244,481
Seizure/Forfeiture	15,000	-	15,000
Home Rule Sales Tax	9,524,403	4,462,149	5,062,254
Main St. Triangle TIF	-	3,069,794	(3,069,794)
Recreation & Parks	10,147,726	10,147,726	-
Enterprise Funds			
Water & Sewer	23,358,618	27,599,022	(4,240,404)
Commuter Parking	244,545	468,244	(223,699)
Debt Service Funds			
2003 G.O. Bond Refunding	711	600,000	(599,289)
2004 G.O. Bond Refunding	634	279	355
2006 G.O. Bond	607,300	607,440	(140)
2007 G.O. Bond	-	1,386,456	(1,386,456)
2009 G.O. Bond Refunding	806,711	806,732	(21)
2010 G.O. Bond Refunding	2,407,845	2,407,932	(87)
2011 G.O. Bond Refunding	1,431,463	1,431,779	(316)
2012A G.O. Bond Refunding	283,800	284,500	(700)
2012B & C G.O. Bond Refunding	-	384,134	(384,134)
2012D G.O. Bond Refunding	932,950	933,650	(700)
Construction Funds			
Road Exaction	323,816	1,108,338	(784,522)
Capital Improvement	6,075,270	5,755,721	319,549
Police Pension Fund	4,131,630	2,484,065	1,647,565
Internal Service Funds			
Insurance	8,273,275	8,023,086	250,189
Component Units			
Civic Center	283,346	283,346	-
Open Lands Acquisition	14,275	201,748	(187,473)
TOTAL ALL FUNDS	\$ 112,793,386	\$ 117,292,907	\$ (4,499,521)

The Village of Orland Park continued to receive outstanding bond ratings during 2012 with four general obligation bond issuances. Moody's Investors Service issued the Village an Aa1 rating and Standard and Poor's issued the Village an AA+. The current population of the Village per the 2010 census is 56,767 which results in a gross debt per capita as of January 1, 2013 of \$1,553.

Summary of Current Debt Issues as of January 1, 2013

General Obligation Corporate Purpose Bonds – Series 2006

Original Issue Amount: \$12,000,000

Original Issue Date: March 15, 2006

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

General Obligation Corporate Purpose Bonds – Series 2007

Original Issue Amount: \$18,500,000

Original Issue Date: February 5, 2007

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

General Obligation Corporate Purpose Bonds – Series 2008

Original Issue Amount: \$9,055,000

Original Issue Date: July 17, 2008

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

General Obligation Corporate Purpose Bonds – Series 2009

Original Issue Amount: \$7,785,000

Original Issue Date: June 3, 2009

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

General Obligation Corporate Purpose Bonds – Series 2010

Original Issue Amount: \$18,925,000

Original Issue Date: February 1, 2010

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

General Obligation Corporate Purpose Bonds – Series 2011

Original Issue Amount: \$9,995,000

Original Issue Date: August 15, 2011

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

General Obligation Corporate Purpose Bonds – Series 2012A

Original Issue Amount: \$9,005,000

Original Issue Date: August 20, 2012

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

General Obligation Corporate Purpose Bonds – Series 2012B

Original Issue Amount: \$18,000,000

Original Issue Date: November 19, 2012

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

General Obligation Corporate Purpose Bonds – Series 2012C

Original Issue Amount: \$2,000,000

Original Issue Date: November 19, 2012

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

General Obligation Corporate Purpose Bonds – Series 2012D

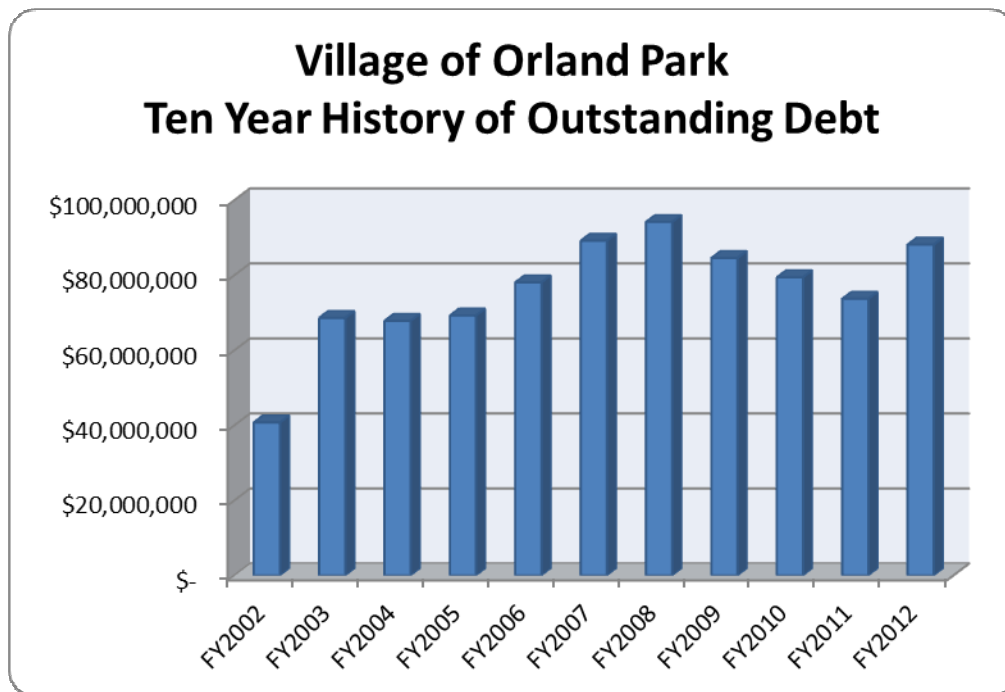
Original Issue Amount: \$5,220,000

Original Issue Date: November 19, 2012

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

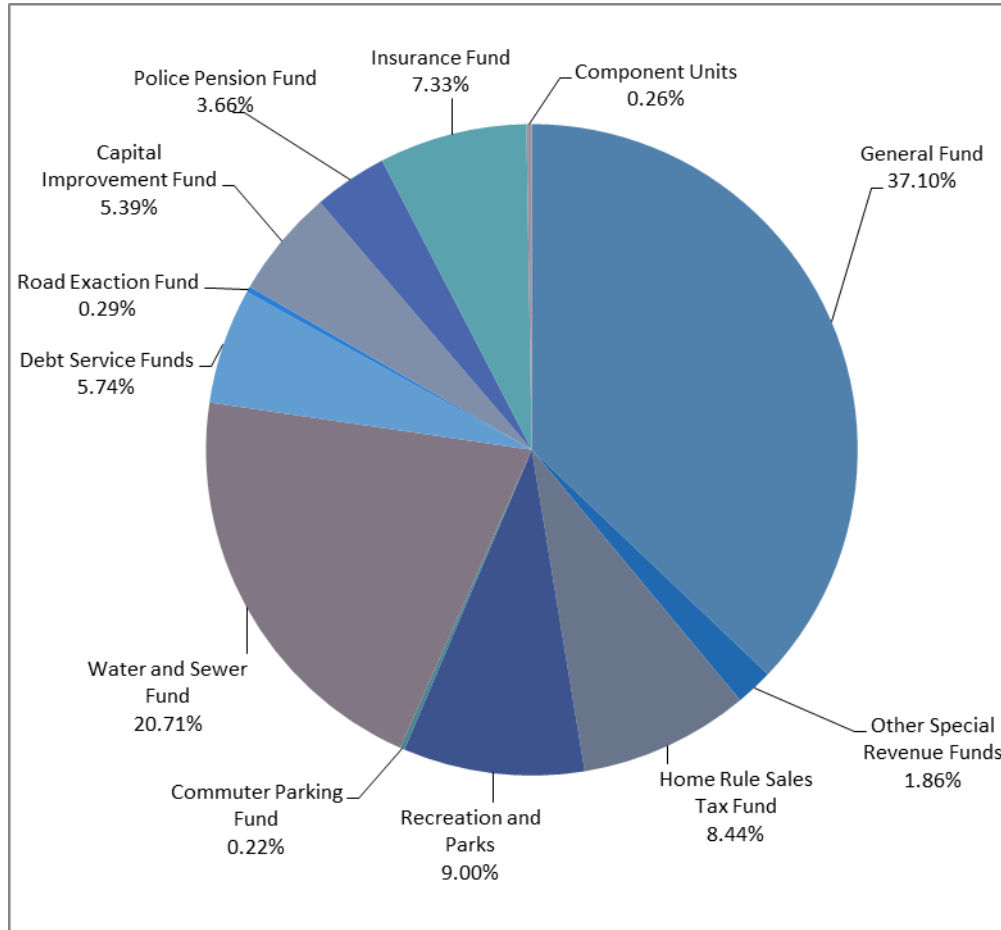
General obligation bonds are direct obligations and pledge the full faith and credit of the Village. General obligations bonds currently outstanding are as follows:

Issue	Outstanding at December 31, 2011	Issuances	Retirements	Outstanding at January 1, 2013
Series 2003	\$465,000	-	\$465,000	\$-
Series 2004	6,145,000	-	6,145,000	-
Series 2006	9,930,000	-	8,790,000	1,140,000
Series 2007	15,505,000	-	720,000	14,785,000
Series 2008	8,265,000	-	335,000	7,930,000
Series 2009	6,670,000	-	580,000	6,090,000
Series 2010	16,780,000	-	1,930,000	14,850,000
Series 2011	9,960,000	-	745,000	9,215,000
Series 2012A	-	9,005,000	65,000	8,940,000
Series 2012B	-	18,000,000	-	18,000,000
Series 2012C	-	2,000,000	-	2,000,000
Series 2012D	-	5,220,000	-	5,220,000
TOTAL	\$73,720,000	\$34,225,000	\$19,775,000	\$88,170,000



Revenue Summaries

Budget
Fiscal Year 2013



TOTAL REVENUE \$112,793,386

Village of Orland Park

Revenue Summary by Fund 2011 - 2013

Fiscal Year 2013

	FY2011 Actual	FY2012 Amended Budget	FY2013 Board Approved	% Change FY2012 - FY2011
REVENUES				
General Fund	\$ 40,931,114	\$ 39,530,371	\$ 41,850,495	5.87%
Motor Fuel Tax Fund	1,756,146	1,487,231	1,359,939	-8.56%
Park Fund	74,900	1,574,686	719,634	-54.30%
Seizure and Forfeiture Fund	28,436	11,500	15,000	30.43%
Home Rule Sales Tax Fund	9,400,690	14,346,016	9,524,403	-33.61%
Main Street Triangle Fund	-	45,000,000	-	-100.00%
Recreation and Parks	9,040,394	10,123,492	10,147,726	0.24%
Water and Sewer Fund	19,460,883	20,334,792	23,358,618	14.87%
Commuter Parking Fund	239,671	245,260	244,545	-0.29%
2001 G.O. Bond Fund	3,767	-	-	0.00%
2003 G.O. Bond Refunding Fund	1,606,229	482,638	711	-99.85%
2004 G.O. Bond Refunding Fund	1,040,116	1,009,245	634	-99.94%
2006 G.O. Bond Fund	996,089	961,139	607,300	-36.81%
2007 G.O. Bond Fund	19	-	-	0.00%
2009 G.O. Bond Refunding Fund	834,037	803,750	806,711	0.37%
2010A G.O. Bond Refunding Fund	2,583,986	2,401,543	2,407,845	0.26%
2011 G.O. Bond Refunding Fund	-	1,442,734	1,431,463	-0.78%
2012A G.O. Bond Fund	-	-	283,800	100.00%
2012D G.O. Bond Fund	-	-	932,950	100.00%
Road Exaction Fund	297,261	154,211	323,816	100.00%
Capital Improvement Fund	12,103,552	3,889,688	6,075,270	56.19%
Bond Projects	10,228,182	14,656,680	-	-100.00%
Police Pension Fund	198,234	4,105,398	4,131,630	0.64%
Insurance Fund	8,440,495	8,300,212	8,273,275	-0.32%
Civic Center Fund	488,862	572,570	283,346	-50.51%
Open Lands Acquisition Fund	12,179	11,904	14,275	19.92%
TOTAL REVENUES	\$ 119,765,242	\$ 171,445,060	\$ 112,793,386	-34.21%

Village of Orland Park

Tax Levy - 2012

Fiscal Year 2013

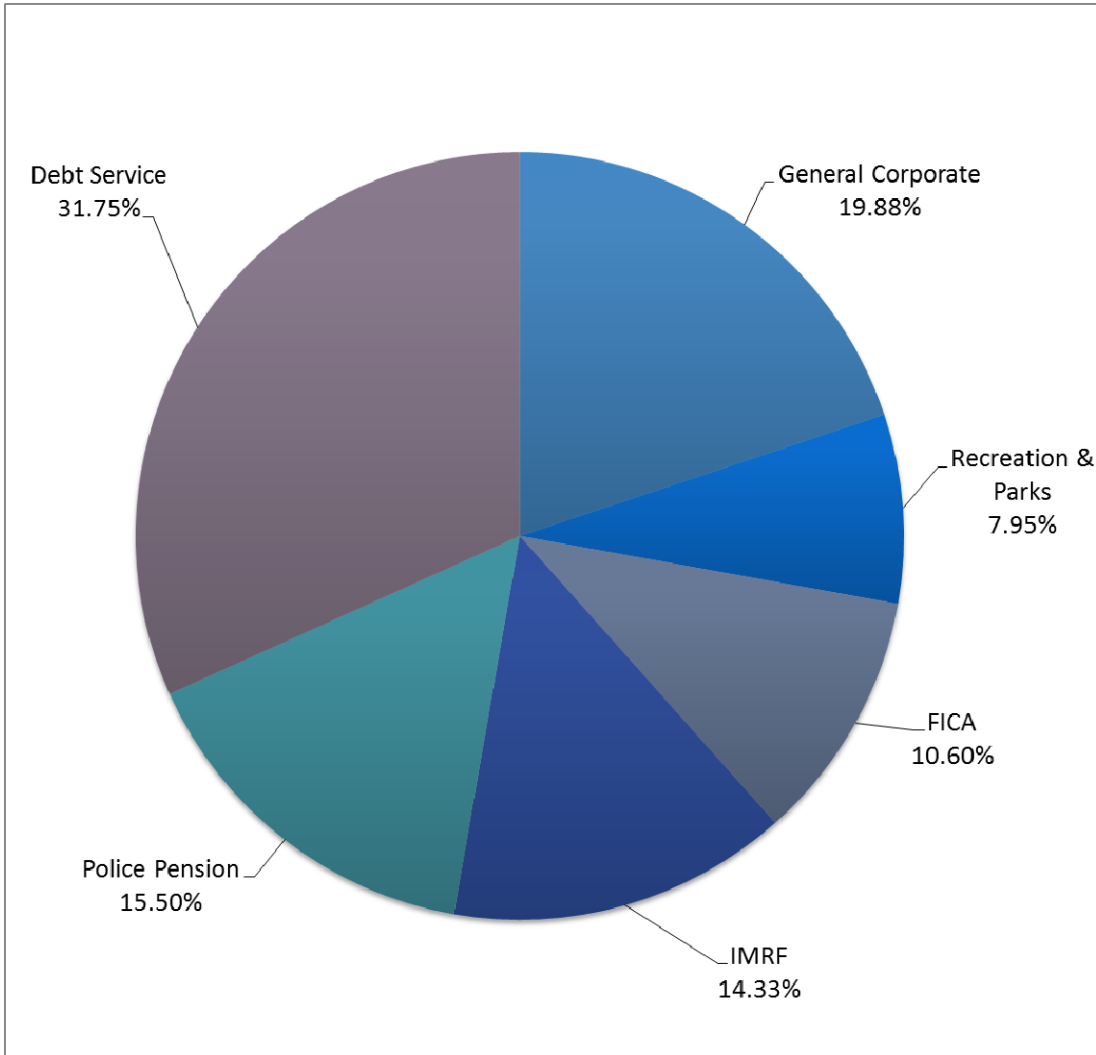
DESCRIPTION	Preliminary 2012	Final 2011	Final 2010
Equalized Assessed Valuation	\$ 2,367,185,358	\$ 2,343,747,879	\$ 2,744,654,347
% Change	1.00%	-14.61%	-0.95%
Tax Rates:			
General Corporate	0.1127	0.0944	0.0874
Recreation & Parks	0.0451	0.0461	0.0343
FICA	0.0601	0.0589	0.0509
IMRF	0.0813	0.0752	0.0545
Police Pension	0.0879	0.0845	0.0696
Subtotal	0.3871	0.3590	0.2967
Tax Rates - Debt Service:			
2002B General Obligation Bonds	0.0000	0.0000	0.0309
Abated 2002B G.O.	0.0000	0.0000	-0.0309
2003 General Obligation Bonds	0.0000	0.0206	0.0565
2004 General Obligation Bonds	0.0000	0.0430	0.0366
Abatement- 2004 General Obligation Bonds	0.0000	0.0000	0.0000
2006 General Obligation Bonds	0.0256	0.0410	0.0350
Abatement- 2006 General Obligation Bonds	-0.0253	0.0000	0.0000
2007 General Obligation Bonds	0.0586	0.0589	0.0500
Abatement- 2007 General Obligation Bonds	-0.0586	-0.0589	-0.0500
2009 G.O. Refunding Bonds	0.0341	0.0343	0.0293
2010 G.O. Refunding Bonds	0.0338	0.0343	0.0294
2011 G.O. Refunding Bonds	0.0605	0.0406	0.0000
2012A G.O. Refunding Bonds	0.0120	0.0000	0.0000
2012D G.O. Refunding Bonds	0.0394	0.0000	0.0000
<i>Subtotal Debt Service</i>	0.1801	0.2138	0.1868
TOTAL VILLAGE RATE	0.5672	0.5728	0.4835
Library			
Library	0.1798	0.1798	0.1491
2002A General Obligation Bonds	0.0000	0.0000	0.0611
Abatement 2002A G.O. Library	0.0000	0.0000	-0.0611
2010B G.O. Refunding Library	0.0000	0.0681	0.0576
TOTAL LIBRARY RATE	0.1798	0.2479	0.2067
TOTAL RATE - VILLAGE & LIBRARY	0.7470	0.8207	0.6902

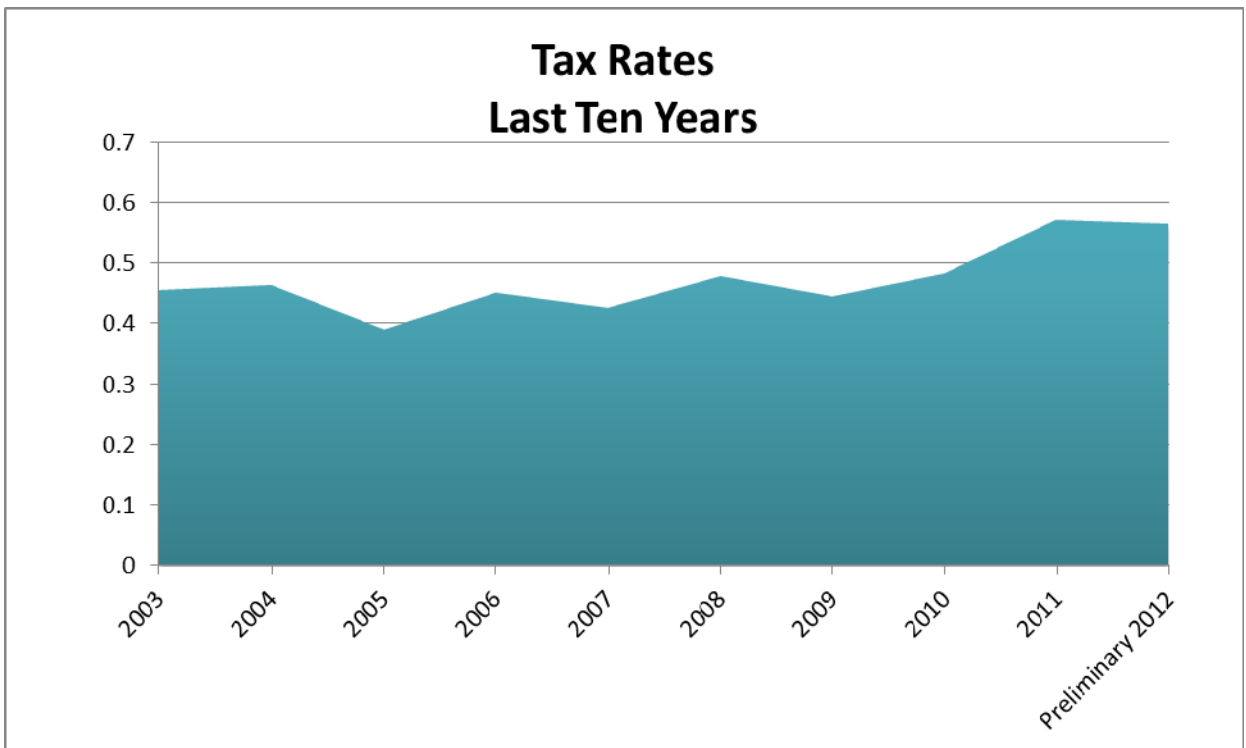
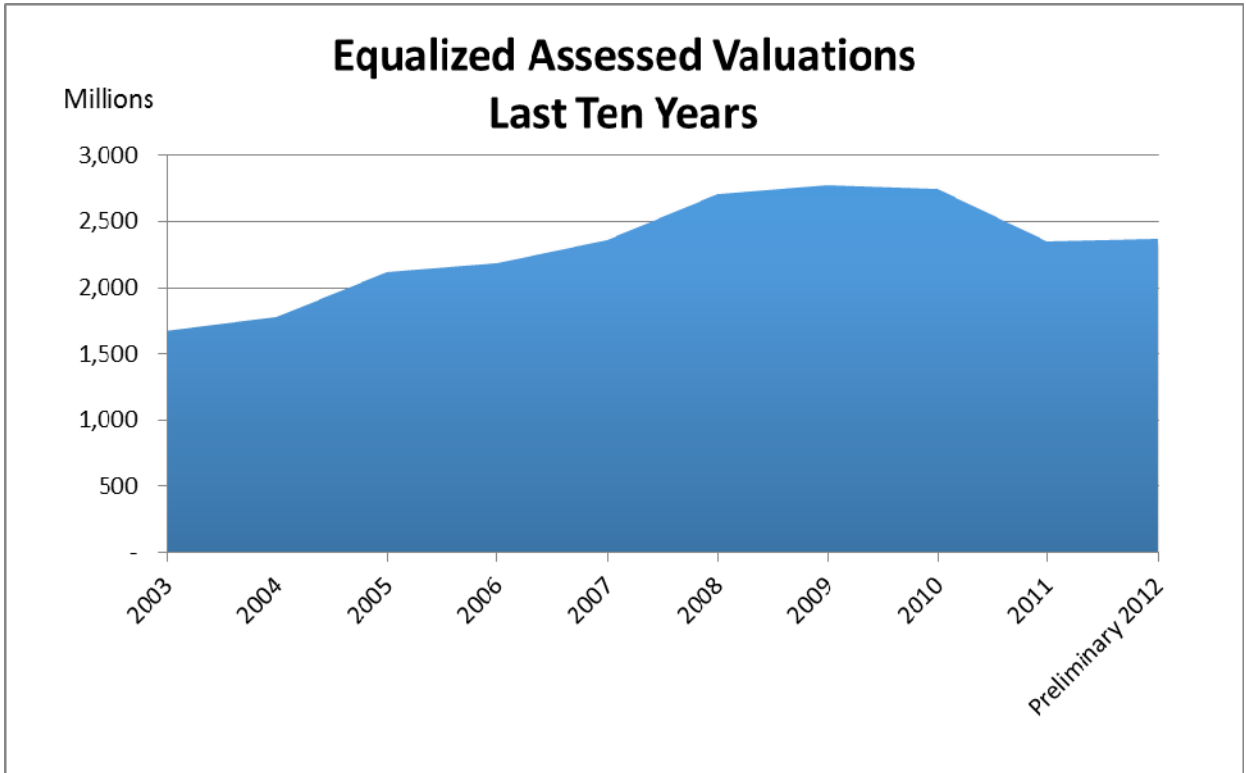
Village of Orland Park

Tax Levy - 2012

Fiscal Year 2013

DESCRIPTION	Preliminary 2012	Final 2011	Final 2010
Tax Extensions:			
General Corporate	\$ 2,668,775	\$ 2,211,368	\$ 2,400,000
Recreation & Parks	1,068,021	1,079,863	941,231
FICA	1,423,797	1,379,977	1,395,784
IMRF	1,923,513	1,762,287	1,495,881
Police Pension	2,079,998	1,980,950	1,909,323
Subtotal	9,164,104	8,414,444	8,142,219
Tax Extensions - Debt Service			
2002B General Obligation Bonds	-	-	849,240
Abatement -2002 General Obligation Bonds	-	-	(849,240)
2003 General Obligation Bonds	-	482,438	1,551,363
2004 General Obligation Bonds	-	1,008,945	1,004,615
2006 General Obligation Bonds	606,740	960,668	961,988
Abatement -2006 General Obligation Bonds	(600,000)	-	-
2007 General Obligation Bonds	1,386,006	1,379,806	1,372,206
Abatement-2007 General Obligation Bonds	(1,386,006)	(1,379,806)	(1,372,206)
2009 General Obligation Refunding Bonds	806,050	803,450	805,400
2010 General Obligation Refunding Bonds	800,650	804,450	808,050
2011 General Obligation Refunding Bonds	1,431,225	951,125	-
2012A General Obligation Refunding Bonds	283,800	-	-
2012D General Obligation Refunding Bonds	932,950	-	-
<i>Subtotal Debt Service</i>	4,261,415	5,011,075	5,131,415
TOTAL VILLAGE LEVY	\$ 13,425,519	\$ 13,425,519	\$ 13,273,634
Library			
Library	4,255,144	4,214,548	4,091,485
2002A General Obligation Bonds	-	-	1,675,918
Abatement-2002 General Obligation Bonds	-	-	(1,675,918)
2010B General Obligation Refunding Bonds	1,606,593	1,596,393	1,580,393
TOTAL LIBRARY LEVY	\$ 5,861,737	\$ 5,810,941	\$ 5,671,878
TOTAL LEVY - VILLAGE & LIBRARY	\$ 19,287,255	\$ 19,236,460	\$ 18,945,512

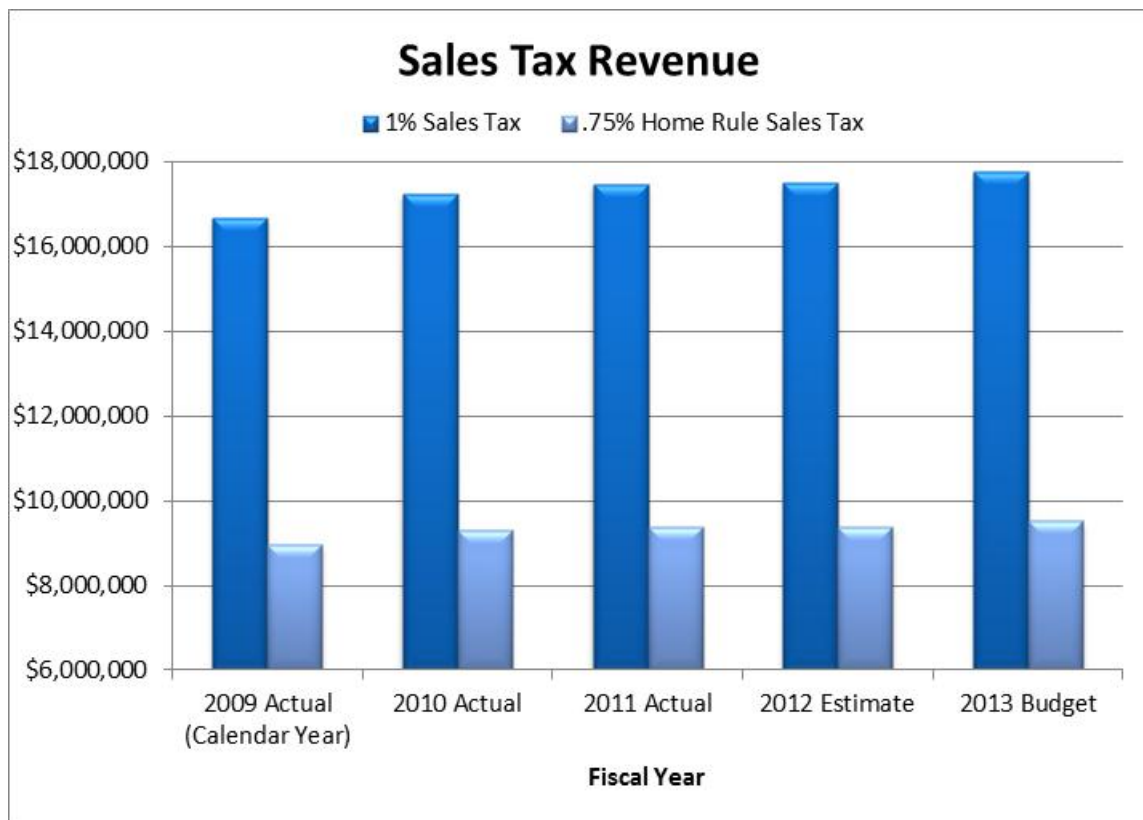




The following is a summary of major revenue sources, trends and assumptions for fiscal year 2013.

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 2012 were estimated to increase by approximately .86% compared to fiscal year 2011 and are projected to be .73% more than the original budgeted amount. Sales tax estimates for fiscal year 2013 were based on a .75% increase over the fiscal year 2012 estimate. The percentage increase was determined by evaluating current trends in sales tax and consulting various indices and available information.

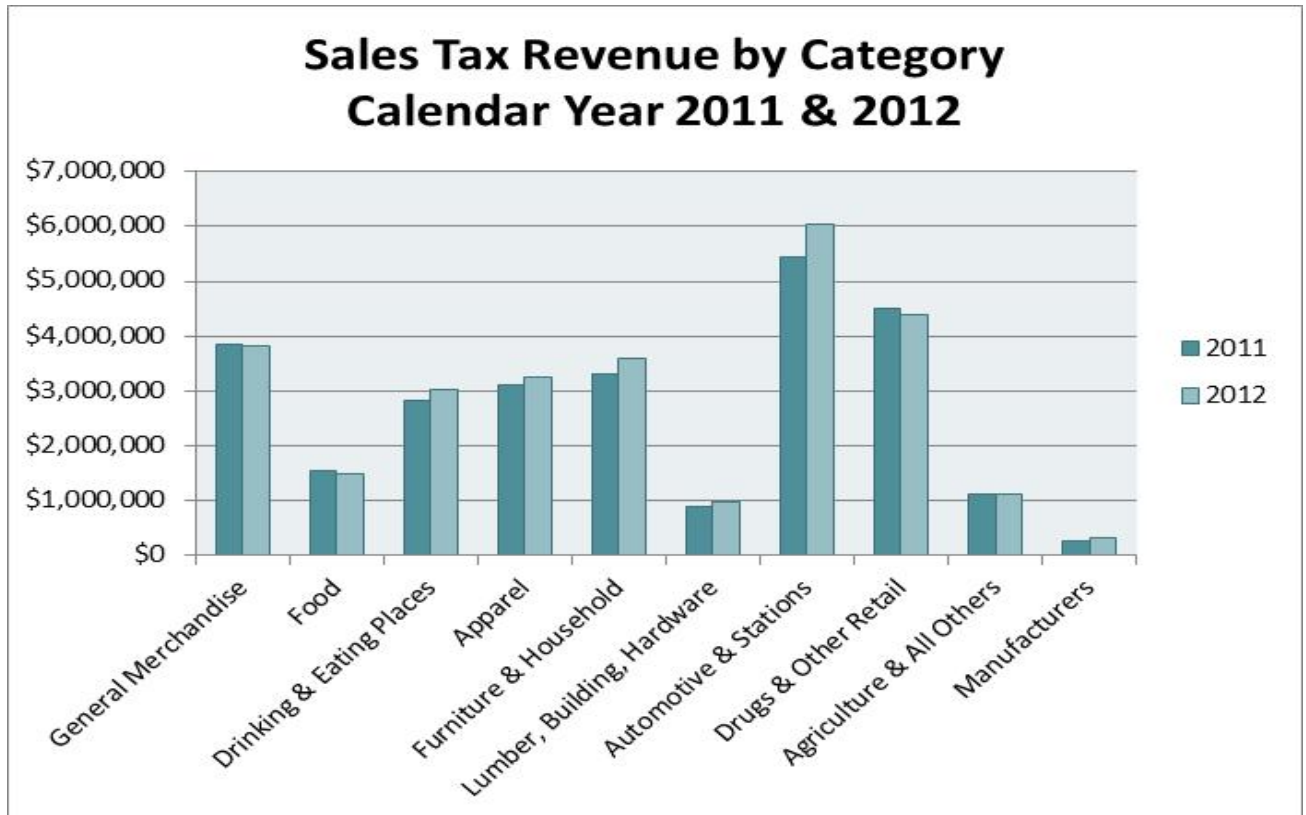
The total Village sales tax rate is 8.75% which was reduced by .50% in 2010 and an additional .25% on January 1st 2012 and 2013. This is due to a reduction in the Cook County home rule tax rate. This rate is compared to 8.5% approximately five years ago. Since the Village borders Will County, consumers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



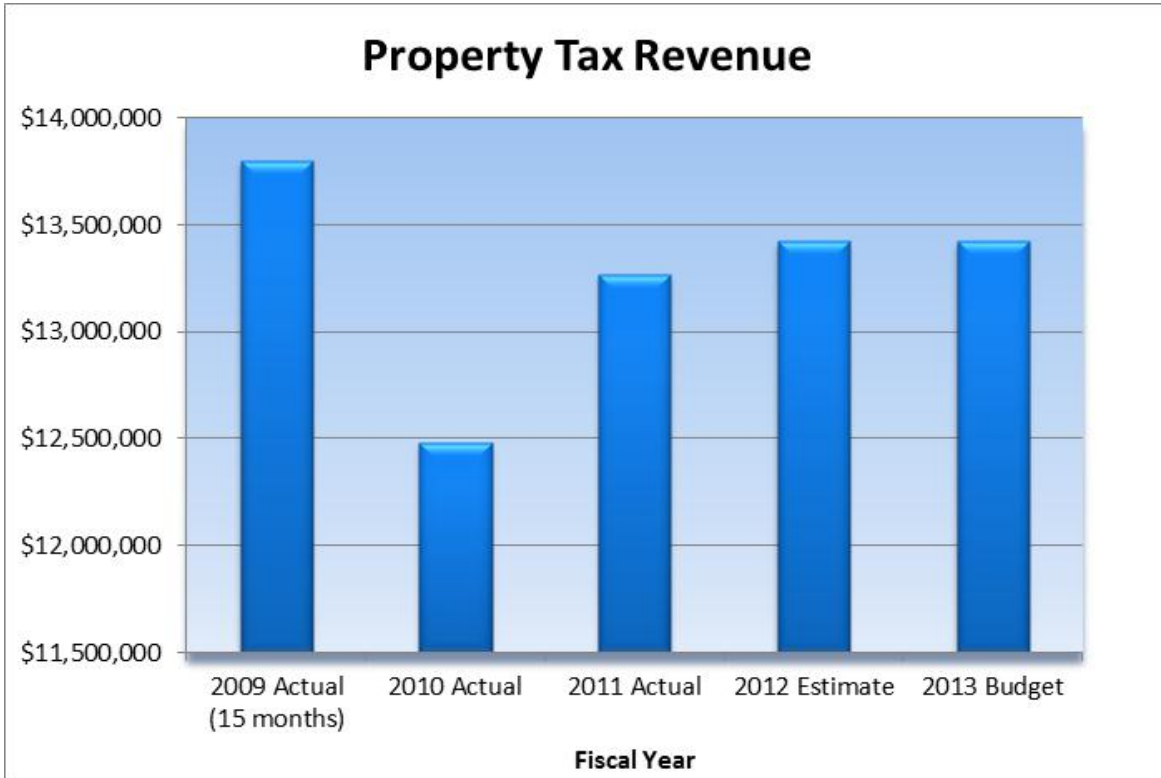
The following table details the distribution of the 1% state sales tax and the .75% home rule sales tax by major category. The total figures are for sales during January 2012 through December 2012. This is the most current data available.

Calendar 2012 Distribution							
	Municipal Tax		Home Rule Tax		Total		
		Percent		Percent			Percent
General Merchandise	\$ 2,230,668	12.1%	\$ 1,596,168	16.5%	\$ 3,826,836		13.6%
Food	1,191,524	6.5%	283,667	2.9%	1,475,191		5.3%
Drinking & Eating Places	1,755,288	9.5%	1,278,179	13.2%	3,033,467		10.8%
Apparel	1,864,421	10.1%	1,396,715	14.5%	3,261,136		11.6%
Furniture & Household	2,064,244	11.2%	1,541,625	16.0%	3,605,869		12.9%
Lumber, Building, Hardware	558,849	3.0%	417,625	4.3%	976,474		3.5%
Automotive & Stations	5,074,833	27.6%	963,577	10.0%	6,038,410		21.5%
Drugs & Other Retail	2,799,674	15.2%	1,601,692	16.6%	4,401,366		15.7%
Agriculture & All Others	662,955	3.6%	441,455	4.6%	1,104,410		3.9%
Manufacturers	186,520	1.0%	136,101	1.4%	322,621		1.2%
TOTAL	\$ 18,388,976	100.0%	\$ 9,656,804	100.0%	\$ 28,045,780		100.0%

The following chart compares calendar year 2011 and 2012 total sales tax collections by category. The largest dollar increase was in the automotive and stations category, which increased by \$608,314 or 10.07%. This category includes sales from new and used car dealerships. Total sales tax increased by 4.4% from 2011 to 2012 due to the recovery of the economy and the opening of several new stores and restaurants in the Village.

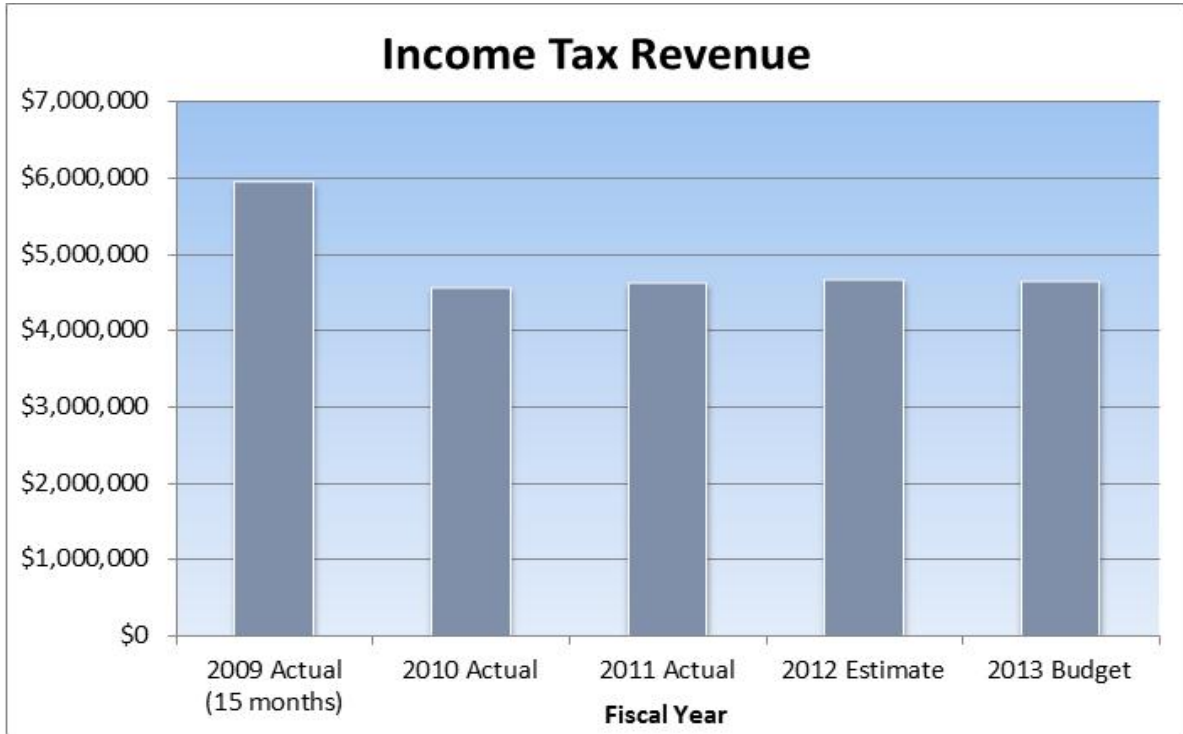


PROPERTY TAXES – The Village levies property taxes for the purposes of general corporate, recreation, IMRF, FICA and police pension, as well as to meet debt service payments due on the Village’s outstanding general obligation debt. The following chart and table represents the property tax levy collections total and by category for 2009 through 2013. The 2012 levy, collected in 2013, is equal to the 2011 levy due to a Board policy decision.



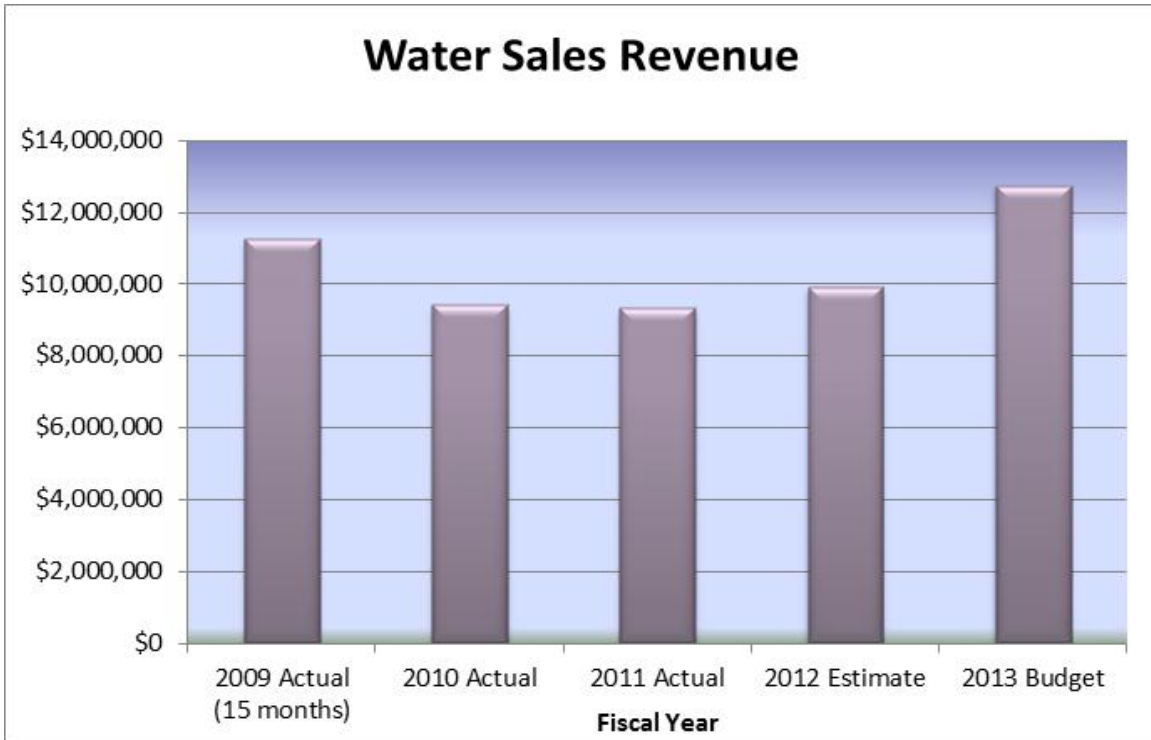
	FY2008 Actual	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Estimate	FY2013 Budget
General Corporate	\$ 1,921,007	\$ 2,235,092	\$ 2,373,524	\$ 2,400,000	\$ 2,211,368	\$ 2,668,775
Recreation	226,241	203,298	229,941	941,231	1,079,863	1,068,021
IMRF	1,311,848	1,860,512	1,520,581	1,495,881	1,762,287	1,923,513
FICA	1,340,500	1,986,460	1,365,267	1,395,784	1,379,977	1,423,797
Police Pension	1,162,257	1,720,321	1,764,470	1,909,323	1,980,950	2,079,998
Debt Service	4,028,016	5,795,164	5,227,406	5,131,415	5,011,075	4,261,415
TOTAL	\$ 9,989,869	\$ 13,800,847	\$ 12,481,189	\$ 13,273,634	\$ 13,425,519	\$ 13,425,519

INCOME TAX – Income tax is state shared revenue that is distributed on a per capita basis and is based on the average income statewide. The results from the 2010 census indicated that the Village’s population decreased from 59,339, determined during the 2008 special census, to 56,767. The income tax calculation for fiscal year 2013 and 2012 is based on the results from the 2010 census. The fiscal year 2012 estimate is based on \$81.56 per capita and the fiscal year 2012 budget is based on \$81.38 per capita. The per capita amounts utilized are published by the Illinois Municipal League.

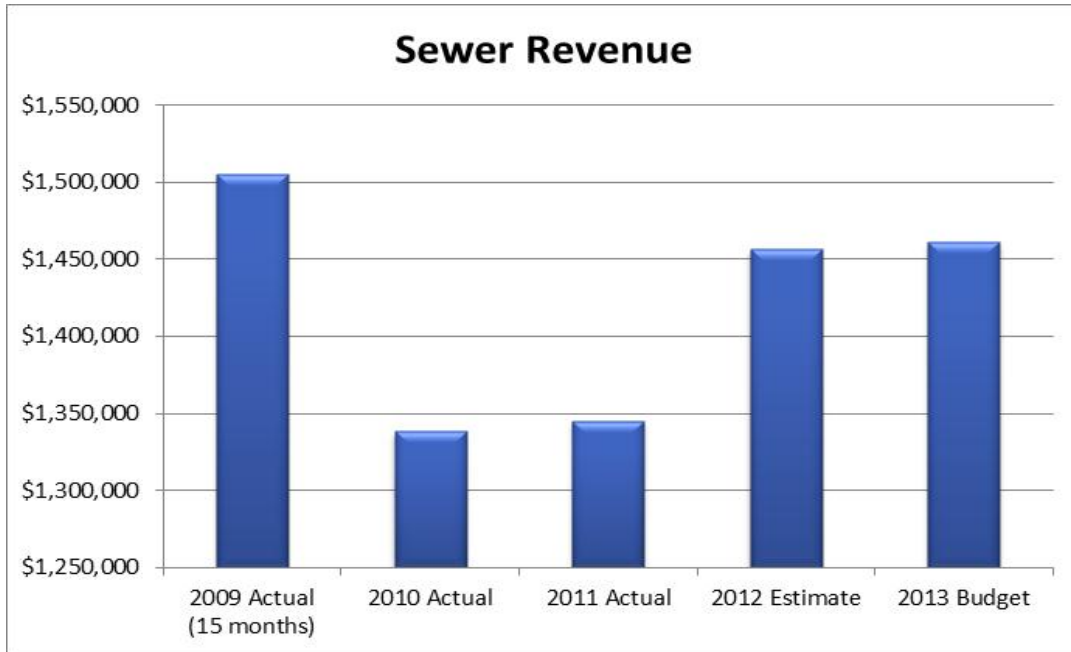


WATER REVENUE – A comprehensive water rate study was completed during fiscal year 2007 and it was determined during this study that the Village needed to increase water revenues over the next five years to generate sufficient revenues to cover operating expenses and to fund required capital projects identified over the planning period. The Village implemented a new water rate structure beginning October 1, 2007. The inclining block rate structure consists of three usage blocks: 0 – 9,000 gallons, 9,000 to 18,000 gallons, and 18,000 gallons and over. The major advantage of this structure is that it promotes conservation and discourages overuse. The Village is projecting a total of 48 new residential customers coming online to the water system during fiscal year 2013.

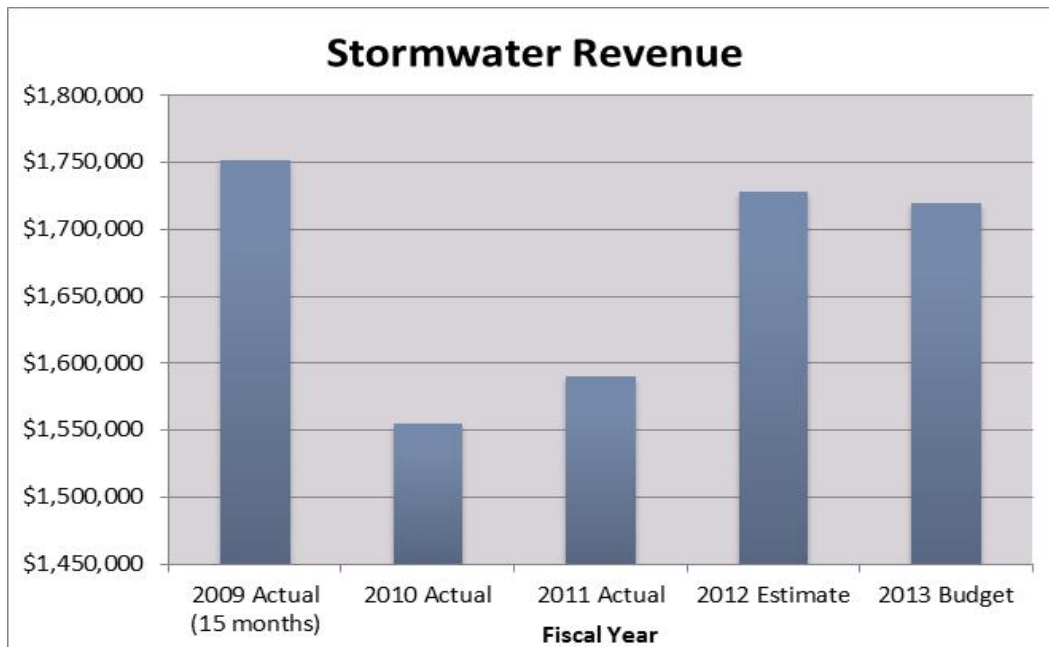
In 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. Also, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted their rate charged to municipalities. The rate was increased from \$.04 per \$1,000 gallons to \$.214 per 1,000 gallons, effective January 1, 2013. Both of these rate increases were factored into the overall rate increase that occurred for Village of Orland Park customers on January 1, 2013.



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 2012 the rates were increased by 3% to \$.64 per 1,000 gallons for incorporated customers. The rate for fiscal year 2013 will continue at \$.64. Sewer rates are based on metered water usage and have the same growth expectancy as water revenues.

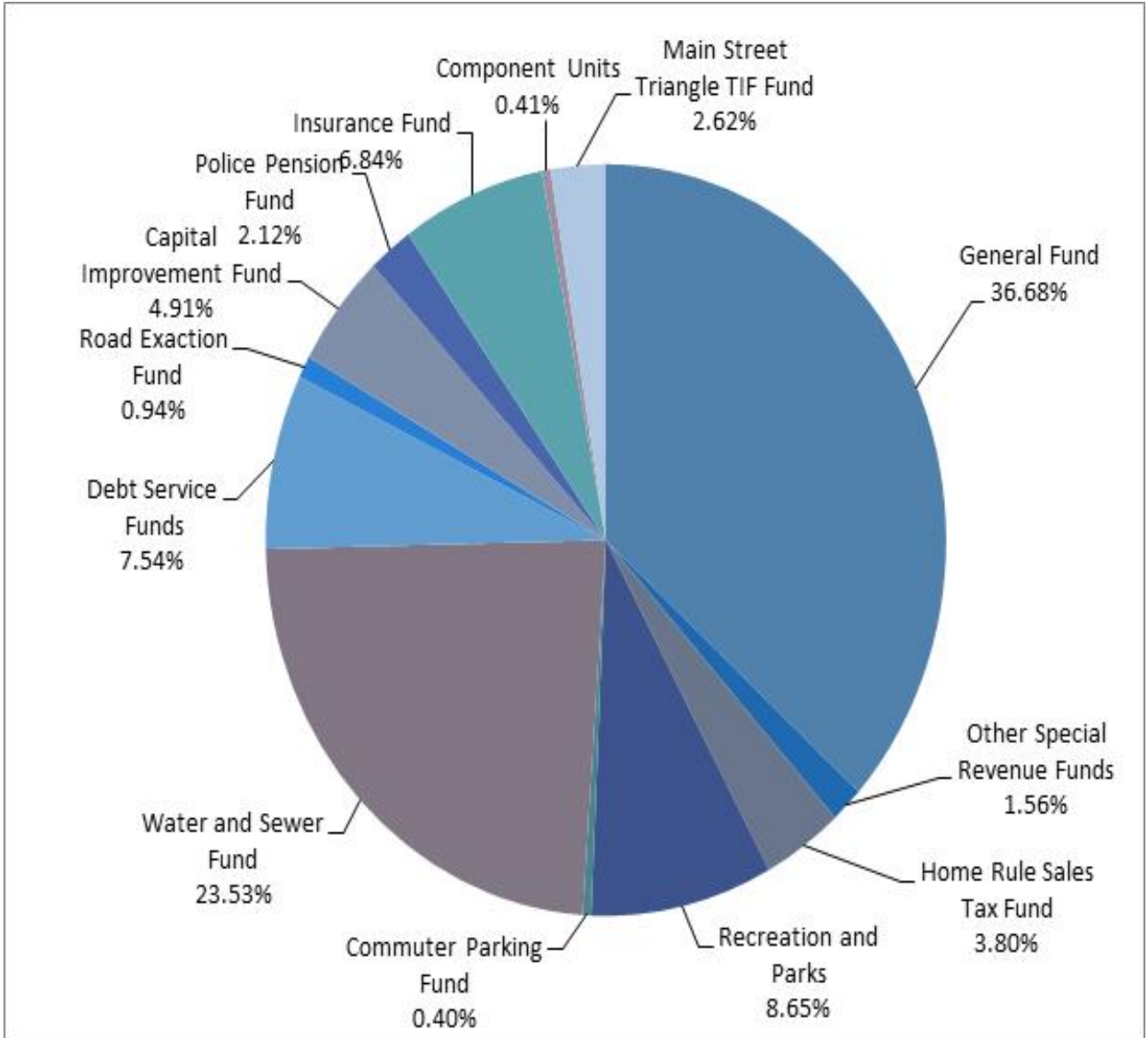


STORMWATER REVENUE – A significant increase in stormwater rates was also recommended due to the analysis completed during the water rate study. The fiscal year 2011 rates were increased by 5% with future rates increasing by approximately 3% through fiscal year 2012. Rates were increased due to additional spending for the flood study stormwater management improvements.



Expenditure Summaries

Budget
Fiscal Year 2013



TOTAL EXPENDITURES \$117,292,907

Village of Orland Park

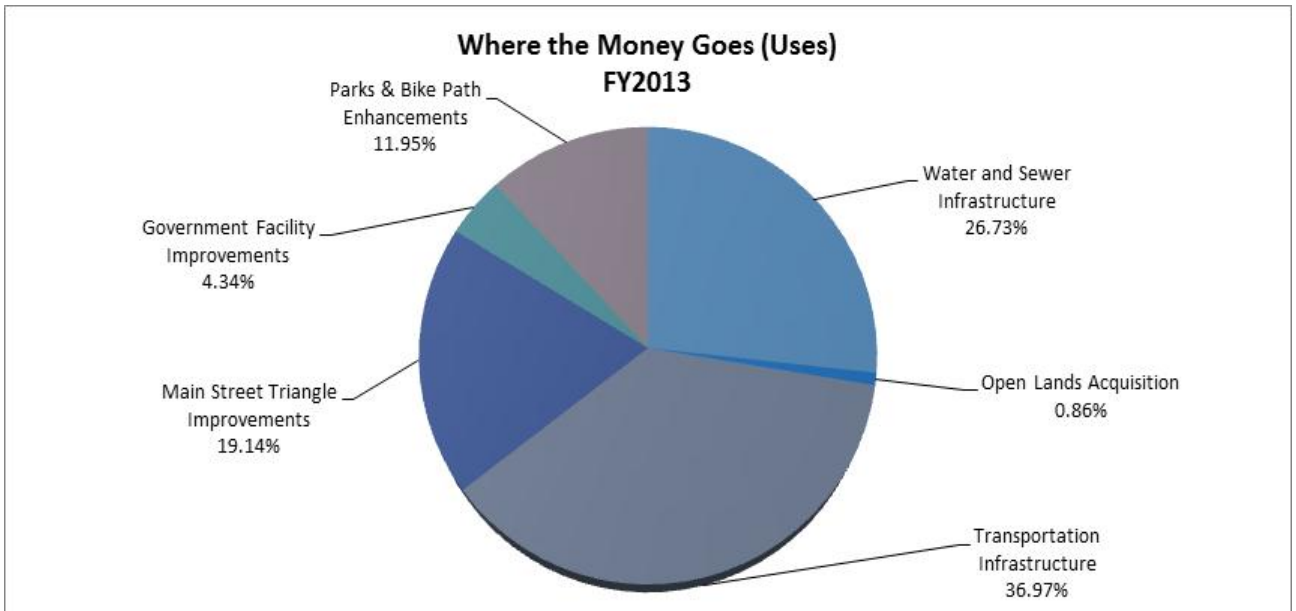
Expenditure Summary by Fund 2011 - 2013

Fiscal Year 2013

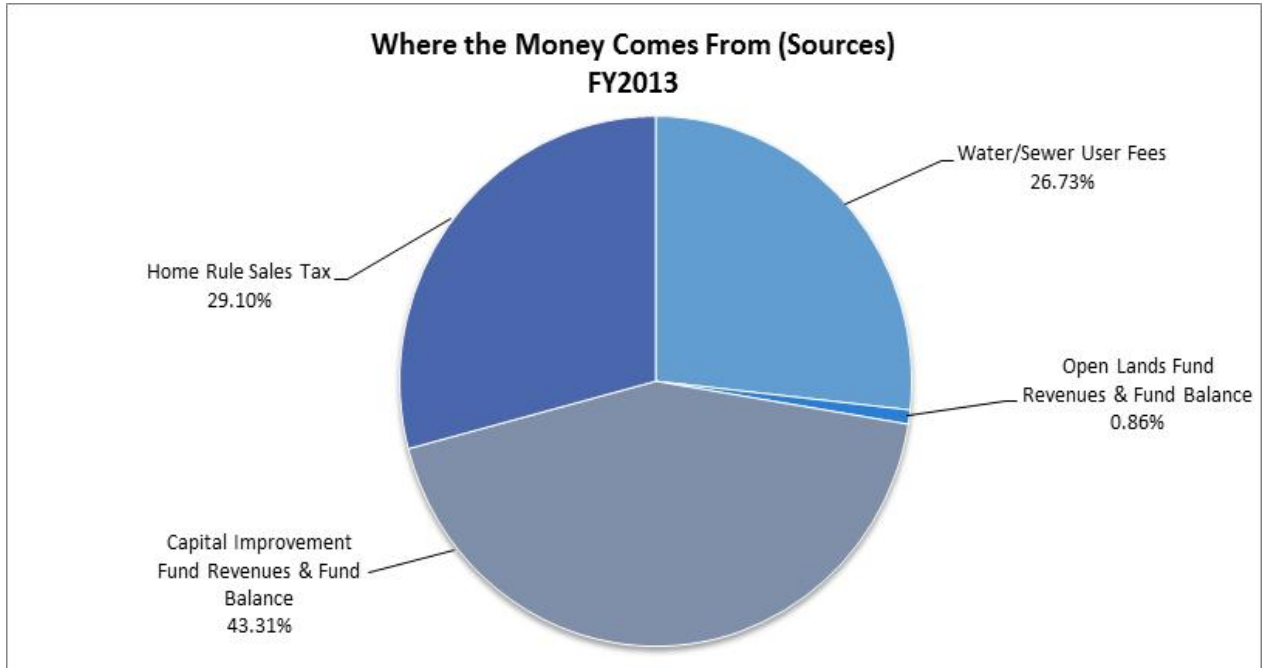
	FY2011 Actual	FY2012 Amended Budget	FY2013 Board Approved	% Change FY2011 - FY2010
EXPENDITURES				
General Fund	\$ 38,888,107	\$ 42,845,649	\$ 43,021,359	0.41%
Motor Fuel Tax Fund	1,494,300	1,976,179	1,350,254	-31.67%
Park Fund	1,197	1,468,841	475,153	100.00%
Seizure and Forfeiture Fund	26,544	-	-	0.00%
Home Rule Sales Tax Fund	7,807,485	4,267,031	4,462,149	4.57%
Main St. Triangle TIF Fund	2,569,266	52,673,330	3,069,794	-94.17%
Recreation and Parks	8,934,072	10,328,521	10,147,726	-1.75%
Water and Sewer Fund	20,509,704	33,865,906	27,599,022	-18.50%
Commuter Parking Fund	437,400	478,864	468,244	-2.22%
2002B G.O. Bond Fund	166,617	-	-	0.00%
2003 G.O. Bond Fund	1,346,625	975,051	600,000	-38.46%
2004 G.O. Bond Fund	1,005,257	1,009,754	279	-99.97%
2006 G.O. Bond Fund	962,567	785,525	607,440	-22.67%
2007 G.O. Bond Fund	1,372,606	1,380,206	1,386,456	0.45%
2009 G.O. Bond Fund	809,839	804,227	806,732	0.31%
2010 G.O. Bond Fund	2,389,044	2,401,498	2,407,932	0.27%
2011 G.O. Bond Fund	84,309	951,778	1,431,779	50.43%
2012A G.O. Bond Fund	-	108,024	284,500	100.00%
2012B & C G.O. Bond Fund	-	-	384,134	100.00%
2012D G.O. Bond Fund	-	-	933,650	100.00%
Road Exaction Fund	80,846	327,287	1,108,338	238.64%
Capital Improvement Fund	14,270,929	20,185,942	5,755,721	-71.49%
Bond Projects	10,227,366	14,656,670	-	0.00%
Police Pension Fund	(750,619)	2,411,705	2,484,065	3.00%
Insurance Fund	7,650,167	8,528,854	8,023,086	-5.93%
Civic Center Fund	485,005	529,763	283,346	-46.51%
Open Lands Acquisition Fund	279,156	537,548	201,748	-62.47%
TOTAL EXPENDITURES	\$ 121,047,789	\$ 203,498,153	\$ 117,292,907	-42.36%

The total FY2013 capital budget for the Village of Orland Park is \$13,493,450, a 39.91% decrease from the fiscal year 2012 adopted capital budget of \$22,456,715. The decrease is due primarily to one-time capital projects being budgeted for in FY2012 which included the 156th Street construction and Ravinia Avenue extension. The capital budget for fiscal year 2013 represents 12% of the total FY2013 Budget. Detailed information related to all capital projects is included on the following pages.

	FY2013 Capital Expenditures
General Fund	\$ 472,000
Main Street Triangle Fund	2,582,892
Open Lands Fund	116,333
Parks Development Fund	475,000
Recreation & Parks Fund	488,000
Capital Improvement Fund	5,752,300
Water and Sewer Fund	3,606,925
	<hr/>
Total Capital Expenditures	<u>\$13,493,450</u>



Funding sources for the FY2013 budget include a reimbursement from the State of Illinois for the 143rd & LaGrange Road intersection in the amount of \$1,100,000. Funds for the Village's residential property tax rebate program were not included in the FY2013 budget as these funds were allocated to the Village's capital program.



ROADWAY MAINTENANCE PROGRAM

The Roadway Maintenance Program is an annual program that provides for the resurfacing of various neighborhood roads throughout the Village. The program includes rehabilitation, resurfacing or reconstruction of roads based on the current condition of the road. Beginning in FY2012, the Village utilized the results of the Pavement Sufficiency Index Study (PSI) to determine its annual maintenance program. The maintenance program includes road reconstruction and/or resurfacing as well as pneumatic curb repairs, curb replacements, sidewalk repairs and replacements, pavement crack sealing and striping. For FY2013, the Roadway Maintenance Program will follow replacement of water main in Orland Hills Gardens and a portion of Old Orland near 144th Place and Jefferson.



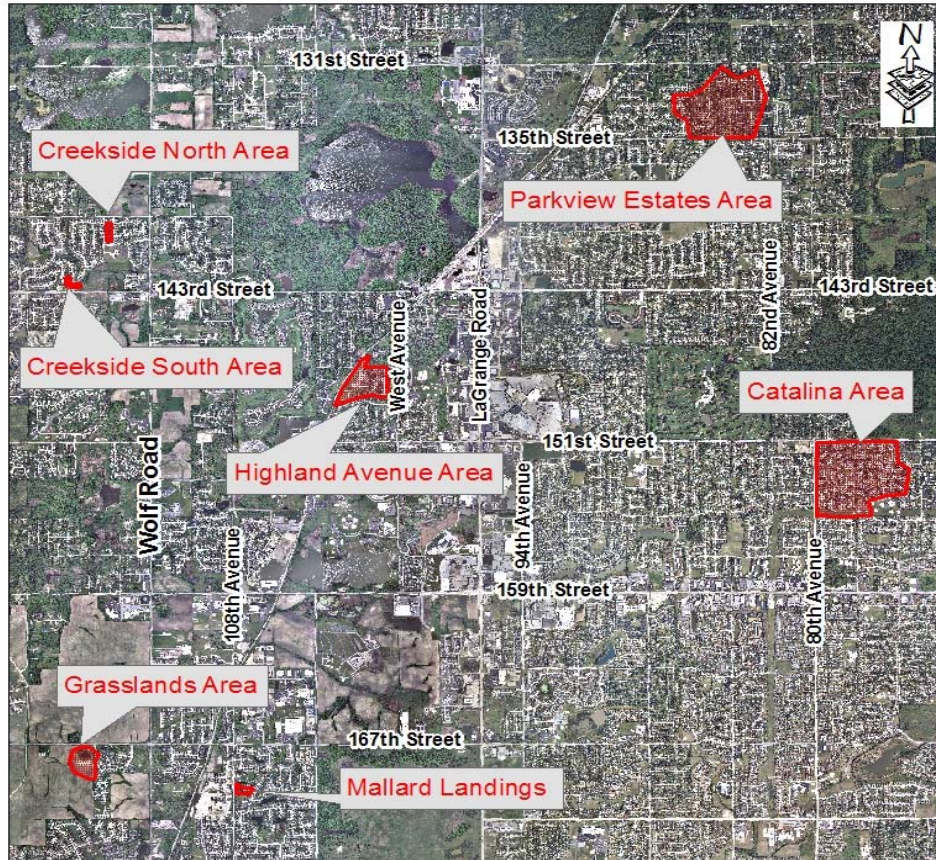
FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$2,800,000

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

FLOOD STUDY STORMWATER MANAGEMENT IMPROVEMENTS

Storm sewer improvements were identified as necessary through the 2004 flood study for the areas of Grasslands, Creekside North and South, Highland Avenue, Parkview Estates, Catalina, Mallard Landings, Maycliff Estates, Villa West, La Riena Re'al and Fernway. These improvements will help to relieve flooding and other stormwater issues in these areas.



FUND: Water and Sewer Fund

FY2013 PROJECT BUDGET: \$1,936,925

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.

MAIN STREET TRIANGLE LAND ACQUISITION

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

Main Street Triangle



FUND: Main Street Triangle TIF Fund

FY2013 PROJECT BUDGET: \$1,052,892

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

RAVINIA AVENUE AND RELATED IMPROVEMENTS

On September 15, 2011 the Final Judgment order for the Village of Orland Park v. Orland Park Building Corporation was approved by the Court. The order provided for a closing on the “first take down property” on February 20, 2012. This first take down property consisted of the west portion of the Orland Plaza Shopping Center and allowed the construction of the Ravinia Avenue extension to commence.

For 2013, demolition will include the north wing of the Plaza Shopping Center, up to the Marquette Bank building and ground remediation where Norman’s Cleaners was located. Construction of Ravinia Avenue north of 143rd Street to Crescent Circle will continue, as well as landscaping and associated streetscape improvement.

Main Street Triangle



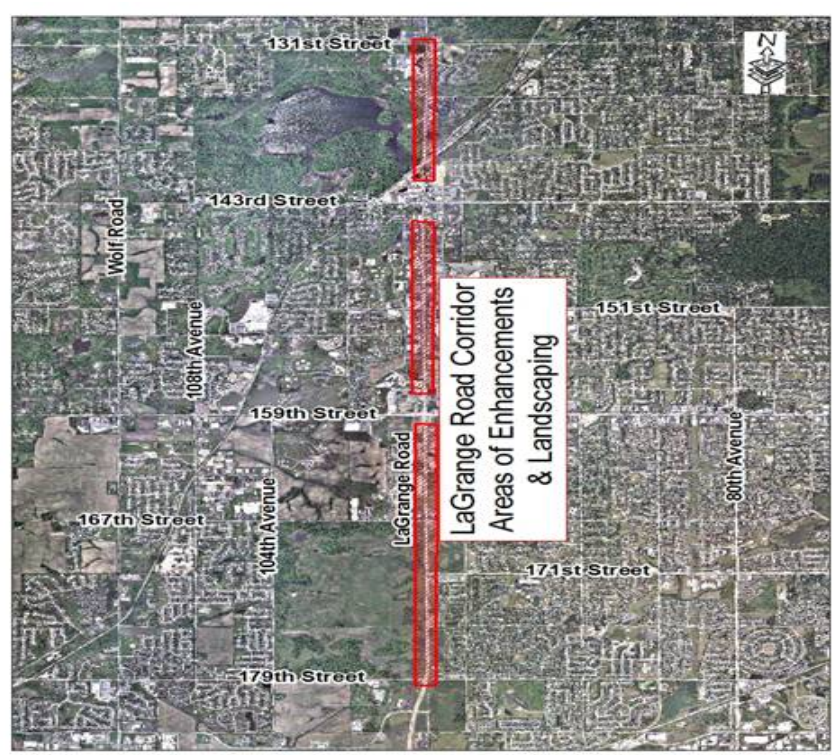
FUND: Main Street Triangle TIF Fund

FY2013 PROJECT BUDGET: \$930,000

OPERATING BUDGET IMPACT: When the Ravinia Avenue extension is completed, the roadway, sidewalk, lighting, water main, sanitary main and stormwater mains will be added to the Village’s infrastructure. The future maintenance costs will be added into the Public Works - Utilities and Streets Division budgets.

VILLAGE SHARE OF CONSTRUCTION COSTS & AESTHETIC ENHANCEMENTS ALONG LAGRANGE ROAD CORRIDOR

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



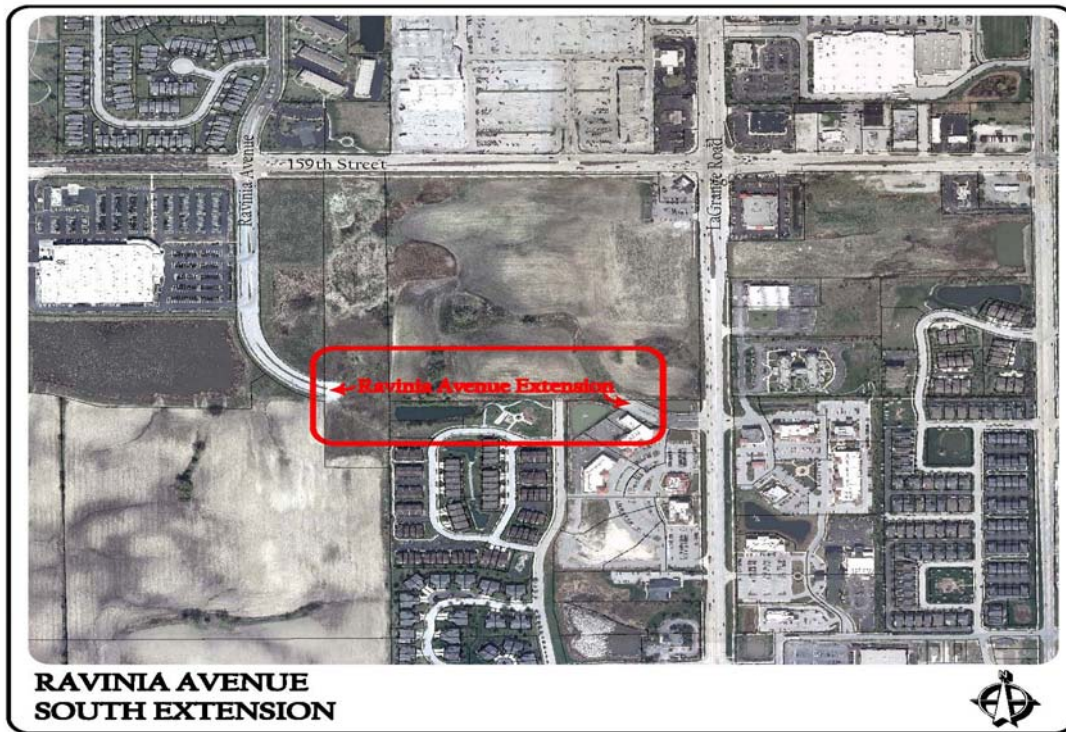
FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$500,000 (Additional funding of \$11.2M currently reflected in FY2014 capital improvement plan.)

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

RAVINIA AVENUE SOUTH EXTENSION

The construction of Ravinia Avenue South from south of 159th Street to 161st Street at LaGrange Road will provide an additional access to LaGrange Road. The Ravinia South extension will also provide access to undeveloped land south of 159th Street and provide additional access to the Main Street Village West development. The project includes land acquisition, permitting, drainage improvements, road construction, street lighting, multi-use path construction and landscaping. The Village will petition IDOT for a traffic signal at 161st and LaGrange Road once it is determined that one is warranted.



FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$500,000

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

TREE REMOVAL AND REPLACEMENT PROGRAM

The primary purpose of this program is the removal of ash trees in the village parkways and village owned properties and their replacement with other species of trees. This is a multi-year program for dealing with the village’s Emerald Ash Borer (EAB) infestation of over 1/3 of the parkway trees.

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



FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$500,000

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

BASIN BEST PRACTICE MANAGEMENT

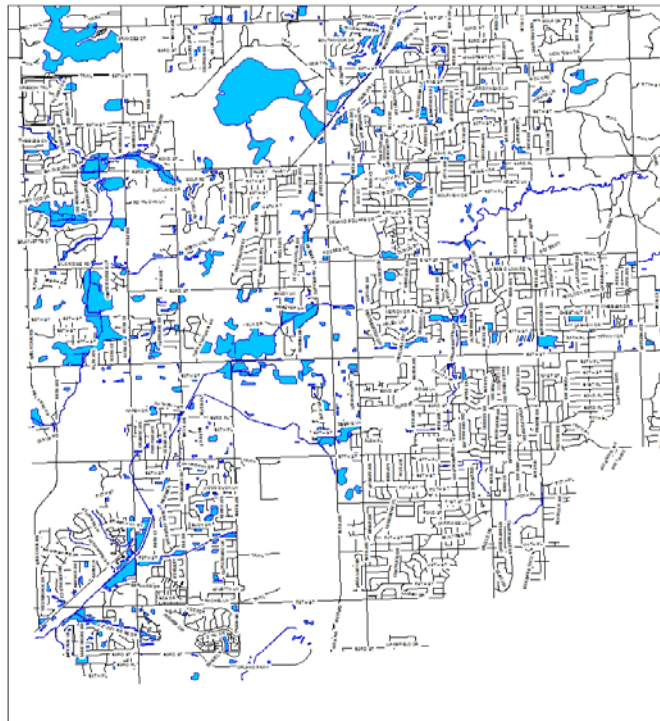
The Village maintains numerous storm water basins. The storm water basin best practice management serves to provide higher quality water to streams and rivers. The management plan includes improvements and stewardship to ponds maintained by the Village.

The Basin Best Practice Management focuses on the improvements, enhancement and stewardship of existing high maintenance ponds to reduce the operating costs for future years through the use of low maintenance native plantings and shoreline stabilization.

This is a multi-year project. In 2013, restoration is anticipated to be completed at Caro Vista Pond, Preston Drive Pond, Royal Oaks Pond, Colonades Pond, Village Square Pond, Laurel Hills Pond, Julie Anne Lane Pond and Marley Boulevard South Pond



Ponds, Streams and Wetlands



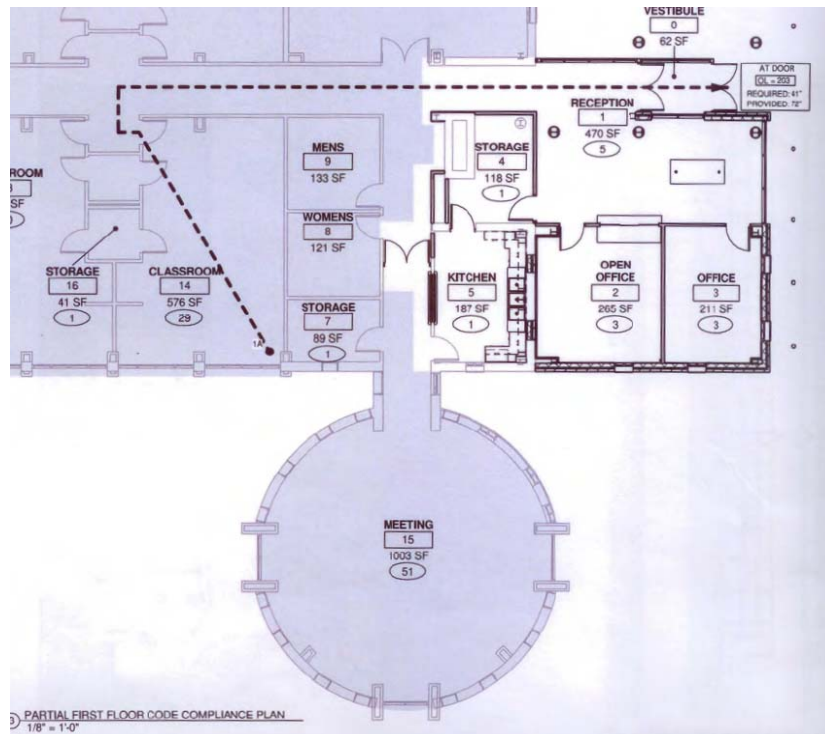
FUND: Water and Sewer Fund

FY2013 PROJECT BUDGET: \$500,000

OPERATING BUDGET IMPACT: Continued monitoring and stewardship of ponds will be required.

FACILITIES IMPROVEMENTS – PHASE III

The FLC renovation will include a new entrance on the north end of the building, two new offices and a kitchen expansion. Plans will be implemented according to results of the Space Needs Analysis conducted in 2008. The remodeling will occur in the white sections noted below.



FUNDING SOURCE: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$412,000

OPERATING BUDGET IMPACT: The Village will be responsible for painting, custodial costs, inspection costs, and general maintenance in future budget years. These costs will be absorbed by the Building Maintenance Department budget.

143rd STREET ENGINEERING

The Village is in the process of completing Phase I Engineering for the widening and improvements of 143rd Street between Will/Cook Road and Wolf Road and continuing Phase I Engineering of 143rd Street between Wolf Road and Southwest Highway. Phase II engineering of 143rd Street between Will/Cook Road and Southwest Highway is scheduled for FY 2013.



FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$350,000

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

MAIN STREET TRIANGLE – ROAD IMPROVEMENTS

This project includes the engineering, design and construction of various road improvement projects within the Downtown/Main Street Triangle area.

Main Street Triangle



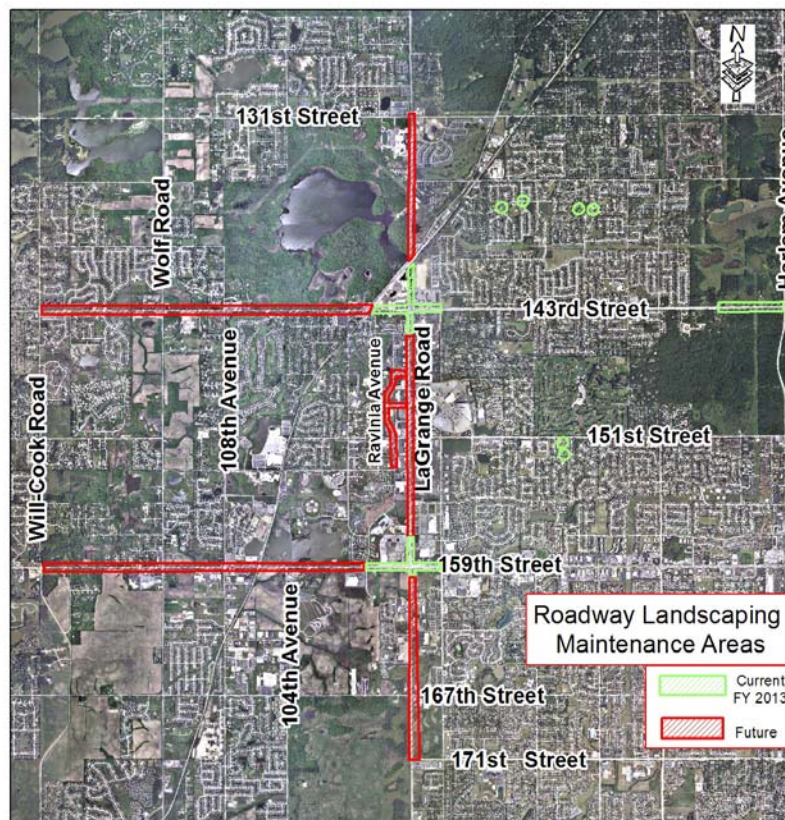
FUND: Main Street Triangle TIF Fund

FY2013 PROJECT BUDGET: \$300,000

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

ROADWAY MEDIAN MAINTENANCE

Intersection and roadway improvements to State and Village roads require additional maintenance of landscaped medians, parkway/right of way landscaping, and decorative crosswalks. FY2013 requires maintenance of the 159th & LaGrange Road intersection, the 143rd & LaGrange Road intersection, the 143rd & Harlem intersection, and landscaped traffic circles at various locations within the Village. Future maintenance of the LaGrange Road corridor from 131st Street to 171st Street and 159th Street from Will-Cook Road to LaGrange Road will require additional funding in future fiscal years. The likely strategy will be for this work to be contracted through competitive bidding.



FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$300,000

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

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



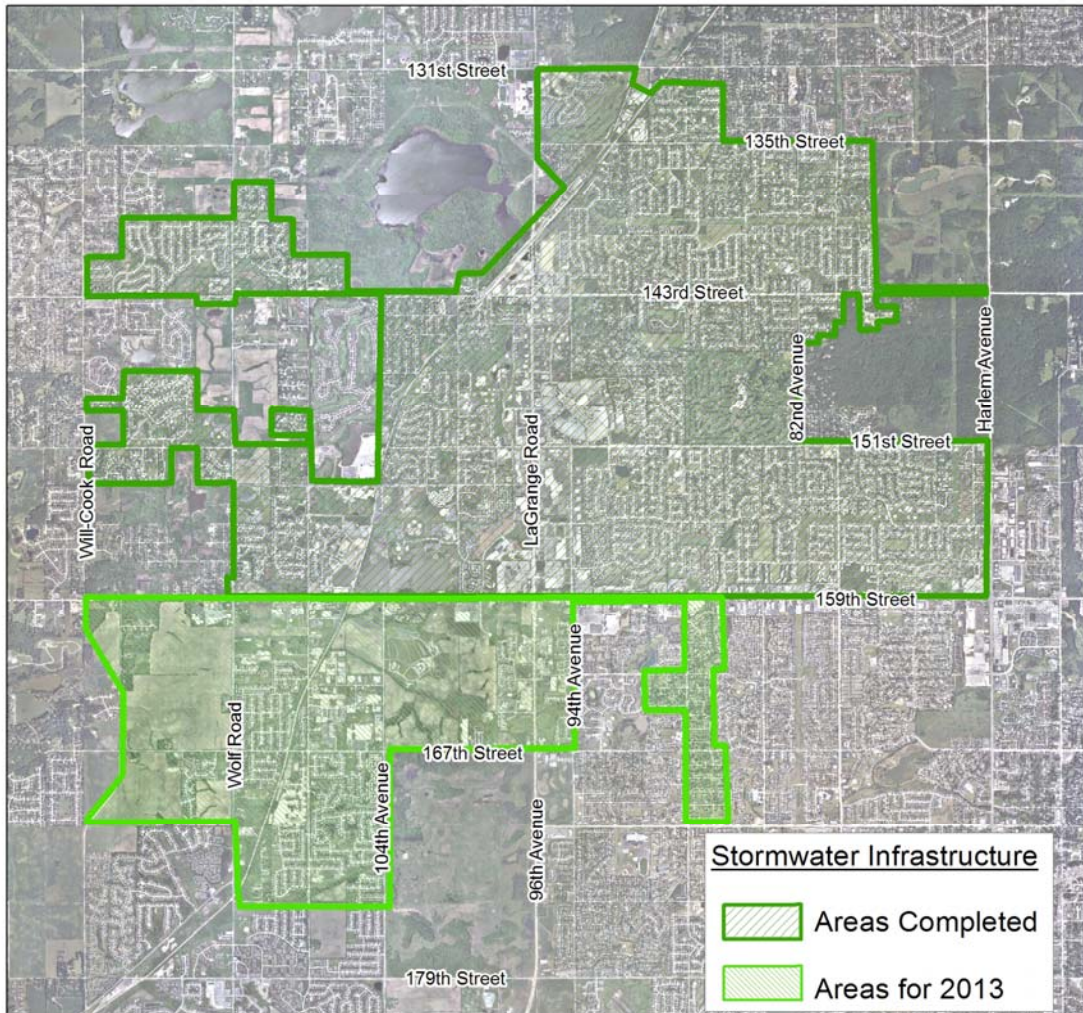
FUND: Main Street Triangle TIF Fund

FY2013 PROJECT BUDGET: \$250,000

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

STORM SEWER INFRASTRUCTURE MAPPING

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



FUND: Water & Sewer Fund

FY2013 PROJECT BUDGET: \$200,000

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

SECURITY SYSTEM UPGRADES-UTILITY DIVISION

The current security system for the Public Works facility and ancillary facilities is unsupported and failing. Replacement of the current system and upgrading to a modernized system will provide improved monitoring of remote facilities.



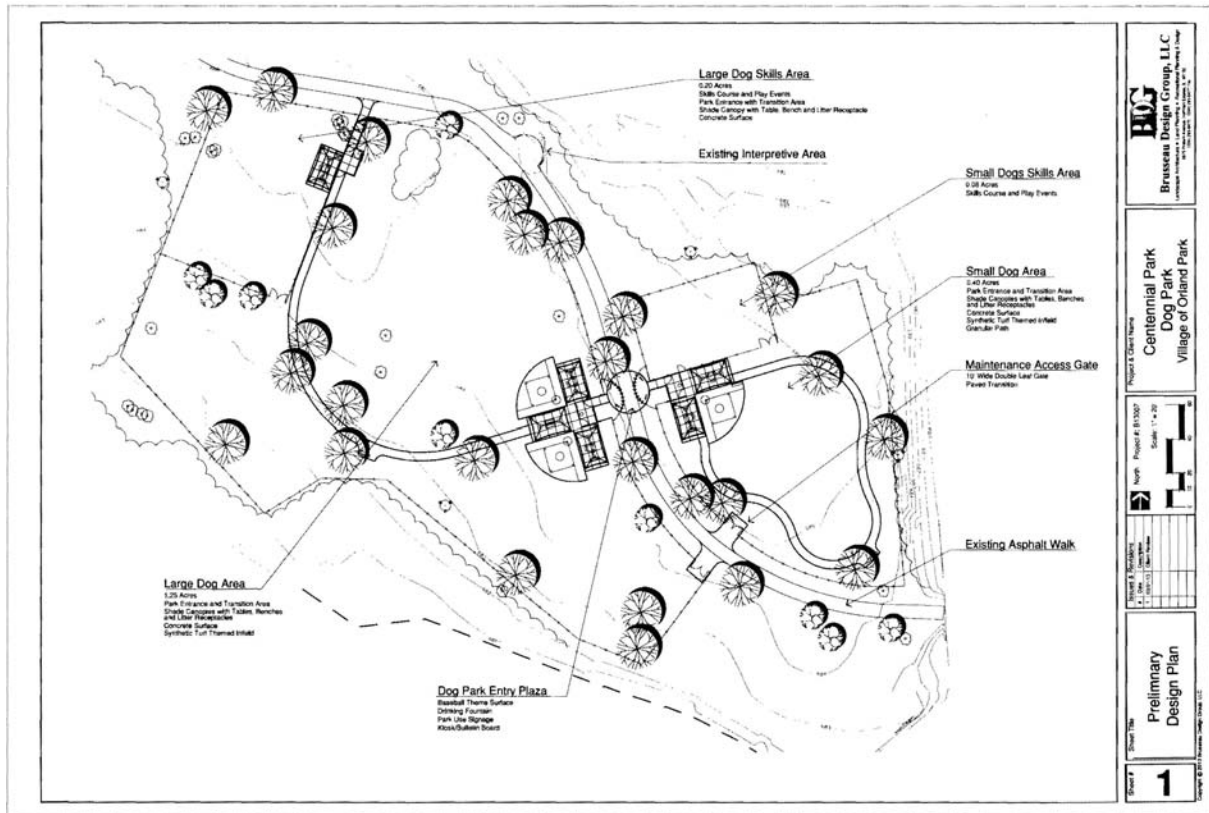
FUND: Water & Sewer Fund

FY2013 PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: There is no additional impact on the operating budget for this project.

CENTENNIAL PARK DOG PARK

A new baseball themed dog park, the “Dogout” will be installed at Centennial Park. This park will include amenities such as agility equipment, dog friendly drinking fountains, double gated entry, shade structures, and benches.



FUND: General Fund

FY2013 PROJECT BUDGET: \$200,000

OPERATING BUDGET IMPACT: The Village will be responsible for inspections, replacement parts and general maintenance in future budget years. These costs will be absorbed by the Recreation – Parks Division budget.

WATER LINE AND IRRIGATION AT CENTENNIAL PARK

A water line will be installed extending the existing line by the drinking fountain to fields #6 & #7 and to the dog park.



FUNDING SOURCE: Park Development Fund

FY2013 PROJECT BUDGET: \$125,000

OPERATING BUDGET IMPACT: The Parks Department will maintain the irrigation system and drinking fountain and will be included in the Park Fund's budget.

ROUNDABOUT AT 147TH & RAVINIA

The construction of a roundabout at the intersection of 147th Street and Ravinia Avenue will replace the existing all way stop condition. Roundabouts are becoming more acceptable in Illinois as a traffic control alternative. With traffic volumes increasing along LaGrange Road it is anticipated that Ravinia Avenue will also experience an increase in traffic. Previous studies have indicated a roundabout at this location will handle increased traffic volumes and create a safer and aesthetically pleasing intersection.



FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$166,800

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

CENTENNIAL POOL - GEL COATING APPLIED TO ALL TUBE SLIDES

The two large and three smaller tube slides are in need of a new gel based coating to brighten up the current faded appearance. The coating protects the material and extends the life of the slides. These slides are the focal point of the facility.



FUND: Recreation & Parks Fund

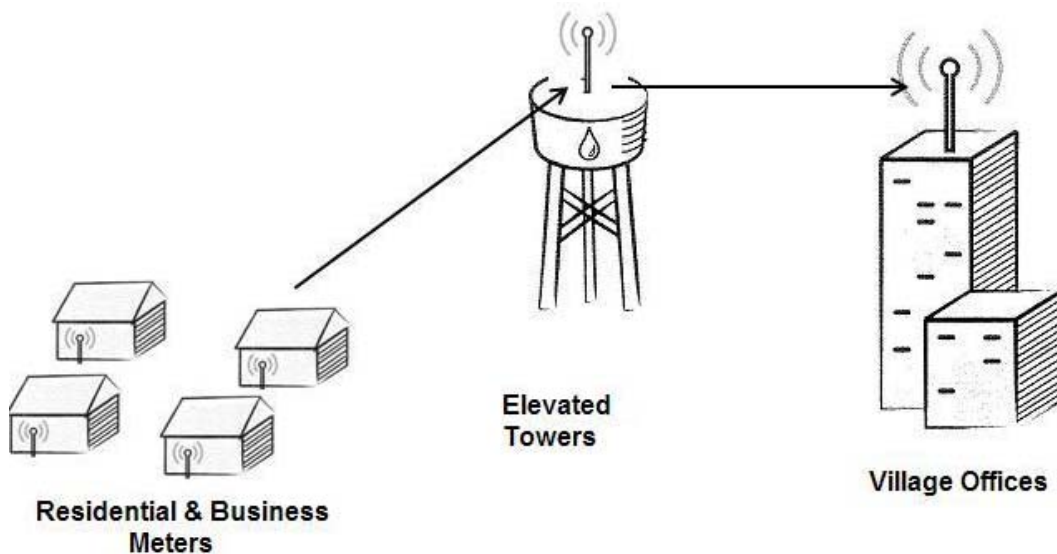
FY2013 PROJECT BUDGET: \$130,000

OPERATING BUDGET IMPACT: The gel coating will reduce the costs of repairs in future budget years.

SENSUS FLEXNET INSTALLATION

The Sensus Flexnet installation is a multi-year project that will replace the current short range meter transmitting units (MXU) used with portable handheld devices that will collect information from residential and commercial locations and will transmit this information to a longer range radio communication transmitter eliminating the use of the portable handheld device.

The Sensus Flexnet technology is based on radio communications from the MXU to the Village offices via elevated tanks. The MXU will provide usage data, diagnostic data and status updates to Water Billing and the Water Division of Public Works. The installation of these new MXU's will provide a greener community reducing the carbon footprint of the Village by eventually eliminating the use of gasoline powered vehicles to read water meters.



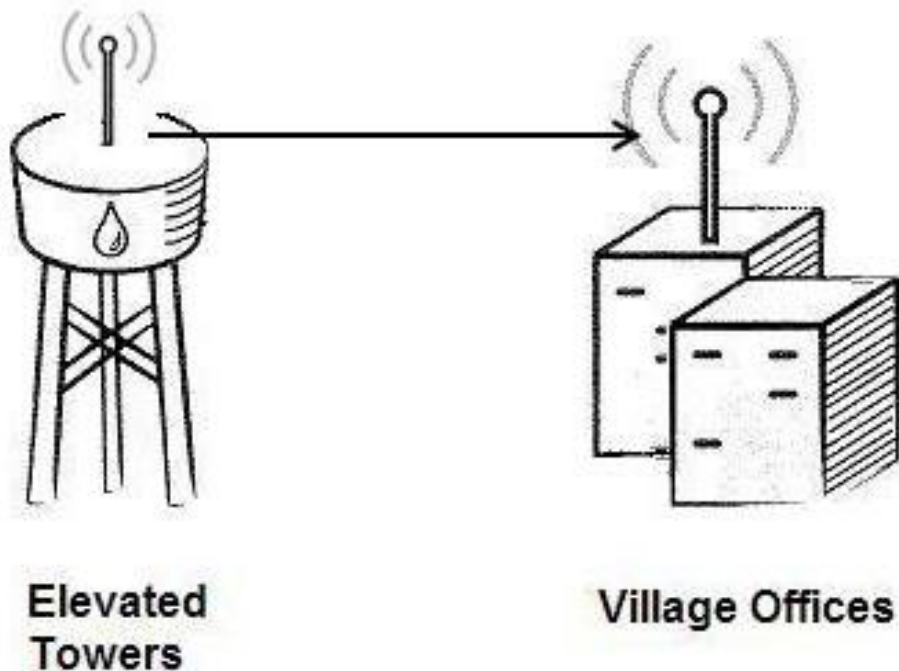
FUND: Water & Sewer Fund

FY2013 PROJECT BUDGET: \$130,000

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

RADIO MESH NETWORK

The Police Department installed a radio mesh network that will be used as a communication tool for the SCADA system. The radio mesh network will provide secure consolidated communications for water and sewer system monitoring. This system augments the existing 900 MHz communication system and provides networking capabilities that are not currently available.



FUND: Water & Sewer Fund

FY2013 PROJECT BUDGET: \$120,000

OPERATING BUDGET IMPACT: There is no additional impact on the operating budget.

GEE PROPERTY ACQUISITION

There are several privately owned parcels along the southern bank of Lake Sedgewick. The Village has invested considerably in the clean-up of the lake, and hopes to create a natural buffer to protect the ecology of the lake. This 5.6 acre parcel is currently undeveloped; however attempts have been made by the private owner in the past to heavily develop this property, making protection of the lake difficult.

Therefore, in the summer of 2011 the Village entered an agreement with this property owner to purchase the 5.6 acre Lake Sedgewick parcel for a total price of \$435,000. At the time of purchase, the Village paid the first installment of \$100,000 plus back taxes for 2010. The Village is obligated to pay the remaining \$335,000 in three installments over the next three years, plus 4% interest.



FUNDING SOURCE: Open Lands Fund Revenue & Fund Balance

FY2013 PROJECT BUDGET: \$116,333

OPERATING BUDGET IMPACT: Any minimal costs associated with this purchase will be absorbed by the Recreation and Parks Fund – Parks Division budget.

143RD STREET AT HARLEM AVENUE – WHITE TOPPING

The 143rd Street pavement west of Harlem Avenue has developed a washboard effect creating unpleasant driving conditions. A newer type of roadway rehabilitation to extend the life of pavement is white topping. White topping is the use of a thin concrete layer over an existing pavement base.



FUND: Capital Improvement Fund

FY2013 PROJECT BUDGET: \$110,000

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

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

RECREATION - SPORTSPLEX

Project	Project Description	Fund	Budget
Cardio Equipment	Replace existing equipment that is beyond useable age or repair on as needed basis.	Recreation & Parks Fund	\$73,000
Strength Equipment	Replace existing equipment that is beyond useable age or repair on as needed basis.	Recreation & Parks Fund	50,000
Cardio Equipment Upgrades	Attach TVs on all cardio equipment for user enjoyment.	Recreation & Parks Fund	30,000
Climbing Wall Flooring	Replace foam padding/covering in climbing wall fall zone.	Recreation & Parks Fund	25,000
		TOTAL	\$178,000

RECREATION – CENTENNIAL POOL

Project	Project Description	Funding Source	Budget
Pumps Replacement	Replace 3 outdated pumps.	Recreation & Parks Fund	\$60,000
Hot Water Heater Replacement	Replace 2 aged hot water heaters in the guard house.	Recreation & Parks Fund	35,000
Boiler Replacement	Replace 2 outside boilers to heat zero depth pool.	Recreation & Parks Fund	30,000
Sand Filters Replacement	Replace sand in T-pool and lazy river filters.	Recreation & Parks Fund	30,000
Mechanical Room Heaters Replacement	Replace aged mechanical room heaters.	Recreation & Parks Fund	15,000
CO2 Tank Backup	Add backup CO2 tank.	Recreation & Parks Fund	10,000
		TOTAL	\$180,000

RECREATION - PARKS

Project	Project Description	Fund	Budget
Park Equipment Replacement	Replace park equipment at various parks.	Park Development Fund	\$100,000
Parking Lot and Walking Paths	Repair or replace existing parking lots and bike/walking paths.	Capital Improvement Fund	100,000
Centennial & Centennial West Master Plan	Create a master plan for the entire area.	Park Development Fund	50,000
		TOTAL	\$250,000

BUILDING MAINTENANCE

Project	Project Description	Fund	Budget
Village Center Complex Bridge Repair	Repair deteriorating concrete on bridge from FLC to Village Hall.	General Fund	\$35,000
Police Department Battery Backup	Replacement of VRLA battery equipment.	Capital Improvement Fund	20,000
Public Works Parking Lot	Sealcoating of the Public Works building's parking lot.	Capital Improvement Fund	12,500
Old Village Hall Retaining Wall	Replacement of retaining wall in the Old Village Hall parking lot.	Capital Improvement Fund	6,000
		TOTAL	\$73,500

DEVELOPMENT SERVICES - TRANSPORTATION

Project	Project Description	Fund	Budget
Roadway Widening	Road widening, path installation and drainage improvements on 108 th Ave.-163 rd St. to 159 th St.	Capital Improvement Fund	\$52,000
Bike/Pedestrian Path Enhancements	Design and construct additional bike and pedestrian path segments and enhancements.	Capital Improvement Fund	50,000
Traffic Signal Installation	Install traffic signal at 153 rd and Ravinia Ave.	Capital Improvement Fund	30,000
		TOTAL	\$132,000

MAIN STREET TRIANGLE

Project	Project Description	Fund	Budget
Detention Pond	Improvements to existing pond – interim improvements (2013), design and construction (2014).	Main Street Triangle Fund	\$50,000
		TOTAL	\$50,000

PUBLIC WORKS

Project	Project Description	Fund	Budget
Streetlight Installation Program	Install streetlights in various locations to improve traffic/pedestrian safety. \$50,000 for Orland Hills Gardens	Capital Improvement Fund	\$100,000
Security System Upgrades	Replacement and upgrade of the current security system.	Capital Improvement Fund	75,000
Sidewalk Gap and Repair Program	Install and repair sidewalks in various locations to improve pedestrian safety.	Capital Improvement Fund	50,000
Pavement Sufficiency Index (PSI) Study with Additional Asset Capture	Development of Pavement Maintenance Strategy, data gathering and GIS database development for pavement, pavement markings, parkway trees and roadway signs. To maintain pavement at specific performance (PSI) level.	Capital Improvement Fund	30,000
Street Sign Replacement	Federal mandate for reflectivity. Signage must meet compliance by 2015.	General Fund	25,000
		TOTAL	\$280,000

WATER AND SEWER

Project	Project Description	Fund	Budget
Distribution System Improvements	These identified distribution system improvements are triggered by road improvement projects or by recognition of repeated failures in a particular section of the system. Constant examination of the distribution system helps to determine areas of improvement for water availability and quality.	Water and Sewer Fund	\$100,000
Pump Station, SCADA Communications and Storage Improvements	Periodic and required inspections will identify improvements that need to be made in a timely but non-emergency manner. These improvements are meant to preclude greater expenses in the future.	Water and Sewer Fund	100,000
Water Main Replacement in Conjunction with Roadway Maintenance Program	Replacement of old mains in the Maycliff area in 2013 (\$100K) and in 2014 (\$1.05M).	Water and Sewer Fund	100,000
Lift Station Improvements	Improvements to facilities as determined by Public Works.	Water and Sewer Fund	100,000
Grassland Water Main Connection	Create secondary water connection to service Grasslands.	Water and Sewer Fund	60,000
Hunter Point Booster Station Modifications	Complete pumping station due to developer defaulting.	Water and Sewer Fund	40,000
John Humphrey Drive Storm Sewer Replacement	Replacement of deteriorated CMP.	Water and Sewer Fund	20,000
		TOTAL	\$520,000

During the FY2013 budget process, it was determined that an additional reduction in workforce through layoff or an Early Retirement Program was not necessary. Due to a reduction in force that occurred over the last several years, six positions were added to the FY2013 budget and include the following:

Added Positions	Department	Start Date
Administrative Assistant	Village Manager	January 1, 2013
Graphic Designer	Recreation	January 1, 2013
Maintenance Worker - I	Parks	April 1, 2013
Patrol Officer	Police	January 1, 2013
Patrol Officer	Police	July 1, 2013

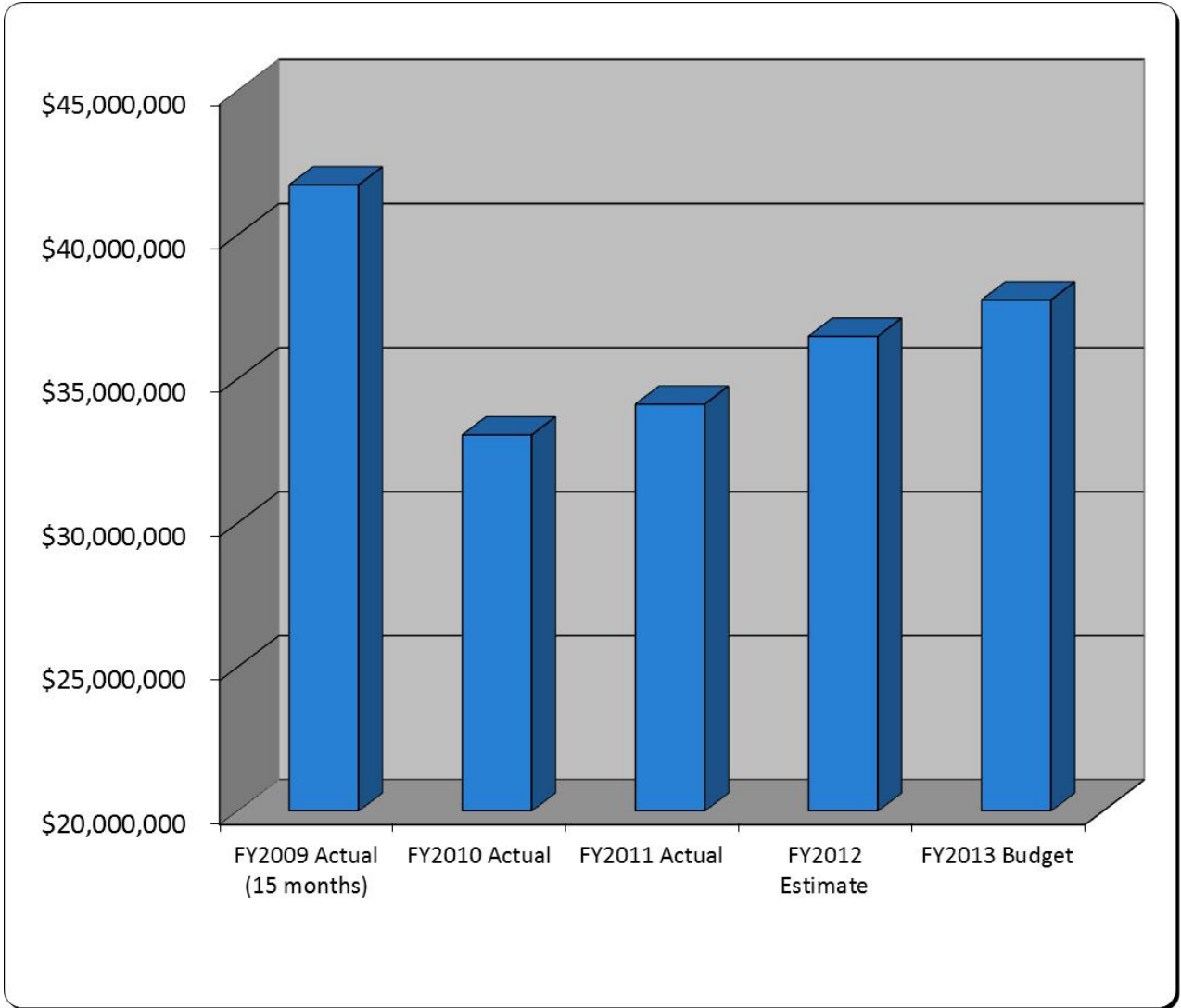
The Village’s medical/RX plan is self-funded and is administered by an insurance carrier in order to provide the appropriate medical networks and administrative services. Proposals for the FY2013 medical/RX insurance renewal were based on the carriers’ estimations of the Village’s expected claims for the year, stop loss coverage, and run-in claims. The proposal provided by Aetna, the incumbent carrier, represented a 9.9% increase over FY2012. BlueCross BlueShield of Illinois presented the most competitive proposal resulting in a flat renewal. The Village accepted the BlueCross BlueShield proposal and will continue maintaining our current HDHP/HSA, Silver, Gold and HMO plan designs. The total budget for health insurance including vision, dental, and life is \$5,751,114 for FY2013.

The Collective Bargaining Agreement between the Village and the International Union of Operating Engineers, Local 399 (IUOE) was approved by the Village Board on November 7, 2011. The new agreement states that employees belonging to IUOE will no longer participate in the Village’s medical insurance plan. There are typically 33 employees in the IUOE bargaining unit. Effective January 1, 2012, the employees will participate in the IUOE Local 399 Health and Welfare Fund. As outlined in the agreement, IUOE Local 399 Health and Welfare Trust Fund will invoice the Village of Orland Park on a monthly basis for covered members. The FY2013 budget includes approximately \$335,015 for insurance expenses for the IUOE bargaining unit employees.

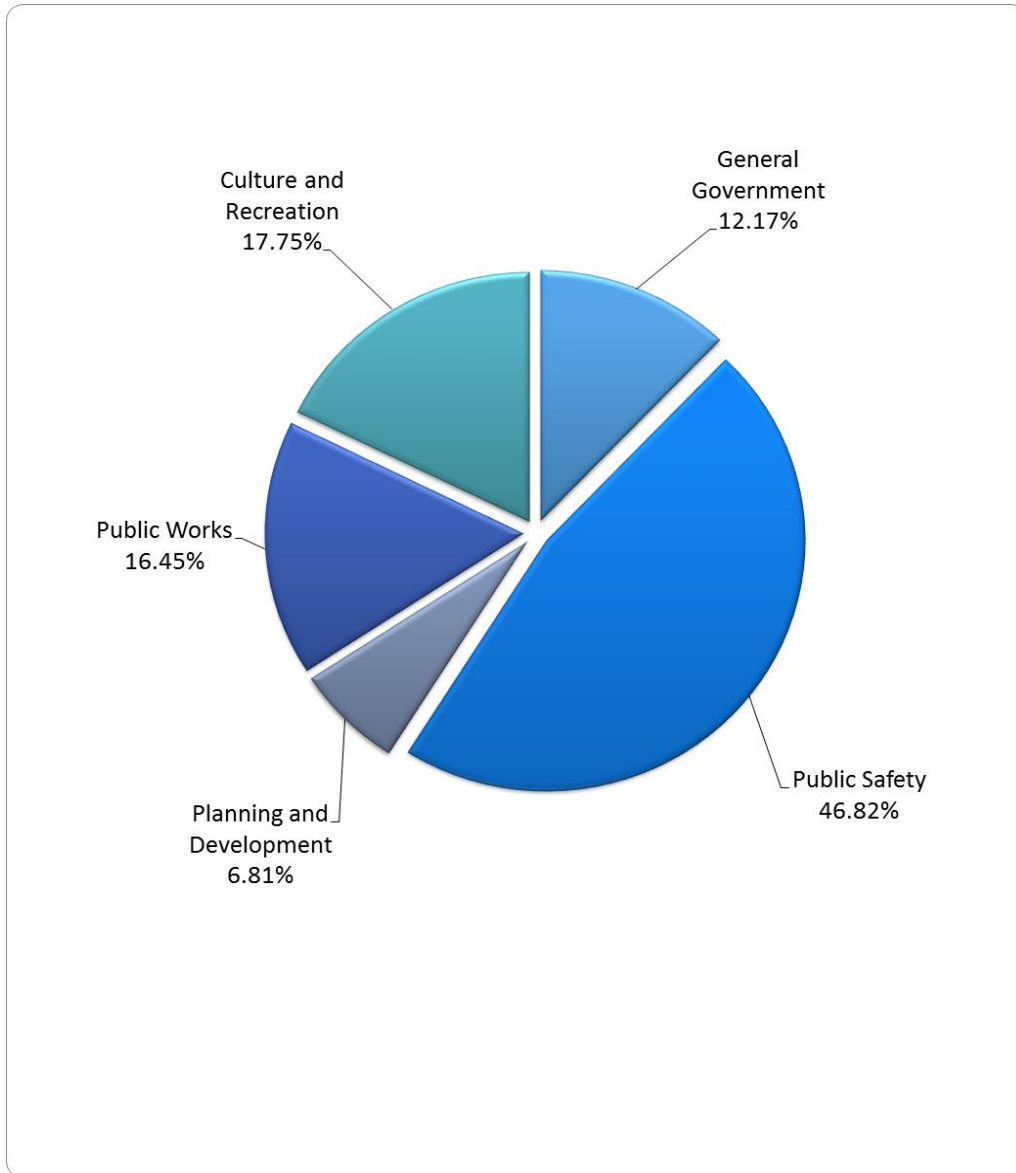
Non-union and IBEW union employee insurance contributions will continue as follows: 3% for HSA, 10% for HMO, and 10% for PPO Silver. Employees will contribute the difference between the cost to the Village of the new PPO Silver and the current PPO Gold which equates to approximately 27.8% for the current PPO plan (Gold). In addition, for those non-union and IBEW employees who do not participate in the free employee health screening, the employee’s monthly medical insurance premium share will be increased by 10% of the full employee only premium rate of the plan in which they participate.

Other employees covered by labor agreements not specified above will make payments for insurance as outlined in the applicable labor agreement. Contract negotiations are currently ongoing for the Metropolitan Alliance of Police representing Village of Orland Park patrol officers. This group will continue to pay insurance contributions based on the rates included in their contracts that expired April 30, 2011.

The following graph depicts the total salary and benefit costs from FY2009 to FY2013.



The following chart depicts the percentage of total salary and benefits for FY2013 by function.



Village of Orland Park

Full Time Personnel Schedule

Fiscal Year 2013

Department/Division	FY2011 Actual	FY2012 Actual	FY2013 Budget
Village Manager	8	6	7
MIS	3	3	3
Village Clerk	5	5	3.25
Office of Public Information	0	0	1.75
Finance	9	10	10
Finance /Water	2	2	2
Officials	1	1	1
Development Services / Administration	5	6	6
Development Services / Building	6	7	7
Development Services / Planning	5	4	4
Development Services / Trans. & Engineering	0	3	3
Building Maintenance	7.8	7.8	7.8
ESDA	1.5	1.5	1.5
Recreation /Administration	18	19.75	20.75
Recreation / Parks	12.95	13.95	14.95
Recreation / Centennial Pool	0.25	0.5	0.5
Recreation / Special Recreation	1	1	1
Public Works / Administration	1.75	1.75	1.75
Public Works / Streets	22	22	22
Public Works / Transportation	2	2	2
Public Works / Vehicle and Equipment	7	7	7
Public Works / Water and Sewer	22.25	20.25	20.25
Police	121.5	123.5	125.5
Civic Center	2	1	1
TOTAL ALL DEPARTMENTS/DIVISIONS	264	269	274

Village of Orland Park

Part Time Personnel Schedule

Fiscal Year 2013

Department/Division	FY2011 Actual	FY2012 Actual	FY2013 Budget
Village Manager	5	5	4
MIS	1	1	1
Village Clerk	1	1	1
Office of Public Information	0	0	1
Finance	4	1	2
Finance /Water	4	4	4
Officials	10	11	10
Development Services / Administration	0	1	1
Development Services / Building	9	5	7
Development Services / Planning	3	3	2
Development Services / Trans. & Engineering	0	0	1
Building Maintenance	2	4	5
Recreation /Administration	36	38	35
Recreation / Programs	138	138	135
Recreation / Parks	65	62	68
Recreation / Centennial Pool	217	215	218
Recreation / Sportsplex	115	116	103
Recreation / Special Recreation	108	108	98
Public Works / Administration	1.7	2	1.6
Public Works / Streets	10	13	13
Public Works / Transportation	2.3	3	2.4
Public Works / Water and Sewer	13	14	19
Police	60	60	61
Civic Center	10	11	11
TOTAL ALL DEPARTMENTS/DIVISIONS	815	816	804

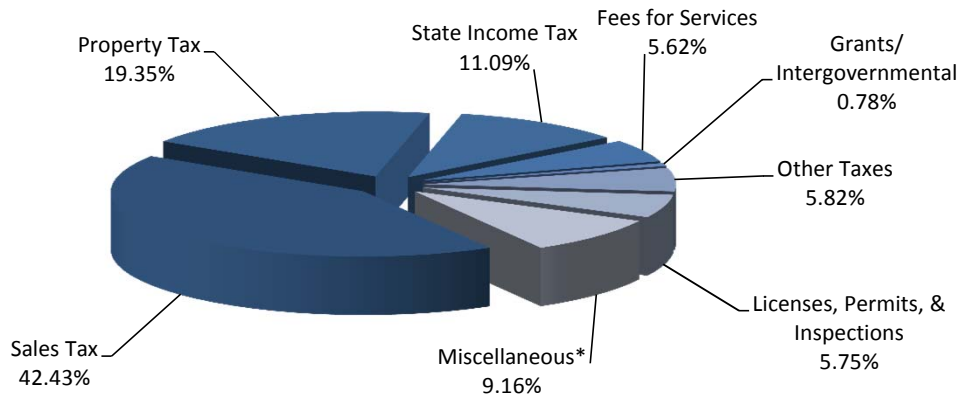
General Fund

Budget
Fiscal Year 2013

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

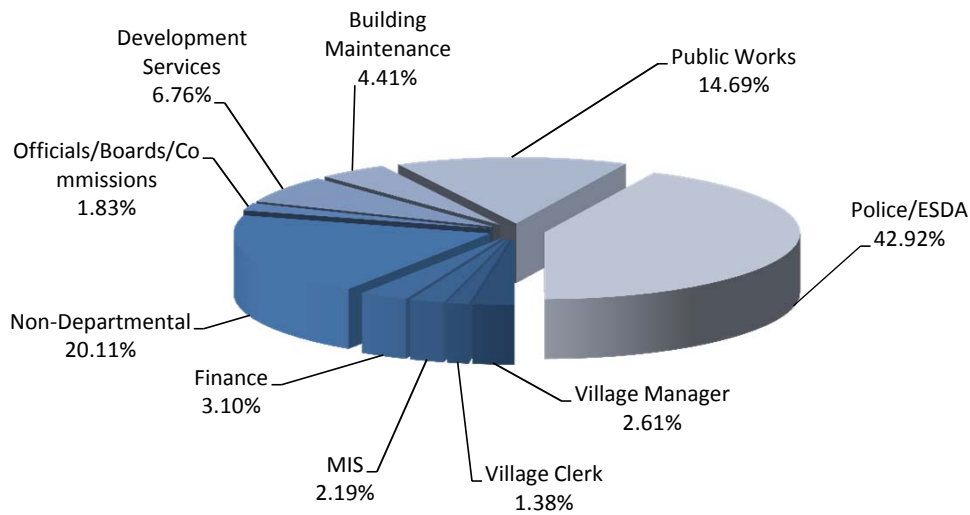
1. Village Manager
2. Village Clerk
3. Finance
4. Officials
5. Development Services
6. Building Maintenance
7. Emergency Services and Disaster Agency
8. Public Works
9. Police

The General Fund contributes \$41,850,495, or 37.10%, to the Village of Orland Park's total \$112,793,386 revenue budget and accounts for approximately \$43,021,359, or 36.67% of the total \$117,292,907 expenditure budget.

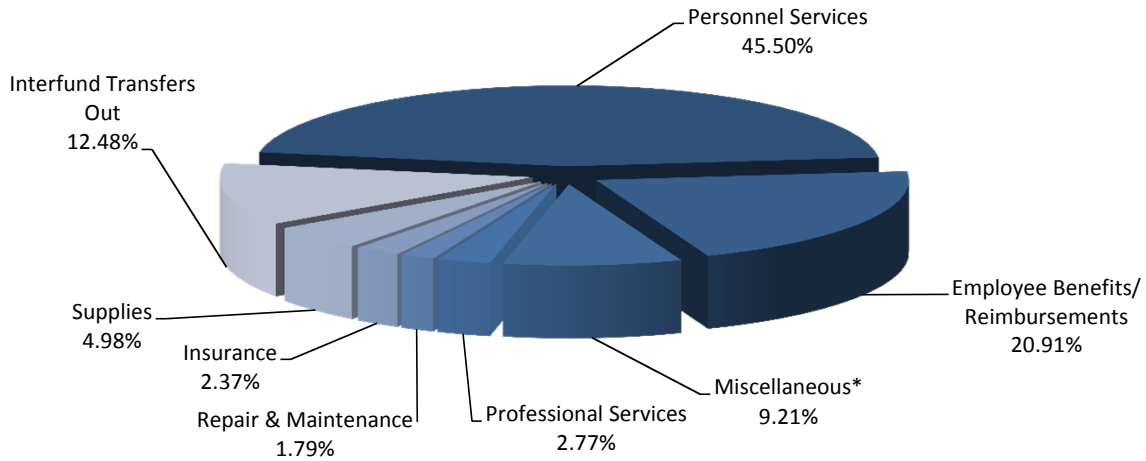


*Miscellaneous category includes Fines & Penalties, Interest Income, Road & Bridge Tax, Fees by Agreement, Miscellaneous Events, Other Income, Personal Property Replacement Tax, and Transfer from Insurance Fund

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Sales Tax	\$ 17,238,938	\$ 17,473,822	\$ 17,496,633	\$ 17,757,246
Property Tax	7,023,842	7,315,818	7,334,582	8,096,083
State Income Tax	4,558,624	4,620,477	4,659,317	4,642,326
Fees for Services	2,038,584	2,196,691	2,329,706	2,350,425
Grants/Intergovernmental	2,002,491	676,354	349,995	326,855
Other Taxes	2,107,221	2,059,592	2,176,647	2,437,274
Licenses	873,869	1,686,092	639,800	1,669,800
Permits	397,229	463,433	342,700	407,520
Inspections	239,643	367,753	280,000	331,000
Fines and Penalties	1,037,569	1,080,362	1,145,200	1,135,100
Interest Income	539,687	571,662	151,340	125,434
Road and Bridge Tax	370,807	369,009	399,997	401,682
Fees by Agreement	11,400	10,066	23,400	34,400
Miscellaneous Events	157,960	160,261	139,963	162,168
Other Income	308,542	345,510	313,850	348,635
Personal Property Replacement Tax	46,535	41,638	50,236	45,000
Transfer from Home Rule Fund	-	-	-	230,000
Transfer from Motor Fuel Tax Fund	-	1,492,575	1,474,289	1,349,547
Transfer from Water & Sewer Fund	-	-	22,716	-
Transfer from Insurance Fund	250,000	-	200,000	-
Total Revenue	\$ 39,202,941	\$ 40,931,115	\$ 39,530,371	\$ 41,850,495

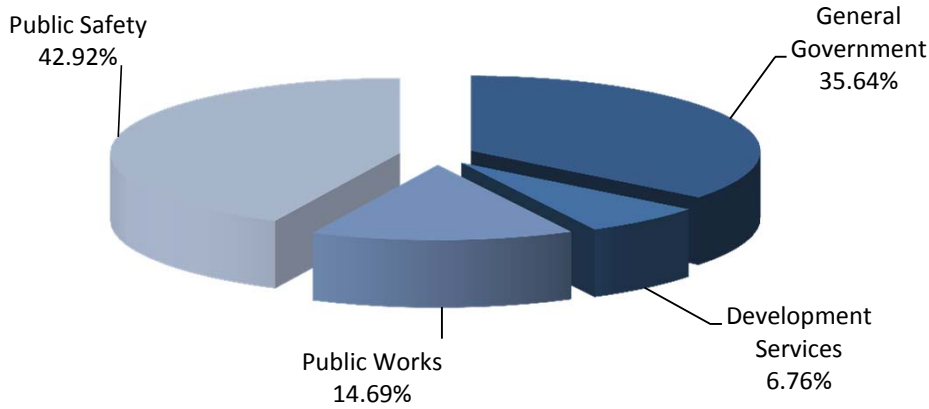


	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Village Manager	\$ 1,103,192	\$ 1,152,138	\$ 1,131,186	\$ 1,124,993
Village Clerk	428,340	467,937	509,033	594,425
MIS	660,696	844,510	1,086,214	943,571
Finance	985,182	1,071,231	1,176,398	1,334,261
Non-Departmental	8,048,808	6,991,702	8,529,850	8,651,520
Officials Boards/Commissions	272,804 348,182	284,472 357,004	319,801 464,701	328,711 457,473
Development Services	2,270,117	2,234,424	2,814,308	2,906,115
Building Maintenance	1,386,859	2,260,906	1,706,993	1,896,049
ESDA	57,046	62,733	64,573	65,128
Public Works	5,321,174	6,048,692	7,171,385	6,317,797
Police	16,017,768	17,112,358	17,871,207	18,401,316
Total Expenditures	\$ 36,900,168	\$ 38,888,107	\$ 42,845,649	\$ 43,021,359

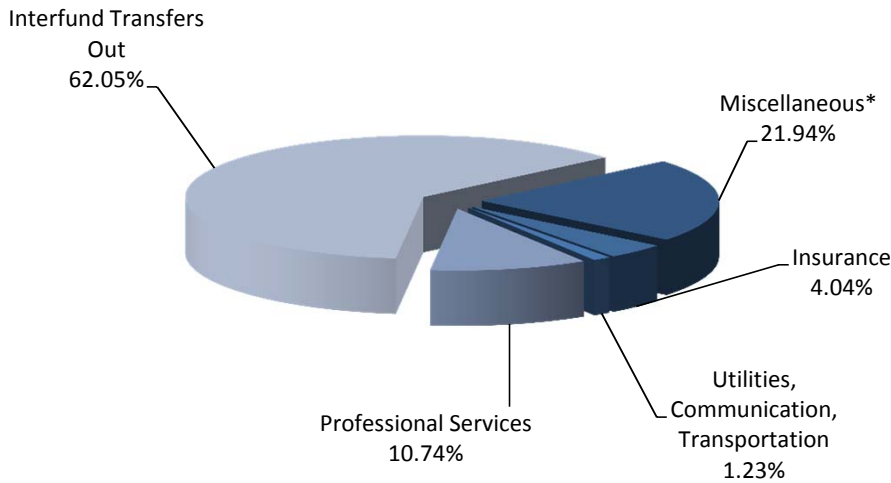


*Miscellaneous category includes Credit, Collection & Bank, Rent, Recreation Program Expense
Miscellaneous Expense, Utilities, Communication, Transportation, Purchased Services and Capital.

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 17,400,362	\$ 17,948,802	\$ 18,896,415	\$ 19,574,222
Employee Benefits	7,055,732	7,668,388	8,335,261	8,710,534
Employee Reimbursements	227,421	249,567	288,914	283,128
Credit, Collection & Bank	40,061	37,447	29,026	33,006
Professional Services	1,033,975	1,182,367	1,336,354	1,190,262
Utilities, Communication, Transportation	462,630	428,431	434,919	470,005
Purchased Services	460,716	403,430	444,895	523,397
Repair & Maintenance	467,052	1,460,122	960,044	771,335
Rent	41,829	44,545	49,139	50,939
Insurance	1,144,770	1,158,509	1,162,371	1,018,087
Supplies	1,845,213	2,040,219	2,394,690	2,144,373
Capital	118,027	797,140	1,417,546	940,900
Miscellaneous	762,495	726,667	1,255,698	1,918,088
Recreation Program Expense	23,634	21,950	25,000	25,000
Interfund Transfers Out	5,828,180	4,720,523	5,815,377	5,368,083
Total	\$ 36,912,097	\$ 38,888,107	\$ 42,845,649	\$ 43,021,359



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
General Government	\$ 13,234,063	\$ 13,429,900	\$ 14,924,176	\$ 15,331,003
Development Services	2,270,117	2,234,424	2,814,308	2,906,115
Public Works	5,321,174	6,048,692	7,171,385	6,317,797
Public Safety	16,074,814	17,175,091	17,935,780	18,466,444
Total Expenditures	\$ 36,900,168	\$ 38,888,107	\$ 42,845,649	\$ 43,021,359



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Employee Reimbursements	\$ 24,226	\$ 23,831	\$ 27,905	\$ 25,694
Credit & Collection	40,061	37,447	29,026	33,006
Professional Services	791,189	900,712	941,230	929,160
Utilities, Communication, Transportation	89,745	97,352	90,348	106,000
Insurance	565,408	531,424	449,657	349,780
Miscellaneous Expenses	706,807	677,174	1,173,907	1,837,797
Purchased Services	2,765	1,334	2,000	2,000
Other Commodities	427	1,903	400	-
Interfund Transfers Out	5,828,180	4,720,523	5,815,377	5,368,083
Total Expenditures	\$ 8,048,808	\$ 6,991,700	\$ 8,529,850	\$ 8,651,520

DEPARTMENT MISSION:

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

DEPARTMENT FUNCTIONS:

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

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

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

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

- Provides the Mayor and Board of Trustees relevant and timely information and advice, as necessary, to evaluate and make policy decisions.
- Directs and advises departments in order to meet service levels established by the Mayor and Board of Trustees.
- Oversees the communications of the Village through the Office of Public Information.
- Serves as the hiring authority of the Village.
- Coordinates the work of Village departments to organize efforts and resources for the delivery of Village services.
- Produces ordinances, resolutions, contracts, agreements and other documents for consideration by the Mayor and Board of Trustees.
- Represents the Village in working with federal, state, regional and local agencies as well as private enterprises, community groups, and not-for-profit organizations.
- Encourages strategic and operational improvements through innovation and professional development.
- Negotiates annexation, development, inter-governmental, franchise, collective bargaining and other agreements on behalf of the Village Board and the residents of Orland Park.
- Responds to general inquiries or complaints that advance from other departments and those that come from the community at large.

STRATEGIC PLAN GOALS:

1. Oversee a fiscally responsible government delivering best in class services with outstanding, ethical employees. Ensure that the Village Board's adopted service goals are met or exceeded, and that costs do not exceed budget restrictions.

- **OBJECTIVE** - Ensure that all departments follow the guide set in the 2013 balanced budget adopted by the Village Board. Review all purchases and programs as they are presented to the Village Board twice monthly at Village Committee and Board meetings. Hold review meetings at mid-year, to evaluate the progress on accomplishing the goals and objectives set in the Strategic Plan.
 - **PURPOSE** – To ensure that the organization keeps to the policy direction set by the Village Board during the budget process and ensure progress toward accomplishing the Strategic Plan goals.
 - **COMPLETION DATE** – June 30, 2013
- **OBJECTIVE** - Implement appropriate organizational study recommendations as outlined in 2013 Budget. Finalize the Transportation, Engineering and Development group.
 - **PURPOSE** – To provide for greater organizational efficiency and more effective delivery of services.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Complete MAP arbitration to resolve the issues related to the remaining open collective bargaining agreement incorporating appropriate strategies for sustainable health care programs and wage increases in accordance with the schedule set by the Arbitrator.
 - **PURPOSE** – To provide the Village with the guidelines for compensation and work environment for employee groups represented by unions.
 - **COMPLETION DATE** – May 1, 2013
- **OBJECTIVE** - Guide the preparation and adoption of the 2014 Budget and a comprehensive multi-year capital improvement plan with a new process beginning with the Village Board strategic planning to guide the budget process. Following the strategic plan adoption, meet with all Department Directors to prepare appropriate budget submittals in accordance with the established budget calendar.
 - **PURPOSE** – To produce a balanced budget for the Village of Orland Park.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Identify opportunities to improve performance and reduce costs. Meet mid-year with each Department Director to discuss progress on established department strategic goals.
 - **PURPOSE** – To constantly review and improve processes throughout the organization.
 - **COMPLETION DATE** – July 31, 2013
- **OBJECTIVE** - Enhance services to Village stakeholders through the use of all available technologies. Support the implementation of the remaining Innoprise applications and the upgrades to the Village's website.

- **PURPOSE** – To improve the efficiency of village operations.
- **COMPLETION DATE** – October 1, 2013
- **OBJECTIVE** - Implement a Performance Management process that best suits the needs of the Village and make recommendation to the Village Board by April 30, 2013. Identify opportunities to improve performance and reduce costs through the Performance Management process by deploying the process to all departments in the second quarter of the fiscal year. Measures will be established by June 1, 2013 and tracking will begin in the third quarter. All measures that have previously been tracked will be included dating back at least one year.
 - **PURPOSE** – To improve the efficiency and effective of village operations.
 - **COMPLETION DATE** – June 1, 2013
- **OBJECTIVE** - Receive competitive pricing from qualified refuse hauling firms as the contract with the Village’s waste hauler is set to expire on October 31, 2013. Enter into a new contract with Waste Management or transition to a new waste hauler.
 - **PURPOSE** – To ensure the Village residents are receiving competitive pricing for waste hauling services.
 - **COMPLETION DATE** – November 1, 2013

2. Build a better community in infrastructure and development.

- **OBJECTIVE** - Advance the creation of a new and inspirational downtown for Orland Park by providing support, monitoring, and overseeing the quality design of the “Ninety 7 Fifty on the Park” project. The first phase of the development is scheduled to open in April 2013 and the building is scheduled for completion in August 2013. Village staff supports this project through careful audit and thorough inspection of the construction.
 - **PURPOSE** – To enhance the synergy of downtown Orland Park by creating a connection between Old Orland, Orland Crossing and the Civic Corridor.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Ensure appropriate aesthetic improvements are included in the IDOT LaGrange Road Widening Project. Cooperating with IDOT staff and consultants, assist in the establishment of design considerations that would benefit local businesses throughout this important corridor. Staff will participate in the IDOT coordination meetings held monthly and also meet with the LaGrange Road stakeholders.
 - **PURPOSE** – To ensure the LaGrange corridor is consistent with the Village's high quality building, design, and aesthetic standards.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Provide a finalized Comprehensive Plan document for Village Board consideration. The Comprehensive Plan will provide a printed vision for the future of Orland Park that follows the mission of the guiding principles.
 - **PURPOSE** - To clearly define the village's community goals and aspirations in terms of community development.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** - Accomplish budgeted Village transportation and pathway projects to provide optimal accessibility and quality of life for all residents, visitors, and businesses. Provide “way finding” signage in seven locations along bicycle trails.
 - **PURPOSE** - To assist and encourage our residents in using the Village's bike path system.
 - **COMPLETION DATE** – April 15, 2013
- 3. Develop a comprehensive Strategic Plan for the Village with goals and objectives established by the Village Board and supported by the goals and objectives of all Village Departments by June 1, 2013.**
- **OBJECTIVE** - Secure approval for a facilitator to work with the Village Board to begin the Strategic Planning process.
 - **PURPOSE** – To develop the Board of Trustee's 3-5 year vision for the community and to use it as the basis of strategic planning.
 - **COMPLETION DATE** – February 18, 2013
 - **OBJECTIVE** - Hold a strategic planning session with the Village Board of Trustees to establish the guiding principles for the Village Strategic Plan.
 - **PURPOSE** – To develop the Board of Trustee's 3-5 year vision for the community and to use it as the basis of strategic planning.
 - **COMPLETION DATE** – May 1, 2013
 - **OBJECTIVE** - Confirm that all departmental goals and objectives set in the FY2013 budget support the direction of the Village Board’s strategic plan.
 - **PURPOSE** – To ensure each department's strategic plan is in line with accomplishing the Board's vision for the community.
 - **COMPLETION DATE** – June 1, 2013
- 4. Enhance the excellent quality of life in Orland Park through programs and projects of the Village of Orland Park.**
- **OBJECTIVE:** Promote the Centennial Park West concert venue by hosting two high quality community events in 2013. Planning for the performances in Centennial Park West will begin by January 15, 2013. The Parks Department will implement another phase of development of this site through planting of trees in appropriate areas by April 30, 2013. Master Planning for Centennial Park will commence with the issuance of a Request for Proposals in April 2013. A planning firm will be selected by the Village Board and a committee will be established to work with the selected firm by June 2013.
 - **PURPOSE** - To continue to provide village residents with high quality entertainment and recreational opportunities.
 - **COMPLETION DATE** – July 1, 2013
 - **OBJECTIVE:** Oversee the construction at the Franklin Loebe Center to be bid in January 2013 and approved by April 2013 with construction to be completed by August 2013. Oversee the redevelopment of budgeted improvements at both the Centennial Park Aquatic Center and the Dog Park by June 2013 and Eagle Ridge Park by September 2013.

- **PURPOSE** – To develop and maintain recreation facilities, 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. Provide recreational facilities and program offerings ensuring that offerings are desirable, diverse, and meet the needs of the community.
- **COMPLETION DATE** – September 30, 2013
- **OBJECTIVE:** Provide convenient access to important Village information as well as feedback opportunities through spot surveys and the Village’s website. Adhering to a schedule set out for staff, complete the Village website upgrade by August 2013.
 - **PURPOSE** – To develop and implement methods to communicate in “one clear voice” to the community.
 - **COMPLETION DATE** – August 31, 2013
- **OBJECTIVE:** Assist existing businesses in their quest to be successful in the Village of Orland Park. Implement a business monitoring survey.
 - **PURPOSE** – Identify barriers and remove unnecessary obstructions that exist for businesses.
 - **COMPLETION DATE** – May 31, 2013
- **OBJECTIVE:** Review, evaluate, and support a Chamber of Commerce partnership in conducting 50 business retention surveys and meetings.
 - **PURPOSE** – Identify barriers and remove unnecessary obstructions that exist for businesses.
 - **COMPLETION DATE** – December 31, 2013

DEPARTMENT MISSION:

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

DIVISION FUNCTIONS:

The Human Resources Division provides direction and advice to the Village Manager and Department Directors and supervisors in areas such as hiring, evaluation, recognition of employees, discipline, collective bargaining, risk management and work environment issues. Responsibilities include both management (daily decision making) and leadership (long-range and strategic planning) functions in the area of Human Resources.

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

In addition to the responsibilities above, the Human Resources Division

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

STRATEGIC PLAN GOALS:

1. **Review overall Human Resource procedures, policies and vendors with an emphasis on policy and procedure improvement, cost reductions, and creating an overall plan to assess potential future modifications.**
 - **OBJECTIVE –**
 - Prepare a comprehensive update of the Employee Manual and distribute it via a link to the MYOP intranet site. In addition, verbally explain manual updates to directors, managers, and supervisors. Distribute the Employee Manual to all employees and provide training sessions as needed.
 - Review current policies and procedures to understand gaps by April 30, 2013. Use relative federal and state laws, employee manual, administrative policies and police department general orders for reference.

- Submit draft updates of Articles 1 - 5 to the Village Manager no later than May 15, 2013.
- Submit draft updates of Articles 6 -9 to the Village Manager no later than June 30, 2013.
- Submit draft updates of the Appendixes to the Village Manager no later than July 31, 2013.
- Submit draft of Employee Manual to the Village Manager no later than September 30, 2013.
 - o **PURPOSE** – An updated, well written and informative manual will ensure supervisors and employees understand the policies, implement them properly, reduce risks, and reduce the number of employee questions directed to their supervisors or Human Resources.
 - o **COMPLETION DATE** – September 30, 2013
- **OBJECTIVE** –
 - Review current management and employee training methods and programs. Determine where centralized vs. decentralized training is appropriate. Develop training plan for those training opportunities identified as centralized in Human Resources.
 - Survey Department Directors on current department training programs provided to their employees and training objectives for their staff by May 31, 2013.
 - Review department surveys and set Village wide training objectives using input from departments as well as review of best practices related to training on Village policies, general topics supervisory training, management training, leadership, harassment, safety training, etc.
 - Submit a draft training plan for review by the Village Manager no later than September 30, 2013.
 - o **PURPOSE** – Well trained managers and supervisors are better equipped to implement policies effectively and efficiently. In addition, employees who understand relevant policies are more likely to accurately follow them.
 - o **COMPLETION DATE** – October 1, 2013
- **OBJECTIVE** – Analyze the current safety programs and develop a plan to revitalize them by December 31, 2013. Emphasis will be placed on programs to reduce exposure to disability and worker's compensation liability. Village department managers and the Network Safety Consultants (division of the Horton Group), will participate in the planning process. Establish risk management performance measures and submit recommendations to the Village Manager by August 30, 2013.
 - o **PURPOSE** – Proactively address risks thus reducing safety incidents and related expenses.
 - o **COMPLETION DATE** – September 31, 2013
- **OBJECTIVE** – Review current recruiting processes to ensure process is designed to result in high quality of hires and meets the organization's needs. By July 31, 2013 survey department directors to understand their recruiting needs and expectations. Review current HR processes including sourcing, screening, and reference check procedures and guidelines by September 30, 2013. Make recommendations for process changes and budget requests if applicable. January 2014, implement changes to procedures to meet management expectations, regulatory requirements, and improve quality of hire.
 - o **PURPOSE** – To improve the quality of hires, ensure processes are efficient and effective, and meet regulatory requirements.

- **COMPLETION DATE** – July1, 2013
- 2. **Provide for a human resources software implementation either within or compatible to the Innoprise system working in conjunction with the Finance Department.**
 - **OBJECTIVE** – Evaluate the best options to integrate an HR system by April 15, 2013; review with the Finance Department the options available with Innoprise. By May 31, 2013, provide a formal recommendation including cost estimates and justification for an HR and or HR/Payroll solution to the Village Manager for consideration.
 - **PURPOSE** – An HR system will provide in the short term, human resources, payroll, and managers an efficient tool to house employee data, process employee changes, and reduce current redundancies and inefficient processes. The correct tool will also provide for compliance with tax and other regulatory issues associated with employees. Long term, a comprehensive tool will provide Village management the ability to make data supported decisions regarding organizational structure opportunities and gaps and employee costs.
 - **COMPLETION DATE** – September 30, 2013
- 3. **Maintain positive and productive labor relations.**
 - **OBJECTIVE** –
 - Limit grievance arbitrations to no more than three per year.
 - Conduct at least three labor management meetings by December 31, 2013.
 - Conduct at least two Health and Wellness Advisory Committee meeting by December 31, 2013.
 - **PURPOSE** – Reduced number of negative interactions with unions.
 - **COMPLETION DATE** – December 31, 2013
- 4. **Develop and implement strategies to ensure compliance with and to understand and plan for economic impact to the Village as a result of legislative mandates related to the Patient Protection and Affordable Care Act (PPACA).**
 - **OBJECTIVE** – Fully understand legislative requirements and the impact on the Village. Utilize the Village's benefits consultant as a resource.
 - Conduct a part-time staff review with an analysis of the impact of the "shared responsibility provisions" of the Act and the impact in the Village. Prepare a report for review by the Village Manager by March 31, 2013.
 - Develop a strategy to ensure Village positions are defined properly as full or part-time by April 15, 2013. Work with the Recreation, Parks, and Police departments to address high hour part-time positions.
 - Develop a communication plan to provide information to employees regarding the organizational structure changes.
 - Develop tools to help supervisors track the hours worked by their part-time employees and provide information on a per pay period basis.

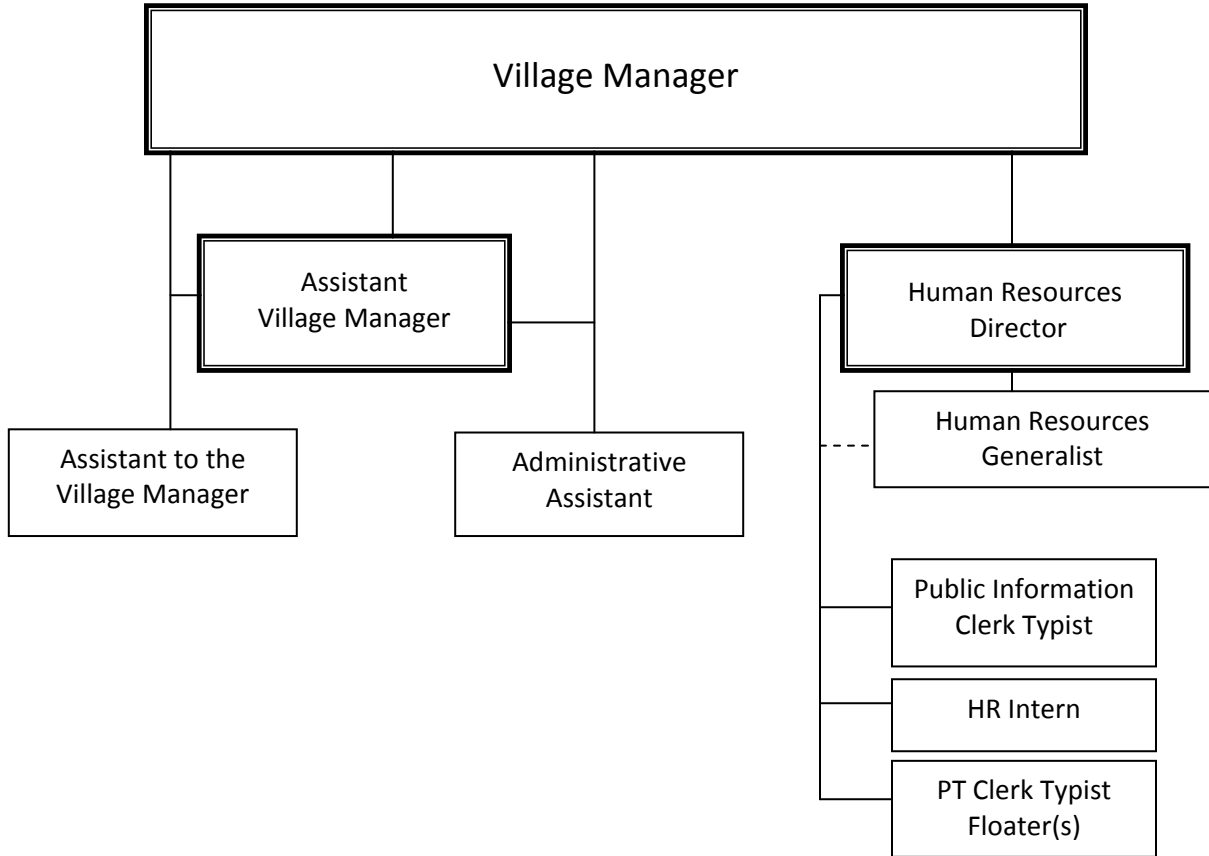
- **PURPOSE** – To ensure compliance with the Affordable Care Act and proper budget requirements established and achieved in 2014.
- **COMPLETION DATE** – December 31, 2013

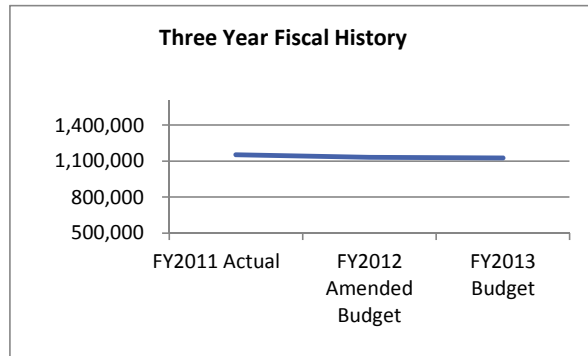
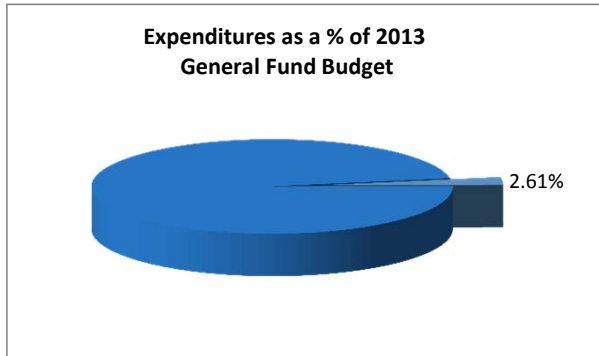
Village of Orland Park

Village Manager's Office-Human Resources Division
Performance Measures

Fiscal Year 2013

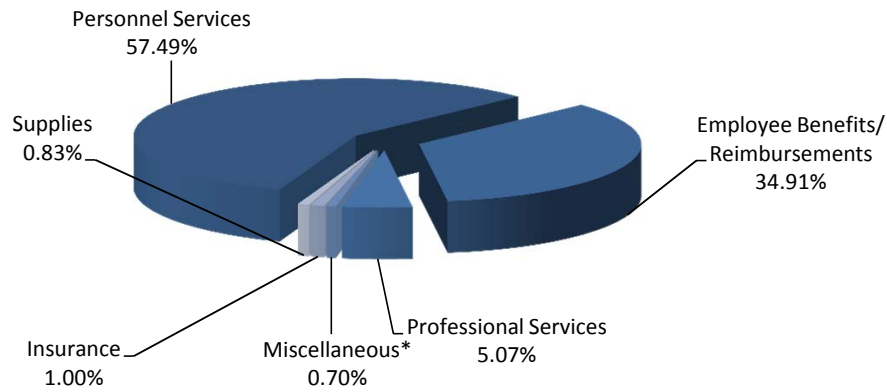
MEASURE	FY2011 Actual	FY2012 Actual	FY2013 Estimate
Employment Paperwork Processed	426	527	500
Virgin Health Miles Program Participants	163	90	100
Employee Health Screening Participants	125	168	200
HSA Participants	45	63	80





VILLAGE MANAGER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Village Manager	1	1	1
Assistant Village Manager	1	1	1
Human Resource Director	1	1	1
Public Relations Coordinator	1	1	0
Media & Special Events Manager	1	1	0
HR Generalist	1	1	1
Assistant to the Village Manager	1	1	1
Clerk Typist I	1	1	1
Administrative Assistant	0	0	1
TOTAL FULL TIME PERSONNEL	8	8	7
PART TIME POSITION TITLE			
Clerk Typist Floater	2	3	2
Clerk Typist	2	1	1
Human Resources Intern	0	0	1
Seasonal Part-Time	1	1	0
TOTAL PART TIME PERSONNEL	5	5	4



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 677,833	\$ 682,770	\$ 579,954	\$ 646,718
Employee Benefits	276,034	279,011	270,171	322,910
Employee Reimbursements	54,513	61,891	70,400	69,880
Professional Services	54,414	108,293	148,500	57,000
Utilities, Communication, Transportation	5,584	3,745	5,723	4,289
Purchased Services	274	213	250	250
Repair and Maintenance	241	1,064	851	3,352
Insurance	26,958	4,935	11,043	11,274
Supplies	7,002	8,457	43,794	9,320
Miscellaneous Expenses	339	1,759	500	-
Total Expenditures	\$ 1,103,192	\$ 1,152,138	\$ 1,131,186	\$ 1,124,993

DEPARTMENT MISSION:

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

DEPARTMENT FUNCTIONS:

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

STRATEGIC PLAN GOALS:

- 1. Maintain the Citizens Information Center of the Village's website, meeting the Illinois Policy Institutes Local Transparency Project Grading Rubric.**
 - **OBJECTIVE** – Complete a monthly audit of the Village's Citizens Information Center website to ensure a score of 100% according the Illinois Policy Institute (IPI) grading rubric scores.
 - **PURPOSE** - Provide current information for citizens when researching the Village's website.
 - **COMPLETION DATE** – December 31, 2013

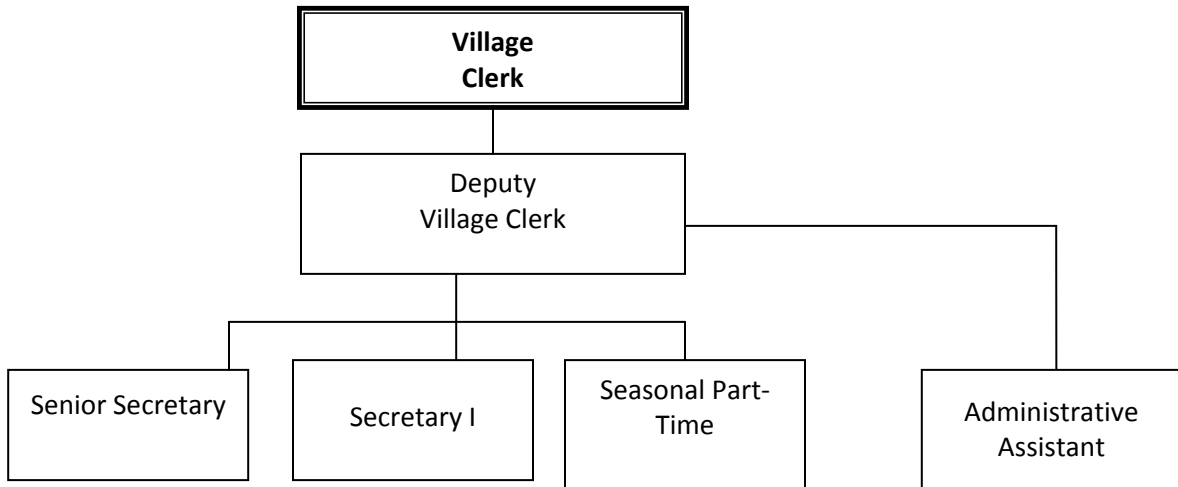
- 2. Establish environmentally friendly initiatives to reduce costs to both the Village and the environment while cutting down on the time staff needs to copy and distribute various materials.**
 - **OBJECTIVE** – Scan and place on CD's all Village Ordinances, Resolutions, and Board and Committee Minutes from 2008 to present, including all exhibits/attachments to those documents. Store in accordance with the Illinois State Archival Statue.
 - **PURPOSE** - To eliminate the cost of microfilming.
 - **COMPLETION DATE** – December 31, 2013

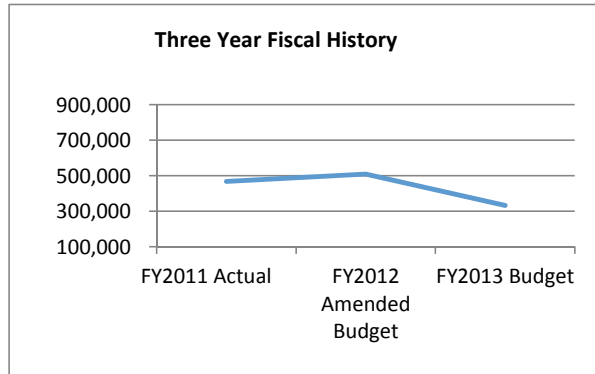
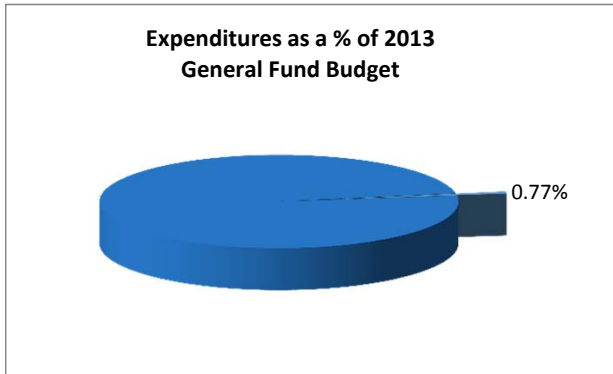
3. **Ensure that the Village's records are intact and comply with the guidelines set forth by the Secretary of State Local Records Commission of Cook County.**
 - **OBJECTIVE** – Identify and mark all records that meet the requirements set forth by the State of Illinois Archival Local Record Unit and place on CD Rom and in a PDF format.
 - **PURPOSE** – Dispose of all expired documents and make room in the storage area for future documents.
 - **COMPLETION DATE** – June 30, 2013

4. **Respond to the needs of seniors and other populations in the community, organizing events of interest to them.**
 - **OBJECTIVE** – Conduct quarterly informational programs for the public beginning March.
 - **PURPOSE** – Provide an opportunity for our seniors to gather together for a casual social gathering and listen to a key note speaker.
 - **COMPLETION DATE** – October 31, 2013

 - **OBJECTIVE** – To prepare/produce a 2013 Resource Guide which can be distributed at seminars or made available to residents who come into the Village Hall seeking resource information on different topics.
 - **PURPOSE** – Provide accurate and up-to-date information to our residents.
 - **COMPLETION DATE** – October 31, 2013

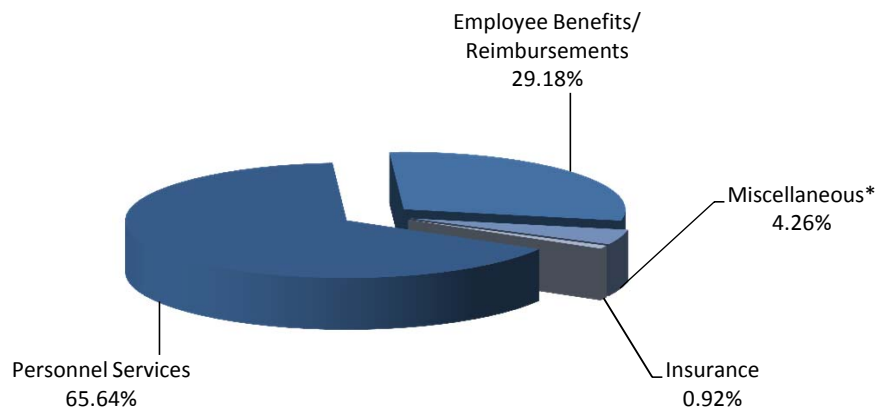
MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Number of Absentee Applications Processed	225	400	250
Number of Ordinances Processed	88	83	88
Number of Resolutions Processed	30	16	20
Number of Minutes Processed (Board and Committees)	80	99	90
Percent of Minutes Completed for Public Inspection	100%	100%	100%
Agendas Processed (Board and Committees)	80	99	90
Number of Intersection Solicitation Permits Issued	8	8	10
Number of Raffle Permits Issued	15	15	20
Passports Processed	1,057	1,001	1,001





VILLAGE CLERK BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Deputy Village Clerk	1	1	0.5
Senior Secretary	1	1	1
Admin Assistant - Special Services	1	1	1
Secretary I	2	2	0.75
TOTAL FULL TIME PERSONNEL	5	5	3.25
PART TIME POSITION TITLE			
Seasonal Part-Time	1	1	1
TOTAL PART TIME PERSONNEL	1	1	1



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 300,788	\$ 320,435	\$ 352,593	\$ 218,681
Employee Benefits	116,282	133,583	138,342	96,761
Employee Reimbursements	608	656	585	465
Professional Services	-	275	25	-
Utilities, Communication, Transportation	3,328	2,856	3,460	3,685
Purchased Services	439	283	3,475	4,000
Repair & Maintenance	1,858	2,051	2,400	3,540
Insurance	1,320	1,435	3,608	3,072
Supplies	3,717	6,363	4,545	2,955
Total Expenditures	\$ 428,340	\$ 467,937	\$ 509,033	\$ 333,159

DEPARTMENT MISSION:

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

DEPARTMENT FUNCTIONS:

The Office of Public Information is responsible for developing, planning and facilitating the Village's strategic plan for internal and external communications. This Village office responds to media inquiries, produces the Village's quarterly newsletter, generates news releases and placed stories, facilitates community surveys, markets Village events, programs and activities and oversees production and programming for the Village's government access television station. Additionally, the office organizes all Village related public events, including ground breakings and grand openings for Village projects and provides marketing/public information support to all Village departments and programs.

STRATEGIC PLAN GOALS:**1. The Village will take the lead in fostering a sense of belonging and community ownership throughout the Village.**

- **OBJECTIVE** – Implement an inter-year survey, by conducting a business wide survey within Orland Park.
 - **PURPOSE** - Develop a policy priority list to help the Village Board and management budget monies or set policies to address current topics.
 - **COMPLETION DATE** - December 31, 2013

2. Develop and implement methods to communicate in “one clear voice” to the community on what is happening within Village government.

- **OBJECTIVE** – Formulate Village information and marketing materials and create a brand image/corporate identity for all facets of Village government by overseeing the creation of a new village slogan.
 - **PURPOSE** - By creating a brand image/corporate identity, a single concise image will be recognized for the entire Village organization, its elected officials, departments and services to both internal and external audiences. It will also strengthen the Village's profile locally, regionally, and nationally through the consistent use of a single, strong Village- wide corporate logo.
 - **COMPLETION DATE** - October 31, 2013
- **OBJECTIVE** – Create a Village of Orland Park Style Guide to be used by all departments, outlining proper usage of Village logos and colors, providing a

template for Village letterhead, business cards, memoranda, media releases, email signatures, flyers, and publications.

- **PURPOSE** – A consistent Village-wide brand will identify all information as coming from the Village of Orland Park.
- **COMPLETION DATE** - July 31, 2013

3. Increase programming on the Village's Orland Park Comcast Channel 4 and A T & T U-Verse Channel 99 to increase the number of Village programming viewers.

- **OBJECTIVE** – Produce four quarterly 30-minute "Village of Orland Park In-Focus" television shows featuring Village departments, services and programs airing during the following months: March, June, September, and December.
 - **PURPOSE** – Continue to air all Village programming on the Village's YouTube Channel with a link from the Village's Facebook page airing during the following months: March, June, September, and December.
 - **COMPLETION DATE** - December 31, 2013
- **OBJECTIVE** – Produce six 15-20 minute public service announcements highlighting past or upcoming Village events and programs scheduled bi-monthly beginning January 31st.
 - **PURPOSE** – To educate and inform the community.
 - **COMPLETION DATE** - December 31, 2013
- **OBJECTIVE** – Air at least five submitted programming from local youth groups, sports associations or other local government agencies.
 - **PURPOSE** – To provide information on local Village organizations.
 - **COMPLETION DATE** - December 31, 2013

4. Continue printing Village newsletters as they have been very well received by the community, especially residents age 50 and above, those who do not use the Internet and those who prefer not to read publications on the Internet.

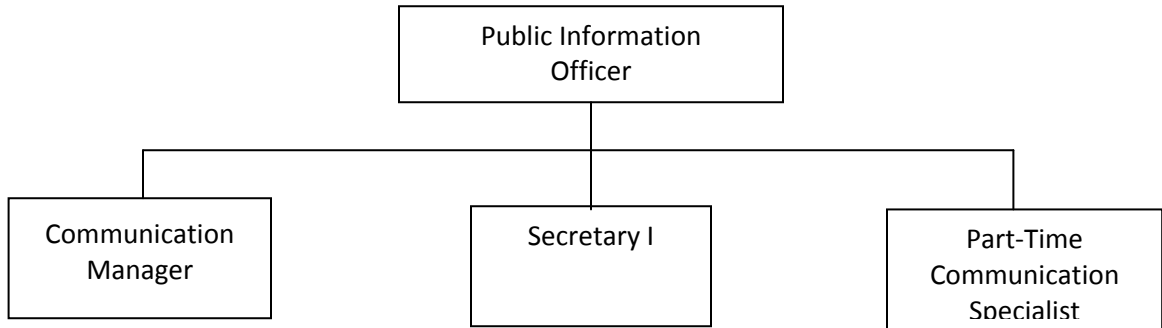
- **OBJECTIVE** – Produce quarterly printed editions of the Orland Park Public, the Village's newsletter, beginning the year with the annual report, followed by three general information newsletters distributed in March, June, September, and December.
 - **PURPOSE** – To ensure that every home and business receives current information about what is happening in Village government, especially the senior population which does not regularly use the Internet.
 - **COMPLETION DATE** - December 31, 2013

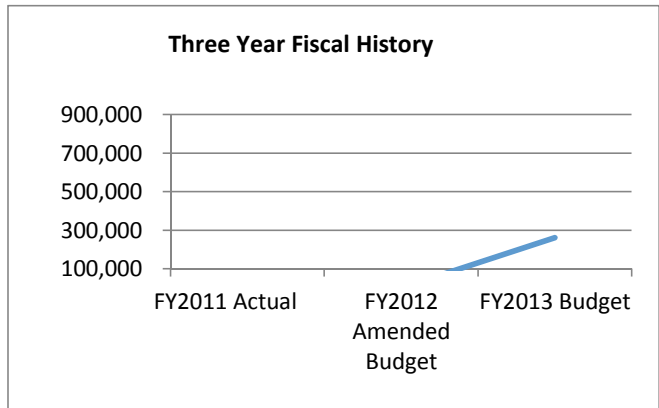
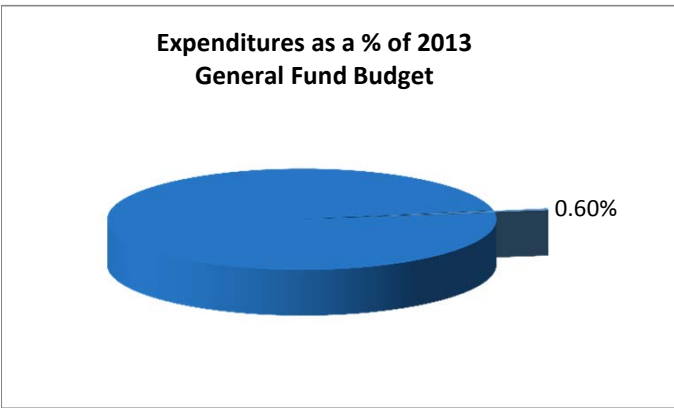
5. The use of e-communication maximizes the Village's opportunities to communicate to a worldwide audience.

- **OBJECTIVE** – Produce an electronic version of the Village's quarterly publications.

- **PURPOSE** – Reach segments of the population that rely on electronic communication.
 - **COMPLETION DATE** - December 31, 2013
- 6. Identify target audiences for the Village's community outreach purposes. This will enable the Village to involve them collectively or individually in the communication process.**
- **OBJECTIVE** – Create an engagement program and contact database of specific individuals on the local, regional, state, and national levels to make the public and media aware of the Village's programs and accomplishments.
 - **PURPOSE** – Target specific groups with the Village's message, enhancing its image among its citizens, businesses, religious organizations, civic groups, regional peers, state and national leaders.
Develop these partnerships to ensure that all segments of the community and beyond are receiving the Village's messages.
 - **COMPLETION DATE** - December 31, 2013
 - **OBJECTIVE** – Prepare two touch points per month, incorporating accomplishments and facts about the Village to be distributed to the aforementioned contact database.
 - **PURPOSE** – To learn what the most effective promotional media tool is for the Village.
 - **COMPLETION DATE** – January 31, 2013

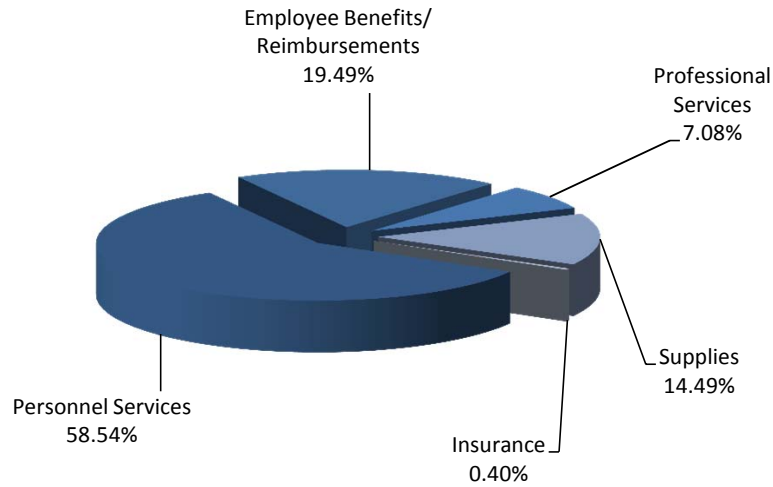
MEASURE	FY 2012 Actual	FY 2013 Estimate
Number of Facebook Subscribers	435	1,000
Number of Twitter Subscribers	332	1,000
Number of YouTube Views	4,932	6,000
Number of Printed Newsletters	4	4
Number of Releases/Placed Stories	196	250
Number of Events Photographed	20	20
Number of Cable Television Slides	494	525
Number of Cable PSAs	26	30
Number of 30-min Programs	4	4





OFFICE OF PUBLIC INFORMATION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Deputy Village Clerk	0	0	0.5
Communications Manager	0	0	1
Secretary I	0	0	0.25
TOTAL FULL TIME PERSONNEL	0	0	1.75
PART TIME POSITION TITLE			
Communication Specialist	0	0	1
TOTAL PART TIME PERSONNEL	0	0	1



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ 152,955
Employee Benefits	-	-	-	50,229
Employee Reimbursements	-	-	-	685
Professional Services	-	-	-	18,500
Insurance	-	-	-	1,035
Supplies	-	-	-	37,862
Total Expenditures	\$ -	\$ -	\$ -	\$ 261,266

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.

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. Enhance services to Village stakeholders through the use of available technologies.

- **OBJECTIVE** – Complete implementation of the Innoprise Customer Information, Citizen Access, Accounts Receivable, Cash Receipts, Work Orders, and Payroll applications.
 - **PURPOSE** – To increase the efficiency of Village internal operations and to enhance the electronic delivery and receipt of information and payments to/from Village residents, businesses and vendors.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Increase the remittance of vendor purchase orders utilizing electronic e-mail delivery to over 90%.
 - **PURPOSE** – To take advantage of available technologies, improve the efficiency of the purchasing/accounts payable functions, as well as reduce paper, toner and postage expenses.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Enroll at least 75% of the Village's frequently paid vendors in the electronic payment program.
 - **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.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Increase electronic submission of invoices directly to Accounts Payable to at least 50% of all vendors.
 - **PURPOSE** – To utilize the technology provided by the Innoprise implementation that allows for the electronic attachment of invoices to purchase orders and accounts payable transactions, reducing the time spent by Accounts Payable staff converting invoices to electronic documents.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Achieve 100% implementation of all new or available technologies and upgrades to existing 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.
- **COMPLETION DATE** – December 31, 2013

2. Increase the use of finance-related technologies by various Village departments.

- **OBJECTIVE** – Increase the use of procurement cards by 50% for the purchase of small, 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.
 - **COMPLETION DATE** – June 30, 2013
- **OBJECTIVE** – 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.
 - **COMPLETION DATE** – June 30, 2013

3. Complete and adoption of a comprehensive multi-year capital improvement plan.

- **OBJECTIVE** – Update the Village's Multi-Year Capital Improvement Plan (CIP), including potential available revenue sources, 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.
 - **COMPLETION DATE** – December 31, 2013

4. 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 days of each fiscal year end.
 - **PURPOSE** – To ensure the issuance of a high quality, timely Comprehensive Annual Financial Report (CAFR).
 - **COMPLETION DATE** – February 28, 2013

- **OBJECTIVE** – Issue complete, audited Village, TIF and component unit financial statements, containing an unqualified opinion, within six months of each fiscal year end.
 - **PURPOSE** – To meet standards established by the Governmental Accounting Standards Board (GASB), as well as requirements set by other external parties.
 - **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Resubmit an RFP to the Orland Park Police Pension Board for the selection of a consultant to provide investment consulting services to the Pension Board and oversee management of the investments of the Orland Park Police Pension Fund's assets.
 - **PURPOSE** – To ensure the Orland Park Police Pension Board is receiving the high quality investment consulting services, at the lowest cost.
 - **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Facilitate a meeting with the Police Pension Board President, Village Manager and Finance Director to discuss the Consultant RFP.
 - **PURPOSE** – To ensure the Orland Park Police Pension Board is receiving the high quality investment consulting services, at the lowest cost.
 - **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Develop a long term financial plan per Government Finance Officer Association (GFOA) recommend practices.
 - **PURPOSE** – To identify the Village’s financial capacity as it relates to long-term service objectives and to issue a budget document in conformance with the requirements of the GFOA Distinguished Budget Award criteria.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Prepare a plan to provide refresher training for 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.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Purchasing Agent to complete an operational audit that will provide recommendations 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.
 - **COMPLETION DATE** – September 30, 2013

- **OBJECTIVE** – Purchasing Agent to 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.
 - **COMPLETION DATE** – September 30, 2013
 - **OBJECTIVE** – 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.
 - **COMPLETION DATE** – December 31, 2013
5. **Continue to implement procedures that will allow for paperless processes and electronic sharing of information between the Finance Department and other Village departments as well as external customers. This is to support the Village’s Green Initiative.**
- **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.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – 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”.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – 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.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Implement an E-Payables Solution, providing for payments to vendors via a commercial credit card.
 - **PURPOSE** – To streamline the payables process and capture the benefits of a commercial credit card.
 - **COMPLETION DATE** – December 31, 2013
6. **Continue to evaluate services provided by the Village and their corresponding usage rates charged.**
- **OBJECTIVE** – Complete a Water Rate Study.

- **PURPOSE** – Update the Excel based rate model utilized to determine water, sewer, storm water rates, as well as the administrative fee to ensure that the rates cover the full cost of providing water service.
- **COMPLETION DATE** – December 31, 2013

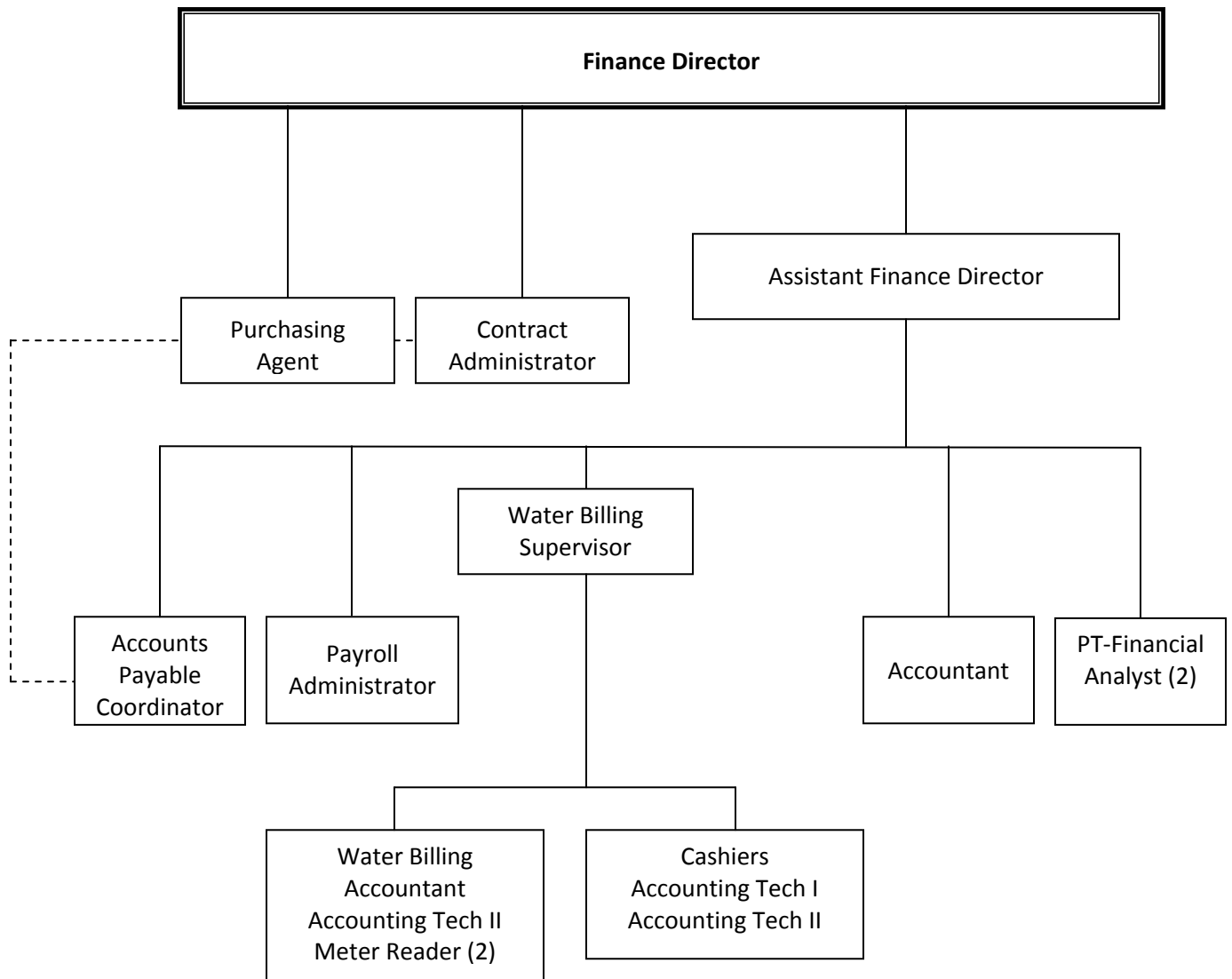
- **OBJECTIVE** – Complete a Commuter Parking Fee Study.
 - **PURPOSE** – To ensure the Village is appropriately assessing parking fees.
 - **COMPLETION DATE** – December 31, 2013

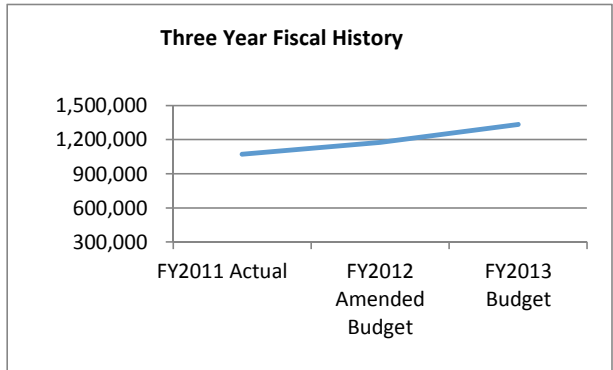
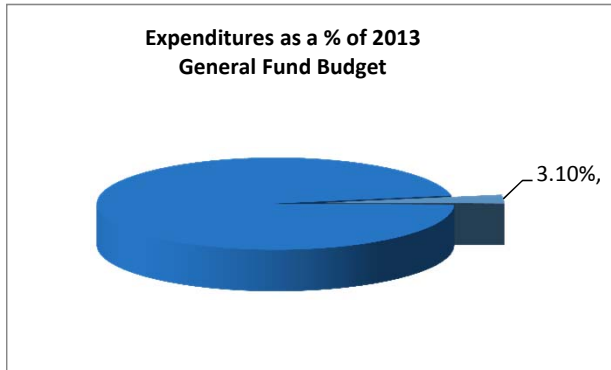
- 7. Revise the annual budget process.**
 - **OBJECTIVE** – Commence the budget process in May, 2013 by holding planning meetings with the Village Manager, Finance Director, Department Directors and Committee Chairs. Discuss each department’s plans as they relate to personnel, technology, special events, and capital improvements.
 - **PURPOSE** – To develop a framework for each department's needs for the upcoming year.
 - **COMPLETION DATE** – May 31, 2013

 - **OBJECTIVE** – Village Manager to review initial planning results with the Mayor.
 - **PURPOSE** – To get his input on priority issues.
 - **COMPLETION DATE** – June 30, 2013

 - **OBJECTIVE** – The Mayor and the Village Manager review budget priorities with individual trustees.
 - **PURPOSE** – To capture the Village-wide priorities of the trustees to provide direction before the individual departments assemble their budgets.
 - **COMPLETION DATE** – August 31, 2013

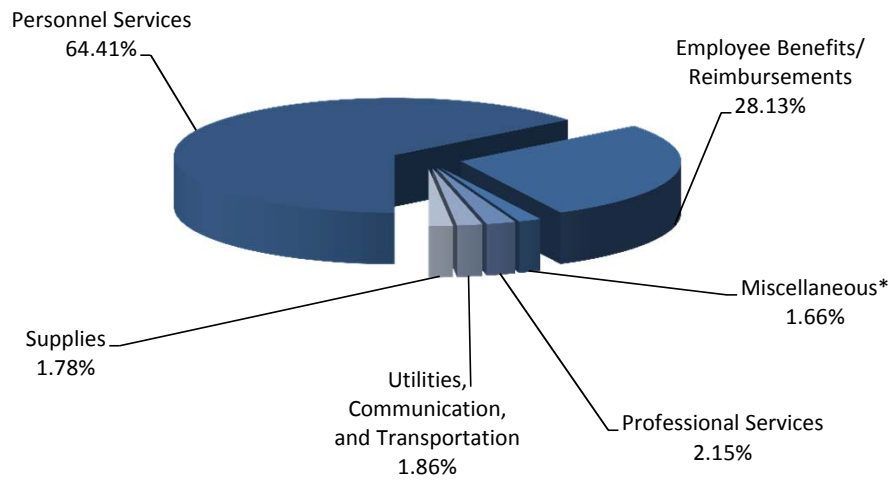
MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Number of water/sewer/refuse bills produced	137,727	138,149	138,200
Number of vehicle stickers sold	40,296	5,726	42,000
Number of payroll checks issued	2,053	1,531	1,500
Percent of time that bank statements are reconciled to general ledger cash balances within 30 days of receipt of the bank statements.	40%	40%	100%
Number of accounts payable checks issued	4,145	3,880	3,615
Number of purchase orders created	3,748	3,628	3,519
Number of accounts payable direct deposits issued	1,651	1,914	2,179
Number of payroll direct deposits issued	14,560	15,319	15,591





FINANCE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Director of Finance	1	1	1
Assistant Finance Director	1	1	1
Water Billing Supervisor	0.5	0.5	0.5
Contract Administrator	1	1	1
Revenue Accountant	0.5	0.5	0.5
Accountant	1	1	1
Accounts Payable Coordinator	1	1	1
Purchasing Administrator	0	1	1
Accounting Technician I	1	1	1
Accounting Technician II	1	1	1
Payroll Administrator	1	1	1
TOTAL FULL TIME PERSONNEL	9	10	10
PART TIME POSITION TITLE			
Financial Analyst	1	1	2
TOTAL PART TIME PERSONNEL	1	1	2



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 646,064	\$ 693,561	\$ 768,513	\$ 859,418
Employee Benefits	284,642	282,100	325,215	363,751
Employee Reimbursements	10,127	10,155	13,000	11,614
Professional Services	17,619	20,146	27,145	28,736
Utilities, Communication, Transportation	5,522	22,326	6,065	24,834
Purchased Services	2,989	5,387	2,023	2,837
Repair & Maintenance	2,996	2,988	3,213	3,639
Rent	6,012	6,012	6,012	6,012
Insurance	3,001	3,349	8,162	9,213
Supplies	6,095	25,115	7,050	23,707
Capital Outlay	-	-	10,000	-
Miscellaneous Expenses	115	92	-	500
Total Expenditures	\$ 985,182	\$ 1,071,231	\$ 1,176,398	\$ 1,334,261

DEPARTMENT MISSION:

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

DIVISION FUNCTIONS:

The MIS Division manages the Village's information technology infrastructure, builds and operates the Village's communications and computing assets, including the Village's telephone system, e-mail systems, networks and server; and maintains the Village's website.

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

STRATEGIC PLAN GOALS:

1. **To provide a highly reliable and robust technology infrastructure that supports Village technology related applications used by both the community and staff.**
 - **OBJECTIVE** – Configure and replace 52 desktop computer workstations with updated hardware and software.
 - **PURPOSE** – This will allow faster processing times for applications and more reliable, stable and secure personal computing for staff.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** –Complete software upgrades and fixes to the Village's active directory network and ensure security enhancements are applied.
 - **PURPOSE**- To obtain the required support levels from various software vendors and make the Village's computer network more secure.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** –Upgrade both Class Payment and Class Database servers used for Recreation Program registration.
 - **PURPOSE** - Enhance the speed of the system and solve the storage space issues with the database server. It will also allow for the instance of a training database for staff.
 - **COMPLETION DATE** – October 31, 2013
 - **OBJECTIVE** –To configure and install a new high-speed fiber and Ethernet based network to Centennial Park Aquatic Center.

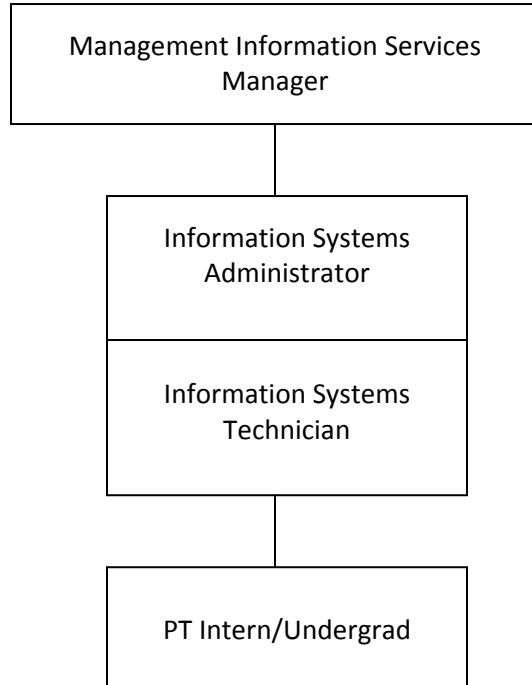
- **PURPOSE-** Increased bandwidth will eliminate bottlenecks in download speeds and is necessary for point of sale terminals, PC and security camera applications.
 - **COMPLETION DATE** – May 15, 2013
 - **OBJECTIVE** –To research, plan and implement high availability and storage enhancements of key Village IT systems via Virtualization and Storage Area Networks.
 - **PURPOSE-** A disaster recovery plan needs to be implemented. To assist in setting parameters for a plan, it should be determined how long the village can sustain services without key IT systems such as Innoprise, Class, messaging platforms, etc. Future systems can be planned and budgeted for based on data from the disaster plan.
 - **COMPLETION DATE** – December 31, 2013
- 2. To ensure information technology solutions are funded, acquired, developed and implemented in a timely and cost-effective manner.**
- **OBJECTIVE** – To perform an in-house audit of all Village data, phone, alarm, and HI-PO circuits and services. Work with Building Maintenance staff to analyze the need for older copper based circuits.
 - **PURPOSE** – The goal of the audit will be to look for savings and cost reductions of various circuits. Alternate technologies will also be researched.
 - **COMPLETION DATE** – September 30, 2013
- 3. To provide residents and staff proven, leading-edge municipal information technology that enhances communication and collaboration.**
- **OBJECTIVE** – To install Wireless Internet services for staff in key Village buildings.
 - **PURPOSE** – Allow staff and visiting guests the ability to access Internet based resources outside of the Village’s network. Staff and guests can use various mobile, laptop and other wireless based computer applications without the configuration and security requirements of the Village’s network.
 - **COMPLETION DATE** – February 28, 2013
 - **OBJECTIVE** – To redesign and implement a new-look Village web-site.
 - **PURPOSE** – Update the current format of the website to make it more user friendly and fresh looking.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – To upgrade the Village’s voice system technology into one platform. Implement a Unified Messaging system.
 - **PURPOSE** – This technology will allow e-mail, voice messages and fax messages to be stored in a single location. This eliminates the need for

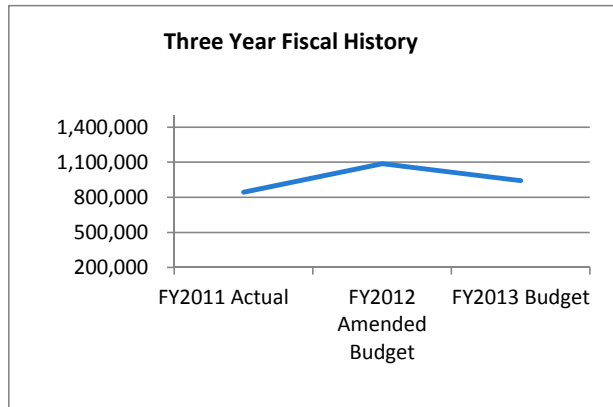
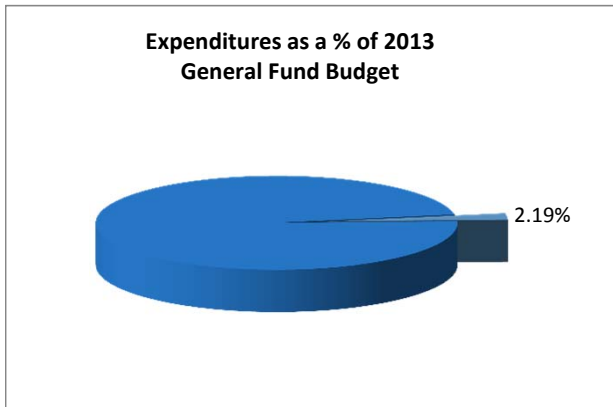
multiple storage servers and allows voice mail and any other messages to be accessed from any computer on the Internet or the Village's private network.

- **COMPLETION DATE** – December 31, 2013

4. To ensure software systems are integrated, adaptable and user friendly, and they support efficient and effective business processes and service delivery.

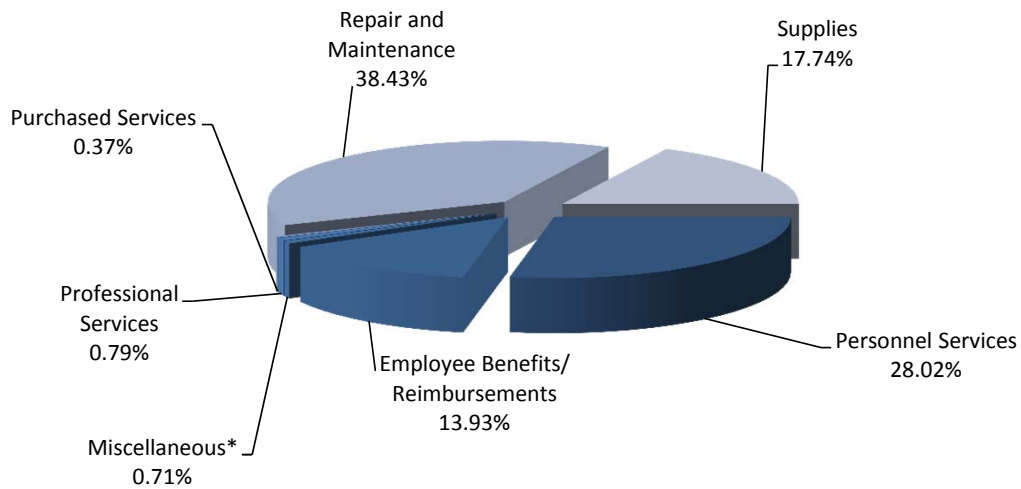
- **OBJECTIVE** – Complete the implementation of Innoprise modules: Customer Information Systems, Citizen Access, Cash Receipts & Receivables, and Payroll & Human Resources.
 - **PURPOSE** – The Innoprise suite of applications will be configured and the existing ERP system will be converted and data transferred to the new Innoprise browser based system. Citizen Access software will allow the Village to deliver Innoprise applications to the public over the Internet or via self-service kiosks extending access to various backend systems and applications.
 - **COMPLETION DATE** – December 31, 2013





MIS DIVISION BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 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



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 250,900	\$ 260,773	\$ 264,825	\$ 264,392
Employee Benefits	84,101	85,089	100,056	103,106
Employee Reimbursements	213	8,655	27,000	28,300
Professional Services	1,785	3,955	7,500	7,500
Utilities, Communication, Transportation	2,220	2,092	2,340	2,438
Purchased Services	33,134	65,515	64,125	3,530
Repair and Maintenance	195,736	264,081	289,626	362,631
Insurance	851	934	3,836	4,260
Supplies	91,756	153,416	326,906	167,414
Total Expenditures	\$ 660,696	\$ 844,510	\$ 1,086,214	\$ 943,571

DEPARTMENT FUNCTIONS:

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

- ❖ Development Services and Planning
- ❖ Finance
- ❖ Parks and Recreation
- ❖ Public Safety
- ❖ Public Works and Engineering
- ❖ Technology, Communication & Community Engagement Committee

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, businesses, developers and others.

ACCOMPLISHMENTS:

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

- Worked with local, state, and federal representatives to improve the quality of life for residents, obtained funding for public works projects, support programs, and safeguarded the public interest.
- Worked with staff, the Illinois Department of Transportation (IDOT), and the Cook County Highway Department to move various road projects and the LaGrange Road pedestrian bridge forward. Officials assisted by setting policy to direct the design and construction of road improvement projects throughout Orland Park.
- Collaborated with other municipalities along the LaGrange Road Corridor to coordinate the enhancements planned for the area as the Illinois Department of Transportation begins the widening project for the entire corridor.
- Approved construction of the Ravinia Avenue north extension project which will improve the flow of traffic in and out of the commuter parking areas for the 143rd Street train station.
- Conducted informational campaigns to inform the public on issues of energy and water conservation, as well as health and safety issues. Implemented an energy aggregation program to benefit the residents and small business community.
- Provided policy decisions to support the Village's water conservation program to conserve drinking water, preserve fire protection capabilities and ensure the availability of water for watering throughout the Village during the summer months.
- Preserved open lands in Orland Park by continuing to raise money for the purchase of land within the Village and by purchasing property to be preserved in key areas of the Village.
- Provided high-quality Village special events to residents of the Village and visitors from all over the region. In 2012, these events included the Taste of Orland, Farmer's Market, Open

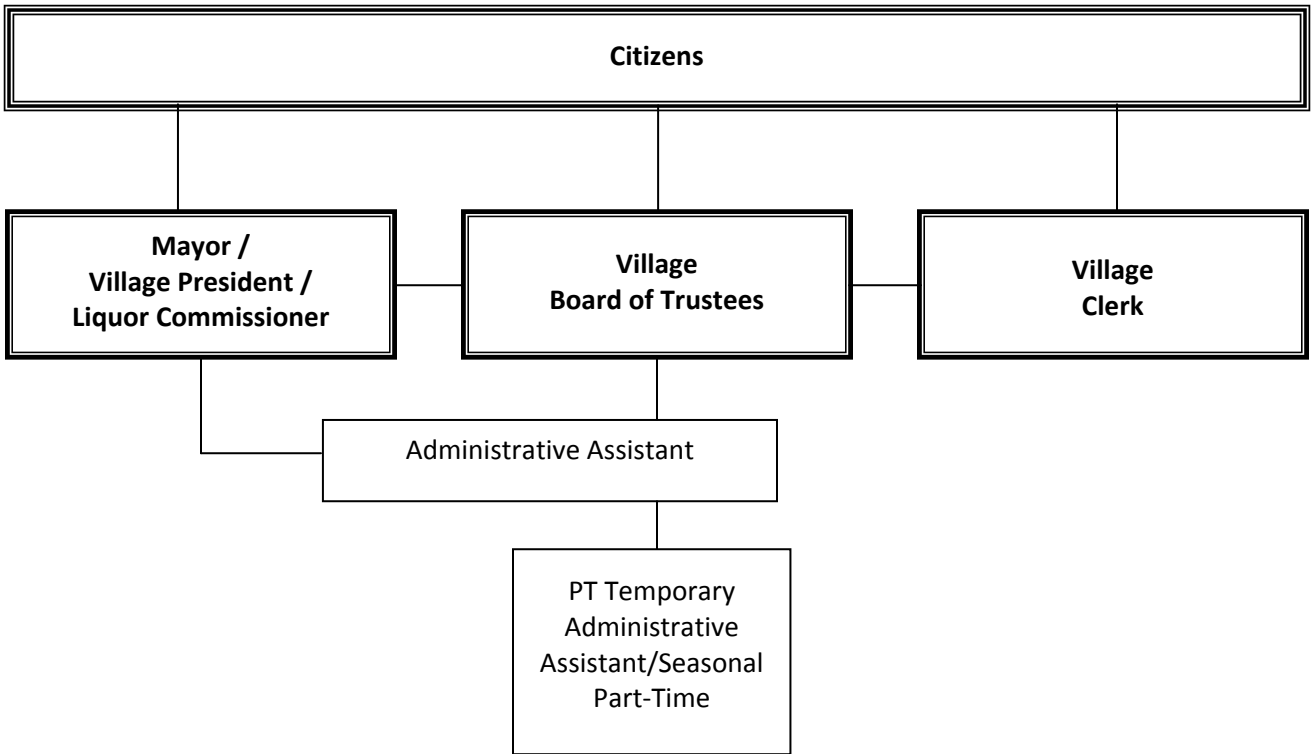
Lands of Orland Park Garden Walk, Garden Contest, Open Lands Golf Outing, Chef's Auction, Independence Spectacular, Centennial Park Concert Events, Movies in the Park, Turkey Trot, and Easter Egg Hunt, as well as many other premier events offered through the Recreation and Parks Departments.

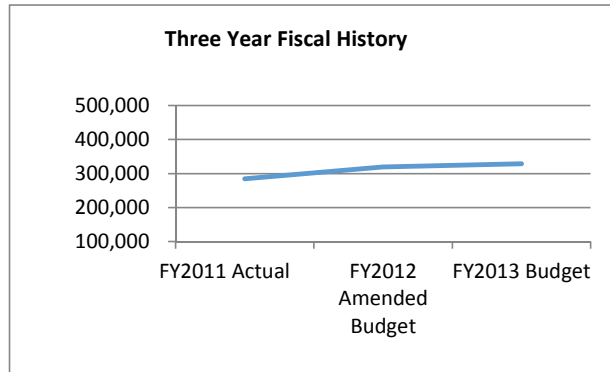
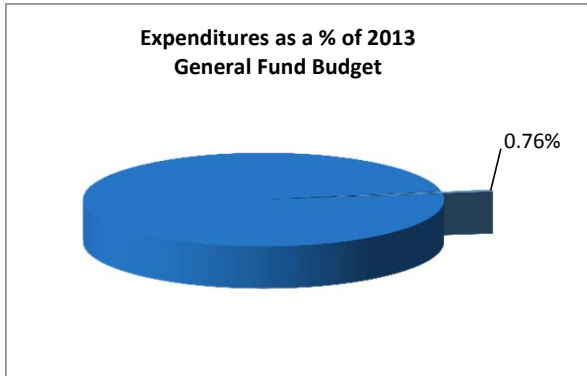
- Increased convenient services to Village residents through partnerships with other agencies. By working with state agencies, the Village Officials hosted a permanent Veteran's Affairs office and an Illinois Secretary of State Driver Services express facility at the Village Hall. Provided for intergovernmental cooperation with School District 230 to provide Stepping Stones, the Village's Special Recreation day camp program, and to accommodate the annual musical production by the Village's Theater Program. Coordinated with other governmental agencies on representation at Property Tax Appeal Hearings.
- Provided funding for 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. Approved a process for replanting where the Emerald Ash Borer has devastated Ash trees in residential neighborhoods.
- Funded the Neighborhood Resurfacing Program to resurface neighborhood Village roads based upon both a maintenance schedule and road conditions criteria.
- Allocated funds for the Art in the Park program which provides for the display of public art to enhance the Village's open space and walking paths. 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.

GOALS:

During FY2013, the Village Officials will continue to set goals and objectives of the Village throughout the year and oversee the following important projects:

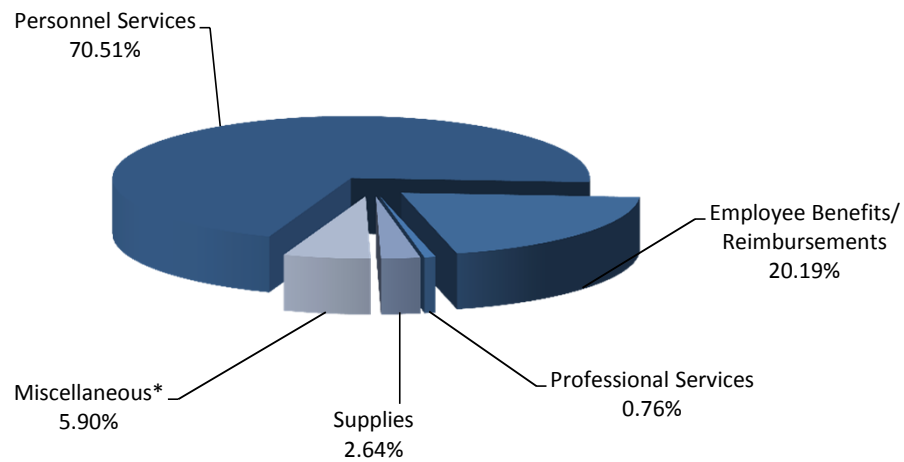
- Maintain fiscally sound management of Village services and assets; utilizing modern principals of analysis and review to make informed policy decisions.
- Approve appropriate projects designated by the Village's Capital Improvement Plan. The Capital Improvement Plan is a comprehensive list of major 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.
- Support work on projects that improve transportation and other public infrastructure systems, enhance public spaces, provide amenities to the community, and increase the Village's overall quality of life.
- Utilize a variety of communication resources to maintain a constant exchange of information with residents and the business community. Preserve the 100% Transparency status achieved by the Village.
- Advance in the creation of a plan for a new and inspirational downtown for Orland Park. This development will bring a sense of place to the thriving retail corridor.
- Provide for high quality special events, programs and facilities for residents and visitors. Offering residents the opportunity to come together and welcoming others to our community promotes Orland Park and the high quality of life found within the Village.
- Demonstrate leadership in sustainable initiatives to improve the quality of life of all residents and the economic viability of all businesses.





OFFICIALS BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Administrative Assistant	1	1	1
TOTAL FULL TIME PERSONNEL	1	1	1
PART TIME POSITION TITLE			
Mayor	1	1	1
Village Clerk	1	1	1
Trustees	6	6	6
Temporary Administrative Assistant	1	2	1
Intern/Undergrad	1	1	1
TOTAL PART TIME PERSONNEL	10	11	10



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 196,480	\$ 206,440	\$ 220,302	\$ 231,786
Employee Benefits	49,359	50,703	57,507	53,000
Employee Reimbursements	10,883	10,318	12,508	13,372
Professional Services	1,880	1,126	1,800	2,500
Utilities, Communication, Transportation	855	772	1,000	1,000
Repair and Maintenance	67	46	100	59
Insurance	1,238	1,498	2,128	2,749
Supplies	4,186	6,253	8,386	8,675
Miscellaneous Expenses	7,856	7,316	16,070	15,570
Total Expenditures	\$ 272,804	\$ 284,472	\$ 319,801	\$ 328,711

- *Board of Fire and Police Commission*

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

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

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

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

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

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

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

- *Veterans Commission*

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

- *Zoning Board of Appeals*

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

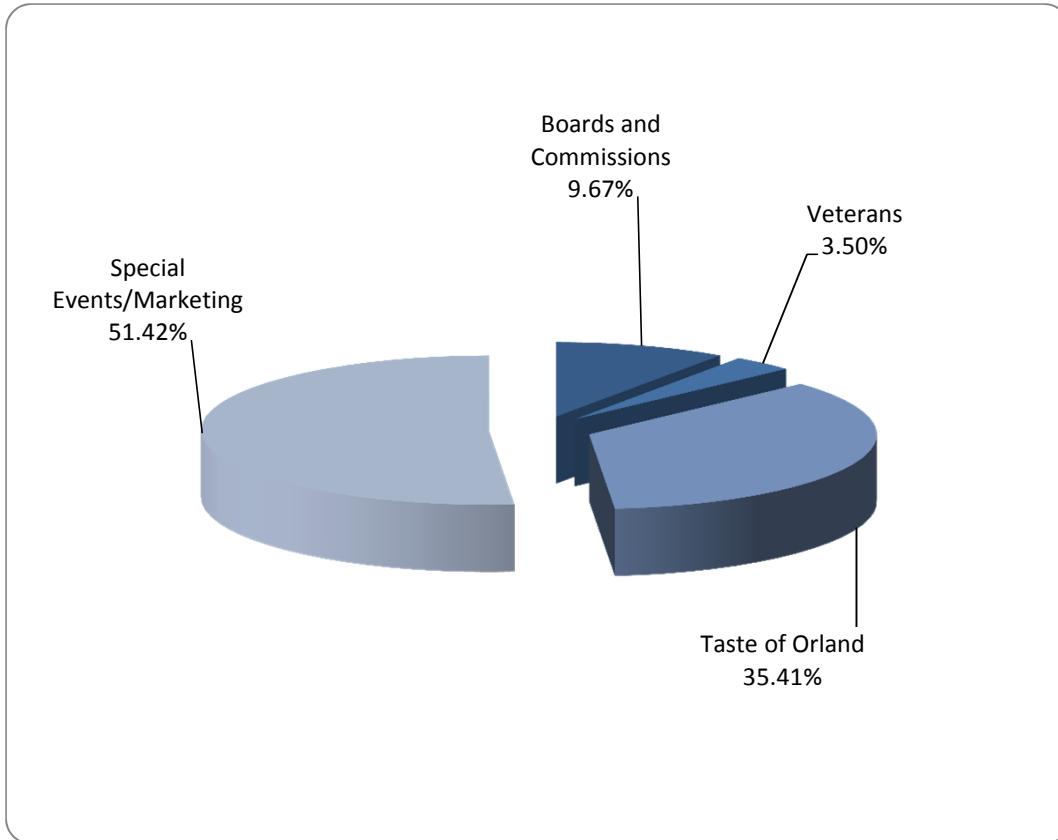
- *Taste of Orland*

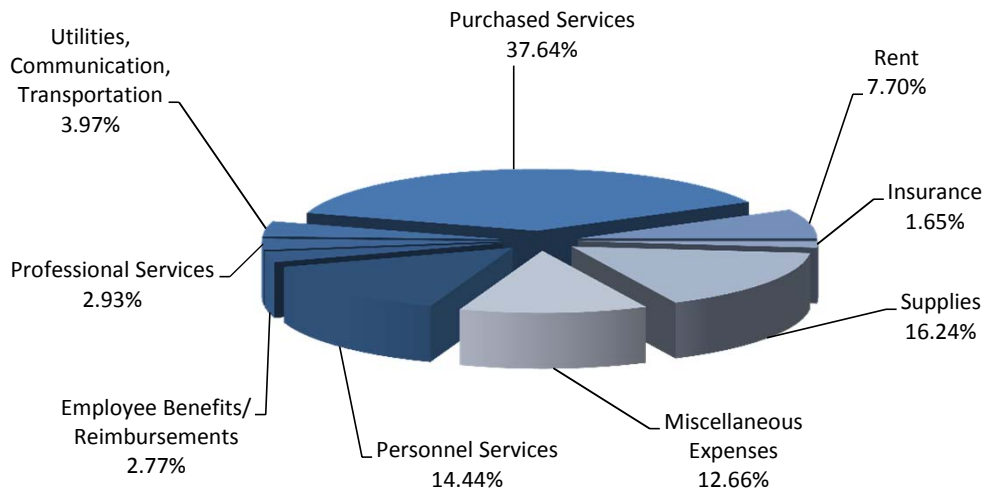
The Taste of Orland is an annual three day event held on the Village center grounds during the late summer. The community event brings together area restaurants, entertainment, and the residents of Orland Park and surrounding communities. The event is organized with the assistance of Village Trustees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

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





	FY2010	FY2011	FY2012	FY2013
	Actual	Actual	Amended Budget	Budget
Personnel Services	\$ 53,465	\$ 53,235	\$ 63,744	\$ 66,076
Employee Benefits	7,146	6,577	8,134	8,134
Employee Reimbursements	14,259	17,224	4,600	4,550
Professional Services	18,513	15,523	25,456	13,406
Utilities, Communication, Transportation	14,804	15,654	16,115	18,155
Purchased Services	67,549	87,156	133,989	172,172
Rent	30,001	29,695	33,427	35,227
Insurance	-	4,899	7,530	7,530
Supplies	88,875	88,662	113,785	74,302
Miscellaneous Expenses	53,570	38,379	57,921	57,921
Total Expenditures	\$ 348,182	\$ 357,004	\$ 464,701	\$ 457,473

DEPARTMENT MISSION:

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

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

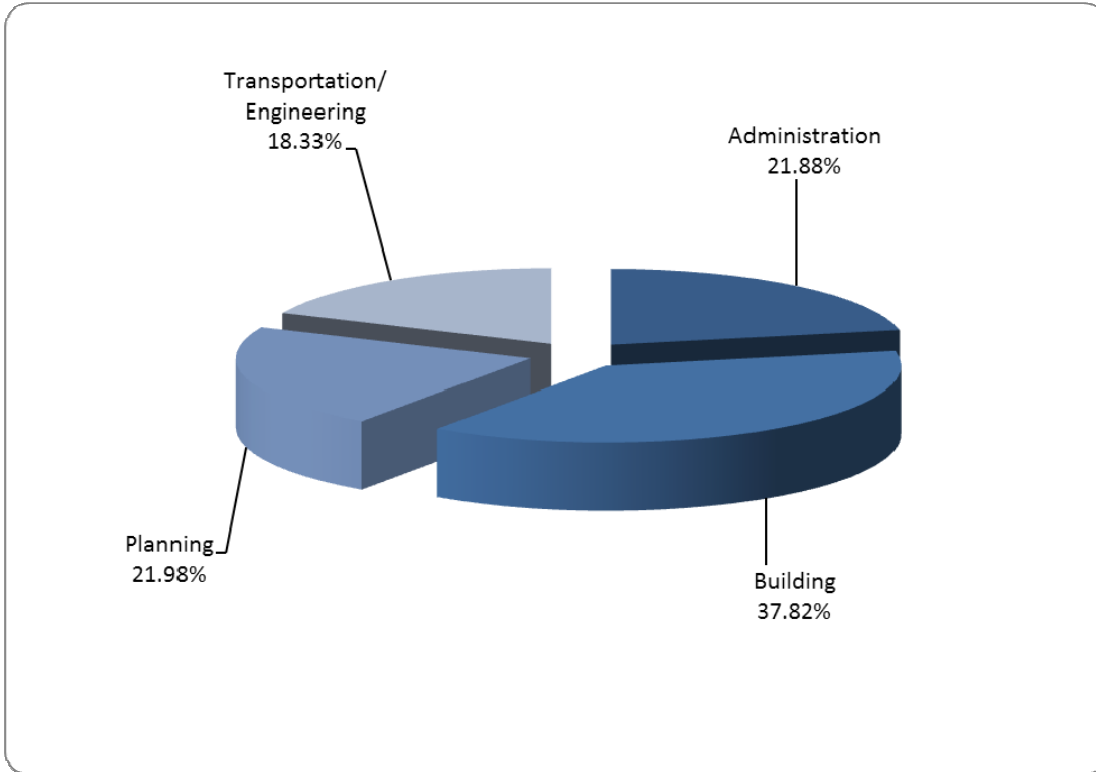
DEPARTMENT FUNCTIONS:

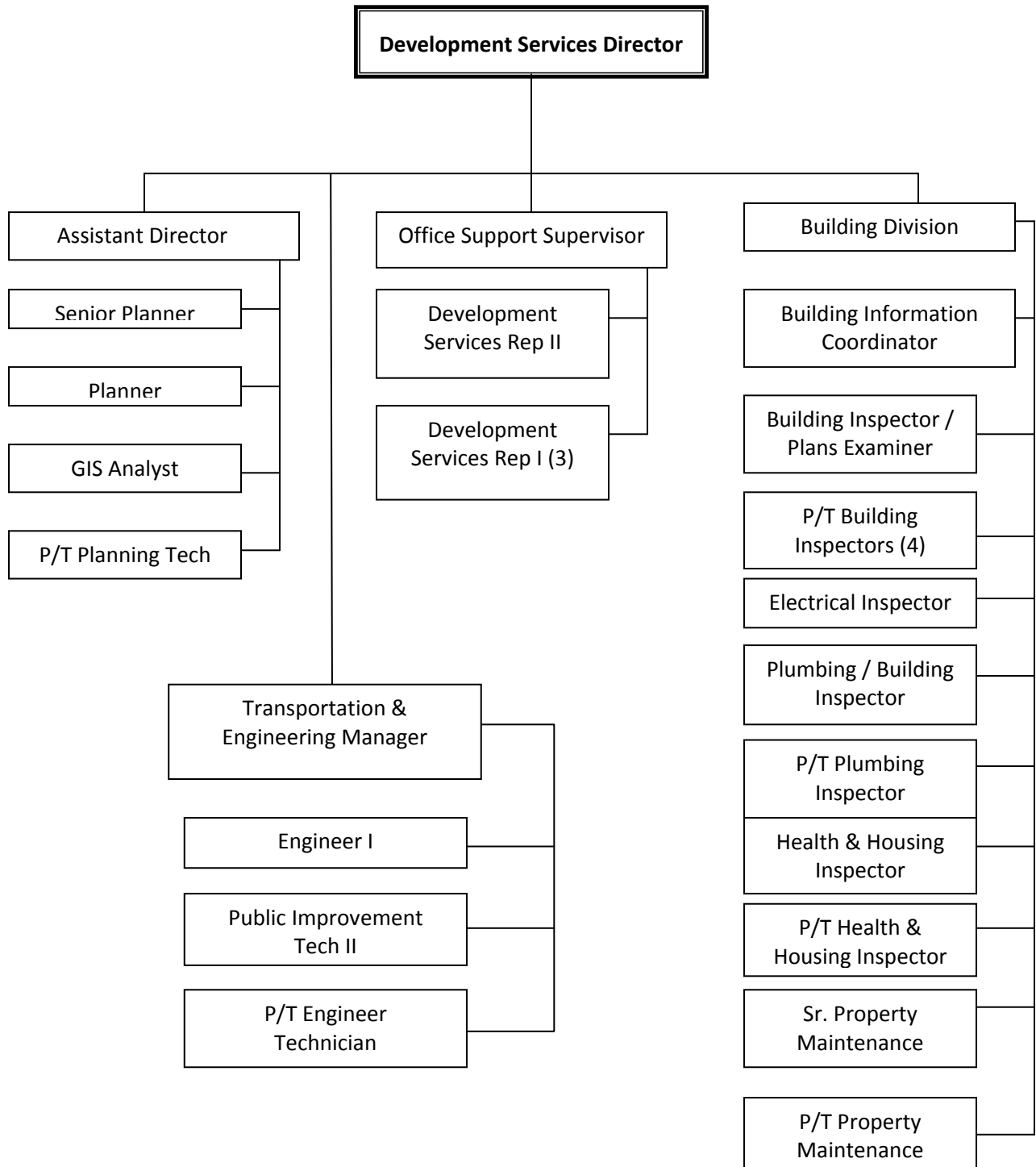
The Department of Development Services oversees the planning, building, private engineering, and economic development functions of the Village.

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

In order to efficiently and effectively manage and operate, the Department is broken down into three divisions: Administration, Building, and Planning and Design. Accomplishments and goals of each division are listed separately.

The Development Services Department represents 6.76% of the overall General Fund budget. The Department is broken down into four divisions: Administration, Building, and Planning and Engineering.





DIVISION FUNCTIONS:

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

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

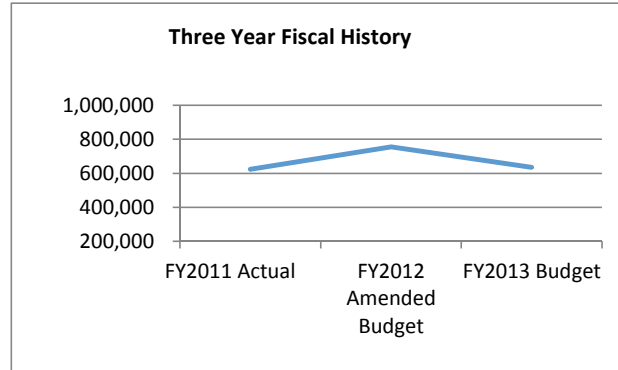
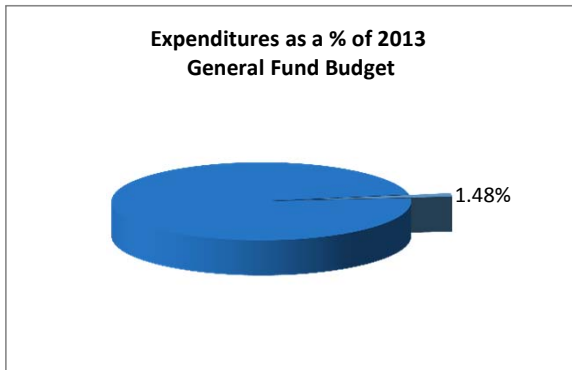
STRATEGIC PLAN GOALS:

- 1. Provide a comprehensive, technically supported software program to track all departmental tasks.**
 - **OBJECTIVE** – Complete revisions and thorough analysis of newly implemented Innoprise software to ensure that Development Services modules are being used to their fullest potential.
 - **PURPOSE** – Allow departments to have information available electronically to better perform tasks, improve communication between departments, and provide the most updated information and access to development projects. Provide for efficient and effective performance of job responsibilities across departments.
 - **COMPLETION DATE** – May 31, 2013
 - **OBJECTIVE** – Complete set up of Health Inspection Process in Innoprise.
 - **PURPOSE** – Provide accurate tracking and scheduling of routine required health inspections.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Complete set up of the Projects Module of the Innoprise System for tracking all new projects from conception to issuance of the Final Certificate of Occupancy.
 - **PURPOSE** – Provide easy access to all data regarding new projects and accurate tracking of all required processing steps.
 - **COMPLETION DATE** – June 30, 2013
- 2. Provide a comprehensive departmental operating procedure manual to enhance/improve consistency and customer service.**

- **OBJECTIVE** – Compile first draft of a complete source of information outlining procedures for all duties of the department. This is an ongoing project and should be completed after tweaking Innoprise during the first half of 2014. Completion is dependent on the success of instituting the Innoprise computer software system Village-wide.
 - **PURPOSE**- To serve as a source of information and direction to enable staff to complete all tasks and services efficiently, uniformly, and correctly.
 - **COMPLETION DATE** – December 31, 2013

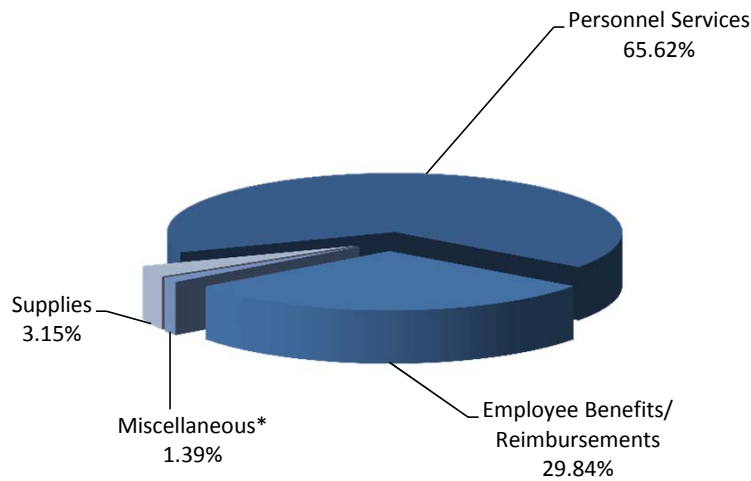
3. Continue to improve and develop department website.

- **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 the third quarter 2013.
 - **PURPOSE** – To provide better service to our residents, developers, and contractors.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Continue new application of interactive forms and permit submittals. Introduce simple over-the-counter permits such as windows, siding, reroofs, etc. for the general public. Develop new ways to reach out to the community.
 - **PURPOSE** – To provide better service to our residents, developers, and contractors.
 - **COMPLETION DATE** – June 30, 2013



DEVELOPMENT SERVICES (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Development Services Director	1	1	1
Office Support Supervisor	1	1	1
Development Services Representative	2	2	3
Development Services Representative II	1	1	1
TOTAL FULL TIME PERSONNEL	5	5	6
PART TIME POSITION TITLE			
Intern / Masters (Seasonal)	0	1	1
TOTAL PART TIME PERSONNEL	0	1	1



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 337,616	\$ 355,687	\$ 424,455	\$ 417,203
Employee Benefits	145,302	150,805	179,444	179,442
Employee Reimbursements	9,360	9,409	10,163	10,271
Professional Services	84,000	78,000	114,258	-
Utilities, Communication, Transportation	993	1,242	1,385	1,157
Purchased Services	57	328	-	-
Repair & Maintenance	2,534	2,608	1,921	3,593
Insurance	2,392	2,422	3,664	4,065
Supplies	18,542	22,447	20,020	20,054
Miscellaneous Expenses	1,500	68	-	-
Total Expenditures	\$ 602,296	\$ 623,016	\$ 755,310	\$ 635,785

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOALS:

- 1. Revise six adopted national model codes from our current regulations referenced in the Village Code, (Title 5) including: Building Code, Energy, Fire, Property Maintenance,**

Plumbing and Fuel Gas Codes. The Energy Code has been part of the Building Code for which a separate ordinance is needed.

- **OBJECTIVE** – Update the Village's Building Code using the 2012 edition of the International Building Code (IBC).
 - **PURPOSE** – Construction standards must stay up-to-date with building and site regulations for the protection of the public occupying structures within the Village.
 - **COMPLETION DATE** – March 1, 2013
- **OBJECTIVE** – Update the Village's Energy Code using the 2012 IECC edition, due to State of Illinois law changes taking effect April 1, 2012.
 - **PURPOSE** – Support energy conservation by adding new minimum energy saving standards for reductions in costs to new building and additions.
 - **COMPLETION DATE** – March 1, 2013
- **OBJECTIVE** – Update the Village's Fire Code using the 2012 edition of the International Fire Code (IFC).
 - **PURPOSE** – Keep construction standards current with updated and improved fire regulations for protecting the public occupying structures within the Village.
 - **COMPLETION DATE** – July 1, 2013
- **OBJECTIVE** - Update the Village's Property Maintenance Code using the 2012 edition of the International Property Maintenance Code (IPMC).
 - **PURPOSE** – Stay current with updated and improved fire regulations of existing buildings and property standards for protecting residents/renters and the public occupying structures within the Village.
 - **COMPLETION DATE** – November 15, 2013
- **OBJECTIVE** - Update the Fuel Gas Code by adopting a separate 2012 International Code Council (ICC) for reference in controlling gas-fired appliances using minimum prescriptive and performance related provision requirements.
 - **PURPOSE** – Our mechanical code references the Fuel Gas Code for regulations of gas transfer systems through piping and appliances. The Village has no history of adopting this code. Code amendments are needed for permissive gas appliances without exterior venting.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Update the Plumbing Code with amendments to make its contents easier to understand.
 - **PURPOSE** – Advocate new laws for residential buildings more than 3-stories in height for environmental protection to the residents of Orland Park.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** - Update the Village's Health Code with revisions to Title 6, Chapter 1, and Title 7-3-2 for Food Establishments.
 - **PURPOSE** – The Village's Health Code needs updating to meet minimum standards and also needs to be relocated into the Village's Title 5 Chapter 1.
 - **COMPLETION DATE** – March 31, 2013

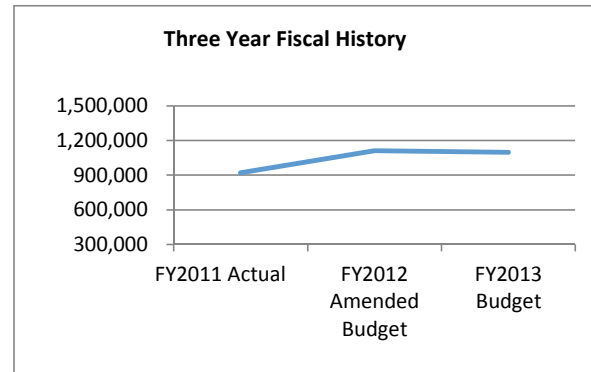
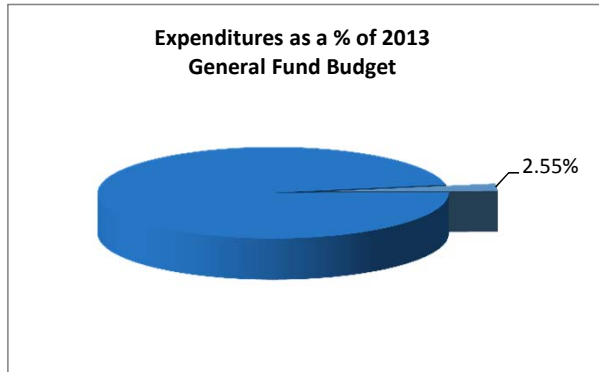
- 2. **Perform inspections of Ninety 7 Fifty On the Park to ensure quality control of the design, materials, and workmanship for all construction and trades used in this large planned development within the Village.**
 - **OBJECTIVE** – Conform to Village codes and ordinances for the largest residential 6-story building in the Village (296 rental units). Monitor special instructions for Structural, Fire, Electric, Plumbing, Mechanical, Energy building elements and accessibility to units.
 - **PURPOSE** - Limit the level of life safety hazards to the residents through controlling minimum construction and design.
 - **COMPLETION DATE** – December 1, 2013

- 3. **Improve staff cross-training for code specialties and for performing additional duties.**
 - **OBJECTIVE** – Train staff for multiple code certifications in construction trades such: Building, Residential, Electrical, Mechanical, Energy, Accessibility, Property Maintenance, and Health. Each inspector will attend training classes (up to 40 hours) for CE credits/licensing.
 - **PURPOSE** – Increase the number of trained inspectors who are capable of backing up other code specialists i.e., employees with multiple code certifications.
 - **COMPLETION DATE** – June 30, 2013

 - **OBJECTIVE** – Add part/time staff hours to the Building Division's budget for the completion of inspection liabilities in Property Maintenance and Building permit operations. Ensure all full time positions are backed up by trained part time staff.
 - **PURPOSE** – Provide inspection services for the increased number of annual permits issued. Protection for Orland Park's residents and building occupants must not be compromised.
 - **COMPLETION DATE** – June 30, 2013

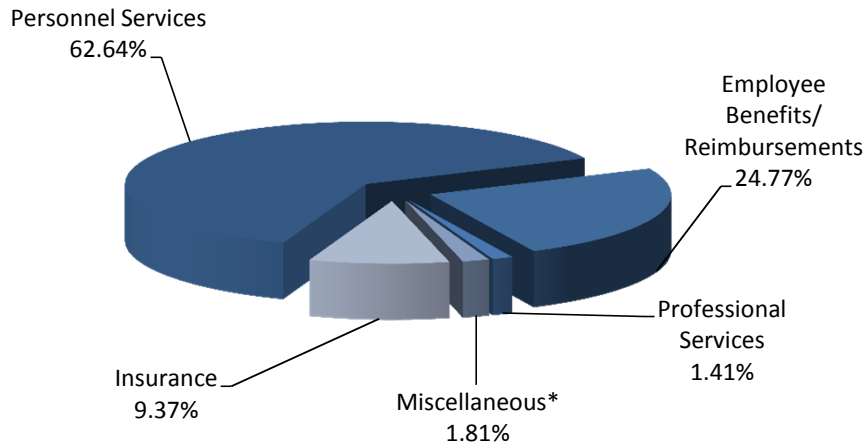
 - **OBJECTIVE** – Add a new position for a part-time Property Maintenance Inspector having a trade specialty for new construction.
 - **PURPOSE** – To support the Village's only Full-Time Property Maintenance Inspector due to extensive rental housing inspections, property complaints, new construction back-up, and court proceedings.
 - **COMPLETION DATE** – March 31, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 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	80%	80%	80%
Percent of follow-ups completed within 60 days	100%	95%	100%
Number of single-family permits issued detached	27	25	26
Number of multi-family permits issued (Townhomes and Condominiums)	7	51	60
Number of single family additions/garages/carports permits	12	13	14
In-ground swimming pool permits issued	8	18	20
Misc. residential minor permits (decks, sheds, exterior work, etc.)	1,459	1,597	1,600
Number of new commercial building permits	4	9	5
Commercial permits other than new	246	215	215
Code enforcement issues handled	731	654	700
Demolition permits	9	8	10
Process building permits-hours	5	5	5
Percent of zoning case reviews completed (Zoning Board of Appeals only)	100%	100%	100%
Business License Inspections	1,059	715	950
Health Inspections	918	925	925
Permit Related Inspections	7,263	8,036	8,500
Hearing Officer Cases	614	234	200
Rental Registrations	588	679	680
Rental Housing Inspections	98	591	250
Soil Erosion Inspections/Encroachments	43/8	52/0	55/0
Fire Protection Reviews	140	126	130



DEVELOPMENT SERVICES (BUILDING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Building Division Manager	1	1	1
Senior Property Maintenance Inspector	1	1	1
Building Inspector & Plan Reviewer	1	1	1
Electrical Inspector	1	1	1
Building Information Coordinator	1	1	1
Plumbing / Building Inspector	0	1	1
Health / Housing Inspector	1	1	1
TOTAL FULL TIME PERSONNEL	6	7	7
PART TIME POSITION TITLE			
Plumbing Inspector	4	1	1
Property Maintenance Inspector	1	0	1
Building Inspector	2	3	4
Health / Housing Inspector	1	1	1
TOTAL PART TIME PERSONNEL	8	5	7



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 578,299	\$ 596,025	\$ 632,277	\$ 688,426
Employee Benefits	230,811	226,867	242,830	262,304
Employee Reimbursements	6,688	7,174	9,630	9,890
Professional Services	14,260	15,480	15,500	15,500
Utilities, Communication, Transportation	14,876	11,272	16,800	11,196
Purchased Services	10,976	6,287	5,650	5,650
Insurance	31,521	56,423	186,578	103,020
Supplies	1,790	1,331	2,000	3,000
Total Expenditures	\$ 889,221	\$ 920,859	\$ 1,111,265	\$ 1,098,986

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 Orland Park'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 2013.

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 checking for code compliance, but also understanding site design and architecture so that the project will fit within the Village's standards for high quality development. Staff strives to provide professional review and consultation in order to achieve the highest and best development for all land in the Village. In addition, staff provides courteous and knowledgeable service to residents who call or stop in with inquiries about specific projects, code requirements and property disputes.

ECONOMIC DEVELOPMENT ACTIVITIES

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

HISTORIC PRESERVATION ACTIVITIES

The intent of historic preservation in the Village of Orland Park is to identify locally significant buildings and sites in the community that contribute to the cultural heritage and history of the Village and to protect and assist them through ordinance, code, and financial aid programs, such

as the Commercial Façade Improvement Program. The 2008 Residential Area Intensive Survey, a historic building survey that was funded through a grant from the IHPA, provides support for preservation activities and is the basis for preservation code and policy. The RAI Survey assists in the re-evaluation of the Historic District comprehensively nearly 20 years after it was first established.

ORLAND PARK ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (GIS)

The Village's enterprise Geographic Information System of the Village has been established and functional since 2008. The system is continuously maintained and updated. Over the past two years, a number of web based applications have been developed to increase access of the data to the public and Village employees. In 2012 and through 2013, the GIS database will continue to be integrated with the Innoprise software system.

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

TRANSPORTATION & 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. The engineers are also responsible for the management and coordination of all new transportation projects. This consists of projects such as commercial and/or residential developments constructed by private entities. Village engineers work closely with project planners, Public Works staff, and the Village's engineering consultants to coordinate the review of all new development projects presented to the Village of Orland Park, both through the Village Board of Trustees approval process and the final engineering process. This staff also responds to inquiries from residents, potential developers and/or project engineers regarding engineering-related issues associated with the new or developments within the Village. The regulation of required parcel plats (subdivision/consolidation, easement, dedication, etc.) is managed by the engineers and Village legal counsel.

Key transportation projects in 2013 include the LaGrange Road widening project, the 156th Street extension, the Ravinia Avenue extension, the Strategic Transportation plan and the proposed roundabout at 147th and Ravinia Avenue.

OPEN LANDS CORPORATION

This corporation strategizes and coordinates fundraising, publicity and natural land acquisition planning. Staff provides support for bi-monthly meetings, work meetings, grant administration, research and coordination activities

COMMUNITY RELATIONS COMMISSION

This commission focuses on the investigation of problems 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

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

In 2013, 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 other property owners toward acquiring an equivalent area and value of land at the Doctor Marsh property for an acre for acre land trade. The newly acquired Doctor Marsh lands will be kept in perpetuity as open space per IDNR's requirements for the living farm and potentially given to the Cook County Forest Preserve District.

SUSTAINABILITY ACTIVITIES

In 2013, the Smart Living Orland Park Green Initiative intends to review and update current water codes related to the Village's water works utilities to prepare the Land Development Code for the new Model Water Conservation Ordinance (by CMAP) as well as new storm water management practices. The new ordinance will be added to the Land Development Code with the goal of consolidating and integrating all codes dealing with water resources into a single water resource code for the Village. This will include updating and integrating storm water management, sanitary sewerage and water works codes with contemporary regulations that will emphasize sustainability in the areas of water conservation, use efficiency and quality improvement.

GRANTS AND FUNDING SOURCES

Staff applied for these 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) – Grant amount \$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 in 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.

2012: Follow up work continued with the US Department of Energy to close out the grant funding.

2013: Follow up work will continue with the US Department of Energy to close out the grant funding.

CMAQ Grant for Pedestrian / Bike Overpass (141st & LaGrange) – Grant amount for \$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 for response regarding 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 out to bid in March, superstructure work to start in 2011 and construction to commence in 2012.

2012: Construction anticipated to continue and to be complete at the end of 2012.

2013: Bridge anticipated to open in 2013.

TIP Transportation Infrastructure Grant

2012: The Village has applied for, and was awarded a Transportation Infrastructure grant to fund a roundabout project at 147th and LaGrange.

2013: The Village will continue to administer the TIP grant in order to implement the proposed roundabout and secure the necessary right of way.

CMAP Technical Assistance Grant

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

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

2013: Work will continue on the Model Conservation Code, anticipated to include regional participation of neighboring communities.

DEVELOPMENT SERVICES STRATEGIC PLAN

- 1. Guide and manage development and redevelopment in the Village.**

- **OBJECTIVE** – Conduct detailed reviews of pre-concept development and redevelopment plans. Utilize Innoprise by the end of the year to determine how many resulted in actual projects.
 - **PURPOSE** - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
 - **COMPLETION DATE** – March 31, 2013

 - **OBJECTIVE** – Process petitioned development in a timely and comprehensive manner, leading the project through internal reviews, necessary commissions/committees, Board approvals and follow up ordinances, plats and agreements. Track through Innoprise the time it takes for approval. Analyze results to determine reasons for delay and possible solutions to improve process.
 - **PURPOSE** - To guide Orland Park development and redevelopment in the context of Board policy, the Land Development Code and the Comprehensive Plan.
 - **COMPLETION DATE** – September 30, 2013

 - **OBJECTIVE** – Evaluate the status of the tree mitigation account, and complete a list and timeline of target projects including the Teppco plantings.
 - **PURPOSE** - To effectively use the tree mitigation account to plant additional trees in public spaces throughout the Village, maintaining Orland Park's status as a Tree City USA.
 - **COMPLETION DATE** – September 30, 2013
- 2. Use the Village's Comprehensive Plan to help implement a vision for the future of Orland Park that follows the mission of Quality Places / Natural Spaces.**
- **OBJECTIVE** – By July of 2013, the Village Board will be presented the updated Orland Park Comprehensive Plan, including the Community Profile and Executive Summary.
 - **PURPOSE** - To guide development/redevelopment and allocation of resources over the next five to ten years.
 - **COMPLETION DATE** – July 31, 2013

 - **OBJECTIVE** – Complete a schedule matrix showing key recommendations and implementation timeline of the Village's Comprehensive Plan.
 - **PURPOSE** - To guide development and redevelopment and allocation of resources over the next five to ten years.
 - **COMPLETION DATE** – December 31, 2013

 - **OBJECTIVE** – Complete two key subarea plans for inclusion as appendices in the Village's Comprehensive Plan.
 - **PURPOSE** - To guide development and redevelopment and allocation of resources over the next five to ten years.
 - **COMPLETION DATE** – December 31, 2013

3. 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** – With the input of the Smart Living Committee, complete an implementation schedule of priority "Green" initiative development policies, including recommendations from ECOMAP and the water conservation code.
 - **PURPOSE** – Promote development that meets present needs of the without compromising the ability of future generations in the 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 and walkability.
 - **COMPLETION DATE** – June 1, 2013
- **OBJECTIVE** – With the Village Board’s assistance consider a water conservation code with policy recommendations that has been accepted and will be promoted regionally by neighboring communities on the Oak Lawn water system.
 - **PURPOSE** – Guide builders, residents, and property owners and the public at large towards a more sustainable future via water conservation.
 - **COMPLETION DATE** – June 1, 2013
- **OBJECTIVE** – Apply for one grant related to sustainability for Village projects including green roofs, green infrastructure, previous pavement et al.
 - **PURPOSE** – To guide planning and policies toward a more sustainable and healthier future, and the Smart Neighborhood Program.
 - **COMPLETION DATE** – August 1, 2013
- **OBJECTIVE** - Throughout 2013, support the Smart Living Committee as they provide interdepartmental input and facilitation of the revised stormwater management code.
 - **PURPOSE** – To guide planning and policies toward a more sustainable and healthier future and the Smart Neighborhood Program.
 - **COMPLETION DATE** – December 31, 2013

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

- **OBJECTIVE** – Complete the reformat and revisions of the Landscape section of the Land Development Code.
 - **PURPOSE** – To update the landscape code so that it is current with industry standards, does not conflict with bulk requirements in other districts, and is legible and easy to understand in a more graphically friendly format.
 - **COMPLETION DATE** – August 31, 2013

- **OBJECTIVE** – Complete two bulk clarification revisions of the Land Development Code.
 - **PURPOSE** – To update, correct and clarify the Land Development Code.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Complete a draft of the I-80 Corridor District Zoning Code section or update the content of other sections in a way that would negate the need for the I-80 Zoning District.
 - **PURPOSE** – To provide guidance and regulation for the unique area along Orland Parkway near I-80 and other employment centers throughout Orland Park.
 - **COMPLETION DATE** – December 31, 2013

- 5. **Use economic development tools to encourage commercial redevelopment and revitalization, specifically along existing corridors and within Downtown Orland Park.**
 - **OBJECTIVE** – Throughout 2013, facilitate the work being done at Ninety 7 Fifty on the Park project in the Main Street area to project close-out.
 - **PURPOSE** – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop and be entertained.
 - **COMPLETION DATE** – December 31, 2013

 - **OBJECTIVE** – Develop Phase II work plan for Downtown OP, including site plans, road improvements, density studies, pursue LOI's with possible tenants with the assistance of Tim Blum, the Village's broker.
 - **PURPOSE** – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop, and be entertained.
 - **COMPLETION DATE** – December 31, 2013

 - **OBJECTIVE** – Establish a Special Service area for Downtown Orland Park.
 - **PURPOSE** – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop, and be entertained.
 - **COMPLETION DATE** – December 31, 2013

 - **OBJECTIVE** – Update the Downtown Orland Park website and revise the Downtown Orland Park boundary on the website.
 - **PURPOSE** – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop, and be entertained.
 - **COMPLETION DATE** – December 31, 2013

 - **OBJECTIVE** – Complete demolition and environmental work of Orland Plaza.
 - **PURPOSE** – Develop a 'new downtown' mixed use, pedestrian friendly district where residents can live, work, shop, and be entertained.
 - **COMPLETION DATE** – December 31, 2013

6. Improve the level of transparency and property information digital sharing.

- **OBJECTIVE** – Provide six 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.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Facilitate an update to the Zoom Prospector site in order to provide a listing of businesses and vacancies within the Downtown area, potentially separated out by District (old Orland, Orland Crossing, Downtown, and Civic Center).
 - **PURPOSE** – To provide a use friendly website for those looking for available space and land for business development.
 - **COMPLETION DATE** – July 1, 2013
- **OBJECTIVE** – Complete installation and utilization of the Innoprise data management system to ensure accurate addressing.
 - **PURPOSE** – Replace the old NaviLine system with the latest web based data management system to enhance the functionality of each department.
 - **COMPLETION DATE** – October 31, 2013

7. Provide staff support and assistance to the Plan Commission, Open Lands Commission, Stellwagen Family Farm Foundation, the Economic and Development Advisory Board and the Community Relations Commission.

- **OBJECTIVE** – Assist the Open Lands Commission in the selection of a consultant to prepare a master plan for the Pebble Creek Nursery property.
 - **PURPOSE** – To thoughtfully guide the redevelopment of the Pebble Creek Nursery site into a nature center.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Complete, in coordination with Parks and Open Lands the cleanup of the Pebble Creek Nursery Site.
 - **PURPOSE** – To restore the vegetation on the Pebble Creek Nursery site to a native habitat in order to prepare the property for a nature center.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Assist the Stellwagen Family Farm Foundation with the ownership transitions from the Stellwagen Family to the Village of Orland Park. Participate in meetings with Stellwagen Farm, provide resources as required to Staff Commission.
 - **PURPOSE** – To preserve and program the Stellwagen Family Farm property as a living farm.
 - **COMPLETION DATE** – June 1, 2013

- **OBJECTIVE** – Pursue and complete plan for the land swap with the Illinois Department of Natural Resources as required, to preserve the Stellwagen Family Farm as a farm.
 - **PURPOSE** – To preserve and program the Stellwagen Family Farm property as a living farm.
 - **COMPLETION DATE** – December 1, 2013
- **OBJECTIVE** – Analyze the purpose of Community Relations Commission and make recommendation to Village Manager regarding future role and existence of Commission. Recommend changes to Village code based upon this analysis.
 - **PURPOSE** – To provide support and guide the direction of the Community Relations Commission.
 - **COMPLETION DATE** – December 31, 2013

8. Support and facilitate regional planning efforts.

- **OBJECTIVE** – Represent Orland Park and participate in the Long Run Creek Watershed and Hickory Creek Watershed committee meetings throughout 2013.
 - **PURPOSE** – Provide regional support in watershed planning efforts that impact Orland Park.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Provide input and collaboration regarding the involvement with regional bike planning efforts led by the Southwest Conference of Mayors and neighboring communities throughout 2013. Develop a regional bike path plan that incorporates Orland Park’s bikeways.
 - **PURPOSE** – Provide regional support in bike planning efforts that impact Orland Park.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Coordinate one business lunch with neighboring planning staff that highlights current projects.
 - **PURPOSE** – Participate and engage neighboring communities and gain an understanding of regional planning efforts.
 - **COMPLETION DATE** – June 30, 2013

9. Assist existing businesses to be successful in the Village of Orland Park. Identify and remove barriers for existing businesses.

- **OBJECTIVE** – Evaluate the partnership with the Orland Park Chamber of Commerce to assist with the Village's Business Retention Program. Analyze feedback and provide input to the Village Board of Trustees.

- **PURPOSE** – To provide an understanding of the business climate, specifically the challenges, needs, and opportunities of commercial offices and industries.
- **COMPLETION DATE** – December 31, 2013

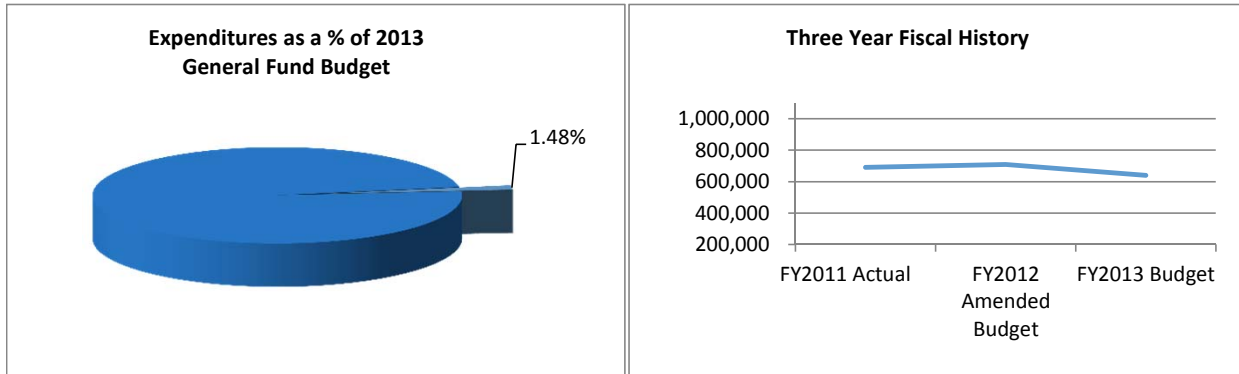
10. Encourage and attract new businesses to Orland Park.

- **OBJECTIVE** – Attend three trade shows to promote Orland Park.
 - ICSC - National Convention
 - ICSC - Chicago Convention
 - Chamber Events & Shows
 - WEN (Will County Economic Tradeshow)
 - Others, as identified
- **PURPOSE** – To market Orland Park as a premier location for industry and employment.
- **COMPLETION DATE** – December 31, 2013

11. Guide the Village into the future to provide residents, businesses, and visitors' optimal mobility and accessibility throughout the Village.

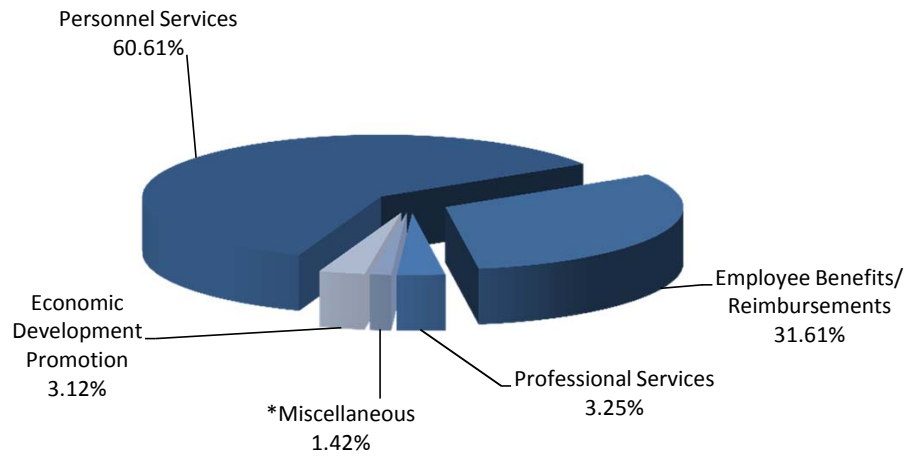
- **OBJECTIVE** – The Transportation and Engineering Division will administer and guide a comprehensive transportation study of Orland Park.
 - **PURPOSE** – To provide a detailed Transportation Plan that compliments the mobility chapter of the Village's Comprehensive Plan. To provide a workable document that guides the Village with future improvements and assists with the annual budget.
 - **COMPLETION DATE** – May 31, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Total number of pre-application meetings held with petitioners	110	156	160
Total new cases reviewed	96	83	100
Total number of Plan Commission staff reports prepared	38	32	40
Development Review meetings prepared for and run	13	11	14
Resolutions prepared	3	8	6
Ordinances reviewed and coordinated	34	34	35
Plats of subdivision, vacation, easements, reviewed and processed	6	12	15
Development / annexation agreements reviewed and processed, including agreement expirations	22	14	25
Zoning sign-off approvals	250	257	260
Landscape plan reviews and inspections	13/32	26/21	20/25
New Annexations (acres)	63.75	.75	5
New Residential (no. of units)	561	2	100
New Retail Area (square feet)	97,060	31,917	25,000
New Office Area (square feet)	0	62,601	15,000
New Industrial/Manufacturing Area (square feet)	0	0	0
Freedom of Information requests fulfilled	262	347	350
Final plans distributed	8	18	10



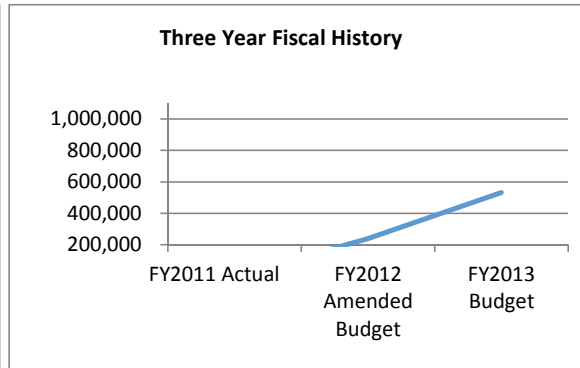
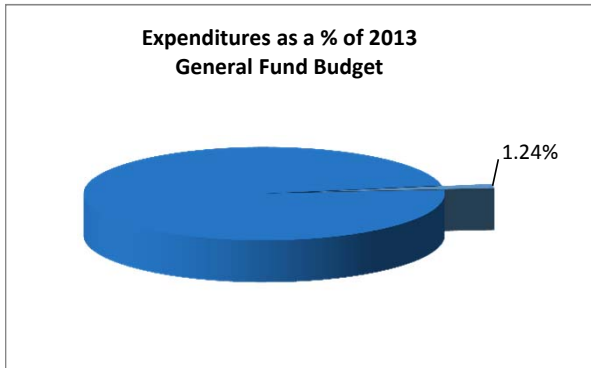
DEVELOPMENT SERVICES (PLANNING DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Assistant Director	1	1	1
Senior Planner	1	1	1
Planner I	1	1	1
GIS Analyst	1	1	1
TOTAL FULL TIME PERSONNEL	4	4	4
PART TIME POSITION TITLE			
Engineering Technician	1	1	0
Planning Technician	0	1	1
Intern / Undergrad	2	1	1
TOTAL PART TIME PERSONNEL	3	3	2



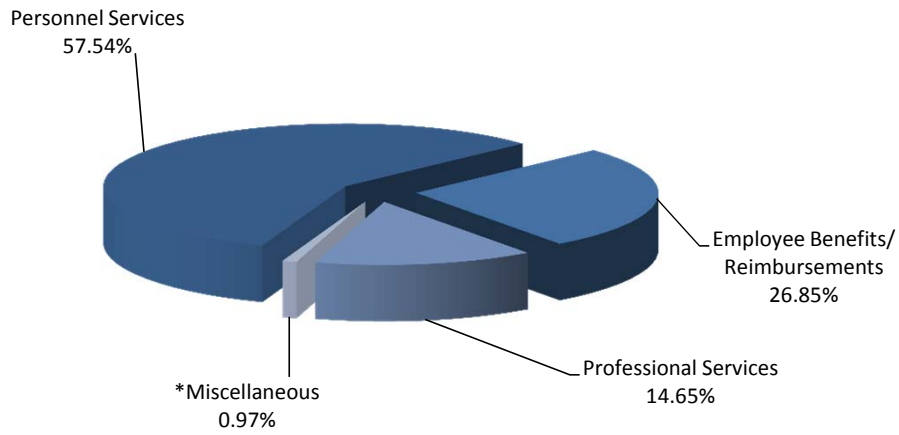
*Miscellaneous category includes Utilities, Communication, Transportation, Purchased Services, Insurance and Supplies.

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 522,069	\$ 445,015	\$ 416,600	\$ 387,145
Employee Benefits	199,093	203,992	214,255	190,738
Employee Reimbursements	18,024	12,768	15,423	11,185
Professional Services	33,395	13,485	33,900	20,750
Utilities, Communication, Transportation	1,365	928	1,119	868
Purchased Services	565	1,969	1,750	2,500
Insurance	1,851	2,081	5,550	5,178
Supplies	50	1,116	500	500
Economic Development Promotion	2,188	9,195	19,900	19,900
Total Expenditures	\$ 778,600	\$ 690,549	\$ 708,997	\$ 638,764



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

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Transportation & Engineering Manager	0	0	1
Engineer I	0	1	1
Public Improvement Tech II	0	0	1
TOTAL FULL TIME PERSONNEL	0	1	3
PART TIME POSITION TITLE			
Engineering Technician	1	1	1
TOTAL PART TIME PERSONNEL	1	1	1



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ -	\$ -	\$ 170,010	\$ 306,456
Employee Benefits	-	-	68,726	136,979
Employee Reimbursements	-	-	-	6,000
Professional Services	-	-	-	78,000
Utilities, Communication, Transportation	-	-	-	881
Insurance	-	-	-	4,264
Total Expenditures	\$ -	\$ -	\$ 238,736	\$ 532,580

DEPARTMENT MISSION:

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 fulfills its mission of delivering exceptional services.

DIVISION FUNCTIONS:

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

These functions include:

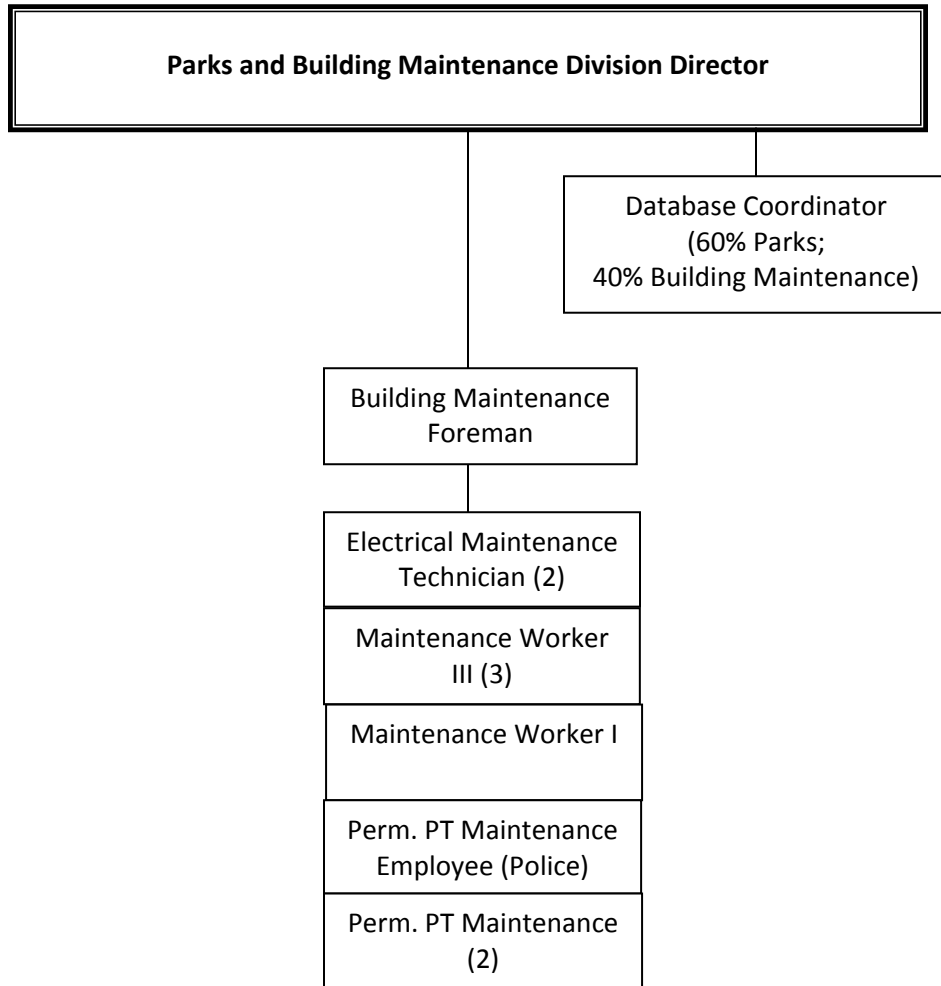
- New construction and remodeling services
- Plumbing
- Carpentry
- Painting
- Electrical and mechanical installations and repair
- Snow removal

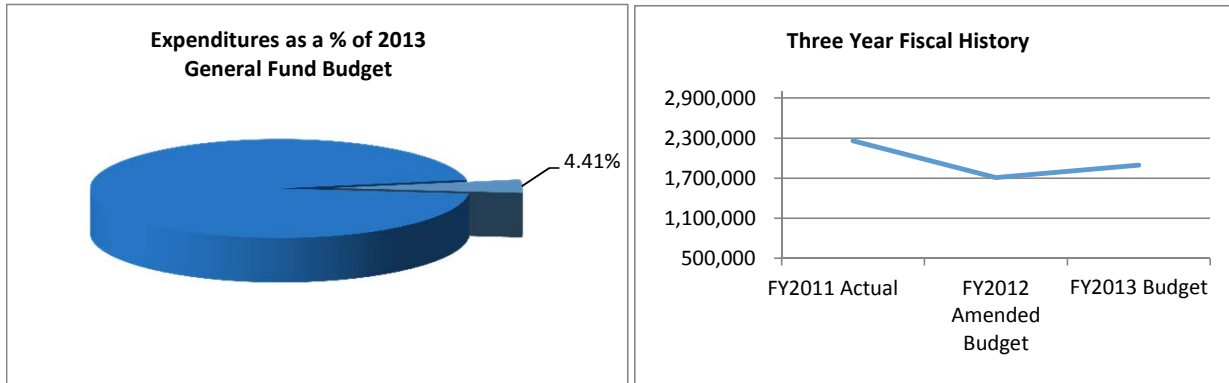
STRATEGIC PLAN GOALS:

1. **Operate a computer-based building maintenance program allowing the department to schedule, monitor, and track the maintenance of Village buildings in a systematic manner.**
 - **OBJECTIVE** – Begin business mapping of the Innoprise work order management system.
 - **PURPOSE** – To prepare for Innoprise preventative maintenance implementation.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Install the Innoprise work order management software. This will establish an inventory system for Building Maintenance facilities, tools, and equipment that will be accessible to Public Works.
 - **PURPOSE** – Have all buildings, tools, and equipment under the control of Building Maintenance tracked and monitored efficiently by a computer based tracking system allowing routine maintenance to be systematically scheduled to avoid excluding any preventative maintenance procedures.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Train Database Coordinator to install and enter base data into the Innoprise work order management software system. Database Coordinator will then train Operations Manager and 3 Foremen.

- **PURPOSE** – To prepare for training and implementation of new software system.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Begin training on the Innoprise work order management software.
 - **PURPOSE** – To enable staff to utilize the new software system.
 - **COMPLETION DATE** – November 30, 2013
 - **OBJECTIVE** – Begin implementation of the Innoprise work order management system.
 - **PURPOSE** – To keep current and accurate records of all maintenance on units and buildings/facilities.
 - **COMPLETION DATE** – December 31, 2013
- 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** – Begin construction in May, 2013 to create a new entrance, kitchen, and office expansion at the Franklin Loebe Center.
 - **PURPOSE** – To construct a convenient entrance for residents attending the tot, preschool, day camp, and after school programs as outlined by the Space Needs Analysis. This addition will allow for student drop off and alleviate the parking problem. Two additional staff offices and expansion of the kitchen are also included.
 - **COMPLETION DATE** – August 31, 2013
 - **OBJECTIVE** – Complete budgeted pool upgrades.
 - **PURPOSE** – To enhance aesthetics and install more energy efficient equipment.
 - **COMPLETION DATE** – May 15, 2013
 - **OBJECTIVE** – Complete the Village Complex bridge repair.
 - **PURPOSE** – To update the aging facility with stronger, safer materials.
 - **COMPLETION DATE** – August 31, 2013
 - **OBJECTIVE** – Complete the final phase of the brickwork repair, to include flashing, repair, and caps on all Village complex buildings.
 - **PURPOSE** – To ensure that the exterior of the Village complex buildings are protected from inclement weather.
 - **COMPLETION DATE** – October 31, 2013

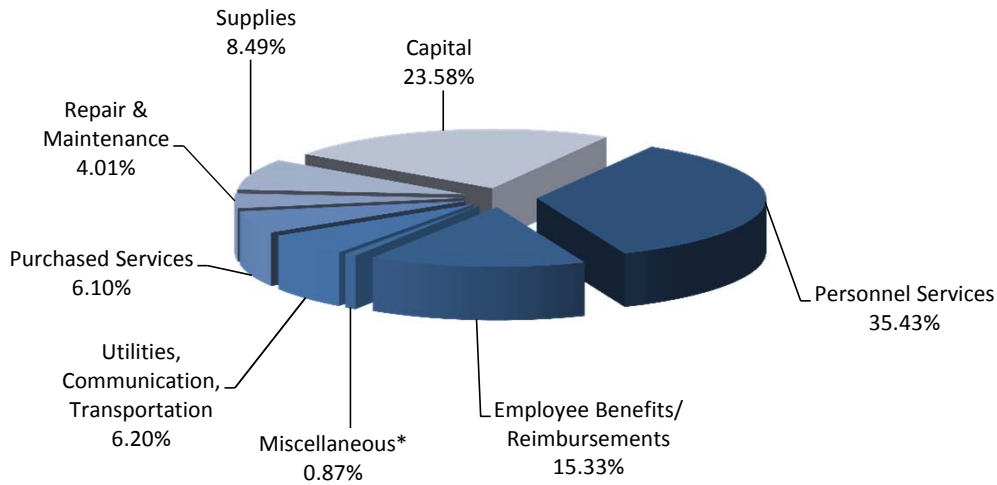
MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget
Average days for routine repairs	2-3 days	2-3 days	2-3 days
Average days for work order completion	2-4 days	2-4 days	2-4 days
Number and percent of buildings maintained	14 Buildings 95%	14 Buildings 95%	14 Buildings 95%
Average days to respond to building requests	1-2 days	1-2 days	1-2 days
Timeliness of building inspections	Monthly	Monthly	Monthly





BUILDING MAINTENANCE DEPARTMENT BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Parks and Building Maintenance Division Director	0.4	0.4	0.4
Foreman	1	1	1
Park/Bldg Database Coordinator	0.4	0.4	0.4
Maintenance Worker I	1	1	1
Maintenance Worker III	3	3	3
Electrical Maintenance Technician	2	2	2
TOTAL FULL TIME PERSONNEL	7.8	7.8	7.8
PART TIME POSITION TITLE			
Maintenance	2	2	3
Seasonal Maintenance	0	2	2
TOTAL PART TIME PERSONNEL	2	4	5



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 585,770	\$ 652,831	\$ 660,292	\$ 671,705
Employee Benefits	227,833	254,252	277,770	287,024
Employee Reimbursements	3,132	3,012	3,629	3,661
Professional Services	5,855	3,670	2,745	2,740
Utilities, Communication, Transportation	119,161	108,897	121,836	117,503
Purchased Services	243,482	146,672	129,702	115,695
Repair & Maintenance	38,300	935,182	335,000	76,090
Rent	1,730	349	2,500	2,500
Insurance	30,017	8,626	10,465	11,228
Supplies	131,579	147,415	149,054	160,903
Capital	-	-	14,000	447,000
Total Expenditures	\$ 1,386,859	\$ 2,260,906	\$ 1,706,993	\$ 1,896,049

DEPARTMENT MISSION

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

DEPARTMENT FUNCTIONS:

Emergency Service and Disaster Agency (ESDA) is a voluntary organization managed by a Coordinator who reports to the Deputy Chief of Police. The purpose of the Orland Park Emergency Services and Disaster Agency (ESDA) is to assist the Police Department and the Village 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 Operations Center (EOC) and provides other services as assigned by the Chief of Police. ESDA also provides supplemental personnel to the Department to assist in traffic control, crowd control, first aid and those duties as assigned by the Chief of Police.

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

STRATEGIC PLAN GOALS:

1. **Plan and prepare for the relocation of the Back-up Radio Facility to the 14600 Ravinia Building (Old Police HQ).**
2.
 - **OBJECTIVE** - Select a radio consultant and an architectural firm to provide for the expertise that will be required to convert the available space in the old police HQ to a back-up for the Communications Center.
 - **PURPOSE** – This project is highly technical in nature and will require involvement of special expertise. As this facility will be a critical part of the Village’s Emergency Response Plan, it is critically important to ensure that the technology and equipment installed is functioning efficiently when required.
 - **COMPLETION DATE** – March 31, 2013

- **OBJECTIVE** – Inventory and examine equipment left behind when Police Headquarters and the Communications Center moved to the new building at 15100 Ravinia. Determine the compatibility and utility of this used equipment for the new backup facility plan.
 - **PURPOSE** – To review this equipment and determine what pieces may be reused in an effort to reduce the cost of the project.
 - **COMPLETION DATE** – March 31, 2013

 - **OBJECTIVE** – Inspect the space that is intended to house the Back-up Communications Facility for readiness. Make arrangements for any renovations or mitigation work that may be necessary to ensure these issues are included in cost projections and planning.
 - **PURPOSE** - Renovation and mitigation work could be costly and should be known early in the planning phase of this project to provide for a realistic budget.
 - **COMPLETION DATE** – June 30, 2013

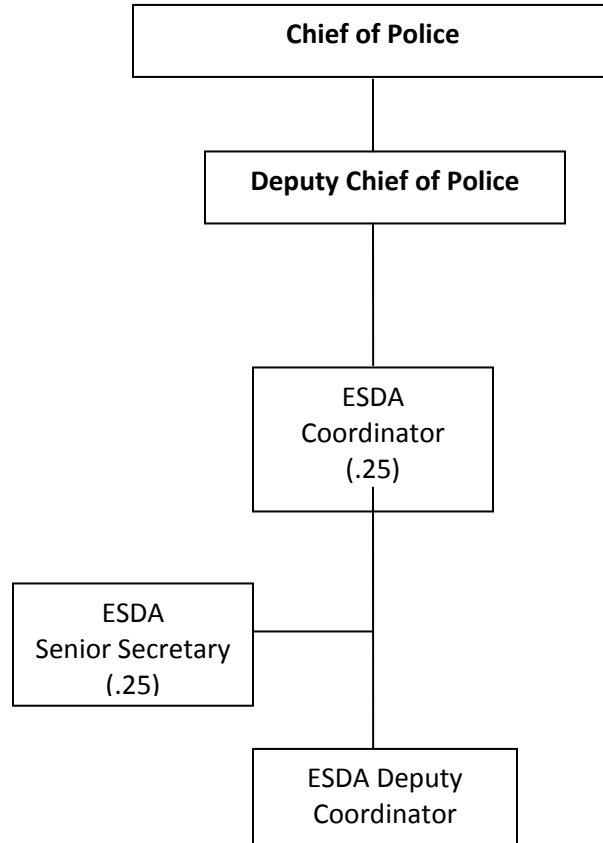
 - **OBJECTIVE** – Work with the selected consultants to develop architectural and scope of work documents that may be used for Request for Proposal or competitive bidding process in FY2014.
 - **PURPOSE** – These efforts will put the project in a good position for competitive bidding early in FY2014 should the project be included in the FY2014 Budget.
 - **COMPLETION DATE** – December 31, 2013
- 3. Perform annual inspection of the Village’s Emergency Notification Siren Network and all of its components in an effort to ensure that this equipment is functioning as designed, to prepare for natural weather emergency conditions that may arise.**
- **OBJECTIVE** - Arrange for the FY2013 Service Agreement with the selected vendor and schedule inspections of all equipment and components of the system.
 - **PURPOSE** - System inspection is critical to ensure that emergency notification sirens are working for the tornado season of each year and will prepare the department to sound the warning sirens at the appropriate time in accordance with department policy.
 - **COMPLETION DATE** – March 31, 2013

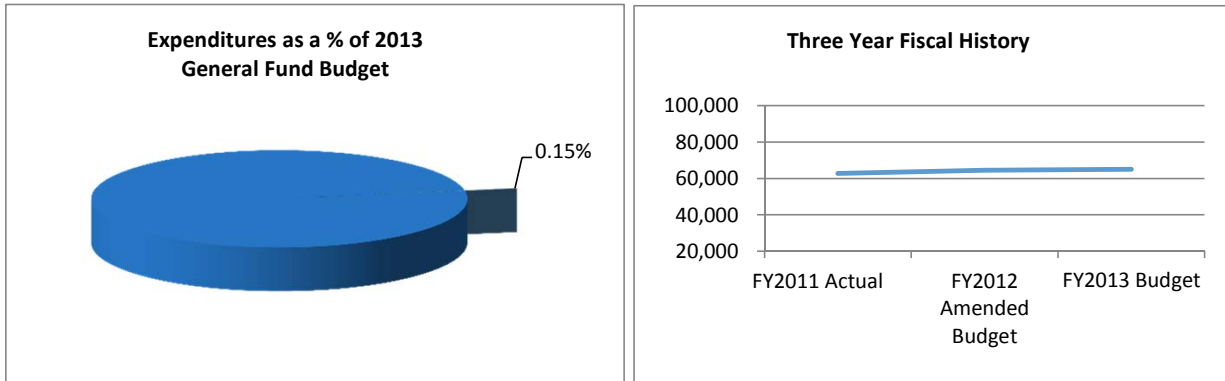
 - **OBJECTIVE** – Review the vendor report from the inspection and schedule any necessary repairs or modifications.
 - **PURPOSE** – Once the vendor report is reviewed, staff will make arrangement for any work to complete the preparation process for the system readiness.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Review Siren Activation Policy and Procedure with key ESDA and Police Department Staff in preparation for the spring season.
 - **PURPOSE** - The timely and appropriate activation of this siren system is critical to the reliability of the advance warning system.
 - **COMPLETION DATE** – June 30, 2013

- 3. Staff and train ESDA with volunteers who respond to calls for assistance, weather and man-made emergencies, traffic and crowd control, and various special events.**
 - **OBJECTIVE** - Staff will work to reach out to the community during the first half of FY2013 to attempt to recruit additional volunteers to staff ESDA. The department will attempt to increase ESDA staffing by 10% in the first half of FY2013.
 - **PURPOSE** - As ESDA is staff almost entirely from volunteers, recruitment is critical to the mission. Without adequate staffing it is difficult to respond to calls for assistance and support.
 - **COMPLETION DATE** – December 31, 2013

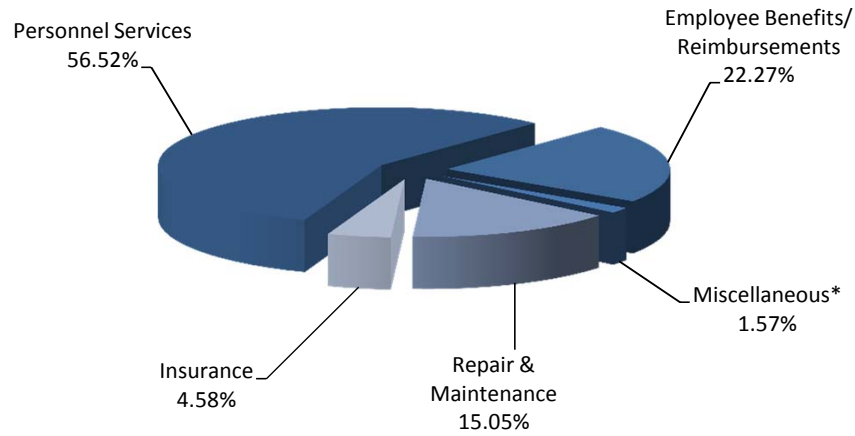
 - **OBJECTIVE** - Conduct staff training and development initiatives throughout FY2013. Volunteers must be trained in basic traffic and crowd control techniques as well as appropriate policies and procedures.
 - **PURPOSE** – New volunteers must be trained to safely and effectively carry out their duties.
 - **COMPLETION DATE** – December 31, 2013





EMERGENCY SERVICES AND DISASTER AGENCY BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
ESDA Coordinator	0.25	0.25	0.25
ESDA Deputy Coordinator	1	1	1
Senior Secretary	0.25	0.25	0.25
TOTAL FULL TIME PERSONNEL	1.5	1.5	1.5



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 31,964	\$ 34,685	\$ 36,180	\$ 36,813
Employee Benefits	11,803	12,717	13,886	14,286
Employee Reimbursements	100	100	220	220
Utilities, Communication, Transportation	98	265	300	300
Repair & Maintenance	8,685	10,640	9,500	9,800
Insurance	3,845	3,690	3,762	2,984
Supplies	551	636	725	725
Total Expenditures	\$ 57,046	\$ 62,733	\$ 64,573	\$ 65,128

DEPARTMENT MISSION:

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

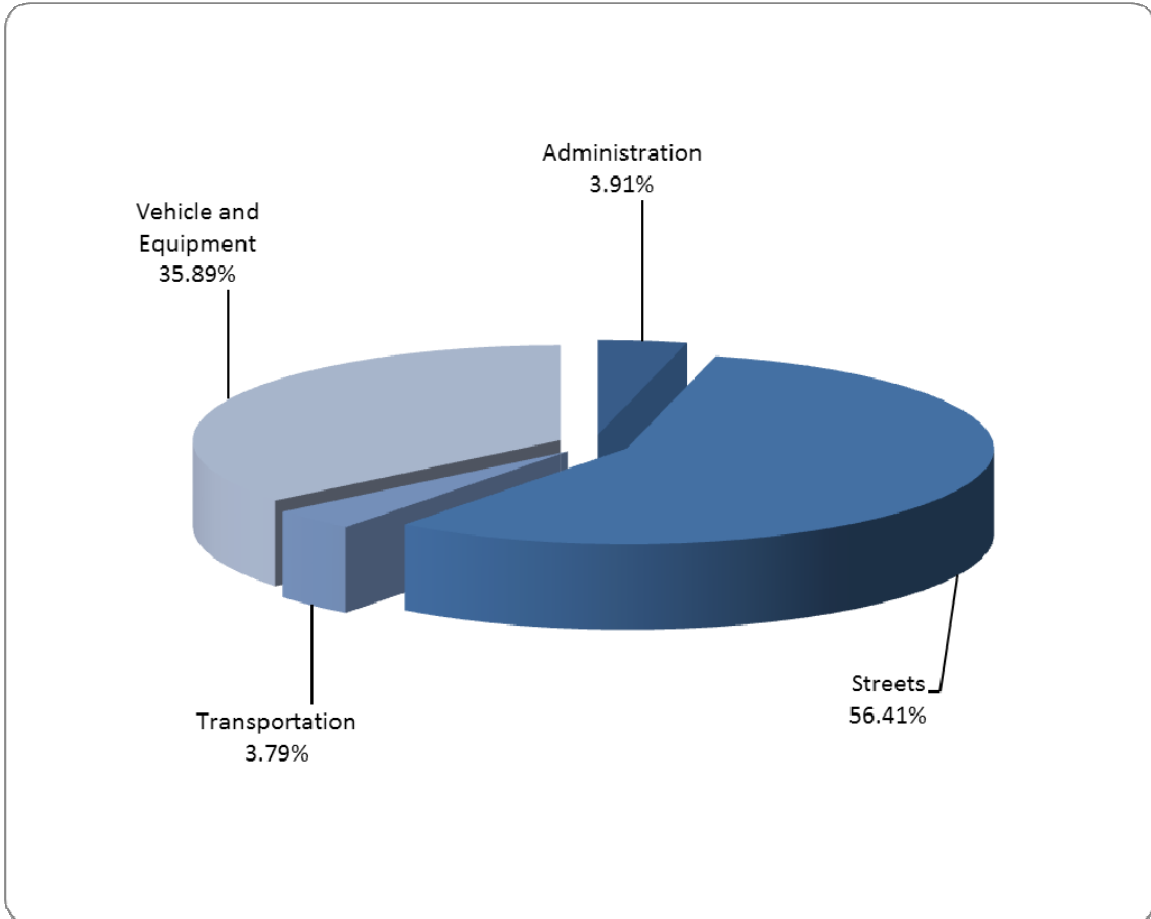
DEPARTMENT FUNCTIONS:

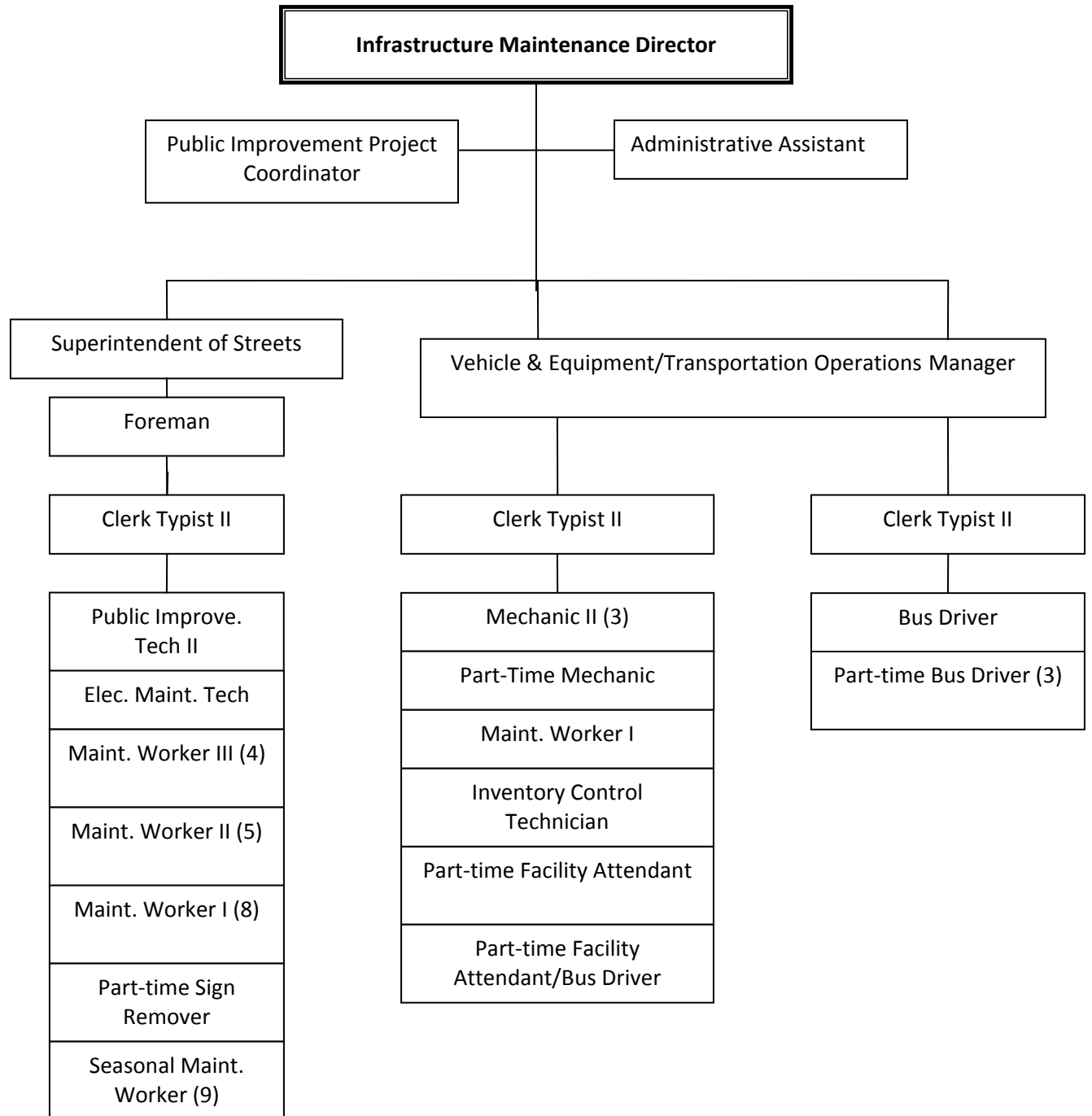
The Department of Public Works is responsible for maintaining the Village's infrastructure including the roadway system and its associated appurtenances, operating the Village's Dial-A-Ride bus service and supplying and maintaining the vehicles and equipment for all departments in the Village.

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

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

The Public Works Department is 14.69% of the overall General Fund budget, broken down into four divisions: Administration, Streets, Transportation, and Vehicles and Equipment. Accomplishments and goals of each division are listed separately.





DIVISION FUNCTIONS:

The Administrative Division oversees the administrative functions, long range planning and resource allocation of the Public Works Department. The Administrative 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 administrative expenses for Public Works personnel.

STRATEGIC PLAN GOALS:

1. Continually work on improving operations through identifying opportunities to enhance performance and reduce costs.

- **OBJECTIVE** – Populate GIS mapping data-points with data collected and uploaded for 100% of the projects undertaken during 2013. Progress review of data entry and correction to occur mid-year 2013 and during December 2013.
 - **PURPOSE** – To ultimately provide remote electronic infrastructure location and identification for efficient field operations using mobile electronic devices containing the Village's infrastructure.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Prepare and present a global strategy for the management of significant Village assets, including pavements, parkway trees, signs, lighting, traffic control signals, pavement markings and other key transportation assets utilizing the ARA system.
 - **PURPOSE** – To prepare GIS-based inventory of significant Village assets for use in providing a technically-based pavement condition rating for every Village street. The Village sees achieving an overall high level of pavement sufficiency as important in maintaining quality neighborhoods.
 - **COMPLETION DATE** – June 1, 2013
- **OBJECTIVE** – Prepare and present a global strategy for the management of the Emerald Ash Borer (EAB) infestation.
 - **PURPOSE** – The Village's tree canopy is at risk due to the infestation of Ash trees by the EAB. The EAB Management Plan will devise a master strategy to address the effects of the EAB infestation, including a master reforestation plan.
 - **COMPLETION DATE** – April 30, 2013

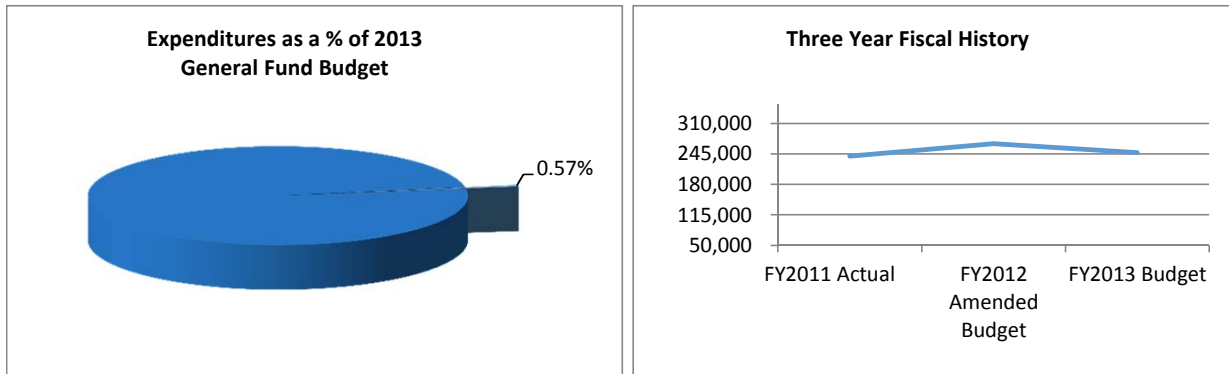
2. Enhance department effectiveness through the development of human resources.

- **OBJECTIVE** – Encourage employee education through continued use of industry-provided educational opportunities that exist through the Technology Transfer office of IDOT, as well as opportunities that may exist to improve skills within areas

such as equipment operation, pavement and pond maintenance, basic electric repairs and arborist skills. Schedule and provide three in-house training seminars during 2013.

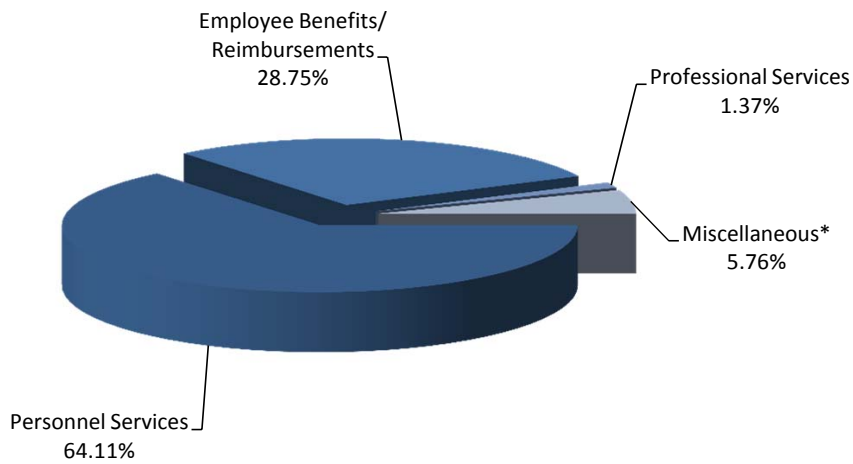
- **PURPOSE** – The use of industry-provided training opportunities and skills enrichment offerings will increase employee knowledge and skills, which will further contribute to the success of the department.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Continue employee safety training in areas such as chain saw and chipper operation, confined spaces, trenching and shoring, and roadway work zones. Conduct monthly “tailgate” safety meetings with department staff to provide continual reinforcement of the need for safe work practices. Schedule and provide three training sessions during 2013.
- **PURPOSE** – Continued education and regular reinforcement of safety practices will improve the safety of the work environment and likely reduce the number of accidents and injuries.
 - **COMPLETION DATE** – December 31, 2013
- 3. Implement the Innoprise work order tracking system for all tasks that will capture and monitor relevant information including work assignments, status, and aging.**
- **OBJECTIVE** – Categorize tasks and divisional responsibilities.
- **PURPOSE** – Fully understand divisional workload and assets required for completion and future planning.
 - **COMPLETION DATE** – April 30, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Number of Right-of-Way Permits processed and reviewed	53	43	50
Percent of right of way permit applications processed & returned within 2 weeks	100%	84%	95%
Percent of Plans, Annexation Agreements and Development Agreements Reviewed and Processed within two (2) weeks	95%	80%	95%
Fully implement ARA asset management system	n/a	0%	100%
Number of JULIE Locate Requests processed through Irthnet Solutions software. (Began 2011)	630	7,539	7,600



PUBLIC WORKS (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Infrastructure Maintenance Director	0.6	0.6	0.6
Improvement Project Coordinator	0.55	0.55	0.45
Administrative Assistant	0.6	0.6	0.6
TOTAL FULL TIME PERSONNEL	1.75	1.75	1.65
PART TIME POSITION TITLE			
Facility Attendant	1	1	1
Part-time Bus Driver	0.7	1	0.6
TOTAL PART TIME PERSONNEL	1.7	2	1.6



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 157,301	\$ 161,643	\$ 188,405	\$ 158,549
Employee Benefits	46,457	46,716	53,081	62,946
Employee Reimbursements	4,866	9,292	8,360	8,150
Professional Services	3,000	4,460	5,000	3,400
Utilities, Communication, Transportation	4,637	5,289	5,471	6,129
Purchased Services	225	613	250	350
Repair & Maintenance	6,810	8,584	3,100	3,829
Insurance	473	601	699	1,092
Supplies	1,588	2,763	2,550	2,850
Total Expenditures	\$ 225,357	\$ 239,961	\$ 266,916	\$ 247,295

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOALS:

1. **Enhance communications and completion of requested services through continued use of the Pothole Reporting system and development of the Innoprise work order system.**
 - **OBJECTIVE** – Provide information on the seasonal Pothole Repair Program to our residents through the use of flyers, newsletters and the Village website. Produce and report monthly activity from January through May recapping the potholes reported and repaired, and other pavement issues reported but unresolved.
 - **PURPOSE** – Provide information for ease in alerting Public Works of potholes and other concerns and to advise residents and others about service requests for pothole repairs that are the responsibility of the Village.
 - **COMPLETION DATE** – May 31, 2013
 - **OBJECTIVE** – Make personal contact within two business days with each complainant to advise of an estimated completion date for the reported issue with

100% compliance, or that referral of the issue was forwarded to the proper jurisdictional Agency. Provide detailed metrics quarterly upon implementation of Innoprise.

- **PURPOSE** – To pro-actively manage expectations and minimize complainant frustrations and repeated complaints.
- **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Research, review and recommend a budgetary amount for an equipment purchase to improve the pothole repair process by providing onsite storage of liquid emulsion.

- **PURPOSE** – To reduce expenses and provide year-round availability of necessary repair materials.
- **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Develop reporting using the Innoprise system that quantifies services by category and provide details of general service requests and responses including date, time metrics and cost by the end of each month following every quarter.

- **PURPOSE** – To Provide information for better assessment of service requests relating to issues that affect the quality of life for Village residents such as street lights, drainage issues and the general appearance of the Village.
- **COMPLETION DATE** – December 31, 2013

2. Provide seasonal information to residents regarding general services provided by Public Works' Street Division, thereby enhancing relations and reducing complaints.

- **OBJECTIVE** – One month in advance of the need for typical annual services, provide communications, including print material and electronic messaging, to Village residents for the upcoming season. Highlight known misconceptions and past associated issues with the goal of aligning residents' practices and Village services, setting obtainable expectations. Develop list of typical annual services by June 1, 2013 and develop schedule for advance notifications and appropriate media by July 1, 2013.

- **PURPOSE** – Provide realistic expectations regarding the delivery of Village services and the limitations that exist when needs remain unfulfilled.
- **COMPLETION DATE** – July 1, 2013

- **OBJECTIVE** – Finalize a detailed brochure and web site information to aid the layman's identification of EAB infestation. Include procedures for the removal and disposal of Ash trees within quarantine zone for residential distribution.

- **PURPOSE** – Educate residents on how they can identify infestations, the restrictions that have been imposed in an effort to halt further spread of the current infestation, and remedies or course of action to follow once trees are infested and subsequently removed.
- **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Utilize Automated Vehicle Locating (AVL) to capture and analyze operational metrics for seasonal services provided. Prepare report outlining current practices and opportunities for improvements in the delivery of services leading to improved services and efficiencies ultimately providing service cost reductions.
 - **PURPOSE** – Develop empirical data points that will permit detailed analysis of Public Works current operational practices with the goal of expanding and improving services without incrementally added cost through more prudent use of resources. Ultimately add AVL data to the Village's website permitting real-time tracking for snow plows and other service equipment.
 - **COMPLETION DATE** – December 31, 2013

3. Increase efficiency and effectiveness of the Village's Snow Fighting Program

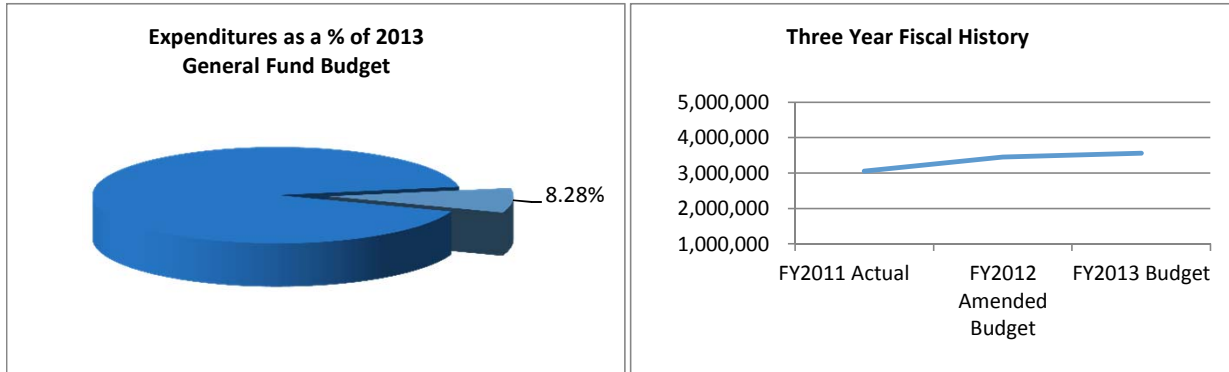
- **OBJECTIVE** – Revise and prepare snow fighting materials for staff training and distribution by November 1st of each year.
 - **PURPOSE** – To provide the latest route information and procedures to staff and contractors prior to the onset of winter.
 - **COMPLETION DATE** – November 1, 2013
- **OBJECTIVE** – Attend at least two trade shows or exhibitions each year to stay current on industry best practices. Research, evaluate and test new technologies and materials to improve operations and provide efficiencies. Provide information on emerging products such as liquid anti-icing and de-icing materials, equipment and operations to improve the Village's winter services and reduce costs.
 - **PURPOSE** – Increase effectiveness and efficiency of snow and ice management and operations undertaken for the removal of snow and ice from the Village's roadways thereby reducing costs and improving safety.
 - **COMPLETION DATE** – October 1, 2013
- **OBJECTIVE** – Provide information on the Village's website annually, explaining how our snow fighting program needs 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 procedures and why we do things a certain way.
 - **COMPLETION DATE** – November 15, 2013

4. To improve safety, response and staff efficiency during normal and emergency operations.

- **OBJECTIVE** – Improve safety and reduce complaints through staff education and accountability using the AVL system. Meet with staff within 24 hours (obtain 100% compliance) to discuss operational events.
 - **PURPOSE** – Improve driving habits and reduce accidents and complaints.

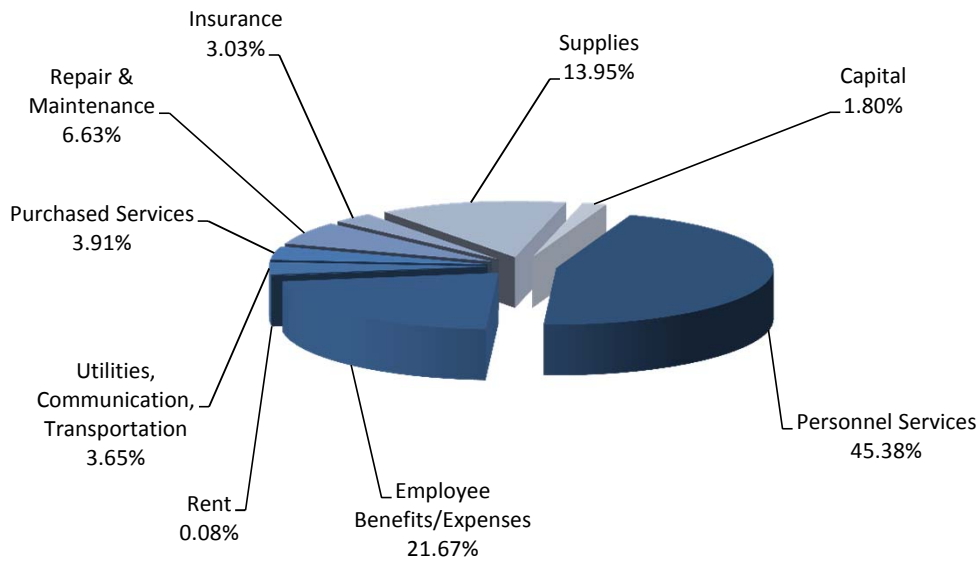
- **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Utilize AVL to capture and analyze operational metrics for services provided. Review data by the first week of each quarter to ensure efficient use of Village resources.
 - **PURPOSE** – Develop empirical data points that will permit detailed analysis of Public Works current operational practices with the goal of expanding and improving services without adding cost through more prudent use of resources.
 - **COMPLETION DATE** – December 31, 2013
- 5. Increase efficiency of the Tree Trimming Program.**
- **OBJECTIVE** – Review and report all safety procedures and operational protocols to ensure staff is well briefed on safety procedures and acceptable operations.
 - **PURPOSE** – Ensure safety measures and operational rules are understood and in place.
 - **COMPLETION DATE** – November 1, 2013
 - **OBJECTIVE** – Prepare all necessary tree trimming equipment to ensure good working order. Prior to start of trimming operations, fully inspect all equipment to ensure all safety guards are secure, in place, and functioning per manufacturer's specifications.
 - **PURPOSE** – Ensure staff is properly equipped with all appropriate safety and trimming equipment and that all equipment is checked and fully operational permitting the program to start on time.
 - **COMPLETION DATE** – November 1, 2013
 - **OBJECTIVE** – Compile and categorize by area each request of identified need for tree trimming services.
 - **PURPOSE** – To improve efficiency and provide coordination of staff and equipment.
 - **COMPLETION DATE** – December 1, 2013
- 6. Establish a Right-Of-Way (ROW) asset database management process to ensure accurate and current information is available.**
- **OBJECTIVE** – Develop database sign maintenance process to ensure that once populated, the accuracy and integrity of the database is able to be maintained.
 - **PURPOSE** – To provide accurate ROW asset information to Village staff to improve efficiency, planning and regulatory compliance.
 - **COMPLETION DATE** – June 30, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Pothole requests for repair addressed within 48 hours	95%	90%	95%
Number of potholes filled	5,260	1,601	1,400
Percent of streetlight/electrical repairs addressed within 48 hours	95%	96%	98%



PUBLIC WORKS (STREETS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Superintendent of Streets	1	1	1
Foreman	1	1	1
Public Improvement Tech II	1	1	1
Electrical Maintenance Technician	1	1	1
Maintenance Worker I	8	8	8
Maintenance Worker II	5	5	5
Maintenance Worker III	4	4	4
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	22	22	22
PART TIME POSITION TITLE			
Sign Remover	1	1	1
Interns/Masters	2	3	3
Seasonal Maintenance	7	9	9
TOTAL PART TIME PERSONNEL	10	13	13



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 1,560,105	\$ 1,541,325	\$ 1,633,581	\$ 1,617,200
Employee Benefits	605,122	642,323	733,004	767,363
Employee Expense	60	485	-	4,800
Professional Services	-	475	-	-
Utilities, Communication, Transportation	164,969	123,064	125,821	126,756
Purchased Services	93,325	79,431	90,431	139,250
Repair & Maintenance	94,617	116,297	160,647	236,132
Rent	(223)	89	3,000	3,000
Insurance	101,898	54,231	139,149	107,840
Supplies	535,257	500,158	515,334	497,250
Miscellaneous	-	268	-	-
Capital	-	-	50,000	64,000
Total Expenditures	\$ 3,155,130	\$ 3,058,146	\$ 3,450,967	\$ 3,563,591

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 seventy eight percent (78%) 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 Public Works Department manages the daily function of the PACE Dial-A-Ride Service.

STRATEGIC PLAN GOALS:

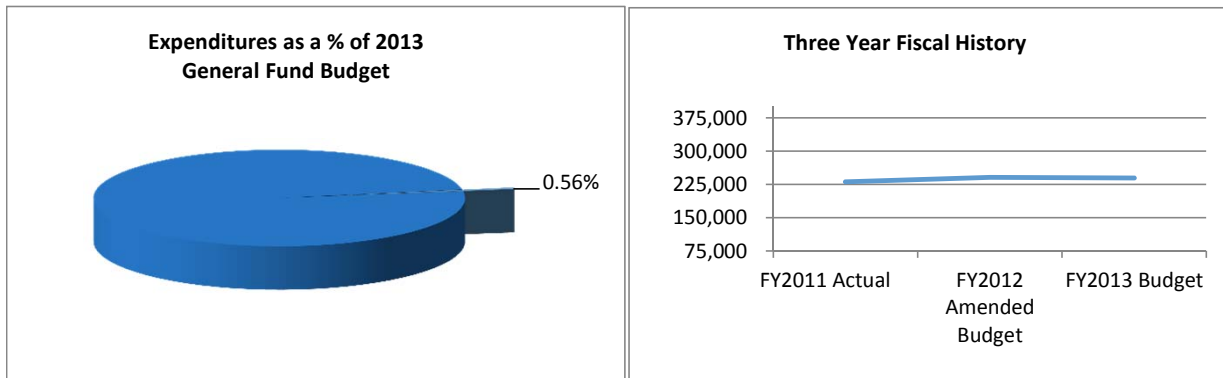
1. Explore opportunities to improve the efficiency of the Dial-A-Ride bus service using Automatic Vehicle Locate (AVL) tracking systems.

- **OBJECTIVE** – Review scheduling procedures and update the standard operating procedures as annual reports are developed for the past service year moving operational changes forward into the upcoming operating year. Produce a list of recommended updates for the Director of Infrastructure Maintenance.
 - **PURPOSE** – Provide efficient and effective operations, including optimizing scheduling and dispatching of the Village's Dial-a-Ride service. In addition, provide routing efficiencies to minimize non-service miles.
 - **COMPLETION DATE** – November 1, 2013
- **OBJECTIVE** – Utilize AVL to develop reporting that will assist in routing busses and scheduling personnel. Reports should be produced on a quarterly basis. Any recommendations regarding changes to operational procedures should be included in the reporting.
 - **PURPOSE** – To provide efficient and effective scheduling and dispatching of the Village's Dial-a-Ride service to minimize non-service miles.
 - **COMPLETION DATE** – December 31, 2013

2. To continue the practice of forecasting ridership and revenue in an effort to anticipate future needs for the Dial-a-Ride service.

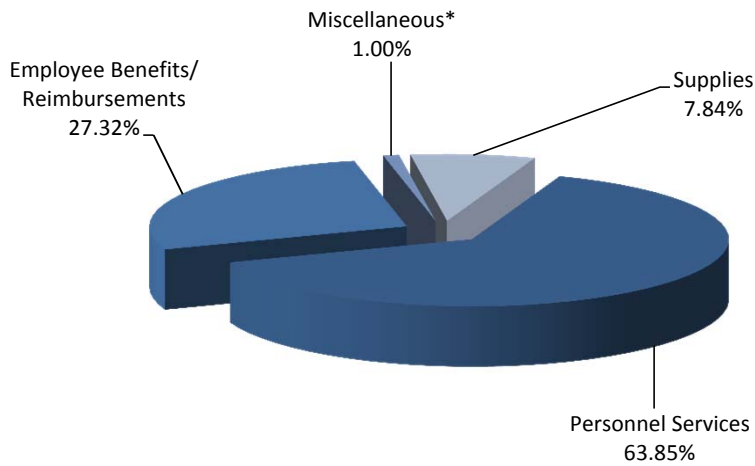
- **OBJECTIVE** – Prepare an annual report detailing ridership categories, trip origins and destinations, average miles and trip times, summarizing annual ridership and forecasting ridership trends for the upcoming fiscal year.
 - **PURPOSE** – To prepare staff and officials for changes that may be needed or on trends regarding what may be seen as future ridership and personnel requirements for the upcoming fiscal year.
 - **COMPLETION DATE** – August 1, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Percent of scheduled buses available daily for scheduled service	95%	97%	100%
Percent of satisfactory Pace inspections	100%	100%	100%
Number of one-way trips provided	11,950	11,310	11,300
Number of passenger complaints	3	0	0
Accidents	1	0	0



PUBLIC WORKS (TRANSPORTATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Bus Driver	1	1	1
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	2	2	2
PART TIME POSITION TITLE			
Bus Drivers	2.3	3	2.4
TOTAL PART TIME PERSONNEL	2.3	3	2.4



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 134,723	\$ 145,417	\$ 152,534	\$ 152,932
Employee Benefits	97,491	64,841	63,745	65,239
Employee Reimbursements	50	60	-	195
Utilities, Communication, Transportation	-	-	792	1,000
Repair & Maintenance	-	-	1,000	-
Insurance	1,239	907	1,222	1,393
Supplies	16,123	19,562	21,858	18,776
Total Expenditures	\$ 249,626	\$ 230,787	\$ 241,151	\$ 239,535

DIVISION FUNCTION:

The Vehicle and Equipment Division is responsible for supplying and maintaining 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 vehicles and equipment. The current inventory consists of 199 vehicles and 210 pieces of equipment, including 29 utility trailers.

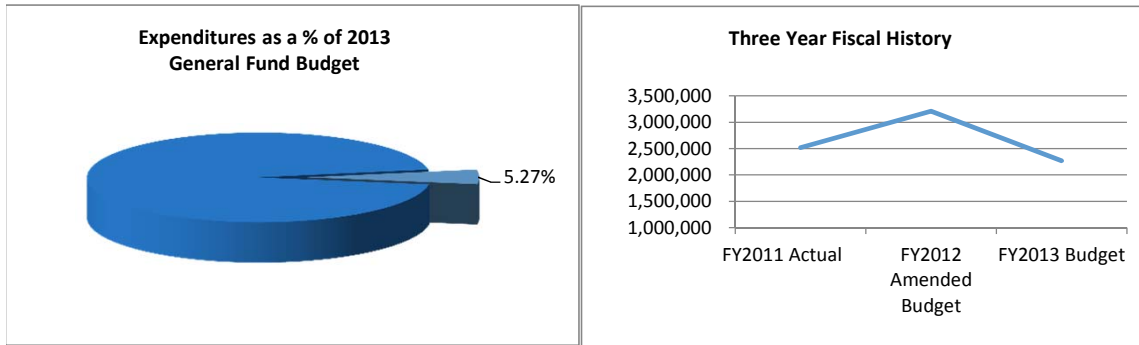
STRATEGIC PLAN GOALS:

- 1. Reduce the frequency and customer impact of unscheduled repairs in the shop to an acceptable level given the age of the fleet.**
 - **OBJECTIVE** – Provide monthly report regarding unscheduled repairs performed in the shop to determine the reason. Make recommendations to mitigate and reduce unscheduled repairs. Provide loaner vehicles or equipment when possible to achieve 100% readiness.
 - **PURPOSE** – Fewer unscheduled repairs will minimize the impact on weekly scheduled work and increase productivity in the shop.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Review industry best practice regarding outsourcing opportunities for maintenance and repairs, and produce report with recommendations for the 2014 Budget.
 - **PURPOSE** – To make best use of resources to meet the growing repair needs of the Village and the decreasing resources to provide operational ready equipment.
 - **COMPLETION DATE** – August 31, 2013
- 2. Maintain a 100% ready snow fighting fleet throughout the winter season 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.**
 - **OBJECTIVE** – Repair completion within 48 hours of the unit entering the shop during the year.
 - **PURPOSE** – To provide a full complement of safe vehicles and equipment to fleet customers including storm-ready snow fighting equipment to minimize downtime during a winter storm event.
 - **COMPLETION DATE** – December 31, 2013
- 3. Reduce fleet vehicle fuel consumption and emissions, and begin implementation of an Automatic Vehicle Locate (AVL) system.**

- **OBJECTIVE** – Achieve 100% AVL implementation and activation by March 31, 2013, and begin AVL data evaluation by October 1, 2013.
 - **PURPOSE** – By understanding fleet use and routing, fuel consumption is likely to be reduced. Ultimate goal is to develop a strategy to improve vehicle use and reduce miles travelled, thereby improving fleet performance and reducing fossil fuel consumption.
 - **COMPLETION DATE** – October 1, 2013

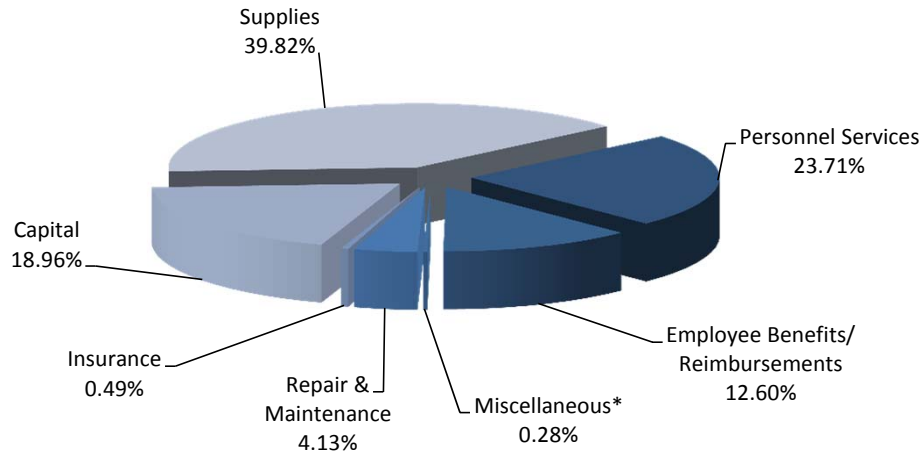
- 4. **Utilize a Surplus On-Line Auction process for the sale of surplus vehicles, equipment and other surplus items. Through the use of an Internet auction service, the potential buyer pool becomes world-wide.**
 - **OBJECTIVE** – Participate in three online auctions during 2013.
 - **PURPOSE** – The use of the on-line service is likely to generate additional revenue due to the larger pool of bidders and easily permits items previously discarded to be sold, further adding revenue and freeing storage space.
 - **COMPLETION DATE** – December 31, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Number of scheduled preventive maintenance repairs	712	800	800
Percent of repairs – non-scheduled	20%	12%	10%
Percentage of fleet winter storm-ready	100%	100%	100%
Number of jobs performed	8,132	9,456	9,500
Number of accidents reported	41	35	25
Percentage of unreported accidents through CFA based on vehicle/equip. report	Not Calculated	0%	0%
Accident repair costs	\$45,350	\$27,646	\$20,000
Accident repair labor hours – in-house	57.6	21.2	15
Cost of repairs or maintenance outsourced (includes equipment, autos and trucks)	\$92,130	\$102,540	\$90,000
Percentage of the cost of repairs or maintenance outsourced	Not Calculated	21%	18%
Fuel Consumption – Unleaded (Village and OFPD)	152,385	157,174	155,000
Fuel Consumption – Diesel (Village and OFPD)	58,176	55,366	56,000
Number of items sold via On-Line Auction	Not Applicable	17	30



PUBLIC WORKS (VEHICLE AND EQUIPMENT DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
V&E and Transportation Operations Mgr	1	1	1
Inventory Control Technician	1	1	1
Mechanic II	3	3	3
Temporary Mechanic II	0	0	1
Maintenance Worker I	1	1	1
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	7	7	8



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 463,909	\$ 484,886	\$ 502,664	\$ 537,687
Employee Benefits	246,634	275,028	268,793	282,997
Employee Reimbursements	1,689	1,788	3,985	2,800
Professional Services	-	7,263	-	-
Utilities, Communication, Transportation	1,195	677	985	1,359
Purchased Services	1,371	3,621	5,500	5,000
Repair & Maintenance	89,963	92,130	123,611	93,595
Insurance	28,379	77,921	10,761	11,034
Supplies	751,788	831,095	952,406	902,904
Capital	106,098	745,294	1,343,546	429,900
Miscellaneous Expenses	35	95	100	100
Total Expenditures	\$ 1,691,061	\$ 2,519,798	\$ 3,212,351	\$ 2,267,376

DEPARTMENT MISSION:

To enhance the quality of life for the people and families within the Village community by providing professional, high quality and effective police service in partnership with the people.

ADMINISTRATION DIVISION – TRAINING DEVELOPMENT AND REVIEW**DIVISION FUNCTIONS:**

The Administration Division is responsible for budgeting, planning, inspecting, training, and internal affairs; coordination and direction of all facets of the five divisions of the Police Department to ensure that consistent and quality police services are delivered to the residents, businesses, and visitors of the Village of Orland Park. In addition, the Administration Division is 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. Provide specialized training to increase sworn officers' knowledge base and ultimately improve the overall efficiency and effectiveness of the Department.**
 - **OBJECTIVE** – Develop and implement a multi-faceted training program on 4th Amendment law for all full-time sworn personnel. The program, measured through a pre- and post-test evaluation, shall increase officers' knowledge base by 50% in search and seizure law.
 - **PURPOSE** - Search and seizure law is ever evolving and complex. Understanding and applying the principles that govern 4th Amendment law will assist in decreasing motions to exclude evidence, quash arrests, accusations of misconduct and ultimately lowering the Department's potential for liability.
 - **COMPLETION DATE** – July 1, 2013
 - **OBJECTIVE** – Train and state certify at least one additional officer in Accident Reconstruction.
 - **PURPOSE** - Having an additional officer certified in accident reconstruction will provide an additional check and balance thereby increasing the efficiency and effectiveness in the identification and documentation of the causes of major crashes.
 - **COMPLETION DATE** – December 31, 2013
- 2. Achieve full compliance with the National Incident Management System (NIMS) certification requirements for FY2013.**
 - **OBJECTIVE** - Complete IS-700 and ICS-100 awareness training for all officers. IS-702, IS-703 and IS-704 will be completed by personnel assigned to specific

duties within the ICS framework. Supervisory staff will successfully complete ICS 200, ICS-300 and IS-800. Lieutenants and Command Staff personnel will complete ICS-400. Command Staff personnel will also complete IS-703, 704, 706, and 800.

- **PURPOSE** - The Federal Government has provided specific directives in which employees must complete specific levels of ICS training for the organization/municipality to be in full compliance.
- **COMPLETION DATE** – September 1, 2013

▪ **OBJECTIVE** - Conduct a position–specific ICS training practicum.

- **PURPOSE** - As part of gaining full federal NIMS compliance, an ICS practicum is a required.
- **COMPLETION DATE** – September 30, 2013

3. Conduct a review of Village code related to police operations and develop recommendations for a standardized fine schedule.

▪ **OBJECTIVE** - Conduct a thorough review of Titles 8 and 9 of the Village Code to identify code violations enforced by the Police Department. Identify locations with each title where fines are specified and mark up a document that will facilitate development of a standardized fine schedule. Complete report by end of first quarter of 2013.

- **PURPOSE** – To audit related code and eliminate potential confusion with respect to fine amounts contained within each ordinance violation.
- **COMPLETION DATE** – March 31, 2013

▪ **OBJECTIVE** - Prepare a complete standardized fine schedule system document that will provide for uniformity and consistency with respect to code violations found in Titles 8 and 9 of the Village Code.

- **PURPOSE** – A system of standardized fines related to violations of Village code would allow for a single point adjustment when fines are changed.
- **COMPLETION DATE** – June 30, 2013

▪ **OBJECTIVE** – Arrange previously developed documents that identify inconsistencies in fine amounts in Title 8 and 9 and provide for a standardized fine schedule and present them to the Village Board with recommendations.

- **PURPOSE** – To produce a standardized fine schedule.
- **COMPLETION DATE** – September 30, 2013

▪ **OBJECTIVE** – In collaboration with the Office of the Village Clerk prepare the above recommendations and documents for action by the Village Board.

- **PURPOSE** – To produce a standardized fine schedule.
- **COMPLETION DATE** – September 30, 2013

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. **Review all communication towers and equipment to ensure system reliability and optimum performance. Resolve issues of poor portable radio reception and transmission by conducting a system check to see how much radio coverage may have been lost as a result of the recent frequency narrowbanding.**
 - **OBJECTIVE** - Conduct a thorough inspection of all radio transmitters, receivers and antennas at the communication towers and in the server room. Repair or replace any defective equipment, connections or telephone lines which may negatively affect communication performance.
 - **PURPOSE** – The reliability of the police department radio communications system is a high priority. Emergency 911 dispatching, public safety and officer safety depend on a reliable radio communications system. Preventive maintenance of the system needs to be conducted to reduce the risk of a system failure during a critical incident.

- **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** - Determine the best location and install a second radio transmitter that will not interfere with the radio receiver sites. The installation of the transmitter will be completed during the second quarter of FY13.
 - **PURPOSE** – The second transmitter will provide the department with a redundant system in case of a transmitter failure.
 - **COMPLETION DATE** – June 30, 2013
 - **OBJECTIVE** - Install additional receiver sites if necessary by the fourth quarter of FY13.
 - **PURPOSE** – Once the system coverage analysis has been conducted, it will be determined whether the radio system needs additional receiver sites to enhance the reception capabilities that may have been lost due to narrowbanding.
 - **COMPLETION DATE** – December 31, 2013
2. **In conjunction with the Circuit Court of Cook County, implement an e-ticketing system for traffic violations that would integrate with the police department's New World records system. The integrated e-ticketing system for traffic violations will reduce the cost of ticket printing and reduce data entry of the tickets in the department's New World records system, as information is input to a Web application on a computer in the officer's car and an in-car printer, prints out a receipt for the driver.**
- **OBJECTIVE** - Install the Advanced Public Safety (APS) e-ticketing software in the police department's computer system and in every mobile vehicle computer.
 - **PURPOSE** – To reduce ticket data entry and the cost of printing tickets.
 - **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** - Renew the Police Department's FCC licenses for FY2013 to reflect the new narrowband Implement a Train-the-Trainer Program in the use of the e-ticketing software and hardware (printer). Nine officers, one clerical employee and three administrative employees will be selected and trained by the Cook County program facilitators in the function of the software program. This group will use and test the program for full functionality before the program is rolled out to the entire department.
 - **PURPOSE** – The purpose of the Train-the-Trainer Program is to develop specific individuals who will become very familiar with the system. These individuals will be given the responsibility to train the entire department. A benefit of the Train-the-Trainer approach includes mastery of the program by the training employee. The trainer will then demonstrate his/her ability to transfer that knowledge to other members of the department. After the initial training, these trainers will be available on each shift to provide practical hands-on instruction in the field.
 - **COMPLETION DATE** – March 31, 2013

- **OBJECTIVE** - Train 100% of the patrol officers and the appropriate clerical staff and administrators in the use of the APS E-Ticketing software and transition from paper-based ticket books to the computer based e-tickets. Traditional tickets will remain available if needed in case of a system or network failure.
 - **PURPOSE** – Upon full implementation of the e-ticketing program, the process should reduce the cost of ticket book printing and reduce data entry of the tickets in the department's New World records system by the clerical staff. The e-tickets are more legible than handwritten carbon copy tickets. Once a ticket is issued, a copy of the e-ticket will be able to be retrieved from any department computer for viewing or printing.
 - **COMPLETION DATE** – June 30, 2013

3. Implement the use of the New World Traffic Crash Module.

- **OBJECTIVE** - Install the New World Traffic Crash Module in conjunction with the Version 10 system upgrade. The system upgrade is expected to be completed in the third quarter of FY13.
 - **PURPOSE** – This system upgrade will correct many deficiencies in the current New World software program (Version 9). The Crash Module will replace the MCR Crash Reporting system currently being used for traffic crash reporting.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Test the Crash Report module to determine if the program functions properly and fully complies with all of the state requirements for traffic crash reporting and data collection. The system test will include proper parsing of information from the Secretary of State/LEADS data base and if possible and practical incorporate driver's license scanning technology. Testing will be completed in the third quarter of FY13.
 - **PURPOSE** – The use of the New World Crash Module will integrate crash reporting with the current New World Field Base Reporting System in order to eliminate two separate systems. This will enhance the department's information data base and decrease the amount of clerical data entry for crash reporting.
 - **COMPLETION DATE** – September 30, 2013
- **OBJECTIVE** - Once the Traffic Crash Module is installed, the department will implement a Train-the-Trainer Program to instruct 100% of the patrol officers on the use of the module for its full implementation. This objective will be completed during the fourth quarter of FY13.
 - **PURPOSE** – The training aspect is important due to the fact that the New World system is very different than the current MCR Crash Reporting system. Officers as well as clerical staff will need to become familiar with the new module prior to implementation. Upon completion of training, the module will be used to its full potential and the MCR system will no longer be used for crash reporting.

- **COMPLETION DATE** – December 31, 2013
- 4. **Install an effective and cost efficient bi-directional amplifier radio system at the Orland Square Mall and Carl Sandburg High School. The installation of these systems will enhance the performance of the radio system in the Orland Square Mall and at Carl Sandburg H.S. where there are decreased reception and transmission capabilities due to concrete and steel structures. The performance enhancement will be measured by a clear and strong radio signal at the selected areas after the antennas are installed.**
 - **OBJECTIVE** - Using a portable radio, physically identify 12 locations in the Orland Square Mall and 5 locations at the Carl Sandburg H.S. where there are poor radio reception and transmission capabilities.
 - **PURPOSE** – Poor reception and transmission locations need to be identified in order to develop a plan to install antennas which would increase signal strength in the area.
 - **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** - Install the cabling, antennas and the bi-directional amplifier in the areas of the Orland Square Mall where there are problems with reception and transmission. Test the system and make any necessary changes and adjustments to the system for maximum performance. A clear and strong radio signal at the twelve pre-selected locations will be the measurement of maximum performance.
 - **PURPOSE** – The installation of the equipment will enhance the ability of officers to communicate with dispatch while on assignment within the Orland Square Mall.
 - **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** - Once the system is installed and functioning properly at the Orland Square Mall, the installation of the cabling, five antennas and the bi-directional amplifier will begin at the Carl Sandburg High School. The system will be tested and any necessary changes made for maximum performance. A clear and strong radio signal at the five pre-selected locations will be the measurement of maximum performance.
 - **PURPOSE** – The installation of the equipment will enhance the ability of the School Resource Officer (SRO) and other officers to communicate with dispatch while on assignment within the school.
 - **COMPLETION DATE** – June 30, 2013

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

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOALS:

1. To implement a Crime Prevention Program in FY2013 specifically targeting crimes against the elderly and the business community.

- **OBJECTIVE** – Conduct quarterly security meetings with Orland Square retail merchants and increase attendance by 20%.
 - **PURPOSE** – To provide critical information on current crime patterns affecting the business community.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - In March and November 2013, conduct two business security forums to be held at the Orland Park Police Department. One forum will be conducted for the banking institutions and the other for non-retail businesses.
 - **PURPOSE** – To provide relevant and updated security, safety training, and information sharing.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - In April, August and November 2013 conduct senior citizen safety presentations for Orland Park residents. Increase attendance by 15%.
 - **PURPOSE** – To provide information on crime trends that target senior citizens and provide strategies on how they can protect themselves. To broaden the understanding between the citizens and the police department in relation to the department's operations and functions.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** - In May 2013 Conduct "DARE BOOSTER" presentations to Orland Park junior high students.
 - **PURPOSE** – To address issues that we are seeing within the community related to heroin abuse, prescription drug abuse, and social media behavior.
 - **COMPLETION DATE** – June 1, 2013
- **OBJECTIVE** – Review Retail Safety Program.
 - **PURPOSE** – To review and ready the program for the officer selected for this position.
 - **COMPLETION DATE** – August 31, 2013
- **OBJECTIVE** – Launch Retail Safety Security Program.
 - **PURPOSE** – Implement the Retail Safety Program in the field.
 - **COMPLETION DATE** – October 1, 2013

2. To enhance the department's partnership with the community.

- **OBJECTIVE** – Enhance participation in Global Connect Emergency Notification system and social networking sites.
 - **PURPOSE** - To provide updated information on crime trends and community safety alerts.
 - **COMPLETION DATE** – September 30, 2013
- **OBJECTIVE** – Coordinate staff to enhance web pages.
 - **PURPOSE** - To develop and implement this project.
 - **COMPLETION DATE** – September 30, 2013
- **OBJECTIVE** - Conduct the August 2013 "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.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Reach out to residents through neighborhood beat meetings and Trailers in the Park events, beginning in April 2013.
 - **PURPOSE** - Use established and successful events and contacts to enhance involvement in the program and aid in crime prevention.
 - **COMPLETION DATE** – December 31, 2013

3. Conduct the Citizen's Police Academy for residents of the Village of Orland Park at the Police Department Headquarters.

- **OBJECTIVE** – Select a date, develop a schedule for the event and reserve the facilities needed in January of 2013. 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.
 - **PURPOSE** – To develop and review the necessary personnel and program content materials. Solidify the necessary time frame for implementation and provide firm dates to the community for interested residents.
 - **COMPLETION DATE** – April 1, 2013

- **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 2013 and continuing until the beginning of the event.
 - **PURPOSE** – To inform and recruit residents to develop a citizen attendance base for the program.
 - **COMPLETION DATE** – October 1, 2013

- **OBJECTIVE** – Conduct and complete the program, ending with a graduation presentation with media coverage prior to November 15, 2013.
 - **PURPOSE** – To broaden the understanding between the citizens and the police department in relation to the department’s operations and functions.
 - **COMPLETION DATE** – November 30,2013

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 as Driving Under the Influence (DUI) continues to have a significant impact on road safety. DUI related traffic crashes result in more than 300,000 injuries in the United States annually.

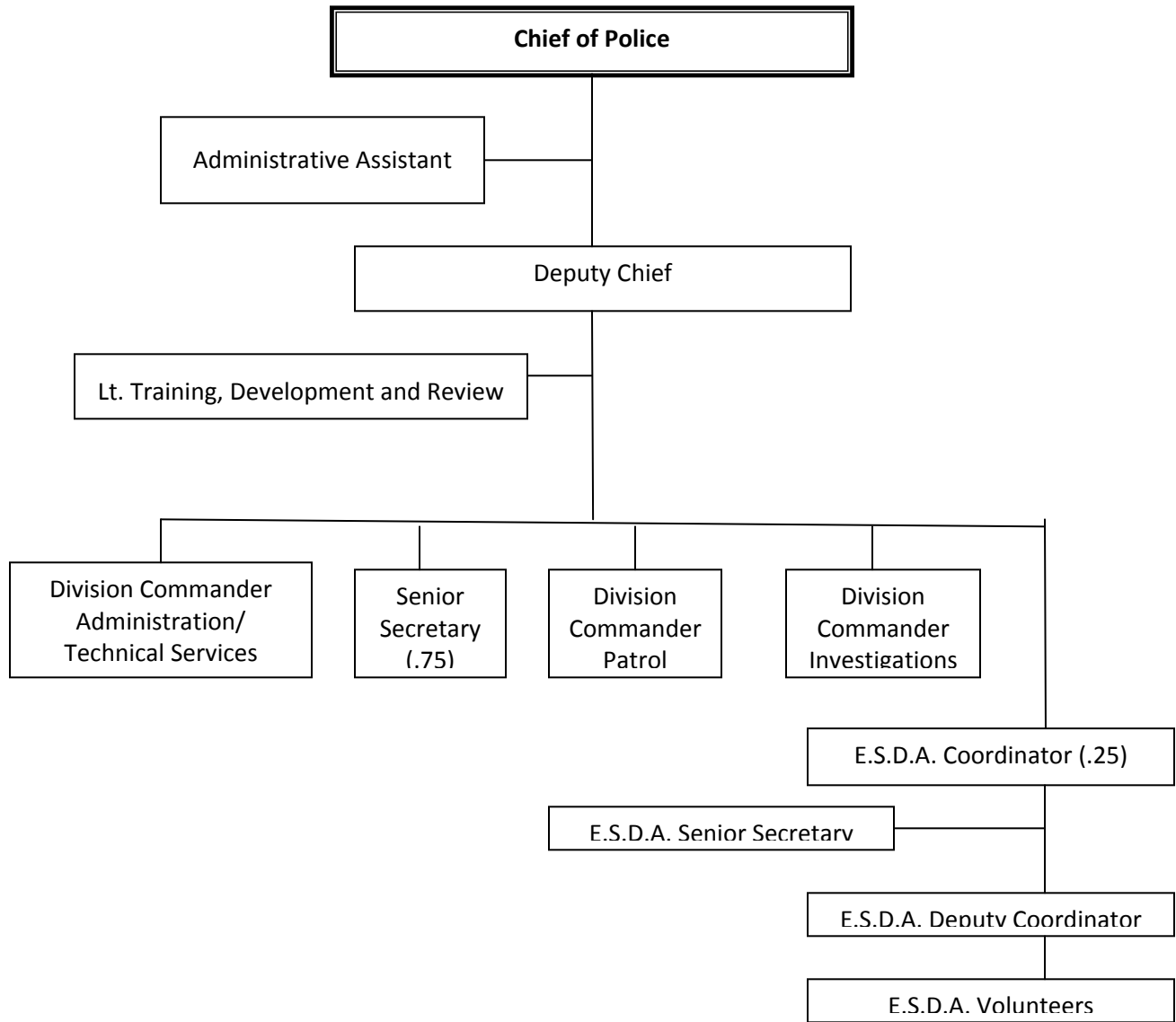
- **OBJECTIVE** – Increase DUI arrests by 10% throughout FY13.
 - **PURPOSE** - Increased DUI enforcement will result in safer travel within the Village.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Publicize and conduct two roadside safety check during FY13.
 - **PURPOSE** - Public awareness of roadside safety checks should have an impact on driving behavior. Roadside safety checks have been shown to be an effective tool used to enforce DUI laws.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Conduct quarterly special enforcement details utilizing Traffic Unit officers deployed at times and days prone to DUI violations.
 - **PURPOSE** - Traffic officers assigned to this enforcement should be more effective since they would not have normal beat patrol duties to attend to.
 - **COMPLETION DATE** – December 31, 2013

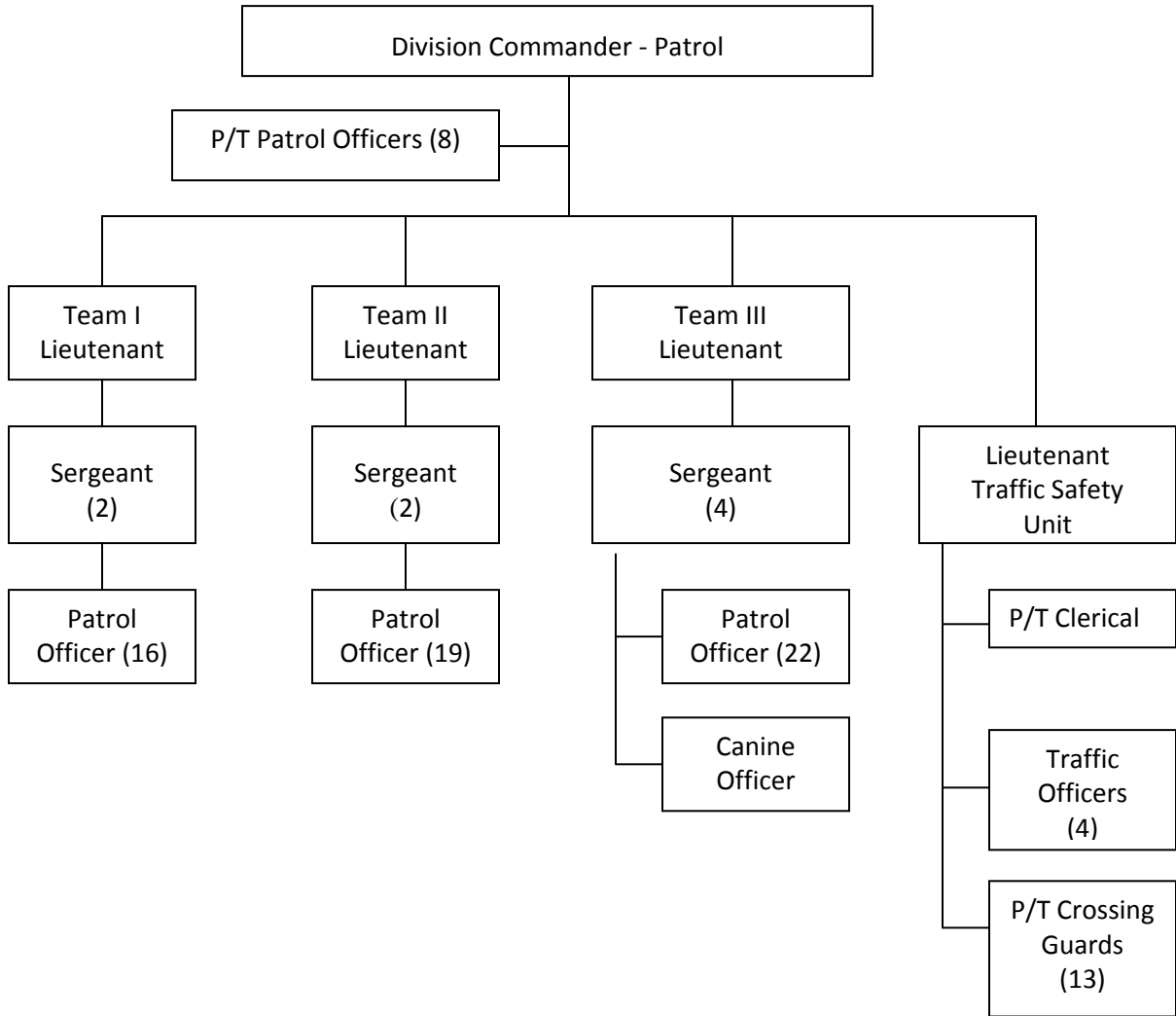
2. Reduce distracted driving related crashes. The National Highway Traffic Safety Administration estimates that 25% of all reported crashes involve distracted driving. When drivers take their eyes off the road to read information on a cell phone it is illegal, and puts themselves and others at risk for serious injury.

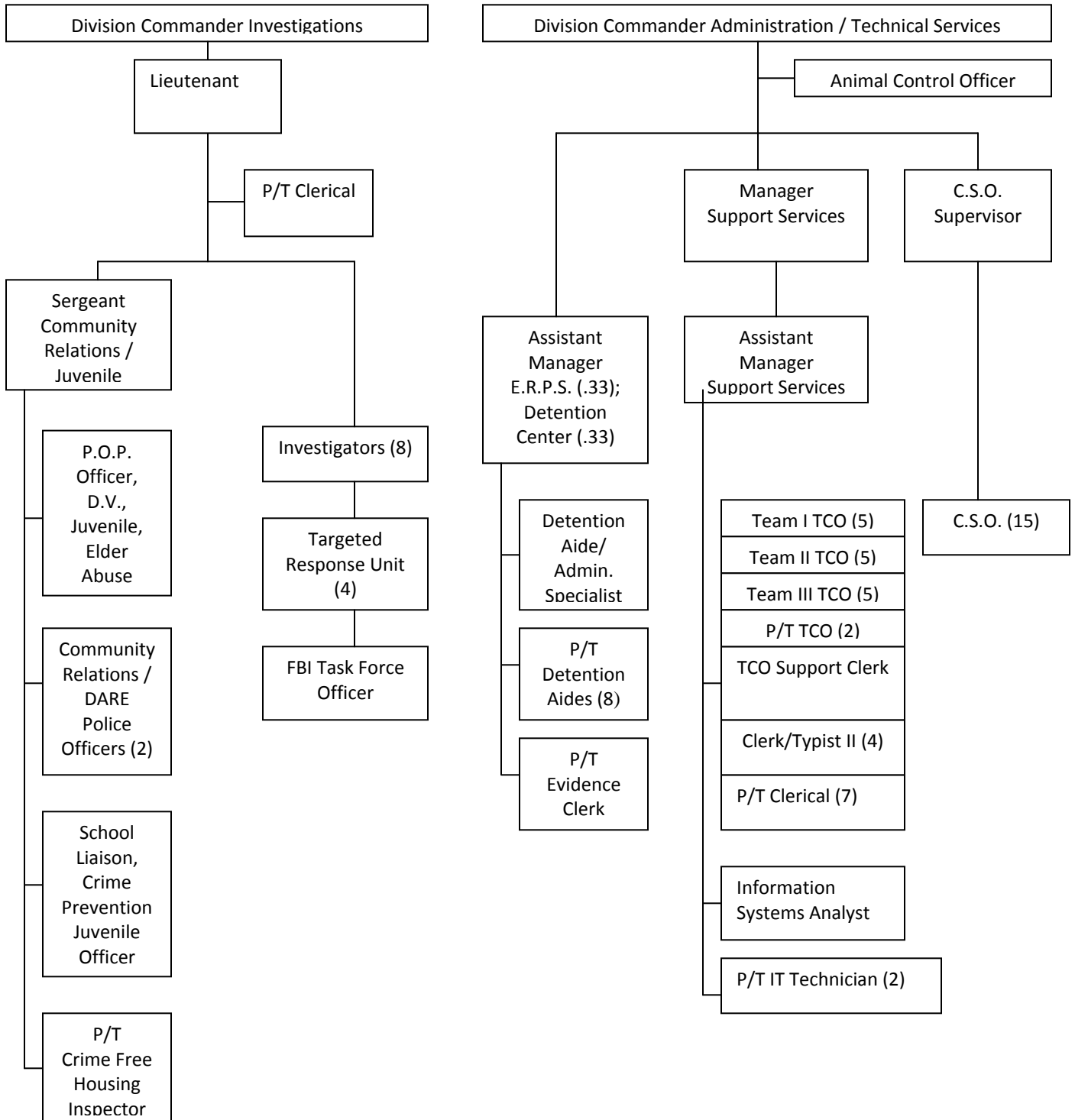
- **OBJECTIVE** - Determine two locations with highest number of reported crashes.
 - **PURPOSE** - To target areas for increased enforcement.

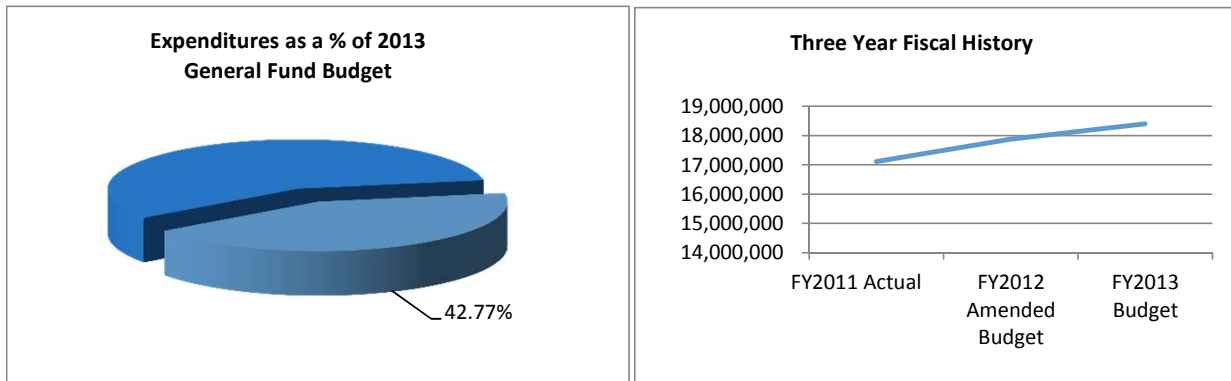
- **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** - Conduct one public awareness campaign utilizing local media. Post electronic signage with message related to compliance with 625 ILCS 5/12-610.2, Use of Electronic Communication Device While Driving, for one month in the first quarter FY13.
 - **PURPOSE** - To inform the motoring public of the rules of the road related to the use of cell phones while driving and to inform them that extra enforcement will be forthcoming.
 - **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** - Conduct quarterly enforcement details on road segments designated as having a high frequency of crashes.
 - **PURPOSE** - To insure statute compliance and reduce motor vehicle crashes.
 - **COMPLETION DATE** – December 31, 2013
- 3. Improve police dispatching and emergency response through the use of available computer hardware/software upgrades.**
- **OBJECTIVE** - Integrate new police information management system and emergency dispatch management software in Patrol Division operations.
 - **PURPOSE** - Modernization of dispatch calls for police service will improve police response to emergencies.
 - **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** - In collaboration with Support Services Division conduct training with telecommunication and supervisory staff regarding proximity dispatching.
 - **PURPOSE** - Training of these technologies will allow for seamless utilization for full capability of the system.
 - **COMPLETION DATE** – June 30, 2013
 - **OBJECTIVE** - Evaluate impact of implementation and utilization of proximity dispatching based on call priority and units' geographic positions as it relates to response times.
 - **PURPOSE** - Proximity dispatching of emergency calls will put the resources that are closest geographically on scene faster and greatly decrease response time to in-progress crimes.
 - **COMPLETION DATE** – December 31, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Number and percent of parking citations processed within 10 days of issuance	11,951 100%	12,720 100%	12,700 100%
Number and percent of traffic citations processed within 10 days of issuance	15,262 100%	17,514 100%	17,500 100%
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 incidents	1,548	1,298	1,350
Crime rate per 100,000 population	2,869	2,416	2,400
Number of Cannabis arrests	254	349	350
Number of Index Crime Drug arrests	472	643	650
Number of authorized Sworn Officers	97	97	97
Population	60,000	60,000	60,000
Officers per thousand population	1.56	1.56	1.56





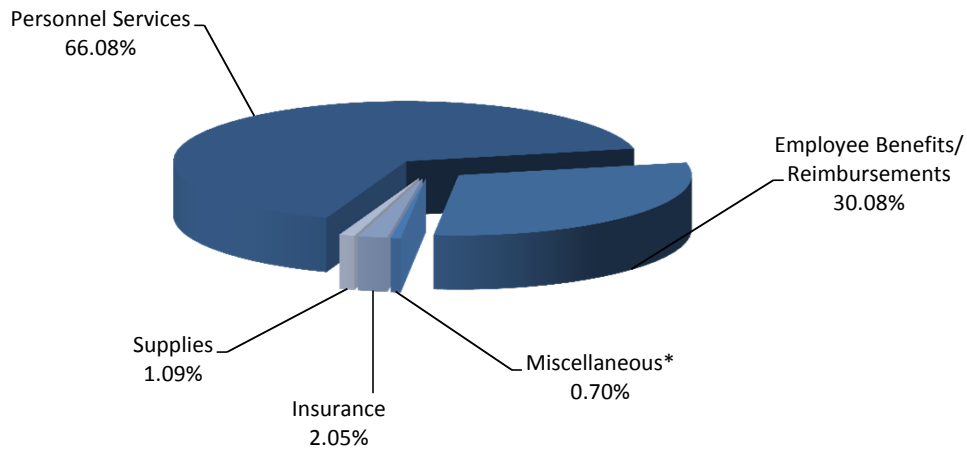




POLICE BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Commanders	3	3	3
Lieutenants	5.7	6	6
Sergeants	9.3	9	9
Support Services Manager	1	1	1
Information Systems Analyst	1	1	1
Support Services Assistant Manager	1.75	1.75	1.75
CSO Supervisor	1	1	1
Administrative Assistant	1	1	1
Senior Secretary	0.75	0.75	0.75
Clerk Typist II	3	4	4
Clerk Typist II / Shift Differential	1	0	0
Animal Control Officer	1	1	1
Telecommunicators	5	6	6
TCO / Shift Differential	9	9	9
TCO Support Clerk	1	1	1
TCO Trainer / Shift Differential	1	0	0

Patrol Officers	75	77	79
TOTAL FULL TIME PERSONNEL	122.5	124.5	126.5
PART TIME POSITION TITLE			
Clerical	10	10	10
Evidence Clerk	0	0	1
IT Technican I	1	1	1
IT Technican II	1	1	1
Telecommunicator	2	2	2
Community Service Officer	15	15	15
Detention Aide / Adm Specialist	1	1	1
Dentention Aides	8	8	8
Patrol	8	8	8
Crossing Guards	12	13	13
P/T Property Insp for Crime Free Housing	1	1	1
TOTAL PART TIME PERSONNEL	59	60	61



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 10,903,076	\$ 11,314,075	\$ 11,829,486	\$ 12,160,080
Employee Benefits	4,427,622	4,953,799	5,320,302	5,463,325
Employee Reimbursements	68,623	72,735	81,481	71,396
Professional Services	8,065	9,504	13,320	13,070
Utilities, Communication, Transportation	33,278	32,586	35,359	43,455
Purchased Services	3,535	4,034	5,750	5,750
Repair & Maintenance	25,245	24,451	29,075	51,088
Rent	4,339	8,400	4,200	4,200
Insurance	344,379	403,133	314,557	377,076
Supplies	185,887	222,501	225,377	200,576
Capital	-	51,846	-	-
Miscellaneous Expenses	13,719	15,294	12,300	11,300
Total Expenditures	\$ 16,017,768	\$ 17,112,358	\$ 17,871,207	\$ 18,401,316

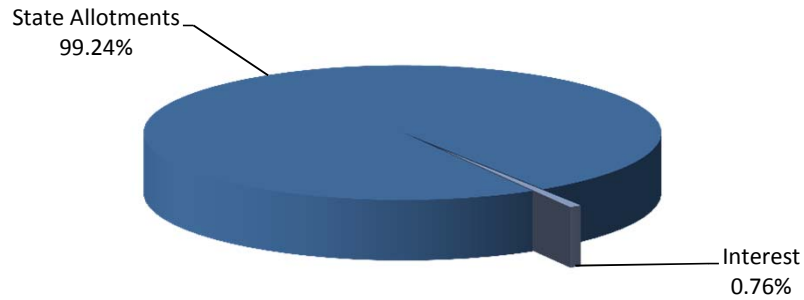
Special Revenue Funds

Budget
Fiscal Year 2013

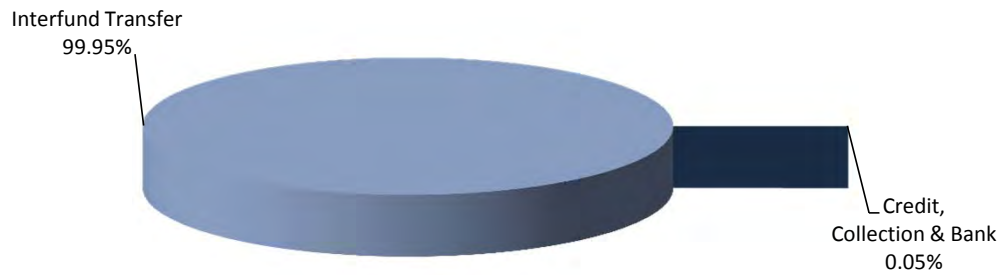
The Village receives monthly distributions of Motor Fuel Tax from the State of Illinois; these distributions are recorded as revenue of the Village's Motor Fuel Tax Fund. The Village's Motor Fuel Tax revenues are derived from the State-imposed 19 cent per gallon tax on gasoline and 21.5 cent per gallon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



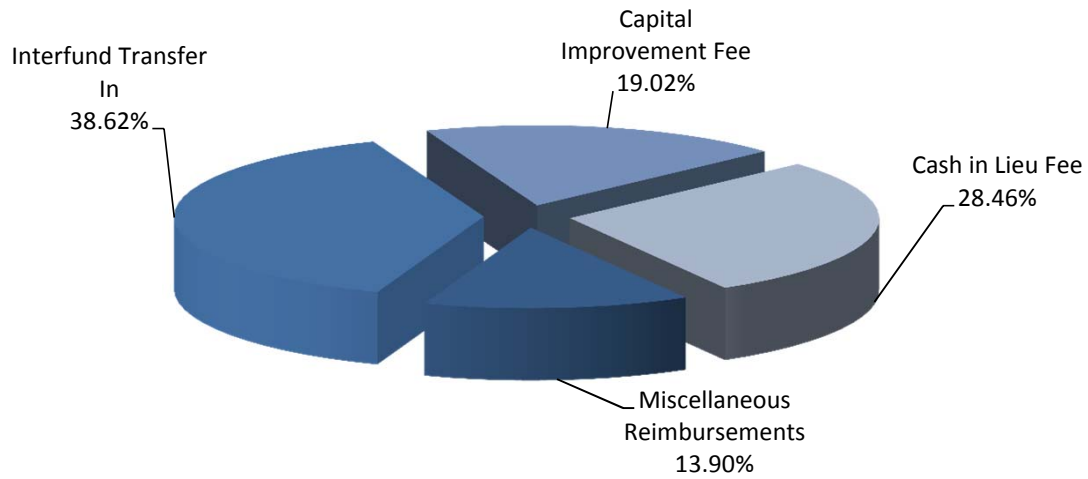
	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
State Allotments	\$ 1,820,401	\$ 1,750,265	\$ 1,474,289	\$ 1,349,547
Interest	4,753	5,881	12,942	10,392
Total Revenue	\$ 1,825,154	\$ 1,756,146	\$ 1,487,231	\$ 1,359,939



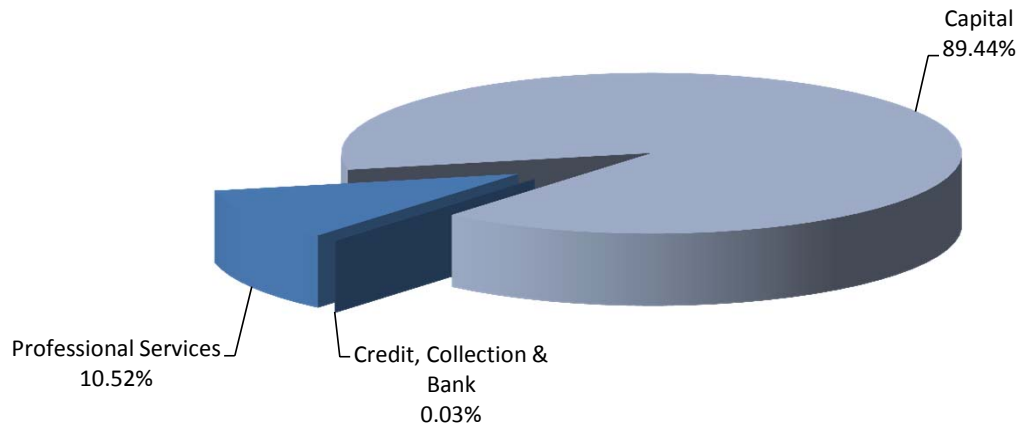
	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Credit, Collection & Bank	\$ 3,956	\$ 1,725	\$ 1,890	\$ 707
Interfund Transfer	1,562,711	1,492,575	1,974,289	1,349,547
Total Expenditures	\$ 1,566,667	\$ 1,494,300	\$ 1,976,179	\$ 1,350,254

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

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



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Miscellaneous Reimbursements	\$ -	\$ -	\$ -	\$ 100,000
Capital Improvement Fee	53,970	65,321	72,090	136,886
Cash in Lieu Fee	21,862	9,578	77,596	204,834
Interest	290	1	-	-
Other Income	-	-	-	-
Interfund Transfer In	-	-	1,425,000	277,914
Total Revenue	\$ 76,122	\$ 74,900	\$ 1,574,686	\$ 719,634



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Credit, Collection & Bank	\$ 502	\$ 26	\$ 143	\$ 153
Professional Services	24,249	1,171	-	50,000
Capital	54,587	-	1,468,698	425,000
Total Expenditures	\$ 79,338	\$ 1,197	\$ 1,468,841	\$ 475,153

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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Interest	\$ 201	\$ 35	\$ -	\$ -
General Government	10,958	28,401	11,500	15,000
Total Revenue	\$11,159	\$28,436	\$11,500	\$15,000

Expenditure Summary

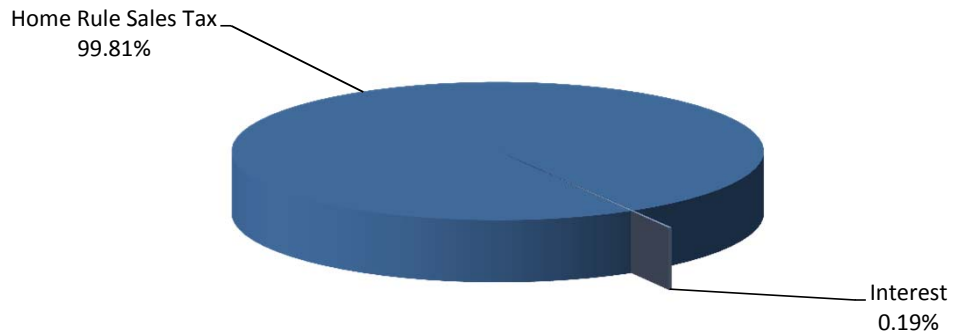
	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Miscellaneous Expenses	\$11,263	\$24,853	\$ -	\$ -
Supplies	995	1,691	-	-
Total Expenditures	\$12,258	\$12,258	\$ -	\$ -

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

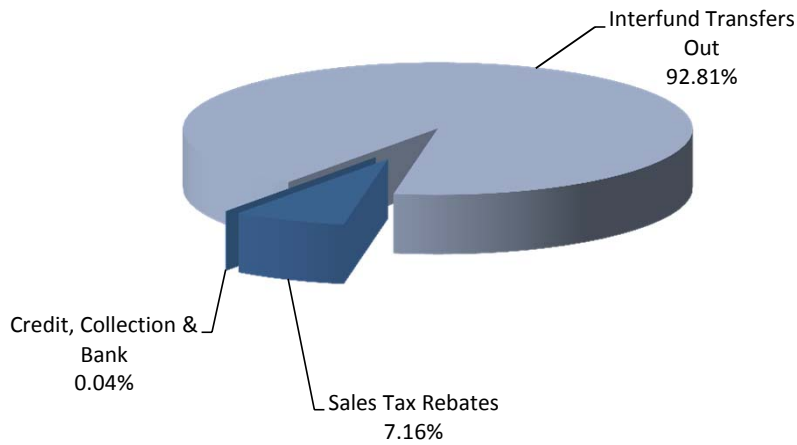
Prior to FY2004, receipts of Home Rule Sales Tax, and the related expenditures, were recorded in the Village's General Fund. During the FY2004 budget process, the Board accepted the Finance Department's recommendation to establish a Home Rule Sales Tax Fund, taking the activity out of the Village's General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

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

During the FY2010 budget process, the Village Board decided to suspend the program due to the economic downturn. The Village Board would reevaluate each year to determine if funding was available for the program. In FY2012, the Village Board requested that staff determine if there was funding available to reinstitute the residential property tax rebate program. Staff was able to identify \$2.5 million in funding which primarily came from savings on various capital projects that had recently been completed by the Village. The Village Board approved reinstating the program for FY2012 rebating 2011 property taxes paid to the Village in 2012. The rebate was capped at \$2.5 million and was distributed evenly amongst all applicants. Funds for a rebate are not currently included in the FY2013 budget.



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Home Rule Sales Tax	\$ 9,295,958	\$ 9,383,832	\$ 9,374,281	\$ 9,506,294
Interest	64,197	16,858	\$ 22,553	18,109
Transfer from Capital Impr. Fund	-	-	4,949,182	-
Total Revenue	\$ 9,360,155	\$ 9,400,690	\$ 14,346,016	\$ 9,524,403



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ -	\$ -	\$ 35,000	\$ -
Employee Benefits	-	-	2,678	-
Credit, Collection & Bank	3,751	1,648	19,656	1,655
Utilities, Communication, Transportation	-	-	15,000	-
Repair & Maintenance	-	-	-	-
Insurance	-	-	-	-
Supplies	-	-	17,000	-
Sales Tax Rebates	186,097	305,837	293,185	319,346
Residential Property Tax Rebates	-	-	2,500,000	-
Miscellaneous	-	-	9,512	-
Interfund Transfers Out	8,856,198	7,500,000	1,375,000	4,141,148
Total Expenditures	\$ 9,046,046	\$ 7,807,485	\$ 4,267,031	\$ 4,462,149

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. Based upon adoption of this ordinance, the Village established the Main Street Triangle TIF Fund within which all revenues and expenditures related to the TIF area will be recorded.

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

The Village constructed a new train station that was completed in FY2007. Federal grant proceeds (passed through Metra) were received in the amount of \$9,648,510 to assist with the construction of the 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 Village entered into a redevelopment agreement with Flaherty and Collins Properties for Phase I of the redevelopment of the Main Street Triangle area which will include 295 luxury apartment residences, 4,000 square feet of commercial space and structured parking on approximately four acres. The Village will incur phased debt in order to finance this project which has an estimated cost of \$65 million. The costs are split between developer equity of \$2 million, a loan to Flaherty and Collins Properties for \$38 million and a project incentive of \$25 million. The agreement has several provisions that are triggered to help the Village recover its incentive over time. Project financing started in 2012 and will continue through 2014.

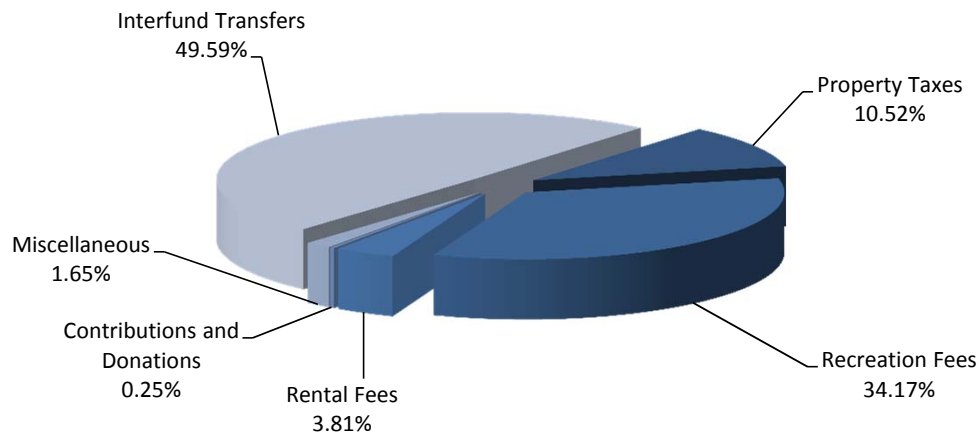
Revenue Summary

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Bond Proceed Revenue	\$ -	\$ -	\$ 20,000,000	\$ -
Line of Credit Proceeds	-	-	25,000,000	-
Total Revenue	\$ -	\$ -	\$ 45,000,000	\$ -

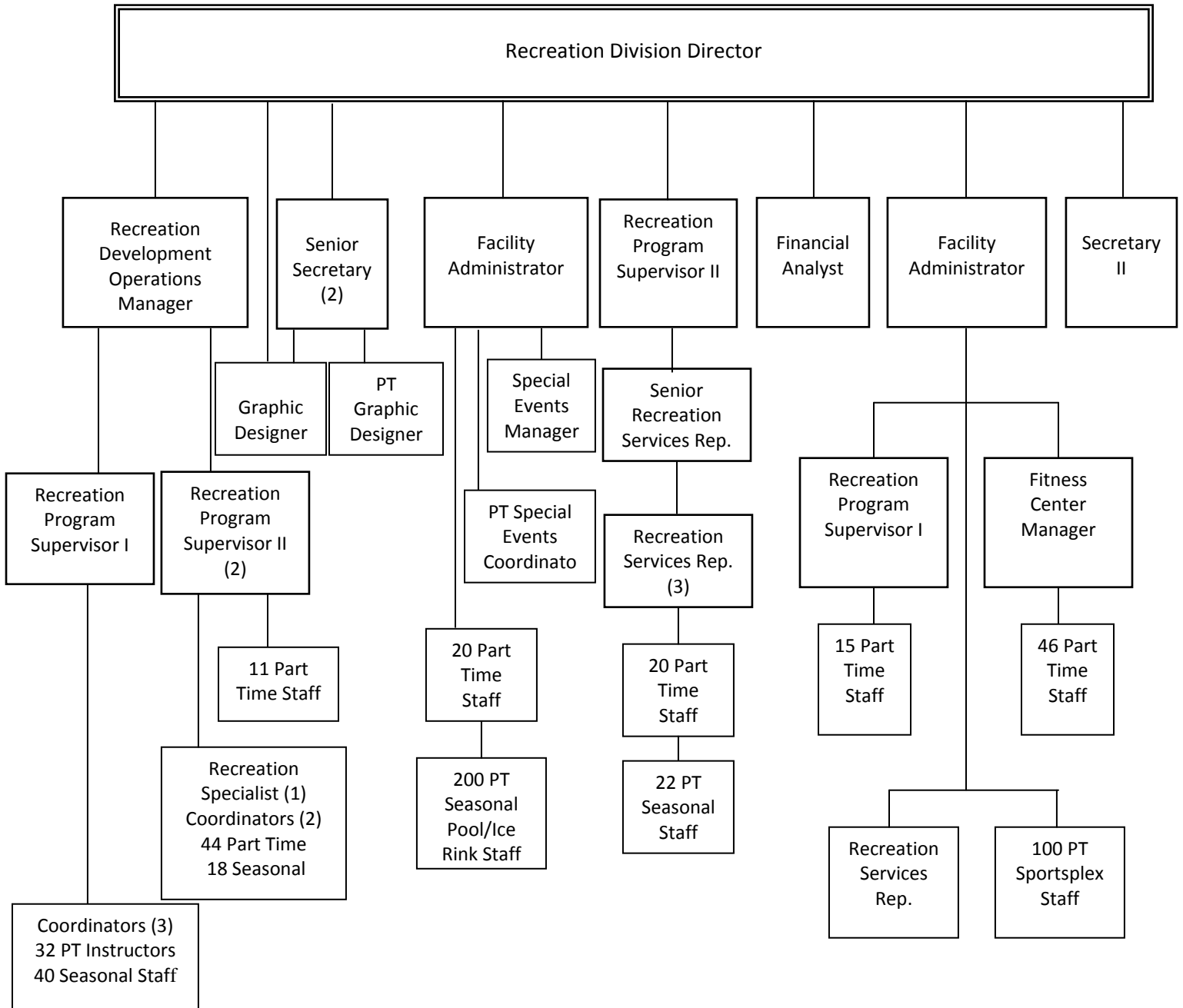
Expenditure Summary

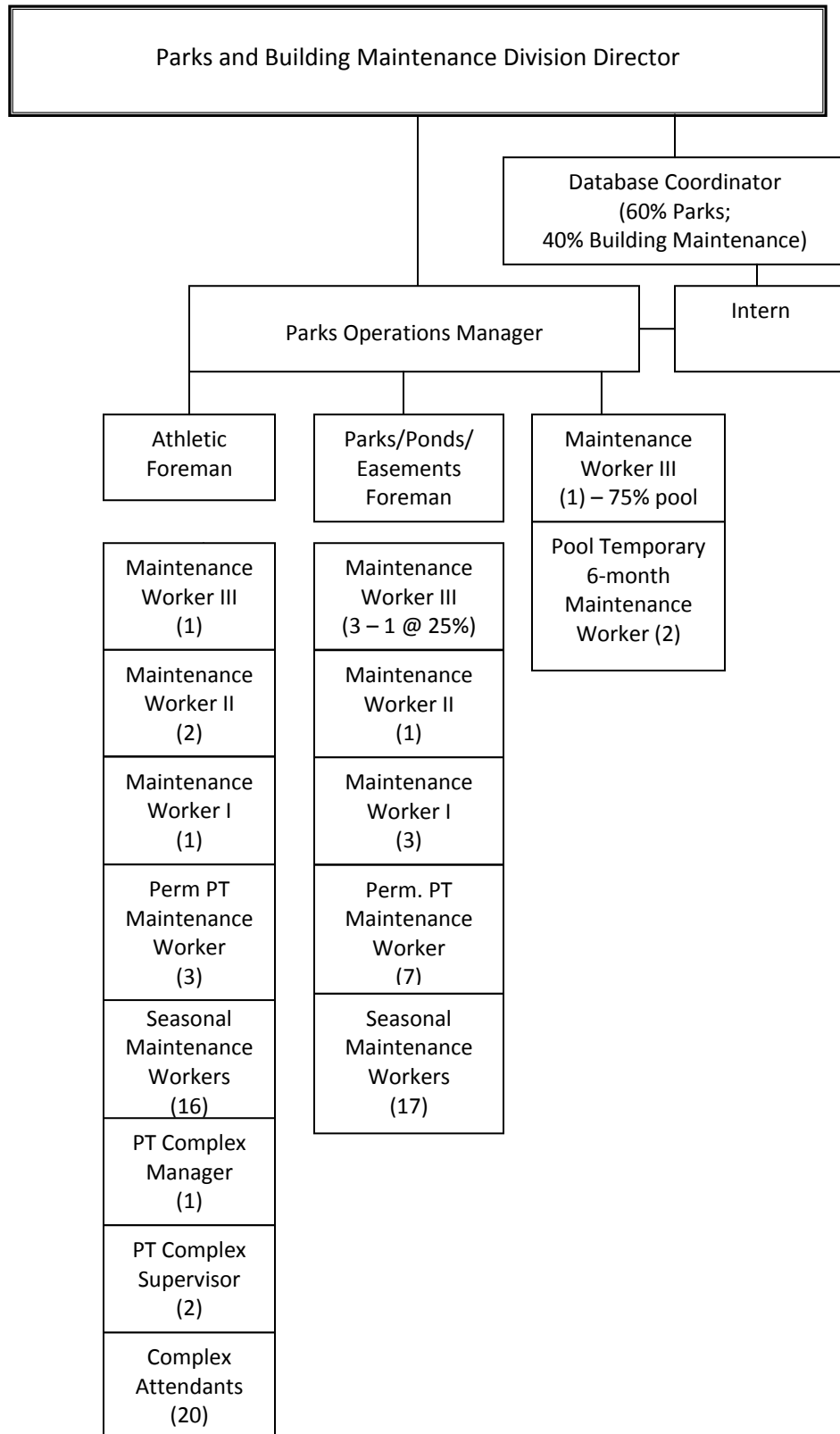
	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Professional Services	\$ 172,543	\$ 605,860	\$ 669,427	\$ 550,000
Redevelopment Project Costs	-	-	25,000,000	-
Line of Credit Principal	-	-	19,723,188	-
Purchased Services	-	771	-	-
Capital	374,137	1,476,419	6,745,303	2,032,892
Bond Issue Costs	-	-	276,812	-
Interest	441,259	484,001	257,600	486,902
Interfund Transfers Out	558	-	-	-
Miscellaneous Expenses	6	2,215	1,000	-
Total Expenditures	\$ 988,503	\$ 2,569,266	\$ 52,673,330	\$ 3,069,794

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.



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Recreation and Parks Property Taxes	\$ 229,941	\$ 945,749	\$ 1,079,863	\$ 1,068,021
Grants	-	75,000	-	-
Recreation Fees	3,412,069	3,278,700	3,479,975	3,467,894
Rental Fees	377,362	350,504	391,600	386,957
Contributions and Donations	59,129	68,049	5,050	25,190
Miscellaneous	151,087	169,838	173,106	167,750
Transfer from HRST Fund	-	-	-	130,000
Transfer from General Fund	4,949,576	4,152,554	4,993,898	4,901,914
Total Revenue	\$ 9,179,164	\$ 9,040,394	\$ 10,123,492	\$ 10,147,726





Village of Orland Park

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

Fiscal Year 2013

DEPARTMENT MISSION:

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

RECREATION FUNCTIONS:

Administration: Department administrative functions serve to provide clerical, secretarial, organizational, and software support to all Recreation staff. This includes producing seasonal brochure (three per year), maintaining records and files, receiving and processing program registrations, selling pool and Sportsplex memberships, 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 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 hundreds of 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 program, inclusion

Village of Orland Park

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

Fiscal Year 2013

programming, transportation, and fundraising. The program, which is in its 31st year, services over 400 individuals with special needs ages 3 and up. Programs offered include: sports, Special Olympics, exercise and fitness, cultural, social, overnights, vacation trips, and special events.

STRATEGIC PLAN GOALS:

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

- **OBJECTIVE** – Begin construction improvement of lobby, hallway, kitchen, office spaces, and renovation of lower-level room #109.
 - **PURPOSE** – To provide a streamlined preschool and youth hub for our patrons.
 - **COMPLETION DATE** – May 31, 2013

- **OBJECTIVE** – Conduct a thorough inventory of storage space needs of Recreation Administration, Robert Davidson Center, Cultural Arts Center, Franklin Loebe Center, and Old Village Hall, thereby reorganizing storage space from the five recreational facilities to fewer locations enabling secure, organized, and inventoried items.
 - **PURPOSE** – Streamline current stored equipment and supplies to appropriate facilities.
 - **COMPLETION DATE** – March 31, 2013

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

- **OBJECTIVE** – Utilize existing spreadsheet of all marketing mediums on a monthly basis throughout 2013.
 - **PURPOSE** – Track use of marketing mediums, such as, press releases, web based advertising, and social sites to continue to reach out to a broader audience.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Develop a process for supervisors to evaluate the Recreation Department web pages on a frequent and consistent basis.
 - **PURPOSE** – To ensure the web site is up-to-date, accurate, and easy to utilize maximizing its appeal and relevance to our customers.
 - **COMPLETION DATE** – February 28, 2013

- **OBJECTIVE** – Clerical and supervisory staff will provide monthly department-wide updates to the Recreation portion of the Village website with 100% compliance.
 - **PURPOSE** – Retain public interest, provide current information, and achieve a more user-friendly website in order for users to return regularly to the website.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Develop a marketing piece to promote all rental opportunities for Village facilities including: Civic Center, Cultural Arts Center, and Franklin Loebe Center.
 - **PURPOSE** – To increase rental opportunities at all Village buildings during 2013.
 - **COMPLETION DATE** – March 31, 2013
- **OBJECTIVE** – Develop marketing plan that advertises and promotes sponsorship opportunities for the Sportsplex.
 - **PURPOSE** – To initiate a sponsorship revenue stream at the Sportsplex.
 - **COMPLETION DATE** – September 30, 2013

3. Critically review all offerings, policies, and practices as they relate to program classes to ensure offerings are desirable, diverse, and meeting the needs of the community. This is an on-going initiative that began in 2010 and will remain a priority in 2013.

- **OBJECTIVE** – Utilize Select Survey and texting survey software to conduct 4-5 surveys per quarter for programs and special events.
 - **PURPOSE** – To gather valuable information that will assist us in evaluating and improving programs offered and to discover the interests of participants.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Conduct two brainstorming sessions with recreation supervisors in March and October, to critically evaluate programs, events, policies and procedures.
 - **PURPOSE** – Produce innovative programs, events, processes and procedures within the Recreation Department to continuously attract new customers, keep existing patrons interested, and simplify processes.
 - **COMPLETION DATE** – October 31, 2013
- **OBJECTIVE** – Review and revise all recreation documents, policies, and procedures.
 - **PURPOSE** – To ensure all staff utilize current document templates on a consistent basis.
 - **COMPLETION DATE** – December 31, 2013

4. Increase resident pool membership sales and daily admissions.

- **OBJECTIVE** – Offer a 20% CPAC cross-over discount membership to Sportsplex members in 2013.
 - **PURPOSE** – Build upon the cross-over promotional success that was achieved in 2011 and 2012 to increase membership interest to a target audience.
 - **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Utilize all available mediums to promote memberships beginning with the pre-sales season and continuing through June of 2013. Advertise in the recreation brochure promoting early bird rates, distributed via the Orland Park Prairie Newspaper and the Family Time Magazine in May of 2013. Utilize the pool tri-fold flyer as well as Facebook, Twitter, Direct Mail, Banners/Flyers, Program Guide, Reach, OP cable channel, Constant Contact, and YouTube.
 - **PURPOSE** – Create a greater awareness of Centennial Pool memberships and benefits.
 - **COMPLETION DATE** – June 30, 2013

 - **OBJECTIVE** – Establish and implement a marketing plan geared towards increasing daily attendance during the 2013 pool season. As in 2012, offer group rates, family fun days, late night swims, and Stay & Play membership discounts.
 - **PURPOSE** – Improve daily attendance, particularly on days which traditionally experience lower attendance.
 - **COMPLETION DATE** – February 28, 2013

 - **OBJECTIVE** – Utilize all available mediums to promote greater awareness of special offerings during days/times that traditionally have had lower attendance through better marketing early in the season, i.e., buy 2 get 1 free, modified hours discounts, Stay & Play specials, and back-to-school hours.
 - **PURPOSE** – Improve attendance during times that traditionally experience low attendance based on 2012 data, while still achieving revenue/expenditure projections.
 - **COMPLETION DATE** – May 1, 2013
- 5. Improve member satisfaction thereby improving member retention and referrals, resulting in increased Sportsplex membership revenues.**
- **OBJECTIVE** – Replace cardio equipment as appropriate.
 - **PURPOSE**- Provide attractive, technologically advanced, proven cardio brands/equipment to meet the demands of members.
 - **COMPLETION DATE** – December 31, 2013

 - **OBJECTIVE** – Update equipment inventory prior to budget preparation in August, for the continued replacement cycle in future years.
 - **PURPOSE** – Continue to replace old and outdated equipment.
 - **COMPLETION DATE** – August 31, 2013

 - **OBJECTIVE** – Maintain the number of member fitness assessments with an average of 50 per quarter, beginning in January 2013.
 - **PURPOSE** – Reinvigorate members to commit to a new fitness routine at the Sportsplex.

- **COMPLETION DATE** – December 1, 2013
 - **OBJECTIVE** – Utilize assessment postcards for all members who have become inactive.
 - **PURPOSE** – Motivate inactive members to utilize the Sportsplex facility and encourage long-term membership.
 - **COMPLETION DATE** – May 1, 2013
 - **OBJECTIVE** – Contact by phone, an average of 20 members per week beginning the week of January 1, 2013. Engage members by offering assistance, answering questions and encouraging them to continue working out.
 - **PURPOSE** – Membership retention.
 - **COMPLETION DATE** – December 31, 2013
- 6. Increase Sportsplex resident, non-resident, and corporate membership revenues by attracting new members and preserving current members.**
- **OBJECTIVE** – Develop a marketing sales initiative and identify staff that will devote time to implementing this plan.
 - **PURPOSE** – Provide greater focus on membership sales and marketing, thus expanding Sportsplex memberships.
 - **COMPLETION DATE** – March 31, 2013
 - **OBJECTIVE** – Devise a marketing plan focused on each membership classification.
 - **PURPOSE** – To execute a decisive marketing plan for each membership category recognizing the uniqueness of each target audience.
 - **COMPLETION DATE** – April 30, 2013
 - **OBJECTIVE** – Perform five off-site visits and prepare a summary of each.
 - **PURPOSE** – Compare overall operations and processes with competitive and like facilities to analyze strengths and weaknesses.
 - **COMPLETION DATE** – August 31, 2013

Village of Orland Park

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

Fiscal Year 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Constant Contact data base	6,210	7,231	7,500
Select Survey	318	7,932	8,200
Preschool Participants	265	265	265
Fitness Assessments	200	271	271
Sportsplex Equipment Additions	9	9	14
Overall Program Enrollment	16,450	18,118	18,118

RECREATION (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Recreation Division Director	1	1	1
Recreation Development / Operation Mgr	1	1	1
Facility Administrator	1	1	2
Fitness Center Manager	1	1	1
Recreation Program Supervisor I	1	2	2
Recreation Program Supervisor II	4	4	3
Financial Analyst	1	1	1
Special Events Coordinator	0	0	1
Graphic Designer	0	0	1
Senior Secretary	2	2	2
Secretary II	1	1	1
SR Recreation Services Representative	1	1	1
Recreation Services Representative	4	3.75	3.75
TOTAL FULL TIME PERSONNEL	18	18.75	20.75
PART TIME POSITION TITLE			
Graphic Designer	1	1	1
Clerk Typist	10	12	9
Building Attendants	12	12	12
Building Supervisor	4	4	4
Building / Ice Rink Manager	1	1	1
Recreation Interns	2	1	1
Complex Supervisor	0	1	1
Complex Attendant	1	1	1
Complex Attendant (Ice Rink)	5	5	5
TOTAL PART TIME PERSONNEL	36	38	35

RECREATION (PROGRAMS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
After School Pals	7	7	7
Program Coordinator	4	4	3
Program Assistant	0	0	2
Program Coordinator (seasonal)	0	2	3
Chaperones	30	30	30
Daycamp Assistant Site Directors	5	5	4
Daycamp Instructors	42	40	40
Daycamp Coordinators	2	0	0
Special Recreation Coordinator	0	1	1
Recreation Instructor Specialist	4	4	4
Theater Director	1	1	1
Playschool Instructors	22	22	22
Recreation Instructor I / Aerobics	7	7	7
Recreation Instructor I / Dance Teacher Asst.	2	2	2
Recreation Instructor II	8	9	5
Recreation Instructor II / Bus Driver	4	4	4
TOTAL PART TIME PERSONNEL	138	138	135

RECREATION (POOL DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Pool Cashier Manager	0	0	0.25
Maintenance Worker III	0.25	0.25	0.25
Recreation Services Representative	0	0.25	0
TOTAL FULL TIME PERSONNEL	0	0.5	0.5
PART TIME POSITION TITLE			
Pool Manager	1	1	1
Assistant Pool Managers	3	3	3
Squad Leaders	4	5	5
Lifeguards	147	147	150
Lifeguards / Team Leaders	10	10	10
Cashier Managers	1	0	0
Assistant Cashier Managers	2.4	3	3
Cashier I / Pool	3	3	3
Cashier II / Pool	14.4	15	15
LTS Staff	20	20	20
Recreation Instructor I / Water Aerobics	1	0	0
CPAC Security Attendants	2	2	2
Complex Attendants	6	6	6
TOTAL PART TIME PERSONNEL	214.8	215	218

RECREATION (SPORTSPLEX DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
TOTAL FULL TIME PERSONNEL	0	0	0
PART TIME POSITION TITLE			
Recreation Instructor Specialist	6	6	5
Recreation Instructor I / Aerobics	29	29	25
Recreation Instructor I	0	2	5
Recreation Instructor II	15	15	3
Personal Trainer	0	0	1
Referees	1	1	1
Building Attendants	47	47	47
Building Supervisor	8	8	8
Sportsplex Building Supervisor	9	8	8
TOTAL PART TIME PERSONNEL	115	116	103

RECREATION (SPECIAL RECREATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Recreation Program Supervisor I	1	1	1
TOTAL FULL TIME PERSONNEL	1	1	1
PART TIME POSITION TITLE			
Daycamp Assistant Site Director	2	2	1
Inclusion Aides	15	15	15
Special Recreation Coordinator	2	2	2
Job Trainees / Special Recreation	8	8	8
Aerobics / Building Supervisor	0.2	1	1
Recreation Instructor I	39	39	42
Recreation Instructor II	32	32	20
Recreation Instructor II / Bus Driver	6	6	6
Recreation Instructor / Specialist	2	3	3
TOTAL PART TIME PERSONNEL	106.2	108	98

DEPARTMENT MISSION:

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.

DIVISION FUNCTIONS:

The Parks Division is responsible for the maintenance of all Village-owned outdoor facilities including 59 parks and 740 acres. These functions include maintenance of:

- Ball fields
- Boat ramps and piers
- Tennis courts
- Basketball courts
- Soccer fields
- Lacrosse fields
- Football fields
- Ice Rink
- Playground/Bleacher Inspections
- Aquatic Center repairs/maintenance
- Skate Park
- Bike Paths
- Community Gardens

STRATEGIC PLAN GOALS:

1. To replace aging playground equipment.

- **OBJECTIVE** – Replace the existing play units at Eagle Ridge Park located at 10755 Eagle Ridge Drive.
 - **PURPOSE** – To remove aging play units and replace with new updated units. These play units will have some handicap accessible amenities.
 - **COMPLETION DATE** – October 31, 2013

2. To add new and update existing park areas.

- **OBJECTIVE** – Install additional water lines at Centennial Park.
 - **PURPOSE** – To add irrigation to baseball fields 6 thru 9 and supply water to dog park area for drinking fountain.
 - **COMPLETION DATE** – April 30, 2013
- **OBJECTIVE** – Design and install a dog park in Centennial Park.
 - **PURPOSE** – To provide residents with a safe, enclosed, off-leash area for area dogs and owners to play.
 - **COMPLETION DATE** – June 15, 2013

- **OBJECTIVE** – Create a master plan to incorporate all of Centennial Park and Centennial Park West, including the aquatic center, fields, skate park, marina, bulk storage area, and all other amenities.
 - **PURPOSE** – To create a comprehensive plan to enhance aesthetics and the flow within park areas.
 - **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Complete all budgeted pool upgrades.
 - **PURPOSE** – To enhance aesthetics and install more energy efficient equipment.
 - **COMPLETION DATE** – May 20, 2013

- 3. To maintain parks, trails, and open lands at a high level of quality utilizing the new Innoprise work order system.**
 - **OBJECTIVE** – Complete input on the new maintenance management software system of the Village's parks, trails, and open lands, and incorporate a parks inventory database.
 - **PURPOSE** – To establish criteria for maintenance and design standards, and management plans for the various types of parks and other properties the Village maintains.
 - **COMPLETION DATE** – December 31, 2013

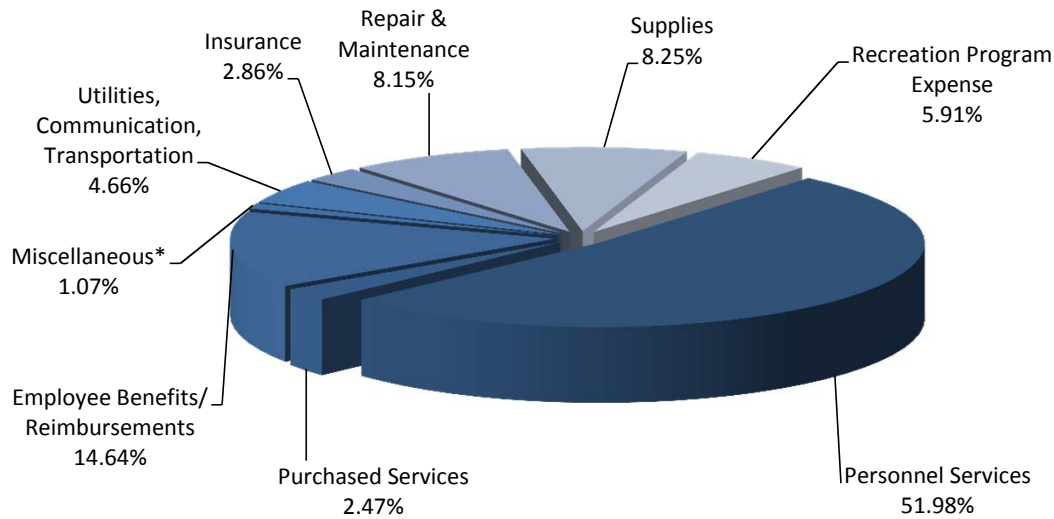
 - **OBJECTIVE** – Create a master schedule for seasonal maintenance, through the use of the department's seasonal and full time employees utilizing the new maintenance management software system.
 - **PURPOSE** – To maintain a high level of quality in the Village's parks, in order to meet the needs of residents and preserve the environment.
 - **COMPLETION DATE** – December 31, 2013

 - **OBJECTIVE** - Implement weekly updates to the park's inventory database utilizing the new maintenance management software system.
 - **PURPOSE** – To maintain baseline and master schedules of parks and equipment inventory.
 - **COMPLETION DATE** – December 31, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Percent of projects completed within budget	98%	98%	98%
Percent of play areas which are functional	100%	100%	100%
Percent of athletic fields maintained	100%	100%	100%
Percent of hazards abated within 48 hours	100%	100%	100%
Response time – short term projects	2 days	2 days	2 days
Number of playground inspections per month	58	51	52
Number of bleacher inspections per month	n/a	n/a	50

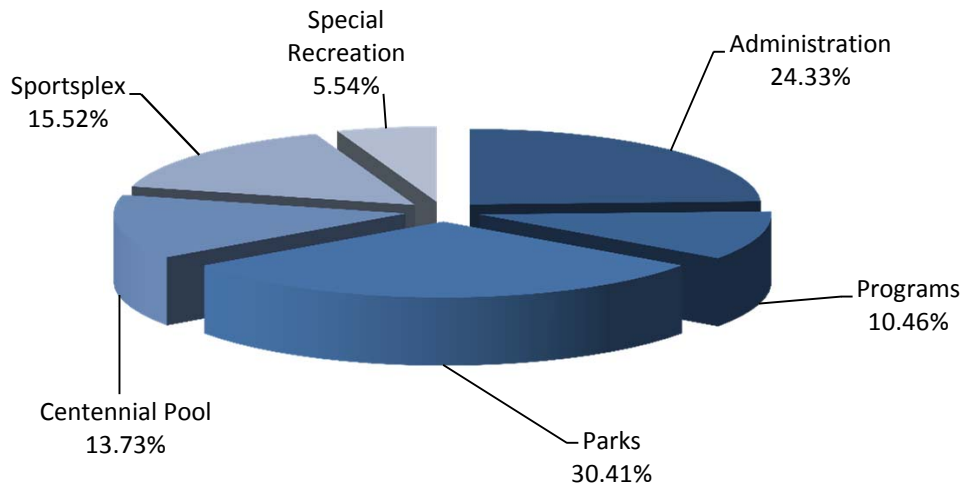
RECREATION (PARKS DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Parks/Building Maintenance Division			
Director	0.6	0.6	0.6
Parks Operation Manager	1	1	1
Foreman	1	1	1
Maintenance Worker I	4	4	4
Maintenance Worker II	4	4.75	3
Maintenance Worker III	1.75	2	4.75
Park/Bldg Database Coordinator	0.6	0.6	0.6
TOTAL FULL TIME PERSONNEL	12.95	13.95	14.95
PART TIME POSITION TITLE			
Complex Manager	1	1	1
Complex Supervisors	0	0	2
Complex Attendants	16	16	20
PT Maintenance Workers	10	10	10
Parks Intern/Undergrad	2	2	2
Seasonal Maintenance	36	33	33
TOTAL PART TIME PERSONNEL	65	62	68



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 4,680,482	\$ 4,539,537	\$ 5,104,584	\$ 5,275,185
Employee Benefits	1,122,026	1,165,031	1,363,878	1,425,487
Employee Reimbursements	39,480	39,154	51,295	59,859
Credit, Collection & Bank	43,360	48,122	60,695	65,219
Professional Services	19,207	9,109	12,750	19,830
Utilities, Communication, Transportation	417,318	444,215	447,417	472,657
Purchased Services	167,006	264,682	262,753	251,004
Repair & Maintenance	478,926	598,116	1,193,249	826,908
Rent	18,748	36,868	23,168	23,836
Insurance	294,746	219,538	297,797	290,698
Supplies	596,275	751,574	827,000	837,556
Capital	-	293,213	15,901	-
Miscellaneous Expenses	770	333	500	200
Recreation Program Expense	570,819	524,577	667,534	599,287
Total Expenditures	\$ 8,449,163	\$ 8,934,069	\$ 10,328,521	\$ 10,147,726



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Administration	\$ 1,939,518	\$ 2,148,113	\$ 2,417,641	\$ 2,469,136
Programs	917,104	900,927	1,046,152	1,061,780
Parks	2,925,201	2,792,099	3,135,251	3,086,053
Centennial Pool	909,404	1,038,062	1,629,072	1,393,478
Sportsplex	1,207,207	1,532,228	1,503,513	1,575,403
Special Recreation	550,729	522,643	596,892	561,876
Total	\$ 8,449,163	\$ 8,934,072	\$ 10,328,521	\$ 10,147,726

Enterprise Funds

Budget
Fiscal Year 2013

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

A comprehensive water and sewer rate study was completed during fiscal year 2007. This study found that the current water, sewer, and stormwater rates would not produce sufficient cash revenue to fund the spending requirements within the fund for fiscal year 2008 or the years following. Therefore, the Village Board approved adopting new rates to keep revenues in line with expenses and to fund the required capital projects identified over the five year planning period.

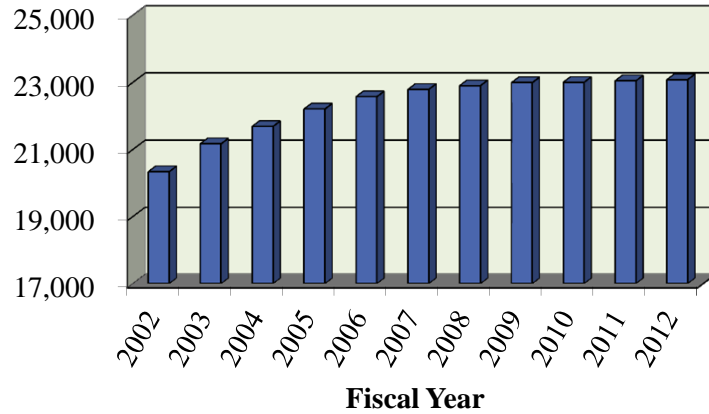
In 2011, the Village received notification from the City of Chicago that it would be increasing water rates by 15% effective January 1, 2013, 2014 and 2015. This increase is necessary to fund various infrastructure improvements being made by the City of Chicago and the increase is being charged to all municipalities and other agencies that purchase water from the City of Chicago. Also, the Village of Oak Lawn, who purchases water from the City of Chicago and then sells it to the Village of Orland Park, adjusted the rate charged to municipalities from \$.04 per \$1,000 gallons to \$.214 per 1,000 gallons, effective January 1, 2013. Both of these rate increases were factored into the overall rate increase that occurred for Village customers on January 1, 2013.

The Water and Sewer Fund is divided into five divisions including: 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 listed on the following pages.

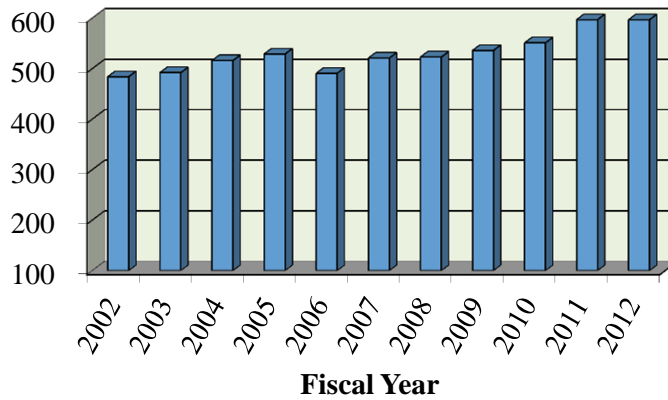
DEPARTMENT MISSION:

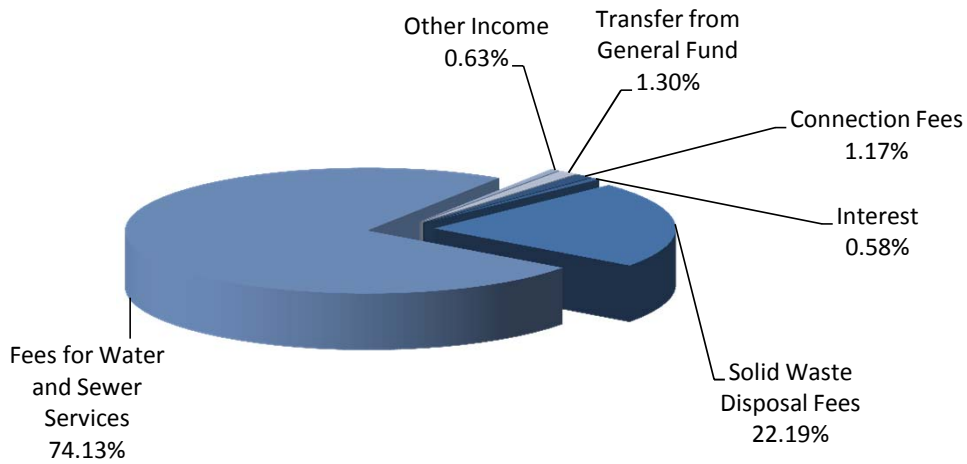
To oversee and ensure the integrity and safety of the Village's water distribution, sanitary sewer and storm water collection systems within the Village. This includes utilizing safe, well maintained equipment to accomplish these tasks in the most cost effective manner possible.

Number of Water Utility Customers



Number of Utility Customers Served per Employee





	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Connection Fees	\$ 127,844	\$ 172,962	\$ 102,587	\$ 273,564
Interest	174,002	98,225	168,802	135,539
Solid Waste Disposal Fees	4,909,224	4,935,264	5,064,013	5,182,237
Miscellaneous Income	2,753	34,482	8,500	-
Other Income	86,927	258,880	161,143	147,462
Transfer from General Fund	275,237	341,573	368,005	303,655
Other Water Services	197,710	197,974	196,110	196,513
Monthly Service Charges	1,095,012	1,129,975	1,159,331	1,196,507
Meter Sales and Installation	10,726	26,605	10,770	10,792
Storm Sewer Revenue	1,555,011	1,590,307	1,727,676	1,719,852
Sanitary Sewer Fees	1,338,437	1,345,181	1,456,731	1,461,103
Water Sales	9,425,032	9,329,455	9,911,124	12,731,394
Total Revenue	\$ 19,197,915	\$ 19,460,883	\$ 20,334,792	\$ 23,358,618

WATER & SEWER (FINANCE DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Water Billing Supervisor	0.5	0.5	0.5
Accounting Technician II	1	1	1
Revenue Accountant	0.5	0.5	0.5
TOTAL FULL TIME PERSONNEL	2.0	2.0	2.0
PART TIME POSITION TITLE			
Water Meter Reader - Finals	2	2	2
Water Meter Reader	2	2	2
TOTAL PART TIME PERSONNEL	4	4	4

DIVISION FUNCTIONS:

The Administration Division of the Water and Sewer Fund includes salaries, training and education of all utilities personnel. A portion of the salaries of the 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, sanitary sewer and storm sewer systems.

STRATEGIC PLAN GOALS:

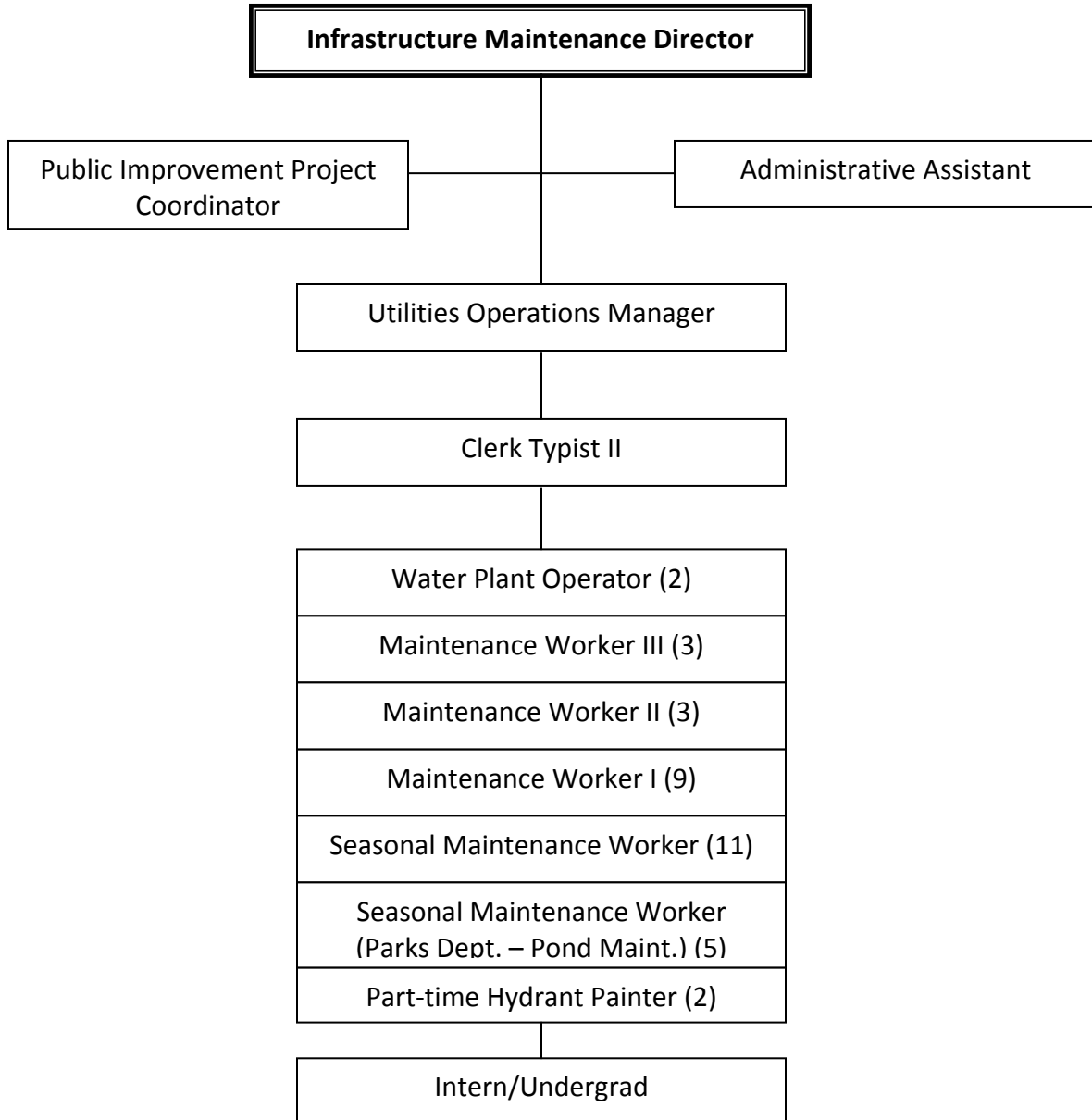
1. Increase efficiency and effectiveness of the Department's operations.

- **OBJECTIVE** – Utilizing Innoprise, track 100% of all the Utilities Division projects. Transition tracking of all projects requiring multiple payouts or vendors over one or more construction seasons or years.
 - **PURPOSE** – To monitor project costs and contractor performance to identify potential shortfalls and make adjustments necessary for successful completion.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Enter GIS mapping data-points within 48 hours of collection for 100% of all projects undertaken during the year. Progress review of data entry and correction to occur during December 2013.
 - **PURPOSE** – To provide remote infrastructure location and identification for efficient field operations across the department and divisions.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Define operational requirements for the forthcoming implementation of the Innoprise system including an integrated electronic work order system.
 - **PURPOSE** – To provide efficient tracking of divisional work, customer and resident service requests and complaints, and to increase accountability in an effort to improve and provide timely responses.
 - **COMPLETION DATE** – April 30, 2013
- **OBJECTIVE** – Evaluate Mesh Network options for mobile connectivity to the Village network and the Internet to support the Division's use of ruggedized laptops, I-Pads and Ethernet radios.
 - **PURPOSE** – To provide access to current GIS, hydrant and valve information, and JULIE (Irthnet) programs to reduce task completion times, and improve productivity by minimizing the need to return to Public Works for new work orders.
 - **COMPLETION DATE** – August 1, 2013

2. Enhance department effectiveness through employee development in the Utilities Division.

- **OBJECTIVE** – Encourage employee education through continued use of industry educational opportunities that exist through the American Water Works Association and the Technology Transfer office of IDOT, as well as opportunities that may exist within trade and user groups. Schedule and provide two training seminars during 2013.
 - **PURPOSE** – The use of low and no-cost educational opportunities increases employee knowledge and skills, improving the quality of services provided, heightening safety awareness, and improving employee self-esteem.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Continue employee safety training to meet required IDOL standards utilizing all available resources. Conduct regular “tailgate” safety meetings with department staff. Schedule and provide six training sessions during 2013.
 - **PURPOSE** –Regular reinforcement of safety practices reduces the number of accidents and injuries.
 - **COMPLETION DATE** – December 31, 2013



WATER & SEWER (ADMINISTRATION DIVISION) BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
Public Works & Engineering Director	0.4	0.4	0.4
Utility Operations Manager	1	1	1
Foreman	1	1	0
Public Improvement Project Coordinator	0.45	0.45	0.55
Public Improvement Tech II	1	1	0
Water Plant Operator	2	2	2
Maintenance Worker I	9	9	9
Maintenance Worker II	4	4	4
Maintenance Worker III	2	2	2
Administrative Assistant	0.4	0.4	0.4
Clerk Typist II	1	1	1
TOTAL FULL TIME PERSONNEL	22.25	22.25	20.35
PART TIME POSITION TITLE			
Hydrant Painter	2	2	2
Intern / Undergrad	1	1	1
Six-Month Maintenance Worker	1	0	0
Seasonal Maintenance / Hydrant Painter	2	0	0
Seasonal Maintenance	7	11	16
TOTAL PART TIME PERSONNEL	13	14	19

DIVISION FUNCTIONS:

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

The Water Division will continue to maintain the highest standard of water quality and service to the community. The water pumping and distribution system, including seven elevated tanks, the Main Pumping Station and two booster stations, continues to expand which increases both the demands and responsibilities placed on the Utility 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** – Evaluate Mesh Network options for radio communication and data acquisition between all remote sites utilizing the Mesh Network developed by the Police Department. Efficiency will improve dramatically through the inter-connection of currently autonomous security systems. Conduct trial communication testing.
 - **PURPOSE** – To provide secure remote site access and SCADA information through the Village’s network and improve productivity by minimizing the need to return to Public Works. Shared SCADA information will result in reduced response time and enhanced communication between departments.
 - **COMPLETION DATE** – March 1, 2013
- **OBJECTIVE** – Evaluate and update SCADA software security protocols, recommending changes or modifications for inclusion in the annual budget preparation process.
 - **PURPOSE** – To provide an enhanced level of protection for the potable water distribution system to address continuing security threats.
 - **COMPLETION DATE** – September 1, 2013

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 2013. Prepare RFP for leak survey by June 1, 2013 and enter contract for 3-year program by October 1, 2013.
 - **PURPOSE** – The leak survey will identify specific leaks within the system that are not visible on the surface.
 - **COMPLETION DATE** – October 1, 2013

- **OBJECTIVE** – Initiate large meter testing program to be completed over a four year period beginning in 2013. Prepare an RFP for large meter testing.
 - **PURPOSE** – Meter inaccuracies for large water consumers can contribute to substantial revenue loss.
 - **COMPLETION DATE** – June 1, 2013

- **OBJECTIVE** – Study the hydraulic performance of the water distribution system. Provide redundancy and interconnectivity where opportunities may exist. Produce a report containing opportunities for phased improvements.
 - **PURPOSE** – To identify potential improvement locations for increased fire flow capacity and distribution system balance, and to minimize service interruptions.
 - **COMPLETION DATE** – September 15, 2013

- **OBJECTIVE** – Meet with the Streets Division to establish a strategy for the watermain replacement and looped connectivity programs to replace failure-prone watermains and provide redundancy to reduce residential water outages.
 - **PURPOSE** – By replacing older cast iron water pipe with ductile iron pipe and new valves, system reliability is greatly improved and repairs are significantly reduced. As dead-end mains are looped, fewer users are affected when main breaks are repaired and water quality is improved due to continued water movement.
 - **COMPLETION DATE** – June 1, 2013

- **OBJECTIVE** – Evaluate the use of the Village’s electronic notification system to inform residents of water service interruptions before they occur. Conduct staff training and test messages. Coordinate this effort with the Village’s Public Information Officer to evaluate other social media options to determine the best and efficient means for communication.
 - **PURPOSE** – To provide a more comprehensive, robust means of notifying water users in advance of service interruptions, thereby freeing personnel to focus on the repair.
 - **COMPLETION DATE** – May 1, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated
Percent of Sensus work orders due to improper installation	2.70%	3.60%	2.50%
Percent of Sensus work orders to diagnose meter faults whose problems could not be duplicated	3.50%	4.00%	4.00%
Maximum daily pumpage in millions of gallons per day	15.223	14.641	14.500
Average daily pumpage per service connection (gallons/day/service connection)	284	302	275
Percent of bacteriological resampling required	0 %	0 %	0 %
Actual main breaks	38	39	40
Percent of total unaccounted water flow (from LMO-2)	1.30%	0.50%	0.50%

DIVISION FUNCTIONS:

The Sewer Division manages the operations and maintenance of 13 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 of quality with the sanitary sewer collection system and provide fast, reliable customer service to the community. The sewer collection system maintenance responsibility continues to expand with an increased service area and aging infrastructure.

STRATEGIC PLAN GOALS:

1. Evaluate the physical condition of existing remote facilities and structures.

- **OBJECTIVE** – Complete consultant evaluation of remote facilities.
 - **PURPOSE** – Obtain an independent, professional evaluation of the facilities to provide the information necessary to establish a proactive maintenance and budgeting schedule.
 - **COMPLETION DATE** – June 1, 2013
- **OBJECTIVE** – Complete interior paint restorations of the 131st Street Lift Station and Fairway Lift Station.
 - **PURPOSE** – Both stations were painted more than twelve years ago and are exhibiting signs of severe coating failure.
 - **COMPLETION DATE** – September 30, 2013
- **OBJECTIVE** – Evaluate SCADA PLC hardware replacement needs for inclusion in the 2014 budget process.
 - **PURPOSE** – Current hardware is at the end of its expected life cycle. Proactive replacement will minimize adverse customer impact. Updated technology will provide enhanced communication capabilities.
 - **COMPLETION DATE** – August 1, 2013

2. Identify best practices to reduce Inflow and Infiltration (I & I) and to improve lift station performance.

- OBJECTIVE** – Conduct an initial I & I study within the Crystal Springs Lift Station tributary area and refine the criteria for further expanded system evaluation.
- **PURPOSE** – The Crystal Springs Lift Station often becomes inundated. This initial study will identify typical sources and establish evaluation criteria for an expanded comprehensive study of I and I.
 - **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Conduct pump flow tests to determine optimal pump performance so pumps regularly operate within their performance curve, thereby improving lift station efficiency.
 - **PURPOSE** – To understand pump performance with the goal of reducing operational costs and potential repairs or replacements.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** – Research and draft report regarding potential sanitary service and structure rehabilitation methods to reduce I & I on service lines for future corrective action.
 - **PURPOSE** – To comply with updated MWRD requirements, identify sanitary service lines and structures that require replacement or rehabilitation that will yield a reduction in I & I and, therefore, reduce the potential for basement backups and sanitary sewer overflows.
 - **COMPLETION DATE** – January 1, 2014

- **OBJECTIVE** – Initiate an annual large diameter sanitary sewer main televising program.
 - **PURPOSE** – Large diameter pipes (generally clay or concrete) are potential large I & I sources. Periodic cyclical televising will reveal minor correctible defects before they become large.
 - **COMPLETION DATE** – July 1, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Actual sewer blockage reported by customers	4	17	5
Preventative maintenance sewer cleaning	100,023 ft.	128,548 ft.	200,000 ft.
Percent of time spent sewer cleaning	43%	43%	50%
Total number of hydro-excavations completed	78	70	90
Percent of vector time spent hydro-excavating	7.90%	15%	15%

DIVISION FUNCTIONS:

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

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

STRATEGIC PLAN GOALS:

1. Continue to implement recommendations included within Phase I of the Basin Best Practices Management report to naturalize and improve the initial list of 24 Village stormwater sites.

- **OBJECTIVE** – Provide naturalized plantings for four or more additional pond shoreline slopes to reduce chemical runoff into ponds, and the level of maintenance required for these ponds.
 - **PURPOSE** – To reduce annual maintenance costs and improve water quality thereby providing further recreational use opportunities for each pond.
 - **COMPLETION DATE** – December 1, 2013
- **OBJECTIVE** – Plan and begin implementation of Basin Best Practices Management (BBP) Phase II to continue the master plan goal that the vegetation on all pond banks be native plants. Finalize the Phase II list by July 2013 so 2014 funding may be secured.
 - **PURPOSE** – As experience is gained as ponds are naturalized, the scope of contracted professional services will be refined, permitting the best use of funding. Phase II of the BBP will provide the second group of ponds for technical review. Recommended improvements will be implemented smoother and with greater resident input as the Public Information Officer's communications expertise will be utilized.
 - **COMPLETION DATE** – July 1, 2013
- **OBJECTIVE** – Under the direction of the Parks Department, establish general stewardship contract to be used on an as-needed basis for maintenance at any Village owned pond.
 - **PURPOSE** – To provide technical professional services as needs arise for stormwater management facilities.
 - **COMPLETION DATE** – April 30, 2013

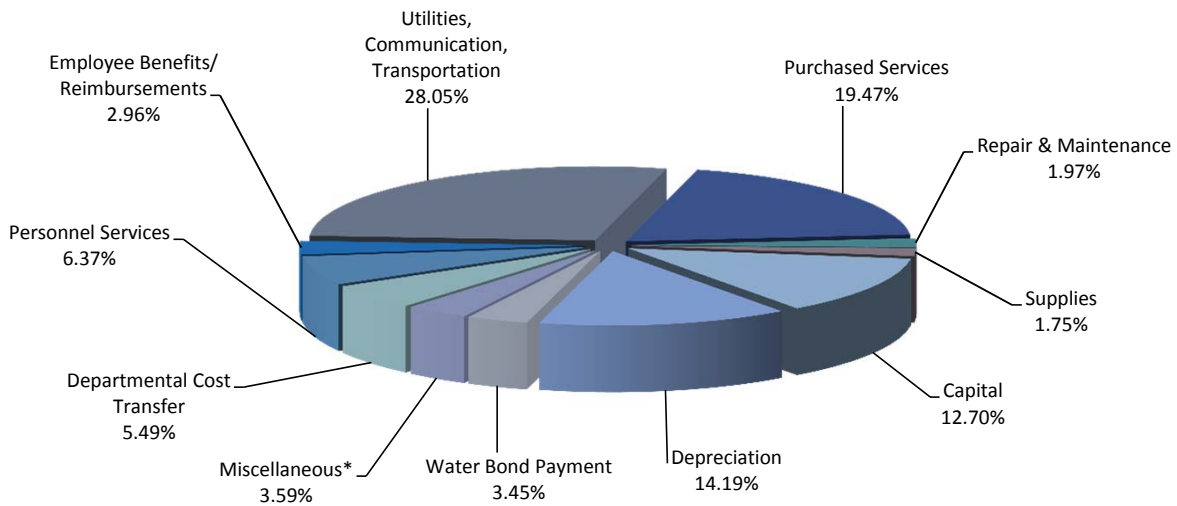
2. Reduce customer complaints and potential hazards within the stormwater system.

- **OBJECTIVE** – Evaluate stormwater infrastructure system for potential failures and generate report on findings.
 - **PURPOSE** – To identify infrastructure failures before they become customer complaints or safety hazards.
 - **COMPLETION DATE** – May 1, 2013
- **OBJECTIVE** – Recommend media tools to establish effective communication process for informing residents regarding status of repairs.
 - **PURPOSE** – Effective communication will reduce customer frustration and repeat phone calls.
 - **COMPLETION DATE** – May 1, 2013

3. Increase public education and awareness about the use of native vegetation.

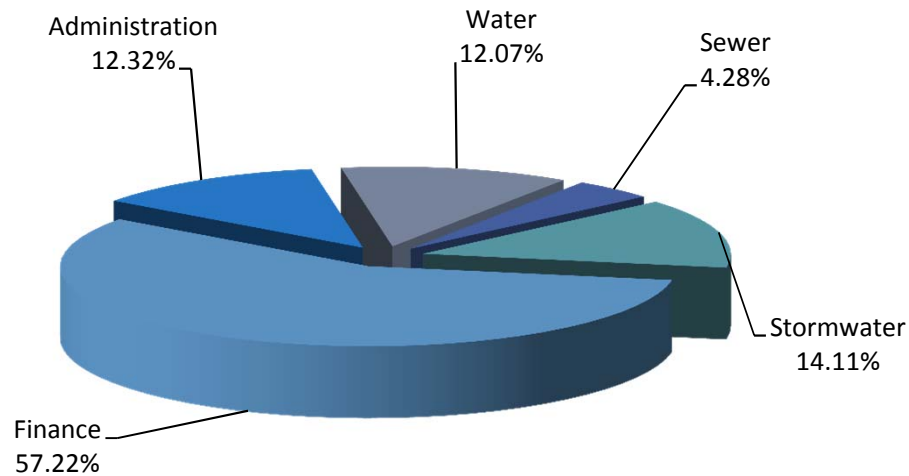
- **OBJECTIVE** – Generate two informational pamphlets for distribution and web posting, describing the use and benefits of native vegetation around ponds.
 - **PURPOSE** – To educate the general public and residents about the benefits of native landscaping around ponds and in the care of native plantings.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** – Prepare articles for the Orland Park Public regarding the improvements made to Phase I ponds and the use of native vegetation plantings at least once during 2013.
 - **PURPOSE** – To increase resident’s acceptance and understanding of native plantings and the associated benefits.
 - **COMPLETION DATE** – December 31, 2013

MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate
Storm Sewer GIS Mapping Accomplished (% area of Village)	35%	45%	65%
Prepare and distribute NPDES and Basin Best Practices informational brochures	1	1	2
Completed Basin Best Practices recommended improvements	1	2	7
Completed stormwater management improvements to reduce or eliminate residential flooding	2	1	3



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

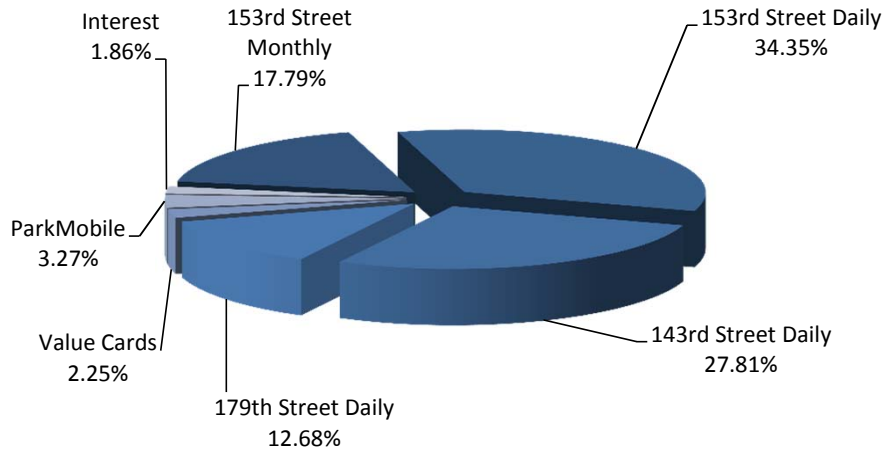
	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 1,818,673	\$ 1,779,534	\$ 1,740,560	\$ 1,756,846
Employee Benefits	741,664	768,248	805,042	805,780
Employee Reimbursements	8,810	10,627	20,045	12,330
Credit, Collection & Bank	66,568	69,960	66,008	66,118
Professional Services	329,153	282,358	1,228,858	322,335
Utilities, Communication, Transportation	5,787,876	5,575,902	5,866,335	7,742,061
Purchased Services	5,053,300	5,131,842	5,285,529	5,374,724
Repair & Maintenance	404,290	252,921	696,039	543,751
Rent	24,844	4,764	15,000	14,500
Insurance	380,741	375,008	373,045	397,332
Supplies	241,762	265,776	623,225	483,125
Capital	-	-	10,564,979	3,506,450
Depreciation	3,701,617	3,726,444	4,155,000	3,915,000
Water Bond Payment	1,014,966	992,832	949,925	952,460
Miscellaneous Expenses	450	18,536	113,901	191,538
Departmental Cost Transfer	1,151,186	1,254,951	1,362,415	1,514,672
Total Expenditures	\$ 20,725,900	\$ 20,509,703	\$ 33,865,906	\$ 27,599,022



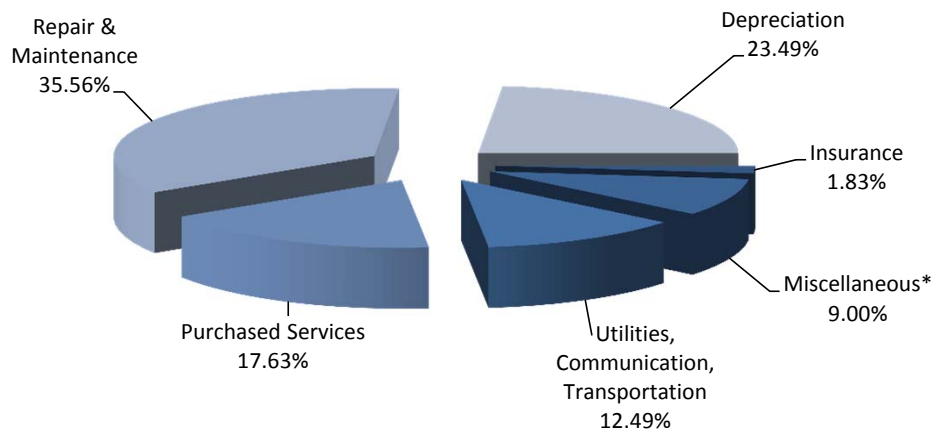
	FY2010	FY2011	FY2012	FY2013
	Actual	Actual	Amended Budget	Budget
Finance	\$ 13,034,216	\$ 12,945,567	\$ 13,466,632	\$ 15,793,528
Administration	2,909,581	2,894,280	3,122,196	3,401,133
Water	2,674,454	2,534,914	11,440,885	3,329,826
Sewer	932,578	935,618	1,738,081	1,181,360
Stormwater	1,175,071	1,199,324	4,098,112	3,893,175
Total Expenditures	\$ 20,725,900	\$ 20,509,703	\$ 33,865,906	\$ 27,599,022

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 parking fees are \$1.00 and monthly permit fees are \$25.00. Automated systems for the collection of daily fees are installed at the 143rd Street, 153rd Street, and 179th Street stations. Commuters can register on-line and download a mobile application on their cellular phone and pay the daily parking fee each day using the mobile application.

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



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
153rd Street Monthly Commuter Parking	\$ 45,828	\$ 44,313	\$ 45,000	\$ 43,500
153rd Street Daily Commuter Parking	83,047	83,396	84,000	84,000
143rd Street Monthly Commuter Parking	325	150	-	-
143rd Street Daily Commuter Parking	71,891	70,188	71,000	68,000
179th Street Daily Commuter Parking	32,282	30,052	32,000	31,000
Value Cards	5,885	5,690	6,500	5,500
ParkMobile	-	2,582	1,100	8,000
Interest	6,007	3,301	5,660	4,545
Total Revenue	\$ 245,265	\$ 239,672	\$ 245,260	\$ 244,545



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Credit, Collection & Bank	\$ 616	\$ 1,242	\$ 240	\$ 3,101
Professional Services	300	225	500	500
Utilities, Communication, Transportation	55,817	56,717	63,269	58,499
Purchased Services	57,207	80,427	83,963	82,539
Repair & Maintenance	143,577	150,374	152,699	166,504
Rent	6,708	6,708	6,708	6,708
Insurance	9,126	10,475	9,674	8,582
Supplies	21,129	32,067	41,811	31,811
Depreciation	100,136	99,166	120,000	110,000
Total Expenditures	\$ 394,616	\$ 437,401	\$ 478,864	\$ 468,244

Debt Service Funds

Budget
Fiscal Year 2013

The following pages contain a summary of outstanding general obligation debt as of January 1, 2013 (the beginning of the FY2013 budget year). The total outstanding amounts to:

Total Interest	\$17,843,992
Total Principal	<u>88,170,000</u>
Grand Total	<u>\$106,013,992</u>

Year Ending Amount:

2013	8,911,910	2021	12,563,429
2014	8,946,479	2022	12,166,083
2015	9,613,564	2023	3,064,913
2016	9,661,811	2024	3,066,038
2017	9,685,286	2025	3,071,775
2018	8,902,599	2026	2,193,225
2019	7,308,693	2027	702,750
2020	5,450,906	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

General Obligation Bonded Debt
(Principal and Interest)

Fiscal Year 2013

Outstanding

Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2006	G.O. Series 2007	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010
2013	606,740	1,386,006	674,213	806,050	2,407,242
2014	603,780	1,390,806	676,088	803,050	2,432,742
2015	-	1,399,209	677,400	804,600	2,441,742
2016	-	1,411,006	683,150	800,550	2,458,992
2017	-	1,416,006	683,150	799,425	2,488,742
2018	-	1,429,406	686,550	800,975	1,664,968
2019	-	1,434,600	689,150	796,650	980,568
2020	-	1,441,675	690,950	796,625	556,806
2021	-	1,451,095	691,950	798,875	565,146
2022	-	1,458,150	697,150	-	912,120
2023	-	1,466,963	701,350	-	-
2024	-	1,473,150	698,188	-	-
2025	-	1,480,100	699,175	-	-
2026	-	1,489,125	704,100	-	-
2027	-	-	702,750	-	-
2028	-	-	704,531	-	-
Total	\$ 1,210,520	\$ 20,127,297	\$11,059,845	\$ 7,206,800	\$ 16,909,068

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

Village of Orland Park

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

Fiscal Year 2013

Outstanding

G.O. Series 2011	G.O. Series 2012A	G.O. Series 2012B	G.O. Series 2012C	G.O. Series 2012D	Total Outstanding
1,431,225	283,800	364,245	19,439	932,950	8,911,910
1,431,425	286,700	369,375	19,713	932,800	8,946,479
1,431,125	889,500	369,375	669,713	930,900	9,613,564
1,430,325	890,200	369,375	689,513	928,700	9,661,811
1,424,025	890,600	369,375	682,763	931,200	9,685,286
1,432,325	885,700	1,069,375	-	933,300	8,902,599
1,431,500	890,600	1,085,625	-	-	7,308,693
-	890,100	1,074,750	-	-	5,450,906
-	894,300	8,162,063	-	-	12,563,429
-	893,100	8,205,563	-	-	12,166,083
-	896,600	-	-	-	3,064,913
-	894,700	-	-	-	3,066,038
-	892,500	-	-	-	3,071,775
-	-	-	-	-	2,193,225
-	-	-	-	-	702,750
-	-	-	-	-	704,531
<u>\$10,011,950</u>	<u>\$ 10,378,400</u>	<u>\$ 21,439,121</u>	<u>\$ 2,081,141</u>	<u>\$ 5,589,850</u>	<u>\$ 106,013,992</u>

Village of Orland Park

General Obligation Bonded Debt
(Principal)

Fiscal Year 2013

Outstanding

Fiscal Year (Due 6/1 & 12/1)	G.O. Series 2006	G.O. Series 2007	G.O. Series 2008*	G.O. Series 2009	G.O. Series 2010
2013	560,000	755,000	350,000	600,000	1,975,000
2014	580,000	790,000	365,000	615,000	2,040,000
2015	-	830,000	380,000	635,000	2,100,000
2016	-	875,000	400,000	650,000	2,175,000
2017	-	915,000	415,000	670,000	2,270,000
2018	-	965,000	435,000	695,000	1,520,000
2019	-	1,010,000	455,000	715,000	885,000
2020	-	1,060,000	475,000	740,000	490,000
2021	-	1,115,000	495,000	770,000	515,000
2022	-	1,170,000	520,000	-	880,000
2023	-	1,230,000	545,000	-	-
2024	-	1,290,000	565,000	-	-
2025	-	1,355,000	590,000	-	-
2026	-	1,425,000	620,000	-	-
2027	-	-	645,000	-	-
2028	-	-	675,000	-	-
Total	\$ 1,140,000	\$ 14,785,000	\$ 7,930,000	\$ 6,090,000	\$ 14,850,000
Maturity Date	12/1/2025	12/1/2026	12/1/2028	12/1/2021	12/1/2022

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

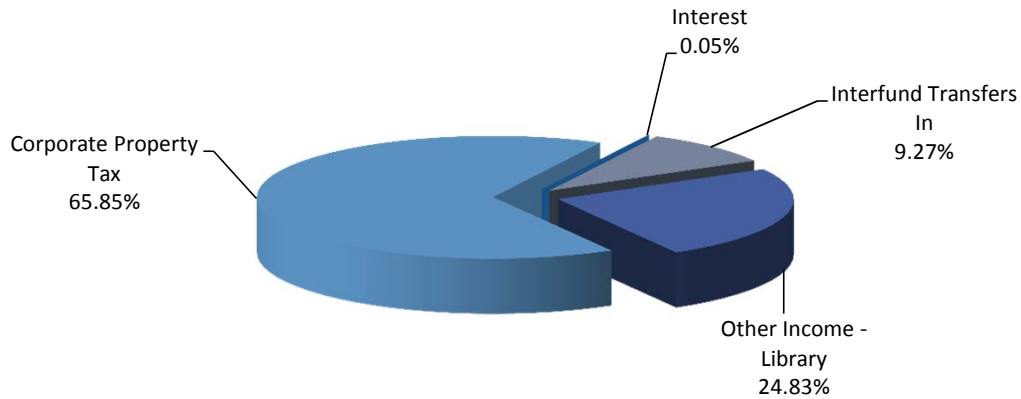
Village of Orland Park

General Obligation Bonded Debt (Continued)
(Principal)

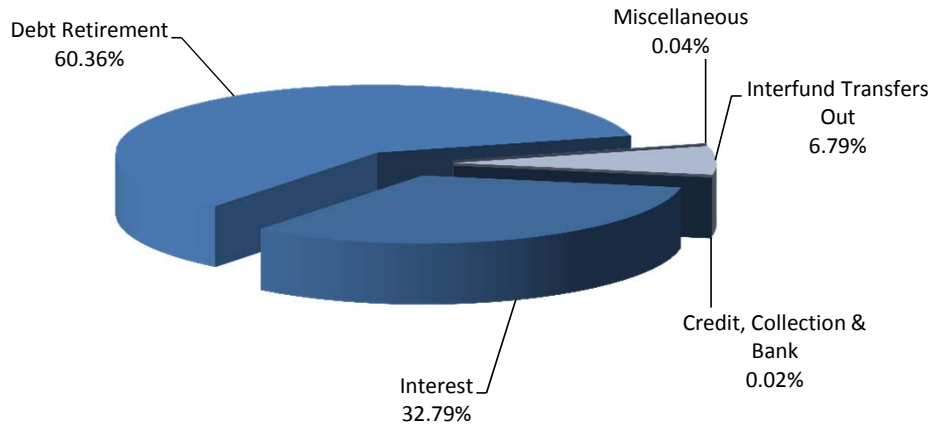
Fiscal Year 2013

Outstanding

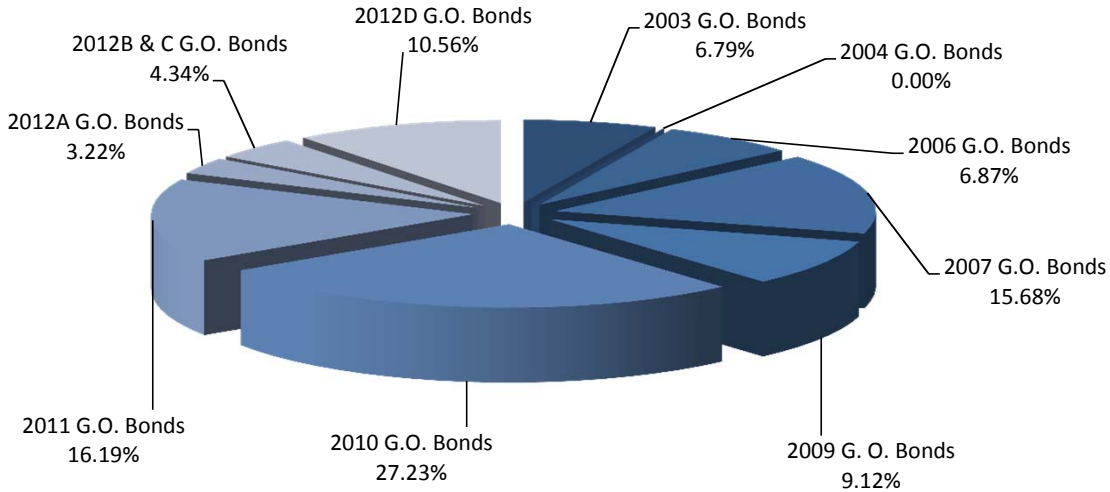
G.O. Series 2011	G.O. Series 2012A	G.O. Series 2012B	G.O. Series 2012C	G.O. Series 2012D	Total Outstanding
1,240,000	105,000	-	-	830,000	6,415,000
1,265,000	110,000	-	-	845,000	6,610,000
1,290,000	715,000	-	650,000	860,000	7,460,000
1,315,000	730,000	-	675,000	875,000	7,695,000
1,335,000	745,000	-	675,000	895,000	7,920,000
1,370,000	755,000	700,000	-	915,000	7,355,000
1,400,000	775,000	725,000	-	-	5,965,000
-	790,000	725,000	-	-	4,280,000
-	810,000	7,825,000	-	-	11,530,000
-	825,000	8,025,000	-	-	11,420,000
-	845,000	-	-	-	2,620,000
-	860,000	-	-	-	2,715,000
-	875,000	-	-	-	2,820,000
-	-	-	-	-	2,045,000
-	-	-	-	-	645,000
-	-	-	-	-	675,000
<u>\$ 9,215,000</u>	<u>\$ 8,940,000</u>	<u>\$ 18,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ 5,220,000</u>	<u>\$ 88,170,000</u>
12/1/2018	12/1/2025	12/1/2022	12/1/2017	12/1/2018	



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Corporate Property Tax	\$ 5,227,406	\$ 5,311,029	\$ 5,011,076	\$ 4,261,415
Interest	8,059	2,456	1,971	3,406
Other Income - Library	1,566,253	1,580,393	1,596,393	1,606,593
Interfund Transfers In	415,013	166,600	491,609	600,000
Total Revenue	\$ 7,216,731	\$ 7,060,478	\$ 7,101,049	\$ 6,471,414



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Credit, Collection & Bank	\$ 4,700	\$ 1,266	\$ 2,546	\$ 1,605
Interest	2,669,908	2,437,373	2,089,408	2,899,747
Debt Retirement	5,385,000	5,525,000	5,830,000	5,337,950
Miscellaneous	2,100	2,858	2,500	3,600
Interfund Transfers Out	378,683	170,367	491,609	600,000
Total Expenditures	\$ 8,440,391	\$ 8,136,864	\$ 8,416,063	\$ 8,842,902



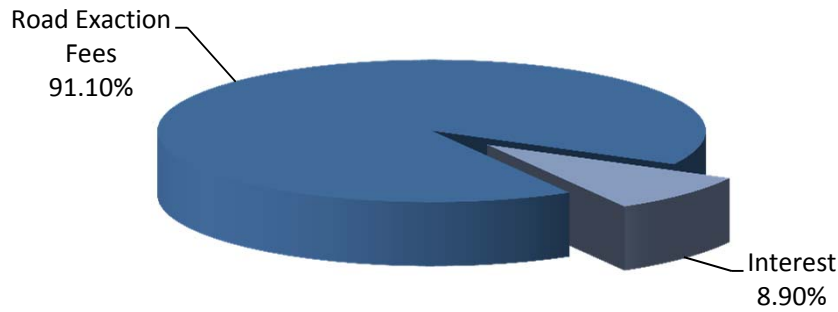
	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
2001 G.O. Bonds	\$ 249,557	\$ -	\$ -	\$ -
2002A G.O. Bonds Library	1,061,075	-	-	-
2002B G.O. Bonds	763,535	166,617	-	-
2003 G.O. Bonds	1,554,706	1,346,625	975,051	600,000
2004 G.O. Bonds	1,002,612	1,005,257	1,009,754	279
2005 Library Note	2,753	-	-	-
2006 G.O. Bonds	963,550	962,567	785,525	607,440
2007 G.O. Bonds	1,363,406	1,372,606	1,380,206	1,386,456
2009 G.O. Bonds	807,549	809,839	804,227	806,732
2010 G.O. Bonds	671,648	2,389,044	2,401,498	2,407,932
2011 G.O. Bonds	-	84,309	951,778	1,431,779
2012A G.O. Bonds	-	-	108,024	284,500
2012B & C G.O. Bonds	-	-	-	384,134
2012D G.O. Bonds	-	-	-	933,650
Total Expenditures	\$ 8,440,391	\$ 8,136,864	\$ 8,416,063	\$ 8,842,902

Capital Project Funds

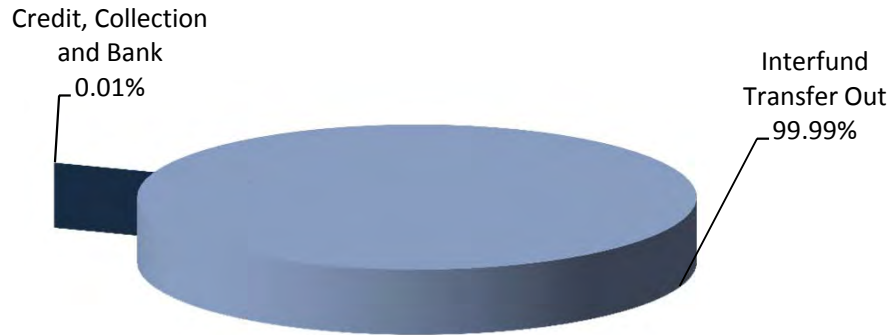
Budget
Fiscal Year 2013

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

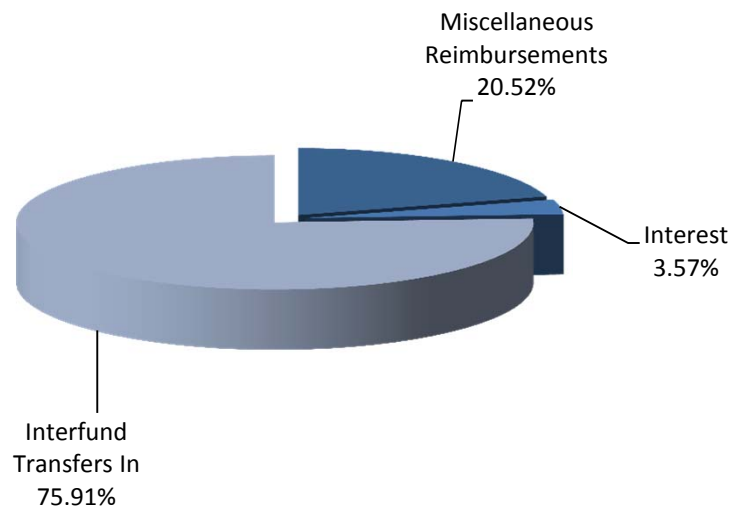
Expenses of the capital project funds consist of capital improvement project expenditures, such as roads, other infrastructure and buildings. Additional detailed information regarding the budgeted capital improvements can be found in the Capital Improvements Section of this document.



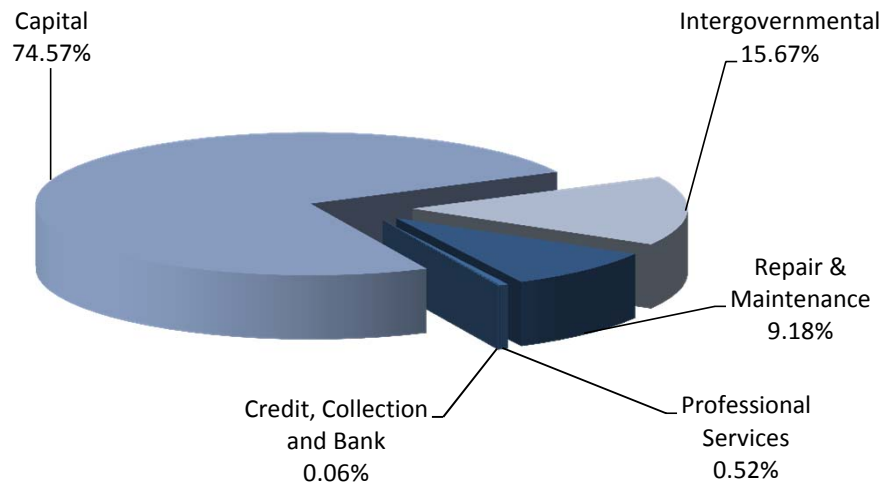
	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Miscellaneous Reimbursements	\$ 209,050	\$ 15,950	\$ -	\$ -
Road Exaction Fees	126,469	260,384	118,300	294,981
Interest	47,945	20,927	35,911	28,835
Total Revenue	\$ 383,464	\$ 297,261	\$ 154,211	\$ 323,816



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Professional Services	\$ 69,751	\$ 60,782	\$ 68,640	\$ -
Capital	230,819	19,931	8,615	-
Credit, Collection and Bank	90	133	32	133
Interfund Transfer Out	750,938	-	250,000	1,108,205
Total Expenditures	\$ 1,051,598	\$ 80,846	\$ 327,287	\$ 1,108,338



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Miscellaneous Reimbursements	\$ 216,547	\$ 4,467,448	\$ 2,867,152	\$ 1,246,800
Interest	98,592	135,909	272,536	217,031
Gifts and Donations	-	195	-	-
Interfund Transfers In	9,607,136	7,500,000	750,000	4,611,439
Total Revenue	\$ 9,922,275	\$ 12,103,552	\$ 3,889,688	\$ 6,075,270

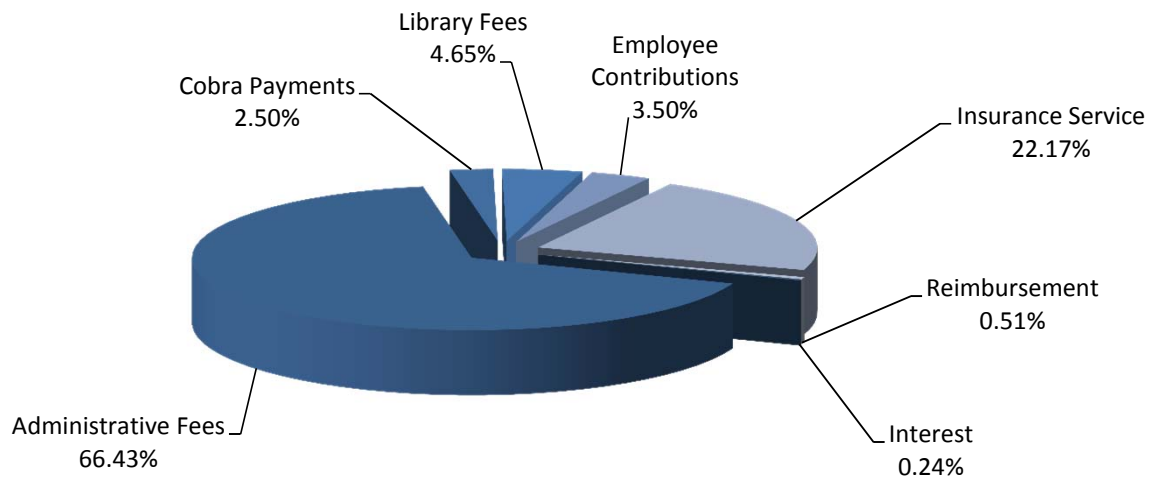


	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Repair & Maintenance	\$ 171,951	\$ 101,213	\$ 404,880	\$ 528,500
Professional Services	14,177	13,794	1,354,700	30,000
Credit, Collection and Bank	23,295	7,639	30,500	3,421
Capital	2,920,400	3,044,638	5,744,126	4,291,800
Intergovernmental	3,223,198	11,062,681	7,652,554	902,000
Supplies	-	40,965	-	-
Interfund Transfer Out	-	-	4,999,182	-
Total Expenditures	\$ 6,353,021	\$ 14,270,930	\$ 20,185,942	\$ 5,755,721

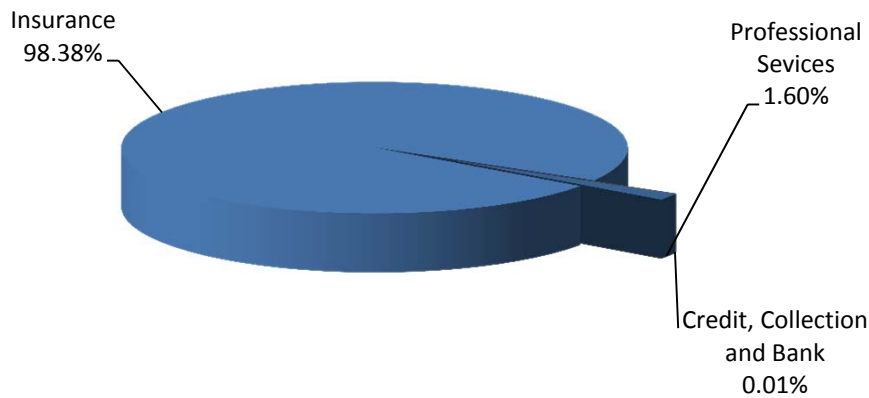
Internal Service Fund

Budget
Fiscal Year 2013

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.



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Interest	\$ 36,692	\$ 16,221	\$ 24,766	\$ 19,935
Administrative Fees	4,023,990	4,941,483	5,383,533	5,495,652
Cobra Payments	450,825	80,161	366,132	207,239
Library Fees	339,978	320,720	346,383	384,813
Employee Contributions	294,820	277,996	272,492	289,199
Miscellaneous Services	4,284	15,961	10,000	-
Interfund Transfer In	428,494	-	-	-
Insurance Service	1,836,077	1,767,420	1,846,906	1,834,437
Reimbursement	40,223	1,020,533	50,000	42,000
Total Revenue	\$ 7,455,383	\$ 8,440,495	\$ 8,300,212	\$ 8,273,275

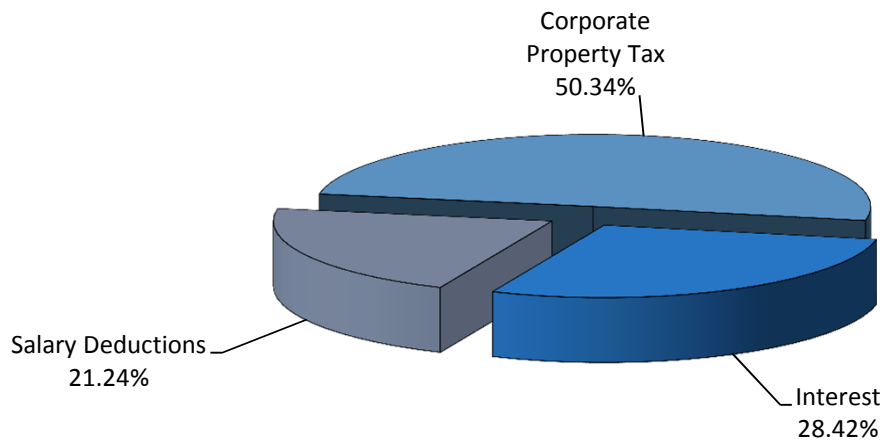


	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Credit, Collection and Bank	\$ 3,131	\$ 1,545	\$ 1,323	\$ 1,143
Professional Services	125,519	124,500	128,760	128,710
Insurance	7,773,799	7,524,122	8,198,771	7,893,233
Interfund Transfers Out	250,000	-	200,000	-
Total Expenditures	\$ 8,152,449	\$ 7,650,167	\$ 8,528,854	\$ 8,023,086

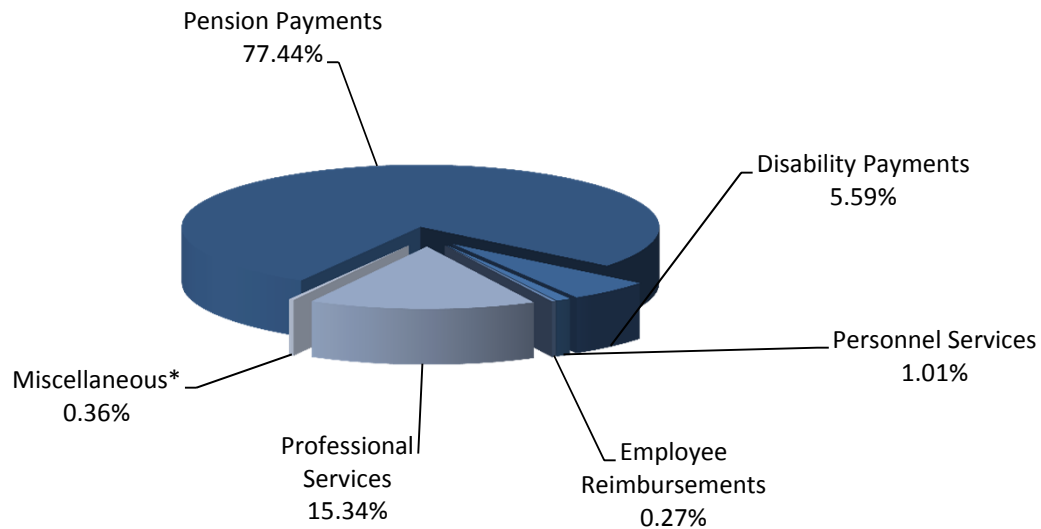
Fiduciary Fund

Budget
Fiscal Year 2013

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.



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Miscellaneous Income	\$ 586	\$ 4,742	\$ -	\$ -
Corporate Property Tax	1,764,470	1,943,672	1,980,950	2,079,998
Investment Income-Interest	5,399,846	(2,698,125)	1,292,587	1,174,044
Pension Reimbursement	-	145,123	-	-
Salary Deductions	783,909	802,822	831,861	877,588
Total Revenue	\$ 7,948,811	\$ 198,234	\$ 4,105,398	\$ 4,131,630



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

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Pension Payments	\$ 1,677,065	\$ 1,824,423	\$ 1,870,030	\$ 1,923,640
Disability Payments	138,804	138,804	138,804	138,804
Personnel Services	64,003	3,583	25,000	25,000
Employee Reimbursements	3,563	7,063	6,000	6,750
Credit, Collection & Bank	3,681	1,758	2,500	2,500
Professional Services	340,381	364,251	363,000	381,000
Purchased Services	2,188	3,625	3,000	3,000
Miscellaneous Expenses	(1,425,463)	(3,094,127)	3,371	3,371
Total Expenditures	\$ 804,222	\$ (750,620)	\$ 2,411,705	\$ 2,484,065

Component Units

Budget
Fiscal Year 2013

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
--	---	---

COMPONENT UNIT MISSION:

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

COMPONENT UNIT FUNCTIONS:

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

The Civic Center hosts a variety of events, including wedding receptions, private parties, training sessions, charitable and fundraising events, veteran and current members of the military events, civic and community group events, public medical testing and screenings, and trade and special interest shows and exhibits. In 2012, 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 2012, the Civic Center provided approximately 600 community outreach hours.

STRATEGIC PLAN GOALS:

1. Develop partnerships with both public and private sector organizations and provide the opportunity to attract and retain businesses, thus creating a competitive marketplace and enhancing the Civic Center’s economic base.

- **OBJECTIVE** - Establish two strategic business partnerships to leverage the pipeline and knowledge of potential joint ventures. Revise current partnership list with updated information.
 - **PURPOSE** - By leveraging other entities, including potential competitors, this will enable the Civic Center to take advantage of the business relationships of others.
 - **COMPLETION DATE** – December 31, 2013
- **OBJECTIVE** - Pursue marketing and promotional partnerships with local vendors to provide discount services to Civic Center clients. Increase additional partnerships by 10%.
 - **PURPOSE** - To develop marketing partnerships with business entities in Orland Park.
 - **COMPLETION DATE** – December 31, 2013

- **OBJECTIVE** - 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.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** - Develop marketing package specifically for associations and businesses in the Chicagoland area.
 - **PURPOSE** - To advertise in as many relevant forums as possible to showcase what the Civic Center offers. Host additional public open house events and offer "after hours" gatherings for Orland Park businesses to promote increased seminar/meeting usage.
 - **COMPLETION DATE** – December 31, 2013
- 2. The Civic Center is a vibrant facility that is a quality and affordable venue to host events that will bring opportunities for both residents and businesses alike.**
- **OBJECTIVE** - Offer affordable community outreach programs for residents, community groups and businesses. Maintain at least 625 hours for 2013. Complete analysis of optimum community outreach hours in 2013 by October 1, 2013.
 - **PURPOSE** - To maintain and provide good will with the community, while showcasing the Civic Center's capabilities.
 - **COMPLETION DATE** – December 31, 2013
- 3. Continue to provide a well maintained facility to meet the needs of both residents and businesses.**
- **OBJECTIVE** – Partner with schools and Autism Awareness Foundation to use artwork on a loan basis, enabling the Civic Center to diversify decorations on a rotational basis. Secure one artwork partnership by June 1, 2013.
 - **PURPOSE:** To provide an updated and clean facility to attract businesses.
 - **COMPLETION DATE** – December 31, 2013
 - **OBJECTIVE** – Provide TV screens in Exhibition Room and Annex to update bingo functionality and offer modern technology to renters for Powerpoint and photograph presentations, etc.
 - **PURPOSE:** To provide an updated and clean facility to attract businesses.
 - **COMPLETION DATE** – December 31, 2013
- 4. Foster a cost-effective, cooperative approach to control expenditures.**
- **OBJECTIVE** - Complete back up staffing plan for General Manager's position and necessary cross-training.
 - **PURPOSE** – To provide for operational needs and to save annual salary costs.
 - **COMPLETION DATE** – June 30, 2013

- **OBJECTIVE** – Take inventory of what light fixtures are not energy efficient and create a list of what is needed to complete the job, including pricing.
 - **PURPOSE** - To conserve energy and reduce utility costs.
 - **COMPLETION DATE** – October 1, 2013

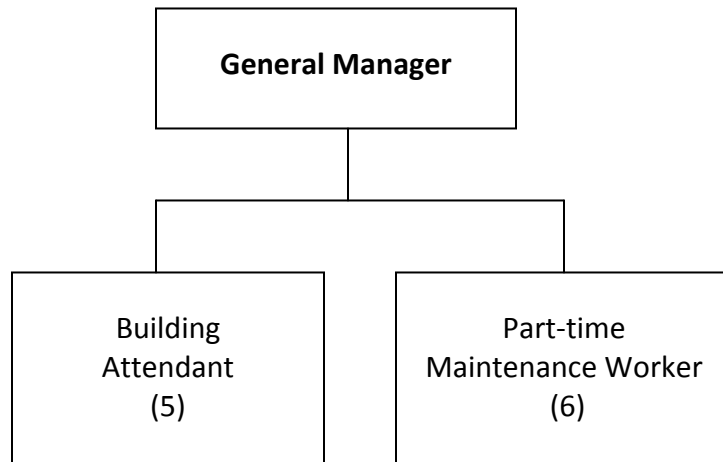
- **OBJECTIVE** – Replace east doors in Exhibition Room with energy efficient doors.
 - **PURPOSE** - To conserve energy and reduce utility costs.
 - **COMPLETION DATE** – June 1, 2013

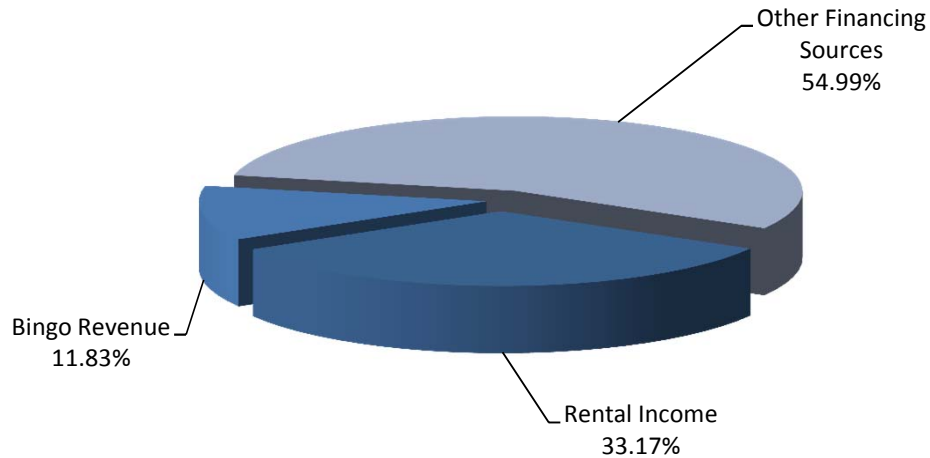
MEASURE	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated
Bingo (dates booked)	51	51	51
Other events (dates booked)	202	235	245
Village usage (dates booked)	108	260	270
Community outreach hours provided	600	625	625
New bookings	n/a	n/a	10
Revenue increase from previous year	+5%	-2% *	+5%

*** Increase in Community Outreach and Village Usage resulted in less revenue for the year.**

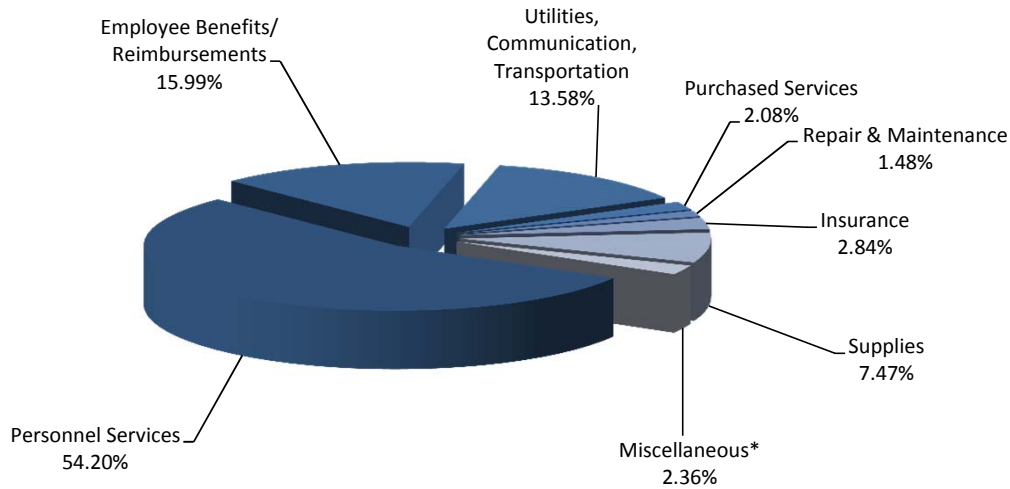
CIVIC CENTER BUDGETED POSITIONS

FULL TIME POSITION TITLE	FY2011 ACTUAL	FY2012 CURRENT	FY2013 BUDGET
General Manager	1	1	1
Assistant to General Manager	1	1	0
TOTAL FULL TIME PERSONNEL	2	2	1
PART TIME POSITION TITLE			
Maintenance	6	6	6
Building Attendant	4	4	5
TOTAL PART TIME PERSONNEL	10	10	11



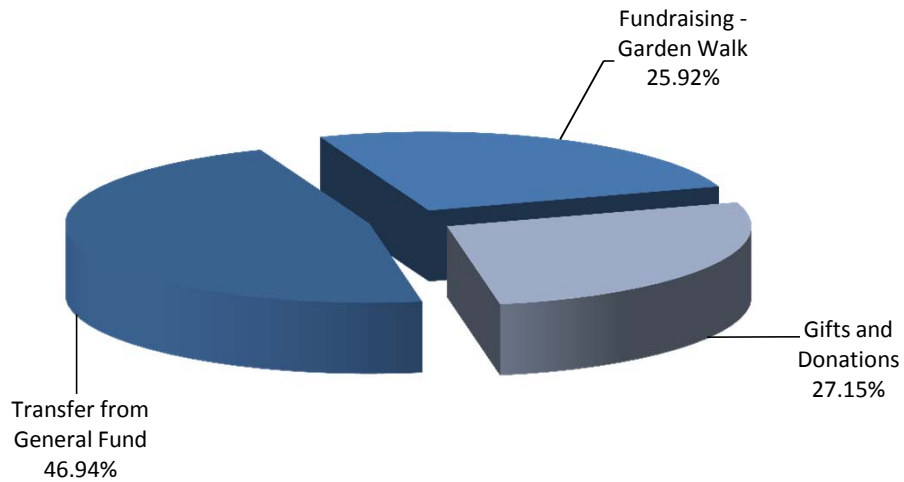


	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Grants/Intergovernmental	\$ -	\$ 141,303	\$ -	\$ -
Rental Income	92,891	94,633	93,000	94,000
Rental Income - Village	38,910	-	-	-
Bingo Revenue	32,610	32,900	31,500	33,532
Transfer from General Fund	167,943	219,997	448,070	155,814
Total Revenue	\$ 332,354	\$ 488,833	\$ 572,570	\$ 283,346

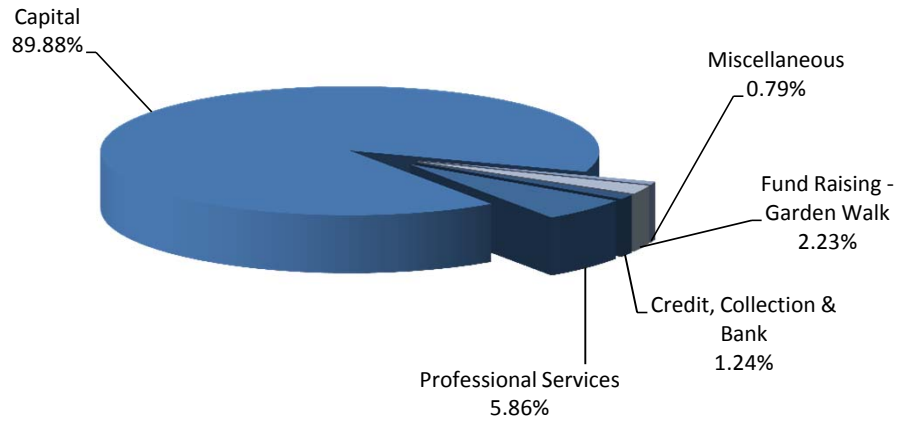


*Miscellaneous category includes Miscellaneous Expenses and Professional Services.

	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Personnel Services	\$ 178,415	\$ 188,176	\$ 153,456	\$ 153,575
Employee Benefits	64,299	71,581	51,185	44,255
Employee Reimbursements	962	971	1,045	1,045
Professional Services	4,060	3,931	4,826	6,075
Utilities, Communication, Transportation	35,649	37,378	37,983	38,478
Purchased Services	7,078	2,989	15,164	5,885
Repair & Maintenance	4,705	149,847	236,586	4,207
Insurance	6,694	8,789	9,047	8,047
Supplies	10,841	20,894	19,861	21,169
Miscellaneous Expenses	450	450	610	610
Total Expenditures	\$ 313,153	\$ 485,006	\$ 529,763	\$ 283,346



	FY2010 Actual	FY2011 Actual	FY2012 Amended Budget	FY2013 Budget
Interest	\$ 3,959	\$ 619	\$ -	\$ -
Fundraising - Garden Walk	5,935	-	5,500	3,700
Fundraising - Rain Barrel Sales	434	-	-	-
Transfer from General Fund	6,930	6,399	5,404	6,700
Miscellaneous Reimbursements	4	-	-	-
Gifts and Donations	5,099	5,161	1,000	3,875
Total Revenue	\$ 22,361	\$ 12,179	\$ 11,904	\$ 14,275



	FY2010	FY2011	FY2012	FY2013
	Actual	Actual	Amended Budget	Budget
Credit, Collection & Bank	\$ 4,232	\$ 1,364	\$ 2,500	\$ 2,500
Professional Services	5,647	26,174	13,615	11,815
Utilities, Communication, Transportation	228	130	500	500
Supplies	2,400	-	-	1,000
Fundraising - Garden Walk	2,716	-	4,500	4,500
Capital	-	-	-	181,333
Miscellaneous Expenses	28	251,488	516,433	100
Total Expenditures	\$ 15,251	\$ 279,156	\$ 537,548	\$ 201,748

Appendix and Glossary

Budget
Fiscal Year 2013

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.

Taxpayers	Type of Business	2010 Assessed Valuation*	Percentage of Total Assessed Valuation
Simon Property Group	Orland Square Mall (includes smaller stores)	\$143,761,114	5.24%
IRC	Lake View Plaza Shopping Center	63,933,398	2.33%
J. C. Penny Co., Inc.	Department Store	13,745,206	0.50%
St. George Corp	Commercial building over three stories	12,385,052	0.45%
Sears	Department Store	11,294,544	0.41%
Albertsons	Jewel Supermarkets and Osco Drugs	10,932,917	0.40%
MCRIL LLC	Carson Pirie Scott & Co. (Department Store)	10,108,514	0.37%
B & G Realty	One-story non-fire proof public garage	9,466,862	0.34%
Cambridge Reality Capital	One-story non-fire proof public garage	9,404,987	0.34%
Lifetime Fitness	Gym Space	7,995,243	0.29%
		\$293,027,836	10.68%

Note: Total 2010 Equalized Assessed Valuation for the Village of Orland Park was \$2,744,499,900.

*This is the most current data available.

Name	Type of Business	Approximate Number Employed
School District #135	Elementary School	741
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	320
J.C. Penney	Retail Department Store	305
Darvin Furniture	Retail Furniture Store	268
Palos Primary Care	Healthcare Services	262
Target	Discount Store	237
Macy's	Retail Department Store	207



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. 4770

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 26th day of March 2013.

David P. Maher, Village Clerk

CORPORATE
SEAL

VILLAGE OF ORLAND PARK

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

Ordinance No: 4770

File Number: 2012-0691

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR
COMMENCING ON JANUARY 1, 2013 AND ENDING ON DECEMBER 31, 2013 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 4th day of December, 2012 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: 4770

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2013 AND ENDING ON DECEMBER 31, 2013 FOR THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1

The annual budget for the Village of Orland Park, Cook and Will Counties, Illinois as set forth in that certain document entitled

VILLAGE OF ORLAND PARK ANNUAL BUDGET FOR FISCAL YEAR 2013

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, 2013.

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 3rd day of December, 2012

/s/ David P. Maher

David P. Maher, Village Clerk

Aye: 5 Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Gira, and Trustee Griffin Ruzich

Nay: 0

Absent: 2 Trustee Schussler and President McLaughlin

VILLAGE OF ORLAND PARK

Ordinance No: 4770

DEPOSITED in my office this 3rd day of December, 2012

/s/ David P. Maher

David P. Maher, Village Clerk

APPROVED this 3rd day of December, 2012

/s/ Daniel J. McLaughlin

Daniel J. McLaughlin, Village President

PUBLISHED this 4th day of December, 2012

/s/ David P. Maher

David P. Maher, Village Clerk

ABATEMENT	A partial or complete cancellation of a tax levy imposed by the Village.
ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.
ACCOUNTING SYSTEM	The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position, and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS	A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.
ACTIVITY	The smallest unit of budgetary accountability and control which encompassed specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the Village is responsible.
AFSCME	American Federation of State, County, and Municipal Employees
ANNUALIZE	Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.
APPROPRIATION	An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited to the time it may be expended.
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
BALANCED BUDGET	The budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to expenditures.
BOARD OF TRUSTEES	The governing body responsible for the oversight of the municipality.
BOND	A written promise, generally under a seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
BONDED REFINANCING	The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.
BONDED DEBT	That portion of indebtedness represented by outstanding bonds.
BUDGET	A one-year financial document embodying an estimate of proposed revenues and expenditures for the year. The Village is required by State Statute to approve a budget, and the approved budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET ADJUSTMENT	A legal procedure utilized by the Village staff and the Village board to revise a budget.
BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations of the Village Board.

BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CAFR	Comprehensive Annual Financial Report. A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.
CAPITAL ASSETS	Assets of significant value and having a useful life of at least one year with a value over \$10,000. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of or addition to fixed assets.
CAPITAL PROJECTS FUND	A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.
CASH BASIS	A basis of accounting in which transactions are recognized only when cash is increased or decreased.
CBA	Collective Bargaining Agreements
CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING	An award presented to Governmental units and public employee retirement systems whose comprehensive annual financial reports (CAFR's) are judged by the Government Finance Officer Association of the United States and Canada to substantially conform to certain program standards.
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CIP	Capital Improvement Program. A plan of proposed capital expenditures and the means of financing them. Items in the capital budget are usually construction projects designed to improve the value of the government assets. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays.
COMMODITIES	Consumable items used by Village departments. Examples include office supplies, replacement parts for equipment, and gasoline.
COMPONENT UNIT	A component unit is a legally separate organization that a primary government must include as part of its financial reporting entity for fair presentation in conformity with GAAP.
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
CONTRACTUAL SERVICES	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.

DEBT SERVICE FUND	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.
DEFICIT	(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DEPRECIATION	(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.
DISBURSEMENT	Payments for goods and services in cash or by check.
EAV	The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal to one third of its market value.
ENCUMBRANCE	The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.
ENTERPRISE FUND	A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose. Examples of enterprise funds are those for utilities.
ESTIMATED REVENUE	The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Village Board.
EXPENDITURES	If the accounts are kept on the accrual basis this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursements for these purposes.

EXPENDITURE BY CLASSIFICATION	A basis for distinguishing types of expenditures; the major classifications used by the Village are: Personal Services, Contractual Services, Commodities, Other Charges and Capital Outlay.
EXPENSES	Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period.
FIDUCIARY FUNDS	Funds that are used when a government holds or manages financial resources in an agent or fiduciary capacity.
FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Village of Orland Park has specified January 1 to December 31 as its fiscal year.
FIXED ASSETS	Assets of a long-term character in which the intent is to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.
FULL FAITH & CREDIT	A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds.)
FUND	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of following special regulations, restrictions, or limitations.
FUND ACCOUNTS	All accounts necessary to set forth the financial operations and financial condition of a fund.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GAAFR	Governmental Accounting, Auditing and Financial Reporting. A Comprehensive practice-oriented guide to accounting and auditing in the public sector.
GAAP	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
GAAS	Generally Accepted Auditing Standards. A set of systematic guidelines used by auditors when conducting audits to ensure accuracy, consistency and verifiability of auditor's actions and reports.
GASB	Governmental Accounting Standards Board. An independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principals (GAAP) for state and local government. GASB members are appointed by the Financial Accounting Foundation (FAF); however the GASB enjoys complete autonomy from the FAF in all technical and standard-setting activities.
GENERAL FUND	The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except

	those required to be accounted for in another fund. NOTE: The General Fund is used to finance the ordinary operations of a government unit.
GENERAL OBLIGATION BONDS	Bonds for whose payments the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.
GFOA	Government Finance Officers Association. An organization representing municipal finance officers and other individuals and organizations associated with public finance.
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
GRANT	A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function, but it is sometimes also for general purposes.
HOME RULE MUNICIPALITY	A home rule municipality may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of public health, safety, morals and welfare; to license; to tax; and to incur debt, unless preempted by the State of Illinois. A municipality is designated as a home rule municipality if its population reached 25,000 or if the designation of home rule is approved by voters via a referendum.
IBEW	International Brotherhood of Electrical Workers
IDOT	Illinois Department of Transportation
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the TOTAL revenues over the TOTAL expenses of the utility for a particular accounting period is called the "net income."
INFRASTRUCTURE	The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).
INTERFUND TRANSFERS	Amounts transferred from one fund to another fund.
INTERNAL SERVICE FUND	A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments or agencies within a single governmental unit or to other governmental units. Amounts expended by the fund are reimbursed, either from operating earnings or by transfers from other funds, so that the original fund capital is kept intact.
IUOE	International Union of Operating Engineers
LIABILITIES	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LONG TERM DEBT	Debt with a maturity of more than one year after the date of issuance.
MAP	Metropolitan Alliance of Police
MODIFIED ACCURAL ACCOUNTING	A basis of accounting used by Governmental Fund types in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and, expenditures are recognized when the related liability is incurred.
OBLIGATIONS	Amounts which a government may be legally required to meet out of its resources. They include not only liabilities, but also encumbrances not yet paid.
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provides the basic government services.
ORDINANCE	A formal legislative enactment by the governing board of a municipality.
PERSONAL SERVICES	Costs related to compensating Village employees, including salaries, wages, and benefits.
PPERS (Police Pension Employees Retirement System)	The PPERS is the retirement system for all of the Village's sworn police employees. PPERS functions for the benefit of these employees and is governed by a five-member pension board.
PRIOR YEAR ENCUMBRANCES	Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation are reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.
PROPERTY TAX	Property taxes are levied on real property according to the property's valuation and the tax rate
RFP (Request for Proposal)	Request for proposal is an invitation for providers of a product or service to bid on the right to supply that product or service to the entity that issued the proposal.
RIGHT OF WAY	Land dedicated to the public which affords primary access by pedestrians and vehicles to abutting properties.
RESERVE	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
RETAINED EARNINGS	An equity account used to indicate that a portion of a fund balance is restricted for a specific purpose.
REVENUES	Funds that the government receives as income.
SPECIAL REVENUE FUND	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.
TAX LEVY	The total amount to be raised by general property taxes for

	operating and debt services purposes specified in the Tax Levy Ordinance.
TAX LEVY ORDINANCE	An ordinance by means of which taxes are levied.
TIF	Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.
TRANSFER IN/OUT	Amounts transferred from one fund to another to assist in financing the services for the recipient fund.
WATER & SEWER FUND	A fund established to account for operations of the water and sewer system. It is operated in a manner similar to private business enterprises where the intent is cost recovery.